

City of
Coon Rapids
Annual Budget

For the Year Beginning January 1, 2019



Community strength... for generations

ANNUAL BUDGET OF THE CITY OF COON RAPIDS MINNESOTA

For the fiscal year beginning January 1, 2019

ELECTED OFFICIALS

Jerry Koch	Mayor
Brad Greskowiak	Councilmember Ward 1
Bill Kiecker	Councilmember Ward 2
Wade Demmer	Councilmember Ward 3
Jennifer Geisler	Councilmember Ward 4
Brad Johnson	Councilmember Ward 5
Steve Wells	Councilmember At Large

MANAGEMENT TEAM

Matt Stemwedel	City Manager
Tim Anderson	Golf Pro/Manager
Dave Brodie	City Attorney
Grant Fernelius	Community Development Director
Tim Himmer	Public Works Director
Sharon S. Legg	Finance Director
Joan Lenzmeier	City Clerk
John Piper	Fire Chief
Brad Wise	Police Chief



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*online version available at <http://www.coonrapidsmn.gov>

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- General Information about City
- Budget Development Process
- Budget Calendar
- Financial Policies



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Coon Rapids
Minnesota**

For the Fiscal Year Beginning

January 1, 2018

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Coon Rapids, Minnesota for its annual budget for the fiscal year beginning January 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

OFFICE OF THE MAYOR

January 2, 2019

Dear Citizens of Coon Rapids:

The 2019 budget adopted by the City Council identifies how City resources are allocated in 2019. It is the City's financial management plan and has been designed to be responsive to the public's service demands. Our City faces both short and long term challenges, which require an allocation of resources to provide the high level of services citizens have come to expect while maintaining the infrastructure of the City. We feel the City has been able to address these challenges.

The tax levy for 2019 is \$28.2 million which is an increase of 5.2 percent over 2018. As in 2018, this includes the levy for the park bonds authorized by the 2013 referendum.

This budget includes all of the funding for the on-going operations of the City. In addition to continuing services at past levels, a continuing emphasis on infrastructure improvements is included in the 2019 budget:

- Based on recommendations of a Space Study conducted in 2018, the 2019 budget includes \$652,000 of renovations to city buildings including city hall, public works and the fire stations.
- Based on the positive result of the \$17 million park improvement referendum held in 2013, the City began major park and trail renovations in 2014 and completed the first of the projects in 2015. Improvements funded under this referendum will be completed in 2020. This investment enhances the attractiveness of the City to current and future generations thereby growing the tax base, essential to the vision of the City. The 2019 improvements include additional park/trail improvements including the re-design of Lion's Coon Creek Park.
- Following the program for street maintenance and reconstruction based on a comprehensive rating of all streets in the City, 10.3 miles of City streets will be reconstructed and approximately 20 miles will be seal coated. Funding includes a combination of assessments, tax levies and bonding.
- A Water Master Plan was updated in 2014 to prioritize when and what improvements to the water system are necessary within the next ten years. Included in this budget is \$385,000 for well rehabilitation and \$500,000 has been again carried forward for the design of a new water tower and land acquisition. Additionally, water mains will be replaced as needed in the street reconstruction area estimated at a cost of \$.9 million. Treatment plant upgrades (\$478,000) are also included.
- Bunker Hills Golf Club will renovate the bunkers on the west nine holes continuing the project that began in 2018.

- The City's comprehensive plan, updated in 2018, will guide development and redevelopment in the future. This update is required by state law and is overseen by the Metropolitan Council, the regional planning authority. The comprehensive plan document, includes: basic demographic information, land use, transportation, water supply, sanitary and storm water systems, parks and open space, solar access protection, housing and wetland protections.
- Included in the budget is another \$150,000 to continue dealing with Emerald Ash Borer, which threatens the health of ash trees. As trees are removed, new trees will be planted continuing the tree planting program that the City has been doing for many years. The City has over 6,700 ash trees out of a total of 24,000 trees.

Property values continue on an upward trend and the City's commercial/retail and industrial sectors are strong with very little vacancy. **Additionally, as pointed out by Moody's Investors Service, Inc. in November 2018, when assigning a Aa1 rating to a bond issue, "The Aa1 rating reflects the City's ample tax base that benefits from its favorable location near the Twin Cities metro area; strong financial operations and reserves, moderate debt and pension burdens."**

It is my hope this budget will meet the expectations and needs of our Coon Rapids citizens. I am confident our community is well positioned to meet future challenges with leadership, innovation and teamwork. My sincere thanks are extended to the City Council and staff for their time and effort in the preparation of this document.

Sincerely,



Jerry Koch
Mayor



TO: Mayor, City Councilmembers and Residents of Coon Rapids

FROM: Matt Stemwedel, City Manager

SUBJECT: 2019 Budget

DATE: January 2, 2019

INTRODUCTION

Section 1-705 of the City Charter requires an annual budget to be submitted to the Council by the first regular Council meeting in September. Additionally, state law requires the Council approve a preliminary budget and certify a proposed levy to the Anoka County Property Records and Taxation Division by September 30th. In response to these requirements, the proposed budget was submitted to the City Council on August 8, 2018 and a workshop with the City Council was held on August 15th to accommodate a thorough review by the City Council and interested City residents. It was adopted on December 4, 2018 after a public hearing was held.

The general theme for the 2019 budget can be described as fulfilling today's needs, planning for the future. Staff has developed a budget that provides for the necessities of present services while strengthening the City's physical infrastructure and addressing future issues. While staff continually tries to improve the service experience of citizens, long term maintenance of facilities and infrastructure are also critical to the fiscal well-being of citizens. This budget continues to address these needs in the city including buildings, streets, parks and equipment across the wide range of city activities including public safety, public works, water and sewer systems, golf and restaurant operations, and support services.

You will find a number of major initiatives included in the 2019 budget, beginning with the implementation of findings from the space study that was started in 2018. The space study not only attempts to most efficiently utilize space allotments for city activities but identifies major maintenance needed to assure the buildings are current for the next twenty years. The 2019 budget includes a number of these maintenance efforts. The 2019 budget includes the highest priority projects. Additional projects will be scheduled over the next few years.

In addition to preserving the building infrastructure, equipment needs are also included such as radios for public safety which will replace equipment that is no longer supported. This is a major capital expenditure that allows the city's police department to interact with surrounding agencies. And required vehicle replacements are included to allow for uninterrupted service delivery.

Infrastructure continues to be a high priority for the city. This includes street, water/sewer main rehabs as well as park updating. In 2019, other than trail connections, the last year of the park projects funded by the referendum passed in 2013 will be completed along with other park upgrades.

The 2019 budget was developed with Council long term objectives in mind balanced by historical service delivery. Under the "2019 Budget Highlights" section of this letter, you will find a description of the more significant proposals requiring appropriation.

This budget document should be viewed as more than just a collection of financial data. Additionally, it includes information on the City organization, descriptions of programs and services, as well as a variety of selected measures. Furthermore, the budget is a reflection of the City's plans, policies, procedures and objectives regarding the services to be provided in 2019. The selected measures allow the public to make informed decisions about the value of a service and also provide staff with much needed information to provide service in more cost effective manners. These measures also provide guidance to allocate resources during budget development. The City recently expanded the initiative for additional measures to use data to make better policy decisions, review current practices and make organizational improvements.

As part of the comprehensive budgeting process, the City Management Team prioritized the City's needs and then balanced the allocation of the City's human and financial resources against those needs, incorporating goals set by the City Council. It is our hope that we have done so in a manner that meets with the approval of the City Council and the taxpayers served.

Some of the key factors that guided the preparation of this budget were:

- 1) Initiating the goals set out in the long term strategic plan and a reinvestment strategy for the future quality of life in the community;
- 2) Acknowledging the need to ensure adequate reinvestment in the City's transportation infrastructure that allows for safe and efficient traffic flow throughout the community;
- 3) A commitment to continue the highest possible service level with a tax levy comparable to the prior year to pay for existing services;
- 4) A fiscal goal which establishes the relationship between the estimated General Fund unassigned fund balance and the planned General Fund expenditures at no less than 45 percent. Typically the year-end fund balance is at the highest level of the year due to the receipt of the second half of property taxes in December and complying with this goal requires planning to allow for sustainability going forward;
- 5) A comprehensive review of the condition of capital equipment to ensure the most cost-effective replacement schedule is followed;
- 6) A team approach which encourages strategic planning to meet immediate and long-term operational, infrastructure and facility needs;
- 7) A management philosophy which actively supports the implementation of Council policies and goals and recognizes the need to be responsive to changing community conditions and concerns;
- 8) A focus on quality of life enhancements for citizens and stakeholders of the City as well as community reinvestment making Coon Rapids the place where people want to be.

SIGNIFICANT EVENTS

Overall noteworthy events and activities for 2018 include:

1. The City's Housing and Redevelopment Authority entered into a purchase agreement with local developer Centra Homes to construct an approximately 145-unit detached townhouse development near Coon Rapids Boulevard and Avocet Street.
2. Began project construction of the Hanson Boulevard railroad overpass.
3. Purchased land and initiated conversations with MnDOT for a full access interchange near Highway 610 and Coon Rapids Boulevard.
4. The reconstruction of Crooked Lake and Riverwind Parks was completed. At Riverwind portions of the community building were remodeled, and the first pickleball only courts were constructed. At Crooked Lake, new rental facilities and sand volleyball courts were constructed, a second fishing pier was added, the beach area was reestablished and native plantings were integrated. A new park and splash pad were completed and opened at Boulevard Plaza.
5. Minneapolis-based developer Sherman Associates purchased about eight acres of land near the Riverdale Transit Station to construct a 251-unit apartment complex, Riverdale Station Flats. The City's Housing and Redevelopment Authority purchased the adjacent eight acres for future transit-oriented development.
6. The City participated in several events and initiatives to promote development activity. This included the Upriver Commercial Real Estate Summit, which marketed economic development activity in Anoka County. The City also sponsored and had a booth at the Minnesota Commercial Real Estate Expo to promote the City and for key staff to build relationships with commercial real estate brokers from around the metro area. The City partnered with the St. Paul Area Association of Realtors on the Coon Rapids Realtor Forum to promote Coon Rapids' assets. The City advertised in a State of Minnesota insert in Site Selector magazine and on the Minnesota Commercial Association of Real Estate web site. In addition, a national economic development consultant was engaged to audit and reorganize the economic development pages of the City's web site. Coon Rapids also participated in a County-wide marketing and branding initiative is currently underway. City staff conducted several business retention visits and partnered with the Metro North Chamber of Commerce on quarterly Business Council meetings.
7. Four 'Summer in the City' neighborhood meetings were hosted throughout Coon Rapids with over 400 residents attending. They included an open house style event with displays representing most of the City departments; a fire truck, squad car and a front end loader for youth enjoyment; music and ice cream; and a presentation from Council about current projects and events in the City.
8. Phase II of the Home for Generations program, which provides architectural assistance and incentive grants, building permit rebates and low interest loans to homeowners making significant home improvements, continued to be very successful. During 2018, there were 49 new applications, 36 architectural consultations and 18 participation agreements signed with homeowners, with over \$1.2 million in improvements completed. Additionally, the City hosted its 5th annual Coon Rapids Home Remodeling Tour in May which showcased six of the homes that had been remodeled in the previous year through the Home for Generations II program. Each of the six homes on the tour were visited by 150-250 people.
9. The City of Coon Rapids became an official member of the Northwest Anoka County Community Consortium (NWACCC). This board oversees the Youth First initiative and supporting events.
10. Again received the Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

11. Received Tree City USA Award for the 38th consecutive year.
12. Completed reconstruction of eight miles of residential and collector streets including installation of 1,000 feet of new watermain pipe and related appurtenances. The projects also included the installation of numerous new fire hydrants, valves, sanitary sewer manhole castings, storm sewer pipes and catch basins. Replaced 1,300 feet of failing watermain pipe on Egret Boulevard between the Coon Rapids Boulevard Service Road and 99th Avenue via directional drill methods.
13. Evaluated current and future traffic concerns in and around the Riverdale shopping area. Accepted Riverdale Drive as a turnback from Anoka County and initiated a reconstruction project in partnership with the City of Anoka to reconstruct the roadway, including a round about near Round Lake Boulevard.
14. Maintained and/or reconstructed several trail segments in the following parks: Burl Oaks, Prairie Oaks, and Vineyard. Conducted a pedestrian bridge inventory and preliminary review of structural elements.
15. A Statewide Health Improvement Partnership (SHIP) grant was used to construct three (3) trail kiosks that included City trail and sidewalk maps and benches.
16. Completed rehabilitation of three wells and a booster pump, repainted the roof and column of the Hanson Boulevard water tower, jet cleaned one-third of the City's sanitary sewer mains, and commissioned a 42-inch sanitary sewer lining project on a significant end of system main line that discharges directly to the Met Council interceptor sewer system.
17. Completed comprehensive local water and master sanitary sewer planning documents and readied for implementation.
18. Partnered with Connexus Energy on a pilot program to investigate the feasibility of including electric vehicles within the City fleet.
19. The City of Coon Rapids with the Anoka County Growers Association continued hosting a weekly farmer's market at the Coon Rapids Ice Center from July to October.
20. The Coon Rapids Ice Center completed LED lighting and security system upgrades throughout the facility.
21. Facility and administration staff commissioned and completed a space needs analysis study for the civic center, public works, police department and all three fire stations.
22. CTN Studios received a number of award recognitions including six national honors in various categories from the National Association of Telecommunications Officers and Advisors (NATOA).
23. CTN started producing a video segment out of the 'Business Spotlight' articles that are featured in the quarterly city newsletters. The 'Business Spotlight' segments are inserted in the weekly CTN Community Update program.
24. Hosted the Minnesota State Open Championship, Minnesota State Publinks Combo Championship and the Minnesota State High School Boys and Girls Championships at Bunker Hills Golf Course.
25. The Coon Rapids Recycling program collected 7,215 tons of recyclables from our curbside and drop off program combined. Over 31,400 vehicles visited the Recycling Drop-Off Center that averages out to about 604 cars per six hours day. Our organics program has grown with over 500 registered families bringing in food waste. A site study is being conducted to look at traffic flow.

TOTAL BUDGET OVERVIEW

REVENUES

<u>Fund Type</u>	2018 Adopted	2019 Adopted	\$ Change	% Change
General Fund	\$30,770,521	\$32,027,204	\$1,256,683	4.1%
Special Revenue Funds	3,165,382	2,888,264	(277,118)	(8.8%)
Debt Service Funds	5,731,733	6,248,788	517,055	9.0%
Capital Projects Funds	6,722,236	9,236,310	2,514,074	37.4%
Enterprise Funds	21,871,558	22,376,386	504,828	2.3%
Internal Service Funds	286,550	334,000	47,450	16.6%
Total	\$68,547,980	\$73,110,952	\$4,562,972	

Total budgeted revenues increased \$4,562,972 or 6.6% from 2018 to 2019. The most significant change was in the Capital Project Fund (\$2,514,074 or 37.4%) primarily due to Minnesota State Aid (MSA) funding for the 2018 and 2019 street reconstruction projects. The General Fund increase (\$1,256,683 or 4.1%) is primarily due to the 2019 levy increase of \$820,730 and an increase of \$355,000 in intergovernmental revenue due to the new legal services contract with the City of Fridley, and a grant from the Department of Justice for the Victims Advocacy position.

EXPENDITURES/EXPENSES

<u>Fund Type</u>	2018 Adopted	2019 Adopted	\$ Change	% Change
General Fund	\$30,387,881	\$31,592,976	\$1,205,095	4.0%
Special Revenue Funds	2,955,203	2,471,508	(483,695)	(16.4%)
Debt Service Funds	3,867,300	4,437,282	569,982	14.7%
Capital Projects Funds	13,897,720	16,754,449	2,856,729	20.6%
Enterprise Funds	21,360,376	22,095,846	735,470	3.4%
Internal Service Funds	1,049,947	1,114,705	64,758	6.2%
Total	\$73,518,427	\$78,466,766	\$4,948,339	

Total budgeted expenditures/expenses increased \$4,948,339 or 6.7% from 2018 to 2019. The most significant increase was in the Capital Projects Funds primarily due to \$7 million in street reconstruction projects to be completed in 2019. The increase in the Debt Services Funds is mainly due to principal and interest payments on new debt issues for the Park Improvement and G.O. Improvement bonds issued in 2017.

Further information on the total budget can be found in the summary section and detailed fund information can be found in the fund sections of this document.

GENERAL FUND OVERVIEW

The General Fund finances the widest range of essential public services in the budget. Most operations, other than those that operate similar to a private business with revenues generated primarily through customer charges, are included in this fund.

General Fund Revenues

<u>2018 Budget</u>	<u>2019 Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
\$30,770,521 Adopted	\$32,027,204	\$1,256,683	4.1%
\$31,225,521 Amended	\$32,027,204	\$ 801,683	2.6%

The 2019 General Fund revenues total \$32,027,204. This is a 4.1% percent increase of \$1,256,683 from the 2018 adopted budget of \$30,770,521 and a 2.6 percent increase of \$801,683 over the 2018 budget as amended of \$31,225,521. Revenues from 2010 to 2019 are shown below and reflect an annual increase of about 2.6 percent compounded annually. Property taxes compose 66 percent of the General Fund revenue.

	<u>Revenues Before Transfers</u>	<u>% Change from Prior Year</u>
2010 Actual	25,381,039	(0.9%)
2011 Actual	26,047,126	2.6%
2012 Actual	26,370,912	1.2%
2013 Actual	26,684,846	1.2%
2014 Actual	28,705,277	7.6%
2015 Actual	28,302,386	(1.4%)
2016 Actual	29,422,032	4.0%
2017 Actual	31,135,306	5.8%
2018 Adopted Budget	30,770,521	(1.2%)
2018 Amended Budget	31,225,521	1.5%
2019 Adopted Budget	32,027,204	2.6%

General Fund Expenditures

<u>2018 Budget</u>	<u>2019 Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
\$30,387,881 Adopted	\$31,592,976	\$1,205,095	4.0%
\$30,923,081 Amended	\$31,592,976	\$ 669,895	2.2%

The 2019 General Fund expenditures total \$31,592,976. This is a 4.0 percent increase of \$1,205,095 from the 2018 adopted budget of \$30,387,881 and a 2.2 percent increase of \$669,895 over the 2018 budget as amended of \$30,923,081. The chart below shows the General Fund expenditures for a ten year period. The increase from 2010 to 2019 is approximately 3.2 percent compounded annually.

	<u>Expenditures Before Transfers</u>	<u>% Change from Prior Year</u>
2010 Actual	23,724,167	2.5%
2011 Actual	23,880,554	0.7%
2012 Actual	24,811,321	3.9%
2013 Actual	25,243,314	1.7%
2014 Actual	26,553,455	5.2%
2015 Actual	26,823,356	1.0%
2016 Actual	27,779,329	3.6%
2017 Actual	28,417,593	2.3%
2018 Adopted Budget	30,387,881	6.9%
2018 Amended Budget	30,923,081	1.8%
2019 Adopted Budget	31,592,976	2.2%

The 2019 General Fund revenues are \$434,228 over expenditures. After transfers in from the Lodging Tax Fund (\$14,000), the Senior Activity Fund (\$10,000) and the Revolving Construction Fund (\$46,772) and transfers out to the Retirement Insurance Fund (\$350,000) and the Compensated Absences Fund (\$155,000), the budget will reflect no change in fund balance. The estimated unassigned fund balance and assigned for working capital as of December 31, 2019 is \$15,446,063 which is 46.7 percent of the estimated 2020 expenditures and transfers out.

2019 BUDGET HIGHLIGHTS

The 2019 Budget anticipates needs for the next year as well as positions the City for years to come. Based on input from the City Council and the professional opinions of City staff, the budget incorporates upcoming needs as well as opportunities to improve the City through the eyes of the citizens. The City continually tries to engage the public through neighborhood meetings and surveys to help shape the future direction of the community. The budget incorporates projects and funds striving to meet these goals. The following highlights of the 2019 budget emphasize City Council direction in setting the vision for the City as well as necessary operational activities.

Police. The 2019 budget for the Police Department continues funding past programs that aim to reduce crime through Community Oriented Policing and Problems Solving. This is accomplished by educating landlords and tenants using environmental design, site inspections, premise surveys, classes, meetings, plan reviews, etc. Additionally the department focuses on retail crimes involving credit and check forgeries and theft ring investigations. Follow-ups on mental and domestic violence encounters reduce further contacts with the police by finding long term solutions. The department works on positively impacting the perception of the police department by Night to Unite, Summer in the City gatherings, citizens academy, DARE, school liaisons, K-9 dog demos, bike safety classes and public speaking on various requested topics. These programs have proven their worth by engaging citizens to have a more personal and active dialogue with department members. The department continually strives for efficient and effective policing given the increased call volume per officer and the increased time officers spend on each incident. More time spent on calls is driven by the requirement of modern evidence gathering and crime investigation complexity. The department continues to assist with response to medicals, code enforcement issues and animal control.

The community outreach of the department was enhanced in 2018 and the impact is evidenced by data found in social media contacts. That work in this area will expand in 2019 as contacts and avenues are expanded. Also in 2018, new in-squad cameras were purchased that provide much better audio and high definition video quality allowing for better evidence gathering and transparency.

The 2019 budget includes \$538,448 for squad radios and portable radios for officers replacing unsupported radios that are not capable of communicating with the new style of encrypted radios used by surrounding departments.

Fire. It is the goal of the City's Fire Department to provide professional and timely emergency service delivery for fires, medical emergencies and other dangerous conditions. To accomplish this, training programs are continuously improved by participating in joint specialty teams in the area as well as utilizing technology. Continuous training will enhance the safety of citizens as well as the safety of the personnel responding to calls. The department will continue to focus on cancer prevention efforts for all firefighters.

Infrastructure. Evolving water quality, sanitary sewer and storm drainage regulations necessitate additional maintenance, education and processes such as televising of mains and managing of inflow and infiltration. Continued emphasis will be placed on reducing salt application especially in environmentally sensitive areas. Based on a comprehensive rating of all streets within the City, a three to five year program outlines the near future for street maintenance. The rating system is evaluated regularly in an effort to most efficiently perform the proper repairs at the most opportune time in order to further extend pavement life cycles. In 2019, the City will continue to carry out its aggressive street maintenance program, reconstructing and rehabilitating nearly 10.3 miles of streets and seal coating approximately 26 miles. Funds in the amount of \$860,000 have again been included in the 2019 budget to continue the seal coat program, pavement markings and asphalt patching in addition to the aggressive street reconstruction program funded by assessments and bonding. Additionally, construction on the Hanson Boulevard railroad grade separation began in 2018 and will be completed in 2019. This is a very significant project for citizens of the City, allowing uninhibited travel along a busy corridor.

Park Improvements. In 2013, voters approved a \$17.4 million Park Bond which outlined specific improvements for several City parks. The last of the referendum identified park projects, Lions Park, will be completed in 2019. The 2019 budget includes \$300,000 for additional park/trail improvements such as modest improvements at Trackside Park. Platting fee (commonly referred to as park dedication fees) revenue anticipates a couple of major developments occurring in 2019.

Housing/Property Maintenance. The City has made significant strides over recent years with its housing and property maintenance programs. For example, proactive property maintenance has resulted in an increased compliance rate for various nuisance-type problems. Other activities are in place to support the City's housing program goals. An example of this is the award-winning Homes for Generations II Program which offers special incentives, including low interest loans, architectural fee assistance and building permit rebates to update older homes.

Planning/Redevelopment. The City and HRA will continue to implement redevelopment plans along Coon Rapids Boulevard and market HRA-owned properties to attract development. Minneapolis based Sherman Associates emerged as the lead developer for a multi-family apartment project on a 15-acre site adjacent to the Riverdale Transit Station. In 2017, the project was formally approved by the City Council. The developer will break ground in the summer of 2018 on an initial \$50 million project to build 251 apartments, including a mix of market rate and workforce housing units and a small commercial building. The project is expected to take 18 months to construct and should be ready for occupancy in 2020. Sherman has an option (through 2020) to buy the remainder of the site and develop additional housing, most likely focused on the senior market.

The City will also be working on redevelopment efforts at PORT Riverwalk, which is generally located on the south side of Coon Rapids Boulevard between Egret Boulevard and Avocet Street. The City is currently in discussions with Coon Rapids based Centra Homes on a proposal to develop detached townhomes. The project is expected to start in 2019.

In addition to these projects, the City will conduct several economic development marketing initiatives, including participating in the Minnesota Marketing Partners and sponsorship of the Minnesota Commercial Association of Realtors (MNCAR) to promote development in the City. The City will also continue to facilitate business retention and expansion. A revolving loan fund is included in the Housing and Redevelopment Authority Fund to aid commercial ventures involving acquisition and renovation of properties.

Finally, a great deal of focus has been placed on updating the City's comprehensive plan in 2018. This update is required by state law and is overseen by the Metropolitan Council, the regional planning authority. This process required the City to review and update all aspects of the comprehensive plan document, including: basic demographic information, land use, transportation, water supply, sanitary and storm water systems, parks and open space, solar access protection, housing and wetlands protections. The 2040 comprehensive plan creates a vision of land use, transportation, housing, parks, etc. for the City. This latest version of the plan will begin to be implemented in 2019.

Sidewalks. The 2019 Sidewalk Fund has \$147,840 budgeted to construct a sidewalk at 131st Avenue in conjunction with the 2019 street reconstruction project, and \$101,250 to construct a sidewalk at Springbrook Drive in conjunction with that 2019 street reconstruction project.

Sustainability. The City has initiated many efforts to incorporate sustainability into City business practices as well as by the public.

The Recycling Fund includes funds to operate the recycling center that serves as a regional drop-off center which has taken the lead in recycling of hard-to-recycle products such as styrofoam, motor oil, egg cartons and more in addition to traditional items. Almost everything can be recycled. Staff works with businesses and apartment complexes around the City to encourage the elimination of waste sent to landfills.

Included in this budget are funds (\$150,000) to begin to deal with Emerald Ash Borer, which threatens the health of ash trees. As trees are removed, new trees will be planted continuing the tree planting program that the City has been doing for many years. The City has over 6,700 ash trees out of a total of 24,000 trees.

And, in addition to energy providers in the city converting street lights to LED, City-owned lights are being converted as is the lighting in City buildings. Energy consumption for street lights has been reduced significantly after these installations.

The Metropolitan Council, the governing body that reviews and approves the City's Comprehensive Plan, has encouraged cities to think about policies and practices that encourage conservation, energy efficiency and climate change. As the City updates its comprehensive plan, these elements will be incorporated into the various chapters of the plan, guided by the City Sustainability Commission.

Citizen Engagement. Neighborhood meetings are held in four parks each year to inform citizens about improvements and projects underway in the city. This community outreach initiative is one way that the City is reaching out to residents in their neighborhoods, to gain a stronger sense of what is important to them and build community. Additional opportunities for public engagement include opportunities for citizens to comment through online surveys related to the city's Comprehensive Plan, park renovations, recreation, and when moving in or out of the community as part of setting up utility accounts. Survey responses help to provide feedback from the public, which helps City departments with decision making.

The City will also continue its work with communicating "our story" in a variety of ways (print, television, online and in social media) as it relates to our new amenities, unique housing programs and overall

community character. This helps people both within the community and outside of the community learn more about Coon Rapids.

Excellence in Government. An attempt is made to meet community expectations in every service area with professionalism and excellence. Given the current and expected future economic condition impacting the City's ability to continue current service levels, excellence will also be defined by how well the City can demonstrate improved efficiency and effectiveness in the services delivered. Future expectations demand increased accountability and demonstrated value in how tax dollars are spent. To be successful in this effort, funds are included to continue providing technology tools and employee training. Additionally, emphasis has been given to updating the budget document to expand on the major objectives to be accomplished in 2019 and forward while responding to previously outlined past goals.

Cable Television. CTN Studios was recognized with six government programming awards from the National Association of Telecommunications Officers and Advisors (NATOA). The awards are judged to be the best programs in their category in the nation. Programs being recognized were "Prep Football: Coon Rapids at Spring Lake Park", "Sportsnight", "CTN Journal" and "CTN Scrabble Promo". The other two awards were for Multimedia Journalism and Overall Programming for the station.

The community cable tv station continues to lead the nation in generating additional revenue through private partnerships. In 2018 the cable department also expanded efforts with additional city projects and technical services. Examples would be department promotional videos, marketing videos and city digital signage.

Golf Club. The golf operation continues to focus on achieving a balance of daily fee golfers, league play, corporate event activity and tournaments. This balance is important in achieving revenue goals, utilizing tee time slots and promoting facility-wide activity. Sand bunkers will continue to be replaced with smaller, more manageable bunkers in 2019. This is the final phase of a four phase project that began in 2015. The first three phases have received rave reviews.

Kendall's and The Bunker Hills Event Center continue to grow as the area's favorite restaurant and the center to hold weddings, special events and meetings. This year the complex will host a holiday concert series, family dances and also continue to support of the golf club's growing golf tournament schedule. Our 50th anniversary celebration was a big hit with area residents and the positive reviews of the facility, food and service consistently populate all of the favored social media streams.

PERSONNEL

The 2019 Budget provides for 237 full-time employees, the same amount as the 2018 budget. There are, however, two position changes in 2019. A full time administrative assistant position was eliminated in the vehicle maintenance department, and a full time facilities maintenance position was added to the building maintenance department to assist with the growing demands of repairs and maintenance of all City buildings.

Retirement Insurance Reserve Fund. Annually funds are transferred from the General Fund to fund anticipated police and fire retirements. In addition to \$350,000 needed from the General Fund in 2019, interest earnings from the Insurance Reserve Fund in the amount of \$76,200 are included to amortize the funding requirements over 30 years.

PERA. City contribution rates to the PERA retirement plan, in accordance with state law, remain at 7.5% for coordinated employees and increased to 16.95% from 16.2% for police and fire.

Health Insurance. Overall, health insurance premiums are anticipated to increase by approximately 7.6 percent from 2018. The City participates in a larger group (LOGIS) for health insurance coverage. City premiums are determined by the overall group's claims as well as the City's claims, and then each participant in the group is tiered by claim experience. Lower claim tiers experience less of a premium increase. In 2018, the City went from a lower claim Tier D to Tier C, an average tier group. The City remains in the tier C group for 2019. The City has been actively promoting healthy lifestyle initiatives to reduce premium increases and offers two types of high deductible health insurance plan options, a health reimbursement arrangement (HRA) and a health savings account (HSA).

Workers Compensation Premiums. In 2018, the experience modification factor applied to premiums significantly decreased with a savings of approximately \$156,500. In 2019, the experience modification factor will decrease again with an estimated premium decrease of \$27,600. An emphasis on employee safety as well as getting injured employees back to work has contributed to the savings.

CAPITAL OUTLAY

Capital outlay items to be purchased directly from the General Fund in 2019 amount to \$349,057. Capital purchases in the Capital Equipment Fund, which supports the General Fund, total \$1,716,298 consisting of seven police vehicles (\$262,500), police department squad car and portable radios (\$538,448), fire department portable and mobile radios (\$377,284), a fire rescue truck (\$100,141), a dump truck for public works (\$206,991), two commercial mowers for the parks department (\$66,640), and a 16 foot mower also for the parks department (\$110,979).

Capital purchases in 2019 for the Public Communications Fund total \$114,393 which includes replacing the microphones in the City Center council chambers (\$20,000), a customized van and graphics (\$35,500), and several audio/video items (\$40,700). Capital purchases in the Enterprise Funds total \$3,985,122 consisting of various water, sewer, and storm drainage upgrades in street reconstruction areas (\$1,862,500), the design phase for a new water tower (\$400,000) which has been carried forward from prior years, electronic media filters at the water treatment plants (\$250,000), repairs of the heating and ventilation systems in the water treatment plant (\$185,000), various well and pump, and rehabilitation projects (\$385,000), a fairway spray rig for the golf course (\$58,000), and golf course bunker renovations and practice green enlargements (\$495,000). In addition, smaller capital items are identified on each activity page. These funds are self-supporting, whereby revenues other than taxes pay for operations.

The Facility Construction Fund includes capital funds in the amount of \$653,090 for various repairs to several City owned buildings. The largest repair is for replacing all the windows in the City Center building (\$232,400), replacing several doors in the City Center, Fire Station #2 and Public Works buildings (\$139,100), as well as installing new ventilation systems in several areas of the Public Works building (\$135,000).

A list of the 2019 capital outlay requests is included in the appendix of this document.

The ten-year capital equipment replacement schedule has again been updated to project future needs. It is anticipated that if the present level of funding is maintained in the Capital Equipment Fund, capital needs will be covered for the next ten years. Obviously, assumptions were made to replacement costs and frequency, which will continually be monitored and updated to assure the vehicle fleet will be maintained in the most cost effective manner.

UTILITY RATES AND INFRASTRUCTURE

Water Utility. The 2019 budget does not anticipate an increase in water rates. However, water rates will be reviewed early in 2019 to determine if an increase is necessary. Water rates were last increased in May 2016 to \$2.00 per 1,000 gallons for the first 20,000 gallons, \$2.45 for 20,001 to 80,000 gallons and to \$2.65 for 80,001 gallons and above. Pumping through the first half of 2018 was up nine percent from 2017. Although the first half of 2018 has increased pumping, conservation efforts, including the rate structure and water-saving devices along with weather patterns have caused water usage to decline over time.

To maintain infrastructure, \$385,000 has been included in the Water Fund for various well rehabilitations as well as \$400,000 for the design of a new water tower and land acquisition which has been carried forward from prior years. A new water tower and required land acquisition continues to be under review. Beginning in 2014, the City started replacing water-mains where needed in street reconstruction areas. This budget anticipates \$905,000 to replace mains. Until further engineering is done, however, this is still an estimate. These mains are depreciated over a 75 year period.

In 2014, the City undertook a Water Master Plan which proposes infrastructure improvements for the next ten years. It anticipated \$10 million in costs which are re-prioritized annually. The City is well underway in completing projects outlined in the Plan.

Sewer Utility. The 2019 budget reflects no increase in sewer rates. However, as with water, sewer operating results will be reviewed in early 2019. Rates were last increased in May 2017 roughly five percent.

Roughly 61 percent of the expenditures in the Sewer Fund are attributable to disposal fees paid to Metropolitan Council Environmental Services (MCES) whereas in the 2018 estimated budget, it was 64 percent. MCES anticipates a three percent budget increase for 2019 which is allocated to the contributing jurisdictions based on corresponding portion of flow for the twelve months ending on June 30 of the previous year. Coon Rapids experienced a decrease in flow volume, therefore, will pay only a minimal increase in 2019.

Storm Drain Utility. A ten percent rate increase has been included in the 2019 budget to fund storm drainage related expenses. The current rate for a single family residence is \$11.45 per quarter and was increased in 2018. As with the other two utilities, operating results will be further reviewed in the early part of 2019 to assure that this fund is operating as anticipated. This fund pays for compliance with the Pollution Control Agency permit requirements related to the City's Municipal Separate Storm Sewer System (MS4) permit and associated Storm Water Pollution Prevention Plan (SWPPP) as well as monitoring, water testing, ditch and catch basin repairs, water quality improvements and street sweeping. Additionally, several projects have been identified to solve localized flooding concerns in neighborhoods that have experienced problems over the past few years with the intense rainfalls that have occurred.

CITY GROWTH

The City of Coon Rapids is essentially fully developed. In 2010, the population was 61,476 with the City nearly fully developed. Although the population of the City has held at that level, the needs of the citizens are changing over time. And, due to the nationwide economy, there is pressure on our citizens. Therefore, demands of the City have increased. The following chart illustrates the growth that has occurred over time.

Population	35,826	61,607	63,272
Streets (miles)	148.1	215.4	217.0
Cul-de-sacs	160	401	423
Storm Drain (miles)			
Pipe	36.0	90.5	111.1
Ditch	3.2	8.5	8.5
Water Main (miles)	153.2	277.1	300.4
Sanitary Sewer Pipe (miles)	149.0	240.0	249.2
Parks (acres)			
Developed	322	N/A	484.97
Undeveloped	185	N/A	417.07
Police Activities			
Vehicle Accidents	1,067	2,035	2,060
Crimes Reported	5,910	11,000	6,863
Fire Department Runs	1,173	3,834	6,223
Housing Units	10,731	22,527	24,457

CITY REAL ESTATE TAXES

The overall estimated market value of the City is anticipated to increase about nine percent over the prior year. Factors impacting the 2019 and future values increases follow:

- Housing prices have been increasing by approximately ten percent given the housing shortage nationally.
- Commercial/industrial values remained fairly constant with the exception of big box retail which are trending downward.
- Residential properties will see more significant increases in taxes as the tax burden shifts away from commercial/industrial.
- It is anticipated that an apartment complex will begin construction in 2019.
- A \$10 million truck sales complex was completed in 2017 impacting 2019 values.
- A major car dealership remodel began in 2018 as well as a two new dealerships.

Generally, Coon Rapids is nearly fully developed with new development generated by re-development.

The levy was increased \$1,388,107 from the 2018 levy equating to a tax capacity rate of 41.115. A table of the tax levy by fund is included in the summary section of this document.

Changes in the tax levy include:

General Fund operations	\$820,729
Street reconstruction	384,847
Capital equipment	31,977
Tree maintenance	(50,000)
Park referendum debt service	13,452
Arena debt service	1,102
Public safety radio replacement	186,000

The levy includes \$991,180 to pay the debt service on Coon Rapids Ice Center bonds issued in 2011. This is the ninth year of a 25 year levy requirement to retire the bonds. The debt levies to pay for the City share of street reconstruction increased given the aggressive pace that streets have been replaced. Following is a table showing the increase in market value for various properties and their corresponding anticipated tax capacity values.

RESIDENTIAL

PROPERTY NUMBER	<u>TAX YEAR MARKET VALUE</u>			<u>TAX YEAR TAX CAPACITY VALUE*</u>		
	2018 EST. MV	2019 EST. MV	% INC (DEC)	2018	2019	% INC (DEC)
1	121,200	144,800	19.47	949	1,206	27.1
2	174,400	182,300	4.53	1,529	1,615	5.6
3	213,700	233,500	9.27	1,957	2,173	11.0
4	229,900	250,200	8.83	2,134	2,355	10.4
5	307,900	340,400	10.56	2,984	3,338	11.9
6	372,400	380,800	2.26	3,687	3,778	2.5

*after market value exclusion

**includes \$6,600 in new construction. Generally the neighborhood that this house is in, increased an average of 12.1%.

COMMERCIAL

PROPERTY NUMBER	<u>TAX YEAR MARKET VALUE</u>			<u>TAX YEAR TAX CAPACITY VALUE</u>		
	2018 EST. MV	2019 EST. MV	% INC (DEC)	2018	2019	% INC (DEC)
7	1,386,100	1,450,600	4.65	26,972	28,262	4.8
8	2,095,500	2,140,800	2.16	41,160	42,066	2.2
9	9,612,800	9,941,300	3.42	191,509	198,076	3.4

The tax impact is still an estimate at this time based on values used to calculate truth in taxation notices. The tax on commercial properties only includes the City tax, after subtracting the portion of the value that is deducted and taxed at the fiscal disparity revenue sharing rate.

PROPERTY NUMBER	2018 ACTUAL CITY TAX	2019 CITY ESTIMATED TAX
1	402	496
2	648	665
3	829	893
4	904	968
5	1,264	1,372
6	1,562	1,553
7*	7,118	7,506
8*	10,862	11,172
9*	50,538	51,392

*does not include fiscal disparity

In addition to the City tax, Coon Rapids is proposing to also levy a tax for the Housing and Redevelopment Authority (HRA) for redevelopment activities. Included in this budget is \$725,000, the same level as 2018. According to Minnesota State Statutes, an HRA is allowed to tax up to .0185 percent of the Estimated Market Value.

The median single family residential assessed market value in Coon Rapids is approximately \$214,200 for taxes payable 2019. This includes both homestead and non-homestead properties but excludes townhomes, condominiums and duplexes. Some of the services provided by the City property tax include:

- ❖ 24 hour, 7 days per week police, fire and emergency medical assistance protection
- ❖ Snow/ice control and sweeping of approximately 220 miles of streets
- ❖ Maintenance of 48 parks covering over 900 acres, 38 playgrounds, 53 sports fields and 12 tennis courts
- ❖ Administration of numerous Public Works projects involving streets, sidewalks and tree maintenance
- ❖ Strong and proactive neighborhood stability and reinvestment efforts
- ❖ Fire and crime prevention programs
- ❖ Senior services and programs five days a week
- ❖ Ice arena
- ❖ Professional administration, including financial management, legal services, information technology, records management, elections, human resources, City management, property assessment, building inspection and code enforcement.

SUMMARY

As in past years, the budget is the product of the collective efforts of the Management Team and numerous City employees. They have worked diligently to ensure tax dollars are spent wisely and essential services are maintained with an eye toward the future. I am appreciative of the commitment, good judgment and expertise each of them contributed to the budget process.


Matt Stenwedel
City Manager

Transportation

The City will have an efficient and well maintained system of roads, sidewalks, and trails supported by a comprehensive and connected mass transportation system.

Community Development and Redevelopment

The development of the City will be diversified and sustainable with a growing economic base that supports a high quality of life in neighborhoods and a strong, progressive business sector.

Housing/Neighborhoods

Neighborhoods will be stable, safe, and connected with predominantly owner-occupied and well maintained life cycle housing options.

Quality of Life

Coon Rapids is a community in which people of all generations decide to invest themselves and their resources and communicate their community pride.

Civic Involvement

Residents and businesses are engaged in the community through civic opportunities, partnerships and technology.

Community Diversity

The community embraces diversity by supporting a high quality of life for all residents.

Public Safety

Individuals, neighborhoods, businesses and the community are considered safe with proactive, well-trained and respectful Police Officers and Firefighters ensuring professional and timely administrative and emergency service delivery.

Excellence in Government

The City of Coon Rapids follows a formal strategic direction established and continually monitored by the City Council that is implemented and managed with excellence, operational efficiency and with a long term view of organizational and environmental sustainability.

Outstanding Customer Service

The City of Coon Rapids and its employees have a mission of providing outstanding leadership and service that strengthen the community with a respectful, collaborative and innovative employee culture.



GENERAL INFORMATION CONCERNING THE CITY

The City of Coon Rapids, with a population of 63,272 is a northern suburb of the Minneapolis/Saint Paul metropolitan area, situated in southwestern Anoka County. The City's area is approximately 23 square miles (14,400 acres).

Governmental Organizations and Services

Coon Rapids was incorporated as a village in 1952 and became a Home Rule City in 1959. The City operates under a Council/Manager form of government. Effective January 1, 1994, membership of the City Council increased from five to seven members, consisting of the Mayor, five members elected by ward and one member elected at large.

City functions are divided into eight departments including administration, legal, city clerk, finance, community development, police, fire and public works. In 2019, there are 237 full-time employees included in the budget plus 23 part-time employees that work more than 17.5 hours per week (and therefore earn leave benefits). Part-time and seasonal positions in total equal 60.0 full-time equivalents. Citizen involvement includes participation in nine commissions and boards including planning, adjustment and appeal, safety, parks and recreation, arts, charter, historical, civil service and sustainability.

The City provides protective services through its Police Department, comprised of 76 full-time employees and 11 police reserves, and the Fire Department, which has 33 full-time employees and 19 part-time paid-on-call firefighters.

Municipal Services

The City of Coon Rapids City Center houses all City administrative offices, including police and fire administration, and provides community space for seniors and other community groups. The City also maintains an ice arena and a 36-hole golf course which currently hosts the Minnesota State Open.

The City provides municipal water and sewer services to all of the developed areas of the City. Water is supplied by City wells and the City has a storage capacity of 12 million gallons. The sewer lateral system is operated and maintained by the City. Interceptor sewer lines and wastewater treatment plants in the seven-county metropolitan area are under the jurisdiction of the Office of Environmental Services (OES) of the Metropolitan Council. OES finances its operations through user charges based on volume. The City also operates a storm drainage utility to provide funding for programs to protect surface and ground water, and to enhance maintenance programs for storm water facilities.

Education

Coon Rapids is within Anoka-Hennepin Independent School District 11, the largest school district in the State, which has a total enrollment of approximately 37,971 students. Independent School District 11 has seven elementary schools, two middle schools, three alternative schools and one senior high school located within the City of Coon Rapids.

Three private schools are located in the City of Coon Rapids. Epiphany School serves grades K-8, Coon Rapids Christian School serves K-12 and Cross of Christ serves K-8. Total enrollment for the three schools is approximately 500 students.



GENERAL INFORMATION CONCERNING THE CITY

As of July 1, 1995, the Anoka Technical College became part of a State College and University system, governed by the Minnesota Higher Education Coordinating Board. The Technical College has an estimated enrollment of approximately 2,687.

Anoka-Ramsey Community College is located in the City. The student body consists of approximately 10,795 full and part-time students. The College opened in 1965 and has eleven buildings.

Medical Facilities

Mercy Hospital (Allina Health System) is located in Coon Rapids and has 271 general hospital beds, an \$18 million cardiac treatment and a \$30 million Mother Baby Center. The baby center features the only Level II special care nursery in the north metro with the capacity to accommodate 3,500 births annually. Renovations were completed in the Intensive Care Unit and the emergency department. A parking ramp addition is under construction. Renovations are being made to the surgical services department and the kitchen.

Additional medical facilities located in the community include the 94-bed Camilia Rose Care Center, the 29-bed Camilia Rose Group Home, the 24-bed Community Living, Inc., a supervised living facility and the 6-bed REM Minnesota Community Services Inc., a supervised living facility.

Employment

Large employers located in the City are:

<u>Employer</u>	<u>Product/Service</u>	<u>Approximate Number of Employees</u>
Mercy Hospital (Allina Health System)	Hospital and Medical care	2,622
Independent School District 11	Elementary & Secondary Education	1,312*
RMS Company	Medical Device Manufacturing	830
Honeywell Aerospace	Commercial Aircraft Flight Systems	600
Anoka-Ramsey Community College	Post-secondary Education	375

*Includes full-time, part-time and seasonal employees that work in the City.

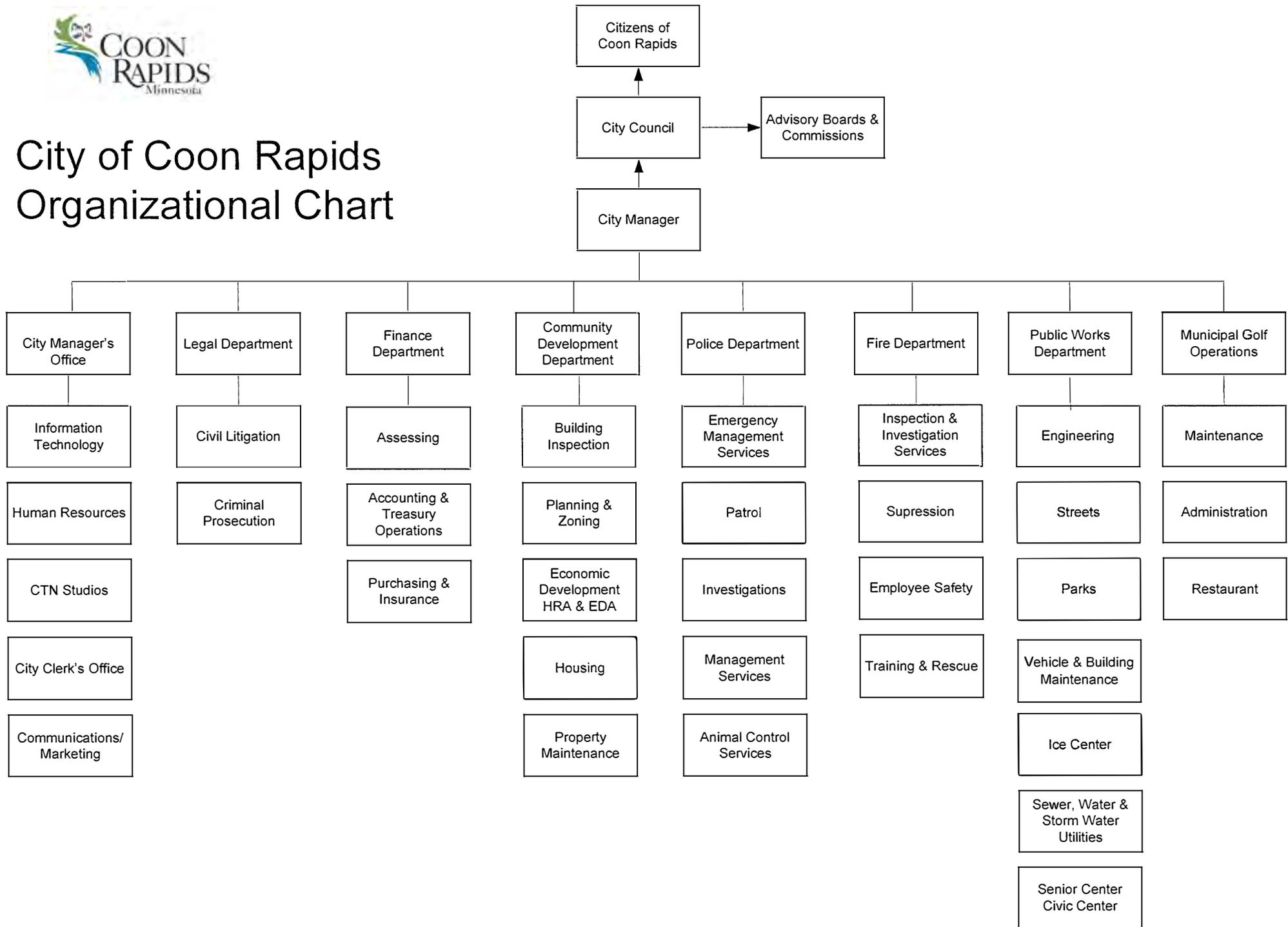
Major Taxpayers

The ten largest taxpayers in the City are:

<u>Taxpayer</u>	<u>Type of Property</u>	<u>Percent of City's Total Net Tax Capacity</u>
DDR MDT Riverdale Village Outer Ring LLC	Commercial	2.32%
DDR MDT Riverdale Village Inner Ring LLC	Commercial	1.67%
Allina Health System	Commercial	1.20%
Riverdale 2005 LLC	Commercial	1.01%
Xcel Energy	Utility	0.95%
Inland Village Ten LLC	Commercial	0.84%
Inland Riverdale Commons LLC	Commercial	0.84%
Target Corporation	Commercial	0.60%
Menard, Inc.	Commercial	0.55%
Minnegasco Inc.	Utility	<u>0.53%</u>
Total		10.51%



City of Coon Rapids Organizational Chart



January 2019

Planning Commission

Ron Bradley
Kathie Casey
Christopher Geisler
Donald Heikkila
Ray Knoblauch
Mary Schmolke
Wayne Schwartz - Chair
Grant Fernelius – Staff Liaison

Board of Adjustment and Appeals

Teri Spano-Madden
Patricia Thorup
Aaron Vande Linde - Chair
Tracy Wigen
Sami Corlew – Staff Liaison

Parks and Recreation Commission

Karen Blaska
Michael Jacobson
Neal Livermore - Chair
Ryan McAlpine
Gen Sand
Valerie Weaver
Gregg Engle – Staff Liaison
Ryan Gunderson - Staff Liaison

Sustainability Commission

Chris Backes
Marcia Baudino
Shana Bush
Stacey Demmer - Chair
Rebecca Holmlund
Christy Lamoreaux
Tim Lockgrem
Colleen Sinclair - Staff Liaison

Safety Commission

Arnie Alderman
Wayne Baumgart
Milo Hartmann
Terry Hedberg
Al Hofstedt - Chair
Zachary Juntunen
Maurice McKee
John Piper - Staff Liaison
Jon Urquhart – Staff Liaison

Arts Commission

Donna Carson
Ellen Feuling
Mary Ann Kehn – Chair
John Kocon
Amy Linngren
William Reichenborn
Elaine Stulc
Jim Ulwelling
Stephanie Lincoln - Staff Liaison

Historical Commission

Jackie Dingley
LuAnn Koskinen - Chair
Boo Mills
Bill Peterson
Robert Powell
Scott Sleeper
Ronald Wendel
Rich Gruber- Staff Liaison

Charter Commission

Elizabeth Dhennin
Timothy Farmer
Isla Fichtner
Milo Hartmann
Al Hofstedt – Chair
Caroline LaCoursiere
Stephanie Masteller
Maurice McKee
Glenda Meixell
Jerry Nelson – Vice Chair
Jerry Splinter
Norman Werner
Dave Brodie - Staff Liaison
Leah Hattstrom – Staff Liaison

Police and Fire Civil Service Commission

Al Hofstedt
Bruce Sanders - Chair
Robert Thistle
Julianne Bacon - Staff Liaison

POPULATION (1)

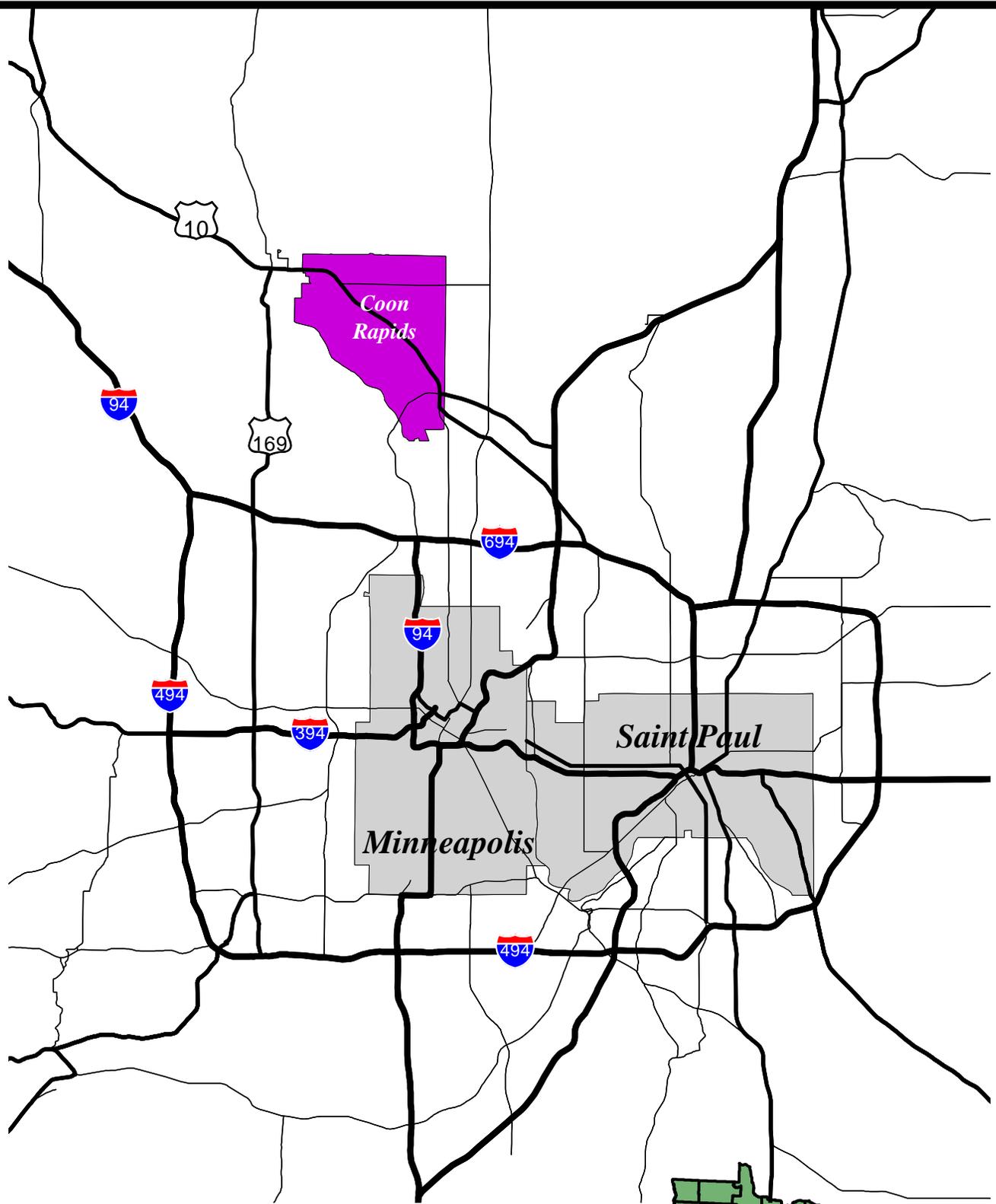
<u>YEAR</u>	<u>POPULATION</u>	<u>HOUSING UNITS THROUGH 2017</u>	
1960	15,974	Single family	15,440
1970	30,505	Duplex	93
1975	34,949	Townhouses	2,541
1980	35,826	Condos	1,694
1985	42,870	Quad Home	488
1990	52,978	Mobile Home	227
1995	59,688	Apartments	3,974
2000	61,607	Total	<u>24,457</u>
2005	62,983		
2010	61,476		
2017	63,272		

COMPARATIVE PERCENTAGES OF HOUSING UNITS

<u>Type</u>	<u>1990</u>	<u>2000</u>	<u>2017</u>
Low density	71.0%	66.7%	63.5%
Moderate density	10.5%	16.2%	19.3%
High density	17.0%	16.0%	16.2%
Mobile Homes	1.5%	1.1%	0.9%

HOUSEHOLD SIZE

<u>Year</u>	<u>People/Household</u>	<u>Source of Estimate</u>
1960	4.30	U.S. Census
1970	4.40	U.S. Census
1980	3.34	U.S. Census
1990	3.00	U.S. Census
2000	2.72	U.S. Census
2010	2.60	U.S. Census



*City of Coon Rapids
Minnesota*



The Budget Process

Chapter 1-700 of the City Charter of the City of Coon Rapids sets forth the requirements for preparation of the annual budget. Minnesota Statutes 275 as amended mandates budget approval and certification requirements that are different than the City Charter. Where Minnesota Statutes are in conflict with charter requirements, the Minnesota Statutes prevail. Therefore, the budget must receive preliminary approval by the City Council, along with preliminary approval of the property tax levy resolution, prior to September 15 of each year. Preliminary tax levies must be certified to the County Auditor by September 30.

By September 30th, the City Council must select a hearing date and a possible continued hearing date. The final budget and tax levy must be adopted at one of these two hearings (hearings which must be held between November 29th and December 20th).

The budget is prepared on a fiscal year beginning January 1st and ending December 31st.

Policies are set by the City Council in one of two ways:

- 1) Policies are initiated by actions of the City Council at its regular Council meetings through adoption of ordinances, resolutions, or motions.
- 2) Policies are also initiated, studied, and reviewed at special work sessions called for that purpose.

The City Manager and City staff address the Council's concerns in the preparation of the budget and evaluate the financial costs of the implementations of these policies and include them into the budget where economically feasible.

In summary, policy issues are identified by the City Council, evaluated, and costed out by the Manager and staff, and returned to the City Council for appropriations if necessary. If no appropriation is necessary, the new policy is implemented immediately.

Each activity manager is given a monthly financial report of expenditures compared to the adopted budget. Activity managers may not exceed appropriations without approval of the City Council.

Budgeting for City Operations

The City is required to account for revenues and expenditures in accordance with generally accepted accounting principles. Because fund accounting is required for financial reporting, the appropriation budgets are organized and presented in a like manner. The summary information section presents a summary of revenues and expenditures of each fund. A brief description of each fund type can be found at the beginning of each section.

Each fund consists of one or more activities. An activity is a cost center for recording charges for services delivered or functions performed. Legal budgetary control is at the expenditure category level within each activity. Expenditure categories consist of personal services, charges and services, supplies, and capital outlay.

Basis of Accounting for Budgeting

The financial reporting and budgeting systems of the City are organized on a fund basis. A fund is a fiscal and accounting entity with a self balancing set of accounts. All funds in the budget were prepared using the following basis of accounting which is consistent with the accounting methods used for financial reporting:

Governmental Funds. All governmental funds are maintained on a modified accrual basis with revenues recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, except for principal and interest payments on long-term debt and capital expenditures which are recognized as expenditures when due.

Proprietary Funds. Proprietary funds, which include the enterprise and internal service funds, are maintained on the accrual basis. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period in which the liability is incurred. The payment of principal on long-term debt in the proprietary funds is not reflected in the budgeted expenses as it is a balance sheet transaction affecting bonds payable and cash. Interest on long-term debt in these funds is budgeted for the period that the payments are covering. Capital items are depreciated over their useful life with the depreciation amounts included in the budgeted expenses.

Budget Monitoring and Amendments

Section 1-700 of the City Charter sets forth the process for monitoring and amending the budget as follows:

Enforcement of the Budget. It shall be the duty of the City Manager to strictly enforce the provisions of the budget. The City Manager shall only approve orders upon the City Treasury for expenditures for which an appropriation has been made in the budget resolution and for which there is sufficient unexpended balance in the appropriated fund after deducting the total past expenditures and the sum of all outstanding orders and encumbrances against such fund. No officer or employee of the City shall place any order or make any purchase except for a purpose and to the amount authorized in the budget resolution. Any obligation incurred by any person in the employ of the City for any purpose not authorized in the budget resolution or for any amount in excess of the amount therein authorized shall be a personal obligation upon the person incurring the expenditure.

Alterations in the Budget. Upon adoption of the budget resolution the Council may increase the amounts fixed in the budget resolution only if and to the extent that the actual revenues exceed the funds available. The Council may at any time, by resolution approved by a majority of its members, reduce the sums appropriated for any purpose by the budget resolution. By a vote of four members, the Council may authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes. Management may not make transfers between funds or amend the budget without Council approval.

By a resolution approved by four members, the Council may authorize the expenditure of other unappropriated funds, known as unencumbered fund balance; provided, however, that if the proposed expenditure for a single purpose exceeds 20 percent of the fund balance, the Council shall, prior to approving the expenditure, conduct a public hearing following published notice given at least 10 days prior to the hearing. The public shall be given the opportunity to be heard at the public hearing.

Determination of Revenue Estimates

The Finance Department is responsible for all revenue estimates contained in the budget proposal. Estimates are arrived at by studying all relevant revenue history along with economic trends and indices when available. Discussion regarding specific revenue sources can be found in the summary information section of the budget.

Distribution of Budget Information

Copies of the budget are available to the general public on the City's website and in the offices of the City Manager, City Clerk, and Finance Director. Notices of the public hearings are published in the official City newspaper, the Anoka County Union Herald, along with notices posted in the City Center, the local public library, and the City's website. Citizens are invited to provide written or oral comments at the public hearings.

The County Property Records and Taxation Division is required to notify each property owner of the impact of the proposed tax levy upon each individual parcel of property along with the final budget hearing dates.

Reader's Notes:



CITY OF COON RAPIDS, MN
2019 Budget Calendar

Completion Date	Task	Responsibility
April 9	Distribution of calendar and Y/N list	Finance
April 13	Y/N returned to Finance	Department Heads
April 20	Budget Start Up Meeting, distribute Personal Services form (formerly B3)	Finance/Department Heads
April 20	Budget module updated with base budgets, dates, new forms	Finance
April 27	Personnel changes to Finance	City Manager
May 4	Completed Personal Services form (formerly B3) to Finance	Department Heads
May 4	Salary/benefits determined	City Manager
May 8	Council input for budget	City Manager
April 30 - May 11	Auditors here	Finance
May 18	Update workload and performance measures on budget document pages (Finance)	Activity Managers/ Department Heads
May 18	Revenues	
May 18	Update 2018 estimates and 2019 adjustments (formerly B6) in budget module and Capital Request forms (formerly B7) in Excel for 2019 budget	Activity Managers/ Department Heads
June 5 or so	Finance review of Personal Services, Expenditures & Revenues Review of vehicle requests	Finance
June 8	Compiled documents to Management Team	Finance
June 12 - 15	Budget meetings and finalization of proposed budget	Management Team
July 4 (Wednesday)	Holiday	
July 9-13	Utility Funds, CTN, Golf	E Strouse, T Anderson, K Jorgenson, T Himmer, City Manager
July 31	Preparation of final draft of proposed budget	Finance
August 8	City Council officially receives Proposed Budget and sets workshop dates and times	City Council

August 15	Council Budget work session	City Council/Staff
August 28	City Council workshop for detailed review of Proposed 2019 Budget	City Council/Staff
Sept 4 (REQUIRED)	City to select public hearing dates and adopt proposed tax levy	City Council
Sept 28 (REQUIRED)	Proposed public hearing dates and tax levy must be certified to County	Finance
Nov 6 - 17* (REQUIRED)	County Treasurer to mail parcel specific truth in taxation notices	County
Dec 4*	City conducts public hearing and adopts budget	City Council
Dec 7	2019 significant events for Manager's letter to Finance	Joan Lenzmeier/Dept Heads
Dec 28* (REQUIRED)	Deadline for staff to certify tax levy to State and County	Finance
Jan 2	Adopted budget printed and distributed	Finance
Jan 25	Publication of adopted budget information in newspaper	Finance
Jan 31	State budget form completed	Finance
Feb 28	Budget award application sent in (Due 90 days after budget adoption)	Finance

Fund Balance Policies

- It is the policy of the City to maintain a General Fund unassigned fund balance that is at least 45% of the upcoming year's expenditures and transfers out. In the General Fund, where expenditures are typically increasing from year to year due to inflationary factors, this policy increases the unassigned fund balance maintained in order to meet the increasing cash flow needs in the upcoming year.
- The unassigned fund balance will be used to meet cash flow needs until the first property tax and state aid payments are received at mid-year and to provide for unanticipated expenditures, revenue shortfalls, and emergency situations which may occur.
- The City shall not use tax anticipation borrowings to cover operating expenses.

Debt Policies

- The City will only issue long-term debt for capital improvements or projects that cannot be financed from current revenues, fund balances, or retained earnings. Long-term debt will not be used to fund current operations.
- The life of a bond issue shall not exceed the expected life of the improvement or project financed.
- The City will not exceed three percent of the market value of taxable property for general obligation debt per state statutes.
- Where possible, the City will use special assessment or other self-supporting bonds instead of general obligation ad valorem bonds.
- All debt issues will be reviewed at least annually to determine if refinancing or calling of any issue would be financially beneficial.
- The City will consider the impact that financial decisions have on bond ratings and will strive to make decisions which have a positive effect on those ratings.
- A policy of full disclosure on every financial report and bond prospectus will be followed.
- The City complies with arbitrage regulations for both bond proceeds and earnings. Aggressive pay-down of debt is utilized to avoid arbitrage earnings.

Investment Policies

- Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Only investments allowed under state statutes will be purchased.
- Investments must be insured or registered under the City's name and held by the City or its agent.

- The investment portfolio shall be designed to be sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- Before any investment is purchased, consideration will be given to market conditions, composition of current investment holdings, and cash flow needs. The goal of this evaluation will be to maintain diversification of the portfolio, earn a competitive yield, and avoid future cash shortages which could result in the forced sale of an investment in an unfavorable environment.
- Interest earnings will be spread to all funds on a quarterly basis based on month-end cash balances.
- Reports detailing investment transactions, month-end holdings by type and length of investment, and year-to-date yield of the portfolio will be prepared.
- All investment transactions will be reconciled to the accounting system by an individual separate from the investing activity.

Accounting, Auditing and Financial Reporting Policies

- The City of Coon Rapids will account for transactions and prepare financial reports in accordance with generally accepted governmental accounting principles.
- Internal reports will be generated on a monthly basis for all activity managers and the City Council.
- Financial statements for the Enterprise Funds and a narrative financial discussion for other funds will be presented to the City Council quarterly.
- The City will strive to maintain the Certificate of Achievement for Excellence in Financial Reporting Award presented by the Government Finance Officers Association.
- An annual audit will be performed by an independent auditing firm and will be completed by April following year-end.

Capital Improvement Budget Policies

- The City will project its equipment replacement and maintenance needs for the next ten years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and included in the operating budget. In addition, the City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- The City staff will identify the estimated costs and potential funding sources, including the consideration of joint ventures with other cities, for each capital project proposal before it is submitted to the City Council for approval.
- The City will determine the least costly financing method considering the life of the asset.

Budget Policies

- The City will estimate its annual revenue by a conservative and analytical process.
- Whenever user charges and fees are determined to be appropriate and the direct benefits are identifiable, the City will establish and revise annually all user charges and fees at a level related to the cost of providing the service.
- The City will set fees and user charges for each Enterprise Fund, including water, sewer, storm water drainage and golf, at a level which fully supports the total operating and non-operating costs of the fund.
- The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that rely on accumulated fund balances to meet current obligations.
- The budget will provide for adequate funding of all retirement systems.
- A budget will be considered balanced when revenues and other financing sources equal expenditures/expenses and other financing uses, and in the case of the General Fund, when an unassigned fund balance of 45% of the upcoming year's expenditures and transfers as described in the Fund Balance Policies section is also met.
- In certain funds (particularly Debt Service and Capital Project funds), revenues and other financing sources may not always equal expenditures and other financing uses in a given year due to the timing of incoming sources and the use of those funds. However, funding requirements throughout the multi-year life of a bond issue, capital project, or similar funding need are to be offset by funding sources over that time period.
- The City will strive to maintain the Distinguished Budget Presentation Award presented by the Government Finance Officers Association.

Risk Management Policies

- The City will maintain a Risk Management Program that will minimize the impact of legal liabilities, natural disasters or other emergencies.
- The City will maintain an active Safety Committee comprised of City employees.
- The City will periodically conduct educational safety and risk avoidance programs, through its Safety Committee and with the participation of its insurers, within its various departments.
- The City will maintain the highest deductible amount, considering the relationship between the cost and the City's ability to sustain the loss. Sufficient funds to cover deductibles will be maintained.



Summary Information

- Fund Organization Chart
- Revenue Sources and Assumptions
- Revenue and Expenditure Summaries
- Property Tax Levy

GOVERNMENTAL FUNDS

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. The General Fund finances the widest range of essential public services in the city budget. Revenues in this fund are comprised of property taxes, intergovernmental, charges for services, licenses and permits, fines and forfeitures, interest earnings and a variety of other sources. Expenditures in this fund support the primary core of governmental services from administrative, financial and legislative functions to infrastructure maintenance, recreation and public safety services.

SPECIAL REVENUE FUNDS – Special Revenue Funds are used to account for the proceeds of certain specific revenue sources that are restricted/committed to expenditures for specified purposes. They are usually required by statute, charter provision, or local ordinance to finance particular functions or activities of government.

DEBT SERVICE FUNDS – Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general obligation long-term debt principal, interest, and related costs. Repayment of issued debt in the form of principal and interest payments to bond holders is backed up by the full faith and credit of the government unit. Debt for the Enterprise Funds is accounted for directly in those funds.

CAPITAL PROJECTS FUNDS – Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital improvement projects other than those financed by Proprietary Funds. Projects in this category are financed primarily through debt issuance, special assessments, tax levies, tax-increment financing, intergovernmental aids and/or grants and dedicated fees.

