



City Council Agenda

Monday, December 2, 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: Groff, Etten, Strahan, Schroeder, 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. Recognition of City Councilmember Jason Etten
b. Recognition of Visit Roseville CEO Julie Wearn
c. Human Trafficking Awareness and Prevention Month Proclamation
- 6:28 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:30 p.m. a. Adopt Final 2025 City Budget, CIP and Tax Levy for City and EDA
- 7:00 p.m. b. Adopt the 2025 Utility Rates
- 7:15 p.m. c. Approve the proposed 2025 Fee and Administrative Penalty Schedules
- 7:30 p.m. d. Consider an ordinance amendment and business license to allow Roseville Lutheran Church, 1215 Roselawn Avenue, to operate a temporary overnight shelter from January 1, 2025 thru February 28, 2025
- 7:45 p.m. e. Consider Approval of Entering into an Agreement for a Comprehensive Evaluation of Police Resources and Operational Efficiency with The Axtell Group
- 8:05 p.m. f. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Chu Chao Liquor)
- 8:15 p.m. g. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (MGM Liquor)
- 8:25 p.m. h. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Kyoto)
- 8:35 p.m. i. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Parkway Pizza)
- 8: 45 p.m. j. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Osaka)
- 8:55 p.m. k. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Par 365)
- 9:05 p.m. l. Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Cub Foods/Larpenteur)
- 9:15 p.m. m. Hold a Public Hearing to Consider Approving Liquor License Renewals for 2025 for Businesses with Recent Compliance Failures
- 9:20 p.m. n. Consider Adoption of Ordinance to Amend Chapter 317 (Hotel Licensing Regulations)

of City Code to Delay the Effective Date and Clarify the Term of Licenses

8. Council Direction on Councilmember Initiated Agenda Items

9. Approval of City Council Minutes

9:30 p.m.

10. Approve Consent Agenda

- a. Approval of Payments
- b. Approval of 2025 Business License Renewals
- c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
- d. Approve new and reclassified positions in the 2025 city budget
- e. Consider Proclamations for 2025
- f. Approve Final Payment for 2023 Pathway Project 23-05
- g. Adopt Resolution Awarding Design Contract for 2025 Sanitary Sewer Lining Project #25-06
- h. Certify Delinquent Miscellaneous Charges
- i. Approve the renewal of a short term rental license for 1820 Chatsworth St N
- j. Approve Joint Powers Agreement between Roseville and Falcon Heights for Engineering Services

9:35 p.m.

11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager

- a. Future Agenda Review

9:45 p.m.

12. Adjourn

REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 5.a.

Department Approval

City Manager Approval

Item Description: Recognition of City Councilmember Jason Etten

Background

Policy Objectives

Equity Impact Summary

Budget Implications

Staff Recommendations

Requested Council Action

Prepared by:

Attachments: None

1 **EXTRACT OF MINUTES OF MEETING**
2 **OF THE**
3 **CITY COUNCIL OF THE CITY OF ROSEVILLE**

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5 * * * * *

6
7 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
8 Roseville, County of Ramsey, Minnesota was duly held on the 2nd day of December, 2024, at
9 6:00 p.m.

10
11 The following members were present: Strahan, Etten, Groff, Schroeder and Mayor Roe
12 and the following were absent: None.

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14 Member _____ introduced the following resolution and moved its adoption:

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17 **RESOLUTION No. _____**

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19 **RESOLUTION COMMENDING JULIE WEARN, VISIT ROSEVILLE CEO, FOR HER**
20 **DEDICATED SERVICE TO THE ROSEVILLE COMMUNITY**

21
22 WHEREAS, Ms. Wearn has been involved in Minnesota's hospitality and tourism industry for
23 over 30 years, including 18 years as Chief Executive Officer of Roseville Visitors
24 Association/Visit Roseville; and

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26 WHEREAS, Ms. Wearn will be concluding her illustrious career in the tourism and hospitality
27 industry when she retires at the end of the 2024; and

28
29 WHEREAS, Ms. Wearn has tirelessly promoted and advocated for Roseville during her 18-year
30 tenure and has served the community with enthusiasm, professionalism, and dedication
31 throughout her service with Visit Roseville; and

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33 WHEREAS, under Ms. Wearn's leadership, Visit Roseville became a leading destination
34 marketing organization in the State of Minnesota and the Midwest, and

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36 WHEREAS, in 2022, Ms. Wearn was recognized by Explore Minnesota as the state's Tourism
37 Professional of the Year, and in October 2024, the Minnesota Association of Convention and
38 Visitors Bureau recognized Ms. Wearn with the Roger Toussaint Award, which is the
39 organizations most prestigious award, to recognize her profound impact to the tourism industry.;
40 and

41
42 WHEREAS, Ms. Wearn led key initiatives that promoted the Roseville community including
43 OVALumination that placed holiday lights around the perimeter of the Roseville OVAL, and the

44 Roseville in Bloom program in 2020 that placed 20 6-foot Roses created by individual artists
45 throughout the community; and

46
47 WHEREAS, Ms. Wearn's service to the community extended beyond Visit Roseville, including
48 being an active member of Roseville Rotary, Friends of the OVAL, and the Roseville Police
49 Foundation; and

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51 NOW, THEREFORE, BE IT RESOLVED; the Roseville City Council commends Julie Wearn
52 for her dedicated service to the community for the past 18 years as CEO of Visit Roseville and
53 wishes her all the best in retirement.

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

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59 and the following voted against the same:

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61 WHEREUPON said resolution was declared duly passed and adopted.
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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 2nd day of December, 2024 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 2nd day of December, 2024

SEAL

Patrick J. Trudgeon, City Manager



Human Trafficking Awareness and Prevention Month January 2025

Whereas: Human trafficking is a nationwide public health and civil rights crisis. Its victims and survivors are everywhere, with Roseville being no exception.

Whereas: Human Trafficking includes both labor and sex trafficking, with both international and domestic victims.

Whereas: Anyone can become a victim of trafficking. While women and girls are the primary victims, victims/survivors come from every background, race, gender, sexual orientation, and economic status. Traffickers target individuals who, for any reason, are vulnerable.

Whereas: Young people are particularly vulnerable to trafficking and exploitation but face many barriers in reporting what has happened to them. Minnesota's Safe Harbor Law recognizes that any youth under the age of 18 who comes forward will no longer face criminal prosecution and will instead receive comprehensive and trauma-informed services. Safe Harbor also seeks to provide communities across Minnesota with the knowledge, skills and resources to effectively identify and work with sexually exploited and at-risk youth.

Whereas: All communities must seek to prevent human trafficking before it can occur, by, promoting safe, healthy, and supportive environments.

Whereas: The City of Roseville is striving to become a place where human trafficking does not exist, where people have opportunities available to them, and where all people are treated as fully human and worthy of a supportive community and freedom.

Now therefore be it Resolved that the city of Roseville declares January as Human Trafficking Awareness and Prevention month.

In Witness whereof, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 2nd of December, 2024.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Adopt Final 2025 City Budget, CIP and Tax Levy for City and EDA

Background

At the February 12, 2024, City Council meeting, the Council established a general timeline for the 2025 budget process including the following key dates:

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

State Statute requires all cities in excess of 2,500 in population, to adopt a final tax levy by December 30th for the upcoming fiscal year. The final levy amount must not exceed the preliminary levy that was established in September. However, the Council has discretion in modifying the budget at any time. The City Council is now asked to adopt a final 2025 City Budget, 2025 Capital Improvement Plan, Final 2025 Tax Levy for the City and EDA.

At the September 23, 2024, City Council meeting, the Council adopted a 2025 preliminary, not-to-exceed tax levy and a preliminary City budget. A summary is presented below.

2025 Proposed Tax Levy & Budget

The 2025 Proposed Budget & Tax Levy approved September 23, 2024, called for a city tax levy of \$30,352,603, an increase of \$1,567,323 or 5.44% over last year. That is the current recommendation for the final city 2025 tax levy. The EDA levy of \$364,856 is the same as the preliminary EDA levy

approved September 23, 2024.

A median-valued single-family home of \$360,500 will pay approximately \$1,415 annually in property taxes or \$117.91 per month for the city and EDA. This is an increase of \$118 annually (\$9.80 per month). In exchange, residents receive; 24x7x365 police and fire protection, well-maintained streets and parks, street lighting, and other services.

The following table describes the different factors resulting in the increase in the 2025 city tax levy:

Investment to Maintain City Programs and Workforce	
	Tax Levy Support
Personnel Cost Impacts on Tax Levy	
New Personnel:	
Housing Officer/Fire Inspector	\$ 104,960
Police Commander (.5 levy funded)	\$ 87,430
Accounting Manager (reclass of accountant)	\$ 2,070
HR Manager (7/1 start)	\$ 73,000
Increased Mayor & Council pay	\$ 6,000
Employee Step Increases	\$ 452,087
Employee COLA 3%	\$ 487,253
Tax levy impace from personnel adjustments	\$ 1,212,800
Increased Costs for Supplies, Operations, and Contracts	
	\$ 354,523
Total New Tax Levy Support	
	\$ 1,567,323

The preliminary budget approved on September 23 contained a line item labeled "Contingency" in the Combined Funds Financial Summary table in the amount of \$207,856 of levy dollars. This line item was a placeholder for the four pending union contracts that expire at the end of 2024 (Police Sergeants, Police Lieutenants, Police Deputy Chief, and Public Works/Parks and Recreation Maintenance workers). With the approval of all four labor contracts, the levy funds contained in the Contingency line have been zeroed out and reallocated to the Police, Public Works, and Parks and Recreation Department accordingly. Existing fund balances from the Park Maintenance Fund, the utility funds, and the Public Safety Aid fund were used to cover the non-levy portion of personnel costs and the additional funds needed as a result of the settled contracts and have been reallocated accordingly.

In addition to property taxes, the utility rates have a moderate increase in the water utility and recycling rates to cover increased costs. The sewer and storm drainage rates will have no increases in 2025. The combined impact on a median-valued single-family home, with water consumption of 12,000 gallons and sewer consumption of 11,000 gallons is depicted in the table below.

2025 ESTIMATED Budget Impact on Median-Valued Home (monthly)

			Dollar	Percent
	2024	2025	Change	Change
Property Tax Levy: City	\$ 106.79	\$ 116.51	\$ 9.72	9.10%
Property Tax Levy: EDA	1.32	1.40	0.08	6.06%
Utility Rates	68.21	69.97	1.76	2.58%
Combined Monthly Total	\$ 176.32	\$ 187.88	\$ 11.56	6.56%

As shown in the table, a median-valued home that has average household water usage will see an increase of \$11.56 per month in 2025 for both property taxes and utility costs. This represents a 6.56% increase.

For additional City Council information to consider as part of the final decision on the 2025 City Budget, staff has included information about Tubman's work in Roseville (Attachment 7) and a memo from the City Manager about the HR Manager position and its impact on the Assistant City Manager position (Attachment 8).

Policy Objectives

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

Equity Impact Summary

One of the budget organizational priorities identified by the City Manager and Department Heads centered around Equity and Inclusion. This budget, like past budgets, provides funding for a variety of equity initiatives.

Budget Implications

See above.

Staff Recommendations

Staff Recommends the Council adopt the final 2025 Tax Levy, Budget and CIP as outlined in this report and in the attached resolutions.

Requested Council Action

The Council is asked to take the following separate actions:

1. Motion to approve the attached Resolution to adopt the 2025 Final Budget and CIP
2. Motion to approve the attached Resolution to adopt the 2025 Final City Tax Levy
3. Motion to approve the attached Resolution to adopt the 2025 Final EDA Tax Levy

Prepared by: Michelle Pietrick, Finance Director

Attachments:

1. Resolution Approving 2025 Budget
2. Resolution Approving City Tax Levy
3. Resolution Approving EDA Tax Levy
4. 2025 Budget
5. Final 2025 CIP Budget
6. 2025 Budget Power Point final approval 12-2-24
7. Information about Tubman's services in Roseville

8. City Manager Memo regarding HR Manager position

**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 2nd day of December 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 _____

**RESOLUTION ADOPTING THE FINAL 2025 ANNUAL BUDGET AND 2025 CAPITAL
IMPROVEMENT PLAN FOR THE CITY OF ROSEVILLE**

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

The City of Roseville's Budget for 2025 in the amount of \$73,663,434, of which \$12,510,373 is designated for the Capital Improvement Projects, be hereby accepted and approved.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

39 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
40 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
41 minutes of a regular meeting of said City Council held on the 2nd day of December 2024, with the original
42 thereof on file in my office.

43
44 WITNESS MY HAND officially as such Manager this 2nd day of December 2024.

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48 _____
49 Patrick Trudgeon
50 City Manager

51 Seal

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 2nd day of December, 2024 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION SUBMITTING THE FINAL PROPERTY TAX LEVY
ON REAL ESTATE TO THE RAMSEY COUNTY AUDITOR
FOR THE FISCAL YEAR OF 2025**

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

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

<u>Purpose</u>	<u>Amount</u>
Programs & Services	\$ 24,398,403
Capital	3,745,000
Debt Service	2,209,200
Total	\$ 30,352,603

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)

) SS

County of Ramsey)

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40 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
41 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
42 minutes of a regular meeting of said City Council held on the 2nd of December 2024 with the original
43 thereof on file in my office.

44
45 WITNESS MY HAND officially as such Manager this 2nd day of December 2024.

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50 Patrick Trudgeon
51 City Manager

52 Seal

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 2nd day of December 2024 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION APPROVING A SPECIAL PROPERTY TAX LEVY, FOR THE BENEFIT OF
THE ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY, ON REAL ESTATE TO THE
RAMSEY COUNTY AUDITOR FOR THE FISCAL YEAR OF 2025**

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

The request of the Economic Development Authority for a special levy per Minnesota Statutes Section 469.107, is hereby approved in the amount of \$364,856 to be collected in 2025 for the purposes of Minnesota Statutes, Sections 469.090 to 469.1081. This amount does not exceed 0.01813 percent of estimated market value of the city as required under Section 469.107.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)

) SS

County of Ramsey)

39 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
40 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
41 minutes of a regular meeting of said City Council held on the 2nd of December 2024 with the original
42 thereof on file in my office.

43
44 WITNESS MY HAND officially as such Manager this 2nd day of December 2024.

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48 Patrick Trudgeon
49 City Manager

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51 Seal

2025 BUDGET - CITY AND EDA

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City of Roseville

Combined Funds Financial Summary

12/2/2024

	2021	2022	2023	2024	2025	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ 24,370,936	\$ 24,887,203	\$ 25,197,594	\$ 29,150,515	\$ 30,717,459	\$ 1,566,944	5.38%
Tax Increments	\$ 1,211,482	\$ 1,400,327	\$ 2,429,997	\$ 1,425,000	\$ 2,305,000	880,000	61.75%
Intergovernmental Revenue	\$ 4,066,737	\$ 8,223,843	\$ 5,877,061	\$ 5,486,509	\$ 3,153,414	(2,333,095)	-42.52%
Licenses & Permits	\$ 2,491,345	\$ 2,259,932	\$ 2,391,403	\$ 1,975,352	\$ 2,016,710	41,358	2.09%
Charges for Services	\$ 25,623,567	\$ 24,302,376	\$ 28,263,291	\$ 29,129,429	\$ 30,422,684	1,293,255	4.44%
Fines and Forfeits	\$ 62,025	\$ 87,068	\$ 76,371	\$ 60,000	\$ 70,000	10,000	16.67%
Cable Franchise Fees	\$ 385,750	\$ 374,855	\$ 354,531	\$ 374,000	\$ 354,000	(20,000)	-5.35%
Special Assessments	\$ 156,635	\$ 244,285	\$ 724,896	\$ 153,247	\$ 108,000	(45,247)	-29.53%
Investment Income	\$ (37,009)	\$ (4,293,671)	\$ 2,539,444	\$ 235,410	\$ 329,218	93,808	39.85%
Miscellaneous	\$ 679,221	\$ 535,866	\$ 781,627	\$ 381,359	\$ 491,779	110,420	28.95%
Total Revenues	\$ 59,010,689	\$ 58,022,084	\$ 68,636,215	\$ 68,370,821	\$ 69,968,264	\$ 1,597,443	2.34%
Expenditures							
Personnel Services	\$ 25,118,879	\$ 24,320,640	\$ 25,392,584	\$ 28,538,639	\$ 30,954,238	\$ 2,415,599	8.46%
Supplies & Materials	\$ 1,514,098	\$ 1,751,274	\$ 1,874,572	\$ 1,942,221	\$ 2,072,005	129,784	6.68%
Utilities	\$ 8,933,136	\$ 9,814,977	\$ 10,901,383	\$ 11,183,817	\$ 11,844,455	660,638	5.91%
Contractual Services	\$ 5,656,216	\$ 5,667,405	\$ 10,232,038	\$ 7,706,938	\$ 8,871,670	1,164,732	15.11%
Other Charges	\$ 2,307,275	\$ 2,095,822	\$ 2,251,791	\$ 2,703,660	\$ 2,770,277	66,617	2.46%
Capital Outlay	\$ 9,047,791	\$ 16,315,224	\$ 9,460,471	\$ 13,622,500	\$ 14,125,145	502,645	3.69%
Debt Service	\$ 7,602,318	\$ 2,715,327	\$ 2,740,935	\$ 2,501,672	\$ 2,485,500	(16,172)	-0.65%
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
Total Expenditures	\$ 60,179,713	\$ 62,680,669	\$ 62,853,774	\$ 68,199,447	\$ 73,123,290	\$ 4,923,843	7.22%
Other Financing Sources (Uses)							
Transfers In /	\$ 1,476,416	\$ 641,056	\$ 2,782,851	\$ 2,426,364	\$ 858,000	\$ (1,568,364)	-64.64%
Transfers Out	(1,879,595)	(1,291,684)	(1,966,920)	(2,418,264)	(990,000)	1,428,264	-59.06%
Sale of Assets/Bond Proceeds	-	-	-	-	-	-	0.00%
Total Other Financing Sources	\$ (403,179)	\$ (650,628)	\$ 815,931	\$ 8,100	\$ (132,000)	\$ (140,100)	-1729.63%
Net Chg. in Fund Balance / Net Assets	(1,572,203)	(5,309,213)	6,598,372	(2,664,876)	(3,287,026)		
Beginning Fund Balance / Net Assets	42,746,093	41,173,890	35,864,677	42,463,049	47,278,849	\$ 70,617,711	
Ending Fund Balance / Net Assets	\$ 41,173,890	\$ 35,864,677	\$ 42,463,049	\$ 39,798,172	\$ 43,029,826	\$ 74,113,290	
						\$ 3,495,579	

City of Roseville
Budget Summary by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
City Council	\$ 315,348	\$ 284,981	\$ 279,088	\$ 325,187	\$ 307,956	\$ (17,231)	-5.3%
Administration	1,074,122	1,136,947	1,224,263	2,256,640	2,415,221	158,581	7.0%
Elections	104,326	101,927	102,126	105,390	105,740	350	0.3%
Legal	381,199	381,889	372,833	385,000	390,000	5,000	1.3%
Finance Department	706,021	727,288	812,137	895,082	984,707	89,625	10.0%
Central Services	38,306	39,671	53,500	53,500	53,500	-	0.0%
General Insurance	70,000	70,000	70,000	70,000	70,000	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
General Government	\$ 2,689,322	\$ 2,742,703	\$ 2,913,947	\$ 4,090,799	\$ 4,327,124	\$ 236,325	5.8%
Police Department	8,492,029	9,446,622	10,197,569	11,818,189	13,210,946	1,392,757	11.8%
Fire Administration	533,691	501,189	509,727	565,910	692,610	126,700	22.4%
Fire Fighting	3,022,228	3,337,097	3,556,461	3,906,320	4,085,909	179,589	4.6%
Fire Emergency Management	1,953	1,108	3,709	19,500	18,000	(1,500)	-7.7%
Fire	\$ 3,557,872	\$ 3,839,394	\$ 4,069,897	\$ 4,491,730	\$ 4,796,519	\$ 304,789	6.8%
Fire Relief Association	264,259	48,815	47,725	46,500	47,700	1,200	2.6%
Fire Relief	\$ 264,259	\$ 48,815	\$ 47,725	\$ 46,500	\$ 47,700	\$ 1,200	2.6%
Public Works Administration	987,206	981,024	1,007,343	1,201,560	1,210,090	8,530	0.7%
Street Department	963,573	1,214,460	1,215,313	1,288,950	1,324,300	35,350	2.7%
Street Lighting	183,892	210,871	223,421	225,000	220,000	(5,000)	-2.2%
Building Maintenance	387,981	520,069	560,277	453,215	482,470	29,255	6.5%
Central Garage	232,994	248,941	293,611	238,510	260,100	21,590	9.1%
Public Works	\$ 2,755,646	\$ 3,175,365	\$ 3,299,965	\$ 3,407,235	\$ 3,496,960	\$ 89,725	2.6%
General Fund	\$ 17,759,128	\$ 19,252,899	\$ 20,529,103	\$ 23,854,453	\$ 25,879,249	\$ 2,024,796	8.5%
Parks & Recreation Administration	707,423	699,158	732,251	785,233	819,595	34,362	4.4%
Recreation Fee Activities	1,273,839	1,484,584	1,618,097	1,813,003	1,793,663	(19,340)	-1.1%
Recreation Non-fee Activities	53,279	134,261	159,727	230,295	239,490	9,195	4.0%
Recreation Nature Center	58,222	75,724	82,757	93,400	119,461	26,061	27.9%
Recreation Activity Center	6,339	108,576	115,458	141,430	149,655	8,225	5.8%

City of Roseville

Budget Summary by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
Skating Center	1,187,209	1,405,629	1,492,259	1,517,170	1,617,830	100,660	6.6%
Parks & Recreation Fund	\$ 3,286,311	\$ 3,907,932	\$ 4,200,549	\$ 4,580,531	\$ 4,739,694	\$ 159,163	3.5%
Planning	609,646	597,402	607,256	679,507	708,810	29,303	4.3%
GIS	25,735	38,580	39,276	42,120	45,410	3,290	7.8%
Code Enforcement	830,700	842,047	945,539	1,037,100	1,065,530	28,430	2.7%
Neighborhood Enhancement	124,242	36,533	44,451	40,580	42,870	2,290	5.6%
Nuisance Code Enforcement	64,111	171,140	111,065	114,510	126,780	12,270	10.7%
Community Development Fund	\$ 1,654,434	\$ 1,685,702	\$ 1,747,587	\$ 1,913,817	\$ 1,989,400	\$ 75,583	3.9%
Information Technology	4,000,110	728,494	857,141	595,864	-	(595,864)	-100.0%
Communications	489,693	532,363	585,139	631,260	678,735	47,475	7.5%
License Center	2,068,280	1,963,318	2,353,890	2,263,806	2,489,106	225,300	10.0%
Engineering Services	276,367	382,210	349,054	300,930	301,960	1,030	0.3%
Lawful Gambling	177,045	147,755	147,101	156,736	149,279	(7,457)	-4.8%
EDA	386,534	400,637	440,881	473,360	449,856	(23,504)	-5.0%
Parks Maintenance	1,359,407	1,354,040	1,462,549	1,539,890	1,733,076	193,186	12.5%
Special Purpose Operating Funds	\$ 8,757,436	\$ 5,508,817	\$ 6,195,755	\$ 5,961,846	\$ 5,802,012	\$ (159,834)	-2.7%
Vehicle & Equipment Replacement	884,870	993,418	1,990,081	2,491,200	2,294,250	(196,950)	-7.9%
Building Replacement	301,062	3,824,750	434,344	1,842,900	1,601,595	(241,305)	-13.1%
Park Improvements	118,988	726,700	788,118	1,434,000	1,476,500	42,500	3.0%
Pathway Maintenance	127,878	171,569	148,484	233,800	289,300	55,500	23.7%
Street Light Replacement	35,575	-	-	52,500	57,500	5,000	9.5%
Streetscape (Boulevard)	66,081	53,595	65,522	83,910	122,000	38,090	45.4%
Street Infrastructure	2,032,708	4,569,024	2,191,077	2,905,000	2,125,000	(780,000)	-26.9%
Capital Outlay Funds	\$ 3,567,162	\$ 10,339,056	\$ 5,617,626	\$ 9,043,310	\$ 7,966,145	\$ (1,077,165)	-11.9%
2011 Bonds	5,353,985	219,396	265,793	-	-	-	0.0%
2012 Bonds	1,442,385	1,459,395	1,442,385	1,447,057	1,434,720	(12,337)	-0.9%
2020 Bonds	775,660	779,940	771,330	778,365	774,480	(3,885)	-0.5%
Debt Service Funds	\$ 7,572,030	\$ 2,458,731	\$ 2,479,508	\$ 2,225,422	\$ 2,209,200	\$ (16,222)	-0.7%
TIF District Funds	\$ 902,711	\$ 783,810	\$ 1,141,821	\$ 1,475,000	\$ 2,355,000	\$ 880,000	59.7%

City of Roseville

Budget Summary by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
Sanitary Sewer	6,224,610	5,739,593	5,185,534	6,316,341	7,161,510	845,169	13.4%
Water	8,678,094	9,580,161	9,664,806	10,207,291	10,635,395	428,104	4.2%
Stormwater	2,520,577	3,275,345	2,993,108	3,294,400	2,982,910	(311,490)	-9.5%
Environmental (Recycling)	586,428	867,109	869,967	1,112,510	1,714,675	602,165	54.1%
Golf Course	520,136	541,762	650,046	632,790	678,100	45,310	7.2%
Enterprise Funds	\$ 18,529,845	\$ 20,003,970	\$ 19,363,461	\$ 21,563,332	\$ 23,172,590	\$ 1,609,258	7.5%

Total Budget by Funding Source

Total Budget: Governmental	\$ 43,112,678	\$ 43,536,310	\$ 41,471,068	\$ 48,581,019	\$ 50,490,844	\$ 1,909,825	3.9%
Total Budget: EDA	386,534	400,637	440,881	473,360	449,856	(23,504)	-5.0%
Total Budget: Proprietary	18,529,845	20,003,970	19,363,461	21,563,332	23,172,590	2,783,714	12.9%
	\$ 62,029,057	\$ 63,940,917	\$ 61,275,410	\$ 70,617,711	\$ 74,113,290	\$ 4,670,035	6.6%

Total Budget by Major Category

Personnel Services	\$ 25,118,879	\$ 24,320,640	\$ 25,393,809	\$ 28,538,639	\$ 30,954,238	2,415,599	8.5%
Supplies & Materials	1,514,098	1,751,274	1,874,272	1,942,221	2,072,005	129,784	6.7%
Utilities	8,933,136	9,814,977	10,901,383	11,183,817	11,844,455	660,638	5.9%
Contractual Services	5,965,435	6,196,932	7,457,651	7,983,188	9,147,970	1,164,782	14.6%
Other Charges	3,877,689	3,083,139	3,708,316	4,289,524	3,760,277	(529,247)	-12.3%
Debt Services	7,572,030	2,458,731	2,479,508	2,225,422	2,209,200	(16,222)	-0.7%
Capital Outlay	9,047,790	16,315,224	9,460,471	14,454,900	14,125,145	(329,755)	-1.8%
	\$ 62,029,057	\$ 63,940,917	\$ 61,275,410	\$ 70,617,711	\$ 74,113,290	\$ 3,495,579	5.0%

2025 BUDGET - REVENUE RECONCILIATION 2025 VERSUS 2024

12/2/2024

	Total Changes
<u>Property Taxes</u>	
General Fund	\$ 1,516,070
Communications	\$ 67,475
GO Debt	\$ (16,222)
EDA	\$ (379)
Total Change in Property Taxes	<u>\$ 1,566,944</u>
<u>Intergovernmental Revenue</u>	
General - SAFER grant	\$ (51,000)
General - State aid - police & fire	\$ 137,200
General - Police & fire training	\$ 5,000
General - MSA Maint	\$ 36,849
General - Hsg Nav grant	\$ 790
General - PS Aid - comittment to diversity	\$ (221,900)
General - PS Aid - increase in dispatch services	\$ (40,104)
General - PS Aid - BCA required IT costs	\$ (16,000)
General - BCA funded police position	\$ (16,370)
General - PS Aid -CSO inc & PD&FD Wellness inc	\$ (64,500)
General - PS Aid- Fire Cadet inc & 1/2 PD LT post	\$ 123,310
General-PS Aid-settled contracts	\$ 108,454
General - PS Aid - Tubman	\$ 20,000
General-ARPA/Opioid/PS Aid-social workers	\$ 257,856
V&E - Fire & Police public safety aid	\$ (1,000,000)
IT- moved to facilities	\$ (77,184)
Facilities-State Bonding less IT moved here	\$ (678,816)
PMP - MSA construction	\$ (880,000)
Recyling - Score & federal grant	\$ (76,680)
Recyling - County Grant	\$ 100,000
Total change in intergovernmental	<u>\$ (2,333,095)</u>

2025 BUDGET - REVENUE RECONCILIATION 2025 VERSUS 2024

12/2/2024

Total Changes

Licenses & Permits

General- Pawn Shop fees	\$ (1,000)
General - Liquor licenses	\$ (7,000)
General - Business licenses	\$ 6,500
Gen Fund-Fire MF Rental Inspection	\$ 47,708
Gen - Fire inspection permits	\$ (4,950)
Eng. Svcs-ROW, PIC, other permits	\$ (15,200)
Cnty Dev - various permits and licenses	\$ 15,300
Total change in licenses & Permits	<u>\$ 41,358</u>

Charges for Services

Gen -Fire hotel, safety & plan review fees	\$ (36,200)
Gen - Fire misc fees	\$ 3,500
Gen - RVA admin fees	\$ 3,000
Gen - Police false alarm fees	\$ (10,000)
Gen - Police Rosedale reimburse	\$ 250,000
Gen - Tower Lease Revenues	\$ 451,680
IT fund - Tower lease rev-moved to Gen	\$ (451,680)
Recreation-fee activities	\$ 26,151
Recreation-Non-fee activities	\$ 500
Recreation-Skating Center	\$ 72,200
Recreation-Nature Center	\$ 35,000
CD-Technology Fee	\$ 7,500
License Center-MV, DL, Passports	\$ 100,000
Eng Svcs - Falcon Heights	\$ 35,000
Water - 5.5% increase per URStudy	\$ 288,373
Water - Increased AH contract	\$ 439,507
Recycling-increase to cover expenses	\$ 50,112
Golf-Green fees & Equip sales	\$ 28,612
Total Change in Charges for Services	<u>\$ 1,293,255</u>

2025 BUDGET - REVENUE RECONCILIATION 2025 VERSUS 2024

12/2/2024

Total Changes

Fines and Forfeits

General-Alcohol & tobacco fines

\$ 10,000

Total change in court fines

\$ 10,000

Cable Franchise Fees

Communications- based on 5 yr average

\$ (20,000)

Tax Increments

TIF Pay-as-you-go notes

\$ 880,000

Special Assessments

Pavement Mgmt & Water private hydrant

\$ (45,247)

Total change in special assessments

\$ (45,247)

Interest Earnings

Gen fund - 5 year average

\$ 10,000

IT Fund

\$ (2,000)

V & E funds

\$ (8,334)

Pathway fund

\$ 521

Street light Replacement

\$ 3,688

PMP fund

\$ 56,187

PIP Fund

\$ 23,246

Stormwater fund

\$ 8,000

Cedarholm Golf fund

\$ 2,500

Total Change in Interest earnings

\$ 93,808

Donations & Miscellaneous

Gen Fund-Metro Inet reimb rent & fin svcs

\$ 11,825

Gen fund-UNW PILOT

\$ (24,208)

2025 BUDGET - REVENUE RECONCILIATION 2025 VERSUS 2024

12/2/2024

	Total Changes
Gen - PW state fair sign reimb	\$ (325)
Gen - Street patching	\$ (1,000)
Police V&E - K9 donation	\$ (9,000)
Lawful gambling - based on past year	\$ (8,747)
EDA - NW donations	\$ (23,125)
Sewer-vehicle trade in	\$ 165,000
Total Change in Misc/Transfers In	\$ 110,420
<u>Transfers In</u>	
ARPA Funds	\$ (638,600)
IT - Internal transfers	\$ (65,000)
GEN-IT internal transfers	\$ 65,000
Trf to GEN from IT ops	\$ (595,864)
Parks-from IT capital - computers	\$ (1,530)
GEN-from IT capital-computers	\$ (20,656)
trf from IT to Street Light	\$ (300,000)
trf from IT to V& E	\$ (510,214)
trf from Exc cash reserve to CIP	\$ 525,000
Golf-trf in to cover capital expenses	\$ (26,500)
	\$ (1,568,364)
 Total Revenue & Transfer In Changes	 \$ 29,079

2025 BUDGET - EXPENDITURE RECONCILIATION 2025 VERSUS 2024

12/2/2024

	Total Changes
<u>PERSONNEL CHANGES</u>	
Steps, turnover, insurance & union changes	\$ 883,864
COLA	\$ 656,703
Increase temp/seasonal-Golf	\$ (5,000)
Increase fire cadets	\$ 35,880
Overtime increase-police	\$ 39,640
Reclassifications - Golf & Finance	\$ 6,560
LC-3pt to ft & add 1 pt	\$ 122,350
New 2 Mental Health Coord - police	\$ 257,856
New Hsg Officer/Fire inspector	\$ 104,960
New Commander in Police Admin	\$ 174,860
New - HR Manager - 7/1 start	\$ 73,000
Increase Mayor & Council Pay	\$ 6,000
Parks-Forestry Supervisor (net of pt forester)	\$ 58,926
	\$ 2,415,599
<u>SUPPLIES & MATERIALS</u>	
Police - Clothing	\$ 35,000
Fire-vehicle & oper. Supplies & clothing	\$ 6,700
Skating Center-Merchandise for slae	\$ 4,000
Park Maint- vehicle & operating supplies	\$ 18,000
Storm-vehicle supplies	\$ 31,500
Golf - operating supplies	\$ 17,000
Other minor cost changes	\$ 17,584
	\$ 129,784
<u>UTILITIES</u>	
Cedarholm	\$ 500
Fire-building utilities	\$ 1,950
Building Maintenance	\$ 2,400
Street Lighting	\$ (5,000)
Park Buildings	\$ 2,135

2025 BUDGET - EXPENDITURE RECONCILIATION 2025 VERSUS 2024

12/2/2024

	Total Changes
Skating Center	\$ 40,000
Park Maintenance	\$ 3,000
License Center	\$ 200
Water	\$ 434,844
Sewer	\$ 180,609
	\$ 660,638
<u>CONTRACTUAL SERVICES</u>	
Admin - Metro-INET contract	\$ 38,106
Admin-software maintenance increases	\$ 9,261
Council-strategic plan, cmtty survey	\$ (50,000)
Finance - new software maintenance	\$ 34,805
Police-Dispatch services	\$ 36,446
Police-Software maintenance	\$ 49,975
Police-Ramsey cty Soc Worker contract	\$ (69,600)
Police - Rosedale officers	\$ 250,000
Fire- increased contract maint	\$ 21,000
Bldg Maint-facility repair contracts	\$ 23,305
Streetscape-retaining walls and other things	\$ 40,000
TIF-increased TIF contract payments	\$ 880,000
Environmental-recycling contract	\$ (91,045)
EDA- reduced professional services	\$ (22,500)
Other minor cost changes	\$ 15,029
	\$ 1,164,782
<u>OTHER CHARGES</u>	
Police-cont maint vehicles	\$ 27,000
Police-telephone	\$ 13,500
Police-training, conferences & tuition reimb	\$ 16,100
Fire-cont. maint vehicles	\$ 8,000
PW Admin- software operating	\$ (16,250)
Communications - memberships (Nine north)	\$ 23,223
Lic Cntr-minor repairs(paint/floor)	\$ 7,500

2025 BUDGET - EXPENDITURE RECONCILIATION 2025 VERSUS 2024

12/2/2024

	Total Changes
Water-software operating	\$ (8,020)
Sewer-software operating	\$ (9,020)
Storm-software operating	\$ (8,720)
EDA - reduced other charges	\$ (6,934)
Council - Community Grant - Tubman	\$ 20,000
Other minor cost changes	\$ 238
	\$ 66,617
<u>DEBT SERVICE CHANGES</u>	
Debt Service - Water	\$ 50
Debt Service -GO	\$ (16,222)
	\$ (16,172)
<u>CAPITAL OUTLAY CHANGES</u>	
Vehicles & Equipment	\$ 635,450
Facilities	\$ (241,305)
Pathways & Parking Lots	\$ 55,500
Street Lighting	\$ 5,000
Park Improvements	\$ 42,500
Pavement Management	\$ (780,000)
Golf equipment	\$ (26,500)
Stormwater capital	\$ (375,000)
Sewer capital	\$ 635,000
Water-capital	\$ (75,000)
Environmental - recycling carts	\$ 650,000
Cmty Dev - vehicle	\$ (23,000)
	\$ 502,645
<u>Transfer Out</u>	
IT Capital - trf to other funds	\$ (832,400)
IT Operating- trf out to GEN for revenues collected	\$ (595,864)
Total Change in Transfers Out	\$ (1,428,264)
 Total Expenditure & Transfer Out Changes	 \$ 3,495,629

City of Roseville

General Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 14,439,519	\$ 14,710,409	\$ 15,739,337	\$ 18,911,398	\$ 20,427,468	\$ 1,516,070	8.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	1,743,180	2,103,619	3,961,552	2,016,955	2,296,540	279,585	13.9%
Licenses & Permits	433,526	366,465	562,701	418,002	459,260	41,258	9.9%
Charges for Services	1,157,782	1,221,738	1,568,997	1,296,000	1,957,980	661,980	51.1%
Fines and Forfeits	62,025	87,068	76,371	60,000	70,000	10,000	16.7%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	84	-	145	-	-	-	0.0%
Investment Income	(14,224)	(1,031,774)	808,177	40,000	50,000	10,000	25.0%
Miscellaneous	427,613	196,622	179,000	139,208	125,500	(13,708)	-9.8%
Total Revenues	\$ 18,249,505	\$ 17,654,147	\$ 22,896,280	\$ 22,881,563	\$ 25,386,748	\$ 2,505,185	10.9%
Expenditures							
Personnel Services	\$ 14,236,259	\$ 15,306,045	\$ 16,058,990	\$ 18,218,076	\$ 19,803,231	\$ 1,585,155	8.7%
Supplies & Materials	719,842	897,345	964,125	991,070	1,030,800	39,730	4.0%
Utilities	166,370	430,632	410,401	420,450	419,800	(650)	-0.2%
Contractual Services	1,720,752	1,917,473	5,587,802	3,212,078	3,541,641	329,563	10.3%
Other Charges	915,905	701,404	859,560	1,012,779	1,083,777	70,998	7.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	100.0%
Total Expenditures	\$ 17,759,128	\$ 19,252,899	\$ 23,880,878	\$ 23,854,453	\$ 25,879,249	\$ 2,024,796	8.5%
Other Financing Sources (Uses)							
Transfers In	\$ 418,988	\$ 241,227	\$ 982,994	\$ 816,520	\$ 265,000	\$ (551,520)	-67.5%
Transfers Out	(30,250)	(31,436)	(200,000)	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 388,738	\$ 209,791	\$ 782,994	\$ 816,520	\$ 265,000	\$ (551,520)	-67.5%
Net Change in Fund Balance	879,115	(1,388,961)	(201,604)	(156,370)	(227,501)		
Beginning Fund Balance	9,268,280	10,147,395	8,758,434	8,556,830	8,400,460		
Ending Fund Balance	\$ 10,147,395	\$ 8,758,434	\$ 8,556,830	\$ 8,400,460	\$ 8,172,959		

City of Roseville

Budget Detail by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$\$	%
<u>GENERAL FUND</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
City Council							
Personnel Services	\$ 44,632	\$ 41,372	44,869	49,220	55,220	\$ 6,000	12.2%
Supplies & Materials	-			100	100	-	0.0%
Contractual Services	66,238	182,124	89,573	126,000	74,500	(51,500)	-40.9%
Other Charges	204,478	61,485	144,646	149,867	178,136	28,269	18.9%
	<u>\$ 315,348</u>	<u>\$ 284,981</u>	<u>\$ 279,088</u>	<u>\$ 325,187</u>	<u>\$ 307,956</u>	<u>\$ (17,231)</u>	<u>-5.3%</u>
Administration							
Personnel Services	\$ 855,112	\$ 927,962	\$ 935,179	\$ 1,037,560	\$ 1,177,970	\$ 140,410	13.5%
Supplies & Materials	6,967	6,410	4,132	7,000	5,500	(1,500)	-21.4%
Contractual Services	147,471	44,435	116,093	989,629	1,031,797	42,168	4.3%
Other Charges	64,572	158,140	168,859	222,451	199,954	(22,497)	-10.1%
	<u>\$ 1,074,122</u>	<u>\$ 1,136,947</u>	<u>\$ 1,224,263</u>	<u>\$ 2,256,640</u>	<u>\$ 2,415,221</u>	<u>\$ 158,581</u>	<u>7.0%</u>
Elections							
Personnel Services	\$ 7,250	\$ 4,851	\$ 5,050	\$ 5,390	\$ 5,740	\$ 350	6.5%
Contractual Services	97,076	97,076	97,076	100,000	100,000	-	0.0%
	<u>\$ 104,326</u>	<u>\$ 101,927</u>	<u>\$ 102,126</u>	<u>\$ 105,390</u>	<u>\$ 105,740</u>	<u>\$ 350</u>	<u>0.3%</u>
Legal							
Contractual Services	381,199	381,889	372,833	385,000	390,000	5,000	1.3%
	<u>\$ 381,199</u>	<u>\$ 381,889</u>	<u>\$ 372,833</u>	<u>\$ 385,000</u>	<u>\$ 390,000</u>	<u>\$ 5,000</u>	<u>1.3%</u>
Finance							
Personnel Services	\$ 621,550	\$ 642,231	\$ 719,644	\$ 797,770	\$ 843,400	\$ 45,630	5.7%
Supplies & Materials	3,837	6,169	2,784	4,600	4,600	-	0.0%
Contractual Services	64,405	62,108	73,641	73,855	116,824	42,969	
Other Charges	16,229	16,780	16,068	18,857	19,883	1,026	5.4%
	<u>\$ 706,021</u>	<u>\$ 727,288</u>	<u>\$ 812,137</u>	<u>\$ 895,082</u>	<u>\$ 984,707</u>	<u>\$ 89,625</u>	<u>10.0%</u>
Central Services							
Supplies & Materials	17,189	13,189	25,000	25,000	20,000	(5,000)	-25.0%
Other Charges	21,117	26,482	28,500	28,500	33,500	5,000	14.9%
	<u>\$ 38,306</u>	<u>\$ 39,671</u>	<u>\$ 53,500</u>	<u>\$ 53,500</u>	<u>\$ 53,500</u>	<u>\$ -</u>	<u>0.0%</u>
General Insurance							
Contractual Services	70,000	70,000	70,000	70,000	70,000	-	0.0%
	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>0.0%</u>
Police Department							
Personnel Services	\$ 7,416,088	\$ 8,269,359	\$ 8,674,905	\$ 10,142,875	\$ 11,176,246	\$ 1,033,371	10.2%

City of Roseville

Budget Detail by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$\$	%
<u>GENERAL FUND</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
Supplies & Materials	321,992	382,432	388,184	422,700	458,100	35,400	8.4%
Contractual Services	461,529	528,758	830,311	918,179	1,178,000	259,821	28.3%
Other Charges	292,420	266,073	304,169	334,435	398,600	64,165	19.2%
	\$ 8,492,029	\$ 9,446,622	\$ 10,197,569	\$ 11,818,189	\$ 13,210,946	\$ 1,392,757	11.8%
Fire Administration							
Personnel Services	\$ 465,208	\$ 425,533	\$ 450,290	\$ 510,360	\$ 633,380	\$ 123,020	24.1%
Supplies & Materials	8,738	868	700	-	-	-	0.0%
Utilities	37,959	58,372	48,005	43,050	45,000	1,950	4.5%
Contractual Services	1,795	-	2,765	-	-	-	0.0%
Other Charges	19,991	16,416	7,967	12,500	14,230	1,730	13.8%
	\$ 533,691	\$ 501,189	\$ 509,727	\$ 565,910	\$ 692,610	\$ 126,700	22.4%
Fire Operation							
Personnel Services	\$ 2,746,485	\$ 3,050,609	\$ 3,232,026	\$ 3,545,321	\$ 3,683,445	\$ 138,124	3.9%
Supplies & Materials	92,614	97,825	106,246	109,800	116,500	6,700	6.1%
Contractual Services	112,044	108,712	124,342	169,000	190,000	21,000	0.0%
Other Charges	71,085	79,951	93,847	82,199	95,964	13,765	16.7%
	\$ 3,022,228	\$ 3,337,097	\$ 3,556,461	\$ 3,906,320	\$ 4,085,909	\$ 179,589	4.6%
Fire Emergency Mgmt.							
Supplies & Materials	1,155	-	-	-	-	-	0.0%
Utilities	798	1,108	1,004	1,500	1,500	-	0.0%
Contractual Services	-	-	705	12,000	12,500	500	4.2%
Other Charges			2,000	6,000	4,000	(2,000)	-33.3%
	\$ 1,953	\$ 1,108	\$ 3,709	\$ 19,500	\$ 18,000	\$ (1,500)	-7.7%
Fire Relief							
Personnel Services	\$ 264,259	\$ 48,815	\$ 47,725	\$ 46,500	\$ 47,700	\$ 1,200	2.5%
	\$ 264,259	\$ 48,815	\$ 47,725	\$ 46,500	\$ 47,700	\$ 1,200	2.6%
PW Administration							
Personnel Services	\$ 949,653	\$ 919,111	\$ 949,641	\$ 1,095,200	\$ 1,132,480	\$ 37,280	3.4%
Supplies & Materials	10,076	14,963	11,864	13,000	14,000	1,000	7.7%
Contractual Services	11,939	25,568	27,125	20,700	10,000	(10,700)	-51.7%
Other Charges	15,538	21,382	18,713	72,660	53,610	(19,050)	-26.2%
	\$ 987,206	\$ 981,024	\$ 1,007,343	\$ 1,201,560	\$ 1,210,090	\$ 8,530	0.7%
Streets							
Personnel Services	\$ 669,576	\$ 767,020	\$ 789,498	\$ 767,530	\$ 807,350	\$ 39,820	5.2%

City of Roseville

Budget Detail by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$\$	%
<u>GENERAL FUND</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
Supplies & Materials	211,328	307,584	334,419	370,850	371,850	1,000	0.3%
Contractual Services	70,908	83,738	55,325	87,200	84,200	(3,000)	-3.4%
Other Charges	11,761	56,118	36,071	63,370	60,900	(2,470)	-3.9%
	\$ 963,573	\$ 1,214,460	\$ 1,215,313	\$ 1,288,950	\$ 1,324,300	\$ 35,350	2.7%
Central Garage							
Personnel Services	\$ 196,446	\$ 209,182	\$ 211,388	\$ 220,350	\$ 240,300	\$ 19,950	9.1%
Supplies & Materials	21,670	41,816	70,698	11,020	11,150	130	1.2%
Contractual Services	56	2,557	50	200	200	-	0.0%
Other Charges	14,822	(4,614)	11,475	6,940	8,450	1,510	21.8%
	\$ 232,994	\$ 248,941	\$ 293,611	\$ 238,510	\$ 260,100	\$ 21,590	9.1%
Building Maintenance							
Supplies & Materials	24,276	26,089	20,098	27,000	29,000	2,000	7.4%
Utilities	127,613	163,472	159,646	165,900	168,300	2,400	1.4%
Contractual Services	236,092	330,508	374,963	260,315	283,620	23,305	9.0%
Other Charges	-	-	5,570	-	1,550	1,550	0.0%
	\$ 387,981	\$ 520,069	\$ 560,277	\$ 453,215	\$ 482,470	\$ 29,255	6.5%
Street Lighting							
Utilities		207,680	201,746	210,000	205,000	(5,000)	-2.5%
Other Charges	183,892	3,191	21,675	15,000	15,000	-	0.0%
	\$ 183,892	\$ 210,871	\$ 223,421	\$ 225,000	\$ 220,000	\$ (5,000)	-2.2%
Total General Fund							
Personnel Services	\$ 14,236,259	\$ 15,306,045	\$ 16,060,215	\$ 18,218,076	\$ 19,803,231	\$ 1,585,155	9%
Supplies & Materials	719,842	897,345	964,125	991,070	1,030,800	39,730	4%
Utilities	166,370	430,632	410,401	420,450	419,800	(650)	0%
Contractual Services	1,720,752	1,917,473	2,234,802	3,212,078	3,541,641	329,563	10%
Other Charges	915,905	701,404	859,560	1,012,779	1,083,777	70,998	7%
	\$ 17,759,128	\$ 19,252,899	\$ 20,529,103	\$ 23,854,453	\$ 25,879,249	\$ 2,024,796	8%

City of Roseville

Communications Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 50,249	\$ 104,207	\$ 122,815	\$ 210,160	\$ 277,635	\$ 67,475	32.1%
Tax Increments						-	0.0%
Intergovernmental Revenue						-	0.0%
Licenses & Permits						-	0.0%
Charges for Services	23,084	46,000	46,000	47,000	47,000	-	100.0%
Fines and Forfeits						-	0.0%
Cable Franchise Fees	385,750	374,855	354,531	374,000	354,000	(20,000)	-5.3%
Special Assessments						-	0.0%
Investment Income	196	(66)	(5,089)	100	100	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 459,279	\$ 524,996	\$ 518,257	\$ 631,260	\$ 678,735	\$ 47,475	7.5%
Expenditures							
Personnel Services	\$ 274,968	\$ 280,176	\$ 331,810	\$ 382,140	\$ 406,000	\$ 23,860	6.2%
Supplies & Materials	2,595	1,086	-	1,000	1,000	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	46,127	37,939	39,284	47,600	49,592	\$ 1,992	4.2%
Other Charges	166,003	213,162	214,045	200,520	222,143	\$ 21,623	10.8%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 489,693	\$ 532,363	\$ 585,139	\$ 631,260	\$ 678,735	\$ 47,475	7.5%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ 31,436	\$ 20,444	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ 31,436	\$ 20,444	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(30,414)	24,069	(46,438)	-	-		
Beginning Fund Balance	160,316	129,902	153,971	107,533	107,533		
Ending Fund Balance	\$ 129,902	\$ 153,971	\$ 107,533	\$ 107,533	\$ 107,533		

City of Roseville

Information Technology Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ 150,746	\$ 153,130	\$ 107,122			\$ -	0.0%
Tax Increments	-					-	0.0%
Intergovernmental Revenue	77,184	77,184	77,184	77,184		(77,184)	-100.0%
Licenses & Permits	-					-	0.0%
Charges for Services	3,560,969	459,246	468,253	451,680		(451,680)	-100.0%
Fines and Forfeits	-					-	0.0%
Cable Franchise Fees	-					-	0.0%
Special Assessments	-					-	0.0%
Investment Income	1,142	(117,384)	117,635	2,000		(2,000)	-100.0%
Miscellaneous	-	-	-	-		-	0.0%
Total Revenues	\$ 3,790,041	\$ 572,176	\$ 770,194	\$ 530,864	\$ -	\$ (530,864)	-100.0%
Expenditures							
Personnel Services	\$ 2,339,669					\$ -	0.0%
Supplies & Materials	1,797					-	0.0%
Utilities	-	-		-	-	-	0.0%
Contractual Services	1,218,212	723,343	857,141				
Other Charges	-	-					
Capital Outlay	41,680	5,151		-	-	-	0.0%
Debt Service	-	-	-			-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 3,601,358	\$ 728,494	\$ 857,141	\$ -	\$ -	\$ -	0.0%
Other Financing Sources (Uses)							
Transfers In	\$ 88,278	\$ 90,283	\$ 203,675	\$ 65,000	\$ -	\$ (65,000)	0.0%
Transfers Out	(398,752)			(595,864)	-	595,864	100.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (310,474)	\$ 90,283	\$ 203,675	\$ (530,864)	\$ -	\$ 530,864	0.0%
Net Change in Fund Balance	(121,791)	(66,035)	116,728	-	-		
Beginning Fund Balance	1,974,917	1,853,126	1,712,102	961,997	961,997		
transfer to Metro Inet		(74,989)	(866,833)				
Ending Fund Balance	\$ 1,853,126	\$ 1,712,102	\$ 961,997	\$ 961,997	\$ 961,997		

City of Roseville

Recreation Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 1,451,761	\$ 1,569,427	\$ 1,565,582	\$ 1,838,410	\$ 1,838,410	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	2,079,957	2,506,942	2,748,546	2,725,591	2,859,442	133,851	4.9%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(11,448)	(92,413)	31,550	15,000	15,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 3,520,270	\$ 3,983,956	\$ 4,345,678	\$ 4,579,001	\$ 4,712,852	\$ 133,851	2.9%
Expenditures							
Personnel Services	\$ 2,143,066	\$ 2,305,283	\$ 2,394,174	\$ 2,756,770	\$ 2,841,262	\$ 84,492	3.1%
Supplies & Materials	143,791	167,485	175,127	227,901	230,415	2,514	1.1%
Utilities	277,591	408,719	401,541	371,000	413,135	42,135	11.4%
Contractual Services	410,236	649,976	718,914	782,190	809,622	27,432	3.5%
Other Charges	231,965	356,152	348,586	442,670	445,260	2,590	0.6%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 3,206,649	\$ 3,887,615	\$ 4,038,342	\$ 4,580,531	\$ 4,739,694	\$ 159,163	3.5%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ 1,530	\$ -	\$ (1,530)	100.0%
Transfers Out	(79,662)	(20,317)	(162,207)	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (79,662)	\$ (20,317)	\$ (162,207)	\$ 1,530	\$ -	\$ (1,530)	100.0%
Net Change in Fund Balance	233,959	76,024	145,129	-	(26,842)		
Beginning Fund Balance	922,580	1,156,539	1,232,563	1,377,692	1,377,692		
Ending Fund Balance	\$ 1,156,539	\$ 1,232,563	\$ 1,377,692	\$ 1,377,692	\$ 1,350,850		

City of Roseville

Park Maintenance Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 1,427,094	\$ 1,401,123	\$ 1,459,270	\$ 1,539,890	\$ 1,539,890	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	62	1,224	150	-	-	-	0.0%
Investment Income	(6,810)	(51,658)	31,113	-	-	-	0.0%
Miscellaneous	1,761	10,400	10,072	-	-	-	0.0%
Total Revenues	\$ 1,422,107	\$ 1,361,089	\$ 1,500,605	\$ 1,539,890	\$ 1,539,890	\$ -	0.0%
Expenditures							
Personnel Services	\$ 943,113	\$ 971,987	\$ 1,040,574	\$ 1,109,690	\$ 1,281,276	\$ 171,586	15.5%
Supplies & Materials	130,907	160,625	184,310	159,500	178,100	18,600	11.7%
Utilities	53,579	57,440	57,130	57,000	60,000	3,000	5.3%
Contractual Services	167,772	130,836	149,658	173,000	173,000	-	-
Other Charges	64,036	33,152	30,877	40,700	40,700	-	-
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,359,407	\$ 1,354,040	\$ 1,462,549	\$ 1,539,890	\$ 1,733,076	\$ 193,186	12.5%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	-	-	\$ -	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Net Change in Fund Balance	62,700	7,049	38,056	-	(193,186)		
Beginning Fund Balance	325,841	388,541	395,590	433,646	433,646		
Ending Fund Balance	\$ 388,541	\$ 395,590	\$ 433,646	\$ 433,646	\$ 240,460		

City of Roseville

Budget Detail by Function

12/2/2024

	2021	2022	2023	Amended	2025	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
<u>RECREATION & PARKS MAINTENANCE</u>							
Recreation Administration							
Personnel Services	\$ 574,447	\$ 556,723	\$ 466,060	\$ 622,230	\$ 656,680	\$ 34,450	5.5%
Supplies & Materials	2,490	6,759	3,950	7,588	7,600	12	0.2%
Contractual Services	1,560	1,017	1,223	2,500	2,500	-	0.0%
Other Charges	128,926	134,659	261,018	152,915	152,815	(100)	-0.1%
	<u>\$ 707,423</u>	<u>\$ 699,158</u>	<u>\$ 732,251</u>	<u>\$ 785,233</u>	<u>\$ 819,595</u>	<u>\$ 34,362</u>	<u>4.4%</u>
Recreation Fee Programs							
Personnel Services	\$ 789,429	\$ 878,234	\$ 971,481	\$ 1,115,185	\$ 1,088,381	\$ (26,804)	-2.4%
Supplies & Materials	71,659	60,674	55,360	83,283	82,965	(318)	-0.4%
Utilities	23,739	35,087	32,491	40,000	42,135	2,135	5.3%
Contractual Services	266,501	354,108	390,220	410,440	417,947	7,507	1.8%
Other Charges	122,511	156,481	168,545	164,095	162,235	(1,860)	-1.1%
	<u>\$ 1,273,839</u>	<u>\$ 1,484,584</u>	<u>\$ 1,618,097</u>	<u>\$ 1,813,003</u>	<u>\$ 1,793,663</u>	<u>\$ (19,340)</u>	<u>-1.1%</u>
Recreation Non-Fee Programs							
Personnel Services	\$ 22,470	\$ 49,096	\$ 56,546	\$ 78,345	\$ 80,665	\$ 2,320	3.0%
Supplies & Materials	6,443	11,938	16,415	30,330	26,800	(3,530)	-11.6%
Contractual Services	21,121	61,771	80,205	80,550	89,905	9,355	11.6%
Other Charges	3,245	11,456	6,561	41,070	42,120	1,050	2.6%
	<u>\$ 53,279</u>	<u>\$ 134,261</u>	<u>\$ 159,727</u>	<u>\$ 230,295</u>	<u>\$ 239,490</u>	<u>\$ 9,195</u>	<u>4.0%</u>
Recreation Activity Center							
Personnel Services	\$ 727	\$ 3,189	\$ 2,994	\$ 12,380	\$ 8,905	\$ (3,475)	-28.1%
Supplies & Materials	283	1,646	617	3,350	3,350	-	0.0%
Contractual Services	-	98,177	105,206	117,700	129,400	11,700	9.9%
Other Charges	5,329	5,564	6,641	8,000	8,000	-	0.0%
	<u>\$ 6,339</u>	<u>\$ 108,576</u>	<u>\$ 115,458</u>	<u>\$ 141,430</u>	<u>\$ 149,655</u>	<u>\$ 8,225</u>	<u>5.8%</u>
Recreation Nature Center							
Personnel Services	\$ 20,541	\$ 36,295	\$ 48,603	\$ 45,450	\$ 71,411	\$ 25,961	57.1%
Supplies & Materials	8,596	7,856	4,963	9,800	9,800	-	0.0%
Utilities	8,664	10,092	9,556	11,000	11,000	-	0.0%
Contractual Services	18,726	19,317	17,300	24,200	24,200	-	0.0%
Other Charges	1,695	2,164	2,335	2,950	3,050	100	3.4%
	<u>\$ 58,222</u>	<u>\$ 75,724</u>	<u>\$ 82,757</u>	<u>\$ 93,400</u>	<u>\$ 119,461</u>	<u>\$ 26,061</u>	<u>27.9%</u>

