CITY OF ROSEVILLE, MINNESOTA 2022 Adopted Annual Budget



PREPARED BY THE FINANCE DEPARTMENT



On the Cover: Oasis at Twin Lakes

Developer: Dominium/Launch Properties
Project: Affordable apartments and retail

Total Development Cost: \$130 million (housing only)

Public Financing:

Tax increment financing: \$7.4 million (PAYGO, 17 year term)

Met Council Tax Base Revitalization Account cleanup granL: \$722,500

MN DEED Contamination Cleanup Grant: \$179,514

Ramsey County Environmental Response Funds: \$210,260

The developers are redeveloping the Boater's Outlet site into two apartment projects (277 units of senior affordable and 224 units of family affordable housing) in combination with 56,000 sf of retail uses along County Road C. The City is providing assistance in the form of separate PAYGO tax increment financing notes for each apartment building. The remainder of the project's financing comes from federal 4% low income housing tax credits (LIHTC), bonds, and conventional mortgages.

As of October 21, the Oasis on the west is nearing completion and will start occupancy this winter. The environmental cleanup on the Harbor portion on the east is complete and footings/foundation has begun, with anticipated completion in 2022.

To learn more about the many development projects happening in Roseville, visit https://www.growroseville.com/.

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Letter of Transmittal

December 6, 2021

To the Mayor and City Council,

Enclosed is the 2022 City Budget as prepared by City Staff and in accordance with City Council direction. The 2022 Budget culminates nearly a year's worth of planning, evaluation, and input from the City Council, advisory commissions, citizens, and staff. This process included over a dozen public meetings held for the purposes of soliciting input and to gauge citizen reaction to proposed program and service offerings.

Great effort has been taken to ensure that the City's core services are funded in a manner that preserves the greatest value to the community. In addition, steps have been taken to account for the changing trends and impacts that will affect both next year's and future year's budgets.

For 2022, the primary goal of the budget was to provide residents and businesses with the necessary and desired services in the most effective manner while limiting the financial burden to taxpayers. Secondary goals centered on the allocation of resources to uphold previously-identified community aspirations, and meeting the needs identified in the most recent citizen survey. Those aspirations included the following:

City of Roseville Community Aspirations

- Welcoming, inclusive, and respectful;
- Safe and law-abiding;
- Economically prosperous, with a stable and broad tax base;
- Secure in our diverse and quality housing and neighborhoods;
- Environmentally responsible, with well-maintained natural assets;
- Physically and mentally active and healthy;
- Well-connected through transportation and technology infrastructure; and
- Engaged in our community'
- Engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople.

In addition, specific *citywide* budgetary objectives were established including:

2022 Citywide Budget Objectives

- Investment in Better Community Outcomes
- Investment in Maintaining City Programs and Workforce
- Investment in Infrastructure
- Strategic Use of Financial Reserves
- Use of ARPA Funds to Assist in Community COVID Recovery

For 2022, the City recognized continued strengthening of its tax base with overall market values up 5% during the past year and 28% over the past five years. This includes general market value appreciation across all property types as well as new housing units and commercial/retail development.

The City's overall financial condition is expected to remain strong in 2022 with steady property tax and non-tax revenues and moderate overall spending increases. The City currently holds a triple-A bond rating from both Moody's and S&P and expects to retain this in 2022 and beyond.

Despite the City's strong financial condition, on-going challenges will remain. The largest challenge will be securing additional resources for the City's asset replacement programs. While these programs are well-funded for the short and intermediate terms, the City increased levy support in 2022 and intends to re-purpose expiring debt levies over the next several years to provide greater stability over the long-term.

Finally, the 2022 Budget reflects the adopted budget and financial policies that help guide budgeting and spending decisions. These policies can be found in *Appendix A*. This document summarizes the 2022 Budget for all City programs and services and is presented in three sections.

Section 1 – Executive Summary features a summary of the budget, funding sources, tax levy and tax impact, and a summary of financial trends. The purpose of this section is to provide a broad overview of city operations as a whole.

Section 2 – Program Budgets Includes a summary of each major city program or division including goals and objectives, prior year accomplishments, and budget impact items. The purpose of this section is to provide a quick overview of the core programs and services provided by the City.

Section 3 – Strategic Financial Plans presents information regarding the City's Debt Management Plan, 20-year Capital Improvement Plan (CIP), and a 10-Year Financial Plan which play an integral part in the City's long-term financial planning as well as subsequent year's budgets.

The **appendices** include supporting documentation that is designed to provide the reader with a greater understanding of the role the budget takes in the City's operations, along with some supplemental demographic and statistical information.

We sincerely hope that residents and other interested parties will find this document useful in evaluating the City's programs and services, and overall financial condition. Supplemental information can also be obtained from the City's Finance Department.

We would like to express our thanks to all City Staff for their hard work and cooperation in preparing this budget. We would also like to express our appreciation for the guidance and direction provided by the City Council over the past year. Finally, it is an honor to serve the citizens of Roseville, whose trust and support are essential to fulfilling the commitments embedded in this budget.

Respectfully submitted,

Patrick Trudgeon

Farm / Trugger

City Manager

Michelle Pietrick

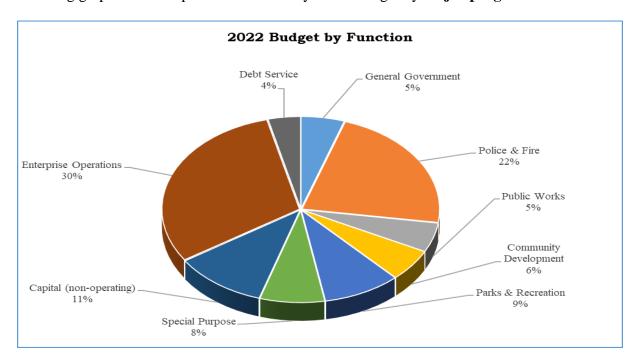
Michelle Betrick

Finance Director

2022 Budget Summary

The 2022 Budget is \$58,650,164, a decrease of \$4,563,307 or 7.2%. The combined budget for the *tax-supported funds* is \$38,360,811, an increase of \$535,641 or 1.4%.

The following graph and table provides a summary of the budget by **major program or function**.



| | | | \$ Increase | % Increase |
|-------------------------|------------------|------------------|---------------|------------|
| Program or Function | <u>2021</u> | <u>2022</u> | (Decrease) | (Decrease) |
| General Government | \$ 2,597,700 | \$ 2,990,322 | \$ 392,622 | 15.1% |
| Community Development | 2,653,175 | 3,292,940 | 639,765 | 24.1% |
| Parks & Recreation | 5,208,430 | 5,335,628 | 127,198 | 2.4% |
| Police & Fire | 12,509,635 | 13,041,144 | 531,509 | 4.2% |
| Public Works | 2,929,250 | 3,018,285 | 89,035 | 3.0% |
| Special Purpose | 6,900,421 | 4,458,928 | (2,441,493 | -35.4% |
| Capital (non-operating) | 11,139,795 | 6,408,370 | (4,731,425 | -42.5% |
| Enterprise Operations | 17,054,520 | 17,865,212 | 810,692 | 4.8% |
| Debt Service | 2,220,545 | 2,239,335 | 18,790 | 0.8% |
| Total | \$ 63,213,471 | \$ 58,650,164 | \$ (4,563,307 | -7.2% |

General Government includes activities related to City Council and advisory commissions, elections, legal, general administration, finance, and central services. General government expenditures are expected to increase due to investment in diversity initiatives, Community Visioning project and recodification of the City Code.

Police and Fire includes the costs associated with providing police and fire protection. Police and Fire expenditures are expected to increase due to a new embedded County Social Worker position, a new fire cadet program, increased overtime and cost of living increases for personnel.

Public Works includes engineering, street maintenance, street lighting, fleet maintenance, and building maintenance functions. An increase in expenditures is expected due to cost of living increases for personnel and an environmental intern position.

Parks and Recreation includes recreation administration and programs, leisure activities, parks maintenance and the Skating Center operation. An increase in expenditures is expected due to higher costs associated with greater participation in fee-based programs.

Community Development includes planning and economic development, code enforcement, geographic information systems, and Tax Increment Financing paid to developers. Expenditures are expected to increase due to new tax increment districts with developer agreements for reimbursement of infrastructure improvements related to the projects in those districts.

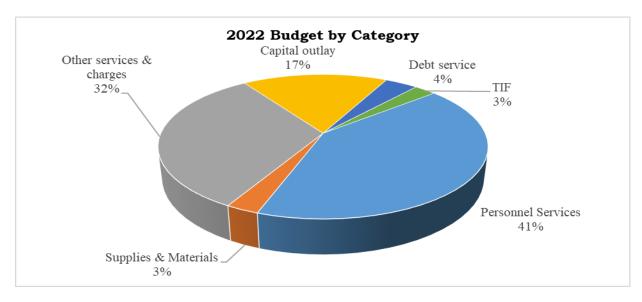
Special Purpose functions include information technology, communications, license center, and lawful gambling enforcement. Overall, these costs are expected to decrease as a result of the IT division becoming a stand-alone joint powers agreement agency known as Metro-INET.

Capital Outlay includes scheduled replacement purchases of vehicles and equipment (non-operating budgets), as well as general infrastructure improvements. A decrease is expected due to the 2021 capital improvements at John Rose Guidant Oval that aren't replicated in the 2022 budget. There are no impacts to the operating budget as these are replacement items in 2022.

Enterprise Operations includes water, sanitary sewer, storm drainage, solid waste recycling, and the municipal golf course. Overall expenditures are expected to increase due to a new recycling contract and cost of living increases for personnel.

Debt Service includes the principal and interest paid on bonds used to finance infrastructure and facility improvement projects. The increase is related to scheduled bond payment increases.

The following graph and table provides a summary of the budget by **major expense category**.



| | | | \$ Increase | % Increase |
|--------------------------|------------------|------------------|----------------|------------|
| Expense Category | <u>2021</u> | <u>2022</u> | (Decrease) | (Decrease) |
| Personnel Services | 26,005,679 | 24,360,141 | \$ (1,645,538) | -6.3% |
| Supplies & Materials | 1,530,675 | 1,616,795 | 86,120 | 5.6% |
| Other services & charges | 18,051,312 | 18,991,968 | 940,656 | 5.2% |
| Capital outlay | 14,529,260 | 9,941,925 | (4,587,335) | -31.6% |
| Debt service | 2,220,545 | 2,239,335 | 18,790 | 0.8% |
| TIF | 876,000 | 1,500,000 | 624,000 | 71.2% |
| Total | \$ 63,213,471 | \$ 58,650,164 | \$ (4,563,307) | -7.2% |

Personnel Services includes the wage, benefit, and insurance costs of employees. For 2022, personnel costs will decrease overall due to IT staff now part of the Metro-INET entity which was created by a Joint Powers Agreement with 40 other municipal entities. There is a 3.0% cost-of-living adjustment budgeted for union and non-union city employees as well as wage step increases for eligible employees.

Supplies and Materials include office supplies, motor fuel and vehicle supplies, clothing and protective gear, street repair materials, and salt/sand purchases.

Other Services and Charges include professional services, contractual maintenance and repair, utilities, memberships, inter-fund charges, and training and conferences. It also includes the costs attributable to the purchase of water from the City of St. Paul and wastewater treatment costs paid to the Met Council.

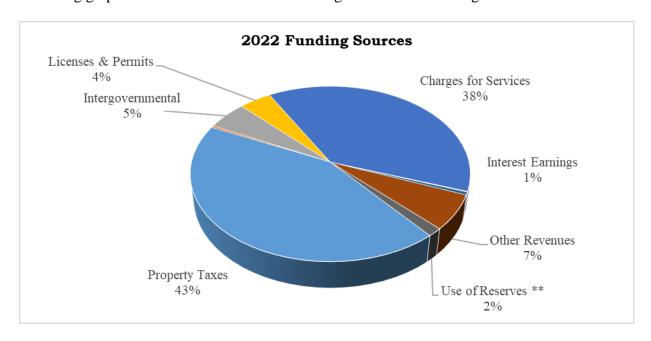
Capital Outlay includes scheduled replacement purchases of vehicles and equipment (non-operating budgets), as well as general infrastructure improvements A decrease is expected due to a 2021 large capital improvement project at the OVAL that is not replicated in 2022. There are no impacts to the operating budget as these are replacements.

Debt Service includes the principal and interest paid on bonds used to finance infrastructure and facility improvement projects.

TIF Pay-as-you-Go refers to tax increment paid to developers as specified in Tax Increment Financing (TIF) agreements between the City and various developers. The increase is related to new TIF districts with new obligations.

Budget Funding Sources

The following graph and table summarizes the funding sources for the Budget.



| | | | \$ | Increase | % Increase | |
|----------------------|------------------|----|-------------|-----------|-------------|------------|
| Funding Source | <u>2021</u> | | <u>2022</u> | <u>(L</u> | Decrease) | (Decrease) |
| Property Taxes | \$ 24,152,660 | \$ | 25,308,114 | \$ | 1,155,454 | 4.8% |
| Special Assessments | 201,967 | | 195,668 | | (6,299) | -3.1% |
| Intergovernmental | 7,459,215 | | 3,080,284 | | (4,378,931) | -58.7% |
| Licenses & Permits | 2,002,710 | | 2,486,150 | | 483,440 | 24.1% |
| Charges for Services | 25,314,006 | | 22,531,392 | | (2,782,614) | -11.0% |
| Court Fines | 92,000 | | 82,000 | | (10,000) | -10.9% |
| Interest Earnings | 318,600 | | 298,000 | | (20,600) | -6.5% |
| Other Revenues | 2,934,354 | | 3,782,671 | | 848,317 | 28.9% |
| Use of Reserves ** | 745,959 | | 885,885 | | 139,926 | 18.8% |
| Tota | \$ 63,221,471 | \$ | 58,650,164 | \$ | (4,571,307) | -7.2% |

^{**} Represents planned spending from capital replacement funds as well as operating funds.

Property Taxes include taxes levied against taxable property. The increase in property taxes is necessary to provide for increased personnel and to offset inflationary-type costs for day-to-day operations.

Special Assessments include assessments levied against benefiting properties for various infrastructure improvements.

Intergovernmental Revenues include MSA state aids (\$1,005,600), and police, fire, and street maintenance aid (\$1,910,000). The decrease is largely attributable to State Bonding for capital improvements to the OVAL speed skating facility which are not replicated in 2022.

Licenses & Permits include business licenses (\$454,000) and building-related permits (\$1,895,700). An increase is expected in 2022 due to increased issuance of permits.

Charges for Services include wireless antenna lease revenues (\$451,000), recreation program fees (\$2,284,000), license center fees (\$2,000,000 user charges for; water (\$7,308,000), sanitary sewer (\$5,770,000), storm drainage (\$2,092,000), solid waste recycling fees (\$836,000), and greens fees for the municipal golf course (\$324,000). The decrease is attributable to the reduction in reimbursements from

other agencies which previously received information technology support from the City of Roseville. A joint powers agreement created a separate entity (Metro-INET) to provide these services in 2022.

Court Fines include fines paid for traffic violations and criminal offenses occurring within the City limits. The decrease reflects the trend of the past three years of decreases in traffic violations.

Interest Earnings include investment earnings on cash reserves. A decrease is expected in 2022 due to lower interest rates on investment holdings within the City's investment portfolio.

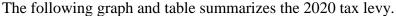
Other Revenues include tax increment (\$1,394,000), lawful gambling taxes (\$108,000), cable franchise fees (\$379,000), and inter-fund transfers.

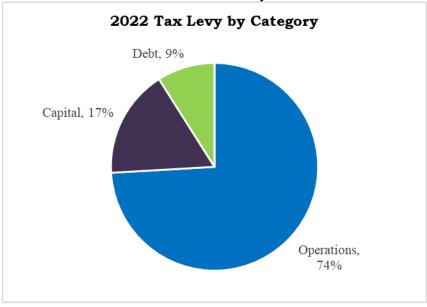
Use of Reserves denotes the amount of reserves that is projected to be used to finance one-time capital replacements and other uses. An increase of planned uses of reserves is expected in 2022 for a Community Visioning Project and for a recodification of the city code.

Tax Levy, Tax Capacity, and Tax Impact

The tax levy for 2022 is \$24,865,544, an increase of \$1,166,554 or 4.92%. The increase in property taxes is necessary to offset higher capital replacement and inflationary-type operational costs, as well as funding investments in equity and community engagement.

For 2022, the median-valued single-family home experienced a 5.82% increase in their assessed market value; rising from \$280,500 to \$296,500. The overall tax capacity valuation increased by 5.0% from 54,375,740 to \$57,109,180. This, along with the change in property tax levy, resulted in a monthly tax decrease of \$5.38 or 5.78%.





| | | | \$ Increase | % Increase |
|--|--------------|--------------|-------------|------------|
| Fund / Program | <u>2021</u> | <u>2022</u> | (Decrease) | (Decrease) |
| General Fund Programs | \$14,270,440 | \$14,963,781 | \$ 693,341 | 4.9% |
| Communications | 50,000 | 106,500 | 56,500 | 113.0% |
| Parks & Recreation - Programs | 1,444,575 | 1,603,968 | 159,393 | 11.0% |
| Parks & Recreation - Maintenance | 1,420,030 | 1,431,960 | 11,930 | 0.8% |
| Pathways & Parking Lots Maintenance | 245,000 | 255,000 | 10,000 | 4.1% |
| Boulevard Landscaping | 60,000 | 60,000 | - | 0.0% |
| General Vehicle & Equipment Replacements | 1,343,000 | 1,503,000 | 160,000 | 11.9% |
| General Facility Replacement | 776,000 | 776,000 | - | 0.0% |
| Park Improvement Program | 785,000 | 785,000 | - | 0.0% |
| Pavement Management Program | 1,070,000 | 1,120,000 | 50,000 | 0.0% |
| Street Lighting Replacement | 21,000 | 21,000 | - | 0.0% |
| Debt Service - Park Renewal Phase II | 1,438,285 | 1,459,395 | 21,110 | 1.5% |
| Debt Service - Refund Fire Station, Park Renew I | 775,660 | 779,940 | 4,280 | 100.0% |
| | \$23,698,990 | \$24,865,544 | \$1,166,554 | 4.9% |

The Citywide tax capacity represents the taxable property value within the City. It is determined by applying the State-wide property tax formula for each parcel, then adding each parcel's tax capacity. The citywide tax capacity is then applied to the proposed levy to determine the local tax rate. The citywide tax rate for 2021 and 2022 (estimated) is 39.838% and 39.854% respectively.

To determine an individual property's tax, the local tax rate is applied to the property's net tax capacity. For example, a \$296,500 home has a tax capacity of 2,965 (295,500 multiplied by 1% which represents the Statewide tax formula for homestead property). This tax capacity figure is then multiplied by the local tax rate.

$$2,965 \times .39854 = $1,182$$

In 2022, a \$296,500 home will pay an estimated \$1,182 in city taxes. A similar calculation for other property valuations is shown in the tables below.

The following table summarizes the estimated tax impact on **residential** homes, based on the 2022 tax levy, estimates provided by Ramsey County, and <u>assuming a 5.7% increase in property valuation</u>.

| Estimated Tax Impact: Resi | dential w Valu | ation Increase | 5.7% | |
|----------------------------|----------------|----------------|-------------|------------|
| | | | \$ Increase | % Increase |
| Value of Home | <u>2021</u> | <u>2022</u> | (Decrease) | (Decrease) |
| 211,400 | 797 | 843 | 46 | 5.77% |
| 237,900 | 896 | 948 | 52 | 5.80% |
| 290,700 | 1,096 | 1,159 | 63 | 5.75% |
| 296,500 | 1,117 | 1,182 | 65 | 5.82% |
| 317,100 | 1,195 | 1,264 | 69 | 5.77% |

^{*} Note: Property valuations are determined by the Ramsey County Assessor's Office

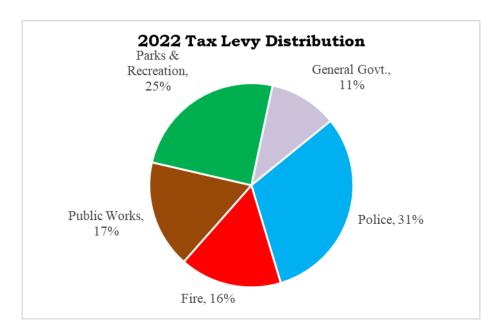
As shown above, a median-valued home of \$280,600 would see an increase of \$65 or 5.82%, holding all other factors constant.

The following table summarizes the estimated tax impact on **commercial** property, based on the 2022 tax levy and budget, estimates provided by Ramsey County, and <u>assuming no increase in property valuation</u>.

| Estimated Tax Impact: Comm | nercial | | | |
|----------------------------|-------------|-------------|-------------|------------|
| | | | \$ Increase | % Increase |
| Value of Property | <u>2021</u> | <u>2022</u> | (Decrease) | (Decrease) |
| 500,000 | 3,685 | 3,686 | 1 | 0.04% |
| 750,000 | 5,677 | 5,679 | 2 | 0.04% |
| 1,000,000 | 7,669 | 7,672 | 3 | 0.04% |
| 2,000,000 | 15,636 | 15,643 | 6 | 0.04% |
| 3,000,000 | 23,604 | 23,613 | 10 | 0.04% |

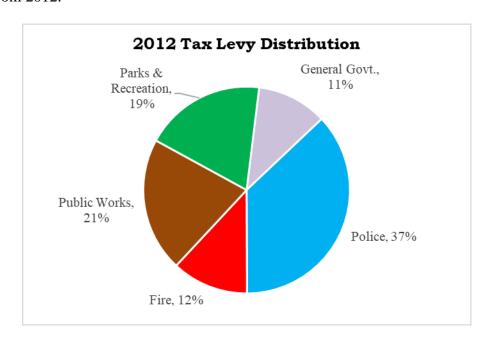
Tax Levy Benchmarks

The following graphs are presented to provide citizens with an understanding of where their property tax dollars are spent, and how current tax burdens compare to certain benchmarks. The majority of local tax monies provide funding for public safety, public works, and parks and recreation services. This can be shown in the following graph which highlights tax spending for these services as compared to other governmental services.

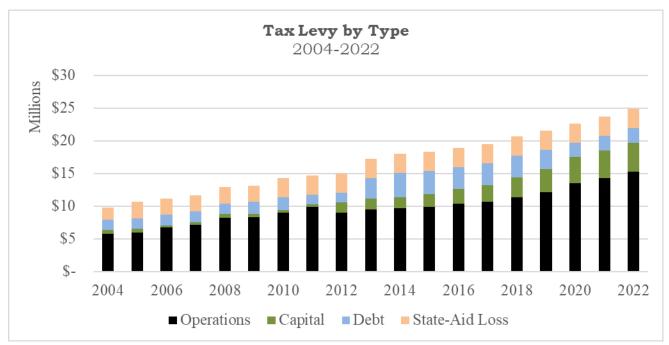


As depicted in the chart, police-related programs and services receive the highest level of tax levy support at 31% followed by Parks & Recreation at 25%. This distribution includes each function's proportionate share of debt service used to finance facilities, vehicles, and equipment.

It should be noted that this distribution represents a snapshot in time and can change from year to year depending on the timing of capital projects and other factors. The following graph depicts the same information from 2012.



We can also depict the year-by-year changes in the overall tax levy to not only gauge taxpayer impact over time, but to also demonstrate what's driving property tax changes. The following chart depicts the tax levy by type since 2004.



As show in this chart, the overall tax levy has risen significantly in the past 18 years. However, the major drivers behind these increases is due to three primary factors: 1) the loss of state-aids and other non-tax revenues, 2) the need for capital reinvestment and 3) the need for more public safety personnel.

Since 2004, the City has lost \$2.2 million *annually* in various state-aids necessitating an increase in the tax levy to maintain programs and services levels. During this same period, the tax levy needed to support capital investment (including debt-financed capital replacements) has risen from \$2.1 million per year to \$6.7 million. The public safety budget increased from \$6 million in 2004 to \$13 million in 2022 with no additional increases in non-tax levy revenues.

Overview of Financial Structure

Like most governmental units, the City of Roseville operates under a financial structure that segregates programs and services within funds or functional units. This segregation is made to ensure that legally restricted funds are used in the manner in which they're prescribed, and to account for programs whose financial activities are tracked separately for management purposes. The table below outlines the financial relationship between the City's primary programs and services.

| Program or Service | Type of Fund | Fund Name |
|-----------------------------------|--------------|------------------------|
| City Council | Governmental | General |
| Fire Relief Association | Governmental | General |
| Administration | Governmental | General |
| Elections | Governmental | General |
| Legal | Governmental | General |
| Finance | Governmental | General |
| Central Services | Governmental | General |
| General Insurance | Governmental | General |
| Police – all divisions | Governmental | General |
| Fire – all divisions | Governmental | General |
| Public Works Administration | Governmental | General |
| Streets & Street Lighting | Governmental | General |
| General Building Maintenance | Governmental | General |
| Central Garage | Governmental | General |
| Recreation Programs | Governmental | Recreation |
| Skating Center | Governmental | Recreation |
| City Planning | Governmental | Community Development |
| Economic Development | Governmental | Community Development |
| Building Permits & Codes | Governmental | Community Development |
| Geographic Information Systems | Governmental | Community Development |
| Communications | Governmental | Communications |
| Information Technology | Governmental | Information Technology |
| License Center | Governmental | License Center |
| Lawful Gambling | Governmental | Lawful Gambling |
| Pathway & Parking Lot Maintenance | Governmental | Pathway Maintenance |
| Park Maintenance | Governmental | Park Maintenance |
| Park Improvements | Governmental | Park Improvement |
| Recycling | Proprietary | Recycling |
| Sanitary Sewer | Proprietary | Sanitary Sewer |
| Water | Proprietary | Water |
| Storm Drainage | Proprietary | Storm Drainage |
| Golf Course | Proprietary | Golf Course |
| | | |

Summary of Financial Trends

Governmental Funds

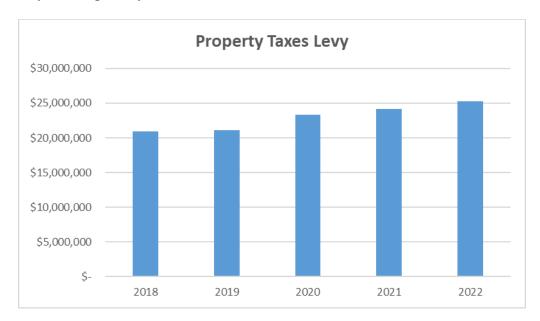
The table below shows a five-year comparison of funding sources, uses, and changes in fund balance for all governmental funds.

| Governmental Funds | | | | | |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Funding Sources | Actual | Actual | Actual | Budget | Budget |
| Property Taxes | \$ 20,888,227 | \$ 21,132,512 | \$ 23,349,962 | \$ 24,152,660 | \$ 25,308,114 |
| Tax Increments | 922,055 | 1,151,987 | 927,912 | 770,000 | 770,000 |
| Special Assessments | 162,250 | 260,835 | 206,878 | 201,967 | 190,668 |
| Intergovernmental | 2,004,144 | 2,018,399 | 6,562,833 | 7,371,715 | 2,992,784 |
| Licenses & Permits | 2,034,589 | 3,281,338 | 2,604,573 | 1,982,710 | 2,486,150 |
| Charges for Services | 6,858,828 | 7,508,093 | 6,858,152 | 8,242,975 | 6,201,233 |
| Fines & Forfeits | 97,415 | 84,801 | 56,929 | 92,000 | 82,000 |
| Interest Earnings | 244,239 | 539,505 | 580,411 | 318,600 | 294,200 |
| Other Revenue | 1,659,143 | 3,019,242 | 1,837,470 | 1,832,485 | 1,528,921 |
| Total Sources | 34,870,890 | 38,996,712 | 42,985,120 | 44,965,112 | 39,854,070 |
| Funding Uses | | | | | |
| General Government | 2,633,548 | 2,663,774 | 2,744,090 | 2,595,700 | 2,990,322 |
| Public Safety | 9,998,268 | 10,208,128 | 11,283,338 | 12,497,335 | 13,041,144 |
| Public Works | 2,828,687 | 2,489,676 | 2,627,788 | 2,929,250 | 3,018,285 |
| Parks & Recreation | 4,621,776 | 4,721,095 | 4,123,357 | 5,208,430 | 5,335,628 |
| Community Development | 1,360,776 | 1,357,951 | 1,702,230 | 1,777,175 | 1,792,940 |
| Special Purpose | 5,905,655 | 5,815,736 | 7,600,375 | 6,755,061 | 4,458,928 |
| Capital Outlay | 6,372,453 | 5,273,458 | 5,238,059 | 11,295,045 | 6,408,370 |
| Debt Service | 3,609,500 | 3,341,073 | 2,580,486 | 2,220,545 | 2,239,335 |
| TIF-Related | 485,642 | 792,802 | 1,702,478 | 876,000 | 1,500,000 |
| Trust/Other Operations | 13,955 | 12,129 | 12,129 | 12,300 | - |
| Total Uses | 37,830,260 | 36,675,822 | 39,614,330 | 46,166,841 | 40,784,952 |
| Other Sources (Uses) | | | | | |
| Transfers in (out) | (518,793) | 810,000 | _ | - | - |
| Refunding bonds issued | _ | - | 5,096,604 | - | - |
| Sale of capital assets | 119,232 | 205,429 | 173,079 | - | - |
| Total Other Sources (Uses) | (399,561) | 1,015,429 | 5,269,683 | - | - |
| Excess of Funding Sources | | | | | |
| Over (Under) Funding Uses | (3,358,931) | 3,336,319 | 8,640,473 | (1,201,729) | (930,882) |
| Fund Balance - Jan 1st | 38,899,486 | 35,540,555 | 38,876,874 | 47,517,347 | 46,315,618 |
| Fund Balance - Dec 31st | \$ 35,540,555 | \$ 38,876,874 | \$ 47,517,347 | \$ 46,315,618 | \$ 45,384,736 |

Discussion Items

From 2018-2022, overall funding sources for the City's governmental fund operations have remained fairly stable with a few exceptions.

