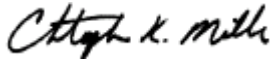


  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 11/15/2010  
Item No.: 13.a

Department Approval



City Manager Approval



Item Description: Final Discussion on the 2011 Tax Levy and Recommended Budget

**BACKGROUND**

Over the past 10 months, the City Council has held 15 public meetings to discuss budget-related items including the Strategic Plan, Capital Investment Plan, and Budget. These budget-related discussions included topics on alternative revenues, program-related impacts, tax levy impacts, and program priorities.

These discussions culminated in the establishment of a preliminary 2011 Tax Levy and Budget which was adopted by the Council on September 13, 2010. A public hearing on the budget is scheduled for December 6, 2010 at which time Staff will present the Final 2011 Tax Levy and Budget.

In an effort to prepare accurate information for the December 6<sup>th</sup> hearing, the Council is asked to make a final decision on next year's budget. If the Council desires to establish any new program priorities, spending targets, or revised tax levy impacts, then Staff requests that this information be communicated and agreed-upon by a majority of the Council no later than the November 15<sup>th</sup> Council meeting.

Summary budget information is presented below to help guide the Council in their final budget discussions. All of this information has been shared at prior Council meetings.

Employee Position Vacancies

For 2011 there is one (1) additional full-time position that is proposed to remain vacant – the Assistant Fire Chief position. This staffing reduction is in addition to the nine (9) full-time positions that have been eliminated since 2003 in the core service areas of police, parks & recreation, streets, administration, and finance. Altogether, this represents about a 10% decline in staffing levels in those areas.

The 2011 additional vacancy savings is approximately \$130,000.

27 2011 Capital Equipment Items

28 For 2011, Staff proposes to replace \$236,375 in general capital items. They include:

29

- 30 ❖ \$64,000 for street light replacement
- 31 ❖ \$57,000 for additional pathway and parking lot repairs
- 32 ❖ \$9,000 Police Officer sidearms
- 33 ❖ \$15,000 Squad car conversion costs
- 34 ❖ \$3,000 Long gun parts for squads
- 35 ❖ \$15,000 SWAT team bullet-resistant vests
- 36 ❖ \$2,500 Police tactical gear
- 37 ❖ \$2,000 Outdoor warning siren repairs
- 38 ❖ \$5,000 Computer replacements
- 39 ❖ \$2,375 Police lobby furniture, fixtures, etc.
- 40 ❖ \$18,500 Fuel system leak detection device
- 41 ❖ \$43,000 for Skating Center (OVAL lobby and locker room flooring, exterior painting)

42

43 In comparison, the CIP identified an equipment replacement need of \$440,125 for 2011. In addition, Staff  
44 is proposing to freeze vehicle replacement funding at 2010 levels despite the fact that this is \$450,000 less  
45 than what is needed each year to sustain the current fleet.

46

47 2011 Tax-Supported Budget Summary

48 Included in *Attachment A* is a list of the property tax-supported programs and priorities and estimated 2011  
49 costs. *Attachment B* contains a list of all City programs that are funded without property taxes, including  
50 Community Development programs. These programs have not yet been prioritized by the Council. For  
51 background purposes, a copy of the previously agreed upon ranking methodology is included in *Attachment*  
52 *C*, along with program descriptions in *Attachment D*.

53

54 The program costs depicted in *Attachment A* total \$18,931,869. This represents the preliminary tax-  
55 supported program costs necessary to maintain current service levels. This represents a net increase of  
56 \$513,355 from 2010. Detailed information is presented below.

57

58 2011 Budget Reductions

59 For 2011, the City can expect budget reductions in the following areas:

60

- 61 1) \$490,000 in reduced debt service
- 62 2) \$78,000 in reduced Fire Relief Pension obligation

63

64 These spending reductions total \$568,000

65

66

67 2011 Budget Increases

68 For 2011, preliminary budget projections call for an increase of \$1,081,355. This increase can be generally  
69 categorized as follows:

70

- 71 ❖ \$100,000 - New program: Emerald Ash Borer
- 72 ❖ \$165,000 – New program: Code Enforcement (previously funded with building permits)
- 73 ❖ \$62,000 – Contractual obligations
- 74 ❖ \$236,375 – capital improvements and equipment purchases
- 75 ❖ \$195,910 - 1% employee COLA and step increases
- 76 ❖ \$213,200 – PERA and Healthcare increases
- 77 ❖ \$36,000 – Temporary/seasonal wages
- 78 ❖ \$37,000 – Supplies & materials
- 79 ❖ \$35,870 – contract maintenance, professional services, telephone, etc.

