

CITY OF RICHFIELD

MINNESOTA



2020

PROPOSED BUDGET

2020 BUDGET TABLE OF CONTENTS

	Page No
<u>INTRODUCTORY SECTION</u>	
Letter of Transmittal	4
City Officials	19
Administrative Organization Chart	20
City Fund Structure	21
<u>BUDGET SUMMARY INFORMATION</u>	
Summary of 2019 Revised Budget - All Funds	23
Summary of 2020 Budget - All Funds	24
2018-2020 Summary of Financial Sources and Uses and Changes in Fund Balances	25
Comparative Analysis of Revenue - All Funds	27
Comparative Analysis of Expenditure - All Funds	28
Comparative Analysis of Expenditure - By Major Objective All Funds	29
<u>OPERATING BUDGETS</u>	
General Fund Analysis	
Comparative Analysis of 2019 Adopted, 2019 Revised and 2020 Budget - General Fund	31
Comparative Analysis of Fund Balance - General Fund	32
Comparative Analysis of Revenues - General Fund	33
Comparative Analysis of Expenditures - General Fund	35
General Funds	
Legislative/Executive - Summary	38
City Council/Mayor	39
Other Agencies	43
City Manager	45
Legal	49
Administrative Services - Summary	52
Administration	53
Human Resources	56
City Clerk/License/Election	59
Finance - Summary	64
Finance	65
Assessing	68
Public Safety - Summary	70
Support Services	71
Police	75
Emergency Services	79
Fire - Summary	82
Fire	83
Community Development - Summary	88
Community Development Department	89
Planning & Zoning	92
Inspections	94
Public Works - Summary	98
Administration	99
Engineering	102
Street Maintenance	106
Park Maintenance	109

2020 BUDGET TABLE OF CONTENTS

	Page No
General Funds (continued)	
Recreation Services - Summary	114
Recreation Services Administration	115
Recreation Programs	118
Wood Lake Nature Center	122
Special Revenue Funds	
Liquor Contribution Fund	126
Tourism Administration	127
Communications Fund	128
Elections Fund	131
Drug/Felony Forfeiture	132
Public Safety Compliance	133
Recreation Services Contributions	134
Nature Center Contributions	135
Public Health Grants	136
Wood Lake Half Marathon	137
Franchise Fees	138
Ice Arena	139
Swimming Pool	141
Special Facilities	142
Enterprise Funds	
Liquor Operations Fund - Summary	144
Liquor Operations	145
Lyndale Store	148
Cedar Store	152
Penn Store	156
Wine & Spirits	160
Water and Wastewater Utilities - Summary	164
Water Utility	167
Wastewater Utility	177
Stormwater Utility - Summary	185
Stormwater Utility	186
Internal Service Funds	
Central Garage - Summary	198
Information Technologies - Summary	206
Property Liability Self Insurance - Summary	214
Building Services - Summary	220
Debt Service Funds	
Debt Services Mission Statement	228
General Obligation Improvement Bonds	229
General Obligation Improvement Bonds Scheduled Debt Service Requirements	230
General Obligation Redevelopment Bonds	231
General Obligation Redev. Bonds Scheduled Debt Service Requirements	232
Computation of Legal Debt Margin	233
Capital Improvement Funds	
Capital Improvement Budget and Plan Mission Statement	234
Capital Improvement Funds Appropriation	239
Budget Summary Capital Improvement Funds - 2020	240
2021-2024 Capital Improvement Plan	241
Capital Improvement 2019 Sources and Uses	243
Capital Improvement Reserve Fund	244



September 10, 2019

The Honorable Mayor
and
Members of the City Council
City of Richfield

Subject: Budget Message for the 2020 Fund Budgets
and the 2019 Revised Fund Budgets

Council Members:

In accordance with the Charter of the City of Richfield, submitted for your consideration are the recommended budgets, including a balanced General Fund budget, for the City of Richfield for the period January 1, 2020 to December 31, 2020 and for the remainder of the calendar year 2019. A City Council work session was held on August 27, 2019 to review the proposed and revised budgets.

Pursuant to State law, the City Council must certify the new budget and the revenue required to be raised by ad valorem tax levy to the County Auditor. The deadline for the certification is December 30, 2019. A proposed 2020 tax levy must be submitted to the County Auditor on or before September 30, 2019. Any amendments to the proposed budget, which would increase the property tax levy, must be made prior to the September 30, 2019 proposed levy certification deadline. No increases in the tax levy are permissible after that date, only reductions.

The resolution required to certify the 2020 Adopted Budget and tax levy, as well as the 2019 Revised Budget is presented within the final adopted budget document completed in December.

The Budget Document includes the General Fund, Special Revenue Funds, Internal Service Funds, Enterprise Funds, Debt Service Funds and Capital Improvement Projects. A diagram of the fund structure is included in the Introductory Section. Budgets for the General Fund and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles. Budgetary control for Capital Projects Funds is accomplished through the use of project controls and for the Debt Service Funds by bond indentures. An administrative organizational chart, which summarizes all departments and divisions in the City, is included in the Introductory Section. This chart indicates the divisions for which each department is responsible. The 2020 Adopted Budget includes total appropriations from all funds of \$82,253,070, including all inter-fund transfers.

OVERVIEW PROSPECTIVE

Richfield is experiencing a renaissance: the redevelopment boom and strong housing market continued into 2019 and does not appear to be slowing down for 2020. The City has approved \$277 million in redevelopment projects in the last couple years and has been named one of the hottest housing markets. The City also continues to increase its population which is projected to be 35,700 by 2020. The robust local economy has strengthened and diversified the City's tax base, which is a key City goal. The City has a number of strategic programs to ensure that the economic boom extends to all of our residents.

The City has also worked to strengthen its financial condition by relying less on state aid programs, specifically Local Government Aid (LGA), to fund operations. LGA only funds account for only 5.7% of General Fund revenue today as compared to 24% in 2001. Over the same period, the City has also made significant investments in infrastructure, both to rehabilitate aging capital and to improve our assets to better deliver services today and tomorrow.

The City continues to value our most important asset: our residents. We celebrate our growing diversity and are working to engage better with all of our communities. And, Richfield is determined to sustain its commitment to provide superior services to our community on a cost efficient basis.

The future is bright, but not without challenges. Managing the redevelopment boom, engaging effectively with a growing and changing population, and providing additional programs has led to an increase in demand for City services. The investment in infrastructure is also a significant fiscal pressure.

The 2020 City of Richfield budget and tax levy, as proposed, is expected to increase by 4.90%. The increase can be split into two primary components: the first component is the base tax levy, which includes funding for general fund operations, where the majority of city services are provided, the EDA levy, and the levy for equipment replacement purchases. The second component is the special levies, which comprise the debt service and tax abatement levies. The increase projected for 2020 over 2019 can be directly traced to pressure on the General Fund budget and the debt service levy required as a result of the issuance of the General Obligation Bonds, Series 2019A. These bonds were issued to fund the reconstruction of 66th Street and Lyndale Avenue.

Strategic Development

Presently, the city has a number of redevelopment initiatives underway. The most active redevelopment areas are:

- The Lakes at Lyndale Area - This area is considered the City's "downtown" and has experienced significant redevelopment and investment over the past 20 years. This work continued in 2019.
 - Work is well underway on two new housing developments at the former Lyndale Garden Center site. The Henley will front on Lyndale Avenue and is made up of 66 apartments and 8 rental townhomes. Lakeside at Lyndale Gardens is comprised of 30 new luxury condominiums fronting on Richfield Lake. Both projects are expected to be complete in 2020.
- 66th & Nicollet Area – A small area plan for this area was completed as part of the decennial update of the City's Comprehensive Plan. The plan calls for a mix of uses,

significantly improved connectivity, placemaking/outdoor plaza spaces, street-oriented architecture and more.

- Brixmor, the property owner for the HUB shopping center, participated in this planning process and continues to explore options for redevelopment of the site.
 - Partnership Academy Charter School completed construction of a new K-8 school at 6500 Nicollet Avenue (formerly Bremer Bank) and will open and be fully operational in time for the 2019-2020 school year.
- Cedar Point Development Area – The east side of Richfield has also seen its first significant development since the recession. Investment in existing and construction of new commercial space in this area continued through 2019. New housing in the area immediately west of the Cedar Point Commons development is also finally scheduled to begin.
 - Primrose School (daycare) was completed and is now open. This represents the final piece of the Cedar Point Commons commercial development.
 - A Development Agreement and final development plans for the construction of 218 market-rate apartments and 72 for-sale affordable townhomes directly across from Target and Home Depot have been approved. Construction is expected to begin in late summer/fall 2019.
- The Cedar Avenue Redevelopment Area (CARA) – This is the portion of the legislatively defined airport noise impact redevelopment area that lies south of 66th Street.
 - Interior remodeling of the three existing apartment buildings along Cedar Avenue is now complete. New roofs, sidewalks, stairs, railings, and landscaping will be installed in late summer 2019 to complete this portion of the project.
 - Construction of The Chamberlain apartment project, which includes 283 new apartments and the rehabilitation of 33 existing units, has continued this year. Building A is actively leasing, with a move-in date of September 1 for the first tenants.
 - Building B, Richfield Parkway, and the Three Rivers Trail will be complete by the end of October and Building C is expected to finish up in early winter of 2019.
- The 494 Corridor Area
 - The new Morrie's Jaguar - Land Rover dealership is under construction at 1550 78th Street East (current Adler Graduate School). Construction, including a rooftop solar array, is expected to finish up by early 2020.
 - A Development Agreement to sell the former City Garage South site (7600 Pillsbury) for the construction of 55 workforce apartment units was approved.
- The Penn Corridor (Penn Avenue from Crosstown Hwy. 62 to 68th Street) - This area is considered Richfield's "Main Street" and, as such, plans are underway to revitalize the area through improved public amenities, private improvements and selective redevelopment of underutilized properties.
 - In 2017, the City secured grant funding from Hennepin County for a façade improvement program in this area. Promotional materials have been distributed on three different occasions to businesses in the area and thus far three grants have been awarded. Funding for approximately four additional grants remains.
 - In 2019, the City successfully applied for \$50,000 from Hennepin County's Community Works Corridor Planning fund. This money will be used to study safe and effective multimodal connections that will stimulate economic development along Penn Avenue. This work is expected to begin in late 2019 and continue into 2020.

- Construction of the Novo apartment project (66th Street and Queen Avenue) is expected to begin before the end of 2019. This project includes 183 market-rate apartments, the closure of Queen Avenue between 65 ½ Street and 66th Street, and construction of a new section of Russell Avenue between 65 ½ Street and 66th Street.
- Staff continues to see increased development interest in the area. Lund's is expected to come forward with plans to add multi-family housing to their site in fall of 2019 and the City is currently exploring redevelopment options for the former Bumper-to-Bumper property at 6501 Penn Avenue.

To complement the commercial redevelopment, the City has a number of programs in place to reinvest in the housing stock of the city, including:

- Apartment Remodeling Program – This program offers no-interest, deferred loans to make improvements to apartment buildings and is funded through the Economic Development Authority. Priority is given to buildings with affordable rents, and owners provide matching funds.
- Richfield Rediscovered Program - This program provides for the replacement of small, substandard homes within residential neighborhoods and is funded primarily through the Housing & Redevelopment Fund. One hundred and forty-three homes have been constructed in conjunction with this program since it began in 1991. The program is designed to provide larger, higher-value, single-family housing options for households. When possible, the HRA acquires substandard homes for this program and clears the properties in order to sell the lots for new construction. Four homes will be completed in 2019.
- Transformation Loan Program – This is an incentive loan program for remodeling homes to encourage investment in neighborhoods, encourage households to stay in the City, and increase home values. The Transformation Home Loan is a zero-interest, deferred payment loan that covers 15% of the overall project cost, for projects valued at \$50,000 or greater. Four loans have been issued in 2019, leveraging over a million dollars in improvements.
- New Home Program – The New Home Program was established to address deteriorated, substandard structures and to provide home ownership opportunities for low to moderate-income households. Non-profit builders and developers like Twin Cities Habitat for Humanity and West Hennepin Affordable Housing Land Trust have rehabilitated or built 52 new homes since 1993.
- Community Development Block Grant Program (CDBG) – The HRA receives federal CDBG funds through Hennepin County, annually, to assist low-income home owners to make necessary repairs to their houses and to facilitate the construction of new affordable housing in the City. Hennepin County administers the home-improvement Richfield Deferred Loan Program and typically assists 6 to 10 households annually. Program funding has also been used to acquire substandard houses for the future construction of new, affordable homes and to purchase and rehabilitate homes under the New Home Program. Funds were approved for a Down Payment Assistance Program to help Richfield renters get homeownership ready and buy their first home in Richfield. Five loans are anticipated in 2019.
- Remodeling Advising - The HRA offers both free Remodeling Advising services as well as low-cost Architectural Advising to help homeowners make wise decisions when planning home improvements. Both programs are highly utilized.

- Community Fix-Up Fund Interest Rate Write-Down Program – In 2012, the HRA established this interest rate write-down program for home improvement loans for qualified households. This program targets households with incomes that fall between 80% and 115% of the area median income and currently offers an interest rate of just three percent. Funds are supplemented with an Impact Fund grant from Minnesota Housing.
- The Home Energy Squad Enhanced Program – This program began in 2013 to provide enhanced energy audit visits to homeowners at a reduced price of \$50, which can be waived for low-income homeowners. Since the program began in March 2013, over 600 visits have been conducted throughout the city, helping owners reduce energy usage and save money.

State Aid

Over the last several years, the City of Richfield, under City Council direction, has been following a policy to minimize its reliance on Local Government Aid (LGA). The State's past budget issues have had a negative, trickle-down effect on cities and, therefore, the City feels it is in its best interest to not rely on 100% of its LGA funding for operations, even though the State's financial outlook has improved and stabilized in recent years.

The 2019 session of the Minnesota Legislature opened with a new democratic governor, democratic control of the House of Representatives, and republican control of the Senate. The session, which marked the first year of the State's fiscal biennium, was set to focus primarily on setting the budget for the next two years.

As with any legislative session there are always a mix of successes and failures. Some of the 2019 session successes were an increase in Local Government Aid (LGA) funding back to levels last seen in 2002, \$40 million in broadband grant funding and money to help cities with water/wastewater infrastructure. However, some of the disappointments was the failure of the legislature to pass a much needed transportation bill, there was no bill to simplify the process for construction sales tax exemption and the process for local sales tax authorization was made more cumbersome. The most significant positive impact for the City of Richfield will be the increase in LGA. It is estimated that the City will see an increase of \$117,710 in 2020 from the 2019 level.

At the present time, the State is projecting a budget surplus of \$1.052 billion for the 2020-2021 biennium. Despite this positive news from the State, the City still plans to move forward with the policy of not relying on all of our LGA for operations. However, due to infrastructure projects which required the issuance of tax supported debt, the formation of the Richfield Economic Development Authority (EDA), and increases in General Fund budgeted expenditures, there has been increased pressure on the City's tax levy. Consequently, to mitigate the pressure on the levy, the City has slowly increased its budgeted level of LGA, with an increase of \$600,000 in 2018, \$50,000 in 2019, to a proposed increase of \$250,000 in 2020. The City realizes it has a responsibility to provide basic services at a reasonable cost, and by increasing the level of budgeted LGA this will help mitigate tax levy increases. The City still has sufficient LGA reserves to mitigate volatility in state funding in the short-term.

Richfield remains one of the top ten beneficiaries of the metropolitan Fiscal Disparities Program. Fiscal Disparities is a mechanism for tax base sharing for new commercial/industrial property development. Under the program, a certain percentage of new commercial/industrial growth in the metropolitan area is contributed to a pool. The tax base growth is then redistributed to cities in the seven county metropolitan area based on a needs formula. In the

past, there has been discussion at the Legislature about changing the Fiscal Disparities Program, but so far it has only been discussion. The City will monitor and respond to any future attempts to change the program.

Infrastructure

The City will continue to reinvest in its infrastructure and schedule major projects to minimize the debt impacts on property taxes. In 2015, the City made the decision to invest in a six year program to mill and overlay all city streets. This process will extend the life of city streets at a fraction of the cost of completely reconstructing a street. It is planned that up to 85 miles of residential roads will be milled and overlaid in addition to the repair of catch basins, manholes and the replacement of curb and gutter. The first year of the program was 2015; 2020 will be the sixth and final year of the program. The overall program is estimated to cost \$19,500,000. The project will be funded through the issuance of street reconstruction bonds, with gas and electric franchise fees providing the debt service on the bonds. At the completion of the six year project, the gas and electric franchise fees will continue to be used to fund the next phase of planned City street maintenance, the sealcoating of the streets to ensure that they remain viable. The City will also continue to reinvest in its rolling stock, technology and City facilities through dedicated tax levies, as needed.

Second, there are several transportation and right-of-way projects that will continue to be addressed in 2019 and 2020 and several years out. They are as follows:

- 66th Street Reconstruction. This project will consist of the reconstruction of 66th Street from Xerxes Avenue east to 16th Avenue. It will include the replacement of city utilities, undergrounding of parallel overhead utility lines, and improved bicycle and pedestrian accommodations. This is a County road project; however, the City will share in the costs, including 10% of road construction, 50% of storm sewer, 100% of water/sewer replacement and any additional streetscape elements not cost-shared by the County. The total estimated cost is \$61,292,000. Construction began in 2017 and will continue through 2019 into early 2020.
- 77th Street Underpass. This project will extend 77th Street under Trunk Highway 77, connecting to the 24th Avenue Interchange at I-494. This project will provide regional access to the Minneapolis-St. Paul International Airport and to the Mall of America. The project also completes the last link in the local ring route that, together with the additional access, is needed before expansion on I-494. The total estimated cost is \$30,500,000. Design of the project began in 2015, with construction estimated to begin in 2020.
- Lyndale Avenue Reconstruction. This project will reconstruct Lyndale Avenue between 67th Street and 76th Street and will include the replacement of city utilities. The total estimated cost is \$10,000,000, with construction to begin in 2019 and completion in early 2020.

Personnel

Richfield significantly trimmed staff in response to LGA cuts in 2010 and has maintained a lean staff since. The City continues to look at reallocating human resource costs to provide the most cost effective service delivery model wherever such an opportunity may present itself. However, service demand has steadily increased in recent years due primarily to the development boom, increase in infrastructure projects, technology support and increased engagement. There are several staff additions and changes in 2019 and planned for 2020. The 2019 changes that impact the General Fund include; the City Clerk division will add one full time position, and begin a transition from utilizing intermittent staffing to permanent part-time

staffing. The City Manager division will add a Senior Office Assistant position to be shared with the Fire department, with 60% to City Manager and 40% to the Fire department. The Engineering division will add a new Project Engineer position and eliminate two Project Civil Engineer positions. Finally, the Park Maintenance division will add a new parks maintenance Public Works worker position. For 2020, the Fire department will add a Battalion Chief position, the engineering division will add an Assistant City Engineer position and the Information Technologies fund will add a Help Desk Technician position. Personnel costs also increased due to a 3% cost of living adjustment for all employees, step increases for eligible employees and a 10% increase in health insurance.

2020 Budget Goals

The 2020 budget includes funding and staffing to advance City Council goals:

- Investing in infrastructure to best serve today's and tomorrow's residents, businesses and visitors;
- Attracting and retaining development that creates prosperity for all and is consistent with the City's "Urban Hometown" character;
- Ensuring that the City's services are accessible to people of all races, ethnicities, incomes and abilities;
- Providing a full range of quality housing options through our policies and programs;
- Utilizing a wide variety of communication and engagement tools to build a stronger relationship with residents, businesses and visitors; and
- Promoting and valuing core services and its contributions to making Richfield an exceptional place to live, learn, work and play.

