



Finance Commission Agenda

Tuesday, July 9, 2024

6:30 PM

City Council Chambers

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

- 1. Roll Call - Barclay, Bester, Dahir, Davy, Sagisser, Tupy, Vervoort**
- 2. Receive Public Comment**
- 3. Approval of Meeting Minutes**
 - a. Approve Minutes
- 4. Business Items**
 - a. Receive Civic Campus Master Plan Update
 - b. Receive Finance Commission Recommendation Tracking Report
 - c. Review draft 2025-2044 Capital Improvement Plan
- 5. Other Business**
 - a. Future meeting topics and work plan
- 6. Adjourn**

Roseville Finance Commission Agenda Item

DATE: July 9, 2024

ITEM: 3.a.

ITEM DESCRIPTION: Approve Minutes

Background

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

To ensure an accurate historical account of the Finance Commission's activities is preserved, the City maintains a practice of keeping meeting minutes. The attached file contains the draft minutes from the June 13, 2024, meeting. The Commission is asked to review the minutes and identify any typos, errors or inaccuracies of the discussion that took place.

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

Recommendation

Review the draft minutes.

Requested Commission Action

Amend (as necessary) and approve via motion, the Finance Commission meeting minutes for the June 13, 2024, meeting.

Attachments

1. FC Minutes 06.13.2024

1 **Finance Commission**
2 **Meeting Minutes**
3 **DRAFT – June 13, 2024 - DRAFT**
4

5
6 **Roll Call/Announcements**
7

8 The Finance Commission (FC) meeting was called to order at 6:30 p.m. Chair Bester called the
9 roll.
10

11 **Commissioners Present:** Siafa Barclay, Bruce Bester, Kevin Davy, Dan Sagisser, and Anna
12 Vervoort
13

14 **Commissioners Absent:** Sadiq Dahir, and Joe Tupy
15

16 **Staff Present:** Finance Director Michelle Pietrick
17

18 **Receive Public Comments**
19

20 There being no one present wishing to speak to the Commission on an item not on the agenda,
21 the Chair moved to the next agenda item.
22

23 **Approval of Meeting Minutes**
24

25 Chair Bester asked if there were any changes to the minutes.
26

27 Commissioner Barclay moved, seconded by Commissioner Vervoort to approve the May 14,
28 2024 meeting minutes as presented. The motion carried unanimously.
29

30 **Receive Finance Commission Recommendations Tracking Report**
31

32 Chair Bester reviewed the Finance Commission Tracking Report.
33

34 **Continued Discussion on Joint Meeting with City Council**
35

36 Finance Director Pietrick stated the Finance Commission will meet with the City Council at the
37 June 17, 2024, meeting.
38

39 Commissioner Barclay thought there would be a discussion on the CIP that was discussed at the
40 last meeting.
41

42 Ms. Pietrick indicated this will be a discussion topic at the next couple of meetings.
43

44 Ms. Pietrick explained historically at the joint meeting the Finance Commission highlights a few
45 things that were accomplished in the past year. She indicated the investment portfolio
46 performance will be included in the joint meeting for discussion.

Chair Bester wondered what the Commission thought about the Council and Mayor getting to know each Commissioner a little better. He thought maybe the topics could be divided up amongst the Commissioners to present to the Council.

Commissioner Sagisser indicated because he is not the Vice Chair of the Commission anymore, he is going to pass on that this time. He indicated he did not like having to present to the City Council. He noted he would present a topic if needed.

Chair Bester indicated he would like Commissioner Sagisser to present something because he thought the City Council liked him and he did a good job previously making a presentation.

Commissioner Sagisser asked what Chair Bester would like him to present. He wondered if he should present the electric fire engine purchase recommendation.

Chair Bester thought it could be explained that the Commission recommended the purchase because there are grants involved that would help to pay for the purchase.

Chair Bester indicated he would present the investment portfolio proposal to the City Council and thought this was ready for the City Council to make an approval of some sort.

Chair Bester asked if investing in the equity investment fund was premature.

Ms. Pietrick indicated she did have some limited funds that could be invested at this time but she would not be willing to invest 1.5 million dollars. She indicated the Capital Improvement Plan needs to be squared away first.

The Commission concurred.

