



**REGULAR CITY COUNCIL WORK SESSION WORK SESSION
BARTHOLOMEW ROOM
JANUARY 28, 2020
5:45 PM**

Call to order

1. MnDOT staff will provide the City Council with information on the forthcoming Highway 5 reconstruction project slated to begin in April 2020 and be completed in November 2020.
2. Consideration of implementing Owner Only utility billing.

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.

**STAFF REPORT NO.03****WORK SESSION****1/28/2020**

REPORT PREPARED BY: Scott Kulzer, Administrative Aide/Analyst

DEPARTMENT DIRECTOR REVIEW: Kristin Asher, Public Works Director/City Engineer
1/22/2020

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Katie Rodriguez, City Manager
1/22/2020

ITEM FOR WORK SESSION:

MnDOT staff will provide the City Council with information on the forthcoming Highway 5 reconstruction project slated to begin in April 2020 and be completed in November 2020.

EXECUTIVE SUMMARY:

Highway 5 will be resurfaced and bridges repaired between 34th Ave/I-494 and the Mississippi River in 2020. The anticipated work will consist of:

- Resurfacing Highway 5
- Repairing ramps to and from Highway 62, Bloomington Road, and the Minneapolis – St. Paul International Airport (MSP) entrance
- Repairing the ramps to I-494
- Repairing 12 bridges
- Repairing and improving drainage

This project is to be done simultaneously with the second year of the resurfacing project on I-494 between the Minnesota and Mississippi rivers, therefore, two major highways including access to and from Highway 5 to the MSP Airport will be under construction for one year.

Closures to both eastbound and westbound Highway 5 are to be expected during the project, but at different times. When eastbound Highway 5 is closed the detour will be northbound Highway 77, eastbound Highway 62, to westbound Highway 5. When westbound Highway 5 is closed, the plan is to send motorists west on Highway 62, south on Highway 77, eastbound on I-494, and finally eastbound on Highway 5.

The one-year project timeline is dependent on favorable weather and could spill over into 2021.

DIRECTION NEEDED:

This is an informational work session to brief City Council on the upcoming project. No direction is needed at this time.

BACKGROUND INFORMATION:**A. HISTORICAL CONTEXT**

About 65,000 vehicles per day use the stretch of Highway 5 that breaks off from I-494 and heads East towards St. Paul. At the MSP Airport, the ramps from Highway 5 see a combined 32,000 vehicles daily.

B. POLICIES (resolutions, ordinances, regulations, statutes, etc):

None

C. CRITICAL TIMING ISSUES:

The project is set to begin in April and communications will begin regarding closures and detours as we near the Spring.

D. FINANCIAL IMPACT:

None

E. LEGAL CONSIDERATION:

None

ALTERNATIVE(S):

None

PRINCIPAL PARTIES EXPECTED AT MEETING:

Aaron Tag, MnDOT West Area Engineer April Crockett, MnDot West Metro Area Manager

ATTACHMENTS:

	Description	Type
▣	Project Map	Exhibit

— Construction area



**STAFF REPORT NO. 02****WORK SESSION****1/28/2020**

REPORT PREPARED BY: Chris Regis, Finance Director

DEPARTMENT DIRECTOR REVIEW: Chris Regis, Finance Director
1/22/2020

OTHER DEPARTMENT REVIEW:

CITY MANAGER REVIEW: Katie Rodriguez
1/22/2020**ITEM FOR WORK SESSION:****Consideration of implementing Owner Only utility billing.****EXECUTIVE SUMMARY:**

At the present time the City's utility billing system has been set up to generate utility bills by customer/account number, not by property owner and Property Identification Number (PID#).

Staff is proposing to change the City's Utility Ordinance to require owner only billing on all utility accounts.

Owner Only utility billing would provide the following:

Fewer Move In/Outs processed by Utility Billing (UB) Staff at the City

- Reduces UB staff time for processing Move In/Outs and Final Bills.
- Reduces Public Works staff time to obtain final readings.
- Reduces printing and mailing expenses for Final Bills.

Ensures owner receives the quarterly utility bill and has an opportunity to pay it prior to Certification.

- Reduces UB staff time to generate multiple Certification Letters for unpaid balances.
- Reduces printing and mailing expenses for Certification Letters.

Allows for Clean-up of utility accounts

- We do not always receive updated tenant information, leads to incorrect billings to old tenant and creates inefficiencies.
- Eliminates the billing confusion of tenants moving in and moving out.

