

Mayor:
Dan Roe

Councilmembers:
Jason Etten
Wayne Groff
Robin Schroeder
Julie Strahan



City Council Agenda
Monday, March 13, 2023
6:45 p.m.

(Or Immediately Following the EDA Meeting)

Members of the public who wish speak during public comment or an agenda item during this meeting can do so virtually by registering at:
www.cityofroseville.com/attendmeeting

Address:
2660 Civic Center Dr.
Roseville, MN 55113

Phone:
651-792-7000

Website:
www.cityofroseville.com

1. 6:45 P.M. Roll Call
Voting & Seating Order: Groff, Strahan, Etten, Schroeder, and Roe
2. 6:46 P.M. Pledge of Allegiance
3. 6:47 P.M. Approve Agenda
4. 6:48 P.M. Public Comment
5. Recognitions and Donations
6. Items Removed from Consent Agenda
7. Business Items
 - 7.A. 6:55 P.M. Receive the 2022 Cash Reserve Fund Report and Consider Transfers
Documents:
[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)
 - 7.B. 7:15 P.M. Consider Reappointments to Various City Commissions
Documents:
[REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF](#)
 - 7.C. 7:25 P.M. Consider Appointments to Various City Commissions
Documents:

8. Council Direction on Councilmember Initiated Agenda Items
9. Approval of City Council Minutes
10. Approve Consent Agenda
11. 7:35 P.M. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager
12. 7:40 P.M. Adjourn

REQUEST FOR COUNCIL ACTION

Date: March 13, 2023
Item No.: 7.a

Department Approval

Michelle Dietrick

City Manager Approval

Sam F. Truog

Item Description: Receive the 2022 Cash Reserve Fund Report and consider transfers to other funds

BACKGROUND

At the April 27, 2020 City Council meeting, the Operating Fund Reserve Policy was updated to reflect the new Cash Reserve Fund Policy (*Attachment A*). The policy states that excess reserves above the maximum reserve level for that specific fund (less funds needed for capital expenditures and funds received as donations) shall be placed into the Cash Reserve Fund.

Identifying Excess Cash Reserves

Attachment B shows the cash reserve levels along with the targets for each fund. In accordance with the cash reserve policy, the following amounts have been identified to be in excess of the high target reserve level for each fund. Therefore these amounts should be transferred to the cash reserve fund.

Parks & Recreation fund \$20,317 above the high target range of 30%.

Parks and Recreation fund achieved higher than anticipated reserves as a result of higher participation in various programs than were anticipated during the budget preparation

License Center fund ended the year with a reserve level of 11% which is within the reserve levels for this fund of 10%-15%.

General Fund, exclusive of the cash reserve fund ended the year at a 36% cash reserve level which is a good financial sign. When the City's Comprehensive Annual Financial Report is prepared, the Cash Reserve Fund is rolled up with this fund, so the audit report will show a higher reserve level.

Communications fund ended the year with a 5% cash reserve level which is less than the minimum reserve of 10%. The fund experienced unanticipated unemployment expenses which caused the expenditures to exceed the budget. In keeping with past practice, the amount of \$31,436 should be transferred from the excess cash reserve fund to achieve the minimum reserve level.

Information Technology fund ended the year with a .39% cash reserve level, which is below the minimum of 10%. This is a result of the change in market value adjustment at year end which was a negative impact of \$101,916 to this fund. The information technology function has changed, it is now a contractual service. This fund will be closed out during the 2024 budget process into the Administration Division of the General Fund. As a result of this change, we do not recommend a transfer from the excess cash reserve fund.

Information about other city fund balances will be included as part of the audit presentation in June.

Financial Sustainability Impacts

As noted last year, the COVID-19 pandemic demonstrated why the City has reserves and the impacts that can occur from unforeseen events. The fund balance policies are set up to address such unforeseen situations. Based on reserve fund policies and operational needs, staff recommends that the following amounts should be transferred to and from the cash reserve fund, for a net of \$11,119:

- \$20,317 from Parks & Recreation fund to the cash reserve fund
- (31,436) from the cash reserve fund to the Communications fund.

Net transfers (\$11,119)

POLICY OBJECTIVE

It is recommended that the City adhere to its established fund reserve policies both in the movement of excess cash reserves and in the maintenance of minimum balances

BUDGET IMPLICATIONS

See above.

