

**Mayor:**  
Dan Roe



**Address:**  
2660 Civic Center Dr.  
Roseville, MN 55113

**Councilmembers:**  
Jason Etten  
Lisa Laliberte  
Tammy McGehee  
Robert Willmus

**City Council Agenda  
Monday, November 13, 2017  
City Council Chambers  
6:00 p.m.**

**Phone:**  
651-792-7000

**Website:**  
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1. 6:00 P.M. Roll Call  
Voting & Seating Order: Willmus, Laliberte, Etten, McGehee and Roe
2. 6:01 P.M. Pledge of Allegiance
3. 6:02 P.M. Approve Agenda
4. 6:05 P.M. Public Comment
5. 6:10 P.M. Recognition, Donations and Communications
- 5.A. Introduction of Battalion Chief, Sergio Nardi

Documents:

[ATTACHMENT.PDF](#)

6. 6:15 P.M. Items Removed from Consent Agenda
7. Business Items
- 7.A. 6:20 P.M. Receive Finance Commission Recommendations on Roles and Responsibilities of the Commission, the 2018 Preliminary Budget and Levy, and Utility Base Rates

Documents:

[REQUEST FOR CITY COUNCIL ACTION.PDF](#)

- 7.B. 7:00 P.M. Consider Adopting the 2018 Utility Rate Adjustments

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 7.C. 7:30 P.M. Consider Changes to City Code Chapter 314.05: the 2018 Fee Schedule

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

8. Approve Minutes

9. Approve Consent Agenda
10. 7:50 P.M. Council and City Manager Communications, Reports and Announcements
11. 7:55 P.M. Councilmember Initiated Future Agenda Items and Future Agenda Review
12. 8:00 P.M. Adjourn

Date: 11/13/2017

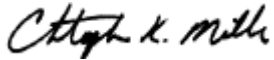
Item No.: 5.a

Introduction of Battalion Chief, Sergio Nardi

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

Date: 11/13/17  
Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Receive Finance Commission Recommendations on Roles and Responsibilities of the Commission, the 2018 Preliminary Budget and Levy, and Utility Base Rates

**BACKGROUND**

Over the past several months, the City Council has directed the Finance Commission to review and bring forth recommendations on a number of topics including:

- Further refining the proposed revisions to City Code Chapter 208 regarding the Finance Commission’s roles and responsibilities.
- Reviewing the City Council-adopted 2018 Preliminary Budget & Tax Levy.
- Reviewing the City’s water and sewer base rate structure and the distribution of costs for funding infrastructure improvements.

The Finance Commission recently discussed these topics and are submitting their recommendations, which are highlighted below. The Commission is expected to continue discussion on the concept of creating a Cash Carryforward Fund and whether to consider funding utility infrastructure through the property tax levy. Recommendations on these topics will be forthcoming in late winter or early spring.

Representatives of the Finance Commission will be present at the work session to present the following recommendations:

Recommendation for Modifications to City Code Chapter 208

At the September 18, 2017 joint City Council-Finance Commission meeting, the Finance Commission recommended that City Code 208.02 be modified as follows:

**208.02: SCOPE, DUTIES AND FUNCTIONS:**

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City’s financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city’s financial affairs.

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.

- 35 B. Review and recommend funding strategies for the Capital Improvement Plan.
- 36 C. Recommend budget goals, including but not limited to local tax rate and tax levy targets,
- 37 management of enterprise funds, and spending levels,
- 38 D. Review and recommend standardized budget and financial reporting methods and tools to make
- 39 financial communications and budget information more transparent, comprehensible, and
- 40 accessible to the public.
- 41 E. Review and recommend the annual timeline and process for creating City budgets.
- 42 F. Review the annual financial information, the annual audit report and management letter. ~~the~~
- 43 ~~adequacy and effectiveness of financial controls, and the city's investment policy and portfolio.~~
- 44 G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council
- 45 any items of concerns or improvements.
- 46 H. Perform other duties the City Council assigns.

47  
 48 After some discussion, the Council directed the Commission to revisit the suggested language in  
 49 208.02(G), as it appeared that a word or two was missing between “or” and “improvements”.

50  
 51 The Commission recommends that 208.02(G), now read as follows:

- 52  
 53 A. Review City's financial affairs and investment policy and portfolio, and bring to the City Council  
 54 any items of concerns or suggested improvements.

55  
 56 If the Council concurs on these modifications, Staff will bring forth an ordinance to modify the Code at  
 57 the December 4 meeting.

58  
 59 Recommendation on the 2018 Property Tax Levy

60 The City Council also directed the Finance Commission to review the preliminary 2018 Budget &  
 61 Property Tax Levy that was adopted on September 25, 2017. The Council will recall that it added  
 62 \$580,595 in additional levy on top of the City Manager Recommended Levy to address the long-term  
 63 funding gaps in the CIP or the continued reliance on the use of General Fund reserves to balance the  
 64 budget. The estimated tax impact on a median-valued home based solely on the preliminary levy is \$2.13  
 65 per month.

66  
 67 After some discussion, the Commission recommended that the Council reduce the ‘additional’ levy down  
 68 to \$250,000 for 2018, but also include an additional \$250,000 above and beyond the City Manager-  
 69 Recommended levies in 2019 and 2020 to address the capital needs and reliance on the use of reserves.  
 70 In total, the Commission recommended an additional \$750,000 over the next three years. Generally  
 71 speaking the Finance Commission expressed a preference for addressing the capital needs before the  
 72 continued use of reserves.

73  
 74 The Commission recognized that an additional \$250,000 amount produced a 2.0% total impact on single-  
 75 family homeowners when considering the city tax levy, EDA tax levy, and utility rate increases. The  
 76 2.0% cap was a primary factor when arriving at the \$250,000 amount as it represented a figure that more  
 77 closely aligns with the local inflation rate, and in recognition of the impacts that might be felt with the  
 78 recently approved school district referenda.

79  
 80 The estimated tax impact on a median-valued home based solely on the Commission's tax levy  
 81 recommendation is \$0.80 per month.

82  
 83 This recommendation was previously shared with the Council in an email dated October 16, 2017.

84 Recommendation on the Water & Sewer Rate Structure

85 At the July 24, 2017 City Council meeting, the City Council directed both the Public Works & Finance  
86 Commissions to review the City's base rate structure for its water, sanitary sewer, and storm sewer  
87 functions. Specifically, whether the base rate structure provides an appropriate distribution of the costs  
88 associated with maintaining the City's utility infrastructure and other fixed costs.

89

90 For the Finance Commission, this review included:

91

- 92     ▪ A *Customer-based* analysis of the distribution of costs; whereby the proportion of collected  
93 revenues were compared with the proportion of customer types (i.e. single-family homes,  
94 commercial, etc.)
- 95
- 96     ▪ A *Linear miles*-based analysis of the distribution of costs; whereby the proportion of collected  
97 revenues were compared with the proportion of linear miles associated with the infrastructure  
98 serving various customer types.
- 99
- 100     ▪ A hypothetical scenario of the impacts associated with a 10% shift from single-family customers  
101 to all other customers.

102

103 The Finance Commission's recommends that no structural changes should be made to the base rates. It  
104 determined that the distribution of costs is generally equitable when considering the proportion of  
105 customers and the linear miles required to serve those customers.

106

107 The Commission further agreed that most single-family homeowners would not likely notice the cost  
108 savings associated with a 10% shift. However, there could be noticeable negative impacts for all other  
109 customers.

110

111 This recommendation was previously shared with the Council in an email dated October 16, 2017.

112

#### 113 City Staff Recommendations on the 2018 Property Tax Levy and Excess TIF

114 As stated on multiple occasions in the past, the importance of having a structurally-balanced operating  
115 budget is essential to any organization's fiscal health and prosperity. It is one of the most closely-watched  
116 financial indicators by bond rating agencies and other interested parties such as the State Auditor's Office.  
117 A well-funded capital replacement program is also important but it is a secondary consideration.

118

119 Staff recommends that the City address the near-term financial challenges before trying to address longer-  
120 term ones. Especially considering that there already exists a long-term funding plan for the CIP including  
121 \$160,000 of additional funding in 2018, \$555,000 in 2019, and \$650,000 in 2020 thanks in large part to  
122 the planned re-purposing of expiring debt levies.

123

124 Staff would therefore suggest that the full \$580,595 of additional levy remain in place; with \$250,000 set  
125 aside for capital needs and \$330,595 set aside to reduce the reliance on the use of reserves for day-to-day  
126 operations.

127

128 Staff further suggests that in the event the City's fiscal year-end produces a cash reserve balance in excess  
129 of targeted amounts, that these excess reserves be considered for other uses such as the CIP.

130

131 Finally, we have been informed by Ramsey County that the City will receive approximately \$850,000 in  
132 excess TIF monies in December. Given that the Golf Course Community Building will require \$1.12

133 million from outside sources to complete the construction it is recommended that the excess TIF monies  
134 be earmarked for this purpose, rather than depleting existing funds from the CIP.

135

136 Staff will also be present to address any general Council inquiries.

137 **POLICY OBJECTIVE**

138 Not applicable.

139 **FINANCIAL IMPACTS**

140 Not applicable.

141 **STAFF RECOMMENDATION**

142 Not applicable.

143 **REQUESTED COUNCIL ACTION**

144 For information purposes only. No formal Council action is required.

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Prepared by: Chris Miller, Finance Director

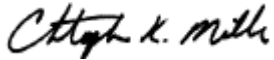
Attachments: A: N/A

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

Date: 11/13/17  
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Consider Adopting the 2018 Utility Rate Adjustments

**BACKGROUND**

Over the past several months, City Staff has been reviewing the City's utilities operations to determine whether customer rate adjustments are necessary for 2018. The analysis included a review of the City's water, sanitary sewer, storm drainage, and curbside recycling operations.

The information presented below includes an analysis of these operations, some historical water usage information, and a series of rate comparisons with peer communities. Each of these are presented in separate sections.

**Operational Review**

Staff's analysis of its utility operations included a review of the following:

- ❑ *Fixed* costs including personnel, supplies and maintenance, and other costs that are generally independent of the amount of water purchased or wastewater that is generated.
- ❑ *Variable* costs including the purchase of water from the City of St. Paul, water treatment costs paid to the Metropolitan Council, and recycling contractor costs paid to Eureka Recycling.
- ❑ Capital replacement costs.
- ❑ Customer counts and consumption patterns, rate structure, and rates.

Based on an analysis of these costs and customer consumption patterns, Staff is recommending a number of fee adjustments for 2018. The need for these adjustments are presented in greater detail below sections.

Based on Staff's recommendation, the estimated quarterly impact on a typical single-family home is shown in the following table.



<b>Utility Rate Impact: Single Family Home</b>				
<u>Service</u>	<u>2017</u>	<u>2018</u>	<u>\$ Increase</u>	<u>% Increase</u>
Water - base fee	53.15	55.80	2.65	
Water - usage fee	31.50	31.50	-	
Sanitary Sewer - base fee	36.45	37.55	1.10	
Sanitary Sewer - usage fee	27.95	29.25	1.30	
Storm Sewer	12.95	13.35	0.40	
Recycling	6.50	7.00	0.50	
<b>Total per Quarter</b>	<b>\$ 168.50</b>	<b>\$ 174.45</b>	<b>\$ 5.95</b>	<b>3.53%</b>
Avg. Water consumption (1,000 gals.)	14			
Avg. Sewer consumption (1,000 gals.)	13			

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For 2018 a typical single-family home will pay an estimated \$174.75 per quarter, or \$58.15 per month. This is an increase of \$1.98 per month or 3.5% from the current year. This is the same amount referenced in the 2018 City Manager Recommended Budget. More detailed information for each operating division can be found below.

