

City of

ROSEVILLE

Minnesota

2003 Budget and Capital Improvement Plan

2003 Budget
2003-2007 Capital Improvement Plan

CITY OF ROSEVILLE, MINNESOTA

2003 Budget and Capital Improvement Plan

2003 Budget 2003-2007 Capital Improvement Plan

Prepared by the Department of Finance

Cover: Award-winning photo of a Roseville residence displaying the American Flag after September 11, 2001.

City of Roseville, Minnesota 2003 Proposed Budget

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Letter of Transmittal

December 17, 2002

To the Mayor and City Council,

Enclosed is the 2003 City Budget, as prepared by City Staff and approved by the City Council. The 2003 Budget culminates a year's worth of planning, evaluation, and citizen input for all city services and programs. Great effort has been taken to ensure that all city services are funded in a manner that maintains the current level of service. 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.

The Budget also focuses on the six (6) high-priority objectives the City Council identified at their goal-setting sessions held earlier this year. These City Council objectives, in no particular order of importance, are:

- Decide what to propose for a community center, and bring it to the citizens for a vote.
- Resolve the public safety function, structure, and facilities.
- Complete the planning process for the Arona site, and facilitate construction.
- Address the unique service issues and housing needs of our aging population.
- Define how the City can/wants to achieve developing affordable housing.
- Revise the City's special assessment policies.

A number of existing citywide policies have been incorporated into our budget work and along with the items noted above, provided the framework of the final budget. A summary of these policies is included in *Appendix A*.

The following overview provides a summary of the final 2003 Budget for all City programs and services. The information is presented in three sections.

Section 1 – Executive Summary features a summary of the final budget, funding sources, tax levy and tax impact. This section also includes a list of elected and appointment officials, organizational chart, a schedule of positions, and the most recent Distinguished Budget Presentation Award presented to the City of Roseville.

Section 2 – Program Budgets Includes a summary of each City program or department including goals and objectives, prior year accomplishments, and budget impact items. In addition, this section provides a fiscal summary of major revenues and expenditures by fund for the prior and current years, along with next year's budget.

Section 3 – Strategic Plan presents information regarding the City's 5-year Capital Improvement Plan (CIP), and Debt Management Plan which play an integral part in the City's long-term financial planning as well as the new budget.

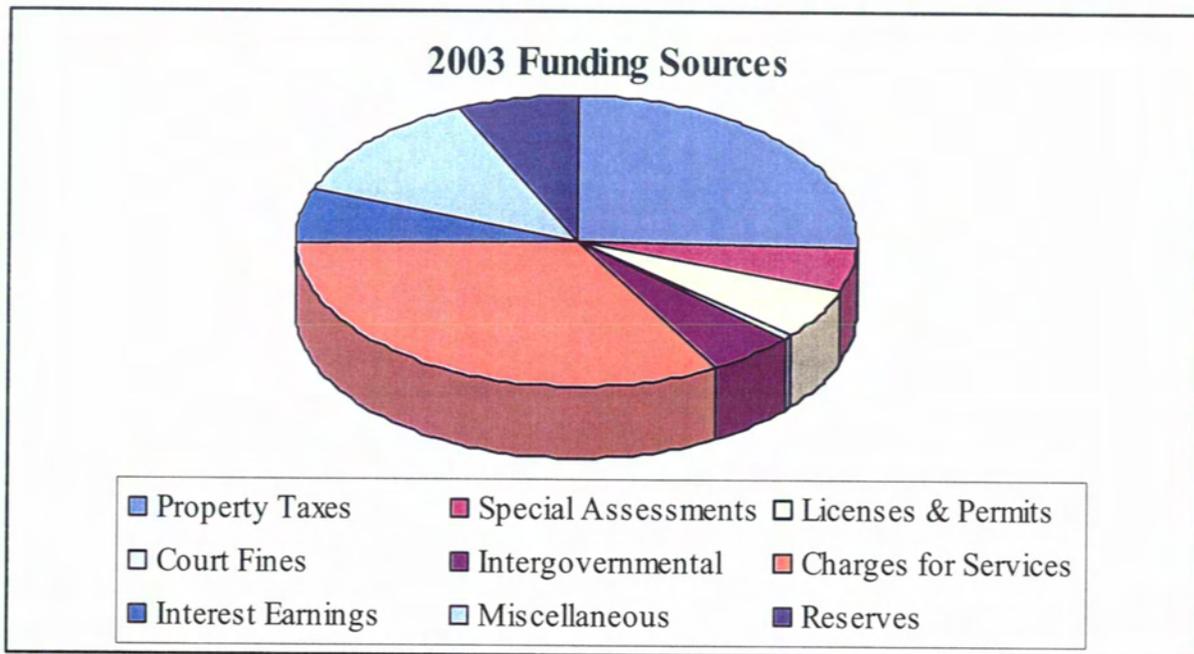
Appendix A includes the City's mission statement, and a summary of fiscal, budget, and administrative policies.

Appendix B provides an overview of the various legal budgeting requirements, an overview of the annual budgeting process, and a description of funds.

Appendix C provides supplemental information including demographic and statistical information on the City.

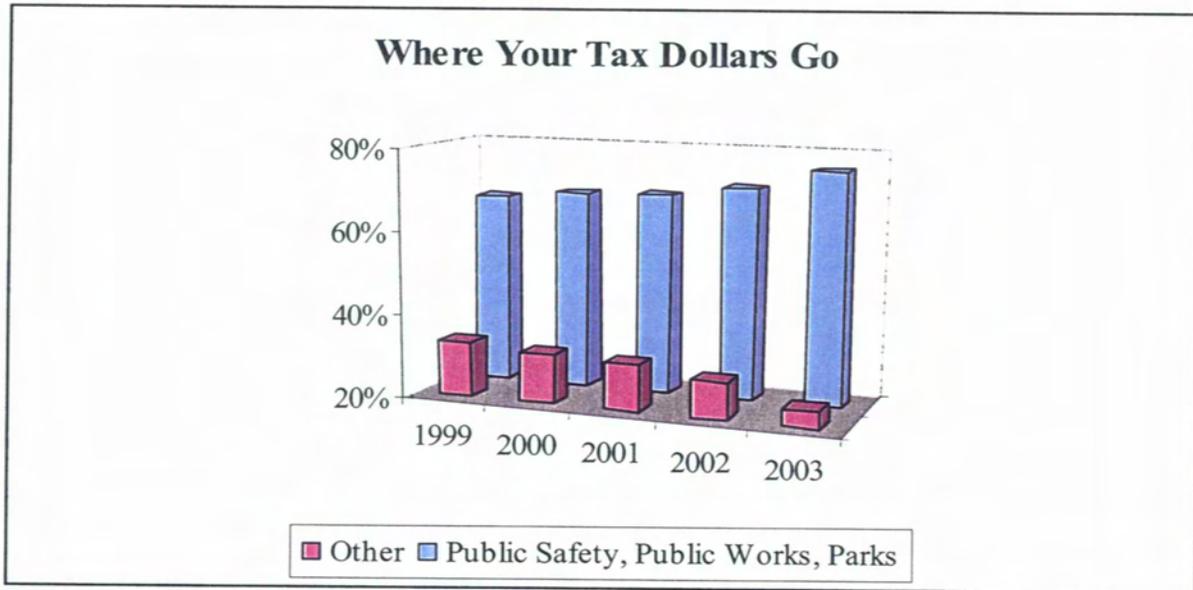
Budget Sources and Uses, Impact Items, and Financial Trends

The following graph depicts the major funding sources for the 2003 Budget.



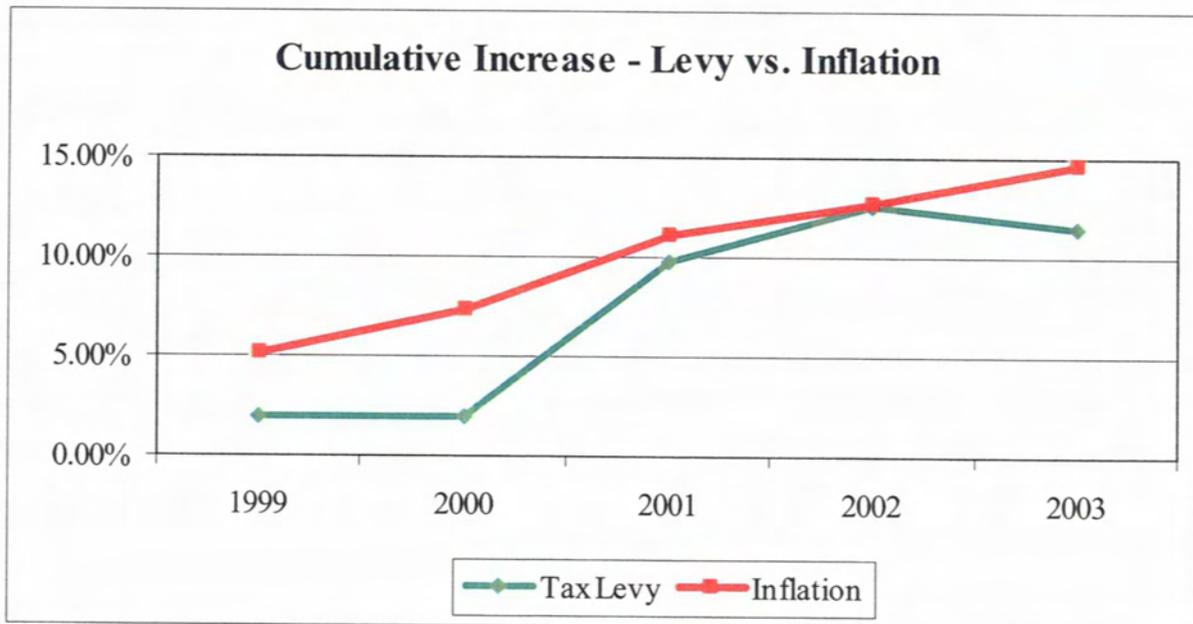
The City's diverse revenue streams and relatively small reliance on property taxes has allowed the City to absorb added operating costs noted above with minimum taxpayer impact. This is reflected in the City's Tax Levy which will decrease by \$95,000 in 2003. The tax levy funds only 25% of the City's total budget - below the statewide average. Interest earnings on City reserves and charges for City services, in turn, make up a larger part of the total budget.

The majority of local tax monies provide funding for police and fire, 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 is shown above, 75 % of local tax dollars are spent on police and fire, public works, and parks and recreation programs. This percentage has been steadily increasing the past five years, emphasizing the importance of these core functions to the community.

A summary of the tax levy increases as compared to the inflation rate is shown below.



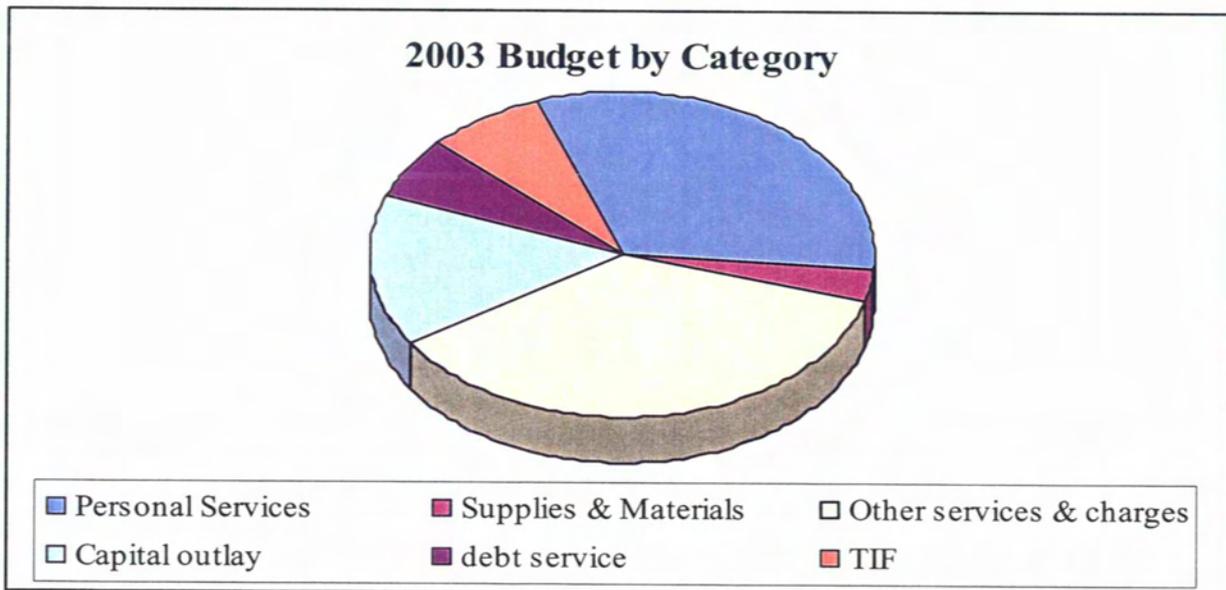
As is shown above, over the past five years, the City's tax levy has increased less than the inflation rate. This means Roseville taxpayers are paying less in real dollars (adjusted for inflation) for the same level of City services.

The State of Minnesota, like most States, is facing a large budget deficit. Undoubtedly, local units of government will play a role in the deficit solution, most likely in reduced or eliminated State-aid. However, the City of Roseville receives only \$40,000 in direct State-aid, and as a precautionary approach, excluded this funding source from its 2003 revenue forecast. Thus State cuts in local government aid will not affect Roseville.

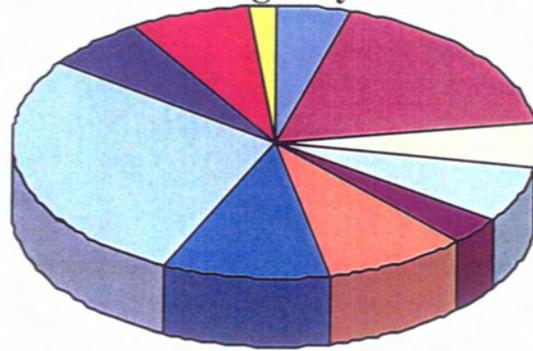
The City's fee-based programs including recreation programs and water and sewer operations will remain fully funded by user fees, or 'charges for service'. This reflects the principle that individuals or customers receiving value-added programs or increased service levels can purchase these services for a fee. It also accounts for private-like enterprise operations of the City. To offset increasing operating costs, fees are scheduled to increase approximately 2-3% in 2003. Approximately 33% of City spending is funded by user fees.

It is anticipated that the revenues sources shown above will remain fairly proportionate in the next several years, with the exception of the tax levy for debt service which will increase significantly in 2004. This anticipated increase is due to the voter-approved municipal facility bonds scheduled to be issued in 2003. Roseville voters approved \$9.7 million in debt for a new Police Department and refurbished Public Works Maintenance Facility. The magnitude of the increase won't be fully known until final decisions are made on the bond structure, sources of repayment, and potential offsetting factors.

The following graphs depict City spending by major category and major program.



2003 Budget by Function



- | | | |
|-------------------------|-----------------------|-----------------|
| General Government | Public Safety | Public Works |
| Parks & Recreation | Community Development | Special Purpose |
| Capital (non-operating) | Enterprise Operations | Debt Service |
| TIF | Trust Operations | |

As is typical of service-sector industries such as local government, the need to attract and retain highly qualified personnel remains one of our biggest challenges. Not surprisingly, personnel costs remain as one of the City's highest operating costs, comprising approximately one-third of the City's total spending. This percentage has remained fairly constant over the last several years. The 2003 Budget provides for a cost of living adjustment of 3%. Like the 3.75% and 4.00% cost of living increases in the last two years, the 2003 COLA is the same as that provided to most other Twin City Metro cities. These competitive wage adjustments have allowed the City to remain competitive with the marketplace, and continue attracting highly qualified personnel.

Another challenge facing the City is the rising costs of healthcare. Consistent with national and statewide trends, the City's share of healthcare costs has risen substantially over the past few years. The 2003 Budget reflects a 12% increase in healthcare costs for the City.

With respect to non-personnel costs, the City's operations have successfully continued with at-or-below inflation increases. The City remains assertive in bidding supplies, materials, and contractual services. In addition, the City has pursued joint powers agreements, public-private partnerships, and other efforts to improve operating efficiencies in the current budget year and beyond.

City spending on 'Other Services' reflects the continued decision to outsource two major services. This includes the purchase of bulk water from the City of St. Paul as well as the water treatment costs paid to the Metropolitan Council. These two contractual services comprise approximately \$5.2 million annually, or 15% of total City spending.

The City's capital replacement costs can fluctuate widely from year to year, and are expected to increase in 2003. However, through planned depreciation charges (sinking funds), these costs will be funded largely through designated reserves that were established over a period of years. As a result their will be minimal impact in 2003 on taxpayers.

The City's overall debt service payments will decrease in 2003. This resulted in large part to the early retirement of debt in 2001 and 2002. It is anticipated that the City's debt service payments will increase in 2004 - the result of a voter-approved referendum and subsequent bond issue, to finance improvements to City facilities. Additional information on the City's debt can be found in *Section 3*.

The remaining portions of this budget document provide greater detail on the funding sources and uses. We sincerely hope that all interested parties will find this document useful in evaluating the City's programs and services. Supplemental information can 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 in fulfilling the promises embedded in this budget.

Respectfully submitted,



Neal Beets
City Manager



Christopher K. Miller
Finance Director

2003 Budget

The proposed 2003 Budget is \$34,755,225, a decrease of \$2,929,249 or 7.8%. The decrease has resulted primarily due to a reduction in the City's debt service costs, and tax increment pay-as-you-go payments.

The following table provides a summary of the proposed budget by major expense category.

Type of Expense	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Increase (decrease)
Personal Services	\$ 10,690,612	\$ 11,141,234	\$ 450,622	4.2 %
Supplies & Materials	966,218	993,755	27,537	2.9 %
Other Services & Charges	12,005,734	12,692,026	686,292	5.7 %
Capital Outlay	4,229,290	5,077,500	848,210	20.1 %
Debt Service	4,697,620	2,120,240	(2,577,380)	(54.9) %
TIF Pay-as-you-Go	5,000,000	2,635,470	(2,364,530)	(47.3) %
Total	\$37,589,474	\$ 34,660,225	\$ (2,929,249)	(7.8) %

Personal Services includes the wage, benefit, and insurance costs of employees. In an effort to attract and retained highly qualified employees, the City's Compensation Plan provides for a cost of living adjustment (COLA) of 3%. In addition, health and dental insurance premiums charged to the City are increasing 12%.

Supplies and Materials include office supplies, motor fuel and vehicle supplies, clothing and protective gear, street repair materials, and salt/sand purchases. A small increase is estimated for 2003 to account for general inflation effects

Other Services and Charges include professional services, contractual maintenance and repair, utilities, memberships, interfund charges, and training and conferences. An increase is expected due to higher maintenance costs, a 2% increase in the purchase of bulk water, and a 5% increase in wastewater treatment costs.

Capital Outlay includes both new and scheduled replacement purchases of vehicles and equipment, water meters, and infrastructure improvements. A substantial increase is budgeted due to the capital replacements of utility mains, and to implement the stormwater Phase II Plan.

Debt Service includes the principal and interest paid on bonds used to finance infrastructure improvement projects. The decrease in debt service costs will result due to the defeasance of bond issues in 2001 and 2002.

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 decrease in TIF pay-as-you-go will result due to the termination of various developer agreements for which all city obligations have been met.

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

Program or Function	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Increase (decrease)
General Government	\$ 1,948,121	\$ 1,580,641	\$ (367,480)	(18.9) %
Public Safety	5,460,590	6,245,074	784,000	14.4 %
Public Works	1,806,459	1,867,215	60,756	3.4 %
Parks & Recreation	2,115,518	2,241,240	125,722	5.9 %
Community Development	1,205,777	1,166,480	(39,297)	(3.3) %
Special Purpose	3,066,134	3,168,535	102,401	3.3 %
Capital Outlay (non-oper.)	3,430,375	3,460,000	29,625	0.9 %
Enterprise Operations	8,513,999	9,610,320	1,096,321	12.9 %
Debt Service	4,697,620	2,120,240	(2,577,380)	(54.9) %
TIF Pay-as-you-Go	5,000,000	2,635,470	(2,364,530)	(47.3) %
Trust Operations	344,881	565,010	220,129	63.8 %
Total	\$ 37,589,474	\$ 34,660,225	\$ (2,929,249)	(7.8) %

General Government includes activities related to City Council and Commissions, elections, legal, general administration, finance, and central services. General government expenditures are expected to decline primarily due to a planned vacancy of one (1) full-time position which is not expected to be filled in 2003, and less budgeted for contingencies.

Public Safety includes the costs associated with providing police and fire protection. Increases are the result of a 3% cost of living adjustment (COLA), and a 12% increase in health/dental premiums. A significant increase is also expected due to a substantial increase in the City's contribution to the Fire Relief Association.

Public Works includes engineering, street maintenance, street lighting, fleet maintenance, and building maintenance functions. A small increase is needed to provide for a 3% COLA, and an increase in health/dental premiums.

Parks and Recreation includes recreation administration and programs, leisure activities, and the Skating Center operation. An increase is needed to provide for a 3% COLA, a 12% increase in health/dental premiums, and to more accurately reflect the historical operating costs.

Community Development includes planning and economic development, code enforcement, and geographic information systems. A small decrease is reflected due to the reallocation of personnel-related costs to the Housing program, and membership costs of the I35W Coalition to the City Council Program.

Special Purpose functions include information technology, communications, license center, lawful gambling enforcement, parks maintenance, and the housing program. A small increase is needed to provide for a 3% COLA, and an increase in health/dental premiums.

Capital Outlay includes scheduled replacement purchases of vehicles and equipment (non-operating budgets), as well as infrastructure improvements. A slight increase is expected due to a revised capital replacement schedule for vehicles and equipment.

Enterprise Operations includes water, sanitary sewer, storm drainage, solid waste recycling, and the municipal golf course. An increase is needed to provide for a 3% COLA, a 12% increase in health/dental premiums, scheduled capital replacement costs, and 2-5% increases from bulk water purchases and wastewater treatment costs.

Debt Service includes the principal and interest paid on bonds used to finance infrastructure improvement projects. The decrease in debt service costs will result due to the defeasance of bond issues in 2001 and 2002.

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 decrease in TIF pay-as-you-go, will result due to the termination of various developer agreements for which all city obligations have been met.

Trust Operations includes endowment funds used to offset general taxes, and to maintain a cemetery. The increase signifies a higher use of reserves to support current operations. The reserves being used represent multiple years of interest earnings. The principle endowment remains intact.

Funding Sources

The following table summarizes the funding sources for the 2003 Proposed Budget.

Funding Source	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Increase (decrease)
Property Taxes	\$8,922,884	\$ 8,827,884	\$ (95,000)	(1.0) %
Tax Increments	8,000,000	2,770,470	(5,229,530)	(65.4) %
Special Assessments	900,000	1,750,000	850,000	94.4 %
Intergovernmental Rev.	1,454,282	1,697,110	242,828	14.3 %
Licenses & Permits	1,693,900	1,927,500	233,600	12.1 %
Charges for Services	11,447,089	11,504,265	57,176	0.5 %
Fines & Forfeits	190,000	222,400	32,400	14.6 %
Interest Earnings	2,289,667	2,025,700	(263,967)	(13.0) %
Other Revenues	2,486,896	1,566,460	(920,436)	(37.0) %
Use of Reserves	704,756	2,368,436	1,663,680	68.9 %
Total	\$ 38,089,474	\$ 34,660,225	\$ (3,429,249)	(9.9) %

Property Taxes include taxes levied against taxable property. A small decrease in property taxes is expected due to the reduction in tax levy funding for pathway construction.

Tax Increments include anticipated tax increments collected and remitted to developers as specified in TIF agreements. The decrease in TIF pay-as-you-go, will result due to the termination of various developer agreements for which all city obligations have been met.

Special Assessments include assessments levied against benefiting properties for various infrastructure improvements. Budgeted prepaid assessments have been increased to reflect current trends.

Intergovernmental Revenues include state aids, monies received under joint powers agreements, and CDBG funds. A slight increase in police and fire aid is expected, along with additional revenues from new joint powers agreements.

Licenses & Permits include business licenses, building-related permits and fees, and licenses and fees collected at the License Center. Business license revenue and License Center fees have been adjusted to reflect current activity levels. Building permit fees are expected to remain fairly constant.

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. Additional wireless antenna lease revenues are expected, along with a planned increase in fees to support enterprise activities.

Fines & Forfeits include fines paid for traffic violations and criminal offenses occurring within the City limits. Budgeted revenues have been increased to reflect current trends.

Interest Earnings include investment earnings on cash reserves. Total earnings are expected to drop due to market conditions, and the planned use of current reserves.

Other Revenues include lawful gambling taxes, cable franchise fees, and interfund transfers. The decrease will result from a reduction in depreciation charges (interfund transfers), and the removal of lodging taxes from this category, which are no longer included as city funds.

Tax Levy, Tax Capacity, and Tax Impact

The proposed tax levy for 2003 is \$8,827,884, a decrease of \$95,000 or 1.1%.

The following table summarizes the proposed 2003 tax levy.

Program or Service	2002 Levy	2003 Levy	\$ Increase (decrease)	% Increase (decrease)
General Fund	\$ 5,983,472	\$ 6,203,529	\$ 220,057	3.68 %
Parks & Recreation	410,375	654,355	243,980	59.45 %
Parks Maintenance	731,016	585,000	(146,016)	(19.97) %
Park Improvements	250,000	250,000	-	- %
Pathways Maintenance	137,000	135,000	(2,000)	(1.46) %
Pathways Construction	125,000	-	(125,000)	(100.00) %
Streetscape Improvements	25,000	25,000	-	- %
General Vehicle Replacement	182,200	175,000	(7,200)	(3.95) %
General Debt Service	1,078,821	800,000	(278,821)	(25.84) %
Total	\$ 8,922,884	\$ 8,827,884	\$ (95,000)	(1.1) %

The Citywide tax capacity represents the taxable 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 following table summarizes the local tax rate.

	2002 Actual	2003 Actual
Gross Net Tax Capacity	36,947,631	40,896,426
Less Fiscal Disparities	(5,724,012)	(6,521,981)
Less Tax Increment Value	(3,108,465)	(2,506,277)
Net Tax Capacity for Levy	28,075,305	31,868,168
Net Tax Levy *	8,258,216	8,400,055
Local Tax Rate	29.414 %	26.310 %

* Less fiscal disparity distribution.

To determine an individual property's tax, the local tax rate is applied to the property's net tax capacity.

