St. Louis Park
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AGENDA
AUGUST 17, 2026

6:00 p.m. Economic Development Authority meeting – Council Chambers

1. **Call to order.**

2. **Approve agenda.**

3. **Minutes.**
   a. EDA meeting minutes of August 3, 2026

4. **Consent item.**
   a. Resolution amending Beltline Station cooperative construction agreement and contract for private development between EDA and Beltline Mixed Use LLC - Ward 1

5. **Public hearings – none.**

6. **Regular business – none.**

7. **Communications and announcements – none.**

8. **Adjournment.**

6:15 p.m. City council meeting – Council Chambers

1. **Call to order.**
   a. Roll call.
   b. Pledge of Allegiance.

2. **Approve agenda.**

3. **Presentations.**
   a. Recognition of Westwood Hills Nature Center junior naturalists
   b. Proclamation observing Womens' Equality Day
   c. Recognition of donations

4. **Minutes.**
   a. City council meeting minutes of August 3, 2026
   b. Special study session meeting minutes of August 3, 2026

5. **Consent items.**
   a. Resolution accepting donation to the city for the Parks and Recreation Department
   b. Resolution accepting donation to the city for National Night Out
   c. Approve contract for replacement permit and inspection management system software
   d. Approve Park Place East approvals extension for 5775 Wayzata Boulevard - Ward 4
   e. Approve temporary on-sale intoxicating liquor license - Dampfwerk Distilling

6. **Public hearings.**
   - **a.** Public hearing for 2027 Special Service Districts 1 - 6 proposed budgets and service charges; extension of Special Service District 1 through 2036 - Wards 2 and 4
   - **b.** Public hearing for first reading of ordinance adopting fees for 2027

7. **Regular business – none.**

8. **Communications and announcements – none.**

9. **Adjournment.**

Following city council meeting – Special Study Session – Community Room

Discussion Items

1.	Police Advisory Commission annual meeting with council
2.	Conveyance of city-owned parcel to Hennepin County
3.	Utility rate discussion

Written Reports

4.	2025 grant projects
5.	Broadway Street Development's application for financial assistance for 8800 Highway 7 - Ward 3

Members of the public can attend St. Louis Park Economic Development Authority and city council meetings in person. At regular city council meetings, members of the public may comment on any item on the agenda by attending the meeting in-person or by submitting written comments to info@stlouisparkmn.gov by noon the day of the meeting. Official minutes of meetings are available on the city website once approved.

Watch St. Louis Park Economic Development Authority or regular city council meetings live at bit.ly/watchslpcouncil or at www.parktv.org, or on local cable (Comcast SD channel 14/HD channel 798). Recordings of the meetings are available to watch on the city's YouTube channel at www.youtube.com/@slpcable, usually within 24 hours of the meeting's end.

City council study sessions are not broadcast.
Generally, it is not council practice to receive public comment during study sessions.

The council chambers are equipped with Hearing Loop equipment and headsets are available to borrow. If you need special accommodations or have questions about the meeting, please call 952.924.2505.

Unofficial minutes
EDA meeting
St. Louis Park, Minnesota
August 3, 2026

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1. Call to order.

President Farris called the meeting to order at 6:02 p.m.

a. Roll call

Commissioners present: Daniel Bashore, Jim Engelking, Nadia Mohamed, Sue Budd, Tim Brausen, Paul Baudhuin, President Yolanda Farris

Commissioners absent: none

Staff present: police lieutenant (Mr. Barnes), community development director (Ms. Barton), administrative services director (Ms. Brodeen), police lieutenant (Mr. Blomsness), facilities superintendent (Mr. Eisold), recreation superintendent (Ms. Friederich), police lieutenant (Mr. Hagen), public works director (Mr. Hall), fire chief (Mr. Hanlin), engineering director (Ms. Heiser), city manager (Ms. Keller), city attorney (Mr. Mattick), deputy chief of police (Mr. Nadem), finance director (Ms. Stephens), deputy city clerk (Ms. Scott-Lerdal), communications and technology director (Ms. Smith), parks superintendent (Mr. Umphrey), deputy city manager (Ms. Walsh), human resources director (Mr. Vorpahl)

2. Approve agenda.

It was moved by Commissioner Brausen, seconded by Commissioner Mohamed, to approve the agenda as presented.

The motion passed 7-0.

3. Minutes.

a. EDA meeting minutes of July 6, 2026

It was moved by Commissioner Mohamed, seconded by Commissioner Budd, to approve the EDA meeting minutes of July 6, 2026, as presented.

The motion passed 7-0.

4. Consent item.

a. Approve EDA disbursements

It was moved by Commissioner Engelking, seconded by Commissioner Baudhuin, to approve the consent item as listed and to waive reading of all resolutions.

The motion passed 7-0.

5. Public hearings – none.

6. Regular business – none.

7. Communications and announcements – none.

8. Adjournment.

The EDA meeting adjourned at 6:04 p.m.

Melissa Kennedy, city clerk	Yolanda Farris, president

These minutes were created with the assistance of a generative AI transcript service, then edited and finalized by a city staff person.

Executive summary

Title: Resolution amending Beltline Station cooperative construction agreement and contract for private development between EDA and Beltline Mixed Use LLC - Ward 1

Recommended action: Motion to adopt EDA resolution approving an amendment to the cooperative construction agreement with the Metropolitan Council for the Green Line Extension Beltline Boulevard Station park & ride facility and an amendment to the contract for private development between the EDA and Beltline Mixed Use LLC.

Policy consideration: Does the EDA approve the proposed agreement amendments to increase Metropolitan Council grant funding for the Beltline Boulevard Station park & ride facility?

Summary: The EDA originally approved an agreement with the Metropolitan Council on Nov. 2, 2020, to establish the terms and specifications for constructing 268 public park and ride stalls within the Beltline Boulevard Station parking ramp. On July 24, 2023, the EDA approved a redevelopment agreement authorizing a Sherman Associates affiliate to construct this ramp on the EDA's behalf. Subsequently, on May 19, 2025, the EDA approved amendments to both the redevelopment agreement and the cooperative construction agreement to increase the available funding.

The current proposed amendment further increases the Metropolitan Council's financial contribution by $180,660, raising the total "not to exceed" cap from $3,484,167 to $3,664,827. These new funds will cover additional ramp signage required by Metro Transit. Staff, the EDA's legal counsel and Sherman Associates have reviewed this amendment and recommend its approval.

Financial or budget considerations: None. The EDA acts strictly as a fiscal pass-through. The additional Metropolitan Council funds will be received by the EDA and utilized to reimburse Sherman Associates and the builder for eligible costs. There is no financial impact on the EDA budget.

Strategic priority consideration: St. Louis Park is committed to providing safe, reliable and well-maintained infrastructure and neighborhoods that connect people and places with an emphasis on walking, biking and transit.

Supporting documents: EDA resolution

Prepared by: Dean Porter-Nelson, redevelopment administrator
Reviewed by: Jennifer Monson, economic development manager
Tiffany Stephens, finance director
Sean Walther, deputy community development director
Karen Barton, EDA executive director, community development director
Approved by: Kim Keller, city manager

EDA Resolution No. 26-___

Approving an amendment to cooperative construction agreement with Metropolitan Council and an amendment to amended and restated contract for private development with Beltline Mixed Use LLC

Whereas, the St. Louis Park Economic Development Authority (the "authority") and Beltline Mixed Use LLC, a Delaware limited liability company (the "developer"), previously entered into an amended and restated contract for private development, dated May 19, 2025, as amended by the first amendment to amended and restated contract for private development, dated Jan. 20, 2026 (collectively, the "original development agreement"), pursuant to which the developer agreed to construct a multi-phase mixed-use development on certain property in the City of St. Louis Park, Minnesota (the "city"), including an approximately 571-space parking ramp with approximately 1,850 square feet of commercial space (the "parking ramp") including 268 spaces to be dedicated as public transit park and ride spaces and a driver restroom (the "public parking"); and

Whereas, pursuant to the original development agreement, the authority agreed to provide certain funds for the public parking subject to the satisfaction of certain conditions set forth therein including a grant from the Metropolitan Council in an amount not to exceed $3,484,167 (the "Met Council grant"); and

Whereas, the authority and the Metropolitan Council entered into a cooperative construction agreement, dated Dec. 15, 2020, as amended by the amendment number one to Metropolitan Council contract no. 20I052 cooperative construction agreement, dated March 31, 2021, the amendment number two Metropolitan Council contract no. 20I052 cooperative construction agreement, effective as of July 24, 2023, and the amendment number three Metropolitan Council contract no. 20I052 cooperative construction agreement, effective as of June 9, 2025 (collectively, the "original cooperative construction agreement"); and

Whereas, the authority and the developer have received proposals for the fabrication and installation of Metro Transit signage within the parking ramp, and the authority and the Metropolitan Council have determined the need to further amend the original cooperative construction agreement to include the installation of such signage and to increase the ramp contribution (as defined in the cooperative construction agreement) by an amount equal to the actual cost of fabricating and installing the signage (from an amount not to exceed $3,484,167 to an amount not to exceed $3,664,827); and

Whereas, such amendment to the original cooperative construction agreement necessitates a corresponding change to the amount of the Met Council grant described in the amendment of the original development agreement; and

Whereas, there have been presented to the board of commissioners of the authority (the "board") forms of (i) the amendment number four Metropolitan Council contract no.

20I052 cooperative construction agreement (the "amended cooperative construction agreement") between the Metropolitan Council and the authority, which further amends the original cooperative construction agreement for the purposes described herein; and (ii) the second amendment to amended and restated contract for private development (the "amended development agreement") between the authority and the developer, which further amends the original development agreement for the purposes described herein; and

Now therefore be it resolved by the board of commissioners of the St. Louis Park Economic Development Authority as follows:

1. The board approves the amended cooperative construction agreement and the amended development agreement in substantially the forms presented to the board, together with any related documents necessary in connection therewith, including without limitation all documents, exhibits, certifications, or consents, referenced in or attached to the original cooperative construction agreement, the original development agreement, the amended cooperative construction agreement, and the amended development agreement (collectively, the "documents").

2. The board hereby authorizes the president and executive director, in their discretion and at such time, if any, as they may deem appropriate, to execute the documents on behalf of the authority, and to carry out, on behalf of the authority, the authority's obligations thereunder when all conditions precedent thereto have been satisfied. The documents shall be in substantially the form on file with the authority and the approval hereby given to the documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the authority and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the authority. The execution of any instrument by the appropriate officers of the authority herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. This resolution shall not constitute an offer and the documents shall not be effective until the date of execution thereof as provided herein.

3. In the event of absence or disability of the officers, any of the documents authorized by this resolution to be executed may be executed without further act or authorization of the board by any duly designated acting official, or by such other officer or officers of the board as, in the opinion of the city attorney, may act in their behalf. Upon execution and delivery of the documents, the officers and employees of the board are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the board to implement the documents.

4. This resolution shall be effective upon approval.

Reviewed for administration:

Karen Barton, executive director

Attest:

Melissa Kennedy, secretary

Adopted by the Economic Development Authority August 17, 2026:

Yolanda Farris, president

Executive summary

Title: Recognition of Westwood Hills Nature Center junior naturalists

Recommended action: Summer junior naturalist coordinator Claire Lang and naturalist Becky McConnell are present to recognize the junior naturalists for their service this summer.

Policy consideration: Not applicable.

Summary: This summer, there were 45 youth volunteers that served in the junior naturalist program. Collectively, they volunteered for over 1,700 hours. Staff strive to include youth of all backgrounds and remove barriers to participation.

The junior naturalist program has been part of Westwood Hills Nature Center for 35 years. The goal of the program is to offer 7th – 12th grade youth an opportunity for community service that fosters responsibility, initiative, teamwork and leadership skills. By volunteering in a cooperative, goal-oriented and engaging work environment, the junior naturalists gain important job skills, knowledge and experience.

The junior naturalist program is one of two teen volunteer programs in the Parks and Recreation Department. The junior naturalists assist the naturalists with camps providing valuable support with nature hikes, games, activities, crafts, set-up and clean-up. This year, they helped serve over 500 summer camp participants. Because of the junior naturalists' dedication and willingness to serve, summer camp participants' experience is safer and more engaging. Additionally, junior naturalists maintain the beautiful upper water garden and waterfall area, fill bird feeders, collect invertebrates for the exhibit aquarium and take care of the nature center's education animals.

The junior naturalists are rewarded with this special recognition, a letter of recommendation and a celebration in appreciation of their service.

Financial or budget considerations: Not applicable.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: None.

Prepared by: Stacy Voelker, administrative coordinator
Claire Lang, summer junior naturalist coordinator
Reviewed by: Mark Oestreich, nature center manager
Cindy Walsh, deputy city manager
Approved by: Kim Keller, city manager

Executive summary

Title: Proclamation observing Women's Equality Day

Recommended action: Mayor to read proclamation observing Women's Equality Day 2026

Policy consideration: None.

Summary: Women's Equality Day commemorates the 19th amendment to the United States Constitution, which opened the door for women's right to vote. This change came after decades of activism by women across the country demanding the same right to vote as men. Although this marked great progress for women, it did not include Indigenous women, Black women and other women of color. This day calls us to celebrate the progress made and remember there is still more work to do towards full equality for all women.

Financial or budget considerations: None.

Strategic priority consideration: St. Louis Park is committed to being an inclusive, equitable and vibrant city where everyone feels safe and experiences a strong sense of belonging.

Supporting documents: Resource Page
Proclamation

Prepared by: Jocelyn I. Hernandez Guitron, racial equity and inclusion specialist
Approved by: Kim Keller, city manager

Resource page

In recognition of Women's Equality Day, the City of St. Louis Park invites you to:

- Learn about the history of Women's rights in the United States
    - Women's History Milestones: A Timeline of Key Dates | HISTORY
    - Women's Equality Day | National Women's History Museum

- Interact with online education tools about Women's history
    - Five Powerful Stories That Are Perfect for Women's Equality Day | Smithsonian Voices | Smithsonian Books Smithsonian Magazine
    - Online Exhibits | National Women's History Museum

St. Louis Park
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Proclamation
"Women's Equality Day 2026"

Whereas, Women's Equality Day marks the 19th amendment to the United States Constitution and its significance to the struggle for women's rights; and

Whereas, women across the United States fought for the 19th amendment, changing the political landscape by writing women's right to vote into law; and

Whereas, this right to vote did not extend to all women. Non-white women were denied this progress through state laws, violence and other forms of racist barriers to vote; and

Whereas, recognizing women's Equality Day means also recognizing the imperfect history of voting rights in our country that has barred women's right to vote based on race, language and cultural identity; and

Whereas, St. Louis Park celebrates the women making a difference in political and civic life of our city; and

Whereas, this day calls for a celebration of the women across our city, state, country and world that show up and advocate for equality in the workplace, healthcare, childcare, parenting and much more; and

Whereas, challenging gender discrimination and all forms of oppression honors Women's Equality Day and contributes to our strategic priority of being an inclusive, equitable and vibrant city,

Now therefore, let it be known that the mayor and city council of the City of St. Louis Park, Minnesota, hereby observe Women's Equality Day 2026 in our community.

CITY OF ST. LOUIS PARK CORPORATE SEAL HENNEPIN CO., MN

Wherefore, I set my hand and cause the Great Seal of the City of St. Louis Park to be affixed this 17th day of August, 2026.

Nadia Mohamed, mayor

Executive summary

Title: Recognition of donations

Recommended action: Mayor announce and express appreciation for the following donations to the city and listed on the consent agenda.

From	Donation	For
Anonymous	$170,000	Donation for enhanced lighting in the west arena of the Rec Center.
Jonny Pops	$1,050	Donation of 1,400 popsicles for National Night Out 2026.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: None.

Prepared by: Amanda Scott-Lerdal, deputy city clerk
Reviewed by: Melissa Kennedy, city clerk
Approved by: Kim Keller, city manager

Unofficial minutes
City council meeting
St. Louis Park, Minnesota
August 3, 2026

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1. Call to order.

Mayor Mohamed called the meeting to order at 6:15 p.m.

a. Pledge of Allegiance.

b. Roll call.

Council members present: Daniel Bashore, Sue Budd, Tim Brausen, Paul Baudhuin, Jim Engelking, Yolanda Farris, Mayor Nadia Mohamed

Council members absent: none

Staff present: recreation supervisor (Ms. Abernathy), police lieutenant (Mr. Barnes), community development director (Ms. Barton), administrative services director (Ms. Brodeen), police lieutenant (Mr. Blomsness), facilities superintendent (Mr. Eisold), recreation superintendent (Ms. Friederich), police lieutenant (Mr. Hagen), public works director (Mr. Hall), fire chief (Mr. Hanlin), engineering director (Ms. Heiser), city manager (Ms. Keller), city attorney (Mr. Mattick), deputy chief of police (Mr. Nadem), finance director (Ms. Stephens), city clerk (Ms. Kennedy), deputy city clerk (Ms. Scott-Lerdal), communications and technology director (Ms. Smith), parks superintendent (Mr. Umphrey), deputy city manager (Ms. Walsh), human resources director (Mr. Vorpahl)

2. Approve agenda.

It was moved by Council Member Brausen, seconded by Council Member Farris, to approve the agenda.

The motion passed 7-0.

3. Presentations.

a. Recognition of junior playground leaders

Ms. Abernathy introduced the Junior Playground Leader volunteers. She shared that the program has operated for 39 years. This summer, the program reached a record 50 volunteers. Junior Playground Leaders are young people ages 12 to 15 and this year, the group has logged over 1,500 hours assisting staff with games, crafts and other activities.

Mayor Mohamed presented certificates to the following volunteers: Oliver Aanenson, Charlie Aanenson, Isla Arhelger, Isa Bianchi, Anders Walstrom, Violet Malm, Nora Pederson, Len Rosengren, Garrett Naylor and Ryan Schulte.

Council Member Engelking thanked the volunteers and their parents for their support throughout the summer.

b. Proclamation observing National Purple Heart Day

Council Member Baudhuin read the proclamation observing National Purple Heart Day, honoring military members wounded or killed in combat. The proclamation recognized the origins of the Purple Heart Medal dating to 1782, acknowledged the challenges veterans face upon returning to civilian life and affirmed St. Louis Park's commitment to honoring veterans and supporting their employment.

Council Member Brausen spoke to the difficulties veterans face in transitioning to civilian life, including chemical addiction, mental health challenges and questions about the value of their service. He stated the country does not do enough for veterans and encouraged community members to connect veterans in need with available resources.

4. Minutes.

a. Special study session meeting minutes of July 6, 2026
b. City council meeting minutes of July 20, 2026
c. Special study session meeting minutes of July 20, 2026

Council Member Budd requested a correction to item 4c, noting a comment on page 6 attributed to her about previously working in the Bremer Bank building was actually made by Council Member Brausen.

Council Member Engelking requested a correction in the communications section of item 4b, noting a reference should read northbound Louisiana in the context of directing traffic to Cedar Lake businesses.

It was moved by Council Member Brausen, seconded by Council Member Baudhuin, to approve the special study session meeting minutes of July 6, 2026, as presented and the city council and special study session meeting minutes of July 20, 2026, as amended.

The motion passed 7-0.

5. Consent items.

a. Approve city disbursements
b. **Resolution No. 26-109** approving 2025 Audit and Comprehensive Financial Report
c. Second reading and adoption of **Ordinance No. 2704-26** to amend St. Louis Park City Code Chapter 36 related to zoning and **Ordinance No. 2705-26** mending the St. Louis Park official zoning map
d. **Resolution No. 26-110** authorizing special assessment for repair of sewer and water service lines at 3328 Alabama Avenue South - Ward 1
e. **Resolution No. 26-111** authorizing special assessment for repair of sewer service line at 6528 Lake Street - Ward 1

f. **Resolution No. 26-112** authorizing special assessment for sewer line service repair at 3201 Idaho Avenue South - Ward 3

Council Member Brausen commented on consent item 5b, the resolution approving the 2025 audit and Comprehensive Financial Report. He noted the report exceeded 175 pages with additional appendices and that staff presented it clearly at a prior study session. He highlighted that the city received a financial reporting award for the 42nd consecutive year and received a completely clean audit with no recommended changes. He attributed this result to the finance department and broader city staff. He further noted the clean audit supports the city's AAA bond rating, reducing borrowing costs for taxpayers.

Council Member Brausen noted the monthly disbursements in item 5a, approximately $3,300,000, were money well spent.

It was moved by Council Member Budd, seconded by Council Member Bashore, to approve the consent items and to waive reading of all resolutions and ordinances.

The motion passed 7-0.

6. Public hearing.

a. Public hearing for on-sale 3.2 and wine liquor license - Taste of India MN Inc.

Ms. Scott-Lerdal presented the staff report.

Council Member Brausen expressed support for the license, noting the restaurant has operated for many years and serves quality food. He encouraged residents to visit.

It was moved by Council Member Brausen, seconded by Council Member Baudhuin, to approve the on-sale 3.2 malt liquor with Sunday sales and wine liquor license for Taste of India Minnesota Incorporated.

The motion passed 7 - 0.

7. Regular business - none.

8. Communications and announcements - none.

Ms. Keller reminded residents that early voting for the state primary election was ongoing at city hall from 8:00 a.m. to 4:30 p.m. daily for St. Louis Park residents. She noted early voting extended hours on Saturday, Aug. 8, 2026, from 9:00 a.m. to 3:00 p.m. and on Monday, Aug. 10, 2026 from 8:00 a.m. to 5:00 p.m. She reminded voters that on Election Day, Aug. 11, 2026, they should go to their designated polling place to vote. Ms. Keller encouraged anyone with questions to contact city elections staff.

Ms. Keller announced a celebration at Westwood Shopping Center at Cedar Lake and Louisiana Avenue on Saturday, Aug. 8, 2026, marking the shopping center's 72nd anniversary and Ullsperger Brewing's 3rd anniversary, running from noon to 10:00 p.m.

Council Member Brausen shared that the Westwood Shopping Center businesses had experienced revenue losses of 20 to 50 percent due to construction and that one day of strong community attendance could equal a month's worth of business for small operators. He encouraged residents to attend the Saturday celebration, noting activities and games for children would be available.

Mayor Mohamed noted that National Night Out was the following day, Aug. 4, 2026, and encouraged residents to attend or host block parties.

Council Member Engelking shared that Children's First was launching its reading festival with a kickoff ice cream social offering free ice cream to the community, with local elected officials serving as celebrity scoopers. He noted the event was located near the Recreation Outdoor Center.

9. Adjournment.

The meeting adjourned at 6:36 p.m.

_____	_____
Melissa Kennedy, city clerk	Nadia Mohamed, mayor

These minutes were created with the assistance of a generative AI transcript service, then edited and finalized by a city staff person.

Unofficial minutes
Special study session
St. Louis Park, Minnesota
August 3, 2026

The meeting convened at 6:41 p.m.

Council Members present: Daniel Bashore, Jim Engelking, Sue Budd, Tim Brausen, Paul Baudhuin, Yolanda Farris, Mayor Nadia Mohamed

Council Members absent: none

Staff present: police lieutenant (Mr. Barnes), community development director (Ms. Barton), administrative services director (Ms. Brodeen), police lieutenant (Mr. Blomsness), facilities superintendent (Mr. Eisold), recreation superintendent (Ms. Friederich), police lieutenant (Mr. Hagen), public works director (Mr. Hall), fire chief (Mr. Hanlin), engineering director (Ms. Heiser), city manager (Ms. Keller), city attorney (Mr. Mattick), deputy chief of police (Mr. Nadem), finance director (Ms. Stephens), city clerk (Ms. Kennedy), deputy city clerk (Ms. Scott-Lerdal), communications and technology director (Ms. Smith), parks superintendent (Mr. Umphrey), deputy city manager (Ms. Walsh), human resources director (Mr. Vorpahl)

Discussion Item

1. 2027 Base & Operating budget discussion

Ms. Keller thanked the department directors, managers and finance staff for their work in preparing the recommended budget. She outlined the framework she used to evaluate proposals: whether a request was in response to something that is mandated, whether a cost was already being borne by the organization without a corresponding budget, whether it advanced a strategic priority and whether it improved public service or organizational effectiveness. Ms. Keller noted these were balanced against organizational and fiscal capacity as well as council feedback received earlier in the process around maintaining excellent services while minimizing levy impacts. She emphasized that all figures presented were point-in-time and would continue to shift through the fall.

Ms. Keller introduced Ms. Stephens, finance director.

Ms. Stephens explained the policy consideration before the council was whether to support moving forward with the 2027 general fund budget recommendations.

Ms. Stephens reviewed the full budget calendar:

- July 20, 2026 was a special study session presentation that covered the 2025 Annual Comprehensive Financial Report.
- Aug. 3, 2026 – this evening's discussion covers the proposed general fund budget including expenses, revenues and new operating requests.

- Aug. 17, 2026 - the council will hold a public hearing for 2027 city fees and also hold a study session discussion on utility rates.
- Sept. 8, 2026 – the council will hold a discussion on the Capital Improvement Plan (CIP) and other funds to produce a final levy estimate.
- Sept. 22, 2026 - the council must adopt the maximum levy.
- Oct. 12, 2026 – the Tax Increment Financing (TIF) management plan update will be presented.
- Nov. 16, 2026 - any budget revisions will be returned to council.
- Dec. 7, 2026 - the public hearing for Truth-in-Taxation hearing will be held.
- Dec. 14, 2026 – the council must adopt the final budget for 2027.

Ms. Stephens noted that informal council feedback received in spring 2026 shaped the budget development process. That feedback emphasized balancing service levels with levy impacts, identifying cost efficiencies and preserving flexibility for emerging needs.

Ms. Stephens presented the non-personnel operating comparison across all general fund departments: administrative services, communications and technology, community development/building and energy, engineering, fire, parks and recreation, police and public works. The overall year-over-year increase was 0.7%. She explained that the -12% variance in administrative services reflected a reallocation of legal service invoices to the police department and a $50,000 social service programming budget to community development, in both cases moving budgets to the departments actually overseeing the work. The -7% variance in communications and technology reflected items still being transitioned into the technology fund. Community development and building and energy were consolidated under a single umbrella for 2027, and the 13% increase shown in police largely reflected the administrative services reallocation rather than new spending.

Ms. Keller clarified that this slide did not include personnel costs, covering only operational items such as supplies, contracts and consultant fees.

Council Member Engelking observed that holding costs nearly flat across departments in a rising-cost environment demonstrated significant fiscal discipline.

Ms. Keller noted that the 2025 audit had left an unallocated cash balance of approximately $160,000 — a meaningful reduction from prior years — and emphasized that some buffer remained necessary given the variance inherent in a general fund budget of more than $50 million.

Ms. Stephens reported a projected 4.5% increase in personnel costs, primarily reflecting salary adjustments and normal compensation increases. Benefits were projected to decrease slightly due to favorable contract negotiations, not reductions to employee benefits.

Council Member Brausen asked who was responsible for the health benefits contract negotiations, noting that the city had secured an 11% increase two years earlier when others saw 20% increases, and was now projecting a decrease in costs. Ms. Keller credited Ms. Vorpahl, who negotiates on behalf of the city with the assistance of a benefits broker.

Ms. Stephens presented 2027 one-time spending requests that would be funded entirely through 2026 savings from vacant positions and programming changes, with no levy impact.

These included:

- a wellness committee initiative under administrative services;
- digital accessibility compliance support, data streamlining and governance and a network and security administrator under communications and technology;
- a comprehensive plan update and climate action plan amendment under community development;
- an HVAC controls update through facilities;
- and a citywide strategic plan project implementation fund.

Council Member Budd asked about the strategic plan line item and whether the cost was comparable to prior cycles. Ms. Keller explained that the city conducts visioning every 10 years but will update the strategic plan approximately every three years. She noted that staff had been working for several months on goals and strategies for the upcoming three-year period and that the budget requested is anticipated to cover consultant fees and one-time implementation costs. She expected to return in a future year with more refined needs that could include staffing or other expenses.

Ms. Stephens walked through each department's ongoing spending recommendations.

Under Administrative Services, she presented background checks through a third-party vendor to replace the current police department dispatch process, which lacks access to all states, preventing complete out-of-state applicant checks. She also presented an ergonomics budget to fund chair replacements across the city and a wellness committee ongoing allocation.

Under communications and technology, she presented a Copilot generative Artificial Intelligence (AI) license covering approximately half of the city's full-time employees, intended to standardize and secure AI tool use across the organization. She also presented password management software to consolidate staff onto a single secure platform, the ongoing cost for the network and security administrator position (with the one-time startup cost funded separately through 2026 savings) and an accessibility tools budget to formalize an existing closed captioning expenditure that had not previously been budgeted.

Ms. Keller noted that the network and security administrator was planned as a mid-year hire, meaning the 2027 cost would be partial. The full-year ongoing cost in 2028 would be $175,000, partially offset by reduced vendor costs.

Under community development, Ms. Stephens presented funding for a housing intern.

Council Member Budd expressed support for the housing intern position and asked whether it would remain an intern role on an ongoing basis. Ms. Barton confirmed that for the foreseeable future, the position would remain an internship, noting that the administrative reimbursement from the “Bring It Home” voucher program was unlikely to increase significantly. An intern could also effectively serve as a housing navigator, helping residents understand city programs and connecting them with county, St. Louis Park Emergency Program (STEP) or state resources.

Council Member Brausen asked whether the role would be year-round part time. Ms. Barton confirmed it would be approximately 20 hours per week throughout the year.

Under parks and recreation and facilities, Ms. Stephens presented a temporary staffing salary budget for facilities to reduce overtime during peak periods and a position reclassification from custodian to Public Service Worker to better meet current operational demands.

Under police, Ms. Stephens presented two items: reinstating two sworn officer positions that had been converted to civilian roles earlier in the year, and an increase to the Community Service Officer (CSO) budget to expand the officer pipeline.

Council Member Farris asked how the sworn officer proposals related to earlier commitments made to the police department regarding staffing.

Mayor Mohamed recalled that the earlier conversation involved converting two positions to civilian roles with the intent to eventually restore sworn officer funding and noted that facility improvements discussed at that time were not part of this budget.

Ms. Keller confirmed the 2027 proposal would restore the sworn complement to where it stood at the start of 2026 while retaining the two new civilian positions and would also expand CSO capacity.

Council Member Budd asked whether the department was short-staffed by more than these two officers.

Mr. Nadem responded that current sworn staffing stood at 57, that the department was in a hiring process aimed at reaching full strength of 60. Adding the two proposed positions would bring the authorized complement to 62 as of Jan. 1, 2027.

Council Member Baudhuin noted he had understood the shortage to be larger than three officers. Ms. Keller clarified the distinction between officers hired and officers available to work, noting that medical, military and other leaves created a larger on-the-ground shortage than the authorized headcount reflected.

Council Member Brausen asked whether the additional hiring would fully address the shortage.

Mr. Nadem acknowledged the department would still be short-staffed. Ms. Keller stated that the primary near-term goal was to move off emergency staffing protocols. She described the CSO pipeline as the key mechanism for matching new officers with vacancies over time.

Council Member Brausen noted that even if the department were fully staffed, they might face challenges finding enough qualified candidates to fill all roles. He expressed support for continued investment in officer staffing to avoid burnout.

Council Member Farris emphasized the importance of supporting officers and ensuring they were not overextended.

Council Member Baudhuin asked how long the department had been operating on emergency staffing. Ms. Keller indicated it had been since approximately December 2025; confirmed by Mr. Nadem.

Council Member Budd asked whether the CSO program typically ran 18 months. Mr. Nadem said the timeframe varied — some participants were near-graduates while others might not yet hold a two-year degree, putting them in the program for up to 24 months. Ms. Keller noted that the program could run up to four years depending on degree pursuit, but that most participants completed it faster than that.

Council Member Budd referenced earlier concerns about officers leaving after the city invested in them and asked whether that applied to the CSO program. Mr. Nadem clarified that the attrition issue had been with the Pathway to Policing program, not with CSOs. He noted that 44% of current staff were former CSO cadets, including himself, and that CSOs demonstrated strong retention and cultural alignment with the department.

Ms. Keller added that the Pathway to Policing program had previously relied on outside funding that had since dried up, making CSOs the more cost-effective pipeline.

Ms. Stephens reported that total new ongoing allocations across all departments reached just under $714,000. After applying anticipated 2026 savings the net new ongoing general fund spending for 2027 was just under $395,000, representing approximately a 0.6% levy increase.

Ms. Keller noted that because she had authorization over personnel dollars, she was sharing all three new roles for transparency. The net addition to the city - and the ultimate request - is for one new position.

Ms. Stephens summarized the levy trajectory. The base budget increase for 2027 was approximately 5.85%. The proposed ongoing spending additions contributed approximately 0.6%. The upcoming discussion of the CIP, climate investment fund and other special funds on Sept. 8, 2026, would refine the total, culminating in the proposed maximum levy to be adopted on Sept. 22, 2026.

Council Member Baudhuin asked whether staff foresaw any surprises that could drive the levy higher, as had occurred the prior year. Ms. Stephens noted that debt service had increased slightly more than expected, but that departments had offset that through careful budget management, allowing the 5.85% base to hold.

Ms. Keller flagged the climate investment fund as a potential significant variable in the September 2026 discussion, noting the city had been drawing down seed money as programs matured. A sustainable ongoing funding source would need to be established to fund the work. The said that staff was working smooth the transition for the levy.

Council Member Engelking asked whether commercial real estate had bottomed out and whether less of the levy burden would shift to residential property owners than in the prior year. Ms. Stephens indicated the shift would likely be smaller. Ms. Keller noted the city would have more clarity in mid-September 2026 when the county released market valuation data. She

expressed hope those numbers would be available before the Sept. 22, 2026, maximum levy adoption.

Council Member Brausen expressed support for the budget overall and stated his desire to see greater investment in the climate investment fund, acknowledging that would need to be weighed against levy impact.

Mayor Mohamed commended staff for integrating strategic priorities into budget requests in a way that made each investment easier to explain to residents. She highlighted the digital accessibility work as a strong example of the city's commitment to welcoming and accessible government.

Council Member Baudhuin and Council Member Brausen both acknowledged the difficulty of balancing resident expectations around taxes with the cost of maintaining valued city services, and thanked staff for their responsiveness to council direction.

Council Member Budd observed that residents both valued city services and rebuffed tax increases, making the balance inherently challenging.

Council Member Baudhuin suggested that the city produce a chart or annual report showing grants received and other outside revenue sources to help residents understand the full picture of how the city funds its work. Ms. Keller confirmed staff was preparing an annual grants report showing all grants applied for and awarded.

Council Member Budd added that the city's grants program was a significant contributor to the financial bottom line and that staff deserved recognition for that work.

Council Member Engelking asked whether any TIF districts were eligible for decertification at year-end. Ms. Barton confirmed a small number were eligible. She pointed out a full discussion on this topic would take place during a TIF management plan presentation on Oct. 12, 2026.

Ms. Keller noted the districts did not appear to be large and that any decertification decision would have a limited levy impact.

Mayor Mohamed closed the discussion, noting that no decisions were required and that council feedback would inform the next phase of the budget process. She congratulated Ms. Stephens on her appointment to finance director.

The meeting adjourned at 7:22 p.m.

_____ _____

Melissa Kennedy, city clerk Nadia Mohamed, mayor

These minutes were created with the assistance of a generative AI transcript service, then edited and finalized by a city staff person.

Executive summary

Title: Resolution accepting donation to the city for the Parks and Recreation Department

Recommended action: Motion to adopt a resolution accepting a donation for enhanced lighting in The Rec Center's West Arena from an anonymous donor.

Policy consideration: Does the city council want to accept the donation?

Summary: State statute requires city council's acceptance of donations. This requirement is necessary in order to make sure the city council has knowledge of any restrictions placed on the use of each donation prior to it being expensed.

An anonymous donor has graciously donated $170,000 for enhanced lighting in the west arena of The Rec Center. This donation is made without legal restriction.

Financial or budget considerations: The monetary donation will be used to purchase and install additional lighting to enhance the experience in the west arena of The Rec Center.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: Resolution

Prepared by: Stacy M. Voelker, administrative coordinator
Reviewed by: Geoff Clarke, Rec Center manager
Jason Eisold, facility superintendent
Cindy Walsh, deputy city manager
Approved by: Kim Keller, city manager

Resolution No. 26-__

Approving acceptance of a donation from an anonymous donor to the city for lighting enhancements in the west arena of The Rec Center

Be it resolved by the city council of the City of St. Louis Park, Minnesota as follows:

Whereas, the City of St. Louis Park is required by state statute to authorize acceptance of any donations; and

Whereas, the city council must also ratify any restrictions placed on the donation by the donor; and

Whereas, the donation from an anonymous donor is given to the city for the purchase and installation of additional lighting to enhance the experience on the west arena of The Rec Center, in an amount of $170,000,

Now therefore be it resolved by the city council of the City of St. Louis Park that the donation is hereby accepted with thanks and appreciation.

Reviewed for administration:

Kim Keller, city manager

Attest:

Melissa Kennedy, city clerk

Adopted by the city council August 17, 2026:

Nadia Mohamed, mayor

Executive summary

Title: Resolution accepting donation to the city for National Night Out

Recommended action: Motion to adopt resolution accepting donation of JonnyPops popsicles to the fire department for National Night Out in 2026.

Policy consideration: Does the city council want to accept the donation?

Summary: State statute requires city council's acceptance of donations. This requirement is necessary in order to make sure the city council has knowledge of any restrictions placed on the use of each donation prior to it being expended.

JonnyPops has generously donated 1,400 popsicles for National Night Out on Aug. 4, 2026, at a value of $1,050.

Financial or budget considerations: This donation will be used for National Night Out in 2026.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: Resolution

Prepared by: Sue Rasmussen, office assistant
Reviewed by: Peter Hanlin, fire chief
Approved by: Kim Keller, city manager

Resolution No. 26-__

Approving acceptance of a donation to the city for National Night Out

Be it resolved by the city council of the City of St. Louis Park, Minnesota as follows:

Whereas, the City of St. Louis Park is required by state statute to authorize acceptance of any donation; and

Whereas, the city council must ratify any restrictions placed on donations by the donors; and

Whereas, the donation from JonnyPops is given to the city for National Night Out in an amount valued at $1,050,

Now therefore be it resolved by the city council of the City St. Louis Park that this donation is hereby accepted with thanks and appreciation.

Reviewed for administration:

Kim Keller, city manager

Adopted by the city council August 17, 2026:

Nadia Mohamed, mayor

Attest:

Melissa Kennedy, city clerk

Executive summary

Title: Approve contract for replacement permit and inspection management system software

Recommended action: Approve contract for replacement permit and inspection management system software

Policy consideration: Does the council want to approve a contract to replace a legacy software system in alignment with the good governance strategic priority?

Summary: The city's current permit and inspection management system (PIMS) is a legacy software system built, maintained and provided to the city through the Local Government Information Systems (LOGIS) consortium and expected to be retired by LOGIS. City staff evaluated the proposed LOGIS replacement for this software and determined it did not provide important features desired from a new system as identified by a cross-departmental workgroup. Additionally, the city wants to move to contracting directly with the software vendor rather than through the consortium. Following a Request for Proposal and quote and evaluation process by the workgroup, Tyler Technologies has been selected to provide the city's replacement permit and inspection system software. The Tyler Technologies enterprise permit and licensing (EPL) software most closely meets the city's requirements for functionality, security, accessibility, excellent internal and external user interface and cost-effectiveness.

EPL will help the city manage 26,500 permit and license applications and collect $4.4 million in revenue annually. The building inspections and licensing and property maintenance division use this software most heavily. It also supports planning, zoning, engineering, tree protection and fire permits and inspections.

Financial or budget considerations: This is a three-year contract with a total cost of $448,668, plus potential additional costs of up to $45,000 depending on use and selection of optional implementation assistance and additional modules. The contract language has been reviewed by the city attorney with required changes implemented by Tyler Technologies. The cost of the software implementation will be funded through General Fund savings identified within the current year budget. These savings reflect favorable budget-to-actual results and operational efficiencies and are not the result of reductions to services, programs or staffing. The ongoing costs will be funded through general levy in the Internal Service Fund.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: Tyler Technologies Software as a Service agreement, Tyler Technologies proposal, City of St. Louis Park request for proposal, draft agreement

Prepared by: Jacque Smith, communications and technology director
Reviewed by: Tiffany Stephens, finance director
Sean Walther, deputy community development director
Approved by: Cindy Walsh, deputy city manager

Discussion

Background: The city's current permit and inspection management system (PIMS) is a legacy software system built, maintained and provided to the city through the Local Government Information Systems (LOGIS) consortium.

The city currently uses this system to process approximately 26,500 permits and licenses and collect $4.4 million in revenue annually. These are primarily building, mechanical, plumbing electrical permits and businesses licenses. The system also supports several divisions, including planning and zoning, city clerk, engineering, facilities and fire. It is an enterprise-wide product that manages a complex system of permits, licenses, reviews, inspections and scheduling. It is an important and high-volume point of contact for the city's customers.

City staff evaluated the proposed LOGIS replacement for this software and determined it did not provide important features desired from a new system as identified by a cross-departmental workgroup. Additionally, the city wants to move to contracting directly with the software vendor rather than through the consortium, which allows for the city to have a service level agreement with the vendor, as well as other factors.

Important features for a new system were identified by a cross-department workgroup, then used to develop the request for proposal and quote (RFP/Q). Vendors who met the RFP/Q requirements were invited to provide proof-of-capability sessions to the workgroup, who scored vendors based on the original criteria they had identified as important.

After careful consideration of the workgroup scorecards and feedback, pricing and reference checks, Tyler Technologies was selected to provide the city's replacement permit and inspection system software. The Tyler Technologies enterprise permit and licensing (EPL) software most closely meets the city's requirements for functionality, security, accessibility, internal and external user interface and cost-effectiveness. The EPL software will be both internal and external facing and used for several city functions, including:

- Issuing construction project permits
- Inspecting new construction and remodeling for compliance with Minnesota State Building Code standards
- Conducting point-of-sale property inspections
- Licensing for a wide variety of functions
- Enforcing city code provisions related to property maintenance, nuisance and zoning
- Inspecting multifamily rental units and non-owner-occupied one- and two-family homes
- Issuing right of way and erosion control permits

Cost: This is a three-year contract with a total cost of $448,668, plus potential additional costs of up to $45,000 depending on use of optional implementation assistance.

2026 costs

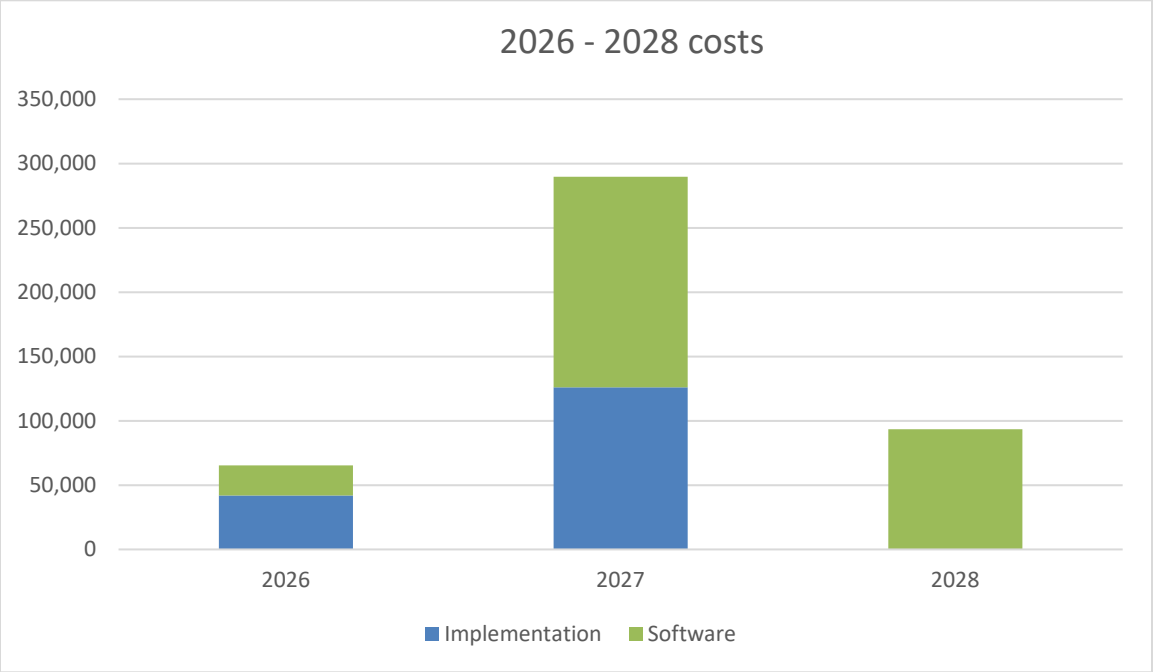
Implementation:	$42,000
Y1 software:	$23,389
Total:	*$65,389*

2027 costs

Implementation:	$126,000
Y1 software:	$70,167
Y2 software (2028):	$93,556
Total:	*$315,664*

2028 costs

Y3 software (2029):	$93,556
Total:	*$93,556*



Present considerations: As required, LOGIS was notified by June 15, 2026, of the city's intention to leave the LOGIS PIMS application in 2027. The city will continue to pay the current costs for PIMS – approximately $100,000 annually – until the new system is implemented. LOGIS has agreed to pro-rate those fees should the city accomplish the migration sooner than Dec. 31, 2027.

Next steps: Following approval and execution of the contract, implementation will begin in September 2026 and be completed no later than Dec. 31, 2027.

SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. Our current Business Travel Policy is available here: https://www.tylertech.com/portals/0/terms/Tyler-Business-Travel-Policy.pdf.
- **"Client**" means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.

- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"Professional Services**" means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all our customers who have a right to use the Tyler Software. Our current Support Call Process is available here: https://www.tylertech.com/portals/0/terms/Tyler-Support-Call-Process.pdf.
- **"Third-Party Hardware"** means the third-party hardware, if any, identified in the Investment Summary.
- **"Third-Party Products"** means the Third-Party Software and Third-Party Hardware.
- **"Third-Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third-Party Services"** means the third-party services, if any, identified in the Investment Summary.
- **"Third-Party Software"** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **"Third-Party Terms"** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties' products or services, as applicable, and attached or indicated at Exhibit D.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we," "us," "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your governmental purposes, subject to any limits for Defined Users or Data

Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no obligation to ship copies of the Tyler Software as part of the SaaS Services. Your right to use the SaaS Services applies to releases provided as part of our Maintenance and Support Services as further detailed in this Agreement.

2. Ownership.
   2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
   2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3. Data.
   3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
   3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement. Additionally, you agree that Tyler may use deidentified Data for Client or third-party demonstrative or training purposes.
   3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at https://www.tylertech.com/privacy) and applicable law.
   3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.

4. Restrictions.
   4.1. You may not:
      4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
      4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;
      4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
      4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
      4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.

6. SaaS Services.
   6.1. *Audit & Compliance*. Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party.
   6.2. *Service Levels*. The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center. Your Data will be inaccessible to our other customers.
   6.3. *Business Continuity*. Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.
   6.4. *Security Measures*. We provide secure Data transmission paths between your devices and the data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance

program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-us/compliance and, in the event of any change in our status, we will comply with applicable notice requirements.

6.5. *Password Security*. You are responsible for:

6.5.1. keeping your and your representatives' passwords secure and confidential;

6.5.2. any account activity or access that occurs pursuant to you and your representatives' passwords, its account or IdPs; and

6.5.3. notifying us of any unauthorized access to your account.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and if applicable, described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. You acknowledge that the fees stated in the Investment Summary, unless expressly stated otherwise, are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable rate by the quoted units.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.

5. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. Background Checks. All of our employees undergo criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You certify that you will use reasonable efforts to cooperate with us and make your resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, you agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to support the efficient execution of the activities required for this Agreement. Accordingly, you will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. We will not be liable for failure to meet any project deadlines or milestones when such failure is due to Force Majeure or to the failure by you to comply with the requirements of this paragraph.

9. Personnel.
   9.1. After the Effective Date, and in coordination with the project kick-off activities identified in the Statement of Work, Tyler will make its project staffing assignments. Upon request, Tyler will provide Client with project resumes, demonstrating relevant past project experience, for project team members that are allocated for onsite services on the project. Client agrees that those resumes are for Client's information and planning purposes only.
   9.2. Once Tyler's project team is assembled and Client's counterparts have been identified, both parties agree that, except for reasons outside of their control, they will not remove staff and personnel from their assigned project roles without reasonable advance notice and good cause, and that they will work together to mitigate project impacts after any such removal. The parties will also work together to manage the project impact resulting from the temporary unavailability of project staff from either party. Tyler agrees to use commercially reasonable efforts to maintain consistency of project personnel and commit to replacement resources having sufficient project knowledge, without additional cost to Client, in order to render services in accordance with contractual requirements.
   9.3. In the event Tyler's personnel is/are not providing services consistent with Tyler's services warranty or are otherwise negatively impacting the project, Client will notify Tyler of that deficiency and give Tyler a reasonable opportunity to correct it. If the deficiency persists, Tyler will replace that project member, upon written request and demonstration of good cause. Replacement staff will be assigned following the same processes set forth above and shall have reasonably sufficient experience and project knowledge to fulfill applicable obligations under the Agreement. The foregoing notwithstanding, if the replacement personnel is providing services onsite, Client shall remain liable for travel expenses incurred by such personnel, to be invoiced in accordance with the Business Travel Policy.

10. Maintenance and Support Services.
   10.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
      10.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
      10.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
      10.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;

10.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.

10.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.

10.3. We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. We also reserve the right to collect Tyler Software or SaaS Services telemetry for product evaluation, quality assurance, and security monitoring and enhancement purposes. You agree to reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.

10.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

SECTION D – THIRD-PARTY PRODUCTS

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.

2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you. Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.

3. Third Party Products Warranties.
   3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as applicable, to the Third-Party Products.
   3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
   3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.

4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided

independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

SECTION E – TERM AND TERMINATION

1. Term. The initial term of this Agreement is equal to the number of years indicated for SaaS Services in Exhibit A or one (1) year if no duration is indicated. The initial term commences on October 1, 2026. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(2).
   2.1. *Failure to Pay Fees*. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
   2.2. *For Cause*. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(2). You may terminate this Agreement for cause after following the procedures set forth in Section G(2).
   2.3. *Force Majeure*. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
   2.4. *Lack of Appropriations*. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.
   1.1. We will defend you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
   1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.
   1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:
      1.3.1. procure the right to continue its use;

1.3.2. modify it to make it non-infringing; or
1.3.3. replace it with a functional equivalent.
We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.

1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1. We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by our negligence or willful misconduct; or (ii) our violation of law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2. To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by your negligence or willful misconduct; or (ii) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.

4. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).

5. EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR

CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (i) Commercial General Liability of at least $1,000,000 per occurrence and $2,000,000 aggregate; (ii) Automobile Liability of $1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of $1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION G – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current pricing, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Performance Issues and Dispute Resolution.
   2.1. *Notice*. You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
   2.2. *Invoice Issues*.
      2.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.
      2.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.
      2.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.
      2.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.
      2.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.
   2.3. *Dispute Resolution*. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential

settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

3. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

4. Nondiscrimination. We will not discriminate against any employee or applicant in our employment practices or the performance of our duties, responsibilities, and obligations under this Agreement because of race, color, religion, gender, age, disability, religious beliefs, national, or ethnic origin. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

5. E-Verify. We use the U.S. Department of Homeland Security's E-Verify system to confirm the eligibility of all current employees and persons hired during the contract term to perform services within the United States under this Agreement.

6. Subcontractors. We will not subcontract any Professional Services specifically for this Agreement without your prior written consent, not to be unreasonably withheld.

7. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

8. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

9. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.

10. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings,

and representations, whether written, oral, expressed, or implied. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified in writing, signed by an authorized representative of the party against whom enforcement is sought.

11. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

13. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

14. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; or (ii) five (5) days following deposit with registered or certified mail with proper postage affixed and addressed to the other party at the address set forth in this Agreement or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

15. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.

16. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
    i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
    ii. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
    iii. a party receives from a third party who has a right to disclose it to the receiving party; or
    iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us

prompt notice and otherwise perform the functions required by applicable law.

17. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

18. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state or commonwealth of domicile, without regard to its rules on conflicts of law.

19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. In such cases, we reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

21. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

22. Minnesota Government Data Practices Act. Tyler must comply with the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, including cooperating with Client with respect to the Client's public record obligations and avoiding unauthorized disclosure of nonpublic Data, as it applies to (1) all data provided by the Client pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by the Tyler pursuant to this Agreement. Tyler is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes § 13.08, as if they were a government entity. In the event Tyler receives a request to release data, Tyler must immediately notify Client. Client will give Tyler instructions concerning the release of the data to the requesting party before the data is released. Tyler agrees to defend, indemnify, and hold Client, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from unlawful disclosure and/or use of protected data by Tyler, its officers, agents, partners, employees, volunteers, subcontractors or assignees. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

23. Accessibility Requirements. All public-facing web content documents, reports, maps, plans, graphics, and other deliverables, to the extent not otherwise configured or modified by the City shall substantially conform to applicable intended for public release or posting on Client websites or

mobile applications, or on third party websites or mobile applications on behalf of the Client, must be provided in an ADA-accessible format meeting WCAG 2.1 A, AA success criteria, standards by no later than the timeframe set forth under the Americans with Disabilities Act and its implementing regulations, unless it meets an exception outlined in 28 C.F.R. § 35.201, and any other applicable federal or state accessibility laws. To the extent that such conformance is not achieved, Tyler shall provide a roadmap describing testing and remediation efforts necessary to achieve substantial conformance. Tyler agrees to maintain accessibility compliance throughout the Agreement and to respond to reported accessibility issues through its normal maintenance and support channels in accordance with any applicable Service Level Agreement. Tyler represents and warrants that its deliverables will comply with all federal and state accessibility laws and regulations. Failure to provide accessible deliverables may result in the Client withholding payment until accessible versions are provided.