Ms. Pietrick indicated the last thing she wanted to do was bring a resolution forward and the City Council would deny it.

Chair Bester thought the Commission should bring forward wording such as “The Finance Commission is ready to make a recommendation and realize that the figure has to be determined by the Finance Director, but the Commission wants the City Council to know should the Finance Director come with a recommendation, the Finance Commission is behind it”.

Commissioner Sagisser indicated wording such as “The Finance Commission recommends the City Council allow the Finance Department to begin investing the City’s reserves”, he wondered how that should be worded.

Ms. Pietrick explained in the State Statute it references long term capital reserves and the city policy references investing through the state Investment Board.

Commissioner Sagisser refined the wording to say, “The Finance Commission recommends that the City Council allow the Finance Department to begin investing the City’s funds held for eligible long-term capital investments into equities as managed by the State Investment Board”.

Chair Bester moved, seconded by Commissioner Sagisser to recommend the City Council allow the Finance Department to begin investing the City’s funds held for eligible long-term investments into equities as managed by the State Board of Investments. The motion carried unanimously.

The Commission also reviewed the list of activities that have taken place at the meetings which might be discussed at the joint meeting.

Discussion and Recommendation for Refunding Water Meter Deposits

Finance Director Pietrick reviewed the refund recommendation for water meter deposits and the reason why the deposits are now going to be refunded to the residents that paid these deposits. Both the water and sanitary sewer fund derive revenues based on the gallons consumed as read by the meters. The water fund paid for all costs associated with the meters and the sanitary sewer fund did not contribute towards the costs. Therefore, it makes sense that the sanitary sewer fund be utilized to make the refunds.

The Commission discussed the recommendation with Ms. Pietrick.

Commissioner Davy made a motion, seconded by Commissioner Barclay to make a recommendation to transfer money from the sanitary sewer fund to the water fund so refunds of the water meter deposits can occur in the third or fourth quarter of 2024. The motion carried unanimously.

Staff Update

Ms. Pietrick updated the Commission on City projects.

Future Meeting Topics and Work Plan

- Update on the Campus Master Plan and sales tax given by City Manager Trudgeon
- First review of the 2025-2044 Capital Improvement Plan

Adjourn

Chair Bester made a motion, seconded by Commissioner Vervoort, to adjourn. The motion passed unanimously.

The meeting adjourned at 7:41 p.m.

**Roseville Finance Commission
Agenda Item**

DATE: July 9, 2024

ITEM: 4.a.

ITEM DESCRIPTION: Receive Civic Campus Master Plan Update

Background

City Manager Pat Trudgeon will present an update on the Civic Campus Master Plan to the Finance Commission.

Recommendation

For informational purposes, no action required.

Attachments

None

**Roseville Finance Commission
Agenda Item**

DATE: July 9, 2024

ITEM: 4.b.

ITEM DESCRIPTION: Receive Finance Commission Recommendation Tracking Report

Background

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

Recommendation

Not applicable.

Requested Commission Action

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

Attachments

1. Tracking Report

Roseville Finance Commission Recommendation Tracking Report - Definitions

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

While the overall funding of tax-supported capital funds is sufficient over the next 5 years, individual funds will require an infusion of levy dollars in the next few years. In an effort to smooth out needed tax levy increases, we are proposing to start slowly increasing the property tax levy in certain funds now to avoid large increases in the future.

The General Facilities Fund has a current cash balance of \$3.7 million and adequate funding status for now. The Campus master plan has not yet been factored into the CIP projects for this fund. The conceptual plan was approved by the City Council and funding for the plan is based on local option sales tax, which will go to the voters in 2024. Staff anticipates that the projects will be refined and included in the CIP in later years, with coordination of implementation of the sales tax, if approved by voters.

In the fee-supported funds, we continue to refine submitted projects while refining the amount of revenue available to pay for capital in the utility funds. The utility funds revenues must pay for operations first and then capital. The projects will be adjusted according to available resources and prioritization of projects.

This is the first review of CIP at the Finance Commission and will be reviewed again in August and a final review is scheduled in September.

Recommendation

After completing its review at the next few meetings, the Commission is asked to submit CIP funding strategies to recommend to the City Council at the upcoming meeting on September 16, 2024.

Attachments

1. Capital Improvement Plan 2025-2044-6172024