PROPRIETARY FUNDS

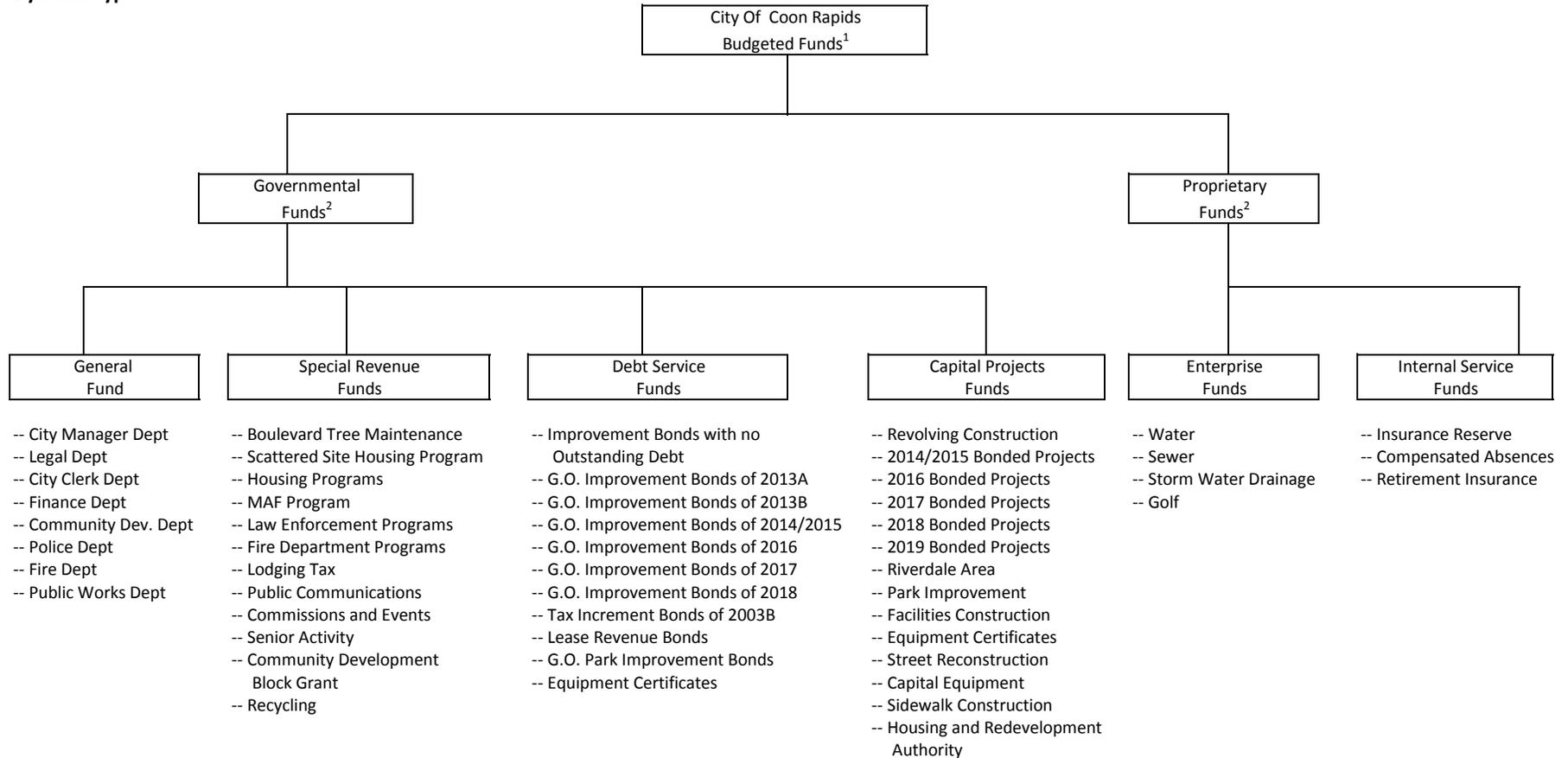
ENTERPRISE FUNDS - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation and interest) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

INTERNAL SERVICE FUNDS – Internal Service Funds are used to account for any activity that provides goods or services to other funds or departments of the governmental unit on a cost-reimbursement basis.



Fund Organization Chart

By Fund Type



¹With the exception of the Agency Fund (which accounts for monies held for individuals or businesses until certain conditions are met), all funds included in the annual audited financial statements are budgeted.

²The basis of accounting for budgeting for the governmental and proprietary fund types is explained under the Budget Development Process in the Introduction section.



2019 REVENUE SOURCES AND ASSUMPTIONS – ALL FUNDS*

GENERAL PROPERTY TAXES - Property taxes are a revenue source in the General, Debt Service, and Capital Projects Funds. This revenue source is primarily used in the General Fund and is determined on the basis of the availability of other revenue sources and the expenditure level necessary to conduct City business in accordance with Council directives. Property taxes for 2019 are 5.2% over the 2018 budgeted amount.

PENALTIES AND INTEREST - This represents penalties on delinquent utility bills. Penalties in the Utility Funds are projected to remain at the 2018 level.

TAX INCREMENT COLLECTIONS - Tax increments are a revenue source in the Housing and Redevelopment Authority Fund. The 2019 budgeted amount is based on 2018 captured tax increment. Tax increment is used primarily to pay debt service related to development within the districts.

SPECIAL ASSESSMENTS - Special assessments are a revenue source in the Special Assessment Debt Service Funds for the payment of bonds issued for related projects and in certain Capital Projects Funds for projects on which no debt was issued. The 2019 budgeted amount is based on projections of actual assessments payable in 2019.

LICENSES AND PERMITS - This revenue source is found only in the General Fund. Fee rates for construction related items and those set by the State of Minnesota have been left at 2018 levels while other rates have been increased 2.75%. The 2019 budgeted amount from this source is projected to decrease .16% from the 2018 budgeted amount.

FINES AND FORFEITURES - Moving violation fines are collected by the County and remitted monthly to the City. This category also includes parking fines. This is projected to decrease 13.8% from the amount budgeted in 2018 based on current trends in court case rulings for restitution and a decrease in the crime rate.

INVESTMENT INCOME - Interest earned on investments is allocated quarterly to all funds based on average cash balances. Revenue from this source is dependent on interest rates, cash balances available for investment, and unrealized gains or losses due to fair value adjustments. The 2019 budgeted amount is based on projected cash balances and a 2.00% average interest rate on investments.

INTERGOVERNMENTAL REVENUE - In the General Fund, this source of revenue consists of \$2,731,927 for various intergovernmental revenue including local government aid, highway maintenance aid, police department aid, and grants. This revenue source is projected to increase \$16,051 in the General Fund from the 2018 amended budget primarily due to an increase in Police training reimbursement monies of \$25,900 offset by a decrease in Police State Aid from the State of Minnesota in the amount of \$10,500.

CHARGES FOR SERVICES - Charges for services come from a number of different sources for the General Fund. The rates for construction related items have been left at 2018 levels while other fees have been increased 3.0% and administrative charges to the Enterprise Funds were adjusted based on a study of related costs. In the Enterprise Funds, charges for services come from utility charges and golf course fees. Rates in the Water and Sewer Fund are planned to remain at 2018 levels. Rates in the Storm Water Drainage Fund are planned to increase 10% resulting in an increase in revenue of \$96,400 over the 2018 budget. A rate study in 2019 will determine the final amount of the utility rates. Revenue in the Golf Fund is projected to increase \$588,307, which is due to an increase in planned restaurant revenue of \$598,507 and a planned decrease in golf revenues of \$10,200.

OTHER REVENUES - This revenue source consists primarily of the utility franchise fee in the General Fund, cable TV franchise fees and lodging tax in the Special Revenue Funds, and miscellaneous revenues in all funds. The 4% utility franchise fee is applied to the gross operating revenues of suppliers of electrical service and natural gas within the City and a charge to the Water, Sewer, and Storm Water Drainage Funds based on operating revenues. This revenue source is projected to remain the same as the amount budgeted for 2018. Cable TV franchise and PEG fees, paid by the cable TV provider based on sales, are projected to increase by \$6,000 over 2018. Miscellaneous revenues are also part of the other revenues category and consist of items which do not fit any other revenue source classification and which individually represent a small portion of total revenues and/or occur infrequently.

**The above sources and assumptions cover the City as a whole. More revenue details and history for the General Fund (the primary operating fund of the City) are included in General Fund section.*



2019 BUDGET SUMMARY

REVENUES BY TYPE -- ALL FUNDS

REVENUE TYPE	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	2019 ADOPTED BUDGET	2018 ADOPTED BUDGET
General Property Taxes	\$ 21,178,369	\$ 150,000	\$ 4,214,888	\$ 3,415,524			\$ 28,958,781	\$ 27,570,674
Penalties and Interest					\$ 226,000		226,000	229,000
Tax Increment Collections				191,934			191,934	164,283
Special Assessments			1,376,570	292,882			1,669,452	1,560,346
Licenses and Permits	1,681,027						1,681,027	1,707,900
Fines and Forfeitures	230,500						230,500	267,500
Investment Income	217,000	156,401	88,480	762,249	58,825	\$ 196,000	1,478,955	1,183,013
Intergovernmental Revenues	2,731,927	238,363	568,850				3,539,140	3,413,436
Charges for Services	1,972,185				21,951,561		23,923,746	23,261,554
Other Revenues	4,016,196	2,343,500		4,573,721	140,000	138,000	11,211,417	9,190,274
Total Revenues	\$ 32,027,204	\$ 2,888,264	\$ 6,248,788	\$ 9,236,310	\$ 22,376,386	\$ 334,000	\$ 73,110,952	\$ 68,547,980

EXPENDITURES BY TYPE -- ALL FUNDS

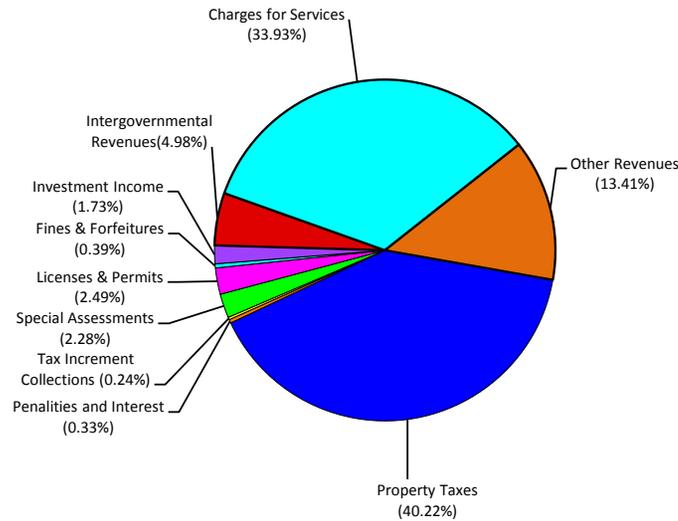
EXPENDITURE TYPE	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	2019 ADOPTED BUDGET	2018 ADOPTED BUDGET
Personal Services	\$ 25,219,542	\$ 997,143		\$ 549,157	\$ 2,940,472	\$ 207,800	\$ 29,914,114	\$ 28,936,370
Contract Labor					2,606,601		2,606,601	2,285,955
Charges and Services	4,692,659	1,008,677		1,378,112	4,675,016	906,905	12,661,369	12,726,993
Supplies	1,269,718	51,295			1,024,169		2,345,182	2,240,147
Disposal Charges					4,103,690		4,103,690	4,098,434
Capital Outlay & Improvements	349,057	114,393		14,712,875	(1)		15,176,325	12,073,226
Depreciation					4,764,918		4,764,918	4,765,525
Principal			\$ 3,265,000		(2)		3,265,000	2,670,000
Interest			1,042,282		455,981		1,498,263	1,634,254
Other	62,000	300,000	130,000	114,305	1,524,999		2,131,304	2,087,523
Total Expenditures	\$ 31,592,976	\$ 2,471,508	\$ 4,437,282	\$ 16,754,449	\$ 22,095,846	\$ 1,114,705	\$ 78,466,766	\$ 73,518,427

(1) The payment of capital outlay items in the Enterprise Funds is a balance sheet transaction (increases capital assets and decreases cash) and does not affect expenses at the time of purchase. Capital assets are then depreciated over time and depreciation expense of \$4,764,918 is budgeted for 2019. Capital outlay items to be purchased by the Enterprise Funds in 2019 total \$3,985,122.

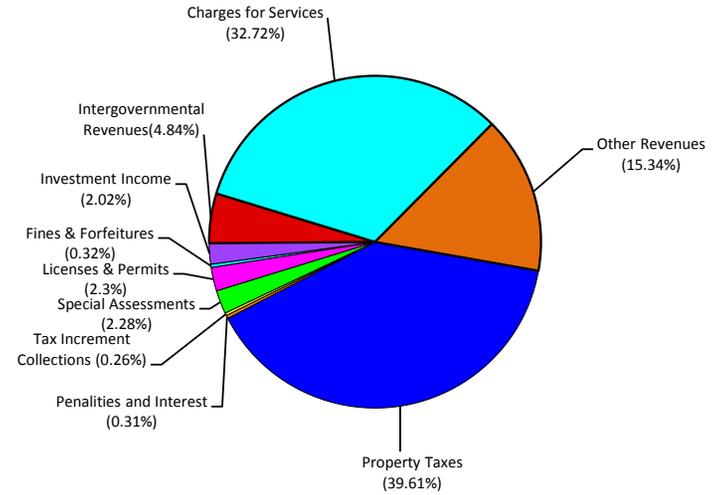
(2) The payment of principal in the Enterprise Funds is a balance sheet transaction (decreases bonds payable and cash) and does not affect expenses. Principal payments in the Enterprise Funds will be \$2,010,000 in 2019.

**BUDGET SUMMARY
REVENUES BY TYPE - ALL FUNDS**

2018 BUDGET



2019 BUDGET

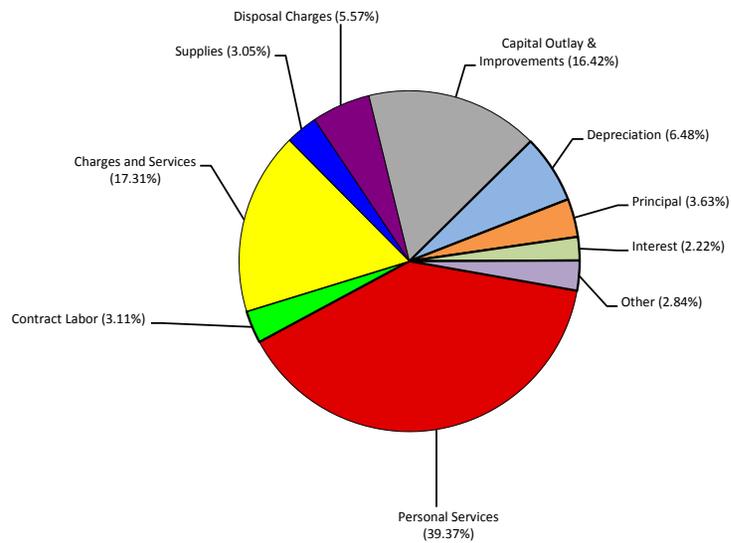


Property Taxes	\$27,570,674
Penalties and Interest	229,000
Tax Increment Collections	164,283
Special Assessments	1,560,346
Licenses & Permits	1,707,900
Fines & Forfeitures	267,500
Investment Income	1,183,013
Intergovernmental Revenues	3,413,436
Charges for Services	23,261,554
Other Revenues	<u>9,190,274</u>
Total	<u><u>\$ 68,547,980</u></u>

Property Taxes	\$ 28,958,781
Penalties and Interest	226,000
Tax Increment Collections	191,934
Special Assessments	1,669,452
Licenses & Permits	1,681,027
Fines & Forfeitures	230,500
Investment Income	1,478,955
Intergovernmental Revenue	3,539,140
Charges for Services	23,923,746
Other Revenues	<u>11,211,417</u>
Total	<u><u>\$73,110,952</u></u>

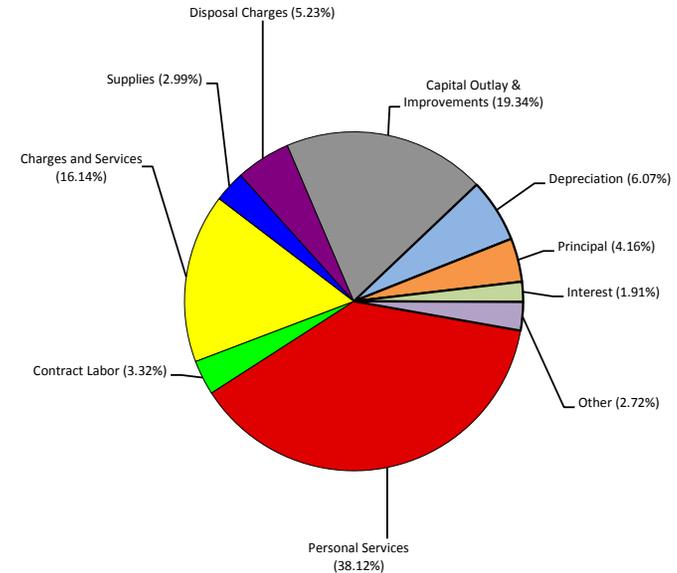
**BUDGET SUMMARY
EXPENDITURES BY TYPE - ALL FUNDS**

2018 BUDGET



Personal Services	\$ 28,936,370
Contract Labor	2,285,955
Charges and Services	12,726,993
Supplies	2,240,147
Disposal Charges	4,098,434
Capital Outlay & Improvements	12,073,226
Depreciation	4,765,525
Principal	2,670,000
Interest	1,634,254
Other	2,087,523
Total	\$ 73,518,427

2019 BUDGET



Personal Services	\$ 29,914,114
Contract Labor	2,606,601
Charges and Services	12,661,369
Supplies	2,345,182
Disposal Charges	4,103,690
Capital Outlay & Improvements	15,176,325
Depreciation	4,764,918
Principal	3,265,000
Interest	1,498,263
Other	2,131,304
Total	\$ 78,466,766



BUDGET SUMMARY
REVENUES--ALL FUNDS

FUND	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
General Fund	\$ 29,422,032	\$ 31,135,306	\$ 31,225,521	\$ 11,746,369	\$ 31,381,424	\$ 32,027,204
Special Revenue Funds:						
Boulevard Tree Maintenance Fund			200,000	68,080	198,000	150,000
Scattered Site Housing Program Fund	1,016	2,724	3,074	1,292	4,100	3,868
Housing Program Fund	206,670	470,552	290,000	306,641	400,000	400,000
MAF Program Fund	17,761	28,034	31,459	17,852	31,404	36,512
Law Enforcement Programs Fund	76,317	107,772	43,606	66,614	113,910	44,283
Fire Department Programs Fund	10,609	9,133	10,175	7,672	10,223	10,269
Lodging Tax Fund	282,106	276,026	270,000	99,457	280,000	280,000
Public Communications Fund	1,413,877	1,465,685	1,552,177	420,231	1,490,420	1,483,561
Commissions and Events Fund	3,726	9,807	13,531	14,469	17,418	13,694
Senior Activity Fund	166,667	153,218	140,850	94,160	140,906	141,014
Community Development Block Grant Fund	236,660	118,507	288,346			
Recycling Fund	336,503	360,839	322,164	44,174	322,763	325,063
Total Special Revenue Funds	2,751,912	3,002,297	3,165,382	1,140,642	3,009,144	2,888,264
Debt Service Funds:						
Improvement Bonds	678,824	702,461	414,385	259,932	383,216	373,361
G.O. Improvement Bonds of 2013A	415,220	182,207	389,103	100,941	373,401	374,611
G.O. Improvement Bonds of 2013B	392,449	403,150	371,763	83,448	362,363	355,792
G.O. Improvement Bonds of 2014/2015	1,017,867	1,000,346	815,961	212,078	766,604	775,524
G.O. Improvement Bonds of 2016	495,404	458,796	730,250	476,185	743,556	784,370
G.O. Improvement Bonds of 2017		459,318	608,467	182,313	588,941	550,286
G.O. Improvement Bonds of 2018				565,212	584,891	621,698
Tax Increment Bonds 2003B	21,493					
Lease Revenue Bonds	984,673	980,963	1,005,738	344,797	995,620	1,010,048
G.O. Park Improvement Bonds	1,208,664	1,203,664	1,220,766	420,344	1,212,140	1,227,750
Equipment Certificates	173,644	172,116	175,300	59,986	173,580	175,348
Total Debt Service Funds	5,388,238	5,563,021	5,731,733	2,705,236	6,184,312	6,248,788

(Continued)



BUDGET SUMMARY
REVENUES--ALL FUNDS

FUND	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Capital Projects Funds:						
Revolving Construction Fund	553,584	1,291,145	2,450,712	248,052	2,188,870	536,193
2014/2015 Bonded Projects Fund	24,477					
2016 Bonded Projects Fund	2,361,294	646,477		851,824	1,233,537	
2017 Bonded Projects Fund	(28)	1,812,794	23,400	19,556	44,709	
2018 Bonded Projects Fund		(66)		(13,100)	(26,280)	1,456,252
2019 Bonded Projects Fund						2,890,000
Riverdale Area Fund	8,708	19,096	14,960	7,045	14,960	16,850
Park Improvement Fund	398,921	466,195	869,396	141,440	745,245	577,801
Facilities Construction Fund	96,550	35,389	33,878	35,698	66,882	56,394
Equipment Certificate Fund	(5,585)	(11,085)	(10,292)	(4,160)	(8,320)	(8,500)
Street Reconstruction Fund	804,470	838,990	874,129	306,041	873,805	913,444
Capital Equipment Fund	1,057,452	1,204,550	1,194,705	12,369	1,191,275	1,373,299
Sidewalk Construction Fund	127,318	131,448	135,500		125,000	125,000
Housing & Redevelopment Authority Fund	1,209,331	2,032,896	1,135,848	483,444	1,293,223	1,299,577
Total Capital Projects Funds	6,636,492	8,467,829	6,722,236	2,088,209	7,742,906	9,236,310
Enterprise Funds:						
Water Fund	6,000,597	5,985,737	6,087,397	2,844,403	6,045,805	6,007,281
Sewer Fund	6,554,560	6,760,050	6,947,136	3,400,008	6,933,555	6,852,755
Storm Water Drainage Fund	1,397,876	1,455,485	1,645,841	763,638	1,510,573	1,746,188
Golf Fund	6,746,144	7,038,594	7,191,184	3,372,581	7,303,552	7,770,162
Total Enterprise Funds	20,699,177	21,239,866	21,871,558	10,380,630	21,793,485	22,376,386
Internal Service Funds:						
Insurance Reserve Fund	372,316	204,748	138,000	804,839	864,270	179,000
Compensated Absences	16,715	38,229	46,200	24,372	42,800	52,800
Retirement Insurance	51,569	84,529	102,350	41,571	94,800	102,200
Total Internal Service Funds	440,600	327,506	286,550	870,782	1,001,870	334,000
Total All Funds	\$ 65,338,451	\$ 69,735,825	\$ 69,002,980	\$ 28,931,868	\$ 71,113,141	\$ 73,110,952

Note: The revenues do not include proceeds from sale of bonds.



BUDGET SUMMARY
EXPENDITURES--ALL FUNDS

FUND	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
General Fund	\$ 27,779,329	\$ 28,417,593	\$ 30,923,081	\$ 14,055,411	\$ 30,023,143	\$ 31,592,976
Special Revenue Funds:						
Boulevard Tree Maintenance Fund			200,000	56,526	198,000	150,000
Scattered Site Housing Program Fund	30,652	21	45,000	16,278	45,000	45,000
Housing Program Fund	318,130	429,054	310,000	64,908	310,000	310,000
MAF Program Fund		385	300		300	300
Law Enforcement Programs Fund	57,453	154,057		82,343	92,574	
Fire Department Programs Fund	9,817	5,781	9,500	8,927	9,500	9,500
Lodging Tax Fund	268,091	262,317	256,000	75,714	266,000	266,000
Public Communications Fund	1,127,437	1,053,036	1,508,841	865,944	1,500,527	1,220,145
Commissions and Events Fund	10,775	8,666	13,500	8,540	13,500	13,500
Senior Activity Fund	151,861	142,081	132,000	77,635	132,000	132,000
Community Development Block Grant Fund	236,660	118,507	288,346			
Recycling Fund	357,127	349,375	324,716	119,393	325,336	325,063
Total Special Revenue Funds	2,568,003	2,523,280	3,088,203	1,376,208	2,892,737	2,471,508
Debt Service Funds:						
Improvement Bonds with no Outstanding Debt	526,051	1,566,655	68,250	461	68,250	130,000
G.O. Improvement Bonds of 2013A	423,300	401,050	393,950	376,250	393,950	391,800
G.O. Improvement Bonds of 2013B	356,725	353,250	354,550	326,988	354,550	354,788
G.O. Improvement Bonds of 2014/2015	590,906	843,275	841,575	777,512	841,575	829,600
G.O. Improvement Bonds of 2016		117,849	521,450	458,650	521,450	568,850
G.O. Improvement Bonds of 2017			84,728	43,840	84,728	332,950
G.O. Improvement Bonds of 2018						
Lease Revenue Bonds	936,944	933,500	934,681	695,716	934,681	935,956
G.O. Park Improvement Bonds	495,817	443,389	668,116	576,046	668,116	893,338
Equipment Certificates						
Total Debt Service Funds	3,329,743	4,658,968	3,867,300	3,255,463	3,867,300	4,437,282

(Continued)



BUDGET SUMMARY
EXPENDITURES--ALL FUNDS

FUND	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Capital Projects Funds:						
Revolving Construction Fund	1,656,168	1,085,700	1,644,664	1,478,870	1,988,357	14,928
2014/2015 Bonded Projects Fund	48,867					
2016 Bonded Projects Fund	8,897,873	406,906				
2017 Bonded Projects Fund	59,663	6,178,436		48,816	48,816	
2018 Bonded Projects Fund		69,302	3,500,000	1,230,722	4,963,590	1,618,987
2019 Bonded Projects Fund						7,150,000
Riverdale Area Fund		408,925		19,048	27,290	
Park Improvement Fund	3,520,686	2,992,879	5,535,606	755,910	3,759,060	3,373,718
Facilities Construction Fund	351,817	348,309	557,374	30,007	584,195	652,190
Equipment Certificate Fund						
Street Reconstruction Fund	785,564	921,043	1,151,747	242,063	1,088,400	1,106,442
Capital Equipment Fund	1,034,479	981,800	791,167	121,600	790,159	1,716,298
Sidewalk Construction Fund	145,596	4,155	300,104	4,701	241,116	249,090
Housing & Redevelopment Authority Fund	1,598,007	1,587,235	867,458	1,074,153	1,433,992	872,796
Total Capital Projects Funds	18,098,720	14,984,690	14,348,120	5,005,890	14,924,975	16,754,449
Enterprise Funds:						
Water Fund	5,454,653	5,377,399	5,789,847	2,625,399	5,665,019	5,840,217
Sewer Fund	6,663,638	6,722,917	6,505,755	3,154,149	6,446,255	6,679,670
Storm Water Drainage Fund	1,354,262	1,786,709	1,686,817	647,008	1,708,756	1,609,033
Golf Fund	7,259,789	7,500,934	7,377,957	3,651,236	7,648,451	7,966,926
Total Enterprise Funds	20,732,342	21,387,959	21,360,376	10,077,792	21,468,481	22,095,846
Internal Service Funds:						
Insurance Reserve Fund	351,495	461,128	199,800	232,171	369,981	280,000
Compensated Absences	217,840	185,962	201,200		197,800	207,800
Retirement Insurance	660,107	680,970	648,947	120,012	626,905	626,905
Total Internal Service Funds	1,229,442	1,328,060	1,049,947	352,183	1,194,686	1,114,705
Total All Funds	\$ 73,737,579	\$ 73,300,550	\$ 74,637,027	\$ 34,122,947	\$ 74,371,322	\$ 78,466,766



SUMMARY OF CHANGES IN FUND BALANCE
ALL FUNDS

FUND	ESTIMATED	2019 BUDGET			ESTIMATED	CHANGE IN	
	FUND BALANCE (DEFICIT)* 12/31/2018	REVENUES	EXPENDITURES/ EXPENSES	OTHER FINANCING SOURCES (USES)	FUND BALANCE (DEFICIT)* 12/31/2019	\$	%
General Fund (1)	\$ 16,156,063	\$ 32,027,204	\$ 31,592,976	\$ (434,228)	\$ 16,156,063	\$	
Special Revenue Funds:							
Boulevard Tree Maintenance Fund		150,000	150,000				
Scattered Site Housing Program Fund	193,377	3,868	45,000		152,245	(41,132)	-21.3%
Housing Program Fund	4,640,988	400,000	310,000		4,730,988	90,000	1.9%
MAF Program Fund	1,825,594	36,512	300		1,861,806	36,212	2.0%
Law Enforcement Programs Fund	244,741	44,283			289,024	44,283	18.1%
Fire Department Programs Fund	13,451	10,269	9,500		14,220	769	5.7%
Lodging Tax Fund		280,000	266,000	(14,000)			
Public Communications Fund	175,252	1,483,561	1,220,145		438,668	263,416	-150.3%
Commissions and Events Fund	9,709	13,694	13,500		9,903	194	2.0%
Senior Activity Fund	50,681	141,014	132,000	(10,000)	49,695	(986)	-1.9%
Community Development Block Grant Fund							
Recycling Fund		325,063	325,063				
Total Special Revenue Funds	7,153,793	2,888,264	2,471,508	(24,000)	7,546,549	392,756	5.5%
Debt Service Funds:							
Improvement Bonds	769,958	373,361	130,000		1,013,319	243,361	31.6%
G.O. Improvement Bonds of 2013A	597,151	374,611	391,800		579,962	(17,189)	-2.9%
G.O. Improvement Bonds of 2013B	546,880	355,792	354,788		547,884	1,004	0.2%
G.O. Improvement Bonds of 2014/2015	1,344,906	775,524	829,600		1,290,830	(54,076)	-4.0%
G.O. Improvement Bonds of 2016	11,024	784,370	568,850	(200,000)	26,544	15,520	140.8%
G.O. Improvement Bonds of 2017	(1,061,679)	550,286	332,950		(844,343)	217,336	-20.5%
G.O. Improvement Bonds of 2018	584,891	621,698			1,206,589		
Tax Increment Bonds 2003B							
Lease Revenue Bonds	943,383	1,010,048	935,956		1,017,475	74,092	7.9%
G.O. Park Improvement Bonds	669,996	1,227,750	893,338	(264,845)	739,563	69,567	10.4%
Equipment Certificates	17,411	175,348		(175,000)	17,759	348	2.0%
Total Debt Service Funds	4,423,921	6,248,788	4,437,282	(639,845)	5,595,582	549,963	12.4%

(Continued)



SUMMARY OF CHANGES IN FUND BALANCE
ALL FUNDS

FUND	ESTIMATED	2019 BUDGET			ESTIMATED	CHANGE IN	
	FUND BALANCE (DEFICIT)* 12/31/2018	REVENUES	EXPENDITURES/ EXPENSES	OTHER FINANCING SOURCES (USES)	FUND BALANCE (DEFICIT)* 12/31/2019	\$	%
Capital Projects Funds:							
Revolving Construction Fund	9,779,517	536,193	14,928	3,228	10,304,010	524,493	5.4%
2014/2015 Bonded Projects Fund							
2016 Bonded Projects Fund							
2017 Bonded Projects Fund							
2018 Bonded Projects Fund	(159,238)	1,456,252	1,618,987	400,000	78,027	237,265	
2019 Bonded Projects Fund		2,890,000	7,150,000	4,300,000	40,000	40,000	
Riverdale Area Fund	842,321	16,850			859,171	16,850	2.0%
Park Improvement Fund (1)	3,198,680	577,801	3,373,718	264,845	667,608	(2,531,072)	79.1%
Facilities Construction Fund	2,225,947	56,394	652,190		1,630,151	(595,796)	-26.8%
Equipment Certificate Fund	(423,243)	(8,500)		175,000	(256,743)	166,500	39.3%
Street Reconstruction Fund	2,160,945	913,444	1,106,442	150,000	2,117,947	(42,998)	-2.0%
Capital Equipment Fund	1,921,100	1,373,299	1,716,298		1,578,101	(342,999)	-17.9%
Sidewalk Construction Fund	184,053	125,000	249,090		59,963	(124,090)	-67.4%
Housing & Redevelopment Authority Fund (1)	24,443,474	1,299,577	872,796		24,870,255	426,781	1.7%
Total Capital Projects Funds	44,173,556	9,236,310	16,754,449	5,293,073	41,948,490	(2,225,066)	-5.0%
Enterprise Funds:							
Water Fund (1)	46,453,979	6,007,281	5,840,217		46,621,043	167,064	0.4%
Sewer Fund (1)	38,107,465	6,852,755	6,679,670		38,280,550	173,085	0.5%
Storm Water Drainage Fund (1)	13,862,043	1,746,188	1,609,033		13,999,198	137,155	1.0%
Golf Fund (1)	4,678,750	7,770,162	7,966,926		4,481,986	(196,764)	-4.2%
Total Enterprise Funds	103,102,237 *	22,376,386	22,095,846		103,382,777 *	280,540 *	0.3%
Internal Service Funds:							
Insurance Reserve Fund	3,295,596	179,000	280,000	(60,000)	3,134,596	(161,000)	-4.9%
Compensated Absences		52,800	207,800	155,000			
Retirement Insurance	(731,571)	102,200	626,905	410,000	(846,276)	(114,705)	-15.7%
Total Internal Service Funds	2,564,025 *	334,000	1,114,705	505,000	2,288,320 *	(275,705) *	-10.8%
Total All Funds	\$ 177,573,595	\$ 73,110,952	\$ 78,466,766	\$ 4,700,000	\$ 176,917,781	\$ (1,277,512)	-0.7%

*Net Position for Enterprise and Internal Service Funds.

(1) This is a major fund for financial reporting purposes. A major fund is defined as a fund whose revenues, expenditures/expenses, assets, or liabilities are at least 10% of the corresponding total for all funds of the fund and at least 5% of the corresponding total for all governmental and enterprise funds combined.

Significant Changes in Fund Balance:

Significant changes are defined as increases or decreases of more than 10% for any major fund or the nonmajor funds in aggregate. The Park Improvement Fund will have an increase in fund balance of \$2,531,072 or 79.1%. This increase is primarily due to capital improvements of \$3,326,410 to be expensed in 2019 to complete the 2013 park bond referendum projects as detailed in the Park Improvement Fund budget in the Capital Projects Fund section of this document. The other major funds will each have a change of less than 10%. The nonmajor funds in aggregate will have an increase in fund balance of \$546,239 or 60.2%.



2019 SUMMARY BUDGET STATEMENT
ALL FUND TYPES

	GOVERNMENTAL FUND TYPES				PROPRIETARY FUND TYPES		TOTALS (MEMORANDUM ONLY)		
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	2019	2018	2017
							ADOPTED BUDGET	ADOPTED BUDGET	ACTUAL
Revenues:									
General Property Tax	\$ 21,178,369	\$ 150,000	\$ 4,214,888	\$ 3,415,524			\$ 28,958,781	\$ 27,570,674	\$ 25,965,986
Penalties and Interest					\$ 226,000		226,000	229,000	225,589
Tax Increment Collections				191,934			191,934	164,283	205,817
Special Assessments			1,376,570	292,882			1,669,452	1,560,346	2,605,304
Licenses & Permits	1,681,027						1,681,027	1,707,900	2,726,688
Fines & Forfeitures	230,500						230,500	267,500	261,681
Investment Income	217,000	156,401	88,480	762,249	58,825	\$ 196,000	1,478,955	1,183,013	1,312,685 (1)
Intergovernmental Revenues	2,731,927	238,363	568,850				3,539,140	3,413,436	6,562,134 (2)
Charges for Services	1,972,185				21,951,561		23,923,746	23,261,554	22,887,498
Other Revenues	4,016,196	2,343,500		4,573,721	140,000		11,211,417	9,190,274	6,823,412
Total Revenues	32,027,204	2,888,264	6,248,788	9,236,310	22,376,386	334,000	73,110,952	68,547,980	69,576,794
Expenditures:									
General Government	4,439,733	1,499,645		652,190			6,591,568	6,288,921	5,727,131
Public Safety	16,408,744	9,500		1,278,373			17,696,617	16,036,273	15,378,611
Community Services	657,878	132,000		28,230			818,108	751,128	742,655
Community Development	2,128,214	355,300		872,796			3,356,310	3,575,174	3,720,595
Maintenance Services	7,958,407	475,063		409,695			8,843,165	8,577,787	7,940,916
Project Costs				13,513,165			13,513,165	12,011,521	12,415,655
Water Fund Operations					5,542,229		5,542,229	5,437,809	5,038,106
Sewer Fund Operations					6,679,670		6,679,670	6,505,755	6,722,917
Storm Water Drainage Operations					1,598,162		1,598,162	1,674,346	1,774,192
Golf Course Fund Operations					7,819,804		7,819,804	7,237,262	7,267,675
Insurance Reserve Operations						280,000	280,000	199,800	461,128
Compensated Absences						207,800	207,800	201,200	185,962
Retirement Insurance						626,905	626,905	648,947	680,970
Debt Service:									
Principal Retirement			3,265,000		(3)		3,265,000	2,670,000	3,580,000
Interest & Other Charges			1,172,282		455,981		1,628,263	1,702,504	1,664,037
Total Expenditures	31,592,976	2,471,508	4,437,282	16,754,449	22,095,846	1,114,705	78,466,766	73,518,427	73,300,550
Excess (Deficiency) of Revenues Over Expenditures	434,228	416,756	1,811,506	(7,518,139)	280,540	(780,705)	(5,355,814)	(4,970,447)	(3,723,756)
Other Financing Sources (Uses):									
Bond proceeds				4,700,000			4,700,000	10,100,000	4,870,486
Sale of capital assets									159,031
Operating transfers in (out)	(434,228)	(24,000)	(639,845)	593,073		505,000			
Total Other Financing Sources (Uses)	(434,228)	(24,000)	(639,845)	5,293,073		505,000	4,700,000	10,100,000	5,029,517
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses		392,756	1,171,661	(2,225,066)	280,540	(275,705)	(655,814)	5,129,553	1,305,761
Fund Equity at Beginning of Year	16,156,063	7,153,793	4,423,921	44,173,556	103,102,237	2,564,025	177,573,595	165,407,542	168,026,015
Fund Equity at End of Year	\$ 16,156,063	\$ 7,546,549	\$ 5,595,582	\$ 41,948,490	\$ 103,382,777	\$ 2,288,320	\$ 176,917,781	\$ 170,537,095	\$ 169,331,776

(1) Investment income in 2017 includes a decrease of \$102,430 for the change in the fair value of investments held.

(2) Intergovernmental revenues in 2017 include state aid payments of \$2,386,462 for street reconstruction.

(3) The issuance of debt and payment of principal in the Enterprise Funds are balance sheet transactions and do not affect the above statement. Increases or decreases to bonds payable are offset by changes in cash resulting in no change to fund equity. The Enterprise Funds has principal payments of \$2,010,000 in 2019.



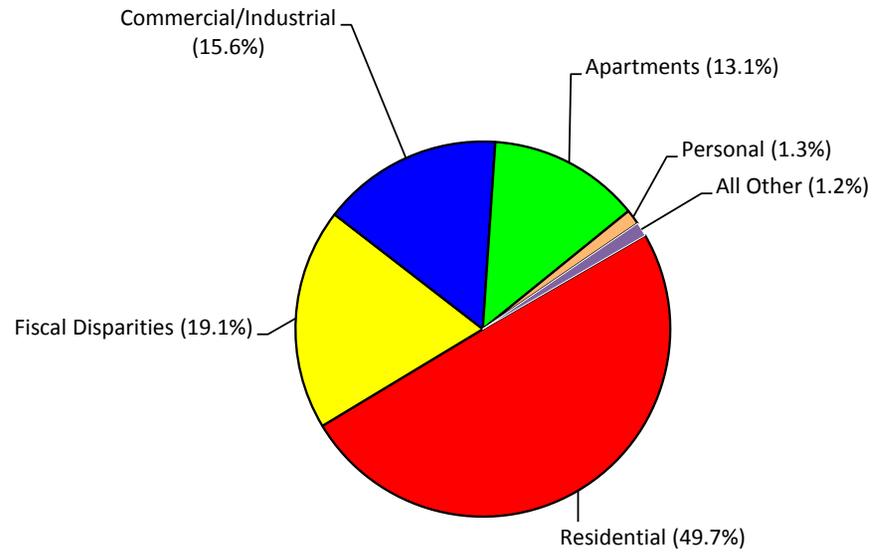
2019 BUDGET SUMMARY
EXPENDITURES BY DEPARTMENT AND FUND TYPE

DEPARTMENT	GOVERNMENTAL FUND TYPES				PROPRIETARY FUND TYPES		TOTALS	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	2019 BUDGET	2018 BUDGET
Administration	\$ 2,406,552	\$ 1,486,145		\$ 388,450		\$ 16,764	\$ 4,297,911	\$ 3,982,358
Legal	1,129,644					12,191	1,141,835	917,105
City Clerk	172,575	13,500				1,524	187,599	287,090
Finance	2,150,004	132,000			\$ 304,811	19,968	2,606,783	2,578,219
Community Development	2,128,214	355,300		901,026		31,974	3,416,514	3,611,245
Police	10,651,393			829,648		612,307	12,093,348	11,240,301
Fire	4,982,802	9,500		512,465		255,970	5,760,737	5,157,598
Public Works	7,971,792	475,063	\$ 1,172,282	14,122,860	13,824,109	155,473	37,721,579	35,686,305
Golf					7,966,926	8,534	7,975,460	7,388,206
Principal			3,265,000 (1)				3,265,000	2,670,000
Total Expenditures/Expenses	\$ 31,592,976	\$ 2,471,508	\$ 4,437,282	\$ 16,754,449	\$ 22,095,846	\$ 1,114,705	\$ 78,466,766	\$ 73,518,427

(1) Interest on debt is allocated to the departments, however, principal in the government funds is not allocated since the related projects (for which the principal portions of the debt was issued) were budgeted and expended in prior years.

(2) The issuance of debt and payment of principal in the Enterprise Funds are balance sheet transactions and do not affect the above statement. Increases or decreases to bonds payable are offset by changes in cash resulting in no change to fund equity. The Enterprise Funds has principal payments of \$2,010,000 in 2019.

SOURCE OF 2018 PROPERTY TAXES



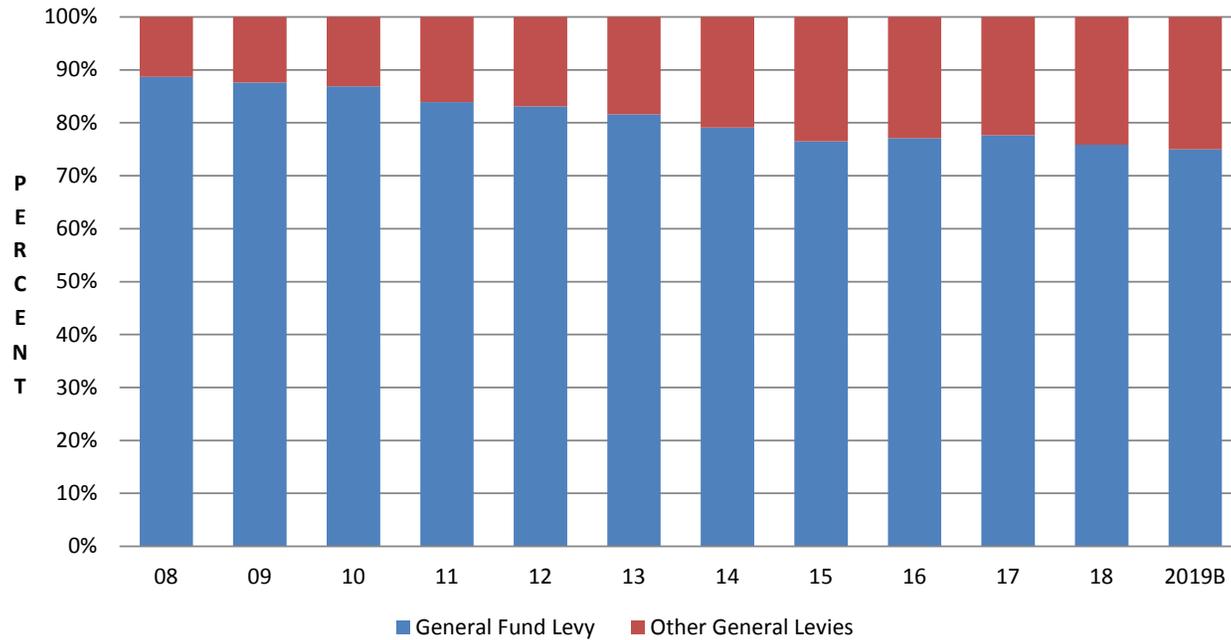
In 2018, \$26,845,674 was levied to Coon Rapids properties for City tax levies of which distribution from fiscal disparities to taxpayers in Coon Rapids amounted to \$5,128,594.



PROPERTY TAX LEVY

	2016	2017	2018	2019
10000 - General Fund	\$ 19,177,680	\$ 19,888,000	\$ 20,357,640	\$ 21,178,369
Debt Service Funds				
31910 - Special Assessment against City property	20,000	33,000	130,000	130,000
32060 - G.O. Bonds of 2008	153,788	152,000		
32090 - G.O. Bonds of 2010	84,934	85,000		
32110 - G.O. Bonds of 2013A	188,388		238,728	236,418
32140 - G.O. Bonds of 2013B	203,645	207,730	208,938	206,474
32150 - G.O. Bonds of 2014	300,555	296,985	298,261	299,836
32150 - G.O. Bonds of 2015	200,855	202,850	199,280	200,800
32170 - G.O. Bonds of 2017			399,650	350,830
32180 - G.O. Bonds of 2018				410,000
44000 - EDA Lease Revenue Bonds	987,597	988,503	990,078	991,180
45000 - G.O. Park Improvement Bonds	1,210,943	1,213,243	1,212,881	1,214,350
47000 - Equipment Certificates of 2010				
47000 - Equipment Certificates of 2012	100,000	100,000	100,000	100,000
47000 - Equipment Certificates of 2014	75,000	75,000	75,000	75,000
Total Debt Service Funds	3,525,705	3,354,311	3,852,816	4,214,888
Other Funds				
17000 - Boulevard Tree Maintenance Fund			200,000	150,000
61000 - Park Improvement Fund	362,303	380,418	399,439	411,422
64000 - Street Reconstruction Fund	797,220	820,271	844,879	870,225
65000 - Capital Equipment Fund	885,852	1,045,000	1,065,900	1,283,877
67000 - Sidewalk Improvement Fund	125,000	125,000	125,000	125,000
Total Other Funds	2,170,375	2,370,689	2,635,218	2,840,524
Total City Levy	24,873,760	25,613,000	26,845,674	28,233,781
69000 - HRA Levy	725,000	725,000	725,000	725,000
Total Levy	\$ 25,598,760	\$ 26,338,000	\$ 27,570,674	\$ 28,958,781
Tax Capacity Rate	44.908	44.212	42.368	41.115
Total City Levy	24,873,760	25,613,000	26,845,674	28,233,781
LGA	1,118,313	1,127,926	1,190,819	1,190,819
Total Levy and LGA	25,992,073	26,740,926	28,036,493	29,424,600

GENERAL PROPERTY TAX LEVY



The above graph includes the general levy only and does not include special district levies or the HRA levy. For 2019, the total general levy is \$28,233,781 of which \$21,178,369 (75.0%) is for the General Fund and \$7,055,412 (25.0%) is for other funds.

**COMPARISON OF CITY PROPERTY TAX LEVIES
TAX RATES AND VALUATION**

<u>Year</u>	<u>Property Tax Levy (1)</u>				<u>Net Tax Capacity (2)</u>	<u>Tax Rate</u>
	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>			
2008	17,718,730	2,255,670	19,974,400	(3)	55,311,107	30.731
2009	18,552,896	2,619,966	21,172,862	(3)	54,627,289	32.706
2010	18,513,382	2,793,480	21,306,862	(3)	50,905,778	34.468
2011	18,464,188	3,537,133	22,001,321	(3)	46,084,282	38.951
2012	17,839,056	3,630,297	21,469,353	(4)	40,149,484	(5) 42.824
2013	18,302,200	4,124,378	22,426,578	(4)	36,683,154	(5) 48.835
2014	18,097,916	4,781,110	22,879,026	(4)	37,256,659	(5) 47.508 (6)
2015	18,560,853	5,699,837	24,260,690	(4)	42,738,415	(5) 44.754 (6)
2016	19,177,680	5,696,080	24,873,760	(4)	45,073,466	(5) 44.908 (6)
2017	19,888,000	5,725,000	25,613,000	(4)	46,887,509	(5) 44.212 (6)
2018	20,357,640	6,488,034	26,845,674	(4)	51,259,594	(5) 42.368 (6)
2019	21,178,369	7,055,412	28,233,781	(4)	56,249,413	(5) 41.115 (6)

- (1) For all City purposes. Does not include HRA Levy or special districts.
- (2) After Fiscal Disparities and Tax Increment Adjustments.
- (3) Market Value Homestead Credit Aid (MVHC) (new in 2002) is included in the levy amount since it is included in calculating the tax rate.
- (4) No longer includes MVHC.
- (5) Value reduced for Market Value exclusion adopted by the State of Minnesota beginning payable 2012.
- (6) Includes park bond referendum

*estimate

Reader's Notes:



General Fund

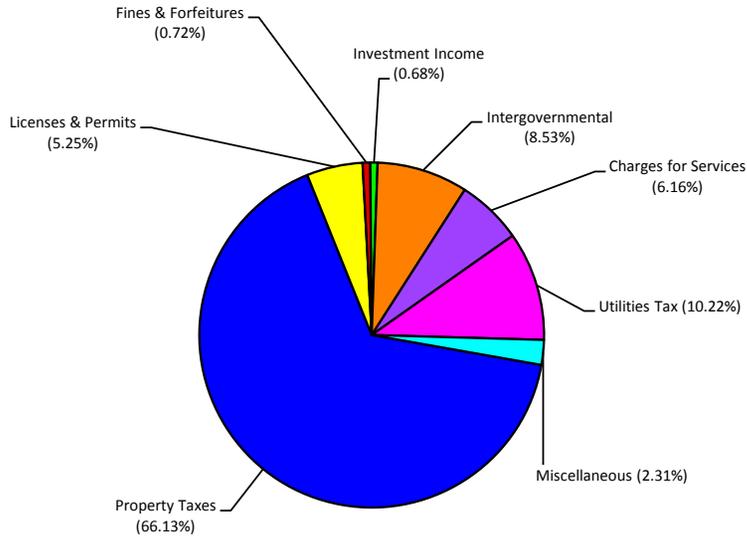
The General Fund finances the widest range of essential public services in the city budget. Revenues in this fund are comprised of property taxes, intergovernmental transfers, charges for services, licenses and permits, fines and forfeitures, interest earnings and a variety of other sources. Expenditures in this fund support the primary core of governmental services from administrative, financial and legislative functions to infrastructure maintenance, recreation and public safety services.

Revenue and Expenditure Summary Information	59
General Government Program	89
Public Safety Program	113
Community Services Program	137
Community Development Program	147
Maintenance Services Program	155

Reader's Notes:

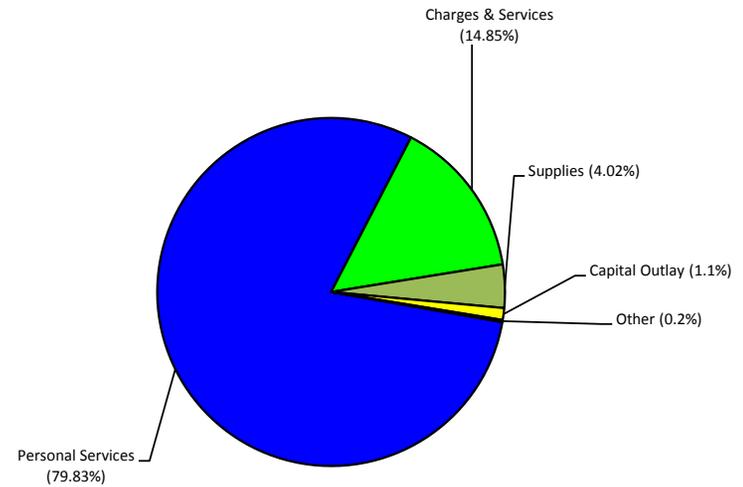
GENERAL FUND
2019 BUDGET

Revenues by Source



Property Taxes	\$ 21,178,369
Licenses & Permits	1,681,027
Fines & Forfeitures	230,500
Investment Income	217,000
Intergovernmental	2,731,927
Charges for Services	1,972,185
Utilities Tax	3,272,396
Miscellaneous	743,800
Total	<u><u>\$ 32,027,204</u></u>

Expenditures by Use



Personal Services	\$ 25,219,542
Charges & Services	4,692,659
Supplies	1,269,718
Capital Outlay	349,057
Other	62,000
Total	<u><u>\$31,592,976</u></u>



GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 19,067,945	\$ 19,609,811	\$ 20,357,640	\$ 6,946,811	\$ 20,100,000	\$ 21,178,369
Licenses and permits	1,718,043	2,726,688	1,707,900	1,372,708	1,964,133	1,681,027
Fines and forfeitures	286,999	261,681	267,500	102,311	230,500	230,500
Investment income	100,394	198,863	217,000	106,474	217,000	217,000
Intergovernmental	2,233,951	2,295,074	2,715,876	408,367	2,747,795	2,731,927
Charges for services	2,157,161	2,027,259	1,997,700	943,593	2,040,900	1,972,185
Utilities Tax	3,217,612	3,342,609	3,267,760	1,580,632	3,372,396	3,272,396
Miscellaneous	639,927	673,321	694,145	285,473	708,700	743,800
Total Revenues	29,422,032	31,135,306	31,225,521	11,746,369	31,381,424	32,027,204
Expenditures:						
General government	3,851,857	3,973,653	4,452,606	1,936,553	4,328,488	4,439,733
Public safety	14,554,892	14,808,984	16,201,473	7,469,121	15,683,987	16,408,744
Community services	572,028	600,574	619,128	289,235	631,259	657,878
Community development	1,951,224	1,992,464	2,089,470	924,098	1,998,265	2,128,214
Maintenance services	6,849,328	7,041,918	7,560,404	3,436,404	7,381,144	7,958,407
Total Expenditures	27,779,329	28,417,593	30,923,081	14,055,411	30,023,143	31,592,976
Excess of Revenues over Expenditures	1,642,703	2,717,713	302,440	(2,309,042)	1,358,281	434,228
Other Financing Sources (Uses):						
Transfer in from Lodging Tax Fund	14,015	13,709	14,000		14,000	14,000
Transfer in from Senior Activity Fund	16,000	10,000	10,000		10,000	10,000
Transfer in from Revolving Construction Fund	32,154	37,873	57,920		45,828	46,772
Transfer out to Facility Construction Fund	(1,040,000)	(1,400,000)				
Transfer out to Compensated Absences Fund	(188,993)	(155,000)	(155,000)		(155,000)	(155,000)
Transfer out to Retirement Insurance Fund	(525,000)	(365,000)	(380,000)		(350,000)	(350,000)
Total Other Financing Sources (Uses)	(1,691,824)	(1,858,418)	(453,080)		(435,172)	(434,228)
Net Change in Fund Balances	(49,121)	859,295	(150,640)	(2,309,042)	923,109	
Fund Balance at Beginning of Year	14,422,780	14,373,659	15,101,867	15,232,954	15,232,954	16,156,063
Fund Balance at End of Year	\$ 14,373,659	\$ 15,232,954	\$ 14,951,227	\$ 12,923,912	\$ 16,156,063	\$ 16,156,063



GENERAL FUND
COMPONENTS OF FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	BUDGET ACTUAL TO 6/30	2018 ESTIMATED	2019 BUDGET
Fund Balance:						
Nonspendable:						
Inventory	\$ 313,295	\$ 359,259	\$ 300,000		\$ 300,000	\$ 300,000
Prepaid items	157,923	130,304	150,000		150,000	150,000
Advance to other funds	234,592	132,972	100,000		100,000	100,000
Total Nonspendable	<u>705,810</u>	<u>622,535</u>	<u>550,000</u>		<u>550,000</u>	<u>550,000</u>
Restricted:						
Contract Grants	25,995	44,088	31,000	\$ 23,148	35,000	35,000
Total Restricted	<u>25,995</u>	<u>44,088</u>	<u>31,000</u>	<u>23,148</u>	<u>35,000</u>	<u>35,000</u>
Assigned:						
Budgeted carryforwards	<u>75,850</u>	<u>84,700</u>	<u>125,000</u>		<u>125,000</u>	<u>125,000</u>
Unassigned	<u>13,566,004</u>	<u>14,481,631</u>	<u>14,245,227</u>	<u>12,900,764</u>	<u>15,446,063</u>	<u>15,446,063</u>
Total Fund Balance	<u>\$ 14,373,659</u>	<u>\$ 15,232,954</u>	<u>\$ 14,951,227</u>	<u>\$ 12,923,912</u>	<u>\$ 16,156,063</u>	<u>\$ 16,156,063</u>
Percent of unassigned fund balance to next year adopted budget expenditures and transfers						
	45.3%	46.8%	45.0%		48.1%	46.7%

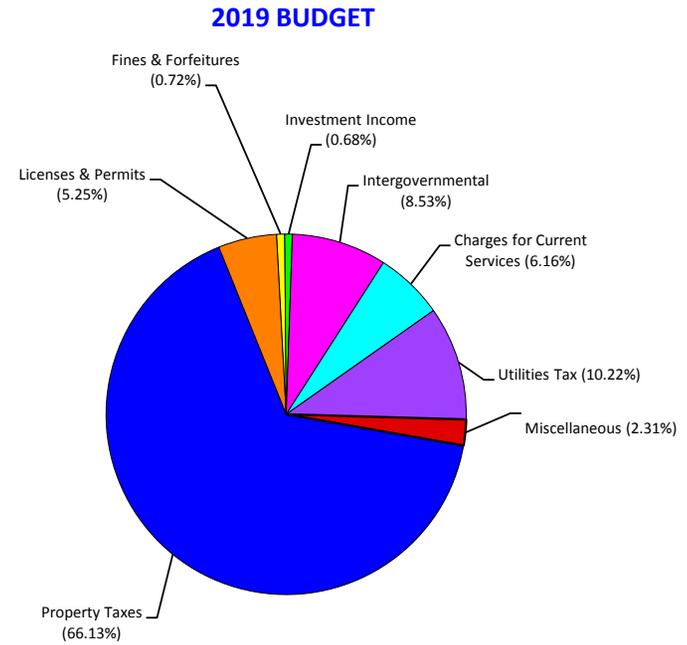
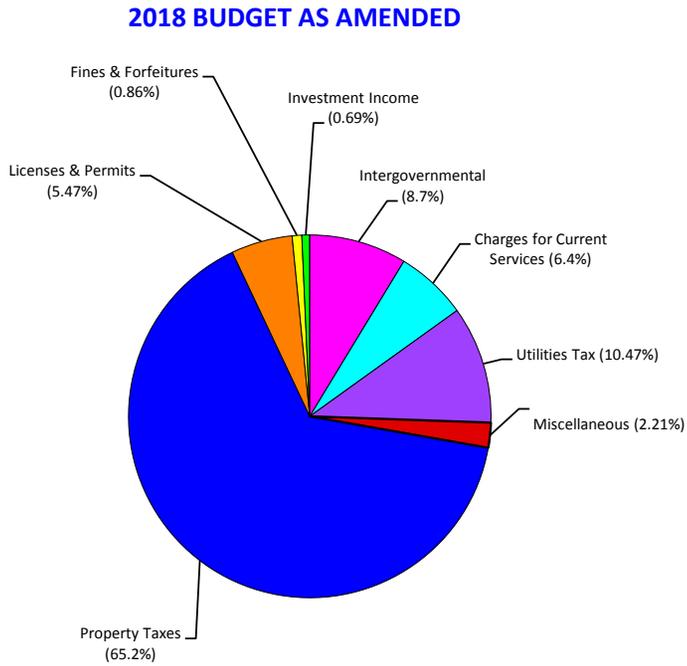
(1) The 2018 estimated unassigned fund balance is \$15,446,063 which is 48.1% of the 2019 budgeted expenditures and transfers out of \$32,097,976. Since 73% of the General Fund revenue is from property taxes and certain intergovernmental revenues which are received at mid-year and year-end, this portion of the fund balance is necessary to meet cash flow needs during the first six months of the year. This portion of the fund balance is also needed for any emergency situations or unanticipated costs during the year. The current estimate for the 2020 budget for expenditures and transfers out is \$33,060,915 (3.0% increase). Based on this estimate, the 2019 estimated unassigned fund balance designated for working capital of \$15,446,063 would be 46.7% of the 2020 expenditures and transfers out.



GENERAL FUND REVENUES

SOURCE	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
General Property Taxes	\$ 19,067,945	\$ 19,609,811	\$ 20,357,640	\$ 6,946,811	\$ 20,100,000	\$ 21,178,369
Licenses and Permits:						
Business regulatory licenses	607,786	618,254	614,400	477,237	613,633	604,700
Non-business licenses and permits	1,110,257	2,108,434	1,093,500	895,471	1,350,500	1,076,327
Total	1,718,043	2,726,688	1,707,900	1,372,708	1,964,133	1,681,027
Fines and Forfeitures	286,999	261,681	267,500	102,311	230,500	230,500
Investment Income	100,394	198,863	217,000	106,474	217,000	217,000
Intergovernmental Revenue:						
Local government aid	1,118,304	1,127,914	1,190,816		1,190,819	1,190,819
Highway maintenance	122,745	126,425	130,218	207,525	130,218	134,000
Police department aid	530,360	547,024	565,100	65,109	574,200	580,500
Other	462,542	493,711	829,742	135,733	852,558	826,608
Total	2,233,951	2,295,074	2,715,876	408,367	2,747,795	2,731,927
Charges for Current Services:						
General government	20,851	30,035	18,800	11,941	16,500	19,200
Public safety	524,915	447,099	363,000	187,397	475,800	366,085
Recreation	78,669	143,454	106,000	87,004	115,200	115,200
Engineering and Public Works	23,670					
Administration and special assessment fees	93,271	59,352	90,000		60,000	60,000
Other administration	829,876	700,982	819,400	316,708	740,400	772,200
Ice arena	585,909	646,337	600,500	340,543	633,000	639,500
Total	2,157,161	2,027,259	1,997,700	943,593	2,040,900	1,972,185
Utilities tax	3,217,612	3,342,609	3,267,760	1,580,632	3,372,396	3,272,396
Miscellaneous	639,927	673,321	694,145	285,473	708,700	743,800
Total Revenues	\$ 29,422,032	\$ 31,135,306	\$ 31,225,521	\$ 11,746,369	\$ 31,381,424	\$ 32,027,204

GENERAL FUND REVENUES BY SOURCE



Property Taxes	\$20,357,640
Licenses & Permits	1,707,900
Fines & Forfeitures	267,500
Investment Income	217,000
Intergovernmental Revenue	2,715,876
Charges for Current Services	1,997,700
Utilities Tax	3,267,760
Miscellaneous	694,145
	<hr/>
Total	<u><u>\$ 31,225,521</u></u>

Property Taxes	\$ 21,178,369
Licenses & Permits	1,681,027
Fines & Forfeitures	230,500
Investment Income	217,000
Intergovernmental Revenue	2,731,927
Charges for Current Services	1,972,185
Utilities Tax	3,272,396
Miscellaneous	743,800
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Total	<u><u>\$ 32,027,204</u></u>

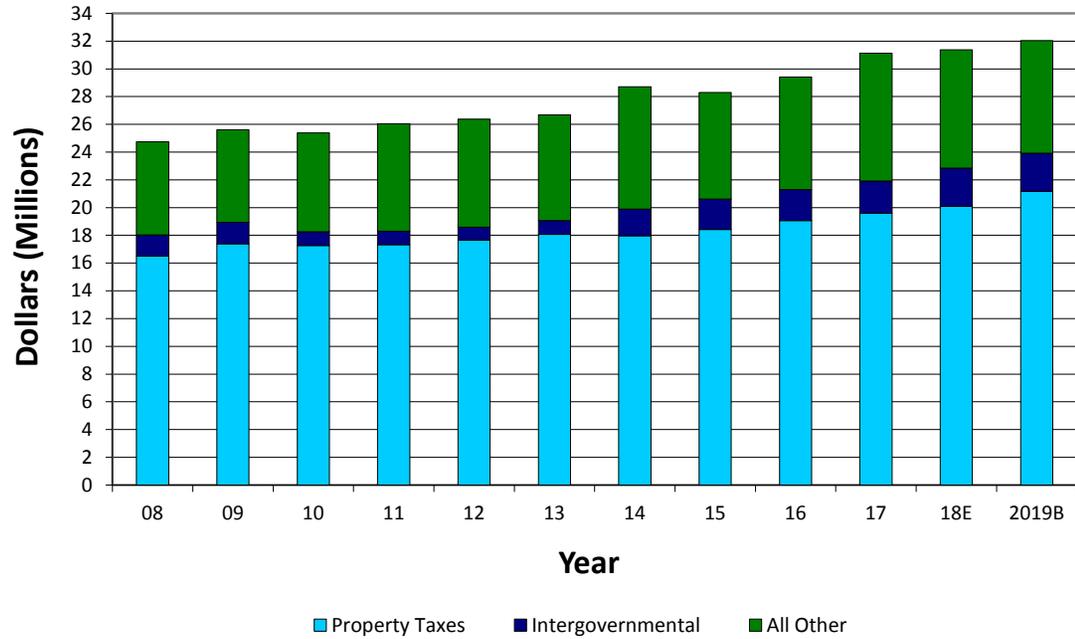


GENERAL FUND REVENUES BY SOURCE
 LAST TEN FISCAL YEARS, 2018 AMENDED BUDGET & ESTIMATE AND 2019 BUDGET

FISCAL YEAR	TAXES	%	LICENSES AND PERMITS	%	FINES AND FORFEITURES	%	INVESTMENT INCOME	%	INTER-GOVERNMENTAL REVENUE	%	CHARGES FOR SERVICES	%	UTILITIES TAX	%	OTHER REVENUE	%	TOTAL GENERAL FUND	% CHANGE PER YEAR
2008	16,498,457	67	1,144,260	5	373,785	1	458,023	2	1,523,615	6	1,246,337	5	3,300,327	13	190,453	1	24,735,257	3.26%
2009	17,384,655	68	1,250,448	5	453,689	2	206,436	1	1,561,951	6	1,449,710	5	3,066,512	12	247,866	1	25,621,267	3.58%
2010	17,262,731	68	1,424,439	6	405,998	2	202,897	1	999,146	4	1,667,886	6	3,066,328	12	351,614	1	25,381,039	-0.94%
2011	17,324,186	67	1,561,369	6	477,264	2	383,723	1	979,504	4	1,793,530	7	3,148,840	12	378,710	1	26,047,126	2.62%
2012	17,652,498	67	1,674,470	6	403,251	1	196,268	1	926,524	4	2,012,797	7	3,056,729	12	448,375	2	26,370,912	1.24%
2013	18,075,070	67	1,833,910	7	334,526	1	(367,948)	-1	990,065	4	2,087,697	8	3,261,517	12	470,009	2	26,684,846	1.19%
2014	17,970,504	63	1,753,373	6	287,596	1	609,201	2	1,920,785	7	2,108,112	7	3,560,820	12	494,886	2	28,705,277	7.57%
2015	18,414,562	65	1,471,009	5	310,455	1	226,964	1	2,187,847	8	1,914,358	7	3,244,295	11	532,896	2	28,302,386	-1.40%
2016	19,067,945	65	1,718,043	6	286,999	1	100,394	0	2,233,951	8	2,157,161	7	3,217,612	11	639,927	2	29,422,032	3.96%
2017	19,609,811	62	2,726,688	9	261,681	1	198,863	1	2,295,074	7	2,027,259	7	3,342,609	11	673,321	2	31,135,306	5.82%
2018 Budget	20,357,640	66	1,707,900	5	267,500	1	217,000	1	2,715,876	9	1,997,700	6	3,267,760	10	694,145	2	31,225,521	0.29%
2018 Estimate	20,100,000	63	1,964,133	6	230,500	1	217,000	1	2,747,795	9	2,040,900	7	3,372,396	11	708,700	2	31,381,424	0.79%
2019 Budget	21,178,369	66	1,681,027	5	230,500	1	217,000	1	2,731,927	9	1,972,185	6	3,272,396	10	743,800	2	32,027,204	2.57%

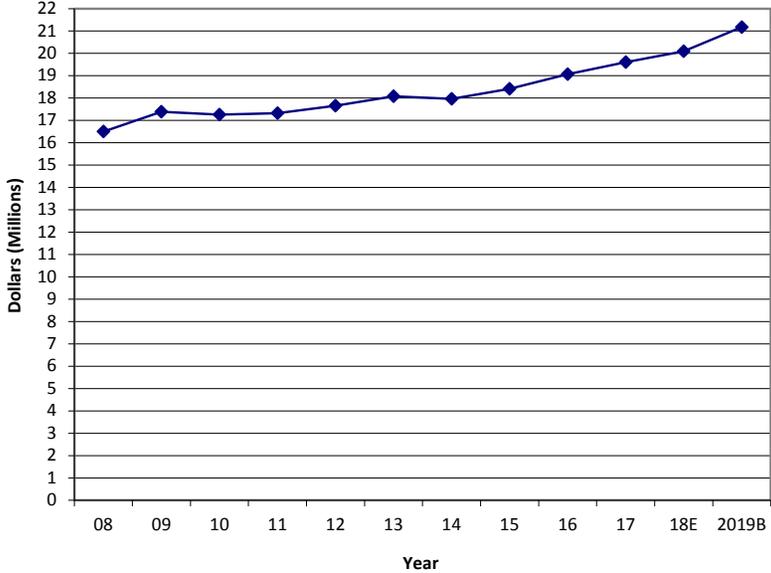
GENERAL FUND
Total Revenues by Type

Revenue by Year

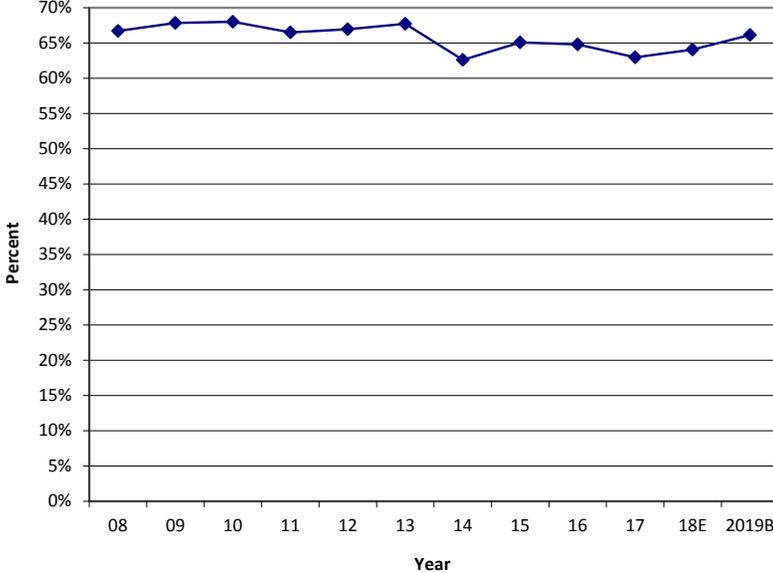


GENERAL FUND REVENUES
General Property Taxes

Revenue by Year



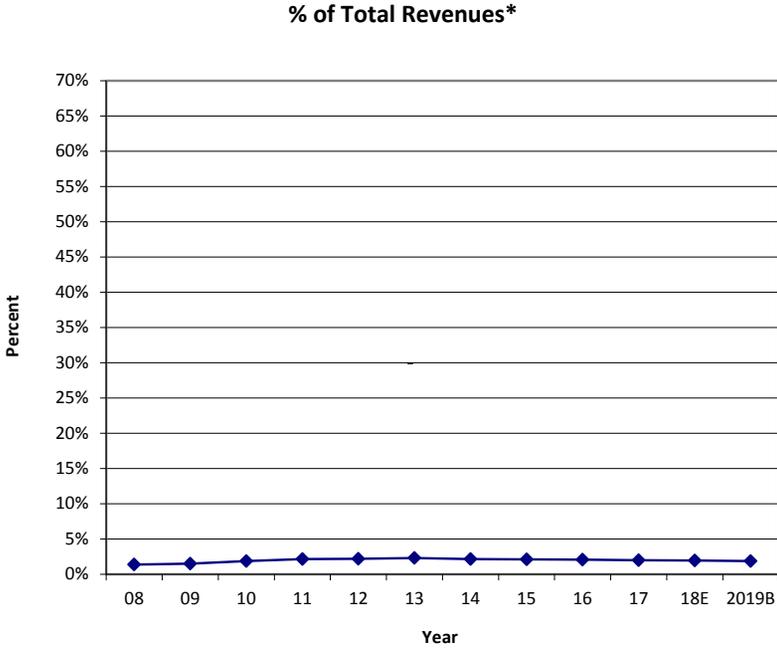
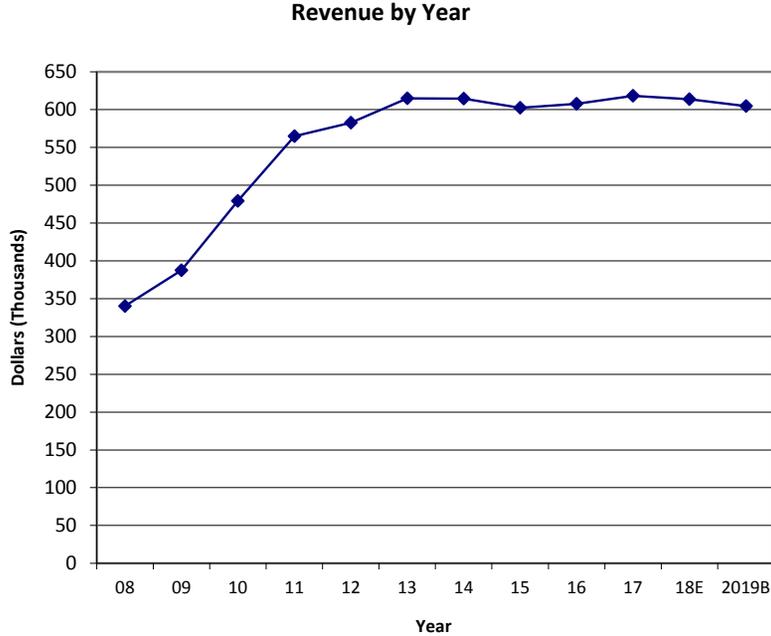
% of Total Revenues*



*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

General property taxes make up the largest source of revenue for the General Fund. The Market Value Homestead Credit aid program was reduced beginning in 2008 with final elimination in 2010. The elimination of this State Aid program was partially offset by an increase in property taxes in those years as allowed by the State. In 2014, Local Government Aid was reinstated resulting in a slight decrease in the property tax levy that year. The 2019 General fund budget includes \$21,178,369 in revenue from general property taxes which is 66.1% of the total General Fund revenues compared to \$20,357,640 and 65.2% in the 2018 budget.