Just as importantly, the budget advances these goals in a fiscally responsible manner by balancing the need to invest in achieving these goals with the need to keep property tax increases reasonable.

GENERAL FUND

The General Fund serves as the chief operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

Revenues

The General Fund, which provides for most of the traditional services that residents have come to expect, receives the majority of its funding from property taxes. Other sources of funding, to a lesser degree, come from intergovernmental revenue, charges for services, licenses and permits, and transfers in from other funds.

The 2020 Proposed budget was prepared with the strategy that the primary funding source for the General Fund operations now, and in the future, will come from property taxes. The impact of limiting dependence on state aids can create a funding gap in General Fund revenues. The challenge is to fill this gap. Since cities are limited in the type and extent of revenues that they can generate, the outcome is an increase in property taxes. The result of this funding choice has been a continued and dramatic shift in General Fund revenues. For example, in 2001, LGA accounted for 24% of General Fund revenues. In 2020, it will account for 5.7%. Conversely, property taxes have grown from 40% of revenues in 2001 to 68% in 2020.

The 2020 budgeted General Fund revenues of \$25,438,820 represents a 4.99% increase from the 2019 Adopted budget. The sources of General Fund revenues, with the exception of property taxes and intergovernmental revenues have remained relatively comparable to the prior years' budget levels. However, revenues from transfers-in from other funds continue to be

a major source. In 2020, the General Fund will receive: \$150,000 from the Communications Fund; \$318,210 from the Liquor Operations fund to offset administrative costs related to the liquor operation; \$435,000 from a closed bond fund; and \$700,000 of prior years' LGA set aside reserves. A comparison of actual General Fund revenues from 2019 to 2020 is shown in Figures 1 and 2 below.

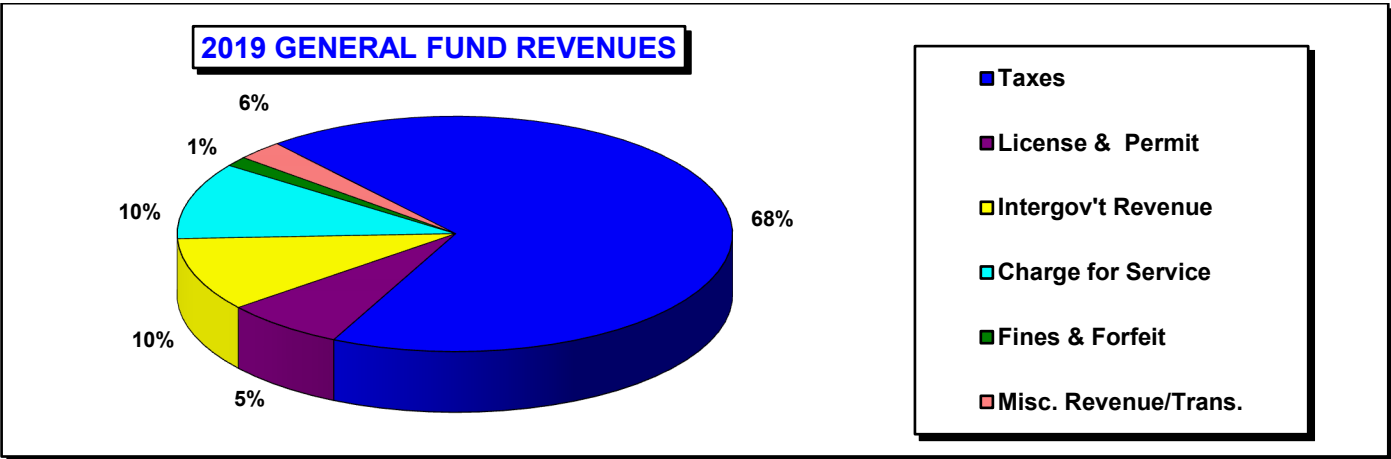


Figure 1

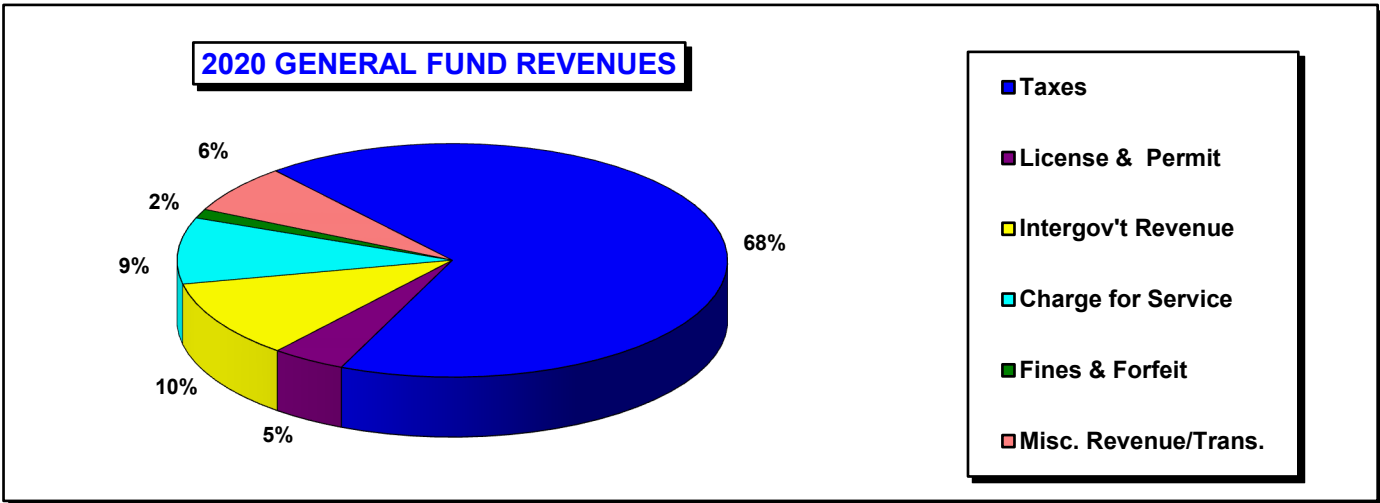


Figure 2

Expenditures

The City's General Fund is used to account for most of the services that the City provides to its residents, such as police, fire, public works, parks, recreation and general administration. Richfield's General Fund is organized into eight major departments; Legislative/Executive, Administrative Services, Finance, Public Safety, Fire, Community Development, Public Works, and Recreation Services. Each department, in turn, encompasses divisions that provide an array of services, either directed to the public or in support of other City services. A General Fund organizational chart, which includes all departments and divisions, is shown in the Introductory Section of this document. City policy requires that all budgeted expenditures under \$1,000 must be approved by a division manager and department director. Any expenditure over \$1,000 must be approved by the division manager, department director, the Finance Director and City Manager. Any expenditure over \$175,000 must be approved by the City Council.

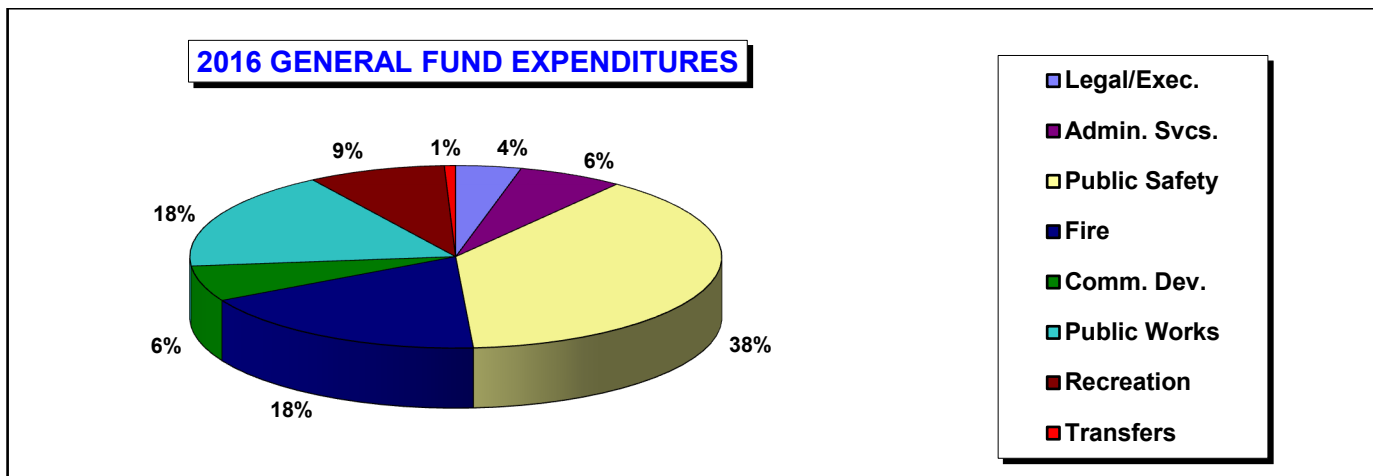


Figure 3

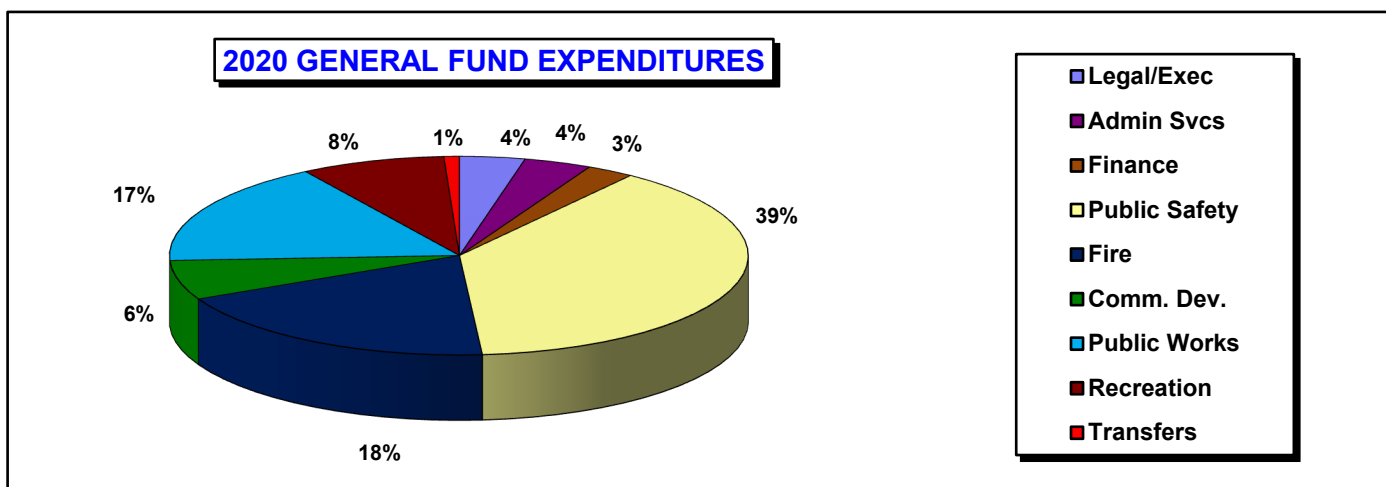


Figure 4

It is logical that over a period of years, the type and mix of City services would likely change as the community changes. However, in a mature community such as Richfield, it is also important that a consistent balance of services be maintained, even in the face of budgetary constraints. Richfield's mix of services, as seen through an expenditure analysis of the seven major departments, reflects a stable, consistent approach. The 2020 expenditures are consistent with the expenditures from 2016 (Figures 3 and 4). In the 2020 Budget, 57% of the total expenditures are designated for Public Safety and Fire Department operations, while an additional 17% is designated for Public Works operations. As a comparison, the 2016 actual expenditures reflected 57% and 18% of total expenditures for the Public Safety, Fire and Public Works Departments.

While there have been adjustments, the total balance of services provided by the major departments remains relatively constant. City staff made every effort to limit 2020 expenditure increases for all departments of the General Fund in an attempt to maintain the current level of City services and in response to the internal and external constraints placed on the City as mentioned previously. The most significant issues for the 2019 Revised and 2020 Adopted General Fund Department Budgets are summarized in the following section.

2019 REVISED AND 2020 ADOPTED DEPARTMENT BUDGETS

Legislative/Executive

The 2019 Revised budget reflects a 6.74% decrease due to a decrease in labor costs within the City Manager division. The 2020 Proposed budget reflects a .13% decrease due to decreased personnel costs in the Mayor/Council division.

Administrative Services

The Administrative Services Department budget for 2020 reflects an increase of 28.84%. The increase is the result of 100% of the Administrative Services department director's time being reallocated to the Administrative division and the City Clerk division adding one full time position and transitioning from intermittent staffing to permanent part-time staffing.

Finance

The Finance Department reflects a 2.33% increase for 2019. The increase can be traced to an increase in personnel costs and the contract with Hennepin County for property assessing services.

Public Safety

The Public Safety Department reflects a 3.48% increase in the 2020 Proposed budget as compared to the 2019 Adopted budget. The increase is a result of personnel cost increases due to a large number of collective bargaining step increases and an increase in the City's share of public health inspection costs.

Fire

The Fire Department budget for 2020 reflects a 9.2% increase over the 2019 Adopted budget. The increase is a result of increased personnel costs as firefighters work their way through step increases and become eligible for longevity payments and the addition of the Battalion Chief position.

Community Development

The Community Development Department 2019 Proposed budget reflects a 3.49% increase over the 2019 Adopted budget. The increase can be attributed to salary and benefit costs.

Public Works

The 2020 Public Works Department budget reflects a 2.69% increase from the 2019 Adopted budget. The increase is the result of increases in personnel and operational costs.

Recreation Services

The Recreation Services Department 2020 Proposed budget indicates a 3.14% increase over the 2019 Adopted budget. The increase is a result of an increase in personnel and operating costs.

SPECIAL REVENUE FUNDS

Liquor Contribution Fund

The Liquor Contribution Fund receives profits from the municipal off-sale liquor operations. Expenditures from the fund are restricted in use to financing capital improvements that would otherwise be financed by a General Obligation bond issue. In 2020, \$450,000 of project costs are planned, including:

- Park Play Equipment Replacement at three parks
- Major park maintenance.

Transfers of \$450,000 will be made from Liquor Operations in 2020 to fund these projects.

Tourism Administration Fund

This fund accounts for the collection of lodging tax revenues and the pass-through of these funds to the Richfield Tourism Promotion Board. The Tourism Promotion Board promotes the city as a tourist/visitor destination and promotes civic activities to enhance the city's image.

Communications Fund

The Communications Fund is maintained to account for the quarterly cable franchise fees received, cable television and community communication activities. The fund provides 100% of the Communications & Engagement Manager position, which is responsible for the City's website, social media, cable bulletin board, press releases and other public communications and the Communications Specialist and Video Production Assistant positions.

Election Fund

The Election Fund was established to isolate the large fluctuation over time in election costs from year to year. The fund provides voter registration services, voter information services and election administration. Funding for the costs of elections services is derived from rental revenues from cellular telephone carriers who rent space for their antennas on City infrastructure.

Drug/Felony Forfeiture Fund

The Drug/Felony Forfeitures Fund receives its revenues as a result of cash and property seized related to drug and/or felony criminal activity. The revenues received are used to purchase equipment for public safety purposes and to provide funding for training.

Public Safety Compliance Fund

Revenue from this fund is derived from fines levied against businesses that fail alcohol and tobacco compliance checks. The monies received from the fines are then used to fund the costs involved in performing compliance checks. This fund will also account for the Community Emergency Response Team (CERT) and Justice Assistance Grants (JAG).

Recreation Services Contribution Fund

The Recreation Services Contributions Fund serves as a method to account for donations received that are intended to benefit activities of the Recreation Services Department. Uses of the donations include staffing costs, the purchase of supplies and equipment and to help fund parks-related construction projects.

Nature Center Contribution Fund

The Nature Center Contribution Fund serves as a method to account for donations received that are intended to benefit Wood Lake Nature Center. The source of the donations comes from fundraising activities of the Friends of Wood Lake (FOWL). The donations are used to supplement the Wood Lake Nature Center operating budget and for the purchase of supplies, equipment and to help fund nature center construction projects.

Public Health Grants Fund

This fund accounts for the receipt of federal grant funds that are to be used by the City to assess and enhance the capacity of local public health departments to respond to bio-terrorism, infectious diseases and other threats to public health.

Wood Lake Half Marathon Fund

This fund was established to provide an alternative revenue source to fund the Wood Lake Nature Center's environmental education curriculum for Richfield Public School students in kindergarten through eighth grade. Funding for the program is derived from proceeds from the annual Urban Wildland Half Marathon and 5K race.

Utility Franchise Fees Fund

This fund accounts for gas and electric franchise fees collected from the public utilities. The majority of fees collected will be directed to the mill and overlay program and toward the debt service for the bonds issued to help fund the program. This may cause a decrease in the fund balance. In addition, a smaller portion of the fees collected will continue to fund the annual tree planting program, the Dutch Elm disease tree program, and the Emerald Ash Borer disease program.

Ice Arena Fund

The Ice Arena maintains two sheets of ice and is the home to a Junior A Tier II hockey team, the Minnesota Magicians. The operation provides skating lessons, open skating, and sponsors an annual ice show. It also rents ice to local high schools for practices and games and to youth associations for clinics, practices, games and tournaments.

Swimming Pool Fund

This fund accounts for all activities related to the swimming pool operation. It strives to provide users with an outstanding outdoor recreational swimming experience for all ages and groups. For 2020, the feasibility of opening the zero depth pool on Memorial Day and Labor Day weekends will be explored along with adding a splash pad to the facility.

Special Facilities Fund

This fund maintains the City's mini-golf course which is run by Wheel Fun Rentals, Inc. through a concession agreement with the City. In late 2018 and into 2019 Wheel Fun Rentals invested approximately \$240,000 into a new mini-golf course and walkways. In addition, the operation provides a picnic shelter to be used by the Richfield Farmers Market and park users.

ENTERPRISE FUNDS

Liquor Stores Fund

The City of Richfield operates four municipal liquor stores. Total sales for the four liquor stores for 2019 are projected to be \$12.5 million and grow to \$13.4 million in 2020, a 7% increase. Operating expenses budgeted for 2020 for the four stores total \$2.39 million. This reflects an increase from the 2019 adopted operating expenses. For the four stores, the projected profit before transfers for 2020 is expected to be \$998,640 with budgeted transfers to the Special Revenue Fund of \$450,000 and \$318,210 to the General Fund for administrative costs, police duty and payments in lieu of taxes. The net effect of the 2020 budget is an estimated increase in retained earnings of \$210,780 or 4.82% increase from 2019 revised budget, primarily due to projected increase in sales.

Water and Wastewater Utility Fund

The Water and Wastewater Utility Fund accounts for the operation and maintenance of the City's water plant and the maintenance of 120 miles of sanitary sewer lines. Operating revenues for the Water Fund for 2020 Proposed reflect an increase from 2019 Adopted levels. The increase can be attributed to a planned increase in water rates as result of a rate study conducted in 2017. The Water Fund continues to reinvest in its infrastructure in 2019 and 2020. Included in the current budgets are capital improvements totaling

\$2,090,000 in 2019 and \$1,500,000 in 2020. The improvements relate to the city wide water meter upgrade, lining of the water main under I-35W, a new sludge mixer and the rehab of the filter press.

The Wastewater Utility Fund provides collection of sanitary wastewater from approximately 11,500 accounts in the city. The 2020 Sanitary Wastewater Operating Budget is approximately \$4.5 million. The most significant expense is the wastewater treatment charges paid to Metropolitan Council Environmental Services (MCES). MCES charges are expected to decrease from the budgeted 2019 level of \$2,681,950 to \$2,550,770, a 4.89% decrease.

