Roseville Economic Development Authority (REDA)

Agenda

Monday, July 20, 2026
6:00 PM
City Council Chambers

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

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

6:00 p.m.	**1.**	**Roll Call**
		Voting & Seating Order: Schroeder, Bauer, Groff, Strahan, and Roe
6:01 p.m.	**2.**	**Pledge of Allegiance**
6:02 p.m.	**3.**	**Approve Agenda**
6:03 p.m.	**4.**	**Public Comment**
	5.	**Business Items**
6:04 p.m.		a. Receive an update on the Emergency Rental Assistance Program with Neighborhood House
6:15 p.m.		b. Receive strategic planning work group recommendations for programming of the City's Local Affordable Housing Aid funds
6:30 p.m.		c. Discussion regarding the preliminary budget and levy collectible in 2027
	6.	**Commission Direction on Member Initiated Agenda Items**
	7.	**Approval of Meeting Minutes**
6:45 p.m.	**8.**	**Adjourn to City Council**

REQUEST FOR COUNCIL ACTION

Date: 7/20/2026
Item No.: 5.a.

Department Approval

Janice Gundlach

City Manager Approval

Patrick J Trudgeon

Item Description: Receive an update on the Emergency Rental Assistance Program with Neighborhood House

Background

At the April 13, 2026, meeting, the Roseville Economic Development Authority (REDA) authorized the President and Executive Director to enter into a professional service agreement with Neighborhood House to administer the Emergency Rental Assistance Program. The program has the following guidelines:

- Rental assistance is provided to Roseville residents earning 50% or less of the Area Median Income (AMI).
- Evidence of past-due rent and any applicable late fees on documentation provided by the landlord.
- Assistance available shall not exceed a maximum of two months' rent, plus fees per household within an 18-month period.
- Disbursements will be on a first-come, first-served basis and paid directly to the landlord.
- Requests for assistance must be accompanied by a demonstration of loss of income, shown by loss of employment, reduction in hours, W-2 from prior year, prior tax returns, reduced pay stubs over time and/or unemployment, or by an attestation of no income or other financial emergency, together with the Neighborhood House's written determination that the household has experienced a financial emergency.

Staff recommended a budget of $5,000 a month for two years along with a 10% administration fee equating to $132,000. The REDA authorized $132,000 of Local Affordable Housing Aid (LAHA) for the program by dividing the payment in two increments of $66,000. It has been a little over two months since the program was implemented and Neighborhood House has provided an update on the use of the program (Attachment 1).

During the first two months of operation, the program distributed $24,346.19 in emergency rental assistance (representing 41% of the first-year budget). This does not include the 10% administration fee. The assistance has supported eight (8) Roseville households in stabilizing their housing. Households received an average of $3,043.27 in assistance, ranging from $1,855.30 to $4,497.41. Across all households served, the average total balance needed to fully resolve the housing crisis was $4,179.71, approximately $1,136.43 greater than the average program payment. This partnership with Neighborhood House has allowed for strategic bundling of other non-City funding sources. The following table provides funding sources for the eight households that have been assisted.

Total Rent Owed	Roseville Contribution	% Roseville Contribution	Other resources bundled
$4,327	$2,827	65%	$1,500 Community Sharing Fund (CSF)
$3,458.48	$3,453,48	100%	
$5,162.36	$2,609	51%	$2,553.36 Solid Ground Homework Start with Home (SGHSWH)
$5,290	$3,704	70%	$1,200 Participant Payment (PP), $386 Neighborhood House (NH)
$2,914	$2,300	79%	$614 Family Homeless Prevention and Assistance Program (FHPAP)
$7,335.50	$4,497.41	61%	$2,500 FHPAP, $338.09 NH
$3,100	$3,100	100%	
$1,855.30	$1,855.30	100%	

Household size has varied from one to four, with an average size of 2.125 and demographic composition has ranged from 62.5% identifying as Black, African American, or African, 12.5% as Asian or Asian American and 25% as White. Neighborhood House was able to prioritize completing intake assessments, documentation collection, and funding coordination in an average of 14.5 days to prevent further legal or financial escalation of the household. All eight households had received an eviction summons prior to enrollment, and each household successfully avoided displacement. In addition, Neighborhood House assessed household barriers and provided resources and referrals for other programs and social services to strengthen the support of the residents to prevent future instability.

At this time, staff would not recommend any revisions to the program's guidelines or assignment of additional budget to the program. The program guidelines have worked well and allow coupling with other funding resources available from Neighborhood House in order to stabilize and retain families in their housing. While the program has already expensed 20% of the overall budget, staff does not find this to be indicative of the need for additional funding at this time as the initial assistance is likely reflective of pent-up demand. Staff will continue to monitor the program and if there is a need for increased funding, staff will bring forward to the REDA for consideration.

Policy Objectives

The REDA’s role is to coordinate and administer housing, economic development and redevelopment efforts for the City of Roseville. The proposed emergency rental assistance program supports the City's economic vitality strategic priority. This program advances the City's desired impact of offering housing types for people at all income levels and aligns with the goal of providing housing types and programs that contribute to the economic success for household at all income levels. The program has supported this goal by the following success indicators: Roseville residents feel safe, secure, and stable in their housing and Roseville residents are being helped with an emergency situation that families might otherwise have been evicted and faced with being homeless.