GENERAL FUND REVENUES
Business Regulatory Licenses

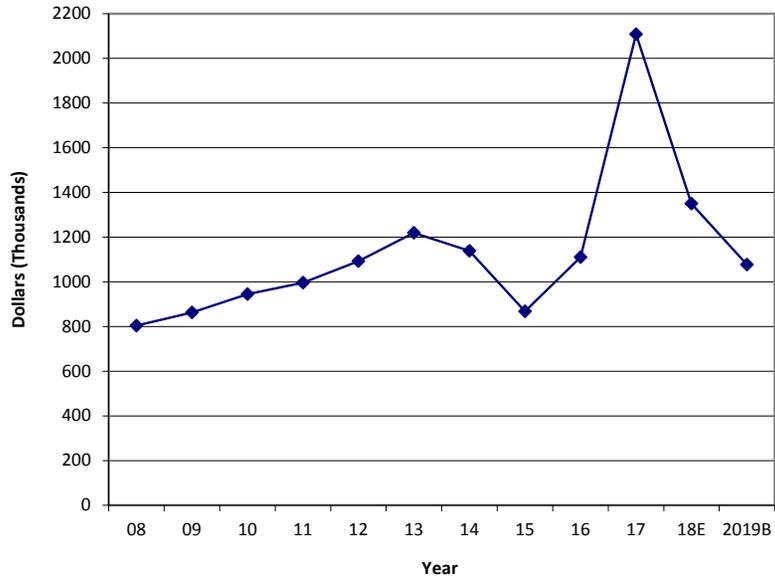


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

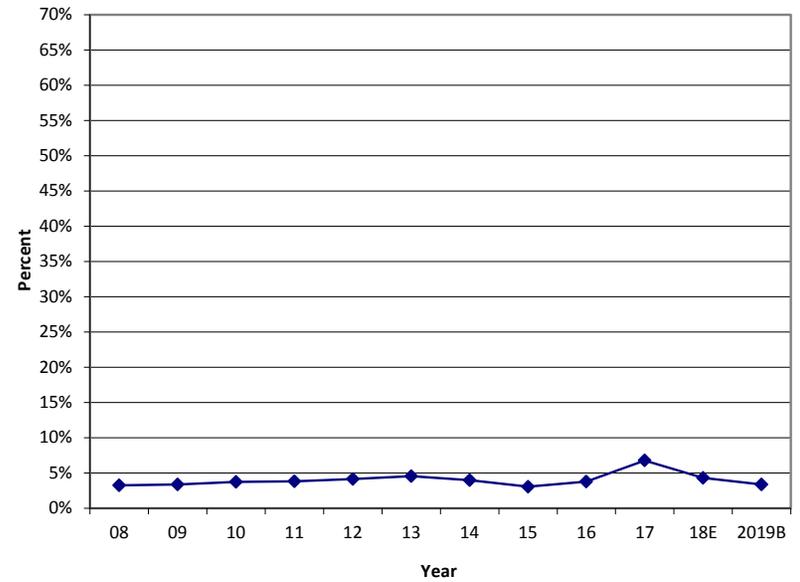
Business regulatory licenses primarily consist of liquor, cigarette, pawn, rental dwelling, and waste removal licenses. The significant increases from 2009-2011 were due to the implementation of rental dwelling licenses to offset inspection costs and other service demands of residential rentals. The 2019 budget includes \$604,700 in revenue from this source which is about 1.9% of the total General Fund revenues.

GENERAL FUND REVENUES
Non-Business Licenses & Permits

Revenue by Year



% of Total Revenues*

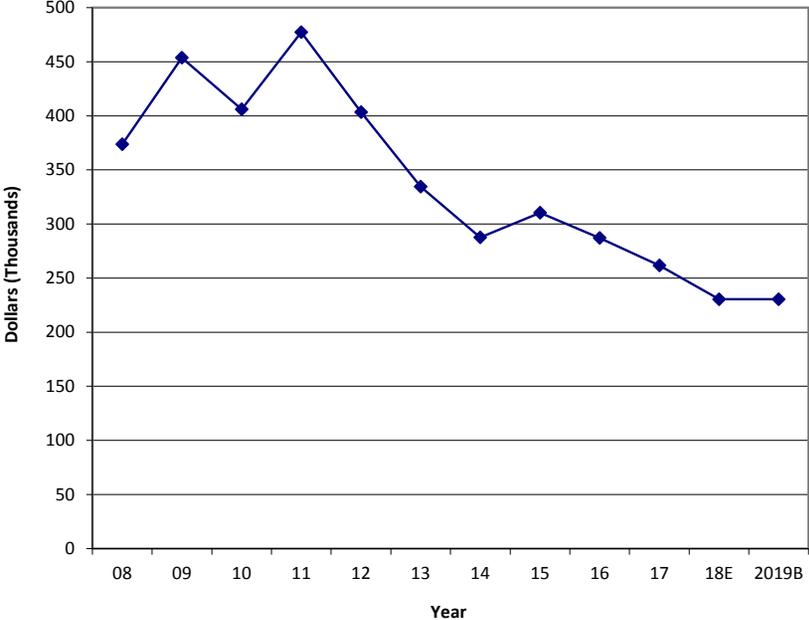


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

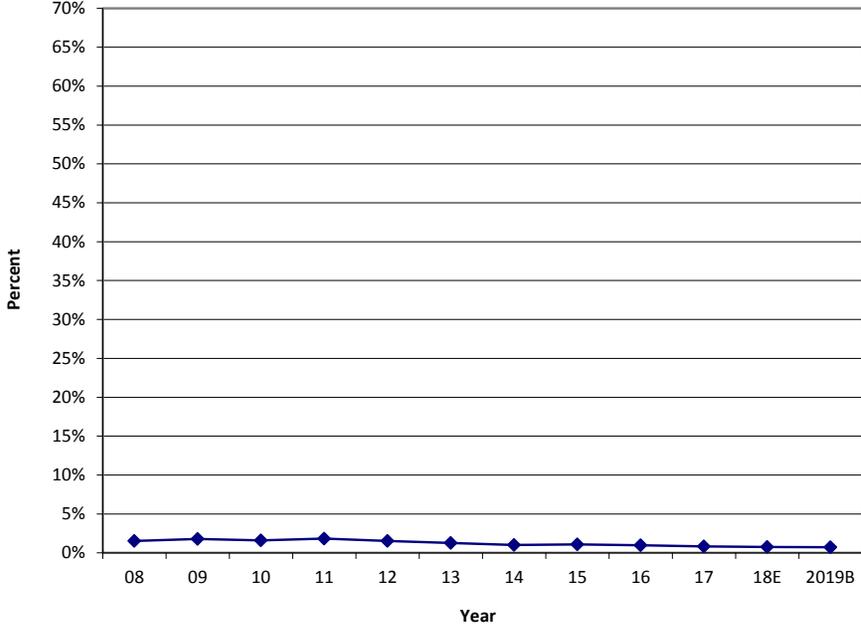
Annual inflationary adjustments are made to these license and permit rates except for building related permits which are computed according to the Uniform Building Code. The significant increase in 2017 was due to a hail storm in June that caused extensive damage to roofs, windows and siding throughout the City. As a result, hundreds of unanticipated permits were issued to repair the damage. The 2019 budget includes \$1,076,327 in revenue from non-business licenses and permits which represents 3.4% of the total General Fund revenues.

GENERAL FUND REVENUES
Fines and Forfeitures

Revenue by Year



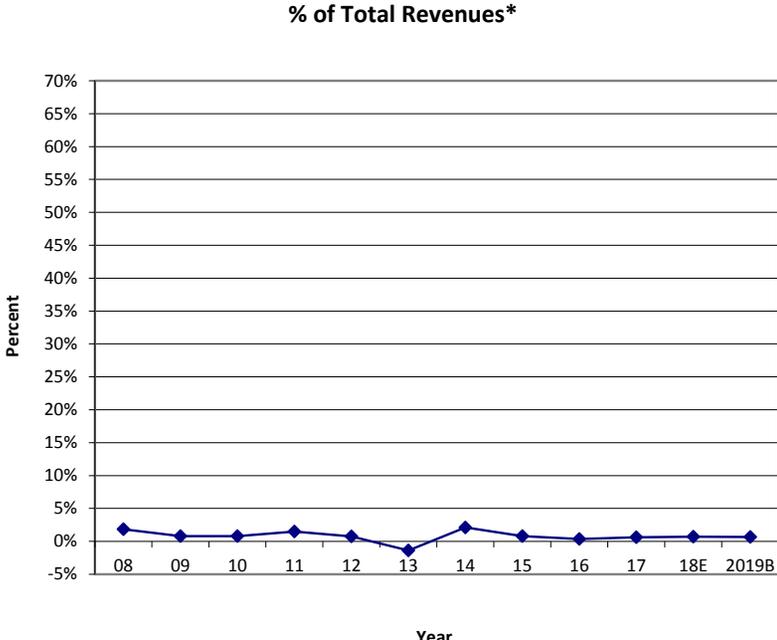
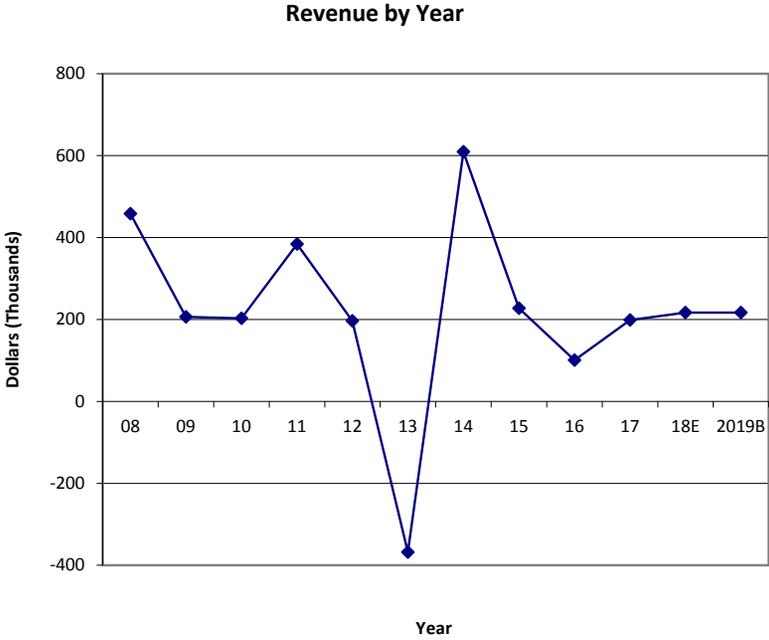
% of Total Revenues*



*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

This revenue consists of court fines and fines collected by the City. The 2019 budget includes \$230,500 in revenue from all fines and forfeitures, which is about 0.7% of the total General Fund revenues.

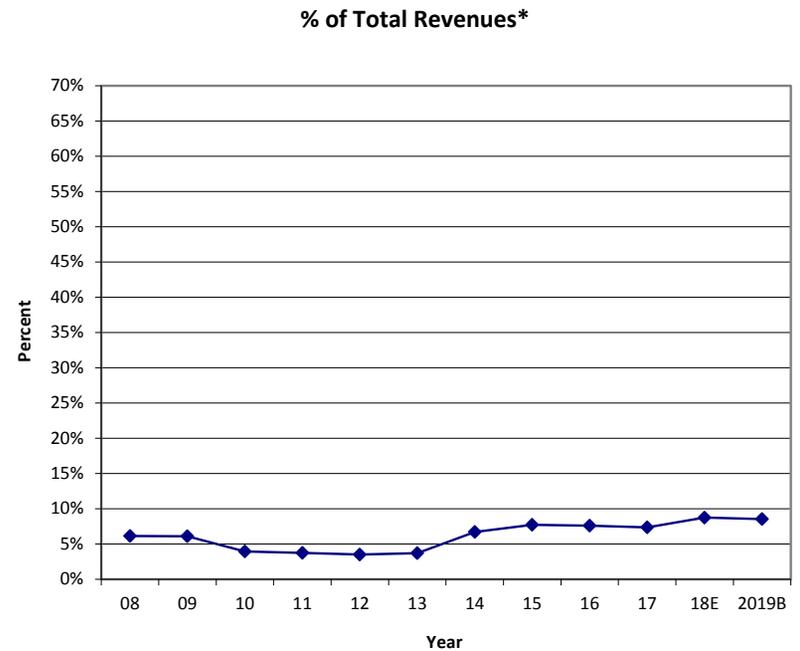
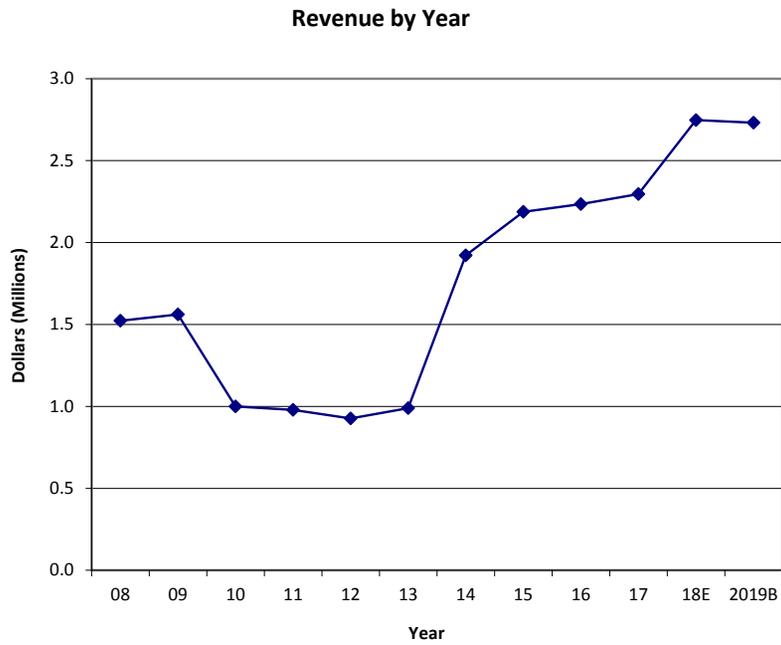
GENERAL FUND REVENUES
Investment Income



*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

This revenue source consists of interest earnings from the General Fund cash balance and excess interest earned in the Deposit Fund. Revenue from interest on investments is dependent on interest rates, the cash balances available for investment, and an adjustment for the change in the fair value of investments over the previous year. During 2013, there was interest revenue of \$175,588 offset by a fair value decrease in investments held of \$543,536 resulting in negative investment income of \$367,948 for the General Fund. During 2014, there was interest revenue of \$182,928 and a fair value increase of \$426,273 resulting in investment income of \$609,201. The City's policy is to typically hold investments to maturity. Unless the City liquidates any investments prior to maturity, any fair value adjustment will be temporary and will be offset in subsequent periods. The 2019 budget includes \$217,000 in revenue from this source, which is about 0.7% of the total General Fund revenues.

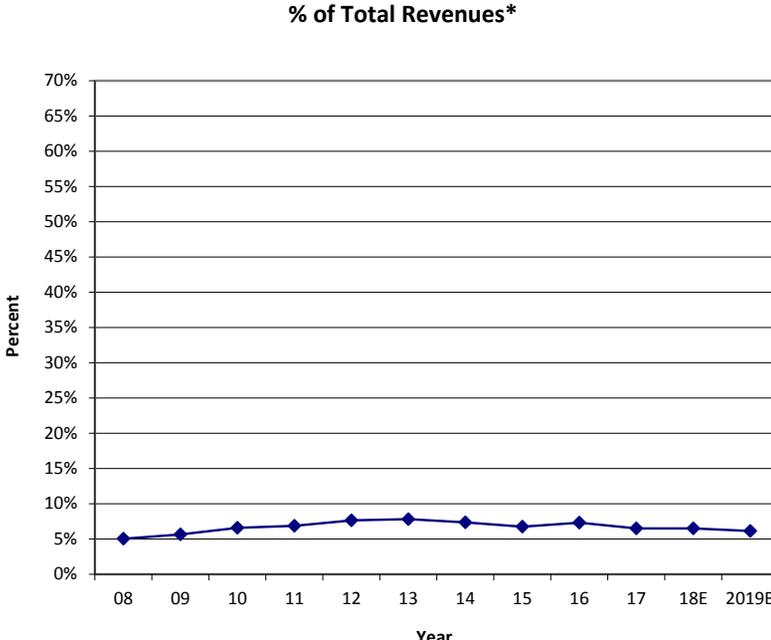
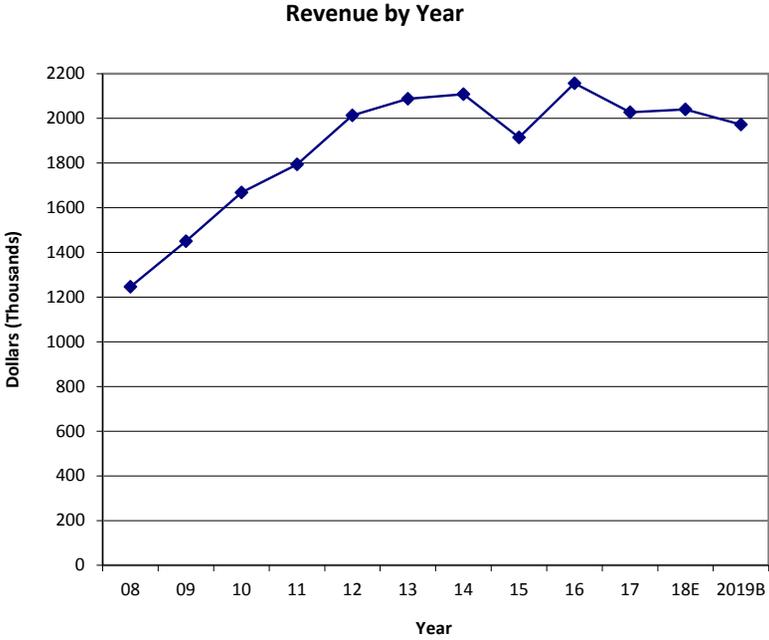
GENERAL FUND REVENUES
Intergovernmental Revenue



*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

Intergovernmental revenues consist of grant and aid payments received from other governmental units. The Market Value Homestead Credit aid program, which was \$1,096,000 in 2007, was reduced beginning in 2008 with final elimination in 2010. The elimination of this State Aid program was partially offset by an increase in property taxes in those years as allowed by the State. In 2014, Local Government aid was reinstated. The primary sources of intergovernmental revenue for 2019 are police state aid (\$535,500), state highway maintenance aid (\$134,000), school district payments for the school liaison program (\$276,895), and local government aid (\$1,190,819). The 2019 budget includes \$2,731,927 from all intergovernmental revenue which is 8.5% of the total General Fund revenues.

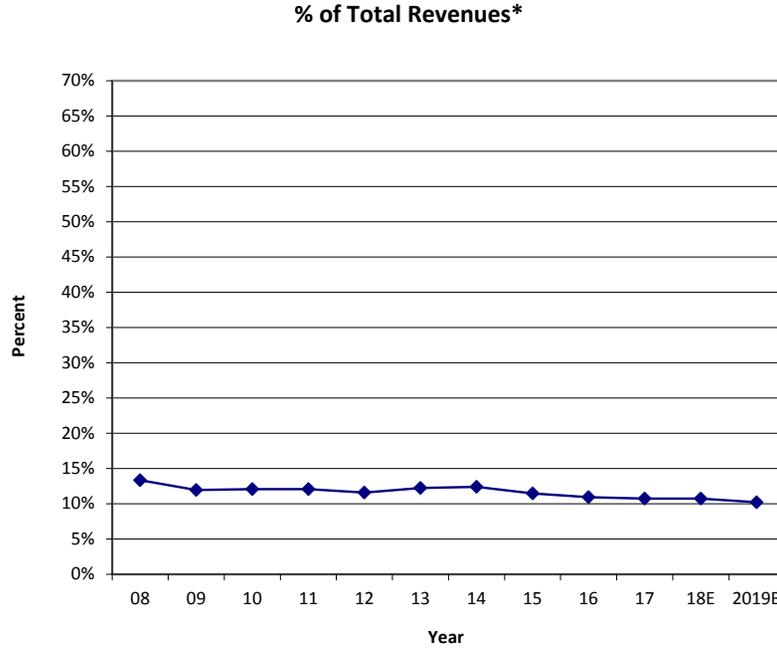
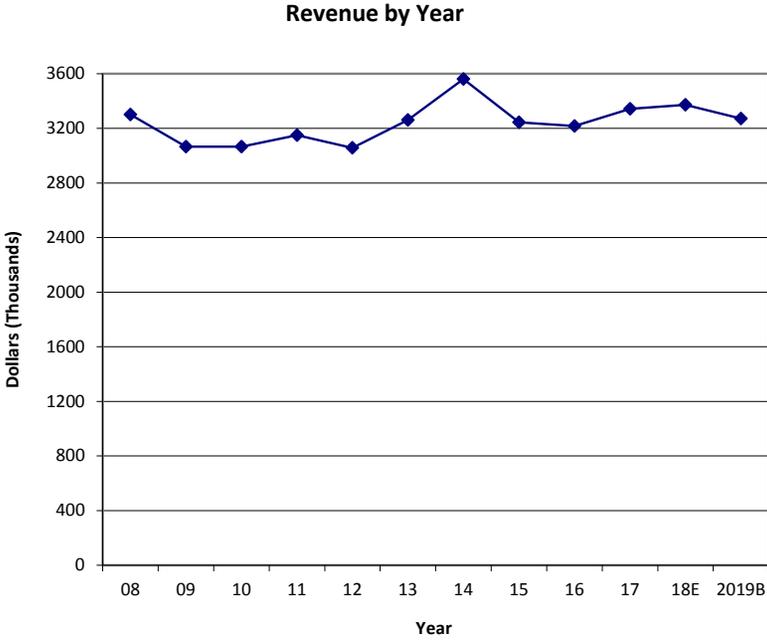
GENERAL FUND REVENUES
Charges for Services



*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

Charges for services comes from a number of different areas including planning and inspection fees, special police service fees, ice arena and recreation fees, public works charges, and special assessment fees. The 2019 budget includes \$1,972,185 in revenue from charges for services which is about 6.2% of the total General Fund revenues.

GENERAL FUND REVENUES
Utilities Tax

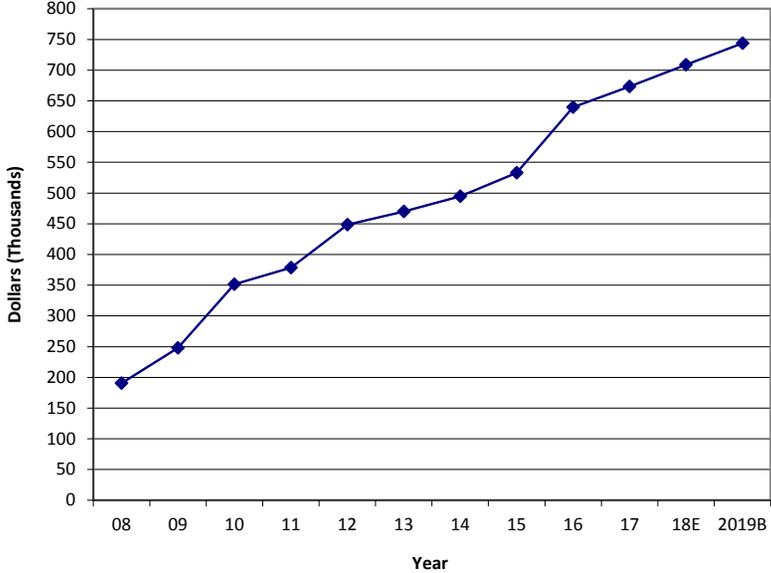


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

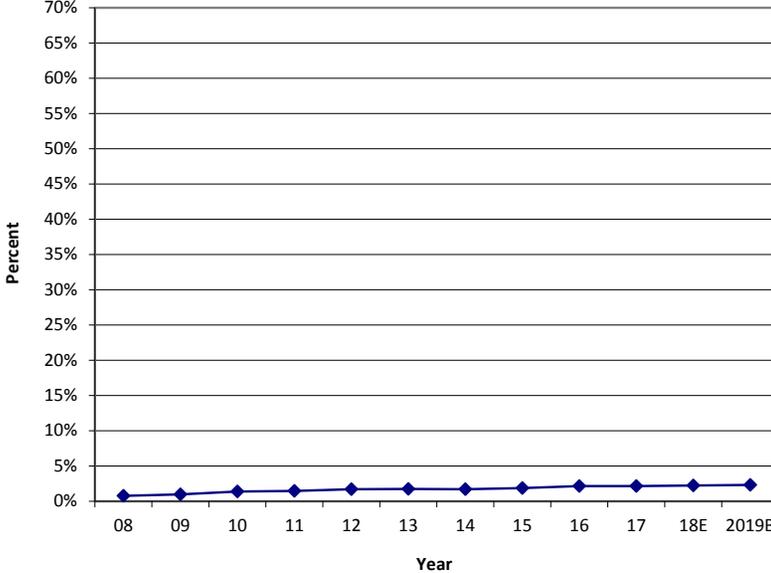
This revenue source consists of a 4% tax on the gross operating revenues of electric service and natural gas supplied within the City as well as a charge to the Water, Sewer, and Storm Water Drainage Funds based on operating revenues. The amount of revenue from this source is dependent upon a large number of factors including number and types of users, utility rates, weather conditions, and conservation practices. The 2019 budget includes \$3,272,396 in revenue from this source which is 10.2% of the total General Fund revenues.

GENERAL FUND REVENUES
Miscellaneous

Revenue by Year



% of Total Revenues*

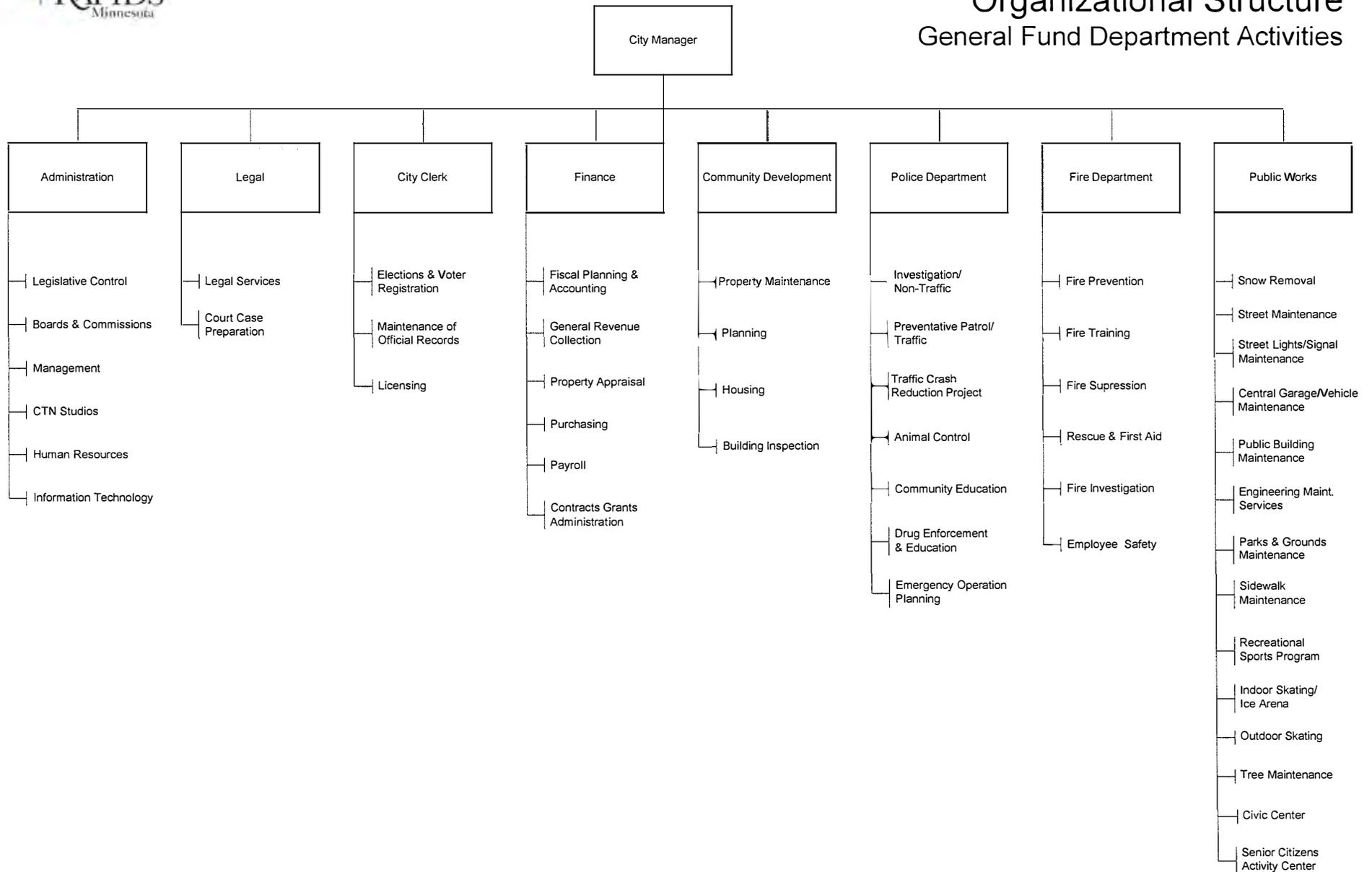


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

Miscellaneous revenue is made up of items which do not fit into any of the other revenue source classifications. Individually these items represent a small portion of the total revenues and/or occur infrequently. This revenue source can fluctuate to a large extent because of the infrequent nature of some of the items such as refunds and the sale of fixed assets. The annual increase is primarily the result of increased antenna lease income due to an increase in the number of antennas installed by telecommunication companies and an annual lease rate increase. The total revenue in the 2019 budget from these leases is \$368,800. The 2019 budget includes \$743,800 in revenue in the miscellaneous category which is about 2.3% of the total General Fund revenues.

Reader's Notes:

Organizational Structure General Fund Department Activities





GENERAL FUND EXPENDITURES
SUMMARY BY DEPARTMENT

DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
SUMMARY BY DEPARTMENT						
City Manager Department	\$ 1,972,529	\$ 2,226,413	\$ 2,358,500	\$ 1,032,268	\$ 2,283,112	\$ 2,406,552
Legal Department	777,497	794,800	1,257,451	469,024	1,058,230	1,129,644
City Clerk Department	241,499	115,397	271,898	66,064	269,322	172,575
Finance Department	1,877,485	1,911,896	2,087,673	964,978	2,036,766	2,150,004
Community Development Department	1,951,224	1,992,464	2,089,470	924,098	1,998,265	2,128,214
Police Department	9,651,778	9,813,082	10,385,671	4,844,220	10,157,003	10,651,393
Fire Department	4,425,210	4,492,907	4,880,824	2,293,149	4,807,904	4,982,802
Public Works Department	6,882,107	7,070,634	7,591,594	3,461,610	7,412,541	7,971,792
Total Expenditures	<u>\$ 27,779,329</u>	<u>\$ 28,417,593</u>	<u>\$ 30,923,081</u>	<u>\$ 14,055,411</u>	<u>\$ 30,023,143</u>	<u>\$ 31,592,976</u>



GENERAL FUND EXPENDITURES
SUMMARY BY DEPARTMENT

DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
CITY MANAGER DEPARTMENT						
101 Legislative Control	\$ 228,859	\$ 226,027	\$ 233,414	\$ 132,234	\$ 210,836	\$ 221,940
102 Boards & Commissions	35,813	20,829	46,325	19,976	45,201	43,115
122 Information	193,005	251,942	262,909	134,981	251,187	278,452
123 Management	330,923	353,955	357,206	178,462	348,614	361,691
141 Human Resources	290,946	315,828	378,225	141,937	343,551	374,826
143 Information Technology	678,663	836,377	866,092	330,411	858,844	875,946
305 Comm.School/Summer Rec.	96,897	99,852	100,057	49,856	100,039	122,557
323 Contract Grants	117,423	121,603	114,272	44,411	124,840	128,025
Total	1,972,529	2,226,413	2,358,500	1,032,268	2,283,112	2,406,552
LEGAL DEPARTMENT						
103 Legal Services	299,593	291,805	322,473	137,272	339,150	355,095
201 Court Case/Prep & Appearance	477,904	502,995	934,978	331,752	719,080	774,549
Total	777,497	794,800	1,257,451	469,024	1,058,230	1,129,644
CITY CLERK DEPARTMENT						
104 Elections & Voter Regis.	139,439	14,491	170,927	15,086	170,743	65,954
121 Maintenance of Records	53,662	64,888	50,061	17,308	50,025	53,209
124 Licensing	48,398	36,018	50,910	33,670	48,554	53,412
Total	241,499	115,397	271,898	66,064	269,322	172,575
FINANCE DEPARTMENT						
142 Fiscal Planning & Accounting	840,606	800,160	889,577	404,469	849,757	907,571
144 General Revenue Collection	78,859	75,581	104,508	32,454	94,026	96,351
147 Property Appraisal	382,521	425,771	447,675	247,631	477,478	475,704
148 Purchasing	113,676	116,523	121,495	42,265	91,363	120,050
149 Payroll	136,894	143,458	150,809	68,397	149,159	156,417
320 Civic Center	98,162	118,949	130,304	57,439	132,459	146,889
324 Senior Citizens Activity Center	226,767	231,454	243,305	112,323	242,524	247,022
Total	1,877,485	1,911,896	2,087,673	964,978	2,036,766	2,150,004
COMMUNITY DEVELOPMENT DEPARTMENT						
401 Planning	434,962	474,008	473,978	173,813	415,887	312,383
407 Property Maintenance	552,703	540,316	563,865	257,484	534,731	344,501
413 Housing Programs						376,804
421 Building Inspection	963,559	978,140	1,051,627	492,801	1,047,647	1,094,526
	\$ 1,951,224	\$ 1,992,464	\$ 2,089,470	\$ 924,098	\$ 1,998,265	\$ 2,128,214

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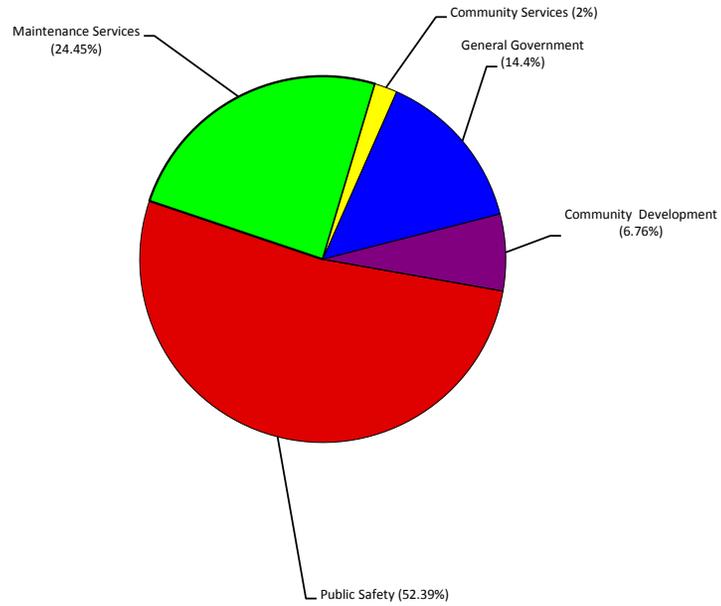
GENERAL FUND EXPENDITURES
SUMMARY BY DEPARTMENT

DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
POLICE DEPARTMENT						
202 Investigation/Non-traffic	\$ 1,149,844	\$ 977,503	\$ 1,660,267	\$ 517,504	\$ 1,514,669	\$ 1,568,428
203 Preventative Patrol/Traffic	7,078,133	7,469,898	7,105,968	3,660,856	6,976,147	7,327,613
204 Traffic Crash Reduction Project	87,979	50,392	166,623	30,339	153,106	165,052
205 Animal Control	78,075	49,872	104,909	16,846	103,744	104,929
206 Community Education	872,854	915,172	918,089	421,962	886,242	943,301
207 Drug Enforcement & Education	357,751	323,136	349,870	173,959	396,561	414,136
208 Emergency Operation Planning	27,142	27,109	79,945	22,754	126,534	127,934
Total	9,651,778	9,813,082	10,385,671	4,844,220	10,157,003	10,651,393
FIRE DEPARTMENT						
221 Fire Prevention	439,515	448,630	453,716	245,015	442,655	505,641
222 Fire Training	417,633	422,442	424,510	212,799	427,409	404,399
223 Fire Suppression	2,896,674	2,879,096	3,157,875	1,449,625	3,115,074	3,207,612
224 Rescue and First Aid	631,536	692,846	769,497	353,618	749,748	789,641
225 Fire Investigation	14,454	28,873	41,709	20,588	40,500	41,697
251 Employee Safety	25,398	21,020	33,517	11,504	32,518	33,812
Total	4,425,210	4,492,907	4,880,824	2,293,149	4,807,904	4,982,802
PUBLIC WORKS DEPARTMENT						
302 Riverwind Recreational Center	32,779	28,716	31,190	25,206	31,397	13,385
500 Snow Removal	187,030	204,577	457,769	241,412	431,585	427,277
501 Street Maintenance	927,870	907,053	986,824	414,077	941,249	973,182
503 Streetlight/Signal Maintenance	643,840	640,050	636,361	241,143	596,773	626,560
506 Central Garage/Vehicle Maint	649,993	650,542	697,086	289,087	712,315	703,370
507 Public Building Maintenance	559,141	607,342	630,281	314,437	614,280	703,773
508 Geographic Information System	254,705	257,094	265,382	145,396	265,279	294,375
509 Engineering Maint. Service	351,066	368,195	326,778	203,025	323,226	347,298
510 Parks & Grounds Maintenance	2,015,697	2,062,144	2,085,867	911,684	2,014,205	2,190,098
511 Sidewalk Maintenance	30,230	30,274	56,667	51,143	58,524	65,616
514 Recreational Sports Program	52,585	76,503	106,829	39,986	84,603	146,734
515 Indoor Skating/Ice Arena	745,551	838,265	784,058	438,718	827,577	886,777
516 Outdoor Skating	52,213	30,794	170,849	19,546	164,986	172,595
521 Tree Maintenance	379,407	369,085	355,653	126,750	346,542	420,752
Total	6,882,107	7,070,634	7,591,594	3,461,610	7,412,541	7,971,792
Total Expenditures	\$ 27,779,329	\$ 28,417,593	\$ 30,923,081	\$ 14,055,411	\$ 30,023,143	\$ 31,592,976

Reader's Notes:

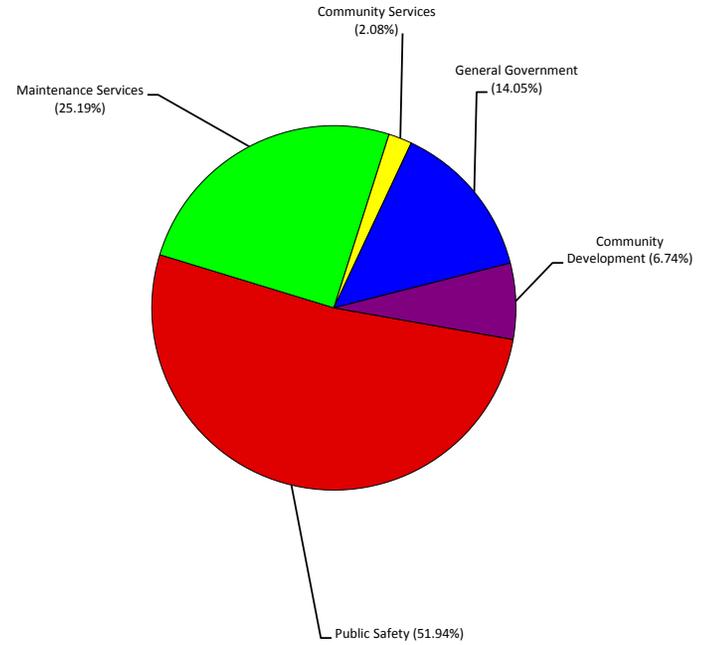
GENERAL FUND EXPENDITURES BY PROGRAM

2018 BUDGET AS AMENDED



General Government	\$ 4,452,606
Public Safety	16,201,473
Community Services	619,128
Community Development	2,089,470
Maintenance Services	<u>7,560,404</u>
Total	<u><u>\$ 30,923,081</u></u>

2019 BUDGET



General Government	\$ 4,439,733
Public Safety	16,408,744
Community Services	657,878
Community Development	2,128,214
Maintenance Services	<u>7,958,407</u>
Total	<u><u>\$ 31,592,976</u></u>



GENERAL FUND EXPENDITURES
SUMMARY BY PROGRAM

ACTIVITY NUMBER	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
GENERAL GOVERNMENT PROGRAM							
101	Legislative Control	\$ 228,859	\$ 226,027	\$ 233,414	\$ 132,234	\$ 210,836	\$ 221,940
102	Boards and Commissions	35,813	20,829	46,325	19,976	45,201	43,115
103	Legal Services--General	299,593	291,805	322,473	137,272	339,150	355,095
104	Elections and Voter Registration	139,439	14,491	170,927	15,086	170,743	65,954
121	Maintenance of Official Records	53,662	64,888	50,061	17,308	50,025	53,209
122	Information	193,005	251,942	262,909	134,981	251,187	278,452
123	Management	330,923	353,955	357,206	178,462	348,614	361,691
124	Licensing	48,398	36,018	50,910	33,670	48,554	53,412
141	Human Resources	290,946	315,828	378,225	141,937	343,551	374,826
142	Fiscal Planning and Accounting	840,606	800,160	889,577	404,469	849,757	907,571
143	Information Technology	678,663	836,377	866,092	330,411	858,844	875,946
144	General Revenue Collections	78,859	75,581	104,508	32,454	94,026	96,351
147	Property Appraisal	382,521	425,771	447,675	247,631	477,478	475,704
148	Purchasing	113,676	116,523	121,495	42,265	91,363	120,050
149	Payroll	136,894	143,458	150,809	68,397	149,159	156,417
	Program Total	<u>3,851,857</u>	<u>3,973,653</u>	<u>4,452,606</u>	<u>1,936,553</u>	<u>4,328,488</u>	<u>4,439,733</u>
PUBLIC SAFETY PROGRAM							
201	Court Case/Preparation and Appearance	477,904	502,995	934,978	331,752	719,080	774,549
202	Investigation/Non-Traffic	1,149,844	977,503	1,660,267	517,504	1,514,669	1,568,428
203	Preventative Patrol/Traffic and All Other	7,078,133	7,469,898	7,105,968	3,660,856	6,976,147	7,327,613
204	Traffic Crash Reduction Project	87,979	50,392	166,623	30,339	153,106	165,052
205	Animal Control	78,075	49,872	104,909	16,846	103,744	104,929
206	Community Education	872,854	915,172	918,089	421,962	886,242	943,301
207	Drug Enforcement and Education	357,751	323,136	349,870	173,959	396,561	414,136
208	Emergency Operation Planning	27,142	27,109	79,945	22,754	126,534	127,934
221	Fire Prevention	439,515	448,630	453,716	245,015	442,655	505,641
222	Fire Training	417,633	422,442	424,510	212,799	427,409	404,399
223	Fire Suppression	2,896,674	2,879,096	3,157,875	1,449,625	3,115,074	3,207,612
224	Rescue and First Aid	631,536	692,846	769,497	353,618	749,748	789,641
225	Fire Investigation	14,454	28,873	41,709	20,588	40,500	41,697
251	Employee Safety	25,398	21,020	33,517	11,504	32,518	33,812
	Program Total	<u>\$ 14,554,892</u>	<u>\$ 14,808,984</u>	<u>\$ 16,201,473</u>	<u>\$ 7,469,121</u>	<u>\$ 15,683,987</u>	<u>\$ 16,408,744</u>

(Continued)



GENERAL FUND EXPENDITURES
SUMMARY BY PROGRAM

ACTIVITY NUMBER	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
COMMUNITY SERVICES PROGRAM							
302	Riverwind Recreational Center	\$ 32,779	\$ 28,716	\$ 31,190	\$ 25,206	\$ 31,397	\$ 13,385
305	Community School/Summer Recreation	96,897	99,852	100,057	49,856	100,039	122,557
320	Facilities Rental	98,162	118,949	130,304	57,439	132,459	146,889
323	Contract Grants	117,423	121,603	114,272	44,411	124,840	128,025
324	Senior Citizens Activity Center	226,767	231,454	243,305	112,323	242,524	247,022
	Program Total	<u>572,028</u>	<u>600,574</u>	<u>619,128</u>	<u>289,235</u>	<u>631,259</u>	<u>657,878</u>
COMMUNITY DEVELOPMENT PROGRAM							
401	Planning	434,962	474,008	473,978	173,813	415,887	312,383
407	Property Maintenance	552,703	540,316	563,865	257,484	534,731	344,501
413	Housing Programs						376,804
421	Building Inspection	963,559	978,140	1,051,627	492,801	1,047,647	1,094,526
	Program Total	<u>1,951,224</u>	<u>1,992,464</u>	<u>2,089,470</u>	<u>924,098</u>	<u>1,998,265</u>	<u>2,128,214</u>
MAINTENANCE SERVICES PROGRAM							
500	Snow Removal	187,030	204,577	457,769	241,412	431,585	427,277
501	Street Maintenance	927,870	907,053	986,824	414,077	941,249	973,182
503	Streetlight/Traffic Signal Maintenance	643,840	640,050	636,361	241,143	596,773	626,560
506	Central Garage Vehicle Maintenance	649,993	650,542	697,086	289,087	712,315	703,370
507	Public Building Maintenance	559,141	607,342	630,281	314,437	614,280	703,773
508	Geographic Information System	254,705	257,094	265,382	145,396	265,279	294,375
509	Engineering Maintenance Services	351,066	368,195	326,778	203,025	323,226	347,298
510	Parks and Ground Maintenance	2,015,697	2,062,144	2,085,867	911,684	2,014,205	2,190,098
511	Sidewalk Maintenance	30,230	30,274	56,667	51,143	58,524	65,616
514	Recreational Sports Program	52,585	76,503	106,829	39,986	84,603	146,734
515	Indoor Skating/Ice Arena	745,551	838,265	784,058	438,718	827,577	886,777
516	Outdoor Skating	52,213	30,794	170,849	19,546	164,986	172,595
521	Tree Maintenance	379,407	369,085	355,653	126,750	346,542	420,752
	Program Total	<u>6,849,328</u>	<u>7,041,918</u>	<u>7,560,404</u>	<u>3,436,404</u>	<u>7,381,144</u>	<u>7,958,407</u>
	Total Expenditures	<u>\$ 27,779,329</u>	<u>\$ 28,417,593</u>	<u>\$ 30,923,081</u>	<u>\$ 14,055,411</u>	<u>\$ 30,023,143</u>	<u>\$ 31,592,976</u>

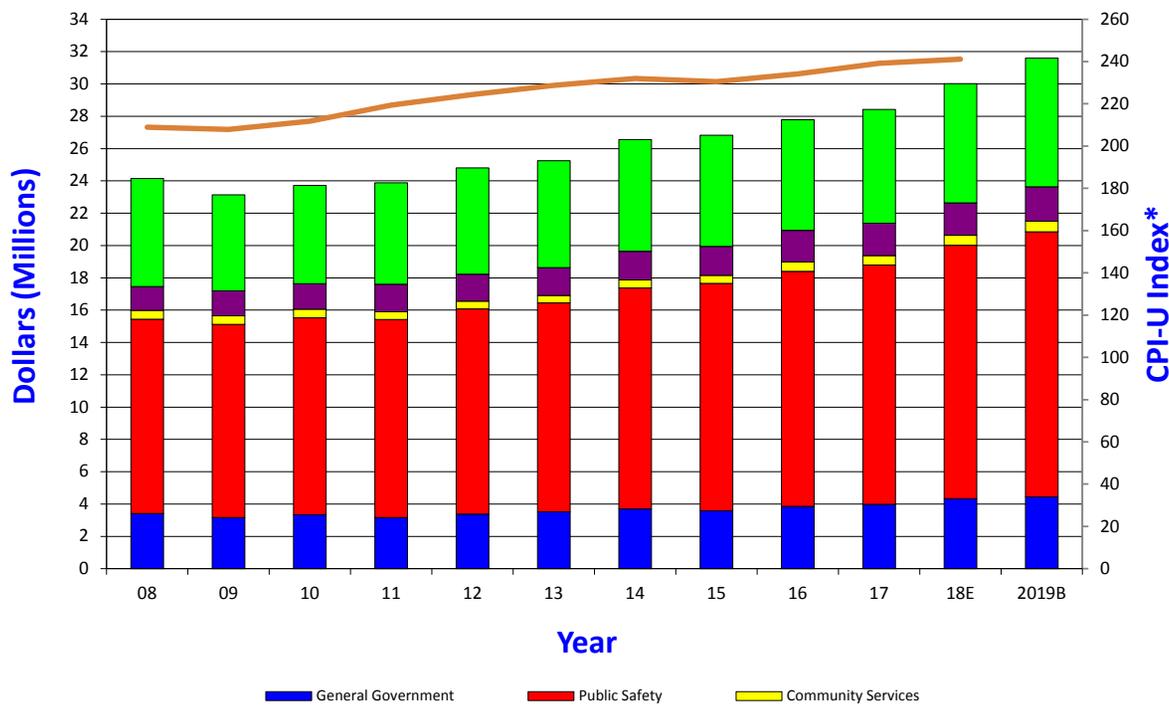


GENERAL FUND EXPENDITURES BY FUNCTION
LAST TEN FISCAL YEARS, 2018 AMENDED BUDGET & ESTIMATE AND 2019 BUDGET

	GENERAL GOVERNMENT		PUBLIC SAFETY		COMMUNITY SERVICES		COMMUNITY DEVELOPMENT		MAINTENANCE SERVICES		TOTAL GENERAL FUND	% CHANGE PER YEAR
		%		%		%		%		%		
2008	3,409,041	14	12,023,752	50	559,869	2	1,463,846	6	6,697,071	28	24,153,579	5.97%
2009	3,168,892	14	11,953,438	52	536,257	2	1,535,190	7	5,949,548	25	23,143,325	-4.18%
2010	3,338,310	14	12,180,379	51	535,288	2	1,585,516	7	6,084,674	26	23,724,167	2.51%
2011	3,172,248	14	12,241,961	51	492,008	2	1,689,517	7	6,284,820	26	23,880,554	0.66%
2012	3,375,189	13	12,700,954	51	488,578	2	1,664,398	7	6,582,202	27	24,811,321	3.90%
2013	3,522,637	14	12,935,777	51	456,129	2	1,715,769	7	6,613,002	26	25,243,314	1.74%
2014	3,704,303	13	13,675,433	52	481,982	2	1,786,755	7	6,904,982	26	26,553,455	5.19%
2015	3,581,443	13	14,067,653	52	511,195	2	1,788,399	7	6,874,666	26	26,823,356	1.02%
2016	3,851,857	14	14,554,892	52	572,028	2	1,951,224	7	6,849,328	25	27,779,329	3.56%
2017	3,973,653	14	14,808,984	52	600,574	2	1,992,464	7	7,041,918	25	28,417,593	2.30%
2018 Amended Budget	4,452,606	15	16,201,473	52	619,128	2	2,089,470	7	7,560,404	24	30,923,081	11.32%
2018 Estimate	4,328,488	14	15,683,987	52	631,259	2	1,998,265	7	7,381,144	25	30,023,143	5.65%
2019 Budget	4,439,733	14	16,408,744	52	657,878	2	2,009,702	6	8,076,919	26	31,592,976	2.17%

GENERAL FUND
Total Expenditures by Program

Expenditures by Year



*CPI-U: Consumer Price Index for all urban consumers (annual average)
(source: U.S. Bureau of Labor Statistics)

Note: Major equipment purchases for the General Fund are in the Capital Equipment Fund.



GENERAL FUND EXPENDITURES
SUMMARY BY ACCOUNT

ACCT.	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
6110	Salaries - Full Time	\$ 15,006,439	\$ 15,456,919	\$ 16,774,002	\$ 7,465,592	\$ 16,233,374	\$ 17,151,463
6120	Overtime - Full Time	601,208	601,309	668,961	292,957	668,961	678,297
6130	Salaries - Part Time	783,781	727,686	694,346	343,293	704,542	665,183
6131	Overtime - Part Time	1,377	427		88		
6135	Salaries - Seasonal Temporary	299,035	237,919	454,180	102,439	463,266	476,889
6140	Pensions	1,967,775	2,020,408	2,230,007	972,557	2,108,893	2,286,317
6145	FICA & Medicare	688,466	704,494	839,097	342,795	806,417	851,883
6150	Insurance	2,312,433	2,118,173	2,366,420	1,062,985	2,353,620	2,461,200
6155	Workers Comp	676,277	731,473	590,909	261,068	563,985	561,977
6160	Uniform Allowance	88,988	88,802	86,565	73,287	86,565	86,333
6165	Other Allowances	4,188	7,390		4,815		
	Total Personal Services	22,429,967	22,695,000	24,704,487	10,921,876	23,989,623	25,219,542
6210	Prof. and Consulting Services	495,803	604,584	677,965	491,951	625,559	604,795
6215	Software Charges	412,594	466,160	513,946	277,362	513,740	574,503
6221	Telephone Charges	117,003	113,665	123,644	56,299	104,769	116,500
6222	Postage	45,187	48,850	58,750	25,617	51,569	58,500
6230	Travel/Schools/Conferences	178,971	180,148	216,553	100,186	190,314	202,682
6240	Advertising & Legal Notices	61,237	53,353	63,910	40,538	59,315	61,010
6250	Insurance and Bonds	199,812	205,138	216,399	209,699	209,761	216,970
6255	Unemployment Insurance	15,464	6,883	22,500	7,029	21,000	22,500
6260	Utility Services	872,326	863,227	867,800	371,607	876,000	887,300
6271	M & R Bldgs/Structures - Contr	235,910	240,923	225,191	139,794	236,684	241,791
6272	M & R Equipment - Contractual	355,889	393,986	433,301	195,836	419,696	420,977
6273	M & R Other Imps - Contractual	683,672	695,022	594,760	177,133	593,060	733,125
6281	Dues/Memberships/Subscriptions	111,684	115,110	126,695	104,080	125,378	129,445
6282	Rent	109,069	123,285	106,466	82,421	137,041	142,606
6283	Waste Removal	18,463	26,757	26,050	13,048	29,084	29,550
6284	Awards & Judgements	2,334	4,650	24,700		20,200	24,700
6285	Licenses & Taxes	53,340	54,533	68,042	44,213	77,378	72,270
6289	Miscellaneous	137,051	168,325	153,175	56,986	156,711	153,435
	Total Other Charges and Services	\$ 4,105,807	\$ 4,364,599	\$ 4,519,847	\$ 2,393,799	\$ 4,447,259	\$ 4,692,659

(Continued)



GENERAL FUND EXPENDITURES
SUMMARY BY ACCOUNT

ACCT.	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
6310	Office Supplies	\$ 43,279	\$ 33,171	\$ 55,268	\$ 18,713	\$ 52,540	\$ 45,868
6320	Small Tools & Equipment	64,379	65,465	55,614	35,745	39,264	40,750
6330	Motor Fuels & Lubricants	196,316	222,278	266,250	144,474	284,100	304,845
6341	M & R Building - By City	9,480	4,795	15,000	1,983	13,300	15,800
6342	M & R Equipment - By City	201,097	180,102	242,400	113,563	226,800	228,400
6343	M & R Other Imps - By City	37,324	42,672	88,550	21,094	65,100	82,350
6370	General Supplies	476,416	455,546	575,095	282,452	533,250	531,905
6371	Care & Subsidies of Animals	5,841	3,287	5,000	1,851	5,000	5,000
6380	Safety Items	12,673	9,882	15,200	7,742	14,150	14,800
	Total Supplies	<u>1,046,804</u>	<u>1,017,198</u>	<u>1,318,377</u>	<u>627,617</u>	<u>1,233,504</u>	<u>1,269,718</u>
6542	Buildings & Structures		380				
6543	Furniture & Equipment	151,097	260,151	283,252	72,296	258,639	303,083
6544	Machinery & Automotive	1,855	15,686	25,118	21,480	22,118	25,974
6545	Other Improvements			10,000	12,800	10,000	20,000
	Total Capital Outlay	<u>152,952</u>	<u>276,217</u>	<u>318,370</u>	<u>106,576</u>	<u>290,757</u>	<u>349,057</u>
5510	Concession Merchandise for Resale	40,497	46,977	50,000	20,960	50,000	50,000
5520	Merchandise or Serv for Resale	9,718	11,360	12,000	11,780	12,000	12,000
5610	Gas for Chargeback	(1,553)	(1,657)		(12,968)		
5630	Parts & O/H Items for Chrgback	(4,863)	7,899		(14,229)		
	Total Other Disbursements	<u>43,799</u>	<u>64,579</u>	<u>62,000</u>	<u>5,543</u>	<u>62,000</u>	<u>62,000</u>
	Total Expenditures	<u>\$ 27,779,329</u>	<u>\$ 28,417,593</u>	<u>\$ 30,923,081</u>	<u>\$ 14,055,411</u>	<u>\$ 30,023,143</u>	<u>\$ 31,592,976</u>

Reader's Notes:

GENERAL GOVERNMENT PROGRAM

The General Government Program provides administrative, legislative, financial and support services to all programs and funds of the City. The activities within the General Government Program are those activities that are legislative in nature; that are necessary to implement legislation; and that are supportive of all activities within the City.

ACTIVITY NUMBER	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
GENERAL GOVERNMENT PROGRAM							
101	Legislative Control	\$ 228,859	\$ 226,027	\$ 233,414	\$ 132,234	\$ 210,836	\$ 221,940
102	Boards and Commissions	35,813	20,829	46,325	19,976	45,201	43,115
103	Legal Services--General	299,593	291,805	322,473	137,272	339,150	355,095
104	Elections and Voter Registration	139,439	14,491	170,927	15,086	170,743	65,954
121	Maintenance of Official Records	53,662	64,888	50,061	17,308	50,025	53,209
122	Information	193,005	251,942	262,909	134,981	251,187	278,452
123	Management	330,923	353,955	357,206	178,462	348,614	361,691
124	Licensing	48,398	36,018	50,910	33,670	48,554	53,412
141	Human Resources	290,946	315,828	378,225	141,937	343,551	374,826
142	Fiscal Planning and Accounting	840,606	800,160	889,577	404,469	849,757	907,571
143	Information Technology	678,663	836,377	866,092	330,411	858,844	875,946
144	General Revenue Collections	78,859	75,581	104,508	32,454	94,026	96,351
147	Property Appraisal	382,521	425,771	447,675	247,631	477,478	475,704
148	Purchasing	113,676	116,523	121,495	42,265	91,363	120,050
149	Payroll	136,894	143,458	150,809	68,397	149,159	156,417
	Program Total	<u>\$ 3,851,857</u>	<u>\$ 3,973,653</u>	<u>\$ 4,452,606</u>	<u>\$ 1,936,553</u>	<u>\$ 4,328,488</u>	<u>\$ 4,439,733</u>
	Percent of General Fund Total	13.9%	14.0%	14.4%	13.8%	14.4%	14.1%

Reader's Notes:

City Council – Legislative Control (101)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$126,096	\$128,943	\$125,086	\$58,924	\$115,696	\$117,662
Charges & Services	101,864	96,769	107,228	73,219	94,640	103,178
Supplies	899	315	1,100	91	500	1,100
Activity Total	<u>\$228,859</u>	<u>\$226,027</u>	<u>\$233,414</u>	<u>\$132,234</u>	<u>\$210,836</u>	<u>\$221,940</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for the 6 Councilmembers, the Mayor and support staff
 Charges & Services – Provides for travel and conferences--\$12,000; contract secretary and consulting fees--\$8,000;
 League of Minnesota Cities--\$32,500; North Metro Mayors Association--\$25,000; Metro Cities--\$13,700; postage--\$200;
 National League of Cities--\$5,500; dues, memberships and subscriptions --\$850; insurance--\$128; software charges--\$3,600;
 advertising--\$200; miscellaneous--\$1,500
 Supplies - Provides for general & offices supplies--\$1,100

STAFFING	2018 BUDGET	2019 BUDGET
City Council	3.7	3.7
City Staff - Full Time	0.3	0.3
Total	4.0	4.0

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

As the elected representatives of the community, the City Council exercises the legislative power of the City to set policies as stipulated by the City Charter. Council exercises budgetary control through the adoption of an annual budget. Council appoints various citizen committees to render advice on legislative and City policy-related matters. In addition, Council also gives general direction to the City Manager and administrative staff.

In 1980, the City Council established the Housing and Redevelopment Authority and in 1987 the Economic Development Authority was created. The City Council was appointed to act as the governing body of each. The two authorities meet upon call of the Chairperson or President, respectively.

PROCESS USED

As provided by the City Charter, the City Council performs a legislative, regulatory and quasi-judicial function. The Council meets regularly to consider ordinances, resolutions and other actions as may be required by law and circumstance. In addition to the two regularly planned meetings per month, the City Council commits itself to work sessions as needed for in-depth study and analysis of special issues. The various issues and concerns which are brought before Council for consideration may be initiated by Councilmembers, advisory commissions, administrative staff or residents of the community. The City Manager and appropriate staff attend Council meetings to provide information and other forms of support for Council deliberations.

The City Council is committed to improving the quality of life of the community, maximizing the effectiveness of public service delivery, providing professional and respectful services and in maintaining a stable tax levy while ensuring proactive and responsible reinvestment in the community. To accomplish this, the City Council participates with various local, state and national associations as well as training and conferences.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Established 2018 legislative agenda.
2. Finalized 2040 Comprehensive Plan.
3. Made key development decisions on Port Riverwalk.
4. Approved the 2019 City Budget.
5. Conducted four 'Summer in the City' meetings.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Develop a legislative platform to further the City's priorities.
2. Conduct a strategic planning retreat in early 2019.

Reader's Notes:

Advisory Commissions – Boards and Commissions (102)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$27,293	\$18,048	\$35,860	\$14,808	\$35,851	\$37,760
Charges & Services	7,912	2,210	9,390	4,864	8,600	4,280
Supplies	608	571	1,075	303	750	1,075
Activity Total	<u>\$35,813</u>	<u>\$20,829</u>	<u>\$46,325</u>	<u>\$19,975</u>	<u>\$45,201</u>	<u>\$43,115</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for awards--\$700; dues--\$200; rent- -\$400; advertising--\$900; insurance--\$75; postage--\$200; misc.--\$700; licenses and taxes--\$500; winter concerts--\$540; travel/schools/conferences--\$65
 Supplies – Provides for office and general supplies--\$1,075

Expenditures by Commission:	Personal Services	All Other	Total
Arts	\$6,883	\$5,155	\$12,038
Historical		200	200
Safety	4,937		4,937
Sustainability	25,940		25,940
Total	<u>\$37,760</u>	<u>\$5,355</u>	<u>\$43,115</u>

STAFFING	2018 BUDGET	2019 BUDGET
Administrative Assistant	0.2	0.2
Recycling/Sustainability Specialist	0.4	0.4
Total	0.6	0.6

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

Advisory Commissions covered by this activity include Arts, Charter, Historical, Safety and Sustainability. The Commissions perform in an advisory capacity on policy-related matters.

PROCESS USED

Topics to be addressed by Advisory Commissions come from the strategic direction approved by the City Council based on a strong liaison and good communications between Council and Commissions.

Regular meetings and public hearings are conducted to consider the issues related to the particular advisory function. Recommendations of proposed actions are made to Council and/or to City staff.

The Arts Commission promotes and presents cultural activities such as concerts in the parks.

The Charter Commission reviews and recommends amendments to the City Charter.

The Historical Commission preserves and presents history of the city with plaques, displays, events and informational presentations.

The Safety Commission reviews public safety issues.

The Sustainability Commission researches ideas for sustainable living.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Arts Commission
 - Explored new chalk art contest idea.
 - Organized and held four winter concerts and nine summer concerts.
 - Purchased new snowflake decorations for City Hall.
 - Conducted the photo and holiday lighting contests.
2. Historical Commission
 - Rambler presentation done in the spring.
 - Obtained Coon Rapids Lions donation of \$2,000 for the next set of Historical display markers.
 - Participated in the Summer in the City meetings.

Advisory Commissions – Boards and Commissions (102)

- Four new Historical markers completed (the Drive In, the Railroad Station, the School House and Ted’s Store) and considering six more (City parks with historical significance, the Mississippi Golf Course, Lilli Putt, and Art Goebel Ford are being considered).
- 3. Sustainability Commission
 - Contributed plans and ideas for sustainability into the 2040 Comprehensive Plan, which is a new addition from the previous Comp Plan.
 - Completed a pilot program for the Coon Rapids sustainable business recognition program (CSP program). Currently in the final stages before fully rolling out to the public.
 - Contributed ideas and plans for sustainability for the facilities space study.
- 4. Safety Commission
 - Work with City staff to complete sidewalk connections throughout the city.
 - Assess safety issues and make recommendations to the City Council on citizen safety concerns as needed.
 - New signage for the HAWK signal at Wedgewood Crossing on Round Lake Boulevard.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Arts Commission
 - Organize and hold four winter concerts and nine summer concerts.
 - Conduct the photo and holiday lighting contests.
2. Historical Commission
 - Take part in the Summer in the City meetings.
 - Seek donations for four new historical markers.
 - Complete an internet interactive Coon Rapids history map.
 - Give two Orrin Thompson rambler presentations.
 - Prepare two power point presentations on the history of Coon Rapids; one aimed at the students (elementary perhaps a little older), and another aimed at a City wide program but also can be used for a senior program.

Advisory Commissions – Boards and Commissions (102)

3. Sustainability Commission
 - Have the CSP program up and running, including printed decals, on-line application and functioning webpage on the City website.
 - Add a “question/comment” section to the sustainability webpage on the City’s website for the public to ask questions about sustainable topics.
 - Work with the City and other partners on planning a community solar power project in the City.
 - Partner with the Parks Department to develop/establish designated Monarch and pollinator friendly areas throughout the City.
4. Safety Commission
 - Continue working with City staff to complete sidewalk connections throughout the city.
 - Continue to assess safety issues and make recommendations to the City Council on citizen safety concerns as needed.

Reader's Notes:

Legal – Legal Services, General (103)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$280,090	\$269,236	\$302,293	\$122,235	\$317,409	\$331,995
Charges & Services	13,199	12,783	12,530	10,780	13,491	13,950
Supplies	6,304	9,786	7,650	4,257	8,250	9,150
Activity Total	<u>\$299,593</u>	<u>\$291,805</u>	<u>\$322,473</u>	<u>\$137,272</u>	<u>\$339,150</u>	<u>\$355,095</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for consulting services--\$750; phone services--\$700; postage--\$2,250; travel and conferences--\$3,500; insurance & bonds--\$2,700; dues, subscriptions & membership--\$3,700; misc-- \$50; printer maintenance--\$300
 Supplies – Provides for office and general supplies--\$9,150

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Hours of service provided	4,753	4,437	4,725	4,725	4,920
Gross department cost per hour of service	\$63.03	\$65.77	\$68.25	\$71.78	\$72.21

STAFFING	2018 BUDGET	2019 BUDGET
City Attorney	0.9	0.9
Assistant Attorney	0.3	0.5
Administrative Assistant	0.9	0.9
Paralegal	<u>0.1</u>	<u>0.1</u>
Total	2.2	2.4

ACTIVITY MANAGER: City Attorney

GENERAL ACTIVITY DESCRIPTION

This Activity serves as legal counsel for the City on civil and municipal law matters. Legal advice is provided to the City Council, City Manager, other City departments, advisory boards and commissions and, to a limited extent, the general public to assure to the extent possible, the legality of City actions and to reduce litigation. Represents the City in civil litigation either as chief counsel or as co-counsel with outside attorneys in insurance matters or cases requiring special expertise.

PROCESS USED

Regularly attends City Council, Board of Adjustment/Appeals and Planning Commission meetings and other advisory commission or committee meetings as needed. Meets with members of the City staff and, in certain situations, the public as requested. Conducts research and provides opinions relative to civil legal issues involving the City. Conducts research for and drafts ordinances, resolutions, contracts and agreements. Conducts certain civil litigation for the City including researching issues, preparing pleadings, pretrial negotiations, discovery, trial preparation and trials. Works closely with and assists outside attorneys representing the City in civil legal matters.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Department worked with Police Department to reorganize forfeiture procedures to make the process more efficient for both departments.
2. Active in providing legal advice and updates to City departments, City Council, Planning Commission, Board of Adjustments and Appeals and Charter Commission.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue to be proactive in advising the City departmental activities legally to maintain a modification factor of 86 percent or less of what is considered standard for liability claims.
2. Complete scanning/destroying of closed paper files per data retention schedule.

City Clerk – Elections and Voter Registration (104)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$119,992	\$222	\$151,464		\$151,427	\$50,741
Charges & Services	18,606	14,269	18,213	14,775	18,066	15,213
Supplies	841		1,250	311	1,250	
Activity Total	<u>\$139,439</u>	<u>\$14,491</u>	<u>\$170,927</u>	<u>\$15,086</u>	<u>\$170,743</u>	<u>\$65,954</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for Secretary of State required training--\$200; insurance--\$13; rental of voting equipment--\$15,000

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Registered voter turnout	89.25%	N/A	90.0%	90.0%	N/A
Registered voters	37,048	N/A	40,000	40,000	N/A
Registration on election day	4,126	N/A	2,000	2,000	N/A
Election judges trained	258	N/A	260	260	N/A
# of ballots cast	33,065	N/A	34,000	34,000	N/A
Absentee ballots processed	7,012	N/A	7,000	7,000	N/A
Accuracy rate per random state audit	100%	N/A	100%	100%	N/A
% Voting absentee	21%	N/A	25%	25%	N/A

STAFFING	2018 BUDGET	2019 BUDGET
Administrative Assistant	0.1	0.1
City Clerk	0.3	0.3
Deputy Clerk	0.1	0.1
Election Judges	4.4	0.1
Total	4.9	0.6

ACTIVITY MANAGER: City Clerk

GENERAL ACTIVITY DESCRIPTION

Special, primary and general municipal elections are conducted and supervised. During even year elections, polling places are prepared for election judges. This activity trains election judges and tests election equipment.

PROCESS USED

Federal, State, County and Municipal elections are conducted in accordance with the City Charter and Minnesota Election law requirements.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Coordinated 22 precincts, 200 election judges to provide convenient voting experience.
2. Conduct error free primary and general elections.
3. Comply with Help America Vote Act.
4. Work with Anoka County Elections to Research replacement of Automark ballot marking machines.
5. Implemented electronic poll books.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Comply with Help America Vote Act.
2. Work with Anoka County Elections to Research Replacement of Automark Ballot Marking Machines.

City Clerk – Maintenance of Official Records (121)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$34,540	\$47,245	\$27,320	\$7,759	\$27,315	\$28,768
Charges & Services	18,287	17,104	22,091	9,250	22,060	23,791
Supplies	835	539	650	299	650	650
Activity Total	<u>\$53,662</u>	<u>\$64,888</u>	<u>\$50,061</u>	<u>\$17,308</u>	<u>\$50,025</u>	<u>\$53,209</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for postage--\$400; travel and conferences--\$3,000; printing and advertising--\$4,000; insurance & bonds--\$141; dues, subscriptions--\$750; rent for storage of back up computer tapes and microfilm--\$3,000; on-line codification of City Code--\$1,000; professional & consulting services--\$6,500; Microfiche scanned image conversion--\$4,500; miscellaneous items for clean sweep day.--\$500
 Supplies – Provides for copier chargeback--\$350; general supplies--\$300

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Ordinances and resolutions processed	176	154	150	150	150
Legal notices published	70	32	75	50	50
% of records available electronically	94%	95%	96%	96%	96%

STAFFING	2018 BUDGET	2019 BUDGET
Deputy Clerk	0.2	0.2
Total	0.2	0.2

ACTIVITY MANAGER: City Clerk

GENERAL ACTIVITY DESCRIPTION

Official records consist of ordinances, resolutions, Charter amendments, minutes of meetings of the City Council, advisory boards, commissions; and such other legal documents as defined by law. Documents are either in hard copy or electronic format readily available for inspection by or duplication for the public.

PROCESS USED

Records are stored on a Laser Fiche imaging system and are searchable and accessible with minimal retrieval time. The Central Records Center monitors the storage and destruction of all City records according to retention schedules which includes optical imaging of archival records. Legal notices are published. Central Records Center is maintained with less than 1% filing error. Retention schedule is maintained on an ongoing basis.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Conducted Clean Sweep Day to purge digital and paper documents in accordance with Records Retention schedule.
2. Continued imaging of archival documents.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Reduce paper files and make records available electronically.
2. Convert historical documents from microfilm to laserfiche as budget allows.
3. Conduct Clean Sweep Day to purge or image documents in accordance with Records Retention Schedule.

City Manager – Information (122)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$154,640	\$205,802	\$208,066	\$98,393	\$203,686	\$225,709
Charges & Services	37,859	46,132	53,943	36,482	47,101	52,043
Supplies	506	8	900	106	400	700
Activity Total	<u>\$193,005</u>	<u>\$251,942</u>	<u>\$262,909</u>	<u>\$134,981</u>	<u>\$251,187</u>	<u>\$278,452</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for postage--\$20,000; advertising & printing--\$20,000; insurance--\$43; web hosting service with CivicPlus--\$11,100; stock photos--\$500; dues and memberships--\$400
 Supplies - Provides for general supplies--\$200; office supplies--\$500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Newsletters published	4	4	4	4	4
Email list serve messages	N/A	165	12	125	130
Press releases	N/A	12	12	12	12
Marketing videos	N/A	2	3	3	3

STAFFING	2018 BUDGET	2019 BUDGET
Communications & Graphics	0.6	0.6
Marketing Coordinator	1.0	1.0
Information Specialist/Cashier	0.6	0.8
Total	2.2	2.4

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

The citizens of Coon Rapids are kept informed about the activities of City government and community events through the publication and distribution of newsletters, the web site, brochures and various other resources. General inquiries are handled by telephone, e-mail or in person. City marketing initiatives help elevate and extend Coon Rapids' brand.

PROCESS USED

The City newsletter is written, printed and distributed four times per year. News releases and other promotional information is sent to media outlets and put on social media. Telephone inquiries are responded to at the switchboard or are transferred to the appropriate City department for any necessary action or response. The website is updated regularly with current information and reviewed for clarity, content and style. Brochures and other marketing material is produced for departments for clarity and style.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Enhance and standardize the appearance of City publications, marketing materials and external documents.
2. Utilize survey software for more community engagement/outreach.
3. Study website analytics to gauge the effectiveness of information and promotion.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Website redesign to improve customer service and information based on analytics.
2. Continued strategic marketing initiatives with continued partnerships, outreach and events.
3. Information enhancements with Google search engine optimization.

City Manager – Management (123)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$303,511	\$327,406	\$308,995	\$148,419	\$305,561	\$322,880
Charges & Services	26,279	24,677	41,111	29,823	36,653	37,311
Supplies	1,133	1,871	7,100	220	6,400	1,500
Activity Total	<u>\$330,923</u>	<u>\$353,954</u>	<u>\$357,206</u>	<u>\$178,462</u>	<u>\$348,614</u>	<u>\$361,691</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for postage--\$500; provides for travel, conferences, and schools--\$10,900; insurance and other--\$611; dues and memberships--\$8,200; misc.--\$700; misc.consulting services--\$3,500; maintenance & repair-contractual--\$5,500; software charges--\$6,900; misc rentals--\$500
 Supplies – Provides for office and general supplies—\$1,500

STAFFING	2018 BUDGET	2019 BUDGET
City Manager	1.0	1.0
Assistant to the City Manager	0.5	0.5
Administrative Assistant	0.4	0.4
City Clerk	0.4	0.4
Total	2.3	2.3

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

As provided by the City Charter, the City Manager serves as Chief Administrative Officer of the City controlling and directing City's affairs; assuring that the Charter, laws, ordinances and resolutions of the City are enforced; recommending to Council the adoption of measures deemed necessary for the welfare of the people and the efficient administration of the City's affairs; and keeping Council fully advised as to the financial condition and needs of the City.

PROCESS USED

The City Manager's Office is responsible for implementing the goals, policies and programs adopted by the City Council for the year. The City Manager provides the City Council with timely information necessary for effective decision making and represents the City on issues that affect the community. Furthermore, the City Manager is responsible for providing direction to the Management Team and organizational development and improvement efforts.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Implemented Envisio software program to better manage and communicate strategic initiatives and performance metrics.
2. Completed participation in the 2040 Comprehensive Plan process.
3. Lead Council through 2019 Budget process with the Finance Department.
4. Managed the Council's regular and work session meetings, which included numerous policy, development and ordinance decisions.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Lead Council through strategic planning retreat.
2. Review and update City Administrative Orders.

Reader's Notes:



2019 BUDGET

GENERAL GOVERNMENT

City Clerk – Licensing (124)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$43,846	\$31,976	\$44,752	\$30,728	\$44,740	\$47,504
Charges & Services	3,550	2,979	4,658	2,091	2,564	4,408
Supplies	1,002	1,063	1,500	851	1,250	1,500
Activity Total	<u>\$48,398</u>	<u>\$36,018</u>	<u>\$50,910</u>	<u>\$33,670</u>	<u>\$48,554</u>	<u>\$53,412</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for advertising--\$450; Insurance--\$8; credit card fees--\$1,500; Cityworks mod. for licensing--\$2,000; postage--\$450
 Supplies – Provides for office supplies--\$1,500

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Business license fees (includes rental dwelling)	\$607,786	\$618,255	\$614,400	\$613,633	\$604,700

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Licenses issued:					
- New dog licenses	671	784	600	600	600
- Solicitor/Peddler licenses	70	105	65	70	70
- Alcoholic beverage licenses	119	126	126	126	126
- Tobacco licenses	50	48	48	48	48
- All other licenses (massage therapist, etc.)	88	110	100	100	100
Rabies clinics conducted	3	3	3	3	3
Gambling reports monitored	36	42	42	42	42

STAFFING	2018 BUDGET	2019 BUDGET
Deputy Clerk	0.6	0.6
Total	0.6	0.6

ACTIVITY MANAGER: City Clerk

GENERAL ACTIVITY DESCRIPTION

Issues licenses in accordance with the City Code.

PROCESS USED

Applications are accepted, audited for compliance with Code requirements, submitted for investigation, forwarded to the proper approving authority and, after approval, the official license is prepared and signed. Continue to license solicitors/peddlers. Monitor gambling reports and file report with Council two times yearly.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Amended City Code to add Food Trucks.
2. Streamlined renewal application for licensees.
3. Review rabies vaccination clinics, consider alternate options.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Provide updated code information to license holders.
2. Streamline dog/cat licensing for residents.
3. Work toward online license renewal and online licensing applications.
4. Monitor charitable gambling operations and provide reports to Council.
5. Continue review of Title 5 licensing.

City Manager – Human Resources (141)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$202,796	\$244,806	\$232,475	\$96,970	\$222,879	\$237,776
Charges & Services	83,242	69,027	141,850	44,829	118,722	133,350
Supplies	4,908	1,995	3,900	138	1,950	3,700
Activity Total	<u>\$290,946</u>	<u>\$315,828</u>	<u>\$378,225</u>	<u>\$141,937</u>	<u>\$343,551</u>	<u>\$374,826</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for HSA/HRA fees--\$8,500; random drug testing--\$5,000; psychological evaluations--\$5,000; Hepatitis B vaccines--\$1,000; provides for legal expenses--\$5,000; biometric screenings--\$10,000; police & fire testing-\$3,500; supervisory training--\$5,000; employee assistance program--\$3,910; benefits administration--\$17,000; LOGIS services--\$14,120; postage \$500; travel and conferences--\$3,500; advertising expense--\$3,500; insurance and bonds--\$250; dues and memberships--\$970; employee recognition program--\$9,500; performance and merit pay--\$10,000; unemployment insurance--\$22,500; BCA criminal checks--\$1,000; misc. professional service fees--\$850; misc--\$2,750
 Supplies – Provides for office and general supplies--\$1,700; ergonomic office equipment--\$2,000

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of full-time openings processed	15	24	15	32	25
Turnover rate for FT positions	6.52%	6.90%	7.00%	7.00%	7.00%
# of FT separations processed	15	16	10	15	12
# of temporary/seasonal employees processed	91	106	119	119	118
# of part-time employees	22	13	18	18	14

STAFFING	2018 BUDGET	2019 BUDGET
City Management Assistant	0.5	0.5
Human Resources Coordinator	1.0	1.0
Human Resource Technician	1.0	1.0
Total	2.5	2.5

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

The Human Resources Activity supports the mission of the City through recruitment, selection, development, training and assessment of human resource needs. Administers employee benefits and compensation; implements and assures compliance with Federal and State employment laws; and, provides staff support and research to the Civil Service Commission for Police and Fire personnel employment vacancies. Labor relations services such as negotiations, labor contract administration and processing of employee grievances are provided by staff supplemented by a labor relations consultant. Organizational personnel policies are administered and communicated through the Employee Handbook and City Administrative Orders.

PROCESS USED

Staffing needs are continually reviewed by City departments and appropriated for in the City budget. The Human Resources Activity administers the hiring process through recruitment, candidate testing and interviews, and clerical processing for all City employees. Meeting materials are prepared for the Civil Service Commission and staff provides support in all employment matters affecting the commission. Civil Service employment for the Police and Fire Departments is established through candidate testing, job interviews and development of an employee roster.

The Human Resources Activity includes training, preparation and maintenance of the Employee Handbook, exit interviews, benefit administration, job description development and analysis, pay equity, compensation administration, grievance resolution and labor negotiations.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. The employee onboarding process was revised to try to engage new employees prior to their first day of employment by providing welcoming communication from the City Manager, supervisor and Human Resources. Additionally, new hire activities are spread over the first week of employment.
2. Staff training included the following topics: customer service, PERA, diversity/inclusion and respectful workplace.
3. In the area of health and wellness, the number of biometric screening participants increased 10% over 2017. The Well is Fun Committee worked to schedule an employee event each month to promote employee engagement.
4. Revised Public Works performance evaluation.

City Manager – Human Resources (141)

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Update the employee handbook.
2. Plan and coordinate staff training: reasonable suspicion for supervisors, mental health awareness, MSRS for HCSP.
3. Continue improving the health and wellness programs to lower health insurance premiums and reduce work-related injuries.

Finance – Fiscal Planning, Control, and Accounting (142)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$714,119	\$667,725	\$749,946	\$316,672	\$712,555	\$766,253
Charges & Services	124,641	128,857	138,281	86,015	135,702	139,818
Supplies	1,846	3,578	1,350	1,782	1,500	1,500
Activity Total	<u>\$840,606</u>	<u>\$800,160</u>	<u>\$889,577</u>	<u>\$404,469</u>	<u>\$849,757</u>	<u>\$907,571</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for General Fund audit--\$22,200¹; banking services--\$21,325; software charges--\$81,392; postage--\$3,750; GFOA conferences, travel and conferences--\$3,931; newspaper publications--\$1,900; insurance--\$975; dues and memberships--\$1,395; GFOA budget and financial report certificate fees--\$950; printer maintenance--\$2,000
 Supplies – Provides for office copies, supplies, including covers and dividers for financial reports and budgets--\$1,500
¹Total budgeted audit cost for all funds is \$35,000.

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Interest on investments - General Fund only	\$100,394	\$198,863	\$217,000	\$217,000	\$217,000
Administrative Charges from Other Funds	614,200	585,100	614,400	614,400	646,200
	<u>\$714,594</u>	<u>\$783,963</u>	<u>\$831,400</u>	<u>\$831,400</u>	<u>\$863,200</u>

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
City annual investment interest rate	1.50%	1.58%	1.75%	1.75%	2.00%
City annual investment return (after fmv adj.)	0.80%	1.44%	1.75%	1.50%	1.50%
1-3 yr US Treasury & Agency avg. inv. return*	0.85%	1.40%	N/A	N/A	N/A
3-5 yr US Treasury & Agency avg. inv. return	1.20%	1.53%	N/A	N/A	N/A
# of bond issues/refundings executed	1/0	1/1	1/0	1/0	1/0
Bond rating Moody's	Aa1	Aa1	Aa1	Aa1	Aa1
Consecutive Years Certificate of Achievement in Financial Reporting received	41	42	43	43	44
Consecutive Years Distinguished Budget Presentation Award received	32	33	34	34	35
Unmodified audit opinion received	Yes	Yes	Yes	Yes	Yes

* During 2016 and 2017, the City's investment portfolio is best benchmarked against the 1-3 year US Treasury & Agency avg. invest. Return.

ACTIVITY MANAGER: Accounting Manager

GENERAL ACTIVITY DESCRIPTION

The Fiscal Planning, Control and Accounting Activity ensures the proper handling of all fiscal matters within the City by the initiation, implementation and control of financial plans with follow-up accounting to record these transactions. An independent auditing firm is hired to audit the City's records and financial statements in accordance with generally accepted auditing standards.

PROCESS USED

This activity assists with the preparation of the annual budget and also monitors revenues and expenditures. Financial statements are issued to management and the City Council on a periodic basis. Advice is provided to the City Manager, Council and departments regarding financial matters. Investment income is maximized by investing all available money. The payment of all accounts payable and invoicing of accounts receivable are handled by this activity.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. All employees are now required to use electronic ACH payments for employee reimbursements creating efficiency in the accounts payable process.
2. Financial statement documents were further automated for Comprehensive Annual Financial Report preparation.
3. A high number of vendors email invoices instead of mailing and many vendors are signed up for electronic ACH payments rather than being paid by check. Both of these improved processes have increased the efficiency of the accounts payable process.
4. The City is in compliance with all GASB standards and has addressed new standards to ensure future compliance.
5. Vendor W-9 forms are now scanned and attached to vendor address in the financial software for a more efficient way to access information.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Perform a comprehensive review of all fees charged by the City to determine if the fees are sufficient to cover current operating needs and are comparable to other cities.
2. Explore automation of accounts payable process with the current purchasing order software to increase efficiencies for the purchase order and accounts payable processes.
3. Expand and explore use of software for budgeting and departmental reporting to increase ease of access to important information.
4. Expand use of laserfische software for scanning of all cash receipts to increase efficiency in accessing and storing the documents.

Finance – Fiscal Planning, Control, and Accounting (142)

STAFFING	2018 BUDGET	2019 BUDGET
Finance Director	1.0	1.0
Accounting Manager	1.0	1.0
Assistant Accounting Manager	1.0	1.0
Accounting Technicians	2.0	2.0
Accounting Clerk & Payroll Specialist	1.1	1.1
Total	6.1	6.1

City Manager – Information Technology (143)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$473,240	\$479,116	\$497,218	\$228,775	\$497,111	\$517,747
Charges & Services	122,651	159,119	183,124	76,800	176,083	181,999
Supplies	5,873	6,990	9,650	4,156	9,550	9,150
Capital Outlay	76,899	191,152	176,100	20,680	176,100	167,050
Activity Total	<u>\$678,663</u>	<u>\$836,377</u>	<u>\$866,092</u>	<u>\$330,411</u>	<u>\$858,844</u>	<u>\$875,946</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for professional and consulting services and security audit--\$10,500; software charges--\$150,490; technical training--\$6,050; insurance and bonds--\$2,059; maintenance of hardware/software contracts--\$7,000; dues and subscriptions--\$400; waste removal--\$150; telephone--\$5,350
 Supplies – Provides for computer equipment parts--\$2,200; general supplies--\$1,600; office supplies--\$350; small tools--\$5,000
 Capital Outlay – Provides for (50) desktop computers--\$37,000; (20) laptop/notebook computers--\$32,200; (10) tablet computers \$6,500; (50) Voice over IP phones--\$27,000; network switches in Police--\$18,150; (2) network firewalls--\$12,400; Department printer--\$4,800; (8) wireless access points--\$6,000; (2) network switches in Fire Stations 2 & 3--\$2,000; (6) additional disk drives for network storage--\$21,000

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of computers supported	370	385	380	385	390
# of printers supported	58	67	55	67	67
Completed requests for service*	1,294	1,071	1,000	1,450	1,500
O & M expenditure per device supported	\$1,375	\$1,850	\$1,400	\$2,000	\$2,200

*Based on tickets generated (may not have created tickets for all requests)

STAFFING	2018 BUDGET	2019 BUDGET
IT Manager	1.0	1.0
Network Administrator	1.0	1.0
IT Tech	1.0	1.0
PC Specialist	1.0	1.0
IT Intern	-	0.1
Total	4.0	4.1

ACTIVITY MANAGER: IT Manager

GENERAL ACTIVITY DESCRIPTION

Provide computer support and expertise to system users to ensure provision of the best service possible to City customers. Administer, support and manage local and wide area networks. Coordinate the maintenance and troubleshooting of computer hardware. Identify needs for new and upgraded hardware and establish acquisition standards. Provide on-going end-user support for citywide and departmental applications. Monitor and regulate computer usage by defining standards for documentation and development, expansion and disaster recovery and establishing a computer protocol policy. Manage the land line phone systems for City hall and remote locations.

PROCESS USED

Respond to customer requests in a timely fashion. Facilitation of this process involves the IT Steering Committee comprised of representatives from various departments that provide information and review user feedback on computing conditions in the departments. Committee goals include identification of potential areas where new technology may be applied to improve services to the public. Efficiency, usability, accuracy and/or speed of in-house processes will be prime Information Technology (IT) considerations. Respond to customer requests "in person" as necessary.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Replacement of core network switches.
2. Completion of redundant connection to LOGIS and internet.
3. Assist with selection of squad car video system.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Upgrade all mission critical to Windows 10.
2. Migration of 40 phones form digital to voice over IP.
3. Expansion of laserfiche work flow to other applications (maybe plan review).
4. Assist with website refresh.

Finance – General Revenue Collections (144)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$61,610	\$46,761	\$65,464	\$25,513	\$61,782	\$60,067
Charges & Services	17,006	28,691	38,344	6,878	31,544	35,584
Supplies	243	129	700	63	700	700
Activity Total	<u>\$78,859</u>	<u>\$75,581</u>	<u>\$104,508</u>	<u>\$32,454</u>	<u>\$94,026</u>	<u>\$96,351</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for County fee for special assessment processing--\$18,540; conferences, training and travel--\$200 insurance and bonds--\$44; maintenance & repair--\$300; Special Assessment application LOGIS charges--\$16,500
 Supplies – Provides for office and general supplies--\$200; small tools--\$500

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Assessing Search Fees	\$1,280	\$580	\$400	\$500	\$500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Assessments prepaid	135	265	150	300	300
# of parcels with new assessments	2,179	2,189	2,000	2,450	2,000
Special assessment divisions made	2	9	5	5	5
Cost per outstanding assessment to monitor	\$13.48	\$12.74	\$17.71	\$15.85	\$16.24

STAFFING	2018 BUDGET	2019 BUDGET
Assessing Clerks	0.7	0.6
Cashier	0.3	0.2
Total	1.0	0.8

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

This activity records and receipts all revenues received by the City. This activity also notifies property owners of improvement and assessment hearings and administers the certification and collection of special assessments.

PROCESS USED

Payments to the City come to several different departments in the City which are then turned over the receptionist for deposit. Invoice payments, as well as everyday payments such as licenses, utility bills, special assessment and golf are receipted throughout the working day when received and funds are deposited daily. Searches on special assessments are sent out to the parties that request a formal search and payment is made for the search.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Completed conversion to LOGIS special assessment software.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Implement online viewing and payment via checks of special assessments.

Finance – Property Appraisal (147)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$361,032	\$383,696	\$416,481	\$168,349	\$392,338	\$425,485
Charges & Services	19,172	39,940	27,224	78,184	81,270	46,224
Supplies	2,317	2,135	3,970	1,098	3,870	3,995
Activity Total	<u>\$382,521</u>	<u>\$425,771</u>	<u>\$447,675</u>	<u>\$247,631</u>	<u>\$477,478</u>	<u>\$475,704</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for professional & consulting services--\$35,000; postage--\$1,900; travel and conferences--\$2,640; insurance and bonds--\$799; maintenance of equipment--\$1,600; dues and memberships--\$3,985; postcards--\$300
 Supplies – Provides for office supplies--\$970; small tools & equipment--\$200; motor fuels/lubrication--\$1,225; maintenance and repair of equipment--\$1,600

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Parcels reinspected	5,635	4,389	5,500	4,016	4,187
Parcels reassessed	22,785	21,839	22,800	21,865	21,875
Building permits inspected	1,450	2,666	1,450	2,000	1,800
Real estate divisions/combinations made	9	10	12	10	10
New homestead requests approved	62	74	65	70	70
Residential coefficient of dispersion	5.6	5.4	5.5	5.0-6.0	5.0-6.0
Residential sales ratio median	94.4	94.4	94.5	94.5	94.5

STAFFING	2018 BUDGET	2019 BUDGET
City Assessor	1.0	1.0
Appraiser I	2.0	2.0
Seasonal Appraiser	0.7	0.7
Assessment Clerk	0.5	0.6
Total	4.2	4.3

ACTIVITY MANAGER: City Assessor

GENERAL ACTIVITY DESCRIPTION

All taxable real property is identified and placed on the tax rolls with estimates of market values. Appraisals of new construction, reappraisals of existing buildings, land value calculations, homestead administration, property classification, sales information and maintenance of property files are tasks performed by this activity.

PROCESS USED

New buildings and plats are added to the tax rolls each year as of January 2. All existing taxable property, by statute, is physically inspected at least once every five years to be revalued to market value for the year following inspection using current sales information and construction cost schedules provided by the County Assessing office and other national cost manual services. Un-inspected property is updated annually by the same method except for the reflection of abnormal depreciation or minor construction completed after the last physical inspection.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Prepared for and defended the first commercial/industrial appeal.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Assist the Anoka County Assessing Department migrate the Coon Rapids assessing data to a new, more efficient computer system. This conversion will allow for additional analysis of market data, more efficient updating of records and longevity of the system.
2. Process and settle multiple commercial property value appeals.
3. Cross-train staff to assist with commercial assessor.
4. Research use and implementation of portable electronic devices to aid assessing staff in becoming more efficient and proficient once new County system is in place.

Finance – Purchasing (148)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$70,432	\$74,471	\$77,735	\$21,666	\$65,218	\$78,290
Charges & Services	23,745	33,308	31,260	16,720	13,645	31,260
Supplies	11,465	8,744	12,500	3,879	12,500	10,500
Capital Outlay	8,034					
Activity Total	<u>\$113,676</u>	<u>\$116,523</u>	<u>\$121,495</u>	<u>\$42,265</u>	<u>\$91,363</u>	<u>\$120,050</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for City telephone service--\$12,000; postage--\$1,700; travel, conferences and schools--\$300; receptionist mileage--\$620; advertising--\$860; insurance and liability--\$3,600; maintenance and repair of equipment--\$11,200; dues and memberships--\$250; licenses & taxes on vehicles--\$30; software charges--\$700
 Supplies – Provides for office supplies--\$10,000; small tools & equipment--\$500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Experience rating factor for liability insurance premium*	0.865	0.835	N/A	0.855	N/A
Insured property in millions	\$123.4	\$127.3	\$131.1	\$131.8	\$135.7
# of vehicles/trailers	199	195	190	201	201
Claims paid	351,170	461,754	200,000	200,000	300,000
Three year average expenditures (\$ million)	66.1	64.4	66.3	63.3	65.2

*new rating system

STAFFING	2018 BUDGET	2019 BUDGET
Purchasing Clerk	1.0	1.0
Total	1.0	1.0

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Purchasing Division seeks competitive pricing on products and services in conjunction with department needs and coordinates risk management activities and renewal of insurance policies. This activity includes the mailroom and main copier functions.

PROCESS USED

The Purchasing Division processes and monitors legal and budget compliance on most purchases made within the City. The Purchasing staff also maintains stock on items such as office supplies and photocopy materials which are used by all departments. All office maintenance contracts are managed by the Purchasing Division. The Purchasing Division participates in cooperative purchasing contracts with Hennepin and Anoka Counties and the State of Minnesota to make quantity discounts available. All bid specifications for materials and office maintenance contracts are processed through the Purchasing Division. If City Council action is required, all pertinent data is collected and presented to City Council with a recommendation of action. If bids are required, specifications are prepared and advertised.

The Purchasing Division is responsible for insurance renewals and claims processing. Claims are filed with the League of Minnesota Cities Insurance Trust and information is regularly communicated to the various departments so that precautions can be taken to prevent future claims. The LMCIT uses five key factors: number of households, sewer connections, city employees, police officers and overall city expenditures. Experience shows that these categories consistently accounted for most of the LMCIT's liability loss costs.

The Purchasing Division is also responsible for processing all outgoing mail, licensing and registering all City vehicles and providing backup coverage for the front desk.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Implemented a new purchase order module which allows departments to initiate P.O.s to streamline the process.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Evaluate flood zone for all city owned property.

Finance – Payroll (149)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$79,690	\$83,419	\$87,305	\$38,331	\$87,286	\$91,197
Charges & Services	56,266	59,406	62,934	29,832	61,303	64,650
Supplies	938	633	570	234	570	570
Activity Total	<u>\$136,894</u>	<u>\$143,458</u>	<u>\$150,809</u>	<u>\$68,397</u>	<u>\$149,159</u>	<u>\$156,417</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for LOGIS payroll system charges--\$64,238; postage--\$250; insurance--\$62; conferences--\$50; misc--\$50
 Supplies – Provides for copies and general office supplies--\$570

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of W-2's issued	505	506	510	510	510
Activity 149 expenditures per \$1,000 personal service expenditures	\$5.04	\$5.35	\$5.05	\$5.22	\$5.19

STAFFING	2018 BUDGET	2019 BUDGET
Payroll Specialist	0.9	0.9
Secretaries	0.1	0.1
Total	1.0	1.0

ACTIVITY MANAGER: Accounting Manager

GENERAL ACTIVITY DESCRIPTION

Payroll processes the City's payroll. Prompt, accurate paychecks are provided with proper deductions and leave time accruals for all City employees.

PROCESS USED

Based on payroll authorizations received from Human Resources, payroll information is entered into the payroll system for processing of paychecks and payroll related reports. Computer runs are audited for accuracy.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Multiple reports utilizing Hubble have been created to increase efficiencies for Payroll and Human Resources.
2. Online benefit enrollment has been implemented for all departments and employees.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Create fillable PDF forms for employees to submit changes to payroll to increase efficiencies.
2. Set up email function in the payroll module for Supervisors to quickly and efficiently email employees regarding questions on time entered.
3. Set up City to access W2 and ACA reporting due to regulation changes as outside vendors can no longer assist with the filing of these documents.

PUBLIC SAFETY PROGRAM

The Public Safety Program provides protection to the citizens of Coon Rapids. The Police activities protect people and property from criminal activity, and the Fire activities protect people and property from fire. The Emergency Operation/Planning activity has as its goal the preparedness for natural and man-made disasters.

ACTIVITY NUMBER	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
PUBLIC SAFETY PROGRAM							
201	Court Case/Preparation & Appearance	\$ 477,904	\$ 502,995	\$ 934,978	\$ 331,752	\$ 719,080	\$ 774,549
202	Investigation/Non-Traffic	1,149,844	977,503	1,660,267	517,504	1,514,669	1,568,428
203	Preventative Patrol/Traffic & All Other	7,078,133	7,469,898	7,105,968	3,660,856	6,976,147	7,327,613
204	Traffic Crash Reduction Project	87,979	50,392	166,623	30,339	153,106	165,052
205	Animal Control	78,075	49,872	104,909	16,846	103,744	104,929
206	Community Education	872,854	915,172	918,089	421,962	886,242	943,301
207	Drug Enforcement and Education	357,751	323,136	349,870	173,959	396,561	414,136
208	Emergency Operation Planning	27,142	27,109	79,945	22,754	126,534	127,934
221	Fire Prevention	439,515	448,630	453,716	245,015	442,655	505,641
222	Fire Training	417,633	422,442	424,510	212,799	427,409	404,399
223	Fire Suppression	2,896,674	2,879,096	3,157,875	1,449,625	3,115,074	3,207,612
224	Rescue and First Aid	631,536	692,846	769,497	353,618	749,748	789,641
225	Fire Investigation	14,454	28,873	41,709	20,588	40,500	41,697
251	Employee Safety	25,398	21,020	33,517	11,504	32,518	33,812
	Program Total	<u>\$ 14,554,892</u>	<u>\$ 14,808,984</u>	<u>\$ 16,201,473</u>	<u>\$ 7,469,121</u>	<u>\$ 15,683,987</u>	<u>\$ 16,408,744</u>
	Percent of General Fund Total	52.4%	52.1%	52.4%	53.1%	52.2%	51.9%

Reader's Notes:

Legal – Court Case/Preparation and Appearance (201)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$461,468	\$483,666	\$869,709	\$316,787	\$697,402	\$739,720
Charges & Services	9,412	12,380	47,119	11,178	19,178	23,529
Supplies	7,024	6,949	18,150	3,787	2,500	11,300
Activity Total	<u>\$477,904</u>	<u>\$502,995</u>	<u>\$934,978</u>	<u>\$331,752</u>	<u>\$719,080</u>	<u>\$774,549</u>

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for overtime--\$20,213
 Charges & Services - Provides for travel and schools--\$2,500; professional & consulting services--\$19,000; insurance & bonds--\$269;
 telephone charges--\$1,260; misc--\$500
 Supplies - Provides for research materials for prosecution--\$9,300; office supplies--\$500; small tools--\$1,500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of files opened **	N/A	N/A	N/A	3300	3300
# of files opened *	2,126	1,781	2,500	1,850	1,900
# of formal complaints issued **	N/A	N/A	N/A	1,275	1,275
# of formal complaints issued *	658	641	750	700	700
# of cases proceeding to jury trial setting *	109	169	200	150	150
# of police officer court appearances *	60	86	65	45	50
# of police officer standby notices *	105	115	200	70	75
# of cases dismissed, including CWOP *	563	482	600	650	650
# of attorney court appearances # *	4,194	4,032	4,300	3,756	4,000

Excludes arraignments
 *Coon Rapids only
 **Coon Rapids/Fridley

STAFFING	2018 BUDGET	2019 BUDGET
City Attorney	0.1	0.1
Assistant Attorney	1.7	2.5
Police & Sergeants	0.8	0.6
Legal Administrative Assistant	1.0	1.0
Paralegal	0.9	0.9
Administrative Assistant	0.1	0.1
Victim Witness Specialist	-	1.0
Total	4.6	6.2

ACTIVITY MANAGER: City Attorney/Police Captain

GENERAL ACTIVITY DESCRIPTION

The Legal Department prepares cases for prosecution and complaints and the Police Department notifies and schedules officers for court appearances, requiring close cooperation between the Police Department and County and City Attorneys.

PROCESS USED

Court appearances and testimony, as well as conferences with prosecutors and/or the City/County Attorney prior to a court appearance are necessary. Court case preparation involves additional investigation, legal research and the processing of complaints and evidence, as well as other related activities performed after the notification of a not guilty plea or the arrest of a felon or gross misdemeanor. All cases to which a not guilty plea has been entered are reviews and recommendations for additional evidence and documents are made. Victims and witnesses are notified of court dates complying with notice requirements. Police officers are updated and instructed on all new laws and decisions affecting Police operations.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Department received State OJP Grant to fund a full time victim witness specialist position to enhance services provided to crime victims and witness.
2. Department was awarded a 5 year contract to provide prosecution services to the City of Fridley.
3. Department successfully filled two vacant positions and added two new employees for newly created positions – Victim Witness Specialist and Assistant City Attorney to help to provide prosecution services for City of Fridley.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Develop plan for next generation of case management software.
2. Apply for state grant to continue grant funded Victim Witness Specialist.
3. Evaluate newly created position of Victim Witness Specialist.
4. Evaluation professional services contract with city of Fridley.

2019 MANAGEMENT NOTES

- Files are not formally opened by the office until after the arraignment. Approximately 50 additional cases per week are reviewed for arraignment calendars.

Police – Investigation/Non-Traffic (202)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$1,103,598	\$931,883	\$1,592,070	\$497,518	\$1,464,215	\$1,526,831
Charges & Services	38,917	36,036	59,497	14,758	41,754	32,897
Supplies	7,329	9,584	8,700	5,228	8,700	8,700
Activity Total	<u>\$1,149,844</u>	<u>\$977,503</u>	<u>\$1,660,267</u>	<u>\$517,504</u>	<u>\$1,514,669</u>	<u>\$1,568,428</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$72,428
 Charges & Services - Provides for pawn shop transaction charges--\$18,000; postage--\$3,750; seminars--\$9,500; insurance & bonds--\$1,647
 Supplies - Provides for film, fingerprint and evidence supplies--\$4,400; tools to aid investigations--\$4,300
 Capital Outlay*

*The Capital Equipment Fund includes \$65,000 for (2) unmarked police squads for investigations (P44, P48)

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of Part I offenses	1,987	2,086	2,500	1,800	2,100
Rate per 1,000 population	31.8	33.1	32.0	28.6	30.0
# of Part II offenses	5,177	4,543	5,020	4,400	4,600
Rate per 1,000 population	82.9	72.1	80.0	70.0	70.0
Average clearance rate for Part I offenses	45.0	40.2	50.0	40.0	40.0
Average clearance rate for Part II offenses	79.2	86.8	80.0	86.0	86.0

Part I offenses - Homicide, Robbery, Criminal Sexual Misconduct, 1st-3rd degree Assaults, Arson, Burglaries, vehicle thefts
 Part II offenses - Domestic Assaults, Forgeries, Crimes against family, traffic-DWIs, Disturbing the Peace, Property Damage

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

This activity primarily involves the investigation of felony offenses but also includes case preparation for in-custody arrests, preparation and execution of search warrants, pawn activity monitoring, coordination and communication with local, state and federal law enforcement agencies and other city departments/divisions regarding missing persons, vehicle forfeitures, recovered stolen property, arson/fire investigation and social service investigations.

PROCESS USED

Follow-up investigations of major crimes are performed using up-to-date investigative techniques and tools. Crime trends are identified and a proactive response includes surveillance and the use of informants. Suspects are developed by sharing information with local, state and federal authorities to stop criminal activity. Consults with City and County attorneys for case preparation for court and other criminal and civil proceedings. Utilize crime analytics to predict and respond to crime trends quickly and efficiently.

Investigations are prioritized specific to the needs of the community.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Successfully instituted after-hours call out of detectives to more efficiently and effectively investigate serious crimes.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Social media platforms will be used to develop leads and suspects aiding in the apprehension of suspects.
2. Continue after-hours call out of detectives' investigation of serious crimes.
3. Proactively use available technology, i.e. GPS, surveillance equipment and social media to target specific crime trends or occurrences.

Police – Investigation/Non-Traffic (202)

STAFFING	2018 BUDGET	2019 BUDGET
Police Sergeant	1.0	1.0
Police Chief	0.3	0.3
Police Deputy Chief	0.7	0.5
Police Captain	1.0	0.9
Police Detectives	4.3	4.2
Police Officers	0.8	0.4
School Liaison	0.7	0.7
Assistant System Manager	0.5	0.5
Community Outreach Specialist	1.0	1.0
Support Staff	4.0	4.0
Total	14.3	13.5



2019 BUDGET

PUBLIC SAFETY

Police – Patrol Response/Traffic Management and All Others (203)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$6,548,879	\$6,882,494	\$6,440,718	\$3,214,777	\$6,341,496	\$6,661,998
Charges & Services	333,445	358,128	378,850	284,476	373,251	373,250
Supplies	195,809	203,424	246,300	126,632	221,300	245,165
Capital Outlay		25,852	40,100	34,972	40,100	47,200
Activity Total	<u>\$7,078,133</u>	<u>\$7,469,898</u>	<u>\$7,105,968</u>	<u>\$3,660,857</u>	<u>\$6,976,147</u>	<u>\$7,327,613</u>

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for uniform allowance--\$52,754; holiday sell back--\$137,385; overtime--\$344,528
 Charges & Services - Provides for State terminal charges--\$100,000; telephone charges--\$41,000; travel and conferences--\$67,000; Insurance & bonds--\$70,000; fire extinguisher refills, maintenance and repair of equipment--\$60,200; dues and memberships--\$2,700; copier rental--\$2,500; officers licenses--\$3,500; advertising & printing--\$1,800; software charges--\$19,550; Alex House contract services--\$5,000
 Supplies - Provides for office supplies--\$6,000; motor fuels and oil--\$149,065; Maintenance and repair of equipment by City--\$40,000; general supplies--\$35,200; K-9 care--\$5,000; small tools & equipment--\$8,800; hearing tests--\$1,100
 Capital Outlay* - Provides for (7) Panasonic toughbooks--\$28,000; (15) ResQ pump CPR chest compression devices--\$19,200

*The Capital Equipment Fund includes \$197,500 for (5) new marked police vehicles (Units #P3, P4, P6, P10, P11); \$538,448 for (112) Motorola squad radios & portable radios issued to individual officers.
 *The Facility Construction Fund includes \$6,300 for breaching door built into training room.

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Aid to Police Insurance Rebate	\$511,288	\$509,000	\$546,000	\$529,200	\$535,500
Traffic Crash Reports	\$4,029	\$4,030	4,000	4,000	4,000
Police Training Reimbursement	19,072	19,394	19,100	45,000	45,000
Special Police Services	94,391	111,157	101,000	101,000	106,000
Fines (Also supports Activities 202, 204)	286,999	261,681	267,500	230,500	230,500.00
	<u>\$915,779</u>	<u>\$905,262</u>	<u>\$937,600</u>	<u>\$909,700</u>	<u>\$921,000</u>

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

Patrol Response/Traffic involves the patrol of the city enforcing traffic and criminal laws, response to emergencies and non-emergencies, apprehension of fugitives, identify/ report/mitigate dangerous or nuisance conditions, provide traffic and crowd control at large events.

PROCESS USED

Responds to all calls for service and patrols in marked patrol vehicles. Unallocated officer time is spent on proactive or directive patrol. Communicates with local, state and federal authorities to coordinate activities, participate in task forces and saturation detail. Management is accomplished by patrol officers under the direction of patrol sergeants for 24 hour service. The activity is assisted by a civilian police reserve unit as well as community service officers and uses services of professional and consulting services such as Mediation Services, credit reporting agencies, towing services and software assistance. Utilizes analytics to monitor call response times to ensure adequate staffing and distribution of resources to priority calls in addition to identifying trends and environments that contribute to crime.

Coordinates with the investigations division and other agencies to develop crime suppression strategies. Place a strong emphasis on traffic enforcement as a means to impact crash rates and suppress criminals that operate county and metro-wide.

Detailed reports on criminal and non-criminal calls for service are prepared. Instructional/informational public speaking presentations are given to citizen groups.

The Neighborhood Watch and Police Explorer Post programs are coordinated by various officers under the direction of a supervisor.

The Anoka Ramsey Community College contracts with the police department to provide security services utilizing police reserve officers.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. All officers received Response to Resistance training with the newly purchased MILO scenario based training system. Instituted regular, monthly training using the system.

Police – Patrol Response/Traffic Management and All Others (203)

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Total calls for service	43,321	45,322	42,000	45,500	45,700
# of traffic crashes	1,958	1,560	2,000	1,700	1,800
# of traffic citations issued (does not include parking)	4,800	4,801	5,000	4,800	4,800
# of Residential Burglaries	111	222	120	150	120

STAFFING	2018 BUDGET	2019 BUDGET
Police Chief	0.7	0.7
Police Captain	0.8	1.0
Police Sergeants	5.9	6.0
Police Officers	40.0	40.1
School Liaison	0.2	0.2
Support Staff	3.7	3.7
Assistant System Manager	0.5	0.5
CSO's	2.1	2.1
Total	53.9	54.3

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Increase life expectancy of sudden cardiac arrest victims via prompt response to medical emergencies and the use of ground-breaking technology for cardiac arrest including automatic external defibrillators (AEDs) and ResQPump CPR-assist devices.
2. Provide up-to-date, quality training to officers on Response to Resistance utilizing the recently purchased MILO scenario based training system.
3. Continue to recruit diverse candidates to become CRPD officers.

Police – Trash Crash Reduction Project (204)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$87,263	\$50,336	\$166,603	\$30,275	\$153,042	\$165,032
Charges & Services	716	56	20	64	64	20
Activity Total	<u>\$87,979</u>	<u>\$50,392</u>	<u>\$166,623</u>	<u>\$30,339</u>	<u>\$153,106</u>	<u>\$165,052</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Patrol overtime (contingent upon receipt of grant funds in 2019).
 Charges & Services – Provides for insurance--\$20

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
TZD (Toward Zero Deaths) Grant	\$32,227	\$25,279	\$46,000	\$35,000	\$35,000
DWI Grant	79,346	83,252	74,000	85,000	85,000
	<u>\$111,573</u>	<u>\$108,531</u>	<u>\$120,000</u>	<u>\$120,000</u>	<u>\$120,000</u>

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
DWI arrests by category:					
DWI	87	146	150	140	140
Gross - misdemeanor	187	159	180	160	175
Seat belt citations	158	168	150	155	150
Speed citations	1,293	1,576	1,500	1,500	1,500

STAFFING	2018 BUDGET	2019 BUDGET
Police Officers	1.0	1.0
Police Officers (overtime hours)	0.4	0.4
Total	1.4	1.4

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

The Traffic Crash Reduction Project enforces traffic laws with special emphasis on speed enforcement, impaired drivers and motorists not wearing seatbelts.

PROCESS USED

Directed patrol is primarily used to enforce traffic laws with special emphasis on speeding violations, impaired drivers and seatbelt use. Crash and DUI data is used to focus on locations and conditions that contribute to vehicle collisions. Organize and participate in traffic enforcement operations and public education events.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Aggressively pursued another grant funded DWI officer based on the successful work of previous and current DWI officers.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Utilize crash and DUI data to focus on locations and conditions that contribute to vehicle collisions. Continue to actively participate in Towards Zero Deaths Task Force (TZD). Organize and participate in traffic enforcement operations, public education event, with the aim of a reduction in traffic crashes.
2. Train officers in the latest impaired driver recognition techniques and skills. Continue to emphasize a department wide focus on removing impaired drivers from the roads, suppression of speed violations and other traffic violations that have proven to be contributing factors in vehicle crashes.

Police– Animal Control (205)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$72,489	\$43,325	\$90,879	\$13,536	\$89,704	\$94,899
Charges & Services	5,017	6,162	13,530	3,057	13,540	9,530
Supplies	569	385	500	253	500	500
Activity Total	<u>\$78,075</u>	<u>\$49,872</u>	<u>\$104,909</u>	<u>\$16,846</u>	<u>\$103,744</u>	<u>\$104,929</u>

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for 3,512 hours for CSO's--\$94,899
 Charges & Services - Provides for insurance & bonds--\$30; misc. animal control contract--\$9,500
 Supplies – Provides for general supplies--\$500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of animal complaints	485	415	1,000	450	500
# of animals impounded	12	104	100	100	100
# of citations issued	31	25	50	30	30
# of animal bite complaints	40	46	80	40	60

STAFFING	2018 BUDGET	2019 BUDGET
C.S.O.	<u>1.7</u>	<u>1.7</u>
Total	1.7	1.7

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

Animal Control enforces animal ordinances.

PROCESS USED

Community Service Officers respond to citizen complaints, transport animals to a designated shelter and issue citations/warnings as appropriate. Primarily responds to animal at large complaints, animal bite complaints and ordinance violations in marked patrol vehicles.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Hired a full time police officer from the ranks of the department’s Community Service Officers.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Effective, efficient response to all calls for service involving animal complaints through education and enforcement, capture and/or mitigation of all potentially dangerous or nuisance animals.
2. Recruit CSO candidates with the goal of hiring them as full time police officers when they are done with school.

Police – School Liaison Program/Community Education (206)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$856,159	\$898,928	\$902,517	\$411,002	\$870,829	\$926,229
Charges & Services	12,995	11,899	11,872	9,704	11,713	13,372
Supplies	3,700	4,345	3,700	1,256	3,700	3,700
Activity Total	<u>\$872,854</u>	<u>\$915,172</u>	<u>\$918,089</u>	<u>\$421,962</u>	<u>\$886,242</u>	<u>\$943,301</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$21,744, seasonal--\$34,068
 Charges & Services - Provides for mediation services contracts--\$7,001; travel and conferences--\$6,000; insurance & bonds--\$371
 Supplies - Provides for Crime Watch general supplies--\$3,700

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
School District Levy	\$262,249	\$268,156	\$270,142	\$271,466	\$276,895

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Juvenile non-traffic arrests	355	266	360	270	280
Public speaking	113	67	120	70	80
Neighborhood meetings held	3	1	8	3	6

STAFFING	2018 BUDGET	2019 BUDGET
Security	0.4	0.4
School Liaison Officers	3.0	3.0
Police Officers	3.9	3.9
Total	7.3	7.3

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

The School Liaison Program (SLO) is a partnership with the Coon Rapids schools to provide law enforcement services in the schools, enhancing security of the school buildings and building relationships with school staff and students. Community Education includes the Community Orientated Policing and Problem Solving unit which tackles longer term community problems primarily in single family rental properties, multi-family rental properties and retail establishments. This activity also coordinates Night to Unite and Neighborhood Watch.

PROCESS USED

The school district contracts with the police department to provide school liaison officer services. SLO's work in the schools to investigate crime and social service/family issues. They also provide educational assistance on public safety topics. Three permanent plain clothes SLO's and one uniformed SLO provide police presence in the high school, both middle schools and the River Trail Learning Center during the school year, Monday through Friday during school hours and frequently after hours at school functions. The SLO's also visit the elementary schools.

The SLO's investigate all levels of crime that occur on school property and provide a deterrent to criminal behavior on school property. They identify and investigate social service/family issues, juvenile status offenses, adult missing persons and gang activity.

These activities include instructional/informational public speaking presentations to neighborhood groups, church groups, school and civic groups. Officers provide informational literature and reference material on a wide variety of public safety topics.

Community Oriented Policing is accomplished by three officers under the direction of one detective sergeant. These officers perform background checks on business license applicants; assist multi-housing managers and retail businesses by providing training, police service and support. They work with social service agencies to assist the mentally ill or vulnerable and ensure rental properties are in compliance with City Code.

The Anoka Ramsey Community College is served by police reserve offices that provide security on the college grounds under the direction of the Deputy Chief/Patrol Captain.

Citizen groups and schools are solicited to attend presentations by officers on public safety topics which the department identifies as relevant to its mission. In addition, the Department receives requests to provide instructional presentations on various public safety topics.

Police – School Liaison Program/Community Education (206)

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Successfully monitored and used social media to address school threats, fights and other crimes.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Effectively identify crime trends and threats to our schools by fostering relationships with faculty, staff and students through open communication and cooperation. Monitor social media for information harmful to the safety of school staff and students and take timely action. Engagement and education of students and faculty by informational presentations on personal safety, internet safety, driver education and bullying.
2. Promote citizen engagement through neighborhood specific and community wide events such as Night to Unite. Be more agile in responding to the community for specific neighborhoods experiencing problems with criminal activity to inform and educate through technological platforms.

Police – Drug Enforcement and Education (207)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$339,208	\$305,667	\$332,416	\$158,239	\$379,176	\$396,682
Charges & Services	12,505	11,568	11,954	10,498	11,885	11,954
Supplies	6,038	5,901	5,500	5,222	5,500	5,500
Activity Total	<u>\$357,751</u>	<u>\$323,136</u>	<u>\$349,870</u>	<u>\$173,959</u>	<u>\$396,561</u>	<u>\$414,136</u>

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for overtime--\$53,441
 Charges & Services - Provides for Drug task force match--\$10,250; seminars--\$1,500; insurance & bonds--\$204
 Supplies - Provides for DARE and crime scene supplies--\$5,500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Narcotic Cases Coon Rapids	186	151	165	170	170
DARE Classes Instructed	28	25	26	26	26

STAFFING	2018 BUDGET	2019 BUDGET
Police Officers	2.5	2.9
Police Officers (overtime hours)	0.3	0.3
Total	2.8	3.2

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

This activity funds drug enforcement by paying the cost of Coon Rapids Detectives assigned to work in the Anoka Hennepin Narcotics and Violent Crimes Task Force (AHNVCTF) and also funds our Drug Abuse and Resistance Education (DARE) program in Coon Rapids schools.

PROCESS USED

Narcotics investigations are initiated via information received from citizens of our city or from information developed through pro-active policing efforts of patrol officers. This information is forwarded to the detectives assigned to the AHNVCTF for resolutions. Narcotics investigators use information from the public, confidential informants, other law enforcement officers, surveillance activities and other sources to identify, arrest and prosecute narcotics violators.

Educational programs provided to schools via DARE is the single best opportunity for Coon Rapids officers to build a personal relationship with children. While the DARE program at its core is about teaching the harmful effects illicit drugs, it is much more than that. DARE officers work in partnership with parents and guardians to support strategies to confront negative influences that can lead to drug abuse or other criminal behavior. The police department values the safety and security our schools as critically important to the vitality of our city.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Graduated nearly seven hundred students from the DARE program.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue to coordinate with local, county, state and federal agencies in the identification of drug crime trends and offenders through active participation in local and regional investigations and meetings. Train officers in the latest drug offender identification techniques and skills. Continue to emphasize a department wide focus on drug offenders and related crime trends by providing two officers to work on the task force. Increase awareness of officers and community on identifying drug activity and trends through community presentations, social media and informational documents. Chief Wise serves as the chairman of the task force board. He will continue to serve and provide leadership and direction.
2. Continue to provide drug education within the school district through the formal DARE Program as well as presentations on emerging trends as needed.

Police – Emergency Operation/Planning (208)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$14,075	\$14,405	\$58,886	\$8,306	\$105,253	\$106,875
Charges & Services	13,067	12,704	20,959	14,448	21,181	20,959
Supplies			100		100	100
Activity Total	<u>\$27,142</u>	<u>\$27,109</u>	<u>\$79,945</u>	<u>\$22,754</u>	<u>\$126,534</u>	<u>\$127,934</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for seminars and dues--\$600; insurance & bonds--\$759; utilities--\$800; maintenance of sirens--\$18,600; dues and memberships--\$200
 Supplies - Provides for other supplies--\$100

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Prepare and update emergency plan each year	Yes	Yes	Yes	Yes	Yes
Maintain outdoor warning system	Yes	Yes	Yes	Yes	Yes
Maintain acceptable level of preparedness and certification	Yes	Yes	Yes	Yes	Yes
Exercise emergency plan	Yes	Yes	Yes	Yes	Yes

STAFFING	2018 BUDGET	2019 BUDGET
Deputy Chief	0.3	0.5
Administrative Assistant	0.2	0.2
Total	0.5	0.7

ACTIVITY MANAGER: Police Chief

GENERAL ACTIVITY DESCRIPTION

Emergency preparedness is the actual planning, documenting and implementing of safety procedures in case of a local, regional or national emergency or disaster affecting the community. It includes training personnel in best practices and coordinating with other neighboring agencies. Certain mandates are required by the Federal government to qualify for disaster relief funding. This activity ensures these mandates are met.

PROCESS USED

Situations involving the potential for emergency or disaster are identified and assessed. Pre-planning includes determining what personnel, equipment and resources will be needed to cope with the situation before and after the event. Periodic tabletop or simulated exercises are carried out to prepare for real life emergencies.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Supervisory staff prepared emergency plans for all district 11 schools, Mercy Hospital, Anoka Ramsey Community College and several large businesses. Plans were presented to Command Staff and other supervisors with the goal of preparedness through familiarity.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Preparation for emergency or disaster through planning, education, training, acquiring equipment and coordination with city staff and other agencies.
2. Disaster training with multi-agency response through table top exercises, active shooter training, rail and utility disaster scenario training.

Fire – Fire Prevention (221)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$322,138	\$331,025	\$344,317	\$147,385	\$323,535	\$359,642
Charges & Services	85,553	85,905	90,099	85,823	99,895	125,799
Supplies	16,454	18,289	19,300	11,807	19,225	20,200
Capital Outlay	15,370	13,411				
Activity Total	<u>\$439,515</u>	<u>\$448,630</u>	<u>\$453,716</u>	<u>\$245,015</u>	<u>\$442,655</u>	<u>\$505,641</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$14,823
 Charges & Services - Provides for software charges--\$54,300; telephone--\$13,000; postage--\$1,400; fire prevention schools & training--\$6,900; insurance & bonds--\$199; utility services--\$47,700; dues and memberships--\$2,300
 Supplies - Provides for motor fuels--\$8,800; fire prevention supplies--\$11,400

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Fire inspections of existing buildings	881	898	800	800	800
Plan review of fire sprinklers, alarms, new buildings	66	76	70	90	70
# of Residents in Public Education Programs					
a. Fire station tours	47	60	55	55	50
b. Fire Prevention week (K-5)	6,500	6,250	6,600	6,250	6,600
Fire Prevention week (Adults)	700	500	700	500	700
c. Apartment prevention talks	26	30	30	25	30
% commercial occupancy required fire inspections completed	33%	33%	33%	33%	33%
Inspections of clutter homes	35	25	50	30	25

STAFFING	2018 BUDGET	2019 BUDGET
Fire Marshal	0.7	0.7
Fire Inspector	1.6	1.2
Firefighters	0.4	0.8
Administrative Assistant	0.2	0.2
Total	2.9	2.9

ACTIVITY MANAGER: Fire Marshal

GENERAL ACTIVITY DESCRIPTION

Fire Prevention Bureau provides information and responds to complaints regarding a variety of subjects as emergency planning, hazardous materials storage, fire and life safety hazards, outdoor burning, and permits. The Bureau completes final inspection of building fire alarm and Fire sprinkler systems. The small number of structure fires fought annually in Coon Rapids is an indication of the prevention bureau's efficacy.

PROCESS USED

Public Education: Programs are created and delivered to secondary grade students, and the general public. Programs include fire prevention week, children's and senior safety camp. Participates in Night to Unite.

Fire Inspections: Buildings are inspected as follows: a) Apartment buildings are inspected annually. b) Bars, churches and restaurants are inspected annually. c) Special hazard buildings are inspected annually. d) The remaining buildings are inspected on a rotating basis.

Maintenance of Records: Records of all inspections, fire prevention programs and fire and medical run reports.

Promote fire sprinkler use.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Installed 161 smoke alarms in 44 homes that had no working smoke alarms.
2. Youth safety camp reached out to 110 fourth and fifth graders, teaching them about many different safety topics.
3. Fire prevention week was spent interacting with all the elementary schools to talk about smoke alarms, safe cooking, and escape routes in an emergency, the importance of closing your bedroom door and other fire prevention tips.
4. Open house held for residents to learn more about the fire department.
5. Completed approximately 850 inspections which included testing sprinklers and fire alarms, bars, restaurants, churches, high hazard buildings and complaints.

Fire – Fire Prevention (221)

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue to install smoke alarms in residential homes, especially older homes with no detection in sleeping rooms.
2. Create a PowerPoint or video showing what Fire Department does for the community to be utilized at neighborhood meetings, night-to-unite, youth and senior safety camps, apartment talks and other public relation events.
3. Work with senior apartment buildings to develop fire safety programs to help seniors be fire safe. Older adults represent 15 percent of the population, but suffered 40 percent of all fire deaths.
4. Use an internet-based program (The Compliance Engine) to track and enforce required code compliance for inspection and testing of all fire sprinklers, fire alarms, kitchen hood suppression systems and special suppression systems. Goal would be have all buildings 100 percent compliant in three years.

Fire – Fire Training (222)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$387,448	\$394,547	\$401,212	\$195,723	\$404,099	\$385,101
Charges & Services	29,238	22,427	22,098	17,014	22,110	18,098
Supplies	947	1,500	1,200	62	1,200	1,200
Capital Outlay		3,968				
Activity Total	<u>\$417,633</u>	<u>\$422,442</u>	<u>\$424,510</u>	<u>\$212,799</u>	<u>\$427,409</u>	<u>\$404,399</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$56,130; seasonal--\$22,305
 Charges & Services - Provides for travel, schools, and conferences--\$10,600; insurance & bonds--\$153; dues and subscriptions--\$6,345;
 Injury Prevention program--\$1,000
 Supplies – Provides for general supplies--\$1,200

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Hours of training provided career firefighters	8,715	8,540	8,200	8,283	8,500
Hours of training provided on-call firefighters	1,820	1,689	2,000	1,830	2,000

STAFFING	2018 BUDGET	2019 BUDGET
Assistant Fire Chief	0.5	0.5
Fire Marshal	0.1	0.1
Fire Inspector	0.2	0.3
Firefighters	2.2	2.1
On-Call Firefighters	0.5	0.5
Administrative Assistant	0.1	0.1
Total	3.6	3.6

ACTIVITY MANAGER: Assistant Fire Chief

GENERAL ACTIVITY DESCRIPTION

Training is provided to all members of the Fire Department, tailored to positions and needs. Chief Officers are trained in interpersonal and leadership skills, new regulations affecting the department and new technologies in fire protection. Officers attend courses to improve their management skills as well as their command and control at emergency events. Fire prevention personnel must maintain firefighting proficiency, fire code interpretation and the professional delivery of education programs. Firefighters are trained in firefighting, EMS, tactics, incident management system, hazardous materials, specialized rescue operations, etc.

PROCESS USED

Career firefighters spend time each shift training under the supervision of the Assistant Chief and Battalion Chief or Captain. Paid On Call members train bi-monthly under the supervision of the Assistant Chief. Training involves classroom work as well as “hands-on” drills. Specialized classes are attended with the permission of the Assistant Chief. Officers and firefighters in fire protection, fire science or business/public administration degree programs are reimbursed if qualified under the City policy.

Officers and firefighters are also encouraged to attend resident courses at the National Fire Academy in Maryland. These programs are subsidized by the federal government and are highly specialized in the areas of executive fire administration, hazardous materials, fire prevention, fire investigation, and incident command.

Additional training is provided through sectional/state fire schools and on-line training programs.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Initiated Target Solutions training software into the fire department. Increased training documentation by allowing Battalion Chiefs access to document daily training activities being missed in the past.
2. Fine tuning Paid-On-Call probationary training process to reflect better documentation and follow-thru on the candidate’s behalf. Three members will have passed their probation by the end of 2018, and two more will be halfway through probation.
3. Set up cyclical training calendar to meet the requirements for the MN State Firefighter license and the Insurance Services Office (ISO).

Fire – Fire Training (222)

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Reevaluate and revise all training manuals to reflect the new methodology of the four phased approach.
2. Continue to develop a three year formal training cycle program to ensure that licensed firefighters meet state requirements.
3. Improve record retention of training and educational activities by staff in an effort to improve future ISO ratings using the Target Solutions software.
4. Identify and facilitate professional leadership training for command staff.
5. Secure live fire training facility or vacant homes for live fire training.

Fire – Fire Suppression (223)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$2,657,243	\$2,676,734	\$2,869,800	\$1,330,478	\$2,829,581	\$2,917,530
Charges & Services	130,822	101,307	145,982	41,945	141,780	141,882
Supplies	108,609	93,938	133,525	67,989	134,500	138,200
Capital Outlay		7,118	8,568	9,213	9,213	10,000
Activity Total	<u>\$2,896,674</u>	<u>\$2,879,097</u>	<u>\$3,157,875</u>	<u>\$1,449,625</u>	<u>\$3,115,074</u>	<u>\$3,207,612</u>

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for uniform allowance--\$21,969; holiday sell-back--\$199,262; overtime--\$83,997; sick leave incentive--\$10,811; FLSA--\$35,582; seasonal--\$7,536
 Charges & Services - Provides for professional & consulting--\$1,050; travel and conferences--\$3,000; insurance--\$14,024; repairs and maintenance of equipment and buildings--\$106,480; dues and memberships--\$2,730; waste removal and cleaning--\$2,000; solid waste charge--\$2,000; telephone--\$250; station alerting system annual support--\$10,348
 Supplies - Provides for office supplies--\$3,500; motor fuels--\$16,275; repair & maintenance of equipment and stations by City--\$50,400; station repairs and maintenance by firefighters--\$2,100; firefighting related supplies--\$13,425; personal protective gear--\$47,500; cleaning supplies--\$5,000
 Capital Outlay* - Provides for additional gear lockers--\$10,000

*The Facilities Construction Fund includes \$170,000 for concrete replacement at Fire Station #2
 *The Capital Equipment Fund includes \$377,284 for (60) portable radios and (16) mobile radios

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Structural fires per 1,000	1.18	1.00	1.10	1.00	1.00
Car fires	25	20	30	25	25
False alarms	395	390	400	400	400
Other (1)	1,179	1,191	1,200	1,200	1,200
Total Fire Calls	1,895	1,882	1,900	1,900	1,900
Average calls per day (total calls/365 days)	16.0	17.0	17.0	18.0	19.0
Average fleet expenditures per vehicle	\$9,719	\$5,316	\$9,000	\$6,000	\$6,500

ACTIVITY MANAGER: Fire Chief

GENERAL ACTIVITY DESCRIPTION

All fire calls in the City are accounted for in this activity. This includes responding to fires in structures of all types, as well as vehicle, railroad and grass fires. Firefighters respond to all hazardous material incidents and correctly stabilize the situation.

PROCESS USED

All fire alarms are received through the Anoka County Central Communications - 911 System. Upon receiving the call, the dispatcher immediately contacts the Coon Rapids Fire Department by radio informing them of the location and nature of the emergency. Call information is received at all fire stations on computers listing special hazards and instructions needed at the scene. The on-duty Captain then assigns the personnel and equipment needed to deal with the emergency. All radio transmissions are time-recorded for future use in submitting reports and verifying accounts of the incident.

Participates in training and exercises related to emergency planning and homeland security requirements.

Jointly meets with other city departments to enhance the working relationship relating to emergency operations center.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Improved our Insurance Services Office rating from a four to a three, therefore potentially saving the city and taxpayers money on their insurance premiums.
2. A wellness and safety grant has been submitted to FEMA in 2018 for installation of Plymovent exhaust removal systems at all three fire stations. These systems remove vehicle exhaust from the apparatus bay upon exiting and entering the bays. Vehicle exhaust is known carcinogen and these systems remove the exhaust and decrease exposure. The amount requested was \$100,000 and the City of Coon Rapids would be expected to cover 10% if grant is awarded.

Fire – Fire Suppression (223)

STAFFING	2018 BUDGET	2019 BUDGET
Fire Chief	0.4	0.4
Assistant Fire Chief	0.1	0.1
Fire Inspectors	1.9	2.1
Firefighters	18.7	18.5
On-Call Firefighters	0.2	0.2
Administrative Assistant	0.4	0.4
Total	21.7	21.7

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Improve firefighter health, wellness and safety through physical fitness training, cancer prevention efforts, critical incident stress debriefing, leadership training and situational awareness.
 - Purchase a second set of turnout gear for cancer prevention efforts.
 - Research the chemical detox system for firefighter cancer prevention efforts.
2. Continue focus on health and well-being of our firefighters through the MN Fire initiatives, which include cancer prevention, coronary artery disease reduction and mental health/PTSD discussions.

Reader's Notes:

Fire – Rescue and First Aid (224)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$566,613	\$641,723	\$698,506	\$327,582	\$678,859	\$734,154
Charges & Services	16,198	25,105	22,637	10,429	22,610	20,637
Supplies	25,975	21,888	48,354	15,606	48,279	28,500
Capital Outlay	22,750	4,130				6,350
Activity Total	<u>\$631,536</u>	<u>\$692,846</u>	<u>\$769,497</u>	<u>\$353,617</u>	<u>\$749,748</u>	<u>\$789,641</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for overtime--\$7,411
 Other Charges - Provides for EMS training/conferences--\$1,500; medical directorship--\$16,000; insurance & bonds--\$287; maintenance and repair of equipment--\$2,400; licenses and taxes--\$450
 Supplies - Provides for motor fuel--\$8,235; general supplies--\$16,565; small tools & equipment--\$3,700
 Capital Outlay* - Provides for replacing two and adding one gas detection monitor--\$6,350

*The Capital Equipment Fund includes \$100,141 for replacement of Rescue 2 (Unit #3287)

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Medical Alarms	3,996	4,341	4,500	4,500	4,500

STAFFING	2018 BUDGET	2019 BUDGET
Assistant Fire Chief	0.4	0.4
Firefighters	3.6	3.7
Fire Inspectors	0.4	0.4
Administrative Assistant	0.2	0.1
Fire Chief	0.5	0.5
PSDS RMS Administrative	-	1.0
Total	5.1	6.1

ACTIVITY MANAGER: Assistant Fire Chief

GENERAL ACTIVITY DESCRIPTION

Firefighters provide emergency medical services to victims of illness or injuries. This includes providing pre-hospital medical care as well as extrication of patients from vehicles, machinery, confined space and other life threatening situations.

PROCESS USED

Emergency calls are received through the Anoka County Central Communications 911 telephone system and are dispatched to fire, police and private ambulance service. The first arriving agency evaluates the situation, informs other responders and begins the appropriate level of medical care and treatment. Medical care and treatment provided by the Fire Department can include using an automatic external defibrillator, airway management, CPR, IV therapy, neck and spinal immobilization, bleeding control and the administration of oxygen and other medications approved by the department’s medical director and EMS protocols.

Career firefighters maintain certification as Emergency Medical Technicians with approved variances while Paid On Call members maintain certification as Emergency Medical Technicians or First Responders.