City of Roseville

Budget Detail by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Skating Center							
Personnel Services	\$ 735,452	\$ 781,746	\$ 848,490	\$ 883,180	\$ 935,220	\$ 52,040	5.9%
Supplies & Materials	54,320	78,612	93,822	93,550	99,900	6,350	6.8%
Utilities	245,188	363,540	359,494	320,000	360,000	40,000	12.5%
Contractual Services	102,328	115,586	124,760	146,800	145,670	(1,130)	-0.8%
Other Charges	49,921	66,145	65,693	73,640	77,040	3,400	4.6%
	<u>\$ 1,187,209</u>	<u>\$ 1,405,629</u>	<u>\$ 1,492,259</u>	<u>\$ 1,517,170</u>	<u>\$ 1,617,830</u>	<u>\$ 100,660</u>	<u>6.6%</u>
Parks & Recreation Maintenance							
Personnel Services	\$ 943,113	\$ 971,987	\$ 1,040,574	\$ 1,109,690	\$ 1,281,276	\$ 171,586	15.5%
Supplies & Materials	130,907	160,625	184,310	159,500	178,100	18,600	11.7%
Utilities	53,579	57,440	57,130	57,000	60,000	3,000	5.3%
Contractual Services	167,772	130,836	149,658	173,000	173,000	-	0.0%
Other Charges	64,036	33,152	30,877	40,700	40,700	-	0.0%
	<u>\$ 1,359,407</u>	<u>\$ 1,354,040</u>	<u>\$ 1,462,549</u>	<u>\$ 1,539,890</u>	<u>\$ 1,733,076</u>	<u>\$ 193,186</u>	<u>12.5%</u>
							0.0%
Total Parks & Recreation Funds							
Personnel Services	\$ 3,086,179	\$ 3,277,270	\$ 3,434,748	\$ 3,866,460	\$ 4,122,538	\$ 256,078	6.6%
Supplies & Materials	274,698	328,110	359,437	387,401	408,515	21,114	5.5%
Utilities	331,170	466,159	458,671	428,000	473,135	45,135	10.5%
Contractual Services	578,008	780,812	868,572	955,190	982,622	27,432	2.9%
Other Charges	375,663	409,621	541,670	483,370	485,960	2,590	0.5%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 4,645,718</u>	<u>\$ 5,261,972</u>	<u>\$ 5,663,098</u>	<u>\$ 6,120,421</u>	<u>\$ 6,472,770</u>	<u>\$ 352,349</u>	<u>5.8%</u>

City of Roseville

Community Development Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	1,946,888	1,726,677	1,687,233	1,420,900	1,436,200	15,300	1.1%
Charges for Services	49,705	54,715	50,940	42,500	50,000	7,500	17.6%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(5,912)	(419,602)	277,142	25,000	25,000	-	0.0%
Miscellaneous	2,790	5,595	2,750	-	-	-	0.0%
Total Revenues	\$ 1,993,471	\$ 1,367,385	\$ 2,018,065	\$ 1,488,400	\$ 1,511,200	\$ 22,800	1.5%
Expenditures							
Personnel Services	\$ 1,283,703	\$ 1,323,377	\$ 1,408,329	\$ 1,481,887	\$ 1,591,310	\$ 109,423	7.4%
Supplies & Materials	8,626	8,992	9,878	11,150	11,950	800	7.2%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	171,467	131,514	154,597	145,500	145,000	(500)	-0.3%
Other Charges	190,638	193,623	173,933	207,280	196,140	(11,140)	-5.4%
Capital Outlay	-	28,196	1,150	68,000	45,000	(23,000)	100.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,654,434	\$ 1,685,702	\$ 1,747,887	\$ 1,913,817	\$ 1,989,400	\$ 75,583	3.9%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	339,037	(318,317)	270,178	(425,417)	(478,200)		
Beginning Fund Balance	3,502,984	3,842,021	3,523,704	3,793,882	3,368,465		
Ending Fund Balance	\$ 3,842,021	\$ 3,523,704	\$ 3,793,882	\$ 3,368,465	\$ 2,890,265		

City of Roseville

Budget Detail by Function

12/2/2024

	2021	2022	2023	Amended	2025	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
<u>COMMUNITY DEVELOPMENT</u>							
CD - Planning							
Personnel Services	\$ 495,130	\$ 515,692	\$ 555,275	\$ 598,007	\$ 637,310	\$ 39,303	6.6%
Supplies & Materials	360	435	66	1,000	1,000	-	0.0%
Contractual Services	10,418	9,615	4,546	15,500	10,000		0.0%
Other Charges	103,738	71,660	46,219	65,000	60,500	(4,500)	-6.9%
Capital Outlay	-		1,150			-	0.0%
	\$ 609,646	\$ 597,402	\$ 607,256	\$ 679,507	\$ 708,810	\$ 29,303	4.3%
CD - Code Enforcement							
Personnel Services	\$ 585,688	\$ 573,169	\$ 671,090	\$ 701,470	\$ 754,330	\$ 52,860	7.5%
Supplies & Materials	6,514	8,476	9,512	9,500	10,300	800	8.4%
Contractual Services	158,416	121,871	150,045	130,000	135,000	5,000	3.8%
Other Charges	80,082	110,335	114,892	128,130	120,900	(7,230)	-5.6%
Capital Outlay	-	28,196	-	68,000	45,000	(23,000)	-33.8%
	\$ 830,700	\$ 842,047	\$ 945,539	\$ 1,037,100	\$ 1,065,530	\$ 28,430	2.7%
CD-Nuisance Code Enforcement							
Personnel Services	\$ 64,111	\$ 168,433	\$ 107,993	\$ 111,710	\$ 123,580	\$ 11,870	10.6%
Other Charges	-	2,707	3,072	2,800	3,200	400	14.3%
Capital Outlay	-	-	-	-	-	-	0.0%
	\$ 64,111	\$ 171,140	\$ 111,065	\$ 114,510	\$ 126,780	\$ 12,270	10.7%
CD - GIS							
Personnel Services	\$ 20,795	\$ 34,040	\$ 34,532	\$ 36,470	\$ 39,670	\$ 3,200	8.8%
Other Charges	4,940	4,540	4,744	5,650	5,740	90	1.6%
Capital Outlay	-	-	-	-	-	-	0.0%
	\$ 25,735	\$ 38,580	\$ 39,276	\$ 42,120	\$ 45,410	\$ 3,290	7.8%
CD - Neighborhood Enhancement							
Personnel Services	\$ 117,979	\$ 32,043	\$ 39,439	\$ 34,230	\$ 36,420	\$ 2,190	6.4%
Supplies & Materials	1,752	81	-	650	650	-	0.0%
Contractual Services	2,633	28	6	-	-	-	0.0%
Other Charges	1,878	4,381	5,006	5,700	5,800	100	1.8%
Capital Outlay	-	-	-	-	-	-	0.0%
	\$ 124,242	\$ 36,533	\$ 44,451	\$ 40,580	\$ 42,870	\$ 2,290	5.6%

City of Roseville

Budget Detail by Function

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ \$	% %
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
Community Development Fund							
Personnel Services	\$ 1,283,703	\$ 1,323,377	\$ 1,408,329	\$ 1,481,887	\$ 1,591,310	\$ 109,423	7.4%
Supplies & Materials	8,626	8,992	9,578	11,150	11,950	800	7.2%
Contractual Services	171,467	131,514	154,597	145,500	145,000	5,000	3.4%
Other Charges	190,638	193,623	173,933	207,280	196,140	(11,140)	-5.4%
Capital Outlay	-	28,196	1,150	68,000	45,000	(23,000)	-33.8%
	\$ 1,654,434	\$ 1,685,702	\$ 1,747,587	\$ 1,913,817	\$ 1,989,400	\$ 81,083	4.2%

City of Roseville

Debt Service Funds Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 2,224,959	\$ 2,191,028	\$ 2,142,706	\$ 2,225,422	\$ 2,209,200	\$ (16,222)	-0.7%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	34,564	31,002	29,053	-	-	-	0.0%
Investment Income	(15,790)	(195,298)	116,405	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 2,243,733	\$ 2,026,732	\$ 2,288,164	\$ 2,225,422	\$ 2,209,200	\$ (16,222)	-0.7%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Other Charges	-	-	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	7,572,030	2,458,731	2,479,508	2,225,422	2,209,200	(16,222)	-0.7%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 7,572,030	\$ 2,458,731	\$ 2,479,508	\$ 2,225,422	\$ 2,209,200	\$ (16,222)	-0.7%
Other Financing Sources (Uses)							
Transfers In / Bond Premium	\$ 278,931	\$ 272,931	\$ 265,931	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Debt Issuance / Other	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 278,931	\$ 272,931	\$ 265,931	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(5,049,366)	(159,068)	74,587	-	-		
Beginning Fund Balance	7,432,766	2,383,400	2,224,332	2,298,919	2,298,919		
Ending Fund Balance	\$ 2,383,400	\$ 2,224,332	\$ 2,298,919	\$ 2,298,919	\$ 2,298,919		

City of Roseville

Engineering Services Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	110,931	166,790	141,469	136,450	121,250	(15,200)	-11.1%
Charges for Services	100,279	66,291	157,302	40,000	75,000	35,000	87.5%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(13,862)	(72,836)	55,009	10,000	10,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 197,348	\$ 160,245	\$ 353,780	\$ 186,450	\$ 206,250	\$ 19,800	10.6%
Expenditures							
Personnel Services	\$ 230,903	\$ 241,730	\$ 254,923	\$ 265,720	\$ 278,760	\$ 13,040	4.9%
Supplies & Materials	1,791	144	1,404	1,000	1,000	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	40,290	137,479	89,427	10,000	-	(10,000)	-100.0%
Other Charges	3,383	2,857	3,300	24,210	22,200	(2,010)	-8.3%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 276,367	\$ 382,210	\$ 349,054	\$ 300,930	\$ 301,960	\$ 1,030	0.3%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(79,019)	(221,965)	4,726	(114,480)	(95,710)		
Beginning Fund Balance	760,932	681,913	459,948	464,674	350,194		
Ending Fund Balance	\$ 681,913	\$ 459,948	\$ 464,674	\$ 350,194	\$ 254,484		

City of Roseville

License Center Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	127,697	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	1,548,412	2,035,841	2,120,745	2,500,000	2,600,000	100,000	4.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	3,518	(5,665)	(19,154)	1,000	1,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 1,551,930	\$ 2,030,176	\$ 2,229,288	\$ 2,501,000	\$ 2,601,000	\$ 100,000	4.0%
Expenditures							
Personnel Services	\$ 1,572,764	\$ 1,584,536	\$ 1,621,265	\$ 1,832,480	\$ 2,044,930	\$ 212,450	11.6%
Supplies & Materials	25,717	30,212	35,535	35,500	38,200	2,700	7.6%
Utilities	8,292	9,702	10,349	9,800	10,000	200	2.0%
Contractual Services	34,442	34,764	49,913	46,600	48,000	1,400	3.0%
Other Charges	125,065	127,104	132,510	139,426	147,976	8,550	6.1%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 1,766,280	\$ 1,786,318	\$ 1,849,572	\$ 2,063,806	\$ 2,289,106	\$ 225,300	10.9%
Other Financing Sources (Uses)							
Transfers In	\$ 688,000			\$ -	\$ -	\$ -	0.0%
Transfers Out	(302,000)	(177,000)	(504,318)	(200,000)	(200,000)	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ 386,000	\$ (177,000)	\$ (504,318)	\$ (200,000)	\$ (200,000)	\$ -	0.0%
Net Change in Fund Balance	171,650	66,858	(124,602)	237,194	111,894		
Beginning Fund Balance	174,870	346,520	413,378	288,776	525,970		
Ending Fund Balance	\$ 346,520	\$ 413,378	\$ 288,776	\$ 525,970	\$ 637,864		

City of Roseville

Streetscape Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ 60,298	\$ 58,708		\$ 60,000	\$ 60,000	\$ -	0.0%
Tax Increments	-	-		-	-	-	0.0%
Intergovernmental Revenue	-	-		-	-	-	0.0%
Licenses & Permits	-	-		-	-	-	0.0%
Charges for Services	-	-		-	-	-	0.0%
Fines and Forfeits	-	-		-	-	-	0.0%
Cable Franchise Fees	-	-		-	-	-	0.0%
Special Assessments	-	-		-	-	-	0.0%
Investment Income	(2,076)	(14,952)		2,000	2,000	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 58,222	\$ 43,756	\$ -	\$ 62,000	\$ 62,000	\$ -	0.0%
Expenditures							
Personnel Services	\$ 7,774	\$ -	\$ -	\$ 6,910	\$ -	\$ (6,910)	-100.0%
Supplies & Materials	24,542	12,370	15,136	30,000	35,000	5,000	16.7%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	33,765	41,225	50,386	47,000	87,000	40,000	85.1%
Other Charges	-	-	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 66,081	\$ 53,595	\$ 65,522	\$ 83,910	\$ 122,000	\$ 38,090	45.4%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(7,859)	(9,839)	(65,522)	(21,910)	(60,000)		
Beginning Fund Balance	212,721	204,862	195,023	129,501	107,591		
Ending Fund Balance	\$ 204,862	\$ 195,023	\$ 129,501	\$ 107,591	\$ 47,591		

City of Roseville

Vehicle & Equipment Funds Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 1,198,934	\$ 1,372,788	\$ 1,551,514	\$ 1,168,000	\$ 1,168,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	39,125	-	-	1,000,000	-	(1,000,000)	100.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(23,310)	(190,211)	121,612	23,334	15,000	(8,334)	0.0%
Miscellaneous	38,879	89,675	270,897	39,000	30,000	(9,000)	100.0%
Total Revenues	\$ 1,253,628	\$ 1,272,252	\$ 1,944,023	\$ 2,230,334	\$ 1,213,000	\$ (1,017,334)	-45.6%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Other Charges	-	-	-	-	-	-	0.0%
Capital Outlay	884,870	993,418	1,990,081	1,658,800	2,294,250	635,450	38.3%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 884,870	\$ 993,418	\$ 1,990,081	\$ 1,658,800	\$ 2,294,250	\$ 635,450	38.3%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ 200,000	\$ 510,214	\$ 400,000	\$ (110,214)	100.0%
Transfers Out	-	-	-	(832,400)	-	832,400	-100.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ 200,000	\$ (322,186)	\$ 400,000	\$ 722,186	100.0%
Net Change in Fund Balance	368,758	278,834	153,942	249,348	(681,250)		
Beginning Fund Balance	1,545,387	1,914,145	2,192,979	2,346,921	2,596,269		
Ending Fund Balance	\$ 1,914,145	\$ 2,192,979	\$ 2,346,921	\$ 2,596,269	\$ 1,915,019		

City of Roseville

Building Replacement Fund Financial Summary (fund 410 & 415)

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 779,860	\$ 759,289		\$ 651,000	\$ 651,000	\$ -	0.0%
Tax Increments	-	-		-	-	-	0.0%
Intergovernmental Revenue	-	3,233,022	508,079	756,000	77,184	(678,816)	0.0%
Licenses & Permits	-	-		-	-	-	0.0%
Charges for Services	-	-		-	-	-	0.0%
Fines and Forfeits	-	-		-	-	-	0.0%
Cable Franchise Fees	-	-		-	-	-	0.0%
Special Assessments	-	-		-	-	-	0.0%
Investment Income	96,816	(427,964)	184,291	3,000	3,000	-	0.0%
Miscellaneous	-	700		-	-	-	0.0%
Total Revenues	\$ 876,676	\$ 3,565,047	\$ 692,370	\$ 1,410,000	\$ 731,184	\$ (678,816)	-48.1%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services							
Other Charges							
Capital Outlay	301,062	3,824,750	434,344	1,842,900	1,601,595	(241,305)	-13.1%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 301,062	\$ 3,824,750	\$ 434,344	\$ 1,842,900	\$ 1,601,595	\$ (241,305)	-13.1%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ 16,851	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ 16,851	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	575,614	(259,703)	274,877	(432,900)	(870,411)		
Beginning Fund Balance	3,553,316	4,128,930	3,869,227	4,144,104	3,711,204		
Ending Fund Balance	\$ 4,128,930	\$ 3,869,227	\$ 4,144,104	\$ 3,711,204	\$ 2,840,793		

City of Roseville

Street Lighting Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ 21,104	\$ 20,548	\$ 20,326	\$ 21,000	\$ 21,000	\$ -	0.0%
Tax Increments	-					-	0.0%
Intergovernmental Revenue	18,543		18,543			-	0.0%
Licenses & Permits	-					-	0.0%
Charges for Services	-					-	0.0%
Fines and Forfeits	-					-	0.0%
Cable Franchise Fees	-					-	0.0%
Special Assessments	-					-	0.0%
Investment Income	(1,284)	(10,430)	6,456	500	4,188	3,688	737.6%
Miscellaneous	2,695	-	-	-	-	-	0.0%
Total Revenues	\$ 41,058	\$ 10,118	\$ 45,325	\$ 21,500	\$ 25,188	\$ 3,688	17.2%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services							
Other Charges							
Capital Outlay	35,576	-	-	52,500	57,500	5,000	9.5%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 35,576	\$ -	\$ -	\$ 52,500	\$ 57,500	\$ 5,000	9.5%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ 300,000	\$ 25,000	\$ (275,000)	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ 300,000	\$ 25,000	\$ (275,000)	100.0%
Net Change in Fund Balance	5,482	10,118	45,325	269,000	(7,312)		
Beginning Fund Balance	86,731	92,213	102,331	147,656	416,656		
Ending Fund Balance	\$ 92,213	\$ 102,331	\$ 147,656	\$ 416,656	\$ 409,344		

City of Roseville

Pathway Maintenance Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ 246,219	\$ 249,509	\$ 246,810	\$ 255,000	\$ 255,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(686)	(11,921)	2,434	2,036	2,557	521	100.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 245,533	\$ 237,588	\$ 249,244	\$ 257,036	\$ 257,557	\$ 521	0.2%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Other Charges	-	-	-	-	-	-	0.0%
Capital Outlay	127,878	171,569	148,484	233,800	289,300	55,500	23.7%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 127,878	\$ 171,569	\$ 148,484	\$ 233,800	\$ 289,300	\$ 55,500	23.7%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	100.0%
Net Change in Fund Balance	117,655	66,019	100,760	23,236	68,257		
Beginning Fund Balance	84,775	202,430	268,449	369,209	392,445		
Ending Fund Balance	\$ 202,430	\$ 268,449	\$ 369,209	\$ 392,445	\$ 460,702		

City of Roseville

Park Improvement Program Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ 788,905	\$ 768,095	\$ 759,787	\$ 785,000	\$ 785,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	75,000	50,000	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(29,675)	(221,637)	187,570	5,000	28,246	23,246	464.9%
Miscellaneous	-	9,000	-	-	-	-	0.0%
Total Revenues	\$ 759,230	\$ 630,458	\$ 997,357	\$ 790,000	\$ 813,246	\$ 23,246	2.9%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services							
Other Charges							
Capital Outlay	118,988	726,700	788,118	1,434,000	1,476,500	42,500	3.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 118,988	\$ 726,700	\$ 788,118	\$ 1,434,000	\$ 1,476,500	\$ 42,500	3.0%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ 548,492	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ 548,492	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	640,242	(96,242)	757,731	(644,000)	(663,254)		
Beginning Fund Balance	1,425,138	2,065,380	1,969,138	2,726,869	2,082,869		
Ending Fund Balance	\$ 2,065,380	\$ 1,969,138	\$ 2,726,869	\$ 2,082,869	\$ 1,419,615		

City of Roseville

Street Infrastructure Replacement Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 1,075,323	\$ 1,095,881	\$ 1,084,027	\$ 1,120,000	\$ 1,120,000	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	485,905	2,546,616	602,152	1,455,000	575,000	(880,000)	-60.5%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	101,978	213,171	668,333	128,247	83,000	(45,247)	100.0%
Investment Income	(13,503)	(580,616)	364,308	54,440	110,627	56,187	103.2%
Miscellaneous / Developer Fee	-	-	-	-	-	-	0.0%
Total Revenues	\$ 1,649,703	\$ 3,275,052	\$ 2,718,820	\$ 2,757,687	\$ 1,888,627	\$ (869,060)	-31.5%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	-	-	-	-	-	-	0.0%
Other Charges	-	-	-	-	-	-	0.0%
Capital Outlay	2,032,708	4,569,024	2,191,077	2,905,000	2,125,000	(780,000)	-26.9%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 2,032,708	\$ 4,569,024	\$ 2,191,077	\$ 2,905,000	\$ 2,125,000	\$ (780,000)	-26.9%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(383,005)	(1,293,972)	527,743	(147,313)	(236,373)		
Beginning Fund Balance	4,960,459	4,577,454	3,283,482	3,811,225	3,663,912		
Ending Fund Balance	\$ 4,577,454	\$ 3,283,482	\$ 3,811,225	\$ 3,663,912	\$ 3,427,539		

City of Roseville

Water Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	(5,736)	11,280	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	7,239,868	7,979,421	9,961,145	9,949,619	10,677,499	727,880	7.3%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	29,775	23,000	23,000	-	100.0%
Investment Income	(159)	12,573	(47,420)	-	-	-	0.0%
Miscellaneous	6,255	11,275	156,314	22,000	22,000	-	100.0%
Total Revenues	\$ 7,245,964	\$ 7,997,533	\$ 10,111,094	\$ 9,994,619	\$ 10,722,499	\$ 727,880	7.3%
Expenditures							
Personnel Services	\$ 575,180	\$ 707,241	\$ 689,466	\$ 788,980	\$ 864,710	\$ 75,730	9.6%
Supplies & Materials	269,695	276,277	233,096	276,000	277,000	1,000	0.4%
Utilities	5,393,523	5,982,647	6,897,660	6,751,636	7,186,480	434,844	6.4%
Contractual Services	173,849	35,837	60,673	44,000	44,000	-	0.0%
Other Charges	153,032	121,323	115,979	166,425	157,905	(8,520)	-5.1%
Capital Outlay	1,697,527	1,815,240	1,021,505	1,519,000	1,444,000	(75,000)	-4.9%
Debt Service	30,288	256,596	261,427	276,250	276,300	50	100.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 8,293,094	\$ 9,195,161	\$ 9,279,806	\$ 9,822,291	\$ 10,250,395	\$ 428,104	4.4%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ 500,000	\$ 638,600	\$ -	\$ (638,600)	100.0%
Transfers Out	(385,000)	(385,000)	(385,000)	(385,000)	(385,000)	-	0.0%
Bond Issuance Costs	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (385,000)	\$ (385,000)	\$ 115,000	\$ 253,600	\$ (385,000)	\$ (638,600)	-251.8%
Net Change in Assets	(1,432,130)	(1,582,628)	946,288	425,928	87,104		
Beginning Net Assets-Unrestricted	794,533	(637,597)	(2,220,225)	891,181	1,317,109		
Ending Net Assets-Unrestricted	\$ (637,597)	\$ (2,220,225)	\$ 891,181	\$ 1,317,109	\$ 1,404,213		

City of Roseville

Sewer Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	274,096	5,270	349,840	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	6,042,776	6,287,511	6,624,922	6,757,420	6,757,420	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	18,047	(2,842)	(4,003)	-	-	-	0.0%
Investment Income	(5,048)	(160,170)	(18,137)	-	-	-	0.0%
Miscellaneous	-	-	3,961	-	165,000	165,000	100.0%
Total Revenues	\$ 6,329,871	\$ 6,129,769	\$ 6,956,583	\$ 6,757,420	\$ 6,922,420	\$ 165,000	2.4%
Expenditures							
Personnel Services	\$ 512,436	\$ 484,353	\$ 393,795	\$ 452,900	\$ 490,430	\$ 37,530	8.3%
Supplies & Materials	36,882	44,086	86,341	51,700	53,400	1,700	3.3%
Utilities	3,008,750	2,898,402	3,088,627	3,536,631	3,717,240	180,609	5.1%
Contractual Services	85,005	72,446	157,368	117,500	115,500	(2,000)	-1.7%
Other Charges	185,369	239,141	225,940	257,610	249,940	(7,670)	-3.0%
Capital Outlay	2,111,168	1,716,165	948,463	1,615,000	2,250,000	635,000	39.3%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 5,939,610	\$ 5,454,593	\$ 4,900,534	\$ 6,031,341	\$ 6,876,510	\$ 845,169	14.0%
Other Financing Sources (Uses)							
Transfers In / Capital Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(285,000)	(285,000)	(285,000)	(285,000)	(285,000)	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (285,000)	\$ (285,000)	\$ (285,000)	\$ (285,000)	\$ (285,000)	\$ -	0.0%
Net Change in Assets	105,261	390,176	1,771,049	441,079	(239,090)		
Beginning Net Assets-Unrestricted	1,350,142	1,455,403	2,379,733	4,655,044	5,096,123		
Ending Net Assets-Unrestricted	\$ 1,455,403	\$ 2,379,733	\$ 4,655,044	\$ 5,096,123	\$ 4,857,033		

City of Roseville

Stormwater Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	1,241,191	98,211	81,908	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	2,503,754	2,224,606	2,950,670	3,815,593	3,815,593	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	1,900	1,730	1,443	2,000	2,000	-	100.0%
Investment Income	553	(103,498)	19,300	2,000	10,000	8,000	0.0%
Miscellaneous	1,551	37,340	15,109	-	-	-	0.0%
Total Revenues	\$ 3,748,949	\$ 2,258,389	\$ 3,068,430	\$ 3,819,593	\$ 3,827,593	\$ 8,000	0.2%
Expenditures							
Personnel Services	\$ 433,789	\$ 520,333	\$ 517,326	\$ 542,070	\$ 602,050	\$ 59,980	11.1%
Supplies & Materials	78,438	65,859	84,312	76,500	109,000	32,500	42.5%
Utilities	12,310	10,819	18,962	20,000	20,000	-	0.0%
Contractual Services	141,584	150,572	394,166	241,500	214,500	(27,000)	-11.2%
Other Charges	58,122	50,535	47,247	115,330	113,360	(1,970)	-1.7%
Capital Outlay	1,696,334	2,377,227	1,831,095	2,199,000	1,824,000	(375,000)	-17.1%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 2,420,577	\$ 3,175,345	\$ 2,893,108	\$ 3,194,400	\$ 2,882,910	\$ (311,490)	-9.8%
Other Financing Sources (Uses)							
Transfers In / Capital Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ -	0.0%
Net Change in Assets	1,228,372	(1,016,956)	75,322	525,193	844,683		
Beginning Net Assets-Unrestricted	134,127	1,362,499	(1,557,222)	2,560,879	3,086,072		
Ending Net Assets-Unrestricted	\$ 1,362,499	\$ (1,557,222)	\$ 2,560,879	\$ 3,086,072	\$ 3,930,755		

City of Roseville

Environmental Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	87,513	90,657	88,826	181,370	204,690	23,320	12.9%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	765,140	861,343	965,219	960,638	1,010,750	50,112	5.2%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(2,729)	(27,844)	13,873	-	-	-	0.0%
Miscellaneous	-	-	-	-	-	-	0.0%
Total Revenues	\$ 849,924	\$ 924,156	\$ 1,067,918	\$ 1,142,008	\$ 1,215,440	\$ 73,432	6.4%
Expenditures							
Personnel Services	\$ 33,603	\$ 43,273	\$ 67,585	\$ 89,080	\$ 93,000	\$ 3,920	4.4%
Supplies & Materials	-	1,284	2,261	5,000	5,000	-	100.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	528,415	795,642	772,393	987,420	935,665	(51,755)	-5.2%
Other Charges	4,410	6,910	7,728	11,010	11,010	-	0.0%
Capital Outlay	-	-	-	-	650,000	650,000	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 566,428	\$ 847,109	\$ 849,967	\$ 1,092,510	\$ 1,694,675	\$ 602,165	55.1%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ -	0.0%
Net Change in Assets	263,496	57,047	197,951	29,498	(499,235)	(528,733)	
Beginning Net Assets-Unrestricted	107,185	370,681	427,728	625,679	655,177		
Ending Net Assets-Unrestricted	\$ 370,681	\$ 427,728	\$ 625,679	\$ 655,177	\$ 155,942		

City of Roseville

Golf Course Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase	% Incr.
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decr.)</u>
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	466,841	473,722	515,552	458,388	487,000	28,612	6.2%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	(621)	(7,482)	7,194	-	2,500	2,500	100.0%
Miscellaneous	6,564	7,201	3,832	-	-	-	0.0%
Total Revenues	\$ 472,784	\$ 473,441	\$ 526,578	\$ 458,388	\$ 489,500	\$ 31,112	6.8%
Expenditures							
Personnel Services	\$ 300,533	\$ 309,149	\$ 388,346	\$ 370,880	\$ 417,750	\$ 46,870	12.6%
Supplies & Materials	69,016	84,219	83,047	75,900	101,140	25,240	33.3%
Utilities	12,721	16,616	16,713	17,300	17,800	500	2.9%
Contractual Services	16,013	24,748	21,551	32,200	30,300	(1,900)	-5.9%
Other Charges	121,853	19,246	34,235	42,010	43,110	1,100	2.6%
Capital Outlay	-	87,784	106,154	94,500	68,000	(26,500)	100.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 520,136	\$ 541,762	\$ 650,046	\$ 632,790	\$ 678,100	\$ 45,310	7.2%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ 5,179	-	\$ 94,500	\$ 68,000	\$ (26,500)	100.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ 5,179	\$ -	\$ 94,500	\$ 68,000	\$ (26,500)	100.0%
Net Change in Assets	(47,352)	(63,142)	(123,468)	(79,902)	(120,600)	\$ (40,698)	
Beginning Net Assets-Unrestricted	(134,472)	(120,446)	(106,045)	(133,834)	(213,736)		
Ending Net Assets-Unrestricted	\$ (120,446)	\$ (106,045)	\$ (133,834)	\$ (213,736)	\$ (334,336)		

City of Roseville

Lawful Gambling Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	-	-	-	-	-	-	0.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	172	(946)	-	-	-	-	0.0%
Miscellaneous	166,988	144,933	139,692	158,026	149,279	(8,747)	-5.5%
Total Revenues	\$ 167,160	\$ 143,987	\$ 139,692	\$ 158,026	\$ 149,279	\$ (8,747)	-5.5%
Expenditures							
Personnel Services	\$ 36,045	\$ 36,755	\$ 27,101	\$ 36,736	\$ 29,279	\$ (7,457)	-20.3%
Supplies & Materials	-	-	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	141,000	111,000	113,209	120,000	120,000	-	0.0%
Other Charges	-	-	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 177,045	\$ 147,755	\$ 140,310	\$ 156,736	\$ 149,279	\$ (7,457)	-4.8%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	(9,885)	(3,768)	(618)	1,290	-		
Beginning Fund Balance	128,918	119,033	115,265	114,647	115,937		
Ending Fund Balance	\$ 119,033	\$ 115,265	\$ 114,647	\$ 115,937	\$ 115,937		

City of Roseville

Tax Increment Financing Funds Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Revenues							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Tax Increments	1,211,482	1,400,327	2,429,997	1,425,000	2,305,000	880,000	61.8%
Intergovernmental Revenue	100,000			-	-	-	0.0%
Licenses & Permits	-			-	-	-	0.0%
Charges for Services	-			-	-	-	0.0%
Fines and Forfeits	-			-	-	-	0.0%
Cable Franchise Fees	-			-	-	-	0.0%
Special Assessments	-			-	-	-	0.0%
Investment Income	(848)	(386,774)	169,537	50,000	50,000	-	0.0%
Miscellaneous / Developer Fee	-	-	-	-	-	-	0.0%
Total Revenues	\$ 1,310,634	\$ 1,013,553	\$ 2,599,534	\$ 1,475,000	\$ 2,355,000	\$ 880,000	59.7%
Expenditures							
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials						-	0.0%
Utilities						-	0.0%
Contractual Services	623,780	510,879	831,426	1,475,000	2,355,000	880,000	59.7%
Other Charges						-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 623,780	\$ 510,879	\$ 831,426	\$ 1,475,000	\$ 2,355,000	\$ 880,000	59.7%
Other Financing Sources (Uses)							
Transfers In	\$ 2,219		\$ 44,464	\$ -	\$ -	\$ -	0.0%
Transfers Out	(278,931)	(272,931)	(310,395)	-	-	-	0.0%
Sale of Assets / Bonds	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ (276,712)	\$ (272,931)	\$ (265,931)	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	410,142	229,743	1,502,177	-	-		
Beginning Fund Balance	3,363,954	3,774,096	4,003,839	5,506,016	5,506,016		
Ending Fund Balance	\$ 3,774,096	\$ 4,003,839	\$ 5,506,016	\$ 5,506,016	\$ 5,506,016		

City of Roseville

EDA General Fund Financial Summary

12/2/2024

	2021	2022	2023	Amended 2024	2025	\$ Increase (Decrease)	% Incr. (Decr.)
Revenues	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
General Property Taxes	\$ 455,965	\$ 433,061	\$ 398,298	\$ 365,235	\$ 364,856	\$ (379)	-0.1%
Tax Increments	-	-	-	-	-	-	0.0%
Intergovernmental Revenue	-	-	-	-	-	-	0.0%
Licenses & Permits	-	-	-	-	-	-	0.0%
Charges for Services	85,000	85,000	85,000	85,000	85,000	-	100.0%
Fines and Forfeits	-	-	-	-	-	-	0.0%
Cable Franchise Fees	-	-	-	-	-	-	0.0%
Special Assessments	-	-	-	-	-	-	0.0%
Investment Income	8,579	(175,103)	115,638	-	-	-	0.0%
Miscellaneous	24,125	23,125	-	23,125	-	(23,125)	0.0%
Total Revenues	\$ 573,669	\$ 366,083	\$ 598,936	\$ 473,360	\$ 449,856	\$ (23,504)	-5.0%
Expenditures							
Personnel Services	\$ 195,074	\$ 206,402	\$ 198,900	\$ 204,320	\$ 210,250	\$ 5,930	2.9%
Supplies & Materials	459	1,290	-	-	-	-	0.0%
Utilities	-	-	-	-	-	-	0.0%
Contractual Services	103,507	161,732	184,130	225,350	202,850	(22,500)	-10.0%
Other Charges	87,494	31,213	57,851	43,690	36,756	(6,934)	-15.9%
Capital Outlay	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	0.0%
Contingency	-	-	-	-	-	-	0.0%
Total Expenditures	\$ 386,534	\$ 400,637	\$ 440,881	\$ 473,360	\$ 449,856	\$ (23,504)	-5.0%
Other Financing Sources (Uses)							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers Out	-	-	-	-	-	-	0.0%
Sale of Assets	-	-	-	-	-	-	0.0%
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Change in Fund Balance	187,135	(34,554)	158,055	-	-		
Beginning Fund Balance	609,693	796,828	762,274	920,329	920,329		
Ending Fund Balance	\$ 796,828	\$ 762,274	\$ 920,329	\$ 920,329	\$ 920,329		



2025
Capital Improvement Plan
Project / Initiative Summary

December 2, 2024

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City of Roseville

Summary of 2025 Capital Improvement Projects

Updated 12/2/2024

	2025 <u>Budget</u>
Administration	
Voting Equipment	\$ 16,000
Office Equipment	7,000
Central Services	
Copier & Postage Machine Lease	58,500
Police	
<i>Vehicles:</i>	
Marked squad cars (5 / yr)	225,000
Unmarked vehicles (2 / yr)	100,000
CSO Vehicle	50,000
<i>Vehicle Equipment:</i>	
Squad conversion, seats, control box	139,000
Radar Units	7,000
Stop Sticks	2,200
Defibrillators	2,000
Radio Equipment	102,000
Computer Equipment	14,000
<i>Life Safety Equipment:</i>	
Less-lethal weapons	22,000
Long guns	15,000
Sidearms	7,000
Tactical gear	21,600
Body Worn Camera Equipment	1,000
<i>Office Equipment:</i>	
IBIS Fingerprinting Equipment	3,000
Crime scene equipment	3,000
Fitness Room Equipment	3,000
Roll Call Equipment	4,000
Office furniture	2,100
Appliances	3,000
Fire	
Medical Response Unit	315,000
Command Response Vehicle	87,000
Personal Protective Equipment	163,000
Camera to assist with rescue/firefighting	7,850
Portable and mobile radios	15,000
Apparatus Based IT Infrastructure	15,000
Air monitoring equipment	3,500
Rescue equipment	40,000
Nozzles & Fire hose	17,000
Kitchen appliances	10,000
Kitchen table & chairs	2,500
Public Works	
Eng. GPS System	30,000
#144 2013 International 7400 SFA	311,000
Parks & Recreation	
#535 Ford Passenger van (2006)	50,000
#560 Ford Passenger van (2006)	50,000

City of Roseville

Summary of 2025 Capital Improvement Projects

Updated 12/2/2024

	2025
	<u>Budget</u>
Arena: Zamboni (2014)	150,513
#505 Holder snow machine (2017)	195,000
GOLF TRANSFER TO Golf fund equip	50,000
General Facility Improvements	
Security Cameras - previously IT	30,000
Network Access Devices - previously IT	40,595
Remove UPS	12,000
Water heaters (CH and Maintenance)	10,000
COMM Conference Room Equipment	3,000
COMM Council: General Audio/Visual	13,000
COMM General-Camera Replacement	1,000
COMM Council Furniture	2,000
Commons: County Road C Sign (2009)	60,000
Arena: Roof Top units (2) (2008) (Reznor Units)	200,000
Arena: Dehumidification	180,000
OVAL: Scoreboard (2008)	250,000
OVAL:Skate Park & Inline Hockey Rink/Other Seasonal	50,000
Banquet Ctr: Rose Room HP (2008)	85,000
Banquet Ctr: Fireside Room HP (2008)	45,000
Fire Alarm System	20,000
Ductwork Cleaning	25,000
Floor Scrubber	10,000
AV System BR	10,000
GOLF TRANSFER TO FUND 620-BLDG IMPROVEMENT	54,000
Painting/wall paper in various areas of Fire Station	18,000
Carpeting in various areas of Fire Station	5,000
SCBA room Compressor	80,000
Fire Station access control	35,000
Fire: Security system	3,000
Fire: Heat pumps (24)	10,000
Concrete Exterior	10,000
Lighting - exterior and interior	6,000
Air Monitoring Sensors	9,000
Park Improvements	
Tennis & Basketball Courts	30,000
Shelters & Structures	64,000
Playground Areas	270,000
Athletic Fields	235,000
Irrigation Systems	25,000
Other Capital Items	512,500
Natural Resources	50,000
PIP/CIP Category	200,000
Street Improvements	
Mill & overlay - local streets	1,550,000
MSA - Lexington Avenue Sidewalk, Sherren to B2	170,000
MSA - Rice, Larpentuer - Cty B	50,000
MSA - County Road C, Lexington - Rice	150,000
Street Lighting	

City of Roseville

Summary of 2025 Capital Improvement Projects

Updated 12/2/2024

	2025 <u>Budget</u>
227448 - Arthur	10,000
227448 - County Rd C	2,500
184393 - Centre Pointe System	45,000
Pathways & Parking Lots	
Pathway maintenance	200,000
Pathway construction - new	50,000
BNSF Railway lease payment	16,300
prof services & op supplies	23,000
Community Development	
Inspection vehicles	45,000
Water	
#xx 6" Pump Trailer	20,000
Water AMR meter system replacements	200,000
Elevated storage tank repainting contract	10,000
Water Booster Station	400,000
Replace/Upgrade SCADA system (1/3)	14,000
Water Main Replacement	200,000
AH Meter Pits	100,000
Sanitary Sewer	
#xx 6" Pump Trailer	20,000
Replace/Upgrade SCADA system (1/3)	14,000
I & I reduction	75,000
Lift Station - Cohansey upgrade, add generator	30,000
Lift Station - Dale/Owasso Rehab, add generator	535,715
Sewer main repairs	1,000,000
#204 2015 Vactor 2100 Jetter	605,000
Water AMR meter system replacements	100,000
Lift Station Condition Analysis	50,000
Storm Sewer	
#164 Bobcat 3400	25,000
Projects - Storm Infrastructure Rehabilitation (70%)	600,000
Projects - Water Quality Device Rehabilitation (30%)	400,000
Replace/Upgrade SCADA system (1/3)	14,000
Lift Station Condition Analysis	25,000
#xx 6" Pump Trailer	20,000
Lift Station - Gottfreid Upgrades	40,000
Environmental Recycling	
Recycling Carts	650,000
Golf	
Golf: Zero Turn Mower - 2008	14,000
Golf: Com Bldg Paint Interior/Exterior	22,000
Golf: Com Bldg Furn. Replace. - 2018 Tables or Chairs	9,000
Golf: Sidewalk/Exterior Repairs 2018	5,000
Golf: Irrigation system upgrades 1960/1988/1994	18,000

Total - All Items 2025 \$ 12,510,373

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Administration
Project/Initiative Title:	Voting Equipment
Total Estimated Cost:	\$16,000
Funding Source:	Administration Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The City contracts with Ramsey County for administration of elections. Additionally, the City has a Joint Powers Agreement with the County for the purchase and operation of voting systems equipment. Historically, Ramsey County has purchased new voting equipment every 10 years. The cost would then be allocated to all the Joint Powers cities and spread out across several years. It is anticipated that at some point during 2025, Ramsey County will purchase new equipment, and the city will be responsible for making payments per the contract.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Administration
Project/Initiative Title:	Office Equipment
Total Estimated Cost:	\$7,000
Funding Source:	Administration Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

With the addition of a new position within the Administration department, the office layout requires additional reconfiguration to accommodate workflows, and increased employee workspace. This includes reconfiguration of cubicle space, office space and other equipment.

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Replacements
Total Estimated Cost:	\$375,000
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 (\$225,000), two unmarked vehicles (\$100,000) and one community service officer vehicle (\$50,000) are scheduled for replacement. The community service officer vehicle had been scheduled for replacement in 2024, but due to lower mileage than anticipated and overall condition, replacement pushed back to 2025. Money recouped from selling retired police vehicles helps to offset the purchase of one of the unmarked vehicles.

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Equipment
Total Estimated Cost:	\$252,200
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

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

- 1) Radar equipment \$7,000
- 2) Stop sticks \$2,200
- 3) Squad conversion & computers \$139,000
- 8) Defibrillators \$2,000
- 9) Police radios and equipment \$102,000

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

To meet new FBI encryption of criminal justice information requirements, Roseville continues to replace police radios with advanced encryption technology. Increases in 2025 costs are due to inflation and the need to replace additional radios to convert to newer technology at a quicker pace.

Beginning in 2024, squad camera costs were moved to the operating budget as Roseville's current vendor implemented an annual subscription program to include equipment replacements and upgrades.

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Life Safety Equipment
Total Estimated Cost:	\$66,600
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

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

- 1) Tactical gear \$21,600
- 2) Less-lethal equipment \$22,000
- 3) Long guns & sidearms \$22,000
- 4) Body-worn cameras \$1,000

The department increased its tactical gear budget due to necessary replacement of gas masks (five per year), as well as adding rifle shields and wrap restraints. The increase in less-lethal equipment costs are due to increasing Axon Taser costs.

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

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Office Equipment and Furniture
Total Estimated Cost:	\$32,100
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$17,600 in interview room annual contract

Project/Initiative Description:

- 1) Crime Scene Team & Fingerprinting equipment \$6,000
- 2) Fitness room equipment \$3,000
- 3) Roll call equipment \$4,000
- 4) Furniture, office equipment, appliances, etc. \$5,100
- 5) Computers / electronics equipment and devices \$14,000

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

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Medical Response Vehicle
Total Estimated Cost:	\$315,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The Fire Department utilizes medical response vehicles to respond to all 911 emergencies within the City. These vehicles are our front-line staffed apparatus and see a significant amount of use and are the critical link to live saving medical care and immediate fire incident response by the Fire Department. This vehicle will replace a vehicle that is due to be replaced.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Command Response Vehicle
Total Estimated Cost:	\$87,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The fire department replaces vehicles on a rotating basis based on each individual vehicles need. The Command Response Vehicle will be utilized by Fire Department Command Staff to respond to emergency incidents 24 hours a day 365 days per year to provide adequate incident command and support.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Personal Protective Equipment
Total Estimated Cost:	\$163,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

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

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Camera to assist with rescue/firefighting
Total Estimated Cost:	7850
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

A thermal imaging camera (TIC) is a valuable tool for firefighters, allowing them to see through smoke and darkness. These cameras detect heat and display images in varying colors, representing different temperatures. This enables firefighters to locate victims trapped in smoke-filled buildings, identify the source of a fire, and assess the extent of structural damage, all while minimizing risks in hazardous conditions.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Portable and Mobile Radios
Total Estimated Cost:	\$15,000
Funding Source:	Fire Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

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

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Apparatus IT Infrastructure
Total Estimated Cost:	\$15,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

Fire apparatus are equipped with a significant amount of technology equipment to improve response and safety of firefighters. Periodically this equipment must be replaced and upgraded to assure it will consistently operate and be compatible with changing technologies. These funds will assure essential updates to in-apparatus technology can be completed in a timely fashion to reduce unplanned downtime of critical IT components.

Location:

Fire Department Apparatus

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Air Monitoring Equipment
Total Estimated Cost:	\$3,500
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

Air monitors are a vital and necessary piece of equipment frequently used by firefighters to measure acceptable and safe levels of gas and determine dangerous atmospheres. Firefighters use air monitors to inspect occupancies, open gas lines, hazardous materials, enclosed areas, fire-ground atmosphere, or confined space emergencies.

Location:

Not Applicable

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Rescue Equipment
Total Estimated Cost:	\$40,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Rescue/Extrication equipment (Jaws of Life) is a vital toolset used by firefighters to rescue individuals trapped in vehicles or other confined spaces.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Nozzles & Fire Hose
Total Estimated Cost:	\$17,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Firefighting nozzles and hoses are essential tools for delivering water to extinguish fires. These items require replacing on a pre-planned cycle to be compliant with regulations.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Kitchen Appliances
Total Estimated Cost:	\$10,000
Funding Source:	Fire Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

The Fire Department maintains a full kitchen to provide the firefighters the opportunity to cook full meals as part of their 24-hour shift. Proper nutrition is a key item in the health and wellness of firefighters. The appliances are also used to cook for a variety of events held at the Fire Station. The money allocated for the kitchen CIP will be used to replace depreciated items to best meet the fire department needs.

Location:

Fire Station Kitchen

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Kitchen Table & Chairs
Total Estimated Cost:	\$2,500
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Due to high demand use fire house furniture including kitchen tables and chairs require periodic replacement. These funds will be utilized to replace aging items in the fire house.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

Replacement of existing GPS equipment. This equipment is used for surveyor construction project and other city survey needs. The existing equipment is from 2010. The replacement cycle is typically 12 years. The new equipment is the latest technology and will replace equipment that is past its useful life.

Location:

Engineering – Survey Vehicle

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	#144 2013 International 7400 SFA
Total Estimated Cost:	\$311,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of tandem axel snow plow truck including sanders and plow attachments. The existing truck is from 2012 and is scheduled for replacement. The replacement cycle is typically 12 years. The new equipment allows for better snow plowing of streets and hauling of materials with less equipment downtime due to repairs.

Location:

Maintenance Facility

Department/Division:	Parks & Recreation
Project/Initiative Title:	#535 and #560 Ford Passenger Vans
Total Estimated Cost:	\$100,000
Funding Source:	Parks & Rec Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This is for the replacement of #535 and #560 Ford passenger Vans. The vans are 19 years old. These vans a crucial part of our Parks and Recreation Programs and transporting participants. Staff will research the best vehicles moving forward to continue to do this.

Location:

1140 Woodhill Drive

Department/Division:	Parks & Recreation
Project/Initiative Title:	#505 Holder Snow Machine
Total Estimated Cost:	\$195,000
Funding Source:	Parks & Rec Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	[Enter amount here (if applicable)]

Project/Initiative Description:

This project is to replace #505 a Holder Snow Machine. Research will be done to choose the best manufacturer for replacement. The heavy use on these machines during the winter months in our plowing operation lends to replacement every 8 years and this one is due. This machine is essential to our snow removal operation. The current machine will be traded in or sold at auction to offset the cost.

Location:

1140 Woodhill Drive

Department/Division:	Parks and Recreation Skating Center- Indoor Arena
Project/Initiative Title:	Replacement of 2013 Ice Resurfacer
Total Estimated Cost:	\$ 150,513.20
Funding Source:	General Facilities Replacement Fund 410
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

This is for the replacement of the indoor arena 2013 Zamboni Ice Resurfacer Model 552. A useful life of about 10 years is industry standard in this type of setting. It is utilized to resurface the ice numerous times a day, is experiencing significant issues and is nearing the end of its useful life. A 475 day lead time for ordering is needed. The proposed replacement is for a 2024 Zamboni Ice Resurfacer Model 552.

In the past 3 years we have needed to replace several items as wear and tear is inevitable. The list includes but is not limited to the following:

- Check Valves
- Snow Breaker
- Impeller
- Ball Joints
- Batteries
- Pump Motor
- Hydraulic Motor
- Horizontal Auger

Location:

The ice resurfacer (Zamboni) is stored in the Skating Center – Indoor Ice Arena

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Remove UPS
Total Estimated Cost:	\$12,000
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Removal of existing UPS in lower level of City Hall. This system is no longer needed as Metro-Inet has a new one. The old one has some backup systems tied to it currently that will be re-routed to the new UPS system or the generator.

Location:

City Hall – Lower Level

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

City Hall – Various Locations

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Network Access Devices
Total Estimated Cost:	\$40,595
Funding Source:	General Facilities Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

City Hall – Various Locations

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

Replacement of existing water heaters in City Hall. The existing equipment is from 2003. The replacement cycle is typically 20 years. The new equipment will lessen the need for major repairs and be more efficient to operate.

Location:

City Hall

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Communications
Project/Initiative Title:	Council: General Audio/Visual Council Chambers Projector
Total Estimated Cost:	\$13,000
Funding Source:	General Facilities Replacement Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

With many of the upgrades related to HDMI, Audio and other technology, it is anticipated that the projector may need to be upgraded as well in order to work alongside the other technology. Additionally, there may be associated upgrades needed that may not be known until the projector is installed that has been included in this cost estimate.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Communications
Project/Initiative Title:	COMM General Camera Replacement
Total Estimated Cost:	\$1,000
Funding Source:	General Facilities Replacement Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

An additional camera is needed by the Community Relations Staff for events and programs.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Communications
Project/Initiative Title:	COMM General Furniture Council Dais Monitors
Total Estimated Cost:	\$2,000
Funding Source:	General Facilities Replacement Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The monitors at the Council Dais are outdated and do not display material well. A replacement of the monitors and HDMI upgrade are planned to improve the quality of the display.

Location:

Not applicable.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Communications
Project/Initiative Title:	COMM Conference Room Equipment Scheduling and Display
Total Estimated Cost:	\$3,000
Funding Source:	General Facilities Replacement Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

As more of the work conducted by staff utilizing technology and virtual meetings, an upgrade to various equipment in conference rooms is needed. The first phase is to upgrade the meeting room scheduler to manage the limited meeting spaces within City Hall.

Location:

Not applicable.

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	OVAL: County Road C Sign
Total Estimated Cost:	\$ 60,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current sign was installed in 2009 and is due for replacement. We are experiencing issues with panels going out and due to the age of the board, replacement parts are becoming extremely expensive as well as obsolete. It's becoming more difficult to get tech support for this sign due to its age. The sign is highly visible and represents not just the Skating Center, but also City Hall and is used to promote City events and opportunities.

Location:

Roseville Skating Center Commons: County Rd C

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	ARENA: Root Top Units(2)
Total Estimated Cost:	\$ 200,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current RTU's (2) were installed in 2008. One controls the West side of the arena and the other controls the East side. The typical useful life for these units is 15 years. Once the useful life has expired, repair costs begin to outweigh the option to replace. The units are a necessity to control temps in the arena. Without these units running properly, we risk extremely cold temps in the winter and warm temps in the in summer. Both scenarios can affect the ice conditions, worst case being in the summer where we could potentially lose the ice.

Location:

Roseville Skating Center Arena Roof Top

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	ARENA: Dehumidifier
Total Estimated Cost:	\$ 180,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current “air handler” is an undersized unit and not designed or able to handle the conditions in the arena at a high level. The Unit is well past its useful life and is in need of replacement. During warm/humid days in the summer the arena experiences condensation on the ceiling and as a result, dripping on to the ice which creates bumps which results in rough ice and potentially unsafe conditions. Also, because this unit is not as efficient as it should be, other HVAC units are working to compensate for the air conditions.

Location:

Roseville Skating Center Arena East End

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	OVAL: Video Board
Total Estimated Cost:	\$ 250,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current “Video Board” was installed in 2009 and is due for replacement. We are experiencing issues with panels going out and due to the age of the board, replacement parts are becoming extremely expensive as well as obsolete. The Board is used for timing at Speedskating events, scoreboards for bandy, advertising and outdoor movies. It is essential to our ability to host significant events, and even our daily operation.

The board is outdated, and replacement parts are no longer being produced. It is extremely expensive and risky to continue to use second hand parts to when components fail on the board.

Location:

Roseville Skating Center OVAL

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

Project/Initiative Description:

The Skate Park is in need of additional pieces of equipment. Over the years we've lost pieces due to age, wear and tear and decomposition of the materials. Users of the park have weighed in to voice the need to add equipment. As it stands the park is about half the size it was 10 years ago due to pieces falling in disrepair.

Location:

Roseville Skating Center OVAL: Skate Park

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Banquet Center: Fireside Room Heat Pump
Total Estimated Cost:	\$ 85,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current heat pump was installed in 2008. This unit controls the temperature in the Banquet Facilities Rose Room. The typical useful life for these units is 15 years. The piece of equipment is critical to the operation of the facility as we host many groups in there throughout the year. We have experienced issues with the unit and have identified it as in need of replacement. Once the useful life has expired, repair costs begin to outweigh the option to replace. If we were to lose the unit for an extended period(days/weeks) we would likely need to cancel/refund rental groups.

Location:

Roseville Skating Center Banquet Center Roof

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

Project/Initiative Description:

The current heat pump was installed in 2008. This unit controls the temperature in the Banquet Facilities Fireside Room. The typical useful life for these units is 15 years. The piece of equipment is critical to the operation of the facility as we host many groups in there throughout the year. We have experienced issues with the unit and have identified it as in need of replacement. Once the useful life has expired, repair costs begin to outweigh the option to replace. If we were to lose the unit for an extended period(days/weeks) we would likely need to cancel/refund rental groups.

Location:

Roseville Skating Center Banquet Center Roof

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

Project/Initiative Description:

The current system is original to the addition to the facility in 1999. As it stands the system is outdated and obsolete, make it difficult to maintain. The current system is also not tied to the fire department nor the police department. When there is trouble codes, it simply warns people in the building of a problem and to evacuate. If there is a problem when there is nobody in the building, the alarm will go off and nobody will be called for an emergency. This leaves the facility at risk of major damage due to slow to no response time of authorities.

Location:

Roseville Skating Center Commons: Fire Alarm System

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Commons: Ductwork Cleaning
Total Estimated Cost:	\$ 25,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The ductwork at the skating center has never been professionally cleaned. As the building ages so does build up of dust, dirt and allergens in the system. With that, when the vents do expel that build up, it ends up in the air and eventually on the floor. It's unsightly as well as potentially causing an unhealthy building. It's recommended that we have the ducts professionally cleaned in 2025 to prevent this build up.

Location:

Roseville Skating Center Commons: Ductwork Cleaning

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Commons: Floor Scrubber
Total Estimated Cost:	\$ 10,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

Our current floor scrubber has been in states of disrepair several times in the last 5 years. Although we've been able to fix said issues, it has become time to replace this piece of equipment as its critical to our daily cleaning schedule. We've recently replaced almost all of the flooring on the lower level as well as the floors in the banquet facilities. Its important to have a quality floor scrubber in order to keep the floors in the facility clean and in good shape

Location:

Roseville Skating Center Commons: Floor Scrubber

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Banquet Center: AV System
Total Estimated Cost:	\$ 10,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The system currently being used is on the lower end of what the industry has available. This can cause issues with rental groups as it can be cumbersome to trouble shoot when they arrive or when something goes awry during the event. A new system would be valuable in the sense that it will be more user friendly as well as attractive to potential renters.

Location:

Roseville Skating Center Banquet Center: AV System

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division: **Fire**
Project/Initiative Title: Painting/wallpaper in various areas of Fire Station
Total Estimated Cost: \$18,000
Funding Source:
Annual Operating Budget Impact: None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. One area needing repair is the paint in Fire Admin. The existing paint has become faded, dinged and in need of repaint.

Location:

Fire Station Maintenance

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Carpeting in various areas of Fire Station
Total Estimated Cost:	\$5,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. Carpeting in various areas of the Fire Station get a lot of wear and need to be replaced

Location:

Fire Station Maintenance

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	SCBA Room Compressor
Total Estimated Cost:	\$80,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

A firefighting SCBA Compressor/Fill Station is a crucial piece of equipment used to refill Self-Contained Breathing Apparatus (SCBA) cylinders with clean, breathable air. This station compresses ambient air to a high pressure and filters it to remove contaminants, ensuring the safety of firefighters in hazardous environments. By efficiently refilling SCBA cylinders, these stations help maintain a constant supply of breathing air, allowing firefighters to perform their duties without interruption.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Fire Station Access Control
Total Estimated Cost:	\$35,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The Fire Station is a secure facility utilizing electronic card reading devices to secure access into and throughout the fire house. This system is reaching its end of life and needs to be replaced. These funds will be utilized to replace the aging system.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Security System
Total Estimated Cost:	\$3,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

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

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Heat Pumps
Total Estimated Cost:	\$10,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	Not Applicable

Project/Initiative Description:

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

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Concrete Exterior
Total Estimated Cost:	\$10,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The exterior concrete areas of the fire station are impacted by close proximity to Lexington Ave and normal Minnesota Climate Changes. Some areas of the exterior concrete require replacement to assure long-term sustainability of the Fire Station.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Fire Station Lighting
Total Estimated Cost:	\$6,000
Funding Source:	General Facilities Replacement Fund (410)
Annual Operating Budget Impact:	None

Project/Initiative Description:

Areas of the Fire Station require ongoing maintenance and repair. One area needing repair is the lighting at the Fire Station. The external fixtures are subject to all weather types. The internal fixtures are subject to heavy use every day. Technology change and more efficient fixtures are now available that will decrease the ongoing maintenance and frequent problems.

