Finance Commission Agenda

Tuesday, February 11, 2025
6:30 AM
City Council Chambers

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

1. **Roll Call - Barclay, Bester, Dahir, Davy, Sagisser, Tupy, Vervoort**
2. **Receive Public Comment**
3. **Approval of Meeting Minutes**
   a. Approve meeting minutes
4. **Business Items**
   a. Finance Commission RecommendationTracking Report
   b. Maintenance and Operations Center Update
5. **Other Business**
   a. 2025 Revised Rules of Procedure for Council and Advisory Commissions
   b. Future meeting topics and work plan
6. **Adjourn**

Roseville Finance Commission
Agenda Item

DATE: February 11, 2025 **ITEM:** 3.a.

ITEM DESCRIPTION: Approve meeting minutes

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

To ensure an accurate historical account of the Finance Commission's activities is preserved, the City maintains a practice of keeping meeting minutes. The attached file contains the draft minutes from the November 12, 2024, meeting. The Commission is asked to review the minutes and identify any typos, errors or inaccuracies of the discussion that took place.

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

Recommendation
Review the draft minutes.

Requested Commission Action
Amend (as necessary) and approve via motion, the Finance Commission meeting minutes for the November 12, 2024, meeting.

Attachments
1. FC Minutes 11.12.2024

Finance Commission
Meeting Minutes
DRAFT – November 12, 2024 - DRAFT

Roll Call/Announcements

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

Commissioners Present: Siafa Barclay, Bruce Bester, Sadiq Dahir, Kevin Davy, Dan Sagisser, and Anna Vervoort

Commissioners Absent: Joe Tupy

Staff Present: Finance Director Michelle Pietrick

Receive Public Comments

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

Approval of Meeting Minutes

Commissioner Davy moved, seconded by Commissioner Vervoort, to approve the October 8, 2024, meeting minutes as presented. **The motion carried unanimously.**

Receive Finance Commission Recommendations Tracking Report

Chair Bester reviewed the Finance Commission Tracking Report.

Adopt 2025 Meeting Calendar

Finance Director Pietrick reviewed the 2025 Meeting Calendar with the Commission.

Commissioner Barclay moved, seconded by Commissioner Dahir, to adopt the 2025 meeting calendar as presented. **The motion carried unanimously.**

Establish a 2025 Work Plan

Finance Director Pietrick reviewed the 2025 proposed work plan with the Commission.

Chair Bester asked if the Commission could discuss Campus Redesign at the January or February 2025 meeting.

Ms. Pietrick explained that one of the sales tax referendums passed, but the license center sales tax did not pass. She noted staff were coming up with a potential list of options. She reviewed some options that have been discussed at the staff level.

The Commission discussed some possible options for funding the license center.

The Commission thought this item would be worth looking at further to find out if some funding was available.

Ms. Pietrick indicated she would add this topic to the January 2025 meeting.

<u>Discussion on Roles/Specialization Among Commissioners as Requested by Chair Bester</u>

Chair Bester explained that he indicated he would like to discuss roles/specializations among Commissioners at the last meeting. He noted that Mr. Roger Hess sent the Commission a note with suggestions. He reviewed the information with the Commission.

Commissioner Sagisser indicated that the Finance Commission has had trouble finding and keeping Commissioners over the years. He explained that his concern is that it would be more of a burden for people who do not have the time. His other opinion is that the Commission already gets the budget information from various other groups. He wishes there had been more discussion with different departments to better understand what they think.

Chair Bester explained that he has felt an interest in the latter of what Commissioner Sagisser spoke of and has promised to be better informed about what is happening with the different commissions.

Commissioner Vervoort explained she has come to the Finance Commission with minimal financial background, unlike the other Commissioners who bring particular skillsets and expertise to the Commission she does not necessarily have. She views herself as a proxy for the average citizen who can ask questions. She thought that breaking it down by the different groups that come into the general fund, or however it is described, seems more accessible for her. The idea of becoming well versed in public works or whatever may require her to go to a public works meeting, which would be more time than she has available. She asked how Chair Bester envisioned that working.

Chair Bester thought an easy way would be to go online and listen to one of their meetings. Knowing which and when is another matter, he felt the staff could give them a heads-up on what meetings to listen to.

Ms. Pietrick explained that each commission meeting and agenda are on the city website, so she could send each commissioner to the city calendar to see when the commissions meet.

Commissioner Vervoort asked if the intention was to return to the budget more informed.

Chair Bester explained that part of the intent was to stop rubber-stamping everything, take more time reviewing, and provide meaningful help to the City staff and teams.

Commissioner Davy asked how typical it is for a Commissioner to fill out their entire term and how often people resign before their commission term ends.

Ms. Pietrick reviewed past changes to the Finance commission membership.

Chair Bester indicated he liked the idea of Ms. Pietrick sending the Commission other commission agendas.

Ms. Pietrick indicated that if the Commission wants more information for a meeting, she can add it or revise the information she presents.

Commissioner Sagisser did not think it was a bad idea, but it was a lot to think through. He thought inviting Commissions to the Finance Meeting to discuss budgets might be best in the Summer months.

Staff Updates

Ms. Pietrick reviewed the election results and utility rates presentation with the Commission. She noted she would send out a modified CIP to the Commission. She explained that the final budget would go to the City Council at the December meeting and that she would send the information to the Commission once it was approved.

Adjourn

Commissioner Davy made a motion, seconded by Commissioner Sagisser, to adjourn. **The motion passed unanimously.**

The meeting adjourned at 7:17 p.m.

Roseville Finance Commission
Agenda Item

DATE: February 11, 2025 **ITEM:** 4.a.

ITEM DESCRIPTION: Finance Commission RecommendationTracking Report

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

Recommendation
Not applicable.

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

Attachments
1. Tracking Report

Roseville Finance Commission
Recommendation Tracking Report
Report Date - November 12, 2024

No.	Recommendation	Description	Date Recommended	Date Presented	Status	Discussion and Next Steps
2023-01	Finance Commission recommends that steps be taken to begin to act on incorporating limited equities in the City's investment portfolio.	Option to permit limited investment in equity investments	3/14/2023	3/14/2023	Pending	On 4/25/22 the City Council approved expanded Investment Policy language to permit limited use of equity investments.
2023-01	Finance Commission recommends that steps be taken to begin to act on incorporating limited equities in the City's investment portfolio.	Option to permit limited investment in equity investments	6/17/2024	6/17/2024	Received	On 6/17/24 the Finance Commission in its annual joint meeting with the City Council, presented a recommendation for limited investment in equities.
2024-01	The Finance Commission recommends the purchase of electric fire engine over the diesel engine. Despite the extra cost associated with electric engines, Finance understands that there are environmental advantages that are in line with the City priorities. Also grant opportunities that may offset some of the cost and possible opportunities to negotiate a lower purchase price.	The Fire Department is proposing to transition to Electric Fire Engines.	1/9/2024	11/14/2023	Implemented	On 11/14/23 Fire Chief Brosnahan and Finance Director Pietrick presented information about electric vs diesel fire engines. Further discussion and financial analysis presented by Finance Commissioners on 1/9/24. Information and recommendation will be presented to City Council on 1/22/24. Approved by Council 1/22/24.
2024-02	The Finance Commission recommends that Finance Department staff calculate a staff vacancy/turnover recovery factor. Calculate the actual dollars "recovered" during the most recent fiscal year.	Assuming each authorized staff position is budgeted at the current incumbent's rate, there is likely to be recovery of dollars while recruiting to refill when turnover occurs. It is also likely that new hires will be paid less than the outgoing.	8/22/2024	9/10/2024	Rescinded	Because only 2 Finance Commissioners were present when this recommendation was made on 8/22/24, we re-discussed this item on 9/10/24 . Finance Director reported computing $61,000 estimated vacancy, also overtime for vacancy coverages, some new staff paid more than old, recruiting cost etc. Committee decided to rescind the recommendation.
2024-03	The Finance Commission provided the City Council with its recommendation that the 2025 budget be approved as presented. The Finance Commission recommendation does not include the additional budget requests presented to City Council by City Manager, regarding additional HR staffing, Council pay, and additional support for a non profit service provider.	Each year the Finance Commission reviews and discusses various budget documents. The process starts with calendar development, moving to development of capital spending plans, CIP. Operating budgets follow. On September 10 Finance Director Pietrick presented the City Budget to Finance Commissioners.	9/10/2024	9/16/2024	Pending	September 16 - City Council receives Finance Commission budget recommendation. September 23 Council adopts a tax levy and budget. November 4 - Council reviews utility rate and fees. November 25 Council conducts Final Truth in Taxation hearing. December 2 - Council adopts final budget, levy and utility rates.
2024-04	The Finance Commission recommends approval of the utility rates as presented in Finance Commission Memorandum 4a dated 10/8/24.	The City engaged the services of Ehlers Public Finance Advisors to complete a utility rate study update of the Water, Sewer, and Storm Drainage funds.	10/8/2024	11/4/2024	Pending	Recommending 5.5% rate increase for Water Fund Operations. Recommending 0% rate increase for Storm Drainage. Recommending 0% rate increase for Sanitary Sewer Operations. Recommending 3% rate increase for Recycling Operations.

Roseville Finance Commission

Recommendation Tracking Report - Definitions

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

Roseville Finance Commission
Agenda Item

DATE: February 11, 2025 **ITEM:** 4.b.

ITEM DESCRIPTION: Maintenance and Operations Center Update

Background

At each meeting throughout the planning and construction process, staff will provide updates on the progress of the Maintenance and Operations Center.

At this meeting, staff will review the discussion from the January 13, 2025, City Council meeting regarding the next steps for the Maintenance and Operations Center and the License and Passport Center, including an updated Parks and Recreation dance studio.

Recommendation

Receive update, ask questions, and provide feedback

Attachments

1. Maintenance Operations Center Council Item

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/13/2025
Item No.: 7.b.

Department Approval | City Manager Approval

Item Description: Discuss next steps with the Maintenance Operations Center and License & Passport Center projects.

Background

On November 5, 2024, two referendum questions were on the general election ballot asking Roseville voters whether a local sales tax should be implemented to fund two City projects. One question asked to create a 0.5% local sales tax to fund the construction of a Maintenance Operations Center (MOC). The second question asked to create a 0.5% local sales tax to fund the construction of a new License and Passport Center (LPC). While separate questions, the approval of either one or both questions would create a 0.5% local sales tax in Roseville.

The results from the election were as follows:

<u>City Question 1 -Maintenance Operations Center 0.5% Sales Tax</u>
Yes 11,263
No 9,171
<u>City Question 2 - License and Passport Center 0.5% Sales Tax</u>
Yes 9,465
No 10,831

Based on the results, the City can implement a 0.5% local sales tax to fund the construction of the MOC up to an amount of $64 million. Conversely, since the referendum question regarding the LPC failed, the City may not fund a new LPC with local sales tax funding. However, given the existing space challenges for the LPC coupled with the fact the new MOC will need to use the space where the existing LPC is located, there still is a need to replace the LPC.

With the split vote on the referendum questions and the complexity of implementing of the MOC project, staff is bringing forward information for a City Council discussion on various facets of the project in order to seek City Council feedback and direction.