Equity Impact Summary

The program is being used to keep vulnerable households housed during times of emergency. Benefiting households are those with household incomes at or below 50% of the area median income, in alignment with state regulations for use of LAHA. A community outreach meeting was held in the City Council Chambers on June 25, 2026, providing details on the program, seeking feedback on its requirements, and asking if there are other unmet needs in the community. The feedback on the program was positive and attendees shared additional concerns regarding reducing utility costs and ensuring access to safe drinking water (namely at the City's manufactured home park).

Budget Implications

The program is funded exclusively with Local Affordable Housing Aid (LAHA). Staff will continue to monitor the use of the program and if the original budgeted amount of $132,000 is exceeded, staff will bring forward to the REDA an amendment to the program for additional funds to be allocated from LAHA. The City receives new LAHA funds annually.

Staff Recommendations

Receive a report from Neighborhood House.

Requested Council Action

No action is required.

Prepared by: Jeanne Kelsey, Housing and Economic Development Program Manager

Attachments: 1. Neighborhood House Program Report

Program Report: Roseville Emergency Rent Assistance July 10, 2026

Prepared by JoHanna Smrcina
Director of Housing Stability Programs, Neighborhood House

Program Implementation & Outreach

Neighborhood House Housing Stability Team began administering the Roseville Emergency Rent Assistance program in May 2026. Building on its longstanding experience delivering emergency rental assistance, the team leveraged existing infrastructure (including online application system, client database, and established policies and procedures) to ensure an efficient and timely launch.

Housing Stability Crisis Workers received comprehensive training on program eligibility, spending parameters, documentation requirements, and data tracking protocols. In addition, the team engaged with county-based prevention providers and eviction court representatives to share information about the program and coordinate on eligible cases.

The team also established ongoing communication with community advocacy organizations and basic needs providers to disseminate program details, respond to questions, and encourage referrals for households who may benefit from assistance.

As a result of these coordinated efforts, community partners are informed of the resource and early utilization of the program has been strong.

Program & Financial Utilization

During the first two months of operation, the program distributed $24,346.19 in emergency rental assistance (representing 41% of the first-year budget) and supported 8 Roseville households in stabilizing their housing. Households received an average of $3,043.27 in assistance, ranging from $1,855.30 to $4,497.41. Table 1 provides a detailed payment ledger.

Each household completed a comprehensive intake assessment, during which workers identify all available financial resources to resolve the housing crisis as quickly as possible. In many cases, workers combined multiple funding streams, both internal and external, to ensure the full balance owed could be addressed. Internally, workers leveraged Family Homeless Prevention and Assistance Program (FHPAP) funds and a private grant to support Neighborhood House Housing Stability programs (NH). Externally, staff coordinated with Community Sharing Fund (CSF) and Solid Ground's Homework Starts with Home program (SG HSWH). Workers also collaborated with households to determine when participant contributions were feasible, and these payments were documented as participant pay (PP).

Table 1: Payment Ledger	
Date	**Roseville Payment**
5/8/2026	$2,827.00
6/1/2026	$3,453.48
6/15/2026	$2,609.00
6/18/2026	$3,704.00
6/23/2026	$2,300.00
6/25/2026	$4,497.41
6/29/2026	$3,100.00
6/29/2026	$1,855.30
Total	**$24,346.19**

Across all households served, the average total balance needed to fully resolve the housing crisis was $4,179.71, approximately $1,136.43 greater than the average program payment, highlighting the importance of strategic bundling across funding sources. Table 2 provides a detailed breakdown of payments and funding bundles, including sources.

Table 2: Payment Detail, including Bundling Funding			
Total Rent Owed	**Roseville Contribution**	**% Roseville Contribution**	**Other Funding Contributions, bundled by Crisis Workers**
$4,327.00	$2,827.00	65%	$1,500.00 CSF
$3,453.48	$3,453.48	100%	
$5,162.36	$2,609.00	51%	$2,553.36 SG HSWH
$5,290.00	$3,704.00	70%	$1,200 PP, $386 NH
$2,914.00	$2,300.00	79%	$614 FHPAP
$7,335.50	$4,497.41	61%	$2,500 FHPAP, $338.09 NH
$3,100.00	$3,100.00	100%	
$1,855.30	$1,855.30	100%	

Household Income & Demographics

During the first two months of program implementation, 8 households were served and successfully stabilized. All households had received an eviction summons prior to enrollment, reflecting the severity and immediacy of the housing crises addressed through the program.

Income levels among participating households were significantly below regional norms. On average, households earned approximately 18% of the Area Median Income (AMI) for the Twin Cities. Reported annual incomes ranged from $41,925 at the highest to $0 at the lowest, demonstrating the wide spectrum of financial vulnerability among households facing eviction.

Household size varied from 1 to 4 individuals, with an average size of 2.125. Three households served were single adults. The demographic composition of households served included 5 head-of-households identifying as Black, African American, or African (62.5%), 1 head-of-household identifying as Asian or Asian American (12.5%), and 2 head-of-households identifying as White (25%). These distributions highlight the disproportionate impact of housing instability on communities of color and reinforce the importance of equity-centered prevention strategies.

Housing Stability Outcomes

The program has achieved strong housing stability outcomes during its first two months of operation. All 8 households served had received an eviction summons prior to enrollment, and each household successfully avoided displacement and stabilized their housing through program intervention and coordinated funding support.

A key indicator of program effectiveness is the speed at which assistance was delivered. Staff prioritized rapid response, completing intake assessments, documentation collection, and funding coordination quickly to prevent further legal or financial escalation. On average, households moved from intake to receiving a guarantee of financial assistance within a short timeframe of only 14.5 days, demonstrating the program's capacity to intervene decisively during movements of acute housing crisis.