Location:

Fire Station Repair

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Station Air Monitoring Sensors
Total Estimated Cost:	\$9,000
Funding Source:	General Facilities Replacement Fund (401)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The Fire Station requires an air monitoring system in the apparatus bays to assure contaminants are not present. These systems require replacement over time.

Location:

Fire Station

Department/Division:	Parks and Recreation
Project/Initiative Title:	Tennis and basketball Courts
Total Estimated Cost:	30,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

Industry useful life 12 years

Courts should receive a color coat through the PIP on 3 year intervals per industry standards. Inspection by staff bi-annually spring and fall. We adjust interval according to inspection program.

In the Capital Improvement Plan:

Crack Seal on 6 year intervals per industry standards, included in color coat intervals. Crack seal includes crack repair and patching, low area repair, and color coat. Inspection by staff bi-annually spring and fall. Adjust interval according to inspection program. Full rebuild on 12 year intervals per industry standards, included in color coat and crack seal intervals. Full rebuild includes court, fencing, nets or BB standards, maintenance strip and lighting. Inspection by staff bi-annually spring and fall. Adjust interval according to inspection program

Areas for 2025 Improvements:

Autumn Grove -	\$18,000
Keya Park-	\$12,000

Location:

Autumn Grove	1395 Lydia Ave. W.
Keya Park	2540 Pascal Street

Department/Division:	Parks and Recreation
Project/Initiative Title:	Shelter/Building Improvements
Total Estimated Cost:	\$64,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

In our ongoing effort to maintain high quality facilities occasional updates to amenities are needed.

CP Foundation Pavilion Shelter	\$12,500
HANC City/Regional Facility	\$12,500
Park Building Flooring	\$15,000
Park Building Interior Painting	\$24,000

Location:	
Central Park Victoria	2495 Victoria Street N.
Harriet Alexander Nature Center	2520 Dale Street
Various Park Building	

Department/Division:	Parks and Recreation
Project/Initiative Title:	Applewood Park Play Area Replacements
Total Estimated Cost:	\$105,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

Playgrounds installed prior to the Parks and Recreation Renewal Program Replacements in 2012 had an industry standard expected useful life of 13 years, depending on use. Playgrounds installed after the 2012 Renewal Program have an expected useful life of 20 years.

Applewood playground was installed in 2005 and is due for replacement.

All playgrounds are inspected three times per year with a condition analysis performed. A final replacement determination is made approximately 6 months prior to replacement.

Location:

Applewood Park	2838 Arona Street
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Department/Division:	Parks and Recreation
Project/Initiative Title:	Rosebrook Park Play Area Replacements
Total Estimated Cost:	\$165,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

Playgrounds installed prior to the Parks and Recreation Renewal Program Replacements in 2012 had an industry standard expected useful life of 13 years, depending on use. Playgrounds installed after the 2012 Renewal Program have an expected useful life of 20 years.

The Rosebrook Park playground was installed in 2000 and has many failing components due to its age.

All playgrounds are inspected three times per year with a condition analysis performed. A final replacement determination is made approximately 6 months prior to replacement.

Location:

Rosebrook Park	2560 Fry Street
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Department/Division:	Parks and Recreation
Project/Initiative Title:	Athletic Field Upgrades
Total Estimated Cost:	\$45,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

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

The following fields will be evaluated for upgrades in 2025:

Evergreen NW	\$10,000
Evergreen NE	\$10,000
Langton Lake Baseball East	\$10,000
Langton Lake Baseball West	\$10,000
Langton Lake Multi Purpose	\$ 5.000

Location: .

Various Locations

Department/Division:	Park Improvements
Project/Initiative Title:	Concordia Park Fencing Replacement
Total Estimated Cost:	\$190,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

This project would be to remove and replace all fencing at Concordia Park. The current fence and net system has aged and become obsolete. Staff will use new advances in fencing and backstops to update the fields and increase safety for the surrounding community, and to comply with the current parks standards.

Concordia Softball Field - \$80,000
Concordia Baseball Field - \$80,000
Concordia Netting - \$30,000

Location:

2394 Dale Street North

Department/Division:	Park Improvements
Project/Initiative Title:	CP Amphitheater Irrigation
Total Estimated Cost:	\$25,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Irrigation improvements to the standard system located at Central Park Lexington sign adjacent to the amphitheater. This system ensures healthy grass in Central Park, and most importantly, in the amphitheater which is located in direct sun light. The system is more than 20 years old, and will undergo an analysis and necessary repairs.

Location:

2540 Lexington Ave. North

Department/Division:	Parks and Recreation
Project/Initiative Title:	Building Tables and Chairs
Total Estimated Cost:	12,500
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

The tables and chairs at many of the park building are original from the buildings opening nearly ten years ago. Many are worn and no longer function properly. This allocation will allow for replacement of 30-50% of chairs and tables as needed.

Location:

Six Neighborhood Park Buildings

Department/Division:	Parks and Recreation
Project/Initiative Title:	Rosebrook Pool
Total Estimated Cost:	500,000
Funding Source:	Parks and Recreation CIP
Annual Operating Budget Impact:	NA

Project/Initiative Description:

The Rosebrook wading pool was installed sometime in the 1970s and well beyond its useful life. It is experiencing failing in the concrete shell, piping, pumping system and filtration system. Due to its age, replacement parts cannot be procured. Additionally, the pool is not up to current-day codes. It is estimated that a one-to-one replacement would cost around \$1.4 million.

This proposed CIP item is for replacement of the pool with a splash pad. This proposal will be vetted out through community engagement, the parks and recreation commission and ultimately the City Council before beginning the project.

Location:

Rosebrook Park – 2590 Fry St.

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

Project/Initiative Description:

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

Location:

Park and Recreation System

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

This line item is to replace or rehab streets within the city. Many of the city streets are over 25 years old and are at the end of the expected design life. The City uses this line item to rehabilitate pavements and curbs as part of Pavement Management Program (PMP) projects and to do complete street reconstructions. The 2025 PMP includes approximately 5 miles of roadway that will be milled and overlaid. This work extends the life of the streets, lessens overall street maintenance, and provides quality surface for transportation purposes.

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

Lexington Avenue Pathway, County Road B to Sherren

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Engineering
Project/Initiative Title:	Rice, Larpenteur – County Road B
Total Estimated Cost:	\$50,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the City's portion of the Ramsey County-led Rice Street Reconstruction Project. It is our intent to use Municipal State Aid (MSA) funds to fund the City's portion. The project is a complete reconstruction of Rice Street, between Larpenteur Avenue and County Road B. This 2025 funding is for engineering and planning. The construction is planned for 2027.

Location:

Rice St, Larpenteur - County Road B

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

This line item is related to the City's Municipal State Aid (MSA) portion of the Ramsey County-led County Road C Project. The project is a resurfacing and 4:3 lane conversion project on County Road C, between Lexington Avenue and Rice Street. This 2025 funding is for engineering and planning. The construction is planned for 2026.

Location:

County Road C, Lexington - Rice

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Street Lighting
Project/Initiative Title:	Aurthur Street System (227448)
Total Estimated Cost:	\$10,000
Funding Source:	Street Lighting Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replace existing Aurthur Street lighting system. The original system was installed in 1996 and was leased from Xcel Energy. In 2021, the lease expired and the City took ownership. The system needs replacement due to its age. The new lighting system would upgrade all fixtures and wiring to new standards. The new lights would be light emitting diode (LED), replacing the exiting high pressure sodium (HPS) lights which should reduce long term operating and maintenance costs.

Location:

Arthur Street

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Street Lighting
Project/Initiative Title:	County Road C & Arthur System (227448)
Total Estimated Cost:	\$2,500
Funding Source:	Street Lighting Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replace existing Aurthur Street lighting system. The original system was installed in 1999 and was leased from Xcel Energy. In 2024, the lease expired and the City took ownership. The system needs replacement due to its age. The new lighting system would upgrade all fixtures and wiring to new standards. The new lights would be light emitting diode (LED), replacing the exiting high pressure sodium (HPS) lights which should reduce long term operating and maintenance costs.

Location:

County Road C & Arthur Street

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Street Lighting
Project/Initiative Title:	Centerpointe Area System (184393)
Total Estimated Cost:	\$45,000
Funding Source:	Street Lighting Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replace existing Centerpointe Area street lighting system. The original system was installed in 1999 and was leased from Xcel Energy. In 2024, the lease expired and the City took ownership. The system needs replacement due to its age. The new lighting system would upgrade all fixtures and wiring to new standards. The new lights would be light emitting diode (LED), replacing the exiting high pressure sodium (HPS) lights which should reduce long term operating and maintenance costs.

Location:

Centerpointe Area

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Streets
Project/Initiative Title:	Pathway Rehabilitation
Total Estimated Cost:	\$200,000
Funding Source:	Pathways & Parking Lot Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0.

Project/Initiative Description:

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

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Pathways & Parking Lots
Project/Initiative Title:	New Pathway Construction
Total Estimated Cost:	\$50,000
Funding Source:	Pathways & Parking Lot Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0.

Project/Initiative Description:

This is the first year with this budget line item. There are numerous pathway segments on the Pathway Master Plan that are not eligible for outside funding sources and would need to use local funds. Pathway segments proposed along local roads/easements will likely need to be funded with City funds. This item would allow a fund balance to be established so these proposed pathway segments, not eligible for other funding, could be constructed.

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Pathways & Parking Lots
Project/Initiative Title:	Pathway Condition Rating (ICON)
Total Estimated Cost:	\$5,000
Funding Source:	Pathways & Parking Lot Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0.

Project/Initiative Description:

Each year the City evaluates 25% of the pathways to help determine which pathways should be improved.

Location:

Various Locations

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Pathways & Parking Lots
Project/Initiative Title:	BNSF Railway Lease Payment
Total Estimated Cost:	\$16,300
Funding Source:	Pathways & Parking Lot Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0.

Project/Initiative Description:

Each year the City pays BNSF for a trail lease for trail located in the railroad ROW adjacent to County Road C.

Location:

Various Locations

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Community Development
Project/Initiative Title:	Inspection Vehicle
Total Estimated Cost:	\$45,000
Funding Source:	Community Development Fund (<i>fees</i>)
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Community Development budgets vehicle replacements for every ten years. Actual replacement depends on the vehicle's age, mileage, overall condition, and potential re-sale value. For 2025, a 2014 Ford F-150 is scheduled for replacement. The cost for replacement assumes the purchase of a hybrid or fully electric vehicle depending on cost and availability. This vehicle is primarily used by a Building Inspector in charge of residential permits.

Location:

N/A

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Water
Project/Initiative Title:	Pump Trailer
Total Estimated Cost:	\$20,000
Funding Source:	Water Fund
Annual Operating Budget Impact:	\$13,000 savings

Project/Initiative Description:

Currently staff rents pumps as needed. The new pump trailer would be used to help pump for water breaks, backup pumps for sanitary sewer lift stations or storm sewer ponds when lift station pumps fail. Based on the cost to rent this size of pump it will pay for itself in only a couple of years. The replacement cycle is typically 20 years.

Location:

Maintenance Facility

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Water
Project/Initiative Title:	Water AMR Meter Replacements
Total Estimated Cost:	\$200,000
Funding Source:	Water Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

Water Tower

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Water
Project/Initiative Title:	Water Booster Station
Total Estimated Cost:	\$400,000
Funding Source:	Water Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

The improvements planned included replacement of the roof, adding fencing, cameras and noise attenuation. The roof is over 40 years old and the site has minimal security. Adding fencing and cameras will help secure this vital piece of infrastructure.

Location:

Water Booster Station.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Water
Project/Initiative Title:	Replace/Upgrade SCADA System
Total Estimated Cost:	\$14,000
Funding Source:	Water Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Booster Station and Water Tower

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Water
Project/Initiative Title:	Watermain Replacement
Total Estimated Cost:	\$200,000
Funding Source:	Water Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab portions of the water system within the city. Many of the water pipes are over 50 years old and are at the end of the expected design life. The \$200,000 is for miscellaneous repairs of pipes, valves or other components as part of small construction or maintenance projects. This replacement will extend the life of the system and lessen the chance of water breaks or pressure loss.

Location:

Various Locations

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Water
Project/Initiative Title:	Arden Hills Meter Pits
Total Estimated Cost:	\$100,000
Funding Source:	Water Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of a water meter pit located on Hamline Avenue. The meter pit is over 70 years old. The new meter pit will allow newer meters to be installed to more accurately measure water sold to Arden Hills. The cost of this improvement will be paid by Arden Hills.

Location:

Hamline Avenue

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Utilities
Project/Initiative Title:	6" Pump Trailer
Total Estimated Cost:	\$20,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Currently staff rents pumps as needed. The new pump trailer would be used to help pump for water breaks, backup pumps for sanitary sewer lift stations or storm sewer ponds when lift station pumps fail. Based on the cost to rent this size of pump it will pay for itself in only a couple of years. The replacement cycle is typically 20 years.

Location:

Maintenance Facility

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Utilities
Project/Initiative Title:	Replace/Upgrade SCADA System
Total Estimated Cost:	\$14,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Lift Stations Within the City

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

Cohansey Lift Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Lift Station – Dale/Owasso Upgrade
Total Estimated Cost:	\$535,715
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Dale/Owasso Lift Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Sewer Main Repairs
Total Estimated Cost:	\$1,000,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Sanitary Sewer
Project/Initiative Title:	#204 2015 Vactor 2100 Jetter
Total Estimated Cost:	\$605,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace the existing Vac Truck. The Vac Truck is used to clean and jet sanitary sewers and lift stations and also is utilized in water break repairs. It is the primary equipment used to address sewer blockages. The existing unit was purchased in 2015 but has been problematic and has had numerous repairs which has taken it out of service. Due to the unreliable nature of the current equipment and the important nature of the work it provides, staff is recommending the Vac Truck be replaced.

Location:

Maintenance Facility

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Lift Station Analysis
Total Estimated Cost:	\$50,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to hire a consultant to perform a lift station analysis of future lift stations to be rehabilitated or replaced. The current lift station analysis report was done in 2014 and is out of date as most of those projects have been completed. The analysis report will be used to update the future CIP to prioritize lift stations and to provide better project estimates.

Location:

Various Lift Station Locations

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Water AMR Meter Replacements
Total Estimated Cost:	\$100,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	#164 Bobcat 3400
Total Estimated Cost:	\$25,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This utility vehicle is used for miscellaneous tasks including streetscape maintenance, de-icing, sign work, and other miscellaneous projects and is due for replacement. The current vehicle is over 10 years old.

Location:

Maintenance Facility

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	Storm Infrastructure Rehabilitation
Total Estimated Cost:	\$600,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	Water Quality Device Rehabilitation
Total Estimated Cost:	\$400,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	Replace/Upgrade SCADA System
Total Estimated Cost:	\$14,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Lift Stations Within the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	Lift Station Analysis
Total Estimated Cost:	\$25,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to hire a consultant to perform a lift station analysis of future lift stations to be rehabilitated or replaced. The current lift station analysis report was done in 2014 and is out of date as most of those projects have been completed. The analysis report will be used to update the future CIP to prioritize lift stations and to provide better project estimates.

Location:

Various Locations

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	6" Pump Trailer
Total Estimated Cost:	\$20,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Currently staff rents pumps as needed. The new pump trailer would be used to help pump for water breaks, backup pumps for sanitary sewer lift stations or storm sewer ponds when lift station pumps fail. Based on the cost to rent this size of pump it will pay for itself in only a couple of years. The replacement cycle is typically 20 years.

Location:

Maintenance Facility

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	Gottfreid Upgrades
Total Estimated Cost:	\$40,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This lift station is owned by Ramsey County but is cost shared with Roseville and Falcon Heights. The control panel is due for upgrades. The \$40,000 is the city's portion of the cost.

Location:

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Recycling Carts
Total Estimated Cost:	\$650,000
Funding Source:	Environmental Recycling Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Purchase and rollout approximately 12,000 new carts of varying sizes (36, 64, & 92 gallons) for the City's Recycling Program. The new carts will be city owned and will replace the contractor owned carts that residents currently use for recycling. Rollout of the carts will happen in late May or June 2025 in conjunction with the new recycling contract. Waste Management was selected as the best value contractor for the upcoming recycling contract, and they will manage the carts and distribute replacements as needed. The cost to purchase the carts would come from the Environmental Fund, and \$100,000 of the total cart cost is eligible for reimbursement through a grant from Ramsey County.

Location:

City wide

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Replacement of 2008 Zero Turn Mower
Total Estimated Cost:	\$14,000
Funding Source:	Parks & Rec Vehicle & Equip Fund Transfer
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of 2008 Zero Turn Mower 60” rough mower. The anticipated useful life of one of these machines is 8 – 10 years. The life of this machine has been extended several times with creative repairs, but it is time to update the machine.

The zero turn is used to mow the rough of the course – 40% of the total ground cover.

Location:

Turf Maintenance Shop Cedarholm GG

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Paint Exterior
Total Estimated Cost:	\$22,000
Funding Source:	Parks & Rec Vehicle & Equip Fund Transfer
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Paint Exterior of the Community Building. An inspection will be conducted and quotes solicited prior to implementation of exterior painting.

Location:

Community Building at Cedarholm GG

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Tables Replacement Community Room
Total Estimated Cost:	\$9,000
Funding Source:	Parks & Rec Facilities Fund Transfer
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

Replacement of chairs and assorted furniture fixture in the Community Building used in the community room for events. These items were purchased in 2018 when the building was new. With more than 200 events per year, they experience wear and tear and need incremental replacement to keep the building up to community expectations.

Location:

Community Room at Cedarholm GG

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Cement and exterior replacement and repairs
Total Estimated Cost:	\$5,000
Funding Source:	Golf Vehicle & Equip Fund
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

In certain locations, the building has settled and is separating from the perimeter patio, which is pitched away from the building. This area needs to be repaired and caulked to ensure that water does not penetrate underneath the foundation and cost frost heaving and further separation.

Location:

Cedarholm Community Building

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks & Recreation Golf Course
Project/Initiative Title:	Replace the 1990's Irrigation Systems Control
Total Estimated Cost:	\$18,000
Funding Source:	Golf Vehicle & Equip Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

The control system of the Cedarholm irrigation system was last updated in the mid-1990s. It is inefficient and has broken down several times in the past two years. This project is to update to a more modern control system.

Location:

Irrigation control system is located throughout the course in three locations, in three different sites.

City of Roseville
2025 City Budget and Levy
2025 EDA Levy



2025 City Budget & City/EDA Tax Levy

City Budget Timeline

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

2025 City Budget & City/EDA Tax Levy

- 2025 City Manager Recommended Budget plus Council adjustments in September
 - \$69.6 million
- Total Proposed City Levy: \$30,352,603 (5.44% increase or \$1,567,323)
- Owner of the median valued single-family home (\$360,500) will see an increase of \$9.72 per month or \$116.64 more per year for City (non-EDA) in 2025 compared to 2024
- Proposed 2025 Economic Development Authority Levy: \$364,856
 - EDA levy increase is \$.08 per month or \$.96 per year

2025 City Budget & City/EDA Tax Levy

2025 ESTIMATED Budget Impact on Median-Valued Home (monthly)				
			Dollar	Percent
	<u>2024</u>	<u>2025</u>	<u>Change</u>	<u>Change</u>
Property Tax Levy: City	\$ 106.79	\$ 116.51	\$ 9.72	9.10%
Property Tax Levy: EDA	1.32	1.40	0.08	6.06%
Utility Rates	68.21	69.97	1.76	2.58%
Combined Monthly Total	\$ 176.32	\$ 187.88	\$ 11.56	6.56%
Levy Change for the Year	\$2,115.84	\$2,254.56	\$138.72	

The cost increase for the median valued home is expected to be \$11.56 per month or \$138.72 annually with the recommended City and EDA levy and proposed utility rate increases

Tubman Legal Advocacy Services

Jennifer Dickinson
Director of Legal Services

What is legal advocacy?

- ➡ Assist clients in Hennepin, Washington, and suburban Ramsey County
- ➡ A non-judgmental, confidential, person-centered resource
- ➡ Act as a bridge between the victim/survivors and the court systems
- ➡ Answer questions and provide support throughout court processes
- ➡ Work with the city prosecution team to uphold victims' rights in the court process



How does Tubman support victim/survivors of relationship violence?

- Provides a 24/7 designated intervention line number for law enforcement to report an incident of domestic abuse and connect the victim/survivor with an advocate right away
- Offers 24/7 services to victim/survivors, including immediate safety planning and shelter if needed
- Provides legal advocacy on the criminal court case from start to finish- including explaining the court process, making sure their voice is heard, and offering additional resources and support
- Works closely with the EBBQ prosecution team and act as a liaison to the victim/survivor and uphold victims' rights in the court process
- Follows up with Roseville Police as needed, especially around additional case investigation and collaborating with their mental health social worker to offer further resources to the victim/survivor (Valued partnerships with police and prosecution for over 30 years)

Other Legal Advocacy Services

Attachment 7



Orders for Protection/Harassment Restraining Orders:

- Assist clients with drafting order paperwork remotely
- Order is e-filed by a Tubman staff attorney on client's behalf
- Provides easier access for the client
- Clients referred to our Safety Project Volunteer Attorney Program
- Ongoing advocacy and attorney services provide wraparound client support

Safe at Home Address Confidentiality Program:

- Through Secretary of State's Office
- Provides a confidential mailing address for the victim/survivor
- Several Tubman advocates are trained as Safe at Home Application Assistants

Lease Breaking Assistance:

- Victim/survivors have the ability to break their lease if they are feeling unsafe



Roseville 2023 Services

Criminal/Civil Advocacy

- 89 criminal cases followed (new and pending cases)
- 13 cases not followed (non-IPV)
- 54 law enforcement calls to our intervention line

Safety Plans/Protective Orders

- 297 safety plans developed with an advocate
- 6 protective orders
- 9 clients received attorney services on 10 family law cases

Additional Tubman Services

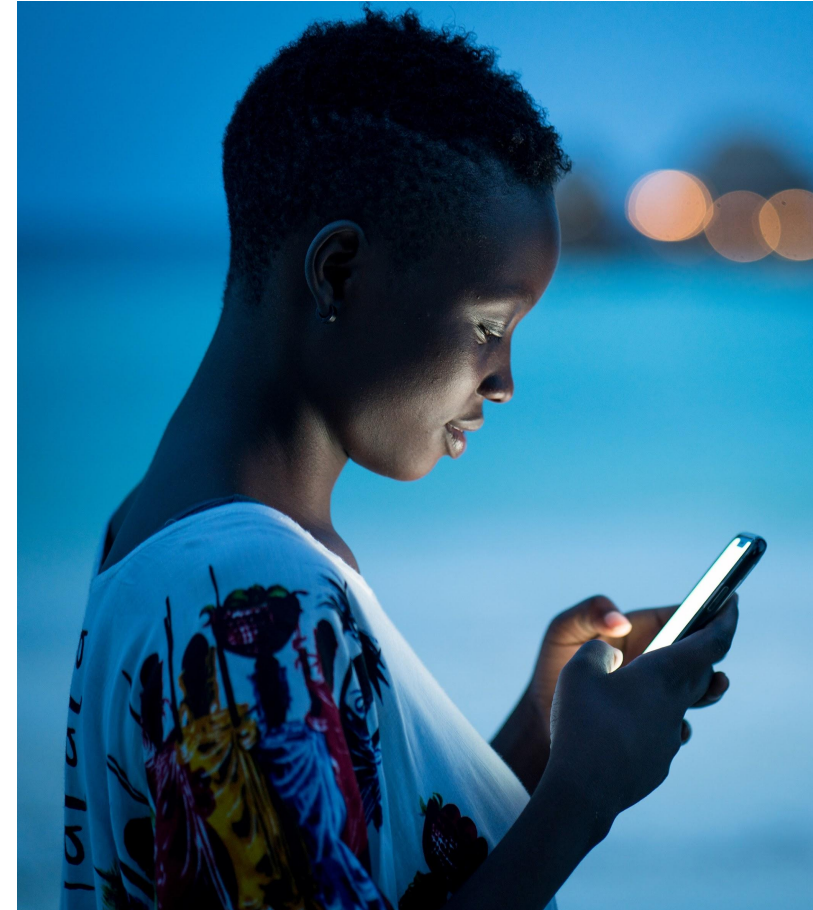
- Clients accessed additional Tubman services, including:
 - Shelter
 - Safe at Home
 - Freedom Fund
 - Support groups
 - Youth services

“Nia’s” Story

Attachment 7



- Referred to Tubman by Roseville PD after being assaulted by her husband
- Worked closely with her Tubman legal advocate to draft and file her Order for Protection
- Represented by a Tubman contract attorney
- Testified at her OFP evidentiary hearing—final order was granted
- Provided input to her advocate on the criminal case to relay to the city prosecutor
- Accessed Tubman’s Freedom Fund to help with rental assistance and food support
- Continues to receive attorney services for her divorce case and work with her advocate on long term goals





City Manager's Office

Memo

To: City Council
From: Patrick Trudgeon, City Manager
Date: November 26, 2024
Re: Human Resources Manager position request

Introduction

The Administration Department is under increasing pressure, particularly within Human Resources (HR). The Assistant City Manager (ACM) is currently responsible for both leading HR operations and fulfilling their broader role, essentially managing two full-time jobs. This dual responsibility impacts HR's efficiency and delays progress on critical organizational initiatives.

To address this, a request for the creation of a HR Manager position in the 2025 budget was submitted. While I did not include it in my original proposed budget, the City Council did add funding for the position for the second half of the year in the 2025 budget. I support this addition to the 2025 budget.

The new HR Manager position would absorb much of the HR workload currently being done and/or supervised directly by the ACM. The new position will allow the ACM to focus on advancing key initiatives, including strategic planning, equity integration, and policy updates—work essential to the city's long-term success. By offloading HR duties, the ACM can dedicate time to aligning department operations with the city's goals, improving organizational efficiency, and meeting community and legislative demands.

Current Challenge

The HR team, with one Generalist and one Assistant, supports 207 full-time and 150 seasonal employees, resulting in an HR staff-to-employee ratio well below industry standards. Additionally, HR responsibilities have grown significantly with increased turnover and hiring demands, legislative and compliance requirements, and training initiatives, leaving the ACM heavily involved in day-to-day HR tasks.

How the HR Manager will help with the ACM's role in the organization

The HR Manager would assume responsibility for day-to-day HR operations, including employee onboarding, compliance management, and compensation and benefits management. This would free the ACM to focus on high-priority organizational development, such as:

- Leading the implementation of the soon-to-be completed strategic planning efforts and supporting implementation of department work plans.
- Addressing deferred organizational improvements, such as:
 - Data analysis of several projects (we are collecting data, what's next)
 - Benefit policy changes
 - File Management Transition Plan
- Focusing on special projects such as:
 - Developing citywide training programs to enhance leadership and staff capacity
 - Improving the commission orientation process
 - Implementing equity and inclusion initiatives
 - Policy development and implementation

- Cross departmental strategies for recruitment
- Microsoft 365 transition, implementation and training
- Organizational wide cross collaboration on budget, process improvement

All of these tasks will be in addition to regular duties the ACM performs as Administration Department Head overseeing the work, budget, and staff of the department's core functions around community relations, volunteer management, labor relations, equity, and HR.

Conclusion

Organizational priorities, such as workforce development, strategic planning, equity integration and policy updates, require consistent attention and detailed planning. Without support, these initiatives risk being deprioritized in favor of immediate, day-to-day operational needs. By offloading the HR Manager duties, the ACM can devote more energy and time to innovative projects, departmental improvements and strategic initiatives that propel the city forward.

By focusing on addressing organizational challenges like interdepartmental collaboration, staff training, and leadership development, these efforts can improve the city's overall efficiency and build the capacity of staff to meet growing service demands. The ACM can ensure that process improvements, and technology integrations are effectively implemented and sustained, and can coordinate responses to evolving community needs and expectations and/or legislative changes by developing policies, systems, and workflows that keep the city agile and compliant. The ACM can also spearhead initiatives that improve organizational culture, such as performance review updates and supervisor training ensuring the city builds and retains a strong workforce.

In summary, by including an HR Manager in the budget, it frees up the ACM to address organizational initiatives which in turn, allows the City Manager to maintain a strategic, big picture focus while ensuring the city's internal operations are aligned, efficient and proactive in addressing future challenges.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.b.

Department Approval



City Manager Approval



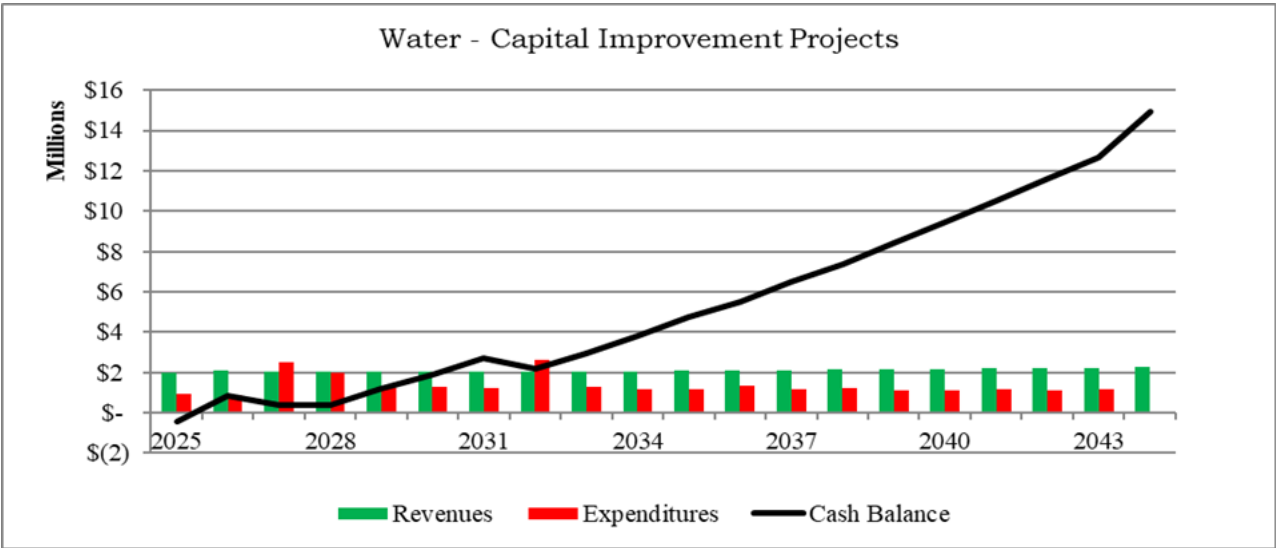
Item Description: Adopt the 2025 Utility Rates

Background

Unlike many city services that are supported by property taxes, the City's utility or *enterprise* operations are funded primarily by user fees and are operated as separate, stand-alone functions. The City engaged Ehlers to perform an update to the utility rate study of the Water, Sanitary Sewer and Storm Drainage Funds from 2022. Ehlers presented their analysis at the October 7 City Council meeting and the October 8 Finance Commission meeting. Over the past few years, city staff have curtailed capital improvements to allow for water and storm drainage funds to build their minimum fund reserves.

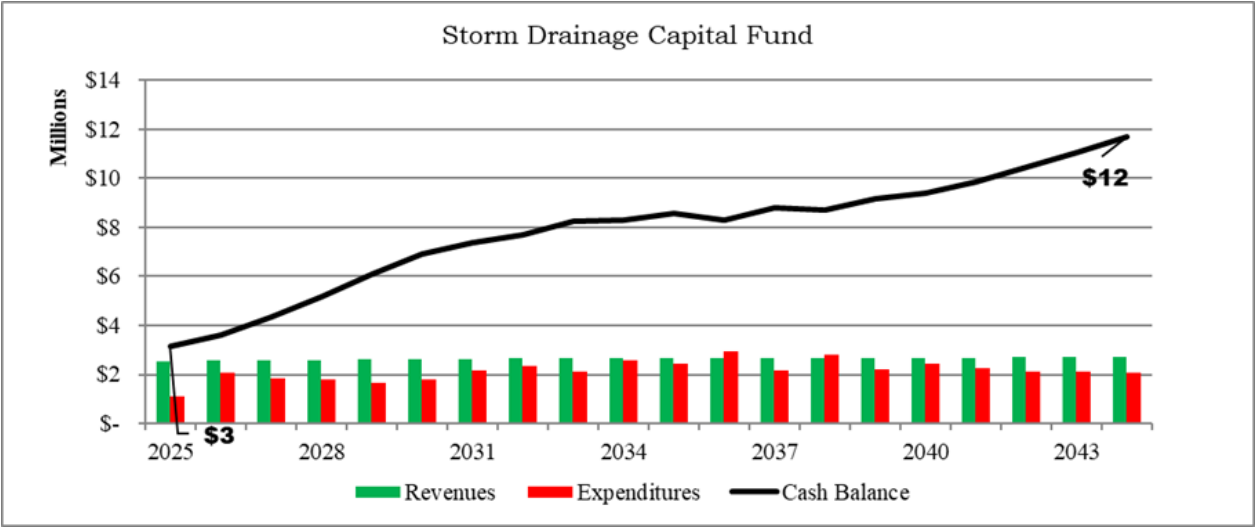
Water Fund Operations

The updated Utility Rate Study done by Ehlers on the Water Fund recommends a 5.5% increase in rates for 2025 to cover fixed and variable costs, debt service and replenishment of fund reserves. The previous study recommended an 8% increase in rates for 2025. As a result of curtailment of capital improvements, this fund is starting to recover and build reserves. One of the main costs is the purchase of water from St. Paul Regional Water. Their increases for 2025 are roughly 8% and then drop to a 5% increase in 2026. In addition, based on the proposed rates and adjustments made to the timing of projects, the capital portion of the fund is starting to look better than it has in the past. The study anticipates hitting reserve levels in 2030 for operations and capital needs. The following chart shows the proposed 20-year capital improvement plan for the Water Fund:



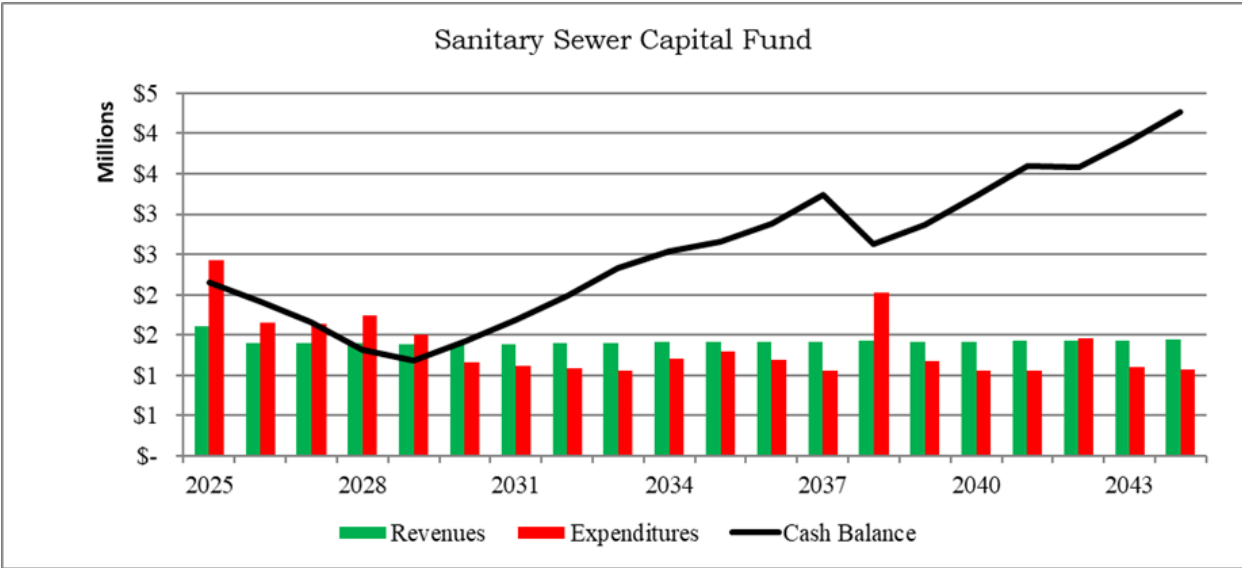
Storm Drainage Operations

The City provides for the management of storm water drainage to prevent flooding and pollution control, as well as the street sweeping program. In 2022, the Utility Rate Study done by Ehlers recommended a 33% increase for 2023-2024 to cover fixed and variable costs of the Storm Drainage fund and a 2.5% increase thereafter. Through the increases in 2023 and 2024 and the curtailment of capital improvements made by Public Works, the fund is now on course to be able to cover operations and capital infrastructure needs for the next five years. The current update of the utility rate study recommends a 0% increase. The following chart shows the proposed 20-year capital improvement plan for the Storm Drainage Fund with restoration of proposed capital improvement projects:



Sanitary Sewer Operations

The City maintains a sanitary sewer collection system to ensure the public's health and general welfare. The previous study recommended a 2% increase to mainly cover the cost increases of Metropolitan Council Environmental Services. The current update of the utility rate study recommends a 0% increase. The following chart shows the proposed 20-year capital improvement plan for the Sanitary Sewer Fund with restoration of proposed capital improvement projects:



Recycling Operations

The recycling operation provides for the contracted curbside recycling pickup throughout the City and related administrative costs. The primary operating cost is the amounts paid to a contractor to pick up recycling materials. In 2024 the City solicited bids on the recycling operations and on October 7, 2024, the City Council will review the bids for recycling operations and for the purchase of city-owned recycling carts. For 2025, the rates are again based on the contracts – half year with existing contract and half year at new contract rates. A customer rate increase from \$14.50 per quarter to \$14.94, or 3% is proposed to cover the operating costs and fund the cart purchase.

Recommended Rates for 2025

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

2025 Proposed Utility Rates		
<u>Water Base Rate Category</u>	<u>2024 Rates</u>	<u>2025 Rates</u>
Single-Family Residential	\$ 42.34	\$ 44.67
Non-SF Residential (5/8" Meter)	42.34	44.67
Non-SF Residential (1.0" Meter)	105.85	111.67
Non-SF Residential (1.5" Meter)	211.69	223.33
Non-SF Residential (2.0" Meter)	338.71	357.34
Non-SF Residential (3.0" Meter)	677.42	714.68
Non-SF Residential (3.0" Compound Meter)	740.93	781.68
Non-SF Residential (4.0" Meter)	1,058.46	1,116.68
Non-SF Residential (4.0" Compound Meter)	1,270.17	1,340.03
Non-SF Residential (6.0" Meter)	3,387.09	3,573.38
<u>Water Usage Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
SF Residential: Up to 15,000 gals./qtr	\$ 3.90	\$ 4.11
SF Residential: 15,001 to 30,000 gals./qtr	4.87	\$ 5.14
SF Residential: Over 30,000 gals./qtr	6.10	\$ 6.44
Apartments: Up to 8,000 gals/unit/qtr	3.90	\$ 4.11
Apartments: 8,001- 15,000 gals/unit/qtr	4.87	\$ 5.14
Apartments: Over 15,000 gals./unit/qtr	6.10	\$ 6.44
Commercial: Up to 60,000 gals./qtr	3.90	\$ 4.11
Commercial: 60,001 to 400,000 gals./qtr	4.87	\$ 5.14
Commercial: Over 400,000 gals./qtr	6.10	\$ 6.44
Irrigation Water Usage	5.52	\$ 5.82
Rates are per 1,000 gallons		

60
61

<u>Sewer Base Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
Single-Family Residential	\$ 43.98	\$ 43.98
Single-Family Residential: Low-Income Discount	28.59	28.59
Multi-Family Residential (townhomes)	43.98	43.98
Multi-Family Residential (apartments & condos)	31.49	31.49
Non-SF Residential (5/8" Meter)	33.54	33.54
Non-SF Residential (1.0" Meter)	67.15	67.15
Non-SF Residential (1.5" Meter)	100.75	100.75
Non-SF Residential (2.0" Meter)	157.06	157.06
Non-SF Residential (3.0" Meter)	325.26	325.26
Non-SF Residential (4.0" Meter)	650.54	650.54
Non-SF Residential (6.0" Meter)	1,301.07	1,301.07
Sewer Only accounts	72.33	72.33
Maplewood sewer accounts	23.79	23.79
Multi-family rate is per housing unit		
<u>Sewer Usage Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
Residential	\$ 2.75	\$ 2.75
Commercial	6.55	6.55
Maplewood sewer accounts	5.66	5.66
Rates are per 1,000 gallons		
<u>Stormwater Base Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
Single-Family Residential & Duplex	\$ 26.75	\$ 26.75
Multi-Family & Churches	206.97	\$ 206.97
Cemeteries & Golf Course	20.08	\$ 20.08
Parks	62.28	\$ 62.28
Schools & Community Centers	100.67	\$ 100.67
Commercial & Industrial	413.76	\$ 413.76
Rates for single-family are per housing unit; all others are per acre		
<u>Recycling Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
Single-Family	\$ 14.50	\$ 14.94
Multi-Family	14.50	\$ 14.94

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

Utility Rate Impact: Single Family Home <i>(Quarterly)</i>			
<u>Service</u>	<u>2024</u>	<u>2025</u>	<u>\$ Increase</u>
Water - base fee	42.34	44.67	2.33
Water - usage fee	46.80	49.32	2.52
Sanitary Sewer - base fee	43.98	43.98	-
Sanitary Sewer - usage fee	30.25	30.25	-
Storm Sewer	26.75	26.75	-
Recycling	14.50	14.94	0.44
Total per Quarter	\$ 204.62	\$ 209.91	\$ 5.29
Percentage Change			2.58%
per month	\$ 68.21	\$ 69.97	\$ 1.76
per year	\$ 818.48	\$ 839.62	\$ 21.14
Avg. Water consumption (1,000 gals.)	12		
Avg. Sewer consumption (1,000 gals.)	11		

Policy Objectives

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

Equity Impact Summary

Utility rates can have significant equity implications by disproportionately impacting lower-income households, who tend to spend a higher percentage of their income on essential services. To promote equity, the city offers a Utility Discount Program for eligible low-income, single-family homeowners to mitigate financial burdens and prevent delinquencies. Additionally, the Minnesota Water Assistance Program provides further relief by covering outstanding and current water and wastewater charges for eligible households. The city’s utility rate structure also aligns with equity principles by charging higher rates to high water users and larger properties, such as commercial businesses, to reflect their greater impact on infrastructure and the environment. This tiered approach ensures that essential services remain affordable for lower-use residential customers. The city does not disconnect water services for non-payment, with delinquent amounts being posted to property taxes quarterly, further minimizing disruptions for residents facing financial difficulties.

Budget Implications

See above.

Staff Recommendations

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

Requested Council Action

Motion to approve the attached resolution establishing the 2025 Utility Rates.

Prepared by: Michelle Pietrick, Finance Director

Attachments:

1. 2025 utility rate resolution
2. 2025 Utility Rates presentation

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 2nd day of December, 2024 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION

RESOLUTION ESTABLISHING THE 2025 UTILITY RATES

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, the water, sanitary sewer, storm drainage, and recycling rates are established for 2025 as follows:

2025 Proposed Utility Rates		
<u>Water Base Rate Category</u>	<u>2024 Rates</u>	<u>2025 Rates</u>
Single-Family Residential	\$ 42.34	\$ 44.67
Non-SF Residential (5/8" Meter)	42.34	44.67
Non-SF Residential (1.0" Meter)	105.85	111.67
Non-SF Residential (1.5" Meter)	211.69	223.33
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Commercial: Over 400,000 gals./qtr	6.10	\$ 6.44
Irrigation Water Usage	5.52	\$ 5.82
Rates are per 1,000 gallons		

Page 2 of 3

Page 189 of 416

36 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
37 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of
38 minutes of a regular meeting of said City Council held on the 2nd of December, 2024 with the original
39 thereof on file in my office.

40
41 WITNESS MY HAND officially as such Manager this 2nd day of December, 2024.

42
43
44
45 _____
46 Patrick Trudgeon
47 City Manager

48 Seal

49

Utility Rate Overview

Utility Rate Impact: Single Family Home <i>(Quarterly)</i>				
<u>Service</u>		<u>2024</u>	<u>2025</u>	<u>\$ Increase</u>
Water - base fee		42.34	44.67	2.33
Water - usage fee		46.80	49.32	2.52
Sanitary Sewer - base fee		43.98	43.98	-
Sanitary Sewer - usage fee		30.25	30.25	-
Storm Sewer		26.75	26.75	-
Recycling		14.50	14.94	0.44
Total per Quarter		\$ 204.62	\$ 209.91	\$ 5.29
Percentage Change				2.58%
per month		\$ 68.21	\$ 69.97	\$ 1.76
per year		\$ 818.48	\$ 839.62	\$ 21.14
Avg. Water consumption (1,000 gals.)		12		
Avg. Sewer consumption (1,000 gals.)		11		

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Approve the proposed 2025 Fee and Administrative Penalty Schedules

Background

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

Over the past several months, Staff has reviewed the direct and indirect costs of these regulatory functions to determine whether fee adjustments are necessary or if new fees should be established. Additionally, as staff is currently in the middle of a recodification process, there was an opportunity to review the entire city code to ensure all fees were included in the fee schedule and that penalties within the city code were also captured in a separate document. With this comprehensive review of the city code, Council will see a new format for the fee schedule along with additional fees listed. Unless noted, these are not *new* fees, but rather fees that were being collected but may not have been listed on the fee schedule.

All the proposed changes are highlighted on the attached red-lined Fee Schedule (Attachment 1), and reflect the need to recover increased regulatory costs, staff time related to special requests, or development-related impacts on city services. This fee schedule includes several sections: General Business Licenses and Permits, Permit and Plan/Project review fees, Community Development Miscellaneous fees, and Electrical Permit fees. There is also a new section that lists all the penalties that are defined throughout city code. This Administrative Penalty schedule does not have any new penalties proposed, but rather consolidates all penalties into one document as part of the fee schedule.

Attachment 1 shows the 2024 amounts and the proposed 2025 amounts. Attachment 2 is a clean version of the proposed Fee and Administrative Penalty schedules for 2025. The clean version has been reorganized as well. The Administrative Penalty schedule is listed by Title/Chapter, and the fees are listed alphabetical under General Business Licenses.

Below is a summary of changes (note that the line and page numbers refer to the clean version (Attachment 2)):

Administrative Penalties

- There are no **new** penalties proposed. This section has been reorganized by Chapter.

The following lines have increased amounts of the penalty from the 2024 schedule:

- Line 2 City Code Violation (General): increased from \$100 to \$105

- Line 113 (Open Burning): increased from \$250 to \$400
- Line 135 (False Alarm - Fire 3rd offense): increased from \$300 to \$400
- Line 136 (False Alarm - Fire 4th offense): increased from \$400 to \$500
- Line 137 (False Alarm - Fire 5th and all subsequent alarms): increased from \$500 to \$600
- Line 146 (Public Nuisance - Private Property): increased from \$100 to \$105
- Line 167 (Fire Code Violation): increased from \$250 to \$400

The following lines were moved from the General Business License schedule to the Administrative Penalty Schedule:

- Lines 131-144 (False Alarms)
- 158 (Certification of delinquent utility account)
- 165 (Stormwater non-compliance)

The following lines have penalties that were in the city code but were not fully incorporated into the schedule:

- 3-4 (General)
- 11-70 (Alcohol)
- 78-80 (Lawful Gambling)
- 84-85 (Tobacco)
- 92-93 (Lodging Taxes)
- 98-100 (THC)
- 102 (Hotel Licenses, previously adopted)
- 103-108 (Cannabis, previously adopted)
- 109-111 (Health and Sanitation)
- 160 (Utility Accounts)

General Business Licenses & Permit Fees

- Lines 5-17: These fees are related to the Cannabis ordinance that Council adopted on November 25.
- Line 19: The investigation fee associated with Cigarette and tobacco products has been reordered and additional clarification was added to the description.
- Lines 21, 25, 27 and 40-41: Proposed increase to fees.
- Lines 48,50,53: Proposed increase to fees.
- Lines 65-66: Hotel License fees have been added that were previously adopted.
- Lines 67-71: Proposed increase to fees.
- Lines 80-81: These fees were incorrect in the previous fee schedule and have been corrected.
- Lines 84, 90-96, 103: Description has been updated to reflect the correct license title from City code.
- Line 107: A new fee for background checks for individual massage therapists is proposed. Currently the license fee only covers approximately half of the cost of staff time to issue a new license. A significant amount of time is spent on the background portion of the license. Therefore a new background investigation fee is proposed for initial or new licenses.
- Line 109: Similar to the individual massage therapist license, when a massage establishment applies for a license, the current fee only covers a portion of the cost of staff time to issue the license and conduct background checks. Therefore an increase to the license fee is proposed to cover costs.
- Lines 118-121, 127, 133-136, 140-142, 144, 156: Proposed increase to fees.

- Lines 147-152, 157: Proposed update to fees. This includes the removal of one fee based on the addition of language to line 148 for clarification purposes.
- Line 154: New fee proposed.
- Lines 161-162: Proposed increase to fees.
- Line 164: This has been moved from the Community Development Miscellaneous fee section.
- Lines 191-192: Proposed increase to fees.

Permit and Plan/Project Review Fees

- Fees have been updated to reflect accurate staff costs.
- Some fees have been renamed, and some have been removed.

Community Development Miscellaneous Fees

- Fees have been updated to reflect accurate staff costs.

Electrical Permit Fees

- These fees are set by the city's contractor inspector.

Departmental Staff will be on hand at the meeting in case Council has questions.

Policy Objectives

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

Equity Impact Summary

The proposed adjustments to the 2025 Fee Schedule were developed with consideration of equitable access to city services. No disproportionate impact on specific racial, economic, or demographic groups is anticipated. The fee adjustments aim to align with the costs of service delivery while maintaining fairness across all users and service areas. Staff will continue monitoring the impact of these fees to ensure they remain consistent with the city's equity goals.

Budget Implications

Based on the recommended fee adjustments, it is projected that revised fees will generate revenues sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have been incorporated into the 2025 Budget.

Staff Recommendations

By motion, adopt the ordinance amending Chapter 314, Fee Schedule. In addition, by motion, approve the resolution authorizing the publication of a summary ordinance.

Requested Council Action

By motion, adopt the ordinance amending Chapter 314, Fee Schedule. In addition, by motion, approve the resolution authorizing the publication of a summary ordinance.