Water rates for 2020 will increase based on the rate study performed in 2017. Accordingly, the rates will increase across the three tier levels by 5%. Tier 1 will increase 20 cents per thousand gallons, Tier 2 will increase 23 cents per thousand gallons and Tier 3 will increase 28 cents per thousand gallons. In addition, wastewater rates will increase by 5% or 28 cents per thousand gallons.

Storm Water Utility Fund

The Storm Water Utility Fund provides for the disposal of storm water for the city and is funded through user fees. The fund provides for routine maintenance and major capital improvements to the system. The Storm Water Utility was part of the 2017 rate study and as such rates for 2020 will increase by 7% or \$1.33 per quarter over 2019 levels.

INTERNAL SERVICE FUNDS

Central Garage Fund

The Central Garage Fund accounts for the acquisition, maintenance, and repair of all motor vehicles and motor-driven equipment used by the City. It is funded by internal operating user fees charged to other City departments and funds. Fees for 2020 will increase 3.13% over 2019 levels. The funding for the replacement of equipment that the operation maintains will be accomplished through a general tax levy in the amount of \$685,000, an increase of \$15,000 from 2019. The increase is in response to increased costs incurred in the purchase of rolling stock and equipment. In addition, it is projected that for 2019 and 2020 the fund may not cash flow, therefore, operating transfers are planned to mitigate the decrease in cash of the operation until such a time that rates charged to user departments and the tax levy amounts can be increased. The fund is scheduled to make purchases in 2019 of \$974,730 and \$880,000 in 2020. The significant purchases planned for 2020 are:

- Dump Truck (\$220,000);
- Two – Sidewalk Plows (\$260,000);
- Two – 1 Ton Dump & Plow Trucks (\$100,000); and
- Two Interceptor Squads (\$85,000)

Information Technologies Fund

The Information Technologies (IT) Fund's primary purpose is to provide computer hardware and software support, programming and training to City staff. In response to increased support needs, security requirements, and increased technology demands, the fund has budgeted for one additional staff position in 2020. As with the Central Garage Fund, the purchase and replacement of equipment in the IT Fund has been funded through a general tax levy. The scheduled purchase of technology equipment for 2019 and 2020 is estimated to be \$135,000 each year. The IT Fund also provides office supplies and copying services for all City departments.

Self Insurance Fund

The Self Insurance Fund accounts for all of the City's costs for claims related to Workers' Compensation, unemployment insurance benefits, property insurance, flexible benefits, dental insurance, and all other City self insurance costs. For 2020, the fund has increased property/casualty rates, however, due to a reduction in claims, workers compensation rates were reduced. Finally, operating results of the fund are dependent on the number and scope of claims paid during any given year and consequently, results can fluctuate from year to year.

Building Services Fund

The Building Services Fund is responsible for the maintenance and upkeep of the Richfield Municipal Center and Fire Station 2. 2020 will be the ninth year of operation for the municipal center. After this amount of time the operating budget is coming into focus. User fees will still be adjusted on an annual basis to keep pace with operating costs and to provide funding for replacement costs of fixtures within the building.

DEBT SERVICE FUND

The Debt Service Fund is used to record financial operations from special assessments, tax increment, and, as necessary, property taxes to meet debt service payments and outstanding bond issues.

General Obligation improvement bonds are payable through 2040, with outstanding principal at the beginning of 2020 of \$48,460,000. The fund balance in the fund, along with debt service tax levies, special assessment collections and interest earnings are pledged to service the debt.

The General Obligation redevelopment bonds are retired from tax increment collected from the project area. Redevelopment bond principal of \$4,220,000 is payable through 2025.

OPERATING CAPITAL EXPENDITURES

Capital expenditures represent all tangible or intangible assets that are used in operations, that have initial useful lives extending beyond a single reporting period and whose dollar value is greater than \$5,000. In the 2019 Revised Budget the City has budgeted for \$1,297,840 operating capital expenditures, while there are no operating capital expenditures currently budgeted for 2020. The capital expenditures budgeted for 2019 are within the Special Revenue and Proprietary Funds. These budgeted items are not to be confused with the projects that are part of the Capital Improvement Budget and Capital Improvement Program.

CAPITAL IMPROVEMENTS BUDGET

The Capital Improvement Budget recommends \$12,845,000 of expenditures in 2020. There are four projects that comprise the majority of the budgeted amount. The first project is the Ice Arena Refrigeration project. The estimated cost for 2020 is \$3,680,000. The second project is the final funding for the 66th Street project and this amount is \$1,850,000. The third project is the final year of the mill & overlay project. The estimated cost is \$3,250,000. The fourth project is year two of the city wide water meter replacement project. Total cost for the three year project is estimated to be \$4,000,000. The projects are to be funded by general obligation bonds, State Bond funds, State Aid monies, county funds, franchise fees, and internal funding sources. The City will also continue with improvements for various City parks in 2020 with funding of \$450,000 from the Liquor Contribution Special Revenue Fund.

CONCLUSION

The City of Richfield continues to be a sound financial operation. The City has a bright future and can be proud of its accomplishments. It has taken on the challenge to redevelop and reinvest in order to continue to be a vibrant, sustaining community.

For the 2020 Budget year, the City has presented a balanced General Fund Budget, which has increased 4.99% from the 2019 Adopted budget. This budget will allow the City to continue to provide the excellent core services required, expected and needed by its residents and businesses, advance City Council goals and make investments to position the City well for the future. In addition to our residents, the City's most valuable assets are our employees who make up a large portion of the budget. Whether an employee is just starting or has worked at the City for many years, we all take pride in providing quality service to the residents of Richfield.

The information presented in this budget document provides the background and funding plan to address the opportunities and challenges facing the City in 2020, and beyond. I would like to take this opportunity to thank Finance Director Chris Regis and all City departments for their input and help in preparing the 2020 budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Katie Rodriguez', is positioned above the printed name.

Katie Rodriguez
City Manager

CITY OFFICIALS

	<u>Term of Office</u>	<u>Term Expires</u>
MAYOR - MARIA REGAN GONZALEZ	4 Years	December 31, 2022
COUNCIL MEMBER – MARY SUPPLE	4 Years	December 31, 2022
COUNCIL MEMBER – SIMON TRAUTMANN	4 Years	December 31, 2020
COUNCIL MEMBER – EDWINA GARCIA	4 Years	December 31, 2020
COUNCIL MEMBER – BEN WHALEN	4 Years	December 31, 2020

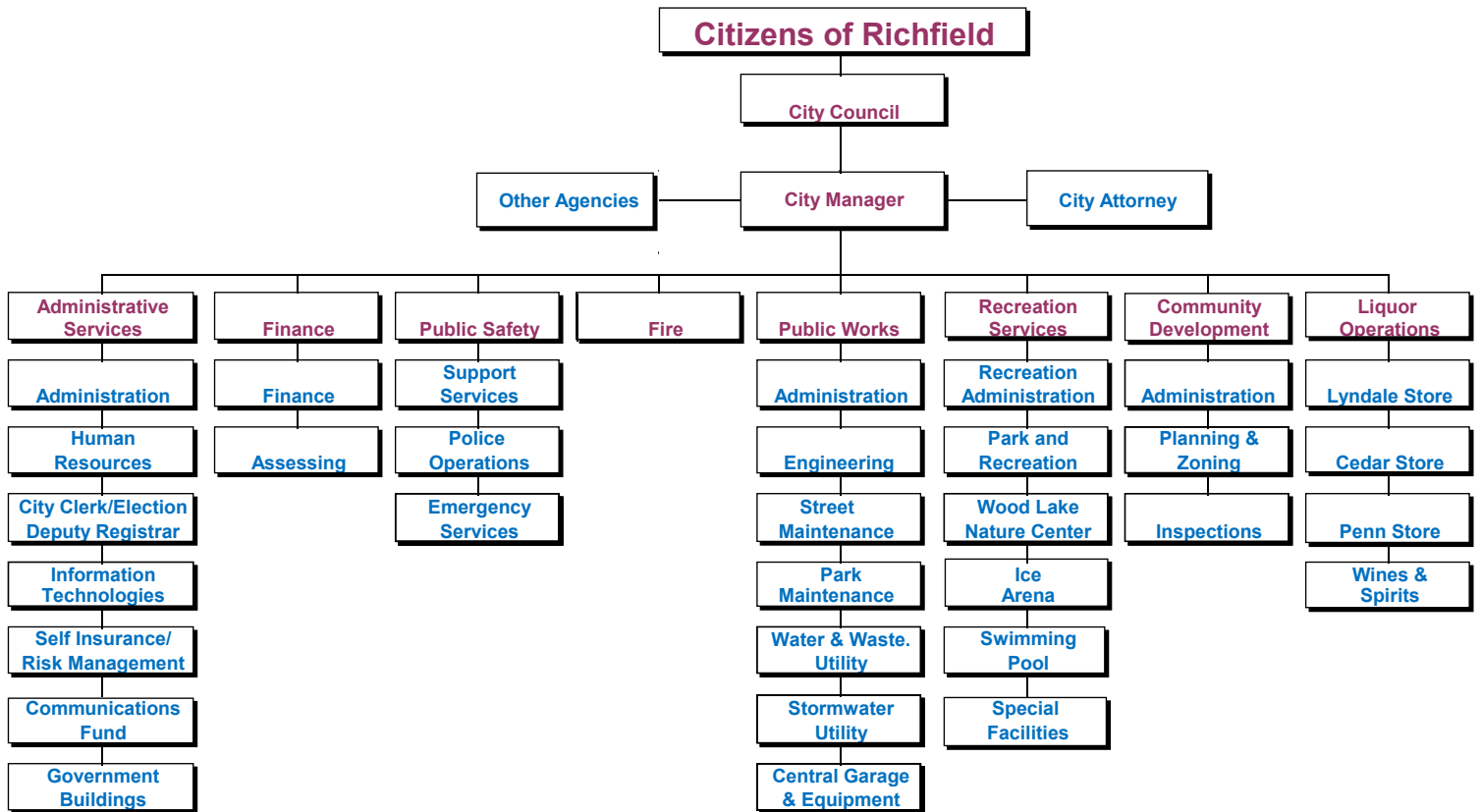
ADMINISTRATIVE STAFF

KATIE RODRIGUEZ – CITY MANAGER

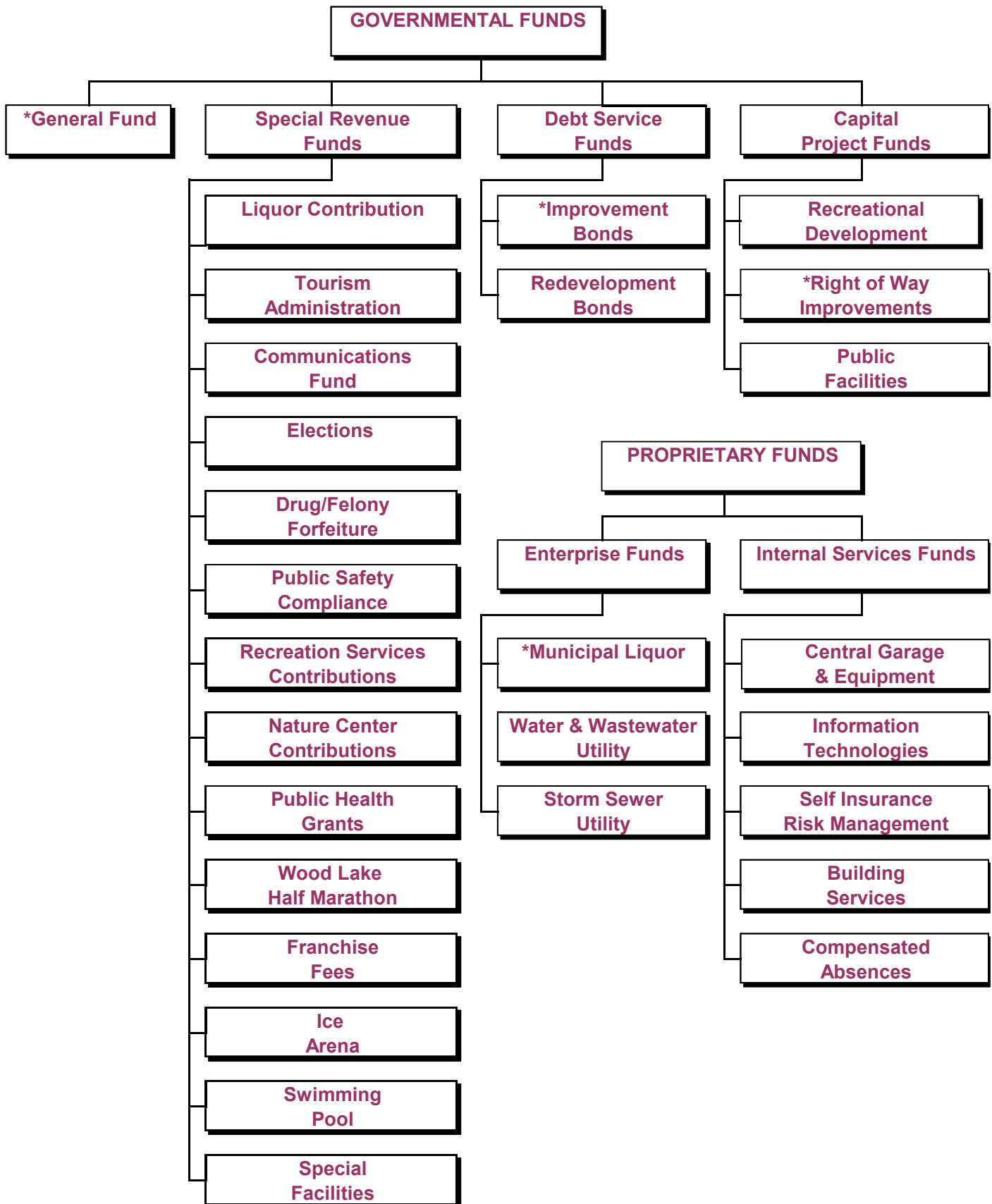
CHRIS REGIS - FINANCE DIRECTOR

ELIZABETH VANHOOSE - CITY CLERK

City of Richfield Administrative Organization Chart



CITY OF RICHFIELD - FUND STRUCTURE



The City's budget is prepared using a modified accrual basis of accounting for all governmental funds and an accrual basis of accounting for proprietary funds.

* Denotes Major Fund

BUDGET SUMMARY

SUMMARY OF 2019 REVISED BUDGET ALL FUNDS

FUND	Fund Balance January 1, 2019	Revenues	Expenditures	Fund Balance December 31, 2019
<u>General</u>	\$ 8,810,296	\$ 24,211,600	\$ 24,211,600	\$ 8,810,296
<u>Special Revenue Funds</u>				
Liquor Contribution	136,873	950	-	137,823
Tourism Administration	55,646	10,500	10,130	56,016
Communications	2,035,076	392,000	300,570	2,126,506
Elections	1,267,878	361,000	160,300	1,468,578
Drug Felony/Forfeiture	185,839	61,200	41,630	205,409
Public Safety Compliance	139,630	65,790	49,840	155,580
Recreation Contributions	38,328	30,200	21,000	47,528
Nature Center Contributions	53,961	94,100	91,100	56,961
Public Health Grants	104,510	53,050	48,330	109,230
Wood Lake Half Marathon	25,636	69,500	63,800	31,336
Franchise Fees	2,208,703	1,852,000	2,039,480	2,021,223
Ice Arena	(3,841,402)	1,237,170	1,026,470	(3,630,702)
Swimming Pool	(952,039)	537,310	466,860	(881,589)
Special Facilities	26,791	141,190	137,690	30,291
<u>Enterprise Funds *</u>				
Liquor	3,838,831	12,595,000	12,003,270	4,430,561
Water & Sewer Utility**	17,839,830	9,250,710	8,169,200	18,921,340
Storm Sewer Utility **	7,753,160	1,804,420	2,092,040	7,465,540
<u>Internal Service Funds *</u>				
Central Garage	4,646,213	2,194,950	1,892,750	4,948,413
Information Technologies	197,659	1,186,920	1,258,090	126,489
Self Insurance	4,776,472	972,920	1,124,530	4,624,862
Building Services	772,161	897,140	897,140	772,161
<u>Debt Service Funds **</u>				
G.O. Improvement Bonds	10,844,148	9,624,400	15,165,670	5,302,878
G.O. Redevelopment Bonds	-	868,100	868,100	-
<u>Capital Improvement Funds</u>				
Recreational Development	4,362,917	450,000	450,000	4,362,917
Right-of-Way Improvements	14,455,969	17,030,000	17,030,000	14,455,969
Public Facilities	-	2,565,000	2,565,000	-
TOTALS	\$ 79,783,086	\$ 88,557,120	\$ 92,184,590	\$ 76,155,616

* In municipal accounting, all capital outlay acquired by the Enterprise and Internal Service Funds is recorded at cost. This cost is charged as depreciation expense over the estimated useful life of the asset.

** Bonds are not recorded as current expenditures, but rather as adjustments to the cash position.

SUMMARY OF 2020 BUDGET ALL FUNDS

<u>FUND</u>	<u>Fund Balance January 1, 2020</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Fund Balance December 31, 2020</u>
<u>General</u>	\$ 8,810,296	\$ 25,438,820	\$ 25,438,820	\$ 8,810,296
<u>Special Revenue Funds</u>				
Liquor Contribution	137,823	450,950	450,000	138,773
Tourism Administration	56,016	10,500	10,130	56,386
Communications	2,126,506	395,800	480,260	2,042,046
Elections	1,468,578	378,500	133,460	1,713,618
Drug Felony/Forfeiture	205,409	42,000	43,000	204,409
Public Safety Compliance	155,580	14,700	8,200	162,080
Recreation Contributions	47,528	30,220	21,000	56,748
Nature Center Contributions	56,961	94,200	92,000	59,161
Public Health Grants	109,230	53,150	48,330	114,050
Wood Lake Half Marathon	31,336	69,500	63,800	37,036
Franchise Fees	2,021,223	1,847,000	2,943,020	925,203
Ice Arena	(3,630,702)	4,959,990	4,755,310	(3,426,022)
Swimming Pool	(881,589)	563,150	481,490	(799,929)
Special Facilities	30,291	40,400	47,970	22,721
<u>Enterprise Funds *</u>				
Liquor	4,430,561	13,476,810	13,194,070	4,713,301
Water & Sewer Utility**	18,921,340	9,571,700	8,354,280	20,138,760
Storm Sewer Utility **	7,465,540	1,917,130	2,286,100	7,096,570
<u>Internal Service Funds *</u>				
Central Garage	4,948,413	2,248,010	1,830,100	5,366,323
Information Technologies	126,489	1,223,900	1,453,700	(103,311)
Self Insurance	4,624,862	968,000	1,136,880	4,455,982
Building Services	772,161	924,180	923,810	772,531
<u>Debt Service Funds **</u>				
G.O. Improvement Bonds	5,302,878	4,330,130	4,338,060	5,294,948
G.O. Redevelopment Bonds	-	874,280	874,280	-
<u>Capital Improvement Funds</u>				
Recreational Development	4,362,917	4,130,000	4,130,000	4,362,917
Right-of-Way Improvements	14,455,969	5,630,000	5,630,000	14,455,969
Public Facilities	-	3,085,000	3,085,000	-
TOTALS	\$ 76,155,616	\$ 82,768,020	\$ 82,253,070	\$ 76,670,566

* In municipal accounting, all capital outlay acquired by the Enterprise and Internal Service Funds is recorded at cost. This cost is charged as depreciation expense over the estimated useful life of the asset.