Before getting into all of the details and steps of the process to implement a local sales tax, the City Council should first weigh in on moving forward with the overall project. While there are many details that need to be worked out, most significantly, how the needs of a new License and Passport Center will be met, staff would like affirmation whether or not the Maintenance Operations Center (as represented by the pre-design plan and funded by the local sales tax) will proceed. A graphic of the pre-design layout is included as Attachment 1.

Staff recommends that the Maintenance Operations Center project proceed.

Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the Civic Campus Pre-Design Study adopted on October 19, 2022?

Assuming that the MOC project is moving forward, staff would like to share information and receive feedback and direction on the following topics:

1. Implementation of the approved local sales tax for the Maintenance Operations Center
2. Next steps for the License and Passport Center
3. Approach of managing final design, bidding, and construction management of the Maintenance Operations Center
4. Community Engagement Plan for the project

At the end of this report, staff would also like to share with the City Council additional items that will need to be addressed as the City moves forward with the project.

Implementation of Local Sales Tax for the Maintenance Operations Center

The Minnesota Department of Revenue requires local governments to notify them in writing at least 90 days before the anticipated begin date of the collection of the local sales tax.
The notice must include:

- Authorizing session law or Minnesota Statute
- Date the City plans to begin the tax (must begin on the first day of a calendar quarter)
- Approved tax rate
- Formal request for the Minnesota Department of Revenue to administer the new tax

As part of the notice, the City must provide a copy of the following information:

- Resolution imposing the local tax
- Board meeting minutes approving the resolution
- Our ordinance for sales and use tax regulations
- The certificate of approval and the ordinance sent to the Minnesota Secretary of State
- Referendum questions and results
- Documentation of public informational meetings held prior to the referendum
- Meeting minutes approving the project plan or capital improvement designated for the use of revenues collected

Due to the 90-day notice, the soonest that the local sales tax can be implemented will be July 1, 2025. Staff is not looking for any formal approval at the January 13 City Council meeting but has attached to this report a sample of a notice and ordinance provided by the City Attorney. (Attachment 2).

Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?

Next Steps for the Roseville License and Passport Center

The fact that the LPC sales tax referendum question did not pass only prevents the use of local sales tax to fund construction of the new LPC. As mentioned previously, there is still a need for a new facility due to space and operational needs as well as the fact that the new MOC will need to use the land currently occupied by the LPC. In addition, the removal of the Lexington Shoppes to make space for the MOC, will also require the Parks and Recreation Department to relocate the dance studio and summer staff office space. As part of the pre-design, it was intended that the City dance studio and some office space would be located on the second floor of the LPC. If the LPC project does not happen or is significantly reduced, the City will need to find space for the City's dance studio and seasonal office needs.

A new facility for the LPC is important to construct as the continued operation of the LPC provides convenient and efficient motor vehicle licensing and passport services to residents of Roseville and surrounding communities. In addition, its operation helps reduce the tax levy needs for the City. Annually, the LPC provides $200,000 of property tax relief for the City's residents through a transfer of dollars from the License Center Fund to the General Fund.

As the City Council is aware, the approved pre-design plan for the City Campus was to tear down the existing Lexington Shoppes building where the current LPC is located and relocate the new LPC facility to south of Woodhill Drive in the area currently occupied by the City's Maintenance Facility. As this space will be available for use once the current Maintenance Facility is demolished, staff proposes the LPC and dance studio be located on the City Campus as shown in the Civic Campus Pre-Design Study.

There are some options for the Council to consider regarding replacing the LPC. They include:

1. Closing the License and Passport Center
2. Leasing a new facility in a different part of Roseville
3. Locating the LPC on the former maintenance facility property as shown on the Civic Campus Pre-Design Study
4. Consider relocating the LPC on the City Campus, but in a different place than shown as part of the Pre-Design study, such as utilizing some of the existing maintenance facility structure or keeping the LPC on the north side of Woodhill but in a new building.

Staff does not recommend the closing of the LPC due to the benefit it provides to community residents both in services and property tax relief.

Regarding leasing a new LPC facility elsewhere in Roseville, staff has not done any analysis or review of possibilities. If that is the desired action by the City Council, a third party would be needed to assist staff in locating a site, negotiating terms and conditions, and estimating the build-out costs.

Similarly, the City would need to hire a third party to evaluate the feasibility and costs of using portions of the existing maintenance facility or relocating the LPC on a different part of the City Campus. At this point, staff does not have information on the costs or the timelines to pursue options 2 and 4 and would need to bring back details to a future meeting for City Council consideration.

Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?

If the decision is to construct a new LPC on City property, alternative funding sources must be considered as the local sales tax cannot be used. Staff, working with Bond Counsel Mary Ippel, have identified three potential options:

1. Port Authority General Obligation Bonds
2. Economic Development Authority Revenue Bonds
3. City Revenue Bonds

In 2011, the City, using its port authority powers, issued $27 million in bonds to implement the parks improvement plan and construct a new fire station. The final payment of $2,485,500 for these bonds will be fully paid off in 2028 using 2027 levy funds. As a result, $2,485,500 of existing levy funds will be available to use towards new debt payments for the LPC as part of the 2028 budget.

Regarding the cost of constructing a new LPC, the current estimate is approximately $12 million. As this estimate includes about $6 million for contingencies, soft costs, and inflation, it would be appropriate to have an updated cost estimate for a new LPC prior to issuing debt.

Ms. Ippel has prepared a memo detailing the differences between each financing option (Attachment 3). In brief, here is a summary of each option:

<u>Port Authority General Obligation (G.O.)Bonds</u>
The City of Roseville was granted "port authority" powers as defined under State Statutes under state legislation approved 1987. As a result, the City can utilize their port authority to issue general obligation bonds. These bonds can be issued without the submission of the question of issuing bonds to the electors of the City. There are some procedural steps that need to be taken that are outlined in Ms. Ippel's memo. The bonds are payable through property taxes collected by the City. The City can reduce the amount of taxes needed to pay the bond by an amount equal to the revenues derived from the project (i.e. from the License and Passport Center). So, with this option, the bond could be paid back by a combination of property taxes and LPC revenue.

<u>Economic Development Authority (EDA) Revenue Bonds</u>
The Roseville EDA could issue revenue bonds to construct the LPC. The City would then lease the new facility from the EDA with the annual lease amount equal to the annual debt payment of the EDA revenue bond. Property taxes can be used for the lease payment. Like the Port Authority G.O. Bond, a combination of property taxes and revenue from the LPC can be put towards the lease to pay back the EDA bond. Any revenue bond will have a higher interest rate than a G.O. Bond. Revenue bonds can be issued without holding a local referendum.

<u>City Revenue Bonds</u>
The City can issue revenue bonds payable solely from the net revenues of the LPC project. As the net revenues of the LPC may not be sufficient to pay the annual debt service of the bond, it is most likely not feasible to issue a city revenue bond. Like the EDA Revenue Bond, a city revenue bond will have a higher interest rate, and can be issued without holding a local referendum.

Question #4 At this point, does the City Council have a preferred type of financing to construct the new License and Passport Center?

Based on City Council direction, staff will bring back further discussion regarding the preferred financing of the LPC.

Approach of managing final design, bidding, and construction management of the Maintenance Operations Center

There are a couple of planning and design components that will need to be done to move the MOC project forward; final design by an architectural firm and overall project management that includes bidding the project and construction management. It is desirable to have both efforts working in parallel so as to make sure the final design is done with costs, scheduling, and construction feasibility in mind.

For the final design, the City will need to hire an architectural firm to work with staff and City Council on the components of the final design of the MOC (and the LPC if that moves forward). Having the architect on board early will also allow the City to explore alternatives that staff or City Council would like to have more information about.

For the overall project management, there are two approaches that the City Council should consider, using a Construction Manager Advisor or a Construction Manager at Risk. (A third, but unfeasible option, would be for staff to serve as the project manager. As current staff do not have capacity or expertise to manage such a large and complex project, staff is not bringing this option forward).

Construction Manager Advisor (CMa)

With this approach, a city contracts with a construction manager to coordinate the work of multiple contractors hired by the city. However, the city would hold all of the contracts for the various contractors for the project. While the CMa would advise the city on working with the various subcontractors, it will be the city's responsibility to enforce the contractor's performance. Therefore, the CMa only serves as the city's advisor for the project and does not take on any of the risk associated with the project.

Construction Manager at Risk (CMaR)

The use by cities of the Construction Manager at Risk process was approved by the Minnesota Legislature in 2023. This process is commonly used for large private projects and has been used by state agencies since 2005. The CMaR process places a third-party construction manager in charge of overseeing the entire project from creating a schedule for project completion, creating bid packages, managing the bidding process, managing the general contract and its subcontractors, inspecting the on-going construction, dealing with site and construction issues as they arise, and coordinating the change orders. The CMaR holds all of the construction contracts instead of the city and they guarantee construction of the project for a guaranteed maximum price (GMP). The CMaR is exposed to all of the risks of the project.

With the use of a CMaR, staff is consulted throughout the project, but the CMaR handles all of the details. The CMaR process has recently been used in Oakdale, Rosemount, Apple Valley, Lakeville, and White Bear Lake for recent projects. The costs for using a CMaR are typically higher than using a Construction Manager Advisor, due to the CMaR taking on the risks of the project and guaranteeing the price of the project.

The City Attorney has provided information about the CMaR process prepared by the her law firm. (Attachment 4).

Staff recommends that the City Council direct staff to prepare request for proposals for architectural firms to complete the final design of the overall project and look at Council-specified alternatives and for a Construction Manager at Risk to oversee the entire project.

Question #5 Does staff have permission to prepare requests for proposals for an architectural firm and a Construction Manager at Risk for Civic Campus project that includes the MOC and LPC?

Community Engagement Plan

As the MOC project moves forward, it is important that the City is in regular contact with affected stakeholders of the project. Therefore, staff has drafted a community engagement plan for the project. Key components of the plan (see Attachment 5) include:

- Creation of a Civic Campus Final Design Stakeholder group comprised of residents surrounding the project area, a representative of the VFW, representatives from five city commissions (Finance, Parks and Recreation, Public Works, Environment & Transportation, Planning, and Equity and Inclusion), and one City Council member. The stakeholder group would provide input and feedback on the final design of the project. It is intended that the stakeholder group would be operating at the "Involve" and "Collaborate" level of the IAP2 Spectrum of Public Participation. (See Attachment 6).
- The direct Involvement of City Commissions for specific recommendations throughout the project, such as review of financing details by the Finance Commission, consideration of rezoning of the project parcels by the Planning Commission, or the review of the final design of the MOC by Parks and Recreation and Public Works Commissions.
- To be transparent, a project webpage on the City website will be created that will have timelines, project documents, contracts, and information about the sales tax collection for the public to access. Staff will use social media and the City newsletter to share the information and drive people to the project webpage, especially at key milestones.
- Regular updates to the City Council and all City Commissions.

Question #6 Is the engagement approach for the MOC project appropriate and what if anything should be changed or added?

Additional Items for Discussion

VFW. As part of the MOC project, the City will need to purchase the current VFW building and help them relocate. As shown in the Civic Campus Pre-Design Study, it is proposed that a new VFW would be located on the northwest corner of Woodhill and Civic Campus Drive. The purchase and relocation of the existing VFW will be covered by the local sales tax proceeds. The construction of the new facility will need to be funded by the VFW, with the proceeds of the sale to the City most likely going towards the construction costs. There have been a couple of conversations with VFW leadership in 2024 about the project in general and the purchase, relocation, and construction of the new VFW, but there will need to be many more conversations between the City and the VFW to work out the details of the transactions. Staff is expecting these conversations will begin in the next few weeks. Along with the City Attorney, staff is also exploring what the real estate arrangement would be for the new VFW to be located on current City property. Staff will bring forward a discussion about the details and options about the VFW transaction to a future City Council meeting.