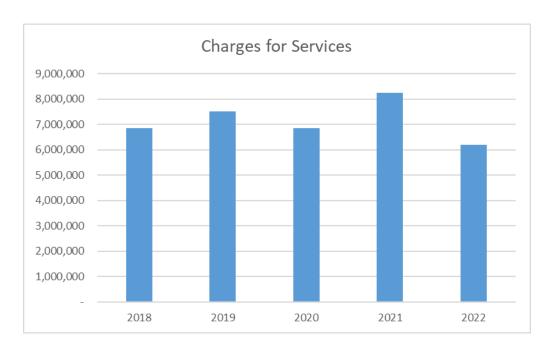
Since 2017, the City has become more reliant on the property tax to fund current operations. This has resulted in large part due to the added costs associated with the City's asset replacement programs and additional public safety staff. The City's reliance on the property tax also resulted from the decline in interest earnings and other non-tax revenue sources during this period. The chart below depicts the property tax levy for the past 5 years.



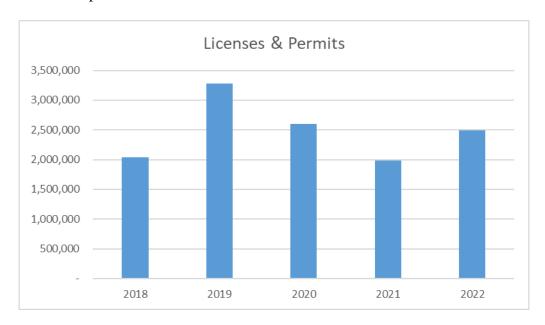
Over the next five years, it is expected that the City's tax levy will need to increase at levels that are somewhat above inflation. This will be necessary to offset expected increases in personnel-related costs and to continue strengthening the City's asset replacement funding mechanisms.

The City has realized a stabilization of its investment earnings excluding fluctuations in year-end market values, albeit at lower levels than a decade ago.

Charges for Services also remain a significant revenue source for the City, accounting for approximately 16% of total Governmental Fund revenues. These revenues include; internal service charges from the General Fund to other general purpose functions and recreation program fees. Prior to 2022, the City had joint powers agreements with 40 other municipalities to provide IT services. Starting in 2022, IT services will be provided by Metro-INET, a joint powers authority that is a separate entity, which is why the City's charges for services decreased in 2022.



Another significant revenue source for the governmental funds is licensing and permit revenues accounting for approximately 6% of total revenues. This area of revenue has been hit hard due to the COVID pandemic. The City anticipates that there will be some recovery in 2022, but not to the levels seen in 2019. This is depicted in the chart below.



From a governmental funds expenditure standpoint, the City continues its emphasis on its core functions of public safety, public works, and parks & recreation. During the last five years, a substantial investment was made in capital assets and technology. It is expected that these core costs will continue to increase in future budget years in order to maintain service levels.

The City's special purpose operations account for a variety of stand-alone functions including the City's License Center and Information Technology (IT) Support areas. In the IT area, prior to 2022, the City provided IT support services for 45 area municipalities and other governmental agencies. In 2021, a separate JPA entity was created (Metro-INET). For 2022, the City of Roseville IT budget reflects only the Roseville share of costs for IT support, hence the large decrease in this area.

The City's debt service payments have begun to decline in recent years as older bonds have now been retired. The City does not have any current plans to issue new tax supported debt.

Overall fund balance levels in the City's governmental funds are expected to decline slightly in the next few years as a result of planned capital replacements. This follows a period of expanding cash reserves as the City systematically set aside funds to finance improvements on a pay-as-you-go basis.

Proprietary Funds

The table below shows a five-year comparison of funding sources, uses, and changes in fund balance for all proprietary funds, which includes Sanitary Sewer, Water, Storm Sewer, Recycling, and the Golf Course.

| Proprietary Funds | | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Funding Sources | Actual | <u>Actual</u> | <u>Actual</u> | Budget | Budget |
| Net Sales of Merchandise | \$ 10,447 | \$ 12,689 | \$ 2,071 | \$ - | \$ - |
| User Charges | 14,680,928 | 15,049,649 | 15,624,726 | 16,033,290 | 16,330,159 |
| Other Revenue | 168,829 | 433,598 | 1,719,829 | 78,500 | 159,550 |
| Total Sources | 14,860,204 | 15,495,936 | 17,346,626 | 16,111,790 | 16,489,709 |
| Funding Uses | | | | | |
| Personal Services | 1,880,162 | 1,928,075 | 1,928,820 | 2,036,720 | 2,066,100 |
| Supplies & Maintenance | 323,552 | 381,888 | 368,008 | 356,740 | 406,590 |
| Other Services & Charges | 8,879,305 | 10,130,680 | 10,530,794 | 10,062,560 | 10,570,522 |
| Depreciation | 1,257,513 | 1,350,973 | 1,474,191 | 1,311,000 | 1,326,000 |
| Total Uses | 12,340,532 | 13,791,616 | 14,301,813 | 13,767,020 | 14,369,212 |
| Other Sources (Uses) | | | | | |
| Interest Earnings | 6,911 | 27,899 | 15,401 | - | 2,000 |
| Sale of Assets | 1,982 | 22,690 | 8,029 | - | - |
| Grants / Other | 174,248 | 540,008 | 229,448 | 87,500 | 87,500 |
| Transfer In (out) | 1,039,793 | (801,508) | - | - | - |
| Total Other Sources (Uses) | 1,222,934 | (210,911) | 252,878 | 87,500 | 89,500 |
| Excess of Funding Sources | | | | | |
| Over (Under) Funding Uses | 3,742,606 | 1,493,409 | 3,297,691 | 2,432,270 | 2,209,997 |
| Net Assets - Jan 1st | 34,788,517 | 38,531,123 | 40,024,532 | 43,322,223 | 45,754,493 |
| Prior Period Adjustment | - | - | - | - | - |
| Net Assets - Dec 31st | \$ 38,531,123 | \$ 40,024,532 | \$ 43,322,223 | \$ 45,754,493 | \$ 47,964,490 |

Discussion Items

Proprietary funds receive most of their funding from user fees. Funding sources for the City's proprietary operations have remained strong and are expected to continue for the next five years. Utility rate increases enacted in prior years will result in significant increases in revenues to stabilize asset replacement programs.

A significant portion of the revenues and expenditures are related to water consumption, which in turn is heavily correlated with weather conditions. This can cause significant fluctuations in water purchases and subsequent wastewater treatment charges. These expenditures are included in the 'Other Services & Charges' category.

Independent of weather impacts and water consumption, the City expects spending in its proprietary operations to increase somewhat higher than inflation in the next few years reflecting a comprehensive plan to upgrade its water distribution and sanitary sewer collection systems. Net assets of the City's proprietary operations are expected to increase steadily over the next few years as the City continues its long-term capital replacement program for the City's water and sewer infrastructure.

General Fund

The table below shows a five-year comparison of funding sources, uses, and changes in fund balance for the General Fund; the City's primary operating fund.

| General Fund | | | | | |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Funding Sources | Actual | Actual | Actual | Budget | Budget |
| Property Taxes | \$ 11,523,078 | \$ 11,862,099 | \$ 13,805,081 | \$ 14,270,440 | \$ 14,913,781 |
| Intergovernmental | 1,208,340 | 1,198,710 | 1,279,443 | 1,743,715 | 1,910,000 |
| Licenses & Permits | 496,416 | 543,865 | 403,456 | 542,000 | 590,450 |
| Charges for Services | 284,886 | 328,053 | 1,231,327 | 1,317,500 | 1,227,150 |
| Fines & Forfeits | 97,415 | 84,801 | 56,929 | 92,000 | 82,000 |
| Interest Earnings | 32,006 | 184,507 | 106,042 | 40,000 | 50,000 |
| Other Revenue | 99,864 | 214,554 | 388,887 | 56,630 | 125,820 |
| Total Sources | 13,742,005 | 14,416,589 | 17,271,165 | 18,062,285 | 18,899,201 |
| Funding Uses | | | | | |
| General Government | 2,633,548 | 2,663,774 | 2,744,090 | 3,010,850 | 3,407,272 |
| Police | 7,710,590 | 7,463,504 | 8,291,830 | 8,811,445 | 9,330,232 |
| Fire | 2,420,065 | 2,505,869 | 2,740,560 | 3,446,890 | 3,664,412 |
| Fire Relief | 229,050 | 238,755 | 250,948 | 239,000 | 46,500 |
| Public Works | 2,477,806 | 2,489,676 | 2,627,788 | 2,787,700 | 2,895,215 |
| Total Uses | 15,471,059 | 15,361,578 | 16,655,216 | 18,295,885 | 19,343,631 |
| Other Sources (Uses) | | | | | |
| Transfer In (Out) | 1,746,332 | 1,634,353 | 1,312,716 | 177,000 | 177,000 |
| Other | - | - | - | - | - |
| Total Other Sources (Uses) | 1,746,332 | 1,634,353 | 1,312,716 | 177,000 | 177,000 |
| Excess of Funding Sources | | | | | |
| Over (Under) Funding Uses | 17,278 | 689,364 | 1,928,665 | (56,600) | (267,430) |
| Fund Balance - Jan 1st | 6,210,833 | 6,228,111 | 6,917,475 | 8,846,140 | 8,789,540 |
| Fund Balance - Dec 31st | \$ 6,228,111 | \$ 6,917,475 | \$ 8,846,140 | \$ 8,789,540 | \$ 8,522,110 |

Discussion Items

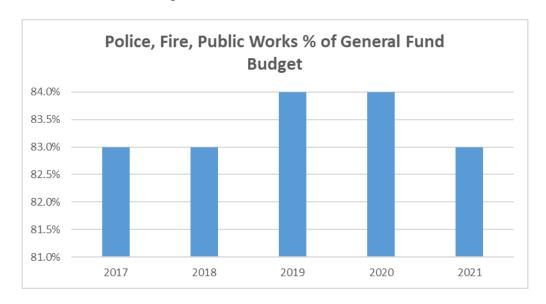
During the period prior to 2018, the City had relied on excess cash reserves to fund operations. A phased reduction in the use of reserves during 2018-2020, resulted in increased property tax revenues to cover the City's core functions. The City's property tax levy increased steadily during this period averaging 5.5% per year. In 2022, the increase is primarily designated for increased investment in capital improvements, investment in diversity, equity and inclusion initiatives and maintaining current personnel costs.

Beyond 2022, it is expected that the General Fund's tax levy will increase slightly above inflationary-type levels. This will be necessary to offset expected personnel-related costs and other inflationary impacts.

License and permits revenue is also expected to remain near current levels for the foreseeable future. The City is not anticipating any significant changes in the issuance of business licenses and permits, nor do we

project that the regulatory costs incurred by the City will change in any significant manner. As such, overall revenues should remain largely unchanged.

During the period of 2018-2020, the City continued to emphasize its core functions of public safety and public works. These core functions have historically accounted for approximately 83% of General Fund spending. Additional staffing in the public safety area in 2019 and 2020 moved this percentage up to 84% of the General Fund. This is depicted in the chart below.



For budgets starting in 2020, the General Fund budget was a balanced budget without use of fund reserves. It is expected that future budgets will remain balanced without using cash reserves for operations. In 2022, \$150,000 of cash reserves were budgeted to cover a community visioning project and a recodification of the city code. These projects are anticipated to only occur every 15-20 years.

Parks & Recreation Fund

The table below shows a five-year comparison of funding sources, uses, and changes in fund balance for the Parks & Recreation Fund.

| Recreation Fund | | | | | |
|----------------------------|--------------|---------------|---------------|--------------|--------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Funding Sources | Actual | <u>Actual</u> | <u>Actual</u> | Budget | Budget |
| Property Taxes | \$ 2,588,457 | \$ 2,602,025 | \$ 2,833,809 | \$ 2,864,605 | \$ 3,035,928 |
| Charges for Services | 2,080,299 | 2,065,995 | 999,058 | 2,292,075 | 2,284,700 |
| Rentals | 72,330 | 83,707 | 19,383 | - | _ |
| Donations | 51,309 | 68,546 | 23,093 | - | _ |
| Interest Earnings | 3,850 | 66,679 | 16,266 | 15,000 | 15,000 |
| Other Revenue | 51,773 | 56,973 | 20,405 | - | _ |
| Total Sources | 4,848,018 | 4,943,925 | 3,912,014 | 5,171,680 | 5,335,628 |
| Funding Uses | | | | | |
| Personnel | 3,027,899 | 3,046,757 | 2,911,019 | 3,390,115 | 3,463,593 |
| Supplies & Materials | 288,728 | 321,185 | 211,508 | 331,960 | 333,380 |
| Other Services & Charges | 1,305,149 | 1,353,153 | 1,000,830 | 1,486,355 | 1,538,655 |
| Capital Outlay | - | - | - | - | _ |
| Total Uses | 4,621,776 | 4,721,095 | 4,123,357 | 5,208,430 | 5,335,628 |
| Other Sources (Uses) | | | | | |
| Transfer In (Out) | (636,827) | (169,985) | 235,798 | - | _ |
| Other | - | - | - | - | _ |
| Total Other Sources (Uses) | (636,827) | (169,985) | 235,798 | - | - |
| Excess of Funding Sources | | | | | |
| Over (Under) Funding Uses | (410,585) | 52,845 | 24,455 | (36,750) | _ |
| Fund Balance - Jan 1st | 1,947,047 | 1,536,462 | 1,589,307 | 1,613,762 | 1,577,012 |
| Fund Balance - Dec 31st | \$ 1,536,462 | \$ 1,589,307 | \$ 1,613,762 | \$ 1,577,012 | \$ 1,577,012 |

Discussion Items

From 2018-2022, the City's Parks & Recreation Fund realized a steady increase in revenues at approximately 3% annually. This was somewhat due to a significant increase in the portion of the property tax dedicated for parks and recreation activities. User charges have increased at approximately 2% per year keeping pace with inflation and activity levels.

During this same period, operating expenses increased at approximately 4% annually, leaving the Fund balance relatively strong during the past few years. For 2021 there was a planned use of reserves to offset some of the increased costs as the reserves are healthy in this fund, no use of reserves was budgeted in 2022.

It is expected that future revenues and expenditures will increase at a level commensurate with program activity levels.

Community Development Fund

The table below shows a five-year comparison of funding sources, uses, and changes in fund balance for the Community Development Fund.

| Community Developm | ent Fund | | | | |
|----------------------------|---------------|---------------|--------------|---------------|--------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Funding Sources | <u>Actual</u> | <u>Actual</u> | Actual | <u>Budget</u> | Budget |
| Licenses & Permits | \$ 1,538,173 | \$ 2,586,833 | \$ 2,177,037 | \$ 1,460,710 | \$ 1,895,700 |
| Charges for Services | 109,007 | 71,321 | 64,201 | 41,000 | 45,000 |
| Interest Earnings | 10,426 | 93,721 | 65,930 | 25,000 | 25,000 |
| Other Revenue | 3,793 | 4,297 | 500 | - | - |
| Total Sources | 1,661,400 | 2,756,172 | 2,307,668 | 1,526,710 | 1,965,700 |
| Funding Uses | | | | | |
| Personnel | 1,007,376 | 1,040,696 | 1,371,696 | 1,387,230 | 1,440,070 |
| Supplies & Materials | 8,007 | 8,655 | 8,362 | 15,825 | 13,125 |
| Other Services & Charges | 305,683 | 302,840 | 294,299 | 365,545 | 338,145 |
| Capital Outlay | 4,347 | 5,760 | 27,873 | 8,575 | 1,600 |
| Total Uses | 1,325,412 | 1,357,951 | 1,702,230 | 1,777,175 | 1,792,940 |
| Other Sources (Uses) | | | | | |
| Transfer In (Out) | (35,375) | (35,000) | - | - | - |
| Total Other Sources (Uses) | (35,375) | (35,000) | - | - | - |
| Excess of Funding Sources | | | | | |
| Over (Under) Funding Uses | 300,613 | 1,363,221 | 605,438 | (250,465) | 172,760 |
| Fund Balance - Jan 1st | 1,839,150 | 2,139,763 | 3,502,984 | 4,108,422 | 3,857,957 |
| Fund Balance - Dec 31st | \$ 2,139,763 | \$ 3,502,984 | \$ 4,108,422 | \$ 3,857,957 | \$ 4,030,717 |

Discussion Items

During the period 2018-2022, the Community Development Fund realized increasing overall activity, which was indicative of strong market conditions for both housing and commercial development. It is expected that over the next several years, development will continue to take place, but at a slower pace. The Fund has a very healthy fund balance and we anticipate it to remain healthy.

City of Roseville, Minnesota

Elected and Appointed Officials January 1, 2022

Elected Officials

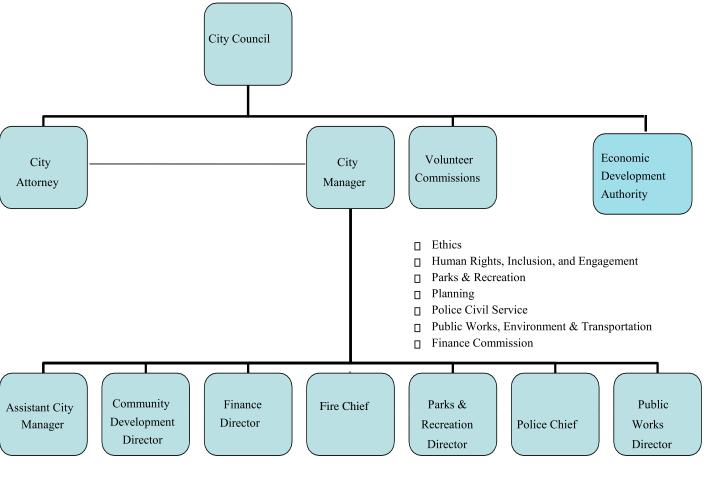
| | Term of Office expires * |
|---------------|---|
| Dan Roe | 2023 |
| Bob Willmus | 2023 |
| Wayne Groff | 2023 |
| Jason Etten | 2025 |
| Julie Strahan | 2025 |
| | Bob Willmus Wayne Groff Jason Etten |

^{*} expires on the first official business day in January

Appointed Officials

| City Manager | Patrick Trudgeon |
|--------------------------------|-------------------|
| Assistant City Manager | Rebecca Olson |
| Finance Director | Michelle Pietrick |
| Public Works Director | Marc Culver |
| Police Chief | Erika Scheider |
| Fire Chief | David Brosnahan |
| Parks & Recreation Director | Lonnie Brokke |
| Community Development Director | Janice Gundlach |

City of Roseville Organizational Chart



- Human Resources
- Communications
- Elections
- Council Support
- Technology
- Building Codes
- Economic Development
- GIS
- · Planning
- General Accounting
 - - Utility Billing
- Administration • Operations • License Center
 - Training
 - · Inspections
 - Investigations
- Golf Course
- Nature Center
- Skating Center
- Parks Maintenance
- Recreation Programs
- Community Relations
- Investigations
- Patrol
- Police Records
- Police Reserves
- Engineering
- Street Maintenance
- Utility Maintenance
- Facilities Maintenance
- Fleet Maintenance
- GIS
- . Recycling

City of Roseville Summary of the Budget Process

Budget Process Overview

The City of Roseville adheres to a comprehensive budgeting process that typically includes City Council budgeting goal-setting sessions, an extensive review and analysis by Staff of the general needs and available resources, and the eventual submittal of the City Manager's Recommended Budget.

This year's budgeting process was designed to continue promoting transparency on where financial resources were allocated. It also ensured that that the programs and services that mattered the most to the community received sufficient funding.

The City's annual budgeting process is preceded and supplemented by a number of planning processes that are used to provide general direction for the City and to designate tentative resource allocations. These planning processes include the creation of a Comprehensive Plan, Park Master Plan, and the Capital Improvement Plan. Given their size, the text of these documents has been excluded from this Budget Document, however they can be found on the City's website at: www.cityofroseville.com. These planning processes forecast the eventual impact on the City budget by projecting the capital investments and redevelopment cycles that are needed to maintain service levels and achieve overall objectives.

The submittal of the Recommended Budget is followed by a series of public presentations to the City Council that is designed to give the Council and citizens an overview of the proposed Budget, and to prepare the Council in making informed budget decisions. Budget amendments are made in conjunction with the City's independent financial audit to ensure legal compliance. These amendments are made when actual expenditures exceed budgeted amounts at the Fund level.

The calendar of key budget dates was as follows:

2022 Budget Calendar

| Discussion on 2021-2022 City Council Priorities | March 8, 2021 |
|--|--------------------|
| Discussion on <i>Preliminary</i> Cash Reserve Levels | March 22, 2021 |
| Establish 2022 Budget Process Calendar | April 12, 2021 |
| Review General Budget, Legislative, and Tax Base Impacts | July 19, 2021 |
| Receive 2022-2041 Capital Improvement Plan | July 19, 2021 |
| Receive City Council Budgetary Goals | July 19, 2021 |
| Receive City Manager Recommended Budget | August 23, 2021 |
| Receive Budget Recommendations from the Finance Commission | September 20, 2021 |
| Adopt the 2022 Preliminary Budget & Tax Levy | September 27, 2021 |
| Review Proposed 2022 Utility Rates | November 8, 2021 |
| Review 2022 Fee Schedule | November 8, 2021 |
| Final Budget Hearing | November 29, 2021 |
| Adopt the 2022 Utility Rates and Fee Schedule | December 6, 2021 |
| Adopt the 2022 Final Budget & Tax Levy | December 6, 2021 |

City of Roseville - Summary of Departmental Full-time Equivalent Employees **

| <u>Division</u> | 2018 | <u>2019</u> | <u>2020</u> | <u>2021</u> | 2022 | | | | | | |
|---|--------|-------------|-------------|-------------|--------|--|--|--|--|--|--|
| Administration | 5.00 | 5.50 | 6.00 | 7.00 | 7.00 | | | | | | |
| Elections | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 | | | | | | |
| Communications | 2.45 | 2.45 | 1.95 | 1.95 | 2.70 | | | | | | |
| Total Administration | 7.50 | 8.00 | 8.00 | 9.00 | 9.75 | | | | | | |
| Finance | 5.55 | 5.05 | 5.05 | 5.05 | 5.05 | | | | | | |
| Lawful Gambling | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | | | | | | |
| Information Technology * | 20.00 | 20.00 | 22.00 | 22.00 | - | | | | | | |
| License Center | 16.75 | 17.25 | 17.25 | 18.75 | 18.75 | | | | | | |
| Total Finance | 42.40 | 42.40 | 44.40 | 45.90 | 23.90 | | | | | | |
| | | | | 15.70 | 23.70 | | | | | | |
| Police Administration | 9.50 | 8.00 | 8.00 | 8.00 | 8.00 | | | | | | |
| Police Patrol | 37.00 | 38.00 | 41.00 | 45.00 | 45.00 | | | | | | |
| Police Investigations | 9.00 | 11.00 | 11.00 | 10.00 | 10.00 | | | | | | |
| Police Community Svcs. | 3.50 | 2.50 | 2.50 | 2.30 | 2.30 | | | | | | |
| Total Police | 59.00 | 59.50 | 62.50 | 65.30 | 65.30 | | | | | | |
| Fire Administration | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | | | | | | |
| Fire Operations | 15.00 | 15.00 | 18.00 | 24.00 | 24.00 | | | | | | |
| Total Fire | 18.00 | 18.00 | 21.00 | 27.00 | 27.00 | | | | | | |
| DVV A 1 · · · · · | 7.25 | 7.05 | 7.05 | 7.05 | 7.25 | | | | | | |
| PW Administration | 7.25 | 7.25 | 7.25 | 7.25 | 7.25 | | | | | | |
| Street Maintenance | 6.10 | 6.10 | 6.10 | 6.10 | 6.10 | | | | | | |
| Central Garage | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | | | | | | |
| Engineering Services | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | | | | | | |
| Sanitary Sewer | 5.05 | 5.05 | 5.05 | 5.05 | 5.05 | | | | | | |
| Water | 7.15 | 7.15 | 7.15 | 7.15 | 7.15 | | | | | | |
| Storm Drainage | 4.20 | 4.20 | 4.20 | 4.20 | 4.20 | | | | | | |
| Recycling | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | | | | | | |
| Total Public Works | 34.10 | 34.10 | 34.10 | 34.10 | 34.10 | | | | | | |
| Recreation Administration | 4.65 | 4.65 | 4.65 | 4.65 | 4.65 | | | | | | |
| Recreation Programs | 5.10 | 5.35 | 5.35 | 5.35 | 5.35 | | | | | | |
| Skating Center | 5.75 | 5.75 | 5.75 | 5.75 | 5.75 | | | | | | |
| Park Maintenance | 9.50 | 9.50 | 9.50 | 9.50 | 9.50 | | | | | | |
| Golf Course | 1.75 | 2.00 | 2.00 | 2.00 | 2.00 | | | | | | |
| Total Parks & Recreation | 26.75 | 27.25 | 27.25 | 27.25 | 27.25 | | | | | | |
| Planning | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | | | | | | |
| Housing & Economic Developmen | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | | | | | | |
| GIS | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | | | | | | |
| Rental Licensing | 1.25 | - | - | - | _ | | | | | | |
| Neighborhood Enhancement | 0.45 | 0.30 | 0.30 | 0.30 | 0.30 | | | | | | |
| Nuisance Code Enforcement | 1.10 | 1.25 | 1.25 | 1.55 | 1.55 | | | | | | |
| Code Enforcement | 4.35 | 5.60 | 5.60 | 6.30 | 6.30 | | | | | | |
| Total Community Development | 13.00 | 13.00 | 13.00 | 14.00 | 14.00 | | | | | | |
| | | | | | | | | | | | |
| Total Citywide | 200.75 | 202.25 | 210.25 | 222.55 | 201.30 | | | | | | |
| * Information Technology became separate entity in 2022 | | | | | | | | | | | |
| ** Excludes seasonal/long-term ten | - | | | | | | | | | | |
| | | | | | | | | | | | |



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Roseville Minnesota

For the Fiscal Year Beginning

January 01, 2021

Executive Director

Christopher P. Morrill

Department / Program: City Council

Organizational Responsibility: City Council & City Manager

Department Description

The City Council promotes the health, safety and welfare of the citizens through the formulation of policy and the passage of ordinances governing the City. The Department's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Implement Economic Development Strategies and Initiatives
- Foster Inclusive Community and Governance
- Invest in Capital Improvements
- Meet Housing Needs of Community
- Foster Environmental Sustainability

Financial Summary

| | | 2018 | | 2019 | 2020 | 2021 | | 2022 | \$ Increase | | % Increase |
|---------------------------|----|---------------|--------|---------|---------------|---------------|----|---------|-------------|---------|------------|
| | _ | <u>Actual</u> | Actual | | <u>Actual</u> | <u>Budget</u> |] | Budget | (Decrease) | | (Decrease) |
| City Council Expenditures | | | | | | | | | | | |
| Personnel Services | \$ | 46,143 | \$ | 44,751 | \$ 44,122 | \$ 49,220 | | 49,220 | \$ | - | 0.0% |
| Supplies & Materials | | - | | - | - | - | | - | | - | 0.0% |
| Other Services & Charges | | 184,314 | | 182,285 | 178,865 | 189,803 | | 301,673 | | 111,870 | 58.9% |
| Capital Outlay | | - | | - | _ | - | | - | | - | 0.0% |
| | \$ | 230,457 | \$ | 227,036 | \$ 222,987 | \$ 239,023 | \$ | 350,893 | \$ | 111,870 | 46.8% |

2022 Budget Impact Items

• Other Services & Charges increase is mainly due to a Community Visioning project.

