



# 2005 Budget and Capital Improvement Plan

2005 Budget  
2005-2009 Capital Improvement Plan  
Approved December 27, 2004

**Prepared by the Department of Finance**

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## Letter of Transmittal

December 27, 2004

To the Mayor and City Council,

Enclosed is the 2005 City Budget as prepared by City Staff, in accordance with City Council actions. The 2005 Budget culminates several months' worth of planning, evaluation, and input from the City Council and citizens. Great effort has been taken to ensure that the City's core services are funded in a manner that preserves the greatest value to the community. In addition, steps have been taken to account for the changing trends and impacts that will affect both next year's and future year's budgets.

Preparing the 2005 Budget remained challenging on many fronts. In response to their own budget crisis, the State of Minnesota rescinded Roseville's annual general-purpose state-aid apportionment of \$700,000 beginning in 2003 and continuing thereafter. Although the City made some budgetary cuts in 2004, the City's ongoing operations required the use of \$500,000 in cash reserves. The use of these reserves, while providing a temporary measure to continue operations at current levels, cannot be sustained. The 2005 Proposed Budget eliminates the use of any reserves to sustain on-going operations.

Similar to many local governments, the City is faced with a number of events that will have a significant impact on the 2005 Budget. They include:

- a) A cost-of-living increase of 2.0%. In order to attract and retain highly qualified employees, the City must remain competitive with the marketplace. Based on a review of the 2004 and 2005 salaries for peer cities, it has been determined that a 2.0% increase is needed to remain near the average. The cost-of-living increase amounts to approximately \$200,000 citywide, three-fourths of which is accounted for in the tax-supported funds.
- b) The City is facing a 6% increase in health and dental costs. The healthcare cost increases amount to approximately \$50,000 citywide, three-fourths of which is accounted for in the tax-supported funds.
- c) The City needs to address the \$500,000 structural deficit for fiscal 2005.
- d) The City's depreciation charges need to be adjusted in 2005 to reflect the rising costs of replacing vehicles and equipment. The additional charges amount to \$125,000.

These impacts will affect multiple programs and services citywide.

Throughout the past six months, the City Council held numerous discussions on the 2005 budget, during which they identified their spending plan and appropriate level of taxation. On December 27, 2004 the City Council adopted the 2005 Budget which included the following general principles:

- 1) The 2005 Budget would be structurally balanced so that on-going revenues would be sufficient to provide for on-going expenditures
- 2) The 2005 Budget would establish the necessary funding mechanism to provide for the timely replacement of all city vehicles and rolling stock.
- 3) The 2005 Budget provides for spending increases in property tax-supported funds in an effort to maintain programs and services at their current levels.

The following budget document summarizes the 2005 Budget for all City programs and services. The information is presented in three sections.

**Section 1 – Executive Summary** features a summary of the budget, funding sources, tax levy and tax impact, and a summary of financial trends. This section also denotes programs and services that will continue to be maintained at the current level of service, along with a few programs that given the City's financial challenges, will receive less emphasis. The purpose of this section is to provide a broad overview of city operations as a whole.

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

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

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

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.

## 2005 Budget Highlights

In consideration of the City's financial challenges, and in recognition of the changing needs of the community, a number of significant changes in how the City allocates funds have been made with the 2005 Budget. Budget increases include:

- a) \$ 200,000 for cost-of-living increases for City Staff
- b) \$ 50,000 for expected City-share of healthcare increases
- c) \$ 125,000 in added depreciation charges to replace City vehicles
- d) \$ 200,000 increase for the additional wholesale water purchase from St. Paul
- e) \$ 55,000 increase for the treatment of sanitary sewer flows
- f) \$ 400,000 increase for added stormwater system improvements
- g) \$ 25,000 for the City's share of gym rental and operating costs at the Gymnastics Center
- h) \$ 35,000 increase for a new  $\frac{3}{4}$ -time position in the License Center (offset by add'l agent fees)
- i) \$ 55,000 increase for a new full-time position in the IT Division (offset by add'l contributions from partnering cities).

The budget reductions made in the 2005 Budget are being made in light of the City's current financial challenges, recent property tax levy increases, and in consideration of citizen's ability and willingness to pay for city services. The reductions also take into account budget cuts made in the previous year. These Budget decreases include:

- a) \$ 35,000 reduction by eliminating the City's membership in the I35W Coalition
- b) \$ 2,500 reduction by eliminating the City's contribution to the Roseville Ambassador Foundation
- c) \$ 25,000 net reduction in custodial services by eliminating one (1) full-time position in the Parks & Recreation Department
- d) \$ 25,000 reduction by eliminating one (1) full-time equivalent police civilian position mid-year
- e) \$ 55,000 reduction by eliminating one (1) full-time maintenance position
- f) \$ 100,000 reduction in the City's contribution to the Fire Relief Association from the '04 funding level; in conjunction with the most recent actuarial analysis.
- g) \$ 70,000 in reduced funding for the Park Improvement Program, which will leave \$150,000 in PIP funding.

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,

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Neal Beets  
City Manager

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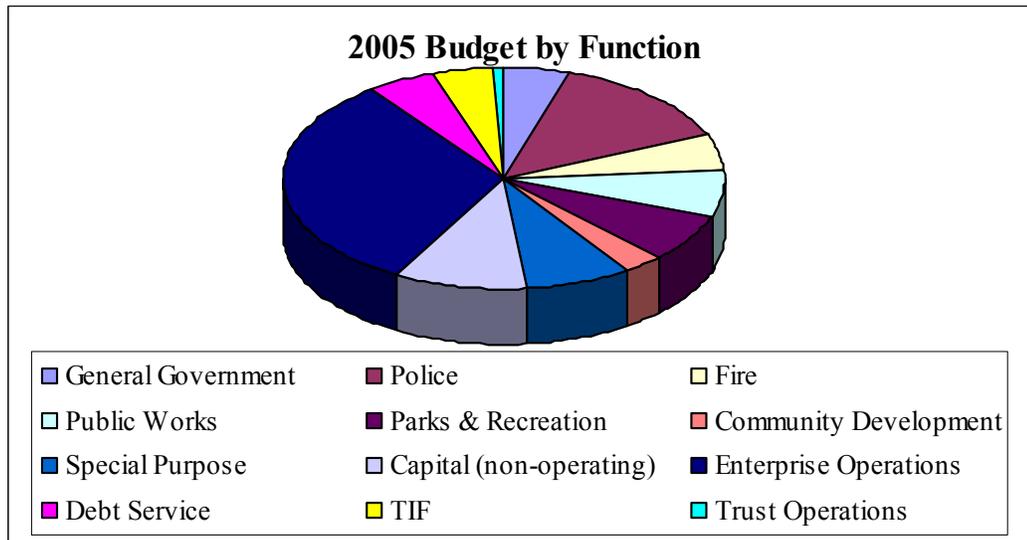
Christopher K. Miller  
Finance Director

## 2005 Budget Summary

The 2005 Budget is \$32,684,430, a decrease of \$2,307,980 or 6.6%. The decrease represents the result of decreased renovation costs to City Hall, reductions in some capital improvement costs, and lower debt payments.

The combined budget for the tax-supported funds is \$14,221,265, an increase of \$18,805 or 0.1%. The slight increase in the tax-supported funds reflects inflationary-type increases in some programs that are offset by reductions in others.

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



## City of Roseville – 2005 Budget

Program or Function	2004 Budget	2005 Budget	\$ Increase (decrease)	% Increase (decrease)
General Government	\$ 1,476,235	\$ 1,426,430	\$ (49,805)	(3.4) %
Public Safety	6,270,890	6,312,595	41,705	0.7 %
Public Works	1,970,885	2,090,500	119,615	6.1 %
Parks & Recreation	2,264,970	2,322,065	57,095	2.5 %
Community Development	997,640	1,046,000	48,360	4.9 %
Special Purpose	2,399,760	2,540,915	141,155	5.9 %
Capital Outlay (non-oper.)	4,678,960	3,167,600	(1,511,360)	(32.3) %
Enterprise Operations	9,528,060	10,393,825	865,765	9.1 %
Debt Service	2,440,000	1,625,000	(815,000)	(33.4) %
TIF Pay-as-you-Go	2,500,000	1,500,000	(1,000,000)	(40.0) %
Trust Operations	465,010	259,500	(205,510)	(44.2) %
<b>Total</b>	<b>\$ 34,992,410</b>	<b>\$ 32,684,430</b>	<b>\$ (2,307,980)</b>	<b>(6.6) %</b>

**General Government** includes activities related to City Council and Commissions, elections, legal, general administration, finance, and central services. General government expenditures are expected to decrease slightly due to lower election costs.

**Public Safety** includes the costs associated with providing police and fire protection. Overall operating costs are expected to remain relatively unchanged. A reduction in the City's contribution to the Fire Relief Association will somewhat offset increasing wage, healthcare, and inflationary costs.

**Public Works** includes engineering, street maintenance, street lighting, fleet maintenance, and building maintenance functions. In addition to increasing wage and healthcare costs, added depreciation charges were included to more accurately reflect the funding needs for the Department's vehicle replacement schedule.

**Parks and Recreation** includes recreation administration and programs, leisure activities, and the Skating Center operation. Consistent with other departments, wage, healthcare, and energy costs have placed greater pressures on overall operating costs. These increasing costs will be offset by a reduction in park improvements and equipment replacements, as well as a reduction in overall staffing.

**Community Development** includes planning and economic development, code enforcement, and geographic information systems. Expenditures are expected to increase due to increasing wage, healthcare, and inflationary costs.

**Special Purpose** functions include information technology, communications, license center, lawful gambling enforcement, and parks maintenance. In addition to increasing wage and healthcare costs, the increase is attributable to the expected addition of an IT support position. The additional position is funded by new joint powers agreements approved in 2004.

**Capital Outlay** includes scheduled replacement purchases of vehicles and equipment (non-operating budgets), as well as infrastructure improvements. A significant decrease is expected due to the completion of the renovation of City Hall in 2004.

**Enterprise Operations** includes water, sanitary sewer, storm drainage, solid waste recycling, and the municipal golf course. Added wage, healthcare and contractual services will place added pressure on these operating budgets. This includes a projected 5% increase in costs related to the purchase of wholesale water from St. Paul, a 4% increase in wastewater treatment costs through the Metropolitan Council Environmental Services (MCES) Division, and an increase due to added improvements in the City's Stormwater system.

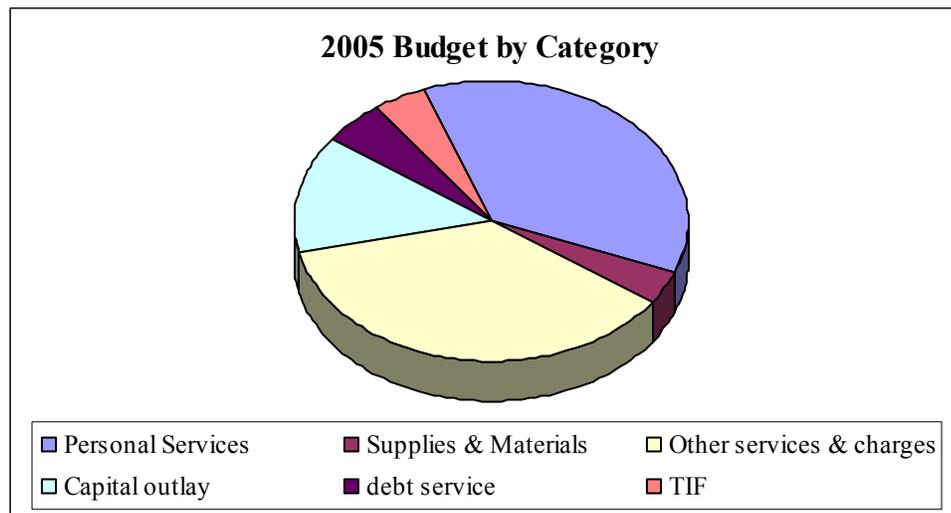
**Debt Service** includes the principal and interest paid on bonds used to finance infrastructure and facility improvement projects. The decrease in debt service costs will result due to the defeasance of debt issues.

**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 the City-owned Roseville Lutheran Cemetery. A decrease in available funds will result due to falling interest rates, which in turn generate less interest earnings. The principle endowment of these funds remains intact.

## City of Roseville – 2005 Budget

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



Type of Expense	2004 Budget	2005 Budget	\$ Increase (decrease)	% Increase (decrease)
Personal Services	\$ 11,820,905	\$ 11,896,400	\$ 75,495	0.6 %
Supplies & Materials	971,645	1,100,000	128,355	13.2 %
Other Services & Charges	11,951,140	12,200,000	248,860	2.1 %
Capital Outlay	5,308,720	4,363,030	(945,690)	(17.8) %
Debt Service	2,440,000	1,625,000	(815,000)	(33.4) %
TIF Pay-as-you-Go	2,500,000	1,500,000	(1,000,000)	(40.0) %
<b>Total</b>	<b>\$ 34,992,410</b>	<b>\$ 32,684,430</b>	<b>\$ (2,307,980)</b>	<b>(6.6) %</b>

**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 calls for a cost of living adjustment (COLA) of 2.0%. In addition, health and dental insurance premiums charged to the City are increasing 6%. The costs are somewhat offset by a reduction of three (3) full-time equivalent positions.

**Supplies and Materials** include office supplies, motor fuel and vehicle supplies, clothing and protective gear, street repair materials, and salt/sand purchases. An increase is estimated for 2005 reflective of anticipated increase in service inputs including fuel.

**Other Services and Charges** include professional services, contractual maintenance and repair, utilities, memberships, interfund charges, and training and conferences. The increase is largely attributable to the addition of added depreciation charges necessary to finance the City’s vehicle replacement schedule.

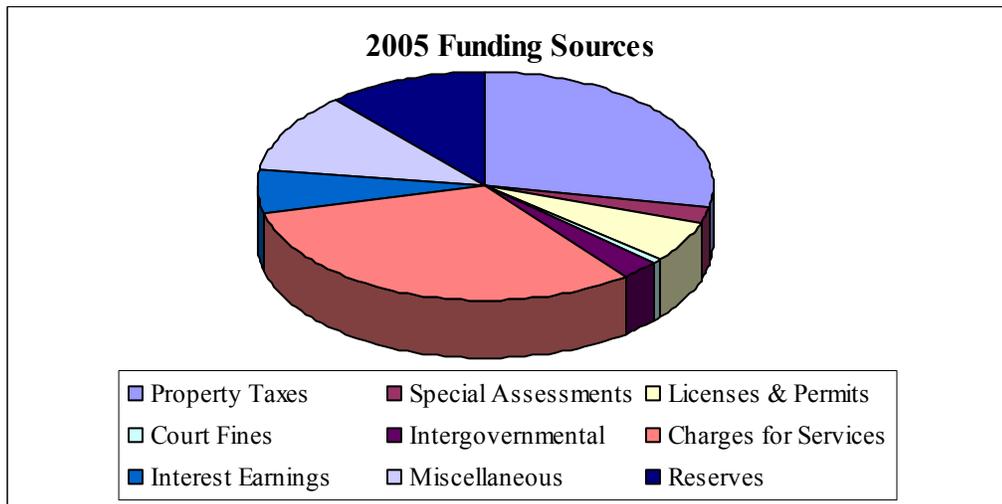
**Capital Outlay** includes both new and scheduled replacement purchases of vehicles and equipment, water meters, and infrastructure improvements. A substantial decrease will result due to the completion of the renovation of City Hall in 2004.

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

**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.

**Budget Funding Sources**

The following graph and table summarizes the funding sources for the 2005 Budget.



Funding Source	2004 Budget	2005 Budget	\$ Increase (decrease)	% Increase (decrease)
Property Taxes	\$ 9,760,674	\$ 10,637,965	\$ 877,291	9.0 %
Tax Increments	2,500,000	1,500,000	(1,000,000)	(40.0) %
Special Assessments	820,000	600,000	(220,000)	(26.9) %
Intergovernmental Rev.	1,556,800	1,655,500	98,700	6.3 %
Licenses & Permits	1,982,500	2,073,700	91,200	4.6 %
Charges for Services	11,436,175	11,996,845	560,670	4.9 %
Fines & Forfeits	222,400	217,400	(5,000)	(2.2) %
Interest Earnings	2,065,560	1,732,795	(332,765)	(16.1) %
Other Revenues	1,273,900	987,8880	(286,020)	(22.5) %
Use of Reserves	3,374,381	1,235,845	(2,092,036)	(62.0) %
<b>Total</b>	<b>\$ 34,992,410</b>	<b>\$ 32,684,430</b>	<b>\$ (2,037,960)</b>	<b>(6.6) %</b>

**Property Taxes** include taxes levied against taxable property. The increase in property taxes will offset spending increases for inflation and healthcare, and help eliminate the structural deficit within the tax-supported funds that was created when the State rescinded the City’s general-purpose state aid.

**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. A substantial decrease is expected as many prepaid assessments have been realized in the past few years, allowing the City to retire public improvement debt several years early.

**Intergovernmental Revenues** include state aids, monies received under joint powers agreements, and CDBG funds.

**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. An increase is shown reflecting anticipated fee increase for business-type activities.

**Fines & Forfeits** include fines paid for traffic violations and criminal offenses occurring within the City limits. No significant changes are expected.

**Interest Earnings** include investment earnings on cash reserves. Due to the reduction in overall city reserves, and expected market conditions, the overall investment earnings are expected to decrease.

**Other Revenues** include lawful gambling taxes, cable franchise fees, and interfund transfers. A decrease is reflected as a result of decreased operating transfers into the General Fund. These transfers were designed to help transition some programs and services from other city funds to the General Fund.

**Use of Reserves** denotes the amount of reserves that is projected to be used to finance one-time capital replacements and other uses. The decrease is attributable to the completion of the renovation of City Hall in 2004.

## City of Roseville – 2005 Budget

### Tax Levy, Tax Capacity, and Tax Impact

The tax levy for 2005 is \$10,637,965, an increase of \$877,291 or 9.0%. The increase in property taxes will offset spending increases for inflation and healthcare, and help eliminate the structural deficit within the tax-supported funds that was created when the State rescinded the City's general-purpose state aid.

With the proposed tax levy and estimated increases in the City's tax base, an average-valued home of \$175,000 would see an increase of \$14 or 3.3% in their local property taxes (holding all other factors constant).

The following table summarizes the 2005 tax levy.

Program or Service	2004 Actual Levy	2005 Proposed Levy	\$ Increase (decrease)	% Increase (decrease)
General Fund	\$ 6,311,319	\$ 6,974,965	\$ 663,646	10.5 %
Parks & Recreation	630,000	660,000	30,000	4.7 %
Parks Maintenance	639,355	838,000	198,465	31.1 %
Park Improvements	220,000	150,000	(70,000)	(31.8) %
Pathways Maintenance	135,000	140,000	5,000	3.7 %
Streetscape Improvements	25,000	25,000	-	0.0 %
General Vehicle Replacement	175,000	225,000	50,000	28.6 %
General Debt Service	1,625,000	1,625,000	-	0.0
<b>Total</b>	<b>\$ 9,760,674</b>	<b>\$ 10,637,965</b>	<b>\$ 877,291</b>	<b>9.0 %</b>

The Citywide tax capacity represents the taxable property value within the City. It is determined by applying the State-wide property tax formula for each parcel, then adding each parcel's tax capacity. The citywide tax capacity is then applied to the proposed levy to determine the local tax rate.