Zoning/Land Use Items. The property upon which the MOC will be constructed will need to be re-guided in the City's Comprehensive Plan and rezoned. The land for Veterans Park will need to be re-guided and rezoned from Parks and Open Space to Institutional. The properties containing the VFW and the Lexington Shoppes buildings will need to be re-guided from Neighborhood Mixed Use to Institutional and rezoned from Mixed-Use 1 to Institutional. In addition, action by the City Council will be needed to vacate the dedication of Veterans Park that was part of The Lexington plat approved in 1989. Finally, as with any sale or purchase of land by the City, the Planning Commission is required to be notified and allow for comment from them on the purchase and/or sale of land.

Real Estate Transactions. As mentioned above, the City will need to purchase the VFW as part of the MOC project. As part of that transaction, the City will need to have an appraisal completed. The City is also responsible to provide relocation assistance to the tenants of the Lexington Shoppes, which currently include a hair salon, a tutoring center, and a gas station. The City currently has a relocation specialist working with the tenants.

Park Replacement. As the City Council is aware, the Parks and Recreation Department is in the process of needs assessment to determine how to replace the parkland and park amenities with the loss of Veterans Park. Additional information will be provided in future meetings on the progress of that work.

Timeline. Staff has included an estimated timeline of the overall project assuming all the components move forward. We expect to be better able to have a more precise schedule once the City has an architect and construction manager on-board.

Project Costs. For the City Council's information, staff has included a breakdown of the costs of the project as defined in the pre-design process. As with the schedule, the City will have more precise cost estimate once we have the architect and construction manager on-board.

Policy Objectives

The construction of a new Maintenance Operations Center and License and Passport Center (along with the City Dance Studio) will allow the City to continue to provide needed and valuable services to the residents and businesses of the community in a more efficient manner. The new facilities will ensure that the City's roads, utilities, vehicles, and equipment are maintained at the desired level and that valuable services such as recreational programming and driver license and passport processing are conveniently available to community residents.

Equity Impact Summary

The new maintenance operations center and license center will provide a benefit to the residents, businesses, and visitors to Roseville. The new facilities will allow for more efficient services to be provided for residents, customers, and users of city parks and infrastructure. With perhaps the exception of adjacent neighborhoods, it does not appear that the construction and operation of the new facilities will disproportionately impact any segment of the population. It should be noted that adjacent neighborhoods to the maintenance operations center will experience a change in how the land is used, with the parkland being converted to a maintenance operations center. Dedicated conversations between the City and adjacent neighborhoods are crucial to ensure any negative impacts from the new facility are mitigated as much as possible.

The size and scope of the project gives the city a great opportunity to ensure that small socially and economically disadvantaged businesses are included as part of the overall design and construction of the facilities. The City should commit to ensuring that smaller disadvantaged businesses are part o f the final contracts awarded for the design and construction of the facilities.

While the imposition of a sales tax has already been decided by the voters, it should be acknowledged that sales tax is a regressive tax, meaning that persons of lower income will be paying more taxes as a percentage of income than others who have higher income. In Minnesota, necessities such as grocery food, clothing, over-the-counter drugs, feminine hygiene and baby products are not subject to sales tax. With the local sales tax approved for Roseville for the next 20 years or until the project is paid off, it behooves the City to move forward with the project in the most time- and cost-efficient way possible in order to have the sales tax removed as early as possible.

Budget Implications

As this is a discussion at this time, there are no direct budget implications with this case.

Staff Recommendations

Staff recommends the City Council review the information contained in this report and provide feedback and direction on the following 6 questions:

- Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the Civic Campus Pre-Design Study adopted on October 19, 2022?
- Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?
- Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?
- Question #4 At this point, does the City Council has a preferred type of financing to construct the new License and Passport Center?
- Question #5 Does staff have permission to prepare requests for proposals for an architectural firm and a Construction Manager at Risk for the Civic Campus project that includes the MOC and LPC?
- Question #6 Is the engagement approach for the MOC project appropriate and what if anything should be changed and/or added?

Requested Council Action

Review the information contained in this report and provide feedback and direction on the following 6 questions:

- Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the Civic Campus Pre-Design Study adopted on October 19, 2022?
- Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?
- Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?
- Question #4 At this point, does the City Council has a preferred type of financing to construct the new License and Passport Center?

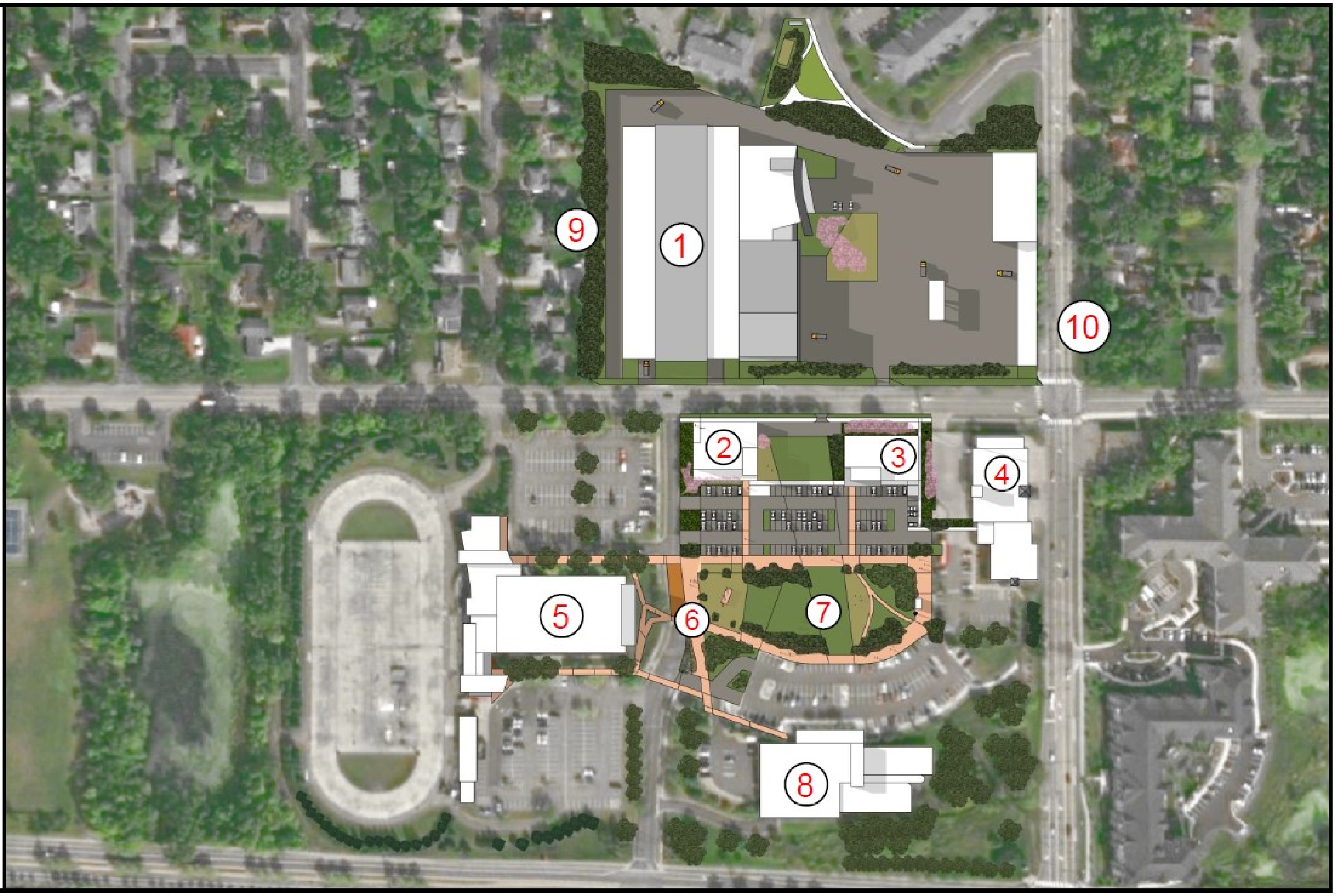
- Question #5 Does staff have permission to prepare requests for proposals for an architectural firm and a Construction Manager at Risk for the Civic Campus project that includes the MOC and LPC?
- Question #6 Is the engagement approach for the MOC project appropriate and what if anything should be changed and/or added?

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. City Campus Project Graphic
2. Draft MDOR Notification Letter and Sales Tax Ordinance
3. Memo re: Financing Options for License and Passport Center
4. Construction Manager at Risk Information
5. Community Engagement Proposal
6. IAP2 Spectrum of Public Participation
7. Project Timeline
8. Project Costs Identified by the Pre-Design Plan
9. Equity and Inclusion Toolkit
10. Presentation
11. Bench Handout - Timeline

1 - New Maintenance Facility
2 - New VFW
3 - New License and Passport Center
4 - Existing Fire Station #1
5 - Existing Oval Skate Park
6 - New Veteran's Memorial
7 - New Green Space
8 - Existing Roseville City Hall
9 - Planted Berm
10 - Lexington Ave Screen Wall



[*City of ______ Letterhead*]

________, 20___

Commissioner of Revenue
Minnesota Department of Revenue
Mail Station 6350
St. Paul, MN 55146

RE: Notification of Extension of Local Sales Tax Pursuant to Minnesota Statutes, Section 297A.99, Subdivision 12(b)

The City of _____________, Minnesota (the “City”) hereby notifies the Commissioner of the Minnesota Department of Revenue of the extension of the City’s sales and use tax pursuant to Minnesota Laws, ___________________, passed by the 20___ regular session of the Minnesota Legislature, and signed by the Governor on ______________ (the “Special Law”).

The City plans to begin the extension of the tax on [January/April/July/October 1, 20__], which is the first day of a calendar quarter. Accordingly, this notification is being provided by the City at least 90 days before the first day of the calendar quarter that the tax will be extended.

The approved tax rate is ___________percent (0.__%).

This letter constitutes the City’s formal request for the Minnesota Department of Revenue to administer the extended tax.

Enclosed, please find copies of the following supporting documents:

1. Resolution imposing the local tax (Resolution No. ___, adopted ____________, Approving Special Law)
2. City Council meeting minutes approving the resolution
3. Ordinance ________________to provide for imposition of the sales tax (the “Ordinance”)
4. The certificate of approval and the Ordinance sent to the Minnesota Secretary of State
5. Referendum questions and results
6. [Documentation of public informational meetings held prior to the referendum (if held)]
7. Meeting minutes approving the project plan or capital improvement designated for the use of revenues collected (meeting held on ________________)

Sincerely,

____
[Title]
City of _________________, Minnesota

City of [CITY]
ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF [CITY], MINNESOTA, RELATING TO LOCAL SALES AND USE TAX

THE CITY COUNCIL OF THE CITY OF [CITY] DOES HEREBY ORDAIN:

LOCAL SALES AND USE TAX

Section 1. Authority. Pursuant to Minnesota Laws [CITATION FOR SPECIAL LAW], the Minnesota Legislature has authorized the City of [CITY} to impose a local sales and use tax to provide revenues to pay the costs of collecting and administering the tax to the commissioner of revenue of the state of Minnesota and to finance the capital and administrative costs related to the funding of designated projects as defined in [CITATION FOR SPECIAL LAW] and approved by the voters at the [DATE OF ELECTION] referendum.