- Adopted the City's first Strategic Racial Equity Action Plan
- Adopted City Energy Action Plan
- Allocated additional tax levy towards capital improvements
- Created business and residential assistance programs to assist BIPOC community members

Department / Program: Fire Relief Association

Organizational Responsibility: City Council & City Manager

Department Description

The Roseville Fire Relief Association provides for the oversight of the retirement plan available to Roseville paid-on-call firefighters. The retirement plan is separate from the City's pension plan. The City makes an annual contribution to the Association's pension fund. The Program's activities are accounted for in the General Fund.

2022 Goals and Objectives

• Maintain adequate pension funding in accordance with the most recent actuarial study.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|--------------------------|---------------|---------------|---------------|---------------|-----------|--------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | Budget | (Decrease) | (Decrease) |
| Fire Relief Expenditures | | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Supplies & Materials | _ | _ | - | - | _ | _ | 0.0% |
| Other Services & Charges | 229,050 | 238,755 | 250,948 | 239,000 | 46,500 | (192,500) | -80.5% |
| Capital Outlay | - | - | - | - | - | - | 0.0% |
| | \$ 229,050 | \$ 238,755 | \$ 250,948 | \$ 239,000 | \$ 46,500 | \$ (192,500) | -80.5% |

2022 Budget Impact Items

• The amount shown above represents the City's share of the Association's Pension Fund. The city now retains the 2% Fire State Aid to cover full time firefighters pension which is part of the City.

- The City has maintained full actuarial funding of pension requirements.
- Entered into an agreement that allows the City to retain the 2% Fire State Aid that previously went to the Fire Relief Association

Department / Program: Administration

Organizational Responsibility: City Manager

Department Description

The Administration Department provides the City Council with information to make policy decisions and proposes recommendations concerning measures or actions considered necessary for effective and efficient operations. The Department's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Review hiring data, processes and implement recommendations from the Racial Equity Action Plan.
- Update Employee handbook policies to ensure compliance with state and federal laws.
- Oversee a recodification of the city's Code of Ordinances.
- Implement an equity toolkit process for decision making at the Council level.
- Train key employees on engagement and outreach best practices.

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ I | ncrease | % Increase |
|-----------------------------|---------------|---------------|---------------|-----------------|-----------------|-----------|----------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Budget</u> | <u>(D</u> | ecrease) | (Decrease) |
| Administration Expenditures | | | | | | | | |
| Personnel Services | \$ 699,244 | \$ 689,330 | \$ 782,397 | \$ 866,070 | \$ 931,540 | \$ | 65,470 | 7.6% |
| Supplies & Materials | 2,077 | 5,892 | 960 | 3,000 | 3,000 | | - | 0.0% |
| Other Services & Charges | 86,255 | 117,585 | 142,821 | 142,050 | 318,950 | | 176,900 | 124.5% |
| Capital Outlay | - | - | - | - | - | | - | 0.0% |
| | \$ 787,576 | \$ 812,807 | \$ 926,178 | \$ 1,011,120 | \$ 1,253,490 | \$ | 242,370 | 24.0% |
| | | | | | | | | |
| FTE's | 5.00 | 5.00 | 5.50 | 7.00 | 7.00 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living increase and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other services & Charges increased due to City Code of Ordinances recodification, increased software maintenance costs, and increased costs for hiring background checks.

- Developed the City's first Strategic Racial Equity Action Plan.
- Reorganized Communications division to prioritize outreach and engagement.
- Negotiated six union contracts.
- Created and implemented policies and procedures in response to COVID-19.

Department / Program: Elections
Organizational Responsibility: City Manager

Department Description

The Elections Department administers all federal, state, county, and municipal elections held in the City of Roseville. The Department's activities are accounted for in the General Fund.

2022 Goals and Objectives

• Coordinate elections function with Ramsey County for the 2022 election.

Financial Summary

| | | 2018 | 2019 | 2020 | 2021 | | 2022 | \$ I | ncrease | % Increase |
|--------------------------|----|--------|--------------|---------------|---------------|----|---------|------|----------|------------|
| | A | Actual | Actual | <u>Actual</u> | <u>Budget</u> |] | Budget | (D | ecrease) | (Decrease) |
| Elections Expenditures | | | | | | | | | | |
| Personnel Services | \$ | 5,742 | \$ 5,816 | \$ 6,177 | \$ 6,070 | \$ | 6,330 | \$ | 260 | 4.3% |
| Supplies & Materials | | - | - | - | - | | | | - | 0.0% |
| Other Services & Charges | | 78,706 | 52,005 | 69,340 | 72,807 | | 97,076 | | 24,269 | 33.3% |
| Capital Outlay | | - | - | - | - | | - | | - | 0.0% |
| | \$ | 84,448 | \$ 57,821 | \$ 75,517 | \$ 78,877 | \$ | 103,406 | \$ | 24,529 | 31.1% |
| | | | | | | | | | | |
| FTE's | | 0.05 | 0.05 | 0.05 | 0.05 | | 0.05 | | | |

2022 Budget Impact Items

• Increased contract cost with Ramsey County.

2021 Achievements

• Worked with Ramsey County to coordinate the 2021 general elections.

Department / Program: Legal

Organizational Responsibility: City Manager

Department Description

The Legal Department guides the City's decision-making with the best possible legal counsel to both the City Council and Staff. The Department's activities are accounted for in the General Fund.

2022 Goals and Objectives

• Continue providing timely and thorough legal advice to the City Council and Staff.

Financial Summary

| | | 2018 | 2019 | 2020 | 2021 | | 2022 | \$ I | ncrease | % Increase |
|---------------------------|----|---------|---------------|---------------|---------------|----|---------------|------|----------|------------|
| | A | ctual | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> |] | <u>Budget</u> | (D | ecrease) | (Decrease) |
| <u>Legal Expenditures</u> | | | | | | | | | | |
| Personnel Services | \$ | - | \$ - | \$ - | \$ - | \$ | - | \$ | - | 0.0% |
| Supplies & Materials | | - | - | - | - | | - | | - | 0.0% |
| Other Services & Charges | | 362,071 | 361,710 | 370,276 | 393,435 | | 405,238 | | 11,803 | 3.0% |
| Capital Outlay | | - | - | - | - | | - | | - | 0.0% |
| | \$ | 362,071 | \$ 361,710 | \$ 370,276 | \$ 393,435 | \$ | 405,238 | \$ | 11,803 | 3.0% |
| | | | | | | | | | | |
| FTE's | | - | - | - | - | | - | | - | |

2022 Budget Impact Items

• The City's legal costs are reflected in service contracts with area law firms. A contractual increase is due in 2022.

- Led organizational ethics training.
- Provided legal guidance and advice on collective bargaining agreements.

Department / Program: Communications

Organizational Responsibility: City Manager

Department Description

The Communications Program provides timely information to residents regarding city issues, activities, and services through the use of all available media resources. The Program's activities are accounted for in Communications Fund.

2022 Goals and Objectives

- Implement a website redesign.
- Review and implement communication strategies to align with priority of engagement and outreach.
- Develop and implement an engagement toolkit to be used by staff for programs, projects, and other situations.
- Implement a new agenda management system.

Financial Summary

| | | 2018 | 2019 | | 2020 | | 2021 | | 2022 | \$ I | ncrease | % Increase |
|----------------------------|----------|---------------|---------------|----|---------------|--------|---------|----|---------|------|----------|------------|
| | | <u>Actual</u> | <u>Actual</u> | | <u>Actual</u> | Budget | |] | Budget_ | (De | ecrease) | (Decrease) |
| Communications Expenditure | <u>s</u> | | | | | | | | | | | |
| Personnel Services | \$ | 241,604 | \$ 247,321 | \$ | 243,529 | \$ | 236,030 | \$ | 293,180 | \$ | 57,150 | 24.2% |
| Supplies & Materials | | 6,904 | 2,561 | | 25 | | 2,000 | | 500 | | (1,500) | -75.0% |
| Other Services & Charges | | 244,623 | 190,919 | | 199,434 | | 214,131 | | 223,318 | | 9,187 | 4.3% |
| | \$ | 493,131 | \$ 440,801 | \$ | 442,988 | \$ | 452,161 | \$ | 516,998 | \$ | 64,837 | 14.3% |
| | | | | | | | | | | | | |
| FTE's | | 2.45 | 2.45 | | 1.95 | | 1.95 | | 2.75 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees. A .75 limited term position was added in 2021 as part of restructuring this department to do more community outreach.
- Other Services & Charges increase is due to a website redesign project.

- Implemented a Communications division reorganization.
- Hired and on-boarded three new staff members.
- Began review of communication materials to align with City Aspirations.

Department / Program: Information Technology

Organizational Responsibility: City Manager

Department Description

Information Technology (IT) provides for the purchasing, installation, and support of communication and information systems in city buildings. This program previously provide service to 40 other cities and the City of Roseville. The Program's activities are accounted for in the Information Technology Fund.

2022 Goals and Objectives

- Continue full migration of the Joint Powers Authority entity (Metro-INET) including full transition of staff.
- City of Roseville is the Fiscal Agent for Metro-INET and will be separating the activity from the City's accounts.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase | |
|------------------------------------|----------------|-------------------|------------------|----------------|-----------------|---------------|------------|--|
| | Actual | <u>Actual</u> | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) | |
| Information Technology Fundamental | <u>d</u> | | | | | | | |
| Personnel Services | \$ 1,847,779 | \$ 2,000,904 | \$ 2,000,904 | \$ 2,555,190 | \$ - | \$(2,555,190) | -100.0% | |
| Supplies & Materials | 6,917 | 3,631 | 3,631 | 4,500 | | (4,500) | -100.0% | |
| Other Services & Charges | 470,212 | 194,099 | 194,099 | 782,816 | 723,884 | (58,932) | -7.5% | |
| Capital Outlay | 36,270 | 315,862 | 315,862 | 155,250 | 113,665 | (41,585) | -26.8% | |
| | \$ 2,361,178 | \$ 2,514,496 | \$ 2,514,496 | \$ 3,497,756 | \$ 837,549 | \$(2,660,207) | -76.1% | |
| | | | | | | | | |
| FTE's 20.00 20.00 22.00 22.00 0.00 | | | | | | | | |
| * Employees are leased to Me | etro-INET duri | ng the transition | on to a fully se | gregated entit | y - to occur in | 2022. | | |

2022 Budget Impact Items

• The 2022 budget is for City of Roseville's share of costs of IT services provided by the Joint Powers Authority entity (Metro-INET).

2021 Achievements

• Created the Joint Powers Authority entity (Metro-INET) which will be a separate entity from the City of Roseville. All municipalities that received services through the City of Roseville signed off on the separation.

Department / Program: Finance & Accounting Division

Organizational Responsibility: Finance Director

Department Description

The Finance Department provides for the financial operations of the City and is responsible for all treasury operations, debt management, and risk management activities. The Department's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Implement new financial software for Metro-INET to continue the separation from the City.
- Send out Request for Proposals for new City financial software for a 2023 implementation.
- Promote cost effective and quality service to external and internal customers through continuous improvement.
- Maintain an AAA bond rating from Moody's and Standard & Poor's.
- Receive the GFOA's Financial Reporting and Budget Presentation awards.

Financial Summary

| | 2018 | 2019 | | 2020 | | 2021 | | 2022 | \$ Increase | | % Increase |
|--------------------------|---------------|---------------|----|---------------|----|---------|----|---------|-------------|----------|------------|
| | <u>Actual</u> | Actual | | <u>Actual</u> | | Budget_ |] | Budget | <u>(De</u> | ecrease) | (Decrease) |
| Finance Expenditures | | | | | | | | | | | |
| Personnel Services | \$ 572,479 | \$ 559,723 | \$ | 598,015 | \$ | 666,540 | \$ | 670,830 | \$ | 4,290 | 0.6% |
| Supplies & Materials | 1,610 | 3,517 | | 2,093 | | 3,600 | | 3,600 | | - | 0.0% |
| Other Services & Charges | 58,865 | 76,725 | | 63,989 | | 74,105 | | 76,865 | | 2,760 | 3.7% |
| Capital Outlay | - | - | | - | | - | | - | | - | 0.0% |
| | \$ 632,954 | \$ 639,965 | \$ | 664,097 | \$ | 744,245 | \$ | 751,295 | \$ | 7,050 | 0.9% |
| | | | | | | | | | | | |
| FTE's | 5.55 | 5.05 | | 5.05 | | 5.05 | | 5.05 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase due to higher software maintenance costs.

- Maintained an AAA bond rating from Moody's and Standard & Poor's.
- Received the Award for Excellence in Financial Reporting for the 42nd consecutive year.
- Reevaluated and adjusted work flows to allow staff to work from home for some of their shifts.
- Processed 6,504 vendor payments, 12,978 payroll payments, 37,900 utility bills, and 38,636 cash receipts. All activity has remained consistent except utility bills dropped significantly compared to 2020. The drop is due to the change in 2021 of keeping rental properties accounts in the property owners name instead of opening/closing accounts when renters move in Roseville.

Department / Program: Central Services Organizational Responsibility: Finance Director

Department Description

Central Services provides an efficient and effective control point for purchasing, printing, and central store activities. The Department's activities are accounted for in the General Fund.

2022 Goals and Objectives

• Review citywide purchasing strategies to determine where potential savings exist.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|-------------------------------|-----------|---------------|---------------|-----------|-----------|-------------|------------|
| | Actual | <u>Actual</u> | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) |
| Central Services Expenditures | _ | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Supplies & Materials | 22,582 | 25,041 | 17,533 | 27,000 | 27,000 | - | 0.0% |
| Other Services & Charges | 20,743 | 25,379 | 25,149 | 32,000 | 29,000 | (3,000) | -9.4% |
| Capital Outlay | - | _ | - | - | - | - | 0.0% |
| | \$ 43,325 | \$ 50,420 | \$ 42,682 | \$ 59,000 | \$ 56,000 | \$ (3,000) | -5.1% |
| | | | | | | | |
| FTE's | - | _ | - | _ | _ | - | |

2022 Budget Impact Items

• Other services and charges decrease is a result of reduced printing and postage usage.

2021 Achievements

• Not applicable.

Department / Program: General Insurance

Organizational Responsibility: Finance Director

Department Description

The General Insurance Program provides for the protection of capital assets and employees. Insurance is maintained through the League of Minnesota Cities Insurance Trust. The Department's activities are accounted for in the General Fund.

2022 Goals and Objectives

• Continue to protect the City's assets by maintaining appropriate risk management programs and insurance coverage.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|--------------------------|-----------|---------------|---------------|-----------|-----------|-------------|------------|
| | Actual | <u>Actual</u> | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) |
| General Insurance | | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Supplies & Materials | - | - | - | - | - | - | 0.0% |
| Other Services & Charges | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 | - | 0.0% |
| Capital Outlay | - | - | - | - | - | - | 0.0% |
| | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ - | 0.0% |
| | | | | | | | |
| FTE's | - | - | - | - | - | | |

2022 Budget Impact Items

• Not applicable.

2021 Achievements

• General Fund's share of property/liability and workers compensation costs have remained flat for eight consecutive years leading up to 2021.

Department Description

The License Center serves the general public as a MN Department of Public Safety Deputy, offering State auto, drivers, and DNR licenses. It also serves as a Passport Acceptance Agency in conjunction with the U.S. State Department. The Program's activities are accounted for in the License Center Fund.

2022 Goals and Objectives

- Maintain a minimum 98% compliance rating on passport policies and procedures.
- Explore new ways to generate revenue and reduce expenditures.
- Update Annual Work Plan.
- Continue evaluating and adjusting the facility and staff to create optimal efficiencies when assisting customers.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|-----------------------------|--------------|---------------|---------------|---------------|---------------|-------------|------------|
| | Actual | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Budget</u> | (Decrease) | (Decrease) |
| License Center Expenditures | | | | | | | |
| Personnel Services | \$ 1,346,690 | \$ 1,395,504 | \$ 1,496,091 | \$ 1,577,550 | \$ 1,631,780 | \$ 54,230 | 3.4% |
| Supplies & Materials | 25,865 | 33,132 | 19,428 | 24,000 | 29,000 | 5,000 | 20.8% |
| Other Services & Charges | 803,184 | 660,540 | 448,151 | 483,150 | 488,650 | 5,500 | 1.1% |
| Capital Outlay | 60,463 | 55,805 | 97,706 | 10,050 | 2,200 | (7,850) | -78.1% |
| | \$ 2,236,202 | \$ 2,144,981 | \$ 2,061,376 | \$ 2,094,750 | \$ 2,151,630 | \$ 56,880 | 2.7% |
| | | | | | | | |
| FTE's | 16.75 | 16.75 | 17.25 | 18.75 | 18.75 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Supplies and materials increase is for extra printing supplies due to new MNDRIVE system requirements.
- Other Services & Charges increase is due to the need for mailing customer tabs to them once transactions are completed in the office.
- Capital Outlay provides for the scheduled replacement and rehabilitation of infrastructure, vehicles, and equipment which can fluctuate from year to year.

- Implemented the new MNDRIVE system for all transactions processed for the Department of Public Safety for driver and vehicle services.
- Received 100% compliance rating for the U.S. State Department's audit on the Passport Center policies and procedures.
- Made adjustments to existing facilities to accommodate appointments and walk-ins for both passports and license center customers.
- Maintained highest levels of flexibility during uncertain times with changing policies and procedures due to COVID restrictions.

Department / Program:Organizational Responsibility:
Finance Director

Department Description

The Lawful Gambling Regulation operation provides for the regulation of lawful gambling activities within the City, in accordance with State Statutes and City Ordinance. The City has designated the North Suburban Community Foundation, with the assistance of the Roseville Donor Advisory Board, with the responsibility to allocate 10% of the net gambling profits to Roseville-based non-profit organizations. The Program's activities are accounted for in the Lawful Gambling Fund.

2022 Goals and Objectives

• Continue allocating proceeds to Roseville area organizations to support local charities, and youth scholarships and athletic programs.

Financial Summary

| | | 2018 | 2019 | | 2020 | 2021 | | | 2022 | \$ Increase | | % Increase |
|-----------------------------|----------|---------------|---------------|----|---------------|------|---------|----|---------------|-------------|----------|------------|
| | 1 | Actual Actual | <u>Actual</u> | | <u>Actual</u> |] | Budget_ |] | <u>Budget</u> | <u>(De</u> | ecrease) | (Decrease) |
| Lawful Gambling Expenditure | <u>s</u> | | | | | | | | | | | |
| Personnel Services | \$ | 34,630 | \$ 35,485 | \$ | 31,327 | \$ | 33,359 | \$ | 33,176 | \$ | (183) | -0.5% |
| Supplies & Materials | | - | - | | - | | - | | - | | - | 0.0% |
| Other Services & Charges | | 157,000 | 92,000 | | 225,575 | | 75,000 | | 75,000 | | - | 0.0% |
| Capital Outlay | | - | - | | - | | - | | - | | - | 0.0% |
| | \$ | 191,630 | \$ 127,485 | \$ | 256,902 | \$ | 108,359 | \$ | 108,176 | \$ | (183) | -0.2% |
| | | | | | | | | | | | | |
| FTE's | | 0.20 | 0.20 | | 0.20 | | 0.20 | | 0.20 | | | |

2022 Budget Impact Items

• Not applicable.

2021 Achievements

• Distributed over \$145,000 and \$141,000 from net proceeds to Roseville area organizations in 2020 and 2021 respectively.

Police Administration

Organizational Responsibility: Chief of Police

Division / Program Description

The Police Administration Department is responsible for ensuring continuous, innovative, and effectual public safety services by anticipating, planning, and fulfilling the needs of citizens and Department Staff. Police Administration's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Launch new department-wide records management system.
- Enhance services to persons experiencing mental health crises through partnering with Ramsey County to embed two social workers within the department.
- Expand Community Action Team (CAT) initiatives, offering innovative solutions to quality of life issues.
- Continue to build the capacity of the Multicultural Advisory Committee (MAC) within the department.
- Obtain grant funds to create a full-time Housing Resource Navigator position.
- Focus recruitment efforts on nontraditional police officers, community services officers and volunteers.
- Expand all forms of communication with continued focus on social media applications.
- Review policies and practices with the goal of increasing diversity, inclusion, and equity.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|------------------------------|---------------|---------------|---------------|--------------|---------------|-------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | Budget | <u>Budget</u> | (Decrease) | (Decrease) |
| Police Administration Expend | <u>itures</u> | | | | | | |
| Personnel Services | \$ 868,489 | \$ 911,713 | \$ 1,019,064 | \$ 903,420 | \$ 919,590 | \$ 16,170 | 1.8% |
| Supplies & Materials | 30,493 | 16,037 | 12,395 | 18,950 | 18,600 | (350) | -1.8% |
| Other Services & Charges | 110,960 | 105,593 | 124,918 | 147,325 | 273,475 | 126,150 | 85.6% |
| Capital Outlay | - | - | - | - | - | - | 0.0% |
| | \$ 1,009,942 | \$ 1,033,343 | \$ 1,156,377 | \$ 1,069,695 | \$ 1,211,665 | \$ 141,970 | 13.3% |
| | | | | | | | |
| FTE's | 9.50 | 8.00 | 8.00 | 8.00 | 8.00 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase due to higher software and information reporting costs.

- Continued ongoing, honest, focused conversation with the Multicultural Advisory Committee (MAC); partnered with MAC members on outreach initiatives and hiring processes.
- Successful launch and transition to NIBRS (National Incident Based Reporting System).
- Upon completion of comprehensive revision of agency's policy and procedure manual, implemented Lexipol, a web-based policy management and training platform to limit risk and enhance safety.
- Commenced grant-funded Americorps partnership with an onsite Housing Resource Navigator providing case management and resource coordination to persons experiencing homelessness.

Police Patrol Operations

Organizational Responsibility:

Chief of Police

Division / Program Description

The Operations Division encompasses all uniformed personnel and is the largest division of the Police Department. This division is on duty 24 hours per day. The division members are the most visible members of the department and are the first to respond to emergency situations. The Operation Division's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Increase intentional and purposeful police officer recruitment: revamped cadet program, paid
 internships, continuous lateral police officer program, Commitment to Diversity program, and
 increased outreach and engagement with local schools, colleges, universities, and within the
 community.
- Department-wide replacement of body worn cameras, enhancing technological capabilities.
- Implement Unmanned Aircraft Systems (UAS or drones) program.
- Continue development of partnerships with major retailers and hotels.
- Expand participation in community engagement opportunities.
- Partner with outside agencies to decrease violent crime including carjacking crimes.
- Increase the number of personnel trained as crisis negotiators.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|----------------------------|--------------|---------------|---------------|--------------|---------------|-------------|------------|
| | Actual | <u>Actual</u> | <u>Actual</u> | Budget | <u>Budget</u> | (Decrease) | (Decrease) |
| Police Patrol Expenditures | | | | | | | |
| Personnel Services | \$ 4,555,557 | \$ 4,677,687 | \$ 5,570,990 | \$ 5,512,580 | 5,758,130 | \$ 245,550 | 4.5% |
| Supplies & Materials | 193,560 | 201,946 | 214,542 | 233,600 | 239,000 | 5,400 | 2.3% |
| Other Services & Charges | 611,927 | 484,265 | 455,912 | 533,445 | 593,432 | 59,987 | 11.2% |
| Capital Outlay | _ | - | - | - | - | - | 0.0% |
| | \$ 5,361,044 | \$ 5,363,898 | \$ 6,241,444 | \$ 6,279,625 | \$ 6,590,562 | \$ 310,937 | 5.0% |
| | | | | | | | |
| FTE's | 37.00 | 38.00 | 41.00 | 46.00 | 46.00 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees and 1% market adjustment.
- Other Services & Charges increase is due to higher dispatching costs paid to Ramsey County.

- Enhanced wellness program: mandatory mental health check-ins, increased mental health counseling, increased incentives for physical and mental well-being.
- Bolstered RPD's New Hire Academy providing new recruits with classroom and hands-on training opportunities prior to beginning field training.
- Increased grant funding for traffic safety details (Safe & Sober, Click It or Ticket, and Operation Nightcap).
- In 2021 responded to 34,856 incidents, compared to 32,562 in 2020 and 39,218 in 2019.

Police Investigations

Organizational Responsibility: Chief of Police

Division / Program Description

The Criminal Investigation Unit is responsible for the review, follow-up and case presentation to the County/City attorney on all criminal cases that are not resolved at the Department's Patrol Unit Level. The Investigation Unit's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Further expand services to victims of sexual assault and human trafficking through promotion of sexual assault detective, a victim services partnership with Ramsey County SOS Sexual Violence Services, and the Roseville Collaboration to Fight Human Trafficking.
- Increase outreach to BIPOC and other underrepresented residents.
- Expand youth engagement through Police Activities League (PAL) and RAHS Breaking Down Barriers..
- Fund innovative auto theft enforcement and prevention activities with new MN Department of Commerce Auto Theft Prevention grant.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ I: | ncrease | % Increase |
|------------------------------|---------------|---------------|---------------|-----------------|-----------------|-------|----------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Budget</u> | (De | ecrease) | (Decrease) |
| Police Investigations Expend | <u>itures</u> | | | | | | | |
| Personnel Services | \$ 870,475 | \$ 740,786 | \$ 481,186 | \$ 1,219,720 | \$ 1,275,000 | \$ | 55,280 | 4.5% |
| Supplies & Materials | 23,677 | 27,281 | 19,385 | 36,000 | 38,000 | | 2,000 | 5.6% |
| Other Services & Charges | 19,000 | 23,085 | 16,618 | 25,150 | 26,000 | | 850 | 3.4% |
| Capital Outlay | - | - | - | - | - | | - | 0.0% |
| | \$ 913,152 | \$ 791,152 | \$ 517,189 | \$ 1,280,870 | \$ 1,339,000 | \$ | 58,130 | 4.5% |
| | | | | | | | | |
| FTE's | 9.00 | 9.00 | 10.00 | 10.00 | 10.00 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees and 1% market adjustment.

- Awarded two MN Department of Commerce Auto Theft Prevention grants, funding specialized equipment and an Auto Theft Specialist with focused efforts on enforcement, investigation, education and outreach.
- Awarded Ramsey County grant to purchase a trailer camera which has been successfully deployed at numerous crime hot spots.
- School Liaison Officer (SLO) organized several Breaking Down Barriers activities with RAHS students to build trust between students and police officers.
- Initiated paid internship program to boost recruitment of non-traditional law enforcement students and enhance victim outreach.
- Due to statewide reporting mandates, completed increased MN Adult Abuse Reporting Center (MAARC) reports, generating 269 reports in 2021 vs 136 in 2015.

Division / Program: Police Community Services

Organizational Responsibility: Chief of Police

Division / Program Description

Community Service works in conjunction with the other divisions within the Police Department, and interacts with the City Administration. Community Service has been an excellent source for potential candidates for police officer. The Community Service Division's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Utilize 2022 Pathways to Policing grant to help fund tuition, training, and wages for non-traditional law enforcement students (RPD Community Service Officers).
- Expand Field Training Officer (FTO) program and police officer mentorship opportunities.
- Increase participation in community engagement and outreach.

Financial Summary

| | | 2018 | 2019 | | 2020 | | 2021 | | 2022 | \$ Increase | | % Increase |
|-----------------------------|----------|----------------|---------------|----|---------------|----|---------|----|---------|-------------|----------|------------|
| | <u> </u> | Actual | <u>Actual</u> | | <u>Actual</u> |] | Budget |] | Budget | <u>(De</u> | ecrease) | (Decrease) |
| Police Community Services E | xpen | <u>ditures</u> | | | | | | | | | | |
| Personnel Services | \$ | 177,373 | \$ 166,529 | \$ | 162,285 | \$ | 159,670 | \$ | 167,420 | \$ | 7,750 | 4.9% |
| Supplies & Materials | | 4,199 | 5,366 | | 3,428 | | 8,850 | | 8,850 | | - | 0.0% |
| Other Services & Charges | | 6,165 | 5,312 | | 3,195 | | 12,735 | | 12,735 | | - | 0.0% |
| Capital Outlay | | - | - | | - | | - | | - | | - | 0.0% |
| | \$ | 187,737 | \$ 177,207 | \$ | 168,908 | \$ | 181,255 | \$ | 189,005 | \$ | 7,750 | 4.3% |
| | | | | | | | | | | | | |
| FTE's | | 3.00 | 3.00 | | 2.50 | | 2.30 | | 2.30 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.

- Successfully completed 2020 Pathways to Policing grant providing tuition reimbursement for four non-traditional law enforcement students (CSOs); all achieved POST eligibility, two becoming RPD officers.
- Obtained 2021 Pathways to Policing grant funding to supplement recruitment efforts of non-traditional police officer candidates through tuition reimbursement opportunities.
- Trained in animal cruelty investigations, less than pursuits safe driving, the use of non-lethal weapons (e.g. Tasers, BolaWrap) and report writing.
- In 2021, CSOs responded to 787 incidents versus 1,639 incidents in 2020.