The following table summarizes the estimated tax impact on **residential** homes, based on the final 2003 tax levy and budget, estimates provided by Ramsey County, and assuming no increase in property valuation.

Value of Home	2002 Taxes	2003 Estimated	\$ Increase (decrease)	% Increase (decrease)
\$ 125,000	\$ 368	\$ 319	\$ (48)	(13.1) %
150,000	441	383	(58)	(13.1) %
175,000	515	447	(68)	(13.1) %
200,000	588	511	(77)	(13.1) %
225,000	662	575	(87)	(13.1) %

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

The following table summarizes the estimated tax impact on **residential** homes, based on the final 2003 tax levy and budget, estimates provided by Ramsey County, and assuming a 10% increase in property valuation.

Value of Home	2002 Taxes	2003 Estimated	\$ Increase (decrease)	% Increase (decrease)
\$ 125,000 *	\$ 368	\$ 351	\$ (16)	(4.5) %
150,000	441	422	(20)	(4.5) %
175,000	515	492	(23)	(4.5) %
200,000	588	562	(26)	(4.5) %
225,000	662	632	(29)	(4.5) %

* Original value shown. 2003 Impact reflects a 10% valuation increase.

The following table summarizes the estimated tax impact on **commercial** property, based on the final 2003 tax levy and budget, estimates provided by Ramsey County, and assuming no increase in property valuation.

Value of Property	2002 Taxes	2003 Estimated	\$ Increase (decrease)	% Increase (decrease)
\$ 150,000	\$ 662	\$ 575	\$ (87)	(13.1) %
300,000	1,544	1,341	(203)	(13.1) %
500,000	2,721	2,363	(357)	(13.1) %
1,000,000	5,662	4,918	(744)	(13.1) %
2,000,000	11,545	10,028	(1,517)	(13.1) %

City of Roseville, Minnesota

Elected and Appointed Officials

January 1, 2003

Elected Officials

		Term of Office expires *
Mayor	John Kysylyczyn	2004
Councilmember	Dean Maschka	2004
Councilmember	Craig Klausung	2006
Councilmember	Tom Kough	2006
Councilmember	Greg Schroeder	2006

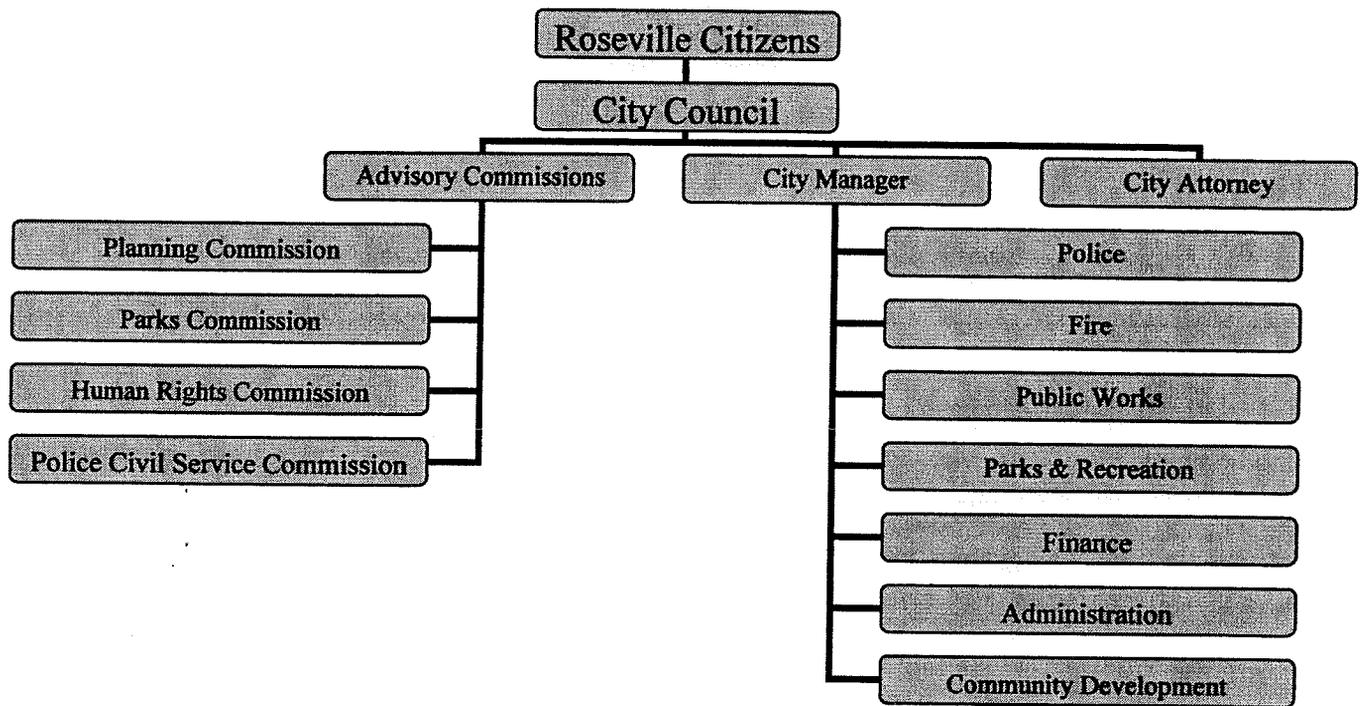
* expires on the first official business day in January

Appointed Officials

City Manager	Neal Beets
Finance Director	Christopher K. Miller
Public Works Director	Duane Schwartz
Police Chief	Carol Sletner
Fire Chief	Rich Gasaway
Parks & Recreation Director	Lonnie Brokke
Community Development Director	Dennis Welsch

City of Roseville, Minnesota

Organizational Chart



City of Roseville
Summary of Departmental Full-time Equivalent Employees

<u>Department / Function</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Administration	4.50	4.50	3.50
Communications	2.00	2.00	2.00
Finance	6.00	6.00	6.00
Information Technology	2.00	3.00	2.00
License Center	12.00	12.00	12.00
Lawful Gambling	1.00	1.00	1.00
Police Administration	4.00	4.00	5.00
Police Operations	39.00	39.00	39.00
Police Investigations	10.00	10.00	10.00
Police Community Services	1.00	1.00	1.00
Fire Administration	1.50	2.50	2.50
Fire Prevention	2.00	2.00	2.00
Public Works Administration	7.75	7.75	7.75
Street Maintenance	8.25	8.25	8.50
Central Garage	2.00	2.00	2.00
Sanitary Sewer	5.16	5.16	5.16
Water	6.17	6.17	6.17
Storm water	3.17	3.17	3.42
Recreation Administration	7.50	7.50	7.50
Recreation Fee Activities	0.50	0.50	0.50
Recreation Non-fee Activities	1.00	1.00	1.00
Park Maintenance	8.25	9.25	9.25
Activity Center	1.00	1.00	1.00
Skating Center	6.00	6.00	6.00
Golf Course Clubhouse	1.00	1.00	1.00
Golf Course Maintenance	1.50	1.50	1.50
Code Enforcement	5.90	5.90	5.90
Economic Development	2.00	2.00	2.00
Planning	2.00	2.00	2.00
Geographic Information Systems	1.10	1.10	1.00
Total	155.15	158.25	157.75



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Roseville
Minnesota**

For the Fiscal Year Beginning

January 1, 2002

Annika Chuve

President

Jeffrey R. Emer

Executive Director

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.

2003 Goals and Objectives

- Decide what to propose for a community center, and bring it to the citizens for a vote.
- Resolve the public safety function, structure, and facilities.
- Complete the planning process for the Arona site, and facilitate construction.
- Address the unique service issues and housing needs of our aging population.
- Define how the City can/wants to achieve developing affordable housing.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 40,318	\$ 42,109	\$ 43,390	\$ 1,281	3.0 %
Supplies & Materials	-	-	-	-	-
Other Services & Charges	60,349	79,200	111,250	32,050	40.5 %
Capital Outlay	-	-	-	-	-
Total	\$ 100,667	\$ 121,309	\$ 154,640	\$ 33,331	27.5 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Increase in Other Services reflects the elimination of City membership in the Association of Metropolitan Municipalities, the reallocation of the I35W Corridor membership from the Community Development Program, and \$5,000 for the Roseville Ambassador Program.

2001 Achievements

- Not applicable.

Department / Program: Human Rights Commission
Organizational Responsibility: City Council & City Manager

Department Description

The Human Rights Commission secures equal opportunity employment, housing, public accommodations, public education, and a no-fault grievance process to handle specific discrimination complaints for all citizens. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Not applicable.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	465	1,555	1,555	-	-
Capital Outlay	-	-	-	-	-
Total	\$ 465	\$ 1,555	\$ 1,555	\$ -	-

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Not applicable.

2001 Achievements

- Not applicable.

Department / Program: **Ethics Commission**
Organizational Responsibility: **City Council & City Manager**

Department Description

The Ethics Commission investigates ethics complaints against public officials and provides results of the investigation and a recommendation to the City Council. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Not applicable.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	3,475	3,475	-	-	-
Capital Outlay	-	-	-	-	-
Total	\$ 3,475	\$ 3,475	\$ -	\$ -	-

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Not applicable.

2001 Achievements

- Not applicable.

Department / Program: **Sister City**
Organizational Responsibility: **City Council & City Manager**

Department Description

The Sister City Program was incorporated in 1996 and has been active in establishing sister city relationships with communities throughout the world. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Not applicable.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	4,000	4,000	-	0.0 %
Capital Outlay	-	-	-	-	-
Total	\$ -	\$ 4,000	\$ 4,000	\$ -	0.0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Not applicable.

2001 Achievements

- Not applicable.

Division / Program: **Fire Relief Association**
Organizational Responsibility: **City Council & Finance Director**

Division / Program Description

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

2003 Goals and Objectives

- Not applicable.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	234,220	225,000	345,000	120,000	53.3 %
Capital Outlay	-	-	-	-	-
Total	\$ 234,220	\$ 225,000	\$ 345,000	\$ 120,000	53.3 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Additional contribution needed to offset pension fund losses, based on recent actuarial analysis.

2001 Achievements

- Not applicable.

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.

2003 Goals and Objectives

- Continue supporting and implementing all Council Goals and directives.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 308,866	\$ 346,515	\$ 283,250	\$ (63,265)	(18.3) %
Supplies & Materials	4,392	2,800	5,580	2,780	99.3 %
Other Services & Charges	121,994	100,825	107,900	7,075	7.0 %
Capital Outlay	677	-	-	-	-
Total	\$ 435,929	\$ 450,140	\$ 396,730	\$ (53,410)	(11.9) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	4.5	4.5	3.5

2003 Budget Impact Items

- Reduction due to the decision not to fill the Asst. City Manager position in 2003.
- Increase in supplies to reflect prior years' expenditures.
- Increase in Other Services reflects an additional \$11,000 for an annual clean-up day.

2001 Achievements

- Not applicable.

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.

2003 Goals and Objectives

- To continue transition efforts to new re-districting requirements.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 48,867	\$ 56,440	\$ 40,365	\$ (16,075)	(28.5) %
Supplies & Materials	1,002	1,800	1,855	55	3.1 %
Other Services & Charges	1,630	3,600	9,380	5,780	160.6 %
Capital Outlay	-	-	-	-	-
Total	\$ 51,499	\$ 61,840	\$ 51,600	\$ (10,240)	(16.6) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Decrease due to a non-general election year.

2001 Achievements

- Not applicable.

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.

2003 Goals and Objectives

- Not applicable.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	213,810	190,200	245,135	54,935	28.9 %
Capital Outlay	-	-	-	-	-
Total	\$ 213,810	\$ 190,200	\$ 245,135	\$ 54,935	28.9 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Increase reflects an adjustment to prior years' and actual usage due in part to additional prosecution activity. The increase is partially offset by additional court fines.

2001 Achievements

- Not applicable.

Department / Program: **Senior Program**
Organizational Responsibility: **City Manager**

Department Description

The Roseville Area Senior Program receives funding from the City for the purposes of senior citizen outreach efforts. The Department's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Not applicable.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	6,000	6,000	6,000	-	0 %
Capital Outlay	-	-	-	-	-
Total	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Not applicable.

2001 Achievements

- Not applicable.

Department / Program: Finance Department
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.

2003 Goals and Objectives

- Review citywide purchasing strategy, to determine whether potential savings exist.
- Review feasibility and potential benefits of multi-year budgeting.
- Analyze alternative procedures for the utility billing function.
- Continue employee cross-training efforts.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 316,987	\$ 358,477	\$ 372,500	\$14,023	3.9 %
Supplies & Materials	5,514	3,800	4,500	700	18.4 %
Other Services & Charges	30,660	22,500	30,800	8,300	36.9 %
Capital Outlay	-	-	-	-	-
Total	\$ 353,161	\$ 384,777	\$ 407,800	\$ 23,023	6.0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	6	6	6

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Budget for supplies adjusted to reflect prior year expenditures.
- Increase for other services reflects the addition of finance software support costs previously reflected in the Information Technology Fund.

2001 Achievements

- Successfully implemented GASB 34 (new financial reporting model).
- Received Award for Excellence in Financial Reporting for the 22nd consecutive year.
- Received Distinguished Budget Presentation Award for the 5th consecutive year.

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.

2003 Goals and Objectives

- Review citywide purchasing strategy, to determine whether potential savings exist.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 31,236	\$ -	\$ -	\$ -	-
Supplies & Materials	29,862	16,000	30,500	14,500	90.6 %
Other Services & Charges	104,086	92,800	87,700	(5,100)	(5.5) %
Capital Outlay	548	6,000	-	(6,000)	-
Total	\$ 165,732	\$ 114,800	\$ 118,200	\$ 3,400	3.0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Supplies increased to reflect prior years' and actual usage.
- Other Services reduced to reflect the elimination of City membership in the Municipal Legislative Commission.

2001 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.

2003 Goals and Objectives

- Review citywide insurance coverage to ensure sufficient protection at economical rates.
- Continue proactive efforts towards a safe and risk-free environment.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	115,000	150,000	100,000	(50,000)	(33.3) %
Capital Outlay	-	-	-	-	-
Total	\$ 115,000	\$ 150,000	\$ 100,000	\$ (50,000)	(33.3) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Decrease reflects planned reduction in on-going funding to support Risk Management activities. A strong reserve level dedicated to offset insurance deductibles has made this possible.

2001 Achievements

- Not applicable.

Division / Program: **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.

2003 Goals and Objectives

- Continue planning for a new public safety facility.
- Revise Department policies and procedure manual.
- With proposed grant funding, reinstate the commercial officer program and add a family violence investigator position.
- Ensure Department Personnel receive all required and necessary training.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 263,013	\$ 290,030	\$ 361,810	\$ 71,780	24.7 %
Supplies & Materials	11,250	11,590	12,500	910	7.9 %
Other Services & Charges	50,296	60,595	43,355	(17,240)	(28.5) %
Capital Outlay	682	-	400	400	-
Total	\$ 325,241	\$ 361,125	\$ 418,065	\$ 56,940	15.8 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	4	4	4

2003 Budget Impact Items

- Personnel costs include: approximately 3% in COLA on wages, and 12% increase in health/dental premiums.
- Reduction in Other Services includes elimination of Accreditation Program, and reduced conferences.

2001 Achievements

- Successful promotion of two internal candidates to the positions of Deputy Chief and Operations Commander.
- Received five new grants.
- Successful revision of hiring process for officers from four to two months.
- Earned 10th National Night Out Award.
- Successful introduction of School Resource Officer to elementary and middle schools.

Division / Program: **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.

2003 Goals and Objectives

- Aggressively enforce traffic laws to reduce traffic crashes.
- Proactive patrol measures to deter crime.
- Continuation of Crime Impact Teams and aggressive enforcement of DWI laws.
- Implementation of less lethal technology.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 2,626,721	\$ 2,557,545	2,878,100	\$ 320,555	12.5 %
Supplies & Materials	80,530	114,000	115,600	1,600	1.4 %
Other Services & Charges	254,840	253,155	257,790	4,135	1.6 %
Capital Outlay	12,541	30,000	51,615	21,615	72.1
Total	\$ 2,973,632	\$ 2,954,700	3,303,105	\$ 348,405	11.8 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	39	39	39

2003 Budget Impact Items

- Personnel costs include: approximately 3% in COLA on wages (contracts have not been settled) and 12% increase in health/dental premiums.
- In addition to the proposed grant funding, the City would be responsible for approximately 20% of the costs of two additional entry-level officers (\$42,000).
- Proposed training costs \$41,000.
- Budget for replacement of handguns is over \$20,000 savings.

2001 Achievements

- Fifty-two percent increase in DWI arrest over the year 2000.
- Eighty-two percent increase in speed citations over the year 2000.
- Increase of \$179,200 in recovered property over the year 2000 due to aggressive enforcement.

Division / Program: 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.

2003 Goals and Objectives

- Implement revised City Ordinance specific to Automated Pawn Shop Detail.
- Implement a monthly cable television program highlighting recent criminal investigations, patrol activities, and crime prevention tips.
- Coordinate an aggressive crime prevention program with the Parks and Recreation Department to lower criminal activity in the City's parks.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 546,228	\$ 585,325	\$ 604,000	\$ 18,675	3.2 %
Supplies & Materials	19,247	28,565	31,965	3,400	11.9 %
Other Services & Charges	19,356	19,420	22,000	2,580	13.3 %
Capital Outlay	7,764	1,900	-	(1,900)	-
Total	\$ 592,595	\$ 635,210	\$ 657,965	\$ 22,755	3.60 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	10	10	10

2003 Budget Impact Items

- Personnel costs include: approximately 3% in COLA on wages (contracts have not been settled) and 12% increase in health/dental premiums.
- Budget for Supplies and Other Services adjusted to reflect prior year expenditures.

2001 Achievements

- Improved case management system.
- Added Saturday criminal investigations coverage.
- Achieved a case clearance with arrest rate of 51%. Compared to State average of 28% for similar sized cities.

Division / Program: **Community Service**
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.

2003 Goals and Objectives

- Improve accuracy and efficiency of citations issued.
- Increase follow up on animal complaints.
- Improve efficiency of Administrative deliveries.
- Continue with Cadet Program.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 75,854	\$ 104,052	\$ 107,200	\$ 3,148	3.0 %
Supplies & Materials	7,170	5,586	6,950	1,364	24.4 %
Other Services & Charges	4,963	7,152	7,865	713	10.0 %
Capital Outlay	-	-	1,000	1,000	-
Total	\$ 87,987	\$ 116,690	\$ 123,015	\$ 6,225	5.3 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	1	1	1

2003 Budget Impact Items

- Personnel costs include: approximately 3% in COLA on wages and 12% increase in health/dental premiums.
- Budget for supplies adjusted to reflect prior year expenditures.
- Budget for Other Services includes training and reflects prior year expenditures

2001 Achievements

- Improved initial training of new Community Service Officers.
- Improved timeliness of Court deliveries.
- Increased the number of live animal traps and citizen access to those traps.

Division / Program: **Emergency Management**
Organizational Responsibility: **Chief of Police**

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.

2003 Goals and Objectives

- Provide the annual update of the emergency plan manual.
- Continue annual readiness training and exercises.
- Work with other City Departments on a 'table top' emergency management exercise.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	1,488	1,618	1,620	2	0.1 %
Other Services & Charges	1,565	4,175	4,670	495	11.9 %
Capital Outlay	-	2,400	28,000	25,600	1066 %
Total	\$ 3,053	\$ 8,193	\$ 34,290	\$ 26,097	318.5 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Capital Outlay includes the replacement of one warning siren.

2001 Achievements

- Participation in training related to the Minnesota Incident Management System by sworn Supervisory Staff.
- Participation in training related to terrorism and acts of biological warfare, by sworn Supervisory Staff.
- Successful update and revision of the City of Roseville Emergency Management Plan.

Division / Program: **Lake Patrol**
Organizational Responsibility: **Chief of Police**

Division / Program Description

The Lake Patrol Program provides for supplemental support to the Ramsey County Sheriff's Office for enforcement of recreational water use at Lake Owasso and Lake Josephine. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Continue providing increased safety efforts for the water recreational season.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	1,925	1,700	1,900	200	11.8 %
Capital Outlay	-	-	-	-	-
Total	\$ 1,925	\$ 1,700	\$ 1,900	\$ 200	11.8 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Not applicable.

2001 Achievements

- Not applicable.

Division / Program: **Youth Services**
Organizational Responsibility: **Chief of Police**

Division / Program Description

The Northwest Youth and Family Service Agency provides Roseville Citizens access to family and youth services that are not readily available from other agencies. The City entered into a contractual agreement for services beginning in 1998. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Continue providing increased access to social services for families and youth.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	42,782	43,940	44,000	60	0.1 %
Capital Outlay	-	-	-	-	-
Total	\$ 42,782	\$ 43,940	\$ 44,000	\$ 60	0.1 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Not applicable.

2001 Achievements

- Not applicable.

Division / Program: **Fire Administration**
Organizational Responsibility: **Fire Chief**

Division / Program Description

The Fire Administration Program assures that the community receives efficient and effective fire prevention, suppression, rescue, and emergency medical services. The focus is on developing and implementing a long-range plan and transitioning into a combination fire department providing paramedic-level care through cross-trained firefighter/paramedics. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Implement a 10-year strategic plan.
- Implement fire-based paramedic level first responder program.
- Transition to a combination fire department.
- Implement a scheduled vehicle and equipment replacement program.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 198,458	\$ 184,072	\$ 206,500	\$ 22,428	12.2 %
Supplies & Materials	5,847	9,300	7,900	(1,400)	(15.1) %
Other Services & Charges	79,636	36,200	25,900	(10,300)	(28.3) %
Capital Outlay	1,385	1,000	-	(1,000)	-
Total	\$ 285,326	\$ 230,572	\$ 240,300	\$ 9,728	4.2 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	1.5	2.5	2.5

2003 Budget Impact Items

- Personnel costs include; approximately 3% in COLA on wages and 12% increase in health/dental premiums.
- Supplies and Other Services reduced to reflect new communications protocols.

2001 Achievements

- Obtained the top insurance rating in the State of Minnesota.
- Increased the staffing program coverage to nearly 70%.
- Reduced operating costs with supervisor-driven dispatching protocol.

Division / Program: **Fire Operations**
Organizational Responsibility: **Fire Chief**

Division / Program Description

The Fire Operations Program provides for the protection of the public through prevention and public education programs, pre-incident planning, fire suppression services, emergency medical services, water rescue, hazardous materials spill response, and vehicle rescues. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Hire seven full-time firefighters, cross-trained to provide medical services.
- Implement a 24-hour paramedic response system.
- Reduce response time to fire and medical emergencies to less than 4 minutes for 90% of critical calls.
- Continue to review and revise standards to achieve the highest possible safety for firefighters.
- Continue to advance training and equipment allocation for response to bio-chemical emergencies.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 266,362	\$ 387,540	\$ 475,115	\$ 87,575	22.6 %
Supplies & Materials	101,241	83,000	65,500	(17,500)	(21.1) %
Other Services & Charges	253,563	299,000	207,500	(91,500)	(30.6) %
Capital Outlay	29,486	3,000	70,500	67,500	2,250 %
Total	\$ 650,652	\$ 772,540	\$ 818,615	\$ 46,075	6.0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Personnel costs include; approximately 3% in COLA on wages and 12% increase in health/dental premiums.
- Supplies increased to reflect prior years' expenditures.
- Reduction for Other Services reflects the reclassification of the City contribution to the Fire Relief Association through a separate program.

2001 Achievements

- Started turn-out gear replacement program to assure for the highest level of firefighter protection.

Division / Program: **Fire Training**
Organizational Responsibility: **Fire Chief**

Division / Program Description

The Fire Training Program 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 Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Complete first responder training.
- Complete additional weapons of mass destruction and rescue training.
- Continue developing competency-based training programs.
- Continue developing an on-shift training program.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 68,281	\$ 80,738	\$ 75,000	\$ (5,738)	(7.1) %
Supplies & Materials	1,252	2,500	2,500	-	0.0 %
Other Services & Charges	30,067	21,600	39,500	17,900	82.9 %
Capital Outlay	3,268	8,600	-	(8,600)	-
Total	\$ 102,868	\$ 113,438	\$ 117,000	\$ 3,562	3.1 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Increase in Other Services reflects additional training dollars.

2001 Achievements

- Implemented an officer development program.
- All training officers became State-certified Instructors.
- Continued development of competency-based training.
- Continued development of an on-shift training program.

Division / Program: Fire Prevention
Organizational Responsibility: Fire Chief

Division / Program Description

The Fire Prevention Program decreases the occurrence of fires and promotes fire prevention safety throughout the community with education, investigation, inspection, and enforcement. Inspections are in addition to time spent in plan review and related educational programming with schools. The Program's activities are accounted for in the General Fund.

2003 Goals and Objectives

- Increase emphasis on identifying and inspection of hazardous buildings.
- Providing training to firefighters relating to fire inspections/pre-plans.
- Implementation of system for gathering of fire pre-plans.
- Development of a system by which pre-plan information can be accessed by responding fire personnel.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 123,309	\$ 125,299	\$ 137,150	\$ 11,851	9.5 %
Supplies & Materials	3,621	4,300	4,700	400	9.3 %
Other Services & Charges	28,216	29,950	29,950	-	0.0 %
Capital Outlay	3,221	9,000	-	(9,000)	-
Total	\$ 157,368	\$ 168,549	\$ 171,800	\$ 3,251	1.9 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	2	2	2

2003 Budget Impact Items

- Personnel costs include; approximately 3% in COLA on wages and 12% increase in health/dental premiums.

2001 Achievements

- Completed 1,660 fire inspections.
- Presented fire education programs to 1,100 seniors
- Issued 460 fire suppression/fire detection related permits.

Division / Program: Public Works Administration
Organizational Responsibility: 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.

2003 Goals and Objectives

- Provide engineering services for ongoing pavement management program.
- Monitor reconstruction of County Rd. C to ensure city goals are met.
- Continue to engineer solutions to existing drainage problems.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 452,365	\$ 476,578	\$ 493,000	\$ 16,422	3.4 %
Supplies & Materials	10,070	6,250	* 6,000	(250)	(4.0) %
Other Services & Charges	40,045	31,020	* 29,950	(1,070)	(3.4) %
Capital Outlay	2,872	5,600	-	(5,600)	-
Total	\$ 505,352	\$ 519,448	\$ 528,950	\$ 9,502	1.8 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	7.75	7.75	7.75

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Other Services reduced to reflect lower depreciation charges.

2001 Achievements

- Delivered project management, design, and construction services for Josephine Rd. and West Owasso Blvd.
- Provided engineering services for mill and overlay projects and several drainage improvements.
- Coordinated storm sewer system upgrade at TH36 and Zimmerman Lake.
- Assisted other divisions and departments with technical assistance.

Division / Program: **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.

2003 Goals and Objectives

- Complete crack sealing and seal coating of 15 miles of City streets.
- Complete snow & ice control operations within 10-12 hours following a snowfall event.
- Implement a maintenance program for streetscape improvements, City-wide.
- Respond to public inquiries, complaints, or requests for service within 24 hours.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 459,265	\$ 448,472	\$ 498,500	\$ 50,028	11.2 %
Supplies & Materials	235,045	236,750	238,820	2,070	0.9 %
Other Services & Charges	130,827	139,775	101,095	(38,680)	(27.7) %
Capital Outlay	10,524	-	-	-	-
Total	\$ 835,661	\$ 824,997	\$ 838,415	\$ 13,418	1.6 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	8.25	8.25	8.50

2003 Budget Impact Items

- Add ¼ positions for streetscape & right-of-way maintenance.
- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Other Services reduced to reflect lower depreciation charges.
- Replacement of existing equipment.

2001 Achievements

- Completed all street maintenance programs on time and within budgets.
- Completed tree trimming along 15% of boulevards & corrected 20 visibility issues.
- Completed approximately 250 street sign repairs and 50 new sign installations.
- Met or exceeded snow and ice control policy goals at expected service levels.
- Met pavement management goals, resurveyed 20% of street network.

Division / Program: **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. Northern States Power 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.

2003 Goals and Objectives

- Develop replacement plan for streetlights on Co. Rd. B-2 and Prior Ave.
- Continue to provide timely maintenance and response to light outages.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	155,878	180,000	170,000	(10,000)	(5.5) %
Capital Outlay	-	-	-	-	-
Total	\$ 155,878	\$ 180,000	\$ 170,000	\$ (10,000)	(5.50 %)

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Maintain current level of service.

2001 Achievements

- Added additional lights as petitioned.

Division / Program: **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.

2003 Goals and Objectives

- Upgrade mechanical and HVAC systems at city hall to reduce environmental inconveniences to staff and the public.
- Evaluate maintenance services needs for determination of future direction of program.
- Continue to provide clean, comfortable, and safe environment for staff and the public.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 11,186	\$ -	\$ -	\$ -	-
Supplies & Materials	11,506	12,500	11,000	(1,500)	(12.0) %
Other Services & Charges	142,755	162,000	193,000	31,000	19.1 %
Capital Outlay	772	-	-	-	-
Total	\$ 166,219	\$ 174,500	\$ 204,000	\$ 29,500	16.9 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Upgrade HVAC at city hall through capital program.
- Other Services includes increases for HVAC and building maintenance.

2001 Achievements

- Provided building maintenance services at a reasonable cost to the public.
- Maintained a clean environment for city staff and the public.

Division / Program: 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.

2003 Goals and Objectives

- Continue to provide timely and cost effective fleet maintenance services that minimizes out of service time.
- Evaluate new vehicle purchases with other divisions to ensure best value and compatibility with other fleet vehicles/equipment.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 100,524	\$ 104,914	\$ 118,500	\$ 13,586	12.9 %
Supplies & Materials	17,059	1,650	1,750	100	6.1 %
Other Services & Charges	2,471	250	5,600	5,350	2,140 %
Capital Outlay	1,970	1,000	-	(1,000)	-
Total	\$ 122,024	\$ 107,814	\$ 125,850	\$ 18,036	16.7 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	2	2	2

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Other Services increase reflects \$3,200 request to purchase updated diagnostic equipment to improve ability to trouble shoot and perform repairs to City fleet.

2001 Achievements

- Completed 968 service/repair work orders.
- Provided services & repairs to City fleet at competitive costs and provided excellent customer service.
- Provided assistance to other divisions on numerous repair/maintenance projects

Division / Program: **Recreation Administration**
Organizational Responsibility: **Director of Parks and Recreation**

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.

2003 Goals and Objectives

- To seek cooperation between agencies, county and state, public and other enterprises which are involved in the leisure service sector.
- In addition to the many special projects, continue operation of the entire department without interruption despite the overwhelming requirements of the many special programs, events and facility needs.
- Re-assess entire department and its functions.
- Research future sports field needs and trends.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 436,229	\$ 430,600	\$ 458,100	\$ 27,500	6.4 %
Supplies & Materials	6,520	5,000	5,135	135	2.7 %
Other Services & Charges	119,846	69,669	87,950	18,281	26.2 %
Capital Outlay	-	-	-	-	-
Total	\$ 562,596	\$505,269	\$ 551,185	\$ 45,916	9.1 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	7.5	7.5	7.5

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Other Services increases, reflects higher costs for on-line registrations, web design, and printing costs.

2001 Achievements

- MRPA award of excellence for Reservoir Woods Park.
- Initiated Natural Resource Management Plan, and on-line registration process
- Completed update of Parks and Recreation System Plan.

Division / Program: **Recreation Fee Activities**
Organizational Responsibility: **Director of Parks and Recreation**

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.

2003 Goals and Objectives

- Assess all facility fees to plan for future maintenance costs.
- Pursue non-traditional revenue sources within city policies, i.e., sponsorships.
- Continue to strive for participation increases.
- Improve community access through on-line registration.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 202,878	\$ 195,680	\$ 201,426	\$ 5,746	2.9 %
Supplies & Materials	72,920	71,590	72,960	1,370	1.9 %
Other Services & Charges	218,444	209,998	212,019	2,021	1.0 %
Capital Outlay	-	-	-	-	-
Total	\$ 494,242	\$ 477,268	\$ 486,405	\$ 9,137	1.9 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	0.5	0.5	0.5

2003 Budget Impact Items

- Printing costs are now directly assessed to individual programs, previously was a central service expense.
- Changing trends of recreational programs.
- School district maintenance contract on gymnasiums ending in March 2003.
- Space costs due to the loss of the Roseville Activity Center (RAC).

2001 Achievements

- Host for the 2001 Great American Shootout International Basketball Tournament.
- Over 5,000 program and services offered.
- Hosting of Rosefest with over 25,000 participants and spectators in 43 different areas.
- Initiated the All American Soap Box Derby.
- Continued transition plan from the RAC to Fairview Community Center.

Division / Program: Recreation Non-Fee Activities
Organizational Responsibility: Director of Parks and Recreation

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.

2003 Goals and Objectives

- Survey similar local facilities to evaluate current rate structure.
- Search for new program locations to eliminate or reduce the need to temporarily relocate activity spaces.
- Pursue non-traditional revenue sources, i.e. sponsorships, partnerships, etc.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 32,470	\$ 28,927	\$ 38,605	\$ 9,678	33.5 %
Supplies & Materials	4,237	3,950	3,480	(470)	(11.9) %
Other Services & Charges	30,629	37,780	29,405	(8,375)	(22.2) %
Capital Outlay	-	-	-	-	-
Total	\$ 67,336	\$ 70,657	\$ 71,490	\$ 833	1.2 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Increase for Other Services reflects higher printing costs.

2001 Achievements

- Spectacular summer entertainment series in Central Park with 38 concerts held through the summer for resident's enjoyment.
- Hosted July 4th celebration in Central Park with over 20,000 participants and spectators throughout the day.
- Provided numerous programs for all ages and abilities including seniors, youth, teens, special populations, intergenerational, volunteers, etc.

Division / Program:

**Harriet Alexander
Nature Center**

Organizational Responsibility: Director of Parks and Recreation

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.

2003 Goals and Objectives

- To increase volunteer participation and improve overall volunteer program.
- Explore relationships with the Arboretum and the Wildlife Rehabilitation Center.
- Evaluate staffing needs.
- Strive for increased program revenues through other avenues such as rentals.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 75,428	\$ 68,398	\$ 69,035	\$ 637	0.9 %
Supplies & Materials	5,142	3,000	3,000	-	-
Other Services & Charges	7,232	13,140	7,000	(6,140)	(46.7) %
Capital Outlay	-	-	-	-	-
Total	\$ 87,802	\$ 84,538	\$ 79,035	\$ (5,503)	(6.5) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	1	1	1

2003 Budget Impact Items

- Market rate of program offerings.
- School transportation and off-site budgets.
- Securing teachers on an on-call basis.

2001 Achievements

- Hosted Halloween special event with 436 participants
- Implemented contract with Central Park Elementary School offering classes to kindergartner and first grade students.
- Hosted the eleventh annual Earth Day celebration with over 400 visitors.

Division / Program: **Roseville Skating Center**
Organizational Responsibility: **Director of Parks and Recreation**

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.

2003 Goals and Objectives

- To increase room rentals including banquet facilities.
- To continue to implement computer software system.
- To increase sponsorship activity.
- To maximize participation levels in all areas.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 528,943	\$ 539,434	\$ 546,800	\$ 7,366	1.4 %
Supplies & Materials	68,904	62,000	67,000	5,000	8.1 %
Other Services & Charges	287,216	316,470	310,700	(5,770)	(1.8) %
Capital Outlay	28,294	9,195	67,700	58,505	636 %
Total	\$ 913,357	\$ 927,099	\$ 992,200	\$ 65,101	7.0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	6	6	6

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Aging skate park equipment, requiring preventative maintenance.
- Supplies increased to reflect prior years' expenditures.
- Utility and weather uncertainties.
- Overall facility age.

2001 Achievements

- Interior painting completed.
- Construction of inline safety pad stabilization system.
- Trophy case installation.
- Implemented the Wall of fame.
- Staging of major events, i.e., New Years Eve, National Long Track, Ice Show, etc.

Division / Program: **City and Project 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, and Council in preparation and design of development projects as well as providing guidance to property owners. City Planning provides links to smooth, 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.

2003 Goals and Objectives

- Work to achieve consensus on community planning projects; review 80 to 100 cases.
- Update the Zoning Code and application process; work with DRC to improve setback permits.
- Continue providing staff support to the Planning Commission.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 136,280	\$ 141,375	\$ 154,700	\$ 13,325	9.4 %
Supplies & Materials	160	-	-	-	-
Other Services & Charges	89,976	78,335	52,175	(26,160)	(33.4) %
Capital Outlay	550	-	4,000	4,000	-
Total	\$ 226,966	\$ 219,710	\$ 210,875	\$ (8,835)	(4.0) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	2	2	2

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.

2001 Achievements

- Provided 77 project reviews/reports for public hearings by Planning Commission and/or Council.
- Contributed to Comprehensive Plan annual update process and Code updates.
- Implemented DRC and setback permit process to reduce the cost to non-owners by 60 percent.
- Completed rewrite of selected application procedures and staff reports/presentation formats.

Division / Program: **Economic Development**
Organizational Responsibility: **Community Development Director**

Division / Program Description

The Economic Development Program's mission is to manage and encourage new development and redevelopment in Roseville, pursuant to the City Council's guidelines. The year of 2003 will be very important as the redevelopment of major business parks continue, the business retention program matures, community housing programs are implemented and improved, and more quality contacts are developed with respect to continuing to make Roseville a well-rounded livable community. The Program's activities are accounted for in the Community Development Fund.

2003 Goals and Objectives

- Encourage and lead in community collaboration for economic growth.
- Strengthen relationships with the business community via the business retention program.
- Broaden community self-reliance housing improvement concepts.
- Implement Twin Lakes Master Plan; create a more diverse, productive job and tax base.
- Partner strategically with other agencies and private development companies for maximum exposure and quality service.
- Secure Roseville's share of federal, state, county grants.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 146,243	\$ 143,557	\$ 109,550	\$ (34,007)	(23.7) %
Supplies & Materials	6,306	5,700	6,800	1,100	19.3 %
Other Services & Charges	53,326	106,547	88,025	(18,522)	(17.4) %
Capital Outlay	1,510	-	2,000	2,000	-
Total	\$ 207,385	\$ 255,804	\$ 206,375	\$ (49,429)	(19.3) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	2	2	1.5

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.

2001 Achievements

- Established and strengthened Community Business Contact and Follow-up Program.
- Received over \$800,000 in Brownfield redevelopment and housing grants.
- Completed Arona/Hamline Neighborhood Master Plan.

Division / Program: **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 City expects to maintain a high level of public-encouraged redevelopment and construction in 2003 through the various housing programs, business redevelopment, and residential remodeling/improvements. The Program's activities are accounted for in the Community Development Fund.

2003 Goals and Objectives

- Provide residents and contractors with prompt and responsive permit issuance and inspection service.
- Supply informational assistance to residents on home improvement and land use issues.
- Significantly reduce the number of land use violations visible from the public way.
- Increase the efficiency of office/field operations.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 317,266	\$ 335,610	\$ 344,500	\$ 8,890	2.6 %
Supplies & Materials	6,774	6,030	6,210	180	3.0 %
Other Services & Charges	140,862	106,051	134,220	28,169	26.6 %
Capital Outlay	18,475	32,100	1,850	(30,250)	(94.2) %
Total	\$ 483,377	\$ 479,791	\$ 486,780	\$ 6,989	1.5 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	5.9	5.9	5.9

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Increase in Other Services reflects added depreciation charges, and training.

2001 Achievements

- Performed 7,127 inspections and issued 1,605 permits (\$46.7 million in new value) in 2001 which is a City of Roseville record. Anticipate slightly lower inspection and permit numbers in 2002. Corrected 440 of 532 complaints in 2001.
- Improved ISO Building Code rating to "4" from "5".
- Increased on-line capabilities and the quality of hand-out materials.

Division / Program: **Geographic Information Systems**
Organizational Responsibility: **Community Development Director**

Division / Program Description

The GIS division coordinates the interdepartmental geographic data base system, provides mapping materials and participates in long range planning projections and demographic studies. 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 liaises with other governmental units to maximize the accuracy of GIS data and to improve the efficiency of GIS in its impact on city operations. The Program's activities are accounted for in the Community Development Fund.

2003 Goals and Objectives

- Do preparatory work to move permits to the web.
- Assist Engineering, Police, and other departments in use of Community Development and other databases and GIS technology.
- Collaborate on Met Council GIS projects, 35W Coalition, and Ramsey County GIS.
- Complete GIS access to department scanned archives.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 65,790	\$ 66,473	\$ 73,400	\$ 6,927	10.4 %
Supplies & Materials	11	-	-	-	-
Other Services & Charges	7,556	6,950	8,750	1,800	25.9 %
Capital Outlay	3,338	8,500	5,300	(3,200)	(37.6) %
Total	\$ 76,695	\$ 81,923	\$ 87,450	\$ 5,527	6.7 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	1.1	1.1	1.1

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.

2001 Achievements

- Provide substantial support to I-35W group and city departments.
- Formatted Comprehensive Plan to CD-Rom; mapping for 70+ planning/zoning projects.
- Included access to city maps and economic development opportunities on the website.
- Increase the number of GIS city-wide capabilities to 30 from 16 since 1998.

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.

2003 Goals and Objectives

- Continue evaluating and improving the Roseville Wrap and other vehicles for communicating with residents.
- Continue evaluating and improving cable casting of public meetings.
- Assist and guide City Departments in their public communication efforts through the use of newsletters, press releases, brochures, etc.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 89,326	\$ 120,808	\$ 137,000	\$ 16,192	13.4 %
Supplies & Materials	3,790	6,000	8,180	2,180	36.3 %
Other Services & Charges	141,004	159,650	230,020	70,370	44.1 %
Capital Outlay	56,850	30,000	36,000	6,000	20.0 %
Total	\$ 290,970	\$ 316,458	\$ 411,200	\$ 94,742	29.9 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	2	2	2

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Other Services increased to provide for new monitors for the Council Chambers, and to establish depreciation charges.

2001/2002 Achievements

- Received Award of Excellence and Award of Merit from the Minnesota Association of Government Communicators.

Department / Program: Information Technology
Organizational Responsibility: Finance Director

Department Description

The Information Technology Program provides for the purchasing, installation, and support of communication and information systems in city buildings. The Program's activities are accounted for in the Information Technology Fund.

2003 Goals and Objectives

- Continue exploring additional Joint Powers Agreements with other governmental jurisdictions.
- Revise communication equipment needs for City Hall campus and remote city facilities.
- Develop 5-year Technology Plan.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 127,551	\$ 168,626	\$ 136,000	\$ (32,626)	(19.3) %
Supplies & Materials	3,532	3,000	2,700	(300)	(10.0) %
Other Services & Charges	55,336	25,289	22,500	(2,789)	(11.0) %
Capital Outlay	323	75,000	75,000	-	0 %
Total	\$ 186,742	\$ 271,915	\$ 236,200	\$ (35,715)	(13.1) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	2	3	2

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Temporary reduction of 1 FTE, pending additional Joint Powers Agreements.

2001 Achievements

- Added two additional joint powers agreements to share technological services.

Department / Program: **License Center**
Organizational Responsibility: **Finance Director**

Department Description

The Roseville License Center serves the general public as a MN Department of Public Safety Deputy, offering State auto, drivers, and DNR licenses to the general public. The License Center operation provides approximately \$160,000 in funds to support other City services. The Program's activities are accounted for in the License Center Fund.

2003 Goals and Objectives

- Evaluate long-term space needs and viability of operations.
- Implement State-mandated on-line operations and improved data connectivity with the State.
- Continue evaluating new technologies.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 420,179	\$ 420,852	\$ 493,000	\$ 72,148	17.1 %
Supplies & Materials	3,034	6,700	5,000	(1,700)	(25.4) %
Other Services & Charges	201,300	205,644	219,775	14,131	6.9 %
Capital Outlay	18,201	10,600	38,500	27,900	263.2 %
Total	\$ 642,714	\$ 643,816	\$ 756,275	\$ 112,459	17.5 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	12	12	12

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Other Services increased to reflect establishment of a depreciation charge.
- Capital Outlay reflects new equipment to comply with State-mandated on-line services.

2001 Achievements

- Maintained second highest volume in the State for all Deputy Registrar offices.

Department / Program: Lawful Gambling Regulation
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 Statute and City Ordinance. The City has designated the North Suburban Community Foundation, with assistance from the Roseville Donor Advisory Board, with the responsibility to allocate 10% of net gambling profits to Roseville-based non-profit organizations. The Program's activities are accounted for in the Lawful Gambling Fund.

2003 Goals and Objectives

- Continue monitoring all lawful gambling activities.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 71,379	\$ 37,383	\$ 43,350	\$ 5,967	16.0 %
Supplies & Materials	-	2,000	-	(2,000)	-
Other Services & Charges	55,492	83,400	75,500	(7,900)	(9.5) %
Capital Outlay	-	-	-	-	-
Total	\$ 126,871	\$ 122,783	\$ 118,850	\$ (3,933)	(3.2) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	1	1	1

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.

2001 Achievements

- Distributed over \$50,000 to Roseville area organizations.
- Maintained over \$300,000 in a future endowment fund.

Division / Program:

Park Maintenance

Organizational Responsibility:

Director of Parks and Recreation

Division / Program 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.

2003 Goals and Objectives

- Develop a full annual maintenance calendar to ensure timeliness of routine tasks.
- To develop and research an environmentally friendly program to control weeds in turf areas.
- Develop schedule and follow up on tree trimming in parks.
- Develop full maintenance schedule for all ball fields in system.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ 519,492	\$ 573,000	\$ 53,508	10.3 %
Supplies & Materials	-	69,000	73,000	4,000	5.8 %
Other Services & Charges	-	183,845	182,110	(1,735)	(0.9) %
Capital Outlay	-	43,075	17,900	(25,175)	(58.4) %
Total	\$ -	\$ 815,412	\$ 846,010	\$ 30,598	3.8 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	8.25	9.25	9.25

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums, and increased wages for temp workers.
- Supplies increased to reflect prior years' and current expenditures.
- Unforeseen repairs, vandalism, equipment breakdowns, etc.

2001 Achievements

- New fountain in Muriel Sahlin Arboretum.
- Completed safety surface around new play equipment at Rosebrook Park.
- Opening of new off leash Dog Park in cooperation with Ramsey County.
- Assisted with PIP projects in several areas.

Division / Program: **Housing Program**
Organizational Responsibility: **Community Development Director**

Division / Program Description

The Housing Program provides various levels of incentives and expertise to Roseville residents to successfully upgrade and maintain the Community's housing. Incentives include grants and low-interest loans. The Program's activities are accounted for in the Housing Fund.

2003 Goals and Objectives

- Continue funding the housing program and further define the mission and purpose of the Roseville Housing Redevelopment Authority.
- Identify ways to foster additional partnerships with housing program providers.
- Broaden community self-reliance housing improvement concepts.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ 30,000	\$ 30,000	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	256,102	895,750	770,000	(125,750)	(14.0) %
Capital Outlay	-	-	-	-	-
Total	\$ 256,102	\$ 895,750	\$ 800,000	\$ (95,750)	(10.7) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	0.5

2003 Budget Impact Items

- The proposed budget provides a working estimate. A final budget will be submitted for Council approval by the HRA later this year.

2001 Achievements

- Assisted 100 property owners with housing programs with funding over \$1 million.
- Organized the 6th annual Housing Fair, Rambler Renovations, and Split Level Plan Book.
- Developed background information regarding Roseville's housing condition for preparation for Council consideration of creating a Housing Redevelopment Authority.

Division / Program: **Vehicle Replacement**
Organizational Responsibility: **Finance Director**

Division / Program Description

The General Vehicle Replacement Fund provides for the accumulation of depreciation charges from non-enterprise operations, to provide financing for the purchase of general government motor vehicles. In addition, this fund also provides for the collection of an annual property tax for the purpose of replacing police cars. The useful life of a police car is relatively short and therefore not suited for a normal depreciation program. The Program's activities are accounted for in the Vehicle Replacement Fund.

2003 Goals and Objectives

- Continue evaluating replacement policies and strategies.
- To provide for the timely replacement of vehicles without significant tax impact changes.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	-	-	-	-
Capital Outlay	508,035	296,790	500,000	203,210	68 %
Total	\$ 508,035	\$ 296,790	\$ 500,000	\$ 203,210	68 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Expenditures reflect 5-year capital replacement plan.

2001 Achievements

- Not applicable.

Division / Program: **Equipment Replacement**
Organizational Responsibility: **Finance Director**

Division / Program Description

The General Equipment Replacement Fund provides for the accumulation of depreciation charges from non-enterprise operations, to provide financing for the purchase of general government equipment (excludes motor vehicles). The Program's activities are accounted for in the Equipment (General Plant) Replacement Fund.

2003 Goals and Objectives

- Continue evaluating replacement policies and strategies.
- To provide for the timely replacement of equipment without depleting the long-term viability of the fund.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	-	-	-	-
Capital Outlay	385,521	503,185	500,000	(3,185)	(0.6) %
Total	\$ 385,521	\$ 503,185	\$ 500,000	\$ (3,185)	(0.6) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Expenditures reflect 5-year capital replacement plan.

2001 Achievements

- Not applicable.

Division / Program: **Building Replacement**
Organizational Responsibility: **Finance Director**

Division / Program Description

The Building Replacement Fund provides for the accumulation of depreciation charges from non-enterprise operations, to provide financing for the repair or renovation of general government buildings. The Program's activities are accounted for in the Building Replacement Fund.

2003 Goals and Objectives

- Continue evaluating replacement policies and strategies.
- To provide for the timely repair and renovation of buildings without depleting the long-term viability of the fund.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	-	-	-	-
Capital Outlay	118,293	253,000	250,000	(3,400)	(1.3) %
Total	\$ 118,293	\$ 253,000	\$ 250,000	\$ (3,400)	(1.3) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Capital Outlay includes the following City Hall improvements: HVAC replacement, renovation of public restrooms, landscaping, and keyless entry/security system. The improvements will be considered 'pending' until a referendum on facilities improvements is decided in November, 2002.

2001 Achievements

- Not applicable.

Division / Program:

**Pathway & Parking Lot
Maintenance**

Organizational Responsibility: Public Works Director

Division / Program Description

During the past 21 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.

2003 Goals and Objectives

- Re-survey 50% of pathways and parking lots.
- Rehabilitate 1.5 miles pathway.
- Reconstruct one City-owned parking lot.
- Perform routine pavement maintenance on all City lots and trails.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	-	-	-	-
Capital Outlay	98,503	137,000	135,000	(2,000)	(1.5) %
Total	\$ 98,503	\$ 137,000	\$ 135,000	\$ (2,000)	(1.5) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Request reflects long-term commitment to bringing trails and lots up to acceptable pavement condition rating.
- Additional budget reflects added mileage due to new construction.

2001 Achievements

- Re-paved 1.4 miles of trail along Lexington Avenue and Fairview Avenue.
- Reconstructed Arboretum parking lot on Dale Street.
- Re-surveyed 5 miles of existing trail.

Division / Program:

Pathway Construction and Reconstruction

Organizational Responsibility: Public Works Director

Division / Program Description

This program is designed to establish a connecting network of trails throughout the city for transportation and recreational use. For the past 16 years, it has been the City Council's policy to install at least one mile of new pathway each year. The City now has 10 miles of pathways through its parks and an additional 37 miles adjacent to the street system. The Program's activities are accounted for in the Pathway Construction Fund.

2003 Goals and Objectives

- Evaluate the pathway plan for future segment in fills.
- Monitor County Rd. C reconstruction and enhance existing trail.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	-	-	-	-
Capital Outlay	475,638	115,000	-	(115,000)	-
Total	\$ 475,638	\$ 115,000	\$ -	\$ (115,000)	0.0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Funding for future trail development.
- No expenditures are budgeted for 2003.

2001 Achievements

- Final completion of Dale St. and Reservoir Woods trail.
- Added trails in conjunction with the reconstruction of Josephine Road and West Owasso Blvd.
- Developed plans for in-fill segment on Rice St. at TH36.

Division / Program: Park Improvement Program
Organizational Responsibility: Director of Parks and Recreation

Division / Program 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 current park facilities. The Program's activities are accounted for in the Park Improvement Fund.

2003 Goals and Objectives

- Upgrade park amenities.
- Upgrade park landscaping.
- Begin implementation of Natural Resource Management Plan.
- Continue park signage replacement.
- Continue Boardwalk Replacement.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	-	-	-	-
Capital Outlay	284,899	250,000	250,000	-	-
Total	\$ 284,899	\$ 250,000	\$ 250,000	\$ -	0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Increasing costs of materials and labor.
- Magnitude of projects needed to be completed, i.e. shelter replacement.
- Natural Resource Management Plan Implementation.

2001 Achievements

- Improvements to the Muriel Sahlin Arboretum.
- Rosebrook Park Master Plan Completion.
- Dale Street Soccer Fields Completion.
- Overall ball field improvements.
- Continued replacement of Park identification and regulation signs.