Section 2. Definitions. For purposes of this Ordinance, the following words, terms, and phrases have the meanings given them in this section unless the language or context clearly indicates a different meaning is intended.

(a) City. "City" means the City of [CITY}, Minnesota.

(b) Commissioner. "Commissioner" means the commissioner of revenue of the state of Minnesota or a person to whom the commissioner has delegated functions.

(c) Designated projects. "Designated projects" means the planning, construction and any other capital costs plus the costs of collecting and administering the tax and the costs of issuing any bonds including interest is collected for the following projects:

1)

2)

as authorized by the [CITATION FOR SPECIAL LAW] and approved by the voters at the [DATE OF ELECTION] referendum.

(d) State sales and use tax laws and rules. "State sales and use tax laws and rules" means those provisions of the state revenue laws applicable to state sales and use tax imposition, administration, collection, and enforcement, including Minnesota Statutes, chapters 270C, 289A, 297A, and Minnesota Rules, chapter 8130, as amended from time to time.

Section 3. Local sales and use tax imposed; amount of tax; coordination with state sales and use tax laws and rules. A local sales tax is imposed in the amount of [LONG-HAND NUMBER] (X) percent on the gross receipts from sales at retail sourced within city limits which are taxable under the state sales and use tax laws and rules. A local use tax is imposed in the amount of [LONG-HAND NUMBER (X) percent on the storage, use, distribution or consumption of goods or services sourced within city limits which are taxable under the state sales and use tax laws and rules. All of the provisions of the state sales and use tax laws and rules apply to the local sales and use tax imposed by this Ordinance. The local sales and use tax imposed by this Ordinance shall be collected and remitted to the commissioner on any sale or purchase when the state sales tax must be collected and remitted to the commissioner under the state sales and use tax laws and rules and is in addition to the state sales and use tax.

Section 4. Effective date of tax; transitional sales. Except as otherwise provided herein, the local sales and use tax imposed by this Ordinance shall apply to sales and purchases made on or after [EFFECTIVE DATE, 1ST DAY OF QUARTER]. The local sales and use tax imposed by this Ordinance shall not apply to:

(a) The gross receipts from retail sales or leases of tangible personal property made pursuant to a bona fide written contract, which unconditionally vests the rights and obligations of the parties thereto, provided that such contract was enforceable prior to [EFFECTIVE DATE], and that delivery of the tangible personal property subject thereto is made on or before [EFFECTIVE DATE].

(b) The gross receipts from retail sales made pursuant to a bona fide lump sum or fixed price construction contract, which unconditionally vests the rights and obligations of the parties thereto and which does not make provision or allocation of future taxes, provided that such contract was enforceable prior to [EFFECTIVE DATE], and that delivery of the tangible personal property used in performing such construction contract is made before October 1, 2023.

(c) The purchase of taxable services, including utility services, if the billing period includes charges for services furnished before and after [EFFECTIVE DATE], but the local sales and use tax imposed by this Ordinance shall apply on the first billing period not including charges for services furnished before [EFFECTIVE DATE].

(d) Lease payments for tangible personal property and motor vehicles that includes a period before and after [EFFECTIVE DATE], but the local sales and use tax imposed by this Ordinance shall apply on a prorated basis to lease payment amounts attributable to that portion of the lease payment period on or after [EFFECTIVE DATE] and on the entire lease payment for all lease payment periods thereafter.

Section 5. Tax Clearance; Issuance of Licenses.

(a) The city may not issue or renew a license for the conduct of a trade or business within the city if the commissioner notified the licensing division of the city that the applicant owes delinquent city taxes as provided in this Ordinance, or penalties or interest due on such taxes.

> (1) City taxes include sales and use taxes provided in this article. Penalties and interest are penalties and interest due on taxes included in this definition.

(b) Delinquent taxes does not include a tax liability if: (i) an administrative or court action which contests the amount or validity of the liability has been filed or served, (ii) the appeal period to contest the tax liability has not expired, or (iii) the applicant has entered into a payment agreement and is current with the payments.

(c) Applicant means an individual if the license is issued to or in the name of an individual or the corporation or partnership if the license is issued to or in the name of a corporation or partnership.

(1) A copy of the notice of delinquent taxes given to the licensing division of the city shall also be sent to the applicant taxpayer. In the case of renewal of a license, if the applicant requests in writing, within 30 days of receipt of the notice of hearing, then, a contested hearing shall be held under the same procedures as provided in Minn. Stat. 270A for the state sales and use tax imposed under Minn. Stat. 297A; provided further that if a hearing must be held on the state sales and use tax, hearings must be combined.

Section 6. Deposit of revenues; costs of administration; termination of tax.

(a) All of the revenues, interest, and penalties derived from the local sales and use tax imposed by this Ordinance collected by the commissioner and remitted to the city shall be deposited by the city finance director in the city treasury and shall be credited to the fund established to pay the costs of collecting the local sales and use tax imposed by this Ordinance and to finance the capital and administrative costs directly related to completing the designated projects.

(b) The local sales and use tax imposed by this Ordinance shall terminate at the earlier of: (1) [MAXIMUM YEARS UNDER SPECIAL LAW]; or (2) when the City Council determines that $[DOLLAR AMOUNT APPROVED IN SPECIAL LAW AND BY VOTERS], plus an amount sufficient to pay the costs related to issuing bonds and interest on the bonds has been received from the local sales and use tax imposed by this Ordinance to pay for all the capital and administrative costs directly related to completing the designated projects. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the city. The local sales and use tax imposed by this Ordinance may terminate at an earlier time if the City Council so determines by ordinance.

Section 7. Agreement with the commissioner. The city may enter into an agreement with the commissioner regarding each party's respective roles and responsibilities related to the imposition, administration, collection, enforcement, and termination of the local sales and use tax imposed by this Ordinance. Any such agreement shall not abrogate, alter, or otherwise conflict with the state sales and use tax laws and rules, this ordinance, or [CITATION FOR SPECIAL LAW].

Section 8. Summary publication. The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes section 412.191:

> Pursuant to a voter-approved referendum, the city is authorized to and will impose a local sales and use tax of [LONG HAND NUMBER] (X) percent on retail sales made after [EFFECTIVE DATE] to be used to fund certain designated projects related to the construction of a new Public Works facility and the expansion and remodel of the Police facility.

Section 9. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed by the City Council of the City of [CITY}, Minnesota, this ____ day of ________, 202_.

Taft/

2200 IDS Center, 80 South 8th Street
Minneapolis, MN 55402-2210
Tel: 612.977.8400 | Fax: 612.977.8650
taftlaw.com

Affirmative Action, Equal Opportunity Employer

Mary L. Ippel
612.977.8122
MIppel@taftlaw.com

December 19, 2024

VIA E-MAIL

Patrick Trudgeon
City Manager
City of Roseville
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

Michelle Pietrick
Finance Director
City of Roseville
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

Re: License and Passport Center

Dear Pat and Michelle:

The City is proposing to undertake the construction of a new License and Passport Center (the "Project"). Under existing law there are a number of financing options for the Project. The statutory authorities for financing the Project are as follows:

a) General Obligation Bonds. In 1987 special legislation was adopted that provided that the governing body of the City of Roseville (the "City") may exercise all of the powers of a port authority provided by Minnesota Statutes, Section 469.048 to 469.068. Pursuant to the port authority powers the City has the legal authority to issue General Obligation Bonds, which bonds may be issued without submission of the question to the electors of the City. Prior to the issuance of the General Obligation Bonds it is necessary for the City to adopt an ordinance identifying the issuance of the General Obligation Bonds. The port authority law also grants the City the powers of a housing and redevelopment authority and the powers of a port authority. In 1991 the City, utilizing the housing and redevelopment authority powers and the port authority powers, established a redevelopment project area and industrial development district (the "Project Area"). The proposed Project is within the Project Area. The redevelopment plan adopted for the Project Area identifies that the provision of City service facilities for residents of the City is an objective of the redevelopment plan and specifically authorized the City to construct public facilities. The General Obligation Bonds are payable from ad valorem taxes levied on all taxable property in the City. The City can annually reduce the tax levy by an amount equal to the revenues derived from the operation of the Project which are deposited in the debt service account established for the payment of the General Obligation Bonds.

b) Economic Development Authority Revenue Bonds. Pursuant to Minnesota Statutes Chapter 469, the City's Economic Development Authority (the "EDA") is authorized to issue revenue bonds to construct public facilities such as the Project. The Project is leased to the City pursuant to a Lease with Option to Purchase Agreement (the "Lease"). The annual lease payments to be paid by the City to the EDA under the Lease will be in an amount sufficient to pay the debt service on the EDA's revenue bonds. The lease payments are pledged to the payment of the EDA's revenue bonds. As required by state law, the Lease must contain the annual right of the City to nonappropriate and terminate the Lease at the end of any fiscal year. Any taxes levied to pay the lease payments are considered a special levy and outside of any applicable levy limits because the lease payments are pledged to the payment of the revenue bonds issued by the EDA. Because the bonds issued by the EDA are revenue bonds and are not a general obligation of the City, the revenue bonds bear a higher interest rate than General Obligation Bonds issued by the City. The market at the time the revenue bonds are sold determines the actual interest rate differential.

c) <u>City Revenue Bonds.</u> The City is authorized to issue revenue bonds payable solely from the net revenues derived from the Project after payment of operating expenses. The net revenues derived from the Project may not be sufficient to pay the entire cost of the Project and therefore the principal amount of the revenue bonds may need to be reduced. City revenue bonds bear a higher rate of interest because there is no tax levy supporting the bonds.

In summary, the above identifies the various statutory authority for the issuance of bonds to finance the Project. The issuance of General Obligation Bonds utilizing the port authority powers granted to the City is the easiest procedural process for the City and would have the benefit of the lowest interest rate.

If you have any other questions, please do not hesitate to contact me.

Sincerely,

Mary L. Ippel

Mary L. Ippel

MLI:cln

170364294v1

LMC Article:

2023 Legislation Authorizing City Use of Construction Manager at Risk

By James M. Strommen and Cristina A. Cruz-Jennings

The 2023 Minnesota Legislature authorized municipalities governed by the Uniform Municipal Contracting Law to use the Construction Manager at Risk ("CMar") process for construction projects over $175,000.[1] The CMar process is commonly used for private projects, and state agencies have been able to use it since 2005.[2] The CMar process places the construction manager in essentially the same position as a general contractor because the construction manager is responsible for all subcontractors and for the "price, schedule and workmanship" of the project.[3]

The new law gives cities the option to use CMar in addition to the traditional CM as advisor ("CMa") process by which a city contracts with a construction manager to coordinate the work of multiple contractors without assuming the risk of project cost overruns. In contrast to the CMa process, the construction manager selected using the CMar process guarantees construction of the project for a Guaranteed Maximum Price ("GMP") in accordance with the agreed upon completion schedule, subject to owner-directed changes or changed conditions. The GMP consists of the construction costs, the construction manager's fee, and the general conditions costs.