Would Eliminate:

- Calls from property owners checking on payments.
- Owners disputing late fees because the tenant did not pay.
- Eliminates the issue of a renter moving out of a property without paying the final bill unbeknownst to the owner. The unpaid bill now becomes the responsibility of the owner.
- Eliminate utility accounts with the duplicate PID#'s.

Statistical:

- 68% of Final Bills Certified were from Rental properties.

- 38% of Active Accounts Certified were generated from Rental properties.
- Approximately 75% of cities that are members of the LOGIS consortium require owner only billing.

Consistency with practices used by other metro cities. (Bloomington, Robbinsdale, Apple Valley, Crystal, New Hope)

What this would mean for a property owner, is that all tenant accounts that are attached to the property owners Property Identification Number (PID#) would be consolidated into one utility account and one utility bill would be mailed to the property owner. It would then be the property owner's responsibility to pass down the utility charges to their tenants.

DIRECTION NEEDED:

Tonight's work session is a chance to ask questions about the proposed ordinance change and provide staff with direction.

BACKGROUND INFORMATION:

A. **HISTORICAL CONTEXT**

None.

B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**

The current City ordinance does not allow for owner only billing.

C. **CRITICAL TIMING ISSUES:**

None.

D. **FINANCIAL IMPACT:**

It is expected that the City will realize savings in staff time, postage, printing/paper and mailing service costs.

E. **LEGAL CONSIDERATION:**

The change to owner only utility billing will require a change to the City's current utility ordinance.

ALTERNATIVE(S):

Decide not to change the City's utility ordinance.

PRINCIPAL PARTIES EXPECTED AT MEETING:

N/A.

ATTACHMENTS:

Description	Type
Amendment to Utility Billing Ordinance	Ordinance

BILL NO. _____

AN ORDINANCE AMENDING SUBSECTIONS 705.17, 715.05, AND 720.07 OF THE RICHFIELD CODE OF ORDINANCES RELATING TO SANITARY SEWER, WATER AND STORM WATER UTILITY BILLING

THE CITY OF RICHFIELD DOES ORDAIN:

Section 1. Subsection 705.17 of the Richfield City Code is amended as follows:

705.17. – Billings.

Bills for charges for the use and service of the sewage system shall be made out by the Finance Department in accordance with the usual and customary practice. All bills and notices sent by the City shall be sent to the owner of the property or the owner's duly authorized property manager at the designated billing address. Any error in address must be promptly reported to the City. The City shall place all accounts in the name of the fee title owner of the property and send all bills for payment to such owner or the owner's duly authorized property manager. Duplicate copies may be requested by tenants by submitting a written request to the City. Bills shall be payable at the office of the City Finance Coordinator. Bills are rendered quarterly.

Section 2. Subsection 715.05 of the Richfield City Code is amended as follows:

715.05. – Accounts, how maintained.

All accounts shall be kept on the books of the City by the house and street number and under the account number assigned thereto and the name of the owner or of the person signing the application for services. All bills and notices sent out by the City shall be sent to the ~~house or street number~~ owner of the property or the owner's duly authorized property manager at the designated billing address. The City shall place all accounts in the name of the fee title owner of the property and send all bills for payment to such owner or the owner's duly authorized property manager. If non-resident owners or agents desire personal notice sent to a different address, they shall file an application therefor with the City. Duplicate copies may be requested by tenants by submitting a written request to the City.

Section 3. Subsection 720.07 of the Richfield City Code is amended as follows:

720.07. – Establishing basic rate and billing.

In determining charges, the Council shall, from time to time, by resolution establish a basic system rate to be charged against one (1) acre of land having an REF of one. The charge to be made against each parcel of land shall then be determined by multiplying the REF for the parcel's land use classification times the parcel's acreage times the basic system rate. All bills and notices sent out by the City

shall be sent to the owner of the property or the owner's duly authorized property manager at the designated billing address. The City shall place all accounts in the name of the fee title owner of the property and send all bills for payment to such owner or the owner's duly authorized property manager. Duplicate copies may be requested by tenants by submitting a written request to the City.

Section 4. This Ordinance will be effective in accordance with Section 3.09 of the City Charter.

Adopted this ____ of _____, 2020.

By: _____

Maria Regan Gonzalez, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk