

REQUEST FOR COUNCIL ACTION

Date: 2/14/11

Item No: 12.e

Department Approval:

City Manager Approved:



Item Description: Adopting the 2012/13 Budget Calendar

Background

Annually, the City Council adopts, by resolution, a budget calendar in an effort to better coordinate the budget and decision-making process. Based on the outcome of previous year's budget processes, and in recognition that the 2011 budget process is relatively fresh in everyone's mind, Staff recommends that the Council take a similar approach for the 2012/13 Budget process, with some refinements.

The proposed calendar includes some suggested changes from previous years:

- 1) Recognition of the Priority Based Budgeting approach including Program Listing Prioritization methodology refinement occurs.
- 2) The staff and Council priority results are developed and reviewed.
- 3) The results of the Community Survey are reviewed and the results available for additional direction.
- 4) A preliminary Not To Exceed (NTE) levy is identified early in the year
- 5) A second draft budget from the CM based on the preliminary NTE levy
- 6) Identification of documentation to be used throughout the process.

For discussion purposes, Staff suggests the following meeting calendar:

2012/13 Budget Calendar

	<u>Event</u>	<u>Date(s)</u>
1.	Council/Staff Work Plan/Strategic Planning meetings	Jan. 31 & Feb. 7
2..	Council approves 2012 Budget Work Plan INCLUDING REQUIRED DOCUMENTATION	Feb. 14
3..	Council reviews and possibly refines Budget Ranking Methodology (note: rename to "Program Listing Prioritization Methodology")	Feb 28
4.	Dept. by Dept. Council-Staff Q & A on items in Program Listing (to understand what the items in the listing are)	Feb 28

	<u>Event</u>	<u>Date(s)</u>
5.	Council and Staff review and agree on which items on Program Listing are truly mandatory	Feb. 28
6.	Departments prepare 2012-2016 Strategic Plans based upon Council/Staff Work Plan/Strategic Planning meetings and priorities	Feb. 28-Mar. 14
7.	CM & Dept. heads develop and submit Program Listing prioritization results by dept. to Council (both tax & non-tax supported programs); Results reported as a single number (1-5) representing the joint CM/Dept. Head priority (each dept head only prioritizes programs in his/her dept.)	by Mar. 14
8.	With knowledge of joint CM/Dept. Head prioritization results, Councilmembers submit Program Listing prioritizations; Results reported back to Council with listings by Councilmember and Council averages	Mar. 14-Mar. 21 (or -Mar. 28)
9.	Based on prioritization results, CM & Dept heads develop 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary by dept., and Program Listing (and supporting Budget Expenditure Reconciliation related to 2011 final Budget Worksheets) AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax- & non-tax supported programs	Mar. 21 (or Mar. 28) – May 9
10.	Council receives report on results of citizen survey	Mar. 28
11.	Staff report to Council on 2011 County Assessor's Report property value changes for 2012, and preliminary tax base change estimate.	April 11 or 18
12.	Dept. by Dept. Council-Staff Q & A on 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary (and Budget Expenditure Reconciliation related to 2011 final Budget Worksheets) AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax- & non-tax supported programs	May 9 & 16
13.	Council sets preliminary 2012/13 NTE levy [AND preliminary utility rates] in response to 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary AND 2012/13 Capital Spending Plan (aka Capital Budget) for tax-and non-tax supported programs	May 23

	<u>Event</u>	<u>Date(s)</u>
14.	CM & Dept. heads refine 1st DRAFT CM recommended 2012/13 Budget Expenditure Summary AND 2012/13 Capital Spending Plan (aka Capital Budget) based on preliminary 2012/13 NTE levy amount [and utility rates]	May 23 – June 20
15.	CM presents 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs	Jun. 20
16.	Dept. by Dept. public comment on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax-supported programs	Jul. 11, 18, & 25 as needed
17.	Council/staff discussion of issues raised in public comment on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) for tax- and non-tax supported programs	August 11 or 18
18.	Council sets final 2012/13 NTE levy [and 2012/13 utility rates]	Sept. 12
19.	County sends tax notices to property owners [Only if Council approves this: City sends notices to utility customers on proposed 2012 utility rates and impacts]	Nov. 10-24
20.	CM & Dept. heads refine 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget) based on final 2012 NTE levy amount [and utility rates]	Sept. 13 – Dec. 4
21.	Budget Hearing on Proposed Levy [and Utility Rates] based on 2nd DRAFT CM recommended 2012/13 Budget Expenditure Summary and 2012/13 Capital Spending Plan (aka Capital Budget)	Dec. 5
22.	Council approves final 2012/13 budget, levy, [and utility rates]	Dec. 5 or 12

Budget Process Working Documents:

(Individual documents on the list may be combined with each other as appropriate.)

1. *Program Listing Prioritization Methodology.* Defines what each ranking 1-5 means.
2. *Program Listing.* List of programs and services, sorted first by fund, then by department or division, then by mandatory/non-mandatory, then by priority results (initially by previous results; later by updated results, when completed)

3. *Program Descriptions.* (ref. Attachment D of item 13a of Nov 15, 2010, agenda)
Descriptions of programs in the *Program Listing*, organized in the same order as the *Program Listing*; includes descriptions of Performance Measures for each program, and current rating of performance versus performance measures
4. *Budget Expenditure Summary.* (ref. Attachment A of item 13b2 of Nov. 22, 2010, agenda)
A listing of each program in the *Program Listing*, organized in the same order, with the current year's approved budget amount, previous years' actual amounts (as available), and the proposed 2012 budget amount, for each program, including percent change from previous year in each case
5. *Budget Revenue Summary.* A summary listing, for ALL programs combined (or further broken down beyond that level – such as BY FUND), of each revenue source, with the current year's approved budget amount, previous years' actual amounts (as available), and the proposed 2012 budget amount, with percent change from previous year in each case
6. *Budget Expenditure Summary Reconciliation.* (ref. Attachment B of item 13b2 of Nov. 22, 2010, agenda) For each program in *Program Listing* for which an expenditure change is proposed, a further detailed listing of the estimates for the additions and subtractions that result in the net change.

Discussion Items

The Council should review and discuss the proposed budget calendar.

Staff Recommendation

Staff recommends that the Council formally adopt the 2012 Budget Calendar by resolution.

Council Action Requested

Motion to approve the attached resolution adopting the 2012 Budget Calendar.

Attachments

- A: Resolution adopting the 2012 Budget Calendar
- B: Supporting Budget Document Examples
- C: State Statute 412.701
- D: State Statute 412.711
- E: 2011 City Council Meeting Schedule

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 14th day of February 2011 at 6:00 p.m.

The following members were present:
and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION _____

RESOLUTION ADOPTING THE 2012/13 BUDGET CALENDAR

WHEREAS, the City Council of the City of Roseville, Minnesota is committed to a budget process that ensures effective discussions and informed decisions; and

WHEREAS, the City Council of the City of Roseville, Minnesota is committed to promoting opportunities for stakeholders and interested parties to participate in the budget process.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, that the following 2012/13 Budget Calendar be adopted.

	<u>Event</u>	<u>Date(s)</u>
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The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 14th day of February, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 14th day of February , 2011.