The CMar process allows a city to turn over a project to a skilled construction manager who is responsible for the work performed by the contractors, which are the CMar's subs rather than in contracts directly with the city. The CMar process usually results in less city staff involvement in the construction process and oftentimes results in fewer change orders than the CMa process.

The CMar process is nearly identical to the state agency CMar requirements in Section 16C.34. Cities intending to use CMar must follow a rigorous statutory procedure in selecting and supervising the CMar's competitive bidding requirement for qualified contractors.

The CMar and contractor procurement process requires the city to form a selection committee and publish a Request for CMar Qualifications (RFQ) with statutory listed criteria.[4] The selection committee must consist of at least three persons, one of whom has "construction industry experience."[5] From the RFQ respondents, the committee selects at least two firms to receive the city's Request for CMar Proposal (RFP).[6] For CMar final selection, the city must employ a "scoring or trade-off evaluation method" described in the RFP and may interview the "short-listed proposers."[7] The city may then negotiate the contract with the highest scoring CMar candidate. If an agreement cannot be reached, the city may end negotiations with that candidate and negotiate with the next highest scoring candidate. The statute includes required criteria for the CMar evaluation but preserves the city's traditional authority to reject all proposals and to use an alternative construction process, such as the typical competitive bidding process or the CMa process.[8]

City negotiation of a Guaranteed Maximum Price ("GMP") contract is a key component of a successful CMar project. The CMar-city contract negotiation should include a construction industry expert to assist the city on terms such as the size and CMar's use of project contingency and allowances, circumstances allowing an increase to the GMP, and regular CMar reporting requirements on project cost and schedule.

The selected CMar must "competitively bid all trade contract work for the project from a list of qualified [contractor] firms."[9] The statute provides no further detail on what constitutes an acceptable competitive bidding process. The competitive bidding must be carried out among a list of qualified contractors established by the CMar using "selection criteria … approved by the municipality."[10]

Importantly, with the city's consent, the CMar may be allowed to bid on some of the work for the project.[11] If so, the city would oversee the bidding for those work scopes, and the CMar would not participate in the review and award on those scopes of work. Upon completion of the contract awards for the project, the CMar and the city finalize the GMP, enter into the final CMar GMP contract, and issue the notice to proceed for the work.[12]

Cities will need to evaluate the comparative benefits of the CMar process system and, if used, establish a process that fully complies with the CMar requirements in Section 471.463. Consulting with procurement personnel at the state agencies that have used CMar would provide helpful guidance.

---

[1] 2023 Minn. Laws Chapter 62, Article 3, Sections 14 &15, codified as Minn. Stat. § 471.463 and §471.345, subd. 3b.
[2] Minn. Stat. § 16C.34.
[3] Minn. Stat. § 471.463, subd. 1(b).
[4] *Id.*, subds. 2-5
[5] *Id.*, subd. 4(1).
[6] *Id.*, subd. 4(a)-(e).
[7] *Id.*, subd. 4(f).
[8] *Id.* subd. 4.
[9] *Id.*, subd. 5(b).
[10] *Id.*
[11] *Id.*, subd. 5(b).
[12] *Id.*, subd. 5(c).

Jim Strommen is a former shareholder at Kennedy & Graven, Chartered, now retired and serving as Of Counsel. Cristina Cruz-Jennings is an associate at Kennedy & Graven. For more information, contact jstrommen@kennedy-graven.com or ccruz-jennings@kennedy-graven.com

Community Engagement Plan for Civic Campus Project

Creation of Civic Campus Final Design Stakeholder Group

Purpose: To provide input and feedback to the overall Civic Campus Improvement Project that will construct a new Maintenance Operations Center, License and Passport Center/Dance Studio, new green space, and a location for a relocated VFW. It is intended that the group will operate and the “Involve” and “Collaborate” level IAP2 Spectrum of Public Participation (See attachment)

Specifically, the working group will provide feedback and recommendations on the final design of the Maintenance Operations Center, License and Passport Center/Dance Studio, and new green space, including:

- Overall site configuration
- Landscape/hardscape/streetscape buffering on edges of project
- Design elements of building (architecture, exterior materials, height)
- Mitigation efforts to minimize impact to surrounding properties

The stakeholder group will not be using its time to discuss whether the overall project should go forward as that decision has already been made by the City Council.

The working group will have three phases of their work:

- Providing general feedback and input about the final design of the project to ensure concerns are addressed
- Review options/design proposals for the project that incorporates the feedback and input received from working group to maximum extent possible
- Make a recommendation to the City Council regarding the final design

There will be at least one meeting for each phase of the working group’s work. Additional meetings for each phase will be scheduled if needed.

The Civic Campus Final Design Stakeholder Group will be comprised of ten members representing the following areas:

- Three residents of surrounding property owners (Griggs St./Lexington Apartments and Townhomes/ East Side of Lexington Ave.)
- One representative of the VFW
- One citizen representative (5 in total) from the following Commissions:
    - Finance Commission
    - Parks and Recreation Commission
    - Planning Commission
    - Public Works, Environment, and Transportation Commission
- 1 City Councilmember

Community Engagement Plan for Civic Campus Project

Residents from the surrounding area that are interested in being part of the stakeholder group would submit a city-supplied application for consideration by the City Council. The City Council would appoint three residents from the surrounding area from the applicant pool.

Staff recommends that each commission appoint a member to serve on the stakeholder group. The City Council would appoint its representative.

The Stakeholder Group will be staffed by City Manager, Public Works Director, Parks and Recreation Director and other staff as needed. The consulting Architect for overall project will also attend the working group meetings.

Involvement of City Commissions

Staff intends to keep all the relevant city commissions informed throughout the design and construction of the project with standing agenda items for each meeting.

In addition, commissions will be taking up specific issues relevant to their scope. A preliminary list of these tasks include:

Finance Commission

- Review and recommendation of financing for Maintenance Operations Center and License and Passport Center
- Review Request for Proposals for Project Architect and Construction Manager

Planning Commission

- Consideration of rezoning and Comprehensive Plan re-guidance for VFW and Lexington Shoppes properties
- Review of real estate transactions

Parks and Recreation Commission

- Review Request for Proposals for Project Architect and Construction Manager
- Review and recommendation of the final design of the Maintenance Operations Center

Public Works, Environment, and Transportation Commission

- Review Request for Proposals for Project Architect and Construction Manager
- Review and recommendation of the final design of the Maintenance Operations Center

Equity and Inclusion Commission

- Review Request for Proposals for Project Architect and Construction Manager

Community Engagement Plan for Civic Campus Project

General Public Engagement

The City will create a project page on the City website containing a variety of resources and information about the project and the collection of sales tax. In addition, staff will utilize city social media accounts to highlight the project at certain milestones. Finally, there would be regular updates at City Council meetings for the public to learn more about the status of the project.

IAP2 Spectrum of Public Participation

iap2 international association for public participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Project Timeline (Tentative)

2025
Final Design

Need to finalize design

Award contract construction

2025–2026

Phase I

Site preparation including regrading, buffer area towards residential properties

Construct north half of maintenance facility

2026–2028

Phase II

Demolish Maintenance Facility

Prepare site for new work, construct VFW and

License and Passport Center

2028–2029

Phase III

Complete site preparation for maintenance yard and remaining buildings

Construct maintenance structures including admin offices, salt and storage sheds and fuel island.

New Veterans Park

	City Breakdown						
	Phase 1		Phase 2			Phase 3	
Line Item	MOC	License Center	MOC	License Center	VFW	MOC	License Center
Building Construction	$ 14,877,272			$ 5,157,541	$ 3,500,375	$ 14,545,899	
Site Construction	$ 2,715,836		$ 533,421	$ 1,138,281	$ -	$ 2,689,784	
Design Contingency (8%)	$ 1,407,449	$ -	$ 42,674	$ 503,666	$ 280,030	$ 1,378,855	$ -
Construction Contingency (5%)	$ 950,028	$ -	$ 28,805	$ 339,974	$ 189,020	$ 930,727	$ -
Inflation (21%, 28%, 35%)	$ 4,189,623	$ -	$ 169,372	$ 1,999,049	$ 1,111,439	$ 6,840,843	$ -
Soft Costs & Owners Contingencies (25%)	$ 6,035,052	$ -	$ 193,568	$ 2,284,628	$ 1,270,216	$ 6,596,527	$ -
Owners Costs	$ 309,750	$ -		$ 505,254	$ -	$ 682,500	
Total Cost	$ 30,485,009	$ -	$ 967,839	$ 11,928,393	$ 6,351,080	$ 33,665,134	$ -
Total Cost (Phase)	$ 30,485,009		$ 19,247,313			$ 33,665,134	
Total Cost (Project)	$ 83,397,456						
Total Maintenance Operations Center	$ 65,117,982						
Total License Center	$ 11,928,393						
Total VFW	$ 6,351,080						

ROSEVILLE MINNESOTA

EQUITY & INCLUSION TOOLKIT

To Guide Decision Making on Policies, Programs, Initiatives, and Budget Proposals to Help Build an Equitable and Inclusive Community

Things to know about the toolkit

1. The Equity & Inclusion Toolkit (EIT) is a reflective tool to assist decision makers in evaluating ideas and proposed solutions with a perspective inclusive of equity.
2. The EIT is NOT a test of competence in equity and inclusion, but a tool to help make decisions that are advancing our community aspirations in an equitable and inclusive way.
3. This is a public document. The public should know city leaders are diligent in considering community voices and potential adverse outcomes of decisions.
4. Please seek diverse perspectives on the completion of this document, including your colleagues. The Equity and Inclusion Manager and your Department Head are additional resources that should review this document upon completion.
5. As lessons are learned and/or outcomes are achieved, the EIT is a working document that should be updated.

Equity & Inclusion Toolkit Instructions

This toolkit serves as a guide to developing an equity impact analysis. Through the process of answering questions focused on community and stakeholder impact. Through the process of understanding the outcomes of decisions on the community, you will end with an Equity Impact Analysis or summary of your findings to be included on the Request for Council Action (RCA). The completed toolkit should be attached as supporting documentation for council RCA's. Please forward a copy of the completed toolkit to the city's Equity and Inclusion Manager for review and storing.

Agenda Item Title:

Discuss next steps with the Maintenance Operations Center and License and Passport Center projects

Brief Description:

On November 6, 2024, two referendum questions were on the general election ballot regarding implementing a local sales tax in Roseville. One question asked to create 0.5% local sales to fund the construction of a Maintenance Operations Center (MOC). The second question asked to create a 0.5% local sales to fund the construction of a new License and Passport Center (LPC). While separate questions, the approval of either one or both questions would create a 0.5% local sales tax in Roseville.

The results from the election were as follows:
City Question 1 -Maintenance Operations Center 0.5% Sales Tax
Yes 11,263
No 9,171
City Question 2 - License and Passport Center 0.5% Sales Tax
Yes 9,465
No 10,831

Based on the results, the City may implement a 0.5% local sales to fund the construction of the MOC up to an amount of $64 million. Conversely, since the referendum question regarding the LPC failed, the City may not fund a new LPC with local sales tax funding. However, given the existing space needs for the LPC coupled with the fact the new MOC will need to use the space where the existing LPC is located, there still is a need to replace the LPC. With the split vote on the referendum questions and the complexity of implementing of the MOC project, staff is bringing forward a City Council discussion on various facets of the project to seek City Council feedback and direction.

Meeting Date(s): 1/13/25

Prepared by: Pat Trudgeon, City Manager

Reviewed by:

Which of the community aspirations does this request for council action most align with?

- [x] Foster a strong sense of community through effective and inclusive communication, effective engagement, and collaborative decision-making.
- [ ] A community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing.
- [ ] A city where all people feel safe and secure and where mutual trust and respect are fostered between the community and their police, fire, and all emergency responders.
- [ ] A community of thriving and diverse neighborhoods with quality housing and businesses that meet the needs of, and provide opportunities for, all people.
- [ ] A community that embraces diversity through multicultural public programming, public gathering spaces, and parks in ways that are suitable for all people regardless of age, ability, or access to information.
- [x] A community that treasures and preserves natural areas and open space and prioritizes environmental conservation and sustainability.
- [x] A community that is economically prosperous with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options.
- [x] A community with a safe, inclusive, and well-connected transportation and infrastructure system that supports the health and well-being of residents, visitors, customers, businesses, and employees regardless of ability, access, cultural background, or socioeconomic standing.

What are the desired outcomes and impacts in the community?

The desired outcome is to construct a new mainenance operations center to house the City's Public Works and Parks equipment and supplies. The current facility is old, outdated, undersized, and inefficient. Based on the approval of a voter referendum on November 6, 2024, a local sales tax of 0.5% will be instituted to pay for the needed improvement.

As a result of the referendum approval to use sales tax to pay for the construction of a new maintenance operations center, the existing License and Passport Center will need to be relocated. As the referendum question regarding the use of sales tax to pay for the construction of a new License and Passport Center failed, an alternative funding source for the new building must be found.

Who will benefit from or be burdened by this decision?

All city residents will benefit from a new maintenance facility as it will allow for a centralized location for all of the City's storage, service, and maintenance needs. The new building will allow for better efficiency in managing and maintaining the City's fleet of vehicles, water and sewage distribution systems, streets, snow removal and City parks.

City residents as well as residents throughout the Twin Cities metro will benefit from a new license and passport center. In a new building that is especially designed for license center and passport operations, customers will benefit from from more efficient license and passport processing. The designed space will lead to better customer experience through better flow and dedicated areas for the different type of services the the license center and passport center provides.

Persons who shop in Roseville will be subjected to an additional 0.5% sales when purchasing select goods and services in the community.

What are potential unintended consequences and are there strategies to mitigate any negative consequences?

For the neighborhoods adjacent to the maintenance operations center, the new building will replace an existing park and ball field. With the new facility, city maintenance operations will be closer to residents and produce additional noise and disruption to neighborhoods that previously had a city park as a neighbor. The City will work with the affected neighborhoods to mitigate noise and other detrimental impacts through regular communication and discussion with the neighborhoods on how best to minimize these impacts.

While the imposition of sales tax has already been decided by the voters, it should be acknowledged that sales tax is a regressive from tax, meaning that persons of lower income will be paying more taxes as a percentage of income than others who have higher income. In Minnesota, basic necessities such as grocery food, clothing, over-the-counter drugs, feminine hygiene and baby products are not subject to sales tax. With the local sales tax approved for Roseville for the next 20 years or until the project is paid off, it behooves the City to move forward with the project in the most time- and cost-efficient way possible in order to have the sales tax removed as early as possible.

How have we incorporated and/or engaged community perspective into this recommendation?

Throughout the process of determining the needs for new maintenance operations and license center operations, the public, including adjacent neighborhoods, were consulted and provided input on the overall project. Most importantly, 55% of the voters supported the creation of a local sales tax to fund the maintenance operations center.

Equity Impact Analysis (Summary)

In 1-3 paragraphs, how would you summarize the consideration of equity on this recommendation? How does this help us achieve our Community Aspirations? This summary should be included under the Equity Impact Summary of the RCA.

The new maintenance operations center and license center will provide a benefit to the residents, businesses, and visitors to Roseville. The new facilities will allow for more efficient services to be provided to residents, customers, and users of city parks and infrastructure. It does not appear that the construction and operation of the new facilities will disproportionately impact any segment of the population. It should be noted that adjacent neighborhoods to the maintenance operations center will experience a change in how the land is used with the parkland being converted to a maintenance operations center. Dedicated conversations between the City and adjacent neighborhoods are crucial to ensure any negative impacts from the new facility are mitigated as much as possible.

The size and scope of the project gives the city a great opportunity to ensure that small socially and economically disadvantaged businesses are included as part of the overall design and construction of the facilities. The City should commit to ensuring that smaller disadvantaged business are part of the final contracts awarded for the design and construction of the facilities.

While the imposition of sales tax has already been decided by the voters, it should be acknowledged that sales tax is a regressive from tax, meaning that persons of lower income will be paying more taxes as a percentage of income than others who have higher income. In Minnesota, basic necessities such as grocery food, clothing, over-the-counter drugs, feminine hygiene and baby products are not subject to sales tax. With the local sales tax approved for Roseville for the next 20 years or until the project is paid off, it behooves the City to move forward with the project in the most time- and cost-efficient way possible in order to have the sales tax removed as early as possible.

Resources

Census 2020 – Publicly available data gathered every 10 years intended to be the leading source of quality data on people and economy.

American Community Survey – A survey by the U.S. Census Bureau updated annually.

Google Scholar – Publicly available scholarly literature which may contain relevant data.

Community Feedback – All ways in which the community provides feedback to the city can be used to aide in decision making.

Previous Completed Equity & Inclusion Toolkits

Discussion of Next Steps with Maintenance Operations Center and License and Passport Center

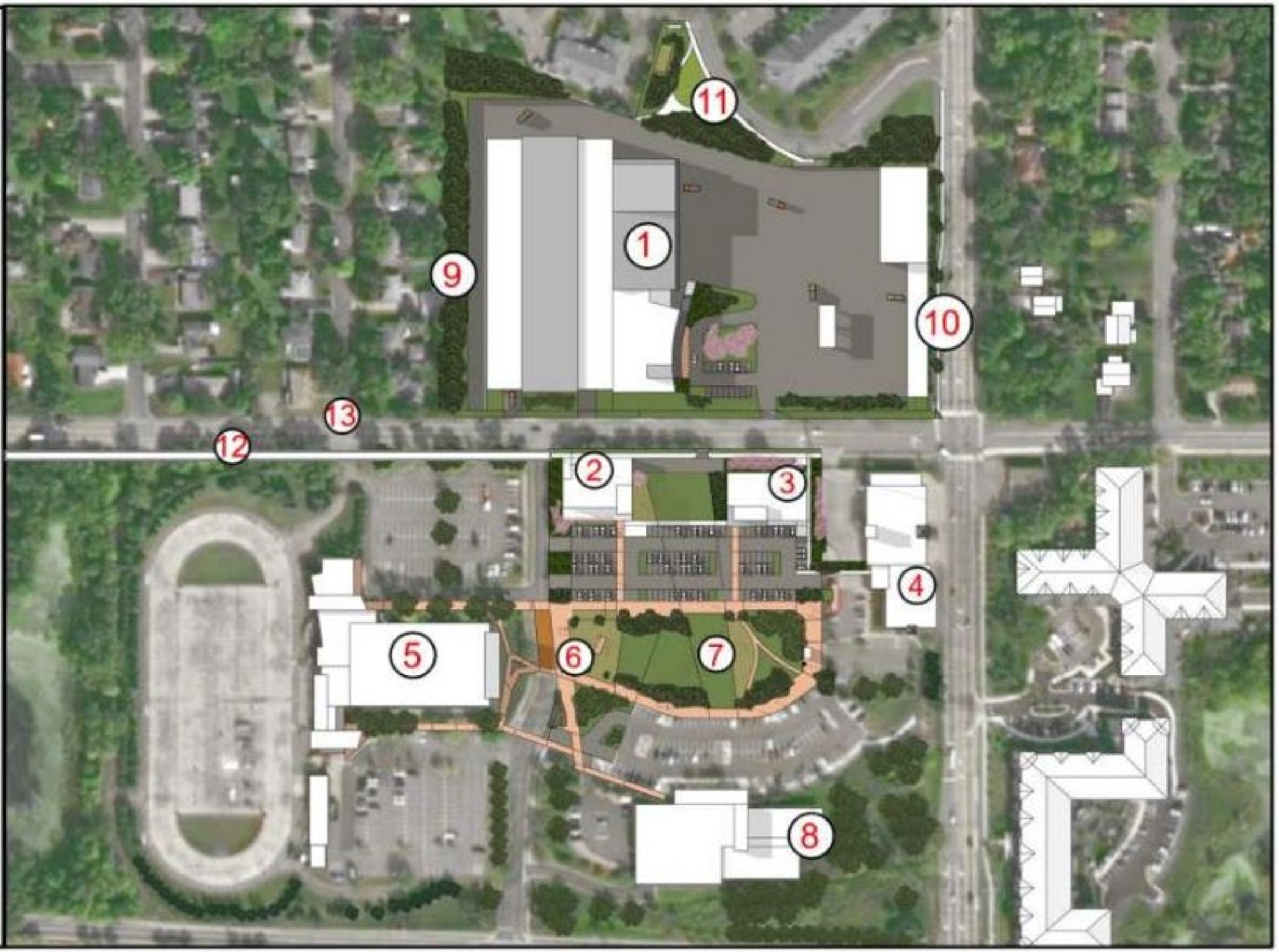
Agenda

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

- IMPLICATIONS OF SALES TAX REFERENDUM RESULTS
- MOVING FORWARD WITH THE MAINTENANCE OPERATIONS CENTER PROJECT
- IMPLEMENTING THE LOCAL SALES TAX
- DISCUSSION ON LICENSE AND PASSPORT CENTER
- FUNDING FOR THE LICENSE AND PASSPORT CENTER
- NEXT STEPS FOR FINAL DESIGN AND PROJECT MANAGEMENT
- COMMUNITY ENGAGEMENT
- FUTURE ACTIONS NEEDED

Proposed Pre-Design Site Plan

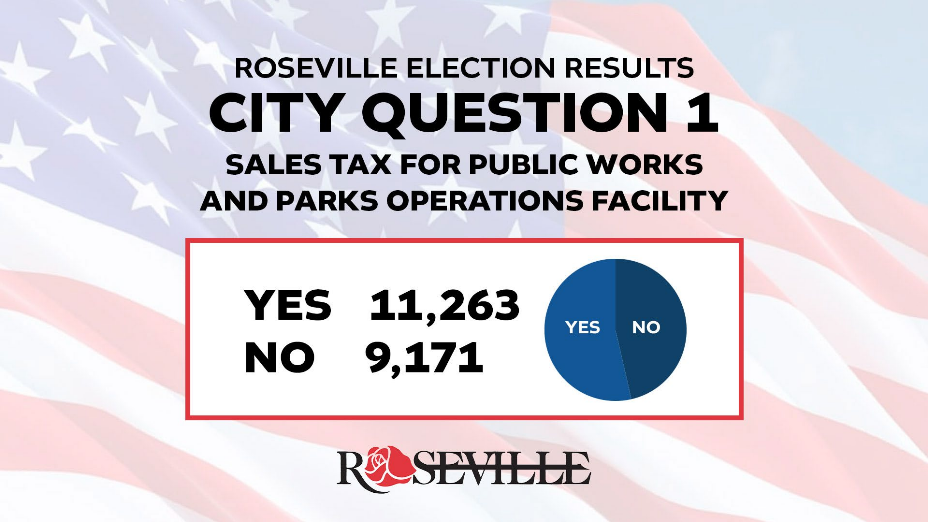
1 - New Maintenance Facility
2 - New VFW
3 - New License and Passport Center
4 - Existing Fire Station #1
5 - Existing Oval Skate Park
6 - New Veteran's Memorial
7 - New Green Space
8 - Existing Roseville City Hall
9 - Planted Berm
10 - Lexington Ave Landscape
11 – Relocated Children's Play Area
12 – Extended Sidewalk to Howard Johnson Park
13 – New Pedestrian Crossing at Griggs

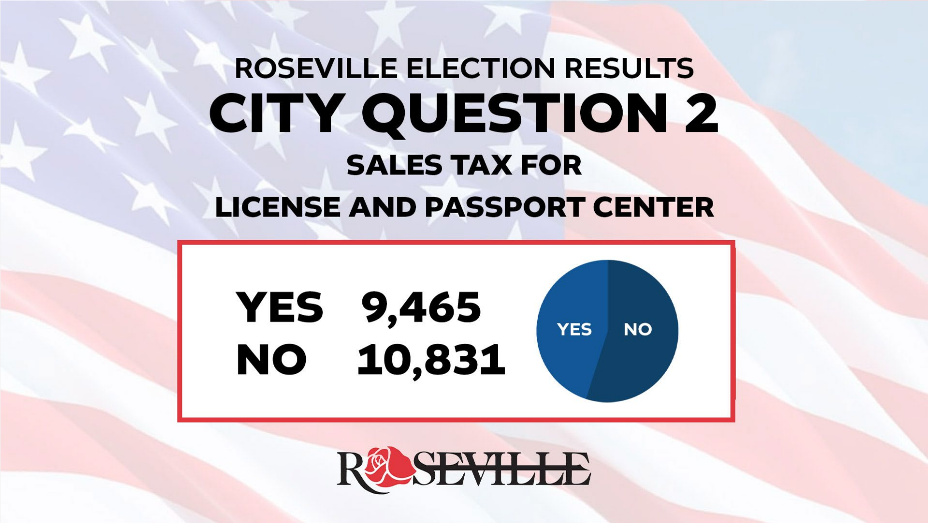


PROJECT OVERVIEW – AERIAL FROM SOUTHEAST

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Implications of Sales Tax Referendum Results



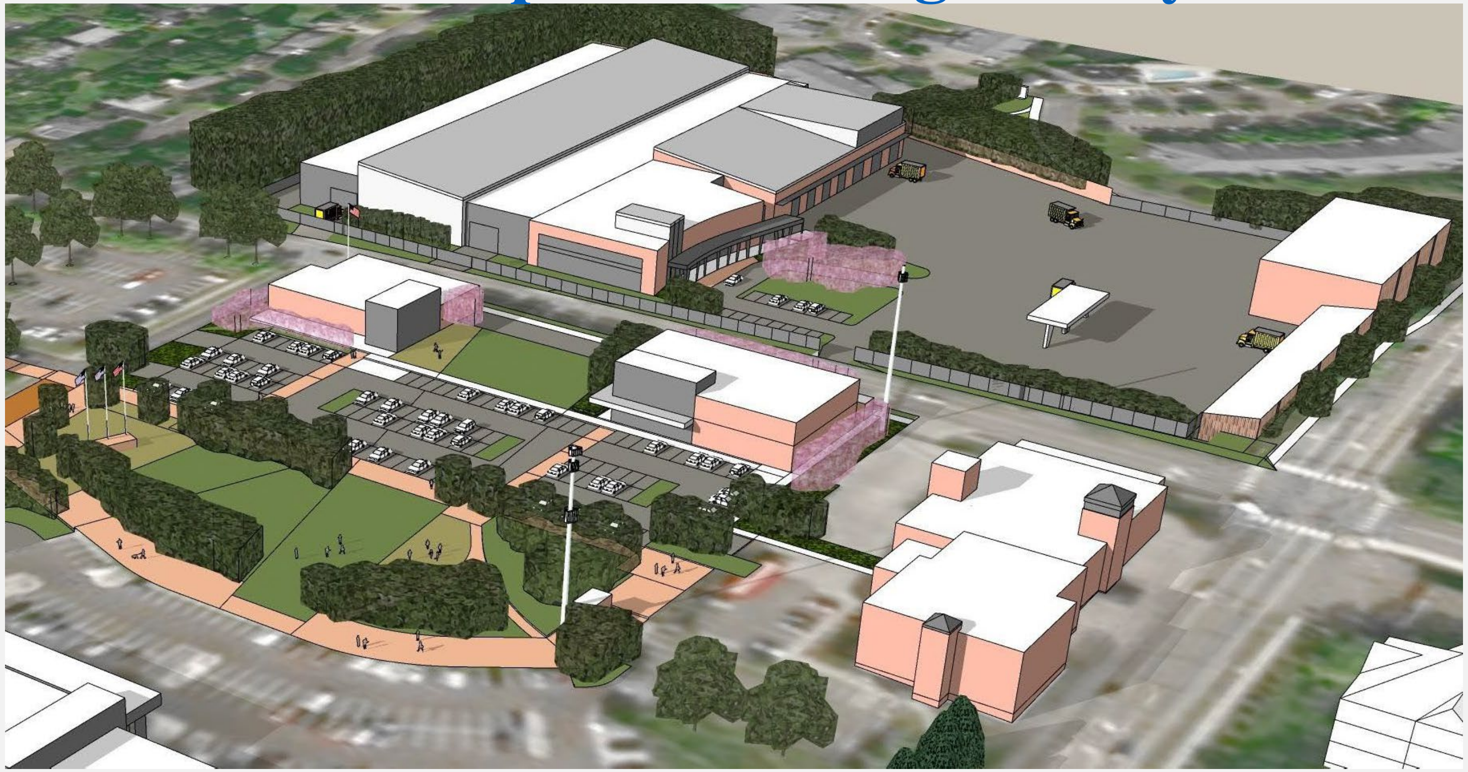


As a result of passage of Question #1, the City can fund the construction of a new Maintenance Operations Center through a local sales tax of 0.5%

As a result of the failure of Question #2, the City cannot fund the construction of a new License and Passport Center through a local sales tax of 0.5%

However, the failure of Question 2 does not eliminate the need for a new License and Passport Center due to existing space needs and the fact that the new Maintenance Operations Center will require the use of the land currently occupied by the License and Passport Center.

Civic Campus Pre-Design Study



Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the Civic Campus Pre-Design Study adopted on October 19, 2022?

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Implementing the Local Sales Tax

The Minnesota Department of Revenue requires local governments to notify them in writing, at least 90 days before the anticipated begin date of the collection of the local sales tax.

The new local sales tax would take effect at the start of a calendar quarter (January 1, April 1, July 1, or October 1)

To have the Roseville take effect on July 1, 2025, the City will need to submit the notification along with required documentation to the Department of Revenue by April 1, 2025.

Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

What’s Next for the License and Passport Center

The License and Passport Center will be displaced as part of the MOC project

Options to consider:

1) Closing the License and Passport Center
2) Leasing a new facility elsewhere in Roseville
3) Re-locating the License and Passport Center on the former maintenance facility property as shown on the Civic Campus Pre-Design Study
4) Re-locating the License and Passport Center on the City Campus, but in a different location such as utilizing some of the existing maintenance facility structure or keeping the facility on the north side of Woodhill but in a new building.

Accommodations for the Roseville Park and Recreation Dance Studio must be found if it is not included as part of the License and Passport Center building as shown in the Pre-Design plan.

<u>What option(s) should staff pursue regarding the future of the License and Passport Center and Dance Studio?</u>

ROSEVILLE

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Funding for the License and Passport Center

Three potential fundings sources for the License and Passport Center/Dance Studio

1) Port Authority General Obligation Bonds
2) Economic Development Authority Revenue Bonds
3) City Revenue Bonds

Estimated cost for LPC is estimated to be $12 million per Pre-Design Study. Costs should be updated.

In 2011, the City issued Port Authority Bonds in the amount of $27 million for fund the Parks Renewal Program and new Fire Station.

Last debt payment for those bonds is in 2028 with final debt payment of $2,485,000 of property tax levy funds

The existing property tax levy funds for the 2011 projects could be put towards debt issued for the LPC starting in 2029.

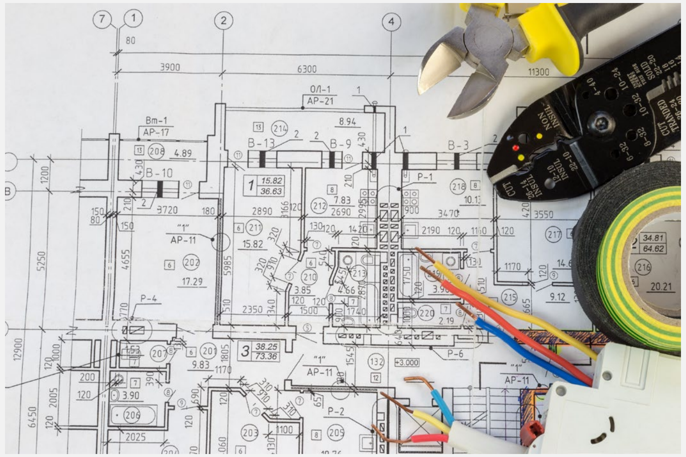
At this point, does the City Council have a preferred type of financing for the License and Passport Center/Dance Studio?

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Next Steps for Final Design and Project Management

Next steps to move the project forward and to consider alternatives/changes to the project:

- Hire an architect to provide project design alternatives and final design
- Hire a project manager for overall project construction.
  - Construction Manager Advisor (CMa)
  - Construction Manager at Risk (CMaR)



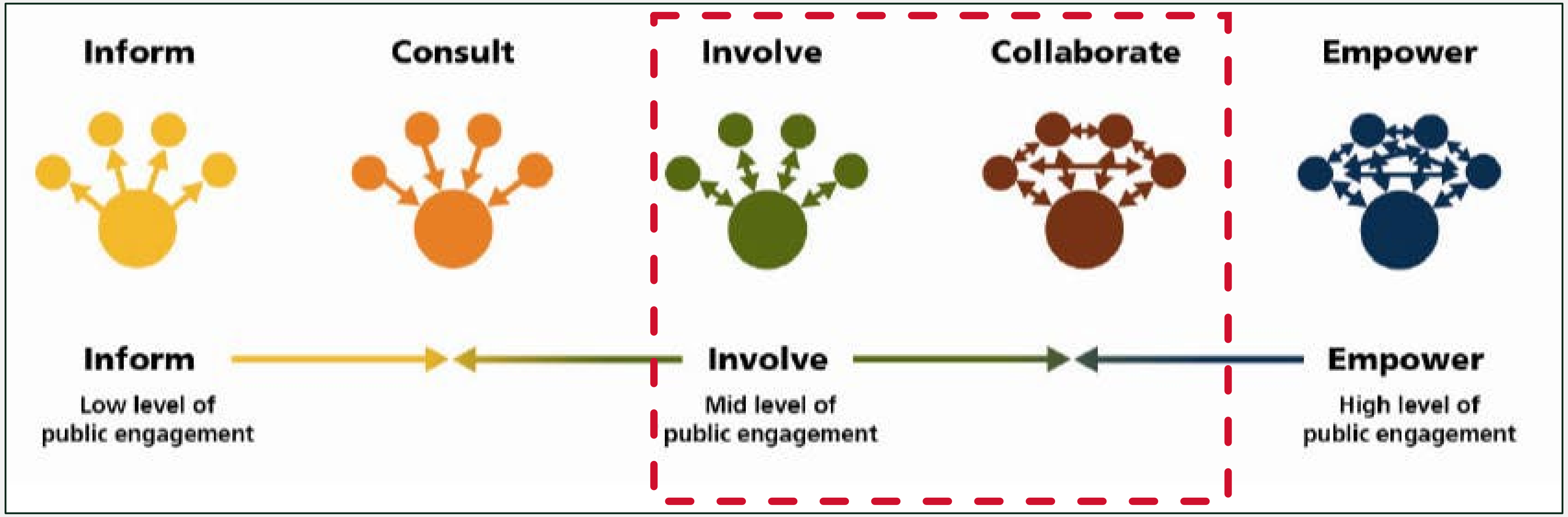
- Staff recommends preparing Request for Proposals for an Architect to complete the final design and for a Construction Manager at Risk to manage the project for the City.

Does staff have permission to prepare Requests for Proposals to hire an architect and Construction Manager at Risk for the project?

Community Engagement Plan for Project

- Creation of a Civic Campus Final Design Stakeholder Group to provide feedback on the final design of project

International Association of Public Participation
Spectrum of Public Participation

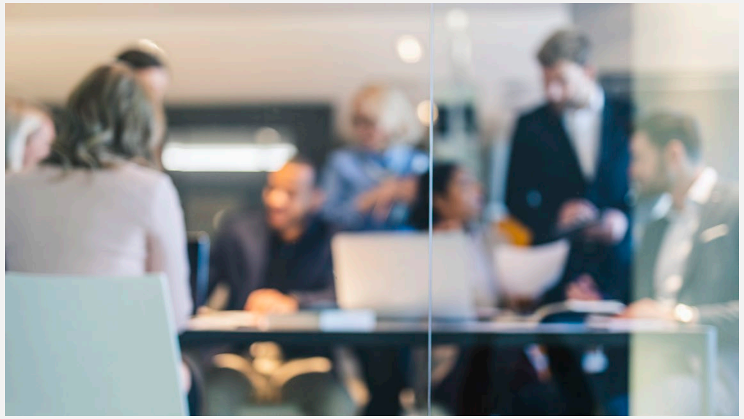


Civic Campus Final Design Stakeholder Group membership

- Three residents of surrounding property owners (Griggs St./Lexington Apartments and Townhomes/ East Side of Lexington Ave.)
- One representative of the VFW
- One citizen representative (5 in total) from the following Commissions:
  - Equity and Inclusion Commission
  - Finance Commission
  - Parks and Recreation Commission
  - Planning Commission
  - Public Works, Environment, and Transportation Commission
- One City Councilmember

Three phases of Stakeholder Group work

- Prior to work on final design, provide general feedback and input on design elements of project
- Review options and design proposals that incorporate the feedback and input of the group
- Make a recommendation to the City Council on the final design



Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Community Engagement

Community Engagement Plan for Project

- Involvement of City Commissions
  - Equity and Inclusion Commission
  - Finance Commission
  - Planning Commission
  - Parks and Recreation Commission
  - Public Works Environment and Transportation Commission

- General Public Engagement
  - City Website
  - Social Media
  - Newsletter

Is the engagement approach for the project appropriate and what, if anything, should be changed and/or added?

ROSEVILLE

Future Actions Needed

Additional Items for Discussion

- VFW
- Zoning and Land Use
- Real Estate Transactions
- Park Replacement
- Timeline
- Project Costs

Project Timeline (Tentative)

2025
Final Design

Need to finalize design

Award contract construction

2025–2026

Phase I

Site preparation including regrading, buffer area towards residential properties

Construct north half of maintenance facility

2026–2028

Phase II

Demolish Maintenance Facility

Prepare site for new work, construct VFW and

License and Passport Center

2028–2029

Phase III

Complete site preparation for maintenance yard and remaining buildings

Construct maintenance structures including admin offices, salt and storage sheds and fuel island.

New Veterans Park

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Future Actions Needed

	City Breakdown						
	Phase 1		Phase 2			Phase 3	
Line Item	MOC	License Center	MOC	License Center	VFW	MOC	License Center
Building Construction	$ 14,877,272			$ 5,157,541	$ 3,500,375	$ 14,545,899	
Site Construction	$ 2,715,836		$ 533,421	$ 1,138,281	$ -	$ 2,689,784	
Design Contingency (8%)	$ 1,407,449	$ -	$ 42,674	$ 503,666	$ 280,030	$ 1,378,855	$ -
Construction Contingency (5%)	$ 950,028	$ -	$ 28,805	$ 339,974	$ 189,020	$ 930,727	$ -
Inflation (21%, 28%, 35%)	$ 4,189,623	$ -	$ 169,372	$ 1,999,049	$ 1,111,439	$ 6,840,843	$ -
Soft Costs & Owners Contingencies (25%)	$ 6,035,052	$ -	$ 193,568	$ 2,284,628	$ 1,270,216	$ 6,596,527	$ -
Owners Costs	$ 309,750	$ -		$ 505,254	$ -	$ 682,500	
Total Cost	$ 30,485,009	$ -	$ 967,839	$ 11,928,393	$ 6,351,080	$ 33,665,134	$ -
Total Cost (Phase)	$ 30,485,009		$ 19,247,313			$ 33,665,134	
Total Cost (Project)	$ 83,397,456						
Total Maintenance Operations Center	$ 65,117,982						
Total License Center	$ 11,928,393						
Total VFW	$ 6,351,080						

Questions

Bench Handout 1
Item #7b
1/13/2025

Civic Campus Maintenance Operations Center and Licesnse/Passport Center Project Timeline (Tentative)

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	2026 and beyond
License and Passport Center/ Dance Studio	Decision on Future of LPC & Dance Studio	Preliminary Decision on Funding and location on City Campus (new vs. existing building - or both)			Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Commission Review of design alternatives/final design	Consider design alternative/final design	Approve Final Design (?)	Approve Final Design (?) & Construction
VFW Building	Negotiate Transaction	Negotiate Transaction	Negotiate Transaction	Negotiate Transaction	Negotiate Transaction	Approve VFW Agreement (?)	Approve VFW Agreement (?)						Acquire VFW Property
Final Design Stakeholder Group			Formation of Design Stakeholder Group		Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Recommendation of Final Design	Consider Design Stakeholder Group Recommendation		
Architect		Present RFP to PWET and Park and Rec Commissions	Authorize issuance of RFP	Select Consultant	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Commission Review of design alternatives/final design	Consider design alternative/final design	Approve Final Design (?)	Approve Final Design (?)
Construction Project Manager	Draft RFQ/RFP	Present RFQ/RFP to PWET and Park and Rec Commissions	Authorize issuance of RFQ/RFP	Select Consultant	Work on design alternatives/final design costs	Work on design alternatives/final design costs	Work on design alternatives/final design costs	Work on design alternatives/final design costs	Work on design alternatives/final design costs		Review Final Design Costs	Approve Final Design Costs (?)	Approve Final Design Costs (?)
Sales Tax		Approve Implementation ?	Approve Implentation ?				Collect Sales Tax				Collect Sales Tax		Collect Sales Tax
Financing			Finance Commssion Review of Financing Options		City issues sales tax revenue bonds								City issues LPC bonds
Mainteance Operations Center											Consider Design Stakeholder Group Reccomendation	Approve Final Design (?)	Approve Final Design (?) & Construction
Land Use							Planning Comm. condsider rezoning/comp plan guidance and vacation of park easement	Approval of rezoning/comp plan guidance and vacation of park easement					
Commissions		Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions

City Council Meeting/Decision

Roseville Finance Commission
Agenda Item

DATE: February 11, 2025 **ITEM:** 5.a.

ITEM DESCRIPTION: 2025 Revised Rules of Procedure for Council and Advisory Commissions

Background
On January 27, 2025, the City Council updated their Commission rules and procedures. An update is attached for the Commission's reference.

Recommendation
Receive report, no action required

Attachments
1. 2025 Revised Rules of Procedure Adopted 1.27.25

Revised January 6 and January 27, 2025

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The City adopts Rosenberg's Rules of Order for all meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.

b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.

c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.

d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.

e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

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

g. The public speaking time limits above do not apply to pre-arranged presenters or to the subjects of or applicants for council action, or appellants or petitioners to the council. Such speakers are encouraged to limit their remarks to 10 minutes or less.

Rule 4 Issue and Meeting Curfew

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

Rule 5 Recording of Meetings

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

Rule 6 Agenda

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

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

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

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

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

1. A Councilmember or Commissioner may, at a meeting, request that an item be placed on a future agenda, or;

2. A Councilmember or Commissioner may make a request for an agenda item outside of a meeting by submitting an email request to the city manager or staff liaison, no later than noon of the Wednesday preceding the meeting.

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

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

Rule 7 Remote Participation

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

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

Rule 8 Presiding Officer in Absence of Both Mayor & Acting Mayor (or Chair & Vice Chair)

In the absence of both the presiding officer and the designated alternate, a meeting will be presided over by the most senior member (or in the event of a tie in seniority the most senior member whose last name comes first alphabetically) until the body by affirmative vote on a motion designates any other presiding officer.

Rule 9 Suspension of Rules

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

Rule 10 Effective Date

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

Rules Pertaining to the City Council Only

Rule 11 Timing of Council Packet Formation and Delivery

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

Rule 12 City Council Task Force or Subcommittee Formation

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

Roseville Finance Commission

2025 Meeting Topics & Calendar

Month	2025 Discussion Topics (Tentative)
January 14	▪ CANCELLED
February 11	▪ Maintenance and Operations Center update
March 11	▪ Select Chair, Vice-Chair, and Ethics Commission Representative ▪ Review 2024 Investment Portfolio performance ▪ Maintenance and Operations Center update
April 8	▪ Review 2024 preliminary year-end cash reserve levels ▪ Maintenance and Operations Center update
May 13	▪ Discuss items for Joint City Council-Finance Commission meeting ▪ Review 2024 Audit Reports ▪ Maintenance and Operations Center update
June 10	▪ Finalize discussion items for joint City Council-Finance Commission meeting ▪ Maintenance and Operations Center update
July 8	▪ 2026-2045 Capital Improvement Plan review #1 ▪ Maintenance and Operations Center update
August 27 * Wednesday	▪ Discuss the 2026 City Manager Recommended Budget & Tax Levy ▪ 2026-2045 Capital Improvement Plan review #2 ▪ Maintenance and Operations Center update
September 9	▪ Establish Recommendation on 2026 City Manager Recommended Budget & Tax Levy ▪ Establish Recommendation on 2026-2045 Capital Improvement Plan ▪ Maintenance and Operations Center update
September 15	▪ Present Budget Recommendation to City Council ▪ Maintenance and Operations Center update
October 14	▪ Update on the Council-adopted 2026 preliminary Budget & Tax Levy ▪ Review and adopt a recommendation on the 2026 proposed utility rates ▪ Maintenance and Operations Center update
November 12 Wednesday	▪ Adopt 2026 Meeting Calendar ▪ Adopt 2026 Work Plan ▪ Maintenance and Operations Center update