Water Operations

The City’s water operation provides City customers with safe potable water, as well as on-demand water pressure sufficient to meet the City’s fire protection needs. The following table provides a summary of the 2017 and 2018 (proposed) Budget excluding capital:

	<u>2017</u>	<u>2018</u>	<u>\$ Increase</u>	<u>% Increase</u>
	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<b>Revenues</b>				
Customer Charges	\$ 7,100,000	\$ 7,400,000	\$ 300,000	4.2%
Interest Earnings	5,000	5,000	-	0.0%
<b>Total</b>	<b>\$ 7,105,000</b>	<b>\$ 7,405,000</b>	<b>\$ 300,000</b>	<b>4.2%</b>
<b>Expenses</b>				
Personnel Services	\$ 642,500	\$ 651,070	\$ 8,570	1.3%
Supplies & Materials	88,200	162,200	74,000	83.9%
Other Services & Charges	5,565,750	5,487,700	(78,050)	-1.4%
<b>Total</b>	<b>\$ 6,296,450</b>	<b>\$ 6,300,970</b>	<b>\$ 4,520</b>	<b>0.1%</b>
<b>Net Available for Capital **</b>	<b>\$ 808,550</b>	<b>\$ 1,104,030</b>		
** Excludes \$289,000 in cash reserves set aside for water-related capital				

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For 2018, overall *budgeted* revenues are expected to increase primarily from added non single-family residential properties. Costs associated with assigned personnel are expected to remain fairly steady even after accommodating a 2.75% cost-of-living adjustment. The increase in supplies & materials simply reflects an adjustment to prior-year actuals.

The single largest operating cost for the water operation is the purchase of wholesale water from the St. Paul Regional Water System (SPRWS). SPRWS Officials have informed us that there will be a 3.1% increase in the cost of purchasing wholesale water in 2018. However, Roseville’s current customer usage rates have a sufficient cushion to accommodate this increase.

50 The revised 20-Year Capital Improvement Plan (CIP) identifies added infrastructure replacement costs  
 51 in the coming years which will require a 5.0% increase in the residential water *base* fee.

52

53 Sanitary Sewer Operations

54 The City maintains a sanitary sewer collection system to ensure the general public’s health and general  
 55 welfare. The following table provides a summary of the 2017 and 2018 (proposed) Budget excluding  
 56 capital:

57

	2017	2018	\$ Increase	% Increase
	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<b>Revenues</b>				
Customer Charges	\$ 5,040,000	\$ 5,323,000	\$ 283,000	5.6%
Interest Earnings	5,000	5,000	-	0.0%
Total	\$ 5,045,000	\$ 5,328,000	\$ 283,000	5.6%
<b>Expenses</b>				
Personnel Services	\$ 493,100	\$ 477,550	\$ (15,550)	-3.2%
Supplies & Materials	50,400	46,150	(4,250)	-8.4%
Other Services & Charges	3,505,550	3,530,150	24,600	0.7%
Total	\$ 4,049,050	\$ 4,053,850	\$ 4,800	0.1%
<b>Net Available for Capital **</b>				
	\$ 995,950	\$ 1,274,150		
** Excludes \$443,000 in cash reserves set aside for sanitary sewer-related capital				

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60 For 2018, overall costs are expected to rise only 0.1%. Costs associated with assigned personnel are  
 61 expected to decrease slightly reflecting changes in personnel. Revenues are expected to grow with a  
 62 requested increase in both the base and usage rates.

63

64 The single largest operating cost to the sanitary sewer operation is the wastewater treatment costs paid to  
 65 the Metropolitan Council Environmental Services Division (MCES). The MCES has informed us that we  
 66 can expect a 3.4% increase in wastewater treatment costs for 2018 reflecting both higher wastewater  
 67 flows and treatment costs. This will require a 4.7% increase in sewer *usage* fees for our residential  
 68 sanitary sewer customers.

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70 The revised 20-Year Capital Improvement Plan (CIP) identifies added infrastructure replacement costs  
 71 in the coming years which will also require a 3.0% increase in the sanitary sewer *base* fee.

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73 Storm Drainage Operations

74 The City provides for the management of storm water drainage to prevent flooding and pollution control,  
 75 as well as the street sweeping program. The following table provides a summary of the 2017 and 2018  
 76 (proposed) Budget excluding capital:

	2017	2018	\$ Increase	% Increase
	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<b>Revenues</b>				
Customer Charges	\$ 1,775,000	\$ 1,830,720	\$ 55,720	3.1%
Interest Earnings	20,000	20,000	-	0.0%
Total	\$ 1,795,000	\$ 1,850,720	\$ 55,720	3.1%
<b>Expenses</b>				
Personnel Services	\$ 404,700	\$ 408,620	\$ 3,920	1.0%
Supplies & Materials	86,500	84,400	(2,100)	-2.4%
Other Services & Charges	347,100	267,700	(79,400)	-22.9%
Total	\$ 838,300	\$ 760,720	\$ (77,580)	-9.3%
<b>Net Available for Capital **</b>				
	\$ 956,700	\$ 1,090,000		
** Excludes \$197,000 in cash reserves set aside for storm sewer-related capital				

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79 For 2017, overall costs are expected to decline 9.3% due to the elimination of the non-recurring cost for  
80 the Stormwater Update. Costs associated with assigned personnel are expected to increase 1.0% which  
81 includes a 2.75% cost-of-living adjustment.

82

83 The revised 20-Year Capital Improvement Plan (CIP) identifies added infrastructure replacement costs  
84 in the coming years which will require a 3.1% increase in the storm sewer fee.

85

#### 86 Recycling Operations

87 The recycling operation provides for the contracted curbside recycling pickup throughout the City and  
88 related administrative costs. The primary operating cost is the amounts paid to a contractor to pick up  
89 recycling materials.

90

91 The following table provides a summary of the 2017 and 2018 (proposed) Budget:

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	2017	2018	\$ Increase	% Increase
	<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
<b>Revenues</b>				
Base Fee Revenue	\$ 426,210	\$ 432,130	\$ 5,920	1.4%
SCORE Grant	85,000	87,500	2,500	2.9%
Revenue Sharing	-	20,000	20,000	0.0%
Interest Earnings	1,000	1,000	-	0.0%
Total	\$ 512,210	\$ 540,630	\$ 28,420	5.5%
<b>Expenses</b>				
Personnel Services	\$ 36,800	\$ 36,640	\$ (160)	-0.4%
Supplies & Materials	2,000	2,000	-	0.0%
Other Services & Charges	473,410	504,610	31,200	6.6%
Total	\$ 512,210	\$ 543,250	\$ 31,040	6.1%
<b>Net From Operations **</b>				
	\$ -	\$ (2,620)		
** The Recycling Fund has a cash balance of \$123,000				

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95 For 2018, overall costs are expected to rise 6.1% resulting from a new multi-year contract for services.  
96 The increased contractor costs which are included in the 'Other Services & Charges' category also  
97 includes recycling pickups in public areas such as parks.

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### Recommended Rates for 2018

As noted above, a typical single-family home will pay \$174.45 per quarter, or \$58.15 per month under the recommended rates. The following tables provide a more detailed breakdown of the proposed rates.

<u>Water Base Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family Residential	\$ 53.15	\$ 55.80	Standard SF rate
Single-Family Residential: Low-Income Discount	34.55	36.30	Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	53.15	55.80	Standard SF rate
Non-SF Residential (1.0" Meter)	66.45	69.75	Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	106.10	111.40	Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	199.30	209.30	Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	398.60	418.50	Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	797.20	837.05	Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,594.45	1,674.20	Standard SF rate x 30.00
<u>Water Usage Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
SF Residential: Up to 30,000 gals./qtr	\$ 2.25	\$ 2.25	Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.50	2.50	Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.70	2.70	Standard SF rate +20%
Non-SF Residential (winter rate)	2.95	2.95	Standard SF rate +30%
Non-SF Residential (summer rate)	3.15	3.15	Standard SF rate +40%
Rates are per 1,000 gallons			
<u>Sewer Base Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family Residential	\$ 36.45	\$ 37.55	Standard SF rate
Single-Family Residential: Low-Income Discount	23.70	24.40	Standard SF rate x 0.65
Multi-Family Residential (townhomes)	36.45	37.55	Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	25.65	26.40	Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	27.30	28.10	Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	54.60	56.25	Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	81.90	84.35	Standard SF rate x 2.25
Non-SF Residential (2.0" Meter)	127.70	131.55	Standard SF rate x 3.50
Non-SF Residential (3.0" Meter)	267.80	272.50	Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	530.45	545.00	Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,055.75	1,090.00	Standard SF rate x 29.00
Multi-family rate is per housing unit			
<u>Sewer Usage Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Residential	\$ 2.15	\$ 2.25	Standard rate
Non-Residential	5.00	5.20	Standard rate x 2.30
Rates are per 1,000 gallons			

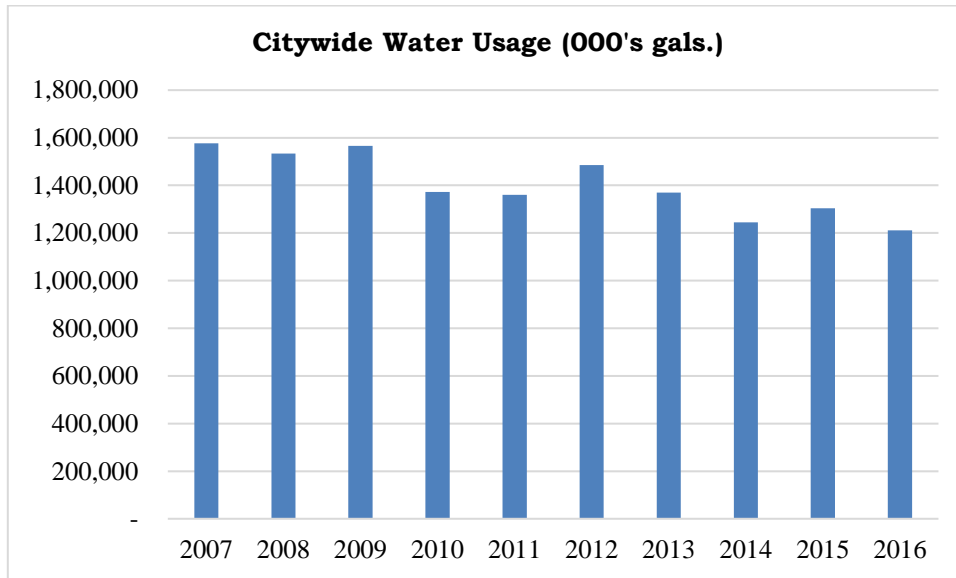
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<u>Stormwater Base Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family Residential & Duplex	\$ 12.95	\$ 13.35	Standard SF rate
Multi-Family & Churches	100.35	103.35	Standard SF rate x 7.75
Cemeteries & Golf Course	9.75	10.05	Standard SF rate x 0.75
Parks	30.20	31.10	Standard SF rate x 2.35
Schools & Community Centers	48.80	50.25	Standard SF rate x 3.75
Commercial & Industrial	200.55	206.55	Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre			
<u>Recycling Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family	\$ 6.50	\$ 7.00	Standard rate
Multi-Family	6.50	7.00	Standard rate

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**Water Usage History**

The series of graphs presented below depict water customer consumption patterns over the past 10 years beginning with a depiction of the *citywide* water consumption.



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As indicated in the graph, citywide consumption has generally been falling over the past decade – a 23% reduction since 2007. This has allowed the City’s usage rates to remain unchanged since 2015 despite increases in the cost of purchasing water from St. Paul.

**Rate Comparisons**

The graphs below depict a number of water and sewer rate comparisons with other peer communities. For this analysis, peer communities include 1st ring suburbs that serve a population between 18,000 and 50,000, and which are not simply an extension of a larger entity’s system (e.g. Maplewood is excluded because they’re part of St. Paul’s system). This group was selected to try and approximate cities with stand-alone systems with similar age of infrastructure which can have a significant influence on the cost of water and sewer services.