William J. Malinen
City Manager

Seal

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2011

		8/9/2010 2011	Composite						
		Program Cost	Council	Klausing	Ihlan	Pust	Roe	Johnson	Diff.
		Current	Rank	Rank	Rank	Rank	Rank	Rank	+/-
Department / Division	Program / Function								
Administration	Council Support	120,252	-	-	-	-	-	-	-
Administration	Records Management/Data Practices	23,852	-	-	-	-	-	-	-
Administration	Human Resources	108,216	-	-	-	-	-	-	-
Administration	Organizational Management	125,113	-	-	-	-	-	-	-
Code Enforcement	Code Enforcement	165,000	-	-	-	-	-	-	-
Elections	Elections	80,655	-	-	-	-	-	-	-
Finance	Accounts Payable	34,970	-	-	-	-	-	-	-
Finance	Gen. Ledger, fixed assets, financial reporting	149,908	-	-	-	-	-	-	-
Finance	Payroll	74,405	-	-	-	-	-	-	-
Finance	Risk Management	32,122	-	-	-	-	-	-	-
Finance	Cash Receipts	52,204	-	-	-	-	-	-	-
Finance	Lawful Gambling (partial cost)	4,359	-	-	-	-	-	-	-
Finance	Business Licenses	8,719	-	-	-	-	-	-	-
Finance	Workers Compensation Admin.	48,183	-	-	-	-	-	-	-
General Insurance	General Insurance	84,000	-	-	-	-	-	-	-
Fire Relief	Fire Relief	355,000	-	-	-	-	-	-	-
Police Patrol	Dispatch	292,078	-	-	-	-	-	-	-
PW Administration	Storm Water Management	36,424	-	-	-	-	-	-	-
PW Administration	Permitting	49,421	-	-	-	-	-	-	-
Recreation Maint.	Natural Resources	139,601	-	-	-	-	-	-	-
Streets	Traffic Management & Control	99,456	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Streets	310,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - City Hall, PW Bldg.	825,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Arena	355,000	-	-	-	-	-	-	-
** All items listed above are categorized as MANDATORY programs **									
1 Police Patrol	24 x 7 x 365 First Responder	2,256,492	4.80	5.00	5.00	5.00	5.00	4.00	1.00
2 Police Investigations	Criminal Prosecutions	665,395	4.80	5.00	5.00	5.00	5.00	4.00	1.00
3 Fire Fighting / EMS	Emergency Medical Services	666,036	4.80	5.00	5.00	5.00	5.00	4.00	1.00
4 Fire Prevention	Fire Prevention	181,038	4.80	5.00	5.00	5.00	5.00	4.00	1.00
5 Fire Fighting / EMS	Fire Suppression / Operations	415,400	4.80	5.00	5.00	5.00	5.00	4.00	1.00
6 Firefighter Training	Firefighter Training	100,355	4.80	5.00	5.00	5.00	5.00	4.00	1.00
7 Police Investigations	Crime Scene Processing	44,013	4.40	3.00	5.00	5.00	5.00	4.00	2.00
8 Fire Administration	Emergency Management	371	4.40	5.00	3.00	5.00	5.00	4.00	2.00
9 Police Emerg. Mgmt	Police Emergency Management	10,185	4.40	5.00	2.00	5.00	5.00	5.00	3.00
10 Streets	Pavement Maintenance	562,881	4.20	4.00	4.00	5.00	4.00	4.00	1.00
11 Streets	Pathways & Parking Lots	187,242	4.00	4.00	3.00	5.00	4.00	4.00	2.00
12 Police Lake Patrol	Police Lake Patrol	1,900	4.00	5.00	3.00	5.00	3.00	4.00	2.00
13 Legal	Prosecuting Attorney	138,925	4.00	3.00	5.00	4.00	5.00	3.00	2.00
14 PW Administration	Street Lighting	219,447	4.00	3.00	3.00	5.00	5.00	4.00	2.00
15 Central Garage	Vehicle Repair	136,821	4.00	4.00	4.00	4.00	4.00	4.00	-
16 Streets	Winter Road Maintenance	222,237	4.00	3.00	3.00	5.00	5.00	4.00	2.00
17 Police Patrol	Animal Control	200,477	3.80	3.00	3.00	4.00	5.00	4.00	2.00
18 Finance	Budgeting / Financial Planning	77,995	3.80	3.00	4.00	3.00	4.00	5.00	2.00
19 Recreation Maint.	Facility Maintenance	329,779	3.80	4.00	3.00	5.00	4.00	3.00	2.00
20 PW Administration	Project Delivery	352,877	3.80	4.00	3.00	5.00	3.00	4.00	2.00
21 Police Investigations	Response to Public Requests	10,802	3.80	3.00	3.00	5.00	3.00	5.00	2.00
22 Street Lighting	Street Lighting capital items	64,000	3.80	3.00	4.00	4.00	4.00	4.00	1.00
23 Finance	Banking & Investment Management	11,012	3.60	4.00	4.00	3.00	4.00	3.00	1.00
24 Police Administration	Community Liaison	161,338	3.60	3.00	3.00	5.00	3.00	4.00	2.00
25 Miscellaneous	Emerald Ash Borer	100,000	3.60	4.00	3.00	3.00	3.00	5.00	2.00
26 Police Administration	Response to Public Requests	225,245	3.60	3.00	3.00	3.00	5.00	4.00	2.00
27 Recreation Programs	Volunteer Management	83,631	3.60	4.00	2.00	3.00	4.00	5.00	3.00
28 Skating Center	Arena	493,320	3.40	3.00	3.00	4.00	3.00	4.00	1.00
29 Skating Center	Banquet Area	135,998	3.40	3.00	3.00	4.00	3.00	4.00	1.00
30 Police Comm Services	Community Services	65,955	3.40	3.00	3.00	5.00	3.00	3.00	2.00
31 Rec Administration	Financial Management	58,814	3.40	3.00	2.00	5.00	3.00	4.00	3.00
32 Fire Administration	Fire Administration & Planning	166,325	3.40	4.00	2.00	5.00	2.00	4.00	3.00
33 Fire Prevention	Fire Administration & Planning	10,197	3.40	4.00	2.00	5.00	2.00	4.00	3.00
34 Skating Center	OVAL	407,038	3.40	3.00	3.00	4.00	3.00	4.00	1.00
35 Police Administration	Police Records / Reports	217,766	3.40	3.00	2.00	5.00	3.00	4.00	3.00
36 Police Patrol	Police Reports (by officer)	562,260	3.40	3.00	2.00	5.00	3.00	4.00	3.00
37 Rec Administration	Community Services	253,549	3.20	3.00	3.00	3.00	3.00	4.00	1.00
38 Fire Fighting / EMS	Fire Administration & Planning	107,294	3.20	3.00	2.00	5.00	2.00	4.00	3.00
39 PW Administration	General Engineering/Customer Service	132,157	3.20	3.00	3.00	3.00	3.00	4.00	1.00
40 Police Administration	Organizational Management	330,236	3.20	3.00	2.00	5.00	2.00	4.00	3.00
41 Police Patrol	Organizational Management	408,474	3.20	3.00	2.00	5.00	2.00	4.00	3.00
42 Police Investigations	Organizational Management	43,207	3.20	3.00	2.00	5.00	2.00	4.00	3.00
43 Fire Administration	Organizational Management	39,159	3.20	3.00	2.00	5.00	2.00	4.00	3.00
44 PW Administration	Organizational Management	112,143	3.20	3.00	2.00	5.00	2.00	4.00	3.00
45 Streets	Organizational Management	41,501	3.20	3.00	2.00	5.00	2.00	4.00	3.00
46 Recreation Programs	Personnel Management	67,734	3.20	3.00	2.00	5.00	2.00	4.00	3.00