Prepared by: Rebecca Olson, Assistant City Manager

- Attachments:**
1. Redlined Penalty and Fee Schedule
 2. Ordinance
 3. Resolution
 4. 2025 Fee and Penalty Schedule

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
1	General Offense	102.01 (A)		up to \$1,000 or up to 90 days imprisonment or both		Is in city code, but was not in fee schedule previously
2	Petty Misdemeanor	102.01 (B)		up to \$300.00		Is in city code, but was not in fee schedule previously
3	City Code Violation (General)		\$100.00	\$105.00		
4	Renewal Application late fee	302	\$50.00	\$50.00		Moved from General Business Licenses and Permits
5	Alcohol Penalties					
6	Sale of an alcoholic beverage to a person under the age of 21 (License Holder)	302.15				
7	Off-sale 1st Violation		\$2,000.00	\$2,000.00	no suspension	Additional penalties were in city code but not in fee schedule
8	Off-sale 2nd Violation (in 36 months)		\$2,000.00	\$2,000.00	3 day suspension	Additional penalties were in city code but not in fee schedule
9	Off-sale 3rd Violation (in 36 months)		\$2,000.00	\$2,000.00	7 day suspension	Additional penalties were in city code but not in fee schedule
10	Off-sale 4th Violation (in 36 months)		Revocation	Revocation		Additional penalties were in city code but not in fee schedule
11	On-sale 1st Violation		\$2,000.00	\$2,000.00	1 day suspension	Additional penalties were in city code but not in fee schedule
12	On-sale 2nd Violation (in 36 months)		\$2,000.00	\$2,000.00	5 day suspension	Additional penalties were in city code but not in fee schedule
13	On-sale 3rd Violation (in 36 months)		\$2,000.00	\$2,000.00	15 day suspension	Additional penalties were in city code but not in fee schedule
14	On-sale 4th Violation (in 36 months)		Revocation	Revocation		
15	Sale of alcoholic beverage to an obviously intoxicated person (License Holder)	302.15				
16	Off-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
17	Off-sale 2nd Violation (in 36 months)			\$2,000.00	3 day suspension	Is in city code, but was not in fee schedule previously
18	Off-sale 3rd Violation (in 36 months)			\$2,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
19	Off-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
20	On-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
21	On-sale 2nd Violation (in 36 months)			\$2,000.00	5 day suspension	Is in city code, but was not in fee schedule previously
22	On-sale 3rd Violation (in 36 months)			\$2,000.00	15 day suspension	Is in city code, but was not in fee schedule previously
23	On-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
24	Refusal to allow City inspectors or police admission to premises (License Holder)	302.15				
25	Off-sale 1st Violation			\$1,000.00	3 day suspension	Is in city code, but was not in fee schedule previously
26	Off-sale 2nd Violation (in 36 months)			\$2,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
27	Off-sale 3rd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
28	After hours sale, possession by a patron or consumption of alcoholic beverages (License Holder)	302.15				
29	Off-sale 1st Violation			\$1,000.00	3 day suspension	Is in city code, but was not in fee schedule previously

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
30	Off-sale 2nd Violation (in 36 months)			\$2,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
31	Off-sale 3rd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
32	On-sale 1st Violation			\$1,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
33	On-sale 2nd Violation (in 36 months)			\$2,000.00	14 day suspension	Is in city code, but was not in fee schedule previously
34	On-sale 3rd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
35	Illegal gambling on premises (License Holder)	302.15				
36	Off-sale 1st Violation			\$1,000.00	3 day suspension	
37	Off-sale 2nd Violation (in 36 months)			\$2,000.00	7 day suspension	
38	Off-sale 3rd Violation (in 36 months)			Revocation		
39	On-sale 1st Violation			\$1,000.00	7 day suspension	
40	On-sale 2nd Violation (in 36 months)			\$2,000.00	14 day suspension	
41	On-sale 3rd Violation (in 36 months)			Revocation		
42	Sale of Alcoholic beverages while license is under suspension (License Holder)	302.15				
43	Off-sale 1st Violation			30 day suspension		Is in city code, but was not in fee schedule previously
44	Off-sale 2nd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
45	On-sale 1st Violation			60 day suspension		Is in city code, but was not in fee schedule previously
46	On-sale 2nd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
47	Commission of a felony related to licensed activity (License Holder)	302.15				
48	Off-sale 1st Violation			Revocation		Is in city code, but was not in fee schedule previously
49	On-sale 1st Violation			Revocation		Is in city code, but was not in fee schedule previously
50	Failure of an on-sale licensee to take reasonable steps to prevent a person from leaving the premises with an alcoholic beverage (on-sale allowing off-sale) (License Holder)	302.15				
51	On-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
52	On-sale 2nd Violation (in 36 months)			\$2,000.00	5 day suspension	Is in city code, but was not in fee schedule previously
53	On-sale 3rd Violation (in 36 months)			\$2,000.00	15 day suspension	Is in city code, but was not in fee schedule previously
54	On-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
55	Violation of a license condition (License Holder)	302.15				
56	On-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
57	On-sale 2nd Violation (in 36 months)			\$2,000.00	5 day suspension	Is in city code, but was not in fee schedule previously
58	On-sale 3rd Violation (in 36 months)			\$2,000.00	15 day suspension	Is in city code, but was not in fee schedule previously

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
59	On-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
60	Alcohol Sales: (Individuals)	508.09				
61	Purchase, possession: underage		\$150.00	\$150.00		
62	Lending ID to underage person		\$100.00	\$100.00		
63	Selling alcohol: underage		\$250.00	\$250.00		
64	License holder		\$300.00	\$300.00		
65	Other violation		\$100.00	\$100.00		
66	Consuming Alcohol: Unauthorized places		\$250.00	\$250.00		
67	Animals					
68	Vicious animal		\$50.00	\$50.00		
69	Barking Dog		\$50.00	\$50.00		
70	Animal at large		\$50.00	\$50.00		
71	Other violation		\$50.00	\$50.00		
72	Late payment for utility accounts	801.11		10%		Is in city code, but was not in fee schedule previously
73	Delinquent Utility Account (90 days past due)- Admin Fee	801/802	\$25.00	\$25.00		
74	Delinquent Utility Account (90 days past due)- Certified to Ramsey County	801/802	8% of unpaid fee	8% of unpaid fee		
75	Discharge, display of weapon		\$250.00	\$250.00		
76	Expired license plates		\$35.00	\$35.00		
77	False alarm fees - Fire:					
78	Third False alarm	506	\$300.00	\$400.00		Moved from General business licenses _Permits
79	Fourth	506	\$400.00	\$500.00		Moved from General business licenses _Permits
80	Fifth and all subsequent alarms	506	\$500.00	\$600.00		Moved from General business licenses _Permits
81	Construction-related	506	\$150.00	\$150.00		Moved from General business licenses _Permits
82	False alarm fees - Police:					
83	Third False alarm	506	\$100.00	\$100.00		Moved from General business licenses _Permits
84	Fourth	506	\$200.00	\$200.00		Moved from General business licenses _Permits
85	Fifth	506	\$300.00	\$300.00		Moved from General business licenses _Permits
86	Sixth	506	\$400.00	\$400.00		Moved from General business licenses _Permits
87	Seventh and all subsequent alarms	506	\$500.00	\$500.00		Moved from General business licenses _Permits
88	Fats, Oil, Grease (FOG) Fines - Engineering					
89	FOG Discharge resulting in blockage		\$1,000 per incident	\$1,000 per incident		
90	Failure to maintain records		\$250 per incident	\$250 per incident		
91	Fires:					
92	No open fires		\$250.00	\$400.00		
93	Fire Code		\$250.00	\$400.00		
94	Fireworks: use, possession, sale		\$250.00	\$250.00		
95	Golf Cart/ATV violation		\$50.00	\$50.00		
96	Illegal dumping		\$150.00	\$150.00		
97	Land Use		\$100.00	\$100.00		
98	Licenses (not occurring elsewhere)		\$50.00	\$50.00		

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
99	Violation of any state statute or rule or any provision of Code relating to gambling	304.04		Fine Imposition of reasonable conditions on premises permit suspension of premises permit Revocation of premises permit		Is in city code, but was not in fee schedule previously
100	Overdue taxes owed	304.06		8% interest charged		Is in city code, but was not in fee schedule previously
101	Violation of Chapter 306 - Tobacco Products (License Holder)	306.09 A(5)				
102	1st Violation	306.09 B (1)	\$1,000.00	\$1,000.00		
103	2nd Violation (within 36 months)	306.09 B (1)	\$2,000.00	\$2,000.00	3 day suspension	Additional penalties were in city code but not in fee schedule
104	3rd Violation (within 36 months)	306.09 B (1)	\$2,000.00	\$2,000.00	7 day suspension	Additional penalties were in city code but not in fee schedule
105	4th Violation (within 36 months)	306.09 B (1)	Revocation	Revocation		
106	Violation of Chapter 306 - Tobacco Products (Individual)	306.09 B (2)	\$250.00	\$250.00		
107	Violation of Chapter 306 - Tobacco Products (Other)	306	\$100.00	\$100.00		
108	Tobacco Sales - underage	306	\$250.00	\$250.00		
109	Violation of Chapter 309 - Massage Therapy	309.07		Misdemeanor		Is in city code, but was not in fee schedule previously
110	Delinquent Local Lodging taxes owed	312.1		10% of unpaid amount + interest		Is in city code, but was not in fee schedule previously
111	THC Products					
112	Violation of Chapter 316 - THC Products (Individual)	316.09 (a)	\$250.00	\$250.00		
113	Violation of Chapter 316 - THC Products (License Holder)	316.09 (b)				
114	1st Violation		\$1,000.00	\$1,000.00		
115	2nd Violation (within 36 months)		\$2,000.00	\$2,000.00	3 day suspension	Additional penalties were in city code but not in fee schedule
116	3rd Violation (within 36 months)		\$2,000.00	\$2,000.00	7 day suspension	Additional penalties were in city code but not in fee schedule
117	4th Violation (within 36 months)		Revocation - minimum 1 year	Revocation - minimum 1 year		
118	Violation of Chapter 317 - Hotel Licensing	317.05		Fine Imposition of reasonable conditions on premises permit suspension of premises permit Revocation of premises permit		Is in city code, but was not in fee schedule previously
119	Recycling Fee - failure to pay	403.13 (B)		10% of amount past due		Is in city code, but was not in fee schedule previously
120	Multiple False Alarms per year	506.03 (A)				
121	Unpaid User Fees for false alarms	506.04 (B)	Unpaid user fees and penalties shall be certified as an assessment against the property	Unpaid user fees and penalties shall be certified as an assessment against the property		

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
122	Delinquent payment of repeat nuisance call fee	511.05	10% penalty	10% penalty		
123	Trapping of Animals	512.06	\$150.00	\$150.00		
124	Missing plate/tab		\$35.00	\$35.00		
125	Noise Complaint		\$250.00	\$250.00		
126	Parking: snowbird	602.09	\$25.00	\$25.00		
127	Park ordinance violation		\$25.00	\$25.00		
128	Peddling		\$75.00	\$75.00		
129	Pet Store Requirements	501				
130	1st violation (within a rolling 12 months)		\$1,000.00	\$1,000.00		
131	2nd Violation (within a rolling 12 months)		\$1,500.00	\$1,500.00		
132	3rd Violation (within a rolling 12 months)		\$3,000.00	\$3,000.00		
133	Property Nuisance: Repeat	511	\$250.00	\$250.00	See comment 'a' below	
134	Commercial lodging establishment		\$250.00	\$250.00	See comment 'b' below	
135	Public Nuisance		\$100.00	\$105.00		
136	Regulated business		\$100.00	\$100.00		
137	Seat belts		\$25.00	\$25.00		
138	Signs		\$50.00	\$50.00		
139	Snowmobiles (use on public property)		\$50.00	\$50.00		
140	Stormwater non-compliance				\$100.00	Moved from General business licenses/Permits
141	Tampering with civil defense system		\$250.00	\$250.00		
142	Trespassing		\$150.00	\$150.00		
143	Wetland/Shoreland	1017	\$100.00	\$100.00		
144						
145	Comments					
146	(a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000					
147	(b) More than 10 calls per calendar month					

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
1	Benches in right-of-way	703	\$50/bench per year	\$50/bench per year	
2	Assessment searches:				
3	Deferred or Pending	n/a			
4	Historical	n/a	\$100.00	\$100.00	
5	Burial Permit	401.00	\$100.00	\$100.00	
6	Certification of Delinquent Utility Bill Service Charge		\$25.00		Moved to Penalty Schedule
7	Cigarette and tobacco products, sale of	306	\$200.00	\$200.00	
8	Background investigation fee		\$300.00	\$300.00	This was listed further down in the fee schedule and is not a new fee, but was renamed.
9	Compost/woodchip delivery from Compost Site	n/a	\$50.00	\$50.00	
10	Construction Noise Variance	405.00	\$450.00	\$500.00	
11	Conversation Parlors	308.00	\$10,000.00	\$10,000.00	
12	Copy charges per page	n/a	\$0.25	\$0.25	
13	CPR Training charge per student	n/a	\$110.00	\$150.00	
14	Turn Water OFF	801.09	\$100.00	\$100.00	
15	Data/USB Drive Copies	n/a	\$10.00	\$10.00	
16	Daycare facility inspection fee	n/a	\$50.00	\$100.00	
17	Dog and cat licenses:				
18	2 Year: Sterilized	501	\$10.00	\$10.00	
19	2 Year: Sterilized with microchip	501	\$5.00	\$5.00	
20	2 Year: Non-sterilized	501	\$35.00	\$35.00	
21	2 Year: Non-sterilized with microchip	501	\$25.00	\$25.00	
22	Lifetime: Sterilized	501	\$30.00	\$30.00	
23	Lifetime: Sterilized with microchip	501	\$5.00	\$5.00	
24	Lifetime: Non-Sterilized	501	\$150.00	\$150.00	
25	Lifetime: Non-Sterilized with microchip	501	\$100.00	\$100.00	
26	Duplicate or address change	501	\$5.00	\$5.00	
27	Special multiple: 2 Year	501	\$40.00	\$40.00	
28	Dog kennels	501	\$75.00	\$75.00	
29	Easment or right-of-way vacation	n/a	\$475.00	\$500.00	
30	Encroachment agreement application fee	n/a	\$475.00	\$500.00	
31	Erosion control escrow fee (per acre)				This is being moved to Permit/Plan review
32	<5,000 SF (within 300' of water resource)	1017			
33	<.5 acre (residential remodel only)	1017	\$1,000.00		
34	<1-acre	1017	\$3,000.00		
35	>1-acre (round up to the nearest acre)	1017	\$3000 per acre		
36	False alarm fees – Fire:				Moved to Penalty Schedule
37	Third False alarm	506	\$300.00		
38	Fourth	506	\$400.00		
39	Fifth and all subsequent alarms	506	\$500.00		
40	Construction-related	506	\$150.00		
41	False alarm fees – Police:				
42	Third False alarm	506	\$100.00		Moved to Penalty Schedule
43	Fourth	506	\$200.00		
44	Fifth	506	\$300.00		
45	Sixth	506	\$400.00		
46	Seventh and all subsequent alarms	506	\$500.00		

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
47	Fertilizer				
48	Sale of	408	\$30.00	\$30.00	
49	Applicator	408	\$100.00	\$100.00	
50	Firearms, sale of	310	\$30.00	\$30.00	
51	Fire Inspection				
52	Commercial vent hood	902	\$110.00	\$120.00	
53	Natural gas-related emergencies		\$250/ hour (contractor-related)	\$250/ hour (contractor-related)	
54	Outside of normal business hours		\$105/hour (minimum 2 hours)	\$150/hour (minimum 2 hours)	
55	Fire rescue and extrication fee	n/a	\$400.00	\$400.00	
56	Fire & EMS Assistance fee	n/a	\$400.00	\$400.00	
57	Fire safety training (per hour)	n/a	\$110.00	\$120.00	
58	Fireworks, sale of consumer				
59	Existing retail	902	\$100.00	\$100.00	
60	Stand-alone, temporary	902	\$450.00	\$450.00	Incl. structure & product storage
61	Fuel storage tank:				
62	Removal inspection	902	\$170.00	\$170.00	Above or underground tanks
63	Installation of liquid fuel tank	902	\$170.00	\$170.00	Above or underground tanks
64	Installation of liquefied fuel tank	902	\$170.00	\$170.00	Above or underground tanks
65	Gasoline Station License	310	\$186.00	\$186.00	
66	Gas pumps (private business)	310	\$186.00	\$186.00	
67	Horse	501	\$5.00	\$5.00	
68	Hospitals - Veterinary	310	\$80.00	\$80.00	
69	Hotel, license	317		\$150.00	*New*
70	Background investigation fee (per interested party)			\$30.00	*New*
71	Hotel/Motel Annual Inspection				
72	Base Rate	n/a	\$435.00	\$450.00	Inspection services transferred from State Fire Marshall's Office
73	Per unit fee	n/a	\$3.00	\$5.00	
74	Follow-up inspection	n/a	\$125.00	\$150.00	
75	Verified complaint inspection	n/a	\$125.00	\$150.00	
76	Lawful gambling				
77	One-time event	304	\$25.00	\$25.00	
78	On-going premise permit: Net sales %	304	0.5%	1.0%	This was incorrect in previous fee schedules. This is the amount that has been charged and is being updated to reflect current practice.
79	On-going premise permit: net profits %	304	0.10%	10.00%	This was incorrect in previous fee schedules. This is the amount that has been charged and is being updated to reflect current practice.
80	Liquor Licenses				
81	On-sale intoxicating liquor license	302	\$7,000.00	\$7,000.00	
82	On-sale non-intoxicating liquor license Non-intoxicating malt liquor On-Sale	302	\$100.00	\$100.00	updated title to reflect license type in code
83	On-sale wine license (75 seats or less)	302	\$750.00	\$750.00	
84	On-sale wine license (75+ seats)	302	\$1,500.00	\$1,500.00	
85	Renewal Application late fee	302	\$50.00	\$50.00	Moved to Penalty Schedule
86	Temporary: on-sale (3 days)	302	\$50.00	\$50.00	
87	Temporary: on-sale in Cental Park	302	\$20.00	\$20.00	

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
88	Sunday on-sale	302	\$200.00	\$200.00	
89	Special club: 51-200 members	302	\$300.00	\$300.00	updated title to reflect license type in code
90	Special club: 201-500 members	302	\$500.00	\$500.00	updated title to reflect license type in code
91	Special club: 501-1,000 members	302	\$650.00	\$650.00	updated title to reflect license type in code
92	Special club: 1,001-2,000 members	302	\$800.00	\$800.00	updated title to reflect license type in code
93	Special club: 2,001-4,000 members	302	\$1,000.00	\$1,000.00	updated title to reflect license type in code
94	Special club: 4,001-6,000 members	302	\$2,000.00	\$2,000.00	updated title to reflect license type in code
95	Special club: more than 6,000 members	302	\$3,000.00	\$3,000.00	updated title to reflect license type in code
96	On-sale brewery taproom	302	\$750.00	\$750.00	
97	Off-sale brewery taproom	302	\$300.00	\$300.00	
98	On-sale micro distillery cocktail room	302	\$750.00	\$750.00	
99	Off-sale micro distillery cocktail room	302	\$300.00	\$300.00	
100	Off-sale intoxicating liquor license	302	\$300.00	\$300.00	
101	Off-sale intoxication liquor license	302	\$200.00	\$200.00	See comment A below
102	Off-sale non-intoxication liquor license Non-intoxicating malt liquor Off-Sale	302	\$30.00	\$30.00	updated title to reflect license type in code
103	Sale outside of premises	302	\$25.00	\$25.00	
104	Background Investigation fee	302	\$300.00	\$300.00	updated title for consistency
105	Massage therapist license (individual)	309	\$125.00	\$125.00	
106	Background investigation fee (initial application)			\$50.00	*New*
107	Massage therapy business establishment;				
108	License	309	\$325.00	\$350.00	
109	Renewal Application-late fee	n/a	\$50.00	\$50.00	
110	Open burning permit	n/a	\$120.00	\$120.00	Plus \$.50 per required notice
111	Park dedication fee;				
112	Residential (per unit)	1103	\$4,250/unit	\$4,250/unit	
113	Non-residential (fair-market value %)	1103			See comment B below
114	Patching				
115	Pathways - Concrete sidewalk (2 panels)	n/a	\$1,500.00	\$1,700.00	
116	Pathways - Bituminous (12' x 8')	n/a	\$1,100.00	\$1,300.00	
117	Streets - Half width without curb	n/a	\$1,100.00	\$2,200.00	Reordered
118	Streets - Half width with curb	n/a	\$1,900.00	\$3,200.00	Reordered
119	Streets - Full width without curb	n/a	\$2,200.00	\$3,100.00	Reordered
120	Streets - Full width with curb	n/a	\$3,000.00	\$4,900.00	Reordered
121	Pawn shop license	311	\$10,000.00	\$10,000.00	
122	Pawn shop + precious metal dealer license	311	\$13,000.00	\$13,000.00	
123	Pawn shop transaction fee (per transaction)	n/a	\$2.90	\$2.90	
124	Precious metal dealer	311	\$3,000.00	\$3,000.00	
125	Private hydrant inspections;				
126	Per Hydrant	801	\$70.00	\$75.00	
127	Processing Fees	n/a	3% or \$3 minimum	3% or \$3 minimum	See comment C below
128	Public improvement Public Development contract application fee	n/a	\$550.00	\$550.00	See comment D below
129	Public Nuisance Deviation Fee	407	\$50.00	\$50.00	
130	Recycling contractor	403	\$125.00	\$125.00	
131	Rental licensing;				
132	Multi-family annual inspection fee: Building	908	\$102.00	\$150.00	
133	Multi-family annual inspection fee: Per Unit	908	\$15.00	\$20.00	
134	Multi family: reinstatement	908	\$102.00	\$150.00	
135	Reinspection fee	908	\$110/hour, min 2 hour	\$150/hour, min 2 hours	
136	Failure to renew within 30 days of exp.	908	\$500.00	\$500.00	Fee doubles every two weeks

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
137	Fee appeal to City Council	908	\$50.00	\$50.00	
138	Rental registration:				
139	Registration Fee	907	\$38.00	\$42.00	
140	Late renewal fee	907	\$38.00	\$42.00	
141	Administrative fee (per unit)	907	\$100.00	\$105.00	
142	Appeal	907	\$50.00	\$50.00	
143	Requested Fire Inspection/Consultation (per hour)	n/a	\$110.00	\$150.00	
144	Returned Check/ACH		\$30.00	\$30.00	
145	Right of way permits:				
146	Hole (per hole)	707	\$400.00	\$425.00	
147	Trench	707	\$400 + \$.40/lineal foot of trench	\$0.50/lineal foot of trench	
148	Boring	707	\$400 + \$.40/lineal foot of boring	\$0.40/lineal foot of boring	
149	Non-excavation (obstruction)	707	50 + \$.06/lineal foot	\$50 + \$0.10/lineal foot	
150	Roll-off container	707	\$50.00	\$50/ per week	
151	Extension	707	\$25+ \$24/week of extension		*removed as it was clarified above with the addition of "per week"
152	Oversize/overweight vehicle	707	\$30.00	\$100.00	
153	Penalty	707			*removed*
154	Curb cut	707	\$50.00	\$50.00	
155	Encroachment	707		\$50.00	*new*
156	New or revised wireless support structure	707	\$100.00	\$100.00	
157	Other Agency review	707	\$30.00	\$35.00	
158	Winter excavaction surcharge	707	\$100 (Amount per hole)	\$125 (Amount per hole, November-March)	
159	Sewer usage fees	802	n/a		Established separately with utility rates
160	Short-Term Rental License		\$515.00	\$540.00	
161	Failure to renew w/in 5 days	909	\$400.00		*removed* There is no renewal, it is only a new license.
162	Administrative fine	909	\$100.00	\$105.00	
163	Soil contamination fee (per cubic yard)	406	\$1 (max \$300)		*removed*
164	Solid waste hauler license	402	\$125.00	\$125.00	
165	Special Event License		\$75.00	\$80.00	
166	Sump pump waiver fee	802	\$50.00	\$100.00	
167	Sump pump surcharge fee (per month)	802	\$50.00	\$100.00	
168	Temporary Overnight Shelter License	310 / Title 10	\$250.00	\$250.00	Moved from Comm. Dev. Misc. fees to this section
169	THC Sales	316	\$300.00	\$300.00	
170	Background Investigative Fee	316	\$300.00	\$300.00	This was listed further down in the fee schedule and is not a new fee, but was renamed.
171	Cannabis Registration				
172	Cannabis Registration - Retailer (Initial)	318		\$500.00	*new*
173	Cannabis Registration - Retailer (Renewal)	318		\$1,000.00	*new*
174	Lower Potency Hemp Retailer (Initial & renewal)	318		\$125.00	*new*
175	Medical Cannabis Combination Business - Initial	318		\$500.00	*new*
176	Medical Cannabis Combination Business - Renewal	318		\$1,000.00	*new*
177	Cannabis Mezzobusiness - Initial	318		\$500.00	*new*
178	Cannabis Mezzobusiness - Renewal	318		\$1,000.00	*new*
179	Cannabis Microbusiness - Initial	318		\$0.00	*new*
180	Cannabis Microbusiness - Renewal	318		\$1,000.00	*new*

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
181	Free planting and removal	706		Established separately	*removed*
182	Vehicle impound fee (per day)	n/a	\$20.00	\$20.00	
183	Vehicle related emergency response	n/a	\$400.00	\$400.00	See comment E below
184	Per vehicle involved	n/a	\$48.00	\$48.00	
185	Significant incident response larger /specialized	n/a	See comments	See comments	Bill based on time and supplies
186	Water meter deposit fee	801			
187	5/8 x 3/4 Disc	801	\$340.00	\$340.00	
188	Full 3/4" Disc	801	\$410.00	\$410.00	
189	1" Disc	801	\$520.00	\$520.00	
190	1 1/2" Disc	801	\$960.00	\$960.00	
191	1 1/2" Mach 10	801	\$1,050.00	\$1,050.00	
192	2" Disc	801	\$1,170.00	\$1,170.00	
193	2" Mach 10	801	\$1,230.00	\$1,230.00	
194	2" Turbo	801	\$1,220.00	\$1,220.00	
195	2" Compound	801	\$2,320.00	\$2,320.00	
196	3" Mach 10 (12")	801	\$3,400.00	\$3,400.00	
197	3" Mach 10 (17")	801	\$3,480.00	\$3,480.00	
198	3" Compound	801	\$3,630.00	\$3,630.00	
199	4" Compound	801	\$4,750.00	\$4,750.00	
200	4" Mach 10	801	\$4,400.00	\$4,400.00	
201	6" Compound	801	\$7,890.00	\$7,890.00	
202	6" Turbo	801	\$4,760.00	\$4,760.00	
203	6" Mach 10	801	\$7,030.00	\$7,030.00	
204	Water tower permit: private use	801	Established separately		*removed as it is no longer needed
205	Water usage fees	801	Established separately		Established separately with utility rates
206	Well permit	801	Established separately		*removed as it is no longer needed

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
207	Wireless support structure-Administrative application fee, for new or modifying existing	n/a	\$500.00	\$500.00	
208	Wireless equipment - Escrow Fee for Modifying Existing	n/a	\$8,000.00	\$8,500.00	
209	Wireless equipment - Escrow Fee for new equipment	n/a	\$10,000.00	\$11,000.00	
210	Wireless tower lease agreement		Negotiated	Negotiated	
211	Annual Lease for 6 antenna + 200SF	1205 1206	\$42,000.00	\$42,000.00	
212	Lease accelerator	1206 1206	4%	4%	
213	Add'l Antennas (per each)	1207 1206	\$2,500.00	\$2,500.00	
214	Add'l Ground Space (per SF)	1208 1206	\$50.00	\$50.00	
215	Other equipment	1209 1206	Negotiated	Negotiated	
216	Hydrant Meter Rental				
217	Monthly Fee		\$100.00	\$100.00	
218	5/8-1" Meter Deposit		\$800.00	\$800.00	
219	1.5" Meter Deposit		\$2,000.00	\$2,000.00	
220	3" Meter Deposit		\$6,000.00	\$6,000.00	
221	Hydrant Wrench (if not returned)		\$180.00	\$180.00	
222	<u>Comments:</u>				
223	(A) If MN Statute 340A.408, subd 3(c) are met				
224	(B) Calculation is based on 10% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's Office on the date of approval of the plat or subdivision.				
225	(C) For 2018 and beyond, the fee is \$3 minimum or 3% of the fine, registration, permit, or license when processed in Accela				
226	(D) In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected				
227	(E) 1. Vehicle Response Fee (accident, vehicle fire, clean-up, injury accident, Extrication, vehicle fire).				

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
1	Building Permit - Community Development:				
2	\$1 - \$2,000 valuation		\$83.50	\$83.50	
3	\$2,001 - \$25,000 valuation		\$83.50	\$83.50	For the first \$2,000 value plus \$16.55 for each add'l \$1,000 valu or fraction thereof
4	\$25,001 - \$50,000 valuation		\$464.15	\$464.15	For the first \$25,000 value plus \$12.00 for each add'l \$1,000 value or fraction thereof
5	\$50,001 - \$100,000 valuation		\$764.15	\$764.15	For the first \$50,000 value plus \$8.45 for each add'l \$1,000 value or fraction thereof
6	\$101,001 - \$500,000 valuation		\$1,186.65	\$1,186.65	For the first \$100,000 value plus \$6.75 for each add'l \$1,000 value or fraction thereof
7	\$500,001 - \$1,000,000 valuation		\$3,886.65	\$3,886.65	For the first \$500,000 value plus \$5.50 for each add'l \$1,000 value or fraction thereof
8	\$1,000,000 + valuation		\$6,636.65	\$6,636.65	For the first \$1,000,000 value plus \$4.50 for each add'l \$1,000 value or fraction thereof
9	Inspections outside of normal business hours (hourly)		\$76.00	\$84.00	
10	Re-inspection fees (hourly)		\$76.00	\$84.00	
11	Misc. inspection/investigation fees (hourly)		\$76.00	\$84.00	
12	Add'l plan review fee required by revisions (hourly)		\$76.00	\$84.00	
13	Building Permit - Engineering:				
14	\$1 - \$500 valuation		\$20.00	\$25.00	
15	\$501 - \$2,000 valuation		\$20.00	\$25.00	
16	\$2,001 - \$25,000 valuation		\$35.00	\$40.00	
17	\$25,001 - \$50,000 valuation		\$70.00	\$75.00	
18	\$50,001 - \$100,000 valuation		\$95.00	\$100.00	
19	\$100,001 - \$500,000 valuation		\$130.00	\$135.00	
20	\$500,001 - \$1,000,000 valuation		\$230.00	\$250.00	
21	\$1,000,000 +		\$360.00	\$400.00	
22	Demolition Permit Fee - Community Development				
23	Tenant improvement/remodeling		\$76.00	\$84.00	Prior to building permit
24	Structures not connected to utilities		\$76.00	\$84.00	
25	Structures connected to city utilities: residential		\$152.00	\$152.00	
26	Strucutres connected to city utilities: commercial		\$456.00	\$456.00	
27	Fire Safety Inspection Fee		8% of building permit fee	8% of building permit fee	
28	Fire Plan Review Fee: New Construction (hourly)		\$110.00	\$150.00	
29	Fire Plan Review Fee: Existing <i>*Plan Review Fee will be 65% of the calculation below</i>				
30	\$1 - \$2,000 valuation		\$110 per hour	\$150/hour	

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
31	\$2,001 - \$25,000 valuation		\$110.00	\$110.00	For the first \$2,000 value plus \$21.00 for each add'l \$1,000 value or fraction thereof
32	\$25,001 - \$50,000 valuation		\$576.00	\$576.00	For the first \$25,000 value plus \$15.40 for each add'l \$1,000 value or fraction thereof
33	\$50,001 - \$100,000 valuation		\$961.00	\$961.00	For the first \$50,000 value plus \$10.70 for each add'l \$1,000 value or fraction thereof
34	\$101,001 - \$500,000 valuation		\$1,496.00	\$1,496.00	For the first \$100,000 value plus \$8.60 for each add'l \$1,000 value or fraction thereof
35	\$500,001 - \$1,000,000 valuation		\$4,936.00	\$4,936.00	For the first \$500,000 value plus \$7.10 for each add'l \$1,000 value or fraction thereof
36	\$1,000,000 + valuation		\$8,486.00	\$8,486.00	For the first \$1,000,000 value plus \$5.70 for each add'l \$1,000 value or fraction thereof
37	Erosion control inspection permit:				
38	< 5,000 SF (within 300' of water resource)		\$50.00	\$50.00	
39	< 1/2 acre (residential remodel only)		\$300.00	\$300.00	
40	5,000 SF to 1 acre (residential only, New Homes)		\$1,000.00	\$1,250.00	Renamed
41	1 - 5 acres (Non Residential)		\$1,500.00	\$1,750.00	Renamed
42	> 5 acres (Non Residential)		\$2,000.00	\$2,500.00	Renamed
43	Erosion control permit renewal:				
44	<0.5-acre (residential remodel only) < 1/2 acre (residential remodel only)		\$150.00	\$200.00	Renamed
45	<1-acre 5,000 SF to 1 acre (residential only, New Homes)		\$750.00	\$750.00	Renamed
46	1 - 5 acres (Non Residential)		\$1,000.00	\$1,000.00	Renamed
47	> 5 acres (Non Residential)		\$1,250.00	\$1,250.00	Renamed
48	Grading Permit Fee - Engineering:				
49	<5,000 SF (within 300 feet of water resource)		\$50.00	\$75.00	
50	< 50 cubic yards		\$0.00	\$0.00	
51	51 - 250 cubic yards		\$100.00	\$150.00	
52	251 - 1,000 cubic yards		\$200.00	\$250.00	
53	1,001 - 10,000 cubic yards		\$350.00	\$400.00	
54	> 10,000 cubic yards		\$650.00	\$750.00	
55	Stormwater drainage fees	803			Established Separately
56	Stormwater impact fee (per cubic foot)	1017	\$30.00	\$35.00	
57	Stormwater residential permit:				
58	Initial		\$250.00	\$300.00	
59	Renewal (5-year term)		\$100.00		removed
60	Stormwater Permit Review				

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
61	< 1 acre		\$35.00	\$75.00	
62	1 - 5 acres		\$75.00	\$150.00	
63	> 5 acres		\$125.00	\$250.00	
64	Non-compliance fine		\$100.00		Moved to penalties
65	House Moving Permit Fee:				
66	Over private property only		\$95.00	\$95.00	
67	Over public streets		\$137.00	\$137.00	
68	Investigation fee (hourly)		\$76.00	\$76.00	
69	Manufactured Home Permit Fee (new installation)		\$275.00	\$275.00	
70	Mechanical Permit Fee - Residential:		\$76.00	\$84.00	
71	Additioanl for each fixture		\$10.00	\$10.00	
72	New construction, misc. work & gas piping		1.28% of job cost + \$76.00	1.28% of job cost + \$84	
73	Minimum fee		\$76.00	\$84.00	
74	In floor heat		\$76.00	\$84.00	
75	Mechanical Permit Fee - Commercial (All)		1.28% of job cost + \$76.00	1.28% of job cost + \$84	Plus \$76.00
76	Plan Review Fee:		65% of permit fee	65% of permit fee	
77	Plumbing Permit Fee: Residential				
78	Minimum fee		\$76.00	\$84.00	
79	Additional for each fixture		\$10.00	\$10.00	
80	Backflow prevention device		\$10.00	\$10.00	
81	New construction, misc. work & gas piping		1.28% of job cost + \$76.00	1.28% of job cost + \$84	
82	Plumbing Permit Fee: Commercial		1.28% of job cost + \$76.00	1.28% of job cost + \$84	
83	Minimum fee		\$76.00	\$84.00	
84	Sewer Connection Permit Fee - Community Develop:				
85	Residential		\$76.00	\$84.00	
86	Commercial		\$304.00	\$304.00	
87	Repair		\$76.00	\$84.00	
88	Disconnect: residential		\$76.00	\$84.00	
89	Disconnect: commercial		\$152.00	\$168.00	
90	Sewer Connection/Inspection Permit Fee - Engineering:				
91	Connection: residential		\$25.00	\$35.00	
92	Connection: commercial		\$75.00	\$85.00	
93	Connection: repair		\$25.00	\$35.00	
94	Connection: inspection		\$75.00	\$85.00	
95	Disconnect: residential		\$25.00	\$35.00	
96	Disconnect: commercial		\$75.00	\$85.00	
97	Sign Permit Fee - Community Development:				
98	Permanent sign (minimum fee)				
99	Annual sign		\$100.00	\$105.00	
100	Temporary sign		\$30.00	\$30.00	
101	Attention-getting device		\$30.00	\$30.00	
102	Swimming Pool Permit - Community Development:				
103	Residential: in-ground		\$212.00	\$213.00	
104	Commercial		Per valuation	Per valuation	

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
105	Swimming Pool Permit - Engineering		\$15.00	\$35.00	
106	Water Connection Permit Fee - Community Develop:				
107	Residential		\$76.00	\$84.00	
108	Commercial		\$304.00	\$304.00	
109	Repair		\$76.00	\$84.00	
110	Disconnect: residential		\$76.00	\$84.00	
111	Disconnect: commercial		\$152.00	\$168.00	
112	Water Connection/Inspection Permit Fee - Engineering:				
113	Connection: residential		\$25.00	\$35.00	
114	Connection: commercial		\$75.00	\$85.00	
115	Connection: repair		\$25.00	\$35.00	
116	Connection: inspection		\$75.00	\$85.00	
117	Disconnect: residential		\$25.00	\$35.00	
118	Disconnect: commercial		\$75.00	\$85.00	
119	Water Meter Program Fees - Engineering:				
120	Manual meter read surcharge		\$20/quarter	\$25/quarter	
121	Non-standard water meter no-read fee		\$50.00	\$50/quarter	
122	Denial of access to water meter		\$100/quarter	\$100/quarter	
123	Utility Disconnect Fee		\$5,000.00	\$6,000/utility service	
124	Miscellaneous Permit Fees:				
125	Administrative fee for Accelerated abatement		\$125.00	\$125.00	
126	Administrative fee-Council Approved Abatement		\$350.00	\$350.00	
127	Administrative fee: other zones		\$76.00	\$84.00	
128	Administrative fee: R1 or R2 zones		\$76.00	\$84.00	
129	Backflow prevention investigation fee		\$76.00	\$84.00	
130	Certificate of Occupancy: conditional		\$76.00	\$84.00	Special conditions
131	Certificate of Occupancy: copy		n/a	n/a	
132	Certificate of Occupancy: full		\$25.00	\$42.00	
133	City contractor license fee		\$63.00	\$70.00	
134	Construction deposit: commercial		\$5,000.00	\$5,000.00	
135	Construction deposit: residential		\$1,000.00	\$1,000.00	
136	Drain tile		\$76.00	\$84.00	
137	Driveway permits: residential replacement		\$57.00	\$57.00	
138	Driveway permits: residential expansion		\$76 + \$25 Engineering fee	\$84 + \$25 Engineering Fee	
139	Fence permits: residential		\$57.00	\$58.00	
140	Fence permits: commercial		Per valuation	Per valuation	
141	Footing/foundation permits: commercial		Per valuation	Per valuation	
142	Footing/foundation permits: residential		Per valuation	Per valuation	
143	Garage only (detached: roofing & siding)		\$57.00	\$57.00	
144	Other				
145	Outdoor sales/display permit: 1-5 occurrences		\$50.00	\$50.00	
146	Outdoor sales/display permit: 6-10 occurrences		\$75.00	\$75.00	
147	Outdoor sales/display permit: 11 or more		\$200.00	\$200.00	
148	Outdoor storage/display permit: 1-5 occurrences		\$50.00	\$50.00	

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
149	Outdoor storage/display permit: 6-10 occurrences		\$100.00	\$100.00	
150	Outdoor storage/display permit: 11 or more		\$200.00	\$200.00	
151	Outdoor temporary event: 1-5 occurrences		\$50 + \$125 Fire inspection fee	\$50 + \$125 Fire inspection fee	
152	Outdoor temporary event: 6-10 occurrences		\$100 + \$125 Fire inspection fee	\$100 + \$125 Fire inspection fee	
153	Outdoor temporary event: 11 or more occurrences		\$200 + \$125 Fire inspection fee	\$200 + \$125 Fire inspection fee	
154	Parking lot repair		\$152.00	\$152.00	See comment (a)
155	Replacement inspection card		\$21.00	\$21.00	
156	Residential siding replacement flat fee		\$140.00	\$154.00	
157	Residential window replacement flat fee		\$140.00	\$154.00	
158	Residential wood burning fireplace		\$152.00	\$152.00	
159	Re-stamping job site plan sets		\$31.00	\$31.00	
160	Roofing flat fee (residential)		\$140.00	\$154.00	
161	SAC administration fee		\$38.00	\$42.00	
162	SAC research fee: hourly Rate		\$76.00	\$84.00	
163	Shed permits (residential < 120 square feet)		\$57.00	\$57.00	
164	Shed permits (residential 121-200 square feet)		\$76 + \$15 Engineering Fee	\$84 + \$25 Engineering Fee	
165	Solar panel/renewable energy equipment install		1.28% of job cost or \$160 min	1.28% of job cost or \$160 min	
166	Verification fee: electrician/plumber state license		\$1.00	\$5.00	
167	Verification fee: lead abatement certificate		\$1.00	\$5.00	
168	Verification fee: sewer/water bond certificate		\$1.00	\$5.00	
169	Verification fee: state contracting license		\$1.00	\$5.00	See comment (c)

Comments:

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

Community Development Miscellaneous Fees

Line No.	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
1	Accessory Dwelling Unit permit	1011.12.B	\$100.00	\$105.00	
2	Administrative deviation	1009.01	\$110.00	\$115.00	
3	Appeal of Administrative Decision	1009.08	\$100.00	\$105.00	
4	Attorney, consultant review & analysis				
5	City Address Book (11x17) – existing PDF maps		\$100.00	\$100.00	See comment (a)
6	Comprehensive Plan – amendment	1009.06	\$1,725.00	\$1,810.00	See comment (b)
7	Comprehensive Plan on USB		\$45.00	\$45.00	See comment (a)
8	Conditional Use:				
9	Residential	1009.02	\$510.00	\$535.00	See comment (b)
10	Commercial	1009.02	\$775.00	\$815.00	See comment (b)
11	Copying (per sheet)		\$0.25	\$0.25	
12	EAW Review Escrow		up to \$15,000	up to \$15,000	Depending on project complexity, see comment (d)
13	Interim Use	1009.03	\$1,475.00	\$1,550.00	See comment (b)
14	Interim Use extension	1009.03	\$1,025.00	\$1,075.00	See comment (b)
15	Landscape Plan:				
16	Application fee	1011.03	\$200.00	\$200.00	
17	Escrow		\$500.00	\$500.00	
18	Land Division Variation Fee	1102.01	\$375.00	\$395.00	
19	Maps – 8 ½ x 11 (b & w) – existing PDF maps				See comment (e)
20	Maps – 8 ½ x 11 (color) – existing PDF maps		\$1.00	\$1.00	See comment (a)
21	Maps – 11 x 17 (color) – existing PDF maps		\$2.00	\$2.00	See comment (a)
22	Maps – 17 x 22 (color) – existing PDF maps		\$10.00	\$10.00	See comment (a)
23	Maps – 22 x 34 (color) – existing PDF maps		\$20.00	\$20.00	See comment (a)
24	Maps – 34 x 44 (color) – existing PDF maps		\$40.00	\$40.00	See comment (a)
25	Master Sign Plan:				
26	Residential/institutional	1010.11	\$250.00	\$260.00	
27	Commercial	1010.11	\$350.00	\$370.00	
28	Open House fee				
29	Application fee	1009.07	\$1,100.00	\$1,100.00	
30	Escrow		\$500.00	\$500.00	
31	Planned Unit Development:	1023			
32	Amendment		\$1,210.00	\$1,210.00	
33	Sketch plan PUD open house application fee		\$800.00	\$800.00	
34	Sketch plan PUD application fee		\$350.00	\$350.00	
35	PUD Concept Plan: open house application		\$800.00	\$800.00	
36	PUD Concept Plan: application fee		\$2,500.00	\$2,500.00	
37	PUD Concept Plan: escrow		\$4,200.00	\$4,200.00	
38	PUD Final Plan: application fee		\$1,200.00	\$1,200.00	
39	PUD Final Plan: escrow fee		\$1,800.00	\$1,800.00	
40	PUD Cancellation: application fee		\$250.00	\$265.00	
41	PUD Cancellation: escrow fee		\$500.00	\$500.00	
42	Planning Commission agendas/year (mailed)		\$10.00	\$10.00	See comment (a)
43	Planning Commission minutes/year (mailed)		\$15.00	\$15.00	See comment (a)

44	Public Financing & Business Subsidy:				
45	Application fee		\$1,500.00	\$1,500.00	Nonrefundable
46	Escrow		\$15,000.00	\$15,000.00	
47	Reasonable Accommodation request	911.01	\$150.00	\$150.00	
48	Rezoning of project site or parcel	1009.06	\$1,475.00	\$1,550.00	
49	Staff research time (per hour)		\$84.00	\$105.00	
50	Subdivision:	1101			
51	Escrow (minimum)		\$2,500.00	\$2,500.00	See comment (d)
52	Minor Subdivision		\$675.00	\$710.00	
53	Escrow data collection, analysis (per hour)		\$69.50	\$69.50	
54	Preliminary Plat		\$1,375.00	\$1,445.00	
55	Final Plat		\$510.00	\$535.00	
56	Tree Preservation				
57	Restoration & Landscape Plan Application		\$300.00	\$300.00	
58	Restoration & Landscape Plan Escrow		\$500.00	\$500.00	
59	Temporary Overnight Shelter License	310 and Title 10	\$250.00		Moved to Gen Business Licenses
60	Variance	1009.04			
61	Residential		\$360.00	\$380.00	See comment (b)
62	Non Residential		\$475.00	\$500.00	See comment (b)
63	Variance Appeal Fee	1009.08			
64	Residential		\$150.00	\$160.00	
65	Commercial		\$300.00	\$315.00	
66	Zoning Code Text Amendment	1009.06	\$1,425.00	\$1,500.00	See comment (b)
67	Zoning Compliance letter: data collection & analysis (hourly)		\$84.00	\$90.00	1 hour minimum

Comments

(a) Item is free on City website, and available for review at City Hall and Roseville Library.

(b) If multiple requests (e.g. subdivision, variance), for the same application, the most expensive permit application fee is charged

(c) Maps/data created as a custom request are charged time and materials rate. GIS Coordinator at 1.9 times hourly rate

(d) Amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. Costs shall be paid as part of this escrow.

Electrical Permit Fees				
Line No.	Fee Description	2024 Amount	2025 Amount	NOTES
1	Residential Fees (Single Family Homes, Apartments, and Condominiums)			
2	Minimum fee	\$50.00	\$50.00	No refunds available
3	Services, changes for services:			
4	0 to 300 amp	\$55.00	\$55.00	
5	400 amp	\$71.00	\$71.00	
6	500 amp	\$87.00	\$87.00	
7	600 amp	\$103.00	\$103.00	
8	800 amp	\$135.00	\$135.00	
9	1,000 amp	\$167.00	\$167.00	
10	1,100 amp	\$183.00	\$183.00	
11	1,200 amp	\$199.00	\$199.00	
12	Add \$16 for each additional 100 amps			
13	Circuits, changes for services:			
14	0 to 100 amp	\$9.00	\$9.00	
15	101 to 200 amp	\$15.00	\$15.00	
16	201 to 300 amp	\$21.00	\$21.00	
17	301 to 400 amp	\$27.00	\$27.00	
18	401 to 500 amp	\$33.00	\$33.00	
19	501 to 600 amp	\$39.00	\$39.00	
20	601 to 700 amp	\$45.00	\$45.00	
21	Add \$6 for each additional 100 amps			
22	Solar Fees:			
23	0kw-5kw	\$90.00	\$90.00	
24	5.1kw-10kw	\$150.00	\$150.00	
25	10.1kw-20kw	\$225.00	\$225.00	
26	20.1kw-30kw	\$300.00	\$300.00	
27	30.1kw-49.9kw	\$375.00	\$375.00	
28	50kw-and larger	\$400.00	\$400.00	
29	Add \$25 for each additional 10kw			
30	Residential panel replacement	\$110.00	\$110.00	
31	Residential sub panel	\$45.00	\$45.00	
32	Minimum fee:			
33	Inspection only	\$50 Plus \$1 State surcharge	\$50 Plus \$1 State surcharge	
34	Rough-in & final	\$100 Plus \$1 State surcharge	\$100 Plus \$1 State surcharge	
35	Single-family dwelling/townhouse < 200 amps *	\$200 Plus \$1 State surcharge	\$200 Plus \$1 State surcharge	
36	Apartment buildings (per unit)	\$90.00	\$90.00	Excludes cover svc, unit feeders & house panels
37	Swimming pool (up to two inspections)	\$100.00	\$100.00	
38	Additions, remodels, basement additions	\$100.00	\$100.00	Up to 10 circuits & 2 inspections
39	Accessory structure:			
40	Panel	\$55.00	\$55.00	
41	Per circuit	\$9.00	\$9.00	
42	Inspection	\$100.00	\$100.00	
43	Traffic signals (per standard)	\$8.00-		deleted in 2024
44	Street & parking lot lights (per standard)	\$5.00-		deleted in 2024
45	Transformers & Generators:			
46	Up to 10 KVA	\$5.00	\$5.00	
47	11-74 KVA	\$40.00	\$40.00	
48	75-299 KVA	\$60.00	\$60.00	
49	300+ KVA	\$165.00	\$165.00	
50	Retro-fit lighting (per fixture)	\$0.85	\$0.85	
51	Sign transformer (each)	\$9.00	\$9.00	

Electrical Permit Fees				
Line No.	Fee Description	2024 Amount	2025 Amount	NOTES
52	Low voltage fire alarm, low voltage heating and air co	\$0.85	\$0.85	
53	Re-inspection fee (in addition to others)	\$50.00	\$50.00	
54	Hourly rate for carnivals	\$90.00	\$90.00	
55	Commercial Fees			
56	\$50 per trip or the fees below, whichever is greater			
57	\$1 - \$1,000 valuation	\$50 per trip	\$50 per trip	
58	\$1,001 - \$2,000 valuation	\$50 for the First \$1,000 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2,000	\$50 for the First \$1,000 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2,000	
59	\$2,001 - \$25,000 valuation	\$82 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	\$82 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	
60	\$25,001 - \$50,000 valuation	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	
61	\$50,001 - \$100,000 valuation	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000	
62	\$100,001 - \$500,000 valuation	\$1,063.55 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000	\$1,063.55 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000	
63	\$500,001 - \$1,000,000 valuation	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
64	1,000,001 and up	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000,000 or fraction thereof	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000,000 or fraction thereof	
65	Reinspection fee (in addition to all other fees)	\$50.00	\$50.00	
66	Comments:			
67	Investigative fee (working without a Permit)	The fee is doubled	The fee is doubled	

CITY OF ROSEVILLE

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 314, FEE SCHEDULE

WHEREAS, the City of Roseville reviews and updates penalties and fees annually to ensure consistency and transparency, and to appropriately recover costs; and

WHEREAS, as part of the City's recodification process, it is the desire of the City Council to reorganize the schedule for better ease of reference and transparency; and

WHEREAS, at the time of adoption of the recodification, the fee schedule will be moved into an appendix to the city code and all references in the city code to fees or penalties will be updated accordingly; and

WHEREAS, the format of the fee and penalty schedule is being updated in advance of recodification of the entire city code in 2025, and, at the time of such recodification, will be removed from the main code and adopted as an appendix to the city code; now, therefore, be it

RESOLVED, that the City Council of the City of Roseville does ordain:

SECTION 1: Title 3, Chapter 314 of the Roseville City Code is amended as follows:

SECTION:

314.01: Purpose and Findings

314.02: Other Fee References

314.03: Authority

314.04: Penalty

314.05: Fee Schedule

314.051: General Business Licenses and Fees

314.052: ~~Administrative Fines~~ Administrative Penalties

314.053: ~~Building Permit & Plan Review Fees~~ Permit and Plan/Project Review Fees

314.054: Electrical Permits

314.155: Community Development Miscellaneous Fees.

314.01: PURPOSE AND FINDINGS

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

314.02: OTHER FEE REFERENCES

By enacting this ordinance, all fee amounts previously established and contained

herein are hereby amended as submitted.

314.03: AUTHORITY

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

314.04: PENALTY

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

314.05: FEE SCHEDULE

The ~~2013~~ 2025 Fee Schedule is as shown in 314.051 – 314.054. (Ord. 1431, 11-19-2012), (Ord. 1433, 01-28-2013) (Ord. 1458, 11-18-2013) (Ord. 1484, 11/24/2015)

SECTION 2: The Tables found within Title 3, Chapter 314 of the Roseville City Code are amended as follows:

The Table at Section 314.051 “General Business Licenses and Fees” is repealed in its entirety and replaced with the attached “General Business licenses and Fees”.

The Table at Section 314.052 “Administrative Fines” is repealed in its entirety and replaced with the attached “Administrative Penalties”.

The Table at Section 314.053 “Building Permit and Plan Review Fees” is repealed in its entirety and replaced with the attached “Permit and Plan/Project Review Fees”.

The Table at Section 315.054 “Electrical Permits” is repealed in its entirety and replaced with the attached “Electrical Permits”.

Section 315.055, attached as “Community Development Miscellaneous Fees” is hereby created.

SECTION 2. Effective Date. This ordinance shall be effective upon adoption and publication.

Passed this 2nd day of December 2024.

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(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

BY: _____
Patrick Trudgeon, City Manager

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 2nd day of December, 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 PUBLICATION OF AN ORDINANCE SUMMARY
OF ORD No. ____ AMENDING TITLE 3, CHAPTER 314 OF THE ROSEVILLE CITY
CODE.**

WHEREAS, the City Council of the City of Roseville, on December 2, 2024, adopted Ordinance No. _____; entitled “AN ORDINANCE AMENDING CHAPTER 314, FEE SCHEDULE;” and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance and where to obtain a copy of the full text.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the following summary language as publication of the Ordinance

City of Roseville
SUMMARY PUBLICATION
Ordinance No.

The following is the official summary of Ordinance No. _____entitled “AN ORDINANCE AMENDING CHAPTER 314, FEE SCHEDULE”.

On December 2, 2024, the City Council of the City of Roseville adopted Ordinance No. ____ an ordinance amending Title 3, Chapter 314 of the Roseville City Code in order to separate the fee and penalty schedules, re-organize the fee schedules, ensure that all fees and penalties within the code are included in the schedules, and remove fees that are no longer being imposed. Except as indicated below, no penalties or fees were created or increased.

The following fees were increased: noise variances, CPR training, daycare facility inspection, easement/right of way vacation, encroachment permit, certain fire inspection fees, certain hotel/motel inspection fees, massage license, patching streets, private hydrant inspections, rental licensing,, rental registration, rental registration fire inspection, right of way permit other agency review, special event license, sump pump waiver, wireless equipment escrow fees, general permit and plan/project review fees.

The following fees were corrected: gambling premise permit.

The following fees were established: background check fee for massage licenses, right of way encroachment.

The following penalties for violations were increased: general code violations, open burning, fire code violations, false alarms, and public nuisance.

BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN for public inspection during regular office hours. A copy of the ordinance and summary shall also be posted on the City's website. (www.cityofroseville.com)

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 2nd day of December 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 2nd day of December 2024.

Patrick Trudgeon, City Manager

Seal



2025 PENALTY AND FEE SCHEDULE

December 2, 2025

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Line No.	Penalty Description	City Code	2025 Amount	Additional penalties
1	TITLE 1 (Administration)			
2	City Code Violation (General)	102.01	\$105.00	
3	General Offense	102.01 (A)	up to \$1,000 or up to 90 days imprisonment or both	
4	Petty Misdemeanor	102.01 (B)	up to \$300.00	
5	Missing plate/tab	102.01 (C) 3	\$35.00	
6	Expired license plates	102.01 (C) 3	\$35.00	
7	Seat belts	102.01 (C) 3	\$25.00	
8	TITLE 3 (Business Regulations)			
9	Renewal Application late fee	301.03	\$50.00	
10	Licenses (not occurring elsewhere)	Title 3	\$50.00	
11	ALCOHOL			
12	Sale of an alcoholic beverage to a person under the age of 21 (License Holder)	302.15		
13	Off-sale 1st Violation		\$2,000.00	no suspension
14	Off-sale 2nd Violation (in 36 months)		\$2,000.00	3 day suspension
15	Off-sale 3rd Violation (in 36 months)		\$2,000.00	7 day suspension
16	Off-sale 4th Violation (in 36 months)		Revocation	
17	On-sale 1st Violation		\$2,000.00	1 day suspension
18	On-sale 2nd Violation (in 36 months)		\$2,000.00	5 day suspension
19	On-sale 3rd Violation (in 36 months)		\$2,000.00	15 day suspension
20	On-sale 4th Violation (in 36 months)		Revocation	
21	Sale of alcoholic beverage to an obviously intoxicated person (License Holder)	302.15		
22	Off-sale 1st Violation		\$1,000.00	1 day suspension
23	Off-sale 2nd Violation (in 36 months)		\$2,000.00	3 day suspension
24	Off-sale 3rd Violation (in 36 months)		\$2,000.00	7 day suspension
25	Off-sale 4th Violation (in 36 months)		Revocation	
26	On-sale 1st Violation		\$1,000.00	1 day suspension
27	On-sale 2nd Violation (in 36 months)		\$2,000.00	5 day suspension
28	On-sale 3rd Violation (in 36 months)		\$2,000.00	15 day suspension
29	On-sale 4th Violation (in 36 months)		Revocation	
30	Refusal to allow City inspectors or police admission to premises (License Holder)	302.15		
31	Off-sale 1st Violation		\$1,000.00	3 day suspension
32	Off-sale 2nd Violation (in 36 months)		\$2,000.00	7 day suspension
33	Off-sale 3rd Violation (in 36 months)		Revocation	
34	On-Sale 1st Violation		\$1,000.00	7 day suspension
35	On-sale 2nd Violation (in 36 months)		\$2,000.00	14 day suspension
36	On-sale 3rd Violation (in 36 months)		Revocation	
37	After hours sale, possession by a patron or consumption of alcoholic beverages (License Holder)	302.15		
38	Off-sale 1st Violation		\$1,000.00	3 day suspension
39	Off-sale 2nd Violation (in 36 months)		\$2,000.00	7 day suspension
40	Off-sale 3rd Violation (in 36 months)		Revocation	
41	On-sale 1st Violation		\$1,000.00	7 day suspension
42	On-sale 2nd Violation (in 36 months)		\$2,000.00	14 day suspension

Line No.	Penalty Description	City Code	2025 Amount	Additional penalties
43	On-sale 3rd Violation (in 36 months)		Revocation	
44	Illegal gambling on premises (License Holder)	302.15		
45	Off-sale 1st Violation		\$1,000.00	3 day suspension
46	Off-sale 2nd Violation (in 36 months)		\$2,000.00	7 day suspension
47	Off-sale 3rd Violation (in 36 months)		Revocation	
48	On-sale 1st Violation		\$1,000.00	7 day suspension
49	On-sale 2nd Violation (in 36 months)		\$2,000.00	14 day suspension
50	On-sale 3rd Violation (in 36 months)		Revocation	
51	Sale of Alcoholic beverages while license is under suspension (License Holder)	302.15		
52	Off-sale 1st Violation		30 day suspension	
53	Off-sale 2nd Violation (in 36 months)		Revocation	
54	On-sale 1st Violation		60 day suspension	
55	On-sale 2nd Violation (in 36 months)		Revocation	
56	Commission of a felony related to licensed activity (License Holder)	302.15		
57	Off-sale 1st Violation		Revocation	
58	On-sale 1st Violation		Revocation	
59	Failure of an on-sale licensee to take reasonable steps to prevent a person from leaving the premises with an alcoholic beverage (on-sale allowing off-sale) (License Holder)	302.15		
60	On-sale 1st Violation		\$1,000.00	1 day suspension
61	On-sale 2nd Violation (in 36 months)		\$2,000.00	5 day suspension
62	On-sale 3rd Violation (in 36 months)		\$2,000.00	15 day suspension
63	On-sale 4th Violation (in 36 months)		Revocation	
64	Violation of a license condition (License Holder)	302.15		
65	On-sale 1st Violation		\$1,000.00	1 day suspension
66	On-sale 2nd Violation (in 36 months)		\$2,000.00	5 day suspension
67	On-sale 3rd Violation (in 36 months)		\$2,000.00	15 day suspension
68	On-sale 4th Violation (in 36 months)		Revocation	
69	Sale of intoxicating liquor with only 3.2 percent malt liquor license (License Holder)	302.15		
70	On-sale 1st Violation		Revocation	
71	<u>Alcohol Sales: (Individuals)</u>	302.15		
72	Purchase, possession: underage		\$150.00	
73	Lending ID to underage person		\$100.00	
74	Selling alcohol: underage		\$250.00	
75	License holder		\$300.00	
76	Other violation		\$100.00	
77	Consuming Alcohol: Unauthorized places		\$250.00	
78	<u>LAWFUL GAMBLING</u>	304		
79	Violation of any state statute or rule or any provision of Code relating to gambling	304.04	Fine, Imposition of reasonable conditions on premises permit, suspension of premises permit, Revocation of premises permit	
80	Overdue taxes owed	304.06	8% interest charged	

Line No.	Penalty Description	City Code	2025 Amount	Additional penalties
81	<u>TOBACCO</u>	306		
82	Violation of Chapter 306 - Tobacco Products (License Holder)	306.09 A(5)		
83	1st Violation	306.09 B (1)	\$1,000.00	
84	2nd Violation (within 36 months)	306.09 B (1)	\$2,000.00	3 day suspension
85	3rd Violation (within 36 months)	306.09 B (1)	\$2,000.00	7 day suspension
86	4th Violation (within 36 months)	306.09 B (1)	Revocation	
87	Violation of Chapter 306 - Tobacco Products (Individual)	306.09 B (2)	\$250.00	
88	Violation of Chapter 306 - Tobacco Products (Other)		\$100.00	
89	Tobacco Sales - underage		\$250.00	
90	<u>MASSAGE THERAPY</u>	309.00		
91	Violation of Chapter 309 - Massage Therapy		Misdemeanor	
92	<u>LODGING TAXES</u>	312.10		
93	Delinquent Local Lodging taxes owed	312.10	10% of unpaid amount + interest	
94	<u>THC PRODUCTS</u>	316.00		
95	Violation of Chapter 316 - THC Products (Individual)	316.09 (a)	\$250.00	
96	Violation of Chapter 316 - THC Products (License Holder)	316.09 (b)		
97	1st Violation	316.09 (b)	\$1,000.00	
98	2nd Violation (within 36 months)	316.09 (b)	\$2,000.00	3 day suspension
99	3rd Violation (within 36 months)	316.09 (b)	\$2,000.00	7 day suspension
100	4th Violation (within 36 months)	316.09 (b)	Revocation - minimum 1 year	
101	<u>HOTEL LICENSES</u>	317		
102	Violation of Chapter 317 - Hotel Licensing	317.05	Fine, Imposition of reasonable conditions on premises permit, suspension of premises permit, Revocation of premises permit	
103	<u>CANNABIS AND HEMP - BUSINESS REGULATIONS</u>	318		
104	Violation of Chapter 318 - Cannabis and Hemp Business Regulations	318.13 (A)	Misdemeanor	
105	Administrative Fine	318.13 (B)	\$105	
106	<u>TEMPORARY CANNABIS EVENT REGULATIONS</u>	319		
107	Violation of Chapter 319	319.09 (A)	Misdemeanor	
108	Administrative Fine	319.09 (B)	\$105	
109	TITLE 4 (Health and Sanitation)			
110	Violation of waste hauler license provision	402.66	Revocation	
111	Violation of Recycling Contractor provision	403.07	Revocation	
112	Recycling Fee - failure to pay	403.13 (B)	10% of amount past due	
113	No open burning	404.02	\$400.00	
114	Noise Complaint	405	\$250.00	
115	Signs	407	\$50.00	
116	Animal at large	407.03	\$50.00	
117	Peddling	407.03 (M)	\$75.00	
118	Other violation		\$50.00	
119	TITLE 5 (Police Regulations)			
120	<u>Animals</u>	501		
121	Barking Dog	501.03	\$50.00	

Line No.	Penalty Description	City Code	2025 Amount	Additional penalties
122	Dangerous animal	501.16	\$50.00	
123	Pet Store Requirements	501		
124	1st violation (within a rolling 12 months)	501.25 (D)	\$1,000.00	
125	2nd Violation (within a rolling 12 months)	501.25 (D)	\$1,500.00	
126	3rd Violation (within a rolling 12 months)	501.25 (D)	\$3,000.00	
127	General Offenses			
128	Trespassing	502.01	\$150.00	
129	Weapons	503		
130	Discharge, display of weapon	503.01	\$250.00	
131	False Alarm Fees	506		
132	Multiple False Alarms per year	506.03 (A)	See schedule below	
133	Unpaid User Fees for false alarms	506.04 (B)	Unpaid user fees and penalties shall be certified as an assessment against the property	
134	Fire:	506		
135	Third False alarm	506	\$400.00	
136	Fourth	506	\$500.00	
137	Fifth and all subsequent alarms	506	\$600.00	
138	Construction-related	506	\$150.00	
139	Police:	506		
140	Third False alarm	506	\$100.00	
141	Fourth	506	\$200.00	
142	Fifth	506	\$300.00	
143	Sixth	506	\$400.00	
144	Seventh and all subsequent alarms	506	\$500.00	
145	Repeat Nuisance	511	\$250.00	See comment 'a' below
146	Public Nuisance - Private property	511.03 (A)	\$105.00	
147	Commercial lodging establishment	511.03 (B)	\$250.00	See comment 'b' below
148	Delinquent payment of repeat nuisance call fee	511.05	10% penalty	
149	Regulated business		\$100.00	
150	Trapping of Animals			
151	Trapping of Animals	512.06	\$150.00	
152	TITLE 6 (Motor Vehicles and Traffic)			
153	Parking: snowbird	602.09	\$25.00	
154	Snowmobiles (use on public property)	604	\$50.00	
155	Golf Cart/ATV violation	605	\$50.00	
156	TITLE 8 (Public Works)			
157	Utility Accounts	801		
158	Delinquent Utility Account (90 days past due)- Admin Fee	801.11 (D)	\$25.00	
159	Delinquent Utility Account (90 days past due)- Certified to Ramsey County	801.11 (D)	8% of unpaid fee	
160	Late payment for utility accounts	801.11 (E)	10% of amount past due	
161	Fats, Oil, Grease (FOG) Fines	802.15		
162	FOG Discharge resulting in blockage	802.15	\$1,000 per incident	
163	Failure to maintain records	802.15	\$250 per incident	

Line No.	Penalty Description	City Code	2025 Amount	Additional penalties
164	<u>Stormwater</u>			
165	Stormwater non-compliance	803	\$100.00	
166	TITLE 9 (Building Regulations)			
167	Fire Code violation	902	\$400.00	
168	TITLE 10 (Zoning)			
169	Wetland/Shoreland	1017	\$100.00	
170	Land Use	Title 10	\$100.00	
171				
172				
173	MISCELLANEOUS PENALTIES			
174	Fireworks: use, possession, sale		\$250.00	
175	Park ordinance violation		\$25.00	
176	Tampering with civil defense system		\$250.00	
177	Illegal dumping		\$150.00	
178				
179	<u>Comments</u>			
180	(a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000			
181	(b) More than 10 calls per calendar month			

	Fee Description	City Code	2025 Amount	NOTES
1	Assessment searches:			
2	Deferred or Pending	n/a		
3	Historical	n/a	\$100.00	
4	Burial Permit	401	\$100.00	
5	Cannabis Registration	318		
6	Cannabis Registration - Retailer (Initial)	318	\$500.00	
7	Cannabis Registration - Retailer (Renewal)	318	\$1,000.00	
8	Lower Potency Hemp Retailer (Initial & renewal)	318	\$125.00	
9	Medical Cannabis Combination Business - Initial	318	\$500.00	
10	Medical Cannabis Combination Business - Renewal	318	\$1,000.00	
11	Cannabis Mezzobusiness - Initial	318	\$500.00	
12	Cannabis Mezzobusiness - Renewal	318	\$1,000.00	
13	Cannabis Microbusiness - Initial	318	\$0.00	
14	Cannabis Microbusiness - Renewal	318	\$1,000.00	
15	Cannabis Temporary Event	319		
16	Permit Fee	319.04 (C)	\$150.00	
17	Special Services Fee	319.06	cost of staff time + actual costs	
18	Cigarette and tobacco products, sale of	306	\$200.00	
19	Background investigation fee		\$300.00	
20	Compost/woodchip delivery from Compost Site	n/a	\$50.00	
21	Construction Noise Variance	405	\$500.00	
22	Conversation Parlors	308	\$10,000.00	
23	Copy charges per page	n/a	\$0.25	
24	Courtesy Bench License	703	\$50/bench per year	
25	CPR Training charge per student	n/a	\$150.00	
26	Data/USB Drive Copies	n/a	\$10.00	
27	Daycare facility inspection fee	902.00	\$100.00	
28	Dog and cat licenses:	501.00		
29	2 Year: Sterilized	501	\$10.00	
30	2 Year: Sterilized with microchip	501	\$5.00	
31	2 Year: Non-sterilized	501	\$35.00	
32	2 Year: Non-sterilized with microchip	501	\$25.00	
33	Lifetime: Sterilized	501	\$30.00	
34	Lifetime: Sterilized with microchip	501	\$5.00	
35	Lifetime: Non-Sterilized	501	\$150.00	
36	Lifetime: Non-Sterilized with microchip	501	\$100.00	
37	Duplicate or address change	501	\$5.00	
38	Special multiple: 2 Year	501	\$40.00	
39	Dog kennels	501	\$75.00	
40	Easement or right-of-way vacation	n/a	\$500.00	
41	Encroachment agreement application fee	n/a	\$500.00	
42	Fertilizer			
43	Sale of	408	\$30.00	
44	Applicator	408	\$100.00	
45	Firearms	310		
46	Firearms, sale of	310	\$30.00	
47	Fire Inspection			
48	Commercial vent hood	902	\$120.00	
49	Natural gas-related emergencies	902	\$250/ hour (contractor-related)	
50	Outside of normal business hours	902	\$150/hour (minimum 2 hours)	

	Fee Description	City Code	2025 Amount	NOTES
51	Fire rescue and extrication fee	902	\$400.00	
52	Fire & EMS Assistance fee	n/a	\$400.00	
53	Fire safety training (per hour)	n/a	\$120.00	
54	Fireworks, sale of consumer	902		
55	Existing retail	902	\$100.00	
56	Stand-alone, temporary	902	\$450.00	Incl. structure & product storage
57	Fuel storage tank:			
58	Removal inspection	902	\$170.00	Above or underground tanks
59	Installation of liquid fuel tank	902	\$170.00	Above or underground tanks
60	Installation of liquefied fuel tank	902	\$170.00	Above or underground tanks
61	Gasoline Station License	310	\$186.00	
62	Gas pumps (private business)	310	\$186.00	
63	Horse	501	\$5.00	
64	Hospitals - Veterinary	310	\$80.00	
65	Hotel license	317	\$150.00	
66	Background investigation fee (per interested party)	317	\$30.00	
67	Hotel/Motel Annual Inspection	317		
68	Base Rate	317	\$450.00	Inspection services transferred from State Fire Marshall's Office
69	Per unit fee	317	\$5.00	
70	Follow-up inspection	317	\$150.00	
71	Verified complaint inspection	317	\$150.00	
72	Hydrant Meter Rental			
73	Monthly Fee		\$100.00	
74	5/8-1" Meter Deposit		\$800.00	
75	1.5" Meter Deposit		\$2,000.00	
76	3" Meter Deposit		\$6,000.00	
77	Hydrant Wrench (if not returned)		\$180.00	
78	Lawful gambling			
79	One-time event	304	\$25.00	
80	On-going premise permit: Net sales %	304	1.0%	
81	On-going premise permit: net profits %	304	10.00%	

	Fee Description	City Code	2025 Amount	NOTES
82	Liquor Licenses			
83	On-sale intoxicating liquor license	302	\$7,000.00	
84	Non-intoxicating malt liquor On-Sale	302	\$100.00	
85	On-sale wine license (75 seats or less)	302	\$750.00	
86	On-sale wine license (75+ seats)	302	\$1,500.00	
87	Temporary: on-sale (3 days)	302	\$50.00	
88	Temporary: on-sale in Cental Park	302	\$20.00	
89	Sunday on-sale	302	\$200.00	
90	Club: 51-200 members	302	\$300.00	
91	Club: 201-500 members	302	\$500.00	
92	Club: 501-1,000 members	302	\$650.00	
93	Club: 1,001-2,000 members	302	\$800.00	
94	Club: 2,001-4,000 members	302	\$1,000.00	
95	Club: 4,001-6,000 members	302	\$2,000.00	
96	Club: more than 6,000 members	302	\$3,000.00	
97	On-sale brewery taproom	302	\$750.00	
98	Off-sale brewery taproom	302	\$300.00	
99	On-sale micro distillery cocktail room	302	\$750.00	
100	Off-sale micro distillery cocktail room	302	\$300.00	
101	Off-sale intoxicating liquor license	302	\$300.00	
102	Off-sale intoxication liquor license	302	\$200.00	
103	Non-intoxicating malt liquor Off-Sale	302	\$30.00	
104	Sale outside of premises	302	\$25.00	
105	Background Investigation fee	302	\$300.00	
106	Massage therapist license (individual)	309	\$125.00	
107	Background investigation fee (initial application)		\$50.00	
108	Massage therapy business establishment:			
109	License	309	\$350.00	
110	Renewal Application-late fee	309	\$50.00	
111	Open burning permit	902	\$120.00	
112	Park dedication fee:			
113	Residential (per unit)	1103	\$4,250/unit	
114	Non-residential (fair-market value %)	1103		See comment B below
115	Patching			
116	Pathways - Concrete sidewalk (2 panels)	n/a	\$1,700.00	
117	Pathways - Bituminous (12' x 8')	n/a	\$1,300.00	
118	Streets - Half width without curb	n/a	\$2,200.00	
119	Streets - Half width with curb	n/a	\$3,200.00	
120	Streets - Full width without curb	n/a	\$3,100.00	
121	Streets - Full width with curb	n/a	\$4,900.00	
122	Pawn shop license	311	\$10,000.00	
123	Pawn shop + precious metal dealer license	311	\$13,000.00	
124	Pawn shop transaction fee (per transaction)	311	\$2.90	
125	Precious metal dealer	311	\$3,000.00	
126	Private hydrant inspections:			
127	Per Hydrant	801	\$75.00	
128	Processing Fees	n/a	3% or \$3 minimum	See comment C below
129	Public Development contract application fee	n/a	\$550.00	See comment D below
130	Public Nuisance Deviation Fee	407	\$50.00	
131	Recycling contractor	403	\$125.00	

	Fee Description	City Code	2025 Amount	NOTES
132	Rental licensing:			
133	Multi-family annual inspection fee: Building	908	\$150.00	
134	Multi-family annual inspection fee: Per Unit	908	\$20.00	
135	Multi family: reinstatement	908	\$150.00	
136	Reinspection fee	908	\$150/hour, min 2 hours	
137	Failure to renew within 30 days of exp.	908	\$500.00	Fee doubles every two weeks
138	Fee appeal to City Council	908	\$50.00	
139	Rental registration:			
140	Registration Fee	907	\$42.00	
141	Late renewal fee	907	\$42.00	
142	Administrative fee (per unit)	907	\$105.00	
143	Appeal	907	\$50.00	
144	Requested Fire Inspection/Consultation (per hour)	n/a	\$150.00	
145	Returned Check/ACH		\$30.00	
146	Right of way permits:			
147	Hole (per hole)	707	\$425.00	
148	Trench	707	\$0.50/lineal foot of trench	
149	Boring	707	\$0.40/lineal foot of boring	
150	Non-excavation (obstruction)	707	\$50 + \$0.10/lineal foot	
151	Roll-off container	707	\$50/ per week	
152	Oversize/overweight vehicle	707	\$100.00	
153	Curb cut	707	\$50.00	
154	Encroachment	707	\$50.00	
155	New or revised wireless support structure	707	\$100.00	
156	Other Agency review	707	\$35.00	
157	Winter excavation surcharge	707	\$125 (Amount per hole, November- March)	
158	Short-Term Rental License		\$540.00	
159	Administrative fine	909	\$105.00	
160	Solid waste hauler license	402	\$125.00	
161	Special Event License		\$80.00	
162	Sump pump waiver fee	802	\$100.00	
163	Sump pump surcharge fee (per month)	802	\$100.00	
164	Temporary Overnight Shelter License	310 / Title 10	\$250.00	
165	THC Sales	316	\$300.00	
166	Background Investigative Fee	316	\$300.00	
167	Vehicle impound fee (per day)	407	\$20.00	
168	Vehicle related emergency response	n/a	\$400.00	See comment E below
169	Per vehicle involved	n/a	\$48.00	
170	Significant incident response larger /specialized response	n/a	See comments	Bill based on time and supplies

	Fee Description	City Code	2025 Amount	NOTES
171	Water meter fee	801		
172	5/8 x 3/4 Disc	801	\$340.00	
173	Full 3/4" Disc	801	\$410.00	
174	1" Disc	801	\$520.00	
175	1 1/2" Disc	801	\$960.00	
176	1 1/2" Mach 10	801	\$1,050.00	
177	2" Disc	801	\$1,170.00	
178	2" Mach 10	801	\$1,230.00	
179	2" Turbo	801	\$1,220.00	
180	2" Compound	801	\$2,320.00	
181	3" Mach 10 (12")	801	\$3,400.00	
182	3" Mach 10 (17")	801	\$3,480.00	
183	3" Compound	801	\$3,630.00	
184	4" Compound	801	\$4,750.00	
185	4" Mach 10	801	\$4,400.00	
186	6" Compound	801	\$7,890.00	
187	6" Turbo	801	\$4,760.00	
188	6" Mach 10	801	\$7,030.00	
189	Water turn off/on	801	\$100.00	Cost applied to waterbill. Only charged when Water turned off.
190	Wireless support structure-Administrative application fee, for new or modifying existing	n/a	\$500.00	
191	Wireless equipment - Escrow Fee for Modifying Existing	n/a	\$8,500.00	
192	Wireless equipment - Escrow Fee for new equipment	n/a	\$11,000.00	
193	Wireless tower lease agreement		Negotiated	
194	Annual Lease for 6 antenna + 200SF	1206	\$42,000.00	
195	Lease accelerator	1206	4%	
196	Add'l Antennas (per each)	1206	\$2,500.00	
197	Add'l Ground Space (per SF)	1206	\$50.00	
198	Other equipment	1206	Negotiated	

Comments:

(A) If MN Statute 340A.408, subd 3(c) are met

(B) Calculation is based on 10% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's Office on the date of approval of the plat or subdivision.

(C) For 2018 and beyond, the fee is \$3 minimum or 3% of the fine, registration, permit, or license when processed in Accela

(D) In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected

(E) 1. Vehicle Response Fee (accident, vehicle fire, clean-up, injury accident, Extrication, vehicle fire).

314.053 Permit and Plan/Project Review Fees

Attachment 2

	Fee Description	City Code	2025 Amount	NOTES
1	<u>Building Permit - Community Development:</u>			
2	\$1 - \$2,000 valuation		\$83.50	
3	\$2,001 - \$25,000 valuation		\$83.50	For the first \$2,000 value plus \$16.55 for each add'l \$1,000 value or fraction thereof
4	\$25,001 - \$50,000 valuation		\$464.15	For the first \$25,000 value plus \$12.00 for each add'l \$1,000 value or fraction thereof
5	\$50,001 - \$100,000 valuation		\$764.15	For the first \$50,000 value plus \$8.45 for each add'l \$1,000 value or fraction thereof
6	\$101,001 - \$500,000 valuation		\$1,186.65	For the first \$100,000 value plus \$6.75 for each add'l \$1,000 value or fraction thereof
7	\$500,001 - \$1,000,000 valuation		\$3,886.65	For the first \$500,000 value plus \$5.50 for each add'l \$1,000 value or fraction thereof
8	\$1,000,000 + valuation		\$6,636.65	For the first \$1,000,000 value plus \$4.50 for each add'l \$1,000 value or fraction thereof
9	Inspections outside of normal business hours (hourly)		\$84.00	
10	Re-inspection fees (hourly)		\$84.00	
11	Misc. inspection/investigation fees (hourly)		\$84.00	
12	Add'l plan review fee required by revisions (hourly)		\$84.00	
13	<u>Building Permit - Engineering:</u>			
14	\$1 - \$500 valuation		\$25.00	
15	\$501 - \$2,000 valuation		\$25.00	
16	\$2,001 - \$25,000 valuation		\$40.00	
17	\$25,001 - \$50,000 valuation		\$75.00	
18	\$50,001 - \$100,000 valuation		\$100.00	
19	\$100,001 - \$500,000 valuation		\$135.00	
20	\$500,001 - \$1,000,000 valuation		\$250.00	
21	\$1,000,000 +		\$400.00	

314.053 Permit and Plan/Project Review Fees

Attachment 2

	Fee Description	City Code	2025 Amount	NOTES
22	<u>Demolition Permit Fee - Community Development</u>			
23	Tenant improvement/remodeling		\$84.00	Prior to building permit
24	Structures not connected to utilities		\$84.00	
25	Structures connected to city utilities: residential		\$152.00	
26	Structures connected to city utilities: commercial		\$456.00	
27	Fire Safety Inspection Fee		8% of building permit fee	
28	Fire Plan Review Fee: New Construction (hourly)		\$150.00	
29	<u>Fire Plan Review Fee: Existing</u> <i>*Plan Review Fee will be 65% of the calculation below</i>			
30	\$1 - \$2,000 valuation		\$150/hour	
31	\$2,001 - \$25,000 valuation		\$110.00	For the first \$2,000 value plus \$21.00 for each add'l \$1,000 value or fraction thereof
32	\$25,001 - \$50,000 valuation		\$576.00	For the first \$25,000 value plus \$15.40 for each add'l \$1,000 value or fraction thereof
33	\$50,001 - \$100,000 valuation		\$961.00	For the first \$50,000 value plus \$10.70 for each add'l \$1,000 value or fraction thereof
34	\$101,001 - \$500,000 valuation		\$1,496.00	For the first \$100,000 value plus \$8.60 for each add'l \$1,000 value or fraction thereof
35	\$500,001 - \$1,000,000 valuation		\$4,936.00	For the first \$500,000 value plus \$7.10 for each add'l \$1,000 value or fraction thereof
36	\$1,000,000 + valuation		\$8,486.00	For the first \$1,000,000 value plus \$5.70 for each add'l \$1,000 value or fraction thereof
37	<u>Erosion control inspection permit:</u>			
38	< 5,000 SF (within 300' of water resource)		\$50.00	
39	< 1/2 acre (residential remodel only)		\$300.00	
40	5,000 SF to 1 acre (residential only, New Homes)		\$1,250.00	
41	1 - 5 acres (Non Residential)		\$1,750.00	
42	> 5 acres (Non Residential)		\$2,500.00	

314.053 Permit and Plan/Project Review Fees

Attachment 2

	Fee Description	City Code	2025 Amount	NOTES
43	<u>Erosion control permit renewal:</u>			
44	< 1/2 acre (residential remodel only)		\$200.00	
45	5,000 SF to 1 acre (residential only, New Homes)		\$750.00	
46	1 - 5 acres (Non Residential)		\$1,000.00	
47	> 5 acres (Non Residential)		\$1,250.00	
48	<u>Grading Permit Fee - Engineering:</u>			
49	<5,000 SF (within 300 feet of water resource)		\$75.00	
50	< 50 cubic yards		\$0.00	
51	51 - 250 cubic yards		\$150.00	
52	251 - 1,000 cubic yards		\$250.00	
53	1,001 - 10,000 cubic yards		\$400.00	
54	> 10,000 cubic yards		\$750.00	
55	Stormwater impact fee (per cubic foot)	1017	\$35.00	
56	<u>Stormwater residential permit:</u>			
57	Initial		\$300.00	
58	<u>Stormwater Permit Review</u>			
59	< 1 acre		\$75.00	
60	1 - 5 acres		\$150.00	
61	> 5 acres		\$250.00	
62	<u>House Moving Permit Fee:</u>			
63	Over private property only		\$95.00	
64	Over public streets		\$137.00	
65	Investigation fee (hourly)		\$76.00	
66	Manufactured Home Permit Fee (new installation)		\$275.00	
67	<u>Mechanical Permit Fee - Residential:</u>		\$84.00	
68	Additioanl for each fixture		\$10.00	
69	New construction, misc. work & gas piping		1.28% of job cost + \$84	
70	Minimum fee		\$84.00	
71	In floor heat		\$84.00	
72	Mechanical Permit Fee - Commercial (All)		1.28% of job cost + \$84	
73	<u>Plan Review Fee:</u>		65% of permit fee	
74	<u>Plumbing Permit Fee: Residential</u>			
75	Minimum fee		\$84.00	
76	Additional for each fixture		\$10.00	
77	Backflow prevention device		\$10.00	
78	New construction, misc. work & gas piping		1.28% of job cost + \$84	

314.053 Permit and Plan/Project Review Fees

Attachment 2

	Fee Description	City Code	2025 Amount	NOTES
79	Plumbing Permit Fee: Commercial		1.28% of job cost + \$84	
80	Minimum fee		\$84.00	
81	Sewer Connection Permit Fee - Community Develop:			
82	Residential		\$84.00	
83	Commercial		\$304.00	
84	Repair		\$84.00	
85	Disconnect: residential		\$84.00	
86	Disconnect: commercial		\$168.00	
87	Sewer Connection/Inspection Permit Fee - Engineering:			
88	Connection: residential		\$35.00	
89	Connection: commercial		\$85.00	
90	Connection: repair		\$35.00	
91	Connection: inspection		\$85.00	
92	Disconnect: residential		\$35.00	
93	Disconnect: commercial		\$85.00	
94	Sign Permit Fee - Community Development:			
95	Permanent sign (minimum fee)			
96	Annual sign		\$105.00	
97	Temporary sign		\$30.00	
98	Attention-getting device		\$30.00	
99	Swimming Pool Permit - Community Development:			
100	Residential: in-ground		\$213.00	
101	Commercial		Per valuation	
102	Swimming Pool Permit - Engineering		\$35.00	
103	Water Connection Permit Fee - Community Develop:			
104	Residential		\$84.00	
105	Commercial		\$304.00	
106	Repair		\$84.00	
107	Disconnect: residential		\$84.00	
108	Disconnect: commercial		\$168.00	
109	Water Connection/Inspection Permit Fee - Engineering:			
110	Connection: residential		\$35.00	
111	Connection: commercial		\$85.00	
112	Connection: repair		\$35.00	
113	Connection: inspection		\$85.00	
114	Disconnect: residential		\$35.00	
115	Disconnect: commercial		\$85.00	

314.053 Permit and Plan/Project Review Fees

Attachment 2

	Fee Description	City Code	2025 Amount	NOTES
116	Water Meter Program Fees - Engineering:			
117	Manual meter read surcharge		\$25/quarter	
118	Non-standard water meter no-read fee		\$50/quarter	
119	Denial of access to water meter		\$100/quarter	
120	Utility Disconnect Fee		\$6,000/utility service	
121	Miscellaneous Permit Fees:			
122	Administrative fee for Accelerated abatement		\$125.00	
123	Administrative fee-Council Approved Abatement		\$350.00	
124	Administrative fee: other zones		\$84.00	
125	Administrative fee: R1 or R2 zones		\$84.00	
126	Backflow prevention investigation fee		\$84.00	
127	Certificate of Occupancy: conditional		\$84.00	Special conditions
128	Certificate of Occupancy: copy		n/a	
129	Certificate of Occupancy: full		\$42.00	
130	City contractor license fee		\$70.00	
131	Construction deposit: commercial		\$5,000.00	
132	Construction deposit: residential		\$1,000.00	
133	Drain tile		\$84.00	
134	Driveway permits: residential replacement		\$57.00	
135	Driveway permits: residential expansion		\$84 + \$25 Engineering Fee	
136	Fence permits: residential		\$58.00	
137	Fence permits: commercial		Per valuation	
138	Footing/foundation permits: commercial		Per valuation	
139	Footing/foundation permits: residential		Per valuation	
140	Garage only (detached: roofing & siding)		\$57.00	
141	Other			
142	Outdoor sales/display permit: 1-5 occurrences		\$50.00	
143	Outdoor sales/display permit: 6-10 occurrences		\$75.00	
144	Outdoor sales/display permit: 11 or more		\$200.00	
145	Outdoor storage/display permit: 1-5 occurrences		\$50.00	
146	Outdoor storage/display permit: 6-10 occurrences		\$100.00	
147	Outdoor storage/display permit: 11 or more		\$200.00	
148	Outdoor temporary event: 1-5 occurrences		\$50 + \$125 Fire inspection fee	
149	Outdoor temporary event: 6-10 occurrences		\$100 + \$125 Fire inspection fee	
150	Outdoor temporary event: 11 or more occurrences		\$200 + \$125 Fire inspection fee	
151	Parking lot repair		\$152.00	See comment (a)
152	Replacement inspection card		\$21.00	

314.053 Permit and Plan/Project Review Fees

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	Fee Description	City Code	2025 Amount	NOTES
153	Residential siding replacement flat fee		\$154.00	
154	Residential window replacement flat fee		\$154.00	
155	Residential wood burning fireplace		\$152.00	
156	Re-stamping job site plan sets		\$31.00	
157	Roofing flat fee (residential)		\$154.00	
158	SAC administration fee		\$42.00	
159	SAC research fee: hourly Rate		\$84.00	
160	Shed permits (residential < 120 square feet)		\$57.00	
161	Shed permits (residential 121-200 square feet)		\$84 + \$25 Engineering Fee	
162	Solar panel/renewable energy equipment install		1.28% of job cost or \$160 min	
163	Verification fee: electrician/plumber state license		\$5.00	
164	Verification fee: lead abatement certificate		\$5.00	
165	Verification fee: sewer/water bond certificate		\$5.00	
166	Verification fee: state contracting license		\$5.00	See comment (c)

Comments:

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

Line No.	Fee Description	2024 Amount	2025 Amount	NOTES
1	Residential Fees (Single Family Homes, Apartments, and Condominiums)			
2	Minimum fee	\$50.00	\$50.00	No refunds available
3	<u>Services, changes for services:</u>			
4	0 to 300 amp	\$55.00	\$55.00	
5	400 amp	\$71.00	\$71.00	
6	500 amp	\$87.00	\$87.00	
7	600 amp	\$103.00	\$103.00	
8	800 amp	\$135.00	\$135.00	
9	1,000 amp	\$167.00	\$167.00	
10	1,100 amp	\$183.00	\$183.00	
11	1,200 amp	\$199.00	\$199.00	
12	Add \$16 for each additional 100 amps			
13	<u>Circuits, changes for services:</u>			
14	0 to 100 amp	\$9.00	\$9.00	
15	101 to 200 amp	\$15.00	\$15.00	
16	201 to 300 amp	\$21.00	\$21.00	
17	301 to 400 amp	\$27.00	\$27.00	
18	401 to 500 amp	\$33.00	\$33.00	
19	501 to 600 amp	\$39.00	\$39.00	
20	601 to 700 amp	\$45.00	\$45.00	
21	Add \$6 for each additional 100 amps			
22	<u>Solar Fees:</u>			
23	0kw-5kw	\$90.00	\$90.00	
24	5.1kw-10kw	\$150.00	\$150.00	
25	10.1kw-20kw	\$225.00	\$225.00	
26	20.1kw-30kw	\$300.00	\$300.00	
27	30.1kw-49.9kw	\$375.00	\$375.00	
28	50kw-and larger	\$400.00	\$400.00	
29	Add \$25 for each additional 10kw			
30	Residential panel replacement	\$110.00	\$110.00	
31	Residential sub panel	\$45.00	\$45.00	
32	Minimum fee:			
33	Inspection only	\$50 Plus \$1 State surcharge	\$50 Plus \$1 State surcharge	
34	Rough-in & final	\$100 Plus \$1 State surcharge	\$100 Plus \$1 State surcharge	
35	Single-family dwelling/townhouse < 200 amps *	\$200 Plus \$1 State surcharge	\$200 Plus \$1 State surcharge	
36	Apartment buildings (per unit)	\$90.00	\$90.00	Excludes cover svc, unit feeders & house panels
37	Swimming pool (up to two inspections)	\$100.00	\$100.00	
38	Additions, remodels, basement additions	\$100.00	\$100.00	Up to 10 circuits & 2 inspections
39	<u>Accessory structure:</u>			
40	Panel	\$55.00	\$55.00	
41	Per circuit	\$9.00	\$9.00	
42	Inspection	\$100.00	\$100.00	
44	Parking lot lights (per standard)	\$5.00		

Line No.	Fee Description	2024 Amount	2025 Amount	NOTES
45	Transformers & Generators:			
46	Up to 10 KVA	\$5.00	\$5.00	
47	11-74 KVA	\$40.00	\$40.00	
48	75-299 KVA	\$60.00	\$60.00	
49	300+ KVA	\$165.00	\$165.00	
50	Retro-fit lighting (per fixture)	\$0.85	\$0.85	
51	Sign transformer (each)	\$9.00	\$9.00	
52	Low voltage fire alarm, low voltage heating and air co	\$0.85	\$0.85	
53	Re-inspection fee (in addition to others)	\$50.00	\$50.00	
54	Hourly rate for carnivals	\$90.00	\$90.00	
55	Commercial Fees			
56	\$50 per trip or the fees below, whichever is greater			
57	\$1 - \$1,000 valuation	\$50 per trip	\$50 per trip	
58	\$1,001 - \$2,000 valuation	\$50 for the First \$1,000 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2,000	\$50 for the First \$1,000 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2,000	
59	\$2,001 - \$25,000 valuation	\$82 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	\$82 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	
60	\$25,001 - \$50,000 valuation	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	
61	\$50,001 - \$100,000 valuation	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000	
62	\$100,001 - \$500,000 valuation	\$1,063.55 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000	\$1,063.55 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000	
63	\$500,001 - \$1,000,000 valuation	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
64	1,000,001 and up	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000,000 or fraction thereof	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000,000 or fraction thereof	
65	Reinspection fee (in addition to all other fees)	\$50.00	\$50.00	
66	Comments:			
67	Investigative fee (working without a Permit)	The fee is doubled	The fee is doubled	

Line No.	Fee Description	City Code	2025 Amount	NOTES
1	Accessory Dwelling Unit permit	1011.12.B	\$105.00	
2	Administrative deviation	1009.01	\$115.00	
3	Appeal of Administrative Decision	1009.08	\$105.00	
4	Attorney, consultant review & analysis			
5	City Address Book (11x17) – existing PDF maps		\$100.00	See comment (a)
6	Comprehensive Plan – amendment	1009.06	\$1,810.00	
7	Comprehensive Plan on USB		\$45.00	See comment (a)
8	Conditional Use:			
9	Residential	1009.02	\$535.00	
10	Commercial	1009.02	\$815.00	
11	Copying (per sheet)		\$0.25	
12	EAW Review Escrow		up to \$15,000	Depending on project complexity, see comment (b)
13	Interim Use	1009.03	\$1,550.00	
14	Interim Use extension	1009.03	\$1,075.00	
15	Landscape Plan:			
16	Application fee	1011.03	\$200.00	
17	Escrow		\$500.00	
18	Land Division Variation Fee	1102.01	\$395.00	
19	Maps – 8 ½ x 11 (b & w) – existing PDF maps			
20	Maps – 8 ½ x 11 (color) – existing PDF maps		\$1.00	See comment (a)
21	Maps – 11 x 17 (color) – existing PDF maps		\$2.00	See comment (a)
22	Maps – 17 x 22 (color) – existing PDF maps		\$10.00	See comment (a)
23	Maps – 22 x 34 (color) – existing PDF maps		\$20.00	See comment (a)
24	Maps – 34 x 44 (color) – existing PDF maps		\$40.00	See comment (a)
25	Master Sign Plan:			
26	Residential/institutional	1010.11	\$260.00	
27	Commercial	1010.11	\$370.00	
28	Open House fee			
29	Application fee	1009.07	\$1,100.00	
30	Escrow		\$500.00	
31	Planned Unit Development:	1023		
32	Amendment		\$1,210.00	
33	Sketch plan PUD open house application fee		\$800.00	
34	Sketch plan PUD application fee		\$350.00	
35	PUD Concept Plan: open house application		\$800.00	
36	PUD Concept Plan: application fee		\$2,500.00	
37	PUD Concept Plan: escrow		\$4,200.00	
38	PUD Final Plan: application fee		\$1,200.00	
39	PUD Final Plan: escrow fee		\$1,800.00	
40	PUD Cancellation: application fee		\$265.00	
41	PUD Cancellation: escrow fee		\$500.00	
42	Planning Commission agendas/year (mailed)		\$10.00	See comment (a)
43	Planning Commission minutes/year (mailed)		\$15.00	See comment (a)

314.155 Community Development Miscellaneous Fees

Attachment 2

44	Public Financing & Business Subsidy:			
45	Application fee		\$1,500.00	Nonrefundable
46	Escrow		\$15,000.00	
47	Reasonable Accommodation request	911.01	\$150.00	
48	Rezoning of project site or parcel	1009.06	\$1,550.00	
49	Staff research time (per hour)		\$105.00	
50	Subdivision:	1101		
51	Escrow (minimum)		\$2,500.00	See comment (b)
52	Minor Subdivision		\$710.00	
53	Escrow data collection, analysis (per hour)		\$69.50	
54	Preliminary Plat		\$1,445.00	
55	Final Plat		\$535.00	
56	Tree Preservation			
57	Restoration & Landscape Plan Application		\$300.00	
58	Restoration & Landscape Plan Escrow		\$500.00	
60	Variance	1009.04		
61	Residential		\$380.00	
62	Non Residential		\$500.00	
63	Variance Appeal Fee	1009.08		
64	Residential		\$160.00	
65	Commercial		\$315.00	
66	Zoning Code Text Amendment	1009.06	\$1,500.00	
67	Zoning Compliance letter: data collection & analysis (hourly)		\$90.00	1 hour minimum

Comments

(a) Item is free on City website, and available for review at City Hall and Roseville Library.

(b) Amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. Costs shall be paid as part of this escrow.

REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.d.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

Item Description: Consider an ordinance amendment and business license to allow Roseville Lutheran Church, 1215 Roselawn Avenue, to operate a temporary overnight shelter from January 1, 2025 thru February 28, 2025

Background

Roseville Lutheran Church received approval of an Interim Use on January 7, 2019, permitting operation of a temporary emergency overnight homeless shelter for "30 consecutive days and up to 60 cumulative days per calendar year". The interim use was valid for five years, expiring on January 7, 2024. The resolution approving the Interim Use is provided as Attachment 1.

During the course of review of the interim use, there were concerns regarding the amount of time and money that was required in order to secure permission to operate these shelters (at least one other church was undergoing the same process). Following approval of the interim uses, the City Council asked staff to consider a less time-consuming and costly process to consider these requests in the future. This resulted in the creation of a business license. The standards that were imposed on the business license aligned with the standards the building and fire inspection staff were already using on these shelters, which was guidance from the State Fire Marshal's office. The applicable business license standards are provided as Attachment 2 and the State Fire Marshal's guidance is provided as Attachment 3.

Members of Roseville Lutheran Church reached out to City staff in October and November advising of their intent to operate the shelter in early 2025 and inquiring about how to secure approval, knowing the formerly approved Interim Use had expired. Staff advised them of the business license process and requested they submit their request in writing as the means to initiate consideration of the business license. On November 14, 2024 Roseville Lutheran Church submitted a letter and plans to operate the temporary overnight shelter from January 1, 2025 thru February 28, 2025 (see Attachment 4). The church is partnering with Interfaith Action, who will run the shelter at the church and who participates in the Faithful Hospitality program supported by the State of Minnesota to address homelessness in metro area communities.

In addition to the applicable business license, staff is proposing a minor amendment to the license standards to allow operation of the shelter for eight weeks per calendar year instead of the current limitation of four weeks. This code amendment is being requested in

order to respond to Roseville Lutheran Church's request. Because City Code Section 310.01.E.14 currently limits use to four weeks, the City Attorney is recommending the code be changed if the Council wishes to permit eight weeks. Before bringing the code amendment forward for consideration, staff examined the State Fire Marshal's guidance, and it appears the four-week limitation has been eliminated. Since the business license standards are intended to mimic the State Fire Marshal's guidance, staff finds it reasonable to amend the code and accommodate Roseville Lutheran Church's request. Instead of eliminating the duration limitation entirely, which appears to be what the State Fire Marshal has done, staff has prepared the code amendment limiting duration to eight weeks instead of four. This has been done on the advice of the City Attorney, who prefers this path over elimination of the duration standard altogether. The ordinance amending City Code, Section 310.01.E.14 is provided as Attachment 5. This ordinance has also been posted to comply with the 10-day requirement.

The Building Official has determined the space proposed to be used for the temporary overnight shelter meets all requirements, such that Roseville Lutheran Church has a right to the license.

Policy Objectives

Chapter 301 of the City Code outlines the general process for consideration of a business license. Applications for licenses shall be filed in writing and presented to the City Council. Chapter 310 lists several miscellaneous licenses and application standards for approval, including for temporary overnight shelters. The standards outlined in Section 310.01.E are taken from the State Fire Marshal's guidance for the use of existing places of religious worship buildings as temporary housing.

Equity Impact Summary

According to the U.S. Census Bureau, 2018-2022 American Community Survey, 5-year estimates, among the sheltered population experiencing homelessness nationwide: 40% were female, 8% were under the age of 18; 8% were age 65 or over; 32% were non-Hispanic White; 37% were non-Hispanic Black; and 35% had a disability. Wilder Research conducted a Minnesota Homeless Study in 2023, where estimates indicated people experiencing homelessness are 60% People of Color compared to 20% White and 10% of an unknown race.

Budget Implications

The 2024 Fee Schedule provides for a \$250 fee for consideration of a Temporary Overnight Shelter License, which has been paid.

Staff Recommendations

Staff recommends approval of the ordinance amending the duration limitation for operation of a temporary overnight shelter from four weeks to eight and approval of the business license for Roseville Lutheran Church, 1215 Roselawn Avenue, allowing operation of a temporary overnight shelter from January 1, 2025 thru February 28, 2025.

Requested Council Action

By motion, approve the ordinance amending the duration limitation for operation of a temporary overnight shelter from four weeks to eight and approval of the business license

for Roseville Lutheran Church, 1215 Roselawn Avenue, allowing operation of a temporary overnight shelter from January 1, 2025 thru February 28, 2025.

Prepared by: Janice Gundlach, Community Development Director

Attachments:

1. Interim Use Resolution
2. Applicable city code section
3. State Fire Marshal guidance
4. Application materials
5. Ordinance

**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 held on the 7th day of January, 2019, at 6:00 p.m.

The following members were present: Willmus, Groff, Etten, Laliberte and Roe and the following were absent: none.

Councilmember Willmus introduced the following resolution and moved its adoption:

RESOLUTION NO. 11565

**A RESOLUTION APPROVING AN INTERIM USE FOR ROSEVILLE LUTHERAN CHURCH TO
CONDUCT A TEMPORARY EMERGENCY OVERNIGHT HOMELESS SHELTER (PF18-025)**

WHEREAS, the Planning Commission, at a public hearing held on December 5, 2018, pertaining to the request by Roseville Lutheran Church for consideration of an Interim Use in support of a temporary homeless shelter in cooperation with Project Home during the month of February each year; and

WHEREAS, after the required public hearing, the Roseville Planning Commission recommended approval (6-0) of the request by Roseville Lutheran Church for a five year Interim Use supporting the annual temporary emergency overnight homeless shelter; and

WHEREAS, the Planning Commission recommended that instead of the temporary emergency overnight homeless shelter being allowed to operate only during the month of February, as things could change, the Commission recommended the shelter be allowed to operate up to 30 consecutive days and up to 60 cumulative days per calendar year

WHEREAS, the subject property is identified as follows:

**1215 Roselawn Avenue
PIN # 15-29-23-14-0093**

WHEREAS, the Roseville City Council at their meeting of January 7, 2019, was presented with the project report from the Community Development staff regarding the subject request; and

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the Interim Use for an annual emergency overnight homeless shelter at Roseville Lutheran Church, 1215 Roselawn Avenue, subject to:

1. The shelter being allowed to operate up to 30 consecutive days and up to 60 cumulative days per calendar year.
2. This approval shall expire at 11:59 pm on January 7, 2024; a five year IU.

The motion for the adoption of the foregoing resolution was seconded by Member Etten and upon vote being taken thereon, the following voted in favor thereof: Willmus, Groff, Etten, Laliberte 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, 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 7th day of January, 2019, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 7th day of January, 2019.



Patrick Trudgeon, City Manager



CHAPTER 310

MISCELLANEOUS LICENSE SECTION

Section:

310.01: License Required

310.01: LICENSE REQUIRED:

No person shall conduct or engage in any of the following businesses or activities without first obtaining a license:

- A. Firearm Sales: Businesses in which any handgun, rifle, shotgun or similar firearm is sold. (Ord 1581, 3-9-2020)
- B. Veterinary Hospital: A facility for the care and treatment of animals within the City. (Ord. 597, 4-28-69; amd. 1995 Code)
- C. Gasoline Stations: Any place, building, pump or device maintained and used for the main purpose of selling or dispensing gasoline or other oils for use in motor vehicles of any kind.
- D. Private Gasoline Pumps: Pumps from which gasoline or other fuel for internal combustion engines is dispensed into a vehicle for private use and not sold to the public.
- E. Temporary Overnight Shelter: An area specifically designated within a place of assembly for the purpose of overnight housing of individuals on a temporary basis subject to the following conditions:
 - 1. A telephone or other means of communication shall be provided within 50 feet of the area being used for temporary shelter.
 - 2. Emergency responders (police and fire departments) shall be notified of the use of the buildings for temporary shelter.
 - 3. Inspections of the entire shelter will be conducted by building inspectors and fire inspectors as follows:
 - a. At least once within the five days prior to the beginning of the licensed period, and
 - b. At least once during the licensed period.
 - 4. Smoke alarms shall be provided in each room used for sleeping purposes and in areas giving access to rooms (i.e. hallways or corridors). The smoke alarms are required to be 120-volt, hard-wired, with battery back-up. Smoke detectors connected to automatic fire alarm systems could be used in lieu of single station smoke alarms.
 - 5. At least one portable fire extinguisher with a rating of 2A-10BC shall be located within 75 feet of the area used for sleeping purposes.
 - 6. No Smoking, cooking, candles, or open flames are allowed in the rooms used for sleeping purposes.

7. An evacuation diagram or map shall be posted in each room used for sleeping purposes.
8. Awake and alert adult chaperones or volunteers shall be present whenever the spaces are being used for sleeping purposes.
9. The building being used shall meet the Minnesota State Fire Code requirements for an existing Group A-3 (assembly) occupancy.
10. The area or rooms used for sleeping purposes shall be located on the level of exit discharge (i.e. the main level or a level that has exits to grade level). Up to three steps (or risers) are allowed. If these rooms cannot be located on the level of exit discharge, other levels can be used (i.e. basements or second stories) if the area or space:
 - a. Has two remote means of egress from the space, and
 - b. Is protected with smoke detection connected to an automatic fire alarm system throughout the building.
 - c. In lieu of the automatic fire alarm system, automatic fire sprinkler protection throughout the building is acceptable.
11. The area used for sleeping purposes shall have access to two or more egress doors to the exterior.
12. If the area being used for sleeping purposes utilizes a hallway or corridor, the hallway or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.
13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.
14. The maximum number of weeks per year to be used as a temporary shelter is four.
15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in the sleeping areas.
16. In addition to the requirements noted in this Section, license issuance shall be in accordance with City Code Section 301.01-301.09, except that the City Council may elect to issue the license for a period of time exceeding that stated in Section 301.06 based upon performance of the licensee in prior years. (Ord. 1576, 08-26-2019)

Fire code



Information by topic

Inspection checklists

Interpretations

Attic sprinkler use interpretation

Commercial kitchen fire suppression system

Corridor trash collection service

Design criteria for multiple spray booths

Low frequency fire alarm signals interpretation

Mild hyperbaric oxygen therapy

Places of religious worship as temporary housing

Rolling file cabinet

Short-term rental home properties

Smoke and heating venting requirements

Policies

Places of religious worship as temporary housing

Applies to

State Fire Marshal division staff and local Authorities Having Jurisdiction (AHJ).

Purpose

To provide guidance for the use of existing places of religious worship buildings as temporary housing.

Policy

- It is the interpretation of the State Fire Marshal that this use does not represent a change in occupancy classification.
- A telephone or means of communication must be within 50 feet of the area being used for temporary housing.
- The places of religious worship must notify emergency responders (police and fire departments) of the use of the building for temporary housing.
- Smoke alarms will be in each room used for sleeping purposes and in areas giving access to those rooms (i.e. hallways or corridors). The smoke alarms must be 120-volts and hard-wired with a battery back-up. Smoke detectors connected to an automatic fire alarm system could be used in lieu of single station smoke alarms.
- At least one portable fire extinguisher with a minimum rating of 2-A:10-B:C must be within 75 feet of the area used for sleeping purposes.
- No smoking, cooking, candles, or other open flames are allowed in the rooms used for sleeping purposes.
- An evacuation diagram or map must be posted in each room used for sleeping purposes.
- Awake and alert adult chaperones or volunteers must be present whenever the spaces are being used for sleeping purposes.
- The building must meet the Minnesota State Fire Code requirements for an existing Group A-3 (assembly) occupancy.
- The area or rooms used for sleeping purposes must be on the level of exit discharge (i.e. the main level or a level that has exits to grade level). Up to three steps (or risers) are allowed. If these rooms cannot be located on the level of exit discharge, other levels can be used (i.e. basements or second stories) if the area or space has:
 - Two remote means of egress from the space.
 - Is protected with smoke detection connected to an automatic fire alarm system throughout the building.
 - In lieu of the automatic fire alarm system, automatic fire sprinkler protection throughout the building is acceptable.
- The area used for sleeping purposes must have access to two or more egress doors to the exterior.
- If the area being used for sleeping purposes utilizes a hallway or corridor, the hallway or corridor must be one-hour fire-rated, the building must be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.
- A maximum of 24 persons may be housed in the temporary shelter at any one time, not including building staff, volunteers or chaperones and the maximum number of weeks per year the place of religious worship may be used as a temporary shelter is four.

Background

A request for an interpretation (FMCAP File 08-002-I) was presented to the Fire Marshal Code Advisory Panel (FMCAP) concerning the use of places of religious worship for temporary housing for homeless families. On March 26, 2008, the FMCAP opined that this type of use was accessory to the main occupancy (assembly) and resembled other similar activities such as places of religious worship rectories, YMCA “lock-ins,” “shelters” at armories and similar buildings following disasters, or overnight school graduation parties. Even though these uses are not predominant in assembly occupancies, they do occur with some degree of regularity.

The FMCAP reviewed guidelines or policies from Minneapolis, St. Paul, and Rochester along with feedback from fire officials in some metro-area communities who had dealt with these types of facilities in their communities. Most of them were comfortable with this type of arrangement if there were smoke alarms, smoke detectors connected to automatic fire alarm systems, or sprinkler protection in the building. Following these provisions makes this a safe and acceptable operation in existing places of religious worship.

Questions?

[You can email us with your Minnesota State Fire Code questions.](#) Code staff monitor this email address regularly and will respond to your question. During busier times, it may take up to a week before we are able to respond. If you don't hear back from us after one week, please let us know. Thanks for your patience.

DEPARTMENT OF PUBLIC SAFETY



ABOUT DPS

Our mission, vision and values

Leadership

Our history

Administrative services

Associated boards, committees and task forces

Programs and legislative requirements

OUR DIVISIONS

Alcohol and Gambling Enforcement

Bureau of Criminal Apprehension

Driver and Vehicle Services

Emergency Communication Networks



November, 14 2024

Dave Englund
Building Official
2660 Civic Center
Roseville, MN 55113

Dear Dave,

The Congregation of Roseville Lutheran Church (RLC) requests a business license to run a Temporary Overnight Shelter as provided for within the Miscellaneous License Section under 310.01. E.

Background: A partner of RLC, Interfaith Action of Greater Saint Paul, announced that RLC has been invited to participate in the Faithful Hospitality program supported by the State of Minnesota to address homelessness in our Metro Area Communities. RLC also participated in this same program in 2023. (RLC was a shelter site for Interfaith Action, then called Project Home, for four – five years running just prior to the outbreak of Covid-19). Our Church Council enthusiastically agreed to participate. RLC was then asked to be the kick-off site as we had both experienced and facilities well suited to house a temporary overnight shelter. The kick-off date for Faithful Hospitality overnight stay at Roseville Lutheran Church begins, January 1st, 2025 through and including February 28th, 2025. RLC is requesting a License be granted for this two-month period.

Operation & Code Compliance: Members of the staff of RLC and Interfaith Action will oversee operations of the shelter and trained/background checked volunteers will be in the building overnight. Included in this application is a map of the portion of the church that will be used as the shelter as well as a map showing fire exits and fire extinguisher locations. (this is the same footprint used in previous years RLC has acted as a shelter.) Diagrams of fire exits and fire extinguishers locations will be posted in the shelter area. Smoke and CO 2 detectors positioned in accordance with code. There is a phone located in one of the rooms adjacent to where the overnight guests will be staying

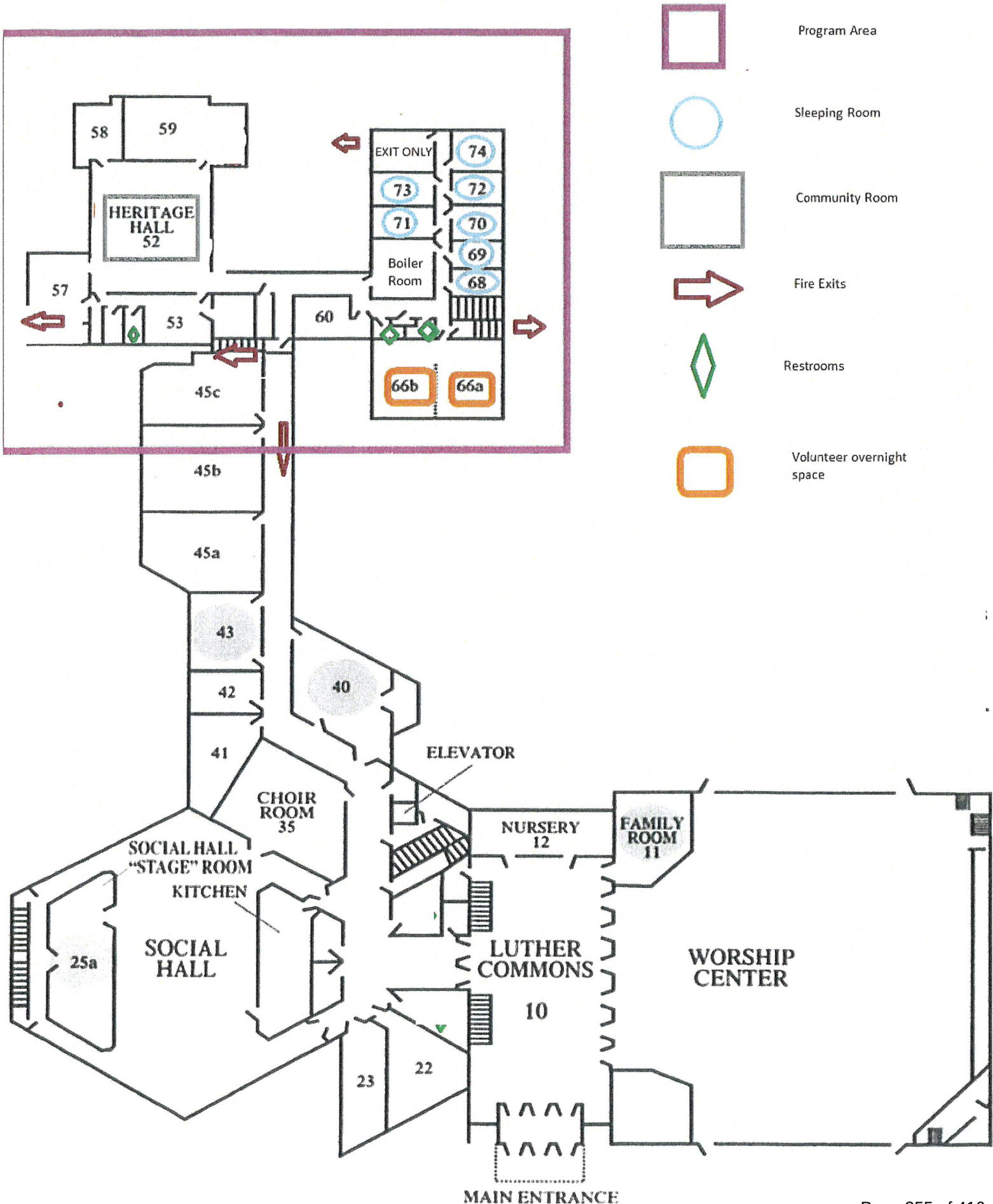
Arrangement for a building inspection can be made at the City's earliest convenience by contacting: Bob Zismer @ (612) 616-4875.

On behalf of the congregation of Roseville Lutheran Church,

Mary Johnson

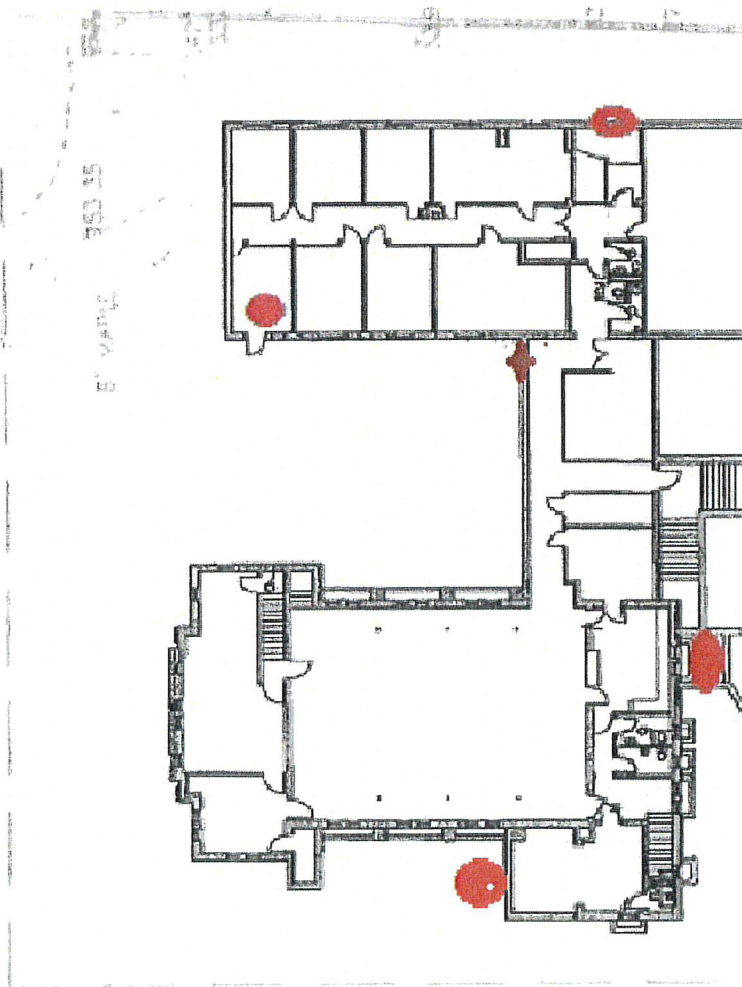
Mary Johnson
Church Administrator
(651) 487-7752

Room locator map



FIRE EXITS
are marked
with a **RED**
DOT.

Follow the signs
to the nearest
exit.



City of Roseville
ORDINANCE NO.

AN ORDINANCE AMENDING

TITLE 3, SECTION 310.01.E, PARAGRAPH 14

AN ORDINANCE REVISING THE NUMBER OF WEEKS PER YEAR A
PLACE OF ASSEMBLY MAY BE USED AS A TEMPORARY
OVERNIGHT SHELTER IN ASSOCIATION WITH THE REQUIRED
LICENSE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Section 310.01.E.14 (License Required; Temporary
Overnight Shelter) of the Roseville City Code is amended as follows:

E. Temporary Overnight Shelter: An area specifically designated within a
place of assembly for the purpose of overnight housing of individuals on a
temporary basis subject to the following conditions:

14. The maximum number of weeks per year to be used as a
temporary shelter is ~~eight~~four.

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

Passed by the City Council of the City of Roseville this 2nd day of December 2024.

ATTACHMENT 5

Ordinance –Amending Title 3, Section 310.01.E.14 regarding the number of weeks per year a place of assembly may be used as a Temporary Overnight in association with the required license.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Consider Approval of Entering into an Agreement for a Comprehensive Evaluation of Police Resources and Operational Efficiency with The Axtell Group

Background

The Roseville Police Department (RPD) requests the Council's approval to enter into a professional services agreement with The Axtell Group to conduct a comprehensive evaluation of the department's resource allocation and operational efficiency. This evaluation aims to address resource allocation, workload distribution, staffing, scheduling, call volumes, and response times. The request stems from unprecedented challenges law enforcement has faced in recent years, particularly around recruitment, retention, and the increasing complexity of calls for service.

RPD has never undergone a comprehensive review of resource allocation or operational efficiency. This independent, data-driven evaluation will help ensure the department is deploying its resources effectively and aligned with community needs. It will also guide long-term strategic planning, budget decisions, and operational improvements to better position RPD for future success.

On October 14, 2024, the Council authorized RPD to solicit proposals for a comprehensive evaluation of police services. The Request for Proposals (RFP) was published on the City's website, the League of Minnesota Cities RFP site, and sent directly to several firms with experience conducting similar studies in Minnesota. RPD received seven proposals, which were evaluated by a committee comprised of seven city and police leaders:

- City Manager Pat Trudgeon
- Equity and Inclusion Manager Antonio Montez
- Police Chief Erika Scheider
- Deputy Chief Joe Adams
- Lieutenant Travis Steinberg
- Lieutenant Jennifer Engh
- Police Services Manager Sarah Mahmud

Each proposal was independently reviewed and scored by the committee members based on the following weighted criteria:

- Qualifications and experience of the team: 20%
- Proposed approach and methodology: 20%
- Understanding of Roseville's needs and goals: 15%
- Past experience with similar projects: 15%
- Incorporation of equity and inclusion (in both internal operations and proposal): 15%
- Cost and value: 10%
- Schedule and timeliness: 5%

The final weighted scores and proposed costs were as follows:

Rank	Proposing Firm	Weighted Score (35)	Proposed Cost
1	The Axtell Group	31.95	\$79,900
2	Center for Values-Based Initiatives	28.40	\$117,500
3	CityGate Police Services	28.15	\$82,020
4	Matrix	24.45	\$99,200
5	Center for Public Safety Management	23.40	\$68,712
6	MGT Impact Solutions	20.85	\$76,566
7	Raftelis	20.40	\$48,950

The Axtell Group was unanimously ranked as the top firm by the evaluation committee. Their proposal demonstrated:

- A comprehensive understanding of the challenges RPD faces, particularly around resource allocation, recruitment, and community expectations.
- Clear alignment with RPD’s goals of taking a holistic, data-driven review of all operational aspects.
- A strong commitment to engaging stakeholders and incorporating community input, especially from underrepresented groups, to ensure the evaluation reflects the diverse needs of Roseville.
- Extensive experience working with similar-sized agencies in the region.

