



**City Council Work Session
Tuesday, August 20, 2024 at 6:00 PM
Public Meeting Room**

AGENDA

1. Call to Order

2. Items for Discussion

- A. 2023 Annual City Audit Review
- B. Eliminate Water Disconnection Due to Non-Payment
- C. Review and Amend Planning & Zoning Division Job Descriptions
- D. Administrative Citations Fee Schedule
- E. Administrative Citations Hearing Procedure
- F. Budget 2025 - Review of Fund 431 Capital Replacement/Discussion of 2024/2025 Funding

3. Future Discussion

4. Adjournment

(The Council may meet as a group for dinner)

Please contact the City Administrator's Office if you need special accommodations while attending this meeting.

Para pedir este documento en otro idioma, envíe un correo electrónico y adjunte el documento a accessibility@faribault.org.

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Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Chad Guse, Assistant Finance Director
MEETING DATE: August 20, 2024
SUBJECT: 2023 Annual City Audit Review

Discussion:

The City selected the audit firm of BerganKDV to audit the 2023 financial records of the City and assist the Finance Department in preparing the Annual Comprehensive Financial Report (ACFR). This is the seventh year that the firm has completed the annual audit and the second year of a five-year contract. Nancy Schulzetenberg, Audit Partner at BerganKDV, will be presenting summary data and reviewing the management letter related to the 2023 ACFR.

The ACFR has been prepared in accordance with the award program criteria set by the National Government Finance Officers Association (GFOA). The City has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the past 32 years. The City will be submitting the 2023 Annual Comprehensive Financial Report for consideration of this award in anticipation of success for the 33rd year.

Attachments:

1. City of Faribault PPT

City of Faribault

Nancy Schulzetenberg, CPA



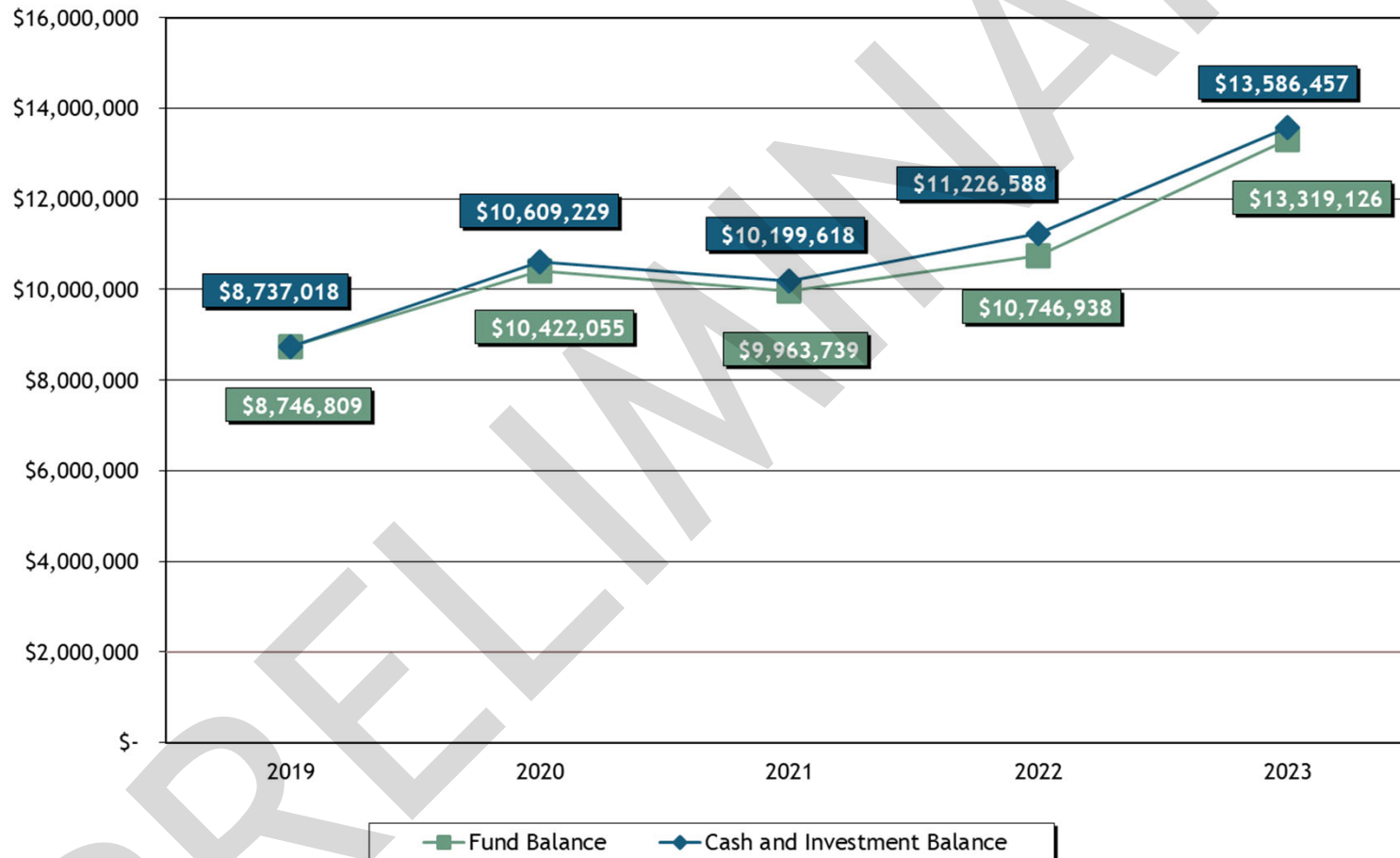
The Audit

Independent Auditor's Report

- ◆ Independent Auditor's Report "unmodified" or "clean" opinion.
- ◆ *Government Auditing Standards* Report– no findings
- ◆ Single Audit Report – no findings
- ◆ Minnesota Legal Compliance Report – no findings

Financial Communications

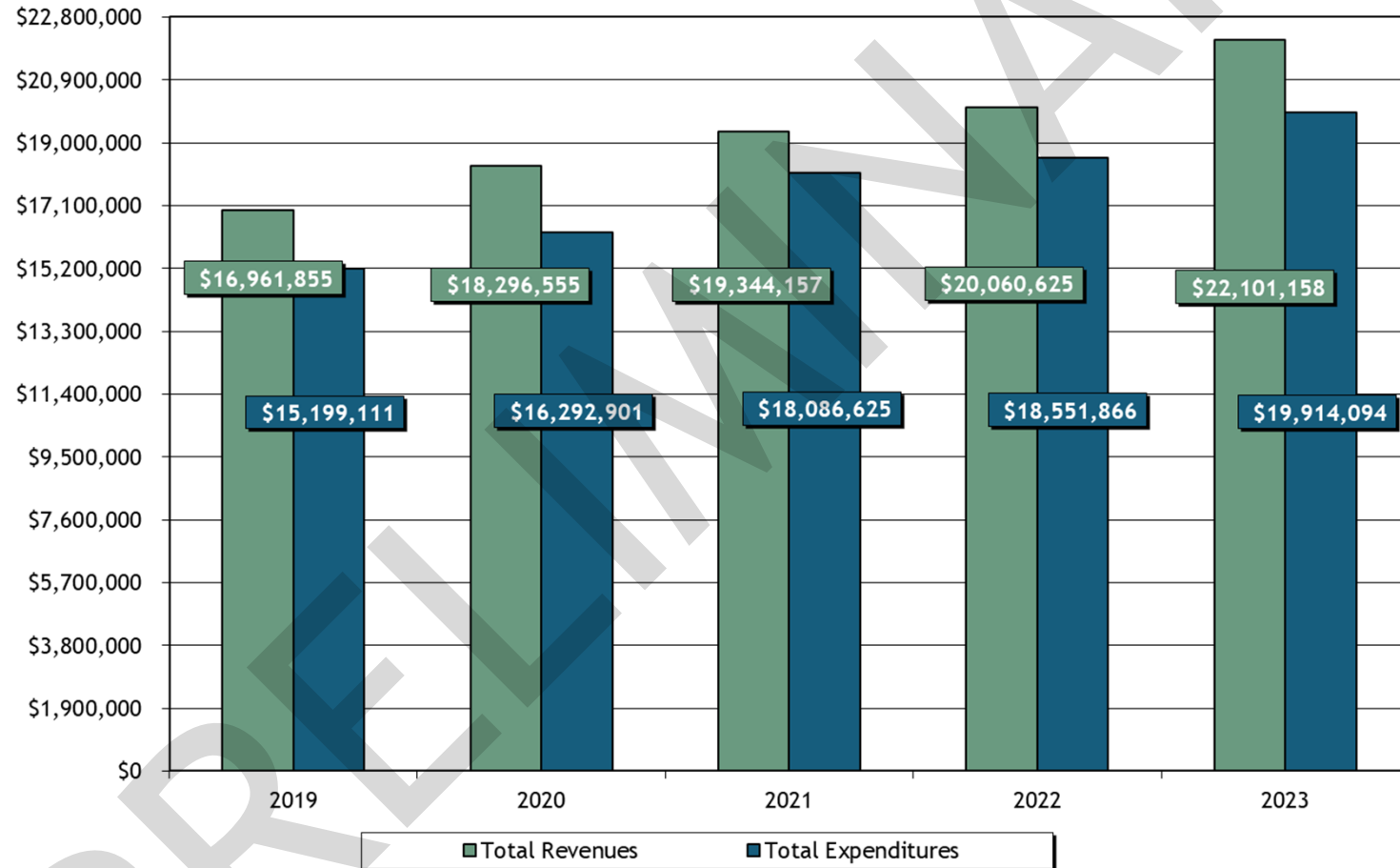
Cash and Investments and Fund Balance



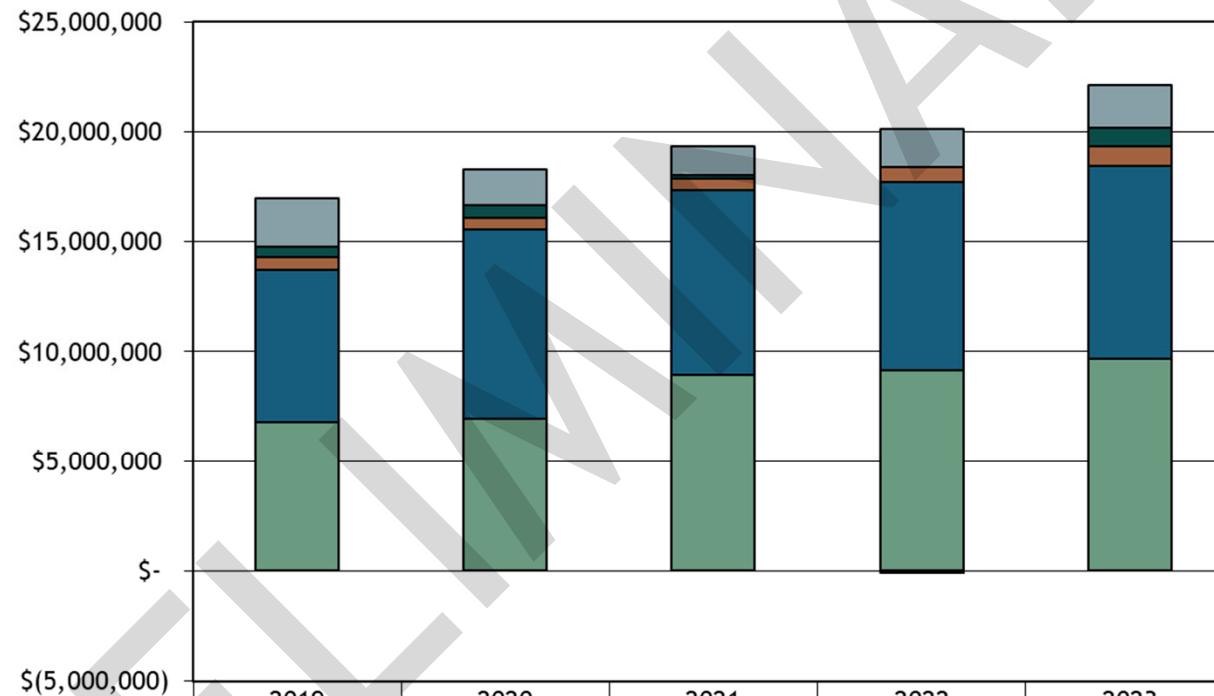
General Fund – Revenues and Expenditures

	2019	2020	2021	2022	2023
Revenues	\$ 16,961,855	\$ 18,296,555	\$ 19,344,157	\$ 20,060,625	\$ 22,101,158
Expenditures	15,199,111	16,292,901	18,086,625	18,551,866	19,914,094
Proceeds from the sale of capital assets	-	1	-	-	-
Lease and SBITA proceeds	-	-	-	22,599	439,325
Net transfers	(546,434)	(328,409)	(1,715,848)	(748,159)	(54,201)
Net change in fund balance	\$ 1,216,310	\$ 1,675,246	\$ (458,316)	\$ 783,199	\$ 2,572,188

General Fund – Revenues and Expenditures

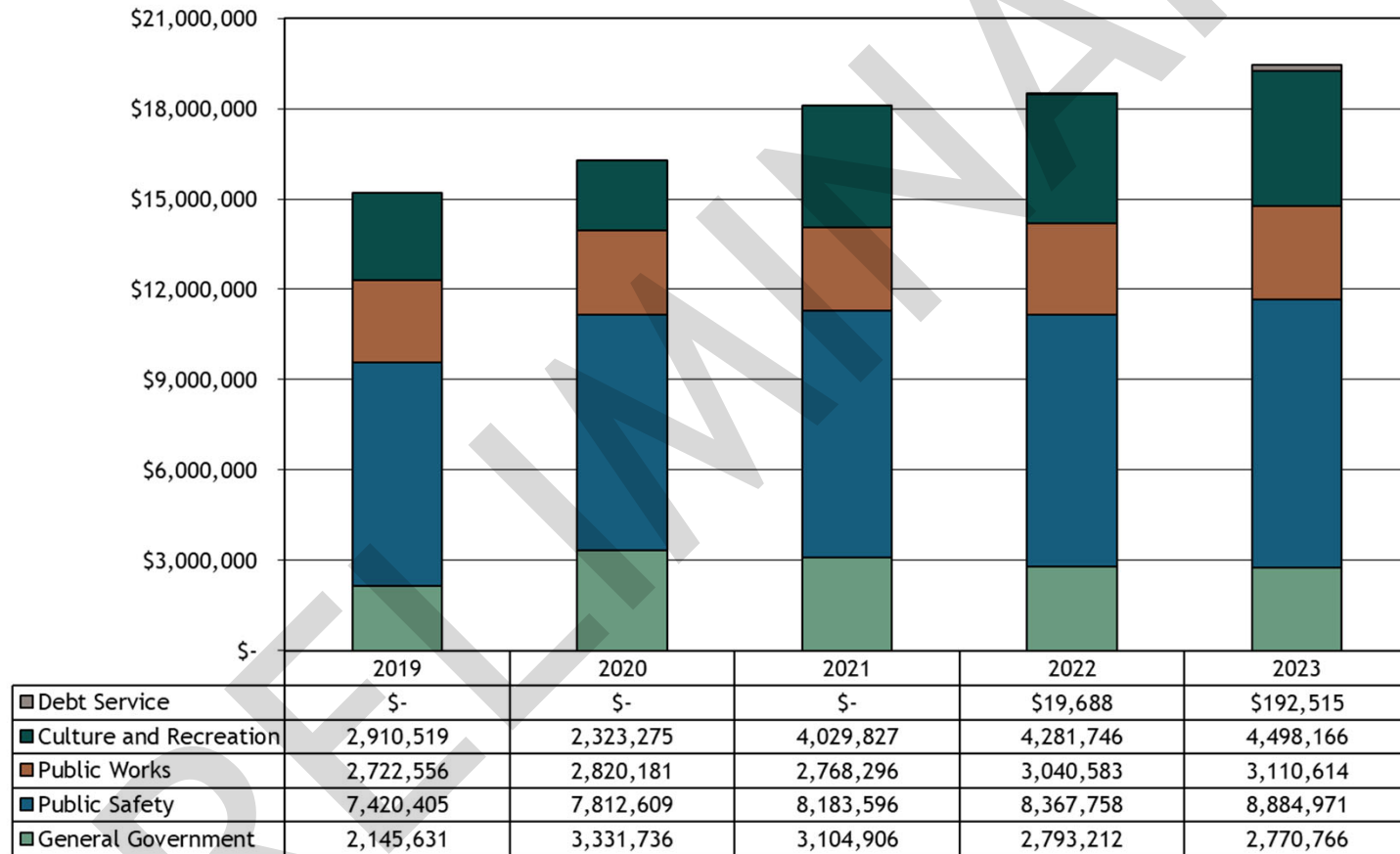


General Fund Revenues



	2019	2020	2021	2022	2023
Charges for Services	\$2,210,041	\$1,617,503	\$1,335,149	\$1,731,065	\$1,906,223
Other	443,102	567,085	162,730	(92,775)	847,418
Licenses and Permits	573,029	546,332	489,278	694,627	912,539
Intergovernmental	6,919,966	8,604,031	8,417,838	8,576,881	8,748,169
Taxes	6,815,717	6,961,604	8,939,162	9,150,827	9,686,809

General Fund Expenditures

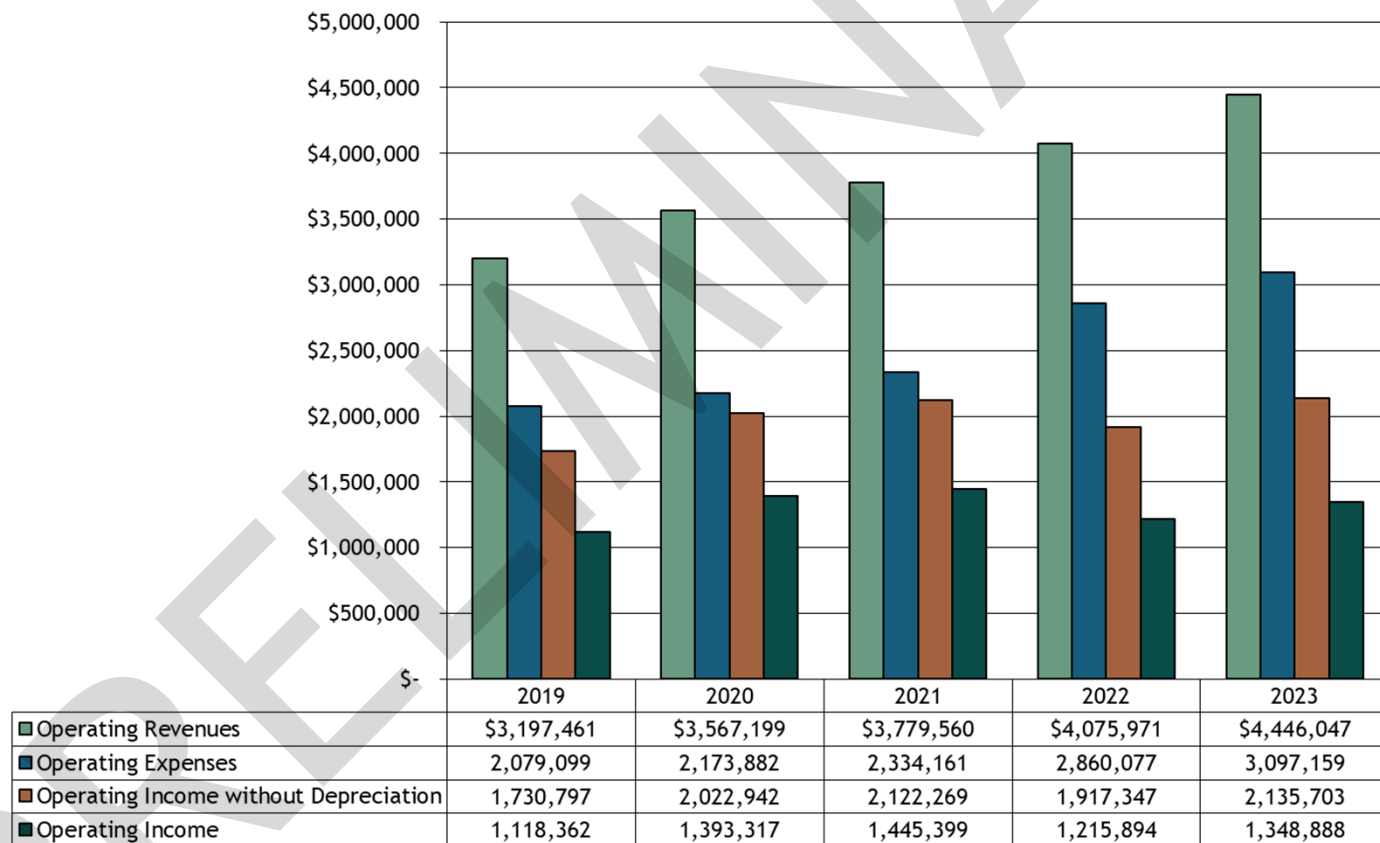


General Fund – Budgetary Comparison

	Original Budget	Final Budget	Actual Amounts	Variance With Final Budget - Over (Under)
Revenues				
Property taxes	\$ 9,656,552	\$ 9,656,552	\$ 9,686,809	\$ 30,257
Special assessments	3,100	3,100	3,761	661
Licenses and permits	810,281	810,281	912,539	102,258
Intergovernmental	7,293,762	8,425,952	8,748,169	322,217
Charges for services	1,591,705	1,598,831	1,906,223	307,392
Fines and forfeitures	128,000	128,000	140,879	12,879
Miscellaneous revenues	123,820	139,822	702,778	562,956
Total revenue	19,607,220	20,762,538	22,101,158	1,338,620
Expenditures				
General government	3,037,379	2,867,405	2,777,403	(90,002)
Public safety	8,925,839	9,162,494	8,896,071	(266,423)
Public works	3,044,657	3,147,679	3,110,614	(37,065)
Culture and recreation	4,589,345	4,566,201	4,498,166	(68,035)
Mass transportation and airport	10,000	10,000	-	(10,000)
Debt service	-	-	192,515	192,515
Capital outlay	-	-	439,325	439,325
Total expenditures	19,607,220	19,753,779	19,914,094	160,315
Excess of revenue over (under) expenditures	-	1,008,759	2,187,064	1,178,305
Other Financing Sources (Uses)				
Lease and SBITA proceeds	-	-	439,325	439,325
Net transfers	-	-	(54,201)	(54,201)
Net change in fund balances	\$ -	\$ 1,008,759	\$ 2,572,188	\$ 1,563,429

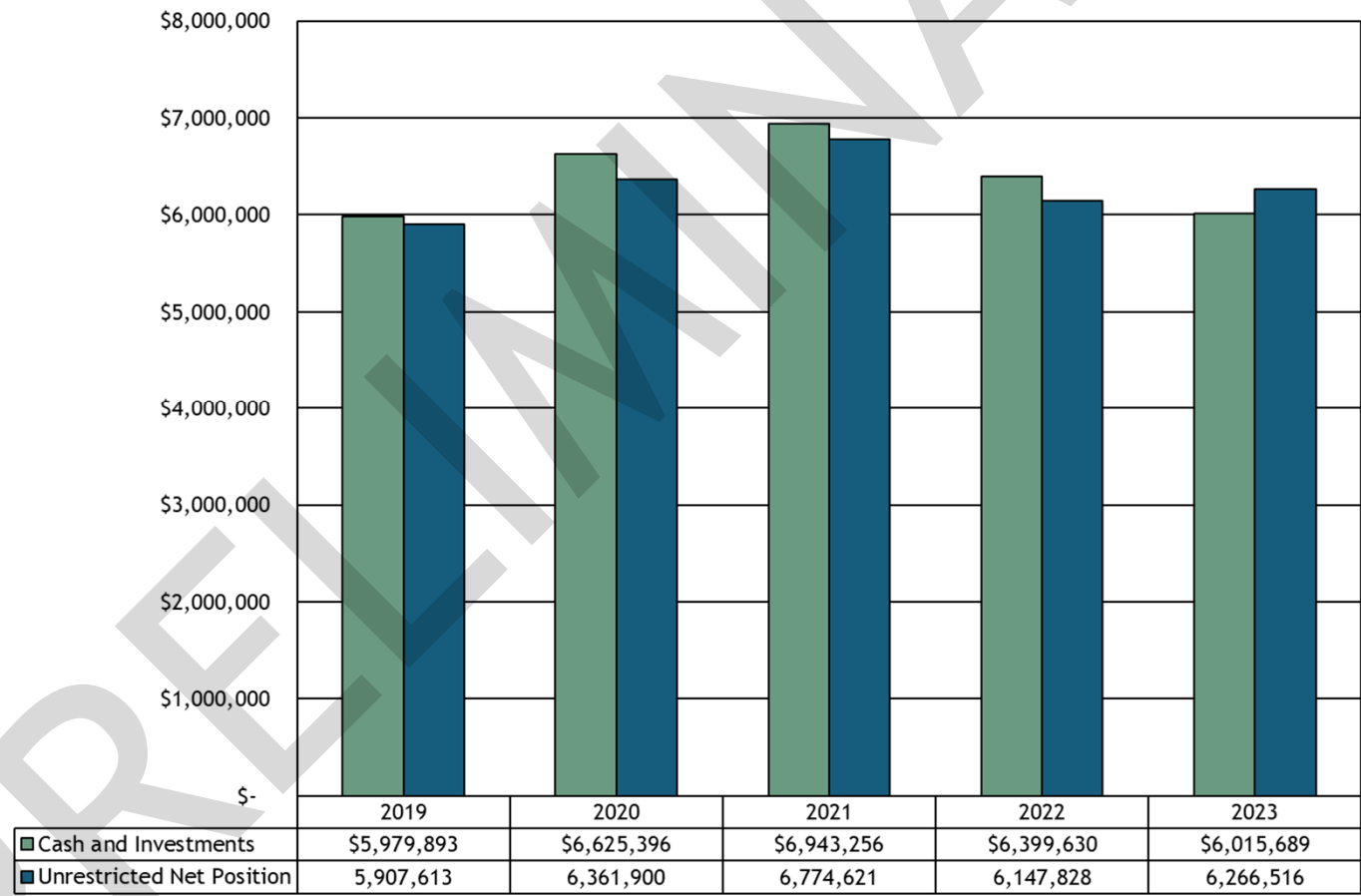
Water Enterprise Fund

- Water Operations



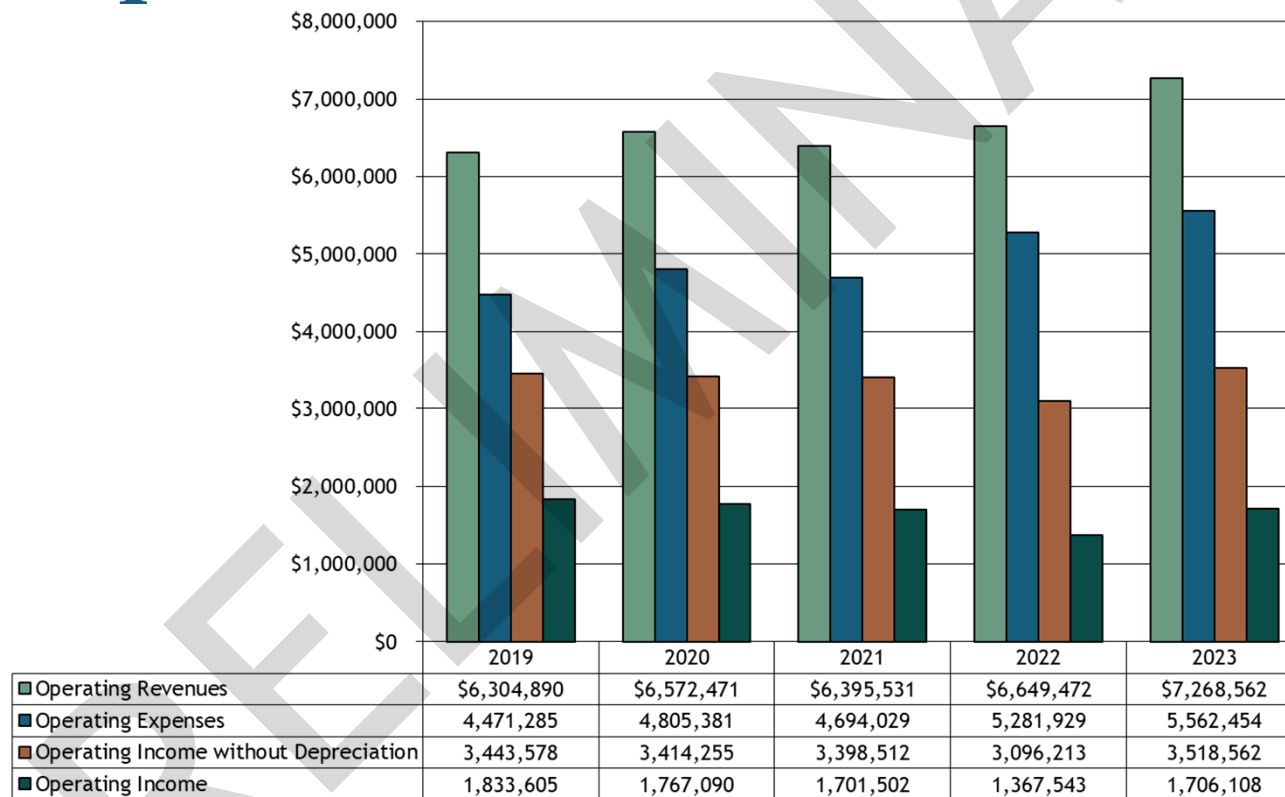
Water Enterprise Fund

- Water Fund



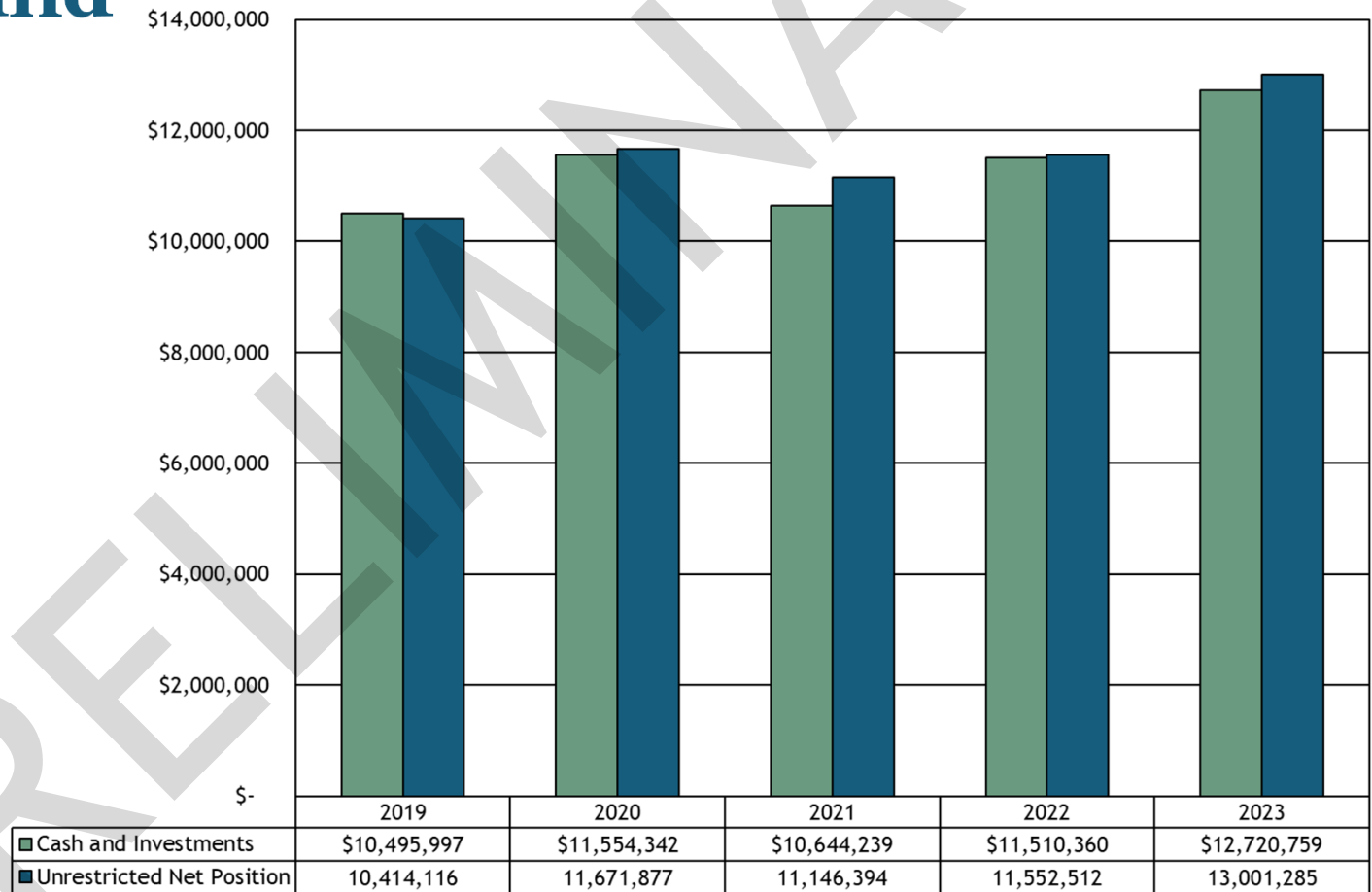
Sewer Enterprise Fund

- Sewer Operations



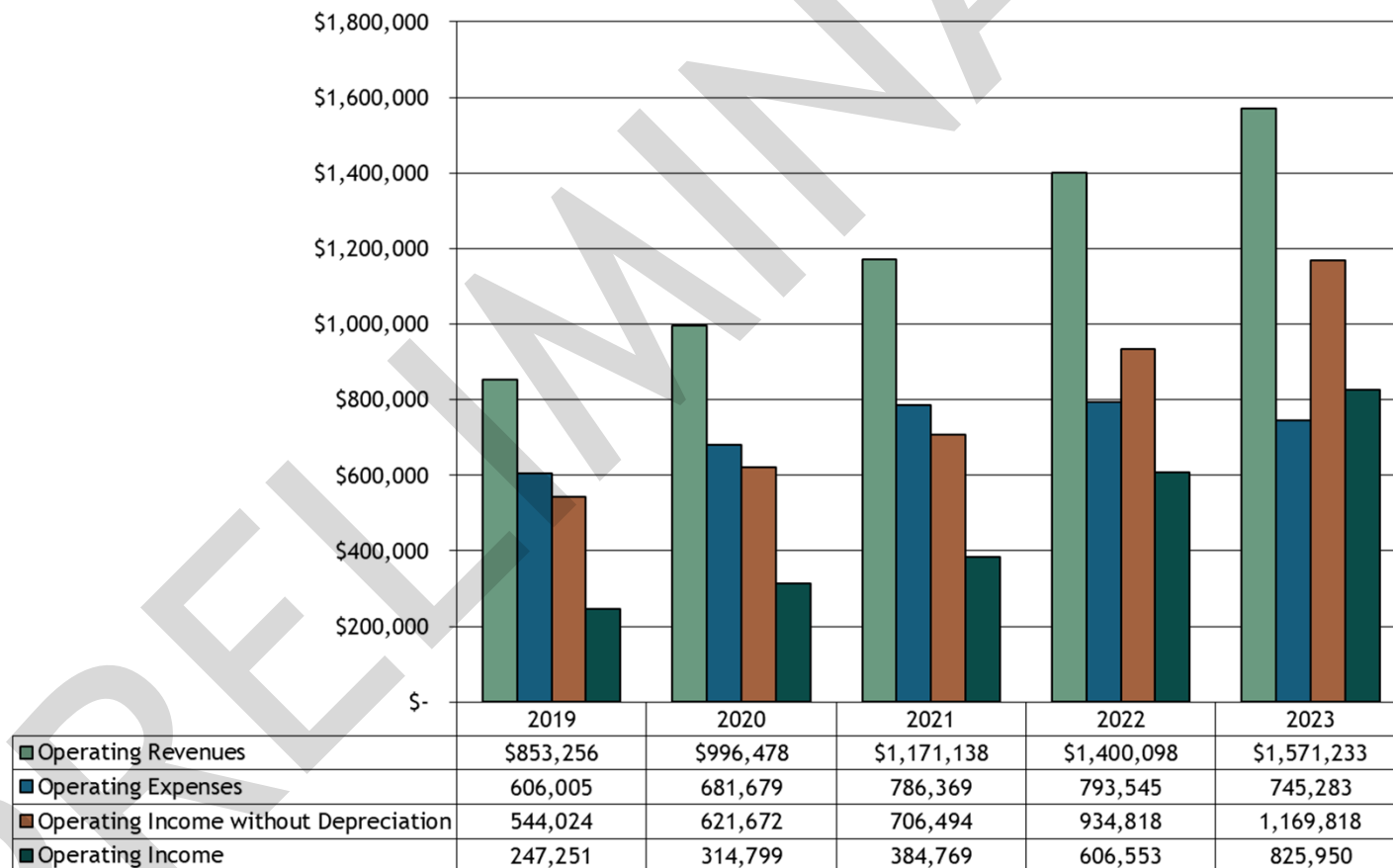
Sewer Enterprise Fund

- Sewer Fund

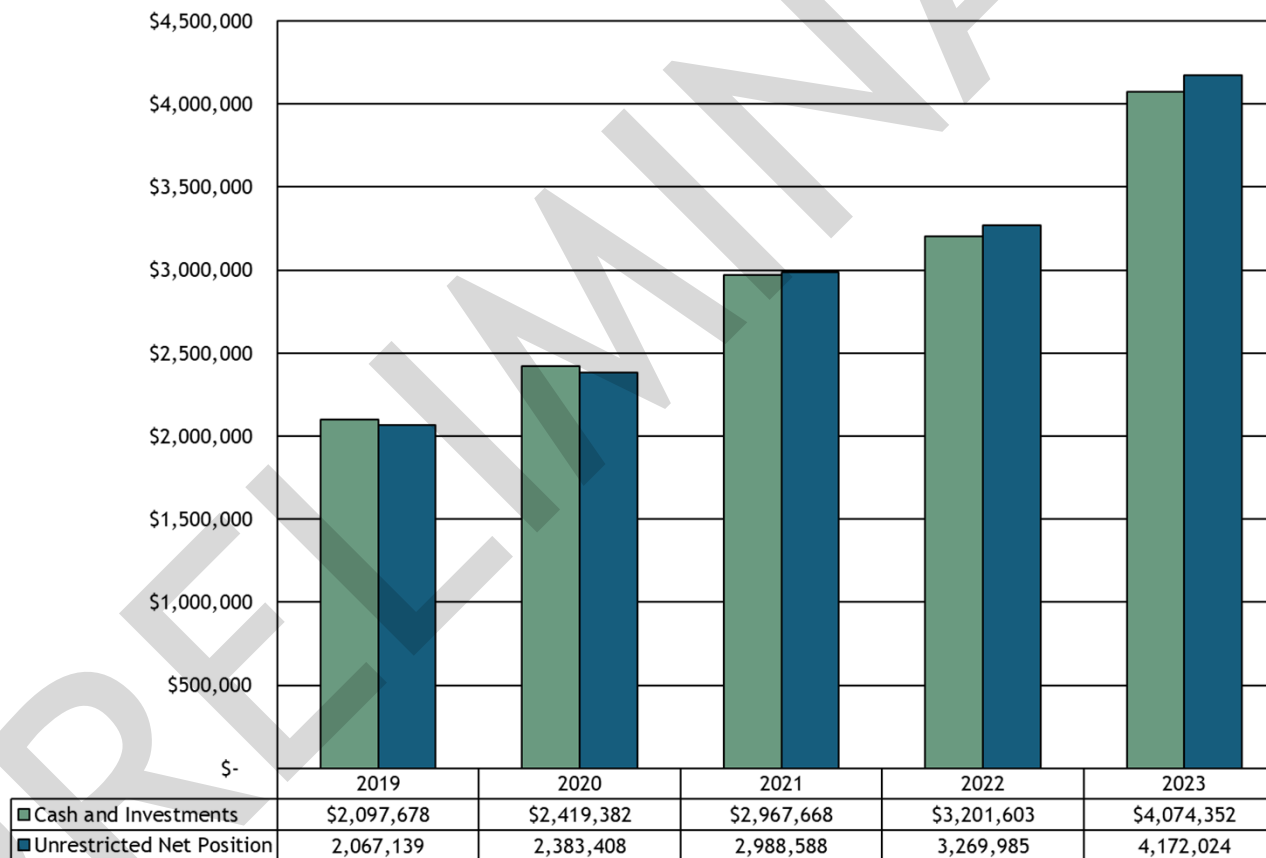


Storm Water Enterprise Fund

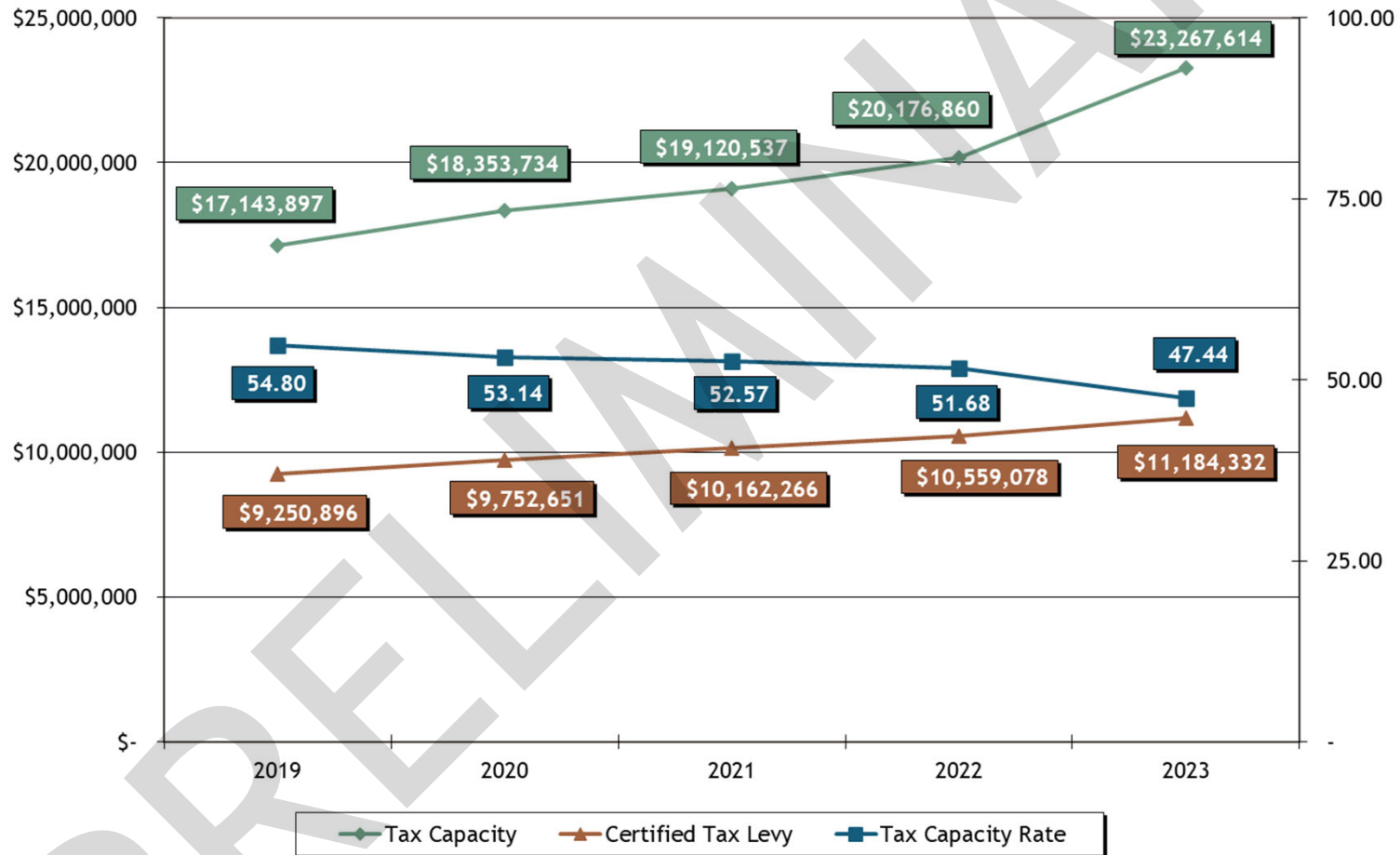
- Storm Sewer Operations



Storm Water Enterprise Fund - Storm Sewer Fund



Tax Capacity, Levy, and Rates



Auditor



Nancy Schulzetenberg

AUDIT PARTNER

320-650-0219

NANCY.SCHULZETENBERG@CREATIVEPLANNING.COM

Thank You



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Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: August 20, 2024
SUBJECT: Eliminate Water Disconnection Due to Non-Payment

Discussion:

A vacancy in the Utility Billing Accounting Technician position has put new eyes on the tasks and efforts required as part of the monthly utility billing process. One of the least liked parts of the utility billing is the disconnection of water services because of non-payment. Accounts not paid by the 5th of each month result in Finance generating a shut-off order which is sent to the Public Works- Utilities to carry out the task. Each month, between 425-450 accounts reach the point of disconnection. However, Utilities staff can only handle 30-40 actual shutoffs each month. This results in Finance staff selecting those with the highest delinquent balances for disconnection. It is easy to see how a customer is likely to be delinquent for many months before their account balance will rank in the top 10 percent of those that have not paid each month. In essence, the system is currently functioning to give people some time to catch up before their balance is large enough to warrant disconnection. If a customer cannot catch up, they will ultimately have the water disconnected.

Financial Analysis

The City charges a \$75 fee to a customer to have their water turned back on. For 2023, this resulted in \$19,260 in revenue. Through July 30th, the City has collected \$13,160 in reconnection fees, which would annualize to anticipated revenue of \$22,560. This is a large amount of money. However, in the Water Fund, this is only 0.5% of the annual revenue. On the expenditure side, there are two costs to look at. The hard costs are those that are savings to the City as they would no longer exist in a scenario where disconnection for non-payment did not occur. There are also opportunity costs, which are associated more with the personnel that are part of the disconnect process. The City would not reduce hours of personnel in Public Works or Finance to be less than full-time; however, the opportunity to do other work is being missed with the required

disconnection process. The attached spreadsheet breaks down these costs by hard cost and opportunity cost.

The City would save around \$5,000 a year with no planned overtime to reconnect water and no disconnect notice mailings on a monthly basis. Considering the total reconnection fees budgeted, a change to no longer disconnect for non-payment would be a loss of \$15-17,000 a year in net revenue.

The opportunity cost is where the City is seeing the highest expense. Finance spends about 1.5 hours a month preparing the shut-off list, which is only 10% of eligible accounts. Public Works then takes over, with the Superintendent cross-checking the list with obituaries, jail records, etc., followed by the GIS Coordinator developing a map for staff to start the process. It is estimated that 40 hours is dedicated to disconnecting water service by two Water/Sewer Operators. Once disconnected, Finance sees an influx of customers and spends around 4 hours just processing the reconnect payments. In total, there are 47.5 hours per month between two departments that could be dedicated towards other job functions. Using just wages alone, this cost is almost \$19,000 in 2024 dollars. In Public Works, water disconnection duties are redirecting those hours away from regular service requests and the meter changeout project.

Disconnection & Sprinkler Systems

Another consideration for discontinuing water disconnection comes from Fire and Code Services. Currently, a building with a sprinkler system is only required to have one water service line into the property which can serve both the domestic water supply and the sprinkler system. If non-payment becomes an issue, the City is put in a bad position of shutting off a building's fire protection along with the water service. This then results in Fire Code violations that could lead to revocation of occupancy, which would have to be pursued in the legal system. It is easy to see how this situation could quickly get out of control, harming employees of a local business or residents in an apartment complex, with potentially no solution other than a court order to vacate a property. Fire and Code Services has been discussing the need to amend the Building Code to require two water service lines into the property as the solution to ensuring continuous water service to a fire suppression system. On the front end, this will require a higher cost for a developer/builder to put in two water services. Switching to a system of specially assessing past due utility bills would result in no reason to require a second water line, and a lower development cost (or keep our current code requirements).

Alternative to Disconnection

The alternative to disconnecting water for non-payment is to specially assess properties for past due amounts. This currently happens with utility

bills, where disconnection is not the means to achieve payment. This could be vacant properties where the water has already been disconnected as well as situations where a tenant leaves without paying but is still responsible for the amount past due. The downside to switching to a system of special assessments versus disconnections for non-payment is the cash flow. With every account getting billed every month in the City of Faribault, there is a consistent cash flow to help meet the expenditure needs of the Water, Sewer, and Stormwater funds. While the assumption is to collect less than 100% each month, allowing delinquent accounts to continue to be delinquent beyond what is currently happening reduces the percent of funds that are likely to be collected each month. While a special assessment is a guaranteed payment, special assessments are only paid in April and September when tax bills are due and only if the City has followed the process in a timely manner to ensure all assessments are to Rice County, to ensure they will be billed on that initial tax statement. When assessed, the property owner only has one year to pay the special assessment and has a 10% interest rate or \$25, whichever is greater.

Implementation Process

If the Council is willing to consider a change in water disconnection for non-payment, an amendment to the Code of Ordinances would be required. Specifically, the code requires the City Administrator to produce a list of accounts that did not make payment on the 5th of each month to the Utilities division (section 28-71), which the Utilities Superintendent shall use as sufficient cause for turning off the water to a property (section 28-72(a)). For someone to get their water turned on, they must pay the balance that is due as well as a \$70 water disconnection processing fee. These sections of Chapter 28 Water are attached with this memo.

Attachments:

1. City Disconnect Costs
2. Sec 28.71 to 28.73 Water Shut Off

City of Faribault
Water Disconnection Financial Analysis

8/20/24

		<u>Monthly</u>	<u>Annual</u>
<u>HARD COST SAVINGS</u>			
PW- Utilities OT for After Hours		\$ 135.00	\$ 1,620.00
3 hours/month			
OT Rate (no benefits)	\$45		
Finance- Monthly Disconnect Notice		\$ 337.50	\$ 3,375.00
<i>Paper/Envelopes/Postage</i>			
450 mailings*	\$0.75		
TOTAL		\$ 472.50	\$ 4,995.00
<u>OPPORTUNITY COST SAVINGS</u>			
PW- Utilities Staff to Disconnect/Reconnect		\$ 1,276.00	\$ 15,312.00
2 staff members; 20 hrs each/mo			
Total Wage Rate	\$ 31.90		
Engr- GIS Map Production		\$42.89	\$ 514.68
1 hour/month			
Total Wage Rate	\$42.89		
PW- Utilities Supt Review/Research		\$ 79.38	\$ 952.56
1 hour/month			
Total Wage Rate	\$ 79.38		
Finance- Pre/Post Process		\$ 163.21	\$ 1,870.29
Prepare list- 1.5 hrs/mo*	\$ 29.39		
Water reconnect payments- 4	\$ 29.78		
TOTAL		\$ 1,561.48	\$ 18,649.53

*Note: annual costs reflect 10 months of savings for mailings, preparing list, as special assessment will still require this effort.

Sec. 28-71. - Same—Collection; receipts for payment; delinquent list; report to city administrator; etc.

The city administrator shall receive all monies from all persons or consumers of water shown by the statement of the water division of the department of public works to be due. Upon payment by any person of the water charges so charged, the city administrator shall give such person a suitable receipt and endorse on the proper places on such statement the time and amount of such payment. On the sixth (6th) day of the month after receiving copies of such statements, the city administrator shall make out and deliver to the water division superintendent a statement or list of all persons who shall have failed to make payment of water charges so charged against them. It shall be the duty of the city administrator to preserve all of the copies of statements delivered by the water division superintendent and return the same with an official receipt for the amount collected to the financial records in the office of the city administrator on or before the last day of each month.

(Code 1971, § 28-18(i); Ord. No. 86-21, § 1, 10-14-86; Ord. No. 88-02, § 1, 2-23-88; Ord. No. 88-15, § 1, 10-11-88; Ord. No. 2022-34, § 11, 11-22-22)

Sec. 28-72. - Same—Turning off service.

- (a) It shall be the duty of the water division superintendent, upon receiving, pursuant to section 28-71 of this division, the list or statement of such persons who shall have failed to pay water bills by the sixth (6th) day of the month following receipt of the bill, to forthwith make a diligent effort to enforce payment, and failure by the consumer to pay account within a reasonable time thereafter shall be deemed sufficient cause for turning off the water to such premises.
- (b) When a consumer's water has been turned off it shall not be turned on again until payment of disconnection processing fee, in addition to full payment of delinquent water rent. The disconnection processing fee shall be set by the city council in the fee schedule.

(Code 1971, § 28-18(g), (h); Ord. No. 80-21, § 1, 7-8-80; Ord. No. 86-21, § 1, 10-14-86; Ord. No. 88-02, § 1, 2-23-88; Ord. No. 88-15, § 1, 10-11-88; Ord. No. 94-13, § 1, 9-13-94; Ord. No. 2004-25, § 1, 10-26-04; Ord. No. 2022-34, § 12, 11-22-22)

Sec. 28-73. - Same—Assessment.

Water rent shall be a charge against the owner, lessee or occupant of the premises and shall constitute a lien against the lot or parcel served and in the event of delinquency, the city administrator may commence legal action to collect such unpaid rent or certify such delinquency to the county auditor to be assessed against such lot or parcel and collected with real estate taxes.

(Code 1971, § 28-18(j); Ord. No. 80-24, § 2, 9-10-80; Ord. No. 86-21, § 1, 10-14-86; Ord. No. 88-2, § 1, 2-23-88; Ord. No. 88-15, § 1, 10-11-88)



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
David Wanberg, CED Director
FROM: Harry Davis, City Planner
MEETING DATE: August 20, 2024
SUBJECT: Review and Amend Planning & Zoning Division Job Descriptions

Discussion:

City Planner Harry Davis requests to change all the job descriptions found in the Planning & Zoning Division of the Community & Economic Development Department. The proposed changes in this memo seek to make efficient use of taxpayer money and refocus resources toward development review. This memo and request are to approve an improved division structure, but city staff will fill only one new position at this time.

The new job descriptions are clumped into three major groups: City Planning Manager, Planner, and Planning Assistant. The City Planning Manager, formerly City Planner, position is not significantly changing, aside from a title wording shift and clarifying some responsibilities, education, and experience requirements. The Planner and Planning Assistant are new positions replacing the Development Coordinator and Planning Coordinator positions.

The Planner position has two levels called Planner I and Planner II. The responsibilities and experience level are higher for a Planner II position versus a Planner I. Under the direction and general supervision of the City Planner, the Planner roles are responsible for coordinating and managing projects and programs related to community development and historic preservation. The Planner II has higher responsibilities such as supporting the Environmental Commission at the request of the City Engineer, leading as staff liaison for the Heritage Planning Commission, and coordinating the daily work of the Planning Assistant position. Breaking Planner into two roles allows for the hiring of an entry-level person at Planner I and growing their skills and experience over time for a "promotion-in-place" from Planner I to Planner II, where they can exercise historic preservation experience, build managerial skills by coordinating a Planning Assistant, and expand cross-department collaboration.

The Planning Assistant position is broken into Planning Assistant I and Planning Assistant II roles with increased responsibilities and experience, similar to the Planner I and Planner II dynamic. Under the direction of the City Planner and Planner II, Planning Assistants will manage planning and zoning activities for the city in the area of city planning through zoning administration and enforcement. The Planning Assistant II role will have greater experience requirements and responsibilities, such as contributing to development review through reviewing development proposals and process development entitlements like variances and conditional use permits associated with permits, certificates, and violations.

The intent in the long run is to have a City Planner, Planner I or II, and Planning Assistant I or II, for a maximum of 3 people at any one time in the division. The difference between I and II for the Planner and Planning Assistant roles are meant to act as incentives for building careers with the City of Faribault and bring needed stability to the Community & Economic Development Department. Someone moving from Planner I to Planner II, and Planning Assistant I to Planning Assistant II, will benefit from a higher salary cap and growth of experience and skills. A Planner II will be more equipped to succeed as City Planner, should that position be vacant due to promotion or resignation.

The existing Development Coordinator and Planning Coordinator positions must be rebuilt to better serve the City of Faribault. The Development Coordinator role is overspecialized in supporting the Heritage Planning Commission and Environmental Commission, which is not where most of the division's time and energy is spent. The Planning Coordinator role is too broad and encompassing to hone in on certain processes for development. Overall, the existing divisions in responsibilities under current job descriptions are unclear and ineffective in support of a primary goal of the Planning Division: serve the public through zoning administration and enforcement.

Attachments:

1. Proposed City Planning Manager Job Description
2. Proposed Planner I Job Description
3. Proposed Planner II Job Description
4. Proposed Planning Assistant I Job Description
5. Proposed Planning Assistant II Job Description
6. Existing City Planner Job Description
7. Existing Community Development Coordinator Job Description
8. Existing Planning & Zoning Coordinator Job Description

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: City Planning Manager
Department: Community & Economic Development
Reports To: Community & Economic Development Director
FLSA Status: XXXX
Date: August 2024

PRIMARY OBJECTIVE OF POSITION

The City Planning Manager supervises and directs the planning and zoning functions of the City under general administrative direction from the Community & Economic Development Director. Performs highly skilled, professional management, coordinative, and technical tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead Planning & Zoning Division within the following duties and responsibilities:

- Development and Current Planning
 - Lead Planning Division efforts related to major developments in Faribault.
 - Meets with prospective developers interested in development projects to help them understand the City's review and approval process and the application of City ordinances and regulations to their proposals.
 - Coordinates with the Applicant, Applicant's consultants, City departments, and neighboring and overlapping jurisdictions.
 - Conducts appropriate analyses and prepared meaningful reports and presentations.
 - Ensures that there is follow-thru with the preparation, execution, and recording of resolutions, ordinances, development agreements, and the like.
 - Facilitates the Development Review Committee and process. Set agendas, prepare and oversee the preparation of staff reviews of projects on the agenda, actively participate in Design Review Committee meetings, and ensure proper follow up to applications so that items/requests/applications can proceed through the applicable review and approval processes.
 - Serve as staff liaison to Planning Commission.

- Prepare agendas, ensure meetings and public hearings are properly noticed, oversee all work of staff.
- Balance the implementation of long-range planning efforts with the demands of short-term, day-to-day planning requests and actions.
- Serve as staff liaison to City Council regarding development, planning, and Planning Commission projects.
- Make final decisions related to the interpretation of the Unified Development Ordinance.
 - Take appropriate actions as warranted, which may include enforcement or amendments to the Ordinance.
 - Coordinate with the Director, City Administrator, Planning Commission, and City Council to prioritize and address beneficial amendments to the Ordinance.
- Serve as a community resource by participating in community service activities and events as requested and appropriate.
 - Share development review process information to help the public understand rules, regulations, and ordinances.
 - Educate the public on planning, zoning, historic preservation, and environmental/sustainability topics.
 - Give presentations on City planning, historic preservation, and sustainability efforts.
- Actively participate in other city-wide projects, initiatives, redevelopment/development plans as requested. Provide conceptual design services, apply best-practices, conduct research, and contribute in meaningful ways.
- Long-Range Planning, Heritage Preservation, and Sustainability
 - Lead, manage, and conduct specialized and long-range planning efforts related to community development, planning, zoning, and sustainability.
 - Ensure successful implementation of the planning-related aspects of the City's Comprehensive Plan including coordinating updates to the zoning map, creating new zoning districts, and amending the zoning ordinance.
 - Proactively monitor planning issues, opportunities, and trends – coordinating with the Director, City Administrator, and others to prioritize and address key issues and opportunities.
 - Identify desirable grant opportunities that further the City's vision – preparing grant applications and administering awarded grants related to planning, zoning,

community development, historic preservation, and sustainability.

- Serve as a community resource by participating in community service activities and events as requested and appropriate.
 - Share development review process information to help the public understand rules, regulations, and ordinances.
 - Educate the public on planning, zoning, historic preservation, and environmental/sustainability topics.
 - Give presentations on City planning, historic preservation, and sustainability efforts.
- Serve as staff liaison to Planning Commission.
 - Prepare agendas, ensure meetings and public hearings are properly noticed, oversee all work of staff.
 - Develop annual work plans. Evaluate progress and implementation, and adjust/redirect resources as necessary.
 - Balance the implementation of long-range planning efforts with the demands of short-term, day-to-day planning requests and actions.
- Coordinates managing and supporting the City's Historic Preservation District with the Planner II. Responsibilities include, in the absence of a Planner II, supporting the Heritage Preservation Commission (HPC) as staff liaison and administering the design review and Certificate of Appropriate process, working with the State Historic Preservation Office, US Department of the Interior, and other agencies involved in historic preservation grants, loans, and programs, and maintaining the Certified Local Government status.
 - Makes recommendations to downtown property owners and the HPC on design reviews. Coordinates, upon request by property owners, nominations to the National Register of Historic Places.
 - Maintains historic property files.
 - Identifies projects, including public education initiatives, building improvement programs, design awards, etc. that promote preservation.
 - Apply for, implement, and monitor grant programs including Certified Local Government Grants and Legacy Grants.
- Support city sustainability efforts across the City.

- Support the sustainability goals and initiatives of the City's implementation of policies and programs.
- Assist with administration of GreenStep Cities, benchmarking and other public-facing programs.
- Assist developing strategic plans and annual work plans with measurable goals for environmental, sustainability and resiliency activities followed by tracking systems and performance metrics and analyze and measure the success and cost-effectiveness of programs.
- At the request of the City Engineer or designee, serve as educational liaison to the public and provide staff support to the Environmental Commission.
- Assist in identifying potential funding sources and financial incentives for implementing sustainability projects. Assistance includes preparing grant applications and partnership proposals, seeks sponsorships, and managing grant compliance.
- Actively participate in other city-wide projects, initiatives, redevelopment/development plans as requested. Provide conceptual design services, apply best-practices, conduct research, and contribute in meaningful ways.
- Supervise and Administer the Planning & Zoning Division
 - Supervise Planning & Zoning Division employees.
 - Provide input and direction related to processing applications, enforcement actions, and similar effort to ensure a fair and legal approach to planning and land use.
 - Monitor workloads, assign task and projects, and prioritize responsibilities.
 - Provide planning background data and input to the Director related to other Community and Economic Development Department efforts, projects, and initiatives.
 - Balance the implementation of long-range planning efforts with the demands of short-term, day-to-day planning requests and actions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Experience, and Skills:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and

- Six (6) or more years of related, full-time professional experience
- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans. • Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.
- American Institute of Certified Planners (AICP) certificate, or on track to receive an AICP certificate within four years of employment.
- Possession of a Minnesota driver's license.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications:

- American Institute of Certified Planners (AICP) certificate.
- Master's Degree in planning or related field.

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the Community & Economic Development Director.

- Supervises employees within the Planning & Zoning.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**CITY OF FARIBAULT
POSITION DESCRIPTION**

Position Title: Planner I
Department: Community & Economic Development
Reports To: City Planning Manager
FLSA Status: XXXX
Date: August 2024

PRIMARY OBJECTIVE OF POSITION

Under the direction and general supervision of the City Planning Manager, the Planner I is responsible for coordinating and managing projects and programs related to community development. The Planner I supports planning functions within the Community and Economic Development Department and supports the Heritage Preservation Commission at the direction of the City Planning Manager or Planner II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Support Planning & Zoning Division within the following duties and responsibilities:

1. Zoning Reviews
 - a. Review building permits, sign permits, zoning certificates, and similar zoning applications for compliance with the City's Unified Development Ordinance, work with applicants as needed to ensure zoning compliance, and coordinate with the City Planning Manager, the Building Official, and other staff as needed.
 - b. Promptly review site plan applications and identify the need, if any, for additional applications, such as conditional use permits or variances. Once applications are deemed complete, coordinate with the City Planning Manager to schedule site plans for Development Review Committee (DRC) approval, write reports and present applications to the DRC, and prepare site plan approval letter and documents.
 - c. Conduct site visits of completed projects to verify zoning and site plan approval compliance. Coordinate with Building Division on escrows (if needed) and prepare site plan certificate of completion.
 - d. Maintain records of all pertinent zoning reviews.
2. Zoning Inquires

- a. Listen and respond to phone calls and visitors regarding planning questions, comments, and concerns.
 - b. Respond to Zoning Inquiries from the public, property owners, and developers. Provide relevant zoning text language upon request, interpret city ordinance requirements, provide options and information on the application process.
 - c. Coordinate significant development inquiries with the City Planning Manager. Ensure that the City Planning Manager is aware and informed of potential projects and zoning violations. Develop and implement tools to streamline staff time spent responding to zoning inquiries - lead efforts to update and maintain the Planning Division website with clear and concise information regarding common zoning questions and applications.
3. Development and Current Planning
- a. Support Planning Division efforts related to major developments in Faribault.
 - i. Meets with prospective developers interested in development projects to help them understand the City's review and approval process and the application of City ordinances and regulations to their proposals.
 - ii. Coordinates with the Applicant, Applicant's consultants, City departments, and neighboring and overlapping jurisdictions.
 - iii. Conducts appropriate analyses and prepared meaningful reports and presentations.
 - iv. Ensures that there is follow-thru with the preparation, execution, and recording of resolutions, ordinances, development agreements, and the like.
 - v. Under direction from the City Planning Manager, serve as staff support to Planning Commission and Development Review Committee.
 - 1. Prepare agendas, ensure meetings and public hearings are properly noticed, oversee all work of staff.
 - 2. Prepare and oversee the preparation of staff reviews of projects on the agenda, actively participate in meetings, and ensure proper follow-up to applications so that

items/requests/applications can proceed through the applicable review and approval processes.

3. Assist developing annual work plans. Evaluate progress and implementation, and adjust/redirect resources as necessary.
4. Balance the implementation of long-range planning efforts with the demands of short-term, day-to-day planning requests and actions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Experience, and Skills:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Two (2) or more years of related full-time professional experience.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Possession of a Minnesota driver's license.

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the City Planning Manager.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the

employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Planner II
Department: Community & Economic Development
Reports To: City Planning Manager
FLSA Status: XXXX
Date: August 2024

PRIMARY OBJECTIVE OF POSITION

Under the direction and general supervision of the City Planning Manager, the Planner II is responsible for coordinating and managing projects and programs related to community development and historic preservation. The Planner II supports planning and preservation functions within the Community and Economic Development Department, supports the Environmental Commission at the request of the City Engineer, and coordinates the daily work of the Planning Assistant position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Support Planning & Zoning Division within the following duties and responsibilities:

1. Zoning Reviews
 - a. Review building permits, sign permits, zoning certificates, and similar zoning applications for compliance with the City's Unified Development Ordinance, work with applicants as needed to ensure zoning compliance, and coordinate with the City Planning Manager, the Building Official, and other staff as needed.
 - b. Promptly review site plan applications and identify the need, if any, for additional applications, such as conditional use permits or variances. Once applications are deemed complete, coordinate with the City Planning Manager to schedule site plans for Development Review Committee (DRC) approval, write reports and present applications to the DRC, and prepare site plan approval letter and documents.
 - c. Conduct site visits of completed projects to verify zoning and site plan approval compliance. Coordinate with Building Division on escrows (if needed) and prepare site plan certificate of completion.
 - d. Maintain records of all pertinent zoning reviews.

2. Zoning Inquires

- a. Listen and respond to phone calls and visitors regarding planning questions, comments, and concerns.
- b. Respond to Zoning Inquiries from the public, property owners, and developers. Provide relevant zoning text language upon request, interpret city ordinance requirements, provide options and information on the application process.
- c. Coordinate significant development inquiries with the City Planning Manager. Ensure that the City Planning Manager is aware and informed of potential projects and zoning violations. Develop and implement tools to streamline staff time spent responding to zoning inquiries - lead efforts to update and maintain the Planning Division website with clear and concise information regarding common zoning questions and applications.

3. Development and Current Planning

- a. Support Planning Division efforts related to major developments in Faribault.
 - i. Meets with prospective developers interested in development projects to help them understand the City's review and approval process and the application of City ordinances and regulations to their proposals.
 - ii. Coordinates with the Applicant, Applicant's consultants, City departments, and neighboring and overlapping jurisdictions.
 - iii. Conducts appropriate analyses and prepared meaningful reports and presentations.
 - iv. Ensures that there is follow-thru with the preparation, execution, and recording of resolutions, ordinances, development agreements, and the like.
 - v. Under direction from the City Planning Manager, serve as staff support to Planning Commission and Development Review Committee.
 - 1. Prepare agendas, ensure meetings and public hearings are properly noticed, oversee all work of staff.
 - 2. Prepare and oversee the preparation of staff reviews of projects on the agenda, actively participate in meetings, and ensure proper

follow-up to applications so that items/requests/applications can proceed through the applicable review and approval processes.

3. Assist developing annual work plans. Evaluate progress and implementation, and adjust/redirect resources as necessary.
 4. Balance the implementation of long-range planning efforts with the demands of short-term, day-to-day planning requests and actions.
- b. Manages and supports the City's Historic Preservation District. Responsibilities include supporting the Heritage Preservation Commission (HPC) as staff liaison and administering the design review and Certificate of Appropriateness process, working with the State Historic Preservation Office, US Department of the Interior, and other agencies involved in historic preservation grants, loans, and programs, and maintaining the Certified Local Government status.
- i. Makes recommendations to downtown property owners and the HPC on design reviews. Coordinates, upon request by property owners, nominations to the National Register of Historic Places.
 - ii. Maintains historic property files.
 - iii. Identifies projects, including public education initiatives, building improvement programs, design awards, etc. that promote preservation.
 - iv. Apply for, implement, and monitor grant programs including Certified Local Government Grants and Legacy Grants.
- c. Support city sustainability efforts across the City.
- i. Support the sustainability goals and initiatives of the City's implementation of policies and programs.
 - ii. Assist with administration of GreenStep Cities, benchmarking and other public-facing programs.
 - iii. Assist developing strategic plans and annual work plans with measurable goals for environmental, sustainability and resiliency activities followed by tracking systems and performance metrics and

- analyze and measure the success and cost-effectiveness of programs.
- iv. At the request of the City Engineer or designee, serve as educational liaison to the public and provide staff support to the Environmental Commission.
- v. Assist in identifying potential funding sources and financial incentives for implementing sustainability projects. Assistance includes preparing grant applications and partnership proposals, seeks sponsorships, and managing grant compliance.
- 4. Coordinate efforts across the Planning & Zoning Division
 - a. Coordinate with the Planning Assistant.
 - i. Provide input and direction related to processing of application, enforcement actions, and similar efforts to ensure a fair and legal approach to planning and land use.
 - ii. With the City Planning Manager, monitor workload, assign tasks and projects, and prioritize responsibilities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Experience, and Skills:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Four (4) or more years of related, full-time professional experience
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Knowledge of GIS software.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Possession of a Minnesota driver's license.

- American Institute of Certified Planners (AICP) certificate, or on track to receive an AICP certificate within four years of employment.

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the City Planning Manager.

- Coordinates the Planning Assistant within Planning & Zoning Division.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

OTHER

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CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Planning Assistant I
Department: Community & Economic Development
Reports To: City Planning Manager
FLSA Status: XXXX
Date: August 2024

PRIMARY OBJECTIVE OF POSITION

Manage planning and zoning activities for the City in the areas of city planning, zoning administration and enforcement, and residential/commercial/industrial project development. Prepare reports, recommendations, letters, and research as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Implement Planning & Zoning Division rules and requirements within the following duties and responsibilities:

1. Zoning Reviews
 - a. Review building permits, sign permits, zoning certificates, and similar zoning applications for compliance with the City's Unified Development Ordinance, work with applicants as needed to ensure zoning compliance, and coordinate with the City Planning Manager, the Building Official, and other staff as needed.
 - b. Conduct site visits of completed projects to verify zoning and site plan approval compliance. Coordinate with Building Division on escrows (if needed) and prepare site plan certificate of completion.
 - c. Maintain records of all pertinent zoning reviews.
2. Zoning Inquires
 - a. Respond to Zoning Inquiries from the public, property owners, and developers. Provide relevant zoning text language upon request, interpret city ordinance requirements, provide options and information on the application process.
 - b. Coordinate significant development inquiries with the City Planning Manager and Planner I/II. Ensure that the City Planning Manager is aware and informed of potential projects and zoning violations. Develop and implement tools to streamline staff time spent responding to zoning inquiries - lead efforts to update and maintain the Planning Division website with clear and concise information regarding common zoning questions and applications.

3. Zoning Enforcement

- a. This include promptly responding to zoning enforcement complaints, and manage zoning enforcement efforts with others, including but not limited to the Police Department, the Building Division, and the City's legal counsel.
 - i. Coordinate with the City Planning Manager to identify and proactively target significant zoning violations, such as illegal temporary signs, nonconforming accessory structures, and the like.
 - ii. Track ongoing zoning compliance of pertinent conditional use permits, planned unit developments, and similar development approvals.
 - iii. Develop and maintain detailed zoning enforcement records and maps, including closeout documentation of zoning enforcement efforts.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a College or University with an Associate's or Bachelor's Degree; and
- One (1) year of related, full-time professional experience in construction-, planning-, or project management-related industries
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Possession of a Minnesota driver's license or ability of obtain one prior to employment.

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the City Planning Manager and daily coordination by the Planner II.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made

to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Planning Assistant II
Department: Community & Economic Development
Reports To: City Planning Manager
FLSA Status: XXXX
Date: August 2024

PRIMARY OBJECTIVE OF POSITION

Manage planning and zoning activities for the City in the areas of city planning, zoning administration and enforcement, and residential/commercial/industrial project development. Contribute to development review through reviewing development proposals under direction from the City Planning Manager and Planner II. Prepare reports, recommendations, letters, and research as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Implement Planning & Zoning Division rules and requirements within the following duties and responsibilities:

1. Zoning Reviews
 - a. Review building permits, sign permits, zoning certificates, and similar zoning applications for compliance with the City's Unified Development Ordinance, work with applicants as needed to ensure zoning compliance, and coordinate with the City Planning Manager, the Building Official, and other staff as needed.
 - b. Conduct site visits of completed projects to verify zoning and site plan approval compliance. Coordinate with Building Division on escrows (if needed) and prepare site plan certificate of completion.
 - c. Maintain records of all pertinent zoning reviews.
2. Zoning Inquires
 - a. Respond to Zoning Inquiries from the public, property owners, and developers. Provide relevant zoning text language upon request, interpret city ordinance requirements, provide options and information on the application process.
 - b. Coordinate significant development inquiries with the City Planning Manager and Planner I/II. Ensure that the City Planning Manager is aware and informed of potential projects and zoning violations. Develop and implement tools to streamline staff time spent responding to zoning inquiries - lead efforts to update and maintain the Planning

Division website with clear and concise information regarding common zoning questions and applications.

3. Zoning Enforcement

- a. This include promptly responding to zoning enforcement complaints, and manage zoning enforcement efforts with others, including but not limited to the Police Department, the Building Division, and the City's legal counsel.
 - i. Coordinate with the City Planning Manager to identify and proactively target significant zoning violations, such as illegal temporary signs, nonconforming accessory structures, and the like.
 - ii. Track ongoing zoning compliance of pertinent conditional use permits, planned unit developments, and similar development approvals.
 - iii. Develop and maintain detailed zoning enforcement records and maps, including closeout documentation of zoning enforcement efforts.

4. Development Review

- a. Work on development proposals under direction by the City Planning Manager and Planner II and alongside Planner I.
 - i. Under the direction of the City Planning Manager, prepare planning reports, resolutions, and ordinances.
 - ii. Promptly review site plan applications and identify the need, if any, for additional applications, such as conditional use permits or variances. Once applications are deemed complete, coordinate with the City Planning Manager to schedule site plans for Development Review Committee (DRC) approval, write reports and present applications to the DRC, and prepare site plan approval letter and documents.
 - iii. Process variances and ordinances related to site plan and zoning enforcement issues.
 - iv. Participate in City meetings, including but not limited to, Planning Commission and City Council meetings, as requested.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Experience, and Skills:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Construction Management, Public Administration or a related field; and
- Three (3) years of related, full-time professional experience in construction-, planning-, or project management-related industries
- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Possession of a Minnesota driver's license or ability to obtain one prior to employment.
- Knowledge of GIS software preferred.
- American Institute of Certified Planners (AICP) certification preferred.

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the City Planning Manager and daily coordination by the Planner II.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

OTHER

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City of Faribault City Planner

CLASS CODE	010	SALARY	\$40.09 - \$54.98 Hourly \$3,207.19 - \$4,398.38 Biweekly \$83,387.00 - \$114,358.00 Annually
ESTABLISHED DATE	March 16, 2020	REVISION DATE	May 26, 2022

Description:

The City Planner supervises and directs the planning and zoning functions of the City under general administrative direction from the Community & Economic Development Director. Performs highly skilled, professional management, coordinative, and technical tasks.

Examples of Duties:

The City Planner leads the Planning Division efforts related to major development proposals in Faribault, manages and conducts specialized long-range planning efforts, proactively monitors planning issues, opportunities and trends, and is responsible for providing direction and oversight to the Planning and Zoning Coordinator and Community Development Coordinator to ensure timely processing of applications and proper application of the city ordinances to projects and requests – making final decisions related to the interpretation of the Unified Development Ordinance. The City Planner serves as the primary staff liaison to the Planning Commission and Environmental Commission, prepares agendas, staff reports, recommendations, and is responsible for ensuring compliance with ordinances and regulations. The City Planner leads the Planning Division efforts related to the successful implementation of the City's comprehensive plan, the community's vision, and the unified development ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead Planning Division efforts related to major development proposals in Faribault.

1. Meets with prospective developers would are interested in development projects to help them understand the City's review and approval process and the application of City ordinances and regulations to their proposals.
2. Coordinates with the Applicant, Applicant's consultants, City departments, and neighboring and overlapping jurisdictions.
3. Conducts appropriate analyses and prepared meaningful reports and presentations.
4. Ensures that there is follow-thru with the preparation, execution, and recording of resolutions, ordinances, development agreements, and the like.

Lead, manage, and conduct specialized and long-range planning efforts related to community development, planning, zoning, and sustainability.

1. Ensure successful implementation of the planning-related aspects of the City's Comprehensive Plan including coordinating updates to the zoning map, creating new zoning districts, and amending the zoning ordinance.

Supervise the Planning and Zoning Coordinator and Community Development Coordinator.

1. Provide input and direction related to processing of application, enforcement actions, and similar effort to ensure a fair and legal approach to planning and land use.
2. Monitor workloads, assign task and projects, and prioritize responsibilities.

Make final decisions related to the interpretation of the Unified Development Ordinance.

1. Take appropriate actions as warranted, which may include enforcement or amendments to the Ordinance.
2. Coordinate with the Director, City Administrator, Planning Commission, and City Council to prioritize and address beneficial amendments to the Ordinance.

Facilitate the Development Review Committee and process. Set agendas, prepare and oversee the preparation of staff reviews of projects on the agenda, actively participate in Design Review Committee meetings, and ensure proper follow up to applications so that items/requests/applications can proceed through the applicable review and approval processes.

Proactively monitor planning issues, opportunities, and trends – coordinating with the Director, City Administrator, and others to prioritize and address key issues and opportunities.

1. Identify desirable grant opportunities that further the City's vision – preparing grant applications and administering awarded grants related to planning, zoning, community development, and sustainability.

Provide planning background data and input to the Director related to other Community and Economic Development Department efforts, projects, and initiatives.

Serve as a community resource by participating in community service activities and events as requested and appropriate.

1. Share development review process information to help the public understand rules, regulations, and ordinances.
2. Educate the public on planning, zoning, and environmental/sustainability topics.
3. Give presentations on City planning and sustainability efforts

Serve as a staff liaison to Planning Commission and the Environmental Commission.

1. Prepare agendas, ensure meetings and public hearings are properly noticed, oversee all work of staff.
2. Develop annual work plans. Evaluate progress and implementation, and adjust/redirect resources as necessary.
3. Balance the implementation of long-range planning efforts with the demands of short-term, day-to-day planning requests and actions.

Actively participate in other city-wide projects, initiatives, redevelopment/development plans as requested. Provide conceptual design services, apply best-practices, conduct research, and contribute in meaningful ways.

Typical Qualifications:

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Six (6) or more years related full time professional experience; or
- Any equivalent combination of education and experience.
- Possession of a Minnesota driver's license.
- American Institute of Certified Planners (AICP) certificate.

Preferred Education and Experience

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.
- Master's Degree in planning or related field.

Supplemental Information:

SUPERVISION RECEIVED

Works under the supervision of the Community & Economic Development Director.

SUPERVISION EXERCISED

Supervises Planning and Zoning Coordinator and Community Development Coordinator.

TOOLS AND EQUIPMENT USED

Personal computer including software packages such as Microsoft Office Suite, Laserfiche software, permit management software (such as Permit Works) and financial software (such as Springbrook); phone, copy machine; fax machine; postage machine, large format and standard document scanners, TDD system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms.

The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



City of Faribault

Community Development Coordinator

CLASS CODE	081	SALARY	\$27.47 - \$37.68 Hourly \$2,197.62 - \$3,014.38 Biweekly \$57,138.00 - \$78,374.00 Annually
ESTABLISHED DATE	October 12, 2020	REVISION DATE	May 26, 2022

Description:

Under the direction and general supervision of the City Planner, the Community Development Coordinator is responsible for coordinating and managing projects and programs related to community development, historic preservation and the identification and integration of sustainability principles and goals into projects and programs community-wide. The Community Development Coordinator supports planning and sustainability functions within the Community and Economic Development Department, supports the Environmental Commission, oversee the historic preservation district, and administers special projects that advance community goals and initiatives.

Examples of Duties:

Essential Duties and Responsibilities

Community Development

Assists in the development, implementation, and administration of new and continuing community development programs and special projects.

1. Coordinates and implements studies, reports, and events related to projects as assigned.
2. Assists in the implementation of the City's adopted Downtown Master Plan, Comprehensive Plan, and other special studies and plans.
3. Prepares grant applications and studies as needed in support of various community development activities/projects, and assists with project administration.
4. Answers questions from the public related to community development functions within the department; directs the public to other staff, if necessary.
5. Promotes broad awareness, understanding, and involvement in the City's community development efforts.
6. Attends meetings as may be necessary that relate to community development functions within the department.
7. Supports the City Planner with other projects and tasks as assigned.

Historic Preservation

Manages and supports the City's Historic Preservation District. Responsibilities include supporting the Heritage Preservation Commission (HPC) as staff liaison and administering the design review and Certificate of Appropriate process, working with the State Historic Preservation Office, US Department of the Interior, and other agencies involved in historic preservation grants, loans, and programs, and maintaining the Certified Local Government status.

1. Makes recommendations to downtown property owners and the HPC on design reviews. Coordinates, upon request by property owners, nominations to the National Register of Historic Places.
2. Maintains historic property files.
3. Identifies projects, including public education initiatives, building improvement programs, design awards, etc. that promote preservation.
4. Apply for, implement, and monitor grant programs including Certified Local Government Grants and Legacy Grants.

Sustainability

Under the direction of the City Planner, assists in the implementation of policies and programs that support the sustainability goals and initiatives of the City.

1. Assist with administration of GreenStep Cities, benchmarking and other public-facing programs.
2. Develops strategic plans and annual work plans with measurable goals for environmental, sustainability and resiliency activities followed by tracking systems and performance metrics and analyze and measure the success and cost-effectiveness of programs.
3. Serves as educational liaison to the public, and provides staff support to the Environmental Commission.
4. Identifies potential funding sources and financial incentives for implementing sustainability projects. Prepares grant applications and partnership proposals, seeks sponsorships, and manages grant compliance.

Typical Qualifications:

Minimum Qualifications

Education and Experience:

- Graduation from a college or university with a bachelor's degree in community development or a closely related field, and
- Up to two (2) years of related experience; or
- Any equivalent combination of education and experience.
- Possession of a Minnesota driver's license or ability to obtain one prior to employment.
- Working knowledge of the principles and practices of community development.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Proficiency in use of identified computer software

Supplemental Information:

SUPERVISION RECEIVED

Works under the supervision of the City Planner.

SUPERVISION EXERCISED

This position does not directly supervise others, but must coordinate with other staff within and outside of the department, and act as a resource for other city staff and residents.

TOOLS AND EQUIPMENT USED

Personal computer including software packages such as Microsoft Office Suite, Laserfiche software, permit management software (such as Permit Works) and financial software (such as Springbrook); phone, copy machine; fax machine; postage machine, large format and standard document scanners, TDD system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



City of Faribault

Planning and Zoning Coordinator

CLASS CODE	011	SALARY	\$31.87 - \$43.79 Hourly \$2,549.62 - \$3,503.19 Biweekly \$66,290.00 - \$91,083.00 Annually
ESTABLISHED DATE	March 16, 2020	REVISION DATE	May 26, 2022

Description:

Under the general supervision of the City Planner, the Planning & Zoning Coordinator coordinates and manages current zoning inquiries, requests, and issues in the city. This position exercises professional planning skills and judgment to review and manage building and development permits for zoning compliance with the City's Unified Development Ordinance.

Examples of Duties:

Under the direction and general supervision of the City Planner, the Planning and Zoning Coordinator is primarily responsible for the coordination and management of current planning and zoning requests, and the enforcement of applicable zoning ordinances. This position reviews and evaluates applications for proposed development plans, subdivisions, zoning variances, conditional use permits, and planned unit developments request. This position also conducts zoning reviews, responds to zoning inquiries, and conducts zoning enforcements – to ensure city-wide compliance with the zoning ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts Zoning Reviews.

1. Review building permits, sign permits, zoning certificates, and similar zoning applications for compliance with the City's Unified Development Ordinance, work with applicants as needed to ensure zoning compliance, and coordinate with the City Planner, the Building Official, and other staff as needed.
2. Promptly review site plan applications and identify the need, if any, for additional applications, such as conditional use permits or variances. Once applications are deemed complete, coordinate with the City Planner to schedule site plans for Development Review Committee (DRC) approval, write reports and present applications to the DRC, and prepare site plan approval letter and documents.
3. Conduct site visits of completed projects to verify zoning and site plan approval compliance. Coordinate with Building Division on escrows (if needed) and prepare site plan certificate of completion.
4. Maintain records of all pertinent zoning reviews.

Respond to Zoning Inquiries from the public, property owners, and developers. Provide relevant zoning text language upon request, interpret city ordinance requirements, provide options and information on the application process.

Coordinate significant development inquiries with the City Planner and Community and Economic Development Director. Ensure that City Planner and Director are aware and informed of potential projects and zoning violations. Develop and implement tools to streamline staff time spent responding to zoning inquiries - lead efforts to update and maintain the Planning Division website with clear and concise information regarding common zoning questions

and applications.

Conduct Zoning Enforcement. This include promptly responding to zoning enforcement complaints, and manage zoning enforcement efforts with others, including but not limited to the Police Department, the Building Division, and the City's legal counsel.

1. Coordinate with the City Planner and the Community and Economic Development Director to identify and proactively target significant zoning violations, such as illegal temporary signs, nonconforming accessory structures, and the like.
2. Track ongoing zoning compliance of pertinent conditional use permits, planned unit developments, and similar development approvals.
3. Develop and maintain detailed zoning enforcement records and maps, including closeout documentation of zoning enforcement efforts.

Work on Planning Projects with the City Planner.

1. Under the direction of the City Planner, prepare planning reports, resolutions, and ordinances.
2. Process variances and ordinances related to site plan and zoning enforcement issues.
3. Participate in City meetings, including but not limited to, Planning Commission and City Council meetings, as requested.

Typical Qualifications:

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Up to two (2) years of related full time professional experience; or
- Any equivalent combination of education and experience.
- Possession of a Minnesota driver's license or ability of obtain one prior to employment.

Preferred Experience

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.
- American Institute of Certified Planners (AICP) certified.

Supplemental Information:

SUPERVISION RECEIVED

Works under the supervision of the City Planner.

SUPERVISION EXERCISED

This position does not directly supervise others, but must coordinate with other staff within and outside of the department, and act as a resource for other city staff and residents.

TOOLS AND EQUIPMENT USED

Personal computer including software packages such as Microsoft Office Suite, Laserfiche software, permit management software (such as Permit Works) and financial software (such as Springbrook); phone, copy machine; fax machine; postage machine, large format and standard document scanners, TDD system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms.

The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: August 20, 2024
SUBJECT: Administrative Citations Fee Schedule

Discussion:

The revision to Chapter 17 Offenses of the Code of Ordinances to allow administrative citations requires the City Council to adopt a fee schedule of administrative penalties by resolution (section 17-69). This section states that the civil penalty cannot exceed the maximum fines authorized under state law for a misdemeanor or administrative process. There are two ways of setting up a fee schedule, neither of which is right or wrong.

The first option looks at utilizing language similar to the general penalty regulation language as is currently used in Section 1-20 of the Code of Ordinances. This does not necessarily specify an amount for a violation except for stating that it is not to exceed \$700, which aligns with the misdemeanor maximum for State offenses. A resolution would be written to provide an administrative citation that would be any amount up to \$700, and leave it to the discretion of the issuing department as to what the administrative fine would be.

Sec. 1-20. General penalties; violations of Code, ordinances, rules, regulations, etc.; violations of traffic regulations; continuing violations.

(a) Whenever in this Code or in any ordinance of the city, or in any rule or regulation adopted pursuant to this Code or such ordinance, an act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor or a petty misdemeanor, or whenever in such Code or ordinance, or in such rule or regulation, the doing of any act is required or the failure to do any act is declared to be unlawful, and no specific penalty is provided therefor, the violation of any such provision or the failure to perform any such act shall be punished by a fine of not exceeding seven hundred dollars (\$700.00) as established by state statute for misdemeanors and petty misdemeanors or by imprisonment as established by state statute for misdemeanors or both in the discretion of the court.

(b) Every person convicted of a violation of a provision of the city traffic code, or of any city traffic ordinance, rule or regulation, which covers the same subject for which a penalty is provided for in Minnesota Statutes, Chapter 169, shall be punished in accordance with the penalty provided for in said Chapter 169.

(c) Every person convicted of a violation of a provision of the city traffic code, or of any city traffic ordinance, rule or regulation, which regulates the standing or parking of vehicles, shall be punished by a fine of not more than one hundred dollars (\$100.00). Except that if such conviction is preceded by two (2) or more convictions, within the immediate preceding twelve-month period, for violating those provisions of the traffic code regulating the standing or parking of vehicles, the provisions of this subsection shall not apply.

(d) Whenever a violation of the provisions of the Code of Ordinances of the city, or any appendices thereof and related provisions of state law has occurred, in addition to any other penalties or remedies provided, the city administrator, or his/her designated representative, may issue a citation in the form of a uniform citation, charging such violation of the Code and summoning the violator to court, or, the city administrator may commence proceedings in any court of proper jurisdiction for a temporary or permanent injunction or restraining order, or for an order requiring compliance, against any person (as defined in section 1-54 of this Code) violating or threatening to violate any provision of this Code, any of the appendices hereof and for related provisions of state law.

(e) Each day any such violation or failure to perform such act described in this section shall continue shall constitute a separate offense, unless otherwise specifically provided.

(f) The city administrator shall adopt and, from time to time, change, as may be necessary, a uniform citation form complying with the provisions of Minnesota Statutes, for use by the city as a summons for ordinance violations.

(g) The city administrator shall, in writing kept on file in city offices, designate appropriate city employees to issue citations for violations of this Code.

A second option would be to adopt a resolution that takes into consideration the top amount provided in Section 1-20 of \$700, but provides actual amounts for violations at an escalating scale. The list below is an example and is meant to provide an idea of how administrative citations could be issued.

- First Offense: \$100
- Second Offense/Failure to Correct Offense: \$200
- Third Offense/Failure to Correct Second Offense: \$300

There is a third option that blends the two methods above, but will take some additional time to define. There are a number of violations for which an administrative citation could be issued existing in our Code. We have really only talked about this in the context of nuisance enforcement. However, this does have a far-reaching impact on multiple departments and the ability to address violations of the Code of Ordinances. The Council could decide to breakdown what these violations are by chapter and set a schedule by chapter of the code. As an example, should a violation of the noise ordinance have the same penalty as a tall grass/weeds violation or a food truck operating without a license from the City?

As mentioned at the beginning of the memo, there is no right or wrong answer, and each option has its pros and cons. Because this is adopted by resolution, the Council can decide to change the process in the future with a relatively easy process for implementing change.

Attachments:

1. 2024-11 - Amend Chapter 17 of the Faribault City Code of Ordinances to Regulate City Code Violations Within the City

***CITY OF FARIBAULT
ORDINANCE 2024-11***

**AMENDING CHAPTER 17 OF THE FARIBAULT CITY CODE OF
ORDINANCES TO REGULATE CITY CODE VIOLATIONS WITHIN THE
CITY**

THE CITY OF FARIBAULT ORDAINS that Chapter 17 of the City Code of Ordinances shall be amended as follows:

Section 1. Chapter 17 is amended to add the following:

ARTICLE V. ADMINISTRATIVE CITATIONS

Sec. 17-60. – Purpose.

The City Council seeks to offer an alternative method of enforcement for City Code violations rather than relying on the criminal court system. The formal criminal prosecution process does not provide an environment to adequately address the unique and sensitive issues that are involved in City Code violations, including, but not limited to, neighborhood concerns, livability issues, economic impact, physical limitations of the offenders and the stigma and unintended consequences of being charged with or convicted of a misdemeanor offense. In addition, the court system is a slow, overburdened and methodical process that is not conducive to dealing with the violations in a prompt and timely manner. Finally, the penalties afforded the criminal court system are restricted to fines or physical confinement, which are not always effective solutions to address City Code violations.

In order to provide more flexibility in addressing City Code violations on an individualized basis that will be more efficient and effective, the City Council finds that an alternative enforcement process is necessary. Therefore, to protect the health, safety and welfare of the citizens of the city, it is the City Council's intent to create a process for the use and imposition of administrative civil penalties that will provide the public and the city with a more effective alternative method for addressing City Code violations.

Sec. 17-61. – Authority.

The city is authorized to enact this administrative citation scheme pursuant to §1.19 of the City Code, §12.09 of the City Charter, and Minn. Stat. §§410.33, 412.221, 412.861, and 412.871.

- (a) **Administrative offense.** A violation of any provision of the City Code is an administrative offense that may be subject to an administrative citation and civil penalties. Each day a violation exists constitutes a separate offense.
- (b) **Exemption.** Alcohol and tobacco license violations, and motor vehicle violations are not subject to administrative citation under this ordinance.

Sec. 17-62. – Alternative methods of enforcement.

A violation of City Code is a penal offense pursuant to §1.19 of the City Code, however, this Section seeks to gain compliance with City Code as an alternative to any formal civil or criminal court action. The administrative civil penalties proceedings are in addition to any other legal or equitable remedy available to the city for City Code violations. The city may, in its discretion, choose not to issue an administrative citation and may initiate criminal charges instead.

Sec. 17-63. – Authority to issue compliance letters and administrative citations.

The City Administrator shall, in writing kept on file in City offices, designate appropriate City employees to issue compliance letters and administrative citations under this Section.

Sec. 17-64. – Compliance letter.

- (a) *Contents of compliance letter.* If a city employee or agent determines that a City Code violation has occurred, then, when appropriate, a compliance letter shall be issued. The compliance letter shall contain the following information:
 - (1) A description or address of the property on which the City Code violation has occurred;
 - (2) The nature of the violation, including a reference to the appropriate City Code section;
 - (3) A compliance deadline, providing a reasonable time for compliance based on the nature of the violation; and
 - (4) A statement that failure to correct the violation may result in the imposition of an administrative citation, including a civil penalty and stating the amount of the penalty as provided in the fee schedule.
- (b) *Service of compliance letter.* The compliance letter may be served on the offender by regular mail sent to the last known legal address, by personal

service or by posting a copy in a conspicuous place in or about the building or property affected by the letter.

- (c) *Reasonable extensions.* Following service of the compliance letter, the city shall attempt to work with the offender to resolve the violation, including, but not limited to, offering reasonable extensions for compliance.
- (d) *Exceptions to issuance of a compliance letter.* For violations of any of the following, the city shall not be required to issue a compliance letter and may proceed directly to issuance of an administrative citation as provided in §17-65 hereof:
 - (1) *Repeat offender.* If the same offender commits a subsequent violation within 12 months after a compliance letter has been issued for the same or similar offense. If the offense involves a property related offense, then the subsequent violation must occur at the same property within this 12-month period for this subsection to apply.
 - (2) *License violations.* For any license violation, including, but not limited to, not having a license.
 - (3) *Traffic or parking violations.* For traffic or parking violations under §15-90 of the City Code.
 - (4) *Animal violations.* For violations involving animals running at large and potentially dangerous or dangerous animals under Chapter 6 of the City Code.
 - (5) *Noise violations.* For any violation of §17-42 (nuisance noise).
 - (6) *Emergency situations.* When a condition exists that requires immediate action to protect the public health, safety and welfare, including any condition that represents a life-threatening condition.
 - (7) Disorderly conduct or other similar behavior that tends to disrupt, injure or annoy a reasonable person for which a compliance letter would be moot, as the conduct or behavior has terminated.
 - (8) *Tall Grass and Weeds.* For any violations of §31-6 (tall grass and weeds).

Sec. 17-65. – Administrative citation.

- (a) Upon the failure to correct the violation specified in the compliance letter within the time frame established in the compliance letter or any extension thereof granted by the city, or for any offense for which a compliance letter is not required, an administrative citation may be issued. The administrative citation shall be served by certified mail, by regular mail or by personal service and shall contain the following information:

- (1) A description or address of the property on which the City Code violation has occurred;
 - (2) Reference to the relevant portion of the City Code that is alleged to have been violated;
 - (3) The amount of the administrative civil penalty for the specific City Code violation, which shall be due and payable to the city within 30 days of the date the citation is mailed or personally served;
 - (4) A statement that the violation must be corrected or a subsequent administrative or a criminal citation may be issued;
 - (5) A statement that the violation and the amount of the administrative civil penalty may be contested to be heard before an independent hearing officer by notifying the City Clerk in writing within ten days after the citation was mailed or personally served; and
 - (6) A statement that failure to pay the administrative civil penalty may constitute a lien upon the property where the violation occurred or a personal obligation on the violator.
- (b) *Payment of penalty and correction of violation.* If the offender pays the administrative civil penalty and corrects the City Code violation, no further action will be taken for that same violation.
- (c) *Payment of penalty without correction of violation.* If the offender pays the administrative civil penalty but fails to correct the City Code violation, the city may issue a subsequent administrative citation, initiate criminal proceedings or initiate any other proceedings or remedies available in order to enforce correction of the City Code violation.
- (d) *No payment of penalty and no correction of violation.* If the offender fails to pay the administrative civil penalty and fails to correct the City Code violation, the city may do any of the following, or any combination thereof:
- (1) Issue a subsequent administrative citation, thereby commencing a new administrative penalties process;
 - (2) Find that the unpaid fee constitutes a lien upon the real property where the violation occurred, if the property or the improvements of the same were the subject of the violation;
 - (3) Find that the unpaid fee constitutes a personal obligation of the violator;
 - (4) Suspend or revoke any licenses or permits issued by the city related to the violation;
 - (5) Initiate criminal proceedings; and/or

- (6) Initiate other enforcement action authorized by law, including the cost of unpaid special charges as special assessments against the property benefitted to the extent allowed under Minn. Stat. § 429.101.

Sec. 17-66. – Contesting the administrative citation.

An offender receiving an administrative citation may contest the alleged City Code violation and the amount of the administrative civil penalty. In order to contest any part of the administrative citation, the offender must notify the City Clerk in writing within ten calendar days after the citation is mailed or personally served stating that the offender contests the alleged violation, the amount of the penalty or both, and pay a \$20 filing fee. If the violation is ultimately not upheld by the hearing officer after the administrative citation hearing, then the city will refund the \$20 filing fee to the offender.

Sec. 17-67. – Administrative citation hearing.

- (a) *Scheduling the hearing.* After receipt of the written notice to contest the citation as provided in § 17-66 hereof, the City Clerk shall schedule a hearing before the City Council or an independent hearing officer, which will be held within 30 days, unless otherwise agreed to in writing by the parties. The City Clerk shall notify the offender of the date, time, and location of the hearing.
- (b) *Independent hearing officer.* If the City Council appoints an independent hearing officer, who may be from the office of administrative law judges, the hearing officer shall preside over the administrative citation hearing.
- (c) *Conduct of the administrative citation hearing.* At the hearing, both parties may be represented by counsel, shall have the opportunity to present testimony, shall be able to call and question witnesses and introduce any exhibits; however, strict rules of evidence shall not apply. The hearing officer shall receive and give weight to the evidence, including hearsay evidence. The hearing shall be recorded and a full record of the proceedings shall be maintained by the city according to its data retention schedule.
- (d) *Authority of hearing officer.* The City Council or the independent hearing officer has the authority to do any of the following, or a combination thereof:
 - (1) Make a finding that a violation has occurred;
 - (2) Reduce, stay, or waive a scheduled administrative civil penalty either unconditionally or upon compliance with reasonable conditions;
 - (3) Require compliance with the City Code within a specified timeframe;

- (4) Make a finding that no violation has occurred and dismiss the administrative citation.
- (e) *Decision and order.* The City Council or hearing officer may announce a decision at the conclusion of the hearing or may take the matter under advisement. The City Council or hearing officer shall issue a decision in the form of an order and shall serve a written copy of the order upon the parties no later than ten days after the hearing. Any administrative civil penalty that the independent hearing officer imposes must be paid to the city within the time frame established in the order. If no date is specified, it must be paid within 30 days of the hearing officer's order. If the City Council or hearing officer determines that no violation occurred, then the city may not proceed with criminal prosecution for the same act or conduct.
- (f) *Offender found in violation.* If the violation is upheld, then the offender must pay for the cost of the hearing, in an amount not to exceed \$1,000.
- (g) *Failure to appear.* Failure to appear at the hearing shall result in a default judgment against the party who fails to appear. If the offender fails to appear, the administrative citation shall be sustained and the fee for the cost of the hearing shall be imposed. If the city fails to appear, the administrative citation shall be dismissed.

Sec. 17-68. – Appeal.

The City Council's or hearing officer's decision is final and may only be appealed to the Minnesota Court of Appeals.

Sec. 17-69. – Schedule of administrative civil penalties.

- (a) The city shall adopt a fee schedule of administrative civil penalties for City Code violations by resolution. The maximum amount of an administrative civil penalty may not exceed the maximum fine authorized by state law for misdemeanor offenses or the maximum fine authorized by state law for an administrative process.
- (b) *Non-payment.* If a civil penalty is not paid within the time specified, it will constitute:
 - (1) A lien on the real property upon which the violation occurred if the property or improvements on the property was the subject of the violation; or
 - (2) A personal obligation of the violator in all other situations.
- (c) *Lien.* A lien may be assessed against the property and collected in the same manner as taxes.