EMS training for career members are provided through monthly in service drills administered through a contract with Allina Medical Transportation. EMS training for Paid-on-Call firefighters is provided on a quarterly basis.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Completed Federal mandate switching all firefighters to the National Registry of Emergency Medical Technician (NREMT) license system. NREMT certification allows Federal reimbursement of our staff and equipment hours involved in disaster response.
2. Established quarterly Saturday training hours (4) for Paid-On-Call staff with the purpose of becoming familiar with daily station and vehicle operations.
3. Established quarterly Emergency Medical Services training for POC staff allowing for better continuity of learning.
4. Updated equipment for the Specialized Rescue Team as well as established a future funding source for the team’s equipment needs outside of the city.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Support the Specialized Rescue Team by replacing outdated equipment through grant funding and move team oversight to the Anoka County Fire Protection Council for more countywide participation. Advocate for additional county wide participation and funding.
2. Participate in a county-wide mass casualty incident being coordinated by the Anoka County Sheriff’s office in mid June.

Fire – Fire Investigation (225)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$9,305	\$22,503	\$35,892	\$16,446	\$35,184	\$36,000
Charges & Services	3,319	4,269	4,017	2,571	3,516	3,897
Supplies	1,830	2,101	1,800	1,571	1,800	1,800
Activity Total	<u>\$14,454</u>	<u>\$28,873</u>	<u>\$41,709</u>	<u>\$20,588</u>	<u>\$40,500</u>	<u>\$41,697</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for overtime--\$7,411
 Charges & Services - Provides for travel and conferences--\$3,000; insurance & bonds-- \$17; dues & memberships--\$380; misc.--\$500
 Supplies – Provides for general supplies and tools--\$1,800

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of fire investigation hours	174	400	500	550	600
# of arson cases charged	2	4	10	8	10
# of juvenile firesetters counseled	12	30	20	35	40

STAFFING	2018 BUDGET	2019 BUDGET
Fire Inspector	0.1	0.1
Fire Marshal	0.2	0.2
Total	0.3	0.3

ACTIVITY MANAGER: Fire Marshal

GENERAL ACTIVITY DESCRIPTION

Fire Investigation, sometimes referred to as cause and origin investigation, is the analysis of fire-related incidents. After firefighters extinguish a fire, an investigation is launched to determine the origin and cause of the fire or explosion.

PROCESS USED

A fire investigation is a systematic line of inquiry that holds the goal of determining where and how the fire started. This is accomplished by responding to the scene, observing fire patterns, interviewing witnesses, and considering the circumstances surrounding the incident. The documentation of this process usually involves taking photographs of the scene, making notes describing the fire patterns and witness statements, and making a sketch of the scene.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Investigated 15 fires in Coon Rapids, two of those cases had assistance from the Anoka County Fire Investigation team.
2. Assisted the Anoka County Fire Investigation team with eleven investigations.
3. Five investigators attended 24 hours of training at the annual conference held by the Minnesota Chapter of the International Association of Arson Investigators.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. The leading cause of structure fires in 2017 was cooking. Continue to work with the apartment managers, townhome associations, and single family homes to promote cooking safety through demonstrations at our open house and other public relation events.
2. Investigate the cause and origin of fires when requested by local fire departments and other agencies within Anoka County. In cases of suspected arson, investigations are conducted in conjunction with the Coon Rapids Police Department and the Anoka County Sheriff's Office to apprehend those individuals responsible for the crime.

Fire – Employee Safety (251)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$19,229	\$18,530	\$28,204	\$8,573	\$28,055	\$28,953
Charges & Services	1,712	1,740	2,819	890	1,969	4,059
Supplies	269	750	800	347	800	800
Capital Outlay	4,188		1,694	1,694	1,694	
Activity Total	<u>\$25,398</u>	<u>\$21,020</u>	<u>\$33,517</u>	<u>\$11,504</u>	<u>\$32,518</u>	<u>\$33,812</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for insurance & bonds--\$9; dues and memberships--\$200; professional and consulting services--\$3,850
 Supplies - Provides for medical and safety supplies--\$800

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of cases with days away from work	10	4	5	5	5
# of cases with job transfers or restrictions	4	6	5	5	5
# of deaths	0	0	0	0	0
# of other recordable cases	13	17	7	15	10
# of days away from work	56	19	50	50	50
# of days of job transfer or restriction	164	204	145	150	150
Total number of FROI's submitted (1)	75	65	60	50	50
Worker's compensation experience rating	1.18	1.22	1.16	0.83	0.75

- (1) First report of injury (FROI) - the City of Coon Rapids encourages all employees to complete a FROI upon a suspected work related injury or illness. FROI's are evaluated on a case by case bases to ensure employee safety. Note: Not all FROI submissions result in medical attention, lost work days, job transfers or restrictions.
- (2) Data based on OSHA Form 300A "Summary of Work-Related Injuries and Illness."

STAFFING	2018 BUDGET	2019 BUDGET
Fire Chief	0.1	0.1
Administrative Assistant	0.1	0.1
Total	0.2	0.2

ACTIVITY MANAGER: Safety Director (Fire Chief)

GENERAL ACTIVITY DESCRIPTION

Safety training information and supplies are made available. The safety eye glass program is administered.

PROCESS USED

The Safety Director is the staff liaison to the Safety Commission. Safety problems relating to the City are reviewed by the Safety Commission and recommendations sent to the City Council.

OSHA and insurance company inspections are conducted and changes are made as required to obtain compliance. Mandatory training is held for all employees.

The safety eye glass program is administered and monitored.

Conduct "Live Fire" - fire extinguisher training and CPR training for its City employees.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

- 1. Workers compensation losses have decreased which very positively improved the workers compensation experience rating saving premiums.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

- 1. Maintain the work comp mod rating by identifying potential hazards and providing safety training.
- 2. Install defibrillators in the public works building and parks department carpentry shop. Ensure that staff are trained on the use of the defibrillators.
- 3. Work with MMUA to review current safety trainings and implement recommendations.

Reader's Notes:

COMMUNITY SERVICES PROGRAM

The Community Services Program provides an environment in which citizens of all ages can participate in physical, mental and social activities.

ACTIVITY NUMBER	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
COMMUNITY SERVICES PROGRAM							
302	Riverwind Recreational Center	\$ 32,779	\$ 28,716	\$ 31,190	\$ 25,206	\$ 31,397	\$ 13,385
305	Community School/Summer Recreation	96,897	99,852	100,057	49,856	100,039	122,557
320	Civic Center	98,162	118,949	130,304	57,439	132,459	146,889
323	Contract Grants	117,423	121,603	114,272	44,411	124,840	128,025
324	Senior Citizens Activity Center	226,767	231,454	243,305	112,323	242,524	247,022
	Program Total	<u>\$ 572,028</u>	<u>\$ 600,574</u>	<u>\$ 619,128</u>	<u>\$ 289,235</u>	<u>\$ 631,259</u>	<u>\$ 657,878</u>
	Percent of General Fund Total	2.1%	2.1%	2.0%	2.1%	2.1%	2.1%

Public Works – Riverwind Recreational Center (302)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$18,922	\$5,897				
Charges & Services	10,141	22,029	\$29,805	25,156	\$30,012	\$10,615
Supplies	3,716	790	1,385	50	1,385	2,770
Activity Total	<u>\$32,779</u>	<u>\$28,716</u>	<u>\$31,190</u>	<u>\$25,206</u>	<u>\$31,397</u>	<u>\$13,385</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for telephone--\$540; utility costs--\$4,300; repairs by contractors--\$5,489; insurance--\$5; floor mat rental--\$281
 Supplies – Provides for cleaning supplies--\$970; maintenance and repairs by City employees--\$1,800

ACTIVITY MANAGER: Park Supervisor

GENERAL ACTIVITY DESCRIPTION

This activity provides space for public use at the Riverwind Recreational Center. Expenditures reflect the cost of operating the building.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Building closed as of 6/1/18. Park is under renovation.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Market and develop a usage plan for the building at Riverwind Park by working with local community groups.
2. Integration of building into new park space/redevelopment.

City Manager – Community School/Youth – Teen/Summer Recreation (305)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Charges & Services	\$96,897	\$99,852	\$100,057	\$49,856	\$100,039	\$122,557
Activity Total	\$96,897	\$99,852	\$100,057	\$49,856	\$100,039	\$122,557

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for program subsidies to the Anoka-Hennepin Community Schools and Youth First Community of Promise Programs. Youth and Teen programs--\$122,500; insurance & bonds--\$57

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Average number of youth programs per building per quarter (City)(1)	25	25	25	25	25
# enrolled in youth programs	4,617	3,933	8,600	3,703	4,100
# enrolled in teen programs	15,106	15,502	19,000	14,204	16,000

(1) Anoka-Hennepin provides additional funding for 10 more youth programs per quarter.

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

The City provides supplemental funding for the City-wide summer and school year recreational program for youth and teens that is conducted through partnerships with Anoka-Hennepin School District and Youth First Community of Promise. These programs are conducted on partner grounds. Activities include a broad scope of pre-k, youth and teen recreational activities, such as teen trips, youth baseball, sports clinics, craft activities, arts opportunities, special events, open gym activities, youth service and community service.

PROCESS USED

City Council establishes funding levels and monitors general program focus to be implemented by partners. The Youth Program provides for 24-30 activities per building, per quarter at the seven elementary schools in Coon Rapids. The Teen Program provides for activity nights at Northdale and Coon Rapids Middle School as well as financial support for lower class fees.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Transitioned the City's Teen Center Program to Youth First Community of Promise.
2. Signed a Joint Powers Agreement with Youth First to become a full member of the organization.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Develop new outreach strategies for effective marketing of youth programs.
2. Monitor participation levels to ensure that programming meets customer recreation needs.
3. Lower class fees by directing more program funds to subsidize class fees.
4. Review impact of the City's contribution for Community Ed programming.

Finance – Facilities Rental (320)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$60,828	\$77,185	\$92,263	\$37,289	\$92,159	\$95,948
Charges & Services	33,428	36,387	35,741	18,929	38,000	34,441
Supplies	3,906	5,377	2,300	1,221	2,300	2,300
Capital Outlay						14,200
Activity Total	<u>\$98,162</u>	<u>\$118,949</u>	<u>\$130,304</u>	<u>\$57,439</u>	<u>\$132,459</u>	<u>\$146,889</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for services, overtime (Civic, Police)--\$11,715
 Charges & Services - Provides for postage--\$100; conferences--\$50; advertising--\$2,000; insurance & bonds--\$116; maintenance and repair of equipment--\$1,000; rent--\$14,525; contractual custodial--\$14,000; credit card fees--\$2,650
 Supplies - Provides for office and general supplies--\$1,400; small tools--\$900
 Capital Outlay* - Provides for (200) outdoor wedding chairs & (4) bar height plastic tables--\$3,000; (18) flip top nesting training tables--\$6,000; stage with two sets of stairs and a caddy--\$5,200

*The Facilities Construction Fund includes \$3,400 for walk off carpet in Civic Entry.

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Room rentals	\$78,663	\$86,523	\$80,000	\$80,000	\$82,000
Miscellaneous rentals	13,737	18,343	15,000	15,000	15,000
Wedding Expo	2,835	2,745	2,745	n/a	n/a
Provider commissions	1,792	1,304	2,000	1,500	1,500
	<u>\$97,027</u>	<u>\$108,915</u>	<u>\$99,745</u>	<u>\$96,500</u>	<u>\$98,500</u>

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
% of weekend days (Fri-Sunday) rented					
Civic room	73	87	80	80	85
Training room	77	75	80	78	80
Arts/craft room	61	85	80	84	85
% of weekday evenings (Mon-Thurs) rented					
Civic room	39	40	50	60	65
Training room	30	30	40	60	65
Arts/craft room	57	63	75	60	65
Conference room #5	32	32	45	38	40

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Civic Center has a large meeting/banquet room with adjacent kitchen facilities, an adjacent training room, conference room, rec room and an arts/craft room which may be scheduled for use by residents, civic groups, non-profit organizations and non-residents. The backyard offers an outdoor grill, pergola and gazebo in a garden setting for use by the public.

PROCESS USED

As provided by the policy for use of City Center facilities, potential users of the facility file an application through the Coordinator. Applications are reviewed for compatibility with policies before acceptance. Rental fees are collected before confirmation of the space requested.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Increased Sunday utilization by modifying facility rental rates.
2. Implemented organic recycling.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Strive to reduce waste for Civic Center by more recycling.
2. Continue to provide/improve customer service, image and experience throughout the entire process.
3. Market weeknight rentals.

Finance – Facilities Rental (320)

	<u>2018 BUDGET</u>	<u>2019 BUDGET</u>
STAFFING		
Event Monitors	0.7	0.7
Facilities Coordinator	1.0	1.0
OT - Civic	<u>0.1</u>	<u>0.1</u>
Total	1.8	1.8

Reader's Notes:

Finance – Contract Grants (323)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$27,512	\$25,261	\$21,456		\$21,296	\$22,509
Charges & Services	89,911	96,342	92,816	\$44,411	103,544	105,516
Activity Total	<u>\$117,423</u>	<u>\$121,603</u>	<u>\$114,272</u>	<u>\$44,411</u>	<u>\$124,840</u>	<u>\$128,025</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for overtime--\$22,509
 Other Charges – Provides for Community Strength Foundation--\$68,000; insurance--\$16; traffic control barriers for 4th of July Celebration--\$10,000; light rentals for 4th of July celebration--\$25,000; advertising & printing--\$2,500

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
5% lawful gambling proceeds	\$43,768	\$57,968	\$53,700	\$55,000	\$55,000
Twin Cities Gateway Visitors Bureau grant	21,920	23,878	21,900	21,900	22,500
	<u>\$65,688</u>	<u>\$81,846</u>	<u>\$75,600</u>	<u>\$76,900</u>	<u>\$77,500</u>

STAFFING	2018 BUDGET	2019 BUDGET
Overtime - Civic	0.1	0.1
Total	0.1	0.1

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

This activity accounts for the 5% lawful gambling proceeds submitted to the City by local charitable gambling license holders as well as the Member City Marketing Grant from the Twin Cities Gateway Visitors Bureau. Beginning in 2015, the costs for the 4th of July celebration are also in this activity.

PROCESS USED

Local charitable gambling license holders submit 5% of their lawful gambling proceeds to the City per City Ordinance. Then, 90% of these funds are contributed by the City to the Coon Rapids Community Strength Foundation. Additionally, 90% of the Twin Cities Gateway Visitors Bureau Member City Marketing Grant received by the City is also contributed to the Coon Rapids Community Strength Foundation. The Twin Cities Gateway Visitors Bureau, per agreement, provides community grants to member cities based on lodging tax receipts generated by each respective city. Each member city may choose to use the grant funding for the promotion of community festivals or events or may use it as appropriate to market and promote other facilities or amenities in the community. The Coon Rapids Community Strength Foundation uses the funds that the City contributes from the lawful gambling proceeds and the marketing grant to promote and enhance the quality of life in the City of Coon Rapids by supporting community celebrations and events. The remaining 10% of both these sources is retained by the City for projects deemed appropriate by the City Council within the guidelines of State Statutes.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Established policy for honoring donation requests with City's portion of gambling proceeds.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Support efforts to enhance the 4th of July celebration.
2. Explore traffic congestion solutions after the parade.

Finance – Senior Citizen Services (324)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$192,964	\$197,437	\$205,336	\$93,714	\$205,181	\$212,112
Charges & Services	22,778	25,600	28,941	15,943	28,718	28,312
Supplies	6,735	8,417	9,028	2,666	8,625	6,598
Capital Outlay	4,290					
Activity Total	<u>\$226,767</u>	<u>\$231,454</u>	<u>\$243,305</u>	<u>\$112,323</u>	<u>\$242,524</u>	<u>\$247,022</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for volunteer van driver stipend, speaker fees and volunteer training--\$9,400; telephone charges--\$387; postage--\$5,900; travel and conferences--\$100; insurance and bonds--\$660; maintenance and repair of equipment--\$5,000; dues and subscriptions--\$360; licenses & taxes--\$505; advertising & printing--\$6,000
 Supplies - Provides for office supplies--\$1,828; motor fuels--\$2,170; maintenance and repairs by City--\$500; general supplies--\$2,100

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Senior Activity Donations (newsletter, etc.)	\$10,045	\$7,874	\$7,000	\$7,000	\$7,000
Senior Transportation Donations	2,438	2,012	2,500	2,500	2,500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of seniors served in dining (duplicated)*	3,934	4,067	4,150	0	0
Average daily dining participants*	21	20	22	0	0
City funded programs (unduplicated)					
# of participants	3,615	4,218	4,000	4,300	43,000
Cost per participant	\$63.00	\$55.00	\$61.00	\$56.00	\$58.00
City funded programs (duplicated)					
# of participants	33,490	33,871	34,500	34,000	34,500
Cost per participant	\$6.67	\$6.83	\$7.05	\$7.13	\$7.23
# of seniors served by transportation (unduplicated)	141	144	180	150	170
(duplicated)	2,130	1,913	2,400	2,000	2,200
Transportation program miles	13,843	12,875	16,000	15,000	16,000
# of volunteer hours	31,110	31,281	32,000	31,000	32,000
# of off-site activities	101	112	100	115	115
# of seniors served by senior companions	63	62	60	65	65
# of senior companion volunteer hours	2,573	2,751	4,000	3,000	4,000

*Senior Dining Program discontinued

ACTIVITY MANAGER: Senior Services Program Specialist

GENERAL ACTIVITY DESCRIPTION

The Coon Rapids Senior Services Program is a drop-in program and provides services, activities and information in a cost-effective manner to adults age 55 and older. The program provides educational, recreational, social and physical activities both at the Civic Center and off-site. It also provides families and caregivers with resources and referrals as needed.

PROCESS USED

The Senior Services Program is available during the business day, twelve months a year in the Civic Center. The high volume of activities is made possible with volunteers who serve as receptionists, drivers, and activity leaders and in a number of other capacities. Through collaboration efforts with other organizations and agencies, Senior Services is able to provide a number of valuable services including tax assistance, foot care, exercise and social services counseling. A donated van and bus provides transportation for activities.

In addition to core activity offerings, new programs are initiated by willing volunteer leaders.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Added an off-site activity per month. Will steadily increase in 2019 as well.
2. Volunteers of America Senior Dining closed our site effective February 28, 2018.
3. The Thursday afternoon time slot has been successfully used at least once a month for big-crowd events.
4. Began accepting on-line registrations for Defensive Driving classes.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Design more off-site activities as the space in the Civic Center is used to near capacity.
2. Replace the discontinued senior dining program with events that include catered lunches or desserts.
3. Increase ridership in 14-passenger bus by offering local day trips.
4. Fill Monday and Friday morning time slot in the Arts and Crafts Room with a new activity.

Finance – Senior Citizen Services (324)

	<u>2018</u> <u>BUDGET</u>	<u>2019</u> <u>BUDGET</u>
STAFFING		
Program Specialist	1.0	1.0
Program Assistant	1.0	1.0
Total	2.0	2.0

Reader's Notes:

COMMUNITY DEVELOPMENT PROGRAM

The Community Development Program provides for the planned, orderly growth of the City.

ACTIVITY NUMBER	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
COMMUNITY DEVELOPMENT PROGRAM							
401	Planning	\$ 434,962	\$ 474,008	\$ 473,978	\$ 173,813	\$ 415,887	\$ 312,383
407	Property Maintenance	552,703	540,316	563,865	257,484	534,731	344,501
413	Housing Programs						376,804
421	Building Inspection	<u>963,559</u>	<u>978,140</u>	<u>1,051,627</u>	<u>492,801</u>	<u>1,047,647</u>	<u>1,094,526</u>
	Program Total	<u>\$ 1,951,224</u>	<u>\$ 1,992,464</u>	<u>\$ 2,089,470</u>	<u>\$ 924,098</u>	<u>\$ 1,998,265</u>	<u>\$ 2,128,214</u>
	Percent of General Fund Total	7.0%	7.0%	6.8%	6.6%	6.7%	6.7%

Community Development – Planning (401)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$381,919	\$401,766	\$396,078	\$131,533	\$366,617	\$262,683
Charges & Services	51,550	70,787	76,300	41,847	47,820	48,200
Supplies	1,493	1,455	1,600	433	1,450	1,500
Activity Total	<u>\$434,962</u>	<u>\$474,008</u>	<u>\$473,978</u>	<u>\$173,813</u>	<u>\$415,887</u>	<u>\$312,383</u>

EXPENDITURE HIGHLIGHTS

Charges and Services - Provides for consulting services for comp plan update--\$2,200; postage--\$600; schools & training--\$3,000; advertising & legal notices--\$2,500; insurance & bonds--\$35,000; copier maintenance--\$1,400; dues and subscriptions--\$2,000; miscellaneous services--\$1,500
 Supplies – Provides for supplies--\$800; fuel--\$300; general supplies--\$400

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Planning and Zoning Fees	\$11,476	\$21,093	\$13,500	\$9,800	\$12,500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of planning cases	29	41	30	25	20
# of new housing units approved:					
-Single Family	17	32	25	145	25
-Multiple Family	15	0	230	245	90
# of projects approved:					
-Residential	2	2	3	3	2
-Commercial/Office	3	3	5	5	2
-Industrial	0	1	1	1	1

STAFFING	2018 BUDGET	2019 BUDGET
Community Development Director	0.5	0.5
Housing & Zoning Coordinator (1)	1.0	
Planner	1.0	1.0
Administrative Supervisor	0.3	0.3
Total	2.8	1.8

(1) Position re-assigned to Activity 407 (Property Maintenance) due to departmental reorganization.

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

This activity includes day-to-day planning, zoning, development and economic development services. Typical responsibilities include answering questions from various stakeholders about City Code requirements, zoning (or re-zoning) information, development incentive programs, statistics and other information related to the City.

PROCESS USED

This activity provides reports and other analyses to the Planning Commission, Board of Adjustment and Appeals the City Council on a variety of policy and legislative matters, including:

- Comprehensive Plan and land use regulations
- Zoning interpretations
- City Code changes
- Land use applications, including plats, lot splits, site plans and conditional use permits

In addition, this activity maintains an inventory of available land for potential development and provides information on existing and anticipated demographic conditions in the City. From time to time, this activity prepares reports on special studies or analyses of community development issues.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Re-organized the Neighborhood Reinvestment Division into more specialized units focused on Property Maintenance/Code Enforcement and Housing Programs.
2. Initiated a process to transfer the CDBG program back to Anoka County to streamline operations and focus on housing programming efforts.
3. Completed a draft of the 2040 Comprehensive Plan and submitted the document to the Met Council and various agencies for public comment.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Evaluate new software programs and technology for processing land use applications, including electronic or on-line application systems and plan reviews.
2. Coordinate final adoption of the 2040 Comprehensive Plan.

Community Development – Property Maintenance (407)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$496,879	\$486,795	\$499,202	\$222,261	\$470,741	\$312,633
Charges & Services	51,383	48,999	58,513	33,541	57,865	28,341
Supplies	4,441	4,522	6,150	1,683	6,125	3,527
Activity Total	<u>\$552,703</u>	<u>\$540,316</u>	<u>\$563,865</u>	<u>\$257,485</u>	<u>\$534,731</u>	<u>\$344,501</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for in house mowing--\$5,859; uniforms--\$538
 Charges & Services - Provides for professional and consulting services--\$300; software charges--\$17,475; telephone--\$3,123; postage--\$1,980; school & conferences--\$3,013; advertising & legal notices--\$800; insurance & bonds--\$650; dues and membership--\$400; maintenance & repair of equipment--contractual--\$600
 Supplies – Provides for office supplies--\$1,150; general supplies--\$400; motor fuels and lub--\$1,527; maintenance & repair--\$450

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of complaints received:					
-From public/other sources	1,276	1,275	1,200	1,250	1,300
-From systematic investigation	1,731	1,471	2,100	1,500	2,000
TOTAL	3,007	2,746	3,300	2,750	3,300
# of complaints resolved by:					
-Inspection finding no violations	311	564	325	400	375
-Voluntary compliance	1,243	936	1,600	1,000	1,000
-Abatement procedures	146	87	130	80	100
-Appeals process	36	4	35	20	25
% of property compliant within 30 days of order	76%	76%	85%	80%	85%
# of long grass/weed complaints received	567	531	650	650	650
# of properties abated for weeds	64	42	60	60	60

STAFFING	2018 BUDGET	2019 BUDGET
Property Maintenance Inspectors	4.0	2.0
Property Maintenance Coordinator	0.7	1.0
Seasonal In House Mow	0.2	0.2
Administrative Supervisor	0.3	0.2
Administrative Specialist	0.5	-
Total	5.7	3.4

ACTIVITY MANAGER: Property Maintenance Coordinator

GENERAL ACTIVITY DESCRIPTION

This activity area was referred to as the *Neighborhood Reinvestment Division* in prior budget years. In early 2018, the division was re-organized around code enforcement and property maintenance functions with the housing-related activities and staff re-established under a separate administrative structure (Activity 413). The Property Maintenance Division enforces various sections of the City Code, including nuisances, property abatements, and administrative hearing functions. In addition, staff in this division also provide support to the Board of Adjustment and Appeals (BAA), which primarily hears requests for appeals of special assessments related to administrative citations.

PROCESS USED

Complaints of violations are received from the general public or via field inspections by City staff. Investigations are conducted by two full-time Property Maintenance Inspectors and a part-time seasonal Long Grass and Weed Inspector. Investigations are coordinated with various departments or divisions within the City, including Building Inspections, Housing Programs, Fire, Engineering/Public Works and/or Legal. Attempts are made to obtain compliance on a voluntary basis. If this is unsuccessful, an administrative citation is issued and in some cases abatements are carried out to address the violations.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Established the Property Maintenance Division after separation from the Housing Division (previously Neighborhood Reinvestment).
2. Continued educational efforts on code enforcement requirements through communication platforms.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue to re-examine departmental procedures, especially related to the administrative citation process and improvements that can be made to enhance the program compliance rates.
2. Explore the option of transferring variance requests for the BAA to the Planning Commission, which oversees all other land use related matters.
3. Develop a pilot program for a potential Clean-Up day event.

Community Development – Housing Programs (413)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services						\$341,933
Charges & Services						32,103
Supplies						2,768
Activity Total						\$376,804

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits provides for uniforms--\$538
 Charges & Services - Provides for professional and consulting services--\$500; software charges--\$17,475; telephone--\$2,095; postage--\$4,620; school & conferences--\$3,013; advertising & legal notices--\$1,200; insurance & bonds--\$650; dues and membership--\$700; maintenance & repair of equipment-contractual--\$400; miscellaneous--\$1,450
 Supplies – Provides for office supplies--\$1,150; general supplies--\$300; motor fuels and lub--\$1,018; maintenance & repair--\$300

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of new files opened	N/A	188	N/A	200	190
# of administrative citations	N/A	132	N/A	250	200
# of citations appealed	N/A	0	N/A	0	0
# of properties compliant upon re-inspection (when citation is issued)	N/A	46	N/A	90	75
% of properties compliant upon re-inspection (when citation is issued)	N/A	35%	N/A	45%	50%
% of rental licenses processed within 30 days	N/A	78%	N/A	85%	88%
# of Home for Generations participation agreements signed	N/A	25	N/A	22	28
# of Mortgage Assistance Foundation loans originated	N/A	15	N/A	15	25

STAFFING	2018 BUDGET	2019 BUDGET
Housing Program Coordinator	-	0.7
Housing Inspectors	-	2.0
Administrative Supervisor	-	0.3
Administrative Specialist	-	0.5
Total	-	3.5

ACTIVITY MANAGER: Housing Programs Coordinator

GENERAL ACTIVITY DESCRIPTION

This is a new activity number as of 2019. Housing Programs had previously been under the Neighborhood Reinvestment Division (407). This activity enforces the Rental Licensing Ordinance, offers home improvement programs and remodeling advisor services, administers the Home for Generations II program, oversees the Mortgage Assistance Foundation, and organizes various community events such as the North Suburban Home Improvement Show, the Coon Rapids Home Remodeling Tour, and the Summer in the city neighborhood meetings.

PROCESS USED

Housing Inspectors administer the Rental Licensing program which includes processing applications for new rental properties, renewing existing licenses on an annual basis, and investigating possible unlicensed rental properties. New and existing rental properties are inspected on a regular basis depending upon the condition of each individual property. The Housing Programs Division also works very closely with the Police Department to offer the required Crime Free Trainings to property owners/managers and also to monitor police activity at rental properties in Coon Rapids.

The City's home improvement programs are promoted throughout the year through various methods: city newsletter, water bill inserts, CTN, direct mailings, handouts at city hall, website, information sheets provided with administrative citations, and at community events. The City administers the grant and rebate portion of the Home for Generations II program in-house, hires architects to perform the required architectural consultations, and continues to contract with the Center for Energy and Environment to administer the administration of the city-funded home improvement loans and the remodeling advisor services.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Established the Housing Programs Division after separation from the Property Maintenance Division (previously Neighborhood Reinvestment).
2. Identified what needed to be done in order to manage the various home improvement programs after the Housing & Zoning Coordinator retired without leaving behind any guidance.
3. Transferred the administration of the federally funded Community Development Block Grant (CDBG) program from the City (through an administrator) to Anoka County.
4. Sponsored a successful North Suburban Home Improvement Show and Coon Rapids Home Remodeling tour.

Community Development – Housing Programs (413)

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Work with the Mortgage Assistance Foundation (MAF) and the Center for Energy and Environment (CEE) to completely revamp the MAF-funded home improvement loan programs to be more streamlined, understandable, and attractive to borrowers.
2. Once changes are made to the MAF-funded programs, work with the Communications Coordinator to aggressively promote the new home improvement programs to homeowners.
3. Increase marketing efforts for all of the City's home improvement programs including the Home for Generations II program.
4. Examine the Rental Licensing Ordinance for potential content and clarification changes regarding the standards for owner background checks, how group homes, nursing homes and assisted living units are addressed/considered, and how to more effectively deal with rental property owners who continue to operate unlicensed rental properties.

Community Development – Building Inspection (421)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$863,263	\$832,058	\$955,153	\$432,876	\$959,824	\$994,026
Charges & Services	82,446	137,775	85,574	53,847	78,348	88,300
Supplies	9,734	8,307	10,900	6,078	9,475	12,200
Capital Outlay	8,116					
Activity Total	<u>\$963,559</u>	<u>\$978,140</u>	<u>\$1,051,627</u>	<u>\$492,801</u>	<u>\$1,047,647</u>	<u>\$1,094,526</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for uniform allowance--\$1,884; seasonal--\$23,601

Charges & Services - Software charges for permits system--\$30,450; cell phone charges--\$6,200; postage--\$1,700; travel and conferences--\$7,000; insurance & bonds--\$1,600; maintenance of equipment--\$8,500; dues and memberships--\$2,230; licenses & taxes--\$860; miscellaneous--\$17,510; seasonal/special inspection services--\$12,000; printing charges--\$250

Supplies - Provides for general and office supplies--\$2,900; fuel--\$7,100; maintenance & repair equipment--\$1,500; small tools--\$500; Safety items--\$200

Capital Outlay*

*The Capital Equipment Fund includes \$28,230 for Chevy Equinox (Unit #405)

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Non-business Permits (Building, plumbing, heating, & electrical)	\$1,058,256	\$2,043,891	\$1,050,000	\$1,113,000	\$1,276,287
Plan Review Fees	352,237	269,421	192,000	195,000	261,017
	<u>\$1,410,493</u>	<u>\$2,313,312</u>	<u>\$1,242,000</u>	<u>\$1,308,000</u>	<u>\$1,537,304</u>

ACTIVITY MANAGER: Chief Building Official

GENERAL ACTIVITY DESCRIPTION

Provides that construction of new, expanded and remodeled residential, commercial, industrial, public, semi-public and multiple family residential structures comply with applicable Federal, State and City regulations. Responds to citizen complaints involving building regulations.

PROCESS USED

The activity involves plan review, permit issuance, inspection of phases and certificate of occupancy. All structures being remodeled also receive plumbing, heating and building inspections.

- o Process permit request in a responsive and responsible manner to assure high levels of customer service and effective compliance with building regulation standards.
- o Affirmatively pursue all reported Code violations by actively responding to customer complaints through timely and appropriate actions and obtain Code compliance in all complaints where violations are determined to exist.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Trained new employees to meet the needs of the community at the same levels of service due to staff turnover.
2. Cross trained plumbing and mechanical inspectors to complete commercial building inspections and septic system inspections by sending staff to training programs.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Have building inspectors approved by MN Labor and Industry to conduct inspections on state projects.
2. Continue to hook up septic systems to City sewer to reduce potential ground water pollution.
3. Finalize feasibility and cost associated with electronic plan review software.

Community Development – Building Inspection (421)

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of permits issued:					
-Building	2,328	7,238	2,000	2,162	2,000
-Electric	1,455	1,695	1,500	1,416	1,500
-Plumbing	1,302	1,492	1,375	1,022	1,400
-Mechanical	1,044	1,128	1,030	1,000	1,100
-Excavation & sewer and water	68	93	40	50	40
-Occupancy/vacant property	80	74	35	40	35
# of inspections made	15,879	19,583	12,500	12,500	12,500
# of plans reviewed:					
-Residential	340	367	325	325	325
-Non-residential	94	100	85	85	85
Inspection/Inspector/day	11.2	13.24	10.6	11	11
% of plan reviews completed:					
Residential (within 5 days)	94%	55%	90%	70%	80%
Commercial (within 10 days)	41%	50%	90%	70%	80%
Electrical Inspections	2,881	2,100	2,000	2,100	2,000

STAFFING	2018 BUDGET	2019 BUDGET
Chief Building Official	1.0	1.0
Inspectors	5.0	5.0
Permit Technician	2.0	2.0
Plans Examiner	1.0	1.0
Administrative Supervisor	0.4	0.2
Seasonal Inspector	0.4	0.4
Total	9.8	9.6

Reader's Notes:

MAINTENANCE SERVICES PROGRAM

The Maintenance Services Program provides for the maintenance and repair of public facilities and equipment.

ACTIVITY NUMBER	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
MAINTENANCE SERVICES PROGRAM							
500	Snow Removal	\$ 187,030	\$ 204,577	\$ 457,769	\$ 241,412	\$ 431,585	\$ 427,277
501	Street Maintenance	927,870	907,053	986,824	414,077	941,249	973,182
503	Streetlight/Traffic Signal Maint.	643,840	640,050	636,361	241,143	596,773	626,560
506	Central Garage Vehicle Maintenance	649,993	650,542	697,086	289,087	712,315	703,370
507	Public Building Maintenance	559,141	607,342	630,281	314,437	614,280	703,773
508	Geographic Information System	254,705	257,094	265,382	145,396	265,279	294,375
509	Engineering Maintenance Services	351,066	368,195	326,778	203,025	323,226	347,298
510	Parks and Ground Maintenance	2,015,697	2,062,144	2,085,867	911,684	2,014,205	2,190,098
511	Sidewalk Maintenance	30,230	30,274	56,667	51,143	58,524	65,616
514	Recreational Sports Program	52,585	76,503	106,829	39,986	84,603	146,734
515	Indoor Skating/Ice Arena	745,551	838,265	784,058	438,718	827,577	886,777
516	Outdoor Skating	52,213	30,794	170,849	19,546	164,986	172,595
521	Tree Maintenance	379,407	369,085	355,653	126,750	346,542	420,752
	Program Total	<u>\$ 6,849,328</u>	<u>\$ 7,041,918</u>	<u>\$ 7,560,404</u>	<u>\$ 3,436,404</u>	<u>\$ 7,381,144</u>	<u>\$ 7,958,407</u>
	Percent of General Fund Total	24.7%	24.8%	24.4%	24.4%	24.6%	25.2%

Reader's Notes:

Public Works – Snow Removal (500)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$77,110	\$79,966	\$259,769	\$124,075	\$235,910	\$252,697
Charges & Services	11,183	7,564	12,600	1,769	10,300	12,500
Supplies	98,737	117,047	185,400	115,569	185,375	162,080
Activity Total	<u>\$187,030</u>	<u>\$204,577</u>	<u>\$457,769</u>	<u>\$241,413</u>	<u>\$431,585</u>	<u>\$427,277</u>

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for overtime--\$27,152
 Charges & Services - Provides for professional & consulting weather service--\$2,200; travel, schools and conferences--\$1,000; insurance & bonds--\$2,300; maintenance and repair of equipment--\$6,000; contractual other--\$1,000
 Supplies - Provides for motor fuels--\$25,080; maintenance and repair of equipment by City--\$20,000; supplies & salt--\$115,000; safety items--\$600; office supplies--\$400; small tools--\$1,000

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of inches of snowfall (airport)	31	21	47	60	45
# of hours spent plowing & salting	3,130	2,670	4,000	5,000	4,000
# of tons of salt used	1,452	1,219	2,500	2,500	2,000
% of snow removal events completed in < 12 hours	100%	100%	100%	99%	100%
Annual cost/mile	\$862	\$943	\$2,110	\$2,043	\$2,182
Annual cost of chemicals	\$80,594	\$89,803	\$130,000	\$130,000	\$130,000

STAFFING	2018 BUDGET	2019 BUDGET
Parks Supervisor	0.1	0.1
Streets Supervisor	0.1	0.1
Street Maintenance	3.1	2.9
Administrative Assistant	0.1	-
Total	3.4	3.1

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

The Snow Removal Activity provides snow removal services for City streets providing convenient and safe travel and to maintain reasonable driving conditions in the winter months.

PROCESS USED

Snow plows with wings and salters are used to clear City streets of snow on a systematic basis typically within 24 hours after an average snowstorm of three inches or more. Icy intersections and steep grades are salted within eight hours upon notification. A snow emergency schedule is maintained. A seasonal plow phone line is created to inform citizens of snow events and plowing procedures and crews respond to citizen requests as timely as possible, in an effort to minimize the number of complaints received. There are also updates on the City website.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Evaluate full plow efficiencies (roads and sidewalks).
2. Evaluate cul-de-sac plowing alternatives.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Evaluate and analyze environmentally sensitive areas (i.e. rivers, creeks, lakes, ponds) and compare salt usage. Evaluate other environmentally sensitive areas of the City for salt reduction.
2. Prioritize snow removal on trails and develop a formal policy due to the recent additions of new trails.
3. Install GPS on all plowing equipment.

Public Works – Street Maintenance (501)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$723,885	\$690,948	\$741,479	\$300,309	\$694,250	\$732,297
Charges & Services	129,035	104,367	135,845	58,991	140,259	132,445
Supplies	73,095	105,707	109,500	54,777	106,740	108,440
Capital Outlay	1,855	6,031				
Activity Total	<u>\$927,870</u>	<u>\$907,053</u>	<u>\$986,824</u>	<u>\$414,077</u>	<u>\$941,249</u>	<u>\$973,182</u>

EXPENDITURE HIGHLIGHTS

Personal Service - Provides for uniform allowance--\$3,730; overtime--\$5,314; seasonal--\$32,165
 Charges & Services - Provides for professional & consulting services--\$1,500; telephone--\$2,100; schools and conferences--\$3,100; insurance & bonds--\$8,300; repair and maintenance of equipment--\$36,998; repairs & maintenance of streets--\$61,000; membership dues--\$400; rental of equipment--\$4,800; waste removal--\$600; software charges--\$6,500; postage--\$100; licenses & taxes--\$500; miscellaneous--\$1,000; MMUA safety compliance service--\$5,447; advertising & printing--\$100
 Supplies - Provides for office supplies--\$1,000; small tools--\$1,400; motor fuels--\$22,740; repair and maintenance of equipment--\$38,000; patching materials--\$25,000; supplies for pothole and crack filling--\$18,000; safety supplies--\$2,300
 Capital Outlay*

*The Capital Equipment Fund includes \$206,991 for (1) single axle dump truck with plowing equipment (Unit #9).

Seal coating is budgeted in the Street Reconstruction Capital Projects Fund.

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
State Highway Maintenance Aid	\$122,745	\$126,425	\$130,218	\$130,218	\$134,000

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Miles of streets sealcoated	16	16	30	20	25
% of streets sealcoated	8%	8%	14%	10%	11%
# of cul-de-sacs sealcoated	51	51	50	25	30
% of cul-de-sacs sealcoated	12%	12%	12%	6%	7%
# of pothole complaints	92	107	200	200	200
% of potholes reported in winter	100%	70%	100%	50%	50%
% of sign repairs completed in 10 days	99%	95%	99%	95%	95%
% of streets in good or fair condition	80%	82%	82%	87%	87%

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

Maintain all City streets to minimize deterioration. Maintenance includes patching/seal coating, sweeping, and mowing roadsides.

PROCESS USED

Street conditions are continually assessed to determine repair and replacement needs. Calls for service are responded to in a timely manner. Prepare streets to be sealcoated.

Identified maintenance needs are prioritized to proactively address issues before they further deteriorate, including preparation for the annual seal coat program.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Completed inventory of long line stripping and messages to provide a better mapping tool and plan for road surface marking throughout the City.
2. Completed 18.8 miles of street sealcoating.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Finalize boulevard mowing responsibilities and identify opportunities to collaborate with code enforcement, Anoka County, MnDOT and contractors.
2. Discuss mowing practices on county roads with the City Council and Anoka County.
3. Develop/refine general maintenance standard operating procedures.
4. Consider alternative maintenance materials and practices.

Public Works – Street Maintenance (501)

	2018 BUDGET	2019 BUDGET
STAFFING		
Public Works Director	0.1	0.1
Streets Supervisor	0.5	0.5
Street Maintenance	7.4	7.2
Administrative Assistant	0.5	0.4
Total	8.5	8.2

Public Works – Streetlight and Traffic Signal Maintenance (503)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$10,930	\$22,572	\$39,041	\$3,729	\$12,428	\$14,040
Charges & Services	632,910	617,478	582,320	237,414	569,345	612,520
Capital Outlay			15,000		15,000	
Activity Total	<u>\$643,840</u>	<u>\$640,050</u>	<u>\$636,361</u>	<u>\$241,143</u>	<u>\$596,773</u>	<u>\$626,560</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for insurance & bonds--\$320; utility costs of streetlights and traffic signals--\$384,700; repair of streetlights and traffic signals--\$225,000; waste removal--\$2,500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of City owned streetlights*	1,906	1,906	1,906	1,906	1,925
# of utility owned streetlights	1,755	1,755	1,755	1,755	1,736
# of street light repair requests referred	474	467	600	600	600
# of repairs by outside contracts	373	404	400	400	400
# of traffic signals maintained by City (relamping only)	13	13	13	13	13
% of repairs completed within 14 days	86%	63%	90%	90%	90%

*Privately contracted out by City for maintenance and repair work.

STAFFING	2018 BUDGET	2019 BUDGET
Street Supervisor	0.1	0.1
Administrative Assistant	0.2	0.1
Total	0.3	0.2

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

Provides lighting for the safety of pedestrians and vehicular traffic at intersections and other locations throughout the City. Activities include repainting, re-lamping and repairing of street lights.

PROCESS USED

Streetlights--Existing streetlights are maintained by either the power company or the City, depending upon ownership. The City currently contracts for most maintenance on City-owned lights. Streetlight complaints or repair requests are taken by the Public Works Department and referred to the proper agency for action.

New streetlights are installed in new plats by the developer according to City specifications. The lights are donated to the City and the City maintains them.

Requests for new streetlights on existing streets are evaluated by the Public Works Director.

Traffic Signals--Existing traffic signals are maintained by the City, Anoka County or the Minnesota Department of Transportation. Maintenance responsibility is determined at the time the signal is installed.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. LED streetlight upgrades completed on Main Street and Coon Rapids Blvd.
2. Developed a standard for LED conversions on local roadways.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue city wide LED conversion and implementation.
2. Complete all EVP conversions.
3. Consider City operating and maintenance on non-main routes.

Public Works – Central Garage/Vehicle Maintenance (506)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$556,426	\$561,098	\$574,928	\$251,578	\$588,485	\$586,974
Charges & Services	49,145	39,010	51,050	26,935	52,242	51,200
Supplies	50,482	41,992	48,600	21,381	49,080	49,620
Capital Outlay	356	2,200	22,508	16,390	22,508	15,576
Fuel and Parts	(6,416)	6,242		(27,197)		
Activity Total	<u>\$649,993</u>	<u>\$650,542</u>	<u>\$697,086</u>	<u>\$289,087</u>	<u>\$712,315</u>	<u>\$703,370</u>

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for uniform allowance--\$2,799
 Charges & Services – Provides for Nextel phones--\$2,900; postage--\$50; conference and schools--\$1,500; insurance & bonds--\$7,750; utility services--\$5,600; maintenance and repair of equipment--\$12,900; dues and subscriptions--\$2,500; rent welding tanks--\$7,500; waste removal--\$3,000; licenses & taxes--\$1,000; software charges--\$6,500
 Supplies - Provides for office supplies--\$1,000; small tools--\$3,800; motor fuels--\$4,520; maintenance and repairs by City--\$3,000; various supplies--\$35,000; safety--\$2,300
 Capital Outlay* – Provides for pressure washer for wash bay--\$6,816; purchase and install new parts storage fixtures for the upper Stock room--\$8,760

*The Capital Equipment Fund includes \$8,255 for replacement plow on Unit #503

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Total number of service calls, inspections, services, and repairs, scheduled & unscheduled made on all equipment	2,592	1,939	3,000	2,132	2,200
# of repairs, inspections on emergency equipment	1,394	758	1,700	728	750
Pieces of equipment converted per year	41	41	40	40	40
Pieces of equipment maintained	411	411	411	411	411
# of licensed motor vehicles in fleet	215	215	215	215	215

STAFFING	2018 BUDGET	2019 BUDGET
Fleet Maintenance Supervisor	0.5	0.5
Maintenance Workers	5.1	5.0
Administrative Assistant	0.6	0.5
Total	6.2	6.0

ACTIVITY MANAGER: Fleet Maintenance Supervisor

GENERAL ACTIVITY DESCRIPTION

This activity maintains and repairs all City vehicles and equipment for safe and efficient operation. This includes normal maintenance and safety inspections. Most work is accomplished in-house at the City shop, heavy overhauls of engines, transmissions and other major components is performed by qualified vendors. Repairs to computerized engine management systems, front end alignments, and collision repairs are completed by vendors. New units are set-up and prepared in-house except for specialized emergency equipment for Fire and Police units. This activity is responsible for equipment specifications and assists with purchases of new units.

PROCESS USED

Provide repairs to all emergency equipment within ten hours if performed in-house. When vendors must be used, ensure repairs are expedited to the greatest extent possible. Perform preventive maintenance on equipment within 20 miles or 20 hours of scheduled service. Maintain service criteria in accordance with manufacturers' recommendations. Provide on-going training for technicians.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Currently performing mileage study with Connexus Energy for feasibility of electric vehicles.
2. Began using IMAINT software to evaluate maintenance cost per equipment.
3. Developed replacement unit scoring to evaluate equipment replacement schedules.
4. Investigated potential lease option via Enterprise Fleet Services.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Restructure Vehicle Maintenance to separate from Facility Maintenance.
2. Assume responsibility for fleet/unit replacement schedule.
3. Assume responsibility for vehicle license renewals.
4. Update and refine IMAINT.

Public Works – Public Building Maintenance (507)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$148,524	\$162,955	\$195,531	\$79,664	\$183,673	\$263,723
Charges & Services	376,519	411,390	379,250	220,430	397,102	406,500
Supplies	31,577	32,617	32,500	14,342	33,505	33,550
Capital Outlay	2,521	380	23,000			
Activity Total	<u>\$559,141</u>	<u>\$607,342</u>	<u>\$630,281</u>	<u>\$314,436</u>	<u>\$614,280</u>	<u>\$703,773</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$6,008; uniform allowance--\$339
 Charges & Services* - Provides for telephone--\$325; travel and conferences--\$500; insurance & bonds--\$8,250; utility services--\$147,700; repair and maintenance of structures--\$150,000; repair and maintenance of equipment--\$70,000; M & R other--\$7,125; rent--\$12,000; waste removal & cleaning--\$8,000; licenses & taxes--\$2,600
 Supplies - Provides for office supplies--\$200; small tools--\$500; maintenance and repair of buildings--\$5,000; repair and maintenance of equipment--\$1,000; maintenance & repair-other improvements--\$1,200; general supplies--\$25,000; safety items--\$300; motor fuel--\$350
 Capital Outlay*

*The Facilities Construction Fund includes \$850,000 for roof replacement on City Hall facility.

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Square feet of buildings maintained	160,000	160,000	160,000	160,000	160,000
Cost per square foot	\$3.49	\$3.80	\$3.94	\$3.90	\$4.61

STAFFING	2018 BUDGET	2019 BUDGET
Facility Maintenance Supervisor	0.5	0.5
Ice Center Manager	0.1	-
Administrative Assistant	0.3	0.3
Bldg Maintenance	1.1	2.1
Total	2.0	2.9

ACTIVITY MANAGER: Facility Maintenance Supervisor

GENERAL ACTIVITY DESCRIPTION

Maintain City Hall, City Hall Garage, Public Works Building and Fire Stations 1, 2 and 3 to ensure a neat, clean and safe environment for employees and the public.

PROCESS USED

Monitor maintenance contracts for compliance and quality of work. Monitor contractor and maintenance employee schedules to ensure maximum coverage to support activities. Use in-house resources as much as possible for maintenance and repairs. Implement regular schedule for carpet cleaning and floor waxing.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Completed facility needs assessment.
2. Roofs on Public Works, City Hall, Fire Stations and Water Treatment Plants evaluated. Repairs scheduled for Public Works and Fire Stations.
3. Scheduled repairs for minor priority 1 deferred maintenance items.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Separate Vehicle Maintenance and Facility Maintenance. Hire full-time Facility Engineer/Architect to manage all facility related matters.
2. Complete buildings inventory.
3. Develop building maintenance and replacement criteria for all City owned buildings.
4. Evaluate in-house versus contractors for maintenance of buildings.
5. Implement priority 1 and 2 deferred maintenance repairs.

Information Technology – Geographic Information System (508)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$180,531	\$184,079	\$191,974	\$87,638	\$191,931	\$198,096
Charges & Services	63,469	64,587	63,358	56,340	63,298	64,422
Supplies	2,132	2,190	3,650	1,418	3,650	2,650
Capital Outlay	8,573	6,238	6,400		6,400	29,207
Activity Total	<u>\$254,705</u>	<u>\$257,094</u>	<u>\$265,382</u>	<u>\$145,396</u>	<u>\$265,279</u>	<u>\$294,375</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for GIS consulting services--\$5,000; software charges-\$53,556; training and conferences--\$4,000; insurance & bonds--\$106; maintenance of equipment--\$1,560; dues and memberships--\$200
 Supplies - Provides for office supplies--\$1,800; maintenance & repair equipment--\$150; general supplies--\$700
 Capital Outlay – Provides for Cityworks EURL--\$6,000; (2) CAD workstations with dual monitors--\$7,200; black and white wide format copier, scanner and printer--\$16,007

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Estimated requests for service	110	106	100	120	130
Service requests recorded	4,100	3,773	4,000	4,000	4,300
Work orders generated	3,424	3,210	4,000	4,000	4,100

STAFFING	2018 BUDGET	2019 BUDGET
GIS Analyst	1.0	1.0
GIS Tech	0.8	0.8
Total	1.8	1.8

ACTIVITY MANAGER: IT Manager

GENERAL ACTIVITY DESCRIPTION

This activity uses, administers, and maintains Geographic Information Systems (ESRI) and Asset Management (Cityworks) software. Cityworks relies on the GIS database inventory of mapped city infrastructure, parcels, and address points. As an Asset management system, Cityworks is used to track infrastructure inspections, service requests, and work orders. As a code enforcement application, Cityworks is linked to GIS address points to manage cases. Cityworks is also used to manage housing programs and rental and business licensing. The information contained in the GIS database can be viewed as a paper map, or it can be published to a server in the form of web maps and web applications. These maps and applications are created for both internal use and for public consumption. Some examples of its internal use are: linking mapped features to a database of infrastructure documents for viewing technical specifications; to map building permit locations; and to map the location and extent of storm damage. Some public applications currently available are: a map of zoning information, a map for identifying malfunctioning street lights, and a web map of voting information.

PROCESS USED

Data entry and updating into a GIS enterprise databases. Databases and GIS servers are administered and maintained in house. Digital map layers are created and overlaid to create digital maps. Maps are published and shared to a GIS server to produce web services to be incorporated into web maps and applications.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Implemented an organized geographic content management system for sharing GIS information.
2. Substantial progress linking scanned documents to GIS data.
3. Deployed Cityworks in the field for Public Works inspections and work orders.
4. Assisted with pavement management.
5. Incorporated GIS with Autocad for efficient as-built creation.
6. Assisted with 2020 census data improvement.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Deploy a Cityworks application that enables viewing of information by non-Cityworks users of where work is being done or has been done in the City.
2. Build informative web maps and applications for the city website.
3. Continue to advance the use of GIS maps and applications for both internal and external use.
4. Assist in correcting and maintaining authoritative city information displayed on Google maps.

Reader's Notes:

Public Works – Engineering Maintenance Services (509)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$315,269	\$336,124	\$290,373	\$185,154	\$290,325	\$310,098
Charges & Services	29,503	23,116	27,455	14,940	24,251	30,750
Supplies	6,294	8,955	8,950	2,930	8,650	6,450
Activity Total	<u>\$351,066</u>	<u>\$368,195</u>	<u>\$326,778</u>	<u>\$203,024</u>	<u>\$323,226</u>	<u>\$347,298</u>

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for seasonal--\$788
 Charges & Services- Provides for bridge inspection--\$6,000; pedestrian bridge inspections--\$5,000; software charges--\$1,500;
 telephone--\$4,700; postage--\$2,000; transportation, school, and conferences--\$6,000; insurance & bonds--\$1,450; maintenance and
 repair of equipment--\$3,000; dues and memberships--\$1,000; licenses and taxes--\$100
 Supplies - Provides for motor fuels & lube--\$3,200; maintenance and repairs--\$2,000; office supplies--\$1,250

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
% of budget spent on engineering maintenance services (labor only)	50.0%	40.0%	30.0%	30.0%	40.0%
# of grading plans for new homes	22	36	24	24	75
# of properties checked for flood plain status	61	27	30	30	30
# of right-of-way permits issued	166	167	120	12	120
# of new units served by sewer/water projects	30	40	20	30	75
# of new commercial/industrial sites served	2	4	4	4	4
# of City projects completed	20	23	20	20	20
Total cost of City engineer projects (millions)	\$14.0	\$12.0	\$10.0	\$10.0	\$12.0
% of proj completed on time/within budget	95%	95%	95%	95%	95%
# of customer surveys conducted on street reconstruction program	0	1	1	1	1

STAFFING	2018 BUDGET	2019 BUDGET
Public Works Director	0.5	0.5
Assistant City Engineer	0.4	0.4
Engineer & Techs	1.0	1.0
Administrative Assistant	0.4	0.4
Total	2.3	2.3

ACTIVITY MANAGER: City Engineer

GENERAL ACTIVITY DESCRIPTION

Maintain as-built records of all City facilities. Provide as-built information to the public for City utilities. Maintain address records. Provide engineering services to other City activities as requested. Issue right-of-way permits to utility companies. Provide general supervision over all activities of the Engineering Division.

PROCESS USED

Infrastructure as-built information is transferred to permanent records and asset management system. This information is used in the evaluation of needed repairs for reconstruction and maintenance projects, and shared with contractors, builders, the public, etc. upon request. Review of all development proposals and building permits to ensure compliance with all applicable engineering standards. Engineering strives to complete projects on budget and schedule for a high result of customer satisfaction.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Continue to solicit public feedback on services performed, and the annual street reconstruction program.
2. Completed full implementation of RT Vision (OneOffice) Project management software.
3. Evaluated staffing needs with regards to maintaining a sustainable street reconstruction program.
4. Created and marketed a street reconstruction information video for the public.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue to solicit feedback on services performed, and evaluate potential improvements to project delivery.
2. Continue using the RT Vision (OneOffice) Project management software.
3. Initiate the Riverwalk redevelopment infrastructure improvements.
4. Complete the annual street reconstruction program and other multi-jurisdictional roadway improvements, including construction of the City's first round-a-about.

Public Works – Maintenance of Parks and Building Grounds (510)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$1,303,542	\$1,335,270	\$1,378,476	\$588,839	\$1,308,594	\$1,398,993
Charges & Services	434,215	499,086	445,491	201,478	459,381	508,156
Supplies	277,940	220,618	243,900	104,355	231,230	257,475
Capital Outlay		7,170	18,000	17,012	15,000	25,474
Activity Total	<u>\$2,015,697</u>	<u>\$2,062,144</u>	<u>\$2,085,867</u>	<u>\$911,684</u>	<u>\$2,014,205</u>	<u>\$2,190,098</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for contracted mowing of Main St, Crooked Lake Blvd & Coon Rapids Blvd--\$4,900; Riverview Prairie maintenance--\$2,100; Park & Recreation Commission meeting transcription service--\$1,800; Sprint/Nextel--\$3,840; phones in buildings--\$1,100; travel, conferences & schools--\$7,550; insurance & bonds--\$40,000; utility services--\$101,400; plumbing, roofing, locks--\$21,500; repair & maintenance of equipment--\$27,050; weed control and fertilizing--\$45,000; irrigation maintenance & repairs--\$5,400; park lights & electrical repair--\$13,500; dues & memberships--\$1,500; rental of portable restrooms--\$50,000; dumpsters- waste removal--\$9,000; licenses & taxes--\$50,000; park signs--\$2,800; ICWC work crew--\$16,997; advertising/legal notices--\$1,750; software charges--\$4,269; outdoor repairs--\$9,738; Additional ICWC work crew--\$20,000; MMUA safety compliance service--\$5,447; postage--\$1,150; additional playground surface material and contractual irrigation--\$20,000; additional consulting services--\$5,000; playground surface material service--\$11,000; splash pad disinfection service--\$7,000; other--\$17,365

Supplies - Provides for office supplies--\$1,000; small tools--\$4,100; motor fuels & lubes--\$45,775; repair & maintenance of equipment and buildings--\$57,500; repair costs for maintenance, playground repair and vandalism--\$51,500; herbicides, grass seed, and other supplies--\$90,000; safety program--\$7,600

Capital Outlay* - Provides for hydraulic ballfield edger for existing pro ballfield groomer--\$5,474; concrete replacements for multiple Parks--\$20,000

*The Capital Equipment Fund includes \$33,053 for Commercial Z track (Unit #129); \$33,587 for Toro Workman HDX-D (Unit #171); \$110,979 for Toro 5910 Tier 4 16 ft mower (Unit #149) and \$16,830 for purchase and installation of snow plows on pickups (Unit #101, Unit #118)

*The Park Improvement Fund includes \$80,000 for soccer complex stand expansion and restroom remodeling; \$90,000 for new pedestrian bridge on Erlandson Trail; \$24,000 for (4) back stop netting for Sand Creek athletic complex at softball fields.

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Park Fees	\$31,916	\$59,783	\$20,000	\$30,000	\$30,000

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of parks	45	45	45	46	46
# of service requests processed	44	61	45	45	45
% service req completed w/i 48 business hrs	100%	100%	100%	100%	100%

ACTIVITY MANAGER: Parks Supervisor

GENERAL ACTIVITY DESCRIPTION

Maintain developed parks and grounds adjacent to public buildings. The division provides for clean, safe and attractive areas for recreation and leisure enjoyment.

PROCESS USED

Work is scheduled and equipment and personnel are assigned as required to accomplish maintenance of City parks in order to ensure facilities are properly prepared for organized events including softball, soccer, baseball, football and tennis.

A pro-active maintenance schedule is maintained to avoid costly repairs and replacements.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Hired new evening/weekend park aides to cover off hours.
2. Conducted pedestrian bridge/structural evaluation for repairs in parks and on trails.
3. Implement digital playground inspection for inventory asset management.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Determine the capital needs for ADA compliance projects based on the ADA plan approved in 2017.
2. Complete special park project improvements as determined by the Parks and Recreation Commission. Special park improvement projects for 2019 include the completion of Vineyard Park, Marshland Park, and signage for Boulevard Plaza..
3. Evaluate staffing needs and other costs at Sand Creek Park, Boulevard Plaza and other athletic complexes for weeknight and weekend demands.
4. Reduce park encroachment issues.
5. Update master park and trail plan.

Public Works – Maintenance of Parks and Building Grounds (510)

STAFFING	2018 BUDGET	2019 BUDGET
Public Works Director	0.1	0.1
Parks Supervisor	0.8	0.7
Park Maintenance	11.7	11.7
Maintenance - PT & Seasonal	8.5	8.8
Administrative Assistant	0.3	0.2
Total	21.4	21.5

Public Works – Sidewalk Maintenance (511)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$19,950	\$13,361	\$23,749	\$28,732	\$25,872	\$33,348
Charges & Services	717	6,105	15,918	4,191	13,022	12,918
Supplies	9,563	10,808	17,000	18,220	19,630	19,350
Activity Total	<u>\$30,230</u>	<u>\$30,274</u>	<u>\$56,667</u>	<u>\$51,143</u>	<u>\$58,524</u>	<u>\$65,616</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for insurance & bonds--\$1,318; sidewalk equipment repairs--\$8,000; outsourcing sidewalk repairs--\$3,600
 Supplies - Provides for motor fuels--\$6,450; sidewalk plow repair--\$12,000; general supplies--\$900

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Miles of sidewalk	101	101	101	101	101
Inches of snow fall measured	31	21	47	60	45
% of system plowed within policy guidelines	100%	100%	100%	99%	100%

STAFFING	2018 BUDGET	2019 BUDGET
Street Supervisor	-	0.1
Street Maintenance	0.3	0.3
Total	0.3	0.4

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

Properly maintains all sidewalks within the City for convenient pedestrian travel as and to extend the life. Maintenance includes snow removal, repair, sweeping and keeping sidewalks clear of obstructions.

PROCESS USED

Sidewalks are repaired and maintained as needed in the summer months. During the winter months, sidewalks are plowed as needed. No salt is used on sidewalks. Repair 100 percent of known damaged concrete sidewalk as budget allows. Check and inspect sidewalks twice annually. Remove snow within 48 hours and clear key intersections of snow for better visibility. Trims trees along all sidewalks to prevent damage to equipment and people.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Completed sidewalk gaps on Coon Rapids Boulevard (Hanson to the City of Anoka).
2. Evaluate ADA upgrade priorities.
3. Implemented pedestrian bridge inspection program.
4. Additional cross training for sidewalk plowing.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Evaluate citywide sidewalk gaps for future programming needs and priorities.
2. Implement ADA enhancement from plan.
3. Pedestrian bridge evaluation and prioritize for repair/replacement.
4. Additional cross training for sidewalk plowing.
5. Consider GPS equipment on sidewalk plows.

Public Works – Recreation Services (514)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$18,115	\$19,822	\$25,475	\$9,881	\$25,432	\$64,480
Charges & Services	31,705	50,445	62,734	24,999	48,171	63,634
Supplies	2,765	6,236	18,620	5,106	11,000	18,620
Activity Total	<u>\$52,585</u>	<u>\$76,503</u>	<u>\$106,829</u>	<u>\$39,986</u>	<u>\$84,603</u>	<u>\$146,734</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for umpire fees--\$28,000; postage--\$1,400; insurance--\$34; awards & advancements--\$4,500; ASA & USSSA sanctioning fees--\$3,000; software related charges--\$3,200; advertising & printing--\$3,500; summer playground program--\$20,000
 Supplies – Provides for softballs--\$5,600; outdoor cinema services--\$6,000, summer playground program supplies--\$7,020

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Softball league	\$44,704	\$79,494	\$81,000	\$80,000	\$80,000
Adult recreation	2,043	3,501	3,000	4,000	4,000
Youth recreation	N/A	700	2,000	1,200	1,200

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of teams	67	113	106	110	110
Games played	628	1,047	1,030	1,030	1,030
Adult recreation registrations	81	166	100	200	200
Youth recreation registrations	0	85	40	100	100
Max Galaxy Facility bookings	7,026	7,977	8,000	8,000	8,000

STAFFING	2018 BUDGET	2019 BUDGET
Parks & Rec Coordinator	0.3	0.3
Administrative Assistant	-	0.6
Total	0.3	0.9

ACTIVITY MANAGER: Recreation Coordinator

GENERAL ACTIVITY DESCRIPTION

Provide recreation activities through park and recreational facilities across all age groups. Schedule regular maintenance activities for various park user groups. Process park special use permits, facility and garden plot rentals. Evaluate and propose adjustments to policy and fee structures.

PROCESS USED

Provide recreation, sport and leisure activities through staff and contracted services.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Converted park facility rentals to be able to pay bills online.
2. Saw growth in adult softball participation and transferred registration and payment to online.
3. Now able to evaluate for 3 years of scheduling and registration use through scheduling software.
4. Sold out garden plots and transferred registration and payment to online.
5. Acquired an event stage for community events.
6. Continued community event programming (farmers market, movies in the park, etc.)
7. Initiated SHIP grant program for regional trail education and enhancements.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue to introduce new programs through contracts with businesses and trained professionals.
2. Continue collaboration with 4-H Apartment program, etc.
3. Conduct survey and data collection around parks and recreation services.
4. Track and report registrations for all program from year to year via the P & R software.
5. Track and report park building reservations for trends via the P & R software.
6. Seek grants for parks and programs that assist in development of parks, trails, and new program initiatives.
7. Conduct annual review of program fees and adjust to meet current market and needs of the community. This includes building and shelter rentals, athletic use fees, and rec program fees.
8. Evaluate existing programs and determine gaps in recreation programs.
9. Evaluate city facilities and evaluate gaps in community facilities.
10. Introduce new summer recreation on the go program.



2019 BUDGET

MAINTENANCE SERVICES

Public Works – Indoor Skating – Ice Arena (515)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$386,133	\$428,776	\$386,720	\$223,714	\$414,691	\$432,424
Charges & Services	291,927	326,841	301,138	169,199	328,754	338,938
Supplies	17,276	15,742	27,200	6,450	17,390	19,415
Cost of Merchandise Sold	50,215	58,337	62,000	6,615	62,000	62,000
Capital Outlay		8,568	7,000	32,741	4,742	34,000
Activity Total	<u>\$745,551</u>	<u>\$838,264</u>	<u>\$784,058</u>	<u>\$438,719</u>	<u>\$827,577</u>	<u>\$886,777</u>

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for seasonal--\$185,735
 Charges & Services - Provides for professional & consulting services--\$6,000; telephone--\$12,330; postage--\$1,250; travel, conference, schools--\$2,200; advertising--\$6,000; insurance & bonds--\$8,667; utilities--\$195,100; maintenance and repair of building--\$45,791; maintenance and repair of equipment--\$27,500; maintenance & repair other--\$800; dues, subscriptions, & memberships--\$5,000; rental of equipment--\$4,500; waste removal--\$4,300; licenses & taxes--\$6,000; software charges--\$6,500; credit card fees--\$7,000
 Supplies - Provides for office supplies and other--\$900; small tools--\$500; motor fuels & lubes--\$1,015; maintenance and repair of building--\$4,000; maintenance and repair of equipment--\$2,000; maintenance & repair other--\$1,000; general supplies--\$10,000
 Capital Outlay* - Provides for exercise equipment, oven, spotlights--\$13,500; Zamboni batteries, charger and ice edger--\$20,500

RELATED REVENUE	2016	2017	2018 Budget	2018 Estimate	2019 Budget
Ice Rental, Pro Shop, and Vending Sales	\$585,909	\$646,337	\$600,500	\$633,000	\$639,500

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Available hours of ice* (50 wks)	5,250	5,250	5,250	5,250	5,250
Available hours of ice utilized (50 wks)	3,223	3,347	3,200	3,350	3,375
Available hours of outdoor ice (13 wks)	1,445	1,372	1,365	1,365	1,375
Available hours of outdoor ice utilized (13 wks)	596	620	650	650	650
# of hours of instructional lessons provided	612	648	600	650	650
Avg cost per hour to operate excluding staff	\$41.03	\$46.74	\$47.00	\$47.00	\$47.00
Avg cost per hour to operate including staff	\$85.11	\$95.69	\$87.00	\$95.00	\$96.00
Lesson program revenue per hour	\$211.75	\$212.55	\$200.00	\$213.00	\$214.00
% of prime time ice rented - indoor	84%	88%	80%	85%	85%
% of non-prime ice rented - indoor	39%	49%	42%	49%	45%
% of prime time ice rented - outdoor	70%	78%	75%	78%	75%
% of non-prime ice rented - outdoor	18%	19%	20%	20%	20%

*assumes 7am to 10:30 pm daily

ACTIVITY MANAGER: Ice Arena Manager

GENERAL ACTIVITY DESCRIPTION

This activity is responsible for maintaining Coon Rapids Ice Center and for providing high quality ice and customer service to the users. Coon Rapids Ice Center's indoor sheet, meeting rooms, and concession stand are open 50-52 weeks per year and the outdoor refrigerated sheet is open approximately 14 weeks per season. Activities include ice hockey, public skating and instructional skating lessons, meeting space, and off-ice training.

PROCESS USED

Management of arena facilities which include: ice maintenance, room rental set-up and clean-up, and grounds maintenance. Customer service is provided for users in all areas of the facility, including facility maintenance, concessions, ice and room rentals, and skating instruction.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Implemented staff training plan to meet the needs of splash pad and its users.
2. Updated staffing plan and procedures to meet the growing demands of large events held in the facility.
3. Hosted two broom ball tournaments as well as box lacrosse games and practices on our outdoor rink.
4. Increased online registration in facility offerings by over 30%.
5. Implemented 2018-2019 Blue Ox contract.
6. Updated facility camera system to better ensure the safety of our staff and users.
7. Installed new arena and lobby lighting systems to save on utility costs and better meet the needs of our users.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Explore new options to accommodate users with permanent arena space without hindering the needs of the public and other regular users.
2. Develop in house programming opportunities that will compliment splash pad and playground usage.
3. Continue to create beginning skating lesson opportunities to bring new users into our current skating school program.
4. Work with marketing department to streamline facility and programming promotion.
5. Continue to seek out opportunities to improve energy efficiency at the facility.

Public Works – Indoor Skating – Ice Arena (515)

STAFFING	2018 BUDGET	2019 BUDGET
Ice Center Manager	0.9	1.0
Skating Director	0.4	0.4
Skate Instructors	0.7	0.7
Ice Center Assistant Manager	1.0	1.0
Night/Weekend PT Supervisors	1.2	1.4
Maintenance (FT/PT)	4.9	5.2
Total	9.1	9.7

Public Works – Outdoor Skating (516)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$45,740	\$20,712	\$159,880	\$15,029	\$155,656	\$162,326
Charges & Services	3,951	5,721	5,769	3,166	5,530	5,669
Supplies	2,522	4,361	5,200	1,351	3,800	4,600
Activity Total	<u>\$52,213</u>	<u>\$30,794</u>	<u>\$170,849</u>	<u>\$19,546</u>	<u>\$164,986</u>	<u>\$172,595</u>

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits provides for warming house attendants--\$18,414; overtime--\$5,271
 Charges & Services - Provides for insurance & bonds--\$69; maintenance & repair from vandalism--\$500; rent for portable restrooms at 7 rink locations--\$2,600; telephone--\$2,500
 Supplies-Provides for small tools and equipment--\$750; maintenance & repair of warming houses--\$400; maintenance & repair equipment--\$300; maintenance & repair ice rinks--\$750; ice rink supplies--\$2,000; safety supplies--\$400

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of days rinks open per season	38	53	60	60	60
Annual cost per rink	\$7,459	\$20,625	\$17,961	\$17,961	\$18,000
Average cost per day open to maintain	\$1,374	\$2,643	\$2,994	\$2,994	\$3,000

STAFFING	2018 BUDGET	2019 BUDGET
Parks Supervisor	0.1	0.1
Parks Maintenance	1.5	1.5
Support Staff	0.1	0.1
Warming House Attendants	0.7	0.7
Total	2.4	2.4

ACTIVITY MANAGER: Parks Supervisor

GENERAL ACTIVITY DESCRIPTION

Provide quality ice at outdoor rinks from December through February for outdoor recreational purposes. Skating areas are maintained at the following locations: Sand Creek, Wintercrest, Riverview, and Thorp parks. Assistance is also provided at the Coon Rapids Ice Center (CRIC).

PROCESS USED

Clear and flood ice, maintain warming houses and enforce skating rules to maintain the safety of participants.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Able to keep ice conditions seven days longer due to maintenance practices.
2. Used 11,560 gallons less of water for the season due to operational practices.
3. Able to clean rinks for usage one day after a snow emergency was declared.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Evaluate family night at Sand Creek Park and expand skating opportunities.
2. Strengthen recruitment and retention efforts of warming house attendants. In addition, explore partnerships with the athletic associations for volunteering opportunities at the warming house.
3. Investigate partnership opportunities with school district.

Public Works – Tree Maintenance (521)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$103,484	\$108,279	\$105,415	\$51,692	\$105,274	\$108,722
Charges & Services	245,800	246,162	205,538	63,019	205,368	267,680
Supplies	30,123	14,645	44,700	12,039	35,900	44,350
Activity Total	<u>\$379,407</u>	<u>\$369,086</u>	<u>\$355,653</u>	<u>\$126,750</u>	<u>\$346,542</u>	<u>\$420,752</u>

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for telephone charges--\$800; postage--\$400; travel and conferences--\$1,600; insurance & bonds--\$155; dues & memberships--\$500; licenses & taxes--\$225; Cityworks--\$900; advertising/printing--\$500; maintenance & repair-contractual--\$262,600

Supplies - Provides for office supplies--\$150; small tools--\$500; trees and landscape materials--\$43,700

*\$400,000 for removal of 800 poor condition/infected EAB blvd ash trees/stumps moved to Special Revenue Fund.

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of trees removed on private/public property	1,067	831	1,500	1,000	1,000
# of trees trimmed	588	718	800	1,400	1,000
# of trees planted	124	138	150	125	175
% of diseased trees removed within statutory timeline	95%	95%	100%	100%	100%
Average contractual costs:					
To remove a tree	\$165.33	\$197.15	\$250	\$200	\$200
To plant a tree	\$192.45	\$200.05	\$200	\$175	\$200
To trim a tree	\$131.19	\$64.80	\$125	\$75	\$75
# of requests for service	648	580	500	500	500

STAFFING	2018 BUDGET	2019 BUDGET
Forester	0.9	0.9
Administrative Assistant	0.1	0.1
Total	1.0	1.0

ACTIVITY MANAGER: Parks Supervisor

GENERAL ACTIVITY DESCRIPTION

Provide and maintain a program to ensure the health of the urban forest in the City.

PROCESS USED

The City Forester manages tree care contracts for tree trimming due to storm damage and emergency trimming of obstructions. Contractual tree and stump removals on public property are monitored. Inspect potentially diseased trees on private property and advise homeowners for proper tree health or removal. Conduct annual Arbor Day tree sale and tree planting projects.

All trees on City owned property are inspected by the City forester and appropriate action is taken.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Trimmed 1,400 trees as part of the street reconstruction project and trimming cycle.
2. Sold 142 trees at 2018 Arbor Day tree sale.
3. Installed 125 boulevard trees throughout the City.
4. Started the process for chemically treating 140 boulevard ash trees.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Increase funding for EAB management to include: removal of poor conditioned ash trees, chemically treating high valued ash trees, public education and consideration of emerging management strategies as they are being developed.
2. Remove 400 poor conditioned boulevard ash trees and chemically treat 150 high valued city owned ash trees.
3. Implement plan for non-boulevard ash trees in the city parks and trails.
4. Implement new 7 year boulevard tree trimming cycle.
5. Establish native prairie inventory and identify maintenance needs.

Reader's Notes:



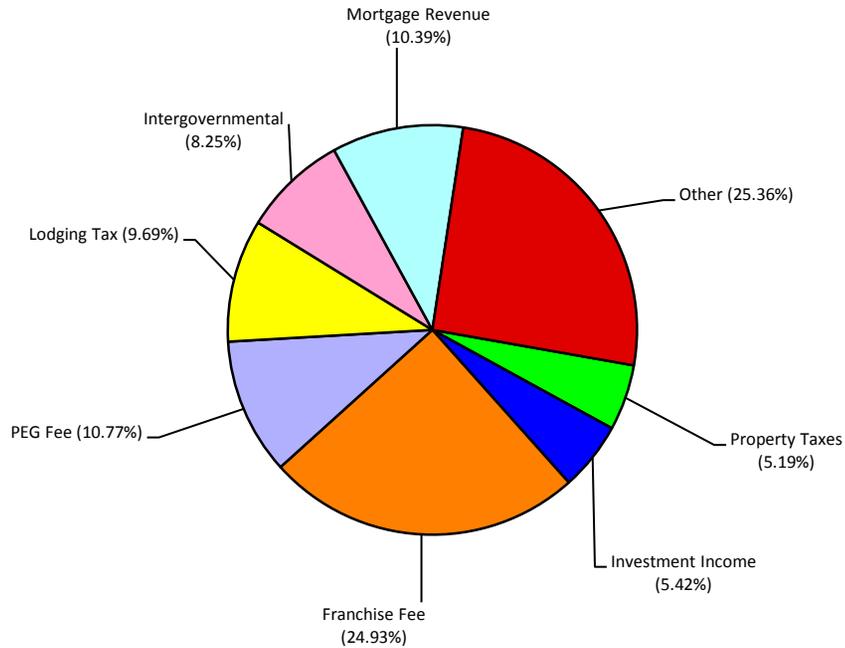
Special Revenue

Special Revenue Funds are established to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute, charter provision, or local ordinance to finance particular functions or activities of government.

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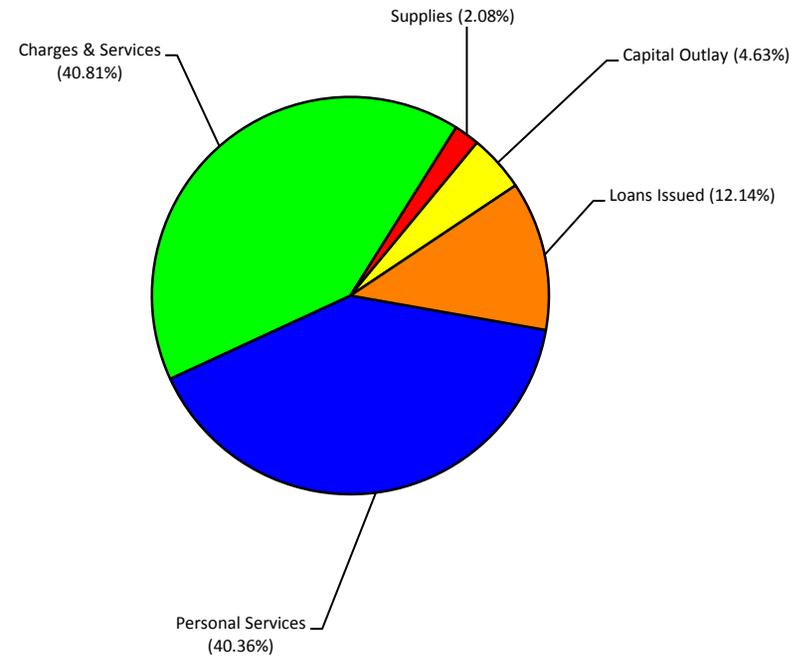
**SPECIAL REVENUE FUNDS
2019 BUDGET**

Revenues by Source



Property Taxes	\$ 150,000
Investment Income	156,401
Franchise Fee	720,000
PEG Fee	311,000
Lodging Tax	280,000
Intergovernmental	238,363
Mortgage Revenue	300,000
Other	<u>732,500</u>
Total	<u><u>\$ 2,888,264</u></u>

Expenditures by Use



Personal Services	\$ 997,143
Charges & Services	1,008,677
Supplies	51,295
Capital Outlay	114,393
Loans Issued	<u>300,000</u>
Total	<u><u>\$2,471,508</u></u>



SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Boulevard Tree Maintenance Fund			\$ 200,000	\$ 68,080	\$ 198,000	\$ 150,000
Scattered Site Housing Program Fund	\$ 1,016	\$ 2,724	3,074	1,292	4,100	3,868
Housing Program Fund	206,670	470,552	290,000	306,641	400,000	400,000
MAF Program Fund	17,761	28,034	31,459	17,852	31,404	36,512
Law Enforcement Programs Fund	76,317	107,772	43,606	66,614	113,910	44,283
Fire Department Programs Fund	10,609	9,133	10,175	7,672	10,223	10,269
Lodging Tax Fund	282,106	276,026	270,000	99,457	280,000	280,000
Public Communications Fund	1,413,877	1,465,685	1,552,177	420,231	1,490,420	1,483,561
Commissions and Events	3,726	9,807	13,531	14,469	17,418	13,694
Senior Activity Fund	166,667	153,218	140,850	94,160	140,906	141,014
Community Development Block Grant Fund	236,660	118,507	288,346			
Recycling Fund	336,503	360,839	322,164	44,174	322,763	325,063
Total Revenues	2,751,912	3,002,297	3,165,382	1,140,642	3,009,144	2,888,264
Expenditures:						
Boulevard Tree Maintenance Fund			200,000	56,526	198,000	150,000
Scattered Site Housing Program Fund	30,652	21	45,000	16,278	45,000	45,000
Housing Program Fund	318,130	429,054	310,000	64,908	310,000	310,000
MAF Program Fund		385	300		300	300
Law Enforcement Programs Fund	57,453	154,057		82,343	92,574	
Fire Department Programs Fund	9,817	5,781	9,500	8,927	9,500	9,500
Lodging Tax Fund	268,091	262,317	256,000	75,714	266,000	266,000
Public Communications Fund	1,127,437	1,053,036	1,508,841	865,944	1,500,527	1,220,145
Commissions and Events	10,775	8,666	13,500	8,540	13,500	13,500
Senior Activity Fund	151,861	142,081	132,000	77,635	132,000	132,000
Community Development Block Grant Fund	236,660	118,507	288,346			
Recycling Fund	357,127	349,375	324,716	119,393	325,336	325,063
Total Expenditures	2,568,003	2,523,280	3,088,203	1,376,208	2,892,737	2,471,508
Excess (Deficiency) of Revenues Over Expenditures	183,909	479,017	77,179	(235,566)	116,407	416,756
Other Financing Sources (Uses):						
Transfers in	800,000	230,255				
Transfers out	(843,738)	(253,946)	(24,000)		(24,000)	(24,000)
Total Other Financing Sources (Uses)	(43,738)	(23,691)	(24,000)		(24,000)	(24,000)
Net Change in Fund Balances	140,171	455,326	53,179	(235,566)	92,407	392,756
Fund Balance at Beginning of Year	6,465,889	6,606,060	6,902,195	7,061,386	7,061,386	7,153,793
Fund Balance at End of Year	\$ 6,606,060	\$ 7,061,386	\$ 6,955,374	\$ 6,825,820	\$ 7,153,793	\$ 7,546,549

Public Works – Boulevard Tree Maintenance Fund (17000)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

To account for the removal and maintenance of boulevard trees, specifically infested ash trees.

PROCESS USED

Analyze ash trees for infestation and remove as necessary.



SPECIAL REVENUE FUNDS
 17000 - BOULEVARD TREE MAINTENANCE FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	_____	_____	\$ 200,000	\$ 68,080	\$ 198,000	\$ 150,000
Expenditures:						
Maintenance Services:						
Other charges and services	_____	_____	200,000	56,526	198,000	150,000
Net Change in Fund Balances				11,554		
Fund Balance at Beginning of Year	_____	_____	_____	_____	_____	_____
Fund Balance at End of Year	=====	=====	\$ _____	\$ 11,554	\$ _____	\$ _____

Public Works – Scattered Site Housing Program Fund (18000)

ACTIVITY MANAGER: Community Development Specialist

GENERAL ACTIVITY DESCRIPTION

To account for the removal of structures in blighted areas in order to sell the property for redevelopment.

PROCESS USED

As blighted properties become available for purchase, the City buys, removes the structures and resells the vacant property.



SPECIAL REVENUE FUNDS
18000 - SCATTERED SITE HOUSING PROGRAM FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 1,016	\$ 2,724	\$ 3,074	\$ 1,292	\$ 4,100	\$ 3,868
Expenditures: *						
Community Development:						
Other charges	30,652	21	45,000	16,278	45,000	45,000
Net Change in Fund Balances	(29,636)	2,703	(41,926)	(14,986)	(40,900)	(41,132)
Fund Balance at Beginning of Year	261,210	231,574	190,639	234,277	234,277	193,377
Fund Balance at End of Year	<u>\$ 231,574</u>	<u>\$ 234,277</u>	<u>\$ 148,713</u>	<u>\$ 219,291</u>	<u>\$ 193,377</u>	<u>\$ 152,245</u>
*Expenditures do not include acquisition of property - all acquisitions have been inventoried as property held for resale on the balance sheet.						
Cash at End of Year	\$ 171,217	\$ 173,797	\$ 88,813	\$ 160,007	\$ 74,093	\$ 52,245
Accrued Interest	457	580				
Total Cash and Accrued Interest	<u>171,674</u>	<u>174,377</u>	<u>88,813</u>	<u>160,007</u>	<u>74,093</u>	<u>52,245</u>
Inventory of Property:						
2208 115th Ave	59,900	59,900	59,900		59,900	
9920 Olive St				59,284	59,284	59,284
Various Sales					(59,900)	(59,284)
Various Acquisitions					60,000	100,000
Total Inventory of Property	<u>59,900</u>	<u>59,900</u>	<u>59,900</u>	<u>59,284</u>	<u>119,284</u>	<u>100,000</u>
Total Assets	<u>\$ 231,574</u>	<u>\$ 234,277</u>	<u>\$ 148,713</u>	<u>\$ 219,291</u>	<u>\$ 193,377</u>	<u>\$ 152,245</u>

Public Works – Housing Program Fund (19000)

ACTIVITY MANAGER: Housing and Zoning Coordinator

GENERAL ACTIVITY DESCRIPTION

To account for proceeds from mortgage payments as recommended by the Coon Rapids Mortgage Assistance Foundation (MAF) and approved by the City Council. Funding is provided by the Coon Rapids MAF Program Fund.

PROCESS USED

This fund is to provide assistance to Coon Rapids residents to make necessary repairs or improvements to their homes through various mortgage loan funds.

These funds consist of the:

- (1) Home Improvement Incentive Program
- (2) Home Rehabilitation Assistance Program
- (3) Two-Family Home Rehabilitation Program
- (4) Emergency Home Repair Program
- (5) ReGenerations Loan Program
- (6) Homes for Generations II



SPECIAL REVENUE FUNDS
19000 - HOUSING PROGRAM FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 69,840	\$ 130,148	\$ 90,000	\$ 76,060	\$ 100,000	\$ 100,000
Mortgage revenue	<u>136,830</u>	<u>340,404</u>	<u>200,000</u>	<u>230,581</u>	<u>300,000</u>	<u>300,000</u>
Total Revenues	<u>206,670</u>	<u>470,552</u>	<u>290,000</u>	<u>306,641</u>	<u>400,000</u>	<u>400,000</u>
Expenditures:						
Community Development:						
Other charges (mort.fees & insurance)	9,214	13,128	10,000	4,097	10,000	10,000
Home loans issued*	<u>308,916</u>	<u>415,926</u>	<u>300,000</u>	<u>60,811</u>	<u>300,000</u>	<u>300,000</u>
Total Expenditures	<u>318,130</u>	<u>429,054</u>	<u>310,000</u>	<u>64,908</u>	<u>310,000</u>	<u>310,000</u>
Excess (Deficiency)of Revenues over Expenditures	(111,460)	41,498	(20,000)	241,733	90,000	90,000
Other Financing Sources (Uses):						
Transfers in (MAF Fund)	800,000	230,237				
Transfers out		<u>(230,237)</u>				
Total Other Financing Sources (Uses)	<u>800,000</u>					
Net Change in Fund Balances	688,540	41,498	(20,000)	241,733	90,000	90,000
Fund Balance at Beginning of Year	<u>3,820,950</u>	<u>4,509,490</u>	<u>4,489,490</u>	<u>4,550,988</u>	<u>4,550,988</u>	<u>4,640,988</u>
Fund Balance at End of Year	<u>\$ 4,509,490</u>	<u>\$ 4,550,988</u>	<u>\$ 4,469,490</u>	<u>\$ 4,792,721</u>	<u>\$ 4,640,988</u>	<u>\$ 4,730,988</u>

*The outstanding mortgages receivable for year ended 2016 and 2017 was \$1,663,671 and \$1,736,849, respectively.

Public Works – Coon Rapids MAF Program Fund (20000)
(Mortgage Assistance Foundation (MAF) Program)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for proceeds from mortgage payments funded through the Coon Rapids Mortgage Assistance Foundation (MAF) program.

PROCESS USED

This fund is to provide funding for special projects, programs and purposes related to housing as the City Council may direct with the input from the Coon Rapids Mortgage Assistance Foundation.

Since the inception of this fund, \$1,250,000 has been transferred to the Scattered Site Housing Program Fund and \$5,575,000 has been transferred to the Housing Program Fund (thru December 31, 2017).



SPECIAL REVENUE FUNDS
 20000 - COON RAPIDS MAF PROGRAM FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 17,761	\$ 28,034	\$ 31,459	\$ 17,852	\$ 31,404	\$ 36,512
Expenditures:						
Community Development:						
Other charges and services		385	300		300	300
Excess of Revenues over Expenditures	17,761	27,649	31,159	17,852	31,104	36,212
Other Financing Uses:						
Transfer out to Housing Loan Fund	(800,000)					
Net Change in Fund Balances	(782,239)	27,649	31,159	17,852	31,104	36,212
Fund Balance at Beginning of Year	2,549,080	1,766,841	1,797,647	1,794,490	1,794,490	1,825,594
Fund Balance at End of Year	<u>\$ 1,766,841</u>	<u>\$ 1,794,490</u>	<u>\$ 1,828,806</u>	<u>\$ 1,812,342</u>	<u>\$ 1,825,594</u>	<u>\$ 1,861,806</u>

Public Works – Law Enforcement Programs Fund (21000)

(744,746, 752 – Police Special Activities)

ACTIVITY MANAGER: Police Chief

GENERAL ACTIVITY DESCRIPTION

These activities account for drug forfeiture, DWI, DARE, Nite to Unite, and grant activities.

PROCESS USED

Because of the nature of the drug forfeiture and DWI activities, a zero budget is adopted and expenditures are made in accordance with applicable Federal and State guidelines on an as needed basis subject to the availability of funds and Police Chief and City Manager approval. Grants are accounted for in separate activities until all funds are expended in accordance with the grant guidelines.



SPECIAL REVENUE FUNDS
 21000 - LAW ENFORCEMENT PROGRAMS FUND - ACTIVITIES 736,744, 746-752
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 1,766	\$ 3,290	\$ 3,606	\$ 2,117	\$ 3,910	\$ 4,283
Intergovernmental	24,374	15,417		54,594	60,000	
Charges for Services	3,000	7,230		9,903	10,000	
Other	47,177	81,835	40,000		40,000	40,000
Total Revenues	76,317	107,772	43,606	66,614	113,910	44,283
Expenditures:						
Public Safety:						
Other charges and services	20,194	113,596		2,882	13,000	
Supplies	24,560	27,857		887	1,000	
Capital outlay	12,699	12,604		78,574	78,574	
Total Expenditures	57,453	154,057		82,343	92,574	
Net Change in Fund Balances	18,864	(46,285)	43,606	(15,729)	21,336	44,283
Fund Balance at Beginning of Year	250,826	269,690	206,059	223,405	223,405	244,741
Fund Balance at End of Year	\$ 269,690	\$ 223,405	\$ 249,665	\$ 207,676	\$ 244,741	\$ 289,024
Allocation of Fund Balance:						
Restricted for Drug Forfeiture	\$ 85,130	\$ 92,040	\$ 11,192	\$	\$ 20,000	\$ 30,000
Restricted for DUI Forfeiture	95,592	18,947	120,386	97,366	105,366	121,440
Committed for DARE	4,396	5,120	5,745	5,001	5,412	6,238
Committed for Legal Department	77,928	101,783	112,326	99,395	107,563	123,970
Committed for Law Enforcement Programs	6,644	5,515	16	5,914	6,400	7,376
Total Fund Balance	\$ 269,690	\$ 223,405	\$ 249,665	\$ 207,676	\$ 244,741	\$ 289,024

Public Works – Fire Department Programs Fund (22000)

(753 – Fire Department Special Services)

ACTIVITY MANAGER: Fire Chief

GENERAL ACTIVITY DESCRIPTION

This activity accounts for special activities performed by the Fire Department such as the safety camp, lock box and smoke alarm programs.

PROCESS USED

Fees are charged to cover the cost of lock boxes installed and safety camp. Donations are received for smoke detectors for residences that are in need of one.



SPECIAL REVENUE FUNDS
 22000 - FIRE DEPARTMENT PROGRAMS FUND - ACTIVITY 753
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 85	\$ 202	\$ 175	\$ 130	\$ 223	\$ 269
Other (1)	10,524	8,931	10,000	7,542	10,000	10,000
Total Revenues	10,609	9,133	10,175	7,672	10,223	10,269
Expenditures:						
Public Safety:						
Other charges and services			20	5	20	20
Supplies	9,817	5,781	9,480	8,922	9,480	9,480
Total Expenditures (2)	9,817	5,781	9,500	8,927	9,500	9,500
Net Change in Fund Balances	792	3,352	675	(1,255)	723	769
Fund Balance at Beginning of Year	8,584	9,376	10,126	12,728	12,728	13,451
Fund Balance at End of Year	\$ 9,376	\$ 12,728	\$ 10,801	\$ 11,473	\$ 13,451	\$ 14,220
(1) Safety camp donations	\$ 7,860	\$ 7,550	\$ 8,000	\$ 5,965	\$ 8,000	\$ 8,000
Lockbox charges	2,664	1,381	2,000	1,577	2,000	2,000
	<u>\$ 10,524</u>	<u>\$ 8,931</u>	<u>\$ 10,000</u>	<u>\$ 7,542</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
(2) Safety camp	\$ 7,210	\$ 5,781	\$ 7,500	\$ 6,220	\$ 7,500	\$ 7,500
Lockboxes	2,607	2,000	2,000	2,707	2,000	2,000
	<u>\$ 9,817</u>	<u>\$ 5,781</u>	<u>\$ 9,500</u>	<u>\$ 8,927</u>	<u>\$ 9,500</u>	<u>\$ 9,500</u>

Public Works – Lodging Tax (23000)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for lodging taxes submitted by seven hotels and motels in the City and the disbursement of those taxes.

PROCESS USED

Per City ordinance and under authority granted by Minnesota Statutes, hotels and motels located in the City are required to collect a 3% lodging tax for accommodations and submit this tax to the City. Under State Statute 469.190, the City submits 95% of the lodging tax payments to a local convention and tourism bureau and retains 5% to defray administrative expenses in the General Fund. The bureau to which payments are submitted is Minnesota Metro North Tourism (MMNT), also known as Twin Cities Gateway, which is a nonprofit corporation created by member cities for the purpose of promoting and marketing tourism within the northern twin cities metropolitan region. There are currently nine member cities in MMNT.



SPECIAL REVENUE FUNDS
23000 - LODGING TAX FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Lodging tax	\$ 282,106	\$ 276,026	\$ 270,000	\$ 99,457	\$ 280,000	\$ 280,000
Expenditures:						
General Government:						
Other charges and services	268,091	262,317	256,000	75,714	266,000	266,000
Excess of Revenues over Expenditures	14,015	13,709	14,000	23,743	14,000	14,000
Other Financing Uses:						
Transfer out to General Fund	(14,015)	(13,709)	(14,000)		(14,000)	(14,000)
Net Change in Fund Balances				23,743		
Fund Balance at Beginning of Year						
Fund Balance at End of Year	\$	\$	\$	\$ 23,743	\$	\$

Public Works – Public Communication Fund (24000)

(716 – Public Communications)

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for uniforms--\$2,000
 Charges & Services - Provides for professional and consulting services--\$35,300; travel and conferences--\$8,300; publication of legal notices--\$2,000; maintenance and repair of building--\$3,000; maintenance of equipment--\$13,000; telephone and postage--\$2,600; dues and memberships--\$7,000; insurance and bonds--\$11,700; utility services--\$21,300; waste removal--\$300; rent--\$500; General Fund administrative charge --\$67,800; software charges--\$13,500
 General Supplies - Provides for tapes, batteries, and set accessories--\$8,000; office supplies--\$2,100; maintenance and repair of van by City--\$4,500; motor fuels--\$2,515; small tools--\$1,500
 Capital Outlay - Provides for (5) desktop computers--\$5,000; custom work platform and graphics for Sprinter van--\$10,000; network Swtich for larger CTN truck--\$3,500; Comrex liveshot transmission system--\$12,500; (10) new chairs for staff--\$6,000; replace Microphones in Council Chambers--\$20,000; Evertz non linear editor--\$14,000; Parabolic audio dish--\$2,700; (2) Microsoft surface Computers with docking station--\$3,000; new high sprinter van with custom added roof work platform and access ladder--\$25,560

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Community cable programs	276	286	277	293	292
Community mobile van shoots	103	103	105	108	107
Other community productions	173	183	172	185	184
Production services	112	116	118	96	98
Non-televised city productions	18	10	16	10	10
Total programs produced	406	392	411	389	390

STAFFING	2018 BUDGET	2019 BUDGET
Station Manager	1.0	1.0
News Director	1.0	1.0
Production Coordinator	1.0	1.0
Technology Coordinator	1.0	1.0
Graphics/Designer	0.7	0.7
PT Multi-Media Journalist	1.3	1.9
PT Videographer/Editor I	0.7	0.7
PT Production Assistants	6.2	5.6
PT Sports Commentator	0.3	0.3
PT Sports Announcer	0.3	0.2
PT Custodian	0.2	0.2
Total	13.7	13.6

ACTIVITY MANAGER: Station Manager

GENERAL ACTIVITY DESCRIPTION

To provide high quality community and government programming for the residents of Coon Rapids. To generate positive recognition of CTN and Coon Rapids through promotional videos. To keep the citizens of Coon Rapids informed about the activities of City government and community events through cable channels, website and social media. To assist other city departments with cable, audio-visual and technology needs. The Cable Station Manager also serves as a consumer advocate for resident cable subscriber disputes with both cable providers (Comcast and CenturyLink).

PROCESS USED

Cable TV programs are produced to inform the residents of services provided and to keep them up-to-date on City and community matters. City Council and Planning Commission meetings are regularly cablecast live and recorded for playback later. Non-profit events are promoted on the community calendar, website and through current programs. Mobile production trucks are used to cover community events, including sports, parades, concerts and graduations.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Administer franchise agreement with both cable providers which can include compliance, complaints, and specific reviews.
2. Begin renewal process for the Comcast cable franchise which expires in 2019. This process is a negotiation with the cable provider in exchange for its use of the City's public right-of-way for cable operations.
3. Expand CTN studios website, Facebook and the overall social media presence.
4. Further develop production services and other revenue-generating projects.
5. Actively participate in MACTA and NATOA chapters for monitoring the "PEG" industry. MACTA supports, promotes, and protects local interest in community access television (PEG), cable franchising, public right-of-way and cable/telecommunications public policy; it is a state chapter of NATOA, the national organization.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Administer franchise agreement with both cable providers which can include compliance, complaints, and specific reviews.
2. Complete the renewal process for the Comcast cable franchise which expires in 2019. Goal would be a new 10 year agreement that maintains current funding. This process is a negotiation with the cable provider in exchange for its use of the city's public rights-of-way for cable operations.
3. Expand CTN studios website, Facebook and the overall social media presence. Most CTN programming is now on YouTube, including live coverage of sports and events. In 2017 staff began utilizing "Facebook Live" which has grown an additional audience according to their viewership numbers.

Public Works – Public Communication Fund (24000)

(716 – Public Communications)

4. Add more weekend single camera coverage of community events in and around Coon Rapids that have been missed previously.
5. Further develop production services and other revenue-generating projects. Continue the trend of increased revenue from these projects each year.
6. Actively participate in MACTA and NATOA chapters for monitoring the “PEG” industry. MACTA supports, promotes, and protects local interest in community access television (PEG), cable franchising, public right-of-way and cable/telecommunications public policy; it is a state chapter of NATOA, the national organization.

Reader's Notes:



SPECIAL REVENUE FUNDS
 24000 - PUBLIC COMMUNICATIONS FUND - ACTIVITY 716
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Franchise fee	\$ 710,523	\$ 724,998	\$ 714,000	\$ 169,020	\$ 712,000	\$ 720,000
PEG fee	309,369	305,606	311,000	78,839	313,000	311,000
Investment income	3,176	8,526	12,377	3,106	7,920	10,261
Intergovernmental	547	638	600		600	600
Other	390,262	425,917	514,200	169,266	456,900	441,700
Total Revenue	1,413,877	1,465,685	1,552,177	420,231	1,490,420	1,483,561
Expenditures:						
General Government:						
Personal services	807,220	795,196	820,201	387,442	831,793	881,644
Charges and services *	211,132	186,602	193,640	80,895	173,874	203,493
Supplies			20,000	10,515	19,860	20,615
Capital outlay	109,085	71,238	475,000	387,092	475,000	114,393
Total Expenditures	1,127,437	1,053,036	1,508,841	865,944	1,500,527	1,220,145
Excess (Deficiency) of Revenues Over Expenditures	286,440	412,649	43,336	(445,713)	(10,107)	263,416
Other Financing Sources (Uses):						
Transfers in		18				
Transfers out to Compensated Absences Fund	(13,723)					
Total Other Financing Sources (Uses)	(13,723)	18				
Net Change in Fund Balances	272,717	412,667	43,336	(445,713)	(10,107)	263,416
Fund Balance (Deficit) at Beginning of Year	(500,025)	(227,308)	154,442	\$ 185,359	185,359	175,252
Fund Balance (Deficit) at End of Year	\$ (227,308)	\$ 185,359	\$ 197,778	\$ (260,354)	\$ 175,252	\$ 438,668

* Includes interest on interfund loan

Public Works – Commission and Events Fund (26000)

(754, 755 – Commissions Special Activities)

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
# of concerts held	13	12	12	13	13
Average attendance per concert	400	400	400	400	400

ACTIVITY MANAGER: Arts and Historical Commission Liaisons

GENERAL ACTIVITY DESCRIPTION

The Arts and Historical Commission activities not accounted for in the General Fund are included here.

PROCESS USED

Revenue received from fund raisers, donations, and ticket sales is recorded here. It is expended under the direction of the related commission.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. To collect original sales material for each floor plan of the homes that were built in Coon Rapids by Orrin Thompson.
2. Do more Orrin Thompson rambler presentations with an added new segment on how to modernize the rambler without sacrificing the original architectural character of the home.



SPECIAL REVENUE FUNDS
 26000 - COMMISSIONS AND EVENTS FUND - ACTIVITIES 754, 755
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 43	\$ 85	\$ 31	\$ 57	\$ 101	\$ 194
Other	3,683	9,722	13,500	14,412	17,317	13,500
Total Revenues	<u>3,726</u>	<u>9,807</u>	<u>13,531</u>	<u>14,469</u>	<u>17,418</u>	<u>13,694</u>
Expenditures:						
General Government:						
Other charges and services	10,775	8,666	13,500	8,540	13,500	13,500
Net Change in Fund Balances	(7,049)	1,141	31	5,929	3,918	194
Fund Balance at Beginning of Year	<u>11,699</u>	<u>4,650</u>	<u>1,752</u>	<u>5,791</u>	<u>5,791</u>	<u>9,709</u>
Fund Balance at End of Year	<u>\$ 4,650</u>	<u>\$ 5,791</u>	<u>\$ 1,783</u>	<u>\$ 11,720</u>	<u>\$ 9,709</u>	<u>\$ 9,903</u>
Allocation of Fund Balance:						
Arts Commission	\$ 2,628	\$ 4,079	\$ 1,254	\$ 7,989	\$ 6,618	\$ 6,750
Historical Commission	471	136	53	2,144	1,776	1,812
Other	1,551	1,576	476	1,587	1,315	1,341
Total Fund Balance	<u>\$ 4,650</u>	<u>\$ 5,791</u>	<u>\$ 1,783</u>	<u>\$ 11,720</u>	<u>\$ 9,709</u>	<u>\$ 9,903</u>

Public Works – Senior Activity Fund (27000)

(757, 758 – Senior Center Special Activities)

ACTIVITY MANAGER: Senior Services Program Specialist

GENERAL ACTIVITY DESCRIPTION

These activities account for senior citizen trips and events, the senior center kitchen fund, and the senior citizen transportation account.

PROCESS USED

Senior Citizen activity volunteers generate activity donations and fees. Funds are released upon request of activity volunteers and approval of the Senior Services Program Specialist. Funds not expended for activity and transportation needs are reserved for future purchases or needs.



SPECIAL REVENUE FUNDS
27000 - SENIOR ACTIVITY FUND - ACTIVITIES 757
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 430	\$ 933	\$ 850	\$ 619	\$ 906	\$ 1,014
Other	<u>166,237</u>	<u>152,285</u>	<u>140,000</u>	<u>93,541</u>	<u>140,000</u>	<u>140,000</u>
Total Revenues	<u>166,667</u>	<u>153,218</u>	<u>140,850</u>	<u>94,160</u>	<u>140,906</u>	<u>141,014</u>
Expenditures:						
Community Services:						
Other charges and services	<u>151,861</u>	<u>142,081</u>	<u>132,000</u>	<u>77,635</u>	<u>132,000</u>	<u>132,000</u>
Excess of Revenues over Expenditures	14,806	11,137	8,850	16,525	8,906	9,014
Other Financing Uses:						
Transfer out (General Fund)	<u>(16,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>		<u>(10,000)</u>	<u>(10,000)</u>
Net Change in Fund Balances	(1,194)	1,137	(1,150)	16,525	(1,094)	(986)
Fund Balance at Beginning of Year	<u>51,832</u>	<u>50,638</u>	<u>49,488</u>	<u>51,775</u>	<u>51,775</u>	<u>50,681</u>
Fund Balance at End of Year	<u>\$ 50,638</u>	<u>\$ 51,775</u>	<u>\$ 48,338</u>	<u>\$ 68,300</u>	<u>\$ 50,681</u>	<u>\$ 49,695</u>

Public Works – Community Development Block Grant Fund (28000)

(737 – Community Development Block Grant)

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

To administer the proceeds from Community Development Block Grants (CDBG).

PROCESS USED

The City Council holds public hearings to consider the allocation of CDBG funds forwarded by Community Development staff and based on Council policy direction. The Council reviews proposed projects and determines the allocation of funds.

Anoka County administers the City's CDBG funding allocation through a Joint Cooperation Agreement. The application of funds adheres to federal program requirements and objectives established in the County's Consolidated Plan.

Starting January 1, 2018, Anoka County now administers the Community Development Block Grants.



SPECIAL REVENUE FUNDS
 28000 - COMMUNITY DEVELOPMENT BLOCK GRANT - ACTIVITY 737
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Community development grants	\$ 236,660	\$ 118,507	\$ 288,346			
Expenditures:						
Community Development:						
Other charges	81,185		86,504			
Project costs	155,475	118,507	201,842			
Total Expenditures (1)	236,660	118,507	288,346			
Net Change in Fund Balances						
Fund Balance at Beginning of Year						
Fund Balance at End of Year	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

(1) For Housing rehab activities

Public Works – Recycling Fund (29000)
(741 – Recycling)

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Residential Tons Recycled in Coon Rapids					
-Goal	5,981	6,190	6,500	6,330	6,330
-Achieved	6,433	7,215			

STAFFING	2018 BUDGET	2019 BUDGET
Recycling Coordinator	0.6	0.6
Recycling Assistant	1.0	1.0
TOTAL	1.6	1.6

ACTIVITY MANAGER: Public Services Director

GENERAL ACTIVITY DESCRIPTION

Coordinates all City recycling activities, including the City-wide recycling program, a drop-off recycling center operated by staff contracted through Green View, a used oil recycling center, City in-house recycling collection, and scrap metal collection.

PROCESS USED

The City recycling activities are funded through reimbursements provided by Anoka County and under an agreement with funds from the Anoka County Board of Commissioners and State SCORE funds (Select Committee on Recycling and the Environment). The reimbursements from Anoka County come in the form of Municipal Agreements. The amount of reimbursement received is based on \$4.70 per person per household. Expenditures are processed and paid for and then sent to Anoka County for reimbursement.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Enhance City-wide curbside collection and increase recycling volume.
2. Continue City of Coon Rapids Drop Off Recycling Center.
3. Continue comprehensive public education activities for all City recycling activities.
4. Continue other recycling events as needed.
5. Enhance organic recycling.
6. Continue multi-unit program.
7. Implement business recognition program.
8. Implement sustainability plan.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

- o Continue to enhance all recycling efforts.
- o Monitor State of Minnesota, Metropolitan Council and Anoka County policies concerning all solid waste abatement matters.
- o Research and apply for abatement grants from state and county Agencies.
- o Assess current program/staffing and adjust according to market changes.
- o Consider sustainability budget model.



SPECIAL REVENUE FUNDS
29000 - RECYCLING FUND - ACTIVITY 741
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN BALANCES

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Intergovernmental revenue (1)	\$ 255,468	\$ 263,117	\$ 242,164		\$ 237,763	\$ 237,763
Other	81,035	97,722	80,000	\$ 44,174	85,000	87,300
Total Revenue	336,503	360,839	322,164	44,174	322,763	325,063
Expenditures:						
Maintenance Services:						
Personal services	111,997	113,281	124,117	40,179	118,679	115,499
Other charges and services	184,352	193,192	179,499	76,795	170,417	188,364
Supplies	33,821	42,902	21,100	2,419	21,263	21,200
Capital outlay	26,957				14,977	
Total Expenditures	357,127	349,375	324,716	119,393	325,336	325,063
Excess (Deficiency) of Revenues over Expenditures	(20,624)	11,464	(2,552)	(75,219)	(2,573)	
Fund Balance (Deficit) at Beginning of Year	11,733	(8,891)	2,552	2,573	2,573	
Fund Balance (Deficit) at End of Year	<u>\$ (8,891)</u>	<u>\$ 2,573</u>	<u>\$</u>	<u>\$ (72,646)</u>	<u>\$</u>	<u>\$</u>

(1) The program assumes that we will receive SCORE (Select Commission on Recycling and Environment) funds in 2019.

Reader's Notes:



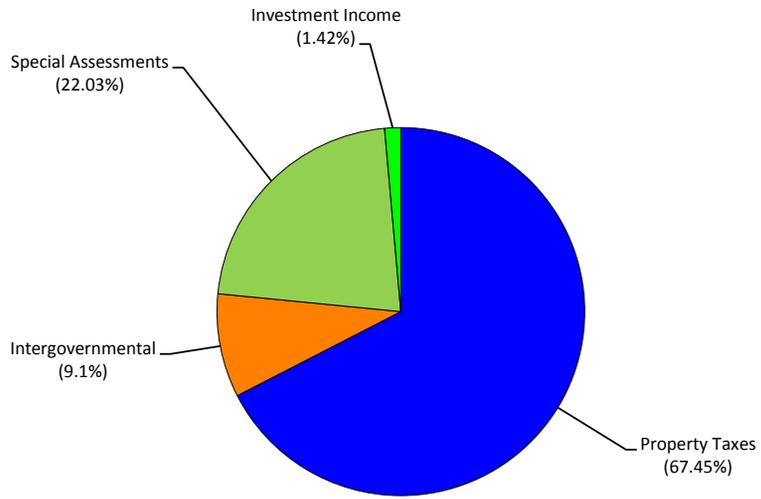
Debt Service

Debt Service Funds are established to identify and account for long-term, general obligation debt issued by the city other than Enterprise Fund debt which is accounted for in those funds. Repayment of issued debt in the form of principal and interest payments to bond holders is backed up by the full faith and credit of the government unit.

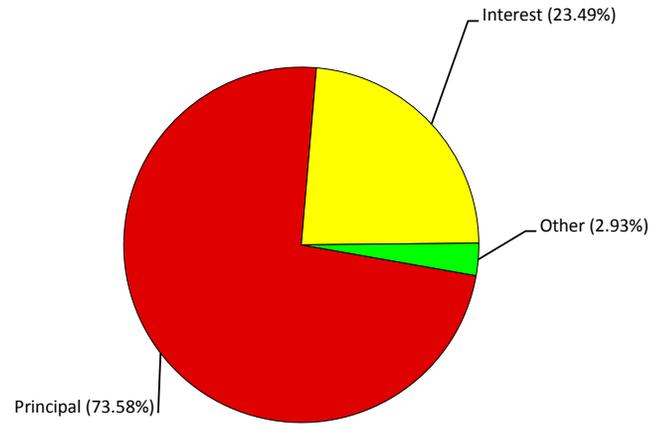
Revenue and Expenditure Summary Information	206
Improvement Bonds	208
Tax Increment Bonds 2003B	224
Lease Revenue Bonds	226
Park Improvement Bonds	228
Equipment Certificates	230

DEBT SERVICE FUNDS
2019 BUDGET

Revenues by Source



Expenditures by Use



Property Taxes	\$ 4,214,888
Intergovernmental	568,850
Special Assessments	1,376,570
Investment Income	88,480
Total	<u><u>\$ 6,248,788</u></u>

Principal	\$ 3,265,000
Interest	1,042,282
Other	130,000
Total	<u><u>\$4,437,282</u></u>



DEBT SERVICE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Improvement Bonds with no Outstanding Debt	\$ 678,824	\$ 702,461	\$ 414,385	\$ 259,932	\$ 383,216	\$ 373,361
G.O. Improvement Bonds of 2013A	415,220	182,207	389,103	100,941	373,401	374,611
G.O. Improvement Bonds of 2013B	392,449	403,150	371,763	83,448	362,363	355,792
G.O. Improvement Bonds of 2014/2015	1,017,867	1,000,346	815,961	212,078	766,604	775,524
G.O. Improvement Bonds of 2016	495,404	458,796	730,250	476,185	743,556	784,370
G.O. Improvement Bonds of 2017		459,318	608,467	182,313	588,941	550,286
G.O. Improvement Bonds of 2018				565,212	584,891	621,698
Tax Increment Bonds 2003B	21,493					
Lease Revenue Bonds	984,673	980,963	1,005,738	344,797	995,620	1,010,048
G.O. Park Improvement Bonds	1,208,664	1,203,664	1,220,766	420,344	1,212,140	1,227,750
Equipment Certificates	173,644	172,116	175,300	59,986	173,580	175,348
Total Revenues	5,388,238	5,563,021	5,731,733	2,705,236	6,184,312	6,248,788
Expenditures:						
Improvement Bonds with no Outstanding Debt	526,051	1,566,655	68,250	461	68,250	130,000
G.O. Improvement Bonds of 2013A	423,300	401,050	393,950	376,250	393,950	391,800
G.O. Improvement Bonds of 2013B	356,725	353,250	354,550	326,988	354,550	354,788
G.O. Improvement Bonds of 2014/2015	590,906	843,275	841,575	777,512	841,575	829,600
G.O. Improvement Bonds of 2016		117,849	521,450	458,650	521,450	568,850
G.O. Improvement Bonds of 2017			84,728	43,840	84,728	332,950
G.O. Improvement Bonds of 2018						
Lease Revenue Bonds	936,944	933,500	934,681	695,716	934,681	935,956
G.O. Park Improvement Bonds	495,817	443,389	668,116	576,046	668,116	893,338
Equipment Certificates						
Total Expenditures	3,329,743	4,658,968	3,867,300	3,255,463	3,867,300	4,437,282
Excess (Deficiency) of Revenues Over Expenditures	2,058,495	904,053	1,864,433	(550,227)	2,317,012	1,811,506
Other Financing Sources (Uses):						
Transfers in	18,863	319,402				
Transfers out	(3,609,706)	(4,668,614)	(478,600)		(1,299,769)	(639,845)
Total Other Financing Sources (Uses)	(3,590,843)	(4,349,212)	(478,600)		(1,299,769)	(639,845)
Net Change in Fund Balances	(1,532,348)	(3,445,159)	1,385,833	(550,227)	1,017,243	1,171,661
Fund Balance at Beginning of Year	8,384,185	6,851,837	4,877,152	3,406,678	3,406,678	4,423,921
Fund Balance at End of Year	\$ 6,851,837	\$ 3,406,678	\$ 6,262,985	\$ 2,856,451	\$ 4,423,921	\$ 5,595,582

Note: Debt for Enterprise Funds is accounted for in those funds. Schedules for all bond issues are included in the appendix of this document.

Public Works – Improvement Bonds (31910 - 32090)
(Special Assessment Bonds)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects were completed, they were assessed and bonds were sold to replenish the Special Assessment Fund. Benefitting properties paid assessments for the improvements.

Since all debt service has been paid on these bonds, the balance in this fund can be available to finance assessment projects as well as the City portion of street reconstruction projects or to prepay improvement bonds with high interest rates.



DEBT SERVICE FUNDS
IMPROVEMENT BONDS WITH NO OUTSTANDING DEBT*
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 257,440	\$ 264,726	\$ 130,000	\$ 44,160	\$ 128,700	\$ 130,000
Special assessments	405,614	408,523	254,755	211,049	248,040	227,960
Investment income	15,770	29,212	29,630	4,723	6,476	15,401
Total Revenue	678,824	702,461	414,385	259,932	383,216	373,361
Expenditures:						
Principal	450,000	1,520,000				
Interest & fiscal charges	59,145	38,474				
Other (Special Assessments on City property)	16,906	8,181	68,250	461	68,250	130,000
Total Expenditures	526,051	1,566,655	68,250	461	68,250	130,000
Excess (Deficiency) of Revenues Over Expenditures	152,773	(864,194)	346,135	259,471	314,966	243,361
Other Financing Sources (Uses):						
Transfers in	18,863	319,402				
Transfers out	(61,641)	(1,590,755)	(10,000)			
Total Other Financing Sources (Uses)	(42,778)	(1,271,353)	(10,000)			
Net Change in Fund Balances	109,995	(2,135,547)	336,135	259,471	314,966	243,361
Fund Balance at Beginning of Year	2,480,544	2,590,539	297,662	454,992	454,992	769,958
Fund Balance at End of Year	\$ 2,590,539	\$ 454,992	\$ 633,797	\$ 714,463	\$ 769,958	\$ 1,013,319

*No outstanding debt as of December 31, 2017.



SCHEDULE OF IMPROVEMENT BONDS WITH NO OUTSTANDING DEBT*
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY BOND YEAR
2018 ESTIMATE

	Special Assessment Bonds (31910)	G.O. Improvement Bonds of 1995 (31950)	G.O. Improvement Bonds of 1996 (31960)	G.O. Improvement Bonds of 1997 (31970)	G.O. Improvement Bonds of 1998 (31980)	G.O. Improvement Bonds of 1999/2000 (32000)	G.O. Improvement Bonds of 2002 (32010/32020)	G.O. Improvement Bonds of 2005 (32030)	G.O. Improvement Bonds of 2008 (32060)	G.O. Improvement Bonds of 2010 (32090)	2018 Estimate
Revenues:											
General property taxes	\$ 128,700										\$ 128,700
Special assessments				\$ 10,925	\$ 3,450	\$ 4,345		\$ 100,465	\$ 15,380	\$ 113,475	248,040
Investment income	1,885					(4)		4,560	35		6,476
Total Revenues	130,585			10,925	3,450	4,341		105,025	15,415	113,475	383,216
Expenditures:											
Other	68,250										68,250
Net Change in Fund Balances	62,335			10,925	3,450	4,341		105,025	15,415	113,475	314,966
Fund Balance (Deficit) at Beginning of Year	107,698					(254)	\$ 84,959	260,563	2,026		454,992
Fund Balance at End of Year	\$ 170,033	\$	\$	\$ 10,925	\$ 3,450	\$ 4,087	\$ 84,959	\$ 365,588	\$ 17,441	\$ 113,475	\$ 769,958

*No outstanding debt as of December 31, 2017.



SCHEDULE OF IMPROVEMENT BONDS WITH NO OUTSTANDING DEBT*
 REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY BOND YEAR
 2019 BUDGET

	Special Assessment Bonds (31910)	G.O. Improvement Bonds of 1995 (31950)	G.O. Improvement Bonds of 1996 (31960)	G.O. Improvement Bonds of 1997 (31970)	G.O. Improvement Bonds of 1998 (31980)	G.O. Improvement Bonds of 1999/2000 (32000)	G.O. Improvement Bonds of 2002 (32010/32020)	G.O. Improvement Bonds of 2005 (32030)	G.O. Improvement Bonds of 2008 (32060)	G.O. Improvement Bonds of 2010 (32090)	2019 Budget
Revenues:											
General property taxes	\$ 130,000										\$ 130,000
Special assessments				\$ 2,525	\$ 3,455	\$ 4,345		\$ 100,465	\$ 3,695	\$ 113,475	227,960
Investment income	3,401			219	69	82	\$ 1,699	7,312	349	2,270	15,401
Total Revenues	133,401			2,744	3,524	4,427	1,699	107,777	4,044	115,745	373,361
Expenditures:											
Other	130,000										130,000
Net Change in Fund Balances	3,401			2,744	3,524	4,427	1,699	107,777	4,044	115,745	243,361
Fund Balance (Deficit) at Beginning of Year	170,033			10,925	3,450	4,087	84,959	365,588	17,441	113,475	769,958
Fund Balance at End of Year	<u>\$ 173,434</u>	<u>\$</u>	<u>\$</u>	<u>\$ 13,669</u>	<u>\$ 6,974</u>	<u>\$ 8,514</u>	<u>\$ 86,658</u>	<u>\$ 473,365</u>	<u>\$ 21,485</u>	<u>\$ 229,220</u>	<u>\$ 1,013,319</u>

*No outstanding debt as of December 31, 2018.

Public Works – G.O. Improvement Bonds of 2013A (32110)
 (G.O. Improvement Bonds of 2013A)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
G.O. Improvement Bonds, Series 2013A	\$1,770,000	\$360,000	\$1,410,000

Callable February 1, 2020.



DEBT SERVICE FUNDS
32110 - G.O. IMPROVEMENT BONDS OF 2013A
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 187,945	\$ (1,479)	\$ 238,728	\$ 81,880	\$ 236,341	\$ 236,418
Special assessments	220,603	169,539	134,000	14,755	126,250	126,250
Investment income	6,672	14,147	16,375	4,306	10,810	11,943
Total Revenues	415,220	182,207	389,103	100,941	373,401	374,611
Expenditures:						
Principal	370,000	355,000	355,000	355,000	355,000	360,000
Interest & fiscal charges	53,300	46,050	38,950	21,250	38,950	31,800
Total Expenditures	423,300	401,050	393,950	376,250	393,950	391,800
Deficiency of revenues under expenditures	(8,080)	(218,843)	(4,847)	(275,309)	(20,549)	(17,189)
Other Financing Sources:						
Transfer out to Revolving Construction Fund		(345,553)				
Net Change in Fund Balances	(8,080)	(564,396)	(4,847)	(275,309)	(20,549)	(17,189)
Fund Balance at Beginning of Year	1,190,176	1,182,096	590,193	617,700	617,700	597,151
Fund Balance at End of Year	\$ 1,182,096	\$ 617,700	\$ 585,346	\$ 342,391	\$ 597,151	\$ 579,962

Public Works – G.O. Improvement Bonds of 2013B (32140)
 (G.O. Improvement Bonds of 2013B)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
G.O. Improvement Bonds, Series 2013B	\$1,925,000	\$305,000	\$1,620,000

Callable February 1, 2021.



DEBT SERVICE FUNDS
32140 - G.O. IMPROVEMENT BONDS OF 2013B
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 202,876	\$ 204,231	\$ 208,938	\$ 71,760	\$ 206,849	\$ 206,474
Special assessments	187,649	193,995	154,000	7,943	146,080	138,380
Investment income	1,924	4,924	8,825	3,745	9,434	10,938
Total Revenues	<u>392,449</u>	<u>403,150</u>	<u>371,763</u>	<u>83,448</u>	<u>362,363</u>	<u>355,792</u>
Expenditures:						
Principal	280,000	285,000	295,000	295,000	295,000	305,000
Interest & fiscal charges	76,725	68,250	59,550	31,988	59,550	49,788
Total Expenditures	<u>356,725</u>	<u>353,250</u>	<u>354,550</u>	<u>326,988</u>	<u>354,550</u>	<u>354,788</u>
Net Change in Fund Balances	35,724	49,900	17,213	(243,540)	7,813	1,004
Fund Balance at Beginning of Year	<u>453,443</u>	<u>489,167</u>	<u>504,127</u>	<u>539,067</u>	<u>539,067</u>	<u>546,880</u>
Fund Balance at End of Year	<u>\$ 489,167</u>	<u>\$ 539,067</u>	<u>\$ 521,340</u>	<u>\$ 295,527</u>	<u>\$ 546,880</u>	<u>\$ 547,884</u>

Public Works – G.O. Improvement Bonds of 2014/2015 (32150)
 (G.O. Improvement Bonds of 2014/2015)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
G.O. Improvement Bonds, Series 2014A	\$2,845,000	\$425,000	\$2,420,000
G.O. Improvement Bonds, Series 2015A	\$2,555,000	\$285,000	\$2,270,000



DEBT SERVICE FUNDS
 32150 - G.O. IMPROVEMENT BONDS OF 2014/2015
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 499,397	\$ 493,653	\$ 497,541	\$ 170,200	\$ 492,566	\$ 500,636
Special assessments	513,828	493,079	296,700	31,579	249,190	247,990
Investment income	4,642	13,614	21,720	10,299	24,848	26,898
Total Revenues	<u>1,017,867</u>	<u>1,000,346</u>	<u>815,961</u>	<u>212,078</u>	<u>766,604</u>	<u>775,524</u>
Expenditures:						
Principal	400,000	690,000	705,000	705,000	705,000	710,000
Interest & fiscal charges	190,906	153,275	136,575	72,512	136,575	119,600
Total Expenditures	<u>590,906</u>	<u>843,275</u>	<u>841,575</u>	<u>777,512</u>	<u>841,575</u>	<u>829,600</u>
Net Change in Fund Balances	426,961	157,071	(25,614)	(565,434)	(74,971)	(54,076)
Fund Balance at Beginning of Year	<u>835,845</u>	<u>1,262,806</u>	<u>1,241,166</u>	<u>1,419,877</u>	<u>1,419,877</u>	<u>1,344,906</u>
Fund Balance at End of Year	<u>\$ 1,262,806</u>	<u>\$ 1,419,877</u>	<u>\$ 1,215,552</u>	<u>\$ 854,443</u>	<u>\$ 1,344,906</u>	<u>\$ 1,290,830</u>

Public Works – G.O. Improvement Bonds of 2016 (32160)
 (G.O. Improvement Bonds of 2016)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2018	2018 Principal Due	Balance 12/31/2018
G.O. Improvement Bonds, Series 2016	\$4,560,000	\$450,000	\$4,110,000

Callable April 1, 2025.



DEBT SERVICE FUNDS
32160 - G.O. IMPROVEMENT BONDS OF 2016
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Intergovernmental (MSA)		\$ 117,849	\$ 521,450	\$ 458,650	\$ 521,450	\$ 568,850
Special assessments	\$ 493,681	338,001	208,800	13,473	215,300	215,300
Investment income	1,723	2,946		4,062	6,806	220
Total Revenues	<u>495,404</u>	<u>458,796</u>	<u>730,250</u>	<u>476,185</u>	<u>743,556</u>	<u>784,370</u>
Expenditures:						
Principal			390,000	390,000	390,000	450,000
Interest & fiscal charges		117,849	131,450	68,650	131,450	118,850
Total Expenditures		<u>117,849</u>	<u>521,450</u>	<u>458,650</u>	<u>521,450</u>	<u>568,850</u>
Excess of Revenues over Expenditures	495,404	340,947	208,800	17,535	222,106	215,520
Other Financing Uses:						
Transfers out to Fund 50000					(600,000)	(200,000)
Transfers out to Fund 52160	(447,433)					
Total Other Financing Uses	<u>(447,433)</u>				<u>(600,000)</u>	<u>(200,000)</u>
Net Change in Fund Balances	47,971	340,947	208,800	17,535	(377,894)	15,520
Fund Balance at Beginning of Year		47,971	256,771	388,918	388,918	11,024
Fund Balance at End of Year	<u>\$ 47,971</u>	<u>\$ 388,918</u>	<u>\$ 465,571</u>	<u>\$ 406,453</u>	<u>\$ 11,024</u>	<u>\$ 26,544</u>

Public Works – G.O. Improvement Bonds of 2017A (32170)
 (G.O. Improvement Bonds of 2017)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
G.O. Improvement Bonds, Series 2017A	\$2,915,000	\$255,000	\$2,660,000



DEBT SERVICE FUNDS
32170 - G.O. IMPROVEMENT BONDS OF 2017A
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes			\$ 399,650	\$ 137,080	\$ 395,654	\$ 350,830
Special assessments		\$ 456,952	203,617	60,919	220,690	220,690
Investment income		2,366	5,200	(15,686)	(27,403)	(21,234)
Total Revenues		459,318	608,467	182,313	588,941	550,286
Expenditures:						
Principal						255,000
Interest & fiscal charges			84,728	43,840	84,728	77,950
Total Expenditures			84,728	43,840	84,728	332,950
Excess of Revenues over Expenditures		459,318	523,739	138,473	504,213	217,336
Other Financing Uses:						
Transfers out		(2,025,210)				
Net Change in Fund Balances		(1,565,892)	523,739	138,473	504,213	217,336
Fund Balance (deficit) at Beginning of Year			401,500	(1,565,892)	(1,565,892)	(1,061,679)
Fund Balance (deficit) at End of Year	\$	\$ (1,565,892)	\$ 925,239	\$ (1,427,419)	\$ (1,061,679)	\$ (844,343)

Public Works – G.O. Improvement Bonds of 2018A (32180)

(G.O. Improvement Bonds of 2018)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.



DEBT SERVICE FUNDS
 32180 - G.O. IMPROVEMENT BONDS OF 2018
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes						\$ 410,000
Special assessments				\$ 565,212	\$ 575,000	200,000
Investment income					9,891	11,698
Total Revenues				<u>565,212</u>	<u>584,891</u>	<u>621,698</u>
Net Change in Fund Balances				<u>565,212</u>	<u>584,891</u>	<u>621,698</u>
Fund Balance at Beginning of Year						<u>584,891</u>
Fund Balance at End of Year	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$ 565,212</u>	<u>\$ 584,891</u>	<u>\$ 1,206,589</u>

Public Works – Tax Increment Bonds of 2003B (43000)

(Tax Increment Bonds of 2003B)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

Accounted for the payment of principal and interest on the tax increment bonds issued for the Honeywell project. In 2007, the building that was leased to Honeywell Inc. was sold and the principal balance of the bonds was paid off. Honeywell Inc. continues to lease the building from the new landlord.

The bonds have been paid off and the fund was closed in 2016.



DEBT SERVICE FUNDS
 43000 - TAX INCREMENT BONDS 2003B
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 21,493					
Other Financing Uses:						
Transfer to HRA Fund	(2,027,405)					
Fund Balance at Beginning of Year	2,005,912					
Fund Balance at End of Year	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Public Works – Lease Revenue Bonds (44000)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

Lease Revenue Bonds were issued in 2010 to fund the acquisition of the old Target site.

	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
Lease Revenue Bonds, Series 2010B	\$11,675,000	\$465,000	\$11,210,000

A tax levy pays the debt service on these bonds. Callable in 2020.



DEBT SERVICE FUNDS
44000 - LEASE REVENUE BONDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 981,834	\$ 974,165	\$ 990,078	\$ 339,480	\$ 980,177	\$ 991,180
Investment income	2,839	6,798	15,660	5,317	15,443	18,868
Total Revenues	<u>984,673</u>	<u>980,963</u>	<u>1,005,738</u>	<u>344,797</u>	<u>995,620</u>	<u>1,010,048</u>
Expenditures:						
Principal	425,000	435,000	450,000	450,000	450,000	465,000
Interest & fiscal charges	511,944	498,500	484,681	245,716	484,681	470,956
Total Expenditures	<u>936,944</u>	<u>933,500</u>	<u>934,681</u>	<u>695,716</u>	<u>934,681</u>	<u>935,956</u>
Net Change in Fund Balances	47,729	47,463	71,057	(350,919)	60,939	74,092
Fund Balance at Beginning of Year	<u>787,252</u>	<u>834,981</u>	<u>894,714</u>	<u>882,444</u>	<u>882,444</u>	<u>943,383</u>
Fund Balance at End of Year	<u>\$ 834,981</u>	<u>\$ 882,444</u>	<u>\$ 965,771</u>	<u>\$ 531,525</u>	<u>\$ 943,383</u>	<u>\$ 1,017,475</u>

Public Works – G.O. Park Improvement Bonds (45000)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

Voters approved a \$17,400,000 general obligation park bond referendum in November 2013. A portion of these bonds were issued in 2015, 2016 and 2017 totaling \$5,295,000, \$735,000 and \$1,710,000, respectively. It is anticipated that an additional \$6,600,000 will be sold in 2018 or 2019. Principal and interest payments on these bonds, paid from an annual property tax levy, are accounted for in this fund.

The projects are accounted for in the Park Improvement Fund.

	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
G.O. Park Improvement Bonds, Series 2015A	\$4,380,000	\$315,000	\$4,065,000
G.O. Park Improvement Bonds, Series 2016A	\$565,000	\$180,000	\$385,000
G.O. Park Improvement Bonds, Series 2017A	\$1,710,000	\$225,000	\$1,485,000



DEBT SERVICE FUNDS
45000 - G.O. PARK IMPROVEMENT BONDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 1,204,975	\$ 1,196,922	\$ 1,212,881	\$ 415,840	\$ 1,200,752	\$ 1,214,350
Investment income	3,689	6,742	7,885	4,504	11,388	13,400
Total Revenues	1,208,664	1,203,664	1,220,766	420,344	1,212,140	1,227,750
Expenditures:						
Principal	315,000	295,000	475,000	475,000	475,000	720,000
Interest & fiscal charges	180,817	148,389	193,116	101,046	193,116	173,338
Total Expenditures	495,817	443,389	668,116	576,046	668,116	893,338
Excess of Revenues over Expenditures	712,847	760,275	552,650	(155,702)	544,024	334,412
Other Financing Uses:						
Transfers out to Park Improvement Fund	(900,000)	(535,935)	(293,600)		(524,769)	(264,845)
Net Change in Fund Balances	(187,153)	224,340	259,050	(155,702)	19,255	69,567
Fund Balance at Beginning of Year	613,554	426,401	674,578	650,741	650,741	669,996
Fund Balance at End of Year	<u>\$ 426,401</u>	<u>\$ 650,741</u>	<u>\$ 933,628</u>	<u>\$ 495,039</u>	<u>\$ 669,996</u>	<u>\$ 739,563</u>

Public Works – Equipment Certificates (47000)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the funding of equipment purchases in the Equipment Certificate Capital Projects Fund.

PROCESS USED

The tax levy pays for the 2018 portion of 2012 and 2014 purchases of equipment in the Equipment Certificate Capital Projects Fund which were funded over a ten year period. This amount will be transferred to the Equipment Certificate Capital Projects fund unless certificates are issued, in which case the certificate proceeds will go to that fund and the levy will stay here to pay principal and interest on the certificates.

The balance of the amount funded is:

	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
2012 fire truck	\$354,051	\$84,599	\$269,452
2014 fire truck	\$314,235	\$59,161	\$255,074



DEBT SERVICE FUNDS
47000 - EQUIPMENT CERTIFICATES
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 173,246	\$ 171,068	\$ 175,000	\$ 59,800	\$ 173,250	\$ 175,000
Investment income	<u>398</u>	<u>1,048</u>	<u>300</u>	<u>186</u>	<u>330</u>	<u>348</u>
Total Revenues	<u>173,644</u>	<u>172,116</u>	<u>175,300</u>	<u>59,986</u>	<u>173,580</u>	<u>175,348</u>
Other Financing Uses:						
Transfer to Equipment Certificate Fund	<u>(173,227)</u>	<u>(171,161)</u>	<u>(175,000)</u>		<u>(175,000)</u>	<u>(175,000)</u>
Net Change in Fund Balances	417	955	300	59,986	(1,420)	348
Fund Balance at Beginning of Year	<u>17,459</u>	<u>17,876</u>	<u>16,441</u>	<u>18,831</u>	<u>18,831</u>	<u>17,411</u>
Fund Balance at End of Year	<u><u>\$ 17,876</u></u>	<u><u>\$ 18,831</u></u>	<u><u>\$ 16,741</u></u>	<u><u>\$ 78,817</u></u>	<u><u>\$ 17,411</u></u>	<u><u>\$ 17,759</u></u>

Reader's Notes:



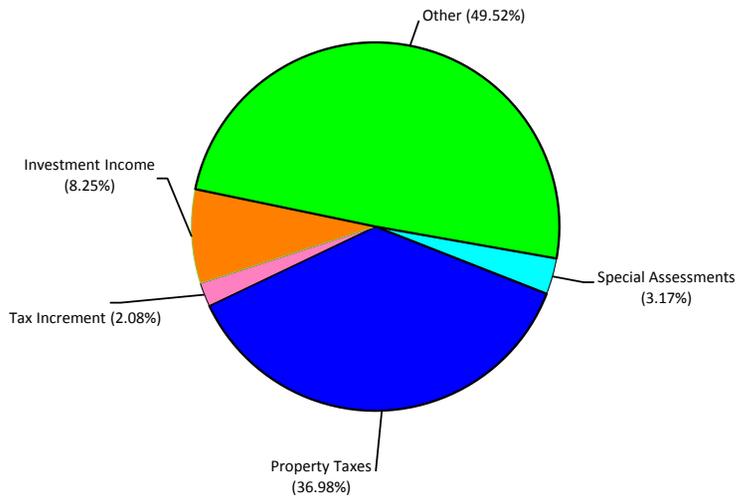
Capital Projects

Capital Project Funds are established to identify and finance capital improvement projects undertaken by the city. Projects in this category are financed primarily through debt issuance, special assessments, tax levies, tax-increment financing, intergovernmental aids and/or grants and dedicated fees.