24. Tyler Subject to Audit. Pursuant to Minnesota Statutes, § 16C.05, Subdivision 5, Tyler agrees that the Client, the State Auditor, or any of their duly authorized representatives, upon one week advance written notice at any time during normal business hours and as often as they may reasonably deem necessary once per year, shall have access to and the right to examine, audit, excerpt, and transcribe any the books, documents, papers, records, and etc., which are pertinent to the accounting practices and procedures of Tyler that are relevant to this Agreement the Client, and involve transactions relating to this Agreement. Tyler agrees to maintain these records for a period of six years from the date of termination of this Agreement creation.

25. Contract Documents & Order of Precedence.

25.1. *Contract Documents*. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Terms
Exhibit C	Service Level Agreement
Exhibit D	Third-Party Terms
Exhibit E	Statement of Work
Exhibit F	City of St. Louis Park Request for Proposal (“Client’s RFP”)
Exhibit G	Tyler Technologies proposal submitted to the City of St. Louis Park (“Tyler’s Proposal”)

25.2. *Order of Precedence*. In the event of any conflict or inconsistency between the terms of this Agreement and any exhibits, the conflict or inconsistency shall be resolved by using the following order of precedence:

- Sections A-G of this Agreement and Exhibits A-E
- Exhibit G (Tyler’s Proposal)
- Exhibit F (Client’s RFP)

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.	City of St. Louis Park, Minnesota
By:_____	By:_____
Name:_____	Name:_____
Title:_____	Title:_____
Date:_____	Date:_____
Address for Notices: Tyler Technologies, Inc. 7701 College Boulevard Overland Park, KS 66210 Attention: Chief Legal Officer	Address for Notices: City of St. Louis Park 5005 Minnetonka Blvd. St Louis Park, MN 55416-2216 Attention: _____

Exhibit A
Investment Summary

The Investment Summary details the products and services to be delivered by us, or a third party, as applicable, to you under the Agreement. This Investment Summary is effective as of the Effective Date regardless of any expiration date in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By:	Ray Kinard
Quote Expiration:	10/6/26
Quote Name:	Tyler EPL

Sales Quotation For:
City of St. Louis Park
5005 Minnetonka Blvd
St Louis Park MN 55416-2216

Tyler SaaS

Description	Term	Monthly Fee	Users/Units	Annual Fee
Enterprise Permitting & Licensing Core Software				
Enterprise Permitting & Licensing User		$ 201	35	$ 84,595
Enterprise Permitting & Licensing Foundation		$ 1,401	1	$ 16,813
Business Management Suite		$ 700	1	$ 8,407
Community Development Suite		$ 700	1	$ 8,407
Enterprise Permitting & Licensing Extensions				
Enterprise Permitting & Licensing - Read Only User		$ 31	35	$ 12,810
3rd Party Enterprise Permitting & Licensing Document Management API Connector		$ 219	1	$ 2,627
Sub-Total:				$ 133,659
Less Discount				*$ 40,103*
TOTAL	**3.00**			**$ 93,556**

Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Professional Services				
Configuration Training	40	$ 225	$ 9,000	$ 0
Data Conversion Services	120	$ 250	$ 30,000	$ 0
End User Training	40	$ 225	$ 9,000	$ 0
Production Support	40	$ 225	$ 9,000	$ 0
Professional Implementation Services	348	$ 225	$ 78,300	$ 0
Project Manager Services	148	$ 225	$ 33,300	$ 0
Professional Services				
AWS Configuration Fee - New	1	$ 4,658	$ 4,658	$ 0
Sub-Total:			$ 173,258	
Less Discount:			*$ 4,658*	
TOTAL:			**$ 168,600**	**$ 0**

Summary	**One Time Fees**	**Recurring Fees**
Total SaaS		$ 93,556

Total Services	$ 168,600	$ 0
Total Third-Party Hardware, Software, Services	$ 0	$ 0
Summary Total	**$ 168,600**	**$ 93,556**
Estimated Travel Expenses	**$ 12,000**	

Optional Tyler SaaS

Description	Term	Monthly Fee	Users/Unit	Annual Fee
Enterprise Permitting & Licensing Extensions				
eReviews		$ 1,051	1	$ 12,610
Decision Engine		$ 610	1	$ 7,314
Enterprise Permitting & Licensing Civic Access Credit Card Payment API Toolkit		$ 219	1	$ 2,627
	TOTAL	**3.00**		**$ 22,551**

Optional Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Professional Services				
Integration Services for API/SDK Support	10	$ 250	$ 2,500	$ 0
Custom Forms/Letters	10	$ 3,000	$ 30,000	$ 0
TOTAL			**$ 32,500**	**$ 0**

Comments
SaaS Monthly Fees are rounded to the nearest dollar. The Annual Fee value represents the cost to the customer.

eReviews enables the electronic review and markup process of submitted plans and other documentation within the regulatory process. eReviews also requires third party software either from Avolve's DigEplan (which is sold by Tyler) or Bluebeam (sold separately through Bluebeam resellers) to be purchased.

Enterprise Permitting & Licensing Foundation includes GIS for EPL Users, Core Foundation Bundle, Advanced Automation Bundle, Data & Reporting Access, Report Toolkit, EPL API Toolkit and 1 TB of Storage

Business Management Suite includes Civic Access for Business Management and Business Management Executive Insights

Community Development Suite includes Civic Access for Community Development and Community Development Executive Insights

Enterprise Permitting & Licensing User includes back-office and Workforce Mobile access

The SaaS Setup Fee for your project has been discounted by 100% by credits sponsored and provided by Amazon Web Services (AWS)

Custom Forms/Letters are ground up single record custom report based on client specifications. A form/letter returns data from a single record in EnerGov (permit, code case, etc).

Investment Summary Notes
Project Delays and Change Control: Any delays in the client's completion, review, or acceptance of deliverables that extend the project timeline will be subject to the change control process. This may result in additional costs, including, but not limited to, extra service hours for project management, consulting, and conversion development.

Cancellation Policy: If the client cancels services with less than two (2) weeks' notice, the client will be liable to Tyler for information.png all nonrefundable expenses incurred on the client's behalf and (ii) daily fees for the canceled services if Tyler is unable to reassign its personnel.

Implementation Service Hours: Implementation service hours are scheduled and provided in increments of four (4) or eight (8) hours. The implementation service hours assume a 75% remote and 25% onsite split but can vary per project. The hours do not include travel expenses.

Public Administration Security Console (PASC): PASC is a tool that allows Support staff to access client environments using specified Tyler-owned accounts with rolling passwords.

Client Responsibility for GIS Services: The client is responsible for providing and maintaining the GIS services required by Enterprise Permitting & Licensing in compliance with Tyler's GIS deployment guidelines.

Civic Access serves as the client's online portal for citizens. Tyler will ensure the portal is operational and integrated with GIS, configure the payment portal (if applicable), and provide training for Civic Access configuration. The client configures online applications and other components not specified above.

Tyler Hub is a platform that allows clients to customize individual user dashboards for tasks and data visualization. Tyler will connect the EPL data source

to Hub and provide training for user dashboard personalization. The client is responsible for personalizing and maintaining user dashboards. Any additional data source connections to Hub will be subject to the change control process and may incur additional costs.

Decision Engine is a web-based extension for Civic Access that guides citizens to the appropriate online applications through a series of questions. If purchased, Tyler will establish the connection, troubleshoot as needed, and provide training for application configuration. The client is responsible for designing and implementing the questionnaires.

Implementation Notes
Enterprise Permitting & Licensing (EPL) Implementation: This implementation follows a shared services model. Tyler is responsible for configuring 5 case types as examples, with the client completing the remaining configuration. Each unique case type configured by Tyler is estimated to require 25-30 hours for definition, configuration, and validation. Tyler will also enable the application's standard Geo Rules and standard automation events. The client will manage all additional configuration tasks.

Tyler's implementation team will primarily handle the following tasks:
• Training on EPL functionality.
• Providing training, best practices, and consultation on software configuration and maintenance for EPL and Civic Access applications.
• Establish connections between EPL, Civic Access, and the client-published GIS map services and configure EPL's Live Link component.
• Configure and validate core EPL functionalities, including global settings and initial user roles.
• Configure and validate the payment system for EPL and Civic Access or enable electronic payments based on client-supplied payment gateway information (where applicable, depending on the contract and the client securing an approved payment gateway).
• Configure and validate integrations between Tyler products (Enterprise ERP, Cashiering, Content Manager, Enterprise Service Requests, and others as applicable based on the contract).

Client's Responsibilities The client's Subject Matter Experts (SMEs) are expected to be available approximately 25-50% of each week (depending on the number of processes) throughout the project to perform configuration and validation, in addition to time spent with the Tyler team. The client's configuration team should plan to dedicate 30-45 hours per process following the completion of configuration training. The client's SMEs will primarily be responsible for the following tasks:
• Configuring Case Types and Work Classes, including all associated module components.
• Set up system configurations (e.g., Holidays, Zones, Hold Types, Hearing Types, etc.).
• Configure dynamic custom fields for Report Setup.
• Configure users and user roles.
• Configure Workflow components and Workflow Templates (e.g., Steps, Actions, Submittal Types, Item Reviews, etc.).
• Customizing and administering Civic Access (e.g., allowed Case Types, Application instructions, Geo Rules, Themes, Headers, Menus, Security Settings, etc.).
• Configure Automation Events (e.g., Intelligent Objects, standard Intelligent Queries) to manage tasks such as emails, tasks, Geo Rules, etc.
• Manage any additional configuration tasks as the client desires.

Integration Notes
Enterprise Permitting & Licensing (EPL) API Implementation & Support: Tyler's services for EPL API implementation are limited to delivering the API and providing guidance to the client's integration development team. Tyler does not offer integration development services for EPL API/SDK toolkits. The client, or a chosen third-party integrator, will be responsible for all development work related to the API/SDK.

Integration with Executive Insights: Tyler will establish the connection and verify the data exchange between Executive Insights and EPL. No additional integrations are included in the scope of this implementation.

Conversion and Reports Notes
Full Conversion: The Client will provide Tyler with up to [1] legacy data source containing data related to Permitting, Planning, Licensing, Inspection, and Code Enforcement from the legacy system. The Client is responsible for extracting the data from their legacy system(s) and delivering it to Tyler in an acceptable format. Tyler will not manipulate or correct the legacy data on behalf of the Client; the Client must resolve any data quality issues before submission. Tyler will populate the Data Conversion Template database (DCT-DB) with the legacy data for conversion into EPL. Tyler will use the completed DCT-DB to produce a mapping document to enable the Client to correlate legacy data fields with EPL fields. The Client is responsible for all data mapping decisions and document completion. The DCT-DB and mapping document provided by the client will translate the legacy data into the EPL software, constituting a "conversion pass." The scope of this implementation includes four (4) conversion passes: two (2) evaluation passes, one (1) simulated go-live pass, and one (1) final golive pass. No additional conversion services are included in the scope of this implementation. Any further data sources will require a change order.

Custom Reports: No custom reports, forms, or letters are included in this implementation.

Exhibit B
Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Annual Services.
   1.1. *SaaS Services*.
      1.1.1. SaaS Fees for the initial term will be invoiced as follows:

Date	Amount
10/1/2026	$23,389
1/1/2027	$23,389
4/1/2027	$23,389
7/1/2027	$23,389
10/1/2027	$93,556
10/1/2028	$93,556

      1.1.2. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, SaaS fees will be invoiced annually in advance of each October 1 and at our then-current rates.
   1.2. *Other Annual Services*. Fees for annual services other than SaaS Services are invoiced on an annual basis, beginning with the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2. Tyler Services.
   2.1. *Professional Services Generally*: Unless otherwise indicated below, fees for Tyler services are invoiced as delivered.
   2.2. *Consulting Services*: Fixed fee Consulting Services will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module.
   2.3. *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

2.4. *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced (i) 50% upon delivery of specifications and (ii) 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.

2.5. *Other Fixed Price Services*: Other fixed price services are invoiced as delivered. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning. Strategic Program Management Services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of program planning.

3. Hardware & Third-Party Products.

3.1. *Hardware*: Hardware costs, if any, are invoiced upon delivery.

3.2. *Hardware Maintenance*: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.

3.3. *Third-Party Services*: Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.

3.4. *Third Party Software*. License Fees for Third Party Software, in any, are invoiced when the applicable Third Party Software is made available to you for download.

3.5. *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.

3.6. *Third-Party SaaS Services*. Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

Exhibit C
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work

with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	**Client Relief**
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.

Exhibit D
Third-Party Terms

RESERVED

Exhibit E
Statement of Work

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City of St. Louis Park

SOW from Tyler Technologies, Inc.

6/15/2026

Presented to:
Jacque Smith
Communications and Technology Director
5005 Minnetonka Blvd., St. Louis Park, MN 55416

Contact:
Ray Kinard
Email: Ray.Kinard@TylerTech.com
2530 Sever Road, Suite 200, Lawrenceville, GA 30043

Table of Contents

PART 1: EXECUTIVE SUMMARY 1

1. Project Overview 1
1.1 Introduction 1
1.2 Project Goals 1
1.3 Methodology 1

PART 2: PROJECT FOUNDATION 3

2. Project Governance 3

3. Project Scope Control 4
3.1 Managing Scope and Project Change 4
3.2 Change Control 4
3.3 Change Request Management 4

4. Acceptance Process 6

5. Roles and Responsibilities 6
5.1 Tyler Roles & Responsibilities 6
5.1.1 Tyler Executive Manager 7
5.1.2 Tyler Implementation Manager 7
5.1.3 Tyler Project Manager 7
5.1.4 Tyler Implementation Consultant 8
5.1.5 Tyler Sales 8
5.1.6 Tyler Technical Services 8
5.1.7 Tyler API Services 9
5.1.8 Tyler Modification Services 9
5.2 City of St. Louis Park Roles & Responsibilities 9
5.2.1 City of St. Louis Park Executive Sponsor 9
5.2.2 City of St. Louis Park Steering Committee 9
5.2.3 City of St. Louis Park Project Manager 10
5.2.4 City of St. Louis Park Functional Leads 11
5.2.5 City of St. Louis Park Power Users 12
5.2.6 City of St. Louis Park End Users 12
5.2.7 City of St. Louis Park Technical Lead 12
5.2.8 City of St. Louis Park Change Management Lead 13

PART 3: PROJECT PLAN 14

6. Project Stages 14
6.1 Initiate and Plan 15
6.1.1 Initial Coordination 15

6.1.2 Project/Phase Planning 16
6.1.3 Infrastructure Planning 17
6.1.4 Stakeholder Meeting 18
6.1.5 GIS Preparation 19
6.1.6 Control Point 1: Initiate & Plan Stage Acceptance 20
6.2 Assess & Define 21
6.2.1 Solution Orientation 21
6.2.2 Current & Future State Analysis 21
6.2.3 Conversion Assessment 23
6.2.4 Intentionally left blank. 24
6.2.5 Intentionally left blank. 24
6.2.6 Control Point 2: Assess & Define Stage Acceptance 24
6.3 Prepare Solution 24
6.3.1 Initial System Deployment 24
6.3.2 Configuration 25
6.3.3 Process Refinement 26
6.3.4 Conversion Delivery 28
6.3.5 Intentionally left blank. 30
6.3.6 Intentionally left blank. 30
6.3.7 Control Point 3: Prepare Solution Stage Acceptance 30
6.4 Production Readiness 30
6.4.1 Solution Validation 30
6.4.2 Go-Live Readiness 31
6.4.3 End User Training 32
6.4.4 Control Point 4: Production Readiness Stage Acceptance 33
6.5 Production 34
6.5.1 Go-Live 34
6.5.2 Transition to City of St. Louis Park Services 35
6.5.3 Post Go-Live Activities 36
6.5.4 Control Point 5: Production Stage Acceptance 37
6.6 Close 37
6.6.1 Phase Closeout 38
6.6.2 Project Closeout 39
6.6.3 Control Point 6: Close Stage Acceptance 40

7. General Assumptions 40
7.1 Project 40
7.2 Organizational Change Management 40
7.3 Resources and Scheduling 41
7.4 Data 41
7.5 Facilities 42

8. Glossary 43

PART 4: APPENDICES 46

9. Conversion 46
9.1 Data Conversion Process for Enterprise Permitting & Licensing Enterprise Server 46
9.1.1 Overview: 46
9.1.2 Modularized Design: 46
9.1.3 Required Fields: 46
9.1.4 Custom Fields (any fields not available in the master table for the module in question): 46
9.1.5 Gap Handling (where legacy data doesn't fit anywhere within EG_Template): 47
9.1.6 Contacts: 47
9.1.7 Multiple Legacy Data Sources: 47
9.1.8 Overall Architecture of Conversion: 47
9.1.9 Progression of Conversion Development Process: 49
9.1.10 Progression of Final Conversion Cutover Process (Go-Live): 50
9.1.11 Data Import Areas: 50
9.1.12 Business Management 50
9.1.13 Community Development: Code Cases 50
9.1.14 Community Development: Permits 51
9.1.15 Community Development: Plans 51

10. Additional Appendices 53
10.1 Intentionally left blank. 53

11. Project Timeline 54
11.1 Enterprise Permitting & Licensing 16 Month Timeline 54

Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how the City of St. Louis Park gains actionable insights that solve problems.

1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the City of St. Louis Park (collectively the "Project").

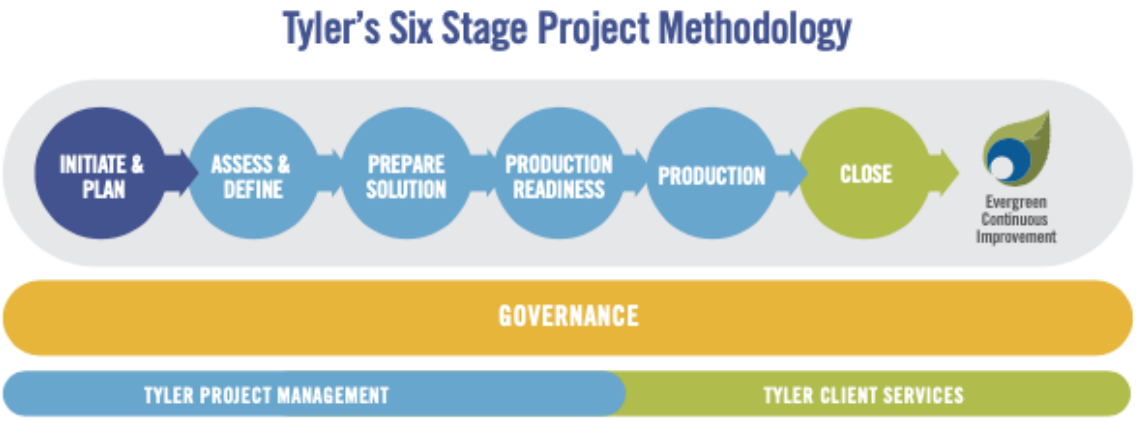
The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Methodology

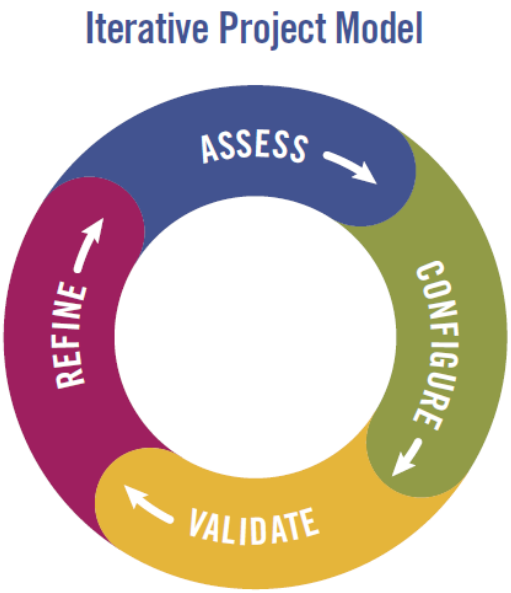
This is accomplished by the City of St. Louis Park and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases and is scaled to meet the City of St. Louis Park's complexity and organizational needs.



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City of St. Louis Park and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City of St. Louis Park and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the City of St. Louis Park's processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

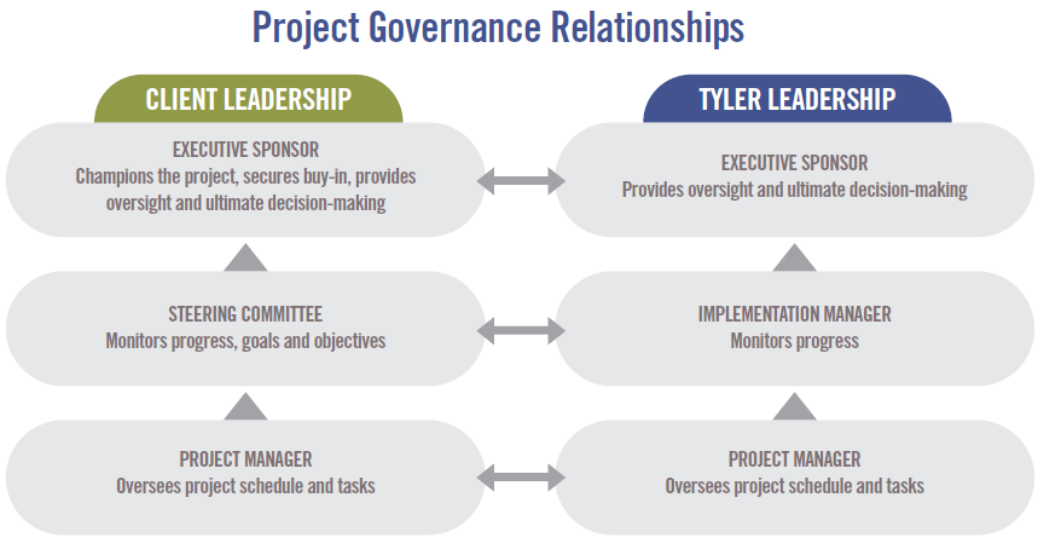
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occur during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City of St. Louis Park collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City of St. Louis Park Steering Committee become the escalation points to triage responses prior to escalation to the City of St. Louis Park and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. Them City of St. Louis Park and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.

A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee, and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to City of St. Louis Park; for example, City of St. Louis Park may decide it no longer

needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to City of St. Louis Park, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The City of St. Louis Park will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the City of St. Louis Park). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City of St. Louis Park office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City of St. Louis Park will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining City of St. Louis Park feedback and approval on Project deliverables will be critical to the success of the Project. City of St. Louis Park project manager will strive to gain deliverable and decision approvals from all authorized City of St. Louis Park representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City of St. Louis Park department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- City of St. Louis Park shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If City of St. Louis Park does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If City of St. Louis Park does not agree the Deliverable or Control Point meets requirements, City of St. Louis Park shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. City of St. Louis Park shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If City of St. Louis Park does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for City of St. Louis Park and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at City of St. Louis Park, but are roles defined within the Project. It is common for individual resources on both the Tyler and City of St. Louis Park project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying City of St. Louis Park ’s overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to City of St. Louis Park ’s executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City of St. Louis Park management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by City of St. Louis Park, the Tyler Project Manager provides regular updates to City of St. Louis Park Steering Committee and other Tyler governance members. Tyler Project Manager’s role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone signoffs for acceptance by City of St. Louis Park project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.

- Collaborates with City of St. Louis Park project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between City of St. Louis Park and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to City of St. Louis Park any items that may impact the outcomes of the Project.
- Collaborates with City of St. Louis Park 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with City of St. Louis Park 's project manager(s) to set a routine communication plan that will aide all Project team members, of both City of St. Louis Park and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides City of St. Louis Park through software validation process following configuration.
- Assists during Go-Live process and provides support until City of St. Louis Park transitions to City of St. Louis Park Services.
- Facilitates training sessions and discussions with City of St. Louis Park and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).

- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.
- Provides technical training.
- Conducts GIS Planning.
- Reviews GIS data and provides feedback to City of St. Louis Park.
- Loads City of St. Louis Park provided GIS data into the system.

5.1.7 Tyler API Services

- Provides training in the use of the API Toolkit.
- Provides consulting services in the use of the API Toolkit to City of St. Louis Park, as City of St. Louis Park builds interfaces.

5.1.8 Tyler Modification Services

- Programs modification(s) per the agreed upon business requirements document(s).
- Performs internal quality assurance.
- Provides software updates and defect fixes.
- Completes interface development for in-scope interfaces.

5.2 City of St. Louis Park Roles & Responsibilities

City of St. Louis Park resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 City of St. Louis Park Executive Sponsor

City of St. Louis Park executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers City of St. Louis Park steering committee, project manager(s), and functional leads to make critical business decisions for City of St. Louis Park.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 City of St. Louis Park Steering Committee

City of St. Louis Park steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees City of St. Louis Park project manager and Project through participation in regular internal meetings. City of St. Louis Park steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. City of St. Louis Park steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - City of St. Louis Park Policies
    - Needs of other City of St. Louis Park projects

5.2.3 City of St. Louis Park Project Manager

City of St. Louis Park shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. City of St. Louis Park Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When City of St. Louis Park project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. City of St. Louis Park project manager(s) are responsible for reporting to City of St. Louis Park steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for City of St. Louis Park project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.

- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between City of St. Louis Park and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both City of St. Louis Park staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all City of St. Louis Park resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City of St. Louis Park technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 City of St. Louis Park Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to City of St. Louis Park project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development

- Schedule development
- Maintenance and monitoring of risk register
- Escalation of issues
- Communication with Tyler project team
- Coordination of City of St. Louis Park resources
- Attendance at scheduled sessions
- Change management activities
- Modification specification, demonstrations, testing and approval assistance
- Data analysis assistance
- Decentralized end user training
- Process testing
- Solution Validation

5.2.5 City of St. Louis Park Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on City of St. Louis Park business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to City of St. Louis Park staff during and after implementation.
- Participate in conversion review and validation.

5.2.6 City of St. Louis Park End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 City of St. Louis Park Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for City of St. Louis Park third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.

- Extracts and transmits conversion data and control reports from City of St. Louis Park's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 City of St. Louis Park GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of City of St. Louis Park GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.
- Provides Tyler implementation team with GIS data/service access information.

5.2.7.2 City of St. Louis Park Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage City of St. Louis Park's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City of St. Louis Park and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 City of St. Louis Park Change Management Lead

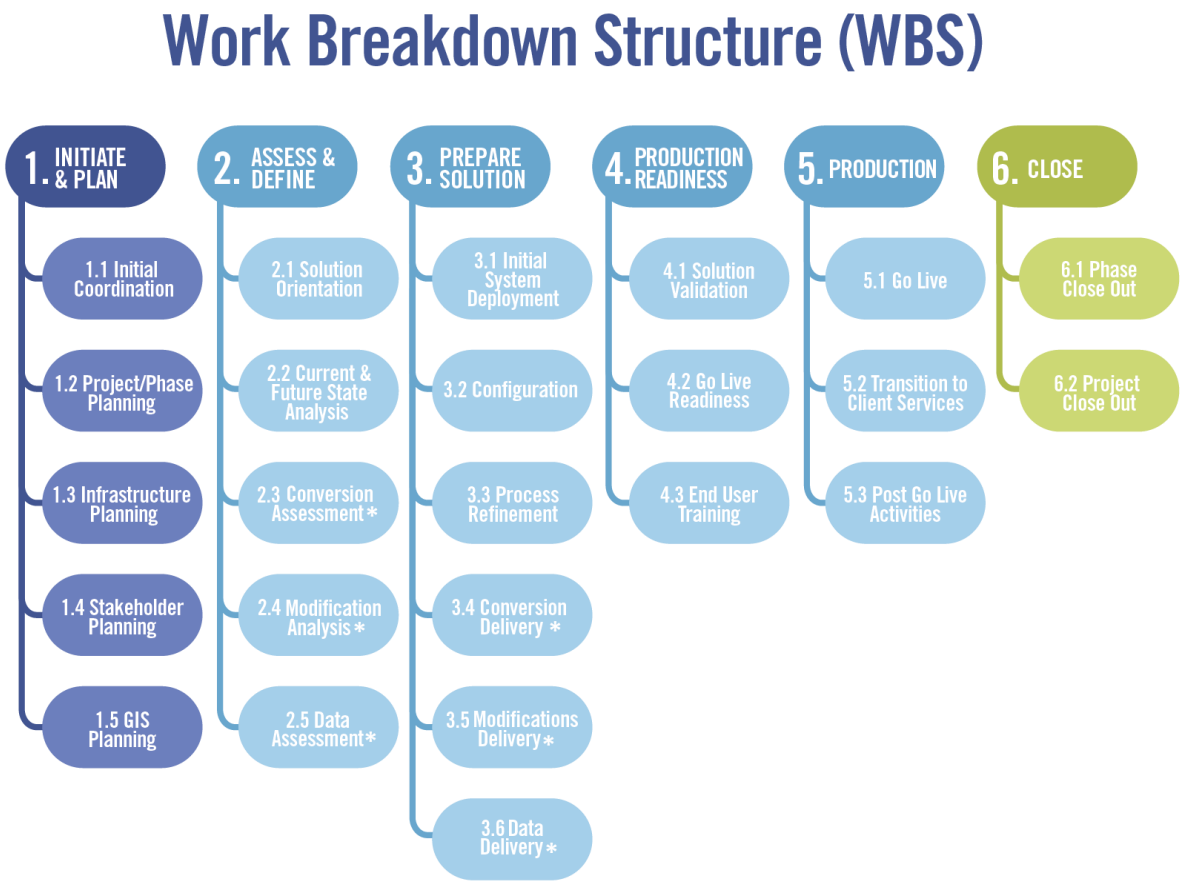
- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages", and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point", confirming the work performed during that stage of the Project has been accepted by City of St. Louis Park.



**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as "Intentionally Left Blank" in Section 6 of the Statement of Work.*

6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides City of St. Louis Park with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. City of St. Louis Park gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with City of St. Louis Park's team. During this step, Tyler will work with City of St. Louis Park to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify City of St. Louis Park project team.

STAGE 1	Initial Coordination																
	Tyler								City of St. Louis Park								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
City of St. Louis Parkproject team is assigned									A	I	R	I	I	I			
Provide initial project documents to City of St. Louis Park		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						

Create Project Portal to store project artifacts and facilitate communication		A	R								I					

Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Completed initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with City of St. Louis Park to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all City of St. Louis Park Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to City of St. Louis Park's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with City of St. Louis Park Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize City of St. Louis Park with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				
Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	City of St. Louis Park provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City of St. Louis Park has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. This task is especially important for Tyler-hosted/SaaS deployment models. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. Tyler will install Licensed Software on application server(s) or train City of St. Louis Park to install License Software. City of St. Louis Park is responsible for the installation and setup of all peripheral devices.

Objectives:

- Ensure City of St. Louis Park's infrastructure meets Tyler's application requirements.
- Ensure City of St. Louis Park's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Provide Infrastructure Requirements and Design Document		A	R		C		C				I						I
Initial Infrastructure Meeting		A	R		C		C				C						C
*Schedule SaaS Environment Availability		A	R				C				I						
*Schedule Hardware to be Available for Installation			I				I		A		R						C
Schedule Installation of All Licensed Software		A	R				C				I						I
Infrastructure Audit		A	R				C				I						C

Inputs	1. Initial Infrastructure Requirements and Design Document

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	1. Completed Infrastructure Requirements and Design Document	Delivery of Document
	2. Infrastructure Audit	**System Passes Audit Criteria**

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to City of St. Louis Park Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in City of St. Louis Park team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

6.1.5 GIS Preparation

GIS data is a core part of many Tyler applications. Other City of St. Louis Park offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

- Identify all City of St. Louis Park GIS data sources and formats.
- Tyler to understand City of St. Louis Park's GIS needs and practices.
- Ensure City of St. Louis Park's GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C
Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C
Review GIS Data and Provide Feedback		A	R				C				I						C

Inputs	GIS Requirements Document

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Production Ready Map Data	Meets Tyler GIS Requirements.

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- City of St. Louis Park is responsible for maintaining the GIS data.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to City of St. Louis Park
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document
- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City of St. Louis Park business processes. This information will be used to identify and define business processes utilized with Tyler software. City of St. Louis Park collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City of St. Louis Park team knowledge transfer such as: eLearning, documentation, or walkthroughs. City of St. Louis Park team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare City of St. Louis Park for current and future state analysis.

STAGE 2	Solution Orientation																
	Tyler								City of St. Louis Park								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

City of St. Louis Park and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The

options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

City of St. Louis Park will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is City of St. Louis Park's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis																
	Tyler								City of St. Louis Park								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	City of St. Louis Parkcurrent state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- City of St. Louis Park attendees possess sufficient knowledge and authority to make future state decisions.
- City of St. Louis Park is responsible for any documentation of current state business processes.
- City of St. Louis Park can effectively communicate current state processes.

6.2.3 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment															
	Tyler								City of St. Louis Park							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City of St. Louis Park Source data
	City of St. Louis Park Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	City of St. Louis Park Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with City of St. Louis Park representatives to identify business rules before writing the conversion.
- City of St. Louis Park subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.4 Intentionally left blank.

6.2.5 Intentionally left blank.

6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by City of St. Louis Park against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- City of St. Louis Park can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software with Initial Database on Server(s) for Included Environments			A				R				I						C
Install Licensed Software on City of St. Louis Park Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on City of St. Louis Park Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	System Passes
	Infrastructure Design Document (C&J – If Applicable)	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- City of St. Louis Park will provide network access for Tyler modules, printers, and Internet access to all applicable City of St. Louis Park and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with City of St. Louis Park to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. City of St. Louis Park collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate City of St. Louis Park Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler								City of St. Louis Park								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete City of St. Louis Park configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	N/A

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. City of St. Louis Park is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate City of St. Louis Park users on how to execute processes in the system to prepare them for the validation of the software. City of St. Louis Park collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that City of St. Louis Park understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement															
	Tyler								City of St. Louis Park							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (City of St. Louis Park Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update City of St. Louis Park-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	

	Completed City of St. Louis Park-specific process documentation (completed by City of St. Louis Park)	

Work package assumptions:

- None

6.3.4 Conversion Delivery

The purpose of this task is to transition City of St. Louis Park's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, City of St. Louis Park will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with City of St. Louis Park to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.

Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	N/A
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- City of St. Louis Park will provide a single file layout per source system as identified in the investment summary.
- City of St. Louis Park subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- City of St. Louis Park project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 Intentionally left blank.

6.3.6 Intentionally left blank.

6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare City of St. Louis Park team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with City of St. Louis Park to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that City of St. Louis Park verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure City of St. Louis Park organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City of St. Louis Park updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and City of St. Louis Park will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure City of St. Louis Park has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and City of St. Louis Park will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness

	Tyler								City of St. Louis Park								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to City of St. Louis Park

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. City of St. Louis Park users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop City of St. Louis Park specific business process documentation. City of St. Louis Park-led training labs using City of St. Louis Park specific business process documentation if created by City of St. Louis Park can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- City of St. Louis Park is prepared for on-going training and support of the application.

STAGE 4	End User Training															
	Tyler								City of St. Louis Park							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (City of St. Louis Park-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City of St. Louis Park signoff that training was delivered

Work package assumptions:

- City of St. Louis Park project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with City of St. Louis Park as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of City of St. Louis Park departments.
- City of St. Louis Park will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and City of St. Louis Park will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with City of St. Louis Park to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to City of St. Louis Park Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, City of St. Louis Park and Tyler will complete work assigned to prepare for Go-Live.

City of St. Louis Park provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, City of St. Louis Park manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with City of St. Louis Park during Go-Live activities. City of St. Louis Park transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- City of St. Louis Park data available in Production environment.

STAGE 5	Go-Live															
	Tyler								City of St. Louis Park							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R

Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	City of St. Louis Park confirms data is available in production environment

Work package assumptions:

- City of St. Louis Park will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- City of St. Louis Park business processes required for Go-Live are fully documented and tested.
- City of St. Louis Park Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- City of St. Louis Park Project Team and Power User's provide business process context to the end users during Go-Live.
- The Tyler Go-Live support team is available to consult with City of St. Louis Park teams as necessary.
- The Tyler Go-Live support team provides standard functionality responses, which may not be tailored to the local business processes.

6.5.2 Transition to City of St. Louis Park Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of City of St. Louis Park onto the Tyler City of St. Louis Park Services team, who provides City of St. Louis Park with assistance following Go-Live, officially transitioning City of St. Louis Park to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to City of St. Louis Park teams for key processes and subject areas.

STAGE 5	Transition to City of St. Louis Park Services	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer City of St. Louis Park to City of St. Louis Park Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	City of St. Louis Park Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities	
	Tyler	City of St. Louis Park

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- City of St. Louis Park services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. City of St. Louis Park transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler City of St. Louis Park Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler City of St. Louis Park Services team will assume ongoing support of City of St. Louis Park for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and City of St. Louis Park teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								City of St. Louis Park								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	City of St. Louis Park
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	City of St. Louis Park Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time City of St. Louis Park may choose to begin working with City of St. Louis Park Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to City of St. Louis Park teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								City of St. Louis Park								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	City of St. Louis Park Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City of St. Louis Park and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	City of St. Louis Park acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and City of St. Louis Park will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- City of St. Louis Park Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to City of St. Louis Park project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, City of St. Louis Park is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring City of St. Louis Park to make process changes.
- City of St. Louis Park is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City of St. Louis Park is responsible for managing Organizational Change. Impacted City of St. Louis Park resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An

important part of change is ensuring that impacted City of St. Louis Park resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- City of St. Louis Park resources will participate in scheduled activities as assigned in the Project Schedule.
- City of St. Louis Park team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and City of St. Louis Park will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- City of St. Louis Park will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- City of St. Louis Park makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- City of St. Louis Park will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- City of St. Louis Park will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- City of St. Louis Park is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with City of St. Louis Park representatives to identify business rules before writing the conversion. City of St. Louis Park must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- City of St. Louis Park will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- City of St. Louis Park Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- City of St. Louis Park is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- City of St. Louis Park will provide dedicated space for Tyler staff to work with City of St. Louis Park resources for both on-site and remote sessions. If Phases overlap, City of St. Louis Park will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- City of St. Louis Park will provide staff with a location to practice what they have learned without distraction.

8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that City of St. Louis Park uses to complete a specific job function.
Business Requirements Document	A specification document used to describe City of St. Louis Park requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when City of St. Louis Park is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a City of St. Louis Park is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual City of St. Louis Park requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of City of St. Louis Park's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

Part 4: Appendices

9. Conversion

9.1 Data Conversion Process for Enterprise Permitting & Licensing Enterprise Server

9.1.1 Overview:

This document is an introduction to the SQL Server EG_Template database and how to populate it.
The Full Conversion is the same process, as the Templated. However, with the Full Conversion option, Tyler is responsible for the data import instead of City of St. Louis Park.

9.1.2 Modularized Design:

As with the Enterprise Permitting & Licensing software, the EG_Template db is sectioned into modules. Each contains one master table at the top of the chain (ex. 'permit' for the Permit module). Within each module, various child tables branch below the master table for the associated module (ex. 'permit_address', 'permit_note', etc.).

Some tables cross multiple modules. The most notable of these involve inspections and payment transactions.

The EG_Template database includes database diagrams, which indicate the tables and their relationships to each module.

9.1.3 Required Fields:

In the Enterprise Permitting & Licensing software, some fields are "Required Fields," and the associated columns must be populated for records to be written to the Enterprise Permitting & Licensing db. On occasion, these required fields will not be available in the legacy source data, so a simple default value can be written to the EG_Template db to fulfill any NOT NULL constraint.

Dropdown picklist columns restrict the user from entering certain values in the Enterprise Permitting & Licensing db. Conversely, drop-down fields do not have a restriction on values written to the EG_Template db. Therefore, exact spelling or careful matching to the Enterprise Permitting & Licensing configured values is not a requirement for fields intended for Enterprise Permitting & Licensing drop-down fields. Tyler maps the values through a separate table to translate the values to the appropriate Enterprise Permitting & Licensing value during conversion and collaborates with City of St. Louis Park to validate the resulting mappings during the development phase of the conversion.

9.1.4 Custom Fields (any fields not available in the master table for the module in question):

Most legacy systems have some attribute fields that are not specified in the corresponding master table within EG_Template. Tyler refers to these as custom fields. Within each module exists a child table for such custom fields. Since these fields are specific to the legacy system(s), City of St. Louis Park may add columns to

these tables in EG_Template to accommodate any needed custom fields in the migration. For example, 'permit_additional_fields' is the table for extra fields relating to the 'permit' records.

9.1.5 Gap Handling (where legacy data doesn't fit anywhere within EG_Template):

On occasion, legacy systems contain special features for which Enterprise Permitting & Licensing does not account in the EG_Template db. As a result, the need may arise to develop a modified solution to address special cases.

9.1.6 Contacts:

Contacts generally fall into two categories:

1. Those managed with each person/company having one contact record, kept up to date over time. With this model, there is generally no duplication of contact records (except when created by mistake).

2. Contacts where the user enters the contact attribute info on each permit, case, license, etc. With this model, there is no single master record representing the contact itself and there is likely considerable duplication of contacts.

Enterprise Permitting & Licensing stores contacts as in category 1 above. Tyler migrates contacts put into EG_Template without a master 'contact' record link (category 2 above) into custom field memo boxes to avoid duplication of contacts within the Enterprise Permitting & Licensing contact repository. For example, when populating the permit contacts, for contacts in category 1, input the record into the 'permit_contact' table. Input contacts for category 2 into the 'permit_contact_no_key' table.

9.1.7 Multiple Legacy Data Sources:

When presenting multiple data sources, ensure population of EG_Template for all data sources. At the main table level, an optional column exists for the legacy data source. Tyler provides this column to easily count or research records originating from a particular legacy data source.

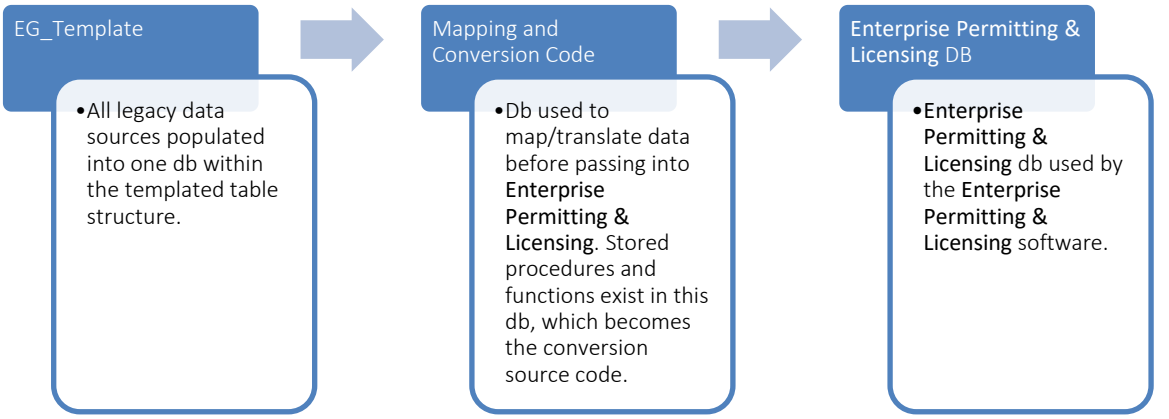
9.1.8 Overall Architecture of Conversion:

There are 3 SQL Server databases involved in the conversion process.

1. EG_Template (for legacy data)

3. Enterprise Permitting & Licensing (the production Enterprise Permitting & Licensing db)

4. A database containing all conversion processes and mapping tables; maintained by Tyler's data conversion team. This db translates the data from EG_Tempate into the Enterprise Permitting & Licensing db.


EG_Template
•All legacy data sources populated into one db within the templated table structure.
Mapping and Conversion Code
•Db used to map/translate data before passing into Enterprise Permitting & Licensing. Stored procedures and functions exist in this db, which becomes the conversion source code.
Enterprise Permitting & Licensing DB
•Enterprise Permitting & Licensing db used by the Enterprise Permitting & Licensing software.

9.1.9 Progression of Conversion Development Process:

Step	Step Name	Responsible Party	Notes
1	Provide empty EG_Template database to City of St. Louis Park	Tyler	Database format will be SQL Server
2	Load legacy data into template database	City of St. Louis Park	If there are multiple legacy data sources, all should be loaded into the one template SQL database.
3	Mapping process	Tyler /City of St. Louis Park	Dependent on completed Enterprise Permitting & Licensing configuration Spreadsheets will be used to communicate mapping values. Mapping questions may arise and both parties may need to discuss these until answers are agreed upon.
4	Import-specific configuration changes to Enterprise Permitting & Licensing	Tyler	Certain fields or values may need to exist for imported records only. These usually require some minor Enterprise Permitting & Licensing configuration changes.
5	Customize conversion scripts	Tyler	Minor customization can be expected for many conversions, based on special requests from City of St. Louis Park. Any special requests would also be added into the conversion scripts at this time.
6	Conversion execution	Tyler	Resulting Enterprise Permitting & Licensing database will be provided to City of St. Louis Park team for review.
7	Review and either sign-off or request changes	City of St. Louis Park	City of St. Louis Park team will review the data and the interaction with it in the Enterprise Permitting & Licensing software. If it meets City of St. Louis Park's needs, sign-off will occur. If not, certain steps above may need to be repeated until City of St. Louis Park signs off on the conversion.

9.1.10 Progression of Final Conversion Cutover Process (Go-Live):

Step	Step Name	Responsible Party	Notes
1	Load legacy data into template database	City of St. Louis Park	This should just be an up-to-date extract of the legacy data into the template db.
2	Conversion execution	Tyler	Resulting Enterprise Permitting & Licensing database will be provided to City of St. Louis Park team. This will be the production Enterprise Permitting & Licensing db.
3	Go-Live	Tyler /City of St. Louis Park	Verification of Enterprise Permitting & Licensing db and site functionality - Data Conversion sign-off Move to production phase

9.1.11 Data Import Areas:

9.1.12 Business Management

- Business entity (Only for Business Licensing)
- License master basic information
- License Contacts
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note Parcel and Addresses
- Reviews and Approvals – Converted to Activity
- Fees
- Bonds and Escrow
- Activities and Actions
- Conditions
- Notes
- Holds
- Initialized Workflows
- Attachments
- Contractors
- Business Types & NAICS codes
- Payment and Fee History

9.1.13 Community Development: Code Cases

- Code Case master basic information
- Code Case Contacts and Properties
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note
- Parcels and Addresses
- Reviews and Approvals – Converted to Activity Active Fees
- Activities and Actions
- Notes
- Holds

- Initialized Workflows
- Attachments
- Violations
    - Fees
    - Payments
    - Notes
- Meetings and Hearings
- Zones
- Requests
- Payment and Fee history

9.1.14 Community Development: Permits

- Permit master basic information
- Permit Contacts
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note
- Parcels and Addresses
- Reviews and Approvals – Converted to Activity
- Inspections and Inspection Cases
- Sub-Permit Associations – Visible in workflow and attached records section
- Fees
- Meetings and Hearings
- Bonds and Escrow
- Activities and Actions
- Conditions
- Notes
- Zones
- Holds
- Renewals
- Initialized Workflows
- Attachments
- Contractors
- Projects
- Payment and Fee History

9.1.15 Community Development: Plans

- Plan master basic information
- Plan Contacts
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note
- Parcels and Addresses
- Reviews and Approvals – Converted to Activity
- Inspections and Inspection Cases
- Fees
- Meetings and Hearings
- Bonds and Escrow

- Activities and Actions
- Conditions
- Notes
- Zones
- Holds
- Initialized Workflows
- Attachments
- Projects
- Payment and Fee history
-

10. Additional Appendices

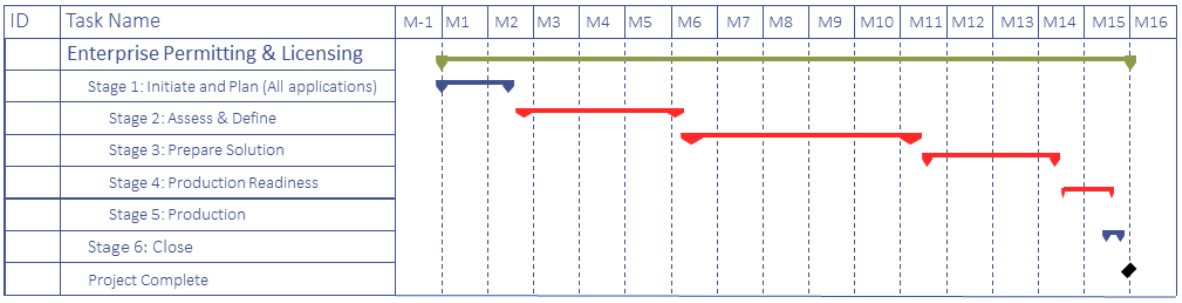
10.1 Intentionally left blank.

11. Project Timeline

11.1 Enterprise Permitting & Licensing 16 Month Timeline

tyler technologies

Implementation Schedule: Enterprise Permitting & Licensing



example

This timeline is an example. Please use it as a general guide...ONLY. Its purpose is to demonstrate the order in which various products are typically implemented and the potential overlap of stages for each phase. The exact timing of each deliverable depends on many factors including, but not limited to, the client's ability to commit resources to the project, client blackout dates, and the alignment of client business practices with Tyler implementation methodology. Tyler makes no guarantees that implementation schedules will align with this example.

Exhibit F
City of St. Louis Park Request for Proposal (“Client’s RFP”)

Incorporated by reference.

Exhibit G
Tyler Technologies proposal submitted to the City of St. Louis Park ("Tyler's Proposal")

Incorporated by reference.

City of St. Louis Park

Permit and Inspection Management System

Wednesday, May 6, 2026

Ray Kinard - Senior Account Executive
2530 Sever Road NW, Lawrenceville, GA 30043
678.833.3109 | Ray.Kinard@tylertech.com

Restrictions on Disclosure

This response from Tyler Technologies, Inc. ("Tyler") contains proprietary and confidential information, including security-related information and trade secrets belonging to Tyler or Tyler's partners. Tyler is submitting this response on the express condition that the following portions will not be duplicated, disclosed, or otherwise made available, except for internal evaluation purposes:

- Security-related information, such as architectural diagrams, the content of SOC reports, security vendor names and other proprietary information that protects Tyler and government software, data and services from unauthorized access
- Response to the Functional Requirements, or "Checklist"
- Screen shots, if any

To the extent disclosure of those portions is requested or ordered, Tyler requires written notice of the request or order. If disclosure is subject to Tyler's permission, Tyler will grant that permission in writing, in Tyler's sole discretion. If disclosure is subject to a court or other legal order, Tyler will take whatever action Tyler deems necessary to protect its proprietary and confidential information and will assume all responsibility and liability associated with that action.

Tyler agrees that any portions not listed above and marked accordingly are to be made available for public disclosure, as required under applicable public records laws and procurement processes.

Trademarks Disclaimer

Because of the nature of this response, third-party hardware and software products may be mentioned by name. These names may be trademarked by the companies that manufacture the products. It is not Tyler's intent to claim these names or trademarks as our own.

Wednesday, May 6, 2026

2530 Sever Road
Lawrenceville, GA 30043
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www.tylertech.com

City of St. Louis Park
Jacque Smith, Communications and Technology Director
5005 Minnetonka Blvd.
St. Louis Park, MN 55416

Dear Jacque Smith,

In response to City of St. Louis Park's RFP/Q for Permit and Inspection Management System, Tyler Technologies (Tyler) is pleased to propose our comprehensive Enterprise Permitting & Licensing solution.

Having thoroughly reviewed your RFP/Q, we are confident that our 35 years of industry experience, our dedication to innovation, and our unwavering commitment to the success of our clients position us as the ideal partner for the City of St. Louis Park. There are now over 740 agencies utilizing Tyler's Enterprise Permitting & Licensing solution, and in 2025, Tyler had a record 72 agencies successfully Go-Live with the solution.

Tyler's cloud-native Enterprise Permitting & Licensing software brings together every aspect of planning, permitting, inspections, code enforcement, and compliance into one powerful, unified platform. Experience a new level of efficiency and transparency as your agency eliminates paperwork, streamlines approvals, and connects effortlessly with the public. With mobile applications for inspections, GIS intelligence for instant property insights, and real-time reporting that empowers data-driven decisions, Tyler's platform offers the cutting-edge tools your agency needs Tyler's platform offers the cutting-edge tools your agency needs. Automated workflows, electronic plan reviews, and intuitive public portals enhance accessibility, efficiency, and collaboration for both government departments and the public. Empower your team to modernize processes, increase accountability, and deliver a seamless, customer-friendly experience that sets your agency apart.

This proposal and cost schedule is valid and binding for 90 days following the RFP/Q due date. Except as set forth in this proposal, this proposal can be released in part or in total as public information in accordance with the requirements of the laws covering same. Tyler Technologies authorizes the signatory of this letter to negotiate and bind Tyler Technologies to this response.

At Tyler, we possess a deep understanding of the public sector, and we are committed to addressing your unique needs. We aim to collaborate closely with the City to achieve your specific procedural, fiscal, and technological goals. We will leverage our industry expertise, innovative approach, and steadfast commitment to your organization's growth to deliver a solution that enhances operational efficiency and drives positive outcomes for your community.

If you have any questions, please feel free to contact:

Ray Kinard, Senior Account Executive
678.833.3109 - Ray.Kinard@tylertech.com
Respectfully submitted,

Greg Savard
General Manager – Civic Services
Tyler Technologies, Inc.
Tax ID: 75-2303920

Table of Contents

Executive Summary 1
Company Profile 4
Technical Proposal 10
Budget 32
Support and Maintenance 39
Other 42

Executive Summary

- Overview of the proposed solution

Tyler Technologies proposes our Enterprise Permitting & Licensing (EPL) software - a comprehensive, configurable solution designed to modernize and support the City of St. Louis Park's permitting, inspections, licensing, and code enforcement operations. Tyler's EPL provides a centralized platform that streamlines workflows, improves user experience for both staff and the public, and supports integration with existing systems such as ProjectDox and Laserfiche. Tyler's EPL is now in use by over 740 agencies, and in 2025, a record 72 agencies successfully implemented (Go-Live) Tyler's EPL.

For more than 30 years, Tyler Technologies has partnered with local governments to optimize operations through innovative software solutions. Our depth of public-sector experience provides a strong understanding of the regulatory, operational, and resource realities faced by municipalities, and this perspective informs how we design, implement, and support our solutions. We recognize the importance of making a strategic, future-focused choice that positions your organization for continued success.

Enterprise Permitting & Licensing delivers a measurable return on investment by streamlining workflows, reducing manual effort, improving data accuracy, and leveraging intelligent automation to increase productivity and help control operational costs.

Tyler's commitment to clients' long-term success has helped build trusted relationships with more than 2,400 public-sector organizations nationwide, with consistently high client-retention rates across our core solutions. Tyler Technologies maintains an established presence across Minnesota, supporting cities, counties, and other local governments with permitting, financial, and administrative solutions. Through Tyler Community, state and regional user groups, and the annual Tyler Connect conference, Tyler connects the City of St. Louis Park to a collaborative network of public-sector organizations that share best practices and lessons learned.

Why Enterprise Permitting & Licensing

From planning and permitting to inspections and compliance, Tyler's Enterprise Permitting enhances efficiency and boosts productivity and collaboration. Mobile apps and advanced, ESRI-based GIS technology allow fieldworkers to work more effectively, while an intuitive web portal simplifies permitting and licensing processes for your community.

Community Development

With automated workflows, easy-to-use community interfaces, advanced reporting, and GIS technology, Tyler's Community Development software simplifies operations from planning, through permitting, code enforcement, and inspections. By minimizing manual entries and repetitive tasks, Tyler's Enterprise Community Development application saves your staff time and reduces potentially costly errors. With mobile functionality, your organization will optimize processing time, improving both citizen satisfaction and agency efficiency.

Business Management

Bolster your community's economic health with software that supports the success of your City businesses. With Enterprise Permitting & Licensing's highly automated Business Management application, you will expedite approval, issuance, and renewal processes for both your staff and your community. With online fee

collection, Business Management makes payment processes more convenient for community users, while the automatic routing of funds reduces staff hours and the potential for clerical errors.

- Key benefits and differentiators

Tyler's Enterprise Permitting & Licensing (EPL) is purpose-built to support the operational complexity, regulatory requirements, and service expectations of mid- to large-sized municipalities like the City of St. Louis Park. The following benefits and differentiators directly align with the City's evaluation criteria and operational needs.

Comprehensive, End-to-End PIMS Functionality

EPL supports the full permit, inspection, licensing, and enforcement lifecycle within a single, configurable platform. From intake and plan review through inspections, compliance, and renewals, EPL enables consistent, standardized processes while allowing the City to configure workflows to reflect its specific policies and approval structures.

Proven Integration With the City's Existing Technology Environment

EPL is designed to integrate with best-of-breed solutions already used by the City, including ProjectDox for plan review, Laserfiche for document management, ESRI ArcGIS for spatial data, InvoiceCloud for payments, and Office365 productivity tools. This approach minimizes disruption, protects existing investments, and creates a connected operational ecosystem rather than a standalone system.

Superior User Experience for Staff and the Community

An intuitive staff interface reduces training time and improves productivity, while a modern public portal enables applicants to apply online, submit documents, track status, schedule inspections, and make payments. Mobile inspection capabilities allow field staff to access data, complete inspections, capture photos, and enter results in real time, improving accuracy and efficiency.

Automation That Reduces Manual Effort and Operational Risk

Highly configurable automation supports intelligent routing, task assignment, notifications, and approvals. By reducing manual handoffs and duplicate entry, EPL improves consistency, reduces processing times, and lowers the risk of errors that can impact compliance and customer service.

GIS-Enabled Decision Support

Native ESRI-based GIS functionality provides spatial awareness across permitting, inspections, and enforcement activities. This capability supports better coordination between departments and enhances data-driven planning and decision-making.

Scalable, Secure, and Future-Ready Architecture

EPL is delivered as a secure, cloud-based solution that scales with demand and adapts to changing regulations and business practices. Regular product enhancements ensure the system continues to align with industry best practices without requiring major reinvestment or disruption.

Reduced Implementation and Long-Term Risk

EPL is backed by Tyler Technologies' decades of experience delivering permitting and inspection systems for municipalities nationwide. Tyler's focus on the public sector, strong financial stability, and established presence across Minnesota provide the City with a reliable partner committed to long-term support, ongoing product investment, and successful system adoption.

Access to a Proven Public-Sector User Community

Through Tyler Community, state and regional user groups, and the annual Tyler Connect conference, the City of St. Louis Park will have opportunities to collaborate with peer agencies, share best practices, and provide input into future product direction—helping ensure the system continues to meet evolving needs.

Company Profile

- Firm(s): Identify the lead firm and any subconsultant firms represented in your proposal. Provide a brief history and overview of your firm including length of time doing business.

Tyler Technologies, Inc. ("Tyler") is the sole firm and lead vendor proposed for this project. No subcontractors or subconsultant firms will be used for the implementation, integration, training, or ongoing support of the proposed Permit and Inspection Management System.

Company Background

Tyler Technologies is a leading provider of integrated software and technology services for the public sector, with a primary focus on supporting local governments through proven, enterprise-grade solutions. Tyler's end-to-end solutions help public-sector organizations operate efficiently, securely, and transparently. By connecting data and processes across disparate systems, Tyler's solutions transform how clients turn actionable insights into opportunities and solutions for their communities. Tyler has more than 45,000 successful installations across more than 13,000 public-sector sites, with clients in all 50 states and extensive experience supporting cities and counties nationwide.

Our Products

With decades of exclusive public sector experience, Tyler is the market leader providing integrated software and services. Subject matter experts and in-depth products result in a sustainable client partnership that delivers the industry's most comprehensive solution. We provide the industry's broadest line of software products and offer clients a single source for all their information technology needs in several major areas: Property & Recording, ERP, Civic Services, Health & Human Services, Courts & Justice, Public Safety, Data & Insights, Cybersecurity, Payments, and Schools.

We are known for long-standing client relationships, functional and feature-rich products, and the latest technology. In addition to software products, Tyler provides related professional services including installation, data conversion, consulting, training, customization, support, disaster recovery, and application and data hosting.

About Tyler Technologies

- Empowering government and schools to create safer, smarter, and more vibrant communities
- Solutions include: ERP, Civic Services, Courts & Justice, Public Safety, Data & Insights, Property & Recording, Health & Human Services, Cybersecurity, and Schools
- Headquartered in Plano, Texas, with 55 office locations across the U.S., Manila, India, and Canada
- Tyler was incorporated in Delaware in November 1989
- Tyler is a publicly traded corporation on the NYSE (TYL)
- Founded in 1966

- Exclusively focused on local government since 1998
- More than 45,000 successful installations across 13,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations
- Client retention rate of 98%
- 7,600+ employees
- Annual revenues of $2.33-$2.36 billion (2025)
- Reinvestment of $202-$205 million into Research & Development
- Scalable products with the smallest jurisdiction (Loving County, Texas, with a population of 71) to the largest (Los Angeles County, California, with a population of 9.7 million)

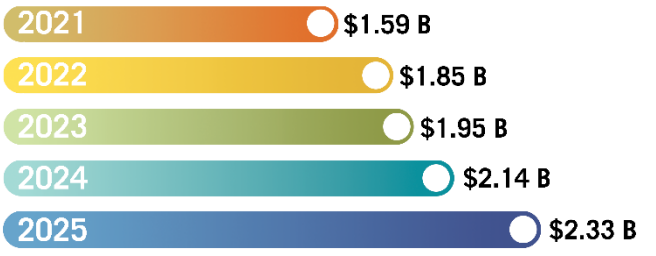
Public Sector Focus

Tyler's business units have provided software and services to clients for more than 50 years and have long-standing reputations in the local government market for quality products and customer service. Tyler is the largest company in the United States focused solely on providing software solutions to the public sector. While many of our competitors compete in multiple vertical markets, Tyler is singularly focused on the public sector. It is 100 percent of our business.

Tyler recognizes that the public sector is generally stable and risk-averse, and craves community accessibility, security and transparency. That is why local government and school entities seek reliable and efficient software and services from Tyler – a professional, reputable and dedicated vendor who achieves results. Tyler has the experience to understand the unique requirements of the public sector, the necessary resources to invest in its products and the ability to deliver quality services.

Financial Stability

Tyler consistently maintains a solid balance sheet and strong cash flow and low debt, experiencing consistent revenue growth with 48 consecutive quarters of profitability, and a total revenue for 2025 of $2.33 billion. While experiencing significant growth opportunities from an increase in staff and expanding territories, we anticipate additional product offerings and innovative technology will accelerate this growth in the future. We believe a low-debt balance sheet, substantial cash reserves, and a committed customer base put Tyler in a great position in our industry to weather any unexpected turbulence in the economy.



For additional revenue information on Tyler's annual report for 2012 to current. investors.tylertech.com

Industry Leadership

Tyler strives to provide the best client services in the industry. Our products undergo testing by trained quality assurance and certified usability analysts, therefore our clients benefit from products that work logically based upon user experience and input. We also focus our implementation and support professionals on specific groups of applications so they can offer more specialized services.

Our commitment at Tyler is to ensure the highest level of client satisfaction through the efforts of Tyler's most valued resource: our people. We challenge our employees to pursue new initiatives aggressively and to become industry leaders in their respective fields. Tyler employs 7,600+ individuals, many of whom are

seasoned professionals with unique and proprietary skills and years of industry experience. In fact, our employee turnover rate is very low – in recent years, about half of the industry average.

Company Recognition

Tyler has earned the reputation as an industry leader based on our products and commitment to our clients. These factors, along with our financial strength and industry partnerships, have resulted in numerous accolades. "The recognition emphasizes Tyler's consistently strong growth, which is a direct result of our commitment to supporting our more than 21,000 clients and the development of best-in-class software and services to serve the needs of the public sector" said John S. Marr Jr., Chairman of the Board of Tyler Technologies.

Tyler has been named to the following prestigious lists alongside some of the most innovative and influential companies in the United States.

Innovative and Strong

- Newsweek's "America's Greatest Workplaces for Diversity"
- Newsweek's "America's Most Responsible Companies"
- Government Technology Magazine's "GovTech Top 100"
- Dallas Business Journal's "North Texas Fastest-Growing Public Companies"
- 2023 Esri Cornerstone Partner
- Forbes' "America's Best Large Employers"
- Forbes' "America's Best Employers for Diversity"
- Forbes' "Best Employers for Women"
- Forbes' "Best Midsize Employers"
- Forbes' "Most Innovative Growth Companies"
- Forbes' "America's Best Small Companies"
- Fortune's "100 Fastest-Growing Companies"
- Barron's 400 Index ranking, a measure of "Most Promising Companies in America"
- Software Magazine's "Software 500" ranking of the world's largest software and service suppliers
- Dow Jones Sustainability Index (DJSI) North America
- Named a Leader for Enterprise ERP in the 2025 Gartner® Magic Quadrant for Cloud-Based ERP for U.S. Local Government

Employer of Choice

- Forbes "Dream Employer"
- Mainebiz's "Best Places to Work in Maine" (15+ years)
- The Dallas Morning News' "Top Workplaces D-FW" (10 years)
- Dayton Daily News' "Top Workplaces in the Dayton Metro Area"
- Lubbock Avalanche-Journal's "Best of Lubbock"
- Detroit Free Press' "Top Workplaces"
- Phoenix Business Journal's "Best Places to Work"
- The Atlanta Journal-Constitution's "Top Workplaces"
- The Washington Post's "Top Workplaces"
- Albany Business Review's "Best Places to Work"
- The Washington Post's "Top Workplaces"
- The Denver Post's "Best Midsized Companies to Work for in Colorado"
- Mississippi Business Journal's "Best Places to Work"
- NJBIZ's "Best Places to Work in New Jersey"

Our Experience

Tyler's solutions offer the widest breadth of products in the industry, the latest technology available, and an integrated system that can operate in diverse offices throughout a jurisdiction. More importantly, Tyler's vision and skill in executing that vision is what ultimately leads to a successful implementation and long-term solutions for our clients. Our experienced team consists of industry leaders who keep the process moving and ensure we can give you the tools to succeed.

- Team leadership and key personnel: Identify the role and qualifications/experience for key staff members who will provide service on this project.

Team Leadership and Key Personnel

Tyler Technologies will provide a dedicated, experienced project team to support the successful implementation and long-term use of the proposed Enterprise Permitting & Licensing (EPL) solution. All personnel supporting this project are Tyler employees with extensive public-sector and EPL-specific experience. Tyler will serve as the sole vendor and will not engage subcontractors.

Project Executive

The Project Executive provides executive oversight and accountability throughout the engagement. This role ensures alignment with contractual objectives, allocates appropriate resources, and serves as an escalation point for strategic or contractual matters. The Project Executive brings decades of experience delivering complex, enterprise-level solutions for public-sector clients and ensures Tyler's organizational commitment to project success.

Project Manager (Single Point of Contact)

Tyler will assign a dedicated Project Manager who will serve as the City's single point of contact for the duration of the project. The Project Manager is responsible for day-to-day project leadership, schedule management, risk and issue tracking, coordination of Tyler resources, and communication with City stakeholders. Tyler Project Managers are experienced in municipal EPL implementations and follow Tyler's structured, six-stage implementation methodology to ensure projects are delivered on time and within scope.

Implementation Consultants

Tyler's Implementation Consultants are application-specific subject matter experts responsible for system configuration, business process alignment, solution validation, and user acceptance testing support. These consultants work directly with City staff to assess current and future-state workflows, configure the system to meet business requirements, and validate functionality prior to go-live. All implementation services are delivered by Tyler's in-house professional services team.

Technical Services and Data Conversion Specialists

Tyler provides dedicated technical specialists to support system setup, data migration, and integrations. These team members bring extensive experience conducting data assessments, conversions, and validation for legacy permitting and inspection systems. Tyler's technical staff also support integrations with systems such as ProjectDox, ArcGIS, Laserfiche, and other third-party applications using Tyler's standard APIs and integration tools.

Training and Change Management Specialists

Tyler's training and change management specialists support user adoption through role-based training, documentation, and a train-the-trainer approach. These resources work with City stakeholders to deliver hands-on

training sessions, user guides, and ongoing learning resources to ensure staff are prepared for go-live and long-term system use.

Post-Implementation Support Team

Following go-live, the City will transition to Tyler's in-house client support organization. Support services are delivered by application-specific specialists who provide ongoing assistance, upgrades, and maintenance. Tyler's support model ensures continuity from implementation to operations without reliance on third-party providers.

- Relevant experience: Identify five past projects that are a good example of proposed services as it relates to this project. For each, provide a case study that includes:
- Scope of project
- Business processes that were improved
- Description of challenges faced
- Lessons learned
- Summary of client's current situation

- References: Include name, title, organization, phone number and email for at least three of the clients identified in five past projects, who can speak to their experience working with your company and staff members on your team. Letters of recommendation are strongly encouraged, and references will be contacted before the city award and/or executes a contract.

City of Boulder, CO
Jennifer Dudley, Enterprise Applications Manager
E: dudleyj@bouldercolorado.gov

P: (303) 775-4374
Boulder – Relevant Experience: https://www.tylertech.com/resources/case-studies/how-permitting-technology-empowers-city-efficiency

City of Rancho Cordova, CA
Jessica Crone, IT Applications Manager
E:jcrone@cityofranchocordova.org

P: (916) 769-7512
Rancho Cordova – Relevant Experience: https://www.tylertech.com/resources/case-studies/tea-winner-city-of-rancho-cordova-california

Village of Glen Carbon, IL
Kari Crawford, Community Development Manager
E:kcrawford@glen-carbon.il.us

P: (618) 288-2603
Glen Carbon – Relevant Experience: https://www.tylertech.com/resources/case-studies/improving-service-across-generations

Town of Gilbert, AZ
Relevant Experience: https://www.tylertech.com/resources/case-studies/modern-technology-for-a-smooth-online-transformation

Town of Prosper, TX

Relevant Experience: https://www.tylertech.com/resources/case-studies/how-a-texas-town-achieves-their-community-development-goals

Technical Proposal

- Explain your approach to helping the organization improve its permit and inspection management processes.

Enterprise Permitting & Licensing

Community Development | **Business Management** | **Environmental Health**

From planning, permitting, and licensing to inspections, code enforcement, and compliance, Enterprise Permitting & Licensing delivers industry-leading technology in one centralized, cloud platform. All Enterprise Permitting & Licensing suites are connected through a series of core features that work to streamline projects and improve transparency across your agency and within your community.

At Tyler, our goal is to make it easier for your staff to serve your community. We understand that agencies like yours are often having to do more with less. That is why we have created a solution designed to streamline the complex processes of community development and regulatory oversight. With Enterprise Permitting & Licensing, the City will automate workflows, increase mobile flexibility, and drive data-informed decisions.

Enterprise Permitting and Licensing Cross-Platform Benefits

Local governments need to run smoother and faster, get more done with fewer resources, and answer rising community demands for convenience. Enterprise Permitting & Licensing provides the tools you need to transform every aspect of planning, permitting, inspections, code enforcement, and compliance. No more drowning in paperwork or dealing with disconnected systems. Feel the difference with increased efficiency, collaboration, and communication, both between departments and with the public.

Modern Workflows

Advanced Automation

Increase productivity when you streamline approvals, break down departmental silos, remove redundancy, and easily address bottlenecks.

With automated workflows, the City can expect to:

- Provide clarity to staff, managers, and applicants with visual workflows.
- Efficiently track tasks and SLAs.
- Automatically record activity, like inspection completion, and share information across departments in real time.
- Eliminate manual data entry and reduce the risk of errors.
- Simplify access to information about GIS location, application status, workload, and review processes.
- Empower informed collaboration among all stakeholders with end-to-end project transparency

Dynamic Connections with Third-Party Applications

Should the City need to utilize software outside of your Tyler solution, comprehensive and seamless integration with third-party systems can be easily achieved. Tyler provides highly adaptable APIs to empower dynamic connections between Enterprise Permitting & Licensing and a diverse range of third-party systems.

Integrated Mobile Applications

Enhance inspection capabilities and field-office connectivity with mobile applications for Enterprise Permitting & Licensing. User-friendly designs and store-and-forward tech streamline data entry and access during inspections. Mobile efficiencies streamline office tasks, allowing the City to reduce drive time, speed up inspections, and cut costs.

Mobile Applications allow your staff to:

- Communicate, upload images, and send notes from the field.
- Access notes, work orders, and inspection information at the touch of a finger.
- Continue working with or without access to Wi-Fi and sync when Wi-Fi becomes available.

GIS-Intelligence

Enterprise Permitting & Licensing is built on our Esri-based GIS system, meaning that GIS intelligence is natively infused into its processes.

Tyler's Esri-based GIS software will allow the City to:

- Easily access information based on an address, parcel, point, line, polygon, or GIS feature.
- Link and share data in real time with bidirectional integration.
- Visualize trends, relationships, and patterns from multiple sources of spatial information and enhance your planning, forecasting, and decision-making.
- Easily layer pertinent data to visually track, interpret, and report information.
- Improve route planning for field workers.

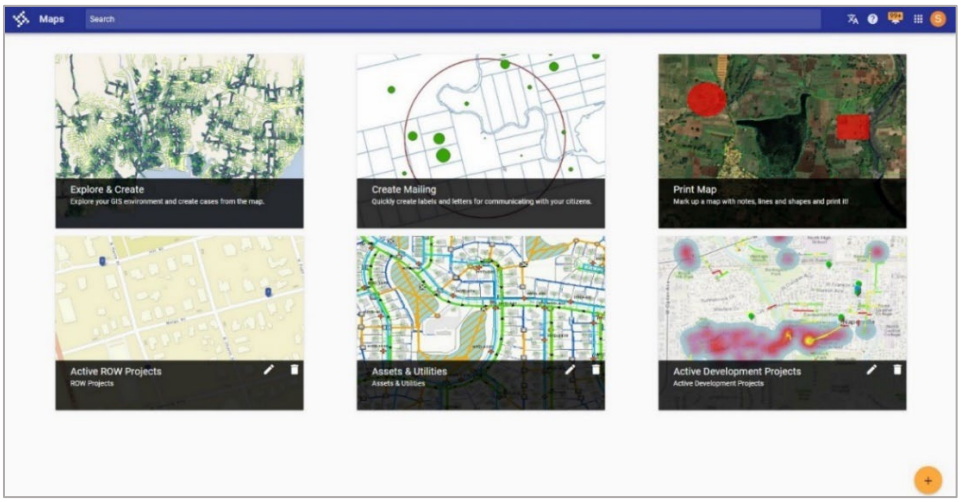


Figure 1. Esri-Based GIS Dashboard (Confidential and Proprietary).

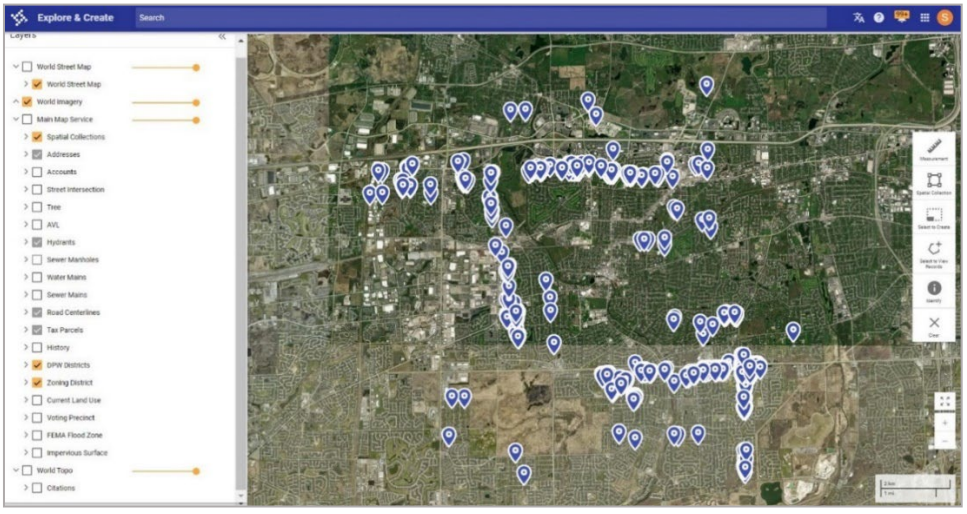


Figure 2. Easily customize maps to access the information you need (Confidential and Proprietary).

Enterprise Community Development

Land-Use Planning | **Permitting** | **Inspections** | **Electronic Plan Review** | **Code Enforcement**

Revolutionize your permitting processes, increase efficiency, and reduce errors with Enterprise Community Development. By fostering collaboration across departments, reviews and inspections are expedited. Automated workflows manage the often-complex processes of regulatory approval and permit issuance. Intelligent tools ensure accurate project verifications, including contractor license checks and review/inspection assignments. Dedicated mobile apps enable secure on-the-go workflow, while electronic plan reviews support digital plan intake, online processing, and transparent communication with constituents.

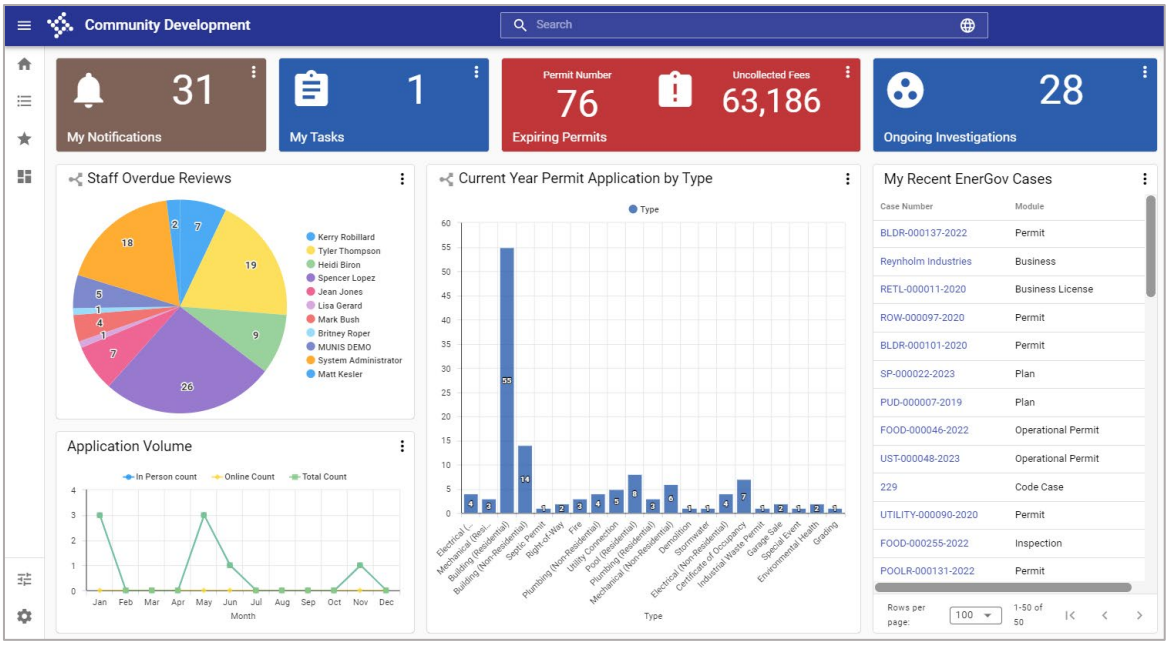
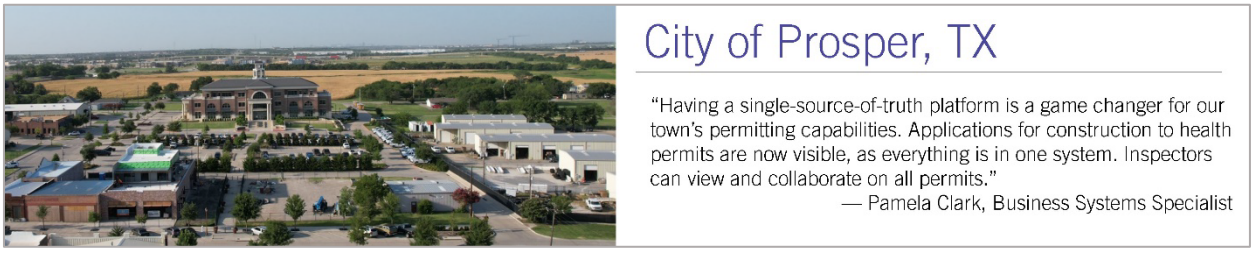


Figure 3. Easily access key metrics from your Community Development dashboard.



Land Use and Permits

Easily customize Tyler's Community Development solution to work with your specific land use and permitting processes. With Enterprise Permitting and Licensing, you can:

- Ensure accordance with local ordinances by establishing and controlling the number and type of permits you allow.

- Group related land use cases, permits, and code enforcement activities into one project. You can also create project hierarchies to manage relationships between multiple projects.
- Track the amount of time spent on a project, allowing you to create accurate reports and easily calculate fees.
- Utilize timelines and maps to gather visual displays of a project's history and progress.
- Automatically verify contractor and subcontractor licenses at the time of permit issuance.
- Visualize data about site histories as well as City's regulations with Esri-based GIS tools. Easily overlay differing data sets to obtain a full picture of a specific site or area.
- Establish recurring reports and systematically share information with citizens and key stakeholders via citizen portals, community forums, or simple document sharing.

Permitting

Automate permitting processes from intake to issuance with Tyler's electronic permitting solution. With Enterprise Permitting & Licensing will make it easy for the City to:

- Reduce resident office trips and save your staff time with
- Establish conditions and approval processes to ensure all permits meet your standards.
- Prevent actions from happening on permits unless certain milestones have been reached, or critical issues have been addressed.
- Allow permits to automatically extend their expiration date based on inspection results.
- Store and copy similar permit types to decrease manual data entry and save time.
- Automate reporting and data sharing to improve workflow and ensure both staff and managers are informed.

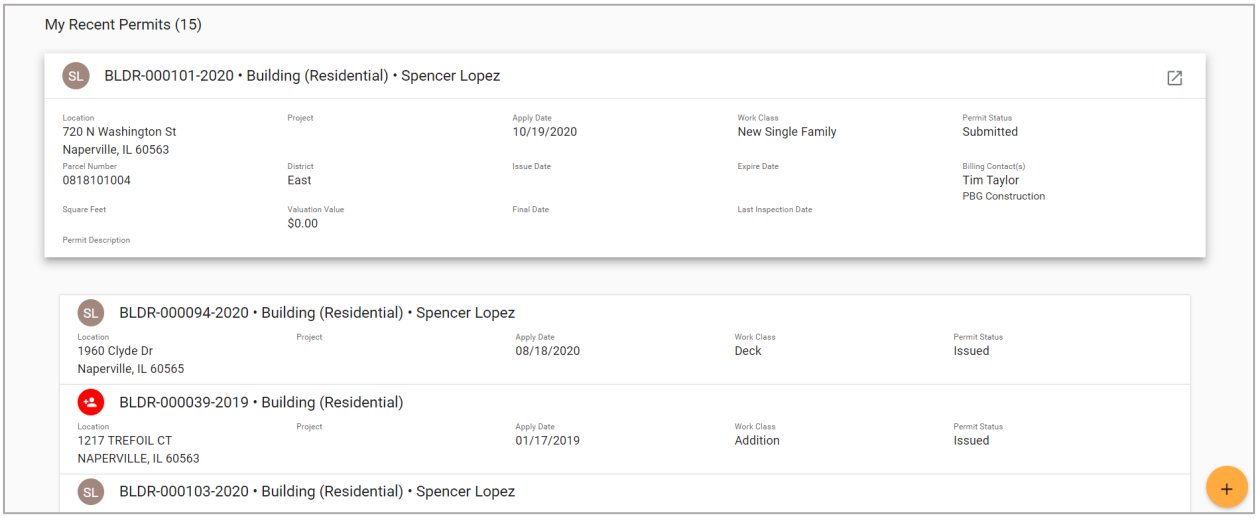


Figure 4. Access and drill down into Permitting data from a centralized dashboard (Confidential and Proprietary).

Land Use Management

Enterprise Community Development promotes data-driven decisions about land use management. Community Development makes it easy for users to:

- Visualize data about site histories and city regulations with GIS.
- Easily overlay different data sets to get a comprehensive view of a specific site or area.
- Access detailed information, including zoning regulations, property ownership, and previous permitting data.
- Establish automated recurring reports to track the progress and management of upcoming tasks.

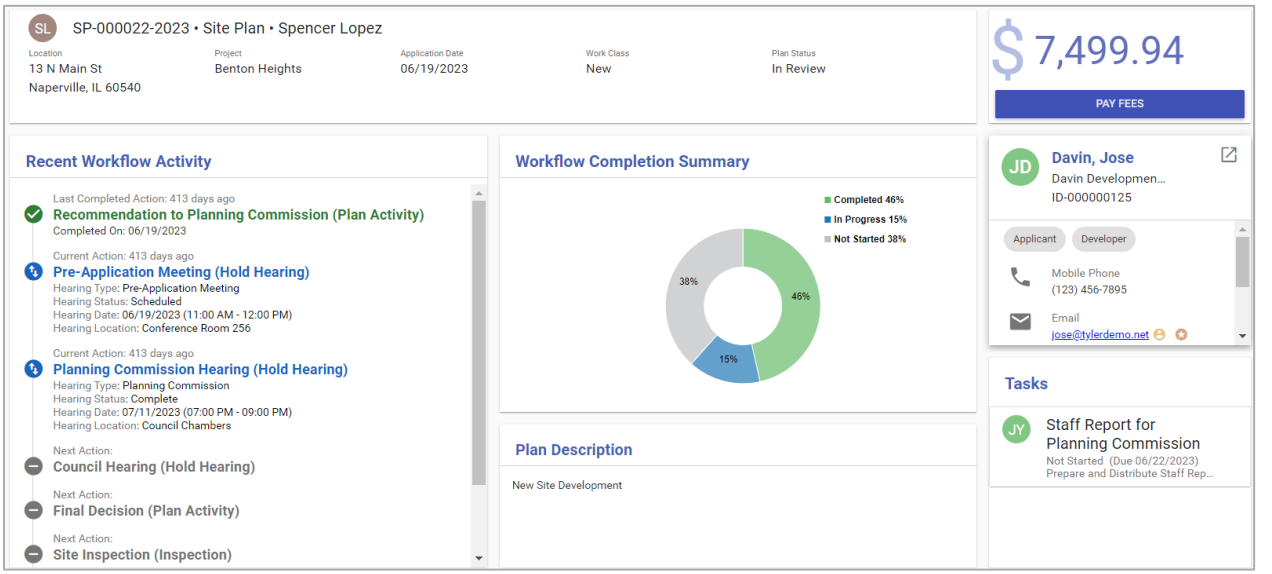


Figure 5. Drill a specific site plan to see associated workflows and tasks (Confidential and Proprietary).

Enterprise Business Management

Business & Professional Licensing | **Code Enforcement & Compliance** | **Fee Collection**

Accelerate and automate business licensing processes with Tyler. Enterprise Business Management simplifies workflows, allowing you to facilitate efficient inspections and reviews for new applications and renewals. Automated notifications keep license holders informed of renewal and application statuses, enhancing the customer experience. A centralized business record provides visibility into current records, violations, fees, and other regulatory details. You will also benefit from advanced fee configuration and calculations that allow you to efficiently manage and collect all associated license and tax fees.

Business Licenses

The Enterprise Permitting & Licensing Business Management suite helps local governments support local businesses. Enterprise Business Management makes it easy for businesses to register for licenses and manage associated documents online or in person. Your organization can use individual business records to create licenses and/or tax remittance accounts, establish recurring inspections, and manage critical information such as tax ID numbers and dates of operation. Additional benefits include:

- Customizable application and renewal processes.
- The ability to automatically share recurring expiration dates with business owners to prevent expired licenses.
- User-friendly screens that streamline the payment and issuance process for license applications and renewals.
- Recurring reports that can be easily customized to share the information most important to your agency.
- Advanced GIS capabilities that allow you to track and visualize business locations using multiple data points such as the address(es), parcel(s), and location.

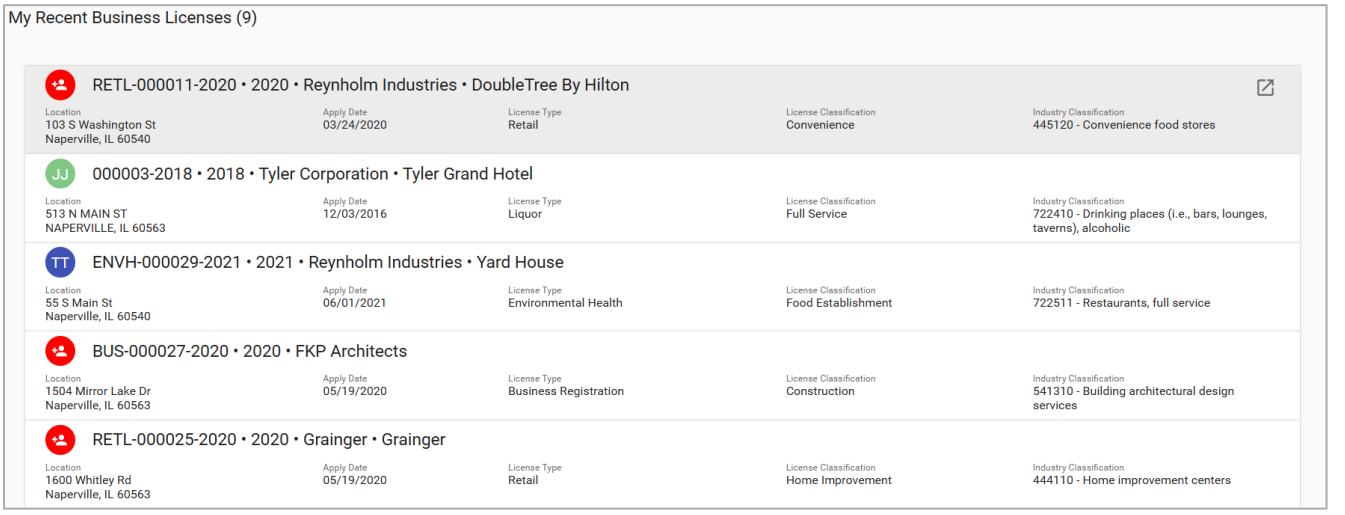


Figure 6. Easily access recent business licenses (Confidential and Proprietary).

Professional Licenses

Enterprise Permitting & Licensing assists citizens with applying for and renewing their professional licenses, both online and in person. With Professional Licensing, you can:

- Seamlessly track important information about licensing applications, including information about which licenses individuals have applied for, and which licenses they currently possess.
- Verify that proper professional licenses have been established and that all licenses align with your City's specific ordinances.
- Automatically share recurring expiration dates with community users to prevent expired licenses.

Rental Management

Enterprise Permitting & Licensing assists you with the management of your community's rental properties and makes it easy to:

- Identify rental property owners or managers, as well as their licenses and inspection history.
- Establish recurring or one-time inspections for rental properties.
- Ensure that all rental properties meet City ordinances.

Comprehensive Business Histories

Enterprise Business Management can provide complete histories of a site or project, including all notes and reports. With Enterprise Business Management, you will benefit from:

- Full access to site histories with automatic history-tracking and the ability to search for a project using both current and historic names.
- Superior GIS integration to provide full pictures of City sites and work.
- Advanced workflow tools that allow your agency to track who worked on what and when.
- Versioned site histories that allow you to stay informed about what fees have been or may need to be collected.

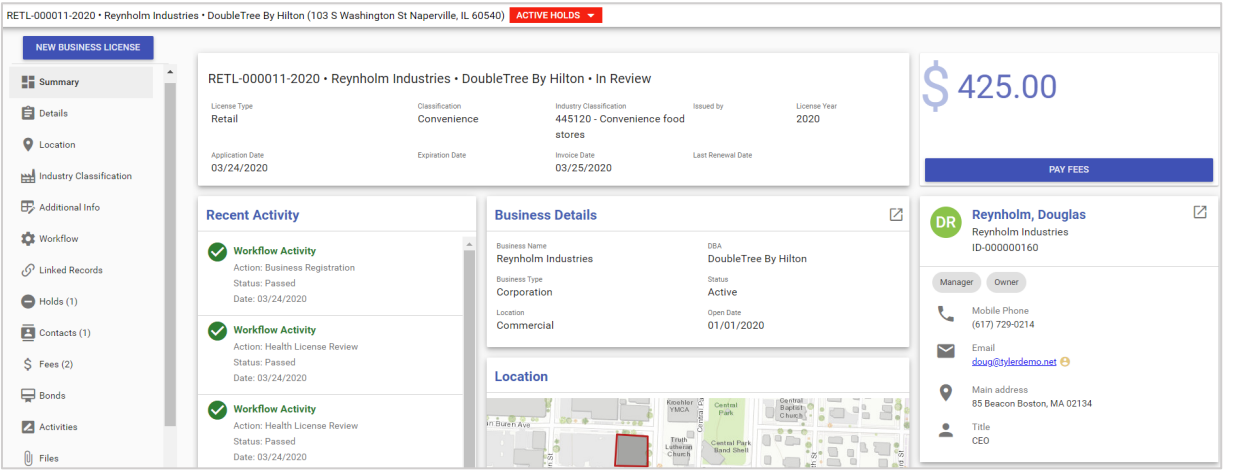


Figure 7. Access comprehensive site and project histories (Confidential and Proprietary).

- Provide the following:
  - Summary of process

Implementation Methodology

At Tyler, successful implementations are more than an objective—they're an expectation. To consistently carry out implementations that are on time, within budget, and capable of meeting the unique needs of the public sector, Tyler utilizes a proven implementation process built on three foundations:

- Decades of Experience
- In-House Expertise
- A Globally Recognized Project Management Approach

Industry Experience

Having completed over 45,000 installations for more than 13,000 local governments, Tyler continues to lead the industry in successful public sector implementations. By pairing a deep understanding of your specific needs and processes with our decades of industry expertise, Tyler will provide the City with the tools and resources you need for a successful go live. Tyler will work with the City to ensure that your organization is well-prepared for future technology developments and releases.

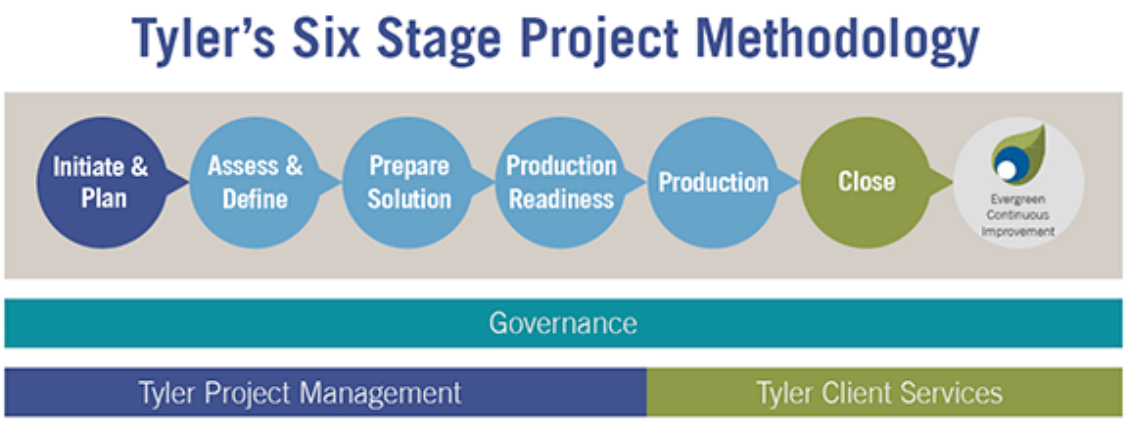
In House-Expertise

As a Tyler client, you will receive ongoing support from Tyler's in-house professionals. No one knows our software better than we do, which is exactly why we continue to perform our own implementations.

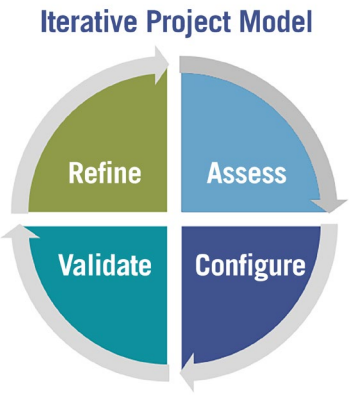
A Globally Recognized Project Management Approach

While each project is unique, all Tyler implementations follow the same six-stage methodology. All six stages are comprised of multiple work packages—groups of related tasks required to meet individual deliverables. To ensure seamless execution, every work package includes a narrative description, defined objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Stage Acceptance Control Points are applied at every phase to ensure alignment with scope, budget, timeline, and quality standards. This structured, systematic approach allows Tyler to reduce variability, mitigate risks, and tailor solutions to your organization's unique needs.



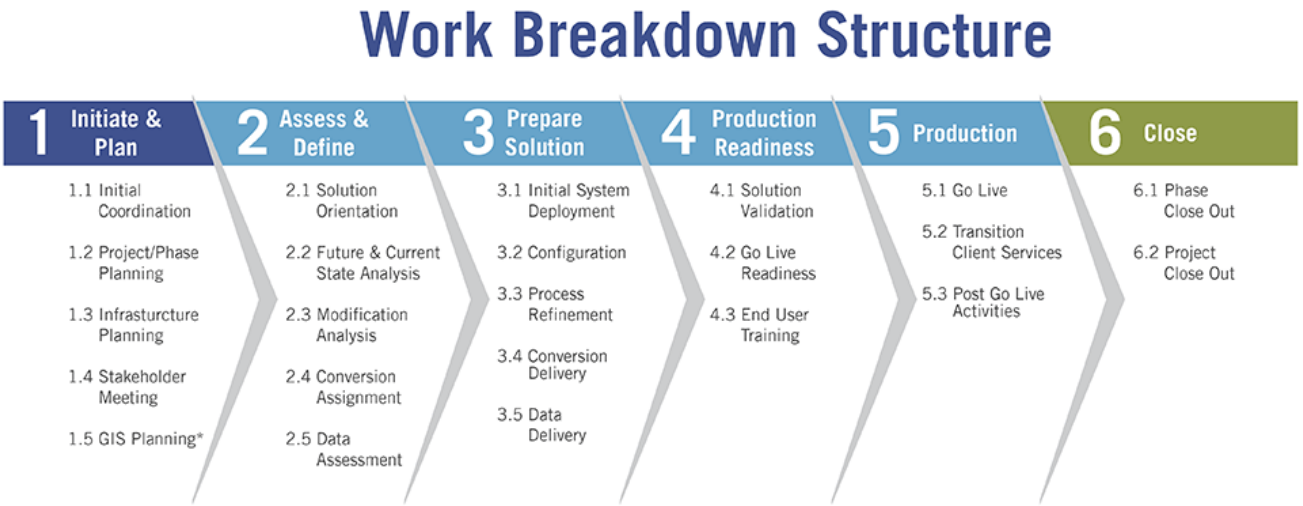
The methodology adapts to both single-phase and multiple-phase projects. To achieve Project success, it is imperative that both clients and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that clients and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where client business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point", confirming the work performed during that stage of the Project has been accepted by the city.

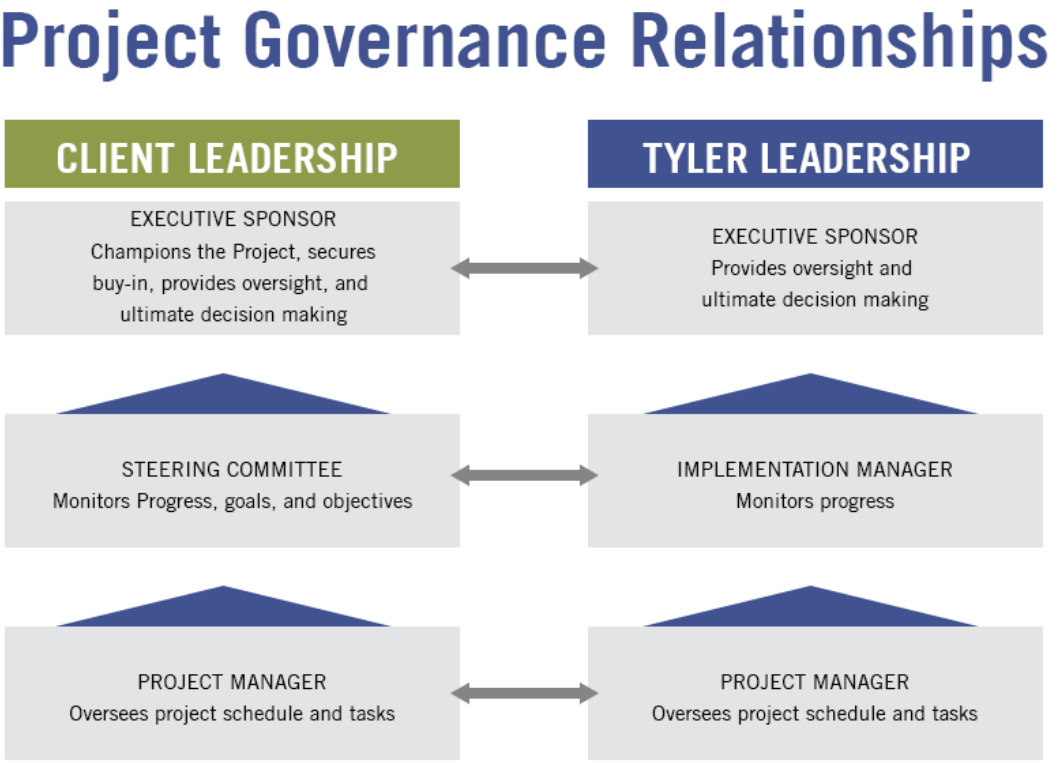


Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.



Implementation Plan Stages

Stage 1: Initiate & Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify client project team.

Stage 2: Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City business processes. This information will be used to identify and define business processes utilized with Tyler software.

City collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare City for current and future state analysis.

Stage 3: Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

Objectives:

- All licensed software is installed and operational.
- City is able to access the software.

Stage 4: Production Readiness

Activities in the Production Readiness stage will prepare the client team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City to review the status of the project and the organizations readiness for go-live.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure City organization is ready to move forward with go-live and training (if applicable).

Stage 5: Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and City will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with City to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

Objectives:

- Execute day to day processing in Tyler software.
- Client data available in Production environment.

Stage 6: Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. City transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

Objectives:

Agreement from Tyler and City teams that activities within this phase are complete.

Solution Validation

Making sure your new system works the way you need it to is paramount to the success of the implementation. Tyler's quality management and validation plan addresses both the project and the product, while ensuring project objectives are met. The project teams validate the solution throughout the life of the project to expose issues that would normally only be revealed in a production environment.

A controlled environment is created for high-level product validation, import and export interface, functional flow, and reliability.

The goal of validation is for End Users to gain extensive product experience, develop a high level of confidence in Tyler's products, and understand their specific functions within the solution.

Expected benefits from the completion of validation also include:

- The infrastructure of hardware and network design is thoroughly vetted
- In-scope data conversions are delivered and fully integrated into the solution (if applicable)
- Modifications are delivered and fully integrated into the solution (if applicable)
- A managed Issues List is fully quantified

Issue tracking, resolution accountability, and completed issue resolution are necessary in a successfully completed project. The validation phase is a shared responsibility and must be recognized as such.

Solution Validation Responsibilities- City & Tyler

Tyler implementation consultants (ICs) are responsible for updating the solution validation plan and follow-up on all required issues. Tyler's project manager (PM), is held accountable for ICs completing these items. City functional leads are responsible for updating validation scripts, performing solution validation, and documenting issues that arise during solution validation. City PMs are accountable of ensuring functional leads complete all tasks for which they are responsible.

Go-Live Readiness Responsibilities- City & Tyler

The Tyler PM(s) are responsible for performing readiness assessments for the City and conducting go-live planning session with the City project team. The Tyler PM(s) are also responsible for confirming procedures for go-live issue reporting and resolution and developing a go-live checklist. Tyler's implementation manager(s) are ultimately accountable for ensuring Tyler PM(s) complete all tasks for which they are responsible. Tyler's technical services team is responsible for completing the final system infrastructure review prior to go-live.

The City PM is responsible for ordering any peripheral hardware, where applicable. All other City team members are consulted or kept informed throughout the go-live readiness stage.

Knowledge Transfer Approach

During implementation of our products, Tyler's goal is to educate your resources so that they are self-sufficient users of the solution. Tyler uses a train-the-trainer model to transfer knowledge. Tyler's project team will provide comprehensive training to your team, which includes the project manager, functional leads, and power users. Tyler provides one occurrence, or more, of each scheduled training or implementation topic. The first time focuses on the process steps, while the second time, the training is more advanced. Sessions for each topic will also cover configuration for functional leads and power users, so that future changes can be easily made.

Ensuring comprehension of daily job functions is essential to a successful go-live and product adoption. The goal of our train-the-trainer approach is to expose the most sophisticated users to the system first, so system configuration, converted data, and new procedures are thoroughly vetted by your team before being introduced to end users. During training, Tyler implementation consultants measure knowledge transfers through assessments and lead mini parallel processes and validations.

- Agendas for meetings

1. Project Kickoff / Initiate & Plan Meeting Agenda

- Introductions and Roles (Tyler & Client)
- Project Overview and Objectives
- Review of Scope and Deliverables
- Implementation Methodology (6 Stages)
- Project Governance & Escalation Paths
- Communication Plan & Tools (Project Portal, Status Reporting)
- High-Level Timeline & Milestones
- Roles & Responsibilities Confirmation
- Risks, Assumptions, and Dependencies
- Next Steps and Action Items

2. Project Status Meeting Agenda (Recurring)

- Review of Previous Action Items
- Project Status (Schedule, Budget, Scope)
- Work Completed Since Last Meeting
- Upcoming Activities
- Risks and Issues Review
- Change Requests / Scope Updates
- Decisions Needed
- Client/Tyler Updates
- Action Items and Owners

3. Steering Committee Meeting Agenda (if applicable)

- Executive Summary of Project Status
- Key Milestones and Deliverables Progress
- Risks and Escalations
- Change Requests Requiring Approval
- Budget / Timeline Impacts
- Strategic Decisions Required
- Organizational Change Management Updates
- Next Steps

4. Requirements / Current & Future State Workshop

- Workshop Objectives
- Current State Process Review
- Pain Points and Gaps
- Future State Vision
- System Capabilities Overview
- Configuration Options Discussion
- Decisions and Assumptions
- Documentation of Outcomes
- Next Steps

5. Solution Validation / Testing Session

- Testing Objectives and Scope
- Review of Test Scripts / Scenarios
- Execution of Test Cases
- Issue Logging and Tracking
- Results Review
- Defect Prioritization
- Go/No-Go Considerations
- Next Steps

6. Go-Live Readiness Meeting

- Readiness Assessment Review
- Go-Live Checklist Status
- Data Conversion Status
- Training Completion Status
- Risk Review and Mitigation Plans
- Support Plan During Go-Live
- Final Go/No-Go Decision
- Go-Live Schedule Confirmation

7. Post Go-Live / Project Closeout Meeting

- Go-Live Review and Outcomes
- Issue Review and Resolution Plan
- Transition to Support (Client Services)
- Project Deliverables Review
- Lessons Learned
- Final Acceptance Confirmation
- Next Phase / Continuous Improvement

- Example deliverables

Tyler Technologies provides a set of standard project deliverables throughout the implementation to support planning, execution, and successful system adoption. Example deliverables include:

- Project management plan
    - Defines project scope, timeline, milestones, roles, and responsibilities
- Implementation schedule
    - Detailed timeline outlining project phases, key activities, and deliverables
- Business process review documentation
    - Documentation of current and future state workflows for permitting, inspections, and related processes
- System configuration documentation
    - Configuration decisions and setup details aligned to City requirements
- Data migration plan and mapping documentation
    - Data conversion approach, field mapping, and validation processes
- Integration design documentation
    - Approach and specifications for integrating with systems such as ProjectDox, Laserfiche, ArcGIS, and others, if developed by Tyler.
- Testing and user acceptance testing (UAT) materials
    - Test plans, test scripts, and issue tracking logs
- Training materials and user documentation
    - End-user guides, administrative documentation, and training resources
- Go-live readiness checklist
    - Verification of system readiness, data validation, and user preparedness
- Post-implementation support plan
    - Support structure, escalation paths, and ongoing maintenance approach

These deliverables are developed collaboratively with the City and are used to guide implementation activities, track progress, and ensure alignment with project goals.

- Training documentation

Everyone’s learning style is different. That’s why Tyler offers several training formats to accommodate our diverse clients’ needs. Training by Tyler staff provides hands-on learning in your own labs. Your resources receive consultative knowledge transfer sessions that are a combination of lecture and hands-on education, using your organization’s own data.

A mutually developed education plan lays out the process of transferring knowledge between you and Tyler. The purpose of the education plan is to:

- Communicate the process to stakeholders and functional leaders
- Answer specific questions (where classrooms will be established, what database environment will be utilized, etc.)
- Establish action items and link project personnel as owners
- Define measurement criteria to ensure the plan has been successfully followed

Your organization is set up for success with Tyler's train the trainer approach to training and education plan developed over years of industry experience.

Responsibilities

Tyler knows the value of being prepared for the use of our software in production. Our goal is to partner with you and lend our expertise based on experience, in order to allow your resources to be successful at go-live.

Both teams collaborate on all aspects of training, discussed, and documented during the planning stage of the project. The expectation is for Tyler to provide one or more occurrence of each scheduled training. You will be responsible for the logistics of the training by completing such tasks as scheduling resources and ensuring facilities are available. These sessions are to be attended by your key staff members (i.e. functional leads and power users) so that they can then disseminate the information they learn to others in your organization if or when necessary

Documentation

Tyler Technologies provides structured training documentation to support user adoption and effective system use throughout and after implementation.

Training materials and project-related documentation are made available through a centralized project portal, allowing City staff to access, store, and reference relevant information in a single location. This ensures that users have ongoing access to the most current materials throughout the project lifecycle and after go-live.

Training documentation is developed to align with system functionality and user roles, supporting both end users and system administrators. Materials are designed to reinforce key processes and workflows and may include step-by-step guides, reference materials, and supporting documentation to assist users in performing their daily tasks.

Throughout the implementation, Tyler Project Managers oversee the development and delivery of training documentation, ensuring that materials are aligned with project activities and user needs. As project deliverables are completed, the implementation team monitors staff participation and material absorption to assess the effectiveness of training efforts and identify any areas where additional documentation or support may be needed.

This approach ensures that training documentation is accessible, relevant, and aligned with project progress, supporting users in understanding and adopting the new system.

- User communications/change management documents

User communications/change management document

Tyler Technologies uses a structured and collaborative approach to user communications and change management to support successful system adoption and minimize disruption to City operations.

Project Communication

During implementation, the City will be provided access to a centralized project portal. This portal serves as the primary communication hub and allows both Tyler and City staff to plan, store, and access project documentation, track progress, and maintain transparency throughout the implementation. The portal is jointly maintained by Tyler and the City and remains available for up to one year after go-live.

In addition to the project portal, Tyler establishes a defined communication plan that outlines communication channels, meeting cadence, stakeholder roles, and escalation paths. This ensures consistent, timely communication across all project participants.

Change Management Approach

Tyler's change management approach focuses on preparing City staff and stakeholders for new processes and system functionality. Throughout the project, Tyler Project Managers assigned to each phase work closely with City stakeholders to communicate upcoming changes, set expectations, and support user readiness.

As project deliverables are completed, the implementation team generates detailed reports that provide insight into project progress, staff participation, and completion of key tasks. These reports are reviewed by Tyler Project Managers to identify any gaps, risks, or areas requiring adjustment. Findings are communicated to the City along with recommended actions to maintain alignment with project goals.

User Communication and Readiness

User communications are integrated throughout the implementation lifecycle and include updates on project milestones, system changes, and training activities. Tyler works with the City to ensure that end users are informed and prepared for system adoption.

If issues arise during the project, defined escalation paths are followed in accordance with the communication plan to ensure timely resolution and minimal impact to the project timeline.

This structured approach to communication and change management supports effective collaboration, clear expectations, and a smooth transition to the new system.

- Prepare a schedule showing key phases, deliverables and milestones for the project.

Project Planning

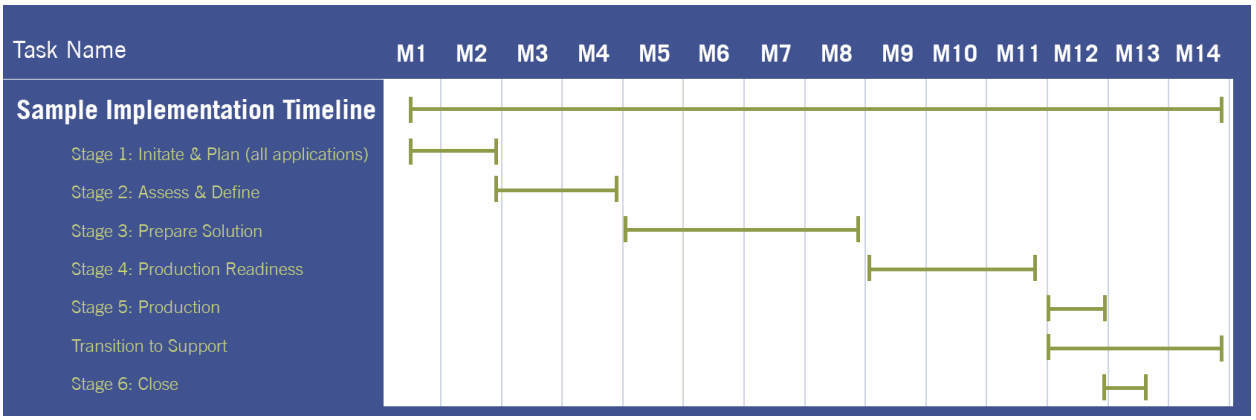
Project Planning is an important piece of any implementation. Tyler takes a custom approach to every project we lead. The project schedule is developed collaboratively with both project teams in order to meet your needs, while keeping in mind Tyler's guidelines for implementation. Periodic project meetings will be scheduled where changes in scope, project length, or cost will be reviewed.

Tyler is open to discussing the project schedule in more detail and working out a mutually agreed upon plan that considers all project risks, requests and resource constraints.

Tyler recommends a phased implementation approach, staggering start and live dates for each phase of the project. Live dates will be targets but should not place unnecessary constraints on the project. The following schedule takes into consideration the City's goals and Tyler's recommended approach, and assumes the product will be used as is, without additional go-live customizations.

Proposed Project Phases

Enterprise Permitting & Licensing 12 Month Timeline



- Describe the data migration strategy and tools.

Tyler Technologies uses a structured, collaborative approach to data migration designed to ensure accuracy, completeness, and a smooth transition from legacy systems. Tyler's data experts conduct hundreds of data conversions each year and bring extensive experience in data extraction, transformation, and validation.

The data migration strategy includes the following components:

- Data assessment and planning

    - Work with the City to identify data sources, including the current PIMS application and related systems
    - Define scope of data to be migrated and establish priorities
    - Confirm data formats and readiness for conversion
- Data mapping and transformation
    - Tyler's conversion programmers translate legacy data into the appropriate fields in the new system
    - Mapping is defined and validated in collaboration with City stakeholders
- Data extraction and tools
    - The City will provide data from legacy systems in a usable format such as MSSQL database backup (.bak), ASCII files, MS Access, or MS Excel
    - Standard data extraction, transformation, and loading (ETL) processes are used to convert and load data into the system
- Data cleansing and validation
    - Tyler guides the City through review of specific data elements after conversion
    - The City identifies and reports discrepancies
    - Tyler collaborates with the City to resolve issues and ensure data accuracy
- Testing and user acceptance
    - Conduct test conversions and validation cycles
    - Support user acceptance testing (UAT) to confirm data supports permitting, inspections, and reporting processes
- Final migration and go-live support
    - Execute final data migration aligned with the project timeline
    - Ensure minimal disruption to operations during transition
- Post-migration support
    - Provide support to address any post-go-live data issues
    - Ensure data is complete, reconciled, and usable for ongoing operations

Data Conversion Standards and Responsibilities

Achieving a successful migration is a shared responsibility between Tyler and the City. Tyler provides experienced data conversion resources and tools, while the City is responsible for:

- Providing data in a readable format suitable for conversion
- Reviewing converted data for accuracy and completeness
- Assisting in identifying and resolving discrepancies

This collaborative approach ensures that only clean, validated, and reconciled data is migrated into the new system.

- Integration capability with a variety of existing software applications, including ProjectDox, Laserfiche, ArcGIS, InvoiceCloud, OpenGov budgeting, JDE Enterprise interface processing capabilities, and Office365 applications; and the city's property data system that is proprietary software provided by a local government consortium.

Enterprise Permitting & Licensing includes native integration support with ProjectDox, ArcGIS and Office365.

- Enterprise Permitting & Licensing's eReviews suite integrates natively with ProjectDox for digital plan document mark-ups and real-time collaborative staff reviews. Applicants submit plans and supporting documents directly into the permit record, and reviewers complete routing, markups/comments, re-submittals, and approval steps within the same system of record that manages the permit/plan.
- Enterprise Permitting & Licensing is designed to natively consume Esri ArcGIS REST services (e.g., map/geometry services and related capabilities) to support mapping, parcel/location selection, and GIS-driven workflow decisions. All communication with ArcGIS takes place via ArcGIS map services; the integration with ArcGIS consumes feature sets and layers that the City chooses to publish.
- Enterprise Permitting & Licensing supports native integration with an Outlook/Exchange calendar instance, including system event synchronization for inspections and meetings, plus conflict checks upon scheduling. The interface is configured via the Microsoft Graph API using registration and authentication credentials obtained and maintained by the City. The interface is one-way only (send).

For document management and financial transactions, Tyler offers its own natively integrated solutions for the City's consideration.

- Tyler Content Manager acts as a centralized content repository that could replace the default attachment/document repository used by Laserfiche, enabling the City to manage permitting and licensing documents within a unified Tyler ecosystem. In this model, the two systems operate through a built-in integration designed to streamline document capture, storage, retrieval, and security without requiring the City to build and maintain a custom interface to a third-party document system.
- Tyler Payments is natively integrated with Enterprise Permitting & Licensing and would provide a single vendor relationship for all aspects of payment processing. Tyler Payments offers native real-time integration features including enhanced reconciliation actions and eliminates the need for manual integration. Tyler Payments is available as a solution for both back-office and online payment transactions.

For all other third-party systems, and for any that the City wished to keep in place of our natively integrated alternatives, Tyler's Enterprise Permitting & Licensing software suite supports an industry standard architecture of open APIs architected in jSON RESTful services that expose business objects as a web service and provide logic, rules, roles, and security. The system can integrate with third-party systems and external data sources using standard REST-based APIs for bi-directional interfaces for providing and consuming information to/from the external systems; the APIs are synchronous, returning requested results as HTTP responses. Optionally, Enterprise Permitting & Licensing is pre-mapped to SnapLogic IPaaS for the facilitation of low or no-code integration development; Tyler is an authorized SnapLogic reseller.

- Ownership and portability of data entered in the system.
    - Note: The city expects to retain control of the data it enters in the PIMS application and to have the ability to export the data without vendor involvement, either for its own purposes or transfer to a different PIMS application.

The client retains full ownership of all client data. Data is accessible at all times through secure, role-based application access and may be exported without Tyler assistance using available application tools and interfaces. Export capabilities support industry-standard, non-proprietary structures to ensure data portability. Upon request or contract termination, Tyler provides data extraction and delivery in accordance with contractual terms.

Budget

- Provide a not-to-exceed cost proposal that shows:
  - Fees per task
  - Total hours, and hours per task for each key role/staff person
  - Reimbursable expenses
  - Description of contract options, including multiyear contract options with any corresponding price increase protections or discounts
  - Detailed pricing for software licenses, including whether licenses are per user, per device, enterprise or another model.
  - Detailed pricing for implementation services, training and ongoing support
- Provide a proposed, phased payment plan, with final payment scheduled after “go live” and acceptance of system by city. Payments should be based on milestones, not on time.

Tyler Technologies has provided a cost proposal on the following pages.

Quoted By:	Ray Kinard
Quote Expiration:	10/6/26
Quote Name:	Tyler EPL

Sales Quotation For:
City of St. Louis Park
5005 Minnetonka Blvd
St Louis Park MN 55416-2216

Tyler SaaS

Description	Term	Monthly Fee	Users/Units	Annual Fee
Enterprise Permitting & Licensing Core Software				
Enterprise Permitting & Licensing User		$ 201	35	$ 84,595
Enterprise Permitting & Licensing Foundation		$ 1,401	1	$ 16,813
Business Management Suite		$ 700	1	$ 8,407
Community Development Suite		$ 700	1	$ 8,407
Enterprise Permitting & Licensing Extensions				
Enterprise Permitting & Licensing - Read Only User		$ 31	35	$ 12,810
3rd Party Enterprise Permitting & Licensing Document Management API Connector		$ 219	1	$ 2,627
Sub-Total:				$ 133,659
Less Discount				*$ 40,103*
TOTAL	**3.00**			**$ 93,556**

Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Professional Services				
Configuration Training	40	$ 225	$ 9,000	$ 0
Data Conversion Services	120	$ 250	$ 30,000	$ 0
End User Training	40	$ 225	$ 9,000	$ 0
Production Support	40	$ 225	$ 9,000	$ 0
Professional Implementation Services	348	$ 225	$ 78,300	$ 0
Project Manager Services	148	$ 225	$ 33,300	$ 0
Professional Services				
AWS Configuration Fee - New	1	$ 4,658	$ 4,658	$ 0
Sub-Total:			$ 173,258	
Less Discount:			*$ 4,658*	
TOTAL:			**$ 168,600**	**$ 0**

Summary	**One Time Fees**	**Recurring Fees**
Total SaaS		$ 93,556

Total Services	$ 168,600	$ 0
Total Third-Party Hardware, Software, Services	$ 0	$ 0
Summary Total	**$ 168,600**	**$ 93,556**
Estimated Travel Expenses	**$ 12,000**	

Optional Tyler SaaS

Description	Term	Monthly Fee	Users/Unit	Annual Fee
Enterprise Permitting & Licensing Extensions				
Resident AI Assistant - Max 208,000 conversations per year		$ 876	1	$ 10,508
Enterprise Service Requests		$ 620	1	$ 7,436
Decision Engine		$ 610	1	$ 7,314
Pre-Application Assistant		$ 610	1	$ 7,314
Tyler Software				
My Civic (Citizen Engagement and Requests)		$ 1,751	1	$ 21,017
	TOTAL	**3.00**		**$ 53,589**

Optional Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Professional Services				
Integration Services for API/SDK Support	10	$ 250	$ 2,500	$ 0
Resident AI Assistant - Services	1	$ 4,200	$ 4,200	$ 0
Pre-Application Assistant - Services	200	$ 225	$ 45,000	$ 0
TOTAL			**$ 51,700**	**$ 0**

Comments

SaaS Monthly Fees are rounded to the nearest dollar. The Annual Fee value represents the cost to the customer.

Tyler resources will establish connection and verify data exchange between My Civic and Enterprise Permitting & Licensing powered by EnerGov for code cases.

Enterprise Service Requests is an application for citizens to report code complaints. Tyler resources will configure, train client personnel, and support go-live for 311 functionality utilized by Enterprise Permitting & Licensing.

Enterprise Permitting & Licensing Foundation includes GIS for EPL Users, Core Foundation Bundle, Advanced Automation Bundle, Data & Reporting Access, Report Toolkit, EPL API Toolkit and 1 TB of Storage

Business Management Suite includes Civic Access for Business Management and Business Management Executive Insights

Community Development Suite includes Civic Access for Community Development and Community Development Executive Insights

Enterprise Permitting & Licensing User includes back-office and Workforce Mobile access

Your use of Resident AI Assistant and any related items included on this order is subject to the terms found at: https://www.tylertech.com/client-terms/resident-ai-assistant-software-as-a-service. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms.

The SaaS Setup Fee for your project has been discounted by 100% by credits sponsored and provided by Amazon Web Services (AWS)

Investment Summary Notes

Project Delays and Change Control: Any delays in the client's completion, review, or acceptance of deliverables that extend the project timeline will be subject to the change control process. This may result in additional costs, including, but not limited to, extra service hours for project management, consulting, and conversion development.

Cancellation Policy: If the client cancels services with less than two (2) weeks' notice, the client will be liable to Tyler for information.png all nonrefundable expenses incurred on the client's behalf and (ii) daily fees for the canceled services if Tyler is unable to reassign its personnel.

Implementation Service Hours: Implementation service hours are scheduled and provided in increments of four (4) or eight (8) hours. The implementation service hours assume a 75% remote and 25% onsite split but can vary per project. The hours do not include travel expenses.

Public Administration Security Console (PASC): PASC is a tool that allows Support staff to access client environments using specified Tyler-owned accounts with rolling passwords.

Client Responsibility for GIS Services: The client is responsible for providing and maintaining the GIS services required by Enterprise Permitting & Licensing in compliance with Tyler's GIS deployment guidelines.

Civic Access serves as the client's online portal for citizens. Tyler will ensure the portal is operational and integrated with GIS, configure the payment portal (if applicable), and provide training for Civic Access configuration. The client configures online applications and other components not specified above.

Tyler Hub is a platform that allows clients to customize individual user dashboards for tasks and data visualization. Tyler will connect the EPL data source to Hub and provide training for user dashboard personalization. The client is responsible for personalizing and maintaining user dashboards. Any additional data source connections to Hub will be subject to the change control process and may incur additional costs.

Decision Engine is a web-based extension for Civic Access that guides citizens to the appropriate online applications through a series of questions. If purchased, Tyler will establish the connection, troubleshoot as needed, and provide training for application configuration. The client is responsible for designing and implementing the questionnaires.

Implementation Notes
Enterprise Permitting & Licensing (EPL) Implementation: This implementation follows a shared services model. Tyler is responsible for configuring 5 case types as examples, with the client completing the remaining configuration. Each unique case type configured by Tyler is estimated to require 25-30 hours for definition, configuration, and validation. Tyler will also enable the application's standard Geo Rules and standard automation events. The client will manage all additional configuration tasks.

Tyler's implementation team will primarily handle the following tasks:
• Training on EPL functionality.
• Providing training, best practices, and consultation on software configuration and maintenance for EPL and Civic Access applications.
• Establish connections between EPL, Civic Access, and the client-published GIS map services and configure EPL’s Live Link component.
• Configure and validate core EPL functionalities, including global settings and initial user roles.
• Configure and validate the payment system for EPL and Civic Access or enable electronic payments based on client-supplied payment gateway information (where applicable, depending on the contract and the client securing an approved payment gateway).
• Configure and validate integrations between Tyler products (Enterprise ERP, Cashiering, Content Manager, Enterprise Service Requests, and others as applicable based on the contract).

Client's Responsibilities The client's Subject Matter Experts (SMEs) are expected to be available approximately 25-50% of each week (depending on the number of processes) throughout the project to perform configuration and validation, in addition to time spent with the Tyler team. The client’s configuration team should plan to dedicate 30-45 hours per process following the completion of configuration training. The client’s SMEs will primarily be responsible for the following tasks:
• Configuring Case Types and Work Classes, including all associated module components.
• Set up system configurations (e.g., Holidays, Zones, Hold Types, Hearing Types, etc.).
• Configure dynamic custom fields for Report Setup.

• Configure users and user roles.
• Configure Workflow components and Workflow Templates (e.g., Steps, Actions, Submittal Types, Item Reviews, etc.).
• Customizing and administering Civic Access (e.g., allowed Case Types, Application instructions, Geo Rules, Themes, Headers, Menus, Security Settings, etc.).
• Configure Automation Events (e.g., Intelligent Objects, standard Intelligent Queries) to manage tasks such as emails, tasks, Geo Rules, etc.
• Manage any additional configuration tasks as the client desires.

Integration Notes
Enterprise Permitting & Licensing (EPL) API Implementation & Support: Tyler's services for EPL API implementation are limited to delivering the API and providing guidance to the client's integration development team. Tyler does not offer integration development services for EPL API/SDK toolkits. The client, or a chosen third-party integrator, will be responsible for all development work related to the API/SDK.

Integration with Executive Insights: Tyler will establish the connection and verify the data exchange between Executive Insights and EPL. No additional integrations are included in the scope of this implementation.

Conversion and Reports Notes
Full Conversion: The Client will provide Tyler with up to [1] legacy data source containing data related to Permitting, Planning, Licensing, Inspection, and Code Enforcement from the legacy system. The Client is responsible for extracting the data from their legacy system(s) and delivering it to Tyler in an acceptable format. Tyler will not manipulate or correct the legacy data on behalf of the Client; the Client must resolve any data quality issues before submission. Tyler will populate the Data Conversion Template database (DCT-DB) with the legacy data for conversion into EPL. Tyler will use the completed DCT-DB to produce a mapping document to enable the Client to correlate legacy data fields with EPL fields. The Client is responsible for all data mapping decisions and document completion. The DCT-DB and mapping document provided by the client will translate the legacy data into the EPL software, constituting a "conversion pass." The scope of this implementation includes four (4) conversion passes: two (2) evaluation passes, one (1) simulated go-live pass, and one (1) final golive pass. No additional conversion services are included in the scope of this implementation. Any further data sources will require a change order.

Custom Reports: No custom reports, forms, or letters are included in this implementation.

Support and Maintenance

- Post-implementation support plan
- Maintenance and upgrade policy
- Service level agreement (SLA) with terms and remedies
- Written documentation, resources and training for new finance users and for end-users (both internal and external).

Post-Implementation Support Plan

Tyler Technologies provides comprehensive, in-house post-implementation support designed to ensure continued system performance and user success. All support services are delivered by Tyler staff, providing direct access to product experts without reliance on third-party providers.

Clients may access support through multiple channels, including Tyler's Online Support Portal, phone support, and remote assistance tools. The Online Support Portal allows users to log and manage incidents, attach documentation, and track resolution progress. Tyler's support organization is structured by application, ensuring that each request is handled by specialists with deep product expertise.

Support is available during local business hours (8:00 AM to 5:00 PM, Monday through Friday) across multiple U.S. time zones. Tyler aims to respond to all support requests within one business hour. All incidents are tracked within Tyler's customer relationship management system, providing full visibility into case status, communication history, and resolution details.

Educational Resources

Tyler provides a robust set of online and continuing education resources to support ongoing user adoption and system proficiency. These resources are designed to provide users with self-service access to information, training, and peer collaboration.

Available resources include:

- Knowledge and self-service tools
  Tyler Search, Knowledgebase, Online Help, and Answer Panel provide centralized access to product documentation, frequently asked questions, and context-sensitive guidance within the application.
- Training and learning platforms
  Tyler Coach delivers role-based e-learning, while Tyler Connect and State User Groups provide instructor-led training, product updates, and opportunities for peer collaboration.
- Support and collaboration tools
  Tyler Community enables users to ask questions, share best practices, and collaborate with other clients, while the Online Support Portal allows users to log and track incidents and access support resources.
- Product and release information
  Tyler Release Management Console provides detailed information on system updates, enhancements, and issue tracking.

These resources remain available post-implementation to support onboarding of new users, continuous learning, and long-term system success.

Maintenance and Upgrade Policy

Tyler follows an Evergreen philosophy, providing ongoing system enhancements and updates as part of standard maintenance. Application upgrades are released on a quarterly basis, delivering new functionality and improvements while minimizing disruption to operations.

In addition to scheduled releases, cumulative updates containing software corrections are made available between major releases. All updates are cumulative, ensuring that clients are always operating on the most current version of the application.

Service Level Agreement (SLA)

Tyler's service level approach is designed to ensure timely response and resolution of support requests. Incidents are prioritized based on severity and impact to operations, with defined response targets and escalation procedures to address critical issues.

Tyler aims to respond to support requests within one business hour and works collaboratively with clients to resolve issues based on priority. Escalation paths are in place to ensure that high-impact issues receive appropriate attention and are resolved in a timely manner. Service expectations, including response and resolution targets and any applicable remedies, are defined in Tyler's standard service agreements.

Documentation, Resources, and Training

Tyler provides a comprehensive set of documentation, resources, and training tools to support both new and existing users. These resources are designed to promote self-sufficiency and ongoing learning.

Clients have access to a centralized knowledgebase, online help tools, and user community forums where they can search for information, access documentation, and collaborate with other users. Tyler also provides ongoing training opportunities through e-learning platforms, user groups, and annual conferences.

Application documentation includes detailed user guidance, search functionality, and step-by-step instructions to support daily operations. These resources remain available post-implementation to support onboarding of new users and continued skill development for existing staff.

Transparency

Tyler is committed to transparent issue resolution. All support incidents are logged into Tyler's Customer Relationship Management System (CRM) with a unique incident number. Our CRM maintains a comprehensive record of every incident, including contact information, timestamps, priority levels, case descriptions, correspondence, attached files, support recommendations, and final resolutions.

Tyler provides online and continuing education resources for our clients, including but not limited to the following resources.

Other

- Proposers may offer ideas and services outside the scope of services; however, all such exceptions should be specifically noted and explained.

St. Louis Park, MN ("Client")
Request for Proposals / Quote (RFP/Q) Permit and Inspection Management System

Tyler's Statement of Exceptions to the Procurement Documents

Tyler's Proposal is based on the delivery of the requested software and services according to Tyler's standard implementation methodology and Tyler's standard contract. That methodology, and that contract, have been refined and enhanced over Tyler's many years of operation in the public sector information technology market. ***Tyler's submission of its Proposal does not waive Tyler's right to negotiate any and all terms to the mutual satisfaction of the parties.*** Tyler will be obligated to provide products and services only upon execution, and under the terms and conditions, of the mutually negotiated contract between Tyler and the Client.

Tyler considers its implementation methodology and its contract to be the starting point for those negotiations. A link to, or copy of, Tyler's standard contract is included for your reference. If you ask to incorporate your procurement documents and our Proposal documents into the contract package, we will agree to do so as long as the order of priority is: (a) the final, negotiated contract; (b) our Proposal documentation; and (c) your procurement documentation.

Tyler is providing representative exceptions to standard procurement terms and conditions for your review. This list may not include all RFP terms and conditions Tyler may wish to negotiate if selected, and it does not negate any of the expectations Tyler has stated above.

- Contract Document: Tyler expects to use the standard Tyler contract as the basis for beginning contract negotiations, as it contains language specific to the software industry, such as license grant and intellectual property infringement. Tyler recognizes that there may be clauses of particular importance to the Client that may not be included in the Tyler contract. Tyler is amenable to accommodating the Client's contract requests by incorporating mutually agreed clauses into the Tyler contract.

- Insurance: Tyler has provided its evidence of insurance certificate. Tyler's insurance program is established at a corporate level and is not subject to change for individual customers. While performing services under an agreement with the Client, we will agree to maintain the following levels of insurance: (a) Commercial General Liability (CGL) of $1,000,000 per occurrence and $2,000,000 in the aggregate; (b) Automobile Liability of $1,000,000; (c) Professional Liability (including Cyber Liability) of $1,000,000; (d) Workers' Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of $5,000,000 per occurrence and in the aggregate.

- Ownership: We do not agree to work-for-hire provisions. Tyler retains all intellectual property and confidentiality rights in and to our proprietary and/or confidential information and deliverables.

- Public Disclosure: Tyler will comply with applicable public records laws. Disclosure may be made only to the extent disclosure is required by law, provided, however, that the Client shall give prompt notice of the service of process or other documentation that underlies such requirement to Tyler so that it may obtain a protective order or otherwise protect the confidentiality of Tyler's confidential information.

- Pricing: Tyler adheres to its pricing as set forth in its Proposal. Any fees for subsequent periods of time or additional services not addressed in Tyler's Proposal shall be at Tyler's then-current rates. Unless noted otherwise, our services rates do not include travel expenses, which are separately estimated and are payable in accordance with our then-current Business Travel Policy. Unless expressly indicated otherwise, the fees we have quoted do not include any taxes.

- Information Security and Privacy: Information security is important to Tyler and to every agency and jurisdiction we serve. Tyler agrees to comply with all relevant federal and state laws and regulations on security and privacy, and its handling of security breaches, including notification to customers, conforms to applicable state and federal law. Tyler maintains industry-standard information technology and security policies and practices at a company-wide level, including a documented security incident response plan, that are not subject to change on a client-by-client basis. For hosted services, Tyler utilizes industry standard public cloud deployment methods that provide the highest commercially reasonable system availability and performance. Tyler implements systems utilizing shared responsibility models where responsibility for physical infrastructure is provided by the public cloud provider, application deployment is managed by Tyler, and application configuration is maintained by the customer, where applicable. Tyler follows security best practices dictated and defined by the following three assurance audits: SOX-404 Financial and IT General Controls, PCI Security Council PA-DSS/PCI-DSS, and the AICPA SSAE-21 SOC 1 & SOC 2 Assurance Audits. Our security policy is based on the full NIST Cybersecurity Framework and is reviewed during each audit.

- Compliance with Laws and Regulations: We will comply with all applicable state and federal laws, ordinances, orders, decrees, and regulations. Tyler reserves the right to review and discuss with the Client specific laws and regulations that the Client wishes to incorporate into the final contract. The quoted fees are based, in part, on the cost of compliance with applicable laws existing as of the Proposal submission date. Should laws applicable to Tyler's performance under the contract change, Tyler reserves the right to, for example, seek a change order for the additional work, time and/or cost that may be required to comply with the new law, ordinance or regulation. To the extent compliance requires a modification to the Tyler software, Tyler will provide that modification according to the provisions set forth in the Tyler contract or as otherwise agreed to by the parties.

- Termination: Tyler's standard practice is not to include a termination for convenience provision in its contracts, given the significant investments made by both parties to the procurement and implementation. Tyler relies instead on its termination provisions for cause, non-appropriation, and/or force majeure. The Client may terminate the contract for cause in the event Tyler fails to cure a material breach according to the terms of the dispute resolution process set forth in Tyler's standard contract. The Client will make payment to Tyler for all products, services and expenses delivered or incurred through the effective date of termination that were not previously disputed under the contract. Payment for disputed products, services and expenses, and the Client's remedies, will be determined through the mutually agreed dispute resolution process.

- Warranties: Tyler provides a comprehensive, objective software warranty tied to functional descriptions of the Tyler software. Tyler does not provide implied warranties, including the implied warranties of merchantability and fitness for a particular purpose, as they are subjective. For as long as the Client is current on paying its fees, Tyler warrants that the Tyler software will substantially conform to the functional descriptions of the Tyler software contained in Tyler's Proposal, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current documentation. Tyler warrants that it will perform services in a professional,

workmanlike manner, consistent with industry standards. In the event Tyler provides services that do not conform to this warranty, Tyler will re-perform the services at no additional cost to the Client. Tyler passes through to its clients all warranties received on third party products. Tyler disclaims all other warranties.

- Limitation of Liability: Except as otherwise expressly set forth in the agreement, Tyler's liability for damages arising out of the contract, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to the lesser of (a) Client's actual direct damages or (b) the amounts paid by Client under the contract for the then-current term. To the maximum extent permitted by applicable law, in no event shall Tyler be liable for any special, incidental, punitive, indirect, or consequential damages whatsoever, even if Tyler has been advised of the possibility of such damages.

- Indemnification: Tyler shall defend, indemnify and hold harmless the Client from and against any and all direct claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) from third parties for personal injury or property damage arising from Tyler's negligence or willful misconduct; or Tyler's violation of a law applicable to Tyler's performance under the contract. The Client must notify Tyler promptly in writing of the claim and give Tyler sole control over its defense or settlement. The Client agrees to provide Tyler with reasonable assistance, cooperation, and information in defending the claim at Tyler's expense.

- Personnel: Tyler will provide information on representative Tyler personnel. We are unable to assign personnel to a project until Tyler is selected and a contract is signed, in an effort to most effectively use resources.

- Audit: The Client may audit Tyler's books and records relating directly to the contract once per year on one-week advance written notice, and at Client's expense. Unless otherwise agreed, the location of the records will be the Tyler office servicing the contract. The audit will not include access to Tyler's personnel records, or conditions of employment.

- Milestone Payments: Tyler will agree to a retention schedule for at least a portion of the fees payable for implementation services, with such retention to be invoiced and paid on the live production date of the software, by phase.

- Services: Tyler's Proposal contains estimates of the amount of services and associated expenses needed, based on the size and scope of the Client's project. The actual amount of services and expenses depends on such factors as the Client's level of involvement in the project and the speed of knowledge transfer. If required, Tyler will provide a not-to-exceed quote once the scope of services has been finalized. Unless noted otherwise, our services rates do not include travel expenses, which are separately estimated and are payable in accordance with our then-current Business Travel Policy.

- Any other relevant information that supports the submitted proposal.

Terms and Conditions

Please see the Tyler Technologies standard Terms and Conditions contract in this section of this RFP Response. Tyler Technologies is willing to negotiate contract terms to suit both parties upon award of contract.

https://www.tylertech.com/portals/0/terms/public-administration/New-Public-Administration-Group-Clients-SaaS-Agreement.pdf

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/02/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 99 HIGH STREET BOSTON, MA 02110 CN102891976-TTI-GAWX+-25-27	**CONTACT NAME:** Finn Davis **PHONE (A/C, No, Ext):** (617) 999-7893 **FAX (A/C, No):** **E-MAIL ADDRESS:** Finn.Davis@marsh.com
INSURED Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Hartford Fire Insurance Co — 19682 **INSURER B :** Trumbull Insurance Company — 27120 **INSURER C :** Hartford Casualty Insurance Company — 29424 **INSURER D :** QBE Specialty Insurance Company — 11515 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** NYC-011872450-17 **REVISION NUMBER:** 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			10UENBA4DHY	04/01/2026	04/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 10,000 1,000,000 2,000,000 2,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			10UENBK8G3C	04/01/2026	04/01/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	1,000,000
C	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000			10XHUBC1DGX	04/01/2026	04/01/2027	EACH OCCURRENCE AGGREGATE	$ $	5,000,000 5,000,000
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		10WNS88300	04/01/2026	04/01/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000
D	Professional Liability/Cyber			130001996	06/17/2025	06/17/2026	Limit		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Coverage

CERTIFICATE HOLDER	**CANCELLATION**
Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** **AUTHORIZED REPRESENTATIVE** Marsh USA LLC

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AGENCY CUSTOMER ID: CN102891976
LOC #: Boston

ACORD®

ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY	NAMED INSURED
MARSH USA, LLC.	Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The Professional Liability/Cyber policies evidenced contain Self Insured Retentions to various perils covered. If you would like additional information regarding these sublimits or deductibles, please contact the insured.

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St. Louis Park
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Request for Proposals/Quote (RFP/Q)
Permit and inspection management system

Introduction

The City of St. Louis Park, Minnesota, is seeking proposals from qualified vendors for the purchase of a permit and inspection management system (PIMS) application, with implementation to be completed by June 30, 2027. The objective of this RFP/Q is to solicit proposals and quotes for a PIMS application that meets the city's requirements for functionality, security, excellent internal and external user interface and cost-effectiveness. The chosen vendor will be responsible for the provision, implementation and support of the PIMS application. The city currently uses a propriety PIMS application provided through a local government consortium, ProjectDox for online submission and review of plans, and Laserfiche for document storage.

About the city

St. Louis Park, Minnesota, is a first-ring community located immediately west of Minneapolis with about 50,000 residents. The PIMS application will be used for several city functions, including:

- Issuing construction project permits
- Inspecting new construction and remodeling for compliance with Minnesota State Building Code standards
- Conducting point-of-sale property inspections
- Licensing for a wide variety of functions
- Enforcing city code provisions related to property maintenance, nuisance and zoning
- Inspecting multifamily rental units and non-owner-occupied one- and two-family homes
- Issuing right of way and erosion control permits – 311 and 26 in 2025, respectively
- Accommodating 70-80 internal users currently, with limited demand for more
- Overall, the city issued 2,600 permits/applications through its current system in 2025
- Over nine years 6,200 users created accounts, mostly external customers.

Scope of work

The scope of work includes the following. Submitted proposals should confirm this scope or offer suggested modifications.

System implementation

- Project planning and management
- System configuration and customization
- Data migration from legacy systems
- Integration with existing third-party applications
- User acceptance testing (UAT)
- System deployment and go-live support

Training and support

- End-user training
- System administration training
- Post-implementation support
- Ongoing maintenance and upgrades
- Ability to support future integration with new systems

Qualifications

Vendors must demonstrate the following qualifications:

- Experience in implementing permit and inspections management systems for municipalities or similar public sector entities
- Strong project management capabilities
- Proven track record of successful permit and inspections management implementations
- Technical expertise in integration with the city's existing software applications
- Availability of local or regional support resources

City roles

The proposal should define the consultant's expectations regarding city staff's role in the project under their proposal. The project leads are Jacque Smith, communications and technology director, and Sean Walther, deputy community development director. The city has organized an internal interdisciplinary workgroup to help inform this process and aid in the execution of key goals and activities.

Proposal requirements

Proposals shouldn't exceed 25 pages, including attachments, and should include the following elements:

Executive summary

- Overview of the proposed solution
- Key benefits and differentiators

Company profile

- **Firm(s):** Identify the lead firm and any subconsultant firms represented in your proposal. Provide a brief history and overview of your firm including length of time doing business.
- **Team leadership and key personnel:** Identify the role and qualifications/experience for key staff members who will provide service on this project.
- **Relevant experience:** Identify five past projects that are a good example of proposed services as it relates to this project. For each, provide a case study that includes:
    - Scope of project
    - Business processes that were improved
    - Description of challenges faced
    - Lessons learned
    - Summary of client's current situation
- **References:** Include name, title, organization, phone number and email for at least three of the clients identified in five past projects, who can speak to their experience working with your company and staff members on your team. Letters of recommendation are strongly encouraged, and references will be contacted before the city award and/or executes a contract.

Technical proposal

- Explain your approach to helping the organization improve its permit and inspection management processes. Provide the following:
    - Summary of process
    - Agendas for meetings
    - Example deliverables
    - Training documentation
    - User communications/change management documents
- Prepare a schedule showing key phases, deliverables and milestones for the project.
- Describe the data migration strategy and tools.
- Integration capability with a variety of existing software applications, including ProjectDox, Laserfiche, ArcGIS, InvoiceCloud, OpenGov budgeting, JDE Enterprise interface processing capabilities, and Office365 applications; and the city's property data system that is proprietary software provided by a local government consortium.
- Address criteria provided under "Evaluation process"
- Address ownership and portability of data entered in the system.
    - *Note: The city expects to retain control of the data it enters in the PIMS application and to have the ability to export the data without vendor involvement, either for its own purposes or transfer to a different PIMS application.*

Budget

- Provide a not-to-exceed cost proposal that shows:
    - Fees per task
    - Total hours, and hours per task for each key role/staff person
    - Reimbursable expenses
    - Description of contract options, including multiyear contract options with any corresponding price increase protections or discounts
    - Detailed pricing for software licenses, including whether licenses are per user, per device, enterprise or another model.
    - Detailed pricing for implementation services, training and ongoing support
- Provide a proposed, phased payment plan, with final payment scheduled after "go live" and acceptance of system by city. Payments should be based on milestones, not on time.

Support and maintenance

- Post-implementation support plan
- Maintenance and upgrade policy
- Service level agreement (SLA) with terms and remedies
- Written documentation, resources and training for new finance users and for end-users (both internal and external).

Other

- Proposers may offer ideas and services outside the scope of services; however, all such exceptions should be specifically noted and explained.
- Any other relevant information that supports the submitted proposal.

Instructions for proposal/quote submission

All correspondence, questions and proposals/quotes should be submitted by email to Jacque Smith, communications and technology director, jsmith@stlouisparkmn.gov, and Sean Walther, deputy community development director, at swalther@stlouisparkmn.gov.

Timeline

The following is the anticipated proposal and project timeline. Dates are subject to change.

- RFP/Q questions due: April 22, 2026, by 4 p.m.
  - City staff will respond in writing to questions. Questions and answers will be distributed by email by 4 p.m. April 29, 2026, to all potential proposers of which we are aware.
- Proposals due May 6, 2026, by 4 p.m.
- Proposal evaluation: May 7 – May 14, 2026
- Proof of capability/product demos and interviews (virtual): May 18 – 21, 27, 28, 2026
- Follow up with vendors: early June 2026
- Vendor selection: by June 12, 2026
- Contract negotiations: June 15 - 30, 2026
- Initial planning meeting: Mid July – early August 2026
- Implementation preparation: August – December 2026
- Implementation: January – May 2027
- Go live: No later than June 30, 2027
- Acceptance/ final implementation payment: by Dec. 31, 2027

Evaluation criteria

In addition to what's listed above in this RFP/Q, proposals will be evaluated based on the following criteria:

Proposal response

- Compliance with RFP/Q requirements
- Quality, clarity and responsiveness of proposal
- References

Technical capability

- Integration capability with a variety of existing software applications, including ProjectDox, Laserfiche, ArcGIS, InvoiceCloud, OpenGov budgeting, JDE Enterprise interface processing capabilities, and Office365 applications; and the city's property data system that is proprietary software provided by a local government consortium.
- Proven technical ability to design, install and support the proposed system
- Hosting approach (cloud-based, vendor hosted, on premise, etc.)
- Ownership and portability of data entered in the system.Demonstrated ability to work in a cooperative and collaborative manner with clients
- Compliance with WCAG 2.1 A & AA digital accessibility requirements, including accessibility conformance report (ACR)

Project management

- Provide a single point of contact for entirety of project

- Well-thought-out timeline and roadmap for “go live” that includes an agreed-upon phased approach (to be finalized during contract negotiations).
- Ability to support and coach staff in change management prior to implementation
- Dedicated staff to train city staff to use the new system

Responsiveness and availability

- Ability to dedicate resources, including one point of contact, to the project
- Capacity to meet the project's demands.
- Willingness to prepare a contract in accordance with the city’s professional services agreement (see sample in Appendix B) and to negotiate language to be mutually agreeable to both the city and the vendor
- Ability to execute a contract in a timely manner
- Commitment to continually evolve the system to remain current with industry best practices.

Cost

- Ability to offer competitive pricing in direct correlation to RFP requirements.
- Member of a state or federal purchasing cooperative for public agencies
- Anticipated value and price
- Perceived risk or lack thereof
- Company financial stability

Proof-of-capabilities sessions

Once proposals are evaluated, qualified submitters will be invited to provide proof-of-capabilities sessions responding to scripted scenarios developed by the city to evaluate product functionality. Examples of capabilities that may be evaluated include the following. Additional items may be added.

User experience

- Applicant experience and ease of use, including evaluation of customer portal
- Online payment option

Integration

Effective integration with:

- Laserfiche
- ArcGIS
- Cartegraph
- ProjectDox
- Office365
- JDE
- OpenGov
- Invoice Cloud
- Property data system

Behind the scenes

- Ability to transition data from legacy to new system successfully
- Flexible reporting capabilities, including daily and monthly reconciliation reports for finance

- Document management, including integration with Laserfiche
- Workflow automation for improved staff experience
- Support and training for staff
- Ongoing updates and flexibility to change operations based on customer/user feedback

Additional features

- Right of way permitting, mapping capability and streamlined approval process
- AI-assisted plan review and other AI integrations
- Mobile inspection tools

General

Cost liability

The City of St. Louis Park is not liable for any cost incurred by the prospective firms prior to the signing of the contract.

Right to reject bids

The City of St. Louis Park reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects, in the city's judgment. In determination of award, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied and delivery terms will be considered.

Contract

The selected consultant will be required to sign the city's standard agreement for professional services, with consultant's proposal as an appendix. A sample of the standard agreement for professional services is attached. Contracts exceeding $175,000 require approval by the St. Louis Park City Council.

Additional information

- Bid to be awarded on a not-to-exceed basis.
- Proposers may offer ideas and services outside the scope of services; however, all such exceptions should be specifically noted and explained.
- Any other relevant information that supports the submitted proposal.

St. Louis Park
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AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made on **DATE**, between the **CITY OF ST. LOUIS PARK**, Minnesota ("City"), whose business address is 5005 Minnetonka Blvd., St. Louis Park, Minnesota 55416, and **BUSINESS NAME** ("Contractor") whose business address is **STREET ADDRESS**.

PRELIMINARY STATEMENT

The city has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for city projects. That policy requires that persons, firms, or corporations providing such services enter into written contracts with the city. The purpose of this contract is to set forth terms and conditions for **BUSINESS** to **INSERT DESCRIPTION HERE**.

The City and Contractor agree as follows:

1. **Scope of Services.** The Contractor agrees to provide professional services as described in Exhibit A, attached and made a part of this Agreement.

2. **Contract Documents.** The following documents shall be referred to as the "Contract Documents" all of which shall be taken together as a whole contract between the parties as if they were set verbatim in full herein:
   A. This Professional Services Agreement
   B. Exhibit A, Contractor's proposal

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any conflicts with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

3. **Time for Performance of Services.** The Contractor agrees to perform the services provided in Exhibit A, attached and made a part of this Agreement. The term of this Agreement is through **DATE,** the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period, as they deem appropriate, and upon the terms and conditions as herein stated.

4. **Compensation for Services.** The City agrees to pay the Contractor for services as described in Exhibit A. Compensation shall be in accordance with Exhibit A, attached and made a part of this Agreement and shall not exceed **DOLLAR AMOUNT**, excluding expenses and reimbursables, without prior written authorization by the City.

5. **Special Consultants.** The Contractor may use special consultants when required by the complex or specialized nature of the project.

6. **Extra Services.** The City will pay Contractor for extra services by the Contractor or special consultants only when authorized in writing by the City.

7. **City Services Provided**. The City agrees to provide the Contractor with the complete information concerning the scope of the project and to perform the following services:

SAMPLE

A. Access: The City shall make provision for the constraints and assumptions provided in Exhibit A.

B. Consideration of the Contractor's Work: The City shall give thorough consideration to all documents presented by the Contractor, and shall inform the Contractor of all decisions within a reasonable time so as not to delay the work of the Contractor.

C. Standards: The City shall furnish the Contractor with a copy of any standards they may require in their work for the project.

D. Owner's Representative: A person shall be appointed to act as the City's representative with respect to the work to be performed under this agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions, with respect to the materials, equipment, elements, and systems pertinent to the work covered by this Agreement.

8. **Method of Payment.** The Contractor shall submit to the City itemized bills for professional services performed under Sections 1-5 of this Agreement. Bills submitted shall be paid in the same manner as other claims made to the city.

9. **Accuracy of Work.** The Contractor shall be responsible for the accuracy of the work and the utilization of all determinant data, and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of Contractor without additional compensation.

10. **Authorized Agents.** The City shall appoint an authorized agent for the purpose of administration of this agreement. The Contractor is notified the authorized agent for the City is as follows:

NAME
BUSINESS NAME
PHONE AND EMAIL

The City is notified the authorized agent for the Contractor is as follows:
NAME
BUSINESS NAME
PHONE AND EMAIL

11. **Audit Disclosure.** The Contractor shall allow the City or its duly authorized agents reasonable access to such of the Contractor's books and records as are pertinent to all services provided under this Agreement.

12. **Termination.** This Agreement may be terminated by either party by seven (7) days' written notice delivered to the other party at the address written above. Upon termination under this provision if there is no fault of the Contractor, the Contractor shall be paid for services rendered and reimbursable expenses until the effective date of termination. If however, the City terminates the Agreement because the Contractor has failed to perform in accordance with this Agreement, no further payment will be made to the Contractor, and the City may retain another contractor to undertake or complete the work identified in Section 1 (Contractor Services).

SAMPLE

13. **Subcontractor.** The Contractor shall ensure and require that any subcontractor agrees to and complies with all of the terms of this agreement. Any subcontractor of Contractor used to perform any portion of this agreement shall report to and bill Contractor directly. Contractor shall be solely responsible for the breach, performance or nonperformance of any subcontractor.

14. **Independent Contractor.** At all times and for all purposes herein, the Contractor is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Contractor an employee of the City.

15. **Non-Discrimination.** During the performance of this contract, the Contractor shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements of this section in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

16. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.

17. **Services Not Provided For.** No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

18. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of the Agreement.

19. **Entire Agreement.** The entire Agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

20. **Compliance with Laws and Regulations.** In providing services hereunder, the Contractor shall abide by all statutes, ordinances, rules, and regulations, including to the extent it is applicable the Minnesota Government Data Practices Act, pertaining to the provisions of services to be provided. Any violation shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

21. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

22. **Indemnification.** Contractor agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, arising from negligent acts or otherwise wrongful acts or omissions, of

SAMPLE

the Contractor, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Contractor fully to perform, in any respect, all obligations under this Agreement.

23. **Insurance.**

A. General Liability: During the term of this Agreement, Contractor shall maintain a general liability insurance policy with limits of at least $1,500,000 for each person, and each occurrence, for both personal injury and property damage. This policy shall name the City as an additional insured for the services provided under this Agreement and shall provide that the Contractor's coverage shall be the primary coverage in the event of a loss. The policy shall also insure the indemnification obligation contained in Section No. 22. A certificate of insurance on the City's approved form which verifies the existence of this insurance coverage must be provided to the City before work under this Agreement is begun.

B. Worker's Compensation: The Contractor shall secure and maintain such insurance as will protect Contractor from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of Contractor's services under this Agreement.

C. Professional Liability Insurance: The Contractor agrees to provide to the City a certificate evidencing that they have in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services for the City, in the insured's capacity as the Contractor, if such legal liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is legally liable. Said policy shall provide an aggregate limit of $1,500,000.

24. **Records Access.** The Contractor shall provide the City access to any books, documents, papers, and records which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for six years after final payments and all other pending matters related to this contract are closed.

25. **Ownership of Documents.** All plans, diagrams, analyses, reports, models, computer files and information generated in connection with performance of the agreement shall become the property of the City. The City may use the information for its purposes. Such use by the City shall not relieve any liability on the part of the Contractor.

26. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.

27. **Notices.** Any notices given under this Agreement will be served personally or by mail at the addresses stated herein.

This standard agreement has been reviewed by the City Attorney.

EXECUTED as to the day and year first above written.

CITY OF ST. LOUIS PARK **BUSINESS**

SAMPLE

Executive summary

Title: Approve Park Place East approvals extension for 5775 Wayzata Boulevard – Ward 4

Recommended action: Motion to approve extension of the special permit amendment, conditional use permit and final plat for 5775 Wayzata Boulevard until June 15, 2027.

Policy consideration: Should the city allow Trigild IVL, LLC (the receiver for the 5775 Wayzata Blvd. property) more time to record the final plat and commence construction for the Park Place East pad-site development?

Summary: Per city code, within two years of city council approval, projects related to conditional use permits (CUP) and special permits (SP) are required to have completed construction for the project (or substantially show on-going progress with construction), or the approval will be revoked or cancelled. Applicants/owners may request an extension of the approval from the city council.

On Dec. 18, 2023, the Park Place East pad-site development was approved for a SP amendment and CUP via Resolutions No. 23-172 and 23-173. The SP amendment updated the site plan of the Park Place East office property by adding two one-story commercial buildings on a new parcel in the southeast corner. The CUP allows in-vehicle services on the site. On June 3, 2024, city council approved a final plat for Park Plaza 2nd Addition to create a new commercial lot along 16th Street. Following these approvals, the project stalled due to the property at 5775 Wayzata Blvd. going into receivership. The receiver, Trigild IVL, requested an extension of the CUP, SP and final plat in December 2025. On Dec. 15, 2025, the city council approved the request extending all three approvals to Dec. 15, 2026.

The receiver is working with new developers to move the project forward but requires additional time and has requested another extension of the three approvals to June 15, 2027. Hempel Real Estate has a purchase agreement with the receiver and is scheduled to close on its acquisition of the new commercial parcel in mid-September 2026. Following closing, Hempel intends to proceed with the approved development. The requested extension would provide the developer the necessary time to complete the required pre-construction activities and commence construction following the anticipated closing in September 2026.

Staff recommend all three approvals be extended to June 15, 2027.

Financial or budget considerations: Not applicable.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: Hempel Real Estate extension request

Prepared by: Katelyn Champoux, Planner
Reviewed by: Jennifer Monson, planning and economic development manager
Karen Barton, community development director
Approved by: Kim Keller, city manager

SUMMIT
REAL ESTATE LAW, PLC

August 10, 2026

VIA E-MAIL

Laura Chamberlain, AICP
Senior Planner
City of St. Louis Park
5005 Minnetonka Blvd.
St. Louis Park, MN 55416
lchamberlain@stlouisparkmn.gov

Re: 5775 Wayzata Boulevard, St. Louis Park, Minnesota - Request for Extension of Special Permit Amendment, Conditional Use Permit and Final Plat Approvals

Dear Ms. Chamberlain:

This office is counsel to Hempel Holdings, LLC (the "**Developer**"). On behalf of the Developer, we respectfully request an extension of the approvals relating to the development of the Property through June 15, 2027.

Background

On December 18, 2023, the City approved Resolution No. 23-172 amending and restating Resolutions Nos. 06-176 and 04-138 granting amendment to existing special permit under Section 36-37 of the St. Louis Park zoning ordinance to allow the construction of two buildings at 5775 Wayzata Boulevard (the "**Property**").

On the same date, the City approved a Conditional Use Permit pursuant to Resolution No. 23-173, allowing in-vehicle services as part of the proposed development.

Subsequently, on June 3, 2024, the City approved the final plat for Park Plaza 2nd Addition, 5775 Wayzata Boulevard.

Following these approvals, the project was delayed due to circumstances outside of the Developer's control. In particular, the Property was placed into receivership, which prevented the anticipated development and construction activities from proceeding in accordance with the original project schedule. The court-appointed receiver, Trigild IVL, LLC, is now working with the Developer in connection with the disposition and redevelopment of the Property.

The Developer is currently scheduled to close on its acquisition of the new commercial parcel and related interests from the receiver in mid-September 2026. Following closing, the Developer intends to proceed with the approved development.

Nicholas J. Monson, Esq.
800 LaSalle Avenue, Suite 1250
Minneapolis, MN 55402
Direct: 612-355-2612
email: nick@summitrelaw.com
website: www.summitrelaw.com

Requested Extension

The Developer respectfully requests that the City extend the expiration dates of:

- the Special Permit amendment approved pursuant to Resolution No. 23-172;
- the Conditional Use Permit approved pursuant to Resolution No. 23-173; and
- the final plat approval for Park Plaza 2nd Addition approved June 3, 2024,

through June 15, 2027.

The requested extension is necessary to provide the Developer with a reasonable opportunity to complete the required pre-construction activities and commence construction following the anticipated September 2026 closing.

Because the acquisition is not expected to close until mid-September 2026, the Developer will not have sufficient time to complete the required work before the current December 15, 2026 deadline. Moreover, commencing construction immediately following a September closing would not be practical given the approaching winter construction season. Commencing substantial site work in late fall would create significant scheduling, construction, and weather-related constraints and could result in the project having to suspend construction during winter conditions.

An extension through June 15, 2027 will allow the Developer to close on the Property, complete the necessary due diligence, permitting, engineering, site preparation and other pre-construction activities, and commence construction during the spring 2027 construction season in a manner that is consistent with the City's prior approvals.

Importantly, the Developer is not requesting any substantive modification to the previously approved development. The requested extension is intended solely to preserve the City's existing approvals while the Property transitions from receivership to the Developer and to provide sufficient time for the approved development to proceed.

The Developer appreciates the City's consideration of this request and respectfully requests that the City approve an extension of the Special Permit amendment, Conditional Use Permit and final plat approval for Park Plaza 2nd Addition through June 15, 2027.

Please do not hesitate to contact me if you have any questions or require any additional information regarding this request. We appreciate the City's continued cooperation and look forward to moving the Park Place East development forward.

Very truly yours,

/s/ *Nicholas J. Monson*

Nicholas J. Monson
Attorney at Law
Direct Dial: 612-355-2612
Email: nick@summitrelaw.com

Executive summary

Title: Approve temporary on-sale intoxicating liquor license - Dampfwerk Distilling

Recommended action: Motion to approve a temporary on-sale intoxicating liquor license for Dampfwerk Distilling at 6311 Cambridge Street on Sept. 26, 2026.

Policy consideration: Does the applicant meet the requirements for issuance of a temporary on-sale intoxicating liquor license?

Summary: Dampfwerk Distillery Co dba Dampfwerk Distilling applied for a temporary on-sale intoxicating liquor license for an Oktoberfest event taking place on Sept. 26, 2026. The event will be held at Dampfwerk Distillery Co at 6311 Cambridge Street and liquor will be served between 2:00 p.m. and 11:59 p.m. The Oktoberfest event features an outdoor "biergarten" for service of beer and spirits from Dampfwerk, as well as nonalcoholic beverages. A space for bratwurst grilling and sides is planned for the family-friendly event from 2:00 p.m. to 8:00 p.m. An event for patrons aged 21 and over will then take place inside at Dampfwerk Distilling until the event's close at 11:59 p.m.

The applicant currently holds an on-sale cocktail room license and an off-sale microdistillery license in the City of St. Louis Park. The applicant meets all requirements for the issuance of the license and staff recommends approval.

Financial or budget considerations: The fee for a temporary liquor license is $100 per day of the event.

Strategic priority consideration: none.

Supporting documents: None.

Prepared by: Amanda Scott-Lerdal, deputy city clerk
Reviewed by: Melissa Kennedy, city clerk
Approved by: Kim Keller, city manager

Executive summary

Title: Public hearing for 2027 Special Service Districts 1 - 6 proposed budgets and service charges; extension of Special Service District 1 through 2036 – Wards 2 and 4

Recommended action: Mayor to open the public hearing, take testimony and close the public hearing. There is no other formal action required at this meeting. Formal action on the budget and service charges will be placed on the city council's agenda on Sept. 8, 2026.

Policy consideration: Does the city council have questions regarding the Special Service Districts 1 – 6 budgets and property owner service charges?

Summary: The 2027 proposed budgets and service charges are proposed with no increase in all Special Service Districts (SSD) 1 – 6. Staff have provided public notice and direct mailing to property owners in each district regarding the proposed 2027 budget and service charges. In addition, Special Service District 1 multi-year service charge was for ten years and expires at the end of 2026. Petitions to extend the multi-year service charge for ten years through 2036 have been signed by at least 25% of both the land area and property owners in the district, as required by law.

The proposed 2027 budget, services charges and locations of each district are included as attachments.

Financial or budget considerations: The city owns property in several SSDs and will incur service charge costs for those properties. The service charge costs incurred are as follows: Parks maintenance budget incurs $31,482 in SSD 1; public works operations budget incurs $58 in SSD 2 and $872 in SSD 4; EDA/Tax Increment Financing (TIF) administrative budget incurs $1,814 in SSD 6.

Strategic priority consideration: St. Louis Park is committed to providing safe, reliable and well-maintained infrastructure and neighborhoods that connect people and places with an emphasis on walking, biking and transit.

Supporting documents: Discussion
Attachments
A) SSD 1 – 6 proposed budgets 2027
B) SSD 1 – 6 proposed service charges 2027
C) SSD 1 – 6 streetscape maps

Prepared by: Kala Fisher, public services superintendent/deputy public works director
Reviewed by: Emily Carr, assessment technician
Cindy Walsh, deputy city manager
Approved by: Kim Keller, city manager

Discussion

Background:

History

In 1996, the city council approved a resolution authorizing Special Service District (SSD) 1. Since then, five additional service districts have been set up within the City (SSDs 1-4 are along Excelsior Boulevard, SSD 5 is along Park Place Boulevard near West End and SSD 6 is along W. 36th Street near Hoiggard Village). City staff provide management services for the service districts.

Present considerations:

Budget and service charge overview

Annually, the city council must set a service charge for the district following a public hearing on the proposed charge. The service charges are used to fund the maintenance activities in each district. The notice of this public hearing was published on the city's website and in the Sun Sailor on July 30 and August 13, 2026. The public hearing notice was sent to all property owners within each district.

Special Service District 1 multi-year service charge was for ten years expiring in 2026. Service district members have shown interest in extending the District beyond 2026. Staff sent a petition to each property owner to approve service charges commencing 2027 through and including 2036. As required by law, the city has received signed petitions from the owners of at least 25% of the properties subject to the proposed service charge and at least 25% of the land area.

A summary of proposed 2027 budget and service charges are below:

- SSD 1: budget and service charges proposed at $117,196; no increase
- SSD 2: budget and service charges proposed at $52,137; no increase
- SSD 3: budget and service charges proposed at $56,686; no increase
- SSD 4: budget and service charges proposed at $29,591; no increase
- SSD 5: budget and service charges proposed at $35,126; no increase
- SSD 6: budget proposed at $23,442 (a decrease of $3,960) and service charges proposed at $19,793; no increase

Proposed 2027 budget and service charges

Following the public hearing, staff recommend approval of the following at the city council meeting on Sept. 8, 2026:

- 2027 budget and service charges for each district;
- In SSD 1: The recertification of the district for a ten-year period and an annual contribution of $1,993 from Parkshore Senior Campus, LLC, in recognition of the benefits received as a residential property located within the service district

Next steps:

- On Sept. 8, 2026, the city council will be asked to adopt individual resolutions for each district to set the 2027 budgets and service charges, recertifying SSD 1 for a ten-year period and directing staff to certify the annual service charges to Hennepin County.
- By Sept. 13, 2026, staff will mail a notice of veto rights to all owners in SSD 1. Owners will have until Oct. 23, 2026 (the effective date of the resolution) to veto the reauthorization of the ten-year service charges. If fewer than 35% file a veto, the service charges will remain in place.
- In November 2026, the city will certify the 2027 assessments (service charges) to Hennepin County.

Attachment A

City of St. Louis Park
2027 Budgets proposed for Special Service Districts 1 - 6

Special Service District #1

Account Code	Account Name	2027 Proposed Budget	2026 Approved Budget
5305-000	Consulting Fees & Fees For Services	103,929.00	102,654.00
5329-000	Postage, Delivery, Publishing	107.00	107.00
5331-000	Electric Utility	2,520.00	2,520.00
5340-000	Property Insurance	200.00	0.00
5350-000	Repairs and Maintenance	4,000.00	0.00
5401-000	Admin/Office Supplies & Materials	255.00	255.00
5402-000	Operations Supplies & Materials	6,000.00	6,863.00
5520-000	Building Acquisition & Building Construction	0.00	4,612.00
5911-071	Internal Service Fund Charge - Property Causality Fund	185.00	185.00
	Total	**117,196.00**	**117,196.00**

Special Service District #2

Account Code	Account Name	2027 Proposed Budget	2026 Approved Budget
5305-000	Consulting Fees & Fees For Services	44,777.00	43,698.00
5329-000	Postage, Delivery, Publishing	100.00	100.00
5331-000	Electric Utility	2,467.00	2,467.00
5340-000	Property Insurance	65.00	0.00
5350-000	Repairs and Maintenance	2,000.00	0.00
5401-000	Admin/Office Supplies & Materials	218.00	218.00
5402-000	Operations Supplies & Materials	2,431.00	3,431.00
5520-000	Building Acquisition & Building Construction		2,144.00
5899-8590	Miscellaneous Expense - Payment Processor Service	0.00	0.00
5911-071	Internal Service Fund Charge - Property Causality Fund	79.00	79.00
	Total	**52,137.00**	**52,137.00**

Special Service District #3

Account Code	Account Name	2027 Proposed Budget	2026 Approved Budget
5305-000	Consulting Fees & Fees For Services	47,511.00	47,454.00
5329-000	Postage, Delivery, Publishing	100.00	100.00
5331-000	Electric Utility	1,180.00	1,180.00
5340-000	Property Insurance	75.00	0.00
5350-000	Repairs and Maintenance	3,300.00	0.00
5401-000	Admin/Office Supplies & Materials	461.00	461.00
5402-000	Operations Supplies & Materials	3,967.00	3,967.00
5520-000	Building Acquisition & Building Construction	0.00	3,432.00
5911-071	Internal Service Fund Charge - Property Causality Fund	92.00	92.00
	Total	**56,686.00**	**56,686.00**

Attachment A

2027 Budgets proposed for Special Service Districts 1 - 6 (continued)

Special Service District #4

Account Code	Account Name	2027 Proposed Budget	2026 Approved Budget
5305-000	Consulting Fees & Fees For Services	23,303.00	21,877.00
5329-000	Postage, Delivery, Publishing	107.00	107.00
5331-000	Electric Utility	2,574.00	2,574.00
5340-000	Property Insurance	40.00	0.00
5350-000	Repairs and Maintenance	2,000.00	0.00
5401-000	Admin/Office Supplies & Materials	162.00	162.00
5402-000	Operations Supplies & Materials	1,360.00	2,360.00
5520-000	Building Acquisition & Building Construction	0.00	2,466.00
5911-071	Internal Service Fund Charge - Property Causality Fund	45.00	45.00
	Total	**29,591.00**	**29,591.00**

Special Service District #5

Account Code	Account Name	2027 Proposed Budget	2026 Approved Budget
5305-000	Consulting Fees & Fees For Services	26,724.00	27,189.00
5329-000	Postage, Delivery, Publishing	100.00	100.00
5331-000	Electric Utility	1,575.00	1,575.00
5340-000	Property Insurance	40.00	0.00
5350-000	Repairs and Maintenance	2,000.00	0.00
5401-000	Admin/Office Supplies & Materials	233.00	233.00
5402-000	Operations Supplies & Materials	4,410.00	4,410.00
5520-000	Building Acquisition & Building Construction	0.00	1,575.00
5911-071	Internal Service Fund Charge - Property Causality Fund	44.00	44.00
	Total	**35,126.00**	**35,126.00**

Special Service District #6

Account Code	Account Name	2027 Proposed Budget	2026 Approved Budget
5305-000	Consulting Fees & Fees For Services	19,000.00	16,500.00
5329-000	Postage, Delivery, Publishing	150.00	150.00
5331-000	Electric Utility	1,000.00	1,000.00
5340-000	Property Insurance	40.00	0.00
5350-000	Repairs and Maintenance	1,000.00	0.00
5401-000	Admin/Office Supplies & Materials	210.00	210.00
5402-000	Operations Supplies & Materials	2,000.00	5,500.00
5520-000	Building Acquisition & Building Construction	0.00	4,000.00
5911-071	Internal Service Fund Charge - Property Causality Fund	42.00	42.00
	Total	**23,442.00**	**27,402.00**

Attachment B

CITY OF ST. LOUIS PARK
Special Service District #1
Estimated Annual Cost Per Parcel

Proposed 2027 Service Charges

LINE NO.	PID NO.		ADDRESS	OWNER	BUSINESS	PROPOSED 2027 SERVICE CHARGE	ACTUAL 2026 SERVICE CHARGE
1	06-028-24-33-0019	3601	Park Center Boulevard	Bel Verge LLC	Bel Verge LLC	$3,955	$3,955
2	06-028-24-33-0015	3601	State Hwy No 100 South	Target Corporation T-0260	Target Corporation	$12,514	$12,514
3	06-028-24-34-0022	3700	Monterey Drive	City of St. Louis Park	City of St. Louis Park	$31,482	$31,482
4	06-028-24-33-0014	3777	Park Center Boulevard	Bermer Corp/Tom Goodman	Lund Food Holdings	$12,891	$12,891
6	07-028-24-22-0031	3800	Park Nicollet Boulevard	PNMC Holdings	Park Nicollet Health Services	$8,758	$8,758
7	07-028-24-22-0035	3900	Park Nicollet Boulevard	PNMC Holdings	Park Nicollet Health Services	$6,728	$6,728
8	07-028-24-21-0004	4916	Excelsior Boulevard	Methodist Hospital	Park Nicollet Health Services	$1,934	$1,934
9	07-028-24-21-0005	4920	Excelsior Boulevard	Park Nicollet Medical Center	Park Nicollet Health Services	$567	$567
10	07-028-24-21-0006	4950	Excelsior Boulevard	Healthpartners R/E	Healthpartners R/E	$649	$649
11	07-028-24-21-0512	4951	Excelsior Boulevard	PNMC Holdings	Park Nicollet Health Services	$1,763	$1,763
12	07-028-24-21-0513	4959	Excelsior Boulevard	4959 Excelsior Blvd LLC	Wells Fargo	$1,585	$1,585
13	07-028-24-22-0023	4961	Excelsior Boulevard	5001 Excelsior Blvd LLC	Orvis Company	$733	$733
14	07-028-24-22-0024	4995	Excelsior Boulevard	5001 Excelsior Blvd LLC	Orvis Company	$977	$977
15	07-028-24-22-0032	5000	Excelsior Boulevard	PNMC Holdings	Park Nicollet Health Services	$690	$690
16	07-028-24-22-0025	5001	Excelsior Boulevard	5001 Excelsior Blvd LLC	Orvis Company	$693	$693
17	07-028-24-22-0033	5050	Excelsior Boulevard	Methodist Hospital	Park Nicollet Health Services	$4,106	$4,106
18	07-028-24-22-0034	5100	Excelsior Boulevard	PNMC Holdings	Park Nicollet Health Services	$1,768	$1,768
19	07-028-24-22-0037	5200	Excelsior Boulevard	Tower Place LTD Liability Co.	Mc Donalds	$1,950	$1,950
20	07-028-24-22-0026	5201	Excelsior Boulevard	5001 Excelsior Blvd LLC	Schuler Shoes	$10,031	$10,031
21	07-028-24-22-0036	5300	Excelsior Boulevard	Tower Place LTD Liability Co	Chase Bank	$7,050	$7,050
22	07-028-24-22-0004	5400	Auto Club Way	AAA	AAA Minneapolis	$6,373	$6,373
					Service charge total	**$117,196**	**$117,196**

Notes:

1) The proposed service charge calculations are based upon the same methodology used for the initial service charge collection.

Attachment B

CITY OF ST. LOUIS PARK
Special Service District #2
Estimated Annual Cost Per Parcel

Proposed 2027 Service Charges

LINE NO.	PID NO.	ADDRESS		OWNER	Business name	PROPOSED 2027 SERVICE CHARGE	ACTUAL 2026 SERVICE CHARGE
1	06-028-24-41-0075	3900	Excelsior Blvd	MFREVF III- Ellipse LLC	Park Nicollet Urology	$8,400	$8,400
2	06-028-24-41-0077	3901	Excelsior Blvd	Alberto Properties LLP	Auto Motion Gas Station	$2,482	$2,482
3	06-028-24-41-0076	3924	Excelsior Blvd	MFREVF III - Ellipse, LLC	MFREVF III - Ellipse LLC	$3,019	$3,019
4	06-028-24-41-0068	3925	Excelsior Blvd	Patricia Fitzgerald	A & A Agency Inc	$973	$973
6	06-028-24-41-0067	3929	Excelsior Blvd	City of St Louis Park	City of St Louis Park	$58	$58
7	06-028-24-41-0014	3939	Excelsior Blvd	Sara Son LLC	True Source It LLC	$1,413	$1,413
8	06-028-24-41-0070	3947	Excelsior Blvd	Wallack Properties LLC	Salt Spa Salon Cafe	$2,375	$2,375
9	06-028-24-41-0008	4100	Excelsior Blvd	KB Holding Company LLC	KB Law PLLC	$1,720	$1,720
10	06-028-24-41-0009	4120	Excelsior Blvd	Altus Business Development Properties	Altus Business Development Properties	$1,681	$1,681
11	06-028-24-44-0001	4140	Excelsior Blvd	NNN REIT LP	Tiera Encantada Spanish Immersion School	$2,908	$2,908
12	06-028-24-44-0176	4170	Excelsior Blvd	4150 Excelsior Blvd Partnership	Rack Attack	$2,209	$2,209
13	06-028-24-44-0175	4200	Excelsior Blvd	Stranik Real Estate LLC	Midas	$1,881	$1,881
14	06-028-24-44-0173	4201	Excelsior Blvd	AMF Properties LLC	Life Medical	$2,823	$2,823
15	06-028-24-44-0088	4221	Excelsior Blvd	Prima Investments LLC	Caryn International Inc	$397	$397
16	06-028-24-43-0017	4300	Excelsior Blvd	Poobah Investments LLC	The Annex By Opitz	$824	$824
17	06-028-24-43-0020	4301	Excelsior Blvd	S & S Investments	Muffler Clinic Breaks	$1,736	$1,736
18	06-028-24-43-0018	4306	Excelsior Blvd	Poobah Investments LLC	Poobah Investments LLC	$632	$632
19	06-028-24-43-0019	4308	Excelsior Blvd	Poobah Investments LLC	Park Nicollet Specialty Center	$842	$842
20	06-028-24-43-0021	4317	Excelsior Blvd	4317 Holdings LLC	DWELL44 Modern Design Showroom	$1,048	$1,048
21	06-028-24-43-0186	4320	Excelsior Blvd	Poobah Investments LLC	Opitz Outlet	$2,588	$2,588
22	06-028-24-43-0091	4331	Excelsior Blvd	Johnson0503 LLC	Salon Lofts	$1,426	$1,426
23	06-028-24-43-0392	4400	Excelsior Blvd	Bridgewater Bank	Ivory Bridal Co	$764	$764
24	06-028-24-43-0040	4409	Excelsior Blvd	Samfar Real Estate Inc	Navab Brothers Rug Company	$993	$993
25	06-028-24-43-0041	4415	Excelsior Blvd	Automotive Accessories LLC	Automotive Accessories LLC	$819	$819
26	06-028-24-43-0042	4419	Excelsior Blvd	Celine Properties LLC	German Auto Sales	$1,804	$1,804
27	06-028-24-43-0391	4450	Excelsior Blvd	Bridgewater Bank	Bridgewater Bank	$6,322	$6,322
					Service charge total	**$52,137**	**$52,137**

Notes:

1) The proposed service charge calculations are based upon the same methodology used for the initial service charge collection.
2) All services charges are based on the parcel's square foot area basis.

Attachment B

CITY OF ST. LOUIS PARK
Special Service District #3
Estimated Annual Cost Per Parcel

Proposed 2027 Service Charges

LINE NO.	PID No.	Address	Business	Owner	Proposed 2027 Service Charge	Actual 2026 Service Charge
1	06-028-24-43-0191	4500 Exc Blvd	Trader Joes	Blakeley Props & Chalen LP ET AL	$4,827	$4,827
2	07-028-24-12-0047	4501 Exc Blvd	Honey & Rye Bakeshop	Laurel Properties LLC	$1,316	$1,316
3	07-028-24-12-0048	4509 Exc Blvd	Hope Psychology	Park Boulevard LLP	$2,341	$2,341
4	06-028-24-43-0192	4590 Exc Blvd	CS McCrossan Inc	Blakeley Props & Chalen LP ET AL	$991	$991
6	07-028-24-12-0049	4601 Exc Blvd	Park Blvd Office Bldg	Park Boulevard LLP	$3,264	$3,264
7	07-028-24-12-0050	4611 Exc Blvd	CorePower Yoga	4611 Excelsior Blvd LLC	$1,574	$1,574
8	07-028-24-12-0051	4615 Exc Blvd	Bakehouse	Pie in the Sky Properties, LLC	$1,357	$1,357
9	07-028-24-12-0052	4617 Exc Blvd	4617 Excelsior Blvd LLC	4617 Excelsior Blvd LLC	$1,770	$1,770
10	07-028-24-12-0175	4630 Exc Blvd	Retail/housing	Excelsior & Grand Apts LLC	$8,057	$8,057
11	07-028-24-21-0009	4631 Exc Blvd	4617 Excelsior Blvd LLC	4617 Excelsior Blvd LLC	$1,804	$1,804
12	07-028-24-21-0011	4701 Exc Blvd	Excelsior BP	Mason Properties LLC	$2,920	$2,920
13	07-028-24-21-0012	4725 Exc Blvd	Aesthetica Skin and Wellness Center	Excelsior Investments LLC	$3,794	$3,794
14	07-028-24-21-0256	4730 Exc Blvd	Excelsior & Grand Apartment	Excelsior & Grand Apts LLC	$9,401	$9,401
15	07-028-24-21-0514	4800 Exc Blvd	Fresh Thyme Grocery	4800 Excelsior Apts	$5,562	$5,562
16	07-028-24-21-0252	4801 Exc Blvd	State Farm Insurance	Bird Dog Properties LLC	$1,789	$1,789
17	07-028-24-21-0015	4811 Exc Blvd	Linhoff photo	Fine Brothers	$1,634	$1,634
18	07-028-24-21-0016	4821 Exc Blvd	German Autoworks	Eastwood Poperties LLC	$885	$885
19	07-028-24-21-0017	4825 Exc Blvd	German Autoworks	Eastwood Poperties LLC	$882	$882
20	07-028-24-21-0031	4901 Exc Blvd	Margolis Law Firm	O'Brien Properties Excelsior, LLC	$921	$921
21	07-028-24-21-0032	4907 Exc Blvd	Massage Wellness & Reflexology	4907 Excelsior LLC	$800	$800
22	07-028-24-21-0033	4911 Exc Blvd	Sherwin-Williams	MKT Property LLC	$797	$797
				Service charge total	**$56,686**	**$56,686**

Notes: 1) The proposed service charge calculations are based upon the same methodology used for the initial service charge collection.

Attachment B

CITY OF ST. LOUIS PARK
Special Service District #4
Estimated Annual Cost Per Parcel

Proposed 2027 Service Charges

Line No.	PID #	Address	Owner	Business	Proposed 2027 Service Charge	Actual 2026 Service Charge
1	21-117-21-24-0019	5600 Excelsior Blvd	Coco Investments	Lelch Audio Video	$1,107	$1,107
2	21-117-21-24-0202	5608 Excelsior Blvd	Helmut Mauer	Eliot Park Auto Service	$839	$839
3	21-117-21-24-0141	5707 Excelsior Blvd	Len Paul/Gene Pretty Good LLC	New Concepts Mgt Group	$1,126	$1,126
4	21-117-21-24-0193	5717 Excelsior Blvd	K4 LLC	Batteries Plus	$973	$973
5	21-117-21-24-0040	5720 Excelsior Blvd	Holiday Stationstores Inc	Holiday Stationstores, Inc.	$1,214	$1,214
6	21-117-21-24-0161	5801 Excelsior Blvd	Premier RE, LLC	Premier Aquarium Service	$560	$560
7	21-117-21-24-0066	5804 Excelsior Blvd	Lelich Properties LLC	Family Orthodontics	$688	$688
8	21-117-21-24-0210	5809 Excelsior Blvd	C.B.S. Real Est Ptnr II LLP	Edwards Jones Investments	$550	$550
9	21-117-21-24-0067	5810 Excelsior Blvd	5812 Excelsior Blvd Co LLC	Spine Care Chiropractic & Physical Therapy	$789	$789
11	21-117-21-24-0185	5825 Excelsior Blvd	Reinhart Real Estate LLC	Midwest Homebrewing & Winemaking Supplies	$1,448	$1,448
12	21-117-21-24-0083	5900 Excelsior Blvd	Realty Income Properties3, LLC	Speedway	$983	$983
13	21-117-21-23-0156	5916 Excelsior Blvd	Rackner & Rackner	Bunny's Bar & Grill	$1,099	$1,099
14	21-117-21-23-0010	5922 Excelsior Blvd	5922 Building LLC	Frederick & Rosen Ltd	$202	$202
15	21-117-21-24-0195	5925 Excelsior Blvd	DYS Properties	Youngstedts Minnoco Tire and Auto Repair	$1,501	$1,501
16	21-117-21-23-0011	5930 Excelsior Blvd	Stonecold Holdings LLC	Northern Aire Pools	$378	$378
17	21-117-21-23-0097	6001 Excelsior Blvd	Sew What Corporation	Sew What	$535	$535
18	21-117-21-23-0127	6002 Excelsior Blvd	Coffee & Tea Connection LLC	Fitrz Inc	$603	$603
19	21-117-21-23-0128	6006 Excelsior Blvd	Four Four Time LLC	SolSta Records	$310	$310
20	21-117-21-23-0100	6011 Excelsior Blvd	Kathleen Hames	Arts & Flowers	$1,187	$1,187
21	21-117-21-23-0155	6100 Excelsior Blvd	Lion Properties LLC	Leon Orthondontics	$418	$418
22	21-117-21-32-0006	6111 Excelsior Blvd	Excelsior 6111, LLC	6111 Excelsior LLC	$1,143	$1,143
23	21-117-21-23-0130	6112 Excelsior Blvd	Snyder Electric Co.	Snyder Electric Co	$624	$624
24	21-117-21-32-0021	6121 Excelsior Blvd	Flannery Lucey Props I LLC	Secured Retirement	$670	$670
25	21-117-21-32-0022	6127 Excelsior Blvd	TRW Capital Management Inc	White Family Dentistry	$451	$451
26		6200	**6200 & 6250 Excelsior Blvd *(individual charges shown on next page)***		$3,170	$3,170
27	20-117-21-14-0026	6500 Excelsior Blvd	Asbury Methodist Hospital	Park Nicollet Health Services/Methodist Hospital	$2,188	$2,188
28	20-117-21-41-0009	6600 Excelsior Blvd	Methodist Hospital	Park Nicollet Health Services/Methodist Hospital	$3,963	$3,963
29	City Municipal Parking Lot		City of St. Louis Park		$872	$872
				Service charge total	**$29,591**	**$29,591**

Attachment B

	**6200 & 6250 Excelsior Blvd Charges					2027	2026
26.1	21-117-21-32-0133	6200 Excelsior Blvd 101	TRW Capital Management Inc.	Ward Law Offices LTD		$185	$185
26.2	21-117-21-32-0134	6200 Excelsior Blvd 102	Charles and Janice Woodson	Farmers Insurance Group		$193	$193
26.3	21-117-21-32-0135	6200 Excelsior Blvd 103	KUN LI RE 1 LLC	iLA Massage Therapy		$186	$186
26.4	21-117-21-32-0136	6200 Excelsior Blvd 104	DAFI Properties LLC	The Fossey Law Firm		$210	$210
26.5	21-117-21-32-0137	6200 Excelsior Blvd 201	Dennis Schlutter	Levitt Chiropractic Center		$178	$178
26.6	21-117-21-32-0138	6200 Excelsior Blvd 202	Lois Cochrane Schlutter	Northern Integrated Health Inc		$188	$188
26.7	21-117-21-32-0139	6200 Excelsior Blvd 203	Schlutter Brookside Prop LLC	Professional Counseling Center		$245	$245
26.8	21-117-21-32-0140	6200 Excelsior Blvd 204	Lois Cochrane Schlutter	Professional Counseling Center		$217	$217
26.9	21-117-21-32-0141	6250 Excelsior Blvd 101	6250 Excelsior Blvd 101 LLC	Alex Trevino Law PLLC		$198	$198
26.10	21-117-21-32-0142	6250 Excelsior Blvd 102	BZ Holdings LLC	Iris Exteriors		$183	$183
26.11	21-117-21-32-0143	6250 Excelsior Blvd 103	Impact Massage & Bodywork LLC	Impact Massage & Bodywork LLC		$201	$201
26.12	21-117-21-32-0144	6250 Excelsior Blvd 104	RDK Holdings LLC	ChiroSport		$182	$182
26.13	21-117-21-32-0145	6250 Excelsior Blvd 201	James D Fieger Trustee	Nemer Fieger & Associates		$193	$193
26.14	21-117-21-32-0146	6250 Excelsior Blvd 202	Willy Skadsberg JR	Nemer Fieger & Associates		$175	$175
26.15	21-117-21-32-0147	6250 Excelsior Blvd 203	James D Fieger Trustee	Nemer Fieger & Associates		$255	$255
26.16	21-117-21-32-0148	6250 Excelsior Blvd 204	Excelsior Blvd Office LLC	Acupuncture Center of Minneapolis		$182	$182
					Subtotal	*$3,171*	*$3,171*

Notes

** Denotes properties with a single street address but have sub-units that are independently owned.

1) The proposed service charge calculations are based upon the same methodology used for the initial service charge collection.

Attachment B

CITY OF ST. LOUIS PARK
Special Service District #5
Estimated Annual Cost Per Parcel

Proposed 2027 Service Charges

Line No.	PID	Address	Owner	Business	Proposed 2027 Service Charge	Actual 2026 Service Charge
1	04-117-21-31-0019	1500 Park Place Blvd	MLCV STLP LLC	Doubletree Hotel	$6,028	$6,028
2	30-029-24-33-0031	1600 West End Blvd	MSP West End LLC	Shops at West End	$5,956	$5,956
3	04-117-21-34-0046	1620 Park Place Blvd	PK Investment Associates LLC	Roti & Leeann Chin	$1,369	$1,369
4	04-117-21-34-0045	1650 Park Place Blvd	PK Investment Associates LLC	Brueggers Bagels	$1,613	$1,613
5	04-117-21-34-0044	1690 Park Place Blvd	Roselk LLC	Arby's	$1,213	$1,213
6	04-117-21-34-0049	1700 Park Place Blvd	Costco Wholesale Corporation	Costco Gas Station	$1,073	$1,073
7	30-029-24-32-0022	5320 16th St W	MSP West End LLC	ARC WEMPSMN001 LLC	$2,403	$2,403
8	30-029-24-32-0026	5353 Wayzata Blvd	MV Exchange & MV Exchange II LLC	Sagent Behavioral Health	$2,476	$2,476
9	30-029-24-33-0011	5401 Gamble Dr	Teresa LLC	Terasa Development	$4,328	$4,328
10	30-029-24-33-0015	5402 Parkdale Dr	Teresa II LLC	Parkdale II - MEPC	$1,462	$1,462
11	04-117-21-34-0043	5600 Cedar Lake Rd	PK Investment Associates LLC	Office/Copy Max & Petsmart	$2,786	$2,786
12	04-117-21-34-0050	5601 16th St W	PK Investment Associates LLC	PK Investment Associates LLC	$1,044	$1,044
13	04-117-21-31-0018	5657 Wayzata Blvd	KK Corporation	Courtyard by Marriott	$1,285	$1,285
14	04-117-21-34-0058	5799 16th St W	PK Parcel 1 Associates LLC	Punch Pizza	$860	$860
15	04-117-21-34-0059	5699 16th St W	PK Investment Associates LLC C/O Bia	Five Guys	$1,228	$1,228
				Service charge total	**$35,126**	**$35,126**

Notes:

1) The proposed service charge calculations are based upon the same methodology used for the initial service charge collection.

Attachment B

CITY OF ST. LOUIS PARK
Special Service District #6
Estimated Annual Cost Per Parcel

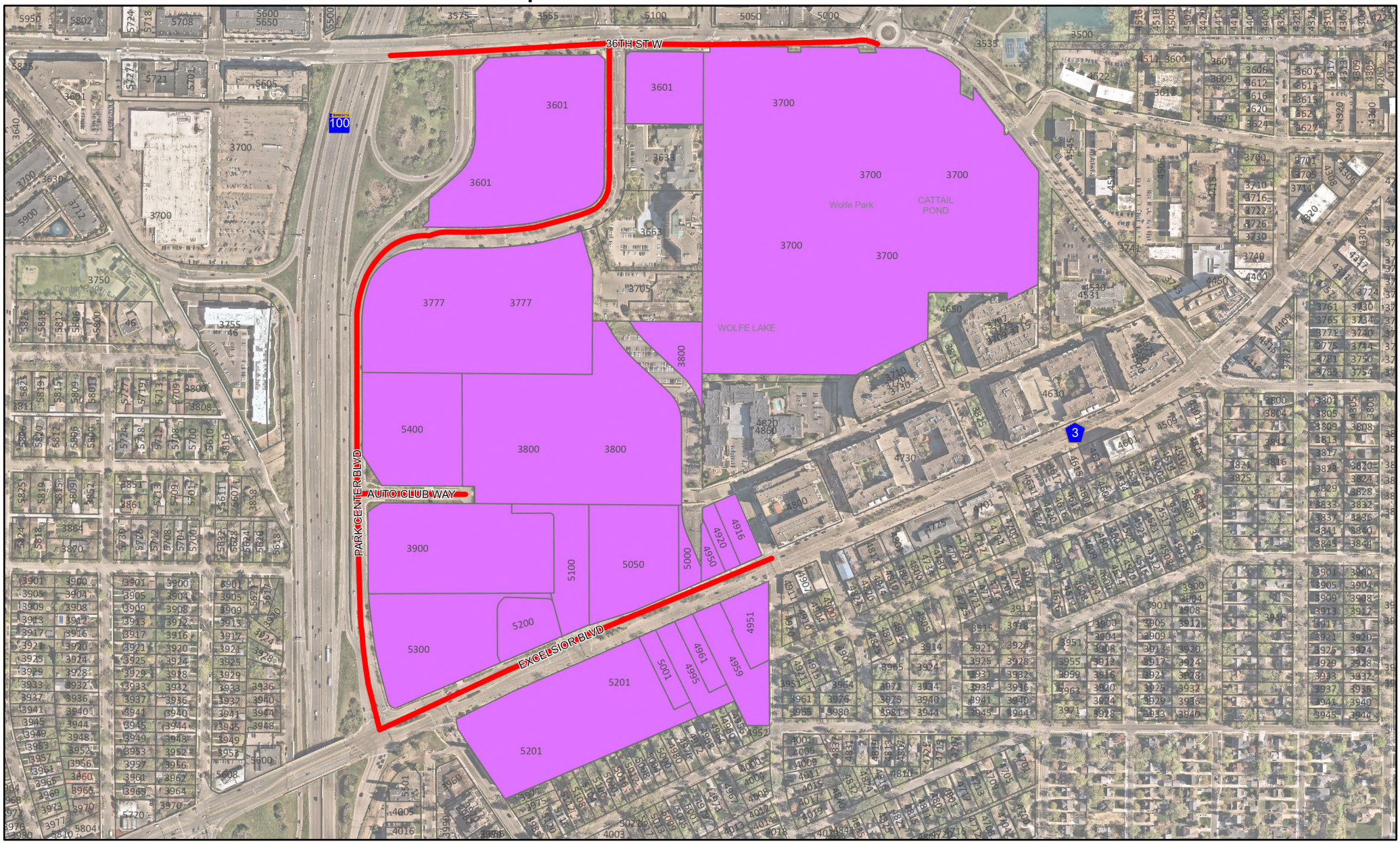
Proposed 2027 Service Charges

LINE NO.	PID	Address	Owner	Business	Proposed 2027 Service Charge	Actual 2026 Service Charge
1	16-117-21-34-0607	3601 Wooddale Ave	Woodale Catered Lvg	TowerLight Senior Living	$3,426	$3,426
2	16-117-21-34-0015	5500 36th St W	SLMB LLC	SLMB LLC	$440	$440
3	16-117-21-34-0355	5600 36th St W	SLP Harmony Marketplace LLC	SLP Harmony Marketplace LLC	$3,206	$3,206
4	16-117-21-34-0611	5605 36th St W	36th Street LLC	36th Street LLC	$3,050	$3,050
6	16-117-21-34-0072	5701 36th St W	Shirley Okrent Lerner Trust	The Oliver Press	$1,145	$1,145
7	16-117-21-34-0040	5708 36th St W	Standal Properties Inc	Standal Properties Inc.	$1,814	$1,814
8	16-117-21-34-0071	5718 36th St W	Shirley Okrent Lerner Trust	The Oliver Press	$605	$605
9	16-117-21-34-0077	5721 36th St W	J Evan Properties LLC	Thermetic Products	$1,273	$1,273
10	16-117-21-34-0038	5724 36th St W	5724 West 36th Street LLC	5724 West 36th St LLC	$605	$605
11	16-117-21-34-0046	5727 36th St W	R & SA Investment LLC	R & SA Investment LLC	$605	$605
12	16-117-21-34-0068	5802 36th St W	Standal Properties Inc	Standal Properties Inc.	$1,814	$1,814
13	16-117-21-34-0610	5950 36th St W	City of St. Louis Park	City of St. Louis Park	$1,814	$1,814
				Service charge total	**$19,793**	**$19,793**

Notes:

1) The proposed service charge calculations are based upon the same methodology used for the initial service charge collection.

Special Service District # 1



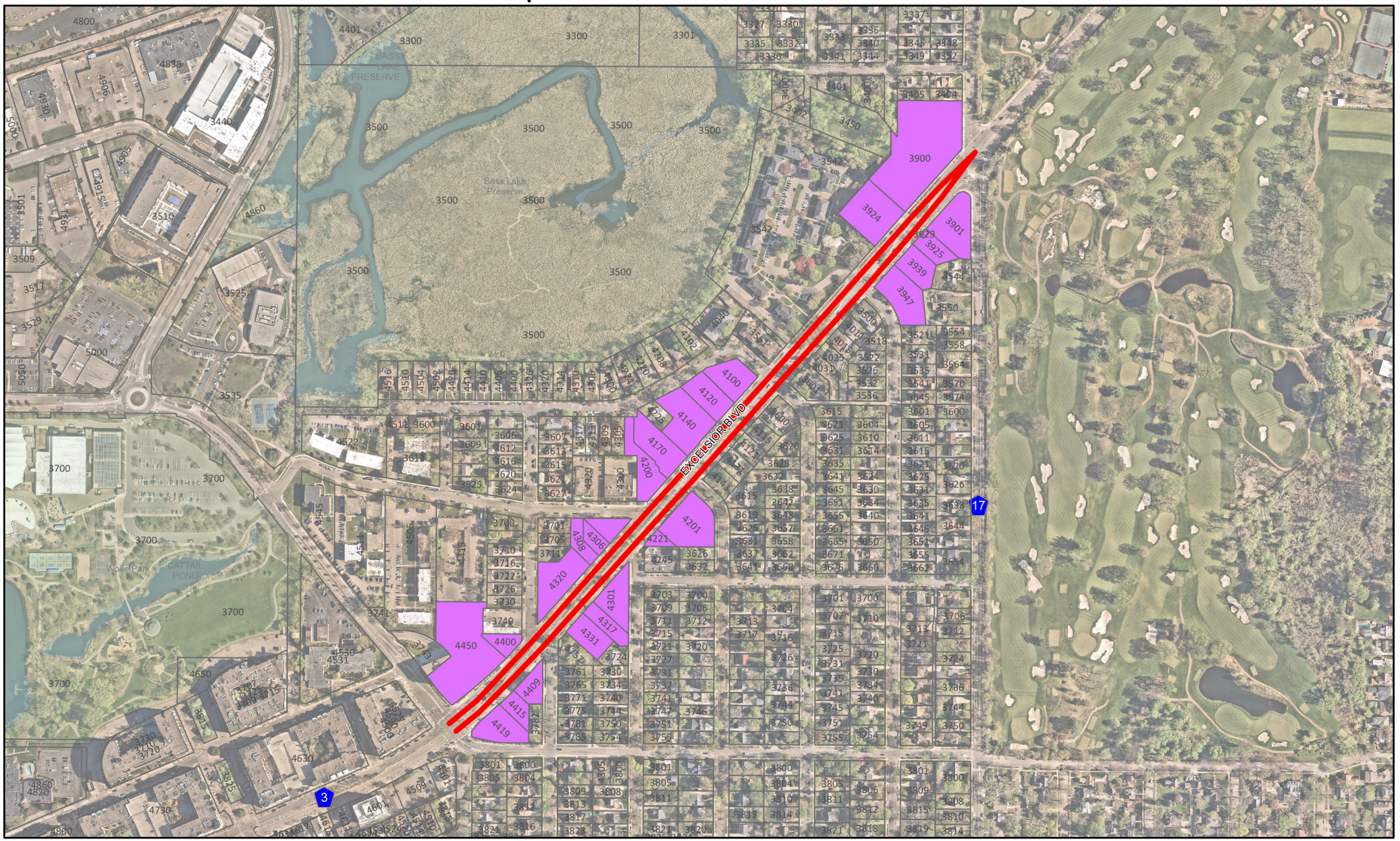
Special Service District Parcels

Streetscape area covered by SSD

N

0 300 600 900 1,200 US Feet

Special Service District # 2



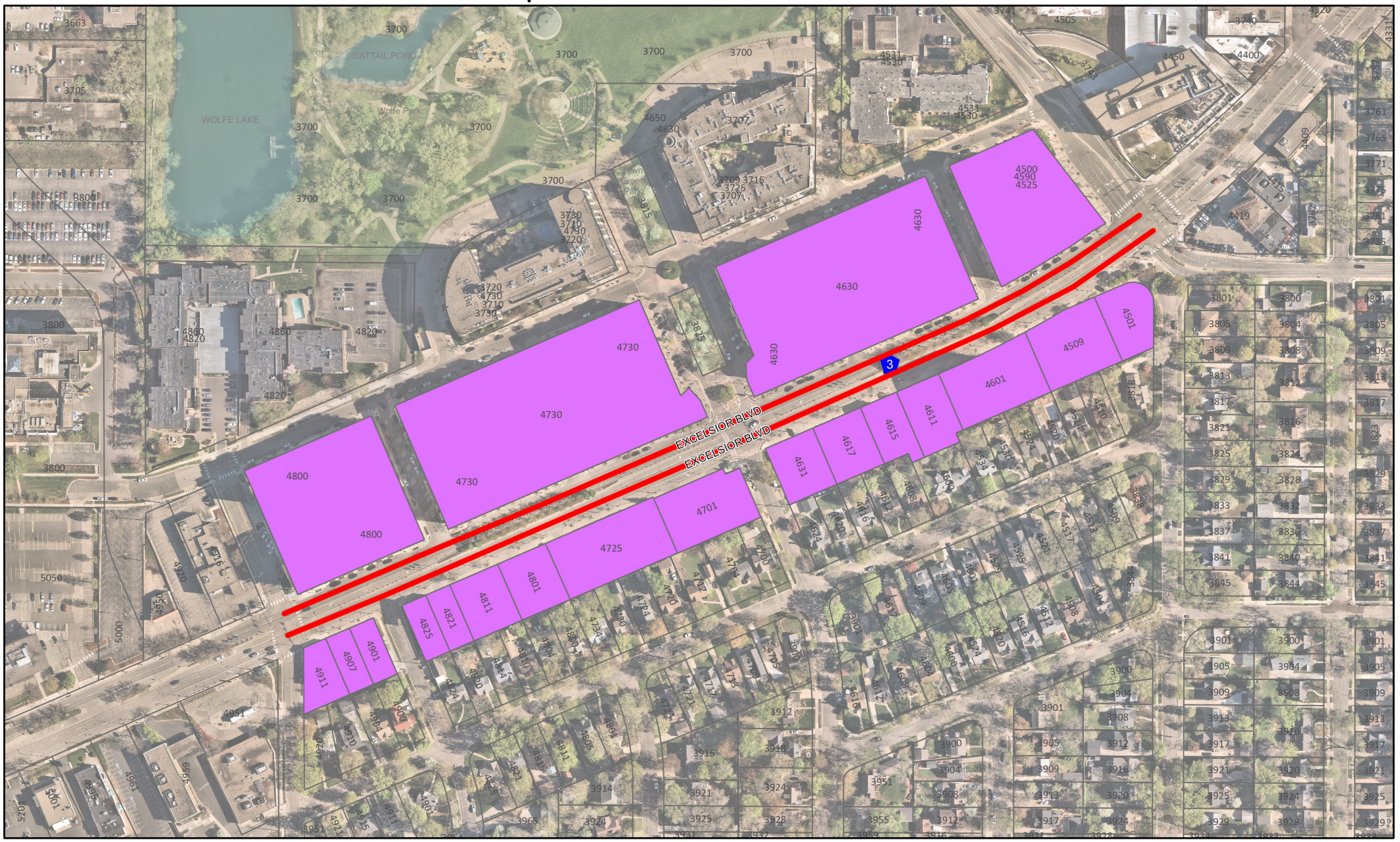
Special Service District Parcels

Streetscape area covered by SSD

N

0 300 600 900 1,200 US Feet

Special Service District # 3



Special Service District Parcels

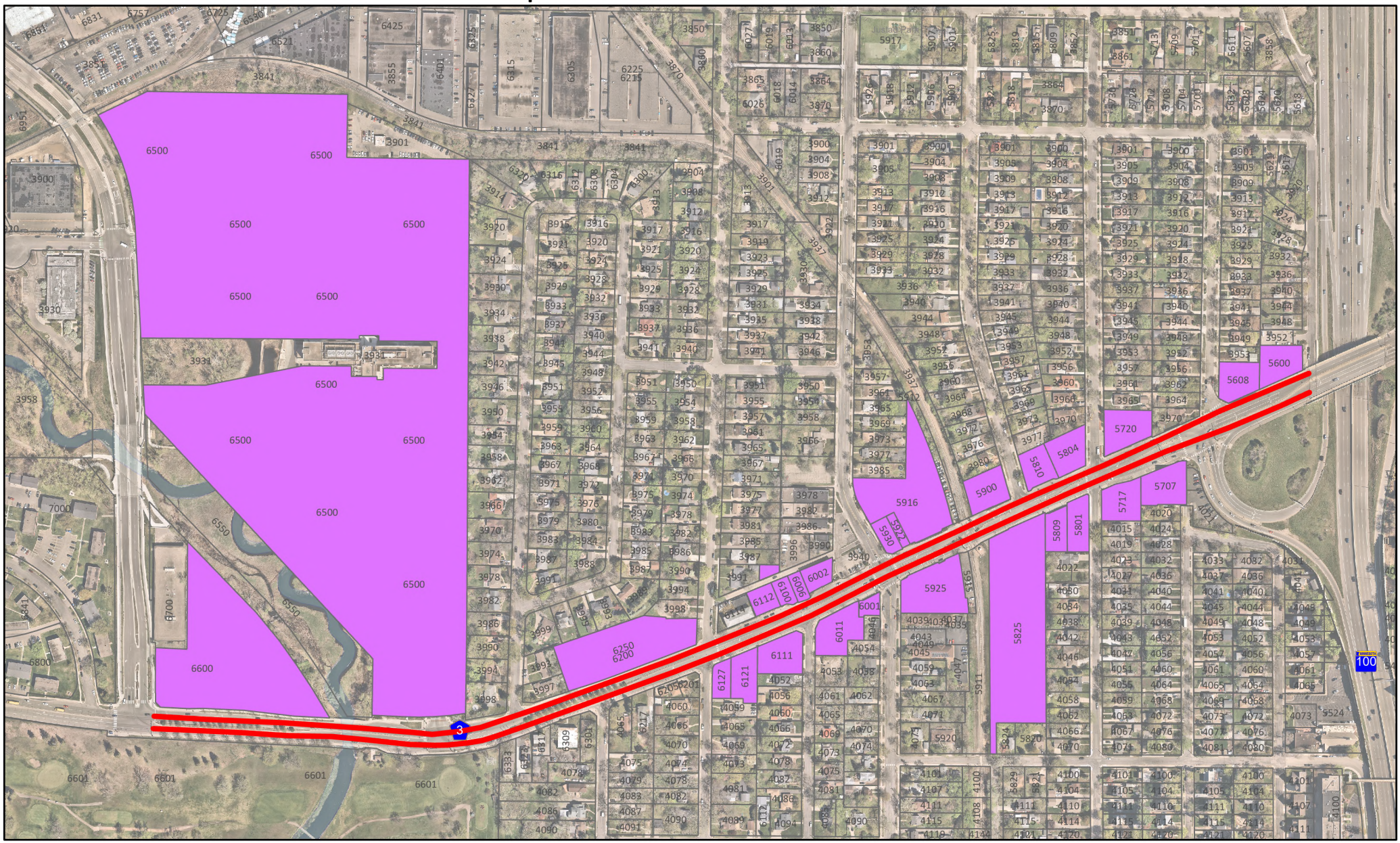
Streetscape area covered by SSD

N

0 150 300 450 600 US Feet

Special Service District # 4

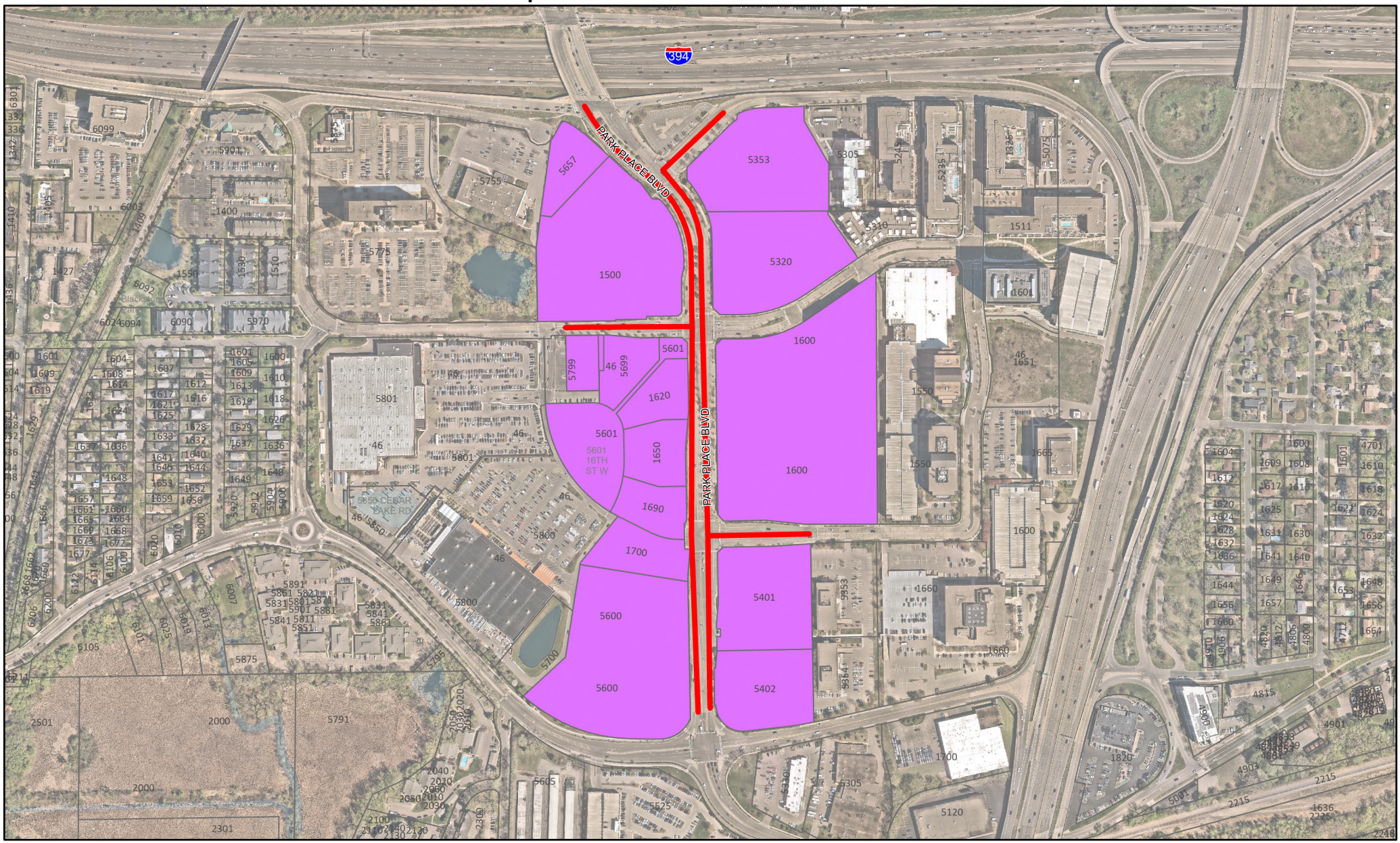
Attachment C



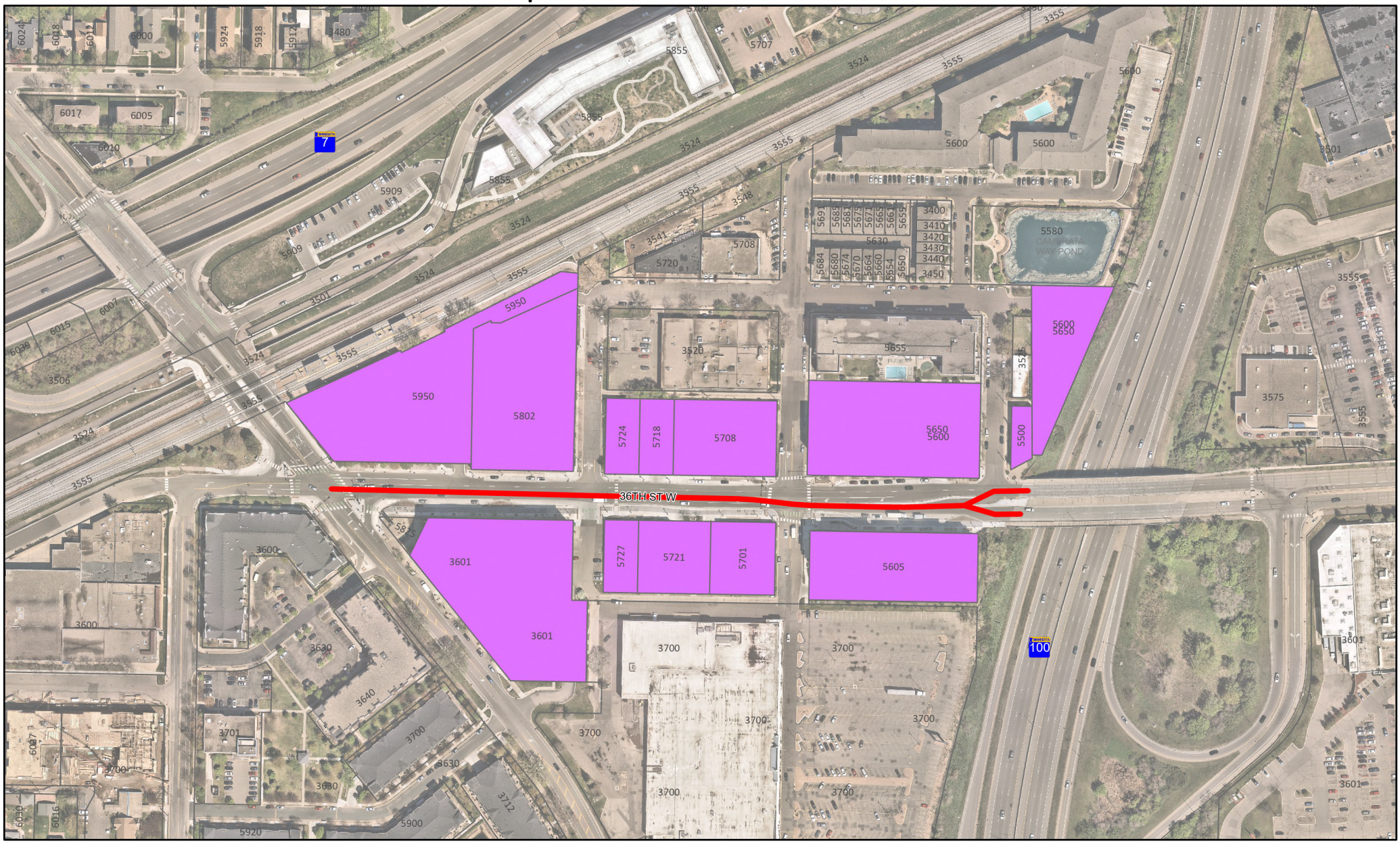
Special Service District Parcels

Streetscape area covered by SSD

Special Service District # 5



Special Service District # 6



Special Service District Parcels

Streetscape area covered by SSD

Executive summary

Title: Public hearing for first reading of ordinance adopting fees for 2027

Recommended action: Motion to approve first reading of ordinance adopting fees for 2027 and set second reading for Sept. 22, 2026.

Policy consideration: Is the council supportive of the proposed fees?

Summary: Each year, city fees are reviewed by departments as part of the budget process. Fees are reviewed based on comparison to other cities in the metro area, changes in regulations, and to make sure our business costs are covered for corresponding services. When possible, staff try to stay in line with inflation. Inflationary expenses for the city currently are around 3.5%. Most of our fee increases are set at inflation. The city council is asked to approve Appendix A items because those are within our city code. The remaining city fees are largely utility-based and are set administratively to support efficient operational and cost recovery practices.

The second reading and adoption of this ordinance is scheduled for Sept. 22, 2026. If approved, the fee changes will be effective Jan. 1, 2027.

Financial or budget considerations: The proposed fee changes have been incorporated into the preliminary 2027 budget.

Strategic priority consideration: Not applicable.

Supporting documents: Draft Ordinance - 2027 Proposed Fees Appendix A
Upcoming CIP Utility Projects

Prepared by: Joe Olson, deputy finance director
Reviewed by: Tiffany Stephens, finance director
Approved by: Kim Keller, city manager

Discussion

Background: St. Louis Park city code Sec. 1-19 references how fees are set. Fees included in the attached ordinance are listed as Appendix A of the city code. Other fees are set administratively and reviewed annually by city departments. Department directors have authority to set fees for programs and services. Each department director has reviewed the fees listed in Appendix A of the city code. Recommendations are included in the attached ordinance.

The council received a staff report and presentation on Aug. 3, 2026, regarding the preliminary base budget for general fund projections for 2027. These fees align with those projections. Utility fees for 2027 have been calculated to fund the utility capital costs and ongoing operational costs included in the city's Capital Improvement Plan. Full funding for these capital projects relies on the approval of the annual fee increase included in this schedule of 7.0% for water, 3.5% sewer, 1.5% storm water and 7.5% for solid waste fees. A separate study session is scheduled for this evening, Aug. 17, 2026, to discuss utility funds and their rates.

Present considerations: The administrative services, communications & technology, community development, engineering, fire, public works, parks and recreation, and police departments have each reviewed and analyzed the proposed fee adjustments, additions, and/or removals that are shown in Appendix A (attached). The 2027 proposed fee adjustments reflect administrative costs of providing services and remain comparable with neighboring cities.

The following fees have been eliminated from the 2027 fee schedule:

- Duplicate DVD, 5+ copies (ParkTV Program)
- Duplicate video USB (ParkTV Program)
- Open hockey admission
- Open hockey ten punch pass
- Printing size 24 x 36
- Energy Benchmarking

The following fees are newly proposed for 2027:

- Printing sizes 24 x 24 and 22 x 34

Next steps: The second reading and adoption of this ordinance is scheduled for Sept. 22, 2026. If approved, the fee changes will be effective Jan. 1, 2027.

Ordinance No. ____ - 26

Adopting fees for calendar year 2027

The City of St. Louis Park does ordain:

Section 1. Fees called for within individual provisions of the city code are hereby set by this ordinance for calendar year 2027.

Section 2. The attached Fee Schedule shall be included as Appendix A of the City Code and shall replace those fees adopted September 15, 2025, by Ordinance No. 2696-25 and amended by Ordinance No. 2701-25 for the calendar year 2026 which is hereby rescinded.

See attached PDF for Appendix A of the fee schedule

Section 3. This ordinance shall take effect Jan. 1, 2027.

Public Hearing	August 17, 2026
First Reading	August 17, 2026
Second Reading	September 22, 2026
Date of Publication	October 1, 2026
Date Ordinance takes effect	January 1, 2027

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Reviewed for administration:

_____
Kim Keller, city manager

Adopted by the city council ____, 2026:

_____
Nadia Mohamed, mayor

Attest:

_____
Melissa Kennedy, city clerk

Approved as to form and execution:

_____
Soren M. Mattick, city attorney

APPENDIX A

SERVICE
ADMINISTRATIVE FEES BY CHAPTER
Chapter 4 – Animal Regulations
Chapter 6 – Buildings & Building Regulations
Chapter 6, Section 5 – Energy Benchmarking
Chapter 6, Article V – Property Maintenance Code
Chapter 6, Section X – Backflow Prevention
Chapter 8 – Business and Business Licenses
Chapter 8, Subdivision IV – Grease Producer License
Chapter 12 – Environment
Chapter 12, Section 2 – Environment & Public Health Regulations Adopted by Reference
Chapter 12, Section 157 – Illicit Discharge and Connection
Chapter 12, Section 159 – Wetland Protection
Chapter 12, Article VI. Zero Waste Packaging
Chapter 14 – Fire and Fire Prevention
Chapter 14, Section 75 – Open burning without permit
Chapter 20 – Parks and Recreation
Chapter 22 – Solid Waste Management - Residential
Chapter 22 - Solid Waste Management - Multifamily & Commercial
Chapter 22, Section 22-5b Hazardous and Infectious materials

Chapter 24 – Streets, Sidewalks & Public Places
Chapter 24, Section 24-43 – Household Trash & Recycling Containers blocking public way
Chapter 24, Section 47 – Visual obstructions at intersections
Chapter 24, Section 50 – Public Property: Defacing or injuring
Chapter 24, Section 51 – Sweeping/blowing leaves/grass clippings or pushing snow into/across any street or alley is prohibited
Chapter 24, Section 274 – Work done without a permit
Chapter 24, Section 24-342 - Snow, ice and rubbish a public nuisance on sidewalks; removal by owner.
Chapter 26 – Subdivision
Violation of a condition associated with a Subdivision approval.
Chapter 32 – Utilities
Violation of sprinkling restrictions
Chapter 32, Section 37 Access to buildings.
Chapter 36 – Zoning
Any violation to Chapter 36 is a $50 fine
Chapter 36, Section 37 – Conducting a Land Use not permitted in the zoning district
Violation of a condition associated with a Conditional Use Permit, Planned Unit Development, or Special Permit approval
Public tree removal per diameter inch

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Repeat Violations within 24 Months		
Fines imposed are double the amount from the previous fine assessed, up to a maximum of $2,000. The escalated fine amount is based on the number of identical violations within the previous 24 months from the date of the current violation. For example, if there were four occurrences of an identical violation within the previous 24 months of the current violation date that carried a $50 fine, the fine for the fourth violation would be $400. (First violation: $50; second; $100; third:$200; fourth: $400). Fines reset to the minimum amount if there are no identical violations within the previous 24 months of the current violation.		
***Fines in addition to abatement and licensing inspections**		
Fines listed above may be in addition to fees associated with abatement and licensing inspections.		
BUILDING AND ENERGY		
Building Demolition Deposit		
1 & 2 Family Residential & Accessory Structures	$2,575	$2,665
All Other Buildings	$5,150	$5,330
Building Demolition Permit		
1 & 2 Family Residential & Accessory Structures	$210	$217
All Other Buildings	$360	$373
Building Moving Permit	$515	$533
Business Licenses		
Billboards	$205.00 per billboard	$212 per billboard
Commercial Entertainment	$335	$347
Courtesy Bench	$90.00 per bench	$93 per bench
Designated Outdoor Dog Area	$80	$83
Dog Kennel	$205	$212
Environmental Emissions	$385	$398
Fats, Oils & Grease Producer License	$415	$430
Fats, Oils & Grease Producer Provisional License	$1,135	$1,175
Massage Therapy		
Massage Therapy Establishment	$465	$481
Massage Therapy License	$150	$155
Therapists holding a Massage Therapy Establishment License	$60	$62
Pawnbroker		

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License Fee	$2,150	$2,225
Per Transaction Fee	$5	$5
Investigation Fee	$1,080	$1,118
Penalty	$50.00 per day	$52 per day
Sexually Oriented Business		
Investigation Fee (High Impact)	$540	$559
High Impact	$4,840	$5,009
Limited Impact	$140	$145
Tobacco Products & Related Device Sales	$775	$802
Vehicle Parking Facilities		
Enclosed Parking	$410	$424
Parking Ramp	$325	$336
Tanning Bed Facility	$335	$347
Certificate of Occupancy		
For each condominium unit completed after building occupancy	$105	$109
Change of Use (does not apply to 1 & 2 family dwellings)		
Up to 5,000 sq ft	$615	$637
5,001 to 25,000 sq ft	$980	$1,014
25,001 to 75,000 sq ft	$1,495	$1,547
75,001 to 100,000 sq ft	$1,955	$2,023
100,000 to 200,000 sq ft	$2,420	$2,505
above 200,000 sq ft	$3,035	$3,141
Temporary Certificate of Occupancy - Single Family	$255	$264
Temporary Certificate of Occupancy - All other occupancies	$490	$507
Certificate of Property Maintenance		
Change in Ownership		

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Condominium Unit	$250	$259
Duplex (2 Family dwellings)	$460	$476
Multi-Family (apartment) Buildings	$410 per building + $30/unit	$410 per building + $30/unit
Single Family Dwellings	$360	$373
All Other Buildings:		
Up to 5,000 sq ft	$590	$611
5,001 – 25,000 sq ft	$935	$968
25,001 to 75,000 sq ft	$1,415	$1,465
75,001 to 100,000 sq ft	$1,880	$1,946
100,000 to 200,000 sq. ft	$2,345	$2,427
above 200,000 sq. ft	$2,935	$3,038
Temporary Certificate of Property Maintenance - SF Residential	$155	$160
Temporary Certificate of Property Maintenance - All others	$350	$362
Certificate of Property Maintenance Extension	$105	$109
Construction Permits (building, electrical, fire protection, mechanical, plumbing, pools, utilities)		
Building and Fire Protection Permits Valuation		
Up to $500	Base Fee $80 plus $2 for each additional (or fraction thereof) $100 over $500.01	Base Fee $80 plus $2 for each additional (or fraction thereof) $100 over $500.01
$500.01 to $2,000.00	Base Fee $80 plus $100 for each additional (or fraction thereof) $100 over $500.01	Base Fee $80 plus $100 for each additional (or fraction thereof) $100 over $500.01
$2,000.01 to $25,000.00	$110 base fee plus $15 for each additional $1,000 or fraction thereof above $2,000	$110 base fee plus $15 for each additional $1,000 or fraction thereof above $2,000
$25,000.01 to $50,000.00	$455 base fee plus $10 for each additional $1,000 or fraction thereof above $25,000	$455 base fee plus $10 for each additional $1,000 or fraction thereof above $25,000

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$50,000.01 to $100,000.00	$705 base fee plus $7 for each additional $1,000 or fraction thereof above $50,000	$705 base fee plus $7 for each additional $1,000 or fraction thereof above $50,000
$100,000.01 to $500,000.00	$1,055 base fee plus $6.00 for each additional $1,000 or fraction thereof above $100,000	$1,055 base fee plus $6.00 for each additional $1,000 or fraction thereof above $100,000
$500,000.01 to $1,000,000.00	$3,455 base fee plus $5.50 for each additional $1,000 or fraction thereof above $500,000	$3,455 base fee plus $5.50 for each additional $1,000 or fraction thereof above $500,000
$1,000,000.01 and up	$6,205 base fee plus $5.00 for each additional $1,000 or fraction thereof above $1,000,000	$6,205 base fee plus $5.00 for each additional $1,000 or fraction thereof above $1,000,000
Single Family Building Permit Exceptions:		
Reroofing – asphalt shingled, sloped roofs only		
House or House and Garage	$170	$176
Garage Only	$95	$98
Residing		
House or House and Garage	$170	$176
Garage Only	$95	$98
Solar		
Building Mounted Photovoltaic Panels	$205	$212
Commercial Building Permit Exceptions:		
Solar		
Building Mounted Photovoltaic Panels	$415	$430
Electrical Permit		
Installation, Replacement, Repair	$85	$88
Installation of traffic signals per location	$170	$176
Installation, Single Family Photovoltaic Panels	$165	$171
Single family, one appliance	$85 + 1.75% of valuation	$85 + 1.75% of valuation
ISTS Permit		
Sewage treatment system install or repair	$140	$145

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Mechanical Permit		
Installation, Replacement, Repair	$85 + 1.75% of valuation	$85 + 1.75% of valuation
Single Family Exceptions:		
Replace furnace, boiler or furnace/AC	$100	$104
Install single fuel burning appliance with piping	$100	$104
Install, replace or repair single mechanical appliance	$100	$104
Plumbing Permit		
Backflow Prevention Assembly Registration	$45	$47
Monthly non-compliance registration service fee	$100	$104
Installation, Replacement, Repair	$85 + 1.75% of valuation	$85 + 1.75% of valuation
Single Family Exceptions:		
Repair/replace single plumbing fixture	$85.00	$88
Private Swimming Pool Permit	Building permit fees apply	Building permit fees apply
Public Swimming Pool Permit	Building permit fees apply	Building permit fees apply
Sewer and Water Permit (all underground private utilities)		
Installation, Replacement, Repair	$85 + 1.75% of valuation	$85 + 1.75% of valuation
Single Family Exceptions:		
Replace/repair sewer or water service	$125	$129
Water Access Charge - per SAC unit charged on new or enlarged water services.	$800 per SAC unit charged on new or enlarged water services	$800 per SAC unit charged on new or enlarged water services
SAC/WAC Assessment Fee	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750
Energy Improvement Assessment Fee	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750
Certificate of Competency		

Mechanical /Gas Piping	$35	$36
Annual Renewal	$20	$21
Contractor Licenses		
Mechanical	$140	$145
Solid Waste	$255	$264
Tree Maintenance	$140	$145
Dog Licenses		
1 year	$30	$31
2 year	$45	$47
3 year	$55	$57
Potentially Dangerous Dog License – 1 year	$110	$114
Dangerous Dog License – 1 year	$260	$269
Interim License	$20	$21
Off-Leash Dog Area Permit (non-resident)	$60	$62
Penalty for no license	$50	$52
Inspections		
After Hours Inspections	$260 plus $105 per hour after the first hour	$260 plus $105 per hour after the first hour
Installation of permanent sign w/footing inspection	Based on valuation using building permit fee table	Based on valuation using building permit fee table
Re-Inspection Fee (after correction notice issued has not been corrected within 2 subsequent inspections)	$135	$140
Insurance Requirements		
Circus	$1,000,000 General Liability	$1,000,000 General Liability
Commercial Entertainment	$1,000,000 General Liability	$1,000,000 General Liability
Mechanical Contractors	$1,000,000 General Liability	$1,000,000 General Liability
Solid Waste	$1,000,000 General Liability	$1,000,000 General Liability
Tree Maintenance & Removal	$1,000,000 General Liability	$1,000,000 General Liability
Vehicle Parking Facility	$1,000,000 General Liability	$1,000,000 General Liability

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License Fees - Other		
Investigation Fee	$340	$352
Late Fee	25% of license fee (minimum $50)	25% of license fee (minimum $50)
License Reinstatement Fee	$270	$279
Transfer of License (new ownership)	$95	$98
Plan Review - ***50% of amount due at time of application. Exception: Single Family Residential additions, accessory structures and remodels.***		
Building Permits	65% of Permit Fee	65% of Permit Fee
Repetitive Building	25% of Permit Fee for Duplicate Structure	25% of Permit Fee for Duplicate Structure
Electrical Permits	35% of Permit Fee	35% of Permit Fee
Mechanical Permits	35% of Permit Fee	35% of Permit Fee
Plumbing Permits	35% of Permit Fee	35% of Permit Fee
Sewer & Water Permits	35% of Permit Fee	35% of Permit Fee
Single Family Interior Remodel Permits	35% of Permit Fee	35% of Permit Fee
Non-owner Occupied License (Rental)		
Condominium/Townhouse/ Cooperative per unit	$175	$181
Duplex both sides non-owner occupied	$305	$316
Single Family Unit/Duplex one-side only	$275	$285
Multiple Family		
Per Building	$400	$414
Per Unit	$30	$31
Temporary Noise Permit	$100	$104
Temporary Use Permits		
Amusement Rides, Carnivals & Circuses	$300	$311
Commercial Film Production Application	$140	$145
Petting Zoos	$80	$83
Temporary Outdoor Retail Sales	$140	$145
Temporary Outdoor Seating	$75	$78

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Vehicle Decals		
Solid Waste	$35	$36
Tree Maintenance & Removal	$20	$21
CITY CLERK'S OFFICE		
Copies	No Charge 0-9 pages; 10 pages $2.50; $0.25/page thereafter up to 100 pages	No Charge 0-9 pages; 10 pages $2.50; $0.25/page thereafter up to 100 pages
Domestic Partnership		
Registration Application Fee	$50	$50
Amendment to Application Fee	$25	$25
Termination of Registration Fee	$25	$25
Liquor Licenses		
Brewpub Off-sale Malt Liquor	$200	$200
Brewer's Off-sale Malt Liquor	$200	$200
Micro distillery Cocktail Room	$600	$600
Micro distillery Off-Sale	$200	$200
Brewer's On-sale Taproom	$600	$600
Club (per # members)		
1 - 200	$300	$300
201 - 500	$500	$500
501 - 1000	$650	$650
1001 - 2000	$800	$800
2001 - 4000	$1,000	$1,000
4001 - 6000	$2,000	$2,000
6000+	$3,000	$3,000
Off-sale 3.2 Malt Liquor	$200	$200
Off-sale Intoxicating Liquor	$380	$380
Off-sale Intoxicating Liquor fee, per M.S. 340A.480-3(c)	$280	$280
On-sale 3.2 Malt Liquor	$750	$750

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On-sale Culinary Class Limited	$100	$100
On-sale Intoxicating Liquor	$8,750	$8,750
On-sale Sunday Liquor	$200	$200
On-sale Wine	$2,000	$2,000
License Background Investigation (non-refundable)	$500 in-state applicant; actual costs for out-of-state applicant may be billed up to a maximum of $10,000	$500 in-state applicant; actual costs for out-of-state applicant may be billed up to a maximum of $10,000
Store Manager Background Investigation	$500	$500
On-sale license renewal per 340A.412, Subd. 2	$500	$500
Temporary On-sale License Fee	$100/day	$100/day
Proclamations		
Framed Proclamation	$15	$15
COMMUNICATIONS & TECHNOLOGY		
Cable TV		
ParkTV Program on DVD or USB	$20.50 each	$30.00 each
~~**Duplicate DVD, 5+ copies**~~	~~$15.38 each~~	REMOVE
~~**Duplicate Video USB (16GB)**~~	~~$20.50 each~~	REMOVE
GIS Services		
Custom Mapping Fee - per hour minimum	$51.25	$82.25
Custom GIS Analysis Fee - per hour minimum	$51.25	$82.25
Printing		
8.5 x 11 (per copy/color)	$0.25 black and white $0.75 color	$2.90
11 x 17 (per copy/color)	$5.90	$5.90
17 x 22 (per copy/color)	$5.00	$11.00
24 x 24 (per copy/color)		$15.00
22 x 34 (per copy/color)		$19.75

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36 x 36 (per copy/color)	$15.00	$27.50
COMMUNITY DEVELOPMENT DEPARTMENT		
Comprehensive Plan Amendments	$2,370	$2,453
Conditional Use Permit	$2,370	$2,453
Administrative	$515	$533
Major Amendment	$2,370	$2,453
Minor Amendment	$1,235	$1,278
Fill or excavation only	$1,235	$1,278
Fence Permit		
Installation	$55	$57
Grant Technical Assistance (DEED, Met Council, Hennepin County, etc.)	$3,100	$3,209
Numbering of Buildings (New Addresses)	$55	$56.93
Official Map Amendment	$2,320	$2,401
Parking Lot Permit		
Installation/Reconstruction	$210	$217
Driveway Permit	$35	$36
Planned Unit Development		
Preliminary PUD	$4,120	$4,264
Final PUD	$2,575	$2,665
Prelim/Final PUD Combined	$6,280	$6,500
PUD - Administrative amendment	$515	$533
PUD - Major Amendment	$3,100	$3,209
PUD - Minor Amendment	$1,235	$1,278
Recording Filing Fee		
Single Family	$75	$78
Other Uses	$150	$155
Registration of Land Use	$105	$109
Sign Permit		
Erection of Temporary Sign	$50	$52

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Erection of Real Estate, Construction Sign 40+ ft	$105	$109
Installation of Permanent Sign without footings	$115	$119
Installation of Permanent Sign with footings	$170	$176
Super graphic (mural)	$50	$52
Special Permits		
Administrative amendment	$515	$533
Major Amendment	$3,090	$3,198
Minor Amendment	$1,235	$1,278
Street, Alley, Utility Vacations	$1,030	$1,066
Subdivision Dedication Fee		
Commercial/Industrial Properties	5% of current market value of unimproved land as determined by City Assessor	5% of current market value of unimproved land as determined by City Assessor
Multi-family Dwelling Units (per dwelling unit)	$1,500	$1,500
Single-family Dwelling Units (per dwelling unit)	$1,500	$1,500
Trails (per dwelling unit)	$225	$225
Subdivisions/Replats		
Preliminary Plat	$2,060 plus $150 per lot	$2,132 plus $150 per lot
Final Plat	$750	$776
Combined Process and Replats	$2,575 plus $150 per lot	$2,665 plus $150 per lot
Exempt & Administrative Subdivisions	$515	$533
Registered Land Survey	$2,575 plus $155 per parcel	$2,665 plus $155 per parcel
Subdivision sidewalk cash-in-lieu fee (per square foot)	$21.90	$23
Tax Increment Financing Application Fee	$5,150	$5,330
Temporary Use		
Carnival & Festival over 14 days	$2,370	$2,453
Mobile Use Vehicle Zoning Permit (Food or Medical)	$55	$57
Time Extension	$260	$269

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Traffic Management Plan		
Administrative Fee (per square foot gross floor area excluding parking garages)	0.10	$0.10
Tree Protection Permit		
Application fee	$105.00	$105.00
Tree Replacement		
Cash in lieu of replacement trees (per inch at diameter standard height)	$250	$250
Variances		
Commercial	$1,030	$1,066
Residential	$1,030	$1,066
Zoning Appeal	$335	$347
Zoning Letter (standard)	$105	$109
Zoning Letter (non-standard)	$105 plus hourly rate for staff time	$109 plus hourly rate for staff time
Zoning Map Amendments (except PUDs)	$2,320	$2,401
Zoning Permit		
Accessory Structures, 200 square feet or less	$55	$57
Zoning Text Amendments	$3,300	$3,416
ENGINEERING DEPARTMENT		
Permit Parking- High School & Medical need	No Charge	
Mobility Sharing		
Device Impoundment		
Impoundment fee	$60 per mobility sharing device	$60 per mobility sharing device
Storage fee	$20 per day if not retrieved on the same day of impoundment.	$20 per day if not retrieved on the same day of impoundment.
License fee	$100 per mobility sharing device	$100 per mobility sharing device
Right-of-Way Permits		
Base Fee	$75	$75
Installation/repair of Sidewalk, Curb Cut or Curb and Gutter Permit	$135	$135

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Excavation		
Hole in Boulevard (larger than 10" diameter)	$75	$75
Hole in Road (larger than 10" diameter)	$135	$135
Trenching in Boulevard	0-100 ft = $200 Over 100 ft = $200 + $1 per ft over 100 ft	0-100 ft = $200 Over 100 ft = $200 + $1 per ft over 100 ft
Trenching in Roadway	0-100 ft = $400 Over 100 ft = $400 + $1 per ft over 100 ft	0-100 ft = $400 Over 100 ft = $400 + $1 per ft over 100 ft
Delay penalty	3 times total permit fee	3 times total permit fee
Trenchless installation		
Underground placement (boring) (0-100 ft)	$1.50/ LF	$1.50/ LF
Underground placement (boring) (over 100 ft)	$1.00/ LF	$1.00/ LF
Obstruction (road, lane, sidewalk, or bikeway closure)	$100 per week, per lane, sidewalk, or bikeway	$100 per week, per lane, sidewalk, or bikeway
Small Cell Wireless Facility Permit		
Permit fee	$1,500 per antenna	$1,500 per antenna
Rent to occupy space on a city-owned wireless support structure	$150 per year per antenna	$150 per year per antenna
Maintenance associated with space on a city-owned wireless support structure	$25 per year per antenna	$25 per year per antenna
Electricity to operate small wireless facility, if not purchased directly from utility	(i) $73 per radio node less than or equal to 100 max watts; (ii) $182 per radio node over 100 max watts; actual costs of electricity, if the actual costs exceed the amount in item (i) or (ii).	(i) $73 per radio node less than or equal to 100 max watts; (ii) $182 per radio node over 100 max watts; actual costs of electricity, if the actual costs exceed the amount in item (i) or (ii).
Delay penalty	3 times total permit fee	3 times total permit fee
Temporary No Parking signs (for right-of-way permit work)	Deposit of $25/sign ($100 minimum per permit)	Deposit of $25/sign ($100 minimum per permit)

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Temporary Private Use of Public Property	$800	$800
Dewatering Permit		
Administrative Fee (all permits)	$400	$400
Discharge to Sanitary Sewer	Charge based on duration/volume of discharge	Charge based on duration/volume of discharge
Erosion Control Permit		
Application and Review - single family	$400	$415
Application and Review - other applicants	$850	$876
Deposit - single family	$1,500	$1,545
Deposit - other applicants	$3,000 per acre (min. $1,500)	$3,000 per acre (min. $1,500)
FIRE DEPARTMENT		
Knox Box Key Vault Installation Fee (one-time)	$50	$50
Fire Alarms (False)	$500	$500
1st offense w/in year	$0	$0
2nd offense w/in year	$500	$500
3rd offense w/in year	$500	$500
4th offense w/in year	$500	$500
5th offense w/in year	$500	$500
Each subsequent in same year	$500	$500
Operational permits - including commercial kitchen hoods	$75.00 per hour (minimum 1 hour)	$75.00 per hour (minimum 1 hour)
Fireworks Display Permit	$75 - display set up only	$75 - display set up only
Fireworks standby	See service fees-fully equipped/staffed vehicle	See service fees-fully equipped/staffed vehicle
Recreational Fire Lifetime Permit	$25	$25
Fire apparatus - non-standard services	Staff's hourly rate with 2hr minimum	Staff's hourly rate with 2hr minimum
Service Fees		
Service Fee for fully-equipped and staffed vehicles	$500	$500
Service Fee of a Chief Officer	Staff's hourly rate	Staff's hourly rate

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Inspections After Hours	Staff's hourly rate	Staff's hourly rate
Tents and Membrane Permit		
Tents/Membrane Structures over 400 sq. ft.	$100	$100
Fire Sprinkler System Assessment Application fee	One-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750	One-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750
Gas Line Encroachment	See service fees-fully equipped/staffed vehicle	See service fees-fully equipped/staffed vehicle
PARKS AND RECREATION DEPARTMENT		
RECREATION		
Wolfe Park		
Amphitheater Rental (per hour, 2 hour minimum)		
Resident	$80 per hour	$80 per hour
Non-Resident	$90 per hour	$90 per hour
Amphitheater & Park Building Rental (per hour, 2 hour minimum)		
Resident	$110 per hour	$110 per hour
Non-Resident	$130 per hour	$130 per hour
Court Rental (Tennis, Basketball, Sand Volleyball & Pickle Ball)		
Resident	$30 per hour	$30 per hour
Non-resident	$35 per hour	$35 per hour
Field Maintenance (OT rate)		
Resident	$125 per hour	$130 per hour
Non-resident	$145 per hour	$150 per hour
Field Rental (Baseball & Softball)		
Resident	$90 per hour	$90 per hour
Non-resident	$100 per hour	$100 per hour
Field Rental (Soccer)		

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Resident	$90 per hour	$90 per hour
Non-resident	$100 per hour	$100 per hour
Oak Hill Park Splash Pad Entrance Fee, 3201 Rhode Island Ave		
Resident	Free	Free
Non-Resident	$1.00 per person	$1.00 per person
Groups of 10-30 must pre-register	$2.00 per person	$2.00 per person
Park Building Rental (per hour, 2 hour minimum)		
Damage Deposit	$100	$100
Birchwood		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Browndale		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Louisiana Oaks		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Nelson Park		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Oak Hill Park		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Wolfe Park		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Park Rental - Large Event		
Half Day fee	$950	$950
Full Day fee	$1,800	$1,800

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Picnic Shelter Rental (per time block: 10 am to 2 pm or 4pm to 8 pm)		
Damage Deposit	$100	$100
Additional Hours (before 11 a.m.)		
Resident	$20 per hour	$20 per hour
Non-resident	$25 per hour	$25 per hour
Fern Hill Park		
Resident	$90 per timeblock	$90 per timeblock
Non-resident	$110 per timeblock	$110 per timeblock
Oak Hill Park		
Central (resident)	$95 per timeblock	$95 per timeblock
Central (non-resident)	$115 per timeblock	$115 per timeblock
Main (resident)	$120 per timeblock	$120 per timeblock
Main (non-resident)	$150 per timeblock	$150 per timeblock
Wolfe Park		
East (resident)	$95 per timeblock	$95 per timeblock
East (non-resident)	$115 per timeblock	$115 per timeblock
West (resident)	$95 per timeblock	$95 per timeblock
West (non-resident	$115 per timeblock	$115 per timeblock
Rec Center		
Banquet Room Rental (per hour; 2 hour minimum)		
Damage Deposit	$700	$700
Maintenance Fee	$75/time	$75/time
Resident Sunday - Friday	$90 per hour	$90 per hour
Resident Saturday (8 a.m. to midnight)	$900/Saturday	$900/Saturday
Non-resident Sunday - Friday	$100 per hour	$100 per hour
Non-resident Saturday (8 a.m. to midnight)	$1000/Saturday	$1000/Saturday
Police Officer (after 9 p.m. events where alcohol is served)	$457/event	$800/event

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Gallery Room Rental (per hour; 2 hour minimum)		
Damage Deposit	$100	$100
Maintenance Fee	$30/time	$30/time
Resident	$55 per hour	$60 per hour
Non-resident	$65 per hour	$70 per hour
Ice Rink Rental	$245 per hour, plus tax	$250 per hour, plus tax
Ice Skating Party (2 hr. use of Gallery, 15 pp adm open skate)		
Resident	$120	$120
Non-resident	$145	$145
Ice Skating Party (2 hr. use of Banquet Room, 15 pp adm open skate)		
Resident	$135	$135
Non-resident	$170	$170
Skate rental	$3	$5
Skate sharpening	$5	$6
Skating Admission - adult	$5	$7
Skating Admission - youth & senior	$4	$5
Ten Pass - adult	$40	$50
Ten Pass - youth & senior	$35	$40
Open Hockey Admission	$5	$7
Open Hockey Ten Pass	$45	$55
Aquatic Park		
Daily Entrance Rates (resident):		
Under 1 year old	Free	Free
1 to 54 years old	$10	$10
55+ years old	$6	$6
Twilight (after 4:30 p.m.)	$6	$6
Daily Entrance Rates (non-resident):		

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Under 1 year old	Free	Free
1 to 54 years old	$15	$15
55+ years old	$9	$9
Twilight (after 4:30 p.m.)	$9	$9
Season Pass (Resident* & purchased on or before May 31st)		
Under 1 year old	Free	Free
1 to 54 years old	$60	$60
Caretaker/Nanny	$65	$65
55+ years old	$50	$50
Twilight (after 4:30 p.m.)	$45	$45
Season Pass (Resident* & purchased on or after June 1st)		
Under 1 year old	Free	Free
1 to 54 years old	$70	$70
Caretaker/Nanny	$75	$75
55+ years old	$60	$60
Twilight (after 4:30 p.m.)	$55	$55
Season Pass (Non-Resident & purchased on or before May 31st)		
Under 1 year old	Free	Free
1 to 54 years old	$70	$70
Caretaker/Nanny	$75	$75
55+ years old	$60	$60
Twilight (after 4:30 p.m.)	$55	$55
Season Pass (Non-Resident & purchased after June 1st)		
Under 1 year old	Free	Free
1 to 54 years old	$80	$80
Caretaker/Nanny	$85	$85

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55+ years old	$70	$70
Twilight (after 4:30 p.m.)	$65	$65
Gazebo Rental *(Daily admission/season pass required)*		
Resident	$60 per use	$60 per use
Non-resident	$70 per use	$70 per use
Private Aquatic Park Rental	$500 per hour	$500 per hour
Lap Lane Rental	$75 per hour	$75 per hour
August Season Pass	$30	$30
Recreation Outdoor Center (ROC)		
Dry Floor Rental		
Damage Deposit	$300	$300
Food and Beverage Fee	$75	$75
Resident, space only	$60 per hour	$65 per hour
Resident, space plus services	$105 per hour	$110 per hour
Non-resident, space only	$75 per hour	$80 per hour
Non-resident, space plus services	$120 per hour	$125 per hour
Ice Rink Rental * (residents)	$180 per hour, plus tax	$185 per hour, plus tax
Ice Rink Rental * (non-residents)	$185 per hour, plus tax	$189 per hour, plus tax
Skate Rental	$3	$5
Skate Sharpening	$5	$6
Skating Admission - adult	$5	$7
Skating Admission - youth & senior	$4	$5
Ten Punch Pass - adult	$40	$50
Ten Punch Pass - youth & senior	$35	$40
~~**Open Hockey Admission**~~	~~$5~~	REMOVE
~~**Open Hockey Ten Punch Pass**~~	~~$45~~	REMOVE
Turf Field Rental (full field - 200' x 85')		
Resident	$65 per hour	$70 per hour
Non-resident	$80 per hour	$85 per hour

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Skate Park Rental (outdoor)	Free admission	Free admission
Resident (private rental)	$200 per hour	$200 per hour
Non-Resident (private rental)	$400 per hour	$400 per hour
Westwood Hills Nature Center (indoor)		
Conference Room		
Damage Deposit	$100	$100
Resident per hour (2 hr. min.)	$60 per hour	$60 per hour
Non-Resident per hour (2 hr. min.)	$70 per hour	$70 per hour
Multi-Purpose Rooms (A, B or C)		
Damage Deposit	$100	$100
Resident per hour (2 hr. min.)	$65 per hour	$65 per hour
Non-Resident per hour (2 hr. min.)	$75 per hour	$75 per hour
Entire Facility Rental		
Damage Deposit	$800	$800
Resident (12 hour rental)	$1,800	$1,800
Non-Resident (12 hour rental)	$2,100	$2,100
Westwood Hills Nature Center (outdoor)		
Park Building Rental		
Damage Deposit	$300	$300
Resident - per hour (2 hr. min.)	$75 per hour	$75 per hour
Non-Resident - per hour (2 hr. min.)	$85 per hour	$85 per hour
Picnic Shelter Rental		
Damage Deposit	$100	$100
Resident - per hour (2 hr. min.)	$135 per timeblock	$135 per timeblock
Non-Resident - per hour (2 hr. min.)	$165 per timeblock	$165 per timeblock
Oak Patio Rental		
Resident per hour (4hr. min.)	$40 per hour	$45 per hour
Non-Resident per hour (2 hr. min.)	$50 per hour	$55 per hour
Oak Patio Rental, 12 hour rental - Resident	$400.00	$500.00
Oak Patio Rental, 12 hour rental - Non-resident	$450.00	$550.00

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Observation Deck Rental		
Damage Deposit	$100	$100
Resident per hour (2 hr. min.)	$40 per hour	$40 per hour
Non-Resident per hour (2 hr. min.)	$50 per hour	$50 per hour
Winter Outdoor Hockey Rink Rental		
Resident (during warming house hours)	$30 per hour	$30 per hour
Non-Resident (during warming house hours)	$40 per hour	$40 per hour
Warming House Rental		
Resident (after hours)	$50 per hour	$50 per hour
Non-resident (after hours)	$60 per hour	$60 per hour
Non-resident & Resident (during hours)	$20 per hour	$20 per hour
Mobile Food Truck Vendor Permit	$50 per day, per truck	$50 per day, per truck
Professional Photo & Park Video Shoot (does not include facility rental)		
Individual	$25 per hour	$25 per hour
Commercial	$125 per hour	$125 per hour
Natural Resources & Park Maintenance		
Community Garden Plot	$50 per year	$50 per year
Trees - nuisance abatement Fees		
Private	10% with maximum of $500	10% with maximum of $500
Weed Elimination		
Non-compliance of Weed Nuisance Notice	$200	$200
POLICE DEPARTMENT		
Animal Impound		
Initial impoundment	$40	$40
2nd offense w/in year	$60	$60
3rd offense w/in year	$85	$85
4th offense w/in year	$110	$110
Boarding Per Day	$30	$30
Dangerous Dog Annual Review Hearing	$250	$250

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Potentially Dangerous Dog Annual Review Hearing	$250	$250
Copies & Reports		
Clearance Letters	$5	$5
Accident Photo	$10 per disk	$10 per disk
Audio Recording	$10	$10
Police Report Certification	$1	$1
Body Camera Video Requests	$30	$30
Defense Attorney Case Requests	$40	$40
Case file request for matters transferred to outside agencies	$50	$50
911 Audio Transcription	$10	$10
Obtaining audio (if not part of case file) and transcribing	$20	$20
Criminal Background Investigation		
Volunteers & Employees	$5	$5
False Alarm (Police)	Residential/Commercial	Residential/Commercial
1st offense w/in year	$0/$0	$0/$0
2nd offense w/in year	$100/$100	$100/$100
3rd offense w/in year	$100/$125	$100/$125
4th offense w/in year	$100/$150	$100/$150
5th offense w/in year	$100/$175	$100/$175
Each subsequent in same year	$100/$25 increase	$100/$25 increase
Late Payment Fee	10%	10%
Fingerprinting		
St. Louis Park residents & business needs	$25 per card	$25 per card
Solicitor/Peddler Registration	$150 Peddlers only	$150 Peddlers only
PUBLIC WORKS		
Block Party Application (MSC at 7305 Oxford St)	No Charge	No Charge

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Cone Deposit	$10/cone	$10/cone
Event Recycling Bin Deposit	$100/bin	$100/bin
Bulk Water Filling Station (Pre-purchase at MSC)	$7/1,000 gallons	$7/1,000 gallons
Fire Hydrant Use Permit (MSC - approval only by PW/Utilities)	$200 connection fee per hydrant $1,500 deposit $7/1,000 gallons	$200 connection fee per hydrant $1,500 deposit $7/1,000 gallons
Permit to Exceed Vehicle Weight Limitations (MSC)	$50 each	$50 each
Service Fees (Stop Box Repairs) - MSC Shop		
Public Service Worker		
Regular Business Hours	$65	$65
After Hours	$195	$195
Non-Accessible Meter Charge	$100 per month	$100 per month
Winter Parking Permit		
Caregiver parking	$25	$25
No off-street parking available	No Charge	No Charge
Off-street parking available	$125	$125
Bassett Creek Watershed Management District (property pass-through charge)		
Residential monthly	$0.82 per residential equivalent unit	
Residential quarterly	$2.46 per residential equivalent unit	
Land uses other than residential	(Acreage * REF * 2.46 * 5) = quarterly rate	
MN Dept of Health state testing fee		
Quarterly (Residential and multi-family)	3.81 per quarter	3.81 per quarter
Monthly (Commercial)	1.27 per month	1.27 per month
Returned Check Fee	$30	$30

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Upcoming Capital Improvements Utility Projects

Below is a table displaying upcoming projects for Water, Sewer, and Storm Water Funds for 2027 through 2030.

The dollar values will be presented within the CIP budget process.

Water CIP Project Listing for 2027 - 2030
40271000 - Street - Local pavement management (Area 5)
40271050 - CI Street - Excelsior & Grand area
40281000 - Street - Local pavement management (Area 6)
40281100 - MSA Street- Oxford & Louisiana infrastructure investment
40287000 - County - Minnetonka Blvd (Xylon to TH100)
40288000 - MnDOT - Hwy 7 crest vertical curve flattening (SP 2706-257)
40291000 - Street - Local pavement management (Area 7)
40301000 - Street - Local pavement management (Area 8)
40301050 - CI Street- Wayzata- Zarthan- 16th corridor project
40307000 - County - Minnetonka Blvd (Chippewa Rd to Aquila)
40311000 - Street - Local Pavement Management (Area 1)
40311700 - Bridge - 34th Street @ Minnehaha Creek
40321000 - Street - Local Pavement Management (Area 2)
53275002 - GAC Replacement (WTP1)
53275003 - Water Treatment Plant Rehab, WTP10
53285001 - Water Well Rehab (SLP13)
53285002 - Water Treatment Plant Rehab, WTP1
53295002 - Water Well Rehab (SLP14)
53295003 - Forcemain Replacement
53295004 - GAC Replacement (WTP1)
53305001 - Water Treatment Plant Rehab
Sewer CIP Project Listing for 2027 - 2030
40271000 - Street - Local pavement management (Area 5)
40271050 - CI Street - Excelsior & Grand area
40273000 - Sanitary sewer- Lining
40273100 - Sanitary sewer - Oregon LS #7
40281000 - Street - Local pavement management (Area 6)
40281100 - MSA Street- Oxford & Louisiana infrastructure investment
40283000 - Sanitary sewer- Lining
40287000 - County - Minnetonka Blvd (Xylon to TH100)
40291000 - Street - Local pavement management (Area 7)
40293000 - Sanitary sewer - Lining

Upcoming Capital Improvement Utility Projects

40301000 - Street - Local pavement management (Area 8)
40301050 - CI Street- Wayzata- Zarthan- 16th corridor project
40303000 - Sanitary sewer - Lining
40307000 - County - Minnetonka Blvd (Chippewa Rd to Aquila)
40311000 - Street - Local Pavement Management (Area 1)
40313000 - Sanitary Sewer - Lining
40321000 - Street - Local Pavement Management (Area 2)
Storm CIP Project Listing for 2027 - 2030
40270003 - Concrete replacement
40271000 - Street - Local pavement management (Area 5)
40271050 - CI Street - Excelsior & Grand area
40271500 - Alley construction
40274000 - Storm - Shelard Basin Rehabilitation
40280003 - Concrete replacement
40281000 - Street - Local pavement management (Area 6)
40281100 - MSA Street- Oxford & Louisiana infrastructure investment
40281500 - Alley construction
40284000 - Storm- Keystone Park water quality improvements
40284200- Storm - Filter maintenance
40290003 - Concrete replacement
40291000 - Street - Local pavement management (Area 7)
40291500 - Alley construction
40294000 - Storm - Webster Park water quality improvements

Executive summary

Title: Police Advisory Commission annual meeting with council

Recommended action: None at this time.

Policy consideration: Does the council have any work direction for this commission?

Summary: The August 2026 boards and commission check-in with city council features the Police Advisory Commission (PAC), represented by chair Karl Gamradt and vice chair Saul Eugene. The staff liaison for this commission is Lt. Matt Blomsness.

The PAC is one of the five advisory boards and commissions whose purpose is to advise the city council on strengthening community awareness of police services, expanding opportunities for resident involvement and improving communications between the police department and the community. Additionally, the PAC reviews community needs and develops initiatives promoting safety, education and engagement.

This discussion will include a summary of the commission's most recent approved work plan, highlighting completed items, ongoing projects and areas still in progress. The focus of this check-in will be on opportunities for council feedback, guidance on work plan priorities, and any additional direction the council would like the commission to consider moving forward.

The next scheduled check-in on Sept. 15, 2026 will feature the Community Technology Advisory Commission.

Financial or budget considerations: None at this time.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: PAC current roster, 2025 Approved Workplan

Prepared by: Pat Coleman, community engagement coordinator
Approved by: Cindy Walsh, deputy city manager

Current Roster

Name	Role	Term expires
Karl Gamradt	Chair	May 31, 2027
Saul Eugene	Vice chair	May 31, 2028
RaNae Bruesch	Regular member	May 31, 2029
Anthony Del Percio	Regular member	May 31, 2027
Derek Fradenburgh	Regular member	May 31, 2029
Tommy Hines	Regular member	May 31, 2028
Kari Holmes	Regular member	May 31, 2028
Rachel Nieves	Regular member	May 31, 2029
Michael Rydberg	Regular member	May 31, 2029
Diane Slais	Regular member	May 31, 2027
Jay Wolkenbrod	Regular member	May 31, 2027

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Board and Commission Annual work plan

Approved by council: February 18, 2025

2025 Work Plan | Police Advisory Commission

1

Initiative name:		
Initiative type: ☐ Staff support (review project, policy or program and provide feedback) ☐ Independent research project ☒ Gather community feedback ☒ Lead community event	**Initiative origin:** ☐ Applicant-initiated ☐ Staff-initiated ☒ Commission-initiated ☐ Council-initiated **Legally required** (e.g. response to Legislative changes or Judicial decisions)? ☐ Yes ☒ No	**Commissioner lead(s) name(s):** n/a **If joint commission initiative, list other board or commission:** n/a **Is this an established work group?** ☐ Yes ☒ No
Initiative description: Community connections through town halls Hosting localized town hall conversations with residents to offer a space for open dialogue focused on building strong networks of relationships and communication pathways. These would be information in/out sessions focused on: 1) listening to residents' thoughts about public safety in their community, and 2) providing residents with information about safety-related trends and tips for their area, introducing them to the SLP PD's transparency & outreach efforts, and providing residents with contacts/connections to community resources (e.g. SLP PD contacts, social work, behavioral health, domestic violence, etc). This would also provide excellent opportunities to connect with/engage block captains, neighborhood association leaders, and other stakeholder groups in the planning and presentation of information to their communities.		
Strategic Priority: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A		
Deliverable: ☐ Research report ☒ Summary of community input ☒ Other ☐ N/A		
Target completion date: Ideally, this would be an ongoing effort that launches during the summer of 2025.		
This section to be completed by staff:		
Council request (if applicable): ☐ Review and comment or reply ☐ Review and decide ☒ Informational only – no response needed		
Budget required:		
Staff support required:		
Liaison comments:		

2

Initiative name:

Initiative type:	**Initiative origin:**	**Commissioner lead(s) name(s):**
☐ Staff support (review project, policy or program and provide feedback) ☒ Independent research project ☒ Gather community feedback ☐ Lead community event	☐ Applicant-initiated ☐ Staff-initiated ☒ Commission-initiated ☐ Council-initiated **Legally required** (e.g. response to Legislative changes or Judicial decisions)? ☐ Yes ☒ No	n/a **If joint commission initiative, list other board or commission:** n/a **Is this an established work group?** ☐ Yes ☒ No

Initiative description: Outreach to other cities' public safety advisory groups.
Connecting to other cities' public safety advisory groups (commissions, committees, etc) with an emphasis on building relationships that allow us to share experiences and best practices.

Strategic Priority: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A

Deliverable: ☐ Research report ☒ Summary of community input ☒ Other ☐ N/A

Target completion date: Ongoing collaborative initiative with opportunities to provide the Council with periodic informative updates.

This section to be completed by staff:

Council request (if applicable): ☐ Review and comment or reply ☐ Review and decide ☒ Informational only – no response needed

Budget required:

Staff support required:

Liaison comments:

3	**Initiative name:**		
	Initiative type: ☐ Staff support (review project, policy or program and provide feedback) ☐ Independent research project ☒ Gather community feedback ☒ Lead community event	**Initiative origin:** ☐ Applicant-initiated ☐ Staff-initiated ☒ Commission-initiated ☐ Council-initiated **Legally required** (e.g. response to Legislative changes or Judicial decisions)? ☐ Yes ☒ No	**Commissioner lead(s) name(s):** Jillian Dixon Amelia Lynch **If joint commission initiative, list other board or commission:** n/a **Is this an established work group?** ☐ Yes ☒ No
	Initiative description: Youth recruitment & involvement Recruitment and involvement of youth members on the PAC provides an important opportunity to develop youth leaders and bring a broader perspective on public safety. An ongoing effort to actively recruit, involve, and retain youth members will help ensure that important youth member positions do not sit vacant.		
	Strategic Priority: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A		
	Deliverable: ☐ Research report ☐ Summary of community input ☒ Other ☐ N/A		
	Target completion date: Ongoing effort		
	This section to be completed by staff:		
	Council request (if applicable): ☐ Review and comment or reply ☐ Review and decide ☐ Informational only – no response needed		
	Budget required:		
	Staff support required:		
	Liaison comments:		

4	**Initiative name:**		
	Initiative type: ☐ Staff support (review project, policy or program and provide feedback) ☐ Independent research project ☒ Gather community feedback ☐ Lead community event	**Initiative origin:** ☐ Applicant-initiated ☐ Staff-initiated ☒ Commission-initiated ☐ Council-initiated **Legally required** (e.g. response to Legislative changes or Judicial decisions)? ☐ Yes ☒ No	**Commissioner lead(s) name(s):** n/a **If joint commission initiative, list other board or commission:** n/a **Is this an established work group?** ☐ Yes ☒ No
	Initiative description: Survey/data gathering Continue to explore/advocate for a broad community survey of attitudes towards policing. Community town halls would also provide an opportunity for informal data gathering about attitudes towards policing both before and after the event to assess impact.		
	Strategic Priority: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A		
	Deliverable: ☒ Research report ☒ Summary of community input ☐ Other ☐ N/A		
	Target completion date: Report available to council following our November 2025 meeting.		
	This section to be completed by staff:		
	Council request (if applicable): ☐ Review and comment or reply ☐ Review and decide ☐ Informational only – no response needed		
	Budget required:		
	Staff support required:		
	Liaison comments:		

5	**Initiative name:**		
	Initiative type: ☒ Staff support (review project, policy or program and provide feedback) ☐ Independent research project ☐ Gather community feedback ☐ Lead community event	**Initiative origin:** ☐ Applicant-initiated ☐ Staff-initiated ☐ Commission-initiated ☒ Council-initiated **Legally required** (e.g. response to Legislative changes or Judicial decisions)? ☐ Yes ☒ No	**Commissioner lead(s) name(s):** n/a **If joint commission initiative, list other board or commission:** n/a **Is this an established work group?** ☐ Yes ☒ No
	Initiative description: Assist the City with its Vision 4.0 planning process.		
	Strategic Priority: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ N/A		
	Deliverable: ☐ Research report ☐ Summary of community input ☐ Other ☒ N/A		
	Target completion date: n/a		
	This section to be completed by staff:		
	Council request (if applicable): ☐ Review and comment or reply ☐ Review and decide ☒ Informational only – no response needed		
	Budget required:		
	Staff support required:		
	Liaison comments:		

Initiative Origin Definitions

- Applicant-initiated – Project initiated by 3rd party (statutory boards)
- Staff-initiated – Project initiated by staff liaison or other city staff
- Commission-initiated – Project initiated by the board or commission
- Council-initiated – Project tasked to a board or commission by the city council

Strategic Priorities

1. St. Louis Park is committed to being a leader in racial equity and inclusion in order to create a more just and inclusive community for all.
2. St. Louis Park is committed to continue to lead in environmental stewardship.
3. St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.
4. St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.
5. St. Louis Park is committed to creating opportunities to build social capital through community engagement

Modifications

- Work plans may be modified, to add or delete items, in one of three ways:
- Work plans can be modified by mutual agreement during a joint work session.
- If immediate approval is important, the board or commission can work with their staff liaison to present a modified work plan for city council approval at a council meeting.
- The city council can direct a change to the work plan at their discretion.

Future ideas

Initiatives that are being considered by the board or commission but not proposed in the annual work plan. Council approval is needed if the board or commission decides they would like to amend a work plan.

Initiative	Comments
Onboarding	Create a basic, informal guide for future PAC leadership which lays out important considerations for onboarding new members (e.g. department tour, intro to SLP's community policing efforts, etc).

Executive summary

Title: Conveyance of city-owned parcel to Hennepin County

Recommended action: None at this time, report for informational purposes only.

Policy consideration: The council will be asked to provide direction on conveyance of ownership of 3240 Library Lane to Hennepin County.

Summary: Staff requests council consideration to resolve a title cloud at 3240 Library Lane. On Sept. 9, 1968, the City of St. Louis Park agreed to sell the property to Hennepin County for use as a library via a contract for deed (Ordinance No. 1041). However, the final quit claim deed was never recorded with the Hennepin County Recorder's Office and neither the city or Hennepin County have records indicating that the purchase was completed.

Financial or budget considerations: The city will incur legal and title work costs to record the conveyance. It is suggested that Hennepin County be asked to cover all city expenses by completing the title transfer and, at a minimum, the original purchase price.

Strategic priority consideration: Not applicable.

Supporting documents: Discussion, map of parcel

Prepared by: Emily Carr, assessment technician
Cory Bultema, city assessor
Reviewed by: Tiffany Stephens, finance director
Cindy Walsh, deputy city manager
Approved by: Kim Keller, city manager

Discussion

Background: In 1941, the City of St. Louis Park became owner of the parcel at 3240 Library Lane by a quit claim deed. A reference to the property location is attached to this report.

On Sept. 9, 1968, the City of St. Louis Park agreed to sell the property to Hennepin County on a contract for deed (Ordinance No. 1041). The county agreed to purchase the property for a total of $190,405.17. The initial payment of $98,000 was due at the time of ordinance approval and the balance was to be paid annually, at 5% interest over 15 years. Upon final payment, the city would transfer title to Hennepin County by quit claim deed. Title transfer did not occur.

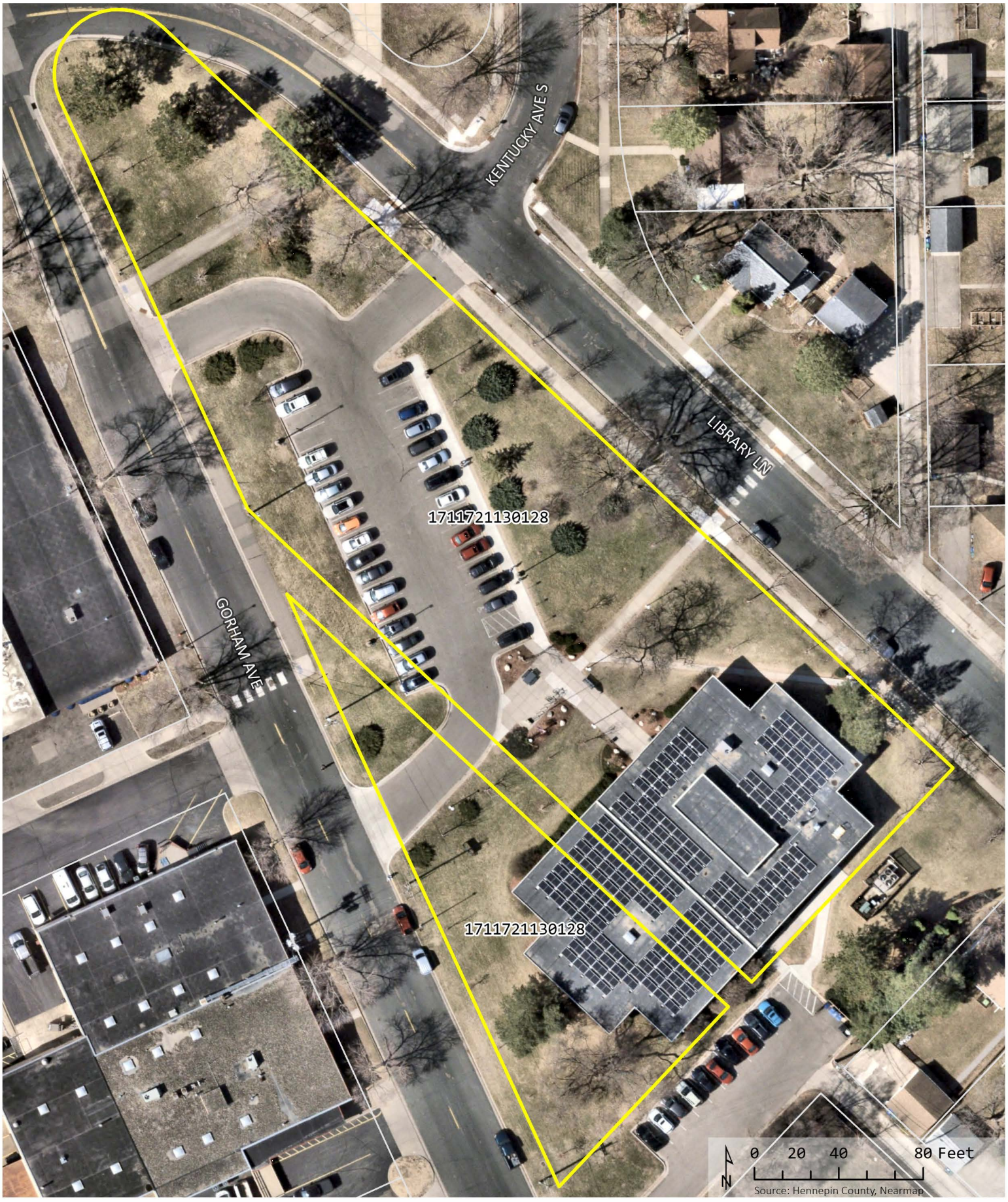
City staff discovered the owner discrepancy during routine record reviews. We notified county staff who also reviewed the title record and they formally changed back to the city as the owner. We also reviewed records on payment history and found no evidence of payment. We contacted county staff to likewise review their historic record. Both offices found evidence of the 1968 agreement intent as indicated by Ordinance No. 1041 approved Sept. 9, 1968. Neither office, however, found documentation indicating payments were made. Neither jurisdiction followed up in the early 1980's on the process to convey title.

Present considerations: It is in the City of St. Louis Park's best interest to accurately maintain property and records which includes insurance and liability.

Next steps: Staff notes the following information and options for council consideration and ultimately, direction:

1. Given the historical records, council directions on property disposition and title transfer are needed. Should council decide to convey at no cost, it is strongly suggested that the county reimburse the city for all legal costs for transfer.
2. If council deems payment is required, the current 2026 assessed market value is $2,943,000 (land at 993,000 + improvements at 1,950,000). Status is tax exempt at this time, although with title update, a new exemption application would be required.
3. If council deems payment is necessary, options below are made for your reference:
   a. Full price of $190,405.17 as agreed upon in 1968. No interest charged.
   b. Current value of the land $993,000.
   c. Full price plus interest at 5% (per the 1968 agreement) = $3,073,708.10.
4. The city assessor recognizes and appreciates the variety of relationship layers between a city and a county. As such, the city assessor suggests the library title issue be resolved with conveyance to the county for their continued operations.

Pending direction from the council regarding conditions placed on the conveyance, the city attorney's office will process the title transfer from the City of St. Louis Park to Hennepin County.



Aerial Imagery - Spring 2025

Parcel Boundaries

PID 17-117-21-13-0128

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City of St. Louis Park, Assessing Department

Executive summary

Title: Utility rate discussion

Recommended action: None at this time. The first reading of the ordinance adopting utility fees for 2027 is scheduled for Sept. 8, 2026, at which time the council is presumed to set the second reading for Sept.22, 2026.

Policy consideration: Does council accept the staff recommended proposed utility billing rates for 2027?

Summary: Each year, city fees are reviewed by departments as part of the budget process. Fees are reviewed based on comparison to other cities in the metro area, changes in regulations, and to make sure our business costs are covered for corresponding services. The city has four utility funds: Water, Sewer, Storm Water and Solid Waste. These funds are called "business type" funds as they operate without the reliance of the property tax levy. These funds are primarily funded by the utility revenue generated. These funds incur capital-related expenses and operating-related expenses. To ensure these funds receive sufficient revenue to continue operations, rate increases are recommended for 2027.

The first reading and public hearing of this ordinance is scheduled for Sept. 8, 2026. Presuming it is adopted on Sept. 22, 2026, the fee changes will be effective Jan. 1, 2027.

Financial or budget considerations: 2027 proposed utility schedule

Strategic priority consideration: Not applicable.

Supporting documents: 2027 proposed fees, Upcoming Capital Improvement Plan (CIP)

Prepared by: Joe Olson, deputy finance director
Reviewed by: Tiffany Stephens, finance director
Approved by: Kim Keller, city manager

Discussion

Background: The 2027 utility fee recommendations reflect the city's ongoing need to balance operating costs, capital investments and long-term financial stability across all four utility funds: Water, Sanitary Sewer, Storm Water and Solid Waste. Cost recovery remains the primary driver of all proposed rate adjustments.

Key Drivers Behind Rate Changes:

- Rising capital and operational costs across utilities;
- Variability in water consumption patterns, influenced by precipitation levels;
- Shifts in residential cart sizes, affecting solid waste revenue;
- Need to preserve healthy cash and investment balances for future Capital Improvement Plan (CIP) work.

Summary of Proposed 2027 Rate Increases:

Utility	Staff-Recommended Increase	Prior Year Increase
Water	7.0%	4.5%
Sanitary Sewer	3.5%	4.5%
Storm Water	1.5%	4.5%
Solid Waste	7.5%	5.75%

Financial Health of Utility Funds:

- **Water:** The recommended rate increase for water is 7.0% based on the following factors: cash balance is stable but significant capital outlays require above-inflation increases. Overall cash balances have fluctuated from $7.1 million in 2022 to $6.2 million in 2025. The primary driver of the fluctuations is CIP project timing. With significant projects on the horizon, an increase in utility rates is needed to continue to have a healthy Water fund. While CIP plays a significant role as a variable for water, the other major variable is consumption of water. Consumption fluctuates year-to-year and typically, if there is increased precipitation, that could lead to less revenue being generated (this occurred in 2024).

- **Sanitary Sewer:** The recommended 2027 rate increase for sanitary sewer is 3.5% based on the following factors: cash and investment balances have significantly risen over the past four years, increasing 64.2% from $3.7 million in 2022 to $6.1 million in 2025. The city does have significant capital outlay for sewer line projects as part of the CIP. For operating expenses, one of the leading variables is the municipal wastewater charge set by the Metropolitan Council. In 2026, the charge increased 7.2%, setting the total fee at $6,102,762. The city does not have control of this fee and the majority of operating-related costs are Municipal Waste Combustion (MWC) charges.

- **Storm Water:** The recommended 2027 rate increase for storm water is 1.5% based on the following factors: cash and investment balances have significantly risen over the past four years, increasing 82.9% from $2.9 million in 2022 to $5.3 million in 2025. The city has also received revenue from non-utility billing over the past four years, which has

funded some of the city's CIP projects. Due to the very healthy cash and investments reserve built, staff recommendation is the modest increase of 1.5%, which is less than inflation.

- **Solid Waste:** The recommended 2027 rate increase for solid waste is 7.5% based on the following factors: cash and investments balance of the funds has declined by 31.5% over the past four years, with operating expenses exceeding revenues. The city increased rates by 45% in 2024 followed by 5.75% increases in both 2025 and 2026. Those increases were made to adjust to the service agreement that began in 2024. However, changing customer behavior has resulted in expenses continuing to outpace revenues, leading to less cash and investments. Specifically, utility billing staff observed a trend of larger solid waste cart users scaling down to smaller carts. This supports the city's climate action goals but, in turn, lowers the city's revenue. An increase above the service agreement is needed to ensure revenues can offset operating expenses incurred. There are no CIP projects for solid waste. Therefore, the main goal with the fund is cost recovery of operating expenses.

Residential Impact
Typical residential quarterly bills are projected to increase between 5.6% and 6.3%, depending on consumption and solid waste cart size. Below are different scenarios based on variables of solid waste cart size and water/sewer consumption:

- Bill Example 1:
  - Low consumption user quarterly bill increases by an estimated $11.68 (5.62%)
  - Water/Sewer Consumption: 3 units (750 gallons per 1 unit)
  - Cart size: 30-gallon every other week

- Bill Example 2
  - Medium consumption user quarterly bill increases by an estimated $15.51 (5.75%).
  - Water/Sewer Consumption: 7 units (750 gallons per 1 unit)
  - Cart size: 30-gallon weekly

- Bill Example 3:
  - High consumption user quarterly bill increases by an estimated $21.06 (5.84%)
  - Water/Sewer Consumption: 13 units (750 gallons per 1 unit)
  - Cart size: 60-gallon weekly

- Bill Example 4:
  - High consumption user quarterly bill increases by an estimated $26.72 (6.31%)
  - Water/Sewer Consumption: 15 units water / 8 units sewer (750 gallons per 1 unit)
  - Cart size: 90-gallon weekly

Present considerations: Does council accept the proposed staff recommended rates for 2027 utility billing?

Next steps: The proposed 2027 fee schedule dates are listed below.

Public Hearing	Sept. 8, 2026
First Reading	Sept. 8, 2026
Second Reading	Sept. 22, 2026
Date of Publication	Oct. 1, 2026
Date Ordinance takes effect	Jan. 1, 2027

SERVICE	2026 Adopted Fee	2027 Proposed Fee
ADMINISTRATIVE FEES BY CHAPTER		
Chapter 4 – Animal Regulations	$50	$50
Chapter 6 – Buildings & Building Regulations	$100	$100
Chapter 6, Section 5 – Energy Benchmarking	$103	$103
Chapter 6, Article V – Property Maintenance Code	$150	$150
Chapter 6, Section X – Backflow Prevention	$100 service fee added monthly to utility bill	$100 service fee
Chapter 8 – Business and Business Licenses	$150	$150
Chapter 8, Subdivision IV – Grease Producer License	$200 Sewer Cleaning Fee added monthly to utility billing	$200 Sewer Cleaning Fee
Chapter 12 – Environment	$100	$100
Chapter 12, Section 2 – Environment & Public Health Regulations Adopted by Reference	$100	$100
Chapter 12, Section 157 – Illicit Discharge and Connection	$100	$100
Chapter 12, Section 159 – Wetland Protection	$100	$100
Chapter 12, Article VI. Zero Waste Packaging	$100	$100
Chapter 14 – Fire and Fire Prevention	$100	$100
Chapter 14, Section 75 – Open burning without permit	$100	$100
Chapter 20 – Parks and Recreation		
Chapter 22 – Solid Waste Management - Residential	$50	$50
Chapter 22 - Solid Waste Management - Multifamily & Commercial	$100	$100
Chapter 22, Section 22-5b Hazardous and Infectious materials	$200	$200

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Chapter 24 – Streets, Sidewalks & Public Places	$50	$50
Chapter 24, Section 24-43 – Household Trash & Recycling Containers blocking public way	$50	$50
Chapter 24, Section 47 – Visual obstructions at intersections	$100	$100
Chapter 24, Section 50 – Public Property: Defacing or injuring	$150	$150
Chapter 24, Section 51 – Sweeping/blowing leaves/grass clippings or pushing snow into/across any street or alley is prohibited	$100	$100
Chapter 24, Section 274 – Work done without a permit	$130	$130
Chapter 24, Section 24-342 - Snow, ice and rubbish a public nuisance on sidewalks; removal by owner.	$25 first time. Fee shall double for each subsequent violation, with a maximum fee of $200 for SFR and $400 for all others. Does not reset annually. Does reset for new owners.	$25 first time. Fee shall double for each subsequent violation, with a maximum fee of $200 for SFR and $400 for all others. Does not reset annually. Does reset for new owners.
Chapter 26 – Subdivision		
Violation of a condition associated with a Subdivision approval.	$1,000	$1,000
Chapter 32 – Utilities	$50	$50
Violation of sprinkling restrictions	$55 first time. Fee shall double for each subsequent violation, with a maximum fee of $250 for SFR and $450 for all others. Doesn't reset annually. Does reset for new owners.	$55 first time. Fee shall double for each subsequent violation, with a maximum fee of $250 for SFR and $450 for all others. Doesn't reset annually. Does reset for new owners.
Chapter 32, Section 37 Access to buildings.	$100 per month.	$100 per month.
Chapter 36 – Zoning		
Any violation to Chapter 36 is a $50 fine	$50	$50
Chapter 36, Section 37 – Conducting a Land Use not permitted in the zoning district	$200	$200

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Violation of a condition associated with a Conditional Use Permit, Planned Unit Development, or Special Permit approval	$1,000	$1,000
Public tree removal per diameter inch	$250	$250
Repeat Violations within 24 months	Previous fine doubled up to a maximum of $2,000	Previous fine doubled up to a maximum of $2,000

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Repeat Violations within 24 Months		
Fines imposed are double the amount from the previous fine assessed, up to a maximum of $2,000. The escalated fine amount is based on the number of identical violations within the previous 24 months from the date of the current violation. For example, if there were four occurrences of an identical violation within the previous 24 months of the current violation date that carried a $50 fine, the fine for the fourth violation would be $400. (First violation: $50; second; $100; third:$200; fourth: $400). Fines reset to the minimum amount if there are no identical violations within the previous 24 months of the current violation.		
***Fines in addition to abatement and licensing inspections**		
Fines listed above may be in addition to fees associated with abatement and licensing inspections.		
SERVICE	2026 Adopted Fee	2027 Proposed Fee
BUILDING AND ENERGY		
Building Demolition Deposit		
1 & 2 Family Residential & Accessory Structures	$2,575	$2,665
All Other Buildings	$5,150	$5,330
Building Demolition Permit		
1 & 2 Family Residential & Accessory Structures	$210	$217
All Other Buildings	$360	$373
Building Moving Permit	$515	$533
Business Licenses		
Billboards	$205.00 per billboard	$212 per billboard
Commercial Entertainment	$335	$347
Courtesy Bench	$90.00 per bench	$93 per bench
Designated Outdoor Dog Area	$80	$83
Dog Kennel	$205	$212
Environmental Emissions	$385	$398
Fats, Oils & Grease Producer License	$415	$430
Fats, Oils & Grease Producer Provisional License	$1,135	$1,175
Massage Therapy		
Massage Therapy Establishment	$465	$481
Massage Therapy License	$150	$155

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Therapists holding a Massage Therapy Establishment License	$60	$62
Pawnbroker		
License Fee	$2,150	$2,225
Per Transaction Fee	$5	$5
Investigation Fee	$1,080	$1,118
Penalty	$50.00 per day	$52 per day
Sexually Oriented Business		
Investigation Fee (High Impact)	$540	$559
High Impact	$4,840	$5,009
Limited Impact	$140	$145
Tobacco Products & Related Device Sales	$775	$802
Vehicle Parking Facilities		
Enclosed Parking	$410	$424
Parking Ramp	$325	$336
Tanning Bed Facility	$335	$347
Certificate of Occupancy		
For each condominium unit completed after building occupancy	$105	$109
Change of Use (does not apply to 1 & 2 family dwellings)		
Up to 5,000 sq ft	$615	$637
5,001 to 25,000 sq ft	$980	$1,014
25,001 to 75,000 sq ft	$1,495	$1,547
75,001 to 100,000 sq ft	$1,955	$2,023
100,000 to 200,000 sq ft	$2,420	$2,505
above 200,000 sq ft	$3,035	$3,141
Temporary Certificate of Occupancy - Single Family	$255	$264
Temporary Certificate of Occupancy - All other occupancies	$490	$507
Certificate of Property Maintenance		

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Change in Ownership		
Condominium Unit	$250	$259
Duplex (2 Family dwellings)	$460	$476
Multi-Family (apartment) Buildings	$410 per building + $30/unit	$410 per building + $30/unit
Single Family Dwellings	$360	$373
All Other Buildings:		
Up to 5,000 sq ft	$590	$611
5,001 – 25,000 sq ft	$935	$968
25,001 to 75,000 sq ft	$1,415	$1,465
75,001 to 100,000 sq ft	$1,880	$1,946
100,000 to 200,000 sq. ft	$2,345	$2,427
above 200,000 sq. ft	$2,935	$3,038
Temporary Certificate of Property Maintenance - SF Residential	$155	$160
Temporary Certificate of Property Maintenance - All others	$350	$362
Certificate of Property Maintenance Extension	$105	$109
Construction Permits (building, electrical, fire protection, mechanical, plumbing, pools, utilities)		
Building and Fire Protection Permits Valuation		
Up to $500	Base Fee $80 plus $2 for each additional (or fraction thereof) $100 over $500.01	Base Fee $80 plus $2 for each additional (or fraction thereof) $100 over $500.01
$500.01 to $2,000.00	Base Fee $80 plus $100 for each additional (or fraction thereof) $100 over $500.01	Base Fee $80 plus $100 for each additional (or fraction thereof) $100 over $500.01
$2,000.01 to $25,000.00	$110 base fee plus $15 for each additional $1,000 or fraction thereof above $2,000	$110 base fee plus $15 for each additional $1,000 or fraction thereof above $2,000
$25,000.01 to $50,000.00	$455 base fee plus $10 for each additional $1,000 or fraction thereof above $25,000	$455 base fee plus $10 for each additional $1,000 or fraction thereof above $25,000

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$50,000.01 to $100,000.00	$705 base fee plus $7 for each additional $1,000 or fraction thereof above $50,000	$705 base fee plus $7 for each additional $1,000 or fraction thereof above $50,000
$100,000.01 to $500,000.00	$1,055 base fee plus $6.00 for each additional $1,000 or fraction thereof above $100,000	$1,055 base fee plus $6.00 for each additional $1,000 or fraction thereof above $100,000
$500,000.01 to $1,000,000.00	$3,455 base fee plus $5.50 for each additional $1,000 or fraction thereof above $500,000	$3,455 base fee plus $5.50 for each additional $1,000 or fraction thereof above $500,000
$1,000,000.01 and up	$6,205 base fee plus $5.00 for each additional $1,000 or fraction thereof above $1,000,000	$6,205 base fee plus $5.00 for each additional $1,000 or fraction thereof above $1,000,000
Single Family Building Permit Exceptions:		
Reroofing – asphalt shingled, sloped roofs only		
House or House and Garage	$170	$176
Garage Only	$95	$98
Residing		
House or House and Garage	$170	$176
Garage Only	$95	$98
Solar		
Building Mounted Photovoltaic Panels	$205	$212
Commercial Building Permit Exceptions:		
Solar		
Building Mounted Photovoltaic Panels	$415	$430
Electrical Permit		
Installation, Replacement, Repair	$85	$88
Installation of traffic signals per location	$170	$176
Installation, Single Family Photovoltaic Panels	$165	$171
Single family, one appliance	$85 + 1.75% of valuation	$85 + 1.75% of valuation
ISTS Permit		
Sewage treatment system install or repair	$140	$145
Mechanical Permit		

Installation, Replacement, Repair	$85 + 1.75% of valuation	$85 + 1.75% of valuation
Single Family Exceptions:		
Replace furnace, boiler or furnace/AC	$100	$104
Install single fuel burning appliance with piping	$100	$104
Install, replace or repair single mechanical appliance	$100	$104
Plumbing Permit		
Backflow Prevention Assembly Registration	$45	$47
Monthly non-compliance registration service fee	$100	$104
Installation, Replacement, Repair	$85 + 1.75% of valuation	$85 + 1.75% of valuation
Single Family Exceptions:		
Repair/replace single plumbing fixture	$85.00	$88
Private Swimming Pool Permit	Building permit fees apply	Building permit fees apply
Public Swimming Pool Permit	Building permit fees apply	Building permit fees apply
Sewer and Water Permit (all underground private utilities)		
Installation, Replacement, Repair	$85 + 1.75% of valuation	$85 + 1.75% of valuation
Single Family Exceptions:		
Replace/repair sewer or water service	$125	$129
Water Access Charge - per SAC unit charged on new or enlarged water services.	$800 per SAC unit charged on new or enlarged water services	$800 per SAC unit charged on new or enlarged water services
SAC/WAC Assessment Fee	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750
Energy Improvement Assessment Fee	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750	one-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750
Certificate of Competency		
Mechanical /Gas Piping	$35	$36
Annual Renewal	$20	$21
Contractor Licenses		
Mechanical	$140	$145

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Solid Waste	$255	$264
Tree Maintenance	$140	$145
Dog Licenses		
1 year	$30	$31
2 year	$45	$47
3 year	$55	$57
Potentially Dangerous Dog License – 1 year	$110	$114
Dangerous Dog License – 1 year	$260	$269
Interim License	$20	$21
Off-Leash Dog Area Permit (non-resident)	$60	$62
Penalty for no license	$50	$52
Inspections		
After Hours Inspections	$260 plus $105 per hour after the first hour	$260 plus $105 per hour after the first hour
Installation of permanent sign w/footing inspection	Based on valuation using building permit fee table	Based on valuation using building permit fee table
Re-Inspection Fee (after correction notice issued has not been corrected within 2 subsequent inspections)	$135	$140
Insurance Requirements		
Circus	$1,000,000 General Liability	$1,000,000 General Liability
Commercial Entertainment	$1,000,000 General Liability	$1,000,000 General Liability
Mechanical Contractors	$1,000,000 General Liability	$1,000,000 General Liability
Solid Waste	$1,000,000 General Liability	$1,000,000 General Liability
Tree Maintenance & Removal	$1,000,000 General Liability	$1,000,000 General Liability
Vehicle Parking Facility	$1,000,000 General Liability	$1,000,000 General Liability
License Fees - Other		
Investigation Fee	$340	$352
Late Fee	25% of license fee (minimum $50)	25% of license fee (minimum $50)
License Reinstatement Fee	$270	$279
Transfer of License (new ownership)	$95	$98

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Plan Review - *50% of amount due at time of application. Exception: Single Family Residential additions, accessory structures and remodels.*		
Building Permits	65% of Permit Fee	65% of Permit Fee
Repetitive Building	25% of Permit Fee for Duplicate Structure	25% of Permit Fee for Duplicate Structure
Electrical Permits	35% of Permit Fee	35% of Permit Fee
Mechanical Permits	35% of Permit Fee	35% of Permit Fee
Plumbing Permits	35% of Permit Fee	35% of Permit Fee
Sewer & Water Permits	35% of Permit Fee	35% of Permit Fee
Single Family Interior Remodel Permits	35% of Permit Fee	35% of Permit Fee
Non-owner Occupied License (Rental)		
Condominium/Townhouse/ Cooperative per unit	$175	$181
Duplex both sides non-owner occupied	$305	$316
Single Family Unit/Duplex one-side only	$275	$285
Multiple Family		
Per Building	$400	$414
Per Unit	$30	$31
Temporary Noise Permit	$100	$104
Temporary Use Permits		
Amusement Rides, Carnivals & Circuses	$300	$311
Commercial Film Production Application	$140	$145
Petting Zoos	$80	$83
Temporary Outdoor Retail Sales	$140	$145
Temporary Outdoor Seating	$75	$78
Vehicle Decals		
Solid Waste	$35	$36
Tree Maintenance & Removal	$20	$21
CITY CLERK'S OFFICE		

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Copies	No Charge 0-9 pages; 10 pages $2.50; $0.25/page thereafter up to 100 pages	No Charge 0-9 pages; 10 pages $2.50; $0.25/page thereafter up to 100 pages
Domestic Partnership		
Registration Application Fee	$50	$50
Amendment to Application Fee	$25	$25
Termination of Registration Fee	$25	$25
Liquor Licenses		
Brewpub Off-sale Malt Liquor	$200	$200
Brewer's Off-sale Malt Liquor	$200	$200
Micro distillery Cocktail Room	$600	$600
Micro distillery Off-Sale	$200	$200
Brewer's On-sale Taproom	$600	$600
Club (per # members)		
1 - 200	$300	$300
201 - 500	$500	$500
501 - 1000	$650	$650
1001 - 2000	$800	$800
2001 - 4000	$1,000	$1,000
4001 - 6000	$2,000	$2,000
6000+	$3,000	$3,000
Off-sale 3.2 Malt Liquor	$200	$200
Off-sale Intoxicating Liquor	$380	$380
Off-sale Intoxicating Liquor fee, per M.S. 340A.480-3(c)	$280	$280
On-sale 3.2 Malt Liquor	$750	$750
On-sale Culinary Class Limited	$100	$100
On-sale Intoxicating Liquor	$8,750	$8,750

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On-sale Sunday Liquor	$200	$200
On-sale Wine	$2,000	$2,000
License Background Investigation (non-refundable)	$500 in-state applicant; actual costs for out-of-state applicant may be billed up to a maximum of $10,000	$500 in-state applicant; actual costs for out-of-state applicant may be billed up to a maximum of $10,000
Store Manager Background Investigation	$500	$500
On-sale license renewal per 340A.412, Subd. 2	$500	$500
Temporary On-sale License Fee	$100/day	$100/day
Proclamations		
Framed Proclamation	$15	$15
COMMUNICATIONS & TECHNOLOGY		
Cable TV		
ParkTV Program on DVD or USB	$20.50 each	$30.00 each
~~**Duplicate DVD, 5+ copies**~~	~~$15.38 each~~	REMOVE
~~**Duplicate Video USB (16GB)**~~	~~$20.50 each~~	REMOVE
GIS Services		
Custom Mapping Fee - per hour minimum	$51.25	$82.25
Custom GIS Analysis Fee - per hour minimum	$51.25	$82.25
Printing		
8.5 x 11 (per copy/color)	$0.25 black and white $0.75 color	$2.90
11 x 17 (per copy/color)	$5.90	$5.90
17 x 22 (per copy/color)	$5.00	$11.00
24 x 24 (per copy/color)		$15.00
~~**24 x 36 (per copy/color)**~~	~~$10~~	REMOVE
22 x 34 (per copy/color)		$19.75
36 x 36 (per copy/color)	$15.00	$27.50
COMMUNITY DEVELOPMENT DEPARTMENT		
Comprehensive Plan Amendments	$2,370	$2,453

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Conditional Use Permit	$2,370	$2,453
Administrative	$515	$533
Major Amendment	$2,370	$2,453
Minor Amendment	$1,235	$1,278
Fill or excavation only	$1,235	$1,278
Fence Permit		
Installation	$55	$57
Grant Technical Assistance (DEED, Met Council, Hennepin County, etc.)	$3,100	$3,209
Numbering of Buildings (New Addresses)	$55	$56.93
Official Map Amendment	$2,320	$2,401
Parking Lot Permit		
Installation/Reconstruction	$210	$217
Driveway Permit	$35	$36
Planned Unit Development		
Preliminary PUD	$4,120	$4,264
Final PUD	$2,575	$2,665
Prelim/Final PUD Combined	$6,280	$6,500
PUD - Administrative amendment	$515	$533
PUD - Major Amendment	$3,100	$3,209
PUD - Minor Amendment	$1,235	$1,278
Recording Filing Fee		
Single Family	$75	$78
Other Uses	$150	$155
Registration of Land Use	$105	$109
Sign Permit		
Erection of Temporary Sign	$50	$52
Erection of Real Estate, Construction Sign 40+ ft	$105	$109
Installation of Permanent Sign without footings	$115	$119
Installation of Permanent Sign with footings	$170	$176
Super graphic (mural)	$50	$52

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Special Permits		
Administrative amendment	$515	$533
Major Amendment	$3,090	$3,198
Minor Amendment	$1,235	$1,278
Street, Alley, Utility Vacations	$1,030	$1,066
Subdivision Dedication Fee		
Commercial/Industrial Properties	5% of current market value of unimproved land as determined by City Assessor	5% of current market value of unimproved land as determined by City Assessor
Multi-family Dwelling Units (per dwelling unit)	$1,500	$1,500
Single-family Dwelling Units (per dwelling unit)	$1,500	$1,500
Trails (per dwelling unit)	$225	$225
Subdivisions/Replats		
Preliminary Plat	$2,060 plus $150 per lot	$2,132 plus $150 per lot
Final Plat	$750	$776
Combined Process and Replats	$2,575 plus $150 per lot	$2,665 plus $150 per lot
Exempt & Administrative Subdivisions	$515	$533
Registered Land Survey	$2,575 plus $155 per parcel	$2,665 plus $155 per parcel
Subdivision sidewalk cash-in-lieu fee (per square foot)	$21.90	$23
Tax Increment Financing Application Fee	$5,150	$5,330
Temporary Use		
Carnival & Festival over 14 days	$2,370	$2,453
Mobile Use Vehicle Zoning Permit (Food or Medical)	$55	$57
Time Extension	$260	$269
Traffic Management Plan		
Administrative Fee (per square foot gross floor area excluding parking garages)	0.10	$0.10
Tree Protection Permit		
Application fee	$105.00	$105.00
Tree Replacement		

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Cash in lieu of replacement trees (per inch at diameter standard height)	$250	$250
Variances		
Commercial	$1,030	$1,066
Residential	$1,030	$1,066
Zoning Appeal	$335	$347
Zoning Letter (standard)	$105	$109
Zoning Letter (non-standard)	$105 plus hourly rate for staff time	$109 plus hourly rate for staff time
Zoning Map Amendments (except PUDs)	$2,320	$2,401
Zoning Permit		
Accessory Structures, 200 square feet or less	$55	$57
Zoning Text Amendments	$3,300	$3,416
ENGINEERING DEPARTMENT		
Permit Parking- High School & Medical need	No Charge	
Mobility Sharing		
Device Impoundment		
Impoundment fee	$60 per mobility sharing device	$60 per mobility sharing device
Storage fee	$20 per day if not retrieved on the same day of impoundment.	$20 per day if not retrieved on the same day of impoundment.
License fee	$100 per mobility sharing device	$100 per mobility sharing device
Right-of-Way Permits		
Base Fee	$75	$75
Installation/repair of Sidewalk, Curb Cut or Curb and Gutter Permit	$135	$135
Excavation		
Hole in Boulevard (larger than 10" diameter)	$75	$75
Hole in Road (larger than 10" diameter)	$135	$135
Trenching in Boulevard	0-100 ft = $200 Over 100 ft = $200 + $1 per ft over 100 ft	0-100 ft = $200 Over 100 ft = $200 + $1 per ft over 100 ft

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Trenching in Roadway	0-100 ft = $400 Over 100 ft = $400 + $1 per ft over 100 ft	0-100 ft = $400 Over 100 ft = $400 + $1 per ft over 100 ft
Delay penalty	3 times total permit fee	3 times total permit fee
Trenchless installation		
Underground placement (boring) (0-100 ft)	$1.50/ LF	$1.50/ LF
Underground placement (boring) (over 100 ft)	$1.00/ LF	$1.00/ LF
Obstruction (road, lane, sidewalk, or bikeway closure)	$100 per week, per lane, sidewalk, or bikeway	$100 per week, per lane, sidewalk, or bikeway
Small Cell Wireless Facility Permit		
Permit fee	$1,500 per antenna	$1,500 per antenna
Rent to occupy space on a city-owned wireless support structure	$150 per year per antenna	$150 per year per antenna
Maintenance associated with space on a city-owned wireless support structure	$25 per year per antenna	$25 per year per antenna
Electricity to operate small wireless facility, if not purchased directly from utility	(i) $73 per radio node less than or equal to 100 max watts; (ii) $182 per radio node over 100 max watts; actual costs of electricity, if the actual costs exceed the amount in item (i) or (ii).	(i) $73 per radio node less than or equal to 100 max watts; (ii) $182 per radio node over 100 max watts; actual costs of electricity, if the actual costs exceed the amount in item (i) or (ii).
Delay penalty	3 times total permit fee	3 times total permit fee
Temporary No Parking signs (for right-of-way permit work)	Deposit of $25/sign ($100 minimum per permit)	Deposit of $25/sign ($100 minimum per permit)
Temporary Private Use of Public Property	$800	$800
Dewatering Permit		
Administrative Fee (all permits)	$400	$400
Discharge to Sanitary Sewer	Charge based on duration/volume of discharge	Charge based on duration/volume of discharge
Erosion Control Permit		
Application and Review - single family	$400	$415
Application and Review - other applicants	$850	$876

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Deposit - single family	$1,500	$1,545
Deposit - other applicants	$3,000 per acre (min. $1,500)	$3,000 per acre (min. $1,500)
FIRE DEPARTMENT		
Knox Box Key Vault Installation Fee (one-time)	$50	$50
Fire Alarms (False)	$500	$500
1st offense w/in year	$0	$0
2nd offense w/in year	$500	$500
3rd offense w/in year	$500	$500
4th offense w/in year	$500	$500
5th offense w/in year	$500	$500
Each subsequent in same year	$500	$500
Operational permits - including commercial kitchen hoods	$75.00 per hour (minimum 1 hour)	$75.00 per hour (minimum 1 hour)
Fireworks Display Permit	$75 - display set up only	$75 - display set up only
Fireworks standby	See service fees-fully equipped/staffed vehicle	See service fees-fully equipped/staffed vehicle
Recreational Fire Lifetime Permit	$25	$25
Fire apparatus - non-standard services	Staff's hourly rate with 2hr minimum	Staff's hourly rate with 2hr minimum
Service Fees		
Service Fee for fully-equipped and staffed vehicles	$500	$500
Service Fee of a Chief Officer	Staff's hourly rate	Staff's hourly rate
Inspections After Hours	Staff's hourly rate	Staff's hourly rate
Tents and Membrane Permit		
Tents/Membrane Structures over 400 sq. ft.	$100	$100
Fire Sprinkler System Assessment Application fee	One-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750	One-half of one percent (0.5%) of the petitioned amount, with a minimum fee of $150 and a maximum fee of $750
Gas Line Encroachment	See service fees-fully equipped/staffed vehicle	See service fees-fully equipped/staffed vehicle
PARKS AND RECREATION DEPARTMENT		

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RECREATION		
Wolfe Park		
Amphitheater Rental (per hour, 2 hour minimum)		
Resident	$80 per hour	$80 per hour
Non-Resident	$90 per hour	$90 per hour
Amphitheater & Park Building Rental (per hour, 2 hour minimum)		
Resident	$110 per hour	$110 per hour
Non-Resident	$130 per hour	$130 per hour
Court Rental (Tennis, Basketball, Sand Volleyball & Pickle Ball)		
Resident	$30 per hour	$30 per hour
Non-resident	$35 per hour	$35 per hour
Field Maintenance (OT rate)		
Resident	$125 per hour	$130 per hour
Non-resident	$145 per hour	$150 per hour
Field Rental (Baseball & Softball)		
Resident	$90 per hour	$90 per hour
Non-resident	$100 per hour	$100 per hour
Field Rental (Soccer)		
Resident	$90 per hour	$90 per hour
Non-resident	$100 per hour	$100 per hour
Oak Hill Park Splash Pad Entrance Fee, 3201 Rhode Island Ave		
Resident	Free	Free
Non-Resident	$1.00 per person	$1.00 per person
Groups of 10-30 must pre-register	$2.00 per person	$2.00 per person
Park Building Rental (per hour, 2 hour minimum)		
Damage Deposit	$100	$100
Birchwood		
Resident	$70 per hour	$70 per hour

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Non-Resident	$80 per hour	$80 per hour
Browndale		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Louisiana Oaks		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Nelson Park		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Oak Hill Park		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Wolfe Park		
Resident	$70 per hour	$70 per hour
Non-Resident	$80 per hour	$80 per hour
Park Rental - Large Event		
Half Day fee	$950	$950
Full Day fee	$1,800	$1,800
Picnic Shelter Rental (per time block: 10 am to 2 pm or 4pm to 8 pm)		
Damage Deposit	$100	$100
Additional Hours (before 11 a.m.)		
Resident	$20 per hour	$20 per hour
Non-resident	$25 per hour	$25 per hour
Fern Hill Park		
Resident	$90 per timeblock	$90 per timeblock
Non-resident	$110 per timeblock	$110 per timeblock
Oak Hill Park		
Central (resident)	$95 per timeblock	$95 per timeblock
Central (non-resident)	$115 per timeblock	$115 per timeblock

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Main (resident)	$120 per timeblock	$120 per timeblock
Main (non-resident)	$150 per timeblock	$150 per timeblock
Wolfe Park		
East (resident)	$95 per timeblock	$95 per timeblock
East (non-resident)	$115 per timeblock	$115 per timeblock
West (resident)	$95 per timeblock	$95 per timeblock
West (non-resident	$115 per timeblock	$115 per timeblock
Rec Center		
Banquet Room Rental (per hour; 2 hour minimum)		
Damage Deposit	$700	$700
Maintenance Fee	$75/time	$75/time
Resident Sunday - Friday	$90 per hour	$90 per hour
Resident Saturday (8 a.m. to midnight)	$900/Saturday	$900/Saturday
Non-resident Sunday - Friday	$100 per hour	$100 per hour
Non-resident Saturday (8 a.m. to midnight)	$1000/Saturday	$1000/Saturday
Police Officer (after 9 p.m. events where alcohol is served)	$457/event	$800/event
Gallery Room Rental (per hour; 2 hour minimum)		
Damage Deposit	$100	$100
Maintenance Fee	$30/time	$30/time
Resident	$55 per hour	$60 per hour
Non-resident	$65 per hour	$70 per hour
Ice Rink Rental	$245 per hour, plus tax	$250 per hour, plus tax
Ice Skating Party (2 hr. use of Gallery, 15 pp adm open skate)		
Resident	$120	$120
Non-resident	$145	$145
Ice Skating Party (2 hr. use of Banquet Room, 15 pp adm open skate)		
Resident	$135	$135

Non-resident	$170	$170
Skate rental	$3	$5
Skate sharpening	$5	$6
Skating Admission - adult	$5	$7
Skating Admission - youth & senior	$4	$5
Ten Pass - adult	$40	$50
Ten Pass - youth & senior	$35	$40
Open Hockey Admission	$5	$7
Open Hockey Ten Pass	$45	$55
Aquatic Park		
Daily Entrance Rates (resident):		
Under 1 year old	Free	Free
1 to 54 years old	$10	$10
55+ years old	$6	$6
Twilight (after 4:30 p.m.)	$6	$6
Daily Entrance Rates (non-resident):		
Under 1 year old	Free	Free
1 to 54 years old	$15	$15
55+ years old	$9	$9
Twilight (after 4:30 p.m.)	$9	$9
Season Pass (Resident* & purchased on or before May 31st)		
Under 1 year old	Free	Free
1 to 54 years old	$60	$60
Caretaker/Nanny	$65	$65
55+ years old	$50	$50
Twilight (after 4:30 p.m.)	$45	$45
Season Pass (Resident* & purchased on or after June 1st)		
Under 1 year old	Free	Free
1 to 54 years old	$70	$70

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Caretaker/Nanny	$75	$75
55+ years old	$60	$60
Twilight (after 4:30 p.m.)	$55	$55
Season Pass (Non-Resident & purchased on or before May 31st)		
Under 1 year old	Free	Free
1 to 54 years old	$70	$70
Caretaker/Nanny	$75	$75
55+ years old	$60	$60
Twilight (after 4:30 p.m.)	$55	$55
Season Pass (Non-Resident & purchased after June 1st)		
Under 1 year old	Free	Free
1 to 54 years old	$80	$80
Caretaker/Nanny	$85	$85
55+ years old	$70	$70
Twilight (after 4:30 p.m.)	$65	$65
Gazebo Rental *(Daily admission/season pass required)*		
Resident	$60 per use	$60 per use
Non-resident	$70 per use	$70 per use
Private Aquatic Park Rental	$500 per hour	$500 per hour
Lap Lane Rental	$75 per hour	$75 per hour
August Season Pass	$30	$30
Recreation Outdoor Center (ROC)		
Dry Floor Rental		
Damage Deposit	$300	$300
Food and Beverage Fee	$75	$75
Resident, space only	$60 per hour	$65 per hour
Resident, space plus services	$105 per hour	$110 per hour
Non-resident, space only	$75 per hour	$80 per hour
Non-resident, space plus services	$120 per hour	$125 per hour

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Ice Rink Rental * (residents)	$180 per hour, plus tax	$185 per hour, plus tax
Ice Rink Rental * (non-residents)	$185 per hour, plus tax	$189 per hour, plus tax
Skate Rental	$3	$5
Skate Sharpening	$5	$6
Skating Admission - adult	$5	$7
Skating Admission - youth & senior	$4	$5
Ten Punch Pass - adult	$40	$50
Ten Punch Pass - youth & senior	$35	$40
~~**Open Hockey Admission**~~	~~$5~~	REMOVE
~~**Open Hockey Ten Punch Pass**~~	~~$45~~	REMOVE
Turf Field Rental (full field - 200' x 85')		
Resident	$65 per hour	$70 per hour
Non-resident	$80 per hour	$85 per hour
Skate Park Rental (outdoor)	Free admission	Free admission
Resident (private rental)	$200 per hour	$200 per hour
Non-Resident (private rental)	$400 per hour	$400 per hour
Westwood Hills Nature Center (indoor)		
Conference Room		
Damage Deposit	$100	$100
Resident per hour (2 hr. min.)	$60 per hour	$60 per hour
Non-Resident per hour (2 hr. min.)	$70 per hour	$70 per hour
Multi-Purpose Rooms (A, B or C)		
Damage Deposit	$100	$100
Resident per hour (2 hr. min.)	$65 per hour	$65 per hour
Non-Resident per hour (2 hr. min.)	$75 per hour	$75 per hour
Entire Facility Rental		
Damage Deposit	$800	$800
Resident (12 hour rental)	$1,800	$1,800
Non-Resident (12 hour rental)	$2,100	$2,100
Westwood Hills Nature Center (outdoor)		
Park Building Rental		

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Damage Deposit	$300	$300
Resident - per hour (2 hr. min.)	$75 per hour	$75 per hour
Non-Resident - per hour (2 hr. min.)	$85 per hour	$85 per hour
Picnic Shelter Rental		
Damage Deposit	$100	$100
Resident - per hour (2 hr. min.)	$135 per timeblock	$135 per timeblock
Non-Resident - per hour (2 hr. min.)	$165 per timeblock	$165 per timeblock
Oak Patio Rental		
Resident per hour (4hr. min.)	$40 per hour	$45 per hour
Non-Resident per hour (2 hr. min.)	$50 per hour	$55 per hour
Oak Patio Rental, 12 hour rental - Resident	$400.00	$500.00
Oak Patio Rental, 12 hour rental - Non-resident	$450.00	$550.00
Observation Deck Rental		
Damage Deposit	$100	$100
Resident per hour (2 hr. min.)	$40 per hour	$40 per hour
Non-Resident per hour (2 hr. min.)	$50 per hour	$50 per hour
Winter Outdoor Hockey Rink Rental		
Resident (during warming house hours)	$30 per hour	$30 per hour
Non-Resident (during warming house hours)	$40 per hour	$40 per hour
Warming House Rental		
Resident (after hours)	$50 per hour	$50 per hour
Non-resident (after hours)	$60 per hour	$60 per hour
Non-resident & Resident (during hours)	$20 per hour	$20 per hour
Mobile Food Truck Vendor Permit	$50 per day, per truck	$50 per day, per truck
Professional Photo & Park Video Shoot (does not include facility rental)		
Individual	$25 per hour	$25 per hour
Commercial	$125 per hour	$125 per hour
Natural Resources & Park Maintenance	-	-
Community Garden Plot	$50 per year	$50 per year
Trees - nuisance abatement Fees		

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Private	10% with maximum of $500	10% with maximum of $500
Weed Elimination		
Non-compliance of Weed Nuisance Notice	$200	$200
POLICE DEPARTMENT		
Animal Impound		
Initial impoundment	$40	$40
2nd offense w/in year	$60	$60
3rd offense w/in year	$85	$85
4th offense w/in year	$110	$110
Boarding Per Day	$30	$30
Dangerous Dog Annual Review Hearing	$250	$250
Potentially Dangerous Dog Annual Review Hearing	$250	$250
Copies & Reports		
Clearance Letters	$5	$5
Accident Photo	$10 per disk	$10 per disk
Audio Recording	$10	$10
Police Report Certification	$1	$1
Body Camera Video Requests	$30	$30
Defense Attorney Case Requests	$40	$40
Case file request for matters transferred to outside agencies	$50	$50
911 Audio Transcription	$10	$10
Obtaining audio (if not part of case file) and transcribing	$20	$20
Criminal Background Investigation		
Volunteers & Employees	$5	$5
False Alarm (Police)	Residential/Commercial	Residential/Commercial
1st offense w/in year	$0/$0	$0/$0
2nd offense w/in year	$100/$100	$100/$100
3rd offense w/in year	$100/$125	$100/$125

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4th offense w/in year	$100/$150	$100/$150
5th offense w/in year	$100/$175	$100/$175
Each subsequent in same year	$100/$25 increase	$100/$25 increase
Late Payment Fee	10%	10%
Fingerprinting		
St. Louis Park residents & business needs	$25 per card	$25 per card
Solicitor/Peddler Registration	$150 Peddlers only	$150 Peddlers only
PUBLIC WORKS		
Block Party Application (MSC at 7305 Oxford St)	No Charge	No Charge
Cone Deposit	$10/cone	$10/cone
Event Recycling Bin Deposit	$100/bin	$100/bin
Bulk Water Filling Station (Pre-purchase at MSC)	$7/1,000 gallons	$7/1,000 gallons
Fire Hydrant Use Permit (MSC - approval only by PW/Utilities)	$200 connection fee per hydrant $1,500 deposit $7/1,000 gallons	$200 connection fee per hydrant $1,500 deposit $7/1,000 gallons
Permit to Exceed Vehicle Weight Limitations (MSC)	$50 each	$50 each
Service Fees (Stop Box Repairs) - MSC Shop		
Public Service Worker		
Regular Business Hours	$65	$65
After Hours	$195	$195
Non-Accessible Meter Charge	$100 per month	$100 per month
Winter Parking Permit		
Caregiver parking	$25	$25
No off-street parking available	No Charge	No Charge
Off-street parking available	$125	$125
Bassett Creek Watershed Management District (property pass-through charge)		
Residential monthly	$0.82 per residential equivalent unit	$0.82 per residential equivalent unit
Residential quarterly	$2.46 per residential equivalent unit	$2.46 per residential equivalent unit
Land uses other than residential	(Acreage * REF * 2.46 * 5) = quarterly rate	(Acreage * REF * 2.46 * 5) = quarterly rate
MN Dept of Health state testing fee		

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Quarterly (Residential and multi-family)	3.81 per quarter	3.81 per quarter
Monthly (Commercial)	1.27 per month	1.27 per month
Sanitary Sewer Base Charge		
Quarterly Rate (Residential and multi-family)	$25.27	$26.16
Monthly Rate (Commercial)	$8.43	$8.73
Sewer and Service Charges		
Sanitary Sewer Usage Rate - per unit	$4.93	$5.10
Solid Waste Service - Collection Cost per Quarter		
30 gallon EOW service (Every Other Week)	$75.99	$81.68
30 gallon service	$108.42	$116.55
60 gallon service	$154.34	$165.91
90 gallon service	$236.55	$254.29
120 gallon service	$375.79	$403.98
150 gallon service	$469.71	$504.94
180 gallon service	$563.65	$605.92
270 gallon service	$845.47	$908.88
360 gallon service	$1,127.35	$1,211.90
Solid Waste Service (Residential)		
Additional 30 gallon cart	$70.00	$70.00
Additional 60 gallon cart	$70.00	$70.00
Additional 90 gallon cart	$70.00	$70.00
Cart Changes - over 1 per cart type per 12 month period	$30.00	$30.00
Solid Waste Service (Commercial) - Collection Cost		
30 gallon service		
Garbage (monthly)	$28.30	$30.42
Garbage (quarterly)	$84.87	$91.24
60 gallon service		

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Garbage (monthly)	$48.69	$52.35
Garbage (quarterly)	$146.08	$157.04
Organics (monthly)	$21.91	$23.55
Organics (quarterly)	$65.74	$70.67
90 gallon service		
Garbage (monthly)	$73.05	$78.53
Garbage (quarterly)	$219.15	$235.59
Recycling (monthly)	$25.51	$27.42
Recycling (quarterly)	$76.52	$82.26
120 gallon service		
Organics (monthly)	$42.06	$45.22
Organics (quarterly)	$126.20	$135.67
180 gallon service		
Garbage (monthly)	$150.82	$162.13
Garbage (quarterly)	$452.44	$486.38
Recycling (monthly)	$45.70	$49.12
Recycling (quarterly)	$137.09	$147.37
Organics (monthly)	$63.11	$67.84
Organics (quarterly)	$189.32	$203.51
270 gallon service		
Recycling (monthly)	$63.11	$67.84
Recycling (quarterly)	$189.32	$203.51
Storm Water Rate		
Single family quarterly	$33.37	$33.87
Basic system rate monthly	$55.64	$56.47
Basic system rate quarterly	$166.84	$169.35
Land uses other than residential	(Acreage * REF * 30.56 * 5) = quarterly rate	(Acreage * REF * 30.56 * 5) = quarterly rate
Water Meter Charges		
Commercial Monthly Fee		

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5/8" meter	$15.59	$16.68
3/4"	$15.59	$16.68
1"	$21.81	$23.33
1.5"	$28.03	$29.99
2"	$45.16	$48.32
3"	$171.31	$183.30
4"	$218.03	$233.29
6"	$327.04	$349.93
Residential/Multi-family Quarterly Fee		
5/8" meter	$46.76	$50.04
3/4"	$46.76	$50.04
1"	$65.42	$70.00
1.5"	$84.08	$89.97
2"	$135.47	$144.95
3"	$513.94	$549.91
4"	$654.09	$699.88
6"	$981.11	$1,049.78
2" compound	$135.45	$144.93
3" compound	$513.95	$549.92
Water Rates per unit (1 unit = 100 cu ft or 750 gallons)		
Residential		
Tier 1 0 - 13.333 units (0 - 10,000 gallons)	$2.54	$2.72
Tier 2 13.333 - 20 units (10,000 - 15,000 gallons)	$3.08	$3.30
Tier 3 > 20 units (>15,000 gallons)	$3.70	$3.96
Multi Family All units	$3.08	$3.30
Commercial		
Tier 1 0 - 100 units (0 - 75,000 gallons)	$2.81	$3.00
Tier 2 100 - 300 units (75,000 - 225,000 gallons)	$3.09	$3.31
Tier 3 > 300 units (>225,000 gallons)	$3.42	$3.66
Industrial		

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Tier 1 0 - 1,000 units (0 - 750,000 gallons)	$2.81	$3.00
Tier 2 1,000 - 3,000 units (750,000 - 2,225,000 gallons)	$3.09	$3.31
Tier 3 > 3,000 units (>2,225,000 gallons)	$3.42	$3.66
Irrigation All units	$5.04	$5.40
Water Shut Off/Turn On		
Normal business hours (7:00 a.m. - 2:30 p.m.)	$60.00	$60.00
After hours (After 3:00 p.m., Weekends)	$180.00	$180.00
Broken Water Meter Fee	$100 per month	$300 if billed quarterly / $100 if billed monthly
Extra Garbage Stickers	$3/sticker	$3/sticker
Returned Payment Fee (NSF)	$30	$30
Certification Admin Fees		
Accounts with minimum unpaid balance	$15.00	$15.00
Accounts certified with Hennepin County	$50.00	$50.00

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Upcoming Capital Improvement Projects

Below is a table displaying upcoming Capital Improvement Projects (CIP) for Water, Sewer and Storm Water funds for 2027 – 2030. The dollar values will be presented within the CIP budget process.

Water CIP Project Listing for 2027 - 2030
40271000 - Street - Local pavement management (Area 5)
40271050 - CI Street - Excelsior & Grand area
40281000 - Street - Local pavement management (Area 6)
40281100 - MSA Street- Oxford & Louisiana infrastructure investment
40287000 - County - Minnetonka Blvd (Xylon to TH100)
40288000 - MnDOT - Hwy 7 crest vertical curve flattening (SP 2706-257)
40291000 - Street - Local pavement management (Area 7)
40301000 - Street - Local pavement management (Area 8)
40301050 - CI Street- Wayzata- Zarthan- 16th corridor project
40307000 - County - Minnetonka Blvd (Chippewa Rd to Aquila)
40311000 - Street - Local Pavement Management (Area 1)
40311700 - Bridge - 34th Street @ Minnehaha Creek
40321000 - Street - Local Pavement Management (Area 2)
53275002 - GAC Replacement (WTP1)
53275003 - Water Treatment Plant Rehab, WTP10
53285001 - Water Well Rehab (SLP13)
53285002 - Water Treatment Plant Rehab, WTP1
53295002 - Water Well Rehab (SLP14)
53295003 - Forcemain Replacement
53295004 - GAC Replacement (WTP1)
53305001 - Water Treatment Plant Rehab
Sewer CIP Project Listing for 2027 - 2030
40271000 - Street - Local pavement management (Area 5)
40271050 - CI Street - Excelsior & Grand area
40273000 - Sanitary sewer- Lining
40273100 - Sanitary sewer - Oregon LS #7
40281000 - Street - Local pavement management (Area 6)
40281100 - MSA Street- Oxford & Louisiana infrastructure investment
40283000 - Sanitary sewer- Lining
40287000 - County - Minnetonka Blvd (Xylon to TH100)
40291000 - Street - Local pavement management (Area 7)
40293000 - Sanitary sewer - Lining

Upcoming Capital Improvement Projects

40301000 - Street - Local pavement management (Area 8)
40301050 - CI Street- Wayzata- Zarthan- 16th corridor project
40303000 - Sanitary sewer - Lining
40307000 - County - Minnetonka Blvd (Chippewa Rd to Aquila)
40311000 - Street - Local Pavement Management (Area 1)
40313000 - Sanitary Sewer - Lining
40321000 - Street - Local Pavement Management (Area 2)
Storm CIP Project Listing for 2027 - 2030
40270003 - Concrete replacement
40271000 - Street - Local pavement management (Area 5)
40271050 - CI Street - Excelsior & Grand area
40271500 - Alley construction
40274000 - Storm - Shelard Basin Rehabilitation
40280003 - Concrete replacement
40281000 - Street - Local pavement management (Area 6)
40281100 - MSA Street- Oxford & Louisiana infrastructure investment
40281500 - Alley construction
40284000 - Storm- Keystone Park water quality improvements
40284200- Storm - Filter maintenance
40290003 - Concrete replacement
40291000 - Street - Local pavement management (Area 7)
40291500 - Alley construction
40294000 - Storm - Webster Park water quality improvements

Executive summary

Title: 2025 grant projects

Recommended action: None.

Policy consideration: None.

Summary: In 2025, the city implemented a new grant management process designed to improve the tracking of awarded grants and enhance overall transparency. During the year, the city closed 10 grants, managed 18 active grant projects and secured 11 new awards. These grants were issued by federal, state and local government agencies, as well as foundation and national organizations. Award amounts ranged from $2,000 to more than $6 million, with the city overseeing over $28 million in grant contracts in total.

In 2025, the city applied for additional grants which it did not receive, including from the MN Pollution Control Agency, Met Council, MN Department of Health and Hennepin County.

Financial or budget considerations: None.

Strategic priority consideration: St. Louis Park is committed to being a city that delivers reliable services, uses city resources responsibly, operates transparently and builds strong relationships with residents.

Supporting documents: Discussion.

Prepared by: Clancy Ferris, legislative and grants analyst
Approved by: Kim Keller, city manager

Discussion

Background: The table below lists a summary of grants the city managed in 2025.

Name of grant	Granting Agency	Grant Amount	Contract Dates	Project Purpose and Description	Department
Centering Communities in Canopy Solutions	MN Department of Natural Resources (DNR)	$100,000	March 1, 2025 – June 1, 2028	To extend the reach of the ShadeSLP+ program, staff will work with six neighborhood groups within environmental justice census tracts to promote the program and inform residents about canopy equity efforts in the city.	Parks and recreation
Implementation grants for community resilience	MN Pollution Control Agency (PCA)	$262,643	May 2, 2025 – June 30, 2027	To support the installation of shade structures at Aquila and Ainsworth parks.	Community development
Transit Oriented Communities	Hennepin County	$300,000	June 15, 2025 – Dec. 31, 2027	To support site preparation and public infrastructure activities.	Community development
Community Tree Planting	Metropolitan Council	$72,383	June, 25, 2025 – June, 30, 2027	To support the removal and replacement of ash trees in parks that are within Social Deprivation Index (SDI) and/or Land Surface Temperature (LST) areas.	Community development
Auto Theft grant	MN Department of Public Safety (DPS)	$30,000	Aug. 1, 2025 – June 30, 2027	To purchase and lease of Flock Automatic License Plate Reader (ALPR) cameras.	Police
IGNITE	Hennepin County	$30,000	Sept. 1, 2025 – Dec. 31, 2025	To purchase of several pieces of electric backpack and handheld equipment, as well as an electric riding lawnmower.	Community development
Local Housing Trust Fund (LHTF)	MN Housing	$150,000	Sept. 1, 2025 – Sept. 30, 2028	To support the Kids in the Park (KIP) program and first-generation program.	Community development

Name of grant	Granting Agency	Grant Amount	Contract Dates	Project Purpose and Description	Department
DWI/Traffic Safety Officer grant	MN Department of Public Safety (DPS)	$150,000	Oct. 1, 2025 – Sept. 30, 2026	To support a full-time Driving While Intoxicated (DWI)/Traffic Safety officer focused on detecting and arresting impaired drivers and enforcing speed, belt use and distraction behaviors.	Police
Great Lakes Thriving Communities	Great Lakes Thriving Communities	$50,000	Oct. 6, 2025 – Sept. 30, 2026	Grant funds will help develop and conduct a robust community survey to better understand environmental and public health issues in the Aquila and Texa-Tonka neighborhoods. Parts of these two neighborhoods face high surface temperatures, excessive pollution and high energy burden due to aging housing stock.	Community development
Love Local Storefronts	Hennepin County	$40,000	Dec. 1, 2025 – Dec. 31, 2026	To support façade improvement for local businesses in the districts of Historic Walker Lake, Cedar Lake and Louisiana Avenue Corridor, Minnetonka Boulevard, Excelsior Boulevard and 36th street.	Community development
National Day of Racial Healing	National Recreation and Parks Association	$2,000	Dec. 1, 2025 – Jan. 31, 2026	To support the National Day of Racial Healing event.	Parks and recreation
Congestion Mitigation and Air Quality Improvement (CMAQ)	Environmental Protection Agency (Metropolitan Council pass-through)	$6,453,054	Oct. 1, 2019 – March 30, 2026	To build a Light Rail Transit park and ride ramp for Beltline Station.	Community development
Environmental Response Fund (ERF)	Hennepin County	$177,000	Feb. 11, 2022 – May 10, 2026	To support clean-up costs associated with the development of Union Park Flats affordable apartment building.	Community development

Name of grant	Granting Agency	Grant Amount	Contract Dates	Project Purpose and Description	Department
Local Housing Incentives Account (LHIA)	Metropolitan Council	$257,904	Feb. 23, 2022 – Dec. 31, 2026	To construct four twin homes (eight owner-occupied units) on four vacant single-family lots fronting Minnetonka Boulevard.	Community development
Congressionally Directed Spending (CDS)	Department of Transportation (Minnesota Department of Transportation pass-through)	$2,000,000	Feb. 24, 2023 – Sept. 30, 2029	To support the Cedar Lake Road and Louisiana Avenue Improvement project	Engineering
Congressionally Directed Spending (CDS)	U.S. Department of Housing and Urban Development (HUD)	$3,000,000	Feb. 17, 2023 – Aug. 31, 2031	To construct four twin homes (eight owner-occupied units) on four vacant single-family lots fronting Minnetonka Boulevard.	Community development
Environmental Response Fund (ERF)	Hennepin County	$239,000	Nov. 15, 2022 – Nov. 15, 2027	To support cleanup costs associated with the development of the Wooddale station area.	Community development
Livable Communities Demonstration Account (LCDA)	Metropolitan Council	$747,600	Dec. 14, 2022 – Dec. 31, 2027	To construct two mixed-use apartment buildings. The buildings have 315 residential units including affordable units and designated senior housing.	Community development
Tax Base Revitalization Account (TBRA)	Metropolitan Council	$428,000	July 12, 2023 – June 30, 2026	To support clean-up costs associated with the development of the Wooddale station area.	Community development
Staffing for Adequate Fire and Emergency	FEMA	$1,076,290	Sept. 1, 2023 – Aug. 30, 2026	To support three firefighter positions.	Fire

Name of grant	Granting Agency	Grant Amount	Contract Dates	Project Purpose and Description	Department
Response (SAFER)					
ReLeaf Community Forestry grant	MN Department of Natural Resources (DNR)	$371,000	Dec. 13, 2023 – June 30, 2027	To support ShadeSLP+, a full-service program to assist low-income private property owners to preserve, remove and/or reestablish tree canopy.	Parks and recreation
Shade Tree Bonding grant	MN Department of Natural Resources (DNR)	$489,232	Feb. 1, 2024 – Dec. 31, 2027	To remove and replace remaining untreated ash trees on city boulevards that will succumb to emerald ash borer.	Parks and recreation
Violent Crime Reduction Support Initiative	MN Department of Public Safety (DPS)	$21,000	Feb. 12, 2024 – Feb. 12, 2027	To support the full salary and fringe costs of a police officer working to prevent violent incidents.	Police
Environmental Response Fund (ERF)	Hennepin County	$282,000	May 28, 2024 – Dec. 31, 2027	To support clean-up costs associated with the development of the Wooddale station area.	Community development
Pathways to Policing	MN Department of Public Safety (DPS)	$55,500	June 1, 2024 – March 31, 2026	Pathway to Policing programs provide a route for nontraditional candidates to be hired as licensed Peace Officers in Minnesota. Funding is intended to provide training for candidates who will be eligible to take the Minnesota Peace Officer Standards and Training (POST) exam during the grant project period.	Police
Implementation grants for stormwater resilience	MN Pollution Control Agency (PCA)	$3,391,641	Aug. 14, 2024 – June 30, 2027	To support the preparation of local stormwater infrastructure for the impacts of climate change including addressing water quantity and preventing localized flooding around the Louisiana station area.	Engineering

Name of grant	Granting Agency	Grant Amount	Contract Dates	Project Purpose and Description	Department
Local Road Improvement program (LRIP) funds	MN Department of Transportation (MNDOT)	$5,000,000	Aug. 27, 2024 – Aug. 27, 2029	To support the Cedar Lake Road and Louisiana Avenue improvement project.	Engineering
Tax Base Revitalization Account (TBRA)	Metropolitan Council	$293,500	Sept. 11, 2024 – Dec. 31, 2026	To complete site investigation of the Louisiana Crossing project.	Community development
ARMER Equipment grant program	MN Department of Public Safety (DPS)	$40,000	Nov. 1, 2024 – June 30, 2026	To purchase five portable police radios.	Police
Livable Communities Demonstration Account (LCDA)	Metropolitan Council	$1,900,000	Oct. 14, 2020 – Dec. 31, 2025	To support the development of Union Park Flats affordable apartment building.	Community development
Protect Community Forests by Managing Ash for EAB	MN Department of Natural Resources (DNR)	$25,320	April 15, 2022 – June 30, 2025	To treat over 600 ash trees in the Aquila neighborhood.	Parks and recreation
Environmental Response Fund (ERF)	Hennepin County	$251,695	May 10, 2022 – May 10, 2025	To support clean-up costs associated with the development of Rise on 7 apartment building.	Community development
Tax Base Revitalization Account (TBRA)	Metropolitan Council	$184,300	July 13, 2022 – June 30, 2025	To support clean-up costs associated with the development of Wooddale apartments.	Community development
Tax Base Revitalization Account (TBRA)	Metropolitan Council	$477,000	July 13, 2022 – June 30, 2025	To support clean-up costs associated with the development of the Wooddale station area.	Community development

Name of grant	Granting Agency	Grant Amount	Contract Dates	Project Purpose and Description	Department
MN Auto Theft Prevention grant program	MN Department of Commerce	$49,042	July 12, 2023 – June 30, 2025	Provides funding for local projects focused on the identification of law enforcement issues related to auto theft.	Police
ICPOET	MN Department of Public Safety (DPS)	$50,000	June 1, 2024 – June 30, 2025	The Intensive Comprehensive Peace Officer Education and Training (ICPOET) program provides grant funding to assist Minnesota law enforcement agencies with hiring.	Police
Youth Activities grant	Hennepin County	$9,520	Aug. 1, 2024 – July 31, 2025	To purchase outdoor roller skates to support parks and recreation programming.	Parks and recreation
Tax Base Revitalization Account (TBRA)	Metropolitan Council	$46,500	Sept. 4, 2024 – June 30, 2025	To complete site investigation of the Louisiana Crossing project.	Community development
DWI/Traffic Safety Officer grant	MN Department of Public Safety (DPS)	$150,000	Oct. 1, 2024 – Sept. 30, 2025	To support a full-time DWI/Traffic Safety officer focused on detecting and arresting impaired drivers and enforcing speed, belt use and distraction behaviors.	Police

Executive summary

Title: Broadway Street Development's application for financial assistance for 8800 Highway 7 - Ward 3

Recommended action: None at this time. This staff report outlines Broadway Street Development's application for financial assistance.

Policy consideration: Is the EDA willing to consider a redevelopment contract providing up to $1,160,000 in tax increment financing (TIF) to reimburse eligible redevelopment costs, along with a $1,500,000 deferred Affordable Housing Trust Fund (AHTF) loan to support deeply affordable units within this income-averaged workforce housing development?

Summary: Broadway Street Development has a purchase agreement to acquire the former Bremer Bank property at 8800 State Highway 7. The proposal would demolish the existing office building and parking lot and construct a seven-story, 208-unit affordable apartment building serving households across a range of incomes. The project exceeds the city's Green Building and Inclusionary Housing Policy requirements, has received Tax-Exempt Bonds and Low-Income Housing Tax Credits (LIHTC) and will maintain affordability for 30 years. The building will also utilize geothermal heat pumps for heating and cooling.

Financial or budget considerations: Ehlers, the EDA's financial consultant, examined the redeveloper's application for financial assistance to determine what, if any, level of financial assistance is necessary for the development to achieve financial feasibility. To date, Minnesota Management and Budget has allocated $45 million in tax exempt bonds allowing the development to access LIHTC from Minnesota Housing; the redeveloper is applying for gap funds from DEED and the Metropolitan Council as well. Despite these sources, and deferring approximately 100% of their developer fee, Ehlers determined that the development has a financing gap due to extraordinary costs. Ehlers determined that up to $1,160,000 (present value) in TIF assistance over 17 years and a deferred loan of $1,500,000 from the city's AHTF is warranted to enable the project to proceed. The AHTF loan supports deeply affordable 30% area median income (AMI) and 50% AMI units and larger two and three bedroom units, greatly exceeding the requirements of the Inclusionary Housing Policy.

Strategic priority consideration: St. Louis Park is committed to providing a range of quality, affordable and attainable housing options.

Supporting documents: Discussion

Prepared by: Dean Porter-Nelson, redevelopment administrator
Reviewed by: Jennifer Monson, planning and economic development manager
Tiffany Stephens, finance director
Sean Walther, deputy community development director
Karen Barton, community development director and EDA executive director
Approved by: Kim Keller, city manager

Discussion

Site information: The subject redevelopment site is located at 8800 State Highway 7. The site is approximately 4.4 acres in size. The site is immediately east of Knollwood Village and Boone Avenue and is located south of 36th Street West. City-owned park land borders the site to the north and east.

Proposed redevelopment site for Creekline Flats

Background: Broadway Street Development, a St. Paul-based affordable housing developer, has a purchase agreement to acquire the former Bremer Bank office property located at 8800 State Highway 7, east of Boone Avenue and south of 36th Street West along Minnehaha Creek. The redeveloper proposes demolishing the existing office building and surface parking lot and constructing a seven-story, 208-unit affordable apartment building. The proposed affordability mix for the development is a mix of apartments for moderate income households alongside more deeply affordable units. The development is currently working through the stormwater

permitting process with the Minnehaha Creek Watershed District (MCWD) and needs to complete that process in order to proceed.

To finance the project, the redeveloper has received an allocation of $45 million in tax exempt bonds from Minnesota Management and Budget (MMB) and is applying for Low-Income Housing Tax Credits (LIHTC) through Minnesota Housing. MMB requires the redeveloper to receive all financial obligations and close on the project by Dec. 31, 2026. Broadway Street Development has also applied for $1.125 million in redevelopment grant funding from the Minnesota Department of Employment and Economic Development (DEED) and plans to seek approximately $1 million in Metropolitan Council Livable Communities Act (LCA) funding. Broadway Street Development anticipates closing on financing and commencing construction by early December 2026.

Present considerations: As noted above, Broadway Street Development has been successful in raising significant capital for this development; staff continue to work closely with the redeveloper to ensure that grants and other public sources of funds are maximized. The redeveloper has also committed to a financing structure that defers 100% of the developer fee. After maximizing other sources of funds, Broadway Street Development states that their development proforma exhibits a financial gap and requests financial assistance from the City of St. Louis Park, noting that the development is not feasible without assistance.

Ehlers, the EDA's financial advisor reviewed Broadway Street Development's financial assistance application and concluded that up to $1,160,000 (present value) in pay-as-you-go tax increment financing (TIF) assistance and a $1,500,000 deferred loan from the city's affordable housing trust fund (AHTF) are warranted to support the development. If approved, the TIF assistance would be provided through a pay-as-you-go TIF Note funded by a new housing TIF district. Based on current projections, the TIF Note is expected to be repaid in approximately 17 years.

If financial assistance is provided to Creekline Flats, the development will be required to adhere to the Inclusionary Housing Policy and Green Building Policy. The redeveloper has stated that the 208 proposed units will remain affordable for at least 30 years, exceeding the 26-year requirement of the city's Inclusionary Housing Policy. In addition, the proposed development will exceed the requirements of the Green Building Policy.

Creekline Flats, as shown from the entrance on Boone Ave.

Creekline Flats would be a single-phase, all-affordable, residential development marketed as workforce housing. The 208-unit building would include nine units affordable to households at 80% AMI, 36 units at 70% AMI, 131 units at 60% AMI, 21 units at 50% AMI and 11 units proposed at 30% AMI. Of the 208 units, 80 are anticipated to be three -bedroom units, 81 are anticipated to be two-bedroom units and the remaining 47 units are anticipated to be one-bedroom units. The full unit mix is shown in the following table:

Unit Type	30% AMI	50% AMI	60% AMI	70% AMI	80% AMI	Total units
1-bedroom	3	5	32	6	1	47
2-bedroom	4	8	50	15	4	81
3-bedroom	4	8	49	15	4	80
Total	**11**	**21**	**131**	**36**	**9**	**208**

Upon closing on its financing, the redeveloper plans to commence construction in December 2026 and complete construction by mid-2028. A subsidiary of Broadway Street Development would own and manage the residential development for at least 15 years, through the required tax credit compliant period pertaining to the LIHTC allocation. However, it has indicated that it will likely continue to own the property beyond the required 15 years.

Inclusionary housing: Creekline Flats exceeds the city's Inclusionary Housing Policy requirements as shown in the table below. The proposed apartment building would be an income averaged all-affordable development with rents ranging from 30% to 80% AMI. The redeveloper has also stated that affordability for all 208 units will be maintained for 30 years, exceeding the 26-year minimum affordability term under the Inclusionary Housing Policy by four years.

Per the Metropolitan Council, earnings of $105,200 for a family of four currently represent 80% of AMI, earnings of $78,900 represent 60% AMI, earnings of $65,750 represent 50% AMI and earnings of $39,450 represent 30% AMI. This income averaged affordable housing development provides for households across all of these income bands.

In addition, a development of this size (over 175 units) is required to provide at least seven (7) three-bedroom units per the city's Inclusionary Housing Policy. The redeveloper plans to include 80 three-bedroom units in the building's unit mix, exceeding the policy requirements by 73 units, furthering the city's goals for family-sized housing. Of those, four (4) of the three-bedroom units are reserved for households with incomes at or below 30% AMI.

Comparison of Creekline Flats unit mix with inclusionary housing requirements

Policy compliance option	Minimum requirement	Creekline Flats	Above minimum
20% at 60% AMI	42	131	**89**
Alternative: 10% at 50% AMI (0 required if 60% AMI standard is met)	0	21	**21**
Alternative: 5% at 30% AMI (0 required under IHP if 60% AMI standard is met)	0	11	**11**
Additional units at 70% AMI	0	36	**36**
Additional units at 80% AMI	0	9	**9**
3 BR unit requirement	7	80	**73**
Affordability term	26 years	30 years	**4 years**

Climate Action Plan: The development will exceed the city's Green Building Policy as amended in 2022 and intends to follow Enterprise Green Communities with the Minnesota Overlay as its design rating system. The development will also include the following sustainable features:

- A geothermal heat pump system known as Darcy, designed by University of Minnesota geologists, that utilizes the earth's stable underground temperature to heat and cool the building;
- Dedicated enclosed bicycle parking in the ramp for at least 208 bicycle;
- Thirty-two (32) level 2 electric vehicle charging stations and electric vehicle supply equipment to prepare to add 157 additional charging stations in the future (10% of total stalls installed), 60% of all parking stalls have the ability to be served with electric vehicle chargers in future per SLP Green Building Policy;
- As required by the Green Building Policy, the redeveloper will divert at least 75% of demolition and construction waste from a landfill. In addition to meeting this requirement, the redeveloper will work with a building materials reuse organization to complete a salvage and deconstruction assessment that explores ways to best re-use materials;
- Rooftop solar panels;
- Immediate access to the natural amenity of Minnehaha Creek for residents, as well as preservation of existing community access to the creek by replacing the existing canoe launch parking and extending the existing access trail for the canoe launch. Access to

the existing city-owned canoe launch and the public parking stalls will be provided by an access agreement between the redeveloper and the City of St. Louis Park;
- Its location on a bus line, and near the Cedar Lake regional trail system also encourages walking, bicycling, and transit use, reducing vehicle miles traveled and associated emissions;
- Given the above sustainable features, the proposed development exceeds the city's Green Building Policy requirements as amended in 2022.

Racial equity and inclusion: The proposed development will provide income qualified families, including but not limited to households of color, with access to new, high-quality housing near parks, natural amenities, retail, employment and other community resources. As an income averaging development, all 208 units will be affordable to households earning between 30% and 80% AMI, with an average affordability level below 60% AMI. In addition, 38% of the units (80 total) will have three bedrooms, providing housing options that are well suited for families and multigenerational households.

Located adjacent to parkland and Minnehaha Creek, the development expands equitable access to a significant natural amenity by providing low and moderate income households of all races and ethnicities the opportunity to live in a multifamily community with direct access to and views of the creek. By offering affordable housing within a mixed-income community, the proposed development promotes racial and economic integration and advances the city's racial equity and inclusion goals.

The development team: Broadway Street Development is a local affordable housing developer based out of St. Paul, Minnesota. Broadway Street Development (originally established as LS Black) was founded in 2020 with a mission to develop high-quality real estate projects focusing on affordable housing development. In 2025, Broadway Street Development won Best Affordable Project – Minneapolis, and Best Mixed-Use Project at the Minnesota Real Estate Journal Awards. More information on Broadway Street Development can be found on their website; and an overview of the company was previously included as an attachment to November 17, 2025 staff report related to the development proposed at 8800 Hwy. 7.

Application for tax increment financing (TIF) assistance: The proposed development will incur a number of extraordinary site development costs, including the responsible demolition of an existing underutilized commercial building while diverting at least 75% of nonhazardous waste from landfills. In addition, the creation of an all-affordable housing development utilizing income-averaging, with large unit sizes, including 80 three-bedroom units and 81 two-bedroom units requiring below market rents for 30 years and the proposed sustainable features create an additional financial gap in the project pro forma. To help address this estimated gap, the redeveloper applied for TIF assistance.

TIF uses most of the increased future property taxes generated by a new development to finance certain qualified development costs incurred by that project for a limited period to enable it to achieve financial feasibility. The EDA's financial advisor, Ehlers, examined the financial information provided in the redeveloper's TIF application using general industry standards for land, construction and project costs, rents, operating expenses, fees, underwriting and financing criteria, and project cash flow. Based on this analysis, Ehlers and

EDA staff determined that the proposed development has a financial gap that justifies the provision of TIF assistance.

Extraordinary redevelopment costs, affordability impact, and sustainability features	Amount ($)
Demolition of existing building (extraordinary cost)	$600,000
Geothermal heat pump system (sustainability feature)	$843,224*
Solar energy system (sustainability feature)	$250,000
Affordability impact (tied to 26 year TIF term)	$34,399,751

*The geothermal heat pump system costs approximately $4 million. The figure presented above is the difference between the cost to construct and the tax credits generated to fund the system.

Construction/Extraordinary Costs: The estimated total development cost (TDC) for the proposed Creekline Flats redevelopment is approximately $99.7 million, or $479,252 per unit, which is consistent with current market conditions for a tax credit development given the larger unit sizes and additional site costs. The project's financial gap is primarily attributable to the $600,000 in extraordinary redevelopment costs, $34.4 million affordability impact and $1,093,244 of the $4,250,000 in sustainability features that are unfunded by tax credits.

Affordability impact: The affordability impact is calculated by comparing the market rate rents to the affordable rents for the term in which the redeveloper is not receiving any tax increment. Rents for affordable housing units vary depending upon the affordability level but are less than the rents charged for market rate units. The difference between these rents times the number of affordable units each month for 26 years - which is the required term per the Inclusionary Housing policy - significantly reduce the development's rental income. In this case, it is estimated that the affordability impact over 26 years will amount to $34,399,751 or $165,383 per affordable unit.

Due to decreased rental income from 100% of the units over 26 years, there is insufficient cash flow to provide a market rate of return, pay ongoing operating expenses and service the outstanding debt on the property. This leaves a gap in the funding for the project and makes this housing development financially infeasible without public financial assistance. Under Minnesota TIF statutes, costs to construct affordable housing are an eligible expense that may be reimbursed through tax increment originating from a housing TIF District.

Proposed level of assistance: The recommended level of assistance for the project was determined by analyzing the project's extraordinary site development costs, construction costs, affordability impact over 26 years, city-required sustainability features, and ensuring all private forms of financing have been maximized. Ehlers concluded that a combination of tax increment assistance in the amount of $1,160,000 and a loan in the amount of $1,500,000 from the city's AHTF is necessary to enable the proposed development to become financially feasible. Utilizing a loan from the AHTF reduces the amount of TIF need to make the project financially feasible. This level of assistance would offset enough of the extraordinary site costs, city-required sustainability features, and affordability impact described above to allow the proposed project to achieve financial feasibility and attract private financing thereby enabling it to proceed. The redeveloper has indicated the recommended level of assistance is acceptable.

Land Acquisition: Broadway Street Development has a purchase agreement to acquire the subject redevelopment site from the current owner for $5.5 million or $26,442 per unit. This land sale price is considered within market compared to other multi-family land sales within the city.

TIF district: It is proposed that the tax increment provided to Creekline Flats derive from a newly established housing TIF district. With 100% of the units affordable to households ranging from 30% to 80% of AMI, the Creekline Flats development would meet the statutory requirements for establishment of a housing TIF district. Once the tax increment obligation to the redeveloper is paid off, the council will have the option to decertify the district or to keep it open for TIF pooling purposes. Housing TIF Districts allow for up to 100% pooling for affordable housing purposes. Such a TIF district would allow for up to 26 years of tax increment by state statute.

TIF Note: The proposed development would take approximately 20 months to construct. It is anticipated that the first increment could be paid in 2029. Given current estimates of market value, it is estimated that a $1,160,000 TIF Note would be paid off in approximately 17 years (on a net present value basis). It is projected that the Note would terminate with the final payment on Feb. 1, 2046. Payments on the Note would be made on a "pay-as-you-go" basis, which means that as the redeveloper pays the project's property taxes, a portion of those taxes (the "tax increment") are paid back semi-annually to the redeveloper under the specified terms of the TIF Note. Thus, payments to the redeveloper would only be made as the project's property taxes are received. This is the preferred financing method under the city's TIF Policy.

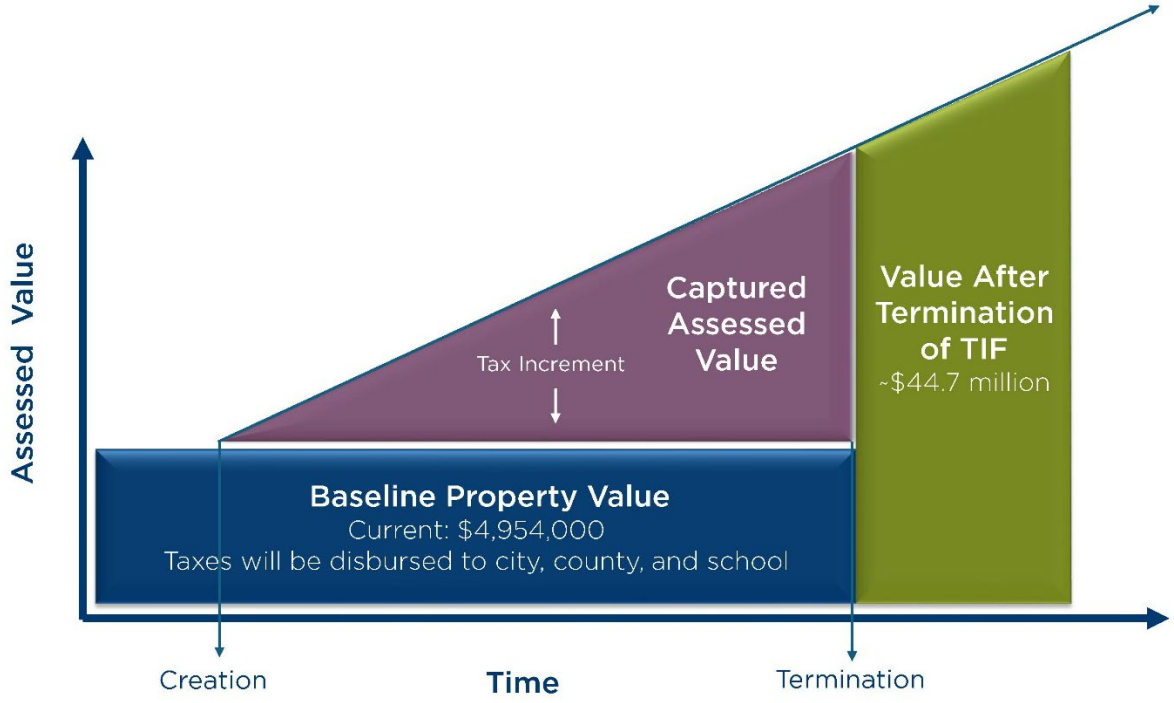
Property value and taxes: For tax increment financing purposes, the property's taxable market value is $4,954,000. This figure serves as the proposed TIF district's Base Value. After the TIF district is established and the use changes, the tax classification will change from Commercial Industrial Preferred to Affordable Housing. The city would continue to receive property taxes from the Base Value, however, those taxes would be lower than current collections due to the classification change.

The table below shows the city taxes during the term of the TIF District. The reduced city tax collection is due to the change in property tax classification from commercial/industrial to affordable housing; and the statutory tax rate for affordable housing in Minnesota is lower than the rate for commercial/industrial. This decrease in taxes on the base value is atypical for TIF districts in St. Louis Park, and in this case, is due to the change from commercial tax rates to affordable housing tax rates. For example, if a vacant commercial building was redeveloped as a mixed use/mixed income building, the base value taxes collected during the TIF term would not decrease. Other recent all-affordable residential buildings in St. Louis Park have seen an increase in base value during the TIF term since these developments were previously tax-exempt church properties.

Tax Classification	Property Value	City Taxes
Commercial/Industrial Preferred Tax Classification (Base Value)	$4,954,000	$33,060

Affordable Housing Tax Classification (Base Value during term of TIF district)	$4,954,000	$6,409
Affordable Housing Tax Classification (Post-Development Value at decertification of TIF district)	$44,720,000	$57,858

Upon decertification of the TIF district, city property taxes collected would increase above the original base amount, as the proposed development is expected to have an estimated market value of approximately $44.72 million. Most of that value - less the base value - would be captured as tax increment and used to make payments on the TIF Note to the redeveloper until the note is paid in full. At decertification of the TIF district, the development is estimated to generate approximately $160,405 in annual property taxes, with the city's share approximately $57,860.



Analysis of development's conformity with the city's TIF Policy: The following table lists the objectives, qualifications and guidelines for the use of tax increment financing as specified in the city's TIF Policy as amended in December 2021, as well as how and whether the proposed development meets the majority of those standards.

TIF Policy Compliance Table

Factor	Requirement/Guideline	Proposed Project	Met?
Applicable TIF District	Redevelopment/Renewal & Renovation/ Housing/Economic Development	Housing district	Yes
Statutory TIF district requirements	**Housing District** 40% of the units affordable at 60% AMI 20% of the units affordable at 50% AMI: or 10% of the units affordable at 30% AMI	100% of the units will be affordable between 30% to 80% AMI, income average to 60% AMI	Yes
Use of TIF	Proposed costs are statutorily eligible for reimbursement through proposed TIF district	Proposed use of tax increment financing to mitigate the cost of constructing affordable housing is statutorily eligible through housing TIF districts	Yes
TIF Objectives	TIF Policy requires projects to meet over half of applicable objectives for use of TIF	Proposed project meets nearly all the EDA's Objectives for the use of TIF	Yes
Minimum Qualifications	Applicable Strategic Priorities	Proposed project provides a range of quality, affordable and attainable housing options	Yes
	Meets Green Building Policy requirements	Development will exceed the Green Building Policy, as last updated in 2022	Yes
	Meets Inclusionary Housing Policy requirements (if applicable)	Development will exceed the December 2024 Inclusionary Housing Policy requirements	Yes
	Consistent with city's Comprehensive Plan and Zoning Ordinance, or approvals pending	The city is concurrently completing a comprehensive zoning code update that would allow multifamily residential development on the Creekline Flats site through a corresponding rezoning and comprehensive plan amendment. The Planning Commission unanimously recommended approval of these changes on June 17, 2026. City Council approved these changes on July 20 and August 3, 2026, and are now being reviewed	Pending*

Factor	Requirement/Guideline	Proposed Project	Met?
		by the Metropolitan Council. If approved, the updated zoning and land use regulations are expected to become effective on August 28, 2026. While the zoning update will establish multifamily residential as a permitted use on the property and eliminate the need for a Planned Unit Development (PUD), the project as designed will still require approval of a site-specific variance from the Board of Zoning Appeals (BOZA).	
	Removes contamination, blight and/or will not generate significant environmental problems	Proposed project removes a functionally obsolete commercial building that is mostly vacant and is underutilized. The development will also increase the stormwater treated onsite and will be a more efficient building exceeding the city's Green Building Policy requirements. The green building policy requires diversion of at least 75% of demolition and construction waste, and the redeveloper will meet this requirement.	Yes
	Helps facilitate desired development that would not occur without assistance	Proposed assistance would facilitate desired affordable development and would not occur without such assistance	Yes
	Redeveloper provided necessary documentation to evaluate TIF need and proposed project	Redeveloper provided necessary documentation to evaluate proposed project and TIF request	Yes
	Determined not financially feasible "but-for" the use of tax increment financing	Ehlers determined the proposed project is not financially feasible "but-for"	Yes

Factor	Requirement/Guideline	Proposed Project	Met?
		the use of tax increment financing	
	Redeveloper has experience and capability to construct proposed project	Redeveloper has extensive experience and capability to construct the proposed project	Yes
	Redeveloper plans to retain ownership of project long enough to stabilize occupancy (if applicable)	Broadway Street Development, or an affiliate, plans to retain ownership of the project through stabilization and will continue to manage the property	Yes
	Meets all Minimum Qualifications	The development meets all Minimum Qualifications if the Metropolitan Council approves the city's zoning code updates; and provided that BOZA approves the requested variance. The new building will also be required to obtain Minnehaha Creek Watershed District (MCWD) approvals and meet FEMA requirements for building near the floodplain. The current plan would require a variance from MCWD Board because it does not meet MCWD's minimum requirements.	Pending/TBD*
Desired Qualifications	Incorporates Livable Communities, New Urbanism, TOD, Sustainable Design principles (i.e., mixed-use, urban design, human scale, walkable, public spaces, and sustainable design features)	The development is walkable to groceries and retail at Knollwood village. The development provides residents with access to the nature due to its location adjacent Minnehaha Creek; it is also walking distance to adjacent retail and services. The development is served by express bus and local routes; and is a close distance to the Cedar Lake trail. Material changes, building jogs, benches contribute to human scale design.	Yes

Factor	Requirement/Guideline	Proposed Project	Met?
	High quality development (sound architectural design, quality construction and materials)	Proposed project will incorporate high quality design and materials	Yes
	Provides rents at deeper affordability levels such as 30% or 50% AMI (if applicable)	Proposed development will provide 11 units with rents at 30% AMI and 21 units with rents at 50% AMI. The remaining 176 units will have rents affordable to households at 60% AMI – 80% AMI. The development is income averaged at 60% of AMI.	Yes
	Provides units for larger families (i.e., 3- & 4-bedroom units (if applicable))	80 3-bedroom units are proposed	Yes
	Complements and/or adds value to neighborhood by providing public elements or placemaking features (if applicable)	The project provides economic integration and will add value to the neighborhood by redeveloping an underutilized office building into affordable workforce housing	Yes
	Proposed development will likely stimulate further investment in surrounding area/neighborhood	This site is being redeveloped to replace an underutilized office building. The major office tenant (Bremer Bank) relocated their offices elsewhere in St. Louis Park. The majority of the site is surrounded by multifamily housing, and auto oriented retail (Knollwood Village, Knollwood Mall, a car wash and an auto repair shop) in addition to direct connection to city parkland on Minnehaha Creek. It is possible that adding additional residential density at this location could help support intensification of uses on the Knollwood Mall site, which has a large surface lot.	Potentially
	Provides new, or retained, employment (if applicable)	Will provide four new onsite full-time employment opportunities	Yes

Factor	Requirement/Guideline	Proposed Project	Met?
	The increase in market value of the property after redevelopment is more than eight (8) times the original market value	The estimated market value of the site after redevelopment is 9.03 times the original market value	Yes
	Will have a positive community impact	Proposed project will have a significant positive impact on the community by providing 208 affordable housing units, including units that are deeply affordable and larger family-sized units	Yes
	Will not place extraordinary demands on city services	City departments determined proposed project will not place extraordinary demands on city services. The project will require incremental increases in police and fire service calls, and both departments note that population growth results in additional service demands but noted that this development alone would not place extraordinary demands on either department.	Yes
	Will not likely generate significant environmental problems and/or cleans up existing contamination	The development will not generate any environmental problems and will remove hazardous materials from an existing building built prior to 1978, including asbestos and lead paint. The development will be required to comply with FEMA requirements. And the developer must obtain approvals from the Minnehaha Creek Watershed District. The developer is still working with its engineers to complete FEMA and watershed required reviews.	**TBD
	Land price for project site is within market range	Land price for project site is within market range	Yes

Factor	Requirement/Guideline	Proposed Project	Met?
	Ratio of private to city investment (TIF and grants) is more than $5 to $1	Proposed outside investment compared to direct city and pass through grant investment is more than $20 to $1, with the final ratio pending final grant award amounts	Yes
	The proposed amount of TIF assistance or term of the TIF Note is within range of similar developments which received TIF assistance	The proposed TIF assistance is within range of similar developments that received TIF assistance. The proposed term of the TIF Note is at 17 years, exceeding the 15-year term outlined in the policy.	No
	Proposed TIF assistance will be provided on a pay-as-you-go-basis	Proposed TIF will be provided on a pay-as-you-go-basis.	Yes
	Meets the majority of Desired Qualifications	The development meets the majority of Desired Qualifications	Yes

*The site does not currently meet the city's comprehensive plan and zoning requirements. However, the city's zoning code update was recently approved by council and is subject to an upcoming approval by the Metropolitan Council. The applicant has also requested a variance that will go in front of the Board of Zoning Appeals (BOZA). If the Metropolitan Council approves the city's land use changes and BOZA approves the variance, the development will be consistent with city plans and zoning. The Metropolitan Council's review of the city's zoning code update is anticipated by Aug. 28, 2026; and BOZA is expected to review the variance on Sept. 2, 2026.

** The development will be required to comply with FEMA regulations as its adjacent to the 100 and 500 year floodplains near Minnehaha Creek. The development will also be required to meet city and Minnehaha Creek Watershed District (MCWD) requirements related to stormwater management. The developer has designed the building to sit outside the floodplain but is still in the process of working with its stormwater engineering team to meet the requirements of FEMA and the watershed district. Both FEMA and watershed district requirements will need to be met prior to the issuance of any building permits.

Given that the proposed development meets statutory requirements, all minimum qualifications, and nearly all of the desired qualifications as specified in the TIF Policy, and because the developer has begun the process of working through reviews required by other jurisdictions (FEMA and MCWD) related to stormwater, staff finds Broadway Street Development's request for TIF assistance meets the EDA's requirements for the provision of tax increment financing.

Affordable Housing Trust Fund (AHTF): The City of St. Louis Park will be asked to consider approval of an AHTF loan. The loan of $1,500,000 would be non-interest bearing and would be repaid upon the earlier of 1) 17 years, 2) refinancing, or 3) re-syndication of the development. The proposed development meets and exceeds the AHTF affordability requirements as shown in the table below.

AHTF requirement	Minimum required	Creekline Flats	Above minimum
40% at or below 60% AMI	84 units	163 units	**79 units**
Alternative: 20% at or below 50% AMI	42 units	32 units	—
5% at or below 30% AMI	11 units	11 units	**0 units**
Affordability term	25 years	30 years	**5 years**
Additional units at 70% AMI	0 units	36 units	**36 units**
Additional units at 80% AMI	0 units	9 units	**9 units**
Three bedroom units (IHP minimum shown)	7 units	80 units	**73 units**

The remaining units for renters with incomes above 60% AMI are rent and income restricted at 70% and 80% of AMI, creating a mixed income community that provides a range of workforce housing options within an income averaged development at 60% AMI. By providing additional assistance through the trust fund, this allows the development to include a higher proportion of units that are affordable at 30% AMI, 50% and 60% AMI than are required; creates a mixed income community and enables the development to include mostly larger units (80 units, or 38% are three bedrooms).

Summary and recommendation: Based upon its analysis of Broadway Street Development's proforma for Creekline Flats, Ehlers determined that the proposed development has a verified financial gap and is not financially feasible but-for the provision of tax increment financing combined with a deferred loan from the AHTF. To offset this gap, it is proposed that the EDA consider reimbursing the redeveloper up to $1,160,000 in pay-as-you-go tax increment generated by the project over a 17-year term. Such assistance would derive from a newly established housing TIF district upon completion of the proposed project and stabilization. It is also proposed that the City of St. Louis Park provide a deferred loan in the amount of $1,500,000 from the AHTF.

Providing tax increment financing assistance and a deferred loan through the AHTF to the proposed Creekline Flats achieves the following:

- redevelops an under-utilized office building built in 1973;
- provides the city with a quality, multi-family all-affordable housing development consistent with many goals of the Comprehensive Plan, city's strategic priorities and council preferences;
- provides access to Minnehaha Creek for residents; and preserves existing access to a city canoe launch on the site, through an access agreement. The development will also improve the quality of existing onsite parking for the canoe launch by reconstructing existing parking stalls within a new parking lot;
- further diversifies the city's housing stock with an additional 208 all-affordable multi-family units, utilizing income-averaging to serve a wider range of households, including 11 deeply affordable units at 30% area median income, and 21 units affordable at 50% AMI

for 30 years exceeding the city's Inclusionary Housing Policy requirements, and provides larger, family-sized units including 80 three bedroom units (38% of total);
- includes numerous sustainable features, such as geothermal heat pumps and rooftop solar, exceeding the city's Green Building Policy requirements;
- brings the subject property to a higher market value.

Broadway Street Development's proposed Creekline Flats development meets the city's requirements for the provision of tax increment financing as specified in the city's TIF Policy and the provisions to utilize money from the Affordable Housing Trust Fund. Additionally, the proposed development is not financially feasible but-for the provision of tax increment financing and AHTF. Lastly, the proposed amount of assistance is comparable to other all-affordable housing developments in which the EDA/city has previously invested. Given these findings, staff supports reimbursing the redevelopment for eligible costs up to $1,160,000 in pay-as-you-go tax increment generated by the proposed mixed income development and a deferred loan of $1,500,000 from the AHTF to enable it to become financially feasible.

Previous actions	Governing body	Date
Resolutions related to multifamily housing bonds for 8800 Hwy 7 redevelopment	City Council	Nov. 17, 2025
Resolution supporting a DEED redevelopment grant application for Creekline Flats	City Council	July 6, 2026
Status report on the Creekline Flats development (written report)	City Council	July 20, 2026

Next steps:

Future actions	Governing body	Date
Consideration of variance related to a setback	BOZA	Sept. 2, 2026
Review the business terms related to providing financial assistance for the proposed redevelopment (written report)	EDA	September 2026 (TBD)
Hold a public hearing related to the potential establishment of a TIF District.	City Council	October 2026 (TBD)
Consider establishment of a TIF District related to Creekline Flats and related actions	EDA and City Council	October 2026 (TBD)
Consider approval of redevelopment agreement for Creekline Flats, including potential approval of an Affordable Housing Trust Fund (AHTF) loan and potential TIF assistance	EDA and City Council	October 2026 (TBD)
Consider issuance of multifamily housing bonds for the Creekline Flats development)	City Council	November/December 2026 (anticipated)