Fire Administration

Organizational Responsibility:

Fire Chief

Division / Program Description

Fire Administration assures that the community receives efficient and effective fire prevention, suppression, rescue and emergency services. The focus is on developing and implementing long-range plans that improve the quality of life for Roseville residents. The Division's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Implement Phase II Staffing program ideas, such as Community EMS, advanced life support (ALS) first response, and enhanced fire prevention programs.
- Continue the successful transition and development of the department's new leadership team.
- Enhance community outreach and impact, including collaboration with other fire departments and non-profit organizations.
- Continue administration of Fire Department-led citywide Safety and Loss Control and Emergency Management Programs.

Financial Summary

| | | 2018 | 2019 | | 2020 | | 2021 | | 2022 | \$ Increase | | % Increase |
|-------------------------------|------|---------|---------------|----|---------------|----|---------|----|---------------|-------------|----------|------------|
| | | Actual | <u>Actual</u> | | <u>Actual</u> | | Budget_ | | <u>Budget</u> | (De | ecrease) | (Decrease) |
| Fire Administration Expenditu | ıres | | | | | | | | | | | |
| Personnel Services | \$ | 396,839 | \$ 401,832 | \$ | 436,443 | \$ | 423,080 | \$ | 417,600 | \$ | (5,480) | -1.3% |
| Supplies & Materials | | 14,303 | 5,824 | | 4,944 | | 4,100 | | 600 | | (3,500) | -85.4% |
| Other Services & Charges | | 57,535 | 46,624 | | 44,277 | | 49,000 | | 48,500 | | (500) | -1.0% |
| Capital Outlay | | - | - | | - | | - | | - | | - | 0.0% |
| | \$ | 468,677 | \$ 454,280 | \$ | 485,664 | \$ | 476,180 | \$ | 466,700 | \$ | (9,480) | -2.0% |
| | | | | | | | | | | | | |
| FTE's | | 3.00 | 3.00 | | 3.00 | | 3.00 | | 3.00 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3.0% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.

- Continued to act as a lead agent for the City during both the COVID-19 global pandemic.
- Enacted a leadership transition that included and impacted all levels of leadership and supervision within the department.
- Implemented and operationalized a Minnesota Department of Health (MDH) certified COVID-19 testing lab that is available to all City staff and their immediate family members.

Fire Operations

Organizational Responsibility: Fire Chief

Division / Program Description

Fire Operations Division provides for the protection of the businesses, citizens, and visitors to Roseville through pre-emergency planning, fire suppression services, emergency medical services, water rescue, hazardous materials spill response and vehicle rescues. Division activities are accounted for in the General Fund.

2022 Goals and Objectives

- Implement an advanced life support (ALS) response program in collaboration with Allina Health and Regions EMS.
- Continue to utilize our COVID-19 testing lab to support the operations and staff of the City. Potentially adding other items to test and expand the testing capacity.
- Implement a Fire Cadet program that focuses on the hiring and professional development of a firefighter(s).
- Continued focus on building and developing wellness and mental health programs for firefighters.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|------------------------------|---------------|---------------|---------------|---------------|---------------|-------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Budget</u> | (Decrease) | (Decrease) |
| Fire Operations Expenditures | | | | | | | |
| Personnel Services | \$ 1,603,074 | \$ 1,702,741 | \$ 2,051,125 | \$ 2,730,760 | \$ 2,919,112 | \$ 188,352 | 6.9% |
| Supplies & Materials | 84,772 | 72,220 | 77,170 | 81,500 | 92,000 | 10,500 | 12.9% |
| Other Services & Charges | 107,845 | 133,010 | 162,846 | 123,000 | 147,600 | 24,600 | 20.0% |
| Capital Outlay | - | - | - | - | - | - | 0.0% |
| | \$ 1,795,691 | \$ 1,907,971 | \$ 2,291,141 | \$ 2,935,260 | \$ 3,158,712 | \$ 223,452 | 7.6% |
| | | | | | | | |
| FTE's | 15.00 | 15.00 | 18.00 | 24.00 | 24.00 | | |

2022 Budget Impact Items

• Personnel increases includes a 3.0% cost-of-living and 5% healthcare premium increase for full-time city staff. It also includes a wage-step increase for eligible employees.

- The department performed our first full year of an 8-person staffing model; significantly reduced emergency response gaps by having additional apparatus staffed for response.
- Responded with impact to a record number of emergency calls; a 10% increase above 2020.
- Reported zero residential fire fatalities in 2021.
- Promotion of two battalion chiefs and three lieutenants.

Fire Training

Organizational Responsibility:

Fire Chief

Division / Program Description

The Fire Training Division provides training and development in firefighting skills, medical skills, hazardous material handling, weapons of mass destruction and other emergency skills. This training ensures that the firefighters are efficiently and effectively able to protect lives and property. The Division's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Perform a large-scale functional training and table-top training exercise with Roseville Police on hostile incident response.
- Continue to look for and perform cooperative training opportunities involving county-wide fire departments.
- Seek out and apply for relevant and unique training grant opportunities.
- Meet and exceed all training requirements set by our Fire and Emergency Medical licensing agencies.

Financial Summary

| | 2018 | 2019 | | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|----------------------------|---------------|---------|----|---------------|--------------|-----------|-------------|------------|
| | <u>Actual</u> | Actual | | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) |
| Fire Training Expenditures | | | | | | | | |
| Personnel Services | \$ - | \$ | - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Supplies & Materials | 4 | | - | - | - | - | - | 0.0% |
| Other Services & Charges | 30,294 | 27,3 | 54 | 29,286 | 27,000 | 30,500 | 3,500 | 13.0% |
| Capital Outlay | - | | - | - | - | - | - | 0.0% |
| | \$ 30,298 | \$ 27,3 | 54 | \$ 29,286 | \$ 27,000 | \$ 30,500 | \$ 3,500 | 13.0% |
| | | | | | | | | |
| FTE's | - | | - | - | - | _ | | |

2022 Budget Impact Items

• Not applicable.

- Received and used multiple grants through the MN Board of Fire Training and Education as well as Ramsey County.
- Performed joint training with our automatic-aid partners.
- Met and exceeded all training hour and subject-matter requirements established by licensing agencies in fire and EMS.

Division / Program: Emergency Management

Organizational Responsibility: Fire Chief

Division / Program Description

The Emergency Management Program provides for the protection and assistance to Roseville citizens before, during, and after disasters, while maintaining the continuity of City Government. The Emergency Management Program includes volunteer police reserves. The Program's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Continue to monitor, assess, and guide the City through the global COVID19 pandemic.
- Continue to ensure that all city employees are trained to needed levels for position responsibilities per FEMA requirements.
- Host all city department training session in fall 2022.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|----------------------------|------------|----------|---------------|----------|----------|-------------|------------|
| | Actual | Actual | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) |
| Emergency Mgmt. Expenditur | <u>res</u> | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Supplies & Materials | 535 | - | 1,810 | - | - | - | 0.0% |
| Other Services & Charges | 2,142 | 1,689 | 53,020 | 8,450 | 8,500 | 50 | 0.6% |
| Capital Outlay | - | - | - | - | - | - | 0.0% |
| | \$ 2,677 | \$ 1,689 | \$ 54,830 | \$ 8,450 | \$ 8,500 | \$ 50 | 0.6% |
| | | | | | | | |
| FTE's | - | - | - | - | _ | | |

2022 Budget Impact Items

• Not applicable.

- Guided and made significant recommendations and operational decisions for the City's response to the COVID19 global pandemic
- Performed needed maintenance on multiple emergency weather sirens.
- Participated in the Ramsey County Emergency Management and Homeland Security after action report (AAR) for COVID-19.

Public Works Administration

Organizational Responsibility: Pu

Public Works Director

Division / Program Description

Public Works Administration provides for the coordination, administration, and engineering of the City's transportation and utility infrastructure. It also provides information to the public and reviews private development plans for conformance to city and cooperative agency guidelines. The Program's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Continue to implement the City's Comprehensive Asset Management Program into the daily work flow and Capital Improvement Plan development.
- Meet the challenge of reconstruction and rehabilitation as outlined in the 20-year Capital Improvement Plan.
- Continue to implement ideas and strategies from the City's Partners in Energy collaboration with Xcel Energy.
- Implement a new process and tracking system for managing leases on City towers with cellular providers.

Financial Summary

| | | 2018 | 2019 | 2020 | | 2021 | | 2022 | \$ I | ncrease | % Increase |
|-----------------------------|----------|---------|---------------|---------------|----|-----------|----|-----------|------|----------|------------|
| | <u> </u> | Actual | <u>Actual</u> | Actual | | Budget | | Budget | | ecrease) | (Decrease) |
| PW Administration Expenditu | ıres | | | | | | | | | | |
| Personnel Services | \$ | 823,804 | \$ 838,284 | \$ 913,377 | \$ | 949,935 | \$ | 988,530 | \$ | 38,595 | 4.1% |
| Supplies & Materials | | 10,054 | 9,338 | 5,305 | | 10,950 | | 10,900 | | (50) | -0.5% |
| Other Services & Charges | | 35,399 | 32,656 | 24,543 | | 57,100 | | 58,600 | | 1,500 | 2.6% |
| Capital Outlay | | - | - | - | | - | | - | | - | 0.0% |
| | \$ | 869,257 | \$ 880,278 | \$ 943,225 | \$ | 1,017,985 | \$ | 1,058,030 | \$ | 40,045 | 3.9% |
| | | | | | | | | | | | |
| FTE's | | 7.25 | 7.25 | 7.25 | | 7.25 | | 7.25 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3.0% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.

- Repaved approximately 5.8 miles of roadway, lined 7.1 miles of sanitary sewers, and replaced 0.2 miles of water, which was consistent with 2020 results.
- Finalized and updated the City's Transportation Plan and Pathway Master Plan and assisted in the overall Comprehensive Plan.
- Processed over 80 right-of-way permits in 2021 as compared with 100 permits in 2020.

Streets

Organizational Responsibility:

Public Works Director

Division / Program Description

The Streets Division provides maintenance services such as snow & ice control, pavement maintenance, right-of-way maintenance, street signage, and implementation of a proactive pavement management program for City streets, sidewalks, and pathways. The Program's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Continue to improve pavement maintenance and streetscape and right-of-way maintenance programs.
- Continue to implement the Comprehensive Asset Management Program for assets within the street division.
- Continue to implement industry leading techniques for snow and ice control by expanding and enhancing alternatives to chloride.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|--------------------------|---------------|---------------|---------------|--------------|--------------|-------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) |
| Streets Expenditures | | | | | | | |
| Personnel Services | \$ 612,405 | \$ 626,870 | \$ 611,465 | \$ 656,610 | \$ 671,530 | \$ 14,920 | 2.3% |
| Supplies & Materials | 265,966 | 286,867 | 242,234 | 318,000 | 325,450 | 7,450 | 2.3% |
| Other Services & Charges | 285,873 | 292,964 | 363,120 | 127,375 | 149,875 | 22,500 | 17.7% |
| Capital Outlay | - | _ | - | - | - | _ | 0.0% |
| | \$ 1,164,244 | \$ 1,206,701 | \$ 1,216,819 | \$ 1,101,985 | \$ 1,146,855 | \$ 44,870 | 4.1% |
| | | | | | | | |
| FTE's | 6.10 | 6.10 | 6.10 | 6.10 | 6.10 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase is due to higher vehicle maintenance costs based on three year average.

- Managed 20 events for snow and ice.
- Maintained over 200,000 linear feet of pavement markings and 67 marked crosswalks.
- Trimmed 10% of City boulevard trees.
- Processed 20,000 cubic yards of leaves at the City's Leaf Recycling Center which turned into 6,000 cubic yards of compost.

Street Lighting

Organizational Responsibility:

Public Works Director

Division / Program Description

Street Lighting provides for the maintenance of safe, well-lit signaled streets for the community and its visitors, customers, and guests. Xcel Energy maintains public streetlights under contract with the City. Ramsey County contractually maintains city owned intersection signal lights. The Program's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Continue to replace or upgrade the oldest city-owned street light system components.
- Replace the pedestrian flasher system on Lexington Street at Central Park.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$] | Increase | % Increase |
|------------------------------|---------------|---------------|---------------|---------------|---------------|-----------|----------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | Budget | <u>(D</u> | ecrease) | (Decrease) |
| Street Lighting Expenditures | | | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ | - | 0.0% |
| Supplies & Materials | - | - | - | - | - | | - | 0.0% |
| Other Services & Charges | 204,036 | 166,278 | 170,913 | 184,000 | 180,000 | | (4,000) | -2.2% |
| Capital Outlay | - | - | - | - | - | | - | 0.0% |
| | \$ 204,036 | \$ 166,278 | \$ 170,913 | \$ 184,000 | \$ 180,000 | \$ | (4,000) | -2.2% |
| | | | | | | | | |
| FTE's | - | - | - | - | - | | - | |

2022 Budget Impact Items

• Not applicable.

2021 Achievements

• Maintained city owned street lights and supervised the maintenance of Xcel street lights.

General Building Maintenance

Organizational Responsibility: Public Works Director

Division / Program Description

Building Maintenance provides general governmental building maintenance including janitorial services and HVAC maintenance. Building maintenance is continuing to be a decentralized operation with the City, and longer term planning for the implementation of a stronger program is continuing. The Program's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Meet the demand for maintenance on City facilities due to the wear and tear of use by community groups.
- Continue to input assets into the Asset Management Program for Building Maintenance and input actual condition ratings for each asset.
- Complete a Pre-Design project for new facilities for the Maintenance Facility, License Center and possibly a new VFW on the Civic Campus.
- Undergo isolated remodeling projects to convert City Hall areas into offices or other general use spaces to meet the evolving demands of the City's workforce.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|-----------------------------|------------|------------|---------------|------------|------------|-------------|------------|
| | Actual | Actual | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) |
| Building Maintenance Expend | ditures_ | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Supplies & Materials | 15,869 | 23,511 | 32,933 | 21,000 | 26,000 | 5,000 | 23.8% |
| Other Services & Charges | 377,257 | 337,240 | 326,413 | 394,150 | 390,950 | (3,200) | -0.8% |
| Capital Outlay | - | - | - | - | - | - | 0.0% |
| | \$ 393,126 | \$ 360,751 | \$ 359,346 | \$ 415,150 | \$ 416,950 | \$ 1,800 | 0.4% |
| | | | | | | | |
| FTE's | _ | - | - | - | - | - | |

2022 Budget Impact Items

- Increased supplies & materials reflects changes for actual spending.
- Decreased other services & charges reflects changes for actual spending.

- Completed a Civic Campus Master Plan to help guide future facility decisions
- Started work on a Pre Design project for new facilities for the Maintenance Facility, License Center and possibly the VFW on campus.
- Continued minor proactive and reactive repairs and maintenance on all Civic Campus facilities.

Central Garage

Organizational Responsibility:

Public Works Director

Division / Program Description

The Central Garage provides quality and effective vehicle maintenance to all City departments in a manner and cost that are competitive with outside service alternatives. The Central Garage maintains the vehicles for all departments. Direct expense of such maintenance is charged to each department. The Program's activities are accounted for in the General Fund.

2022 Goals and Objectives

- Continue focus on reducing fleet energy use and purchasing fleet fuel on a long term contract to reduce price volatility impacts on budgets.
- Meeting the demand for increasing maintenance on City equipment due to increasing utilization and extended retention schedules.
- As part of the Partners in Energy collaboration with Xcel Energy, conduct a fleet analysis and identify good candidate vehicles for replacement with electric/hybrid vehicles.

Financial Summary

| | 2018 | | 2019 | 2020 | 2021 | | 2022 | \$ I: | ncrease | % Increase |
|-----------------------------|------|---------------|---------------|---------------|---------------|----|---------------|-------|----------|------------|
| | | <u>Actual</u> | <u>Actual</u> | Actual | Budget |] | <u>Budget</u> | (De | ecrease) | (Decrease) |
| Central Garage Expenditures | | | | | | | | | | |
| Personnel Services | \$ | 188,386 | \$ 183,925 | \$ 191,588 | \$ 204,430 | \$ | 206,650 | \$ | 2,220 | 1.1% |
| Supplies & Materials | | 4,180 | 10,520 | 32,119 | 4,400 | | 8,500 | | 4,100 | 93.2% |
| Other Services & Charges | | 5,458 | 3,801 | 27,307 | 1,300 | | 1,300 | | - | 0.0% |
| Capital Outlay | | - | - | - | - | | - | | - | 0.0% |
| | \$ | 198,024 | \$ 198,246 | \$ 251,014 | \$ 210,130 | \$ | 216,450 | \$ | 6,320 | 3.0% |
| | | | | | | | | | | |
| FTE's | | 2.00 | 2.00 | 2.00 | 2.00 | | 2.00 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.

- Completed approximately 800 service/repair work orders.
- Provided maintenance services & repairs to City fleet at competitive costs and provided excellent customer service with minimal down time.
- Provided assistance to other divisions on numerous repair/maintenance projects.
- Responded to snow and ice events and other emergencies as necessary.

Sanitary Sewer

Organizational Responsibility:

Public Works Director

Division / Program Description

The Sanitary Sewer Fund provides for the maintenance of the sanitary sewer collection system to assure the public's health and general welfare. This fund also provides for the payment to the Met Council Environmental Services for treatment of wastewater generated by Roseville customers. The Program's activities are accounted for in the Sanitary Sewer Fund.

2022 Goals and Objectives

- Rehabilitate utility infrastructure in conjunction with street improvement projects and through the use of trenchless technologies to ensure uninterrupted operations and reliable infrastructure.
- Evaluate additional inflow and infiltration reduction strategies.
- Replace the Long Lake Lift Station.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|-----------------------------|---------------|---------------|---------------|--------------|---------------|--------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | Budget | <u>Budget</u> | (Decrease) | (Decrease) |
| Sanitary Sewer Expenditures | | | | | | | |
| Personnel Services | \$ 523,616 | \$ 537,213 | \$ 545,260 | \$ 508,830 | \$ 508,230 | \$ (600) | -0.1% |
| Supplies & Materials | 41,170 | 37,328 | 28,133 | 44,700 | 44,700 | - | 0.0% |
| Other Services & Charges | 3,868,804 | 4,143,782 | 4,142,363 | 4,017,790 | 3,911,300 | (106,490) | -2.7% |
| Capital Outlay | 1,241,045 | 1,461,187 | 1,763,715 | 1,460,000 | 1,415,000 | (45,000) | -3.1% |
| | \$ 5,674,635 | \$ 6,179,510 | \$ 6,479,471 | \$ 6,031,320 | \$ 5,879,230 | \$ (152,090) | -2.5% |
| | | | | | | | |
| FTE's | 5.05 | 5.05 | 5.05 | 5.05 | 5.05 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges decrease primarily due to a 5% reduction in wastewater treatment costs.
- Capital Outlay provides for the scheduled replacement and rehabilitation of infrastructure, vehicles, and equipment which can fluctuate from year to year.

- Cleaned all lift stations quarterly.
- Completed rehabilitation of the Galtier Lift Station.
- Cleaned 241,000 linear feet, or one-third, of the sanitary sewer system and all higher frequency areas.

Division / Program: Water

Organizational Responsibility: Public Works Director

Division / Program Description

The Water Fund provides city residents with potable water in quantities sufficient to provide fire protection and general public health. The Program's activities are accounted for in the Water Fund.

2021 Goals and Objectives

- Continue to rehabilitate utility infrastructure in conjunction with street improvement projects and through the use of trenchless technologies to ensure uninterrupted operations and the most cost effective infrastructure replacement.
- Replace the water main along Lexington Ave between County Road C and Woodhill Drive
- Replace the water main along County Road B between Hamline Ave and Lexington Ave in coordination with the Xcel Energy natural gas main replacement project.
- Evaluate, and replace as necessary, meters serving large volume commercial properties
- Prioritize capital expenditures to stabilize overall fund balance.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|--------------------------|---------------|---------------|---------------|---------------|---------------|-------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Budget</u> | (Decrease) | (Decrease) |
| Water Expenditures | | | | | | | |
| Personnel Services | \$ 623,116 | \$ 618,398 | \$ 618,539 | \$ 704,190 | \$ 716,710 | \$ 12,520 | 1.8% |
| Supplies & Materials | 193,643 | 221,459 | 215,868 | 162,800 | 204,000 | 41,200 | 25.3% |
| Other Services & Charges | 5,470,383 | 5,474,416 | 5,474,416 | 5,840,925 | 6,179,305 | 338,380 | 5.8% |
| Capital Outlay | 1,589,480 | 1,566,928 | 645,426 | 635,000 | 830,000 | 195,000 | 30.7% |
| | \$ 7,876,622 | \$ 7,881,201 | \$ 6,954,249 | \$ 7,342,915 | \$ 7,930,015 | \$ 587,100 | 8.0% |
| | | | | | | | |
| FTE's | 7.15 | 7.15 | 7.15 | 7.15 | 7.15 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Supplies & Materials increase reflects changes for actual spending.
- Other Services & Charges increase due to higher expected water purchase costs from the City of St. Paul and debt payments on the 2020 Bond issue.
- Capital Outlay provides for the scheduled replacement and rehabilitation of infrastructure, vehicles, and equipment which can fluctuate from year to year.

- Distributed over 1.8 billion gallons of water to Roseville and Arden Hills utility customers.
- Repaired 29 water main breaks.
- Replaced water main along Cleveland Ave between County Road D and County Road C2..
- Flushed, inspected, and maintained 1,800 fire hydrants.

Storm Drainage

Organizational Responsibility:

Public Works Director

Division / Program Description

Storm Drainage division provides for the management of storm water drainage in the City; including flood control, pollution and contamination prevention, street sweeping, and the leaf-pickup program. The Program's activities are accounted for in the Storm Drainage Fund.

2022 Goals and Objectives

- Apply for watershed district, state, and/or other cost share funding for the implementation or expansion of storm water best management practices.
- Sweep all City streets at minimum bi-annually focusing on environmentally sensitive areas first with vacuum sweeper.
- Will partner with major development projects and other agency projects to expand storm water retention and water quality improvements throughout the City.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|--------------------------|---------------|---------------|---------------|--------------|---------------|-------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | Budget | <u>Budget</u> | (Decrease) | (Decrease) |
| Stormwater Expenditures | | | | | | | |
| Personnel Services | \$ 394,082 | \$ 415,539 | \$ 432,616 | \$ 463,065 | \$ 471,240 | \$ 8,175 | 1.8% |
| Supplies & Materials | 52,628 | 67,431 | 96,112 | 88,340 | 93,340 | 5,000 | 5.7% |
| Other Services & Charges | 777,549 | 767,829 | 861,934 | 822,800 | 851,000 | 28,200 | 3.4% |
| Capital Outlay | 1,457,732 | 805,269 | 1,241,791 | 1,192,500 | 1,205,000 | 12,500 | 1.0% |
| | \$ 2,681,991 | \$ 2,056,068 | \$ 2,632,453 | \$ 2,566,705 | \$ 2,620,580 | \$ 53,875 | 2.1% |
| | | | | | | | |
| FTE's | 4.20 | 4.20 | 4.20 | 4.20 | 4.20 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase due to increased software and vehicle maintenance costs.
- Capital Outlay provides for the scheduled replacement and rehabilitation of infrastructure, vehicles, and equipment which can fluctuate from year to year.

- Surveyed several ponds to analyze sediment load and water quality functional performance.
- Partnered with Rice Creek Watershed District and the adjacent Dominium Apartment project to pipe Ramsey County Ditch 4 north of County Road C and to install a trail atop of the new pipe.

Recycling

Organizational Responsibility: Public Works Director

Division / Program Description

The Solid Waste Recycling Fund's mission is to encourage and promote recycling of household materials on a community-wide basis. The Program's activities are accounted for in the Recycling Fund.

2022 Goals and Objectives

- Continue single-sort recycling and continue providing a high level of service to our residents.
- Enhance collaborative opportunities for zero waste events and other special events.
- Continue to work with Ramsey County to identify opportunities and timing for a curb side organics collection program.

Financial Summary

| | 2018 | | | 2019 | | 2020 | | 2021 | | 2022 | \$] | Increase | % Increase |
|--------------------------|------|---------------|--------|---------|--------|---------|--------|---------|--------|---------|------------|----------|------------|
| | 4 | <u>Actual</u> | Actual | | Actual | | Budget | | Budget | | (Decrease) | | (Decrease) |
| Recycling Expenditures | | | | | | | | | | | | | |
| Personnel Services | \$ | 32,048 | \$ | 43,751 | \$ | 34,133 | \$ | 40,975 | \$ | 44,060 | \$ | 3,085 | 8% |
| Supplies & Materials | | 420 | | 732 | | 2,250 | | - | | 2,250 | | 2,250 | 0% |
| Other Services & Charges | | 538,484 | | 579,568 | | 602,098 | | 621,810 | | 877,260 | | 255,450 | 41% |
| Capital Outlay | | - | | - | | - | | - | | - | | - | 0% |
| | \$ | 570,952 | \$ | 624,051 | \$ | 638,481 | \$ | 662,785 | \$ | 923,570 | \$ | 260,785 | 39.3% |
| | | | | | | | | | | | | • | |
| FTE's | | 0.35 | | 0.35 | | 0.35 | | 0.35 | | 0.35 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase due to increases in contractual recycling pickup charges.

2021 Achievements

• Awarded a new recycling contract for 2022 – 2024.

Division / Program: Pathway & Parking Lot Maintenance

Organizational Responsibility: Public Works Director

Division / Program Description

During the past 24 years, the City has installed 10 miles of pathways through its parks and an additional 37 miles as part of the street system. The City Council has implemented a program of methodical and intentional maintenance. This program is intended to bring existing pathways and parking lots up to an acceptable user standard and maintain that standard. The Program's activities are accounted for in the Pathway Maintenance Fund.

2022 Goals and Objectives

- Rehabilitate 1-2 miles pathway annually.
- Repave one City-owned parking lot annually.
- Perform routine pavement maintenance on all City lots and trails.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | | 2022 | \$ I | ncrease | % Increase |
|-----------------------------|---------------|-------------------|---------------|---------------|----------|---------------|-----------|----------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>I</u> | <u>Budget</u> | <u>(D</u> | ecrease) | (Decrease) |
| Pathway & Parking Lot Maint | tenance_ | | | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ | - | \$ | - | 0.0% |
| Supplies & Materials | 34,448 | 11,750 | 12,839 | 20,000 | | 20,000 | | - | - |
| Other Services & Charges | 88,933 | 16,300 | 23,850 | 180,000 | | 150,000 | | (30,000) | -16.7% |
| Capital Outlay | 5,534 | 691,013 | 344,931 | - | | - | | - | - |
| | \$ 128,915 | \$ 719,063 | \$ 381,620 | \$ 200,000 | \$ | 170,000 | \$ | (30,000) | 39.3% |
| | | | | | | | | · | |
| FTE's | - | - | - | - | | - | | | |

2022 Budget Impact Items

• Other Services & Charges decrease is due to a planned reduction in maintenance expenditures to maintain positive fund balance.

2021 Achievements

• Repaved several miles of trails within the City.

Recreation Administration

Organizational Responsibility:

Parks and Recreation Director

Division / Program Description

Recreation Administration plans and administers a quality parks and recreation program based on the needs of the community and within the allocated resources. The Program's activities are accounted for in the Recreation Fund.

2022 Goals and Objectives

- Support city diversity, equity, and inclusion efforts in all areas through programs, facilities, special events and data collection.
- Support and participate in community visioning process.
- Prepare and implement a needs assessment in conjunction with community visioning process.
- Support efforts to implement state bonded capital improvements at the Guidant John Rose Minnesota OVAL.
- Support efforts for accelerated Emerald Ash Borer Program.
- Support Roseville Parks & Recreation Community Foundations including Friends of Roseville Parks, Roseville Central Park Foundation, Friends of the OVAL Foundation and affiliated groups.
- Support Parks and Recreation Commission.
- Support and provide a voice in campus master plan and CIP/Parks Improvement Program.
- Research and investigate enhancements to facilities and programs focusing on ADA plans.

Financial Summary

| | | 2018 | 2019 | 2020 | 2021 | | 2022 | \$ I | ncrease | % Increase |
|-----------------------------|-----------|---------------|---------------|---------------|---------------|----|---------|-----------|----------|------------|
| | 4 | Actual Actual | <u>Actual</u> | <u>Actual</u> | Budget |] | Budget | <u>(D</u> | ecrease) | (Decrease) |
| Recreation Admin Expenditur | <u>es</u> | | | | | | | | | |
| Personnel Services | \$ | 556,030 | \$ 527,948 | \$ 568,315 | \$ 551,385 | \$ | 571,480 | \$ | 20,095 | 3.6% |
| Supplies & Materials | | 3,923 | 5,507 | 632 | 6,000 | | 6,000 | | - | 0.0% |
| Other Services & Charges | | 47,512 | 64,593 | 37,552 | 84,365 | | 151,365 | | 67,000 | 79.4% |
| Capital Outlay | | - | - | - | - | | - | | - | 0.0% |
| | \$ | 607,465 | \$ 598,048 | \$ 606,499 | \$ 641,750 | \$ | 728,845 | \$ | 87,095 | 13.6% |
| | | | | | | | | | • | |
| FTE's | | 4.65 | 4.65 | 4.65 | 4.65 | | 4.65 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase due to higher software and training costs.