The Axtell Group has recently conducted staffing assessments for several metro-area police departments, including Burnsville, Richfield, Hopkins, Maple Grove, and Oakdale. Reference checks with two departments confirmed their collaborative and holistic approach, with both police chiefs praising the quality and impact of their evaluations.

The Axtell Group’s timeline for completing the evaluation—four months—allows adequate time to incorporate recommendations into the 2026 budget process and leverage findings for future grant applications.

While The Axtell Group’s proposal was not the lowest-cost option, it was rated by the committee as the best overall value. Their comprehensive approach ensures a holistic evaluation of RPD operations. Additionally, some lower-cost proposals would have incurred extra expenses for travel or community engagement, making their actual costs higher.

The proposed cost for the comprehensive staffing study by The Axtell Group is \$79,900. Due to ongoing recruitment and retention challenges, RPD has had several unfilled positions throughout 2024. After reviewing the year-to-date budget with Finance, RPD anticipates sufficient salary savings to cover the cost of the study.

RPD requests the Council’s approval to move forward with drafting a professional services agreement with The Axtell Group to conduct a comprehensive evaluation of resources and operational efficiency. This independent review will provide actionable recommendations to enhance RPD’s effectiveness, align operations with community needs and expectations, and ensure the department is well-positioned for long-term success.

Policy Objectives

Roseville’s mission is to provide ethical, efficient, and responsive local government in support of the community’s aspirations. The city is dedicated to maintaining a strong, vibrant, and sustainable

community for current and future generations. Conducting a comprehensive evaluation of the Roseville Police Department's (RPD) operations and staffing will ensure alignment with this mission, particularly the community's aspiration for safety and well-being.

This evaluation will help RPD to optimize its resources, ensuring the department is responsive to the community's evolving needs and expectations. By engaging community members throughout the process, the study will foster trust, promote transparency, and strengthen relationships between the department and the residents it serves.

Additionally, the findings from the assessment will help guide strategic decision-making, improve operational efficiency, and enhance RPD's ability to deliver high-quality, equitable, and sustainable public safety services. This initiative is a critical step in ensuring the department's long-term success and the resilience of our community.

Equity Impact Summary

The proposed staffing assessment study seeks to advance equity and inclusion by ensuring that the Roseville Police Department's (RPD) strategies and resource allocations are aligned with the diverse needs of the community. This evaluation provides a critical opportunity to assess current operations, identify service gaps, and promote the fair and equitable distribution of police resources across all areas of Roseville. By conducting a holistic review of RPD's operations, the study will help ensure that police services meet the unique needs and values of all community members, with particular attention to historically underserved or marginalized groups.

A cornerstone of the assessment is community engagement, with a focus on involving underrepresented groups. Gathering input from residents with diverse perspectives is essential to understanding how RPD can best address the safety concerns and priorities of all community members. Direct engagement with these groups will help shape the department's policies and priorities, ensuring that RPD delivers equitable and inclusive public safety services that reflect the needs and expectations of the entire Roseville community.

This initiative directly supports Roseville's mission to provide ethical, efficient, and responsive local government in pursuit of community aspirations. The city is committed to fostering a strong, vibrant, and sustainable community for current and future generations. A comprehensive evaluation of RPD's operations and staffing will strengthen alignment with this mission by promoting equity, transparency, and accountability in the delivery of public safety services.

The assessment also plays a key role in fostering trust and collaboration between RPD and the community. Engaging residents in this process will not only enhance public trust but also contribute to the department's long-term success. By undertaking this evaluation, RPD will be better equipped to adapt to the community's evolving needs and expectations, ensuring a responsive, inclusive, and effective approach to public safety.

As part of the evaluation process, the city carefully considered each firm's commitment to diversity, equity, and inclusion—both in their internal practices and their approach to public safety and community engagement. This emphasis ensures that the selected firm shares Roseville's commitment to fostering a safer and more equitable future for all residents.

Budget Implications

The proposed cost for the comprehensive staffing study by The Axtell Group is \$79,900. Due to recruitment and retention challenges, the Roseville Police Department (RPD) has experienced several unfilled officer positions throughout 2024. After a detailed review of the year-to-date budget with the Finance Department, RPD anticipates sufficient salary savings from these unfilled positions to fully cover the cost of the study.

Staff Recommendations

135 Staff recommends that the Council approve entering into a Professional Services Agreement (PSA) with
136 The Axtell Group to conduct a comprehensive evaluation of police resources and operational efficiency
137 within the Roseville Police Department (RPD), as outlined in the proposed scope of work. This study is a
138 vital step in ensuring that RPD's operations align with community needs and expectations, while also
139 improving resource allocation and operational effectiveness.

140
141 Once the Professional Services Agreement has been finalized and approved by both RPD and The
142 Axtell Group, staff will return to the Council to seek final approval of the agreement.

143
144 **Requested Council Action**

145 By motion, authorize staff to enter into a Professional Services Agreement (PSA) with The Axtell Group
146 to conduct a comprehensive evaluation of police resources and operational efficiency within the
147 Roseville Police Department (RPD), as outlined in the proposed scope of work. Staff will bring the
148 finalized agreement back to the Council for final approval once it has been reviewed and approved by
149 both RPD and The Axtell Group.

150

151

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Request for Proposals
2. The Axtell Group Proposal

152



Request for Proposals for Comprehensive Evaluation of Police Resources and Operational Efficiency

Roseville Police Department
2660 Civic Center Drive
Roseville, MN 55113



Erika Scheider
Chief of Police
Phone: (651) 792-7213
erika.scheider@cityofroseville.com

Issuance Date: October 25, 2024

Due Date: November 22, 2024 (4:00 pm)

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified individuals or organizations to conduct a comprehensive evaluation of the Roseville Police Department's resource allocation and operational efficiency. This study will evaluate the department's current staffing levels, distribution, and deployment practices to ensure personnel and practices are aligned effectively with operational demands and performance, and community needs.

ABOUT US

The Roseville Police Department provides professional, trusted services to community members, businesses, and visitors by remaining grounded in our mission, core values, and procedural justice. Information about City of Roseville and Roseville Police Department can be found at [Roseville, MN - Official Website | Official Website \(cityofroseville.com\)](https://www.cityofroseville.com)

SCOPE OF WORK

We are looking for your help to:

- Review for context and to ensure proposal aligns with:
 - Current Police Department Strategic Plan Priorities, Mission, and Core Values
 - City Council Strategic Priorities
 - Current City Organizational Values
- Analyze current and historical staffing, personnel resource allocation, and scheduling and deployment models, sworn and civilian
- Provide recommendations to help the department meet community needs, department expectations, and legal standards
- Engage internal and external stakeholders to understand the City's unique, diverse needs and expectations
- Recommend best practices that increase operational and community engagement standards, employee wellness and retention, recruitment, leadership, patrol response, criminal investigation, training, and staff professional development
- Examine the distribution of workload among officers and support staff and evaluate current staffing levels within RPD.
- Provide recommendations that will help reduce civil liability and deliver programming that prevents crime, increases community safety, and builds trust
- Evaluate specialties and programs
- Align with community expectations, best practices, and current and future needs

Your quote should list the service price for each item or submit a bulk quote for all services requested. Please provide a description of the services included in the quote.

DELIVERABLES

- **Final Report:** Provide a detailed and comprehensive report including analysis, findings, and recommendations to enhance efficiency and effectiveness.

- **Presentation:** Deliver a formal presentation of the final report to City Leadership, RPD leadership and relevant stakeholders.

RESPONDENT REQUIREMENTS AND EXPERTISE

Policing has experienced historic challenges, changes, and expectations. Proposers must understand policing in Minnesota and have experience working as a police chief or high-level police leader. In addition, experience working with diverse communities and a reputation of providing trusted services is required. Must take a collaborative approach with our team.

SUBMISSION REQUIREMENTS

Proposals should include:

- **Vendor Information:** Company profile, including contact details and primary contact person.
- **Experience and Expertise:** Description of relevant experience and qualifications.
- **Approach and Methodology:** Outline of the proposed approach and methodology for conducting the study.
- **Timeline:** Estimated timeline for completion of the study.
- **Cost:** Detailed cost proposal, including any travel and incidental expenses.

EVALUATION CRITERIA

Each proposal will be evaluated on the following general factors; clarity of the proposal, the firm's organization and structure, experience in projects similar to that described, proven customer service; past successful experience working with similar police departments; and the firm's knowledge and awareness concerning this project type. Proposals should also reflect a commitment to diversity, equity and inclusion, both in the firm's internal practices and in their approach to public safety and community engagement.

SUBMISSION

Please submit your proposals electronically. Proposals are due no later than Friday, November 22, 2024 (4:00 pm) to erika.scheider@cityofroseville.com and joe.adams@cityofroseville.com.

GENERAL DISCLAIMER

This RFP does not commit the City of Roseville to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by and Applicant to this RFP, shall become the property of the City and may be subject to public disclosure by the City. RPD reserves the right to reject any and all quotations, to waive any informality in the RFQ process, and to award the contract to the vendor that best meets the department's needs.

November 18, 2024

Proposal

Roseville Police Department



Evaluation of Police Resources and Operational Efficiency

Proposed By:

The Axtell Group

Todd Axtell, President & CEO
651-925-7169

576 Warwick St.
St. Paul, MN 55116



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theaxtellgroup.com



Todd Axtell
President and CEO
The Axtell Group
651-925-7169

November 18, 2024

Chief Scheider
Roseville Police Department
2660 Civic Center Drive
Roseville, MN 55113

Dear Chief Scheider,

Subject: Proposal Submission for Comprehensive Evaluation of Police Resources and Operational Efficiency

I am writing to submit our proposal in response to the Request for Proposal (RFP) issued by the Roseville Police Department for a comprehensive evaluation of its resource allocation and operational efficiency. The Axtell Group is excited about the possibility of partnering with the Roseville Police Department to address the critical challenges and opportunities outlined in your RFP.

With over a century of combined experience in Minnesota public safety, our team at The Axtell Group is committed to enhancing the effectiveness and efficiency of law enforcement agencies. We have a proven track record of helping agencies like yours align their operations with community needs and expectations, while fostering a culture of trust and accountability.

Our approach to this project is tailored specifically to the unique characteristics and needs of the Roseville community. We plan to conduct a thorough analysis of current and historical staffing, personnel resource allocation, and scheduling and deployment models. This will enable us to provide informed recommendations that are not only grounded in best practices but also reflective of your department's strategic priorities and the community's values.

Additionally, we understand the importance of stakeholder engagement in achieving successful outcomes. We propose to engage both internal and external stakeholders through a series of interviews and surveys to gain a comprehensive understanding of the community's diverse needs and expectations.

This will ensure that our recommendations help the Roseville Police Department meet its goals for community service, operational efficiency, and legal compliance.

We are confident that our collaborative approach, combined with our deep expertise in Minnesota policing and community engagement, will deliver impactful results for the Roseville Police Department. Our proposal includes a detailed plan for the evaluation process, along with a timeline and cost breakdown that reflects our commitment to transparency and accountability.

We look forward to the opportunity to discuss this proposal in more detail. Please feel free to contact me directly at 651-925-7169 or via email at toddaxtell@theaxtellgroup.com should you have any questions or need further information.

Thank you for considering our proposal. We are enthusiastic about the prospect of contributing to the Roseville Police Department's mission and helping to enhance the quality of life for all residents of Roseville.

Respectfully,

A handwritten signature in black ink, appearing to read 'Todd Axtell', with a stylized flourish at the end.

Todd Axtell
President and CEO
The Axtell Group
toddaxtell@theaxtellgroup.com
651-925-7169



The Axtell Group

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Executive Summary

Comprehensive Evaluation of Police Resources and Operational Capacity for the Roseville Police Department

The Axtell Group is privileged to partner with the Roseville Police Department (RPD), a distinguished and professional law enforcement agency, to undertake a comprehensive evaluation of its resource allocation and operational efficiency. Recognized for its commitment to Service, Integrity, Respect, and Innovation, the RPD has established itself as a cornerstone of trust and procedural justice within the community it serves, consistently adapting to meet the evolving standards and expectations placed on law enforcement over the past decade.

This evaluation is designed to be as dynamic and multifaceted as the community of Roseville itself, focusing not only on the department's operational demands but also on the broader impact of its services on the community and its own personnel. The assessment will integrate a rigorous analysis of departmental performance data, detailed examinations of service demands, and the lived experiences of community members and employees alike.

The project's methodology is built on a foundation of both qualitative and quantitative research approaches, ensuring a holistic view of the RPD's operations. Our approach includes:

- **In-depth Interviews and Surveys:** To capture a direct narrative from both the community and the department's employees, highlighting areas of strength and opportunities for growth.
- **Comprehensive Review:** Of the department's strategic objectives, operational structure, staffing allocation, and performance metrics to align with the city's and department's goals.
- **Data Analysis:** Utilizing sophisticated data analysis tools, The Axtell Group's seasoned data analysts will merge various data sources to create a visual representation of the department's operations, identifying key operational demands and highlighting both achievements and areas ripe for enhancement.



■ Executive Summary (cont.)

The Axtell Group is acutely aware of the values that drive the Roseville Police Department toward excellence every day. These values—service to the community through open communication and professionalism, a steadfast integrity marked by honesty and morality, respect and compassion for all individuals, and a commitment to innovation and empowerment—will be central to our evaluative processes and recommendations.

The outcome of this assessment will be a series of actionable recommendations that support the RPD’s commitment to excellence and continuous improvement. These recommendations will be crafted to respect the department's historical and cultural context, fostering innovations that are both impactful and sustainable.

The Axtell Group brings to this project a century of collective experience in policing, community engagement, and data analytics. Having worked with several other police departments in Minnesota and the Twin Cities area over the last two years, our team is uniquely equipped to provide insights that are both contextually informed and broadly relevant.

Our commitment in this endeavor is to produce outcomes that not only reflect the high standards of the Roseville Police Department but also enhance its capabilities to meet the future needs of the community it serves. The partnership between the RPD and The Axtell Group is poised to set new benchmarks for operational excellence and community engagement in law enforcement.

This executive summary, and the study it introduces, adhere closely to the specifics of the RFP and the intrinsic values and goals of the Roseville Police Department, ensuring a tailored, effective, and forward-looking approach to enhancing public safety and community trust.

“The thing I liked best about working with The Axtell Group was the way their team went beyond the usual metrics to gain a deep understanding of our culture, our community and our unique needs. It was clear they not only cared about the work they were doing, but also our police department and the people we serve.”

Police Chief Tonya
Schwartz, Burnsville Police
Department



About The Axtell Group

The Axtell Group is a public safety consulting firm specializing in helping law enforcement agencies and cities achieve excellence in policing, reduce risk and plan for the future by identifying and analyzing strengths, opportunities for growth, community expectations and current and future needs.

Founded by Todd Axtell, who retired as Chief of Police for the City of Saint Paul, Minn., after a distinguished 34-year career, the firm brings more than a 100 years worth of practical wisdom to its projects thanks to a combination of real-world experience and a deep understanding of proven theories and best practices.

For six years (2016-2022), Chief Axtell and his team successfully led Minnesota's capital city police department through budget cuts, staffing challenges, a global pandemic and a nationwide discussion about the future of policing.

During that time, Chief Axtell and Assistant Chief Robert Thomasser kept the department on course by constantly analyzing data, community needs and crime trends; engineering and re-engineering its staffing and deployment model; developing innovative programs to meet emerging needs; significantly reducing risk to the department, its officers, and the city; and energizing a workforce that stood at the center of an unprecedented storm.

With an unwavering commitment to building trust through community engagement and collaboration, historic levels of transparency, and accountability at all levels of the agency, we helped the Saint Paul Police Department not only survive — but thrive. Today, we use our community-centered approach to help other agencies do the same.

Over the last year, we've completed staffing assessments for the Burnsville, Richfield, Hopkins, Maple Grove and Oakdale police departments, provided strategic counsel for police chiefs and sheriffs across the state and country, and developed a reputation as collaborative partners who provide practical, actionable and community-centered guidance that is grounded in industry best practices.

We assist police departments to understand and adjust their operational capacity to ensure city resources are deployed efficiently and effectively. Our commitment to developing recommendations tailored specifically for your unique needs is what sets us apart.



■ Why The Axtell Group?

A Community-Centered Assessment

We are your collaborative, community-focused strategic partners.

We provide a comprehensive, quantitative and qualitative appraisal of your police department, your city's public safety needs and your community's expectations.

We prepare you for success.



Our Values

01

Cooperation and Collaboration. While independent and objective, we'll work closely with your leadership team throughout the project to ensure we're focused, within scope and delivering an assessment that is thorough, reliable and specific to Roseville.

02

Meaningful Community Engagement. We'll formally seek input from diverse community voices, including police department and City employees, civic and business leaders, elected officials, parents and students.

03

Actionable Recommendations. We'll use quantitative and qualitative data to develop smart, actionable recommendations tailored specifically to meet Roseville's unique needs and align with its community values.

References available upon request.

"We hired The Axtell Group to conduct a staffing assessment for our police department. They dove in, analyzed a large amount of data, conducted interviews with employees at all levels of the City, observed our police department operations, brought community to the table, and delivered a report that will help us take our police department to the next level while holding onto the intangible attributes that make our city and police department so unique."

-Gregg Lindberg, City Manager, Burnsville, Minn.

■ Project Personnel



Todd Axtell is the president and CEO of The Axtell Group. He has dedicated his professional life to public service, including 33 years with the Saint Paul Police Department, the last six as Chief of Police.

Throughout his career, Todd has championed trust, transparency, community engagement, diversity and the highest levels of accountability. He and his team are credited with helping make the Saint Paul Police Department a model of excellence that's emulated and admired throughout the state and country.

During his tenure at the helm of the agency, Todd assembled a diverse leadership team; instituted innovative training programs focused on ethical policing, moral courage, de-escalation and officer wellness; and led successful efforts to increase the diversity of law enforcement professionals through novel recruitment programs.

His strategic investments in investigations led to clearance rates well above the national average. He made community engagement and increasing diversity top priorities — and achieved both. Under his leadership, the department connected with its community at historic levels and saw a 41 percent increase in the number of diverse employees.

Todd and his team also conducted a top-to-bottom review of Saint Paul Police Department policies and procedures, instituted best practices that resulted in officers using lower levels of force than ever before, reduced civil payouts related to police misconduct to historic lows, and publicly shared more data about traffic stops, arrests and use of force than ever.

Todd is a lifetime member of the Police Executive Research Forum (PERF), a past board member of the International Association of Chiefs of Police (IACP) and a graduate of the FBI National Executive Institute. He earned a master's degree in Police Leadership, Administration and Education from the University of Saint Thomas.



■ Project Personnel (cont.)



Robert Thomasser, MA, is The Axtell Group's chief operating officer. He has more than 32 years of law enforcement experience, including running the day-to-day operations of the Saint Paul Police Department for six years.

Rob specializes in risk assessment and mitigation, strategic planning, change management, and the development and execution of innovative programs that build community trust, improve organizational performance and enhance public safety.

He was born and raised in St. Paul, Minn., and began his law enforcement career with the Los Angeles County Sheriff's Office. Rob joined the Saint Paul Police Department in 1991, where he worked in nearly every corner of the agency. He has a well-established tactical background as a team leader, commanding officer and division chief. He also has extensive patrol operations and investigative experience and served as the assistant chief of police for six years under two different police chiefs.

During his time managing the day-to-day operations of the Saint Paul Police Department, Rob developed staffing and deployment models that addressed both community safety and community expectations; established programs and policies that helped make the agency more transparent, responsive, and better positioned to navigate the ever-changing public safety dynamics in Minnesota's capital city; ensured the agency was meeting or exceeding 21st Century Policing principles; and secured buy-in and support from the workforce — officers and professional staff alike.

Today, Rob leverages his extensive experience and understanding of best practices to help other agencies understand and adjust their operational capacities to meet community needs.

He frequently mentors and coaches police chiefs and aspiring leaders with agencies of all sizes and is a long-time member of the Police Executive Research Forum (PERF) as well as the International Association of Chiefs of Police (IACP). Rob has earned degrees and certificates from Saint Mary's University, University of Saint Thomas, Hamline University, Harvard University and he is a graduate of the FBI National Academy's 235th Session.



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■ Project Personnel (cont.)



John Harrington, the former Commissioner for the Department of Public Safety for Minnesota, was appointed by Governor Tim Walz in January 2019 and served until January 2023.

Before becoming the Commissioner of Public Safety, John served as the Chief of the Metro Transit Police from 2012 to 2019, helping to create the Homeless Action Team and increasing the diversity of the agency's staff from 5 percent to 50 percent.

Since beginning his career in 1977, Harrington has dedicated his professional life to public service. He is a former member of the Minnesota Senate and the former chief of police for the City of St. Paul, where he served from 2004 to 2010. As the St. Paul police chief, he tackled some of the city's most challenging problems, developing programs that significantly reduced domestic violence and gang involvement.

In addition, he is a founder of Ujamaa Place, which provides holistic transformation for young African American men experiencing inequity at the intersection of race and poverty.

He is currently working on his doctorate in the Administration of Justice at Walden University and is a senior advisor with The Axtell Group.



■ Project Personnel (cont.)



Camille Hepola, MBA, MPA, is a senior advisor with The Axtell Group, where she specializes in solving complex challenges for public and private sector organizations.

She's passionate about helping communities thrive through community engagement and awareness of government services. Her purpose, and gift of communication, are frequently called upon by leaders and elected officials at the federal, state and local levels to assist with the development and refinement of various policies and legislative priorities, including public safety initiatives, economic development projects and city management initiatives.

Project Support and design:

The primary research team assigned to the comprehensive evaluation of the Roseville Police Department will be supported throughout the engagement by a cadre of public safety and research professionals, each bringing specific expertise vital to the success of this project. This collaborative approach ensures that every phase of the project—from initial data collection to final recommendations—is enriched with deep professional knowledge and tailored to meet the unique needs of the RPD and the community it serves.

Experts in data collation and analysis will play a crucial role, employing advanced statistical methods and tools to parse large datasets, ensuring that the evaluation is grounded in accurate and comprehensive empirical evidence. Their work will underpin the project, providing the necessary data-driven insights that will inform our understanding of current operations and potential areas for improvement.

Additionally, our team includes specialists in survey design who will develop questionnaires specifically crafted to address the core research questions. These instruments will be designed to elicit detailed and meaningful responses that shed light on the perspectives and experiences of both community members and police department personnel. This will enable us to capture a nuanced view of the department's impact and effectiveness from multiple angles.



■ Project Personnel (cont.)

Together, these professionals will support the primary research team by ensuring that every aspect of the study—from data gathering through analysis to the formulation of recommendations—is robust, rigorous, and directly aligned with the goals of the engagement. This integrated team approach not only enhances the quality of the research but also ensures that the findings are both comprehensive and actionable, poised to drive meaningful improvement in the Roseville Police Department’s operations and community relations.

“The Axtell Group’s approach to our staffing assessment was both thorough and insightful, providing us with a detailed analysis that has been instrumental in guiding our department’s future direction. Their dedication to engaging with our diverse community was evident throughout the process, ensuring that all voices were heard and considered. The actionable recommendations they delivered are already making a significant impact, helping us to better serve and protect our residents. The Axtell Group’s expertise and commitment to excellence are unmatched.”

Chief Jay Henthorne
Richfield Police Department (MN)
2024



“The Axtell Group completed a comprehensive assessments of our senior leadership team. From our initial meeting to the delivery of a highly actionable report, their professionalism and dedication were exceptional. The insights and recommendations provided have been invaluable, and their engagement with both our department and the broader community has significantly contributed to our ongoing efforts to enhance public safety.”

Chief Eric Werner
Maple Grove Police Department
(MN)



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Project Approach

Our work is distinctively collaborative and iterative driven. This project will be broken down into five distinct stages — project conceptualization, design and planning, data collection, data analysis, and dissemination of findings and recommendations.

Phases One & Two

Conceptualization + Design and Planning

Preliminary Planning Meeting— The Axtell Group’s team will conduct an in-person initial project planning meeting with the chief of police and other members of her leadership team to review the concept presented in this proposal.

This important meeting provides an opportunity to clarify the scope of the project, its goals and timeline as well as identify members of the city and police department’s project team who will play important roles in gathering and disseminating data, assisting with interviews, facilitating an employee survey, and managing the project.

Work Plan and Schedule Development — Information gathered at the preliminary planning meeting will be used to develop a detailed work plan, schedule and process for ongoing information sharing and regular status updates with city and police department leaders.

The workplan and detailed schedule will be shared with the department leaders for their input and feedback, which will be incorporated into the plan before it is finalized and implemented.

Kickoff Meeting — Once the work plan and schedule have been approved, we’ll hold a kickoff meeting with the city’s project team to ensure there is universal understanding of the goals, scope and timing of the project.

We’ll also provide a detailed list of existing agency data needed for the project as well as additional information about our process, team and the role each will play throughout the course of the project.

Phase Three

Data Collection & Empirical Observation

Data Collection — The Axtell Group’s team will work with members of the City and police department’s project team to collect existing and relevant community, law enforcement and city data, including but not limited to:

- Current and historic crime data
- Current and historic staffing data
- Current and historic scheduling data
- Recruitment, retention and training data
- CAD/RMS data
- Department policies and procedures
- Budget data
- Community feedback data.

Empirical Observation — The Axtell Group’s team will add context to the collected data by engaging in empirical observation:

- Ride-along(s) with a Roseville Police Officer
- Testing of department technology
- Engagement with department supervisors
- Observation of daily policing activities
- In-person visits to various units
- Observation of department scheduling and training if applicable

Community Engagement — The Axtell Group’s team will work to include a diverse group of community members and stakeholders, including city and police department employees, to have opportunities to share their experiences, ideas and concerns:

- Community meeting(s) with diverse community leaders, including representatives from advocacy groups, business, faith and education
- Police department employee survey
- One-on-one interviews with key sworn and non-sworn police department employees, city employees, and community leaders
- One-on-one discussions with elected officials if requested by the project team



Phase Four

Data Analysis

The data analysis for the Roseville Police Department will be conducted through a robust and systematic approach, utilizing a blend of quantitative and qualitative research methodologies to provide a comprehensive understanding of the department's operational efficiency and alignment with community and organizational expectations.

Best Practices Comparison:

- **Comparative Analysis:** The Axtell Group will employ a comparative analysis framework using the principles of 21st Century Policing as benchmarks. By juxtaposing Roseville Police Department data against these industry best practices, we will quantitatively and qualitatively evaluate the department's capacity to meet or surpass these standards. This analysis will involve a detailed examination of key performance indicators within the department and how these align with progressive policing strategies nationally recognized for effectiveness and community engagement.

Benchmarking against Peer and Similar-Sized Departments:

- **Benchmark Analysis:** To further contextualize our findings, the Roseville Police Department's operational metrics and practices will be benchmarked against peer and similarly sized law enforcement agencies. This will allow us to identify performance gaps, highlight areas of excellence, and suggest targeted improvements based on comparable models. This benchmarking process will incorporate data on organizational structure, staffing ratios, service delivery models, and technological adoption to provide a well-rounded view of where the department stands relative to its peers.

City Needs and Expectations:

- **Stakeholder Analysis:** Data will be meticulously gathered through structured interviews and discussions with city employees and elected officials. This stakeholder analysis will aid in assessing the department's current and projected ability to fulfill the municipal needs and expectations. The analysis will focus on synthesizing information from diverse city departments to gauge the alignment of the police department's functions with the broader objectives of municipal governance and public service.

Phase Four (cont.)

Data Analysis

Community Needs and Expectations:

- **Community Engagement Assessment:** Utilizing data from interviews with community leaders and various stakeholder interactions, this segment of the analysis will delve into the police department's responsiveness to the dynamic needs of Roseville's community. This includes residents, advocacy groups, neighborhood associations, business entities, educational institutions, and religious organizations. The methodology here will blend qualitative data from direct community feedback with quantitative data on community interactions and incidents to construct a detailed profile of community relations and satisfaction.

Police Department Employee Needs and Expectations:

- **Organizational Analysis:** Comprehensive data collection will be conducted through employee interviews, direct observations, and targeted surveys, both quantitative and qualitative, to understand the internal operational climate of the department. This organizational analysis will evaluate how well the department supports its sworn and non-sworn personnel, considering factors such as job satisfaction, organizational support, resource availability, and professional development opportunities. The aim is to identify areas where the department excels in employee relations and areas where there is room for improvement to enhance overall workplace efficacy and morale.

Together, these components will form a multidimensional analysis, providing actionable insights that reflect the intricate tapestry of needs and expectations within the Roseville Police Department and the community it serves. The Axtell Group will ensure that each phase of data collection and analysis is performed with the highest standards of research integrity and analytical rigor, aimed at fostering an environment of transparency, efficiency, and continuous improvement within the Roseville Police Department.

Phase Five

Report Dissemination

Findings and Recommendations — The Axtell Group will deliver a detailed report highlighting the police department's strengths as well as areas that could be enhanced to strengthen the organizational, structural, programmatic, staffing and policy capacity to efficiently meet the future needs of its community and achieve its goals.

The report will be based on data, empirical observation and, perhaps most importantly, feedback from the community itself.

Our recommendations will be grounded in current best practices, supported by data, realistic, actionable and developed specifically for the City of Roseville, its police department and the people they serve.

Recommendations will focus on several critically important focus areas, including:

- Operational efficiency and effectiveness
- Community engagement
- Recruitment, retention and wellness
- Leadership capacity
- Patrol response
- Criminal investigations
- Training and staff development
- Risk reduction, crime prevention and building trust

Presentation of Findings and Recommendations — Upon publication of the final report, The Axtell Group will present its findings, in-person, to city and police department leaders.

We'll work with city and department leaders to determine the time and location of the presentation.

Ongoing Consultation and Support — If requested, members of The Axtell Group's assessment team will make themselves available to answer questions and provide ongoing consultation and support as the police department considers the recommendations.

Our goal is to serve as your strategic partner as you strive to reach your policing and public safety goals.

Timeline

The Axtell Group understands the importance and urgency of this project.

In our experience, projects of this size and scope require four months to complete — from the initial planning meeting to the presentation of the final report:

- **Conceptualization** — Will be completed through final negotiations at the time a contract is signed.
- **Design and Planning** — We anticipate this taking five days to complete.
- **Data Collection** — We anticipate this taking 60 days to complete.
- **Data Analysis** — We anticipate this taking 60 days to complete.
- **Report Production & Dissemination** — Immediately upon completion of assessment.



Project Cost

The Axtell Group anticipates to allocate between 400 and 550 hours to complete this project. This includes several on-site visits, ride-alongs, community meeting(s) and interviews with dozens of stakeholders.

The total proposed cost for this project is \$79,900.

As you consider our proposal, please know that we are happy to discuss the addition or elimination of certain elements or areas of focus.



Thank You!

We appreciate the
opportunity to submit our
proposal and look forward to
working with your team!

Project

Contact: **Todd Axtell, President and CEO**
651-925-7169 | ToddAxtell@theaxtellgroup.com

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.f.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Chu Chao Liquor)

Background

In 2024, all businesses with a city liquor license were provided a letter in the spring and fall announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letters included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the second round of alcohol compliance checks, which occurred in October 2024.

On October 12, 2024, an underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

Chu Chao Liquor (24035667) - The underage checker selected alcohol and proceeded to the cash register. The employee did not check for ID and provided alcohol to the underage checker. The employee was issued an administrative citation, which has been paid.

This is Chu Chao's first off-sale violation within 36 months.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Chu Chao later provided the required training documentation for their staff.

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and no license suspension.

Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a no license suspension issued to the off-sale license holder for the first violation within thirty-six (36) months.

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Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and no license suspension.

Prepared by: Joe Adams, Deputy Chief of Police

- Attachments:**
- 1. 2024 Alcohol Compliance Checks Letter
 - 2. ChuChao Report
 - 3. ChuChao Liqour Hearing 2024

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ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

September 26, 2024



2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV24035667

Printed on November 22, 2024

Status	Approved
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Philip Tanis
Investigator	None
Records Technician	Katy von Fange
Reported At	10/12/24 10:36
Incident Date	10/12/24 10:36 - 10/12/24 10:42
Incident Code	COD : COD - Code Enforcement
Location	700 COUNTY ROAD B W, ROSEVILLE, MN 55113
Zone	

Disposition	Noted
Disposition Date/Time	10/24/24 14:24
Review for Gang Activity	None

Asst Officers

RV26785 - Cundiff, Leah

Bias Based On
Bias Targets
Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Specialty Store
Entry Forced	No
Criminal Activities	Distributing/Selling

Offender

Chuchao Liquor

700 CO RD B
 ROSEVILLE, MN 55113

5005 - 5005 - Compliance Check - RPD

XIONG, PANG MEE

Female,

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5005 - 5005 - Compliance Check - RPD

Primary Narrative By Philip Tanis, 10/12/24 11:03

Compliance Check

On 10/12/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the card-holder is a minor.

At 1036 hours, the checker was sent into Chuchao Liquor and they selected a 12 pack of Busch Light. The checker brought the case of beer to the counter. The checker stated the employee, Pang Xiong, did not request to see or confirm the checker's age via ID. The checker paid for the alcohol via a \$20 and exited the store with the alcohol. Ofc. Cundiff returned the alcohol and \$20 bill. She also obtained the employee and manager's (Kong Xiong 612-532-3514) information.

Photos of the purchase receipt and product have been uploaded to evidence.com

Ofc Cundiff advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2024 Alcohol Compliance Check



November 12, 2024

ChuChao Liquor
700 County Road B
Roseville, MN 55113

Dear ChuChao,

On Monday, December 2nd, 2024, the Roseville City Council will discuss your October 12th, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and no liquor license suspension for the first off-sale violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

October 12, 2024: An employee sold an underage compliance buyer alcohol without checking for ID. This violation was confirmed by a plain clothing police officer (ref Police Incident 24035667).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.g.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (MGM Liquor)

1
2 **Background**

3 In 2024, all businesses with a city liquor license were provided a letter in the spring and fall announcing
4 two citywide alcohol compliance checks to be conducted before the end of the calendar year
5 (Attachment 1). The letters included information on the Roseville City Ordinance regarding the
6 mandatory liquor licensee training program and penalties for noncompliance. The following is related to
7 the second round of alcohol compliance checks, which occurred in October of 2024.

8
9 On October 12, 2024, an underage compliance checker entered establishments holding a liquor license
10 in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks,
11 multiple businesses failed (Attachment 2).

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13 **MGM Liquor (24035657)** - The underage checker selected alcohol and proceeded to the cash
14 register. The employee did not check for ID and provided alcohol to the underage checker. The
15 employee was issued an administrative citation, which has been paid.

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17 This is MGM's first off-sale violation within 36 months.

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19 Officers met with each business in-person and advised them of the Roseville City Council hearing
20 date. This notification was also provided in writing (Attachment 3). MGM later provided the required
21 training documentation for their staff.

22
23 **Policy Objectives**

24 The Roseville Police Department seeks Council approval to issue and administer the presumptive
25 penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within
26 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
27 and no license suspension.

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29 **Equity Impact Summary**

30 Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks,
31 subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not
32 identify a disproportionate racial equity impact.

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34 **Budget Implications**

35 Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two
36 thousand dollar (\$2,000.00) fine and a no license suspension issued to the off-sale license holder for the
37 first violation within thirty-six (36) months.

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39 **Staff Recommendations**

40 Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City
41 Code Section 302.15, for off-sale license holders.

42
43 **Requested Council Action**

44 The Roseville Police Department seeks Council approval to issue and administer the presumptive
45 penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within
46 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
47 and no license suspension.

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49 **Prepared by:** Joe Adams, Deputy Chief of Police

- 50 **Attachments:**
- 1. 2024 Alcohol Compliance Checks Letter
 - 2. MGM Report
 - 3. MGM Liquor Hearing 2024

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

September 26, 2024



2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV24035657

Printed on November 22, 2024

Status	Approved
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Philip Tanis
Investigator	None
Records Technician	Katy von Fange
Reported At	10/12/24 10:07
Incident Date	10/12/24 10:07
Incident Code	COD : COD - Code Enforcement
Location	1149 LARPEN TEUR AVE W, ROSEVILLE, MN 55113
Zone	
Location Name	MGM Liquor [RVL932]
Disposition	Noted
Disposition Date/Time	10/24/24 15:00
Review for Gang Activity	None

Asst Officers

RV26785 - Cundiff, Leah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Specialty Store
Entry Forced	No
Criminal Activities	Distributing/Selling

Offender

MGM Liquor - Roseville

1149 LARPEN TEUR AVENUE WEST
ROSEVILLE, MN 55113

5005 - 5005 - Compliance Check - RPD

VONDRASEK, JOSEPH CARROLL

Male,

5005 - 5005 - Compliance Check - RPD

Primary Narrative By Philip Tanis, 10/12/24 11:04

Compliance Check

On 10/12/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the card holder is a minor.

At approximately 1104, the checker entered MGM Liquor and selected a 12 pack of Miller Lite and brought it to the cash register. The cashier, later identified via his MNDL Joseph Vondrasek, did not check the checker's ID and proceeded with selling him the case of beer. The checker paid with a \$20 bill. Once the sale was complete, the checker returned to my squad car and provided the receipt of the sale, change and the alcohol purchased. I then entered the store and identified myself as a police officer. I informed both employees that a minor was just sold alcohol. Vondrasek, stated he had sold it to him and said thought he had sold to checker before, so he did not ID him. I obtained Vondrasek's information as well as contact for the manager, who i was informed was the new owner. Only contact information provided was the name, "Myna" and the phone number of 612-978-9977.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised Vondrasek that there will be information sent to them in a few weeks and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2024 Alcohol Compliance Check



November 12, 2024

MGM Liquor
1149 Larpenteur Avenue
Roseville, MN 55113

Dear MGM,

On Monday, December 2nd, 2024, the Roseville City Council will discuss your October 12th, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and no liquor license suspension for the first off-sale violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

October 12, 2024: An employee sold an underage compliance buyer alcohol without checking for ID. This violation was confirmed by a plain clothing police officer (ref Police Incident 24035657).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.h.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Kyoto)

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2 **Background**

3 In 2024, all businesses with a city liquor license were provided a letter in the spring and fall announcing
4 two citywide alcohol compliance checks to be conducted before the end of the calendar year
5 (Attachment 1). The letters included information on the Roseville City Ordinance regarding the
6 mandatory liquor licensee training program and penalties for noncompliance. The following is related to
7 the second round of alcohol compliance checks, which occurred in October of 2024.

8
9 On October 12, 2024, an underage compliance checker entered establishments holding a liquor license
10 in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks,
11 multiple businesses failed (Attachment 2).

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13 **Kyoto (24035761)** - The underage checker ordered alcohol and was served without being asked for ID.
14 The employee was issued an administrative citation, which has been paid.

15
16 This is Kyoto's second on-sale violation within 36 months. The previous violation was on December 28,
17 2021.

18
19 Officers met with each business in-person and advised them of the Roseville City Council hearing
20 date. This notification was also provided in writing (Attachment 3). Kyoto later provided the required
21 training documentation for their staff.

22
23 **Policy Objectives**

24 The Roseville Police Department seeks Council approval to issue and administer the presumptive
25 penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within
26 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
27 and a five day (5) liquor license suspension.

28
29 **Equity Impact Summary**

30 Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks,
31 subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not
32 identify a disproportionate racial equity impact.

33
34 **Budget Implications**

35 Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two
36 thousand dollar (\$2,000.00) fine and a five day (5) license suspension issued to the on-sale license
37 holder for the second violation within thirty-six (36) months.

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Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five day (5) license suspension.

Prepared by: Joe Adams, Deputy Chief of Police

- Attachments:**
- 1. 2024 Alcohol Compliance Checks Letter
 - 2. Kyoto Report
 - 3. Kyoto Hearing 2024

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ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

September 26, 2024



2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV24035761

Printed on November 22, 2024

Status	Approved
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Philip Tanis
Investigator	None
Records Technician	Katy von Fange
Reported At	10/12/24 15:42
Incident Date	10/12/24 15:42 - 10/12/24 15:53
Incident Code	COD : COD - Code Enforcement
Location	2100 SNELLING AVE N, ROSEVILLE, MN 55113 (KYOTO SUSHI)
Zone	
Location Name	Kyoto Sushi
 Disposition	 Noted
Disposition Date/Time	10/24/24 14:59
Review for Gang Activity	None

Asst Officers

RV26785 - Cundiff, Leah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No
Criminal Activities	Distributing/Selling

Offender

Kyoto Sushi

2100 SNELLING AVE N
ROSEVILLE, MN 55113
(651) 636-5888 Business

5005 - 5005 - Compliance Check - RPD

PHANG, CHRISTINE

Female,

5005 - 5005 - Compliance Check - RPD

Primary Narrative By Philip Tanis, 10/12/24 15:52

Compliance check violation

On 10/12/24 at approximately 1542 hours,

On 10/12/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically as well as a paper copy as their license had recently been replaced.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the card holder is a minor.

The checker went into Kyoto Sushi located at 2100 Snelling #80. The checker entered and sat a booth, and ordered a Miller Lite, and was not asked to show ID. The employee that served the underage checker was identified by MN DL as Christine Phang. Once the checker was given the alcohol, they advised me of the sale. Ofc Cundiff then entered Kyoto and asked for the manager who was identified as Ivy Song. Ofc Cundiff advised Song that Phang had just served a person under 21. Ofc. Cundiff stated that it appeared that Phang spoke very little English.

Photos of the purchase have been uploaded to evidence.com

Management was advised that there will be information sent to them in a few weeks time that will included information on the fine that will need to be paid. Nothing further.

ROSEVILLE POLICE DEPARTMENT

2024 Alcohol Compliance Check



October 24, 2024

Kyoto
2100 Snelling Avenue
Roseville, MN 55113

Dear Kyoto,

On Monday, December 2nd, 2024, the Roseville City Council will discuss your October 12th, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and five (5) day liquor license suspension for the second violation in 36 months (previous violation on December 28, 2021).

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

- October 12, 2024: An employee sold an underage compliance checker alcohol without requesting identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 24035761).
- December 28, 2021: An employee sold an 18-year old underage compliance buyer a beer without asking for identification. This violation was witnessed by a plain clothing police officer (ref Police Incident 21034693).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.i.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Parkway Pizza)

Background

In 2024, all businesses with a city liquor license were provided a letter in the spring and fall announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letters included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the second round of alcohol compliance checks, which occurred in October of 2024.

On October 12, 2024, an underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

Parkway Pizza (24035671) - The underage checker ordered alcohol. Their identification was checked by an employee however, the employee proceeded to serve alcohol to the underage checker later stating they did not look at the ID close enough. The employee was issued an administrative citation, which has been paid.

This is Parkway Pizza's first on-sale violation within 36 months.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Parkway later provided the required training documentation for their staff.

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one day (1) liquor license suspension.

Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one day (1) license suspension issued to the on-sale license

38 holder for the first violation within thirty-six (36) months.

39

40 **Staff Recommendations**

41 Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City
42 Code Section 302.15, for on-sale license holders.

43

44 **Requested Council Action**

45 The Roseville Police Department seeks Council approval to issue and administer the presumptive
46 penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within
47 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
48 and a one day (1) license suspension.

49

50 **Prepared by:** Joe Adams, Deputy Chief of Police

Attachments:

1. 2024 Alcohol Compliance Checks Letter
2. Parkway Pizza Report
3. Parkway Pizza Hearing 2024

51

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

September 26, 2024



2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV24035671

Printed on November 22, 2024

Status	Approved
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Philip Tanis
Investigator	None
Records Technician	Katy von Fange
Reported At	10/12/24 10:56
Incident Date	10/12/24 10:56 - 10/12/24 11:16
Incident Code	COD : COD - Code Enforcement
Location	1909 LEXINGTON AVE N, ROSEVILLE, MN 55113
Zone	
Location Name	PARKWAY PIZZA
Disposition	Noted
Disposition Date/Time	10/24/24 14:59
Review for Gang Activity	None

Asst Officers

RV26785 - Cundiff, Leah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No
Criminal Activities	Distributing/Selling

Offender

LOCH, JUSTIN JOSEPH

Male,

5005 - 5005 - Compliance Check - RPD

PARKWAY PIZZA

1909 LEXINGTON AVE N
ROSEVILLE, MN 55112

5005 - 5005 - Compliance Check - RPD

Primary Narrative By Philip Tanis, 10/12/24 11:09

On 10/12/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL, which was at the time of the compliance checks, a paper copy as they had recently obtained a new driver's license.

A checker was sent into Parkway Pizza at 1100 hours. The checker ordered a Hamm's beer. The server, Justin Loch, requested the checker's ID, however, despite it showing him being born in 2005, and not being 21 years old, Loch served the checker. The checker informed me that he was served alcohol via text message, to which I responded and spoke with Loch. I informed him that he had just served an underage person. Loch was upset, and apologized profusely. He stated that he checked the ID, but stated that he didn't look at it long enough and stated that it was, "completely my fault". I obtained Loch and his manager's (Lee Moua 612-229-9081) contact information. BWC was active. No further action taken.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2024 Alcohol Compliance Check



October 24, 2024

Parkway Pizza
 1909 Lexington Avenue
 Roseville, MN 55113

Dear Parkway Pizza,

On Monday, December 2nd, 2024, the Roseville City Council will discuss your October 12th, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and one (1) day liquor license suspension for the first violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

October 12, 2024: An employee sold and served an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24035671).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.j.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Osaka)

1
2 **Background**

3 In 2024, all businesses with a city liquor license were provided a letter in the spring and fall announcing
4 two citywide alcohol compliance checks to be conducted before the end of the calendar year
5 (Attachment 1). The letters included information on the Roseville City Ordinance regarding the
6 mandatory liquor licensee training program and penalties for noncompliance. The following is related to
7 the second round of alcohol compliance checks, which occurred in October of 2024.

8
9 On October 12, 2024, an underage compliance checker entered establishments holding a liquor license
10 in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks,
11 multiple businesses failed (Attachment 2).

12
13 **Osaka (24035751)** - The underage checker ordered alcohol and was served without being asked for
14 ID. The server later asked for identification while the alcohol had already been served. Never taking the
15 alcohol away from the minor, the server made mention that they had not actually violated law/city code
16 (see report for further). The employee was issued an administrative citation, which has been paid.

17
18 This is Osaka's first on-sale violation within 36 months.

19
20 Officers met with each business in-person and advised them of the Roseville City Council hearing
21 date. This notification was also provided in writing (Attachment 3). Osaka later provided the required
22 training documentation for their staff.

23
24 **Policy Objectives**

25 The Roseville Police Department seeks Council approval to issue and administer the presumptive
26 penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within
27 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
28 and a one day (1) liquor license suspension.

29
30 **Equity Impact Summary**

31 Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks,
32 subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not
33 identify a disproportionate racial equity impact.

34
35 **Budget Implications**

36 Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two
37 thousand dollar (\$2,000.00) fine and a one day (1) license suspension issued to the on-sale license

38 holder for the first violation within thirty-six (36) months.

39

40 **Staff Recommendations**

41 Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City

42 Code Section 302.15, for on-sale license holders.

43

44 **Requested Council Action**

45 The Roseville Police Department seeks Council approval to issue and administer the presumptive

46 penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within

47 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine

48 and a one day (1) license suspension.

49

50 **Prepared by:** Joe Adams, Deputy Chief of Police

- Attachments:**
- 1. 2024 Alcohol Compliance Checks Letter
 - 2. Osaka Report
 - 3. Osaka Hearing 2024

51

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

September 26, 2024



2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV24035751

Printed on November 22, 2024

Status	Approved
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Bryan Anderson
Investigator	None
Records Technician	Katy von Fange
Reported At	10/12/24 15:19
Incident Date	10/12/24 15:19 - 10/12/24 15:34
Incident Code	COD : COD - Code Enforcement
Location	1675 COUNTY ROAD C W, ROSEVILLE, MN 55113 (OSAKA)
Zone	
Location Name	OSAKA SUSHI [RVL901]
Disposition	Noted
Disposition Date/Time	10/21/24 12:20
Review for Gang Activity	None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Offender

MENG, XIAOPING

Female, DOB

5005 - 5005 - Compliance Check - RPD

Primary Narrative By Bryan Anderson, 10/16/24 11:32

Alcohol Compliance Check - Fail

On 10/12/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our

underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Osaka Sushi, 1675 County Road C. The checker was recognized by the owner, DAOLIANG GENG, and told the checker they were not allowed to sit at the bar because he knew she was not old enough. The checker was then seated at a booth on the other side of the restaurant. A different employee then served the checker. Once at the booth the checker ordered a PINOT NOIR (red wine) and was served the wine. The employee then requested to check the ID. After looking over the ID the employee gave it back to the checker. The employee that served the underage checker was identified by MN DL as XIAOPING MENG. Once the checker was given the alcohol, they advised me of the sale. I then entered Osaka Sushi and asked for the manager/owner who was identified as GENG. I then identified myself as a police officer and showed him my Police ID and advised GENG that MENG had just served a person under 21. I also spoke with MENG who was still holding the checkers ID. She had came back to the table to check the ID when we entered the restaurant. MENG began to argue with me that she didn't serve the drink even though the alcoholic drink was clearly sitting in front of the checker.

When speaking with the owner, GENG, he was very short with his responses to me and appeared to be upset with officers.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2024 Alcohol Compliance Check



October 24, 2024

Osaka Sushi and Hibachi
1675 County C West
Roseville, MN 55113

Dear Osaka,

On Monday, December 2nd, 2024, the Roseville City Council will discuss your October 12th, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and one (1) day liquor license suspension for the first violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

October 12, 2024: An employee sold and served an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24035751).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.k.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Par 365)

1
2 **Background**

3 In 2024, all businesses with a city liquor license were provided a letter in the spring and fall announcing
4 two citywide alcohol compliance checks to be conducted before the end of the calendar year
5 (Attachment 1). The letters included information on the Roseville City Ordinance regarding the
6 mandatory liquor licensee training program and penalties for noncompliance. The following is related to
7 the second round of alcohol compliance checks, which occurred in October of 2024.

8
9 On October 12, 2024, an underage compliance checker entered establishments holding a liquor license
10 in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks,
11 multiple businesses failed (Attachment 2).

12
13 **Par 365 (24035749)** - The underage checker ordered alcohol the owner then verbally told his employee
14 to check the checkers ID. The employee then checked ID and proceeded to serve the alcohol. The
15 employee was issued an administrative citation, which has been paid.

16
17 This is Par 365s first on-sale violation within 36 months.

18
19 Officers met with each business in-person and advised them of the Roseville City Council hearing
20 date. This notification was also provided in writing (Attachment 3). As of 11-25, Par 365 has not
21 provided the required training documentation for their staff.

22
23 **Policy Objectives**

24 The Roseville Police Department seeks Council approval to issue and administer the presumptive
25 penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within
26 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
27 and a one day (1) liquor license suspension.

28
29 **Equity Impact Summary**

30 Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks,
31 subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not
32 identify a disproportionate racial equity impact.

33
34 **Budget Implications**

35 Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two
36 thousand dollar (\$2,000.00) fine and a one day (1) license suspension issued to the on-sale license
37 holder for the first violation within thirty-six (36) months.

38
39 **Staff Recommendations**

40 Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City
41 Code Section 302.15, for on-sale license holders.

42
43 **Requested Council Action**

44 The Roseville Police Department seeks Council approval to issue and administer the presumptive
45 penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within
46 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
47 and a one day (1) license suspension.

48
49 **Prepared by:** Joe Adams, Deputy Chief of Police

- 50 **Attachments:**
- 1. 2024 Alcohol Compliance Checks Letter
 - 2. Par 365 Report
 - 3. Par 365 Hearing 2024

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

September 26, 2024



2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV24035749

Printed on November 22, 2024

Status Approved
Report Type Incident
CIBRS Classification Private
Primary Officer Bryan Anderson
Investigator None
Records Technician Katy von Fange
Reported At 10/12/24 15:00
Incident Date 10/12/24 15:00 - 10/12/24 15:14
Incident Code COD : COD - Code Enforcement
Location 2655 PATTON RD N, ROSEVILLE, MN 55113
Zone

Disposition Noted
Disposition Date/Time 10/21/24 12:22
Review for Gang Activity None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On
Bias Targets
Bias Circumstances

Offense Information

Offense Compliance Check - RPD
Statute 5005
NIBRS Code
Counts 1
Include In NIBRS Yes
Completed Yes
Bias Motivation None (no bias)
Location Bar/Nightclub
Entry Forced No

Offender

YOUNG, CONSTANCE PESCHE
 Female, DOB

5005 - 5005 - Compliance Check - RPD

Primary Narrative By Bryan Anderson, 10/16/24 11:09

Alcohol Compliance Check - Fail

On 10/12/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered PAR365, 2655 Patton Rd. The checker went to the bar located in the business. When she sat down at the bar she asked for a High Noon. A male, later identified as THOMAS JACKSON JR. (owner), had informed the server to check the ID. The employee looked over the ID and then handed it back to the checker. The employee then gave the checker a can of High Noon. The employee that sold the underage checker was identified by via MyBCA website as CONSTANCE YOUNG. Once the checker was given the alcohol, they advised me of the sale. I then entered PAR365 and asked for the manager/owner who was identified as JACKSON JR. I then identified myself as a police officer and showed her my Police ID and advised JACKSON JR. that YOUNG had just served a person under 21. I also spoke with YOUNG who admitted that she looked at the ID but did not look at it close enough to verify the date of birth. JACKSON JR. also advised me that they did received the noticed about the alcohol compliance checks taking placed and had the letter next to the register at the bar.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT

2024 Alcohol Compliance Check



October 24, 2024

Par 365
2655 Patton Road
Roseville, MN 55113

Dear Par 365,

On Monday, December 2nd, 2024, the Roseville City Council will discuss your October 12th, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and one (1) day liquor license suspension for the first violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

October 12, 2024: An employee sold and served an underage compliance buyer alcohol. This violation was confirmed by a plain clothing police officer (ref Police Incident 24035749).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.I.

Department Approval



City Manager Approval



Item Description: Consider Presumptive Penalty Approval - 2024 Alcohol Compliance Check (Cub Foods/Larpenteur)

1
2 **Background**

3 In 2024, all businesses with a city liquor license were provided a letter in the spring and fall announcing
4 two citywide alcohol compliance checks to be conducted before the end of the calendar year
5 (Attachment 1). The letters included information on the Roseville City Ordinance regarding the
6 mandatory liquor licensee training program and penalties for noncompliance. The following is related to
7 the second round of alcohol compliance checks, which occurred in October of 2024.

8
9 On October 12, 2024, an underage compliance checker entered establishments holding a liquor license
10 in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks,
11 multiple businesses failed (Attachment 2).

12
13 **Cub Foods - Larpenteur (24035656)** - The underage checker selected alcohol and proceeded to the
14 cash register. The employee did not check for ID and provided alcohol to the underage checker. The
15 employee was issued an administrative citation, which has been paid.

16
17 This is Cub Foods first off-sale violation within 36 months.

18
19 Officers met with each business in-person and advised them of the Roseville City Council hearing
20 date. This notification was also provided in writing (Attachment 3). As of 11-25, Cub Foods has not
21 provided the required training documentation for their staff.

22
23 **Policy Objectives**

24 The Roseville Police Department seeks Council approval to issue and administer the presumptive
25 penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within
26 thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine
27 and no license suspension.

28
29 **Equity Impact Summary**

30 Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks,
31 subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not
32 identify a disproportionate racial equity impact.

33
34 **Budget Implications**

35 Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two
36 thousand dollar (\$2,000.00) fine and a no license suspension issued to the off-sale license holder for the
37 first violation within thirty-six (36) months.

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Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and no license suspension.

Prepared by: Joe Adams, Deputy Chief of Police

- Attachments:**
- 1. 2024 Alcohol Compliance Checks Letter
 - 2. Cub Foods Report
 - 3. Cub Foods Hearing 2024

50

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

September 26, 2024



2024 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$2,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlb.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV24035656

Printed on November 22, 2024

Status	Approved
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Bryan Anderson
Investigator	None
Records Technician	Katy von Fange
Reported At	10/12/24 10:06
Incident Date	10/12/24 10:06
Incident Code	COD : COD - Code Enforcement
Location	1201 LARPENTEUR AVE W, ROSEVILLE, MN 55113 (CUB FOODS LARPENTEUR)
Zone	
Location Name	CUB FOODS [1201]
Disposition	Noted
Disposition Date/Time	10/21/24 12:24
Review for Gang Activity	None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Grocery/Supermarket
Entry Forced	No

Offender

HALEY, SOPHIA DOYLE
Female,

5005 - 5005 - Compliance Check - RPD

Primary Narrative By Bryan Anderson, 10/16/24 10:33

Alcohol Compliance Check - Failed

On 10/12/2024 myself along with other members of the of the Community Action Team were conducting alcohol compliance checks throughout the city of Roseville. Also, with us was our

underage compliance checkers. The checker was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Cub Foods, 1201 Larpenleur Ave. The checker went to the check out lane with a case of Athletic Brewing Company Free Wave IPA, and was not asked to show ID. The employee that sold the underage checker was identified by MN DL as SOPHIA HALEY. Once the checker was given the alcohol, they advised me of the sale. I then entered Cub Foods and asked for the manager who was identified as JENNIFER GORDNER. I then identified myself as a police officer and showed her my Police ID and advised GORDNER that HALEY had just served a person under 21. I also spoke with HALEY who admitted that she didn't think to look at the ID.

Photos of the purchase receipt and product have been uploaded to evidence.com

I advised both that there will be information sent to them in a few week and that will include information on the fine that will need to be paid.

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2024 Alcohol Compliance Check



November 12, 2024

Cub Foods
1201 Larpenteur Avenue
Roseville, MN 55113

Dear Cub Foods,

On Monday, December 2nd, 2024, the Roseville City Council will discuss your October 12th, 2024 alcohol compliance failure. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and no liquor license suspension for the first off-sale violation in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business.

Summary of Violation:

October 12, 2024: An employee sold an underage compliance buyer alcohol without checking for ID. This violation was confirmed by a plain clothing police officer (ref Police Incident 24035656).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.m.