80

81 As noted above, the net increase in new spending for 2011 is \$513,355.

82

83 Tax Levy Impact

84 In addition to a preliminary net spending increase of \$513,355, the City also expects to realize reduced  
85 revenues in the amount of \$243,660. This includes reductions in interest earnings, fire state aid, court fines,  
86 and additional loss of market value homestead credit. As a result, the 2011 required tax levy would be  
87 \$15,039,419; an increase of \$757,015 (\$513,355 + \$243,660) or 5.3%. The proposed levy increase is  
88 within the City’s projected 2011 levy limits.

89

90 For a median-valued home of \$223,900 that experiences a projected 5% decline in assessed market value,  
91 the 2011 city taxes will be \$640, an annual increase of \$24 or \$2 per month. In exchange, residents will  
92 receive round-the-clock police and fire protection, well-maintained streets and parks, and continued  
93 emphasis on enforcement of the City’s Housing Code. In addition, a larger investment will be made to  
94 replace the City’s aging infrastructure. Finally, the City will take the responsible measure of setting aside  
95 monies for the potential infestation of the Emerald Ash Borer or other contingencies.

96

97 Budget impacts for non-tax supported programs are scheduled to be addressed at a future Council meeting.

98 **POLICY OBJECTIVE**

99 Establishing a final budget in advance of the public hearing will allow for maximum transparency of  
100 program costs and taxpayer impacts and will communicate the Council’s budget priorities.

101 **FINANCIAL IMPACTS**

102 See above.

103 **STAFF RECOMMENDATION**

104 Staff recommends that the Council make any final changes to program priorities, spending targets, or  
105 revised tax levy impacts no later than the November 15<sup>th</sup> Council meeting.

106

107 **REQUESTED COUNCIL ACTION**

108 Continue setting budget priorities and establish target spending limits for the 2011 Budget.

109

Prepared by: Chris Miller, Finance Director

Attachments: A: 2011 City Council Tax-Supported Program rankings and Preliminary Budget

B: 2011 City Council Other Program rankings and Preliminary Budget

C: Ranking methodology

D: Program descriptions

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

**Attachment A**

Department / Division	Program / Function	8/9/2010	Composite						Diff. + / -
		2011 Program Cost Current	Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank	
Administration	Council Support	120,252	-	-	-	-	-	-	-
Administration	Records Management/Data Practices	23,852	-	-	-	-	-	-	-
Administration	Human Resources	108,216	-	-	-	-	-	-	-
Administration	Organizational Management	125,113	-	-	-	-	-	-	-
Code Enforcement	Code Enforcement	165,000	-	-	-	-	-	-	-
Elections	Elections	80,655	-	-	-	-	-	-	-
Finance	Accounts Payable	34,970	-	-	-	-	-	-	-
Finance	Gen. Ledger, fixed assets, financial reporting	149,908	-	-	-	-	-	-	-
Finance	Payroll	74,405	-	-	-	-	-	-	-
Finance	Risk Management	32,122	-	-	-	-	-	-	-
Finance	Cash Receipts	52,204	-	-	-	-	-	-	-
Finance	Lawful Gambling (partial cost)	4,359	-	-	-	-	-	-	-
Finance	Business Licenses	8,719	-	-	-	-	-	-	-
Finance	Workers Compensation Admin.	48,183	-	-	-	-	-	-	-
General Insurance	General Insurance	84,000	-	-	-	-	-	-	-
Fire Relief	Fire Relief	355,000	-	-	-	-	-	-	-
Police Patrol	Dispatch	292,078	-	-	-	-	-	-	-
PW Administration	Storm Water Management	36,424	-	-	-	-	-	-	-
PW Administration	Permitting	49,421	-	-	-	-	-	-	-
Recreation Maint.	Natural Resources	139,601	-	-	-	-	-	-	-
Streets	Traffic Management & Control	99,456	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Streets	310,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - City Hall, PW Bldg.	825,000	-	-	-	-	-	-	-
Miscellaneous	Debt Service - Arena	355,000	-	-	-	-	-	-	-