Division / Program: Special Assessments Construction
Organizational Responsibility: Public Works Director

Division / Program Description

The Special Assessment Construction Fund's mission is to complete a reconstruction of all streets, curbs, and utilities within the City of Roseville as required. These projects are funded through the infrastructure replacement fund, MSA road funds, and special assessments per the city assessment policy. The Program's activities are accounted for in the Special Assessment Construction Fund.

2003 Goals and Objectives

- Continue to upgrade infrastructure through the pavement management program and coordination of improvements by other jurisdictions.
- Provide stable funding for infrastructure improvements utilizing all available resources.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	-	-	-	-	-
Capital Outlay	3,281,709	1,850,000	1,900,000	50,000	2.7 %
Total	\$ 3,281,709	\$ 1,850,000	\$1,900,000	\$ 50,000	2.7 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Funding reflects anticipated MSA road dollars, infrastructure fund transfers and special assessments.

2001 Achievements

- Pavement replacement in neighborhood 41.
- Reconstruction of Josephine Rd. and West Owasso Blvd.

Division / Program: **G.O. Debt Service**
Organizational Responsibility: **Finance Director**

Division / Program Description

The General Obligation Debt Service Fund provides for the payment of principal and interest on special assessment bonds. The Program's activities are accounted for in the G.O. Debt Service Fund.

2003 Goals and Objectives

- Continue evaluating opportunities to refinance existing debt.
- To revise information materials for presentation of the City's financial condition to the various bond rating agencies.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	5,474,888	2,516,225	2,120,240	(395,985)	(15.7) %
Capital Outlay	-	-	-	-	-
Total	\$5,474,888	\$2,516,225	\$2,120,240	\$ (395,985)	(15.7) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	0	0	0

2003 Budget Impact Items

- The decrease in debt service costs will result due to the defeasance of bond issues in 2001 and 2002.

2001 Achievements

- Not applicable.

Division / Program: **Tax Increment**
Organizational Responsibility: **Finance Director**

Division / Program Description

The Tax Increment Financing (TIF) Program provides for the payment of tax increment to various Developers as part of Pay-as-you-go TIF agreements. The Program's activities are accounted for in the Economic Development Fund.

2003 Goals and Objectives

- Continue planning for the Twin Lakes Parkway Development Plan.
- Continue efforts to diversify the City's tax base, and encourage quality development.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	4,205,771	5,000,000	2,635,470	(2,364,530)	(47.3) %
Capital Outlay	-	-	-	-	-
Total	\$ 4,205,771	\$ 5,000,000	\$2,635,470	\$(2,364,530)	(47.3) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- The decrease in TIF pay-as-you-go, will result due to the termination of various developer agreements for which all city obligations have been met

2001 Achievements

- Not applicable.

Division / Program: **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.

2003 Goals and Objectives

- Complete preventative maintenance programs for 13 sewage & 4 storm water lift stations.
- Strive to reduce infiltration into the system to a cost effective level.
- Meet or exceed jetting & cleaning of 1/3 of the sewer system and known historical mainline trouble locations.
- Identify problem lines for development of a capital improvement program.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 335,340	\$ 330,597	\$ 369,275	\$ 38,678	11.7 %
Supplies & Materials	23,438	25,350	26,150	800	3.2 %
Other Services & Charges	2,737,939	2,461,150	2,556,850	95,700	3.9 %
Capital Outlay	-	57,100	51,250	(5,850)	(10.2) %
Total	\$ 3,096,717	\$ 2,874,197	\$3,003,525	\$ 129,328	4.5 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	5.16	5.16	5.16

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Supplies and contractual maintenance adjusted to reflect prior year expenditures.
- Reflects increase in Met Council Environmental treatment charges.

2001 Achievements

- Monitored & maintained 13 sanitary & 4 stormwater lift stations.
- Cleaned 1/3 of the sanitary sewer collection system.
- Repaired several sewer line problem areas as identified by maintenance staff and through the pavement management program.

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.

2003 Goals and Objectives

- Provide utility customers with safe potable drinking water.
- Perform proactive maintenance programs that improve system reliability and reduce operating costs.
- Complete discussion with St Paul Regional Water Services and finalize a water contract that results in a long-term supply of water at an affordable cost to utility customers.
- Implement complaint-tracking software to improve customer services.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 236,076	\$ 259,959	\$ 288,635	\$ 28,676	11.0 %
Supplies & Materials	26,939	34,475	35,050	575	1.7 %
Other Services & Charges	3,904,128	3,684,275	3,790,515	106,240	2.9 %
Capital Outlay	(18,000)	73,100	141,900	68,800	94.1 %
Total	\$ 4,149,143	\$ 4,051,809	\$4,256,100	\$ 204,291	5.0 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	6.17	6.17	6.17

2003 Budget Impact Items

- Potential rate increase due to possible City of St. Paul water charge increase (Other Services).
- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.

2001 Achievements

- Distributed 2.2 billion gallons of water to Roseville and Arden Hills utility customers.
- Repaired 23 water main leaks;
- Flushed, inspected, and maintained 1750 fire hydrants citywide.
- Responded to over 4,000 locate requests from Gopher State One Call.
- Completed all annual major maintenance programs on schedule and within budget allocations.

Division / Program: **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.

2003 Goals and Objectives

- Sweep all City streets bi-annually focusing on environmentally sensitive areas.
- Improve and upgrade at least two storm ponding areas per year.
- Continue catch basin repair and cleaning program.
- Continue storm sewer inspection an inventory program.
- Implement Phase II stormwater pollution prevention program as mandated by USEPA.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 144,278	\$ 169,140	\$ 181,960	\$ 12,820	7.6 %
Supplies & Materials	33,349	43,800	44,200	400	0.9 %
Other Services & Charges	337,638	385,650	416,340	30,690	8.0 %
Capital Outlay	-	338,100	1,074,100	736,000	217.7 %
Total	\$ 515,265	\$ 936,690	\$1,716,600	\$ 779,910	83.3 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	3.17	3.17	3.17

2003 Budget Impact Items

- Additional ¼ permanent position @ \$11,000.
- Additional \$39,000 for professional services for Grass Lake WMO & McCarrons Lake Mgmt. Plan (Other Services).
- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Capital Outlay includes implementation of Phase II stormwater pollution prevention program.

2001 Achievements

- Completed 2 sections of structure inspections and data entry.
- Resolved several backyard drainage issues and design and bid of CFL project to upsize storm sewer under TH36.
- Installed berm & landscaping @ 1990 Gluek Lane to correct flooding concern.

Division / Program:

Golf Course Clubhouse

Organizational Responsibility: Director of Parks and Recreation

Division / Program Description

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.

2003 Goals and Objectives

- To develop a plan to increase current and future golfing rounds played.
- Develop an administrative plan for league registration.
- Increase league and tournament play.
- To maintain costs at market level.
- To increase wintertime rental use.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 88,737	\$ 89,845	\$ 94,700	\$ 4,855	5.4 %
Supplies & Materials	20,053	22,900	22,650	(250)	(1.1) %
Other Services & Charges	51,051	55,550	64,750	9,200	16.6 %
Capital Outlay	630	6,470	2,300	(4,170)	(64.5) %
Total	\$ 160,471	\$ 174,765	\$ 184,400	\$ 9,635	5.5 %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	1	1	1

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Revenue decline due to changing golfing market as well as market saturation.
- Increase costs for security purposes, i.e. additional staffing, police officer, etc.

2001 Achievements

- Increased marketing opportunities to include the WRAP, local newspaper ads as well as coupon offerings.
- Implemented punch cards use by league.

Division / Program:

Golf Course Maintenance

Organizational Responsibility: Director of Parks and Recreation

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.

2003 Goals and Objectives

- Explore perennial gardens to improve course grounds.
- Review overall maintenance practices and adjust where necessary.
- Investigate replacement of lightweight fairway mower.
- Continue to assess and investigate organic fertilizer use.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 86,572	\$ 93,901	\$ 113,800	\$ 19,899	21.2 %
Supplies & Materials	23,005	21,100	23,000	1,900	9.0 %
Other Services & Charges	59,702	66,800	67,750	950	1.4 %
Capital Outlay	469	43,175	19,500	(23,675)	(54.8) %
Total	\$ 169,748	\$ 224,976	\$ 224,050	\$ (926)	(0.4) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	1.5	1.5	1.5

2003 Budget Impact Items

- Personnel costs include; 3% COLA on wages, and 12% increase in health/dental premiums.
- Capital outlay includes the replacement of small mowers and smaller maintenance vehicles, i.e. Cushman.

2001 Achievements

- Implementation of solid tine aeration system causing less interruption to customers and improving turf quality.
- Implemented organic fertilizer use on the greens.

Division / Program: **Recycling**
Organizational Responsibility: **City Manager**

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.

2003 Goals and Objectives

- Successfully add apartment and condominium complexes to the City's recycling program.

Budget Category	2001 Actual	2002 Budget	2003 Proposed	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Materials	-	-	-	-	-
Other Services & Charges	205,170	247,262	225,645	(21,617)	(8.7) %
Capital Outlay	3,722	4,000	-	(4,000)	-
Total	\$ 208,892	\$ 251,262	\$ 225,645	\$ (25,617)	(10.2) %

Human Resource Allocation	2001 Actual	2002 Budget	2003 Proposed
Full-Time Equivalent Positions	-	-	-

2003 Budget Impact Items

- Reduction in Other Services reflects a reduced administrative service charge.

2001 Achievements

- Not applicable.

City of Roseville
2003 Budget - Summary of Financing Sources

Funds	Fund #	Property Tax	Special Asmnts	Licenses & Permits	Court Fines	Intergovt Revenues	Charges for Services	Misc.	Interest Earnings	Reserves	Total Estimated Receipts	Projected Reserves 12/31/2002
General	100	6,203,529	-	287,500	222,400	740,000	1,144,600	635,000	300,000	159,901	9,692,930	4,678,671
Information Technology	109	-	-	-	-	72,110	119,660	60,000	-	(15,570)	236,200	(18,013)
Communications	110	-	-	-	-	-	-	282,600	15,000	113,600	411,200	173,196
Recreation Administration	200	654,355	-	-	-	-	1,586,885	-	-	-	2,241,240	(863,394)
Parks Maintenance	204	585,000	-	-	-	-	-	261,010	-	846,010	-	-
Community Development	260	-	-	925,000	-	-	-	15,000	45,000	181,480	1,166,480	402,274
License Center	265	-	-	715,000	-	-	-	2,500	-	38,775	756,275	(40,813)
Charitable Gambling	270	-	-	-	-	-	-	72,850	-	(4,000)	68,850	(86,358)
Special 10 Gambling	271	-	-	-	-	-	-	50,000	-	-	50,000	-
Vehicle Replacement - General	400	175,000	-	-	-	-	-	50,000	50,000	125,000	400,000	1,283,339
Vehicle Replacement - Fire	401	-	-	-	-	-	-	50,000	20,000	30,000	100,000	627,201
Pathways Maintenance	408	135,000	-	-	-	-	-	-	-	-	135,000	39,623
General Plant & Equipment Replacem	409	-	-	-	-	-	-	37,500	125,000	337,500	500,000	2,780,853
Building Replacement	410	-	-	-	-	-	-	-	100,000	150,000	250,000	2,291,666
Parks Improvement Program	411	250,000	-	-	-	-	-	-	-	-	250,000	64,076
Pathways Construction	412	-	-	-	-	-	-	-	-	(100,000)	(100,000)	(78,215)
Boulevard Lanscaping	417	25,000	-	-	-	-	-	-	-	-	25,000	-
G.O. Debt	12-525	800,000	1,150,000	-	-	-	-	-	75,000	95,240	2,120,240	(770,421)
Housing Program	574	-	-	-	-	200,000	-	-	35,000	565,000	800,000	753,127
TIF Pay-as-you-go	570	-	-	-	-	650,000	-	2,770,470	66,700	(201,700)	2,635,470	(1,073,813)
Sp. Asmnt Construction / Infrastructur	30/590	-	600,000	-	-	-	-	-	650,000	-	1,900,000	13,184,680
Sanitary Sewer	600	-	-	-	-	-	2,778,525	-	225,000	-	3,003,525	4,999,495
Water	610	-	-	-	-	-	4,241,100	5,000	10,000	-	4,256,100	860,226
Golf	620	-	-	-	-	-	378,450	15,000	15,000	-	408,450	366,986
Storm Drainage	640	-	-	-	-	-	1,064,400	30,000	115,000	507,200	1,716,600	2,329,295
Recycling	650	-	-	-	-	35,000	190,645	-	-	-	225,645	59,311
Tax Reduction Fund	800	-	-	-	-	-	-	-	100,000	200,000	300,000	2,098,367
Parks Infrastructure Maintenance	801	-	-	-	-	-	-	-	75,000	186,010	261,010	1,846,987
Roseville Lutheran Cemetary	850	-	-	-	-	-	-	-	4,000	-	4,000	100,296
TOTAL		8,827,884	1,750,000	1,927,500	222,400	1,697,110	11,504,265	4,336,930	2,025,700	2,368,436	34,660,225	36,008,642

City of Roseville
2003 Budget - Summary of Financing Uses

Funds	Fund #	General Government	Public Safety	Public Works	Parks & Recreation	Community Development	Special Purpose	Capital Replacement	Enterprise Operations	Debt Service	TIF Payments	Trust Operations	Total Estimated Uses
General - Council, Admin & Finance	100	1,485,660	-	-	-	-	-	-	-	-	-	-	1,485,660
General - Police	100	-	4,582,340	-	-	-	-	-	-	-	-	-	4,582,340
General - Fire	100	-	1,347,715	-	-	-	-	-	-	-	-	-	1,347,715
General - Fire Relief	100	-	345,000	-	-	-	-	-	-	-	-	-	345,000
General - Public Works	100	-	-	1,867,215	-	-	-	-	-	-	-	-	1,867,215
General - Contingency	100	65,000	-	-	-	-	-	-	-	-	-	-	65,000
Information Technology	109	-	-	-	-	-	236,200	-	-	-	-	-	236,200
Communications	110	-	-	-	-	-	411,200	-	-	-	-	-	411,200
Recreation Administration	200	-	-	-	2,241,240	-	-	-	-	-	-	-	2,241,240
Parks Maintenance	204	-	-	-	-	-	846,010	-	-	-	-	-	846,010
Community Development	260	-	-	-	-	1,166,480	-	-	-	-	-	-	1,166,480
License Center	265	-	-	-	-	-	756,275	-	-	-	-	-	756,275
Charitable Gambling	270	-	-	-	-	-	68,850	-	-	-	-	-	68,850
Special 10 Gambling	271	-	-	-	-	-	50,000	-	-	-	-	-	50,000
Vehicle Replacement - General	400	-	-	-	-	-	-	322,115	-	-	-	-	322,115
Vehicle Replacement - Fire	401	-	-	-	-	-	-	177,885	-	-	-	-	177,885
Pathways Maintenance	408	-	-	-	-	-	-	135,000	-	-	-	-	135,000
General Plant & Equipment Replacem	409	-	-	-	-	-	-	500,000	-	-	-	-	500,000
Building Replacement	410	-	-	-	-	-	-	250,000	-	-	-	-	250,000
Parks Improvement Program	411	-	-	-	-	-	-	250,000	-	-	-	-	250,000
Pathways Construction	412	-	-	-	-	-	-	(100,000)	-	-	-	-	(100,000)
Boulevard Landscaping	417	-	-	-	-	-	-	25,000	-	-	-	-	25,000
G.O. Debt	512-525	-	-	-	-	-	-	-	-	2,120,240	-	-	2,120,240
Housing Program	574	-	-	-	-	-	800,000	-	-	-	-	-	800,000
TIF Pay-as-you-go	570	-	-	-	-	-	-	-	-	-	2,635,470	-	2,635,470
Sp. Asmnt Construction / Infrastructure	530/590	-	-	-	-	-	-	1,900,000	-	-	-	-	1,900,000
Sanitary Sewer	600	-	-	-	-	-	-	-	3,003,525	-	-	-	3,003,525
Water	610	-	-	-	-	-	-	-	4,256,100	-	-	-	4,256,100
Golf	620	-	-	-	-	-	-	-	408,450	-	-	-	408,450
Storm Drainage	640	-	-	-	-	-	-	-	1,716,600	-	-	-	1,716,600
Recycling	650	-	-	-	-	-	-	-	225,645	-	-	-	225,645
Tax Reduction Fund	800	-	-	-	-	-	-	-	-	-	-	300,000	300,000
Parks Infrastructure Maintenance	801	-	-	-	-	-	-	-	-	-	-	261,010	261,010
Roseville Lutheran Cemetery	850	-	-	-	-	-	-	-	-	-	-	4,000	4,000
TOTAL		1,550,660	6,275,055	1,867,215	2,241,240	1,166,480	3,168,535	3,460,000	9,610,320	2,120,240	2,635,470	565,010	34,660,225

City of Roseville
2000-2003 Fiscal Summary

General Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 4,614,407	\$ 4,636,490	\$ 4,678,671	\$ 4,678,671	
Funding Sources					
Property Taxes	3,552,575	4,064,362	5,983,472	6,203,529	25%
Intergovernmental Rev.	2,733,823	2,932,666	805,367	740,000	-24%
Licenses & Permits	208,253	227,902	212,500	287,500	13%
Charges for Services	1,018,864	1,145,997	1,559,614	1,144,600	4%
Fines & Forfeits	187,199	203,164	190,000	222,400	6%
Interest Earnings	392,434	188,371	375,000	300,000	-8%
Other Revenue	119,631	118,555	89,217	219,901	28%
Total Funding Sources	8,212,779	8,881,017	9,215,170	9,117,930	4%
Expenditures					
General Government	1,592,236	1,696,942	1,488,121	1,485,660	-2%
Police	3,676,286	4,011,212	4,119,040	4,582,340	8%
Fire	958,250	1,048,068	1,116,550	1,347,715	14%
Fire Relief	-	225,000	225,000	345,000	n/a
Public Works	1,759,514	1,705,244	1,806,459	1,867,215	2%
Contingency	130,549	152,370	460,000	65,000	-17%
Total Expenditures	8,116,835	8,838,836	9,215,170	9,692,930	6%
Other Sources (Uses)					
Transfers in (Out)	(73,861)	-	-	575,000	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	(73,861)	-	-	575,000	-293%
Ending Balance	\$ 4,636,490	\$ 4,678,671	\$ 4,678,671	\$ 4,678,671	
Reserve Level	57%	53%	51%	48%	

City of Roseville
2000-2003 Fiscal Summary

Information Technology Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 33,073	\$ (35,133)	\$ (18,013)	\$ (18,013)	
Funding Sources					
Joint Powers Agreements	21,800	38,081	80,915	72,110	77%
Wireless Antenna Rents	121,595	104,455	131,000	119,660	-1%
Interest Earnings	450	155	-	-	n/a
Other Revenue	-	15	-	-	n/a
Total Funding Sources	143,845	142,706	211,915	191,770	11%
Expenditures					
Information Support	212,051	185,586	271,915	236,200	4%
Other	-	-	-	-	n/a
Total Expenditures	212,051	185,586	271,915	236,200	4%
Other Sources (Uses)					
Transfers in (Out)	-	60,000	60,000	60,000	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	60,000	60,000	60,000	n/a
Ending Balance	\$ (35,133)	\$ (18,013)	\$ (18,013)	\$ (2,443)	
Reserve Level	-17%	-10%	-7%	-1%	

City of Roseville
2000-2003 Fiscal Summary

Communications Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 252,464	\$ 320,267	\$ 289,654	\$ 173,196	
Funding Sources					
Franchise Fees	207,928	242,292	200,000	250,000	7%
Interest Earnings	28,905	18,066	-	15,000	-16%
Other Revenue	-	-	-	32,600	n/a
Total Funding Sources	236,833	260,358	200,000	297,600	9%
Expenditures					
Operations	153,924	234,121	286,458	375,200	48%
Capital	15,106	56,850	30,000	36,000	46%
Total Expenditures	169,030	290,971	316,458	411,200	48%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 320,267	\$ 289,654	\$ 173,196	\$ 59,596	
Reserve Level	189%	100%	55%	14%	

City of Roseville
2000-2003 Fiscal Summary

Parks & Recreation Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ (1,706,101)	\$ (588,235)	\$ (863,394)	\$ (863,394)	
Funding Sources					
Property Taxes	1,116,523	1,121,024	410,375	654,355	-14%
Charges for Services	1,592,988	1,407,958	1,705,143	1,586,885	0%
Donations	75,049	82,753	-	-	n/a
Interest Earnings	9,854	7,052	-	-	n/a
Other Revenue	64,665	87,997	-	-	n/a
Total Funding Sources	2,859,079	2,706,784	2,115,518	2,241,240	-7%
Expenditures					
Administration	539,855	562,596	505,269	551,185	1%
Fee-based Activities	510,219	487,215	477,268	486,405	-2%
Non-fee based Activities	185,097	155,139	155,195	150,525	-6%
Park Maintenance	784,700	713,986	-	-	-33%
Activity Center	111,858	82,042	50,687	60,925	-15%
Skating Center	953,940	913,358	927,099	992,200	1%
Capital Equipment	-	109,294	-	-	n/a
Other Expense	179,028	-	-	-	-33%
Total Expenditures	3,264,697	3,023,630	2,115,518	2,241,240	-10%
Other Sources (Uses)					
Transfers in (Out)	1,523,484	41,687	-	-	-33%
Other	-	-	-	-	n/a
Total Other Sources (Uses)	1,523,484	41,687	-	-	-33%
Ending Balance	\$ (588,235)	\$ (863,394)	\$ (863,394)	\$ (863,394)	
Reserve Level	-18%	-29%	-41%	-39%	

City of Roseville
2000-2003 Fiscal Summary

Park Maintenance Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ -	\$ -	\$ -	\$ -	
Funding Sources					
Property Taxes	-	-	731,016	585,000	n/a
Tax Increments	-	-	-	-	n/a
Special Assessments	-	-	-	-	n/a
Intergovernmental Rev.	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	n/a
Charges for Services	-	-	-	-	n/a
Fines & Forfeits	-	-	-	-	n/a
Interest Earnings	-	-	-	-	n/a
Other Revenue	-	-	-	-	n/a
Total Funding Sources	-	-	731,016	585,000	n/a
Expenditures					
Park Maintenance	-	-	815,412	846,010	n/a
	-	-	-	-	n/a
	-	-	-	-	n/a
	-	-	-	-	n/a
	-	-	-	-	n/a
Total Expenditures	-	-	815,412	846,010	n/a
Other Sources (Uses)					
Transfers in (Out)	-	-	84,396	261,010	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	84,396	261,010	n/a
Ending Balance	\$ -	\$ -	\$ -	\$ -	
Reserve Level	#DIV/0!	#DIV/0!	0%	0%	

City of Roseville
2000-2003 Fiscal Summary

Community Development Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 704,061	\$ 817,494	\$ 630,467	\$ 402,274	
Funding Sources					
Licenses & Permits	1,058,463	863,157	837,584	925,000	-4%
Interest Earnings	94,878	48,139	80,000	45,000	-18%
Other Revenue	67,957	53,470	60,000	15,000	-26%
Total Funding Sources	1,221,298	964,766	977,584	985,000	-6%
Expenditures					
Fire Prevention	176,931	157,368	168,549	-	-33%
Code Enforcement	451,048	483,378	479,791	486,780	3%
Economic Development	209,072	207,385	255,804	206,375	0%
Planning	191,006	226,967	219,710	210,875	3%
Geographic Information Sys	68,508	76,695	81,923	87,450	9%
Other	-	-	-	-	n/a
Total Expenditures	1,096,565	1,151,793	1,205,777	991,480	-3%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	(175,000)	n/a
Other	(11,300)	-	-	-	n/a
Total Other Sources (Uses)	(11,300)	-	-	(175,000)	n/a
Ending Balance	\$ 817,494	\$ 630,467	\$ 402,274	\$ 220,794	
Reserve Level	75%	55%	33%	22%	

City of Roseville
2000-2003 Fiscal Summary

License Center Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 5,918	\$ (74,099)	\$ (40,813)	\$ (40,813)	
Funding Sources					
Licenses & Permits	517,244	676,001	643,816	715,000	13%
Interest Earnings	756	-	-	-	n/a
Other Revenue	-	-	-	2,500	n/a
Total Funding Sources	518,000	676,001	643,816	717,500	13%
Expenditures					
Operations	381,583	464,513	483,816	557,775	15%
Capital	56,434	18,202	-	38,500	n/a
Total Expenditures	438,017	482,715	483,816	596,275	12%
Other Sources (Uses)					
Transfers in (Out)	(160,000)	(160,000)	(160,000)	(160,000)	0%
Other	-	-	-	-	n/a
Total Other Sources (Uses)	(160,000)	(160,000)	(160,000)	(160,000)	n/a
Ending Balance	\$ (74,099)	\$ (40,813)	\$ (40,813)	\$ (79,588)	
Reserve Level	-17%	-8%	-8%	-13%	

* 2002 adjusted receipts will be approximately 700,000

City of Roseville
2000-2003 Fiscal Summary

Lawful Gambling Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 15,550	\$ (11,649)	\$ (90,358)	\$ (90,358)	
Funding Sources					
Gambling Taxes	59,331	23,623	67,000	68,850	5%
Donations	56,704	23,856	52,000	50,000	-4%
Other Revenue	3,173	684	3,783	4,000	9%
Total Funding Sources	119,208	48,163	122,783	122,850	1%
Expenditures					
Gambling Regulation	93,338	71,380	70,783	68,850	-9%
Contributions	53,069	55,492	52,000	50,000	-2%
Total Expenditures	146,407	126,872	122,783	118,850	-6%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ (11,649)	\$ (90,358)	\$ (90,358)	\$ (86,358)	
Reserve Level	-8%	-71%	-74%	-73%	

City of Roseville
2000-2003 Fiscal Summary

General Vehicle Replacement Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 861,898	\$ 999,955	\$ 982,929	\$ 1,283,339	
Funding Sources					
Property Taxes	152,253	167,929	182,200	175,000	5%
Depreciation Charges	132,120	132,120	345,000	25,000	-27%
Interest Earnings	94,357	51,725	70,000	50,000	-16%
Sale of Property	68,911	33,664	-	25,000	n/a
Total Funding Sources	447,641	385,438	597,200	275,000	-13%
Expenditures					
Public Safety	144,314	158,148	205,200	-	-33%
Streets & Engineering	160,382	244,316	27,690	-	-33%
Parks & Recreation	4,888	-	63,900	-	-33%
Other	-	-	-	400,000	n/a
Total Expenditures	309,584	402,464	296,790	400,000	10%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 999,955	\$ 982,929	\$ 1,283,339	\$ 1,158,339	
Reserve Level	323%	244%	432%	290%	

City of Roseville
2000-2003 Fiscal Summary

Fire Vehicle Replacement Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 118,193	\$ 283,268	\$ 462,201	\$ 627,201	
Funding Sources					
Property Taxes	-	-	-	-	n/a
Depreciation Charges	165,000	165,000	165,000	50,000	-23%
Interest Earnings	23,109	21,968	-	20,000	n/a
Sale of Property	477	-	-	-	n/a
Total Funding Sources	188,586	186,968	165,000	70,000	-21%
Expenditures					
Fire Vehicles	23,511	8,035	-	100,000	108%
Other	-	-	-	-	n/a
Total Expenditures	23,511	8,035	-	100,000	108%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 283,268	\$ 462,201	\$ 627,201	\$ 597,201	
Reserve Level	1205%	5752%	#DIV/0!	597%	

City of Roseville
2000-2003 Fiscal Summary

Pathways Maintenance Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. <u>(Decr.)</u>
Beginning Balance	\$ (2,800)	\$ 2,368	\$ 39,623	\$ 39,623	
Funding Sources					
Property Taxes	118,643	141,627	137,000	135,000	5%
Interest Earnings	979	1,504	-	-	n/a
Other	-	-	-	-	n/a
Total Funding Sources	119,622	143,131	137,000	135,000	4%
Expenditures					
Pathway Maintenance	114,454	105,876	137,000	135,000	6%
Other	-	-	-	-	n/a
Total Expenditures	114,454	105,876	137,000	135,000	6%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 2,368	\$ 39,623	\$ 39,623	\$ 39,623	
Reserve Level	2%	37%	29%	29%	

City of Roseville
2000-2003 Fiscal Summary

General Equipment Replacement Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 2,750,928	\$ 3,014,195	\$ 3,084,038	\$ 2,780,853	
Funding Sources					
Property Taxes	71,051	-	-	-	n/a
Depreciation Charges	289,900	266,926	70,000	35,000	n/a
Interest Earnings	305,491	177,464	130,000	125,000	-20%
Sale of Property	150	10,974	-	2,500	n/a
Total Funding Sources	<u>666,592</u>	<u>455,364</u>	<u>200,000</u>	<u>162,500</u>	<u>-25%</u>
Expenditures					
Public Safety	-	-	-	-	n/a
Streets & Engineering	-	-	-	-	n/a
Parks & Recreation	-	-	-	-	n/a
Other	403,450	385,521	503,185	500,000	8%
Total Expenditures	<u>403,450</u>	<u>385,521</u>	<u>503,185</u>	<u>500,000</u>	<u>8%</u>
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	125	-	-	-	n/a
Total Other Sources (Uses)	<u>125</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>n/a</u>
Ending Balance	\$ 3,014,195	\$ 3,084,038	\$ 2,780,853	\$ 2,443,353	
Reserve Level	747%	800%	553%	489%	

City of Roseville
2000-2003 Fiscal Summary

General Building Replacement Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 2,080,721	\$ 2,181,915	\$ 2,170,066	\$ 2,291,666	
Funding Sources					
Property Taxes	-	-	-	-	n/a
Depreciation Charges	-	-	-	-	n/a
Interest Earnings	223,784	106,445	125,000	100,000	-18%
Sale of Property	630	-	-	-	n/a
Total Funding Sources	<u>224,414</u>	<u>106,445</u>	<u>125,000</u>	<u>100,000</u>	-18%
Expenditures					
Public Safety	-	-	-	-	n/a
Streets & Engineering	-	-	-	-	n/a
Parks & Recreation	-	-	-	-	n/a
Other	123,220	118,294	3,400	250,000	34%
Total Expenditures	<u>123,220</u>	<u>118,294</u>	<u>3,400</u>	<u>250,000</u>	34%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	n/a
Ending Balance	\$ 2,181,915	\$ 2,170,066	\$ 2,291,666	\$ 2,141,666	
Reserve Level	1771%	1834%	67402%	857%	

City of Roseville
2000-2003 Fiscal Summary

Park Improvement Program Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 518,185	\$ 512,032	\$ 64,076	\$ 64,076	
Funding Sources					
Property Taxes	253,755	252,905	250,000	250,000	0%
Depreciation Charges	-	-	-	-	n/a
Interest Earnings	53,298	43,372	-	-	n/a
Other	-	102,513	-	-	n/a
Total Funding Sources	307,053	398,790	250,000	250,000	-6%
Expenditures					
Park Improvements	313,206	846,746	250,000	250,000	-7%
Other	-	-	-	-	n/a
Total Expenditures	313,206	846,746	250,000	250,000	-7%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 512,032	\$ 64,076	\$ 64,076	\$ 64,076	
Reserve Level	163%	8%	26%	26%	

City of Roseville
2000-2003 Fiscal Summary

Pathways Construction Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 104,116	\$ (181,518)	\$ (203,215)	\$ (78,215)	
Funding Sources					
Property Taxes	76,127	137,581	125,000	-	-33%
Intergovernmental	1,196,892	140,481	-	-	n/a
Interest Earnings	14,881	-	-	-	n/a
Other	5,627	2,959	-	-	n/a
Total Funding Sources	1,293,527	281,021	125,000	-	-33%
Expenditures					
Pathway Construction	1,579,161	302,718	-	-	n/a
Other	-	-	-	-	n/a
Total Expenditures	1,579,161	302,718	-	-	-33%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ (181,518)	\$ (203,215)	\$ (78,215)	\$ (78,215)	
Reserve Level	-11%	-67%	#DIV/0!	#DIV/0!	

City of Roseville
2000-2003 Fiscal Summary

General Obligation Debt Service Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 3,604,634	\$ 2,355,800	\$ (733,017)	\$ (770,421)	
Funding Sources					
Property Taxes	1,156,109	1,091,357	1,078,821	800,000	-10%
Special Assessments - Princ	1,013,459	1,091,283	900,000	900,000	-4%
Special Assessments - Int	349,613	-	250,000	250,000	-9%
Interest Earnings	522,133	203,431	250,000	75,000	-29%
Other	-	-	-	-	n/a
Total Funding Sources	3,041,314	2,386,071	2,478,821	2,025,000	-11%
Expenditures					
Principal	2,895,000	4,233,600	2,060,000	1,765,000	-13%
Interest	772,080	696,452	456,225	305,240	-20%
Other	623,068	544,836	-	50,000	n/a
Total Expenditures	4,290,148	5,474,888	2,516,225	2,120,240	-17%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 2,355,800	\$ (733,017)	\$ (770,421)	\$ (865,661)	
Reserve Level	55%	-13%	-31%	-41%	

City of Roseville
2000-2003 Fiscal Summary

Housing Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 1,224,195	\$ 1,097,902	\$ 832,877	\$ 753,127	
Funding Sources					
CDBG Funds	13,156	-	-	200,000	n/a
Interest Earnings	108,095	38,191	75,000	35,000	-23%
Misc	-	41,303	-	-	n/a
Tax Levy	-	-	-	100,000	n/a
Total Funding Sources	121,251	79,494	75,000	335,000	59%
Expenditures					
Housing Initiatives	247,544	344,519	154,750	800,000	74%
Other	-	-	-	-	n/a
Total Expenditures	247,544	344,519	154,750	800,000	74%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 1,097,902	\$ 832,877	\$ 753,127	\$ 288,127	
Reserve Level	444%	242%	487%	36%	

City of Roseville
2000-2003 Fiscal Summary

Tax Increment Pay-as-you-Go Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 3,438,210	\$ 5,707,785	\$ (1,073,813)	\$ (1,073,813)	
Funding Sources					
Tax Increment-Pooled	4,415,292	4,917,342	-	-	n/a
Tax Increment-PAYG	-	575,175	2,000,000	2,770,470	n/a
Interest Earnings	635,442	401,333	-	66,700	n/a
Other	913,530	130,507	-	-	n/a
Total Funding Sources	5,964,264	6,024,357	2,000,000	2,837,170	-17%
Expenditures					
Economic Development	1,130,399	4,405,955	2,000,000	2,635,470	44%
Other	-	-	-	-	n/a
Total Expenditures	1,130,399	4,405,955	2,000,000	2,635,470	44%
Other Sources (Uses)					
Transfers in (Out)	(2,564,290)	(8,400,000)	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	(2,564,290)	(8,400,000)	-	-	n/a
Ending Balance	\$ 5,707,785	\$ (1,073,813)	\$ (1,073,813)	\$ (872,113)	
Reserve Level	505%	-24%	-54%	-33%	

City of Roseville
2000-2003 Fiscal Summary

Special Assessment Construction Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 1,880,962	\$ 118,408	\$ 1,034,680	\$ 1,184,680	
Funding Sources					
Special Assessments	-	60	-	-	n/a
Intergovernmental	529,897	2,691,032	-	650,000	n/a
Interest Earnings	193,959	53,567	-	50,000	n/a
Other	60,000	6,002	-	600,000	n/a
Total Funding Sources	783,856	2,750,661	-	1,300,000	22%
Expenditures					
Pavement Mgmt Program	2,546,410	600,000	600,000	600,000	-25%
Other	-	2,681,709	-	1,300,000	n/a
Total Expenditures	2,546,410	3,281,709	600,000	1,900,000	-8%
Other Sources (Uses)					
Transfers in (Out)	-	750,000	750,000	600,000	n/a
Other	-	697,320	-	-	n/a
Total Other Sources (Uses)	-	1,447,320	750,000	600,000	n/a
Ending Balance	\$ 118,408	\$ 1,034,680	\$ 1,184,680	\$ 1,184,680	
Reserve Level	5%	32%	197%	62%	

City of Roseville
2000-2003 Fiscal Summary

Sanitary Sewer Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 4,233,138	\$ 5,115,947	\$ 4,973,792	\$ 4,999,495	
			-		
Funding Sources					
User Charges	3,176,038	2,690,136	2,800,000	2,778,525	-4%
Delinquent Asmnts	67,939	28,044	-	-	n/a
Interest Earnings	398,643	235,890	100,000	225,000	-15%
Other	3,489	492	-	-	n/a
Total Funding Sources	3,646,109	2,954,562	2,900,000	3,003,525	-6%
Expenditures					
Operating Expenses	2,763,300	3,096,717	2,874,297	3,003,525	3%
Other	-	-	-	-	n/a
Total Expenditures	2,763,300	3,096,717	2,874,297	3,003,525	3%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 5,115,947	\$ 4,973,792	\$ 4,999,495	\$ 4,999,495	
Reserve Level	185%	161%	174%	166%	

City of Roseville
2000-2003 Fiscal Summary

Water Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 454,855	\$ 887,378	\$ 757,908	\$ 860,226	
Funding Sources					
User Charges	4,229,004	4,063,030	4,154,227	4,241,100	0%
Delinquent Asmnts	-	-	-	-	n/a
Interest Earnings	46,154	4,902	-	10,000	n/a
Other	9,240	5,401	-	5,000	n/a
Total Funding Sources	4,284,398	4,073,333	4,154,227	4,256,100	0%
Expenditures					
Operating Expenses	3,851,875	4,202,803	4,051,909	4,256,100	3%
Other	-	-	-	-	n/a
Total Expenditures	3,851,875	4,202,803	4,051,909	4,256,100	3%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 887,378	\$ 757,908	\$ 860,226	\$ 860,226	
Reserve Level	23%	18%	21%	20%	

City of Roseville
2000-2003 Fiscal Summary

Golf Course Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. <u>(Decr.)</u>
Beginning Balance	\$ 370,592	\$ 407,148	\$ 388,122	\$ 366,986	
Funding Sources					
User Charges	295,993	267,064	360,105	378,450	9%
Net Product Sales	-	11,023	9,000	10,000	n/a
Interest Earnings	42,508	22,722	1,000	15,000	-22%
Other	8,907	481	8,500	5,000	-15%
Total Funding Sources	347,408	301,290	378,605	408,450	6%
Expenditures					
Operating Expenses	310,852	320,316	399,741	408,450	10%
Other	-	-	-	-	n/a
Total Expenditures	310,852	320,316	399,741	408,450	10%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 407,148	\$ 388,122	\$ 366,986	\$ 366,986	
Reserve Level	131%	121%	92%	90%	

City of Roseville
2000-2003 Fiscal Summary

Storm Drainage Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 2,039,725	\$ 2,437,215	\$ 2,610,750	\$ 2,329,295	
Funding Sources					
User Charges	564,979	577,383	540,000	1,064,400	29%
Delinquent Asmnts	-	-	-	-	n/a
Interest Earnings	268,817	129,265	100,000	115,000	-19%
Other	38,436	31,035	-	30,000	n/a
Total Funding Sources	872,232	737,683	640,000	1,209,400	13%
Expenditures					
Operating Expenses	474,742	564,148	921,455	1,716,600	87%
Other	-	-	-	-	n/a
Total Expenditures	474,742	564,148	921,455	1,716,600	87%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 2,437,215	\$ 2,610,750	\$ 2,329,295	\$ 1,822,095	
Reserve Level	513%	463%	253%	106%	

City of Roseville
2000-2003 Fiscal Summary

Solid Waste Recycling Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 40,831	\$ 60,514	\$ 54,573	\$ 59,311	
Funding Sources					
User Charges	184,172	184,342	188,000	190,645	1%
Intergovernmental	68,895	17,351	68,000	35,000	-16%
Interest Earnings	-	-	-	-	n/a
Other	-	1,257	-	-	n/a
Total Funding Sources	253,067	202,950	256,000	225,645	-4%
Expenditures					
Operating Expenses	233,384	208,891	251,262	222,645	-2%
Other	-	-	-	-	n/a
Total Expenditures	233,384	208,891	251,262	222,645	-2%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	n/a
Ending Balance	\$ 60,514	\$ 54,573	\$ 59,311	\$ 62,311	
Reserve Level	26%	26%	24%	28%	

City of Roseville
2000-2003 Fiscal Summary

Tax Reduction Trust Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 1,925,584	\$ 2,142,232	\$ 2,272,290	\$ 2,098,367	
Funding Sources					
Interest Earnings	216,648	130,058	86,562	100,000	-18%
Other	-	-	-	-	n/a
Total Funding Sources	216,648	130,058	86,562	100,000	-18%
Expenditures					
Operating Expenses	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Expenditures	-	-	-	-	n/a
Other Sources (Uses)					
Transfers in (Out)	-	-	(260,485)	(300,000)	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	(260,485)	(300,000)	#DIV/0!
Ending Balance	\$ 2,142,232	\$ 2,272,290	\$ 2,098,367	\$ 1,898,367	
Reserve Level	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

City of Roseville
2000-2003 Fiscal Summary

Parks Infrastructure Trust Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 1,652,690	\$ 1,776,653	\$ 1,822,591	\$ 1,846,987	
Funding Sources					
Interest Earnings	184,500	106,042	84,396	75,000	-20%
Other	-	-	-	-	n/a
Total Funding Sources	184,500	106,042	84,396	75,000	-20%
Expenditures					
Operating Expenses	-	-	-	-	n/a
Other	-	104	-	-	n/a
Total Expenditures	-	104	-	-	n/a
Other Sources (Uses)					
Transfers in (Out)	(60,537)	(60,000)	(60,000)	(261,010)	110%
Other	-	-	-	-	n/a
Total Other Sources (Uses)	(60,537)	(60,000)	(60,000)	(261,010)	110%
Ending Balance	\$ 1,776,653	\$ 1,822,591	\$ 1,846,987	\$ 1,660,977	
Reserve Level	#DIV/0!	1752491%	#DIV/0!	#DIV/0!	

City of Roseville
2000-2003 Fiscal Summary

Cemetery Fund

	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Budget</u>	2003 <u>Budget</u>	Avg Incr. (Decr.)
Beginning Balance	\$ 91,069	\$ 98,461	\$ 100,296	\$ 100,296	
Funding Sources					
Interest Earnings	10,142	5,757	4,000	4,000	-20%
Other	-	-	-	-	n/a
Total Funding Sources	10,142	5,757	4,000	4,000	-20%
Expenditures					
Operating Expenses	2,750	3,922	4,000	4,000	15%
Other	-	-	-	-	n/a
Total Expenditures	2,750	3,922	4,000	4,000	15%
Other Sources (Uses)					
Transfers in (Out)	-	-	-	-	n/a
Other	-	-	-	-	n/a
Total Other Sources (Uses)	-	-	-	-	#DIV/0!
Ending Balance	\$ 98,461	\$ 100,296	\$ 100,296	\$ 100,296	
Reserve Level	3580%	2557%	2507%	2507%	

Capital Improvement Plan

The enclosed tables summarize the 2003-2007 Capital Improvement Plan (CIP). The planned capital expenditures for the current year (2003) have been incorporated into the Budget. The remaining years are provided as estimates for planning purposes only. Only after incorporation within successive budgets or as approved separately by the City Council will these items be considered funded.

Beyond 2003, purchases or projects are included in the CIP if they are somewhat expected to occur and for which cost estimates can be reasonably obtained. Under current budgetary restraints, the annual budget could not absorb all of the purchases noted in the CIP. Each individual purchase or project will be evaluated at a subsequent date, at which time it will be determined if it is financially feasible.

Many of the items contained in the CIP will require on-going operational costs and in some cases produce operational savings. However, given the speculative nature of latter-year purchases, the exact costs cannot be reasonably quantified beyond next year. The additional net operating costs resulting from 2003 CIP items, is approximately \$200,000.

City of Roseville
Capital Improvement Plan
2003-2007

Summary by Department

<u>Department</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Administration	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Communications	36,000	39,500	15,000	10,000	-	100,500
General Facilities	9,950,000	50,000	50,000	50,000	50,000	10,150,000
Finance	-	1,000	1,000	1,000	1,000	4,000
Information Systems	75,000	93,000	93,000	93,000	93,000	447,000
Police	307,990	1,109,870	263,915	294,415	341,415	2,317,605
Fire	324,885	622,000	783,500	37,500	-	1,767,885
License Center	-	4,500	4,500	3,500	3,500	16,000
Public Works Administration	-	11,000	11,000	35,000	11,000	68,000
Streets	91,000	656,000	411,000	86,000	1,000	1,245,000
Community Development	13,150	10,600	17,000	22,000	19,000	81,750
Pavement Management Program	1,500,000	3,980,000	1,200,000	1,400,000	-	8,080,000
Pathways and Trails	135,000	140,000	2,640,000	140,000	2,640,000	5,695,000
Water	105,000	122,000	130,000	121,000	90,000	568,000
Sanitary Sewer	40,000	121,000	330,000	226,000	85,000	802,000
Storm Drainage	1,235,000	300,000	404,000	335,000	300,000	2,574,000
Park Maintenance	140,000	220,445	74,000	175,000	74,725	684,170
Park Improvements	250,000	350,000	350,000	350,000	350,000	1,650,000
Skating Center	192,700	734,500	229,500	66,500	149,500	1,372,700
Golf Course	39,800	61,000	53,000	43,000	847,000	1,043,800
	-	-	-	-	-	-
Total	\$ 14,435,525	\$ 8,627,415	\$ 7,061,415	\$ 3,489,915	\$ 5,057,140	\$ 38,671,410

City of Roseville
Capital Improvement Plan
2003-2007

Summary by Type

<u>Capital Asset Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	9,828,000	354,000	312,000	112,200	995,500	11,601,700
Vehicles	710,800	1,087,360	1,634,915	415,415	394,915	4,243,405
Equipment	758,925	2,296,555	378,000	522,800	245,225	4,201,505
Furniture & Fixtures	179,800	5,500	13,500	2,500	2,500	203,800
Improvements	2,958,000	4,884,000	4,723,000	2,437,000	3,419,000	18,421,000
Total	\$ 14,435,525	\$ 8,627,415	\$ 7,061,415	\$ 3,489,915	\$ 5,057,140	\$ 38,671,410

Summary by Funding Source

<u>Funding Source</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ 649,830	\$ 2,077,870	\$ 750,915	\$ 733,215	\$ 725,415	\$ 4,937,245
Special assessments	-	-	-	-	-	-
Building depreciation charges	303,000	354,000	258,000	112,200	195,500	1,222,700
Vehicle depreciation charges	523,885	849,445	1,219,000	177,000	191,000	2,960,330
Equipment depreciation charges	214,860	614,500	87,000	214,000	7,725	1,138,085
User fees - utility operations	1,419,800	604,000	917,000	725,000	1,322,000	4,987,800
User fees - special purpose operations	124,150	147,600	129,500	128,500	115,500	645,250
General obligation bonds	9,700,000	-	-	-	-	9,700,000
MSA Revenues	-	-	630,000	650,000	-	1,280,000
Other	1,500,000	3,980,000	3,070,000	750,000	2,500,000	11,800,000
Total	\$ 14,435,525	\$ 8,627,415	\$ 7,061,415	\$ 3,489,915	\$ 5,057,140	\$ 38,671,410

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	<u>Administration</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Office equipment	E	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Office furniture	F	-	500	500	500	500	2,000
		-	-	-	-	-	-
Total		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

<u>Description</u>		<u>Summary by Type</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	500	500	500	500	2,000
Furniture & Fixtures	F	-	500	500	500	500	2,000
Improvements	I	-	-	-	-	-	-
Total		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

<u>Description</u>	<u>Summary by Funding Source</u>					<u>Total</u>
	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General property taxes	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA Revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	Communications					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Display terminals for dais	E	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Display terminal for audience	E	6,000	-	-	-	-	6,000
Video playback equipment	E	-	14,500	5,000	-	-	19,500
Control room computers, hardware	E	-	5,000	10,000	10,000	-	25,000
Tele-conferencing system	E	-	20,000	-	-	-	20,000
		-	-	-	-	-	-
Total		\$ 36,000	\$ 39,500	\$ 15,000	\$ 10,000	\$ -	\$ 100,500

<u>Description</u>		Summary by Type					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	36,000	39,500	15,000	10,000	-	100,500
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 36,000	\$ 39,500	\$ 15,000	\$ 10,000	\$ -	\$ 100,500

<u>Description</u>	Summary by Funding Source					<u>Total</u>
	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	36,000	39,500	15,000	10,000	-	100,500
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 36,000	\$ 39,500	\$ 15,000	\$ 10,000	\$ -	\$ 100,500

**City of Roseville
Capital Improvement Plan
2003-2007**

General Facilities							
<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Replace HVAC system @ City Hall	F	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000
Keyless entry system @ City Hall	F	30,000	-	-	-	-	30,000
City Hall interior improvements	B	75,000	50,000	50,000	50,000	50,000	275,000
Fire Station #1 recarpetting	F	6,000	-	-	-	-	6,000
Fire Station #2 recarpetting	F	4,000	-	-	-	-	4,000
City Hall & Public Works Additions	B	9,700,000	-	-	-	-	9,700,000
		-	-	-	-	-	-
Total		\$9,950,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$10,150,000

Summary by Type							
<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	9,775,000	50,000	50,000	50,000	50,000	9,975,000
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	175,000	-	-	-	-	175,000
Improvements	I	-	-	-	-	-	-
Total		\$9,950,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$10,150,000

Summary by Funding Source							
<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments		-	-	-	-	-	-
Building depreciation charges		250,000	50,000	50,000	50,000	50,000	450,000
Vehicle depreciation charges		-	-	-	-	-	-
Equipment depreciation charges		-	-	-	-	-	-
User fees - utility operations		-	-	-	-	-	-
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		9,700,000	-	-	-	-	9,700,000
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total		\$9,950,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$10,150,000

City of Roseville
 Capital Improvement Plan
 2003-2007

<u>Description</u>	<u>Type</u>	<u>Finance</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Office equipment	E	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Office furniture	F	-	500	500	500	500	2,000
		-	-	-	-	-	-
Total		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

<u>Description</u>		<u>Summary by Type</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	500	500	500	500	2,000
Furniture & Fixtures	F	-	500	500	500	500	2,000
Improvements	I	-	-	-	-	-	-
Total		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

<u>Description</u>	<u>Summary by Funding Source</u>					<u>Total</u>
	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General property taxes	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

City of Roseville
Capital Improvement Plan
2003-2007

Information Technology

<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Office equipment	E	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Office furniture	E	-	500	500	500	500	2,000
Computer replacements	E	60,000	80,000	80,000	80,000	80,000	380,000
Printer replacements	E	5,000	2,000	2,000	2,000	2,000	13,000
WAN equipment	E	10,000	10,000	10,000	10,000	10,000	50,000
		-	-	-	-	-	-
Total		\$ 75,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 447,000

Summary by Type

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	75,000	93,000	93,000	93,000	93,000	447,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 75,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 447,000

Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	75,000	93,000	93,000	93,000	93,000	447,000
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 75,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 93,000	\$ 447,000

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	<u>Police</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Office equipment	E	\$ 2,000	\$ 8,600	\$ -	\$ -	\$ 1,000	\$ 11,600
Office furniture	F	-	-	-	-	-	-
Computer equipment	E	3,145	209,000	14,000	17,000	17,000	260,145
Marked squad cars (6)	V	161,915	161,915	161,915	161,915	161,915	809,575
Unmarked vehicles (2)	V	43,200	43,200	43,200	43,200	43,200	216,000
CSO Vehicle	V	-	-	-	32,000	32,000	64,000
Community relations vehicle	V	-	25,000	-	-	-	25,000
Tactical vehicle	V	-	-	-	-	40,000	40,000
Vehicle for park surveillance	V	-	-	-	-	6,000	6,000
Visabars (2)	V	2,800	2,800	2,800	2,800	2,800	14,000
Radar trailer unit	E	-	-	-	-	-	-
Radar units	E	6,500	3,000	3,000	3,000	3,000	18,500
Packsets	E	3,000	-	3,500	3,500	3,500	13,500
Radio equipment	E	-	3,000	-	3,000	3,000	9,000
Outdoor warning siren (2)	E	28,000	28,000	28,000	28,000	28,000	140,000
Long guns (squads)	E	-	25,000	-	-	-	25,000
Sidearms (officers)	E	4,500	-	-	-	-	4,500
Non-lethal weapons	E	1,500	-	-	-	-	1,500
PBT's (3)	E	1,500	-	-	-	-	1,500
Stop sticks (3)	E	2,000	-	-	-	-	2,000
Truck scales (4)	E	13,200	-	-	-	-	13,200
Rear transport seats (6)	E	1,500	-	-	-	-	1,500
Tactical gear	E	13,490	-	-	-	-	13,490
Hostage negotiator phone	E	13,740	-	-	-	-	13,740
ATV	E	6,000	-	-	-	-	6,000
800 MHz packsets (60)	E	-	195,180	-	-	-	195,180
800 MHz radios (25)	E	-	73,175	-	-	-	73,175
800 MHz installation	E	-	60,000	-	-	-	60,000
800 MHz conversion	E	-	60,000	-	-	-	60,000
RMS system replacement	E	-	200,000	-	-	-	200,000
Defibrillators (4)	E	-	12,000	-	-	-	12,000
Oxygen regulator sets (15)	E	-	-	7,500	-	-	7,500
		-	-	-	-	-	-
Total		\$ 307,990	\$ 1,109,870	\$ 263,915	\$ 294,415	\$ 341,415	\$ 2,317,605

City of Roseville
 Capital Improvement Plan
 2003-2007

Police

Summary by Type

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	207,915	232,915	207,915	239,915	285,915	1,174,575
Equipment	E	100,075	876,955	56,000	54,500	55,500	1,143,030
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 307,990	\$ 1,109,870	\$ 263,915	\$ 294,415	\$ 341,415	\$ 2,317,605

Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ 240,130	\$ 1,038,870	\$ 217,915	\$ 216,415	\$ 217,415	\$ 1,930,745
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	46,000	71,000	46,000	78,000	124,000	365,000
Equipment depreciation charges	21,860	-	-	-	-	21,860
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 307,990	\$ 1,109,870	\$ 263,915	\$ 294,415	\$ 341,415	\$ 2,317,605

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	<u>Fire</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Station #1 improvements	B	\$ 6,000	\$ 10,000	\$ 7,500	\$ 8,500	\$ -	\$ 32,000
Station #2 improvements	B	4,000	65,000	-	-	-	69,000
Station #3 improvements	B	-	29,500	-	-	-	29,500
Office equipment	E	-	-	-	-	-	-
Office furniture	F	-	2,000	4,000	-	-	6,000
Mobile data computers	E	-	5,000	-	-	-	5,000
Radios (10), radio alert system	E	17,500	3,500	-	-	-	21,000
800 MHz radios	E	-	300,000	-	-	-	300,000
Pagers (16)	E	8,000	5,000	-	-	-	13,000
Turnout gear	E	40,000	35,000	-	-	-	75,000
Fire hose replacement	E	5,000	10,000	-	-	-	15,000
SCBA's	E	-	20,000	-	-	-	20,000
Helmets	E	-	-	-	-	-	-
Mobile data computers	E	48,000	-	-	-	-	48,000
Cold water rescue suit	E	-	-	-	-	-	-
Fire/smoke alarms for stations	E	4,500	-	-	-	-	4,500
Rescue equipment	E	14,000	61,000	18,500	20,000	-	113,500
Training equipment	E	-	46,000	18,500	9,000	-	73,500
Rescue boat	E	-	-	35,000	-	-	35,000
Deputy Chief vehicle	V	-	-	-	-	-	-
#16 compartment refurbishment	V	75,000	-	-	-	-	75,000
Utility vehicles (2)	V	102,885	-	-	-	-	102,885
Mobile fire education center	V	-	30,000	-	-	-	30,000
Ladder Truck	V	-	-	700,000	-	-	700,000
		-	-	-	-	-	-
Total		\$ 324,885	\$ 622,000	\$ 783,500	\$ 37,500	\$ -	\$ 1,767,885

<u>Description</u>		<u>Summary by Type</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	10,000	104,500	7,500	8,500	-	130,500
Vehicles	V	177,885	30,000	700,000	-	-	907,885
Equipment	E	137,000	485,500	72,000	29,000	-	723,500
Furniture & Fixtures	F	-	2,000	4,000	-	-	6,000
Improvements	I	-	-	-	-	-	-
Total		\$ 324,885	\$ 622,000	\$ 783,500	\$ 37,500	\$ -	\$ 1,767,885

City of Roseville
 Capital Improvement Plan
 2003-2007

Fire
Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	10,000	104,500	7,500	8,500	-	130,500
Vehicle depreciation charges	177,885	30,000	700,000	-	-	907,885
Equipment depreciation charges	137,000	487,500	76,000	29,000	-	729,500
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 324,885	\$ 622,000	\$ 783,500	\$ 37,500	\$ -	\$ 1,767,885

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	License Center					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Office equipment	E	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Office furniture	F	-	500	500	500	500	2,000
Computer equipment	E	-	2,500	2,500	2,500	2,500	10,000
Lease space improvements	F	-	1,000	1,000	-	-	2,000
		-	-	-	-	-	-
Total		\$ -	\$ 4,500	\$ 4,500	\$ 3,500	\$ 3,500	\$ 16,000

<u>Description</u>		Summary by Type					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	3,000	3,000	3,000	3,000	12,000
Furniture & Fixtures	F	-	1,500	1,500	500	500	4,000
Improvements	I	-	-	-	-	-	-
Total		\$ -	\$ 4,500	\$ 4,500	\$ 3,500	\$ 3,500	\$ 16,000

<u>Description</u>	Summary by Funding Source					<u>Total</u>
	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	4,500	4,500	3,500	3,500	16,000
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ -	\$ 4,500	\$ 4,500	\$ 3,500	\$ 3,500	\$ 16,000

City of Roseville
Capital Improvement Plan
2003-2007

Public Works Administration

<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Office equipment	E	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Office furniture	F	-	500	500	500	500	2,000
Auto CAD Equipment	E	-	10,000	10,000	10,000	10,000	40,000
Vehicle replacement	V	-	-	-	24,000	-	24,000
		-	-	-	-	-	-
Total		\$ -	\$ 11,000	\$ 11,000	\$ 35,000	\$ 11,000	\$ 68,000

Summary by Type

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	24,000	-	24,000
Equipment	E	-	10,500	10,500	10,500	10,500	42,000
Furniture & Fixtures	F	-	500	500	500	500	2,000
Improvements	I	-	-	-	-	-	-
Total		\$ -	\$ 11,000	\$ 11,000	\$ 35,000	\$ 11,000	\$ 68,000

Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ -	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 44,000
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	24,000	-	24,000
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ -	\$ 11,000	\$ 11,000	\$ 35,000	\$ 11,000	\$ 68,000

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	<u>Streets</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Office equipment	E	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Office furniture	F	-	500	500	500	500	2,000
Salt/sand spreaders (4)	E	12,000	-	-	-	-	12,000
Pavement router #140	E	9,000	-	-	-	-	9,000
Self-propelled paver (split cost??)	E	-	-	-	75,000	-	75,000
Sign equipment	E	-	-	-	10,000	-	10,000
### Sign truck (chassis only)	V	45,000	-	-	-	-	45,000
#101 Wheel loader	V	-	125,000	-	-	-	125,000
#102 3/4 ton pickup w/ plow	V	25,000	-	-	-	-	25,000
#106 Dump w/ plow	V	-	110,000	-	-	-	110,000
#109 3-ton dump w/ plow	V	-	100,000	-	-	-	100,000
#112 3-ton dump w/ plow	V	-	95,000	-	-	-	95,000
#116 4x4 pickup	V	-	25,000	-	-	-	25,000
#119 Skidsteer loader w/ attachment	V	-	-	35,000	-	-	35,000
#121 Road grader	V	-	200,000	-	-	-	200,000
#122 Wheel loader w/ plow	V	-	-	140,000	-	-	140,000
#124 Oil distribution body	V	-	-	75,000	-	-	75,000
#125 5-ton Dump (tandem)	V	-	-	125,000	-	-	125,000
#135 5-ton trailer (1/2 cost)	V	-	-	4,000	-	-	4,000
#137 Melter	V	-	-	25,000	-	-	25,000
#140	V	-	-	-	-	-	-
#143 Portable line striper	V	-	-	6,000	-	-	6,000
		-	-	-	-	-	-
Total		\$ 91,000	\$ 656,000	\$ 411,000	\$ 86,000	\$ 1,000	\$ 1,245,000

City of Roseville
Capital Improvement Plan
2003-2007

		Streets					
		Summary by Type					
<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	70,000	655,000	410,000	-	-	1,135,000
Equipment	E	21,000	500	500	85,500	500	108,000
Furniture & Fixtures	F	-	500	500	500	500	2,000
Improvements	I	-	-	-	-	-	-
Total		\$ 91,000	\$ 656,000	\$ 411,000	\$ 86,000	\$ 1,000	\$ 1,245,000

		Summary by Funding Source					
<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes		\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		70,000	655,000	410,000	-	-	1,135,000
Equipment depreciation charges		21,000	-	-	85,000	-	106,000
User fees - utility operations		-	-	-	-	-	-
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total		\$ 91,000	\$ 656,000	\$ 411,000	\$ 86,000	\$ 1,000	\$ 1,245,000

City of Roseville
 Capital Improvement Plan
 2003-2007

Community Development

<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Office furniture	F	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500
Computer equipment, software	E	5,600	2,000	2,000	2,000	2,000	13,600
Digital camera	E	850	600	-	-	-	1,450
Orthophotos	E	3,200	3,000	-	3,500	-	9,700
High speed scanner	E	-	5,000	-	-	-	5,000
Web based mapping	E	-	-	15,000	-	-	15,000
Inspection vehicle	V	-	-	-	16,500	17,000	33,500
		-	-	-	-	-	-
Total		\$ 13,150	\$ 10,600	\$ 17,000	\$ 22,000	\$ 19,000	\$ 81,750

City of Roseville
 Capital Improvement Plan
 2003-2007

**Community Development
 Summary by Type**

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	16,500	17,000	33,500
Equipment	E	9,650	10,600	17,000	5,500	2,000	44,750
Furniture & Fixtures	F	3,500	-	-	-	-	3,500
Improvements	I	-	-	-	-	-	-
Total		\$ 13,150	\$ 10,600	\$ 17,000	\$ 22,000	\$ 19,000	\$ 81,750

Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	13,150	10,600	17,000	22,000	19,000	81,750
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 13,150	\$ 10,600	\$ 17,000	\$ 22,000	\$ 19,000	\$ 81,750

City of Roseville
Capital Improvement Plan
2003-2007

Pavement Management Program

<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Mill & overlay - local streets	I	\$ 500,000	\$ -	\$ 300,000	\$ 750,000	\$ -	\$ 1,550,000
Reconstruction - local streets	I	200,000	-	-	-	-	200,000
Reconstruction - MSA streets	I	-	-	630,000	650,000	-	1,280,000
James Addition to Co. Road C	I	300,000	-	-	-	-	300,000
Co. Road C (Snelling to Fairview)	I	500,000	-	-	-	-	500,000
Terminal Road realignment	I	-	2,300,000	-	-	-	2,300,000
Larpenteur Ave (Oxford to Dale St.)	I	-	750,000	-	-	-	750,000
Co. Road D (Fairview to Cleveland)	I	-	270,000	-	-	-	270,000
Co. Road C (Oxford to Fairview)	I	-	660,000	-	-	-	660,000
Fairview (Larpenteur to Co. Road B)	I	-	-	270,000	-	-	270,000
		-	-	-	-	-	-
Total		\$1,500,000	\$3,980,000	\$1,200,000	\$1,400,000	\$ -	\$ 8,080,000

Summary by Type

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	1,500,000	3,980,000	1,200,000	1,400,000	-	8,080,000
Total		\$1,500,000	\$3,980,000	\$1,200,000	\$1,400,000	\$ -	\$ 8,080,000

Summary by Funding Source

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		-	-	-	-	-	-
Equipment depreciation charges		-	-	-	-	-	-
User fees - utility operations		-	-	-	-	-	-
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA Revenues		-	-	630,000	650,000	-	1,280,000
Other		1,500,000	3,980,000	570,000	750,000	-	6,800,000
Total		\$1,500,000	\$3,980,000	\$1,200,000	\$1,400,000	\$ -	\$ 8,080,000

City of Roseville
Capital Improvement Plan
2003-2007

Pathways

<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Pathway maintenance	I	\$ 135,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 695,000
Co. Road B2	I	-	-	2,500,000	-	-	2,500,000
NE Diagonal trail	I	-	-	-	-	2,500,000	2,500,000
		-	-	-	-	-	-
Total		\$ 135,000	\$ 140,000	\$2,640,000	\$ 140,000	\$2,640,000	\$ 5,695,000

Summary by Type

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	135,000	140,000	2,640,000	140,000	2,640,000	5,695,000
Total		\$ 135,000	\$ 140,000	\$2,640,000	\$ 140,000	\$2,640,000	\$ 5,695,000

Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ 135,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 695,000
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA Revenues	-	-	-	-	-	-
Other	-	-	2,500,000	-	2,500,000	5,000,000
Total	\$ 135,000	\$ 140,000	\$2,640,000	\$ 140,000	\$2,640,000	\$ 5,695,000

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	<u>Water</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Water meter replacement	E	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 240,000
Water main replacement	I	30,000	40,000	40,000	40,000	40,000	190,000
Elevated storage tank inspection	B	-	-	40,000	-	-	40,000
SCADA radio replacement	E	-	6,000	-	6,000	-	12,000
Water Truck (1/2 cost)	V	35,000	-	-	-	-	35,000
#205 4x4 pickup w/ plow	V	-	26,000	-	-	-	26,000
#210 4x4 pickup	V	-	-	-	25,000	-	25,000
		-	-	-	-	-	-
Total		\$ 105,000	\$ 122,000	\$ 130,000	\$ 121,000	\$ 90,000	\$ 568,000

<u>Description</u>		<u>Summary by Type</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	40,000	-	-	40,000
Vehicles	V	35,000	26,000	-	25,000	-	86,000
Equipment	E	40,000	56,000	50,000	56,000	50,000	252,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	30,000	40,000	40,000	40,000	40,000	190,000
Total		\$ 105,000	\$ 122,000	\$ 130,000	\$ 121,000	\$ 90,000	\$ 568,000

<u>Description</u>		<u>Summary by Funding Source</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General property taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		-	-	-	-	-	-
Equipment depreciation charges		-	-	-	-	-	-
User fees - utility operations		105,000	122,000	130,000	121,000	90,000	568,000
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total		\$ 105,000	\$ 122,000	\$ 130,000	\$ 121,000	\$ 90,000	\$ 568,000

City of Roseville
Capital Improvement Plan
2003-2007

Sanitary Sewer

<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Sewer main repairs	I	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 230,000
Lift station repairs/upgrades	I	10,000	15,000	30,000	35,000	35,000	125,000
Sewer main lining	I	-	-	-	100,000	-	100,000
SCADA radio replacement	E	-	6,000	-	6,000	-	12,000
Generator	E	-	-	-	35,000	-	35,000
#201 Jetter/Vactor	V	-	-	250,000	-	-	250,000
#206 1-ton service truck	V	-	30,000	-	-	-	30,000
#213 Extend-a-jet replacement	V	-	20,000	-	-	-	20,000
		-	-	-	-	-	-
Total		\$ 40,000	\$ 121,000	\$ 330,000	\$ 226,000	\$ 85,000	\$ 802,000

Summary by Type

<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	50,000	250,000	-	-	300,000
Equipment	E	-	6,000	-	41,000	-	47,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	40,000	65,000	80,000	185,000	85,000	455,000
Total		\$ 40,000	\$ 121,000	\$ 330,000	\$ 226,000	\$ 85,000	\$ 802,000

Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	40,000	121,000	330,000	226,000	85,000	802,000
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 40,000	\$ 121,000	\$ 330,000	\$ 226,000	\$ 85,000	\$ 802,000

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	<u>Storm Drainage</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Pond improvements	I	\$ 800,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,200,000
Storm sewer replacement	I	200,000	200,000	200,000	200,000	200,000	1,000,000
Leaf site improvements	I	-	-	100,000	-	-	100,000
SCADA radio replacement	E	-	-	-	-	-	-
Hydraulic excavator	E	120,000	-	-	-	-	120,000
#120 Street sweeper	V	105,000	-	-	-	-	105,000
#126 Street sweeper	V	-	-	-	-	-	-
#130 Steamer	V	10,000	-	-	-	-	10,000
#135 5-ton trailer (1/2 cost)	V	-	-	4,000	-	-	4,000
#136 1-ton dump	V	-	-	-	35,000	-	35,000
		-	-	-	-	-	-
Total		\$1,235,000	\$ 300,000	\$ 404,000	\$ 335,000	\$ 300,000	\$ 2,574,000

<u>Description</u>		<u>Summary by Type</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	115,000	-	4,000	35,000	-	154,000
Equipment	E	120,000	-	-	-	-	120,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	1,000,000	300,000	400,000	300,000	300,000	2,300,000
Total		\$1,235,000	\$ 300,000	\$ 404,000	\$ 335,000	\$ 300,000	\$ 2,574,000

<u>Description</u>	<u>Summary by Funding Source</u>					<u>Total</u>
	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	1,235,000	300,000	404,000	335,000	300,000	2,574,000
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$1,235,000	\$ 300,000	\$ 404,000	\$ 335,000	\$ 300,000	\$ 2,574,000

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	Park Maintenance					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Holder snow machine	E	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ 95,000
Park video security system	E	5,000	5,000	5,000	5,000	5,000	25,000
Toro Groundmaster #1	E	30,000	-	-	-	-	30,000
Toro Groundmaster #2	E	-	32,000	-	-	-	32,000
Toro Gang Mower (16')	E	-	90,000	-	-	-	90,000
#520 Single axle trailer	E	-	-	-	-	2,725	2,725
Tow master trailer	E	-	-	6,000	-	-	6,000
15 Passenger van	V	-	25,100	-	-	-	25,100
### Mitsubishi utility truck	V	-	-	18,000	-	-	18,000
### Dodge 3/4-ton pickup	V	28,000	-	-	-	-	28,000
### Dodge ram truck	V	-	24,845	-	-	-	24,845
#500 Chevrolet 1/2-ton pickup	V	-	20,500	-	-	-	20,500
#502 pickup	V	-	-	-	-	-	-
#504 Chevrolet Blazer	V	-	-	-	-	33,000	33,000
#505 Chevrolet 1/2-ton pickup	V	19,500	-	-	-	-	19,500
#506 Chevrolet 1-ton dump	V	-	-	-	-	34,000	34,000
#509 Chevrolet 3/4-ton 4x4 pickup	V	22,500	-	-	-	-	22,500
#515 1/2-ton pickup	V	-	23,000	-	-	-	23,000
Water truck (1/2 cost)	V	35,000	-	-	-	-	35,000
Utility grader	V	-	-	45,000	-	-	45,000
New Holland tractor loader	V	-	-	-	75,000	-	75,000
		-	-	-	-	-	-
Total		\$ 140,000	\$ 220,445	\$ 74,000	\$ 175,000	\$ 74,725	\$ 684,170

<u>Description</u>		Summary by Type					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	105,000	93,445	63,000	75,000	67,000	403,445
Equipment	E	35,000	127,000	11,000	100,000	7,725	280,725
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 140,000	\$ 220,445	\$ 74,000	\$ 175,000	\$ 74,725	\$ 684,170

City of Roseville
 Capital Improvement Plan
 2003-2007

**Park Maintenance
 Summary by Funding Source**

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	105,000	93,445	63,000	75,000	67,000	403,445
Equipment depreciation charges	35,000	127,000	11,000	100,000	7,725	280,725
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 140,000	\$ 220,445	\$ 74,000	\$ 175,000	\$ 74,725	\$ 684,170

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	Park Improvements					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Park signs	I	\$ 25,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 55,000
Amenities	I	6,000	5,000	25,000	10,000	75,000	121,000
Older youth baseball field upgrades	I	20,000	-	-	40,000	26,000	86,000
FORParks Shelter roof repair	I	6,000	-	-	-	-	6,000
Nature Boardwalk upgrade	I	50,000	120,000	-	-	-	170,000
Tennis court repairs	I	22,000	-	-	-	75,000	97,000
Soccer goals	I	12,000	-	-	-	12,000	24,000
Athletic field upgrades	I	40,000	25,000	-	-	75,000	140,000
Landscaping upgrades	I	4,000	-	55,000	20,000	25,000	104,000
Natural resource restoration	I	15,000	20,000	20,000	50,000	50,000	155,000
Pave/cleanup various areas	I	50,000	25,000	-	-	-	75,000
Lexington Park building	I	-	100,000	100,000	150,000	-	350,000
Replace bridges	I	-	25,000	-	-	-	25,000
Central Park Plaza improvements	I	-	-	75,000	80,000	-	155,000
Arboretum parking lot expansion	I	-	-	75,000	-	-	75,000
Shelter kitchen equipment replace	I	-	-	-	-	12,000	12,000
		-	-	-	-	-	-
Total		\$ 250,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,650,000

<u>Description</u>		Summary by Type					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	250,000	350,000	350,000	350,000	350,000	1,650,000
Total		\$ 250,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,650,000

City of Roseville
 Capital Improvement Plan
 2003-2007

Park Improvements
Summary by Funding Source

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ 250,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,650,000
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 250,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,650,000

City of Roseville
Capital Improvement Plan
2003-2007

<u>Description</u>	<u>Type</u>	<u>Skating Center</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Handicap-accessible viewing area	B	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Arena compressor replacement	B	7,000	-	5,000	7,000	5,000	24,000
Arena lights	B	2,500	2,500	3,000	2,700	3,000	13,700
Rubber floor repairs	B	4,000	4,000	4,000	4,000	4,000	20,000
Entryway improvements	B	-	-	-	25,000	-	25,000
Arena condenser replacement	B	-	35,000	-	-	-	35,000
Arena refrigeration system	B	-	150,000	-	-	-	150,000
Arena plexiglass and dasher board	B	-	-	175,000	-	-	175,000
Arena ceiling painting	B	-	-	-	-	120,000	120,000
Oval lights	B	-	3,000	3,500	3,000	3,500	13,000
Oval compressor replacement	B	5,000	-	5,000	7,000	5,000	22,000
Scoreboard maintenance	B	5,000	5,000	5,000	5,000	5,000	25,000
Capacitator bank	B	2,500	-	-	-	-	2,500
Eye wash, spill containment area	B	3,000	-	-	-	-	3,000
Ammonia suit	E	2,200	-	-	-	-	2,200
Ice resurfacer	E	125,000	6,000	-	-	-	131,000
Skate park equipment	E	20,000	25,000	25,000	5,000	-	75,000
Oval pad repairs	E	2,500	4,000	4,000	4,000	4,000	18,500
Oval artificial turf	E	-	500,000	-	-	-	500,000
Electric ice edger	E	-	-	-	3,800	-	3,800
		-	-	-	-	-	-
Total		\$ 192,700	\$ 734,500	\$ 229,500	\$ 66,500	\$ 149,500	\$ 1,372,700

<u>Description</u>		<u>Summary by Type</u>					<u>Total</u>
		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	43,000	199,500	200,500	53,700	145,500	642,200
Vehicles	V	-	-	-	-	-	-
Equipment	E	149,700	535,000	29,000	12,800	4,000	730,500
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 192,700	\$ 734,500	\$ 229,500	\$ 66,500	\$ 149,500	\$ 1,372,700

City of Roseville
 Capital Improvement Plan
 2003-2007

**Skating Center
 Summary by Funding Source**

<u>Description</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes	\$ 24,700	\$ 535,000	\$ 29,000	\$ 12,800	\$ 4,000	\$ 605,500
Special assessments	-	-	-	-	-	-
Building depreciation charges	43,000	199,500	200,500	53,700	145,500	642,200
Vehicle depreciation charges	125,000	-	-	-	-	125,000
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 192,700	\$ 734,500	\$ 229,500	\$ 66,500	\$ 149,500	\$ 1,372,700

City of Roseville
Capital Improvement Plan
2003-2007

Golf Course							
<u>Description</u>	<u>Type</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Maintenance shop replacement	B	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
Clubhouse improvements	B	-	-	14,000	-	550,000	564,000
Course improvements, landscaping	I	3,000	9,000	13,000	22,000	4,000	51,000
Gas pump	E	-	4,000	-	-	-	4,000
Tee mower	E	19,500	-	-	16,000	-	35,500
Computer equipment	E	1,000	3,000	-	5,000	-	9,000
Identification signs	E	15,000	-	-	-	-	15,000
Fairway mower	E	-	45,000	-	-	-	45,000
Cushman	E	-	-	20,000	-	18,000	38,000
Pickup truck	V	-	-	-	-	25,000	25,000
Clubhouse furniture	F	1,300	-	6,000	-	-	7,300
		-	-	-	-	-	-
Total		\$ 39,800	\$ 61,000	\$ 53,000	\$ 43,000	\$ 847,000	\$ 1,043,800

Summary by Type							
<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	14,000	-	800,000	814,000
Vehicles	V	-	-	-	-	25,000	25,000
Equipment	E	35,500	52,000	20,000	21,000	18,000	146,500
Furniture & Fixtures	F	1,300	-	6,000	-	-	7,300
Improvements	I	3,000	9,000	13,000	22,000	4,000	51,000
Total		\$ 39,800	\$ 61,000	\$ 53,000	\$ 43,000	\$ 847,000	\$ 1,043,800

Summary by Funding Source							
<u>Description</u>		<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>Total</u>
General property taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		-	-	-	-	-	-
Equipment depreciation charges		-	-	-	-	-	-
User fees - utility operations		39,800	61,000	53,000	43,000	847,000	1,043,800
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total		\$ 39,800	\$ 61,000	\$ 53,000	\$ 43,000	\$ 847,000	\$ 1,043,800

Debt Management Plan

The City of Roseville has implemented a debt policy that is detailed within the policy section of this document. A major highlight of this policy includes confining the city's borrowing to capital improvements. Those improvements must have a life that is greater than or equal to the length of debt retirement.

The City currently has only one type of debt - general obligation improvement debt. Improvement debt is used for financing the city's street improvement program. The debt service is supported by approximately 25% special assessment of benefited properties and 75% from general taxes. The city will have five general obligation improvement debt issues outstanding in the beginning of 2003.

The following is a schedule of outstanding debt as of 01/01/2003.

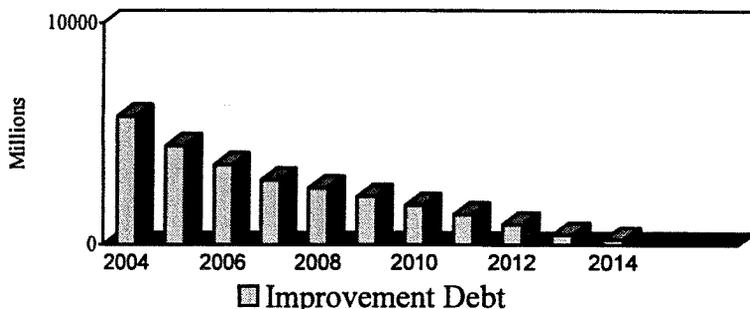
Description	Principle Outstanding	Net Interest Rate	Date of Final Maturity	Eligible Call Date
Series 1994	\$ 2,200,000	4.21 %	03/01/2006	3/01/2001
Series 19	335,000	5.15 %	03/01/2008	3/01/2000
Series 20	840,000	4.55 %	03/01/2009	3/01/2001
Series 23	2,045,000	4.90 %	03/01/2012	3/01/2004
Series 25	2,140,000	4.24 %	03/01/2014	3/01/2006
Total	\$ 7,560,000			

The following is a schedule of debt service payments for outstanding debt

Year	Principle	Interest	Total
2003	\$ 1,765,000	\$ 300,238	\$ 2,065,238
2004	1,330,000	232,405	1,562,405
2005	865,000	183,795	1,048,793
2006	690,000	149,369	839,369
2007	360,000	126,034	486,034
2008	375,000	109,563	484,563
2009	400,000	91,838	491,838
2010	420,000	72,878	492,878
2011	445,000	52,609	497,609
2012	465,000	30,955	495,955
2013	215,000	15,080	230,080
2014	230,000	5,175	235,175
Total	\$ 7,560,000	\$ 1,369,934	\$ 8,929,934

The following graphic depicts the City's outstanding bonded debt schedule (principle and interest).

Outstanding Bonded Debt Schedule



Legal Debt Limit

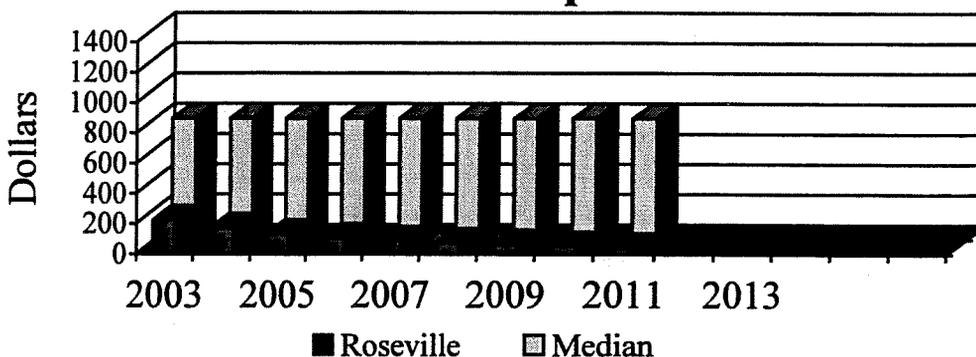
Minnesota State Statutes Section 475.51 generally limits net debt to no more than two percent of the estimated market value of the taxable property within the municipality. A number of categories of debt are not included within the net debt calculation. The City's current outstanding debt is composed entirely of debt paid at least partially from special assessments levied on benefiting properties. This debt category is excluded from the debt limitation.

Debt Retirement Strategy

The City has established and is maintaining a rapid debt retirement schedule to provide both a better bond rating in the future (currently Aa1 Moody's and AA S&P) and to provide for future referendum capacity.

The city's debt on a per capita basis at the end of 2002 will be \$224. The debt repayment schedule has been on a very rapid pace and the city is now well below the median debt level as established by the rating agencies. The median level is currently at \$800 for cities the size of Roseville.

Debt Per Capita



City of Roseville, Minnesota

Mission Statement

To provide the Citizens of Roseville with an ethical local government structure which ensures the Community's public safety, health, quality of life, and general welfare in a manner that is accountable to both 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.

The policies are separated into three distinct categories:

Budget Policies—these policies are more typically directly related to budgeting guidelines and specific details.

City Operational Policies—these policies apply to general directions and methods, which may not be specific to the budget but do have an ultimate impact on the process since the budget is a reflection of the Council's community goals and priorities.

Special Program Policies—the City may have special programs, which require specific policies not normally covered in the previous categories but have significant impacts on the annual budget.

Operating Budget Policy

Purpose

To ensure 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 problems. The policies will enable a stable level of services, expenditures, and property tax levies.

Scope

These policies apply most critically to those programs funded through the property tax, because it is most difficult to deal with fluctuations in this revenue source.

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 using reserves to balance the operating budget.
- ❑ The budget will provide for adequate maintenance of capital plant and equipment, and for their orderly replacement.
- ❑ 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 its 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 department priorities.
- ❑ A request for purchase of new (additional) capital equipment must be supported by a net present value analysis demonstrating the present value of the benefits of the equipment is greater than the cost of the equipment over the expected life of the equipment.

The City has become more dependent on local government aid in recent years as the state has controlled local levies and replaced them with increased local government aid. This has replaced a more stable revenue source (property taxes) with a less stable one. One way to deal with this instability is to develop a budget reserve that can be used if local government aid is significantly reduced without adequate notice.

- ❑ 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.
- ❑ 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 have been implemented.

Capital Improvement Policy

Purpose

To ensure that capital expenditures are well planned and enable the city to replace capital items when needed, without requiring significant fluctuations in property tax levy.

Scope

All departments and funds are included in the Five-Year Capital Improvement Program (CIP). The CIP identifies the timing and financing of all capital items.

Policy

- ❑ All capital improvements shall be made in accordance with an adopted Capital Improvement Program.
- ❑ The City will develop a Five-Year Plan for capital improvements and update it annually.
- ❑ The City will enact an annual capital budget based on the multi-year Capital Improvement Plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be identified and included in capital budget projections.
- ❑ 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 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 method for all new projects.

Implementation

The Capital Improvement Program has been updated to reflect capital expenditures through 2007.

Debt Policy

Purpose

- To define the role of debt in the City's total financial strategy so as to avoid using debt in a way that weakens other parts of the financial structure of the City.
- To provide for limits on debt to avoid potential pitfalls in servicing the debt.
- 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.
- 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 called for by State law.
- The City shall not use long-term 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.

Implementation

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

Revenue Policy

Purpose

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

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.

- ❑ The City will establish all user charges and fees at a level related to the cost of providing the services.
- ❑ Each year the City will recalculate the full costs of activities supported by user fees, to identify the impact of inflation and other cost increases.
- ❑ The City will automatically revise user fees, with review by the Council, to adjust for inflation and changes in desired outcomes.
- ❑ 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 cost of annual straight life depreciation of capital assets and each fund's share of the administrative and general government costs incurred by the general operating fund.
- ❑ The City will set fees for other user activities, such as recreation programs, at a level to move toward supporting 100 percent of the direct and indirect cost of the activities.

Implementation

The Budget accurately and equitably allocates the costs of city services and the financing is predicated on a level of revenues to adequately cover those costs.

Replacement Policy

Purpose

The Roseville City Council has set in place a stable funding mechanism for much of the city's infrastructure. The intent of the Council in having Replacement Policies is to provide for easing the burden on both present and future taxpayers and to assure the replacement of the city's infrastructure as it is found necessary and in a manner that is both fiscally and operationally prudent.

The primary purpose of this policy is to have specific resources set aside on a periodic basis, to create funding for the major equipment and infrastructure needs of the Community, without encountering major tax increases for maintenance and replacement.

It is not the intent of the City Council to fund major new facilities, which have not had the original funding established either through tax increment, general taxes or other such sources. The replacement funds are expected to be only for replacement purposes. (See the Implementation section below)

Policy

- ❑ The City will establish a General Vehicle Replacement Fund and a Fire Vehicle Replacement Fund. The City will appropriate funds to them annually to provide for timely replacement of vehicles. The amount will be maintained at an amount equal to the accumulated depreciation including annual fund interest earnings to provide for vehicle replacement.
- ❑ The City will establish a General Plant Replacement Fund to provide for non-vehicular equipment replacement; i.e., mowers, tools, etc. Funding should equal the amount of accumulated depreciation recorded on all general governmental equipment including annual fund interest earnings.
- ❑ The City will establish a Building Replacement Fund, and will appropriate funds to it annually to provide for timely maintenance of all buildings and plants supported by general governmental funding. The funding should equal the amount of accumulated depreciation recorded on all general governmental buildings including annual fund interest earnings.

- ❑ The City shall establish a Parks and Recreation Infrastructure Maintenance Fund for the maintenance and replacement of specialized recreational facilities such as the skating center and new park shelters which have been constructed from the Recreational Facilities Bond Fund. Funding shall be the annual appropriation of the 5% set out in the tax increment policy as the infrastructure replacement fund. The use of this fund shall be limited to 60% of the annual interest income earned, until the year 2004, at which time the fund balance will permit the use to become on the basis of the other replacement funds. i.e. funding should equal the amount of accumulated depreciation recorded on the newly added recreational facilities including annual fund interest earnings.
- ❑ The City shall establish a Street Infrastructure Replacement Fund to provide for the general replacement of streets and related infrastructure throughout the community. The funding should equal the amount of accumulated depreciation recorded on all general governmental streets and related structures including annual fund interest earnings. The annual MSA capital allocation, will be included as part of the source of funds for computing the adequacy of this fund. This Fund has been established as a permanent fund under GASB 34
- ❑ From time to time the City Council shall establish additional replacement funds as the need and funding ability becomes available.

Implementation

The City shall use replacement funds to assist in the replacement of equipment, vehicles, and building maintenance. New equipment or buildings are to be funded from new dollars, unless they are designated to replace currently depreciated assets. Funds from the replacement funds may be used up to the amount available from depreciation of the replaced asset. Any additional funding shall be from new sources.

Operating Fund Reserve Policy

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.

Policy

- ❑ The City will maintain a general fund reserve of 50% of the general fund's total annual operating budget. 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 equal 25% of the annual recreation budget. This reserve will provide a cash flow cushion and reduce the interfund 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 100% of the annual budget is a reasonable goal. 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.
- ❑ All other operational funds e.g. license center, Information Technology, gambling, etc are expected to operate with positive reserve balances of at least 25% of the annual operating budget. However, as many of these funds are for a short duration or are supporting specific projects, those balances may be above or below that limit in any given year. Each operational fund shall be reviewed on an annual basis to assure the fund balance is in line with the fund's objectives.
- ❑ A one time capital gain on the City's treasury portfolio has provided a fund which has been dedicated to providing an ongoing tax reduction to Roseville property taxpayers. The projection and business plan is to reduce the required tax levy increase by approximately 2/3 annually. This Fund is a permanent fund under GASB 34.

Implementation

All fund reserves shall be reviewed each year at the time of the annual budget preparation. 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.

Open Government and Fiscal Disclosure Policy

The City has always had the policy of openness and disclosure. To ensure that city related groups such as commissions, committees, associations, and joint powers organizations are aware and reflect this openness, it is understood that any policy-making which directly impacts the fiscal health of the community is expected to be disclosed properly and timely to the public. This policy includes disclosure in both the spirit of openness and within the requirements of the appropriate state statutes.

Policy

Coverage

- ❑ The City will conduct the governmental fiscal and budgetary policy deliberations in a public space, preferably either in City Hall, the Activity Center or other city halls, libraries, etc. and in a space which is accessible.
- ❑ The proceedings are to be broadcast or recorded in either video or voice mode.
- ❑ The City will prepare and provide summaries of proposed and final documents related to fiscal issues, which will be presented and discussed in an open meeting setting as described above.
- ❑ All City committees, commissions, joint power organizations and other groups on which any person from the city staff or any member of the City Council is either requested or is required to serve and establishes fiscal policies regarding City Funds, will adhere to the same open government procedures and process outlined above.
- ❑ Committees, commissions and other groups which do not make fiscal policy regarding City Funds, are expected to provide for at least a 72 hour advance meeting notice, to hold the meetings at locations which are readily accessible to all.

Proceedings of Required Groups

- ❑ Copies of minutes and either a video or audio tape of fiscal policy deliberations shall be kept on file with the City Manager's office for at least a 1-year period of time.
- ❑ Where possible reports, budgets and other approved documents shall be kept at an accessible place in City Hall, at the Roseville Branch of the Ramsey County Library, and where feasible and practical, as part of the City's web page.

Implementation

This policy will become effective upon formal approval of the City Council and shall be in force and considered as part of the City's fiscal policies.

Community Participation and Consultation Policy

Purpose

While the City Council is elected to represent the community in making choices of public safety, public works and the providing of general governmental services, the Council will make every effort to involve the community in the decision-making process where major community interests are concerned and where state and local statutes permit.

It has been the practice of the Council, and will continue to be, to appoint commissions, task forces, and other work groups from the community to explore and present ideas and alternatives with regard to issues, which are of importance to the community.

In addition, any expenditure of funds in excess of \$3 million of local property tax dollars and which involves community facilities will be brought to the community in the form of a referendum.

Scope

The scope of the policy is to actively involve the community in those major facilities issues which include the addition of parks, pathways, public facilities, zoning, neighborhood development issues, and any other areas deemed appropriate.

Policy

The City of Roseville will endeavor to involve representative citizen groups, including student representation, in the discussion and advising on issues which require more input as to the wishes and needs of the community than can be provided by staff, consultants, or the City Council. It is the intent of the Council that all study groups, commissions, and committees will consist of at least 5 members unless otherwise specified by statute.

Implementation

The City Council will work with staff to assist in defining those issues which require more community guidance and input. Those issues will be presented to representative community work group to assist in the ascertaining the need, fact-finding, and determining feasible alternatives, before the City Council deliberates a final resolution of those issues.

Collaboration and Cooperation Policy

Purpose

The intent of this policy is to make clear to staff and the community that the City Council encourages the searching out of opportunities to join with other governments, schools, and private organizations both for-profit and non-profit, to provide needed services to the community.

It is expected that those services will be of high value to the community and ultimately a wiser use of all resources including but not limited to property taxes, human resources and existing city infrastructure.

Scope

The scope of the policy is not to limit the areas of collaboration and cooperation as to encourage reasonable exploration of any and all areas where Roseville taxpayers and other organizations can mutually benefit.

Policy

The City of Roseville encourages staff to seek out and bring forward, areas and ideas which may be explored and discussed in a public manner so that our community may benefit in both an improved quality of life and a better economic use of all resources.

Implementation

The City will work with other communities, public entities and applicable private parties to search out, review, fund and implement where feasible, any areas of cooperation or collaboration which would prove to be significant benefit to all parties and which would fulfill the above stated policy of the City of Roseville.

Community Technology Policy

Purpose

With the explosive growth in computer and related technology, it is of critical importance that the Citizens of Roseville not be excluded from the benefits that access to internet communications and information can accrue.

It is the intent of this Policy, to establish that the City Council of the City of Roseville recognizes the importance of emerging technology and will make every effort to assure that the citizens of Roseville have reasonable access and service where technically feasible and financially viable.

Scope

The scope of this policy is to include a wide range of technologies. Those technologies may consist of a combination of existing infrastructure and the use of new and developing infrastructure. The City will strive to keep up-to-date and current as is reasonably possible in knowing what applications may exist. The City will additionally review the potential and available resources which may be needed to provide better public service and community access.

Policy

The City of Roseville will strive to provide an ever-improving system of public safety and service. In the current environment of growing technology options, the City will explore and find those systems or providers of systems, which will:

- Provide current service at better value
- Explore the potential to provide improved ways of providing basic city services in ways that will enhance and better protect the community
- Allow the citizens of Roseville to continue to have technology access to the internet regarding information and communications

Implementation

The City will work with other communities, public entities and applicable private parties to search out, review, fund and implement where feasible, any new technology or application of current technology which would fulfill the above stated technology policy of the City of Roseville.

City Legislative Program Policy

Purpose

Because cities are a creation of the state, municipal rights and responsibilities usually require legislative support to amend, add to or to eliminate those duties. It is the intent of the City Council of the City of Roseville to approach such issues in a positive and proactive manner and to support changes which it believes to be in the best interest of the community. It is the intent of the Council to take steps which make it very clear to all parties, what the City's position is on any proposed changes and how staff has been directed to respond.

Scope

The scope of this policy is to include specific, well thought-out changes initiated by the Council and issues which have been brought forth by citizens or groups representing cities such as the National League of Cities, League of Minnesota Cities, the Legislative Municipal Commission, and the Association of Metropolitan Cities. The Council will also intend to review and respond appropriately to any ad hoc issues, which may arise at the 11th hour of a legislative, congressional or county session.

Policy

It is the policy of the City of Roseville to provide a positive role of leadership on legislative issues which may affect the Community and to articulate clearly what that position, if any, may be.

Implementation

The City Council of the City of Roseville will meet at least once annually, in an open work session or in an official meeting, to discuss any legislative issues which may be deemed to affect the Community and requires a stated position. In addition to initiated legislation, discussion will include any pending or proposed legislative issues which may be at the County, State, or National Level. The intent of the annual session is to outline the Council's official position of such issues and to instruct staff in their related work.

The Council may meet at other times as may be required to respond to legislative or county issues which arise on a non-scheduled basis.

Professional Services Policy

Background

The City of Roseville retains outside professional services in the areas of:

- Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
- Appraisal
- Planning and Landscape Design
- Audit
- Engineering, Architectural, and Environmental

Agreements for the above services have been through contracts either for specific projects or services, or a given period of time. For legal services, written agreements are completed annually.

Purpose

It is desirable to amend the current methods of selecting and retaining consulting services to:

- Consolidate significant professional service policies into one uniform policy
- Provide Citywide consistency in the procedure of selecting and retaining professional services
- Ensure public confidence in process integrity by limiting the amount of time professional services are provided
- Ensure a fresh perspective and new approach to professional services
- Ensure a regular, consistent fiscal review of professional services

Policy

It is the policy of the City to employ a consistent practice for selecting and retaining professional services. Contracts for professional services shall be for three (3) years, and include a review process. Consulting firms shall be engaged for a period of not more than two (2) consecutive three (3) year periods. After six (6) years, they shall not be allowed to renew consulting services for a period of three (3) years. If deemed in the City's best interests, the City Manager may continue professional services for longer than six (6) years. If the need arises, the City Manager may solicit proposals and select firms for special projects or services. Contracts will be reviewed on a case by case basis.

Selection of all firms shall be approved by the City Council.

Consulting firms:

- Shall commit to the principles of the Professional Code of Ethics for their profession and the City of Roseville Code of Ethics for Public Officials
- May contact only designated Roseville City staff
- Will not represent any individual or corporation involved in litigation against the City of Roseville

Procedure

1. The City Manager or designated staff will invite firms to submit proposals for providing professional services to the City of Roseville. The proposals shall include the following:
 - Description of firm
 - Technical qualifications
 - Work experience
 - Prior city experience
 - References
 - Fee schedule for all personnel
2. The City Manager will appoint a Selection Committee that will interview firms, if necessary. The Committee will recommend to the City Council that firms are to be selected. A proposed contract will be included with the recommendation.

3. The City Council will select the firms and approve the contracts at a regular Council meeting.

Implementation

All service areas will be on the same time cycle effective in 2000. This can best accommodate overlap and service areas, and provide additional consistency.

Accounting, Auditing, and Financial Reporting Policy

Purpose

To ensure accurate and consistent accounting practices that conform to generally accepted accounting principles to ensure public confidence in and ensure the integrity of the City's financial system.

Policy

- The City will establish and maintain a high standard of accounting practices.
- The accounting system will maintain records on a basis consistent with accepted standards for local government accounting as established by State law and GAAFR.
- Regular monthly and annual financial reports will present a summary of financial activity by major types of funds.
- Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by fund.
- An independent public accounting firm shall be engaged to perform an annual audit of all accounts, funds, and activities, and will publicly issue a financial opinion.
- Independent accounting firms shall be engaged for a period of not more than three years, selected through an open request for proposal process, and shall not be allowed to renew the City's account for more than three years.

Implementation

The City has earned the GFOA Excellence in Financial Reporting award for the past 23 years (1979 - 2001).

Investment Policy

Purpose

To ensure the most efficient use of the City's idle funds, and to ensure the best return on these funds while making only those investments allowed by law.

Policy

- The City will make a cash flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of all funds will be scheduled to ensure maximum cash availability.
- When permitted by law, the City will pool cash from several different funds for investment purposes.
- The City will invest 99 percent of its idle cash on a continual basis.
- The City will obtain the best possible return on all cash investments. Such investments will only be those legally permissible under Minnesota law.
- The accounting system will provide regular information concerning cash position and investment performance.
- The City will make arrangements for banking services on a contractual basis for a specified period of three years, with specified fees for each service rendered.

- The City includes interest earnings and investment summaries as part of the Comprehensive Annual Financial Report (CAFR).

Implementation

See Investment and Portfolio procedures.

Investment and Portfolio Procedures

Scope

These investment and portfolio procedures apply to the activities of the City with regard to investing the financial assets of all funds, including the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Special Assessment Funds
- Internal Service Funds
- Trust and Agency Funds

Objectives

Funds of the City will be invested in accordance with Minnesota Statutes, 1999 fiscal policies and these administrative procedures. The City's investment portfolio shall be managed in a manner to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio. The market rate of return shall be to the same rate as the target portfolio. Investments shall be made based on statutory and policy constraints.

Funds held for future capital projects (i.e. bond proceeds) shall be invested to produce enough income to offset increases in construction costs due to inflation. Where possible, prepayment funds for long-term debt service shall be invested to ensure a rate of return at least equal to the interest being paid on the bonds.

Delegation of Authority

The finance director is designated as investment officer of the City and is responsible for investment decisions and activities, under the direction of the City manager.

Prudence

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule. This rule states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent investor rule shall be applied in the context of managing the overall portfolio.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Monitoring and Adjusting the Portfolio

The investment officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio accordingly.

Internal Controls

The Finance Director shall establish a system of internal controls, which shall be reviewed annually by an independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Investments shall be done on a pooled funds basis with interest allocated on a cash balance method. Those internal controls shall consist of competitive bids on investments, and division of duties among the staff.

- Investments made by investment officer
- Records maintenance by a finance staff member other than investment officer
- Review and reconciliation by the assistant finance director

Portfolio Management

Under the 1999 Fiscal Policies, it shall be the City's procedure to restrict investments to only Repurchase Agreements with national or state chartered banks, U.S. Treasury and U.S. Government Agencies.

The procedures shall consist of yield curve analysis and implemented with the appropriate purchase of the above investments.

Maturity scheduling shall be within those investments and in a manner that will maximize yield and liquidity and minimize interest rate risk.

Competitive Selection of Investment Instruments

Before the City invests any surplus funds, a competitive "bid" process shall be conducted. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested for instruments that meet the maturity requirement. If no specific maturity is required, a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous. Bids will be requested from financial institutions for various options with regards to term and instrument. The City will accept the bid that provides the highest rate of return within the maturity required and within the parameters of these procedures.

Bids for purchases through the treasury auctions are not required.

Records will be kept of the bids offered, the bids accepted and a brief explanation of the decision that was made regarding the investment.

Settlement

All settlements of investments shall be on a "Delivery vs. Payment" (DVP) basis. Physical delivery shall be avoided if at all possible, with book-entry being the preferred method of safekeeping.

Safekeeping and Collateralization

All investment securities purchased by the City shall be held in third-party safekeeping by an institution designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity and other pertinent information.

Reporting Requirements

The investment officer shall generate daily and monthly reports for management purposes. The annual investment report shall be completed on a time-weighted basis and shall be included as part of the Comprehensive Annual Financial Report to the City Council. The target portfolio shall be the U.S. Government Bond Yield Index for the comparable period.

Housing Policy

Purpose

The City of Roseville's Housing Improvement Plan (the "Housing Plan") is a document established to guide planning and policies related to providing a community rich in housing quality and choices for all residents. The Housing Plan is reviewed and revised annually by the City Council to ensure that the programs established are effectively and efficiently serving the current housing needs of the community. It is understood that as housing structures age and the market needs change so will the programs and policies in the Housing Plan. The main components of the Housing Plan include the VISION OF Vista 2002 and goals and policies of the City's Comprehensive Plan and Livable Communities Action Plan. Each program within the Housing Plan strives to meet the current needs of the community by collaborating with other agencies and filling gaps that might exist within more traditional housing programs.

- ❑ Roseville has over 15,000 housing units of which 59 percent are detached single-family, owner/ occupied homes. The second largest category of housing in Roseville is the combination of apartments and condominiums that make up 36 percent of the housing units in the City. Townhomes represent almost five percent of the housing units in the community. Over 70 percent of all housing units are owner-occupied. There are approximately 100 mobile homes remaining in Roseville, most of which are at least 20 years in age. The annual overall turnover rate for single family residents is less than three percent (3%) while the rental multifamily turnover rate is nearly 30 percent per year. The number of housing units built prior to 1950 in Roseville represents nine percent (8%) of the entire housing stock. Many of these units offer affordable housing opportunities, or at least, since they are generally on large lots, an opportunity to redevelop the housing/lot into a number of housing sites. The housing stock built in Roseville prior to 1960 (40 or more years old) is 37 percent of the total. In the housing boom years from 1960 to 1970, almost 30 percent of the dwelling units in the community were constructed. Some structural or maintenance repair work is required of each home after 20 years of use; in Roseville 85% of the homes are over 20 years of age. From 1970 to 1979, Roseville added another 2,726 units, 18 percent of the current housing. Slightly more than 16% of the housing has been constructed since 1980. The housing in the community (38 percent of the land area) represent 65 percent of the total private sector investment in Roseville and pays 49 percent of the property taxes.
- ❑ The following principles are useful to guide in the planning and economic development efforts for the community as it pertains to housing. The guiding principles help orient discussion, analysis and decision-making regarding policies and strategies that are used to complete the Roseville Housing Improvement Plan.

The Roseville Housing Improvement Plan:

- ❑ is consistent with the comprehensive plan by providing a variety of housing for all residents;

- ❑ encourages community self-reliance, collaboration with other housing providers and education to create and retain housing value;
- ❑ uses expert “coaches” to start the programs; and
- ❑ Remains small and incremental, not creating large bureaucratic staff-driven programs.

Housing Goals

The City will consider the following four housing goals when evaluating current and future housing programs:

- ❑ Roseville will strive to provide a variety of housing types (owner occupied and rental) that balances affordability, maintains quality of housing and the urban environment, has access to public infrastructure, services and employment and enhances neighborhood viability.
- ❑ Continuously strive to improve the quality of approximately 200 existing units which are below the average physical condition and less than 75 percent of the median value of housing units within the community (currently 55 single family and 160 multi-family units).
- ❑ Fill the gaps in the city’s housing portfolio by providing housing for all stages of the life cycle such as the needs for entry level housing and more affordable senior housing. Specifically, assist in the provision of entry level family housing to regenerate the community, schools and our neighborhoods.
- ❑ Meet the Metropolitan Livable Communities Act benchmarks, and city indexes (subject to market conditions and resource availability) as outlined in Roseville’s action plan for the period from 1996 to 2010.