- Worked through COVID19 pandemic response requiring significant and fluid adjustment periods: implemented necessary adjustments to programming, developed individual safety and operational plans for all programs, facilities and daily operations, supported communications efforts.
- Completed agreement with Granite City as food and beverage provider for Cedarholm.
- Completed RFP for Accelerated Emerald Ash Borer Program.
- Supported community engagement efforts for Pickleball and the Pocahontas Park name conversation.

Organizational Responsibility:

Parks and Recreation Director

Division / Program Description

Recreation Fee Activities provide quality opportunities in adult classes, youth recreational classes, youth sports, gymnastics, senior citizen programs, arts, volunteer opportunities, and other activities in a way that meets the needs of city residents while being self-supporting in terms of direct costs. The Program's activities are accounted for in the Recreation Fund.

2022 Goals and Objectives

- Participate in community visioning process and needs assessment
- Provide safe and financially viable programs and facilities
- Pursue non-traditional revenue sources, i.e., sponsorships and partnerships
- Further develop community facilities plan including approach, financials, and usage
- Review and adjust recreation programs, events, facilities, services and offerings as appropriate

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|------------------------------|------------------|---------------|---------------|--------------|--------------|-------------|------------|
| | Actual | <u>Actual</u> | <u>Actual</u> | Budget | Budget | (Decrease) | (Decrease) |
| Recreation Fee Programs Expe | <u>enditures</u> | | | | | | |
| Personnel Services | \$ 790,815 | \$ 804,077 | \$ 718,803 | \$ 951,165 | \$ 968,588 | \$ 17,423 | 1.8% |
| Supplies & Materials | 51,097 | 68,274 | 36,208 | 80,510 | 78,180 | (2,330) | -2.9% |
| Other Services & Charges | 437,681 | 414,975 | 254,365 | 515,780 | 520,180 | 4,400 | 0.9% |
| Capital Outlay | - | - | - | - | - | - | 0.0% |
| | \$ 1,279,593 | \$ 1,287,326 | \$ 1,009,376 | \$ 1,547,455 | \$ 1,566,948 | \$ 19,493 | 1.3% |
| | | | | | | | |
| FTE's | 5.10 | 5.35 | 5.35 | 5.35 | 5.35 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase is due to increased professional services cost for programs.

- Offered a full slate of recreational programming while complying with MDH guidelines and keeping participants safe.
- Successfully on boarded two new recreation staff members.
- Continued to recruit, hire, train and retain professional, energetic and effective seasonal staff (more than 150 people) in spite of nation-wide labor shortages.
- Received consistently high marks in customer satisfaction and communication on program evaluations
- Hosted 378 picnic shelter rentals resulting in a 20% increase from 2020
- Held outdoor dance recital for the first time.
- 429 teams participated in various adult league sports.

Recreation Non-Fee Activities

Organizational Responsibility: Parks

Parks and Recreation Director

Division / Program Description

Recreation Non- Fee Activities provides quality recreational leisure time opportunities in the area of musical entertainment, community band programs, special needs programs, summer youth programs, teen activities, and special events in a manner that encourages broad participation through a combination of partial fees, donations, and public funding. The Program's activities are accounted for in the Recreation Fund.

2022 Goals and Objectives

- Work to fully resume facilities, programing and special events as appropriate.
- Continue to provide volunteer opportunities to the community and support volunteer involvement.
- Pursue non-traditional revenue sources, i.e. sponsorships, partnerships, etc.

Financial Summary

| | | 2018 | 2019 | 2020 | | 2021 | | 2022 | \$ I | ncrease | % Increase |
|------------------------------|-----|---------------|---------------|---------------|----|---------|----------|---------------|------|----------|------------|
| | 4 | Actual | <u>Actual</u> | <u>Actual</u> |] | Budget | <u>I</u> | <u>Budget</u> | (D | ecrease) | (Decrease) |
| Recreation Non-Fee Prog. Exp | end | <u>itures</u> | | | | | | | | | |
| Personnel Services | \$ | 37,434 | \$ 37,744 | \$ 13,869 | \$ | 58,935 | \$ | 60,685 | \$ | 1,750 | 3.0% |
| Supplies & Materials | | 9,138 | 13,542 | 3,418 | | 26,800 | | 27,350 | | 550 | 2.1% |
| Other Services & Charges | | 68,564 | 62,778 | 17,537 | | 79,770 | | 81,120 | | 1,350 | 1.7% |
| Capital Outlay | | - | - | - | | - | | - | | - | 0.0% |
| | \$ | 115,136 | \$ 114,064 | \$ 34,824 | \$ | 165,505 | \$ | 169,155 | \$ | 3,650 | 2.2% |
| | | | | | | | | | | | |
| FTE's | | - | - | - | | - | | - | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increase is due to increased professional services cost for programs.

- Offered a new event, free, COVID-safe, Kite Day in the Park, in partnership with the Kiwanis Malt Shop and Do Good Roseville more than 120 people participated.
- Resumed fee pop-up recreation programs including Discover Your Parks, the world famous Roseville Puppet Wagon and Roll-In Movies.
- Successfully executed a COVID-modified Rosefest that included 17 unique events and several thousand participants.
- Offered wide range of programming geared toward cultural education and inclusion including Creative Crossroads and the Wild Rice Festival.

Division / Program: Recreation Harriet Alexander Nature Center

Organizational Responsibility: Parks and Recreation Director

Division / Program Description

To provide environmental education, recreational opportunities, and reflection for people of all ages and abilities. The Program's activities are accounted for in the Recreation Fund.

2022 Goals and Objectives

- Work to fully resume facilities, programing and special events as appropriate.
- Evaluate current HANC operations to manage financial resources and respond to community interests.
- Work with Volunteer Coordinator to gain additional volunteers and enhance experience.
- Maximize use and enhance revenues through programming and facility use.
- Enhance marketing packages to promote school field trips.
- Explore and finalize exterior area and facility identification signage with outside city funds

Financial Summary

| | | 2018 | 2019 | 2020 | | 2021 | | 2022 | \$ Ir | ncrease | % Increase |
|----------------------------|----------|--------|---------------|---------------|----|---------------|----------|---------------|-------|---------|------------|
| | <u> </u> | Actual | <u>Actual</u> | <u>Actual</u> |] | <u>Budget</u> | <u>I</u> | <u>Budget</u> | (De | crease) | (Decrease) |
| Nature Center Expenditures | | | | | | | | | | | |
| Personnel Services | \$ | 30,121 | \$ 31,459 | \$ 18,095 | \$ | 27,990 | \$ | 28,990 | \$ | 1,000 | 3.6% |
| Supplies & Materials | | 8,414 | 9,550 | 4,750 | | 9,600 | | 9,800 | | 200 | 2.1% |
| Other Services & Charges | | 32,991 | 33,970 | 25,985 | | 35,250 | | 34,900 | | (350) | -1.0% |
| Capital Outlay | | - | - | - | | - | | - | | - | 0.0% |
| | \$ | 71,526 | \$ 74,979 | \$ 48,830 | \$ | 72,840 | \$ | 73,690 | \$ | 850 | 1.2% |
| | | | | | | | | | | | |
| FTE's | | - | - | - | | - | | - | | | |

2022 Budget Impact Items

• Personnel increases include increased temporary staff hours.

- Resumed and conducted safe and modified programs
- Facility fully opened for sign-in/walk-in traffic.
- Offered a wide range of programming including Wild Rice Festival and Halloween event.

Recreation Roseville Skating Center

Organizational Responsibility:

Parks and Recreation Director

Division / Program Description

To provide; multi-purpose indoor/outdoor skating opportunities, recreational classes, senior citizen programs, and miscellaneous other activities, in a way that meets the needs of the city and state residents. The Program's activities are accounted for in the Recreation Fund.

2022 Goals and Objectives

- Capitalize marketing efforts to increase ice usage and rentals through camps, clinics, etc.
- Work to implement the state bond funded improvements to the Guidant John Rose Minnesota OVAL.
- Review and document a comprehensive approach to maintenance and operations.
- Plan for infrastructure needs.
- Work with groups to bring back larger events post pandemic.

Financial Summary

| | | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Iı | ncrease | % Increase |
|-----------------------------|----------|-----------|-----------------|-----------------|-----------------|-----------------|-------|----------|------------|
| | <u> </u> | Actual | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Budget</u> | (De | ecrease) | (Decrease) |
| Skating Center Expenditures | | | | | | | | | |
| Personnel Services | \$ | 710,739 | \$ 734,882 | \$ 665,049 | \$ 780,430 | \$ 781,210 | \$ | 780 | 0.1% |
| Supplies & Materials | | 69,336 | 65,731 | 37,734 | 71,700 | 71,700 | | - | 0.0% |
| Other Services & Charges | | 382,194 | 391,647 | 321,140 | 385,440 | 389,340 | | 3,900 | 1.0% |
| Capital Outlay | | - | - | - | - | - | | - | 0.0% |
| | \$ 1 | 1,162,269 | \$ 1,192,260 | \$ 1,023,923 | \$ 1,237,570 | \$ 1,242,250 | \$ | 4,680 | 0.4% |
| | | | | | | | | • | |
| FTE's | | 5.75 | 5.75 | 5.75 | 5.75 | 5.75 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other services & Charges increase is due to increased contractual maintenance costs.

- Implemented contactless ticket sales, and completely outdoor access and skate-changing at the OVAL to allow recreational opportunities during the most challenging days of the pandemic.
- Conducted safe and modified programs
- Began implementation of the MN OVAL renovation, funded through MN Capital Investment Funds.
- Hosted the Matt Dumba Hockey without Limits camp, a camp for children with lower incomes, at the Roseville Skating Center.
- Offered the Turkey Day Outdoor Hockey Classic at the OVAL, featuring 75 teams from across the state and more than 500 players.

Recreation Activity Center

Organizational Responsibility:

Parks & Recreation Director

Division / Program Description

This division leases limited storage space and a dance studio at Fairview Community Center, provides temporary staff for evening and weekend open hours at City Hall Campus and includes payment to Roseville School District to satisfy contractual arrangement for maintenance and upkeep at Brimhall, Central Park Community Gymnasiums and the Gymnastic Center

2022 Goals and Objectives

- To continue to coordinate with the Roseville School District per agreement in the provision of Central Park and Brimhall Community Gymnasiums and the Roseville Gymnastic Center.
- To provide safe and adequate supervision at the City Hall Campus to open up facilities for community use as much as possible.
- To improve capital improvement planning with the Roseville School District.

Financial Summary

| | | 2018 | 2019 | 2020 | | 2021 | | 2022 | \$ Increase | % Increase |
|------------------------------|----|---------|---------------|---------------|----|---------------|----|---------------|-------------|------------|
| | 1 | Actual | Actual | <u>Actual</u> |] | <u>Budget</u> |] | <u>Budget</u> | (Decrease) | (Decrease) |
| Activity Center Expenditures | | | | | | | | | | |
| Personnel Services | \$ | 8,884 | \$ 6,670 | \$ 1,347 | \$ | 12,380 | \$ | 12,380 | \$ - | 0.0% |
| Supplies & Materials | | 325 | 43 | - | | 2,850 | | 2,850 | - | 0.0% |
| Other Services & Charges | | 92,912 | 99,555 | 92,587 | | 108,050 | | 107,550 | (500 | -0.5% |
| Capital Outlay | | - | - | - | | - | | - | - | 0.0% |
| | \$ | 102,121 | \$ 106,268 | \$ 93,934 | \$ | 123,280 | \$ | 122,780 | \$ (500 | -0.4% |
| | | | | | | | | | | |
| FTE's | | - | - | - | | - | | - | | |

2022 Budget Impact Items

• Other Services & Charges decrease reflects actual costs.

- Worked through COVID19 pandemic response requiring significant and fluid adjustment periods: implemented necessary adjustments to programming, developed individual safety and operational plans for all programs, facilities and daily operations, supported communications efforts.
- Provision of two community gymnasiums and one gymnastic center in cooperation with the Roseville School District per agreement.
- Provided community gathering spaces for affiliated groups to offer community programs.

Recreation Park Maintenance

Organizational Responsibility:

Parks & Recreation Director

Department Description

To develop and maintain public park areas and facilities at a level that provides for safe, quality recreational experiences for all users and participants. This division includes contract maintenance and Forestry. The Program's activities are accounted for in the Park Maintenance Fund.

2022 Goals and Objectives

- Provide a high quality of maintenance for the highly used/recognized programs and facilities.
- Ensure safe conditions and proper training as a top priority for users, spectators and employees
- Begin implementation of accelerated Enhance Emerald Ash Borer Program.
- Foster Community Natural Resource Stewardship Program.
- Work to implement the department CIP/PIP and the state bond funded improvements to the Guidant John Rose Minnesota OVAL as outlined.
- Evaluate, monitor and conduct the deer reduction effort as appropriate.
- Continue to implement new methods to improve pathway snow plowing and the provision of additional cross country ski trails.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|-----------------------------|--------------|---------------|---------------|--------------|---------------|-------------|------------|
| | Actual | <u>Actual</u> | <u>Actual</u> | Budget | <u>Budget</u> | (Decrease) | (Decrease) |
| Park Maintenance Expenditur | <u>es</u> | | | | | | |
| Personnel Services | \$ 893,836 | \$ 903,543 | \$ 925,540 | \$ 1,007,830 | \$ 1,040,260 | \$ 32,430 | 3.2% |
| Supplies & Materials | 143,480 | 142,669 | 119,794 | 134,500 | 137,500 | 3,000 | 2.2% |
| Other Services & Charges | 222,165 | 193,079 | 240,552 | 277,700 | 254,200 | (23,500) | -8.5% |
| Capital Outlay | _ | - | - | - | - | - | 0.0% |
| | \$ 1,259,480 | \$ 1,239,291 | \$ 1,285,886 | \$ 1,420,030 | \$ 1,431,960 | \$ 11,930 | 0.8% |
| | | | | | | | |
| FTE's | 9.50 | 9.50 | 9.50 | 9.50 | 9.50 | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Supplies & Materials increase due to addition of two new parks.
- Other services & charges decrease due to reducing diseased tree replacements.

- Completed Phase 2 Arboretum lighting expansion and completed installation of the inclusive play expansion in Central Park, funded by a donation.
- Executed Natural Resources Stewardship program, saw 1,970 hours worked.
- Implemented a pilot gravel bed nursery, to cultivate trees to be transplanted throughout the City.
- Planted 140 trees in various parks engaging more than 100 volunteers.
- Planted more than 20,000 flowers engaging more than 100 volunteers.
- Awarded \$50,000 Minnesota DNR grant funding for replacement of diseased Ash Trees.
- Continued deer management program efforts successfully.

Park Improvement Program

Organizational Responsibility:

Parks & Recreation Director

Department Description

The Park Improvement Program (PIP) provides for the preservation of parks, open space, and related recreational areas. The purpose of this fund is to renew and reconstruct existing park facilities. The Program's activities are accounted for in the Park Improvement Fund.

2022 Goals and Objectives

- Integrate life cycle information into the new Asset Management Program (Bee Hive)
- Focus on safety and aesthetics as a high priority.
- Develop a proactive approach to identified improvements.
- Implement the department CIP/PIP.
- Assess equipment needs for the community desired level of pathway plowing and cross country ski trail opportunities.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | 2022 | \$ Increase | % Increase |
|--------------------------|---------------|---------------|---------------|---------------|--------------|--------------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | Budget | (Decrease) | (Decrease) |
| Park Improvement Prg. | | | | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Supplies & Materials | - | - | - | - | - | - | 0.0% |
| Other Services & Charges | - | - | - | - | - | - | 0.0% |
| Capital Outlay | 76,645 | 69,311 | 86,490 | 1,480,000 | 1,020,000 | (460,000) | -31.1% |
| | \$ 76,645 | \$ 69,311 | \$ 86,490 | \$ 1,480,000 | \$ 1,020,000 | \$ (460,000) | -31.1% |
| | | | | | | | |
| FTE's | - | - | - | - | - | | |

2022 Budget Impact Items

• Capital Outlay provides for the scheduled replacement and rehabilitation of infrastructure and equipment which can fluctuate from year to year.

- Analysis of CIP/PIP historical information and projections for future needs.
- Completed resurfacing of courts at Acorn Park.
- Completed numerous hardscape, landscape and field improvements as scheduled in the Asset Management Program.
- Planted 140 trees in various parks engaging more than 100 volunteers.

Golf Course Clubhouse & Community Room

Organizational Responsibility:

Parks & Recreation Director

Division / Program Description

The golf course clubhouse provides a quality golf experience for Roseville citizens by offering superior turf and a pleasing clubhouse designed for beginners, senior citizens, youth, and those desiring a minimal time commitment. Plans for a physical upgrade to the clubhouse are being explored. The Program's activities are accounted for in the Golf Course Fund.

2022 Goals and Objectives

- To continue efforts to promote and maximize the Cedarholm Community Building and Golf Course for golf operations and as an event center for such uses as weddings, anniversaries, birthday parties, business meetings, in-house programming, etc. all year around, even during the golf season.
- Explore new opportunities to attract attention for the many year around opportunities.
- Work with Granite City to move in and provide the kitchen/grill/beverage service.
- Increase Social Media networking: Facebook, Twitter, E-mail etc. usage to all.

Financial Summary

| | | 2018 | | 2019 | 2020 | | 2021 | | 2022 | \$ I | ncrease | % Increase |
|----------------------------|-----|-----------|----------|---------------|---------------|----|---------|----|---------------|------------|----------|------------|
| | 1 | Actual | | <u>Actual</u> | <u>Actual</u> |] | Budget_ |] | <u>Budget</u> | <u>(De</u> | ecrease) | (Decrease) |
| Golf Course Clubhouse & Co | mmu | nity Roon | <u>n</u> | | | | | | | | | |
| Personnel Services | \$ | 214,042 | \$ | 228,740 | \$ 223,836 | \$ | 243,070 | \$ | 247,220 | \$ | 4,150 | 1.7% |
| Supplies & Materials | | 27,555 | | 30,108 | 10,820 | | 35,900 | | 36,500 | | 600 | 1.7% |
| Other Services & Charges | | 46,028 | | 73,338 | 47,133 | | 59,985 | | 67,007 | | 7,022 | 11.7% |
| Capital Outlay | | 68,382 | | 6,141 | 1,772 | | - | | - | | - | 0.0% |
| | \$ | 356,007 | \$ | 338,327 | \$ 283,561 | \$ | 338,955 | \$ | 350,727 | \$ | 11,772 | 3.5% |
| | | | | | | | | | | | | |
| FTE's | | 1.25 | | 1.50 | 1.50 | | 1.50 | | 1.50 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other Services & Charges increased due to the larger facility utility costs and increased golf cart rental costs.

- Increased golf rounds played by 20% with a high level of satisfaction.
- Creatively remained open to offer outdoor opportunities during the entire pandemic.
- Revived open mic nights.
- Finalized agreement with Granite City to provide kitchen/grill/beverage service.

Golf Course Maintenance

Organizational Responsibility:

Parks & Recreation Director

Division / Program Description

Golf course maintenance provides Roseville citizens with a golf recreational facility that is maintained with quality and managed with excellent customer service. Maintenance and playability will be very important to keeping this course competitive in the coming years. Plans for a physical upgrade to the maintenance facility are being explored. The Program's activities are accounted for in the Golf Course Fund.

2022 Goals & Objectives

- Enhance and expand user groups.
- Review, enhance and finalize Cedarholm mechanical systems operation manuals.
- Review, identify and prioritize improvements to the grounds and maintenance area including irrigations systems, trees, etc.

Financial Summary

| | | 2018 | 2019 | 2020 | 2021 | | 2022 | \$ I | ncrease | % Increase |
|--------------------------|----|---------|---------------|---------------|---------------|----|---------------|-----------|----------|------------|
| | 4 | Actual | <u>Actual</u> | Actual | Budget_ |] | <u>Budget</u> | <u>(D</u> | ecrease) | (Decrease) |
| Golf Course Maintenance | | | | | | | | | | |
| Personnel Services | \$ | 73,032 | \$ 71,013 | \$ 74,437 | \$ 76,590 | \$ | 78,640 | \$ | 2,050 | 2.7% |
| Supplies & Materials | | 22,068 | 20,751 | 18,515 | 25,000 | | 25,800 | | 800 | 3.2% |
| Other Services & Charges | | 21,201 | 14,533 | 20,566 | 10,250 | | 10,650 | | 400 | 3.9% |
| Capital Outlay | | _ | - | - | - | | 46,000 | | 46,000 | 0.0% |
| | \$ | 116,301 | \$ 106,297 | \$ 113,518 | \$ 111,840 | \$ | 161,090 | \$ | 49,250 | 44.0% |
| | | | | | | | | | | |
| FTE's | | 0.50 | 0.50 | 0.50 | 0.50 | | 0.50 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Capital Outlay provides for the scheduled replacement and rehabilitation of infrastructure and equipment which can fluctuate from year to year.

- Completed several irrigation projects, including installation of a Direct Drive System to improve irrigation performance.
- Maintained aesthetically pleasing and highly playable golf course that exceeded customers' expectations in spite of drought conditions.

City Planning

Organizational Responsibility:

Community Development Director

Division / Program Description

The Planning Division's mission is to develop effective recommendations on comprehensive land use planning and zoning programs in a manner consistent with City policies. City Planning works closely with all departments, Planning Commission, Variance Board, EDA and Council in preparation and design of development projects as well as providing guidance to property owners. City Planning provides well-planned development and anticipates continued process refinement to keep up with current and increasing project demands. The Program's activities are accounted for in the Community Development Fund.

2022 Goals and Objectives

- Complete second phase of Zoning Code amendments focused on implementing various goals identified in the City's 2040 Comprehensive Plan.
- Track progress towards creation of missing middle housing types and identify the strengths and weaknesses of the newly updated Zoning Code sections in terms of their effectiveness in the creation of more missing middle housing types.
- Review and implement redevelopment proposals within the Twin Lakes redevelopment area and redevelopment proposals at Rosedale Center.
- Finalize various final plat requests at highly controversial in-fill residential development sites.
- Actively participate in, and support the efforts of, the Rice and Larpenteur Alliance.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | | 2022 | \$ I | ncrease | % Increase |
|--------------------------|---------------|---------------|---------------|---------------|----|---------------|------|----------|------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | Budget |] | <u>Budget</u> | (D | ecrease) | (Decrease) |
| Planning Expenditures | | | | | | | | | |
| Personnel Services | \$ 341,848 | \$ 291,094 | \$ 492,296 | \$ 509,860 | \$ | 529,080 | \$ | 19,220 | 3.8% |
| Supplies & Materials | 1,116 | 1,224 | 219 | 2,500 | | 2,500 | | - | 0.0% |
| Other Services & Charges | 99,953 | 57,985 | 38,468 | 124,900 | | 95,100 | | (29,800) | -23.9% |
| Capital Outlay | - | - | - | 3,300 | | 500 | | (2,800) | -84.8% |
| | \$ 442,917 | \$ 350,303 | \$ 530,983 | \$ 640,560 | \$ | 627,180 | \$ | (13,380) | -2.1% |
| | | | | | | | | | |
| FTE's | 4.05 | 4.05 | 4.05 | 4.05 | | 4.05 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other services & charges decreased due to Zoning Code update completion in 2021.

2021 Achievements

- Completed first phase of Zoning Code and map amendments to align the City's Zoning Code and official Zoning Map with the 2040 Comprehensive Plan, including extensive virtual and online public engagement efforts.
- Completed a discretionary Environmental Assessment Worksheet for the highly controversial Victoria Shores residential development project.
- Completed review of various land use applications for Twin Lakes Station plats, conditional uses and variance requests.
- Processed land use applications for 25 different project sites.

•

Building Permits and Codes

Organizational Responsibility:

Community Development Director

Division / Program Description

The Code Enforcement Program ensures public safety and health standards related to building construction and land use are maintained for the general welfare of the community. This provides a safer community for all citizens through proper construction methods and provides for enhanced neighborhood livability and property values. The Program's activities are accounted for in the Community Development Fund.

2022 Goals and Objectives

- Monitor large project submittals and compare to staffing levels, with the objective of determining when/if to hire an additional inspector should the work load demand it.
- Continue training staff on, and expand the use of, electronic plan review (Bluebeam).
- Continue to improve existing procedures to increase efficiency and effectiveness.
- Continue to promote and refine the use of Accela permitting software to provide greater access and transparency in the permitting process for numerous city departments and the general public, with the goal of getting nearly 100% of all permits and payments done online and also creating and posting reports online related to routing public data requests..
- Provide greater opportunity for internal training to increase depth of knowledge in regards to Building Codes.

Financial Summary

| | 2018 | 2019 | 2020 | 2021 | | 2022 | \$ I | ncrease | % Increase |
|-----------------------------|------------|---------------|---------------|---------------|----|---------|------|----------|------------|
| | Actual | Actual | <u>Actual</u> | Budget |] | Budget | (D | ecrease) | (Decrease) |
| Code Enforcement Expenditur | <u>res</u> | | | | | | | | |
| Personnel Services | \$ 392,256 | \$ 399,656 | \$ 708,266 | \$ 640,970 | \$ | 666,450 | \$ | 25,480 | 4.0% |
| Supplies & Materials | 6,419 | 7,431 | 7,249 | 10,800 | | 7,600 | | (3,200) | -29.6% |
| Other Services & Charges | 199,276 | 235,112 | 242,294 | 224,800 | | 226,750 | | 1,950 | 0.9% |
| Capital Outlay | 4,347 | 5,260 | 27,873 | 5,275 | | 1,100 | | (4,175) | -79.1% |
| | \$ 602,298 | \$ 647,459 | \$ 985,682 | \$ 881,845 | \$ | 901,900 | \$ | 20,055 | 2.3% |
| | | | | | | | | | |
| FTE's | 4.35 | 5.60 | 5.60 | 6.30 | | 6.30 | | | |

2022 Budget Impact Items

- Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.
- Other budget areas remain status quo with minimal increases or decreases.

- The Department issued 4,500 permits in 2021 which generated \$1.8 million in permit revenue in 2021 compared to 3,745 permits in 2020 which generated over \$2 million in permit revenue.
- Inspections staff completed over 5,200 inspections, which is about 5% over the 10 year average.
- Valuation of construction exceeded \$106 million, consisting of 8 new single family homes, 20 new townhome units, 338 multi-family housing units, 5 new commercial/industrial building, 192 commercial remodels and over 1,336 residential alteration permits.
- Online permit creation through Accela approached 98%, with online payments exceeding 88%.

Nuisance Code Enforcement

Organizational Responsibility:

Community Development Director

Division / Program Description

The Nuisance Code Enforcement Program provides for the general welfare of the community by ensuring citizens can have public nuisance issues addressed and eliminated, and, ensuring that various public safety and health standards are maintained. This provides a healthier and safer community for all citizens and provides for enhanced neighborhood livability and property values. The Program's activities are accounted for in the Community Development Fund.

2022 Goals and Objectives

- Obtain greater public awareness and compliance with city codes and ordinances through education, cooperation and enforcement.
- Minimize the negative effects of public nuisance violations upon surrounding homes and neighborhoods.
- Enhanced property values and livability of neighborhoods.
- Increase proactive measures at repeat nuisance properties.

Financial Summary

| | | 2018 | 2019 | 2020 | | 2021 | | 2022 | \$ I | ncrease | % Increase |
|---------------------------|----|---------------|---------------|---------------|----|---------|----|---------|------------|----------|------------|
| | 4 | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> |] | Budget |] | Budget | <u>(De</u> | ecrease) | (Decrease) |
| Nuisance Code Enforcement | | | | | | | | | | | |
| Personnel Services | \$ | 118,048 | \$ 118,629 | \$ 121,002 | \$ | 160,200 | \$ | 166,230 | \$ | 6,030 | 3.8% |
| Supplies & Materials | | - | - | 894 | | 2,075 | | 2,075 | | - | 0.0% |
| Other Services & Charges | | 505 | - | - | | 4,045 | | 4,245 | | 200 | 4.9% |
| Capital Outlay | | - | - | - | | - | | - | | - | 0.0% |
| | \$ | 118,553 | \$ 118,629 | \$ 121,896 | \$ | 166,320 | \$ | 172,550 | \$ | 6,230 | 3.7% |
| | | | | | | | | | | | |
| FTE's | | 1.10 | 1.25 | 1.25 | | 1.55 | | 1.55 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.

- Addressed over 250 public nuisance concerns brought to the City by residents with 68% of cases resolved within the timeframe given for compliance.
- Due to the ongoing pandemic and more residents working from home, staff experienced a greater number of concerns submitted by residents, where over 35% of these concerns were not violations of code. This remains time consuming for staff, but most residents were appreciative and understanding.
- With proactive education efforts, enforcement efforts, and the introduction of the Neighborhood Enhancement Program, the overall numbers of nuisance complaints received from residents continues to decline.
- Staff continues to receive, and promptly address, concerns that require immediate response in neighborhoods, such as, unguarded pools, dangerous building conditions and abandoned refrigerators.

Division / Program:

Neighborhood Enhancement Program

Organizational Responsibility:

Community Development Director

Division / Program Description

The Neighborhood Enhancement Program raises community awareness regarding the value of keeping homes and business properties in good repair in-order to maintain quality neighborhoods, maintain profitable business areas, and, protect property values. This provides a safer community for all residents, and provides for enhanced neighborhood livability and property values. The Program's activities are accounted for in the Community Development Fund.

2022 Goals and Objectives

- Implement third year of new policy surrounding inspection of 50% of all residential, business and public properties in the City for maintenance and/or public nuisance violations semi-annually.
- Raise awareness of the importance of keeping homes and properties in good repair, which maintains quality neighborhoods and protects property values.
- Encourage residents and business owners to address building/property maintenance and nuisance issues when they are small. This approach will result in simpler, less expensive repairs.
- Conduct all visits and inspections from the public right of way.

Financial Summary

| | 2018 | | 2019 | | 2020 2021 | | 2021 | 2022 | | \$ Increase | | % Increase | |
|--------------------------|--------|--------|--------|--------|-----------|--------|--------|--------|--------|-------------|------------|------------|------------|
| | Actual | | Actual | | Actual | | Budget | | Budget | | (Decrease) | | (Decrease) |
| Neighborhood Enhancement | | | | | | | | | | | | | |
| Personnel Services | \$ | 75,893 | \$ | 57,579 | \$ | 44,249 | \$ | 44,691 | \$ | 45,752 | \$ | 1,061 | 2.4% |
| Supplies & Materials | | - | | - | | 894 | | 450 | | 950 | | 500 | 111.1% |
| Other Services & Charges | | 1,516 | | 3,853 | | 6,768 | | 6,700 | | 6,950 | | 250 | 3.7% |
| Capital Outlay | | - | | - | | - | | - | | - | | - | 0.0% |
| | \$ | 77,409 | \$ | 61,432 | \$ | 51,911 | \$ | 51,841 | \$ | 53,652 | \$ | 1,811 | 3.5% |
| | | | | | | | | | | • | | | |
| FTE's | | 0.50 | | 0.45 | | 0.30 | | 0.30 | | 0.30 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.

2021 Achievements

- Continued utilization of a post-card mailing to inform residents of the program prior to commencing inspections, which keeps marketing and postage costs down.
- Provided education to residents and business owners about the processes of the program and explained the benefits the program intends to provide.
- Most residents, business owners, and property managers have been cooperative and have expressed support for the program.
- Inspected 5,563 residential and business properties in 2021, with 4.6% of residential properties and 4.8% of business properties having one or more violations observed.
- The 2021 program was operated utilizing existing staff, which saved costs that would have otherwise been incurred through the hiring of a seasonal inspector.

Community Development Director

Division / Program Description

The GIS division coordinates the intra-departmental geographic data base system. The division is responsible for improving city mapping and data management, linking GIS to permits, creating web versions of maps, and using GIS technology for long range planning. The division collaborates with other governmental units to maximize the accuracy of GIS data and to improve overall efficiency. The Program's activities are accounted for in the Community Development Fund.

2022 Goals and Objectives

- Provide ongoing administration and user support for the Accela permitting system.
- Continue updating the interactive Public Financing Dashboard on Grow Roseville that highlights development projects that have received public financing support.
- Continue publication of interactive City Development Activity map and report.
- Provide technical assistance in regards to mapping needs related to land use applications needing Variance Board and/or Planning Commission review.

Financial Summary

| | 2018 | | 2019 | | | 2020 2021 | | 2021 | 2022 Budget | | \$ Increase (Decrease) | | % Increase |
|--------------------------|------|---------------|---------------|--------|--------|-----------|--------|--------|----------------|--------|---------------------------|-------|------------|
| | A | <u> Ctual</u> | <u>Actual</u> | | Actual | | Budget | | | | | | (Decrease) |
| GIS Expenditures | | | | | | | | | | | | | |
| Personnel Services | \$ | 41,593 | \$ | 43,605 | \$ | 19,344 | \$ | 33,530 | \$ | 34,580 | \$ | 1,050 | 3.1% |
| Supplies & Materials | | 472 | | - | | - | | - | | - | | - | 0.0% |
| Other Services & Charges | | 3,983 | | 4,471 | | 4,837 | | 5,100 | | 5,100 | | - | 0.0% |
| Capital Outlay | | - | | - | | - | | - | | - | | - | 0.0% |
| | \$ | 46,048 | \$ | 48,076 | \$ | 24,181 | \$ | 38,630 | \$ | 39,680 | \$ | 1,050 | 2.7% |
| | | | | | | | | | | | | | |
| FTE's | | 0.30 | | 0.30 | | 0.30 | | 0.30 | | 0.30 | | | |

2022 Budget Impact Items

• Personnel increases includes a 3% cost-of-living and 5% healthcare premium increase for city staff. It also includes a wage-step increase for eligible employees.

2021 Achievements

- Continue to maintain and update the Public Financing Dashboard on Grow Roseville's webpage, highlighting development projects that have received public finance support.
- Continued monthly publication of interactive City Development Activity map and report.
- Provided mailing and mapping support for the Neighborhood Enhancement program.
- Provided mailing and mapping support for the processing of land use applications.
- Provided mailing and mapping support for the Zoning Code and map update project.
- Launched an updated Zoning Map and Future Land Use Map to align with the City's 2040 Comprehensive Plan.
- Created, launched and maintained an interactive mapping application for the Zoning Code update project.

Division / Program:

Debt Management Plan

The City's Debt Policy was affirmed by formal Council action in 2017, and is included in Appendix A. A major highlight of this policy includes confining the city's borrowing to capital improvements which have a life that is greater than or equal to the length of debt service.

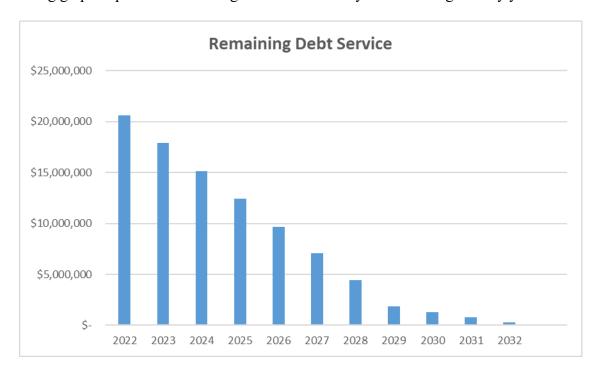
The City currently has three types of debt; 1) general obligation facility and utility debt, 2) general obligation tax increment financing debt, and 3) general obligation taxable housing debt. Facility debt accounts for the debt service on city campus facilities, as well as a park renewal program. Tax increment financing debt provides for redevelopment in the City's Twin Lakes Redevelopment Area, and the housing debt accounts for debt issued to finance a public/private partnership with a local townhome association's improvements. The city will have four general obligation debt issues outstanding at the beginning of 2022. They are depicted below.

| | Principal | Net Interest | Date of Final | Eligible |
|-------------------------------|---------------|--------------|---------------|-----------|
| <u>Description</u> | Outstanding | <u>Rate</u> | Maturity | Call Date |
| 2009A Housing Bonds | 385,000 | 5.06% | 3/1/2025 | 3/1/2020 |
| 2012A Park Improvement | 8,540,000 | 2.11% | 3/1/2028 | 3/1/2023 |
| 2015A Twin Lakes TIF | 2,405,000 | 2.47% | 3/1/2032 | 3/1/2027 |
| 2020A Refunding & Utility Imp | 7,340,000 | 0.57% | 3/1/2031 | 3/1/2027 |
| Total | \$ 18,670,000 | | | |

The following table depicts the City's combined debt service payments by year.

| <u>Year</u> | <u>Principle</u> | <u>Interest</u> | <u>Total</u> |
|-------------|------------------|-----------------|---------------|
| 2022 | 2,250,000 | 478,106 | 2,728,106 |
| 2023 | 2,350,000 | 403,369 | 2,753,369 |
| 2024 | 2,390,000 | 331,121 | 2,721,121 |
| 2025 | 2,465,000 | 262,921 | 2,727,921 |
| 2026 | 2,410,000 | 195,806 | 2,605,806 |
| 2027 | 2,490,000 | 131,706 | 2,621,706 |
| 2028 | 2,545,000 | 67,509 | 2,612,509 |
| 2029 | 500,000 | 30,738 | 530,738 |
| 2030 | 510,000 | 21,906 | 531,906 |
| 2031 | 515,000 | 12,325 | 527,325 |
| 2032 | 245,000 | 3,675 | 248,675 |
| | \$ 18,670,000 | \$ 1,939,183 | \$ 20,609,183 |

The following graph depicts the remaining balance of the City's outstanding debt by year.



Legal Debt Limit

Minnesota State Statutes Section 475.51 generally limits net debt to no more than three percent of the estimated market value of the taxable property within the municipality. Under State Law a number of categories of debt are excluded from the net debt calculation, one of which (private housing bonds) is a factor in the City's calculation. The City's debt limit is calculated as follows:

| Estimated Market Value | \$ 5,710,917,900 |
|---|------------------|
| Debt Limit (3% of total estimated market value) | 171,327,537 |
| | |
| Total Outstanding Debt | 18,670,000 |
| Less Amount Exempted from Limit | (385,000) |
| Total Net Debt Applicable To Limit | 18,285,000 |
| % of Allowable Limit | 11% |

As shown in the table, the City is only at 11% of its allowable debt limit. At this time the City does not have any plans to issue new debt.

General Obligation Pledge

The City's general obligation pledge is associated with all outstanding bond issues. However, both the private activity housing bonds and the TIF Bonds are expected to be repaid with project-related revenues and will not require a separate tax levy.

Debt Retirement Strategy

The City maintains a relatively rapid debt retirement schedule to provide for a strong bond rating (currently Aaa Moody's and AAA S&P) and for future debt capacity. The city's debt on a per capita basis at the end of 2021 will be \$562. The City does not expect to issue any debt in 2022.

Capital Improvement Plan - Executive Summary

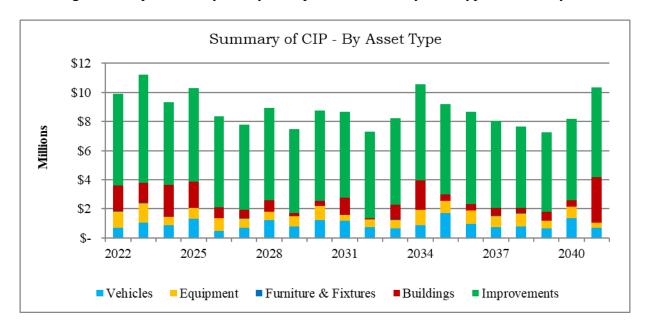
Enclosed is an executive summary of the 2022-2041 Capital Improvement Plan (CIP) as prepared in accordance with the goals and aspirations identified by the City Council, and applicable requirements set forth under federal and state mandates. The CIP also incorporates the valued contributions made by the City's advisory commissions, and other citizen groups.

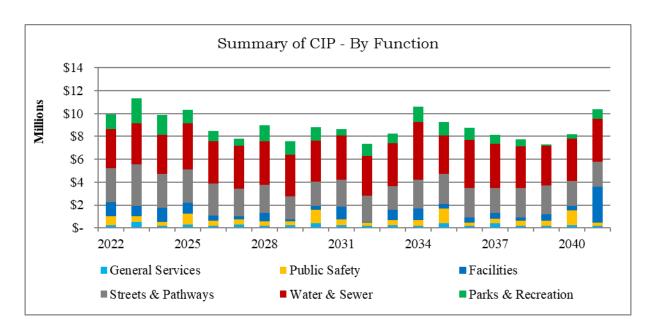
With the exception of the upcoming fiscal year, the CIP should not be construed as a request for funding; rather it is designed to serve as a planning tool that can be used to make informed financial decisions. Only after further discussion and Council approval will capital items be considered funded. However, the inclusion of these items into the CIP signals general support for meeting established service levels.

Over the next 20 years, the City expects to spend approximately \$178 million to replace existing vehicles, equipment, and infrastructure which will allow the City to maintain or enhance its programs and services. This assumes that the City will have available funding and that all existing assets will be replaced at the end of their useful lives. It's recognized that some assets may not be replaced.

The largest asset type is the City's system infrastructure which represents 91% of the total. The largest asset by City function is water and sewer which represents 42% of the total amount, followed by streets and pathways at 28%, and park system assets at 12%.

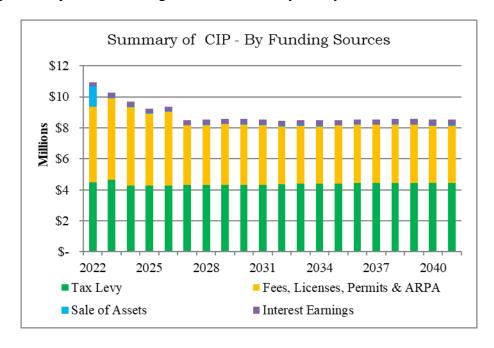






Funding for the CIP is expected to come from numerous sources depending on the asset type. The largest single funding source for the CIP is property taxes, which represents 49% of the total amount needed. The property tax burden can be lessened if alternative funding sources are secured. The City has allocated \$734,000 from American Rescue Plan Act (ARPA) dollars to fund some projects in 2022 and 2023, subject to final rules from the US Treasury.

The following chart depicts the funding sources for the City's 20-year CIP.



Major CIP Items

The CIP identifies a number of major capital items that are expected to be needed in order to sustain current programs and service levels. Over the next five years, these major items include:

- \$18 million in water and sewer infrastructure
- \$14 million in streets and pathways
- \$7 million in vehicles and equipment
- \$4 million in general facilities improvements
- \$6 million in parks & recreation-related improvements

Greater detail on these projects can be found in the full version of the Capital Improvement Plan, but a brief overview is presented below.

Five-Year Capital Improvement Plan Overview

As noted above, the largest planned capital investment over the next five years is associated with the City's water and sewer infrastructure, much of which was originally installed in the 1960's and 70's. Some segments of this original infrastructure has already been replaced or undergone re-lining procedures. The remaining improvements are expected to take place over the next 15-20 years.

Another significant investment will take place with the City's streets and pathways as these infrastructure components proceed through their normal resurfacing and replacement cycles. This includes \$8 million for the mill & overlay of neighborhood streets, as well as another \$5 million for the replacement of major thoroughfares including Municipal State-Aid streets.

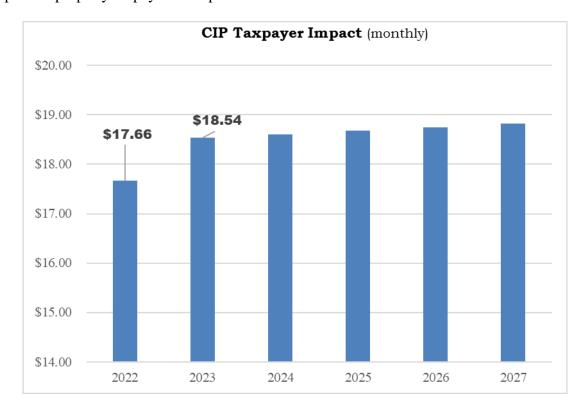
Beginning in 2022, the City will turn its attention to the remaining park system assets that were not addressed during the recent Park Renewal Program. The Skating Center received State Bonding of \$3.9 million for improvements that will occur in 2022. In addition, playgrounds and athletic fields & court surfaces throughout the City will require \$3 million of new investment to replace aging structures and poor conditions.

As noted earlier, the City's general vehicles and equipment replacement needs are expected to total roughly 7 million over the next five years as part of City's normal asset replacement cycle.

Five-Year Financial Impact

With approximately \$49 million in new capital investments over the next five years, the CIP is expected to have an impact on property taxpayers, but not necessarily on utility customers. Significant rate increases were enacted during previous years for the City's water, sanitary sewer, and storm sewer functions to fund scheduled improvements on a pay-as-you-go basis. However, for 2022 and beyond inflationary-type rate increases will be necessary.

The impact on property taxpayers is depicted in the chart below.



The impact depicted in the chart assumes that all property tax-supported capital items will be funded through systematic increases in the annual property tax levy, and that no other alternative funding sources are captured. In addition, it assumes that all existing assets will be replaced with something similar at the end of their useful lives. Based on these assumptions, the typical single-family homeowner will be paying \$17.66 per month in 2022 (holding all other factors constant) compared to the \$17.16 they're currently paying.

As the City continues to refine the Capital Improvement Plan, funding sources may change as grants and State funding options are pursued. The goal is to keep property tax increases to a minimum and any expiring debt levies will be re-purposed to fund the Capital Improvement Plan, per City policy. With these re-purposed levies, the CIP will be financially sustainable holding all other factors constant.

Financial Plan - Executive Summary

Enclosed is an executive summary of the 2022-20314 Financial Plan as prepared in accordance with the goals and aspirations identified by the City Council. Similar to the Capital Improvement Plan (CIP), the Financial Plan should not be construed as a request for funding; rather it is designed to serve as a planning tool that can be used to make informed financial decisions.

While the CIP addresses the City's long-term capital needs, the Financial Plan focuses on day-to-day operations. The Plan makes the distinction between *general-purpose* operations and enterprise/special purpose or *business-type* activities. General Purpose operations are typically supported by property taxes and include the following functions:

- Police
- Fire
- Streets
- Parks & Recreation
- Information Technology

In contrast, business-type functions are generally supported by fees and permits and include the following functions:

- Water
- Sanitary Sewer
- Storm Sewer
- Golf Course
- Recycling
- Community Development
- Communications
- License Center

Each of these separate operational categories is discussed in greater detail below.

General Purpose Operations

Over the next 10 years, the City's *general purpose* operations are projected to collectively grow 3.9% per year, from \$19.0 million in estimated expenditures in 2022 to \$23.9 million in 2031. This assumes that the City will continue providing the same programs and service levels as it currently does. The projections incorporate increases in personnel, supplies & materials, and other operating costs including technology-related equipment.

These projections also include the following <u>annual</u> assumptions:

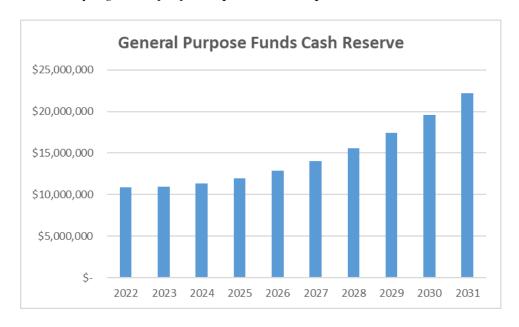
- 3.0% increase in personnel costs
- 2.0% increase in supplies & other charges, and technology-related equipment
- 4.0% growth in property tax revenues
- 2-2.5% growth in non-tax revenues
- 2.0% earnings on investments

As suggested above, there will be an increasing reliance on property taxes to sustain *general purpose* operations due to projected lower growth in non-tax revenues. As a result, the impact on taxpayers is projected to increase more rapidly than the inflation rate. The impact on single-family homeowners is depicted in the chart below.



The impacts depicted in the chart assumes that operations will be funded through existing revenue sources and that no other alternative funding sources will be available. And again, it also assumes that the City will continue providing the same programs and service levels as it currently does.

A gradual increase in cash reserves is expected over the next few years reflecting planned tax levy increases to provide for asset replacement and to maintain proper cash reserve levels. Projected cash reserve levels for the City's *general purpose* operations is depicted below.



Business-Type Operations

As highlighted earlier, the City's *business-type* functions include a number of functions that are provided to <u>all</u> residents and property owners including water and sewer services. However, they also include a number of functions that are somewhat voluntary in nature where residents make a conscious decision whether to utilize those services. These include the City's community development, communications, and license center functions.

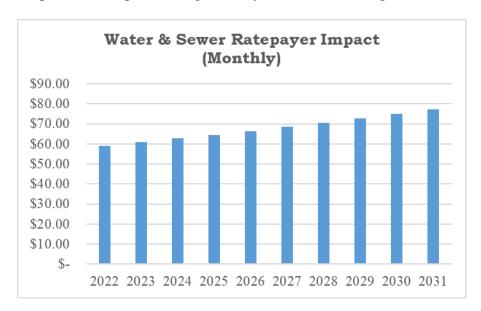
Over the next 10 years, the City's *business-type* operations are projected to collectively grow 2.4% per year, from \$17.5 million in estimated expenditures in 2022 to \$21.7 million in 2031. This assumes that the City will continue providing the same programs and service levels as it currently does. The projections incorporate increases in personnel, supplies & materials, and other operating costs including technology-related equipment.

These projections also include the following <u>annual</u> assumptions:

- 3.0% increase in personnel
- 2.0% increase in supplies & other charges
- 2-5.0% growth in fees & permits
- 2.0% earnings on investments

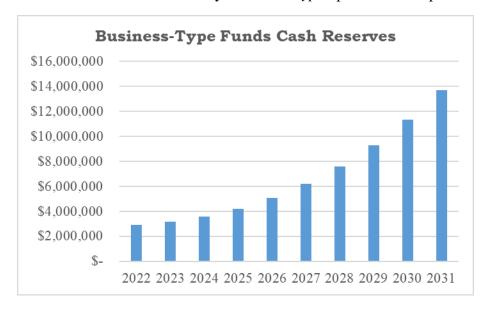
As suggested above, there will be an increasing reliance on fees & permits to sustain *business-type* operations due to projected lower growth in non-fee/permit revenues. Due to the diverse functions captured in the *business-type* operations, the impact on citizens and taxpayers will vary dependent on the fee-based services that are utilized. As a result, only the water & sewer <u>operational</u> impact for single-family homes will be measured.

The water & sewer operational impact on single-family homeowners is depicted in the chart below.



As shown in the chart, a typical single-family home can expect to pay approximately 3% more each year in their water & sewer bills to sustain current operations.

Projected cash reserve levels for the City's business-type operations is depicted below.



City of Roseville, Minnesota Mission Statement

To provide ethical, efficient, and responsive local government in support of community aspirations, guided by policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations.

City of Roseville, Minnesota Fiscal Policies

The following set of fiscal policies provides a framework to guide the City's budget and financial planning.

- Operating Budget Policy revised 4-10-2017
- Debt Policy revised 4-10-2017
- Revenue Policy revised 4-10-2017
- Capital Investment Policy revised 5-6-2019
- Operating Fund Reserve Policy updated 9-20-2021

Each of these policies is explained in greater detail below.

Operating Budget Policy (revised 4/10/2017)

Purpose

The purpose of the City's Operating Budget Policy is to ensure that the City's annual operating expenditures are based on a stable stream of revenues. The policies are designed to encourage a long-term perspective to avoid pursuing short-term benefits at the expense of future impacts. The intent of this policy is to enable a sustainable level of services, expenditures, property tax levies, and other revenue sources including fee revenue.

<u>Scope</u>

This policy applies most critically to those programs funded through the property tax, as fluctuations in this revenue source can have substantial impacts.

Policy

- The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses. Specifically, accruing future year's revenues shall be prohibited. Practices to be avoided include postponing expenditures, rolling over short-term debt, and drawing down reserves beyond targeted levels to balance the operating budget.
- The operating budget will provide for adequate maintenance and periodic replacement of capital equipment.
- A proportionate share of the administrative and general government costs incurred by the general operating fund of the City shall be borne by all funds as is practicable. Such administrative charges shall be predetermined and budgeted annually
- New programs or proposals shall be reviewed in detail by City staff and both a policy and fiscal
 analysis shall be prepared prior to budgetary inclusion, and provided to the City Council for
 review
- A request for a program or service expansion or reduction must be supported by an analysis of public policy implications of the change
- A request for new personnel must be supported by an analysis demonstrating the need for the
 position based on workload measures, comparative staffing levels, and City and department
 priorities
- A request for purchase of new (additional) capital equipment must be supported by an analysis demonstrating that the value of the benefits of the equipment is greater than the cost of the equipment over its expected life
- As specified under City Code section 103.05 all general purchases and/or contracts in excess of \$10,000 must be separately approved by the Council

In recognition of industry-recommended budgeting practices, the City has established the following budget controls:

- The City will maintain a budgetary control system to ensure adherence to the budget
- The Finance Department will prepare regular reports comparing actual expenditures to budgeted amounts as part of the budgetary control system. These reports shall be distributed to the City Council on a periodic basis.
- Department heads shall be primarily responsible for maintaining expenditures within approved budget guidelines that are consistent with approved financial policies

Implementation

The budget as approved meets the above criteria and as a result, the above policies are considered to be implemented

Debt Policy (revised 4/10/2017)

Purpose

- To define the role of debt in the City's total financial strategy so as to avoid using debt in a manner that weakens the City's overall financial condition.
- To establish limits on the amount of City debt which will allow for manageable debt service costs.
- To maintain the best possible Moody's and Standard and Poor's credit rating

Policy

- The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues. The City shall not use debt for the purchase of vehicles and other rolling stock
- When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project
- The City will try to keep the average maturity of general obligation bonds at or below ten years
- As published in the Annual Budget document, the City will strive to keep the direct debt per capita and direct debt as a percent of estimated market value at or below the median set out by the credit rating agencies
- Total general obligation debt shall not exceed two percent of the market value of taxable property as required by State law
- The City shall not use debt for current operations
- The City will maintain good communications about its financial condition with credit rating agencies
- The City will follow a policy of full disclosure on every financial report and bond prospectus
- Refinancing or bond refunding will only be undertaken when there is significant economic advantage to the City, and when it does not conflict with other fiscal or credit policies
- The maintenance of the best possible credit rating shall be a major factor in all financial decisions. For the purposes of issuing debt, bond rating categories shall be used as a means of assessing the City's financial condition.

Implementation

The debt management section of this approved Budget and Capital Improvement Program demonstrate compliance toward achieving the city's debt policy.

Revenue Policy (revised 4/10/2017)

Purpose

- To provide a diversified and strong set of revenues to ensure a stable revenue system for City programs and services
- To match revenues with similar uses to ensure adequate funding for the various City services and programs over the long-term

Policy

- The City will try to maintain a diversified and stable revenue system and to shelter it from short run fluctuations in any one revenue source
- Absent any outside legal restrictions, all Federal, State, County, or other governmental financial
 aids, should be formally designated, by resolution, towards a specific program or service.
 General purpose aids shall only be used for capital or non-recurring expenditures and not for ongoing operations.
- Each year the City will recalculate the full costs of activities supported by user fees, to identify the impact of inflation and other cost changes, and will set those fees as appropriate. Fees will be established and adopted annually on the Fee Schedule.
- The City will set fees and user charges for each enterprise fund, such as water and sewer, at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the estimated replacement cost of capital assets and each fund's share of the administrative and general government costs incurred by the general operating fund
- Absent public policy reasons to the contrary, the City will set fees and user charges for nonenterprise funds, at a level that fully supports the total direct and indirect cost of the activity.
 Indirect costs include the cost of annual straight life depreciation of capital assets

Implementation

The Budget accurately allocates the revenues and expenditures of City programs and services.

Capital Investment Policy (revised 5/6/2019)

The purpose of the City's Capital Investment Policy is to ensure future capital improvements and replacements are made when needed in a manner which is both fiscally and operationally prudent. The Policy also outlines the general process for considering higher-cost capital asset additions or replacement of existing assets that feature substantial changes from their original size, functionality, or purpose.

The goal of this policy is to provide a stable funding mechanism for the City's infrastructure by setting aside specific resources on a periodic basis. This will ease the burden on present and future taxpayers, without significant fluctuations in annual property tax levies.

It is not the intent of the Capital Improvement Plan to fund major new facilities, which have not had the original funding established either through tax increment, general taxes, bonding or other such sources. The replacement funds and corresponding fund interest earnings are expected to be only for replacement purposes.

Scope

All City departments are included in this Policy

Policy

- The City will develop a 20-year Plan for capital investments and update it at least every 2 years.
- All capital investments shall be made in accordance with an adopted Capital Improvement Plan or in conjunction with a strategic or other long-term planning process.
- The City will coordinate development of the capital improvement budget with development of the operating budget. Future operational costs associated with new capital improvements will be projected and included in operating budget forecasts.
- The City will provide ongoing preventative maintenance and upkeep on all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The City should periodically review and follow industry-recommended replacement schedules for all City capital assets.
- The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval.
- The City will determine the least costly financing and acquisition method for all new projects.
- For future development or redevelopment proposals that require public infrastructure and/or public financing assistance and/or City support services, a fiscal analysis shall be prepared identifying the project sources and uses. The analysis should also demonstrate the costs and benefits of the project. The cost of this analysis shall be borne by the developer.
- The City will establish departmental Vehicle and Equipment Replacement Funds. The City will appropriate monies to them annually to provide for timely replacement of vehicles and equipment.

The amount will be maintained at an amount equal to the proportion of useful life expired multiplied by estimated replacement cost.

- The City will establish a Building Capital Fund, and will appropriate funds to it annually to provide for timely preservation of all buildings supported by general governmental funding. Only preservation which meets the capitalization threshold shall be paid for out of this fund. Preservation includes major items such as roof repair and HVAC replacement.
- The City shall establish a Street Infrastructure Replacement Fund to provide for the general replacement of streets and related infrastructure throughout the community. The annual MSA capital allocation, will be included as a part of the source of funds for computing the adequacy of this fund. This fund has been formally categorized by the Council as a permanent fund, whereby the interest proceeds are only used for the stated purpose. The cash reserve amount should remain between \$8-12 million.
- The City shall establish a Park Capital Fund to provide for the general replacement of parks and related infrastructure throughout the community. The funding should equal the proportion of useful life expired multiplied by estimated replacement cost for all park system assets.
- Within each enterprise fund, the City shall establish a funding mechanism to provide for the general replacement of related infrastructure throughout the community. The funding should equal the proportion of useful life expired multiplied by estimated replacement cost for all enterprise fund system assets.
- From time to time the City Council shall establish additional replacement funds as the need becomes apparent.
- The Finance Commission will annually oversee and report to the City Council a review and analysis of planned capital investments and related reserve balances. The purpose of such analysis will be to gauge the health and sustainability of City reserves related to capital investments for the short (1-3 year), medium (4-9 years), and long term (10+ years). It will also take into account related borrowing and repayment costs.
- Capital Replacements should be considered using the following priority guidelines (in order):
 - 1) Projects necessary for the public's health and safety, or to meet legal mandates.
 - 2) Projects that responsibly preserve or replace existing assets to either extend remaining service life or to create efficiency.
 - 3) Projects that expand existing assets or services in order to benefit the Public Good.
 - 4) Projects that purchase new assets or services in order to benefit the Public Good.
- Higher-cost capital asset additions or replacement of existing assets that feature substantial changes from their original size, functionality, or purpose should be considered using the guidelines included in Exhibit A. For these same assets, a fiscal look-back exercise should also be utilized using the guidelines included in Exhibit B.

Definitions

Capital assets – Assets which cost \$5,000 or more and have a useful life of two or more years.

Capital Improvement Plan - A comprehensive 20 year outlook itemizing all capital assets and their replacement funding requirements. The plan will take into account useful asset lives and salvage values.

Replacement Cost—In today's dollars, the cost to replace the asset. If it is expected the retired asset will have a salvage value, the estimated salvage value should be deducted from the expected replacement cost.

Asset Life – The number of years which is the asset is in use, also known as the useful life of a capital asset.

Bonding – The amount of debt incurred to obtain capital assets.

Capital Asset Maintenance – Expenditures which protect the City's investment in capital assets and provide for ongoing upkeep.

Equipment – A tangible capital asset which does not qualify as a vehicle, building, street, or park asset. Examples are mowers, tools, etc.

MSA Capital Allocation – Municipal State Aid is money the City receives from the State to help pay for maintenance of MSA-designated streets. MSA streets are collector or arterial streets that interconnect to other cities or major thoroughfares.

Enterprise Fund – A separate accounting and financial reporting mechanism for municipal services for which is 100% fee supported. Examples are Water, Sewer, and Golf Course.

General Governmental Fund – A separate accounting and financial reporting mechanism for spending in which a property tax is generally levied. Examples are police, fire, streets, parks and recreation.

Enterprise Fund System Asset – Assets which support enterprise services such as water, sewer, and golf course.

Park System Asset – All assets within city parks excluding buildings. Examples would be trails, equipment, and courts.

<u>Implementation</u>

The City shall use replacement funds to assist in the replacement of equipment, vehicles, and capital building maintenance. New equipment or buildings are to be funded from new dollars, unless they are designated to replace currently owned assets. Funds may be used up to the amount of the replacement funds set aside for that particular asset. Any additional funding shall be from new sources.

City of Roseville Capital Investment Policy

Exhibit A: Fiscal Note

Introduction

The City recognizes that higher-cost capital asset additions or replacement of existing assets that feature substantial changes from their original size, functionality, or purpose can have a significant impact on the financial sustainability of the City. As a result, the decision to acquire these types of assets should feature added measures to ensure a transparent and public decision-making process is followed. In recognition of these distinct impacts, the following guidelines have been prepared.

General Guidelines

Each asset addition or asset replacement that features a substantial change as described above in excess of \$500,000, should be accompanied by supporting documentation that includes the following:

- Description of the purchase/project/initiative
- Narrative that describes the nexus to a strategic or other long-term planning process
- Purchase cost
- Funding source(s)
- Where applicable, a multi-year financial pro forma^(a) or business plan

These supplementary guidelines do not apply towards asset replacements that are included into the Capital Improvement Plan (CIP) and which feature similar functionality or purpose as the original asset. This reflects the fact that these assets are already integrated in the delivery of programs and services.

In contrast, higher-cost (\$500,000 or greater) capital asset additions or substantially-changed asset replacements have greater potential to disrupt asset replacement strategies and have significant impacts on the operating budget moving forward. Therefore, it is recommended that these asset acquisitions be accompanied by a multi-year financial pro forma or business plan that includes supporting documentation that identifies unmet needs, objectives, and action plans.

(a) The financial pro forma would include a list of estimated operating revenues and expenditures (including staffing changes) as well as the assumptions used to calculate those estimates.

An example of the supporting documentation is included below.

City of Roseville Capital Investment Policy

Exhibit A: Fiscal Note

SAMPLE SUPPORTING DOCUMENTATION

Project/Initiative Title: **Document Archival & Retrieval System**

Department/Division: Central Services

Estimated Up-Front Cost: \$150,000

Estimated On-Going Cost: \$38,000 - \$42,700 (see below)

Funding Source: Central Services Fund (*Tax Levy Supported*)

Description:

The City utilizes a variety of systems and procedures for archiving and retrieving stored documents. These documents are housed in a variety of locations including; on-site and off-site electronic file servers, third-party applications, departmental file cabinets, and others. In addition, documents are stored in a variety of formats include .pdf, TIFF, JPEG, and others. As a result, the process of archiving and retrieving documents is not only inefficient, but also potentially unreliable especially with documents that are required to be retained for a defined period of time. A centralized, standardized document system based on statutory storage requirements is necessary to address these issues. The importance of a successfully-designed archival and retrieval capability is referenced in *Section 7 of the City of Roseville Business Continuity Plan*. The proposed purchase will fulfill this objective.

5-Year Financial Pro Forma:

The proposed System features a combination of on-site and off-site backup physical storage area networks (SAN) and software licensing; and will include an up-front commitment of \$150,000. The following table identifies the on-going *operational* costs which will require additional tax levy or other sources.

| Project/Initiative Title: | Document Archival & Retrieval System | | | | | | | | | | |
|------------------------------|--------------------------------------|-------------|-------------|-------------|-------------|--|--|--|--|--|--|
| | | | | | | | | | | | |
| Domonuos | 2010 | 2020 | 2021 | 2022 | 2022 | | | | | | |
| Revenues | <u>2019</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | | | | | | |
| Property Tax | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| Intergovernmental | - | - | - | - | - | | | | | | |
| Licenses & Permits | - | - | - | - | - | | | | | | |
| Other: Tower Rentals | 38,000 | 39,100 | 40,300 | 41,500 | 42,700 | | | | | | |
| Total | \$ 38,000 | \$ 39,100 | \$ 40,300 | \$ 41,500 | \$ 42,700 | | | | | | |
| Expenditures | 2019 | 2020 | 2021 | 2022 | 2023 | | | | | | |
| - | | | | | | | | | | | |
| Personnel | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| Operating & Maintenance | - | _ | _ | _ | - | | | | | | |
| Depreciation (Cost-Recovery) | 28,000 | 28,800 | 29,700 | 30,600 | 31,500 | | | | | | |
| Other: Software Licensing | \$ 10,000 | \$ 10,300 | \$ 10,600 | \$ 10,900 | \$ 11,200 | | | | | | |
| Land/Property Acquisition | - | - | - | - | - | | | | | | |
| Vehicles & Equipment | - | - | - | _ | - | | | | | | |
| Total | \$ 38,000 | \$ 39,100 | \$ 40,300 | \$ 41,500 | \$ 42,700 | | | | | | |

The estimates provided in the table above include the following assumptions:

- 3% annual increase in software licensing costs to accommodate additional licenses and inflationary impacts.
- SAN replacement costs based on a 5-year amortization schedule, original purchase price plus 3% annual inflation.

City of Roseville Capital Investment Policy

Exhibit B: Fiscal Review

SAMPLE SUPPORTING DOCUMENTATION

Project/Initiative Title: Neighborhood Park Buildings

Description

[Enter brief description of the project/initiative here]

| | | (| Original | Iı | nitial Bid | Actual |
|-------------------------------|-------|----------|-----------------|----|--------------|-----------------|
| Construction Cost | | <u> </u> | <u>Estimate</u> | | <u>Award</u> | Amount |
| Estimate | | \$ | 6,000,000 | \$ | 6,500,000 | \$ 6,600,000 |
| \$ Change: Estimate v. Bid | | | | | 500,000 | |
| % Change: Estimate v. Bid | | | | | 8% | |
| \$ Change: Estimate v. Actual | | | | | | 600,000 |
| % Change: Estimate s. Actual | | | | | | 10% |
| Program Revenue | | | <u>2015</u> | | <u>2016</u> | <u>2017</u> |
| Estimate | | \$ | 15,000 | \$ | 35,000 | \$ 50,000 |
| Actual | | | 43,000 | | 66,000 | 95,000 |
| % Over (Under) Estimate | | | 187% | | 89% | 90% |
| Operating Cost | | | <u>2015</u> | | <u>2016</u> | 2017 |
| Estimate | | \$ | 100,000 | \$ | 130,000 | \$ 135,000 |
| Actual | | | 92,000 | | 122,000 | 128,000 |
| % Under (Over) Estimate | | | 8% | | 6% | 5% |
| Net Cost | | | <u>2015</u> | | <u>2016</u> | <u>2017</u> |
| Estimate | | \$ | 85,000 | \$ | 95,000 | \$ 85,000 |
| Actual | | | 49,000 | | 56,000 | 33,000 |
| Facility Usage | | | <u>2015</u> | | <u>2016</u> | <u>2017</u> |
| Community Engagement | | | 20 | | 25 | 30 |
| City Functions | | | 175 | | 185 | 190 |
| Rentals | | | 110 | | 130 | 155 |
| | Total | | 305 | | 340 | 375 |

Supporting Narrative

[Enter supporting narrative/comments on the metrics presented above here]

Operating Fund Reserve Policy (revised 9/20/2021)

Purpose

- To provide a cushion against unexpected revenue and income interruptions
- To provide working capital by ensuring sufficient cash flow to meet the City's needs throughout the year
- To provide funds to address unexpected or unplanned events

Policy

- The City will maintain a general fund reserve of 35-50% of the general fund's total annual operating budget. This ensures that the City has adequate funds on hand to provide for operations between bi-annual property tax collection periods. Any surplus beyond the required general fund reserve may be transferred to another reserve fund with a funding shortfall
- The City will strive to create a reserve in the Recreation Fund to 20-30% of the annual recreation budget. This reserve will provide a cash flow cushion and reduce the inter-fund borrowing expense to the Recreation Fund. Because of more frequent cash inflows, a 25% reserve will be adequate to support the daily cash needs of the fund
- The Community Development Fund is supported solely by building permit fees and charges. Because the economic environment has a major effect on this Fund, a fund balance of 25-50 % of the annual budget is a reasonable target. It is expected that as economic downturns take place, this reserve will provide for a transition period during which the Council will be able to assess and to better match operations with the economic need
- City enterprise funds shall have operating cash reserves sufficient to provide for monthly cash flow, and for a reasonable level of equipment and infrastructure replacement. Major reconstruction or system upgrades, may need to be funded from enterprise revenue bonds. Annual utility rate reviews will be made in regard to projected operating expenses and capital improvements. The Council will, on an annual basis, establish rates in accordance to operating cost recovery and the projected capital improvements. A minimum cash reserve level of 25% of the operating budget is a target that the City of Roseville will strive to maintain, though major capital projects may cause periodic deviations from this reserve level.
- The Communications Fund has greater cash flow variability than in prior years and now receives a small amount of property tax levy support. The Fund is expected to operate with reserve balances of 10-30% of the annual operating budget
- The License Center fund has consistently demonstrated strong cash flows which allowed for a lower overall reserve level. Based on the experiences of 2020, these fund reserves may need to be increased in the future. At this time the License Center fund will operate with balances of 10-15% of the annual operating budget.
- The Information Technology fund will operate with positive reserve balances of 10-15% which will eventually be eliminated once Metro-INET is fully established at which time, the IT function will simply be a division of the General Fund.
- Capital Project funds are identified in the Capital investment policy. Annual property tax

levies supply funding for the various projects and fund balances increase over time to pay for equipment and infrastructure projects, the balances then drop and rebuild over time to cover the next projects.

- For the EDA, its General Operating Fund should maintain a reserve level of 35% of the annual budget to ensure that it has sufficient funds to provide for operations in-between property tax collection periods
- In the event the minimum fund balance drops below prescribed levels, the City shall dedicate new incoming property tax or program revenues (where applicable) in an amount sufficient to bring fund balance levels back into compliance within three fiscal years
- Unless otherwise directed by the City Council, monies held in individual Funds shall be expended first from restricted fund balances, second from committed fund balances, then from assigned fund balances, before using unassigned fund balance

Implementation

All fund reserves shall be reviewed each year at the time of the annual budget preparation and during the annual audit for the purpose of complying with this policy. Budgets shall be prepared on an "All Resources" basis, so that the City Council and Community can readily discern the current and projected management of all reserves.

If aggregate unrestricted reserves in the tax-supported operating funds are outside of targeted goals, the Council is advised to create a plan to get reserves into targeted goal ranges by committing reserve funds, using aggregate excess reserves to reduce the levy, or making appropriate budget or tax levy adjustments. With the creation of the Cash Reserve Fund, certain funds will have their reserves swept if they exceed the high target range, see the next section.

Cash Reserve Fund

The City has established a Cash Reserve Fund that will take the excess cash reserves from selected funds that are over the maximum reserve levels as defined under this policy, less funds needed for capital expenditures or funds donated to the City. The following funds are subject to the Cash Reserve Fund policy:

- General Fund (unrestricted portion)
- Parks and Recreation Fund
- Communication Fund
- Information Technology Fund
- License Center Fund

As part of the annual audit, the excess funds above the maximum reserve level at December 31 of the previous year (less funds needed for capital expenditures and funds donated to these accounts) shall be transferred to the Cash Reserve Fund before the books are closed for that particular year. The funds transferred to the Cash Reserve Fund shall be tracked on an annual basis and reported to the Finance Commission and approved by the City Council by April of the subsequent year.

Any expenditures from the Cash Reserve Fund must be authorized by the City Council.

City of Roseville, Minnesota

Annual Budget Process, Legal and Policy Requirements, and Description of Funds

The City adopts an annual budget for the General and selected Special Revenue funds that are prepared on the modified accrual basis of accounting. The adopted budget indicates the amount that can be expended by each fund based on detailed budget estimates for individual expenditure accounts.

Budget Process (General)

The formal budget process begins in the spring of each year. At that time the budget materials and guidelines are distributed to the various department heads. Informally, aspects of the upcoming budget are discussed throughout the year with the City Council, Staff and residents.

Departmental budgets are submitted to the Finance Department where they are compiled, verified and put into a format for the City Manager's review. The City Manager meets with each department to review submitted budgets. When the final review is completed, a proposed budget document is prepared and submitted to the City Council.

The City Council conducts a series of budget meetings over the next several months, allowing for citizen participation and Staff presentations.

As required by State Statute, the City Council must then take a formal action to approve a proposed budget and tax levy before September 30th. Staff submits the proposed budget to the County Auditor who then compiles all tax data from all levying entities for preparation of a parcel specific mailing to each county property taxpayer by mid-November.

The City schedules a 'Truth-in-Taxation' hearing between the end of November and December 20th, at which time the city's taxpayers are invited to attend and express their opinions regarding the proposed tax levy and budget. The city council approves the final budget and levy for the succeeding year at a subsequent meeting.

Budget Amendments

Periodically, it becomes necessary to modify the adopted budget during the fiscal year. When there is no effect on the total budget, the procedure for modification from one line item within a budget to another line-item is an application by the department head to the City Manager or designee.

Modifications that affect the total budget on a fund basis are only approved by the action of the City Council. The City Council, under Minnesota State Statutes Section 412.731, can modify or amend the budget at any time if funds are available. Budget appropriations are at the fund level.

Fund Accounting

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate.

Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped in the Comprehensive Annual Financial Report (CAFR) into three broad fund categories and six generic fund types as follows:

Governmental Funds Subject to Financial Planning and Appropriation

General Fund - the General fund is the primary operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Special revenue funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes.

Governmental Funds Subject to Financial Planning, but not Subject to Appropriation

Debt Service Funds - Debt service funds are used to account for the accumulation of resources for, and the payment of general long-term debt principal, interest, and related costs.

Capital Projects Funds - Capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

Other Funds Subject to Financial Planning and Appropriation (Proprietary Funds)

Enterprise Funds - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. With these, the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City has five Enterprise Funds: Water Utility Fund, Sewer Utility Fund, Storm Drainage Fund, Golf Course Fund, and Solid Waste Recycling.

Internal Service funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City. The City has two Internal Service Funds including the Workers' Compensation Self-Insurance Fund which accounts for the City's Workers' compensation claims, and the Risk Management Fund which accounts for all of the City's general insurance costs.

Basis of Accounting

The modified accrual basis of accounting is used by governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The city considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Those revenues susceptible to accrual are property taxes, special assessments, licenses, interest revenue and charges for services. State aids held by the state at year-end on behalf of the government also are recognized as revenue. Fines and permits are not susceptible to accrual because generally they are not measurable until received in cash.

The government reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the government before it has

a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods when both revenue recognition criteria are met or when the government has a legal claim to the resources the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred except for principal and interest on general long-term debt which is recognized when due and accumulated unpaid vacation and compensatory time off which are recognized when paid.

The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Unbilled utility service receivables are recorded at year-end.

Basis of Budgeting

The City adopts an annual budget for the general and special revenue funds that are prepared on the modified accrual basis of accounting. This is consistent with the City's basis of accounting for governmental funds. Proprietary funds are budgeted on an accrual basis which is also consistent with the City's basis of accounting for those fund types.

The adopted budget indicates the amount that can be expended by each fund based on detailed budget estimates for individual expenditure accounts. Management may make budget modifications within the fund level. All budget revisions at the fund level must be authorized by the City Council at the request of the City Manager. The Council, under *Minnesota Statutes*, Section 412.731, can modify or amend the budget if funds are available. All supplemental appropriations are financed either by transfers from the contingency section of the general fund budget or by revenues received in excess of the budgeted amounts. All budget amounts lapse at the end of the year to the extent they have not been expended. The level which expenditures may not legally exceed appropriations is at the fund level.

Long Range Planning - Capital Improvement Program (CIP) Overview

As part of the annual budget and the long range planning process, the city also updates a 20-year Capital Improvement Program (CIP).

The Capital Improvement Program process is on-going throughout the year, as the City Council studies and approves various projects. The document preparation is an affirmation of those approvals as well as a projection of potential projects that may be approved within the 20-year period.

The general guideline for CIP inclusion would be equipment of a capital nature, and construction project cost generally in excess of \$10,000. Items may appear in the CIP that are under the minimum amount, but they are evaluated on the basis of the substance of the expenditure.

Budget Procedures (Specific)

A budget calendar is developed in early February of each year with the departmental budget material going out to departments in March or early April.

Prior to departmental distribution, the Council typically sets overall goals for the City Management team to aid in their budget preparation. Those goals typically consist of:

- Infrastructure goals
- City service goals
- City performance goals
- City property tax goals

These goals are then to be incorporated to the greatest extent possible within each department's submittal.

In early April the budget materials are distributed to all departments. The budgetary requests are then returned to the Finance Department for compilation and preparation for the City Manager review.

The Finance Department usually meets with each department during the preparation process to work out any details or clarifications. Areas which cannot be resolved or are particularly affected by management policy are set aside for a meeting with the City Manager.

Upon final resolution of the major issues, the City Manager, with the assistance of the Finance Department presents the recommended budget to the City Council. The presentation is intended to provide the Council with the type of information, to assure that Council policy direction is being followed with particular emphasis on the Council's objectives set for the budget year.

Finance Compilation and Preparation Procedures.

The City Finance Director prepares an estimate of revenues including the property tax revenue based on the Council's tax objectives for the budget year.

A review of the budget submittals, include an allocation of capital requests with respect to funding: e.g. items which are replacement in nature and could be funded from the respective replacement funds, or items which are new and would require a property tax levy for a first time purchase. In addition, requests are reviewed in light of departmental goals, City Manager policy directions and the City Council's overall objectives.

The objective is to have a balanced budget to be presented to the City Council and that the budget has been prepared to not negatively affect net reserve operating balances or to create future financial obligations for which the Council is not prepared to meet.

Description of Funds

The City maintains a number of major and minor funds for recording the fiscal transactions and to meet legal accounting requirements. Within each fund, there may be a number of sub-funds, which are used during the fiscal year to assist in monitoring and managing allocations, grants or specific projects. At yearend, all sub-funds are rolled up into the primary fund for reporting purposes.

Below are general descriptions of the fund-types and a brief description of each fund within each type.

Fund Type: General Fund

The *General Fund* provides for accounting of general governmental functions related to the City's statutory obligations. Those functions include; public works, fire services, police services, city council, city administration, finance, insurance and legal. This fund has been designated a major fund for reporting purposes

The major sources of revenue for the general fund consist of property taxes, intergovernmental revenues, fines and forfeits, federal and state grants, investment income and charges for services rendered to citizens and to other city functions.

Expenditures for the general fund operations include; wages, salaries and benefits, supplies, and other charges, which include utilities, professional services, memberships, and other similar uses of funds. Certain capital expenditures are included, if they are made up of items which are new and for which the City has not previously set aside depreciation (replacement funds).

Fund Type: Special Revenue

Special Revenue Funds include funds in which revenues are collected for specific purposes and expenditures for those specific purposes are recorded.

The *Parks & Recreation Fund* accounts for resources and payments related to the parks and recreation functions of the City. This fund has been designated a major fund for reporting purposes

Revenues generally consist of property tax dollars levied specifically for parks and recreation as well as fees and charges collected from users of the city's parks and recreation facilities. Other revenues include; investment income, donations and other miscellaneous revenues sources.

Expenditures recorded include wages, salaries and employee benefits for staff directly providing parks and recreational services, supplies, and other charges. Certain capital expenditures are included, if they are made up of items which are new and for which the City has not previously set aside depreciation (replacement funds).

This fund is composed of the Recreation Fund and the Parks Maintenance Fund.

The *Community Development Fund* accounts for resources and payments related to the building safety inspection and land use functions of the City. This fund has been designated a major fund for reporting purposes

Revenues generally consist of fees and charges collected from users of the city's building inspection and permits as well as fees collected for land use and zoning changes. Other revenues include; investment income, and other miscellaneous revenues sources.

Expenditures recorded include wages, salaries and employee benefits for staff directly providing community development and inspection services, supplies, and other charges. Certain capital expenditures

are included, if they are made up of items which are new and for which the City has not previously set aside depreciation (replacement funds).

It is expected that this fund is to be self-supporting.

The *Communications Fund* accounts for resources and payments related to the city's communication functions including the periodic newsletters and cable television of city meetings. This fund has been designated a minor fund for reporting purposes

Revenues generally consist of franchise fees collected from the cable television users. Other revenues include; investment income, and other miscellaneous revenues sources. Starting in 2021 a small portion of property tax revenue was dedicated into this fund as franchise fees have started to decrease.

Expenditures recorded include wages, salaries and employee benefits for staff directly providing communication services, supplies, and other charges. Certain capital expenditures are included, if they are made up of items which are new and for which the City has not previously set aside depreciation (replacement funds).

It is expected that this fund is to be self-supporting with a small amount of property tax levy support.

The *Information Technology Fund* accounts for resources and payments related to the information technology functions of the City. This fund has been designated a minor fund for reporting purposes

Revenues generally consist of rents collected from wireless tower leases. Prior to 2022, this fund also had intergovernmental revenues collected from other cities for services rendered, this now goes to a separate entity. Other revenues include investment income, and other miscellaneous revenues sources. Prior

Expenditures recorded include contractual services paid to Metro-INET for services rendered to Roseville. Prior to 2022, wages, salaries and employee benefits for staff directly providing information technology services, supplies, and other charges were part of the fund. Certain capital expenditures are included, if they are made up of items which are new and for which the City has not previously set aside depreciation (replacement funds).

The *License Center Fund* accounts for resources and payments related to the State License Center of the City. This fund has been designated a minor fund for reporting purposes

Revenues generally consist of fees collected from the State Motor Vehicle licenses and from issuance of licenses from the Department of Natural Resources. Other revenues include investment income and other miscellaneous revenues sources.

Expenditures recorded include wages, salaries and employee benefits for staff directly providing license services, supplies, and other charges. Certain capital expenditures are included, if they are made up of items which are new and for which the City has not previously set aside depreciation (replacement funds).

It is expected that this fund is to be self-supporting including payment of management and resource fees to the City's general fund.

The *Lawful Gambling Fund* accounts for resources and payments related to the enforcement and management of charitable gambling within the City. This fund has been designated a minor fund for reporting purposes

Revenues generally consist of taxes collected from city licensed charitable gambling organizations. Other revenues include; investment income, and other miscellaneous revenues sources. A portion of the Revenues are set aside with the Roseville Community Fund to provide for grants to non-gambling groups within the Community.

Expenditures recorded include wages, salaries and employee benefits for staff directly providing accounting and enforcement services, supplies, and other charges.

It is expected that this fund is to be self-supporting.

Fund Type: Debt Service

Debt Service Funds include funds which revenues are collected for the retirement of city incurred debt and from which interest, principal payments and other related expenses in relation to outstanding debt are paid.

The *General Obligation Improvement Bonds* accounts for resources and payments related to the payment of general obligation debt issued for special assessments are collected and property taxes levied. This fund has been designated a major fund for reporting purposes

Revenues generally consist of property taxes collected and special assessments from benefited property. Other revenues include; investment income, and other miscellaneous revenues sources.

Expenditures recorded include bond interest payments, bond principal payments and other expenses related to debt management.

It is expected that this fund is to be self-supporting from the related tax levies and the special assessments.

Fund Type: Capital Projects

Capital Project Funds include funds in which revenues are collected for the construction and replacement of city facilities, equipment and infrastructure.

The *Vehicle and Equipment Revolving Fund(s)* accounts for resources and payments related to the replacement of furniture, fixtures and equipment within the city departments. This fund has been designated as part of a major fund (Revolving Improvements) for reporting purposes

Revenues generally consist of property taxes collected from levies specified for vehicles and equipment, investment income, and other miscellaneous revenues sources. Expenditures recorded include certain capital expenditures if they have been purchased previously and have been depreciated. An expenditure would also qualify, if it were replacing a previously depreciated asset.

It is expected that this fund is to be self-supporting from the related revenue sources.

The *General Building Improvement and Replacement Fund* accounts for resources and payments related to the replacement and major repair of buildings and structures within the city departments. This fund has been designated as part of a major fund (Revolving Improvements) for reporting purposes

Revenues generally consist of property taxes collected from levies specified for improvements, investment income, and other miscellaneous revenues sources. Expenditures recorded include certain capital repairs and improvements on buildings and structures (general governmental) if they have been purchased previously and have been depreciated. An expenditure would also qualify, if it were replacing a previously depreciated asset.

It is expected that this fund be kept at an amount approximately equal to the accumulated depreciation recorded for buildings and structures in the general fixed assets.

It is expected that this fund is to be self-supporting from the related revenue sources.

The *Pathways Maintenance Fund* accounts for resources and payments related to the pathway maintenance program which began in 2000. This fund has been designated as part of a major fund (Revolving Improvements) for reporting purposes

Revenues generally consist of property taxes collected from levies specified for maintenance. Other revenues include; investment income, and other miscellaneous revenues sources. Expenditures recorded include certain capital expenditures for existing pathways.

It is expected that this fund is to be self-supporting from the related revenue sources.

The *Boulevard Streetscape Maintenance Fund* accounts for resources and payments related to the boulevard maintenance program which began in 2000. This fund has been designated as part of a major fund (Revolving Improvements) for reporting purposes

Revenues generally consist of property taxes collected from levies specified for maintenance. Other revenues include investment income, and other miscellaneous revenues sources. Expenditures recorded include certain maintenance expenditures for maintaining existing boulevard landscapes.

It is expected that this fund is to be self-supporting from the related revenue sources.

The *Tax Increments Pay-As-You-Go Fund* accounts for resources and payments related to the tax increment pay-as-you-go districts. This fund has been designated as a major fund for reporting purposes

Revenues generally consist of property taxes collected from levies specified for maintenance. Other revenues include investment income, and other miscellaneous revenues sources.

It is expected that this fund is to be self-supporting from the related revenue sources.

The *Parks Improvement Program Fund* accounts for resources and payments related to the Park Improvement Program (PIP). The intent of this fund is not to add new assets but to primarily replace those park assets, which have completed their useful life. This fund has been designated as a minor fund for reporting purposes

Revenues generally consist of a property tax levy specifically for park improvements. Other revenues include, investment income, allocations from the Parks and Recreation Infrastructure Fund and other miscellaneous revenues sources. Expenditures recorded include certain capital expenditures for park improvement replacement in accordance with the City's Park Improvement Program.

It is expected that this fund is to be self-supporting from the related revenue sources.

The *Special Assessment Construction Fund* accounts for resources and payments related to the Pavement Management Program (PMP). This fund has been designated as a minor fund for reporting purposes

Revenues generally consist of allocations from the Infrastructure Replacement Fund. Other revenues include; investment income, and other miscellaneous revenues sources. Expenditures recorded include

certain capital expenditures for street improvements in accordance with the City's Paving Management Program.

It is expected that this fund is to be self-supporting from the related revenue sources.

Fund Type: Permanent Funds

Permanent Funds are funds which have been legally established as funds from which only the investment income may be used for which the Fund was established.

The *Infrastructure Replacement Fund* accounts for endowment funds set aside for the long-term replacement and maintenance of the City streets. This fund has been designated as a major fund for reporting purposes

Revenues generally consist of investment income. Expenditures are limited to approximately two-thirds of the annual investment income to be allocated to the Special Assessment Construction Fund

It is expected that this fund is to be self-supporting from the related revenue sources.

Fund Type: Internal Service Funds

Internal Service Funds are funds which account for specific service operations of the City which are provided to other departments and divisions of the City.

The *Worker's Compensation Fund* accounts for revenues and expenditures related to servicing the City's Worker Compensation needs.

Revenues primarily consist of fees collected from user departments and property tax levies, when needed. Other revenues include; investment income, and other miscellaneous revenues sources. Expenditures recorded include medical payments and compensation payments to workers who qualify for worker's compensation benefits.

The *Risk Management Fund* accounts for revenues and expenditures related to servicing the City's general insurance and risk management needs.

Revenues primarily consist of fees collected from user departments and property tax levies, when needed. Other revenues include investment income, and other miscellaneous revenues sources. Expenditures recorded include payments for liabilities within the City's deductible limit and payments to the City's insurance carrier, League of Minnesota Insurance Trust.

Fund Type: Proprietary Funds

Enterprise Funds are funds which account for specific operations of the City in a manner similar to the private sector. All Enterprise Funds have been designated major funds for reporting purposes.

The *Sewer Fund* accounts for revenues and expenditures related to City's sewer distribution system operations.

Revenues primarily consist of sewer fees collected from system users. Other revenues include; investment income, and other miscellaneous revenues sources. Expenditures recorded include sewer system operating expenditures such as wages, salaries and benefits, supplies, and other charges, which include utilities, professional services, memberships, and other similar uses. Major expenditures also include waste treatment fees to the Metropolitan Council Department of Environmental Services and certain capital expenditures for maintaining the system.

The *Water Fund* accounts for revenues and expenditures related to City's water distribution system operations. Revenues primarily consist of water fees collected from system users. Other revenues include; investment income, and other miscellaneous revenues sources.

Expenditures recorded include sewer system operating expenditures such as wages, salaries and benefits, supplies, and other charges, which include utilities, professional services, memberships, and other similar uses. Major expenditures also include the purchase of wholesale water from the St. Paul Regional Water System Authority and certain capital expenditures for maintaining the system.

The *Golf Fund* accounts for revenues and expenditures related to City's nine-hole golf course.

Revenues primarily consist of greens fees collected from course users. Other revenues include; investment income, and other miscellaneous revenues sources. Expenditures recorded include golf course operating expenditures such as wages, salaries and benefits, supplies, and other charges, which include utilities, professional services, memberships, and other similar uses and certain capital expenditures for maintaining the course in a reasonable condition.

The *Storm Drainage Fund* accounts for revenues and expenditures related to City's storm drainage distribution system operations.

Revenues primarily consist of storm drainage fees collected from system users. Other revenues include; investment income, and other miscellaneous revenues sources. Expenditures recorded include storm system operating expenditures such as wages, salaries and benefits, supplies, and other charges, which include utilities, professional services, memberships, and other similar uses and certain capital expenditures for maintaining the system.

The *Recycling Fund* accounts for revenues and expenditures related to the City's recycling operations.

Revenues primarily consist of recycling fees collected from system users and grants from by Ramsey County. Other revenues include; investment income, and other miscellaneous revenues sources. Expenditures recorded include recycling operating expenditures, collection fees paid to the contracted hauler\collector and certain capital expenditures for maintaining the system.

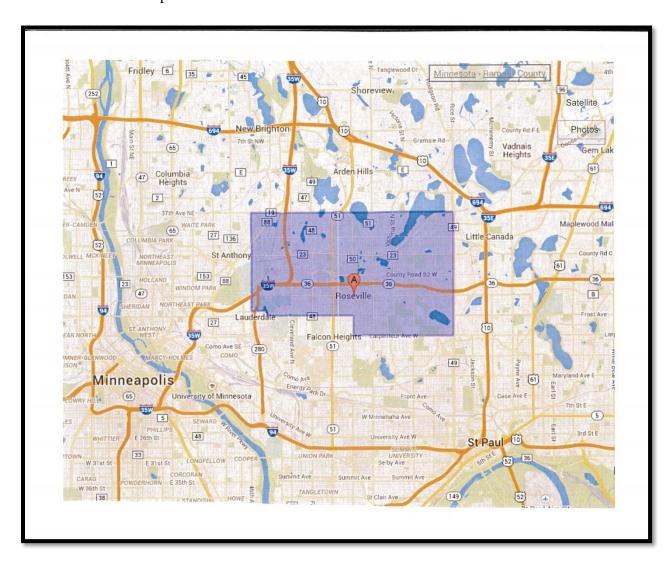
Fund Type: Agency Funds

Agency Funds are funds used to report resources held by the City in a purely custodial capacity.

The *Cemetery Fund* accounts for the fiscal activities of a cemetery under the ownership of the Islamic Cemetery Association. Revenues consist of interest earnings on investments. Expenditures include general grounds maintenance.

Profile of the City of Roseville

The City of Roseville, incorporated in 1948, is a suburban community bordering both Minneapolis and St Paul Minnesota. A map of Roseville's location is shown below.



The City of Roseville stands on land that was once home to the Dakota and Ojibwa Indians. The Dakota believed their land superior because it was located at the juncture of the Minnesota and Mississippi Rivers, which they poetically claimed, was immediately over the center of the earth and beneath the center of heaven.

Many years later in 1940, Ramsey County Surveyors bolstered this claim when they placed a boulder on the spot they determined was exactly one-half the distance between the equator and the North Pole. That spot is on the east side of Cleveland Avenue, just north of Roselawn Avenue in Roseville.

The first non-Indians settled in the Roseville area in 1843, six years before Minnesota became a territory. In 1850 Rose Township was established, named after Isaac Rose, one of the first white settlers, who conducted the area survey. Rose Township included the areas now known as Roseville, Lauderdale, and Falcon Heights, as well as parts of present day St. Paul and Minneapolis.

Farms and nurseries dominated the area until the 1930s when commercial development arrived, attracted by the wide-open space, convenient location, and the railroad. At the same time, people began leaving the inner cities for the more spacious, less congested lifestyle of the suburbs.

By 1948 the township form of government could no longer accommodate the area's rapid growth. Roseville incorporated as a village in May of 1948, followed by Falcon Heights and Lauderdale, which led to Rose Township ceasing to exist.

Roseville's population and commercial development grew dramatically during the 1950's and 1960's. The City then turned its focus from planning to redevelopment and preservation. Today Roseville is a mixed land use community with a strong residential base and vibrant retail. It has become the commercial hub of the northeastern metro area.

This area is considered to be a major population and economic growth area in the state, and among one of the highly ranked economic growth areas in the country. The City of Roseville currently occupies a land area of 13.7 square miles and serves a population of 35,306. Roseville is a completely developed community and is bordered on all sides by other incorporated communities.

The City of Roseville has operated under the council-manager form of government since 1974. Policy-making and legislative authority are vested in a city council consisting of the mayor and four other members. The city council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the city manager. The city manager is responsible for carrying out the policies and ordinances of the council, for overseeing the day-to-day operations of the city government, and for appointing the heads of the various departments. The council is elected on a non-partisan basis. Council members serve four-year staggered terms, with three council members elected every four years and the mayor and one council member elected in staggered four-year terms. The council and mayor are elected at large.

The City of Roseville provides a full range of services, including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; water and sewer services and recreational activities and cultural events.

Supplemental demographic and statistical information is shown below.

| City of Roseville, Minnesota | | | | | | | |
|-----------------------------------|-----|-----------|------|--------------------|-----------------|------|--------------------|
| PRINCIPAL PROPERTY TAXPAYE | ERS | | | | | | |
| Current Year and Ten Years Ago | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | 2020 | | | 2010 | |
| | | | | Percentage | | | Percentage |
| | | | | of | | | of |
| | | Taxes | | Total Taxes | Taxes | | Total Taxes |
| Taxpayer | | Levied | Rank | Levied | Levied | Rank | Levied |
| | | | | | | | |
| PPF Rtl Rosedale Shopping Ctr LLC | \$ | 1,597,101 | 1 | 6.91% | \$ 390,878 | 3 | 2.74% |
| St Paul Fire And Marine Ins Co | Ш | 459,249 | 2 | 1.99% | 263,064 | 7 | 1.84% |
| Gateway Washington Inc | | 390,991 | 3 | 1.69% | 419,267 | 2 | 2.94% |
| Wilcal Crossroads LLC | | 336,461 | 4 | 1.46% | 296,677 | 4 | 2.08% |
| Rosedale Square LLC | | 297,531 | 5 | 1.29% | | | |
| Magellan Pipeline Co LP | | 285,112 | 6 | 1.23% | | | |
| Meritex industrial Portfolio LLC | | 259,286 | 7 | 1.12% | | | |
| Rosedale Commons LP | | 245,973 | 8 | 1.06% | 217,525 | 10 | 1.52% |
| Arrow Lexington Apartments LLC | | 243,073 | 9 | 1.05% | | | |
| 2700 Snelling Ave LLC | | 219,064 | 10 | 0.95% | | | |
| Compass Retail, Inc. | | - | - | - | 844,301 | 1 | 5.91% |
| Williams Bros Pipeline | | - | - | - | 278,662 | 5 | 1.95% |
| PPF RTL Rosedale Shopping Center | | - | - | - | 266,720 | 6 | 1.87% |
| JTL Roseville Corp Center LLC | | - | _ | - | 261,728 | 8 | 1.83% |
| ERP Minnesota Portfolio LLC | | - | - | - | 222,312 | 9 | 1.56% |
| | \$ | 4,333,841 | | 18.76% | \$ 3,461,134 | | 24.24% |
| | | | | | | | |

| City of Roseville, Minnesota | | | | | | |
|--|----------------|-----------|---------------|-----------|------|---------------|
| PRINCIPAL EMPLOYERS | | | | | | |
| Current Year and Ten Years Ago | | | | | | |
| _ | | | | | | |
| | | | | | | |
| | 2020 | | | 2010 | | |
| | Percentage | | | | | Percentage |
| | | | of Total City | | | of Total City |
| <u>Employer</u> | Employees | Rank | Employment | Employees | Rank | Employment |
| MNI Dont of Trougan autotion | 5706 | 1 | 31.55% | 700 | 2 | 4.120/ |
| MN Dept. of Transportation Cernx MN, LLC | 5796 1500 | 2 | 8.17% | 700 | 3 | 4.13% |
| Minnesota Department-Education | 729 | 3 | 3.97% | 400 | 8 | 2.36% |
| Roseville Area Schools | 658 | 4 | 3.58% | 900 | 2 | 5.31% |
| Presbyterian Homes Housing | 650 | 5 | 3.54% | 1120 | 1 | 6.61% |
| Alorica Customer Care, Inc. | 563 | 6 | 3.06% | 1120 | 1 | 0.0170 |
| University-Northwestern-St Pl | 500 | 7 | 2.72% | 615 | 4 | 3.63% |
| Nortonlifelock Inc. | 500 | 8 | 2.72% | 010 | • | 3.0370 |
| Pediatric Home Respiratory Services, LLC | 425 | 9 | 2.31% | | | |
| McGough Construction | 414 | 10 | 2.25% | 400 | 6 | 2.36% |
| Symantec Corp | | | | 600 | 5 | 3.54% |
| Target | | | | 400 | 7 | 2.36% |
| JC Penny | | | | 313 | 9 | 1.85% |
| Macy's | | | | 300 | 10 | 1.77% |
| Berger Moving & Storage Inc | | | | | | |
| Total | 11,735 | | 63.88% | 5,748 | | 33.94% |
| | | | | | | |
| Sources: Minnesota Department of Employn | nent and Econo | omic Deve | elopment | | | |
| Reference USA | | | | | | |

| | Roseville, Minneson | ONOMIC STATIST | ICC | | | |
|-----------|-------------------------|--------------------------|-------------------|---------------------------|--------------------------|--------------|
| | | JNOMIC STATISTI | ics | | | |
| Last Ten | Fiscal Years | | | | | |
| | | | | | | |
| | | | - | | | |
| | | | Per | 0.1.1 | 0.1.1 | |
| T21 | | Estimated | Capita | School | School | TT |
| Fiscal | D 1.4' (1) | Personal | Personal | Enrollment | Enrollment | Unemploymen |
| Year | Population (1) | Income (2) | income (3) | District #623 (4) | District #621 (4) | Rate (5) |
| 2011 | 33,660 | 1,582,289,280 | 47,008 | 6,588 | 9,765 | 4.5% |
| 2012 | 33,807 | 1,644,947,199 | 48,657 | 6,804 | 9,948 | 4.4% |
| 2013 | 34,486 | 1,590,632,264 | 46,124 | 7,587 | 10,236 | 4.3% |
| 2014 | 34,476 | 1,604,133,804 | 46,529 | 7,397 | 10,504 | 3.2% |
| 2015 | 35,306 | 1,660,052,814 | 47,019 | 7,507 | 10,759 | 3.0% |
| 2016 | 35,244 | 1,707,818,508 | 48,457 | 7,580 | 11,145 | 3.0% |
| 2017 | 35,836 | 1,784,095,260 | 49,785 | 7,581 | 11,285 | 2.5% |
| 2018 | 35,796 | 1,871,808,636 | 52,291 | 7,531 | 11,389 | 2.4% |
| 2019 | 36,272 | 1,992,566,048 | 54,934 | 8,255 | 11,655 | 2.6% |
| 2020 | 36,644 | 2,036,783,452 | 55,583 | 7,276 | 11,715 | 4.1% |
| | | | | | | |
| | | | | | | |
| | | | | ar, are estimates provi | ded by the Metropolit | an |
| | | was taken in the year | | | | |
| | | | | | al income of Ramsey C | - |
| and | multiplying it by the C | City population. Also s | see note (3) reg | arding the Per Capita | Personal Income figur | res. |
| (3) The p | er capita personal inc | come used is for that | of Ramsey Cou | inty, in which the city i | esides, the smallest re | gion |
| appl | icable to the City that | t this information is av | ailable for. In a | ddition, the 2009 - 20 | 11 figures are an estin | nate for the |

State of Minnesota provided by the Bureau of Economic Analysis as there were no other relavent estimates available

District #623 covers approximately 67% of the City, while District #621 covers approximately 33% of the City.

(5) Annual average unemployment provided by the Minnesota Department of Employment & Economic Development

Accordingly, not all students enrolled in District #621 live in the City of Roseville. Information is provided by the Roseville and Moundsview School Districts.

at the time of this report.

(4) The City is served by two independent school districts.

City of Roseville Community Aspirations: 2020 Results & Accomplishments

Each year, the Mayor of Roseville presents a State of the City Address to highlight various results and accomplishments over the past year. These achievements are summarized in the spirit of the City's Mission Statement and in the context of the City's Community Aspirations, both of which are identified in other sections of this document. The State of the City Address is typically given in February of each year. As of the date of this publication, the results and accomplishments for the most recent year have not yet been compiled. The results of the previous year grouped by community aspiration category are shown below.

Welcoming, inclusive, and respectful

- The Roseville police department established its Multicultural Advisory Committee in 2020. The
 committee consists of diverse community representatives who meet monthly to have a meaningful
 dialogue with the department and its leadership about issues of race in policing, local crime trends
 and issues, and how to promote effective connections between police and the communities they are
 sworn to serve and protect.
- The city created a new Equity and Inclusion Manager position in the Administration department to elevate the organization's focus on Racial Equity and to implement and enhance the Racial Equity Action Plan, worked on removing bias from job descriptions, employment applications, and interview processes.

Safe and law-abiding

- Police and Fire departments responded to both the unrest that resulted after the killing of George Floyd and the ongoing COVID-19 pandemic. Roseville police handled incidents that occurred in Roseville. The Fire department assisted in fire suppression efforts in St. Paul as part of the mutual aid arrangement between the two cities.
- Continued transition toward a wholly full-time Fire Department staffing model. The ultimate objective is to be able to respond to 3 concurrent events fire and/or medical.
- Increased police staffing to target areas of particular concern with respect to locations or types of crimes and to allow for greater investigative focus on sexual assaults, creating better outcomes for those cases.

Economically prosperous, with a stable and broad tax base

- Despite the economic impacts of COVID-19, the city saw positive trends in high home sale prices and ongoing development and redevelopment activity..
- Issued more than 4100 permits for new and remodel construction, both commercial and residential totaling a contribution of over \$159 million to the local tax base. This is just under the 4200 permits issued in 2019, for a valuation of \$210 million.

Secure in our diverse and quality housing and neighborhoods

- The Twin Lakes Station development, which will provide 200-300 affordable senior housing units in one building and a comparable number of affordable family housing units in their second building broke ground in 2021.
- The City revoked the rental licenses at the Marion Street/The Brittany apartments in order to engaging the owners in implementing major improvements to ensure safe housing for this affordable housing complex.
- City started discussion on regulating short-term rentals of residential properties. The licensing program will be implemented in 2021.

Environmentally responsible, with well-maintained natural assets

- The City continues to evaluate ways to respond to the Emerald Ash Borer infestation and its impact to the tree canopy on City property. Work on a multi-year plan to remove and replace City-owned ash trees was paused in 2020 but will be back for active consideration in 2021.
- As part of the commitment to restoration of the tree canopy, volunteers were able to plant over 100 trees throughout City parks in 2020. The City's volunteer natural resources restoration programs in parks continued to be well-attended even during the pandemic.
- The City installed its 4th iron-enhanced storm water basin in 2020. These basins help to address localized storm water flooding by temporarily storing storm water flows, but also remove phosphorus from the runoff before it enters water bodies such as Lake Owasso, helping to improve water quality.
- The City was accepted into Xcel Energy's Partners in Energy Program. This program helps communities to develop and implement energy plans. By participating in this program, the City can meet its energy goals and also help local residents and businesses to reduce their energy bills and carbon footprints. The program is a two-year commitment.

Physically and mentally active and healthy

- Maintaining the health of the community was an important activity for the City due to the COVID-19 pandemic. Roseville Fire worked closely with senior facilities in the City to provide personal protective equipment and other resources.
- City partnered with Every Meal (formerly The Sheridan story), who provided free packaged meals and food for pick-up at the fire station. They provided similar food offerings at the Rice & Larpenteur Alliance's LarpenTOUR event in the fall.
- Roseville parks and recreation programs had to pause, regroup and re-start due to the pandemic under changing parameters of CDC and State guidance. The City's Cedarholm golf course saw a 20% increase in golf rounds over 2019..

Well-connected through transportation and technology infrastructure

- Completed several sections of pathway and sidewalk links and continued street reconstruction and rehabilitation projects.
- Developed a master plan for expansion of public works storage, provision for a long-term license center and providing all city staffing and storage needs, along with potential other programming needs in the future, including more green space. Refinement and more detailed plans will be developed in 2021.

Engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople

- Despite the limitations of living through a pandemic, there was a strong turnout of volunteers to do tree and flower planting and invasive species mitigation.
- The Rice and Larpenteur Alliance which is made up of representatives of the cities of Maplewood, St. Paul, and Roseville, transitioned from a largely government-driven entity into a truly community-driven entity in 2020. The various boards and committees of the Alliance have been populated with local resident, business, and organization representatives from all 3 cities.
- The City's Human Rights, Inclusion & Engagement Commission (HRIEC) completed an engagement toolkit for organization-wide use in planning and implementing engagement efforts around various City decision- making. .The HRIEC was an active partner with the city council and City staff as community voices in establishing the City's Equity and Inclusion Manager position.

Glossary of Terms

Accrual – An accounting practice of matching expenses with related revenues. Generally, expenses are reflected when the obligation is incurred, while revenue is reflected when earned, not when payment is received.

Appropriation – an appropriation represents a specific amount of money formally designed for a particular purpose.

Assessment – Refers to a financial lien placed by the City against a property to pay for the property's fair share of any street or utility improvement.

Asset – generally refers to property, plant, or equipment that has an extended useful life and therefore can be relied upon to assist in the provision of programs or services beyond the current calendar year.

Audit – an examination of city records and accounts by an external source to check their validity and accuracy.

Balanced Budget – a balanced budget is an annual financial plan in which expenses equal revenues.

Bonds – A method of borrowing (similar to a loan) used by the City to finance the construction or reconstruction of City facilities or infrastructure. See also, 'Debt Service'.

Budget – Refers to the City's planned use available monies for the upcoming fiscal year. The budget is considered 'balanced' when expected revenues are equivalent to planned expenditures.

Capital Improvement Plan - A long-term projection of all planned capital replacements of City facilities, street and utility infrastructure, vehicles and rolling stock, and other improvements.

Charges for Services include administrative charges between funds, wireless antenna lease revenues, recreation program fees, user charges for; water, sanitary sewer, storm drainage, and solid waste recycling fees, and greens fees for the municipal golf course.

Community Development includes planning and economic development, code enforcement, and geographic information systems.

Comprehensive Plan - A defined land use and zoning plan that was developed and placed into Roseville's City ordinances.

Debt Management Plan – A schedule of the City's debt service payments and an overview of the general principles that governs the issuance of City debt.

Debt Service – Refers to the principle and interest paid on bonds used to finance City facility and infrastructure improvement projects.

Depreciation - The systematic allocation of the cost of an asset over its useful life.

Economic Development Authority (EDA) – is a separate legal entity approved by the Council and charged with furthering economic development and the various housing programs of the City.

Enterprise Operations includes water, sanitary sewer, storm drainage, solid waste recycling, and the municipal golf course operations. They are specifically segregated from other City Funds due to their unique revenue stream and accounting practices.

Financial Plan – refers to the long-term financial picture based on the general direction of the City, 10-Year Capital Improvement Plan, and general budgeting decisions. The Plan also forecasts financial impacts on residents based on projected trends.

Fines & Forfeits include fines paid for traffic violations and criminal offenses occurring within the City limits.

Fiscal Disparities – is a wealth-sharing tool, somewhat unique to Minnesota that represents the portion of Commercial/Industrial property value added since 1974. This captured property value is shared amongst municipalities within the Twin Cities Metropolitan Area.

Full-time Equivalent – or FTE, represents a calculation of total staffing resources using the conversion that each full-time employee who works 40 hours per week, or 2,080 per year, would equal 1.0 FTE. An employee that works only 20 hours per week would equate to 0.50 FTE.

Fund – a separate account of assets, liabilities, revenues, and expenditures that was created for legal or management purposes, as a mean of segregating <u>specific</u> financial activity from other governmental operations.

Fund Balance – represents the cumulative reserves (surplus monies) that have been realized within the City's general and special-purpose operations and are available for future appropriations.

General Fund – the primary fund for the City of Roseville, which includes most State, or County mandated functions that are supported primarily by property taxes.

General Government – refers to those programs and services that are associated with general centralized City functions. They include, but are not limited to; Administration, Legal, Finance, Elections, and City Council expenditures.

Geographic Information Systems (GIS) – refers to the study of relationships between geographic parcels or areas. It is primarily used in the City's Community Development Program.

Governmental Funds – refers to the fund group that is used to account for the City's general operations. These operations are normally supported by taxes and intergovernmental revenues.

Inflation – A general measure of the change in prices and/or the costs of providing programs and services.

Infrastructure – Refers to City facilities, streets, parks, and utilities that have a useful life of at least ten (10) years.

Interest Earnings include investment earnings on cash reserves.

Inter-fund Charges – Represent administrative support charges that are assessed by internal service functions against other city functions to more accurately represent the true cost of providing City programs and services.

Intergovernmental Revenue – Includes Federal, State, or local monies received from other public entities.

Joint Powers Agreements (**JPA**) – Agreements entered into by public entities that are mutually beneficial. The JPA typically involves a contractual relationship whereby one entity provides a service to another in exchange for payment.

Lawful Gambling - Charitable gambling done by non-profit organization that is regulated by the State of Minnesota and the City of Roseville. The City of Roseville taxes gross revenues at 1% and gross profits at 10%.

Licenses & Permits include business licenses, building-related permits and fees, and licenses and fees collected at the License Center.

Net Assets - represents the cumulative reserves (surplus monies) that have been realized within the City's business-type operations (proprietary funds) and are available for future appropriations.

Operating Fund – a fund type that typically accounts for the on-going and day-to-day activities of specific programs or services. The General Fund is the primary operating fund of the City.

Other Services and Charges include professional services, contractual maintenance and repair, utilities, memberships, inter-fund charges, and training and conferences. It also includes the costs attributable to the purchase of water from the City of St. Paul and wastewater treatment costs paid to the Met Council.

Park Master Plan – Refers to the City's long-range plan for developing and redeveloping the Park system including facilities, trails, and natural amenities.

Parks and Recreation includes recreation administration and programs, leisure activities, and the Skating Center operation.

Pavement Management Program – Refers to the City's long-range plan for repairing and reconstruction local streets.

Permanent Fund - a fund which have been legally established where only the investment income may be used for which the Fund was established.

Personal Services includes the wage, benefit, and insurance costs of employees.

Personnel Costs – See 'Personal Services'.

Public Safety includes the costs associated with providing police and fire protection.

Public Works includes engineering, street maintenance, street lighting, fleet maintenance, and building maintenance functions.

Property Taxes include taxes levied against taxable property.

Proprietary Funds – refers to the fund group that is used to account for the City's business-type operations. These operations are normally supported by user fees and operate more like a private business would.

Reserves – monies held in interest-bearing accounts that are set aside for some future purpose, but are not necessarily needed in the current fiscal year. Reserves are also referred to as 'fund balance' or 'sinking funds'.

Sinking Funds – See 'Reserves'.

Special Assessment - A charge made against certain properties to defray all or part of the cost of a specific capital improvement that benefits primarily those properties.

Special Purpose functions include information technology, communications, license center, lawful gambling enforcement, and parks maintenance.

State Aid monies refer to a variety of both general and specific aids provided by the State of Minnesota. It includes funding for police training, fire equipment, street maintenance and repair, and others.

Supplies and Materials include office supplies, motor fuel and vehicle supplies, clothing and protective gear, street repair materials, and salt/sand purchases.

Tax Capacity – a formula used to represent the taxable property value of a parcel(s) within the City and is used to determine the local tax rate.

Tax Levy – See 'Property Taxes'.

Tax Increment Financing (TIF) - A method of financing by which improvements made in a designated area are paid by the taxes generated from the added taxable value of the improvements.

Trust Operations includes endowment funds used to offset general taxes, and to maintain the City-owned Roseville Lutheran Cemetery. A decrease in available funds will result due to falling interest rates, which in turn generate less interest earnings. The principle endowment of these funds remains intact.

User Fees – Refers to charges paid by end users for the purchase of City services. User fees are typically associated with recreational programs and water and sewer services..

Variance Board – is a Council-appointed Board charged with the task of reviewing requests by Roseville landowners for variances under the City's Land Use Code(s).

Vehicle Replacement Program – Through departmental depreciation charges, the City establishes a Vehicle Replacement Fund that is used to replace City vehicles at the end of their useful life. For each vehicle class, a replacement schedule is determined based on the vehicle's use, and expected wear and tear.