** Bonds are not recorded as current expenditures, but rather as adjustments to the cash position.

**2018-2020 SUMMARY OF FINANCIAL SOURCES AND USES
AND CHANGES IN FUND BALANCES**

	General Fund			Special Revenue Funds			Enterprise Funds		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
	Actual	Revised	Budget	Actual	Revised	Budget	Actual	Revised	Budget
<u>FINANCIAL SOURCES</u>									
Property Taxes	\$ 16,003,424	\$ 16,549,150	\$ 17,311,530						
Licenses and Permits	1,385,288	1,701,500	1,106,600						
Intergovernmental Revenues	2,383,163	2,447,540	2,649,000	112,378	107,670	85,900	24,605		
Charges for Services	2,246,618	2,551,370	2,337,800	3,677,911	3,763,680	3,815,120	21,978,680	23,261,320	24,569,800
Special Assessments	-								
Fines and Forfeitures	310,713	310,000	325,000	53,093	51,200	40,000			
Miscellaneous Revenues	153,773	96,800	105,680	827,556	773,410	659,040	409,635	388,810	395,840
Other Financing Sources	299,920	555,240	1,603,210	365,000	210,000	4,350,000	3,027,149		
Total Financial Sources	<u>\$ 22,782,899</u>	<u>\$ 24,211,600</u>	<u>\$ 25,438,820</u>	<u>\$ 5,035,938</u>	<u>\$ 4,905,960</u>	<u>\$ 8,950,060</u>	<u>\$ 25,440,069</u>	<u>\$ 23,650,130</u>	<u>\$ 24,965,640</u>
<u>FINANCIAL USES</u>									
Personnel Services	\$ 15,783,443	\$ 16,815,530	\$ 17,811,150	\$ 1,110,648	\$ 1,105,140	\$ 1,193,080	\$ 3,909,090	\$ 4,058,360	\$ 4,280,970
Other Services & Charges	6,706,174	7,186,070	7,407,670	1,072,685	1,270,640	1,256,870	6,011,132	6,046,780	6,206,780
Depreciation	-						2,011,687	2,157,220	2,130,500
Capital Outlay Improvements	42,313			309,992	136,940	3,680,000			
Cost of Goods Sold	-			-			8,645,844	9,420,630	10,080,090
Other Financing Uses	195,000	210,000	220,000	423,340	1,944,480	3,448,020	299,920	308,930	768,210
Debt Service									
Principal	-								
Interest	-			18,573			256,796	272,590	367,900
Total Financial Uses	<u>\$ 22,726,930</u>	<u>\$ 24,211,600</u>	<u>\$ 25,438,820</u>	<u>\$ 2,935,238</u>	<u>\$ 4,457,200</u>	<u>\$ 9,577,970</u>	<u>\$ 21,134,469</u>	<u>\$ 22,264,510</u>	<u>\$ 23,834,450</u>
Net increase (decrease) in fund balance	\$ 55,969	\$ -	\$ -	\$ 2,100,700	\$ 448,760	\$ (627,910)	\$ 4,305,600	\$ 1,385,620	\$ 1,131,190
Change in Accounting Principle	-	-	-	-	-	-	(5,313)	-	-
Prior Period Adjustment	-	-	-	-	-	-	(318,362)	-	-
<u>FUND BALANCES:</u>									
Fund Balance - Beginning	\$ 8,754,327	\$ 8,810,296	\$ 8,810,296	\$ (615,270)	\$ 1,485,430	\$ 1,934,190	\$ 25,126,221	\$ 29,431,821	\$ 30,817,441
Fund Balance - Ending	<u>\$ 8,810,296</u>	<u>\$ 8,810,296</u>	<u>\$ 8,810,296</u>	<u>\$ 1,485,430</u>	<u>\$ 1,934,190</u>	<u>\$ 1,306,280</u>	<u>\$ 29,431,821</u>	<u>\$ 30,817,441</u>	<u>\$ 31,948,631</u>

Internal Service Funds			Debt Service Funds			Capital Improvement Funds			Totals		
2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Actual	Revised	Budget	Actual	Revised	Budget	Actual	Revised	Budget	Actual	Revised	Budget
			\$ 2,884,805	\$ 3,170,340	\$ 3,478,690	\$ 1,152,799	\$ 795,000	\$ 815,000	\$20,041,028	\$ 20,514,490	\$21,605,220
									1,385,288	1,701,500	1,106,600
			-			3,630,323	2,480,000	5,790,000	6,150,469	5,035,210	8,524,900
3,860,861	3,982,450	4,071,990							31,764,070	33,558,820	34,794,710
			56,015	56,000	55,000	146,293			202,308	56,000	55,000
									363,806	361,200	365,000
382,658	181,480	187,100	220,761	45,000	45,000	434,319	5,070,000	6,240,000	2,428,702	6,555,500	7,632,660
855,000	1,088,000	1,105,000	11,148,580	7,221,160	1,625,720	10,273,964	11,700,000		25,969,613	20,774,400	8,683,930
\$ 5,098,519	\$ 5,251,930	\$ 5,364,090	\$ 14,310,161	\$ 10,492,500	\$ 5,204,410	\$ 15,637,698	\$ 20,045,000	\$ 12,845,000	\$88,305,284	\$ 88,557,120	\$82,768,020
\$ 1,474,614	\$ 1,562,130	\$ 1,720,490							\$22,277,795	\$ 23,541,160	\$25,005,690
2,284,711	2,870,950	2,997,320		72,950		6,894,351			22,969,053	17,447,390	17,868,640
828,458	696,430	586,680							2,840,145	2,853,650	2,717,180
						4,089,009	20,045,000	12,845,000	4,441,314	20,181,940	16,525,000
									8,645,844	9,420,630	10,080,090
70,000	43,000	40,000	9,800,000	5,604,820	435,000	1,433,064			12,221,324	8,111,230	4,911,230
			2,365,000	8,870,000	3,290,000				2,365,000	8,870,000	3,290,000
			1,579,424	1,486,000	1,487,340				1,854,793	1,758,590	1,855,240
\$ 4,657,783	\$ 5,172,510	\$ 5,344,490	\$ 13,744,424	\$ 16,033,770	\$ 5,212,340	\$ 12,416,424	\$ 20,045,000	\$ 12,845,000	\$77,615,268	\$ 92,184,590	\$82,253,070
\$ 440,736	\$ 79,420	\$ 19,600	\$ 565,737	\$ (5,541,270)	\$ (7,930)	\$ 3,221,274	\$ -	\$ -	\$10,690,016	\$ (3,627,470)	\$ 514,950
(2,124)	-	-	-	-	-	-	-	-	(7,437)	-	-
-	-	-	-	-	-	-	-	-	(318,362)	-	-
\$ 9,951,769	\$10,392,505	\$10,471,925	\$10,278,411	\$10,844,148	\$ 5,302,878	\$15,597,612	\$18,818,886	\$18,818,886	\$69,093,070	\$ 79,783,086	\$76,155,616
\$10,392,505	\$10,471,925	\$10,491,525	\$10,844,148	\$ 5,302,878	\$ 5,294,948	\$18,818,886	\$18,818,886	\$18,818,886	\$79,783,086	\$ 76,155,616	\$76,670,566

COMPARATIVE ANALYSIS OF REVENUES ALL FUNDS

	2018 Actual	2019 Budget	2019 Revised	2020 Budget
<u>*General Fund</u>	22,782,899	24,230,620	\$ 24,211,600	25,438,820
<u>Special Revenue Funds</u>				
Liquor Contribution Fund	2,128	450,950	950	450,950
Tourism Administration	14,266	13,400	10,500	10,500
Communications	427,234	443,700	392,000	395,800
Elections	359,783	271,500	361,000	378,500
Drug Felony/Forfeiture	55,589	41,850	61,200	42,000
Public Safety Compliance	50,879	31,380	65,790	14,700
Recreation Contributions	42,659	30,150	30,200	30,220
Nature Center Contributions	93,601	73,500	94,100	94,200
Public Health Grants	53,861	36,870	53,050	53,150
Wood Lake Half Marathon	59,824	69,100	69,500	69,500
Franchise Fees	1,860,744	1,837,000	1,852,000	1,847,000
Ice Arena	1,388,119	1,169,390	1,237,170	4,959,990
Swimming Pool	470,936	507,010	537,310	563,150
Special Facilities	156,315	46,090	141,190	40,400
<u>Enterprise Funds</u>				
*Liquor	11,671,168	12,572,020	12,595,000	13,476,810
Water & Sewer Utility	10,421,236	9,214,210	9,250,710	9,571,700
Storm Sewer Utility	3,347,665	1,791,920	1,804,420	1,917,130
<u>Internal Service Funds</u>				
Central Garage	2,011,653	2,186,970	2,194,950	2,248,010
Information Technologies	1,116,525	1,188,800	1,186,920	1,223,900
Self Insurance	1,049,085	981,430	972,920	968,000
Building Services	890,849	886,940	897,140	924,180
Compensated Absences	30,407	-	-	-
<u>Debt Service Funds</u>				
*G.O. Improvement Bonds	13,440,795	3,997,580	9,624,400	4,330,130
G.O. Redevelopment Bonds	869,366	868,050	868,100	874,280
<u>Capital Improvement Funds</u>				
Recreational Development	418,472	450,000	450,000	4,130,000
*Right-of-Way Improvements	15,219,226	27,690,000	17,030,000	5,630,000
Public Facilities	-	2,935,000	2,565,000	3,085,000
Total	\$ 88,305,284	\$ 94,015,430	\$ 88,557,120	\$ 82,768,020

* These funds represent major funds of the City. Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

COMPARATIVE ANALYSIS OF EXPENDITURES ALL FUNDS

	2018 Actual	2019 Budget	2019 Revised	2020 Budget
<u>*General Fund</u>				
Legislative/Executive	\$ 837,836	\$ 928,660	\$ 866,050	\$ 927,410
Administrative Services	668,263	746,390	856,240	961,630
Finance	674,332	657,700	649,850	673,000
Public Safety	8,671,310	9,516,580	9,507,900	9,847,770
Fire	4,237,354	4,441,800	4,467,460	4,850,230
Community Development	1,471,067	1,574,280	1,576,100	1,629,150
Public Works	4,075,249	4,187,140	4,106,440	4,299,810
Recreation Services	1,896,519	1,968,070	1,971,560	2,029,820
Operating transfers	195,000	210,000	210,000	220,000
Subtotal	\$ 22,726,930	\$ 24,230,620	\$ 24,211,600	\$ 25,438,820
<u>Special Revenue Funds</u>				
Liquor Contribution Fund	-	450,000	-	450,000
Tourism Administration	9,839	10,130	10,130	10,130
Communications	376,886	490,100	300,570	480,260
Election	118,254	141,690	160,300	133,460
Drug Felony/Forfeiture	10,484	42,160	41,630	43,000
Public Safety Compliance	25,690	29,300	49,840	8,200
Recreation Contributions	20,214	20,000	21,000	21,000
Nature Center Contributions	87,294	74,200	91,100	92,000
Public Health Grants	48,554	36,320	48,330	48,330
Wood Lake Half Marathon	66,803	60,000	63,800	63,800
Franchise Fees	398,265	2,039,480	2,039,480	2,943,020
Ice Arena	1,205,071	993,860	1,026,470	4,755,310
Swimming Pool	423,453	464,420	466,860	481,490
Special Facilities	144,431	46,460	137,690	47,970
<u>Enterprise Funds</u>				
*Liquor	11,105,484	12,347,750	12,003,270	13,194,070
Water & Sewer Utility	8,228,587	8,211,380	8,169,200	8,354,280
Storm Sewer Utility	1,800,398	2,127,390	2,092,040	2,286,100
<u>Internal Service Funds</u>				
Central Garage	2,000,854	2,059,120	1,892,750	1,830,100
Information Technologies	1,079,420	1,222,810	1,258,090	1,453,700
Self Insurance	690,949	1,145,220	1,124,530	1,136,880
Building Services	856,153	893,870	897,140	923,810
Compensated Absences	30,407	-		
<u>Debt Service Funds</u>				
*G.O. Improvement Bonds	12,875,058	9,993,890	15,165,670	4,338,060
G.O. Redevelopment Bonds	869,366	868,050	868,100	874,280
<u>Capital Improvement Funds</u>				
Recreational Development	458,387	450,000	450,000	4,130,000
*Right-of-Way Improvements	11,958,037	27,690,000	17,030,000	5,630,000
Public Facilities	-	2,935,000	2,565,000	3,085,000
Total	\$ 77,615,268	\$ 99,073,220	\$ 92,184,590	\$ 82,253,070

* These funds represent major funds of the City. Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

**COMPARATIVE ANALYSIS OF EXPENDITURES
BY MAJOR OBJECTIVE ALL FUNDS**

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Revised</u>	<u>2020 Budget</u>
<u>Current Expenses</u>				
Personal Services	\$ 22,277,795	\$ 23,656,090	\$ 23,541,160	\$ 25,005,690
Other Services & Charges	<u>22,969,053</u>	<u>17,196,920</u>	<u>17,447,390</u>	<u>17,868,640</u>
Subtotal	\$ 45,246,848	\$ 40,853,010	\$ 40,988,550	\$ 42,874,330
Capital Outlay Improvements	4,441,314	31,075,000	20,181,940	16,525,000
Depreciation	2,840,145	2,887,320	2,853,650	2,717,180
Liquor and Recreation:				
Cost of Goods Sold	8,645,844	9,413,600	9,420,630	10,080,090
Transfers	12,221,324	4,141,410	8,111,230	4,911,230
Debt Service	<u>4,219,793</u>	<u>10,702,880</u>	<u>10,628,590</u>	<u>5,145,240</u>
TOTAL	<u><u>\$ 77,615,268</u></u>	<u><u>\$ 99,073,220</u></u>	<u><u>\$ 92,184,590</u></u>	<u><u>\$ 82,253,070</u></u>

GENERAL FUND

COMPARATIVE ANALYSIS OF 2019 ADOPTED, 2019 REVISED AND 2020 BUDGET - GENERAL FUND

	Adopted 2019	Revised 2019	Proposed 2020	Adopted/ Proposed % Increase/ (Decrease)
REVENUES				
Property Taxes	\$ 16,549,150	\$ 16,549,150	\$ 17,311,530	4.61%
Licenses and Permits	1,066,100	1,701,500	1,106,600	3.80%
Intergovernmental Revenue	2,413,850	2,447,540	2,646,600	9.64%
Charges for Services	2,210,420	2,551,370	2,337,800	5.76%
Fines and Forfeitures	330,000	310,000	325,000	-1.52%
Miscellaneous Revenues	110,550	96,800	108,080	-2.23%
Transfers	1,550,550	555,240	1,603,210	3.40%
Total Revenues	<u>\$ 24,230,620</u>	<u>\$ 24,211,600</u>	<u>\$ 25,438,820</u>	4.99%
EXPENDITURES				
Legislative/Executive	\$ 928,660	\$ 866,050	\$ 927,410	-0.13%
Administrative Services	746,390	856,240	961,630	28.84%
Finance	657,700	649,850	673,000	0.00%
Public Safety	9,516,580	9,507,900	9,847,770	3.48%
Fire	4,441,800	4,467,460	4,850,230	9.20%
Community Development	1,574,280	1,576,100	1,629,150	3.49%
Public Works	4,187,140	4,106,440	4,299,810	2.69%
Recreation Services	1,968,070	1,971,560	2,029,820	3.14%
Transfers	210,000	210,000	220,000	4.76%
Total Expenditures	<u>\$ 24,230,620</u>	<u>\$ 24,211,600</u>	<u>\$ 25,438,820</u>	4.99%

The 2019 Proposed General Fund budget reflects a 4.99% increase in revenues and expenditures as compared to the 2019 Adopted budget. The 2019 Revised budget reflects a .08% decrease when compared to the 2019 Adopted budget.

REVENUES

The primary source of revenues for the General Fund continues to be property taxes, charges for services, intergovernmental revenues and the transfer in of revenues to fund general fund operations. For the 2020 Proposed budget these four sources account for 94% of total General Fund revenues. Over the last several years the City has employed a strategy to eliminate its dependence on Local Government Aid (LGA) as a response to reductions and unallotments of state aid by the State of Minnesota. However, in response to market value increases, debt service levies, and a new Economic Development Authority levy, the City has increased it's budgeted level of LGA to \$1,450,000 in order to mitigate these pressures on the tax levy.

EXPENDITURES

The largest expenditures incurred by the General Fund remain those for public safety, fire and public works. The proposed 2020 tax levy for the General Fund does not even cover the budgeted 2020 expenditures of these three departments.