Implementation

The following strategies have been developed and are annually refined as part of the Comprehensive Planning process and work plan review. These strategies strive to achieve maximum housing diversity and regeneration of housing stock by encouraging private investment, discouraging deferred maintenance and disinvestment, stabilizing property values and strengthening neighborhoods.

- ❑ Enhance relationships with School Districts, Social Service offices, Churches and Charitable organizations to provide continuous funding and services for the preservation and enhancement of Roseville’s neighborhoods and to retain a minimum of 2400 to 2600 households with school aged children.
- ❑ When reviewing new housing developments, evaluate the proposal based upon its fit into the existing housing mix and encourage housing quality, accessibility and affordability. Create Planned Unit Developments (PUDs) that offer a mix of housing types including single family, townhome, and condominium housing.
- ❑ Enhance Roseville’s public infrastructure. Provide accessibility from housing to local parks and services, schools, churches, transit and employment. Support state legislation that enables communities to establish road and housing infrastructure/neighborhood revitalization impact fees on new development in the community.
- ❑ Encourage adequate transition between residential neighborhoods and business developments using the Border and Buffers Program.
- ❑ Strengthen the city’s relationship with local banks with housing rehabilitation and reinvestment programs in local neighborhoods.

- ❑ Work with rental property owners to encourage continuous improvements that contribute to the quality living environment of its tenants and the sustainability of mixed-use neighborhoods. Strengthen tenant/landlord relationships and upkeep of rental properties through education, inspections, permits, and rehabilitation loan programs.
- ❑ Support housing programs that fund housing renovations and improvements for single family homes with grants and low or deferred interest rate loans.
- ❑ Create an education environment that promotes quality housing renovation and housing assistance through the Home & Garden show and technical assistance.
- ❑ Adopt a housing preservation code in coordination with other communities along the I-35W Corridor.
- ❑ Work with the Police Department Neighborhood Watch Program to provide information about Roseville's residential inspection and code enforcement program and provide rehabilitation information at neighborhood meetings.
- ❑ Support affordable senior housing through the use of tax increment financing, Ramsey County Home Funds, HUD, Minnesota Housing Finance programs, and Federal Home Loan Bank dollars.
- ❑ Work with developers to utilize tax credit programs and revenue bonds to reduce the cost of financing for affordable housing.
- ❑ Annually review and revise Roseville's Livable Communities Action Plan.
- ❑ When appropriate, submit applications for Livable Communities Demonstration Account grants where the proposed projects provide a mix of housing choices.

Tax Increment Policy

Purpose

The City of Roseville Tax Increment Financing Policies are established to primarily enhance private sector employment growth and job retention, plus tax base expansion. Added priorities include: upgrading of obsolescent public and private facilities, remediation of pollution, provision for natural resource retention or remediation, expansion of life cycle and affordable housing renovation and new construction. It seeks to involve the community, the region, and other taxing jurisdictions in a fair and open process. The policy shall meet the requirements of Minnesota Statutes 469. It will be honest to its citizens, fair to all affected taxing districts, comprehensive in calculating its impact, open to public and governmental scrutiny and comment, and treat all applicants in a fair manner--yet, recognize that fair treatment may not necessarily be interpreted as equal treatment to all, due to the limited resources available.

Scope

SECTION 1. General Policy Statement. It is the City's policy to encourage and enhance individual choice in jobs and in housing to fit our citizens needs; to encourage and enhance economically strong, stable job producing commercial and industrial projects within the city which will create employment opportunities; to provide housing affordable to our residents; to provide life cycle housing opportunities; to provide for pollution abatement and soil correction; to protect and enhance natural resources; and to protect individual and community property values by redeveloping blighted buildings, land, and public infrastructure. The City will use tax increment financing investments only in very specific cases where a needed public objective is identified and approved and private capital could not be attracted. to accomplish this objective. The City will be proactive in forming government collaborations and leverage private investments in areas or sites where a project would not otherwise be financially feasible.

To implement these general policies, it is also necessary to establish a policy regarding the orderly process of planning and budgeting to fulfill legal and operating requirements. Such a policy will provide fiscal guidance for elected officials, staff, and the community to set priorities and meet the needs of the citizens in a methodical and financially prudent manner.

SECTION 2. Public Purpose Statement for Economic and Housing Development. The City Council shall consider the following public purpose issues after completion of an application by the developer:

- A. The project shall meet the legislative criteria and intent for the use of tax increment subsidies. The figures supplied in the application shall be checked for accuracy. The School District and County shall be approached by the developer and presented with an application for their review.

The City shall utilize the services of qualified advisors including but not limited to independent legal, accounting, financial and planning advisors with development expertise to provide the City Council with additional project analysis.

- B. The developer shall demonstrate that the project as proposed cannot be built without the use of a public investment incentive; it is understood that these projects would not be financially feasible without tax increment assistance from the City.

Assistance to promote community development objectives shall typically be in the form of pay-as-you-go tax increment financing. Each project will be evaluated on a case by case basis. The City Council reserves the right to provide up front subsidies for priority projects.

- C. The project shall attempt to create more of a tax basis than it consumes in City, County, or School services. The public services (and the estimated costs) required by the proposed use shall be calculated. Within districts that are prohibited from pooling funds, any excess increment generated shall be returned to the School District and the County.

All new districts will not export funds, but may receive additional funds under the guidelines of Section 3.

- D. The public shall have adequate legal notice of this proposal and been given an opportunity to review the project details before and during public hearings. The use of community polls may be considered to assess community interest in proposed infrastructure projects.
- E. Significant new employment or housing choices shall be created at the site that will benefit a broad segment of our community.
- F. The project shall enhance adjoining properties and create opportunities for further development. When an environmental problem exists within a proposed project, the developer shall reduce, correct, or eliminate said problem(s) on the site.
- G. The project shall be compatible with the adjacent and nearby land uses, and shall be consistent with the City's Comprehensive Plan and zoning regulations.
- H. The quality of the proposed building and site improvements shall meet or exceed City standards.
- I. Project financing utilizing TIF shall consider alternative equity sources, the barriers to private sector involvement which make necessary the use of TIF, and the project and financial guarantees which protect the City's investment.
- J. Incentives may be in the form of loans, repayable to the City for other economic development activities. Such incentives may be used by the City to adequately compete with other communities to retain and/or expand head of household jobs when growth requires a building expansion or plant and equipment update.
 - i. Loans may only be considered as an incentive if tax increment is insufficient to create adequate tax increment to support the project and shall demonstrate and provide surety and security as described in Subsection I. above.

- ii. Applicants seeking loans shall demonstrate that a local bank will provide at least 50% of the funds and agree to: a) share all underwriting information and, b) service both the bank and City loans.
- iii. The loan term shall be for no more than 8 years. The City interest rate shall be the City's average earned interest on investments for the previous 12 months.
- iv. Applications for loans shall use the City tax increment application form and shall include all bank loan application documentation.

K. Tax increment may be used for the following purposes:

- i. Replacement or cleanup of contaminated soils that would preclude development (as defined by the Minnesota Pollution Control Agency).
- ii. Reclamation of existing urban area unbuildable soils.
- iii. Replacement or correction of overburdened or aged City or County roads, sewers, or other public utilities, services, or parks which generally serve the proposed development site.
- iv. Removal and/or replacement of buildings and structures that are blighted, abandoned, or traffic obstructions in a project area where at least 50% of the buildings are substandard and require either substantial renovation or clearance. "Blighted" structures shall be defined as structures which have a market value that is less than 50% of the average square foot market value (as determined by the current year's County Assessor's records) of structures within a 500 foot radius of the "blighted" structure.
- v. Construction subsidy of, or rent subsidy for, low income housing of all types.
- vi. Construction subsidies equivalent to up to ten (10) years property taxes for commercial, industrial, or multifamily structures which, because of their high quality materials, design, and construction, will have a construction value of at least 133% of the current year average building valuation for similar occupancies as published by the Minnesota Building Code Office.
- vii. Public infrastructure projects of a local or regional nature (which are located in or cross through the city) that benefit the site or future development potential but are not normally financed through general property taxation.
- viii. Other building, land, or infrastructure uses or improvements allowed within State Statutes 469.175 that are approved by the City Council during the project review.

SECTION 3. Tax Increment Funds and Policies. All tax increment revenues, after annual debt service requirements and direct project commitments have been met will be deposited into the TAX INCREMENT FUND. An annual financial report shall be compiled in a manner as established by Minnesota State Statutes which will be made available publicly as well as filed with the Office of the State Auditor.. In districts where increments have been generated and are not obligated to-pay-as-you-go projects, debt repayment, or to other districts, the Council will evaluate overall financial policies to determine the advance payment of outstanding debt, district closure or the use of the funds for allowable projects.

SECTION 4. Public Purpose Statement for Infrastructure Development. From time to time, the City Council may choose to invest in infrastructure to improve the quality, quantity, effectiveness, and

efficiency of public improvements, programs, and services. The City may assist (or share with a collaborator from other public or private sector agencies) in the provision of such improvements.

The process for approving infrastructure developments includes the following:

- A. The City Council may designate a review board or task force and a chairperson, and provide a specific task and timetable for the review board or task force to review such proposals. During its designated time, the review board or task force may hold public information meetings to gather input regarding the proposals, and report its findings to the City Council for Council consideration. The review board or task force may be composed of representatives from the Council, the City Manager, Finance Director, Community Development Director, a representative from the Planning Commission and the Parks and Recreation Commission, as well as other citizens and participants designated by the City Council.

- B. The review process shall be composed of:
 - 1) Recommending possible public and private sector collaborators or joint ventures that may assist in the improvement and ongoing administration, programming, and maintenance costs of the project.
 - 2) Recommending any private sector investments that may leverage or multiply the impact of the public sector investment.
 - 3) Estimating the job creation and head-of-household/living wages that would be created or supported by such ventures.
 - 4) Estimating the tax value and possible additional property tax value that could be generated by the proposed development. Estimating the impact on the School District and the County.
 - 5) Estimating the community quality of life and customer service improvements that may occur because of the project.
 - 6) Recommending future phases of improvement for the project which would provide a competitive leading edge or new direction for the City.
 - 7) The review process shall be composed of evaluation of potential alternative sources of revenues.

APPENDIX 1. Procedures. The following procedures are hereby adopted to provide direction before, during, and after consideration of the tax increment financing request by the City Council:

- A. The applicant, the proposed project, and its application process shall comply with State Statutes, 469.175, regarding the use of tax increment financing. All consultants representing the applicant shall be separate and independent from the City. All materials and applications supplied by the applicant or its consultants shall become the property of the City. No assurances of approval are implied or possible through the application or review process.

- B. The City shall be reimbursed by the applicant for all costs incurred by the City in the preparation and review of the proposal. The applicant shall deposit with the City a non-refundable administrative/application fee as requested by the City Council. Prior to final approval of the tax subsidy, the City Finance Director shall certify any additional costs not covered by the administrative or application fees, which shall be paid to the City prior to final approvals by the City. No construction shall be done prior to final approval of the tax increment subsidy plan.

- C. The City reserves the right to deny any application for financing at any stage of the tax increment review or hearings prior to the adoption of the final approval authorizing the issuance of the loan.
- D. The City reserves the right to select a third party to assist in the management of the tax subsidy process.
- E. Proposals shall include a description of all direct and indirect service and improvement costs to the City, School District, and County caused by this project.

APPENDIX 2. Tax Increment Term. The maximum term of use to collect tax increment subsidies shall be limited, unless extended by City Council to protect community interests, as follows:

- 1. Low Income Housing 20 years increment
- 2. Redevelopment of blighted areas 12 years increment
- 3. All Other Uses 10 years increment
- 4. Sub districts for Hazardous Substances Only the years needed to pay for cleanup

APPENDIX 3. Tax Increment Application Process. Applications requesting use of tax increment financing subsidies shall be accompanied by the following without exception:

- A. Statement of public purposes as described in Sections 1, 2, and 3, (above) and benefits to citizens and community.
- B. Description of the project; the project construction value; and estimated net, new taxes; the number of permanent, net new jobs to be created; and the estimated annual wages of the new jobs.
- C. Site plans and preliminary architectural drawings of the project.
- D. Description of the size and experience of the development company and the potential occupant of the building.
- E. Statement of property ownership, partners, or representations.
- F. A net worth statement of the proposed owner or developer.
- G. Letter of financial feasibility from the lending institution and a letter from the lender stating that the project cannot be built without additional assistance from the City.
- H. A market analysis for the proposed use.
- I. A cash flow analysis and/or pro forma; the owner equity in the project and the amount to be financed (short-term construction loans and long-term financing).
- J. A zoning and planning analysis and recommendation regarding land use consistency from the City's Planning Commission.
- K. A statement from the School District, the County, and other affected taxing units which acknowledges the project and states the impact this project will have upon them and any other comments they wish to forward to the City Council.
- L. A deposit, of \$5,000.00, for administrative services as determined by the City Council.

Pavement Management Program

Purpose

The City was finding in the late 70's and early 80's that the community's streets were deteriorating at a steady rate and under the current policy, the problem streets would continue to increase.

Scope

To begin to bring the City's streets back up to standard, a program was undertaken to reconstruct all 28 miles of "problem" streets within an 8-year period.

Policy

The City Council set out in 1986, a paving management program to reduce and maintain the problem streets of the Community to be no more than 10% of the City's total street mileage.

Implementation

The City Council has undertaken and nearly completed the current scope of work needed to bring city streets up to a standard where the overall rating is approximately 80% where 100% is the highest rating a street can receive.

Park Improvement Program

Purpose

Because of the effectiveness of the Paving Management Program, the City began to look at the community's park system to set standards of development, and redevelopment.

Scope

Over the years, the emphasis had been on parkland purchase and development. Because of the age and the newer park facility technology and materials, the City Council established a goal of renewing and updating the City's park system over the next 25 years.

Policy

The City Council has established a Park Improvement Program to better bring the existing Park facilities into a safe and attractive condition.

Implementation

Beginning in 1991, the City has implemented a Park Improvement Program and has dedicated a minimum of \$250,000 of property tax dollars to that end. In addition, additional funds have been made available over the past 7 years, 1995-2002, to add needed parkland and to add a number of quality park shelters to those parks whose use require such facilities.

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 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 citizens.

The submitted departmental budgets are submitted to the Finance Department, where they are compiled, clarified 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 weeks, 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 15th. 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.

By State Statute, the city must then schedule a "Truth-in-Taxation" hearing between the end of November and December 20, 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 may then, at a subsequent meeting, approve the final budget and levy for the succeeding year.

Budget Amendments

Periodically, during an operating year, it becomes necessary to modify the adopted budget. 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 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 but not Subject to 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 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, they are: 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, and agency funds. 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 a 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. 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 5-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 5-year period.

The general guideline for CIP inclusion would be equipment of a capital nature, and construction project cost generally in excess of \$2,000. 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 early April.

Prior to departmental distribution, the Council at a work session usually sets overall goals for the City Management team to aid in their budget preparation. Those goals usually 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 City Finance team 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 affirm.

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 year-end, all sub-funds are rolled up into the prime 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

Description: 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

General Description: Special Revenue: Funds in which revenues are collected for specific purposes and expenditures for those specific purposes are recorded.

Description: Recreation and Parks 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 and it is expected to be self-supporting.

Description: 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.

Description: Tele-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.

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.

Description: Information Technology 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 and intergovernmental revenues collected from other cities for services rendered. Other revenues include an annual allocation from the city's license center, investment income, and other miscellaneous revenues sources.

Expenditures recorded include wages, salaries and employee benefits for staff directly providing information technology 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).

Combined with an annual license center allocation, it is expected that this fund is to be self-supporting.

Description: License Center: 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 and to the Information Technology fund.

Description: Charitable Gambling 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. 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.

Fund Type: Debt Service

General Description: Debt Service: Funds in 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.

Description: 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.

Description: General Obligation Tax Increment Bonds accounts for resources and payments related to the payment of general obligation debt issued for tax increment development purposes

and for which tax increments are collected. This fund has been designated a major fund for reporting purposes

Revenues generally consist of tax increments collected. 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 increment sources.

Fund Type: Capital Projects

General Description: Capital Projects: Funds in which revenues are collected for the construction and replacement of city facilities, equipment and infrastructure.

Description: Revolving Equipment Fund 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 equipment, from depreciation charges to various operating departments. Other revenues include; 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.

Description: 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, from depreciation charges to various operating departments. Other revenues include; 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.

Description: *Revolving Vehicle Replacement Fund* accounts for resources and payments related to the replacement of vehicles and heavy licensed equipment within the city departments. This fund has been designated a minor fund for reporting purposes

Revenues generally consist of property taxes collected from levies specified for vehicles, from depreciation charges to various operating departments. Other revenues include; investment income, and other miscellaneous revenues sources.

Expenditures recorded include replacement of vehicles and heavy licensed equipment if they had been purchased previously and have been depreciated. An expenditure would also qualify, if it were replacing previously depreciated asset.

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

Description: *Pathways Maintenance Fund* accounts for resources and payments related to the pathway maintenance program begun 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.

Description: *Pathways Construction Fund* accounts for resources and payments related to the pathway additions program. 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 pathways construction. Other revenues include; investment income, and other miscellaneous revenues sources.

Expenditures recorded include construction of new pathways in accordance with the pathways plan.

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

Description: *Boulevard Streetscape Maintenance Fund* accounts for resources and payments related to the boulevard maintenance program begun 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.

Description: Economic 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.

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.

Description: Parks and Recreation Infrastructure Replacement Fund accounts for resources and payments related to the cost of maintaining specific facilities funded by the Series 1995 Bond Issue. This fund has been designated as a minor fund for reporting purposes. Revenues generally consist of interest income.

Expenditures recorded include improving and maintaining parks and recreation facilities purchased or constructed with the proceeds of the Series 1995 bond issue.

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

Description: 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.

Description: Special Assessment Construction Fund accounts for resources and payments related to the Paving 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.

Description: Housing Loan\Replacement Fund accounts for resources and payments related to the housing loan, improvement and replacement program. This fund has been designated as a minor fund for reporting purposes

Revenues generally consist of grant funds, issuance fees of industrial or housing bonds and investment income.

Expenditures recorded include loans and grants to Roseville residents to improve or add to the housing base of the community.

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

Fund Type: Permanent Funds

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

Description: 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 2/3 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.

Description: Tax Reduction Fund accounts for endowment funds from investment capital gains which have been set aside for the long-term purpose of specifically keeping the tax levy low for Roseville taxpayers while still meeting the basic resource needs to maintain city services. This fund has been designated as a major fund for reporting purposes

Revenues generally consist of investment income.

Expenditures are limited to approximately 2/3 of the annual investment income to be allocated to the City's General Fund.

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

Fund Type: Internal Service Funds

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

Description: 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.

Description: 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: Trust Funds

General Description: Trust Funds: Funds which account for specific operations for which the City has a fiduciary responsibility and the funds are held in trust for a third party.

Description: Investment Trust Fund accounts for revenues and expenditures related to the investment activities for a not-for-profit organization devoted to providing cable television oversight for a group of communities.

Revenues consist of payments received from the licensed cable company, investment income and other miscellaneous revenues.

Expenditures from the trust are only transfers to the agency's general account upon request. No direct expenditures are made from the trust.

Fund Type: Proprietary Funds

General Description: Proprietary (Enterprise) Funds: 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.

Description: 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.

Description: 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 water treatment fees paid to the St. Paul Water Authority and certain capital expenditures for maintaining the system.

Description: Golf Fund accounts for revenues and expenditures related to City's 9-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.

Description: 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.

Description: 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 assessments collected 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

General Description: Agency Funds: Funds which are kept for other agencies or for agencies which the city may provide accounting services.

Under the new GASB Statement 34, such funds are not reported since they are not funds of the City. The City does maintain a number of such funds however; they tend to change regularly as the City's relationship with the agencies changes.

City of Roseville, Minnesota

Demographic Statistics

<u>Year</u>	<u>Population Census (5)</u>	<u>Per Capita Income(6)</u>	<u>School Enrollment (1) District #623</u>	<u>Unemployment Rate (2) (Percent)</u>
1992	33,493		6,584	3.00
1993	33,522		6,688	2.90
1994	33,487		6,763	2.50
1995	33,674		6,791	1.90
1996	33,942		6,780	1.90
1997	34,014		6,738	1.60
1998	34,194		6,680	1.20
1999	34,306		6,553	1.20
2000	33,690		6,560	2.50
2001	33,690		6,598	2.50

2001 Population By Age Groups (3)

<u>Age</u>	<u>Population</u>	<u>Percent</u>		
0-15 Years	5,016	14.89%	Housing Units (4) Single-Family 9,341.00 Multiple-Family 5,850.00 Mobile Home 107.00 <hr style="border-top: 3px double black;"/> 15,298.00	
16-64 Years	21,846	64.84%		
Over 64 Years	6,828	20.27%		
Total	33,690			

- (1) The City is served by two Independent School Districts.
 - A. District #623 covers approximately 67% of the City.
 - B. District #621 covers approximately 33% of the City.
- (2) Annual average unemployment, Suburban Ramsey County.
- (3) 2000 Census - US Department of Commerce.
- (4) City of Roseville as of December 31, 2001
- (5) Population and per capita income figures, other than census year, are estimates furnished to the City by the Metropolitan Council.
- (6) 1990 Census - US Department of Commerce.

City of Roseville, Minnesota

Miscellaneous Statistical Data

Date of Incorporation	May 28, 1948
Became a statutory city	January 1, 1974
Form of Government	Council/Manager with 5 member Council
Fiscal Year begins	January 1
Area of City	13.7 square miles

Miles of streets

City maintained	120 miles
County maintained	38 miles
State maintained	33 miles (Lineal Centerline)
Total	191 miles

Recreation

Number of:	
Parks and playgrounds	28 (635 acres)
Tennis courts	17
Lighted park shelters	9
Outdoor ice skating rinks	7 Hockey/7 Open/1 Bandy, Speedskating
Ballfields	34
Soccer/football fields	7
Volleyball courts	8
Basketball courts	10
Miles of trails	50
Joint ownership with School District #623	
Gymnastics center	1
Gymnasiums	2
Ice Arena	
Ice surface	200' x 85'
Seating capacity	2,000
John Rose Minnesota Oval	
Ice surface	110,000 square feet
Seating capacity	5,000
Golf Course	
9-hole, par 3	Open April thru October
Clubhouse	Capacity up to 70 people

Fire Protection

Number of stations	3
Number of active paid-on-call firemen	61

Police Protection

Number of stations	1
Number of police officers	48

Municipal water system

Source	City of St. Paul
Number of connections	10,045
Miles of water mains	180 miles
Number of fire hydrants	1,691
Gallons of water purchased from St. Paul - 20	2,352,299,996

City of Roseville, Minnesota

Miscellaneous Statistical Data

Municipal sewer system

Miles of:	
Storm	137 miles
Sanitary	141 miles
Disposal - through Metropolitan Council Environmental Services	
Number of sanitary sewer connections	10,173
Number of street lights	1,466

Number of permanent Employees

1992	138
1993	139
1994	139
1995	141
1996	141
1997	146
1998	146
1999	147
2000	150
2001	143

General Elections

Municipal	November, 2001	November, 1999
Number of registered voters	23,004	22,131
Number of votes cast	6,950	7,971
Percent voting	30.01%	29.01%

Statewide	November, 2000
Number of registered voters	22,424
Number of votes cast	20,308
Percent voting	91.00%

Population

1948 (at incorporation)	4,589
1950 Federal Census	6,437
1960 Federal Census	23,997
1970 Federal Census	34,438
1980 Federal Census	35,820
1990 Federal Census	33,485
2000 Federal Census	34,690

<u>Major Employers</u>	<u>Products/Service</u>	<u>No. Employees</u>
Target/Marshall Fields	Retail Sales	1,300
Beltman Group	Trucking	956
Health Span Home Care	Home Health Care	900
Advance Circuits	Electronic Mfg.	700
State of Minnesota	Transportation	600
Best Inc.	Management Services	600
Veritas Corporation	Prepackaged Software	600
Earthgrains/Metz Baking	Baking Products	500
J.C. Penney	Retail Sales	500
McGough Construction	Nonresidential Construction	500
State of Minnesota	Education	450

City of Roseville

Principal Taxpayers
December 31, 2001

Taxpayer	Type	2000 Payable 2001 Net Tax Capacity (NTC)	Percentage of Total (NTC)
1) Compass Retail, Inc. (2)	Shopping Centers	\$ 3,466,500	9.33%
2) Bradley Real Estate Trust (2)	Shopping Centers	963,138	2.59%
3) Rosedale Properties (4)	Shopping Centers	956,355	2.57%
4) Dayton-Hudson Corp (2)	Discount Stores & Jr Dept Stores	838,786	2.26%
5) M & J Crossroads Limited Partnership (2)	Shopping Centers	807,282	2.17%
6) North Prior LLC	Shopping Center	595,200	1.60%
7) Meritex Enterprises Inc. (2)	Shopping Center	583,735	1.57%
8) Bit Investment Eleven LLC	Shopping Center	553,608	1.49%
9) Metlife	Apartments 50 or More Units	508,500	1.37%
10) MN Industrial Properties (3)	Flex Industrial Center	473,174	1.27%
		<u>\$ 9,273,103</u>	<u>26.24%</u>

Items in parentheses represent the number of locations in Roseville

City of Roseville, Minnesota

Assessed Valuation by Classes of Real Property

	1992 (1)	1993 (1)	1994 (1)	1995 (1)	1996 (1)	1997 (1)	1998 (1)	1999 (1)	2000 (1)	2001 (1)
Total real property valuation (2)	\$ 44,789,460	\$ 43,087,020	\$ 42,223,857	\$ 41,983,467	\$ 42,751,395	\$ 43,994,585	\$ 41,896,429	\$ 40,336,258	\$ 43,925,050	\$ 49,390,419
Percent of valuation										
Residential	29.82	29.83	31.61	31.61	32.36	33.21	36.83	38.17	37.19	36.73
Commercial	55.51	51.21	51.21	51.21	50.09	48.44	46.86	45.28	46.38	47.23
Apartment	8.19	7.93	7.93	7.93	8.41	8.17	7.64	7.04	6.97	6.92
Industrial	4.40	8.02	8.02	8.02	7.83	8.40	7.36	8.04	7.99	8.10
Utility and other	2.08	1.23	1.23	1.23	1.31	1.78	1.31	1.47	1.47	1.02
	100.00	98.22	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

(1) Reflects change in state law replacing assessed value with gross tax capacity (GTC).

(2) Source: Ramsey County Annual Report on Property Values