The following table summarizes the local tax rate.

	2004 Actual	2005 Estimated
Gross Net Tax Capacity	43,979,073	45,500,000
Less Fiscal Disparities	(6,981,756)	(7,000,000)
Less Tax Increment Value	(2,469,017)	(1,500,000)
Net Tax Capacity for Levy	34,528,300	37,000,000
Net Tax Levy *	8,229,174	9,106,465
Local Tax Rate	23.833 %	24.612 %

\* Less fiscal disparity distribution.

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

## City of Roseville – 2005 Budget

The following table summarizes the estimated tax impact on **residential** homes, based on the 2005 proposed tax levy and budget, estimates provided by Ramsey County, and assuming no increase in property valuation.

Value of Home	2004 Actual	2005 Estimated	\$ Increase (decrease)	% Increase (decrease)
\$ 125,000	\$ 298	\$ 308	\$ 10	3.3 %
150,000	357	369	12	3.3 %
175,000	417	431	14	3.3 %
200,000	477	492	16	3.3 %
225,000	536	554	18	3.3 %

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

As shown above, an average-valued home of \$175,000 would see an increase of \$14 or 3.3%, holding all other factors constant.

The following table summarizes the estimated tax impact on **residential** homes, based on the 2005 proposed tax levy and budget, estimates provided by Ramsey County, and assuming a 10% increase in property valuation.

Value of Home	2004 Actual	2005 Estimated	\$ Increase (decrease)	% Increase (decrease)
\$ 125,000 *	\$ 298	\$ 338	\$ 41	13.6 %
150,000	357	406	49	13.6 %
175,000	417	474	57	13.6 %
200,000	477	541	65	13.6 %
225,000	536	609	73	13.6 %

\* Original value shown. 2005 Impact reflects a 10% valuation increase.

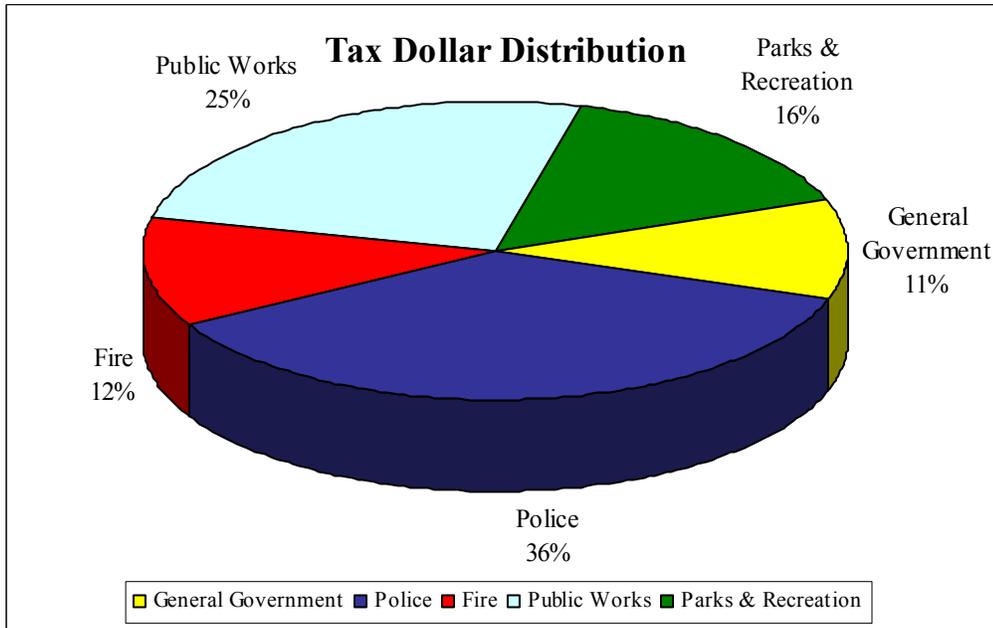
The following table summarizes the estimated tax impact on **commercial** property, based on the 2005 tax levy and budget, estimates provided by Ramsey County, and assuming no increase in property valuation.

Value of Property	2004 Actual	2005 Estimated	\$ Increase (decrease)	% Increase (decrease)
\$ 150,000	\$ 536	\$ 554	\$ 18	3.3 %
300,000	1,251	1,292	41	3.3 %
500,000	2,205	2,277	72	3.3 %
1,000,000	4,588	4,738	150	3.3 %
2,000,000	9,355	9,660	306	3.3 %

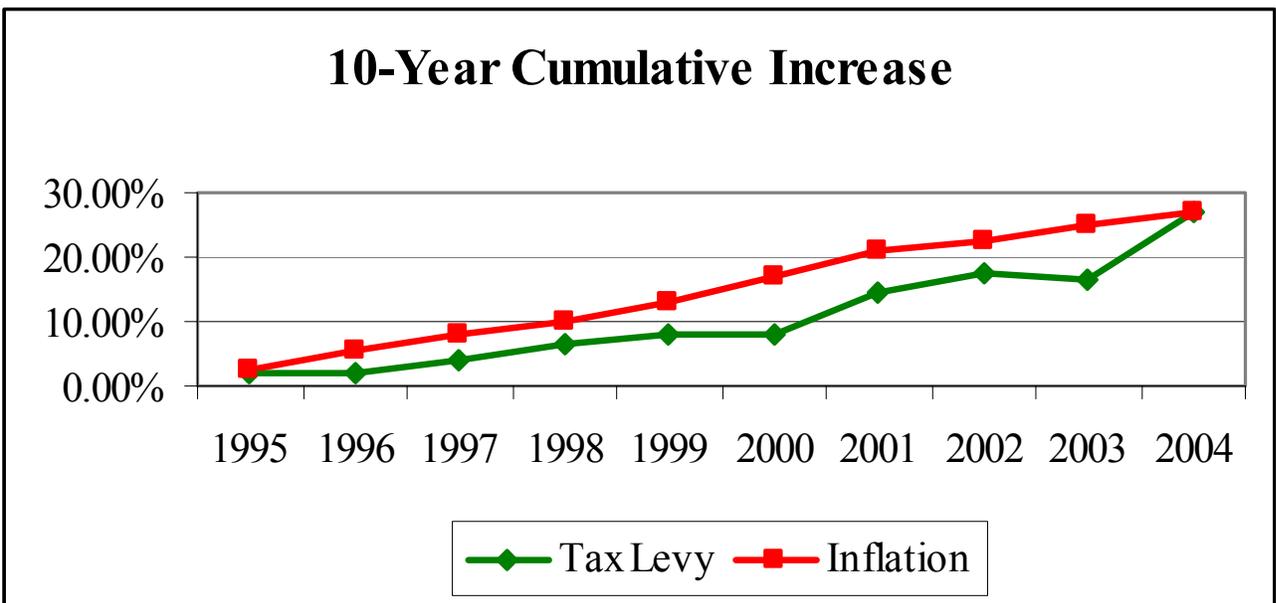
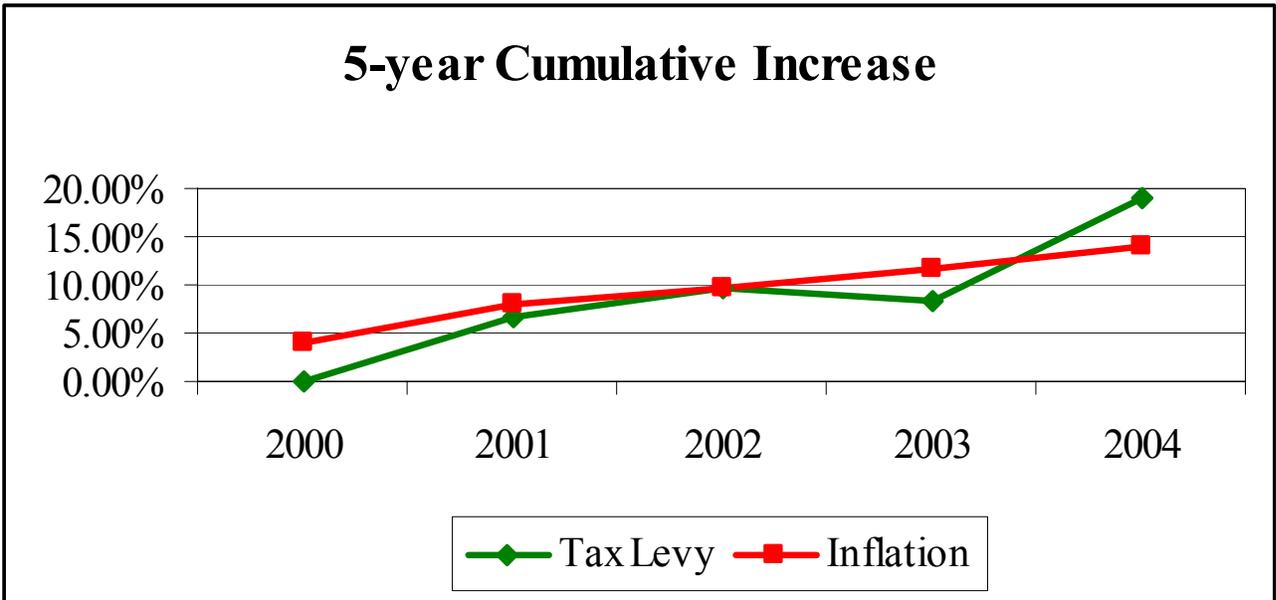
## Tax Levy Benchmarks

The following graphs are presented to provide citizens with an understanding of where their property tax dollars are spent, and how current tax burdens compare to certain benchmarks.

The majority of local tax monies provide funding for public safety (police & 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.



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



Over the past five years, the City’s tax levy has increased somewhat above the inflation rate. However, this was largely due to a one-time levy increase in 2004 to pay for the voter-approved Municipal Facility Bonds. Over the last 10 years, the increase in the tax levy has remained at or below the inflation rate. This means Roseville taxpayers are paying less in real dollars (adjusted for inflation) for the same level of City services.

## City of Roseville – 2005 Budget

Another benchmark that is oftentimes used is a comparison of local property taxes among comparable cities. Although the comparison somewhat masks local needs and preferences, it nonetheless provides a general picture of each City's tax burden.

The following chart shows a comparison of 2004 (the most recent year for which data is readily available) local property taxes for similar sized cities within the Twin Cities Metropolitan Area.

### 2004 Local Property Taxes

City *	City Taxes
Brooklyn Center	\$ 918
Cottage Grove	762
Inver Grove Heights	714
Richfield	709
St. Louis Park	689
Oakdale	627
Maplewood	624
Blaine	584
Andover	549
Shoreview	532
Fridley	531
Lakeville	526
<b>Roseville</b>	<b>417</b>

\* For cities within the Twin Cities Metropolitan Area, serving Populations between 25,000 – 45,000; and for a home valued at \$175,000

As shown in the table, Roseville has the lowest property tax burden amongst cities within the metro area that serve a population between; 25,000 and 45,000.

As noted above, the most recent year for which complete data is available is 2004. However, Staff estimates that even with the 2005 proposed levy increase, Roseville will maintain the lowest city-portion property taxes for comparably sized cities.

## City of Roseville – 2005 Budget

### Summary of Financial Trends

#### Governmental Funds

The table below shows a 5-year comparison of funding sources, uses, and changes in fund balance for all governmental funds.

<b>Funding Sources</b>	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Budget</u>
Property Taxes	\$ 6,497,037	\$ 6,976,784	\$ 7,870,430	\$ 8,031,962	\$ 9,760,674
Tax Increments	7,701,875	8,656,204	2,827,790	2,509,792	2,500,000
Special Assessments	1,013,459	1,121,568	920,038	885,226	820,000
Intergovernmental	5,225,996	5,922,067	2,075,741	1,412,762	1,491,800
Licenses & Permits	1,784,060	1,767,291	1,813,263	2,017,417	1,980,600
Charges for Services	2,611,852	2,843,523	3,092,152	2,956,205	2,715,580
Fines & Forfeits	187,199	203,164	203,353	181,567	222,400
Interest Earnings	4,933,364	2,462,733	2,667,321	1,322,877	1,730,210
Other Revenue	2,469,984	1,159,260	1,053,074	995,247	3,728,820
<b>Total Sources</b>	<b>\$ 32,424,826</b>	<b>\$ 31,112,594</b>	<b>\$ 22,523,162</b>	<b>\$ 20,313,055</b>	<b>\$ 24,950,084</b>
<b>Funding Uses</b>					
General Government	\$ 2,257,557	\$ 1,812,238	\$ 1,712,672	\$ 1,597,790	\$ 1,476,235
Public Safety	4,853,978	5,245,869	5,570,040	5,984,321	6,270,890
Public Works	1,560,077	1,655,133	1,645,242	1,573,348	1,970,885
Parks & Recreation	3,133,691	2,919,061	3,112,957	2,913,099	2,264,970
Community Development	1,130,399	1,409,856	1,543,160	1,467,002	997,640
Special Purpose	1,945,593	1,106,793	1,106,793	1,281,232	2,399,760
Capital Outlay	3,222,714	5,872,144	2,094,542	8,517,160	4,678,960
Debt Service	4,931,300	12,824,786	6,194,029	2,120,237	2,440,000
TIF Pay-as-you-go	6,931,688	1,111,106	1,118,300	1,462,118	2,500,000
Trust Operations	223,000	245,000	259,000	67,422	465,010
<b>Total Uses</b>	<b>\$ 30,189,997</b>	<b>\$ 34,201,986</b>	<b>\$ 24,356,735</b>	<b>\$ 26,983,729</b>	<b>\$ 25,464,350</b>
<b>Other Sources (Uses)</b>					
Early Debt Retirement	\$ -	\$ (8,045,000)	\$ (355,000)	\$ -	\$ -
Other	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ (8,045,000)</b>	<b>\$ (355,000)</b>	<b>\$ 11,008,908</b>	<b>\$ -</b>
<b>Excess of Funding Sources Over (Under) Funding Uses</b>	<b>\$ 2,234,829</b>	<b>\$ (11,134,392)</b>	<b>\$ (2,188,573)</b>	<b>\$ 4,338,234</b>	<b>\$ (514,266)</b>
Fund Balance - Jan 1st	\$ 38,442,782	\$ 40,677,611	\$ 29,543,219	\$ 27,354,646	\$ 25,564,385
Fund Balance - Dec 31st	\$ 40,677,611	\$ 29,543,219	\$ 27,354,646	\$ 31,692,880	\$ 25,050,119

### Discussion Items

Funding sources for the City's governmental fund operations have remained fairly stable with two notable exceptions. Beginning in 2002, a number of tax increment financing (TIF) districts were decertified, returning tax base to the general tax rolls.

The City's tax levy increased substantially in 2002, to offset the loss in homestead credit state-aid. This was an intended effect resulting from the State Legislature's decision to remove the homestead credit reimbursement to help finance the State's takeover of the general education (per pupil) funding. In 2004, the tax levy was increased to accommodate the debt service on voter-approved bonds issued in 2003. Absent additional voter-approved levies, the City expects future levy increases to be at or below the local inflation rate. In addition, the City expects to collect additional interest earnings in conjunction with an improving economy.

The City's funding uses have continued to emphasize the core functions of public safety and public works. Spending increases in these areas have been offset by reductions in general administrative and internal service functions. Beginning in 2003, Park Maintenance costs were re-categorized as a special purpose function to distinguish between recreation programs and facilities.

Finally, the City's debt service payments dropped dramatically in 2003 due to the early retirement of improvement bonds issued in the early 90's. The City expects spending increases within the governmental funds to remain near the local inflation rate for the foreseeable future. Fund Balance levels are expected to decline by approximately \$1.5 million over the next two years, reflecting the City's decision to use reserves for capital improvements.

## City of Roseville – 2005 Budget

### Proprietary Funds

The table below shows a 5-year comparison of funding sources, uses, and changes in fund balance for all proprietary funds, which includes Sanitary Sewer, Water, Storm Sewer, Recycling, and the Golf Course.

Funding Sources	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Budget</u>
Net Sales of Merchandise	\$ 12,535	\$ 11,023	\$ 13,653	\$ 19,115	\$ 10,000
User Charges	8,414,558	7,781,955	7,124,008	7,614,250	8,720,595
Other Revenue	116,105	48,799	27,030	71,242	10,000
<b>Total Sources</b>	<b>\$ 8,543,198</b>	<b>\$ 7,841,777</b>	<b>\$ 7,164,691</b>	<b>\$ 7,704,607</b>	<b>\$ 8,740,595</b>
<b>Funding Uses</b>					
Personal Services	\$ 806,041	\$ 892,233	\$ 951,415	\$ 1,053,800	\$ 1,056,335
Supplies & Maintenance	127,955	110,630	117,134	127,465	142,180
Other Services & Charges	5,862,088	6,679,476	6,656,512	6,000,032	6,675,205
Depreciation	624,932	709,764	988,966	628,344	801,000
<b>Total Uses</b>	<b>\$ 7,421,016</b>	<b>\$ 8,392,103</b>	<b>\$ 8,714,027</b>	<b>\$ 7,809,641</b>	<b>\$ 8,674,720</b>
<b>Other Sources (Uses)</b>					
Interest Earnings	\$ 743,574	\$ 394,036	\$ 523,927	\$ 317,371	\$ 335,350
Sale of Assets	12,548	16,954	558	(40,248)	-
Grants / Other	103,894	17,351	117,992	395,475	-
Transfer In	-	-	24,200	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ 860,016</b>	<b>\$ 428,341</b>	<b>\$ 666,677</b>	<b>\$ 672,598</b>	<b>\$ 335,350</b>
Excess of Funding Sources Over (Under) Funding Uses	\$ 1,982,198	\$ (121,985)	\$ (882,659)	\$ 567,564	\$ 401,225
Net Assets - Jan 1st	\$ 33,363,950	\$ 35,346,148	\$ 35,224,163	\$ 34,341,504	\$ 35,044,364
Net Assets - Dec 31st	\$ 35,346,148	\$ 35,224,163	\$ 34,341,504	\$ 34,909,068	\$ 35,445,589

### Discussion Items

Proprietary funds receive most of their funding sources from user fees. Funding sources for the City's Proprietary operations remain stable as the City's water and sewer customers continue their strong presence.

Operating expenses have fluctuated somewhat due to weather-related purchase of water from the City of St. Paul. These costs, along with wastewater treatment costs are accounted for in the 'Other Services & Charges' category.

The City expects its proprietary operations to increase slightly higher than inflation in the next few years reflecting a comprehensive plan to begin upgrading its water distribution and sanitary sewer collection systems.

## City of Roseville – 2005 Budget

Net assets of the City’s proprietary operations are expected to remain fairly steady over the next couple of years.

### General Fund

The table below shows a 5-year comparison of funding sources, uses, and changes in fund balance for the General Fund; the City’s primary operating fund.