In addition to direct financial assistance, staff assess household barriers and provide resources and referrals to other basic need services to strengthen the network of support and prevent future instability. Collectively, these efforts resulted in 100% of participating households maintaining their housing, avoiding shelter entry, and resolving the immediate financial conditions that placed them at risk of homelessness. The programs' early outcomes demonstrate both the effectiveness of rapid response, coordinated intervention, and the value of flexible financial tools in preventing eviction.

Case Example

Our team first connected with the participant during an eviction court session, where they faced a high outstanding balance and an imminent deadline to pay. Although the case was initially denied due to standard funding limits, staff conducted a case consultation and worked closely with a county partner to secure approval to exceed typical FHPAP spending thresholds. This allowed the case to be reopened and increase the funding available to address this high balance case.

Staff confirmed the balance owed with the landlord, more than $7,000 due within 14 days, placing the participant at immediate risk of displacement. At the time, they had exhausted their savings and were awaiting approval of Social Security benefits. Because they were unable to work due to health concerns, their income was expected to stabilize once benefits were approved, but they had no current means to address the crisis.

To fully resolve the balance, staff strategically bundled multiple funding sources, including the higher FHPAP limit, internal resources from a private grant, and support from this program. Staff also anticipated that a small remaining balance might persist and proactively connected the participant with a partner organization that could assist with the following month’s rent while they awaited Social Security determination.

Ultimately, the team secured all necessary funding internally to resolve the eviction threat. In addition to financial assistance, staff provided a warm handoff to the partner agency and facilitated internal referrals to Neighborhood House’s food market and family center to ensure ongoing stability.

Through coordinated problem-solving, flexible funding, and strong partnerships, the participant was able to avoid eviction, stabilize their housing, and access the resources needed to bridge the gap until their long-term income was established.

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 7/20/2026
Item No.: 5.b.

Department Approval | City Manager Approval

Janice Gundlach

Item Description: Receive strategic planning work group recommendations for programming of the City's Local Affordable Housing Aid funds

Background

On February 9, 2026 the City Council received an update on the Strategic Plan, including a set of goals and objectives for each strategic priority. During that discussion, the Council was presented with Year 1 (2026) focused objectives. One of those objectives was programming Local Affordable Housing Aid (LAHA), which would help advance goal #2 of the Economic Vitality strategic priority of providing housing types and programs that contribute to the economic success for household at all income levels.

To build off the work of the Strategic Plan core teams, which were cross-department collaborations used to develop objectives, a similar work group was formed with staff who interact with individuals or households that could benefit from LAHA programming. The LAHA work group included individuals from the Administration, Public Works, Police and Community Development departments. The work group met four times, focusing on the following:

- April 10, 2026: Background on purpose of work group and LAHA
- April 23, 2026: Engaged in brainstorming exercise on housing challenges and needs
- May 8, 2026: Continued brainstorming exercise and developed themes
- June 4, 2026: Narrowed focus on themes deemed a priority, then ranked those themes

The brainstorming exercise revealed a wide variety of ideas, but the group focused on the ideas that pertained to getting and/or keeping individuals and families housed rather than providing resources that related to non-essential improvements to housing, recognizing other programs already exist for this. The group also opted not to focus on generating new affordable housing units as the City has already spent considerable resources towards this over the last 5-7 years.

Five main themes for programs emerged and consist of the following:

1. Fund drop-in center in Roseville for those experiencing housing instability,
2. Provide support to seniors and people with disabilities who are struggling to maintain their housing or modify their housing to support evolving needs,
3. Rehabilitate, renovate, replace manufactured homes,
4. Fund emergency congregate living for elderly women and/or single parent households, and
5. Down payment assistance to secure rental housing.

These programs are explored in greater detail in Attachment 1. Staff recognizes some of these ideas/programs are more challenging and/or costly than others. However, the work group was not tasked with how to create the program, only on need. As such, some programs will be more practical to create than others. At this time, staff requests feedback. If there is consensus surrounding any of these program ideas, the next step would be for staff to work on development of the program.

Lastly, staff would offer that these ideas span several areas and legal interpretation will likely be necessary given the statutory restrictions associated with LAHA. This could take time to reconcile, especially given the attorney Request for Qualifications process that is currently underway.

Policy Objectives

The REDA's role is to coordinate and administer housing, economic development and redevelopment efforts for the City of Roseville. Decisions regarding funding for new programs should be considered for alignment with the City's economic vitality strategic priority. All the recommendations offered by the strategic planning work group would likely advance the City's desired impact of offering a wide range of housing types for people at all income levels and align with the goal of providing housing types and programs that contribute to economic success across income levels. Programs funded with LAHA support this goal by contributing the the following success indicators: housing meets the full life-cycle continuum, residents feel safe, secure and stable in their housing, and residents are not cost-burdened by their housing.

Equity Impact Summary

LAHA is direct aid in support of affordable housing efforts. It may only be spent on "qualifying projects", which are defined in Minnesota Statutes 477A.35. Within the definition of qualifying projects is a requirement that individuals and/or households benefiting from the aid earn incomes at or below 115% of the area mean income for ownership and 80% of the area median income for rental. These income restrictions are in place to help ensure equitable access to housing. If the REDA directs staff to explore the creation of a new housing program funded with LAHA, staff will complete the Equity & Inclusion Toolkit to assist REDA members in evaluating the program to ensure it assists those it is intended to assist, as well as considers community voices and potential adverse outcomes and ways to mitigate those adverse outcomes.