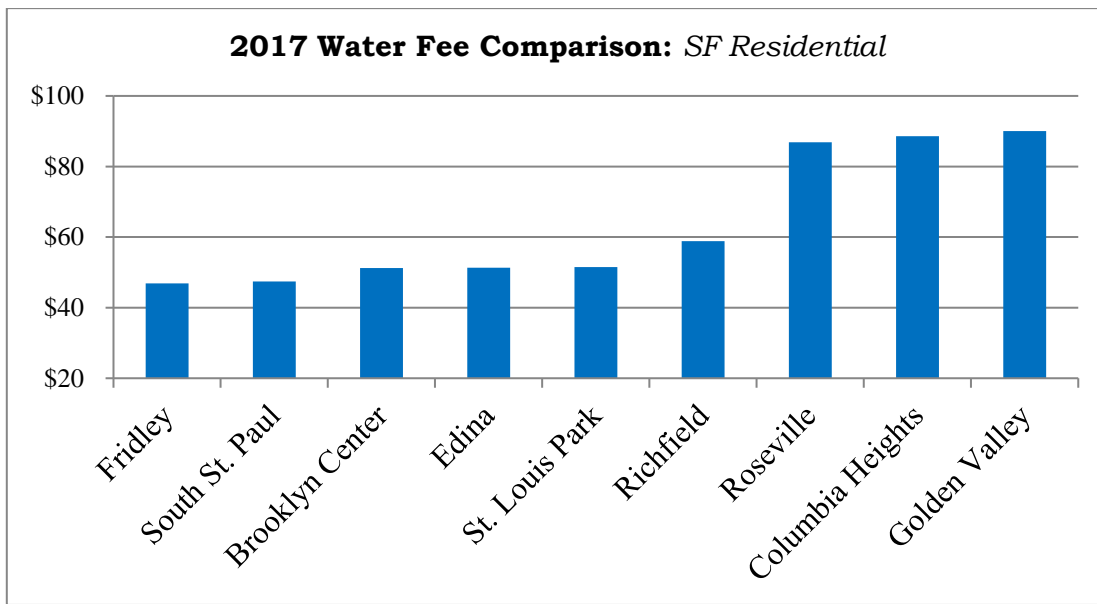
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125 It should be noted that broad comparisons only give a cursory look at how one community's rates  
126 compares to another. One must also incorporate each City's individual philosophy in funding programs  
127 and services.

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129 For example, Roseville does NOT utilize assessments to pay for water or sewer infrastructure  
130 replacements like many other cities do. Instead we fund infrastructure replacements 100% through the  
131 rates. As a result, Roseville's water and sewer rates are inherently higher when compared to a City that  
132 uses assessments to pay for improvements. Other influences on the rates include whether or not a  
133 community softens its water before sending it on to customers, and the extent in which communities  
134 charge higher rates to non-residential customers.

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136 The following chart depicts the peer group comparison for combined *water* base rate and usage rate for  
137 a single-family home that uses 15,000 gallons per quarter.

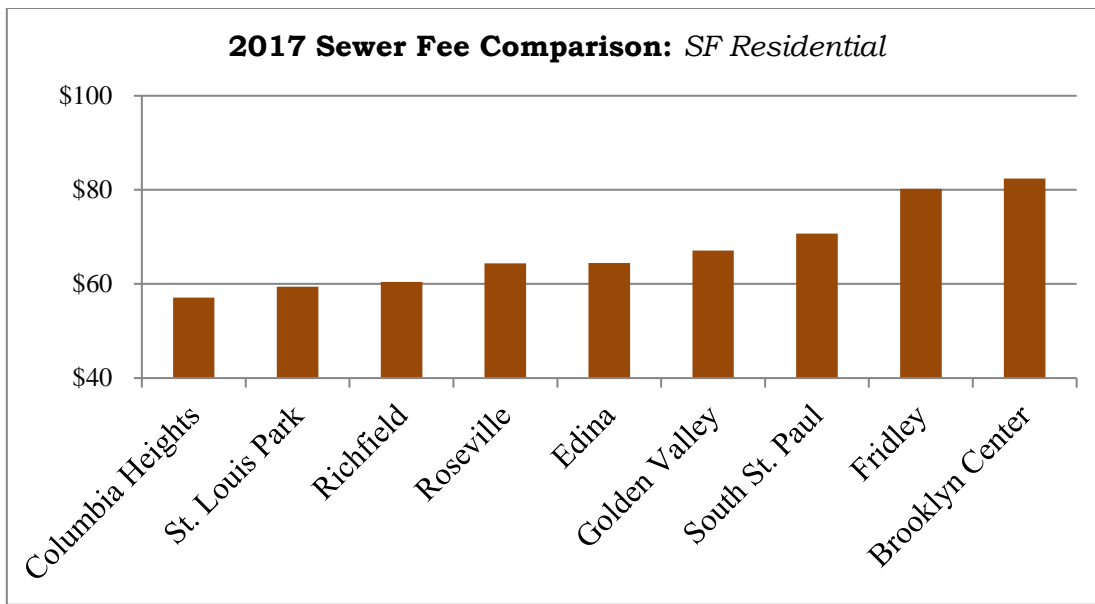
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141 As is shown in the graph, Roseville's total water charge (base + usage) is one of the highest in the  
142 comparison group. One of the primary reasons why Roseville's water rates are higher is due to the  
143 significant increase in infrastructure replacements in recent years, which unlike many other cities, are  
144 funded solely by the rates.

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146 The following chart depicts the peer group comparison for combined *sewer* base rate and usage rate for  
147 a single-family home that uses 13,000 gallons per quarter.

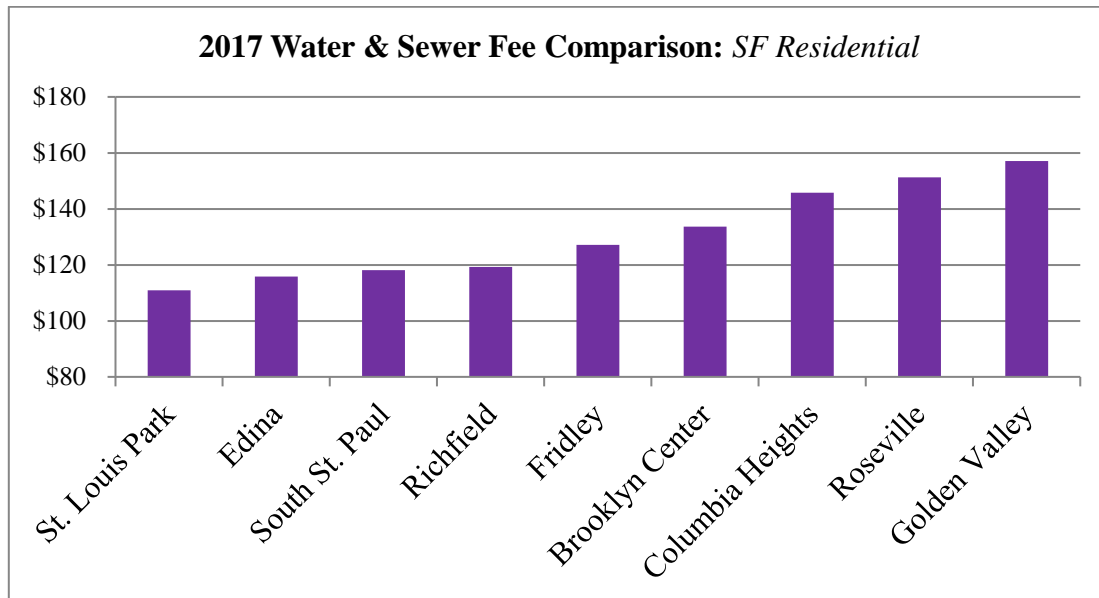
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In this comparison, Roseville sewer charges were less than the median and average for the group.

To get a broader perspective, the following chart has been prepared depicting the combined *water and sewer* impact for a typical single-family home for the comparison group.



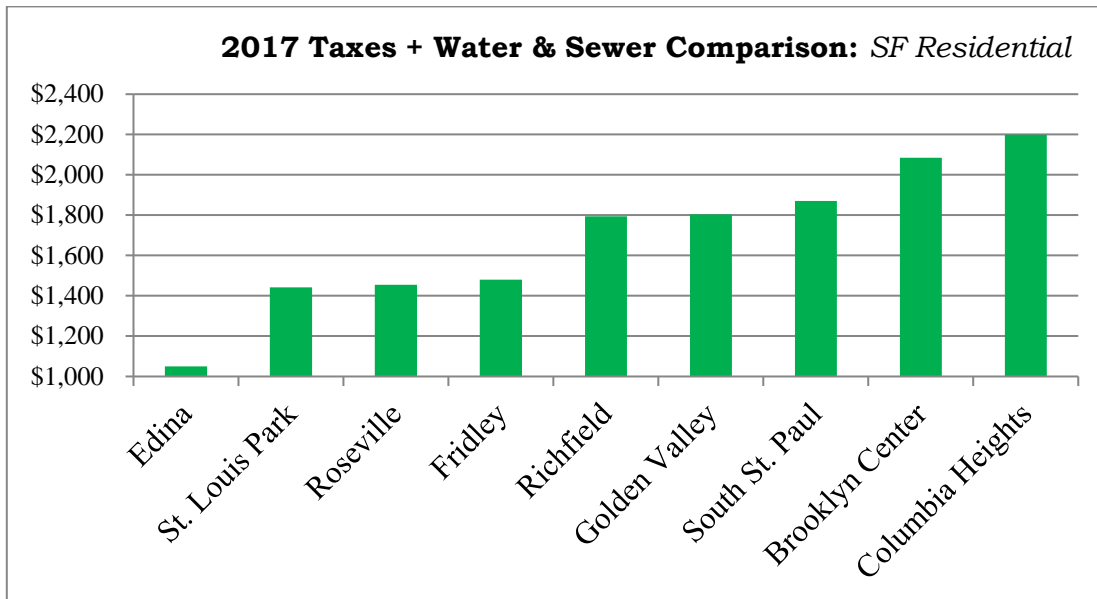
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When combined, Roseville is approximately 15% above the average for the peer group.

It should be noted that most of the cities shown in the chart that have lower water & sewer rates, happen to have much higher property tax rates. This is an important distinction because again, each City employs a different philosophy in how it funds the direct and indirect costs of providing water & sewer services.

Roseville's philosophy is to ensure that all indirect costs are reflected in the water and sewer rates. This results in higher water and sewer rates. This also means that we don't have as many indirect costs being supported by the property tax or assessments.

167 We can adjust for these differences by combining property taxes and water & sewer fees for a typical  
168 single-family home.  
169



170  
171  
172 As is shown in this graph, when looking at more comprehensive comparison that factors in a broader  
173 spectrum of needs and funding philosophies, Roseville has one of the lowest financial impacts on  
174 residents of the comparison group – approximately 14% below the peer average.  
175

176 Staff will be available at the Commission meeting to address any inquiries.  
177

178 **POLICY OBJECTIVE**

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

181 **FINANCIAL IMPACTS**

182 See above.

183 **STAFF RECOMMENDATION**

184 Based on the increasing costs noted above, Staff is recommending rate adjustments as shown in the report  
185 and attached resolution. These recommendations do not include any changes with regard to the rate  
186 structure itself. Both the Public Works and Finance Commissions have been reviewing the rate structure  
187 and are expected to continue their review into 2018. However, they have not recommended any changes  
188 as of yet.

189 **REQUESTED COUNCIL ACTION**

190 Motion to approve the attached resolution establishing the 2018 Utility Rates.  
191

Prepared by: Chris Miller, Finance Director  
Attachments: A: Resolution establishing the 2018 Utility Rates  
192  
193



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

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 13th day of November, 2017 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION \_\_\_\_\_

**RESOLUTION ESTABLISHING THE 2018 UTILITY RATES**

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, the water, sanitary sewer, storm drainage, and recycling rates are established for 2018 as follows:

<u>Water Base Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family Residential	\$ 53.15	\$ 55.80	Standard SF rate
Single-Family Residential: Low-Income Discount	34.55	36.30	Standard SF rate x 0.65
Non-SF Residential (5/8" Meter)	53.15	55.80	Standard SF rate
Non-SF Residential (1.0" Meter)	66.45	69.75	Standard SF rate x 1.25
Non-SF Residential (1.5" Meter)	106.10	111.40	Standard SF rate x 2.00
Non-SF Residential (2.0" Meter)	199.30	209.30	Standard SF rate x 3.75
Non-SF Residential (3.0" Meter)	398.60	418.50	Standard SF rate x 7.50
Non-SF Residential (4.0" Meter)	797.20	837.05	Standard SF rate x 15.00
Non-SF Residential (6.0" Meter)	1,594.45	1,674.20	Standard SF rate x 30.00
<u>Water Usage Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
SF Residential: Up to 30,000 gals./qtr	\$ 2.25	\$ 2.25	Standard SF rate
SF Residential: Over 30,000 gals./qtr (winter rate)	2.50	2.50	Standard SF rate +10%
SF Residential: Over 30,000 gals./qtr (summer rate)	2.70	2.70	Standard SF rate +20%
Non-SF Residential (winter rate)	2.95	2.95	Standard SF rate +30%
Non-SF Residential (summer rate)	3.15	3.15	Standard SF rate +40%
Rates are per 1,000 gallons			

<u>Sewer Base Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family Residential	\$ 36.45	\$ 37.55	Standard SF rate
Single-Family Residential: Low-Income Discount	23.70	24.40	Standard SF rate x 0.65
Multi-Family Residential (townhomes)	36.45	37.55	Standard SF rate x 1.00
Multi-Family Residential (apartments & condos)	25.65	26.40	Standard SF rate x 0.70
Non-SF Residential (5/8" Meter)	27.30	28.10	Standard SF rate x 0.75
Non-SF Residential (1.0" Meter)	54.60	56.25	Standard SF rate x 1.50
Non-SF Residential (1.5" Meter)	81.90	84.35	Standard SF rate x 2.25
Non-SF Residential (2.0" Meter)	127.70	131.55	Standard SF rate x 3.50
Non-SF Residential (3.0" Meter)	267.80	272.50	Standard SF rate x 7.25
Non-SF Residential (4.0" Meter)	530.45	545.00	Standard SF rate x 14.50
Non-SF Residential (6.0" Meter)	1,055.75	1,090.00	Standard SF rate x 29.00
Multi-family rate is per housing unit			
<u>Sewer Usage Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Residential	\$ 2.15	\$ 2.25	Standard rate
Non-Residential	5.00	5.20	Standard rate x 2.30
Rates are per 1,000 gallons			
<u>Stormwater Base Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family Residential & Duplex	\$ 12.95	\$ 13.35	Standard SF rate
Multi-Family & Churches	100.35	103.35	Standard SF rate x 7.75
Cemeteries & Golf Course	9.75	10.05	Standard SF rate x 0.75
Parks	30.20	31.10	Standard SF rate x 2.35
Schools & Community Centers	48.80	50.25	Standard SF rate x 3.75
Commercial & Industrial	200.55	206.55	Standard SF rate x 15.50
Rates for single-family are per housing unit; all others are per acre			
<u>Recycling Rate Category</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
Single-Family	\$ 6.50	\$ 7.00	Standard rate
Multi-Family	6.50	7.00	Standard rate
<u>Meter Security Deposit</u>	<u>2017 Rate</u>	<u>2018 Rate</u>	<u>Comments</u>
5/8" Meter	\$ 190.00	\$ 190.00	Based on approx. meter cost
3/4" Meter	215.00	215.00	Based on approx. meter cost
1.0" Meter	240.00	240.00	Based on approx. meter cost
1.5" Meter	440.00	440.00	Based on approx. meter cost
2.0" Meter (Disc)	535.00	535.00	Based on approx. meter cost
2.0" Meter (Compound)	1,340.00	1,340.00	Based on approx. meter cost
3.0" Meter	1,910.00	1,910.00	Based on approx. meter cost
6.0" Meter	5,430.00	5,430.00	Based on approx. meter cost

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223 The motion for the adoption of the foregoing resolution was duly seconded by member  
224  
225 and upon a vote being taken thereon, the following voted in favor thereof:

226  
227 and the following voted against the same:

228  
229 WHEREUPON, said resolution was declared duly passed and adopted.

230  
231 State of Minnesota)  
232 ) SS  
233 County of Ramsey)

234  
235 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State  
236 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of  
237 minutes of a regular meeting of said City Council held on the 13th day of November, 2017 with the  
238 original thereof on file in my office.

239  
240 WITNESS MY HAND officially as such Manager this 13th day of November, 2017.

241  
242

243

244 \_\_\_\_\_  
245 Patrick Trudgeon  
246 City Manager

247

248 Seal

# City of Roseville

## Water Rate Analysis

2018

<b>Total Fixed Costs</b>	<u>2018</u>	
Personnel Services	\$ 651,070	
Supplies & Maintenance	162,200	
Other Charges (net of water purchase)	937,700	
Less Depreciation	(360,000)	
Capital Outlay	1,225,275	(20-year CIP amortization)
<b>Total</b>	<b>\$ 2,616,245</b>	= Amount to recover from <u>BASE</u> rates

	# of Customers	Avg. Usage (a)	Current		Proposed		Current		Proposed			
			Base Fee	Revenue	Base Fee	% Increase (decrease)	Base Fee	Revenue	Fee per 1,000 gals.	Usage Fee Revenue	Fee per 1,000 gals.	% Increase (decrease)
Single-Family Residential (b)	9,497	14	53.15	504,766	55.80	4.99%	529,933	2.25	299,156	2.25	0.00%	299,156
Multi-Family and Non-Residential												
5/8" Meter or 3/4" Meter	70	31.48	53.15	3,721	55.80	4.99%	3,906	2.95	6,501	2.95	0.00%	6,501
1.0" Meter	276	148.73	66.45	18,340	69.75	4.97%	19,251	2.95	121,096	2.95	0.00%	121,096
1.5" Meter	210	148.52	106.10	22,281	111.40	5.00%	23,394	2.95	92,008	2.95	0.00%	92,008
2.0" Meter	144	171.57	199.30	28,699	209.30	5.02%	30,139	2.95	72,883	2.95	0.00%	72,883
3.0" Meter	42	356.05	398.60	16,741	418.50	4.99%	17,577	2.95	44,115	2.95	0.00%	44,115
4.0" Meter	1	2.75	797.20	797	837.05	5.00%	837	2.95	8	2.95	0.00%	8
6.0" Meter	2	1,387.38	1,594.45	9,567	1,674.20	5.00%	10,045	2.95	8,186	2.95	0.00%	8,186
<b>Total # of Customers</b>	<b>10,242</b>			<b>604,912</b>			<b>635,082</b>		<b>643,951</b>			<b>643,951</b>
<b>Total Annual Revenue</b>				<b>2,419,646</b>			<b>2,540,328</b>		<b>2,575,806</b>			<b>2,575,806</b>

(a) Usage is in thousands of gallons, based on average YEAR-Round usage  
 (b) As of 11/14/16; 29 households were receiving the discount

Total Costs to Recoup	2,616,245	Total Costs to Recoup	2,393,881
Revenue over (under) Costs	(75,917)	Revenue over (under) Costs	181,924
Total Annual Revenue	2,540,328		
Amount Needed for Operations	(1,390,970)		
Amount Available for Capital	1,149,358	= Amount to Use on CIP Funding Projections	

Total Variable Costs	St. Paul		Roseville	Roseville	Consumption	Blended	Unaccounted	Estimated	Estimated
	Cu Ft Rate	Cu Ft Rate *	Gal. Rate	Gal. Rate					
2018 St. Paul Base Rate					%	Rate			
Base Rate						0.540	0.567		648,000
Water Rate: Winter	2.722	1.9054	1.425	45.0%		0.641	0.673	540,000	769,629
Water Rate: Summer	2.825	1.9775	1.479	55.0%		0.814	0.854	660,000	976,252
* Per Contract with SPRWS, Roseville pays 70% of the 'inside City rate'						1.995	2.095	1,200,000	2,393,881 = amount to recover from <u>USAGE</u> rates

**City of Roseville**  
 Sanitary Sewer Rate Analysis  
 2018

<b>Total Fixed Costs</b>	2018	
Personnel Services	\$ 477,550	
Supplies & Maintenance	46,150	
Other Charges (net of sewer treatment)	880,150	
Less Depreciation	(350,000)	
Capital Outlay	1,261,550	(20-year CIP amortization)
<b>Total</b>	<b>\$ 2,315,400</b>	= Amount to recover from <u>BASE</u> rates

	# of Customers	Avg. Usage (a)	Current		Proposed		Current		Proposed			
			Base Fee	Revenue	Base Fee	% Increase (decrease)	Base Fee	Revenue	Fee per 1,000 gals.	Usage Fee Revenue	Fee per 1,000 gals.	% Increase (decrease)
Single-Family Residential	9,497	13	36.45	346,166	37.55	3.02%	356,612	2.15	265,441	2.25	4.65%	277,787
Residential - Multi Family (b)	60	7.76						2.15	1,001	2.25	4.65%	1,048
Residential - Apts & Condos (c)	189	272.01						2.15	110,531	2.25	4.65%	115,672
Residential - Multi Family (b)	239		36.45	8,712	37.55	3.02%	8,974					
Residential - Apts & Condos (c)	5,976		25.65	153,284	26.40	2.92%	157,766					
<b>Non-residential</b>												
5/8" Meter or 3/4" Meter	70	33.11	27.30	1,911	28.10	2.93%	1,967	5.00	11,589	5.20	4.00%	12,052
1.0" Meter	276	42.99	54.60	15,070	56.25	3.02%	15,525	5.00	59,326	5.20	4.00%	61,699
1.5" Meter	210	75.73	81.90	17,199	84.35	2.99%	17,714	5.00	79,517	5.20	4.00%	82,697
2.0" Meter	144	151.50	127.70	18,389	131.55	3.01%	18,943	5.00	109,080	5.20	4.00%	113,443
3.0" Meter	42	251.66	267.80	11,248	272.50	1.76%	11,445	5.00	52,849	5.20	4.00%	54,963
4.0" Meter	1	2.75	530.45	530	545.00	2.74%	545	5.00	14	5.20	4.00%	14
6.0" Meter	2	-	1,055.75	6,335	1,090.00	3.24%	6,540					
	16,706			578,843			596,032		689,347			719,376
	16,457											
			<b>Total Annual Revenue</b>	2,315,370			2,384,128		2,757,388			2,877,502

- (a) Usage is in thousands of gallons. Residential usage is based on average WINTER usage
- (b) Total UB Accounts = 60, total units for base revenue calculation = 239
- (c) Total UB Accounts = 189, total units for base revenue calculation = 5,976
- \*\* Multi-Family & Condo are charged a single property base fee plus a separate fee for each housing unit.

