

Mayor:
Dan Roe



Address:
2660 Civic Center Dr.
Roseville, MN 55113

Councilmembers:
Jason Etten
Lisa Laliberte
Tammy McGehee
Robert Willmus

**City Council Agenda
Monday, April 16, 2018
City Council Chambers**

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. Recognition, Donations and Communications
6. 6:10 P.M. Items Removed from Consent Agenda
7. Business Items
 - 7.A. 6:15 P.M. Establish a 2019 Budget Process Calendar
Documents:
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.B. 6:30 P.M. Discussion on the 2019 Budget Organizational Priorities
Documents:
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.C. 7:00 P.M. Discuss Roseville License and Passport Center Expansion and Redesign
Documents:
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
8. Approve Minutes
9. 8:00 P.M. Approve Consent Agenda
 - 9.A. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000
Documents:
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 9.B. Authorize Transfer of BearCat Ownership to Ramsey County

Documents:

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

9.C. Award 2018-2020 BMP Maintenance Program Contract

Documents:

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

9.D. Annual Variance Board Appointments

Documents:

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

9.E. Approve Rice Creek Watershed Cost Share Agreement – Evergreen Stormwater Reuse Project

Documents:

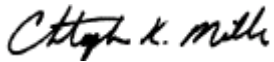
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

10. 8:05 P.M. Council and City Manager Communications, Reports and Announcements
11. 8:10 P.M. Councilmember Initiated Future Agenda Items and Future Agenda Review
12. 8:15 P.M. Closed Session
 1. City Manager Performance Review
13. 8:45 P.M. Adjourn


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/16/2018**
Item No.: **7.a**

Department Approval



City Manager Approval



Item Description: Establishing the 2019 Budget Process Calendar

BACKGROUND

In the last several budget cycles, the City Council established a general process and timeline (calendar) for setting the following year's budget, property tax levy, utility rates, and fee schedule. Given the significance of the budget process and the substantial amount of time and resources it commands, the Council is asked to follow a similar approach for the 2019 Budget process.

In establishing this process, the Council is encouraged to consider a number of potential key elements including:

- The desired outcomes for City programs and services, and the relationship these outcomes have with taxes & fees
- The establishment of City Council budgetary goals & organizational priorities
- The preferred amounts and types of budgetary information
- The desired level of public participation such as the community survey, budget hearing, etc.
- The role of the Advisory Commissions

While the discussion of these and other key elements may take some time and require some scheduling flexibility, there are a few statutory dates that the Council will need to adhere to including the setting of the preliminary and final property tax levy as well as the budget hearing

With these statutory dates in mind as well as reflecting on last year's process, Staff is tentatively suggesting the following budget calendar:

2019 Budget Process Timeline	Date
Discussion on Organizational Priorities	4/16/2018
Review General Budget & Legislative Impacts, Tax Base Changes	6/18/2018
Presentation of the 2019-2038 Capital Improvement Plan	7/9/2018
Discussion on City Council Budgetary Goals	7/16/2018
EDA Budget & Tax Levy Discussion	7/16/2018
Receive the 2019 City Manager Recommended Budget	8/27/2018
Receive Budget Recommendations from the Finance Commission	9/17/2018
Adopt Preliminary Budget, Tax Levy, & EDA Levy	9/24/2018
Review 2019 Proposed Utility Rates	11/5/2018
Review & Adopt 2019 Fee Schedule	11/5/2018
Final Budget Hearing (Truth-in-Taxation Hearing)	11/26/2018
Adopt Final EDA Tax Levy	12/3/2018
Adopt Final Budget, Tax Levy & Utility Rates	12/3/2018

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In addition to the this City Council meeting calendar, the Finance Commission has a few budget-related discussions tentatively scheduled on their upcoming Workplan. They include:

- May 8, June 12: Review Proposed 2019-2038 CIP
- June 12, July 10: Continue Discussion on CIP Categories & Priority Rankings
- July 10, August 16: Review Cash Reserve Target Levels and Cash Carryforward Fund
- September 11: Review 2019 City Manager Recommended Budget & Tax Levy
- October 9: Review Proposed 2019 Utility Rates

As noted above, the City Council is asked to identify the amounts and types of information packages it needs in order to make informed decisions on the proposed budget and CIP. In recent years, the Council has reviewed the budget at broader category-levels such as: COLA, wage steps, health insurance & benefits, supplies & materials, debt service, etc. An example of the information included with last year’s City Manager Recommended Budget is included in *Attachment A*.

POLICY OBJECTIVE

It is in the City’s best interest to adhere to budgeting best practices including a commitment to formally incorporate the public’s input, understanding long-term budget impacts, and communicating the City’s intentions early and throughout the budget process.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

See above.

REQUESTED COUNCIL ACTION

The Council is asked to provide guidance on the 2019 Budget process and associated calendar.

Prepared by: Chris Miller, Finance Director
 Attachments: A: Supplemental Information from the 2018 City Manager Recommended Budget

City of Roseville
Budget Summary by Function

Attachment A

	2014	2015	2016	2017	2018	\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
City Council	\$ 183,812	\$ 199,894	\$ 213,621	\$ 211,775	\$ 235,190	\$ 23,415	11.1%
Human Rights Commission	1,808	4,434	2,555	3,700	-	(3,700)	-100.0%
Ethics Commission	-	316	296	1,500	1,500	-	0.0%
Administration	542,000	619,877	613,972	726,030	762,530	36,500	5.0%
Elections	63,786	73,751	81,017	72,700	72,400	(300)	-0.4%
Legal	332,161	346,269	346,533	348,700	359,160	10,460	3.0%
Nuisance Code Enforcement	148,661	150,480	86,949	115,215	119,720	4,505	3.9%
Finance Department	627,508	611,799	649,145	685,725	691,725	6,000	0.9%
Central Services	52,049	51,669	55,871	59,600	59,600	-	0.0%
General Insurance	61,500	61,500	61,500	61,500	70,000	8,500	13.8%
Contingency	227	18,015	100,124	-	-	-	0.0%
General Government	\$ 2,013,511	\$ 2,138,004	\$ 2,211,583	\$ 2,286,445	\$ 2,371,825	\$ 85,380	3.7%
Police Administration	968,684	987,909	1,023,378	1,087,835	1,117,905	30,070	2.8%
Police Patrol Operations	4,702,766	4,881,156	4,805,789	4,887,700	5,064,460	176,760	3.6%
Police Investigations	583,104	577,608	847,734	1,033,985	1,069,000	35,015	3.4%
Community Services	147,743	163,803	172,636	204,505	243,555	39,050	19.1%
	-	-	-	-	-	-	0.0%
Police	\$ 6,402,296	\$ 6,610,476	\$ 6,849,537	\$ 7,214,025	\$ 7,494,920	\$ 280,895	3.9%
Fire Administration	287,646	277,165	416,697	406,455	430,355	23,900	5.9%
Fire Prevention	195,017	132,000	-	-	-	-	0.0%
Fire Fighting	1,135,928	1,380,803	1,471,456	1,609,840	1,823,050	213,210	13.2%
Fire Emergency Management	19,906	26,955	22,278	9,800	8,800	(1,000)	-10.2%
Fire Training	22,523	9,553	16,851	38,200	20,200	(18,000)	-47.1%
Fire	\$ 1,661,020	\$ 1,826,476	\$ 1,927,282	\$ 2,064,295	\$ 2,282,405	\$ 218,110	10.6%
Fire Relief Association	341,617	220,012	221,324	209,000	221,000	12,000	5.7%
Fire Relief	\$ 341,617	\$ 220,012	\$ 221,324	\$ 209,000	\$ 221,000	\$ 12,000	5.7%
Public Works Administration	807,672	928,692	788,872	865,585	898,355	32,770	3.8%
Street Department	1,132,676	1,057,909	1,118,678	1,178,100	1,197,210	19,110	1.6%
Street Lighting	227,102	191,153	166,542	213,000	183,000	(30,000)	-14.1%
Building Maintenance	328,439	336,359	403,821	409,500	403,100	(6,400)	-1.6%
Central Garage	121,111	144,809	152,520	179,100	183,030	3,930	2.2%
Public Works	\$ 2,616,999	\$ 2,658,922	\$ 2,630,433	\$ 2,845,285	\$ 2,864,695	\$ 19,410	0.7%
General Fund	\$ 13,035,443	\$ 13,453,890	\$ 13,840,159	\$ 14,619,050	\$ 15,234,845	\$ 615,795	4.2%
Parks & Recreation Administration	587,402	569,878	575,968	611,840	626,870	15,030	2.5%
Recreation Fee Activities	993,917	1,122,802	1,236,458	1,326,050	1,379,285	53,235	4.0%
Recreation Non-fee Activities	110,949	105,986	105,150	167,520	156,175	(11,345)	-6.8%
Recreation Nature Center	51,606	60,776	68,626	61,385	67,725	6,340	10.3%
Recreation Activity Center	103,697	99,683	96,013	119,150	117,810	(1,340)	-1.1%
Skating Center	1,068,545	1,083,966	1,048,081	1,132,940	1,157,620	24,680	2.2%
Parks & Recreation Fund	\$ 2,916,117	\$ 3,043,091	\$ 3,130,296	\$ 3,418,885	\$ 3,505,485	\$ 86,600	2.5%
Economic Development	183,024	137,252	244,775	-	360,150	360,150	#DIV/0!
Planning	318,497	420,247	399,119	701,500	603,815	(97,685)	-13.9%
GIS	121,442	104,485	78,925	82,855	36,150	(46,705)	-56.4%
Code Enforcement	666,662	676,936	580,747	698,775	689,265	(9,510)	-1.4%
Neighborhood Enhancement	-	388	51,582	51,875	7,675	(44,200)	0.0%
Rental Licensing	-	979	111,916	125,255	123,525	(1,730)	0.0%
Community Development Fund	\$ 1,289,625	\$ 1,340,287	\$ 1,467,064	\$ 1,660,260	\$ 1,820,580	\$ 160,320	9.7%

City of Roseville
Budget Summary by Function

Attachment A

	2014	2015	2016	2017	2018	\$\$	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Incr.</u>
Information Technology	1,480,790	1,786,408	2,153,599	2,269,600	2,929,420	659,820	29.1%
Communications	454,134	606,083	481,766	523,075	543,570	20,495	3.9%
License Center	1,287,987	1,548,563	1,766,084	1,773,750	1,884,225	110,475	6.2%
Engineering Services	108,653	105,339	241,661	219,800	237,245	17,445	7.9%
Lawful Gambling	141,342	136,156	165,261	151,350	107,230	(44,120)	-29.2%
Parks Maintenance	1,099,535	1,075,813	1,164,005	1,249,280	1,275,540	26,260	2.1%
Special Purpose Operating Funds	\$ 4,572,439	\$ 5,258,362	\$ 5,972,376	\$ 6,186,855	\$ 6,977,230	\$ 790,375	12.8%
Vehicle & Equipment Replacement	706,512	1,484,734	1,451,737	1,589,325	919,425	(669,900)	-42.1%
Building Replacement	251,319	739,673	207,403	169,200	384,000	214,800	127.0%
Park Improvements	37,552	26,079	331,659	200,000	300,000	100,000	50.0%
Pathway Maintenance	184,168	253,058	192,336	255,000	250,000	(5,000)	-2.0%
Street Light Replacement	17,506	-	-	-	45,000	45,000	#DIV/0!
Boulevard Landscaping	55,543	89,602	65,303	70,000	70,000	-	0.0%
Capital Replacement Funds	\$ 1,252,600	\$ 2,593,147	\$ 2,248,438	\$ 2,283,525	\$ 1,968,425	\$ (315,100)	-13.8%
Special Assessment Construction	1,265,032	3,505,157	3,081,097	2,100,000	2,200,000	100,000	4.8%
	-	-	-	-	-	-	0.0%
Capital Improvement Funds	\$ 1,265,032	\$ 3,505,157	\$ 3,081,097	\$ 2,100,000	\$ 2,200,000	\$ 100,000	4.8%
G.O. Improvement Bonds	-	-	-	-	-	-	0.0%
G.O. Facility Bonds	5,295,010	960,544	947,325	765,000	765,000	-	0.0%
Equipment Certificates	332,645	332,784	332,508	355,000	355,000	-	0.0%
2011 Bonds	800,631	794,934	793,154	835,000	835,000	-	0.0%
2012 Bonds	916,400	1,324,275	1,342,950	1,375,000	1,375,000	-	0.0%
	-	-	-	-	-	-	0.0%
Debt Service Funds	\$ 7,344,686	\$ 3,412,536	\$ 3,415,936	\$ 3,330,000	\$ 3,330,000	\$ -	0.0%
TIF District Funds	\$ 2,187,779	\$ 1,942,164	\$ 8,324,164	\$ 1,435,000	\$ 1,101,000	\$ (334,000)	-23.3%
Sanitary Sewer	3,968,603	3,826,971	4,060,802	5,781,550	6,028,850	247,300	4.3%
Water	5,963,883	6,083,197	6,306,334	7,833,950	8,825,970	992,020	12.7%
Stormwater	1,218,762	1,112,795	1,099,998	2,407,800	2,275,720	(132,080)	-5.5%
Solid Waste Recycling	461,490	475,018	491,244	512,210	543,250	31,040	6.1%
Golf Course	363,926	342,321	344,749	392,650	413,425	20,775	5.3%
Enterprise Funds	\$ 11,976,663	\$ 11,840,302	\$ 12,303,127	\$ 16,928,160	\$ 18,087,215	\$ 1,159,055	6.8%
Safety & Loss Control	-	-	-	-	12,450	12,450	0.0%
MN Islamic Cem. (Roseville Luth.)	-	-	2,000	2,000	2,000	-	0.0%
Other Funds	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 14,450	\$ 12,450	622.5%
Total Budget: All Funds	\$ 45,840,385	\$ 46,388,936	\$ 53,784,656	\$ 51,963,735	\$ 54,239,230	2,275,495	4.4%
Total Budget: Tax-Supported	\$ 28,394,203	\$ 28,870,042	\$ 29,033,530	\$ 29,270,340	\$ 30,443,715	1,173,375	4.0%
Personal Services	\$ 17,421,789	\$ 18,007,184	\$ 19,078,840	\$ 20,340,020	\$ 21,545,435	1,205,415	5.9%
Supplies & Materials	1,340,837	1,300,985	1,278,568	1,417,235	1,453,735	36,500	2.6%
Other Services & Charges	23,991,866	20,484,303	27,833,121	21,632,785	21,715,495	82,710	0.4%
Capital Outlay: Operating	568,261	539,830	357,480	4,190,170	5,356,140	1,165,970	27.8%
Capital Outlay: Capital	2,517,632	6,098,303	5,329,535	4,383,525	4,168,425	(215,100)	-4.9%
	\$ 45,840,385	\$ 46,430,606	\$ 53,877,544	\$ 51,963,735	\$ 54,239,230	\$ 2,275,495	4.4%

City of Roseville

Budget Detail by Function: Tax Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
City Council							
Personal Services	\$ 40,044	\$ 46,247	\$ 48,589	\$ 46,800	\$ 47,490	\$ 690	1.5%
Supplies & Materials	-	115	57	-	-	-	0.0%
Other Services & Charges	143,768	153,532	164,975	164,975	187,700	22,725	13.8%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 183,812</u>	<u>\$ 199,894</u>	<u>\$ 213,621</u>	<u>\$ 211,775</u>	<u>\$ 235,190</u>	<u>\$ 23,415</u>	<u>11.1%</u>
Human Rights Commission							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	2,000	-	(2,000)	0.0%
Other Services & Charges	1,808	4,434	2,555	1,700	-	(1,700)	-100.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 1,808</u>	<u>\$ 4,434</u>	<u>\$ 2,555</u>	<u>\$ 3,700</u>	<u>\$ -</u>	<u>\$ (3,700)</u>	<u>-100.0%</u>
Ethics Commission							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	-	316	296	1,500	1,500	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ 316</u>	<u>\$ 296</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>0.0%</u>
Administration							
Personal Services	\$ 468,368	\$ 534,087	\$ 492,452	\$ 603,700	\$ 633,130	\$ 29,430	4.9%
Supplies & Materials	857	1,069	1,289	1,500	1,500	-	0.0%
Other Services & Charges	72,775	84,721	120,231	120,830	127,900	7,070	5.9%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 542,000</u>	<u>\$ 619,877</u>	<u>\$ 613,972</u>	<u>\$ 726,030</u>	<u>\$ 762,530</u>	<u>\$ 36,500</u>	<u>5.0%</u>
Nuisance Code Enforcement							
Personal Services	\$ 148,576	\$ 150,480	\$ 81,109	\$ 109,200	\$ 113,820	\$ 4,620	4.2%
Supplies & Materials	85	-	2,090	2,135	2,135	-	0.0%
Other Services & Charges	-	-	3,750	3,880	3,765	(115)	-3.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 148,661</u>	<u>\$ 150,480</u>	<u>\$ 86,949</u>	<u>\$ 115,215</u>	<u>\$ 119,720</u>	<u>\$ 4,505</u>	<u>3.9%</u>
Elections							
Personal Services	\$ 5,264	\$ 5,264	\$ 5,654	\$ 6,300	\$ 5,550	\$ (750)	0.0%
Supplies & Materials	13,522	-	148	50	500	450	900.0%
Other Services & Charges	45,000	68,487	75,215	66,350	66,350	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 63,786</u>	<u>\$ 73,751</u>	<u>\$ 81,017</u>	<u>\$ 72,700</u>	<u>\$ 72,400</u>	<u>\$ (300)</u>	<u>-0.4%</u>
Legal							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	332,161	346,269	346,533	348,700	359,160	10,460	3.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 332,161</u>	<u>\$ 346,269</u>	<u>\$ 346,533</u>	<u>\$ 348,700</u>	<u>\$ 359,160</u>	<u>\$ 10,460</u>	<u>3.0%</u>
Finance							
Personal Services	\$ 566,029	\$ 557,495	\$ 589,419	\$ 620,615	\$ 626,475	\$ 5,860	0.9%
Supplies & Materials	3,208	2,824	3,754	3,000	3,000	-	0.0%
Other Services & Charges	58,272	51,480	55,972	62,110	62,250	140	0.2%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 627,508</u>	<u>\$ 611,799</u>	<u>\$ 649,145</u>	<u>\$ 685,725</u>	<u>\$ 691,725</u>	<u>\$ 6,000</u>	<u>0.9%</u>
Central Services							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	23,465	24,242	25,489	27,100	27,100	-	0.0%
Other Services & Charges	28,584	27,427	30,382	32,500	32,500	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 52,049</u>	<u>\$ 51,669</u>	<u>\$ 55,871</u>	<u>\$ 59,600</u>	<u>\$ 59,600</u>	<u>\$ -</u>	<u>0.0%</u>

City of Roseville

Budget Detail by Function: Tax Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
General Insurance							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	61,500	61,500	61,500	61,500	70,000	8,500	13.8%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 61,500</u>	<u>\$ 61,500</u>	<u>\$ 61,500</u>	<u>\$ 61,500</u>	<u>\$ 70,000</u>	<u>\$ 8,500</u>	<u>13.8%</u>
Police Administration							
Personal Services	\$ 875,647	\$ 886,778	\$ 917,073	\$ 964,935	\$ 991,305	\$ 26,370	2.7%
Supplies & Materials	15,309	17,866	24,486	16,800	18,300	1,500	8.9%
Other Services & Charges	77,727	83,265	81,819	106,100	108,300	2,200	2.1%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 968,684</u>	<u>\$ 987,909</u>	<u>\$ 1,023,378</u>	<u>\$ 1,087,835</u>	<u>\$ 1,117,905</u>	<u>\$ 30,070</u>	<u>2.8%</u>
Police Patrol							
Personal Services	\$ 4,007,987	\$ 4,150,814	\$ 4,096,255	\$ 4,075,120	\$ 4,279,110	\$ 203,990	5.0%
Supplies & Materials	206,234	169,498	150,321	227,500	220,000	(7,500)	-3.3%
Other Services & Charges	488,545	560,844	559,213	585,080	565,350	(19,730)	-3.4%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 4,702,766</u>	<u>\$ 4,881,156</u>	<u>\$ 4,805,789</u>	<u>\$ 4,887,700</u>	<u>\$ 5,064,460</u>	<u>\$ 176,760</u>	<u>3.6%</u>
Police Investigations							
Personal Services	\$ 521,939	\$ 532,982	\$ 810,773	\$ 969,985	\$ 1,003,300	\$ 33,315	3.4%
Supplies & Materials	38,065	29,616	23,988	40,450	41,350	900	2.2%
Other Services & Charges	23,100	15,010	12,973	23,550	24,350	800	3.4%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 583,104</u>	<u>\$ 577,608</u>	<u>\$ 847,734</u>	<u>\$ 1,033,985</u>	<u>\$ 1,069,000</u>	<u>\$ 35,015</u>	<u>3.4%</u>
Police Community Services							
Personal Services	\$ 132,257	\$ 144,238	\$ 159,909	\$ 181,800	\$ 220,720	\$ 38,920	21.4%
Supplies & Materials	7,786	9,435	9,506	11,300	11,650	350	3.1%
Other Services & Charges	7,700	10,130	3,221	11,405	11,185	(220)	-1.9%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 147,743</u>	<u>\$ 163,803</u>	<u>\$ 172,636</u>	<u>\$ 204,505</u>	<u>\$ 243,555</u>	<u>\$ 39,050</u>	<u>19.1%</u>
Fire Administration							
Personal Services	\$ 229,071	\$ 224,465	\$ 365,165	\$ 368,055	\$ 381,255	\$ 13,200	3.6%
Supplies & Materials	6,926	4,313	4,574	2,900	2,900	-	0.0%
Other Services & Charges	51,649	48,387	46,958	35,500	46,200	10,700	30.1%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 287,646</u>	<u>\$ 277,165</u>	<u>\$ 416,697</u>	<u>\$ 406,455</u>	<u>\$ 430,355</u>	<u>\$ 23,900</u>	<u>5.9%</u>
Fire Prevention							
Personal Services	\$ 192,925	\$ 130,595	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	1,783	1,097	-	-	-	-	0.0%
Other Services & Charges	308	308	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 195,017</u>	<u>\$ 132,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
Fire Operation							
Personal Services	\$ 972,266	\$ 1,142,172	\$ 1,311,970	\$ 1,442,840	\$ 1,643,550	\$ 200,710	13.9%
Supplies & Materials	76,946	118,555	69,594	80,000	74,500	(5,500)	-6.9%
Other Services & Charges	86,717	120,076	89,892	87,000	105,000	18,000	20.7%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 1,135,928</u>	<u>\$ 1,380,803</u>	<u>\$ 1,471,456</u>	<u>\$ 1,609,840</u>	<u>\$ 1,823,050</u>	<u>\$ 213,210</u>	<u>13.2%</u>