Funding Sources	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Budget</u>
Property Taxes	\$ 3,552,575	\$ 4,064,362	\$ 5,277,722	\$ 5,644,219	\$ 6,311,319
Intergovernmental	2,733,823	2,932,666	1,350,235	816,446	750,000
Licenses & Permits	208,253	227,902	244,550	244,091	287,500
Charges for Services	1,018,864	1,145,997	1,222,213	1,119,439	990,370
Fines & Forfeits	187,199	203,164	203,353	181,567	222,400
Interest Earnings	392,434	188,371	546,781	297,407	300,000
Other Revenue	119,631	118,555	107,051	95,469	360,000
<b>Total Sources</b>	<b>\$ 8,212,779</b>	<b>\$ 8,881,017</b>	<b>\$ 8,951,905</b>	<b>\$ 8,398,638</b>	<b>\$ 9,221,589</b>
<b>Funding Uses</b>					
General Government	\$ 1,592,236	\$ 1,696,942	\$ 1,712,671	\$ 1,597,790	\$ 1,395,700
Police	3,676,286	4,011,212	4,077,839	4,175,669	4,494,515
Fire	958,250	1,048,068	1,113,300	1,322,171	1,327,705
Fire Relief	-	225,000	330,341	486,481	448,670
Public Works	1,759,514	1,705,244	1,562,330	1,573,348	1,970,885
Other	130,549	152,370	119,492	160,827	80,535
<b>Total Uses</b>	<b>\$ 8,116,835</b>	<b>\$ 8,838,836</b>	<b>\$ 8,915,973</b>	<b>\$ 9,316,286</b>	<b>\$ 9,718,010</b>
<b>Other Sources (Uses)</b>					
Transfer In (Out)	\$ (73,861)	\$ -	\$ 217,608	\$ 1,761,000	\$ -
Other	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ (73,861)</b>	<b>\$ -</b>	<b>\$ 217,608</b>	<b>\$ 1,761,000</b>	<b>\$ -</b>
Excess of Funding Sources Over (Under) Funding Uses	\$ 22,083	\$ 42,181	\$ 253,540	\$ 843,352	\$ (496,421)
Fund Balance - Jan 1st	\$ 4,589,282	\$ 4,611,365	\$ 4,653,546	\$ 4,907,086	\$ 4,907,086
Fund Balance - Dec 31st	\$ 4,611,365	\$ 4,653,546	\$ 4,907,086	\$ 5,750,438	\$ 4,410,665

### Discussion Items

The City’s General Fund operations have remained fairly steady with normal inflationary increases overall. The City has continued to emphasize public safety and public works. Spending increases in these areas have been offset by a reduction in general administrative and internal support functions. The General Fund’s funding sources remain fairly stable overall. One notable exception is with respect to state-aid. In response to their own budget challenges, the State rescinded the City’s general purpose state-aid for 2004. In 2004, the City will rely on approximately \$485,000 of reserves to offset the loss. The City expects general fund spending to increase at or below the local inflation rate over the next several years.

## City of Roseville – 2005 Budget

### Recreation Fund

The table below shows a 5-year comparison of funding sources, uses, and changes in fund balance for the Recreation Fund.

Funding Sources	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Budget</u>
Property Taxes	\$ 1,116,523	\$ 1,121,024	\$ 1,006,764	\$ 1,127,615	\$ 1,269,355
Charges for Services	1,592,988	1,407,958	1,476,809	1,455,991	1,603,385
Rentals	30,867	23,114	30,301	30,197	10,000
Donations	75,049	82,753	21,956	28,650	21,585
Interest Earnings	9,854	7,052	5,485	7,599	-
Other Revenue	33,798	64,883	165,045	80,658	-
<b>Total Sources</b>	<b>\$ 2,859,079</b>	<b>\$ 2,706,784</b>	<b>\$ 2,706,359</b>	<b>\$ 2,730,710</b>	<b>\$ 2,904,325</b>
<b>Funding Uses</b>					
Personnel	\$ 1,785,704	\$ 1,806,416	\$ 1,900,699	\$ 1,884,926	\$ 1,905,000
Supplies & Materials	291,595	259,988	244,013	211,250	225,205
Other Services & Charges	1,056,392	852,553	912,057	816,923	925,030
Capital Outlay	142,556	109,294	44,419	77,831	110,100
<b>Total Uses</b>	<b>\$ 3,276,247</b>	<b>\$ 3,028,251</b>	<b>\$ 3,101,188</b>	<b>\$ 2,990,930</b>	<b>\$3,165,335</b>
<b>Other Sources (Uses)</b>					
Transfer In (Out)	\$ 1,523,484	\$ 41,687	\$ 123,378	\$ 261,010	\$ 261,010
Other	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ 1,523,484</b>	<b>\$ 41,687</b>	<b>\$ 123,378</b>	<b>\$ 261,010</b>	<b>\$ 261,010</b>
Excess of Funding Sources Over (Under) Funding Uses	\$ 1,106,316	\$ (279,780)	\$ (271,450)	\$ 790	\$ -
Fund Balance - Jan 1st	\$ (1,694,551)	\$ (588,235)	\$ (868,015)	\$ (1,139,465)	\$ (1,138,675)
Fund Balance - Dec 31st	\$ (588,235)	\$ (868,015)	\$ (1,139,465)	\$ (1,138,675)	\$ (1,138,675)

### Discussion Items

The City's Recreation Fund experienced recurring operating deficits during the late 1990's and early 2000's. Beginning in 2003, the City adopted a more conservative revenue forecast methodology that has more accurately represented the Fund's financial activities. In late 2004, citing the revised methodology and economic realities, the City Council agreed to transfer monies in from other parks and recreation-related funds to erase the accumulated deficit.

## City of Roseville – 2005 Budget

### Community Development Fund

The table below shows a 5-year comparison of funding sources, uses, and changes in fund balance for the Community Development Fund.

<b>Funding Sources</b>	2000 <u>Actual</u>	2001 <u>Actual</u>	2002 <u>Actual</u>	2003 <u>Actual</u>	2004 <u>Budget</u>
Licenses & Permits	\$ 1,058,463	\$ 863,157	\$ 804,983	\$ 957,793	\$ 905,000
Charges for Services	-	10,550	201,324	171,470	-
Interest Earnings	94,878	48,139	15,255	(32,323)	30,000
Other Revenue	67,957	42,920	17,030	20,219	15,000
<b>Total Sources</b>	<b>\$ 1,221,298</b>	<b>\$ 964,766</b>	<b>\$ 1,038,592</b>	<b>\$ 1,117,159</b>	<b>\$ 950,000</b>
<b>Funding Uses</b>					
Personnel	\$ 748,101	\$ 788,889	\$ 831,507	\$ 745,574	\$ 795,010
Supplies & Materials	13,530	16,873	14,696	8,689	10,000
Other Services & Charges	285,652	301,336	486,717	332,946	187,630
Capital Outlay	49,281	26,095	34,967	13,442	5,000
<b>Total Uses</b>	<b>\$ 1,096,564</b>	<b>\$ 1,133,193</b>	<b>\$ 1,367,887</b>	<b>\$ 1,100,651</b>	<b>\$ 997,640</b>
<b>Other Sources (Uses)</b>					
Transfer In (Out)	\$ -	\$ -	\$ 22,164	\$ (169,857)	\$ -
Other	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,164</b>	<b>\$ (169,857)</b>	<b>\$ -</b>
Excess of Funding Sources Over (Under) Funding Uses	\$ 124,734	\$ (168,427)	\$ (307,132)	\$ (153,349)	\$ (47,640)
Fund Balance - Jan 1st	\$ 692,761	\$ 817,495	\$ 649,068	\$ 341,936	\$ 188,587
Fund Balance - Dec 31st	\$ 817,495	\$ 649,068	\$ 341,936	\$ 188,587	\$ 140,947

### Discussion Items

The City's Community Development Fund has experienced recurring operating deficits during the last few years as redevelopment within the City has slowed. Beginning in 2004, the City began evaluating the resources allocated to this function to determine whether changes are needed. Included within this evaluation will be a projection of future development over the next five years, accompanied by a commensurate staffing plan.

## City of Roseville, Minnesota

### Elected and Appointed Officials

January 1, 2005

#### Elected Officials

		Term of Office expires *
Mayor	Craig Klausung	2007
Councilmember	Dean Maschka	2007
Councilmember	Tom Kough	2006
Councilmember	Greg Schroeder	2006
Councilmember	Amy Ihlan	2006

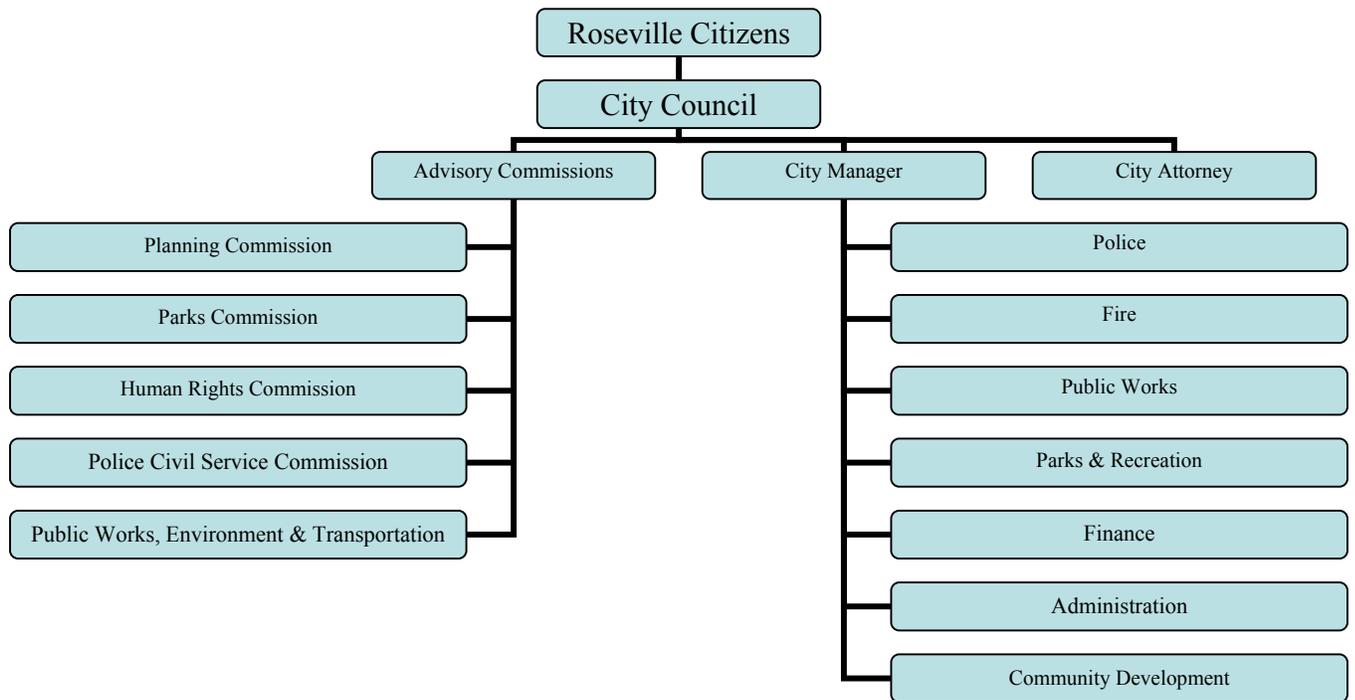
\* expires on the first official business day in January

#### Appointed Officials

City Manager	Neal J. 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 the Budget Process

**Budget Process Overview**

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

The City’s annual budgeting process is preceded and supplemented by a number of planning processes that are used to provide general direction for the City and to designate tentative resource allocations. These planning processes include the creation of a Comprehensive Plan, Master Park Plan, and the Capital Improvement Plan. Given their size, the text of these documents has been excluded from this Budget Document, however they can be found on the City’s website at: [www.ci.roseville.mn.us](http://www.ci.roseville.mn.us).

The submittal of the Recommended Budget is followed by a series of public presentations to the City Council that is designed to give the Council and citizens an overview of the 2005 Budget, and to prepare the Council in making informed budget decisions. Budget amendments are made in conjunction with the City’s independent financial audit to ensure legal compliance.

The calendar of key budget dates is as follows:

**Budget Calendar**

Submittal of financial summaries and budget worksheets to Department Heads.....	May 5, 2004
City Council budget goal-setting meeting .....	May 17, 2004
Departmental budget requests submitted to the City Manager.....	June 11, 2004
Submittal of the City Manager’s Recommended Budget to Council .....	July 9, 2004
Overview presentation of the City Manager’s Recommended Budget .....	July 12, 2004
Presentation of the Administrative and Finance Budgets.....	July 26, 2004
Presentation of the Public Safety Budgets.....	August 9, 2004
Presentation of the Public Works, Parks & Recreation, and Community Development Budgets.....	August 16, 2004
Supplemental Council review of the Recommended Budget .....	September 9, 2004
Adopt the 2005 Preliminary Budget .....	September 13, 2004
Continued Council discussion on the Preliminary Budget .....	October 18, 2004
Continued Council discussion on the Preliminary Budget .....	November 15, 2004
Truth-in-Taxation Hearing.....	December 6, 2004
Continued Council discussion on the Preliminary Budget .....	December 20, 2004
Adopting the 2005 Final Budget.....	December 27, 2004

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

<u>Department / Function</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Administration	3.50	3.50	3.50
Communications	2.00	2.00	2.00
Finance	6.00	5.00	5.00
Information Technology	3.00	3.00	4.00
License Center	12.00	13.00	13.75
Lawful Gambling	1.00	1.00	1.00
Police Administration	5.00	5.00	5.00
Police Operations	39.00	40.00	40.00
Police Investigations	10.00	10.00	10.00
Police Community Services	1.00	1.00	1.00
Fire Administration	2.50	2.50	3.50
Fire Prevention	2.00	2.00	2.00
Public Works Administration	7.75	7.75	7.75
Street Maintenance	8.50	8.50	7.50
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	3.42	3.42	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	7.25	7.25	6.25
Nature Center	1.00	1.00	1.00
Activity Center	1.00	1.00	0.00
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	1.00	1.00	1.00
<b>Total</b>	<b>157.65</b>	<b>158.65</b>	<b>158.40</b>





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

**Department Description**

The Human Rights Commission works for equal opportunity employment, non-discrimination in housing and public accommodations, and the fostering of a diverse community. The Program’s activities are accounted for in the General Fund.

**2005 Goals and Objectives**

- Increase the Commission’s visibility in the community including upgrading their presence on the City’s website.
- Rejuvenate citywide Bias Response Team.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	1,128	618	1,250	<b>1,250</b>	-	0.0 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 1,128</b>	<b>\$ 618</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>0.0 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Not applicable.

**2003/2004 Achievements**

- Increased participation in the middle school essay contest.
- Participated in Roseville Area Schools Diversity Goal Setting.

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

**Department Description**

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

**2005 Goals and Objectives**

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

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	331,953	486,481	448,670	<b>348,670</b>	(100,000)	(22.3) %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 331,953</b>	<b>\$ 486,481</b>	<b>\$ 448,670</b>	<b>\$ 348,670</b>	<b>\$ (100,000)</b>	<b>(22.3) %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Decrease due to improved investment performance requiring less City funds to alleviate the unfunded liability.

**2003/2004 Achievements**

- Full actuarial funding of pension requirements.

**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.

**2005 Goals and Objectives**

- Continue supporting and implementing all Council goals and directives.
- Establish “Roseville Clean and Beautiful” Day where the entire City, business, schools, and service organizations spend the day picking up litter and beautifying the City.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 294,560	\$ 277,027	\$ 296,500	<b>\$ 306,200</b>	\$ 9,700	3.3 %
Supplies & Materials	3,506	1,616	4,060	<b>2,000</b>	(2,060)	(50.7) %
Other Services & Charges	69,714	49,293	99,260	<b>82,950</b>	(16,310)	(16.4) %
Capital Outlay	-	-	1,000	<b>200</b>	800	(80.0) %
<b>Total</b>	<b>\$ 367,780</b>	<b>\$ 327,936</b>	<b>\$ 400,820</b>	<b>\$ 391,350</b>	<b>\$ (9,470)</b>	<b>(2.4) %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	4.50	3.50	3.50	<b>3.50</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- A reduction in ‘Other Services & Charges reflects reduced funding for professional memberships.

**2003/2004 Achievements**

- Successful Clean-up Day.
- Assumed responsibility for maintaining the City Code in-house.

**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.

**2005 Goals and Objectives**

- Continue transition efforts to new re-districting requirements.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 37,369	\$ 19,922	\$ 42,350	<b>\$ 25,800</b>	\$ (16,550)	(39.1) %
Supplies & Materials	2,491	2,844	1,855	<b>1,855</b>	-	0.0 %
Other Services & Charges	1,258	17,437	4,880	<b>6,450</b>	1,570	32.2 %
Capital Outlay	-	-	-	-	-	- %
<b>Total</b>	<b>\$ 41,118</b>	<b>\$ 40,203</b>	<b>\$ 49,085</b>	<b>\$ 34,105</b>	<b>\$ (14,980)</b>	<b>(30.5) %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Decrease is due to reduced costs for non-general election expenses.

**2003/2004 Achievements**

- Successfully informed voters of new voting precincts created due to re-districting.
- Fairly smooth election despite statewide ballot challenges in the U.S. Senatorial election.
- Adopted new polling locations for two districts to provide better access.

**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.

**2005 Goals and Objectives**

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

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ -	-	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	208,55	246,436	252,200	<b>259,670</b>	7,470	3.0 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 208,555</b>	<b>\$ 246,436</b>	<b>\$ 252,200</b>	<b>\$ 259,670</b>	<b>\$ 7,470</b>	<b>3.0 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Contractual escalation in fees.

**2003/2004 Achievements**

- Sought and obtained legal opinions regarding campaign finance issues and land use moratoria.





**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

**2005 Goals and Objectives**

- Review citywide purchasing strategies, to determine whether potential savings exists.
- Continue review feasibility and potential benefits of multi-year budgeting.
- Develop a 5-year strategic plan for the Finance Division.
- Conduct a cash reserve-level study.
- Consider the feasibility of implementing e-government solutions for the issuance of business licenses and utility billing statements.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 358,120	\$ 354,277	\$ 345,000	<b>\$ 361,800</b>	\$ 16,800	4.9 %
Supplies & Materials	7,560	3,485	4,500	<b>3,700</b>	(800)	(17.8) %
Other Services & Charges	25,569	30,336	28,125	<b>29,065</b>	940	3.3 %
Capital Outlay	-	-	-	-	-	- %
<b>Total</b>	<b>\$ 391,249</b>	<b>\$ 388,098</b>	<b>\$ 377,625</b>	<b>\$ 394,565</b>	<b>\$ 16,940</b>	<b>4.5 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	6	6	5	5

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Received the Award for Excellence in Financial Reporting for the 24th consecutive year.
- Received the Distinguished Budget Presentation Award for the 7th consecutive year.
- Streamlined operations and reduced staffing which generated over \$65,000 in annual savings.

**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.

**2005 Goals and Objectives**

- Review citywide purchasing strategies to determine whether potential savings exist.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 691	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	25,700	34,896	28,000	<b>31,300</b>	3,300	11.8 %
Other Services & Charges	71,977	84,568	82,900	<b>82,900</b>	-	0.0 %
Capital Outlay	8,490	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 106,858</b>	<b>\$ 119,464</b>	<b>\$ 110,900</b>	<b>\$ 114,200</b>	<b>\$ 3,300</b>	<b>3.0 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Normal increases in supplies and materials.

