



***Special* City Council Agenda**

Wednesday, May 27, 2015

6:00 p.m.

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

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| 6:00 p.m. | 1. Roll Call
Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, Roe |
| 6:02 p.m. | 2. Pledge of Allegiance |
| 6:04 p.m. | 3. Approve Agenda |
| 6:06 p.m. | 4. Public Comment |
| | 5. Council Communications, Reports and Announcements |
| | 6. Recognitions, Donations and Communications |
| | 7. Approve Minutes |
| | 8. Approve Consent Agenda |
| | 9. Consider Items Removed from Consent |
| | 10. General Ordinances for Adoption |
| | 11. Presentations |
| | 12. Public Hearings |
| | 13. Budget Items |
| 6:11 p.m. | a. Finance Department Budget Presentation |
| 6:50 p.m. | b. Fire Department Budget Presentation |
| 7:30 p.m. | c. Parks & Recreation Department Budget Presentation |
| 8:10 p.m. | d. Administration Department Budget Presentation |
| | 14. Business Items (Action Items) |
| | 15. Business Items – Presentations/Discussions |
| 8:50 p.m. | 16. City Manager Future Agenda Review |

8:55 p.m. **17. Councilmember Initiated Items for Future Meetings**

9:00 p.m. **18. Adjourn**

Some Upcoming Public Meetings.....

Monday	Jun 1	6:00 p.m.	*Special* Budget City Council Meeting
Tuesday	Jun 2	6:30 p.m.	Parks & Recreation Commission
Wednesday	Jun 3	6:30 p.m.	Planning Commission
Monday	Jun 8	6:00 p.m.	City Council Meeting
Tuesday	Jun 9	6:30 p.m.	Finance Commission
Thursday	Jun 11	6:30 p.m.	Community Engagement Commission
Monday	Jun 15	6:00 p.m.	City Council Meeting
Tuesday	Jun 16	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Jun 17	6:00p.m.	Human Rights Commission
Monday	Jun 22	6:00 p.m.	City Council Meeting
Tuesday	Jun 23	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	Jun 29		Rosefest Parade

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

REQUEST FOR COUNCIL ACTION

Date: 05/27/15
Item No.: 13.a-d

Department Approval



City Manager Approval



Item Description: 2016 Departmental Budget Discussion

BACKGROUND

Earlier this year, the Council approved a general 2016 Budget Calendar which outlined a series of steps to establish an eventual budget. One of those steps included departmental presentations that would allow individual City Departments to identify operational issues and priorities that will impact the 2016 Budget; while also promoting an interactive exchange between the Council and Staff regarding those issues.

At the May 27, 2015 and June 1, 2015 Council meetings, individual departments will present an approximate 30-minute overview with additional time allotted for a question and answer period. Each department has also prepared a 1-page budget summary for Council review. Copies of these summaries for the Finance, Fire, Parks & Recreation, and Administration are attached. The remaining departments will submit their summaries prior to the June 1st meeting.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

For information and discussion purposes only. No formal Council action is necessary.

Prepared by: Chris Miller, Finance Director
Attachments: A: Not applicable.

City of Roseville **Finance Department**

2016 Budget Overview

May, 2015

The Finance Department has 35.75 full-time equivalent employees (40 total employees). Funding for the Department's operations come from motor vehicle and passport agent fees, IT partnerships with other governmental agencies, wireless antennae lease rentals, business licenses, water & sewer fees, lawful gambling fees, and property taxes.

The Department has three operating divisions including; *Finance & Accounting*, *Information Technology*, and *License Center*. All divisions shares the same cultural values and management principles. However, due to their unique purpose and skillset requirements they are managed independently.

In total, about 15% of the department's budget is levy supported. The 2015 Operating Budget for the Department is \$4.46 million.

Budget Priorities

- ❖ Address new federal, state, and regional mandates
- ❖ Respond to a growing customer base/demands
- ❖ Improve customer service levels
- ❖ Strengthen business continuity/succession planning
- ❖ Transform Roseville into a sought-after employer to attract and retain high-performing employees
- ❖ Continue our commitment to industry best practices

Budget Challenges

- ❖ Investment in technology and access to that technology rapidly outpacing our support capability
- ❖ Loss of revenue generating customers due to staffing limitations
- ❖ Imbalance between *required* skillsets and *available* skillsets
- ❖ Coordinating operational decisions with federal, state, and local partners
- ❖ Inflationary-indexed funding helps maintain the status quo, but it's insufficient to meet new customer demands

City Council Budget Discussion

Fire Department

May 27, 2015

The Fire Department has 11 full-time employees and 50 part-time employees. Funding for the Fire Department comes from Tax Levy.

The Fire Department Budget includes Fire Administration, Fire Operations, Fire Prevention, Fire Training, Fire Relief Association, and City Emergency Management. One hundred percent of the budget is levy-supported. The 2015 approved budget is \$2,100,235.

Budget Priorities

- Department Staffing & Supervision
 - Phase II of the Staffing Transition Plan
 - Department Supervision Reorganization
 - Reestablish Assistant Chief position
 - Budget neutral
- Regional opportunities for shared services and partnerships
- Community engagement
- Specialized hazard training

Budget Challenges

- Emergency Medical Services
- Building maintenance contract

**City Council Budget Discussion
Parks and Recreation Department
May 27, 2015**

The Parks and Recreation Department has 26 full time employees. Funding for the Parks and Recreation Department comes from fees, charges, contributions and the tax levy.

The Parks and Recreation Department includes Park Maintenance, Diseased & Hazardous Tree Program, Park Improvement Program (PIP), Recreation Programs and Facilities, Golf Course and the Skating Center. In total, about 50% of the Parks and Recreation Department budget is levy-supported. The 2015 approved budget is \$4,790,020.

Budget Priorities

- Minimum Wage
- Intern
- Emerald Ash Borer (EAB)
- Park Improvement Program
- Facility Operations
- Facility Management
- Facility Coordination

Budget Challenges

- EAB
- Natural Resource Restoration Program
- Trail Plowing
- Golf Course
- Special Projects Support
- Adjusting to the Park and Recreation Renovations and Improvements

City Council Budget Discussion
Administration Department
May 27, 2015

The Administration Department has 7 full-time employees Funding for the Administration Department comes from two sources, the Communications Funds and the Tax Levy.

The Administration Budget currently includes Communications, Elections, Administration, City Council, Ethics and HRC, and Legal. In total, about 75% of the Administration Department budget is levy-supported. The 2015 approved budget is \$1,813,480

Budget Priorities

- Continued focus on core services of department
 - Overall administration of City of Roseville
 - City Clerk/Records Management duties
 - Communications, including newsletter, website, community engagement module
 - Human Resources
 - Volunteer Management
- Elections in 2016
 - New equipment will be purchased by Ramsey County, cost shared by municipalities
 - Rise in absentee balloting will have greater impact on staff resources
- Intern
 - Special projects/research
- Community Survey
 - Proposed survey Spring of 2016

Budget Challenges

- Affordable Health Care Act
- Health Insurance
- Human Resources Support
- Volunteer Support