City of Roseville

Budget Detail by Function: Tax Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Fire Training							
Personal Services	\$ 412	\$ 936	\$ -	\$ 19,500	\$ -	\$ (19,500)	-100.0%
Supplies & Materials	-	-	27	-	-	-	0.0%
Other Services & Charges	22,110	8,617	16,824	18,700	20,200	1,500	8.0%
Capital Outlay	-	-	-	-	-	-	0.0%
\$	22,523	9,553	16,851	38,200	20,200	(18,000)	-47.1%
Fire Emergency Mgmt.							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	1,000	-	(1,000)	-100.0%
Other Services & Charges	1,160	7,924	3,217	8,800	8,800	-	0.0%
Capital Outlay	18,746	19,031	19,061	-	-	-	#DIV/0!
\$	19,906	26,955	22,278	9,800	8,800	(1,000)	-10.2%
Fire Relief							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	341,617	220,012	221,324	209,000	221,000	12,000	5.7%
Capital Outlay	-	-	-	-	-	-	0.0%
\$	341,617	220,012	221,324	209,000	221,000	12,000	5.7%
PW Administration							
Personal Services	\$ 754,268	\$ 872,497	\$ 745,447	\$ 785,935	\$ 831,255	\$ 45,320	5.8%
Supplies & Materials	7,883	19,389	11,183	9,100	9,100	-	0.0%
Other Services & Charges	45,521	36,806	32,242	70,550	58,000	(12,550)	-17.8%
Capital Outlay	-	-	-	-	-	-	0.0%
\$	807,672	928,692	788,872	865,585	898,355	32,770	3.8%
Streets							
Personal Services	\$ 583,593	\$ 487,292	\$ 564,702	\$ 556,200	\$ 577,610	\$ 21,410	3.8%
Supplies & Materials	276,390	264,102	244,312	295,700	284,300	(11,400)	-3.9%
Other Services & Charges	277,693	306,515	309,664	326,200	335,300	9,100	2.8%
Capital Outlay	(5,000)	-	-	-	-	-	0.0%
\$	1,132,676	1,057,909	1,118,678	1,178,100	1,197,210	19,110	1.6%
Central Garage							
Personal Services	\$ 166,112	\$ 151,336	\$ 164,936	\$ 175,400	\$ 178,430	\$ 3,030	1.7%
Supplies & Materials	(45,791)	(1,752)	(6,989)	2,700	3,600	900	33.3%
Other Services & Charges	790	(4,775)	(5,427)	1,000	1,000	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
\$	121,111	144,809	152,520	179,100	183,030	3,930	2.2%
Building Maintenance							
Personal Services	\$ 68	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	17,037	18,067	16,746	18,000	18,100	100	0.6%
Other Services & Charges	298,303	318,292	387,075	391,500	385,000	(6,500)	-1.7%
Capital Outlay	13,031	-	-	-	-	-	0.0%
\$	328,439	336,359	403,821	409,500	403,100	(6,400)	-1.6%
Street Lighting							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	227,102	191,153	166,542	213,000	183,000	(30,000)	-14.1%
Capital Outlay	-	-	-	-	-	-	0.0%
\$	227,102	191,153	166,542	213,000	183,000	(30,000)	-14.1%
Contingency							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charges	227	18,015	100,124	-	-	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
\$	227	18,015	100,124	-	-	-	0.0%

City of Roseville

Budget Detail by Function: Tax Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Total General Fund							
Personal Services	\$ 9,664,824	\$ 10,017,678	\$ 10,353,453	\$ 10,926,385	\$ 11,533,000	\$ 606,615	6%
Supplies & Materials	649,705	678,436	580,575	741,235	718,035	(23,200)	-3%
Other Services & Charge:	2,694,138	2,738,745	2,887,070	2,951,430	2,983,810	32,380	1%
Capital Outlay	26,777	19,031	19,061	-	-	-	0%
	<u>\$ 13,035,443</u>	<u>\$ 13,453,890</u>	<u>\$ 13,840,159</u>	<u>\$ 14,619,050</u>	<u>\$ 15,234,845</u>	<u>\$ 615,795</u>	<u>4%</u>
Recreation Administration							
Personal Services	\$ 514,875	\$ 501,635	\$ 510,577	\$ 528,100	\$ 532,080	\$ 3,980	0.8%
Supplies & Materials	6,722	4,457	4,878	8,425	8,425	-	0.0%
Other Services & Charges	65,805	63,786	60,513	75,315	86,365	11,050	14.7%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 587,402</u>	<u>\$ 569,878</u>	<u>\$ 575,968</u>	<u>\$ 611,840</u>	<u>\$ 626,870</u>	<u>\$ 15,030</u>	<u>2.5%</u>
Recreation Fee Programs							
Personal Services	\$ 636,046	\$ 662,506	\$ 738,533	\$ 763,355	\$ 807,425	\$ 44,070	5.8%
Supplies & Materials	63,327	78,211	79,683	87,905	76,540	(11,365)	-12.9%
Other Services & Charges	294,544	382,085	418,242	474,790	495,320	20,530	4.3%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 993,917</u>	<u>\$ 1,122,802</u>	<u>\$ 1,236,458</u>	<u>\$ 1,326,050</u>	<u>\$ 1,379,285</u>	<u>\$ 53,235</u>	<u>4.0%</u>
Recreation Non-Fee Programs							
Personal Services	\$ 22,996	\$ 32,597	\$ 32,498	\$ 65,355	\$ 57,715	\$ (7,640)	-11.7%
Supplies & Materials	30,955	12,703	11,881	31,225	27,375	(3,850)	-12.3%
Other Services & Charges	56,999	60,686	60,771	70,940	71,085	145	0.2%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 110,949</u>	<u>\$ 105,986</u>	<u>\$ 105,150</u>	<u>\$ 167,520</u>	<u>\$ 156,175</u>	<u>\$ (11,345)</u>	<u>-6.8%</u>
Recreation Activity Center							
Personal Services	\$ 12,154	\$ 8,159	\$ 7,691	\$ 11,400	\$ 11,310	\$ (90)	-0.8%
Supplies & Materials	-	115	55	500	500	-	0.0%
Other Services & Charges	91,543	91,409	88,267	107,250	106,000	(1,250)	-1.2%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 103,697</u>	<u>\$ 99,683</u>	<u>\$ 96,013</u>	<u>\$ 119,150</u>	<u>\$ 117,810</u>	<u>\$ (1,340)</u>	<u>-1.1%</u>
Recreation Nature Center							
Personal Services	\$ 13,174	\$ 23,573	\$ 31,351	\$ 18,400	\$ 23,690	\$ 5,290	28.8%
Supplies & Materials	8,905	9,627	9,361	9,500	9,600	100	1.1%
Other Services & Charges	29,526	27,576	27,914	33,485	34,435	950	2.8%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 51,606</u>	<u>\$ 60,776</u>	<u>\$ 68,626</u>	<u>\$ 61,385</u>	<u>\$ 67,725</u>	<u>\$ 6,340</u>	<u>10.3%</u>
Skating Center							
Personal Services	\$ 666,543	\$ 669,175	\$ 665,218	\$ 711,200	\$ 732,780	\$ 21,580	3.0%
Supplies & Materials	64,044	67,364	68,241	70,800	71,000	200	0.3%
Other Services & Charges	337,959	347,427	314,622	350,940	353,840	2,900	0.8%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 1,068,545</u>	<u>\$ 1,083,966</u>	<u>\$ 1,048,081</u>	<u>\$ 1,132,940</u>	<u>\$ 1,157,620</u>	<u>\$ 24,680</u>	<u>2.2%</u>
Parks & Recreation Maintenance							
Personal Services	\$ 756,447	\$ 769,788	\$ 829,502	\$ 898,600	\$ 918,070	\$ 19,470	2.2%
Supplies & Materials	122,794	109,276	113,901	117,500	124,500	7,000	6.0%
Other Services & Charges	220,294	196,749	220,602	233,180	232,970	(210)	-0.1%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 1,099,535</u>	<u>\$ 1,075,813</u>	<u>\$ 1,164,005</u>	<u>\$ 1,249,280</u>	<u>\$ 1,275,540</u>	<u>\$ 26,260</u>	<u>2.1%</u>
Total Parks & Recreation Fund							
Personal Services	\$ 2,622,235	\$ 2,667,433	\$ 2,815,370	\$ 2,996,410	\$ 3,083,070	\$ 86,660	2.9%
Supplies & Materials	296,747	281,753	288,000	325,855	317,940	(7,915)	-2.4%
Other Services & Charge:	1,096,669	1,169,718	1,190,931	1,345,900	1,380,015	34,115	2.5%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 4,015,652</u>	<u>\$ 4,118,904</u>	<u>\$ 4,294,301</u>	<u>\$ 4,668,165</u>	<u>\$ 4,781,025</u>	<u>\$ 112,860</u>	<u>2.4%</u>

City of Roseville

Budget Detail by Function: Tax Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Information Technology Fund							
Personal Services	\$ 1,100,010	\$ 1,228,497	\$ 1,531,212	\$ 1,767,100	\$ 2,050,880	\$ 283,780	16.1%
Supplies & Materials	25,673	55,026	26,567	36,000	32,500	(3,500)	-9.7%
Other Services & Charge:	156,122	205,551	442,167	216,500	591,160	374,660	173.1%
Capital Outlay	198,985	297,334	153,653	250,000	254,880	4,880	2.0%
	<u>\$ 1,480,790</u>	<u>\$ 1,786,408</u>	<u>\$ 2,153,599</u>	<u>\$ 2,269,600</u>	<u>\$ 2,929,420</u>	<u>\$ 659,820</u>	<u>29.1%</u>
Debt Service Fund							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
OSC - Debt: #27	5,183,910	851,800	836,200	765,000	765,000	-	0.0%
OSC - Debt: #28	332,645	332,784	332,508	355,000	355,000	-	0.0%
OSC - Debt: #29	111,100	108,744	111,125	-	-	-	0.0%
OSC - Debt: #31	800,631	794,934	793,154	835,000	835,000	-	0.0%
OSC - Debt: #32	916,400	1,324,275	1,342,950	1,375,000	1,375,000	-	0.0%
OSC - Debt: #33	-	41,670	92,887	-	-	-	0.0%
	<u>\$ 7,344,686</u>	<u>\$ 3,454,206</u>	<u>\$ 3,508,824</u>	<u>\$ 3,330,000</u>	<u>\$ 3,330,000</u>	<u>\$ -</u>	<u>0.0%</u>
Total: All Tax-Supported Funds							
Personal Services	\$ 13,387,069	\$ 13,913,608	\$ 14,700,035	\$ 15,689,895	\$ 16,666,950	\$ 977,055	6.2%
Supplies & Materials	972,125	1,015,215	895,142	1,103,090	1,068,475	(34,615)	-3.1%
Other Services & Charge:	11,291,615	7,526,550	7,936,104	7,843,830	8,284,985	441,155	5.6%
Capital Outlay: Ops	225,762	358,035	265,601	250,000	254,880	4,880	2.0%
Total: Operations	<u>\$ 25,876,571</u>	<u>\$ 22,813,408</u>	<u>\$ 23,796,882</u>	<u>\$ 24,886,815</u>	<u>\$ 26,275,290</u>	<u>\$ 1,388,475</u>	<u>5.6%</u>
Vehicles & Equipment	\$ 706,512	\$ 1,484,734	\$ 1,451,737	\$ 1,589,325	\$ 919,425	\$ (669,900)	-42.1%
General Facilities	251,319	739,673	207,403	169,200	384,000	214,800	127.0%
Pathways & Parking Lots	184,168	253,058	192,336	255,000	250,000	(5,000)	-2.0%
Boulevard Landscaping	55,543	89,602	65,303	70,000	70,000	-	0.0%
Street Lighting	17,506	-	-	-	45,000	45,000	0.0%
Park Improvements	37,552	26,079	331,659	200,000	300,000	100,000	50.0%
Pavement Management	1,265,032	3,505,157	3,081,097	2,100,000	2,200,000	100,000	4.8%
Total: Capital	<u>\$ 2,517,632</u>	<u>\$ 6,098,303</u>	<u>\$ 5,329,535</u>	<u>\$ 4,383,525</u>	<u>\$ 4,168,425</u>	<u>\$ (215,100)</u>	<u>-4.9%</u>
Total: Combined	<u>\$ 28,394,203</u>	<u>\$ 28,911,712</u>	<u>\$ 29,126,417</u>	<u>\$ 29,270,340</u>	<u>\$ 30,443,715</u>	<u>1,173,375</u>	<u>4.0%</u>

City of Roseville

Budget Detail by Function: Fee Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
CD - Planning							
Personal Services	\$ 271,110	\$ 367,923	\$ 336,385	\$ 406,425	\$ 467,165	\$ 60,740	14.9%
Supplies & Materials	316	400	1,076	7,000	7,000	-	0.0%
Other Services & Charges	47,071	48,355	61,658	286,375	128,500	(157,875)	-55.1%
Capital Outlay	-	3,569	-	1,700	1,150	(550)	-32.4%
	<u>\$ 318,497</u>	<u>\$ 420,247</u>	<u>\$ 399,119</u>	<u>\$ 701,500</u>	<u>\$ 603,815</u>	<u>\$ (97,685)</u>	<u>-13.9%</u>
CD - Housing & Econ Development							
Personal Services	\$ 159,834	\$ 102,611	\$ 205,723	\$ -	\$ 205,340	\$ 205,340	0.0%
Supplies & Materials	111	630	120	-	-	-	0.0%
Other Services & Charges	22,086	34,011	38,932	-	47,650	47,650	0.0%
Capital Outlay / Other	993	-	-	-	107,160	107,160	0.0%
	<u>\$ 183,024</u>	<u>\$ 137,252</u>	<u>\$ 244,775</u>	<u>\$ -</u>	<u>\$ 360,150</u>	<u>\$ 360,150</u>	<u>0.0%</u>
CD - Code Enforcement							
Personal Services	\$ 496,890	\$ 503,188	\$ 403,009	\$ 428,300	\$ 419,980	\$ (8,320)	-1.9%
Supplies & Materials	8,727	10,583	5,994	15,875	15,910	35	0.2%
Other Services & Charges	141,196	158,492	171,744	180,600	232,875	52,275	28.9%
Capital Outlay	19,850	4,673	-	74,000	20,500	(53,500)	-72.3%
	<u>\$ 666,662</u>	<u>\$ 676,936</u>	<u>\$ 580,747</u>	<u>\$ 698,775</u>	<u>\$ 689,265</u>	<u>\$ (9,510)</u>	<u>-1.4%</u>
CD - GIS							
Personal Services	\$ 117,245	\$ 100,208	\$ 72,892	\$ 75,900	\$ 29,450	\$ (46,450)	-61.2%
Supplies & Materials	-	-	-	-	500	500	0.0%
Other Services & Charges	4,197	4,277	4,005	6,055	6,200	145	2.4%
Capital Outlay	-	-	2,028	900	-	(900)	0.0%
	<u>\$ 121,442</u>	<u>\$ 104,485</u>	<u>\$ 78,925</u>	<u>\$ 82,855</u>	<u>\$ 36,150</u>	<u>\$ (46,705)</u>	<u>-56.4%</u>
CD - Neighborhood Enhancement							
Personal Services	\$ -	\$ 388	\$ 50,004	\$ 45,200	\$ -	\$ (45,200)	-100.0%
Supplies & Materials	-	-	34	950	1,450	500	52.6%
Other Services & Charges	-	-	1,544	3,645	5,375	1,730	47.5%
Capital Outlay	-	-	-	2,080	850	(1,230)	-59.1%
	<u>\$ -</u>	<u>\$ 388</u>	<u>\$ 51,582</u>	<u>\$ 51,875</u>	<u>\$ 7,675</u>	<u>\$ (44,200)</u>	<u>-85.2%</u>
CD - Rental Licensing							
Personal Services	\$ -	\$ 979	\$ 111,712	\$ 117,300	\$ 119,350	\$ 2,050	1.7%
Supplies & Materials	-	-	-	1,120	1,350	230	20.5%
Other Services & Charges	-	-	204	4,245	2,825	(1,420)	-33.5%
Capital Outlay	-	-	-	2,590	-	(2,590)	-100.0%
	<u>\$ -</u>	<u>\$ 979</u>	<u>\$ 111,916</u>	<u>\$ 125,255</u>	<u>\$ 123,525</u>	<u>\$ (1,730)</u>	<u>-1.4%</u>
Community Development Fund							
Personal Services	\$ 1,045,079	\$ 1,075,297	\$ 1,179,725	\$ 1,073,125	\$ 1,241,285	\$ 168,160	15.7%
Supplies & Materials	9,154	11,613	7,224	24,945	26,210	1,265	5.1%
Other Services & Charge:	214,550	245,135	278,087	480,920	423,425	(57,495)	-12.0%
Capital Outlay	20,843	8,242	2,028	81,270	129,660	48,390	59.5%
	<u>\$ 1,289,625</u>	<u>\$ 1,340,287</u>	<u>\$ 1,467,064</u>	<u>\$ 1,660,260</u>	<u>\$ 1,820,580</u>	<u>\$ 160,320</u>	<u>9.7%</u>
Communications Fund							
Personal Services	\$ 229,178	\$ 220,992	\$ 234,895	\$ 270,700	\$ 274,570	\$ 3,870	1.4%
Supplies & Materials	1,283	1,706	4,937	2,500	-	(2,500)	-100.0%
Other Services & Charge:	222,621	230,721	241,934	239,875	259,000	19,125	8.0%
Capital Outlay	1,052	152,664	-	10,000	10,000	-	0.0%
	<u>\$ 454,134</u>	<u>\$ 606,083</u>	<u>\$ 481,766</u>	<u>\$ 523,075</u>	<u>\$ 543,570</u>	<u>\$ 20,495</u>	<u>3.9%</u>
License Center Fund							
Personal Services	\$ 1,034,920	\$ 1,066,715	\$ 1,189,040	\$ 1,266,400	\$ 1,301,600	\$ 35,200	2.8%
Supplies & Materials	13,595	13,742	16,781	14,000	16,500	2,500	17.9%
Other Services & Charge:	234,137	460,840	555,759	455,950	524,525	68,575	15.0%
Capital Outlay	5,334	7,266	4,504	37,400	41,600	4,200	11.2%
	<u>\$ 1,287,987</u>	<u>\$ 1,548,563</u>	<u>\$ 1,766,084</u>	<u>\$ 1,773,750</u>	<u>\$ 1,884,225</u>	<u>\$ 110,475</u>	<u>6.2%</u>

City of Roseville

Budget Detail by Function: Fee Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
Engineering Services Fund							
Personal Services	\$ 107,440	\$ 76,418	\$ 201,543	\$ 214,500	\$ 221,570	\$ 7,070	3.3%
Supplies & Materials	422	203	2,097	300	1,500	1,200	0.0%
Other Services & Charge:	791	8,385	16,029	5,000	14,175	9,175	0.0%
Capital Outlay	-	20,333	21,992	-	-	-	0.0%
	<u>\$ 108,653</u>	<u>\$ 105,339</u>	<u>\$ 241,661</u>	<u>\$ 219,800</u>	<u>\$ 237,245</u>	<u>\$ 17,445</u>	<u>7.9%</u>
Lawful Gambling Fund							
Personal Services	\$ 3,305	\$ 3,289	\$ 3,360	\$ 4,700	\$ 7,230	\$ 2,530	53.8%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charge:	138,037	132,867	161,901	146,650	100,000	(46,650)	-31.8%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 141,342</u>	<u>\$ 136,156</u>	<u>\$ 165,261</u>	<u>\$ 151,350</u>	<u>\$ 107,230</u>	<u>\$ (44,120)</u>	<u>-29.2%</u>
Water Fund							
Personal Services	\$ 532,112	\$ 575,240	\$ 564,445	\$ 642,500	\$ 651,070	\$ 8,570	1.3%
Supplies & Materials	154,973	95,981	177,085	88,200	162,200	74,000	83.9%
Other Services & Charge:	5,251,080	5,411,976	5,564,804	5,915,750	5,837,700	(78,050)	-1.3%
Capital Outlay	25,719	-	-	1,187,500	2,175,000	987,500	83.2%
	<u>\$ 5,963,883</u>	<u>\$ 6,083,197</u>	<u>\$ 6,306,334</u>	<u>\$ 7,833,950</u>	<u>\$ 8,825,970</u>	<u>\$ 992,020</u>	<u>12.7%</u>
Sanitary Sewer Fund							
Personal Services	\$ 430,291	\$ 434,334	\$ 418,768	\$ 493,100	\$ 477,550	\$ (15,550)	-3.2%
Supplies & Materials	54,883	34,268	49,915	50,400	46,150	(4,250)	-8.4%
Other Services & Charge:	3,372,634	3,368,874	3,577,164	3,805,550	3,880,150	74,600	2.0%
Capital Outlay	110,794	(10,505)	14,955	1,432,500	1,625,000	192,500	13.4%
	<u>\$ 3,968,603</u>	<u>\$ 3,826,971</u>	<u>\$ 4,060,802</u>	<u>\$ 5,781,550</u>	<u>\$ 6,028,850</u>	<u>\$ 247,300</u>	<u>4.3%</u>
Stormwater Fund							
Personal Services	\$ 383,273	\$ 392,438	\$ 338,708	\$ 404,700	\$ 408,620	\$ 3,920	1.0%
Supplies & Materials	87,932	81,503	75,328	86,500	84,400	(2,100)	-2.4%
Other Services & Charge:	568,800	635,059	637,562	747,100	692,700	(54,400)	-7.3%
Capital Outlay	178,757	3,795	48,400	1,169,500	1,090,000	(79,500)	-6.8%
	<u>\$ 1,218,762</u>	<u>\$ 1,112,795</u>	<u>\$ 1,099,998</u>	<u>\$ 2,407,800</u>	<u>\$ 2,275,720</u>	<u>\$ (132,080)</u>	<u>-5.5%</u>
Recycling Fund							
Personal Services	\$ 26,508	\$ 28,418	\$ 29,677	\$ 36,800	\$ 36,640	\$ (160)	-0.4%
Supplies & Materials	1,972	1,534	2,572	2,000	2,000	-	0.0%
Other Services & Charge:	433,011	445,066	458,995	473,410	504,610	31,200	6.6%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 461,490</u>	<u>\$ 475,018</u>	<u>\$ 491,244</u>	<u>\$ 512,210</u>	<u>\$ 543,250</u>	<u>\$ 31,040</u>	<u>6.1%</u>
Golf Course Fund							
Personal Services	\$ 242,616	\$ 220,435	\$ 218,644	\$ 243,600	\$ 258,350	\$ 14,750	6.1%
Supplies & Materials	44,499	45,220	47,487	45,300	46,300	1,000	2.2%
Other Services & Charge:	76,812	76,666	78,618	81,750	78,775	(2,975)	-3.6%
Capital Outlay	-	-	-	22,000	30,000	8,000	0.0%
	<u>\$ 363,926</u>	<u>\$ 342,321</u>	<u>\$ 344,749</u>	<u>\$ 392,650</u>	<u>\$ 413,425</u>	<u>\$ 20,775</u>	<u>5.3%</u>
Roseville Cemetary Fund							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charge:	-	-	2,000	2,000	2,000	-	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>0.0%</u>