**\*\* All items listed above are categorized as MANDATORY programs \*\***

1 Police Patrol	24 x 7 x 365 First Responder	2,256,492	4.80	5.00	5.00	5.00	5.00	4.00	1.00
2 Police Investigations	Criminal Prosecutions	665,395	4.80	5.00	5.00	5.00	5.00	4.00	1.00
3 Fire Fighting / EMS	Emergency Medical Services	666,036	4.80	5.00	5.00	5.00	5.00	4.00	1.00
4 Fire Prevention	Fire Prevention	181,038	4.80	5.00	5.00	5.00	5.00	4.00	1.00
5 Fire Fighting / EMS	Fire Suppression / Operations	415,400	4.80	5.00	5.00	5.00	5.00	4.00	1.00
6 Firefighter Training	Firefighter Training	100,355	4.80	5.00	5.00	5.00	5.00	4.00	1.00
7 Police Investigations	Crime Scene Processing	44,013	4.40	3.00	5.00	5.00	5.00	4.00	2.00
8 Fire Administration	Emergency Management	371	4.40	5.00	3.00	5.00	5.00	4.00	2.00
9 Police Emerg. Mgmt	Police Emergency Management	10,185	4.40	5.00	2.00	5.00	5.00	5.00	3.00
10 Streets	Pavement Maintenance	562,881	4.20	4.00	4.00	5.00	4.00	4.00	1.00
11 Streets	Pathways & Parking Lots	187,242	4.00	4.00	3.00	5.00	4.00	4.00	2.00
12 Police Lake Patrol	Police Lake Patrol	1,900	4.00	5.00	3.00	5.00	3.00	4.00	2.00
13 Legal	Prosecuting Attorney	138,925	4.00	3.00	5.00	4.00	5.00	3.00	2.00
14 PW Administration	Street Lighting	219,447	4.00	3.00	3.00	5.00	5.00	4.00	2.00
15 Central Garage	Vehicle Repair	136,821	4.00	4.00	4.00	4.00	4.00	4.00	-
16 Streets	Winter Road Maintenance	222,237	4.00	3.00	3.00	5.00	5.00	4.00	2.00
17 Police Patrol	Animal Control	200,477	3.80	3.00	3.00	4.00	5.00	4.00	2.00
18 Finance	Budgeting / Financial Planning	77,995	3.80	3.00	4.00	3.00	4.00	5.00	2.00
19 Recreation Maint.	Facility Maintenance	329,779	3.80	4.00	3.00	5.00	4.00	3.00	2.00
20 PW Administration	Project Delivery	352,877	3.80	4.00	3.00	5.00	3.00	4.00	2.00
21 Police Investigations	Response to Public Requests	10,802	3.80	3.00	3.00	5.00	3.00	5.00	2.00
22 Street Lighting	Street Lighting capital items	64,000	3.80	3.00	4.00	4.00	4.00	4.00	1.00
23 Finance	Banking & Investment Management	11,012	3.60	4.00	4.00	3.00	4.00	3.00	1.00
24 Police Administration	Community Liaison	161,338	3.60	3.00	3.00	5.00	3.00	4.00	2.00
25 Miscellaneous	Emerald Ash Borer	100,000	3.60	4.00	3.00	3.00	3.00	5.00	2.00
26 Police Administration	Response to Public Requests	225,245	3.60	3.00	3.00	3.00	5.00	4.00	2.00
27 Recreation Programs	Volunteer Management	83,631	3.60	4.00	2.00	3.00	4.00	5.00	3.00
28 Skating Center	Arena	493,320	3.40	3.00	3.00	4.00	3.00	4.00	1.00
29 Skating Center	Banquet Area	135,998	3.40	3.00	3.00	4.00	3.00	4.00	1.00
30 Police Comm Services	Community Services	65,955	3.40	3.00	3.00	5.00	3.00	3.00	2.00
31 Rec Administration	Financial Management	58,814	3.40	3.00	2.00	5.00	3.00	4.00	3.00
32 Fire Administration	Fire Administration & Planning	166,325	3.40	4.00	2.00	5.00	2.00	4.00	3.00
33 Fire Prevention	Fire Administration & Planning	10,197	3.40	4.00	2.00	5.00	2.00	4.00	3.00
34 Skating Center	OVAl	407,038	3.40	3.00	3.00	4.00	3.00	4.00	1.00
35 Police Administration	Police Records / Reports	217,766	3.40	3.00	2.00	5.00	3.00	4.00	3.00
36 Police Patrol	Police Reports (by officer)	562,260	3.40	3.00	2.00	5.00	3.00	4.00	3.00
37 Rec Administration	Community Services	253,549	3.20	3.00	3.00	3.00	3.00	4.00	1.00
38 Fire Fighting / EMS	Fire Administration & Planning	107,294	3.20	3.00	2.00	5.00	2.00	4.00	3.00
39 PW Administration	General Engineering/Customer Service	132,157	3.20	3.00	3.00	3.00	3.00	4.00	1.00
40 Police Administration	Organizational Management	330,236	3.20	3.00	2.00	5.00	2.00	4.00	3.00
41 Police Patrol	Organizational Management	408,474	3.20	3.00	2.00	5.00	2.00	4.00	3.00
42 Police Investigations	Organizational Management	43,207	3.20	3.00	2.00	5.00	2.00	4.00	3.00
43 Fire Administration	Organizational Management	39,159	3.20	3.00	2.00	5.00	2.00	4.00	3.00
44 PW Administration	Organizational Management	112,143	3.20	3.00	2.00	5.00	2.00	4.00	3.00
45 Streets	Organizational Management	41,501	3.20	3.00	2.00	5.00	2.00	4.00	3.00
46 Recreation Programs	Personnel Management	67,734	3.20	3.00	2.00	5.00	2.00	4.00	3.00