Attachment A

\$ 18,931,869

City of Roseville
Priority-Based Budgeting
Summary of Non-Tax Programs
2011

Attachment B

		8/16/2010		
		2011		
		Program Cost		
<u>Department / Division</u>	<u>Program / FunctionC</u>	<u>current</u>		
Planning	Planning - Current	300,235		
Planning	Planning - Long Range	59,842		
Planning	Zoning Code Enforcement	23,702		
Planning	Organizational Management	23,554		
Econ. Development	Economic Development and Redevelopment	104,869		
Econ. Development	Organizational Management	7,744		
Code Enforcement	Building Codes Review and Permits	408,335		
Code Enforcement	Nuisance Code Enforcement	33,981		
Code Enforcement	Organizational Management	64,501		
GIS	GIS	65,679		
GIS	Organizational Management	4,882	----->	1,097,324 Total Community Development
Communications	Newsletter / News Reporting	143,552		
Communications	Audio / Visual	69,274		
Communications	Internet / Website	48,154		
Communications	NSCC Member Dues	84,500	----->	345,480 Total Communications
Info Technology	Enterprise Applications	288,538		
Info Technology	Network Services	60,683		
Info Technology	PDA/Mobile Devices	13,219		
Info Technology	Server Management	49,087		
Info Technology	Telephone/Radio Systems	82,937		
Info Technology	Computer/End User Support	551,331		
Info Technology	User Administration	77,684		
Info Technology	Internet Connectivity	33,688		
Info Technology	Facility Security Systems	2,718		
Info Technology	Organizational Management	3,705	----->	1,163,590 Total Information. Technology
License Center	Passport Issuance	108,069		
License Center	Motor Vehicle Transactions	479,071		
License Center	Identity Applications	144,418		
License Center	DNR Transactions	28,512		
License Center	Daily Sales Reporting & Cash Reconciliation	143,748		
License Center	Inventory and Supplies	16,565		
License Center	Customer Communications/Problem Solving	134,044		
License Center	Bad Check Recording & Recovery	10,989		
License Center	Organizational Management	79,308	----->	1,144,724 Total License Center
Lawful Gambling	Gambling Licenses & Reports	50,660		
Lawful Gambling	Community Donations	80,000	----->	130,660 Total Lawful Gambling
Water	Infrastructure Maintenance & Repair	749,891		
Water	System Monitoring & Regulation	138,272		
Water	Customer Response	112,099		
Water	GIS	25,106		
Water	Utility Billing	189,891		
Water	Metering	442,786		
Water	Wholesale Water Purchase from St. Paul	4,400,000		
Water	System Depreciation	250,000		
Water	Admin Service Charge	350,000		
Water	Organizational Management	412,770	----->	7,070,815 Total Water
Sewer	Infrastructure Maintenance & Repair	846,840		
Sewer	Customer Response	63,415		
Sewer	GIS	34,298		
Sewer	Sewage Treatment Costs	2,750,000		
Sewer	System Depreciation	190,000		
Sewer	Admin Service Charge	275,000		
Sewer	Organizational Management	254,045	----->	4,413,598 Total Sewer
Storm Sewer	Infrastructure Maintenance & Repair	882,267		
Storm Sewer	Street Sweeping	279,513		
Storm Sewer	Leaf Collection / Compost Maintenance	263,938		
Storm Sewer	System Depreciation	210,000		
Storm Sewer	Admin Service Charge	78,000		
Storm Sewer	Organizational Management	68,626	----->	1,782,344 Total Storm Sewer
Recycling	Program Administration	21,077		
Recycling	Communications	16,061		
Recycling	Data Reporting / Outreach efforts	9,442		
Recycling	Recycling Pickup Contractor	435,000		
Recycling	Admin Service Charge	10,000	----->	491,580 Total Recycling
Golf	Clubhouse Operations	181,154		
Golf	Grounds Maintenance	127,486		
Golf	Department-Wide Support	51,310	----->	359,950 Total Golf
		\$ 18,000,065		

2011 Budget Ranking Methodology

5 - Items in this category, if not funded, are those that could potentially compromise the physical well-being of individuals or property. Examples are the inability of police or fire to respond to calls.

4 - Items in this category, if not funded, are those that could result in substantial increases in the financial burden on the community in subsequent years. Examples of this would be a failure to repair a street or replace a capital asset.

3 - Items in this category, if not funded, are those that could impede the city's ability to provide the type of services that contribute to the quality of life. Examples of this would be funding for the cultural or social events.

2 - Items in this category, if not funded, are those that wouldn't likely affect individuals in the community, but would impede the ability of the city to fulfill its mission. An example of this would be reduced office maintenance.

1 - Items in this category, if not funded, are those that would have little or no impact either on the community, or the city's ability to fulfill its mission. An example of this would be deferred mowing.

City Council

City Council: Business Meetings - City Council salaries and cost of City audit.

City Council: Community Support/Grants - Annual Grants to NWYFS and Roseville Senior Program.

City Council: Intergovernmental Affairs / Memberships - Annual memberships: League of Minnesota Cities; Ramsey County League of Local Governments, Suburban Rate Authority; and National League of Cities

City Council: Recording Secretary – Contract for recording and preparation of city council meeting minutes.

Advisory Commissions

Human Rights Commission – Expenses related to hosting a forum, member training, essay contest member conference attendance and other misc expenses

Ethics Commission - Expenses related to annual Ethics Training and other misc expenses.

Administration

Administration: Customer Service - Time spent responding to phone, email and in person inquiries.

Administration: Council Support - Time spent preparing City Council packets; preparing official documents; Codification of Ordinances; and Administrative support of Ethics and Human Rights Commissions.

Administration: Records Management/Data Practices - Administration of city-wide electronic Records Management system to collect, archive, and retrieve records. Administration of city-wide Data Practices procedures to assure privacy of certain data and appropriate dissemination of public information.

Administration: General Communications - Provide public information via *Roseville City News*; website; news releases, and other materials. Educate the public via tapes/dvds and special events.

Administration: Human Resources - Administration of human capital; benefits and wellness; compensation; employee/labor bargaining and relations; employee training and development; communications; and, legal compliance and record keeping.

Administration: Organizational Management - Time spent planning, leading, and organizing the City and department; participating in general training or meetings, conducting performance evaluations, etc.

Elections

Elections - Administration and clerical support for the education, recruitment and training of judges and staff; absentee and Election Day voter support; and precinct preparation. Election Day supplies and annual maintenance fees.

Legal

Civil Attorney – Annual retainer plus out-of-pocket expenses.

Prosecuting Attorney – Annual retainer plus out-of-pocket expenses.

Special Services - Contingency amount budgeted for legal suits and/or other actions.

Finance, Central Services, Insurance

Banking & Investment Management - Manage the City's investment portfolio and banking relationships including buying and selling investments, transferring cash among city accounts.

Budgeting / Financial Planning – Coordinate the City's Budget and capital planning function including; the preparation of the annual budget and CIP, and regular preparation of materials for the City Council, City Manager, and Department Heads.

Business Licenses - Process all tasks related to the issuance of business licenses including; application review and submittals to the City Council.

Cash Receipts - Process all tasks related to the cash receipts function including; entering cash receipts, balancing the cash drawer, etc.

Contract Administration - Assist in the coordination of IT JPA's, wireless lease agreements and License Center lease.

Contractual Services (RVA, Cable) - Provide contractual accounting-related services to the Roseville Visitor's Association, and Cable Commission.

Debt Management - Coordinate the City's debt management function including the issuance of all debt including conduit financing offerings.

Economic Development - Assist in the City's Economic Development function.

Accounts Payable - Process all tasks related to the accounts payable function including; processing invoices, issuing 1099's and sales tax filings.

Gen. Ledger, Fixed Assets, Financial Reporting - Process all tasks related to the general accounting and financial reporting functions including; journal entries, financial statement preparation, bank reconciliation, etc.

227 Lawful Gambling - Process all tasks related to the issuance of lawful gambling licenses including;
228 application review and submittals to the City Council.

230 Payroll - Process all tasks related to the payroll function including; entering timesheets, managing benefit
231 withholdings, general processing, federal and state reporting, etc.

233 Reception Desk - Process all tasks related to the receptionist function including; answering phones,
234 directing lobby traffic, issuing pet licenses, etc.

236 Risk Management - Coordinate the City's risk management function including; property/liability, serving as
237 Chair of the Safety Committee, and serving as the City's Agent of Record.

239 Utility Billing - Process all tasks related to the utility billing function including; entering meter reads,
240 processing invoices, and servicing accounts.

242 Workers Compensation Administration - Administer the City's workers compensation program including
243 managing First Report of Injury forms, and claims administration.

245 Organizational Management - Time spent planning, leading, and organizing the department; participating
246 in general training or meetings, conducting performance evaluations, etc.

248 Central Services - Includes all general City Hall copier supplies (paper, toner, etc.), letterhead and
249 envelopes, and postage machine lease payments.

251 General Insurance - The General Fund's share of the City's workers compensation and property/casualty
252 insurance costs.

254 **Police**

256 Admin: Response to Public Requests - The foremost function of the police department is to serve and
257 protect the public. Background checks through the Minnesota Bureau of Criminal of Apprehension (BCA)
258 for new hires, gun purchase permits, clearance letters, investigations, business licensing; performed by front
259 office staff trained by the BCA. Copies of police reports are available to the public upon request. The police
260 counter front window is covered Monday-Friday, 8:00 to 4:30 to serve the public. There is also a 24 x 7 x
261 365 entry available to the public.

263 Admin: Police Records / Reports - Approximately 25,000 police reports are written by Patrol annually.
264 Record Technicians review and code all reports and then enter the reports into the records management
265 system. Staff scans any media pertaining to the reports and files a hard copy of 25,000 reports. Copies of
266 police reports are available to the public upon request. Police reports are also forwarded to the City/County
267 Attorneys and the Court.

269 Admin: Community Liaison - National & Family Night Out, Citizens Academy, Neighborhood Block
270 Watch, volunteer Citizens Park Patrol, Shop with a Cop, Senior Safety Camp, Bike Rodeos, Crime Free
271 Multi-Housing, crime alerts, business/residential premise safety reviews, and statistical crime reporting.

Admin: Organizational Management - Personnel supervision, strategic planning, budget planning/management, grant procurement/management, internal investigations, compliance with data practices and state statutes, web site maintenance, policy and procedure development, union deliberation, tactical planning (SWAT) and training.

Patrol: 24x7x365 First Responder - 24 hour day/seven days week patrol entire City; first responder on the scene of all 911 calls.

Patrol: Public Safety Promo/Community Interaction - Volunteer Reserve Officer unit, volunteer Citizen's Emergency Response Team (CERT), Explorer's, Officer Friendly, Bike Rodeos, Citizens Academy, Shop with a Cop, and participation in many community events. Patrol by district to become familiar to residents.

Patrol: Dispatch - Dispatch through Ramsey County Sheriff's Office – 24 x 7 x 365 days/year; billed by number of calls for service.

Patrol: Police Reports (by Officers) - Approximately 25,000 police reports are written by Patrol annually. All reports are reviewed by a sergeant and then the records technicians for thoroughness and accuracy. A good percentage of incidents require all officers involved write a report on the incident—the first officer on the scene generates the original report and other officers called to the scene generate a supplemental report under the same case number.

Patrol: Animal Control - The Patrol Division holds the primary responsibility for animal control in the City unless a part-time Community Service Officer is available.

Patrol: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Sworn officers are mandated by the state to attend several trainings on a regularly scheduled basis—many civil judgments across county (deliberate indifference), constitutional violations.

Investigations: Crime Scene Processing - On scene collection of evidence; secured filing of evidence in police department; submission of evidence to BCA and courts. May include the writing of search warrants, getting judicial approval of warrant and then execution of said warrant (may include SWAT).

Investigations: Public Safety Promo/Community Interaction - Officer Friendly, Bike Rodeos, Citizens Academy, Shop with a Cop, "lemonade stand," focused Rosedale surveillance, and participation in many community events. Assist with crime alerts to notify community of criminal activity. Investigation of all major cases that continues until the case is closed. Under contract, the school district pays 2/3 salary of a detective to act as school liaison officer at RAHS during the school year.

Investigations: Response to Public Requests - To function efficiently the police department needs to see active and continual collaboration with the public, the State, County, other city departments, other law enforcement agencies, the courts, local businesses, the schools, vendors, and unions. Investigation of all major cases (incidents) by the department's detectives that occur in the City of Roseville; investigation continues until case is cleared.

Investigations: Criminal Prosecutions - Present and forward cases to City/County Attorney, Probation,

Child Protection, and other law enforcement/public safety agencies.

Investigations: Organizational Management - Personnel supervision, training, compliance with ordinances and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency; define/establish/attain overall goals and objectives. Reviewing cases to determine which cases require follow-up or review by detectives based on solvability and case load. Coordination and supervision of major investigations and crime scenes.

Community Services: Community Services – Salary of two part-time temporary CSO's and annual community service officer budget that includes the cost of the City's contract with Brighton Vet Clinic—takes in strays and attempts to find owner, also disposes of dead animals.

Emergency Management: Emergency Management - City-wide emergency siren maintenance, cost of training for designated emergency manager, and cost to support the Department's volunteer reserve officer program.

Lake Patrol – Lake Patrol - Ramsey County Sheriff's Office to patrol Lake Owasso (water issues only).

Fire

Admin: Fire Administration and Planning - Administrative staff time related to department operations, planning, payroll processing, budgets, meeting, state, local, and federal requirements.

Admin: Emergency Management - Fire Department staff time for planning and operations related to City wide emergency management.

Admin: Organizational Management - Fire Department staff time related to daily department operations.

Prevention: Fire Administration and Planning - Full-time administrative and prevention personnel time for daily operations, personnel management, and planning.

Prevention: Fire Prevention - Prevention staff to perform prevention, plan review, inspections, fire investigations.

Fire Fighting/EMS: Fire Administration and Planning - Full-time administrative and operational personnel time for daily operations, personnel management, and planning.

Fire Fighting/EMS: Fire Suppression/Operations - On-duty staffing available to provide fire related response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighting/EMS: Emergency Medical - On-duty staffing available to provide EMS response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

Fire Fighter Training: Training - Firefighting, EMS, HAZ MAT, OSHA, leadership, rescue, vehicle operations, vehicle driving, equipment operations, report writing, new hire training, all areas of department training.

Public Works

Admin: Project Delivery – Planning, designing, organizing & managing engineering resources to ensure successful completion 2.5-4.0 million of projects. Construction staking, administration, and inspection of the construction process.

Admin: Street Lighting – Maintain 1300+ street lights & traffic signals, electrical costs for lighting. Manage contract maintenance.

Admin: Permitting – Issue ROW & erosion permits, review plans, inspection, coordinate with applicants. Take corrective action, as needed. Planning & building permit review.

Admin: General Engineering/Customer Service – Assist customers (phone, walk-up, online) with inquiries regarding public utilities, property lines, past & future projects, city services. Design, maintain, and update the City's organized collection of maps using computer hardware, software, geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information

Admin: Storm Water Management – Customer service, engineering, review, and management/coordination of stormwater issues and outside agencies involved in Storm Water Management.

Admin: Organizational Management – Supervise PW Staff, develop and manage the budget. General oversight & planning of the department. Prepare for, participate in, and follow up to Council & Commission meetings.

Streets: Pavement Maintenance – Preventative maintenance & repair of all City pavement to achieve an average condition rating of 75-80. Crackseal and sealcoat on a regular schedule to ensure safe & adequate transportation and to extend life of the pavement in the most cost effective manner.

Streets: Winter Road Maintenance – Keeping roads and streets accessible through the winter is a priority for the City. Full plow after 2 or more inches, ice control as needed to keep roads safe.

Streets: Traffic Management & Control – Design, fabrication, installation and maintenance of City traffic control signs for City streets and parking lots. Street & parking lot striping, including crosswalks, arrows, lane markings, school & parking lots to ensure compliance.

Streets: Streetscape and ROW Maintenance – Regular tree-trimming program to ensure visibility and clearance for safety. Mowing, watering, weeding, picking trash, tree maintenance in all streetscape areas. Mowing & weeding ROW areas.

Streets: Pathways & Parking Lots – Maintain pathways & parking lots to ensure safety to all users and achieve an average pavement condition of 75-80. Sustain an aesthetically pleasing appearance through repairs & various types of sealants. Repair quickly to avoid higher costs or injury.

Streets: Organizational Management – Supervise/oversee street staff, street purchases, manage budget, departmental planning of street division to maintain services.

415
416 Street Lighting: Street Lighting – Maintain /replace as needed.

417
418 Bldg Maintenance: Custodial services – Provide cleaning of City buildings & contract maintenance to
419 medium level, order supplies, resolve issues to ensure buildings are kept clean and acceptable.

420
421 Bldg Maintenance: General Maintenance – Oversee two-person contract custodial staff, HVAC
422 management & monitoring, maintenance, manage summer seasonals.

423
424 Bldg Maintenance: Organizational Management – Supervision, budgetary control, planning, leading, and
425 organizing.

426
427 Central Garage: Vehicle Repair - Maintenance & repair of City fleet to maintain safe, working condition
428 minimize downtime, and regular scheduled maintenance and repairs.

429
430 Central Garage: Organizational Management - Budgetary control, supervision, and organizing workplan for
431 fleet maintenance division.

432
433 Sanitary Sewer: Infrastructure Maintenance & Repair - Preventative maintenance & repair of 145 miles
434 sanitary sewer lines and 3,116 sewer manholes. Operate, monitor, maintain & repair lift stations to meet
operational standards and necessary reliability.

436
437 Sanitary Sewer: Customer Response - Respond to customer inquiries and provide assistance for
438 approximately 10,500 sewer customers. Issues, such as sewer backups are investigated and
439 repaired/resolved 24/7.

440
441 Sanitary Sewer: Capital Improvement - Maintain/replace as needed.

442
443 Sanitary Sewer: Organizational Management - Supervise/oversee utility staff, organize training, sewer
444 purchases, manage budget, departmental planning of sewer utility to maintain services.