City of Roseville

Budget Detail by Function: Fee Supported

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Budget</u>	2018 <u>Budget</u>	<u>\$\$</u> <u>Increase</u>	<u>%</u> <u>Incr.</u>
TIF Fund							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charge:	2,187,779	1,942,164	8,324,164	1,435,000	1,101,000	(334,000)	-23.3%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ 2,187,779</u>	<u>\$ 1,942,164</u>	<u>\$ 8,324,164</u>	<u>\$ 1,435,000</u>	<u>\$ 1,101,000</u>	<u>\$ (334,000)</u>	<u>-23.3%</u>
Safety & Loss Control							
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Supplies & Materials	-	-	-	-	-	-	0.0%
Other Services & Charge:	-	-	-	-	12,450	12,450	0.0%
Capital Outlay	-	-	-	-	-	-	0.0%
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,450</u>	<u>\$ 12,450</u>	<u>0.0%</u>
Total: All Non Tax-Supported Funds							
Personal Services	\$ 4,034,720	\$ 4,093,576	\$ 4,378,805	\$ 4,650,125	\$ 4,878,485	\$ 228,360	4.9%
Supplies & Materials	368,712	285,770	383,426	314,145	385,260	71,115	22.6%
Other Services & Charge:	12,700,251	12,957,753	19,897,017	13,788,955	13,430,510	(358,445)	-2.6%
Capital Outlay	342,499	181,795	91,879	3,940,170	5,101,260	1,161,090	29.5%
Total: Operations	<u>\$ 17,446,183</u>	<u>\$ 17,518,894</u>	<u>\$ 24,751,127</u>	<u>\$ 22,693,395</u>	<u>\$ 23,795,515</u>	<u>\$ 1,102,120</u>	<u>4.9%</u>

2018 Proposed Budget Reconciliation: *Tax-Supported Funds (excluding capital)*

	Operating Budget <u>Expenditures</u>	Tax Levy <u>Revenues</u>	<u>Notes (Pertains to budget impacts unless otherwise noted)</u>
2017 Adopted Budget / Levy	\$ 24,886,815	\$ 19,513,060	
2018 Proposed Subtractions			
S1: Reduced costs for one-time spending	(30,000)	(30,000)	See Appendix S1
S2: Reduced costs for supplies & materials	(52,915)	(47,915)	See Appendix S2, less IT-related items
S3: Reduced costs for contractual services, other charges	(131,525)	(131,525)	See Appendix S3
S4: Reduced costs for labor: position reductions	(139,645)	(139,645)	See Appendix S4
S5: Reduced costs for labor: health insurance & benefits	-	-	
S6: Reduced costs for debt service	-	-	
S7: Reduced levy due to increased non-tax revenues	-	(408,490)	\$153K IT, \$229K GF, \$26K P&R
S8: Reduced contributions to capital reserve funds	-	-	
Total Subtractions	\$ (354,085)	\$ (757,575)	
2018 Proposed Additions			
A1: Increased costs for one-time spending	12,000	12,000	See Appendix A1
A2: Increased costs for supplies & materials	18,300	16,800	See Appendix A2, less IT-related items
A3: Increased costs for contractual services, other charges	590,680	201,020	See Appendix A3, less IT-related items & GARE
A4: Increased costs for labor: cost-of-living adjustment	357,374	321,874	Less IT-related items
A5: Increased costs for labor: wage steps (net)	324,346	269,346	Less IT-related items
A6: Increased costs for labor: new positions	297,300	297,300	See Appendix A6
A7: Increased costs for labor: health insurance & benefits (net)	137,680	127,680	Less IT-related items
A8: Increased costs for debt service	-	-	
A9: Increased contributions to capital replacement funds: IT Equip.	4,880	174,000	Add'l IT Capital Spending / \$160K for PMP + \$14K
A10: Makeup of use of reserves in current/previous years	-	-	for Golf Course Clubhouse Replacement (future)
A11: Increased levy due to decline of non-tax revenues	-	-	
Total Additions	\$ 1,742,560	\$ 1,420,020	
Proposed for 2018 (Before Tax Relief Measures)	\$ 26,275,290	\$ 20,175,505	
\$ Change	1,388,475	662,445	
% Change	5.6%	3.4%	
Less Use of Reserves for Property Tax Relief (Discretionary)	-	-	\$796,610 use of General Fund reserves
Note: Per Cash Reserve Policy, reserves may be used for tax relief if over target levels, or they may be allocated for other funds			
Proposed for 2018 (After Tax Relief)	\$ 26,275,290	\$ 20,175,505	
\$ Change	1,388,475	662,445	
% Change	5.58%	3.39%	

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Reduced Costs: *One-Time Spending*

					<u>Professional</u>							<u>Comments</u>
					<u>Services</u>	<u>Other</u>	<u>Other</u>	<u>Total</u>				
City Council	\$	-	\$	-	\$	-	\$	-	\$	-		
Human Rights Commission		-		-		-		-		-		
Ethics Commission		-		-		-		-		-		
Administration		-		-		-		-		-		
Elections		-		-		-		-		-		
Legal		-		-		-		-		-		
Nuisance Code Enforcement		-		-		-		-		-		
Finance Department		-		-		-		-		-		
Central Services		-		-		-		-		-		
General Insurance		-		-		-		-		-		
Police Administration		-		-		-		-		-		
Police Patrol Operations		-		-		-		-		-		
Police Investigations		-		-		-		-		-		
Police Community Services		-		-		-		-		-		
Fire Administration		-		-		-		-		-		
Fire Prevention		-		-		-		-		-		
Fire Operations		-		-		-		-		-		
Fire Emergency Management		-		-		-		-		-		
Fire Training		-		-		-		-		-		
Fire Relief Association		-		-		-		-		-		
Public Works Administration		-		-	(30,000)			(30,000)			Transportation Plan (Comp Plan)	
Street Department		-		-		-		-		-		
Street Lighting		-		-		-		-		-		
Building Maintenance		-		-		-		-		-		
Central Garage		-		-		-		-		-		
Parks & Recreation Administration		-		-		-		-		-		
Recreation Fee Activities		-		-		-		-		-		
Recreation Non-fee Activities		-		-		-		-		-		
Recreation Nature Center		-		-		-		-		-		
Recreation Activity Center		-		-		-		-		-		
Skating Center		-		-		-		-		-		
Information Technology		-		-		-		-		-		
Parks Maintenance		-		-		-		-		-		
	\$	-	\$	-	\$	(30,000)	\$	-	\$	-	\$	(30,000)

= Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Reduced Costs: *Supplies & Materials*

	<u>Office Supplies</u>	<u>Motor Fuel</u>	<u>Clothing</u>	<u>Vehicle Supplies</u>	<u>Operating Supplies</u>	<u>Other</u>	<u>Total</u>	<u>Comments</u>
City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Human Rights Commission	-	-	-	-	(2,000)	-	(2,000)	Moved to City Council Budget
Ethics Commission	-	-	-	-	-	-	-	
Administration	-	-	-	-	-	-	-	
Elections	-	-	-	-	-	-	-	
Legal	-	-	-	-	-	-	-	
Nuisance Code Enforcement	-	-	-	-	-	-	-	
Finance Department	-	-	-	-	-	-	-	
Central Services	-	-	-	-	-	-	-	
General Insurance	-	-	-	-	-	-	-	
Police Administration	-	-	-	-	-	-	-	
Police Patrol Operations	-	(10,000)	-	-	-	-	(10,000)	Adjusted based on prior-year actuals
Police Investigations	-	-	-	-	-	-	-	
Police Community Services	-	-	-	-	-	-	-	
Fire Administration	-	-	-	-	-	-	-	
Fire Prevention	-	-	-	-	-	-	-	
Fire Operations	-	(3,000)	-	(2,500)	-	-	(5,500)	Adjusted based on prior-year actuals
Fire Emergency Management	-	-	-	-	(1,000)	-	(1,000)	Adjusted based on prior-year actuals
Fire Training	-	-	-	-	-	-	-	
Fire Relief Association	-	-	-	-	-	-	-	
Public Works Administration	-	(500)	-	-	-	-	(500)	Adjusted based on prior-year actuals
Street Department	-	(5,000)	-	-	(7,000)	-	(12,000)	Adjusted based on prior-year actuals
Street Lighting	-	-	-	-	-	-	-	
Building Maintenance	-	-	-	-	-	-	-	
Central Garage	-	(1,700)	-	-	-	-	(1,700)	Adjusted based on prior-year actuals
Parks & Recreation Administration	-	-	-	-	-	-	-	
Recreation Fee Activities	-	-	-	-	(11,365)	-	(11,365)	Adjusted based on prior-year actuals
Recreation Non-fee Activities	-	-	-	-	(3,850)	-	(3,850)	Adjusted based on prior-year actuals
Recreation Nature Center	-	-	-	-	-	-	-	
Recreation Activity Center	-	-	-	-	-	-	-	
Skating Center	-	-	-	-	-	-	-	
Information Technology	-	-	-	-	(5,000)	-	(5,000)	Adjusted based on prior-year actuals
Parks Maintenance	-	-	-	-	-	-	-	
	\$ -	\$ (20,200)	\$ -	\$ (2,500)	\$ (30,215)	\$ -	\$ (52,915)	


 = Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Reduced Costs: *Contractual Maintenance*

	Professional Services	Telephone	Transportation	Printing	Advertising	Utilities	Contr. Maint. Vehicles	Contract Maintenance	Rental	Training/Conferences	Memberships	Minor Equipment	Other	Total	Comments
City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (850)	\$ (1,150)	Adjusted based on prior-year actuals
Human Rights Commission	(1,700)	-	-	-	-	-	-	-	-	-	-	-	-	(1,700)	Moved to City Council Budget
Ethics Commission	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Administration	(500)	-	(1,000)	-	-	-	-	-	-	-	-	-	(500)	(2,000)	Adjusted based on prior-year actuals
Elections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Legal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nuisance Code Enforcement	-	-	-	-	-	-	(285)	-	-	-	-	-	(20)	(305)	Adjusted based on prior-year actuals
Finance Department	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Central Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
General Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Police Administration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Police Patrol Operations	-	-	-	-	-	-	-	-	-	(7,750)	-	-	(22,680)	(30,430)	\$22K for Dispatch
Police Investigations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Police Community Services	-	-	-	-	-	-	(250)	-	-	-	-	-	-	(250)	Adjusted based on prior-year actuals
Fire Administration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fire Prevention	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fire Operations	-	-	-	-	-	-	(5,000)	-	-	-	-	-	-	(5,000)	Adjusted based on prior-year actuals
Fire Emergency Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fire Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fire Relief Association	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public Works Administration	-	-	(500)	-	-	-	-	-	-	-	-	-	-	(500)	Adjusted based on prior-year actuals
Street Department	-	(1,600)	(300)	-	-	-	(2,000)	-	-	-	-	-	-	(3,900)	Adjusted based on prior-year actuals
Street Lighting	-	-	-	-	-	(30,000)	-	-	-	-	-	-	-	(30,000)	Adjusted based on prior-year actuals
Building Maintenance	-	-	-	-	-	(14,000)	-	(24,500)	-	-	-	-	-	(38,500)	Adjusted based on prior-year actuals
Central Garage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Parks & Recreation Administration	-	-	-	(1,500)	-	-	-	-	-	-	-	-	(1,500)	(3,000)	Adjusted based on prior-year actuals
Recreation Fee Activities	-	-	-	(1,110)	(200)	(3,000)	-	-	-	-	(1,065)	-	-	(5,375)	Adjusted based on prior-year actuals
Recreation Non-fee Activities	(1,555)	-	-	-	-	-	-	-	-	-	-	-	-	(1,555)	Adjusted based on prior-year actuals
Recreation Nature Center	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Recreation Activity Center	-	-	-	-	-	-	-	-	(250)	-	-	-	(1,000)	(1,250)	Adjusted based on prior-year actuals
Skating Center	-	-	-	-	(3,000)	-	-	-	-	-	-	-	-	(3,000)	Adjusted based on prior-year actuals
Information Technology	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Parks Maintenance	(560)	-	-	-	-	-	-	(2,000)	(1,000)	(50)	-	-	-	(3,610)	Adjusted based on prior-year actuals
	\$ (4,315)	\$ (1,600)	\$ (1,800)	\$ (2,610)	\$ (3,200)	\$ (47,000)	\$ (7,535)	\$ (26,500)	\$ (1,250)	\$ (8,100)	\$ (1,065)	\$ -	\$ (26,550)	\$ (131,525)	

 = Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Reduced Costs: *Labor: Position Reductions*

	<u>Regular</u> <u>Wages</u>	<u>Overtime</u>	<u>Temp</u> <u>Employees</u>	<u>Employee</u> <u>Pension</u>	<u>Employee</u> <u>Insurance</u>	<u>Other</u>	<u>Total</u>	<u>Comments</u>
City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Human Rights Commission	-	-	-	-	-	-	-	
Ethics Commission	-	-	-	-	-	-	-	
Administration	-	-	-	-	-	-	-	
Elections	-	-	-	-	-	-	-	
Legal	-	-	-	-	-	-	-	
Nuisance Code Enforcement	-	-	-	-	-	-	-	
Finance Department	-	-	-	-	-	-	-	
Central Services	-	-	-	-	-	-	-	
General Insurance	-	-	-	-	-	-	-	
Police Administration	-	-	-	-	-	-	-	
Police Patrol Operations	-	-	-	-	-	-	-	
Police Investigations	-	-	-	-	-	-	-	
Police Community Services	-	-	-	-	-	-	-	
Fire Administration	-	-	-	-	-	-	-	
Fire Prevention	-	-	-	-	-	-	-	
Fire Operations	-	(18,750)	(107,905)	(12,990)	-	-	(139,645)	Reduction in POC Firefighter costs
Fire Emergency Management	-	-	-	-	-	-	-	
Fire Training	-	-	-	-	-	-	-	
Fire Relief Association	-	-	-	-	-	-	-	
Public Works Administration	-	-	-	-	-	-	-	
Street Department	-	-	-	-	-	-	-	
Street Lighting	-	-	-	-	-	-	-	
Building Maintenance	-	-	-	-	-	-	-	
Central Garage	-	-	-	-	-	-	-	
Parks & Recreation Administration	-	-	-	-	-	-	-	
Recreation Fee Activities	-	-	-	-	-	-	-	
Recreation Non-fee Activities	-	-	-	-	-	-	-	
Recreation Nature Center	-	-	-	-	-	-	-	
Recreation Activity Center	-	-	-	-	-	-	-	
Skating Center	-	-	-	-	-	-	-	
Information Technology	-	-	-	-	-	-	-	
Parks Maintenance	-	-	-	-	-	-	-	
	\$ -	\$ (18,750)	\$ (107,905)	\$ (12,990)	\$ -	\$ -	\$ (139,645)	

 = Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Increased Costs: *One-Time Spending*

				<u>Telephone</u>	<u>Professional Services</u>	<u>Minor Equipment</u>	<u>Other</u>	<u>Total</u>	<u>Comments</u>	
City Council	\$	-	\$	-	\$	-	\$	-		
Human Rights Commission		-		-		-		-		
Ethics Commission		-		-		-		-		
Administration		-		-		-		-		
Elections		-		-		-		-		
Legal		-		-		-		-		
Nuisance Code Enforcement		-		-		-		-		
Finance Department		-		-		-		-		
Central Services		-		-		-		-		
General Insurance		-		-		-		-		
Police Administration		-		-		-		-		
Police Patrol Operations		-		4,000		-		4,000	Mobile Phone Upgrades	
Police Investigations		-		-		-		-		
Police Community Services		-		-		-		-		
Fire Administration		-		-		-		-		
Fire Prevention		-		-		-		-		
Fire Operations		-		-		-		-		
Fire Emergency Management		-		-		-		-		
Fire Training		-		-		-		-		
Fire Relief Association		-		-		-		-		
Public Works Administration		-		-		-		-		
Street Department		-		-		-		-		
Street Lighting		-		-		-		-		
Building Maintenance		-		-		-		-		
Central Garage		-		-		-		-		
Parks & Recreation Administration		-		-		-	8,000	8,000	Best Value Training for Two Staff	
Recreation Fee Activities		-		-		-		-		
Recreation Non-fee Activities		-		-		-		-		
Recreation Nature Center		-		-		-		-		
Recreation Activity Center		-		-		-		-		
Skating Center		-		-		-		-		
Information Technology		-		-		-		-		
Parks Maintenance		-		-		-		-		
	\$	-	\$	4,000	\$	-	\$	8,000	\$	12,000

 = Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Increased Costs: *Supplies & Materials*

	<u>Office Supplies</u>	<u>Motor Fuel</u>	<u>Clothing</u>	<u>Vehicle Supplies</u>	<u>Operating Supplies</u>	<u>Other</u>	<u>Total</u>	<u>Comments</u>
City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Human Rights Commission	-	-	-	-	-	-	-	
Ethics Commission	-	-	-	-	-	-	-	
Administration	-	-	-	-	-	-	-	
Elections	-	-	-	-	450	-	450	Adjusted based on prior-year actuals
Legal	-	-	-	-	-	-	-	
Nuisance Code Enforcement	-	-	-	-	-	-	-	
Finance Department	-	-	-	-	-	-	-	
Central Services	-	-	-	-	-	-	-	
General Insurance	-	-	-	-	-	-	-	
Police Administration	200	-	500	-	800	-	1,500	Adjusted based on prior-year actuals
Police Patrol Operations	-	-	1,500	1,000	-	-	2,500	
Police Investigations	-	-	150	-	750	-	900	Adjusted based on prior-year actuals
Police Community Services	-	-	100	250	-	-	350	Adjusted based on prior-year actuals
Fire Administration	-	-	-	-	-	-	-	
Fire Prevention	-	-	-	-	-	-	-	
Fire Operations	-	-	-	-	-	-	-	
Fire Emergency Management	-	-	-	-	-	-	-	
Fire Training	-	-	-	-	-	-	-	
Fire Relief Association	-	-	-	-	-	-	-	
Public Works Administration	-	-	500	-	-	-	500	Adjusted based on prior-year actuals
Street Department	-	-	-	600	-	-	600	Adjusted based on prior-year actuals
Street Lighting	-	-	-	-	-	-	-	
Building Maintenance	-	-	-	-	100	-	100	Adjusted based on prior-year actuals
Central Garage	-	-	1,100	1,000	500	-	2,600	Adjusted based on prior-year actuals
Parks & Recreation Administration	-	-	-	-	-	-	-	
Recreation Fee Activities	-	-	-	-	-	-	-	
Recreation Non-fee Activities	-	-	-	-	-	-	-	
Recreation Nature Center	-	-	-	-	100	-	100	Adjusted based on prior-year actuals
Recreation Activity Center	-	-	-	-	-	-	-	
Skating Center	-	-	200	-	-	-	200	Adjusted based on prior-year actuals
Information Technology	1,500	-	-	-	-	-	1,500	Adjusted based on prior-year actuals
Parks Maintenance	-	-	1,000	-	6,000	-	7,000	
	\$ 1,700	\$ -	\$ 5,050	\$ 2,850	\$ 8,700	\$ -	\$ 18,300	


 = Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Increased Costs: *Contractual Maintenance*

	Professional Services	Telephone	Transportation	Printing	Advertising	Utilities	Contr. Maint. Vehicles	Contract Maintenance	Rental	Training/Conferences	Memberships	Minor Equipment	Other	Total	Comments
City Council	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 250	\$ -	\$ 6,825	\$ 23,875	Recording Secretary, Audit, GARE
Human Rights Commission	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ethics Commission	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administration	-	-	-	-	-	-	-	4,600	-	3,250	620	-	600	9,070	Adjusted based on prior-year actuals
Elections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal	10,460	-	-	-	-	-	-	-	-	-	-	-	-	10,460	Per Contract Amount
Nuisance Code Enforcement	165	-	-	15	-	-	-	-	-	-	10	-	-	190	Adjusted based on prior-year actuals
Finance Department	-	-	-	-	-	-	-	-	-	140	-	-	-	140	Adjusted based on prior-year actuals
Central Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Insurance	-	-	-	-	-	-	-	-	-	-	-	-	8,500	8,500	Adjusted for insurance premium incr.
Police Administration	300	100	-	-	-	-	-	850	-	900	50	-	-	2,200	-
Police Patrol Operations	-	3,800	-	-	-	-	1,000	1,000	-	250	-	-	650	6,700	-
Police Investigations	100	400	-	-	-	-	50	-	-	150	100	-	-	800	Adjusted based on prior-year actuals
Police Community Services	-	-	-	-	-	-	-	-	-	30	-	-	-	30	Adjusted based on prior-year actuals
Fire Administration	-	2,000	-	-	-	8,000	-	-	-	-	-	-	700	10,700	Adjusted based on prior-year actuals
Fire Prevention	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Operations	5,000	5,000	-	-	-	-	-	13,000	-	-	-	-	-	23,000	-
Fire Emergency Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Training	-	-	-	-	-	-	-	-	-	1,500	-	-	-	1,500	Adjusted based on prior-year actuals
Fire Relief Association	-	-	-	-	-	-	-	-	-	-	-	-	12,000	12,000	Adjusted based on prior-year actuals
Public Works Administration	16,900	200	-	-	-	-	400	-	-	450	-	-	-	17,950	\$16K Add'l Studies
Street Department	4,000	-	-	-	-	-	-	8,000	1,000	-	-	-	-	13,000	Adjusted based on prior-year actuals
Street Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Maintenance	32,000	-	-	-	-	-	-	-	-	-	-	-	-	32,000	Adjusted based on prior-year actuals
Central Garage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Parks & Recreation Administration	250	-	-	-	500	-	-	250	-	-	-	-	5,050	6,050	Add'l Postage, Other
Recreation Fee Activities	7,430	-	650	-	-	-	-	-	325	-	-	-	17,500	25,905	\$17K Credit Card Fees
Recreation Non-fee Activities	-	-	-	400	-	-	-	-	1,300	-	-	-	-	1,700	Adjusted based on prior-year actuals
Recreation Nature Center	-	400	-	-	50	500	-	-	-	-	-	-	-	950	-
Recreation Activity Center	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Skating Center	300	-	-	-	-	4,000	-	100	-	-	-	-	1,500	5,900	\$1,500 Credit Card Fees
Information Technology	-	6,330	2,950	-	-	-	-	-	-	17,680	-	-	347,700	374,660	\$17K Training, \$400K charge-back exp.
Parks Maintenance	-	400	-	-	-	3,000	-	-	-	-	-	-	-	3,400	-
	\$ 79,705	\$ 18,630	\$ 3,600	\$ 415	\$ 550	\$ 15,500	\$ 1,450	\$ 27,800	\$ 2,625	\$ 38,350	\$ 1,030	\$ -	\$ 401,025	\$ 590,680	

 = Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Increased Costs: *Labor: New Positions*

	<u>Regular</u>		<u>Temp</u>	<u>Employee</u>	<u>Employee</u>		<u>Total</u>	<u>Comments</u>
	<u>Wages</u>	<u>Overtime</u>	<u>Employees</u>	<u>Pension</u>	<u>Insurance</u>	<u>Other</u>		
City Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Human Rights Commission	-	-	-	-	-	-	-	
Ethics Commission	-	-	-	-	-	-	-	
Administration	-	-	-	-	-	-	-	
Elections	-	-	-	-	-	-	-	
Legal	-	-	-	-	-	-	-	
Nuisance Code Enforcement	-	-	-	-	-	-	-	
Finance Department	-	-	-	-	-	-	-	
Central Services	-	-	-	-	-	-	-	
General Insurance	-	-	-	-	-	-	-	
Police Administration	-	-	-	-	-	-	-	
Police Patrol Operations	-	-	-	-	-	-	-	
Police Investigations	-	-	-	-	-	-	-	
Police Community Services	21,500	-	-	3,260	10,380	-	35,140	Cadet Position
Fire Administration	-	-	-	-	-	-	-	
Fire Prevention	-	-	-	-	-	-	-	
Fire Operations	196,100	-	-	34,630	31,430	-	262,160	3 Firefighter Positions
Fire Emergency Management	-	-	-	-	-	-	-	
Fire Training	-	-	-	-	-	-	-	
Fire Relief Association	-	-	-	-	-	-	-	
Public Works Administration	-	-	-	-	-	-	-	
Street Department	-	-	-	-	-	-	-	
Street Lighting	-	-	-	-	-	-	-	
Building Maintenance	-	-	-	-	-	-	-	
Central Garage	-	-	-	-	-	-	-	
Parks & Recreation Administration	-	-	-	-	-	-	-	
Recreation Fee Activities	-	-	-	-	-	-	-	
Recreation Non-fee Activities	-	-	-	-	-	-	-	
Recreation Nature Center	-	-	-	-	-	-	-	
Recreation Activity Center	-	-	-	-	-	-	-	
Skating Center	-	-	-	-	-	-	-	
Information Technology	-	-	-	-	-	-	-	
Parks Maintenance	-	-	-	-	-	-	-	
	\$ 217,600	\$ -	\$ -	\$ 37,890	\$ 41,810	\$ -	\$ 297,300	

 = Non Property Tax Impact

City of Roseville

2018 Proposed Budget Reconciliation: *Tax-Supported Funds*

List of Increased Capital Spending: *Information Technology Equipment*

	<u>Equipment</u>	<u>Other</u>	<u>Total</u>	<u>Comments</u>
City Council	\$ -	\$ -	\$ -	
Human Rights Commission	-	-	-	
Ethics Commission	-	-	-	
Administration	-	-	-	
Elections	-	-	-	
Legal	-	-	-	
Nuisance Code Enforcement	-	-	-	
Finance Department	-	-	-	
Central Services	-	-	-	
General Insurance	-	-	-	
Police Administration	-	-	-	
Police Patrol Operations	-	-	-	
Police Investigations	-	-	-	
Police Community Services	-	-	-	
Fire Administration	-	-	-	
Fire Prevention	-	-	-	
Fire Operations	-	-	-	
Fire Emergency Management	-	-	-	
Fire Training	-	-	-	
Fire Relief Association	-	-	-	
Public Works Administration	-	-	-	
Street Department	-	-	-	
Street Lighting	-	-	-	
Building Maintenance	-	-	-	
Central Garage	-	-	-	
Parks & Recreation Administration	-	-	-	
Recreation Fee Activities	-	-	-	
Recreation Non-fee Activities	-	-	-	
Recreation Nature Center	-	-	-	
Recreation Activity Center	-	-	-	
Skating Center	-	-	-	
Information Technology	4,880	-	4,880	Net Equipment Addition
Parks Maintenance	-	-	-	
	<u>\$ 4,880</u>	<u>\$ -</u>	<u>\$ 4,880</u>	

 = Non Property Tax Impact


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/16/2018**
Item No.: **7.b**

Department Approval

City Manager Approval



Item Description: Discussion on the 2019 Budget Organizational Priorities

BACKGROUND

Earlier this year, Department Heads initiated the 2019 Budget process by conducting an exercise that identified priorities on an organizational-wide level. The purpose of this exercise was to strengthen the relationship between our *citywide* priorities and the allocation of financial resources. Department Heads went through a similar exercise two years ago.

After reviewing the City’s mission statement, community aspirations, the 2016 Community Survey, and the 2017-18 Policy Priority Planning (PPP) document, the Department Head group worked to identify the top priorities for the organization for consideration as part of the 2019 Budget. These priorities reflect feedback received through the survey, are tangible actions that can be taken to further the city’s Mission and Community Aspirations, and align with the direction of the PPP. The ideas were grouped into 5 distinct organizational priorities (in no particular order):

- Enhance Service Delivery
- Prioritize Human Capital
- Invest in Infrastructure
- Ensure Safe and Secure People and Places
- Community Revitalization

These organizational priorities, along with the priorities identified in the City Council adopted 2017-18 PPP will drive staff budget formulation and requests.

The City Council will be asked to review these organizational priorities and provide feedback and guidance on whether they’re consistent with the Council’s aspirations and budgetary goals. This feedback in turn, will be used to develop a City Manager Recommended Budget that will be presented in August.

Staff would also like to discuss Council’s desire to do another budget response card in the July/August City newsletter. We have been utilizing a budget response card for the past three years. Below is a breakdown of card responses we received in each year:

Article and feedback card in 2015 July/August newsletter

- Received 136 feedback cards
- Received 41 emails

35 Article and feedback card in 2016 July/August newsletter

36 • Received 53 feedback cards

37 • Received 9 emails

38

39 Article and feedback card in 2017 May/June newsletter

40 • Received 40 feedback cards

41 • Received 15 emails

42

43 In 2017 the cost for printing and binding the response card into the newsletter was \$3,300. Staff would
44 like direction on whether include a budget response card in the July/August newsletter.

45 **POLICY OBJECTIVE**

46 Establishing a link between organizational-wide priorities and the budget process is consistent with
47 industry-recommended practices, and demonstrates a commitment to transparency and accountability.

48 **FINANCIAL IMPACTS**

49 Not applicable.

50 **STAFF RECOMMENDATION**

51 Not applicable.

52 **REQUESTED COUNCIL ACTION**

53 General comment and guidance on the proposed organizational priorities and budgetary goals.

54

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: A: 2019 Budget Organizational Priorities

2019 Budget Organizational Priorities

- Complete GARE training for city staff
- Explore & Develop Public/Private Opportunities/Partnerships
- Ensure organizational consistency of procedures & policies
- Continue to focus community outreach efforts especially to under-represented groups

Enhance Service Delivery



- Utilize best practice for staff recruitment, retention, and on-boarding
- Meet organizational staffing needs
 - Short/Medium/Long term Department needs
 - City-wide organizational needs (Succession Planning, Training)
- Undertake City-wide Compensation and Benefit Study

Prioritize Human Capital



- Ensure sustainable funding for:
 - Public infrastructure investments
 - Technology (software and hardware)
 - Natural Resources
 - Community facilities
- Create long-term master facility vision and plan for all city operations/functions

Invest in Infrastructure



- Continue community safety planning & prep to ensure safety at city facilities & events
- Develop uniform city-wide background check process
- Continue organization-wide emergency preparedness training
- Create mental health liaison police officer & other initiatives to address calls for service

Ensure Safe & Secure People & Places



- Implement Rice/Larpenteur Gateway Plan
- Ensure programs, services and policies are ready, flexible and in place that encourage revitalization and redevelopment throughout the city

Community Revitalization




ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/12/2018**
Item No.: **7.c**

Department Approval

City Manager Approval



Item Description: Discuss Roseville License and Passport Center Expansion and Redesign

BACKGROUND

The Roseville License and Passport Center (RLPC) has operated in leased space in the Lexington Shoppes commercial center at 2719 Lexington Ave. since 1999. The RLPC provides two main services; processing applications for licenses as a Deputy Registrar for the State of Minnesota (License Center) and as a passport acceptance facility for the US Department of State (Passport Center). The License Center processes applications for motor vehicle title, tabs and registration, recreational vehicle registration and renewals and hunting and fishing licenses. The Center also accepts applications to renew drivers licenses and identification cards which will include REAL ID and Enhanced drivers licenses and identification cards this fall. The Passport Center staff process applications for passports along with auto dealer vehicle registrations.

In the last couple of years, city staff and City Council have discussed the need for improvements and expansion of the RLPC. In developing the proposed design, city staff worked with the architect to address not only our operational needs of today, but also to position ourselves for future growth – especially in the passport and auto dealer functions. In doing so, we looked at an investment that would give us the flexibility to adapt to changing customer demand and federal and state mandates.

One of the primary drivers behind the design was the customer service experience. This included more transaction stations, a larger waiting area with more seating, and the creation of a help desk to ensure customers had the proper documents in order to complete their transaction and to better segregate faster transactions from slower ones. We also included enhancements at the transaction counter and secure storage to better ensure customer data and privacy.

As a result of this need, in 2017 the City leased additional space and solicited bids for the expansion and redesign of the License Center. On November 27, 2017, the City rejected bids to award a contract to construct the expansion and improvements due to high bids. At that same meeting, the City Council directed staff to pursue the purchase of the Lexington Shoppes property, citing future long-term needs for the city at the property as well as a recognition that the investment needed to expand and improve the License Center made more fiscal sense if the City owned the property.

On April 6, 2018 the City of Roseville completed the purchase of the Lexington Shoppes commercial center. With that transaction complete, staff is now bringing forward the discussion about the next steps for the expansion and redesign of the RLPC.

The space need is most profound for the Passport Center. Currently only two customers can be assisted at the same time. The time needed for each transaction can vary from 15 minutes to 45 minutes or longer. In addition, there is a very small waiting area. Given these factors, staff is not able to process as many passports as we would like and many people, seeing a crowded waiting area, turn around and perhaps never return to get a passport from the Roseville Passport Center. Staff has

36 determined that it could operate up to five passport transaction stations at peak periods with the
37 current staffing level and the previously proposed expansion and redesign. With the appropriate
38 layout, several customers would be able to complete their paperwork, with staff able to help several
39 customers at the same time. Also, having a larger waiting area for the passport center will also be a
40 better indicator to customers that the facility will be able to accommodate them. In anticipation of
41 this larger area for the passport operations, in December, 2017, the City began to lease an additional
42 1,587 square feet.

43 In regard to processing auto dealer vehicle registrations, these entities currently drop off their
44 applications to staff on the License Center side of the RLPC operation. With additional space in the
45 Passport Center, a convenient drop-off site for auto dealers can be accommodated without needing to
46 intermingle with the operations of the License Center thereby enhancing their service experience.

47 For the License Center operations, a redesign of the existing space and the use of additional space
48 will provide for several opportunities to improve services. They include:

- 49 ▪ Expanded waiting areas to ensure customers can remain inside and seated as they wait.
- 50 ▪ More transaction workstations to better accommodate customers during peak hours.
- 51 ▪ Help Desks to ensure customers have proper documentation and to better segregate faster
52 transactions from slower ones.
- 53 ▪ Secure storage for inventory and documents containing private/sensitive information.
- 54 ▪ Added employee workspace to accommodate customer growth, in-house training, and break
55 area/restrooms.

56 Given these considerations, staff and the City Council worked with Kodet Architects to redesign the
57 space for the RLPC. Based on plans and specifications approved by the City Council on October 23,
58 2017, bids were solicited. The lowest of 13 bids came in at \$593,000, which was \$43,000 higher
59 than the architect's estimate. As mentioned earlier, the City Council rejected awarding the bid on
60 November 27, 2017.

61 It should be noted that the work envisioned for the project included the following:

- 62 • Demolition of existing walls
- 63 • Creation of interior vestibules in both the License Center and Passport spaces.
- 64 • Creation of enclosed storage areas, conference room, offices, break room, and work spaces.
- 65 • Construction of built-in casework for transaction counters
- 66 • New carpet and ceiling tiles
- 67 • Interior painting and signage

68
69 What was not included in the bid amount was equipment and furnishings replaced in certain areas.
70 These costs of approximately \$30,000 are already programmed into the CIP.

71 Specific to the submitted low bid, most of the costs were reflective of what it would cost to
72 transform the existing space into the new layout in the existing and expanded space. However, there
73 are a couple of items that could be changed to lessen the overall cost of the project. One would be to
74 change the built-in casework for the transaction counters to a modular furniture system (similar to
75 what is currently in the License Center). This change would lower the cost by about \$35,000 from
76 the previous bid. A second item would be to remove the two vestibules from the design which
77 would lower the cost by about \$43,000 from the previous bid. Other cost reductions could certainly
78 be looked at, but that would require some redesign of the previous plans which would require
79 additional work by an architect. It should be noted that it was estimated that staging of the
80 construction in order to allow the RLPC to operate while work was being done added \$14,170 to the

81 project under the previous bid. However, the alternative, to close the RLPC during construction
82 would mean the loss of \$140,000 revenue per month. Previous conversations with the contractor
83 indicated that the License Center would need to be closed for several months to complete the work.

84 Staff is requesting that the City Council have a discussion about the expansion and redesign of the
85 RLPC and how to move forward. Assuming that the City Council is still supportive of expanding
86 and remodeling the RLPC, staff would like direction on the following items.

- 87 • *Is there a financial threshold the City Council would like to not exceed for the project?* There
88 currently is a balance in the License Center Fund that could pay for the improvements at the
89 RLPC, however not all of it is available due to need to retain funds for capital improvement
90 needs and cash flow purchases. The amount identified as part of the threshold should include
91 all construction costs, all equipment and furniture cost, and all soft cost (architects,
92 contingencies, etc.).
- 93 • *Should the same plans and specifications for the project be used?* The current plans and
94 specs have been paid for and can be reused for another bidding round. It should be noted that
95 rebidding the project even with the same plans and specifications be will more expensive due
96 to the timing of the bid (spring/summer). It is estimated the costs for the work will be
97 anywhere from 5 to 10% for spring/summer bidding. If new plans and specifications are
98 desired, there will be additional costs for an architectural firm to create them.

99 Based on the financial thresholds established by the City Council, staff will work on preparing a bid
100 package in alignment with the financial resources available.

101 **POLICY OBJECTIVE**

102 The Roseville Licensee and Passport Center provides revenue to the City that helps reduce the city
103 tax levy needed. Now that the City owns the property where the RLPC operates from, it is necessary
104 to make investments in RLPC's space in order to ensure an ongoing stream of revenue.

105 **BUDGET IMPLICATIONS**

106 The License Center Fund has up to \$700,000 available to fund the expansion and redesign for the
107 RLPC. Final costs of the project will be determined by the scope of work and final bids.

108 **STAFF RECOMMENDATION**

109 Staff recommends the City Council discuss the expansion and remodeling of the RLPC and provide
110 direction to staff for next steps.

111 **REQUESTED COUNCIL ACTION**

112 The City Council should discuss the expansion and remodeling of the RLPC and provide direction to
113 staff for next steps.

Prepared by: Patrick Trudgeon, City Manager (651)792-7021

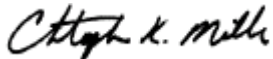
Attachments: A: August 14, 2017 RCA and City Council Minutes
B: October 23, 2017 RCA and City Council Minutes
C: November 27, 2017 RCA and City Council Minutes

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 08/14/17

Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Authorize the Preparation of Plans & Specifications for the License Center Renovation

BACKGROUND

On May 15, 2017 the City Council approved a new 5-year lease agreement with Gaughan Companies to secure a total of 4,919 square feet for the License Center. This includes the acquisition of 1,587 of additional space to accommodate recent and projected growth in customer volumes.

Under previous contract, the City received preliminary design & floorplan services from the Kodet Architectural Group Ltd. A copy of Kodet's preliminary floorplan as well as the current floorplan is included in *Attachment B*. Given their familiarity with the License Center's operations and business plan, Staff recommends that the City continue utilizing Kodet for the preparation of plans & specifications as well as other services throughout the project. A copy of their proposal is included in *Attachment A*.

The proposal identifies an estimated project cost of \$400,000 - 450,000 for a complete renovation of the both the newly acquired and existing space. Kodet is requesting a fee for services in the amount of \$43,800, or approximately 10% of the project cost. The License Center has a current cash balance of \$1.1 million. A capital expenditure of \$450,000 would still leave the License Center with a reserve level of 41%; well above the targeted 10-25%.

The Council is reminded that the proposed improvements were identified in the License Center's 2016-2020 Strategic Plan which was initially presented to the Council in the spring of 2015. The Plan called for the renovation of selected areas to address federal and state security and confidentiality requirements, as well as an expansion of the License Center's footprint to accommodate growth opportunities in our passport and auto-dealer licensing functions.

Staff will be present at the meeting to address any Council inquiries.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

See above.

31 **REQUESTED COUNCIL ACTION**

32 By Council motion, authorization to accept Kodet Architectural Group Ltd's. proposal for design,
33 construction document, bidding, and construction administration services.

34

Prepared by: Chris Miller, Finance Director

Attachments: A: Kodet Architectural Group Ltd. Proposal dated July 27, 2017

B: Current and Proposed License Center Floorplan

35

Kodet Architectural Group, Ltd.

15 Groveland Terrace · Minneapolis, MN 55403-1154
 E-Mail arch@kodet.com · Website www.kodet.com
 Telephone 612.377.2737 · Facsimile 612.377.1331

July 27, 2017

Christopher K. Miller
 Finance Director
 City of Roseville
 2660 Civic Center Drive
 Roseville, MN 55113

Re: License Center Renovation/Expansion

Dear Mr. Miller:

The following proposal is to continue the design services for the expansion of the License Center within the existing leased space. The expansion into the adjacent 1,600 square foot space and the renovation of the existing space will give a total of 4,920 square foot space. This proposal involves the Basic Services for design (Design, Construction Documents, Bidding, and Construction Observation).

Utilizing the approved plan developed by our office in conjunction with Pam Senden, Kodet will prepare Basic Design Services.

SCOPE OF SERVICES

Basic Services for Individual Projects:

The following is a general outline for reference. This follows the AIA B132 Owner/Architect Agreement, which more completely defines the scope of services, and which we suggest as the form of agreement.

DESIGN SERVICES

1. Plans
2. Elevations
3. Cost estimates
4. Scope of improvements as outlined in the cost estimate.
5. Selection of building materials and systems.
6. MEP (Mechanical, Electrical, and Plumbing) Schematic Design
7. Make appropriate recommendations.
8. Prepare Schematic Design and approved site plan, including:
 - a) Approximate footprint of the building and general design features, including building plans and elevations.
 - b) The location of required parking and other site features.
 - c) Total project cost estimate, including demolition of a portion of the existing building.
9. Two (2) meetings.

CONSTRUCTION DOCUMENTS SERVICES

Architectural Design/Documentation Services during the Construction Documents phase consists of preparation of drawings based on approved Design Development documents setting forth in detail the architectural construction requirements for the project.

1. Develop plans to match the scope of improvements to the financial capability, creating the best value to address the needs.
2. Prepare plans and specifications for bidding.
3. Detailed construction plans and specifications.
4. Detailed construction elevations.
5. Detailed selection of building materials and systems.
6. MEP structural construction drawings. Construction plans to be on Revit (the latest 3D software program).
7. Two (2) meetings.

BIDDING OR NEGOTIATION SERVICES

Place project out for bids to mutually acceptable contractors.

1. Complete project bidding activities.
2. Evaluation of bids.
3. Interpretation of Construction Documents during bidding plans and specifications.
4. Issue addenda.
5. Issue plans and other documents to contractors.
6. Services as needed to facilitate bidding.
7. Be present at bid opening, analyze bids for compliance with specifications, summarize bids received, and recommend bid award to the board.



CONSTRUCTION ADMINISTRATION AND WARRENTY PERIOD

Office Construction Administration services consisting of:

1. Prepare necessary contracts.
2. Provide Construction Observation and On-Site Observation.
3. Communication to the License Center through the construction process. Coordinate with Contractor(s) in observation and review of the construction work and applications for payment, preparing change orders, and issuing RFPs and ASIs.
4. Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Contract Documents.
5. In-office consultation and interpretation of drawings and specifications.
6. Distribution of submittals to Owner, Contractor, and/or Architect's field representative as required.
7. Prepare the necessary punch list and project close-out documents.
8. Warranty punch list at the end of construction and an 11 month warranty inspection. Warranty compliance to be with the contractor since the contractor is responsible for all construction contracts.
9. Estimate of up to eight (8) weekly site visits by A/E team.

Fee for Basic Services

Kodet Architectural Group proposes to work on a fixed fee. Once the scope and budget is determined, a mutually acceptable fixed fee will be determined. The following fee summary is suggested for a project of the complexity contemplated.