RACIAL EQUITY IMPACT SUMMARY

There is no direct equity impact to the fund transfers recommended in this staff report.

STAFF RECOMMENDATION

Staff recommends the City Council receive the 2022 Cash Reserve Fund report showing the transfer of in of \$20,317 and the transfer out of \$31,436 for a net transfer of \$11,119 from the Cash Reserve Fund and make a motion authorizing those transfers.

REQUESTED COUNCIL ACTION

Motion to receive the 2022 Cash Reserve Fund report showing the transfer of \$20,317 from the Parks & Recreation fund to the Cash Reserve Fund and a transfer of \$31,436 to the Communications fund from the Cash Reserve Fund.

Prepared by: Michelle Pietrick, Finance Director
Attachments: A: Operating Fund Reserve Policy
B: Cash Reserve Fund Levels as of 12/31/22

Operating Fund Reserve Policy

Revised September 20, 2021

Purpose

- To provide a cushion against unexpected revenue and income interruptions
- To provide working capital by ensuring sufficient cash flow to meet the City's needs throughout the year
- To provide funds to address unexpected or unplanned events

Policy

- The City will maintain a general fund reserve of 35-50% of the general fund's total annual operating budget. This ensures that the City has adequate funds on hand to provide for operations between bi-annual property tax collection periods. Any surplus beyond the required general fund reserve may be transferred to another reserve fund with a funding shortfall.
- The City will strive to create a reserve in the Recreation Fund of 20-30% of the annual recreation budget. This reserve will provide a cash flow cushion to cover operations between bi-annual property tax collections and the fluctuation in charges for services revenues during the year. Because of more frequent cash inflows during the year, a 20-30% reserve will be adequate to support the daily cash needs of the fund.
- The Community Development Fund is supported solely by building permit fees and charges. Because the economic environment has a major effect on this Fund, a fund balance of 25-50 % of the annual budget is a reasonable target. It is expected that as economic downturns take place, this reserve will provide for a transition period during which the Council will be able to assess and to better match operations with the economic need.
- City enterprise funds shall have operating cash reserves sufficient to provide for monthly cash flow, and for a reasonable level of equipment and infrastructure replacement. Major reconstruction or system upgrades, may need to be funded from enterprise revenue bonds. Annual utility rate reviews will be made in regard to projected operating expenses and capital improvements. The Council will, on an annual basis, establish rates in accordance to operating cost recovery and the projected capital improvements. Based on consulting other cities, a minimum cash reserve level of 25% of the operating budget is a target that the City of Roseville will strive to maintain, though major capital projects may cause periodic deviations from this reserve level.
- The Communications Fund had greater cash flow variability in prior years and now receives a small amount of property tax levy support. It is expected to operate with reserve balances of 10-30% of the annual operating budget.
- The License Center fund has consistently demonstrated strong cash flows which allowed for a lower overall reserve level. Based on the experiences of 2020, these fund reserves may need to be increased in the future. At this time the License Center fund will operate with balances of 10-15% of the annual operating budget.

Operating Fund Reserve Policy

Revised September 20, 2021

- The Information Technology fund will operate with positive reserve balances of 10-15% which will eventually be eliminated once Metro Inet is fully established at which time, the IT function will simply be a division of the General Fund.
- Capital Project funds are identified in the Capital investment policy. Annual property tax levies supply funding for the various projects and fund balances increase over time to pay for equipment and infrastructure projects, the balances then drop and rebuild over time to cover the next projects.
- For the EDA, its General Operating Fund should maintain a reserve level of 35% of the annual budget to ensure that it has sufficient funds to provide for operations in-between property tax collection periods.
- In the event the minimum fund balance drops below prescribed levels, the City shall dedicate new incoming property tax or program revenues (where applicable) in an amount sufficient to bring fund balance levels back into compliance within three fiscal years.
- Unless otherwise directed by the City Council, monies held in individual Funds shall be expended first from restricted fund balances, second from committed fund balances, then from assigned fund balances, before using unassigned fund balance.

Implementation

All fund reserves shall be reviewed each year at the time of the annual budget preparation and at the annual audit for the purpose of complying with this policy. Budgets shall be prepared on an "All Resources" basis, so that the City Council and Community can readily discern the current and projected management of all reserves.