Total Costs to Recoup	2,315,400
Revenue over (under) Costs	68,728
Total Annual Revenue	2,384,128

Total Costs to Recoup	2,912,015
Revenue over (under) Costs	(34,513)

Amount Needed for Operations	(1,053,850)
Amount Available for Capital	1,330,278

**Total Variable Costs**

Total Wastewater Treatment Cost **2,912,015** \*\* based on Met Council email dated 5/16/2017

# City of Roseville

## Storm Sewer Rate Analysis 2018

<b>Total Costs</b>	<u>2018</u>
Personnel Services	\$ 408,620
Supplies & Maintenance	84,400
Other Charges	692,700
Less Depreciation	(425,000)
Capital Outlay	1,138,150 (20-year CIP amortization)
<b>Total</b>	<b>\$ 1,898,870</b> = Amount to recover from rates

	# of Customers	# of Lots / Acreage	Current Rates		% Increase (decrease)	Proposed	
			Base Fee	Revenue		Base Fee	Revenue
Single Family & Duplex	9,497	9,497	12.95	\$ 122,986	13.35	3.09%	\$ 126,785
Multi-Family & Churches	n/a	350	100.35	35,123	103.35	2.99%	36,173
Cemeteries & Golf Course (a)	n/a	79	9.75	770	10.05	3.08%	794
Parks (b)	n/a	1	30.20	30	31.10	2.98%	31
Schools & Comm. Centers (c)	n/a	153	48.80	7,466	50.25	2.97%	7,688
Commercial & Industrial	n/a	1,450	200.55	290,798	206.55	2.99%	299,498
		11,530		457,173			\$ 470,968
			Total Annual Revenue	\$1,828,692			\$ 1,883,873

Total Costs to Recoup	\$ 1,898,870
Revenue over (under) Costs	(14,997)

Total Annual Revenue	1,883,873
Amount Needed for Operations	(760,720)
Amount Available for Capital	1,123,153

# City of Roseville

## Solid Waste Recycling Rate Analysis

2018

### Total Costs

	<u>2018</u>		<u># of Units</u>
Personnel Services	\$ 36,640		Single-Family 9,372
Supplies & Maintenance	2,000		Multi-Family 6,084
Other Charges: Miscellaneous	54,520		Opt-in <u>13</u>
Contractor Costs: Customers	447,480	@ 15,469 units	15,469
Contractor Costs: Public Spaces	2,160	@ 96 units	
Contractor Costs: Public Spaces	450	@ 20 units	Parks: Regular 96
<b>Total</b>	<b>\$ 543,250</b>	= Amount to recover from rates	Parks: Pathways 20

	# of Customers (Units)	Current Rates		Proposed Rates		
		Base Fee	Revenue	Base Fee	% Increase (decrease)	Base Fee Revenue
Single Family	9,385	6.50	61,003	7.00	7.69%	65,695
Multi family	6,084	6.50	39,546	7.00	7.69%	42,588
Revenue Sharing from Contractor (quarterly)	15,469		-			5,000
Ramsey Co. SCORE Grant (quarterly)			21,250			21,875
			<u>121,799</u>			<u>135,158</u>
Total Quarterly Revenue						
Total Annual Revenue			487,194			540,632

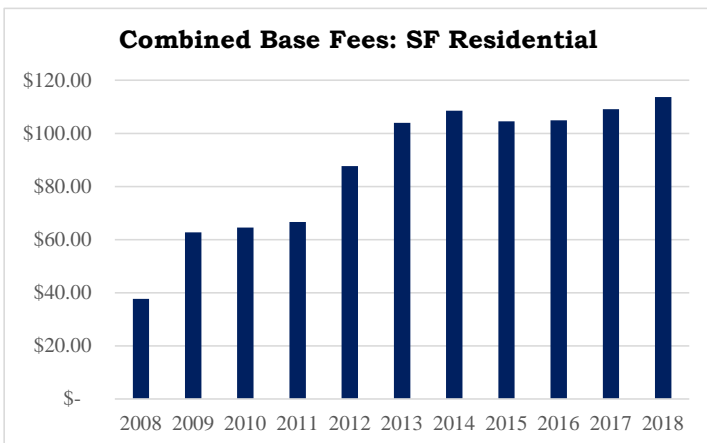
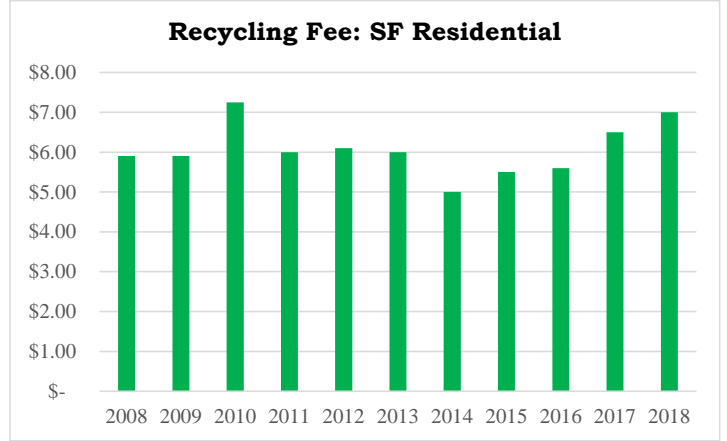
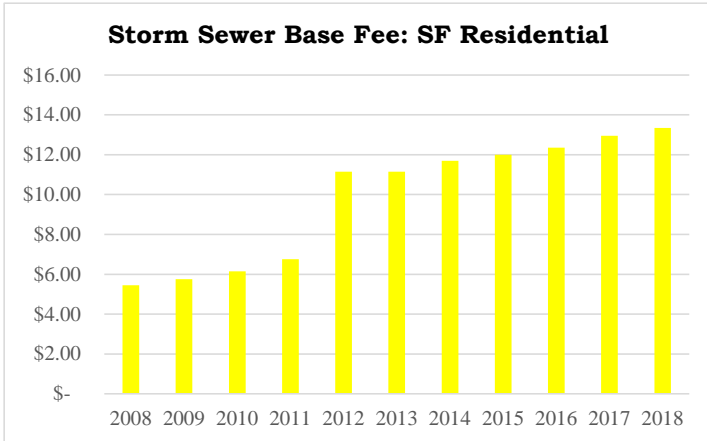
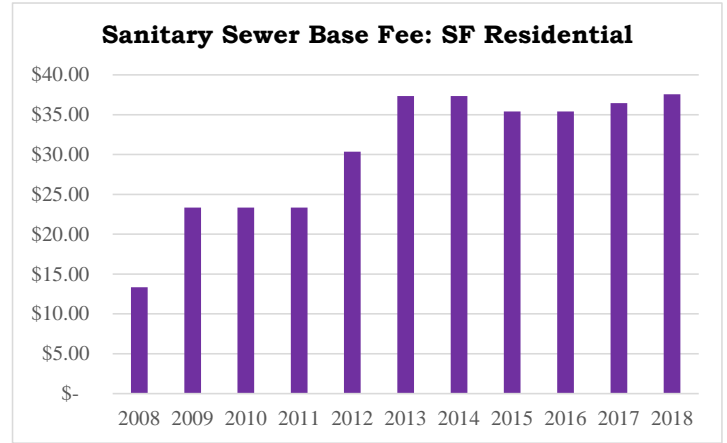
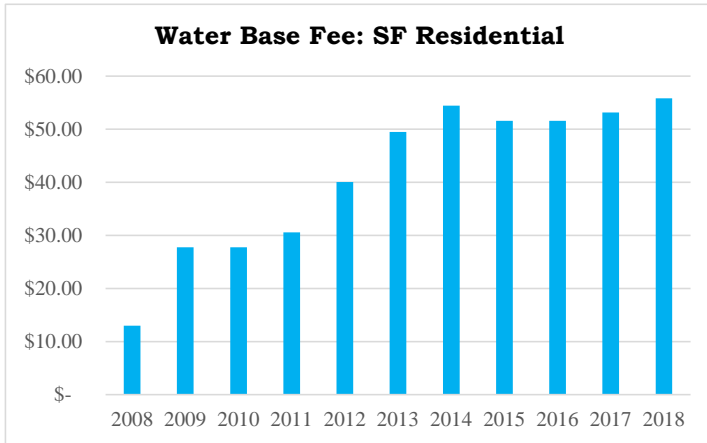
Total Costs to Recoup	\$ 543,250
Revenue over (under) Costs	(2,618)

**City of Roseville**

Utility Base Rate History

2002 - 2018

Category	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Proposed 2018
Water Base Fee: SF Residential	\$ 13.00	\$ 27.75	\$ 27.75	\$ 30.55	\$ 40.03	\$ 49.50	\$ 54.45	\$ 51.60	\$ 51.60	\$ 53.15	\$ 55.80
Sanitary Sewer Base Fee: SF R	\$ 13.35	\$ 23.35	\$ 23.35	\$ 23.35	\$ 30.35	\$ 37.35	\$ 37.35	\$ 35.40	\$ 35.40	\$ 36.45	\$ 37.55
Storm Sewer Base Fee: SF Res	\$ 5.45	\$ 5.75	\$ 6.15	\$ 6.75	\$ 11.15	\$ 11.15	\$ 11.70	\$ 12.00	\$ 12.35	\$ 12.95	\$ 13.35
Recycling Fee: SF Residential	\$ 5.90	\$ 5.90	\$ 7.25	\$ 6.00	\$ 6.10	\$ 6.00	\$ 5.00	\$ 5.50	\$ 5.60	\$ 6.50	\$ 7.00
Combined Base Fees: SF Resic	\$ 37.70	\$ 62.75	\$ 64.50	\$ 66.65	\$ 87.63	\$ 104.00	\$ 108.50	\$ 104.50	\$ 104.95	\$ 109.05	\$ 113.70

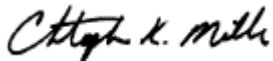




**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 11/13/17  
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Consider Changes to City Code Chapter 314.05: the 2018 Fee Schedule

**BACKGROUND**

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

Over the past several months, Staff has reviewed the direct and indirect costs of these regulatory functions to determine whether fee adjustments are necessary or if new fees should be established to better define the cost of specific services.

Based on this analysis, Staff recommends adjustments to the following existing fees:

- General Business Licenses & Permit Fees (*various*)
- Administrative Fines (*various*)
- Building Permit & Plan/Project Review Fees (*various*)
- Miscellaneous Community Development Fees (*various*)

Staff is also recommending the establishment of several new fees. They include:

- Hotel/Motel Annual Inspection Fee - \$435 per building plus \$3 per unit (**Fire Dept.**)
- Temporary Outdoor Structures - \$125 inspection fee for tents or other membrane structures (**Fire Dept.**)
- Response to natural gas emergencies (contractor related) - \$250 per hour (**Fire Dept.**)
- Right-of-Way Permit: Oversize/Overweight vehicle - \$30 (**PW Dept.**)

The *Hotel/Motel inspection* fee will fund the Fire Department's annual inspection for all hotels/motels in the City as approved by the City Council earlier this year. This function was previously performed by the State Fire Marshal's Office on a three-year inspection cycle.

The *Temporary Outdoor Structure Inspection* fee will fund the Fire Department's review of any temporary outdoor permits involving tents or other membrane structures and will cover a site review.

34 The new *Response to Natural Gas-Related Emergencies* fee (contractor related) of \$250.00 per hour is  
35 due to the significant increase in emergency responses related to the striking of natural gas lines. Most of  
36 this increase is due to the popularity of directional boring which has not only increased the number of  
37 emergency calls but, due to the fact there is no hole in proximity to the gas line strike, fire crews are  
38 experiencing longer on-scene times waiting for Xcel to locate shut-offs.

39  
40 The *Right-of-way permit fee for oversize/overweight vehicles* is in response to a recent oversize load  
41 request. Staff generated an application based on a similar permit used by Ramsey County but we did not  
42 have an established fee for this specific permit type. Adding this will allow us to recover costs related to  
43 processing this type of permit.

44  
45 Departmental Staff will be on hand at the Council meeting to address the new fees or suggested changes.

46  
47 All of the Fee Schedule changes are highlighted in yellow on the attached Fee Schedule, and generally  
48 reflect the need to recover increased regulatory costs, staff time related to special requests, or  
49 development-related impacts on city services.

50  
51 The attached files contain the draft ordinance and ordinance summary to be considered at the Council  
52 meeting.

53  
54 **POLICY OBJECTIVE**

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

57 **FINANCIAL IMPACTS**

58 Based on the recommended fee adjustments, it is projected that revised fees will generate revenues  
59 sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have been  
60 incorporated into the 2018 Budget.

61 **STAFF RECOMMENDATION**

62 Staff recommends that the City Council approve an ordinance and ordinance summary amending Chapter  
63 314.05 adopting the 2018 Fee Schedule. A draft ordinance is included with this RCA, however it's  
64 recognized that the Council may want additional time to consider the proposed changes.

65 **REQUESTED COUNCIL ACTION**

66 Motion #1: Approve the attached ordinance amending Chapter 314.05 adopting the 2018 Fee  
67 Schedule.

68  
69 Motion #2: Approve the attached ordinance summary.

70  
Prepared by: Chris Miller, Finance Director  
Attachments: A: Ordinance adopting the 2018 Fee Schedule  
B: Ordinance Summary  
C: Proposed 2018 Fee Schedule

71

CITY OF ROSEVILLE  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 314.05, FEE SCHEDULE  
ADOPTING THE 2018 FEE SCHEDULE

THE CITY OF ROSEVILLE HEREBY ORDAINS:

**SECTION 1. Purpose.** The City of Roseville annually adopts a Fee Schedule which establishes the fees and charges for service for the City’s regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

**SECTION 2. Other Fee References**

By enacting this ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

**SECTION 3. Authority**

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

**SECTION 4. Penalty**

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

**SECTION 5. Fee Schedule**

The 2018 Fee Schedule is as shown in *Exhibit A*.