- (d) *Personal obligation.* A personal obligation may be collected by appropriate legal means.
- (e) *Late Fees/Charges.*
- (1) The fine will increase by ten percent (10%) for each week, starting ten (10) days after the citation was issued, that no action is taken to correct the violation.
 - (2) If payment arrives more than one (1) week after it was due, an additional ten percent (10%) of the fine may be assessed, together with interest, for each month, or part thereof, that the fine remains unpaid after the due date.
- (f) *License revocation or suspension.* Failure to pay a fine is grounds for suspending or revoking a license or permit related to the violation.

Section 2. This ordinance shall take effect and be in force after its passage and publication, in accordance with Section 3.05 of the City Charter.

First Reading: July 9, 2024

Second Reading: July 23, 2024

Publication Date: July 27, 2024

Faribault City Council

DocuSigned by:

Kevin F. Voracek

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Kevin F. Voracek, Mayor

ATTEST:

DocuSigned by:

Jessica L. Kinser

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Jessica L. Kinser, City Administrator



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: August 20, 2024
SUBJECT: Administrative Citations Hearing Procedure

Discussion:

One of the decisions the City Council needs to provide guidance on related to the implementation of administrative citations is who will conduct hearings. Section 17-67 provides that the City Clerk shall schedule hearings with the City Council or an independent hearing officer. Subsections (d) and (e) detail the duties of either the City Council or an independent hearing officer:

(d) *Authority of hearing officer.* The City Council or the independent hearing officer has the authority to do any of the following, or a combination thereof:

- (1) Make a finding that a violation has occurred;
- (2) Reduce, stay, or waive a scheduled administrative civil penalty either unconditionally or upon compliance with reasonable conditions;
- (3) Require compliance with the City Code within a specified timeframe;
- (4) Make a finding that no violation has occurred and dismiss the administrative citation.

(e) *Decision and order.* The City Council or hearing officer may announce a decision at the conclusion of the hearing or may take the matter under advisement. The City Council or hearing officer shall issue a decision in the form of an order and shall serve a written copy of the order upon the parties no later than ten days after the hearing. Any administrative civil penalty that the independent hearing officer imposes must be paid to the city within the time frame established in the order. If no date is specified, it must be paid within 30 days of the hearing officer's order. If the City Council or hearing officer determines that no violation occurred, then the city may not proceed with criminal prosecution for the same act or conduct.

If the City Council would like to serve as a hearing body, I would propose

making the hour prior to Council meetings and work sessions available for any hearings that are requested, as these are days when you would already gather. We could begin the process of issuing administrative citations much sooner in this scenario.

For an independent hearing officer, we would issue a request for proposal to solicit proposals from qualified individuals to serve as a hearing officer, with availability for hearings to be conducted listed as one item for evaluating the proposals. We would also be seeking a cost proposal likely on an hourly or per case basis, which would be evaluated as part of a proposal as well. It is difficult to consider a cost-benefit analysis at this time as we have no idea how many administrative citations will be issued and how many could request a hearing to contest the citation. As a reminder, the ordinance does establish a \$20 fee to request a hearing, but assume a fee from an independent hearing officer would be significantly higher.

Attachments:

1. 2024-11 - Amend Chapter 17 of the Faribault City Code of Ordinances to Regulate City Code Violations Within the City

***CITY OF FARIBAULT
ORDINANCE 2024-11***

**AMENDING CHAPTER 17 OF THE FARIBAULT CITY CODE OF
ORDINANCES TO REGULATE CITY CODE VIOLATIONS WITHIN THE
CITY**

THE CITY OF FARIBAULT ORDAINS that Chapter 17 of the City Code of Ordinances shall be amended as follows:

Section 1. Chapter 17 is amended to add the following:

ARTICLE V. ADMINISTRATIVE CITATIONS

Sec. 17-60. – Purpose.

The City Council seeks to offer an alternative method of enforcement for City Code violations rather than relying on the criminal court system. The formal criminal prosecution process does not provide an environment to adequately address the unique and sensitive issues that are involved in City Code violations, including, but not limited to, neighborhood concerns, livability issues, economic impact, physical limitations of the offenders and the stigma and unintended consequences of being charged with or convicted of a misdemeanor offense. In addition, the court system is a slow, overburdened and methodical process that is not conducive to dealing with the violations in a prompt and timely manner. Finally, the penalties afforded the criminal court system are restricted to fines or physical confinement, which are not always effective solutions to address City Code violations.

In order to provide more flexibility in addressing City Code violations on an individualized basis that will be more efficient and effective, the City Council finds that an alternative enforcement process is necessary. Therefore, to protect the health, safety and welfare of the citizens of the city, it is the City Council's intent to create a process for the use and imposition of administrative civil penalties that will provide the public and the city with a more effective alternative method for addressing City Code violations.

Sec. 17-61. – Authority.

The city is authorized to enact this administrative citation scheme pursuant to §1.19 of the City Code, §12.09 of the City Charter, and Minn. Stat. §§410.33, 412.221, 412.861, and 412.871.

- (a) **Administrative offense.** A violation of any provision of the City Code is an administrative offense that may be subject to an administrative citation and civil penalties. Each day a violation exists constitutes a separate offense.
- (b) **Exemption.** Alcohol and tobacco license violations, and motor vehicle violations are not subject to administrative citation under this ordinance.

Sec. 17-62. – Alternative methods of enforcement.

A violation of City Code is a penal offense pursuant to §1.19 of the City Code, however, this Section seeks to gain compliance with City Code as an alternative to any formal civil or criminal court action. The administrative civil penalties proceedings are in addition to any other legal or equitable remedy available to the city for City Code violations. The city may, in its discretion, choose not to issue an administrative citation and may initiate criminal charges instead.

Sec. 17-63. – Authority to issue compliance letters and administrative citations.

The City Administrator shall, in writing kept on file in City offices, designate appropriate City employees to issue compliance letters and administrative citations under this Section.

Sec. 17-64. – Compliance letter.

- (a) *Contents of compliance letter.* If a city employee or agent determines that a City Code violation has occurred, then, when appropriate, a compliance letter shall be issued. The compliance letter shall contain the following information:
 - (1) A description or address of the property on which the City Code violation has occurred;
 - (2) The nature of the violation, including a reference to the appropriate City Code section;
 - (3) A compliance deadline, providing a reasonable time for compliance based on the nature of the violation; and
 - (4) A statement that failure to correct the violation may result in the imposition of an administrative citation, including a civil penalty and stating the amount of the penalty as provided in the fee schedule.
- (b) *Service of compliance letter.* The compliance letter may be served on the offender by regular mail sent to the last known legal address, by personal

service or by posting a copy in a conspicuous place in or about the building or property affected by the letter.

- (c) *Reasonable extensions.* Following service of the compliance letter, the city shall attempt to work with the offender to resolve the violation, including, but not limited to, offering reasonable extensions for compliance.
- (d) *Exceptions to issuance of a compliance letter.* For violations of any of the following, the city shall not be required to issue a compliance letter and may proceed directly to issuance of an administrative citation as provided in §17-65 hereof:
 - (1) *Repeat offender.* If the same offender commits a subsequent violation within 12 months after a compliance letter has been issued for the same or similar offense. If the offense involves a property related offense, then the subsequent violation must occur at the same property within this 12-month period for this subsection to apply.
 - (2) *License violations.* For any license violation, including, but not limited to, not having a license.
 - (3) *Traffic or parking violations.* For traffic or parking violations under §15-90 of the City Code.
 - (4) *Animal violations.* For violations involving animals running at large and potentially dangerous or dangerous animals under Chapter 6 of the City Code.
 - (5) *Noise violations.* For any violation of §17-42 (nuisance noise).
 - (6) *Emergency situations.* When a condition exists that requires immediate action to protect the public health, safety and welfare, including any condition that represents a life-threatening condition.
 - (7) Disorderly conduct or other similar behavior that tends to disrupt, injure or annoy a reasonable person for which a compliance letter would be moot, as the conduct or behavior has terminated.
 - (8) *Tall Grass and Weeds.* For any violations of §31-6 (tall grass and weeds).

Sec. 17-65. – Administrative citation.

- (a) Upon the failure to correct the violation specified in the compliance letter within the time frame established in the compliance letter or any extension thereof granted by the city, or for any offense for which a compliance letter is not required, an administrative citation may be issued. The administrative citation shall be served by certified mail, by regular mail or by personal service and shall contain the following information:

- (1) A description or address of the property on which the City Code violation has occurred;
 - (2) Reference to the relevant portion of the City Code that is alleged to have been violated;
 - (3) The amount of the administrative civil penalty for the specific City Code violation, which shall be due and payable to the city within 30 days of the date the citation is mailed or personally served;
 - (4) A statement that the violation must be corrected or a subsequent administrative or a criminal citation may be issued;
 - (5) A statement that the violation and the amount of the administrative civil penalty may be contested to be heard before an independent hearing officer by notifying the City Clerk in writing within ten days after the citation was mailed or personally served; and
 - (6) A statement that failure to pay the administrative civil penalty may constitute a lien upon the property where the violation occurred or a personal obligation on the violator.
- (b) *Payment of penalty and correction of violation.* If the offender pays the administrative civil penalty and corrects the City Code violation, no further action will be taken for that same violation.
- (c) *Payment of penalty without correction of violation.* If the offender pays the administrative civil penalty but fails to correct the City Code violation, the city may issue a subsequent administrative citation, initiate criminal proceedings or initiate any other proceedings or remedies available in order to enforce correction of the City Code violation.
- (d) *No payment of penalty and no correction of violation.* If the offender fails to pay the administrative civil penalty and fails to correct the City Code violation, the city may do any of the following, or any combination thereof:
- (1) Issue a subsequent administrative citation, thereby commencing a new administrative penalties process;
 - (2) Find that the unpaid fee constitutes a lien upon the real property where the violation occurred, if the property or the improvements of the same were the subject of the violation;
 - (3) Find that the unpaid fee constitutes a personal obligation of the violator;
 - (4) Suspend or revoke any licenses or permits issued by the city related to the violation;
 - (5) Initiate criminal proceedings; and/or

- (6) Initiate other enforcement action authorized by law, including the cost of unpaid special charges as special assessments against the property benefitted to the extent allowed under Minn. Stat. § 429.101.

Sec. 17-66. – Contesting the administrative citation.

An offender receiving an administrative citation may contest the alleged City Code violation and the amount of the administrative civil penalty. In order to contest any part of the administrative citation, the offender must notify the City Clerk in writing within ten calendar days after the citation is mailed or personally served stating that the offender contests the alleged violation, the amount of the penalty or both, and pay a \$20 filing fee. If the violation is ultimately not upheld by the hearing officer after the administrative citation hearing, then the city will refund the \$20 filing fee to the offender.

Sec. 17-67. – Administrative citation hearing.

- (a) *Scheduling the hearing.* After receipt of the written notice to contest the citation as provided in § 17-66 hereof, the City Clerk shall schedule a hearing before the City Council or an independent hearing officer, which will be held within 30 days, unless otherwise agreed to in writing by the parties. The City Clerk shall notify the offender of the date, time, and location of the hearing.
- (b) *Independent hearing officer.* If the City Council appoints an independent hearing officer, who may be from the office of administrative law judges, the hearing officer shall preside over the administrative citation hearing.
- (c) *Conduct of the administrative citation hearing.* At the hearing, both parties may be represented by counsel, shall have the opportunity to present testimony, shall be able to call and question witnesses and introduce any exhibits; however, strict rules of evidence shall not apply. The hearing officer shall receive and give weight to the evidence, including hearsay evidence. The hearing shall be recorded and a full record of the proceedings shall be maintained by the city according to its data retention schedule.
- (d) *Authority of hearing officer.* The City Council or the independent hearing officer has the authority to do any of the following, or a combination thereof:
 - (1) Make a finding that a violation has occurred;
 - (2) Reduce, stay, or waive a scheduled administrative civil penalty either unconditionally or upon compliance with reasonable conditions;
 - (3) Require compliance with the City Code within a specified timeframe;

- (4) Make a finding that no violation has occurred and dismiss the administrative citation.
- (e) *Decision and order.* The City Council or hearing officer may announce a decision at the conclusion of the hearing or may take the matter under advisement. The City Council or hearing officer shall issue a decision in the form of an order and shall serve a written copy of the order upon the parties no later than ten days after the hearing. Any administrative civil penalty that the independent hearing officer imposes must be paid to the city within the time frame established in the order. If no date is specified, it must be paid within 30 days of the hearing officer's order. If the City Council or hearing officer determines that no violation occurred, then the city may not proceed with criminal prosecution for the same act or conduct.
- (f) *Offender found in violation.* If the violation is upheld, then the offender must pay for the cost of the hearing, in an amount not to exceed \$1,000.
- (g) *Failure to appear.* Failure to appear at the hearing shall result in a default judgment against the party who fails to appear. If the offender fails to appear, the administrative citation shall be sustained and the fee for the cost of the hearing shall be imposed. If the city fails to appear, the administrative citation shall be dismissed.

Sec. 17-68. – Appeal.

The City Council's or hearing officer's decision is final and may only be appealed to the Minnesota Court of Appeals.

Sec. 17-69. – Schedule of administrative civil penalties.

- (a) The city shall adopt a fee schedule of administrative civil penalties for City Code violations by resolution. The maximum amount of an administrative civil penalty may not exceed the maximum fine authorized by state law for misdemeanor offenses or the maximum fine authorized by state law for an administrative process.
- (b) *Non-payment.* If a civil penalty is not paid within the time specified, it will constitute:
 - (1) A lien on the real property upon which the violation occurred if the property or improvements on the property was the subject of the violation; or
 - (2) A personal obligation of the violator in all other situations.
- (c) *Lien.* A lien may be assessed against the property and collected in the same manner as taxes.

- (d) *Personal obligation.* A personal obligation may be collected by appropriate legal means.
- (e) *Late Fees/Charges.*
- (1) The fine will increase by ten percent (10%) for each week, starting ten (10) days after the citation was issued, that no action is taken to correct the violation.
 - (2) If payment arrives more than one (1) week after it was due, an additional ten percent (10%) of the fine may be assessed, together with interest, for each month, or part thereof, that the fine remains unpaid after the due date.
- (f) *License revocation or suspension.* Failure to pay a fine is grounds for suspending or revoking a license or permit related to the violation.

Section 2. This ordinance shall take effect and be in force after its passage and publication, in accordance with Section 3.05 of the City Charter.

First Reading: July 9, 2024

Second Reading: July 23, 2024

Publication Date: July 27, 2024

Faribault City Council

DocuSigned by:

Kevin F. Voracek

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Kevin F. Voracek, Mayor

ATTEST:

DocuSigned by:

Jessica L. Kinser

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Jessica L. Kinser, City Administrator



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: August 20, 2024
SUBJECT: Budget 2025 - Review of Fund 431 Capital Replacement/Discussion of 2024/2025 Funding

Discussion:

As part of the review of 2025 capital requests and funding, a review and re-estimate of the current fiscal year is necessary to reveal the picture of how resources are available for the following year. A re-estimate of the Capital Replacement Fund (431) identified some issues that need to come to the attention of the Council before a conversation can occur in 2025. This re-estimate is attached with this memo.

The issue with 2024 is one of revenue. The attachment identifies \$689,000 of bond proceeds that were supposed to be secured in the form of equipment certificates. This borrowing was not pursued after the budget was adopted in December 2023 or early 2024. Equipment certificates can only be used to reimburse the City for expenses incurred in a 60-day window prior to the Council approving the borrowing. Unfortunately, the 2024 equipment purchases are nearly complete and would fall outside the 60-day window. I reached out to Northland Securities (financial advisor) who provided the option of looking at an internal loan to help cover the anticipated deficit. I looked at this option, but grew concerned about how repayment could occur. The only revenue planned in this fund on an ongoing basis is \$58,000 from gas/electric franchise fees. This is not enough to make an annual principal and interest payment, and is not a viable option without additional revenue. It also does not address how to fund future equipment purchases.

I would also like to draw attention to the elimination of a large-dollar expense in 2024: the conversion to LED street lighting in the decorative lights throughout the community. \$410,000 was budgeted for this project, which would only drive the projected deficit higher in 2024. Therefore, this has been removed from 2024 and 2025. The conversation about the conversion to LED is not dead though. A state ban on the sale of florescent lighting starts January 1, 2025, with full implementation happening by

January 1, 2026, when a ban on specialty lighting is to begin. There will be a future work session to discuss a streetlight utility as one way to handle these mandates.

The leadership team discussed the deficit in fund 431 and came up with a potential solution. In February 2023, the Council authorized the purchase of a new fire truck for more than \$800,000. Chief Dienst noted it is not going to be delivered until 2025, and although it has been approved and is in production, no payments have been made on this truck. This makes this one vehicle ideal for an equipment certificate. Northland Securities advised that an equipment loan of \$1 million or more is ideal, as there are fees that we have to pay for an issuance, and it is more attractive to a lender. The easiest way to increase the size of the issuance is to add in what is requested for 2025 for equipment costs. The attached draft listing for fund 431 shows requests of \$1 million for 2025. As of the writing of this memo, the City Attorney has not reviewed the 2025 department requests to confirm that all items are eligible to be part of an equipment loan.

I asked Northland Securities to provide a debt schedule for \$1.88 million, or enough funding to cover the purchase of the fire truck and the 2025 equipment requests. This schedule and information is also attached with this memo. They are recommending a 15-year payoff at that amount, which would have interest and principal payments starting in 2025. This would require the tax levy for 2025 to include \$167,016 for the first year payment. This would result in an increase to the levy of 1.39 percent.