Department Approval



City Manager Approval



Item Description: Hold a Public Hearing to Consider Approving Liquor License Renewals for 2025 for Businesses with Recent Compliance Failures

Background

Under City Code, a public hearing is required to consider approving liquor license renewals for the following calendar year. The City has received the following completed renewal applications for 2025:

- 1 Off Sale Intoxicating Liquor Licenses
- 1 Off Sale 3.2 Non-intoxicating Malt Liquor Licenses
- 2 On Sale Intoxicating Liquor Licenses
- 2 On Sale 3.2 Non-intoxicating Malt Liquor Licenses
- 2 On Sale Wine Licenses

The following establishments have had liquor compliance failures during the previous 5 years.

* Indicates 2nd failure.

Establishment	Date
*Kyoto Sushi	10/12/2024
MGM Wine & Spirits	10/12/2024
Chuchao Liquor	10/12/2024
Parkway Pizza	10/12/2024
Osaka Roseville	10/12/2024
Par365	10/12/2024
Cub Foods Larpenteur	10/12/2024
Kyoto Sushi	12/28/2021

The Council has discretion to factor in these compliance failures when considering whether to renew a liquor license.

Policy Objectives

The regulation of establishments that sell alcoholic beverages has been a long-standing practice by the State and the City.

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The revenue that is generated from the license fees is used to offset the cost of police compliance checks, background investigations, enforcement of liquor laws, and license administration.

30
31 **Staff Recommendations**

32 All liquor license renewal applications have met Statutory and City Code requirements. Staff
33 recommends approval of the liquor license renewals upon receipt of all outstanding application materials
34 and payments.

35
36 **Requested Council Action**

37 Motion to approve/deny the renewal of the requested liquor licenses for 2025, upon receipt of all
38 outstanding application materials and payments.

39
40 **Prepared by:** Allie Sertich, Deputy City Clerk

Attachments: 1. Listing of Liquor License Renewal Requests w violations for 2025

41

Off-Sale

Chuchao Liquor
MGM Wine & Spirits

Off-Sale 3.2 Non-Intoxicating

Cub Foods – 1201 Larpenieur Ave

On-Sale & Special Sunday Liquor Sales

OSAKA Roseville
Par365 LLC

On-Sale 3.2 Non-Intoxicating

Kyoto Sushi
Parkway Pizza

Wine

Kyoto Sushi
Parkway Pizza

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 7.n.

Department Approval



City Manager Approval



Item Description: Consider Adoption of Ordinance to Amend Chapter 317 (Hotel Licensing Regulations) of City Code to Delay the Effective Date and Clarify the Term of Licenses

Background

On April 8, 2025, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. Under the new ordinance, the term of the annual license would run from January 1 to December 31 of each year. In addition, the approved ordinance had the effective date of January 1, 2025 for when a hotel license is required. Staff is bringing forward amendments to Chapter 317 to change the timing of the license period and delay the effective date to April 1, 2025.

Starting in early October, Community Development and Fire Department staff, with assistance from the Roseville Police Department when needed, inspected all 12 hotels in Roseville. It took nearly 68 hours for our staff to inspect all the hotels. City staff inspected all exterior and interior spaces, including nearly 1,356 hotel rooms.

The inspections turned up violations in each of our 12 hotels, ranging from minor to major code deficiencies. Staff did not encounter any direct life safety issues that would require the City to take immediate action. The number of violations was much larger than anticipated. All the hotels were notified of their code deficiencies and given orders to make corrections. While staff generally experienced good interaction with each hotel's staff and feel that many of the hotels are in the process of correcting the code deficiencies, it is clear to staff that it will take some time for the hotels to correct the deficiencies.

As a result, staff is proposing to change the effective date for when a hotel license will be required from January 1, 2025 to April 1, 2025. It is felt that it would be better for the City to have hotel licenses issued with most, if not all, code deficiencies corrected, especially the first time the City issues licenses. The extension to April 1, 2025 will give the hotels adequate time to correct the deficiencies and for staff to properly re-inspect the hotels. The extension of the time will give all hotels more than ample time to correct their deficiencies. In addition, in talking with inspection and administrative staff, it was felt that establishing an April 1 to March 31 annual license cycle and an application deadline of December 1 would be beneficial for administrative and inspection staff to complete the necessary work on the hotel licenses. Currently, there is a multitude of business licenses that the City issues at the end of the year. Moving the license period for hotel licenses to April 1 will put the City in a better position to complete the necessary work to inspect each hotel and allow for staff review of each hotel license request.

The specific changes to the ordinance are shown in Attachment 1 as follows:

- Section 317.02 (B) [Line 76] The following wording has been added: "Applications must be submitted by December 1 each year".

- Section 317.02 (J) [Lines 161-163] has been changed as follows: "An initial license issued under the Chapter shall expire of March 31st of the year following its' issuance. All renewal licenses issued under this Chapter shall expire on ~~December~~ March 31 of each year."
- A new Section 317.06 (Enforcement) [Line 320-327] has been added regarding the effective dates for the proposed changes. Most significantly, the requirement to obtain a hotel license, a listing on minimum standards of operations for hotels, and penalties for violations of Chapter 317 all take effect on April 1, 2025 with this amendment.

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be welcoming, inclusive, and respectful
- Be safe and law-abiding
- Be economically prosperous with a stable and broad tax base
- Be engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople

Equity Impact Summary

While the proposed amendments are simply a change to the timing of the hotel license period and when the ordinance take effect, it is important to again share the equity impacts of the overall hotel license that was included as part of the April 8, 2024 Request for Council Action:

Securing the safety and quality of accommodations in Roseville is a fundamental consideration with respect to the proposed hotel licensing ordinance. The racial equity analysis that was conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff aims to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

There is limited data to indicate the demographics of persons using Roseville hotels.

Data taken from a study commissioned by Visit Roseville and done by Lawrence and Schiller regarding 2019 visitors to Roseville and information from Explore Minnesota regarding visitors to the state are included as part of the completed Racial Equity Toolkit for the Lodging Establishment License. That information shows that 14% of visitors to Roseville are non-white and that 58% of visitors have a household income less than \$75,000 annually. (Note that these are visitors to Roseville and not necessarily persons staying at hotels).

Budget Implications

The proposed amendments do not have any budget impacts. Hotel License fees will be collected in 2025 for a total of \$1,800 if all hotels receive a City license.

Staff Recommendations

Staff recommends adoption of the ordinance included as Attachment 1 and the resolution for summary ordinance included as Attachment 2.

Requested Council Action

Motion to adopt the ordinance included as Attachment 1 and the resolution for summary ordinance included as Attachment 2.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Ordinance Amending Chapter 317 of City Code
2. Resolution Approving Publication of Ordinance Summary
3. Hotel Licensing Ordinance approved April 8, 2024

1 **City of Roseville**
2 **ORDINANCE NO. [REDACTED]**

3
4 **AN ORDINANCE AMENDING**
5 **TITLE 3, CHAPTER 317**
6

7 **AN ORDINANCE AMENDING TITLE 3 CHAPTER 317 OF THE**
8 **ROSEVILLE CITY CODE ENTITLED “ HOTEL LICENSING**
9 **REGULATIONS” TO DELAY THE EFFECTIVE DATE AND CLARIFY**
10 **THE TERM OF LICENSES.**

11 THE CITY OF ROSEVILLE ORDAINS:

12 SECTION 1: Title 3, Chapter 317 of the Roseville City Code is established
13 to read as follows:

14 CHAPTER 317

15
16 HOTEL LICENSING REGULATIONS
17

18 Section:

- 19 317.01: Definitions
20 317.02: License Required, Issuance of License
21 317.03: Basis for Denial of License
22 317.04: Minimum Standards of Operation
23 317.05: Penalty for Violation
24 317.06: Enforcement
25

26 **317.01: DEFINITIONS:**

27 For purposes of this chapter, unless otherwise expressly stated, the following words
28 and phrases shall have the meanings respectively ascribed to them by this section:

29 GUEST. Any person that occupies a Guestroom.

30 GUESTROOM. A sleeping room in a Hotel designed and intended to be used as a
31 sleeping accommodation.

32 HOTEL. A hotel, motel, bed and breakfast, or any part thereof, used as, maintained
33 as, advertised as, or held out to be a place that furnishes sleeping accommodations
34 the public to be, a place where sleeping accommodations are supplied for guests for
35 transient occupancy.

INTERESTED PERSONS. All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

LICENSED PREMISES. All the property, whether in or out of a building or structure, which is (a) used for the licensed activity including any recreation or parking area for use by Guests of the Hotel; or (b) under the ownership, control or management of the licensee, or leased to the licensee, if such property is adjacent to, or in reasonably close proximity to, the premises in which the licensed activity occurs.

NUISANCE-RELATED ACTIVITIES. Any one or more of the following occurring or committed on the Licensed Premises:

- A. Prostitution or prostitution-related activity, sex trafficking, or other human trafficking;
- B. Maintaining a public nuisance in violation of Minn. Stat. § 609.74, clause (1) or (3);
- C. Permitting a public nuisance in violation of Minn. Stat. § 609.745;
- D. Maintaining or permitting violation of Roseville City Code Chapter 405 or 407;
- E. Unlawful sale, possession, storage, delivery, giving manufacture, cultivation, or use of controlled substances;
- F. Unlicensed sales of alcoholic beverages;
- G. Unlicensed sales of cannabis or low-potency hemp products;
- H. Unlawful sales or gifts of alcoholic beverages, cannabis, or low-potency hemp products committed within the building, or unlawful consumption or possession by persons under the age of 21 years;
- I. Unlawful use or possession of a firearm, firearm parts, or ammunition;
- J. Violation of state law or City ordinance related to the licensed activity;
- K. Actions which constitute a violation of Minn. Stat. § 609.72 related to disorderly conduct.

OWNER OR OPERATOR. Any person, firm, association, partnership, limited liability company, or corporation, which is the record owner, part owner, lessee, receiver, sublessee, or franchised operator of real property as listed on the Ramsey

County property records that operates a Hotel business that offers and accepts payment for guestrooms.

317.02: LICENSE REQUIRED, ISSUANCE OF LICENSE:

A. License Required. In addition to the other licensing requirements set out by Minnesota Statutes, the Minnesota Department of Health, and Ramsey County, no person shall operate a Hotel without a valid license issued by the City of Roseville. The license to operate must be renewed on a yearly basis. The City shall approve or deny each application.

B. Application. Applications must be submitted by December 1 each year. An application for a license shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the business or personal email address where official communications can be sent, the address of the building for which the license is sought, the name of the business for which the license is sought, and any additional information the City Manager deems necessary.

C. Interested Persons. At the time of application, and upon the addition of any Interested Persons thereafter, the applicant shall furnish the City with a list of Interested Persons. Interested Persons will be subject to a background investigation, as described herein, and payment of the investigation fee. It is the duty of each business licensee to notify the City Manager or their designee in writing of any change in Interested Persons. Failure to notify the City of an additional Interested Person within thirty (30) days is a basis for imposition of a penalty under this Chapter.

1. Initial Application: The City will conduct a background investigation of all Interested Persons listed on the license application. The City Manager, or their designee, must approve Interested Persons. If the City Manager does not approve an Interested Person, the City shall provide notice to the license applicant. The applicant will determine whether to amend the application to not include the Interested Person, withdraw the application, or appeal the determination to the City Council. Rejection of an Interested Person will result in license denial, but no such action shall be taken until the applicant has been given notice of such denial, the basis for the denial, and the opportunity for a hearing before the City Council.

2. Renewal Application or Addition of Interested Persons: The City will conduct a background investigation for all Interested Persons added after the issuance of the license. The City, in its sole discretion, may

also conduct a background investigation on Interested Persons at the time of application for a renewal of a license. The City Manager, or their designee, must approve all Interested Persons. If the City Manager does not approve an Interested Person, the City shall provide notice to the licensee. The licensee will determine whether to withdraw the Interested Person or appeal the determination to the City Council. Rejection of an Interested Person will result in license revocation, but no such action shall be taken until the applicant has been given notice of such revocation, the basis for the revocation, and the opportunity for a hearing before the City Council.

D. Background Investigation. Applications shall include a review by the City Manager or their designee, the Police Department, or other qualified service providers. Such review will include a complete criminal background check of all applicants and Interested Persons as well as investigation into prior similar businesses in Roseville and other jurisdictions.

E. Inspection of Building. No license may be issued unless the Licensed Premises for which the application has been submitted is in full compliance with all relevant health and safety codes including but not limited to the Minnesota State Building Code, the Minnesota State Fire Code, and the Roseville City Codes. Upon renewal, inspections shall occur at the frequency required by City policy.

F. Imposition of Reasonable Conditions. When there exists a reasonable basis to impose reasonable conditions upon a license applied for, issued, or held under this chapter, any one (1) or more such reasonable conditions may be imposed upon such license for the purpose of promoting public health, safety and welfare, of advancing the public peace and the elimination of conditions or actions that constitute a nuisance. License conditions may also be added to memorialize the conditions under which the City will allow a waiver of a specific requirement of this Chapter for a specific Hotel.

G. Timing of Imposition and Removal of License Conditions. The City may impose such conditions on a license at the time of application, at any time with the consent of the license holder, or in addition to penalties imposed under this chapter as part of an action against the license or licenses. Conditions imposed on a license, or licenses shall remain on such licenses when renewed and shall continue thereafter until removed by the City Council.

H. Fees. No license application will be processed or granted without payment of all required fees.

- 144 1. The City will establish the annual license fee and include it in the Fee
145 Schedule in Section 314.05.
- 146 2. In addition to an annual license fee, license applicants must also pay
147 a background investigation fee and an inspection fee which shall be
148 established by the City fee schedule in Section 314.05.
- 149 I. Consideration of Application. Upon receipt of a completed application, the
150 City Manager will forward the application to the City Council for action at a
151 City Council meeting following processing of the application. The City
152 Council may either approve or deny the application for a license, or it may
153 delay action for a reasonable period of time as necessary to complete any
154 investigation of the application or the applicant as it deems necessary. If the
155 City Council approves the license, the City Manager shall issue the license
156 to the applicant. If the City Council denies the license, notice of the denial
157 shall be given to the applicant along with notice of the applicant's right to
158 appeal the City Council's decision. If a license application is denied, the
159 earliest an applicant may reapply is 12 months from the date the license is
160 denied.
- 161 J. Term. An initial license issued under this Chapter shall expire on the March
162 31st of the year following its' issuance. All renewal licenses issued under this
163 Chapter shall expire on ~~December~~ March 31 of each year.

164 **317.03: BASIS FOR DENIAL OF LICENSE:**

165 The license to operate may be denied for any of the following reasons:

- 166 A. The premises where the Hotel is located do not comply with the relevant
167 health and safety codes including but not limited to the Minnesota State
168 Building Code, the Minnesota State Fire Code, and the Roseville City Codes;
- 169 B. Any Interested Person has been an Owner, Operator, or manager of a similar
170 establishment that has had a repeat nuisance service call fee imposed by the
171 City of Roseville or a similar fee imposed by another jurisdiction;
- 172 C. Any Interested Person has had a similar license suspended or revoked by the
173 City of Roseville or another licensing jurisdiction;
- 174 D. The premises in where the Hotel is located, or any Owner or Operator of
175 the Hotel owes the City of Roseville for delinquent taxes, assessments, or
176 other financial claims; or
- 177 E. Any Interested Person with input into or control of day-to-day operations has
178 one or more criminal convictions that relate to the Hotel or has been

convicted of a crime that relates to the licensed activity. This subsection shall not apply to corporations, limited liability companies, or partnerships, but shall apply to all officers, directors of any such corporations and members of any such limited liability companies, and partners of any such partnerships. Any denial under this paragraph is subject to the standards and procedures in Minnesota Statutes Chapter 364.

317.04: MINIMUM STANDARDS OF OPERATION:

A. General Standards. To maintain the license to operate issued through the City, the Hotel, shall comply with the following minimum standards of operation:

1. No person shall be allowed to rent a Guestroom without providing suitable identification at the time of registration. The Guest shall verify his or her identification through production of a driver's license, passport, or other government-issued identification. The identification must match the name on any form of payment used. If payment is made in cash, the Hotel must retain a copy of the photo identification provided. Notwithstanding the foregoing, such verification is not required for Guests who are members of a loyalty program staying at a Hotel that allows electronic booking and check-in; and provides Hotel Guests electronic access to their Guestroom through a personal device.
2. No guestroom may be rented to any individual under the age of 18. The legal name of at least one individual over the age of 18 and all persons, excluding children with a parent or guardian, occupying rented guestrooms shall be listed on the register at the time of registration. Any person who remains in a room after midnight (12:00 a.m.) is presumed to be a Guest. Guestroom occupancy lists shall be recorded and maintained by the Hotel for at least ninety (90) days.
3. The Hotel shall immediately, upon notice that a registration was incomplete or inaccurate, terminate the rental agreement and evict from the premises all Guests occupying the Guestroom for which such incomplete or inaccurate registration was provided.
4. No Hotel shall knowingly permit the Licensed Premises to be used for any illegal purpose.
5. The Hotel shall report observed or suspected illegal activity to the police within a reasonable period.

- 215 6. Each Guestroom shall be numbered in a plain, conspicuous manner.
216 Numbers must be placed and maintained on the outside of the outer
217 door of each Guestroom, and no two guestrooms' units shall be
218 labeled with the same number.
- 219 7. No Guest shall be able to purchase a guestroom on an hourly basis.
220 All guestrooms must be rented for overnight purposes. An exception
221 to this requirement is allowed for contracted guestrooms for an hourly
222 basis between a business or corporation and Hotels, for the purposes
223 of complying with Department of Transportation sleep regulations,
224 federal law requirements, or state law requirements.
- 225 8. Any Hotel license issued by the City of Roseville shall be
226 conspicuously displayed in the office or lobby of the Hotel.
- 227 9. The operation of any Hotel shall be supervised by the manager in
228 charge of the property at all hours.
- 229 10. No Interested Person, employee, manager, or contractor performing
230 services of any kind may reside in a Guestroom at the Hotel.
- 231 11. No Guest shall be able to establish permanent residency at the Hotel.
- 232 12. The Hotel shall maintain and follow all building, mechanical, zoning,
233 or licensing codes. In addition to all the required applicable building
234 codes, property maintenance laws, and state health laws, each
235 Guestroom shall maintain the following minimum requirements:
- 236 a. A proper entry door, windows, beds, and bedding;
- 237 b. Toilet room;
- 238 c. Lavatory;
- 239 d. Bathtub or shower;
- 240 e. Heating and air conditioning;
- 241 f. Smoke detector and fire sprinkler;
- 242 g. Clothes closet or alcove with clothes rod or clothes rack
243 permanently affixed or luggage rack or luggage support
244 counter; and
- 245 h. Twenty-four (24) hour free emergency telephone access to the
246 front desk and to 911 services.

247 B. Maintenance of Records. Every Hotel shall keep a register of persons who
 248 board or lodge in the Hotel. The record is a written documentation of
 249 information about a Guest that may be maintained electronically, in a book,
 250 or on cards:

251 1. The record shall be kept on the Licensed Premises in the Guest
 252 reception or Guest check-in area or in an office adjacent to that area.

253 2. No person shall alter, deface, or erase the record so as to make the
 254 information recorded in it illegible or unintelligible, or hinder,
 255 obstruct, or interfere with any inspection of record under this section.

256 C. Inspection of Licensed Premises. To ensure compliance with this ordinance,
 257 random inspections of the Hotel may occur. Unless in the case of an
 258 emergency, notice of inspection shall be given twenty-four (24) hours prior
 259 to the inspection by personal service, posting, phone, or email.

260 D. Inspection of Maintained Records. The maintained video, written, and
 261 electronic records shall be made available to any law enforcement officer or
 262 other authorized City official upon a reasonable request.

263 E. Cooperation with Investigation. If a Guest or employee of a Hotel makes an
 264 emergency call for service or reports any suspicious or illegal activity going
 265 on at the Hotel to law enforcement, all individuals related to the Hotel shall
 266 cooperate with law enforcement during the ongoing investigation.

267 **317.05: PENALTY FOR VIOLATION:**

268 A. Any license violation may be penalized by issuance of a fine, imposition of
 269 reasonable license conditions, suspension of the license, or revocation of the
 270 license. Such a penalty may only be imposed following full notice of the
 271 allegations, the proposed penalty, and an opportunity to be heard regarding
 272 the allegations and the imposition of the penalty.

273 1. Notice of Revocation. Upon a final decision issued by the City
 274 Council, the City Manager, or their designee, shall post a copy of the
 275 notice of revocation of license to operate the Hotel.

276 2. Removal or Tampering with Posted Notice. A posted notice of
 277 revocation of license to operate may only be removed by an
 278 authorized City of Roseville official.

279 3. Surrender Following Revocation. The Hotel shall cease all operation
 280 within fifteen (15) days of posting the notice of revocation of license
 281 to operate and surrender its license to operate to the City of Roseville.

282 4. Reissuance of License After Revocation. A license to operate that is
 283 revoked shall not be reissued for a period of one (1) year from the date
 284 of such revocation, unless the period of revocation is either delayed
 285 or shortened by the City Council due to voluntary mitigation action
 286 by the Owner or Operator, and such mitigation action is approved by
 287 the City Council.

288 B. The license to operate shall be subject to fine, suspension, revocation, or the
 289 imposition of license conditions for any of the following reasons:

290 1. Failure to comply with the minimum standards of operation as
 291 outlined in this ordinance, including failure to comply with license
 292 conditions;

293 2. Noncompliance with federal law or regulations, state law or
 294 regulations, and the Roseville City Code;

295 3. Imposition of a fee for repeat nuisance service calls under Chapter 511
 296 of this Code;

297 4. Arrests related to illegal activity which occurred on the Licensed
 298 Premises;

299 5. Any violations of the State of Minnesota health codes;

300 6. A serious nuisance-related call which demonstrates a lack of control
 301 by Owner or Operator over the Licensed Premises;

302 7. Failure to maintain the Licensed Premises to all building, fire,
 303 mechanical, zoning or licensing codes, including but not limited to
 304 maintaining utility services; or

305 8. Failure to follow correction orders issued related to the building, fire,
 306 mechanical, zoning or licensing codes; or

307 9. An Interested Person has one or more criminal convictions that relate
 308 to the Hotel or has been convicted of a felony that relates to the
 309 licensed activity and has failed to demonstrate rehabilitation as
 310 described in Minnesota Statute Chapter 364. This subsection shall not
 311 apply to corporations, limited liability companies, or partnerships, but
 312 shall apply to all officers, directors of any such corporations and
 313 members of any such limited liability companies, and partners of any
 314 such partnerships;

315 10. Failure to notify the City of an additional Interested Person within

thirty (30) days of the individual becoming an Interested Person;

11. Failure to pay taxes, assessments, or other amounts due to the City including the local lodging tax as required by Roseville City Code Chapter 312.

317.06: ENFORCEMENT:

Enforcement of this ordinance shall be directed by the City Manager who may delegate such enforcement to the appropriate department.

SECTION 2: Effective dates.

A. Other than as indicated in paragraph B below, the amendments to this chapter will take effect following its passage, approval, and publication.

B. The following sections of this chapter will take effect on April 1, 2025: Sections 317.02 (paragraphs A and J), 317.04, 317.05, and 317.06.

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

331 Ordinance – Title of Ordinance -

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334 (SEAL)

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CITY OF ROSEVILLE

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BY: _____

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Daniel J. Roe, Mayor

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343 ATTEST:

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Patrick Trudgeon, City Manager

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the ____ day ____, 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 PUBLICATION OF AN ORDINANCE SUMMARY
OF ORD No. ____ AMENDING TITLE 3, CHAPTER 317 OF THE ROSEVILLE CITY
CODE.**

WHEREAS, the City Council of the City of Roseville, on ____ 2024, adopted Ordinance No. ____; entitled “AN ORDINANCE AMENDING TITLE 3 CHAPTER 317 OF THE ROSEVILLE CITY CODE ENTITLED “HOTEL LICENSING REGULATIONS” TO DELAY THE EFFECTIVE DATE AND CLARIFY THE TERM OF LICENSES;” and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance and where to obtain a copy of the full text.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the following summary language as publication of the Ordinance

City of Roseville
SUMMARY PUBLICATION
Ordinance No. ____

The following is the official summary of Ordinance No. ____ entitled “AN ORDINANCE AMENDING TITLE 3 CHAPTER 317 OF THE ROSEVILLE CITY CODE ENTITLED “HOTEL LICENSING REGULATIONS” TO DELAY THE EFFECTIVE DATE AND CLARIFY THE TERM OF LICENSES”.

On _____, 2024, the City Council of the City of Roseville adopted Ordinance No. ____ an ordinance amending Title 3, Chapter 317 of the Roseville City Code in order to delay the implementation of the requirement for hotels to obtain a license from January 1, 2025

to April 1 of 2025, to limit the times when applications will be accepted, and to amend the end of license terms from December 31st of each year to March 31st of each year.

BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN for public inspection during regular office hours. A copy of the ordinance and summary shall also be posted on the City's website. (www.cityofroseville.com)

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 ____ day of ____ 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this ____ day of ___, 2024.

Patrick Trudgeon, City Manager

Seal

**City of Roseville
ORDINANCE NO. 1674**

**AN ORDINANCE AMENDING
TITLE 3, CHAPTER 317**

**AN ORDINANCE AMENDING TITLE 3 TO CREATE CHAPTER 317 OF
THE ROSEVILLE CITY CODE ENTITLED “HOTEL LICENSING
REGULATIONS”.**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter 317 of the Roseville City Code is established to read as follows:

CHAPTER 317

HOTEL LICENSING REGULATIONS

Section:

- 317.01: Definitions
- 317.02: License Required, Issuance of License
- 317.03: Basis for Denial of License
- 317.04: Minimum Standards of Operation
- 317.05: Penalty for Violation
- 317.06: Enforcement

317.01: DEFINITIONS:

For purposes of this chapter, unless otherwise expressly stated, the following words and phrases shall have the meanings respectively ascribed to them by this section:

GUEST. Any person that occupies a Guestroom.

GUESTROOM. A sleeping room in a Hotel designed and intended to be used as a sleeping accommodation.

HOTEL. A hotel, motel, bed and breakfast, or any part thereof, used as, maintained as, advertised as, or held out to be a place that furnishes sleeping accommodations the public to be, a place where sleeping accommodations are supplied for guests for transient occupancy.

INTERESTED PERSONS. All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

LICENSED PREMISES. All the property, whether in or out of a building or structure, which is (a) used for the licensed activity including any recreation or parking area for use by Guests of the Hotel; or (b) under the ownership, control or management of the licensee, or leased to the licensee, if such property is adjacent to, or in reasonably close proximity to, the premises in which the licensed activity occurs.

NUISANCE-RELATED ACTIVITIES. Any one or more of the following occurring or committed on the Licensed Premises:

- A. Prostitution or prostitution-related activity, sex trafficking, or other human trafficking;
- B. Maintaining a public nuisance in violation of Minn. Stat. § 609.74, clause (1) or (3);
- C. Permitting a public nuisance in violation of Minn. Stat. § 609.745;
- D. Maintaining or permitting violation of Roseville City Code Chapter 405 or 407;
- E. Unlawful sale, possession, storage, delivery, giving manufacture, cultivation, or use of controlled substances;
- F. Unlicensed sales of alcoholic beverages;
- G. Unlicensed sales of cannabis or low-potency hemp products;
- H. Unlawful sales or gifts of alcoholic beverages, cannabis, or low-potency hemp products committed within the building, or unlawful consumption or possession by persons under the age of 21 years;
- I. Unlawful use or possession of a firearm, firearm parts, or ammunition;
- J. Violation of state law or City ordinance related to the licensed activity;
- K. Actions which constitute a violation of Minn. Stat. § 609.72 related to disorderly conduct.

OWNER OR OPERATOR. Any person, firm, association, partnership, limited liability company, or corporation, which is the record owner, part owner, lessee, receiver, sublessee, or franchised operator of real property as listed on the Ramsey

County property records that operates a Hotel business that offers and accepts payment for guestrooms.

317.02: LICENSE REQUIRED, ISSUANCE OF LICENSE:

- A. License Required. In addition to the other licensing requirements set out by Minnesota Statutes, the Minnesota Department of Health, and Ramsey County, no person shall operate a Hotel without a valid license issued by the City of Roseville. The license to operate must be renewed on a yearly basis. The City shall approve or deny each application.
- B. Application. An application for a license shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the business or personal email address where official communications can be sent, the address of the building for which the license is sought, the name of the business for which the license is sought, and any additional information the City Manager deems necessary.
- C. Interested Persons. At the time of application, and upon the addition of any Interested Persons thereafter, the applicant shall furnish the City with a list of Interested Persons. Interested Persons will be subject to a background investigation, as described herein, and payment of the investigation fee. It is the duty of each business licensee to notify the City Manager or their designee in writing of any change in Interested Persons. Failure to notify the City of an additional Interested Person within thirty (30) days is a basis for imposition of a penalty under this Chapter.
 - 1. Initial Application: The City will conduct a background investigation of all Interested Persons listed on the license application. The City Manager, or their designee, must approve Interested Persons. If the City Manager does not approve an Interested Person, the City shall provide notice to the license applicant. The applicant will determine whether to amend the application to not include the Interested Person, withdraw the application, or appeal the determination to the City Council. Rejection of an Interested Person will result in license denial, but no such action shall be taken until the applicant has been given notice of such denial, the basis for the denial, and the opportunity for a hearing before the City Council.
 - 2. Renewal Application or Addition of Interested Persons: The City will conduct a background investigation for all Interested Persons added after the issuance of the license. The City, in its sole discretion, may also conduct a background investigation on Interested Persons at the

time of application for a renewal of a license. The City Manager, or their designee, must approve all Interested Persons. If the City Manager does not approve an Interested Person, the City shall provide notice to the licensee. The licensee will determine whether to withdraw the Interested Person or appeal the determination to the City Council. Rejection of an Interested Person will result in license revocation, but no such action shall be taken until the applicant has been given notice of such revocation, the basis for the revocation, and the opportunity for a hearing before the City Council.

- D. Background Investigation. Applications shall include a review by the City Manager or their designee, the Police Department, or other qualified service providers. Such review will include a complete criminal background check of all applicants and Interested Persons as well as investigation into prior similar businesses in Roseville and other jurisdictions.
- E. Inspection of Building. No license may be issued unless the Licensed Premises for which the application has been submitted is in full compliance with all relevant health and safety codes including but not limited to the Minnesota State Building Code, the Minnesota State Fire Code, and the Roseville City Codes. Upon renewal, inspections shall occur at the frequency required by City policy.
- F. Imposition of Reasonable Conditions. When there exists a reasonable basis to impose reasonable conditions upon a license applied for, issued, or held under this chapter, any one (1) or more such reasonable conditions may be imposed upon such license for the purpose of promoting public health, safety and welfare, of advancing the public peace and the elimination of conditions or actions that constitute a nuisance. License conditions may also be added to memorialize the conditions under which the City will allow a waiver of a specific requirement of this Chapter for a specific Hotel.
- G. Timing of Imposition and Removal of License Conditions. The City may impose such conditions on a license at the time of application, at any time with the consent of the license holder, or in addition to penalties imposed under this chapter as part of an action against the license or licenses. Conditions imposed on a license, or licenses shall remain on such licenses when renewed and shall continue thereafter until removed by the City Council.
- H. Fees. No license application will be processed or granted without payment of all required fees.
 - 1. The City will establish the annual license fee and include it in the Fee

Schedule in Section 314.05.

2. In addition to an annual license fee, license applicants must also pay a background investigation fee and an inspection fee which shall be established by the City fee schedule in Section 314.05.
- I. Consideration of Application. Upon receipt of a completed application, the City Manager will forward the application to the City Council for action at a City Council meeting following processing of the application. The City Council may either approve or deny the application for a license, or it may delay action for a reasonable period of time as necessary to complete any investigation of the application or the applicant as it deems necessary. If the City Council approves the license, the City Manager shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the City Council's decision. If a license application is denied, the earliest an applicant may reapply is 12 months from the date the license is denied.
 - J. Term. All licenses issued under this Chapter shall expire on December 31 of each year.

317.03: BASIS FOR DENIAL OF LICENSE:

The license to operate may be denied for any of the following reasons:

- A. The premises where the Hotel is located do not comply with the relevant health and safety codes including but not limited to the Minnesota State Building Code, the Minnesota State Fire Code, and the Roseville City Codes;
- B. Any Interested Person has been an Owner, Operator, or manager of a similar establishment that has had a repeat nuisance service call fee imposed by the City of Roseville or a similar fee imposed by another jurisdiction;
- C. Any Interested Person has had a similar license suspended or revoked by the City of Roseville or another licensing jurisdiction;
- D. The premises in where the Hotel is located, or any Owner or Operator of the Hotel owes the City of Roseville for delinquent taxes, assessments, or other financial claims; or
- E. Any Interested Person with input into or control of day-to-day operations has one or more criminal convictions that relate to the Hotel or has been convicted of a crime that relates to the licensed activity. This subsection shall not apply to corporations, limited liability companies, or partnerships, but

shall apply to all officers, directors of any such corporations and members of any such limited liability companies, and partners of any such partnerships. Any denial under this paragraph is subject to the standards and procedures in Minnesota Statutes Chapter 364.

317.04: MINIMUM STANDARDS OF OPERATION:

- A. General Standards. To maintain the license to operate issued through the City, the Hotel, shall comply with the following minimum standards of operation:
1. No person shall be allowed to rent a Guestroom without providing suitable identification at the time of registration. The Guest shall verify his or her identification through production of a driver's license, passport, or other government-issued identification. The identification must match the name on any form of payment used. If payment is made in cash, the Hotel must retain a copy of the photo identification provided. Notwithstanding the foregoing, such verification is not required for Guests who are members of a loyalty program staying at a Hotel that allows electronic booking and check-in; and provides Hotel Guests electronic access to their Guestroom through a personal device.
 2. No guestroom may be rented to any individual under the age of 18. The legal name of at least one individual over the age of 18 and all persons, excluding children with a parent or guardian, occupying rented guestrooms shall be listed on the register at the time of registration. Any person who remains in a room after midnight (12:00 a.m.) is presumed to be a Guest. Guestroom occupancy lists shall be recorded and maintained by the Hotel for at least ninety (90) days.
 3. The Hotel shall immediately, upon notice that a registration was incomplete or inaccurate, terminate the rental agreement and evict from the premises all Guests occupying the Guestroom for which such incomplete or inaccurate registration was provided.
 4. No Hotel shall knowingly permit the Licensed Premises to be used for any illegal purpose.
 5. The Hotel shall report observed or suspected illegal activity to the police within a reasonable period.
 6. Each Guestroom shall be numbered in a plain, conspicuous manner. Numbers must be placed and maintained on the outside of the outer

door of each Guestroom, and no two guestrooms' units shall be labeled with the same number.

7. No Guest shall be able to purchase a guestroom on an hourly basis. All guestrooms must be rented for overnight purposes. An exception to this requirement is allowed for contracted guestrooms for an hourly basis between a business or corporation and Hotels, for the purposes of complying with Department of Transportation sleep regulations, federal law requirements, or state law requirements.
8. Any Hotel license issued by the City of Roseville shall be conspicuously displayed in the office or lobby of the Hotel.
9. The operation of any Hotel shall be supervised by the manager in charge of the property at all hours.
10. No Interested Person, employee, manager, or contractor performing services of any kind may reside in a Guestroom at the Hotel.
11. No Guest shall be able to establish permanent residency at the Hotel.
12. The Hotel shall maintain and follow all building, mechanical, zoning, or licensing codes. In addition to all the required applicable building codes, property maintenance laws, and state health laws, each Guestroom shall maintain the following minimum requirements:
 - a. A proper entry door, windows, beds, and bedding;
 - b. Toilet room;
 - c. Lavatory;
 - d. Bathtub or shower;
 - e. Heating and air conditioning;
 - f. Smoke detector and fire sprinkler;
 - g. Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter; and
 - h. Twenty-four (24) hour free emergency telephone access to the front desk and to 911 services.

B. Maintenance of Records. Every Hotel shall keep a register of persons who

board or lodge in the Hotel. The record is a written documentation of information about a Guest that may be maintained electronically, in a book, or on cards:

1. The record shall be kept on the Licensed Premises in the Guest reception or Guest check-in area or in an office adjacent to that area.
 2. No person shall alter, deface, or erase the record so as to make the information recorded in it illegible or unintelligible, or hinder, obstruct, or interfere with any inspection of record under this section.
- C. Inspection of Licensed Premises. To ensure compliance with this ordinance, random inspections of the Hotel may occur. Unless in the case of an emergency, notice of inspection shall be given twenty-four (24) hours prior to the inspection by personal service, posting, phone, or email.
- D. Inspection of Maintained Records. The maintained video, written, and electronic records shall be made available to any law enforcement officer or other authorized City official upon a reasonable request.
- E. Cooperation with Investigation. If a Guest or employee of a Hotel makes an emergency call for service or reports any suspicious or illegal activity going on at the Hotel to law enforcement, all individuals related to the Hotel shall cooperate with law enforcement during the ongoing investigation.

317.05: PENALTY FOR VIOLATION:

- A. Any license violation may be penalized by issuance of a fine, imposition of reasonable license conditions, suspension of the license, or revocation of the license. Such a penalty may only be imposed following full notice of the allegations, the proposed penalty, and an opportunity to be heard regarding the allegations and the imposition of the penalty.
1. Notice of Revocation. Upon a final decision issued by the City Council, the City Manager, or their designee, shall post a copy of the notice of revocation of license to operate the Hotel.
 2. Removal or Tampering with Posted Notice. A posted notice of revocation of license to operate may only be removed by an authorized City of Roseville official.
 3. Surrender Following Revocation. The Hotel shall cease all operation within fifteen (15) days of posting the notice of revocation of license to operate and surrender its license to operate to the City of Roseville.

4. Reissuance of License After Revocation. A license to operate that is revoked shall not be reissued for a period of one (1) year from the date of such revocation, unless the period of revocation is either delayed or shortened by the City Council due to voluntary mitigation action by the Owner or Operator, and such mitigation action is approved by the City Council.
- B. The license to operate shall be subject to fine, suspension, revocation, or the imposition of license conditions for any of the following reasons:
1. Failure to comply with the minimum standards of operation as outlined in this ordinance, including failure to comply with license conditions;
 2. Noncompliance with federal law or regulations, state law or regulations, and the Roseville City Code;
 3. Imposition of a fee for repeat nuisance service calls under Chapter 511 of this Code;
 4. Arrests related to illegal activity which occurred on the Licensed Premises;
 5. Any violations of the State of Minnesota health codes;
 6. A serious nuisance-related call which demonstrates a lack of control by Owner or Operator over the Licensed Premises;
 7. Failure to maintain the Licensed Premises to all building, fire, mechanical, zoning or licensing codes, including but not limited to maintaining utility services; or
 8. Failure to follow correction orders issued related to the building, fire, mechanical, zoning or licensing codes; or
 9. An Interested Person has one or more criminal convictions that relate to the Hotel or has been convicted of a felony that relates to the licensed activity and has failed to demonstrate rehabilitation as described in Minnesota Statute Chapter 364. This subsection shall not apply to corporations, limited liability companies, or partnerships, but shall apply to all officers, directors of any such corporations and members of any such limited liability companies, and partners of any such partnerships;
 10. Failure to notify the City of an additional Interested Person within

thirty (30) days of the individual becoming an Interested Person;

11. Failure to pay taxes, assessments, or other amounts due to the City including the local lodging tax as required by Roseville City Code Chapter 312.

317.06: ENFORCEMENT:

Enforcement of this ordinance shall be directed by the City Manager who may delegate such enforcement to the appropriate department.

SECTION 2: Effective dates.

A. In order to allow currently operating Hotels time to apply for an obtain a license no later than January 1, 2025, the following Sections of this Chapter, related to the application of Hotel licenses, will take effect on September 1, 2024: Sections 317.1, 317.02 (paragraphs B-I), and 317.03.

B. The remainder of this Chapter will take effect, and all Hotels must have obtained a license to operate, on January 1, 2025. The Sections taking effect on January 1, 2025 are: Sections 317.02 (paragraphs A and J), 317.04, 317.05, and 317.06.

Passed by the City Council of the City of Roseville this 8th day of April, 2024.

Ordinance – AN ORDINANCE AMENDING TITLE 3 TO CREATE CHAPTER 317 OF THE ROSEVILLE CITY CODE ENTITLED “HOTEL LICENSING REGULATIONS”.

(SEAL)

CITY OF ROSEVILLE

BY: 

Daniel J. Roe, Mayor

ATTEST:


Patrick Trudgeon, City Manager



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of Payments

Background

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

Check Series #	Amount
ACH Payments	\$525,349.94
111348 – 111402	\$1,136,032.08
Total	\$1,661,382.02

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.

Equity Impact Summary

Local governments play an important role in building racially equitable and inclusive regional economies. Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports the broader goals of reducing racial economic disparities as well as Roseville's aspiration to have a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

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

Staff Recommendations

31 Staff recommends approval of all payment of claims.

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34 **Requested Council Action**

35 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

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-128100	Prepaid Expenses	Springbrook Holding Compan	2025 FINANCE SOFTWARE SUBSCRIPTION	19,465.12	111355
			Total Department 00-00 GENERAL	19,465.12	
Department: 01-00 CITY COUNCIL					
100-01-00-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	127.40	111357
			Total Department 01-00 CITY COUNCIL	127.40	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	250.98	2533
100-02-00-430000	Professional Services	Metro-INET	NOV IT SERVICES	74,971.00	2543
100-02-00-430099	Drug Testing	Vault Health	QUARTERLY RANDOM DRUG SCREEN	212.58	111376
			Total Department 02-00 ADMINISTRATION	75,434.56	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	90.65	2533
			Total Department 04-00 FINANCE	90.65	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	OCTOBER RETAINER	17,036.48	111363
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	CELLULAR LEASES	466.95	111363
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	UNION NEGOTIATIONS	943.50	111363
			Total Department 06-00 LEGAL DEPARTMENT	18,446.93	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE/FILTERS	569.22	111361
100-08-00-424000	Operating Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	658.00	2533
			Total Department 08-00 CENTRAL SERVICES	1,227.22	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	469.99	2533
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF DUPAUL	207.64	2532
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE - MAYS	214.99	2532
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM MAYS	28.98	2532
100-10-00-422000	Clothing	STREICHER'S	CSO NEW HIRE UNIF WELIN	84.00	2532
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM LARSON	44.99	2532
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM MAYS	56.99	2532
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM LARSON	344.98	2532
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF MAYS	38.00	2532
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE KUHNE	284.96	2532
100-10-00-430000	Professional Services	Ancom Technical Center	RADIO REPAIR	106.10	2531
100-10-00-430000	Professional Services	CITY OF ST. PAUL	K9 BOARDING SERVICES SEPT	455.00	111351
100-10-00-430000	Professional Services	Language Line Services	OCT TRANSLATION SERVICES	390.62	111367
100-10-00-430000	Professional Services	Martin McAllister, Inc.	HIRING ASSESSMENT - BELL	625.00	111360
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MENTAL HEALTH CONSULTING OCT	3,400.00	2540
100-10-00-430000	Professional Services	Verizon	INVESTIGATIONS CN24017489	150.00	111383
100-10-00-430000-PD0032	Professional Services	STREICHER'S	SHIRT ALTERATION - NEW PATCHES	50.00	2532
100-10-00-430000-PD0032	Professional Services	STREICHER'S	SHIRT ALTERATION - NEW PATCHES	72.00	2532
100-10-00-430000-PD0032	Professional Services	STREICHER'S	SHIRT ALTERATION - NEW PATCHES	1,146.00	2532
100-10-00-430001	Dispatching Services	Ramsey County	CAD SERVICES OCT	4,898.17	111371
100-10-00-430001	Dispatching Services	Ramsey County	911 DISPATCH OCT	31,856.33	111371
100-10-00-437000	Contract Maint. - Vehicles	Car Wash Partners, LLC	OCT WASHES	24.00	2528
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	REPAIR V2V MODULE SQUAD 2304	210.54	2522
100-10-00-439000	CONTRACT MAINTENANCE	CITY OF ST. PAUL	RADIO MAINTENANCE AND SERVICES SEPT	90.00	111351
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT OCT	514.80	111371

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-441000	Training	Axon Enterprise, Inc.	USE OF FORCE TRAINING CARTRIDGES AND	6,931.00	111379
100-10-00-443500	Minor Equipment	Baycom, Inc. c/o OwnersEdg	BWC DOCKING STATION	397.00	2520
Total Department 10-00 POLICE DEPARTMENT				53,092.08	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-422000	Clothing	Aspen Mills Inc.	PRIESTER	159.00	111349
100-13-00-423000	Vehicle Supplies & Mainten	Circle K Stores Inc.	SEP & OCT CAR WASHES	123.50	111389
100-13-00-424000	Operating Supplies	Fikes, Inc.	PAPER TOWELS	136.66	2539
100-13-00-424000	Operating Supplies	GRAINGER	LED	206.78	111352
100-13-00-424000	Operating Supplies	GRAINGER	SWITCH	60.58	111352
100-13-00-424000	Operating Supplies	Viking Electric Supply, In	TUBE LIGHTS	77.70	111359
100-13-00-430000	Professional Services	Performance Plus LLC	MELLEN	208.00	111368
100-13-00-439000	CONTRACT MAINTENANCE	Adam's Pest Control Inc	PREVENTION	139.80	2536
100-13-00-439000	CONTRACT MAINTENANCE	EMERGENCY TECHNICAL DECON	GEAR CLEANING	298.00	111397
100-13-00-439000	CONTRACT MAINTENANCE	Mn Dept of Labor & Industr	ELEVATOR LICENSE	10.00	111364
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	OCT FLEET SUPPORT	305.76	111371
Total Department 13-00 FIRE DEPARTMENT				1,725.78	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	2,851.13	2548
100-13-13-437000	Contract Maint. - Vehicles	ROSENBAUER MINNESOTA, LLC	BUSHING	141.78	111348
100-13-13-437000	Contract Maint. - Vehicles	ROSENBAUER MINNESOTA, LLC	PUMP TEST E632	938.33	111348
100-13-13-437000	Contract Maint. - Vehicles	ROSENBAUER MINNESOTA, LLC	PUMP TEST L628	8,148.32	111348
100-13-13-437000	Contract Maint. - Vehicles	ROSENBAUER MINNESOTA, LLC	E631	8,921.29	111348
100-13-13-440000	Conferences	Neil Sjostrom	HOTEL REIMBURSEMENT FOR MN CHIEFS	3,668.41	2537
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				24,669.26	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	76.79	2547
Total Department 13-18 EMERGENCY SERVICES				76.79	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	111374
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				40.00	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111370
100-20-21-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS	20.88	111377
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	WIPERS	37.39	2523
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	241.31	2523
100-20-21-423000	Vehicle Supplies & Mainten	H & L Mesabi	PLOW BOLTS	363.50	2529
100-20-21-423000	Vehicle Supplies & Mainten	LANO EQUIPMENT, INC.	TRACTOR PARTS	336.54	111373
100-20-21-423000	Vehicle Supplies & Mainten	MacQueen Equipment	FILTERS	523.90	2525
100-20-21-423000	Vehicle Supplies & Mainten	MCMaster-CARR	HEAT GUN	117.37	111353
100-20-21-423000	Vehicle Supplies & Mainten	MIDWAY FORD CO.	LAMP	119.47	111354
100-20-21-423000	Vehicle Supplies & Mainten	MITCHELL1	ANNUAL SUBSCRIPTION	1,788.00	111392
100-20-21-423000	Vehicle Supplies & Mainten	SUBURBAN TIRE WHOLESALE, I	TIRES	684.40	111372
100-20-21-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	MODULE	56.21	111365
100-20-21-424000	Operating Supplies	WM CORPORATE SERVICES INC	MATTRESS	189.88	111395
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	ASPHALT	5,395.06	111351
100-20-21-424000	Operating Supplies	Tessman Company	DEFOAMER	311.97	2534
100-20-21-424000	Operating Supplies	Tessman Company	ICE MELT	627.50	2534
100-20-21-437000	Contract Maint. - Vehicles	Goodyear Tire & Rubber Com	SERVICE	515.26	111375

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-21 STREET DEPARTMENT					
100-20-21-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville	Chr SENSOR	318.28	111384
100-20-21-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville	Chr ENGINE MOUNTS	3,255.75	111384
100-20-21-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville	Chr HOSE	679.38	111384
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT FOR OCTOBER	115.44	111371
Total Department 20-21 STREET DEPARTMENT				15,742.63	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,399.27	2554
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	14,505.52	2556
Total Department 20-22 STREET LIGHTING				16,904.79	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	FUEL	9,605.19	111391
Total Department 20-30 VEHICLE MAINTENANCE				9,605.19	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	McGough Property Managemen	LABOR 9-30 TO 10-27 2024	3,480.00	2538
100-23-00-439001	CONTRACT MAINTENANCE - CIT	API Garage Door	GARAGE DOOR #5 LOWER PD	85.00	111387
Total Department 23-00 BUILDING MAINTENANCE				3,565.00	
Total Fund 100 General Fund				240,213.40	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	Ovation Homes LLC	ESCROW REFUND	6,000.00	111388
Total Department 00-00 GENERAL				6,000.00	
Total Fund 103 Contracted Engineering Svcs				6,000.00	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	6,459.38	111402
200-40-40-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	121.68	111357
Total Department 40-40 RECREATION ADMINISTRATION				6,581.06	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MENS BASKETBALL REFEREE PAYMENT	1,550.00	2541
200-40-41-430000-PR0250	Professional Services	MALENKE, SCHUYLER	YOUTH FALL SOCCER REFEREE PAYMENT	204.00	111396
200-40-41-430000-PR0260	Professional Services	Revolutionary Sports, LLC	FLAG FOOTBALL CAMP INVOICE	2,082.50	111380
Total Department 40-41 RECREATION FEE PROGRAMS				3,836.50	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-430000-PR0102	Professional Services	Bob Nielsen	BIG BAND PAYMENTS	45.00	111358
Total Department 40-42 RECREATION NON FEE PROGRAMS				45.00	
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	Certified Laboratories, In	CLEANING SUPPLIES	446.95	2530
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	16,604.29	2553
200-40-53-438000	Rental	API SUPPLY LIFT	LIFT RENTAL	500.00	111399
Total Department 40-53 SKATING CENTER				17,551.24	
Total Fund 200 Recreation Fund				28,013.80	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-430000	Professional Services	SiteOne Landscape Supply,	HERBICIDE AND INSECTICIDE	109.06	111382
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	5,301.03	2550
		Total Department 40-43 RECREATION MAINTENANCE		5,410.09	
		Total Fund 204 PARK MAINTENANCE		5,410.09	
Fund: 260 Community Development					
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	94.37	2533
		Total Department 56-17 BUILDING PERMITS & INSPECTIONS		94.37	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	72.80	111357
		Total Department 56-57 PLANNING DEPARTMENT		72.80	
		Total Fund 260 Community Development		167.17	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	220.82	2533
265-05-00-424000	Operating Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	479.80	2533
265-05-00-432000	Transportation	Alex Frederick	MILEAGE REIMBURSEMENT	119.26	2544
265-05-00-432000	Transportation	Elsa Barreda	MILEAGE REIMBURSEMENT	140.70	2545
		Total Department 05-00 DEPUTY REGISTER		960.58	
		Total Fund 265 License Center		960.58	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SETUP OF SQUAD 2400 AND STRIP OF SQUA	5,586.70	2522
		Total Department 10-00 POLICE DEPARTMENT		5,586.70	
		Total Fund 400 Equipment Revolving		5,586.70	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HELMETS	6,711.72	2535
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HELMETS	9,760.00	2535
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HELMETS	7,808.00	2535
		Total Department 13-00 FIRE DEPARTMENT		24,279.72	
		Total Fund 401 Fire Equipment		24,279.72	
Fund: 408 Pathway Maintenance Fund					
Department: 64-72 IMPROVEMENTS-PATHWAYS					
408-64-72-453000-PW2404	Other Improvements	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	13,673.19	111394
		Total Department 64-72 IMPROVEMENTS-PATHWAYS		13,673.19	
		Total Fund 408 Pathway Maintenance Fund		13,673.19	
Fund: 409 Plant Fund					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438101	Postage Meter	GreatAmerica Financial	Ser COPIER RENTAL	332.00	111386
		Total Department 08-00 CENTRAL SERVICES		332.00	
		Total Fund 409 Plant Fund		332.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 40-53 SKATING CENTER					
410-40-53-452000	Vehicles & Equipment	APEX MECHANICAL	FULTON BOILER REPLACEMENT	17,292.50	111393
			Total Department 40-53 SKATING CENTER	17,292.50	
		Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND		17,292.50	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, Streetscape Maintenance		7,500.00	2542
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		7,500.00	
		Total Fund 417 STREETSCAPE		7,500.00	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	783,481.00	111394
		Total Department 20-23 STREET CONSTRUCTION		783,481.00	
		Total Fund 590 Special Assmt. Construction		783,481.00	
Fund: 592 Street Construction - 2022					
Department: 20-23 STREET CONSTRUCTION					
592-20-23-490000-PW2222	Contractor Payments	Braun Intertec Corporation	MCCARRONS RETAINING WALL	2,760.50	111350
		Total Department 20-23 STREET CONSTRUCTION		2,760.50	
		Total Fund 592 Street Construction - 2022		2,760.50	
Fund: 600 Sanitary Sewer					
Department: 50-00 SANITARY SEWER					
600-50-00-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	32.34	2533
600-50-00-424000	Operating Supplies	GRAINGER	HOOR METER	82.68	111352
600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER RE	MICHAEL ALAN MELBY	I&I GRANT 50% - LAST OF FUNDS	1,861.95	111398
600-50-00-430000	Professional Services	Ehlers & Associates, Inc.	2024 UTILITY RATE STUDY UPDATE	7,761.25	111362
600-50-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	246.60	2524
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE SPACE PAYMENT	1,722.43	2546
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	292,802.56	2526
600-50-00-453000-PW2404	Other Improvements	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	5,532.65	111394
		Total Department 50-00 SANITARY SEWER		310,042.46	
		Total Fund 600 Sanitary Sewer		310,042.46	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	NICHOLAS VANG	UB refund for account: 022953-000	329.51	111401
610-00-00-208100	State Surcharge-Water	VALLEY PAVING	HYDRANT METER RENTAL	(5.52)	111400
610-00-00-209000	Sales Tax Payable	VALLEY PAVING	HYDRANT METER RENTAL	(0.46)	111400
610-00-00-230200	Hydrant Meter Deposits	VALLEY PAVING	HYDRANT METER RENTAL	6,000.00	111400
610-00-00-230200	Hydrant Meter Deposits	VALLEY PAVING	HYDRANT METER RENTAL	6,000.00	111400
		Total Department 00-00 GENERAL		12,323.53	
Department: 51-00 WATER FUND					
610-51-00-321042	Water Meter Fee	VALLEY PAVING	HYDRANT METER RENTAL	(700.00)	111400
610-51-00-321042	Water Meter Fee	VALLEY PAVING	HYDRANT METER RENTAL	100.00	111400
610-51-00-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	32.33	2533
610-51-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	246.60	2524
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	5,635.68	2555

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 51-00 WATER FUND					
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE SPACE PAYMENT	1,722.43	2546
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CTY B/ DALE TRAFFIC CONTROL	2,071.40	111369
610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	3,972.95	111394
Total Department 51-00 WATER FUND				13,081.39	
Total Fund 610 Water Fund				25,404.92	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(60.59)	2549
Total Department 00-00 GENERAL				(60.59)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-424000	Operating Supplies	Jerry Niesen	VENDOR FOR COOKIES & COCOA W/ KRIS KR	450.00	111381
620-52-51-424000	Operating Supplies	SiteOne Landscape Supply,	HERBICIDE AND INSECTICIDE	1,061.06	111382
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	941.92	2549
620-52-51-439000	CONTRACT MAINTENANCE	Zahl Petroleum Maintenance	CATHODIC TESTING AT CEDARHOLM	350.00	111356
620-52-51-452000	Vehicles / Equipment	MTI Distributing, Inc.	MTI TORO PO 8402 AERATOR	36,284.06	2527
Total Department 52-51 CEDARHOLM GOLF COURSE				39,087.04	
Total Fund 620 Golf Course				39,026.45	
Fund: 640 Storm Drainage					
Department: 54-00 STORM WATER					
640-54-00-420000	Office Supplies	Innovative Office Solution	OCTOBER INNOVATIVE OFFICE SUPPLIES	32.34	2533
640-54-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	246.60	2524
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	52.70	2551
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	181.67	2552
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	20.57	2557
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE SPACE PAYMENT	1,722.43	2546
640-54-00-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	DEER DISPOSAL	129.00	111378
640-54-00-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	139,397.32	111394
640-54-00-453000-PW2409	2024 BMP Maintenance	MNL	CORPUS CHRISTI MAINTENANCE THRU OCT	250.00	111385
640-54-00-453000-PW2410	Other Improvements	Peterson Companies	24-10 DRAINAGE IMP IRRIGATION REPAIR	556.22	111390
Total Department 54-00 STORM WATER				142,588.85	
Total Fund 640 Storm Drainage				142,588.85	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS OCTOBER	7,237.40	2521
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEES OCTOBER	1,411.29	2521
Total Department 00-00 GENERAL				8,648.69	
Total Fund 710 Risk Management				8,648.69	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-128100	Prepaid Expenses	19,465.12	
		100-01-00-433000	Advertising	127.40	
		100-02-00-420000	Office Supplies	250.98	
		100-02-00-430000	Professional Services	74,971.00	
		100-02-00-430099	Drug Testing	212.58	
		100-04-00-420000	Office Supplies	90.65	
		100-06-00-430000	Professional Services	18,446.93	
		100-08-00-424000	Operating Supplies	1,227.22	
		100-10-00-420000	Office Supplies	469.99	
		100-10-00-422000	Clothing	1,305.53	
		100-10-00-430000	Professional Services	5,126.72	
		100-10-00-430000-PD0032	Professional Services	1,268.00	
		100-10-00-430001	Dispatching Services	36,754.50	
		100-10-00-437000	Contract Maint. - Vehicles	234.54	
		100-10-00-439000	CONTRACT MAINTENANCE	604.80	
		100-10-00-441000	Training	6,931.00	
		100-10-00-443500	Minor Equipment	397.00	
		100-13-00-422000	Clothing	159.00	
		100-13-00-423000	Vehicle Supplies & Maintenance	123.50	
		100-13-00-424000	Operating Supplies	481.72	
		100-13-00-430000	Professional Services	208.00	
		100-13-00-439000	CONTRACT MAINTENANCE	753.56	
		100-13-13-436000	Utilities	2,851.13	
		100-13-13-437000	Contract Maint. - Vehicles	18,149.72	
		100-13-13-440000	Conferences	3,668.41	
		100-13-18-436000	Utilities	76.79	
		100-20-20-420000	Office Supplies	40.00	
		100-20-21-422000	Clothing	45.14	
		100-20-21-423000	Vehicle Supplies & Maintenance	4,288.97	
		100-20-21-424000	Operating Supplies	6,524.41	
		100-20-21-437000	Contract Maint. - Vehicles	4,768.67	
		100-20-21-439000	CONTRACT MAINTENANCE	115.44	
		100-20-22-436000	Utilities	16,904.79	
		100-20-30-421000	Motor Fuel	9,605.19	
		100-23-00-430000	Professional Services	3,480.00	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	85.00	
		103-00-00-230000	Deposits	6,000.00	
		200-40-40-431100	Postage	6,459.38	
		200-40-40-433000	Advertising	121.68	
		200-40-41-430000-PR0202	Professional Services	1,550.00	
		200-40-41-430000-PR0250	Professional Services	204.00	
		200-40-41-430000-PR0260	Professional Services	2,082.50	
		200-40-42-430000-PR0102	Professional Services	45.00	
		200-40-53-424000	Operating Supplies	446.95	
		200-40-53-436000	Utilities	16,604.29	
		200-40-53-438000	Rental	500.00	
		204-40-43-430000	Professional Services	109.06	
		204-40-43-436000	Utilities	5,301.03	
		260-56-17-420000	Office Supplies	94.37	
		260-56-57-433000	Advertising	72.80	
		265-05-00-420000	Office Supplies	220.82	
		265-05-00-424000	Operating Supplies	479.80	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		265-05-00-432000	Transportation	259.96	
		400-10-00-452000	Vehicles / Equipment	5,586.70	
		401-13-00-453000	Other Improvements	24,279.72	
		408-64-72-453000-PW2404	Other Improvements	13,673.19	
		409-08-00-438101	Postage Meter	332.00	
		410-40-53-452000	Vehicles & Equipment	17,292.50	
		417-20-20-439000	CONTRACT MAINTENANCE	7,500.00	
		590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	783,481.00	
		592-20-23-490000-PW2222	Contractor Payments	2,760.50	
		600-50-00-420000	Office Supplies	32.34	
		600-50-00-424000	Operating Supplies	82.68	
		600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER REPAIRS	1,861.95	
		600-50-00-430000	Professional Services	8,007.85	
		600-50-00-438000	Rental	1,722.43	
		600-50-00-445000	Metro Waste Control Board	292,802.56	
		600-50-00-453000-PW2404	Other Improvements	5,532.65	
		610-00-00-202000	Accounts Payable	329.51	
		610-00-00-208100	State Surcharge-Water	(5.52)	
		610-00-00-209000	Sales Tax Payable	(0.46)	
		610-00-00-230200	Hydrant Meter Deposits	12,000.00	
		610-51-00-321042	Water Meter Fee	(600.00)	
		610-51-00-420000	Office Supplies	32.33	
		610-51-00-430000	Professional Services	246.60	
		610-51-00-436000	Utilities	5,635.68	
		610-51-00-438000	Rental	1,722.43	
		610-51-00-439000	CONTRACT MAINTENANCE	2,071.40	
		610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	3,972.95	
		620-00-00-209001	Use Tax Payable	(60.59)	
		620-52-51-424000	Operating Supplies	1,511.06	
		620-52-51-436000	Utilities	941.92	
		620-52-51-439000	CONTRACT MAINTENANCE	350.00	
		620-52-51-452000	Vehicles / Equipment	36,284.06	
		640-54-00-420000	Office Supplies	32.34	
		640-54-00-430000	Professional Services	246.60	
		640-54-00-436000	Utilities	254.94	
		640-54-00-438000	Rental	1,722.43	
		640-54-00-439000	CONTRACT MAINTENANCE	129.00	
		640-54-00-453000-PW2404	Cty Rd B Recon & 2024 PMP	139,397.32	
		640-54-00-453000-PW2409	2024 BMP Maintenance	250.00	
		640-54-00-453000-PW2410	Other Improvements	556.22	
		710-00-00-210503	DENTAL	8,648.69	
--- TOTALS BY FUND ---					
		100	General Fund	240,213.40	
		103	Contracted Engineering Svcs	6,000.00	
		200	Recreation Fund	28,013.80	
		204	PARK MAINTENANCE	5,410.09	
		260	Community Development	167.17	
		265	License Center	960.58	
		400	Equipment Revolving	5,586.70	
		401	Fire Equipment	24,279.72	
		408	Pathway Maintenance Fund	13,673.19	
		409	Plant Fund	332.00	
		410	GENERAL FACILITIES REPLACEMENT FUND	17,292.50	
		417	STREETSCAPE	7,500.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		590	Special Assmt. Construction	783,481.00	
		592	Street Construction - 2022	2,760.50	
		600	Sanitary Sewer	310,042.46	
		610	Water Fund	25,404.92	
		620	Golf Course	39,026.45	
		640	Storm Drainage	142,588.85	
		710	Risk Management	8,648.69	
		Total For All Funds:		<u>1,661,382.02</u>	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approval of 2025 Business License Renewals

Background

Chapter 301 of the City Code requires all applications for business licenses to be submitted to the City Council for approval. The City has received the following renewal applications for 2025:

- 1 Recycling Hauler Licenses
- 2 Solid Waste Hauler Licenses

A detailed list of applicants is included in Attachment 1.

Policy Objectives

Required by City Code

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

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

Staff Recommendations

Staff has reviewed the applications and has determined that the applicant(s) meet all City requirements and recommends approval of the licenses upon receipt of any outstanding application materials and payments.

Requested Council Action

Motion to approve the business license renewals as listed in Attachment 1 upon receipt of any outstanding application materials and payments.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. 2025 Business License Renewal Requests 12-2-24

Recycling Hauler License

Waste Management
10500 Naples St NE
Blaine, MN 55449

Solid Waste Hauler License

Gorilla Dumpster Bag, LLC
2809 E Hamilton Ave #107
Eau Claire, WI 54701

Waste Management
10500 Naples St NE
Blaine, MN 55449

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

Background

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment 1* includes a list of items submitted for Council review and approval.

Staff will note that, unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with *Attachment 2*.

Policy Objectives

Required under City Code 103.05.

Equity Impact Summary

Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports broader goals of reducing racial economic disparities as well as Roseville's aspiration to be a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Parks & Recreation	Kilmer Electric Co., Inc.	Repair of Wiring Surrounding Bennett Lake in Central Pa	(a)	\$ -	\$ 85,532	2024 Budget
Sanitary Sewer	Hydro-Klean LLC	Sanitary Sewer Televising	(b)	\$ 1,000,000	\$ 16,062	2025 CIP
Public Works	Gopher Sign Company	Wayfinding Sign Material	(c)	\$ 200,000	\$ 126,000	ARPA
Public Works	Forest Lake Contracting, Inc.	Wayfinding Sign Installation	(d)		\$ 74,000	ARPA

Key

(a) On the morning of November 17, 2024, it was discovered that copper wiring had been stolen from 27 of the 28 lights surrounding Bennett Lake in Central Park. This theft has left the trail around the lake without lighting, creating safety and usability concerns for residents. To address this issue promptly, we engaged a trusted contractor (Kilmer Electric Co., Inc.) who is experienced in similar repairs. Staff also spoke with other cities that have experienced copper theft and discussed mitigation strategies that have been effective. The quoted cost of these repairs is \$85,531.78 although final costs may vary due to the damage caused by the wire's violent removal. This is an unbudgeted repair will be paid for from the Parks Maintenance Fund.

(b) The Public Works Department hire specialty contractors for televising sanitary and storm sewer pipe. Televising allows inspection of underground sewer infrastructure and helps identify maintenance needs. The 2025 solicitation for televising included over 10,000 feet of sanitary sewer for the upcoming 2025 Sanitary Sewer Lining Project. Based on the price and previous successful projects Hydro-Klean has completed within Roseville, City staff recommends approval of the quote for \$16,062.20 from Hydro-Klean, LLC for sanitary sewer televising.

(C) & (D) The 2024 budget included \$200,000 in ARPA funds for wayfinding signage. Staff requested quotes for 24 signs and the installation of the signs from 7 vendors. Two quotes were received. One quote was received for just the signage material from Gopher Sign Company in the amount of \$126,000 which includes \$1,600 in allowances for changes of sign blades needed, and the second quote was received for just the signage installation from Forest Lake Contracting in the amount of \$74,000 which includes \$7,000 in allowances for changes needed to be made in the field. Together the combined price of the quotes total \$200,000. Both of these vendors are respected companies and have done numerous projects in St. Paul and Roseville, making staff supportive of both low quotes provided. Staff recommends approval of the Gopher Sign Company quote of \$126,000 (Sign Material) and the Forest Lake Contracting quote of \$74,000 (Sign Installation).



MEMORANDUM

Date: November 25, 2024

To: City Council

From: Matthew Johnson, Parks and Recreation Director

RE: Copper Theft to Central Park Lights

On the morning of November 17, 2024, it was discovered that copper wiring had been stolen from 27 of the 28 lights surrounding Bennett Lake in Central Park. This theft has left the trail around the lake without lighting, creating safety and usability concerns for residents. The Police Department is actively investigating the incident.

Copper wire thefts have been reported across the metro area, and this unfortunate incident highlights the vulnerabilities within our infrastructure. Given the urgency of restoring lighting to ensure public safety, and the importance of this amenity for our community, we initiated an emergency repair on November 21, 2024.

Emergency Repairs

To address the issue promptly, we engaged a trusted contractor who is experienced in similar repairs. We also spoke with other cities that have experienced copper theft and discussed mitigation strategies that have been effective. The approved emergency repair plan includes:

- Repair of impacted Central Park lights
- Modifications to impacted light fixtures to deter future theft

The quoted cost for these repairs is \$85,531.78, although final costs may vary due to the damage caused by the wire's violent removal. This unbudgeted repair will be paid for from the Parks Maintenance Fund.

Work is scheduled to begin the week of December 2, 2024, with completion anticipated by mid-December. This repair has been authorized by the City Manager under emergency provisions to avoid delays, particularly with the holidays approaching.

Deterrence of Future Theft

As mentioned, modifications will be made to the repaired fixtures to make future theft more difficult. Additionally, staff are pursuing installation of additional cameras in Central Park and options to retrofit other (non-impacted) fixtures to deter additional copper wire theft. However, initial analysis is that some of these modifications are costly and may only marginally decrease the threat of copper theft. It is important to note that since 2019 neighboring cities have pursued a vast array of deterrence methods with only limited success. According to a recent article in the Star Tribune (August 18, 2024) "crews welded access panels shut, electrified utility wires during the day, installed silent alarms and used less valuable wire. Those fixes did little to stop thieves who stripped copper wire from thousands of lights..."

Based on conversation with neighboring cities, it is unwise to publicly share the specifics of deterrence methods that will be utilized in the park.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Sanitary Sewer
Project/Initiative Title:	Sewer Main Repairs
Total Estimated Cost:	\$1,000,000
Funding Source:	Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

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

Location:

Various Locations in the City

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve new and reclassified positions in the 2025 city budget

Background

The 2025 City Manager Recommended Budget includes the creation or reclassification of several positions to address current and future organizational needs. These changes are as follows:

- **Accounting Manager** (reclassification of an existing position; no additional staffing)
- **Forestry and Natural Resources Supervisor** (reclassification of a part-time position to full-time with updated responsibilities)
- **Housing Officer/Fire Inspector** (new position)
- **Human Resources Manager** (new position)
- **Mental Health Coordinator** (new position)
- **Recreation Manager – Cedarholm Golf Course** (reclassification; no additional staffing)

Position Summaries and Impacts

**Salaries are reflective of the proposed 2025 ranges.*

1. Accounting Manager

- **Summary:** Assists the Assistant Finance Director by managing accounting functions, preparing financial reports, overseeing the annual audit, and supervising the Utility Billing Clerk. The role includes financial analysis, compliance with GASB standards, and management of various accounting systems.
- **Salary Range:** \$46.55-\$57.21 per hour (\$96,824 - \$118,996 annually)

2. Forestry and Natural Resources Supervisor

- **Summary:** Manages the City's forestry and natural resources programs, including tree management, natural resource restoration, and community engagement through volunteer programs. This role transitions from part-time to full-time, enhancing capacity for natural resource management.
- **Salary Range:** \$38.30 - \$47.07 per hour (\$79,664 - \$97,905 annually)

3. Housing Officer/Fire Inspector

- **Summary:** Oversees the multi-family housing and hotel/motel licensing programs while performing fire and building code inspections. This position ensures compliance with safety standards and contributes to public education initiatives.
- **Salary Range:** \$34.73 - \$42.70 per hour (\$72,238 - \$88,816 annually)

4. Human Resources Manager

- **Summary:** Leads the Human Resources team in implementing policies and programs, managing the employee lifecycle, and fostering an inclusive and equitable workplace.
- **Salary Range:** \$51.32 - \$63.08 per hour (\$106,745 - \$131,206 annually)

5. Mental Health Coordinator

- **Summary:** Provides on-scene mental health assessments, crisis intervention, and resource coordination as part of the Police Department. This role aims to enhance community support for individuals with mental health or chemical dependency needs.
- **Salary Range:** \$44.34 - \$54.50 (\$92,227 - \$113,360 annually)

6. Recreation Manager – Cedarholm Golf Course

- **Summary:** Manages recreation programs, facility operations, and golf course activities to meet community wellness and engagement goals. This reclassification strengthens operational oversight without adding additional staff.
- **Salary Range:** \$42.22 - \$51.90 (\$87,817 - \$107,952 annually)

Policy Objectives

The creation and reclassification of these positions align with the City's vision of fostering a vibrant, safe, and inclusive community. These roles are integral to achieving the City's mission of delivering reliable and responsive services while ensuring equity, sustainability, and community engagement.

The new and reclassified positions support strategic priorities by:

- Strengthening responsive services and safety through roles like the Mental Health Coordinator and Housing Officer/Fire Inspector, which address the physical, emotional, and mental well-being of residents.
- Enhancing the natural environment with the full-time Forestry and Natural Resources Supervisor, ensuring sustainable management of parks and forestry.
- Promoting economic vitality by supporting administrative and operational efficiency through positions like the Accounting Manager and Recreation Manager.
- Advancing equity in internal practices and public engagement through the Human Resources Manager, which embeds inclusive practices across the organization.

These additions ensure the City has the capacity and expertise to meet the evolving needs of the community.

Equity Impact Summary

The addition of these positions supports the City's goals of equity and inclusion by enhancing services such as mental health intervention, natural resources management, and workforce support. The positions have been designed with equity-focused responsibilities and outcomes, ensuring alignment with the City's broader strategic goals.

Budget Implications

The 2025 City Budget includes funding for these positions. Funding for new positions has been planned within the budget, and no additional funding outside the approved budget is required.

78 **Staff Recommendations**

79 Staff recommends approval of the newly created and reclassified positions as part of the 2025 City
80 Manager Recommended Budget.

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82 **Requested Council Action**

83 Motion to approve the creation and reclassification of the positions as outlined above.
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85 **Prepared by:** Rebecca Olson, Assistant City Manager

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Consider Proclamations for 2025

Background

Historically, staff has worked with commissions and stakeholders in the community to recommend and draft language surrounding various Proclamations that are issued by the City Council throughout the year. Listed below is a slate of proclamations the city has issued in years past. These proclamations are typically issued in the month preceding the recognition (e.g. Human Trafficking Awareness Month is recognized in January, and is typically proclaimed in December). Council is being asked to consider and approve this slate of proclamations for 2025. The Council adopted Proclamation Policy is also included for reference as Attachment 1.

Month	Proclamation	Council Agenda Date
January	Human Trafficking Awareness and Prevention Month Martin Luther King Jr. Day - January 20, 2025	December 2, 2024 January 6, 2025
February	Black History Month Optimist Day - First Thursday in February	January 27, 2025 January 27, 2025
March	Women's History Month	February 24, 2025
April	Fair Housing Month Days of Remembrance - April 23 - 30, 2025 Arbor Day - April 25, 2025	March 24, 2025 April 21, 2025 April 21, 2025
May	Asian American and Pacific Islander Heritage Month Older Adults Month Mental Health Awareness Day and Month - June 7, 2025 Peace Officers Memorial Day and National Police Week - May 11 - 17, 2025 Buddy Poppy Days - May 16, 17, 18	April 21, 2025 April 21, 2025 April 21, 2025 May 5, 2025 May 5, 2025
June	LGTBQIA+ Pride Month Gun Violence Awareness Month Juneteenth - June 19, 2025	May 19, 2025 May 19, 2025 June 16, 2025

July	Parks and Recreation Month Kiwanis Peanut Day Americans with Disabilities Act Anniversary Observance - July 25, 2025	June 16, 2025 TBD (Was July 8, 2024) July 21, 2025
August	Karen Martyr's Day Commemoration - August 12, 2025 (75th Commemoration)	August 11, 2025
September	Hispanic Heritage Month - September 15 - October 15 Constitution Week - September 17 - 23, 2025 Addiction Awareness Month*	September 8, 2025 September 8, 2025 September 8, 2025
October	Indigenous People's Day - October 13, 2025	September 22, 2025
November	National Native American Heritage Month	October 27, 2025
December		

* There was a request by a council member to also add Addiction Awareness Month however, there has not been a formal decision regarding this proclamation.

Policy Objectives

The adoption of the 2025 proclamations aligns with the City of Roseville's vision of being a vibrant, safe, and inclusive community. By acknowledging and celebrating significant observances, the City reinforces its commitment to community engagement, equity, and integrity. These proclamations reflect the City's mission to foster welcoming environments and interconnectedness among residents, promoting a sense of belonging and shared purpose. Through this process, the City ensures its actions resonate with community aspirations, such as sustainability, inclusivity, and safety, and emphasizes the importance of shared cultural and social milestones.

Equity Impact Summary

The 2025 proclamations offer a tangible opportunity for the City Council to affirm the values of equity, community engagement, and inclusivity that form the foundation of Roseville's vision of a vibrant, safe, and inclusive community. By recognizing these observances, the Council signals its commitment to removing barriers, acknowledging systemic inequities, and celebrating the diverse identities and contributions of residents. Adopting these proclamations strengthens trust and belonging within the community by:

- Highlighting the City's responsiveness to the unique needs and histories of underrepresented groups.
- Encouraging broader participation in civic life through cultural awareness and shared celebration.
- Advancing equity by ensuring groups see their experiences reflected in the City's public actions.

In approving the 2025 proclamations, this action aligns with the City's broader goals, including fostering welcoming environments, enhancing community interconnectedness, and addressing barriers to participation. Approval of these proclamations is not just a ceremonial act but a step toward a more inclusive and equitable Roseville, reinforcing the City's commitment to its values.

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Budget Implications
None

Staff Recommendations
By motion, approve the list of proclamations for 2025.

Requested Council Action
By motion, approve the list of proclamations for 2025.

Prepared by: Rebecca Olson, Assistant City Manager
Attachments: 1. Proclamation Policy



Proclamation Policy

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

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

They include:

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

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

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

(Inserted from June 6, 2022 Council minutes)

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Final Payment for 2023 Pathway Project 23-05

Background

On June 20, 2023, the City Council awarded the 2023 Pathway Project 23-05 to New Look Contracting, Inc. Work completed under the contract totaled \$807,978.82. The work has been completed, was in accordance with project plans and specifications, and is now ready to be closed out. The project added three segments of pathway (see map in Attachment 3):

1. Cleveland Avenue: 6-foot wide concrete pathway on the east side from Iona Street to about 500 feet north to the Colder Product site;
2. Lexington Avenue: 8-foot wide asphalt pathway on the east side from TH 36 to County Road B2; and
3. Marion Street: 8-foot wide concrete pathway on the west side from Larpenteur Avenue to the cul-de-sac.

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all work has been completed in accordance with plans and specifications (see Attachment 2).
- A resolution by the City Council accepting the contract and beginning the one-year warranty (see Attachment 3).

Policy Objectives

The 2023 Pathway Project 23-05 will advance the following Transportation Goals identified in the 2040 Comprehensive Plan:

- *Coordinate transportation decisions with other government entities and coordinate planning efforts to ensure connectivity of regional routes:* This project was identified and funded in partnership with Ramsey County.
- *Promote the use of transit as a reasonable alternative to driving automobiles during both congested and non-congested time periods through land-use and transportation decisions:* This project creates pathway connections to transit stops.

- *Encourage the use of non-motorized transportation by providing and supporting development of a high-quality network of both off-road and on-road pathways, and ensure that bicycle and pedestrian routes are safe, efficient and attractive:* The pathway segments proposed for construction are identified for construction in the City's Pathway Master Plan.

Equity Impact Summary

These pathway segments were identified in the Pathway Master Plan and chosen to enhance walkability in areas with the most need. The Lexington Avenue pathway segment will provide better access to transit and for high school students accessing Roseville Area High School. The Cleveland Avenue pathway segment completes a gap in the sidewalk network. The sidewalk proposed will better connect to nearby transit and to local jobs. The Marion Street Pathway segment is located within a Low-Moderate Income neighborhood, as identified by Ramsey County, with a racially and ethnically diverse population.

Pathways were constructed with Americans with Disabilities Act (ADA) compliant curb ramps to provide better access for individuals with disabilities.

City staff solicited bids on the project from minority-owned and woman-owned construction businesses registered with Ramsey County CERT, in addition to standard project advertising. The federal CBDG funds have Section 3 and wage reporting requirements for the contractor during the project, and the City will be working with Ramsey County Community & Economic Development on compliance and reporting.

Budget Implications

The final contract amount, \$807,978.82, is \$1,868.18 (0.2%) less than the awarded amount of \$809,847.00. Reduced costs are from lower quantities on some bid items.

Outside of the contract with New Look Contracting, Inc., this project included costs for testing and other miscellaneous expenses that totaled \$7,631.40.

Since the Cleveland Avenue and Lexington Avenue pathways are on county roads, Ramsey County agreed to a cost-share and will be invoiced \$222,961.23.

The City was awarded Community Development Block Grant (CBDG) funds, which funded the Marion pathway in the amount of \$145,859.11.

Staff Recommendations

Staff recommends the City Council approve a resolution accepting the work completed as the 2023 Pathway Project 23-05 and authorize final payment of \$145,028.02 to New Look Contracting, Inc.

Requested Council Action

Motion to adopt the resolution accepting the work completed as the 2023 Pathway Project 23-05, starting the one-year warranty and authorizing final payment of \$145,028.02.

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Prepared by: Jennifer Lowry, Assistant Public Works Director / City Engineer

Attachments:

1. Resolution
2. Certification from City Engineer
3. Project Map

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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 2nd day of December, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 2nd day of December, 2024.

Patrick Trudgeon, City Manager

(SEAL)



December 2, 2024

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: 2023 Pathway Project 23-05
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the 2023 Pathway Project 23-05. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$809,847.00
Actual amount due (based on actual quantities)	\$ 807,978.82
Previous payments	\$ 662,950.80
Balance Due	\$ 145,028.02

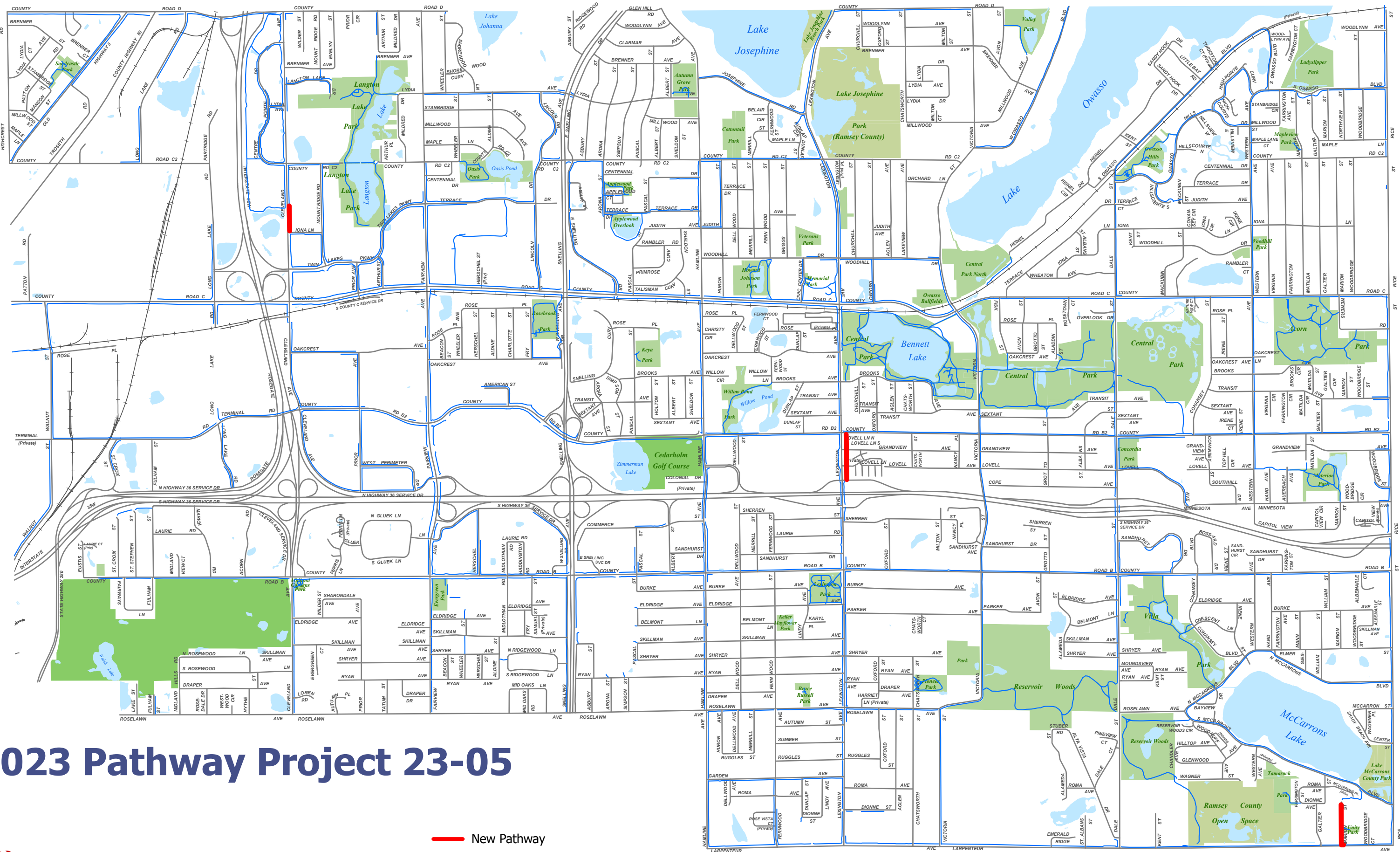
The construction costs for this project have been funded as follows:

Pathway Funds to be reimbursed by Community Development Block Grant (CBDG) funds	\$216,197.25
Pathway Funds to be reimbursed by Ramsey County Public Works	\$222,961.23
Municipal State Aid Funds	\$222,961.23
Local Streets (PMP Fund)	\$145,859.11

Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Jennifer Lowry, MN P.E
City Engineer/Asst. Public Works Director
651-792-7042
Jennifer.lowry@cityofroseville.com



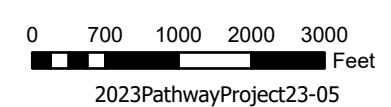
2023 Pathway Project 23-05

- New Pathway
- Existing Pathway

ROSEVILLE
Prepared by: Engineering Department
5/12/2023

Data Sources
* Ramsey County GIS (11/1/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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 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 651-792-7075. 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.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Adopt Resolution Awarding Design Contract for 2025 Sanitary Sewer Lining Project #25-06

Background

The majority of the City's sanitary sewer mains were constructed in the late 1950's and early 1960's, utilizing clay tile and reinforced concrete pipe. Over time the joints have failed, allowing root intrusion. The pipe material is also susceptible to cracking and construction damage. The City began the sewer lining program in 2006 to rehabilitate the sewer mains and extend the life of our sanitary sewers by 50 years or more. Lining technology installs a new resin pipe inside the original clay tile sewer main without digging up city streets, which results in minimal disruption to residents during construction. The liner pipe is inserted into the main through existing manholes and cured in place with a heat process. Each segment is typically completed in one working day. Service line connections are reopened using a robotic cutter and remote cameras. During the process, existing flows are bypassed using pumps. This type of rehabilitation prevents groundwater from entering the sanitary system, so it can be credited toward the Metropolitan Council Environmental Services inflow/infiltration surcharge.

The 2025 Sanitary Sewer Lining Project identified lining for approximately 5.4 miles in areas observed as having root intrusion or infiltration problems and having sewer pipe ratings of 3 or less (on a scale of 1-5, 5 being in the best condition). The decision in hiring a design consultant is driven by the technical complexity of the project, particularly regarding the need to bypass larger flows under major highways, railroads and other high-volume traffic areas. Engaging a qualified consultant for design will help the City mitigate potential risks associated with the bypass operation, ensure clear guidance is given to contractors in the plans and specifications to obtain equitable bids, reduce project delays, and ensure a cost-effective and efficient Cured-in-Place Pipe (CIPP) lining project.

The City of Roseville issued a Request for Proposals (RFP) on October 31, 2024, to engage seven (7) qualified consultants for the design of the 2025 Sanitary Sewer Lining Project, which includes planning for complex sanitary flow bypass systems. To ensure the selection of a consultant best suited to the project's technical requirements and cost considerations, proposals were evaluated based on the following criteria:

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1. **Experience (10%):** Firm’s track record with similar CIPP and bypass system projects.
2. **Project Understanding (25%):** Approach to the project’s scope, including bypass design and traffic management.
3. **Proposal Quality (10%):** Clarity, organization, and thoroughness of the proposal.
4. **Cost-Effectiveness (50%):** Fee proposal and value for the City’s budget.
5. **References (5%):** Feedback from previous clients and past performance on similar projects.

The following four (4) proposals were received by November 22, 2024, and were scored by a review committee, as shown below:

Consultant	SCORE	NOT-TO-EXCEED COST
Bolton & Menk	99%	\$81,804.00
Stantec	71%	\$144,310.00
Ayres / Kimley-Horn	56%	\$234,000.00
Moore Engineering	57%	\$284,180.00

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Policy Objectives

It is City policy to keep utility infrastructure in good operating condition, utilizing construction technologies that keep service disruption to a minimum.

48

Equity Impact Summary

There should be no equity impacts associated with this project. The proposal review process uses clear and objective selection criteria that creates a fairer process and the proposals were sent to a broad pool of firms.

53

Budget Implications

The City received four (4) proposals for the design contract for 2025 Sanitary Sewer Lining Project. The lowest not-to-exceed amount was submitted by Bolton & Menk, Inc. in the amount of \$81,804.00. After reviewing the proposals, staff believes the design consultant is qualified and provided cost-effective pricing, especially given the 2025 Sanitary Sewer Lining Project will take multiple years for implementation due to the size of the pipes and liner necessary to perform the rehabilitation, technical bypassing needs, and robust traffic control needs, which impact the overall construction costs. Budgeting for this project is tentatively scheduled for the 2025 and 2026 construction season, which as outlined in the 2025 CIP has a total budget of \$2,000,000 over the two-year period.

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The funding breakdown for the project is listed below:

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FUNDING SOURCE	TOTAL PROJECT BUDGET	DESIGN SERVICES	CONSTRUCTION
Roseville Sanitary Sewer Utility Fund (25/26, 26/27)	\$2,000,000.00	\$81,804.00	\$1,918,196.00

67
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Staff Recommendations

Staff recommends Council adopt a resolution awarding the design contract for the 2025

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Sanitary Sewer Lining Project in the not-to-exceed amount of \$81,804.00 to Bolton & Menk, Inc.

Requested Council Action

Motion adopting a resolution awarding design contract for the 2025 Sanitary Sewer Lining Project in the amount of \$81,804.00 to Bolton & Menk, Inc.

Prepared by: Erik Henricksen, Assistant City Engineer

Attachments:

1. Resolution
2. RFP Evaluation Worksheet

**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 2nd day of December, 2024, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION AWARDING DESIGN CONTRACT
FOR 2025 SANITARY SEWER LINING PROJECT**

WHEREAS, pursuant to request for proposals for the design services dated October 31, 2024, said proposals were received by Friday, November 22, 2024, 4:00 p.m., reviewed and scored according to the selection criteria outlined in the proposal, and scored accordingly:

Consultant	SCORE	NOT-TO-EXCEED COST
Bolton & Menk	99%	\$81,804.00
Stantec	71%	\$144,310.00
Ayres / Kimley-Horn	56%	\$234,000.00
Moore Engineering	57%	\$284,180.00

WHEREAS, it appears that Bolton & Menk, Inc. is the highest scored consultant based on the selection criteria, and the lowest not-to-exceed cost of \$81,804.00.

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Bolton & Menk, Inc. for a not-to-exceed amount of \$81,804.00 in the name of the City of Roseville for the above design services according to the Request for Proposal dated October 31, 2024, heretofore approved by the City Council and on file in the office of the City Manager.

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

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

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 2nd day of December, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 2nd day of December, 2024.

Patrick Trudgeon, City Manager

(SEAL)

REVIEWER: 1

Consultant: BOLTON & MENK			Consultant: STANTEC			Consultant: AYRES / KIMLEY-HORN			Consultant: MOORE ENGINEERING		
Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score
1. Firm's Experience	10	10%	1. Firm's Experience	10	10%	1. Firm's Experience	8	8%	1. Firm's Experience	9	9%
2. Project Understanding and Approach	10	25%	2. Project Understanding and Approach	10	25%	2. Project Understanding and Approach	6	15%	2. Project Understanding and Approach	8	20%
3. Clarity and Quality of Proposal	10	10%	3. Clarity and Quality of Proposal	8	8%	3. Clarity and Quality of Proposal	8	8%	3. Clarity and Quality of Proposal	8	8%
4. Fee Proposal and Cost-Effectiveness	10	50%	4. Fee Proposal and Cost-Effectiveness	5.7	28%	4. Fee Proposal and Cost-Effectiveness	3.5	17%	4. Fee Proposal and Cost-Effectiveness	2.9	14%
5. References and Past Performance	10	5%	5. References and Past Performance	9	5%	5. References and Past Performance	8	4%	5. References and Past Performance	8	4%
Total Weighted		100%	Total Weighted		76%	Total Weighted		52%	Total Weighted		55%

Scoring Instructions: Assign a score between 1.0 and 10 for each criterion, where 1.0 = Poor and 10 = Excellent.

REVIEWER: 2

Consultant: BOLTON & MENK			Consultant: STANTEC			Consultant: AYRES / KIMLEY-HORN			Consultant: MOORE ENGINEERING		
Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score
1. Firm's Experience	10	10%	1. Firm's Experience	9	9%	1. Firm's Experience	8	8%	1. Firm's Experience	8	8%
2. Project Understanding and Approach	10	25%	2. Project Understanding and Approach	7	18%	2. Project Understanding and Approach	8	20%	2. Project Understanding and Approach	8	20%
3. Clarity and Quality of Proposal	10	10%	3. Clarity and Quality of Proposal	8	8%	3. Clarity and Quality of Proposal	8	8%	3. Clarity and Quality of Proposal	8	8%
4. Fee Proposal and Cost-Effectiveness	10	50%	4. Fee Proposal and Cost-Effectiveness	5.7	28%	4. Fee Proposal and Cost-Effectiveness	3.5	17%	4. Fee Proposal and Cost-Effectiveness	2.9	14%
5. References and Past Performance	9	5%	5. References and Past Performance	8	4%	5. References and Past Performance	8	4%	5. References and Past Performance	8	4%
Total Weighted		100%	Total Weighted		67%	Total Weighted		57%	Total Weighted		54%

Scoring Instructions: Assign a score between 1.0 and 10 for each criterion, where 1.0 = Poor and 10 = Excellent.

REVIEWER: 3

Consultant: BOLTON & MENK			Consultant: STANTEC			Consultant: AYRES / KIMLEY-HORN			Consultant: MOORE ENGINEERING		
Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score	Criteria	Score (1-10)	Weighted Score
1. Firm's Experience	10	10%	1. Firm's Experience	10	10%	1. Firm's Experience	8	8%	1. Firm's Experience	9	9%
2. Project Understanding and Approach	9	23%	2. Project Understanding and Approach	8	20%	2. Project Understanding and Approach	9	23%	2. Project Understanding and Approach	9	23%
3. Clarity and Quality of Proposal	9	9%	3. Clarity and Quality of Proposal	7	7%	3. Clarity and Quality of Proposal	8	8%	3. Clarity and Quality of Proposal	10	10%
4. Fee Proposal and Cost-Effectiveness	10	50%	4. Fee Proposal and Cost-Effectiveness	5.7	28%	4. Fee Proposal and Cost-Effectiveness	3.5	17%	4. Fee Proposal and Cost-Effectiveness	2.9	14%
5. References and Past Performance	9	5%	5. References and Past Performance	10	5%	5. References and Past Performance	7	4%	5. References and Past Performance	10	5%
Total Weighted		96%	Total Weighted		70%	Total Weighted		59%	Total Weighted		61%

Scoring Instructions: Assign a score between 1.0 and 10 for each criterion, where 1.0 = Poor and 10 = Excellent.

Consultant	Average Score
BOLTON & MENK	99%
STANTEC	71%
AYRES / KIMLEY-HORN	56%
MOORE ENGINEERING	57%

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Certify Delinquent Miscellaneous Charges

Background

The City should annually certify to the County Auditor any unpaid false alarms, property abatements, police nuisance call fines and fire safety inspections that are in excess of 90 days past due, for collection in the following year's property taxes.

All delinquent accounts were notified that these amounts were delinquent and would be certified to their property taxes if payments were not received by December 12, 2024. Ramsey County is now requiring a copy of the Council approved resolution in order to assess these delinquent charges to the property.

Attached is the current list of delinquent charges. Payments received by the Finance Office through December 12, 2024, will be accepted and will not be levied on 2025 property taxes.

Policy Objectives

Certify delinquent charges.

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

Not Applicable

Staff Recommendations

Staff recommends approval of the attached resolution levying unpaid charges for collection on the property taxes

Requested Council Action

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

Prepared by: Karla Rangitsch, Utility Billing Clerk

Attachments:

1. AR List to Council
2. AR Resolution

CITY OF ROSEVILLE PROPERTY ABATEMENTS FOR 2025 TAXES

PIN	ADDRESS	AMOUNT TO	
		AMOUNT TO COLLECTIONS	COLLECTIONS + \$25 FEE
102-923/340-017	1397 SANDHURST DR	\$536.50	\$561.50
042-923/120-023	3024 FAIRVIEW AVE	\$1,343.71	\$1,368.71
042-923/240-055	0 FAIRVIEW AVE	\$573.71	\$598.71
162-923/110-062	1650 SKILLMAN	\$851.81	\$876.81
092-923/310-003	1885 Perimeter	\$599.46	\$624.46
112-923/340-077	2165 Victoria St	\$1,250.00	\$1,275.00
TOTAL TO BE CERTIFIED TO			
2025 TAXES		\$5,155.19	\$5,305.19

CITY OF ROSEVILLE UNPAID POLICE FALSE ALARMS/NUISANCE CALL FINES/FIRE INSPECTIONS

092-923/240-014	2401 Fairview Ave N	\$100.00	\$125.00
092-923/140-031	1643 Co Rd B2W	\$400.00	\$425.00
152-923/220-017	2100 Snelling Ave	\$500.00	\$525.00
092-923/130-033	2480 Fairview Ave	\$100.00	\$125.00
152-923/220-017	2100 Snelling Ave	\$100.00	\$125.00
092-923/430-010	1780 W Highway 36	\$110.00	\$135.00
082-923/210-013	2350 Co Rd C	\$100.00	\$125.00
052-923/110-037	3015 Centre Point Dr	\$696.00	\$721.00
042-923/430-018	2725 Herschel St	\$2,000.00	\$2,025.00
092-923/310-003	1885 Perimeter Road	\$200.00	\$225.00
092-923/320-005	2300 Cleveland Ave N	\$750.00	\$775.00
152-923/220-017	2100 Snelling Ave	\$100.00	\$125.00
042-923/410-041	2801 Snelling Ave	\$354.50	\$379.50
012-923/440-001	2835 Rice St	\$500.00	\$525.00
042-923/430-018	2725 Hershel St	\$1,145.00	\$1,170.00
092-923/320-003	2420 Cleveland Ave	\$100.00	\$125.00
132-923/440-010	1739 Rice St	\$5,500.00	\$5,525.00
092-923/410-005	1595 Highway 36	\$200.00	\$225.00
152-923/220-017	2100 Snelling Ave	\$300.00	\$325.00
TOTAL TO BE CERTIFIED TO			
2025 TAXES		\$13,255.50	\$13,730.50

**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 2nd day of December, 2024 at 6:00 p.m.

The following members were present:

Member introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO
LEVY UNPAID CITY CHARGES FOR PAYABLE 2024 AND PRIOR**

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

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

1. Attached hereto and made a part thereof by reference is a list of parcels of real property lying within the City limits which are served by the City of Roseville, and on which there are unpaid charges as shown on the attached document.

2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the real estate taxes due the amount set forth in attached document plus 8% interest.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 2nd day of December with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 2nd day of December 2024.

Patrick Trudgeon
City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024

Item No.: 10.i.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Approve the renewal of a short term rental license for 1820 Chatsworth St N

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. On November 1, 2024, an application for a short term rental license was submitted by the property owner (Attachment 1). The property is a three-bedroom, single family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as, the maximum occupancy of four or less unrelated adults or one family. There have been no nuisance or property maintenance violations confirmed in the past five years. Short term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year. If approved, this property would be one of nine licensed short term rentals within the City.

Upon issuance, the license will be valid for 365 days. A current copy of the license must be posted in the rental unit, along with current copies of City Code Sections 405, 407 and 602. Within ten days of Council approval, all residential properties of one to four units within 300 feet must be provided a copy of the City issued license. A draft of the license is provided as Attachment 2.

The applicant has supplied all required license information and paid the license fee of \$515. In accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires presentation to the City Council. Based upon the requirements outlined in ordinance, the property owner is entitled to the license.

Policy Objectives

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

Equity Impact Summary

Staff has not identified any equity impacts related to this action.

Budget Implications

The correct fees were paid to the City at the time of application submittal.

Staff Recommendations

Staff recommends approval of a one year short term rental license for 1820 Chatsworth St N.

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Requested Council Action

By motion, approve the short term rental license for 1820 Chatsworth St N.

Prepared by: David Englund, Building Official

- Attachments:**
- 1. Application
 - 2. Draft License

Menu

Reports

Help

File Date: [11/01/2024](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Application](#)

Address: [1820 Chatsworth St N Roseville MN 55113](#)

Custom Fields: UNIT DETAILS

Unit Type

[Single-Family Home](#)

Number of Bedrooms

[3](#)

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits

[↓](#)

Attestation to Payment of Lodging Tax

[↓](#)

Contact Info:

Contact Type	Organization Name	Contact Primary Address	Status	Name
Property Owner			Active	Tacy Gates

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$530.45](#)

Total Fee Invoiced: [\\$530.45](#)

Balance: [\\$0.00](#)

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	License Issuance	Jan Rosemeyer	Void	11/18/2024	Jan Rosemeyer

Initiated by Product:

AV360

ATTACHMENT 2

City of Roseville Short-Term Rental License This certificate must be posted in the rental unit

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

- The Property Owner must comply with all requirements set forth in Roseville City Code. This license may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Licenses are non-transferable; new owners must apply for a new license.

License Number: STR-016

Owner: Tacy Gates

Phone: 651-XXX-XXXX

Email: tacygates@yahoo.com

Address: 1820 Chatsworth St N

Expiration: 12/3/2025

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

MINIMUM STANDARDS AND CODES FOR RENTAL UNITS including but not limited to:

In the Unit:

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

Exits must be free from obstruction inside and out and **Exterior Doors** should open and close easily, be weather tight, and lock/unlock from the inside without a key or special knowledge.

The **Water Heater and Furnace** must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the **Water Heater must have a TPR valve and relief valve discharge pipe.**

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

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

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

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

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

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

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

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

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

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

Vehicles/Driveway/Parking:

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

Please observe all No Parking signs. **Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.** Do not put Snow into the street or onto neighboring properties.

Yard:

Grass/Weeds exceeding 8 inches are prohibited on any property.

Noise:

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the

source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

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

Pets:

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

WHEN ISSUES ARISE

For an emergency, call 9-1-1

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

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/2/2024
Item No.: 10.j.

Department Approval



City Manager Approval



Item Description: Approve Joint Powers Agreement between Roseville and Falcon Heights for Engineering Services

Background

The City of Falcon Heights requires ongoing engineering and technical support services. The City of Roseville, with its full-service Engineering Department, has the capability to provide these services through a Joint Powers Agreement (JPA). The original JPA, executed in 2005, has been amended and restated to reflect updated terms and conditions. Under this agreement authorized by Minnesota Statute § 471.59, Roseville will provide Falcon Heights with comprehensive engineering services, including designated City Engineer responsibilities, infrastructure management, capital improvement oversight, and technical support for municipal projects. A detailed list of services can be reviewed under the attached JPA. This updated JPA includes new payment terms, an agreement duration of three years (expires on December 31, 2027), and clarified roles for employees and supervision.

The City Attorney has reviewed the JPA.

Policy Objectives

The JPA aligns with Roseville's commitment to regional collaboration and efficient use of municipal resources. Providing full-service engineering support to Falcon Heights supports Roseville's goal of fostering partnerships that enhance service delivery while maintaining fiscal responsibility.

Equity Impact Summary

The services provided under this agreement will benefit all residents of Falcon Heights by ensuring equitable access to quality municipal engineering services. Roseville staff will provide responsive and inclusive support, particularly when addressing community needs related to infrastructure and development projects.

Budget Implications

Falcon Heights will compensate Roseville at a rate of 2.3 times the base salary of City of Roseville employees starting in 2025. Payments will be made monthly, covering all costs associated with Roseville staff providing these services, including salaries, benefits, and

professional development. The financial structure ensures Roseville recovers all expenses incurred while delivering these services and partially funds Roseville's Assistant City Engineer FTE.

Staff Recommendations

Staff recommends the City Council approve entering into the amended and restated JPA with Falcon Heights.

Requested Council Action

Motion to approve the First Amendment and Restatement of the Joint Powers Agreement for Engineering Services between the City of Roseville and the City of Falcon Heights and authorize the Mayor and City Manager to execute the agreement on behalf of the City of Roseville.

Prepared by: Erik Henriksen, Assistant City Engineer

Attachments: 1. Joint Powers Agreement

**AMENDED AND RESTATED
JOINT POWERS AGREEMENT
FOR THE CITY OF FALCON HEIGHTS PART-TIME UTILIZATION OF CITY OF
ROSEVILLE ENGINEERING EMPLOYEES
FIRST AMENDMENT AND RESTATEMENT**

THIS AMENDED AND RESTATED JOINT POWERS AGREEMENT (this "Agreement), entered into by and between the CITY OF ROSEVILLE ("ROSEVILLE"), a Minnesota municipal corporation, and the CITY OF FALCON HEIGHTS ("FALCON HEIGHTS"), a Minnesota municipal corporation, (hereinafter collectively referred to as the "Parties" or "Party"), is effective upon the execution of this Agreement by the named officers of the Parties ("Effective Date").

RECITALS

WHEREAS, FALCON HEIGHTS is in need of additional engineering and technical support services; and

WHEREAS, ROSEVILLE has a full-service Engineering Department and other technical employees that are able to provide the services required by FALCON HEIGHTS; and

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into Joint Powers Agreements for the joint exercise of powers common to each, and also authorizes one of the parties to an agreement to exercise powers on behalf of another party; and

WHEREAS, the Parties entered into a Joint Powers Agreement for engineering and technical support services on September 9, 2005 the ("JPA");

WHEREAS, by this Agreement, the Parties desire to amend in part and restate in part the JPA to update and modify select terms and conditions to reflect the current agreement for services and payment for services between the Parties.

NOW, THEREFORE, it is mutually stipulated and agreed to as follows:

AGREEMENT

1. **TERM.** The initial term of this agreement shall commence upon the Effective Date and terminate on December 31, 2027. Thereafter, the Agreement will renew for additional 3 years terms, unless otherwise terminated as provided in this Agreement.
2. **SERVICES.**
 - A. ROSEVILLE shall provide qualified engineering services employees ("Employees") to perform civil engineering and related technical services required by FALCON HEIGHTS. These services include the following:
 - Provide a registered civil engineer to perform duties as designated "City Engineer".
 - Coordinate and updating of State Aid system requirements, projects, reports, funding, etc.
 - Oversee infrastructure record drawings and mapping.
 - Coordinate infrastructure replacement and construction, capital improvements planning, development review, project coordination with contractors and consultants, and coordination with residents of FALCON HEIGHTS.

- Provide customer service to the residents of FALCON HEIGHTS.
 - Provide assistance to other FALCON HEIGHTS staff regarding building projects, traffic control and management, infrastructure issues, and maintenance management assistance.
 - Attend City Council, Planning Commission, and other City-related meetings as necessary.
- B. ROSEVILLE shall be solely responsible for compensating the assigned Employee(s) engaged in providing technical services under this Agreement. Such compensation includes any overtime wages incurred, as well as any insurance or employee benefits provided under the policies or agreements of ROSEVILLE. In addition, ROSEVILLE shall be solely responsible for training, workers' compensation, reemployment insurance benefits, and other employee related laws, including OSHA, BRISA, RLSA, and FMLA. ROSEVILLE shall retain the sole authority to control the employee(s), including the right to hire, fire and discipline them. Finally, ROSEVILLE shall be solely responsible for all costs related to employee professional development, including professional licensure and related training. FALCON HEIGHTS shall not be responsible for reimbursing ROSEVILLE for any of the costs identified in this subsection B.
- C. FALCON HEIGHTS and ROSEVILLE shall coordinate scheduling of work to be performed by the assigned Employee(s) and shall receive prior approval of all scheduled hours to be performed under this Agreement from the ROSEVILLE City Manager or the Manager's designee.
- D. The assigned Employee(s) will be under the direct supervision of the ROSEVILLE Public Works Director for the purpose of performance review and any discipline related issues. It is understood that while the assigned Employee(s) are providing services for FALCON HEIGHTS, the Employee(s) will be under the work direction of the FALCON HEIGHTS City Administrator. FALCON HEIGHTS shall notify ROSEVILLE of any and all complaints about the services rendered by the assigned Employee(s) and cooperate in the documentation, investigation, and resolution of the same in any manner.
3. **PAYMENT.** FALCON HEIGHTS will compensate ROSEVILLE for services rendered in the amount of 1.9 times the base salary of all staff, including the assigned Employee(s) providing services to FALCON HEIGHTS. Beginning January 1, 2025, FALCON HEIGHTS will compensate ROSEVILLE for services rendered in the amount of 2.3 times the base salary of all staff, including the assigned Employee(s) providing services to FALCON HEIGHTS. FALCON HEIGHTS shall make monthly payments, upon presentation by ROSEVILLE of a monthly billing equal to costs incurred for that month. Wages will be determined on an annual basis according to **EXHIBIT A** (Personnel Compensation Schedule) and shall be revised annually or at the discretion of ROSEVILLE.
4. **TERMINATION, SEVERABILITY.**
- A. This Agreement may be terminated by either Party upon one hundred eighty (180) days' written notice provided to the respective City Manager of ROSEVILLE or City Administrator of FALCON HEIGHTS.
- B. Upon termination, any and all records or property of the respective Cities will be returned to the appropriate City within 90 days.
5. **DISPUTE RESOLUTION.**
- A. If a dispute arises between the Parties regarding this terms or performance of this Agreement the dispute resolution process provided in this Paragraph 5 shall apply.

- B. City Manager and City Administrator of each Party, or their designees, must promptly meet and attempt in good faith to negotiate a resolution of the dispute.
- C. If the Parties have not negotiated a resolution of the dispute within 30 days after the initial meeting of the City Manager and the City Administrator, the Parties may agree to participate in mediation. A mediator will be chosen by agreement of the Parties. In the event of such mediation, the Parties will share the cost of mediation equally.
- D. If either Party does not agree to mediate, or if the Parties are unable to resolve the dispute within 30 days after the first meeting with the selected mediator, either Party may pursue any appropriate legal action regarding the dispute.

GENERAL TERMS

1. **EMPLOYEE STATUS.** Any and all persons engaged in the work to be performed by ROSEVILLE shall not be considered employees of FALCON HEIGHTS, for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all persons engaged in the work to be performed by FALCON HEIGHTS shall not be considered employees of ROSEVILLE for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employee while so engaged.
2. **INDEMNIFICATION.** ROSEVILLE agrees to assume sole liability for any negligent or intentional acts of the assigned Employee(s) while performing the assigned duties within the jurisdiction of either City. To the extent authorized by law each Party is responsible only for its own acts and the results of its acts. Each Party's liability is governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The Parties agree that liability under this Agreement is controlled by Minnesota Statute 471.59, subdivision 1a and that the total liability for the Parties shall not exceed the limits on governmental liability for a single unit of government as specified in 466.04, subdivision 1(a).
 - a. Each Party warrants that it has a purchased insurance or has a self-insurance program with minimum coverage consistent with the liability limits in Minnesota Statutes, Chapter 466. For purposes of work performed by ROSEVILLE under this Agreement, ROSEVILLE will ensure that FALCON HEIGHTS is endorsed as an additional insured.
 - b. **Duty to Notify.** Each Party shall promptly notify the other Party of any claim, action, cause of action or litigation brought against the Party, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement and should also notify the other Party whenever any Party has a reasonable basis for believing that the other Party, and/or its employees, officers, agents or subcontractors, and/or the other Party might become the subject of a claim, action, cause of action or litigation arising out of the services contained in the Agreement.
3. **MINNESOTA GOVERNMENT DATA PRACTICES ACT** (Minn. Stat. Ch. 13 and related statutes). All data collected, created, received, maintained, or disseminated, in any form, for any purposes because of this Agreement is governed by the Minnesota Government Data Practices Act (Minn.Stat.Chap.13 and related statutes), as amended, the Minnesota Rules implementing such Act, as amended, as well as any applicable Federal Regulations on data privacy.
4. **OWNERSHIP OF DOCUMENTS.** All documents relating to the services provided to FALCON HEIGHTS under this Agreement, including electronic data prepared under this Agreement, will be

provided to FALCON HEIGHTS upon request to be maintained in a manner as deemed appropriate by FALCON HEIGHTS consistent with its records retention schedule.

5. **COMPLIANCE WITH LAWS AND REGULATIONS.** ROSEVILLE agrees to comply with all laws applicable to ROSEVILLE relating to nondiscrimination, affirmative action, public purchases, contracting, employment, workers' compensation, and surety deposits required for construction contracts. Minnesota Statutes, Section 181.59 and any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of ROSEVILLE is considered a part of this Agreement.
6. **AMENDMENTS OR MODIFICATIONS.** Both Parties acknowledge that modifications to this Agreement may be necessary to ensure an effective, on-going working relationship. To that end, FALCON HEIGHTS and ROSEVILLE shall use their best efforts to ensure the viability of this Agreement into the future. However, any alterations, variations, modification, or waivers of provisions to this Agreement will only be valid when they have been reduced to writing and duly signed and attached hereto.
7. **ENTIRE AGREEMENT.** This Agreement is the entire agreement between the Parties and supersedes all oral agreements and negotiations between the Parties relating to this Agreement. All exhibits and attachments to this Agreement are incorporated into the Agreement. If there is a conflict between the terms of this Agreement and any of the exhibits, the Agreement governs.
8. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
9. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Minnesota.
10. **SEVERABILITY.** If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

IN WITNESS WHEREOF, the Cities of ROSEVILLE and FALCON HEIGHTS have caused this Agreement to be duly executed effective on the day and year last entered below.

CITY OF ROSEVILLE,
A municipal corporation of the
State of Minnesota

By: _____
Daniel Roe, Mayor
Date: _____

By: _____
Patrick Trudgeon, City Manager
Date: _____

CITY OF FALCON HEIGHTS
A municipal corporation of the
State of Minnesota

By: _____
Randall C. Gustafson, Mayor
Date: _____

By: _____
Jack Linehan, City Administrator
Date: _____

EXHIBIT A
(Personnel Compensation Schedule)

2025 Roseville Engineering Division base hourly salary schedule

City of Roseville Title	Pay Rate as of 1/1/2025
Assistant City Engineer	\$53.12
Assistant Public Works Director/City Engineer	\$73.04
Database Specialist	\$43.94
Engineering Project Coordinator	\$47.07
Engineering Technician III	\$43.31
Environmental Manager	\$57.22
GIS Coordinator	\$47.07
Office Assistant - Public Works/Engineering	\$31.68
Public Works Director	\$80.06
ROW Coordinator	\$45.46
Senior Project Coordinator	\$51.90
Sustainability Specialist	\$42.46

FUTURE MEETING AGENDA HIGHLIGHTS

December 2, 2024

January 6, 2025 – City Council Meeting

- Oath of Office – Julie Strahan and Matt Bauer
- Proclamation of Dr. Martin Luther King, Jr. Day
- Receive Public Works 2025 Work Plan
- Discuss Commission Vacancies
- Discuss City Council and Advisory Commission Rules of Procedure
- Discuss City Council Liaisons
- Appoint Acting Mayor
- Approve Legislative Priorities

January 10, 2025 – Strategic Planning Session 9 am to 1 pm

January 13, 2025 – EDA Meeting

- Election of Officers
- Receive Housing Study Update

January 13, 2025 – City Council Meeting

- Discuss Maintenance Center Project

			<u>Future Agenda Review - Longer Term Initiatives</u>			11/20/2024
			(items that likely require council discussion/action)			
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>	
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		
Addiction Month Awareness			Strahan	TBD	For September 2025	