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

**Attachment A**

<u>Department / Division</u>	<u>Program / Function</u>	8/9/2010	Composite							Diff. + / -
		2011 Program Cost Current	Council Rank	Klausing Rank	Ihlan Rank	Pust Rank	Roe Rank	Johnson Rank		
47 Police Patrol	Public Safety Promo / Community Interaction	604,924	3.20	3.00	1.00	4.00	3.00	5.00	4.00	
48 Police Investigations	Public Safety Promo / Community Interaction	125,603	3.20	3.00	1.00	5.00	3.00	4.00	4.00	
49 Streets	Streetscape & ROW Maintenance	275,093	3.20	3.00	3.00	3.00	3.00	4.00	1.00	
50 Miscellaneous	Building Replacement	25,000	3.00	4.00	3.00	-	4.00	4.00	4.00	
51 Finance	Contract Administration	7,799	3.00	4.00	2.00	3.00	3.00	3.00	2.00	
52 Administration	Customer Service	38,590	3.00	3.00	3.00	3.00	3.00	3.00	-	
53 Recreation Programs	Facility Management	237,591	3.00	3.00	2.00	4.00	3.00	3.00	2.00	
54 Administration	General Communications	64,732	3.00	3.00	3.00	3.00	3.00	3.00	-	
55 Recreation Maint.	Grounds Maintenance	326,279	3.00	2.00	3.00	3.00	3.00	4.00	2.00	
56 Advisory Comm.	Human Rights Commission	2,250	3.00	3.00	3.00	3.00	3.00	3.00	-	
57 Central Garage	Organizational Management	54,222	3.00	3.00	2.00	5.00	2.00	3.00	3.00	
58 Recreation Programs	Organizational Management	64,345	3.00	3.00	2.00	5.00	2.00	3.00	3.00	
59 Miscellaneous	Park Improvement Program	185,000	3.00	3.00	3.00	-	4.00	5.00	5.00	
60 Rec Administration	Planning & Development	78,051	3.00	3.00	2.00	3.00	3.00	4.00	2.00	
61 Recreation Programs	Program Management	787,975	3.00	3.00	2.00	3.00	3.00	4.00	2.00	
62 Finance	Utility Billing (partial cost)	7,572	3.00	4.00	4.00	-	4.00	3.00	4.00	
63 City Council	Business Meetings	79,810	2.80	3.00	2.00	3.00	3.00	3.00	1.00	
64 Rec Administration	City-wide Support	28,365	2.80	3.00	2.00	3.00	2.00	4.00	2.00	
65 Legal	Civil Attorney	154,500	2.80	3.00	2.00	4.00	2.00	3.00	2.00	
66 City Council	Community Support / Grants	62,490	2.80	4.00	3.00	1.00	3.00	3.00	3.00	
67 Skating Center	Department-wide Support	42,986	2.80	3.00	2.00	2.00	3.00	4.00	2.00	
68 Recreation Maint.	Department-wide Support	116,543	2.80	3.00	2.00	3.00	3.00	3.00	1.00	
69 Advisory Comm.	Ethics Commission	2,500	2.80	3.00	3.00	3.00	2.00	3.00	1.00	
70 Rec Administration	Organizational Management	31,515	2.80	3.00	2.00	3.00	2.00	4.00	2.00	
71 City Council	Recording Secretary	12,000	2.80	2.00	2.00	5.00	2.00	3.00	3.00	
72 Recreation Maint.	City-wide Support	52,403	2.60	3.00	2.00	3.00	2.00	3.00	1.00	
73 Finance	Debt Management	7,799	2.60	3.00	4.00	3.00	-	3.00	4.00	
74 Finance	Economic Development	7,799	2.60	4.00	1.00	2.00	3.00	3.00	3.00	
75 Miscellaneous	Equipment Replacement	50,000	2.60	4.00	2.00	-	4.00	3.00	4.00	
76 Bldg Maintenance	Organizational Management	28,688	2.60	3.00	2.00	3.00	2.00	3.00	1.00	
77 Rec Administration	Personnel Management	90,357	2.60	3.00	1.00	3.00	2.00	4.00	3.00	
78 Finance	Receptionist Desk	36,482	2.60	2.00	3.00	3.00	2.00	3.00	1.00	
79 Legal	Special Services	-	2.60	3.00	2.00	3.00	2.00	3.00	1.00	
80 Bldg Maintenance	General Maintenance	358,955	2.40	1.00	4.00	3.00	2.00	2.00	3.00	
81 Central Services	Central Services	73,500	2.20	3.00	2.00	1.00	2.00	3.00	2.00	
82 Finance	Contractual Services (RVA, Cable)	9,519	2.20	3.00	2.00	1.00	2.00	3.00	2.00	
83 Finance	Organizational Management	29,823	2.20	3.00	2.00	1.00	2.00	3.00	2.00	
84 City Council	Intergovernmental Affairs / Memberships	29,490	2.00	3.00	1.00	1.00	2.00	3.00	2.00	
85 Bldg Maintenance	Custodial Services	88,360	1.60	1.00	1.00	3.00	1.00	2.00	2.00	
		<u>\$ 18,931,869</u>								

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

2011

**8/16/2010**  
 2011  
 Program Cost  
Current

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

## 2011 Budget Ranking Methodology

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

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

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

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

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



135 **City Council**

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

138  
139 City Council: Community Support/Grants - Annual Grants to NWFYS and Roseville Senior Program.

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

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

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148 **Advisory Commissions**

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

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

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156 **Administration**

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

159  
160 Administration: Council Support - Time spent preparing City Council packets; preparing official  
161 documents; Codification of Ordinances; and Administrative support of Ethics and Human Rights  
162 Commissions.

163  
164 Administration: Records Management/Data Practices - Administration of city-wide electronic Records  
165 Management system to collect, archive, and retrieve records. Administration of city-wide Data Practices  
166 procedures to assure privacy of certain data and appropriate dissemination of public information.

167  
168 Administration: General Communications - Provide public information via *Roseville City News*; website;  
169 news releases, and other materials. Educate the public via tapes/dvds and special events.

170  
171 Administration: Human Resources - Administration of human capital; benefits and wellness; compensation;  
172 employee/labor bargaining and relations; employee training and development; communications; and, legal  
173 compliance and record keeping.

174  
175 Administration: Organizational Management - Time spent planning, leading, and organizing the City and  
176 department; participating in general training or meetings, conducting performance evaluations, etc.

177  
178

179 **Elections**

180

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

184

185 **Legal**

186

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

188

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

190

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

192

193 **Finance, Central Services, Insurance**

194

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

197

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

201

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

204

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

207

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

210

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

213

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

216

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

218

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

221

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

225

226

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

229  
230 Payroll - Process all tasks related to the payroll function including; entering timesheets, managing benefit  
231 withholdings, general processing, federal and state reporting, etc.

232  
233 Reception Desk - Process all tasks related to the receptionist function including; answering phones,  
234 directing lobby traffic, issuing pet licenses, etc.

235  
236 Risk Management - Coordinate the City's risk management function including; property/liability, serving as  
237 Chair of the Safety Committee, and serving as the City's Agent of Record.

238  
239 Utility Billing - Process all tasks related to the utility billing function including; entering meter reads,  
240 processing invoices, and servicing accounts.

241  
242 Workers Compensation Administration - Administer the City's workers compensation program including  
243 managing First Report of Injury forms, and claims administration.

244  
245 Organizational Management – Time spent planning, leading, and organizing the department; participating  
246 in general training or meetings, conducting performance evaluations, etc.

247  
248 Central Services – Includes all general City Hall copier supplies (paper, toner, etc.), letterhead and  
249 envelopes, and postage machine lease payments.

250  
251 General Insurance - The General Fund's share of the City's workers compensation and property/casualty  
252 insurance costs.

253  
254 **Police**

255  
256 Admin: Response to Public Requests - The foremost function of the police department is to serve and  
257 protect the public. Background checks through the Minnesota Bureau of Criminal of Apprehension (BCA)  
258 for new hires, gun purchase permits, clearance letters, investigations, business licensing; performed by front  
259 office staff trained by the BCA. Copies of police reports are available to the public upon request. The police  
260 counter front window is covered Monday-Friday, 8:00 to 4:30 to serve the public. There is also a 24 x 7 x  
261 365 entry available to the public.