If aggregate unrestricted reserves in the tax-supported operating funds are outside of targeted goals, the Council is advised to create a plan to get reserves into targeted goal ranges by committing reserve funds, using aggregate excess reserves to reduce the levy, or making appropriate budget or tax levy adjustments. With the creation of the Cash Reserve Fund, certain funds will have their reserves swept if they exceed the high target range, see the next section.

Cash Reserve Fund

The City has established a Cash Reserve Fund that will take the excess cash reserves from selected funds that are over the maximum reserve levels as defined under this policy, less funds needed for capital expenditures or funds donated to the City. The following funds are subject to the Cash Reserve Fund policy:

- General Fund (unrestricted portion)
- Parks and Recreation Fund
- Communication Fund
- Information Technology Fund
- License Center



Operating Fund Reserve Policy

Revised September 20, 2021

As part of the annual audit, the excess funds above the maximum reserve level at December 31 of the previous year (less funds needed for capital expenditures and funds donated to these accounts) shall be transferred to the Cash Reserve Fund before the books are closed for that particular year. The funds transferred to the Cash Reserve Fund shall be tracked on an annual basis and reported to the Finance Commission and approved by the City Council by April of the subsequent year.

Any expenditures from the Cash Reserve Fund must be authorized by the City Council.

City of RosevilleCash Reserve Levels: Unrestricted Operating Funds

12/31/22 Cash Reserves Updated 1/27/23

Cash Reserve Levels: *Unrestricted* Operating Funds

	12/31/2022	Less	12/31/2022	12/31/2022	2023	Target	Target	12/31/2021	12/31/2021		
	Cash	From	<i>Available</i> Cash	Reserve	Operating			Low Target Reserve	High Target Reserve	Variance from	Variance from
<u>Operating Fund</u>	<u>Reserves</u>	<u>Donations</u>	<u>Reserves</u>	<u>Level</u>	<u>Budget</u>	<u>Low</u>	<u>High</u>	<u>Level</u>	<u>Level</u>	<u>Low Target</u>	<u>High Target</u>
General: Primary	\$ 7,579,560	\$ (80,708)	\$ 7,498,852	36%	\$ 20,713,235	35%	50%	\$ 7,249,632	\$ 10,356,618	\$ 249,220	\$(2,857,766)
(1) General: Cash Reserve Fund	647,312	-	647,312								
Parks & Recreation	2,042,694	(328,085)	1,714,609	30%	5,647,640	20%	30%	1,129,528	1,694,292	585,082	20,317
Communications	26,103	-	26,103	5%	575,390	10%	30%	57,539	172,617	(31,436)	(146,514)
(2) Information Technology	3,375	-	3,375	0.39%	857,141	10%	15%	85,714	128,571	(82,339)	(125,196)
License Center	248,211	-	248,211	11%	2,194,830	10%	15%	219,483	329,225	28,728	(81,014)

(1) See analysis below

(2) This fund will be folded into the Administration department within the General Fund
so no transfer from the cash reserve fund is recommended at this time.

Cash Reserve Fund 105**2018 Approved Transfers:**

From Parks & Rec	635,000
From IT	170,000
From License Center	81,000
To General Fund	0
12/31/2018 Balance	<u>886,000</u>

2019 Approved Transfers:

From Parks & Rec	169,985
From Communications	124,947
From IT	234,924
From License Center	249,140
To General Fund	(918,583)
2019 Interest Revenue	10,084
12/31/2019 Balance	<u>756,497</u>
2020 Interest Revenue	6,323
Authorized use: Equity Consultant	(100,000)

2020 Approved Transfers:

To License Center-minimum balance	(354,958)
To Parks & Rec	(235,798)
From IT	193,990
12/31/2020 Balance	<u>266,054</u>
2021 Interest Revenue	1,070

2021 Approved Transfers:

From Parks & Rec	79,662
From IT	360,160
12/31/2021 Balance	<u>706,946</u>
2022 Interest Revenue	(59,634)

2022 Transfers:

From Parks & Rec	20,317
To Communications	(31,436)
	<u>636,193</u>

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2023

Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Consider Reappointments to Various City Commissions

BACKGROUND

At the January 23 meeting, Council indicated a desire to interview commissioners seeking reappointment as outlined in the attached Appointment and Reappointment Policy. Current Commissioners seeking reappointment were interviewed on March 7 and 8.