COMPARATIVE ANALYSIS OF FUND BALANCE - GENERAL FUND

	2018 Actual	2019 Budget	2019 Revised	2020 Budget
Fund Balance - January 1	\$ 8,754,327	\$ 8,810,296	\$ 8,810,296	\$ 8,810,296
Revenue and Transfers	22,782,899	24,230,620	24,211,600	25,438,820
Total Available	31,537,226	33,040,916	33,021,896	34,249,116
Expenditures and Transfers	22,726,930	24,230,620	24,211,600	25,438,820
Fund Balance - December 31	<u>\$ 8,810,296</u>	<u>\$ 8,810,296</u>	<u>\$ 8,810,296</u>	<u>\$ 8,810,296</u>
Fund Balances:				
Nonspendable	\$ 91,050	82,273	\$ 91,050	\$ 91,050
Unassigned	<u>8,719,246</u>	<u>8,672,054</u>	<u>8,719,246</u>	<u>8,719,246</u>
Total Fund Balance	<u>\$ 8,810,296</u>	<u>\$ 8,754,327</u>	<u>\$ 8,810,296</u>	<u>\$ 8,810,296</u>

SOURCE	Revised Budget 2019		Budget 2020	
	Total	Percent	Total	Percent
Taxes	\$ 16,549,150	68.35%	\$ 17,311,530	68.05%
Licenses and Permits	1,701,500	7.03%	1,106,600	4.34%
Intergovernmental Revenues:				
Local Government Aid	1,200,000	4.96%	1,450,000	5.70%
Other	1,247,540	5.15%	1,196,600	4.70%
Subtotal	<u>2,447,540</u>	<u>85.49%</u>	<u>2,646,600</u>	<u>82.81%</u>
Charges for Services	2,551,370	10.54%	2,337,800	9.19%
Fines and Forfeitures	310,000	1.28%	325,000	1.28%
Miscellaneous Revenues	96,800	0.40%	108,080	0.42%
Transfers	<u>555,240</u>	<u>2.29%</u>	<u>1,603,210</u>	<u>6.30%</u>
Total Revenues	<u>\$ 24,211,600</u>	<u>100.00%</u>	<u>\$ 25,438,820</u>	<u>100.00%</u>

COMPARATIVE ANALYSIS OF REVENUES - GENERAL FUND

	2018 Actual	2019 Budget	2019 Revised	2020 Budget
<u>Taxes</u>				
Current Ad Valorem	\$ 13,362,738	\$ 12,911,737	\$ 12,911,737	\$ 13,674,117
Fiscal Disparities	2,640,686	3,637,413	3,637,413	3,637,413
Total Property Taxes	<u>\$ 16,003,424</u>	<u>\$ 16,549,150</u>	<u>\$ 16,549,150</u>	<u>\$ 17,311,530</u>
<u>License and Permits</u>				
Business Licenses	\$ 340,866	\$ 345,100	\$ 327,000	\$ 338,000
Non Business Licenses and Permits	1,044,422	721,000	1,374,500	768,600
Total License and Permits	<u>\$ 1,385,288</u>	<u>\$ 1,066,100</u>	<u>\$ 1,701,500</u>	<u>\$ 1,106,600</u>
<u>Intergovernmental Revenue</u>				
Federal -				
Grants	\$ 97,568	\$ 128,820	\$ 125,630	\$ 94,000
State :				
Local Government Aid	1,150,000	1,200,000	1,200,000	1,450,000
Law Officer Training	40,194	40,000	40,000	40,000
Police State Aid	412,971	383,000	390,000	395,000
Fire State Aid	163,754	164,000	164,000	168,600
State-aid Street Maintenance	315,000	315,000	315,000	315,000
Grants - Other	37,701	25,250	49,630	20,750
County-				
Community Health Services	134,407	134,440	134,440	134,410
Grants - Other	31,568	23,340	28,840	28,840
Total Intergovernmental Revenue	<u>\$ 2,383,163</u>	<u>\$ 2,413,850</u>	<u>\$ 2,447,540</u>	<u>\$ 2,646,600</u>
<u>Charges for Services</u>				
General Government	\$ 974,201	\$ 814,000	\$ 1,079,100	\$ 833,600
Deputy Registrar	789,085	935,000	1,015,000	1,050,000
Public Safety	50,086	40,300	44,500	49,000
Park and Recreation	357,411	348,570	338,790	331,140
Nature Center	75,835	72,550	73,980	74,060
Total Charges for Services	<u>\$ 2,246,618</u>	<u>\$ 2,210,420</u>	<u>\$ 2,551,370</u>	<u>\$ 2,337,800</u>

COMPARATIVE ANALYSIS OF REVENUES - GENERAL FUND

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Revised</u>	<u>2020 Budget</u>
<u>Fines and Forfeits</u>				
Municipal Court Fines	\$ 310,713	\$ 330,000	\$ 310,000	\$ 325,000
Total Fines and Forfeits	<u>\$ 310,713</u>	<u>\$ 330,000</u>	<u>\$ 310,000</u>	<u>\$ 325,000</u>
<u>Miscellaneous Revenues</u>				
Investment Income	\$ 93,957	\$ 46,570	\$ 46,570	\$ 55,000
Rents	30,391	32,680	32,930	33,630
Recovery - Damage to Property	13,391	5,000	5,500	5,500
Other	16,034	26,300	11,800	13,950
Total Miscellaneous Revenues	<u>\$ 153,773</u>	<u>\$ 110,550</u>	<u>\$ 96,800</u>	<u>\$ 108,080</u>
<u>Transfers</u>	<u>\$ 299,920</u>	<u>\$ 1,550,550</u>	<u>\$ 555,240</u>	<u>\$ 1,603,210</u>
<u>TOTAL REVENUES</u>	<u><u>\$ 22,782,899</u></u>	<u><u>\$ 24,230,620</u></u>	<u><u>\$ 24,211,600</u></u>	<u><u>\$ 25,438,820</u></u>

COMPARATIVE ANALYSIS OF EXPENDITURES - GENERAL FUND

	2018 Actual	2019 Budget	2019 Revised	2020 Budget
<u>Legislative/Executive</u>				
Mayor-Council	\$ 261,521	\$ 235,440	\$ 243,250	\$ 217,300
Other Agencies	98,230	99,560	99,560	100,860
City Manager	224,746	246,260	175,840	255,810
Legal	253,339	347,400	347,400	353,440
Subtotal	<u>\$ 837,836</u>	<u>\$ 928,660</u>	<u>\$ 866,050</u>	<u>\$ 927,410</u>
<u>Administrative Services</u>				
Administration	\$ 60,596	\$ 114,630	\$ 154,820	\$ 165,580
Human Resources	24,499	69,330	52,280	63,260
City Clerk	583,168	562,430	649,140	732,790
Subtotal	<u>\$ 668,263</u>	<u>\$ 746,390</u>	<u>\$ 856,240</u>	<u>\$ 961,630</u>
<u>Finance</u>				
Finance	\$ 295,319	\$ 308,070	\$ 307,010	\$ 319,420
Assessing	379,013	349,630	342,840	353,580
Subtotal	<u>\$ 674,332</u>	<u>\$ 657,700</u>	<u>\$ 649,850</u>	<u>\$ 673,000</u>
<u>Public Safety</u>				
Support Services	\$ 914,476	\$ 981,370	\$ 996,890	\$ 1,077,240
Police	7,733,912	8,498,720	8,473,980	8,733,420
Emergency Services	22,922	36,490	37,030	37,110
Subtotal	<u>\$ 8,671,310</u>	<u>\$ 9,516,580</u>	<u>\$ 9,507,900</u>	<u>\$ 9,847,770</u>
<u>Fire</u>				
Fire	\$ 4,237,354	\$ 4,441,800	\$ 4,467,460	\$ 4,850,230
Subtotal	<u>\$ 4,237,354</u>	<u>\$ 4,441,800</u>	<u>\$ 4,467,460</u>	<u>\$ 4,850,230</u>
<u>Community Development</u>				
Administration	\$ 67,543	\$ 69,310	\$ 70,800	\$ 72,900
Planning & Zoning	300,603	307,980	310,930	318,560
Inspections	1,102,921	1,196,990	1,194,370	1,237,690
Subtotal	<u>\$ 1,471,067</u>	<u>\$ 1,574,280</u>	<u>\$ 1,576,100</u>	<u>\$ 1,629,150</u>
<u>Public Works</u>				
Administration	\$ 179,744	\$ 188,970	\$ 185,220	\$ 190,700
Engineering	340,546	336,820	245,230	278,560
Streets	2,263,665	2,335,600	2,332,560	2,393,320
Park Maintenance	1,291,294	1,325,750	1,343,430	1,437,230
Subtotal	<u>\$ 4,075,249</u>	<u>\$ 4,187,140</u>	<u>\$ 4,106,440</u>	<u>\$ 4,299,810</u>
<u>Recreation Services</u>				
Recreation Administration	\$ 386,198	\$ 375,590	\$ 353,290	\$ 361,800

COMPARATIVE ANALYSIS OF EXPENDITURES - GENERAL FUND

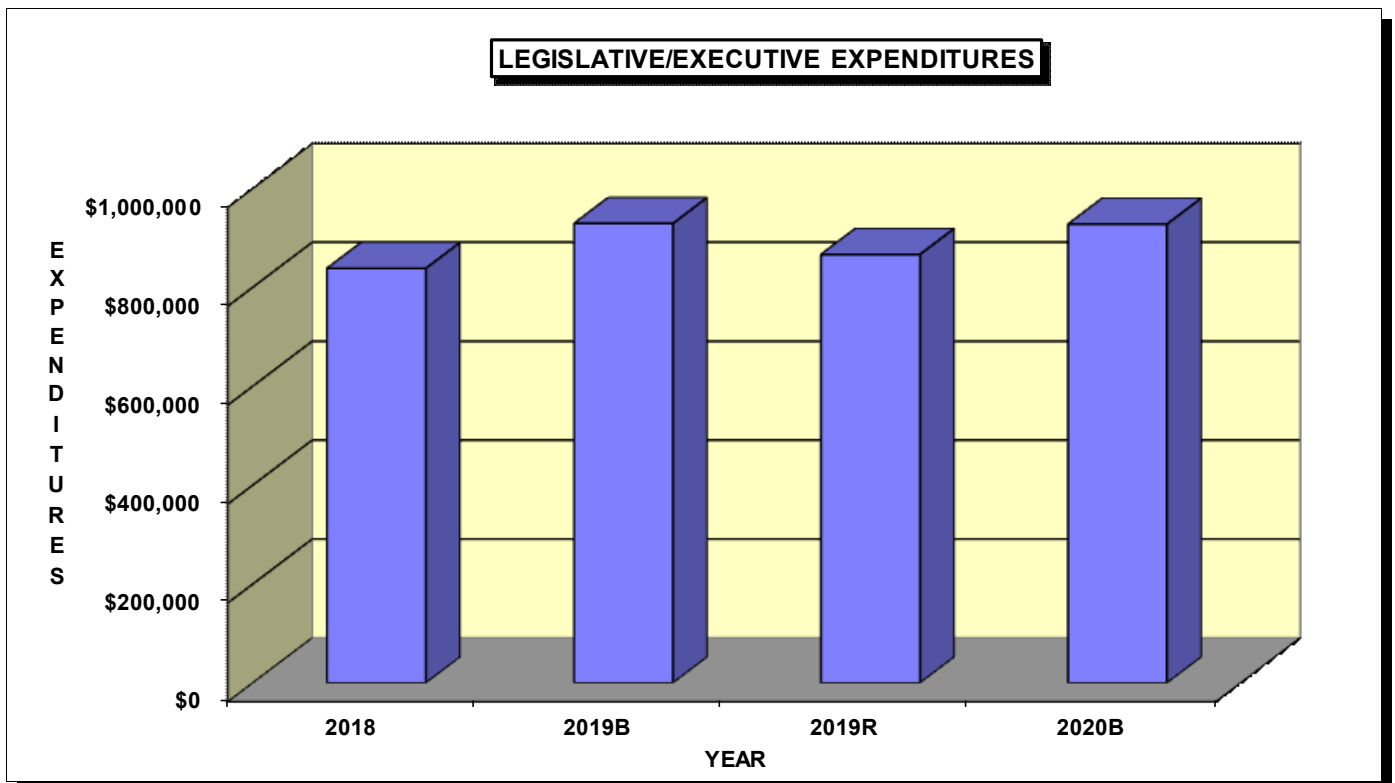
	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Revised</u>	<u>2020 Budget</u>
Recreation	955,276	1,038,020	1,038,370	1,085,640
Nature Center	<u>555,045</u>	<u>554,460</u>	<u>579,900</u>	<u>582,380</u>
Subtotal	<u>\$ 1,896,519</u>	<u>\$ 1,968,070</u>	<u>\$ 1,971,560</u>	<u>\$ 2,029,820</u>
<u>Transfers Out</u>				
Special Revenue Funds	<u>\$ 195,000</u>	<u>\$ 210,000</u>	<u>\$ 210,000</u>	<u>\$ 220,000</u>
	<u>\$ 195,000</u>	<u>\$ 210,000</u>	<u>\$ 210,000</u>	<u>\$ 220,000</u>
 TOTAL EXPENDITURES	 <u><u>\$ 22,726,930</u></u>	 <u><u>\$ 24,230,620</u></u>	 <u><u>\$ 24,211,600</u></u>	 <u><u>\$ 25,438,820</u></u>

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FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
10100 Mayor Council	\$ 261,521	\$ 235,440	\$ 243,250	\$ 217,300	(7.70%)
10105 Other Agencies	98,230	99,560	99,560	100,860	1.31%
10115 City Manager	224,746	246,260	175,840	255,810	3.88%
10120 Legal	253,339	347,400	347,400	353,440	1.74%
<i>Legislative/Executive TOTAL</i>	<u>\$ 837,836</u>	<u>\$ 928,660</u>	<u>\$ 866,050</u>	<u>\$ 927,410</u>	(0.13%)



CITY COUNCIL DIVISION

MISSION STATEMENT

To function as the legislative and policy-making body of Richfield city government.

DIVISION FOCUS

The Richfield City Council is composed of an elected at-large Mayor and four Council Members, one of which is elected at-large. The Mayor and the Council Members are each elected to four-year terms. The City Council sets the long-range direction of the City and establishes policies that maintain a high quality of life for Richfield residents.

2019 HIGHLIGHTS

- Managed the transition to a new City Manager, new Mayor and 2 new Council Members with new Council onboarding process and Council/Staff retreats.
- Developed 2020 goals and objectives at strategic planning work sessions. Goals and objectives guided staff development of action steps and budget for 2020.
- Strengthened relationships with community organizations including virtual State of the Community event with Richfield Public Schools, Richfield Chamber of Commerce and the Richfield Foundation.
- Fostered greater community engagement by serving as liaisons to City boards and commissions, meeting with residents and by supporting a variety of community initiatives.
- Increased Richfield's regional presence with positive earned media and partnering with regional organizations like the I-494 Corridor Commission, I-35W Solutions Alliance, Greater MSP and Regional Council of Mayors.
- Advocated for City priorities at the federal, state and county level.

2020 DIVISION GOALS

- Expand strategic planning process to include greater community, Council and staff engagement, including a community survey.
- Incorporate updated mission, vision, values and goals into the City budget and Capital Improvement Plan.
- Strengthen relationship with staff and continue to create operating norms that enable a high functioning team.
- Provide additional equity training to staff, develop an equity tool kit to operationalize equity in City programs and procedures.
- Work with community organizations to increase participation in the 2020 Census - especially Richfield's hard to count populations.
- Continue to improve partnership with community organizations, including schools, civic groups, nonprofits and local businesses.
- Increase Richfield's visibility with earned media, public speaking at key local and regional events and by regularly engaging with our neighbors and regional organizations.

- Continue to advocate for City priorities at the federal, state and county level.

DIVISION EXPENDITURE COMMENT

The 2019 Revised budget has an increase of 3.3% over the 2019 Adopted budget due to increases in personal services and a consultant for \$4,500. The 2020 Proposed budget has a decrease of 7.7% from the 2019 Adopted budget due to decreases in personal services from removing the Executive Analyst and Deputy City Clerk positions from this budget and moving their costs to the City Manager and City Clerk Divisions, respectively.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Mayor Council - 10100

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 101,761	\$ 101,860	\$ 102,350	\$ 50,810
6031 Employer Social Security	5,227	5,690	4,580	1,360
6032 Employer Medicare	1,325	1,470	1,480	740
6033 Employer Pera	4,957	4,870	5,390	1,440
6035 Medical Insurance	7,930	9,480	9,900	-
6036 Dental Insurance	571	540	570	-
6037 Term Life	17	30	40	-
6038 Workers Compensation	1,056	60	60	60
6040 Long Term Disability	-	180	190	-
<i>Personal Services Total</i>	<u>\$ 122,844</u>	<u>\$ 124,180</u>	<u>\$ 124,560</u>	<u>\$ 54,410</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 30,245	\$ 200	\$ 200	\$ 42,200
6202 Data Processing Rental	1,990	2,110	2,190	2,370
6207 Utility Services	14,904	15,370	15,370	15,830
6301 Advertising & Publication	351	150	150	150
6303 Professional Development	4,619	8,000	13,760	14,630
6305 Subscriptions & Memberships	58,329	56,140	57,380	58,030
6307 Insurance & Bonds	734	720	770	790
6308 Property Liability	480	490	490	510
6401 Office Supplies	278	800	800	800
6402 Copy Charges	588	700	700	700
6403 Postage	19	80	80	80
6409 Uniforms & Clothing	-	-	750	750
6513 Other Charges	26,140	26,000	26,050	26,050
6530 Contingency	-	500	-	-
<i>Other Services & Charges Total</i>	<u>\$ 138,677</u>	<u>\$ 111,260</u>	<u>\$ 118,690</u>	<u>\$ 162,890</u>
<i>Mayor Council TOTAL</i>	<u><u>\$ 261,521</u></u>	<u><u>\$ 235,440</u></u>	<u><u>\$ 243,250</u></u>	<u><u>\$ 217,300</u></u>

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Mayor Council - 10100

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Executive Analyst	GS-5E	.40	.40	-
Deputy City Clerk	GS-4	.40	.40	-
	<i>Total</i>	<u>.80</u>	<u>.80</u>	<u>-</u>
<u>Part-Time Employees</u>				
Mayor	Exempt	1.00	1.00	1.00
Council Member	Exempt	4.00	4.00	4.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

OTHER AGENCIES DIVISION

MISSION STATEMENT

To award grants to certain agencies delivering services to residents in Richfield that are within the legal guidelines as provided by Minnesota State Statutes, the State of Minnesota Constitution and the Minnesota Attorney General's office.

DIVISION FOCUS

The Other Agencies Division focus is providing the annual grants to human service agencies serving Richfield residents in a legally responsible way.

2019 HIGHLIGHTS

- Eight non-profit agencies were awarded \$70,480 in grants to provide services to Richfield residents.

2020 DIVISION GOALS

- Where legally allowable under State Statutes, fund social service agencies as an illustration of the City and community support for these agency services.

DIVISION EXPENDITURE COMMENT

The 2020 Proposed realizes a 1.31% increase over the 2019 Adopted budget due to personal services increases.

The allocation of the 2020 grants, where legally allowable, will be determined by the City Council in January 2020.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Other Agencies - 10105

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6051 Interdepartmental Labor	\$ 27,750	\$ 29,080	\$ 29,080	\$ 30,380
<i>Personal Services Total</i>	<u>\$ 27,750</u>	<u>\$ 29,080</u>	<u>\$ 29,080</u>	<u>\$ 30,380</u>
<u>Other Services & Charges</u>				
6515 Human Services - Unallocated	\$ 70,480	\$ 70,480	\$ 70,480	\$ 70,480
<i>Other Services & Charges Total</i>	<u>\$ 70,480</u>	<u>\$ 70,480</u>	<u>\$ 70,480</u>	<u>\$ 70,480</u>
<i>Other Agencies TOTAL</i>	<u><u>\$ 98,230</u></u>	<u><u>\$ 99,560</u></u>	<u><u>\$ 99,560</u></u>	<u><u>\$ 100,860</u></u>

CITY MANAGER DIVISION

MISSION STATEMENT

Plan and direct the administration of City projects and programs as established by the City Charter, City ordinances and the City Council to ensure efficient, cost-effective municipal services and development consistent with City Council direction and goals.

DIVISION FOCUS

The City Manager is the chief administrative officer of the City and is responsible to the City Council for the supervision of all departments and divisions of City administration except where otherwise provided by law or City Charter.

The implementation of City Council policies takes precedence over all other City Manager responsibilities.

2019 HIGHLIGHTS

- Managed the transition to a new City Manager, new Mayor and 2 new Council Members with new Council onboarding process and Council-staff retreats.
- Developed 2020 goals and objectives at strategic planning work sessions. Goals and objectives guided staff development of action steps and budget for 2020.
- Presented the City's Key Financial Strategies to the Council earlier in the budget process to inform critical 2020 budget decisions.
- Implemented a weekly City Manager Report to improve communication with Council and staff.
- Improved work sessions to facilitate better policy discussions and more transparency.
- Improved the commission recruitment process; resulting in near record number of applicants.
- Continue to manage City budgets to meet targeted fund balance goals; the 2018 audited financial results reflected an increase in the City's General Fund balance by \$52,723, and 2019 is on track produce similar results.
- Hired a new Recreation Services Director, established regular one-on-one meetings with department directors and attend Division meetings/events to meet directly with staff to learn more about daily operations.
- Partnered with local legislators to advance key City priorities at the Legislature including funding for the 77th Underpass, increasing Local Government Aid, and MNLARS reimbursement and rate increases for Deputy Registrar operations.

2020 DIVISION GOALS

- Improve communication and engagement with community, Council and staff: including an expanded strategic planning process and community survey.
- Prepare 2021 City budget to better align resources with strategic planning outcomes.

- Continue to provide and review a variety of options to ensure the most cost effective and efficient mean of providing service.
- Work with community organizations to increase participation in the 2020 Census - especially Richfield's hard to count populations.
- Participate in regional organizations like I-494 Corridor Commission, I-35W Solutions Alliance, Greater MSP and regularly engage with neighboring cities, MAC, Met Council, MnDOT and Hennepin County.
- Work with Administrative Services and department directors to implement priorities highlighted in the 2019 Employee Engagement Survey.
- Review procurement and workforce policies to promote diversity and inclusion and a strong local economy.
- Update the agreement with Richfield Tourism and Promotion Board which was first enacted in 1990.
- Partner with local legislators to advance key City priorities at the Legislature including funding for the 77th St Underpass.