262  
263 Admin: Police Records / Reports - Approximately 25,000 police reports are written by Patrol annually.  
264 Record Technicians review and code all reports and then enter the reports into the records management  
265 system. Staff scans any media pertaining to the reports and files a hard copy of 25,000 reports. Copies of  
266 police reports are available to the public upon request. Police reports are also forwarded to the City/County  
267 Attorneys and the Court.

268  
269 Admin: Community Liaison - National & Family Night Out, Citizens Academy, Neighborhood Block  
270 Watch, volunteer Citizens Park Patrol, Shop with a Cop, Senior Safety Camp, Bike Rodeos, Crime Free  
271 Multi-Housing, crime alerts, business/residential premise safety reviews, and statistical crime reporting.

272  
273

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

278  
279 Patrol: 24x7x365 First Responder - 24 hour day/seven days week patrol entire City; first responder on the  
280 scene of all 911 calls.

281  
282 Patrol: Public Safety Promo/Community Interaction - Volunteer Reserve Officer unit, volunteer Citizen's  
283 Emergency Response Team (CERT), Explorer's, Officer Friendly, Bike Rodeos, Citizens Academy, Shop  
284 with a Cop, and participation in many community events. Patrol by district to become familiar to residents.

285  
286 Patrol: Dispatch - Dispatch through Ramsey County Sheriff's Office – 24 x 7 x 365 days/year; billed by  
287 number of calls for service.

288  
289 Patrol: Police Reports (by Officers) - Approximately 25,000 police reports are written by Patrol annually.  
290 All reports are reviewed by a sergeant and then the records technicians for thoroughness and accuracy. A  
291 good percentage of incidents require all officers involved write a report on the incident—the first officer on  
292 the scene generates the original report and other officers called to the scene generate a supplemental report  
293 under the same case number.

294  
295 Patrol: Animal Control - The Patrol Division holds the primary responsibility for animal control in the City  
296 unless a part-time Community Service Officer is available.

297  
298 Patrol: Organizational Management - Personnel supervision, training, compliance with ordinances and  
299 statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency;  
300 define/establish/attain overall goals and objectives. Sworn officers are mandated by the state to attend  
301 several trainings on a regularly scheduled basis—many civil judgments across county (deliberate  
302 indifference), constitutional violations.

303  
304 Investigations: Crime Scene Processing - On scene collection of evidence; secured filing of evidence in  
305 police department; submission of evidence to BCA and courts. May include the writing of search warrants,  
306 getting judicial approval of warrant and then execution of said warrant (may include SWAT).

307  
308 Investigations: Public Safety Promo/Community Interaction - Officer Friendly, Bike Rodeos, Citizens  
309 Academy, Shop with a Cop, "lemonade stand," focused Rosedale surveillance, and participation in many  
310 community events. Assist with crime alerts to notify community of criminal activity. Investigation of all  
311 major cases that continues until the case is closed. Under contract, the school district pays 2/3 salary of a  
312 detective to act as school liaison officer at RAHS during the school year.

313  
314 Investigations: Response to Public Requests - To function efficiently the police department needs to see  
315 active and continual collaboration with the public, the State, County, other city departments, other law  
316 enforcement agencies, the courts, local businesses, the schools, vendors, and unions. Investigation of all  
317 major cases (incidents) by the department's detectives that occur in the City of Roseville; investigation  
318 continues until case is cleared.

319  
320 Investigations: Criminal Prosecutions - Present and forward cases to City/County Attorney, Probation,

321 Child Protection, and other law enforcement/public safety agencies.  
322 Investigations: Organizational Management - Personnel supervision, training, compliance with ordinances  
323 and statutes, monitor budget, develop programs, evaluate services/programs/procedures for efficiency;  
324 define/establish/attain overall goals and objectives. Reviewing cases to determine which cases require  
325 follow-up or review by detectives based on solvability and case load. Coordination and supervision of  
326 major investigations and crime scenes.

327  
328 Community Services: Community Services – Salary of two part-time temporary CSO’s and annual  
329 community service officer budget that includes the cost of the City’s contract with Brighton Vet Clinic—  
330 takes in strays and attempts to find owner, also disposes of dead animals.

331  
332 Emergency Management: Emergency Management - City-wide emergency siren maintenance, cost of  
333 training for designated emergency manager, and cost to support the Department’s volunteer reserve officer  
334 program.

335  
336 Lake Patrol – Lake Patrol - Ramsey County Sheriff’s Office to patrol Lake Owasso (water issues only).