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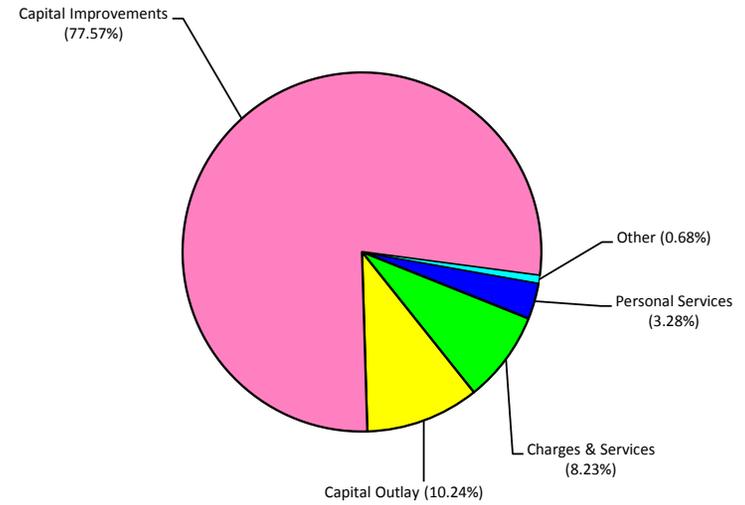
CAPITAL PROJECTS FUNDS
2019 BUDGET

Revenues by Source



Special Assessments	\$ 292,882
Property Taxes	3,415,524
Tax Increment	191,934
Investment Income	762,249
Other	<u>4,573,721</u>
Total	<u><u>\$ 9,236,310</u></u>

Expenditures by Use



Personal Services	\$549,157
Charges & Services	1,378,112
Capital Outlay	1,716,298
Capital Improvements	12,996,577
Other	<u>114,305</u>
Total	<u><u>\$ 16,754,449</u></u>



CAPITAL PROJECTS FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Revolving Construction Fund	\$ 553,584	\$ 1,291,145	\$ 2,450,712	\$ 248,052	\$ 2,188,870	\$ 536,193
2014/2015 Bonded Projects Fund	24,477					
2016 Bonded Projects Fund	2,361,294	646,477		851,824	1,233,537	
2017 Bonded Projects Fund	(28)	1,812,794	23,400	19,556	44,709	
2018 Bonded Projects Fund		(66)		(13,100)	(26,280)	1,456,252
2019 Bonded Projects Fund						2,890,000
Riverdale Area Fund	8,708	19,096	14,960	7,045	14,960	16,850
Park Improvement Fund	398,921	466,195	869,396	141,440	745,245	577,801
Facilities Construction Fund	96,550	35,389	33,878	35,698	66,882	56,394
Equipment Certificate Fund	(5,585)	(11,085)	(10,292)	(4,160)	(8,320)	(8,500)
Street Reconstruction Fund	804,470	838,990	874,129	306,041	873,805	913,444
Capital Equipment Fund	1,057,452	1,204,550	1,194,705	12,369	1,191,275	1,373,299
Sidewalk Construction Fund	127,318	131,448	135,500		125,000	125,000
Housing & Redevelopment Authority Fund	1,209,331	2,032,896	1,135,848	483,444	1,293,223	1,299,577
Total Revenues	6,636,492	8,467,829	6,722,236	2,088,209	7,742,906	9,236,310
Expenditures:						
Revolving Construction Fund	1,656,168	1,085,700	1,644,664	1,478,870	1,988,357	14,928
2014/2015 Bonded Projects Fund	48,867					
2016 Bonded Projects Fund	8,897,873	406,906				
2017 Bonded Projects Fund	59,663	6,178,436		48,816	48,816	1,618,987
2018 Bonded Projects Fund		69,302	3,500,000	1,230,722	4,963,590	7,150,000
2019 Bonded Projects Fund						
Riverdale Area Fund		408,925		19,048	27,290	
Park Improvement Fund	3,520,686	2,992,879	5,535,606	755,910	3,759,060	3,373,718
Facilities Construction Fund	351,817	348,309	557,374	30,007	584,195	652,190
Equipment Certificate Fund						
Street Reconstruction Fund	785,564	921,043	1,151,747	242,063	1,088,400	1,106,442
Capital Equipment Fund	1,034,479	981,800	791,167	121,600	790,159	1,716,298
Sidewalk Construction Fund	145,596	4,155	300,104	4,701	241,116	249,090
Housing & Redevelopment Authority Fund	1,598,007	1,587,235	867,458	1,074,153	1,433,992	872,796
Total Expenditures	18,098,720	14,984,690	14,348,120	5,005,890	14,924,975	16,754,449
Deficiency of Revenues Under Expenditures	(11,462,228)	(6,516,861)	(7,625,884)	(2,917,681)	(7,182,069)	(7,518,139)
Other Financing Sources (Uses):						
Bond issuance	5,685,000	4,727,922	10,100,000		11,500,000	4,700,000
Bond premium	386,989	142,564				
Transfers in	7,745,775	8,163,966	628,600		5,004,474	789,845
Transfers out	(6,555,671)	(2,426,802)	(207,920)		(3,750,533)	(196,772)
Total Other Financing Sources (Uses)	7,262,093	10,607,650	10,520,680		12,753,941	5,293,073
Net Change in Fund Balances	(4,200,135)	4,090,789	2,894,796	(2,917,681)	5,571,872	(2,225,066)
Fund Balance at Beginning of Year	38,711,030	34,510,895	32,899,385	38,601,684	38,601,684	44,173,556
Fund Balance at End of Year	\$ 34,510,895	\$ 38,601,684	\$ 35,794,181	\$ 35,684,003	\$ 44,173,556	\$ 41,948,490



2019 BUDGETED CAPITAL EXPENDITURES AND THE EFFECT ON CURRENT AND FUTURE OPERATIONS

FUND	DESCRIPTION	NEW ITEM	REPLACEMENT ITEM	TOTAL	EFFECT ON OPERATING COSTS
52180 - 2018 Bonded Projects Fund	2018 street reconstruction program		\$ 1,618,987	\$ 1,618,987	This is to reconstruct .56 miles of street as part of the City's on-going street reconstruction program with the goal of maintaining safe streets and stable operating costs. Although the replaced streets will require less maintenance, other streets will be aging and require additional maintenance, so overall maintenance costs should remain relatively constant.
52190 - 2019 Bonded Projects Fund	2019 street reconstruction program		7,150,000	7,150,000	This is to reconstruct 10.3 miles of street as part of the City's on-going street reconstruction program with the goal of maintaining safe streets and stable operating costs. Although the replaced streets will require less maintenance, other streets will be aging and require additional maintenance, so overall maintenance costs should remain relatively constant.
61000 - Park Improvement Fund	Park and trail redevelopment/renovations		3,326,410	3,326,410	This is to update existing parks and trails and will have no effect on operating costs.
62000 - Facilities Construction Fund	City Center improvements		410,750	410,750	No effect on operating costs.
	Breaching door installation in police training room	\$ 6,300		6,300	Enhance training and will have no effect on operating costs.
	Public works replacement of four exterior doors		65,000	65,000	No effect on operating costs.
	Install ventilation system in office area, wood shop and shop area of vehicle garage	135,000		135,000	This will enhance the safety of these work environments.
	Fire Station #1 and #2 rubber floor replacement in fitness rooms		9,940	9,940	This will enhance the safety at all three fire stations.
	Fire Station #1 install combustion air path for gas fired water heater	4,500		4,500	These will enhance security at Fire Station #1.
	Gutters at Fire station #2		5,000	5,000	No effect on operating costs.
	Four door replacements at Fire Station #2		15,600	15,600	No effect on operating costs.
65000 - Capital Equipment Fund	Replacement of various existing equipment		1,716,298	1,716,298	These replacements are part of an on-going equipment replacement program with the goal of maintaining stable operating costs. Although the replacements will require less maintenance than the equipment replaced, other items in the fleet will be aging and require additional maintenance costs, so overall fleet maintenance costs should remain relatively constant.
67000 - Sidewalk Construction Fund	Boulevard Park sidewalks	249,090		249,090	This would construct sidewalks around the newly renovated Boulevard Park, which would represent about 1% of the total sidewalks in the city. This would not require additional costs once constructed unless they are in areas that require sidewalk plowing. If plowing is required, the cost would be approximately \$600 based on 1% of the sidewalk maintenance budget.
Total		\$ 394,890	\$ 14,317,985	\$ 14,712,875	

Public Works – Revolving Construction Fund (50000)

(790, 791, 792, and 793 – Water, Street and Sewer Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties. This fund finances projects until permanent funding is obtained.



CAPITAL PROJECTS FUNDS
50000 - REVOLVING CONSTRUCTION FUND - ACTIVITY 759
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Special assessments	\$ 417,089	\$ 545,215	\$ 308,474		\$ 315,643	\$ 292,882
Investment income	96,943	141,295	127,238	\$ 70,206	131,479	236,311
Intergovernmental (1)	37,059	602,405	2,000,000	171,983	1,734,748	
Other	2,493	2,230	15,000	5,863	7,000	7,000
Total Revenues	553,584	1,291,145	2,450,712	248,052	2,188,870	536,193
Expenditures:						
Personal services	2,841	359	9,664	4,358	9,664	9,928
Other charges and services	273,463	127,460	350,000	31,409	250,000	
Supplies	4,019	4,558	5,000	2,506	5,000	5,000
Construction projects (2)	1,375,845	953,323	1,280,000	1,444,955	1,723,693	
Total Expenditures	1,656,168	1,085,700	1,644,664	1,478,870	1,988,357	14,928
Excess (Deficiency) of Revenues Over Expenditures	(1,102,584)	205,445	806,048	(1,230,818)	200,513	521,265
Other Financing Sources (Uses):						
Transfer in from 31930 Improvement Bonds	34,387					
Transfer in from 32010/32020 Improvement Bonds	8,391					
Transfer in from 31910 Improvement Bonds		350,000				
Transfer in from 31950 Improvement Bonds		210,914				
Transfer in from 31960 Improvement Bonds		180,603				
Transfer in from 31970 Improvement Bonds		142,104				
Transfer in from 31980 Improvement Bonds		131,591				
Transfer in from 32000 Improvement Bonds		114,268				
Transfer in from 32110 Improvement Bonds		345,553				
Transfer in from 32030 Improvement Bonds		141,873				
Transfer in from 32160 Improvement Bonds					600,000	200,000
Transfer in from 32060 Improvement Bonds			10,000			
Transfer in from 52160 Bonded Project Fund					1,233,537	
Transfer in from 52170 Bonded Project Fund		126,263			2,231,336	
Transfer out to Street Reconstruction	(237,000)				(89,000)	
Transfer out to Street Reconstruction (interest)	(156,327)	(257,121)	(150,000)		(150,832)	(150,000)
Transfer out to 52160 2016 Bonded Projects Fund	(543,476)					
Transfer out to General Fund	(32,154)	(37,873)	(57,920)		(45,828)	(46,772)
Total Other Financing Sources (Uses)	(926,179)	1,448,175	(197,920)		3,779,213	3,228
Net Change in Fund Balances	(2,028,763)	1,653,620	608,128	(1,230,818)	3,979,726	524,493
Fund Balance at Beginning of Year	6,174,934	4,146,171	4,682,932	5,799,791	5,799,791	9,779,517
Fund Balance at End of Year	\$ 4,146,171	\$ 5,799,791	\$ 5,291,060	\$ 4,568,973	\$ 9,779,517	\$ 10,304,010



CAPITAL PROJECTS FUNDS
 50000 - REVOLVING CONSTRUCTION FUND - ACTIVITY 759
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
(1) Intergovernmental:						
13-06 Signal Upgrand CR & RL Blvds	\$ 37,059					
12-26 CR Blvd. & Springbrook Drive		\$ 12,800				
12-29 Northdale & Crooked Lk Signals		21,424				
13-10 Foley Blvd Upgrade by County		340,939		\$ 171,983	\$ 171,983	
15-15 Northdale and Redwood Signal (JPA with Anoka County)		227,242				
Projects funded from advanced MSA funds			\$ 2,000,000		\$ 1,562,765	
Total Intergovernmental	<u>\$ 37,059</u>	<u>\$ 602,405</u>	<u>\$ 2,000,000</u>	<u>\$ 171,983</u>	<u>\$ 1,734,748</u>	<u>\$</u>
(2) Construction Projects:						
11-24 University Ave Upgrade		\$ 176,695				
12-22 Foley Blvd Upgrade 10 to Egret	\$ 140,546					
12-29 Northdale & Crooked Lk Signals		20,055				
13-06 Signal Upgrand CR & RL Blvds	39,529					
13-10 Foley Blvd Upgrade by County	825,700	107,869				
15-15 Northdale and Redwood Signal (JPA with Anoka County)	370,070	7,688				
16-13 Hanson Blvd Railroad Overpass		1,600	\$ 1,280,000	\$ 1,098,939	\$ 1,190,959	
16-15 Creek Measows II Township Improvement		627,523		217,494	404,212	
17-25 Dakotah Street Recon. w/ Allina		11,893		128,522	128,522	
Total Construction Projects	<u>\$ 1,375,845</u>	<u>\$ 953,323</u>	<u>\$ 1,280,000</u>	<u>\$ 1,444,955</u>	<u>\$ 1,723,693</u>	<u>\$</u>

Public Works – 2014/2015 Bonded Projects Fund (52150)

(Water, Street and Sewer Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund were paid for with the bonds of 2014/2015.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.

Fund is closed.



CAPITAL PROJECTS FUNDS
 52150 - 2014/2015 BONDED PROJECTS FUND - ACTIVITY 775
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment Income	\$ 24,477					
Expenditures:						
Capital improvements (2)	<u>48,867</u>					
Deficiency of Revenues Over Expenditures	<u>(24,390)</u>					
Other Financing Uses:						
Transfer out (4)	<u>(1,849,143)</u>					
Net Change in Fund Balances	(1,873,533)					
Fund Balance at Beginning of Year	<u>1,873,533</u>					
Fund Balance at End of Year	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
(2) Capital Improvements						
(14-01) Street Recon. East of Blackfoot	\$ 3,024					
(14-02) Street Recon. Round Lake Blvd	5,720					
(15-01) Street Recon. Hanson/121st & Main	20,505					
(15-02) Street Recon. MSA	(361)					
(15-03) Street Recon. Egret Area & CRB Rd.	19,979					
	<u>\$ 48,867</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
(4) Transfers Out						
2016 Bonded Project Fund	<u>\$ (1,849,143)</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Public Works – 2016 Bonded Projects Fund (52160)

(Water, Street and Sewer Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund will be paid for with the bonds of 2016.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.

Fund will be closed in 2018.



CAPITAL PROJECTS FUNDS
52160 - 2016 BONDED PROJECTS FUND - ACTIVITY 776
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ (13,300)	\$ 32,080		\$ 2,157	\$ 4,200	
Intergovernmental	<u>2,374,594</u>	<u>614,397</u>		<u>849,667</u>	<u>1,229,337</u>	
Total Revenues	<u>2,361,294</u>	<u>646,477</u>		<u>851,824</u>	<u>1,233,537</u>	
Expenditures:						
Other Charges	5,012	1,731				
Bond Issuance Costs	30,820					
Capital Improvements (1)	<u>8,862,041</u>	<u>405,175</u>				
Total Expenditures	<u>8,897,873</u>	<u>406,906</u>				
Excess (Deficiency) of Revenues Over Expenditures	<u>(6,536,579)</u>	<u>239,571</u>		<u>851,824</u>	<u>1,233,537</u>	
Other Financing Sources (Uses):						
Bond Issuance	5,296,701					
Transfer in from Revolving Const. Fund	543,475					
Transfer in from 2016 Improvement Bonds	447,433					
Transfer in from 2014/2015 Bonded Project Fund	1,849,143					
Transfer out to 2017 Bonded Projects Fund		(1,704,265)				
Transfer out to Revolving Construction Fund					(1,233,537)	
Total Other Financing Sources (Uses)	<u>8,136,752</u>	<u>(1,704,265)</u>			<u>(1,233,537)</u>	
Net Change in Fund Balances	1,600,173	(1,464,694)		851,824		
Fund Balance (Deficit) at Beginning of Year	<u>(135,479)</u>	<u>1,464,694</u>				
Fund Balance at End of Year	<u>\$ 1,464,694</u>	<u>\$</u>	<u>\$</u>	<u>\$ 851,824</u>	<u>\$</u>	<u>\$</u>
(1) Capital Improvements						
(16-01) Street Recon. Area 1	\$ 2,854,630	\$ 233,085				
(16-02) Street Recon. Area 2	2,507,911	49,412				
(16-03) Street Recon. Area 3	1,332,972	122,678				
(16-04) Street Recon. Area 4	<u>2,166,528</u>	<u>405,175</u>				
	<u>\$ 8,862,041</u>	<u>\$ 405,175</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Public Works – 2017 Bonded Projects Fund (52170)

(Water, Street and Sewer Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund will be paid for with the bonds of 2017.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.



CAPITAL PROJECTS FUNDS
52170 - 2017 BONDED PROJECTS FUND - ACTIVITY 777
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment Income	\$ (28)	\$ (1,541)	\$ 23,400	\$ 19,556	\$ 44,709	
Intergovernmental (MSA)		1,814,335				
Total Revenues	(28)	1,812,794	23,400	19,556	44,709	
Expenditures:						
Other charges		2,104				
Bond issuance costs		18,172				
Capital Improvements (1)	59,663	6,158,160		48,816	48,816	
Total Expenditures	59,663	6,178,436		48,816	48,816	
Excess (Deficiency) of Revenues Over Expenditures	(59,691)	(4,365,642)	23,400	(29,260)	(4,107)	
Other Financing Sources:						
Bond Issuance		2,915,000				
Bond premiums		142,564				
Transfer in from 2017A Improvement Bonds		2,025,210				
Transfer in from 2016 Bonded Projects Fund		1,704,265				
Transfer out to Revolving Constuction Fund		(126,263)			(2,231,336)	
Total Other Financing Sources		6,660,776			(2,231,336)	
Net Change in Fund Balances	(59,691)	2,295,134	23,400	(29,260)	(2,235,443)	
Fund Balance (Deficit) at Beginning of Year		(59,691)	1,337,527	2,235,443	2,235,443	
Fund Balance (Deficit) at End of Year	\$ (59,691)	\$ 2,235,443	\$ 1,360,927	\$ 2,206,183	\$	\$
(1) Capital Improvements						
(17-01) Egret Blvd & E. of Foley Blvd	\$ 19,807	\$ 1,451,433				
(17-02) 121st Ave, 101st Ave, Shenandoah Blvd	10,304	1,734,913				
(17-03) Burl Oaks Neighborhood	13,629	1,466,300				
(17-04) Misc Segments throughout Coon Rapids	15,923	1,310,756		\$ 48,816	\$ 48,816	
(17-18) Cresnet Ponds 9th Addition		194,758				
	\$ 59,663	\$ 6,158,160	\$	\$ 48,816	\$ 48,816	\$

Public Works – 2018 Bonded Projects Fund (52180)

(Water, Street and Sewer Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund will be paid for with the bonds of 2018.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.



CAPITAL PROJECTS FUNDS
52180 - 2018 BONDED PROJECTS FUND - ACTIVITY 778
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment Income		\$ (66)		\$ (13,100)	\$ (26,280)	\$ (3,000)
Intergovernmental						1,459,252
Total Revenues		<u>(66)</u>		<u>(13,100)</u>	<u>(26,280)</u>	<u>1,456,252</u>
Expenditures:						
Capital Improvements (1)		69,302	\$ 3,500,000	1,230,722	4,963,590	1,618,987
Deficiency of Revenues Over Expenditures		<u>(69,368)</u>	<u>(3,500,000)</u>	<u>(1,243,822)</u>	<u>(4,989,870)</u>	<u>(162,735)</u>
Other Financing Sources:						
Bond Issuance			3,500,000		4,900,000	400,000
Net Changes in Fund Balances		(69,368)		(1,243,822)	(89,870)	237,265
Fund Deficit at Beginning of Year				(69,368)	(69,368)	(159,238)
Fund Balance (Deficit) at End of Year	\$	<u>\$ (69,368)</u>	<u>\$</u>	<u>\$ (1,313,190)</u>	<u>\$ (159,238)</u>	<u>\$ 78,027</u>
(1) Capital Improvements						
(18-01) 2018 Street Reconstruction		\$ 36,437	\$ 2,000,000	\$ 563,650	\$ 2,523,333	
(18-02) 2018 Street Reconstruction		30,228	1,500,000	645,860	2,440,257	
(18-03) 2018 Street Reconstruction		2,637		21,212		\$ 1,618,987
	\$	<u>\$ 69,302</u>	<u>\$ 3,500,000</u>	<u>\$ 1,230,722</u>	<u>\$ 4,963,590</u>	<u>\$ 1,618,987</u>

Public Works – 2019 Bonded Projects Fund (52190)

(Water, Street and Sewer Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund will be paid for with the bonds of 2019.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.



CAPITAL PROJECTS FUNDS
 52190 - 2019 BONDED PROJECTS FUND - ACTIVITY 779
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Intergovernmental						\$ 2,890,000
Expenditures:						
Capital Improvements (1)						7,150,000
Deficiency of Revenues Over Expenditures						(4,260,000)
Other Financing Sources:						
Bond Issuance						4,300,000
Net Changes in Fund Balances						40,000
Fund Deficit at Beginning of Year						
Fund Balance (Deficit) at End of Year	\$	\$	\$	\$	\$	\$ 40,000
(1) Capital Improvements						
(19-01) 2019 Street Reconstruction						\$ 2,600,000
(19-02) 2019 St. Recon Foley Blvd.						1,850,000
(19-03) 2019 Street Reconstruction						2,700,000
	\$	\$	\$	\$	\$	\$ 7,150,000

Public Works – Riverdale Area Fund (53000)

(Water, Street and Sewer Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of infrastructure improvements for the Riverdale project area in accordance with City engineering standards as approved by City Council.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If required, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.



CAPITAL PROJECTS FUNDS
53000 - RIVERDALE AREA FUND - ACTIVITY 780
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 8,708	\$ 19,096	\$ 14,960	\$ 7,045	\$ 14,960	\$ 16,850
Expenditures:						
Other charges and services (1)		97,310		19,048	27,290	
Capital outlay (2)		311,615				
Total Expenditures		408,925		19,048	27,290	
Excess (Deficiency) of Revenues Over Expenditures	8,708	(389,829)	14,960	(12,003)	(12,330)	16,850
Fund Balance at Beginning of Year	1,235,772	1,244,480	912,368	854,651	854,651	842,321
Fund Balance at End of Year	<u>\$ 1,244,480</u>	<u>\$ 854,651</u>	<u>\$ 927,328</u>	<u>\$ 842,648</u>	<u>\$ 842,321</u>	<u>\$ 859,171</u>
(1) Other charges and services:						
Anoka County JPA for Main St and Round Lk Blvd		\$ 73,714				
Riverdale area traffic study		23,596		\$ 19,048	\$ 27,290	
	<u>\$</u>	<u>\$ 97,310</u>	<u>\$</u>	<u>\$ 19,048</u>	<u>\$ 27,290</u>	<u>\$</u>
(2) Capital outlay						
(17-23) CR Blvd LED Conversion	<u>\$</u>	<u>\$ 311,615</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Reader's Notes:

Public Works – Park Improvement Fund (61000)
(794 - Park Construction)

STAFFING	2018 BUDGET	2019 BUDGET
Engineer	0.1	0.2
Engineering Technician	0.1	0.2
Administrative Assistant	0.1	0.1
Total	0.3	0.5

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

Construction of parks through land acquisition and development of facilities.

PROCESS USED

Projects may be initiated by petition of citizens, Council, staff, or community school councils. The Engineering Division prepares a report for presentation to the Council. The Council may conduct a public hearing, and order preparation of plans and specifications which may be prepared by the Engineering Division or by a consultant. After approval by Council of plans and specifications, the work may be conducted by the Parks Division or by a contractor after the regular bidding procedure. Construction will be supervised by the Engineering Division. Construction may include the landscaping and development of recreational facilities. If land is to be acquired, negotiations for its acquisition are conducted by the City Attorney in consultation with the City Assessor's office.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Complete approved park improvements.
2. Update Parks Master Plan.
3. Increase adopt-a-park participation.

2019 MANAGEMENT NOTES

- o Continue exploring private funding sources (service clubs, organizations, etc).



CAPITAL PROJECTS FUNDS
61000 - PARK IMPROVEMENT FUND - ACTIVITY 794
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 361,098	\$ 376,325	\$ 399,439	\$ 137,080	\$ 395,445	\$ 411,422
Investment income	(2,877)	(15,804)	(22,443)	(3,640)	(15,965)	63,974
Platting Fees	40,700	101,320	492,400	8,000	359,360	96,000
Other		4,354			6,405	6,405
Total Revenues	398,921	466,195	869,396	141,440	745,245	577,801
Expenditures:						
Personal services	20,010	34,690	30,758	2,790	32,440	37,308
Other charges & services (1)	25,181	88,993	31,069	2,086	33,155	10,000
Capital improvements (2)	3,475,495	2,869,196	5,473,779	751,034	3,693,465	3,326,410
Total Expenditures	3,520,686	2,992,879	5,535,606	755,910	3,759,060	3,373,718
Deficiency of Revenues Over Expenditures	(3,121,765)	(2,526,684)	(4,666,210)	(614,470)	(3,013,815)	(2,795,917)
Other Financing Sources:						
Bond Proceeds **	775,288	1,812,922	6,600,000		6,600,000	
Transfer in from Facility Construction	283,000					
Transfer from the Sidewalk Project fund		300,000				
Transfer in from Park Improvement Bonds	900,000	535,935	293,600		524,769	264,845
Total Other Financing Sources:	1,958,288	2,648,857	6,893,600		7,124,769	264,845
Net Change in Fund Balances	(1,163,477)	122,173	2,227,390	(614,470)	4,110,954	(2,531,072)
Fund Balance (Deficit) at Beginning of Year	129,030	(1,034,447)	(1,282,467)	(912,274)	(912,274)	3,198,680
Fund Balance (Deficit) at End of Year	\$ (1,034,447)	\$ (912,274)	\$ 944,923	\$ (1,526,744)	\$ 3,198,680	\$ 667,608
** Park Bond Referendum						
(1) Other charges and services						
Bond Sale Expense	\$ 4,576	\$ 10,660	\$ 31,069		\$ 31,069	
Other	20,605	78,333		2,086	2,086	10,000
Total Other charges and services	\$ 25,181	\$ 88,993	\$ 31,069	\$ 2,086	\$ 33,155	\$ 10,000



CAPITAL PROJECTS FUNDS
61000 - PARK IMPROVEMENT FUND - ACTIVITY 794
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
(2) Capital improvements						
14-10 Sand Creek Park Redevelopment**	\$ 197,841	\$ 170,195				
14-26 Boulevard Plaza using Park Dedication Funds		906,561		\$ 120,190	\$ 120,190	
14-27 85th Avenue Trail**	320,147	6,291				
15-16 Sand Creek Concession Stand	1,301,226	312,211		1,240	10,696	
15-20 Delta, Pheasant, Mason, & Woodcrest Parks**	1,170,218					
16-08 Misc Trails & Erlandson Bridge	195,786					
Woodview Park playground equipment	140,080					
Soccer Complex equipment	35,584					
Boulevard Park playground equipment	109,236					
17-10 Coon Rapids Boulevard Trail Extension**	1,670	485,114				
17-11 Coon Rapids Boulevard to the Dam**	1,319	244,141				
17-09 Bunker Hills Trail to Wilderness**	1,319	213,075				
-----Crooked Lake Park design**			\$ 1,100,000		1,223,774	
-----Riverwind Park design**			800,000		870,816	
-----Remaining Referendum approved trails**			1,800,000			\$ 1,580,410
17-12 Misc. Park Improvements reserved for Boulevard Park	1,069	136,749		460,600	460,600	
Misc Park Improvements			200,000	159,054	200,000	
17-13 Misc Trail Improvements reserved for Boulevard Park		318,759				
18-06 Misc Parks & trails		76,100				
Portable stage			120,600	7,512	120,600	
Misc Trail Improvements			100,000		105,000	
18-10 Lions Coon Creek**			1,300,000	2,438	100,000	1,200,000
Burl Oaks Trail reconstruction			23,179		23,179	
Prairie Oaks Trail reconstruction			30,000		30,000	
Boulevard Plaza Digital Sign					53,610	
Riverwind building					375,000	
Misc Park Improvements						200,000
Misc Trail Improvements						100,000
Trail reconstruction at Trackside Park						24,000
Trail reconstruction at Nelson Park						28,000
Soccer complex concession stand expansion & restroom remodeling						80,000
New pedestrian bridge on Erlandson Trail						90,000
(4) Back stop netting for Sand Creek Athletic complex softball fields						24,000
Total Capital improvements	\$ 3,475,495	\$ 2,869,196	\$ 5,473,779	\$ 751,034	\$ 3,693,465	\$ 3,326,410

Public Works – Facilities Construction Fund (62000)

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

This fund was established to account for construction of City owned facilities.



CAPITAL PROJECTS FUNDS
62000 - FACILITIES CONSTRUCTION FUND - ACTIVITY 786
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ 12,855	\$ 26,411	\$ 22,003	\$ 24,106	\$ 50,587	\$ 46,777
Other	<u>83,695</u>	<u>8,978</u>	<u>11,875</u>	<u>11,592</u>	<u>16,295</u>	<u>9,617</u>
Total Revenues	<u>96,550</u>	<u>35,389</u>	<u>33,878</u>	<u>35,698</u>	<u>66,882</u>	<u>56,394</u>
Expenditures:						
Other charges and services (1)	41,724	6,191	164	12,387	13,088	100
Capital improvements (2)	<u>310,093</u>	<u>342,118</u>	<u>557,210</u>	<u>17,620</u>	<u>571,107</u>	<u>652,090</u>
Total Expenditures	<u>351,817</u>	<u>348,309</u>	<u>557,374</u>	<u>30,007</u>	<u>584,195</u>	<u>652,190</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(255,267)</u>	<u>(312,920)</u>	<u>(523,496)</u>	<u>5,691</u>	<u>(517,313)</u>	<u>(595,796)</u>
Other Financing Sources (Uses):						
Transfer in from General Fund	1,040,000	1,400,000				
Transfer out to Park Fund (Sand Creek Concession Stand)	<u>(283,000)</u>					
Total Other Financing Sources (Uses)	<u>757,000</u>	<u>1,400,000</u>				
Net Change in Fund Balances	501,733	1,087,080	(523,496)	5,691	(517,313)	(595,796)
Fund Balance at Beginning of Year	<u>1,154,447</u>	<u>1,656,180</u>	<u>1,257,318</u>	<u>2,743,260</u>	<u>2,743,260</u>	<u>2,225,947</u>
Fund Balance at End of Year	<u>\$ 1,656,180</u>	<u>\$ 2,743,260</u>	<u>\$ 733,822</u>	<u>\$ 2,748,951</u>	<u>\$ 2,225,947</u>	<u>\$ 1,630,151</u>



CAPITAL PROJECTS FUNDS
62000 - FACILITIES CONSTRUCTION FUND - ACTIVITY 786
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
(1) Other charges and services:						
Insurance and other	\$ 106	\$ 164	164	\$ 88	\$ 88	\$ 100
Facility space needs study		691	35,000	12,299	13,000	
Fiber line install at City yard		1,500				
Public Works paving project		3,836				
City Center painting of finance areas	5,000					
Paint civic center areas in City Hall	13,107					
Fire Station #3 recoat concrete floor in apparatus bay	13,920					
Public Works repaint sidewalk overhead sunscreen	9,591					
	<u>\$ 41,724</u>	<u>\$ 6,191</u>	<u>\$ 35,164</u>	<u>\$ 12,387</u>	<u>\$ 13,088</u>	<u>\$ 100</u>
(2) Capital improvements:						
Public Works install automobile lift for central garage	\$ 10,315					
City Center install security equipment	10,938					
City Center carpet replacement in Civic Center	15,000					
City Center remodel of Civic Center banquet rooms	203,153	\$ 23,927				
Police install door entry system	36,187					
City Center and Police generator	34,500					
Fire Station replacement of Emergency Alerting System (EAS)		195,065				
Public Works Mohawk 12-ton two post lift w/ attachments at central garage		25,337				
Public Works fire alarm system		13,059				
Police install (4) overhead door operators		5,942				
City Center and Ice Arenan install UHL HVAC control system server and software		39,750				
Public Works install card reader system in vehicle maint. reception area		8,361				
Public Works reconfiguration of fence		19,650				
Police install containment hood in evidence room		10,026				
Police install prox-card system		1,001				
City Center install exterior bollard lights			\$ 13,000		\$ 13,000	
City Center replace (2) exterior doors at main entrances			69,300		69,300	
City Center install custom area divider			2,500		11,000	
Police install HVAC/ventilation for evidence room				\$ 17,620	17,620	
Fire Station #1 remodel dispatch room			20,000		20,000	
Fire Station #1 construct dumpster enclosure			22,410			
Fire Station #1 & #2 roof repair/maintenance			10,000		6,667	
City Hall installation of automated dock leveling mechanism			10,000		10,000	
Fire Station installation of carbon monoxide detection system in all three			30,000		30,000	
Public Works video security system			25,000		25,000	
Ice Arena replacement of lobby lights			7,000		7,000	
Ice Arenan replacement of rink lights			73,000		73,000	
Ice Arena installation of camera system			30,000		30,000	
Police in-car camera system			245,000		245,000	



CAPITAL PROJECTS FUNDS
 62000 - FACILITIES CONSTRUCTION FUND - ACTIVITY 786
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Police replacement of exterior door					2,600	
Fire Station #1 install vertical brick control joint backer and sealant					3,510	
Fire Station #1 install gutters at roof edge					3,510	
Fire Station #1 remove and replace office door					3,900	
Police breaching door installation in training room						\$ 6,300
City Center install walk off carpet in Civic Center						3,400
City Center window replacement						210,000
Police install ballistic film on new window replacements						22,400
City Center (15) door replacements						58,500
City Center replace 700 SF of curtainwall and refinish wood in lobby						77,350
City Center (12) window blind replacements						7,800
City Center repair window sill in Finance Dept.						1,300
City Center install VAV box with hot water reheat coil in conf. room #1						15,000
City Center installation of several water system shut off valves						15,000
Public Works (4) exterior door replacements						65,000
Public Works install ventilation system in office area of vehicle garage						45,000
Public Works install ventilation system in wood shop area of vehicle garage						45,000
Public Works install ventilation system in sign shop area of vehicle garage						45,000
Fire Station #1 replace rubber flooring in fitness room						4,940
Fire Station #1 install combustion air path for gas fired water heater						4,500
Fire Station #2 install gutters at roof edge						5,000
Fire Station #2 replace rubber flooring in fitness room						5,000
Fire Station #2 (4) door replacements						15,600
	<u>\$ 310,093</u>	<u>\$ 342,118</u>	<u>\$ 557,210</u>	<u>\$ 17,620</u>	<u>\$ 571,107</u>	<u>\$ 652,090</u>

Public Works – Equipment Certificate Fund (63000)
(787 – Equipment Certificate)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for major capital outlay purchases financed with equipment certificates.

PROCESS USED

Major capital outlay purchases are charged to this activity to be paid for with the issuance of equipment certificates. Only equipment of a significant cost and life are selected for this activity.



CAPITAL PROJECTS FUNDS
 63000 - EQUIPMENT CERTIFICATE FUND - ACTIVITY 787
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Investment income	\$ (5,585)	\$ (11,085)	\$ (10,292)	\$ (4,160)	\$ (8,320)	\$ (8,500)
Other Financing Sources:						
Transfer in from Equipment Certificates Fund 47000	173,228	171,161	175,000		175,000	175,000
Net Change in Fund Balances	167,643	160,076	164,708	(4,160)	166,680	166,500
Fund Deficit at Beginning of Year	(917,642)	(749,999)	(588,124)	(589,923)	(589,923)	(423,243)
Fund Deficit at End of Year	<u>\$ (749,999)</u>	<u>\$ (589,923)</u>	<u>\$ (423,416)</u>	<u>\$ (594,083)</u>	<u>\$ (423,243)</u>	<u>\$ (256,743)</u>

Public Works – Street Reconstruction Fund (64000)
(797 – Street Reconstruction)

STAFFING	2018 BUDGET	2019 BUDGET
Assistant City Engineer	0.5	0.5
Engineer	0.4	0.2
Engineer Tech	3.4	3.4
Intern	0.3	0.3
Administrative Assistant	0.4	0.4
Total	5.0	4.8

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

To address the problem of aging and deteriorating streets.

PROCESS USED

Implementation of pavement management system as it relates to maintenance and reconstruction of streets with a timetable and financing sources.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Review and revise long term reconstruction program to fit projected funding.
2. Repair and seal coat streets based upon a 7 year schedule or as needed.



CAPITAL PROJECTS FUNDS
64000 - STREET RECONSTRUCTION FUND - ACTIVITY 797
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 793,891	\$ 807,884	\$ 844,879	\$ 289,800	\$ 836,430	\$ 870,225
Investment income	10,579	27,361	29,250	16,241	37,375	43,219
Other		3,745				
Total Revenues	<u>804,470</u>	<u>838,990</u>	<u>874,129</u>	<u>306,041</u>	<u>873,805</u>	<u>913,444</u>
Expenditures:						
Personal services	556,581	525,141	537,127	240,770	526,860	544,902
Personal services allocated to projects	(308,577)	(352,834)	(250,000)		(300,000)	(300,000)
Other charges & services (1)	537,560	748,736	864,620	1,293	861,540	861,540
Total Expenditures	<u>785,564</u>	<u>921,043</u>	<u>1,151,747</u>	<u>242,063</u>	<u>1,088,400</u>	<u>1,106,442</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>18,906</u>	<u>(82,053)</u>	<u>(277,618)</u>	<u>63,978</u>	<u>(214,595)</u>	<u>(192,998)</u>
Other Financing Sources:						
Transfer in from Revolving Construction Fund	237,000	106,000			89,000	
Transfer in from Revolving Const. Fund (interest)	156,327	151,121	150,000		150,832	150,000
Total Other Financing Sources	<u>393,327</u>	<u>257,121</u>	<u>150,000</u>		<u>239,832</u>	<u>150,000</u>
Net Change in Fund Balances	412,233	175,068	(127,618)	63,978	25,237	(42,998)
Fund Balance at Beginning of Year	<u>1,548,407</u>	<u>1,960,640</u>	<u>1,864,259</u>	<u>2,135,708</u>	<u>2,135,708</u>	<u>2,160,945</u>
Fund Balance at End of Year	<u>\$ 1,960,640</u>	<u>\$ 2,135,708</u>	<u>\$ 1,736,641</u>	<u>\$ 2,199,686</u>	<u>\$ 2,160,945</u>	<u>\$ 2,117,947</u>
(1) Other Charges & Services:						
Street Maintenance Materials - Seal Coat Projects	\$ 508,371	\$ 709,336	\$ 650,000		\$ 650,000	\$ 650,000
Concrete Repair Projects		22,517	60,000		60,000	60,000
Landscape Repairs - City Wide			50,000		50,000	50,000
Misc	194	700	4,120	\$ 753	1,000	1,000
Insurance & Bonding	494	463	500	540	540	540
Misc Asphalt Repair	28,501	15,720	100,000		100,000	100,000
Total Other Charges & Services	<u>\$ 537,560</u>	<u>\$ 748,736</u>	<u>\$ 864,620</u>	<u>\$ 1,293</u>	<u>\$ 861,540</u>	<u>\$ 861,540</u>

Public Works – Capital Equipment Fund (65000)
(788 – Capital Equipment)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for major capital outlay purchases. A replacement schedule anticipates capital needs over the next ten years and a fund balance along with annual appropriations and tax levy at a level dollar amount allows capital equipment to be maintained to the maximum life expectancy before replacement.

PROCESS USED

This fund allows the General Fund to more accurately reflect the cost of operations, without major fluctuations due to the purchase of major capital items.



CAPITAL PROJECTS FUNDS
65000 - CAPITAL EQUIPMENT FUND - ACTIVITY 788
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 880,547	\$ 1,031,023	\$ 1,065,900		\$ 1,055,241	\$ 1,283,877
Investment Income	6,818	17,648	24,805	\$ 6,935	26,600	38,422
Other *	<u>170,087</u>	<u>155,879</u>	<u>104,000</u>	<u>5,434</u>	<u>109,434</u>	<u>51,000</u>
Total Revenues	<u>1,057,452</u>	<u>1,204,550</u>	<u>1,194,705</u>	<u>12,369</u>	<u>1,191,275</u>	<u>1,373,299</u>
Expenditures:						
Capital outlay (1)	<u>1,034,479</u>	<u>981,800</u>	<u>791,167</u>	<u>121,600</u>	<u>790,159</u>	<u>1,716,298</u>
Excess (Deficiency) of Revenues over Expenditures	22,973	222,750	403,538	(109,231)	401,116	(342,999)
Other Financing Sources:						
Transfers in **	<u>44,396</u>	<u>27,105</u>				
Net Change in Fund Balances	67,369	249,855	403,538	(109,231)	401,116	(342,999)
Fund Balance at Beginning of Year	<u>1,202,760</u>	<u>1,270,129</u>	<u>1,469,256</u>	<u>1,519,984</u>	<u>1,519,984</u>	<u>1,921,100</u>
Fund Balance at End of Year	<u>\$ 1,270,129</u>	<u>\$ 1,519,984</u>	<u>\$ 1,872,794</u>	<u>\$ 1,410,753</u>	<u>\$ 1,921,100</u>	<u>\$ 1,578,101</u>

* Includes proceeds from the sale of used equipment.

** From the Insurance Reserve fund for replacement of damaged vehicles



CAPITAL PROJECTS FUNDS
65000 - CAPITAL EQUIPMENT FUND - ACTIVITY 788
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

		2016	2017	2018	2018	2018	2019
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
					TO 6/30	THRU 12/31	
(1) Department (Activity):	Item:						
Police (202)	(1) Chrysler 200 (P41) for investigative division fleet	\$ 32,001					
Police (202)	(1) Chrysler mini van (P46)	29,585					
Police (202)	(1) Dodge Charger all wheel drive (P52)	44,417					
Police (203)	(3) Marked Ford Utility Squads (P2, P10, P11)	118,644					
Police (203)	(2) Dodge Chargers (P14, P21)	83,423					
Fire (224)	(2) 4 x 4 crew cabs, lights and radio (Unit #3285, #3286)	380,166					
Fire (224)	(1) Lucas Chest Compression System	15,000					
Public Works (501)	(2) hot patch inserts for 1-ton dump trucks	15,095					
Public Works (510)	Trailer with low bed (Unit #131-1)	2,899					
Public Works (510)	Trailer with single axle (Unit #131-2A)	2,899					
Public Works (510)	Double axle traler (Unit #131-4)	5,540					
Public Works (510)	Double axle traler (Unit #131-6)	5,540					
Public Works (510)	(1) 1/2 - ton extended cab pickup truck (Unit #118)	30,120					
Public Works (510)	(1) 1 - Ton dump truck with lift gate and snow plow (Unit #104)	45,035					
Public Works (510)	John Deere Steer with high lift feature (Unit #183)	51,497					
Public Works (510)	(1) 3/4 - ton truck with HD Chassis and service body (Unit #103)	54,694					
Public Works (510)	John Deere 4WD tractor with sweeper attachment (Unit #106)	44,921					
Public Works (510)	(1) 1/2 - ton 4WD pickup (Unit #101)	29,560					
Public Works (510)	Toro Groundsmaster mower (Unit #146)	43,443					
Police (202)	(1) Dodge Durango SUV (P47) for investigative work (unmarked)		\$ 37,494				
Police (202)	(1) GMC Canyon (P53) for investigative work (unmarked)		40,424				
Police (203)	(6) marked squads replaced (P1, P9, P12, P15, P16, P17)		233,381				
Police (203)	Squad P7 replacement (totalled in traffic accident)		27,210				
Fire (223)	(1) SUV (Unit #C-1) #3276		50,669				
Fire (223)	Fire Dept (R1 & R3)		3,584				
Fire (223)	11c combination tools		17,026				
Building Inspection (421)	(1) Chevrolet Equinox (Unit #406) totalled in accident		22,389				
Public Works (501)	(1) 2.5 ton dump truck (Unit# 8)		187,392				
Public Works (501)	(1) 4WD Crew Cab Silverado (Unit# 2)		40,583				
Public Works (506)	(1) 4WD HD Pick-up (Unit #507)		37,879				
Public Works (510)	(1) Bison Trailer (Unit# 131-8)		4,325				
Public Works (510)	(1) Aera-Vator with Turf Seeder and Aerifier with Roller (Unit #107-2)		15,816				
Public Works (510)	(1) Amazone Sweeper plus attachments (Unit# 106-8)		34,491				
Public Works (510)	(1) Toro Groundsmaster 5910 16' Mower (Unit# 116)		104,076				
Public Works (510)	(1) Toro Workman (Unit #197)		30,904				
Public Works (510)	(1) Toro Workman (Unit #196)		30,681				
Public Works (510)	(1) Gandy Field Groomer (Unit# 126 & 126-1)		20,275				
Public Works (510)	(1) Toro 328D Groundsmaster, polar cab, mower, broom, blower (Unit# 154)		43,201				
Police (202)	(3) Unmarked Police Squads for Investigations (P46, P40, P51)			\$ 87,000		\$ 87,000	
Police (203)	(4) Marked Patrol Squads (P2, P5, P13, P20)			160,000	\$ 37,370	160,000	
Fire (221)	(1) 3/4 Ton 4WD (Unit# 3275)			46,000	32,238	46,000	
Public Works (501)	(1) Tacker trailer for asphalt and pothole repairs (Unit# 36)			37,300		37,300	
Public Works (501)	(1) Slide-In Hotbox for asphalt and pothole repairs			82,706		82,706	
Public Works (507)	(1) Chevrolet Cargo Van (Unit# 302)			32,940		32,940	
Public Works (509)	(1) Dodge Durango (Unit# 606)			36,788		36,788	
Public Works (509)	Topper for Unit# 608			1,600		1,600	
Public Works (510)	(1) Peterbilt Model 220 w/ Water Truck body (Unit# 117)			170,115		170,115	
Public Works (510)	(1) Chevrolet 2500HD Crew Pickup (Unit# 153)			49,579		49,579	
Public Works (510)	(1) Chevrolet Pickup (Unit# 102)			34,139		34,139	
Public Works (510)	(1) Tool-Cat utility vehicle (Unit# 170)			53,000	51,992	51,992	



CAPITAL PROJECTS FUNDS
65000 - CAPITAL EQUIPMENT FUND - ACTIVITY 788
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Police (202) (2) Replace unmarked squad vehicles driven by detectives						\$ 65,000
Police (203) (112) Motorola squad radios & portable motorola radios issued to individual officers						538,448
Police (203) (5) marked squad cars (P3, P4, P6, P31, P33)						197,500
Fire (223) (60) portable radios and (16) mobile radios						377,284
Fire (224) (1) Replace Rescue 2 (#3287)						100,141
Property Maintenance (413) (1) 2019 Chevy Equinox to replace 2009 Ford Ranger (Unit #405)						28,230
Public Works (501) (1) Replace 2008 Freightliner single axle dump truck (Unit #9)						206,991
Public Works (506) (1) Replace plow on Unit #503 (2009 Silverado pickup)						8,255
Public Works (510) (1) Commercial Z Track (Unit #129)						33,053
Public Works (510) (1) Toro Workman HDX-D (Unit #171)						33,587
Public Works (510) (1) Toro 5910 Tier 4 16 ft mower (Unit #149)						110,979
Public Works (510) (1) Purchase & install snow plows on pickups (Unit #101 & Unit #118)						16,830
	<u>\$ 1,034,479</u>	<u>\$ 981,800</u>	<u>\$ 791,167</u>	<u>\$ 121,600</u>	<u>\$ 790,159</u>	<u>\$ 1,716,298</u>

Public Works – Sidewalk Construction Fund (67000)

(795 – Sidewalk Construction)

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

Construction of sidewalks.

PROCESS USED

Projects may be initiated by petition of citizens or by Council, staff, or the Safety Commission. The Engineering Division prepares a feasibility report and recommendation to Council. If feasible, Council orders preparation of plans and specifications which may be prepared by the Engineering Division or by a consultant. After approval by Council of plans and specifications, the work is constructed by a contractor after the regular bidding procedure. Work is supervised by the City Engineer. If right-of-way has to be acquired, negotiations for its acquisition are conducted by the City Attorney in consultation with the City Assessor's office. Payment for the project is made from funds levied as part of the property tax levy, from special assessment, or other sources.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Completed miscellaneous sidewalk gaps.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Design and supervise construction of sidewalks at miscellaneous locations throughout the City within available funding.
2. Identify additional sidewalk gap needs.

2019 MANAGEMENT NOTES

- o It is estimated that it will require \$300,000 per year for 10 years for the sidewalk component of the Parks Master Plan. Funding from expired debt service fund should fund this for the next five years.



CAPITAL PROJECTS FUNDS
67000 - SIDEWALK CONSTRUCTION FUND - ACTIVITY 795
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 123,672	\$ 123,421	\$ 125,000		\$ 125,000	\$ 125,000
Investment income	3,646	8,027	10,500			
Total Revenues	<u>127,318</u>	<u>131,448</u>	<u>135,500</u>		<u>125,000</u>	<u>125,000</u>
Expenditures:						
Other charges and services	90	4,155	104	\$ 3,675	11,116	
Sidewalk Construction (1)	145,506		300,000	1,026	230,000	249,090
Total Expenditures	<u>145,596</u>	<u>4,155</u>	<u>300,104</u>	<u>4,701</u>	<u>241,116</u>	<u>249,090</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(18,278)</u>	<u>127,293</u>	<u>(164,604)</u>	<u>(4,701)</u>	<u>(116,116)</u>	<u>(124,090)</u>
Other Financing Uses:						
Transfers out		(300,000)				
Net Change in Fund Balances	<u>(18,278)</u>	<u>(172,707)</u>	<u>(164,604)</u>	<u>(4,701)</u>	<u>(116,116)</u>	<u>(124,090)</u>
Fund Balance at Beginning of Year	491,154	472,876	301,622	300,169	300,169	184,053
Fund Balance at End of Year	<u>\$ 472,876</u>	<u>\$ 300,169</u>	<u>\$ 137,018</u>	<u>\$ 295,468</u>	<u>\$ 184,053</u>	<u>\$ 59,963</u>
(1) Sidewalk Construction						
16-01 Street Reconstruction	\$ 110,484					
16-03 Street Reconstruction	35,022					
17-19 Sidewalk Expansion Coon Rapids Blvd				\$ 1,026	\$ 230,000	
19-01 Street Reconstructon						\$ 147,840
19-03 Street Reconstructon						101,250
Various Sidewalk Projects			\$ 300,000			
	<u>\$ 145,506</u>	<u>\$</u>	<u>\$ 300,000</u>	<u>\$ 1,026</u>	<u>\$ 230,000</u>	<u>\$ 249,090</u>



2019 BUDGET

CAPITAL PROJECT FUNDS

Public Works – Housing and Redevelopment Authority Fund (69000)
(701 – Housing and Redevelopment Authority Administration)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Personal Services	\$189,076	\$195,602	\$245,703	\$110,921	\$245,125	\$257,019
Charges & Services	66,392	792,103	129,705	18,402	83,513	129,805
Supplies	742	1,425	1,000		1,000	1,000
Land				784,911	784,911	
Transfer-Comp Abs/Sec 8						
Land for Redev/relocation						
Reallocate to 705 (HFG)			200,000		200,000	200,000
Reallocate to 709 (RLF)			250,000		250,000	250,000
Activity Total	\$256,210	\$989,130	\$826,408	\$914,234	\$1,564,549	\$837,824

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for Professional Service--\$86,000; cell phone service--\$1,000; postage--\$500; promotional materials & events--\$20,000; travel and conferences--\$8,000; dues and subscriptions--\$8,000; Insurance--\$250; misc. and other--\$1,955; utilities--\$4,000.

RELATED REVENUE	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Property Taxes	\$720,987	\$714,236	\$725,000	\$717,750	\$725,000
Property Tax Aid	8	8			
Tax increment		469			
Interest	116,397	202,820	50,000	75,457	70,830
Intergovernmental		700,000			
Donations/Misc.	2,565	480		980	
Transfer in	1,590				
	\$841,547	\$1,618,013	\$775,000	\$794,187	\$795,830

FUNDS AVAILABLE FOR ADMINISTRATION:

BALANCES	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Beginning Balance	\$3,026,536	\$3,611,873	\$2,918,143	\$4,240,756	\$3,470,394
Revenues	841,547	1,618,013	775,000	794,187	795,830
Expenditures	(256,210)	(989,130)	(826,408)	(1,564,549)	(837,824)
Balance Available	\$3,611,873	\$4,240,756	\$2,866,735	\$3,470,394	\$3,428,400

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

This Activity supports the Economic Development and Housing and Redevelopment Authorities. The City Council serves as members of these Authorities. Conducts economic development efforts, consistent with City Council policy direction, provides reviews and inspections of major commercial and industrial developments and related construction activities, and manages the City's Tax Increment Financing Programs.

PROCESS USED

Reports and recommendations are provided on matters involving the Economic Development and Housing and Redevelopment Authorities. Information on available commercial and industrial properties, City development regulations, and possible sources of financial assistance are provided to businesses contacting the City. Development reviews and building inspections related to major commercial and industrial projects are conducted in a proactive, efficient, and responsive manner. Where appropriate, City economic development activities are coordinated with other area economic development organizations. Tax Increment Financing management efforts stress review of assistance requests consistent with adopted Council policies and oversight of operations and finances consistent with State Law and responsible financial practices.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Facilitate new development and redevelopment projects, including Port Riverwalk, Riverdale Station and others.
2. Conduct business retention activities, including real estate forums, bankers' breakfast, business visits and business newsletters.
3. Market Coon Rapids to commercial real estate brokers and other key audiences and coordinate with regional and state economic development organizations on marketing.
4. Provide technical assistance programs for businesses and workforce development activities.
5. Coordinate public financial assistance for business expansions and other development projects in accordance with City policy.

Public Works – Housing and Redevelopment Authority Fund (69000)

(701 – Housing and Redevelopment Authority Administration)

STAFFING	2018 BUDGET	2019 BUDGET
Community Dev Director	0.5	0.5
Economic Dev Coordinator	1.0	1.0
Housing Program Coordinator	0.3	0.3
Total	1.8	1.8



2019 BUDGET

CAPITAL PROJECT FUNDS

Public Works – Housing and Redevelopment Authority Fund (69000)
 (702 – Development Account)

ACTIVITY MANAGER: Community Development Director

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Other Charges	\$38,603	\$101				
Activity Total	<u>\$38,603</u>	<u>\$101</u>				

RELATED REVENUE	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Interest			\$2,800	\$5,204	\$6,052
TIF/IRB Application Fees		\$18,989			
Other	\$38,500				
	<u>\$38,500</u>	<u>\$18,989</u>	<u>\$2,800</u>	<u>\$5,204</u>	<u>\$6,052</u>

FUNDS AVAILABLE FOR ECONOMIC DEVELOPMENT

BALANCES	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Beginning Balance	\$278,590	\$278,487	\$301,287	\$297,375	\$302,579
Revenues	38,500	18,989	2,800	5,204	6,052
Expenditures	(38,603)	(101)			
Balance Available	<u>\$278,487</u>	<u>\$297,375</u>	<u>\$304,087</u>	<u>\$302,579</u>	<u>\$308,631</u>

Public Works – Housing and Redevelopment Authority Fund (69000)
(705 – Home for Generations)

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

The City began the Home for Generations phase II in 2013 and is structured to provide resources and financial incentives to homeowners to complete large remodels at their own homes. It is intended that this program will spur private investment to update the City's aging housing stock as the housing economy is starting to rebuild and stabilize.

PROCESS USED

The funding for phase II of this program is proposed to come from both the Housing and Redevelopment Authority (HRA) as well as the Mortgage Assistance Foundation. The funding covers the architectural consultations, rebates of 50% of the building permit fees, incentive grants to the homeowners and marketing expenses. Other projects are documented by CTN so that residents can see and learn about these remodels on the City's cable channel and on-line.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. A remodeling tour will be organized to showcase some of the models and will replicate the excitement of the open houses hosted throughout phase I of the Home for Generations program.
2. Continue to do an award program will be developed to give recognition to those projects that exemplify the program's intent and are simply outstanding projects.

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Charges & Services	\$16,850	\$16,339	\$19,500	\$11,782	\$13,519	\$19,500
Home owner grant			100,000			
Remodeling costs	50,767	81,404	75,000	23,326	75,000	75,000
Building Permit Rebates	5,907	9,024	12,000	3,162	12,000	12,000
Activity Total	\$73,524	\$106,767	\$206,500	\$38,270	\$100,519	\$106,500

RELATED REVENUE	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Grants	\$12,000				
Allocated from HRA Admin			\$200,000	\$200,000	\$200,000
Interest			650	(1,808)	(113)
	\$12,000		\$200,650	\$198,192	\$199,887

BALANCES	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Beginning Balance	\$64,949	\$3,425	(\$2,460)	(\$103,342)	(\$5,669)
Revenues	12,000		200,650	198,192	199,887
Expenditures	(73,524)	(106,767)	(206,500)	(100,519)	(106,500)
Balance Available	\$3,425	(\$103,342)	(\$8,310)	(\$5,669)	\$87,718



2019 BUDGET

CAPITAL PROJECT FUNDS

Public Works – Housing and Redevelopment Authority Fund (69000)
(708 – MN Invest Fund)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Remittance to Other Agencies	\$31,062	\$32,362	\$34,900	\$38,998	\$53,228	\$19,354
Insurance	12	12	12	13	13	13
Loan Made		133,000				
Activity Total	\$31,074	\$165,374	\$34,912	\$39,011	\$53,241	\$19,367

RELATED REVENUE	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Loan Repayment - Steinwell	\$18,117	\$18,849	\$19,617	\$34,852	
Loan Repayment - Biovest	10,356	10,397	10,853	10,853	11,746
Interest on loan repayments	10,355	11,207	13,154	12,734	12,446
	\$38,828	\$40,453	\$43,624	\$58,439	\$24,192

BALANCES	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Beginning Balance	\$14,600	\$22,354	(\$102,567)	(\$102,567)	(\$97,369)
Revenues	38,828	40,453	43,624	58,439	24,192
Expenditures	(31,074)	(165,374)	(34,912)	(53,241)	(19,367)
Balance Available	\$22,354	(\$102,567)	(\$93,855)	(\$97,369)	(\$92,544)

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

This activity tracks loans granted to Coon Rapids businesses encouraging economic development within the City using funds that are obtained from the State of Minnesota.

PROCESS USED

Companies that wish to expand often seek grants from the Minnesota Department of Economic Development to supplement their financing packages. Funds obtained are granted to the City which are then loaned to a qualifying company to be repaid over a number of years. The City reimburses the State once payments are received from the borrower.

The City is able to retain 20% of the loan principal and interest for use as future economic development loans.

The following loans are outstanding:

	Initial Amount	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
Cell Culture Company	\$250,000	\$171,512	\$11,746	\$159,766



2019 BUDGET

CAPITAL PROJECT FUNDS

Public Works – Housing and Redevelopment Authority Fund (69000)
(709 – Revolving Loan Fund)

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Professional Services	\$14,338	\$13,634	\$20,000	\$6,578	\$18,000	\$20,000
Loan Made		5,000	190,000			230,000
Activity Total	\$14,338	\$18,634	\$210,000	\$6,578	\$18,000	\$250,000

RELATED REVENUE	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Interest			(\$1,500)	(\$2,122)	\$3,332
Allocated from HRA Admin			250,000	250,000	250,000
Loan Repayment - Chanticlear	\$12,647	\$13,427	14,255	14,255	15,134
Loan Repayment - Magnum Trucking	15,043	15,852	16,705	16,705	17,603
Interest on loan repayments	30,271	28,682	27,001	27,001	25,223
	<u>\$57,961</u>	<u>\$57,961</u>	<u>\$306,461</u>	<u>\$305,839</u>	<u>\$311,292</u>

BALANCES	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Beginning Balance	(\$204,206)	(\$160,583)	(\$105,022)	(\$121,256)	\$166,583
Revenues	57,961	57,961	306,461	305,839	311,292
Expenditures	(14,338)	(18,634)	(210,000)	(18,000)	(250,000)
Balance Available	(\$160,583)	(\$121,256)	(\$8,561)	\$166,583	\$227,875

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

The Revolving Loan Fund (RLF) was established to provide gap financing for capital improvements that result in job creation, redevelopment, or investment in older commercial districts.

PROCESS USED

1. Projects must be located in Coon Rapids and be a for-profit business.
2. Maximum loan amount of \$100,000, with certain exceptions.
3. At least 50% of project financing must come from a private lender or private equity.
4. Borrowers must have equity injection as determined by fund management.
5. Loan proceeds can be used for fixed assets, including land, building, machinery, and equipment. Working capital is not an allowed use.
6. Interest rates will be determined by market conditions at loan closing.
7. Loan documents will be prepared by local business attorney Bill Goodrich at the expense of the applicant.
8. The HRA will consider all loan documents at its regular meetings and will make the final decision on all loans.

The following loans are outstanding:

	Initial Amount	Balance 1/1/2019	2019 Principal Due	Balance 12/31/2019
Chanticlear	\$100,000	\$46,798	\$15,134	\$31,664
Magnum Trucking	\$500,000	\$442,800	\$17,603	\$425,197

Public Works – Housing and Redevelopment Authority Fund (69000)
(TIF Districts)

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

Tax increment financing is used to assist various economic development projects when “but for” the assistance the project could not proceed.

PROCESS USED

Tax increment is returned to the City by capturing real estate taxes in each district rather than distributing to the other jurisdictional districts. There are a number of outstanding obligations that the City has. Tax increment may be available for other tax increment eligible projects after the legal process to authorize expenditure thereof has been followed.

EXPENDITURES	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Administration	\$75,532	\$105,375	\$4,150	\$50,436	\$108,305	\$108,305
TIF Notes	163,465	53,405	35,488	25,624	39,378	800
TIF 6-1 Holding Costs	15,689					
Street Improvements	906,654	150,729				
Relocation						
Activity Total	\$1,161,340	\$309,509	\$39,638	\$76,060	\$147,683	\$109,105

RELATED REVENUE	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Property Taxes	\$172,184	\$205,348	\$164,283	\$191,934	\$191,934
Interest	72,089	83,975	83,566	179,964	210,426
Interest on note (Biovest - EDA)	3,221	3,874			
Note Repayment (Biovest - EDA)*	4,267	4,283	9,464		
Rent	19,495			9,464	9,964
	\$271,256	\$297,480	\$257,313	\$381,362	\$412,324

BALANCES	2016	2017	2018 BUDGET	2018 ESTIMATED	2019 BUDGET
Beginning Balance	\$19,247,985	\$20,385,306	\$20,361,685	\$20,373,277	\$20,606,956
Revenues	271,256	297,480	257,313	381,362	412,324
Expenditures	(1,161,340)	(309,509)	(39,638)	(147,683)	(109,105)
Transfer in to close debt fund	2,027,405				
Balance Available	\$20,385,306	\$20,373,277	\$20,579,360	\$20,606,956	\$20,910,175



CAPITAL PROJECTS FUNDS
69000 - HOUSING AND REDEVELOPMENT AUTHORITY FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
General property taxes	\$ 720,987	\$ 714,236	\$ 725,000	\$ 267,000	\$ 717,750	\$ 725,000
Tax increment collections	195,104	205,817	164,283		191,934	191,934
Investment income	160,243	330,558	175,671	165,491	296,430	328,196
Intergovernmental revenue	8	700,008				
Payment on notes	60,429	62,808	61,430	49,973	76,665	44,483
Other revenue	72,560	19,469	9,464	980	10,444	9,964
Total Revenues	1,209,331	2,032,896	1,135,848	483,444	1,293,223	1,299,577
Expenditures:						
Personal services	189,076	194,602	245,703	110,921	245,125	257,019
Other charges and services	1,167,486	1,241,904	616,605	127,885	294,651	506,472
Administrative			4,150	50,436	108,305	108,305
Supplies			1,000		1,000	1,000
Land acquisitions & improvements	241,445	150,729		784,911	784,911	
Total Expenditures	1,598,007	1,587,235	867,458	1,074,153	1,433,992	872,796
Excess (Deficiency) of Revenues Over Expenditures	(388,676)	445,661	268,390	(590,709)	(140,769)	426,781
Other Financing Sources (Uses):						
Transfers in (1)	2,028,995					
Transfers out (1)		(1,280)				
Total Other Financing Sources (Uses)	2,028,995	(1,280)				
Net Change in Fund Balances	1,640,319	444,381	268,390	(590,709)	(140,769)	426,781
Fund Balance at Beginning of Year	22,499,543	24,139,862	22,944,694	24,584,243	24,584,243	24,443,474
Fund Balance at End of Year	\$ 24,139,862	\$ 24,584,243	\$ 23,213,084	\$ 23,993,534	\$ 24,443,474	\$ 24,870,255
(1) Transfers In & Out						
Transfer in from 43000 Tax Increment Bonds 2003B	\$ 2,027,405					
Transfer in from 74001 ISF Compensated Absences	1,590					
Transfer out to 74001 ISF Compensated Absences		\$ (1,280)				
	\$ 2,028,995	\$ (1,280)				

Reader's Notes:



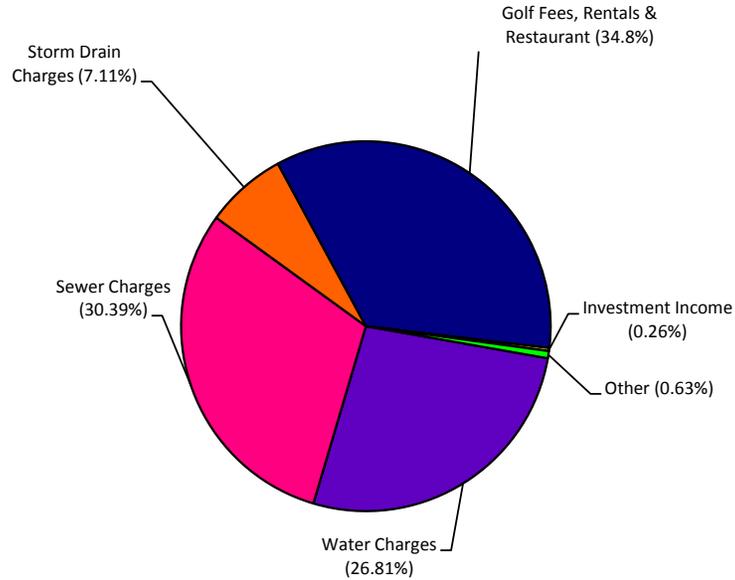
Enterprise

Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business enterprises. Revenues are generated primarily through customer charges.

Revenue and Expense Summary Information	280
Water Fund	282
Sewer Fund	286
Storm Water Drainage Fund	288
Golf Fund	290

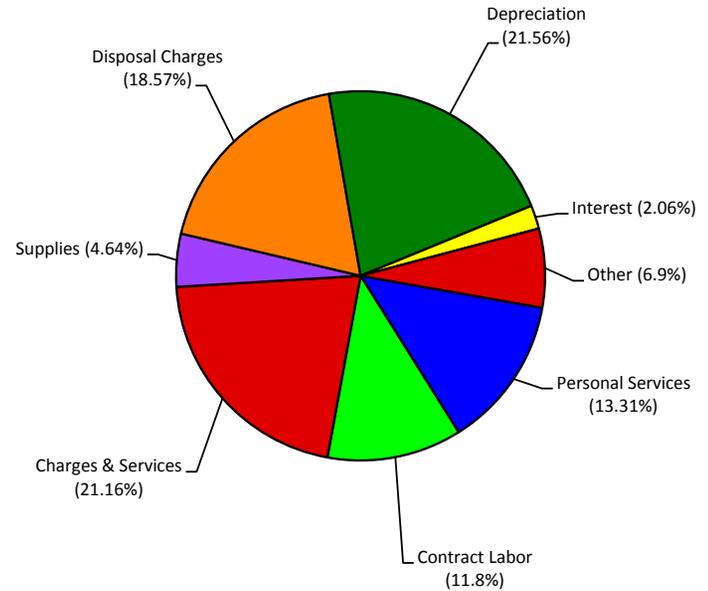
**ENTERPRISE FUNDS
2019 BUDGET**

Revenues by Source



Water Charges	\$6,000,000
Sewer Charges	6,800,000
Storm Drain Charges	1,591,300
Golf Fees, Rentals & Restaurant	7,786,261
Investment Income	58,825
Other	<u>140,000</u>
Total	<u><u>\$22,376,386</u></u>

Expenses by Use



Personal Services	\$ 2,940,472
Contract Labor	2,606,601
Charges & Services	4,675,016
Supplies	1,024,169
Disposal Charges	4,103,690
Depreciation	4,764,918
Interest	455,981
Other	<u>1,524,999</u>
Total	<u><u>\$22,095,846</u></u>



COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
ALL ENTERPRISE FUNDS

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Water Fund	\$ 6,000,597	\$ 5,985,737	\$ 6,087,397	\$ 2,844,403	\$ 6,045,805	\$ 6,007,281
Sewer Fund	6,554,560	6,760,050	6,947,136	3,400,008	6,933,555	6,852,755
Storm Water Drainage Fund	1,397,876	1,455,485	1,645,841	763,638	1,510,573	1,746,188
Golf Fund	6,746,144	7,038,594	7,191,184	3,372,581	7,303,552	7,770,162
Total Revenues	<u>20,699,177</u>	<u>21,239,866</u>	<u>21,871,558</u>	<u>10,380,630</u>	<u>21,793,485</u>	<u>22,376,386</u>
Expenses:						
Water Fund	5,454,653	5,377,399	5,789,847	2,625,399	5,665,019	5,840,217
Sewer Fund	6,663,638	6,722,917	6,505,755	3,154,149	6,446,255	6,679,670
Storm Water Drainage Fund	1,354,262	1,786,709	1,686,817	647,008	1,708,756	1,609,033
Golf Fund	7,259,789	7,500,934	7,377,957	3,651,236	7,648,451	7,966,926
Total Expenses	<u>20,732,342</u>	<u>21,387,959</u>	<u>21,360,376</u>	<u>10,077,792</u>	<u>21,468,481</u>	<u>22,095,846</u>
Change in Net Position	(33,165)	(148,093)	511,182	302,838	325,004	280,540
Net Position at Beginning of Year	<u>102,958,491</u>	<u>102,925,326</u>	<u>103,157,158</u>	<u>102,777,233</u>	<u>102,777,233</u>	<u>103,102,237</u>
Net Position at End of Year	<u>\$ 102,925,326</u>	<u>\$ 102,777,233</u>	<u>\$ 103,668,340</u>	<u>\$ 103,080,071</u>	<u>\$ 103,102,237</u>	<u>\$ 103,382,777</u>

Public Works – Water System Maintenance (71000)
(601 – Water)

EXPENDITURE HIGHLIGHTS

Personal Service - Provides for overtime--\$39,858; seasonal--\$9,765; uniforms--\$2,035
 Other Charges & Services - Provides for utility services--\$600,000; telephone services--\$13,252; contractual maintenance & repairs--\$711,197; schools and conferences--\$3,500; insurance--\$42,000; advertising of legal notices--\$400; consultant services--\$73,462; permits and fees--\$43,800; postage--\$300; equipment rental--\$7,000; dues and memberships--\$1,961; waste removal--\$1,500; software charges--\$7,941; administrative charges to General Fund--\$231,800
 Supplies - Provides for motor fuels--\$24,080; maintenance and repairs by City--\$63,000; water treatment parts and supplies--\$200,000; small tools--\$6,000; office supplies--\$1,400; safety supplies--\$1,500
 Capital Outlay - Provides for (3) 1-ton scale readouts for chlorine & sulfur dioxide ton cylinders at WWTP--\$5,700; vessel control valves--\$7,600; ortho bulk storage tank, diaphragm pump and chemical feed piping--\$15,000; filter media--\$250,000; HVAC consulting & repairs--\$185,000; SCADA backup--\$15,125; hydrant sand blaster--\$31,770; 2019 Well Rehab #1, 2, & 16 and Booster Pump--\$385,000; water tower design--\$400,000; 2019 Street Reconstruction projects--\$905,000

40% of utility billing (activity 630) is also included in this activity

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Millions of gallons of water pumped	2,335	2,258	2,300	2,600	2,500
Miles of watermain	297	297	297	297	297
Number of watermain breaks repaired	17	18	22	22	22
Cost to produce/per thousand gallons (excluding depreciation)	\$1.31	\$1.31	\$1.38	\$1.20	\$1.30
Percent of hydrants operational	100%	100%	99.9%	99.9%	99.9%
Number of water quality complaints	5	10	10	20	20
% of unscheduled plant downtime	0%	0%	0%	0%	0%
% of water tests compliant with government standards	100%	100%	100%	100%	100%

STAFFING	2018 BUDGET	2019 BUDGET
Public Works Director	0.1	0.1
Plant Operator	1.9	1.9
Maintenance	6.0	6.2
Maintenance - Part Time	0.4	0.4
Administrative Assistant	0.5	0.1
Engineer & Techs	-	0.1
Supervisor	0.6	0.6
Total	9.5	9.4

ACTIVITY MANAGER: Utilities Supervisor

GENERAL ACTIVITY DESCRIPTION

Operate and maintain the City's water system including treatment plants, municipal wells, towers, reservoirs, booster stations and water mains. Provide continuous, adequate, potable, bacteria free water supply at proper pressure level. Maintain customer water meters and respond to other service requests. Maintain water distribution for fire protection system needs. Conform to State & Federal lead-copper rule, provide tours and information to the public.

PROCESS USED

Operate wells, boosters, and water treatment plants in a manner that will insure a safe, clean, and adequate water supply, that will meet the peak daily demand and maintain levels for fire protection. Maintain SCADA System, wells, pumphouses, booster stations, treatment plants and related infrastructure. Operate and maintain chemical feed equipment. Collect, analyze and record water samples on a daily basis to insure water quality. Maintain, test, repair water meters. Respond to customer requests in timely manner. Respond to emergencies 24 hours a day. Work with contractors to locate water mains, locate and operate gate valves, monitor tests during final inspection. Check 24 wells and pumphouses five days per week. Flush water mains each spring. Maintain all hydrants, pump all black cap hydrants each fall. Locate, operate, and clean gate valves. Work with contractor on all watermain breaks and service leaks that need repair.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Continued to implement the well protection program.
2. Continued efforts to reduce water loss by adding meters at unmetered parks.
3. Continued to consider a utility replacement program that is separate from the reconstruction projects, to prioritize known problem areas.
4. Completed evaluation of filter media and replacement costs.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Continue to investigate options for meter replacements that will be completed within the next 3-5 years.
2. Conduct leak survey and do all necessary repairs.
3. Replace media at water treatment plants.
4. Flush hydrants; compile a list of what service is needed on hydrants.

Public Works – Water System Maintenance (71000)

(601 – Water)

2019 MANAGEMENT NOTES

- Preventative maintenance and repair of water facilities on-line and in the field.
- Follow procedures for backfeeding reservoirs for periods of heavy water usage.
- Monitor all repairs with the Engineering Division to ensure the most opportune time for repairs.
- Maximize operation of water treatment plants.
- Monitor compliance with new lead-copper rule.
- Develop training for maintenance workers.
- Work with Engineering on reconstruction areas.



71000 - WATER FUND - ACTIVITY 601
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Operating Revenues:						
Water charges	\$ 5,950,460	\$ 5,933,193	\$ 6,000,000	\$ 2,837,134	\$ 6,000,000	\$ 6,000,000
Miscellaneous	4,273	8,972	10,000	2,215	10,000	10,000
Total Operating Revenues	5,954,733	5,942,165	6,010,000	2,839,349	6,010,000	6,010,000
Operating Expenses:						
Personal services	900,039	865,229	879,887	441,635	857,278	899,570
Other charges and services	1,953,231	1,817,623	2,049,270	804,016	2,022,089	2,051,417
Supplies	206,103	269,552	244,520	85,884	234,860	297,700
Depreciation	1,982,402	2,050,132	2,214,132	1,074,377	2,148,754	2,243,542
Total Operating Expenses	5,041,775	5,002,536	5,387,809	2,405,912	5,262,981	5,492,229
Operating Income	912,958	939,629	622,191	433,437	747,019	517,771
Nonoperating Revenues (Expenses):						
Investment income	19,219	5,625	42,397	(7,729)	805	(37,719)
Sale of water meters	21,880	31,798	35,000	12,783	35,000	35,000
Gain on disposal of fixed assets	4,765	6,149				
Interest and fiscal charges	(363,582)	(339,293)	(352,038)	(176,019)	(352,038)	(297,988)
Purchase and repair of water meters	(49,296)	(35,570)	(50,000)	(43,468)	(50,000)	(50,000)
Total Nonoperating Revenues (Expenses)	(367,014)	(331,291)	(324,641)	(214,433)	(366,233)	(350,707)
Change in Net Position	545,944	608,338	297,550	219,004	380,786	167,064
Net Position at Beginning of Year	44,918,911	45,464,855	46,119,370	46,073,193	46,073,193	46,453,979
Net Position at End of Year	\$ 45,464,855	\$ 46,073,193	\$ 46,416,920	\$ 46,292,197	\$ 46,453,979	\$ 46,621,043

Finance – Utility Billing* (630)

EXPENDITURE HIGHLIGHTS

Other Charges & Services – Provides for professional and consulting services--\$8,800; LOGIS services--\$120,834; postage--\$38,000; schools and conferences--\$300; rent--\$4,800; utility billing printing--\$8,400; maintenance and repair of equipment--\$600; gateway fees--\$2,400
 Supplies – Provides for office supplies--\$4,000; small tools--\$300

*The dollars for this activity are divided between the Water Fund (40%), Sewer Fund (40%), and the Storm Water Drainage Fund (20%).

SELECTED MEASURES	2016	2017	2018	2018	2019
	Actual	Actual	Budget	Estimated Thru 12/31	Budget
# of utility accounts	21,169	21,223	21,236	21,271	21,300
# of invoices generated	84,348	84,554	84,656	85,084	85,200
# of delinquent accounts assessed	1,367	1,392	1,400	1,400	1,400

STAFFING	2018	2019
	BUDGET	BUDGET
Utility Clerks	1.7	1.2
Receipting	0.4	0.2
Total	2.1	1.4

ACTIVITY MANAGER: City Assessor

GENERAL ACTIVITY DESCRIPTION

To provide for the efficient collection of utility service charges as set by City Code. Utility billing is initiated when a property connects to the municipal water and sewer system.

PROCESS USED

The City is divided into three sectors for utility billing purposes. Utility bills are sent out quarterly for each sector. Therefore, each month one of the sectors is billed. Unpaid delinquent bills are certified to taxes for collection.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Scheduled repair of failing water meters within the month of notification.
2. Monitored irrigation meters monthly vs. the quarterly reading in the past to assure failures are addressed quickly.
3. Implemented the move in/out citizen survey to obtain feedback on citizen city satisfaction.
4. Encouraged citizens to utilize on-line billing. Greater effort to continue into 2019.
5. Continue process of installation and reading of meters on public property.
6. Assumed role of scheduling water turn on/off's upon request formerly handled by Public Works.
7. Assumed role of issuing water meters formerly handled by Public Works.
8. Implemented update of new utility reading software which allows zero water usage within 35 days to trigger meter repairs.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Greater emphasis on encouraging citizens to utilize on-line billing.
2. Continue process of installation and reading of meters on public property.

Public Works – Sanitary Sewer Maintenance (70000)

(Activity 620 – Sewer)

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for overtime--\$19,405; seasonal--\$9,765; uniforms--\$2,035
 Other Charges & Services - Provides for telephone--\$4,300; professional & consulting services--\$115,482; insurance--\$93,000; repair and maintenance of equipment--\$37,914; repair and maintenance of other improvements--\$47,300; administrative charges to General Fund--\$99,900; schools and conferences--\$3,000; utilities--\$16,800; waste removal--\$18,950; licenses and taxes--\$2,000; dues and memberships--\$500; software charges--\$7,666; postage--\$600; rent--\$1,500; maintenance & repair-contractual--\$40,000
 Supplies - Provides for motor fuels--\$11,395; general supplies--\$4,000; maintenance and repair by City--\$15,000; small tools--\$1,500; office supplies--\$500; safety supplies--\$2,000
 Capital Outlay – Provides for SCADA backup--\$15,125; new sanitary lift pump for SLS #6--\$10,000; cleaning heads for sewer vacor--\$5,500; lining (2) sanitary manholes in wetland--\$21,420; 2018 Street Reconstruction 18-3--\$6,000; 2019 Street Reconstruction--\$226,500

40% of utility billing (activity 630) is also included in this activity

SELECTED MEASURES	2016	2017	2018	2018	2019
	Actual	Actual	Budget	Estimated Thru 12/31	Budget
Number of accounts	20,443	20,474	20,500	20,518	20,568
Miles of sewer lines	249.4	249.4	250.0	249.4	250.0
Disposal cost/million gallons	\$2,348	\$2,485	\$2,421	\$2,421	\$2,425
% of system televised	9%	10%	10%	7%	10%
% of system cleaned	33%	33%	33%	36%	33%
Number of City sewer back-ups	3	5	5	4	3

STAFFING	2018	2019
	BUDGET	BUDGET
Public Works Director	0.1	0.1
Maintenance	6.0	6.1
Supervisor	0.4	0.4
Administrative Assistant	0.3	0.2
Maintenance-Part Time	0.4	0.4
Engineer & Techs	0.2	0.1
Total	7.4	7.3

ACTIVITY MANAGER: Utilities Supervisor

GENERAL ACTIVITY DESCRIPTION

City sewage is collected and delivered through a pipe and lift station network to large Metro Sewer interceptor pipes that carry it to the Metro Treatment Plant in St. Paul for processing. The Sewer Division inspects, cleans, and maintains the City's collection system which includes sewer pipes, manholes, and lift stations. Sewer backups caused by blockage due to debris or cave-ins are cleaned and/or repaired immediately.

PROCESS USED

Inspect all lift stations 2 days per week. Clean one-third of the City's sewer collection system (80 miles) via jetting and vacuuming each year. Continue a television program of the collection system that will inspect at least 10 miles of sewer line per year. A spot check program checks flows in problem areas. Clean known restaurant problem areas two times per year. Perform root cutting in known problem areas each fall. Respond and record all requests from customer, respond to emergencies 24 hours a day.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Consider potential intrusion from infiltration/inflow service lines to further reduce costs.
2. Increase marketing and education to minimize flushable products and sump pump discharge into City sewer. Continue discussions with known problem areas.
3. Panel replacement at Lift Station #2, funds are included in the 2018 budget.
4. Control replacements at Lift Stations 5, 6 and 7, funds are included in the 2018 budget.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Consider potential intrusion from infiltration/inflow service lines to further reduce costs.
2. Increase marketing and education to minimize flushable products and sump pump discharge into City sewer. Continue discussions with known problem areas.



70000 - SEWER FUND - ACTIVITY 620
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Operating Revenues:						
Sewer charges	\$ 6,470,596	\$ 6,686,582	\$ 6,800,000	\$ 3,361,443	\$ 6,800,000	\$ 6,800,000
Miscellaneous	517	518	1,000		1,000	1,000
Total Operating Revenues	<u>6,471,113</u>	<u>6,687,100</u>	<u>6,801,000</u>	<u>3,361,443</u>	<u>6,801,000</u>	<u>6,801,000</u>
Operating Expenses:						
Personal services	667,678	536,196	670,660	243,898	653,599	669,003
Other charges and services	661,456	703,273	681,906	349,111	658,583	834,606
Supplies	46,903	28,690	34,920	11,489	34,770	36,115
Disposal charges	4,361,173	4,504,776	4,098,434	2,049,954	4,099,909	4,103,690
Depreciation	926,428	949,982	1,019,835	499,697	999,394	1,036,256
Total Operating Expenses	<u>6,663,638</u>	<u>6,722,917</u>	<u>6,505,755</u>	<u>3,154,149</u>	<u>6,446,255</u>	<u>6,679,670</u>
Operating Income (Loss)	<u>(192,525)</u>	<u>(35,817)</u>	<u>295,245</u>	<u>207,294</u>	<u>354,745</u>	<u>121,330</u>
Nonoperating Revenues:						
Investment income	35,382	72,950	56,136	38,565	42,555	51,755
Gain on disposal of capital assets	48,065		90,000		90,000	
Total Nonoperating Revenues	<u>83,447</u>	<u>72,950</u>	<u>146,136</u>	<u>38,565</u>	<u>132,555</u>	<u>51,755</u>
Change in Net Position	<u>(109,078)</u>	<u>37,133</u>	<u>441,381</u>	<u>245,859</u>	<u>487,300</u>	<u>173,085</u>
Net Position at Beginning of Year	<u>37,692,110</u>	<u>37,583,032</u>	<u>37,647,139</u>	<u>37,620,165</u>	<u>37,620,165</u>	<u>38,107,465</u>
Net Position at End of Year	<u>\$ 37,583,032</u>	<u>\$ 37,620,165</u>	<u>\$ 38,088,520</u>	<u>\$ 37,866,024</u>	<u>\$ 38,107,465</u>	<u>\$ 38,280,550</u>

Public Works – Storm Water Utility Fund (72000)

(Activity 640 – Storm Drain)

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for overtime--\$2,656; seasonal--\$7,934; uniform allowance--\$339
 Other Charges & Services – Provides for Prof Services--\$25,482; telephone and postage--\$2,862; travel, schools and conferences--\$1,500; advertising and printing --\$200; contractual maintenance and repairs--\$767,774; dues and memberships--\$150; street sweeper rental--\$68,000; administrative charges to General Fund--\$71,900; insurance--\$3,500; software charges--\$33,868; licenses & taxes--\$15,000
 Supplies- Provides for motor fuel--\$12,375; maintenance and repair by City--\$45,000; small tools--\$1,000; general supplies--\$3,000; office supplies--\$200; safety supplies--\$1,000
 Capital Outlay – Provides for 2019 Street Reconstruction -\$731,000

20% of utility billing (activity 630) is also included in this activity

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Miles of streets	220	220	220	220	220
Miles of storm drain lines	117.0	117.0	117.0	117.0	117.0
Miles of storm drainage ditches	8.6	8.6	8.6	8.6	8.6
Annual cubic yards swept from streets	9,085	9,920	9,000	9,000	9,000
% of catch basins repaired	5%	5%	5%	5%	10%
% of catch basins inspected	20%	20%	20%	20%	20%
% of system cleaned and televised	10.0%	10.0%	10%	10%	10%
City repaired catch basins	22	11	50	50	50

STAFFING	2018 BUDGET	2019 BUDGET
Public Works Director	0.1	0.1
Supervisor	0.3	0.2
Assistant City Engineer	0.1	0.1
Administrative Assistant	0.2	0.2
Maintenance	3.5	3.7
Maintenance - Seasonal	0.4	0.3
Engineer & Eng Techs	0.1	0.2
Total	4.7	4.8

ACTIVITY MANAGER: Public Services Director

GENERAL ACTIVITY DESCRIPTION

The Storm Water Utility Fund will provide funding for federal, state and city mandates as well as funds for infrastructure capital improvements including catch basins and storm water pipes and enhancements to ponding areas including excavation of sediment and water quality improvements.

PROCESS USED

1. Conduct water sampling/monitoring program in cooperation with CCWD.
2. Complete NPDES permit and annual reports.
3. Implement Storm Water Master Plan.
4. Sweep paved streets at least twice annually.
5. Provide 1,160 contracted sweeper hours for leaf removal and spring sweeping.
6. Inspect and clean plugged culverts, outfalls, and storm sewer pipes.
7. Complete 100% of catch basins repair work orders.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Complete inspections using a digital work order system.
2. Evaluate contracted versus in-house work order repairs.
3. Consider additional GPS units on sweepers and snow clearing equipment.
4. Complete policy for nuisance drainage complaints.
5. Complete storm water master plan.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Create a capital program for storm water repairs as identified in the Storm Water study from 2017.
2. Partner with the watershed district and other agencies to address water quality issues and impaired waters in accordance with the Storm Water Master Plan.
3. Consider implementation of SWAMP (Storm Water Assessment Management Program).

2019 MANAGEMENT NOTES

- o This fund was established in 2003, funded with a storm drainage utility charge. Prior to 2003, the activity was performed at a lower level through the General Fund.



72000 - STORM WATER DRAINAGE FUND - ACTIVITY 640
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Operating Revenues:						
Storm water drainage charges	\$ 1,365,322	\$ 1,366,917	\$ 1,494,900	\$ 729,818	\$ 1,446,650	\$ 1,591,300
Miscellaneous	289	319	4,000		4,000	4,000
Total Operating Revenues	1,365,611	1,367,236	1,498,900	729,818	1,450,650	1,595,300
Operating Expenses:						
Personal services	300,631	331,085	398,119	107,683	345,340	408,189
Other charges and services	337,886	632,067	432,057	175,480	599,109	419,388
Supplies	57,421	133,732	62,260	10,106	56,830	63,435
Depreciation	644,215	677,308	781,910	347,503	695,006	707,150
Total Operating Expenses	1,340,153	1,774,192	1,674,346	640,772	1,696,285	1,598,162
Operating Income (Loss)	25,458	(406,956)	(175,446)	89,046	(245,635)	(2,862)
Nonoperating Revenues (Expenses)						
Investment income	32,265	65,828	56,941	33,820	59,923	60,888
Gain of disposal of capital assets		22,421	90,000			90,000
Interest and fiscal charges	(14,109)	(12,517)	(12,471)	(6,236)	(12,471)	(10,871)
Total Nonoperating Revenues (Expenses)	18,156	75,732	134,470	27,584	47,452	140,017
Change in Net Position	43,614	(331,224)	(40,976)	116,630	(198,183)	137,155
Net Position at Beginning of Year	14,347,836	14,391,450	14,135,945	14,060,226	14,060,226	13,862,043
Net Position at End of Year	\$ 14,391,450	\$ 14,060,226	\$ 14,094,969	\$ 14,176,856	\$ 13,862,043	\$ 13,999,198

City Manager – Golf (73000)
(Activity 673)

EXPENDITURE HIGHLIGHTS

Other Charges & Services – Provides for tree removal/transplants, pond treatment and weed control--\$5,000; alarm and tee time services--\$1,500; contractual maintenance and repairs--\$103,500; waste and snow removal--\$4,800; rental charges--\$32,000; utilities--\$203,600; telephone services--\$21,296; schools and conferences--\$1,600; dues and memberships--\$3,400; insurance--\$18,000; administrative fee to General Fund--\$174,800; advertising--\$14,000; postage--\$5,000; licenses--\$4,000; credit card fees--\$40,000; software fees for tee times and calendar--\$2,550; unemployment insurance--\$5,000; restaurant--\$848,909
 Supplies – Provides for fertilizer, chemicals and other supplies--\$280,000; fuels--\$27,000; parts for equipment repair--\$60,000; tools--\$500; supplies--\$22,000; restaurant--\$237,419
 Capital Outlay - Provides (2) desktop computers--\$1,680; zero turn mower--\$12,000; Fairway spray rig--\$58,000; 24 port switch for main clubhouse--\$3,800; (2) desktop computers--\$1,680; (100) golf car batteries--\$50,000; Bunker renovation for west nine holes and (2) practice green enlargements--\$495,000; restaurant – building and structures improvements--\$54,361; restaurant – furniture & equipment --\$92,861

SELECTED MEASURES	2016 Actual	2017 Actual	2018 Budget	2018 Estimated Thru 12/31	2019 Budget
Number of adult public rounds	23,816	24,320	27,000	23,500	26,500
Number of adult patron rounds	25,498	21,426	25,500	22,000	25,000
Number of patron cards sold	986	814	900	820	900
Number of rounds per patron card holder	25.86	26.32	28.33	26.83	27.78
Number of senior patron cards sold	845	893	925	850	925
Number of outside event rounds	5,109	4,895	6,000	5,400	5,800

STAFFING	2018 BUDGET	2019 BUDGET
Golf Pro/Manager	1.0	1.0
Golf Superintendent	1.0	1.0
Golf Maintenance Full Time	1.0	1.0
Golf Maintenance Part Time	8.6	8.5
Golf Administration	6.0	6.0
Golf Asst. Part Time	2.7	2.0
Total	20.3	19.5

MAJOR ACCOMPLISHMENTS

- o Effective November 5, 2014, the City took over the food and beverage operation at Bunker Hills Golf Course through the use of a management company (Morrissey Hospitality Company). Previous to that, the City rented the space to a private operation.
- o Host site for many golf championships including: Minnesota Boys and Girls High School Championships, Minnesota State Open Championship and MGPA State Combination Championship
- o Bunker Hills rated a top public facility by Minneapolis Star Tribune, Twin City and Tee Time Magazines

ACTIVITY MANAGER: Golf Pro/Manager

GENERAL ACTIVITY DESCRIPTION

To provide the best facilities possible for those people who desire to participate in golf with an enjoyable experience at a fair market cost. To present to the community a quality facility hosting golf, simulator golf center and full service restaurant, dinner theater and banquet facility. To generate positive recognition of Bunker Hills and the community through these many activities e.g. the Minnesota State High School championship and Minnesota State Open, Minnesota Golf Hall of Fame.

PROCESS USED

Properly manage and maintain the municipal golf enterprise by providing quality course services to facility users. Provide a full-range of services to users, ensure user fees are market based, promote course facilities for local, regional and national golf championships and maintain a commitment to a quality experience for all users.

MAJOR OBJECTIVES ACCOMPLISHED IN 2018

1. Completed phase 3 of the bunker renovation process (original front nine).
2. Successfully hosted MSHSL and MNPGA Championships.
3. Celebrated 50th Anniversary of Bunker Hills with community open house event.
4. Renewed lease agreement with GolfTEC (GTMN) for golf instructional services.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2019

1. Grow outside event rounds (corporate/charity shotguns) through aggressive marketing.
2. Coordinate the many championships, tournaments, leagues and Bunker Hills men’s and women’s clubs.
3. Continued implementation of Junior League and Instruction initiatives.
4. Work closely with the Minnesota High School League in presenting the high school championships.
5. Complete bunker renovation project.
6. Optimize cart replacement plan.

2019 MANAGEMENT NOTES

- o Strive to continue the maximum use of the facilities--while expressing a we care attitude towards customer service and all levels of course users.



73000 - GOLF COURSE FUND - ACTIVITY 673
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Operating Revenues:						
Sales, fees, and charges:						
Green Fees	\$ 1,504,105	\$ 1,447,098	\$ 1,641,000	\$ 623,189	\$ 1,480,000	\$ 1,608,000
Driving range	125,802	130,895	152,000	75,921	134,000	150,000
Pro shop	237,918	232,497	235,000	78,991	235,000	235,000
Restaurant	4,353,073	4,757,454	4,697,054	2,362,154	4,970,660	5,295,561
Rentals:						
Building	41,848	44,212	38,400	21,569	47,200	47,200
Carts	333,991	322,109	344,500	123,028	320,000	350,500
Simulator	76,786	91,497	90,000	96,583	130,000	100,000
Total sales, fees, and charges	6,673,523	7,025,762	7,197,954	3,381,435	7,316,860	7,786,261
Miscellaneous	15,681					
Total Operating Revenues	6,689,204	7,025,762	7,197,954	3,381,435	7,316,860	7,786,261
Operating Expenses:						
Maintenance:						
Personal services	507,980	483,085	520,819	229,836	512,752	540,324
Other charges and services	80,801	96,668	77,200	41,595	79,500	93,400
Supplies	332,947	382,959	326,500	185,571	374,939	368,000
Depreciation	224,693	224,666	235,378	116,772	233,544	241,244
Total Maintenance Expenses	1,146,421	1,187,378	1,159,897	573,774	1,200,735	1,242,968
Administration:						
Personal services	441,559	424,102	434,183	230,488	454,319	423,386
Other charges and services	454,970	439,322	400,187	289,719	425,017	427,296
Supplies	41,190	24,022	19,500	29,685	22,199	21,500
Pro Shop cost of goods sold	157,775	157,738	160,000	58,358	160,000	160,000
Depreciation	279,245	252,640	283,696	148,282	296,564	328,146
Total Administration Expenses	1,374,739	1,297,824	1,297,566	756,532	1,358,099	1,360,328
Restaurant						
Contract Labor	2,113,736	2,258,103	2,285,955	1,133,688	2,411,928	2,606,601
Other charges and services	781,898	856,882	811,254	316,251	821,092	848,909
Supplies	247,062	220,649	216,735	122,107	264,649	237,419
Restaurant cost of goods sold	1,140,421	1,216,265	1,235,281	573,193	1,240,566	1,314,999
Depreciation	225,848	230,574	230,574	104,325	208,650	208,580
Total Restaurant Expenses	4,508,965	4,782,473	4,779,799	2,249,564	4,946,885	5,216,508
Total Operating Expenses	7,030,125	7,267,675	7,237,262	3,579,870	7,505,719	7,819,804
Operating Loss	(340,921)	(241,913)	(39,308)	(198,435)	(188,859)	(33,543)
Nonoperating Revenues (Expenses):						
Investment income	(4,291)	(9,555)	(9,270)	(8,854)	(15,308)	(16,099)
Intergovernmental income	27,554	9,502				
Intergovernmental income (restaurant)	33,677	10,885				
Gain on disposal of assets		2,000	2,500		2,000	
Bad debt expense						
Interest and fiscal charges (restaurant)	(112,897)	(147,199)	(71,536)	(35,768)	(71,536)	(69,011)
Interest and fiscal charges	(116,767)	(86,060)	(69,159)	(35,598)	(71,196)	(78,111)
Total Nonoperating Revenues (Expenses)	(172,724)	(220,427)	(147,465)	(80,220)	(156,040)	(163,221)
Change in Net Position	(513,645)	(462,340)	(186,773)	(278,655)	(344,899)	(196,764)
Net Position at Beginning of Year	5,999,634	5,485,989	5,254,704	5,023,649	5,023,649	4,678,750
Net Position at End of Year	\$ 5,485,989	\$ 5,023,649	\$ 5,067,931	\$ 4,744,994	\$ 4,678,750	\$ 4,481,986

Reader's Notes:



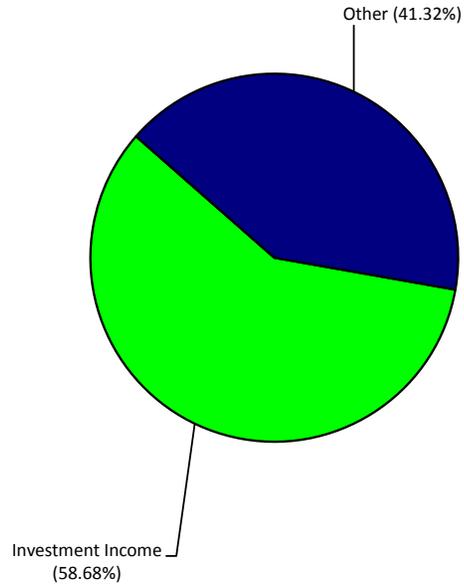
Internal Service

Internal Service Funds are established to account for the financing of goods or services provided by one department to other departments of the governmental unit.

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Compensated Absences Fund	298
Retirement Insurance Fund	300

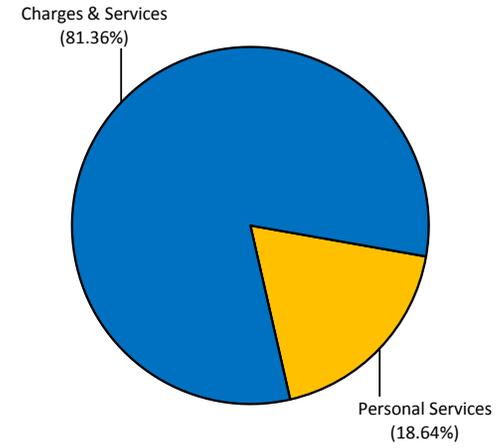
INTERNAL SERVICE FUNDS
2019 BUDGET

Revenues by Source



Investment Income	\$ 196,000
Other	<u>138,000</u>
Total	<u><u>\$ 334,000</u></u>

Expenses by Use



Personal Services	\$ 207,800
Charges & Services	<u>906,905</u>
Total	<u><u>\$ 1,114,705</u></u>



INTERNAL SERVICE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Revenues:						
Insurance Reserve Fund	\$ 372,316	\$ 204,748	\$ 138,000	\$ 804,839	\$ 864,270	\$ 179,000
Compensated Absences Fund	16,715	38,229	46,200	24,372	42,800	52,800
Retirement Insurance Fund	51,569	84,529	102,350	41,571	94,800	102,200
Total Revenues	<u>440,600</u>	<u>327,506</u>	<u>286,550</u>	<u>870,782</u>	<u>1,001,870</u>	<u>334,000</u>
Expenses:						
Insurance Reserve Fund	351,495	461,128	199,800	232,171	369,981	280,000
Compensated Absences Fund	217,840	185,962	201,200		197,800	207,800
Retirement Insurance Fund	660,107	680,970	648,947	120,012	626,905	626,905
Total Expenses	<u>1,229,442</u>	<u>1,328,060</u>	<u>1,049,947</u>	<u>352,183</u>	<u>1,194,686</u>	<u>1,114,705</u>
Loss before transfers	(788,842)	(1,000,554)	(763,397)	518,599	(192,816)	(780,705)
Transfers in	775,349	575,774	592,500		559,672	565,000
Transfers out	<u>(93,620)</u>	<u>(81,617)</u>	<u>(57,500)</u>		<u>(54,672)</u>	<u>(60,000)</u>
Change in Net Position	(107,113)	(506,397)	(228,397)	518,599	312,184	(275,705)
Net Position at Beginning of Year	<u>2,865,351</u>	<u>2,758,238</u>	<u>2,469,785</u>	<u>2,251,841</u>	<u>2,251,841</u>	<u>2,564,025</u>
Net Position at End of Year	<u>\$ 2,758,238</u>	<u>\$ 2,251,841</u>	<u>\$ 2,241,388</u>	<u>\$ 2,770,440</u>	<u>\$ 2,564,025</u>	<u>\$ 2,288,320</u>

Finance – Insurance Reserve (74000)
(Activity 681 – Reserve for Insurance Needs)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

This reserve for insurance allows the City to purchase insurance at reduced rates utilizing higher deductibles which are expensed in this fund. The 2018 general liability insurance policy carried a \$50,000 deductible up to an aggregate of \$200,000. Once the annual aggregate is exceeded, a \$1,000 deductible applies to each occurrence.

The City is under a Retrospective Rating Plan for worker's compensation insurance whereby, the City pays a lower minimum premium (roughly 11.6 percent of the standard premium) and incurred losses are paid by the City up to a maximum.

Such plans have resulted in a cost savings to the City through the retaining and investing of reduced premiums as compared to standard policy rates.



INTERNAL SERVICE FUNDS
74000 - INSURANCE RESERVE FUND - ACTIVITY 681
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Operating Revenues:						
Sales, fees and charges	\$ 70,675	\$ 66,144	\$ 66,000	\$ 40,955	\$ 40,955	\$ 66,000
Miscellaneous (1)	278,319	88,285	17,000	735,136	773,335	46,000
Total Operating Revenues	348,994	154,429	83,000	776,091	814,290	112,000
Operating Expenses:						
Other Charges and Services (2)	351,244	461,128	199,800	232,171	369,981	280,000
Supplies	251					
Total Operating Expenses	351,495	461,128	199,800	232,171	369,981	280,000
Operating Income (Loss)	(2,501)	(306,699)	(116,800)	543,920	444,309	(168,000)
Nonoperating Revenues:						
Investment Income	23,322	50,319	55,000	28,748	49,980	67,000
Income (Loss) before transfers	20,821	(256,380)	(61,800)	572,668	494,289	(101,000)
Transfer out to Capital Equipment Fund	(44,396)	(27,104)				
Transfer out to Retirement Insurance Fund	(47,634)	(45,966)	(57,500)		(54,672)	(60,000)
Change in Net Position	(71,209)	(329,450)	(119,300)	572,668	439,617	(161,000)
Net Position at Beginning of Year	3,256,638	3,185,429	3,011,550	2,855,979	2,855,979	3,295,596
Net Position at End of Year	<u>\$ 3,185,429</u>	<u>\$ 2,855,979</u>	<u>\$ 2,892,250</u>	<u>\$ 3,428,647</u>	<u>\$ 3,295,596</u>	<u>\$ 3,134,596</u>
(1) Miscellaneous Revenues:						
Workers compensation retro refund	\$ 111,504			\$ 582,655	\$ 582,655	
Insurance dividend	140,843	\$ 31,869			30,000	30,000
Reimbursements	10,831	39,197		144,282	144,282	
Agent fee	15,141	17,219	\$ 17,000	8,199	16,398	\$ 16,000
Total	\$ 278,319	\$ 88,285	\$ 17,000	\$ 735,136	\$ 773,335	\$ 46,000
(2) Operating Expenses:						
Workers compensation retro payment				\$ 94,361	\$ 94,361	
Deductibles	\$ 351,170	\$ 461,753	\$ 199,800	137,810	275,620	\$ 280,000
Insurance premium (credit)	74	(625)				
Total	\$ 351,244	\$ 461,128	\$ 199,800	\$ 232,171	\$ 369,981	\$ 280,000

Finance – Compensated Absences Fund (74001)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Compensated Absences Fund accounts for accrued vacation and sick leave that employees have earned and that will be paid at the time their employment ends with the City. The liability accounted for in this fund is for governmental fund employees only. The liability for enterprise funds employees is accounted for within those funds.

As employees accrue vacation and sick leave, the liability to the City increases up to a maximum number of hours per employee at their current rate of pay. The increase in liability is covered through investment earnings in this fund and transfers from the governmental funds as needed. When employees end their employment with the City, the City pays the amount of leave time they have accrued and the liability in this fund is decreased; however, any portion that is earned and paid out in the same year is reflected in the appropriate governmental fund.



INTERNAL SERVICE FUNDS
74001 - COMPENSATED ABSENCES FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Operating Expenses:						
Personal Services	\$ 217,840	\$ 185,962	\$ 201,200		\$ 197,800	\$ 207,800
Nonoperating Revenues:						
Investment Income	16,715	38,229	46,200	\$ 24,372	42,800	52,800
Income (Loss) before transfers	(201,125)	(147,733)	(155,000)	24,372	(155,000)	(155,000)
Transfers in (1)	202,715	156,280	155,000		155,000	155,000
Transfers out - Public Communications Fund		(19)				
Transfers out - Retirement Insurance Fund		(8,528)				
Transfers out - HRA	(1,590)					
Change in Net Position				24,372		
Net Position at Beginning of Year						
Net Position at End of Year	\$	\$	\$	\$ 24,372	\$	\$
(1) General Fund	\$ 188,993	\$ 155,000	\$ 155,000		\$ 155,000	\$ 155,000
Public Communications Fund	13,722					
HRA Fund		1,280				
Total transfers	\$ 202,715	\$ 156,280	\$ 155,000		\$ 155,000	\$ 155,000

Finance – Retirement Insurance Fund (74002)

(Activity 715 – Retirement Insurance Reserve)

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Retirement Insurance Fund accounts for other post-employment benefits (OPEB) in the form of health care benefits for retired employees through an implicit subsidy and qualified police and firefighters retirees through a direct subsidy. The implicit subsidy for retired employees is due to the additional cost of insurance as a result of using a blended rate for active employees and retired employees. The direct subsidy for qualified police retirees hired prior to March 1, 2007 and firefighters retirees hired prior to January 1, 2014 is to cover health insurance costs until they reach age 65 or become eligible for Medicare as stipulated in police and fire contracts.

PROCESS USED

An internal review is made each year and an actuarial study every other year to estimate the costs of this program. The implicit subsidy for retirees is funded on a pay-as-you-go basis as employee health insurance premiums are paid. The direct subsidy for qualified police and firefighter retirees is funded through investment earnings in this fund and the Insurance Reserve Fund along with transfers from the General Fund in an amount to cover current year payments and an amortized portion of estimated benefits earned and to be paid in future years.

2019 MANAGEMENT NOTES

GASB Statement 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions is required to be implemented for audit year 2018. This GASB statements could have significant impact on the accounting and funding of other postemployment benefits. Management is currently reviewing the new GASB Statement and analyzing and projected future payments to ensure proper funding.



INTERNAL SERVICE FUNDS
74002 - RETIREMENT INSURANCE FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ACTUAL TO 6/30	2018 ESTIMATED THRU 12/31	2019 BUDGET
Operating Revenues:						
Miscellaneous	\$ 26,974	\$ 23,822	\$ 26,000		\$ 26,000	\$ 26,000
Operating Expenses:						
Other charges and services*	660,107	680,970	648,947	\$ 120,012	626,905	626,905
Operating Loss	(633,133)	(657,148)	(622,947)	(120,012)	(600,905)	(600,905)
Nonoperating Revenues:						
Investment Income	24,595	60,707	76,350	41,571	68,800	76,200
Loss before transfers	(608,538)	(596,441)	(546,597)	(78,441)	(532,105)	(524,705)
Transfer in from General Fund	525,000	365,000	380,000		350,000	350,000
Transfer in from Compensated Absences Fund		8,528				
Transfer in from Insurance Reserve Fund	47,634	45,966	57,500		54,672	60,000
Change in Net Position	(35,904)	(176,947)	(109,097)	(78,441)	(127,433)	(114,705)
Net Position at Beginning of Year	(391,287)	(427,191)	(541,765)	(604,138)	(604,138)	(731,571)
Net Position at End of Year	\$ (427,191)	\$ (604,138)	\$ (650,862)	\$ (682,579)	\$ (731,571)	\$ (846,276)
*Implicit Subsidy	\$ 142,786	\$ 164,901	\$ 172,786		\$ 174,645	\$ 174,645
Direct Subsidy	516,862	513,777	475,961	\$ 119,762	452,010	452,010
Other	459	2,292	200	250	250	250
Total	\$ 660,107	\$ 680,970	\$ 648,947	\$ 120,012	\$ 626,905	\$ 626,905

Reader's Notes:



Appendix

- Personnel Summary
- Glossary of Terms
- Debt Information
- Capital Outlay Requests



CITY OF COON RAPIDS 2017 - 2019

PERSONNEL BY DEPARTMENT SUMMARY

Department/Division		2017 Actual	2018 Budget	2018 Actual	2019 Budget	Positions	Comments/Changes 2018-2019
ADMINISTRATION:							
City Manager	FT	6	6	6	6	City Manager, City Management Assistant, HR Coord., City Clerk, Comm. Mktg. Coord., HR Technician	Each City Council member included as 1/2 FTE
	PT	4.7	4.7	4.7	4.6	City Council, Arts Commission Events Assistant, Admin Support I, Multimedia Communications Specialist	
Information Technology	FT	5	5	5	5	IT Manager, Local Area Network Administrator, GIS Analyst, Computer Technician, IT Technician	Added 1 Intern Computer Technician
	PT	0.8	0.8	0.8	0.9	GIS Technician, Intern Computer Technician	
Golf Maintenance	FT	2	2	2	2	Greens Superintendent, Maintenance Worker	
	PT	9.6	9.6	9.6	9.6	Seasonal and Part-time employees	
Golf Administration	FT	2	2	2	2	Golf Pro/Manager, Golf Merchandiser	Eliminated 1 part time employee
	PT	6.44	6.72	6	6	Seasonal and part-time employees	
Cable Television	FT	4	4	4	4	Station Manager, News Director, Technology Coordinator, Production Coordinator	Added .5 to seasonal and part-time employees.
	PT	9	9	9.1	9.6	Seasonal and part-time employees, (2) News/Sports Reporter, Multi-Media Graphics Designer, Videographer/Editor I, (2) Multi-Media Journalist, Production Assistants, Custodian	
LEGAL:							
Legal	FT	6	8	8	8	City Attorney, 3 Assistant Attorneys, Legal Assistant, Administrative Assistant III, Administrative Assistant II, Victim Witness Specialist	Added 1 Assistant Attorney and 1 Victim Witness Specialist in 2018 and Amended the 2018 Budget
CITY CLERK:							
City Clerk	FT	1	1	1	1	Deputy City Clerk	Eliminated (3.9) election judges in 2019
	PT	0.2	4.13	4.13	0.2	Election Judges, (.1) Admin Support I	
FINANCE:							
Finance	FT	8	8	8	8	Finance Director, Accounting Manager, Assistant Accounting Manager, (2) Advanced Accounting Technicians, Payroll Specialist, Accounting Clerk II, Administrative Assistant/Receptionist	
Assessing	FT	3	3	3	3	City Assessor, 2 Appraiser I's	
	PT	2	2	2	2	Appraiser I, Assessment Clerk I, Assessment Clerk II	
Purchasing	FT	1	1	1	1	Purchasing Administrative Assistant	
Senior Services/Civic Center	FT	3	3	3	3	Senior Services Program Specialist, Senior Services Program Assistant, Facilities Coordinator	
	PT	1.6	1	1	1	Civic Center Hosts	
Water Administration	FT	1	1	1	1	Lead Utility Billing Clerk	Eliminated PT Utility Billing Clerk in 2018
	PT		0.5			Utility Billing Clerk	
COMMUNITY DEVELOPMENT:							
Planning and Development	FT	5	5	5	4	Community Development Director, Economic Development Coordinator, Senior Planner, Administrative Support Supervisor	Restructured Neighborhood Reinvestment into Housing Programs and Property Maintenance
	PT	0.3	0.3	0.3	0.3	Community Development Intern	
Housing Programs	FT	5	5	5	3	Housing Program Coordinator, 2 Housing Inspectors	Restructured Neighborhood Reinvestment into Housing Programs and Property Maintenance
	PT	0.67	0.67	0.67	0.5	Administrative Assist. I	
Property Maintenance	FT				3	Property Maintenance Coordinator, 2 Property Maintenance Inspectors	Restructured Neighborhood Reinvestment into Housing Programs and Property Maintenance
	PT				0.17	Seasonal Mowing Inspector	
Building Inspection	FT	9	9	9	9	Chief Building Official, (2) Plans Examiner/Inspector, Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, 2 Permit Technicians	
	PT	0.37	0.37	0.37	0.37	Seasonal Inspector	



CITY OF COON RAPIDS 2017 - 2019

PERSONNEL BY DEPARTMENT SUMMARY

Department/Division		2017 Actual	2018 Budget	2018 Actual	2019 Budget	Positions	Comments/Changes 2018-2019
POLICE:							
Building Inspection	FT	9	9	9	9	Chief Building Official, (2) Plans Examiner/Inspector, Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, 2 Permit Technicians	
	PT	0.37	0.37	0.37	0.37	Seasonal Inspector	
Police/Civil Defense	FT	75	76	76	76	Police Chief, Deputy Chief, 2 Police Captains, 7 Police Sergeants, 5 Detectives, 4 Detective/School Liaison Officers, 3 Community Oriented Police Officers, 2 K9's, 2 Drug Task Force Officer, 1 DWI Enforcement Officer, 37 Police Officers, Administrative Assist. II, Support Services Supervisor, 5 Police Technicians, PSDS Law RMS Administrator, Police Information Specialist, Community Outreach Specialist, Community Service Officer	
	PT	3.73	3.75	3.75	3.75	4 Community Service Officers, Reserve Officers, ARCC Security	
FIRE:							
Fire/Safety	FT	32	33	33	33	Fire Chief, Assistant Fire Chief, 3 Battalion Chiefs, 3 Captains, Fire Marshal, 3 Firefighter/Inspectors, Inspector/Firefighter, 18 Firefighters, Administrative Assistant II, PSDS Fire RMS Administrator	Added PSDS RMS Administrator in 2018 and Amended the 2018 Budget
	PT	0.95	0.95	0.95	0.95	Paid On Call Firefighters	
PUBLIC WORKS:							
Engineering	FT	9	9	9	9	Public Works Director, Assist. City Engineer, Civil Engineer, 4 Senior Engineering Technicians, Administrative Assistant II, Utilities Locator	
	PT	0.4	0.4	0.4	0.4	Seasonal Intern	
Streets	FT	14	14	14	14	Streets Supervisor, 2 Heavy Equipment Operators, Traffic Technician, 8 Maintenance Workers, Recycling Coordinator, Recycling Sustainability Specialist	
	PT	1.15	1.15	1.15	1.15	Seasonal Maintenance Workers	
Building Maintenance	FT	1	1	1	2	Custodian II	Added 1 Lead Custodian
Vehicle Maintenance	FT	9	9	8	8	Facilities & Fleet Maintenance Supervisor, 5 Mechanics, Administrative Support Lead, Administrative Assistant II/Fleet Management	Eliminated Administrative Assistant I
Parks	FT	14	15	15	15	Parks Supervisor, City Forester, Landscape Technician, 11 Maintenance Workers, Recreation Coordinator	
	PT	11.9	9.25	9.25	10.2	Seasonal employees	Added 1 Recreation Administrative Assistant
Ice Arena	FT	2	2	2	2	Ice Center Manager, Ice Center Assistant Manager	Assistant promoted to Assistant Manager in 2019
	PT	7.2	7.2	7.2	7.5	Seasonal employees, 6 Shift Supervisors, Skating Director	Increased Supervisor hours, increased Rink Technician hours
Water Distribution	FT	7	7	7	7	2 Water Treatment Plant Operators, 5 Maintenance Workers	
	PT	0.4	0.4	0.4	0.4	Seasonal employees	
Sanitary Sewer	FT	7	7	7	7	Utilities Operations Supervisor, 6 Maintenance Workers	
	PT	0.4	0.4	0.4	0.4	Seasonal employees	
Storm Drain	FT	1	1	1	1	Maintenance Worker	
TOTAL FT		232	237	236	237		
TOTAL PT		61.81	63.29	62.17	59.99		

FT- Includes positions budgeted as full-time (excludes overtime). These are authorized positions and do not allow for vacancies.

PT - Includes part-time and seasonal positions (excludes overtime). Amounts are shown in FTE's (full-time equivalents).

GLOSSARY OF TERMS

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, a budget glossary has been included in the document.

ACTIVITY

A cost center for recording charges for services delivered or functions performed. Each activity has an assigned manager who is responsible for planning and conducting the various approved objectives or workloads. For example, "Snow Removal" is an activity performed as part of the Maintenance Services Program.

ACCRUAL ACCOUNTING

A basis of accounting in which revenues and expenses are recorded at the time they are incurred as opposed to when cash is actually received or spent. All enterprise and internal service funds use the accrual basis of accounting (see "modified accrual accounting" for the accounting basis for governmental funds).

ADA

Americans with Disabilities Act.

AD VALOREM

In proportion to value. A basis for levy of taxes upon property.

APPROPRIATIONS

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

ARBITRAGE

The reinvestment of the proceeds of tax-exempt securities in higher yielding taxable securities.

BALANCED BUDGET

When revenues and other financing sources equal expenditures/expenses and other financing uses.

BUDGET

A Council approved plan for receiving and expending public funds. An estimate of expenditures for a given period and the proposed means of financing them.

Coon Rapids uses two types of budgets.

- 1) Annual Budget - revenues and expenditures for one calendar year.
- 2) Capital Improvement Program (CIP) - a plan of proposed capital expenditures and the means of financing them each year over a period of ten years.

BUDGET MESSAGE

The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager.

CAPITAL ASSETS

Items purchased with an expected life of two years or more and a cost of \$5,000 or more which are to be held and used, such as land, building, machinery, furniture, and equipment. For entity-wide financial reporting purposes, these items are included on the statement of net position in the annual financial report and, other than land, are depreciated.

CAPITAL EXPENDITURES

A level of budgetary appropriation which includes land, building, machinery and equipment (capital outlay) and infrastructure (capital improvements) with an expected life of two years or more and a cost of \$1,000 or more. Items which have a cost of \$5,000 or more are also additions to capital assets for financial reporting purposes (see capital assets above).

CURRENT TAXES

Taxes levied and becoming due during the current year, from the time the amount the tax levy becomes due until a penalty for non-payment is attached.

DEBT SERVICE

City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DELINQUENT TAXES

Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT

An organizational unit for purposes of administration and budgeting.

DEPRECIATION

The portion of the cost of a capital asset which is charged as an expense during a particular period.

DIVISION

An organizational unit within a department for purposes of administration and cost accounting.

EDA

Economic Development Authority. The EDA is responsible for the proper management of plans for Tax Increment Financing (TIF) districts in the City and for recommending modifications to these plans. The City Council functions as the EDA and the City Manager serves as Executive Director.

EXPENDITURES

Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays. Expenditures occur in governmental funds while expenses (see below) occur in proprietary funds.

EXPENSES

Outflows or other uses of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses occur in proprietary funds while expenditures (see above) occur in governmental funds.

FISCAL DISPARITIES

Local government units within the Twin Cities metropolitan area have participated in a property tax base sharing program known as Metropolitan Fiscal Disparities since 1975. Under this program, a portion of the growth in commercial, industrial, and public utility property value of each community is contributed to a tax base sharing pool. Each community receives a distribution of property value from the pool based on the market value and population of each city.

FUND

An independent fiscal accounting entity with a self-balancing set of accounts for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations or restrictions. A description of each of the fund types is included in the Summary Section and at the beginning of the following sections:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds

FUND BALANCE

The excess of assets over liabilities reported in a governmental fund. Referred to as "Fund Deficit" when liabilities exceed assets. Fund balance consists of the following categories which for the budget are included for the General Fund (if applicable):

- Nonspendable - amounts not in a spendable form or are required to be maintained intact.
- Restricted - amounts subject to externally enforceable legal restrictions.
- Committed - amounts that can be used only for specific purposes determined by formal action of the City Council.
- Assigned - amounts intended for specific purposes as expressed by the Finance Director.
- Unassigned - residual amounts that are available for any purpose in the General Fund.

GENERAL FUND

The largest fund within the City, the General fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, data processing, park and recreation, public works and general administration.

GENERAL OBLIGATION (G.O.) BONDS

Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from the General Fund, and these bonds are backed by the full faith and credit of the issuing government and require a voter referendum.

HIGHWAY MAINTENANCE AID

An intergovernmental revenue from the State to be used for maintenance of the municipal state-aid street system. The money comes from the state gasoline tax and fees from motor vehicle registration.

HRA

Housing and Redevelopment Authority. The HRA may buy, own, and sell land for housing and economic development purposes and engage in other housing and redevelopment activities consistent with Minnesota law. The City Council functions as the HRA and the City Manager serves as Executive Director.

INFRASTRUCTURE

Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems, water and sewer systems, and lighting systems.

INTERGOVERNMENTAL REVENUE

Revenue received from other governments in the form of grants or shared revenues.

LEVY LIMITATION

The maximum amount which is permitted to be levied by a taxing jurisdiction as established by Minnesota Statutes.

LOCAL GOVERNMENT AIDS (LGA)

An intergovernmental revenue from the State to provide tax relief to local units of government.

LOGIS

Local Government Information Systems. A computer service organization formed through joint powers agreement among 22 municipalities within the Twin Cities metropolitan area.

MAJOR FUND

A fund with revenues, expenditures/expenses, assets, or liabilities which are at least 10% of the corresponding total for all funds of that type and at least 5% of the corresponding total for all governmental and enterprise funds combined.

MARKET VALUE EXCLUSION

The Market Value Exclusion program replaced the Market Value Homestead Credit program for taxes payable in 2012 and beyond. This program excludes a portion of the market value in accordance with a formula set by the state to determine the taxable value.

MARKET VALUE HOMESTEAD CREDIT (MVHC)

A state paid property tax credit which replaced Homestead and Agricultural Credit Aid in 2002.

MODIFIED ACCRUAL ACCOUNTING

The basis of accounting for governmental fund types. Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred with the exception of long-term debt and capital asset payments which are recognized when due.

NET POSITION

The excess of assets over liabilities reported in enterprise and internal service funds.

OPERATING BUDGET

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the government are controlled. The operating budget is essential to sound financial management.

OTHER CHARGES

A level of budgetary appropriations which include expenses for outside professional services, advertising, insurance, utility costs, repairs, maintenance and miscellaneous costs.

PEG FEE

Public, Educational, and Government (PEG) Access programming is supported by the PEG fee that is assessed to each cable subscriber. According to state law, these funds must be used only for the production of PEG Access programming.

PERSONAL SERVICES

A level of budgetary appropriations which include expenses for salaries, wages, and related employee benefits such as the City's share of retirement and insurance.

POLICE DEPARTMENT AID

An intergovernmental revenue from the State to be used to maintain the Police Department. A premium tax of two percent is imposed on automobile insurance and apportioned to qualifying cities.

PROGRAM

A major unit of organization containing a number of related activities.

PROPERTY TAX LEVY

The amount of dollars to be collected from the taxable property within a taxing district.

REVENUE

Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

STRATEGIC PLANNING

Establishing and prioritizing goals and policy direction.

SUPPLIES

A level of budgetary appropriations which include expenses for commodities which are used such as office supplies, operating supplies, repair and maintenance supplies.

TAX CAPACITY

Replaces the assessed valuation as per 1988 tax law changes. Tax capacity is derived by using the new tax capacity percentages established by State Legislature.

TAX CAPACITY RATE

Replaces the mill rate as per 1988 tax law changes. Will be expressed as percentages.

TZD GRANT

Toward Zero Deaths grant. The revenue received from this grant reimburses the City for overtime patrol hours related to enforcing traffic laws related to speeding violations, impaired drivers and seatbelt use.

UTILITIES TAX

A 4% city imposed gross earnings tax on all natural gas and electric utility sales within the City.

WORKLOADS

A measure of the services provided.



SCHEDULE OF BONDED INDEBTEDNESS
YEAR ENDED DECEMBER 31, 2018

Description	Fund #	Net Interest Rate	Dated	Final Maturity Date	Callable	Balance January 1, 2018	Issued 2018	Retired 2018	Balance December 31, 2018	Principal Due in 2019	Interest Due in 2019
Debt Service Funds											
13,500,000 - Lease Revenue Bonds 2010B	44000	4.2577%	08/11/10	2/1/2036	02/01/20	\$ 12,125,000		\$ 450,000	\$ 11,675,000	\$ 465,000	\$ 470,956
5,295,000 - General Obligation Park Bonds, 2015A	45000	2.1466%	04/15/15	2/1/2030	02/01/24	4,685,000		305,000	4,380,000	315,000	111,163
735,000 - General Obligation Park Bonds, 2016A	45000	1.1204%	11/22/16	4/1/2021	No call	735,000		170,000	565,000	180,000	14,250
1,710,000 - Park Improvement Bonds 2017A	45000	1.7057%	07/18/17	2/1/2025	No call	1,710,000			1,710,000	225,000	47,925
Total Debt Service Funds						19,255,000		925,000	18,330,000	1,185,000	644,294
Special Assessment Fund											
3,565,000 - Improvement Bonds 2013A	32110	1.3273%	02/14/13	2/1/2023	02/01/20	2,125,000		355,000	1,770,000	360,000	31,800
3,050,000 - Improvement Bonds 2013B	32140	2.1515%	12/30/13	2/1/2024	02/01/21	2,220,000		295,000	1,925,000	305,000	49,788
4,090,000 - Improvement Bonds 2014A	32150	1.7169%	11/18/14	2/1/2025	02/01/22	3,270,000		425,000	2,845,000	425,000	54,175
3,105,000 - Improvement Bonds 2015A	32150	1.8246%	04/15/15	2/1/2026	02/01/24	2,835,000		280,000	2,555,000	285,000	65,425
4,950,000 - Improvement Bonds 2016A	32160	1.4963%	11/22/16	4/1/2027	04/01/25	4,950,000		390,000	4,560,000	450,000	118,850
2,915,000 - Improvement Bonds 2017A	32170	1.9116%	07/18/17	2/1/2028	02/01/26	2,915,000			2,915,000	255,000	77,950
Total Special Assessment Fund						18,315,000		1,745,000	16,570,000	2,080,000	397,988
Public Utility Funds											
4,120,000 - Water Revenue Refunding Bonds 2007A	71000	3.9197%	11/01/07	2/1/2021	02/01/18	1,705,000		405,000	1,300,000	420,000	43,600
2,255,000 - Water Revenue Refunding Bonds 2013A	71000	0.8335%	02/14/13	2/1/2018	No call	465,000		465,000			
2,590,000 - Water Revenue Bonds 2013B	71000	2.1515%	12/30/13	2/1/2024	02/01/21	1,895,000		245,000	1,650,000	255,000	42,750
4,795,000 - Water Revenue Bonds 2014A	71000	1.7460%	11/18/14	2/1/2025	02/01/22	3,925,000		460,000	3,465,000	465,000	66,581
835,000 - Storm Water Drainage Revenue Bonds 2014A	72000	1.7463%	11/18/14	2/1/2025	02/01/22	680,000		80,000	600,000	80,000	11,538
1,595,000 - Water Revenue Bonds 2015A	71000	1.8224%	04/15/15	2/1/2026	02/01/24	1,455,000		145,000	1,310,000	150,000	33,500
3,835,000 - Water Revenue Bonds 2016A	71000	1.4960%	11/22/16	4/1/2027	04/01/25	3,835,000		300,000	3,535,000	350,000	92,150
1,500,000 - Water Revenue Bonds 2017A	71000	1.9109%	07/18/17	2/1/2028	02/01/26	1,500,000			1,500,000	130,000	40,125
Total Public Utility Funds						15,460,000		2,100,000	13,360,000	1,850,000	330,244
Recreational Facility Funds											
795,000 - Golf Course Revenue Bonds, Series 2013A	73000	1.8846%	02/14/13	2/1/2028	02/01/20	795,000		50,000	745,000	55,000	14,615
3,580,000 - Golf Course Revenue Bonds, Series 2017A	73000	2.6727%	07/18/17	2/1/2037	02/01/26	3,580,000		100,000	3,480,000	105,000	99,638
Total Recreational Facility Funds						4,375,000		150,000	4,225,000	160,000	114,253
Total - All Funds						\$ 57,405,000	\$	\$ 4,920,000	\$ 52,485,000	\$ 5,275,000	\$ 1,486,779



SCHEDULE OF BOND MATURITIES
December 31, 2018

Year	Debt Service Funds		Special Assessment Fund		Public Utility Funds		Recreational Facility Funds		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$ 1,185,000	\$ 644,294	\$ 2,080,000	\$ 397,988	\$ 1,850,000	\$ 330,244	\$ 160,000	\$ 114,253	\$ 5,275,000	\$ 1,486,779
2020	1,220,000	608,219	2,125,000	342,075	1,900,000	274,606	180,000	109,727	5,425,000	1,334,627
2021	1,255,000	568,619	2,115,000	286,225	1,955,000	218,006	195,000	104,728	5,520,000	1,177,578
2022	1,100,000	529,531	2,175,000	230,250	1,545,000	169,706	225,000	99,102	5,045,000	1,028,589
2023	1,130,000	493,469	2,140,000	174,204	1,585,000	129,672	235,000	92,928	5,090,000	890,273
2024	1,175,000	455,850	1,900,000	119,875	1,625,000	87,853	240,000	86,552	4,940,000	750,130
2025	1,210,000	417,381	1,600,000	73,134	1,360,000	49,659	250,000	79,978	4,420,000	620,152
2026	975,000	382,556	1,220,000	38,900	770,000	24,325	260,000	73,110	3,225,000	518,891
2027	1,005,000	350,169	885,000	16,275	600,000	9,826	270,000	66,847	2,760,000	443,117
2028	1,035,000	315,344	330,000	3,712	170,000	1,913	275,000	61,076	1,810,000	382,045
2029	1,070,000	278,428					190,000	55,200	1,260,000	333,628
2030	1,110,000	239,175					195,000	49,425	1,305,000	288,600
2031	725,000	202,388					200,000	43,500	925,000	245,888
2032	755,000	169,087					205,000	37,425	960,000	206,512
2033	790,000	134,326					215,000	31,125	1,005,000	165,451
2034	825,000	97,987					215,000	24,675	1,040,000	122,662
2035	865,000	59,962					230,000	18,000	1,095,000	77,962
2036	900,000	20,250					240,000	10,950	1,140,000	31,200
2037							245,000	3,675	245,000	3,675
TOTAL	\$ 18,330,000	\$ 5,967,035	\$ 16,570,000	\$ 1,682,638	\$ 13,360,000	\$ 1,295,810	\$ 4,225,000	\$ 1,162,276	\$ 52,485,000	\$ 10,107,759

EFFECT OF EXISTING DEBT LEVELS ON CURRENT AND FUTURE OPERATIONS

A discussion of the effect of existing debt levels by the categories of debt shown in the Schedule of Bond Maturities is as follows:

Debt Service Funds - This category includes bond issues for Lease Revenue Bonds and Park Bonds. Lease Revenue Bonds were issued in 2010 to fund land acquisition and the construction of a new ice arena replacing an older obsolete arena. An annual tax levy will repay the bonds issued by the Economic Development Authority with the tax levied by the City. A levy of \$991,180 is included in the 2019 budget. Future levies of a similar amount are planned over the 25 year life of the bonds. Park Bonds in the amount of up to \$17.4 million were approved by a referendum in 2013. The first of the bonds were issued in 2015 with a total of \$12.5 million issued through 2018. An annual tax levy of \$1.2 million over 20 years will be used to repay these bonds. The first full year of this levy was in 2015 and it is again included in the levy for 2019.

Special Assessment Fund - Special assessment bonds are repaid from special assessment collections. These collections will be adequate to repay all principal and interest for the existing special assessment bonds.

Public Utility Funds - Water Revenue Bonds are issued to fund water system improvements. Current rates are projected to be adequate to cover debt service on these bonds for 2019. Actual rate changes would be determined as part of an annual evaluation of the projected revenues and expenses in the Water Fund. Storm Water Drainage Bonds in the amount of \$835,000 were issued in 2014 to fund storm water drainage improvements. Current rates are adequate to cover debt service on these bonds.

Recreational Facility Bonds - Recreational Facility Bonds were issued in 2010 to fund a portion of the new golf course clubhouse which replaced the old clubhouse and in 2013 to fund construction of a golf learning center. The 2010 bonds were refunded in 2017. The refunding bond will be repaid over 20 years and the 2013 bonds will be repaid over 15 years from golf course operating revenues.

CITY OF COON RAPIDS, MINNESOTA

LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS

	Fiscal Year									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Debt limit	\$ 164,027,202	\$ 162,710,790	\$ 152,060,412	\$ 136,398,921	\$ 118,183,156	\$ 105,677,777	\$ 105,845,473	\$ 120,405,490	\$ 126,570,060	\$ 132,466,894
Total net debt applicable to limit	<u>57,826</u>	<u>11,865</u>						<u>4,681,446</u>	<u>5,288,599</u>	<u>6,479,259</u>
Legal debt margin	<u>\$ 163,969,376</u>	<u>\$ 162,698,925</u>	<u>\$ 152,060,412</u>	<u>\$ 136,398,921</u>	<u>\$ 118,183,156</u>	<u>\$ 105,677,777</u>	<u>\$ 105,845,473</u>	<u>\$ 115,724,044</u>	<u>\$ 121,281,461</u>	<u>\$ 125,987,635</u>
Total net debt applicable to the limit as a percentage of debt limit	0.04%	0.01%	0.00%	0.00%	0.00%	0.00%	0.00%	3.89%	4.18%	4.89%

Legal Debt Margin Calculation for Fiscal Year 2017

Estimated market value (taxes payable 2017)	<u>\$ 4,415,563,121</u>
Debt limit (1)	<u>\$ 132,466,894</u>
Debt applicable to limit:	
General obligation bonds (2)	7,130,000
Less: Amount set aside for repayment of general obligation debt (3)	<u>(650,741)</u>
Total net debt applicable to limit	<u>6,479,259</u>
Legal debt margin	<u>\$ 125,987,635</u>

- (1) Under state law, no municipality, except a school district or a city of the first class, shall incur or be subject to a net debt in excess of three percent of the market value of taxable property in the municipality.
- (2) General obligation bonds (net of discount/premium)
- (3) Under state law, the general obligation debt subject to the limitation may be offset by amounts set aside for repaying those bonds.



CAPITAL OUTLAY REQUESTS
FOR 2019

ACTIVITY	REPLACEMENT * OR NEW (N)				REVENUE FROM SALE OR TRADE-IN	COST WITHOUT TRADE-IN	TOTAL COST BY ACTIVITY
GENERAL FUND							
143	R	14316	6543	(50) Desktop computers		37,000	
143	R	14316	6543	(20) Laptop computers		32,200	
143	R	14316	6543	(2) network firewalls		12,400	
143	R	14316	6543	Network switches in Police		18,150	
143	R	14316	6543	(2) network switches in Fire Stations 2 and 3		2,000	
143	N	14316	6543	(6) additional disk drives for network storage		21,000	
143	R	14316	6543	(10) tablet computers (ipads)		6,500	
143	R	14316	6543	Department printer		4,800	
143	R	14316	6543	(8) wireless access points		6,000	
143	R	14316	6543	(50) voice over IP phones		27,000	167,050
203	R	20321	6543	(7) panasonic toughbooks as part of squad car replacement equipment		28,000	
203	N	20321	6543	(15) ResQ Pump CPR chest compression devices		19,200	47,200
223	N	22322	6543	(16) additional turn-out gear lockers		10,000	
224	R	22422	6543	Replace two and add one gas detection monitor		6,350	16,350
320	N	32018	6543	(200) outdoor wedding chairs & (4) bar height plastic tables		3,000	
320	N	32018	6543	(18) Flip top nesting training tables		6,000	
320	R	32018	6543	Stage with two sets of stairs and a caddy		5,200	14,200
506	R	50633	6543	Replace pressure washer for wash bay		6,816	
506	N	50633	6543	Purchase and install new parts storage fixtures for the upper stock room		8,760	15,576
508	R	50816	6543	(2) CAD workstations with dual monitors		7,200	
508	N	50816	6543	Cityworks Eurl add on		6,000	
508	R	50816	6543	Black and white wide format copier, scanner, printer		16,007	29,207
510	N	51034	6544	Hydraulic ballfield edger for existing sand pro ballfield groomers		5,474	
510	N	51034	6545	Concrete replacement by shelters, playgrounds & parking lots (several parks)		20,000	25,474
515	R	51536	6543	Spotlights		4,000	
515	R	51536	6543	Concession oven	500	7,500	
515	R	51536	6543	Weights and Exercise equipment		2,000	13,500
515	R	51536	6544	Zamboni batteries		9,000	
515	R	51536	6544	Zamboni charger		4,500	
515	R	51536	6544	Ice edger		7,000	20,500
TOTAL GENERAL FUND					<u>500</u>	<u>349,057</u>	



CAPITAL OUTLAY REQUESTS
FOR 2019

ACTIVITY	REPLACEMENT * OR NEW (N)				REVENUE FROM SALE OR TRADE-IN	COST WITHOUT TRADE-IN	TOTAL COST BY ACTIVITY
FACILITY CONSTRUCTION FUND (Activity 786)							
203	R	78621	6542	Breaching door to be built into training room		6,300	6,300
223	R	78622	6542	Fire Station #1 replace rubber flooring in fitness room		4,940	
223	R	78622	6542	Fire Station #1 install combustion air path for gas fired water heater		4,500	
223	N	78622	6542	Fire Station #2 install gutters at roof edge		5,000	
223	R	78622	6542	Fire Station #2 replace rubber flooring in fitness room		5,000	
223	R	78622	6542	Fire Station #2 (4) door replacements		15,600	35,040
507	N	78600	6542	Walk off carpet in Civic entry		3,400	
507	R	78600	6542	City Center window replacement		210,000	
507	N	78600	6542	Police install ballistic film on new window replacements		22,400	
507	R	78600	6542	City Center (15) door replacements		58,500	
507	R	78600	6542	City Center replace 700 SF of curtainwall and refinish wood in lobby		77,350	
507	R	78600	6542	City Center (12) window blind replacements		7,800	
507	R	78600	6542	City Center repair window sill in Finance Dept.		1,300	
507	R	78600	6542	City Center install VAV box with hot water reheat coil in conf. room #1		15,000	
507	N	78600	6542	City Center installation of several water system shut off valves		15,000	
507	R	78633	6542	Public Works (4) exterior door replacements		65,000	
507	R	78633	6542	Public Works install ventilation system in office area of vehicle garage		45,000	
507	R	78633	6542	Public Works install ventilation system in wood shop area of vehicle garage		45,000	
507	R	78633	6542	Public Works install ventilation system in sign shop area of vehicle garage		45,000	610,750
TOTAL FACILITY CONSTRUCTION FUND							652,090
CAPITAL EQUIPMENT FUND (Activity 788)							
202	R	78821	6544	Replace (2) unmarked squad vehicles driven by detectives (P44, P48)	4,000	65,000	65,000
203	R	78821	6543	(112) Motorola squad radios & portable motorola radios issued to individual officers		538,448	
203	R	78821	6544	(5) marked squad cars (P3, P4, P6, P10, P11)		197,500	735,948
223	N	78822	6543	(60) portable radios and (16) mobile radios		377,284	377,284
224	R	78822	6544	Replace Rescue 2 (#3287)		100,141	100,141
421	R	78824	6544	2019 Chevy Equinox to replace 2009 Ford Ranger (Unit #405)		28,230	28,230
501	R	78832	6544	Replace 2008 Freightliner single axle dump truck (Unit #9)	30,000	206,991	206,991
506	R	78833	6544	Replace plow on Unit #503 (2009 Silverado pickup)		8,255	8,255
510	R	78834	6544	Commercial Z Track (Unit #129)	3,000	33,053	
510	R	78834	6544	Toro Workman HDX-D (Unit #171)	2,000	33,587	
510	R	78834	6544	Toro 5910 Tier 4 16 ft mower (Unit #149)	12,000	110,979	
510	N	78834	6544	Purchase and install snow plows on pickups (Unit #101 & Unit #118)		16,830	194,449
TOTAL CAPITAL EQUIPMENT FUND						51,000	1,716,298



CAPITAL OUTLAY REQUESTS
FOR 2019

ACTIVITY	REPLACEMENT * OR NEW (N)			REVENUE	COST	TOTAL
				FROM SALE OR TRADE-IN	WITHOUT TRADE-IN	COST BY ACTIVITY
PUBLIC COMMUNICATIONS FUND						
716	R	71642	6542		8,800	
716	R	71642	6542		3,333	
716	R	71642	6543		5,000	
716	N	71642	6543		10,000	
716	R	71642	6543		3,500	
716	R	71642	6543		12,500	
716	R	71642	6543		6,000	
716	R	71642	6543		20,000	
716	N	71642	6543		14,000	
716	R	71642	6543		2,700	
716	R	71642	6543		3,000	
716	N	71642	6544		25,560	
TOTAL PUBLIC COMMUNICATIONS FUND						114,393
ENTERPRISE FUNDS						
601	R	60171	6542		400,000	
601	R	60171	6543		5,700	
601	R	60171	6543		7,600	
601	R	60171	6543		15,000	
601	R	60171	6543		250,000	
601	R	60171	6543		185,000	
601	N	60171	6543		15,125	
601	N	60171	6544		31,770	
601	R	60171	6545		385,000	
601	R	60171	6545		905,000	2,200,195
620	N	62074	6543		15,125	
620	R	62074	6543		10,000	
620	R	62074	6543		5,500	
620	R	62074	6545		21,420	
620	R	62074	6545		6,000	
620	R	62074	6545		226,500	284,545
640	R	64076	6545		731,000	731,000



CAPITAL OUTLAY REQUESTS
FOR 2019

ACTIVITY	REPLACEMENT ® OR NEW (N)				REVENUE FROM SALE OR TRADE-IN	COST WITHOUT TRADE-IN	TOTAL COST BY ACTIVITY
ENTERPRISE FUNDS (continued)							
673	R	67381	6543	(2) desktop computers		1,680	
673	R	67381	6544	Zero turn mower		12,000	
673	R	67381	6544	Fairway spray rig		58,000	
673	R	67382	6543	24 port switch for Main clubhouse		3,800	
673	R	67382	6543	(2) desktop computers		1,680	
673	R	67382	6544	(100) Golf cart batteries		50,000	
673	N	67382	6545	Bunker renovation for west nine holes and (2) practice green enlargements		495,000	
673	N	67382	6542	Restaurant - lower level doors		5,000	
673	N	67382	6542	Restaurant - Shelving for walk-in coolers (2)		10,207	
673	N	67382	6542	Restaurant - back bar PGA catering bar		10,000	
673	N	67382	6542	Restaurant - shelving for walk-in		4,500	
673	N	67382	6542	Restaurant - Walk-in cooler reconstruction		29,356	
673	N	67382	6543	Restaurant - conference room chairs		6,400	
673	N	67382	6543	Restaurant - Banquet rolling table/cart (8)		15,000	
673	N	67382	6543	Restaurant - Fryer		6,000	
673	N	67382	6543	Restaurant - Salamander		3,000	
673	N	67382	6543	Restaurant - Catering dishwasher (lease)		25,000	
673	N	67382	6543	Restaurant - Catering walk-in		15,000	
673	R	67382	6543	Restaurant - Portable dance floor		17,759	769,382
TOTAL ENTERPRISE FUNDS							3,985,122

Reader's Notes: