



## City Council Agenda

**Monday, June 3, 2024**

**6:00 PM**

**City Council Chambers**

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

- 6:00 p.m.    **1. Roll Call**  
Voting & Seating Order: Strahan, Etten, Schroeder, Groff, and Roe
- 6:01 p.m.    **2. Pledge of Allegiance**
- 6:02 p.m.    **3. Approve Agenda**
- 6:03 p.m.    **4. Public Comment**
- 6:08 p.m.    **5. Recognitions and Donations**  
a. Juneteenth Proclamation
- 6:13 p.m.    **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m.    a. Hold a public hearing and consider a request to approve a plat and subdivision variance (PF24-007)
- 6:25 p.m.    b. Public Hearing and Consider Resolutions Approving the Vacation of Multiple Streets Easements and Rights-of-Way
- 6:40 p.m.    c. Receive the 2024 Community Survey and Analysis Presentation by the Morris Leatherman Company
- 7:40 p.m.    d. Consider adopting an ordinance establishing an Equity and Inclusion Commission
- 8:00 p.m.    e. Report on Council Evaluation of City Manager Performance
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 8:10 p.m.    **9. Approval of City Council Minutes**  
a. Approve Minutes from May 6, 2024 City Council Meeting  
b. Approve Minutes from May 13, 2024 City Council Meeting  
c. Approve Minutes from May 13, 2024 EDA Meeting
- 8:15 p.m.    **10. Approve Consent Agenda**  
a. Approval of Payments  
b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items  
c. Approve 2024-2025 Business License Renewals  
d. Approve the Issuance of a Premise Permit for Minnesota Fastpitch Academy Foundation to Conduct Lawful Gambling Activities at 1721 County Rd C West (Smash Park)  
e. Consider Approval of a Grant Application for funding through the U.S. Department of Justice to Support Law Enforcement Agencies Seeking Accreditation  
f. Approve City Manager Goals for 2024-25

- 8:20 p.m.    **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**  
              a. Future Agenda Review
- 8:30 p.m.    **12. Adjourn**



  
**REQUEST FOR COUNCIL ACTION**

Date: 6/3/2024

Item No.: 5.a.

Department Approval



City Manager Approval



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**Item Description:** Juneteenth Proclamation

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**Background**

Juneteenth (short for June Nineteenth) marks the day when federal troops arrive in Galveston, Texas in 1865 to take control of the state and ensure that all enslaved people be freed. The troops' arrival came a full two and a half years after the signing of the Emancipation Proclamation. Juneteenth honors the end to slavery in the United States and is considered the longest-running African American holiday. On June 17, 2021, it officially became a federal holiday. (Excerpt from <https://www.history.com/news/what-is-juneteenth>)

Staff is bringing forward a proclamation recognizing Juneteenth for council consideration. In 2017, a group of Roseville residents gathered to celebrate Juneteenth and Black culture, and this celebration has continued to grow year after year. The city is again a sponsor of this celebration that will take place on Saturday, June 15, 2024 at Roseville Central Park from 11:00 - 2:00 p.m. In addition, in 2022, the City Council declared June 19th an official city-recognized holiday and in 2023 it became an official state holiday as well.

Based on this, staff believes this meets the criteria outlined in the city's Proclamation Policy and is recommending it be adopted and issued and included as part of the annual slate of proclamations the city council approves.

**Policy Objectives**

Our community aspiration to be a community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing. This proclamation helps promote inclusivity by encouraging people to celebrate the Juneteenth holiday.

**Racial Equity Impact Summary**

Juneteenth is a day of committed reflection and recognizes that – across people and nations – historic, ongoing, structurally embedded and government-sanctioned racial discrimination has perpetuated its impacts upon all our generations, including to this very day; and the City of Roseville and its leadership strive to be intentional and accountable to identify solutions to undo the harm of the legacy of racial discrimination and slavery.

**Budget Implications**

The City has budgeted \$6,000 to contribute and help sponsor the Roseville Juneteenth celebration on June 15, 2024.

**Staff Recommendations**

Adopt and issue the proclamation and add the Juneteenth Proclamation to the list of annual

40 proclamations.

41

42 **Requested Council Action**

43 Motion to adopt and issue the proclamation and add to the list of annual proclamations.

44

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**Prepared by:** Antonio Montez, Equity and Inclusion Manager

**Attachments:**

1. Proclamation
2. Proclamation Policy

46



## Juneteenth June 19, 2024

**Whereas:** On January 1, 1863, President Abraham Lincoln signed the Emancipation Proclamation; which established that all enslaved people in Confederate states were set free; and

**Whereas:** Many slave owners in the state of Texas did not release their slaves; and on June 19th, 1865, General Gordon Grainger and his troops entered Galveston, Texas after the surrender of General Robert E. Lee in Appomattox, Virginia. Upon General Grainger's arrival on Texas soil, he issued General's Order No. 3; and

**Whereas:** This order officially declared the immediate release and freedom of the remainder of slaves located in Texas; and slaves that were forcefully held captive for almost three years after the Emancipation Proclamation was issued were finally pronounced freemen and freewomen; and

**Whereas:** In 1866, Black freedmen organized the first celebration of "Jubilee Day" on June 19 featuring music, ethnic cuisines, prayer services, and other activities; and June 19, is now recognized as a ceremonial holiday in forty-seven states, with Texas being the first to declare Juneteenth a state holiday in 1980; and

**Whereas:** Juneteenth is a day of committed reflection and recognizes that – across people and nations – historic, ongoing, structurally imbedded and government-sanctioned racial discrimination has perpetuated its impacts upon all our generations, including to this very day; and

**Whereas:** In June of 2017, 12 Roseville residents gathered at a Roseville park in recognition of Juneteenth to be in community with each other and to honor and celebrate black culture beginning a new Juneteenth tradition in Roseville; and

**Whereas:** The City of Roseville and its leadership strive to be intentional and accountable to identify solutions to undo the harm of the legacy of racial discrimination and slavery; and

**Whereas:** On November 7, 2022, the Roseville City Council declared June 19 an official City-recognized holiday, and on February 3, 2023 Juneteenth officially became a State holiday in Minnesota; and

**Whereas:** The 2024 Juneteenth event committee consists of a dozen volunteers committed to providing a great experience to the City of Roseville; and

**Whereas:** On Saturday, June 15, 2024 the community will gather again for the annual celebration of Juneteenth at the Roseville Central Park from 11:00 a.m. to 3:00 p.m.

**Now, Therefore Be It Resolved,** that the City Council hereby declare June 19<sup>th</sup>, 2024, to be Juneteenth in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

**In Witness Whereof,** I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 3rd day of June, 2024.

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Mayor Daniel J. Roe



## Proclamation Policy

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

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

They include:

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

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

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

*(Inserted from June 6, 2022 Council minutes)*

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

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

Date: 6/3/2024

Item No.: 7.a.

Department Approval

*Janice Gundlach*

City Manager Approval

*Samuel J. Truog*

**Item Description:** Hold a public hearing and consider a request to approve a plat and subdivision variance (PF24-007)

**Background**

General Application and Site Information

Property Owner and Applicant: Thomas Blomberg

Location: 210 County Road B2

Application Submitted and Considered Complete: March 28, 2024

City Action Deadline: July 26, 2024

| Land Use Context | Existing Land Use                 | Guiding   | Zoning     |
|------------------|-----------------------------------|-----------|------------|
| Site             | one-family residential, detached  | LR        | LDR        |
| North            | church / assisted living facility | INST / HR | INST / HDR |
| West             | one-family residential, detached  | LR        | LDR        |
| East             | one-family residential, detached  | LR        | LDR        |
| South            | apartments                        | HR        | HDR        |

The subject site is approximately one acre and comprises seven substandard platted lots arranged between County Road B2 and Grandview Avenue, the western half of the undeveloped and recently vacated Ida Avenue right-of-way, and the eastern half of an undeveloped alley right-of-way behind the lots. The applicant proposes to retain the existing house addressed as 210 County Road B2 on a large parcel (i.e., Lot 3 in the proposed *Joavia Place* plat) and create two additional lots for detached homes (Lots 1 and 2) fronting Grandview Avenue. Subdivision proposals resulting in three or fewer lots are considered a minor plat, requiring the City Council to hold the public hearing (unlike a major plat that requires the Planning Commission to hold the public hearing). As proposed, Lots 1 and 2 would be just over 80 feet in width, which would require approval of the Subdivision Variance component of the application.

Legislative Authority

When considering subdivision and variance requests, the role of the City is *quasi-judicial*; to determine the facts associated with a particular proposal and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the

applicant is likely to be entitled to the approval. The City is, however, able to add conditions to a subdivision and subdivision variance approval to ensure that potential impacts on parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

#### Public Hearing

The purpose of the public hearing for such an application is to *consult* the public; it is an opportunity for the public to learn the relevant facts about the proposal, ask clarifying questions, and provide input pertaining to the relevant facts as well as the analysis of the facts presented by City staff.

#### **Preliminary Plat Analysis**

Detailed plans supporting the proposed plat are included with this RCA as Attachment 3. Roseville's Development Review Committee (DRC) met on several occasions in early 2024 to review the proposed subdivision plans. Some of the comments and feedback based on the DRC's review of the application are included in the analysis below, and the full comments offered in memos prepared by DRC members are included with this RCA in Attachment 4.

#### Proposed Lots

The minimum width of lots for one-family, detached homes in the LDR zoning district is 85 feet. Proposed Lots 1 and 2 are only 80 feet in width and are the subject of the proposed Subdivision Variance. Proposed Lot 3 is 160 feet in width, exceeding the minimum standard. Each lot is also required to have a minimum of 9,350 square feet of area; all the proposed lots exceed this minimum standard. Lot 3 has about double the area of Lots 1 and 2, which each have about 11,200 square feet.

#### Setbacks

Building setbacks are not specifically reviewed and approved as part of a plat application, but the new building footprints on proposed Lots 1 and 2 represented in the preliminary development plans appear to conform to all the minimum property line setbacks of the LDR district. The existing house at 210 County Road B2 has a legally nonconforming front yard setback. The northernmost three feet of the subject property is already under a right-of-way easement and, although the dedication of this right-of-way to Ramsey County will technically reduce the nonconforming front yard setback by another three feet, §1002.04.E (Nonconforming Use Exceptions) indicates that the county's acquisition of the additional right-of-way is officially held to not reduce the existing, legally nonconforming front yard setback.

#### Utilities and Storm Water

The attached memo from the City Engineer indicates:

- Water and sanitary sewer service mains are available to the property.
- The site can meet Roseville's stormwater standards.
- The storm sewer improvements within the site would be private and require private maintenance.

#### Tree Preservation

The tree preservation and replacement requirements in §1011.04 of the City Code provide a way to quantify the amount of tree material being removed for a given project and to calculate the resulting tree replacement obligation. The applicant has provided these calculations, as shown in Attachment 3, which would seem to elicit the obligation to plant about 63 replacement trees across the development site. Because the tree replacement calculation is particularly complex, City staff routinely performs the calculation independently using a spreadsheet-based calculator staff has developed and refined over the years. Staff's calculated replacement obligation of only 14 trees is much smaller, apparently due to the fact the applicant's calculation did not exempt trees in storm water management easements as the regulations specify. In light of this discrepancy, Planning Division staff and the consulting forester are continuing to validate the data. Should the applicant be unable (or elect not) to plant all required

replacement trees, the ordinance offers one alternative, which is to make a cash-in-lieu payment of \$500 per un-planted tree or an amount not to exceed 10% of the assessed value of the land (i.e., \$115,000 x 10% = \$11,500), whichever is less.

#### Park Dedication

Although the subject parcel includes seven platted residential lots, each of these existing lots has too little width to be considered a legally buildable lot by itself. Therefore, since the proposed three-lot plat of the existing parcel would represent a net increase of 2 developable lots, the City could accept a dedication of up to approximately 0.1 acres of park land (pursuant to the requirement to dedicate up to 10% of the land of the 1-acre development site) or a dedication of cash in lieu of land, or an equivalent combination of land and cash. The Parks and Recreation Commission reviewed the proposal at its meeting of May 7, 2024, and recommended a dedication of \$8,500 in lieu of land, based on the 2024 park dedication fee of \$4,250 per net residential unit, to satisfy the park dedication requirement.

#### **Subdivision Variance Analysis**

The proposed plat includes two lots that are 80 feet in width. Because this is below the minimum 85-foot width established in §1004.09.B of the City Code, the proposed plat relies on the approval of a subdivision variance as noted earlier in this RCA. Section 1102.02.C of the City Code establishes a mandate that the City make four specific findings about a subdivision variance request as a prerequisite for approving the variance pertaining to the nonconforming width of proposed Lots 1 and 2. Planning Division staff have reviewed the application and offers the following draft findings.

1. *The proposal is consistent with the Comprehensive Plan.* Planning Division staff believe that the proposal is generally consistent with the Comprehensive Plan because the resulting four-dwelling-per-acre density lies in the middle of the Comprehensive Plan's range of 1.5 to 8.0 dwellings per acre in low density residential areas.
2. *The proposal is in harmony with the purposes and intent of the zoning and subdivision ordinances.* The purposes and intent of the standard minimum lot width is to ensure there is adequate space for a home on a given lot and to create a uniform distribution of homes along a street frontage. Planning Division staff finds that the proposal is in harmony with these purposes of the zoning ordinance because the preliminary site plans clearly show the 80-foot lots can easily accommodate new homes, and because it would continue a uniform building pattern since many of the homes to the west along Grandview Avenue were built on parcels of the same width.
3. *An unusual hardship on the land exists.* With a density of about one dwelling per acre, the existing parcel is slightly below the minimum density of 1.5 dwellings per acre and far below the average density of 4.75 dwellings per acre promoted by the Comprehensive Plan in areas guided for low density residential development, like the subject site. Of course, the guidance of the Comprehensive Plan does not obligate the property owner to subdivide the existing parcel but, despite the large area of the subject site, there is a tension between the minimum width requirement of the zoning code and the greater density promoted by the Comprehensive Plan. Planning Division staff believes this tension between the advocacy of the Comprehensive Plan and the constraint of the standard zoning provisions constitutes an unusual hardship, which the subdivision variance process is intended to relieve.
4. *The variance, if granted, will not alter the essential character of the locality.* If the requested subdivision variance is approved, Planning Division staff finds the approval will not alter the essential character of the locality because, as noted previously, this area is characterized by 80-foot wide lots like the proposed Lot 1 and Lot 2.

#### Public Comment

As of the time this RCA was drafted, Planning Division staff had not received any communication from the public.

## **Policy Objectives**



- Establish public-private partnerships to ensure life-cycle housing throughout that City attracts and retains a diverse mix of people, family types, economic statuses, ages, and so on.
- Ensure all subdivisions of land lying within the incorporated limits of the City fully comply with the regulations set forth in the Subdivision Code or Subdivision Variances are granted where necessary. Regulations and requirements for the subdivision of land are necessary to preserve the health, safety, general welfare, convenience, and good order of the community.

## Racial Equity Impact Summary

This analysis is not indicated for quasi-judicial land use decisions.

## Budget Implications

Acquisition of park dedication of \$8,500. Refer to DRC comments in Attachment 4.

## Staff Recommendations

Adopt a resolution approving the proposed Preliminary Plat of Joevia Place and the associated Subdivision Variance, based on the content of this RCA, public input, and City Council deliberation, with the following conditions:

1. Pursuant to the memo from Public Works staff in Attachment 4 of this RCA, the applicant shall:
  - a. Dedicate easements as indicated in the preliminary plat; and
  - b. Provide an Operations and Maintenance Plan, and record an Operations and Maintenance Agreement in favor of the City, pertaining to the maintenance of the private storm water management BMPs.
2. In accordance with the recommendation of the Parks and Recreation Commission, the applicant shall dedicate cash in lieu of park land in the amount of \$8,500 prior to filing the plat at Ramsey County.

## Requested Council Action

Adopt a resolution approving the proposed Preliminary Plat of Joevia Place and the associated Subdivision Variance, based on the content of this RCA, public input, and City Council deliberation, with the following conditions:

1. Pursuant to the memo from Public Works staff in Attachment 4 of this RCA, the applicant shall:
  - a. Dedicate easements as indicated in the preliminary plat; and
  - b. Provide an Operations and Maintenance Plan, and record an Operations and Maintenance Agreement in favor of the City, pertaining to the maintenance of the private storm water management BMPs.
2. In accordance with the recommendation of the Parks and Recreation Commission, the applicant shall dedicate cash in lieu of park land in the amount of \$8,500 prior to filing the plat at Ramsey County.

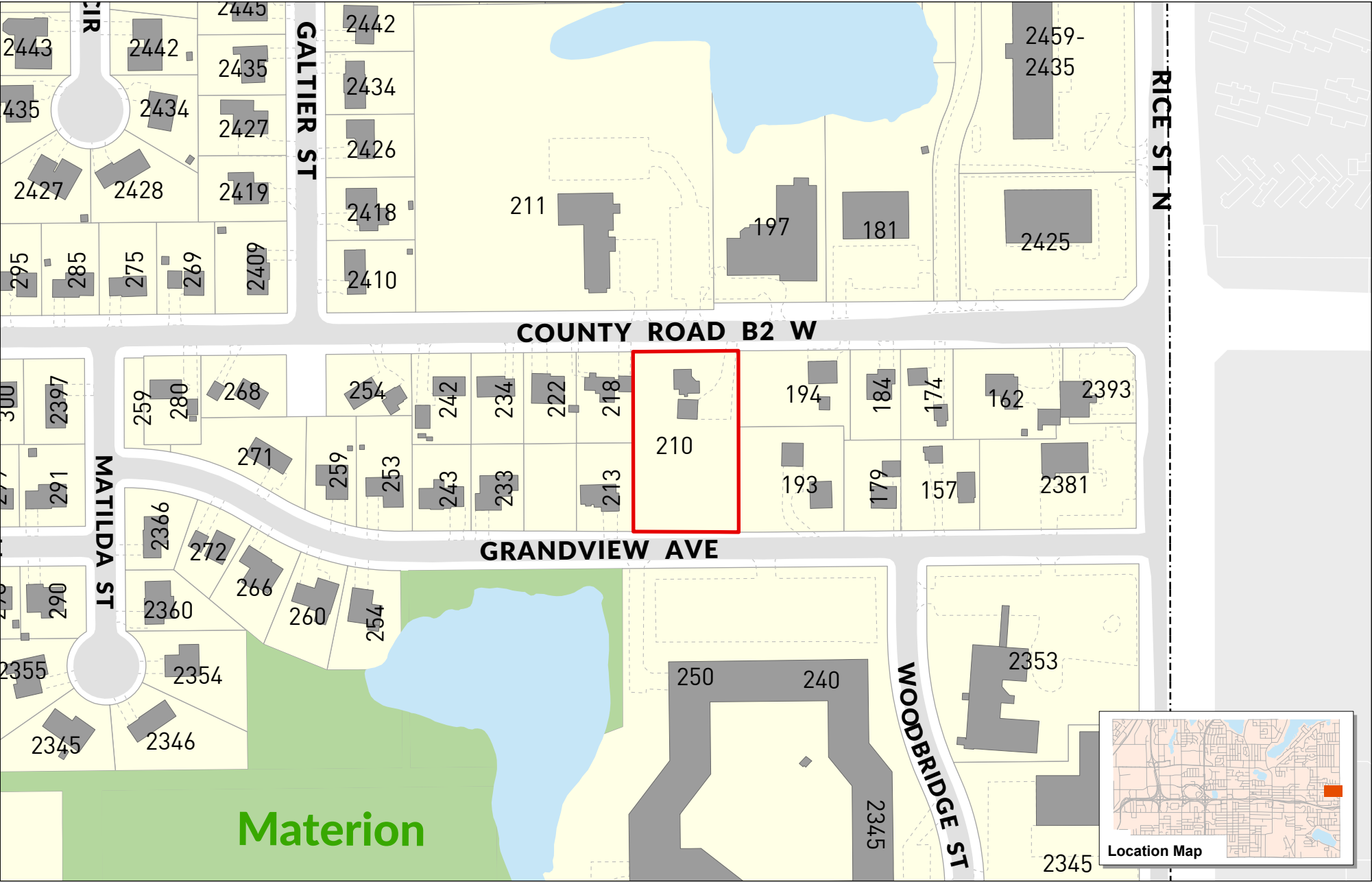
**Prepared by:** Bryan Lloyd, Senior Planner

**Attachments:**

1. Area Map
2. Aerial Photo
3. Plans
4. DRC Comments

## 5. Draft Resolution

Attachment 1: Planning File 24-007





## Attachment 2: Planning File 24-007



Prepared by:

Community Development Department

Printed: May 28, 2024

### Data Sources

\* Ramsey County GIS Base Map (4/2/2024)

\* Aerial Data: EagleView (4/2022)

For further information regarding the contents of this map contact:

City of Roseville, Community Development Department,  
2660 Civic Center Drive, Roseville MN

**Disclaimer:** This is a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Location Map

0 50 100 Feet





PRELIMINARY PLAT OF:

JOEVIA PLACE

~for~ TOM BLOMBERG

~of~ 210 COUNTY ROAD B2 W,  
ROSEVILLE, MINNESOTA

EXISTING PARCEL DESCRIPTION

(Per Title Commitment File No. S24-03/1651602, prepared by Superior Title Inc., as Issuing agent for First American Title Insurance Company.)

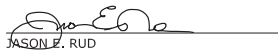
Lots 1 and 2, Block 2, Rice Street Grand View Addition to St. Paul, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Ramsey County, Minnesota, including any portion of any street or alley adjacent thereto, vacated or to be vacated, except the West one foot of that part of the vacated alley in Block 2, Rice Street Grand View Addition to St. Paul, which accrued to Lots 1 and 2, Block 2, Rice Street Grand View Addition to St. Paul, by reason of vacation of said alley. And Lots 3, 4, 5, 6 and 7, Block 2 in Rice Street Grand View Addition, And that part of vacated Ida Avenue Right of Way which accrued thereto by Notice of Completion of Vacation on Proceeding filed as Document No. 4963905, Ramsey County, Minnesota.

Abstract Property

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 3/11/24.
- Bearings shown are based upon the Ramsey County Coordinate System.
- Parcel ID Number: 12-29-23-41-0054.
- The surveyed parcel contains 43,171 sq.ft. (0.99 ac.)
- Curb shots are taken at the top and back of curb.
- This survey was prepared based on Title Commitment File No. S24-03/1651602, dated 2/19/24, prepared by Superior Title Inc., as Issuing agent for First American Title Insurance Company. Survey related information contained therein is shown hereon.
- Location of underground utilities shown hereon were obtained from plans provided by the City of Roseville or were field marked by others pursuant to Gopher State One Call Ticket No. 231233136. Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

  
JASON E. RUD

Date: 3/28/24 License No. 41578

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES AIR CONDITIONING UNIT
- DENOTES CATCH BASIN
- DENOTES CABLE PEDESTAL
- DENOTES CURB STOP
- DENOTES EXISTING SPOT ELEVATION
- DENOTES GUY WIRE
- DENOTES HYDRANT
- DENOTES MAILBOX
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM SEWER MANHOLE
- DENOTES POWER POLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES UTILITY BOX
- DENOTES FENCE
- DENOTES RETAINING WALL
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES OVERHEAD UTILITY
- DENOTES UNDERGROUND GAS LINE
- DENOTES UNDERGROUND FIBER OPTIC LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES GRAVEL SURFACE
- DENOTES PAVER SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

ZONING DATA

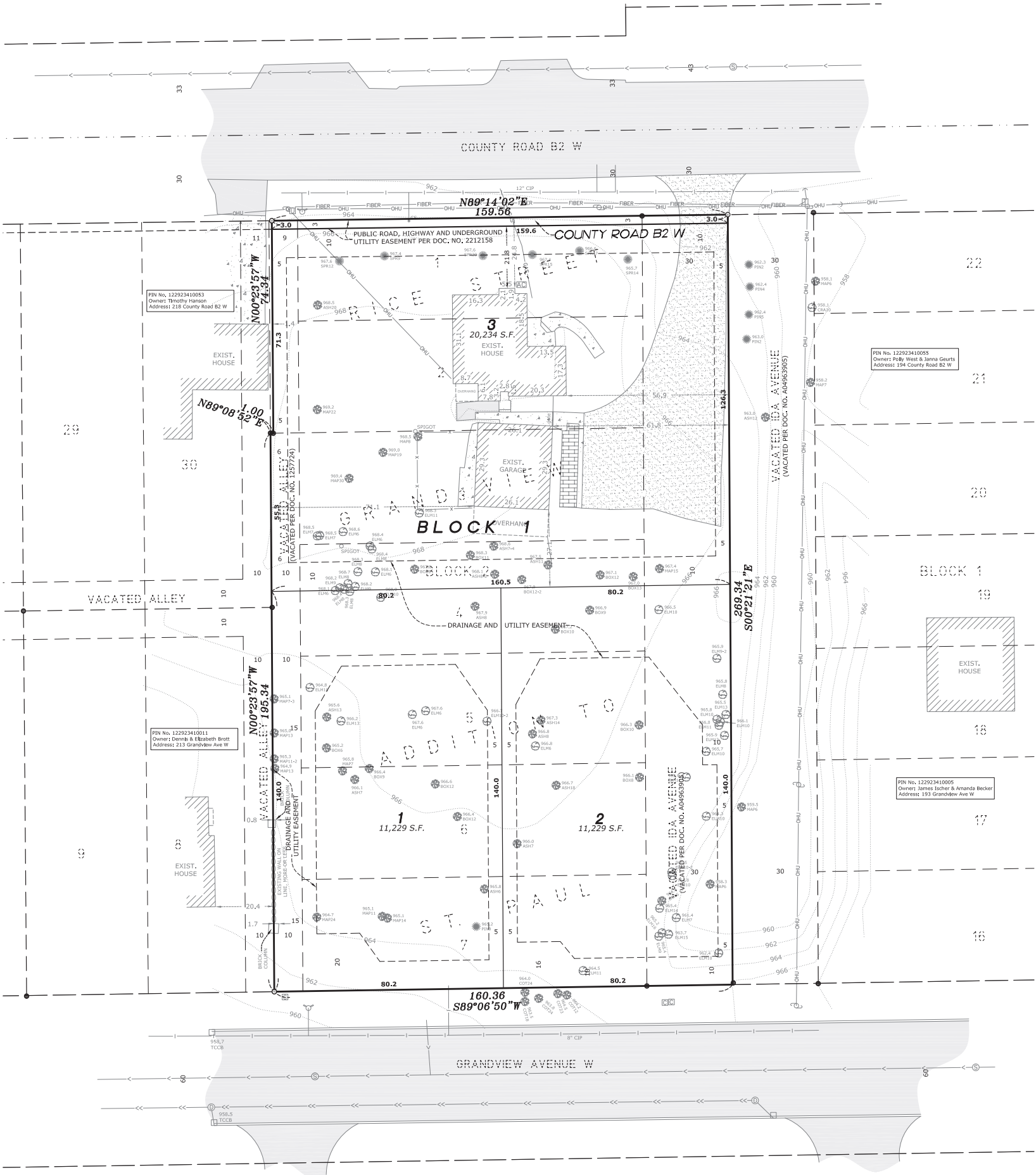
EXISTING ZONING: LDR (LOW DENSITY RESIDENTIAL)

LDR SETBACK DATA:  
FRONT: 30 FEET  
SIDE: 5 FEET  
REAR: 30

BENCHMARK

RAMSEY COUNTY BENCHMARK NO. 9167  
ELEVATION = 967.27 (NAVD 88)

|               |                         |               |
|---------------|-------------------------|---------------|
| DRAWN BY: KCM | JOB NO: 240184PP        | DATE: 3/28/24 |
| CHECK BY: JER | FIELD CREW: JH/CB/DT/MR |               |
| 1             |                         |               |
| 2             |                         |               |
| 3             |                         |               |
| NO.           | DATE                    | DESCRIPTION   |
| BY            |                         |               |



 **E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

ORIGINAL DATE:  
MARCH 29, 2024

[illegible]

DATE: 03.28.2024 LIC. NO. 56299

**JOEVIA PLACE**  
**CIRCLE PINES, MINNESOTA**  
UTILITY PLAN

PREPARED FOR:  
TOM BLOMBERG

SITE PLANNING  
& ENGINEERING

# PLOWE

## ENGINEERING, INC.

6776 LAKE DRIVE  
SUITE 110  
MINNETONKA LAKES, MN 55014  
PHONE: (651) 361-8210  
FAX: (651) 361-8701

NORTH



INCH = 20 FEET

## C2

1. EXISTING WATER MAIN LOCATION AND SIZE SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
2. PROVIDE PIPE INSULATION WHERE SEWER (SANITARY OR STORM) CROSSES WITHIN 18" OF WATER MAIN.
3. PROPOSED WATER SERVICE SHALL BE 1" TYPE K COPPER, AS APPROVED BY THE CITY ENGINEERING DEPARTMENT.
4. MAINTAIN MINIMUM 8'-FT COVER TO TOP OF ALL WATER MAIN PIPE.
5. TAPS OF LIVE WATER MAINS TO BE DONE BY CITY FORCES; HOWEVER, THEY SHALL BE PAID FOR AND COORDINATED BY THE CONTRACTOR.

1. EXISTING SANITARY SEWER LOCATION, SIZE, AND ELEVATION SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.
2. PROPOSED SANITARY SEWER SERVICE SHALL BE 4" PVC SCHEDULE 40 OR 4" PVC SDR 26.

1. A CITY APPROVED DEWATERING/PUMPING PLAN IS REQUIRED PRIOR TO ANY PUMPING ACTIVITY. NOTIFY CITY OF ROSEVILLE ENGINEERING DEPT. AT 651-792-7004 PRIOR TO BEGINNING ANY PUMPING ACTIVITY.

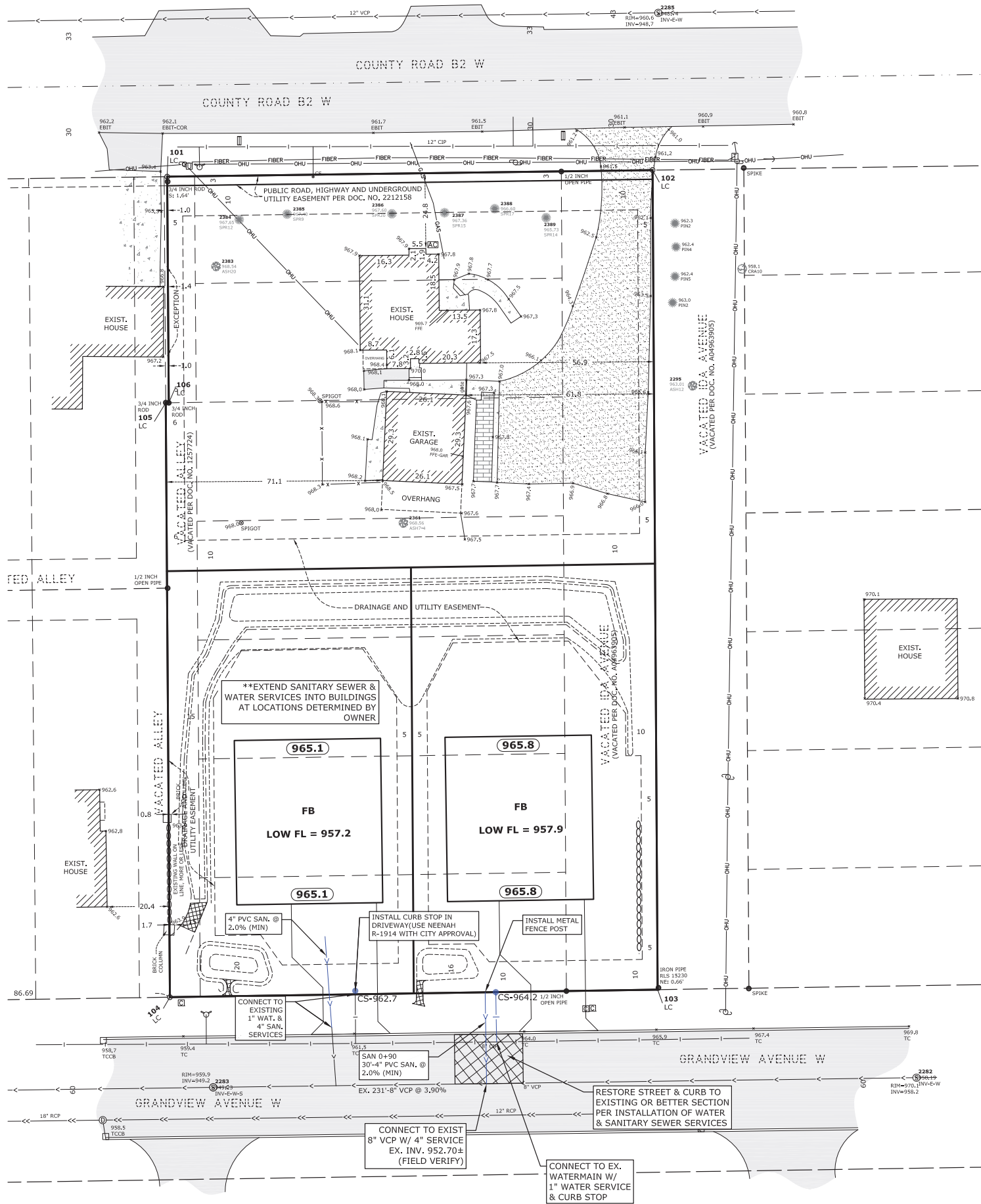
ALL PERMITS, INCLUDING BUT NOT LIMITED TO PERMITS FROM CITY OF ROSEVILLE, RAMSEY COUNTY, AND THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY (IF APPLICABLE), SHALL BE OBTAINED PRIOR TO ORDERING OF MATERIAL AND STARTING OF CONSTRUCTION. NO INSTALLATION OF UTILITIES SHALL BE PERMITTED UNTIL ALL APPLICABLE PERMITS ARE RECEIVED BY THE CONTRACTOR.

INSTALLATION OF UTILITIES SHALL BE CONSTRUCTED TO MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY STANDARDS AND CITY STANDARDS AS IDENTIFIED IN THE PUBLIC WORKS/ENGINEERING STANDARDS.

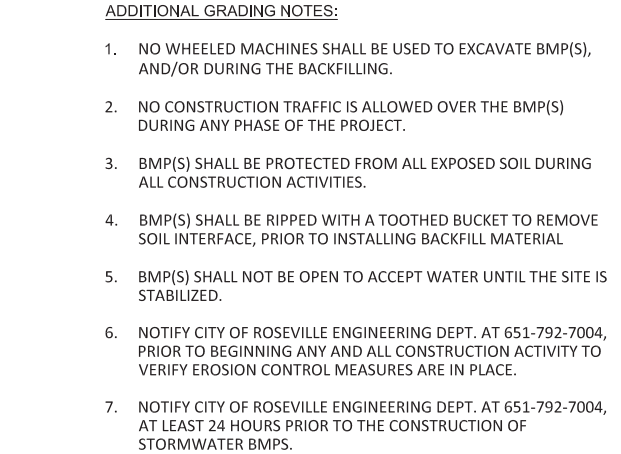


Know what's **below**.  
**Call** before you dig.

# UTILITY PLAN JOEVIA PLACE







- PRIOR TO ANY GRADING OPERATIONS, THE CONTRACTOR SHALL INSTALL ROCK CONSTRUCTION ENTRANCE (LOCATIONS TO BE DETERMINED - COORDINATE WITH OWNER) AND PERIMETER SILT FENCE AS SHOWN ON PLAN. (CONTACT CITY TO INSPECT EROSION CONTROL MEASURES PRIOR TO GRADING OPERATIONS, IF NECESSARY.) ADDITIONAL SILT FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE.
- THE CONTRACTOR SHALL PROVIDE ALL SOD, SEED, MULCH AND FERTILIZER WHICH SHALL CONFORM WITH THE FOLLOWING MNDOT SPECIFICATIONS AS MODIFIED BELOW.

\*\* SEEDED AREAS SHALL BE EITHER MULCHED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION.

- ALL EXPOSED SOILS MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR PERMANENT COVER WITHIN FOURTEEN (14) DAYS.
- THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES IN PLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.
- THE CONTRACTOR SHALL MAINTAIN SILT FENCE, INCLUDING THE REMOVAL OF ACCUMULATED SEDIMENT, THROUGH COMPLETION OF BUILDING CONSTRUCTION. SILT FENCE TO BE REMOVED ONLY AFTER COMPLETION OF BUILDING CONSTRUCTION AND UPON ESTABLISHMENT OF VEGETATION.
- THE CONTRACTOR SHALL PROVIDE WOOD FIBER BLANKET FOR ALL AREAS OF CONCENTRATED FLOW AND FOR ALL SLOPES 3:1 OR GREATER.
- PROTECT ALL STORM WATER MANAGEMENT FACILITIES FROM CONSTRUCTION RUN-OFF. CONTRACTOR TO INSTALL AND CONSTRUCT SAFETY FACILITIES ONCE SITE HAS BEEN STABILIZED.
- IF ANY SLOPE APPEARS TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BIOROLLS AND EROSION CONTROL BLANKET AS NEEDED.
- THE CONTRACTOR SHALL FINAL GRADE SWALE AREAS UPON STABILIZATION OF UPSTREAM AREAS.
- THE CONTRACTOR SHALL SOD ALL DISTURBED DRAINAGE AREAS, INCLUDING SWALES & OVERFLOWS.
- UPON GRADING COMPLETION THE CONTRACTOR SHALL PROVIDE NATIVE TOPSOIL WITH SOD OR SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC WITHIN 48 HOURS OF FINAL GRADING.
- EXCESS SOIL SHOULD BE TREATED LIKE OTHER EXPOSED SOIL AND STABILIZED WITHIN 72 HOURS. ANY SOIL STOCKPILES ARE TO HAVE SILT FENCE PLACED ON DOWNSTREAM SIDES.
- IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CAUSE SUCH SOILING OR LITTERING TO BE CLEANED UP BY SWEEPING NOT LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED.

CONSTRUCTION WASTE MATERIAL - ALL WASTE MATERIALS GENERATED AS A RESULT OF SITE CONSTRUCTION SHALL BE COLLECTED AND REMOVED ACCORDING TO ALL LOCAL AND/OR STATE WASTE MANAGEMENT REGULATIONS BY A LICENSED SOLID WASTE MANAGEMENT COMPANY. THE CONTRACTOR WILL ENSURE THAT ALL SITE PERSONNEL ARE INSTRUCTED IN THESE PRACTICES.

HAZARDOUS WASTES - ALL HAZARDOUS WASTE MATERIALS SHALL BE STORED PROPERLY TO PREVENT SPILLS AND VANDALISM. WHEN NECESSARY, HAZARDOUS WASTES WILL BE DISPOSED OF IN THE MANNER SPECIFIED BY LOCAL AND/OR STATE REGULATION OR BY THE MANUFACTURER.

SANITARY WASTE - ALL SANITARY WASTE WILL BE COLLECTED FROM THE PORTABLE UNITS BY A LOCAL, LICENSED WATER MANAGEMENT COMPANY, AS REQUIRED BY LOCAL REGULATION.

OFFSITE VEHICLE TRACKING - A DIRT CURB CONSTRUCTION ENTRANCE HAS BEEN PROVIDED TO HELP REDUCE VEHICLE TRACKING OF SEDIMENTS. IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CAUSE SUCH SOILING OR LITTERING TO BE CLEANED UP BY SWEEPING NOT LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED. DUMP TRUCKS HAULING LOOSE MATERIALS (SAND, TOPSOIL, ETC.) TO AND/OR FROM THE SITE SHALL BE COVERED WITH A TARPAULIN.

VEHICLE CLEANING - NO ENGINE DEGREASING IS ALLOWED ON-SITE. EXTERNAL WASHING OF VEHICLES TO BE CONFINED TO A DEFINED AREA OF THE SITE. WASH WATER SHALL BE COLLECTED AND STORED IN A CONTAINED AREA. WASH WATER SHALL BE STORED IN A CONTAINED AREA THAT IS TO BE A MINIMUM OF 50' FROM DITCHES, PONDS, OR OTHER STORMWATER FEATURES. ALL LIQUID AND SOLID WASTE GENERATED BY WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER (E.G. COMPACTED CLAY LINER, IMPERMEABLE GEO-MEMBRANE) AND DISPOSED OF PROPERLY.

SOL STOCKPILES - INSTALL SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AROUND ALL TEMPORARY SOIL STOCKPILES, LOCATED ON OR OFF STOCKPILES SUCH THAT DOWNSLOPE DRAINAGE LENGTH IS NO LESS THAN 8 M (25 FEET) FROM THE TOE OF THE PILE TO SURFACE WATER, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THE STOCKPILE IS PROTECTED BY A SILT FENCE FOR THE STORMWATER. IF REMAINING FOR MORE THAN 7 DAYS, PROTECT THE STOCKPILES BY MULCH, VEGETATIVE COVER, TARPS, OR OTHER MEANS. DURING STREET REPAIR, COVER CONSTRUCTION SOIL OR STOCKPILES LOCATED CLOSER THAN 8 M (25 FEET) TO A ROADWAY OR DRAINAGE CHANNEL WITH TARPS, AND PROTECT STORM SEWER INLETS WITH SILT SOIL OR STAKED SILT FENCE.

PROVIDE WIMCO (OR APPROVED EQUAL) FOR INLET PROTECTION AT ALL EXISTING STORM SEWER INLETS THAT WILL RECEIVE RUN-OFF DURING CONSTRUCTION. INLET PROTECTION TO REMAIN IN-PLACE UNTIL AT LEAST 70% OF SITE VEGETATION HAS BEEN ESTABLISHED.

CONTRACTOR TO PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SIGNAGE. KEEP WASHOUT AREAS AS FAR AS PRACTICAL FROM STORM DRAINS, DITCHES AND PONDS. DO NOT ALLOW RUN-OFF FROM THIS AREA BY CONSTRUCTING A TEMPORARY PIT OR BERMED AREA LARGE ENOUGH FOR LIQUID AND SOLID WASTE. AFTER WASTE CONCRETE IS SET, BREAK-UP AND DISPOSE OF PROPERLY.

THE CONTRACTOR MUST SUBMIT A WRITTEN SEDIMENT-CAUTION WATER TREATMENT TO OBTAIN ERMING (E.G., FORTIFIED UNPLUGGED), CUTTING, AND/OR OTHER MEASURES TO PREVENT SEDIMENT FROM ENTERING THE BASIN PRIOR TO THE PROJECT SITE UNLESS IN SUCH CASE THE CONTRACTOR MAY DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASINS TO SURFACE WATERS. IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT NOISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE, IF THE WATER CANNOT BE DISCHARGED TO SEDIMENTATION BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE MIXTURE, SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER OR DOWNSTREAM PROPERTIES.

[illegible]

DATE: 03/28/2024 LIC. NO.: 5629993  
QASEM M. ABUGHAZLEH  

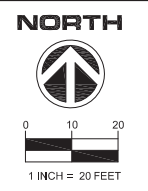

**JOEVIA PLACE**  
**CIRCLE PINES, MINNESOTA**

PREPARED FOR:  
TOM BLOMBERG

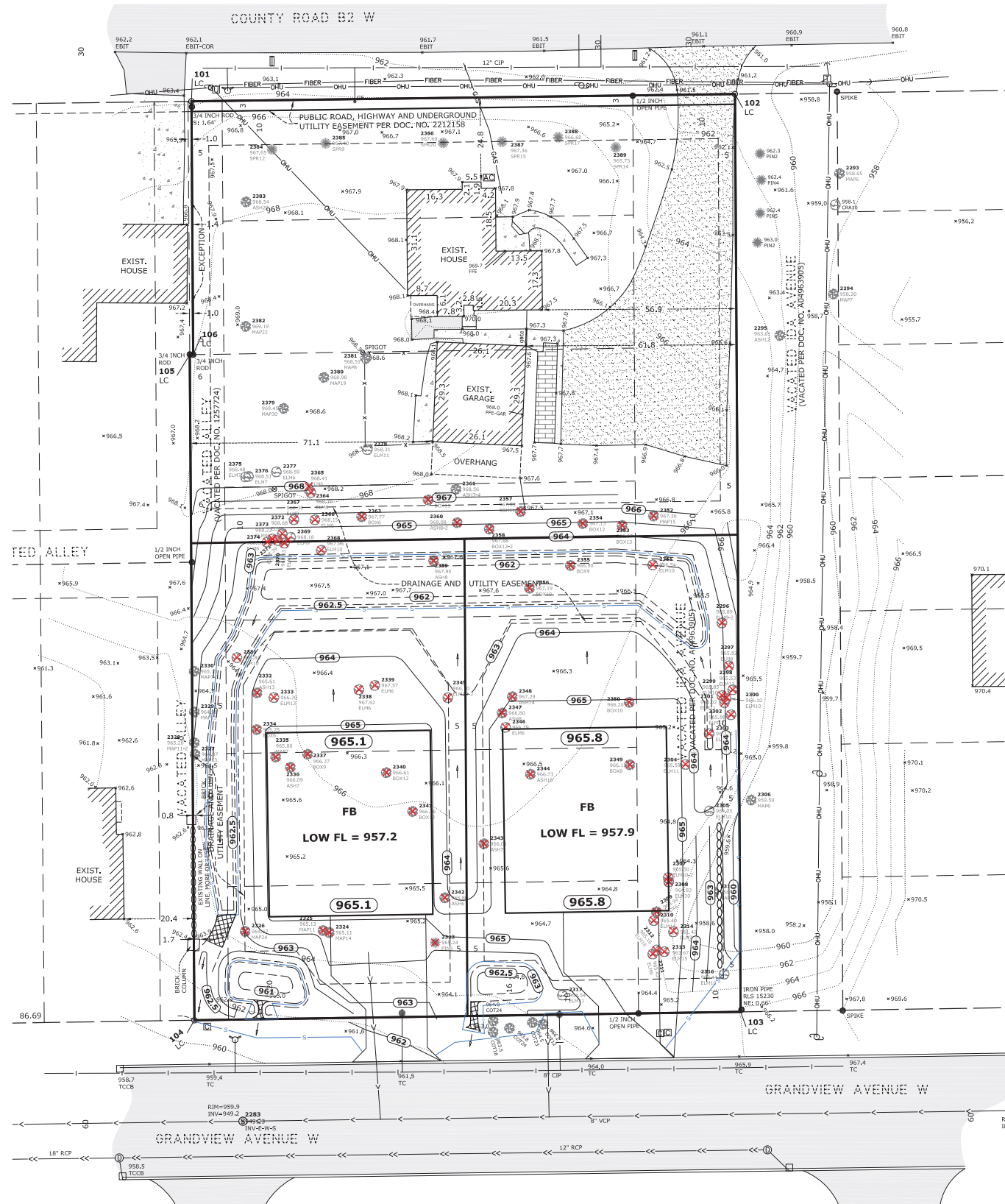
SITE PLANNING  
& ENGINEERING

**PLOWE**  
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# c1



| DBH |      | TAG#   |  | SPECIES |  | CONDITION      |    | COMMON T-11 DIAMETER TREE EXEMPTIONS (PUBLIC STREET, UTILITY, OR PONDING EASEMENTS, OR POOR CONDITION) |  | TOTAL NET COMMON DIAMETERS |  | COMMON REMOVED SIGNIFICANT 12-26" DIAMETER TREE EXEMPTIONS (PUBLIC STREET, UTILITY, OR PONDING EASEMENTS, OR POOR CONDITION) |    | TOTAL SIGNIFICANT DBH |  | SIGNIFICANT REMOVED HERITAGE TREE EXEMPTIONS (PUBLIC STREET, UTILITY, OR PONDING EASEMENTS, OR POOR CONDITION) |  | TOTAL NET HERITAGE DBH |  |
|-----|------|--------|--|---------|--|----------------|----|--------------------------------------------------------------------------------------------------------|--|----------------------------|--|------------------------------------------------------------------------------------------------------------------------------|----|-----------------------|--|----------------------------------------------------------------------------------------------------------------|--|------------------------|--|
|     |      |        |  |         |  | 7-11" DIAMETER |    |                                                                                                        |  | 12-26" DIAMETER            |  |                                                                                                                              |    | 27"+ DIAMETER         |  |                                                                                                                |  |                        |  |
| 14  | 2324 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  | 14                                                                                                                           | 14 |                       |  |                                                                                                                |  |                        |  |
| 11  | 2325 | Maple  |  |         |  |                | 11 | 11                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 24  | 2326 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  | 24                                                                                                                           | 24 |                       |  |                                                                                                                |  |                        |  |
| 13  | 2327 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  | 13                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 11  | 2328 | Maple  |  |         |  |                | 11 |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 11  | 2328 | Maple  |  |         |  |                | 11 |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 13  | 2329 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  | 13                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2330 | Maple  |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2330 | Maple  |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2330 | Maple  |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2335 | Maple  |  |         |  |                | 7  | 7                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 15  | 2352 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  | 15                                                                                                                           | 15 |                       |  |                                                                                                                |  |                        |  |
| 30  | 2379 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  | 30                                                                                                             |  |                        |  |
| 19  | 2380 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  | 19                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2381 | Maple  |  |         |  |                |    |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 22  | 2382 | Maple  |  |         |  |                | 8  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2323 | Pine   |  |         |  |                |    |                                                                                                        |  |                            |  | 22                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 13  | 2332 | Ash    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  | 13                                                                                                                           | 13 |                       |  |                                                                                                                |  |                        |  |
| 7   | 2336 | Ash    |  |         |  |                | 7  | 7                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2343 | Ash    |  |         |  |                | 7  | 7                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 18  | 2344 | Ash    |  |         |  |                |    |                                                                                                        |  |                            |  | 18                                                                                                                           | 18 |                       |  |                                                                                                                |  |                        |  |
| 8   | 2347 | Ash    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 14  | 2348 | Ash    |  |         |  |                |    |                                                                                                        |  |                            |  | 14                                                                                                                           | 14 |                       |  |                                                                                                                |  |                        |  |
| 11  | 2357 | Ash    |  |         |  |                | 11 | 11                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2359 | Ash    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2360 | Ash    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2360 | Ash    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2361 | Ash    |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2361 | Ash    |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2361 | Ash    |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2361 | Ash    |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 20  | 2383 | Ash    |  |         |  |                |    |                                                                                                        |  |                            |  | 20                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2337 | Box    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 12  | 2340 | Box    |  |         |  |                |    |                                                                                                        |  |                            |  | 12                                                                                                                           | 12 |                       |  |                                                                                                                |  |                        |  |
| 12  | 2341 | Box    |  |         |  |                |    |                                                                                                        |  |                            |  | 12                                                                                                                           | 12 |                       |  |                                                                                                                |  |                        |  |
| 8   | 2349 | Box    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2350 | Box    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 13  | 2353 | Box    |  |         |  |                |    |                                                                                                        |  |                            |  | 13                                                                                                                           | 13 |                       |  |                                                                                                                |  |                        |  |
| 12  | 2354 | Box    |  |         |  |                |    |                                                                                                        |  |                            |  | 12                                                                                                                           | 12 |                       |  |                                                                                                                |  |                        |  |
| 9   | 2355 | Box    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2356 | Box    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 12  | 2358 | Box    |  |         |  |                |    |                                                                                                        |  |                            |  | 12                                                                                                                           | 12 |                       |  |                                                                                                                |  |                        |  |
| 12  | 2358 | Box    |  |         |  |                |    |                                                                                                        |  |                            |  | 12                                                                                                                           | 12 |                       |  |                                                                                                                |  |                        |  |
| 11  | 2362 | Box    |  |         |  |                | 11 | 11                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 12  | 2364 | Spruce |  |         |  |                |    |                                                                                                        |  |                            |  | 12                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2385 | Spruce |  |         |  |                | 9  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 20  | 2386 | Spruce |  |         |  |                |    |                                                                                                        |  |                            |  | 20                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 15  | 2387 | Spruce |  |         |  |                |    |                                                                                                        |  |                            |  | 15                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 17  | 2388 | Spruce |  |         |  |                |    |                                                                                                        |  |                            |  | 17                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 14  | 2389 | Spruce |  |         |  |                |    |                                                                                                        |  |                            |  | 14                                                                                                                           |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2256 | Elm    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2256 | Elm    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2257 | Elm    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 13  | 2258 | Elm    |  |         |  |                |    |                                                                                                        |  |                            |  | 13                                                                                                                           | 13 |                       |  |                                                                                                                |  |                        |  |
| 10  | 2259 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2300 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 11  | 2301 | Elm    |  |         |  |                | 11 | 11                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 12  | 2302 | Elm    |  |         |  |                |    |                                                                                                        |  |                            |  | 12                                                                                                                           | 12 |                       |  |                                                                                                                |  |                        |  |
| 10  | 2303 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 11  | 2304 | Elm    |  |         |  |                |    |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2305 | Elm    |  |         |  |                | 10 |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2307 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2307 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2308 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 14  | 2310 | Elm    |  |         |  |                |    |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2311 | Elm    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  | 14                                                                                                                           | 14 |                       |  |                                                                                                                |  |                        |  |
| 16  | 2312 | Elm    |  |         |  |                |    |                                                                                                        |  |                            |  | 16                                                                                                                           | 16 |                       |  |                                                                                                                |  |                        |  |
| 15  | 2313 | Elm    |  |         |  |                |    |                                                                                                        |  |                            |  | 15                                                                                                                           | 15 |                       |  |                                                                                                                |  |                        |  |
| 7   | 2314 | Elm    |  |         |  |                | 7  | 7                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2316 | Elm    |  |         |  |                | 10 |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 11  | 2317 | Elm    |  |         |  |                | 11 |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2331 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 13  | 2333 | Elm    |  |         |  |                |    |                                                                                                        |  |                            |  | 13                                                                                                                           | 13 |                       |  |                                                                                                                |  |                        |  |
| 10  | 2345 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2345 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2351 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2364 | Elm    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 10  | 2368 | Elm    |  |         |  |                | 10 | 10                                                                                                     |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2369 | Elm    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2370 | Elm    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2371 | Elm    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 8   | 2372 | Elm    |  |         |  |                | 8  | 8                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 9   | 2373 | Elm    |  |         |  |                | 9  | 9                                                                                                      |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2375 | Elm    |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 7   | 2376 | Elm    |  |         |  |                | 7  |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |
| 11  | 2378 | Elm    |  |         |  |                | 11 |                                                                                                        |  |                            |  |                                                                                                                              |    |                       |  |                                                                                                                |  |                        |  |

| 429                                     |   |           |     |   |            |     |      |           |   |            |
|-----------------------------------------|---|-----------|-----|---|------------|-----|------|-----------|---|------------|
| TOTAL                                   |   |           |     |   |            |     |      |           |   |            |
|                                         | 0 | 498       | 354 | 0 | 419        | 254 | 0.00 | 30        | 0 | 0          |
| ALLOWABLE REMOVAL MULTIPLIER            |   | 0.35      |     |   | 0.35       |     |      | 0.15      |   |            |
| ALLOWABLE REMOVAL* (TOTAL X MULTIPLIER) |   | 174       |     |   | 147        |     |      | 5         |   |            |
| DIFFERENCE = (REMOVED - ALLOWABLE)      |   | 180       |     |   | 107        |     |      | -5        |   |            |
| INCENTIVE MULTIPLIERS                   |   | 0.50      |     |   | 1.00       |     |      | 2.00      |   |            |
| <b>TOTAL CALIPER INCHES OWED</b>        |   | <b>90</b> |     |   | <b>107</b> |     |      | <b>-9</b> |   | <b>188</b> |

## TREE PRESERVATION & REMOVAL PLAN JOEVIA PLACE

[illegible]

**JOEVIA PLACE**

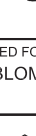
**CIRCLE PINES, MINNESOTA**

**TREE PRESERVATION & REMOVAL PLAN**

---

PREPARED FOR:  
**TOM BLOMBERG**

---



**SITE PLANNING  
& ENGINEERING**

**PLOWE  
ENGINEERING, INC.**

6776 LAKE DRIVE  
SUITE 110  
LINO LAKES, MN 55014

PHONE: (651) 361-8210  
FAX: (651) 361-8701

## C4



**INTEROFFICE MEMORANDUM**

---

**Date:** May 24, 2024

**To:** Bryan Lloyd, Senior Planner

**From:** Jennifer Lowry, MN P.E. - Roseville Public Works

**RE:** Jovia Place - Preliminary Plat (210 County Road B2)

---

The Public Works Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. Site Plan
  - Due to the minimal amount of lots created, the development did not meet the threshold per City policy to conduct a traffic study. A traffic study was not conducted but increase to traffic due to two homes will not create issues.
  - If setbacks, easements, or lot sizes change, the changes will need additional review.
2. Utilities
  - Water
    - Watermain is available for connections. Any existing services need to be used or terminated at the main.
    - Final construction plans will be approved by the City prior to issuing permits.
  - Sanitary
    - Sanitary sewer main is available for connections. Any existing services need to be used or terminated at the main.
    - Final construction plans will be approved by the City prior to issuing permits.
  - Storm Sewer
    - The development has to meet city stormwater standards. Submittals from the developer's consulting engineer demonstrate that the site can meet the requirements of the city.
    - The storm sewer improvements within the site will be private.
      - Provide an executed Operation & Maintenance Agreement in favor of the City of Roseville that has been recorded with Ramsey County. The template agreement can be found at [www.cityofroseville.com/privatebmp](http://www.cityofroseville.com/privatebmp).

- Provide an Operations & Maintenance Plan for the site on how the BMPs will be maintained by the property owners. The template agreement can be found at [www.cityofroseville.com/privatebmp](http://www.cityofroseville.com/privatebmp).
- An asbuilt for site grading and stormwater infrastructure will be required prior to final approval and release of Erosion Control and Grading escrow.
- Provide a copy of the NDPES Permit(s), or documentation that a permit is not required.
- City Erosion Control, Grading and Storm Water Permit is required. Final construction plans will be approved by the City prior to issuing permits.

3. General

- City ROW permit is required.
- Proposed easements in the plat meet the requirements for public works.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Public Works Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

**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 3rd day June 2024 at 6:00 p.m.

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

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION No. 12XXX**

**RESOLUTION APPROVING THE PROPOSED ‘JOEVIA PLACE’ PRELIMINARY PLAT AND SUBDIVISION VARIANCE (PF24-007).**

WHEREAS, Thomas Blomberg has submitted a valid application for approval of a subdivision variance and the proposed Joevia Place preliminary plat of the property addressed as 210 County Road B2; and

WHEREAS, the property included in the Joevia Place preliminary plat includes Ramsey County Property Identification Number 12-29-23-41-0054; and

WHEREAS, the proposed subdivision conforms to all of the applicable standards of the City of Roseville zoning and subdivision codes except that the width of the proposed Lot 1 and Lot 2 are 80.2 feet in width rather than the minimum 85 feet established in §1004.09.B of the City Code; and

WHEREAS, the Roseville City Council has made the following findings pertaining to the nonconforming width of the proposed Lots 1 and 2, pursuant to §1102.02.C of the City Code, which mandates that the City make four findings as a prerequisite for approving a subdivision variance:

1. *The proposal is consistent with the Comprehensive Plan.* The proposal is generally consistent with the Comprehensive Plan because the resulting four-dwelling-per-acre is about in the middle the Comprehensive Plan's range of 1.5 to 8.0 dwellings per acre in low density residential areas.
2. *The proposal is in harmony with the purposes and intent of the zoning and subdivision ordinances.* The purposes and intent of the standard minimum lot width is basically to ensure there is adequate space for a home on a given lot and to create a uniform distribution of homes along a street frontage. The proposal is in harmony with these purposes of the subdivision ordinance because the preliminary site plans clearly show the 80-foot lots can easily accommodate new homes, and because it would continue a uniform building pattern

since many of the homes to the west along Grandview Avenue were built on parcels of the same width.

3. *An unusual hardship on the land exists.* With a density of about one dwelling per acre, the existing parcel is slightly below the minimum density of 1.5 dwellings per acre and far below the average density of 4.75 dwellings per acre promoted by the Comprehensive Plan in areas guided for low density residential development like the subject site. Of course, the guidance of the Comprehensive Plan does not obligate the property owner to subdivide the existing parcel but, despite the large area of the subject site, there is a tension between the minimum width requirement of the zoning code and the greater density promoted by the Comprehensive Plan. This tension between the advocacy of the Comprehensive Plan and the constraint of the standard zoning provisions constitutes an unusual hardship, which the subdivision variance process is intended to relieve.
4. *The variance, if granted, will not alter the essential character of the locality.* If the requested subdivision variance is approved, the approval will not alter the essential character of the locality because, as noted previously, this area is characterized by 80-foot wide lots like the proposed Lot 1 and Lot 2.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the requested subdivision variance and the proposed Joevia Place preliminary plat, based on the public record and City Council deliberation, with the following conditions:

1. Pursuant to the memo from Public Works staff in Attachment 4 of RCA reviewed with this application, the applicant shall:
  - a. Dedicate easements as indicated in the preliminary plat; and
  - b. Provide an Operations and Maintenance Plan, and record an Operations and Maintenance Agreement in favor of the City, pertaining to the maintenance of the private storm water management BMPs
2. In accordance with the recommendation of the Parks and Recreation Commission, the applicant shall dedicate cash in lieu of park land in the amount of \$8,500 prior to filing the plat at Ramsey County

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)  
    ) SS  
County of Ramsey)

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 3rd day of June 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 3rd day of June 2024.

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

Seal



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

Date: 6/3/2024

Item No.: 7.b.

Department Approval



City Manager Approval



---

**Item Description:** Public Hearing and Consider Resolutions Approving the Vacation of Multiple Streets Easements and Rights-of-Way

---

**Background**

Over the past several years, staff has identified rights-of-way that the City no longer needs for public benefit. Some of these rights-of-way were dedicated to the City for future roadways that were never constructed, some were partial right-of-way dedications, while others were alley dedications. In all cases, the City has no plans to construct a future roadway.

By vacating these rights-of-way, the area will revert to the underlying property owners. The owners will benefit from having more control over the former right-of-way areas. This also helps with confusion and disagreements over how the right-of-way area should be maintained in regard to vegetation control and debris management.

Some of the corridors have utilities or trails within the right-of-way. However, since a roadway will not be constructed, an easement would be more appropriate for the identified vacation area. Where it is appropriate, the proposed resolution will reserve utility easement rights in the vacated areas.

On April 11, 2022, Council authorized staff to begin the vacation process for these locations. Staff have brought two phases of vacations previously, and these two vacation areas are part of Phase 3.

Vacation D was presented at the June 5, 2023 Council meeting, but was not acted on since there was feedback from residents on the vacation area. The area for this has been modified to retain trail access into the Ramsey County Park.

Vacation O vacates right-of-way of certain alleys and walks that are dedicated in Tschida's Plat and Chas. A.B. Weide's Midway Addition Plat, an area bounded by County Rd. B2, Grotto St., Cope Ave., and Victoria Street.

Additional public hearings are anticipated later this summer for more complex vacation areas.

The vacation resolutions were publicly noticed in the newspaper on May 17, 2024 and May 24, 2024, and a mailing to the affected residents postmarked May 23, 2024, per State Statute requirements. Affidavits of Publication and Mailing are available in the office of the City Engineer.

After the public hearing on the vacations is closed, each resolution will be voted on separately. Since these are City-initiated vacations, a four-fifths vote is required to approve vacation of these rights-of-way. No vacation will be official until such time as the City Manager executes and records a Notice of Completion.

## **Policy Objectives**

This action is intended to “right-size” the City’s property rights and property management responsibilities for Roseville’s current and future needs.

## **Racial Equity Impact Summary**

There should be no equity impacts associated with these vacations as they have no public use for a future roadway. If there are utilities or pathway in the right-of-way, easements are retained per the resolution.

## **Budget Implications**

Aside from costs related to filing the vacations with Ramsey County, publishing the public notices, and the mailings to notify the residents, there are no direct costs to the City of Roseville to vacate right-of-way corridors.

## **Staff Recommendations**

Staff recommends that the City Council approve the attached resolutions approving vacation of the rights-of-way.

## **Requested Council Action**

Conduct a public hearing receiving any public comments related to all proposed rights-of-way and easement vacations.

Consider approval of a resolution approving the right-of-way vacation of a portion of Millwood Avenue that lies within the plat of Saint Paul Park. [Vacation Area D – Resolution 1]

Consider approval of a resolution approving the right-of-way vacation of certain alleys and walks that are dedicated in Tschida’s Plat and Chas. A.B. Weide’s Midway Addition Plat. [Vacation Area O – Resolution 2]

A four-fifths vote is required for all resolution approvals, as the vacations are City-led, not petitioned.

**Prepared by:** Jesse Freihammer, Public Works Director

**Attachments:** 1. Resolution for Vacation Area D  
2. Resolution for Vacation Area O

3. Map of Vacation Area D
4. Sketch of Vacation Area D
5. Map of Vacation Area O
6. Public Hearing Agenda
7. Presentation
8. Bench Handout

**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 3<sup>rd</sup> day of June, 2024, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**RESOLUTION APPROVING THE VACATION OF A PORTION OF MILLWOOD  
AVENUE THAT LIES WITHIN THE PLAT OF SAINT PAUL PARK**

WHEREAS, the City Council pursuant to Minnesota Statutes Section 412.851 desires to consider the vacation of that portion of Millwood Avenue that is located between the properties legally described as Lots 27, 28, 29, 32, 33, and 34, in the plat of Saint Paul Park and partially between the properties legally described as Lots 26 and 35, in the plat of Saint Paul Park; and

WHEREAS, the portion of Millwood Avenue that is being vacated is legally described on the attached Exhibit A and as shown on the attached Exhibit B; and

WHEREAS, the City Clerk published, posted, and mailed notice of a public hearing as required by law, and a public hearing was held on the proposed vacation on the 3<sup>rd</sup> day of June, 2024; and

WHEREAS, a public street is not currently, nor is planned to be, constructed within this right-of-way; and

WHEREAS, the City Council in its discretion has determined that the vacation will benefit the public interest because this portion of Millwood Avenue is not needed for current or future right-of-way purposes.

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

1. That portion of Millwood Avenue that lies between the properties legally described as Lots 27, 28, 29, 32, 33, and 34, in the plat of Saint Paul Park and partially between the properties legally described as Lots 26 and 35, in the plat of Saint Paul Park is hereby vacated, with the exception that an easement for utility purposes within the vacated right-of-way is hereby reserved.
2. City staff and consultants are hereby authorized and directed to file a notice of completion of vacation proceedings.

34 The motion for the adoption of the foregoing resolution was duly seconded by Member ,  
35 and upon a vote being taken thereon, the following voted in favor thereof: , ,  
36 , and Mayor .  
37 and the following voted against the same: .

38 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
                                          ) ss  
COUNTY OF RAMSEY     )

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 3<sup>rd</sup> day of June, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 3<sup>rd</sup> day of June, 2024.

---

Patrick Trudgeon, City Manager



## **EXHIBIT A**

### **Legal Description of the Vacated Area**

All that part of Millwood Avenue, as created and dedicated in the plat of SAINT PAUL PARK, Ramsey County, Minnesota, lying westerly of a line parallel with and distant 1178.54 feet East of the West line of the Northwest Quarter of Section 2, Township 29, Range 23, said Ramsey County.

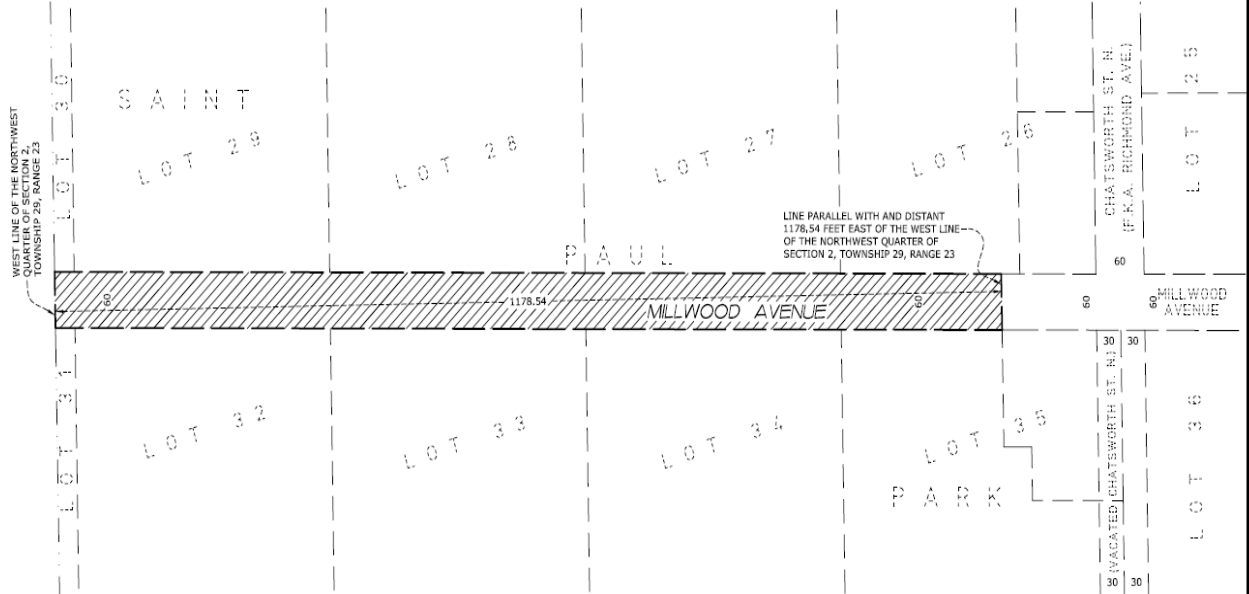
## EXHIBIT B

### Depiction of the Vacated Area

#### RIGHT OF WAY VACATION SKETCH AND DESCRIPTION

~for~ CITY OF ROSEVILLE

~of~ PART OF MILLWOOD AVENUE



#### RIGHT OF WAY VACATION DESCRIPTION

All that part of Millwood Avenue, as created and dedicated in the plat of SAINT PAUL PARK, Ramsey County, Minnesota, lying westerly of a line parallel with and distant 1178.54 feet East of the West line of the Northwest Quarter of Section 2, Township 29, Range 23, said Ramsey County.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Kevin C. McCall*  
Kevin C. McCall

Date: 11/10/2023 License No. 58542

 DENOTES MILLWOOD AVENUE RIGHT OF WAY VACATION AREA

#### GRAPHIC SCALE



1 INCH = 100 FEET

**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-6200 Fax (651) 361-0701  
www.e-grud.com 23.1152ED

**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 3<sup>rd</sup> day of June, 2024, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**RESOLUTION APPROVING THE VACATION OF CERTAIN ALLEYS AND WALKS  
THAT ARE DEDICATED IN TSCHIDA'S PLAT AND CHAS. A.B. WEIDE'S MIDWAY  
ADDITION PLAT**

WHEREAS, the City Council pursuant to Minnesota Statutes Section 412.851 desires to consider the vacation of the alleys and walks that are described as follows:

The alley in Block 1 of Tschida's Plat;

The alley in Block 2 of Tschida's Plat;

The alley in Block 3 of Tschida's Plat;

The walk between Lots 6 and 6, Block 1 of Tschida's Plat;

The walk between Lots 8 and 9, Block 1 of Tschida's Plat;

The walk between Lots 7 and 8, Block 2 of Tschida's Plat;

The walk between Lots 9 and 10, Block 2 of Tschida's Plat;

The walk between Lots 7 and 8, Block 3 of Tschida's Plat;

The walk between Lots 9 and 10, Block 3 of Tschida's Plat;

The alley in Block 1 of Chas. A.B.Weide's Midway Addition;

The alley in Block 2 of Chas. A.B.Weide's Midway Addition;

The alley in Block 3 of Chas. A.B. Weide's Midway Addition;

The alley in Block 4 of Chas A.B.Weide's Midway Addition;

29           The alley in Block 5 of Chas A.B.Weide’s Midway Addition; and  
30           The alley in Block 6 of Chas A.B. Weide’s Midway Addition;  
31   and  
32   WHEREAS, the alleys and walks that are being vacated are legally described on the attached  
33   Exhibit A and as shown on the attached Exhibit B; and  
34   WHEREAS, the City Clerk published, posted, and mailed notice of a public hearing as required  
35   by law, and a public hearing was held on the proposed vacation on the 3<sup>rd</sup> day of June, 2024; and  
36   WHEREAS, public walks and public alleys are not currently, nor are planned to be, constructed  
37   within these areas on the plats; and  
38   WHEREAS, the City Council in its discretion has determined that the vacation will benefit the  
39   public interest because these areas are not needed for current or future public walkway or alley  
40   purposes.  
41   NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, that:  
42       1. The following described areas:  
43           The alley in Block 1 of Tschida’s Plat;  
44           The alley in Block 2 of Tschida’s Plat;  
45           The alley in Block 3 of Tschida’s Plat;  
46           The walk between Lots 6 and 6, Block 1 of Tschida’s Plat;  
47           The walk between Lots 8 and 9, Block 1 of Tschida’s Plat;  
48           The walk between Lots 7 and 8, Block 2 of Tschida’s Plat;  
49           The walk between Lots 9 and 10, Block 2 of Tschida’s Plat;  
50           The walk between Lots 7 and 8, Block 3 of Tschida’s Plat;  
51           The walk between Lots 9 and 10, Block 3 of Tschida’s Plat;  
52           The alley in Block 1 of Chas. A.B.Weide’s Midway Addition;  
53           The alley in Block 2 of Chas. A.B.Weide’s Midway Addition;  
54           The alley in Block 3 of Chas. A.B. Weide’s Midway Addition;  
55           The alley in Block 4 of Chas A.B.Weide’s Midway Addition;

56           The alley in Block 5 of Chas A.B.Weide's Midway Addition; and  
57           The alley in Block 6 of Chas A.B. Weide's Midway Addition  
58           are hereby vacated, with the exception that easements for utility purposes within the  
59           vacated walks and alleys are hereby reserved.

60           2. City staff and consultants are hereby authorized and directed to file a notice of completion  
61           of vacation proceedings.

62           The motion for the adoption of the foregoing resolution was duly seconded by Member           ,  
63           and upon a vote being taken thereon, the following voted in favor thereof:           ,           ,  
64           , and Mayor           .  
65           and the following voted against the same:           .

66           WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
                                                      ) ss  
COUNTY OF RAMSEY     )

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 3<sup>rd</sup> day of June, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 3<sup>rd</sup> day of June, 2024.

---

Patrick Trudgeon, City Manager

## **EXHIBIT A**

### **Legal Descriptions of the Vacated Area**

The alley in Block 1 of Tschida's Plat;

The alley in Block 2 of Tschida's Plat;

The alley in Block 3 of Tschida's Plat;

The walk between Lots 6 and 6, Block 1 of Tschida's Plat;

The walk between Lots 8 and 9, Block 1 of Tschida's Plat;

The walk between Lots 7 and 8, Block 2 of Tschida's Plat;

The walk between Lots 9 and 10, Block 2 of Tschida's Plat;

The walk between Lots 7 and 8, Block 3 of Tschida's Plat;

The walk between Lots 9 and 10, Block 3 of Tschida's Plat;

The alley in Block 1 of Chas. A.B.Weide's Midway Addition;

The alley in Block 2 of Chas. A.B.Weide's Midway Addition;

The alley in Block 3 of Chas. A.B. Weide's Midway Addition;

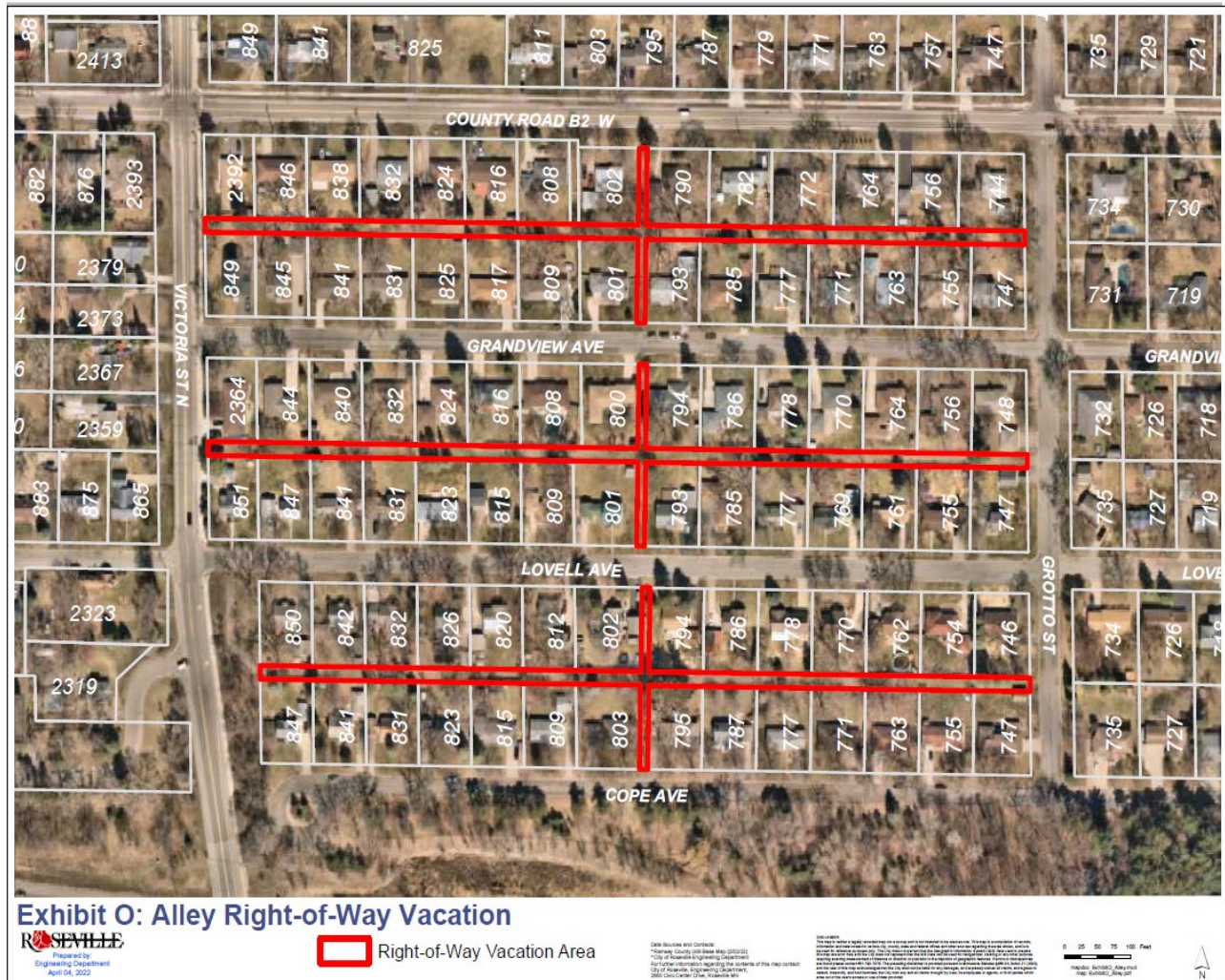
The alley in Block 4 of Chas A.B.Weide's Midway Addition;

The alley in Block 5 of Chas A.B.Weide's Midway Addition; and

The alley in Block 6 of Chas A.B. Weide's Midway Addition.



### Depiction of the Vacated Areas







Prepared by:  
Engineering Department  
September 20, 2023

Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (8/06/23)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department,  
 2660 Civic Center Drive, Roseville MN

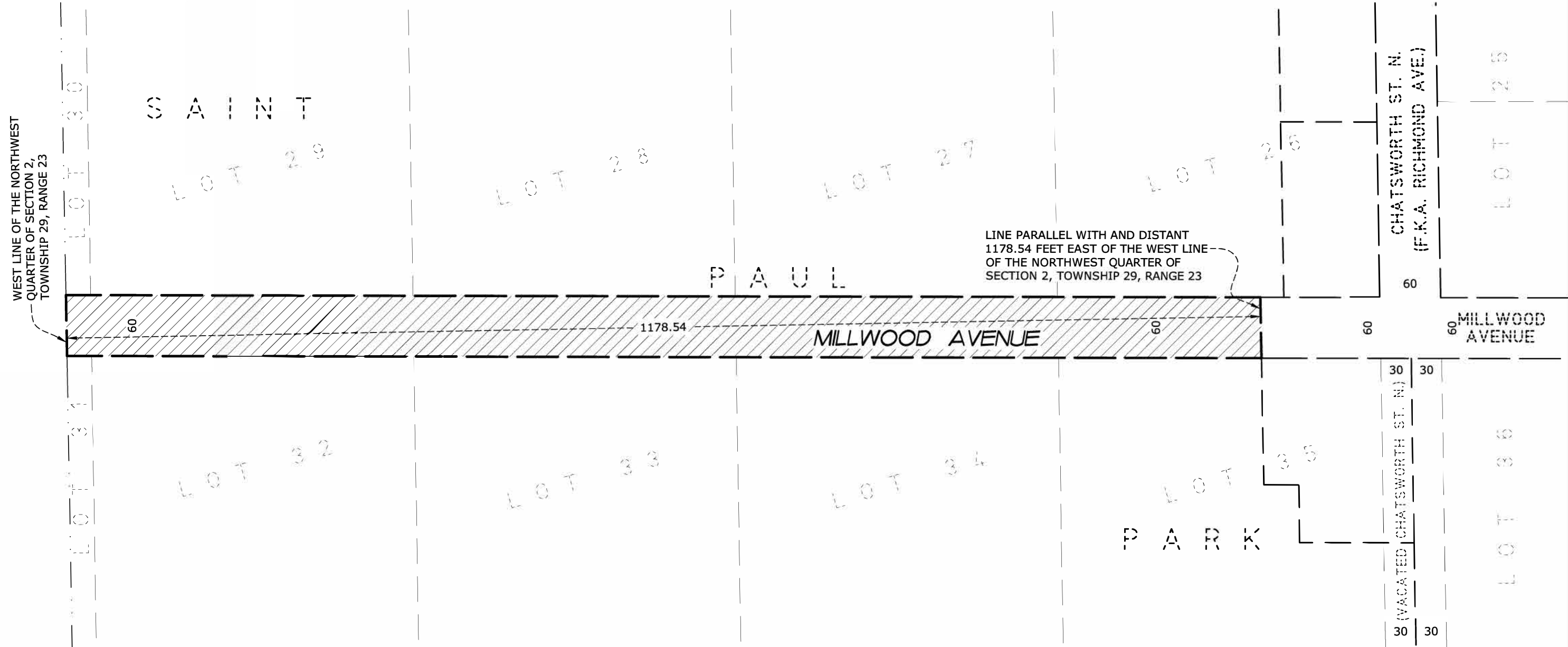
**DISCLAIMER**  
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the same shows, and, in and to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map is accurate, complete, current or reliable. The City can be held liable for any damages, including any other expenses, requiring exacting measurement of distance or direction or precision in the depiction of geographic features. Errors or omissions are found because of 481-792-7705. The preceding disclaimer is provided pursuant to Minnesota Statutes §460.03, Subd. 21 (2000) and the user of this map acknowledges that the City shall not be liable for any claims brought by User, its employees or agents, or third parties who arise out of the user's access or use of data provided.





# RIGHT OF WAY VACATION SKETCH AND DESCRIPTION

~for~ CITY OF ROSEVILLE  
~of~ PART OF MILLWOOD AVENUE



## RIGHT OF WAY VACATION DESCRIPTION

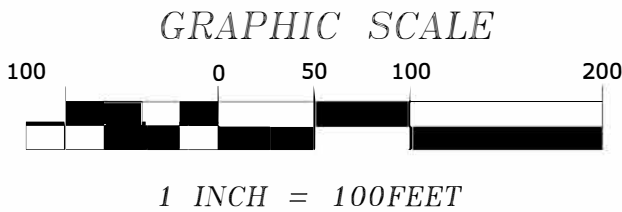
All that part of Millwood Avenue, as created and dedicated in the plat of SAINT PAUL PARK, Ramsey County, Minnesota, lying westerly of a line parallel with and distant 1178.54 feet East of the West line of the Northwest Quarter of Section 2, Township 29, Range 23, said Ramsey County.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

  
Kevin C. McCain

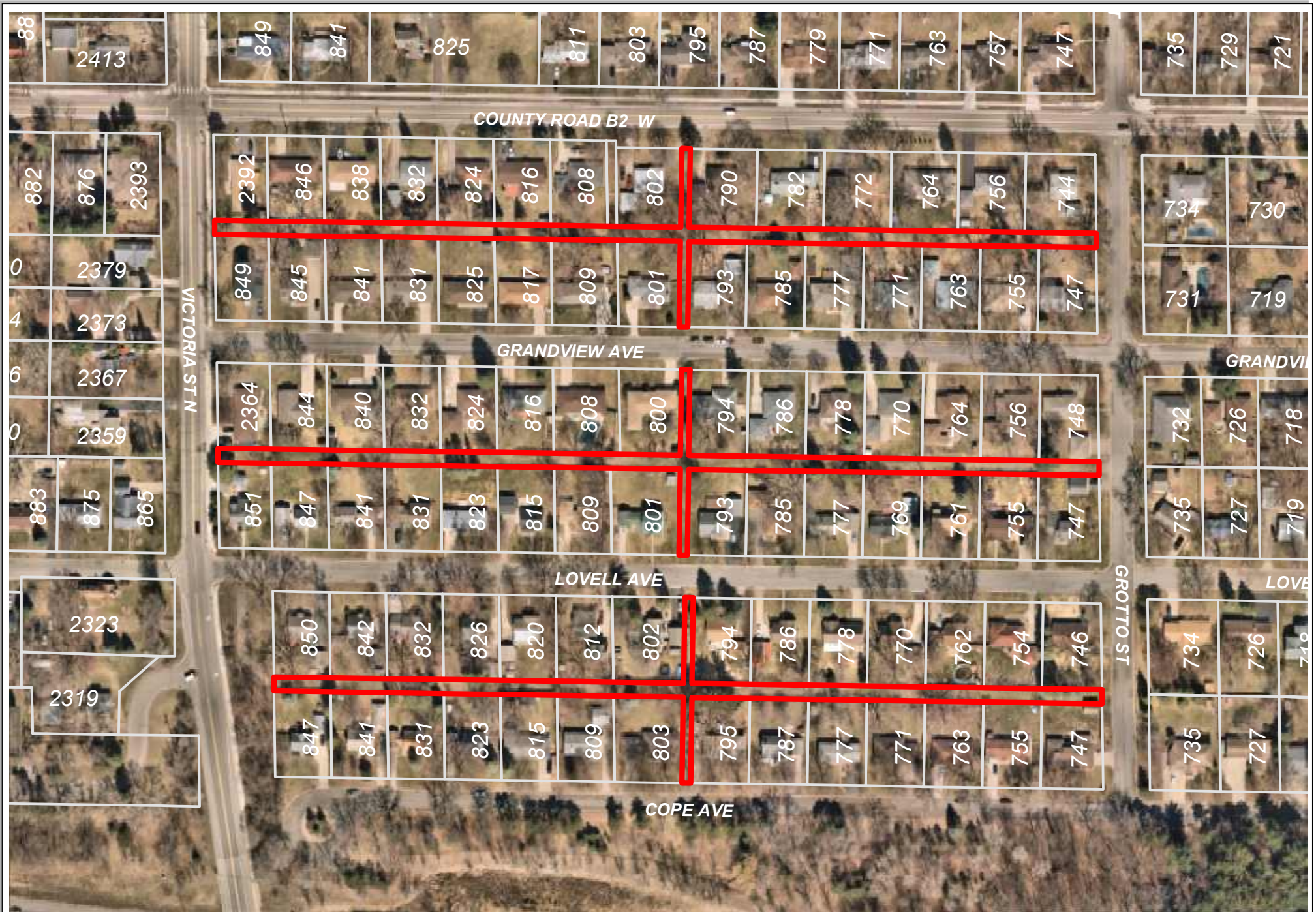
Date: 11/10/2023 License No. 58542

 DENOTES MILLWOOD AVENUE RIGHT OF WAY VACATION AREA



**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701  
www.egrud.com

23.1152ED



## Exhibit O: Alley Right-of-Way Vacation



Prepared by:  
Engineering Department  
April 04, 2022



Right-of-Way Vacation Area

Data Sources and Contacts:  
\* Ramsey County GIS Base Map (2/02/22)  
\* City of Roseville Engineering Department  
For further information regarding the contents of this map contact:  
City of Roseville, Engineering Department,  
2660 Civic Center Drive, Roseville MN

DISCLAIMER  
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0 25 50 75 100 Feet  
mapdoc: ExhibitO\_Alley.mxd  
map: ExhibitO\_Alley.pdf





## AGENDA FOR PUBLIC HEARING

### Vacation of Multiple Easements and Right-of-Ways Pursuant to Minnesota Statute §412.851

- A. Mayor calls the meeting to order and announces the purpose of the meeting and format for the hearing. "This is a public hearing to consider whether to vacate public easements and right of ways."

"This vacation request was initiated by the City of Roseville. The Council will consider resolutions to approve vacating the rights-of-ways as described in the resolutions."

#### THE FOLLOWING AGENDA CAN BE USED AS THE FORMAT FOR THE PUBLIC HEARING:

- B. City Manager comments including, brief description of proposed vacated easement, published and mailed notices, and written objections to the proposed vacation. It is suggested that the City Manager should make a general comment regarding the published and mailed notices. This should include the following language:
- "Published and legal mailed notices have been provided for this public hearing. Legal notices appeared in the city's legal newspaper, *The Pioneer Press*, on May 17 and 24, 2024. Mailed notices were sent on May 23, 2024. Affidavits of publishing and mailing are available in the office of the City Engineer."
- Prior to the hearing proceeding, the City Manager should read all written objections for the proposed resolutions.
- C. City Engineer by this time has provided specific information for vacations including a description and proposed resolution.
- D. Mayor opens hearing to public. It is suggested that the following comments be made by the Mayor:
- "In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:
1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
  2. Each speaker will be allowed to speak only one time and should limit questions and comments to three minutes.
  3. Be courteous. No comments from audience or applause during question/ comment period."
- E. Mayor closes hearing.

After all citizen comments have been completed, the Mayor should indicate that the public hearing is closed and turn the hearing over to the City Council for action.

F. Council action on proposed vacation. Note: Only a 4/5ths vote is required for the resolution, as the vacation was city initiated.

1. Resolution approving the vacation of a portion of Millwood Avenue that lies within the plat of Saint Paul Park.
2. Resolution approving the vacation of a certain alleys and walks that are dedicated in Tschida's Plat and Chas. A.B. Weide's Midway Addition Plat.

(Resolutions provided by City Engineer.)

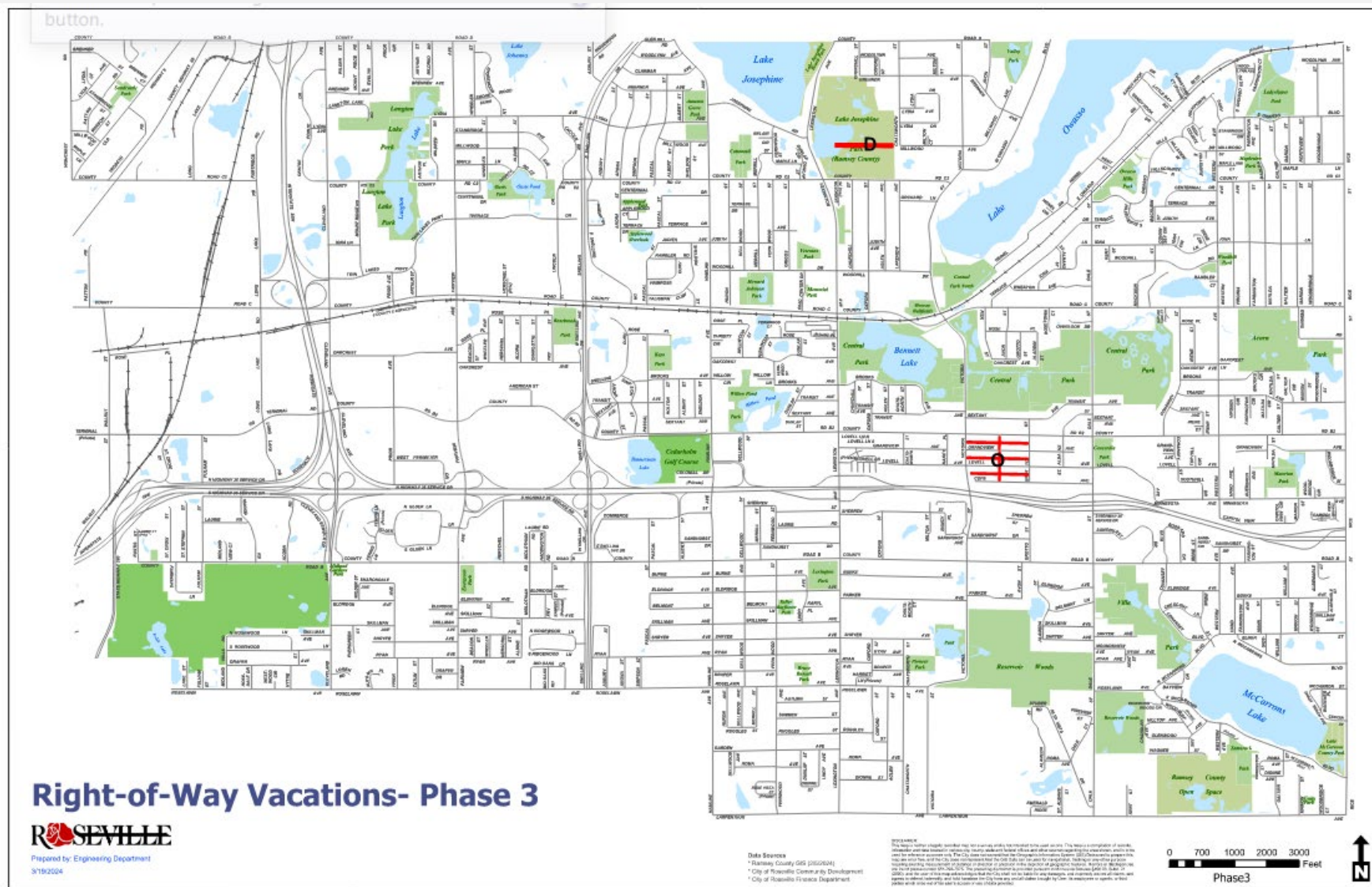
**RESOLUTION APPROVING THE VACATION OF CERTAIN ALLEYS AND WALKS THAT  
ARE DEDICATED IN TSCHIDA'S PLAT AND CHAS. A.B. WEIDE'S MIDWAY ADDITION  
PLAT**

# **Vacation of Multiple Street Rights-of-Way Phase 3**

Public Works



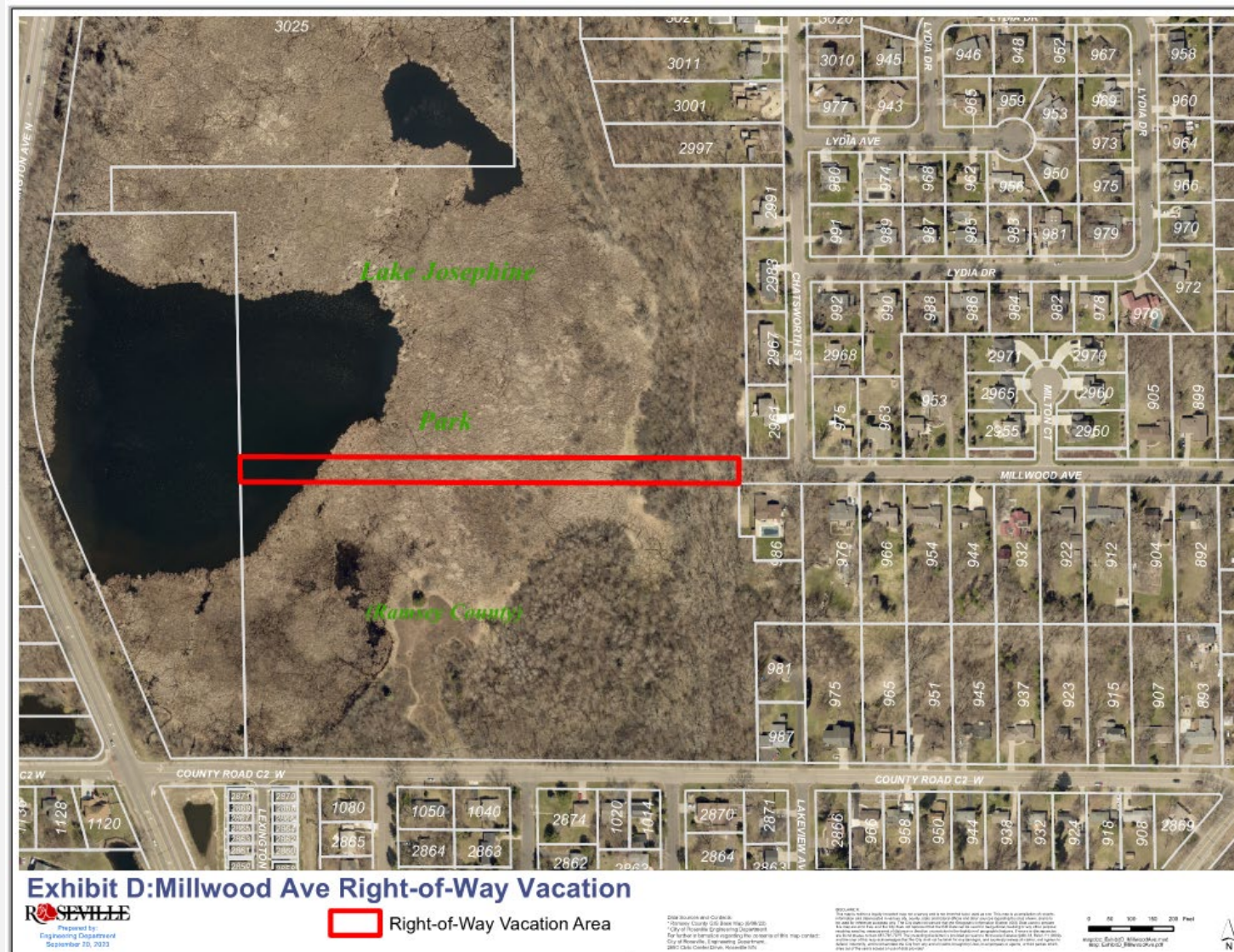
# Proposed Vacations Map





# Vacation D – Resolution 1

PORTION OF MILLWOOD AVENUE WEST OF CHATSWORTH ST

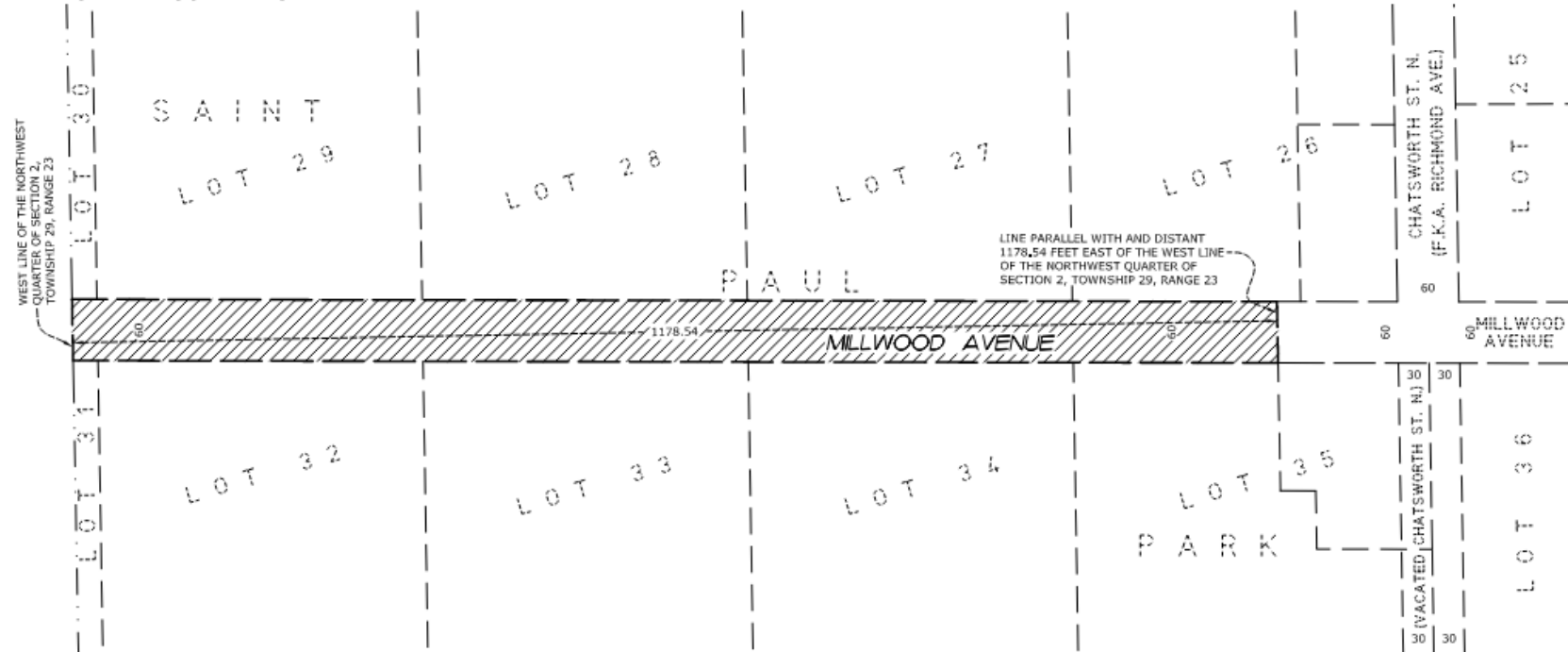


# Vacation D – Resolution 1

PORTION OF MILLWOOD AVENUE WEST OF CHATSWORTH ST

## RIGHT OF WAY VACATION SKETCH AND DESCRIPTION

~for~ CITY OF ROSEVILLE  
~of~ PART OF MILLWOOD AVENUE



## RIGHT OF WAY VACATION DESCRIPTION

All that part of Millwood Avenue, as created and dedicated in the plat of SAINT PAUL PARK, Ramsey County, Minnesota, lying westerly of a line parallel with and distant 1178.54 feet East of the West line of the Northwest Quarter of Section 2, Township 29, Range 23, said Ramsey County.

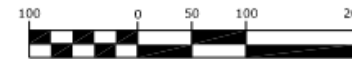
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

  
Kevin C. McCain

Date: 11/10/2023 License No. 58542

 DENOTES MILLWOOD AVENUE  
RIGHT OF WAY VACATION AREA

GRAPHIC SCALE



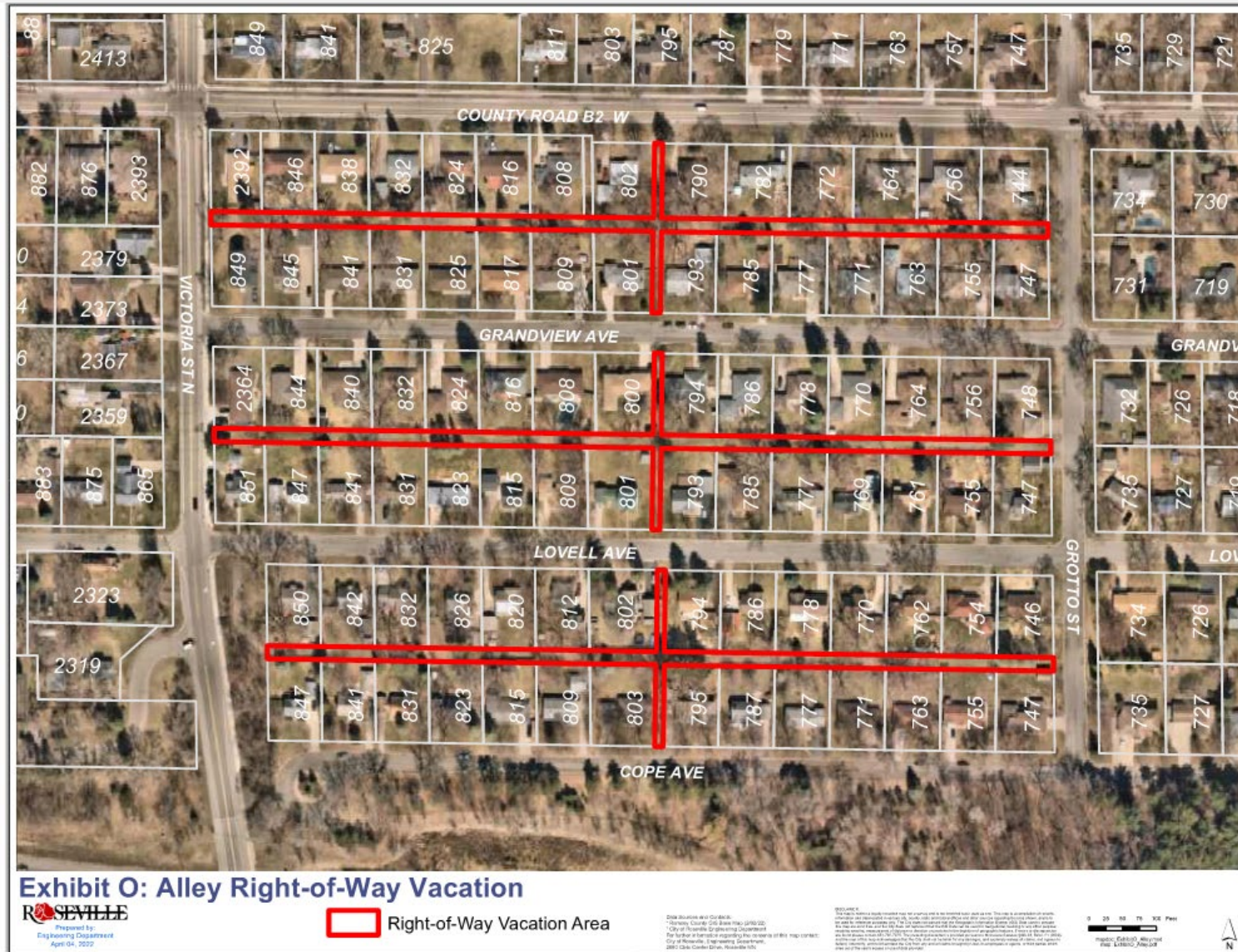
1 INCH = 100 FEET

 **F.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel: (651) 361-8200 Fax: (651) 361-8701  
www.fgrud.com 23.1152ED



# Vacation O – Resolution 2

ALLEYS AND WALKS EAST OF VICTORIA AND SOUTH OF CR B2



# All Vacation Areas

## PUBLIC HEARING

### Public Hearing as Required by Minnesota State Statute 412.851

In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:

1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
2. Each speaker can speak one time and should limit questions and comments to three minutes..
3. Be courteous. No comments from audience or applause during question/ comment period.

### Recommended Council Action

1. Consider approval of a resolution approving the right-of-way vacation of a portion of Millwood Avenue that lies within the plat of Saint Paul Park. [Vacation Area D – Resolution 1]
2. Consider approval of a resolution approving the right-of-way vacation of a certain alleys and walks that are dedicated in Tschida's Plat and Chas. A.B. Weide's Midway Addition Plat. [Vacation Area O – Resolution 2]

*A 4/5<sup>th</sup> vote is required since these are city-initiated vacations.*

**FW: Vacation of unused right of way**

Jesse Freihammer <jesse.freihammer@cityofroseville.com>

Mon 6/3/2024 2:13 PM

To: Dan Roe <Dan.Roe@cityofroseville.com>; Jason Etten <jason.etten@gmail.com>; Julie Strahan <Julie.Strahan@cityofroseville.com>; Katie Bruno <Katie.Bruno@cityofroseville.com>; Pat Trudgeon <Pat.Trudgeon@cityofroseville.com>; Rebecca Olson <Rebecca.Olson@cityofroseville.com>; Robin Schroeder <robin.schroeder@cityofroseville.com>; Wayne Groff <Wayne.Groff@cityofroseville.com>

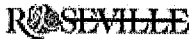
Mayor and Council,

See attached comment from resident in regards to Item 7B, Vacation of ROW.

**Jesse Freihammer, P.E.**

Public Works Director

Office 651.792.7041 | Cell 651.444.9810



2660 Civic Center Drive | Roseville, MN 55113

[Facebook](#) | [Twitter](#) | [YouTube](#)

**From:** Michelle Harris

**Sent:** Monday, June 3, 2024 1:58 PM

**To:** Jesse Freihammer <jesse.freihammer@cityofroseville.com>

**Subject:** Vacation of unused right of way

You don't often get email from . [Learn why this is important](#)

**Caution:** This email originated outside our organization; please use caution.

City of Roseville council members,

I would like my opinion to be heard on the vacation of unused right-of-way near my property.  
Let it be known that I disapprove of the vacation of said property.

Michelle Harris



TO: JESSE FREIHAMMER, JR. & CITY COUNSEL MEMBERS;  
FROM: PAULINE CREA

RE: NOTICE OF PUBLIC HEARING FOR STREET VACATION  
PROPERTY ADDRESS: 803 W. COPE AVE.

DEAR MR: FREIHAMMER,

IN REGARDS TO THE STREET RIGHT-OF-WAY VACATION NEAR  
MY PROPERTY (LISTED ABOVE) I AM OPPOSED TO THE  
VACATION RESOLUTION.

SINCERELY,

PAULINE CREA

Pauline Crea

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

Date: 6/3/2024

Item No.: 7.c.

Department Approval



City Manager Approval



**Item Description:** Receive the 2024 Community Survey and Analysis Presentation by the Morris Leatherman Company

**Background**

Earlier this year, the City Council authorized staff to retain the Morris Leatherman Company to conduct a survey of Roseville residents. The 400-person random sample phone survey of 130 questions was conducted between April 18, 2024 and May 7, 2024. Morris Leatherman Company will present the survey results, including an in-depth analysis of the data.

**Policy Objectives**

The Community Survey, typically conducted every 2-3 years, provides useful information about City programs and services, and helps to rate the quality of life in the Roseville community. The survey data allows longitudinal analysis and provides useful information to support decision-making with existing and future programs and services.

**Racial Equity Impact Summary**

Demographic data was collected from the respondents with the purpose of identifying any specific or relevant trends and to ensure the sample is representative of the Roseville community.

**Budget Implications**

None

**Staff Recommendations**

Receive presentation of survey findings by the Morris Leatherman Company

**Requested Council Action**

Receive the report. Material is provided for informational purposes.

**Prepared by:** Corey Yunke, Community Relations Manager

**Attachments:**

1. Report of Survey Findings
2. 2024 City of Roseville Community Survey
3. 2024 City of Roseville PowerPoint

# *The Morris Leatherman Company*

## **2024 Findings and Implications**

### **City of Roseville**

#### ***City Demographics:***

Roseville remains a balanced first-ring suburban community, with longer residential longevity, growing population diversity, slowing generational replacement, and decreasing numbers of renters than in the 2020 study. The median longevity of adult residents is 13.0 years. Twenty-six percent of the sample report moving to the city during the past five years, while 36% are there for more than two decades. Sixteen percent report they will move in the next five years, in contrast, 67% have no plans to leave during the next ten years.

Thirty-one percent of city households classify themselves as “single, no other family at home.” Five percent are “single parents with children at home.” Twenty-one percent are “married or partnered, with children at home.” Forty-three percent are “married or partnered with no children or no children at home.” Sixty-six percent classify themselves as “White.” Eleven percent are “African-American,” and ten percent are “Asian-Pacific Islanders.” Six percent are “Hispanic-Latino.” One percent classify themselves as “Native American,” while seven percent are “mixed/bi-racial.” Women outnumber men by four percent in the sample.

Thirty percent of Roseville households contain residents over 65 years old. Twenty-eight percent report the presence of adults between the ages of 50 and 64; fifty-four percent contain adults between the ages of 18 and 49. Twenty-six percent of the households contain school-aged children or pre-schoolers. Sixty-eight percent own their current homes, while 32% rent.

The average age of respondents is 49.8 years old. Forty-two percent of the sample fall into the over 55 years age range, while 27% are less than 35 years old. Fifteen percent live north of Highway 36 and west of Snelling Avenue. Forty-four percent reside north of Highway 36 and east of Snelling Avenue. Twenty-six percent are south of Highway 36 and east of Snelling Avenue, while 15% live south of Highway 36 and west of Snelling Avenue.

Forty-seven percent report they are fiscally stressed – either their monthly expenses exceed current income, or their monthly expenses meet their income, but little or no savings result. Fifty-one percent report no fiscal stress – either managing comfortably and putting money aside or managing very well.

#### ***Quality of Life Issues:***

Eighty-seven percent, a drop of seven percent in four years, rate their quality of life as either “excellent” or “good.” In fact, a solid 33% deem it “excellent.” Thirteen percent, up eight percent since the 2020 study rate the quality of life lower. The overall positive rating is in the top

quartile of suburban communities, while the “excellent” rating is 13% higher than the Metropolitan Area average of 20%.

At 17%, “closeness to family and friends” leads the list of attributes people like most about living in the community. At 13%, three responses tie: “closeness to job,” “friendly people,” and “neighborhood/housing.” “Convenient location” places third, at 11%, followed by “parks and trails,” at nine percent, and “quiet and peaceful,” at seven percent. “Safe,” at six percent, and “schools,” at five percent, round out the list of statistically significant responses. The most serious issues facing the city remain “rising crime” at 25%, up eight percent in four years. “High taxes” and “aging population” rank at 16% and nine percent, respectively. Seven percent each post “street repair” and “lack of jobs and businesses.” Six percent point to “aging infrastructure.” A “booster” group of 22%, virtually unchanged from the 2020 result, says there are “no” serious issues facing the community – over twice as high as the Metropolitan Area suburban norm.

Eighty-five percent think things in Roseville are generally headed in the “right direction.” Thirteen percent regard things are “off on the wrong track.” This is primarily due to perceptions of “rising crime” in the community. A secondary factor contributing to the increase is “high taxes.”

A very high rating of 86% of the sample reports the general sense of community identity in the City of Roseville is “very strong” or “somewhat strong”; thirteen percent rate it lower. Eighteen percent report a closer connection to the City of Roseville “as a whole,” an almost four-fold increase since the last study, while 43% have a closer connection to their “neighborhood.” Seven percent report a closer connection to the “School District.” Twenty-three percent volunteer “family and friends.” And, five percent feel a closer connection to their “workplace.” As in the 2020 study, intermediary institutions and social precincts are prominent in the community as cohesive forces. Eighty-eight percent, a ten percent decrease in four years, feel “welcomed” in the City of Roseville, only eight percent disagree. The major reason for feeling welcomed is “friendly people,” while the only statistically significant reason for not feeling welcomed is “not knowing their neighbors.”

In thinking about a city’s quality of life, 24%, down eight percent in four years, feel the most important aspect is “safety.” Seventeen percent point to “sense of community,” 16% cite “good schools,” and twelve percent point to “quiet and peacefulness.” Nine percent each post “upkeep of the city” and “open spaces and natural areas.” Eight percent state “parks and recreational facilities.” Twenty-one percent believe “reducing crime” is the aspect of the city which needs to be fixed or improved in the future. Sixteen percent believe “lower taxes” and 11% feel the same about “better roads” as aspects of the city which need to be fixed or improved in the future. “More jobs” and “sidewalks” follow at eight percent each. Seven percent cite “more senior

housing,” and six percent point to “more public transit.” Seventeen percent, a decrease of 16% in four years, think there is “nothing” or are unsure about anything needing fixing or improving. Thirty-seven percent, a decrease of 16% since the 2020 study, believe there is “nothing” or are unsure about anything currently missing from the community which, if present, could greatly improve the quality of life for residents. Seventeen percent would like to see “more jobs”; 14% would like to see “more sidewalks”; 11% would like to see “more affordable housing”; and 10% each would like to see “more entertainment opportunities” or “more public transit.”

### ***Community Characteristics:***

In assessing the one or two most important characteristics of a high quality of life community, 48% point to “low crime rate” and 33%, down 10% in four years, choose “good school system.” This continues the order of the top two choices four years ago. Twenty-four percent pick “sense of community.” Nineteen percent select “well-maintained properties.” Sixteen percent each pick “low property taxes” or “job opportunities.” There are five characteristics residents consider to be of least importance: “variety of shopping opportunities” or “community events and festivals,” each at 11%, and “high property values,” “well-maintained properties,” or “sense of community,” all at 10%.

When examining the number or quantity of various community characteristics, majorities of residents think Roseville has “about the right amount” of 11 of 12 discussed. In the one case where opinions split almost evenly between “too many” and “too few,” residents are divided on affordable rental units. The 11 attributes posting higher levels of agreement about sufficient current numbers are: market rate rental units, condominiums, townhomes, affordable owner-occupied housing, “move up” housing, higher cost housing, assisted living for seniors, parks and open spaces, trails and bikeways, service and retail establishments, and entertainment and dining opportunities.

Eighty-nine percent, virtually unchanged from the 2020 study, are either “very committed” or “somewhat committed” to stay in Roseville if they were going to move from their current home to upgrade. Just as impressive, 88% are “committed” to staying in the city if they were going to move from their current home for downsizing. While most of the small number of residents who are not “committed” to stay in the city report there is nothing missing or could be improved to make them more committed to stay, 15% would like to see “lower property taxes” and eight percent wish for “expanded choices of affordable housing.”

### ***City Services:***

In evaluating specific city services, the mean approval rating is 87.0%, a significant 2.7% increase over the 2020 level. If we consider only residents holding opinions, the mean score is a



higher 89.3%, well within the top 10% of summary ratings in the Metropolitan Area. Over 90% rate fire protection, emergency medical services, sewer and water, building inspections, animal control and code enforcement as either “excellent” or “good.” Eighty-nine percent favorably rate police protection and drainage and flood control. Key reasons for giving services an unfavorable rating include “poor patrolling,” at 31%, “flooding,” at 18%, “loose animals,” at 16%, and “poor taste of water,” at 11%. Between 79% and 89% similarly rate street repair and maintenance, snow plowing, trail and pathway plowing in parks, trail and pathway plowing in neighborhoods, pathway repair and maintenance in the parks and pathway repair and maintenance in neighborhoods. The lowest rated service remains street repair and maintenance at 79%, which is a seven percent increase from the 2020 study. This service rating is now well above the Metropolitan Area norm of 60%.

### ***Property Taxes:***

Roseville residents remain tax sensitive during the past four years. Forty-six percent think their property taxes are “high” in comparison with neighboring suburban communities, while 45%, a 10% increase in four years, see them as “about average.” Eighty-five percent, an eight percent increase, view city services as either an “excellent” or a “good” value for the property taxes paid; this endorsement level now places Roseville within the top decile of Metropolitan Area suburbs. While 57% of the sample, a seven percent increase from the 2020 level, would support an increase in their city property taxes to maintain city services at their current level, thirty-seven percent, also a seven percent increase, would oppose an increase under these circumstances.

Solid majorities endorse the City continuing to invest in long-term infrastructure projects. By a 94%-5% margin, residents support investing in city roads. An 86%-13% majority favors investments in water and sewer pipes, and a 77%-21% majority feels the same about city buildings. An 80%-19% majority is in favor of continued investment in pedestrian pathways, and a 75%-24% majority endorses continued investments in bikeways. Overall, the average change in support in comparison with the 2020 study is an insignificant -2.7%, reflecting the stable consensus in favor of long-term investments during the past four years.

***Sales Tax Referendum:***

Respondents were reminded that Minnesota cities and counties are permitted to ask for legislation to permit a public vote on an increase in the local sales tax to pay for improvements that are regionally significant. The sales tax is assessed in the same way as the state sales tax, exempting items such as clothes and groceries. During the 2023 legislative session, the City of Roseville was given permission to hold a sales tax referendum this November for the construction of a Public Works and Parks and Recreation Maintenance Facility and a new license and passport center. Fifty-six percent report awareness of the November sales tax referendum.

They were told the City will ask voters to approve two questions for a new local half-cent sales tax increase for up to 20 years. The sales tax would expire once the approved projects are fully funded.

By a 69%-24% majority, residents support the referendum for the construction of a Public Works and Parks and Recreation Maintenance Facility. Strong support outnumbered strong opposition by a 13%-5% margin. Supporters base their decision on “reasonable cost,” “like instead of property tax increase,” and “needed.” Opponents base their verdict on “current inflation and economy,” “no more tax increases of any kind,” and “not needed.”

They were informed a second referendum question would be required to allow the funds from the same half-cent sales tax increase to be used to build a new license and passport center. There would not be a second half-cent sales tax increase if this referendum question passes.

By a 66%-29% majority, residents support the referendum for the construction of a new license and passport center. Strong support outnumbered strong opposition by a 14%-7% margin. Supporters again base their decision on “reasonable cost,” “like instead of property tax increase,” and “needed.” Opponents base their verdict on “current inflation and economy” and “not needed.”

Next, respondents were read three statements and asked if each one would affect their decisions. The table below shows the statement, followed by the percentage of respondents who are “more likely” to support the referenda, “less likely” to support the referenda, and “makes no difference” to them.

| <i>Statement</i>                                                                                                                                                                                                                                                                                                                                | <i>More Likely</i> | <i>Less Likely</i> | <i>No Difference</i> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|----------------------|
| A sales tax increase would not only capture sales tax from city residents, but also from people outside the city who make purchases in Roseville. A University of Minnesota study projected almost 64% of the new sales tax revenue would come from people who live outside of Roseville and use city services.                                 | 62%                | 3%                 | 35%                  |
| It is projected with a half-cent sales tax increase that the typical Roseville resident would pay an additional \$55.48 per years in sales tax.                                                                                                                                                                                                 | 56%                | 10%                | 33%                  |
| The current city budget does not include funding to make these improvements. If the sales tax is not approved, the City could consider a property tax increase which only Roseville residents and businesses would pay. These projects could cost the owner of a \$350,000 home in Roseville about \$430.00 per year for the improvements only. | 60%                | 6%                 | 33%                  |

All of the statements result in at least 56% of the respondents saying they are “more likely” to support the referenda. The negative impact never exceeds 10%. A consistent 33%-35%, though, were unmoved by each statement.

### ***City Government and Staff:***

Respondents give the Mayor and Council a job approval rating of 92%, an eight percent increase in four years, and a disapproval rating of six percent. The current fifteen-to-one approval-to-disapproval rating of the Mayor and City Council is now within the top five communities in the Metropolitan Area suburbs. The small disapproval rating stems from perceptions of “poor spending,” “high taxes,” and “overall poor job.”

Citizen empowerment remains high and shows a significant increase in the four-year interim between studies. The number of residents -- 22% -- who feel they could not have a say about the way the City of Roseville runs things is well below the suburban norm. This level of alienation is 11% lower than the 2020 level.

Residents award the City Staff a job approval rating of 92%, a nine percent increase from the 2020 level, and a disapproval rating of only five percent. Both the absolute level of approval and the 18-to-1 ratio of approval-to-disapproval are also among the top in the Metropolitan Area suburbs. The miniscule disapproval rating stems from “not listening to residents” and “poor spending.”

***Neighborhoods and Businesses:***

Ninety-three percent rate the general appearance of the community as either “excellent” or “good”; six percent are more critical in their evaluations. “Messy yards” is the chief complaint of the small number posting a negative judgment. Over the past four years, 49% think the appearance of Roseville “remained about the same,” while 44%, a 12% increase from the 2020 level, see an “improvement,” and only six percent, a “decline,” a ten percent decrease from the 2020 study. Code enforcement is also highly rated. Ninety-one percent award this service either an “excellent” or “good” rating, while eight percent are more critical, focusing on “messy yards” and “loose animals.” Fifty-eight percent are aware Roseville works with organizations to offer a variety of different housing programs for residential homeowners, including foreclosure protection, home improvement loans for interior and exterior remodeling, and a land trust program.

***Garbage Collection:***

By a 48%-37% plurality, residents support the City of Roseville changing from the current system, in which residents may choose from several different haulers to a system where the City manages trash collection; eleven percent strongly favor this change, while six percent strongly oppose it. Sixteen percent are unsure.

Supporters of the change base their decision primarily on “less truck traffic,” “lower cost with one hauler,” “less pollution,” and “better service.” Opponents cite “prefer to choose my own hauler,” “like current hauler,” and “competition creates lower cost.”

***Curbside Recycling:***

Eighty-one percent participate in the curbside recycling program by separating recyclable items from the rest of their garbage. The 19% who do not participate indicate they “rent or their association does it,” “do not have enough waste,” and “they think it is too much hassle.” Most program participants, 74%, down eight percent in four years, put their recyclables out for collection every two weeks; nineteen percent do so monthly. By a virtual tie of 50%-49%, participants narrowly favor a change to a weekly collection schedule for recyclables.

Sixty-seven percent of residents are aware of the drop-off site to recycle food scraps and other organic waste, an increase of 18% in four years. Among aware residents, 14% use the site at least once a week, 50% use the site at least once a month, and 18% are more sporadic users. Among

non-users, two statistically significant reasons are given: “no interest or too much hassle” and “not enough waste.” Among residents not aware of the organics drop-off site, a projected 14% would use the site. Among all residents, a projected 16% of households would use a curbside collection program for compostable waste if it were available.

### ***Public Safety:***

In rating the seriousness of public safety concerns in the City of Roseville, 15% think “drugs” and “traffic speeding,” at 14% are the greatest concerns. Thirteen percent each feel similarly about “youth crimes and vandalism” and “break-ins and theft from automobiles.” Eight percent consider none of these as serious concerns.

Seventy-one percent, down 12% in four years, rate the amount of police patrolling in their neighborhood as “about the right amount,” while 25%, up ten percent since the last study, think it is “not enough,” and three percent see “too much.”

### ***Parks and Recreation:***

Ninety-four percent rate the park and recreation facilities in Roseville as either “excellent” or “good.” Only six percent are more critical. Among the City’s recreational facilities, 38% most frequently use “trails,” 34% most often use “neighborhood parks,” and 10% most frequently use “athletic facilities.” Eighteen percent of the City’s households do not use any of these facilities. Ninety-three percent highly rate the upkeep and maintenance of Roseville City Parks; eight percent are more critical in their judgments.

Thirty-four percent report household participation in a city-sponsored park and recreation program. Ninety-six percent are satisfied with their experience. No statistically significant suggestion was made for offering new or expanding current park and recreation programs.

Thirty-seven, down eight percent since the 2020 study, report household members use the trail system at least once per week; thirty-five percent, up eight percent, do so several times a month or just monthly; fourteen percent are less frequent trail users. Fourteen percent report no one in their household uses the trails at all. In prioritizing expansions or improvements of the City’s trail system, 38% pick “construction of trails connecting neighborhoods and parks,” while 33% choose the “construction of additional trails for exercise within parks.” Twenty-one percent, down eight percent from the 2020 level, choose “construction of trails connecting neighborhoods and shopping and business areas.”



Sixty-five percent, a decrease of 16% since the 2020 study, are aware of the City's park buildings and the newer Cedarholm Community building. Thirty-six percent of the sample have visited or used one of the new park buildings. One hundred percent of park building visitors rate their experience as either "excellent" or "good," and an emphatic 95% would consider using one of the new park buildings or the Cedarholm Community building again in the future. A nearly-unanimous 95% feel the current mix of recreational or sports facilities meets the needs of members of their household.

### ***Communications Issues:***

The City newsletter and the City website are the most often indicated primary sources of information about the community, at 42% and 20%, respectively. The "grapevine" ranks third, at 13%. Email/e-newsletter is relied upon by eleven percent of the sample. "Social media" completes the list at 10%. Preferred sources of information about City Government and its activities are slightly different from the existing communications pattern. This time, the City publications and newsletters are at the top of the list at 43%, followed by the City website, at 21%. Ten percent choose the City's Facebook page, while nine percent indicate email, and eight percent opt for direct mail.

Seventy-six percent receive the "Roseville City News," and 92% of this group regularly read it. The reach of the publication is 70% of the community's households, lower by five percent from the 2020 level. The newsletter's effectiveness as an information channel is highly rated. Ninety-three percent, an increase of nine percent since the 2020 study, see it as "effective" in keeping them informed about activities in the city.

Social media usage among Roseville residents has changed since the 2020 study. Seventy-seven percent use the City website, sixty-two percent use "email," and 61% use Facebook. Forty-eight percent use "YouTube," 40% tweet, and 37% use "Nextdoor." Thirty-five percent, over three times the 2020 level, report using other social media sites. Over 70% of the users of five social media sources would be likely to use each to obtain City information: the "City website," "email," "other social media sites," "Facebook," and "Nextdoor."

Eighty-seven percent rate the City's overall performance in communicating key local issues to residents as either "excellent" or "good." Thirteen percent are more critical in their evaluations. This rating remains among the top five in the Metropolitan Area.

***Conclusions:***

As in the 2020 study, the key issues in 2024 facing decision-makers is addressing perceptions about “rising crime,” particularly “drugs,” “youth crimes and vandalism,” and “automobile break-ins and theft.” Unlike other suburbs, concerns about crime in Roseville have not seriously eroded the high levels of approval and support for the quality of life, fiscal management of the community, direction of the city, tax tolerance, government job ratings, and sense of community. So far, the City has done a comparatively good job tempering the concern about crime. Since 48% rate “safety” as the most important aspect of city’s future quality of life, “crime”—together with its prevention and reduction – should continue to be given a high place in the discussion of issues, policies, and resource allocation. Additionally, worries about “speeding traffic” and “more police patrolling” will need to be discussed and a framework for policy goals considered.

While perceptions of city property taxes have worsened across the Greater Metropolitan Area suburbs, the general hostility is far more moderate in Roseville than the regional trend would suggest. Even so, it should be considered a more limiting factor in using additional funds to maintain and augment services. While 46% still see their property taxes as “high,” this is nine percent lower than the current suburban average. A corresponding seven percent increase in the number of residents willing to increase their property taxes to maintain city services, indicates residents are more tolerant to a discussion of additional funding to continue to provide city services at their current level. It is also a testament to the high ratings city services are granted.

The proposed sales tax referenda are in the most curious position MLC has encountered this year. The 69% and 66% support levels do not deviate significantly among all demographic groups. Since 2024 is a presidential year, turnout will be at its usual maximum level. Only two demographic groups register even high levels of support: households containing 18-24 year olds, and residents in the Southeast or Southwest quadrant of the community. The major communications challenge facing supporters is to aggressively inform voters that the second question does not request approval of another half-cent sales tax increase. In addition, as always, another challenge will be to make sure voters know the referenda are on the ballot – a surprised voter usually votes against a referendum.

Community development efforts should continue to focus on helping seniors stay in the community and provide younger adults options to move into the city. Moderate concerns continue about assisted living opportunities for seniors. This perception is in line with the very high levels of commitment to staying in the city if residents moved from their current homes.

The parks and recreation system remains the “crown jewel” in the City’s quality of life. Usage is still higher than expected viewed against the demography of the community. Park buildings and the newer Cedarholm Community Building are very well-received by the public. Trails and

neighborhood parks play an unusually large and growing role in city life, acting as key ingredients in the strong sense of community. No strong consensus is present on future city trails and sidewalk expansions: thirty-eight percent support the construction of trails connecting neighborhoods and parks, 33% favor the construction of additional trails for exercise within parks, and 21% prioritize the construction of trails connecting neighborhoods and shopping and business areas.

Information levels about City Government activities remain extremely high in comparison with neighboring communities. Positive ratings of the Mayor, City Council and City Staff are among the top of the Metropolitan Area. “Roseville City News,” the City newsletter, and the City website are very well used and exceptionally well regarded. In fact, the City newsletter continues to possess higher readership and effectiveness ratings than most peer communities.

Citizens remain enthusiastic about their City. At a time when government at different levels polarizes people, Roseville residents are overall extremely satisfied with their local government and its services. With a 22% “city booster” core, the City still possesses a large reservoir of goodwill which has served it well.

***Methodology:***

This study contains the results of a sample of 400 randomly selected adult residents residing in the City of Roseville. Professional interviewers conducted the survey by telephone between April 18<sup>th</sup> and May 7<sup>th</sup>, 2024. The typical respondent took seventeen minutes to complete the questionnaire. The non-response rate was 5.5%. The results of the study are projectable to all adult City of Roseville residents within  $\pm 5.0\%$  in 95 out of 100 cases.

THE MORRIS LEATHERMAN COMPANY  
3128 Dean Court  
Minneapolis, Minnesota 55416

City of Roseville  
Residential Survey  
FINAL APRIL 2024

Hello, I'm \_\_\_\_\_ of the Morris Leatherman Company, a polling firm located in Minneapolis. We have been retained by the City of Roseville to speak with a random sample of residents about issues facing the community. This survey is being conducted because the City Council and City Staff are interested in your opinions and suggestions about current and future city needs. I want to assure you that all individual responses will be held strictly confidential; only summaries of the entire sample will be reported.

- |                                                                                               |                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Approximately, how many years have you lived in Roseville?                                 | TWO YEARS OR LESS.....9%<br>THREE TO FIVE YEARS....17%<br>SIX TO TEN YEARS.....20%<br>11 TO TWENTY YEARS.....18%<br>21 TO 30 YEARS.....17%<br>OVER THIRTY YEARS.....19%                                                                                                                                                       |
| 2. As things stand now, how long in the future do you expect to live in Roseville?            | TWO YEARS OR LESS.....5%<br>THREE TO FIVE YEARS....11%<br>SIX TO TEN YEARS.....17%<br>OVER TEN YEARS.....55%<br>DON'T KNOW/REFUSED.....12%                                                                                                                                                                                    |
| 3. How would you rate the quality of life in Roseville - excellent, good, only fair, or poor? | EXCELLENT.....33%<br>GOOD.....54%<br>ONLY FAIR.....10%<br>POOR.....3%<br>DON'T KNOW/REFUSED.....0%                                                                                                                                                                                                                            |
| 4. What do you like most, if anything, about living in Roseville?                             | DON'T KNOW/REFUSED.....0%<br>NOTHING.....3%<br>CONVENIENT LOCATION....11%<br>NEIGHBORHOOD/HOUSING...13%<br>SAFE.....6%<br>FRIENDLY PEOPLE.....13%<br>CLOSE TO FAMILY/<br>FRIENDS.....17%<br>CLOSE TO JOB.....13%<br>SCHOOLS.....5%<br>PARKS/TRAILS.....9%<br>SHOPPING.....3%<br>QUIET AND PEACEFUL.....7%<br>SCATTERED.....1% |

5. What do you think is the most serious issue facing Roseville today?
- DON'T KNOW/REFUSED.....0%  
 NOTHING.....22%  
 HIGH TAXES.....16%  
 RISING CRIME.....25%  
 POOR CITY SPENDING.....2%  
 LACK OF JOBS/BUSINESS...7%  
 AGING POPULATION.....9%  
 AGING INFRASTRUCTURE....6%  
 STREET REPAIR.....7%  
 SCATTERED.....6%
6. All in all, do you think things in Roseville are generally headed in the right direction, or do you feel things are off on the wrong track?
- RIGHT DIRECTION.....85%  
 WRONG TRACK.....13%  
 DON'T KNOW/REFUSED.....3%
- IF "WRONG TRACK," ASK: (n=50)
7. Please tell me why you feel things have gotten off on the wrong track?
- DON'T KNOW/REFUSED.....0%  
 HIGH TAXES.....14%  
 POOR CITY SPENDING.....6%  
 RISING CRIME.....60%  
 GROWING DIVERSITY.....6%  
 TOO MUCH RETAIL.....4%  
 TOO MANY RENTALS.....2%  
 SCATTERED.....8%
8. How would you rate the sense of community identity among residents in Roseville - would you say it is very strong, somewhat strong, not too strong, or not at all strong?
- VERY STRONG.....28%  
 SOMEWHAT STRONG.....58%  
 NOT TOO STRONG.....10%  
 NOT AT ALL STRONG.....3%  
 DON'T KNOW/REFUSED.....2%
9. Please tell me which of the following do you feel the closest connection to - the City of Roseville as a whole, your neighborhood, your School District or something else? (IF "SOMETHING ELSE," ASK:) What would that be?
- CITY OF ROSEVILLE.....18%  
 NEIGHBORHOOD.....43%  
 SCHOOL DISTRICT.....7%  
 CHURCH.....3%  
 WORKPLACE.....6%  
 FAMILY/FRIENDS.....23%  
 DON'T KNOW/REFUSED.....1%



|     |                                                                                                                            |                           |
|-----|----------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 10. | How welcome do you feel in the City of Roseville - very welcome, somewhat welcome, not too welcome, or not at all welcome? | VERY WELCOME.....59%      |
|     |                                                                                                                            | SOMEWHAT WELCOME.....29%  |
|     |                                                                                                                            | NOT TOO WELCOME.....6%    |
|     |                                                                                                                            | NOT AT ALL WELCOME.....2% |
|     |                                                                                                                            | DON'T KNOW/REFUSED.....5% |

IF A RESPONSE IS GIVEN, ASK: (n=382)

|     |                           |                                   |
|-----|---------------------------|-----------------------------------|
| 11. | Why do you feel that way? | UNSURE.....2%                     |
|     |                           | FRIENDLY PEOPLE.....49%           |
|     |                           | UNFRIENDLY PEOPLE.....3%          |
|     |                           | WATCH OUT FOR EACH OTHER.....3%   |
|     |                           | DON'T KNOW NEIGHBORS....5%        |
|     |                           | LOTS OF COMMUNITY EVENTS.....7%   |
|     |                           | WELCOME DIVERSITY.....3%          |
|     |                           | FRIENDLY SCHOOLS.....2%           |
|     |                           | FEELS LIKE HOME.....6%            |
|     |                           | RACISM.....4%                     |
|     |                           | WELCOMING.....2%                  |
|     |                           | FAMILY & FRIENDS HERE...2%        |
|     |                           | LOT OF LONG TERM RESIDENTS.....2% |
|     |                           | GREAT SERVICES.....2%             |
|     |                           | SCATTERED.....8%                  |

Let's spend a few minutes discussing the future of the City of Roseville.

|     |                                                                                                               |                            |
|-----|---------------------------------------------------------------------------------------------------------------|----------------------------|
| 12. | When thinking about a city's quality of life, what do you think is the most important aspect of that quality? | DON'T KNOW/REFUSED.....1%  |
|     |                                                                                                               | SAFETY.....24%             |
|     |                                                                                                               | SENSE OF COMMUNITY.....17% |
|     |                                                                                                               | GOOD SCHOOLS.....16%       |
|     |                                                                                                               | UPKEEP OF CITY.....9%      |
|     |                                                                                                               | OPEN SPACE/NATURE.....9%   |
|     |                                                                                                               | PARKS/RECREATION.....8%    |
|     |                                                                                                               | UPKEEP OF HOUSING.....4%   |
|     |                                                                                                               | QUIET AND PEACEFUL.....12% |
|     |                                                                                                               | SCATTERED.....1%           |

13. What aspects, if any, of the community should be fixed or improved in the future?
- |                          |     |
|--------------------------|-----|
| DON'T KNOW/REFUSED.....  | 1%  |
| NOTHING.....             | 16% |
| LOWER TAXES.....         | 16% |
| BETTER ROADS.....        | 11% |
| MORE JOBS.....           | 8%  |
| MORE PUBLIC TRANSIT..... | 6%  |
| MORE SENIOR HOUSING..... | 7%  |
| LESS AFFORDABLE          |     |
| LOW INCOME HOUSING..     | 3%  |
| SIDEWALKS.....           | 8%  |
| REDUCE CRIME.....        | 21% |
| SCATTERED.....           | 3%  |
14. What, if anything, is currently missing from the City of Roseville which, if present, would greatly improve the quality of life for residents?
- |                         |     |
|-------------------------|-----|
| DON'T KNOW/REFUSED..... | 1%  |
| NOTHING.....            | 36% |
| MORE PUBLIC TRANSIT.... | 10% |
| MORE JOBS.....          | 17% |
| MORE ENTERTAINMENT..... | 10% |
| MORE AFFORDABLE         |     |
| HOUSING.....            | 11% |
| SIDEWALKS.....          | 14% |
| SCATTERED.....          | 1%  |

I would like to read a list of characteristics others have mentioned that indicate a city has a high quality of life.

15. Please tell me which one you think is most important for a city to have? (ROTATE AND READ LIST)
16. Which is second most important? (RE-READ LIST; OMITTING FIRST CHOICE)
17. Which is least important? (RE-READ LIST; OMITTING FIRST TWO CHOICES)

|                                                      | MOST | SEC | LST |
|------------------------------------------------------|------|-----|-----|
| HIGH PROPERTY VALUES.....                            | 6%   | 4%  | 10% |
| WELL MAINTAINED PROPERTIES.....                      | 10%  | 9%  | 10% |
| LOW PROPERTY TAXES.....                              | 8%   | 8%  | 9%  |
| LOW CRIME RATE.....                                  | 26%  | 22% | 7%  |
| GOOD SCHOOL SYSTEM.....                              | 18%  | 15% | 7%  |
| VARIETY OF SHOPPING OPPORTUNITIES.....               | 4%   | 5%  | 11% |
| VARIETY OF PARK AND RECREATION<br>OPPORTUNITIES..... | 5%   | 8%  | 8%  |
| JOB OPPORTUNITIES.....                               | 6%   | 10% | 7%  |
| COMMUNITY EVENTS AND FESTIVALS.....                  | 4%   | 7%  | 11% |
| SENSE OF COMMUNITY.....                              | 13%  | 11% | 10% |
| ELSE.....                                            | 1%   | 1%  | 0%  |
| DON'T KNOW/REFUSED.....                              | 0%   | 0%  | 10% |

Let's discuss recreational opportunities in the community....

18. How would you rate park and recreational facilities in Roseville - excellent, good, only fair, or poor?  
EXCELLENT.....28%  
GOOD.....66%  
ONLY FAIR.....6%  
POOR.....0%  
DON'T KNOW/REFUSED.....0%
19. Which Roseville recreation facilities, if any, do you or members of your household use most frequently?  
DON'T KNOW/REFUSED.....0%  
NONE.....18%  
TRAILS.....38%  
NEIGHBORHOOD PARKS.....34%  
ATHLETIC FACILITIES.....10%
20. How would you rate the upkeep and maintenance of Roseville City Parks - excellent, good, only fair, or poor?  
EXCELLENT.....31%  
GOOD.....62%  
ONLY FAIR.....7%  
POOR.....1%  
DON'T KNOW/REFUSED.....0%
21. In the past year, have you or any members of this household participated in any city-sponsored park and recreation programs?  
YES.....34%  
NO.....66%  
DON'T KNOW/REFUSED.....0%

IF "YES," ASK: (n=137)

22. Were you satisfied or dissatisfied with your experience?  
SATISFIED.....96%  
DISSATISFIED.....2%  
NEUTRAL (VOL.).....2%  
DON'T KNOW/REFUSED.....0%

23. Are there any park and recreation programs you would like to see offered or expanded?

UNSURE, 10%, NO, 84%; PICKLEBALL, 2%; SCATTERED, 4%.

24. How often do you or members of your household use the trail system, weather permitting - twice or more per week, weekly, two or three times per month, monthly, quarterly, less frequently, or not at all?
- |                         |     |
|-------------------------|-----|
| TWICE OR MORE A WEEK... | 15% |
| WEEKLY.....             | 22% |
| TWO/THREE PER MONTH.... | 22% |
| MONTHLY.....            | 13% |
| QUARTERLY.....          | 3%  |
| LESS FREQUENTLY.....    | 11% |
| NOT AT ALL.....         | 14% |
| DON'T KNOW/REFUSED..... | 0%  |

25. Which of the following would be your top priority for the city's trails and sidewalk system? (ROTATE)

|                                                                                      |     |
|--------------------------------------------------------------------------------------|-----|
| CONSTRUCTION OF ADDITIONAL TRAILS FOR EXERCISE WITHIN PARKS.....                     | 33% |
| CONSTRUCTION OF TRAILS CONNECTING NEIGHBORHOODS AND PARKS.....                       | 38% |
| CONSTRUCTION OF TRAILS CONNECTING NEIGHBORHOODS AND SHOPPING AND BUSINESS AREAS..... | 21% |
| ELSE.....                                                                            | 1%  |
| DON'T KNOW/REFUSED.....                                                              | 8%  |

The City has park buildings at Autumn Grove, Lexington, Rosebrook, Oasis, Sandcastle and Villa Parks, as well as a newer community building at Cedarholm Golf Course, the Cedarholm Community Building.

26. Are you aware of Roseville's park buildings and the newer Cedarholm Community Building?
- |                         |     |
|-------------------------|-----|
| YES.....                | 65% |
| NO.....                 | 35% |
| DON'T KNOW/REFUSED..... | 0%  |
27. Have you or members of your household visited or used one of the park buildings or the new Cedarholm Community Building?
- |                         |     |
|-------------------------|-----|
| YES.....                | 36% |
| NO.....                 | 64% |
| DON'T KNOW/REFUSED..... | 1%  |

IF "YES," ASK: (n=143)

28. How would you rate your experience - excellent, good, only fair or poor?
- |                         |     |
|-------------------------|-----|
| EXCELLENT.....          | 32% |
| GOOD.....               | 68% |
| ONLY FAIR.....          | 1%  |
| POOR.....               | 0%  |
| DON'T KNOW/REFUSED..... | 0%  |

29. Would you consider using one of the park buildings or the new Cedarholm Community Building again? YES.....95%  
NO.....2%  
DON'T KNOW/REFUSED.....3%

IF "NO,"ASK: (n=3)

30. Why won't you use one of the park buildings or the new Cedarholm Community Building again?

NO NEED, 100%.

31. Do you feel the current mix of recreational or sports facilities meet the needs of members of your household? YES.....95%  
NO.....1%  
DON'T KNOW/REFUSED.....4%

IF "NO," ASK: (n=4)

32. What recreational or sports facilities do you feel are missing?

PICKLEBALL COURTS, 100%.

Moving on....

I would like to read you a list of a few city services. For each one, please tell me whether you would rate the quality of the service as excellent, good, only fair, or poor? (ROTATE)

|                                 | EXCL | GOOD | FAIR | POOR | DK/R |
|---------------------------------|------|------|------|------|------|
| 33. Police protection?          | 46%  | 43%  | 11%  | 0%   | 0%   |
| 34. Fire protection?            | 43%  | 51%  | 4%   | 0%   | 2%   |
| 35. Emergency medical services? | 47%  | 41%  | 5%   | 1%   | 6%   |
| 36. Sewer and water?            | 24%  | 67%  | 7%   | 1%   | 2%   |
| 37. Drainage and flood control? | 25%  | 62%  | 10%  | 1%   | 2%   |
| 38. Building inspections?       | 26%  | 56%  | 6%   | 0%   | 12%  |
| 39. Animal control?             | 34%  | 57%  | 7%   | 1%   | 2%   |
| 40. Code enforcement?           | 27%  | 64%  | 5%   | 0%   | 5%   |

IF ANY SERVICES WERE RATED "ONLY FAIR" OR "POOR" IN QUESTIONS #33-40, ASK: (n=109)



|                                                    |                            |
|----------------------------------------------------|----------------------------|
| 41. Why did you rate _____<br>as (only fair/poor)? | DON'T KNOW/REFUSED.....0%  |
|                                                    | COULD IMPROVE.....8%       |
|                                                    | FLOODING.....18%           |
|                                                    | MORE PATROLLING.....31%    |
|                                                    | POOR INSPECTIONS.....3%    |
|                                                    | LOOSE ANIMALS.....16%      |
|                                                    | RUNDOWN HOMES.....6%       |
|                                                    | RUDE/UNFRIENDLY.....1%     |
|                                                    | POOR TASTE OF WATER....11% |
|                                                    | SLOW SERVICE.....6%        |

Now, for the next six city services, please consider only their job on city-maintained streets and roads in neighborhoods. That means excluding interstate highways, state and county roads that are taken care of by other levels of government. Therefore, Interstate 35W, Highway 36, County Road C or Lexington Avenue, should not be considered. How would you rate .... (ROTATE)

|                                                                                                                                                                             | EXCL | GOOD | FAIR                      | POOR | DK/R |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|---------------------------|------|------|
| 42. Street repair and maintenance?                                                                                                                                          | 22%  | 57%  | 21%                       | 0%   | 0%   |
| 43. Snow plowing?                                                                                                                                                           | 32%  | 57%  | 11%                       | 1%   | 0%   |
| 44. Trail and pathway plowing in parks?                                                                                                                                     | 32%  | 50%  | 16%                       | 1%   | 2%   |
| 45. Trail and pathway plowing in neighborhoods?                                                                                                                             | 30%  | 57%  | 13%                       | 1%   | 0%   |
| 46. Pathway repair and maintenance in the parks?                                                                                                                            | 30%  | 55%  | 14%                       | 1%   | 1%   |
| 47. Pathway repair and maintenance in neighborhoods?                                                                                                                        | 21%  | 62%  | 11%                       | 1%   | 6%   |
| 48. Do you consider the city portion of your property taxes to be very high, somewhat high, about average, somewhat low, or very low in comparison with neighboring cities? |      |      |                           |      |      |
|                                                                                                                                                                             |      |      | VERY HIGH.....16%         |      |      |
|                                                                                                                                                                             |      |      | SOMEWHAT HIGH.....30%     |      |      |
|                                                                                                                                                                             |      |      | ABOUT AVERAGE.....45%     |      |      |
|                                                                                                                                                                             |      |      | SOMEWHAT LOW.....2%       |      |      |
|                                                                                                                                                                             |      |      | VERY LOW.....0%           |      |      |
|                                                                                                                                                                             |      |      | DON'T KNOW/REFUSED.....7% |      |      |
| 49. Would you favor or oppose an increase in YOUR city property tax if it were needed to maintain city services at their current level?                                     |      |      |                           |      |      |
|                                                                                                                                                                             |      |      | FAVOR.....57%             |      |      |
|                                                                                                                                                                             |      |      | OPPOSE.....37%            |      |      |
|                                                                                                                                                                             |      |      | DON'T KNOW/REFUSED.....7% |      |      |

|     |                                                                                                                                                                                      |                           |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 50. | When you consider the property taxes you pay and the quality of city services you receive, would you rate the general value of city services as excellent, good, only fair, or poor? | EXCELLENT.....14%         |
|     |                                                                                                                                                                                      | GOOD.....71%              |
|     |                                                                                                                                                                                      | ONLY FAIR.....13%         |
|     |                                                                                                                                                                                      | POOR.....1%               |
|     |                                                                                                                                                                                      | DON'T KNOW/REFUSED.....2% |

For each of the following long-term infrastructure projects, please tell me if you strongly support the City continuing to invest in it, somewhat support, somewhat oppose, or strongly oppose. (ROTATE)

|                            | STS | SMS | SMO | STO | DKR |
|----------------------------|-----|-----|-----|-----|-----|
| 51. Water and sewer pipes? | 42% | 44% | 11% | 2%  | 1%  |
| 52. City buildings?        | 29% | 48% | 16% | 5%  | 3%  |
| 53. Pedestrian pathways?   | 33% | 47% | 16% | 3%  | 1%  |
| 54. Bikeways?              | 31% | 44% | 21% | 3%  | 1%  |
| 55. City roads?            | 45% | 49% | 4%  | 1%  | 2%  |

In Minnesota, cities and counties are permitted to ask the Legislature for permission to hold a public vote on an increase to the local sales tax to pay for improvements that are regionally significant. The sales tax is assessed in the same way as the state sales tax, meaning that items such as clothes and groceries are exempt from the tax. During the 2023 Legislative session, the City of Roseville was given permission to hold a sales tax referendum this November for the construction of a Public Works and Parks and Recreation maintenance facility and a new license and passport center.

|     |                                                                                 |                           |
|-----|---------------------------------------------------------------------------------|---------------------------|
| 56. | Prior to this survey, were you aware of the sales tax referendum this November? | YES.....56%               |
|     |                                                                                 | NO.....43%                |
|     |                                                                                 | DON'T KNOW/REFUSED.....1% |

The City will ask voters to approve two questions for a new local HALF cent sales tax increase for up to twenty years. For your information, a HALF cent sales tax increase would be 5 cents on every \$10 of taxable purchases in the City of Roseville. The local sales tax would expire once the approved projects are fully funded.

57. First, if the election were today, STRONGLY SUPPORT.....13%  
 would you support or oppose a ref- SUPPORT.....56%  
 erendum for a HALF cent sales tax OPPOSE.....19%  
 increase for the construction of a STRONGLY OPPOSE.....5%  
 Public Works and Parks and Recrea- DON'T KNOW/REFUSED.....7%  
 tion maintenance facility? (WAIT  
 FOR RESPONSE) Do you feel strongly  
 that way?

IF A POSITION IS TAKEN, ASK: (n=371)

58. Could you tell me one or two DON'T KNOW/REFUSED.....0%  
 reasons why you feel that NEEDED.....5%  
 way? REASONABLE COST.....42%  
 LIKE INSTEAD OF A  
 PROPERTY TAX.....27%  
 PREFER PROPERTY TAX.....3%  
 NOT NEEDED.....4%  
 POOR SPENDING.....1%  
 TOO HIGH INCREASE.....1%  
 INFLATION/ECONOMY.....9%  
 NO MORE TAX INCREASE....6%  
 SCATTERED.....2%

A second referendum question is required to allow the funds from  
 the same HALF cent sales tax increase to be used to build a new  
 license and passport center. There would **NOT** be a second HALF  
 cent sales tax increase if this referendum also passes.

59. Next, if the election were today, STRONGLY SUPPORT.....14%  
 would you support or oppose a ref- SUPPORT.....52%  
 erendum to use the HALF cent sales OPPOSE.....22%  
 tax increase to build new license STRONGLY OPPOSE.....7%  
 and passport center? (WAIT FOR DON'T KNOW/REFUSED.....6%  
 RESPONSE) Do you feel strongly  
 that way?

IF A POSITION IS TAKEN, ASK: (n=377)

|                                                                 |                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 60. Could you tell me one or two reasons why you feel that way? | DON'T KNOW/REFUSED.....0%<br>NEEDED.....8%<br>REASONABLE COST.....39%<br>LIKE INSTEAD OF A<br>PROPERTY TAX.....23%<br>PREFER PROPERTY TAX.....3%<br>NOT NEEDED.....8%<br>POOR SPENDING.....2%<br>TOO HIGH INCREASE.....3%<br>INFLATION/ECONOMY.....14%<br>SCATTERED.....1% |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A sales tax increase would not only capture sales tax from city residents, but also from people outside the city who make purchases in Roseville. A University of Minnesota study projected almost 64% of the new sales tax revenue would come from people who live outside of Roseville and use city services.

|                                                                                                                                                                                |                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 61. Does that make you much more likely to support the sales tax increase, somewhat more likely, somewhat less likely, much less likely, or does it make no difference to you? | MUCH MORE LIKELY.....21%<br>SOMEWHAT MORE LIKELY...41%<br>SOMEWHAT LESS LIKELY....1%<br>MUCH LESS LIKELY.....2%<br>NO DIFFERENCE.....35%<br>DON'T KNOW/REFUSED.....1% |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

It is projected with a HALF cent sales tax increase that the typical Roseville resident would pay an additional \$55.48 per year in sales tax.

|                                                                                                                                                                                |                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 62. Does this make you much more likely to support the sales tax increase, somewhat more likely, somewhat less likely, much less likely, or does it make no difference to you? | MUCH MORE LIKELY.....19%<br>SOMEWHAT MORE LIKELY...37%<br>SOMEWHAT LESS LIKELY....7%<br>MUCH LESS LIKELY.....3%<br>NO DIFFERENCE.....33%<br>DON'T KNOW/REFUSED.....1% |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The current city budget does not include funding to make these improvements. If the sales tax increase is not approved, the City could consider a property tax increase which only Roseville residents and businesses would pay. These projects could cost the owner of a \$350,000 home in Roseville about \$430 per year for the improvements only.

|     |                                                                                                                                                                            |                            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 63. | Does this make you much more likely to support the sales tax increase, somewhat more likely, somewhat less likely, much less likely, or does it make no difference to you? | MUCH MORE LIKELY.....32%   |
|     |                                                                                                                                                                            | SOMEWHAT MORE LIKELY...28% |
|     |                                                                                                                                                                            | SOMEWHAT LESS LIKELY....3% |
|     |                                                                                                                                                                            | MUCH LESS LIKELY.....3%    |
|     |                                                                                                                                                                            | NO DIFFERENCE.....33%      |
|     |                                                                                                                                                                            | DON'T KNOW/REFUSED.....1%  |

Changing topics....

|     |                                                                                                                             |                           |
|-----|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 64. | Other than voting, do you feel that if you wanted to, you could have a say about the way the City of Roseville runs things? | YES.....72%               |
|     |                                                                                                                             | NO .....22%               |
|     |                                                                                                                             | DON'T KNOW/REFUSED.....7% |

|     |                                                                                                                                                          |                            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 65. | From what you know, do you approve or disapprove of the job the Mayor and City Council are doing? (WAIT FOR RESPONSE) And do you feel strongly that way? | STRONGLY APPROVE.....14%   |
|     |                                                                                                                                                          | APPROVE.....78%            |
|     |                                                                                                                                                          | DISAPPROVE.....6%          |
|     |                                                                                                                                                          | STRONGLY DISAPPROVE.....0% |
|     |                                                                                                                                                          | DON'T KNOW/REFUSED.....2%  |

IF "DISAPPROVE" OR "STRONGLY DISAPPROVE," ASK: (n=25)

|     |                           |                           |
|-----|---------------------------|---------------------------|
| 66. | Why do you feel that way? | DON'T KNOW/REFUSED.....0% |
|     |                           | POOR JOB.....20%          |
|     |                           | POOR SPENDING.....28%     |
|     |                           | COULD IMPROVE.....4%      |
|     |                           | HIGH TAXES.....24%        |
|     |                           | DON'T LISTEN.....16%      |
|     |                           | RISEING CRIME.....8%      |

|     |                                                                                                                                             |                           |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 67. | From what you have heard or seen, how would you rate the job performance of the Roseville City staff - excellent, good, only fair, or poor? | EXCELLENT.....16%         |
|     |                                                                                                                                             | GOOD.....76%              |
|     |                                                                                                                                             | ONLY FAIR.....5%          |
|     |                                                                                                                                             | POOR.....0%               |
|     |                                                                                                                                             | DON'T KNOW/REFUSED.....3% |

IF "ONLY FAIR" OR "POOR," ASK: (n=21)

|     |                           |                             |
|-----|---------------------------|-----------------------------|
| 68. | Why do you feel that way? | DON'T KNOW/REFUSED.....0%   |
|     |                           | POOR SPENDING.....29%       |
|     |                           | DON'T LISTEN.....57%        |
|     |                           | RUDE/UNPROFESSIONAL.....14% |

Thinking about another topic....

|     |                                                                                                             |                                                                                                   |
|-----|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 69. | How would you rate the general condition and appearance of Roseville - excellent, good, only fair, or poor? | EXCELLENT.....21%<br>GOOD.....72%<br>ONLY FAIR.....6%<br>POOR.....0%<br>DON'T KNOW/REFUSED.....0% |
|-----|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

IF "ONLY FAIR" OR "POOR," ASK: (n=26)

|     |                                                                                                                   |                                                                                                                            |
|-----|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 70. | Why do you feel that way?                                                                                         | DON'T KNOW/REFUSED.....0%<br>MESSY YARDS.....50%<br>JUNK CARS.....8%<br>VACANT BUSINESSES.....23%<br>RUNDOWN HOMES.....19% |
| 71. | Over the past two years, has the appearance of Roseville improved, declined, or remained the same?                | IMPROVED.....44%<br>DECLINED.....6%<br>REMAINED THE SAME.....49%<br>DON'T KNOW/REFUSED.....1%                              |
| 72. | How would you rate the job the City does enforcing city codes on nuisances - excellent, good, only fair, or poor? | EXCELLENT.....13%<br>GOOD.....78%<br>ONLY FAIR.....8%<br>POOR.....0%<br>DON'T KNOW/REFUSED.....1%                          |

IF "ONLY FAIR" OR "POOR," ASK: (n=31)

|     |                                                                    |                                                                                                                                                                      |
|-----|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 73. | What nuisances does the City need to do a better job of enforcing? | DON'T KNOW/REFUSED.....0%<br>MESSY YARDS.....45%<br>RUNDOWN HOMES.....10%<br>JUNK CARS.....3%<br>LOOSE ANIMALS.....19%<br>VACANT BUSINESSES.....13%<br>NOISE.....10% |
|-----|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Turning to the issue of public safety in the community....

I would like to read you a short list of public safety concerns.

74. Please tell me which one you consider to be the greatest public safety concern in Roseville? If you feel that none of these problems are serious in Roseville, just say so.



Violent crime.....2%  
 Drugs.....15%  
 Youth crimes and vandalism.....13%  
 Break-ins and theft from automobiles.....13%  
 Business crimes, such as shop-  
     lifting and check fraud.....4%  
 Residential crimes, such as  
     burglary, and theft.....10%  
 Traffic speeding.....14%  
 Reckless driving.....5%  
 Identity theft.....2%  
 Car Jacking/Auto Theft.....7%  
 ALL EQUALLY.....7%  
 NONE OF THE ABOVE.....8%  
 DON'T KNOW/REFUSED.....1%

IF "NONE OF THE ABOVE," ASK: (n=31)

75. Is there something not mentioned you consider to be the  
 greatest public safety concern in Roseville?

NO, 90%; ASSAULTS/MUGGINGS, 10%.

76. How would you rate the amount of      TOO MUCH.....3%  
 patrolling the Roseville Police      ABOUT RIGHT AMOUNT.....71%  
 Department does in your neighbor-      NOT ENOUGH.....25%  
 hood -- would you say they do too      DON'T KNOW/REFUSED.....1%  
 much, about the right amount, or  
 not enough?

Changing topics...

I would like to read you a list of characteristics of a community.  
 For each one, please tell me if you think Roseville currently has  
 too many or too much, too few or too little, or about the right  
 amount. (ROTATE)

|                                        | MANY<br>/MCH | FEW/<br>LITT | ABT<br>RGHT | DK/<br>REF |
|----------------------------------------|--------------|--------------|-------------|------------|
| 77. Affordable rental units?           | 21%          | 27%          | 49%         | 3%         |
| 78. Market rate rental units?          | 11%          | 25%          | 52%         | 13%        |
| 79. Condominiums?                      | 14%          | 18%          | 66%         | 3%         |
| 80. Townhomes?                         | 18%          | 16%          | 63%         | 3%         |
| 81. Affordable owner-occupied housing? | 11%          | 25%          | 58%         | 6%         |
| 82. "Move up" housing?                 | 17%          | 24%          | 56%         | 3%         |
| 83. Higher cost housing?               | 28%          | 18%          | 52%         | 2%         |

|                                                                                                                                                                                                             | MANY<br>/MCH                                                                                                                                | FEW/<br>LITT | ABT<br>RGHT | DK/<br>REF |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|------------|
| 84. Assisted living for seniors?                                                                                                                                                                            | 8%                                                                                                                                          | 33%          | 52%         | 8%         |
| 85. Parks and open spaces?                                                                                                                                                                                  | 14%                                                                                                                                         | 17%          | 70%         | 0%         |
| 86. Trails and bikeways?                                                                                                                                                                                    | 13%                                                                                                                                         | 19%          | 67%         | 2%         |
| 87. Service and retail establishments?                                                                                                                                                                      | 15%                                                                                                                                         | 19%          | 66%         | 1%         |
| 88. Entertainment and dining opportunities?                                                                                                                                                                 | 15%                                                                                                                                         | 23%          | 61%         | 1%         |
| 89. If you were going to move from your current home for upgrading, how committed would you be to stay in Roseville - very committed, somewhat committed, not too committed, or not at all committed?       | VERY COMMITTED.....35%<br>SOMEWHAT COMMITTED.....54%<br>NOT TOO COMMITTED.....7%<br>NOT AT ALL COMMITTED....3%<br>DON'T KNOW/REFUSED.....2% |              |             |            |
| 90. And, if you were going to move from your current home for downsizing, how committed would you be to stay in Roseville - very committed, somewhat committed, not too committed, or not at all committed? | VERY COMMITTED.....36%<br>SOMEWHAT COMMITTED.....52%<br>NOT TOO COMMITTED.....7%<br>NOT AT ALL COMMITTED....3%<br>DON'T KNOW/REFUSED.....3% |              |             |            |

IF "NOT TOO COMMITTED" OR "NOT AT ALL COMMITTED" IN QUESTIONS  
 #89 OR #90, ASK: (n=40)

91. Is there anything missing or that could be improved in Roseville that would make you committed to staying?

NO, 73%; MORE AFFORDABLE HOUSING, 8%; REDUCE CRIME, 5%; LOWER PROPERTY TAXES, 15%.

The City of Roseville works with organizations to offer a variety of different housing programs for residential homeowners. This includes foreclosure protection, home improvement loans for interior and exterior remodeling and a land trust program.

|                                                                    |                           |
|--------------------------------------------------------------------|---------------------------|
| 92. Prior to this survey, were you aware of this housing programs? | YES.....58%               |
|                                                                    | NO.....42%                |
|                                                                    | DON'T KNOW/REFUSED.....0% |

Changing topics....

The City contracts with a local company for curbside recycling services. Currently, residents are provided a single-sort recycling cart, and recyclables are picked up every two weeks.

93. Do you participate in the curbside recycling program by separating recyclable items from the rest of your garbage?
- |                         |     |
|-------------------------|-----|
| YES.....                | 81% |
| NO.....                 | 19% |
| DON'T KNOW/REFUSED..... | 0%  |

IF "NO," ASK: (n=74)

94. Could you tell me one or two reasons why your household does not participate in the curbside recycling program?

TOO BUSY/HASSLE, 15%; NOT ENOUGH WASTE, 22%; TAKE ELSEWHERE, 9%; RENTER/ASSOCIATION, 46%; COST TOO MUCH, 3%; AGE/HEALTH, 2%; LACK OF INFORMATION, 4%.

95. Are there any changes or improvements in the service which could be made to induce you to participate in it?

UNSURE, 8%; NO, 89%; LARGER CARTS, 2%; MORE INFORMATION, 2%.

IF "YES" IN QUESTION #93, ASK: (n=325)

96. How often do you put recyclables out for collection - every two weeks, monthly, or less often?
- |                         |     |
|-------------------------|-----|
| EVERY TWO WEEKS.....    | 74% |
| MONTHLY.....            | 19% |
| LESS OFTEN.....         | 7%  |
| DON'T KNOW/REFUSED..... | 0%  |

When you think of the recyclables your household generates...

97. Would you favor or oppose a change to an every week collection schedule for recyclables for an additional fee? (WAIT FOR RESPONSE) Do you feel strongly that way?
- |                         |     |
|-------------------------|-----|
| STRONGLY FAVOR.....     | 11% |
| FAVOR.....              | 39% |
| OPPOSE.....             | 47% |
| STRONGLY OPPOSE.....    | 2%  |
| DON'T KNOW/REFUSED..... | 2%  |

98. Are there any changes or improvements in the curbside recycling program you would like to see?

UNSURE, 6%; NO, 90%; SCATTERED, 4%.

Most communities have one of two systems for trash collection.

Roseville operates under an open collection system, in which residents choose from a list of haulers licensed by the City to provide residential trash collection. Some cities use an arrangement in which the City manages a collection system, negotiates prices and standardizes services for residential trash collection.

99. Would you favor or oppose the City of Roseville changing from the current system, in which residents choose their trash hauler to a system where the City manages trash collection? (WAIT FOR RESPONSE) Do you feel strongly that way?

|                         |     |
|-------------------------|-----|
| STRONGLY FAVOR.....     | 11% |
| FAVOR.....              | 37% |
| OPPOSE.....             | 31% |
| STRONGLY OPPOSE.....    | 6%  |
| DON'T KNOW/REFUSED..... | 16% |

IF A RESPONSE IS GIVEN, ASK: (n=338)

100. Could you tell me one or two reasons for your decision?

UNSURE, 2%; LIKE CURRENT HAULER, 13%; PREFER TO CHOOSE, 25%; CITY/LESS TRUCKS, 18%; CHOICE/CHEAPER, 5%; CITY/CHEAPER, 13%; CITY/LESS POLLUTION, 9%; CITY/LESS STREET REPAIR, 4%; CITY/BETTER SERVICE, 8%; SCATTERED, 3%.

In 2019, the City of Roseville, in partnership with Ramsey County, opened an organics recycling drop-off site at the Leaf Recycling Center on Dale Street just south of County Road C. Roseville residents can now collect food scraps and other organic waste in their home and take it to a drop-off site.

101. Prior to this survey, were you aware Roseville has a drop-off site for residents to recycle food scraps and other organic waste?

|                         |     |
|-------------------------|-----|
| YES.....                | 67% |
| NO.....                 | 32% |
| DON'T KNOW/REFUSED..... | 1%  |

IF "YES," ASK: (n=268)

102. Have you used this drop-off site? (IF "YES," ASK:) Do you use this site - more than once a week, once a week, every other week, once a month, or less often?

|                          |     |
|--------------------------|-----|
| NO.....                  | 32% |
| MORE THAN ONCE A WEEK... | 4%  |
| ONCE A WEEK.....         | 10% |
| EVERY OTHER WEEK.....    | 16% |
| ONCE A MONTH.....        | 20% |
| LESS OFTEN.....          | 18% |
| DON'T KNOW/REFUSED.....  | 0%  |

IF "NO" IN QUESTION #102, ASK: (n=86)

103. Why don't you use the food scraps and organics recycling drop-off site?

UNSURE, 2%; NO INTEREST/HASSLE, 40%; NOT ENOUGH WASTE, 28%; COMPOST AT HOME, 11%; BAD ODOR, 13%; ATTRACTS ANIMALS, 2%; MESSY, 5%.

IF "NO" IN QUESTION #101, ASK: (n=126)

104. Now that you are aware of the organics drop-off site, how likely would your household be to use the site for recycling compostable waste - very likely, somewhat likely, not too likely, or not at all likely?

|                         |     |
|-------------------------|-----|
| VERY LIKELY.....        | 7%  |
| SOMEWHAT LIKELY.....    | 41% |
| NOT TOO LIKELY.....     | 28% |
| NOT AT ALL LIKELY.....  | 18% |
| DON'T KNOW/REFUSED..... | 6%  |

IF "NOT TOO LIKELY" OR "NOT AT ALL LIKELY," ASK: (n=58)

105. Why would you not use the food scraps and organics recycling drop-off site?

NO INTEREST/HASSLE, 36%; NOT ENOUGH WASTE, 24%; COMPOST AT HOME, 7%; BAD ODOR, 7%; ATTRACTS ANIMALS, 10%; MESSY, 5%; RENTER/NO WHERE TO STORE, 10%.

106. When a curbside collection program for compostable waste is available, how likely would your household be to participate in it - very likely, somewhat likely, not too likely, or not at all likely?

|                         |     |
|-------------------------|-----|
| VERY LIKELY.....        | 11% |
| SOMEWHAT LIKELY.....    | 42% |
| NOT TOO LIKELY.....     | 24% |
| NOT AT ALL LIKELY.....  | 16% |
| DON'T KNOW/REFUSED..... | 8%  |

On another topic....

107. How would you rate the City's overall performance in communicating key local issues to residents in its publications, website, mailings, and on cable television - excellent, good, only fair, or poor?

|                         |     |
|-------------------------|-----|
| EXCELLENT.....          | 11% |
| GOOD.....               | 76% |
| ONLY FAIR.....          | 13% |
| POOR.....               | 0%  |
| DON'T KNOW/REFUSED..... | 0%  |

108. What is your primary source of information about the City of Roseville?
- |                         |     |
|-------------------------|-----|
| DON'T KNOW/REFUSED..... | 0%  |
| NONE.....               | 1%  |
| CITY NEWSLETTER.....    | 42% |
| EMAIL/E-NEWSLETTER..... | 11% |
| CITY WEBSITE.....       | 20% |
| CABLE TV.....           | 2%  |
| WORD OF MOUTH.....      | 13% |
| SOCIAL MEDIA.....       | 10% |
| SCATTERED.....          | 2%  |
109. How would you most prefer to receive information about Roseville City Government and its activities - (ROTATE) email, information on the city website, city publications and newsletters, mailings to your home, local weekly newspaper, cable tv programming, the City's Facebook, the City's Twitter feed or Nextdoor?
- |                          |     |
|--------------------------|-----|
| EMAIL.....               | 9%  |
| CITY WEBSITE.....        | 21% |
| PUBLICATIONS/NEWSLTRS..  | 43% |
| MAILINGS TO HOME.....    | 8%  |
| LOCAL WEEKLY PAPERS..... | 1%  |
| CABLE TV.....            | 5%  |
| CITY FACEBOOK.....       | 10% |
| CITY TWITTER.....        | 2%  |
| NEXTDOOR.....            | 1%  |
110. Do you recall receiving the City's printed publication -- "Roseville City News" - in the mail during the past year?
- |                         |     |
|-------------------------|-----|
| YES.....                | 76% |
| NO.....                 | 24% |
| DON'T KNOW/REFUSED..... | 1%  |
- IF "YES," ASK: (n=302)
111. Do you or any members of your household regularly read it?
- |                         |     |
|-------------------------|-----|
| YES.....                | 92% |
| NO.....                 | 8%  |
| DON'T KNOW/REFUSED..... | 0%  |
112. How effective is this City publication in keeping you informed about activities in the city - very effective, somewhat effective, not too effective, or not at all effective?
- |                          |     |
|--------------------------|-----|
| VERY EFFECTIVE.....      | 50% |
| SOMEWHAT EFFECTIVE.....  | 43% |
| NOT TOO EFFECTIVE.....   | 6%  |
| NOT AT ALL EFFECTIVE.... | 0%  |
| DON'T KNOW/REFUSED.....  | 1%  |

I would like to ask you about information sources. For each one, tell me if you currently use that source of information; then, for each you currently use, tell me if you would be likely or unlikely to use it to obtain information about the City of Roseville.  
(ROTATE)



|                                   | NOT<br>USE | USE<br>LIK | USE<br>NLK | DK/<br>REF |
|-----------------------------------|------------|------------|------------|------------|
| 113. Facebook?                    | 39%        | 46%        | 15%        | 0%         |
| 114. Twitter?                     | 60%        | 26%        | 14%        | 0%         |
| 115. YouTube?                     | 52%        | 28%        | 20%        | 0%         |
| 116. Nextdoor?                    | 63%        | 27%        | 10%        | 0%         |
| 117. Email?                       | 38%        | 48%        | 14%        | 0%         |
| 118. City website?                | 23%        | 73%        | 4%         | 0%         |
| 119. Other social media<br>sites? | 65%        | 27%        | 8%         | 0%         |

Now, just a few more questions for demographic purposes....

Could you please tell me how many people in each of the following age groups live in your household.

|                                                            |                      |
|------------------------------------------------------------|----------------------|
| 120. Persons 65 or over?                                   | NONE.....70%         |
|                                                            | ONE.....16%          |
|                                                            | TWO OR MORE.....14%  |
|                                                            | REFUSED.....0%       |
| 121. Adults between the ages of 50<br>and 64 years of age? | NONE.....72%         |
|                                                            | ONE.....13%          |
|                                                            | TWO MORE.....15%     |
|                                                            | REFUSED.....0%       |
| 122. Adults between the ages of 18<br>and 49 years of age? | NONE.....46%         |
|                                                            | ONE.....19%          |
|                                                            | TWO.....33%          |
|                                                            | THREE OR MORE.....2% |
|                                                            | REFUSED.....0%       |
| 123. School-aged children and pre-<br>schoolers?           | NONE.....74%         |
|                                                            | ONE.....10%          |
|                                                            | TWO.....13%          |
|                                                            | THREE OR MORE.....3% |
|                                                            | REFUSED.....0%       |
| 124. Do you own or rent your present<br>residence?         | OWN.....68%          |
|                                                            | RENT.....32%         |
|                                                            | REFUSED.....0%       |

|                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 125. What is your age, please?<br>(READ CATEGORIES, IF NEEDED)                                                                                                                                                                                                                                   | 18-24.....11%<br>25-34.....16%<br>35-44.....15%<br>45-54.....16%<br>55-64.....15%<br>65 AND OVER.....27%<br>REFUSED.....0%                                                                                            |
| 126. Which of the following best describes your household: (READ)<br>A. Single, no other family at home.<br>B. Single parent with children at home.<br>C. Married or partnered, with children at home.<br>D. Married or partnered with no children or no children at home.<br>E. Something else. | SINGLE/NO OTHER.....31%<br>SINGLE PARENT.....5%<br>MAR/PARTN/CHILDREN.....21%<br>MAR/PARTN/NO CHILD.....43%<br>SOMETHING ELSE.....1%<br>DON'T KNOW/REFUSED.....0%                                                     |
| 127. Which of the following categories represents your ethnicity -<br>White, African-American, Hispanic-Latino, Asian-Pacific Islander, Native American, or something else? (IF "SOMETHING ELSE," ASK:) What would that be?                                                                      | WHITE.....66%<br>AFRICAN-AMERICAN.....11%<br>HISPANIC-LATINO.....6%<br>ASIAN-PACIFIC ISLAND...10%<br>NATIVE AMERICAN.....1%<br>SOMETHING ELSE.....0%<br>MULTI/BI-RACIAL.....7%<br>DON'T KNOW.....0%<br>REFUSED.....0% |
| 128. Do you live north or south of Highway 36? (WAIT FOR RESPONSE)<br>Do you live east or west of Snelling Avenue?                                                                                                                                                                               | NORTHWEST.....15%<br>NORTHEAST.....44%<br>SOUTHEAST.....26%<br>SOUTHWEST.....15%<br>DON'T KNOW/REFUSED.....0%                                                                                                         |

|                                                                                                                             |                           |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 129. Finally, thinking about your household finances, how would you describe your financial situation, would you say that - | STATEMENT A.....6%        |
| A) Your monthly expenses are exceeding your income;                                                                         | STATEMENT B.....41%       |
| B) You are meeting your monthly expenses but are putting aside little or no savings;                                        | STATEMENT C.....47%       |
| C) You are managing comfortably while putting some money aside;                                                             | STATEMENT D.....4%        |
| D) Managing very well?                                                                                                      | DON'T KNOW/REFUSED.....2% |
| 130. Gender (DO NOT ASK)                                                                                                    | MALE.....48%              |
|                                                                                                                             | FEMALE.....52%            |

# **City of Roseville**

## 2024 Quality of Life Study

The Morris Leatherman Company

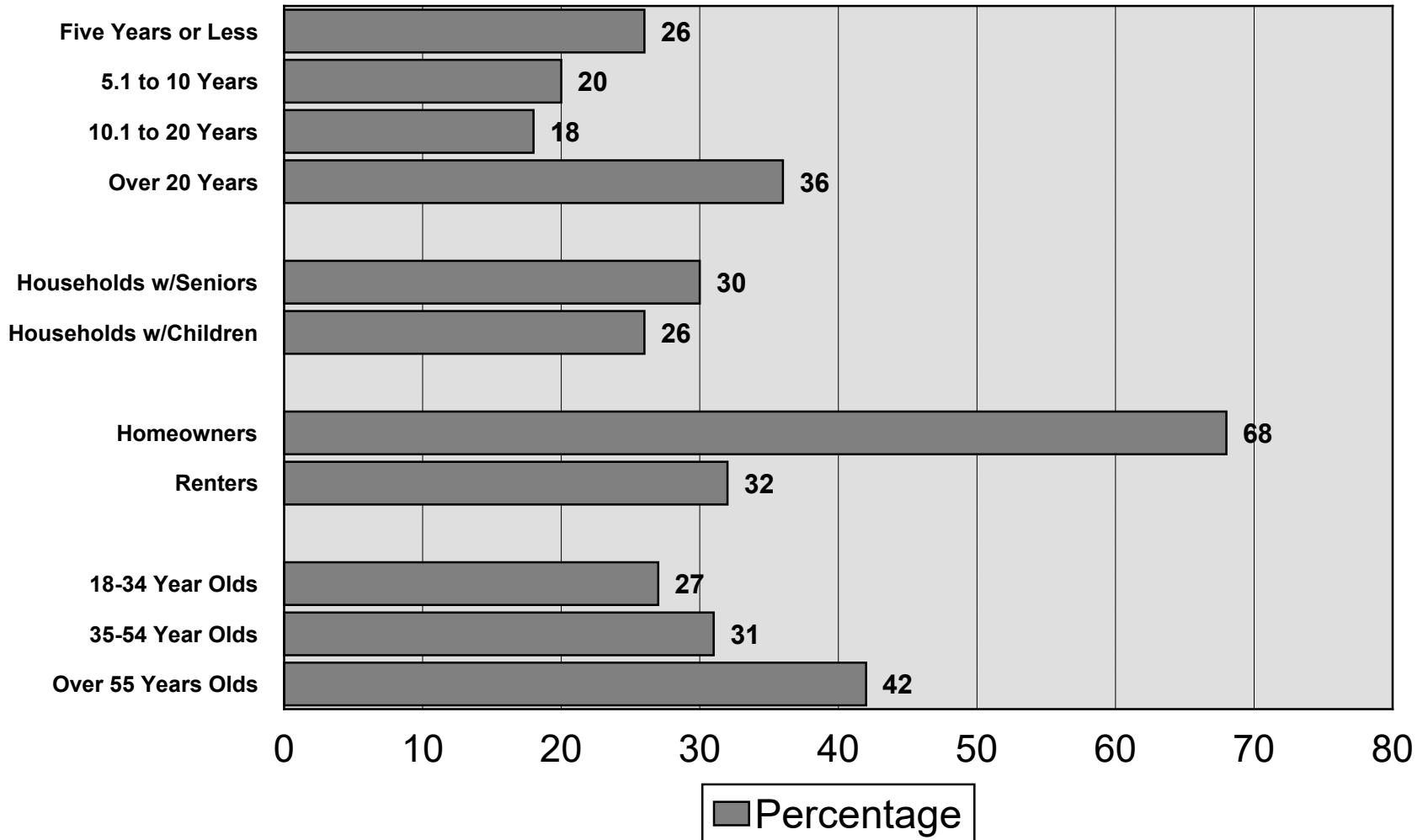
# Methodology

2024 City of Roseville

- ) 400 random sample of City of Roseville households
- ) Telephone interviews conducted between April 18th and May 7th, 2024
- ) Average interview time of 17 minutes
- ) Non-response level of 5.5%
- ) City household sample projectable within +/- 5.0% in 95 out of 100 cases

# Demographics I

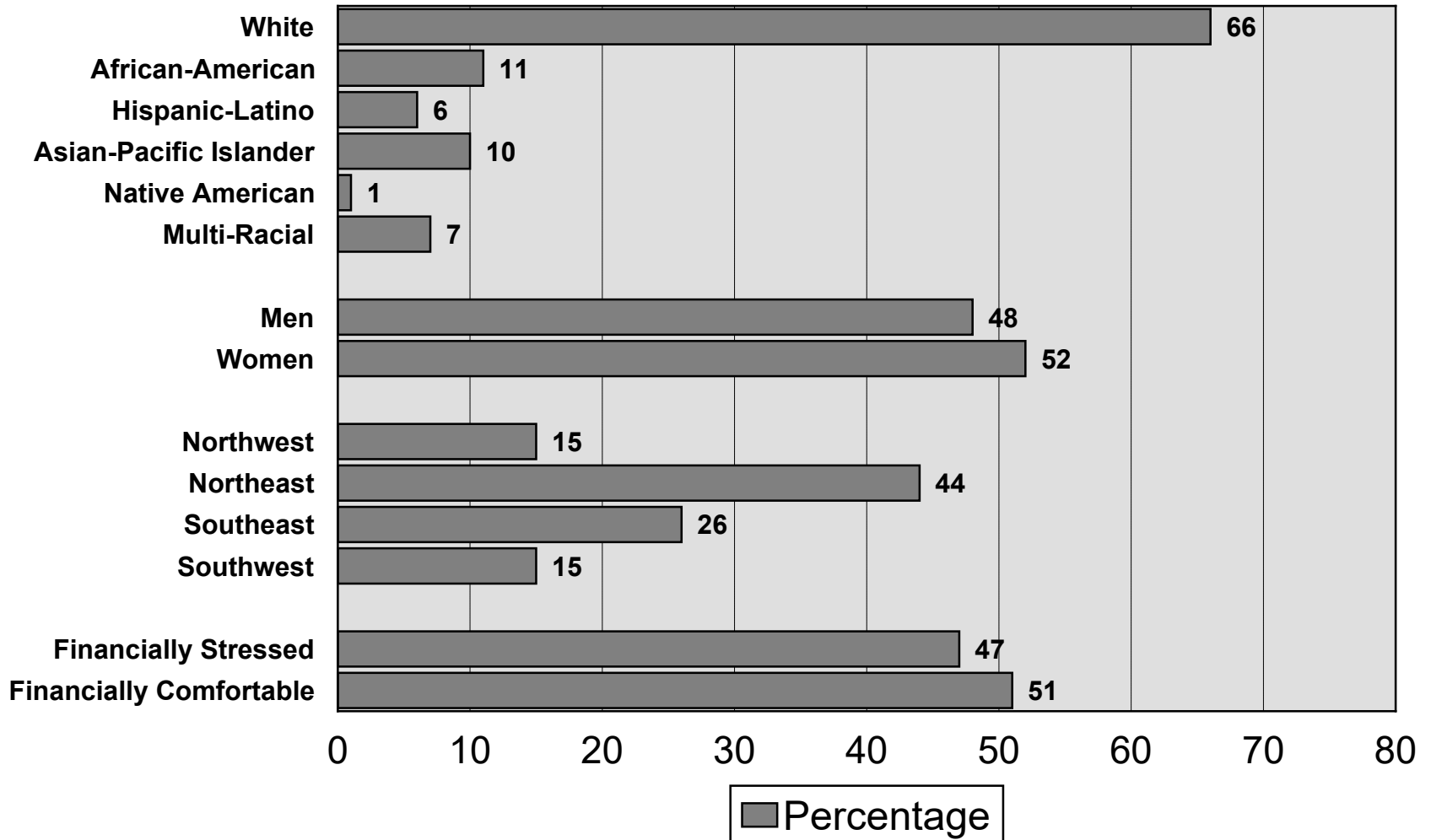
2024 City of Roseville





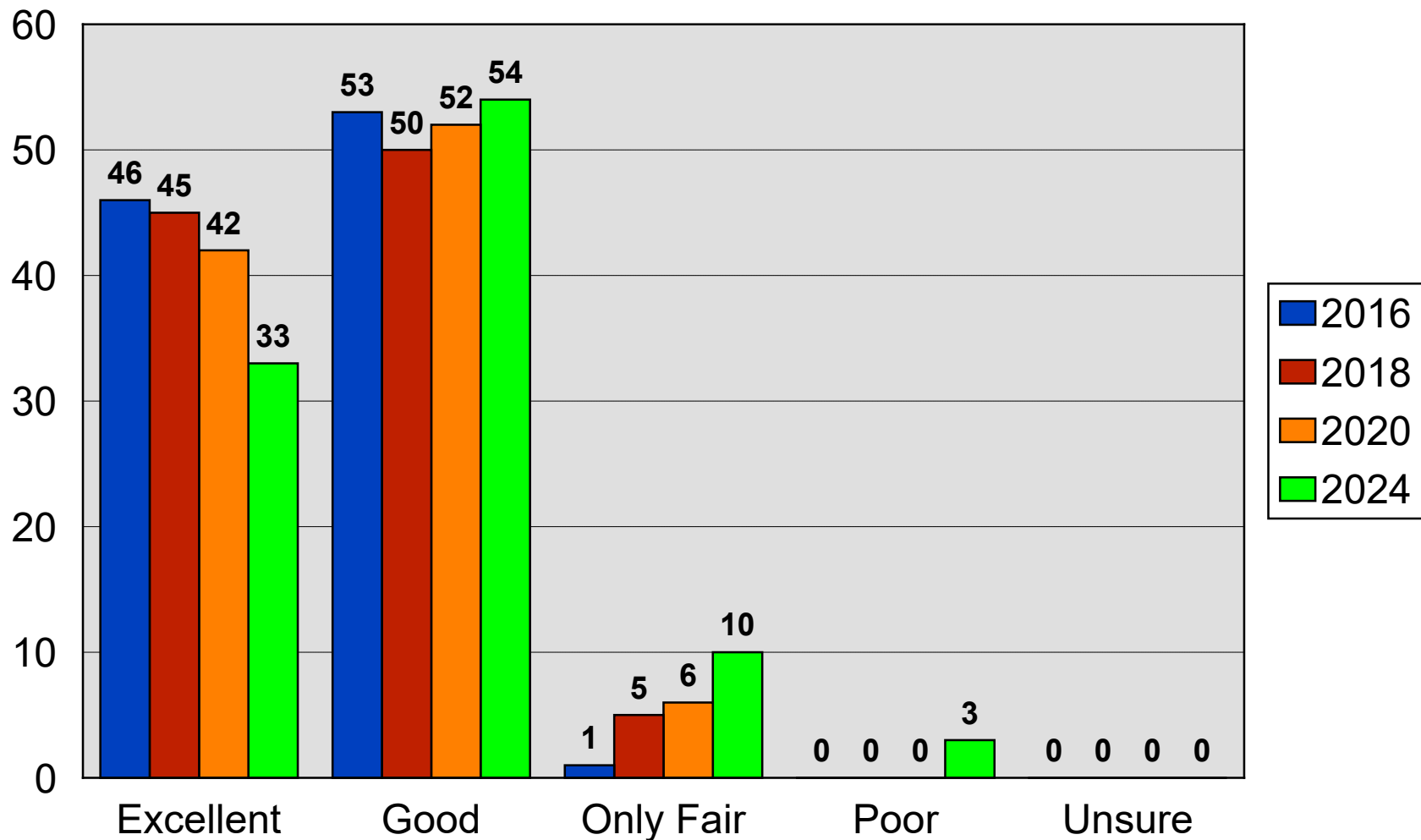
# Demographics II

2024 City of Roseville



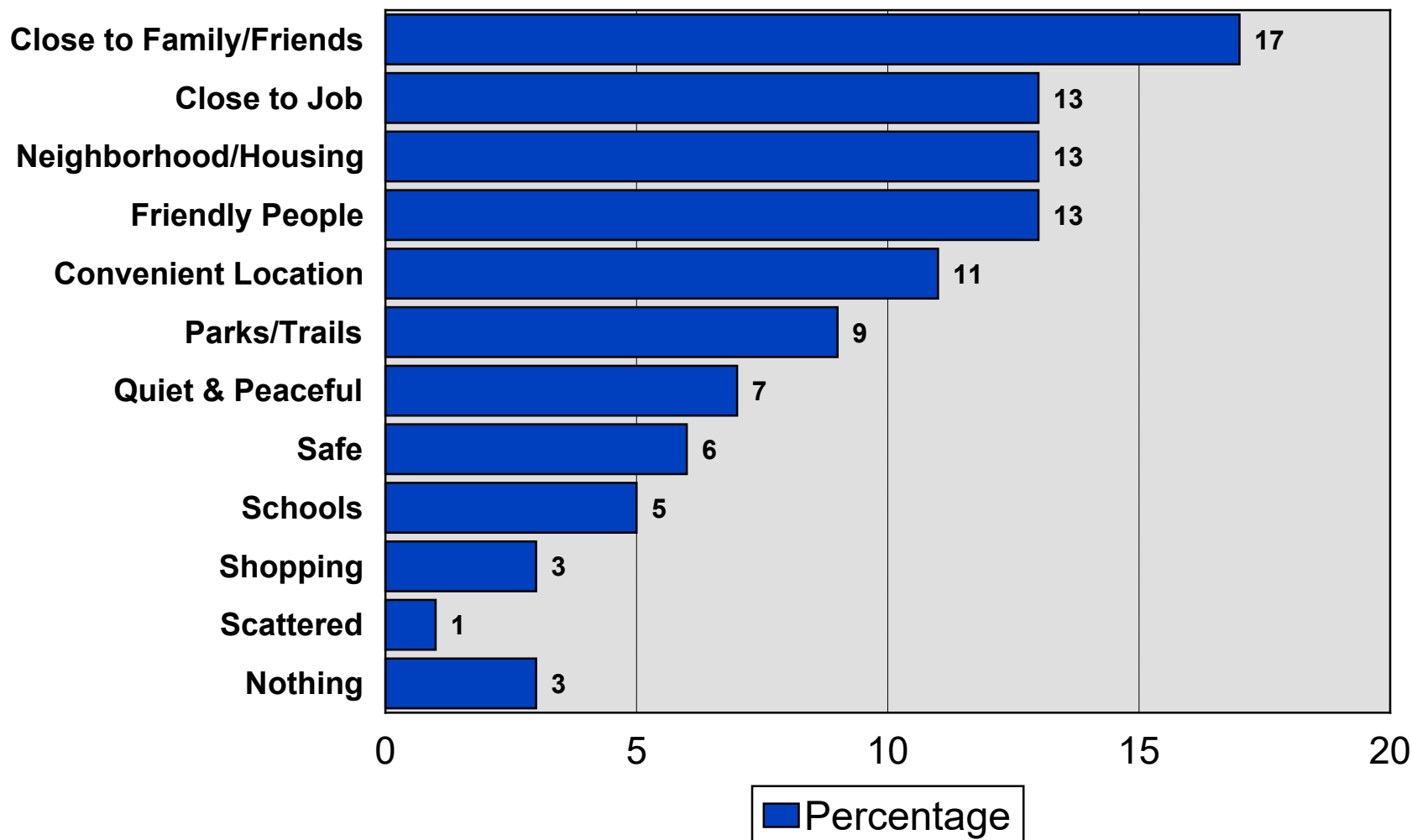
# Quality of Life Rating

2024 City of Roseville



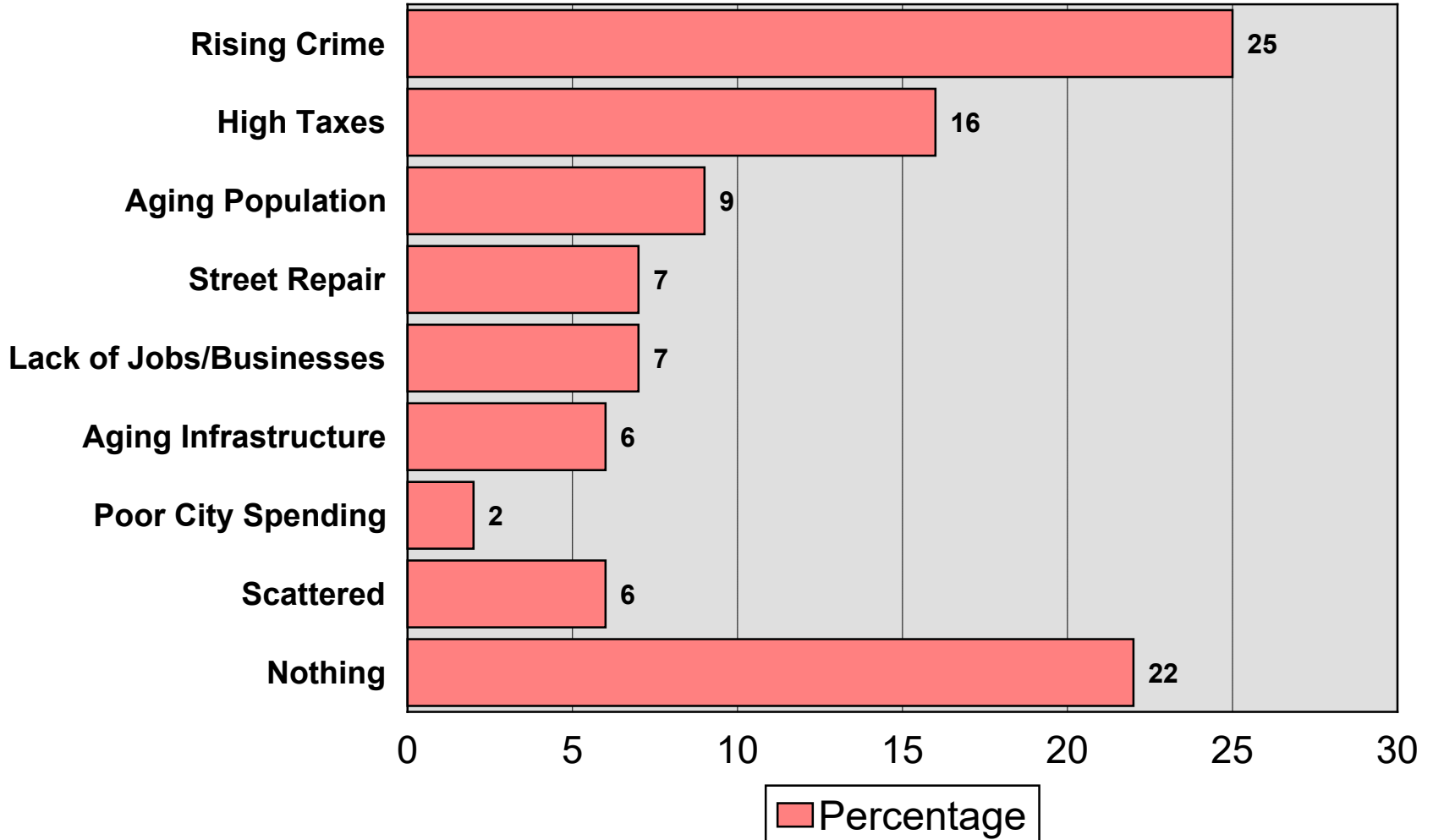
# Like Most about City

2024 City of Roseville



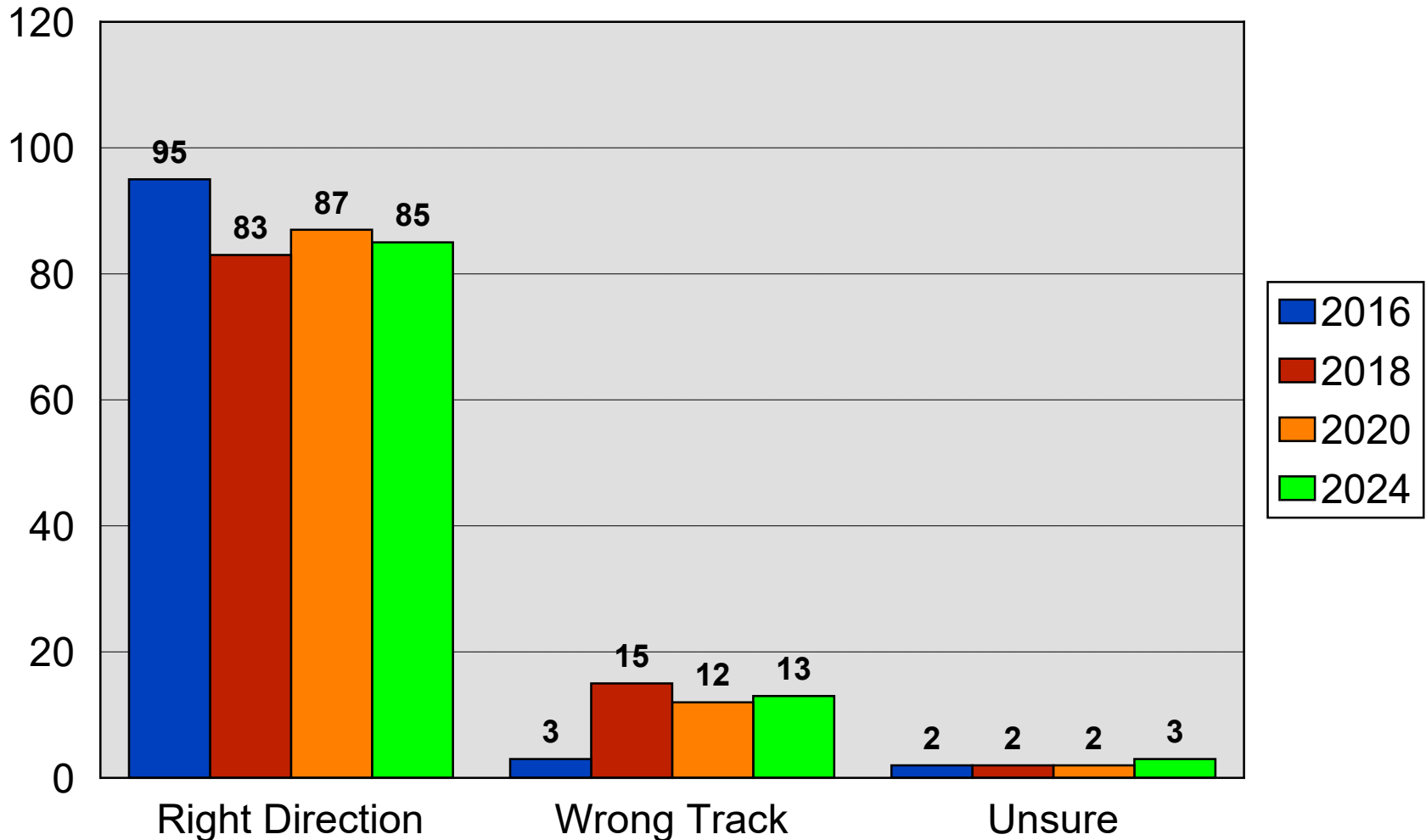
# Most Serious Issue

2024 City of Roseville



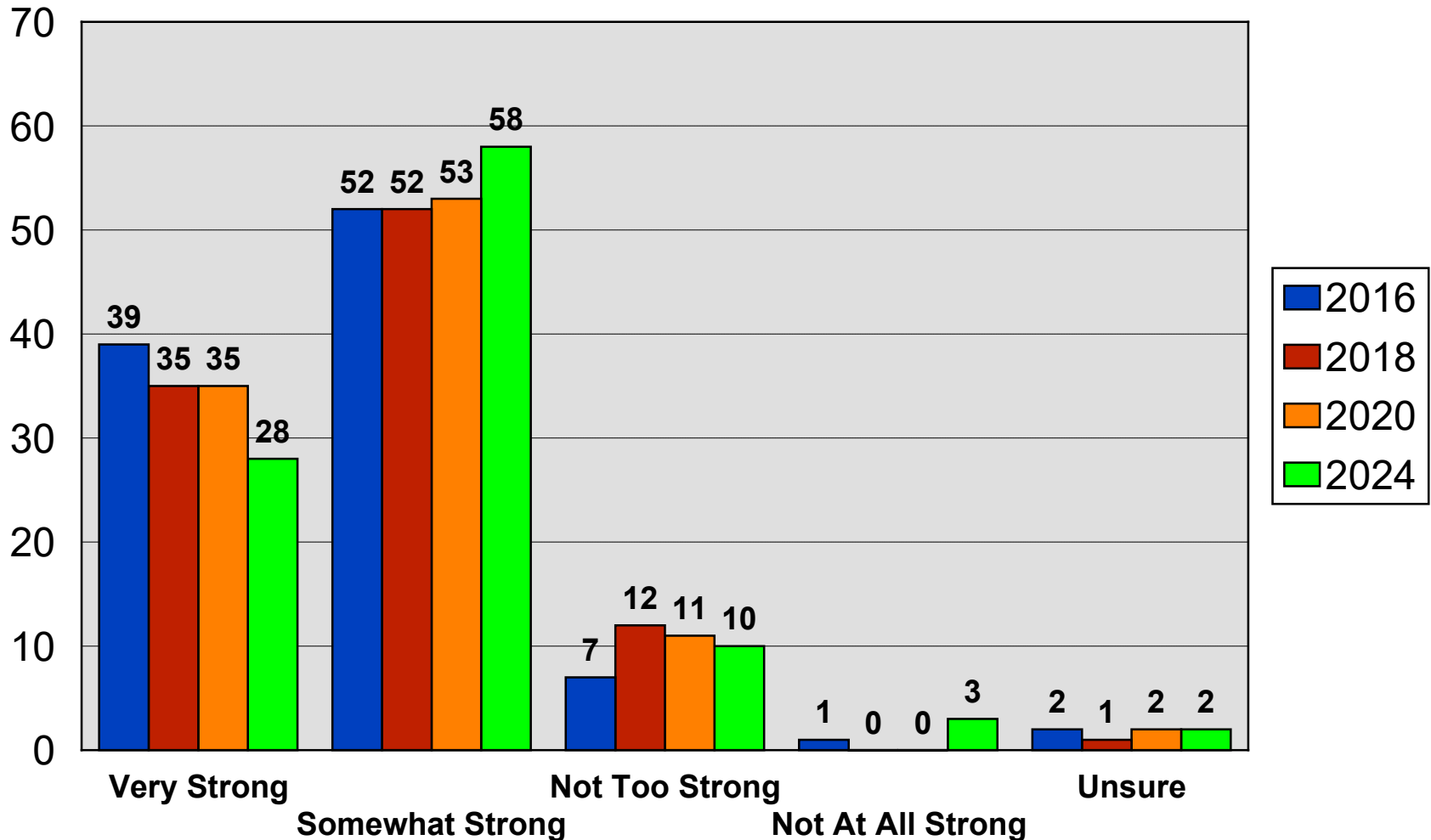
# Heading of City

2024 City of Roseville



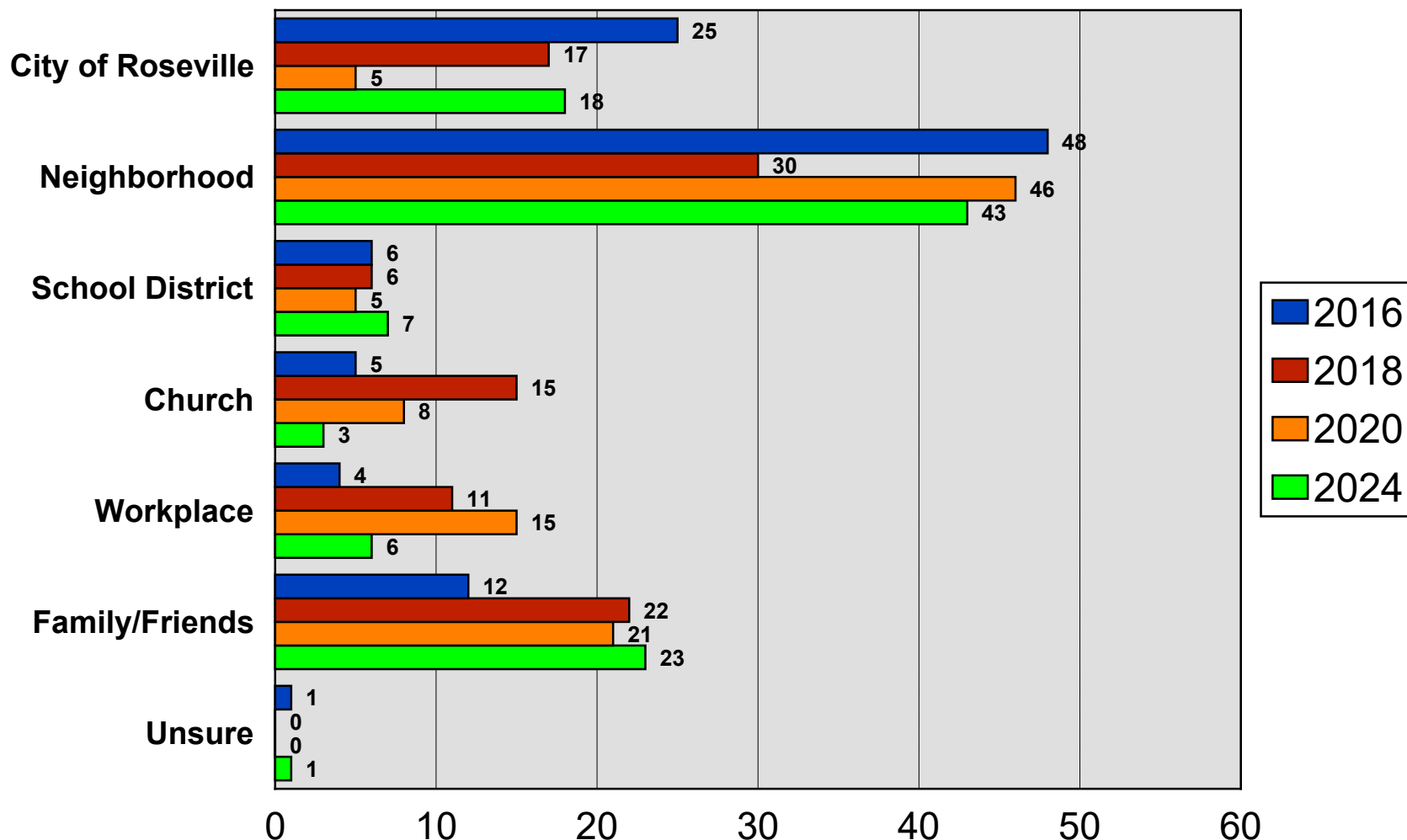
# Sense of Community Identity

2024 City of Roseville



# Closest Connection

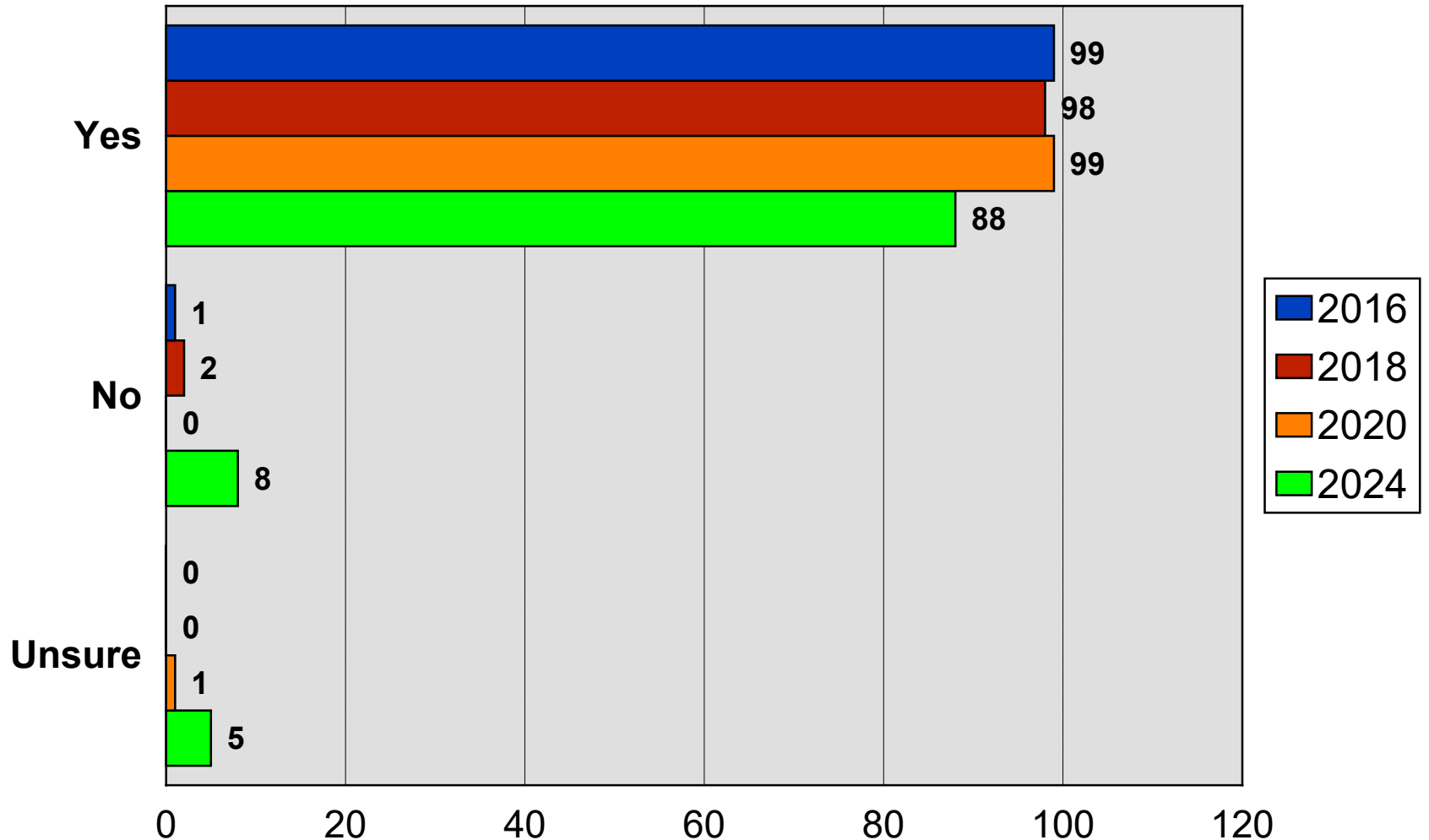
2024 City of Roseville





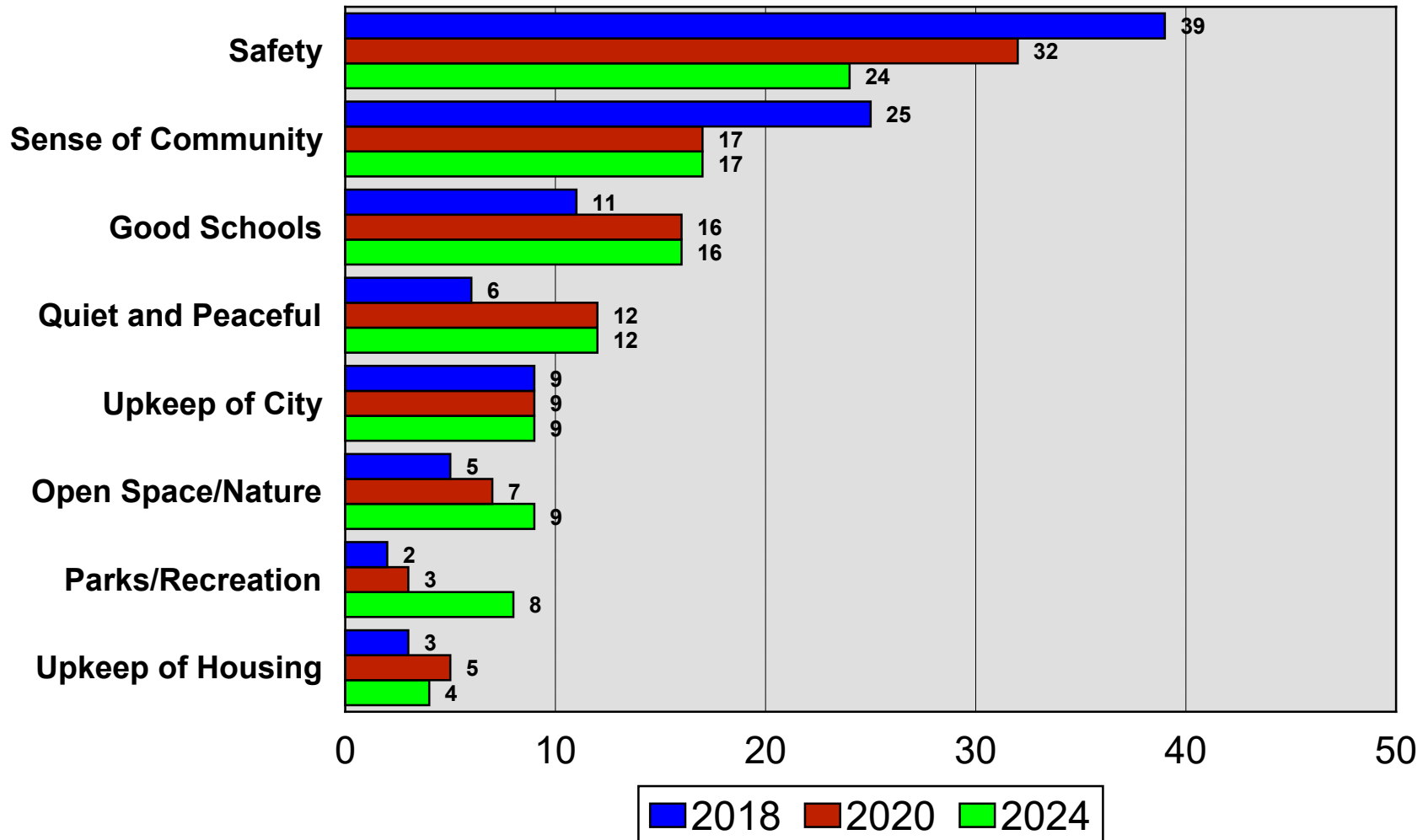
# Feel Welcomed

2024 City of Roseville



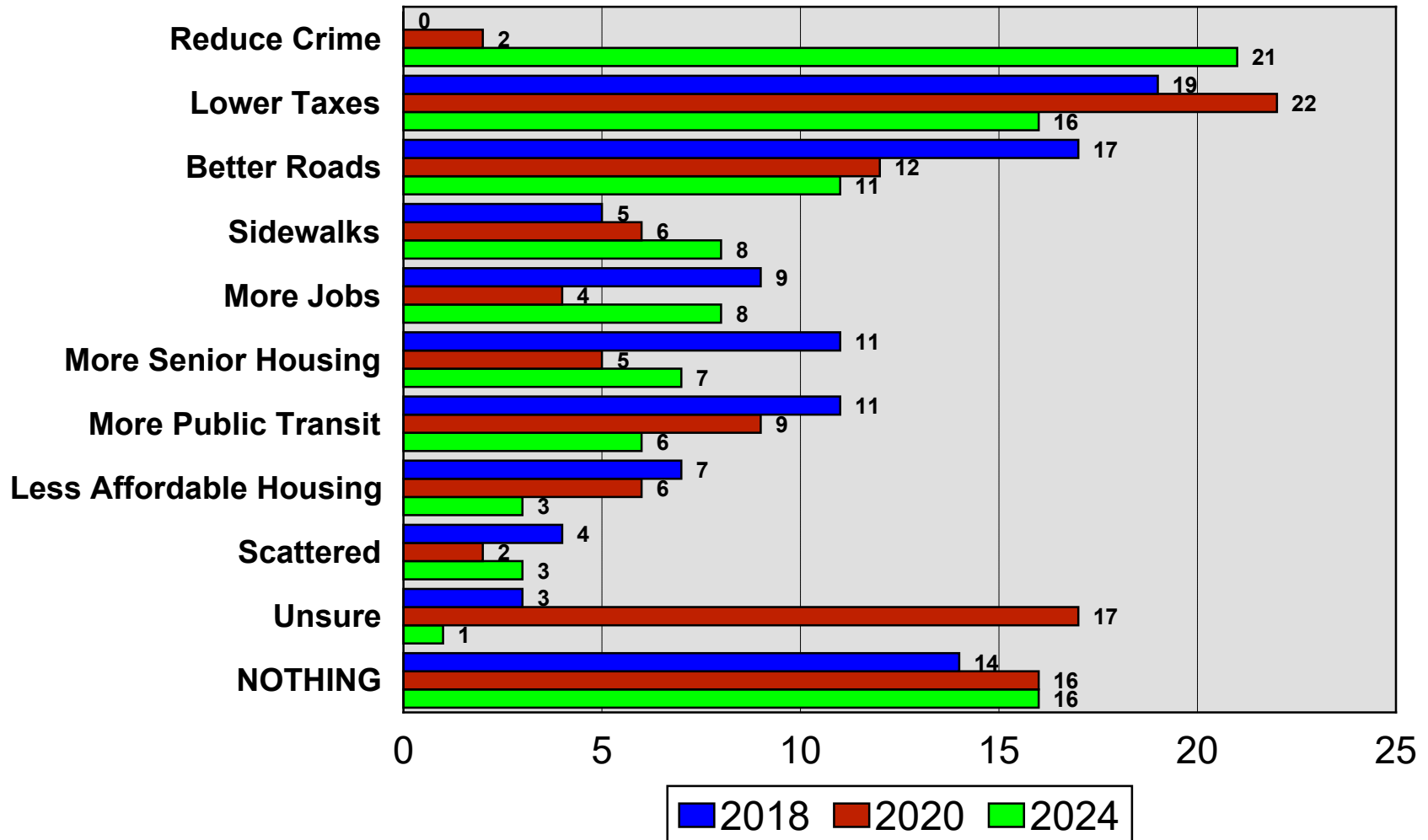
# Most Important Aspect of Quality of Life

2024 City of Roseville



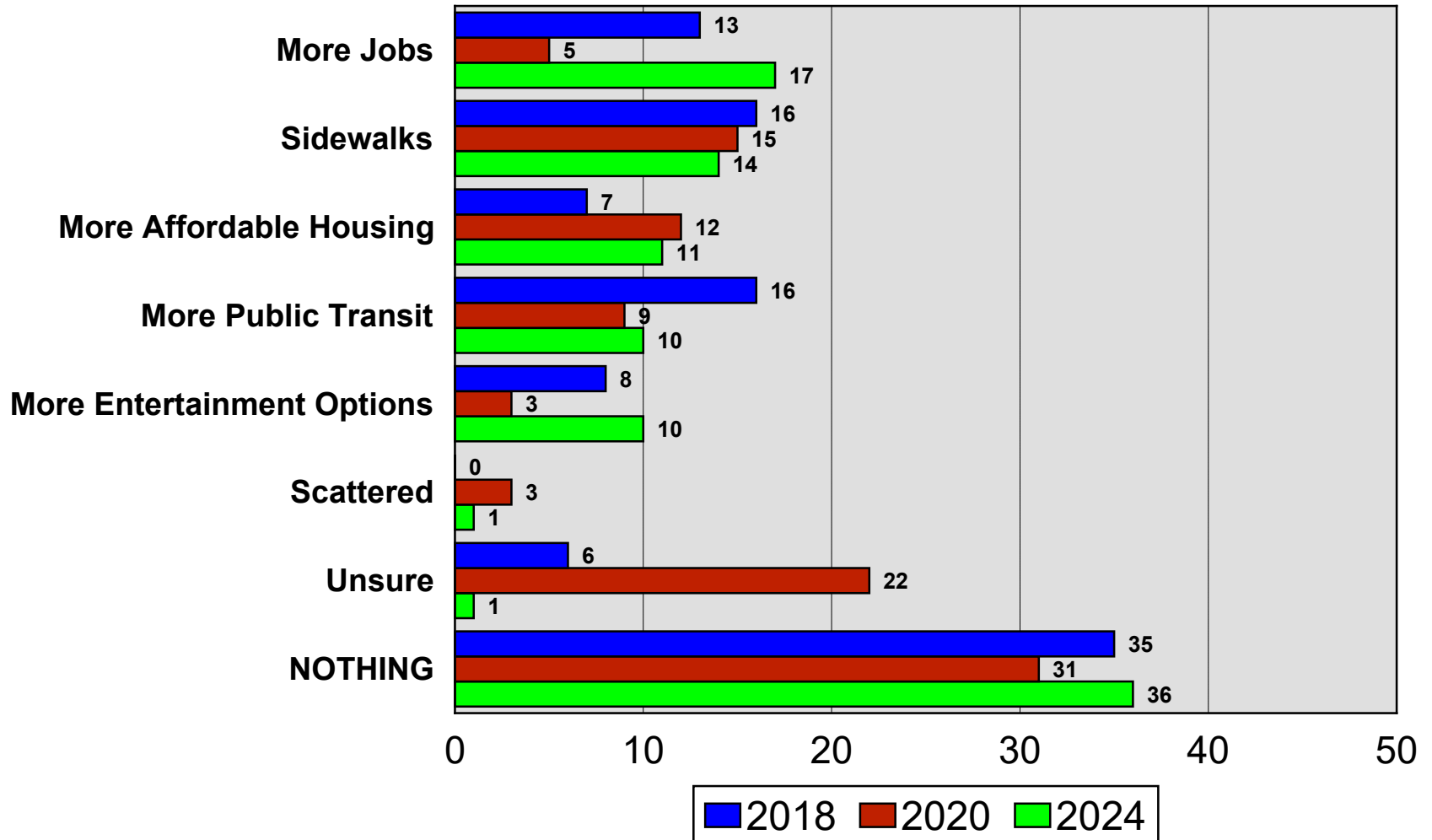
# City Aspects to Fix or Improve

2024 City of Roseville



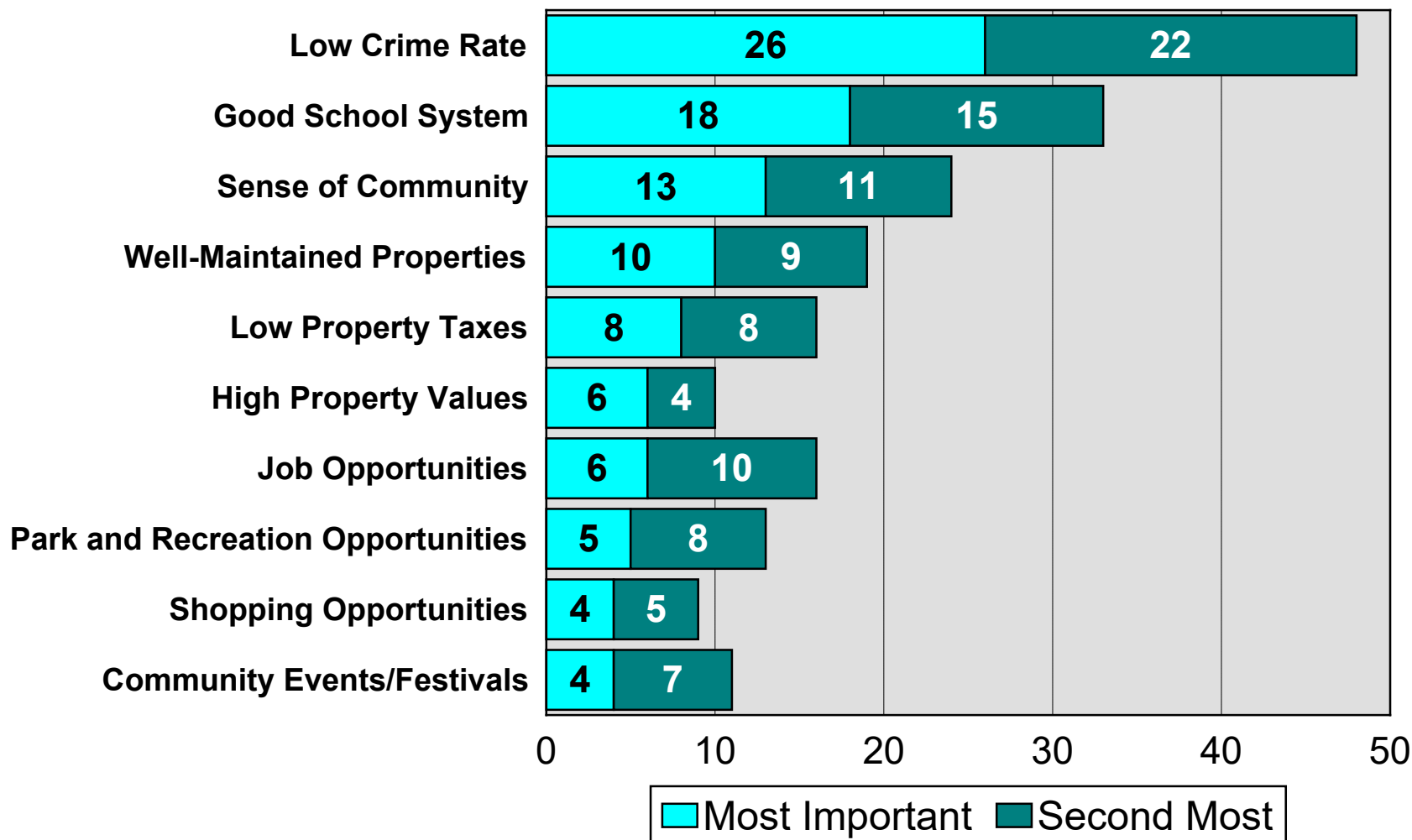
# Currently Missing

2024 City of Roseville



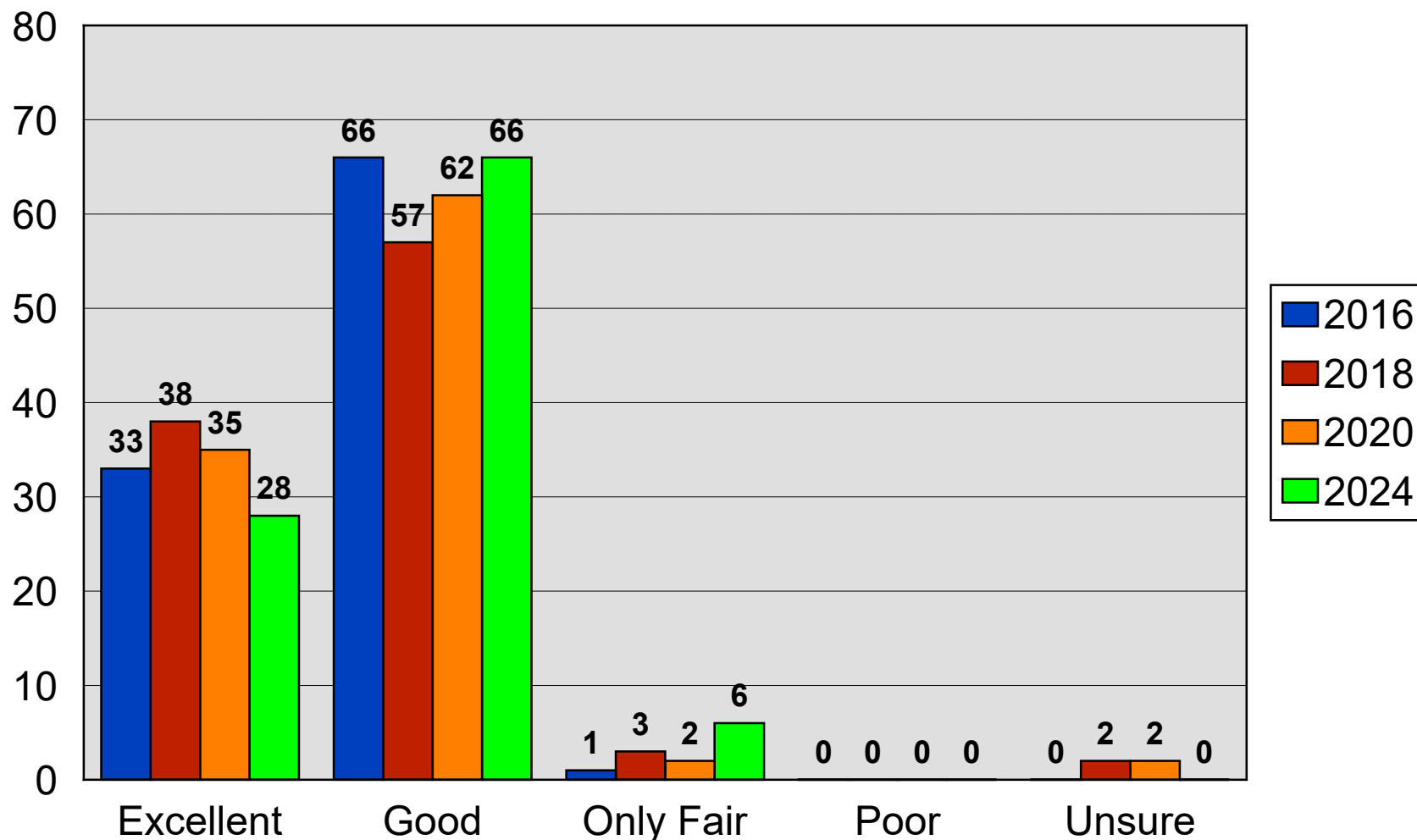
# Important for High Quality of Life

2024 City of Roseville



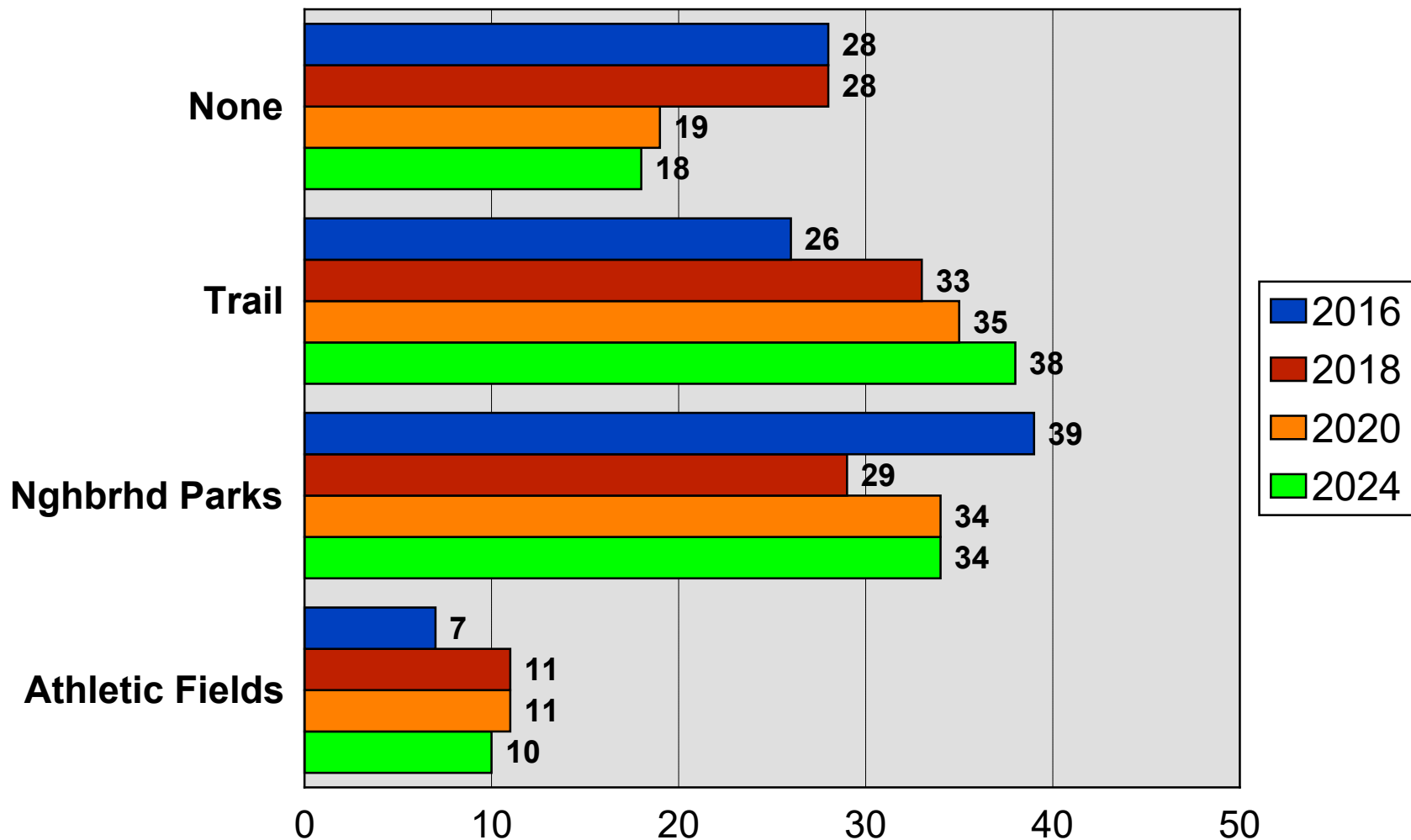
# City Park and Recreation Facilities

2024 City of Roseville



# Facility Used Most Often

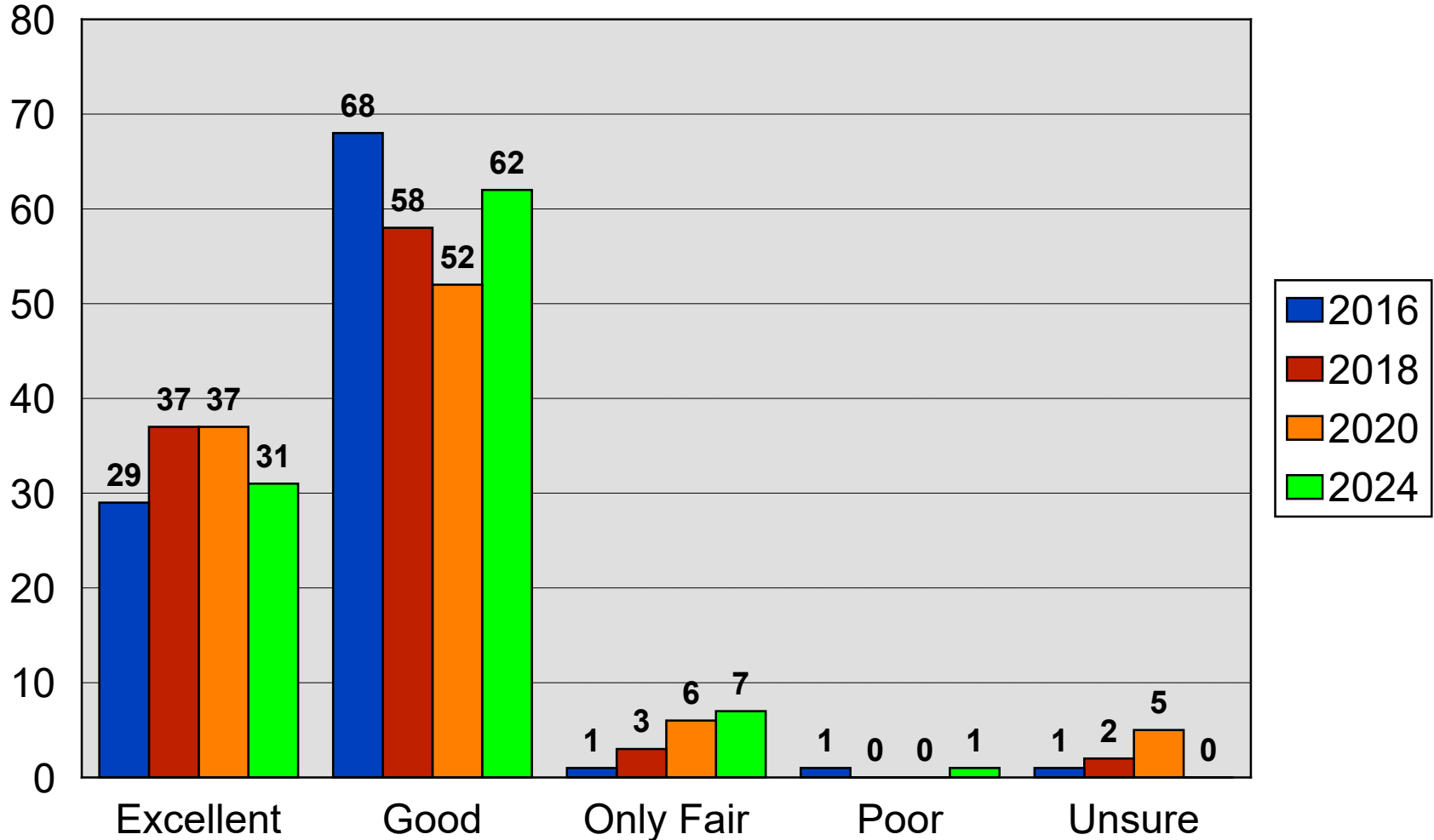
2024 City of Roseville





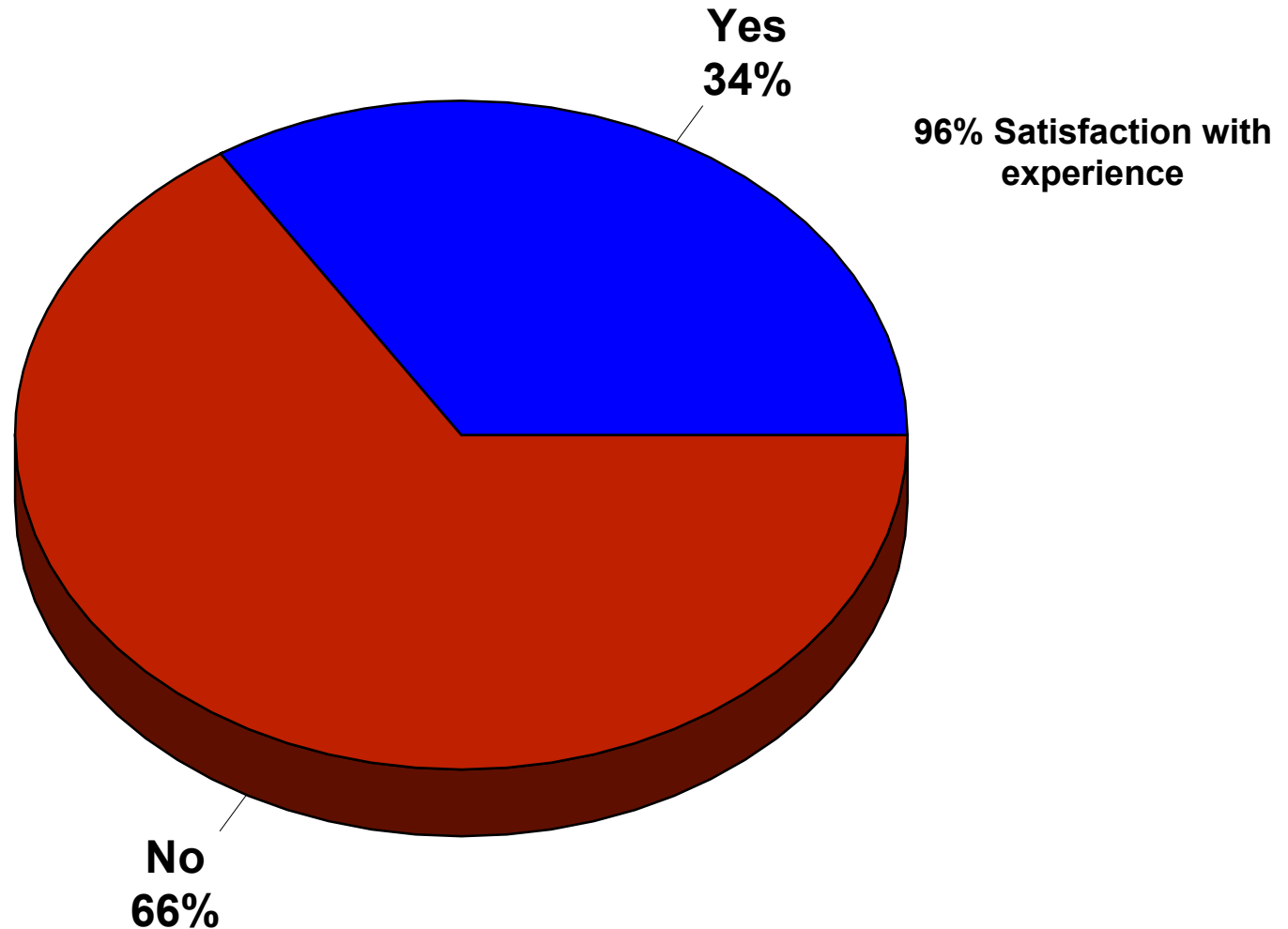
# Upkeep and Maintenance

2024 City of Roseville



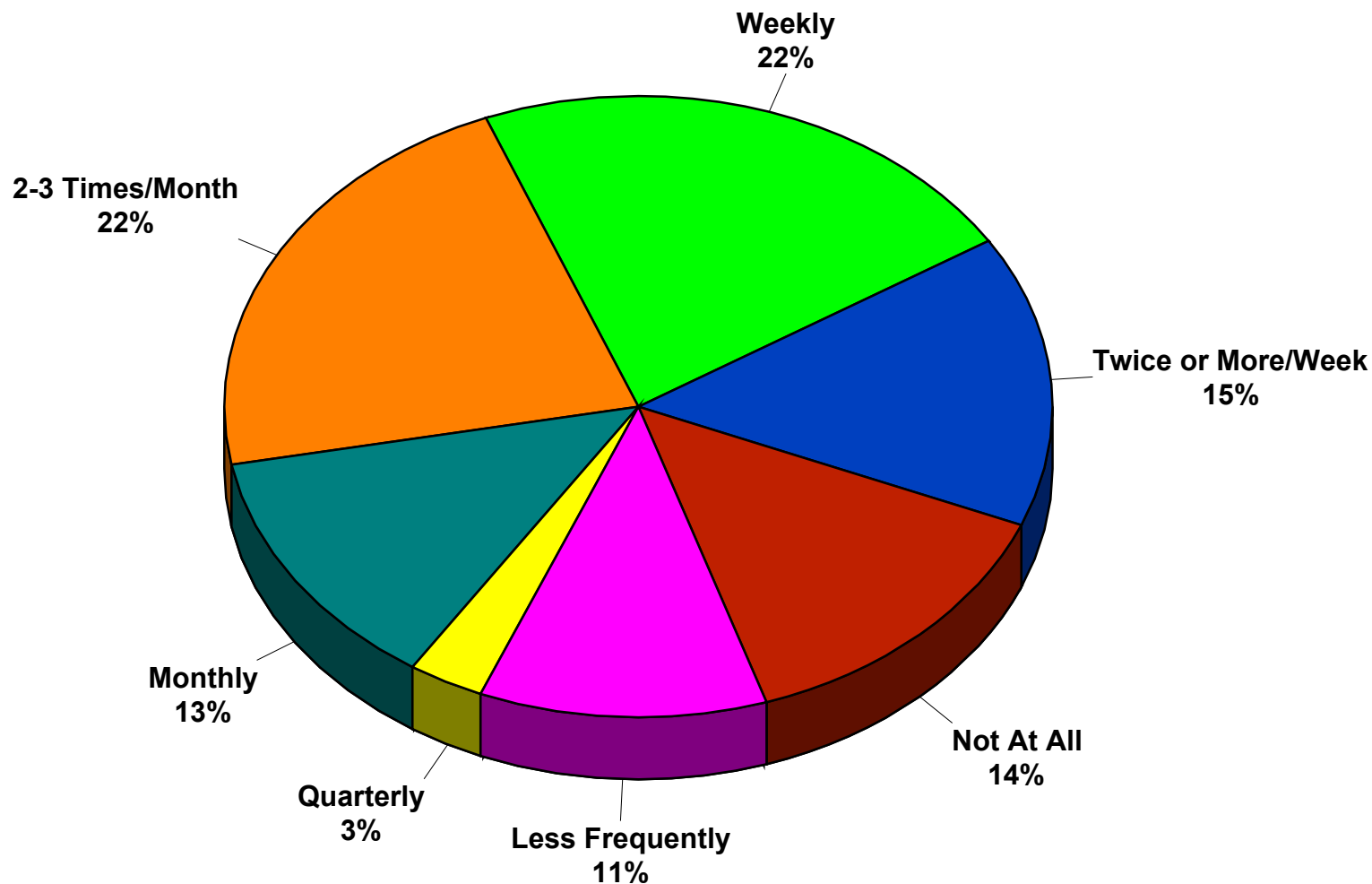
# Participation in City Programs

2024 City of Roseville



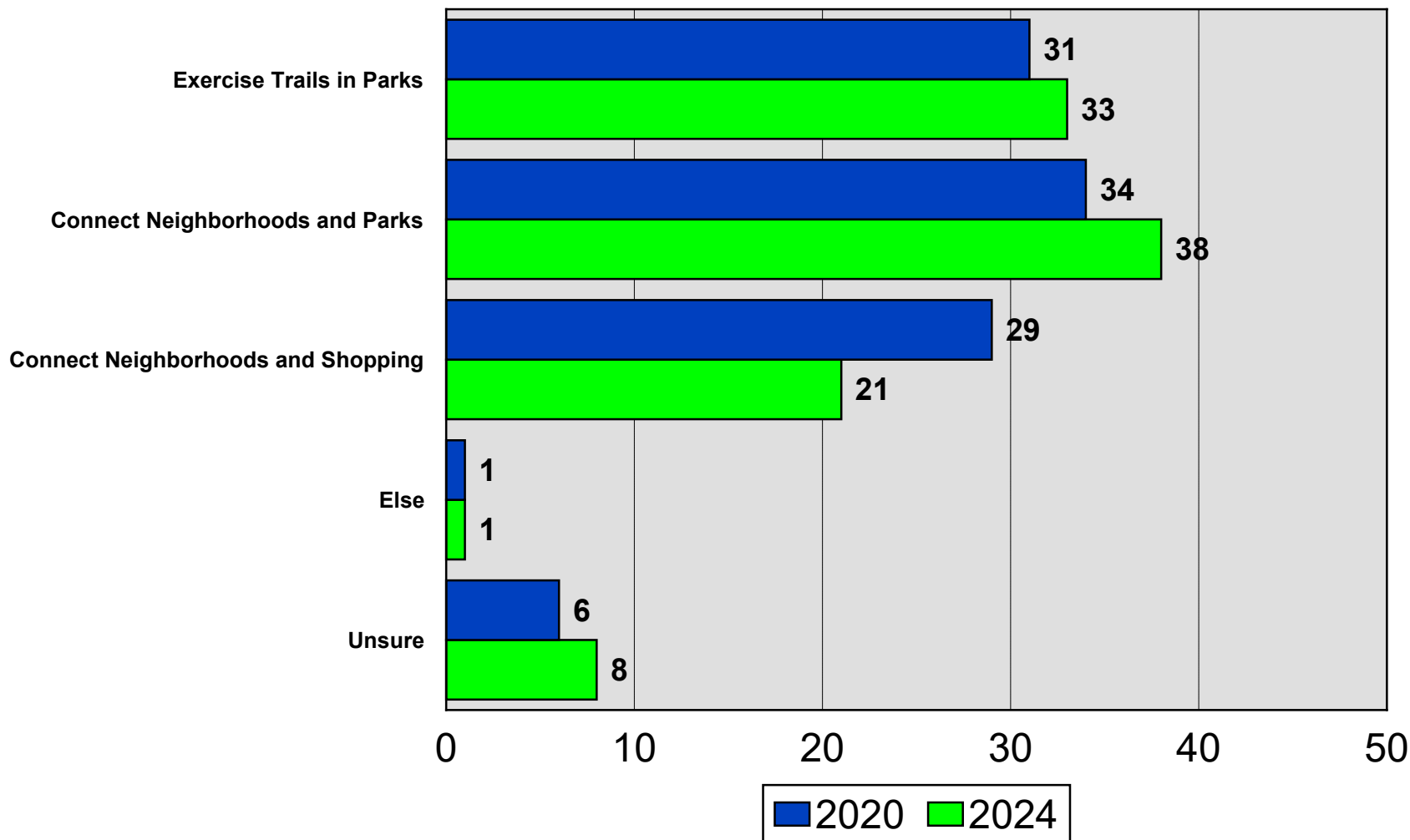
# Use of City Trails

2024 City of Roseville



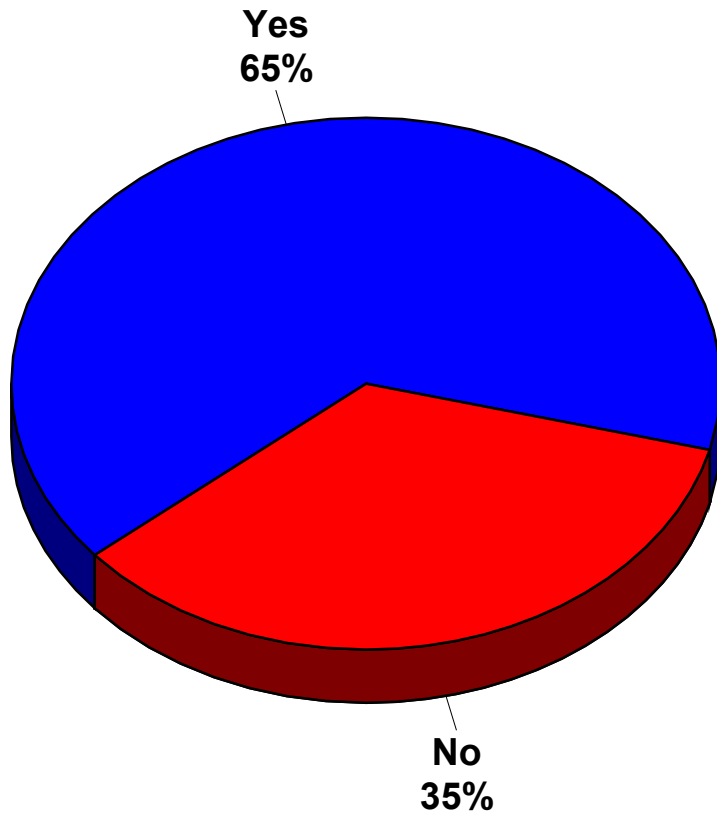
# Top Priority for System

2024 City of Roseville

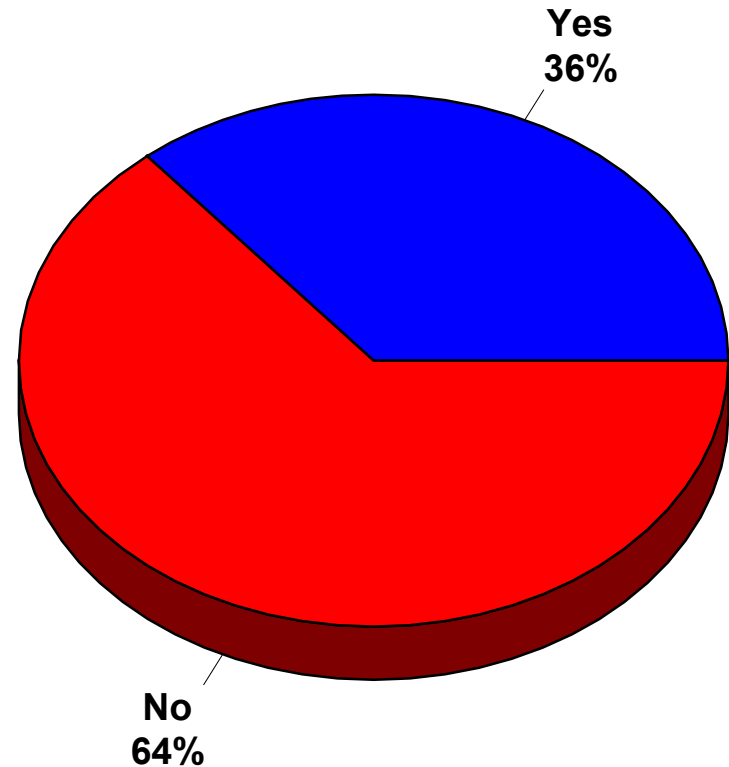


# Park Buildings I

2024 City of Roseville



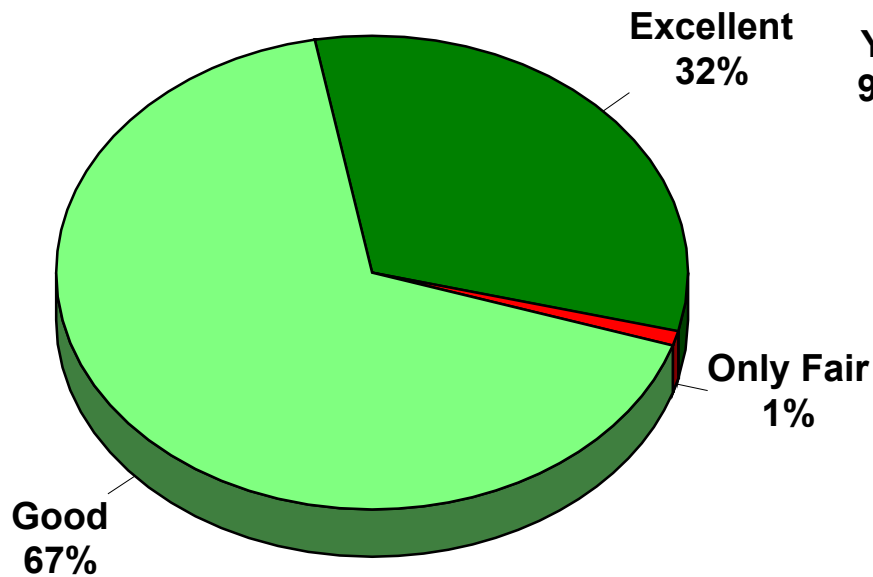
Aware of park buildings



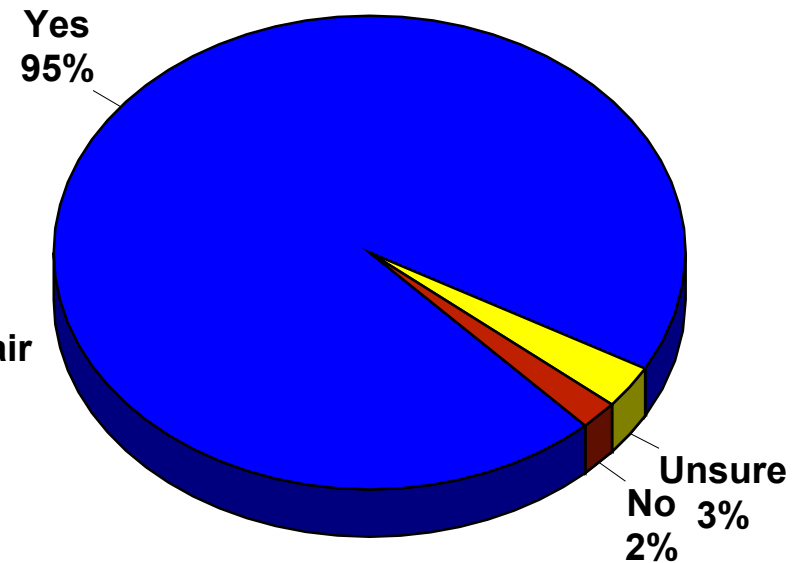
Household used park buildings

# Park Buildings II

2024 City of Roseville



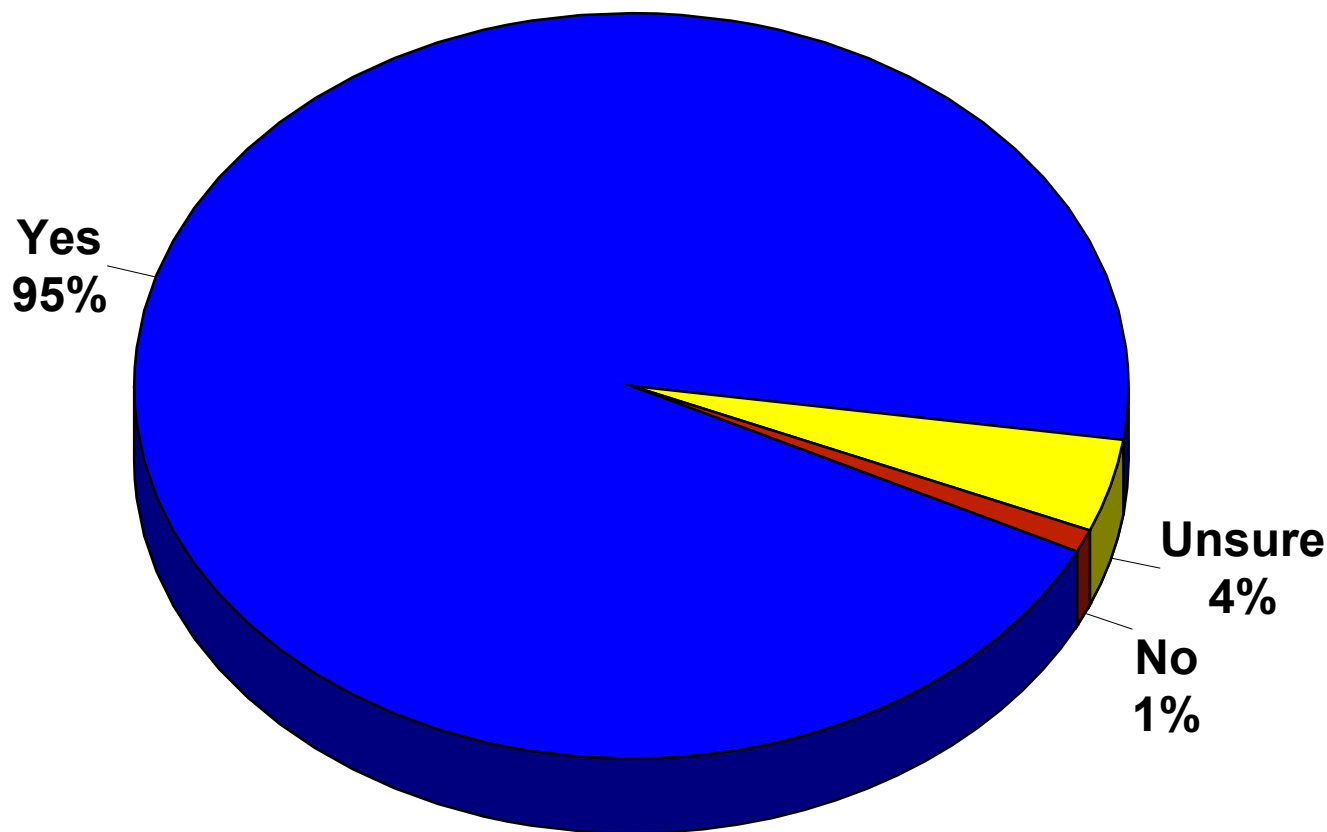
Rating of park buildings



Use again in the future

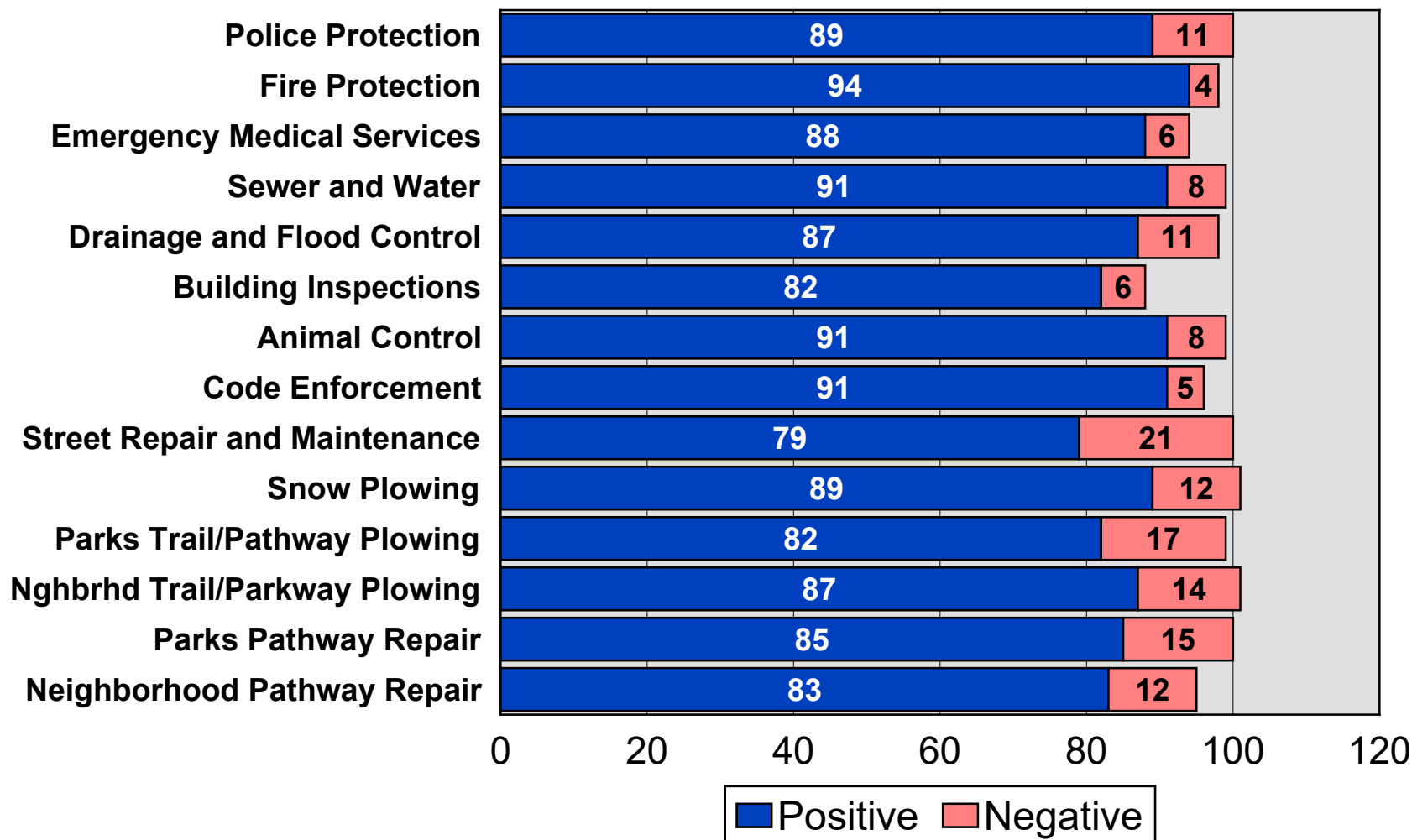
# Facilities Meet Needs

2024 City of Roseville



# City Service Ratings

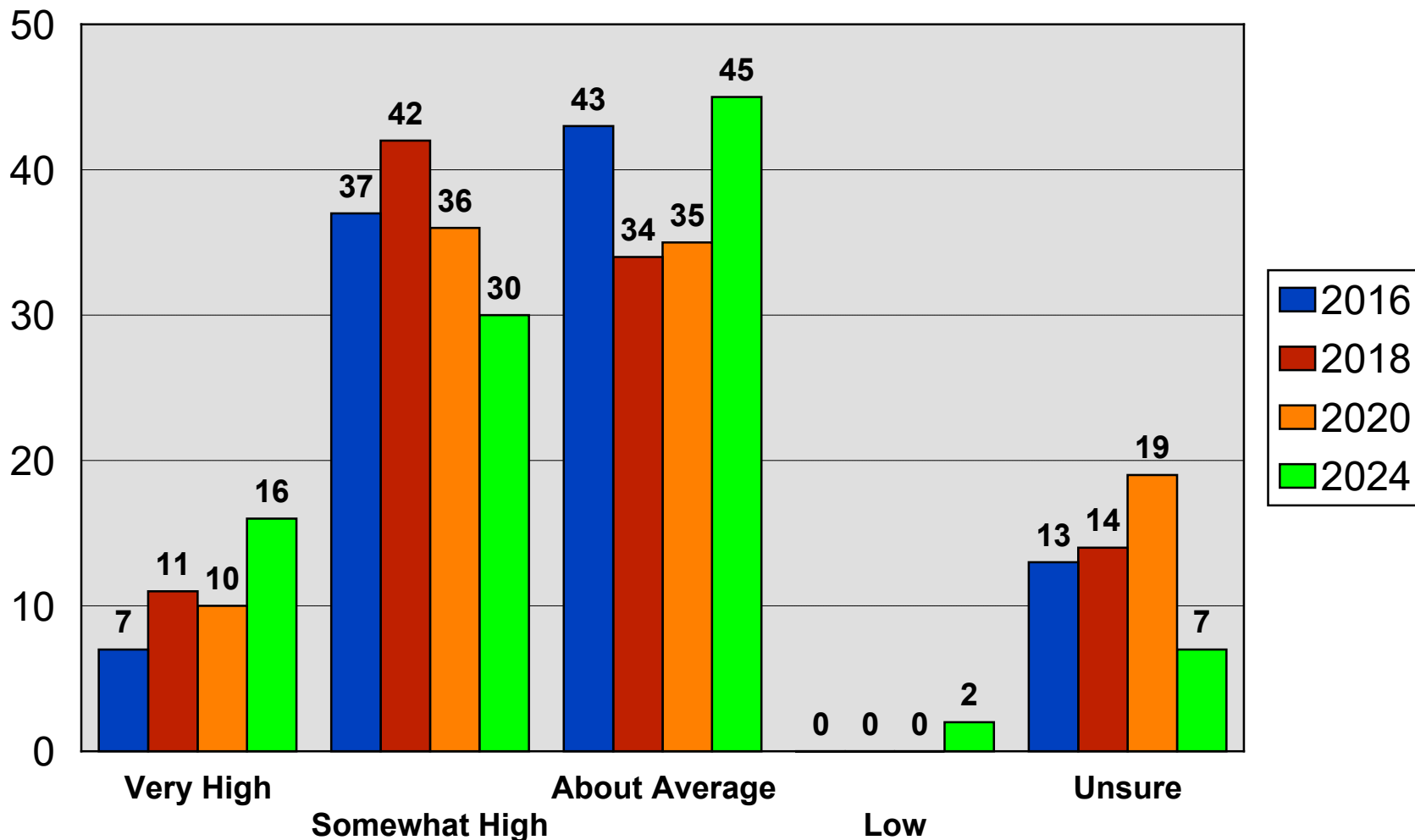
2024 City of Roseville





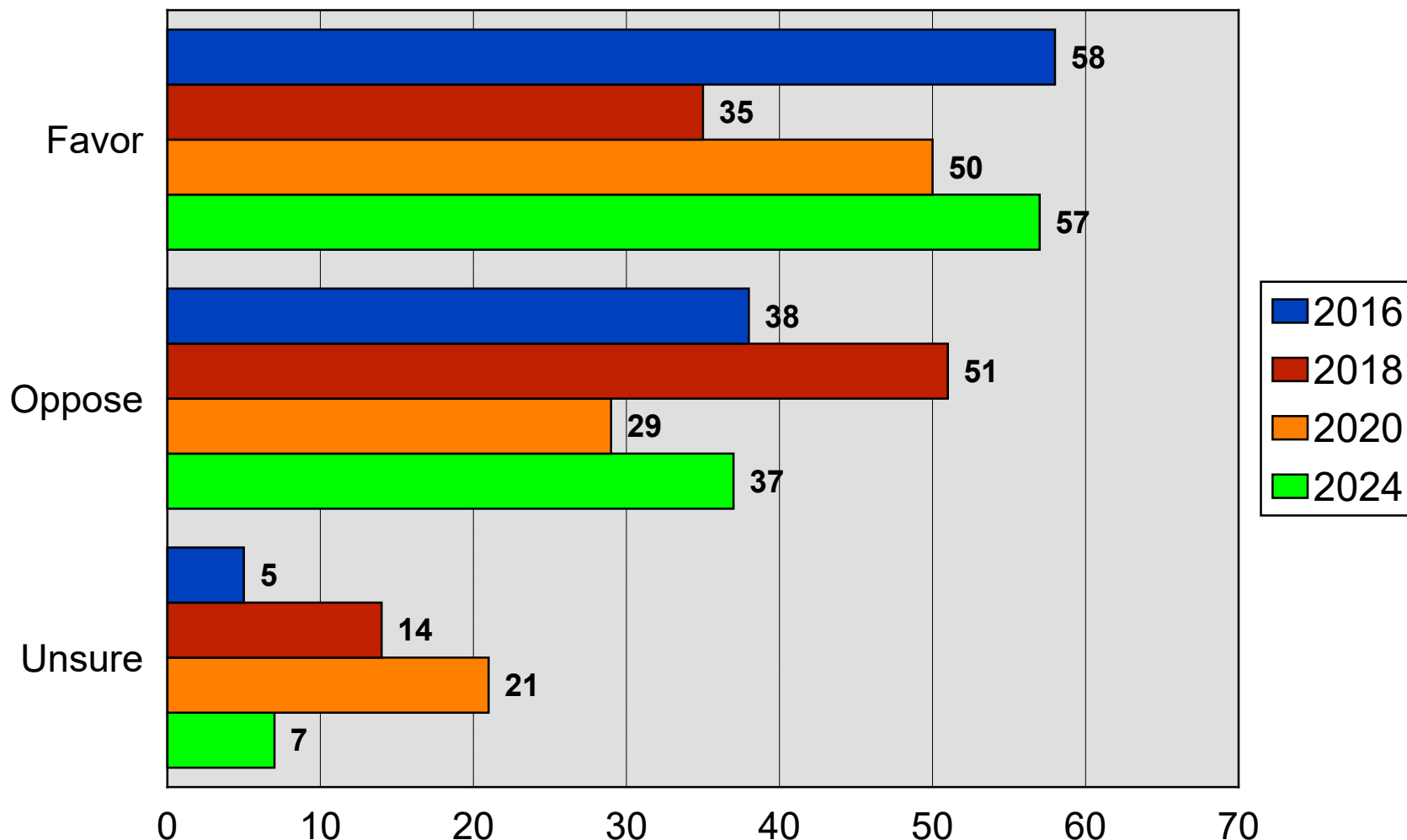
# City Share of Property Taxes

2024 City of Roseville



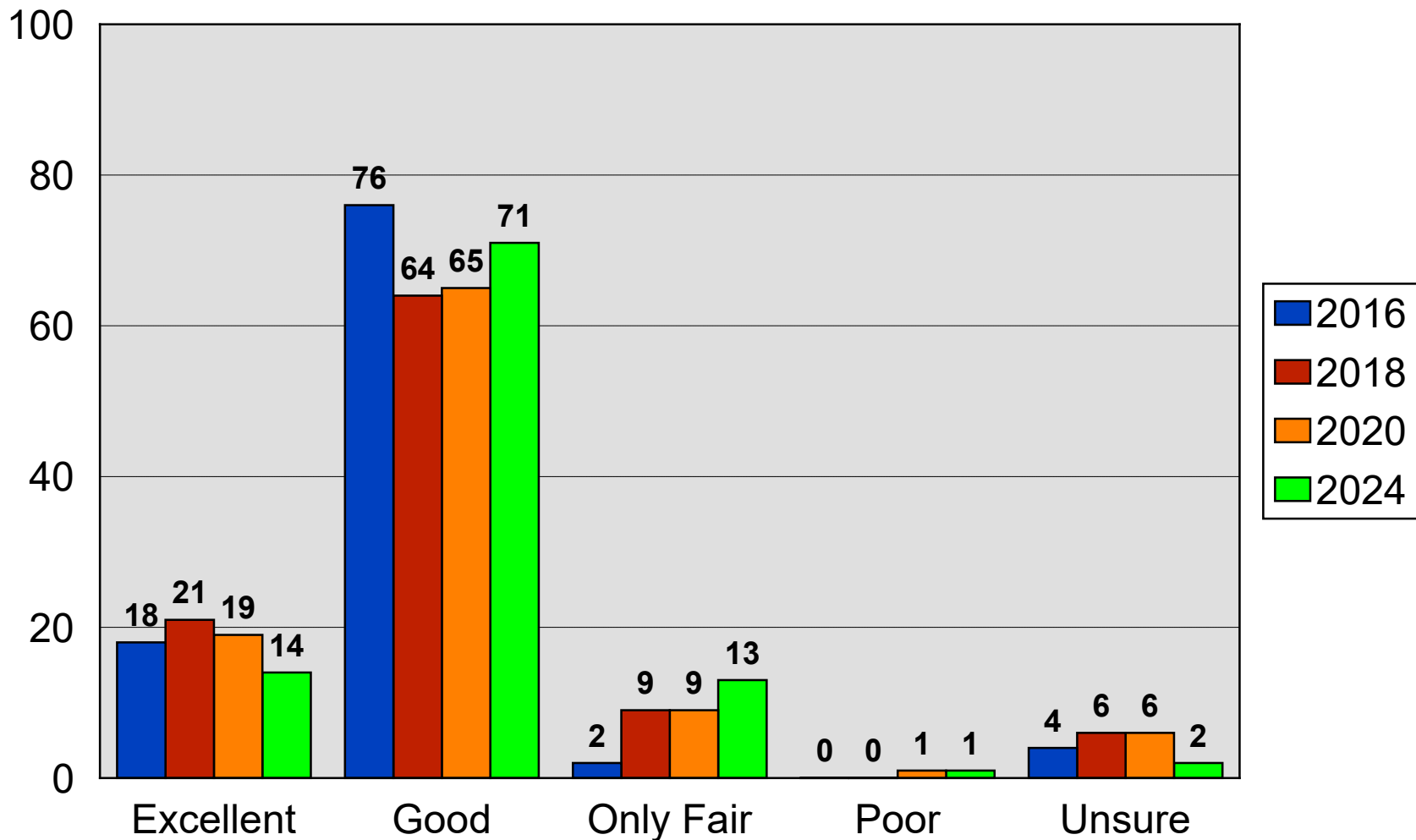
# Tax Increase to Maintain

2024 City of Roseville



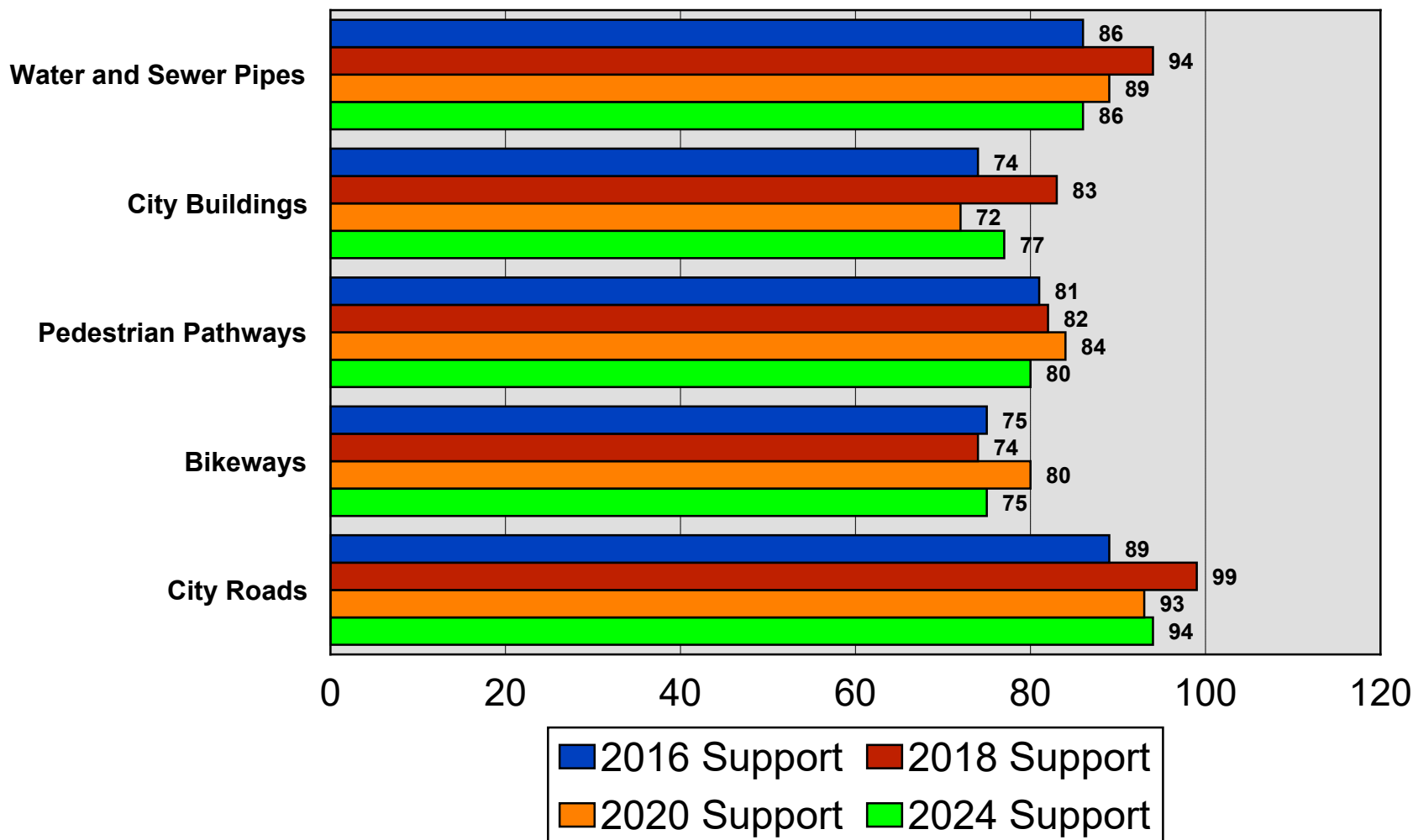
# Value of City Services

2024 City of Roseville



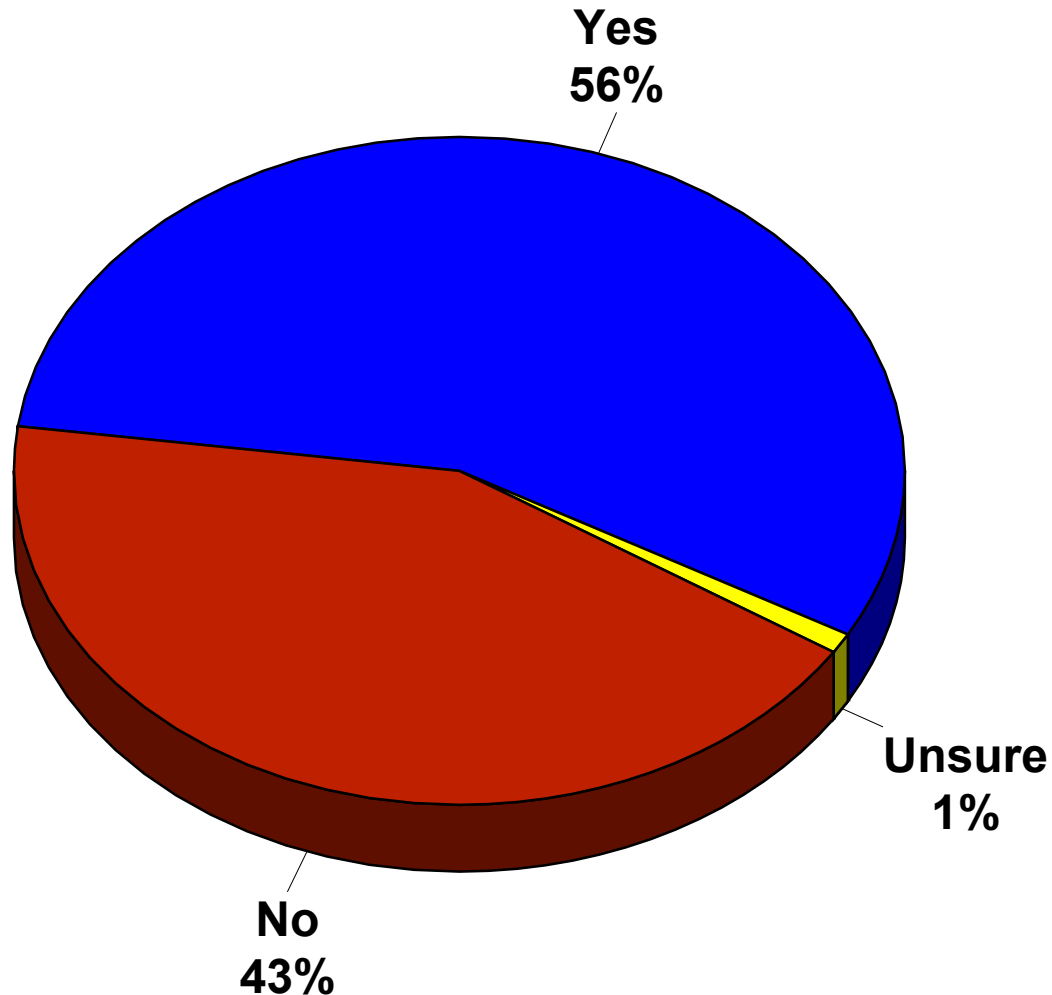
# Infrastructure Investment

2024 City of Roseville



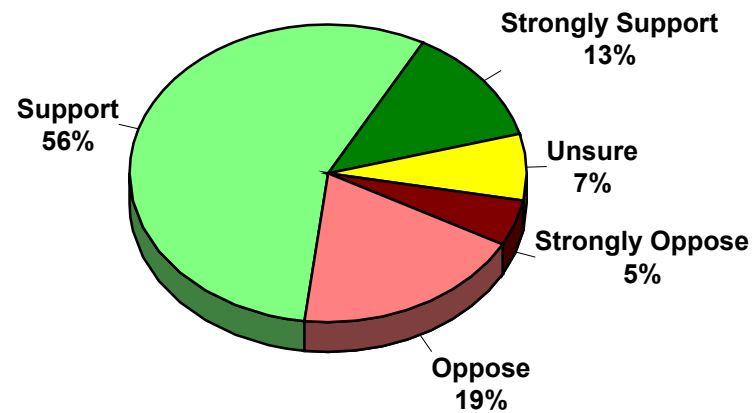
# Aware of LOST Referendum

2024 City of Roseville

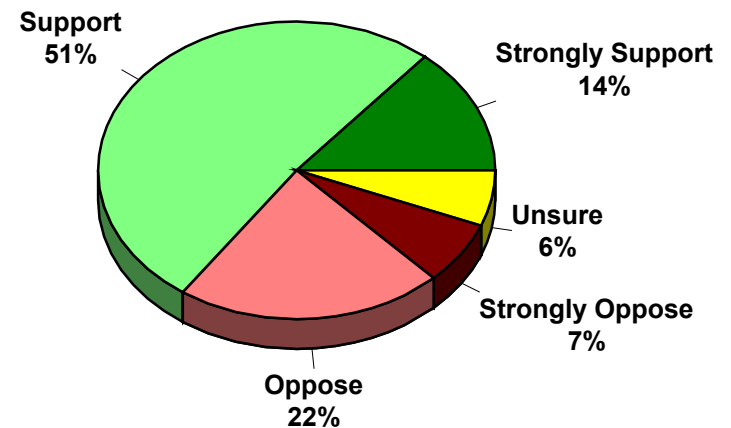


# Half Cent Sales Tax Increase for....

2024 City of Roseville



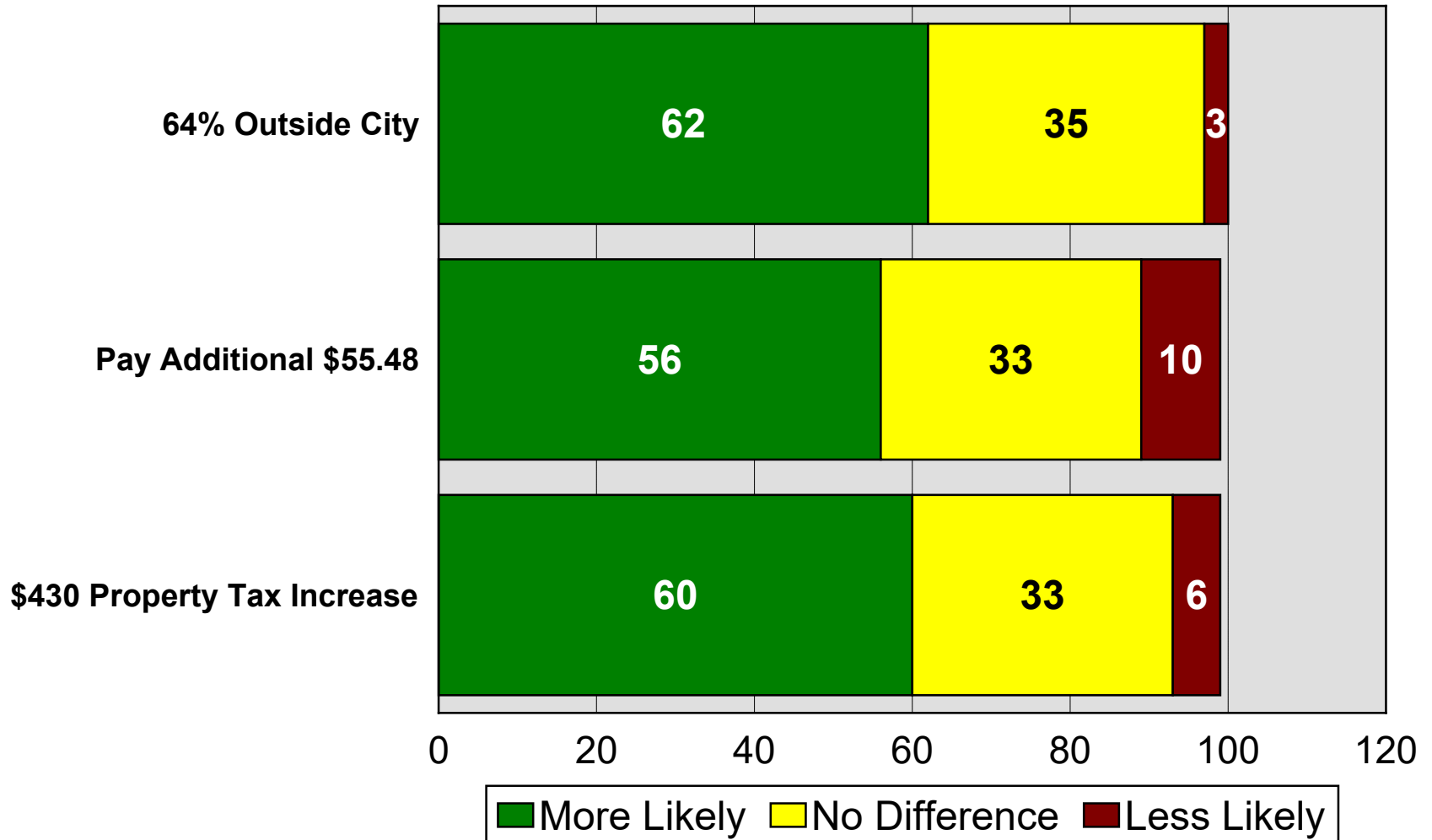
**Construction of Public Works and  
Parks and Recreation Maintenance  
Facility**



**Build a new license and passport  
center**

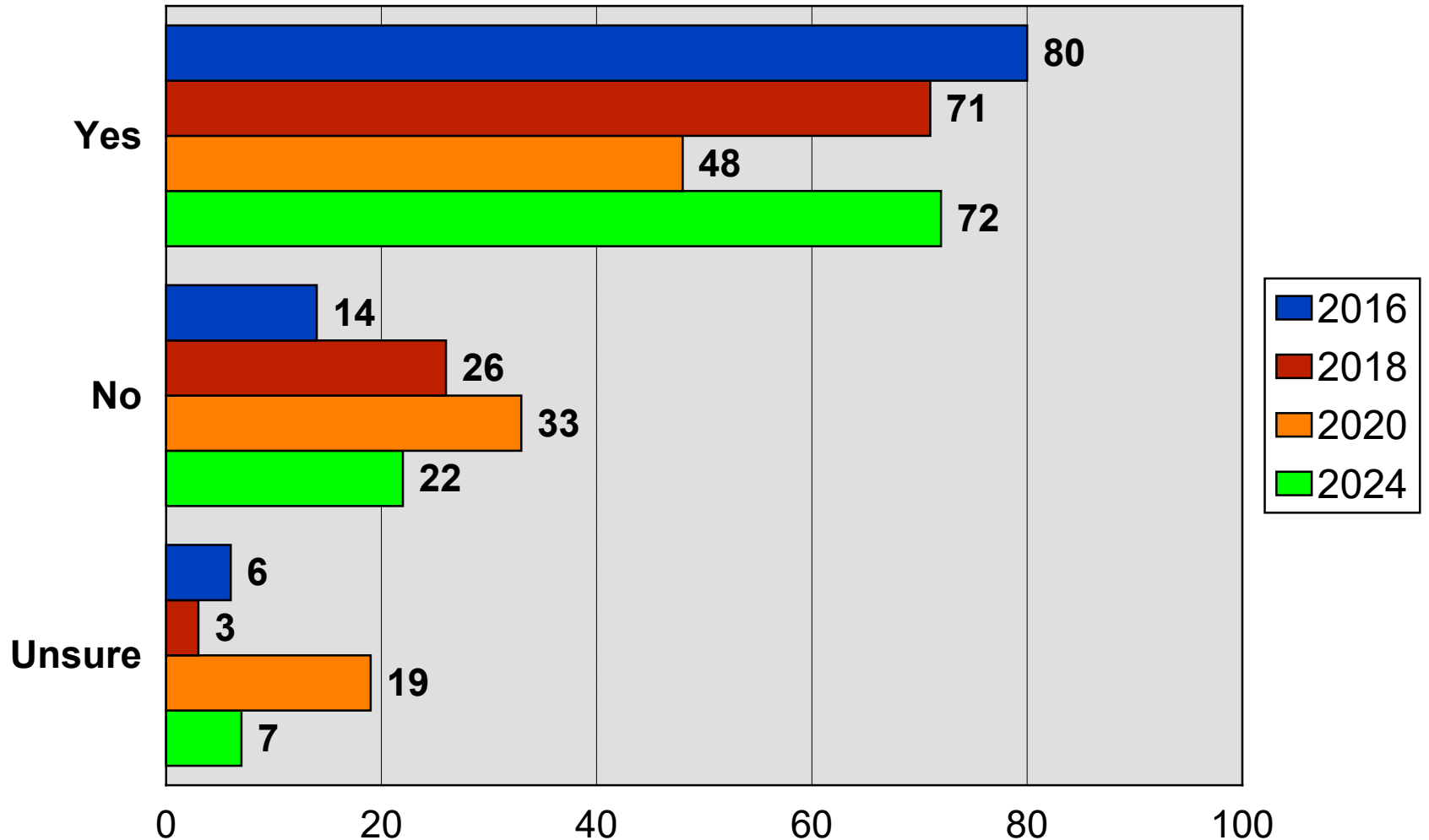
# Impact of Arguments

2024 City of Roseville



# Empowerment

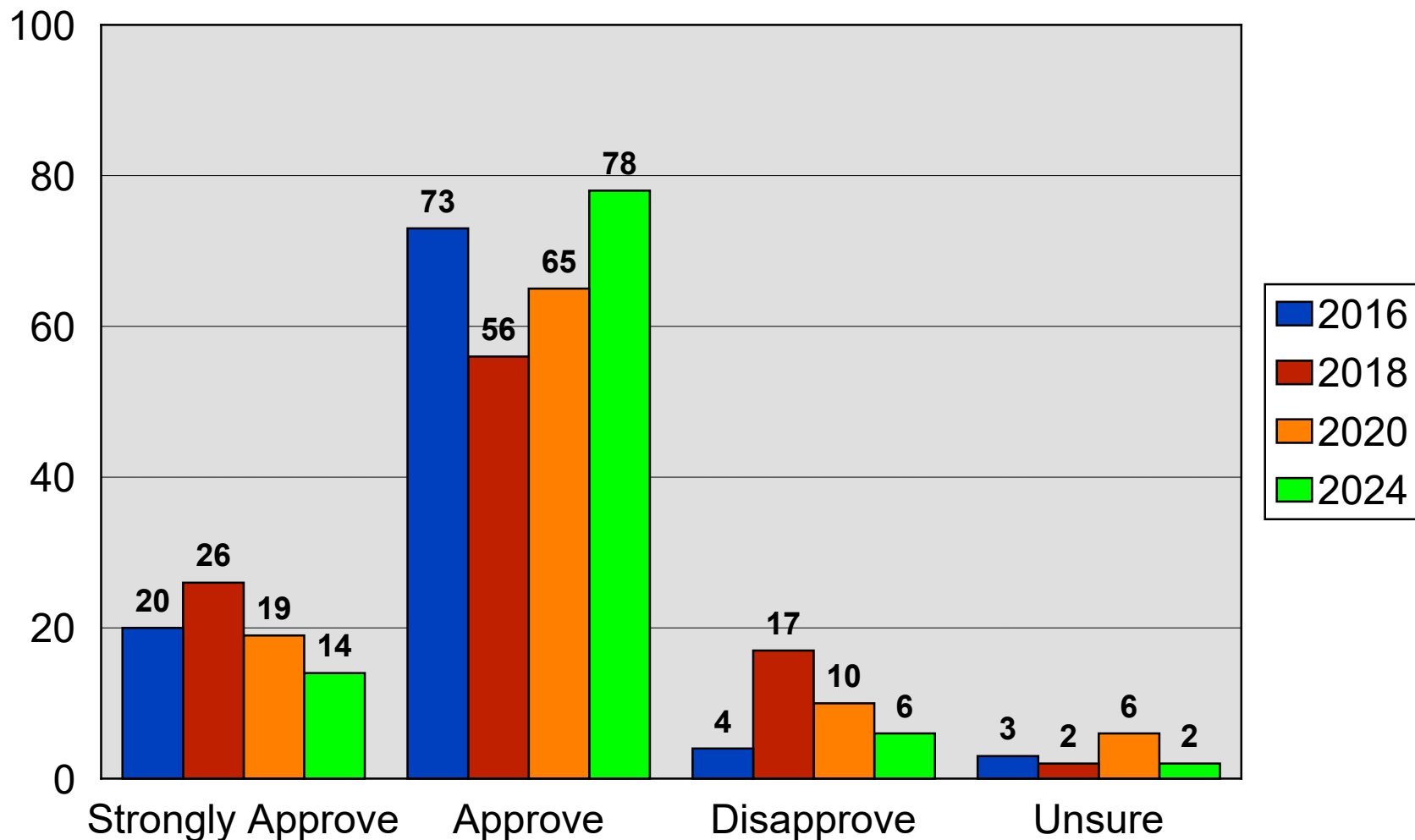
2024 City of Roseville





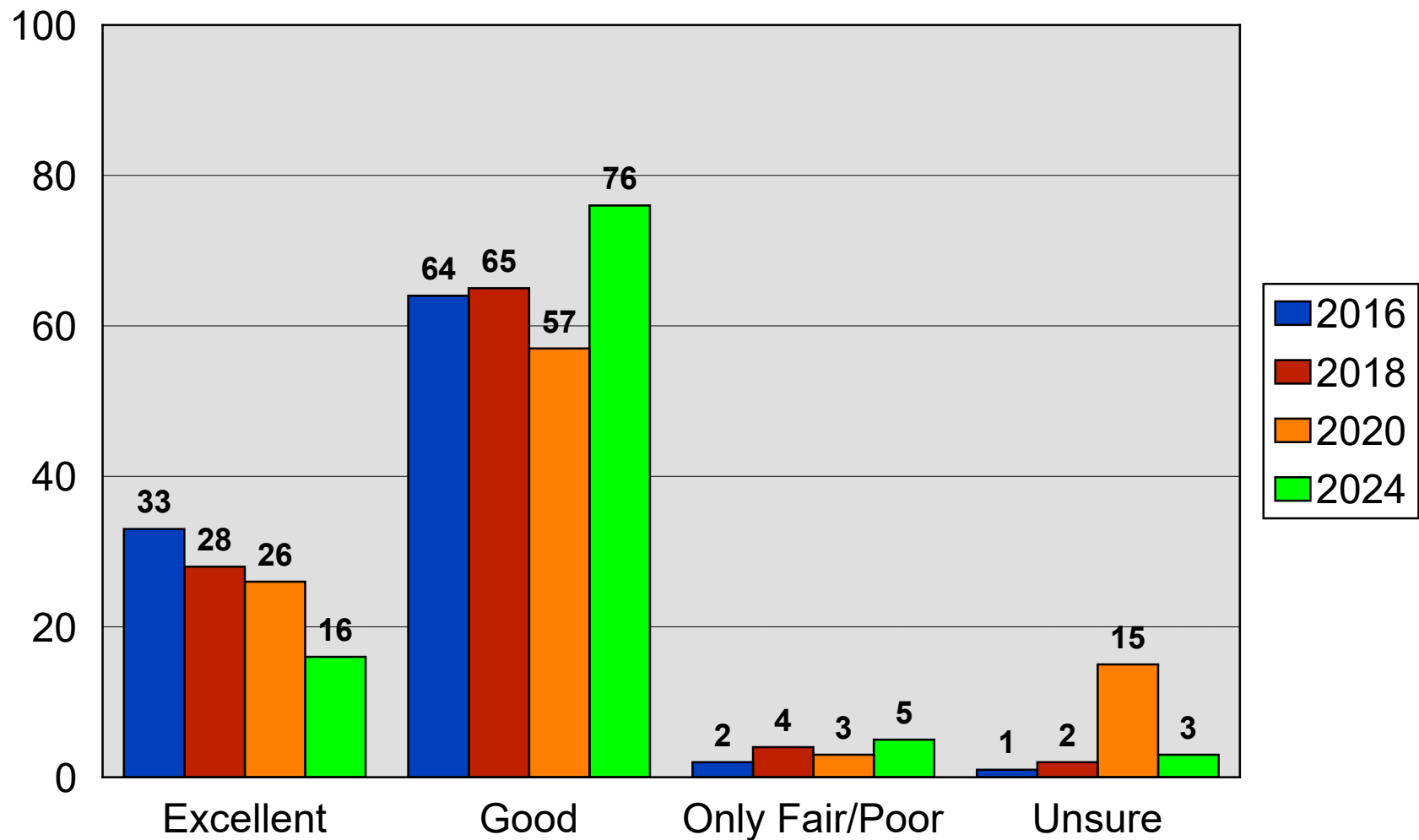
# Mayor and City Council

2024 City of Roseville



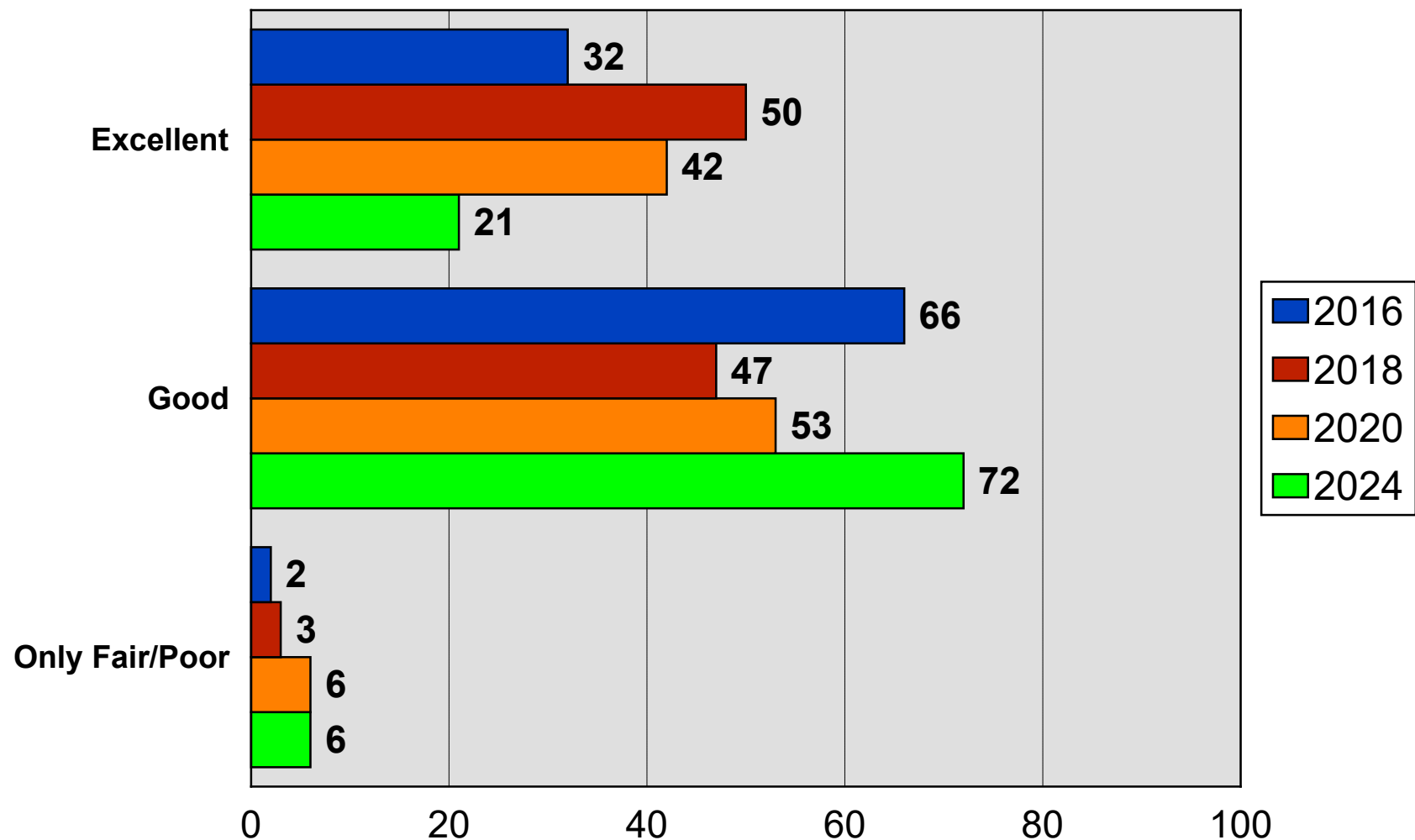
# City Staff

## 2024 City of Roseville



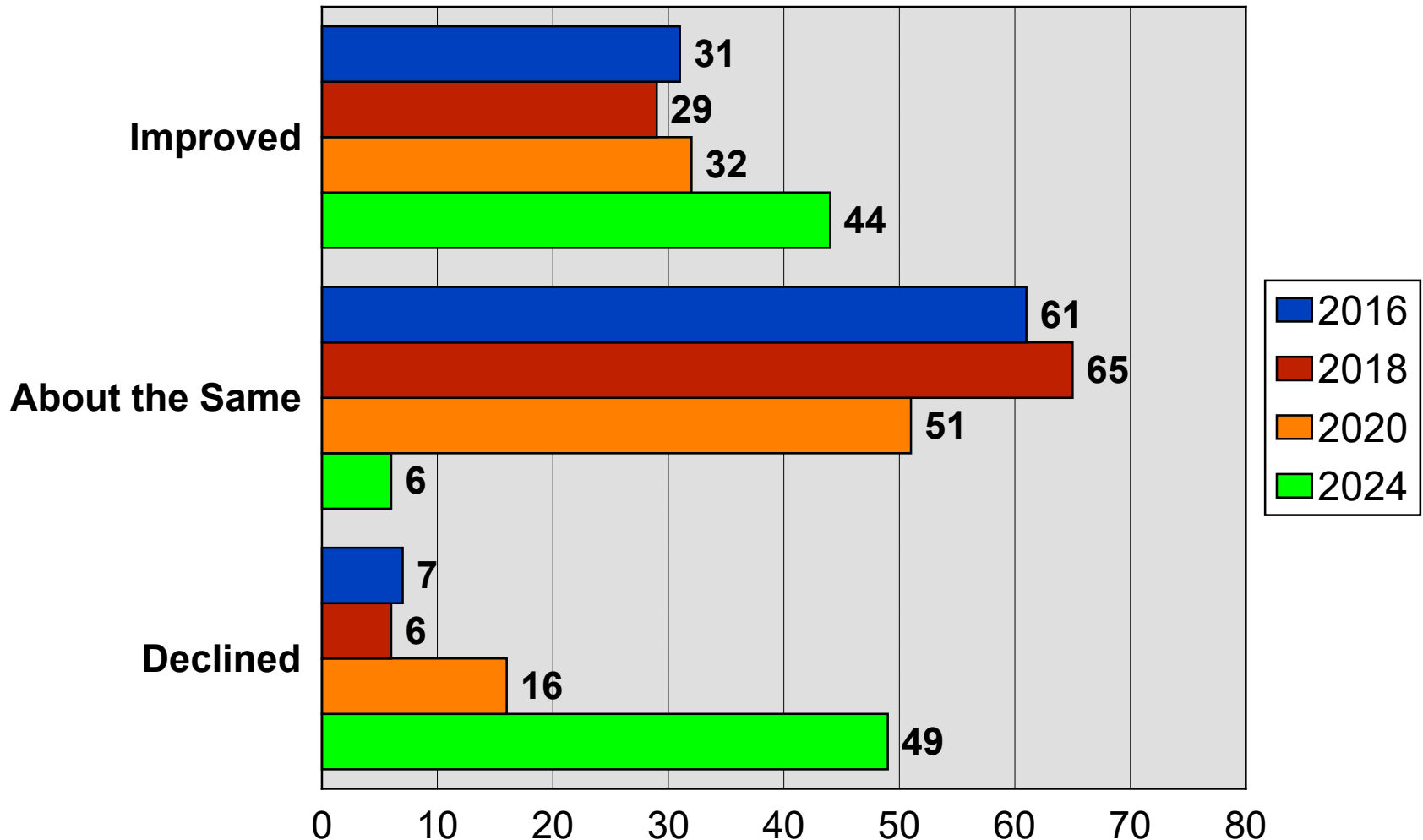
# Roseville General Appearance and Condition

2024 City of Roseville



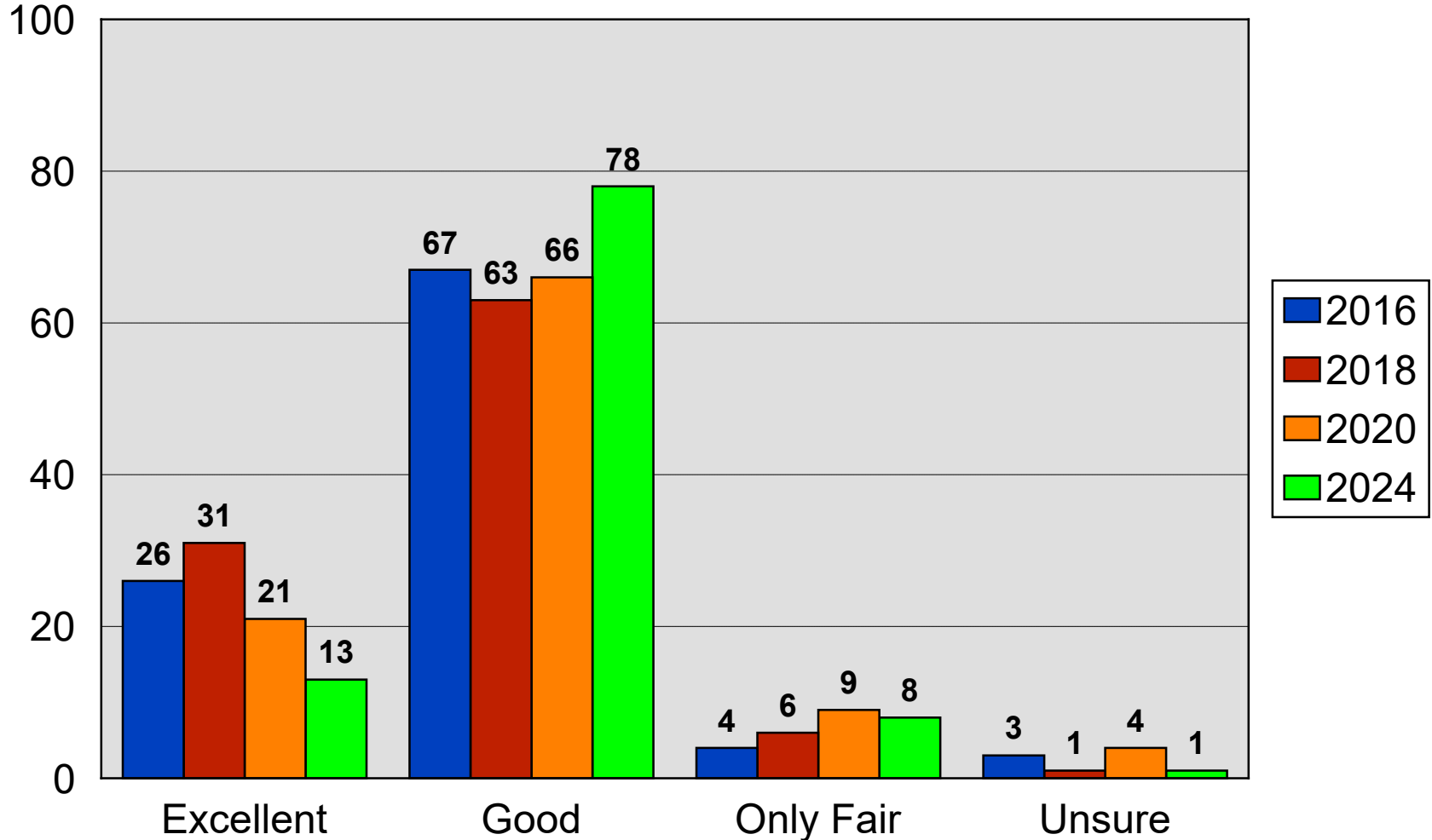
# Appearance during Past Two Years

2024 City of Roseville



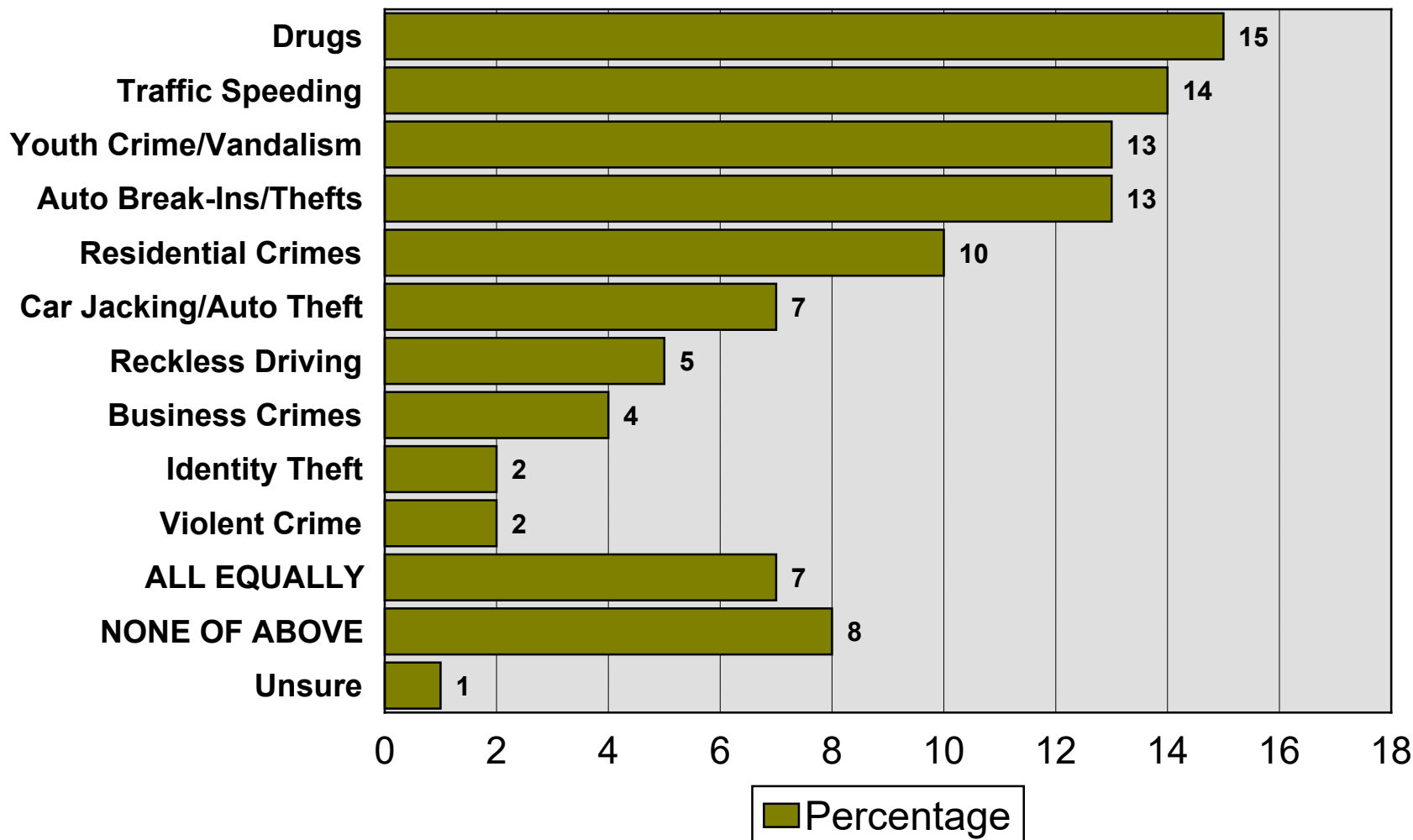
# Enforcement of Nuisance Codes

2024 City of Roseville



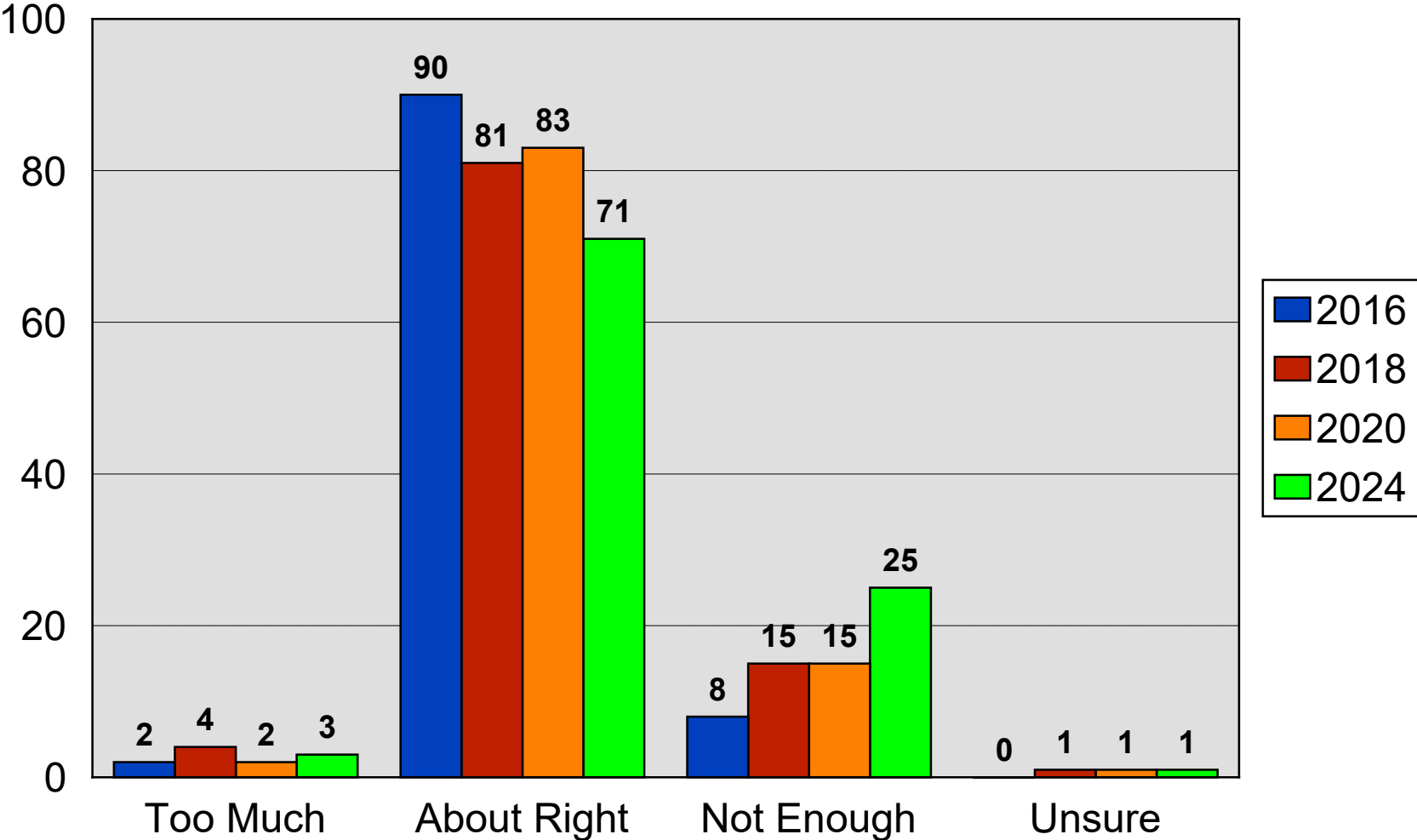
# Public Safety Concerns

2024 City of Roseville



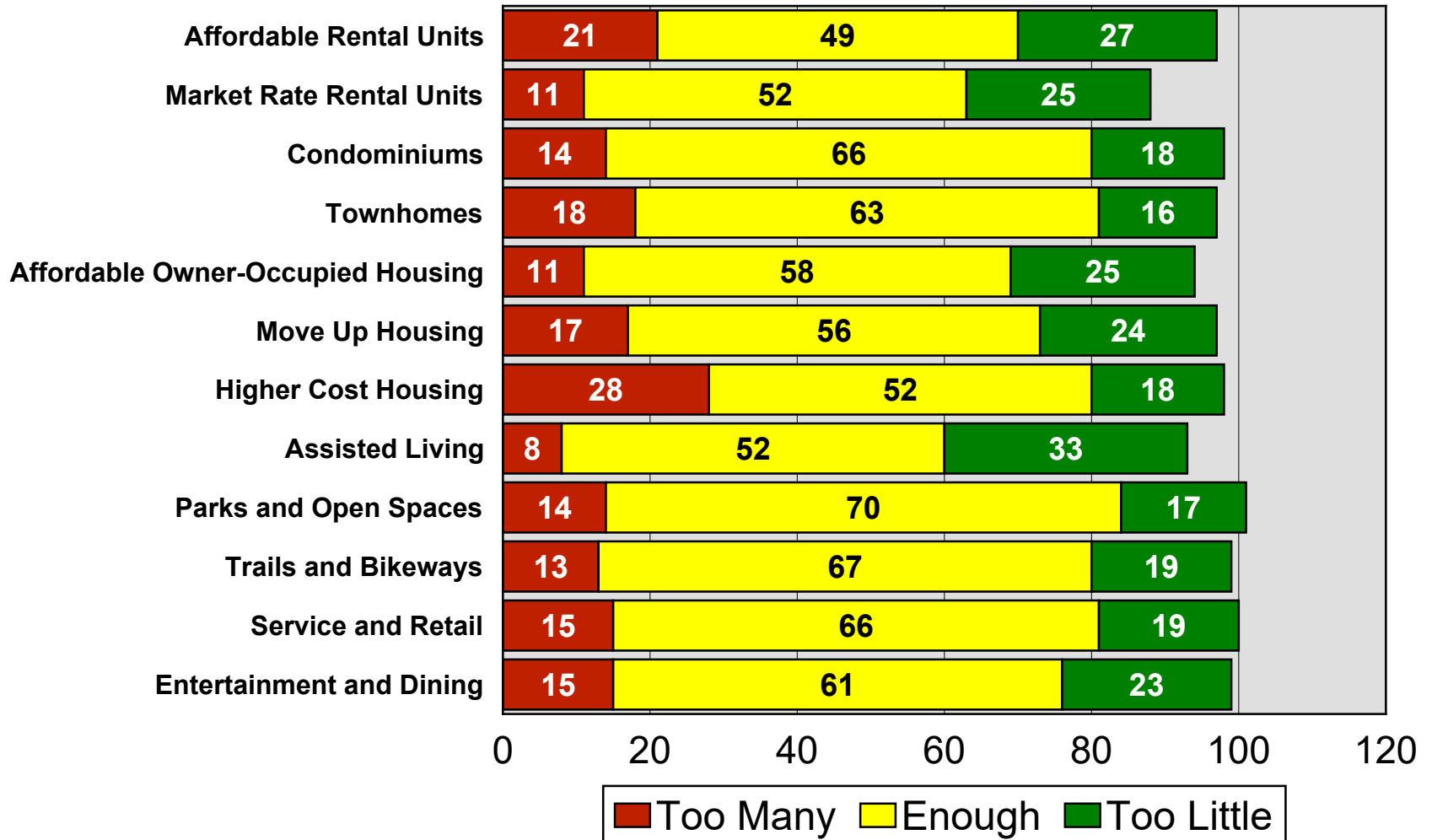
# Amount of Neighborhood Patrolling

2024 City of Roseville



# Characteristics of City

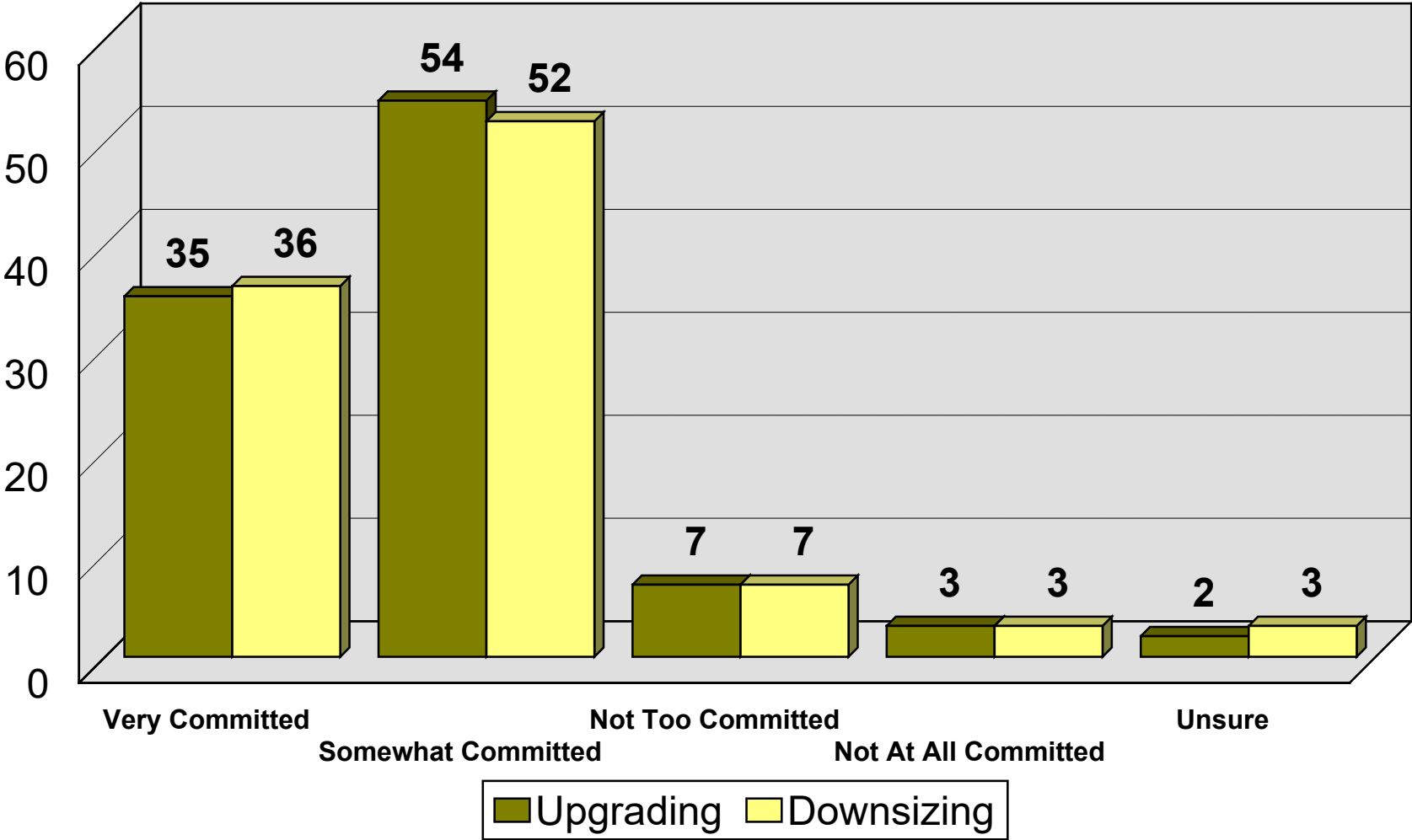
2024 City of Roseville





# Committed to Staying in Roseville

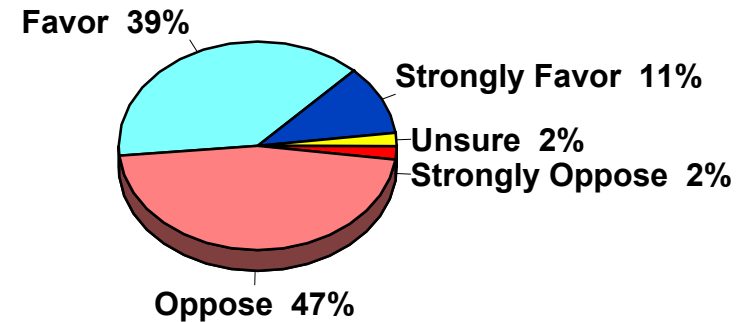
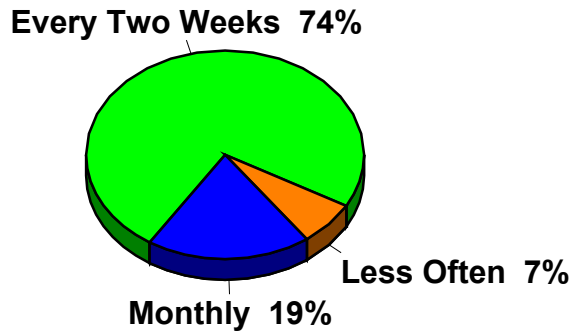
2024 City of Roseville



# Curbside Recycling Program

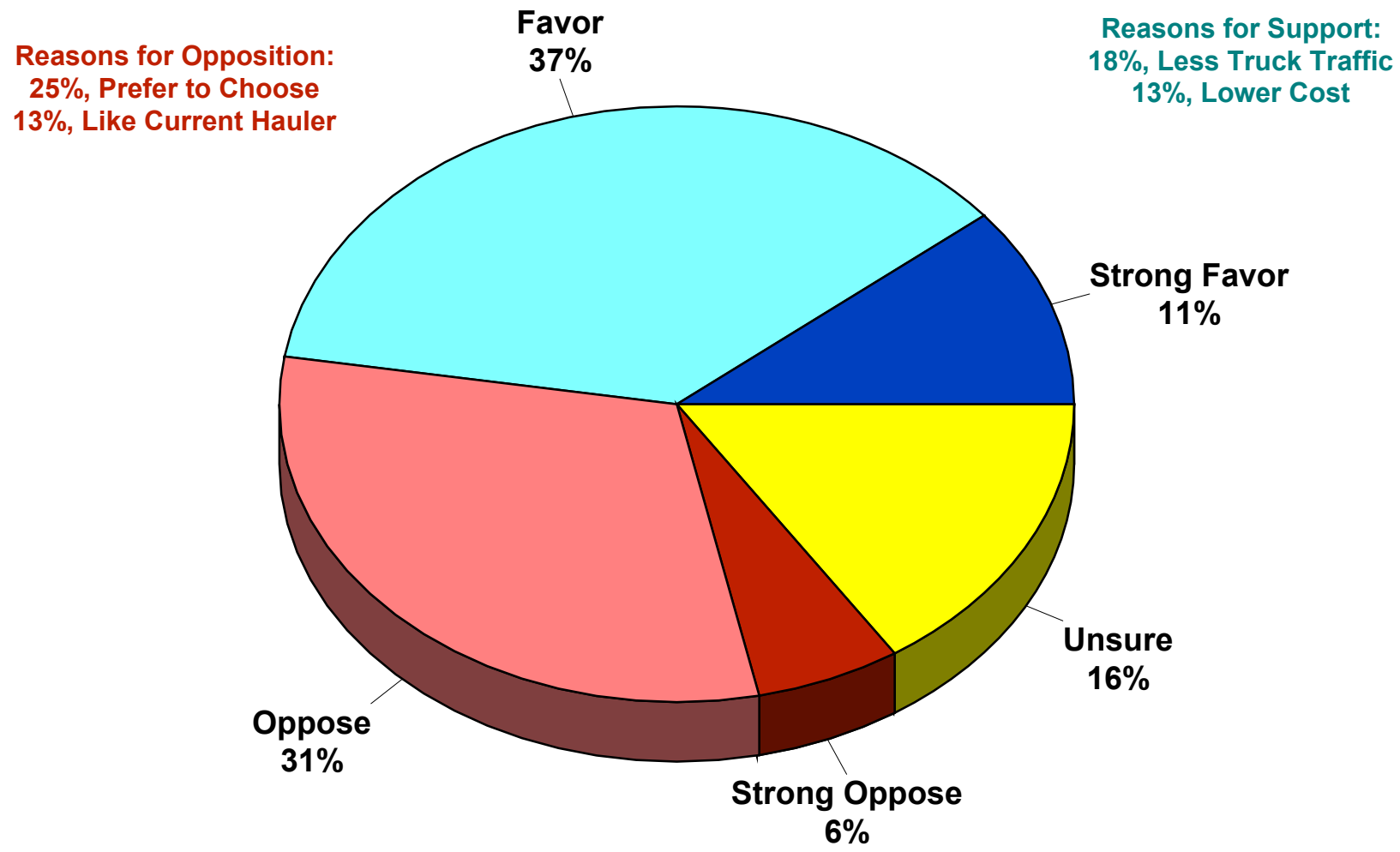
2024 City of Roseville

**81% of Residents Report Participating in Program**



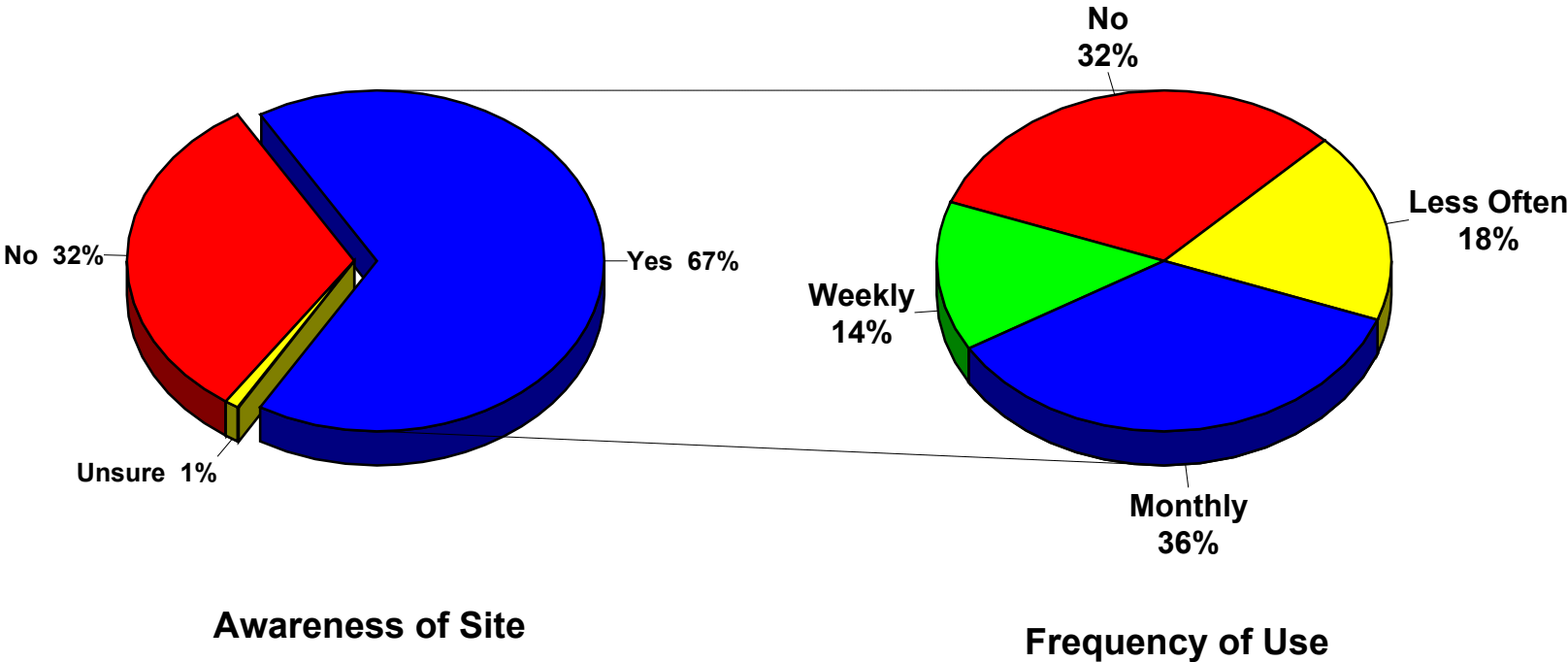
# City Managed Trash Collection

2024 City of Roseville



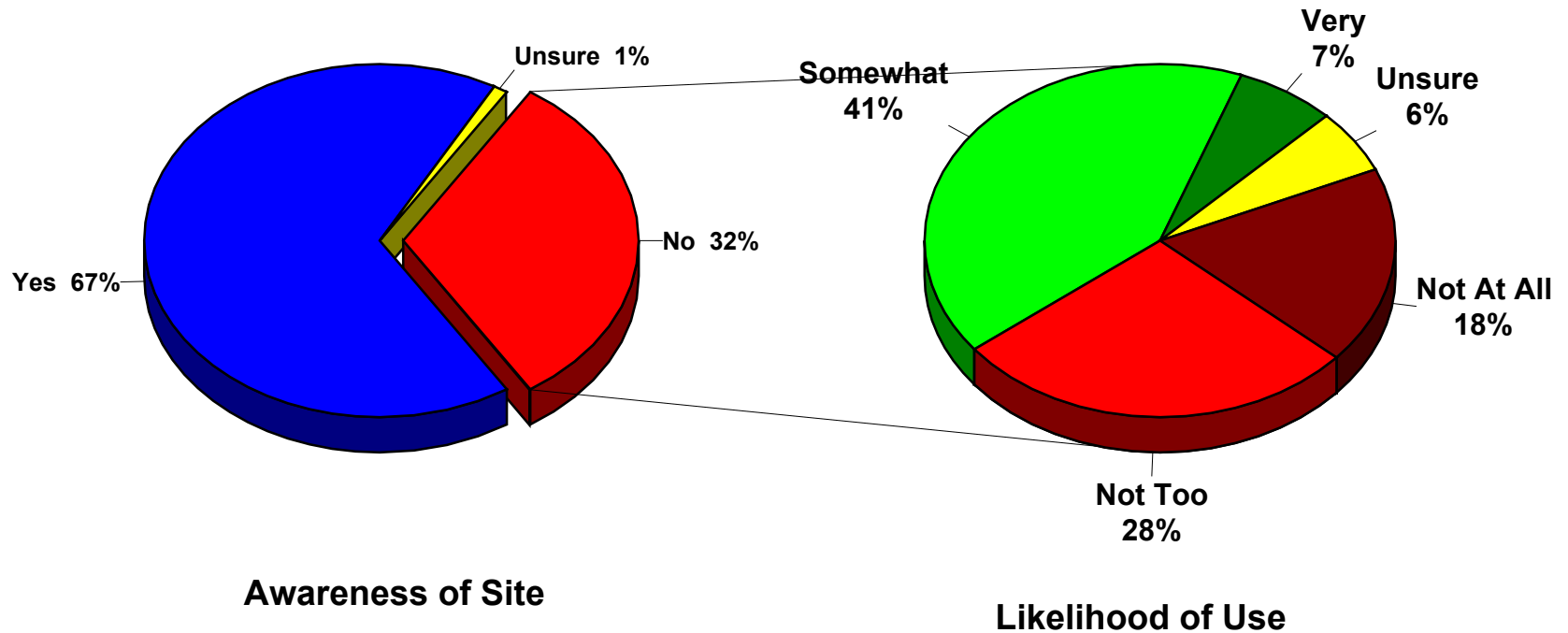
# Drop-Off Site for Food Scraps/Organics I

2024 City of Roseville



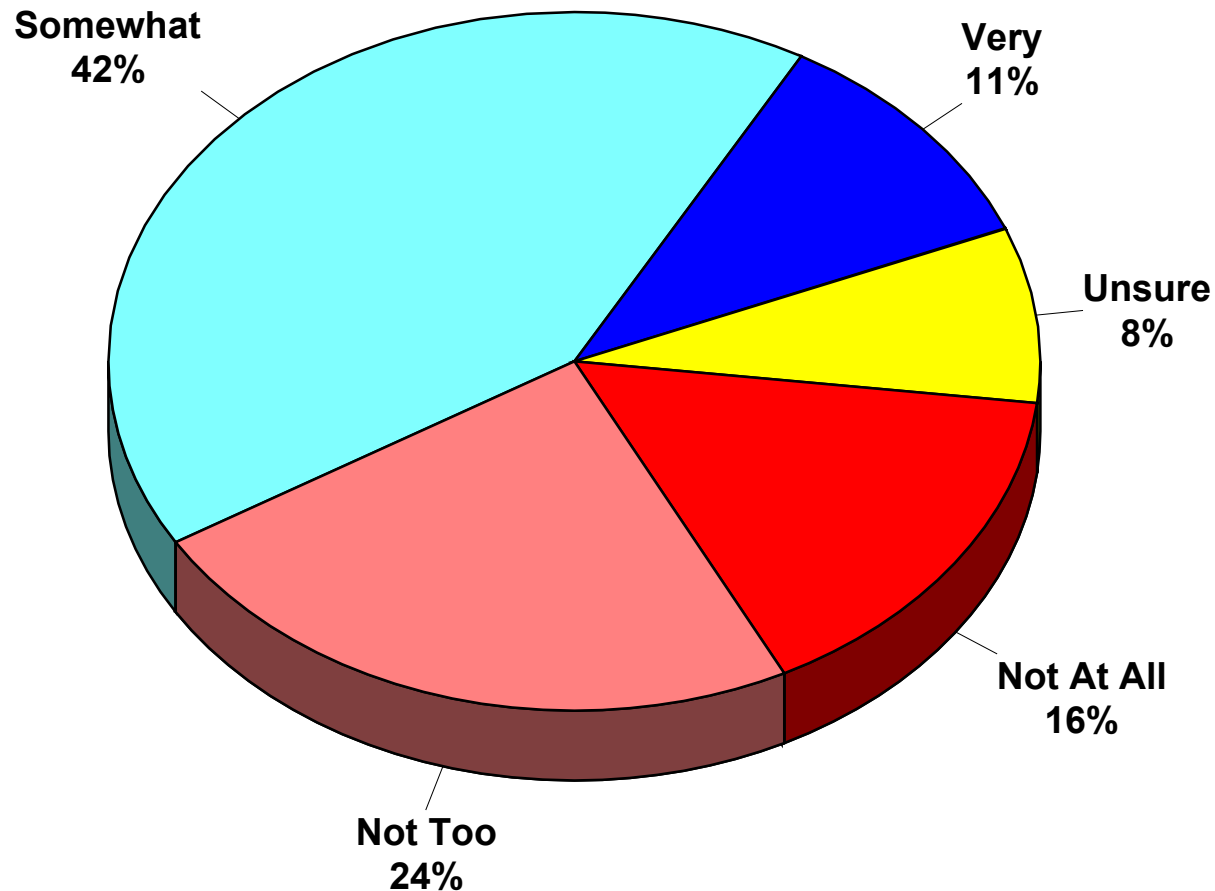
# Drop-Off Site for Food Scraps/Organics II

2024 City of Roseville



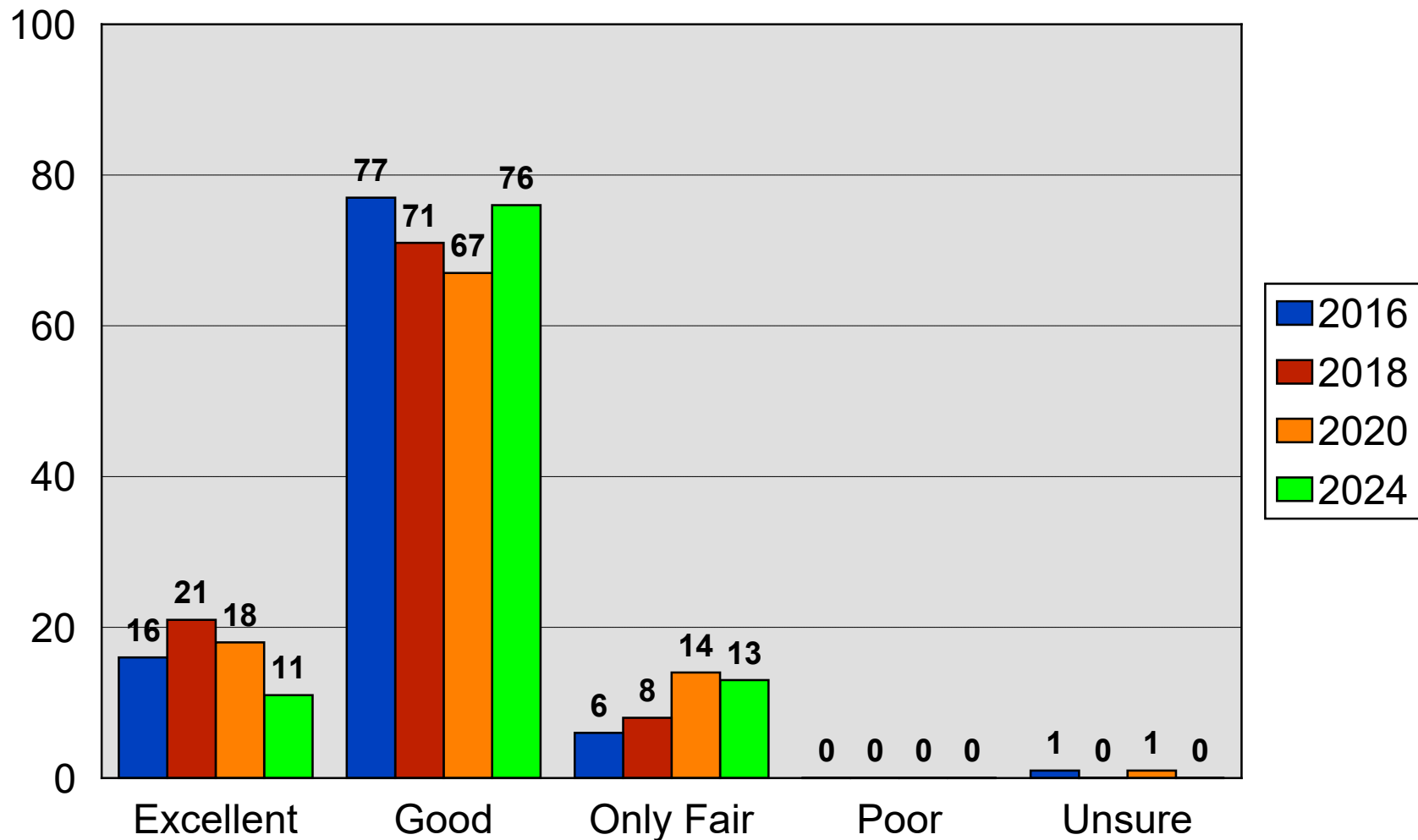
# Likelihood of Participating in Curbside Compostable Waste Collection

2024 City of Roseville



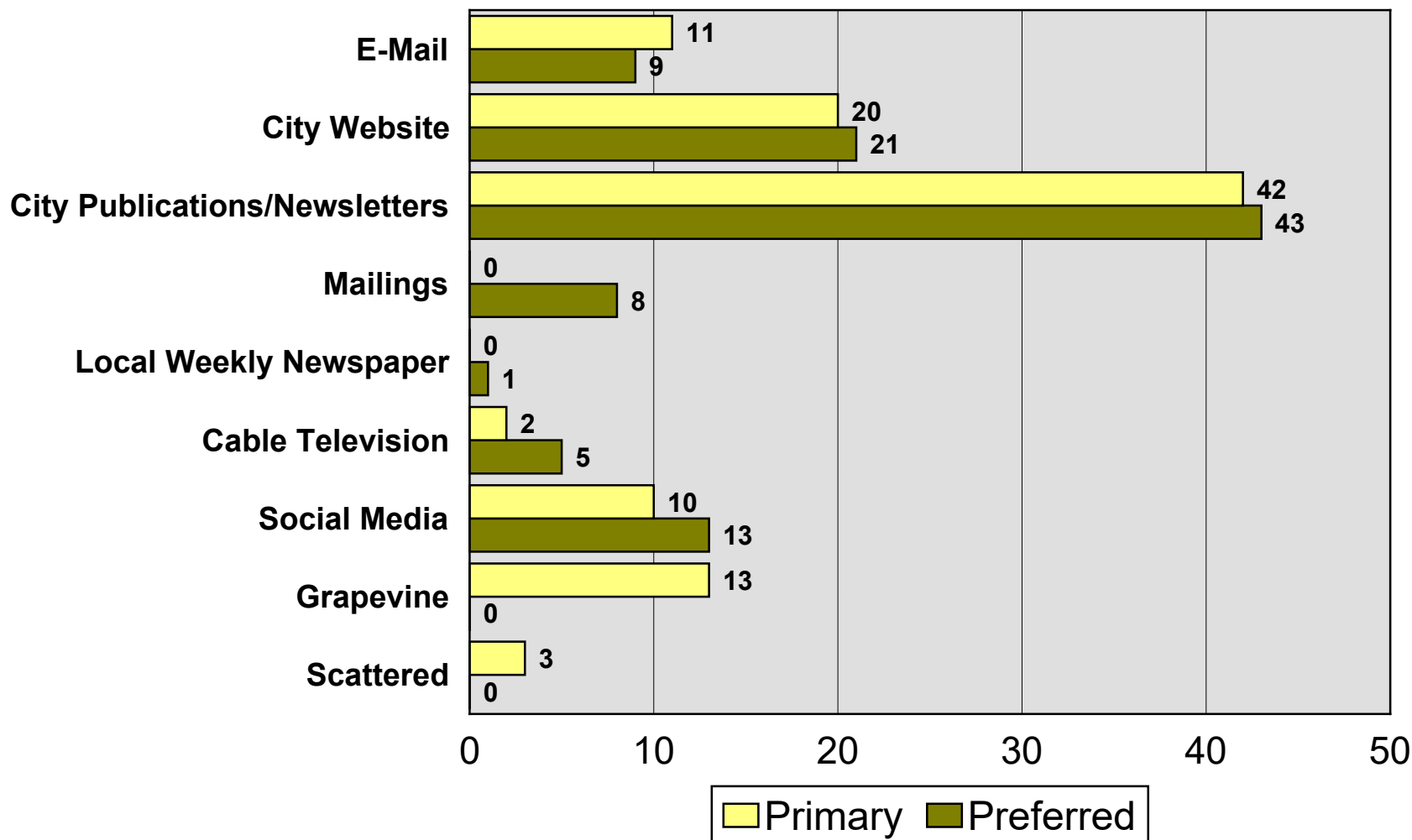
# Rating of Communications

2024 City of Roseville



# Sources of Information

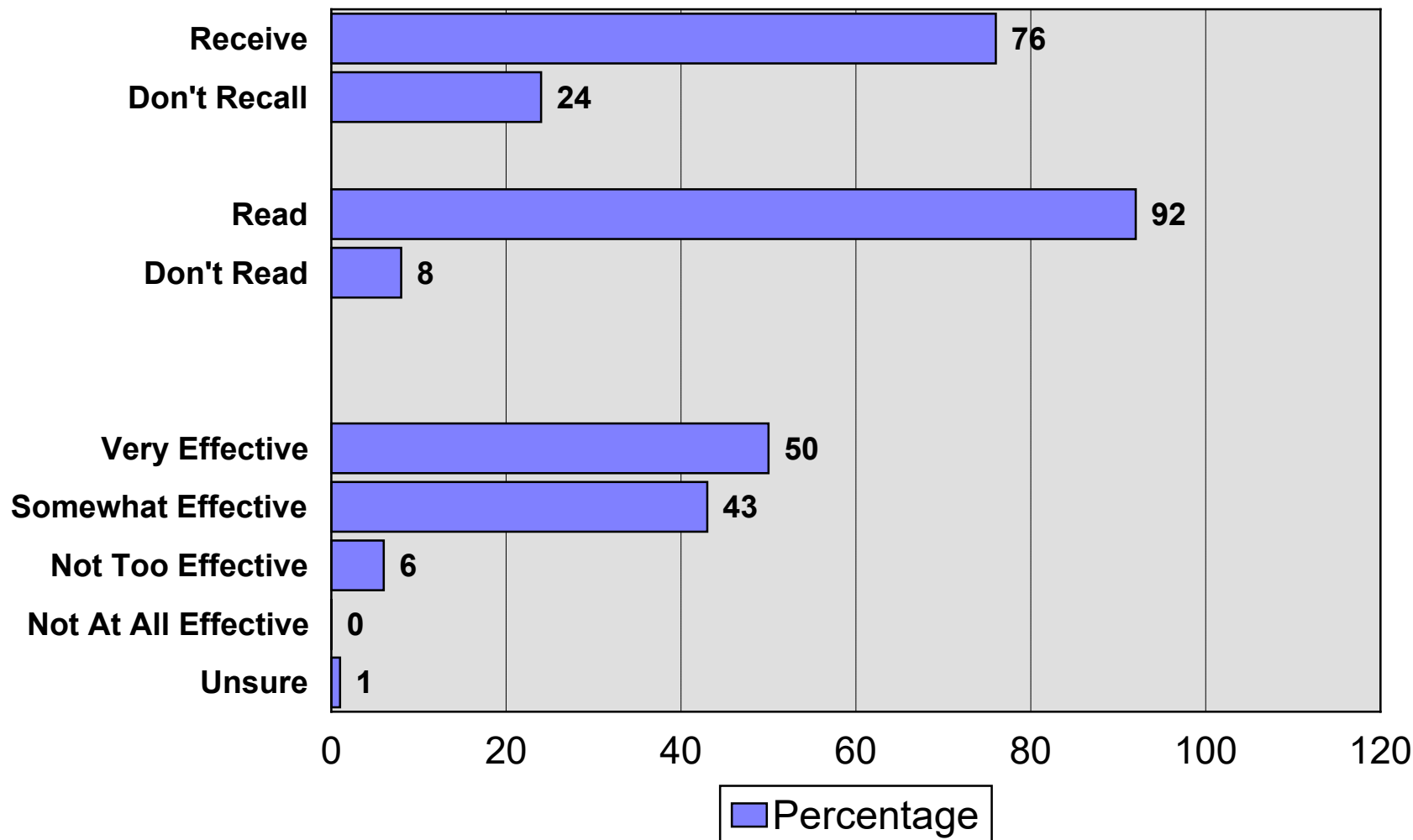
2024 City of Roseville





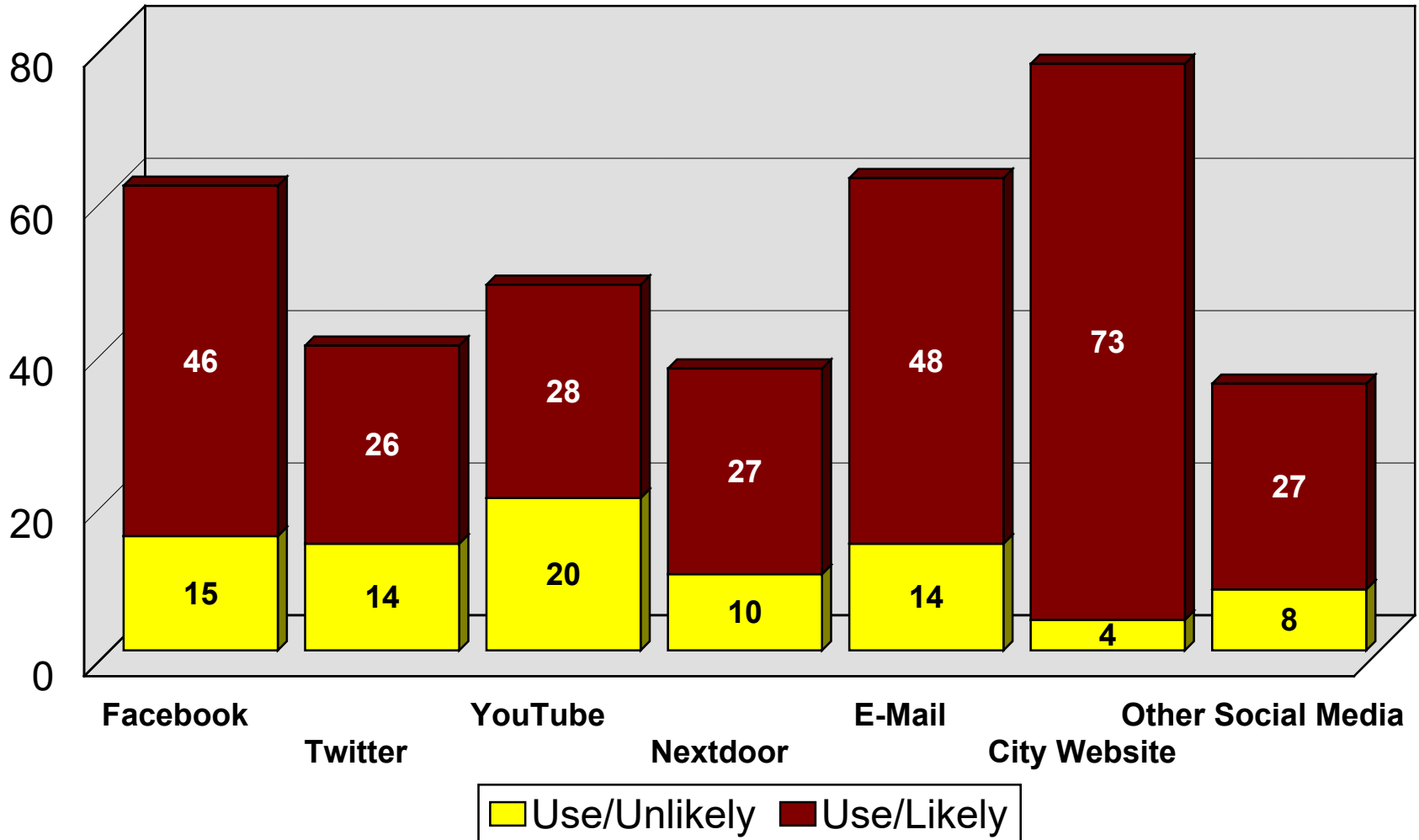
# "Roseville City News"

2024 City of Roseville



# Potential Use of Social Media

2024 City of Roseville



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

Date: 6/3/2024  
Item No.: 7.d.

Department Approval



City Manager Approval



**Item Description:** Consider adopting an ordinance establishing an Equity and Inclusion Commission

**Background**

At the May 13th meeting, Council discussed the purpose, scope and role of a new commission focused on Equity and Inclusion. Based on that discussion, staff is bringing forward an amendment to Chapter 205, that would establish this new commission. The ordinance language reflects the council discussion and is included as Attachment 1. This amendment, if adopted, would replace the current Human Rights, Inclusion and Engagement Commission (HRIEC) with a commission titled "Equity and Inclusion commission, effective 30 days after adoption. This would allow the current HRIEC to hold a final meeting (tentatively scheduled for June 12) and allow staff the opportunity to invite the current commissioners to attend the June 17th Council meeting to be recognized for their work to-date that laid the foundation for the next iteration of this work at the commission level.

As the council considers adopting language establishing a new commission, there are several items to consider.

**1.Application:** The proposed ordinance has language related to membership to ensure that the full diversity and lived experiences of the Roseville community can be reflected in the membership of the commission. This was included based on Council discussion to ensure that the commission has a variety of viewpoints/perspectives when applying an equity lens to their review of city items. This specific language is not a part of the other commission's membership section. With this, staff is proposing to use a separate application for the new commission in order to ensure applicants have the ability to share how their experiences reflect the diverse makeup of the Roseville community. The current commission application has the following questions:

**Current Application Questions**

8. Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.
9. As a commissioner on your preferred commission(s), how could you contribute to the City's equity and inclusion initiatives?

Staff is recommending the following question be placed on a separate application for this commission. Another option would be to update the current commission application

question #9 and ask the following question of all applicants, regardless of which commission they apply for.

#### Proposed Changes

Please describe how your lived experiences contribute to your understanding of equity & inclusion. How do these experiences reflect the diverse makeup of our community?

Finally, staff is recommending a proposed change to the contact information listed on the application. By law, an appointed commissioner's name, address, and contact information (either email or phone number) is public data. However, this information for applicants is only public if the city collects it. Staff is suggesting that the application only collect the applicant's name and contact information and ask whether they are currently a Roseville resident. This would protect the applicant's address from being public until such time they may be appointed as a commissioner. (This information is currently redacted on the application when it is included in council packets.) Once appointed, the information would become public per state law.

**2. Check-Ins:** During the council discussion on May 13, there was significant discussion regarding the structure of the group. It was suggested that the group begin as a Commission, and if that structure needed to be altered at some point, another council discussion could occur. Therefore staff is recommending some initial check-ins to ensure a successful start to the new commission. Staff recommends that between the application close period and Council interviews, an initial administrative review of applications occur to ensure that applications include a variety of community perspectives. If upon initial review, no concerns are identified, no scheduled council discussion would be needed. However, if there does not appear to be a variety of perspectives represented, a conversation would occur with Council regarding how to proceed.

The second check-in would occur in early 2025 after the commission has had several meetings and prior to appointing new members, to ensure the group is functioning as desired. If any changes are needed, a council discussion could occur at that time. If the group is functioning as anticipated, no scheduled check -in would be needed until the annual joint meeting. The purpose of these check-ins is to make sure that the group is successful in the beginning stages, receive any initial feedback from staff, members and council, and to make any initial adjustments.

**3. Timeline:** A suggested timeline is included as Attachment 3. This lists proposed dates over the next several months for steps that will occur as the commission is set up.

#### **Policy Objectives**

Chapter 201.02 of the City Code states that "Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council." The existence of city commissions is supportive of the Community Aspiration to be "A community that is welcoming and inclusive of all people" and "A city that fosters a strong sense of community through effective and inclusive communication, effective engagement, and collaborative decision-making." The objective is to find an impactful, clear and sustainable structure for the community to assist with advancing equity and inclusion in city operations.

#### **Racial Equity Impact Summary**

The creation of an Equity and Inclusion commission, composed of members with diverse

backgrounds and perspectives, is projected to enhance the city's efforts toward providing equitable services for all residents. Research indicates that diverse groups are better at problem-solving and innovation, leading to more comprehensive and effective policy recommendations. Furthermore, a report from the Government Alliance on Race and Equity (GARE) highlights that inclusive decision-making processes can lead to more equitable outcomes in public services and community trust. By incorporating varied viewpoints, the commission will be better equipped to provide diverse input ensuring that all community members benefit from the city's policies and programs.

### **Budget Implications**

It is anticipated that establishing an Equity and Inclusion commission will be minimal as costs associated with a commission are already accounted for.

### **Staff Recommendations**

Adopt the ordinance language, and approve the application and proposed timeline for next steps and check-ins.

### **Requested Council Action**

By motion, adopt the ordinance. Approve the application and proposed timeline for next steps and check-ins.

**Prepared by:** Rebecca Olson, Assistant City Manager

**Attachments:**

1. Draft Ordinance
2. Current Application
3. Draft Application
4. Timeline

City of Roseville  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REPEALING AND REPLACING  
TITLE 2, CHAPTER 205**

**REPEALING AND REPLACING TITLE 2, CHAPTER 205 “HUMAN RIGHTS,  
INCLUSION, AND ENGAGEMENT COMMISSION” AND REPLACING IT IN  
ITS ENTIRETY WITH CHAPTER 205 “EQUITY AND INCLUSION ADVISORY  
COMMISSION”**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 2, Chapter 205 is hereby repealed in its entirety and replaced  
with the following:

**EQUITY AND INCLUSION ADVISORY COMMISSION**

- 205.01: Establishment and Purpose
- 205.02 : Membership
- 205.03: Scope, Duties and Functions

**205.01 : ESTABLISHMENT AND PURPOSE.**

There is established an Equity and Inclusion Advisory Commission for the City, which shall serve in an advisory capacity to the City Council and city staff by applying an equity and inclusion lens to city policies, procedures, projects, programs, operations, and initiatives.

**205.02 : MEMBERSHIP.**

The commission will consist of seven members appointed by the City Council. Members should reflect the diverse makeup of the community, including but not limited to: diversity in race, ethnicity, gender, age, disability status, sexual orientation, socio-economic status, and other factors that contribute to a comprehensive understanding of equity and inclusion, reflective of the different lived experiences of the community.

**205.03 SCOPE, DUTIES, AND FUNCTIONS.**

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

- 43 A. Review and provide feedback on departmental equity and inclusion  
44 workplans which serve to advance equity and inclusion throughout the  
45 organization.
- 46 B. Review and provide feedback on the Strategic Racial Equity Action Plan  
47 (“SREAP”) and to advance the SREAP’s priorities and equity and  
48 inclusion throughout the organization.
- 49 C. May participate in the Equity and Inclusion Action team that will  
50 operationalize departmental equity and inclusion workplans throughout  
51 the city that advance the SREAP priorities.
- 52 D. May represent the City at events where appropriate and approved by city  
53 staff or the City Council.
- 54 E. Perform other duties and functions as requested by city staff or the City  
55 Council.  
56

57 SECTION 2: Effective date. This ordinance shall take effect 30 days following  
58 its passage and publication.  
59

60 Passed by the City Council of the City of Roseville this \_\_\_\_ day of \_\_\_\_\_ 20XX.  
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**Signatures as follows on separate page:**

*Ordinance – Title of Ordinance* -

(SEAL)

CITY OF ROSEVILLE

BY: \_\_\_\_\_  
Daniel J. Roe, Mayor

ATTEST:

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



## Commission Member Application

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Commission. **COMMISSIONERS MUST BE CURRENT ROSEVILLE RESIDENTS.** In order to complete this application, you will need a valid email address. All items marked with a star (\*) are required fields.

### Contact Information

1. Under state statute, commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the commissioner gives permission for the city to release it. Information relating to a student representative is private data and will not be released.
  - First Name\*
  - Last Name\*
  - Address 1\*
  - Address 2
  - City
  - State\*
  - Zip Code\*
  - Home or Cell Phone Number\*
  - Email Address\*
1. How many years have you been a Roseville resident?\*
2. Have you applied for a commission before?\*
  - Select One --Yes/No
3. If yes, what commission(s) have applied for? (dropdown, Finance, Police Civil Service, **HRIEC**, Parks, Planning, PWET)\*

### City of Roseville Commissions

Finance  
**Human Rights, Inclusion and Engagement**  
 Parks and Recreation  
 Planning  
 Police Civil Service  
 Public Works, Environment and Transportation

4. Commission preference\*
  - Select One --Finance/**Human Rights, Inclusion and Engagement**/Parks & Recreation/Planning/Police Civil Service/Public Works, Environment & Transportation
  - 1st Choice
5. Commission preference
  - Select One --Finance/**Human Rights, Inclusion and Engagement**/Parks & Recreation/Planning/Police Civil Service/Public Works, Environment & Transportation
  - 2nd Choice
6. This application is for\*
  - Select One --New Term/Reappointment

**Note**

There is no character limit for the fields below.

7. The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed. \*

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

8. Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.\*

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

9. As a commissioner on your preferred commission(s), how could you contribute to the City's equity and inclusion initiatives?\*

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

10. Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

**Preferred method to be contacted**

City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.

11. Preferred method to be contacted\*

-- Select One --Email/Telephone/Mail

12. Please provide alternative phone number or email if different from above
-

## Demographics

The City of Roseville seeks to increase diversity on volunteer commissions; diversity in terms of: racial, economic, age, gender, geographic, sexual orientation, ownership, disability and education attainment. Your answers on this form help us determine the success of our efforts and are not used in determining appointments to boards and commissions. **Your information is kept strictly confidential and when reported, will not identify any individual.**

13. How do you identify your gender?\*
- Select One --Female/Male/Transgender/Non-binary/Other/Choose not to self-identify
14. Do you rent or own?\*
- Select One --Rent/Own/Choose not to self-identify
15. Do you have a sensory, physical, or mental disability?\*
- Select One --Yes/No/Choose not to self-identify
16. How did you hear about this board or commission?\*
- Select One --City of Roseville website/Neighborhood or community organization/Subscribed e-mail list/City Newsletter/Council or Commission member/Staff member/Social Media/Other/Choose not to self-identify
17. What category represents your age?\*
- Select One --18 to 24 years/25 to 39 years/40 to 54 years/55 to 64 years/65+/Choose not to self-identify
18. What was your total household income in the previous year before taxes?\*
- Select One --Less than \$25,000/\$25,000 to \$49,000/\$50,000 to \$74,000/\$75,000 to \$124,000/\$125,000 to \$199,000/\$200,000+/Choose not to self-identify
19. What is your employment status? (Check all that apply)\*
  1. Employed - Full Time
  2. Employed - Part Time
  3. Full time student
  4. Retired
  5. Unemployed
  6. Self-employed
  7. Homemaker
  8. Other
  9. Choose not to self-identify
20. What is the highest level of education you have completed?\*
- Select One --Some high school/High school or GED/Some technical school/Technical school graduate/Some college/College graduate/Post graduate/Other/Choose not to self-identify
21. What is your race/ethnicity? (Check all that apply)\*
  1. American Indian/Alaska Native
  2. Asian
  3. Black/African American
  4. Hispanic or Latino origin
  5. Native Hawaiian or other Pacific Islander
  6. White/Caucasian
  7. Other race/ethnicity
  8. Choose not to self-identify

### **Additional Information if you become Board or Commission Member**

Additional information may be emailed to [info@cityofroseville.com](mailto:info@cityofroseville.com) or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

#### **22. Minnesota Government Data Practices Act\***

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.

1. Yes

#### **23. Minnesota Statute §13.601. subd. 3(b)\***

Occasionally, City staff receive requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Under Minnesota Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate which contact method the City may make available for inclusion on the Commission roster.

1. Home/Cell Phone
2. Email Address

#### **24. Background Authorization\***

I understand that the Commission position for which I am applying may require the City of Roseville to perform a background check. As a result, an investigation may be made in which information is obtained through personal interview(s), information held by law enforcement or governmental agencies, present or former employers, financial institutions, or references I have provided. I understand that the City of Roseville will use the services of the Roseville Police Department to assist with the research and verification of the information I have provided on my application. The City of Roseville will utilize various sources of information it deems appropriate, including, but not limited to, credit reporting agencies, Department of Motor Vehicles records, criminal conviction records, current and former employers, military records, education records, and professional and personal references. I request, authorize and consent to the release and disclosure of any and all information, including, but not limited to, the above to the City of Roseville and the Roseville Police Department, and hereby expressly release any person who provides information pursuant to this investigation from any claims or liability by me or on my behalf.

1. Yes

#### **25. Acknowledgement\***

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true.

1. Yes
2. Receive an email copy of this form.

#### **26. Email address**

This field is not part of the form submission.

**Commission Member Application for Equity & Inclusion Commission**

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Commission. **COMMISSIONERS MUST BE CURRENT ROSEVILLE RESIDENTS.** In order to complete this application, you will need a valid email address. All items marked with a star (\*) are required fields.

**Contact Information**

1. First Name / Last Name
2. Commissioners must be residents of the City of Roseville. Do you currently live in Roseville?  
-- Select One –Yes/No

**Preferred method to be contacted**

City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.

3. Preferred method to be contacted\*  
-- Select One –Email/Telephone
4. Please provide phone number or email based on your preferred method to be contacted.

**Note**

There is no character limit for the fields below.

5. The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed. \*
  6. Please describe how your lived experiences contribute to your understanding of equity and inclusion. \*
  7. How do these experiences reflect the diverse makeup of our community?\*
-

## Demographics

The City of Roseville seeks to increase diversity on volunteer commissions; diversity in terms of: racial, economic, age, gender, geographic, sexual orientation, ownership, disability and education attainment. Your answers on this form help us determine the success of our efforts and are not used in determining appointments to boards and commissions. **Your information is kept strictly confidential and when reported, will not identify any individual.**

1. How do you identify your gender?\*
- ☐ Select One –Female/Male/Transgender/Non-binary/Other/Choose not to self-identify
2. Do you rent or own?\*
- ☐ Select One –Rent/Own/Choose not to self-identify
3. Do you have a sensory, physical, or mental disability?\*
- ☐ Select One –Yes/No/Choose not to self-identify
4. Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.
5. How did you hear about this board or commission?\*
- ☐ Select One --City of Roseville website/Neighborhood or community organization/Subscribed e-mail list/City Newsletter/Council or Commission member/Staff member/Social Media/Other/Choose not to self-identify
6. What category represents your age?\*
- ☐ Select One --18 to 24 years/25 to 39 years/40 to 54 years/55 to 64 years/65+/Choose not to self-identify
7. What was your total household income in the previous year before taxes?\*
- ☐ Select One --Less than \$25,000/\$25,000 to \$49,000/\$50,000 to \$74,000/\$75,000 to \$124,000/\$125,000 to \$199,000/\$200,000+/Choose not to self-identify
8. What is your employment status? (Check all that apply)\*
- ☐ Employed - Full Time
- ☐ Employed - Part Time
- ☐ Full time student
- ☐ Retired
- ☐ Unemployed
- ☐ Self-employed
- ☐ Homemaker
- ☐ Other
- ☐ Choose not to self-identify
9. What is the highest level of education you have completed?\*
- ☐ Select One --Some high school/High school or GED/Some technical school/Technical school graduate/Some college/College graduate/Post graduate/Other/Choose not to self-identify
10. What is your race/ethnicity? (Check all that apply)\*
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic or Latino origin
- ☐ Native Hawaiian or other Pacific Islander

- White/Caucasian
- Other race/ethnicity
- Choose not to self-identify

**Additional Information if you become Board or Commission Member**

Additional information may be emailed to [info@cityofroseville.com](mailto:info@cityofroseville.com) or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

1. Minnesota Government Data Practices Act\*

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.

- Yes

2. Background Authorization\*

I understand that the Commission position for which I am applying may require the City of Roseville to perform a background check. As a result, an investigation may be made in which information is obtained through personal interview(s), information held by law enforcement or governmental agencies, present or former employers, financial institutions, or references I have provided. I understand that the City of Roseville will use the services of a third party to assist with the research and verification of the information I have provided on my application. The City of Roseville will utilize various sources of information it deems appropriate, including, but not limited to, credit reporting agencies, Department of Motor Vehicles records, criminal conviction records, current and former employers, military records, education records, and professional and personal references. I request, authorize and consent to the release and disclosure of any and all information, including, but not limited to, the above to the City of Roseville and the Roseville Police Department, and hereby expressly release any person who provides information pursuant to this investigation from any claims or liability by me or on my behalf.

- Yes

3. Acknowledgement\*

- I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true.

- Yes

- Receive an email copy of this form.

4. Email address

- This field is not part of the form submission.

## TIMELINE FOR NEXT STEPS FOR EQUITY AND INCLUSION COMMISSION

| <b>DATE</b>  | <b>ACTION</b>                                          |
|--------------|--------------------------------------------------------|
| June 3       | Adopt ordinance creating Equity & Inclusion Commission |
| June 12      | Special Meeting – HRIEC                                |
| June 17      | Recognition of HRIEC members                           |
| June 18      | Application period opens                               |
| August 2     | Application period closes                              |
| August 5-9   | Initial review of applications                         |
| August 12    | Check – In #1 (if needed)                              |
| August 21    | Interviews                                             |
| September 9  | Appointments                                           |
| September 18 | First meeting of Equity & Inclusion Commission         |
| January 6    | Check – In #2 (if needed)                              |



  
**REQUEST FOR COUNCIL ACTION**

Date: 6/3/2024

Item No.: 7.e.

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Department Approval

City Manager Approval

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**Item Description:** Report on Council Evaluation of City Manager Performance

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**Background**

**Policy Objectives**

**Racial Equity Impact Summary**

**Budget Implications**

**Staff Recommendations**

**Requested Council Action**

**Prepared by:**

**Attachments:**     None

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

Date: 6/3/2024

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    | \$60,861.41  |
| 109499 – 109580 | \$255,918.07 |
| Total           | \$316,779.48 |

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

**Attachments:** 1. Checks for Approval

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## INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

EXP CHECK RUN DATES 05/15/2024 - 05/28/2024

POSTED  
PAID

| GL Number                                  | Invoice Line Desc          | Vendor Name                | Invoice Description                   | Amount    | Check Number |
|--------------------------------------------|----------------------------|----------------------------|---------------------------------------|-----------|--------------|
| <b>Fund: 100 General Fund</b>              |                            |                            |                                       |           |              |
| <b>Department: 01-00 CITY COUNCIL</b>      |                            |                            |                                       |           |              |
| 100-01-00-430000                           | Professional Services      | RAPP STRATEGIES INC.       | PLANNING MEETINGS APRIL 2024          | 4,000.00  | 109512       |
| 100-01-00-430000                           | COMPLETION OF FIN & SINGLE | Redpath and Company LLC    | COMPLETION OF FINANCIAL & SINGLE AUDI | 16,000.00 | 109513       |
| 100-01-00-430000                           | ORDINANCE PUBLICATIONS     | St. Paul Pioneer Press     | LEGAL PUBLICATIONS                    | 246.48    | 109518       |
| 100-01-00-430000                           | PROFESSIONAL SERVICES      | The Morris Leatherman Comp | SURVEY RESEARCH                       | 26,000.00 | 109576       |
| 100-01-00-430000                           | PROFESSIONAL SERVICES      | TimeSaver Off Site Secreta | RECORDING SERVICES                    | 381.75    | 1019         |
| 100-01-00-430000                           | 4/8 AND 4/15 CC MEETING    | TimeSaver Off Site Secreta | MINUTES                               | 609.50    | 1007         |
| 100-01-00-430005                           | Police Reserve Program     | ROSEVILLE AREA SENIOR PROG | SENIOR PORGRAM SUPPORT                | 14,000.00 | 109515       |
| 100-01-00-448000                           | MISCELLANEOUS              | National Awards & Fine Gif | MAGNETIC NAME BADGES                  | 100.56    | 109508       |
| Total Department 01-00 CITY COUNCIL        |                            |                            |                                       | 61,338.29 |              |
| <b>Department: 02-00 ADMINISTRATION</b>    |                            |                            |                                       |           |              |
| 100-02-00-420000                           | BUSINESS CARDS - BOGGS, CO | Greenhaven Printing        | BUSINESS CARDS                        | 87.00     | 1002         |
| 100-02-00-420000                           | OFFICE SUPPLIES            | National Awards & Fine Gif | MAGNETIC NAME BADGES                  | 12.58     | 109508       |
| 100-02-00-430000                           | PARTICIPANT FEE            | Alerus Financial NA        | COBRA MONTHLY SERVICE                 | 99.00     | 109499       |
| 100-02-00-430000                           | RETIREE ADMIN FEE          | Alerus Financial NA        | COBRA MONTHLY SERVICE                 | 114.00    | 109499       |
| 100-02-00-430000                           | FRAUD ALERTS               | Trans Union, LLC           | BACKGROUND CHECKS                     | 5.18      | 109521       |
| 100-02-00-430000                           | CREDIT SUMMARY             | Trans Union, LLC           | BACKGROUND CHECKS                     | 6.02      | 109521       |
| 100-02-00-430000                           | Professional Services      | Trans Union, LLC           | BACKGROUND CHECKS                     | 125.58    | 109521       |
| 100-02-00-430000                           | Professional Services      | Trans Union, LLC           | BACKGROUND CHECKS                     | 1.40      | 109521       |
| 100-02-00-432000                           | Transportation             | Rebecca Olson              | MILEAGE REIMBURSEMENT 5/1-5/3/24      | 165.06    | 1005         |
| 100-02-00-439000                           | ANNUAL SAAS FEE            | Bellefeull, Szur & Associa | ANNUAL SAAS FEE                       | 8,325.00  | 109530       |
| 100-02-00-439000                           | CONTRACT MAINTENANCE       | NFP Insurance Services, In | APRIL BSWIFT AND ACA FEES             | 656.50    | 109509       |
| 100-02-00-439000                           | Contract Maintenance       | NFP Insurance Services, In | APRIL BSWIFT AND ACA FEES             | 30.30     | 109509       |
| 100-02-00-441100                           | TUITION REIMBURSEMENT      | Jeffrey Lopez              | TUITION REIMBURSEMENT                 | 1,500.00  | 1011         |
| 100-02-00-448000                           | RECONFIGURATION OF A.MONTE | SOS OFFICE FURNITURE       | ADMIN DESK RECONFIGURATION            | 67.50     | 109574       |
| 100-02-00-448000                           | DELIVERY                   | SOS OFFICE FURNITURE       | ADMIN DESK RECONFIGURATION            | 275.00    | 109574       |
| 100-02-00-448000                           | STANDS FOR NATIVE AMERICAN | US Bank                    | FINANCE PETTY CASH REIMBURSEMENT      | 3.75      | 109522       |
| Total Department 02-00 ADMINISTRATION      |                            |                            |                                       | 11,473.87 |              |
| <b>Department: 04-00 FINANCE</b>           |                            |                            |                                       |           |              |
| 100-04-00-420000                           | BUSINESS CARDS             | Greenhaven Printing        | BUSINESS CARDS                        | 43.49     | 1002         |
| 100-04-00-420000                           | STANDS FOR GFOA PLAQUES    | US Bank                    | FINANCE PETTY CASH REIMBURSEMENT      | 9.67      | 109522       |
| 100-04-00-430000                           | SERVICES FOR ARPIL 2024    | Metropolitan Courier Corp. | APRIL 2024 SERVICE CHARGE             | 791.39    | 109563       |
| 100-04-00-430000                           | PROFESSIONAL SERVICES      | TimeSaver Off Site Secreta | RECORDING SERVICES                    | 167.00    | 1019         |
| 100-04-00-439000                           | ANNUAL SAAS FEE            | Bellefeull, Szur & Associa | ANNUAL SAAS FEE                       | 81,305.00 | 109530       |
| 100-04-00-443500                           | HP LASERJET ENTERPRISE PRI | SHI INTERNATIONAL CORP     | HP LASERJET ENTERPRISE M610DN PRINTER | 1,245.62  | 1017         |
| Total Department 04-00 FINANCE             |                            |                            |                                       | 83,562.17 |              |
| <b>Department: 06-00 LEGAL DEPARTMENT</b>  |                            |                            |                                       |           |              |
| 100-06-00-430000                           | APRIL PROSECUTION SERVICES | Erickson, Bell, Beckman &  | APRIL PROSECUTION SERVICES            | 14,667.00 | 1010         |
| 100-06-00-430000                           | LEGAL PROCESS SERVICE      | Erickson, Bell, Beckman &  | APRIL PROSECUTION SERVICES            | 291.25    | 1010         |
| Total Department 06-00 LEGAL DEPARTMENT    |                            |                            |                                       | 14,958.25 |              |
| <b>Department: 08-00 CENTRAL SERVICES</b>  |                            |                            |                                       |           |              |
| 100-08-00-424000                           | OPERATING SUPPLIES         | ARAMARK Services           | COFFEE                                | 349.44    | 109501       |
| Total Department 08-00 CENTRAL SERVICES    |                            |                            |                                       | 349.44    |              |
| <b>Department: 10-00 POLICE DEPARTMENT</b> |                            |                            |                                       |           |              |
| 100-10-00-422000                           | CLOTHING                   | STREICHER'S                | NEW HIRE SUNDSTROM                    | 794.92    | 1018         |
| 100-10-00-422000                           | CLOTHING                   | STREICHER'S                | NEW HIRE DURANT                       | 76.99     | 1018         |
| 100-10-00-422000                           | CLOTHING                   | STREICHER'S                | NEW HIRE VANDANCKER                   | 768.92    | 1018         |

## INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

EXP CHECK RUN DATES 05/15/2024 - 05/28/2024

POSTED  
PAID

| GL Number                                            | Invoice Line Desc          | Vendor Name                | Invoice Description                   | Amount   | Check Number |
|------------------------------------------------------|----------------------------|----------------------------|---------------------------------------|----------|--------------|
| <b>Fund: 100 General Fund</b>                        |                            |                            |                                       |          |              |
| <b>Department: 10-00 POLICE DEPARTMENT</b>           |                            |                            |                                       |          |              |
| 100-10-00-430000                                     | Professional Services      | ASC Psychological Services | ANNUAL BALANCE CHECK                  | 3,000.00 | 109502       |
| 100-10-00-431000                                     | TELEPHONE                  | Verizon                    | APRIL DATA                            | 1,080.27 | 109580       |
| 100-10-00-439000                                     | CONTRACT MAINTENANCE - RAD | CITY OF ST. PAUL           | RADIO MAINT MARCH                     | 93.46    | 109534       |
| 100-10-00-441000                                     | TRAINING (SEARCH AND SEIZU | JP Nixon Consulting        | PATROL TRAINING (HAKEEM SEARCH AND SE | 235.00   | 109554       |
| 100-10-00-441000                                     | TRAINING: SEARCH & SEIZUR  | JP Nixon Consulting        | PATROL TRAINING (CUNDIFF SEARCH AND S | 235.00   | 109554       |
| 100-10-00-441100                                     | TUITION REIMBURSEMENT      | Jeffrey Lopez              | TUITION REIMBURSEMENT                 | 411.00   | 1003         |
| Total Department 10-00 POLICE DEPARTMENT             |                            |                            |                                       | 6,695.56 |              |
| <b>Department: 13-00 FIRE DEPARTMENT</b>             |                            |                            |                                       |          |              |
| 100-13-00-422000                                     | CLOTHING                   | Aspen Mills Inc.           | CREDIT MEMO                           | (150.00) | 109528       |
| 100-13-00-422000                                     | CLOTHING                   | Aspen Mills Inc.           | RICKMAN                               | 218.40   | 109528       |
| 100-13-00-422000                                     | CLOTHING                   | Aspen Mills Inc.           | CONCHA                                | 359.37   | 109528       |
| 100-13-00-422000                                     | CLOTHING                   | Aspen Mills Inc.           | SELBY                                 | 207.58   | 109528       |
| 100-13-00-422000                                     | CLOTHING                   | Aspen Mills Inc.           | MOORE                                 | 58.80    | 109528       |
| 100-13-00-423000-FD0036                              | VEHICLE SUPPLIES & MAINTEN | McKesson Medical-Surgical  | CATHETER                              | 138.75   | 109562       |
| 100-13-00-424000                                     | OPERATING SUPPLIES         | Twin Cities Flag Source, I | NEW MN FLAGS                          | 232.00   | 109578       |
| 100-13-00-424000                                     | BCA CHECKS                 | US Bank                    | FINANCE PETTY CASH REIMBURSEMENT      | 66.50    | 109522       |
| 100-13-00-424000-FD2099                              | OPERATING SUPPLIES         | Colbert Engraving & Trophi | PARTAGS                               | 33.55    | 109535       |
| 100-13-00-430000                                     | PROFESSIONAL SERVICES      | Fire Loss Management, LLC  | PLAN REVIEW                           | 100.00   | 109541       |
| 100-13-00-430000                                     | PROFESSIONAL SERVICES      | Fire Loss Management, LLC  | PLAN REVIEW                           | 850.00   | 109541       |
| 100-13-00-439000                                     | CONTRACT MAINTENANCE       | Comcast                    | ACCT 8772 10 529 0123708              | 111.42   | 109536       |
| 100-13-00-439000                                     | CONTRACT MAINTENANCE       | HM Cragg                   | GENERATOR WORK                        | 476.25   | 109550       |
| 100-13-00-441000                                     | TRAINING                   | TWIN CITIES TRANSPORT & RE | 2 CARS FOR TRAINING                   | 250.00   | 109579       |
| Total Department 13-00 FIRE DEPARTMENT               |                            |                            |                                       | 2,952.62 |              |
| <b>Department: 20-20 PUBLIC WORKS ADMINISTRATION</b> |                            |                            |                                       |          |              |
| 100-20-20-422000                                     | CLOTHING                   | Cintas Corporation         | UNIFORMS                              | 44.11    | 109533       |
| 100-20-20-423000                                     | VEHICLE SUPPLIES & MAINTEN | GRAINGER                   | PADLOCK                               | 364.32   | 109548       |
| 100-20-20-423000                                     | VEHICLE SUPPLIES & MAINTEN | Jeff Belzers Roseville Chr | ROTOR BRAKE                           | 297.00   | 109553       |
| 100-20-20-443500                                     | MINOR EQUIPMENT            | SHI INTERNATIONAL CORP     | MICROSOFT OFFICE - 2021 MULTIPLE WIND | 907.74   | 109571       |
| Total Department 20-20 PUBLIC WORKS ADMINISTRATION   |                            |                            |                                       | 1,613.17 |              |
| <b>Department: 20-21 STREET DEPARTMENT</b>           |                            |                            |                                       |          |              |
| 100-20-21-424000                                     | PLOW REPAIR DAMAGE         | US Bank                    | FINANCE PETTY CASH REIMBURSEMENT      | 65.00    | 109522       |
| Total Department 20-21 STREET DEPARTMENT             |                            |                            |                                       | 65.00    |              |
| <b>Department: 20-30 VEHICLE MAINTENANCE</b>         |                            |                            |                                       |          |              |
| 100-20-30-422000                                     | CLOTHING                   | Cintas Corporation         | UNIFORM RENTAL                        | 44.11    | 109533       |
| 100-20-30-423000                                     | VEHICLE SUPPLIES & MAINTEN | Allstate Peterbilt of Sout | FILTERS                               | 106.72   | 109525       |
| 100-20-30-423000                                     | VEHICLE SUPPLIES & MAINTEN | GRAINGER                   | GRINDER PARTS                         | 43.96    | 109549       |
| 100-20-30-423000                                     | VEHICLE SUPPLIES & MAINTEN | Jeff Belzers Roseville Chr | BRAKES                                | 3,252.00 | 109553       |
| 100-20-30-423000                                     | VEHICLE SUPPLIES & MAINTEN | Jeff Belzers Roseville Chr | ROTAR                                 | 171.00   | 109553       |
| 100-20-30-423000                                     | VEHICLE SUPPLIES & MAINTEN | NAPA AUTO PARTS            | CORE DEPOSIT                          | (36.00)  | 1013         |
| 100-20-30-423000                                     | VEHICLE SUPPLIES & MAINTEN | Napa Auto Parts            | WHEEL WEIGHTS                         | 188.01   | 1013         |
| Total Department 20-30 VEHICLE MAINTENANCE           |                            |                            |                                       | 3,769.80 |              |
| <b>Department: 23-00 BUILDING MAINTENANCE</b>        |                            |                            |                                       |          |              |
| 100-23-00-424000                                     | Op Supplies-City Hall      | Fikes, Inc.                | RESTROOM SUPPLIES/GLOVES              | 77.90    | 109505       |
| 100-23-00-424000                                     | Op Supplies-City Hall      | Fikes, Inc.                | RESTROOM SUPPLIES/GLOVES              | 8.66     | 109505       |
| 100-23-00-430000                                     | Professional Services      | MCGOUGH PROPERTY MANAGEMEN | FACILITY MANAGEMENT SERVICE - APRIL 2 | 4,912.50 | 1004         |
| 100-23-00-436001                                     | 51-5185469-0               | Xcel Energy                | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 6,442.35 | 1021         |

## INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

EXP CHECK RUN DATES 05/15/2024 - 05/28/2024

POSTED  
PAID

| GL Number                                            | Invoice<br>Line Desc       | Vendor Name                | Invoice<br>Description                | Amount     | Check<br>Number |
|------------------------------------------------------|----------------------------|----------------------------|---------------------------------------|------------|-----------------|
| <b>Fund: 100 General Fund</b>                        |                            |                            |                                       |            |                 |
| <b>Department: 23-00 BUILDING MAINTENANCE</b>        |                            |                            |                                       |            |                 |
| 100-23-00-436001-PW2660                              | UTILITIES-CITY HALL        | Anchor Solar Investments,  | ACCT CITY HALL 39.96                  | 386.71     | 109526          |
| 100-23-00-436003                                     | 51-5185469-0               | Xcel Energy                | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 1,748.48   | 1021            |
| 100-23-00-436003                                     | 51-5185469-0               | Xcel Energy                | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 1,547.99   | 1021            |
| 100-23-00-436003                                     | 51-5185469-0               | Xcel Energy                | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 478.99     | 1021            |
| 100-23-00-436003-PW2660                              | UTILITIES-CITY GARAGE      | Anchor Solar Investments,  | ACCT MAINT PW 125.43                  | 1,328.42   | 109526          |
| 100-23-00-439001                                     | CONTRACT MAINTENANCE - CIT | API Garage Door            | DOOR #5 LOWER PD GARAGE               | 3,133.40   | 109527          |
| 100-23-00-439001                                     | CONTRACT MAINTENANCE - CIT | McGough Property Managemen | EXPENSES                              | 1,705.23   | 1012            |
| 100-23-00-439001                                     | CONTRACT MAINTENANCE - CIT | Nardini Fire Equipment Co, | INSPECTION FM200 SYSTEM SERVER ROOM C | 521.00     | 109565          |
| 100-23-00-439003                                     | CONTRACT MAINT.- CITY GARA | ELECTRO WATCHMAN           | REPAIR PW BLD WEST SERVICE DOOR LOCK  | 272.50     | 1000            |
| Total Department 23-00 BUILDING MAINTENANCE          |                            |                            |                                       | 22,564.13  |                 |
| Total Fund 100 General Fund                          |                            |                            |                                       | 209,342.30 |                 |
| <b>Fund: 200 Recreation Fund</b>                     |                            |                            |                                       |            |                 |
| <b>Department: 40-40 RECREATION ADMINISTRATION</b>   |                            |                            |                                       |            |                 |
| 200-40-40-431000                                     | RECREATION RECURRING       | T Mobile                   | ACCT 967323742                        | 498.32     | 109519          |
| 200-40-40-431000                                     | 2 NEW PHONES FOR SCOTT     | T Mobile                   | ACCT 967323742                        | 539.69     | 109519          |
| Total Department 40-40 RECREATION ADMINISTRATION     |                            |                            |                                       | 1,038.01   |                 |
| <b>Department: 40-41 RECREATION FEE PROGRAMS</b>     |                            |                            |                                       |            |                 |
| 200-40-41-424000-PR0220                              | OPERATING SUPPLIES         | Taho Sportswear, Inc.      | WINTER VOLLEYBALL CHAMPIONSHIP SHIRTS | 956.85     | 1006            |
| 200-40-41-430000-PR0212                              | Professional Services      | Willie McCray              | ADULT SOFTBALL UMPIRE PAYMENT         | 1,675.25   | 1008            |
| 200-40-41-430000-PR0212                              | PROFESSIONAL SERVICES      | Willie McCray              | ADULT SOFTBALL UMPIRES                | 3,168.00   | 1020            |
| 200-40-41-430000-PR0253                              | PROFESSIONAL SERVICES      | The Cleaning Authority, In | APRIL MONTHLY CLEANING                | 3,855.60   | 109575          |
| 200-40-41-430000-PR0270                              | PROFESSIONAL SERVICES      | Elizabeth Fletcher         | MONDAY CHAIR YOGA                     | 595.00     | 1009            |
| Total Department 40-41 RECREATION FEE PROGRAMS       |                            |                            |                                       | 10,250.70  |                 |
| <b>Department: 40-42 RECREATION NON FEE PROGRAMS</b> |                            |                            |                                       |            |                 |
| 200-40-42-438000                                     | RENTAL                     | On Site Companies-OSSTC    | PORTABLE RENTALS                      | 1,903.75   | 109510          |
| Total Department 40-42 RECREATION NON FEE PROGRAMS   |                            |                            |                                       | 1,903.75   |                 |
| <b>Department: 40-50 NATURE CENTER</b>               |                            |                            |                                       |            |                 |
| 200-40-50-436000-PR0119                              | 51-5185470-3               | Xcel Energy                | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 591.53     | 1021            |
| Total Department 40-50 NATURE CENTER                 |                            |                            |                                       | 591.53     |                 |
| <b>Department: 40-53 SKATING CENTER</b>              |                            |                            |                                       |            |                 |
| 200-40-53-424000                                     | BATHROOM SUPPLIES          | Fikes, Inc.                | BATHROOM SUPPLIES                     | 283.16     | 109540          |
| 200-40-53-424000                                     | OPERATING SUPPLIES         | GRAINGER                   | PANEL BRACKET                         | 71.08      | 109545          |
| 200-40-53-424000                                     | OPERATING SUPPLIES         | GRAINGER                   | PANEL BRACKET                         | 17.77      | 109546          |
| 200-40-53-424000                                     | OPERATING SUPPLIES         | GRAINGER                   | PANEL BRACKETS                        | 71.08      | 109547          |
| 200-40-53-424000                                     | BATHROOM PARTITION         | GRAINGER                   | BATHROOM PARTITION                    | 762.36     | 109507          |
| 200-40-53-424000                                     | Operating Supplies         | GRAINGER                   | BATHROOM REMODEL                      | 1,850.42   | 109506          |
| 200-40-53-424000                                     | Operating Supplies         | GRAINGER                   | AXIAL FAN SQUARE                      | 30.73      | 109506          |
| 200-40-53-424000                                     | WATER SPREADER             | R & R Specialties of wisco | WATER SPREADER                        | 92.05      | 109511          |
| 200-40-53-424000                                     | OPERATING SUPPLIES         | SHERWIN-WILLIAMS COMPANY   | PAINT                                 | 161.86     | 109570          |
| 200-40-53-424000                                     | OPERATING SUPPLIES         | SHERWIN-WILLIAMS COMPANY   | PAINT BRUSHES                         | 10.17      | 109570          |
| 200-40-53-424000                                     | OPERATING SUPPLIES         | SHERWIN-WILLIAMS COMPANY   | PAINT SUPPLIES                        | 326.35     | 109570          |
| 200-40-53-424000                                     | OPERATING SUPPLIES         | SHERWIN-WILLIAMS COMPANY   | PAINT                                 | 86.64      | 109516          |
| 200-40-53-424000-PR5507                              | OPERATING SUPPLIES         | Ice Sports Industry-ISI    | BADGES                                | 63.00      | 109552          |
| 200-40-53-430000                                     | SHARPENING                 | MR Cutting Edge            | ZAM BLADE SHARPENING                  | 201.00     | 109564          |
| 200-40-53-438000-PR5504                              | Operating Supplies         | AVVR, Inc.                 | SPOTLIGHT RENTAL                      | 1,120.00   | 109529          |

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|------------------------------------------------------|----------------------------|--------------------------------------------------|---------------------------------------|-----------|-----------------|
| <b>Fund: 200 Recreation Fund</b>                     |                            |                                                  |                                       |           |                 |
| <b>Department: 40-53 SKATING CENTER</b>              |                            |                                                  |                                       |           |                 |
| 200-40-53-439000                                     | CONTRACT MAINTENANCE       | W.L. HALL CO.                                    | ANNUAL DIVIDER WALL MAINT.            | 675.00    | 109523          |
| 200-40-53-441000                                     | ICE MAINTENANCE TRAINING   | R & R SPECIALTIES OF WISCO                       | SEMINAR                               | 420.00    | 109568          |
| Total Department 40-53 SKATING CENTER                |                            |                                                  |                                       | 6,242.67  |                 |
| Total Fund 200 Recreation Fund                       |                            |                                                  |                                       | 20,026.66 |                 |
| <b>Fund: 204 PARK MAINTENANCE</b>                    |                            |                                                  |                                       |           |                 |
| <b>Department: 40-43 RECREATION MAINTENANCE</b>      |                            |                                                  |                                       |           |                 |
| 204-40-43-431000                                     | PARKS PHONES               | T Mobile                                         | ACCT 967323742                        | 335.23    | 109519          |
| 204-40-43-436000                                     | 51-5185471-4               | Xcel Energy                                      | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 33.88     | 1021            |
| 204-40-43-436000                                     | 51-5185471-4               | Xcel Energy                                      | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 131.67    | 1021            |
| Total Department 40-43 RECREATION MAINTENANCE        |                            |                                                  |                                       | 500.78    |                 |
| Total Fund 204 PARK MAINTENANCE                      |                            |                                                  |                                       | 500.78    |                 |
| <b>Fund: 260 Community Development</b>               |                            |                                                  |                                       |           |                 |
| <b>Department: 00-00 GENERAL</b>                     |                            |                                                  |                                       |           |                 |
| 260-00-00-230130-CD1235                              | DEVELOPMENT ESCROW         | Ehlers & Associates, Inc.                        | REVIEW OF TIF AGREEMENTS              | 544.37    | 109538          |
| 260-00-00-230130-CD1240                              | DEVELOPMENT ESCROW         | Ehlers & Associates, Inc.                        | REVIEW OF TIF AGREEMENTS              | 544.38    | 109538          |
| Total Department 00-00 GENERAL                       |                            |                                                  |                                       | 1,088.75  |                 |
| <b>Department: 56-57 PLANNING DEPARTMENT</b>         |                            |                                                  |                                       |           |                 |
| 260-56-57-430000                                     | VARIANCE BOARD LEGAL NOTIC | St. Paul Pioneer Press                           | LEGAL PUBLICATIONS                    | 38.48     | 109518          |
| 260-56-57-430000                                     | PROFESSIONAL SERVICES      | TimeSaver Off Site Secreta                       | RECORDING SERVICES                    | 167.00    | 1019            |
| 260-56-57-430000                                     | 4/3/24 VARIANCE BOARD MEET | TimeSaver Off Site Secreta                       | MINUTES                               | 167.00    | 1007            |
| Total Department 56-57 PLANNING DEPARTMENT           |                            |                                                  |                                       | 372.48    |                 |
| Total Fund 260 Community Development                 |                            |                                                  |                                       | 1,461.23  |                 |
| <b>Fund: 265 License Center</b>                      |                            |                                                  |                                       |           |                 |
| <b>Department: 05-00 DEPUTY REGISTER</b>             |                            |                                                  |                                       |           |                 |
| 265-05-00-424000                                     | Operating Supplies         | Fikes, Inc.                                      | RESTROOM SUPPLIES/GLOVES              | 21.64     | 109505          |
| 265-05-00-430000                                     | Professional Services      | ELECTRO WATCHMAN                                 | CODE UPDATES                          | 25.00     | 109504          |
| 265-05-00-431000                                     | TELEPHONE                  | CenturyLink                                      | PHONE ACCT #333775723                 | 123.27    | 109532          |
| 265-05-00-431000                                     | SERVICE 5/10 - 6/9/24, ACC | CenturyLink                                      | SERVICE 5/10 - 6/9/24, ACCT 333531455 | 50.49     | 109532          |
| 265-05-00-436000                                     | 51-5185478-1               | Xcel Energy                                      | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 139.73    | 1021            |
| Total Department 05-00 DEPUTY REGISTER               |                            |                                                  |                                       | 360.13    |                 |
| Total Fund 265 License Center                        |                            |                                                  |                                       | 360.13    |                 |
| <b>Fund: 408 Pathway Maintenance Fund</b>            |                            |                                                  |                                       |           |                 |
| <b>Department: 20-20 PUBLIC WORKS ADMINISTRATION</b> |                            |                                                  |                                       |           |                 |
| 408-20-20-424000                                     | OPERATING SUPPLIES         | Fra-Dor Inc.                                     | DUMP CHARGES+DIRT                     | 873.00    | 109542          |
| 408-20-20-424000                                     | OPERATING SUPPLIES         | Holcim-MWR, Inc.                                 | CL5 AGGREGATE BASE                    | 1,207.08  | 109551          |
| 408-20-20-424000                                     | OPERATING SUPPLIES         | MARTIN MARIETTA MATERIALS, ASPHALT               |                                       | 1,763.50  | 109559          |
| 408-20-20-424000                                     | OPERATING SUPPLIES         | SiteOne Landscape Supply, SEED+STARTER FERTILZER |                                       | 319.50    | 109572          |
| Total Department 20-20 PUBLIC WORKS ADMINISTRATION   |                            |                                                  |                                       | 4,163.08  |                 |
| Total Fund 408 Pathway Maintenance Fund              |                            |                                                  |                                       | 4,163.08  |                 |
| <b>Fund: 417 Boulevard Landscaping</b>               |                            |                                                  |                                       |           |                 |
| <b>Department: 20-20 PUBLIC WORKS ADMINISTRATION</b> |                            |                                                  |                                       |           |                 |
| 417-20-20-424000                                     | OPERATING SUPPLIES         | Holcim-MWR, Inc.                                 | ASPHALT                               | 1,503.76  | 109551          |

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| <b>Fund: 417 Boulevard Landscaping</b>               |                         |                                                                  |                                       |           |                 |
| <b>Department: 20-20 PUBLIC WORKS ADMINISTRATION</b> |                         |                                                                  |                                       |           |                 |
| 417-20-20-439000                                     | CONTRACT MAINTENANCE    | SANDSTROM LAND MANAGEMENT, STREETSCAPE BLVD SPRING CLEAN-UPS/MAI |                                       | 3,585.00  | 1015            |
|                                                      |                         | Total Department 20-20 PUBLIC WORKS ADMINISTRATION               |                                       | 5,088.76  |                 |
|                                                      |                         | Total Fund 417 Boulevard Landscaping                             |                                       | 5,088.76  |                 |
| <b>Fund: 600 Sanitary Sewer</b>                      |                         |                                                                  |                                       |           |                 |
| <b>Department: 50-00 SANITARY SEWER</b>              |                         |                                                                  |                                       |           |                 |
| 600-50-00-430000                                     | UTILITY RATE STUDY      | Ehlers & Associates, Inc.                                        | UTILITY RATE STUDY                    | 855.00    | 109503          |
| 600-50-00-430050                                     | SEWER DEPARTMENT CLAIMS | GORDON RAUP                                                      | MSP PLUMBING INVOICE 5-13-24          | 1,800.00  | 109544          |
| 600-50-00-430050                                     | SEWER DEPARTMENT CLAIMS | GORDON RAUP                                                      | JOHN'S SEWER & DRAIN CLEANING         | 550.00    | 109543          |
| 600-50-00-436000                                     | 51-0011038709-9         | Xcel Energy                                                      | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 318.83    | 1021            |
| 600-50-00-438000                                     | RENTAL                  | 2277 Roseville West, LLC                                         | PW STORAGE LEASE PAYMENT              | 1,722.43  | 109524          |
| 600-50-00-439000                                     | CONTRACT MAINTENANCE    | Erickson Electric Company,                                       | WIRE IN NEW PUMP LOUNGE L/S           | 580.00    | 109539          |
| 600-50-00-439000                                     | CONTRACT MAINTENANCE    | McDonough's Sewer Service,                                       | FERNWOOD L/S CLEANING                 | 1,390.75  | 109561          |
| 600-50-00-439000                                     | CONTRACT MAINTENANCE    | McDonough's Sewer Service,                                       | CLEVELAND L/S CLEANING                | 1,256.50  | 109561          |
| 600-50-00-443500                                     | MINOR EQUIPMENT         | SHI INTERNATIONAL CORP                                           | MICROSOFT OFFICE - 2021 MULTIPLE WIND | 302.58    | 109571          |
| 600-50-00-452000                                     | VEHICLES / EQUIPMENT    | Lano Equipment, Inc.                                             | LIBERTY LI10-20                       | 5,770.00  | 109555          |
| 600-50-00-452000                                     | VEHICLES / EQUIPMENT    | Lano Equipment, Inc.                                             | LIBERTY LI10-20                       | 5,770.00  | 109556          |
| 600-50-00-453000-PW2302                              | OTHER IMPROVEMENTS      | Bolton & Menk, Inc.                                              | DALE/OWASSO LFT STATION               | 6,212.50  | 109531          |
|                                                      |                         | Total Department 50-00 SANITARY SEWER                            |                                       | 26,528.59 |                 |
|                                                      |                         | Total Fund 600 Sanitary Sewer                                    |                                       | 26,528.59 |                 |
| <b>Fund: 610 Water Fund</b>                          |                         |                                                                  |                                       |           |                 |
| <b>Department: 51-00 WATER FUND</b>                  |                         |                                                                  |                                       |           |                 |
| 610-51-00-371000                                     | Water - Roseville       | ANTHONY IHRKE                                                    | UB REFUND - DOUBLE PAID INVOICE       | 199.73    | 109500          |
| 610-51-00-424000                                     | Operating Supplies      | FERGUSON WATERWORKS #2518                                        | WATER METER WARRANTY REPAIR/R900 UPGR | 1,423.67  | 1001            |
| 610-51-00-424000                                     | OPERATING SUPPLIES      | Holcim-MWR, Inc.                                                 | CL5 AGGREGATE BASE                    | 1,207.08  | 109551          |
| 610-51-00-424000                                     | OPERATING SUPPLIES      | MARTIN MARIETTA MATERIALS,                                       | ASPHALT                               | 1,228.39  | 109558          |
| 610-51-00-424000                                     | OPERATING SUPPLIES      | MARTIN MARIETTA MATERIALS,                                       | ASPHALT                               | 1,302.62  | 109557          |
| 610-51-00-438000                                     | RENTAL                  | 2277 Roseville West, LLC                                         | PW STORAGE LEASE PAYMENT              | 1,722.43  | 109524          |
| 610-51-00-439000                                     | CONTRACT MAINTENANCE    | MARTIN MARIETTA MATERIALS,                                       | ASPHALT                               | 1,423.98  | 109560          |
| 610-51-00-439000                                     | CONCRETE CURB           | Q3 Contracting, Inc.                                             | CONCRETE CURB                         | 900.88    | 109567          |
| 610-51-00-439000                                     | CONTRACT MAINTENANCE    | Q3 Contracting, Inc.                                             | CONCRETE CURB                         | 1,615.63  | 109567          |
| 610-51-00-439000                                     | CONTRACT MAINTENANCE    | Q3 Contracting, Inc.                                             | TRAFFIC CONTROL                       | 199.70    | 109567          |
| 610-51-00-439000                                     | CONTRACT MAINTENANCE    | Q3 Contracting, Inc.                                             | TRAFFIC CONTROL                       | 168.20    | 109567          |
|                                                      |                         | Total Department 51-00 WATER FUND                                |                                       | 11,392.31 |                 |
|                                                      |                         | Total Fund 610 Water Fund                                        |                                       | 11,392.31 |                 |
| <b>Fund: 620 Golf Course</b>                         |                         |                                                                  |                                       |           |                 |
| <b>Department: 52-51 VEHICLES &amp; EQUIPMENT</b>    |                         |                                                                  |                                       |           |                 |
| 620-52-51-431000                                     | CEDARHOLM               | T Mobile                                                         | ACCT 967323742                        | 72.48     | 109519          |
|                                                      |                         | Total Department 52-51 VEHICLES & EQUIPMENT                      |                                       | 72.48     |                 |
|                                                      |                         | Total Fund 620 Golf Course                                       |                                       | 72.48     |                 |
| <b>Fund: 640 Storm Drainage</b>                      |                         |                                                                  |                                       |           |                 |
| <b>Department: 54-00 STORM WATER</b>                 |                         |                                                                  |                                       |           |                 |
| 640-54-00-382900                                     | DELIVERY SERVICE REFUND | TOM DOUVIER                                                      | DELIVERY SERVICE REFUND               | 50.00     | 109520          |
| 640-54-00-424000                                     | OPERATING SUPPLIES      | SKB Environmental, Inc.                                          | COUCH                                 | 54.58     | 109573          |
| 640-54-00-430000                                     | PROFESSIONAL SERVICES   | TimeSaver Off Site Secreta                                       | RECORDING SERVICES                    | 246.00    | 1019            |



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| <b>Fund: 640 Storm Drainage</b>                 |                           |                                                              |                                       |           |                 |
| <b>Department: 54-00 STORM WATER</b>            |                           |                                                              |                                       |           |                 |
| 640-54-00-436000                                | 51-5185472-5              | Xcel Energy                                                  | APRIL XCEL BILLINGS - 09 MAY - B 2024 | 19.45     | 1021            |
| 640-54-00-438000                                | Rental                    | 2277 Roseville West, LLC                                     | PW STORAGE LEASE PAYMENT              | 1,722.43  | 109524          |
| 640-54-00-439000                                | CONTRACT MAINTENANCE      | Davey Resource Group, Inc.                                   | HWY 36 SR INVASIVE REMOVAL            | 12,790.00 | 109537          |
| 640-54-00-439000                                | CONTRACT MAINTENANCE      | Roadkill Animal Control                                      | ROADKILL DEAD ANIMAL PICKUP           | 258.00    | 109569          |
| 640-54-00-453000                                | VFD TESTING ST. CROIX L/S | Total Control Systems, Inc                                   | VFD TESTING ST. CROIX L/S             | 341.20    | 109577          |
| 640-54-00-453000-PW2409                         | 2024 BMP MAINTENANCE      | SANDSTROM LAND MANAGEMENT, 505 LOVELL -                      | SPRING AERATION                       | 125.00    | 1014            |
| 640-54-00-453000-PW2409                         | 2024 BMP MAINTENANCE      | SANDSTROM LAND MANAGEMENT, BMP MAINTENANCE, SPRING CLEAN-UPS |                                       | 9,048.00  | 1016            |
| Total Department 54-00 STORM WATER              |                           |                                                              |                                       | 24,654.66 |                 |
| Total Fund 640 Storm Drainage                   |                           |                                                              |                                       | 24,654.66 |                 |
| <b>Fund: 710 Risk Management</b>                |                           |                                                              |                                       |           |                 |
| <b>Department: 61-00 RISK MANAGEMENT</b>        |                           |                                                              |                                       |           |                 |
| 710-61-00-430015                                | FIRE DEPARTMENT CLAIMS    | ROSENBAUER MINNESOTA, LLC                                    | MINI RESCUE UNIT VEHICLE REPAIR       | 2,246.83  | 109514          |
| 710-61-00-441000                                | TRAINING                  | OECS - 170064                                                | MAY SERVICES                          | 525.00    | 109566          |
| Total Department 61-00 RISK MANAGEMENT          |                           |                                                              |                                       | 2,771.83  |                 |
| Total Fund 710 Risk Management                  |                           |                                                              |                                       | 2,771.83  |                 |
| <b>Fund: 727 South East Roseville Initiativ</b> |                           |                                                              |                                       |           |                 |
| <b>Department: 57-00 EDA - GENERAL</b>          |                           |                                                              |                                       |           |                 |
| 727-57-00-430000                                | Professional Services     | St. Paul Area Chamber of C RICE & LARPENTEUR -               | APRIL 2024 SERVIC                     | 10,416.67 | 109517          |
| Total Department 57-00 EDA - GENERAL            |                           |                                                              |                                       | 10,416.67 |                 |
| Total Fund 727 South East Roseville Initiativ   |                           |                                                              |                                       | 10,416.67 |                 |

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| --- TOTALS BY GL DISTRIBUTION --- |                      |                         |                                  |           |                 |
|                                   |                      | 100-01-00-430000        | Professional Services            | 47,237.73 |                 |
|                                   |                      | 100-01-00-430005        | Community Grants                 | 14,000.00 |                 |
|                                   |                      | 100-01-00-448000        | Miscellaneous                    | 100.56    |                 |
|                                   |                      | 100-02-00-420000        | Office Supplies                  | 99.58     |                 |
|                                   |                      | 100-02-00-430000        | Professional Services            | 351.18    |                 |
|                                   |                      | 100-02-00-432000        | Transportation                   | 165.06    |                 |
|                                   |                      | 100-02-00-439000        | CONTRACT MAINTENANCE             | 9,011.80  |                 |
|                                   |                      | 100-02-00-441100        | Tuition Reimbursement            | 1,500.00  |                 |
|                                   |                      | 100-02-00-448000        | Miscellaneous                    | 346.25    |                 |
|                                   |                      | 100-04-00-420000        | Office Supplies                  | 53.16     |                 |
|                                   |                      | 100-04-00-430000        | Professional Services            | 958.39    |                 |
|                                   |                      | 100-04-00-439000        | CONTRACT MAINTENANCE             | 81,305.00 |                 |
|                                   |                      | 100-04-00-443500        | Minor Equipment                  | 1,245.62  |                 |
|                                   |                      | 100-06-00-430000        | Professional Services            | 14,958.25 |                 |
|                                   |                      | 100-08-00-424000        | Operating Supplies               | 349.44    |                 |
|                                   |                      | 100-10-00-422000        | Clothing                         | 1,640.83  |                 |
|                                   |                      | 100-10-00-430000        | Professional Services            | 3,000.00  |                 |
|                                   |                      | 100-10-00-431000        | Telephone                        | 1,080.27  |                 |
|                                   |                      | 100-10-00-439000        | CONTRACT MAINTENANCE             | 93.46     |                 |
|                                   |                      | 100-10-00-441000        | Training                         | 470.00    |                 |
|                                   |                      | 100-10-00-441100        | Tuition Reimbursement            | 411.00    |                 |
|                                   |                      | 100-13-00-422000        | Clothing                         | 694.15    |                 |
|                                   |                      | 100-13-00-423000-FD0036 | Vehicle Supplies & Maintenance   | 138.75    |                 |
|                                   |                      | 100-13-00-424000        | Operating Supplies               | 298.50    |                 |
|                                   |                      | 100-13-00-424000-FD2099 | Operating Supplies               | 33.55     |                 |
|                                   |                      | 100-13-00-430000        | Professional Services            | 950.00    |                 |
|                                   |                      | 100-13-00-439000        | CONTRACT MAINTENANCE             | 587.67    |                 |
|                                   |                      | 100-13-00-441000        | Training                         | 250.00    |                 |
|                                   |                      | 100-20-20-422000        | Clothing                         | 44.11     |                 |
|                                   |                      | 100-20-20-423000        | Vehicle Supplies & Maintenance   | 661.32    |                 |
|                                   |                      | 100-20-20-443500        | Minor Equipment                  | 907.74    |                 |
|                                   |                      | 100-20-21-424000        | Operating Supplies               | 65.00     |                 |
|                                   |                      | 100-20-30-422000        | Clothing                         | 44.11     |                 |
|                                   |                      | 100-20-30-423000        | Vehicle Supplies & Maintenance   | 3,725.69  |                 |
|                                   |                      | 100-23-00-424000        | Op Supplies-City Hall            | 86.56     |                 |
|                                   |                      | 100-23-00-430000        | Professional Services            | 4,912.50  |                 |
|                                   |                      | 100-23-00-436001        | Utilities-City Hall              | 6,442.35  |                 |
|                                   |                      | 100-23-00-436001-PW2660 | Utilities-City Hall              | 386.71    |                 |
|                                   |                      | 100-23-00-436003        | Utilities-City Garage            | 3,775.46  |                 |
|                                   |                      | 100-23-00-436003-PW2660 | Utilities-City Garage            | 1,328.42  |                 |
|                                   |                      | 100-23-00-439001        | CONTRACT MAINTENANCE - CITY HALL | 5,359.63  |                 |
|                                   |                      | 100-23-00-439003        | Contract Maint.- City Garage     | 272.50    |                 |
|                                   |                      | 200-40-40-431000        | Telephone                        | 1,038.01  |                 |
|                                   |                      | 200-40-41-424000-PR0220 | Operating Supplies               | 956.85    |                 |
|                                   |                      | 200-40-41-430000-PR0212 | Professional Services            | 4,843.25  |                 |
|                                   |                      | 200-40-41-430000-PR0253 | Professional Services            | 3,855.60  |                 |
|                                   |                      | 200-40-41-430000-PR0270 | Professional Services            | 595.00    |                 |
|                                   |                      | 200-40-42-438000        | Rental                           | 1,903.75  |                 |
|                                   |                      | 200-40-50-436000-PR0119 | Utilities                        | 591.53    |                 |

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|           |                      | 200-40-53-424000        | Operating Supplies              | 3,763.67   |                 |
|           |                      | 200-40-53-424000-PR5507 | Operating Supplies              | 63.00      |                 |
|           |                      | 200-40-53-430000        | Professional Services           | 201.00     |                 |
|           |                      | 200-40-53-438000-PR5504 | Rental                          | 1,120.00   |                 |
|           |                      | 200-40-53-439000        | CONTRACT MAINTENANCE            | 675.00     |                 |
|           |                      | 200-40-53-441000        | Training                        | 420.00     |                 |
|           |                      | 204-40-43-431000        | Telephone                       | 335.23     |                 |
|           |                      | 204-40-43-436000        | Utilities                       | 165.55     |                 |
|           |                      | 260-00-00-230130-CD1235 | Development Escrow              | 544.37     |                 |
|           |                      | 260-00-00-230130-CD1240 | Development Escrow              | 544.38     |                 |
|           |                      | 260-56-57-430000        | Professional Services           | 372.48     |                 |
|           |                      | 265-05-00-424000        | Operating Supplies              | 21.64      |                 |
|           |                      | 265-05-00-430000        | Professional Services           | 25.00      |                 |
|           |                      | 265-05-00-431000        | Telephone                       | 173.76     |                 |
|           |                      | 265-05-00-436000        | Utilities                       | 139.73     |                 |
|           |                      | 408-20-20-424000        | Operating Supplies              | 4,163.08   |                 |
|           |                      | 417-20-20-424000        | Operating Supplies              | 1,503.76   |                 |
|           |                      | 417-20-20-439000        | CONTRACT MAINTENANCE            | 3,585.00   |                 |
|           |                      | 600-50-00-430000        | Professional Services           | 855.00     |                 |
|           |                      | 600-50-00-430050        | Sewer Department Claims         | 2,350.00   |                 |
|           |                      | 600-50-00-436000        | Utilities                       | 318.83     |                 |
|           |                      | 600-50-00-438000        | Rental                          | 1,722.43   |                 |
|           |                      | 600-50-00-439000        | CONTRACT MAINTENANCE            | 3,227.25   |                 |
|           |                      | 600-50-00-443500        | Minor Equipment                 | 302.58     |                 |
|           |                      | 600-50-00-452000        | Vehicles / Equipment            | 11,540.00  |                 |
|           |                      | 600-50-00-453000-PW2302 | Other Improvements              | 6,212.50   |                 |
|           |                      | 610-51-00-371000        | WATER - ROSEVILLE - CONSUMPTION | 199.73     |                 |
|           |                      | 610-51-00-424000        | Operating Supplies              | 5,161.76   |                 |
|           |                      | 610-51-00-438000        | Rental                          | 1,722.43   |                 |
|           |                      | 610-51-00-439000        | CONTRACT MAINTENANCE            | 4,308.39   |                 |
|           |                      | 620-52-51-431000        | Telephone                       | 72.48      |                 |
|           |                      | 640-54-00-382900        | Miscellaneous Revenue           | 50.00      |                 |
|           |                      | 640-54-00-424000        | Operating Supplies              | 54.58      |                 |
|           |                      | 640-54-00-430000        | Professional Services           | 246.00     |                 |
|           |                      | 640-54-00-436000        | Utilities                       | 19.45      |                 |
|           |                      | 640-54-00-438000        | Rental                          | 1,722.43   |                 |
|           |                      | 640-54-00-439000        | CONTRACT MAINTENANCE            | 13,048.00  |                 |
|           |                      | 640-54-00-453000        | Other Improvements              | 341.20     |                 |
|           |                      | 640-54-00-453000-PW2409 | 2024 BMP Maintenance            | 9,173.00   |                 |
|           |                      | 710-61-00-430015        | Fire Department Claims          | 2,246.83   |                 |
|           |                      | 710-61-00-441000        | Training                        | 525.00     |                 |
|           |                      | 727-57-00-430000        | Professional Services           | 10,416.67  |                 |
| ---       | TOTALS BY FUND ---   |                         |                                 |            |                 |
|           |                      | 100                     | General Fund                    | 209,342.30 |                 |
|           |                      | 200                     | Recreation Fund                 | 20,026.66  |                 |
|           |                      | 204                     | PARK MAINTENANCE                | 500.78     |                 |
|           |                      | 260                     | Community Development           | 1,461.23   |                 |
|           |                      | 265                     | License Center                  | 360.13     |                 |
|           |                      | 408                     | Pathway Maintenance Fund        | 4,163.08   |                 |
|           |                      | 417                     | Boulevard Landscaping           | 5,088.76   |                 |
|           |                      | 600                     | Sanitary Sewer                  | 26,528.59  |                 |

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

EXP CHECK RUN DATES 05/15/2024 - 05/28/2024

POSTED  
PAID

| GL Number | Invoice<br>Line Desc | Vendor Name          | Invoice<br>Description         | Amount     | Check<br>Number |
|-----------|----------------------|----------------------|--------------------------------|------------|-----------------|
|           |                      | 610                  | Water Fund                     | 11,392.31  |                 |
|           |                      | 620                  | Golf Course                    | 72.48      |                 |
|           |                      | 640                  | Storm Drainage                 | 24,654.66  |                 |
|           |                      | 710                  | Risk Management                | 2,771.83   |                 |
|           |                      | 727                  | South East Roseville Initiativ | 10,416.67  |                 |
|           |                      | Total For All Funds: |                                | 316,779.48 |                 |

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

Date: 6/3/2024

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<br>Amount | P.O.<br>Amount | Budget /<br>CIP |
|-------------------------------|----------------------------|-----------------------------------------------|-----|------------------|----------------|-----------------|
| Public Works (Storm Drainage) | WWGoetsch Associates, Inc. | Pump Replacement for Storm Water Lift Station | (a) | \$ 167,224       | \$ 41,744      | 2024 Budget     |
| Police Department             | Tenvoorde Ford, Inc.       | 2024 F150 Supercrew                           | (b) | \$ 144,832       | \$ 48,452      | 2024 CIP        |

Key

- (a) One of the two pumps at the St. Croix water lift station has failed and is in need of replacement. This pump has been repaired multiple times in the past, and staff feels that it would be the best value to purchase a new pump with a warranty included. Staff had requested quotes from vendors and only received one back from WWGoetsch Associates, Inc. This would paid out of the 2024 operating budget.
- (b) Each year the Police Department budgets for the replacement of vehicles within the CIP. The 2024 F150 Supercrew would qualify as one of the replacement vehicles budgeted in the 2024 CIP.

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

Project/Initiative Description:

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

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

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

Location:

Not applicable.



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

Date: 6/3/2024

Item No.: 10.c.

Department Approval

City Manager Approval



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**Item Description:** Approve 2024-2025 Business License Renewals

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**Background**

Chapter 301 of the City Code requires all applications for business and other license renewals be submitted to the City Council for approval. The City has received renewal applications for the businesses listed on Attachment 1 for the 2024-2025 license year. The number of applications submitted are:

- 25 Cigarette/Tobacco Products Licenses
- 4 Age Restricted Cigarette/Tobacco Products Licenses
- 2 Private Gas Pump Licenses
- 16 Gas Station Licenses
- 27 Massage Therapy Establishment Licenses
- 4 Veterinary Examination Licenses

The following businesses have had violations in the past 2 years. The appropriate administrative fines have been paid.

- Quick Mart, 2815 Rice St. Tobacco Failure on 07/16/2022 and 08/12/2023
- Cub Foods, 1201 W Larpenteur Ave. Tobacco Failure on 11/11/2023
- Noble Tobacco, 1681 Rice St #105. Tobacco Failure on 8/12/2023
- Speedway, 2295 Rice St. Tobacco Failure on 7/16/2022 and 12/17/2022

**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 applications were made.

**Staff Recommendations**

Staff has reviewed the applications and has determined that the applicants listed on Attachment 1 meet all City requirements. Staff recommends approval of the licenses pending any outstanding items.

36 **Requested Council Action**

37 Motion to approve the business license renewals listed on Attachment 1, pending receipt of  
38 any outstanding items.

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**Prepared by:** Katie Bruno, Deputy City Clerk

**Attachments:** 1. 2024-2025 List License Renewals

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**Cigarette/Tobacco Products License**

B-Dale Corner Store  
Murphy Petro Inc.  
2164 Dale St

Chuchao Liquor  
Kong Mong Liquor  
700 County Rd B W

Clark #2376  
Hule Co  
2719 Lexington Ave

Cub Foods #6694  
Diamond Lake 1994 LLC  
1201 Larpenteur Ave

Cub Stores Holdings, LLC  
dba Cub Wine & Spirits  
2100 Snelling Ave #42

Cub Stores Holdings, LLC  
dba Cub Foods  
2100 Snelling Ave

Gas Plus 12  
Kath Fuel Oil Service  
1583 W County Rd C

Grab N Go  
Rodit & Company Inc.  
1595 Highway 36 West #602

Holiday  
Holiday Gas 2021, LLC  
1215 Larpenteur Ave. W

MGM Liquor  
Lustrous Spirits, Inc.  
1149 Larpenteur Ave W

Quickmart LLC  
2815 Rice St

Rosedale BP  
Jade Inc.  
2441 Fairview Ave N

Roseville Marathon  
DMTS, LLC  
2216 County Rd D W

Roseville Winner  
Rod Petroleum Inc.  
2163 N. Snelling Ave

Speedway #4115  
Northern Tier Retail LLC  
2785 N. Hamline Ave

Speedway #4210  
Northern Tier Retail LLC  
2172 Lexington Ave

Speedway #4502  
Northern Tier Retail LLC  
2380 W. County Rd D

Speedway #4520  
Northern Tier Retail LLC  
2295 Rice St

Speedway #7030  
Northern Tier Retail LLC  
2151 N Dale Street

Top Ten Liquors  
Yayin Gadol, LLC  
1611 County Rd C W

Total Wine & More  
Minnesota Fine Wines & Spirits LLC  
2401 Fairview Ave N Suite 105

Tri-City BP  
S&Z Inc  
3110 Cleveland Ave N

Walgreens #15560  
2700 Lincoln Drive

Walgreens #13685  
2635 Rice St

Walmart #3404  
1960 Twin Lakes Parkway

**Age Restricted Cigarette/Tobacco Products License**

Discount Smoke Shop/Roseville Smoke Shop Inc  
2113 Snelling Ave N

Noble Tobacco, LLC  
1681 Rice St

Roseville Tobacconist Cigars & E-Cigs  
2217 Snelling Ave N

Roseville Smoke Shop Inc.  
1732 Lexington Ave N

**Gas Pumps – Private License**

Midland Hills Country Club  
2001 Fulham Street

Ryder Transportation  
2580 Long Lake Rd

**Gasoline Station License**

B-Dale Corner Store  
Murphy Petro Inc.  
2164 Dale St

Clark #2376  
Hule Co  
2719 Lexington Ave

Gas Plus 12  
Kath Fuel Oil Company  
1583 W County Rd C

Holiday  
Holiday Gas 2021, LLC  
1215 Larpenteur Ave. W

Quickmart LLC  
2815 Rice St

Rosedale BP  
Jade Inc.  
2441 Fairview Ave N

Roseville Marathon  
DMTS, LLC  
2216 County Rd D W

Roseville Winner  
Rod Petroleum  
2163 N. Snelling Ave

Speedway #4115  
Northern Tier Retail LLC  
2785 N. Hamline Ave

Speedway #4210  
Northern Tier Retail LLC  
2172 Lexington Ave

Speedway #4502  
Northern Tier Retail LLC  
2380 W. County Rd D

Speedway #4520  
Northern Tier Retail LLC  
2295 Rice St

Speedway #7030  
Northern Tier Retail LLC  
2151 N Dale Street

Tom's Mobile Service  
1935 Rice ST

Dave's Roseville Auto Care  
Troy's Automotive, LLC  
2171 Hamline Ave N

Tri-City BP  
S&Z Inc  
3110 Cleveland Ave N

**Massage Therapy Establishment License**

Anna's Healing Massage  
1961 Rice St #101

Clarity Massage & Wellness  
2353 Rice St #130

Elements Massage  
2100 Snelling Ave N, #66B

Emphasis Skin and Body  
3101 Old Highway 8 NW #201

Grace Healed Me  
2353 Rice St #105

Healing Shores Reiki & Massage LLC  
2332 Lexington Ave N

Healing Wings Massage & Energy Work LLC  
2489 Rice St #100

HeartSpark! Bodywork for the Mind & Spirit  
2201 Lexington Ave N #101

Heaven Tree Massage  
2353 Rice St #130

Juut Salon Spa  
1641 County Rd C

Massage by Craig  
2310 County Rd D w

Massage by Jennifer  
2191 Snelling Ave N

Massage Xcape, Inc.  
1767 Lexington Ave N

New Dragon Acupressure Massage  
509 Rosedale Center, Space 698

Optimal Wellness Wave, LLC  
2489 Rice St #130

Oriental Lake Spa  
2216 County Rd D W, Suite F

Red Clover Clinic  
2233 Hamline Ave N, #433

Restore by the River LLC  
dba Northern Lights Healing Arts LLC  
2233 Hamline Ave N #207

Restora Massage  
2353 Rice St.

Steiner Naturopathy  
2353 Rice St, #208

Sunshine Spa  
1315 Larpenteur Ave W, Suite J

T. Massage  
1734 Lexington Ave

Robert Tessman  
2201 Lexington Ave #101

Terrassage Body Works, Inc.  
1721 County Rd B2 W #106

Woodhouse Spa Rosedale  
1595 Highway 36 W #945

Zen Asian Spa  
2334 Lexington Ave N

Zen Healing  
1789 Lexington Ave

**Veterinarian Examination & Inoculation Center  
License**

Como Park Animal Hospital  
621 Larpenteur Ave W

Petco #602  
2575 N. Fairview Ave

St. Francis Animal & Bird Hospital  
1227 Larpenteur Ave W /  
1235 Larpenteur Ave W

Suburban Animal Hospital  
2581 Cleveland Ave N

  
**REQUEST FOR COUNCIL ACTION**

Date: 6/3/2024

Item No.: 10.d.

Department Approval

City Manager Approval



**Item Description:** Approve the Issuance of a Premise Permit for Minnesota Fastpitch Academy Foundation to Conduct Lawful Gambling Activities at 1721 County Rd C West (Smash Park)

## Background

Minnesota Fastpitch Academy has submitted an application to conduct lawful gambling activities at Smash Park located at 1721 County Rd C West. If approved, this will be the 10th permit of the total allowed of 12.

## Policy Objectives

Permitting requirements are set forth in City Code Section 304 and State Statute Chapter 349. Lawful gambling is permitted in the City if the organization meets the following criteria:

- Is licensed by the State Gambling Control Board
- Is a tax exempt organization pursuant to 501(c) of the internal revenue code
- Complies with all other requirements as set forth in City Code and State Statute

The applicant currently meets all local requirements, although licensing by the State is contingent upon local approval.

## Racial Equity Impact Summary

There is no anticipated racial equity impact.

## Budget Implications

City Code Section 304.04 requires that each organization contributes .5% of net sales and at least 10% of its net profits derived from lawful gambling in the City to a Fund administered and regulated by the City; for the purposes defined in Mn Statute Chapter 349.

## Staff Recommendations

Staff recommends approval.

## Requested Council Action

Motion to approve the attached resolution granting a premise permit for Minnesota Fastpitch Academy to conduct lawful gambling activities at 1721 County Rd C West, Smash Park.

**Prepared by:** Katie Bruno, Deputy City Clerk

**Attachments:** 1. Resolution

2. Application

**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 3<sup>rd</sup> day of June, 2024 at 6:00 p.m.

The following members were present: Strahan, Etten, Schroeder, Groff, and Roe; and the following were absent: None.

Member           introduced the following resolution and moved its adoption:

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING A LAWFUL GAMBLING PREMISE PERMIT TO  
MINNESOTA FASTPITCH ACADEMY**

WHEREAS, Minnesota Fastpitch Academy has applied for a lawful gambling premise permit to conduct lawful gambling activities at 1721 County Road C West; and

WHEREAS, Minnesota Fastpitch Academy has met the local permit requirements as specified in City Code, Section 304.

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

The City of Roseville hereby approves the premise permit application of Minnesota Fastpitch Academy to conduct lawful gambling activities at 1721 County Road C West.

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: Strahan, Etten, Schroeder, Groff, and Roe; and the following voted against the same: None

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 3<sup>rd</sup> day of June 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 3<sup>rd</sup> day of June, 2024.

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

Seal

## MINNESOTA LAWFUL GAMBLING

**LG215 Lease for Lawful Gambling Activity**

6/15 Page 1 of 2

| <b>LEASE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                       |                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------|
| Organization:<br>Minnesota Fastpitch Academy Foundation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | License/Site Number:<br>93068                         | Daytime Phone:<br>763-218-3061 |
| Address:<br>3776 Connelly Ave                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | City:<br>Arden Hills                                  | State: Zip:<br>MN 55112        |
| Name of Leased Premises:<br>Smash Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Street Address:<br>1721 County Rd C West              |                                |
| City:<br>Roseville                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | State: Zip:<br>MN 55113                               | Daytime Phone:<br>651-615-5171 |
| Name of Legal Owner:<br>Smash Park Minneapolis Re 1 LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Business/Street Address:<br>160 68th St S, Suite 1208 |                                |
| City:<br>West Des Moines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | State: Zip:<br>IA 50265                               | Daytime Phone:<br>913-231-5877 |
| Name of Lessor (if same as legal owner, write "SAME"):<br>Smash Park Minneapolis 1 LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Address:<br>1721 County Rd C W                        |                                |
| City:<br>Roseville                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | State: Zip:<br>MN 55113                               | Daytime Phone:<br>913-231-5877 |
| Check applicable item:<br><input checked="" type="checkbox"/> <b>New or amended lease.</b> Effective date: _____, Submit changes at least ten days <b>before</b> the effective date of the change.<br><input type="checkbox"/> <b>New owner.</b> Effective date: _____, Submit new lease <b>within</b> ten days after new lessor assumes ownership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |                                |
| <b>CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                       |                                |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Pull-Tabs (paper)<br/> <input type="checkbox"/> Pull-Tabs (paper) with dispensing device<br/> <input checked="" type="checkbox"/> Bar Bingo      <input type="checkbox"/> Bingo<br/> <input checked="" type="checkbox"/> Tipboards<br/> <input checked="" type="checkbox"/> Paddlewheel      <input type="checkbox"/> Paddlewheel with table             </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Electronic Pull-Tabs<br/> <input checked="" type="checkbox"/> Electronic Linked Bingo<br/>           Electronic games may only be conducted:<br/>           1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or<br/>           2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.             </div> </div> |                                                       |                                |
| <b>PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                       |                                |
| <b>BOOTH OPERATION:</b> Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                       |                                |
| <b>ALL GAMES, including electronic games:</b> Monthly rent to be paid: <u>N/</u> %, not to exceed <b>10%</b> of gross profits for that month.<br>• Total rent paid from all organizations for only booth operations at the leased premises <b>may not exceed \$1,750.</b><br>• The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                                |
| <b>BAR OPERATION:</b> All sales of gambling equipment conducted by the lessor or lessor's employee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |                                |
| <b>ELECTRONIC GAMES:</b> Monthly rent to be paid: <u>15</u> %, not to exceed <b>15%</b> of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                                |
| <b>ALL OTHER GAMES:</b> Monthly rent to be paid: <u>20</u> %, not to exceed <b>20%</b> of gross profits from all other forms of lawful gambling.<br>• If any booth sales conducted by a licensed organization at the premises, rent may not exceed <b>10%</b> of gross profits for that month and is subject to booth operation <b>\$1,750</b> cap.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |                                |
| <b>BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                       |                                |
| Bingo rent is limited to one of the following:<br>• Rent to be paid: <u>N/A</u> %, not to exceed <b>10%</b> of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.<br>- OR -<br>• Rate to be paid: \$ <u>N/A</u> per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.<br>⇒ <b>Rent may not be paid for bar bingo.</b><br>⇒ Bar bingo does not include bingo games linked to other permitted premises.                                                                                                                                                                                                                                            |                                                       |                                |
| <b>LEASE TERMINATION CLAUSE (must be completed)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |                                |
| The lease may be terminated by either party with a written <u>30</u> day notice. Other terms:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                                |

**LG215 Lease for Lawful Gambling Activity**

6/15 Page 2 of 2

**Lease Term:** The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management:** The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited:** The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

**Illegal Gambling:** The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions:** The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to Permitted Premises:** Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

**Lessor Records:** The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent All-Inclusive:** Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

**ACKNOWLEDGMENT OF LEASE TERMS**

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

**Other terms of the lease:**

Signature of Lessor:

Date:

Signature of Organization Official (Lessee):

Date:

Print Name and Title of Lessor:

Print Name and Title of Lessee:

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-639-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**Mail or fax lease to:**

Minnesota Gambling Control Board  
1711 W. County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032

**LG214 Premises Permit Application****Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

**Mail the application and required attachments to:**

Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**Organization Name: Minnesota Fastpitch Academy FoundationLicense Number: 93068Chief Executive Officer (CEO) Lisa BernsteinDaytime Phone: 612-581-0021Gambling Manager: Meggan WrobelDaytime Phone: 763-218-3061**GAMBLING PREMISES INFORMATION**Current name of site where gambling will be conducted: Smash Park Roseville

List any previous names for this location:

Street address where premises is located: 1721 County Rd C Roseville MN 55113  
(Do not use a P.O. box number or mailing address.)City: Roseville **OR** Township:County: Ramsey

Zip Code:

55113

Does your organization own the building where the gambling will be conducted?

☐

Yes

☒

No

If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?

☐

Yes

☒

No

☐

Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?

☐

Yes

☒

No

☐

Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA****ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number):

City:

State: Zip Code:

MN

MN

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION****CITY APPROVAL  
for a gambling premises  
located within city limits**

City Name: \_\_\_\_\_

Date Approved by City Council: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Local unit of government  
must sign.****COUNTY APPROVAL  
for a gambling premises  
located in a township**

County Name: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

TOWNSHIP NAME: \_\_\_\_\_

**Complete below only if required by the county.**

On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

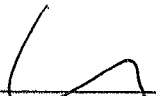
Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**ACKNOWLEDGMENT AND OATH**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

  
 Signature of Chief Executive Officer (designee may not sign)

 5/8/24  
 Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

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

Date: 6/3/2024  
Item No.: 10.e.

Department Approval



City Manager Approval



**Item Description:** Consider Approval of a Grant Application for funding through the U.S. Department of Justice to Support Law Enforcement Agencies Seeking Accreditation

## Background

The Roseville Police Department (RPD) is seeking council approval to submit a grant application to the U.S. Department of Justice (DOJ) to seek accreditation. This grant opportunity provides funding of up to \$250,000, with no city-match requirements.

Accreditation presents numerous benefits for both RPD and our community. It ensures our policies and procedures align with nationally recognized best practices, enhancing the efficiency and effectiveness of law enforcement operations. In addition, accreditation fosters transparency and accountability, setting clear standards for performance and accountability.

Accreditation plays a pivotal role in building trust and legitimacy within our community. By undergoing this process, RPD demonstrates our commitment to upholding the rights and dignity of all residents and providing equitable and effective policing services. Strengthening community-police relations is paramount, contributing to a safer and more inclusive environment for all.

Last year, the Minnesota Chiefs of Police Association (MCPA) received a DOJ grant to become the accreditation agency for Minnesota. The MCPA is expected to begin accepting applications in late 2024. Previously, Minnesota lacked a statewide accreditation body, making accreditation through national organizations cost-prohibitive for most mid-sized and smaller agencies.

RPD currently lacks the staffing and capacity to undertake the Minnesota accreditation process without additional resources. Therefore, the grant funding would be allocated to hire a dedicated civilian accreditation manager, fully funded for two years, including salary, benefits, and operational costs. The grant would also provide for overtime funds to involve sworn officers in the accreditation process. It is important to note that the accreditation manager position would be a temporary two-year position, with no anticipated request or requirement for the city to provide funding beyond the grant-funded period.

To maintain accreditation beyond the grant period, RPD plans to establish a sustainable framework through ongoing process reviews and exploration of advanced technologies and software solutions to enhance operational efficiency.

## Policy Objectives

Accreditation furthers the goals outlined in the City of Roseville's Strategic Racial Equity Plan and the community aspirations. The City of Roseville is dedicated to fostering a welcoming and inclusive environment for all residents, promoting equitable service and embracing the diversity that enriches our community. In alignment with these values, RPD recognizes the importance of seeking accreditation as a means to further advance our city's commitment to inclusivity, respect, and community well-being.

Through the pursuit of accreditation, RPD reaffirms the city's commitment to excellence, integrity, and service, striving to create a safer, more inclusive, and more equitable Roseville for all.

## **Racial Equity Impact Summary**

RPD recognizes that achieving racial equity is integral to our mission of serving and protecting all members of our community. Accreditation serves as a framework for ensuring that our policies, procedures, and practices align with nationally recognized standards, promoting transparency, accountability, and professionalism within our department.

By undergoing the accreditation process, we demonstrate our commitment to upholding the rights and dignity of all residents, particularly those who have historically faced systemic racism and injustice at the hands of government institutions. Building trust and legitimacy within marginalized communities is paramount, and accreditation plays a crucial role. Through accreditation, we strive to foster open and honest dialogue with community members, including those who have been disproportionately impacted by discriminatory practices. By undergoing a thorough review of our policies and procedures, we can ensure that our practices are fair, equitable, and just for all residents.

The grant application has the support of the Roseville Police Department Multicultural Advisory Committee, which has committed to submitting letters in support of our grant application. Their support underscores our shared commitment to promoting racial equity and building trust within our community.

## **Budget Implications**

The grant does not have any city-match requirements. The Accreditation Manager would be fully funded through the grant, including salary and fringe benefits. Additional funding through the grant would help cover the purchase of a computer, accreditation fees, training, software, office supplies, and overtime costs of officers assisting in the accreditation process. RPD does not anticipate continuing the position beyond the two-year grant period.

## **Staff Recommendations**

Staff recommends Council authorize RPD to apply for the accreditation grant through the U.S. Department of Justice.

## **Requested Council Action**

Authorize RPD to apply for an accreditation grant through the U.S. Department of Justice.

**Prepared by:** Erika Scheider, Chief of Police

**Attachments:** 1. FY24 DOJ Accreditation Solicitation

OMB No. 1103-0098

Approval Expires 4/30/2024

U.S. Department of Justice

Office of Community Oriented Policing Services



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**FY24 CPD Accreditation: Supporting Law Enforcement Agencies in Seeking Accreditation**

|                                  |                        |
|----------------------------------|------------------------|
| Assistance Listing #:            | 16.710                 |
| Grants.gov Opportunity Number:   | O-COPS-2024-172058     |
| Solicitation Release Date:       | March 28, 2024 1:00 PM |
| Grants.gov Deadline:             | May 21, 2024 4:59 PM   |
| Application JustGrants Deadline: | May 28, 2024 4:59 PM   |

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## Overview

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, <https://cops.usdoj.gov>) is pleased to announce that it is seeking applications for funding for the FY24 CPD Accreditation: Supporting Law Enforcement Agencies in Seeking Accreditation program..

CPD funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities.

FY24 Supporting Law Enforcement Agencies in Seeking Accreditation program will grant CPD funding directly to state, local, tribal, and territorial law enforcement agencies to support costs related to obtaining law enforcement accreditation from an existing accreditation entity.

The COPS Office welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any other entities carrying out the federal award must be identified as proposed subrecipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, including administering the funding, managing the entire project and monitoring compliance.

The terms and conditions of the federal award are also applicable to subrecipients. Please note the distinction between a subaward that creates a financial assistance relationship to carry out a portion of the federal award and a contract that creates a procurement relationship for the purchase of goods and services needed under the federal award. To assist in making subrecipient and contractor determinations, please refer to the guidance in 2 C.F.R. § 200.331.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.



## Eligibility

Eligibility for the FY24 CPD Accreditation: Supporting Law Enforcement Agencies in Seeking Accreditation program is limited to state, local, tribal, or territorial law enforcement agencies..

## Contact Information

### Agency Contact Description

Applications must be submitted through both Grants.gov and the JustGrants system.

For technical assistance with submitting the Application for Federal Assistance, Standard Form 424 (SF-424), please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to [support@Grants.gov](mailto:support@Grants.gov) or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please call the COPS Office Response Center at 800-421-6770 or send questions via email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

### Submission Information

**Registration:** To submit an application, all applicants must be registered in SAM.gov with a Unique Entity Identifier (UEI) number and be registered in Grants.gov.

**Submission:** Completing an application is a two-step process:

1. Applicants are first required to register via <https://www.grants.gov>, complete the SF-424 form and if applicable the Disclosure of Lobbying Activities, Standard Form - LLL (SF-LLL), and submit it through the [Grants.gov website](#).
2. Once the SF-424 and SF-LLL have been submitted via Grants.gov, the applicant will complete the full application including survey questions and provide attachments in JustGrants.

An application is not considered submitted until both of these steps are completed. For more information about registration and submission, see the "[How to Apply](#)" section of this solicitation.

All guidance for this program is contained in this Solicitation and can also be found at <https://cops.usdoj.gov/accreditation>. In addition to this solicitation, the COPS Office “[How to Apply](#)” web page, <http://cops.usdoj.gov/how-to-apply>, provides additional resources to help guide applicants through the process.

The complete application package (this solicitation, including links to additional documents) is available on Grants.gov and on the COPS Office website, <https://cops.usdoj.gov>.

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## Program Description

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources. The COPS Office has been appropriated more than \$20 billion to advance community policing, including grants awarded to more than 13,000 state, local and tribal law enforcement agencies to fund the hiring and redeployment of more than 136,000 officers. COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, <https://cops.usdoj.gov>.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as violent crime, nonviolent crime, and fear of crime. To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

The COPS Office FY24 CPD Accreditation: Supporting Law Enforcement Agencies in Seeking Accreditation program provides funding to law enforcement agencies to support law enforcement accreditation.

The COPS Office is committed to advancing work that promotes civil rights and equity, increases access to justice, supports victims of crime and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the communities that they serve.

## Statutory Authority

The COPS Program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Program-Specific Information

- This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.
- All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.
- For all identified deliverables, the applicant should adhere to the [COPS Office Editorial and Style Manual](#). For projects that propose site-specific work, letters of support from the targeted agencies are strongly encouraged.

With any programmatic questions, please contact the COPS Office Response Center at 800-421-6770 or send questions via email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

## Program Goals

Under this solicitation, the COPS Office seeks to support projects that allow for the identification and expansion of promising practices and produces knowledge products that follow the principles of good guidance:

- Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance.
- Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review.
- Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field.
- Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face.

To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

Applicants should also consider the COPS Office performance measures when developing their own specific project goals and activities, which can be found in the “Performance Measures” section of this application.

# **FY24 CPD Accreditation: Supporting Law Enforcement Agencies in Seeking Accreditation**

## **Background**

The U.S. Department of Justice (DOJ) recognizes the importance of law enforcement agencies adhering to the highest standards of police policies and operations. The community benefits when it is assured its law enforcement personnel are following best practice policies and procedures to provide efficient, effective, and fair policing. Accreditation involves the process of law enforcement agencies adopting and maintaining operational standards. To obtain accreditation, a law enforcement agency must ensure that it has the appropriate policy standards as defined by the accreditation entity.

Under this solicitation, the COPS Office will fund costs related to obtaining law enforcement accreditation from an existing accreditation entity. These awards will fund investments including civilian employee salaries, sworn officer overtime, contracts for staff, accreditation fees, policy management software, office supplies, and costs associated with internal training for personnel as well as any other expenses directly related to an agency's ability to successfully obtain accreditation. The COPS Office understands that renovation or construction is sometimes necessary for accreditation; however, these costs are unallowable because of National Environmental Protection Act (NEPA) restrictions.

## **Requirements, deliverables, and projects out of scope**

### **Requirements**

- Explain the need for financial support to obtain accreditation.
- Provide a project plan that details the process for obtaining accreditation, including the selected accreditation body.
- Describe how accreditation will be sustained beyond COPS Office funding.

### **Deliverables**

The expected project deliverables should be clearly identified in the application.

- Obtain accreditation from an approved accreditation body.

### **Projects out of scope**

- Applicants that are already accredited or are seeking renewal of an existing accreditation will not be considered.
- Projects that exclusively seek to purchase technology, software, or mobile applications that are not combined with other efforts to seek accreditation will not be considered.



- Funding for equipment not directly relevant to the agency's ability to obtain accreditation will not be considered.
- Applicants seeking jail, training academy, or other non-law enforcement accreditation will not be considered.

## **Federal Award Information: Awards, Amounts and Durations**

### **Anticipated Number of Awards**

10

### **Anticipated Maximum Dollar Amount of Awards**

\$250,000.00 per award

### **Period of Performance Start Date**

October 1, 2024

### **Period of Performance Duration (months)**

24 months

### **Anticipated Total Amount to be Awarded under Solicitation**

\$2,500,000.00

### **Federal Award Information**

Depending on the quality of applications received and the availability of funding, the COPS Office may not fund every topic or subcategory or may make additional or larger awards under one or more topic area or subcategory. In addition, the COPS Office reserves the right to revise the scope of the project in an application submission and modify the associated budget proposal accordingly.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. With limited funding, the COPS Office expects a competitive solicitation.

### **Length of Award**

The COPS Office expects to make the project period for all grants 24 months.

## Type of Award

The COPS Office will make the awards in the form of a grant, which does not provide for substantial involvement between the federal awarding agency and the nonfederal entity in carrying out the activity contemplated by the federal award. Grant recipients will be responsible for day-to-day project management and may reach out to the COPS Office with assistance in implementing the award. However, grant recipients will need to work with the COPS Office program manager in situations stated in the terms and conditions, such as scope changes, extensions, or conference request approvals.

## Cost Sharing or Match

There is no requirement for cost sharing or a local match for the award.

## Eligibility Information

Open to state, local, tribal, and territorial law enforcement agencies.

## Application and Submission Information

The complete application package (this solicitation, including links to additional documents) is available on Grants.gov and on the COPS Office website <https://cops.usdoj.gov/>.

Completing an application under this program is a two-step process. Applicants must first register via <https://www.grants.gov> and complete an Application for Federal Assistance, Standard Form 424 (SF-424), the government-wide standard application form for federal assistance and the of Lobbying Activities, Standard Form - LLL (SF-LLL). The remainder of the application will be completed through the JustGrants System at <https://justicegrants.usdoj.gov/>.

Applicants are strongly recommended to register immediately on <https://www.grants.gov>. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through JustGrants.

No other form of application will be accepted. Applications with errors or missing information may be disqualified or rated accordingly. Please note that the application system will not accept incomplete applications or applications with errors.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to [support@Grants.gov](mailto:support@Grants.gov), or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

## Content and Form of Application

This section describes in detail what an application must include. Failure to submit an application that contains all of the specified elements may negatively affect the review of its application; and should a decision be made to make an award, such failure may result in the inclusion of award conditions that prevent the recipient from accessing or using award funds until the recipient satisfies the special conditions and the COPS Office makes the funds available. Applicants must comply with any word and field limit requirements described in this solicitation.

Moreover, applicants should anticipate that an application that the COPS Office determines does not address the scope of the solicitation or does not include the application elements that the COPS Office has designated to be critical will neither proceed to peer review nor receive further consideration. For this solicitation, the COPS Office has designated the following application elements as mandatory:

- Proposal Abstract (must be brief high-level project description that summarizes the proposed project; limit abstract to 5–6 sentences)
- Application Questions (must respond to the application questions under the "Data Requested with Application" section. Please be advised there is a 250-word count limit for survey responses. (Note: review panels will not read any information past the 250-word count limit. Any information provided beyond the word limit will not be counted in your application.)
- Budget Narrative (must be submitted as an attachment in the "Budget/Financial Attachments" section)
- Budget Detail Worksheets (must use the web-based forms in "Budget and Associated Documentation" section)
- Timeline of project deliverables, milestones, activities and who will complete the activities. (must be submitted as an attachment in the "Additional Application Components" section)
- Résumés/Curricula Vitae of Key Personnel (must be submitted as an attachment in the "Additional Application Components" section)
- Letters of support, if applicable (must be submitted as an attachment in the "Additional Application Components" section - **Optional**)

## Completing the Application for Federal Assistance (SF-424) and the Disclosure of Lobbying (SF-LLL) in Grants.gov

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Applicants must complete and submit the SF-424 via <https://www.grants.gov> using the information provided on that site. Public reporting burden for this collection of information is estimated to average 60 minutes per response including time for reviewing instructions, searching existing data sources, gathering, and maintaining required data as well as completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, D.C. 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SUBMIT IT ONLINE VIA GRANTS.GOV.

### Intergovernmental Review

Note: Intergovernmental Review (SF-424 Question 19): This solicitation is subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget's website for the names and addresses of Single Points of Contact (SPOC) under Intergovernmental Review: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, such applicant is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: "Program is subject to E.O. 12372 but has not been selected by the state for review."

### Disclosure of Lobbying Activities

All applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields. Applicants that expend any funds for lobbying activities must provide the information requested on the SF-LLL.

Once the SF-424 and SF-LLL have been submitted via Grants.gov, an email will be sent to the entity's E-Business Point of Contact (E-Biz POC) (also referred to as the JustGrants Entity Administrator) from **DIAMD-NoReply@usdoj.gov**. This email will contain registration instructions to create an account in DOJ's secure user management system, the Digital Identity and Access Management Directory (DIAMD), or instructions on how to complete the second part of the online application through the JustGrants website.

## Standard Applicant Information

Applicants must complete the web-based form in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to confirm the two Authorized Representatives, verify the legal name, address, and enter the ZIP code(s) for the areas affected by the project. For statewide or nationwide projects, the applicant should enter “State” or “National” in this field.

In order for applicants to complete this section, the two Authorized Representatives must have established accounts in JustGrants after the Grants.gov portion of the application is submitted. **Please note: Users assigned as Authorized Representatives must log in into the JustGrants system to activate their account. Users will not be visible in JustGrants until they have successfully logged into JustGrants.**

The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions regarding this COPS Office application as representatives of your agency, as the legal recipient.

For guidance on who should be assigned as Authorized Representatives, please see below:

**For law enforcement agencies,** COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the application, and (if awarded funding) accept the award package. Both the top law enforcement executive and the top government executive must be assigned the role of Authorized Representative in Just Grants.

**For non-law enforcement agencies,** (institutions of higher education, school districts, private organizations, etc.), COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application, and (if awarded funding) accept the award package. These two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. Both the programmatic official and the financial official must be assigned the role of Authorized Representative in Just Grants.

Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

For further assistance with accessing JustGrants, please visit the [JustGrants website](#). For further assistance with submitting an application in JustGrants, please visit the [JustGrants Training web page](#).

## Proposal Abstract

Applicants are required to write and submit a proposal abstract, which should be a brief high-level project description that summarizes the proposed project. Limit abstract to 5–6 sentences. Project abstracts should explain to the reader about the projects’ purpose, scope, activities, and key partners, if applicable. An abstract should be coherent, concise, and able to stand alone as a summary of the

project. You should write your project abstract for a general public audience without any personally identifiable or law enforcement sensitive information as this abstract, along with other federal award information, may be published on publicly available governmentwide websites.

The abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

## Data Requested with Application

Please refer to the following steps to help guide you through initiating, completing, modifying, and obtaining the status of solicitation surveys in the JustGrants system:

- To **initiate** a survey, please click on the **survey title** to open.
- When you have **completed** the survey, please click the **“Finish”** button on the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.
- To go back to the initial **list of surveys**, go to the **“Actions”** menu at the top right corner of the screen and select **“Close”** to exit the survey review screen. The survey you just completed will still display an **“Open”** status.
- To **confirm the completed status** of your survey, go back to the **“Actions”** menu and select **“Refresh.”** The status of your completed survey will change to **“Resolved-Completed.”**
- If you would like to **verify** the survey responses of a completed survey, you may click the **survey title** to reopen the selected survey and **view** your saved responses.
- If you would like to **change and/or update** the survey responses of a completed survey, you may click the **“Re-open”** option to **update** your saved responses.
- Remember, to **confirm the status** of a completed survey, you will need to click the **“Actions”** menu and **“Refresh.”**

A copy of the survey questions required for this solicitation can be found at <https://cops.usdoj.gov/accreditation>.

## Budget and Associated Documentation

Applicants must complete the web-based budget sheets in JustGrants and attach a separate budget narrative in the “Budget/Financial Attachments” section. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the applicant's survey responses.

The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the applicant's survey responses. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the applicant's survey responses.

Deliverables and activities that are solely listed in the budget narrative and not described in the applicant's survey responses (and vice versa) will be scored negatively during the peer review process.

Applicants should submit projects that are scalable where appropriate. Note that the COPS Office may reduce funding for selected projects based on the number of awards selected. The COPS Office may revise the proposed scope and modify the associated budget proposal accordingly.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award. Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. **NOTE: For awards made to states or units of local government (including law enforcement agencies), requests may be made only for**

**items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would not be funded in the absence of this COPS Office award (see award condition IV, “Nonsupplanting requirement”).**

For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Each of the categories that follows includes definitions as well as information on frequent requests as well as typically allowable and unallowable costs. The unallowable lists are not exhaustive and are generally considered unallowable for the entire solicitation, irrespective of where the applicant adds the requested item in the budget. **The COPS Office reserves the right to deny funding for any items that may not be included in this solicitation.**

The COPS Office is providing a template for the budget narrative that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) in the FY24 Resource Guide for Community Policing Advancement (CPA) Programs located at [How to Apply](#) web page. Note that instructions in the template are provided in italics. If you choose to use this template, please make sure to delete the instructions before submitting so that they do not factor in your page count. In addition, the COPS Office is providing an example budget narrative, which can also be found in the FY24 Resource Guide for Community Policing Advancement (CPA) Programs.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant]. Budget Narrative.”

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats.

## **Budget Worksheet and Budget Narrative (Web-based Form)**

Budget requests may be made in the following categories:

- Civilian personnel (base salary and fringe benefits)
- Travel
- Equipment
- Supplies
- Sub-awards
- Procurement contracts
- Other costs
- Indirect costs



## Allowable Costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the extent permitted by law and practicable under a federal award, recipients and subrecipients must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. See 2 C.F.R. § 200.322.

For each request, applicants must complete the web-based budget form. The cost should be broken down to the lowest form.

The “additional narrative” section should be used to describe and justify why the item is necessary for the success of the project. Provide any additional calculations that make up the base cost.

## Allowable Civilian Personnel

### For Civilian/non-sworn positions

Salaries of personnel are costs based on the percentage of time spent (full time equivalent [FTE]) working directly on the project. The total salary percentage should be comparable and consistent with organizational policy. The total amount paid is comparable to industry standards and the type of work being performed.

A recipient may not use federal funds to pay total cash compensation to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an organization with a Certified SES Performance Appraisal System for that year. The salary table for SES employees is available at the Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds.) If only a portion of an employee’s time is charged to a COPS Office award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

For each civilian personnel request, applicants must complete the web-based form. If the individual will be working more than one year on the project, applicants will have the option to copy a year.

The “additional narrative” section should be used to describe the employee’s roles, responsibilities, and activities related to the work to be completed on the project. If the salary increases from one budget year to another because of cost of living increases, be sure to detail these increases in the budget description.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Job description
- Organizational pay scales or written annual salary per position
- Résumés/vitae

### Completing civilian base salary

If you are not requesting any civilian base salary, move to the next section.

### Allowable Fringe Benefits

#### For Civilian/non-sworn positions

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Fringe benefits should be based on actual known costs or an established formula. Typical fringe benefits include the following:

- Federal Insurance Contributions Act (FICA) taxes—includes Social Security and Medicare and cannot exceed 7.65 percent (6.2 and 1.45 percent respectively)
- Health insurance—individual or family
- Life insurance
- Vacation
- Sick leave
- Retirement
- State unemployment compensation insurance
- Federal unemployment tax
- Worker’s Compensation insurance
- Other fringe benefits may include holidays, military leave, bereavement leave, sabbatical leave, severance pay, jury duty, state disability insurance, pension plan, 401(k) plan

Applicants will need to provide the appropriate percentage for each fringe benefit that the individual is allocated per the employee benefits. Note, the system will not allow more than 6.2% for Social Security and 1.45% for Medicare.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Written organization policies regarding fringe benefits
- Organizational fringe rate agreement

### Completing fringe benefits

If you are not requesting any civilian base salary, move to the next section.

### Allowable Travel

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at an award-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient’s own travel policies. For additional guidance, please see the Uniform Guidance 2 C.F.R. § 200.475.

When charging travel costs to federal awards, award recipients must indicate the source of travel policies applied (applicant or federal travel regulations). If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by geographic area, please visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For all applicants (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the Federal Government contract airfare (if authorized and available).

Temporary dependent care costs above and beyond regular dependent care that directly results from conference travels are allowable as long as the costs incurred (1) are a direct result of the individual’s travel for the federal award; (2) are consistent with the recipient’s documented travel policy for all entity travel; and (3) are only temporary during the travel period.

The only individuals traveling who should be charged in this section are those listed in “Civilian personnel.” All other individuals traveling for the project, including participant and consultant travel, should be listed under “Sub-awards” or “Procurement Contracts.” This section should also include any training costs for the primary applicant, all other training costs should be listed under “Sub-Awards,” “Procurement Contracts,” or “Other Costs” as appropriate.

For each travel request, applicants must complete the web-based form. Each trip should be entered as an individual entry rather than a group of trips.

The “additional narrative” section should be used to describe the purpose of the trip, proposed destination, trip duration by day/night, and list of individuals traveling as well as a detailed cost breakdown for each travel category (lodging, per diem, etc.). The cost breakdown should include

- mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day;
- mileage allowances if private vehicle will be used;
- per diem rates for the destination per day (including full per diem and travel day per diem);
- lodging costs per night;
- transportation fees per day;
- parking fees per day.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Organizational travel policy

### Completing Travel

If you are not requesting any travel, training, or conferences, move to the next section.

### Allowable Equipment

Necessary equipment must be specifically purchased to implement or enhance the proposed project. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in “Procurement Contracts.”

All equipment items must be clearly linked to the enhancement or implementation of the project. For each equipment request, applicants must complete the web-based form. Examples of such items may include the following:

- Evidence storage (equal or exceed \$5,000 per-unit)
- Office furniture (Detailed justification required for office furniture)
- Computer servers and data storage

The “additional narrative” section should be used to describe the type of equipment with a description and justification explaining why the equipment is necessary for the success of the project. The description should provide any additional calculations that make up the base cost and the justification should explain that this equipment is not available or accessible to project personnel without specifically purchasing through this award.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Narrative of the procurement method
- Sole Source Justification (see the Sole Source Justification fact sheet for further guidance)

### Completing Equipment

If you are not requesting any equipment move to the next section.

### Allowable Supplies

Supplies means all tangible personal property other than those items described under “Equipment.” Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to an award proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.

For broad category requests (such as “office supplies”), explanation for project amounts should be provided with calculations. Broad grouping of items under supplies will be limited to \$50 per month; otherwise items must be individually captured and justified in the budget request.

For any training awards, the COPS Office allows the purchase of flash drives or USB devices to distribute training materials with approval prior to purchasing.

All supply items must be clearly linked to the enhancement or implementation of the project. Examples of such items may include the following:

- Desktop and laptop computers
- Printers, flash drives, USB devices, other computer peripherals
- Software necessary for accreditation
- General office supplies (Up to \$40/month for the award period)
- Evidence room lockers, storage, and supplies necessary to maintain chain of custody

For each supply request, applicants must complete the web-based form. The cost should be broken down to the lowest form; therefore, if you are requesting \$30 per month for office supplies, the calculation should be 12 x \$30 and not 1 x \$360.

The “additional narrative” section should be used to describe and justify why the supplies are necessary for the success of the project. Provide any additional calculations that make up the base cost.

## Completing Supplies

If you are not requesting any supplies, move to the next section.

## Allowable Sub-awards

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.1, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of purchasing goods and services needed to carry out the program or project under the federal award. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The same allowable and unallowable costs that apply to the federal award apply to sub-awards.

Any recipient of an award will be responsible for monitoring sub-awards and contracts in accordance with all applicable statutes, regulations, and guidelines. Primary recipients will be responsible for oversight of subrecipient spending and monitoring specific performance measures and outcomes attributable to the use of COPS Office funds. The recipient will ensure that the award terms and conditions flow down to its subrecipients including all applicable uniform administrative requirements, cost principles, and audit requirements. The recipient will also ensure that subrecipients maintain effective control and accountability over all funds, property, and other assets covered by subawards and that each subrecipient establishes and uses internal fiscal and program management procedures sufficient to prevent fraud, waste, or abuse.

## Completing Sub-awards

If you are not requesting any sub-award costs, move to the next section.

## Allowable Procurement Contracts

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.1, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of purchasing goods and services needed to carry out the program or project under the federal award. Contracts must directly contribute to the implementation or enhancement of the project. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The same allowable and unallowable costs that apply to the federal award apply to sub-awards. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317– 200.327, and the issuance of sub-awards must meet the requirements of 2 C.F.R. § 200.331.

Consultant expenses include the procurement of goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment. Compensation for individual consultant services procured under a COPS Office

award must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer.

Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$650 per day (or \$81.25 per hour). Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If individuals receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. A consultant rate justification will need to be submitted for review and approval to the COPS Office for any consultants paid more than \$650 per day prior to incurring any costs. Determinations of approval will be made on a case-by-case basis.

Consultant travel costs follow the same guidelines as “Travel” but should be costs associated with consultant travel. These costs should not be reflected in the “Civilian personnel” or “Travel” categories.

All sole source procurements of goods and services (those not awarded competitively) in excess of the simplified acquisition threshold amount (currently \$250,000) require prior approval from the COPS Office.

All other consultant-related expenses should be included in this section such as supply and equipment requests. The same guidelines as previously stated in the above sections will apply.

All procurement contracts must be clearly linked to the enhancement or implementation of the project. For each equipment request, applicants must complete the web-based form. Examples of such items may include the following:

- Accreditation subject matter experts

For each procurement contract request, applicants must complete the web-based form.

The “additional narrative” section should be used to describe and justify the product or services to be procured by sub-award including the nature and scope of goods purchased, price proposals, and length of contract. Procurement contract travel requests should follow the same guidance as the “travel” section. Provide any additional calculations that make up the base cost.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Consultant Rate Justification (see the Consultant Rate Justification fact sheet for further guidance)
- Consultant résumés/vitae
- Organizational travel policy
- Sole Source Justification (see the Sole Source Justification fact sheet for further guidance)

## Completing Procurement Contracts

If you are not requesting any procurement contract costs, move to the next section.

## Allowable Other Costs

Items not included in the previous categories but that have a direct correlation to the overall success of a recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the COPS Office. Requests that may fall under the "other" category include:

- Officer overtime for work on agency accreditation tasks
- Rent (see next paragraph for more details)

Rental costs are generally allowable under this solicitation when the costs are not included in indirect costs. Applicants should list square footage cost in the budget. The amount must be based on the space that will be allocated to implement the COPS Office project, not the costs of the entire rental space.

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate. For additional information, see the "Civil Rights."

For applicants that anticipate using COPS Office funds to cover only a portion of a particular service they provide, the budget should prorate operational costs like rent and phone service accordingly.

## Completing Other Costs

If you are not requesting any other costs, move to the next section.

## Indirect Costs

### Overview of indirect costs

Indirect costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a particular project but necessary to the operation of the organization and the performance of the project.

Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If a cognizant federal agency has approved your negotiated indirect cost rate, the negotiated rate must be accepted by all federal awarding agencies, unless otherwise capped by federal statute or regulation.



Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises. Note: Ensure the indirect calculation is in accordance with your organization's indirect cost rate agreement.

### Expired indirect cost rate agreement

If your indirect cost rate agreement has expired, you should either renegotiate the rate or request a one-time extension from your cognizant agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must then negotiate a new indirect cost rate.

### De minimis indirect cost rate

If you do not have a current negotiated or provisional indirect cost rate, except for those nonfederal entities described in 2 C.F.R. Part 200, Appendix VII to Part 200, paragraph D.1.b., you may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. When using this method, cost must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Also, if this method is chosen, then it must be used consistently for all federal awards until such time as you choose to negotiate an indirect cost rate (which may be done at any time). No documentation is required to justify the 10 percent de minimis indirect cost rate. See 2 C.F.R. § 200.414(f).

If you elect to negotiate an indirect cost rate with your cognizant federal agency, a special condition will be added to the award prohibiting the obligation, expenditure, or drawdown of funds reimbursement for indirect costs until an indirect cost rate has been approved by your cognizant federal agency, and the appropriate notification has been made retiring the special condition.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

**Exception:** If you are a unit of local government in which the Office of Management and Budget (OMB) has not assigned a cognizant federal agency, then you are not required to submit your indirect cost proposal, unless the awarding agency requires a copy of the proposal. Please see the appropriate appendix section in 2 C.F.R. Part 200 as listed above.

## Approval of indirect cost rates for subrecipients

As the direct recipient, you are responsible for approving indirect cost rates for your subrecipients if funded. Such rates must be consistent with the requirements of 2 C.F.R. Part 200. The COPS Office will not approve indirect cost rates beyond the direct recipient level; however, subrecipients who are also direct recipients of federal awards may already have a federally approved indirect cost rate. If your subrecipient has negotiated an indirect cost rate with the Federal Government, then that rate applies.

The subrecipient rates should not be included in this section, but rather under the “Sub- awards” or “Procurement Contracts” sections.

## Calculating direct cost base

The following direct cost bases may be used as a distribution base:

- **Modified total direct cost (MTDC)**—This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.
- **Direct salaries and wages**—This base includes only the costs of direct salaries and wages incurred by the organization.
- **Direct salaries and wages plus fringe benefits**—This base includes the costs of direct salary, wages and fringe benefits incurred by the organization.

## Exclusions in direct cost bases

Applicants should pay particular attention to the two areas listed below to ensure that their indirect cost rate application is in compliance with the existing requirements of the government-wide award rules set out in the Office of Management and Budget (OMB) circular and regulations:

- **\$25,000 Subcontract/Subaward limitation.** For institutions of higher education and nonprofit organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first \$25,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference related subcontracts and subawards, including those with hotels and travel agents. (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq.)

- **Participant support costs.** For nonprofit organizations, in accordance with 2 C.F.R. part 200, Appendix IV to 2 Part 200, paragraph B.2.c.—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations: “The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as [contracts or] subawards for \$25,000 or more), direct salaries and wages, or other base which results in an equitable distribution. The distribution base must exclude participant support costs as defined in § 200.1. Participant support costs.”

Please note that only employees of the nonprofit organization are excluded from the definition of participant support costs. Costs related to contractors of the nonprofit organization who are acting in the capacity of a conference trainer/instructor/presenter/facilitator are considered participant support costs. For more information on allowable costs for conferences and training, please visit [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf).

If you need additional information on an indirect cost rate negotiated agreement, go to the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm>.

The “additional narrative” section should be used to describe the breakdown of the calculation as well as provide any additional calculations that make up the base cost. Include the expiration date and the cognizant agency name.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Current, signed, federally approved indirect cost rate negotiated agreement
  - If your organization does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant must submit supporting documents to show the applicant’s cognizant federal agency is reviewing the request. The COPS Office may disallow or freeze access to indirect funds until a provisional or current indirect cost rate negotiated agreement is provided.

Ensure that each type of indirect cost rate (provisional, final, predetermined, fixed, etc.) is identified. For institutions of higher education and other institutions where multiple indirect rates are applied, please enter each indirect rate as a separate line item with calculation breakdown and description for which each rate applies.

## Unallowable Costs: Requests will not be funded

There are no allowable costs in this section. For allowable costs, please see the “Allowable Costs” section above. The items listed in this section are generally considered unallowable and are rarely approved by the COPS Office. Before including any of these items in your budget and application, please contact the COPS Office at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). This is not an exhaustive unallowable costs list, and

items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items not included on this unallowable cost list. Requests for reimbursement of items purchased, expenses incurred, or individuals hired prior to the award start date will not be funded.

## **Unallowable Civilian personnel (base salary and fringe benefits)**

### **Base salary**

Typically, unallowable civilian personnel costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- If your organization charges an indirect cost, those costs normally include the following positions and therefore these positions should not be charged as personnel costs to avoid possible duplication:
  - Administration (e.g., director or program head)
  - Clerical (e.g., secretary or administrative assistant)
  - Accounting (e.g., controller or bookkeeper)
  - Procurement (e.g., purchasing director or stockroom clerk)
  - Housekeeping and maintenance (e.g., custodial and janitorial, repairman, or grounds keeper)

NOTE: These positions can be charged directly if the individual is working a significant amount of time on the project. This will be approved on a case-by-case basis and your narrative should significantly articulate the need to charge these directly if applicable.
- For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions (including exempt employees) that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would be funded in the absence of this COPS Office award are also not allowed.
- Salaries and benefits of personnel that do not work directly on the project.
- Salaries and benefits for contract or consultant personnel (these should be placed under "Sub-awards" or "Procurement Contracts", as applicable).

### **Unallowable Fringe benefits**

Typically, unallowable fringe benefit costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Bonuses or commissions
- If your indirect cost rate agreement includes fringe benefits, you may not charge these costs directly to the project

## Other Unallowable Items

- 3D printers and associated equipment
- Activities run by organizations whose primary focus is Performance Training / Peak Performance Training / Athletic Performance
- Advertising and public relations designed solely to promote the recipient
- Ammunition (live and training)
- Audit requirements are unallowable (if the applicant organization did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the award)
- Bar charges/alcoholic beverages
- Bayonets
- Bikes and associated equipment
- Biometric technology
- Body armor
- Body metric equipment such as blood pressure monitors and FitBits
- Body-worn cameras
- Bomb detection technology
- Bulletproof vests and accessories
- Buses/shuttles/transit vans (purchasing or leasing)
- Camouflage uniforms
- Certification to become a Personal Trainer
- Closed-circuit televisions (CCTV)
- Communication boxes
- Commuting costs including to and from program location
- Compensation of federal employees (this category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time federal employees)
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Conference exhibit displays such as backdrops and retractable banners
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Copiers

- Corporate formation (startup costs)
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 C.F.R. Part 200 Subpart F – Audit Requirement are unallowable. If the applicant organization did not meet the applicable expenditure threshold during the organization’s fiscal year, the cost of any audit performed may not be charged to the award
- Costs incurred for intramural activities, student publications, student clubs, and other student activities
- COVID-19 test kits
- Credit card fees
- Criminal intelligence systems
- Dietician/nutritionist
- Displays, demonstrations, or exhibits
- Electronic control weapons (ECW)/Tasers
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Equipment with a physical wellness focus (saunas, cold plunges)
- Explosives
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Firearm investigation equipment
- Firearms (including training firearms)
- Fitness equipment (including yoga equipment)
- Floor and wall mats/pads
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- Fuel for general patrol vehicles
- General law enforcement vehicles, including patrol cars and leased vehicles (for purposes of the CPD PACT program, purchase and leasing of non-patrol vehicles is allowable)
- Golf carts/motorized personal vehicles

- GPS and Easy Pass rentals (when renting a car)
- GPS devices
- Grenade launchers
- Gunshot detection equipment and technology
- Gym memberships and subscriptions
- Handcuffs, weapons, and ammunition (including training ammunition)
- Health screenings
- Land acquisition including renting, leasing, or construction of buildings or other physical facilities
- Laser spectroscopy devices
- Laundry services while on travel
- License plate readers (LPR) and associated software
- Live animals (including dogs and horses) including associated supplies, food, transportation, and veterinary expenses
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Maintenance and enhancements (such as mounts) of patrol vehicles (for purposes of the CPD PACT program, maintenance of non-patrol vehicle purchased or leased under PACT funding is allowable)
- Maintenance and/or service contracts that extend the life of the award period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial award period and must not exceed the award period)
- Manned aircraft
- Martial arts training
- Massages
- Membership fees to organizations whose primary activity is lobbying
- Metal detectors
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Militarized equipment
- Mobile data terminals (MDT)
- Narcan

- Non-motorized vehicles
- Office rental/lease space, except for costs proportionate to work conducted under this solicitation (if included within an indirect cost rate negotiated agreement)
- Paying for meals other than your own
- Personal protective equipment or gear
- Promotional items and memorabilia, including challenge coins, models, gifts, and souvenirs
- Psychological screenings
- Publishing services (the COPS Office provides editing, graphic design, and printing services for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis)
- Radios for law enforcement (for purposes of the PACT program, radios to be used by behavioral/mental health providers are allowable)
- Recreation equipment (including tents and coolers)
- Recreational supplies (such as Frisbees)
- Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property. In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.
- Robotic cameras
- Scholarships, fellowships, and other programs for student aid (exceptions are for institutions for higher education)
- Servers
- Shared items between projects—if supplies or equipment is to be used for concurrent projects, this should be captured in your indirect costs. If your organization does not have an indirect cost rate agreement, this may be proportionally charged as direct with prior approval.
- Simulators/augmented reality programs
- Sleep pods
- Surveillance equipment
- Sworn officer salaries and fringe benefits (except sworn overtime and related overtime FICA, worker's compensation, and unemployment compensation fringe benefits – see allowable other costs section above)
- Tactical gear
- Thermal imaging devices



- Tips/gratuities
- Tracked (armored) vehicles
- Traffic equipment (such as cones, message boards)
- Trailers
- Trophies, medals, certificates, and other awards
- Unmanned aerial vehicles (drones)
- Video surveillance (including security systems)
- Uniforms (including helmets, boots)
- Weaponized aircraft, vessels, and vehicles of any kind

## Consolidated Category Summary

You will be able to review the category totals and the total project costs under this section. To make any changes to a particular category, please use the navigation on the right of the screen.

## Noncompetitive Justification

As applicable, applicants will attach the noncompetitive justification (or sole source justification). Additional guidance can be found in the [Sole Source Justification fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Noncompetitive.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

## Indirect Cost Rate Agreement (if applicable)

As applicable, applicants will attach the indirect cost rate agreement. Additional guidance can be found in the [Indirect Cost Rate Agreement fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Indirect Costs.”

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.

## Consultant Rate

As applicable, applicants will attach the consultant rate justification. Additional guidance can be found in the [Consultant Rate Justification fact sheet](#).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Consultant Rate.”

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.

## Budget Narrative

Applicants must attach a separate budget narrative. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the applicant's survey responses.

The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the applicant's survey responses. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the applicant's survey responses.

Deliverables and activities that are solely listed in the budget narrative and not described in the applicant's survey responses (and vice versa) will be scored negatively during the peer review process.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Sole Source.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

## Memoranda of Understanding (MOU) and Other Supportive Documents

As applicable, applicants will attach the any memoranda of understanding or partner agreements in this section.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].MOU.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

## Additional Application Components

As applicable, applicants will attach the following additional application attachments in this section:

- Curriculum Vitae or résumés (up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project)
- Timeline of project deliverables, milestones, activities and who will complete the activities
- Letters of Support

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Resume.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.**

### Curricula Vitae or Résumés

As applicable, applicants will attach the Curriculum Vitae or résumés for up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Resume.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.**

### Letters of Support

As applicable, applicants will attach letters of support.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Support.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.**

## Timeline Form

Applicants must attach a separate timeline of project deliverables, which are mapped to the goals and objectives of the proposed initiative, and include milestones, activities and who will complete the activities. The timeline attachment should be uploaded in the “Additional Application Components” section of this application. If awarded funding, the information provided in the timeline attachment will be used in performance reporting and recipients will have to provide a status on the goals, objectives, deliverables, timeline. The COPS Office encourages applicants to review and link their goals and objectives to the solicitation goals and requirements.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as “[Applicant].Timeline.” Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system- validated version submitted.**

## Disclosures and Assurances

### Disclosure of Lobbying Activities

**Important:** All applicants must complete the SF-LLL Disclosure of Lobbying Activities in Grants.gov prior to beginning the application process in JustGrants. NOTE: Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your organization, you are required to complete the disclosure form via grants.gov. If you need to submit additional forms, please submit them as attachments to your application online in the “Additional Application Components” Section.

## DOJ Certified Standard Assurances

Applicants to COPS Office programs are required to sign and acknowledge the standard DOJ Assurances form in JustGrants. Signing this document assures the COPS Office that you have read, understood, and accepted the award terms and conditions as outlined in the Assurances. Please read this document carefully, as signatures on this document are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to fund the covered award. Full text of the Certified Standard Assurances and Terms and Conditions is available in the FY24 Resource Guide for Community Policing Advancement (CPA) Programs at [https://cops.usdoj.gov/pdf/2024ProgramDocs/CPA\\_Resource\\_Guide.pdf](https://cops.usdoj.gov/pdf/2024ProgramDocs/CPA_Resource_Guide.pdf).

## DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Applicants to COPS Office programs are required to sign and acknowledge the standard DOJ Certifications form in JustGrants. Signing this document assures the COPS Office that you have read, understood, and accepted the award terms and conditions as outlined in the Certifications.

Please read this document carefully, as signatures on this document are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered award. See appendices for the full assurances and certifications, which can all be found in the [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#).

An explanation is required when the applicant is unable to certify to certain statements in the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing” form (if applicable). When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#) for a copy of this Certifications form.

The certifications are as follows:

1. The applicant understands that, as a general rule, COPS Office funding may not be used for the same item or service funded through another funding source, and
2. The applicant and any required or identified official partner(s) listed in this application mutually agreed to this partnership prior to submission.

## Declaration and Certification to DOJ as to Application Submission

Applicants must read and acknowledge the statements in the Declaration and Certification.

### Federal Civil Rights and Award Review

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

## How to Apply

Federal regulations require that an applicant for federal funding (1) be registered in SAM before submitting its application, (2) provide a valid unique entity identifier in its application, and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. The COPS Office may not make an award to an applicant until the applicant has complied with all applicable Unique Entity Identifier (UEI) and SAM requirements and, if an applicant has not fully complied with these requirements by the time the COPS Office is ready to make an award, the COPS Office may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200 and 25.205 and the Award Terms and Conditions for further information.

Please follow the steps listed here to ensure your application is submitted by the deadline for this solicitation. Applicants should register online with SAM and with Grants.gov well in advance of the JustGrants deadline.

### **Step 1: Register with SAM database/Confirm Unique Entity Identifier (UEI) number**

The Unique Entity Identifier (UEI) issued by SAM is a 12-character alphanumeric value and, once issued, will not change. Entities that are currently registered in SAM.gov already have a Unique Entity ID (SAM) which can be viewed in SAM.gov. The transition to UEI (SAM) will not impact an entity's registration expiration date or when renewal is necessary.

System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

If you do not have an Employer Identification Number (EIN), the process can take up to five weeks to obtain an EIN from the Internal Revenue Service. There is no fee associated with these processes. These processes cannot be expedited.

SAM registration procedures can be accessed at <https://www.sam.gov>.

The person registering with SAM will be the designated SAM E-Business (E-Biz) Point of Contact (POC), who can assign the people who submit applications for the organization (your Authorized Organization Representatives). In addition, you must review your SAM registration once a year.

**Step 2: Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.**

Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "Unique Entity Identifier (UEI)" must be used to complete this step. For more information about the registration process for organizations and other entities, visit the [Grants.gov registration page](#). Individuals registering with Grants.gov may visit the [Applicant Registration page](#).

**Step 3: Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).**

The SAM E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

**Step 4: Search for the funding opportunity on Grants.gov.**

Search using the Assistance Listing Title and the Funding Opportunity Number from the solicitation.

**Step 5: Access Funding Opportunity and Application Package from Grants.gov.**

Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.

**Step 6: Complete and Submit the SF-424 and SF-LLL via Grants.gov.**

Within 48 hours after submitting the SF-424 and SF-LLL, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the SF-424 and SF-LLL. The second will state whether the SF-424 and SF-LLL has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a system-generated rejection notice a few minutes or hours later. Submitting the SF-424 and the SF-LLL well ahead of the Grants.gov deadline provides time to correct the problem(s) that caused the rejection. These system-generated rejection notices are due to inaccurate data or incomplete applications.

**Important:** DOJ urges each applicant to submit the SF-424 and the SF-LLL at least 72 hours prior to the Grants.gov due date to allow time to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification. Verify the application deadline (date and time) in the solicitation.



**Step 7: Register the Entity Administrator (E-Biz POC) and the Application Submitter with DOJ's Justice Grants System (JustGrants).**

*(Application Submitters and E-Biz POC Users with an existing JustGrants Account may skip to step 8.)*

Within 24 hours of JustGrants receiving an application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.

To ensure that you receive these emails and that they are not flagged as spam, we recommend adding **DIAMD-NoReply@usdoj.gov** to the trusted sender list in your email settings.

The E-Biz POC at the applicant organization serves as the Entity Administrator and must log in to JustGrants to confirm the entity's profile, add users, and assign the two required Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official). The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions for your agency, as the legal recipient. For guidance on who should be assigned as Authorized Representatives, please see below:

**For law enforcement agencies,** COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the application, and (if awarded funding) accept the award package. Both the top law enforcement executive and the top government executive must be assigned the role of Authorized Representative in Just Grants.

**For non-law enforcement agencies** (institutions of higher education, school districts, private organizations, etc.), COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application, and (if awarded funding) accept the award package. These two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. Both the programmatic official and the financial official must be assigned the role of Authorized Representative in Just Grants.

Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

The user who submitted the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov.

## Application Submitters and E-Biz POC Users with a JustGrants Account

### Step 8: Review and Invite the Two Required Authorized Representatives in JustGrants

The Entity Administrator will need to log into JustGrants to review and assign the required two Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official). The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions for your agency, as the legal recipient. For guidance on who should be assigned as Authorized Representatives, please see guidance above.

If an Authorized Representative needs to be invited, the Entity Administrator will need to invite the individual to receive a JustGrants account. These actions are required before an application can be submitted.

Within minutes of being invited to be an Authorized Representative, the individual will receive an email from **DIAMD-NoReply@usdoj.gov** with instructions on how to create an account in DOJ's secure user management system.

Once the Authorized Representatives receives the email and completes the steps to create an account, the Authorized Representative will be available in JustGrants.

Review the "[JustGrants User Roles Guide](#)" to become familiar with the various JustGrants Entity User roles.

### Step 9: Complete and Submit the JustGrants Application

**Important:** In addition to the Application Submitter, the Entity Administrator and the two Authorized Representatives should be available to assist with the JustGrants application submission.

The Application Submitter will complete the application by entering data into web-based forms, uploading attachments, and accepting assurances and certifications. Before you submit your application, each section must be completed and free of validation errors. If not, please return to each identified page using the table of contents on the right side of the page. If any required fields are unanswered, they will be flagged with warning messages. In this case, answer these required fields. You will not be able to submit your application until all validation issues are corrected and the application is certified.

The Application Submitter will also need to confirm the required two Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official).

The Application Submitter will need to select two authorized representatives via dropdown field in the "Confirm Authorized Representative" section of the application. The dropdown will display all authorized representatives that have been assigned for your entity (the [Application Submission Job Aid Reference Guide](#) for this step).

If you do not see authorized representatives for your entity in the dropdown field within the “Confirm Authorized Representative” section of the application, you will need to add and assign the role for each authorized representative for your entity. Please note: the COPS Office requires two authorized representatives (Law Enforcement Executive and Government Executive) for its grant applications. Users will not be visible in JustGrants until they have successfully logged into JustGrants. If you need assistance adding users and assigning roles for your entity, please refer to the [Entity Management Job Aid Reference Guide](#).

Once all sections are completed, the application submitter will submit the application. Upon successful submission of an application, the Application Submitter, Entity Administrator, and the two Authorized Representatives will receive an email from JustGrants confirming submission of the application. The COPS Office will not accept applications submitted via mail or email.

### **Step 10: Confirm Receipt of JustGrants Application**

The Application Submitter should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. The COPS Office does not send out these notifications, nor does the COPS Office receive a copy of these notifications. It is the applicant’s responsibility to notify the COPS Office of any problems with the application submission process. Submitting the application components **at least 48 hours prior to the solicitation deadline** will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

## **Submission Dates and Time**

All completed applications must be submitted by the deadline.

## **Late Submissions**

The COPS Office will review on a case-by-case basis requests for late submission due to unforeseen technical issues or extraordinary events such as extreme weather emergencies or mass casualty events. Requests for an extension of the Grants.gov deadline must be received prior to the close of the solicitation in Grants.gov. Requests for an extension of the JustGrants deadline must be made prior to the close of the solicitation in JustGrants. No late submission requests will be considered once the solicitation closes. Extension of deadlines is rare and is not guaranteed.

To be considered for an extension, applicants must contact the COPS Office Response Center via email at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) detailing the technical/extraordinary issues that impact application submission. This email must be submitted prior to the deadline for which the applicant is requesting an extension. The applicant’s email must include the following information: UEI number, Organization name, Point of contact name and information, Application ID, and the nature of the issue/disaster and

how it affected the applicant's ability to submit an application on time. The email subject line should read "FY24 CPD Accreditation Extraordinary Circumstances: [UEI number, Agency Name, Application ID]", with your UEI number and organization name and details filled in.

The COPS Office will respond to each applicant as soon as possible with either an approval and instructions for submission or a rejection. If the technical issues you reported cannot be validated, the application will be rejected.

The following conditions are not valid reasons to request an extension: (1) failure to begin the registration process in sufficient time; (2) failure to follow instructions on Grants.gov or JustGrants; (3) failure of the two assigned authorized representatives, with the proper authority, to activate accounts in JustGrants prior to application submission; (4) failure to follow all of the instructions in the solicitation; (5) failure to register or update information on the SAM website; and (6) failure to register or complete the SF-424 and SF-LLL in Grants.gov.

## Application Review Information

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

To maintain the integrity of the competitive solicitation process, the COPS Office can provide publicly available technical assistance regarding the mechanics of the application but cannot evaluate the merits of an application during the open solicitation period.

## Review Process

Applications will undergo a standard review and selection process, which includes a review of basic minimum requirements, peer review panel ratings, administrative compliance review, a senior leadership review and recommendation panel, and director's selection. A description of each phase is provided in the following sections. Applicants are encouraged to review their own applications prior to submission, with particular attention given to the Basic Minimum Requirements and each of the Review Criteria specified in the descriptions that follow.

## Basic Minimum Requirements Review

Once the solicitation closes, COPS Office staff screen and evaluated applications for compliance with basic minimum requirements (BMR). Applications should be written with clarity, organization, and soundness in the proposed work, with all mandatory attachments.

## BMR Review Criteria

Applications that are missing any of the following basic minimum requirements will be disqualified and therefore not scored by review panels.

- Applicant must respond to required application questions.
- Applicant must provide a separate budget narrative that is 60 percent or more allowable.
- Applicant must be a public governmental agency, federally recognized Indian tribe, nonprofit organization, institution of higher education, or community group.
- The proposed project must be within the scope of the solicitation.

## Peer Review

Peer review will evaluate applications that meet the eligibility basic minimum requirements. The COPS Office may use internal peer reviewers, external peer reviewers, or a combination to assess applications on technical merit using the solicitation's review. An external peer reviewer is an expert in the subject matter of a given topic area who is not a current federal employee. An internal peer reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the subcategory. Peer feedback is advisory only, although reviewer views are considered carefully.

Peer reviewers will be asked to review applications based on the application subcategory and the goal of the solicitation to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities. Reviewers will also be asked to consider the subcategory-specific solicited goals, requirements, and deliverables described in the solicitation language.

Upon completion of their reviews, peer reviewers will recommend applications that should advance to Senior Leadership Review.

## Review Criteria

Applications will be evaluated based on the following merit criteria, which the applicant addresses in their application, proposal narrative, budget narrative, budget worksheets, and other attachments. Applications that are not responsive to the solicitation or duplicative of past or ongoing federally funded work will be scored accordingly. Although not an exhaustive list, at a minimum, reviewers will be asked to evaluate applications according to the following criteria:

### Problem identification and project description

- Explains why the agency has decided to obtain accreditation
- Explains the major activities the agency will undertake and how these activities assist the agency in obtaining accreditation
- Provides the accreditation entity the applicant is seeking accreditation from, the current stage of accreditation, and the projected date of accreditation

### Project reach and impact

- Describes how accreditation will be sustained once the award ends

### Management and implementation

- Describes the overall management and implementation plan for the project including identification of the accreditation body
- Identifies key project staff and their experience as well as the agency capacity to carry out the project

### Budget

- Provides a detailed budget narrative with costs that are allowable, appropriate, and reasonable
- Provides a detailed budget that supports the tasks and deliverable(s) outlined in the application
- Provides detailed breakdowns of each budget category and justification for total costs, such as per unit over time or reasonable estimate at time of application submission
- Provides appropriate budget justification documentation, which may include a current indirect cost rate agreement, sole source justification, and consultant rate justification

In addition, any applicable priority consideration(s) is only one of many factors in making COPS Office funding decisions and does not guarantee an award.

## Federal Policing Priorities

In addition to the criteria listed earlier, the COPS Office will provide priority points for agencies that respond affirmatively to the list of questions related to the activities outlined in the Federal Priorities for Policing Inventory. The inventory questions will help the U.S. Department of Justice evaluate the possibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance.

## Administrative Compliance Review

All advancing applications will undergo an administrative compliance review. Past financial and programmatic performance with DOJ award funding will be considered in this review process. Past performance may affect the overall rating and ranking of an application. Factors that may be included in the past performance review include the following:

- The extent to which the applicant has adhered to all special conditions in the prior awards
- The extent to which the applicant has complied with programmatic and financial reporting requirements
- The extent to which the applicant has completed closeout of prior awards in a timely manner
- Whether the applicant has received financial clearances in a timely manner
- Whether the applicant has resolved any issues identified in an audit or on-site monitoring visit in a timely manner
- Whether the applicant has adhered to single audit requirements
- The extent to which the applicant has completed work and spent prior award funds in a timely manner

Pursuant to 2 C.F.R. Part 200 (“Uniform Guidance”), before award decisions are made, the COPS Office also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, the COPS Office checks whether the applicant is listed in SAM as excluded from receiving a federal award. The COPS Office also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, “FAPIIS”).

Applicants may review and comment on any information about them in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

The COPS Office may contact applicants regarding budget and financial questions as part of the review process. This outreach is not an indication of funds or awarding decisions.

## Senior Leadership Review

The Senior Leadership Review is conducted by senior-ranking federal employees. During this process all advancing applications from peer review are evaluated based on peer review feedback, administrative compliance review, past performance, project scope, and budget.

Senior Leadership will submit formal recommendations for funding to the COPS Office Director.

## Director's Selection

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including prior funding history, current award balances, underserved populations, population served, geographic diversity, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

## Federal Award Notices

Award notification will be sent electronically from JustGrants. This award notification will include instruction on enrolling in Automated Standard Application for Payments (ASAP) and accepting the award. Recipients will be required to log into JustGrants to review, sign, and accept the award. The notice of award will contain details about the award including start and end dates, funding amounts, and the award conditions. The Authorized Representatives must acknowledge having read and understood all sections of the award instrument and submit the required declaration and certification to accept the award; these steps will be completed electronically in JustGrants before you will be able to draw down funds or begin implementing the program. By accepting the award and the COPS Office funding, your agency acknowledges that it will comply with these conditions and, if applicable, additional special conditions specific to your agency.

It is anticipated that awards will be announced on or after September 30, 2024. Any public announcements will be posted on the [COPS Office website](#).

**All award decisions are final and not subject to appeal.**

To officially accept and begin your award, your organization must access your award package at <https://justgrants.usdoj.gov/>. Once you access your account, you will review and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high-risk conditions within 45 days of the date shown on the award congratulatory letter, unless an extension is requested and granted. The two assigned Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official) as described in the How to Apply section are required to sign the award package. If the Authorized Representative(s) changes between the time of application submission and award receipt, the Entity Administrator will need to



update the Authorized Representative(s) in JustGrants. Your organization will not be able to draw down award funds until the COPS Office receives your signed award document. For more information on accepting your award, please visit the [JustGrants Training page](#) for step-by-step instructions.

For technical support with JustGrants, please call JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov), or 833-872-5175. For programmatic assistance, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

## The Award Package

The award package is the document indicating your official award funding amount, the award number, the award terms and conditions, and award start and end dates.

The award start date indicated in the award package means that your organization may be reimbursed for any allowable costs incurred on or after this date. The duration of awards is 24 months.

Your FY24 award number is in the following format: 15JCOPS-24-XX-XXXXX-XXXX. The COPS Office tracks award information based upon this number; therefore, it is important to have your organization's award number (or your organization's UEI number) readily available when corresponding with the COPS Office.

The award terms and conditions are listed in the award package. In limited circumstances, your award package may include additional special conditions or high-risk conditions that prevent your organization from drawing down or accessing award funds until the special conditions or high-risk conditions are satisfied as determined by the COPS Office.

By accepting the award, you are acknowledging that you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded funds, your organization will acknowledge that it will comply with all applicable award terms and conditions including any special or high-risk conditions.

## Administrative and National Policy Requirements

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations that will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

The COPS Office strongly encourages applicants to review applicable requirements and terms and conditions prior to submitting an application. Terms and conditions for COPS Office awards are available on the COPS Office website in the Application Resource Guide. Terms and conditions are subject to change before the award is issued. The [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#) also contains additional requirements which apply to this application and award, including audit requirements, suspension, and termination requirements.

## Terms, Conditions, and Award Requirements

Please review carefully the [FY24 Resource Guide for Community Policing Advancement \(CPA\) Programs](#) for a full description of each of the listed terms, conditions, and other requirements for this COPS Office program. By submitting your application, your organization assures the COPS Office that you agree to the terms, conditions, and requirements. If awarded funds, by accepting your COPS Office award, your organization agrees to comply with all of the terms, conditions, and other requirements in your award package and any additional special or high-risk conditions that may be imposed on your award.

## Administrative Actions and Legal Remedies Related to Federal Awards

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in legal sanctions including suspension and termination of award funds, the repayment of expended funds, ineligibility to receive additional COPS Office funding, and other remedies available by law.

Under the False Claims Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), <https://oig.justice.gov/hotline/index.htm>, or 800-869-4499.

## Remedies for Noncompliance

Under 2 C.F.R. § 200.339, if the recipient fails to comply with award terms and conditions, the Federal awarding agency may impose additional conditions or take one or more of the following actions as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the Federal award.

- Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- Withhold further Federal awards for the project or program.
- Take other remedies that may be legally available.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

Awards terminated due to noncompliance with the federal statutes, regulations, or award terms and conditions will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and any other remedy available by law.

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

## **Federal Awarding Agency Contact(s)**

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to [support@Grants.gov](mailto:support@Grants.gov), or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact the JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. The JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

For programmatic assistance with the requirements of this program, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

## **Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a)**

All applications submitted to the COPS Office (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request if DOJ determines that the responsive information is

protected from disclosure under the Privacy Act or falls within the scope of one or more of the nine statutory exemptions under FOIA. DOJ cannot agree not to release some or all portions of an application/award file in advance of a request pursuant to the FOIA.

In its review of records that are responsive to a FOIA request, the COPS Office will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, the COPS Office will request the views of the applicant/recipient that submitted a responsive document.

## Feedback to the COPS Office

To assist the COPS Office in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and the application review peer review process. Provide feedback via email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) with the following subject line: “FY24 CPD Accreditation Program Feedback.”

**Important:** This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

## COPS Office Other Information

### Reporting, monitoring, and evaluation requirements

#### Reporting

If awarded, your organization will be required to submit quarterly Standard Form 425, Federal Financial Reports (FFR) as well as semiannual Programmatic Performance Reports. Recipients should be prepared to track and report program award funding separately from other funding sources (including other COPS Office federal awards) to ensure accurate financial and programmatic reporting on a timely basis. Recipients should ensure that they have financial internal controls in place to monitor the use of program funding and ensure that its use is consistent with the award terms and conditions. Good stewardship in this area includes written accounting practices, use of an accounting system that tracks all award drawdowns and expenditures, and the ability to track when award-funded positions are filled or approved purchases are made. Failure to submit complete reports or submit reports in a timely manner will result in the suspension and possible termination of a recipient’s COPS Office award funding or other remedial actions.

## Monitoring

Federal law requires that agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice.

Awarded organizations will be responsible for submitting Programmatic Performance Reports on a semiannual basis and SF-425 - Federal Financial Reports on a quarterly basis. In addition, awarded organizations will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office recipients will be required to participate in such award monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based award reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your organization's compliance with nonsupplanting and both programmatic and financial requirements of the award, and your organization's progress toward achieving your community policing strategy. Grant Operations staff are particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memorandum and Final Funding Memorandum.

If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced award monitoring activities.

Please feel free to contact your COPS Office Program Manager to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

## Program Evaluation

Though a formal assessment is not a requirement, awarded organizations are strongly encouraged to conduct an independent assessment of their respective award-funded projects. Project evaluations have proven to be valuable tools in helping organizations identify areas in need of improvement, providing data of successful processes, and reducing vulnerabilities.

Selected award recipients shall be evaluated on the local level or as part of a national evaluation, pursuant to guidelines established by the Attorney General. Such evaluations may include assessments of individual program implementations. In select jurisdictions that are able to support outcome evaluations, the effectiveness of funded programs, projects, and activities may be required. Outcome measures may include crime and victimization indicators, quality of life measures, community perceptions, and police perceptions of their own work.

# Financial Management and System of Internal Controls

Award recipients and subrecipients must, as set out in the Uniform Guidance at 2 C.F.R. § 200.303, do the following:

- Establish and maintain effective internal control over the federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of federal awards.
- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency designates as sensitive or [the recipient (and any subrecipient)] considers sensitive, consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

## Audit Requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F> establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

## Civil Rights

All recipients are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for award recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

## Funding to Faith-Based Organizations

Faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in any DOJ program for which they are otherwise eligible. A faith-based or religious organization that participates in DOJ-funded programs or services will retain its independence from government, and may continue to carry out its mission, including the practice and expression of its religious beliefs, as long as it does not use direct financial assistance from DOJ to support any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization. Further guidance on federal financial assistance for faith-based organizations can be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations> and <https://www.justice.gov/opa/pr/departments-justice-announces-joint-final-rule-regarding-equal-treatment-faith-based>.

## Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the JustGrants System.

## Public Reporting Burden: Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. For any questions or comments, please contact David Neely, COPS Office Paperwork Reduction Act Program Manager, at 202-514-8553.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 04/30/2024.

## Performance Measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRA Modernization Act) of 2010, P.L. 111–352), recipients who receive funding from the Federal Government must measure the results of work that

funding supports. This act specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for this program will include the following:

- Extent to which COPS Office award funding (e.g., officers, equipment, training, technical assistance) has increased your agency's community policing capacity
- Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency's community policing capacity

The objective of these performance measures is to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.

Recipients will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through performance reports.

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving, (2) partnerships, and (3) organizational transformation. The COPS Office requires all applicants to describe how the personnel, technology, equipment, supplies, travel, or training requested will assist the applicant in implementing community policing strategies.

To read an overview of the principles of community policing, please see the COPS Office publication [Community Policing Defined](#).

As part of the programmatic performance reports, all recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to the program to better meet the program's objective and law enforcement agency needs.

## **Application Checklist**

Please refer to the [JustGrants DOJ Application Submission Checklist](#).



  
**REQUEST FOR COUNCIL ACTION**

Date: 6/3/2024

Item No.: 10.f.

Department Approval

City Manager Approval



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**Item Description:** Approve City Manager Goals for 2024-25

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**Background**

At the May 20, 2024 City Council meeting, Council members gave the City Manager his annual performance review. As a result of those conversations, goals were drafted for the City Manager to work on for the next year.

**Policy Objectives**

Under Minnesota Statutes Section 412.611, Plan B cities such as Roseville have a City Manager that exercises the administrative power of the city and is responsible to the council for the proper administration of all city affairs. Under the Plan B form of local government, the City Council directly oversees the work and employment of the City Manager. An annual review and setting of goals for the City Manager is undertaken to ensure that the City Manager's work meets the expectations of the City Council and the community.

**Racial Equity Impact Summary**

The City Manager oversees all of the City operations that serve the residents and businesses. Over the past few decades, Roseville has become increasingly diverse in its residential population. Therefore, it is critical that work to embed equity into City programs, services, and operations is included as part of the City Manager's goals. Specific to the 2024–2025 goals, the City Council has identified that the City Manager should continue to advance the organization's equity work.

**Budget Implications**

Based on a successful performance review, the City Council may grant a step increase to the City Manager's salary.

**Staff Recommendations**

Motion to approve the 2024-25 City Manager Goals.

**Requested Council Action**

Motion to approve the 2024-25 City Manager Goals.

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

**Attachments:** 1. City Manager Goals for 2024-2025

## 2024- 2025 City Manager Goals Approved June 3, 2024

Listed below are the City Manager's 2024-25 goals identified by the City Manager and the City Council sub-committee as part of the City Manager's performance review. Under each goal is a purpose statement on what the goal will do, and milestones towards reaching each goal. *I would suggest that there is 6-month (October) check-in about these goals between the City Manager and the City Council sub-committee to review progress of reaching these goals.*

### **Implement Community Vision through Strategic Plan**

**Goal:** *Complete process and implementation of a strategic plan based on the community aspirations identified by the Envision Roseville process*

**Background:** With the completion of the Envision Roseville process, creation of a strategic planning is the next step to implement priorities based on community-identified aspirations. The strategic planning process will have a hired facilitator to guide sessions attended by both the City Council and Department Heads to craft strategic priorities and goals that will further the community-identified aspirations. Once the strategic planning process is completed, a reporting system will be incorporated to track progress on the identified strategic priorities and goals.

### **Important Milestones:**

#### May-June-July 2024

- Meet with strategic planning consultants to discuss City expectations of work
- Receive proposals and select consultant
- Conduct strategic planning with consultant (July or August)

#### August –September-October 2024

- Complete strategic planning process (August-September)
- Adopt Strategic Plan with goals, actions, and performance measures
- Begin drafting on Department Work Plans based on Strategic Plan

#### November–December 2024 – January 2025

- Finish Department Work Plan
- Present Department Work Plans to City Council

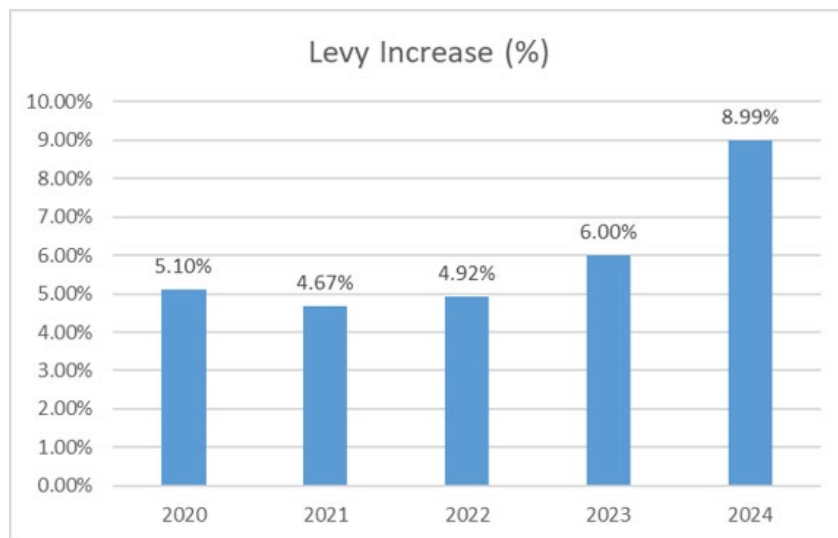
#### February – March – April 2025

- Implement Department Work Plans
- Starting in April, provide quarterly update on progress of work with priorities identified in the Strategic Plan and Department Work Plans Report

### **Focus on City budget and spending**

**Goal:** *Plan for future financial impacts and identify methods to ensure financially acceptable and sustainable budgets*

**Background:** The 2024 City budget levy increased by 9% primarily due to the implementation of the Classification and Compensation Study and rising costs for materials, supplies, and professional services. As shown in the chart below, the 2024 levy increase was higher than what was approved in the last several years.



Federal and state grants and aid were used to soften the levy increase in the past few budget cycles. Most of these federal and state grants will not be available to be used with the 2025 budget. As a result, the City will need to explore cost saving measures and consider additional funding options to continue those programs, services and personnel into the future.

### **Important Milestones:**

#### May-June-July 2024

- Discuss upcoming budget challenges with Department Heads and task them with reviewing programs, services, and other cost drivers to moderate future levy increases
- Department Heads submit CIP and budget for operational needs
- As part of budget formulation process, City Manager will focus on the following:
  - With individual Department Heads, review infrequent or one-off expenditures and explore alternative non-levy funding sources
  - With individual Department Heads, review their 2023 and 6-month 2024 expenditures to identify cost-saving measures in their department
  - Strategically utilize City reserves in formulation of budget to lessen the need to use levy dollars
  - Review of City fee schedule to ensure that they are capturing actual city costs

August–September–October 2024

- Meet with Finance Commission to discuss and review proposed budget
- Finalize City Manager Budget
- Present City Budget to the City Council, including details of what reductions were made from the original Department budget requests and past budget, what other non-levy sources are being used to limit levy increases
- Gain approval of preliminary budget

November–December 2024 – January 2025

- Consideration and approval of 2025 Operational and Capital Improvement budgets

February – March – April 2024

- Monitor 2025 City operational and capital improvement budgets and begin review of assumptions for 2026 budget

**Advance Organization's Equity Work**

**Goal:** *Ensure that the City's work continues to be focused on eliminating barriers inherent in the system to guarantee that all Roseville residents can be served by and participate in local government.*

**Background:** For the past several years, the City as an organization has focused on ensuring equity considerations are part of everything we do. The City has made progress on the Strategic Racial Equity Action Plan (SREAP), conducted leadership diversity, equity, and inclusion training, utilized the racial equity toolkit in analyzing new initiatives, provided racial equity impact summaries in City Council cases, improved recruitment and hiring processes, and utilized new demographics and resources.

With the filling of the Equity and Inclusion Manager position in March (after being vacant for a period), the organization is ready to build on the work surrounding equity. For the next year, I will help implement a renewed approach of our equity work. Working with the Assistant City Manager and Equity and Inclusion Manager, we propose to help redefine the Human Rights, Inclusion, and Engagement Commission, create new internal staff equity teams as illustrated in the following graphic.



The Equity and Inclusion Commission is a name placeholder for the new group replacing the HIREC. The Equity and Inclusion Steering Team would be comprised of Department Heads and would meet monthly to discuss and review the equity and inclusion work of the City. The Equity and Inclusion Action Team would be comprised of staff from all departments that will gather to learn about, help, advise, and implement the City's Equity and Inclusion work. The Employee Resource Group will create space for employees to connect across departments to share their lived and workplace experiences. The Department Equity and Inclusion Workplans will identify the work of each City Department in implementing the City's equity and inclusion work.

### **Important Milestones:**

#### May-June-July 2024

- Continue to support the transformation of the HRIEC
- Finish on-boarding the new Equity and Inclusion Manager
- Ensure City participation in Juneteenth Celebration
- Launch the Equity and Inclusion Steering Team (EIST)
- Launch the Equity and Inclusion Action Team (EIAT)

#### August –September-October 2024

- Launch Employee Resource Group (ERG)
- EIST/EIAT learning and development around equity and inclusion
- Receive Equity and Inclusion Vision from City Strategic Planning process

November–December 2024 – January 2025

- Complete 2024 City Workforce Report
- Begin work on creating Department Equity and Inclusion Action Plans that incorporates the Equity and Inclusion Vision from City Strategic Planning process, the work and input of the EIST, EIAT, and ERG, and Strategic Racial Equity Action Plan (SREAP)

February – March – April 2025

- Plan for 2025 staff equity training
- Implement Department Equity and Inclusion Action Plans

**A note about City Council packets**

As part of the review process, it was mentioned that errors and omissions still occur in City Council packets. The review feedback highlighted the importance of having a system in place so that City Council packets, reports, and other staff work meet high professional standards and are consistently produced to minimize error and to provide the appropriate level of information and analysis.

The Council sub-committee on the City Manager’s review did not think it rose to a level of a goal, but that continued attention should be given to those efforts moving forward.

# FUTURE MEETING AGENDA HIGHLIGHTS

June 3, 2024

## June 17, 2024 City Council Meeting

- Board of Adjustment and Appeals – Hearing regarding fence located in right-of-way at 257 S. McCarrons Blvd.
- Hold Public Hearing for Liquor License for Centro Roseville, 1901 Hwy. 36
- All Department Equity Update
- Joint Meeting with Finance Commission
- Award contract for Recycling Carts
- Discuss Legislative Impacts related to City Budget and City Council Priorities
- Declare mid-term Commission vacancies (if needed)

## June 24, 2024 Rosefest Parade

## July 8, 2024 City Council Meeting

- Approve Issuance of Recycling Request for Proposals

## July 15, 2024 EDA Meeting

- Review 2025 EDA Budget Request

## July 15, 2024 City Council Meeting (Work Session)

- Receive Capital Improvement Plan for 2025-2044



**Future Agenda Review - Longer Term Initiatives**  
(items that likely require council discussion/action)

4/18/2024

| <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                            |