**2003/2004 Achievements**

- Implemented Internet Protocol (IP) Telephony phone system; producing operational savings of over \$50,000 annually.

**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.

**2005 Goals and Objectives**

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

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	150,000	100,000	50,000	<b>50,000</b>	-	0.0 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	\$ -	0.0 %

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Not applicable.

**2003/2004 Achievements**

- Conducted a review of the City’s Risk Management Program that demonstrated that the City could retain more risk and reduce overall insurance costs.

**Department / Program: Information Technology**  
**Organizational Responsibility: Finance Director**

**Department Description**

The Information Technology 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.

**2005 Goals and Objectives**

- Continue exploring additional Joint Powers Agreements with over governmental agencies.
- Continue developing a 5-year Technology Plan.
- Identify possible sites within the City for new communications towers.
- Establish a dedicated revenue source for the replacement of existing IT assets.
- Study the feasibility of incorporating the City’s GIS Program with the IT Function to enable Roseville to leverage its current investment in GIS, and to share expertise with partnering cities.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 138,410	\$ 187,810	\$ 210,300	<b>\$ 286,600</b>	\$ 76,300	36.3 %
Supplies & Materials	27,736	3,659	5,200	<b>4,400</b>	(800)	(15.4) %
Other Services & Charges	30,896	16,782	33,000	<b>35,000</b>	2,000	6.1 %
Capital Outlay	69,585	109,384	40,000	<b>60,000</b>	20,000	50.0 %
<b>Total</b>	<b>\$ 266,627</b>	<b>\$ 317,638</b>	<b>\$ 288,500</b>	<b>\$ 386,000</b>	<b>\$ 97,500</b>	<b>33.8 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	2.00	3.00	3.00	<b>4.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Overall increase is attributable to the addition of a 4th IT Position that was added mid-2004. An offsetting revenue source is tied to the position.

**2003/2004 Achievements**

- Added two (2) additional Joint Powers Agreements.

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

**Department Description**

The License Center serves the general public as a MN Department of Public Safety Deputy, offering State auto, drivers, and DNR licenses. 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.

**2005 Goals and Objectives**

- Establish two (2) additional car/truck dealership licensing accounts.
- Increase passport services by 50%.
- Conduct a 5-year space needs study and begin negotiations to renew/extend lease agreement.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 476,611	\$ 577,531	\$ 540,700	<b>\$ 643,100</b>	\$ 102,400	18.9 %
Supplies & Materials	6,741	9,150	9,000	<b>9,000</b>	-	0.0 %
Other Services & Charges	192,683	247,914	238,400	<b>244,100</b>	5,700	2.4 %
Capital Outlay	7,306	34,983	-	-	-	0.0 %
<b>Total</b>	<b>\$ 683,341</b>	<b>\$ 869,578</b>	<b>\$ 788,100</b>	<b>\$ 896,200</b>	<b>\$ 108,100</b>	<b>13.7 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	12.00	12.00	13.00	<b>13.75</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Increase in ‘Personnel Services’ also includes a request to add one (1) ¾-time position to accommodate additional customer volume. The additional costs are offset by added revenues.
- Addition to ‘Other Services & Charges’ reflects rent increases and a higher operating transfer to other programs and services.

**2003/2004 Achievements**

- Maintained second highest volume in the State for all Deputy Registrar Offices.
- Implemented Passport services.

**Department / Program: Lawful Gambling**  
**Organizational Responsibility: Finance Director**

**Department Description**

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

**2005 Goals and Objectives**

- Continue monitoring all lawful gambling activities.
- Conduct an evaluation of the City’s role in lawful gambling regulation and the dissemination of lawful gambling profits.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 41,042	\$ 41,835	\$ 43,350	<b>\$ 46,550</b>	\$ 3,200	7.4 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	62,006	101,427	75,500	<b>91,000</b>	15,500	20.5 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 103,058</b>	<b>\$ 143,262</b>	<b>\$ 118,850</b>	<b>\$ 137,550</b>	<b>\$ 18,700</b>	<b>15.7 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	1.00	1.00	1.00	<b>1.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Increase in ‘Other Services & Charges’ represent added oversight expenses for additional gambling operations. The additional cost is offset by added fees.

**2003/2004 Achievements**

- Distributed over \$60,000 to Roseville-area organizations.
- Maintained over \$325,000 in a future endowment fund.

**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.

**2005 Goals and Objectives**

- Revise department policies and procedures manual.
- With proposed grant funding, reinstate the commercial patrol officers program and add a family violence investigator position.
- Ensure departmental personnel are receiving all required and necessary training.
- Ensure successful transition to new records management system, new wireless field reporting capability, and a new 800 MHz radio system.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 159,489	\$ 224,343	\$ 308,000	<b>\$ 335,600</b>	\$ 27,600	9.0 %
Supplies & Materials	14,013	18,856	13,905	<b>14,295</b>	390	2.8 %
Other Services & Charges	41,689	29,342	41,645	<b>67,635</b>	25,990	62.4 %
Capital Outlay	-	176.16	-	<b>8,800</b>	8,800	N/A %
<b>Total</b>	<b>\$ 215,191</b>	<b>\$ 272,718</b>	<b>\$ 363,550</b>	<b>\$ 426,330</b>	<b>\$ 62,780</b>	<b>17.3 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	4.00	4.00	5.00	<b>5.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Increase in ‘Other Services & Charges’ is attributable to added software support costs related to the new records management system.

**2003/2004 Achievements**

- Initiated newspaper column entitled “POLICE Q&A.”
- Designed and implemented police web site.
- Park squad decoy program results in substantial drop (85%) in theft from autos.
- National Night Out Award winner for outstanding participation in the 20<sup>th</sup> Annual National Night Out—this is the 12<sup>th</sup> year the Department has received this award.
- Received grant funding through three programs.
- Successful and smooth design, construction, and move to new police facility.

**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.

**2005 Goals and Objectives**

- Aggressively enforce traffic laws to reduce traffic accidents.
- Proactive patrol measures to deter crime.
- Continuation of crime impact teams and aggressive enforcement of DWI laws.
- Establish career enhancement training program for new officers and sergeants.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 2,781,404	\$ 2,683,991	\$ 2,831,700	<b>\$2,898,000</b>	\$ 66,300	2.3 %
Supplies & Materials	96,551	82,489	117,500	<b>116,225</b>	(1,275)	(1.1) %
Other Services & Charges	233,645	235,695	255,810	<b>259,320</b>	3,510	1.4 %
Capital Outlay	33,875	47,696	32,590	<b>27,940</b>	(4,650)	(14.3) %
<b>Total</b>	<b>\$ 3,145,475</b>	<b>\$ 3,049,871</b>	<b>\$ 3,237,600</b>	<b>\$3,301,485</b>	<b>\$ 63,885</b>	<b>2.0 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	39.00	40.00	40.00	<b>40.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Successful and popular radar speed trailer program initiated.
- A patrol officer participated in and completed a ten week Spanish Immersion Program that has enabled the department to more effectively communicate with Spanish-speaking citizens.
- Participated in four Operation Night Cap details; received three portable breath testers (PBT’s).
- Added third K-9 position.
- Replaced 35mm cameras with digital cameras.
- All-time low citizen complaints (three); all of which were deemed either exonerated or not sustained.
- Promoted one officer to the position of sergeant.

**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.

**2005 Goals and Objectives**

- 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.
- Establish a digital communication system allowing audio interviews to be digitally recorded and ultimately downloaded to a compact disc for evidence purposes.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 531,427	\$ 621,126	\$ 626,400	<b>\$ 653,200</b>	\$ 26,800	4.3 %
Supplies & Materials	28,382	21,875	32,700	<b>34,070</b>	1,370	4.2 %
Other Services & Charges	21,393	17,757	21,130	<b>22,030</b>	900	4.3 %
Capital Outlay	1,050	2,622	18,860	-	(18,860)	(100) %
<b>Total</b>	<b>\$ 582,253</b>	<b>\$ 663,380</b>	<b>\$ 699,090</b>	<b>\$ 709,300</b>	<b>\$ 10,210</b>	<b>1.5 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	10.00	10.00	10.00	<b>10.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- FBI recognition to Investigator Guy on "Operation Ice Pick" fraud investigation and successful prosecution.
- Special Investigations Unit Officer provided specialized training to department members on drug awareness/search warrants/level updates.
- Investigator received "Melissa Schmidt Community Service Award."
- Successful implementation of City's pawn shop ordinance; contributing member of the Minneapolis Automated Pawn System (APS).
- Successful transition to a new School Liaison Officer in the Roseville High School.





**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.

**2005 Goals and Objectives**

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

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ -	-	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	1,750	1,900	1,900	<b>1,900</b>	-	0.0 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 1,750</b>	<b>\$ 1,900</b>	<b>\$ 1,900</b>	<b>\$ 1,900</b>	\$ -	0.0 %

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Not applicable.

**2003/2004 Achievements**

- Expanded lake patrol coverage.

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

**Division / Program Description**

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

**2005 Goals and Objectives**

- Update the Strategic Plan and Standards.
- Continue officer development program by having 80% of fire officers attend 8 hours of leadership training.
- Evaluate daytime v. nighttime firefighter availability and develop a plan to address critical daytime staffing issues.
- Complete a firefighter compensation study

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 273,984	\$ 304,887	\$ 213,080	<b>\$225,650</b>	\$ 12,570	5.9 %
Supplies & Materials	8,900	6,567	7,900	<b>7,000</b>	(900)	(11.4) %
Other Services & Charges	75,906	86,988	23,750	<b>20,200</b>	(3,550)	(14.9) %
Capital Outlay	9,363	4,054	-	-	-	0.0 %
<b>Total</b>	<b>\$ 368,135</b>	<b>\$ 402,496</b>	<b>\$ 244,730</b>	<b>\$ 252,850</b>	<b>\$ 8,120</b>	<b>3.3 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	2.50	2.50	2.50	<b>2.50</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Increased the staffing program coverage to nearly 85% of all available shifts.
- Reduced operating costs with the implementation of the supervisor-driven dispatching protocol.
- Implemented Strategic Plan and new operating Standards.

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

**Division / Program Description**

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

**2005 Goals and Objectives**

- Reduce response time to fire and medical emergencies to less than 4 minutes for 90% of critical calls.
- Continue development of a firefighter Health & Wellness program to achieve the highest possible safety for firefighters.
- Continue to advance training and equipment allocation for response to bio-chemical emergencies.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 276,533	\$ 296,625	\$ 509,075	<b>\$ 516,530</b>	\$ 7,455	1.5 %
Supplies & Materials	82,451	68,059	70,500	<b>61,500</b>	(9,000)	(12.8) %
Other Services & Charges	258,170	172,362	195,500	<b>245,500</b>	50,000	25.6 %
Capital Outlay	2,861	86,424	18,500	<b>30,000</b>	11,500	62.2 %
<b>Total</b>	<b>\$ 620,015</b>	<b>\$ 623,472</b>	<b>\$ 793,575</b>	<b>\$ 853,530</b>	<b>\$ 59,955</b>	<b>7.6 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Personnel costs include a \$.50 per hour wage increase for paid-on-call firefighters.
- Increase in ‘Other Services & Charges’ due to added depreciation charges for the replacement of fire vehicles and equipment.

**2003/2004 Achievements**

- Implemented turn-out gear replacement program to ensure the highest level of firefighter protection.
- Implemented firefighter immunization program.
- Implemented health and safety program including physical examinations.
- Place new weapons of mass destruction equipment/trailer into service.

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

**Division / Program Description**

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

**2005 Goals and Objectives**

- Provide joint first responder training program for Roseville police and firefighters.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 88,683	\$ 75,000	\$ 99,400	<b>\$ 107,005</b>	\$ 7,605	7.7 %
Supplies & Materials	4,269	2,500	2,300	<b>2,200</b>	(100)	(4.3) %
Other Services & Charges	24,524	39,500	16,000	<b>14,500</b>	(1,500)	(9.4) %
Capital Outlay	7,568	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 125,044</b>	<b>\$ 117,000</b>	<b>\$ 117,700</b>	<b>\$123,705</b>	<b>\$ 6,005</b>	<b>5.1 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Personnel costs include a \$.50 per hour wage increase for paid-on-call firefighters.

**2003/2004 Achievements**

- Organized and conducted first-ever Leadership Academy for supervisory personnel.
- Implemented an Officer Development Program.
- Trained personnel in technical rescue for high angle, low angle, confined space and trench rescue.

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

**Division / Program Description**

The Fire Prevention Division’s goal is to decrease the occurrence of fires and promote fire and accident 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 Division’s activities are accounted for in the General Fund.

**2005 Goals and Objectives**

- Reduce the number and severity of fires in Roseville by increasing inspections of businesses by 5%.
- Complete 100 pre-incident plans for high hazard commercial and industrial buildings.
- Utilize on-duty shift crews to conduct 75 fire prevention inspection and 30 fire safety education programs in 2005
- Revise the fee schedule for a variety of inspection and permit activities.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 129,439	\$ 135,171	\$ 139,300	<b>\$ 143,900</b>	\$ 4,600	3.3 %
Supplies & Materials	2,843	4,989	3,900	<b>2,800</b>	(1,100)	(28.2) %
Other Services & Charges	28,543	29,877	28,500	<b>28,500</b>	-	0.0 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 160,825</b>	<b>\$ 170,037</b>	<b>\$ 171,700</b>	<b>\$ 175,200</b>	<b>\$ 3,500</b>	<b>2.0 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	2.00	2.00	2.00	<b>2.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Completed placarding of high hazard buildings.
- 3,950 resident contacts through fire department activities.
- Conducted 63 child passenger safety seat installations.
- Completed 1,876 inspections, plan reviews and pre-plans
- Implemented computerized pre-incident planning system in fire apparatus.
- Received Life Safety Achievement Award from International Fire Chiefs Association.

**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.

**2005 Goals and Objectives**

- Provide in-house engineering services for ongoing pavement management program.
- Monitor improvement projects in other jurisdictions including; Co. Road C, and T.H. 280.
- Continue to engineer solutions to existing drainage problems.
- Construction Administration and Engineering of B-2 Pathway Project.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 438,559	\$ 469,251	\$ 497,965	<b>\$ 527,000</b>	\$ 29,035	5.8 %
Supplies & Materials	6,846	8,884	5,500	<b>5,900</b>	400	7.3 %
Other Services & Charges	24,423	22,583	27,485	<b>27,300</b>	(185)	(0.7) %
Capital Outlay	1,310	-	500	<b>9,000</b>	8,500	1700 %
<b>Total</b>	<b>\$ 471,138</b>	<b>\$ 500,718</b>	<b>\$ 531,450</b>	<b>\$ 569,200</b>	<b>\$ 37,750</b>	<b>7.1 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	7.00	7.00	7.00	<b>7.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Delivered project management, design, and construction services for Civic Center Project Site work, and Larpenteur Avenue pathway.
- Provided engineering services for mill and overlay projects and several drainage improvements.
- 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.

**2005 Goals and Objectives**

- Complete crack sealing and seal coating of 14 miles of City streets.
- Complete snow & ice control operations within 10-12 hours following a snowfall event.
- Consider greater cooperation and reprioritization within snowplowing personnel and equipment to improve efficiency, effectiveness, and reliability.
- Respond to public inquiries, complaints, or requests for service within 24 hours.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 437,806	\$ 452,425	\$ 517,700	<b>\$ 490,500</b>	\$ (27,200)	(5.3) %
Supplies & Materials	195,748	232,019	224,300	<b>229,925</b>	5,625	2.5 %
Other Services & Charges	116,346	111,983	94,095	<b>170,475</b>	76,380	81.2 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 749,900</b>	<b>\$ 796,427</b>	<b>\$ 836,095</b>	<b>\$ 890,900</b>	<b>\$ 54,805</b>	<b>6.6 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	8.25	8.00	8.00	<b>7.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums, and is offset by a reduction of one (1) full-time position.
- Increase in ‘Other Services & Charges’ due to added depreciation charges for the replacement of Street Department vehicles.

**2003/2004 Achievements**

- Completed all street maintenance programs on time and within budgets.
- Completed tree trimming along 15% of boulevards & corrected several visibility issues.
- Met or exceeded snow and ice control policy goals at expected service levels.
- Met pavement management goals, resurveyed 20% of street network.
- Reconstructed 1.5 miles of pathway and one city parking lot.

**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.

**2005 Goals and Objectives**

- Seek a dedicated funding source by establishing a street light utility.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	191,670	172,074	171,140	<b>176,300</b>	5,160	3.0 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 191,670</b>	<b>\$ 172,074</b>	<b>\$ 171,140</b>	<b>\$ 176,300</b>	<b>\$ 5,160</b>	<b>3.0 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Not applicable.

**2003/2004 Achievements**

- Initiated a Lamp Replacement Program to replace existing lamps with more efficient LED lamps. Lamps will be replaced at City-paid intersection lights.

**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.

**2005 Goals and Objectives**

- Develop a more centralized preventative maintenance program for city facilities.
- 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	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	9,632	9,883	16,000	<b>16,600</b>	600	3.8 %
Other Services & Charges	212,375	161,764	295,800	<b>304,500</b>	8,700	2.9 %
Capital Outlay	772	-	-	<b>4,800</b>	4,800	N/A %
<b>Total</b>	<b>\$ 222,779</b>	<b>\$ 171,647</b>	<b>\$ 311,800</b>	<b>\$ 325,900</b>	<b>\$ 14,100</b>	<b>4.5 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Increase attributable to the additional operating costs related to the expanded City Hall and Public Works facilities.

**2003/2004 Achievements**

- Provided building maintenance services at a reasonable cost to the public.
- Maintained a clean environment for city staff and the public.
- Replaced existing HVAC unit at City Hall to more efficient equipment.
- Remediated significant mold infestation in Fire Station #1, and prepared a portion of the building for convenience and safe use by community groups.
- Worked to minimize disruption to all city operations and functions through the City Center construction

**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.

**2004 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.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 109,323	\$ 111,933	\$ 118,000	<b>\$ 123,700</b>	\$ 5,700	4.8 %
Supplies & Materials	43,821	(6,006)	2,000	<b>2,100</b>	100	5.0 %
Other Services & Charges	(2,213)	(1,800)	400	<b>400</b>	-	0.0 %
Capital Outlay	-	3,337	-	<b>2,000</b>	2,000	N/A %
<b>Total</b>	<b>\$ 150,931</b>	<b>\$ 107,464</b>	<b>\$ 120,400</b>	<b>\$ 128,200</b>	<b>\$ 7,800</b>	<b>6.5 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	2.00	2.00	2.00	<b>2.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Completed nearly 1,000 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:** **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.

**2005 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.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 324,340	\$ 360,652	\$ 374,300	<b>\$ 406,000</b>	\$ 31,700	8.5 %
Supplies & Materials	25,992	26,256	24,700	<b>26,200</b>	1,500	6.1 %
Other Services & Charges	2,633,454	2,128,262	2,605,250	<b>2,668,300</b>	63,050	2.4 %
Capital Outlay	269	-	160,000	<b>355,000</b>	195,000	121.9 %
<b>Total</b>	<b>\$ 2,984,055</b>	<b>\$ 2,515,170</b>	<b>\$ 3,164,250</b>	<b>\$3,455,500</b>	<b>\$ 291,250</b>	<b>9.2 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	5.16	6.15	6.15	<b>6.15</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Increase in ‘Other Services & Charges’ reflects the increase in wastewater treatment costs.
- Increase in ‘Capital Outlay’ provides for the scheduled replacement of vehicles and equipment.

**2003/2004 Achievements**

- Monitored/maintained 13 sanitary and 4 stormwater lift stations.
- Cleaned one-third of the sanitary sewer system and all higher frequency areas.
- Repaired/replaced several sewer line problem areas as identified by Maintenance Staff, and through the Pavement Management Program.
- Implemented small valve exercise/maintenance 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.

**2005 Goals and Objectives**

- Provide utility customers with safe potable drinking water for a reasonable price.
- Perform proactive maintenance programs that improve system reliability and reduce operating costs.
- Finalize a water contract with St Paul Regional Water Services that results in a long-term supply of water at an affordable cost to utility customers.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 277,638	\$ 309,844	\$ 281,545	<b>\$ 306,100</b>	\$ 24,555	8.7 %
Supplies & Materials	26,693	28,415	30,950	<b>31,500</b>	550	1.8 %
Other Services & Charges	3,397,394	3,767,475	3,946,150	<b>4,152,050</b>	205,900	5.2 %
Capital Outlay	(314)	36,933	226,000	<b>255,000</b>	29,000	12.8 %
Total	\$ 3,701,411	\$ 4,142,707	\$ 4,484,645	<b>\$4,744,650</b>	\$ 260,005	5.8 %

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	5.15	5.15	5.15	<b>5.15</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Increase in ‘Other Services & Charges’ reflects the potential rate increase in the purchase of bulk water from the City of St. Paul.
- Increase in ‘Capital Outlay’ provides for the scheduled replacement of vehicles and equipment.

**2003/2004 Achievements**

- Distributed nearly 2.0 billion gallons of water to Roseville and Arden Hills utility customers.
- Repaired 27 water main leaks.
- Flushed, inspected, and maintained 1,750 fire hydrants.
- Responded to over 4,000 locate requests from Gopher State One Call.
- Completed all annual major maintenance programs on schedule and within budget.
- Upgraded Arden Hills Meter Pits to newer technology.

**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.

**2005 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.
- Complete Arona Site Regional Pond improvements.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 163,731	\$ 173,709	\$ 186,930	<b>\$ 202,000</b>	\$ 15,070	8.1 %
Supplies & Materials	31,438	47,304	40,230	<b>40,950</b>	720	1.8 %
Other Services & Charges	762,315	674,575	541,840	<b>539,350</b>	(2,490)	(0.5) %
Capital Outlay	446,705	-	385,000	<b>790,000</b>	405,000	105.2 %
<b>Total</b>	<b>\$ 1,404,191</b>	<b>\$ 895,589</b>	<b>\$ 1,154,000</b>	<b>\$1,572,300</b>	<b>\$ 418,300</b>	<b>36.2 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	3.17	3.4	3.4	<b>3.4</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Capital Outlay includes additional monies for scheduled replacements.

**2003/2004 Achievements**

- Completed two sections of structure inspections and data entry.
- Resolved several backyard drainage issues.
- Completed 2<sup>nd</sup> generation Stormwater Management Plan.

**Division / Program: Pathway & Parking Lot Maintenance**  
**Organizational Responsibility: Public Works Director**

**Division / Program Description**

During the past 22years, 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.

**2005 Goals and Objectives**

- Re-survey 25% of pathways and parking lots.
- Rehabilitate 1-2 miles pathway.
- Reconstruct one City-owned parking lot.
- Perform routine pavement maintenance on all City lots and trails.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	12,600	3,548	12,000	<b>12,000</b>	-	0.0 %
Other Services & Charges	80,018	104,609	123,000	<b>128,000</b>	5,000	4.0 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 92,618</b>	<b>\$ 108,157</b>	<b>\$ 135,000</b>	<b>\$ 140,000</b>	<b>\$ 5,000</b>	<b>4.0 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Not applicable.

**2003/2004 Achievements**

- Repaved nearly 2.0 miles in Central Park between Lexington and Victoria.
- Reconstructed Rosebrook Park vehicle lots.
- Reconstructed Bruce Russell Park

**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.

**2005 Goals and Objectives**

- To seek cooperation between other city departments.
- To seek cooperation and partnerships between agencies, county and state, public and private, 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.
- To quantify and assess value and meaning of Roseville Parks and Recreation to the community.
- To continue to research future sports field needs and trends.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 428,615	\$ 459,301	\$ 472,400	<b>\$ 493,900</b>	\$ 21,500	4.6 %
Supplies & Materials	6,946	9,009	5,200	<b>5,600</b>	400	7.7 %
Other Services & Charges	70,147	66,687	84,200	<b>90,570</b>	6,370	7.6 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 505,708</b>	<b>\$ 534,998</b>	<b>\$ 561,800</b>	<b>\$ 590,070</b>	<b>\$ 28,270</b>	<b>5.0 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	7.50	7.50	7.50	<b>7.50</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Increase in ‘Other Services & Charges’ reflects anticipated charges for on-line registration software.

**2003/2004 Achievements**

- Minnesota Recreation and Parks (MRPA) award of excellence for “Rose of Many Colors”.
- Overall successful Parks and Recreation Budget, and finalized a new Park Dedication Ordinance
- Continued building on sponsorship program to enhance non-traditional revenue
- Secured Natural Resource Management Grant in Central Park
- Initiated Phase IV construction for the Muriel Sahlin Arboretum.
- Improved staff communications, cross divisions through monthly all staff meetings
- Received a Metro Regional Arts Council Grant for \$8,000.

**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.

**2005 Goals and Objectives**

- Assess all facility fees to plan for future maintenance costs and recoup where possible.
- Pursue non-traditional revenue sources within city policies, i.e., sponsorships and partnerships.
- Continue to strive for participation increases.
- Evaluate current level of program offerings, information service, safe recreation areas and facilities.
- Evaluate the cost structure for fee-based programs.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 202,779	\$ 207,295	\$ 207,295	<b>\$ 203,135</b>	\$ (4,160)	(2.0) %
Supplies & Materials	82,940	79,120	79,120	<b>80,500</b>	1,380	1.7 %
Other Services & Charges	247,612	252,967	229,645	<b>244,495</b>	14,850	6.5 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 533,331</b>	<b>\$ 539,382</b>	<b>\$ 516,060</b>	<b>\$ 528,130</b>	<b>\$ 13,070</b>	<b>2.3 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	0.50	0.50	0.50	<b>0.50</b>

**2005 Budget Impact Items**

- Market rate of program offerings.
- School district maintenance contract on gymnasiums ending in March 2003.
- Overall increase is offset by additional program revenues.

**2003/2004 Achievements**

- Thousands of program and services offered.
- Hosting of Rosefest with over 25,000 participants and spectators in 45 different areas.
- New special events including BB and Blues, movie in the park, pets on parade
- Enhanced all day summer programs to youth offerings and updated summer staff training and program curriculum
- Became an active participant in “Be Active” Minnesota
- Increased senior citizen programming to include younger seniors.
- Organized and managed Tour de Roses Bike Ride.

**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.

**2005 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	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 33,795	\$ 36,347	\$ 29,355	<b>\$ 33,765</b>	\$ 4,410	15.0 %
Supplies & Materials	9,569	16,442	17,545	<b>19,035</b>	1,490	8.5 %
Other Services & Charges	29,623	16,924	23,005	<b>23,940</b>	935	4.1 %
Capital Outlay	-	-	-	-	-	0.0 %
Total	\$ 72,987	\$ 69,713	\$ 69,905	<b>\$ 76,740</b>	\$ 6,835	9.8 %

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Market rate of program offerings.

**2003/2004 Achievements**

- Summer entertainment series in Central Park with 40 concerts held through the summer for residents’ enjoyment.
- Hosted July 4<sup>th</sup> 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.

**2005 Goals and Objectives**

- To increase volunteer participation and improve overall volunteer program.
- Continue to explore and execute 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	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 60,936	\$ 61,740	\$ 63,400	<b>\$ 70,500</b>	\$ 7,100	11.2 %
Supplies & Materials	2,322	3,131	3,000	<b>4,000</b>	1,000	33.3 %
Other Services & Charges	12,751	12,407	8,000	<b>8,300</b>	300	3.8 %
Capital Outlay	-	-	-	-	-	0.0 %
<b>Total</b>	<b>\$ 76,009</b>	<b>\$ 77,278</b>	<b>\$ 74,400</b>	<b>\$ 82,800</b>	<b>\$ 8,400</b>	<b>11.3 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	1.00	1.00	1.00	<b>1.0</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Market rate of program offerings.

**2003/2004 Achievements**

- Hosted Halloween special event with 450 participants.
- Implemented contract with Central Park Elementary School offering classes to kindergartner and first grade students.
- Reorganized the HANC advisory Committee
- Hosted the thirteenth annual Earth Day celebration with a few hundred visitors.
- Built on the relationship with the Muriel Sahlin Arboretum and the Wildlife Rehabilitation Center volunteers and committees.
- Partnered with Ramsey Center for the Arts

**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.

**2005 Goals and Objectives**

- Increase room rental revenues by including banquet facilities by 5%.
- Evaluate and assess season lengths versus cost of operations.
- Increase sponsorship revenues by 5%.
- Re-assess capital needs

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 576,097	\$ 557,362	\$ 598,635	<b>\$ 593,295</b>	\$ (5,340)	(0.9) %
Supplies & Materials	71,770	49,920	67,000	<b>70,590</b>	3,590	5.4 %
Other Services & Charges	339,945	302,625	306,700	<b>307,680</b>	980	0.3 %
Capital Outlay	25,228	50,963	19,000	<b>25,000</b>	6,000	31.6 %
<b>Total</b>	<b>\$ 1,013,040</b>	<b>\$ 960,871</b>	<b>\$ 991,335</b>	<b>\$ 996,565</b>	<b>\$ 5,230</b>	<b>0.5 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	6.00	6.00	6.00	<b>6.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Slight reduction in temporary wages.
- Utility costs and weather uncertainties.

**2003/2004 Achievements**

- Expanded dasher board and ice resurfacers advertising program.
- Completed process for ice resurfacers replacement
- Awarded “Best Place to Hold a Banquet”
- Provision of a safe and clean facility providing opportunities for hundreds of thousands of people.
- Staging of major events, including; New Years Eve, National Long Track, Ice Show, and World Junior Championships.

**Department / Program: Park Maintenance**  
**Organizational Responsibility: Parks & Recreation Director**

**Department Description**

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

**2005 Goals and Objectives**

- Review full annual maintenance calendar to ensure timeliness of routine tasks.
- Continue to develop and research an environmentally friendly program to control weeds in turf areas.
- Research automated maintenance tracking system.
- Develop full maintenance schedule for all ball fields in system.
- Develop new on site training program for part and full time employees.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 577,498	\$ 567,506	\$ 608,800	<b>\$ 589,800</b>	\$ (19,000)	(3.1) %
Supplies & Materials	63,787	70,750	69,020	<b>71,115</b>	2,095	3.0 %
Other Services & Charges	163,746	157,592	163,500	<b>179,010</b>	15,510	9.5 %
Capital Outlay	3,498	18,546	-	<b>3,000</b>	3,000	n/a
<b>Total</b>	<b>\$ 808,529</b>	<b>\$ 814,394</b>	<b>\$ 841,320</b>	<b>\$ 842,925</b>	<b>\$ 1,605</b>	<b>0.2 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	9.25	10.25	10.25	<b>9.25</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Increase in ‘Other Services & Charges’ due to added tree removal services and additional depreciation charges to replace Park Maintenance vehicles.

**2003/2004 Achievements**

- Conducted a city-wide Dutch Elm and Oak Wilt survey and inspection program.
- Improved program for overall flower and plantings maintenance.
- Began major development of Muriel Sahlin Arboretum
- Improved staff communication with regular meetings regarding projects and recreation
- Repaired Rosebrook Pool main drain.
- Assisted in construction project details for maintenance garage area.
- Assisted in 2003 PIP work program

**Department / Program: Park Improvement Program**  
**Organizational Responsibility: Parks & Recreation Director**

**Department Description**

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

**2005 Goals and Objectives**

- Explore potential for a park bond referendum to address park improvement needs.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	-	-	-	-	-	0.0 %
Capital Outlay	350,988	195,565	218,960	<b>150,000</b>	(68,960)	(31.5) %
<b>Total</b>	<b>\$ 350,988</b>	<b>\$ 195,565</b>	<b>\$ 218,960</b>	<b>\$ 150,000</b>	<b>\$ (68,960)</b>	<b>(31.5) %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	-	-	-	-

**2005 Budget Impact Items**

- Increasing cost of materials and labor.
- Overall reduction provides for additional monies in other park and recreation services.

**2003/2004 Achievements**

- Improvements to the Muriel Sahlin Arboretum.
- Various/numerous projects to improve maintenance as outlined in annual report.
- Continued replacement of park identification and regulation signs.

**Division / Program:**

## Golf Course Clubhouse

**Organizational Responsibility:** Parks & Recreation Director

### Division / Program Description

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

### 2005 Goals and Objectives

- To continue to assess the golf industry and market and stay competitive.
- Develop an administrative plan for league registration.
- Increase league and tournament play by 5%.
- Maintain costs at market level.
- Increase wintertime rental revenues by 5%.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 84,346	\$ 73,180	\$ 102,550	<b>\$ 99,200</b>	\$ (3,350)	(3.3) %
Supplies & Materials	13,557	20,727	22,700	<b>21,000</b>	(1,700)	(7.5) %
Other Services & Charges	34,182	52,238	52,900	<b>47,875</b>	(5,025)	(9.5) %
Capital Outlay	1,915	1,036	1,300	<b>2,800</b>	1,500	115.4 %
<b>Total</b>	<b>\$ 134,000</b>	<b>\$ 147,181</b>	<b>\$ 179,450</b>	<b>\$ 170,875</b>	<b>\$ (8,575)</b>	<b>(4.8) %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	1.0	1.0	1.0	<b>1.0</b>

### 2005 Budget Impact Items

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Revenue fluctuations due to changing golfing market.
- Reduction in ‘Other Services & Charges’ reflects reallocated administrative charges.

### 2003/2004 Achievements

- Increased marketing opportunities to include the WRAP, local newspaper ads, as well as coupon offerings.
- Installed new clubhouse lighting and remodeled pro shop
- Increased tournament play
- Course financial strength despite overall golf industry
- Designed and constructed ADA Ramp
- Increased marketing and advertising program to include coupons, punch cards, etc.

**Division / Program:**

## Golf Course Maintenance

**Organizational Responsibility:** Parks & Recreation Director

### Division / Program Description

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

### 2005 Goals and Objectives

- Investigate replacement of lightweight fairway mower.
- Investigate replacement of fertilizer spreader
- Continue to assess and investigate organic fertilizer use.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 101,223	\$ 136,373	\$ 111,550	<b>\$ 115,350</b>	\$ 3,800	3.4 %
Supplies & Materials	28,146	18,927	23,600	<b>25,000</b>	1,400	5.9 %
Other Services & Charges	78,426	75,335	48,950	<b>43,150</b>	(5,800)	(11.8) %
Capital Outlay	239	2,300	80,500	<b>21,000</b>	(59,500)	(73.9) %
<b>Total</b>	<b>\$ 208,034</b>	<b>\$ 232,936</b>	<b>\$ 264,600</b>	<b>\$ 204,500</b>	<b>\$ (60,100)</b>	<b>(22.7) %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	1.50	1.50	1.50	<b>1.50</b>

### 2005 Budget Impact Items

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Weather conditions.
- Reduction in ‘Other Services & Charges’ reflects reduced administrative service charges.

### 2003/2004 Achievements

- Added perennial gardens
- Expansion of organic fertilizer use to several tees.
- Additional Tee markers with Cedarholm logo.
- Extremely large storm damaged tree removed by staff
- Installed handicap access ramp for clubhouse with in-house staff.

**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, Variance Board, HRA and Council in preparation and design of development projects as well as providing guidance to property owners. City Planning provides well-planned development and anticipates continued process refinement to keep up with current and increasing project demands. The Program’s activities are accounted for in the Community Development Fund.

**2005 Goals and Objectives**

- Work to achieve consensus on community planning projects; review 80-100 cases annually.
- Work with the DRC to improve setback permit process.
- Provide Staff support to the Planning Commission, Variance Board, HRA, and City Council.
- Work with developers on major projects including: Twin Lakes, Presbyterian Homes, Applewood Pointe, Target, Mastell Trucking site, Rosedale and larger residential renovation projects.
- Review the feasibility of adding a community development specialist to assist in planning cases.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2004 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 144,800	\$ 154,932	\$ 160,000	<b>\$ 164,800</b>	\$ 4,800	3.0 %
Supplies & Materials	575	115	-	-	-	0.0 %
Other Services & Charges	79,879	40,644	41,020	<b>38,020</b>	(3,000)	(7.3) %
Capital Outlay	180	2,566	-	-	-	0.0 %
<b>Total</b>	<b>\$ 225,434</b>	<b>\$ 198,257</b>	<b>\$ 201,020</b>	<b>\$ 202,820</b>	<b>\$ 1,800</b>	<b>0.9 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	2.00	2.00	2.00	<b>2.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.
- Overall decrease reflects reduced funding for professional services and conferences.

**2003/2004 Achievements**

- Provided over 90 project reviews/reports for Commissions, Variance Board, HRA and/or Council.
- Contributed to the Comprehensive Plan annual update process and Code updates.
- Coordinated the Development Review Committee and setback permit process.
- Completed rewrite of selected application procedures and staff reports/presentation formats.
- Coordinated the establishment of the Variance Board (consists of 3 planning commission members)
- Contributed to the Twin Lakes Stakeholder Panel process and McCarron’s Neighborhood Master Plan.

**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 budget year of 2005 will continue to focus on the redevelopment of major business parks and mixed use neighborhood plans. The retention and communication with businesses will be reduced to reflect limited funding and staff resources. Existing partnerships will be strengthened. The Program’s activities are accounted for in the Community Development Fund.

**2005 Goals and Objectives**

- Encourage community collaboration for economic growth.
- Strengthen relationships with the business community via the business link program.
- Facilitate redevelopment to create diverse productive jobs, tax base, and quality living environment.
- Pursue the continued implementation of the Twin Lakes Master Plan, McCarrons Neighborhood Master Plan, Hamline Shopping Center, Applewood Pointe and Mastell Truck site.

Budget Category	2002 Actual	2003 Actual	2004 Budget	2005 Budget	\$ Increase (decrease)	% Incr. (decr.)
Personnel Services	\$ 157,195	\$ 164,183	\$ 161,000	<b>\$ 171,500</b>	\$ 10,500	6.5 %
Supplies & Materials	5,958	3,664	6,500	<b>6,500</b>	-	0.0 %
Other Services & Charges	78,271	180,244	54,355	<b>54,990</b>	635	1.2 %
Capital Outlay	-	1,305	-	-	-	0.00 %
<b>Total</b>	<b>\$ 241,424</b>	<b>\$ 349,398</b>	<b>\$ 221,855</b>	<b>\$ 232,990</b>	<b>\$ 11,135</b>	<b>5.0 %</b>

Human Resource Allocation	2002 Actual	2003 Actual	2004 Budget	2005 Budget
Full-Time Equivalent Positions	2.00	2.00	2.00	<b>2.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Continued Community Business Contact and Follow-up in the Business Link program.
- Continued to administer the use of \$800,000 in Brownfield redevelopment grants.
- Implemented Phase I of the Arona/Hamline Neighborhood Master Plan and approved Phase II.
- Received increase recognition from the development community regarding the online development mapping of available redevelopment areas and leased office and industrial space and partnership with the Minnesota Commercial Property Exchange program.
- Contributed to the process of requesting Twin Lakes Special Legislation, Twin Lakes Stakeholder Process and the McCarrons 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 2005 through the various housing programs, business redevelopment, and residential remodeling/improvements. The Program’s activities are accounted for in the Community Development Fund.

**2005 Goals and Objectives**

- Provide residents and contractors with prompt, responsive permit issuance and inspection services.
- 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, through education and cooperation.
- Increase the efficiency of office/field operations and in field data recording.
- Continue to install and efficiently use the new Permit Works software

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 329,375	\$ 353,591	\$ 372,900	<b>\$ 395,200</b>	\$ 22,300	6.0 %
Supplies & Materials	5,319	4,909	5,260	<b>5,260</b>	-	0.0 %
Other Services & Charges	97,860	115,340	119,055	<b>123,530</b>	4,475	3.8 %
Capital Outlay	28,056	5,279	-	-	-	0.0 %
<b>Total</b>	<b>\$ 460,610</b>	<b>\$ 479,119</b>	<b>\$ 497,215</b>	<b>\$ 523,990</b>	<b>\$ 26,775</b>	<b>5.4 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	5.90	5.90	6.00	<b>6.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Performed an average of 7,800 inspections and issued 1,600 permits totaling an average of \$55 million in new value.
- Improved Insurance Service Organization Building Code rating from “5” to “4”.
- Increased on-line capabilities, changes to database software, and improved the quality of hand-out materials and web displays.
- Reviewed over 425 complaint cases and resolved 100% of those cases.
- Began the installation process of Permit Works.

**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 collaborates 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.

**2005 Goals and Objectives**

- Expand and upgrade user friendly web pages.
- Assist in the installation of permit works features and its translation to other databases.
- Assist Engineering, Police, and other City Departments in the use of property database, GIS, and web technologies.
- Collaborate on Met Council GIS projects, I35W Coalition, and Ramsey County GIS.
- Begin the implementation of the city-wide laser fiche document tracking system.
- Explore the feasibility of incorporating the GIS function with the IT function.

<b>Budget Category</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>	<b>\$ Increase (decrease)</b>	<b>% Incr. (decr.)</b>
Personnel Services	\$ 70,697	\$ 72,865	\$ 71,100	<b>\$ 76,400</b>	\$ 5,300	7.5 %
Supplies & Materials	-	-	-	-	-	0.0 %
Other Services & Charges	4,421	6,718	6,450	<b>9,800</b>	3,350	51.9 %
Capital Outlay	6,731	4,292	-	-	-	0.00 %
<b>Total</b>	<b>\$ 81,499</b>	<b>\$ 83,875</b>	<b>\$ 77,550</b>	<b>\$ 86,200</b>	<b>\$ 8,650</b>	<b>11.2 %</b>

<b>Human Resource Allocation</b>	<b>2002 Actual</b>	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Budget</b>
Full-Time Equivalent Positions	1.10	1.10	1.00	<b>1.00</b>

**2005 Budget Impact Items**

- Personnel costs include 2.0% COLA on wages, and a 6% increase in health/dental premiums.

**2003/2004 Achievements**

- Provided support to City Departments, I35W Coalition, and Ramsey County User Groups.
- Formatted Comprehensive Plan on CD-Rom; mapping for 90+ planning/zoning projects.
- Included and added to the access to city maps, demography, and economic development opportunities on the City’s website.
- Increased GIS city-wide capabilities from 16 to 30 since 1998; including emergency mgt.
- Created digital files for city access and 225 different map themes, all accessible online.
- Implemented online web based mapping systems (Civixplorer) with links to Roseville data and County parcel based data.

## City of Roseville – 2005 Budget

### Debt Management Plan

The City of Roseville revised its debt policy in 1998. 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 two types of debt; 1) general obligation improvement debt, and 2) general obligation facility 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 debt issues outstanding in the beginning of 2005. The following schedule depicts the City's outstanding debt as of 01/01/2005.

Description	Principle Outstanding	Net Interest Rate	Date of Final Maturity	Eligible Call Date
Series 1994	\$ 445,000	4.21 %	03/01/2006	3/01/2001
Series 20	440,000	4.55 %	03/01/2009	3/01/2001
Series 23	1,715,000	4.90 %	03/01/2012	3/01/2004
Series 25	1,865,000	4.24 %	03/01/2014	3/01/2006
Series 27	9,700,000	3.72 %	3/01/2019	3/01/2013
<b>Total</b>	<b>\$ 14,165,000</b>			

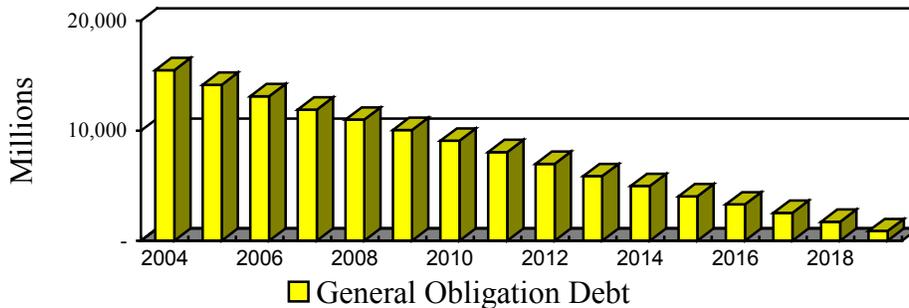
The following table depicts the City's debt service payments by year.

Year	Principle	Interest	Total
2005	1,030,000	594,489	1,624,489
2006	1,225,000	480,928	1,705,928
2007	905,000	443,412	1,348,412
2008	940,000	411,678	1,351,678
2009	980,000	377,484	1,357,484
2010	1,025,000	339,993	1,364,993
2011	1,070,000	298,955	1,368,955
2012	1,115,000	254,176	1,369,176
2013	895,000	215,364	1,110,364
2014	935,000	177,490	1,112,490
2015	740,000	145,221	885,221
2016	770,000	116,524	886,524
2017	805,000	86,004	891,004
2018	845,000	53,406	898,406
2019	885,000	18,253	903,253
<b>Total</b>	<b>\$ 14,165,000</b>	<b>\$ 3,940,987</b>	<b>\$ 18,105,987</b>

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

## Legal Debt Limit

### Outstanding Bonded Debt Schedule



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 2004 will be \$420. 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 \$750 for cities the size of Roseville.

## Impact on Operations

The City’s property tax levy has stabilized at \$1,625,000 annually and is expected to remain at this level until 2010. Absent the issuance of any additional property tax-supported debt, the debt levy is expected to slowly decline beginning in 2011 to a level of \$875,000 in 2015. All existing debt will be retired no later than 2019.

## Future Debt Issuance

The City has no immediate plans to issue new debt. Absent any refunding opportunities, the issuance of new debt is not expected to occur until 2007 or later.

### **Capital Improvement Plan**

The following tables summarize the 2005-2009 Capital Improvement Plan (CIP). Capital expenditures includes the replacement of vehicles and other rolling stock, equipment, building repairs, and infrastructure improvements that have an initial value of at least \$500 and a useful life of at least 2 years.

The planned capital expenditures for the current year (2005) 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 2005, 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 expertly quantified beyond next year. The additional net operating costs resulting from 2005 CIP items, is approximately \$50,000. Beyond 2005, the operating budget impacts are expected to remain relatively unchanged, as the overwhelming majority of all capital replacements are funded through pre-established sinking funds, which are currently at prescribed levels. The City does not anticipate any non-routine capital expenditures.

# City of Roseville – 2005 Budget

## CIP - Citywide Summary by Department

<u>Department</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	2,000	10,000	10,000	3,000	-	25,000
General Facilities	40,850	4,000	4,500	4,500	5,000	58,850
Finance	-	-	-	-	-	-
Information Systems	60,000	60,000	60,000	60,000	60,000	300,000
Police	832,687	223,822	240,232	271,792	182,762	1,751,295
Fire	58,000	54,000	62,000	53,000	99,000	326,000
License Center	9,225	9,000	11,500	17,200	7,200	54,125
Public Works Administration	9,000	22,000	4,000	2,000	5,000	42,000
Streets	75,000	286,000	233,000	158,000	75,000	827,000
Community Development	-	56,000	23,400	23,900	18,000	121,300
Pavement Management Program	1,900,000	3,750,000	1,450,000	1,450,000	1,450,000	10,000,000
Pathways and Trails	439,000	390,000	140,000	145,000	145,000	1,259,000
Water	255,000	279,000	241,000	270,000	195,000	1,240,000
Sanitary Sewer	355,000	295,000	225,000	316,000	190,000	1,381,000
Storm Drainage	790,000	600,000	285,000	250,000	250,000	2,175,000
Park Maintenance	24,000	287,000	74,725	30,000	40,000	455,725
Park Improvements	248,000	300,000	300,000	300,000	300,000	1,448,000
Skating Center	30,000	185,700	52,500	181,500	672,000	1,121,700
Golf Course	23,800	117,000	57,000	10,000	26,800	234,600
	-	-	-	-	-	-
<b>Total</b>	<b>\$ 5,191,562</b>	<b>\$ 6,928,522</b>	<b>\$ 3,473,857</b>	<b>\$ 3,545,892</b>	<b>\$ 3,720,762</b>	<b>\$ 22,820,595</b>

## CIP - Citywide Summary by Type

<u>Capital Asset Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	110,850	177,400	103,000	287,000	73,000	751,250
Vehicles	638,392	1,096,232	627,892	604,352	349,772	3,316,640
Equipment	960,320	639,890	369,965	264,540	917,990	3,152,705
Furniture & Fixtures	-	4,000	4,000	10,000	5,000	23,000
Improvements	3,442,000	5,011,000	2,369,000	2,380,000	2,375,000	15,577,000
<b>Total</b>	<b>\$ 5,191,562</b>	<b>\$ 6,928,522</b>	<b>\$ 3,473,857</b>	<b>\$ 3,545,892</b>	<b>\$ 3,720,762</b>	<b>\$ 22,820,595</b>

## City of Roseville – 2005 Budget

### CIP - Citywide Summary by Funding Source

<u>Funding Source</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ 497,940	\$ 694,290	\$ 521,840	\$ 652,440	\$ 1,137,990	\$ 3,504,500
Special assessments	-	-	-	-	-	-
Building depreciation charges	40,850	4,000	4,500	4,500	5,000	58,850
Vehicle depreciation charges	343,392	666,232	531,892	448,352	294,772	2,284,640
Equipment depreciation charges	574,355	154,000	69,725	58,000	104,000	960,080
User fees - utility operations	1,423,800	1,291,000	808,000	846,000	661,800	5,030,600
User fees - special purpose operations	71,225	119,000	77,900	76,600	67,200	411,925
General obligation bonds	-	-	-	-	-	-
MSA Revenues	1,300,000	1,000,000	700,000	700,000	700,000	4,400,000
Other	900,000	3,000,000	750,000	750,000	750,000	6,150,000
Total	\$ 5,191,562	\$ 6,928,522	\$ 3,463,857	\$ 3,535,892	\$ 3,720,762	\$ 22,820,595

# City of Roseville – 2005 Budget

## CIP – Communications

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Projection systems	E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drop down screens	E	-	-	-	-	-	-
Training room camera system	E	-	-	-	-	-	-
Control room computers, hardware	E	-	7,000	-	1,000	-	8,000
Training room audio system	E	-	-	-	-	-	-
Hardware installation	E	-	-	-	-	-	-
VCR replacements	E	1,000	-	1,000	-	-	2,000
Software upgrades and additions	E	1,000	-	1,000	1,000	-	3,000
Audio board replacement	E	-	2,500	-	-	-	2,500
Scan converter replacement	E	-	500	-	-	-	500
Digital conversion cards	E	-	-	5,000	-	-	5,000
Control room monitor replacement	E	-	-	3,000	-	-	3,000
Audio mixer replacement	E	-	-	-	1,000	-	1,000
Other	E	-	-	-	-	-	-
<b>Total</b>		<b>\$ 2,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>

## Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	2,000	10,000	10,000	3,000	-	25,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
<b>Total</b>		<b>\$ 2,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>

## Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</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	2,000	10,000	10,000	3,000	-	25,000
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>	<b>\$ 2,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>

## City of Roseville – 2005 Budget

### CIP - General Facilities

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Fire Station #1 improvements	B	\$ 5,400	\$ -	\$ 4,500	\$ -	\$ 5,000	\$ 14,900
Fire Station #2 improvements	B	2,500	4,000	-	4,500	-	11,000
Fire Station #3 improvements	B	8,000	-	-	-	-	8,000
Inspect, repair Oval chiller	B	24,950	-	-	-	-	24,950
		-	-	-	-	-	-
Total		\$ 40,850	\$ 4,000	\$ 4,500	\$ 4,500	\$ 5,000	\$ 58,850

### Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	40,850	4,000	4,500	4,500	5,000	58,850
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 40,850	\$ 4,000	\$ 4,500	\$ 4,500	\$ 5,000	\$ 58,850

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	40,850	4,000	4,500	4,500	5,000	58,850
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 40,850	\$ 4,000	\$ 4,500	\$ 4,500	\$ 5,000	\$ 58,850

## City of Roseville – 2005 Budget

### CIP - Information Technology

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Office equipment	E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office furniture	E	-	-	-	-	-	-
Computer replacements	E	48,000	48,000	48,000	48,000	48,000	240,000
Printer replacements	E	2,000	2,000	2,000	2,000	2,000	10,000
WAN equipment	E	10,000	10,000	10,000	10,000	10,000	50,000
		-	-	-	-	-	-
Total		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 300,000

### Summary by Type

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	60,000	60,000	60,000	60,000	60,000	300,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 300,000

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</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	60,000	60,000	50,000	50,000	60,000	280,000
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 60,000	\$ 280,000

## City of Roseville – 2005 Budget

<b>CIP - Police</b>							
Description	Type	2005	2006	2007	2008	2009	Total
Office equipment	E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office furniture	F	-	-	-	-	-	-
Marked squad cars (6)	V	166,772	166,772	166,772	166,772	166,772	833,860
Unmarked vehicles (2)	V	22,660	22,660	45,320	45,320	-	135,960
CSO Vehicle	V	32,960	-	-	32,960	-	65,920
Community relations vehicle	V	-	-	-	-	-	-
Visabars (2)	V	-	2,800	2,800	2,800	-	8,400
Speed notification unit	E	13,600	-	-	-	-	13,600
Radar units	E	3,000	3,000	3,000	3,000	-	12,000
Radio equipment	E	3,090	3,090	3,090	3,090	3,090	15,450
Outdoor warning siren (1)	E	14,000	14,000	14,000	14,000	-	56,000
Long guns (squads)	E	-	-	-	-	-	-
Side arms (officers)	E	-	-	-	-	-	-
Non-lethal weapons	E	-	6,000	-	-	6,000	12,000
PBT's (2)	E	1,400	-	1,400	-	1,400	4,200
Stop sticks (2)	E	-	1,000	-	-	1,000	2,000
Truck scales	E	-	-	-	-	-	-
Rear transport seats (2)	E	-	650	-	-	650	1,300
Tactical gear	E	3,000	-	-	-	-	3,000
Defibrillators (2)	E	3,500	3,500	3,500	3,500	3,500	17,500
Oxygen regulator sets (3)	E	350	350	350	350	350	1,750
Laptop computers for vehicles (20)	E	120,000	-	-	-	-	120,000
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
Records Mgmt system replacement	E	60,000	-	-	-	-	60,000
		-	-	-	-	-	-
<b>Total</b>		<b>\$ 832,687</b>	<b>\$ 223,822</b>	<b>\$ 240,232</b>	<b>\$ 271,792</b>	<b>\$ 182,762</b>	<b>\$ 1,751,295</b>

## City of Roseville – 2005 Budget

### Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	222,392	192,232	214,892	247,852	166,772	1,044,140
Equipment	E	610,295	31,590	25,340	23,940	15,990	707,155
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
<b>Total</b>		<b>\$ 832,687</b>	<b>\$ 223,822</b>	<b>\$ 240,232</b>	<b>\$ 271,792</b>	<b>\$ 182,762</b>	<b>\$ 1,751,295</b>

### Summary by Funding Source

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes		\$ 41,940	\$ 31,590	\$ 25,340	\$ 23,940	\$ 15,990	\$ 138,800
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		222,392	192,232	214,892	247,852	166,772	1,044,140
Equipment depreciation charges		568,355	-	-	-	-	568,355
User fees - utility operations		-	-	-	-	-	-
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
<b>Total</b>		<b>\$ 832,687</b>	<b>\$ 223,822</b>	<b>\$ 240,232</b>	<b>\$ 271,792</b>	<b>\$ 182,762</b>	<b>\$ 1,751,295</b>

## City of Roseville – 2005 Budget

<b>CIP - Fire</b>							
Description	Type	2005	2006	2007	2008	2009	Total
Station #1 improvements	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Station #2 improvements	B	-	-	-	-	-	-
Station #3 improvements	B	-	-	-	-	-	-
Office equipment	E	-	-	-	-	-	-
Office furniture	F	-	4,000	-	-	-	4,000
Thermal imaging cameras	E	9,000	-	9,000	-	9,000	27,000
Radios (10), radio alert system	E	-	-	-	-	-	-
800 MHz radios	E	-	-	-	-	-	-
Pagers (16)	E	8,000	8,000	8,000	8,000	8,000	40,000
Turnout gear	E	8,000	-	40,000	40,000	40,000	128,000
Fire hose replacement	E	-	5,000	5,000	5,000	5,000	20,000
SCBA's	E	-	-	-	-	-	-
Helmets	E	-	-	-	-	12,000	12,000
Mobile data computers	E	-	-	-	-	-	-
Cold water rescue suit	E	-	8,000	-	-	-	8,000
Fire/smoke alarms for stations	E	-	-	-	-	-	-
Rescue equipment	E	-	20,000	-	-	25,000	45,000
Training equipment	E	-	9,000	-	-	-	9,000
Turnout gear washer	E	5,000	-	-	-	-	5,000
Replace Deputy Chief vehicle	V	28,000	-	-	-	-	28,000
Replace Engine #31	V	-	-	-	-	-	-
Utility vehicles (2)	V	-	-	-	-	-	-
Mobile fire education center	V	-	-	-	-	-	-
Ladder Truck	V	-	-	-	-	-	-
Trailer 24 ft	V	-	-	-	-	-	-
Total		\$ 58,000	\$ 54,000	\$ 62,000	\$ 53,000	\$ 99,000	\$ 326,000

## City of Roseville – 2005 Budget

### Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	28,000	-	-	-	-	28,000
Equipment	E	30,000	50,000	62,000	53,000	99,000	294,000
Furniture & Fixtures	F	-	4,000	-	-	-	4,000
Improvements	I	-	-	-	-	-	-
Total		\$ 58,000	\$ 54,000	\$ 62,000	\$ 53,000	\$ 99,000	\$ 326,000

### Summary by Funding Source

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes		\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		28,000	-	-	-	-	28,000
Equipment depreciation charges		-	54,000	62,000	53,000	99,000	268,000
User fees - utility operations		-	-	-	-	-	-
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total		\$ 58,000	\$ 54,000	\$ 62,000	\$ 53,000	\$ 99,000	\$ 326,000

## City of Roseville – 2005 Budget

### CIP - License Center

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Office equipment	E	\$ 4,225	\$ 4,000	\$ 4,000	\$ 2,200	\$ 2,200	\$ 16,625
Office furniture	F	-	-	2,500	-	-	2,500
Computer equipment	E	5,000	5,000	5,000	5,000	5,000	25,000
Lease space improvements	F	-	-	-	10,000	-	10,000
		-	-	-	-	-	-
Total		\$ 9,225	\$ 9,000	\$ 11,500	\$ 17,200	\$ 7,200	\$ 54,125

### Summary by Type

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	9,225	9,000	9,000	7,200	7,200	41,625
Furniture & Fixtures	F	-	-	2,500	10,000	-	12,500
Improvements	I	-	-	-	-	-	-
Total		\$ 9,225	\$ 9,000	\$ 11,500	\$ 17,200	\$ 7,200	\$ 54,125

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</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	9,225	9,000	11,500	17,200	7,200	54,125
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 9,225	\$ 9,000	\$ 11,500	\$ 17,200	\$ 7,200	\$ 54,125

## City of Roseville – 2005 Budget

### CIP - Public Works Administration

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Survey equipment	E	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Auto CAD Equipment	E	4,000	2,000	4,000	2,000	5,000	17,000
Office furniture	F	-	-	-	-	-	-
Vehicle replacement	V	-	20,000	-	-	-	20,000
		-	-	-	-	-	-
Total		\$ 9,000	\$ 22,000	\$ 4,000	\$ 2,000	\$ 5,000	\$ 42,000

### Summary by Type

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	20,000	-	-	-	20,000
Equipment	E	9,000	2,000	4,000	2,000	5,000	22,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 9,000	\$ 22,000	\$ 4,000	\$ 2,000	\$ 5,000	\$ 42,000

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ 9,000	\$ 2,000	\$ 4,000	\$ 2,000	\$ 5,000	\$ 22,000
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	20,000	-	-	-	20,000
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 9,000	\$ 22,000	\$ 4,000	\$ 2,000	\$ 5,000	\$ 42,000

## City of Roseville – 2005 Budget

<b>CIP - Streets</b>							
Description	Type	2005	2006	2007	2008	2009	Total
Office equipment	E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office furniture	F	-	-	-	-	-	-
Salt/sand spreaders	E	-	-	-	-	-	-
Pavement router #140	E	-	-	-	-	-	-
Self-propelled paver (3-way split)	E	-	25,000	-	-	-	25,000
Sign equipment	E	-	10,000	-	-	-	10,000
### Sign truck (chassis only)	V	-	-	-	-	-	-
#101 Wheel loader	V	-	-	-	-	-	-
#102 3/4 ton pickup w/ plow	V	-	-	-	18,000	-	18,000
#106 Dump w/ plow	V	-	-	118,000	-	-	118,000
#109 3-ton dump w/ plow	V	-	-	115,000	-	-	115,000
#112 3-ton dump w/ plow	V	-	115,000	-	-	-	115,000
#116 4x4 pickup	V	-	-	-	-	-	-
#119 Skidsteer loader w/ attachment	V	40,000	-	-	-	-	40,000
#121 Road grader	V	-	-	-	-	-	-
#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	-	128,000	-	-	-	128,000
#135 5-ton trailer (1/2 cost)	V	5,000	-	-	-	-	5,000
#137 Melter	V	30,000	-	-	-	-	30,000
#140	V	-	-	-	-	-	-
#143 Portable line striper	V	-	8,000	-	-	-	8,000
#309 Suburban 4WD	V	-	-	-	-	-	-
Vacuum Sweeper (1/2 share)	V	-	-	-	-	-	-
		-	-	-	-	-	-
Total		\$ 75,000	\$ 286,000	\$ 233,000	\$ 158,000	\$ 75,000	\$ 827,000

## City of Roseville – 2005 Budget

### Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	75,000	251,000	233,000	158,000	75,000	792,000
Equipment	E	-	35,000	-	-	-	35,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 75,000	\$ 286,000	\$ 233,000	\$ 158,000	\$ 75,000	\$ 827,000

### Summary by Funding Source

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes		\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		75,000	251,000	233,000	158,000	75,000	792,000
Equipment depreciation charges		-	-	-	-	-	-
User fees - utility operations		-	-	-	-	-	-
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total		\$ 75,000	\$ 286,000	\$ 233,000	\$ 158,000	\$ 75,000	\$ 827,000

# City of Roseville – 2005 Budget

## CIP - Community Development

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Office furniture	F	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Scanning of building files	E	-	-	6,000	6,000	-	12,000
Scanning of microfiche	E	-	40,000	-	-	-	40,000
Digital camera	E	-	-	400	400	-	800
Inspection vehicles	V	-	16,000	17,000	17,500	18,000	68,500
		-	-	-	-	-	-
Total		\$ -	\$ 56,000	\$ 23,400	\$ 23,900	\$ 18,000	\$ 121,300

## Summary by Type

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	16,000	17,000	17,500	18,000	68,500
Equipment	E	-	40,000	6,400	6,400	-	52,800
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ -	\$ 56,000	\$ 23,400	\$ 23,900	\$ 18,000	\$ 121,300

## Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	16,000	17,000	17,500	18,000	68,500
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	40,000	6,400	6,400	-	52,800
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ -	\$ 56,000	\$ 23,400	\$ 23,900	\$ 18,000	\$ 121,300

## City of Roseville – 2005 Budget

### CIP - Pavement Management Program

Description	Type	2005	2006	2007	2008	2009	Total
Mill & overlay - local streets	I	\$ 600,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,600,000
Reconstruction - local streets	I	-	-	-	-	-	-
Reconstruction - MSA streets	I	1,300,000	1,000,000	700,000	700,000	700,000	4,400,000
James Addition to Co. Road C	I	-	-	-	-	-	-
Co. Road C (Snelling to Fairview)	I	-	-	-	-	-	-
Terminal Road realignment	I	-	2,000,000	-	-	-	2,000,000
Larpenteur Ave (Oxford to Dale St.)	I	-	-	-	-	-	-
Co. Road C (Oxford to Fairview)	I	-	-	-	-	-	-
		-	-	-	-	-	-
Total		\$ 1,900,000	\$ 3,750,000	\$ 1,450,000	\$ 1,450,000	\$ 1,450,000	\$ 10,000,000

### Summary by Type

Description		2005	2006	2007	2008	2009	Total
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	1,900,000	3,750,000	1,450,000	1,450,000	1,450,000	10,000,000
Total		\$ 1,900,000	\$ 3,750,000	\$ 1,450,000	\$ 1,450,000	\$ 1,450,000	\$ 10,000,000

### Summary by Funding Source

Description		2005	2006	2007	2008	2009	Total
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		1,300,000	1,000,000	700,000	700,000	700,000	4,400,000
Other		600,000	2,750,000	750,000	750,000	750,000	5,600,000
Total		\$ 1,900,000	\$ 3,750,000	\$ 1,450,000	\$ 1,450,000	\$ 1,450,000	\$ 10,000,000

# City of Roseville – 2005 Budget

## CIP - Pathways

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Pathway maintenance	I	\$ 139,000	\$ 140,000	\$ 140,000	\$ 145,000	\$ 145,000	\$ 709,000
Co. Road B2	I	300,000	-	-	-	-	300,000
NE Diagonal trail	I	-	250,000	-	-	-	250,000
		-	-	-	-	-	-
Total		\$ 439,000	\$ 390,000	\$ 140,000	\$ 145,000	\$ 145,000	\$ 1,259,000

## Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	439,000	390,000	140,000	145,000	145,000	1,259,000
Total		\$ 439,000	\$ 390,000	\$ 140,000	\$ 145,000	\$ 145,000	\$ 1,259,000

## Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ 139,000	\$ 140,000	\$ 140,000	\$ 145,000	\$ 145,000	\$ 709,000
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	300,000	250,000	-	-	-	550,000
Total	\$ 439,000	\$ 390,000	\$ 140,000	\$ 145,000	\$ 145,000	\$ 1,259,000

## City of Roseville – 2005 Budget

### CIP - Water

Description	Type	2005	2006	2007	2008	2009	Total
Water main replacement	I	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 350,000
Elevated storage tank inspection	B	40,000	-	-	-	-	40,000
Booster station building maintenance	B	-	-	10,000	-	-	10,000
Replace genset & trsfr switch @ booster	B	-	-	-	100,000	-	100,000
Mechanical seals for Pump #5	B	-	4,000	-	-	-	4,000
Water meter replacement	E	40,000	45,000	45,000	45,000	45,000	220,000
Automated Meter Reading System	E	50,000	50,000	50,000	50,000	50,000	250,000
200hp ASD for pump	E	-	-	-	-	-	-
Replace/Upgrade SCADA system	E	35,000	-	-	-	-	35,000
200hp ASD for pump	E	-	-	-	-	-	-
New motors & soft starters (P1 & P2)	E	-	-	25,000	-	-	25,000
Water Truck (1/2 cost)	V	40,000	-	-	-	-	40,000
#205 4x4 pickup w/ plow	V	-	-	-	-	-	-
#208 Meter van	V	-	-	20,000	-	-	20,000
#210 4x4 pickup	V	-	25,000	-	-	-	25,000
#225 Cat Back-hoe (1/2 wtr, 1/2 storm)	V	-	55,000	-	-	-	55,000
#230 Dakota	V	-	-	16,000	-	-	16,000
#234 4x4 Pickup	V	-	-	-	-	25,000	25,000
Self-propelled paver (3-way split)	V	-	25,000	-	-	-	25,000
		-	-	-	-	-	-
<b>Total</b>		<b>\$ 255,000</b>	<b>\$ 279,000</b>	<b>\$ 241,000</b>	<b>\$ 270,000</b>	<b>\$ 195,000</b>	<b>\$ 1,240,000</b>

### Summary by Type

Description		2005	2006	2007	2008	2009	Total
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	40,000	4,000	10,000	100,000	-	154,000
Vehicles	V	40,000	105,000	36,000	-	25,000	206,000
Equipment	E	125,000	95,000	120,000	95,000	95,000	530,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	50,000	75,000	75,000	75,000	75,000	350,000
<b>Total</b>		<b>\$ 255,000</b>	<b>\$ 279,000</b>	<b>\$ 241,000</b>	<b>\$ 270,000</b>	<b>\$ 195,000</b>	<b>\$ 1,240,000</b>

## City of Roseville – 2005 Budget

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	255,000	279,000	241,000	270,000	195,000	1,240,000
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 255,000	\$ 279,000	\$ 241,000	\$ 270,000	\$ 195,000	\$ 1,240,000

## City of Roseville – 2005 Budget

### CIP - Sanitary Sewer

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Sewer main repairs	I	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Sewer main lining	I	-	100,000	100,000	100,000	100,000	400,000
Lift station repairs/upgrades	B	10,000	10,000	10,000	10,000	10,000	50,000
Retrofit Fulham Lift Station	B	-	-	50,000	-	-	50,000
Retrofit Wagner Lift Station	B	-	50,000	-	-	-	50,000
Replace/Upgrade SCADA system	E	35,000	-	-	-	-	35,000
Mini camera for televising	E	10,000	-	-	-	-	10,000
Replace 1990 air compressor	E	-	-	15,000	-	-	15,000
Mainline televising system	E	-	60,000	-	-	-	60,000
#201 Jetter/Vactor	V	250,000	-	-	-	-	250,000
#202 1-ton with dump box/plow	V	-	-	-	-	30,000	30,000
#206 1-ton service truck	V	-	-	-	-	-	-
#213 Extend-a-jet replacement	V	-	-	-	-	-	-
#220 Towmaster trailer - 10 ton	V	-	-	-	6,000	-	6,000
Self-propelled paver (3-way split)	V	-	25,000	-	-	-	25,000
Add single axle jetter to fleet	V	-	-	-	150,000	-	150,000
		-	-	-	-	-	-
<b>Total</b>		<b>\$ 355,000</b>	<b>\$ 295,000</b>	<b>\$ 225,000</b>	<b>\$ 316,000</b>	<b>\$ 190,000</b>	<b>\$ 1,381,000</b>

### Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	-	-	-	-
Buildings	B	10,000	60,000	60,000	10,000	10,000	150,000
Vehicles	V	250,000	25,000	-	156,000	30,000	461,000
Equipment	E	45,000	60,000	15,000	-	-	120,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	50,000	150,000	150,000	150,000	150,000	650,000
<b>Total</b>		<b>\$ 355,000</b>	<b>\$ 295,000</b>	<b>\$ 225,000</b>	<b>\$ 316,000</b>	<b>\$ 190,000</b>	<b>\$ 1,381,000</b>

## City of Roseville – 2005 Budget

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ -	\$ -	-	-	-	-
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	355,000	295,000	225,000	316,000	190,000	1,381,000
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 355,000	\$ 295,000	\$ 225,000	\$ 316,000	\$ 190,000	\$ 1,381,000

## City of Roseville – 2005 Budget

### CIP - Storm Drainage

Description	Type	2005	2006	2007	2008	2009	Total
Pond improvements	I	\$ 400,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 950,000
Storm sewer replacement	I	100,000	100,000	100,000	100,000	100,000	500,000
B2 Pathway improvements	I	250,000	-	-	-	-	250,000
Leaf site improvements	I	-	100,000	-	-	-	100,000
Replace/Upgrade SCADA system	E	35,000	-	-	-	-	35,000
Compost Turning Attachment	V	-	90,000	-	-	-	90,000
#115 flail mower type	V	-	-	20,000	-	-	20,000
#126 Street sweeper	V	-	120,000	-	-	-	120,000
#130 Steamer	V	-	-	15,000	-	-	15,000
#135 5-ton trailer (1/2 cost)	V	5,000	-	-	-	-	5,000
#136 1-ton dump	V	-	35,000	-	-	-	35,000
#225 Cat Back-hoe (1/2 wtr, 1/2 storm)	V	-	55,000	-	-	-	55,000
		-	-	-	-	-	-
Total		\$ 790,000	\$ 600,000	\$ 285,000	\$ 250,000	\$ 250,000	\$ 2,175,000

### Summary by Type

Description		2005	2006	2007	2008	2009	Total
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	5,000	300,000	35,000	-	-	340,000
Equipment	E	35,000	-	-	-	-	35,000
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	750,000	300,000	250,000	250,000	250,000	1,800,000
Total		\$ 790,000	\$ 600,000	\$ 285,000	\$ 250,000	\$ 250,000	\$ 2,175,000

### Summary by Funding Source

Description		2005	2006	2007	2008	2009	Total
General property taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments		-	-	-	-	-	-
Building depreciation charges		-	-	-	-	-	-
Vehicle depreciation charges		-	-	-	-	-	-
Equipment depreciation charges		-	-	-	-	-	-
User fees - utility operations		790,000	600,000	285,000	250,000	250,000	2,175,000
User fees - special purpose operations		-	-	-	-	-	-
General obligation bonds		-	-	-	-	-	-
MSA revenues		-	-	-	-	-	-
Other		-	-	-	-	-	-
Total		\$ 790,000	\$ 600,000	\$ 285,000	\$ 250,000	\$ 250,000	\$ 2,175,000

# City of Roseville – 2005 Budget

## CIP - Park Maintenance

Description	Type	2005	2006	2007	2008	2009	Total
Holder snow machine	E	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000
Park video security system	E	-	5,000	5,000	5,000	5,000	20,000
Toro Groundmaster #2	E	-	-	-	-	-	-
Toro Gang Mower (16')	E	-	-	-	-	-	-
Push Mowers	E	-	-	-	-	-	-
#520 Single axle trailer	E	-	-	2,725	-	-	2,725
Tow master trailer	E	6,000	-	-	-	-	6,000
15 Passenger van	V	-	27,000	-	-	-	27,000
#??? Mitsubishi utility truck	V	18,000	-	-	-	-	18,000
#503 Dodge 3/4-ton pickup	V	-	-	-	-	-	-
#??? Dodge ram truck	V	-	-	-	-	-	-
#500 Chevrolet 1/2-ton pickup	V	-	-	-	-	-	-
#502 pickup	V	-	-	-	-	-	-
#504 Chevrolet Blazer	V	-	-	33,000	-	35,000	68,000
#505 Chevrolet 1/2-ton pickup	V	-	-	-	-	-	-
#506 Chevrolet 1-ton dump	V	-	-	34,000	-	-	34,000
#509 Chevrolet 3/4-ton 4x4 pickup	V	-	-	-	-	-	-
#515 1/2-ton pickup	V	-	-	-	-	-	-
Water truck (1/2 cost)	V	-	40,000	-	-	-	40,000
Utility grader	V	-	45,000	-	-	-	45,000
New Holland tractor loader	V	-	75,000	-	-	-	75,000
New John Deere Tractor	V	-	-	-	25,000	-	25,000
Total		\$ 24,000	\$ 287,000	\$ 74,725	\$ 30,000	\$ 40,000	\$ 455,725

## Summary by Type

Description		2005	2006	2007	2008	2009	Total
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	18,000	187,000	67,000	25,000	35,000	332,000
Equipment	E	6,000	100,000	7,725	5,000	5,000	123,725
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
Total		\$ 24,000	\$ 287,000	\$ 74,725	\$ 30,000	\$ 40,000	\$ 455,725

## City of Roseville – 2005 Budget

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	18,000	187,000	67,000	25,000	35,000	332,000
Equipment depreciation charges	6,000	100,000	7,725	5,000	5,000	123,725
User fees - utility operations	-	-	-	-	-	-
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ 24,000	\$ 287,000	\$ 74,725	\$ 30,000	\$ 40,000	\$ 455,725

## City of Roseville – 2005 Budget

### CIP - Park Improvements

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Park signs	I	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 60,000
Amenities	I	15,000	10,000	-	40,000	35,000	100,000
Older youth baseball field upgrades	I	-	25,000	25,000	25,000	-	75,000
Playground Equipment replacement	I	50,000	50,000	50,000	50,000	25,000	225,000
Nature Boardwalk/Skate repairs	I	5,000	-	-	-	-	5,000
Tennis court repairs	I	25,000	25,000	25,000	25,000	25,000	125,000
Bennett Lake lighting	I	50,000	50,000	50,000	50,000	50,000	250,000
Athletic field upgrades	I	30,000	40,000	40,000	40,000	40,000	190,000
Landscaping upgrades	I	15,000	20,000	25,000	20,000	-	80,000
Natural resource restoration	I	10,000	25,000	25,000	25,000	25,000	110,000
Pave/cleanup various areas	I	10,000	25,000	25,000	25,000	-	85,000
Lexington Park building	I	-	-	-	-	100,000	100,000
Replace bridges	I	-	-	25,000	-	-	25,000
Central Park Plaza improvements	I	-	-	-	-	-	-
Arboretum parking lot expansion	I	-	-	-	-	-	-
Shelter kitchen equipment replace	I	8,000	-	10,000	-	-	18,000
		-	-	-	-	-	-
<b>Total</b>		<b>\$ 248,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,448,000</b>