Budget Implications

Use of Local Affordable Housing Aid does not impact the REDA's operating budget or levy. These funds are received and expensed through program fund 261 (Affordable Housing). To date, $197,000 has been earmarked for a land acquisition project by Habitat for Humanity for units to be built for inclusion in the Community Land Trust partnership and $132,000 to fund an Emergency Rental Assistance program administered by Neighborhood House. To date, the City has received the following LAHA amounts:

LAHA	**Amount**	**Deadline to Commit**	**Deadline to Spend**
2024	$211,313.54	12/31/2027	12/31/2028
2025	$563,752.51	12/31/2028	12/31/2029
2026	$603,570.98	12/31/2029	12/31/2030
Total	$1,378,637.03	-	-

As a reminder, the City will receive funds every year and the amount received is based on the number of cost-burdened households in Roseville.

Staff Recommendations

Receive recommendations and provide feedback on whether to explore advancement of any of the recommendations.

Requested Council Action

Receive recommendations and provide feedback on whether to explore advancement of any of the recommendations.

Prepared by: Janice Gundlach, Community Development Director

Attachments: 1. Strategic Planning LAHA Recommendations

STRATEGIC PLANNING LAHA RECOMMENDATIONS – IN ORDER OF PRIORITY

1) **Fund drop-in center in Roseville for those experiencing housing instability**
    a. Available daily in Roseville
    b. Partner with church or similar mission-driven property owner
    c. Establish partnerships with existing organizations (Community Resource Outreach Program model – STP downtown library)
    d. Pay for a dedicated case worker to operate out of the location
    e. Services include:
        i. Meal distribution
        ii. Laundry
        iii. Showers
        iv. Lockers to secure belongings
        v. Space & access to case workers
        vi. Wi-Fi & charging stations
        vii. Transportation vouchers
        viii. Address for mail services

2) **Provide support to seniors and people with disabilities who are struggling to maintain their housing or modify their housing to support evolving needs**
    a. Establish program w/Help at My Door
    b. Pay for projects and/or services aimed at maintaining homeownership and independent living
        i. Accessibility (in and out of the home)
        ii. Property "lawn and snow" care
        iii. Assistive technology
        iv. Chore service

3) **Rehabilitate, renovate, replace manufactured homes**
    a. Achieve life safety and energy efficiency in as many units as possible
    b. Fund unit placements/replacements

4) **Fund emergency congregate living for elderly women and/or single parent household**
    a. Low density accessible housing type (single family, twin home, townhome)
    b. 4-6 beds
    c. Beds reserved only upon Roseville staff placement
    d. Non-profit partnership for operation

5) **Down payment assistance to secure rental housing**
    a. Provide financial assistance upon move-in (1st & last month's rent, security deposit)
    b. Establish relationships with incentives with owners and develop regulations so that those in need are not refused housing for past issues if low-risk currently

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 7/20/2026
Item No.: 5.c.

Department Approval	City Manager Approval
Janice Gundlach	[signature]

Item Description: Discussion regarding the preliminary budget and levy collectible in 2027

Background

Per the by-laws adopted by the Roseville Economic Development Authority (REDA), the REDA must review and recommend a preliminary budget to the City Council.

To request a preliminary EDA levy, the REDA must adopt a budget for consideration by the City Council via Resolution. Once the initial EDA levy request is approved, the levy may be lowered but cannot be raised above the preliminary level. The maximum amount the REDA can levy in 2027 is $1,305,316.47.

A preliminary levy of $389,347 is being proposed for 2027, an increase of 47% or $124,521 from the EDA's 2026 levy. When factoring in a projected valuation increase on single family homes of 4.76% for taxes payable in 2027, the preliminary levy amount proposed would result in an estimated increase of $7.19 in the annual EDA property tax for a median valued single-family home projected to be valued at $400,183. These figures are estimates and the County will release final 2027 valuation figures at the end of August, at which point the annual EDA property tax impact may change.

Staffing

The Community Development Director is proposing no changes to the staffing structure for 2027. Economic Development staff supported by the EDA levy include a full-time Housing and Economic Development Program Manager and a .5 time Economic Development Coordinator (who also holds the title of GIS Specialist). The most significant impacts proposed for 2027 consists of inflationary costs related to salaries, benefits, and internal service charges and professional service costs for legal support.

The total cost for EDA staff in 2027 is anticipated to be: ***$218,569***

<u>General REDA Expenditures and Personnel</u> The REDA has operating costs associated with overhead, staff, attorney fees, recording secretary services, and continuing education/training of staff. This amount reflects total operating costs ***and*** personnel costs.	*$284,497 (includes the $218,569 of staff-only costs)*

Programming costs are provided below:

Programming

The tables below outline existing housing and economic development programs the City of Roseville's Economic Development Authority currently maintains. In addition to personnel costs, accompanying costs of these programs are included herein.