**SECTION 6. Effective Date.** This ordinance shall be effective upon adoption and publication.

**Passed this 13th day of November, 2017.**

108 *Ordinance: Adopting the 2018 Fee Schedule*

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112 CITY OF ROSEVILLE

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

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118 ATTEST:

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Patrick Trudgeon, City Manager

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City of Roseville

**ORDINANCE SUMMARY NO. \_\_\_\_**

**AMENDING CHAPTER 314.05, FEE SCHEDULE  
ADOPTING THE 2018 FEE SCHEDULE**

The following is the official summary of Ordinance NO. \_\_\_\_\_ approved by the City Council of Roseville on November 13, 2017:

An Ordinance amending Chapter 314.05 of the Roseville City Code adopting the 2018 Fee Schedule which establishes the fees and charges for service for the City’s regulatory functions.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted on the web page of the City of Roseville ([www.ci.roseville.mn.us](http://www.ci.roseville.mn.us)).

Attest: \_\_\_\_\_  
Patrick Trudgeon, City Manager



# 2018 Fee Schedule

Effective January 1, 2018

**Prepared by the Department of Finance**

# City of Roseville 2018 Fee Schedule

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## City of Roseville 2018 Fee Schedule

### General Business Licenses and Permit Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Amusement device (per machine)	303	\$ 15.00	\$ 15.00	
Benches in right-of-way	703	50.00	50.00	
Assessment searches:				
Deferred or pending	n/a	-	-	
Historical	n/a	100.00	100.00	
Bowling alley:				
First alley	n/a	70.00	70.00	
Each additional alley	n/a	20.00	20.00	
Burial Permit	401	100.00	100.00	
Cigarettes, sale of	306	200.00	200.00	
Compost/woodchip delivery from Compost Site	n/a	40.00	40.00	
Construction noise variance	405	450.00	450.00	
Conversation parlors	308	10,000.00	10,000.00	
Copy charges per page	n/a	0.25	0.25	
CPR Training charge per student	n/a	80.00	80.00	
Curb stop turn on/off fee	n/a	50.00	50.00	
Daycare facility inspection fee	n/a	40.00	40.00	
Dog and cat license:				
2 Year: sterilized	501	10.00	10.00	
2 Year: sterilized with micro chip	501	5.00	5.00	
2 Year: non-sterilized	501	35.00	35.00	
2 Year: non-sterilized with micro chip	501	25.00	25.00	
Lifetime: sterilized	501	30.00	30.00	
Lifetime: sterilized with micro chip	501	5.00	5.00	
Lifetime: non-sterilized	501	150.00	150.00	
Lifetime: non-sterilized with micro chip	501	100.00	100.00	
Duplicate or address change	501	5.00	5.00	
Special multiple: 2 Year	501	40.00	40.00	
Dog kennels	501	75.00	75.00	
DVD Copy	n/a	5.00	5.00	
Encroachment agreement application fee	n/a	300.00	300.00	
Erosion control escrow fee (per acre):				
Standard	1017	3,000.00	3,000.00	
Residential remodel (less than 1/4 acre)	1017	1,000.00	1,000.00	
Erosion control inspection permit:				
Less than 1 acre	1017	625.00	625.00	
1 to 5 acres	1017	900.00	900.00	
More than 5 acres	1017	1,400.00	1,400.00	
Shoreland district < 5,000 sq. ft.	1017	300.00	300.00	
Residential remodel (less than 1/4 acre)	1017	300.00	300.00	
Permit renewal (residential remodel)	1017	150.00	150.00	



## City of Roseville 2018 Fee Schedule

### General Business Licenses and Permit Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Erosion control permit renewal:				
Less than 1 acre	1017	\$ 220.00	\$ 220.00	
1 to 5 acres	1017	320.00	320.00	
More than 5 acres	1017	480.00	480.00	
False alarm fees: Fire:				
Third false alarm	506	300.00	300.00	
Fourth	506	400.00	400.00	
Fifth and all subsequent alarms	506	500.00	500.00	
Construction-related	n/a	150.00	150.00	
False alarm fees: Police:				
Third false alarm	506	100.00	100.00	
Fourth	506	200.00	200.00	
Fifth	506	300.00	300.00	
Sixth	506	400.00	400.00	
Seventh and all subsequent alarms	506	500.00	500.00	
Fertilizer:				
Sale of	408	30.00	30.00	
Applicator	408	100.00	100.00	
Firearms, sale of	310	30.00	30.00	
Fire Inspection:	902	93.00	93.00	
Commerical vent hood	902	93.00	93.00	
Natural gas-related emergencies		-	250.00	Per hour (contractor-related)
Fire rescue and extrication fee	n/a	400.00	400.00	
Fire safety training (per hour)	n/a	80.00	80.00	
Fireworks, sale of consumer:				
Existing retail	n/a	100.00	100.00	
Stand-alone, temporary	902	450.00	450.00	Incl. structure & product storag
Fuel storage tank removal inspection	902	170.00	170.00	Above or underground tanks
Fuel storage tank: Installation of liquid fuel tank	902	170.00	170.00	Above or underground tanks
Fuel storage tank: Installation of liquefied fuel ta	902	170.00	170.00	Above or underground tanks
Game room	303	175.00	175.00	
Gasoline stations	310	130.00	130.00	
Gas pumps (private business)	310	60.00	60.00	
Horse	501	5.00	5.00	
Hospitals-veterinary	310	80.00	80.00	
Hotel/Motel Annual Inspection				
Base rate	n/a	-	435.00	Inspection services transferred
Per unit fee	n/a	-	3.00	from State Fire Marshall's
Follow-up inspection	n/a	-	125.00	Office
Lawful gambling:				
One-time event	304	25.00	25.00	
On-going premise permit: gross sales %	304	1%	1%	
On-going premise permit: net profits %	304	10%	10%	

## City of Roseville 2018 Fee Schedule

### General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2017 Amount	2018 Amount	Comments
Liquor Licenses:				
On-sale intoxicating liquor license	302	\$7,000.00	\$7,000.00	
On-sale wine license (75 seats or less)	302	750.00	750.00	
On-sale wine license (75+ seats)	302	1,500.00	1,500.00	
Temporary: on-sale (3 days)	302	50.00	50.00	
Temporary: on-sale in Cental Park	302	20.00	20.00	
Sunday on-sale	302	200.00	200.00	
Special club: 51-200 members	302	300.00	300.00	
Special club: 201-500 members	302	500.00	500.00	
Special club: 501-1,000 members	302	650.00	650.00	
Special club: 1,001-2,000 members	302	800.00	800.00	
Special club: 2,001-4,000 members	302	1,000.00	1,000.00	
Special club: 4,001-6,000 members	302	2,000.00	2,000.00	
Special club: more than 6,000 members	302	3,000.00	3,000.00	
On-sale brewery taproom	302	750.00	750.00	
On-sale micro distillery cocktail room	302	750.00	750.00	
Off-sale intoxication liquor license	302	300.00	300.00	
Off-sale intoxication liquor license	302	200.00	200.00	See comment 'A' below
Sale outside of premises	302	25.00	25.00	
Investigation fee	302	300.00	300.00	
Massage therapist	309	100.00	100.00	
Massage therapy business establishment:				
License	309	300.00	300.00	
First-time applicant background check	309	150.00	150.00	
Open burning permit	n/a	120.00	120.00	Plus \$0.50 per required notice
Park dedication fee:				
Residential (per unit)	1103	4,000.00	4,000.00	
Non-residential (fair-market value %)	1103	10%	10%	See comment 'B' below
Pathway patching fee:				
Concrete sidewalk (2 panels)	n/a	675.00	675.00	
Bituminous (12' x 8')	n/a	550.00	550.00	
Pawn shop license	311	10,000.00	10,000.00	
Pawn shop + precious meter dealer license	311	13,000.00	13,000.00	
Pawn shop transaction fee (per transaction)	n/a	2.90	2.90	
Pool and billiards:				
First table	303	70.00	70.00	
Each additional table	303	20.00	20.00	
Precious metal dealler	311	10,000.00	10,000.00	
Private hydrant inspections:				
1-4 hydrants	801	\$ 50.00	\$ 50.00	
> 4 hydrants	801	100.00	25.00	Cost per hydrant
Processing Fee (Permits & Contractor Licenses)	n/a	2%	2%	Of permit, license, or fine. \$2 n

## City of Roseville 2018 Fee Schedule

### General Business Licenses and Permit Fees *(continued)*

Fee Description	City Code	2017 Amount	2018 Amount	Comments
Public improvement contract application fee	n/a	550.00	550.00	See comment 'C' below
Recycling contractor	403	125.00	125.00	
Rental licensing:				
Multi family annual inspection fee: (5-13 unit	908	\$ 20.00	\$ 20.00	Plus \$3 per unit (waived for '18
Multi family annual inspection fee: (14+ units	908	-	-	Plus \$3 per unit (waived for '18
Multi family: reinstatement	908	102.00	102.00	
Reinspection fee	908	66.00	66.00	After 1st inspection
Failure to renew within 30 days of exp.	908	500.00	500.00	Fee doubles every two weeks
Fee appeal to City Council	908	50.00	50.00	
Rental registration:				
Housing	907	35.00	35.00	
Late renewal fee	907	35.00	35.00	
Administrative fine (per unit)	907	100.00	100.00	
Appeal	907	50.00	50.00	
Right of way permits:				
Hole (per hole)	707	400.00	400.00	
Trench	707	400.00	400.00	+ \$0.40 / lineal foot of trench
Boring	707	400.00	400.00	+ \$0.40 / lineal foot of boring
Non-excavation (obstruction)	707	50.00	50.00	+ \$0.06 / lineal foot
Roll-off container	707	50.00	50.00	
Extension	707	25.00	25.00	+ \$25.00 per week of extension
Oversize/overweight vehicle	707	-	30.00	
Penalty	707	2 times amount of standard permit		
Curb cut	707	50.00	50.00	
Sewer connection fees	802	n/a	n/a	See separate section below
Sewer usage fees	802	n/a	n/a	Established separately
Soil contamination fee (per cubic yard)	406	1.00	1.00	max \$300
Solid waste hauler license	402	125.00	125.00	
Stormwater drainage fees	803	n/a	n/a	Established separately
Stormwater impact fee (per cubic foot)	1017	22.50	22.50	
Stormwater residential permit:				
Initial	n/a	250.00	250.00	
Renewal (5 year term)	n/a	100.00	100.00	
Street patching fee:				
without curb	n/a	700.00	700.00	
with curb	n/a	1,300.00	1,300.00	
Sump pump waiver fee	802	50.00	50.00	
Sump pump surcharge fee (per month)	802	50.00	50.00	
Theaters (per viewing screen)	310	70.00	70.00	
Tree planting and removal	706	n/a	n/a	Established separately
Utility service location fee	n/a	100.00	100.00	

## City of Roseville 2018 Fee Schedule

### General Business Licenses and Permit Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Vehicle impound fee (per day)	n/a	20.00	20.00	
Water connection fees	801	n/a	n/a	See separate section below
Water meter deposit	801	n/a	n/a	Established separately
Water tower permit: private use	801	n/a	n/a	Established separately
Water usage fees	801	n/a	n/a	Established separately
Well permit	801	n/a	n/a	Established separately
Wireless tower lease agreement	1205	n/a	n/a	Negotiated

Comments:

- (a) If MN Statute 340A.408, subd 3(c) are met
- (b) Calculation is based on 10% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's Office on the date of approval of the plat or subdivision.
- (c) In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected

## City of Roseville 2018 Fee Schedule

### Administrative Fines

Fee Description	City Code	2017 Amount	2018 Amount	Comments
Alcohol and tobacco Sales:				
Purchase, possession: underage	n/a	\$ 150.00	\$ 150.00	
Lending ID to underage person	n/a	100.00	100.00	
Selling tobacco: underage	n/a	200.00	200.00	
Selling alcohol: underage	n/a	250.00	250.00	
License holder	n/a	300.00	300.00	
Other violation	n/a	100.00	100.00	
Animals:				
Vicious animal	n/a	50.00	50.00	
Barking dog	n/a	50.00	50.00	
Animal at large	n/a	50.00	50.00	
Other violation	n/a	50.00	50.00	
Fires:				
No open fires	n/a	25.00	250.00	
Fire code	n/a	100.00	250.00	
Parking: snowbird	n/a	25.00	25.00	
Miscellaneous:				
City Code violation: general	n/a	100.00	100.00	
Consuming alcohol: unauthorized places	n/a	250.00	250.00	
Discharge, display of weapon	n/a	250.00	250.00	
Expired license plates	n/a	35.00	35.00	
Failure to apply for license	n/a	50.00	50.00	
Fill permits	n/a	100.00	100.00	
Fireworks: use, possession, sale	n/a	250.00	250.00	
Golf cart / ATV violation	n/a	50.00	50.00	
Illegal dumping	n/a	150.00	150.00	
Land use	n/a	100.00	100.00	
Licenses (not occurring elsewhere)	n/a	50.00	50.00	
Missing plate/tab	n/a	35.00	35.00	
Noise complaint	n/a	250.00	250.00	
Park ordinance violation	n/a	25.00	25.00	
Peddling	n/a	75.00	75.00	
Pet Store Requirements:				
1st violation (within a rolling 12 months)	501	1,000.00	1,000.00	
2nd violation (within a rolling 12 months)	501	1,500.00	1,500.00	
3rd violation (within a rolling 12 months)	501	3,000.00	3,000.00	
Property nuisance: Repeat	511	250.00	250.00	See Comment 'A' below
Public nuisance	n/a	100.00	100.00	
Regulated businesses	n/a	100.00	100.00	
Seat belts	n/a	25.00	25.00	
Signs	n/a	50.00	50.00	
Snowmobiles (use on public property)	n/a	50.00	50.00	
Tampering with civil defense system	n/a	250.00	250.00	
Trespassing	n/a	150.00	150.00	
Wetland / Shore land	n/a	100.00	100.00	

**Comments:**

(a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000

# City of Roseville 2018 Fee Schedule

## Building Permit and Plan/Project Review Fees

City Code Sections; 307, 801, 802, 901, 1014. \*\* All permits, licenses, fees, registrations, & fines are subject to a processing fee.

### Building Permit Fee – Community Development

Permit fee to be based on job cost valuation. The determination of value or valuation shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

### Plan Review Fee:

When a building permit is required and a plan is required to be submitted, a plan checking fee shall be paid. Plan checking fees for all buildings shall be sixty five percent (65%) of the building permit fee as set forth in Section 901.06 of this chapter, except as modified in M.S.B.C. Section 1300. (Ord. 1110, 4-13-1992)

The plan review fees specified are separate fees from the permit fees and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged.

### Expiration of plan review:

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official.

The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

### Refund Policy

The building official may authorize refunding of any fee paid hereunder pursuant to the established fee policy of the Community Development department.

### Investigation Fee: Work without a Permit

Whenever any work for which a permit is required from the city has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this Fee Schedule. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of State and City Code nor from any penalty prescribed by law.

## City of Roseville 2018 Fee Schedule

### Building Permit and Plan/Project Review Fees *(continued)*

Fee Description	City Code	2017 Amount	2018 Amount	Comments
<b>Building Permit - Community Development:</b>				
\$1 - \$500 valuation (total valuation)		\$ 31.00	\$ 31.00	
\$501 - \$2,000 valuation		31.00	31.00	For the first \$500 value; plus \$4.00 for each add'l \$100 value or fraction thereof
\$2,001 - \$25,000 valuation		83.50	83.50	For the first \$2,000 value; plus \$16.55 for each add'l \$1,000 value or fraction thereof
\$25,001 - \$50,000 valuation		464.15	464.15	For the first \$25,000 value; plus \$12.00 for each add'l \$1,000 value or fraction thereof
\$50,001 - \$100,000 valuation		764.15	764.15	For the first \$50,000 value; plus \$8.45 for each add'l \$1,000 value or fraction thereof
\$101,001 - \$500,000 valuation		1,186.65	1,186.65	For the first \$100,000 value; plus \$6.75 for each add'l \$1,000 value or fraction thereof
\$500,001 - \$1,000,000 valuation		3,886.65	3,886.65	For the first \$500,000 value; plus \$5.50 for each add'l \$1,000 value or fraction thereof
\$1,000,000 + valuation		6,636.65	6,636.65	For the first \$1,000,000 value; plus \$4.50 for each add'l \$1,000 value or fraction thereof
Inspections outside of normal business hours		69.50	70.00	Hourly rate
Re-inspection fees (hourly)		69.50	70.00	Per State Building Code
Misc. inspection/investigation fees (hourly)		69.50	70.00	
Add'l plan review fee required by revisions		69.50	70.00	Hourly rate
<b>Building Permit - Engineering:</b>				
\$1 - \$500 valuation		\$ 5.00	\$ 15.00	
\$501 - \$2,000 valuation		5.00	15.00	
\$2,001 - \$25,000 valuation		25.00	30.00	
\$25,001 - \$50,000 valuation		50.00	65.00	
\$50,001 - \$100,000 valuation		75.00	90.00	
\$100,001 - \$500,000 valuation		100.00	125.00	
\$500,001 - \$1,000,000 valuation		200.00	225.00	
\$1,000,000 +		300.00	350.00	
<b>Demolition Permit Fee - Community Development</b>				
Tenant improvement/remodeling		\$ 75.00	\$ 75.00	Prior to building permit
Structures not connected to utilities		96.00	96.00	
Structures connected to city utilities: residential		163.00	163.00	
Structures connected to city utilities: commercial		425.00	425.00	

## City of Roseville 2018 Fee Schedule

### Building Permit and Plan/Project Review Fees *(continued)*

Electrical Permit Fee:

Set through yearly contract with Contract Electrical Inspector.

Fire Safety Inspection Fee:

Fee Description	City Code	2017 Amount	2018 Amount	Comments
Fire Safety Inspection Fee		8%	8%	% of building permit fee
Fire Plan Review Fee: New Construction (hourly)		93.00	93.00	
Fire Plan Review Fee: Existing				
** Plan Review Fee will be 65% of the calculation below **				
\$1 - \$2,000 valuation		93.00	93.00	Per Hour
\$2,001 - \$25,000 valuation		93.00	93.00	For the first \$2,000 value; plus \$21.00 for each add'l \$1,000 value or fraction thereof
\$25,001 - \$50,000 valuation		576.00	576.00	For the first \$25,000 value; plus \$15.40 for each add'l \$1,000 value or fraction thereof
\$50,001 - \$100,000 valuation		961.00	961.00	For the first \$50,000 value; plus \$10.70 for each add'l \$1,000 value or fraction thereof
\$101,001 - \$500,000 valuation		1,496.00	1,496.00	For the first \$100,000 value; plus \$8.60 for each add'l \$1,000 value or fraction thereof
\$500,001 - \$1,000,000 valuation		4,936.00	4,936.00	For the first \$500,000 value; plus \$7.10 for each add'l \$1,000 value or fraction thereof
\$1,000,000 + valuation		8,486.00	8,486.00	For the first \$1,000,000 value; plus \$5.70 for each add'l \$1,000 value or fraction thereof



## City of Roseville 2018 Fee Schedule

### Building Permit and Plan/Project Review Fees *(continued)*

#### Grading Plan Review & Permit Fees:

Fee Description	City Code	2017 Amount	2018 Amount	Comments
Grading Plan Review Fee - Community Development:				
50 cubic yards or less		\$ 80.00	\$ 80.00	
51 - 10,000 cubic yards		160.00	160.00	For the first 1,000 cubic yards; plus \$10.00 for each add'l 1,000 cubic yards or fraction thereof
10,001 - 100,000 cubic yards		318.00	318.00	For the first 10,000 cubic yards plus \$5.00 for each add'l 10,000 cubic yards or fraction thereof
100,000 + cubic yards		848.00	848.00	For the first 100,000 cubic yard plus \$10.00 for each add'l 10,000 cubic yards or fraction thereof
Grading Plan Review Fee - Engineering:				
50 cubic yards or less		\$ 25.00	\$ 25.00	
51 - 10,000 cubic yards		25.00	25.00	
10,001 - 100,000 cubic yards		50.00	50.00	
100,000 + cubic yards		75.00	75.00	
Grading Permit Fee - Community Development:				
50 cubic yards or less		\$ 80.00	\$ 80.00	
51 - 1,000 cubic yards		106.00	106.00	For the first 100 cubic yards; plus \$20.00 for each add'l 100 cubic yards or fraction thereof
1,001 - 10,000 cubic yards		318.00	318.00	For the first 1,000 cubic yards; plus \$32.00 for each add'l 1,000 cubic yards or fraction thereof
10,001 - 100,000 cubic yards		636.00	636.00	For the first 10,000 cubic yards plus \$104.00 for each add'l 10,000 cu. yards or fraction thereof
100,000 + cubic yards		1,590.00	1,590.00	For the first 100,000 cubic yard plus \$84.00 for each add'l 10,000 cu. yards or fraction thereof
Grading Permit Fee - Engineering:				
50 cubic yards or less		\$ 25.00	\$ 25.00	
51 - 1,000 cubic yards		25.00	25.00	
1,001 - 10,000 cubic yards		50.00	50.00	
10,001 - 100,000 cubic yards		75.00	75.00	
100,000 + cubic yards		100.00	100.00	

## City of Roseville 2018 Fee Schedule

### Building Permit and Plan/Project Review Fees *(continued)*

Fee Description	City Code	2017 Amount	2018 Amount	Comments
House Moving Permit Fee:				
Over private property only		\$ 95.00	\$ 95.00	
Over public streets		137.00	137.00	
Investigation fee (hourly)		69.50	70.00	
Manufactured Home Permit Fee (new installation)		275.00	275.00	
Mechanical Permit Fee - Residential:				
Air conditioning: new construction		49.00	1.28% of job cost	\$61 min. fee
Air conditioning: replacement		61.00	61.00	
Warm air furnace: new		102.00	-	
Warm air furnace: replacement		61.00	61.00	
Hot water boilers: new		102.00	-	
Hot water boilers: replacement		61.00	61.00	
Unit heaters		61.00	61.00	
Swimming pool heaters		61.00	61.00	
Misc. work & gas piping		1.28% of job cost	\$61.00 minimum fee	
Minimum fee		61.00	61.00	
Gas fireplace		61.00	61.00	
In floor heat		85.00	85.00	
Mechanical Permit Fee - Commercial (All)		1.28% of job cost	\$61.00 minimum fee	
Plan Review Fee:		65%	65% % of building permit fee	
Plumbing Permit Fee:				
Minimum fee		61.00	61.00	
Additional for each fixture opening		10.00	10.00	
Backflow prevention device		10.00	10.00	
Miscellaneous work		1.28% of job cost		
Residential Property Improvement Fee:				
Backflow prevention investigation fee		75.00	-	
Driveway permits: residential replacement		55.00	-	
Driveway permits: residential expansion		75.00	-	
Fence permits: residential		52.00	-	
Fence permits: commercial		Per Building Permit Fee Schedule		
Shed permits (residential < 120 square feet)		52.00	-	
Shed permits (residential 121-200 square feet)		75.00	-	
Drain tile		115.00	-	
Other		Per Building Permit Fee Schedule		

## City of Roseville 2018 Fee Schedule

### Building Permit and Plan/Project Review Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Sewer Connection Permit Fee - Community Develop:				
Residential		\$ 96.00	\$ 96.00	
Commercial		303.00	303.00	
Repair		61.00	61.00	
Disconnect: residential		85.00	85.00	
Disconnect: commercial		169.00	169.00	
Sewer Connection/Inspection Permit Fee - Engineering:				
Connection: residential		25.00	25.00	
Connection: commercial		75.00	75.00	
Connection: repair		25.00	25.00	
Connection: inspection		75.00	75.00	
Disconnect: residential		25.00	25.00	
Disconnect: commercial		75.00	75.00	
Sign Permit Fee - Community Development:				
Permanent sign (minimum fee)		55.00	55.00	
Annual sign		100.00	100.00	
Temporary sign		30.00	30.00	
Attention-getting device		30.00	30.00	
Swimming Pool Permit - Community Development:				
Residential: in-ground		212.00	212.00	
Residential: seasonal		25.00	25.00	
Commercial		Per Building Permit Fee Schedule		
Swimming Pool Permit - Engineering		15.00	15.00	
Water Connection Permit Fee - Community Develop:				
Residential		96.00	96.00	
Commercial		303.00	303.00	
Repair		61.00	61.00	
Disconnect: residential		85.00	85.00	
Disconnect: commercial		169.00	169.00	
Water Connection/Inspection Permit Fee - Engineering:				
Connection: residential		25.00	25.00	
Connection: commercial		75.00	75.00	
Connection: repair		25.00	25.00	
Connection: inspection		75.00	75.00	
Disconnect: residential		25.00	25.00	
Disconnect: commercial		75.00	75.00	
Water Meter Program Fees - Engineering:				
Manual meter read surcharge		40.00	20.00	per quarter
Non-standard water meter no-read fee		50.00	50.00	
Denial of access to water meter		100.00	100.00	per quarter

## City of Roseville 2018 Fee Schedule

### Building Permit and Plan/Project Review Fees *(continued)*

Fee Description	City Code	2017 Amount	2018 Amount	Comments
Miscellaneous Building Permit Fees:				
Administrative fee for abatement		\$ 125.00	\$ 125.00	
Administrative fee: other zones		69.50	69.50	
Administrative fee: R1 or R2 zones		69.50	69.50	
Certificate of Occupancy: conditional		102.00	102.00	Special conditions
Certificate of Occupancy: copy		n/a	n/a	
Certificate of Occupancy: full		25.00	25.00	
City contractor license fee		94.00	63.00	
Construction deposit: commercial		5,000.00	5,000.00	
Construction deposit: residential		1,000.00	1,000.00	
Footing/foundation permits: commercial		477.00	477.00	
Footing/foundation permits: residential		102.00	102.00	
Garage only		56.00	56.00	
Outdoor sales/display permit: 1-5		50.00	50.00	
Outdoor sales/display permit: 6-10 occurrences		75.00	75.00	
Outdoor sales/display permit: 11 or more		200.00	200.00	
Outdoor storage/display permit: 1-5		50.00	50.00	
Outdoor storage/display permit: 6-10 occurrences		100.00	100.00	
Outdoor storage/display permit: 11 or more		200.00	200.00	
Outdoor temporary event: 1-5 occurrences		50.00	50.00	+ Fire \$125 inspection fee (b)
Outdoor temporary event: 6-10 occurrences		100.00	100.00	+ Fire \$125 inspection fee (b)
Outdoor temporary event: 11 or more occurrences		200.00	200.00	+ Fire \$125 inspection fee (b)
Parking lot repair		250.00	250.00	See comment (a)
Replacement inspection card		21.00	21.00	
Residential siding replacement flat fee		92.00	140.00	
Residential window replacement (minimum)		92.00	92.00	
Residential wood burning fireplace		92.00	92.00	
Re-stamping job site plan sets		31.00	31.00	
Roofing flat fee (residential)		102.00	140.00	
SAC administration fee		36.00	36.00	
SAC research fee: hourly Rate		69.50	70.00	
Solar panel/renewable energy equipment install		1.28 % of job cost or	\$160 minimum fee	
Verification fee: age of structure on property		5.00	5.00	
Verification fee: electrician/plumber state		1.00	1.00	
Verification fee: lead abatement certificate		5.00	1.00	
Verification fee: sewer/water bond certificate		1.00	1.00	
Verification fee: state contracting license		5.00	1.00	See Comment (c)

**Comments:**

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

## City of Roseville 2018 Fee Schedule

### Community Development Department Miscellaneous Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Accessory Dwelling Unit permit	n/a	\$ 100.00	\$ 100.00	
Administrative deviation	n/a	110.00	110.00	
Attorney, consultant review & analysis	n/a	100% of direct cost billed to applicant		
City Address Book (11x17) – existing PDF maps	n/a	100.00	100.00	See Comment (a)
Comprehensive Plan – amendment	n/a	1,725.00	1,725.00	See Comment (b)
Comprehensive Plan on CD	n/a	20.00	20.00	See Comment (a)
Conditional Use:				
Residential	n/a	510.00	510.00	See Comment (b)
Commercial	n/a	775.00	775.00	See Comment (b)
Copying (per sheet)	n/a	0.25	0.25	
Hardscape improvement permit		75.00	75.00	
Interim Use	n/a	1,475.00	1,475.00	See Comment (b)
Interim Use extension	n/a	1,025.00	1,025.00	See Comment (b)
Landscape Plan:				
Application fee	n/a	200.00	200.00	
Escrow	n/a	500.00	500.00	
Land Division Variation Fee	n/a	375.00	375.00	
Maps – 8 ½ x 11 (b & w) – existing PDF maps	n/a	No charge		See Comment (c)
Maps – 8 ½ x 11 (color) – existing PDF maps	n/a	1.00	1.00	See Comment (a)
Maps – 11 x 17 (color) – existing PDF maps	n/a	2.00	2.00	See Comment (a)
Maps – 17 x 22 (color) – existing PDF maps	n/a	10.00	10.00	See Comment (a)
Maps – 22 x 34 (color) – existing PDF maps	n/a	20.00	20.00	See Comment (a)
Maps – 34 x 44 (color) – existing PDF maps	n/a	40.00	40.00	See Comment (a)
Master Sign Plan:				
Residential/institutional	n/a	250.00	250.00	
Commercial	n/a	350.00	350.00	
Open House fee				
Application fee	n/a	1,100.00	1,100.00	
Escrow	n/a	500.00	500.00	
Planned Unit Development:				
Amendment	n/a	\$1,210.00	\$1,210.00	
Sketch plan PUD open house application fee	n/a	800.00	800.00	
Sketch plan PUD application fee	n/a	350.00	350.00	
PUD Concept Plan: open house application	n/a	800.00	800.00	
PUD Concept Plan: application fee	n/a	2,500.00	2,500.00	
PUD Concept Plan: escrow	n/a	4,200.00	4,200.00	
PUD Final Plan: application fee	n/a	1,200.00	1,200.00	
PUD Final Plan: escrow fee	n/a	1,800.00	1,800.00	
Planning Commission agendas/year (mailed)	n/a	10.00	10.00	See Comment (a)
Planning Commission minutes/year (mailed)	n/a	15.00	15.00	See Comment (a)

## City of Roseville 2018 Fee Schedule

### Community Development Department Miscellaneous Fees *(continued)*

<u>Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Public Financing & Business Subsidy:				
Application fee	n/a	1,500.00	1,500.00	Nonrefundable
Escrow	n/a	15,000.00	15,000.00	
Rezoning of project site or parcel	n/a	1,475.00	1,475.00	
Staff research time (per hour)	n/a	69.50	69.50	
Subdivision:				
Escrow (minimum)	n/a	2,500.00	2,500.00	See Comment (d)
Minor Subdivision	n/a	675.00	675.00	
Escrow data collection, analysis (per hour)	n/a	69.50	69.50	
Preliminary Plat	n/a	1,375.00	1,375.00	
Final Plat	n/a	510.00	510.00	
Tree preservation:				
Restoration & Landscape Plan Application	n/a	300.00	300.00	
Restoration & Landscape Plan Escrow	n/a	500.00	500.00	
Variance:				
Residential	n/a	360.00	360.00	See Comment (b)
Non Residential	n/a	475.00	475.00	See Comment (b)
Variance appeal fee:				
Residential	n/a	150.00	150.00	
Commercial	n/a	300.00	300.00	
Zoning Code text amendment	n/a	1,425.00	1,425.00	See Comment (b)
Zoning Code on CD	n/a	20.00	20.00	See Comment (a)
Zoning compliance letter: data collection & analysis	n/a	69.50	69.50	Per hour (1 hour minimum)

**Comments:**

- (a) Item is free on City website, and available for review at City Hall and Roseville Library.
- (b) If multiple requests (e.g. subdivision, variance), for the same application, the most expensive permit application fee is charged.
- (c) Maps/data created as a custom request are charged time and materials rate. GIS Coordinator at 1.9 times hourly rate.
- (d) Amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. City Attorney costs shall be paid as part of this escrow.

## City of Roseville 2018 Fee Schedule

### Electrical Permit Fees – Community Development

A. Minimum fee for each separate inspection of an installation, replacement, alteration or repair is limited to one inspection only:

<u>Electrical Permit Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Minimum fee	n/a	\$ 40.00	\$ 40.00	No refunds available

B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services shall be computed separately:

<u>Electrical Permit Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Services, changes for services:				
0 to 300 amp	n/a	\$ 50.00	\$ 50.00	
301 to 400 amp	n/a	58.00	58.00	
401 to 500 amp	n/a	72.00	72.00	
501 to 600 amp	n/a	86.00	86.00	
601 to 800 amp	n/a	114.00	114.00	
801 to 1,000 amp	n/a	142.00	142.00	
1,001 to 1,100 amp	n/a	156.00	156.00	
1,101 to 1,200 amp	n/a	170.00	170.00	
Add \$14 for each additional 100 amps				

C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder shall be computed separately, including circuits fed from sub-feeders and including the equipment served, except as provided for in (D) through (K):

<u>Fee Description</u>	<u>City Code</u>	<u>2016 Amount</u>	<u>2017 Amount</u>	<u>Comments</u>
Circuits, changes for services:				
0 to 30 amp	n/a	\$ 8.00	\$ 8.00	
31 to 100 amp	n/a	10.00	10.00	
101 to 200 amp	n/a	15.00	15.00	
201 to 300 amp	n/a	20.00	20.00	
301 to 400 amp	n/a	25.00	25.00	
401 to 500 amp	n/a	30.00	30.00	
501 to 600 amp	n/a	35.00	35.00	
601 to 700 amp	n/a	40.00	40.00	
Add \$5 for each additional 100 amps				

## City of Roseville 2018 Fee Schedule

### Electrical Permit Fees: Community Development *(continued)*

<u>Electrical Permit Fee Description</u>	<u>City Code</u>	<u>2017 Amount</u>	<u>2018 Amount</u>	<u>Comments</u>
Residential panel replacement	n/a	\$ 100.00	\$ 100.00	
Residential sub panel	n/a	40.00	40.00	
Minimum fee:				
Inspection only	n/a	40.00	40.00	Plus \$1 State surcharge
Rough-in & final	n/a	80.00	80.00	Plus \$1 State surcharge
Single-family dwelling/townhouse < 200 amp	n/a	175.00	175.00	Plus \$1 State surcharge
Apartment buildings (per unit)	n/a	70.00	70.00	Excludes cover svc, unit feeder & house panels
Swimming pool (up to two inspections)	n/a	80.00	80.00	
Additions, remodels, basement additions	n/a	80.00	80.00	Up to 10 circuits & 2 inspection
Accessory structure:				
Panel	n/a	50.00	50.00	
Per circuit	n/a	8.00	8.00	
Inspection	n/a	80.00	80.00	
Traffic signals (per standard)	n/a	7.00	7.00	
Street & parking lot lights (per standard)	n/a	4.00	4.00	
Transformers & Generators:				
Up to 10 KVA	n/a	10.00	10.00	
11-75 KVA	n/a	40.00	40.00	
76-299 KVA	n/a	60.00	60.00	
299+ KVA	n/a	150.00	150.00	
Retro-fit lighting (per fixture)	n/a	0.65	0.65	
Sign transformer (each)	n/a	8.00	8.00	
Remote control & signal circuits (per device)	n/a	0.75	0.75	
Re-inspection fee (in addition to others)	n/a	40.00	40.00	

**Comments:**

- \* Fee covers a maximum of three inspections
- \*\* Permit fee is doubled if work is started before permit is issued
- \*\* \* Minimum fee electrical permits are not refundable