Currently there are seven (7) commissioners seeking reappointment as follows:

Name	Commission
Siafa Barclay	Finance
Bruce Bester	Finance
Richard James	HRIEC
David Sindiga	HRIEC
Tammy McGehee	Planning
Shawna Dees	Police Civil Service
Jarrod Cicha	PWET

POLICY OBJECTIVE

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent to to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Racially and ethnically diverse policy makers and advisors are key to serving residents and other customers with excellence.

BUDGET IMPLICATIONS

None.

RACIAL EQUITY IMPACT SUMMARY

Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to advise the Mayor and Council on city policies and practices. A governing body that mirrors our population increases City government access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

25 **STAFF RECOMMENDATION**

26 Consider reappointing commissioners to various commissions for terms beginning April 1, 2023 and
27 ending March 31, 2026.

28 **REQUESTED COUNCIL ACTION**

29 Consider commissioner requests for reappointment to the following commissions for a term
30 beginning April 1, 2023 and ending March 30, 2026.

- 31 1. Finance (2 Commissioners seeking reappointment)
- 32 2. Human Rights, Inclusion and Engagement (2 Commissioners seeking reappointment)
- 33 3. Planning (1 Commissioner seeking reappointment)
- 34 4. Police Civil Service (1 Commissioner seeking reappointment)
- 35 5. Public Works, Environment and Transportation (1 Commissioner seeking reappointment)

Prepared by: Rebecca Olson, Assistant City Manager
Attachments: A: Appointment and Reappointment Policy

CITY OF ROSEVILLE
APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September.
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as

described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.
- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2023
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Consider Appointments to Various City Commissions

BACKGROUND

At the January 23 meeting, Council declared vacancies for various commissions. At that meeting, Council also chose to interview current Commissioners seeking reappointment. Council is being asked to take action separately tonight on those commissioners who are seeking reappointment which will ultimately determine the total number of vacancies for each commission.

Additionally, per the policy on Appointment and Reappointments, Council has extended the application period for the vacancies on both the Finance and Human Rights, Inclusion and Engagement Commissions. This is done in an effort to achieve the policy recommendation to have twice the number of applicants as vacancies as outlined in the policy.

Listed below are the vacancies for each commission which include those vacancies for which current commissioners are seeking reappointment.

Commission	Vacancies	Note
Finance	3 Vacancies (2 seeking reappointment, 1 new vacancy)	Application deadline extended to March 31
HRIEC	4 Vacancies (2 seeking reappointment, 2 new vacancies)	Application deadline extended to March 31
Park & Rec	2 Vacancies	
Planning	2 Vacancies (1 seeking reappointment, 1 new vacancy)	
Police Civil Service	1 Vacancy (1 seeking reappointment)	
PWET	2 Vacancies (1 seeking reappointment, 1 new vacancy)	

POLICY OBJECTIVE

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Racially and ethnically diverse policy makers and advisors are key to serving residents and other customers with excellence.

23 **BUDGET IMPLICATIONS**

24 None.

25 **RACIAL EQUITY IMPACT SUMMARY**

26 Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and
27 other customers with excellence. The role of appointed boards, commissions, and councils is to
28 advise the Mayor and Council on city policies and practices. A governing body that mirrors our
29 population increases City government access to great ideas, strengthens innovation and problem-
30 solving, and ensures we are representing the viewpoints and considerations of all our communities.
31

32 **STAFF RECOMMENDATION**

33 Consider appointing commissioners to various commissions for terms beginning April 1, 2023 and
34 ending March 31, 2026. It should be noted that at this time Council is not being asked to consider
35 appointments to the Finance and HRIEC commission. Appointments will be considered at a future
36 date after the extended application date and any subsequent interviews have occurred.

37 **REQUESTED COUNCIL ACTION**

38 Consider commissioner requests for appointment to the following commissions for a term beginning
39 April 1, 2023 and ending March 30, 2026.

- 40 1. Park & Recreation – 2 new vacancies
41 2. Planning – 1 new vacancy
42 3. Public Works, Environment and Transportation – 1 new vacancy

Prepared by: Rebecca Olson, Assistant City Manager
Attachments: A: Appointment and Reappointment Policy

CITY OF ROSEVILLE
APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

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POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

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- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as

described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

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- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

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The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.