For tonight's discussion, I would like to get direction from the City Council on a few things that will help prepare the 2025 CIP and budget:

1. Does the City Council want to pursue an equipment loan on the fire truck to prevent a deficit in fund 431? If yes, should the amount of the loan be for the total cost of the truck (\$818,075), the amount of the projected deficit (\$562,384) or something in between?
2. Does the Council want to pursue equipment certificates for the 2025 capital equipment requests? If yes, should this be for the full amount of \$1 million or a lesser amount (which would not fund all requests)?

Attachments:

1. Fund 431 Re-Estimate
2. 2023-041 - Authorize Purchase of Fire Apparatus
3. Capital Equipment 2025
4. 2024A GO Equip 081424

City of Faribault
Fund 431
2024 Budget Re-Estimate

8/20/24

Account Number	Description	2024 Budget	YTD Amount	YTD Var	2024 Re-Estimate
431-00000-410-33401	Local Government Aid	444,148.00	222,074.00	222,074.00	444,148.00
431-00000-420-33422	Other State Grants & Aids (PSA)	382,459.00	0.00	382,459.00	387,646.00
	<i>FD Chief Vehicle</i>	<i>55,000.00</i>			
	<i>FD Equipment</i>	<i>263,746.00</i>			
	<i>PD Equipment</i>	<i>68,900.00</i>			
431-00000-410-34111	Electric/Gas Franchise Fees	58,000.00	14,828.96	43,171.04	58,000.00
431-00000-410-36210	Interest on Investments	135.00	14,461.08	-14,326.08	24,000.00
431-00000-410-36211	Interest Market Value	0.00	3,143.10	-3,143.10	5,000.00
431-00000-410-39101	Sale of Capital Assets	17,000.00	95,636.00	-78,636.00	95,636.00
431-00000-410-39200	Transfer In	61,339.00	6,768.00	54,571.00	61,339.00
431-00000-410-39310	Bond Proceeds	689,547.00	0.00	689,547.00	-
	Revenue Sub Totals:	1,652,628.00	356,911.14	1,295,716.86	1,075,769.00
431-41110 COUNCIL	City Hall Remodel- Equipment	0.00	102,573.58	-102,573.58	149,240.00
431-41510 FINANCE	Tyler Software Implementation	444,148.00	131,326.45	335,641.55	444,148.00
431-41580 IT	Door Access Panels & Security Cameras	148,461.00	20,095.44	128,365.56	148,461.00
431-42123 PD	Equipment (funded by PSA)	68,900.00	36,145.00	32,755.00	68,900.00
431-42210 FIRE ADM	Chief Vehicle (funded by PSA)	55,000.00	6,768.00	48,232.00	55,000.00
431-42220 FIRE SUP	Machinery & Equipment	1,274,107.00	86,769.97	1,187,337.03	1,274,107.00

City of Faribault
Fund 431
2024 Budget Re-Estimate

8/20/24

	2023 Encumbrance	1,006,548.00			
	2024 Equipment (funded by PSA)	263,746.00			
431-42500 CIVDEF	2023- Siren Commission	1,385.00	0.00	1,385.00	1,385.00
431-43121 STREET	Machinery & Equipment	579,828.00	108,672.27	471,155.73	176,828.00
	2023 Encumberance	69,828.00			
	2024 Equipment	107,000.00			
	LED Street Lighting	410,000.00			
431-43190 ENGR	Vehicle	45,000.00	0.00	45,000.00	50,000.00
431-45122 CCBLDG	Pool Blanket	10,500.00	9,745.00	755.00	9,745.00
431-45125 AQUATIC	Pool vac, Lily Pad Matting	14,200.00	14,077.58	122.42	14,078.00
431-45200 PARKS	Equipment & Vehicles	392,993.00	331,630.17	61,362.83	428,647.00
	2023 Encumberance	50,993.00			
	2024 Equipment/Vehicles	142,000.00			
	Ice Arena Compressor	200,000.00			
	Revenue Totals:	1,652,628.00	356,911.14	1,295,716.86	1,075,769.00
	Expense Totals:	3,034,522.00	847,803.46	2,186,718.54	2,820,539.00
	Balance	1,381,894.00	490,892.32	891,001.68	(1,744,770.00)
			2023 Fund Balance		1,171,573.00
				Difference	(573,197.00)

CITY OF FARIBAULT

RESOLUTION #2023-041

AUTHORIZE PURCHASE OF FIRE APPARATUS

WHEREAS, the Faribault Fire Department has a 2009 Rosenbauer fire apparatus (rescue truck) that is scheduled for replacement in 2023; and

WHEREAS, the Capital Improvement Plan was approved by the City Council and includes funding for the replacement of our rescue truck; and

WHEREAS, the Fire Department formed a truck committee to research and design an apparatus that will meet the needs of the community and the fire department; and

WHEREAS, the City will purchase the new fire apparatus using the State approved cooperative purchasing program Houston/Galveston Area Council (HGAC) as we have for prior purchases; and

WHEREAS, Rosenbauer Minnesota is a manufacturer of high quality fire apparatus that we have utilized in the past and they are able to provide an apparatus that meets our specifications.

NOW, THEREFORE BE IT RESOLVED, that the Faribault City Council authorizes the Faribault Fire Department to purchase a new fire apparatus from Rosenbauer Minnesota in the amount of \$818,075 through the HGACBuy Cooperative Purchasing Program.

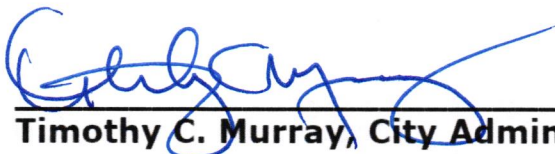
Date Adopted: February 28, 2023

Faribault City Council



Kevin F. Voracek, Mayor

ATTEST:



Timothy C. Murray, City Administrator

City of Faribault, Minnesota

Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Capital Replacement Fund (431)						
Beginning Balance						
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>Community Center</u>						
Replacement - Fitness Room Equipment	COM E 24-01	(10,000)	(11,500)	(12,000)	(12,500)	(13,000)
Replacement - Floor Machine	COM E 25-01	(8,500)	0	0	0	0
Replacement - Community Center Scoreboards	COM E 26-01	0	(17,000)	0	0	0
Replacement - Gymnasium Divider Curtain and Motor	COM E 26-02	0	(15,000)	0	0	0
Climbing Wall	COM E 29-01	0	0	0	0	(16,000)
	<i>Total</i>	(18,500)	(43,500)	(12,000)	(12,500)	(29,000)
<u>Engineering</u>						
Replacement - Traffic Counting Equipment	ENG E 25-01	(10,000)	0	0	0	0
Replacement - Topcon Station Survey Equipment	ENG E 27-01	0	0	(39,500)	0	0
Replacement - 2012 Ford Econoline Van #3	ENG E 27-02	0	0	(35,000)	0	0
Replacement - Plotter/Scanner	ENG E 28-01	0	0	0	(19,800)	0
Replacement - GPS Surveying Equipment	ENG E 28-02	0	0	0	(39,500)	0
	<i>Total</i>	(10,000)	0	(74,500)	(59,300)	0
<u>Fire</u>						
Replacement - 1997 Ford F350 Crew Cab #2130	FIR E 28-02	0	0	0	(80,000)	0
Replacement - Trailer #2	FIR E 29-01	0	0	0	0	(10,000)
	<i>Total</i>	0	0	0	(80,000)	(10,000)
<u>IT</u>						
Replacement - Firewall and Switches	HRIT- FRWALL	(183,400)	0	0	0	0
Replacement - Cameras	IT E 24-01	0	0	(124,213)	0	0
Replacement - Door Access Panels	IT E 24-02	(125,000)	0	(150,000)	0	0
	<i>Total</i>	(308,400)	0	(274,213)	0	0
<u>Library</u>						
Replacement - Library Furniture	LIB E 26-01	0	(75,000)	0	0	0
Replacement - Library Security Gate System	LIB E 27-01	0	0	(25,000)	0	0
Replacement - Self-Checkout System	LIB E 28-01	0	0	0	(12,000)	0
	<i>Total</i>	0	(75,000)	(25,000)	(12,000)	0
<u>Parks</u>						
Replacement - Wood Chipper #26	PAR E 25-01	0	0	(70,000)	0	0
Replacement - 2012 Ford F550 Dump Truck #2	PAR E 25-02	0	0	(70,000)	0	0
Replacement -2009 Diamond Boom Mower #33 &	PAR E 25-03	0	(170,000)	0	0	0

Source		2025	2026	2027	2028	2029
Capital Replacement Fund (431)						
Tractor						
Zamboni	PAR E 25-04	0	(15,000)	0	0	0
Replacement - 2014 Bobcat Soil Conditioner #42	PAR E 26-01	0	(11,000)	0	0	0
Replacement - 2006 Toro 72" Mower #13	PAR E 26-02	(32,000)	0	0	0	0
Replacement - 2012 Ford F550 Bucket Truck #39	PAR E 27-01	0	0	(200,000)	0	0
Replacement - 2017 Toolcat Stump Grinder #59	PAR E 27-02	0	0	(15,000)	0	0
Replacement - 2019 V Plow #68	PAR E 27-03	0	0	(6,000)	0	0
Replacement - 2012 Toro Ball Cart #50	PAR E 27-04	0	0	(36,000)	0	0
Replacement - 2000 Toro Aerator #51	PAR E 27-05	0	0	(6,500)	0	0
Replacement - Ford F250 Pickup #32	PAR E 28-01	0	0	0	(70,000)	0
Replacement - Scoreboards at North Alexander Park	PAR E 28-02	0	0	0	(78,000)	0
Replacement - 2019 Bobcat Toolcat #38	PAR E 28-03	0	0	0	(75,000)	0
Replacement - 2015 Toro 72" Mower #30	PAR E 28-04	0	0	0	(45,000)	0
Replacement - 2018 Toro 4000D Lawn Mower #27	PAR E 28-05	0	0	0	(75,000)	0
Replacement - 2008 Towmaster Trailer #40	PAR E 28-06	0	0	0	(15,000)	0
Replacement - 2009 Downeaster Sander	PAR E 29-01	0	0	0	0	(12,000)
Replacement - 2019 Chevrolet Silverado 2500 #6	PAR E 29-02	0	0	0	0	(45,000)
Replacement - Broyhill Load & Pack Garbage Truck	PAR E 29-03	0	0	0	0	(220,000)
Replacement - Bleachers	PAR E 29-04	0	0	0	0	(21,000)
Replacement - 2009 John Deere Mower Tractor #52	PAR E 29-05	0	0	0	0	(120,000)
Replacement - Holiday Angels	PAR E 29-06	0	0	0	0	(14,000)
Replacement - Backstop At North Alexander Park	PAR E 29-07	0	0	0	0	(22,000)
Replacement- Pickup #6	TRUCK6	0	0	0	0	(70,000)
<i>Total</i>		(32,000)	(196,000)	(403,500)	(358,000)	(524,000)
<u>Police</u>						
Replacement- Mobile Radios	POL E 25-01	(160,000)	0	0	0	0
<i>Total</i>		(160,000)	0	0	0	0
<u>Street</u>						
Replacement- 2008 Cat 140H Grader #208	STR E 208	0	0	0	0	(350,000)
Replacement - 2008 Ford F250 #407	STR E 25-01	0	(47,500)	0	0	0
Replacement - 2006 Sterling L7500 #306	STR E 25-04	(263,000)	0	0	0	0
Replacement - 2011 Cat Loader #111	STR E 26-01	0	(285,000)	0	0	0
Replacement - 2005 Sellair Compressor #305	STR E 26-03	0	(29,500)	0	0	0
Replacement - Grayco Sprayer #103	STR E 28-02	0	0	0	(35,750)	0
Replacement - 2001 Sterling Patch Truck #101	STR E 29-01	0	0	0	0	(220,000)
Replacement - John Deere Tractor #211	STR E 29-02	0	0	0	0	(160,000)
Replacement - 1995 Chevrolet 3500 #294	STR E 294	(210,000)	0	0	0	0
<i>Total</i>		(473,000)	(362,000)	0	(35,750)	(730,000)
Total Expenditures and Uses		(1,001,900)	(676,500)	(789,213)	(557,550)	(1,293,000)

City of Faribault, Minnesota

\$1,880,000 G.O. Equipment Certificates of Indebtedness, Series 2024A
(Preliminary AA, BQ Rates as of 8/14/24)

Sources & Uses

Dated 11/20/2024 | Delivered 11/20/2024

Sources Of Funds

Par Amount of Bonds	\$1,880,000.00
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Total Sources	\$1,880,000.00
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Uses Of Funds

Deposit to Project Construction Fund	1,800,000.00
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Costs of Issuance	48,425.00
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Total Underwriter's Discount (1.650%)	31,020.00
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Rounding Amount	555.00
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Total Uses	\$1,880,000.00
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City of Faribault, Minnesota

\$1,880,000 G.O. Equipment Certificates of Indebtedness, Series 2024A

(Preliminary AA, BQ Rates as of 8/14/24)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/20/2024	-	-	-	-	-
06/15/2025	-	-	34,111.15	34,111.15	-
12/15/2025	95,000.00	3.000%	29,951.25	124,951.25	159,062.40
06/15/2026	-	-	28,526.25	28,526.25	-
12/15/2026	105,000.00	2.950%	28,526.25	133,526.25	162,052.50
06/15/2027	-	-	26,977.50	26,977.50	-
12/15/2027	110,000.00	2.900%	26,977.50	136,977.50	163,955.00
06/15/2028	-	-	25,382.50	25,382.50	-
12/15/2028	110,000.00	2.900%	25,382.50	135,382.50	160,765.00
06/15/2029	-	-	23,787.50	23,787.50	-
12/15/2029	115,000.00	2.900%	23,787.50	138,787.50	162,575.00
06/15/2030	-	-	22,120.00	22,120.00	-
12/15/2030	115,000.00	2.900%	22,120.00	137,120.00	159,240.00
06/15/2031	-	-	20,452.50	20,452.50	-
12/15/2031	120,000.00	2.950%	20,452.50	140,452.50	160,905.00
06/15/2032	-	-	18,682.50	18,682.50	-
12/15/2032	125,000.00	3.000%	18,682.50	143,682.50	162,365.00
06/15/2033	-	-	16,807.50	16,807.50	-
12/15/2033	130,000.00	3.100%	16,807.50	146,807.50	163,615.00
06/15/2034	-	-	14,792.50	14,792.50	-
12/15/2034	130,000.00	3.200%	14,792.50	144,792.50	159,585.00
06/15/2035	-	-	12,712.50	12,712.50	-
12/15/2035	135,000.00	3.300%	12,712.50	147,712.50	160,425.00
06/15/2036	-	-	10,485.00	10,485.00	-
12/15/2036	140,000.00	3.400%	10,485.00	150,485.00	160,970.00
06/15/2037	-	-	8,105.00	8,105.00	-
12/15/2037	145,000.00	3.500%	8,105.00	153,105.00	161,210.00
06/15/2038	-	-	5,567.50	5,567.50	-
12/15/2038	150,000.00	3.600%	5,567.50	155,567.50	161,135.00
06/15/2039	-	-	2,867.50	2,867.50	-
12/15/2039	155,000.00	3.700%	2,867.50	157,867.50	160,735.00
Total	\$1,880,000.00	-	\$538,594.90	\$2,418,594.90	-

Yield Statistics

Bond Year Dollars	\$16,255.56
Average Life	8.647 Years
Average Coupon	3.3132974%

Net Interest Cost (NIC)	3.5041245%
True Interest Cost (TIC)	3.5276883%
Bond Yield for Arbitrage Purposes	3.2981680%
All Inclusive Cost (AIC)	3.8970872%

IRS Form 8038

Net Interest Cost	3.3132974%
Weighted Average Maturity	8.647 Years

Optional Redemption

12/15/2032	@100.000%
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Northland Securities, Inc.

Public Finance

Page 2

City of Faribault, Minnesota

\$1,880,000 G.O. Equipment Certificates of Indebtedness, Series 2024A

(Preliminary AA, BQ Rates as of 8/14/24)

Date	Total P+I	105% Levy	Net Levy	Levy Year	Collection Year
12/15/2024	-	-	-	-	-
12/15/2025	159,062.40	167,015.52	167,015.52	2024	2025
12/15/2026	162,052.50	170,155.13	170,155.13	2025	2026
12/15/2027	163,955.00	172,152.75	172,152.75	2026	2027
12/15/2028	160,765.00	168,803.25	168,803.25	2027	2028
12/15/2029	162,575.00	170,703.75	170,703.75	2028	2029
12/15/2030	159,240.00	167,202.00	167,202.00	2029	2030
12/15/2031	160,905.00	168,950.25	168,950.25	2030	2031
12/15/2032	162,365.00	170,483.25	170,483.25	2031	2032
12/15/2033	163,615.00	171,795.75	171,795.75	2032	2033
12/15/2034	159,585.00	167,564.25	167,564.25	2033	2034
12/15/2035	160,425.00	168,446.25	168,446.25	2034	2035
12/15/2036	160,970.00	169,018.50	169,018.50	2035	2036
12/15/2037	161,210.00	169,270.50	169,270.50	2036	2037
12/15/2038	161,135.00	169,191.75	169,191.75	2037	2038
12/15/2039	160,735.00	168,771.75	168,771.75	2038	2039
Total	\$2,418,594.90	\$2,539,524.65	\$2,539,524.65		