## 337 338 **Fire**

339  
340 Admin: Fire Administration and Planning - Administrative staff time related to department operations,  
341 planning, payroll processing, budgets, meeting, state, local, and federal requirements.

342  
343 Admin: Emergency Management - Fire Department staff time for planning and operations related to City  
344 wide emergency management.

345  
346 Admin: Organizational Management - Fire Department staff time related to daily department operations.

347  
348 Prevention: Fire Administration and Planning - Full-time administrative and prevention personnel time for  
349 daily operations, personnel management, and planning.

350  
351 Prevention: Fire Prevention - Prevention staff to perform prevention, plan review, inspections, fire  
352 investigations.

353  
354 Fire Fighting/EMS: Fire Administration and Planning - Full-time administrative and operational personnel  
355 time for daily operations, personnel management, and planning.

356  
357 Fire Fighting/EMS: Fire Suppression/Operations - On-duty staffing available to provide fire related  
358 response- General supplies, and equipment- Firefighter uniforms- Vehicle replacement.

359  
360 Fire Fighting/EMS: Emergency Medical - On-duty staffing available to provide EMS response- General  
361 supplies, and equipment- Firefighter uniforms- Vehicle replacement.

362  
363 Fire Fighter Training: Training - Firefighting, EMS, HAZ MAT, OSHA, leadership, rescue, vehicle  
364 operations, vehicle driving, equipment operations, report writing, new hire training, all areas of department  
365 training.

366  
367

368 **Public Works**

369

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

373

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

376

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

379

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

385

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

388

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

392

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

396

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

399

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

403

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

407

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

411

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

466  
467 Stormwater: Infrastructure Maintenance & Repair - Preventative maintenance and repair of 135 miles storm  
468 sewer mainline. Maintain, inspect and repair 3,500 catch basins and storm water lift stations.

469  
470 Stormwater: Street Sweeping - Bi-Annual sweeping of city streets and as needed sweeping of streets to  
471 keep neighborhoods clean and livable and to protect our ponds, lakes, and wetlands.

472  
473 Stormwater: Leaf Collection - Annual leaf collection program to remove leaves, clean streets to help keep  
474 leaves out of storm sewers and ponds. Maintain the compost site to minimize odors and efficiently compost  
475 material, deliver compost and wood chips.

476  
477 Stormwater: Organizational Management - Supervise/oversee storm utility staff, training, storm purchases;  
478 manage budget, departmental planning of storm utility to maintain services.

479  
480 **Parks & Recreation**

481  
482 Admin: Personnel Management – Personnel Management includes direct staffing costs to process and track  
483 bi-weekly payroll for 25 FTE employees and over 300 part-time seasonal staff. Personnel Management is  
484 responsible for the training and development of 25 FTE employees. Personnel Management includes  
485 promoting employment opportunities, recruiting qualified candidates, processing needed personnel  
486 paperwork, training to insure high level of delivery and responsibility, supervising to assure quality  
487 experiences and services and policy and procedure adherence and evaluating to manage professional and  
488 community expectations.

489  
490 Admin: Financial Management – preparing, executing and monitoring all aspects of the department budgets  
491 including revenues and expenses whereby more than 50% is generated through non-tax dollar revenue.  
492 Include: planning and coordinating outside funding, administer financial matters on a continual bases.  
493 Financial Management involves intensive monitoring of 68 program budgets, 11 facility budgets and 8  
494 event budgets. Financial Management includes the costs to supervise both expense and revenue budgets, to  
495 develop annual budgets and to report budget outcomes. Financial Management also includes staffing costs  
496 to process, track and report daily cash receipts and credit transactions.

497  
498 Admin: Planning & Development – Includes: reporting for information and decision making, research,  
499 policy development and execution, short term and long term planning, best practice/accreditation  
500 maintenance, and special and routine projects and committees. Develop goals and activities, conduct  
501 program research and development, legal and legislative work, analyze and plan for program and facility  
502 needs, prepare for capital improvements, etc. Planning and Development expenses are connected to  
503 department wide and community based policy relations, research and reporting and project management.  
504 Often times these projects are at the request of Council, Commission or Administration or involve  
505 improved department operations.

506  
507



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

516  
517 Admin: Citywide Support – Includes projects, tasks, time spent not directly related to parks and recreation,  
518 i.e. department head meetings, city council meetings, community presentations, commission support,  
519 attending meetings and serving on city committees, coordinating with other city departments, etc. City-  
520 Wide Support includes personnel costs for staff involved in inter-department meetings and projects and  
521 community programs and events that involve multi city operations.