In 2027, the following programs will continue to operate but do not require, and/or staff are not recommending additional funds:

Multi-Family Loan and Acquisition Funds (fund closed in 2026) Offered rehabilitation loans to existing rental property owners (whose properties have 5 or more units), including for energy improvements. This program is/was available for general redevelopment activities and has a balance of $0* (fund 724).	$0 per EDA direction, these funds were transferred to Fund 723
Roseville Rehab Revolving Loan Program, Last Resort – Emergency Deferred Program, Senior Deferred Loan Program, and First Generation Down Payment Assistance Program This fund has a balance of $1,221,645* (fund 723).	$0
Abatement Assistance Provides payment of abatement costs for code compliance activities. This fund has a balance of $127,284* (fund 722).	$0
Community Land Trust Fund (formerly named Housing Replacement/Single Family Construction Fund) This fund has a balance of $567,996* (fund 720).	$0
Open to Business/Small Business Assistance Ramsey County holds a contract with the Metropolitan Consortium of Community Developers, allowing existing and prospective business owners access to the Open to Business program. This program provides free business consulting services, as well as access to capital. There is no cost to the City for Open to Business. Beginning in 2020, the EDA began setting aside funds to administer a small business loan program in partnership with Open to Business. Of these budgeted funds, $70,500 was never transferred to this fund from 725. Based on the current balance of this fund, the REDA can fund at least four loans (assuming the maximum loan amount). Staff does not anticipate needing additional funding at this time, although the EDA should direct staff whether the 2023 and 2024 budgeted funds of $70,500 should be transferred to this fund to align with the EDA's previously adopted budgets. This fund has a balance of $240,650* (fund 726).	$0

*cash balances noted are as-of July 13, 2026.

In 2027, the following programs are proposed to be budgeted for as follows:

Ownership Rehabilitation Programs Provides residents with free and/or reduced cost comprehensive consultation services about the construction/renovation process to maintain, improve, and/or enhance their existing home, with a specific focus on energy efficiency. The program also recognizes homeowners that have done green construction or improvements to their homes and yards. This program budgets for at least 200 energy efficiency audits to be completed each year. This budget has been decreased by $11,000 to align with the EDA's direction that existing cash balance from the Abatement Fund (722) be used to fund the comprehensive consultation services for construction and renovation administered by CEE.	$25,850
Marketing This budget is maintained for printing and mailing of marketing materials. This budget is also used to help fund housing/market studies as it's been the goal of the REDA to update the City-initiated Housing Needs Assessment every few years.	$5,000
Economic Development The Economic Development budget reflects resources to aid in outreach to existing and prospective businesses. Current efforts include partnerships with the Minnesota State Chamber, St. Paul Area Chamber of Commerce, Twin	$34,000

Cities North Chamber, and others to assist with various economic development events and/or programs and partnerships. Recruitment, acquisition assistance, and marketing efforts are being programmed through the use of economic development consulting, which includes the City's public finance consultant (Ehlers), annual contract obligations for Golden Shovel Agency economic development marketing services, and the St. Paul Chamber for BRE&A visits. This budget has been held flat from 2026 levels.	
Southeast Roseville Initiatives The cities of Roseville, St. Paul and Maplewood hired the Saint Paul Area Chamber of Commerce in 2019 to provide professional services in support of the Rice & Larpenteur Alliance (RLA). In March of 2026, SPACC's contract was extended an additional 12 months, with the City of Roseville (and Maplewood) continuing to set aside funds for professional services to run the RLA. The RLA's Strategic Fundraising Framework is scheduled for updating, which accounts for municipal contributions. Staff is recommending this budget remain flat for 2027. Roseville's costs are $40,000.	$40,000
Total 2027 Levy Supported Program Expenses	$104,850

As of July 13, 2025, the REDA general fund cash balance is $321,527.72 (be advised this includes the $70,500 that was budgeted in 2023 and 2024 for small business loans but was never transferred out). The City's Operating Fund Reserve Policy states the EDA's General Operating Fund should maintain a reserve level of at least 35% of the annual budget to ensure that it has sufficient funds to provide for operating in-between property tax collection periods. With a proposed 2027 budget of $389,347, the minimum cash balance to be maintained in fund 725 is $136,271.45. Noting this, fund 725 can likely afford the transfer of the $70,500 intended for small business loans and/or use of reserves for other efforts, although staff would discourage use of reserves for anything other than one-time costs.

Attachment 1 includes a spreadsheet comparing budget actuals for years 2024 thru 2026, the 2026 adopted budget, and the proposed 2027 budget as outlined herein. Attachment 2 includes a summary of revenues and expenses for years 2023 thru 2026 for program funds 720-724, 726 and 727.

Non-Property Tax Revenue
The EDA budget does not include any non-property tax revenues.

Total EDA Proposed Budget: (Program Expenses + REDA Expenditures & Personnel)	*$389,347* *(6.7% or $24,521 increase from 2026)*
Minus Non-Property Tax Revenue	*-$0*
Proposed Preliminary 2027 Levy	***$389,347*** ***(47% or $124,521 increase from 2026)***

Policy Objectives

Per the by-laws adopted by the Roseville Economic Development Authority, the REDA must review and recommend a preliminary budget to the City Council annually.

Equity Impact Summary

The budget development process should consider how proposed investments support equitable access to REDA programming and the City's Strategic Plan. As the REDA has explored, and continues to explore, the development of new programs, decisions have been informed through completion of the Equity and Inclusion Toolkit. The proposed 2027 budget and levy supports continuation of existing programs and funding, but does not include any new program spending.

Budget Implications

See information contained in attachments 1 and 2.

Staff Recommendations

Discuss the EDA's proposed 2027 budget and preliminary tax levy in the amount of $389,347.

Requested Council Action

Advise staff of any requested changes to the 2027 budget and preliminary tax levy.

If appropriate, make a motion to adopt a Resolution requesting a Preliminary Tax Levy in 2026, collectible in 2027, in the amount of $389,347. The Resolution is provided as Attachment 3.

Prepared by: Janice Gundlach, Community Development Director

Attachments:
1. Budget Comparison (fund 725)
2. EDA Program Funds
3. Resolution

City of Roseville Economic Development Authority
2027 Proposed _Budget_Fund 725_as July 13, 2026

Account Number 725	Description	2024 Actuals	2025 Actuals	**2026 Adopted Budget**	2026 Actuals (as of 7-13-2026)	**2027 Proposed Budget**
	Proposed Revenues:					
	Investment Income	$11,539.95	$13,183.37		$720.31	
	Cashflow Reserve			**$100,000.00**		
	Southeast Roseville (St. Paul & Maplewood)	$85,000.00				
	EDA Levy	$353,790.30	$351,643.00	**$264,826.00**		**$389,347.00**
	Total Revenue	$450,330.25		**$364,826.00**	$720.31	**$389,347.00**
73	**Ownership Rehab Program**					
430000	Professional Services-CEE	$31,950.00	$33,175.00	**$25,000.00**	$7,325.00	**$25,000.00**
490000	Green Award Program	$850.00	$850.00	**$850.00**	$850.00	**$850.00**
	Energy Efficiency Program	$5,900.00	$3,900.00	**$11,000.00**	$2,950.00	**$0.00**
73	**Ownership Rehab Program Total**	**$38,700.00**	$37,925.00	**$36,850.00**	$11,125.00	**$25,850.00**
82	**Marketing Studies**					
434000	Printing Marketing Materials	$24,093.50	$33,367.25	**$5,000.00**		**$5,000.00**
82	**Total**	**$24,093.50**	$33,367.25	**$5,000.00**	$0.00	**$5,000.00**
56	**Economic Development**					
430000	Golden Shovel (Including Intern as needed)	$11,550.00	$10,500.00	**$15,000.00**	$6,300.00	**$15,000.00**
430000	Economic Development Consultant On-Call	$10,000.00		**$10,500.00**		**$10,500.00**
434000	BR&E Newsletter page, other outreach	$7,803.43	$7,000.00	**$7,000.00**	$3,500.00	**$7,000.00**
441000	Business Educational Series			**$0.00**		**$0.00**
448000	Salesforce & Misc.	$1,490.97	$1,490.97	**$1,500.00**	$1,475.00	**$1,500.00**
56	**Economic Development Program Total**	**$30,844.40**	**$18,990.97**	**$34,000.00**	$11,275.00	**$34,000.00**
727	**Southeast Roseville Initiatives**	$125,000.00	$40,000.00	$40,000.00	$40,000.00	$40,000.00
726	**Open-to-Business/Small Business Loan Program**					
00	**General EDA Expenditures**					
430000	City of Roseville Economic Development Sta	$198,317.73	$203,641.03	**$212,162.00**	$101,331.88	**$218,569.00**
430000	Prof. Svs. (Secretary)	$324.06	$1,457.00	**$1,000.00**	$1,018.00	**$1,000.00**
0006	Prof. Svs. (EDA Attorney)	$4,533.00	$7,479.79	**$14,500.00**	$11,688.00	**$29,000.00**
460001	Admin Service Fee	$15,000.00	$15,000.00	**$15,000.00**	$7,500.00	**$23,931.00**
441000	Education (Training/Conferences)	$880.00	$250.00	**$3,000.00**	$280.00	**$3,000.00**
441000	Training for Board			**$0.00**		**$0.00**
	Office Supplies/postage	$87.10	$80.28		$8.59	
442000	Mbrship/Subscriptions	$2,040.00	$1,965.00	**$2,040.00**	$90.00	**$2,055.00**
448000	Miscellaneous	$255.26	$16.24	**$0.00**		**$0.00**
431000	Telephone	$182.00	$203.16	**$200.00**	$104.50	
432000	Mileage Reimbursement	$146.86	$74.90	**$700.00**	$27.55	**$300.00**
443500	Minor Equipment (computer)	$1,224.44				
443610	Metro Inet	$558.52	$366.00	**$374.00**	$186.86	**$6,642.00**
	Operating Reserves					
00	**General EDA Expenditures Total**	**$223,548.97**	**$230,533.40**	**$248,976.00**	**$122,235.38**	**$284,497.00**
	Subtotal Expenditures	**$442,186.87**	**$360,816.62**	**$364,826.00**	$185,355.69	**$389,347.00**
	Total Budgeted Expenses	$442,186.87		**$364,826.00**		**$389,347.00**

Program Fund
720: CLT (formerly Housing Replacement)*

	Beginning Fund Balance	Revenues	Expenditures	EOY Fund Balance	Availabe Cash	NOTES
2023	**557,041.67**					
2023 Investment Income		27,609.30				
2023 EOY				**584,650.97**	**496,421.07**	
2024	**584,650.97**					
2024 Investment Income		29,054.63				
2024 Ramsey County		250,000.00				Grant funds
2024 Met Council LHIA		300,000.00				Grant funds
2024 Professional Services			668,572.00			CLT purchases
2024 Land Purchase			100,000.00			CLT purchases
2024 Transfers			51,428.00			Transfer into ARPA
2024 EOY				**343,705.60**	**239,092.95**	
2025	**343,705.60**					
2025 Investment Income		3,662.24				
2025 EOY				**347,367.84**	**254,993.55**	
2026	347,367.84					
2026 Investment Income		17,981.91				
2026 Ramsey County		93,150.00				1305 Shryer DPA Passthrough
2026 Transfer In		320,000.00				
2026 Professional Services			93,150.00			1305 Shryer DPA Passthrough
2026 YTD				**685,349.75**	**566,349.75**	

Note: Available Cash differs from EOY Fund Ballance since Fund Balance also includes other items such as receivebles and market value adjustments. Ultimatley AR items will result in cash collections at a later time.

Program Fund

721: Community Development Block Grant

	Beginning Fund Balance	Revenues	Expenditures	EOY Fund Balance	Availabe Cash	NOTES
2023	**889,771.52**					
2023 Investment Income		29,794.60				
2023 EOY				**919,566.12**	**302,656.84**	
2024	**919,566.12**					
2024 Investment Income		23,629.96				
2024 EOY				**943,196.08**	**313,011.66**	
2025	**943,196.08**					
2025 Investment Income		31,824.09				
2025 Professional Services			160,000.00			CLT expenses
2025 EOY				**815,020.17**	**159,557.43**	
2026	815,020.17					
2026 Investment Income		5,081.75				
2026 Professional Services			$ 80,000.00			
2026 YTD				**740,101.92**	**77,330.89**	A large portion of the fund balance relates to the Sienna Green 2040 Note

Note: Available Cash differs from EOY Fund Ballance since Fund Balance also includes other items such as receivebles and market value adjustments. Ultimatley AR items will result in cash collections at a later time.

Program Fund

722: Property Abatement

		Beginning Fund Balance	Revenues	Expenditures	EOY Fund Balance	Availabe Cash	NOTES
	2023	**123,264.14**					
2023 Investment Income			8,237.30				
2023 Contractor Payments				9,847.69			Accelerated and Council-authorized abatements
2023 EOY					**121,653.75**	**130,264.55**	
	2024	**121,653.75**					
2024 Investment Income			4,985.22				
2024 Contractor Payments				6,640.50			Accelerated and Council-authorized abatements
2024 EOY					**119,998.47**	**127,681.68**	
	2025	**119,998.47**					
2025 Investment Income			6,481.45				
2025 Contractor Payments				3,615.25			Accelerated and Council-authorized abatements
2025 EOY					**122,864.67**	**131,402.10**	
	2026	122,864.67					
2026 Investment Income			4,176.84				
				(637.50)			
2026 YTD					**127,679.01**	**127,679.01**	

Note: Available Cash differs from EOY Fund Ballance since Fund Balance also includes other items such as receivebles and market value adjustments. Ultimatley AR items will result in cash collections at a later time.

Program Fund
723: Housing Loans

		Beginning Fund Balance	Revenues	Expenditures	EOY Fund Balance	Availabe Cash	NOTES
	2023	**892,360.29**					
2023 Investment Income			29,881.94				
2023 Interest on Loans			7,495.89				
2023 Transfers			500,000.00				Cash from 724 ($300,000) & 725 ($200,000)
2023 CRF Service Fees				2,070.00			
2023 EOY					**1,427,668.12**	**600,039.61**	$866,415 in outstanding loans*
	2024	**1,427,668.12**					
2024 Investment Income			14,984.73				
2024 Interest on Loans			15,258.96				
2024 CRF Service Fees				3,647.00			
2024 Postage				4.83			
2024 Transfers			500,000.00				Cash from 724
2024 EOY					**1,954,259.98**	**708,371.62**	$1,332,209 in outstanding loans*
	2025	**1,954,259.98**					
2025 Investment Income			16,260.91				
2025 CRF Service Fees				4,936.96			
2025 Interest on Loans			23,122.51				
2025 EOY					**1,988,706.44**	**336,638.84**	$1,735,603 in outstanding loans*
	2026	1,988,706.44					
2026 Investment Income			41,091.94				
2026 Interest on Loans			10,512.93				
2026 Transfer In			950,000.00				Transfer from Fund 724
2026 CRF Service Fees				2,076.99			
2026 YTD					**2,988,234.32**	**1,325,529.97**	

*EDA levy funds per loan admin costs

Note: Available Cash differs from EOY Fund Ballance since Fund Balance also includes other items such as receivebles and market value adjustments. Ultimatley AR items will result in cash collections at a later time.

Program Fund
724: Multi-Family

		Beginning Fund Balance	Revenues	Expenditures	EOY Fund Balance	Availabe Cash	NOTES
	2023	**1,584,712.52**					
2023 Investment Income			110,715.58				
2023 Interest on Loans							
2023 Transfers				300,000.00			to Fund 723
2023 EOY					**1,395,428.10**	**1,487,637.62**	
	2024	**1,395,428.10**					
2024 Investment Income			74,750.33				
2024 Transfers				500,000.00			to Fund 723
2024 EOY					**970,178.43**	**1,032,296.59**	
	2025	**970,178.43**					
2025 Investment Income			80,428.85				
2025 EOY					**1,050,607.28**	**1,050,607.28**	
	2026	1,050,607.28					
Transfer Out				1,050,607.28			
2026 YTD					**-**	**-**	

Note: Available Cash differs from EOY Fund Ballance since Fund Balance also includes other items such as receivebles and market value adjustments. Ultimatley AR items will result in cash collections at a later time.

Program Fund
726: Business Loans

		Beginning Fund Balance	Revenues	Expenditures	EOY Fund Balance	Availabe Cash	NOTES
	2023	**222,578.32**					EDA levy contributed $50,000*
2023 Investment Income			15,318.24				
2023 Interest on Loans			485.23				
2023 EOY					**238,381.79**	**227,437.58**	
	2024	**238,381.79**					EDA levy contributed $20,500*
2024 Investment Income			8,265.75				
2024 Interest on Loans			897.13				
2024 EOY					**247,544.67**	**220,859.35**	$25,000 outstanding loan
	2025	**247,544.67**					
2025 Investment Income			11,191.40				
2025 Interest on Loans			701.48				
2025 EOY					**259,437.55**	**239,133.55**	$39,177 in outstanding loans
	2026	259,437.55					
2026 Investment Income			7,629.67				
2026 Interest on Loans			244.16				
2026 YTD					**267,311.38**	**239,922.84**	

*$70,500 was never transferred to fund 726 and remains in 725. Before moving, EDA should authorize.

Note: Available Cash differs from EOY Fund Ballance since Fund Balance also includes other items such as receivebles and market value adjustments. Ultimatley AR items will result in cash collections at a later time.

Program Fund

727: SE Roseville (RLA)*

	Beginning Fund Balance	Revenues	Expenditures	EOY Fund Balance	Availabe Cash	NOTES
2023	**75,964.85**					
2023 Investment Income		9,133.62				
2023 Grants		85,000.00				$75,000 from St. Paul, $10,000 from Maplewood
2023 Professional Services			125,000.04			
2023 EOY				**45,098.43**	**59,183.54**	
2024	**45,098.43**					
2024 Investment Income		(243.12)				
2024 Grants		85,000.00				$75,000 from St. Paul, $10,000 from Maplewood
2024 Transfers*		80,000.00				2 years of Roseville contributions moved from Fund 725
2024 Professional Services			125,000.04			
2024 EOY				**84,855.27**	**101,371.96**	
2025	**84,855.27**					
2025 Investment Income		(1,094.83)				
2025 Grants		85,000.00				$75,000 from St. Paul, $10,000 from Maplewood
2025 Professional Services			125,000.04			
2025 Transfers*		60,834.00	84,855.27			Roseville contributions/corrections in and out of 725 & 727
2025 EOY				**19,739.13**	**42,520.04**	
2026	19,739.13					
2026 Investment Income		1,094.83				
2026 Grants		20,000.00				
2026 Transfers*		40,000.00				
2026 Professional Services			20,833.30			
2026 YTD				**60,000.66**	**60,000.66**	

*EDA levies $40,000 annually for Roseville's contribution

Note: Available Cash differs from EOY Fund Ballance since Fund Balance also includes other items such as receivebles and market value adjustments. Ultimatley AR items will result in cash collections at a later time.

ATTACHMENT 3

EXTRACT OF MINUTES OF MEETING OF THE ROSEVILLE ECONOMIC DEVELOPMENT AUTHORITY

Pursuant to due call and notice thereof, a meeting of the Roseville Economic Development Authority, County of Ramsey, Minnesota, was duly called and held at the City Hall on Monday, the 20th day of July, 2026, at 6:00 p.m.

The following members were present: Schroeder, Groff, Bauer, Strahan and Roe

and the following were absent: None

Commissioner ______ introduced the following resolution and moved its adoption

Resolution No.

A Resolution Requesting A Tax Levy in 2026 Collectible in 2027

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Roseville Economic Development Authority, Minnesota (the "Authority"), as follows:

Section 1. Recitals.

1.01. The Authority is authorized by Minnesota Statutes Section 469.107 to request that the City of Roseville, Minnesota (the “City”) levy a tax on all taxable property within the City, subject to approval of such tax levy by the City Council of the City, for the benefit of the Authority (the “EDA Levy”).

1.02. The Authority is authorized to use the amounts collected by the EDA Levy for the purposes provided in Minnesota Statutes, Section 469.090 to 469.1081 (the “EDA Act”).

Section 2. Findings

2.01. The Authority hereby finds that it is necessary and in the best interest of the City and the Authority to request that the City Council of the City adopt the EDA Levy to provide funds necessary to accomplish the goals of the Authority.

Section 3. Adoption of EDA Levy.

3.01. The Authority hereby requests that the City levy the following amount, which is no greater than 0.01813 percent of the City’s estimated market value, to be levied upon the taxable property of the City for the purposes of the EDA Levy described in Section 1.02 above and collected with taxes payable in 2027:

Amount: $389,347

Section 4. Report to City and Filing of Levies.

4.01. The executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the City Council with the Authority's request that the City include the EDA Levy in its certified levy for 2027.

Adopted by the Board of the Authority this 20th day of July, 2026.

ATTACHMENT 3

Certificate

I, the undersigned, being duly appointed Executive Director of the Roseville Economic Development Authority, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the Board of Commissioners of said Authority at a duly called and regularly held meeting thereof on July 20, 2026.

I further certify that Commissioner ________ introduced said resolution and moved its adoption, which motion was duly seconded by Commissioner ___________, and that upon roll call vote being taken thereon, the following Commissioners voted in favor thereof:

and the following voted against the same: none,

whereupon said resolution was declared duly passed and adopted.

Witness my hand as the Executive Director of the Authority this 20th day of July, 2026.

____
Executive Director, Patrick Trudgeon
Roseville Economic Development Authority