### Summary by Type

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	-	-	-	-
Equipment	E	-	-	-	-	-	-
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	248,000	300,000	300,000	300,000	300,000	1,448,000
<b>Total</b>		<b>\$ 248,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,448,000</b>

## City of Roseville – 2005 Budget

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ 248,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,448,000
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	\$ 248,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,448,000

## City of Roseville – 2005 Budget

### CIP - Skating Center

Description	Type	2005	2006	2007	2008	2009	Total
		\$	\$	\$	\$	\$	\$
	B	-	-	-	-	-	-
Arena compressor replacement	B	7,000	7,000	5,000	10,000	5,000	34,000
Arena lights	B	-	5,400	3,000	5,000	3,000	16,400
Rubber floor repairs	B	3,000	4,000	4,000	4,000	4,000	19,000
Entryway improvements	B	-	-	-	-	-	-
Arena condenser replacement	B	-	-	-	50,000	-	50,000
Arena refrigeration system	B	-	-	-	-	-	-
Arena plexiglass and dasher board	B	-	-	-	-	-	-
Arena ceiling painting	B	-	-	-	85,000	-	85,000
Oval lights	B	-	6,000	3,500	3,500	35,000	48,000
Oval compressor replacement	B	7,000	7,000	8,000	10,000	10,000	42,000
Scoreboard maintenance	B	3,000	5,000	5,000	5,000	1,000	19,000
Replace Oval scoreboard	B	-	-	-	-	-	-
Capacitor bank	B	-	-	-	-	-	-
North parking lot lights	B	-	75,000	-	-	-	75,000
Eye wash, spill containment area	B	-	-	-	-	-	-
Ammonia suit	E	-	3,500	-	-	-	3,500
Replace Arena Zamboni	E	-	-	-	-	100,000	100,000
Replace sound system	E	-	50,000	-	-	-	50,000
Skate park equipment	E	5,000	5,000	20,000	5,000	10,000	45,000
Oval pad repairs	E	3,000	4,000	4,000	4,000	4,000	19,000
Oval artificial turf	E	-	-	-	-	500,000	500,000
Other - 2 hand snow blowers	E	2,000	-	-	-	-	2,000
Electric ice edger	E	-	3,800	-	-	-	3,800
Ice show curtain replacement	E	-	10,000	-	-	-	10,000
		-	-	-	-	-	-
Total		\$ 30,000	\$ 185,700	\$ 52,500	\$ 181,500	\$ 672,000	\$ 1,121,700

## City of Roseville – 2005 Budget

### Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
		\$	\$	\$	\$	\$	\$
Land	L	-	-	-	-	-	-
Buildings	B	20,000	109,400	28,500	172,500	58,000	388,400
Vehicles	V	-	-	-	-	-	-
Equipment	E	10,000	76,300	24,000	9,000	614,000	733,300
Furniture & Fixtures	F	-	-	-	-	-	-
Improvements	I	-	-	-	-	-	-
<b>Total</b>		<b>\$ 30,000</b>	<b>\$ 185,700</b>	<b>\$ 52,500</b>	<b>\$ 181,500</b>	<b>\$ 672,000</b>	<b>\$ 1,121,700</b>

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$
General property taxes	30,000	185,700	52,500	181,500	672,000	1,121,700
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	-	-	-	-	-	-
<b>Total</b>	<b>\$ 30,000</b>	<b>\$ 185,700</b>	<b>\$ 52,500</b>	<b>\$ 181,500</b>	<b>\$ 672,000</b>	<b>\$ 1,121,700</b>

## City of Roseville – 2005 Budget

### CIP - Golf Course

<u>Description</u>	<u>Type</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Maintenance shop replacement	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clubhouse improvements	B	-	-	-	-	-	-
Course improvements, landscaping	I	1,000	22,000	4,000	-	-	27,000
seal parking lot	I	4,000	-	-	-	-	4,000
Irrigation system improvements/clocks	I	-	24,000	-	-	5,000	29,000
Greens covers	I	-	-	-	10,000	-	10,000
Gas pump	E	-	-	-	-	-	-
Tee mower	E	-	16,000	8,500	-	16,800	41,300
Computer equipment	E	2,800	5,000	-	-	-	7,800
Fairway mower	E	-	50,000	-	-	-	50,000
Cushman	E	16,000	-	18,000	-	-	34,000
Pickup truck	V	-	-	25,000	-	-	25,000
Clubhouse furniture	F	-	-	1,500	-	5,000	6,500
		-	-	-	-	-	-
<b>Total</b>		<b>\$ 23,800</b>	<b>\$ 117,000</b>	<b>\$ 57,000</b>	<b>\$ 10,000</b>	<b>\$ 26,800</b>	<b>\$ 234,600</b>

### Summary by Type

<u>Description</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
Land	L	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	B	-	-	-	-	-	-
Vehicles	V	-	-	25,000	-	-	25,000
Equipment	E	18,800	71,000	26,500	-	16,800	133,100
Furniture & Fixtures	F	-	-	1,500	-	5,000	6,500
Improvements	I	5,000	46,000	4,000	10,000	5,000	70,000
<b>Total</b>		<b>\$ 23,800</b>	<b>\$ 117,000</b>	<b>\$ 57,000</b>	<b>\$ 10,000</b>	<b>\$ 26,800</b>	<b>\$ 234,600</b>

### Summary by Funding Source

<u>Description</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Total</u>
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special assessments	-	-	-	-	-	-
Building depreciation charges	-	-	-	-	-	-
Vehicle depreciation charges	-	-	-	-	-	-
Equipment depreciation charges	-	-	-	-	-	-
User fees - utility operations	23,800	117,000	57,000	10,000	26,800	234,600
User fees - special purpose operations	-	-	-	-	-	-
General obligation bonds	-	-	-	-	-	-
MSA revenues	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>	<b>\$ 23,800</b>	<b>\$ 117,000</b>	<b>\$ 57,000</b>	<b>\$ 10,000</b>	<b>\$ 26,800</b>	<b>\$ 234,600</b>

**Appendix A -**

**List of Capital Replacement Needs that Lack Available Funding**

<u>Department</u>	<u>Amount</u>
Fire - mobile data computers	\$ 65,000
Fire - SCBA's	300,000
Parks - Nature Boardwalk/Skate repairs	350,000
Parks - Lexington Park Building	450,000
Parks - Central Park Plaza improvements	155,000
Parks - Arboretum parking lot expansion	75,000
Skating Center - Arena refrigeration system	200,000
Skating Center - Arena dashboards and plexiglass	175,000
Skating Center - entryway improvements	175,000
Skating Center - replace oval scoreboard	200,000
Golf Course - Replace maintenance shop	300,000
Golf Course - Clubhouse improvements	600,000
	-
Total	\$ 3,045,000

## City of Roseville – 2005 Budget

### 5-Year Financial Plan

The 5-Year Financial Plan has been developed to identify the revenue and expenditures that are expected to occur based upon the City's current operations and known obligations. Like the Capital Improvement Plan (CIP), the 5-year Financial Plan is considered a management tool for planning purposes only and is not intended to provide absolute direction on how the City's resources are expected to be allocated.

The 5-Year Financial Plan is focused on the City's overall operations, rather than individual programs and services.

The following table depicts the projected expenditures in the City's General operations:

	2003	2004	2005	2006	2007	2008
	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
General Government	\$ 1,424,197	\$ 1,476,235	\$ 1,426,430	\$ 1,469,223	\$ 1,513,300	\$ 1,558,699
Police	4,196,468	4,494,515	4,558,640	4,740,986	4,930,625	5,127,850
Fire	1,322,171	1,327,705	1,405,285	1,461,496	1,519,956	1,580,755
Fire Relief	486,481	448,670	348,670	350,000	350,000	350,000
Public Works	1,748,333	1,970,885	2,090,500	2,174,120	2,261,085	2,351,528
Parks & Recreation Programs	2,236,331	2,264,970	2,322,065	2,414,948	2,511,546	2,612,007
Park Maintenance	814,395	841,320	842,925	876,642	911,708	948,176
Park Improvements	195,565	218,960	150,000	250,000	250,000	250,000
Vehicle & Equipment Replacement	1,285,253	1,000,000	911,750	1,000,000	1,000,000	1,000,000
Debt	2,120,237	2,440,000	1,625,000	1,625,000	1,625,000	1,625,000
Total	\$ 15,829,431	\$ 16,483,260	\$ 15,681,265	\$ 16,362,415	\$ 16,873,219	\$ 17,404,015

The City's general operations are expected to average approximately \$16,560,000 over the next five years, an increase of 2.0% annually. Excluding debt payments, the average increase is expected to increase approximately 3.0% per year. The increase is attributable to an estimated inflationary increase of approximately 4% in most programs, largely tied to expected cost-of-living and healthcare increases for employees. The City's vehicle and equipment replacement schedule should remain stable over the next five years. Finally, the City does not have any immediate plans to issue new debt. Debt service payments are expected to remain the same through 2008.

Because the City's general operations are funded in large part by property taxes, the City expects the overall property tax levy to increase at the inflation rate. Non-tax revenue sources for the City's general operations are expected to remain fairly constant.

## City of Roseville – 2005 Budget

The following table depicts the projected expenditures in the City’s Special Purpose operations:

	2003	2004	2005	2006	2007	2008
	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
Information Technology	\$ 317,638	\$ 288,500	\$ 386,000	\$ 416,880	\$ 450,230	\$ 486,249
Communications	312,678	362,990	278,240	289,370	300,944	312,982
License Center	869,578	788,100	896,200	932,048	969,330	1,008,103
Lawful Gambling	143,262	118,850	137,550	141,677	145,927	150,305
<b>Total</b>	<b>\$ 1,643,157</b>	<b>\$ 1,558,440</b>	<b>\$ 1,697,990</b>	<b>\$ 1,779,974</b>	<b>\$ 1,866,431</b>	<b>\$ 1,957,639</b>

The City’s special purpose operations are expected to average approximately \$1,772,000 over the next five years, an increase of 3.8% per year.

The increase is attributable to an estimated inflationary increase of approximately 4% in most programs, largely tied to expected cost-of-living and healthcare increases for employees. The exception is the City’s Information Technology function which is expected to expand significantly in the next few years. The IT function is expected to grow by approximately 8% per year over the next five years as the City continues to enter into new business partnerships and expands its overall emphasis on IT.

The spending increases are expected to be offset by added revenues from IT business partnerships, cable franchise fees, and agent fees collected at the City’s License Center.

The following table depicts the projected expenditures in the City’s Infrastructure replacement operations:

	2003	2004	2005	2006	2007	2008
	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
Buildings / Facilities	\$ 216,130	\$ 1,400,000	\$ 40,850	\$ 42,076	\$ 43,338	\$ 44,638
Pathways & Trails	125,273	160,000	165,000	169,950	175,049	180,300
Street construction	623,171	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
<b>Total</b>	<b>\$ 964,574</b>	<b>\$ 3,460,000</b>	<b>\$ 2,105,850</b>	<b>\$ 2,112,026</b>	<b>\$ 2,118,386</b>	<b>\$ 2,124,938</b>

The City’s infrastructure replacement operations are expected to average approximately \$2,384,000 over the next five years, an increase of 24.0% per year. The average is somewhat skewed due to the one-time spending effort in 2004 to renovate the existing City Hall facility. Absent this one-time expense, the average spending increase will be 4.7% per year. Construction of the City’s pathways and streets are expected to remain fairly constant over the next five years.

The spending increases for pathway maintenance are expected to be offset by a 3% inflationary increase in the property tax levy. Street construction will be funded by the City’s existing MSA allotment and earnings from the existing Infrastructure Replacement Fund.

## City of Roseville – 2005 Budget

The following table depicts the projected expenditures in the City's Business-type operations:

	2003 <u>Actual</u>	2004 <u>Projected</u>	2005 <u>Projected</u>	2006 <u>Projected</u>	2007 <u>Projected</u>	2008 <u>Projected</u>
Sanitary Sewer	\$ 2,515,170	\$ 3,164,250	\$ 3,455,500	\$ 3,628,275	\$ 3,809,689	\$ 4,000,173
Water	4,142,708	4,484,645	4,744,650	4,981,883	5,230,977	5,492,525
Storm Sewer	895,590	1,154,000	1,572,300	1,650,915	1,733,461	1,820,134
Recycling	235,179	281,115	246,000	258,300	271,215	284,776
Golf Course	380,118	444,050	375,375	386,636	398,235	410,182
Total	\$ 8,168,765	\$ 9,528,060	\$ 10,393,825	\$ 10,906,009	\$ 11,443,576	\$ 12,007,791

The City's business-type operations are expected to average approximately \$10,855,000 over the next five years, an increase of 9.4% per year. The average is somewhat skewed due to the one-time expected spending increase in 2004 to offset the higher-than-normal increase for the purchase of wholesale water from St. Paul. Absent this one-time increase, the average spending increase will be 3.9% per year.

The spending increases will be offset by an increase in user fees.

**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 is 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 11<sup>th</sup> 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 15<sup>th</sup>. 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. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The city considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

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

The government reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the government before it has a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods when both revenue recognition criteria are met or when the government has a legal claim to the resources the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

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

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

### **Basis of Budgeting**

The City adopts an annual budget for the general and special revenue funds that are prepared on the modified accrual basis of accounting. Proprietary funds are budgeted on an accrual basis. 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**

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

**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.

## Glossary of Terms

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

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

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

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

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

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

**Housing & Redevelopment Authority (HRA)** – is a separate legal entity approved by the Council and charged with furthering the various housing programs of the City.

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

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

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

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

**Lawful Gambling** - Charitable gambling done by non-profit organization that is regulated by the State of Minnesota and the City of Roseville. The City of Roseville taxes gross revenues at 3% and gross profits at 10%.

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

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

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

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

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

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

City of Roseville, Minnesota

Demographic Statistics

Year	Population Census (5)	School Enrollment (1) District #623	Unemployment Rate (2) (Percent)
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	33,949	6,598	2.50
2002	33,949	6,485	3.10
2003	34,100	6,369	3.20

2003 Population By Age Groups (3)

Age	Population	Percent	
0-15 Years	5,062	14.84%	Housing Units (4)
16-64 Years	22,151	64.96%	
Over 64 Years	6,887	20.20%	Single-Family
			Multiple-Family
			Mobile Home
Total	<u>34,100</u>		
			<u>8,550.00</u>
			<u>7,082.00</u>
			<u>107.00</u>
			<u>15,739.00</u>

- (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, 2002
- (5) Population and per capita income figures, other than census year, are estimates furnished to the City by the Metropolitan Council.

# City of Roseville – 2005 Budget

## 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	123 miles
County maintained	36 miles
State maintained	33 miles (Lineal Centerline)

Total 192 miles

### Recreation

Number of:	
Parks and playgrounds	30 (680 acres)
Tennis courts	33
Lighted park shelters	8
Outdoor ice skating rinks	7 Hockey/10 Open/1 Bandy, Speedskating
Ballfields	41
Soccer/football fields	5
Volleyball courts	9
Basketball courts	8
Miles of trails	50
Joint ownership with School District #623	
Gymnastics center	1
Gymnasiums	2
Ice Arena	
Ice surface	200' x 85'
Seating capacity	1,950
John Rose Minnesota Oval	
Ice surface	110,000 square feet
Seating capacity	2,000
Golf Course	
9-hole, par 3	Open April thru October
Clubhouse	Capacity up to 65 people

### Fire Protection

Number of stations	3
Number of active paid-on-call firemen	66

### Police Protection

Number of stations	1
Number of police officers	40

### Municipal water system

Source	City of St. Paul
Number of connections	10,060
Miles of water mains	165 miles
Number of fire hydrants	1,692
Gallons of water purchased from St. Paul	2,136,019,996

# City of Roseville – 2005 Budget

City of Roseville, Minnesota  
Miscellaneous Statistical Data

Municipal sewer system

Miles of:	
Storm	139 miles
Sanitary	153 miles
Disposal - through Metropolitan Council Environmental Services	
Number of sanitary sewer connections	9,931
Number of street lights	1,195

Number of permanent Employees

1994	139
1995	141
1996	141
1997	146
1998	146
1999	147
2000	150
2001	143
2002	142
2003	143

General Elections

Municipal	November, 2003	November, 2001
Number of registered voters	22,941	23,004
Number of votes cast	8,062	6,950
Percent voting	35.14%	30.21%
Statewide	November, 2002	
Number of registered voters	22,811	
Number of votes cast	18,861	
Percent voting	82.68%	

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

Major Employers

State of Minnesota
Beltman Group
Unisys
Health Span Home Care
McGough Construction
Target/Marshall Fields

Products/Service

Transportation
Trucking
Computer Related Services
Home Health Care
Nonresidential Construction
Retail Sales

No. Employees

1,500
956
900
800
800
700

## City of Roseville – 2005 Budget

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Sara Lee Baking Company	Baking Products	500
State of Minnesota	Education	500
J.C. Penney	Retail Sales	400
Veritas Corporation	Prepackaged Software	400

## City of Roseville – 2005 Budget

City of Roseville				
Principal Taxpayers December 31, 2003				
Taxpayer	Type	2002 Payable 2003	Net Tax Capacity (NTC)	Percentag e of Total (NTC)
1) Compass Retail, Inc. (2)	Shopping Centers	\$ 2,139,250		6.30%
2) Bradley Real Estate Trust (2)	Shopping Centers	691,300		2.03%
3) Rosedale Properties (4)	Shopping Centers	531,954		1.57%
4) M & J Crossroads Limited Partnership (2)	Shopping Centers	529,250		1.56%
5) First Security Bank Trustee (2)	Commercial	469,250		1.38%
6) North Prior LLC	Shopping Center	439,250		1.29%
7) Meritex Enterprises Inc. (2)	Shopping Center	415,800		1.22%
8) Metlife	Apartments 50 or More Units	388,830		1.14%
9) Dayton-Hudson Corp	Discount Stores & Jr Dept Stores	358,998		1.06%
10) MN Industrial Properties (3)	Flex Industrial Center	352,160		1.04%
		<u>\$ 6,316,042</u>		<u>18.59%</u>

Items in parentheses represent the number of locations in Roseville

City of Roseville, Minnesota

Assessed Valuation by Classes of Real Property

	1994	1998	2003
Total real property valuation (1)	\$ 42,223,857	\$ 41,896,429	\$ 40,159,220
Percent of valuation			
Residential	31.61	36.83	41.95
Commercial	51.21	46.86	42.20
Apartment	7.93	7.64	8.57
Industrial	8.02	7.36	6.65
Utility and other	1.23	1.31	0.63
	100.00	100.00	100.00

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