Contract

Fee Proposal for Full Basic Services: (Based on a standard AIA Owner/Architect Agreement)

Fee Summary Outline:

Basic Services: With a proposed Construction scope of \$400,000.00 to \$450,000.00 we propose the following:

Fixed Fee of \$43,800.00

If scope increases above \$500,000.00 fee to be negotiated with owner.

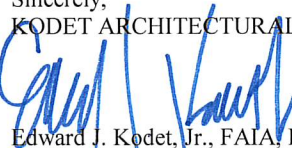
Potential specialty consultants would be in addition to the above. These would include:

If requested by the City of Roseville, Kodet will obtain proposals for specialty consultants.

1. Acoustical Consultant
2. Lighting Consultant
3. Technology
4. Testing
5. Survey
6. Civil Engineering
7. Planning commission or City Council approvals
8. Environmental engineering, testing, etc.

We appreciate the opportunity to review the above details with you, as well as to discuss any part of the normal services provided by our firm. It is our goal to be responsive to your needs and to develop a successful project and long-term relationship.

Sincerely,
KODET ARCHITECTURAL GROUP, LTD.



Edward J. Kodet, Jr., FAIA, LEED AP BD+C
mws 17.062617 – City of Roseville License Center



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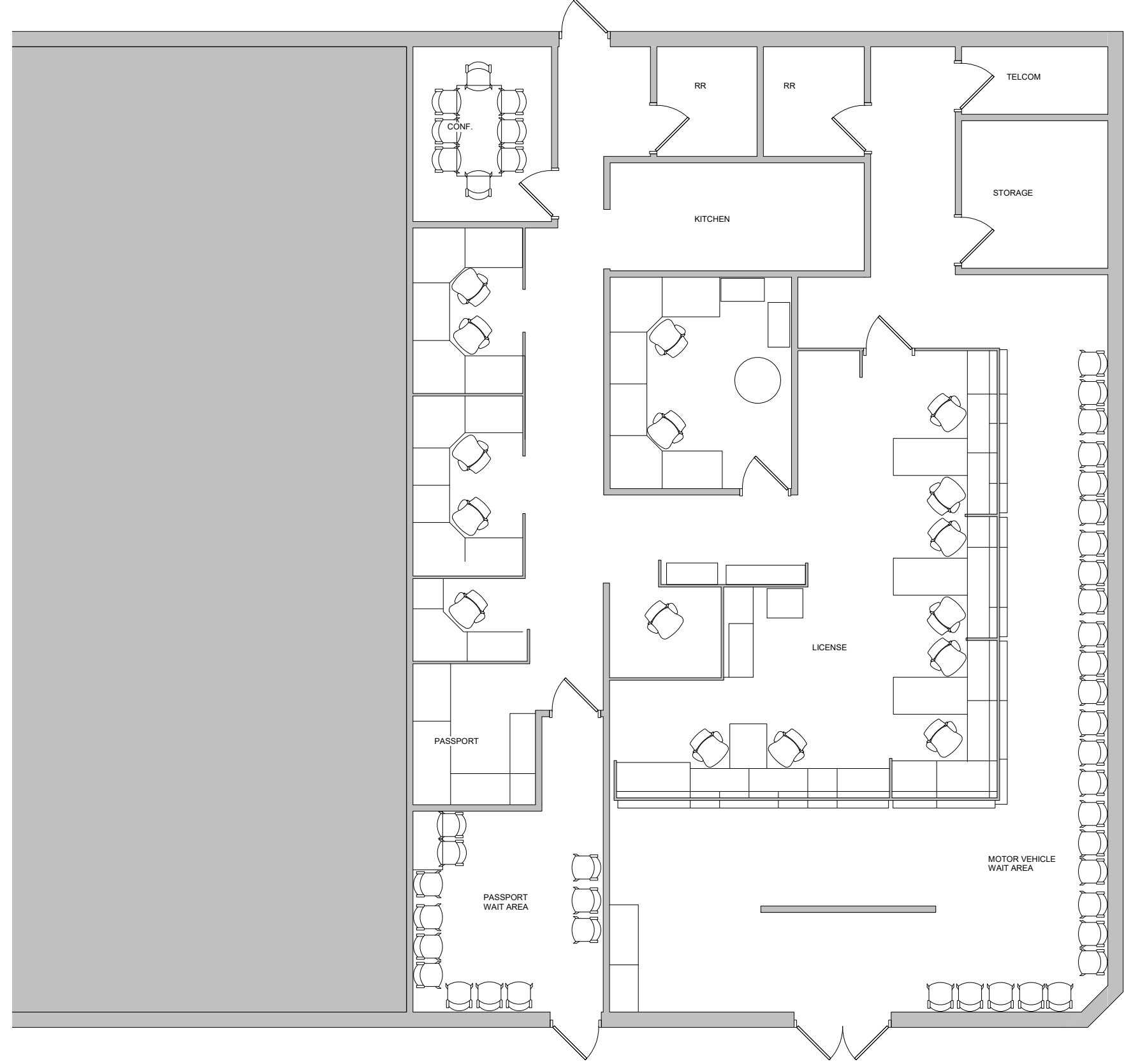
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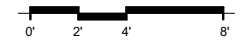
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3/15/2017 8:47:23 AM



B3 EXIST. PASSPORT & LICENSE CENTER
 A1.1 1/4" = 1'-0"



NOT FOR CONSTRUCTION
 Kodet Architectural Group, Ltd. © 2017

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.
 Architect: Edward J. Kodet, Jr., F.A.A. License Number: 15206
 Date: Feb. 3, 2014
 © Kodet Architectural Group, Ltd.

Date: 3/15/2017 8:47:23 AM
 Project No.: Project Number
 Drawn By: Author Checked By: Checker
 Revisions:

Kodet Architectural Group Ltd.
 15 Groveland Terrace • Minneapolis, MN 55403-1154
 E-Mail: arch@kodet.com • Website: www.kodet.com
 Telephone: 612.377.2737 • Facsimile: 612.377.1331

Roseville License Center
 Schematic Design Report
 2737 Lexington Ave N
 Roseville, MN 55113



A

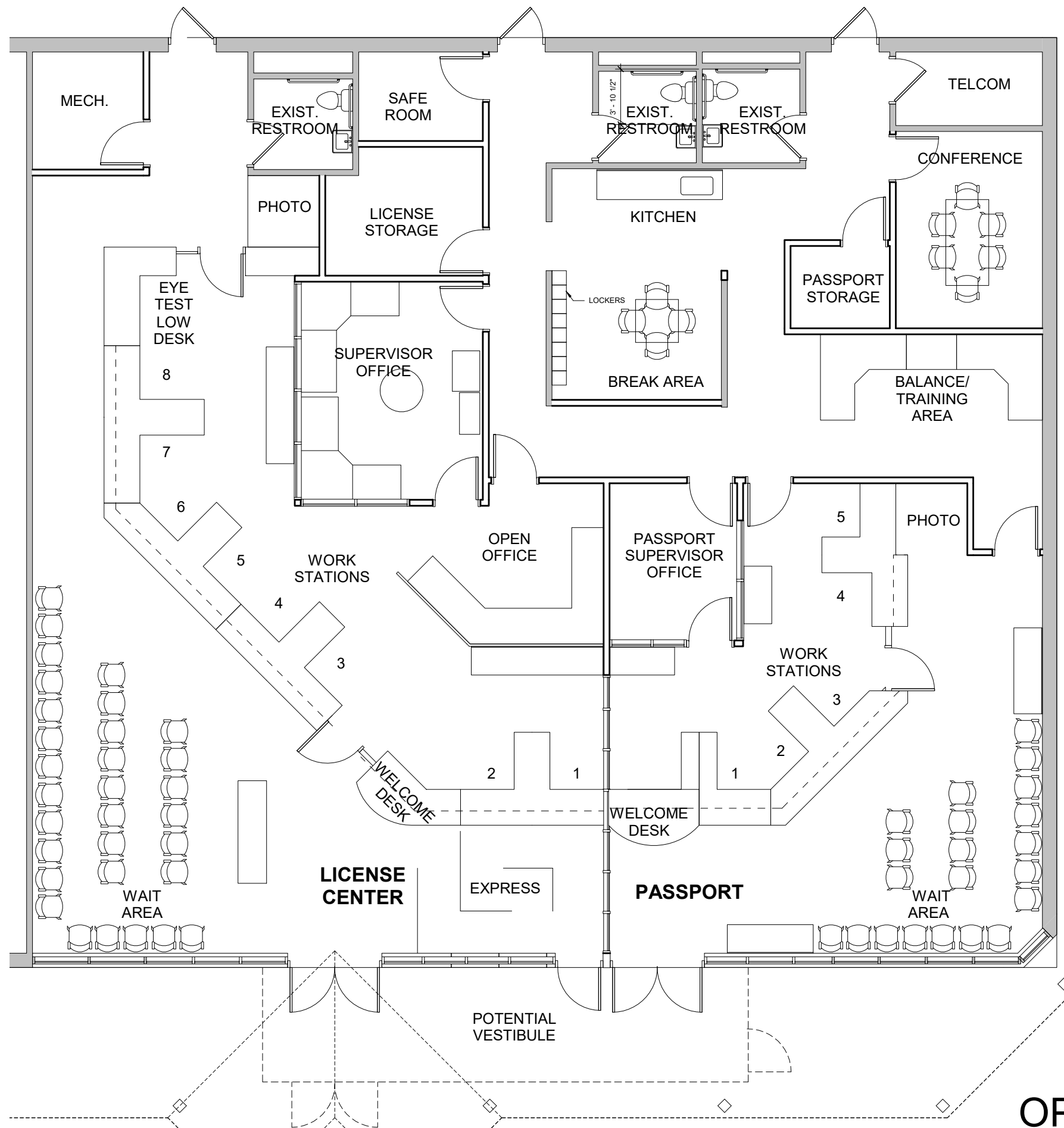
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8/2/2017 1:45:45 PM



C2 PASSPORT & LICENSE CENTER - FINAL PLAN - DIAGONAL SCHEME
 A1.1c 1/4" = 1'-0"



OPTION 2A-R1

NOT FOR CONSTRUCTION
 Kodet Architectural Group, Ltd. © 2017

Attachment

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.
 Architect: Edward J. Kodet, Jr., P.A. License Number: 102617
 Date: Feb. 3, 2014
 © Kodet Architectural Group, Ltd.

Date: 8/2/2017 1:45:45 PM
 Project No.: 102617
 Drawn By: Author Checked By: Checker
 Revisions:

Kodet Architectural Group Ltd.
 15 Groveland Terrace • Minneapolis, MN 55403-1154
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 Telephone: 612.377.2737 • Facsimile: 612.377.1331

Roseville License Center
 Schematic Design Report
 2737 Lexington Ave N
 Roseville, MN 55113



Regular City Council Meeting**Monday, August 14, 2017****Page 15**

Councilmember McGehee responded that she would recommend the internal loan, expressing her support of earlier adjustments made in that funding proposal.

Mayor Roe clarified that the motion, and intended funding via internal loan.

McGehee moved, Willmus seconded, acceptance of ALTERNATE #2 (certified lumber at a cost of \$82,000) and rejection of Alternate #1 (bird-friendly glass, currently projected at \$90,000) and rejection of Alternate #3 (exterior roof materials at a cost of \$6,600) from the low bid as presented from Jorgenson Construction, [with the funding clarified as from the internal loan source].

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

Mayor Roe thanked staff, advisory volunteer committee members, and the public for their participation throughout this process; and expressed appreciation to the intrepid architect for taking on the project's management.

e. Consider a Comprehensive Land Use Plan Map Change at 2353 Chatsworth Street (PF17-009)

City Planner Thomas Paschke summarized this request for a 6-unit townhome project proposed between the Rose of Sharon Manor and the Riviera Apartments as detailed in the RCA and attachments. Mr. Paschke clarified that, if the Comprehensive Plan Land Use Map change is approved tonight and also subsequently by the Met Council, the project would return to the City Council for zoning change and Preliminary Plat approval. Mr. Paschke advised that civil plans would be completed prior to returning to the City Council for Preliminary Plat approval.

Mayor Roe offered an opportunity for public comment with no one appearing to speak for or against.

Etten moved, Willmus seconded, adoption of Resolution No. 11427 (Attachment F) entitled, "A Resolution Approving an Amendment to the Comprehensive Land Use Plan Map Designation from High Density Residential (HDR) to Low Density Residential (LDR) Designation for Property located at 2353 Chatsworth Street (PF17-009);" subject to review and approval by the Metropolitan Council.

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

f. Authorize Preparation of Plans and Specifications for the License Center renovation

Finance Director Chris Miller summarized this request as detailed in the RCA and Attachments A and B provided by Kodet Architectural Group, Ltd. Mr. Miller

Regular City Council Meeting**Monday, August 14, 2017****Page 16**

advised that the next step would be to enter into a Professional Services Agreement with Kodet. The costs for Kodet's services for the project is \$43,800 and the total construction costs are estimated between \$400,000 and \$450,000, or \$90 per square foot projected, but remaining unknown until actual bids are received. Mr. Miller reviewed Attachment B and the schematics allowing flip-flopping the current configuration, allowing the License Center to remain open during its redesign and remodel, even though admittedly there would be some inconveniences for customers and staff during that time. If the City Council provides approval tonight, Mr. Miller advised that staff would then return with a Professional Services Agreement for their formal action on August 28, 2017 to keep the project moving forward as proposed.

In his perception of the new schematic on the License Center side, Councilmember Willmus stated that he didn't see a significant increase in the waiting/seating area, with more emphasis on the work station place. However, on the Passport Service side, Councilmember Willmus noted there seemed to be significant waiting/seating space added. Councilmember Willmus opined that his initial reaction was the overall projected cost of this remodel, of concern to him, since based on his interpretation of the License Center side he didn't see much increase in the ability to service customers, and questioned if the high remodel costs were based on a premium to sage the remodel while remaining open for business.

Finance Director Miller clarified that, since the Passport Service and Automobile Dealer customers provided the most revenue, the intent was to address those spaces. Having experienced considerable growth in both areas over the last few years, and anticipating that will continue, Mr. Miller advised that this was the rationale in addressing those two areas, since the License Center didn't see growth anywhere near those other two elements.

License Center Supervisor Pam Ryan also reported that in addition to the Passport Service and Automobile Dealers as a group, a number of smaller auto dealers came up to the counter now, and staff was looking to add extra space on the Passport side to accommodate and process those dealers quicker, using Passport staff during down times for those applications. Ms. Ryan noted that this would then free up License Center staff to process one-title transactions more efficiently, with the proposal to add five stations, with stations four and five on the schematic visualized as the area utilized for auto dealers for pick-up and drop-off of titles and freeing up staff for walk-in customers.

Specific to Councilmember Willmus' question about whether the city was paying a premium, using the current layout displayed Finance Director Miller advised that when architects looked at the amount of public space needed compared to what was currently available, by staging the remodel, the Passport Service customer area would be retained and still allow sufficient customer lobby space without impeding the number of customers that could be processed on the License Center side. Mr. Miller noted that, at this time, there could be 15-20 customers

Regular City Council Meeting**Monday, August 14, 2017****Page 17**

seeking individual titles, not counting tab customers, reiterating staff's concern that if there wasn't sufficient waiting or seating room, people may leave and go elsewhere unless they had some assumptions of how quickly they could move through any waiting lines. Mr. Miller advised that the architects carefully considered the impacts to business and attempted to minimize disruption for customers.

Councilmember Willmus reiterated his concern with the considerable cost of this remodel, advising that he was attempting to identify what was driving that expense (e.g. relocating computer terminals).

If the City Council authorized moving forward with plans and specifications for this project, Mayor Roe suggested a presentation at the August 28th meeting about what was driving those costs.

Councilmember McGehee spoke in support of the schematic, noting the importance of a vestibule of some sort to address winter cold and wind issues. However, while understanding the interest in what was driving project costs, Councilmember McGehee opined that with this operation not only paying for itself and generating General Fund revenue that offset the tax levy, it was important to make it more pleasant for staff and customers. Therefore, Councilmember McGehee stated that she was less troubled with this project that she had been with the Golf Course clubhouse project.

Councilmember Etten advised that he had previously sent an email to Finance Director Miller outlining his questions, and thanked Mr. Miller for responding with great, detailed information. Specific to the estimated cost, which had also surprised him, Councilmember Etten noted that Mr. Miller had advised that this included some of work with deck stations and services counters that alleviated some of his concerns with the cost. However, Councilmember Etten stated that he was still troubled by the estimated cost for an office remodel, basically consisting of metal studs and sheetrock costs to move some walls; and anticipated that once more refined numbers were available, those costs would come down by a decent amount.

Finance Director Miller advised that staff had shared the same concerns with the architects when they first floated the numbers, which had come in higher than he anticipated as well. Mr. Miller reported that he expected an approximate cost of \$60 per square foot. Mr. Miller suggested that there may be some additional fine-tuning that could be done, but also noted that the current customer service counters had been salvaged from the old Fire Station and the intent was envisioned as providing an atmosphere that was warmer and more inviting, and allowing for a more professional environment than currently available.

Councilmember Laliberte agreed with her colleagues on the cost estimates, but admitted that she didn't have enough of an understanding at this point to pick away at that total projected cost. Councilmember Laliberte stated that her hope

Regular City Council Meeting**Monday, August 14, 2017****Page 18**

was that at the end of the remodel, the customer service area and flow would be greatly improved; and while this looked like a great expansion of space that was needed, questioned if this schematic took customers into consideration as well as staff. Councilmember Laliberte stated that her interest was to make sure the customer experience balanced with staff's experience.

Councilmember McGehee opined that the proposed waiting area was reasonable to her, especially the rows of chairs versus a line-up. However, Councilmember McGehee agreed with her colleagues in questioning why it was so expensive.

Ms. Ryan advised that staff had reviewed several other license centers for the idea of grouping chairs in the waiting areas. Ms. Ryan also noted the critical consideration for staff with a welcome desk to direct those walking in and also an express tab area to eliminate wait times for those quick transactions.

At the request of Councilmember Willmus, Finance Director Miller advised that the city was not under any time crunch with this, with a new lease having been signed in May of 2017, but also noting staff's hope to accomplish the remodel sooner rather than later, ideally before year-end. Councilmember Willmus stated that he would like to consult additional architect teams to see if a variation in some of the designs or other ideas could serve to reduce costs; in essence to put the planning/design out for bid.

Specific to the welcome desk, Councilmember Laliberte clarified with Ms. Ryan that the intent was to staff the desk with current staff, with that being done to some extent now with dedicated staff in a make-shift way.

Councilmember Laliberte and Ms. Ryan further clarified the Power Point and key information scrolling to assist customers in filling out forms via monitors rather than the number of instructions and directional signage currently taped to the walls, with the intent to make the operation more professional looking.

Councilmember Laliberte stated her interest in having some fresh thinking and vision provided by other architectural design firms, and while it may slow down the process, opined that it would also be good to consider that fresh thinking.

Councilmember Etten stated that he didn't support that idea, offering his support in trusting staff to provide a schematic that they had reviewed and what would work best for them with day-to-day operations and customer flow. While other examples may be good if they provided cost savings in the flexibility of materials used, Councilmember Etten questioned if a different design would work in reality for staff and customers. Councilmember Etten suggested those cost savings may rather come out in construction bidding and contractor bids.

Regular City Council Meeting**Monday, August 14, 2017****Page 19**

Councilmember McGehee agreed with Councilmember Etten, opining that there was no need to further delay the project, and expressed her trust in staff continuing to do a great job, and their understanding of the flow and what worked best.

McGehee moved, Etten seconded, authorization to accept Kodet Architectural Group Ltd's. Proposal for Design, Construction Document, Bidding and Construction Administration Services as presented; at a cost not to exceed \$43,800 or approximately 10% of the estimated project cost.

Councilmember Willmus stated that he would not support the motion, opining that since there was not timeline issue, more time should be taken at the initial stages and look to other architectural firms that may not be as costly for their services and to see other designs, all that could potentially save significant dollars.

Councilmember Laliberte agreed that there was not time crunch, and stated her understanding that any other design firm proposals would be sufficiently vetted by staff prior to being brought to the City Council for consideration.

Mayor Roe spoke in support of the motion, opining that since the proposed cost went beyond design and specifications as detailed and based on tonight's discussion with staff, he thought the price tag for those services was reasonable and in line with other city projects to-date. Mayor Roe agreed with Councilmember McGehee in not seeing a flaw in this plan that couldn't be resolved with this architectural firm as plans were fine-tuned.

Roll Call

Ayes: Etten, McGehee and Roe.

Nays: Willmus, Laliberte.

Motion carried.

8. Approve Minutes**a. Approve City Council Minutes – July 17**

Etten moved, McGehee seconded, approval of the July 17, 2017 City Council Meeting Minutes as amended.

Corrections:

- **Page 3, Line 17 (Roe)**
Typographical Error: Strike "annual" and add an"... 'a' policy regarding..."
- **Page 20, Lines 11-12 (Roe)**
Typographical Error: Correct to read "corridor"
- **Page 25, Line 24 (Roe)**
Typographical Error: Strike duplicate "aspects of" in sentence.

Roll Call

Ayes: Willmus, Etten, McGehee and Roe.

Abstentions: Laliberte.

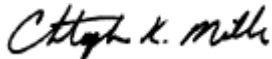
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/23/2017

Item No.: 7.g

Department Approval

City Manager Approval




Item Description: Review Plans & Specifications for the License Center Renovation and Authorize the Advertisement for Bids.

BACKGROUND

The discussion on the long-term facility options for the Roseville License Center has been ongoing since March of 2016. While many options were explored, the City Council ultimately approved a 5-year lease agreement in the existing facility in May, 2017.

More recently on August 14, the City Council authorized the hiring of Kodet Architectural Group, Ltd., to prepare plans and specifications and other services associated with the License Center renovation. The renovation covers 4,919 square feet including the 1,587 of additional space to accommodate recent and projected growth in customer volumes.

Kodet Architects has completed the Plans & Specifications and has made the necessary preparations to begin advertising for bids. An abbreviated set of those Plans (construction drawings) is included in *Attachment A*. The Council is now asked to formally authorize the advertisement for bids, with a tentative date of November 27, 2017 to award the bids.

Preliminary Cost Estimate

Based on the plans & specifications, Kodet Architects have estimated a total project cost of approximately \$500,000. A breakdown of those costs are as follows:

<u>Component</u>	<u>Architect's Estimate</u>
General Conditions	\$ 45,355
Demolition	45,460
Woods, Plastics & Composites	57,740
Doors & Windows	41,258
Finishes	105,630
Specialties	6,080
Plumbing	9,831
HVAC	49,669
Electrical	96,689
Interior Vestibules	41,196
Contractor Overhead + Profit 8%	39,913
Contingency 2%	10,776
	\$ 549,596

The amount shown above does not include office furniture, workstations, or technology & security

21 measures. Most of these items are already on a scheduled replacement cycle and will be replaced
22 independent of the project.

23

24 The project will be funded out of License Center cash reserves which currently stands at \$1.1 million. A
25 capital expenditure of \$550,000 would still leave the License Center with a reserve level of 35%; well
26 above the targeted 10-25%.

27

28 Final Comments

29 Although the project is affordable to the License Center, we recognize that an investment of this size may
30 give reason for pause. However, the Council is reminded that the License Center moved to this location
31 in 1999 and there has been only minimal capital improvements since then, with the exception of the
32 expansion in 2003 that allowed us to offer passport acceptance services.

33

34 We will also note that the renovations are consistent with the goals and priorities outlined in the 2016-
35 2020 License Center Strategic Plan as presented in May, 2015. The Plan specifically identified growth
36 opportunities in the auto dealer and passport functions, both of which will require additional space to
37 achieve that growth.

38

39 We further acknowledge the desire to seek assurances in any decision that may have a long-term impact.
40 Like all other deputy registrar and passport agents, we are subject to the economic cycles of car purchases
41 as well as demographic changes that can alter the number of individuals needing a driver's license or
42 passport.

43

44 That being said, the License Center has an experienced roster of employees and enjoys a low employee
45 turnover rate. 11 out of the current 19 employees including the three supervisors have been with the
46 License Center for at least a decade. It is this core group that is responsible for the steady growth and
47 financial performance the License Center has achieved during the past 15 years. We have every reason
48 to be confident that they will continue on this path moving forward.

49

50 Staff will be present at the meeting to address any Council inquiries.

51 **POLICY OBJECTIVE**

52 Not applicable.

53 **FINANCIAL IMPACTS**

54 See above.

55 **STAFF RECOMMENDATION**

56 Staff recommends that the Council authorize the advertisement for bids for the License Center renovation
57 project.

58 **REQUESTED COUNCIL ACTION**

59 By Council motion, authorization to advertise for bids for the License Center renovation project.

60

Prepared by: Chris Miller, Finance Director

Attachments: A: Kodet Architectural Group Ltd. Plans (Construction Drawings) for the License Center Renovation
Project

61



CITY OF ROSEVILLE LICENSE CENTER

D1
A15.1 N.T.S.

NOT FOR CONSTRUCTION
Kodet Architectural Group, Ltd. © 2017



Roseville License and Passport Center
Building Renovation
2737 Lexington Ave N
Roseville, MN 55113

Kodet Architectural Group Ltd.

15 Groveland Terrace • Minneapolis, MN 55403-1154
E-Mail: arch@kodet.com • Website: www.kodet.com
Telephone: 612.377.2737 • Facsimile: 612.377.1331

Date: 10/18/2017 2:11:31 PM
Project No.: 102617
Drawn By: Author Checked By: Checker
Revisions:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Architect: Edward J. Kodet, Jr., F.A.A. License Number: 15066
Date: Feb. 3, 2014
© Kodet Architectural Group, Ltd.

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CITY OF ROSEVILLE PASSPORT CENTER

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A15.2 N.T.S.

NOT FOR CONSTRUCTION
Kodet Architectural Group, Ltd. © 2017

**Roseville License and Passport Center
Building Renovation**
2737 Lexington Ave N
Roseville, MN 55113

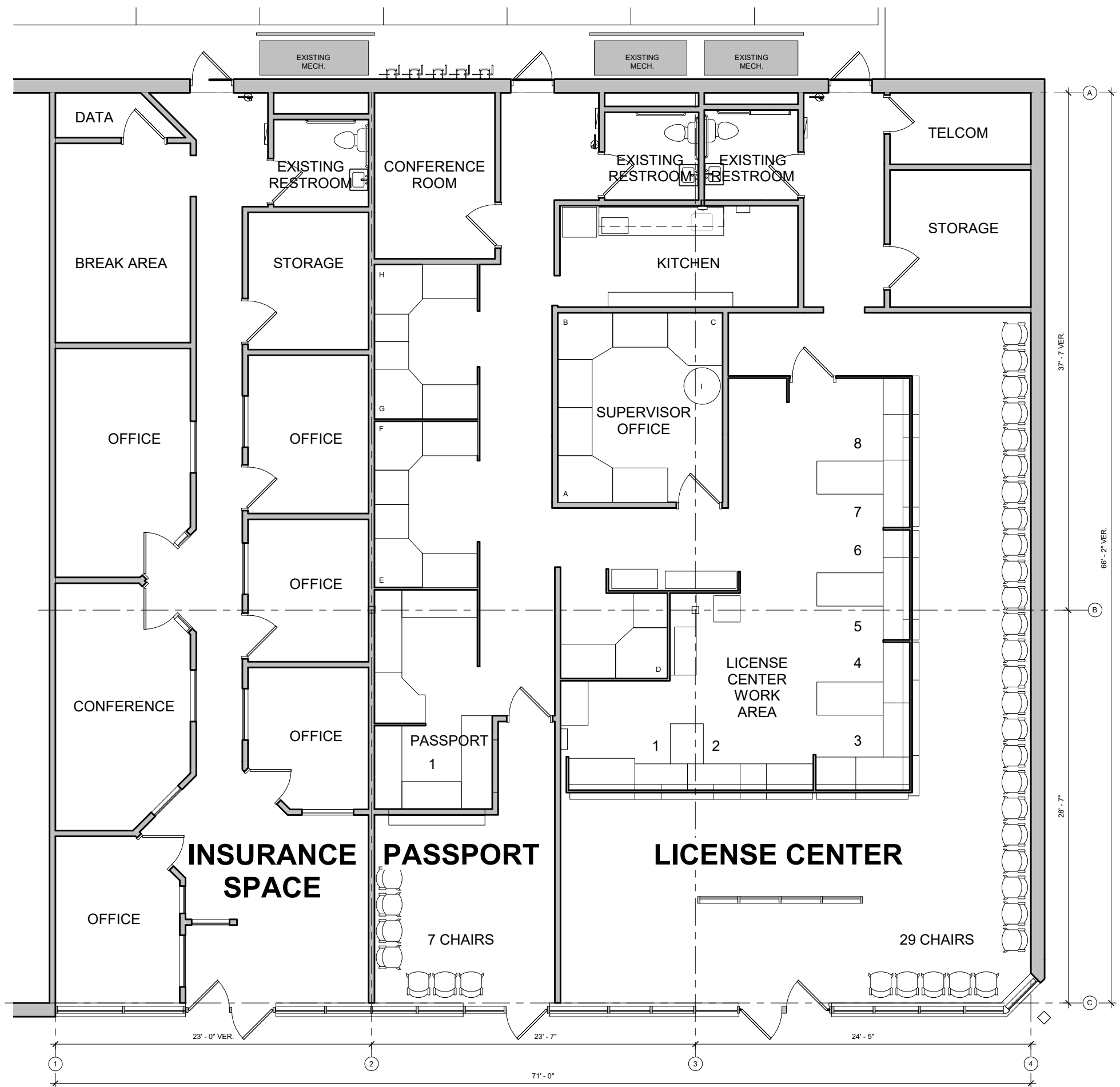
Kodet Architectural Group Ltd.
15 Groveland Terrace • Minneapolis, MN 55403-1154
E-Mail: arch@kodet.com • Website: www.kodet.com
Telephone: 612.377.2737 • Facsimile: 612.377.1331

A15.2
Passport Center
Perspective

Date: 10/18/2017 2:11:32 PM
Project No.: 102617
Drawn By: Author
Checked By: Checker
Revisions:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Architect: Edward J. Kodet, Jr., F.A.A.
Date: Feb. 3, 2014
License Number: 15066
© Kodet Architectural Group, Ltd.

The above drawings, specifications and design arrangements represented are and shall remain the property of the Architect, and no part shall be copied, disclosed to others, or used in connection with any other project for which they have been prepared and developed without the written permission of the Architect. Visual contact with these drawings or specifications shall constitute conclusive evidence of these restrictions.



EXISTING FIRST FLOOR PLAN

D1
xA1.0
1/4" = 1'-0"



General Notes Attachment B

1. VERIFY CONDITIONS NOTED AS EXISTING AND NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.

Graphic Scale

1/4" = 1'-0"

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Date: 10/18/2017 2:11:35 PM
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 Checked By: KS
 Revisions:

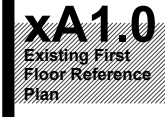
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 15 Groveland Terrace • Minneapolis, MN 55403-1154
 E-Mail: arch@kodet.com • Website: www.kodet.com
 Telephone: 612.377.2737 • Facsimile: 612.377.1331

Roseville License and Passport Center
 Building Renovation
 2737 Lexington Ave N
 Roseville, MN 55113

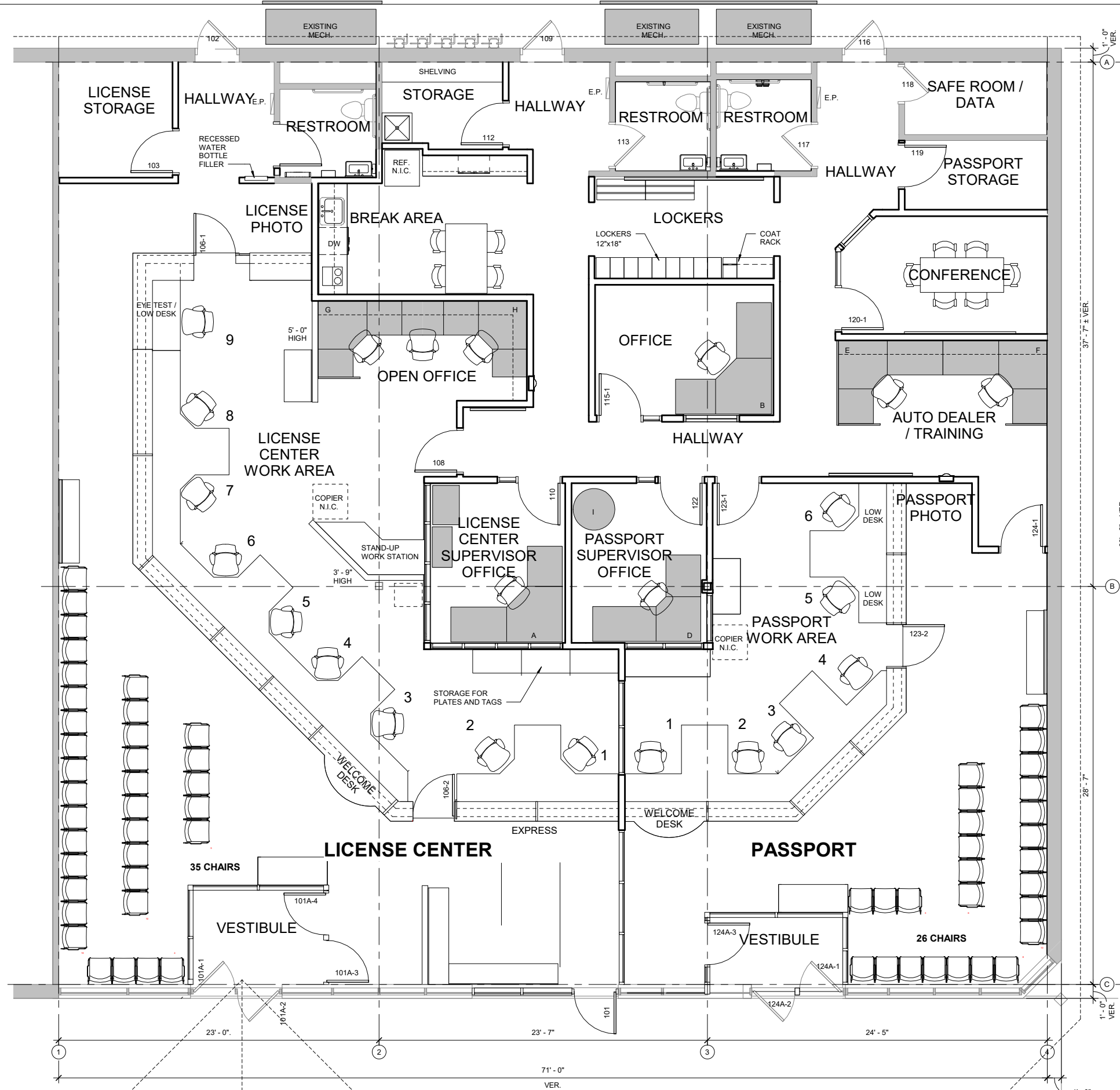
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Architect: Edward J. Kodet, Jr., F.A.S.A.
 Date: Feb. 3, 2014
 License Number: 1506
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1 2 3 4 5



Material Keying Legend Attachment B

Graphic Scale

1/4" = 1'-0"

0' 2' 4' 8'

FIRST FLOOR PLAN

D1
P1.0
1/4" = 1'-0"

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A
B
C
D

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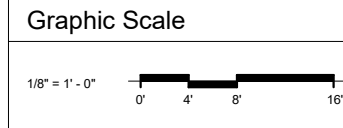
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Date: 10/18/2017 2:11:33 PM
Project No.: 102617
Drawn By: AC
Checked By: KS
Revisions:

Architect: Edward J. Kodet, Jr., F.A.S.
Date: Feb. 3, 2014
License Number: 12066
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P1.0
Floor Plan

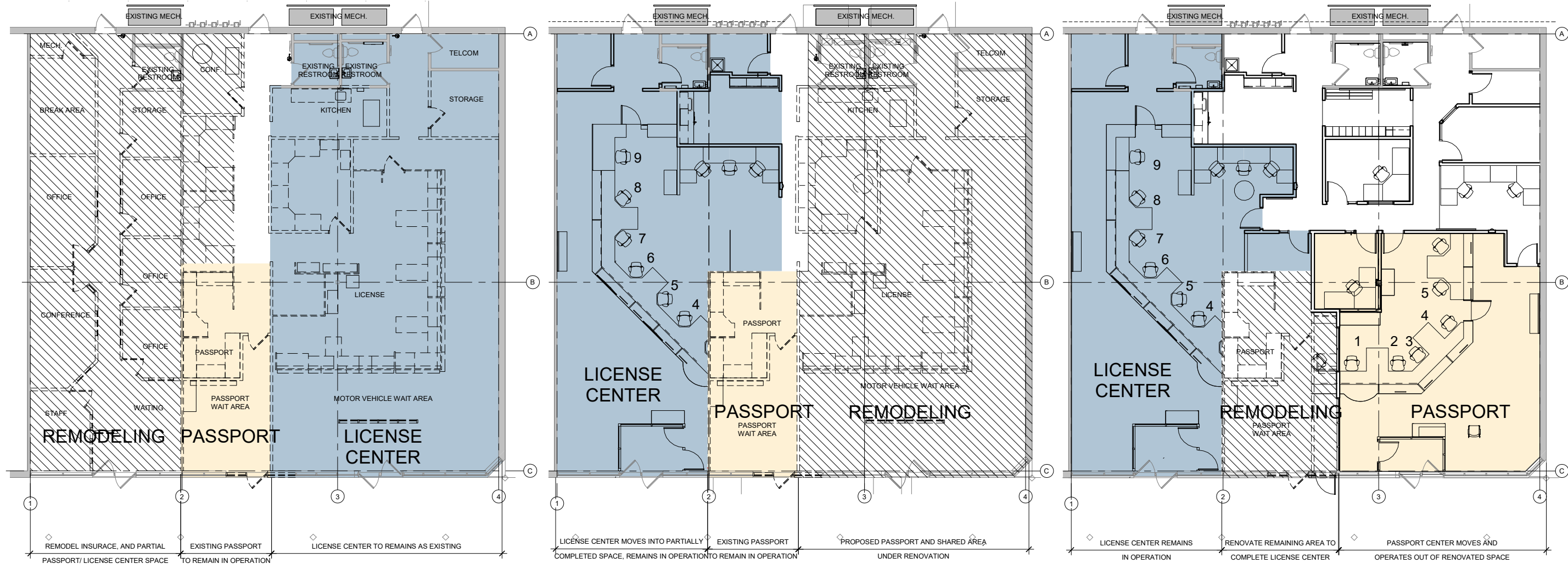


Legend

	SHARED AREA
	LICENSE CENTER
	PASSPORT CENTER
	REMODELING

Attachment B

PHASING PLAN



Demo Plan - Phase 1



- REMODEL INSURANCE, PASSPORT SPACE AND PART OF LICENSE CENTER.
- PASSPORT CENTER TO REMAIN IN OPERATION WHILE REMODELING OCCURS.
- LICENSE CENTER TO REMAIN IN OPERATION WHILE REMODELING OCCURS.

Demo Plan - Phase 2



- LICENSE CENTER MOVES INTO INSURANCE SPACE AND REMAINS IN OPERATION (NO EXPRESS LINES).
- REMODEL EXISTING LICENSE CENTER SPACE.
- PASSPORT CENTER TO REMAIN IN OPERATION WHILE REMODELING OCCURS.

Demo Plan - Phase 3



- PASSPORT CENTER MOVES INTO COMPLETED RENOVATED SPACE.
- COMPLETE LICENSE CENTER REMODELING (EXPRESS LINES & OPEN OFFICE).

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.
 Architect: Edward J. Kodet, Jr., F.A.A. Date: Feb. 3, 2014
 License Number: 1506
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Date: 10/18/2017 2:11:35 PM
 Project No.: 102617
 Drawn By: AC
 Checked By: KS
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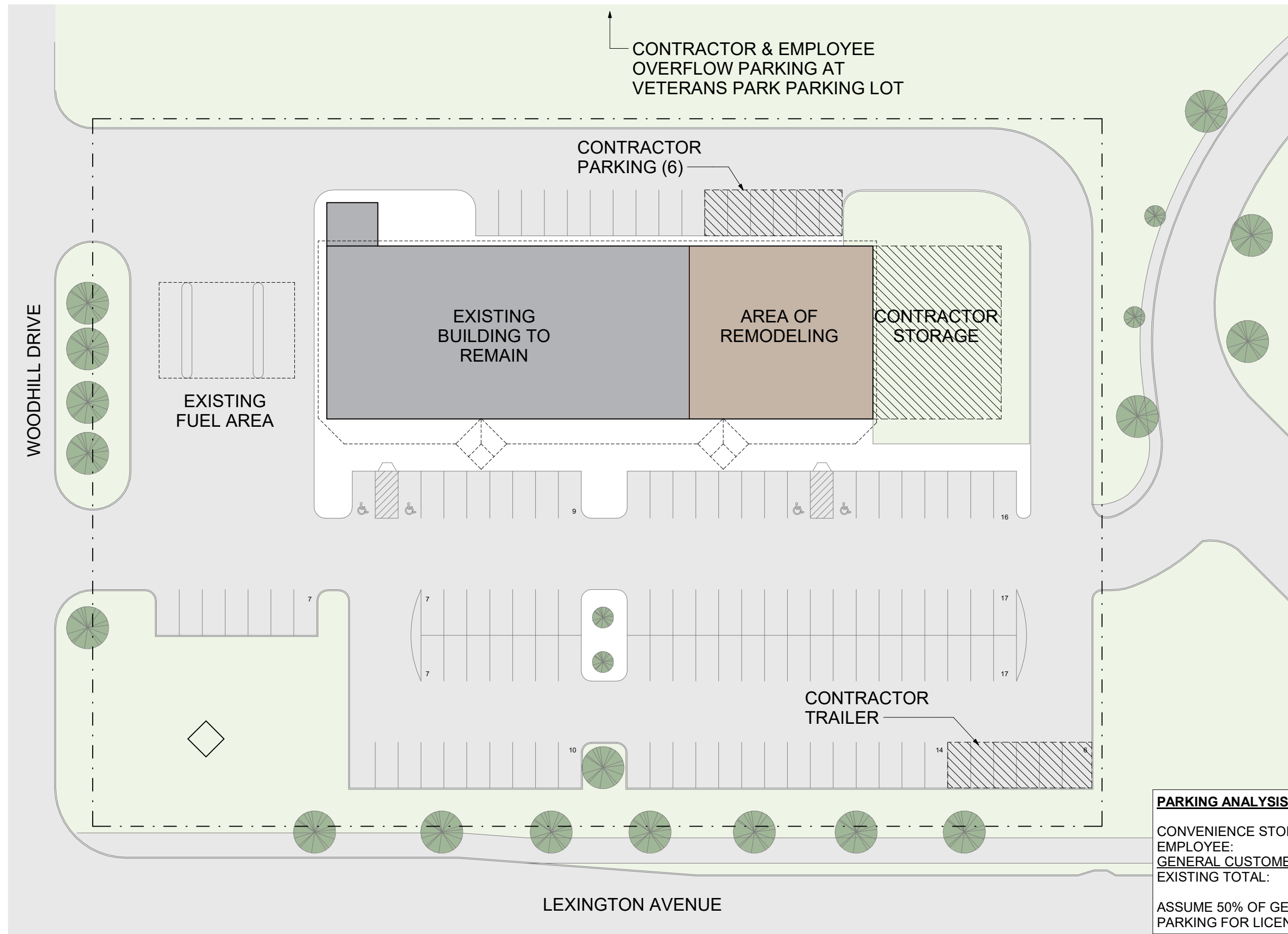
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A
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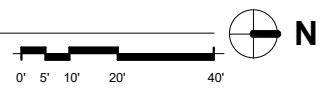


PARKING ANALYSIS:

CONVENIENCE STORE:	7
EMPLOYEE:	16
GENERAL CUSTOMER:	103
EXISTING TOTAL:	126
ASSUME 50% OF GENERAL	
PARKING FOR LICENSE CENTER:	51

SITE PLAN

D1
P0.1
1" = 20'-0"



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Building Renovation
2737 Lexington Ave N
Roseville, MN 55113

P0.1
Existing Site Plan

Date: 10/18/2017 2:11:32 PM
Project No.: 102617
Drawn By: Author
Checked By: Checker
Revisions:

Architect: Edward J. Kodet, Jr., F.A.A.
Date: Feb. 3, 2014
License Number: 1506
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g. Review Plans & Specifications for the License Center Renovation and Authorize the Advertisement for Bids

Finance Director Miller introduced Mr. Stone with Kodet Architects and deferred to him and his colleagues for the presentation of the proposed renovations for the License Center Renovation and next steps as detailed in the RCA.

Ken Stone, Kodet Architects

Mr. Stone presented the plans and specification for the License Center and Passport Center, addressing existing and adjacent space and existing insurance space being expanded into, and provided the proposed new layout with Passport Center enlarged area on north end of building and License Center expanded to south.

Mr. Stone reviewed the phased plan for construction to keep both services open for construction, resulting in a total of three phases: to renovate the insurance space first and move the License Center into the insurance space, leaving the Passport Center where it is; with the third phase to move the Passport Center into the old License Center space and finish it all out. Mr. Stone estimated one month per phase for a total of three months, hopefully completed by March 1, 2018. Mr. Stone reviewed the site plan flow during construction and impacts to the site, with contractor parking designated on the west side and construction storage on the north side of the area being remodeled; with the use of the VFW parking arranged as an option for any additional parking needs if needed.

Councilmember Willmus asked how long the project would take if not phased and the doors closed during construction and if it would result in any construction cost savings.

Mr. Stone estimated that there could be some savings, but advised that the architect had built into the estimate the cost of phasing at 2-3% of the project; approximately \$10,000 – 15,000. However, Mr. Stone also estimated that by not phasing, the construction would still take 2 to 2.5 months versus 3 months.

Councilmember Etten opined that the loss in revenue and change in service, with potential loss of customers, was not worth it; and spoke in support of the phased approach.

Councilmember McGehee spoke in support of the phased approach.

Councilmember Laliberte asked if this plan would meet the requirements for a separate fire wall and entrance as mandated.

License Center Supervisor Pam Ryan responded that staff and the architect were confident that this plan met federal requirements; but would invite their response to the proposal once approved by the City Council. Ms. Ryan advised that complete separation had been achieved with the proposed plan; and common areas

Regular City Council Meeting**Monday, October 23, 2017****Page 28**

approved in the past had also been taken into consideration with office locations, entrances and separate key cards and storage areas; and authorized access addressed accordingly.

Extended Meeting Curfew

At 10:00 p.m., Etten moved, Willmus seconded, extending the meeting curfew to complete the business items on tonight's agenda.

Roll Call

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None.

Discussion ensued regarding space alignments and how best to accommodate additional volume if and when the need arises in the future by rearranging the vestibule area for a tenant build out.

Etten moved, McGehee seconded, to authorize staff to advertise for bids for the License Center renovation project as presented.

Councilmember Etten spoke in support of the project, opining it was something needed to provide opportunities for growth and to better serve customers.

Councilmember McGehee agreed and spoke in support of the motion.

Mayor Roe spoke in support of the motion, referencing his familiarity with a similar build out for the Cable Commission at their Arthur Street location; and comparable costs for their rearrangement of office space.

Roll Call

Ayes: Willmus, Etten, McGehee, Laliberte and Roe.

Nays: None.

8. Approve Minutes**a. Approve City Council Minutes – October 9**

Etten moved, McGehee seconded, approval of the October 9, 2017 City Council Meeting Minutes as amended.

Corrections:

▪ **Page 5, Lines 34 – 36 (Roe)**

Correct to read: "... North Suburban Access Corporation (NSAC) now replaced by a 3% gross revenue fee ~~[for each entity]~~.

▪ **Page 8, Lines 40 – 42 (Willmus)**

Strike entire sentence: "~~[Recognizing that, for example the IT consortium served as a profit center for those forty-one other communities and agencies].~~"

▪ **Page 1, Line 37 (Roe)**

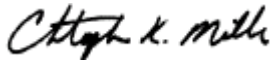
Correct to read: "through the CIP, and that large new ~~[things]~~..."

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/27/17

Item No.: 7c.

Department Approval



City Manager Approval



Item Description: Award Construction Bids for the License Center Renovation Project.

BACKGROUND

On October 23, 2017, the City Council authorized the advertisement for bids for the License Center renovation project. The authorization represented the culmination of a 19-month process to address the License Center's long-term facility options. During this period, the following key decisions were recently made by the Council:

- May 15, 2017: authorize a 5-year lease agreement with Gaughan Properties (*existing location*) to secure a total of 4,919 square feet.
- August 14, 2017: authorize the preparation of plans & specifications for the License Center renovation project.
- October 23, 2017: authorize the advertisement for bids.

Based on the plans & specifications, Kodet Architects estimated a total project cost of approximately \$550,000. This amount does not include office furniture, workstations, or technology & security measures. Most of these items are already on a scheduled replacement cycle and will be replaced independent of the project.

Summary of Bids

A total of 13 complete and responsible bids were received on November 21, 2017. A summary is included in the table below:

	Bid
<u>Contractor</u>	<u>Amount</u>
Ebert Construction	593,000
American Liberty Construction	604,900
Derau Construction	609,800
Kue Contractors Inc.	609,936
Parkos Construction	629,800
TMG Construction	639,900
Dering Pierson Group	642,000
Met-Con Companies	644,900
Karkela Construction	652,000
Tarraf Construction	667,000
Brennan Construction	670,900
Donlar Construction	671,000
J.S. Cates	825,000

22

23

24 As depicted in the table, the low base bid came from Ebert Construction in the amount of \$593,000. Staff
 25 recommends the Council award the contract to Ebert Construction, the low bidder. They estimate that the
 26 construction will be completed by April 1, 2018.

27

28 The project will be funded out of License Center cash reserves which currently stands at \$1.1 million. A
 29 capital expenditure of \$593,000 would still leave the License Center with a reserve level of 31%
 30 compared to the targeted 10-25% reserve level.

31

32 Final Comments

33 Although the project is affordable to the License Center, we recognize that an investment of this size may
 34 give reason for pause. However, the Council is reminded that the License Center moved to this location
 35 in 1999 and there has been only minimal capital improvements since then, with the exception of the
 36 expansion in 2003 that allowed us to offer passport acceptance services.

37

38 We will also note that the renovations are consistent with the goals and priorities outlined in the 2016-
 39 2020 License Center Strategic Plan as presented in May, 2015. The Plan specifically identified growth
 40 opportunities in the auto dealer and passport functions, both of which will require additional space to
 41 achieve that growth.

42

43 We further acknowledge the desire to seek assurances in any decision that may have a long-term impact.
 44 Like all other deputy registrar and passport agents, we are subject to the economic cycles of vehicle
 45 purchases as well as demographic changes that can alter the number of individuals needing a driver's
 46 license or passport.

47

48 That being said, the License Center has an experienced roster of employees and enjoys a low employee
 49 turnover rate. 11 out of the current 19 employees including the three supervisors have been with the
 50 License Center for at least a decade. It is this core group that is responsible for the steady growth and
 51 financial performance the License Center has achieved during the past 15 years. We have every reason
 52 to be confident that the License Center will continue on this path moving forward.

53

54 Staff will be present at the meeting to address any Council inquiries.

55

56 **POLICY OBJECTIVE**

57 Not applicable.

58 **FINANCIAL IMPACTS**

59 See above.

60 **STAFF RECOMMENDATION**

61 Staff recommends that the Council award the bid for the License Center renovation project to Ebert
62 Construction, in an amount not to exceed \$593,000 plus a 5% contingency of \$29,650 for a total of
63 \$622,650.

64 **REQUESTED COUNCIL ACTION**

65 Motion to award the construction bid for the License Center renovation project to Ebert Construction, in
66 an amount not to exceed \$622,650.

67

68

Prepared by: Chris Miller, Finance Director

69

Regular City Council Meeting
Monday, November 27, 2017
Page 16

Roll Call

Ayes: Laliberte, McGehee, Willmus, Etten and Roe.

Nays: None.

Recess

Mayor Roe recessed the meeting at approximately 7:48 p.m., and reconvened at approximately 7:57 p.m.

c. Award Construction Bids for the License Center Renovation Project

Finance Director Chris Miller summarized the request, as detailed in the RCA, along with supplemental information provided as an email of today's date and included as a bench handout and made part of RCA. Also present for this discussion were License Center Supervisor Pam Ryan and Ken Stone, lead architect with Kodet Architects.

At the request of Councilmember Etten, Mr. Stone clarified that the current fee for Kodet for architectural design services to-date was \$43,800, separate from the bid price.

On page 1 of the RCA, Councilmember Laliberte questioned if office furniture, security and other items were included as part of the expenses, or included as items in the replacement schedule; with new work stations intended in this new space.

Finance Director Miller advised that some items may be repurposed as applicable, with that still under review as part of the normal replacement cycle for furnishings and equipment.

Councilmember Laliberte asked for ballpark figures and identification of where on the replacement schedule or not those items fell into the broader picture, since they were not included in this packet for the project.

Councilmember Willmus stated that, when consideration of this remodel was begun in May of 2017, the estimated cost was \$250,000, making a lot more sense from his perspective than this latest cost based on bids received. Councilmember Willmus opined that a remodel cost of \$665,000 plus for a rented facility was excessive, and stated his inability to justify those dollars for a rental.

WILLMUS MOVED, Etten seconded, to REJECT bids and direct staff to commence negotiations on the possible acquisition of the strip center; not awarding bids as presented at this point.

Councilmember Willmus recognized that there would be some renovation dollars expended whether the city owned the facility or not; but over the course of the current five-year lease, noted that the city would be paying over \$50 per square

Regular City Council Meeting
Monday, November 27, 2017
Page 17

foot when factoring in the lease and improvement costs. Councilmember Willmus opined that this was excessive and off the charts; and in the long-term he felt there were advantages to the city's ownership of that property beyond the license center aspect (e.g. public works space needs) that also came into play in the future, making the land acquisition prudent. Councilmember Willmus reiterated his disinterest in expending that type of dollars without city control of a city-owned asset.

Councilmember Etten spoke to his support of the motion, agreeing that it was an important property for the city to consider as it looked to city needs, including the license center. Councilmember Etten agreed that these build-out costs were extremely high for this or any strip mall setting, making him hesitant to spend that money on a rental. Councilmember Etten reiterated his previously stated interest in this site as an important part of the city's expansion, including a quality license center.

Public Comment

Roger Hess, Jr., 1906 Wagner Place

Mr. Hess asked that the City Council look at a Plan B so purchasing the strip mall was not its only option to put the city in a better negotiating position. Mr. Hess also asked that the city, whether it continued to lease or purchase the site, review operations of the license center to shorten wait times for those using the services.

Councilmember McGehee spoke in opposition to the motion, noting she had not supported purchase of the strip mall when it had previously been discussed. Councilmember McGehee opined that if that was the plan, it could be done at any time; while the city still needed to address the license center, since all agreed it was best left at this same location. Councilmember McGehee expressed her confidence in the cost, based on the number of bids and their similarities, noting that the last cost projections were at approximately \$400,000. Councilmember McGehee noted that this was one of the few city operations that was revenue-generating; and since the money was available in the license center reserves while staying within their target range, even if more than initially estimated, this was a reasonable request that staff had spent considerable time researching, analyzing and presenting. Therefore, Councilmember McGehee opined that the city owed it to itself, customers and staff to proceed as authorized; further opining that it was a bad idea to reconsider purchasing the site now, nor was it a good idea to consider moving the license center from this site. When talking about resident expectations, Councilmember McGehee noted the importance of quality services, with this representing an opportunity to provide it. While admitting this was an expensive project, Councilmember McGehee noted the number of ideas vetted over the last nineteen months, with the process being transparent throughout, and stated her interest in moving forward with the low bid.

Councilmember Laliberte stated that she was beyond frustrated; and while a lot of bids were received extremely above estimated provided in May of 2017, it indi-

Regular City Council Meeting
Monday, November 27, 2017
Page 18

cated to her that those estimates were totally off target. Councilmember Laliberte stated that the decision made to remodel versus purchase a site was based on that \$250,000 renovation cost spread over the five-years of the current lease, allowing the city time to consider its options during the interim. Now with the cost at over \$600,000, Councilmember Laliberte stated her difficulty in considering award of a bid; and in agreement with the comments of Councilmember McGehee. Councilmember Laliberte agreed with the need to provide a quality experience for customers of the license center, which the city typically provided with other services and programs. Therefore, Councilmember Laliberte stated how torn she was with this price point on space not owned by the city. Councilmember Laliberte also agreed with the comments of Mr. Hess on the need to have a Plan B so the city wasn't held hostage in hopes to acquire this site.

Mayor Roe shared the frustration of his colleagues, opining that he thought the city was at a good place a few months ago with purchasing the building even though several considerations at that time were not without risk even though he supported moving forward with purchase if an agreement could be reached with the current property owner. Now, with the five-year lease renewed and other things that happened since then, Mayor Roe stated that he wasn't sure if the environment was right to reconsider purchase of the site. However, Mayor Roe noted that Plan B seems to be more extensive by finding another site even though there were a lot of concerns previously raised about that option to find another site. Mayor Roe noted that the plans and specifications already paid for by the city would be available and could be used on another round of bidding, hopefully resulting in better bids, but perhaps not coming in any different than those currently available. On behalf of taxpayers and customers, Mayor Roe agreed that putting this kind of money into leased property for five-years was more problematic for him than reconsidering whether a purchase could be negotiated to make that investment in city-owned property. Mayor Roe noted his interest in understanding what was driving the costs for the renovation. Mayor Roe indicated that he would support of the motion.

Councilmember McGehee stated that she would not support renegotiating purchase of this site. Also, Councilmember McGehee opined that she seemed to be the only person who brought up ways to save money; and while the city knew this was coming forward when it made the decisions on the new club house, which was not a revenue-generator and a large ongoing expense, as well as the \$19 million bond issue for the park projects, and the body cameras as an ongoing expense, her colleagues took no action to consider this necessary expense at the license center as a priority with those other projects. Councilmember McGehee opined that to now return to the drawing board and attempt to purchase a property that it had no money to purchase, including a gas station, made no sense at this point; and by taking this action it made the City Council look like confused bumpkins. While being as unhappy as her colleagues with the renovation cost for leased property, Councilmember McGehee noted that people are used to this loca-

Regular City Council Meeting
Monday, November 27, 2017
Page 19

tion, and if business remained steady at the license center with the improvements made, the renovations would pay for themselves and still generate revenue, but to halt the process and attempt to renegotiate with property owners that had already walked away from previous negotiations just added to a bad situation.

Councilmember Laliberte noted that to return to the negotiating table, with a gas station and landlord situation involved, just continued the same issues previously discussed. Councilmember Laliberte noted that what the city did have control over was the difference in the estimated renovations and actual bids received; and agreed that returning to the negotiating table may not produce desired results this round either, with pending renovations still needed and investment made in a property no city-owned.

Councilmember McGehee noted that by the city purchasing the property, it also removed a viable property from the tax rolls, whether used to rent out additional space or future city expansion, it removed additional city revenue. Councilmember McGehee reiterated that she found this motion to represent an appalling idea.

City Manager Trudgeon stated that he was stunned at the direction being proposed with this motion based on where the city had come from, with considerable time already expended in attempting to purchase the property. If it is the will of the City Council to reject the bids and move forward with additional discussions with the property owner, Mr. Trudgeon agreed to do so. However, Mr. Trudgeon noted that the initial \$250,000 estimate was just that prior to any professional plans being created for what the city wanted to see for the renovation; with subsequent City Council review several times followed by approval of them. Mr. Trudgeon noted that the drivers of the cost of the renovation were based on that plan; and while recognizing that the costs were higher than anticipated, he reminded the council that the city had already paid for relocation of the tenant in the additional city-leased space to accommodate these renovations with the city paying rent on that unfinished space. For the record, Mr. Trudgeon opined that the council had held a lengthy and thorough discussion to this point.

Considering the importance of context, Councilmember Willmus noted the higher numbers brought forward even beyond those included in the packet; with those dollars going out the window without any ownership stake in the property. Councilmember Willmus noted that, subsequent to initial discussions, additional space needs were reviewed with the knowledge that this site would not accommodate all city space needs going forward, requiring additional space around the city campus for future needs. Therefore, Councilmember Willmus noted his reconsideration of spending money on space that the city has no control over, and creating a need to step back to flesh things out, making it prudent in his opinion to step back based on knowing the needs of the community.

Willmus moved, Etten seconded, calling the question.

Roll Call

Ayes: Laliberte, Willmus, Etten and Roe.

Nays: McGehee.

Motion carried.

Roll Call (Original Motion)

Ayes: Laliberte, Willmus, Etten and Roe.

Nays: McGehee.

Motion carried.

Mayor Roe opined that initiating discussion of property acquisition would not impact the lease or additional space as part of that lease.

City Manager Trudgeon stated that staff would re-approach the property owner for negotiations, not knowing their willingness to do so, since they would be aware of tonight's action. Therefore, Mr. Trudgeon suggested tabling action on the bids tonight rather than spending additional dollars on the bid process, and allowing the city more flexibility.

At the request of Mayor Roe, Mr. Stone advised that the current bids would be valid for a minimum of thirty days.

Knowing the current bids, Councilmember Willmus stated his preference to rebid versus holding these bids.

Mr. Stone opined that the city was never going to receive better prices than those presented tonight; advising that the bidders were actually floored to receive so many sub-bids, given the busy nature of contractors at this time.

Mayor Roe asked if the council was interested in reconsidering their rejection of the bids.

Councilmember Willmus stated that, if the bids were to be reconsidered, he would want them to be similar to other bids received by the city, with options to bid and understanding the bid package similar to that used for park buildings.

While not prepared tonight to do so, Mayor Roe suggested that if and when bidding was reinitiated, there could be an opportunity to create break-out options on the scope.

Regular City Council Meeting
Monday, November 27, 2017
Page 21

McGehee moved to reconsider tonight's action; with Mayor Roe declaring the motion failed due to lack of a second.

Mayor Roe thanked staff for the work they had done so far, recognizing that the information would remain available to the city to be built off in making future decisions. Mayor Roe recognized that the license center was an important operation of the city, assuring staff and the public that the City Council was trying to find the best opportunity.

Councilmember Laliberte stated that the license center was important to her, the community and customers not even living in Roseville but using the license center. Therefore, Councilmember Laliberte opined that the city couldn't embark on yet another 19-month process without doing something to improve that experience, with the aesthetics being brought up to Roseville standards. Councilmember Laliberte asked that when discussion future agenda items late tonight, consideration be given to what could be done in the interim.

Councilmember McGehee agreed and added to Councilmember Laliberte's comments to consider the empty space available to the city to see if it could be utilized as part of the interim process to take off some of the pressure while the city figures out the next step.

d. Discuss Roseville's 2018 Legislative Priorities

As detailed in the RCA, City Manager Trudgeon reviewed staff's identification of topics of importance to Roseville in the 2018 legislative session; seeking comment and future priorities from the City Council to this draft (Attachment A).

Regional

Guidant John Rose Minnesota OVAL in 2020 State Bonding Bill (page 2)

Without objection, Councilmembers asked staff to emphasize this facility as a regional asset; reminding the state of their initial commitment when the facility was built and their promise of support.

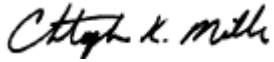
City Manager Trudgeon noted that the draft "potential support statement" was intended to be provided to legislators, once approved in final form by the City Council, and outline the city's priorities as a request from Roseville, including a paragraph in context with Metro Cities' policies.

If there were promises made or statements provided in the past by the state related to their support of this regional facility, Councilmember Laliberte asked that staff research them, and include those written statements from the record into this narrative, since many are new players, in the executive and legislative branches, and not aware of those past promises made. Also, since the legislature tended to veer off their biennial schedule for bonding with annual debates, Councilmember


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/2018**
Item No.: **9.a**

Department Approval



City Manager Approval



Item Description: Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases and/or contracts in excess of \$5,000 be approved by the Council. In addition, State Statutes require that the Council authorize the sale of surplus vehicles and equipment.

Attachment A includes a list of items submitted for Council review and approval. *Attachment B* includes a summary of the CIP purchases for 2018.

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

STAFF RECOMMENDATION

Staff recommends the City Council approve the submitted purchases or contracts for service and if applicable; authorize the sale/trade-in of surplus items.

REQUESTED COUNCIL ACTION

Motion to approve the submitted purchases or contracts for services and if applicable; the sale/trade-in of surplus items.

Prepared by: Chris Miller, Finance Director
Attachments: A: Over \$5,000 Items for Purchase or Sale/Trade-in
B: 2018 CIP Purchase Summary

General Purchases or Contracts

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Streetscape	Sandstrom	Streetscape Maintenance	(a)	\$ 40,000	\$ 18,900	Budget

Key

(a) Includes mowing, weeding, and treating of various street right-of-way areas.

Sale of Surplus Vehicles or Equipment

<u>Division</u>	<u>Description</u>	<u>Key</u>	<u>Est. Sale / Trade-In Amount</u>

Key

n/a

City of Roseville

2018 Summary of Scheduled CIP Items

Updated March 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	80,000	-	80,000
Central Services					
Copier & Postage Machine Lease		-	82,000	11,784	70,216
Police					
Marked Squad Car Replacements	1/29/2018	121,765	165,000	-	165,000
Unmarked Vehicle Replacement	1/29/2018	22,556	24,000	14,824	9,176
Vehicle Tools & Equipment		-	11,855	3,494	8,361
Vehicle Computers & Printers		-	8,800	-	8,800
Vehicle Cameras		-	41,715	-	41,715
Sidearms, Long-Guns, Non-Lethal Equip.		-	6,750	-	6,750
Tactical Gear		-	12,905	-	12,905
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/29/2018	26,247	15,500	-	15,500
Office Equipment		-	6,500	-	6,500
Office Furniture		-	8,400	-	8,400
Fire					
Command Response Vehicle	1/29/2018	38,319	52,500	38,319	14,181
Reporting Software		-	11,000	-	11,000
Portable and mobile radios		-	20,000	11,028	8,972
Personal Protective Equipment		-	40,000	-	40,000
SWAT Gear/Equipment		-	10,000	-	10,000
Fitness Equipment		-	10,000	-	10,000
Rescue/Training Equipment		-	1,500	-	1,500
Kitchen table & chairs		-	1,500	-	1,500
Outdoor Warning Sirens	1/29/2018	51,239	52,595	-	52,595
Public Works					
#304: Project Coord. C1500	1/29/2018	24,040	30,000	-	30,000
#111 Bobcat: Bucket		-	5,000	-	5,000
#111 Bobcat: Millhead	1/29/2018	14,112	22,000	14,112	7,888
#111 Bobcat: Sweeper Broom	1/29/2018	2,940	8,000	2,940	5,060
#157 Ingersoll 5-ton roller	1/29/2018	34,469	40,000	34,469	5,531
Street Signs		-	10,000	-	10,000
Band Saw		-	4,500	-	4,500
Boom Truck	1/8/2018	182,264	225,000	-	225,000
Brake lathe	1/29/2018	9,848	11,000	9,848	1,152
Parks & Recreation					
#511 Toolcat	1/29/2018	41,745	55,000	-	55,000
#553 John Deere Loader	1/29/2018	44,202	80,000	-	80,000
Tractor Replacement		-	41,000	-	41,000

City of Roseville

Attachment B

2018 Summary of Scheduled CIP Items

Updated March 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Door Card Reader (CH,PW)		-	25,000	-	25,000
Unit Heaters (CH, PW)		-	6,000	-	6,000
Tables & Chairs (CH)		-	30,000	-	30,000
Maintenance Yard Security Gate		-	25,000	-	25,000
Paint Walls & City Hall		-	15,000	-	15,000
City Hall Elevator		-	95,000	-	95,000
Arena: Dehumidification		-	90,000	-	90,000
Arena: Restroom Remodeling		-	75,000	-	75,000
OVAL: Microprocessors		-	20,000	-	20,000
Fire Station Shift Office Counter Tops		-	3,000	-	3,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	69,800	-	69,800
Monitor/Display		-	8,700	-	8,700
MS Office License		-	8,100	-	8,100
Desktop Printer		-	1,200	-	1,200
Network Switches/Routers (Roseville)		-	38,000	-	38,000
Network Switches/Routers (Roseville)		-	10,000	-	10,000
Servers - Host - Shared (5)		-	30,000	-	30,000
Storage Area Network Nodes- Shared (8)		-	55,000	-	55,000
Power/UPS - Closets (11)		-	1,700	-	1,700
Surveillance Cameras (53)		-	9,180	-	9,180
Wireless Access Points (38)		-	23,200	-	23,200
Office Furniture		-	-	-	-
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	60,000	-	60,000
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	359	199,641
Natural Resources		-	40,000	-	40,000
Street Improvements					
Improvements		-	2,200,000	8,658	2,191,342
Street Lighting					
Improvements		-	45,000	-	45,000
Pathways (Existing)					
Improvements	3/26/2018	72,349	250,000	-	250,000
Communications					
Conference Room Equipment		-	-	-	-
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	3,100	-	3,100
Facility Improvements		-	250,000	-	250,000
Community Development					
Inspections Vehicle		-	19,000	-	19,000
Computer Replacements		-	2,500	-	2,500
Office Furniture		-	1,000	-	1,000

City of Roseville

Attachment B

2018 Summary of Scheduled CIP Items

Updated March 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
Field Computer Add/Replacements		-	5,000	-	5,000
Valve Operator & Vac	4/9/2018	72,550	70,000	-	70,000
Booster Station Rehabilitation		-	1,600,000	177,081	1,422,919
Water main replacement		-	500,000	150	499,850
Sanitary Sewer					
#209 1-ton Flat Bed Crane		-	40,000	-	40,000
Pipe Camera	4/9/2018	78,778	75,000	-	75,000
Lounge Lift Station Rehab		-	350,000	17,717	332,283
Fernwood Lift Station Rehab		-	60,000	-	60,000
Sewer main repairs		-	1,000,000	(2,250)	1,002,250
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#172 Zero Turn Mower		-	15,000	-	15,000
Walsh Storm station Upgrades		-	450,000	7,545	442,455
Pond improvements/Infiltration		-	275,000	23,291	251,709
Storm Sewer Replacement/Rehabilitation	2/12/2018	47,300	350,000	-	350,000
Golf Course					
Irrigation System Upgrades		-	30,000	-	30,000
		-	-	-	-
Total - All Items			\$9,836,500	\$ 373,369	\$9,463,131

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/16/2018**
Item No.: **9.b**

Department Approval

City Manager Approval



Item Description: Resolution to Authorize Transfer of BearCat Ownership to Ramsey County

BACKGROUND

On February 22, 2010, the Roseville City Council accepted Department of Homeland Security grant funding in the amount of \$227,557 for the purchase of a special response vehicle, a 2010 Ford BearCat under the Lenco GSA Contract program. Since that date, the Lenco BearCat, a tactical armored vehicle, has been used by East Metro SWAT (EMS) in high risk situations involving barricaded suspects and high risk warrants.

On March 26, 2018, the Roseville City Council approved the Roseville Police Department's request to terminate the joint powers agreement (JPA) authorizing East Metro SWAT (EMS) and enter into a joint powers agreement (JPA) with Ramsey County and other neighboring communities to form a Ramsey County SWAT unit.

With the dissolution of East Metro SWAT (EMS), the City of Roseville would like to transfer ownership of the Lenco BearCat to Ramsey County as the Ramsey County SWAT JPA permits Ramsey County to receive vehicles and equipment from other member communities for SWAT use.

Roseville's city attorney is drafting a formal transfer of ownership agreement between the City of Roseville and Ramsey County.

OBJECTIVE

Staff seeks to enter into a formal transfer of ownership agreement between the City of Roseville and Ramsey County to transfer ownership of the Roseville Police Department's Lenco BearCat to Ramsey County SWAT.

FINANCIAL IMPACTS

A reduction in financial impact to the City is expected due to reduced vehicle maintenance and fuel costs.

STAFF RECOMMENDATION

Staff recommends Council adoption of the resolution authorizing transfer of ownership of a Roseville Police Department vehicle, the Lenco BearCat, to Ramsey County for use by Ramsey County SWAT.

REQUESTED COUNCIL ACTION

32 Adopt the Resolution Authorizing Transfer of Ownership to Ramsey County of a Police Department
33 Vehicle Without Consideration allowing the City of Roseville to enter into a formal transfer of
34 ownership agreement with Ramsey County to transfer its Lenco BearCat without consideration.

35

Prepared by: Rick Mathwig, Chief of Police
Attachment: Resolution Authorizing Vehicle Transfer

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
2 Roseville, County of Ramsey, Minnesota, was duly held on the 16th day of April 2018, at 6:00
3 p.m.

4
5 The following members were present: ; and the following members were absent: .

6
7 Member introduced the following resolution and moved its adoption:

RESOLUTION No. [REDACTED]

**RESOLUTION AUTHORIZING TRANSFER OF OWNERSHIP TO RAMSEY COUNTY
OF A POLICE DEPARTMENT VEHICLE WITHOUT CONSIDERATION**

14 WHEREAS, the City of Roseville acquired a 2010 Ford F550 Lenco BearCat vehicle, bearing
15 Vehicle Identification Number 1FDAFHY7AEB3672 (“BearCat”), on July 7, 2010, pursuant to a
16 grant under the Lenco GSA Contract GS-07F-0390M 1122 program (“grant”); and

17
18 WHEREAS, the City of Roseville entered into a joint powers agreement (“JPA”) with Ramsey
19 County and other neighboring communities to form a Ramsey County-SWAT unit; and

20
21 WHEREAS, the SWAT JPA permits Ramsey County to receive vehicles and equipment from
22 member communities for SWAT use; and

23
24 WHEREAS, the City of Roseville wishes to transfer ownership of the BearCat to Ramsey
25 County for SWAT use pursuant to the JPA without receipt of payment or consideration; and

26
27 WHEREAS, Minnesota Statutes section 471.85 permits transfer of municipal personal property
28 without consideration to another public entity when duly authorized by its governing body.

29
30 NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Roseville hereby
31 authorizes, by and through its Police Department, the transfer of ownership of its BearCat to
32 Ramsey County without consideration.

33
34 The motion for the adoption of the foregoing resolution was duly seconded by Member
35 and upon vote being taken thereon, the following voted in favor thereof: and the following
36 voted against the same:

37
38 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the __ day of _____, 20__, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this __ day of _____, 20__.

Patrick Trudgeon, City Manager

(SEAL)

39

40

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/16/2018**
Item No.: **9.c**

Department Approval



City Manager Approval



Item Description: Award 2018-2020 BMP Maintenance Program Contract

BACKGROUND

Since 2006, the City of Roseville has been installing Stormwater Best Management Practices (BMPs) to meet watershed permit requirements, relieve local flooding issues, and to improve and protect our local water resources. To date, there are approximately 137 public BMP sites, the majority of which consist of raingardens, biofiltration basins, and ponds.

Proper maintenance is required for long-term functionality, as well as proper plant establishment, which keeps the basins functioning and attractive. Not only does the City want to protect its investment in stormwater projects, maintenance is also required as a condition of the watershed district permits obtained for street improvement projects.

The previous three-year contract from 2015-2017 for BMP maintenance expired at the end of 2017. Similar to 2015 the City issued a request for proposal for a three-year maintenance contract of BMP's throughout Roseville.

FINANCIAL IMPACTS

Staff received three (3) bids for this project. The low bid submitted by Outdoor Lab Landscape Design, Inc in the amount of \$109,250.00 which is 0.3% higher than the engineer's estimate of \$108,954.23. The bid prices across the board were competitive with all bid totals slightly above the engineers estimate. Annual costs are very similar to the previous contract.

Bidder	2018	2019	2020	Total
<i>Engineers est.</i>	\$35,250.00	\$36,307.50	\$37,396.73	\$108,954.23
Outdoor Lab	\$35,617.50	\$35,617.50	\$38,015.00	\$109,250.00
MNL	\$39,385.00	\$39,385.00	\$40,945.00	\$119,715.00
Sandstrom	\$40,750.00	\$40,750.00	\$43,317.50	\$124,817.50

Based on the low bid, staff recommends awarding the 2018-2020 Maintenance Contract to Outdoor Lab Landscape Design, Inc.

This project is proposed to be paid for using storm water funds over the three-year contract.

STAFF RECOMMENDATION

Staff is requesting authorization to award a contract with Outdoor Lab Landscape Design, Inc for 2018-2020 Best Management Practice Maintenance Program.

25 **REQUESTED COUNCIL ACTION**

26 Motion to approve a contract with Outdoor Lab Landscape Design, Inc. for 2018-2020 Best
27 Management Practice Maintenance Program.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: 2018-2020 BMP Maintenance Program Agreement

STANDARD FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

This AGREEMENT made as of the 16th day of April 2018, by and between the City of Roseville (hereinafter called the OWNER) and Outdoor Lab Landscape Design, Inc. (hereinafter called the CONTRACTOR). This AGREEMENT WITNESSETH, that the OWNER and the CONTRACTOR, for the consideration hereinafter stated, agree as follows:

ARTICLE 1. WORK

The CONTRACTOR hereby covenants and agrees to perform and execute all work generally described here and in accordance with the provisions of the plans and specifications as prepared by the City of Roseville, City Engineer, and referenced in Article 5, as approved by OWNER, and to do everything required by this Agreement and the Contract Documents.

2018-2020 BMP Maintenance Program

ARTICLE 2. CONTRACT TIME

- 2.1 Completion – The CONTRACTOR agrees that the work contemplated by this contract shall be fully and satisfactorily completed as stated in the Special Conditions and titled “Execution of the Work and Completion Dates”.
- 2.2 Liquidated damages – OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and OWNER will suffer financial loss if the Work is not completed within the times specified in Paragraph 2.1 above, plus any extensions thereof allowed in accordance with the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER eight-hundred dollars (\$100.00) for each day that expired after the time specified in Paragraph 2.1 for Substantial Completion until the work is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by the OWNER, CONTRACTOR shall pay OWNER one-hundred dollars (\$100.00) for each calendar day that expires after the time specified in Paragraph 2.1 for completion and readiness for final payment.

ARTICLE 3. CONTRACT PRICE

The OWNER agrees to pay and the CONTRACTOR agrees to receive and accept payment in accordance with the prices bid for the unit, or lump sum items as set forth in the Conformed Copy of Proposal, form hereto attached which prices shall conform to those in the accepted CONTRACTOR’S Proposal on file in the office of the City Manager of the City of Roseville, Minnesota, the aggregate of which prices based on the approximate schedule of quantities, is estimated to be \$ 35,617.50 (thirty five thousand six hundred seventeen dollars and fifty cents). Final payment shall be made in accordance with the unit prices as shown on CONTRACTOR’S Proposal Form multiplied by the final quantities determined in accordance with the General Conditions.

ARTICLE 4. PAYMENT PROCEDURES

The OWNER will make progress payments on account of the Contract Price as provided in the GENERAL CONDITIONS, under Section 230, and as follows:

- 4.1 Progress and final payments will be on the basis of the CONTRACTOR'S Application for Payment as approved by the Director of Public Works.
- 4.2 Upon final completion of the work and settlement of all claims and receipt of Minnesota State Withholding Certificate the remainder of the Contract Price will be remitted in accordance with the Contract Documents.

ARTICLE 5. CONTRACT DOCUMENTS

- 5.1 Request for Proposal
- 5.2 Bid Items
- 5.3 Maintenance Locations
- 5.4 Conditions and Specifications
- 5.5 Notice of Award
- 5.6 Contract Document
- 5.7 Notice to Proceed

This Agreement, together with the documents hereinbefore mentioned, for the Contract, and all documents are as fully a part of the Contract as if attached hereto or herein repeated.

ARTICLE 6. MISCELLANEOUS

- 6.1 Terms used in this Agreement which are defined in section 201 of the General Conditions shall have the meanings indicated in the General Conditions.
- 6.2 Neither OWNER nor CONTRACTOR shall, without the prior written consent of the other, assign or sublet in whole or in part their respective interest under any of the Contract Documents and, specifically, the CONTRACTOR shall not assign any monies, due or to become due without the prior written consent of the OWNER.
- 6.3 The OWNER and the CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto in respect of all covenants and obligations contained in the Contract Documents.
- 6.4 This Agreement and Contract Documents constitute the entire agreement and, understanding, promises and obligations between the OWNER and the CONTRACTOR and may only be altered, amended or repealed by a duly executed written instrument.
- 6.5 If any provision or portion of this Agreement and the Contract Documents is found to be unenforceable by a court of competent jurisdiction in the course of a legal action brought by one of the parties relative to this Project, all other provisions and portions of this Agreement and the Contract Documents shall survive and remain in full force and effect.

6.6 Any dispute or claim arising out of this Project, Agreement, and the Contract Documents shall be governed by the applicable law of the State of Minnesota and any legal actions brought to resolve any such disputes or claims shall be venued in the appropriate state or federal district court for Ramsey County, Minnesota.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

THE CITY OF ROSEVILLE

CONTRACTOR:

Outdoor Lab Landscape Design, Inc.

By: _____
Daniel J. Roe, Mayor

By: _____
Its: _____

By: _____
Patrick J. Trudgeon, City Manager

By: _____
Its: _____



REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **4/16/2018**

Agenda Item: **9.d**

Department Approval

City Manager Approval

Item Description: Annual Variance Board Appointments

BACKGROUND:

Pursuant to Chapter 1014.04 (Board of Zoning Adjustments and Appeals) of the Roseville City Code, the City Council annually nominates four members of the Planning Commission to serve as the Roseville Variance Board.

On April 4, 2018, Planning Commissioners Jim Daire, Chuck Gitzen, Julie Kimble, and Pete Sparby volunteered to serve as the 2018/19 Variance Board; Commissioner Sparby as alternate.

STAFF RECOMMENDATION

The Roseville Planning Commission recommends that the Roseville City Council ratify Jim Daire, Chuck Gitzen, Julie Kimble, and Pete Sparby (alternate) as the Variance Board serving from May 2, 2018 to April 3, 2019.

SUGGESTED CITY COUNCIL ACTION

By motion, ratify the selection of Roseville Planning Commissioners Jim Daire, Chuck Gitzen, Julie Kimble, and Pete Sparby (alternate) as the Planning Commission members appointed to serve as the Variance Board from May 2, 2018 to April 3, 2019.

Prepared by: City Planner Thomas Paschke

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/16/2018**
Item No.: **9.e**

Department Approval



City Manager Approval



Item Description: Approve Rice Creek Watershed Cost Share Agreement – Evergreen Stormwater Reuse Project

BACKGROUND

As discussed at the November 6, 2017 City Council meeting, the City intends to construct an underground stormwater reuse project in Evergreen Park. The system would collect stormwater and store it for reuse. Some of this water would be available to be reused as irrigation for the park. The project would reduce flow downstream which will help reduce flooding.

At the November 6, 2017 City Council meeting the Roseville City Council approved a grant agreement with Metropolitan Council for portions of the City’s Evergreen Stormwater Reuse project. The City received \$300,000 as part of the Met Council’s Green Infrastructure Grant Program. At that time staff indicated that they would be applying for additional funding from Rice Creek Watershed District.

In March 2018, the City was awarded a cost share grant from Rice Creek Watershed District in the amount of \$45,000 for costs related to the Evergreen Stormwater Reuse project. Attachment A is the cost share agreement for the grant. The agreement has been reviewed by the City Attorney.

Design of the project is currently scheduled for 2018 and construction will likely take place during the summer of 2019.

POLICY OBJECTIVE

Goal 1 of the City of Roseville’s current (2013) Comprehensive Surface Water Management Plan is to provide flood protection to the maximum extent practicable for all residents and structures and to protect the integrity of our drainage and detention systems through runoff management.

FINANCIAL IMPACTS

The estimated cost of the work is \$710,000. Met Council will reimburse the City for eligible expenses up to \$300,000. The Rice Creek Watershed District grant provides an additional \$45,000 in funding. The City’s estimated cost for the project is \$365,000. The City will use Storm Utility Funds to pay for the work.

STAFF RECOMMENDATION

Approve entering into Rice Creek Watershed Cost Share Agreement for Evergreen Stormwater Reuse Project.

30 **REQUESTED COUNCIL ACTION**

31 Motion to approve entering into the Rice Creek Watershed District Cost Share Agreement for
32 Evergreen Stormwater Reuse Project.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer

Attachments: A: Rice Creek Watershed Cost Share Agreement – Evergreen Storm Water Reuse Project

**RICE CREEK WATERSHED DISTRICT
COST-SHARE AGREEMENT**

COST-SHARE AGREEMENT between the Rice Creek Watershed District, 4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota 55449 and the City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113.

RECITALS

WHEREAS, the City of Roseville (Grantee) intends to construct a project titled "Evergreen Park Underground Filtration and Reuse" ("Project").

WHEREAS, the Rice Creek Watershed District (District) has a cost-share program for the improvement and remediation of stormwater management systems in developed urban environments.

WHEREAS, in accordance with Program guidelines, the District desires to provide the Grantee cost-share assistance for the Project.

THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, the District and the Grantee agree as follows:

I. GRANTEE RESPONSIBILITIES.

- A. Design Plans and Maintenance Plan. The Grantee will submit (1) final Project plans and specifications, and (2) an operations and maintenance plan, to the District for the Administrator's written approval, not to be unreasonably withheld. The Project plans and specifications must include a public education component. The District, in its discretion, may approve a non-structural public education component.
- B. Construction and Maintenance. The Grantee, through its own personnel and/or contractors, will construct the Project in accordance with the approved Project plans and specifications and maintain it indefinitely in accordance with the approved maintenance plan. In doing so, the Grantee will comply with all applicable laws and regulations and will be responsible for acquiring all permits, approvals and temporary and permanent rights of access or easement.
- C. Completion of Construction. The Grantee's staff or consulting engineer will certify the completion of Project construction no later than December 31, 2020. The Grantee will submit to the District documentation of Project expenditures and the certification of completion no later than March 31, 2020.

II. DISTRICT RESPONSIBILITIES.

- A. Cost-Share Funds. To defray the Project cost to the Grantee, the District will provide the Grantee cost-share assistance in the amount of 50 percent of the Project's eligible costs, as determined by the District, with the amount of District assistance not to exceed \$45,000.00.
- B. Payment Schedule. On District approval of the Project plans, specifications, and operations and maintenance plan, certification by the Grantee that it has obtained all necessary permits and approvals, and receipt of the Grantee's issued notice to proceed, the District will disburse 50

percent of the RCWD Board approved cost-share amount to the Grantee. On District receipt of the certification of completion and review of such Project documentation as it may require, the District will disburse the remaining RCWD Board approved funds.

- C. Contingencies. The District's obligation to provide cost-share funds is contingent on the Grantee's compliance with the terms of this agreement, including but not limited to Project completion in accordance with the District-approved plans and specifications by December 31, 2020, and Project maintenance in accordance with the approved maintenance plan. The Grantee will return to the District any cost-share funds already received if this condition is not satisfied.

III. MISCELLANEOUS.

- A. Relationship of Parties. Nothing in this agreement creates or establishes a partnership, joint venture or agency relationship between the parties. District review or approval of design plans and specifications, a maintenance plan and any other Project-related documents is solely for the District's own accounting for funds expended. As between the parties, the Grantee is solely responsible for selection of the Project design and the means, method and manner of construction. Nothing in this agreement creates any right in any third party or affects any immunity, defense or liability limitation enjoyed by either party.
- B. Employees. The Grantee represents that it has or will secure, at its own expense, all personnel and/or contractors required for the performance of this agreement. No Grantee personnel or contractor will be considered an agent, representative or employee of the District.
- C. Liability. The Grantee agrees to hold harmless and indemnify the District, and its managers, staff and representatives, against any claim, expense or damage, including attorney fees, arising from the performance of this agreement. Nothing in this Agreement, however, constitutes a waiver of liability limitations under Minnesota Statutes Chapter 466 or other law.
- D. Assignment or Modification. This agreement binds and inures to the benefit of the Grantee and the District, and their respective successors and assigns. Neither party may assign this agreement without the prior written consent of the other. Any modification of the agreement must be in writing and signed by both parties.
- E. Public Documents. All submitted information, including application, conceptual design, cost estimates, bid tabulations, final designs and specifications, copies of permits and proof of expenditures will become a part of the public record. Grantee will not claim intellectual property rights in any such information.
- F. Effective Date. This agreement is effective as of the date all signatures below have been provided.

Dated: _____, 2018

City of Roseville

By: _____
City Manager

By: _____
Mayor

Dated: _____, 2018

Rice Creek Watershed District

By: _____
Phil Belfiori, Administrator