522  
523 Skating Center: OVAL – The Skating Center services over 300,000 users annually and has the following  
524 three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The OVAL portion reflects  
525 the cost of building maintenance, ice and equipment maintenance, personnel management and building and  
526 grounds maintenance. Also included in this budget are the costs of personnel, financial management,  
527 programs, event and overall facility management of the OVAL for the winter ice season and summer skate  
528 park.

529  
530 Skating Center: Arena – The Skating Center services over 300,000 users annually and has the following  
531 three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Indoor Arena portion  
532 reflects the cost of building maintenance, ice and equipment maintenance and personnel management. Also  
533 included in this budget are the costs of personnel, financial management, programs, event and overall  
534 facility management of the year round operation of the Arena.

535  
536 Skating Center: Banquet Area – The Skating Center services over 300,000 users annually and has the  
537 following three (3) specializations: 1) OVAL 2) Arena and 3) Banquet/Meeting Rooms. The Banquet Area  
538 portion reflects the cost of personnel management, program/event management and financial management.  
539 The amount reflected in the Banquet portion includes the cost of equipment and building maintenance for  
540 the estimated 50,000 users of the banquet facility at the Skating Center. Also included in this budget are the  
541 costs of personnel, equipment and supplies and overall facility management to host weddings, class  
542 reunions and hundreds of community group meetings and events.

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

546  
547 Programs: Program Management - Recreation Program Management involves all direct costs necessary to  
548 provide Roseville with 1850 recreation programs, events and opportunities annually. Program Management  
549 services all sectors of the community from the very young to older adults; provides opportunities in the arts,  
550 athletics, enrichment, wellness and leisure; and involves individuals, families and groups. Recreation  
551 Program Management includes all development, implementation and evaluation responsibilities including  
552 planning, communications and promotions, supervision and post program evaluations and reporting.

553  
554

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

561  
562 Programs: Facility Management - Includes the costs to facilitate current community programming at the  
563 following facilities: Brimhall and Central Park Community Gymnasiums, Gymnastic Center, Fairview  
564 Community Center, Harriet Alexander Nature Center, ballfields, picnic shelters and the Muriel Sahlin  
565 Arboretum. Facility Management provides oversight and direct management for eleven community  
566 resources. Facility Management includes direct costs for: scheduling usage, part-time seasonal staffing to  
567 supervise facility use, provides needed resources to maintain clean, safe and desirable community facilities.

568  
569 Programs: Volunteer Management - The cost to recruit, train, supervise, communicate and recognize the  
570 current level of volunteers. Volunteer Management is responsible for recruitment, training and development  
571 of parks and recreation volunteer team. Over 3,000 volunteer experiences annually account for 30,000  
572 hours of community service as sport coaches, park maintenance, facility support, event support, activity  
573 leaders, advisors and advocates. Volunteer Management encompasses all aspects of the volunteer  
574 experience from promotion and communication to recruitment and training to supervision and support to  
575 recognition and appreciation.

576  
577 Programs: Organizational Management - Includes a compilation of program liability insurance and credit  
578 card/on-line fees, direct costs for providing credit card use, online services and insurance coverage for  
579 recreation programs, facilities, events and services.

580  
581 Maintenance: Grounds Maintenance - Grounds maintenance activities include all maintenance and  
582 management of activities performed on all City parkland areas, i.e. mowing/trimming, landscape  
583 repair/maintenance and construction, pathways maintenance, etc.. This does not include athletic field areas,  
584 Muriel Sahlin Arboretum, Harriet Alexander Nature Center, Cedarholm GC and the Roseville Skating  
585 Center.

586  
587 Maintenance: Facility Maintenance - Facility and Equipment Maintenance includes all maintenance and  
588 management of activities performed on all City park facilities, i.e. play equipment, athletic fields, hard  
589 surface courts, Muriel Sahlin Arboretum, HANC, park shelters, park ice rinks, wading pool, etc. This does  
590 not include the Roseville Skating Center and Cedarholm Golf Course.

591  
592 Maintenance: Natural Resources Maintenance - Natural Resources activities include implementation and  
593 management of the City Diseased and Hazard Tree program and all natural resource implementation and  
594 management activities.

595  
596 Maintenance: Department wide support Maintenance - Department-wide support is maintenance for  
597 recreation and includes all direct activities and management of those activities to support 1850 Roseville  
598 Parks and Recreation Programs and activities and numerous affiliated group efforts.

599  
600

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

## **Community Development**

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

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

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

612 Organizational Management – Oversee the implementation of all department functions

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

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

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

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