445
446 Water: Infrastructure Maintenance & Repair – Preventative maintenance & repair of the water utility
447 infrastructure, including 160 miles of watermain and 1,711 fire hydrants. Monitor, maintain & repair
448 pump station and water tower.

449
450 Water: System Monitoring & Regulation - Monitor the water infrastructure and operations for continuous
451 supply, and respond as necessary to ensure continuous service. Test sample as required by regulatory
452 agencies.

453
454 Water: Customer Response - Respond to daily customer calls and inquiries, investigate and repair, and
455 educate the customer.

456
457 Water: Metering - Reading of approximately of 3,000 water meters per month, plus re-reads and transfer
458 reads. Repair, replace, and inspect water meters as necessary. Maintain all City meters and curb stops
459 (approximately 10,300 each).

460
461 Water: Capital Improvement - Rehabilitate or replace water utility infrastructure as needed.



Water: Organizational Management - Supervise/oversee water utility staff, organize training, water purchases, budgetary control, planning, leading, and organizing.

Stormwater: Infrastructure Maintenance & Repair - Preventative maintenance and repair of 135 miles storm sewer mainline. Maintain, inspect and repair 3,500 catch basins and storm water lift stations.

Stormwater: Street Sweeping - Bi-Annual sweeping of city streets and as needed sweeping of streets to keep neighborhoods clean and livable and to protect our ponds, lakes, and wetlands.

Stormwater: Leaf Collection - Annual leaf collection program to remove leaves, clean streets to help keep leaves out of storm sewers and ponds. Maintain the compost site to minimize odors and efficiently compost material, deliver compost and wood chips.

Stormwater: Organizational Management - Supervise/oversee storm utility staff, training, storm purchases; manage budget, departmental planning of storm utility to maintain services.

Parks & Recreation

Admin: Personnel Management – Personnel Management includes direct staffing costs to process and track bi-weekly payroll for 25 FTE employees and over 300 part-time seasonal staff. Personnel Management is responsible for the training and development of 25 FTE employees. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility, supervising to assure quality experiences and services and policy and procedure adherence and evaluating to manage professional and community expectations.

Admin: Financial Management – preparing, executing and monitoring all aspects of the department budgets including revenues and expenses whereby more than 50% is generated through non-tax dollar revenue. Include: planning and coordinating outside funding, administer financial matters on a continual bases. Financial Management involves intensive monitoring of 68 program budgets, 11 facility budgets and 8 event budgets. Financial Management includes the costs to supervise both expense and revenue budgets, to develop annual budgets and to report budget outcomes. Financial Management also includes staffing costs to process, track and report daily cash receipts and credit transactions.

Admin: Planning & Development – Includes: reporting for information and decision making, research, policy development and execution, short term and long term planning, best practice/accreditation maintenance, and special and routine projects and committees. Develop goals and activities, conduct program research and development, legal and legislative work, analyze and plan for program and facility needs, prepare for capital improvements, etc. Planning and Development expenses are connected to department wide and community based policy relations, research and reporting and project management. Often times these projects are at the request of Council, Commission or Administration or involve improved department operations.

Admin: Community Services – includes department customer service, make presentations to local groups, participate with and support more than 20 affiliated groups, resident communications of offerings, special event support and guidance, incorporating technology into operations including website updates and timely e-mail responses. Community Services covers a range of community wide benefits from staff involvement with community organizations and agencies to providing excellent customer service, to offering a wide range of community events to producing communication materials that promote recreational opportunities and facilities and educate and inform the community to serving the community using current technology based tools for registration and communication.

Admin: Citywide Support – Includes projects, tasks, time spent not directly related to parks and recreation, i.e. department head meetings, city council meetings, community presentations, commission support, attending meetings and serving on city committees, coordinating with other city departments, etc. City-Wide Support includes personnel costs for staff involved in inter-department meetings and projects and community programs and events that involve multi city operations.

Skating Center: OVAL – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The OVAL portion reflects the cost of building maintenance, ice and equipment maintenance, personnel management and building and grounds maintenance. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the OVAL for the winter ice season and summer skate park.

Skating Center: Arena – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Indoor Arena portion reflects the cost of building maintenance, ice and equipment maintenance and personnel management. Also included in this budget are the costs of personnel, financial management, programs, event and overall facility management of the year round operation of the Arena.

Skating Center: Banquet Area – The Skating Center services over 300,000 users annually and has the following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Banquet Area portion reflects the cost of personnel management, program/event management and financial management. The amount reflected in the Banquet portion includes the cost of equipment and building maintenance for the estimated 50,000 users of the banquet facility at the Skating Center. Also included in this budget are the costs of personnel, equipment and supplies and overall facility management to host weddings, class reunions and hundreds of community group meetings and events.

Skating Center: Department wide Support – The amount in this portion of the Skating Center budget reflects the time spent by Skating Center staff working in other areas of the Parks and Recreation Department, i.e. parks and grounds, golf course, recreation, etc.

Programs: Program Management - Recreation Program Management involves all direct costs necessary to provide Roseville with 1850 recreation programs, events and opportunities annually. Program Management services all sectors of the community from the very young to older adults; provides opportunities in the arts, athletics, enrichment, wellness and leisure; and involves individuals, families and groups. Recreation Program Management includes all development, implementation and evaluation responsibilities including planning, communications and promotions, supervision and post program evaluations and reporting.

Programs: Personnel Management - Personnel Management is responsible for the training and development of part-time seasonal staff. Over 300 part-time seasonal employees deliver front line recreation services as activity leaders, customer service representatives and facility managers. Personnel Management includes promoting employment opportunities, recruiting qualified candidates, processing needed personnel paperwork, training to insure high level of delivery and responsibility and supervising to assure quality experiences and recreation services.

Programs: Facility Management - Includes the costs to facilitate current community programming at the following facilities: Brimhall and Central Park Community Gymnasiums, Gymnastic Center, Fairview Community Center, Harriet Alexander Nature Center, ballfields, picnic shelters and the Muriel Sahlin Arboretum. Facility Management provides oversight and direct management for eleven community resources. Facility Management includes direct costs for: scheduling usage, part-time seasonal staffing to supervise facility use, provides needed resources to maintain clean, safe and desirable community facilities.

Programs: Volunteer Management - The cost to recruit, train, supervise, communicate and recognize the current level of volunteers. Volunteer Management is responsible for recruitment, training and development of parks and recreation volunteer team. Over 3,000 volunteer experiences annually account for 30,000 hours of community service as sport coaches, park maintenance, facility support, event support, activity leaders, advisors and advocates. Volunteer Management encompasses all aspects of the volunteer experience from promotion and communication to recruitment and training to supervision and support to recognition and appreciation.

Programs: Organizational Management - Includes a compilation of program liability insurance and credit card/on-line fees, direct costs for providing credit card use, online services and insurance coverage for recreation programs, facilities, events and services.

Maintenance: Grounds Maintenance - Grounds maintenance activities include all maintenance and management of activities performed on all City parkland areas, i.e. mowing/trimming, landscape repair/maintenance and construction, pathways maintenance, etc.. This does not include athletic field areas, Muriel Sahlin Arboretum, Harriet Alexander Nature Center, Cedarholm GC and the Roseville Skating Center.

Maintenance: Facility Maintenance - Facility and Equipment Maintenance includes all maintenance and management of activities performed on all City park facilities, i.e. play equipment, athletic fields, hard surface courts, Muriel Sahlin Arboretum, HANC, park shelters, park ice rinks, wading pool, etc. This does not include the Roseville Skating Center and Cedarholm Golf Course.

Maintenance: Natural Resources Maintenance - Natural Resources activities include implementation and management of the City Diseased and Hazard Tree program and all natural resource implementation and management activities.

Maintenance: Department wide support Maintenance - Department-wide support is maintenance for recreation and includes all direct activities and management of those activities to support 1850 Roseville Parks and Recreation Programs and activities and numerous affiliated group efforts.

Maintenance: City wide Support - City-Wide Support includes all activities and management for city-wide events the Parks and Recreation Department Planning and Maintenance Division supports such as National Night Out, Election Support, Roseville Home and Garden Fair, etc. This also includes support for various City committees such as The Development Review Committee, Safety Committee, etc.

Community Development

Planning: Current – Receive and review all land use applications (Plats, conditional uses, variances, etc), and guides the application through the approval process.

Planning: Long Range – Conducts studies and projects as required by state law (Comprehensive Plan and Zoning code updates) as well as special studies and projects as needed (i.e. lot split study, rental licensing study).

Zoning Code Enforcement – Investigation of violations of the City zoning code regarding land use, setbacks, sign codes and enforcing the correction of said violations.

Organizational Management – Oversee the implementation of all department functions

Economic Development – Works on the creation and the administration of TIF Districts. Conduct business retention and recruitment activities. Apply for economic development grant and loan funds to be used for projects.

Building Codes / Permits – Review plans for all residential and commercial improvements in City, issue the required permits and conduct inspections of improvements to ensure compliance with state and local codes.

Nuisance Code Enforcement – Investigation of all nuisance complaints (junk, property maintenance, tall grass) and enforcing the correction of said violations. Also conduct the Neighborhood Enhancement Program.

GIS – Create and maintain electronic property data base for City staff and public use. Create mailing list for public hearing notices. Maintain online mapping system and city website. Serve as Department Coordinator for electronic archiving of files.

City of Roseville
Budget Expenditure Summary

	2007 <u>Actual</u>	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>DH Budget</u>	2011 <u>CM Budget</u>	\$ Increase (Decrease)	% Increase (Decrease)
City Council	164,350	170,028	176,030	179,560	186,490	183,790	4,230	2.36%
Human Rights Commission	1,453	3,242	3,179	2,000	2,250	2,250	250	12.50%
Ethics Commission	316	15	227	500	300	2,500	2,000	0.00%
Code Enforcement	-	-	-	-	-	165,000	165,000	0.00%
	-	-	-	-	-	-	-	0.00%
City Council & Commissions	166,119	173,285	179,436	182,060	189,040	353,540	171,480	94.19%
Administration	406,303	456,534	475,314	464,240	499,575	480,755	16,515	3.56%
Elections	21,486	76,556	26,806	80,655	80,655	80,655	-	0.00%
Legal	267,515	284,262	295,912	285,000	300,000	293,425	8,425	2.96%
Roseville Area Senior Program	-	-	-	-	-	-	-	0.00%
Finance Department	485,906	540,635	538,206	563,030	610,190	600,670	37,640	6.69%
Central Services	61,391	77,066	56,920	74,267	73,500	73,500	(767)	-1.03%
General Insurance	62,000	80,000	80,000	77,643	84,000	84,000	6,357	8.19%
Contingency	32,129	46,939	-	-	-	-	-	#DIV/0!
Administration & Finance	1,336,729	1,561,991	1,473,157	1,544,835	1,647,920	1,613,005	68,170	4.41%
Subtotal General Government	1,502,848	1,735,275	1,652,593	1,726,895	1,836,960	1,966,545	239,650	13.88%
Police Administration	357,569	380,681	363,598	453,300	955,135	934,585	481,285	106.17%
Police Patrol Operations	3,788,283	4,183,283	4,321,089	4,454,020	4,638,805	4,324,705	(129,315)	-2.90%
Police Investigations	739,070	796,783	832,857	902,525	891,560	889,020	(13,505)	-1.50%
Community Services	71,796	111,859	104,910	61,095	65,955	65,955	4,860	7.95%
Emergency Management	22,657	28,446	2,927	19,785	25,185	10,185	(9,600)	-48.52%
Lake Patrol	1,659	1,659	1,659	1,900	1,900	1,900	-	0.00%
Youth Service Bureau	-	-	-	-	-	-	-	0.00%
Police Operations	4,981,033	5,502,710	5,627,041	5,892,625	6,578,540	6,226,350	333,725	5.66%
Fire Administration	335,792	342,893	325,752	293,390	327,070	205,855	(87,535)	-29.84%
Fire Prevention	167,438	175,106	178,444	189,635	194,135	191,235	1,600	0.84%
Fire Fighting	1,323,344	1,144,165	907,626	1,099,625	1,270,215	1,188,730	89,105	8.10%
Fire Training	57,623	43,616	28,219	40,150	100,355	100,355	60,205	149.95%
Fire Operations	1,884,197	1,705,780	1,440,041	1,622,800	1,891,775	1,686,175	63,375	3.91%
Fire Relief Association	250,900	301,000	209,228	433,000	355,000	355,000	(78,000)	-18.01%
Fire Relief Contribution	250,900	301,000	209,228	433,000	355,000	355,000	(78,000)	-18.01%
Subtotal Public Safety	7,116,131	7,509,491	7,276,309	7,948,425	8,825,315	8,267,525	319,100	4.01%

City of Roseville
Budget Expenditure Summary

	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Budget</u>	<u>2011</u> <u>DH Budget</u>	<u>2011</u> <u>CM Budget</u>	<u>\$</u> <u>Increase</u> <u>(Decrease)</u>	<u>%</u> <u>Increase</u> <u>(Decrease)</u>
Public Works Administration	649,950	687,128	696,682	688,600	913,576	902,469	213,869	31.06%
Street Department	1,002,476	1,158,695	860,021	1,190,160	1,446,300	1,388,410	198,250	16.66%
Street Lighting	187,144	172,584	191,515	200,000	64,000	64,000	(136,000)	-68.00%
Building Maintenance	358,040	352,584	293,797	383,400	495,882	476,003	92,603	24.15%
Central Garage	146,862	130,260	206,805	157,425	193,968	191,043	33,618	21.35%
Public Works	2,344,472	2,501,252	2,248,820	2,619,585	3,113,726	3,021,925	402,340	15.36%
* TOTAL GENERAL FUND	10,963,451	11,746,017	11,177,722	12,294,905	13,776,001	13,255,995	961,090	7.82%

City of Roseville
Budget Expenditure Summary

	2007 <u>Actual</u>	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>DH Budget</u>	2011 <u>CM Budget</u>	\$ Increase (Decrease)	% Increase (Decrease)
Parks & Recreation Administration	667,872	711,379	-	749,995	549,166	540,651	(209,344)	-27.91%
Recreation Fee Activities	575,436	608,367	-	574,040	1,266,725	1,241,276	667,236	116.24%
Recreation Non-fee Activities	73,806	71,042	-	63,645	-	-	(63,645)	-100.00%
Recreation Nature Center	107,865	113,044	-	122,890	-	-	(122,890)	-100.00%
Recreation Activity Center	87,516	97,612	-	110,000	-	-	(110,000)	-100.00%
Skating Center	1,023,682	1,007,180	-	1,074,125	1,143,069	1,079,342	5,217	0.49%
* Parks & Recreation Fund	2,536,177	2,608,625	-	2,694,695	2,958,960	2,861,269	166,574	6.18%
Economic Development	137,482	157,032	-	214,825	113,851	112,613	(102,212)	-47.58%
Planning	265,539	361,899	-	266,445	412,560	407,333	140,888	52.88%
GIS	69,940	75,927	-	79,775	71,603	70,561	(9,214)	-11.55%
Code Enforcement	600,367	628,203	-	699,250	679,027	506,817	(192,433)	-27.52%
Transfer Out	-	-	-	-	-	-	-	0.00%
Community Development Fund	1,073,328	1,223,061	-	1,260,295	1,277,041	1,097,324	(162,971)	-12.93%
Information Technology	760,286	763,533	-	1,000,700	1,163,590	1,163,590	162,890	16.28%
Communications	297,205	288,887	-	327,650	345,480	345,480	17,830	5.44%
License Center	1,111,938	1,039,799	-	1,085,375	1,144,725	1,144,725	59,350	5.47%
Charitable Gambling	63,026	68,291	-	73,300	50,660	50,660	(22,640)	-30.89%
Charitable Gambling Donations	110,000	76,000	-	80,000	80,000	80,000	-	0.00%
* Parks Maintenance	831,731	977,610	-	994,805	1,127,805	964,605	(30,200)	-3.04%
Housing	-	-	-	-	-	-	-	0.00%
Special Purpose Operating Funds	3,174,186	3,214,120	-	3,561,830	3,912,260	3,749,060	187,230	5.26%
* Vehicle Replacement	494,666	615,294	-	-	-	-	-	#DIV/0!
* Equipment Replacement	133,436	157,177	-	50,000	50,000	50,000	-	0.00%
* Building Replacement	600,981	2,386,369	-	25,000	25,000	25,000	-	0.00%
* Park Improvements	47,793	219,823	-	185,000	185,000	185,000	-	0.00%
* EAB	-	-	-	-	100,000	100,000	100,000	#DIV/0!
* Pathway Maintenance	113,625	115,097	-	135,876	-	-	(135,876)	-100.00%
Pathway Construction	4,822	-	-	-	-	-	-	0.00%
* Boulevard Landscaping	23,707	23,747	-	58,233	-	-	(58,233)	-100.00%
Capital Replacement Funds	1,419,030	3,517,507	-	454,109	360,000	360,000	(94,109)	-20.72%

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$ Increase</u>	<u>% Increase</u>
City Council	179,560	186,490	182,790	3,700	3,230	1.8%
		Eliminate TNT Notices		2,700	1,050	Training
		Reduced memberships		1,000	2,180	Financial Audit per contract
				<u>\$ 3,700</u>	<u>\$ 3,230</u>	
Commissions	2,500	2,550	4,750	(2,200)	2,250	90.0%
		Additional for Ethics		(2,200)	2,250	Add'l amount for Ethics
				<u>\$ (2,200)</u>	<u>\$ 2,250</u>	
Administration	464,240	499,575	477,905	21,670	13,665	2.9%
		Reduce COLA from 3% to 1%		11,775	5,000	1% COLA + Step Increases
		Reduce express delivery service		700	3,350	PERA, Insurance increases
		Reduce transportation		200	5,260	Wellness
		Reduce training		2,750	55	Memberships
		Reduce career development training		1,000		
		Reduce citywide training		5,000		
		misc. memberships		245	-	
				<u>\$ 21,670</u>	<u>\$ 13,665</u>	
Elections	80,655	80,655	80,655	-	-	0.0%
				<u>\$ -</u>	<u>\$ -</u>	
Legal	285,000	300,000	293,425	6,575	8,425	3.0%
		Remove non-retainer/misc.		6,575	8,425	Add'l amount per contract
				<u>\$ 6,575</u>	<u>\$ 8,425</u>	

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$\$ Increase</u>	<u>% Increase</u>
Finance	563,030	610,190	600,030	10,160	37,000	6.6%
		Reduce COLA from 3% to 1%		10,160	5,000	1% COLA + Step Increases
				-	14,700	PERA, Insurance increases
				-	15,000	Wage allocation Shift from Lawful Gambling
				-	300	Add'l Supplies & Materials
				-	2,000	Add'l Springbrook Maintenance
				-	-	
				\$ 10,160	\$ 37,000	
Central Services	74,267	73,500	73,500	-	(767)	-1.0%
				-	(767)	Reduced supplies
				\$ -	\$ (767)	
General Insurance	77,643	84,000	84,000	-	6,357	8.2%
				-	6,357	Add'l General Fund portion of insurance
				\$ -	\$ 6,357	
Total General Govt.	1,726,895		1,797,055		\$ 70,160	4.1%

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$ Increase</u>	<u>% Increase</u>
Police Administration	453,300	955,135	934,585	20,550	481,285	106.2%
		Reduce COLA from 3% to 1%		18,800	9,200	1% COLA + Step Increases
		Reduce Capital Items by 50%		1,750	15,000	PERA, Insurance increases
					40,000	Reinstate full funding for Chief position
				<u>\$ 20,550</u>	130,000	Captain Position allocation Shift from Patrol
					120,000	2 Record Tech Position allocation Shift from Invest.
					60,000	Office Asst. Position allocation Shift from Invest.
					80,000	Comm. Relations Coord. Allocation from Invest.
					1,115	Supplies & Materials
					8,000	Add'l RMS Support
					13,285	Add'l Professional Services ('10 set to low)
					2,850	Add'l telephone expenses
					350	Add'l Memberships & Subscriptions
					1,750	Capital Items
					<u>\$ 481,550</u>	
Police Patrol	4,454,020	4,582,805	4,317,305	265,500	(136,715)	-3.1%
* DH Request reduced by		Reduce COLA from 3% to 1%		55,000	50,000	1% COLA + Step Increases
\$56K for reduced avg		Leave 49th Patrol Position vacant		85,000	28,000	PERA, Insurance increases
patrol officer salary used		Remove '2011 add'l training		18,000	(130,000)	Captain Position allocation Shift to Admin
on PBB worksheets		Remove Smart Cards		1,000	(90,000)	Narcotics Officer allocation to Investigations
		Reduce squad surveillance cameras		55,000	(90,000)	School Liaison Officer allocation to Investigations
		Reduce remaining Capital Items by 50%		51,500	2,980	Supplies & Materials
				<u>\$ 265,500</u>	38,000	Dispatching
					715	Explorer Program
					1,200	Telephone
					51,500	Capital Items
					<u>\$ (137,605)</u>	

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$ Increase</u>	<u>% Increase</u>
Police Investigations	902,525	891,560	862,075	29,485	(40,450)	-4.5%
		Reduce COLA from 3% to 1%		23,000	13,000	1% COLA + Step Increases
		Add missed overtime		8,760	35,000	PERA, Insurance increases
		Remove Smart Cards		(2,275)	(130,000)	2 Record Tech Position allocation Shift to Admin
				<u>\$ 29,485</u>	(60,000)	Office Asst. Position allocation Shift to Admin
					(83,000)	Comm. Relations Coord. Allocation to Admin
					90,000	Narcotics Officer allocation to Investigations
					90,000	School Liaison Officer allocation to Investigations
					6,000	Add'l telephone costs
					(1,500)	Reduced Clothing, vehicle supplies
					<u>\$ (40,500)</u>	
Police Comm. Services	61,095	65,955	65,955	-	4,860	8.0%
					2,860	Add'l CSO wages and benefits
				<u>\$ -</u>	2,000	Brighton Vet Clinic
					<u>\$ 4,860</u>	
Police Emergency Mgmt.	19,785	25,185	10,185	15,000	(9,600)	-48.5%
		Remove Emergency Mgmt. exercise		15,000	9,600	Reduced siren contract maintenance
				<u>\$ 15,000</u>	<u>\$ 9,600</u>	
Total Police	\$ 5,890,725		\$ 6,190,105		\$ 299,380	5.08%

	10	11	
Admin	260,365	634,500	
Patrol	2,880,905	2,861,000	
Invest	622,760	632,260	
Total	3,764,030	4,127,760	363,730
		(150,000)	Less add'l for avg salary
		3,977,760	213,730
			5.68%

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$ Increase</u>	<u>% Increase</u>
Fire Admin	293,390	327,070	203,645	123,425	(89,745)	-30.6%
Reduce COLA from 3% to 1%				5,125	3,000	1% COLA + Step Increases
Eliminate Asst. Fire Chief				120,000	10,150	PERA, Insurance increases
Eliminate auto allowance for Chief				3,300	(120,000)	Eliminate Asst. Fire Chief
Add add'l amount for medical direction contract (Allina ?)				(5,000)	15,000	Staffing reorganization
				-	5,000	Add add'l amount for medical direction contract (Allina ?)
				-	(3,300)	Eliminate auto allowance
				<u>\$ 123,425</u>	<u>\$ (90,150)</u>	
Fire Prevention	189,635	194,135	192,135	2,000	2,500	1.3%
Reduce COLA from 3% to 1%				2,000	1,000	1% COLA + Step Increases
				-	2,900	PERA, Insurance increases
				-	(1,400)	Reduced conferences & memberships
				<u>\$ 2,000</u>	<u>\$ 2,500</u>	
Fire Operations	1,099,625	1,270,215	1,242,715	27,500	143,090	13.0%
Reduce COLA from 3% to 1%				22,000	11,000	1% COLA + Step Increases
Reduced FT hours 53-40 (2 FTE) - Net				12,000	23,000	PERA, Insurance increases
Add add'l wages for SWAT team				(6,500)	25,000	Add'l pt wages
				-	6,500	Add'l supplies & materials
				-	(4,000)	reduced utilities
				-	70,000	add'l depreciation
				-	6,500	Add add'l wages for SWAT team
				<u>\$ 27,500</u>	<u>\$ 138,000</u>	
Fire Training	40,150	100,355	100,355	-	60,205	150.0%
				-	30,000	On-site training wages
				-	3,000	Prof services
				-	5,000	Contract maintenance
				-	18,210	Off-site training prof services?
				<u>\$ -</u>	<u>\$ 56,210</u>	

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$\$ Increase</u>	<u>% Increase</u>
PW Admin	688,600	913,573	900,573	13,000	211,973	30.8%
				Reduce COLA from 3% to 1%	13,000	6,000 3% COLA + Step Increases
				-	26,000	PERA, Insurance increases
				-	(20,000)	Less amount 2010 budget too high
				-	200,000	Street lighting costs transferred from St. Lt. Budget
				-	-	
				<u>\$ 13,000</u>	<u>\$ 212,000</u>	
Streets	1,190,160	1,446,300	1,387,300	59,000	197,140	16.6%
				Reduce COLA from 3% to 1%	9,000	1% COLA + Step Increases
				Remove 2011 additional depreciation	50,000	PERA, Insurance increases
				-	(40,000)	Wages transferred to other Divisions
				-	5,000	Add'l temp wages
				-	15,000	Add'l street supplies
				-	3,000	Add'l contract maintenance
				-	192,000	Transfer Pathway/parking Lot costs from other Fund
				<u>\$ 59,000</u>	<u>\$ 195,000</u>	
Street Lighting	200,000	264,000	64,000	200,000	(136,000)	-68.0%
				Transfer to PW Budget	200,000	(200,000) Transfer to PW Admin
				-	64,000	Capital replacement costs
				<u>\$ 200,000</u>	<u>\$ (136,000)</u>	

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$ Increase</u>	<u>% Increase</u>
Building Maintenance	383,400	495,882	477,382	18,500	93,982	24.5%
		Reduce capital costs by 50%		18,500	75,000	Wages transferred from other divisions
				-	18,500	Capital replacement costs @ 50%
				<u>\$ 18,500</u>	<u>\$ 93,500</u>	
Central Garage	157,425	193,968	191,668	2,300	34,243	21.8%
		Reduce COLA from 3% to 1%		2,300	1,000	1% COLA + Step Increases
				-	4,250	PERA, Insurance increases
				-	25,000	Wages transferred to other Divisions
				-	500	Add'l telephone costs
				-	3,500	New minor equipment
				<u>\$ 2,300</u>	<u>\$ 34,250</u>	
Total Public Works	\$ 2,619,585		\$ 3,020,923		\$ 401,338	15.32%

City of Roseville
Budget Reconciliation

<u>Division / Program</u>	<u>2010 Adopted Budget</u>	<u>2011 DH Request</u>	<u>2011 CM Recommend</u>	<u>Amount Reduced</u>	<u>\$ Increase</u>	<u>% Increase</u>
Park & Rec Admin	749,995	549,166				
Recreation Fee programs	574,040	1,266,725				
Recreation Non-Fee	63,645	-				
Nature Center	122,890	-				
Activity Center	110,000	-				
Skating Center	1,074,125	1,143,069				
	<u>2,694,695</u>	<u>2,958,960</u>	<u>2,855,410</u>	<u>103,550</u>	<u>160,715</u>	<u>6.0%</u>
Reduce COLA from 3% to 1%				24,000	12,000	1% COLA + Step Increases
Remove funding for MRPA Conference				2,800	26,000	PERA, Insurance increases
Remove funding for Skating Center clothing				250	43,000	Wages transferred from Park Maint.
Reduce advertising at Skating Center				14,000	1,100	Add'l supplies, telephone
Reduce supplies, utilities at Nature Center				4,500	1,200	Software updates
Reduce funding for non-fee programs				15,000	20,000	Fee program increases
Reduce capital items at Skating Center by 50%				43,000	15,000	Non-fee program increases
				-	43,000	New capital at Skating Center
				<u>\$ 103,550</u>	<u>\$ 161,300</u>	
Park & Rec Maintenance	994,805	1,127,805	971,805	156,000	(23,000)	-2.3%
Reduce COLA from 3% to 1%				9,000	5,000	1% COLA + Step Increases
Eliminate 2 FTE requests				120,000	13,000	PERA, Insurance increases
Reduce funding for contract maintenance				5,000	(43,000)	Wages transferred to Rec. Fund
Remove funding for Main Trac				22,000	1,000	Add'l insurance
				-	-	
				<u>\$ 156,000</u>	<u>\$ (24,000)</u>	
Code Enforcement	-	-	165,000	(165,000)	165,000	#DIV/0!
Transfer costs from CD Fund				(165,000)	165,000	Transfer costs from CD Fund
				<u>\$ (165,000)</u>	<u>\$ 165,000</u>	
Total reduced				910,715		

2010 Minnesota Statutes

412.701 BUDGETING.

The manager shall prepare the estimates for the annual budget. The budget shall be by funds and shall include all the funds of the city, except the funds made up of proceeds of bond issues, utility funds, and special assessment funds, and may include any of such funds at the discretion of the council. The estimates of expenditures for each fund budgeted shall be arranged for each department or division of the city under the following heads: (1) ordinary expenses (for operation, maintenance, and repairs); (2) payment of principal and interest on bonds and other fixed charges; (3) capital outlays (for new construction, new equipment, and all improvements of a lasting character). Ordinary expenses shall be subdivided into: (a) salaries and wages, with a list of all salaried offices and positions, including the salary allowance and the number of persons holding each; (b) other expenses, with sufficient detail to be readily understood. All increases and decreases shall be clearly shown. In parallel columns shall be added the amounts granted and the amounts expended under similar heads for the past two completed fiscal years and the current fiscal year, actual to date and estimated for the balance of the year. In addition to the estimates of expenditures, the budget shall include for each budgeted fund a statement of the revenues which have accrued for the past two completed fiscal years with the amount collected and the uncollected balances together with the same information, based in so far as necessary on estimates, for the current fiscal year, and an estimate of the revenues for the ensuing fiscal year. The statement of revenues for each year shall specify the following items: sums derived from (a) taxation, (b) fees, (c) fines, (d) interest, (e) miscellaneous, not included in the foregoing, (f) sales and rentals, (g) earnings of public utilities and other public service enterprises, (h) special assessments, and (i) sales of bonds and other obligations. Such estimates shall be printed or typewritten and there shall be sufficient copies for each member of the council, for the manager, for the clerk, and three, at least, to be posted in public places in the city. The estimates shall be submitted to the council and shall be made public. The manager may submit with the estimates such explanatory statement or statements as the manager may deem necessary, and during the first three years of operation under Optional Plan B the manager shall be authorized to interpret the requirements of this section as requiring only such comparisons of the city's finances with those of the previous government of the city as may be feasible and pertinent.

History: 1949 c 119 s 86; 1973 c 123 art 2 s 1 *subd* 2; 1986 c 444; 1990 c 426 art 1 s 45

2010 Minnesota Statutes

412.711 CONSIDERATION OF BUDGET; TAX LEVY.

The budget shall be the principal item of business at a regular monthly meeting of the council and the council shall hold adjourned meetings from time to time until all the estimates have been considered. The meetings shall be so conducted as to give interested citizens a reasonable opportunity to be heard. The budget estimates shall be read in full and the manager shall explain the various items thereof as fully as may be deemed necessary by the council. The annual budget finally agreed upon shall set forth in detail the complete financial plan of the city for the ensuing fiscal year for the funds budgeted and shall be signed by the majority of the council when adopted. It shall indicate the sums to be raised and from what sources and the sums to be spent and for what purposes according to the plan indicated in section 412.701. The total sum appropriated shall be less than the total estimated revenue by a safe margin. The council shall adopt the budget by a resolution which shall set forth the total for each budgeted fund and each department with such segregation as to objects and purposes of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund. The tax levy resolution shall be certified to the county auditor in accordance with law. At the beginning of the fiscal year, the sums fixed in the budget resolution shall be and become appropriated for the several purposes named in the budget resolution and no other.

History: 1949 c 119 s 87; 1953 c 735 s 8; 1973 c 123 art 2 s 1 *subd* 2; 1990 c 426 art 1 s 46



2011 City Council Meeting Schedule

The Roseville City Council will meet at 6:00 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

January

3 *Org Meeting*
10
24

February

14
28

March

14
21
28

April

11
18
25

May

9
16
23

June

13
20

July

11
18
25

August

8
15
22

September

12
19
26

October

10
17
24

November

14
21
28

December

5
12

Note: Rosefest Parade Monday, 6/27