DIVISION EXPENDITURE COMMENT

The 2019 Revised budget has a decrease of 40.2% from the 2019 Adopted budget due to decreases in personal services from removing the Administrative Services Director/Assistant City Manager position from this budget and moving the costs to the Administrative Services Division budget. The 2020 Proposed budget has an increase of 3.8% from the 2019 Adopted budget due to changes in personal services, including moving the Executive Analyst position fully into the City Manager Division and the addition of a Senior Office Assistant position shared between the City Manager Division and the Fire Department.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: City Manager - 10115

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 257,064	\$ 281,910	\$ 202,710	\$ 251,620
6031 Employer Social Security	13,461	12,840	10,150	12,510
6032 Employer Medicare	3,841	4,000	2,920	3,530
6033 Employer Pera	18,898	20,910	15,210	18,880
6035 Medical Insurance	27,195	28,200	21,850	38,810
6036 Dental Insurance	1,345	1,430	1,270	1,880
6037 Term Life	784	1,000	80	110
6038 Workers Compensation	1,536	1,250	1,250	1,340
6040 Long Term Disability	648	670	700	870
6054 Interdepartmental Labor Credit	-	(5,000)	-	-
6055 Administrative Labor Credit	(134,640)	(135,390)	(121,150)	(111,140)
<i>Personal Services Total</i>	<u>\$ 190,132</u>	<u>\$ 211,820</u>	<u>\$ 134,990</u>	<u>\$ 218,410</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 157	\$ 150	\$ 160	\$ 160
6202 Data Processing Rental	16,000	16,480	16,580	16,900
6207 Utility Services	7,440	7,670	7,670	7,900
6302 Communications	450	540	1,080	1,080
6303 Professional Development	6,457	3,500	10,030	5,900
6305 Subscriptions & Memberships	1,118	2,900	2,000	2,040
6307 Insurance & Bonds	1,836	1,800	1,930	1,990
6308 Property Liability	920	950	950	980
6401 Office Supplies	142	300	300	300
6402 Copy Charges	78	100	100	100
6403 Postage	16	50	50	50
<i>Other Services & Charges Total</i>	<u>\$ 34,614</u>	<u>\$ 34,440</u>	<u>\$ 40,850</u>	<u>\$ 37,400</u>
<i>City Manager TOTAL</i>	<u><u>\$ 224,746</u></u>	<u><u>\$ 246,260</u></u>	<u><u>\$ 175,840</u></u>	<u><u>\$ 255,810</u></u>

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: City Manager - 10115

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
City Manager	Exempt	1.00	1.00	1.00
Asst. City Manager	M-4	.40	-	-
Executive Analyst	GS-5E	.60	.60	1.00
Senior Office Assistant	GS-2	-	.60	.60
		<u>2.00</u>	<u>2.20</u>	<u>2.60</u>
	<i>Total</i>			

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

LEGAL DIVISION

MISSION STATEMENT

To provide legal services as required by the City of Richfield.

DIVISION FOCUS

The Legal Division includes legal services and costs for general corporate representation and municipal prosecution representation.

The firm of Kennedy and Graven provides general corporate representation for the City. Services provided include attendance at all City Council meetings; attendance as requested by the Council or City staff at meetings with staff, public groups and public hearings; review and preparation of contracts, performance bonds, insurance and other routine legal documents; review and preparation of ordinance code amendments and resolutions; formal and informal legal advice to Council, staff, commissions and committees; training sessions with officials and staff to discuss topics including but not limited to important legislative or judicial developments; and formal and informal advice on human resource matters including interpretations of federal, state and local rules and regulations relating to human resources matters.

Martin J. Costello provides prosecution services. Prosecution legal services provided include advising; ordinance enforcement; peace officer training; charging; calendar appearances; court trials; pretrial conferences and omnibus hearings; jury trials; sentencing; and appeals.

2019 HIGHLIGHTS

- Continued excellent legal representation by both Kennedy and Graven and Martin J. Costello.

2020 DIVISION GOALS

- To ensure that the City has the best legal representation possible for all facets of its operation.

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects no increase over the 2019 Adopted. The 2020 Proposed budget increases 1.74% over the 2019 Adopted due to increases in service levels over the prior year.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Legal - 10120

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 95,280	\$ 178,230	\$ 178,230	\$ 178,230
6105 Prosecution	156,919	168,000	168,000	174,000
6308 Property Liability	1,140	1,170	1,170	1,210
<i>Other Services & Charges Total</i>	<u>\$ 253,339</u>	<u>\$ 347,400</u>	<u>\$ 347,400</u>	<u>\$ 353,440</u>
<i>Legal TOTAL</i>	<u><u>\$ 253,339</u></u>	<u><u>\$ 347,400</u></u>	<u><u>\$ 347,400</u></u>	<u><u>\$ 353,440</u></u>

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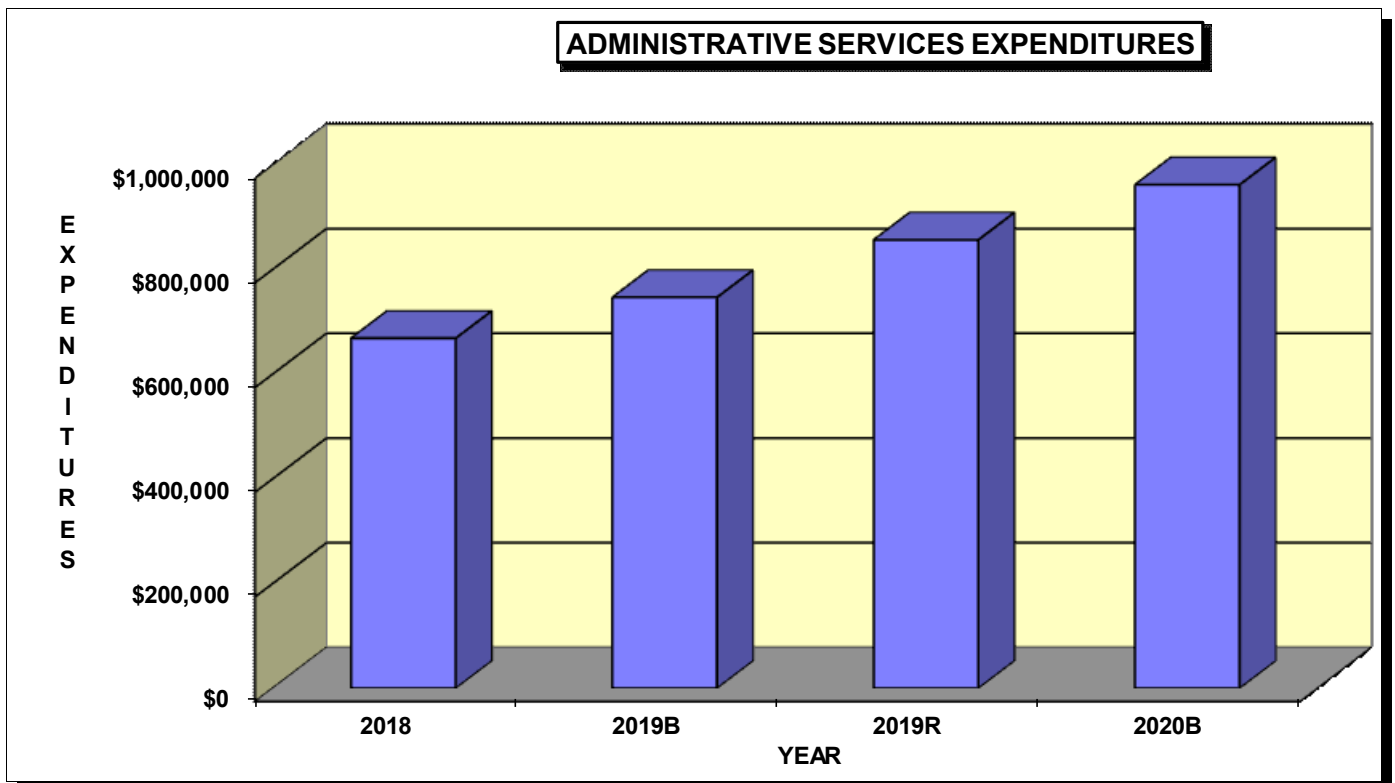
FUND: GENERAL FUND
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
10200 Administration	\$ 60,596	\$ 114,630	\$ 154,820	\$ 165,580	44.45%
10205 Human Resources	24,499	69,330	52,280	63,260	(8.76%)
10215 City Clerk	583,168	562,430	649,140	732,790	30.29%
<i>Administrative Services TOTAL</i>	<u>\$ 668,263</u>	<u>\$ 746,390</u>	<u>\$ 856,240</u>	<u>\$ 961,630</u>	28.84%

REVENUES

10215 City Clerk	\$ 789,085	\$ 935,000	\$ 1,015,000	\$ 1,050,000	12.30%
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ADMINISTRATION DIVISION

MISSION STATEMENT

To provide managerial direction to the Administrative Services Department, including the general supervision of human resources, licensing/city clerk activities, communications and engagement, government buildings, information technologies, and risk management.

DIVISION FOCUS

The Administrative Services Director serves as the supervisor of Administrative Services Department, including this division.

The Administrative Services Director is responsible for the overall direction and coordination of most of the City's administrative support service activity that allows the other City departments to operate more effectively and to create an optimal environment for employees.

Within the Human Resources function, the Administrative Services Director is responsible for contract administration, contract negotiation and employee relations. Much of the policy making of the area is handled by the Human Resources Manager, with input from the Administrative Services Director and City Manager.

This division is also responsible for the overall administration of the City's self-insurance fund and risk management program. These coverages include workers' compensation, property/casualty, dental and specialty coverages for the City, HRA and EDA. Rate changes for the coverages are determined by the division.

2019 HIGHLIGHTS

- Acknowledged by the Minnesota Governor for our 100% timeliness in reporting workers compensation claims within the 14-day state-mandated timeline.
- Continued to promote employee wellness through the THRIVE program. Realized improved medical claims experience resulting in lower premiums.
- Conducted an employee survey to provide baseline data on our racial awareness.
- Coordinated Racial IQ workshop for all staff. Hosted a Somali culture presentation for staff.

2020 GOALS

- Continue to encourage and promote employee wellness.
- Support City-wide staff training on equity and diversity (Goal 3).
- Focus efforts on the delivery of excellent customer service, both internally and externally (Goal 6)

DIVISION EXPENDITURE COMMENT

The Administrative Services Division budget reflects a significant increase due to the reallocation of the entire Administrative Services Director position to this budget as well as the reclassification of the position. Additionally, there are some nominal increases to account for planned city-wide employee training costs and costs associated with the City's racial equity work.

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Administration - 10200

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 23,323	\$ 126,690	\$ 139,840	\$ 146,610
6031 Employer Social Security	1,070	5,740	6,620	6,620
6032 Employer Medicare	250	1,820	2,020	2,080
6033 Employer Pera	1,321	7,720	10,490	11,000
6035 Medical Insurance	991	13,500	11,990	15,740
6036 Dental Insurance	71	1,010	720	720
6037 Term Life	2	60	40	40
6038 Workers Compensation	48	40	40	70
6040 Long Term Disability	-	380	480	500
6054 Interdepartmental Labor Credit	-	(75,870)	(56,760)	(58,460)
6055 Administrative Labor Credit	(80,840)	(82,760)	(81,940)	(84,240)
<i>Personal Services Total</i>	<u>\$ (53,764)</u>	<u>\$ (1,670)</u>	<u>\$ 33,540</u>	<u>\$ 40,680</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 63	\$ 50	\$ 50	\$ 50
6202 Data Processing Rental	9,765	10,130	10,350	10,520
6207 Utility Services	100,632	103,800	103,800	106,910
6303 Professional Development	2,229	500	3,300	3,400
6305 Subscriptions & Memberships	25	-	1,550	1,580
6307 Insurance & Bonds	913	900	960	990
6308 Property Liability	580	600	600	620
6401 Office Supplies	80	100	100	100
6402 Copy Charges	3	30	30	30
6403 Postage	-	40	40	40
6414 Other Supplies	70	150	500	660
<i>Other Services & Charges Total</i>	<u>\$ 114,360</u>	<u>\$ 116,300</u>	<u>\$ 121,280</u>	<u>\$ 124,900</u>
<i>Administration TOTAL</i>	<u><u>\$ 60,596</u></u>	<u><u>\$ 114,630</u></u>	<u><u>\$ 154,820</u></u>	<u><u>\$ 165,580</u></u>

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Administration - 10200

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Administrative Services Director	M-5A	1.00	1.00	1.00
<i>Total</i>		<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

HUMAN RESOURCES DIVISION

MISSION STATEMENT

To enhance the quality of City employment by formulating, implementing and administering ordinances, policies and procedures pertaining to Human Resources and Risk Management issues.

DIVISION FOCUS

This Division is responsible for the administration of the Human Resources ordinances, personnel policies, classification and pay plans, recruitment and selection activities, employee safety, employee relations, employee training, labor contract administration, labor negotiations, the Americans with Disabilities Act plan, and risk management.

The Division is administered by the Administrative Services Director and the HR Manager, with input from the City Manager.

The Administrative Service Director is responsible for contract administration, contract negotiation and employee relations. The HR Manager is responsible for recruitment, employee benefits, compensation and insurance claims. Both positions work with the City Manager in the administration of the Risk Management/Self-Insurance and labor relation functions.

2019 HIGHLIGHTS

- Negotiated labor agreements with all five City employee labor groups achieving a three percent wage adjustment for 2019.
- Continued to work on the City's recruitment process and onboarding experience for new employees.
- Executed a 2019 employee engagement survey, and is actively implementing suggested enhancements within the organization.
- Administrative Services Director served on LOGIS Healthcare Committee, which worked on determining long-range health models for the insurance consortium members.

2020 DIVISION GOALS

- Continue to review and update Personnel Policies, both to respond to changes in law and update outdated ones.
- Continue to monitor the changes to the federal health insurance model.
- Assist with succession planning for all City departments.
- Focus efforts to increase diversity in the workforce.
- Negotiate labor agreements with all labor groups with open contracts.
- Continue to assist with organizational changes in response to financial constraints.
- Continue training on new or changing Human Resources law.
- Continue to work on implementing new measures to make the work place more flexible and nimble for both the benefit of City employees and our City customers.

DIVISION EXPENDITURE COMMENT

The Human Resources budget reflects personnel services changes. For transparency the budget no longer has an allocation for the Administrative Services Director and is instead only for the HR Manager and HR Administrative Assistant. There no longer is an Assistant HR Manager.

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Human Resources - 10205

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 194,717	\$ 153,070	\$ 158,220	\$ 168,830
6031 Employer Social Security	11,991	9,620	9,760	10,420
6032 Employer Medicare	2,804	2,220	2,280	2,440
6033 Employer Pera	14,608	11,480	11,870	12,660
6035 Medical Insurance	23,219	21,450	20,560	22,860
6036 Dental Insurance	1,666	1,430	1,430	1,440
6037 Term Life	47	80	80	80
6038 Workers Compensation	120	120	120	90
6040 Long Term Disability	320	330	330	340
6054 Interdepartmental Labor Credit	(198,208)	(113,800)	(135,800)	(139,880)
6055 Administrative Labor Credit	(43,920)	(41,070)	(41,070)	(40,800)
<i>Personal Services Total</i>	<u>\$ 7,364</u>	<u>\$ 44,930</u>	<u>\$ 27,780</u>	<u>\$ 38,480</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 152	\$ 130	\$ 130	\$ 130
6202 Data Processing Rental	2,307	2,450	2,530	2,740
6301 Advertising & Publication	-	100	100	100
6302 Communications	540	400	400	400
6303 Professional Development	3,018	3,500	1,000	1,000
6304 Employee Training	-	1,000	3,500	3,500
6305 Subscriptions & Memberships	522	1,200	1,200	1,200
6307 Insurance & Bonds	2,203	2,100	2,320	2,380
6308 Property Liability	460	470	470	480
6312 REEP Program	3,775	10,000	10,000	10,000
6315 Other Contractual Services	2,000	750	750	750
6401 Office Supplies	1,096	1,000	1,000	1,000
6402 Copy Charges	979	1,000	1,000	1,000
6403 Postage	83	300	100	100
<i>Other Services & Charges Total</i>	<u>\$ 17,135</u>	<u>\$ 24,400</u>	<u>\$ 24,500</u>	<u>\$ 24,780</u>
<i>Human Resources TOTAL</i>	<u><u>\$ 24,499</u></u>	<u><u>\$ 69,330</u></u>	<u><u>\$ 52,280</u></u>	<u><u>\$ 63,260</u></u>

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Human Resources - 10205

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Assistant City Manager/HR Manager	M-4	.40	-	-
HR Manager	M-3	1.00	1.00	1.00
Administrative Assistant	GS-4	1.00	1.00	1.00
	<i>Total</i>	<u>2.40</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY CLERK DIVISION

MISSION STATEMENT

To serve as clerk to the city council, maintain official city records, serve as Deputy Registrar for the State of Minnesota, manager for the Passport Acceptance Facility, information desk and administer elections and voter registration activities.

DIVISION FOCUS

The City Clerk Division includes the City Clerk, the Documents Secretary/Deputy City Clerk, One Lead Licensing Clerk, two full time Licensing Clerk and five part time Licensing Clerks. Intermittent and seasonal employees provide the additional staffing flexibility to respond to the peak customer periods and election responsibilities.

The City Clerk Division performs customer service functions for the City in the areas of records/information, motor vehicle licensing, passport applications and photos, fish and game license, boat, snowmobiles and ATV registration, information desk, room reservations, domestic partner registration, data requests and voter registration/election function.

The division is responsible for preparing, maintaining and distributing information regarding City Council actions through minutes, resolutions and ordinances. These documents are official records of council actions and legislation that governs the City.

The division provides customer services to the community in its function as a Deputy Registrar for the State of Minnesota Department of Motor Vehicle Services.

Approximately 105,000 transactions are processed each year related to the issuance of license plates, tabs and vehicle title transfers. The division processes passport books and passcard applications and passport/card photos for the United States Department of State. Additional transactions are processed for the Department of Natural Resources, including fishing and other licenses, transfers for boats, snowmobiles, over the road vehicles and registration.

The division is responsible for the administration and conduct of the elections in the City. Voter registration and voter information services are provided throughout the year.

In 2019, we will continue to work on increasing revenues in both motor vehicle transactions and passport services by being as efficient and accurate as possible. We will also be implementing limited driver license services and disability certificates with the new FAST program through DVS. To assist the Richfield School District with training of election judges, issue absentee ballots and direct balloting and provide them the use of our voting equipment for the School Board Election in November

In 2020, our primary focus of the division will be to conduct the first Presidential Primary, State Primary and General Elections and provide adequate staffing for the continued increase in voters for direct balloting. Staff will work to maintain accuracy in our data entry and work diligently to ensure limited wait times for customers. Wait times have been quite lengthy due to staff having to do all the data entry for each transaction. Because of this we have installed a drop-box to be used 24 hours a day for tab renewal

and open a fast lane for registration/tabs throughout the day to minimize wait times. Staff also works overtime and on days not scheduled to help with the increase in dealer work and long lines. We will also continue providing excellent customer service in our passport division and maintain a level of quality customer service and work towards 100% error free applications. With all the services we offer we will continue to maximize revenues generated and communicate our core services of equity, equality and efficiency to our customers.

2019 HIGHLIGHTS

- Assured all customer service functions of the City Clerk Division met the goals of the City Council of being operationally, excellent and customer focused to maintain Richfield's competitiveness with surrounding communities.
- Maintained an accurate record of all City Council Minutes, Ordinances, Resolutions and Legal Notices. Continue with procedure that in weekly director meetings to check in with departments to assure all legal notices are published in a timely manner.
- Decreased the wait times for motor vehicle customers by implementing a fast lane for registration/tabs and continue to use and advertise the 24 hour drop box for tabs

2020 DIVISION GOALS

- Continue to produce and maintain accurate City records, ordinances and legal notices.
- Manage the Election Division to assure the election and voter registration activities are conducted in accordance with Federal, State and City Charter provisions.
- Be a fully functional limited driver license office and provide disability certificate services to customers. A registration renewal fast lane will be open all day with this new addition.
- Goal 6 – Implementing a new election management system to create efficiencies to decrease redundancies within elections. Initiate a customer service feedback survey of the Deputy Registrar and passport customers to identify opportunities to improve, and ensure service is equitable, inclusive and meets the needs of our customers.

DIVISION EXPENDITURE COMMENT

The revised 2019 budget reflects a 15.42% increase over the adopted 2019 budget due to the addition of one full time employee and two part time employees. The 2020 Proposed Budget 30.29% increase over the 2019 Adopted budget due to changes in staffing allocation to increase production and to account for additional election staff for the 2020 Presidential Election

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: City Clerk - 10215

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 231,025	\$ 239,000	\$ 286,530	\$ 326,460
6006 Part-time	162,008	144,610	208,940	217,340
6007 Seasonal	140,576	126,000	68,930	80,030
6009 Overtime	38	-	-	-
6031 Employer Social Security	30,613	30,540	34,710	38,320
6032 Employer Medicare	7,159	7,140	8,120	8,960
6033 Employer Pera	36,577	37,830	41,620	44,790
6035 Medical Insurance	76,915	78,950	104,950	121,200
6036 Dental Insurance	2,570	2,580	3,590	3,900
6037 Term Life	76	140	180	200
6038 Workers Compensation	756	750	750	740
6040 Long Term Disability	526	530	630	650
6054 Interdepartmental Labor Credit	(88,740)	(91,400)	(91,400)	(94,140)
6055 Administrative Labor Credit	(90,480)	(93,200)	(93,200)	(96,000)
<i>Personal Services Total</i>	<u>\$ 509,619</u>	<u>\$ 483,470</u>	<u>\$ 574,350</u>	<u>\$ 652,450</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 258	\$ 300	\$ 200	\$ 200
6202 Data Processing Rental	40,960	43,710	45,520	49,570
6205 Maintenance & Repairs	-	400	180	200
6301 Advertising & Publication	123	150	100	100
6302 Communications	540	540	540	540
6303 Professional Development	3,087	4,840	4,000	4,200
6305 Subscriptions & Memberships	795	700	800	820
6307 Insurance & Bonds	3,295	3,240	3,470	3,580
6308 Property Liability	1,730	1,780	1,780	1,830
6401 Office Supplies	8,471	12,000	10,200	10,500
6402 Copy Charges	297	100	100	100
6403 Postage	11,653	9,500	5,200	5,800
6414 Other Supplies	-	500	500	500
6513 Other Charges	2,340	1,200	2,200	2,400
<i>Other Services & Charges Total</i>	<u>\$ 73,549</u>	<u>\$ 78,960</u>	<u>\$ 74,790</u>	<u>\$ 80,340</u>
<i>City Clerk TOTAL</i>	<u><u>\$ 583,168</u></u>	<u><u>\$ 562,430</u></u>	<u><u>\$ 649,140</u></u>	<u><u>\$ 732,790</u></u>

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: City Clerk - 10215

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
City Clerk	M-1	1.00	1.00	1.00
Deputy City Clerk	GS-4	.60	.60	1.00
Motor Vehicle Lead	GS-3	1.00	1.00	1.00
Licensing Clerk	GS-2	1.00	2.00	2.00
	<i>Total</i>	<u>3.60</u>	<u>4.60</u>	<u>5.00</u>
<u>Intermittent Employees</u>				
Admin Serv Clerk	SP9-E	1.00	1.00	1.00
Receptionist	SP-6	1.00	1.00	1.00
Licensing Clerk	SP-11	5.00	2.00	2.00
	<i>Total</i>	<u>7.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Part-Time Employees</u>				
Licensing Clerk	GS-2	4.00	6.00	6.00
	<i>Total</i>	<u>4.00</u>	<u>6.00</u>	<u>6.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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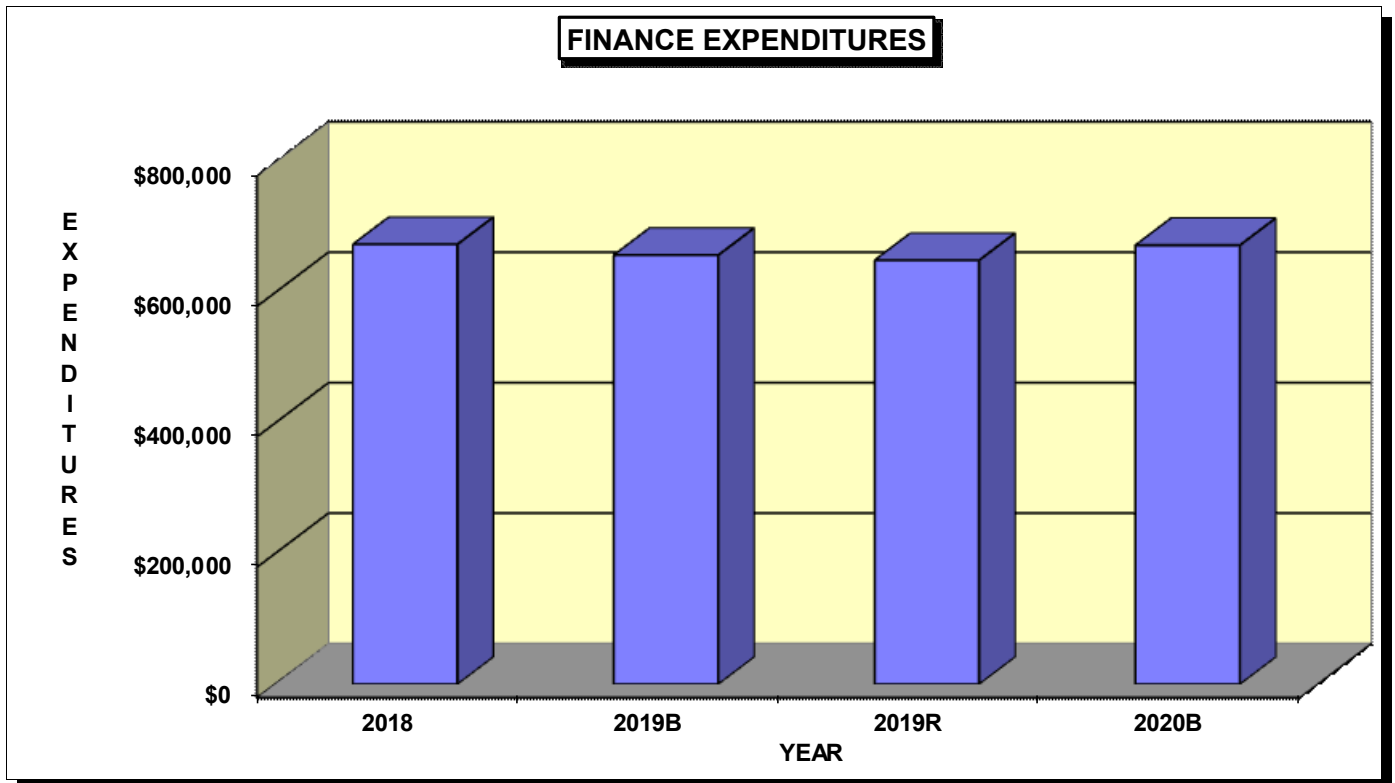
FUND: GENERAL FUND
DEPARTMENT: Finance

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
10210 Finance	\$ 295,320	\$ 308,070	\$ 307,010	\$ 319,420	3.68%
10220 Assessing	379,012	349,630	342,840	353,580	1.13%
<i>Finance TOTAL</i>	<u>\$ 674,332</u>	<u>\$ 657,700</u>	<u>\$ 649,850</u>	<u>\$ 673,000</u>	2.33%

REVENUES

10220 Assessing	\$ 393	\$ 500	\$ 100	\$ 100	(80.00%)
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FINANCE DIVISION

MISSION STATEMENT

To maintain all of the City's financial records, to provide accounting, and financial support services to other City departments and the City's Housing and Redevelopment Authority (HRA).

DIVISION FOCUS

The Finance Division includes an accountant, a payroll accountant, three account clerical personnel, a utility billing clerk, and the Finance Director, who supervises division activities.

- The division prepares and maintains the City's multi-million dollar budget.
- The division provides payroll services for approximately 193 full-time employees and as much as 400 employees when seasonal and intermittent employees are added.
- In addition, division staff monitors and maintains fixed asset records, miscellaneous accounts receivable and processes disbursements for all divisions.
- Process quarterly utility bills for approximately 11,000 customers.
- The division monitors and manages the City and HRA investment portfolios which total approximately \$39 million.
- The division has the responsibility to monitor and manage the City' debt service of approximately \$68.3 million.

2019 HIGHLIGHTS

- Awarding of the Distinguished Budget Award for the 2018 budget. This is the 33rd consecutive year the City has earned this award.
- Awarding of the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2017 fiscal year. This is the 34th consecutive year the City has earned this award.

2020 FINANCE DIVISION GOALS

- Prepare the City's Comprehensive Annual Financial Report before June 30 and maintain the GFOA Certificate of Achievement for Excellence in Financial Reporting award.
- Prepare the annual budget and provide the City Council a balanced budget prior to September 15.
- Assure that monthly revenue and expenditure reports are distributed by the 10th of the following month to all City departments.
- Receipt of the Distinguished Budget Award.
- Receipt of an unqualified audit opinion for 2019.

DIVISION EXPENDITURE COMMENT

The revised 2019 budget reflects a .34% decrease from the 2019 Adopted Budget. The 2020 Proposed budget reflects an increase from the 2019 Adopted Budget of 3.68%. The increases are reflective of personnel and insurance cost increases.

FUND: GENERAL FUND
DEPARTMENT: Finance
BUSINESS UNIT: Finance - 10210

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 356,179	\$ 343,760	\$ 343,770	\$ 354,570
6006 Part-time	23,562	48,240	48,240	49,690
6013 Longevity	1,576	1,590	1,620	1,670
6031 Employer Social Security	22,338	21,900	22,070	22,540
6032 Employer Medicare	5,343	5,600	5,640	5,800
6033 Employer Pera	28,552	29,520	29,530	30,440
6035 Medical Insurance	55,525	59,670	58,100	63,330
6036 Dental Insurance	3,183	2,870	2,870	2,880
6037 Term Life	92	100	90	90
6038 Workers Compensation	216	220	220	220
6040 Long Term Disability	784	790	800	820
6054 Interdepartmental Labor Credit	(39,280)	(40,460)	(40,460)	(41,540)
6055 Administrative Labor Credit	(221,490)	(228,140)	(228,140)	(234,990)
<i>Personal Services Total</i>	<u>\$ 236,580</u>	<u>\$ 245,660</u>	<u>\$ 244,350</u>	<u>\$ 255,520</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 5,552	\$ 7,300	\$ 7,300	\$ 7,400
6202 Data Processing Rental	35,480	36,140	36,370	37,080
6205 Maintenance & Repairs	120	120	120	120
6302 Communications	2,083	2,240	2,130	2,170
6303 Professional Development	324	1,760	1,740	1,740
6305 Subscriptions & Memberships	1,060	910	1,160	1,160
6307 Insurance & Bonds	5,267	5,170	4,830	4,970
6308 Property Liability	1,040	1,070	1,070	1,100
6401 Office Supplies	4,631	4,200	4,490	4,630
6402 Copy Charges	521	800	600	600
6403 Postage	2,662	2,700	2,850	2,930
<i>Other Services & Charges Total</i>	<u>\$ 58,740</u>	<u>\$ 62,410</u>	<u>\$ 62,660</u>	<u>\$ 63,900</u>
<i>Finance TOTAL</i>	<u><u>\$ 295,320</u></u>	<u><u>\$ 308,070</u></u>	<u><u>\$ 307,010</u></u>	<u><u>\$ 319,420</u></u>

FUND: GENERAL FUND
DEPARTMENT: Finance
BUSINESS UNIT: Finance - 10210

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Finance Director	M-5A	1.00	1.00	1.00
Accountant	GS-6E	1.00	1.00	1.00
Payroll Accountant	GS-5E	1.00	1.00	1.00
Accounting Clerk (Accounts Payable)	GS-3	1.00	1.00	1.00
Accounting Clerk (Accounts Receivable)	GS-3	1.00	1.00	1.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<u>Part-Time Employees</u>				
Accounting Clerk		1.00	1.00	1.00
	<i>Total</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

ASSESSING DIVISION

MISSION STATEMENT

To establish the valuation and classification of all real property for taxation purposes and to maintain current information on special assessments placed on individual properties in the City.

DIVISION FOCUS

The duties of the Assessing staff are defined by the Minnesota Statutes and the Minnesota Department of Revenue. Those statutes regulate the assessment and valuation process. An Assessor's responsibilities are to value and classify property, uniformly and accurately. Each year, one fifth of the properties are physically inspected within the City and records are updated. Assessors review sales and perform interior inspections as needed. In addition, assessors annually check on all property for which building permits have been issued during the course of the year in order to establish and adjust value based on the amount of improvements.

The homestead application process formerly a function of City staff is now the responsibility of Hennepin County. City staff is now responsible for receiving and recording special assessment records, payments, and perform special assessment searches for property owners, realtors, and appraisers regarding property records and pending special assessments. The search fee derived from this activity is shown as general government revenue to the General Fund.

2019 HIGHLIGHTS

- Maintained and updated all property records on the computer database.
- Continued successful "Open Book Meetings".
- Completed revaluation of residential, commercial, and industrial properties.
- Performed an on-going sales verification process.
- Monitored exempt properties to keep property files up to date for future valuations.

2020 ASSESSING DIVISION GOALS

- Complete the 2020 Assessment by Jan. 2, 2020.
- Revaluation of all Residential/Commercial/Industrial properties.
- Review all sales, analyze market trends, and accurately set the assessment.
- Continue verifying sales for Assessor's Commercial Exchange (ACE) data system.
- Continue verifying electronic Certificate of Real Estate Value (ECRV) in the system.
- Incorporate additional responsibilities as legislature and market conditions dictate, such as:
 - Review of Foreclosure Sheriff Sales of City property.
 - Disabled Veteran Exclusion.
 - Educate the public on the Homestead Market Value Exclusion.

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects a decrease from the 2019 Adopted Budget due to a decrease in data processing and insurance charges. The 2020 Proposed Budget reflects a slight increase due to an anticipated increase in the contract with Hennepin County for property assessment services.

FUND: GENERAL FUND
DEPARTMENT: Finance
BUSINESS UNIT: Assessing - 10220

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 39,240	\$ -	\$ -	\$ -
6031 Employer Social Security	2,723	-	-	-
6032 Employer Medicare	637	-	-	-
6033 Employer Pera	2,996	-	-	-
6035 Medical Insurance	6,541	-	-	-
6036 Dental Insurance	506	-	-	-
6037 Term Life	13	-	-	-
6038 Workers Compensation	47	-	-	-
6040 Long Term Disability	78	-	-	-
<i>Personal Services Total</i>	<u>\$ 52,781</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 315,375	\$ 339,500	\$ 339,560	\$ 350,180
6201 Rents & Leases	1,310	1,430	1,590	1,660
6202 Data Processing Rental	6,973	5,980	210	230
6302 Communications	-	70	-	-
6303 Professional Development	14	-	-	-
6307 Insurance & Bonds	1,145	1,120	-	-
6308 Property Liability	850	880	880	910
6401 Office Supplies	372	200	200	200
6402 Copy Charges	84	200	200	200
6403 Postage	108	250	200	200
<i>Other Services & Charges Total</i>	<u>\$ 326,231</u>	<u>\$ 349,630</u>	<u>\$ 342,840</u>	<u>\$ 353,580</u>
<i>Assessing TOTAL</i>	<u><u>\$ 379,012</u></u>	<u><u>\$ 349,630</u></u>	<u><u>\$ 342,840</u></u>	<u><u>\$ 353,580</u></u>

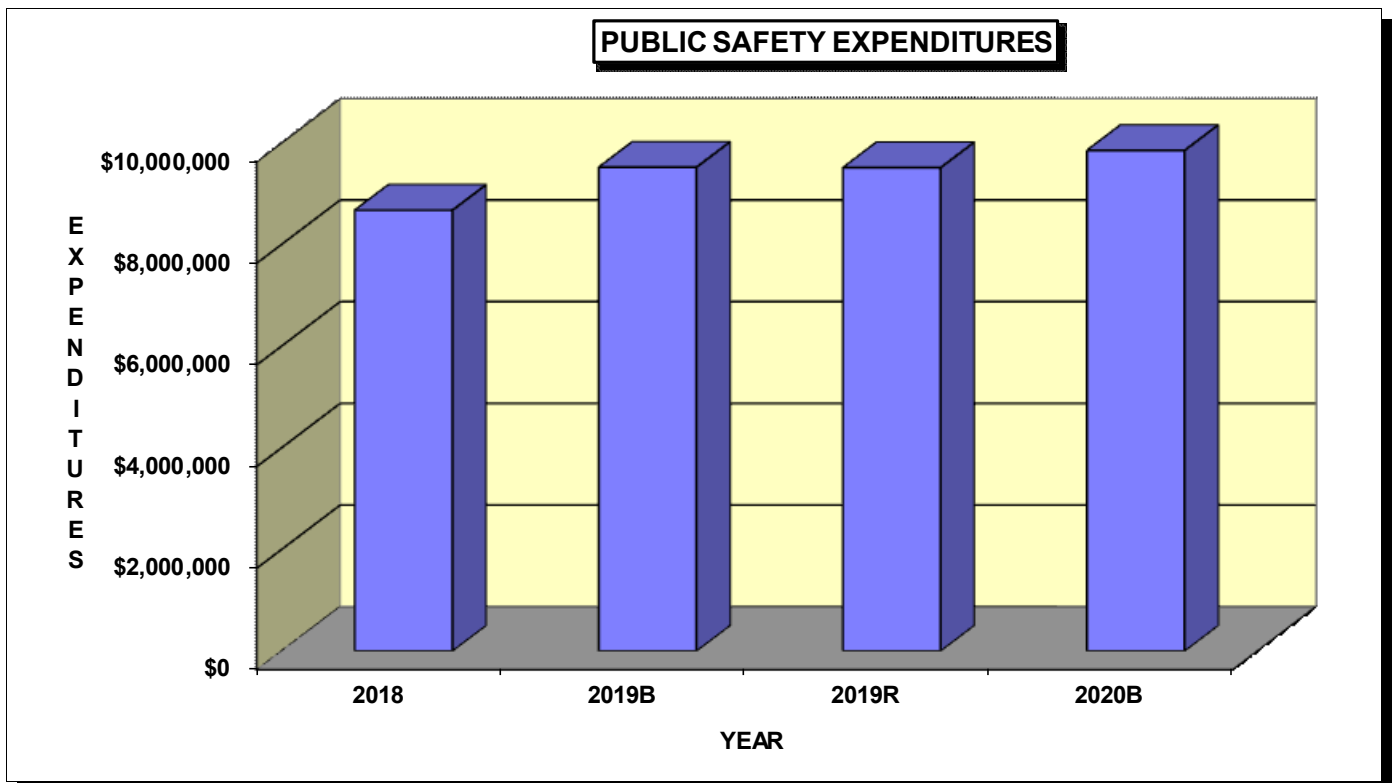
FUND: GENERAL FUND
DEPARTMENT: Public Safety

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
10300 Support Services	\$ 914,476	\$ 981,370	\$ 996,890	\$ 1,077,240	9.77%
10305 Police Operations	7,733,912	8,498,720	8,473,980	8,733,420	2.76%
10315 Emergency Services	22,922	36,490	37,030	37,110	1.70%
<i>Public Safety TOTAL</i>	<u>\$ 8,671,310</u>	<u>\$ 9,516,580</u>	<u>\$ 9,507,900</u>	<u>\$ 9,847,770</u>	3.48%

REVENUES

10300 Support Services	\$ 525,699	\$ 521,440	\$ 502,940	\$ 519,410	(0.39%)
10305 Police Operations	915,510	927,460	915,670	904,040	(2.53%)



SUPPORT SERVICES DIVISION

MISSION STATEMENT

To provide management and administration of health services, business licensing, animal control, food inspections and environmental health services.

DIVISION FOCUS

The Support Services Division includes the Support Services Division Manager, two part-time Environmental Health Specialists, one full-time Code Compliance Specialist, two part-time Business Licensing Clerks and one part-time Community Service Officer.

The Support Services Division performs six major functions for the City. They are:

- Environmental Health Code Enforcement
- Animal Control
- Business Licensing
- Public Health Nursing Services
- Food Inspection Services
- Liaison to the Richfield Advisory Board of Health (Citizens Commission)

The division is responsible for responding to complaints received concerning environmental health code violations of private and public property. The division is also responsible for all animal control functions in the community which is handled by a supervisor and one part-time employee. Additionally, the division provides business licensing functions for the City including the licensing and inspection of all food establishments and all liquor/wine/beer establishments in the City. This is also staffed with two part-time job share employees.

The division, for 42 years now, provides health services to the residents of Richfield through a contract with the Bloomington Public Health Division. The division also provides a staff liaison to the Richfield Advisory Board of Health.

Staff continues to respond to approximately 2,300 complaints/pro-actives a year for environmental health violations while utilizing two part-time staff that job share to conduct case management. The Community Service Officer is the field inspector for environmental health complaints along with conducting other traditional CSO duties of animal control, assisting patrol, errands and minor traffic violations, etc. This position is also part-time.

In 2018, the division employed a 19 hour a week Environmental Health Tech for approximately five months during the summer who pro-actively monitored the City for obvious common violations. This helped assist the CSO and gained a handle on conducting even more proactive inspections to ensure quality of life for all residents.

2019 HIGHLIGHTS

- A CSO moved to a full-time Community Development position allowing her to remain with the City as her employer of choice. Another CSO made the transition from CSO

to Cadet. We've been able to look internally at the Police Explorers for candidates to fill the CSO position.

- A summer Code Enforcement Tech was hired again to address the top 5 property violations throughout the summer season (May – August).
- All city codes relevant to the Support Services division have been identified for updating in the second half of 2019.

2020 DIVISION GOALS

- On-going work will continue with the completion of standard operating procedural manuals for both Environmental Health and Business Licensing areas.
- In keeping with City Council Goal 3 (Equity), staff will continue to participate in GARE work to advance racial equity in the city.

DIVISION EXPENDITURE COMMENT

The majority of the division's expenditures are employee salaries. Three staff are still stepping in their pay plan while three have reached their maximum salary. Additionally, the public health nursing and food/pool/lodging inspection contracts the City of Richfield has with the City of Bloomington continue to increase annually.

The Public Health contract (5% increase) and the Food Inspection contract (3% increase) with the City of Bloomington is due in large part to rising salary/benefit costs.

In addition, Richfield, along with the City of Edina recently agreed to a shared services budget increase that will have Richfield paying nearly \$139,000 in additional payments over the next three years to cover the city's share of administration, planning and internal service charges that the City of Bloomington has been covering over the last several years. This will be an ongoing charge for the foreseeable future.

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Support Services - 10300

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 146,587	\$ 149,080	\$ 149,080	\$ 159,720
6006 Part-time	168,311	212,230	189,250	219,370
6007 Seasonal	5,408	8,460	8,460	8,710
6009 Overtime	-	500	500	500
6031 Employer Social Security	18,824	21,220	20,340	22,970
6032 Employer Medicare	4,402	4,960	4,760	5,380
6033 Employer Pera	23,197	27,820	25,380	29,100
6035 Medical Insurance	59,058	68,420	63,570	76,380
6036 Dental Insurance	1,428	1,440	1,440	1,440
6037 Term Life	42	80	80	80
6038 Workers Compensation	612	380	380	390
6040 Long Term Disability	296	300	320	330
<i>Personal Services Total</i>	<u>\$ 428,165</u>	<u>\$ 494,890</u>	<u>\$ 463,560</u>	<u>\$ 524,370</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 398,516	\$ 408,050	\$ 455,330	\$ 474,200
6202 Data Processing Rental	34,250	34,860	35,130	35,750
6204 Motor Pool Operating Rental	16,290	17,100	17,100	17,610
6207 Utility Services	10,776	11,120	11,120	11,450
6301 Advertising & Publication	1,023	1,000	1,000	1,000
6302 Communications	1,106	830	1,050	830
6303 Professional Development	230	1,500	1,000	1,000
6305 Subscriptions & Memberships	493	400	400	400
6307 Insurance & Bonds	1,836	1,800	1,930	1,990
6308 Property Liability	650	670	670	690
6315 Other Contractual Services	11,300	750	750	750
6401 Office Supplies	4,005	2,500	2,000	2,000
6402 Copy Charges	640	1,000	800	800
6403 Postage	1,393	1,500	1,500	1,500
6409 Uniforms & Clothing	1,992	1,700	1,700	1,000
6513 Other Charges	1,811	1,700	1,850	1,900
<i>Other Services & Charges Total</i>	<u>\$ 486,311</u>	<u>\$ 486,480</u>	<u>\$ 533,330</u>	<u>\$ 552,870</u>
<i>Support Services TOTAL</i>	<u><u>\$ 914,476</u></u>	<u><u>\$ 981,370</u></u>	<u><u>\$ 996,890</u></u>	<u><u>\$ 1,077,240</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Support Services - 10300

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Health Administrator	M-1	1.00	1.00	1.00
Code Compliance Officer	GS-5	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Part-Time Employees</u>				
Health/Licensing Specialist	GS-3	2.00	2.00	2.00
Business Licensing Clerk	GS-2	2.00	2.00	2.00
Community Service Officer	GS-2	2.00	2.00	2.00
	<i>Total</i>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

POLICE DIVISION

MISSION STATEMENT

It is the Mission of the Richfield Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the community to improve their quality of life. The men and women of the Richfield Police Department are committed to accomplishing these goals with courage, honor, integrity and hard work.

DIVISION FOCUS

Our mission statement provides the foundation upon which all operational decisions and organizational policies are based. Under the leadership of the Public Safety Director, the Police Division works tirelessly to accomplish the mission. To effectively achieve these stated goals, the Police Division is divided into three sections:

- The Patrol Section consists of the uniformed officers patrolling the streets of Richfield in marked police squads. These officers provide timely 24/7 police coverage to the citizens of Richfield. There are three specialty units embedded in the patrol section or available to assist the patrol section. The specialty units are one canine unit assigned to the patrol section, traffic unit, and the SWAT team. The canine unit enhances officer's ability to locate offenders, persons, contraband and/or property. The traffic unit allows flexibility in enforcement efforts and affords the patrol section the ability to focus on problem traffic areas in the city. Finally, the SWAT team provides the patrol section the ability to respond to high risk incidents that do not fall within the scope of routine policing.
- The Investigative Section consists of a promoted detective, Officers assigned to investigation, school liaison officers, and the Special Investigative Unit (SIU). Investigations are responsible for conducting all criminal investigations in the City of Richfield. School liaison officers' work in partnership with school officials and other agencies to build a strong relationship with the youth in the community. The Richfield Special Investigative Unit (SIU) proactively investigates narcotic, vice, and gang related crimes in Richfield. We also have a continued partnership with the Hennepin County Sheriff's Office with the Violent Offender Task Force (VOTF)
- The Administrative Section consists of support services, Joint Community Police Partnership unit (JCPP) and the Crime Prevention Unit (CPU). Support services personnel are responsible for administrative and clerical support, planning and research, processing criminal complaints and conducting statistical analyses for the police division. CPU provides citizens with the knowledge necessary to protect their person and property from becoming victimized by crime through community education and prevention programs.

2019 HIGHLIGHTS

Community Relations in keeping with Council Goal 5 and 6.

- Annual Citizen Police Academy
- Nite to Unite
- New Americans Academy
- Heroes & Helpers
- Home Alone Program(s) and Internet Safety for Parents

- Numerous Public Safety Announcements (ex. Burglary Prevention)
- Police Department FACEBOOK viewership has increased
- Unity in the Community Event
- Bicycle Program in collaboration with Richfield Schools
- Performed over 1700 hours of Community Oriented Policing
- 26th annual Safety Day in collaboration with the Fire Department

Personnel:

- In keeping with Council Goal 3, Hired 2 new police officers and anticipate hiring an additional two new officers. One of the new officers is a person of color
- Hired one of our cadets as an officer.

REVISED 2019 BUDGET CHANGES

- The revised 2019 budget is lower than the adopted 2019 budget due to some changes in contracts for service and the hiring of newer officers at lower pay scales along with filling promoted ranks at lower pay scales.

2020 POLICE DIVISION GOALS

- Enhance police effectiveness with additional technology upgrades and apps.
 - Deploy “Vitals” app on police cell phones and electronic devices.
 - Field based reporting by the patrol division.
 - Use of Force Program dashboards to be placed on website to create transparency.
- Continue to seek out grant funding opportunities for new programs/equipment.
- In keeping with Council Goal 5, Continue to enhance the partnership between members of the community and the police through proactive programs based on the Community Oriented Policing philosophy.
- In keeping with Council Goal 3 and 5, Reduce crime and increase the feeling of safety and security through a partnership between members of the community and the police department.
- In keeping with Council Goal 5 and 6, continue with “Coffee with a Cop” and “Cook out with a Cop” to meet with the public on a monthly basis and collaborate on issues or concerns in the community. Develop and Initiate new programs for the community.
- In keeping with Council Goal 3, 5, and 6, collaboration with schools for more youth opportunities (ex. Mentoring programs and other outreach programs.)

DIVISION EXPENDITURE COMMENT

The increases in the Proposed 2020 Budget are due mainly to:

- The personal services increases for 2020 reflect collective bargaining agreement step increases. 20 Officers will receive step increases.
- Now have to participate in funding of JCCP with Hennepin County.
- Increase in professional services due to payments for LOGIS maintenance and software upgrades.
- Increase in Health Insurance, Workers Compensation, and PERA.

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Police Operations - 10305

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 4,121,088	\$ 4,601,010	\$ 4,623,650	\$ 4,679,750
6006 Part-time	180,010	194,030	196,600	194,030
6009 Overtime	149,647	145,000	145,000	150,000
6011 Education Pay	54,438	73,940	70,800	91,920
6031 Employer Social Security	35,381	38,810	39,040	39,160
6032 Employer Medicare	64,618	67,450	67,460	68,460
6033 Employer Pera	676,768	772,850	766,330	811,680
6035 Medical Insurance	647,966	756,920	703,750	755,850
6036 Dental Insurance	34,903	38,000	38,230	37,460
6037 Term Life	1,023	2,120	2,130	2,080
6038 Workers Compensation	139,524	146,870	146,870	151,340
6040 Long Term Disability	8,215	8,080	8,580	8,830
6051 Interdepartmental Labor	-	200	200	200
6053 Labor Services Billed	56,459	30,000	38,000	38,000
6054 Interdepartmental Labor Credit	(84,245)	(96,660)	(96,660)	(99,560)
6055 Administrative Labor Credit	(19,810)	(20,410)	(20,410)	(21,010)
6056 Labor Services Billed Credit	(105,013)	(60,000)	(60,000)	(65,000)
6057 Juvenile Investigation Credit	(77,498)	(79,830)	(79,830)	(81,430)
<i>Personal Services Total</i>	<u>\$ 5,883,474</u>	<u>\$ 6,618,380</u>	<u>\$ 6,589,740</u>	<u>\$ 6,761,760</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 561,410	\$ 518,100	\$ 495,360	\$ 542,910
6201 Rents & Leases	103,487	109,270	108,370	111,640
6202 Data Processing Rental	223,760	229,080	234,100	241,160
6204 Motor Pool Operating Rental	286,440	300,450	300,450	309,460
6205 Maintenance & Repairs	31,826	29,140	49,900	38,900
6207 Utility Services	311,052	320,850	320,850	330,480
6301 Advertising & Publication	107	250	250	250
6302 Communications	3,586	5,800	4,600	5,000
6303 Professional Development	66,926	72,000	78,000	78,000
6305 Subscriptions & Memberships	4,076	5,000	4,800	4,800
6307 Insurance & Bonds	49,282	48,360	51,910	53,470
6308 Property Liability	16,930	17,440	17,440	17,960
6315 Other Contractual Services	1,330	1,100	1,500	1,600
6319 Detention Costs	57,251	63,000	65,000	65,000
6401 Office Supplies	13,672	18,000	16,000	16,000
6402 Copy Charges	284	500	400	400
6403 Postage	1,795	2,100	2,000	2,000
6409 Uniforms & Clothing	53,968	70,000	66,000	66,000
6414 Other Supplies	63,256	69,900	67,310	86,630
<i>Other Services & Charges Total</i>	<u>\$ 1,850,438</u>	<u>\$ 1,880,340</u>	<u>\$ 1,884,240</u>	<u>\$ 1,971,660</u>
<i>Police Operations TOTAL</i>	<u><u>\$ 7,733,912</u></u>	<u><u>\$ 8,498,720</u></u>	<u><u>\$ 8,473,980</u></u>	<u><u>\$ 8,733,420</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Police Operations - 10305

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Public Safety Director	M-5B	1.00	1.00	1.00
Deputy Director	M-4	1.00	1.00	1.00
Lieutenant	PS-5	3.00	3.00	3.00
Sergeant	PS-4	8.00	8.00	8.00
Detective	PS-3	1.00	1.00	1.00
Police Officer	PS-2	33.00	33.00	33.00
Records Supervisor	GS-5E	1.00	1.00	1.00
Civilian Crime Prevention Specialist	GS-5E	1.00	1.00	1.00
Police IT Specialist	GS-5	.80	.80	.80
Administrative Assistant	GS-4SN	1.00	1.00	1.00
Records Technician	GS-4	1.00	1.00	1.00
Senior Office Assistant	GS-2	2.00	2.00	2.00
	<i>Total</i>	<u>53.80</u>	<u>53.80</u>	<u>53.80</u>
<u>Part-Time Employees</u>				
Senior Office Assistant	GS-1	2.00	2.00	2.00
Office Assistant	GS-1	2.00	2.00	2.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

EMERGENCY SERVICES DIVISION

Mission Statement

The Richfield Emergency Services Unit's mission is to cooperate with and assist the licensed, sworn officers of the Richfield Police Department, Richfield Fire Department, and Emergency Medical Services by maintaining a state of preparedness for disasters, community events and other emergencies. This is accomplished with professional training standards and the maintenance of emergency plans and an Emergency Operations Center set up by the Richfield Police Department.

Division Focus

The Richfield Police Reserve Unit

The unit is comprised entirely of citizen volunteers and was established to provide assistance to the sworn officers and command staff of the Richfield Police Department. This requires monthly training in specific areas such as patrol tactics, traffic, crowd control, and emergency medical services. The execution of this division focus is accomplished by spending several documented hours in active support of police operations.

These programs include but are not limited to:

- The 4th of July event – parade and fireworks
- High School sporting events
- Race events sponsored by various churches and Woodlake Nature Center
- Environmental Home Checks
- Vacation Home Checks – proactive measures to deal with burglaries when homeowners are gone
- Assist officers with traffic and crowd control at events, emergency call outs for disasters, crime scene protection and Toward Zero Death “TZD” enforcement events.
- Provide patrol support during busy evening and weekend hours
- Weekly squad maintenance checks
- Traffic security during VIP visits
- Standing Guard at LEMA site at the State Capital

Richfield CERT Program

In keeping with Council Goal 5 and 6, the Richfield Community Emergency Response Team (CERT) has over 110 citizen volunteers trained in areas of traffic control, medical triage, fire safety, and emergency sheltering.

The program holds two introductory training classes each year for new volunteers. Volunteers who pass the initial training program are formed into teams that train once a month.

The program has expanded on a more regional basis to include the Cities of Bloomington, Burnsville, Eden Prairie, St. Louis Park and Minneapolis. This past year CERT held a class for Somalian Students in collaboration with the City of Bloomington.

CERT volunteers have been used to assist the city during the following events.

- Traffic/Crowd Control at The 4th of July event- parade and fireworks
- Youth CERT presentations at Safety Day
- Teen Academies
- Promoting CERT and Emergency Preparedness at Nite to Unite
- Traffic Control at Urban Half Marathon
- Maintenance and command of the Mobile Operations Center (Communications Van) which is utilized as a coordination point and headquarters for major events such as weather disasters, major crime scenes, community events.

Over the past seven-years CERT has expanded into the business community as a business CERT model. Teen CERT has also been taught to children in collaboration with Safety Day to better prepare children for natural or man-made disasters.

Emergency Management Team

In keeping with Council Goal 5, the police department works on a quarterly basis with members of the school district and principals from the individual schools on school safety and emergency protocols.

Division Expenditure

The budget reflects personnel costs for the extra pay the Reserve Coordinator receives. Other costs are for uniforms, supplies, equipment and maintenance necessary for the operation of the Division. There is a large expenditure that occurred in 2018 and 2019 when we replaced the last six of seven warning sirens in the city. The sirens were well over 50 years old and were in need of replacement. The work was completed the spring of 2019 on the new sirens. The sirens will be included in the budget for the next 10 years.

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Emergency Services - 10315

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6009 Overtime	\$ 7,350	\$ 7,350	\$ 7,350	\$ 7,350
6038 Workers Compensation	84	90	80	90
<i>Personal Services Total</i>	<u>\$ 7,434</u>	<u>\$ 7,440</u>	<u>\$ 7,430</u>	<u>\$ 7,440</u>
<u>Other Services & Charges</u>				
6201 Rents & Leases	\$ -	\$ 11,250	\$ 11,250	\$ 11,250
6204 Motor Pool Operating Rental	2,010	2,120	2,120	2,180
6205 Maintenance & Repairs	4,152	4,150	4,400	4,400
6207 Utility Services	381	400	400	400
6303 Professional Development	-	1,150	1,150	1,150
6305 Subscriptions & Memberships	-	400	400	400
6308 Property Liability	250	260	260	270
6401 Office Supplies	-	20	20	20
6409 Uniforms & Clothing	3,565	5,000	5,000	5,000
6414 Other Supplies	5,130	4,300	4,600	4,600
<i>Other Services & Charges Total</i>	<u>\$ 15,488</u>	<u>\$ 29,050</u>	<u>\$ 29,600</u>	<u>\$ 29,670</u>
<i>Emergency Services TOTAL</i>	<u><u>\$ 22,922</u></u>	<u><u>\$ 36,490</u></u>	<u><u>\$ 37,030</u></u>	<u><u>\$ 37,110</u></u>

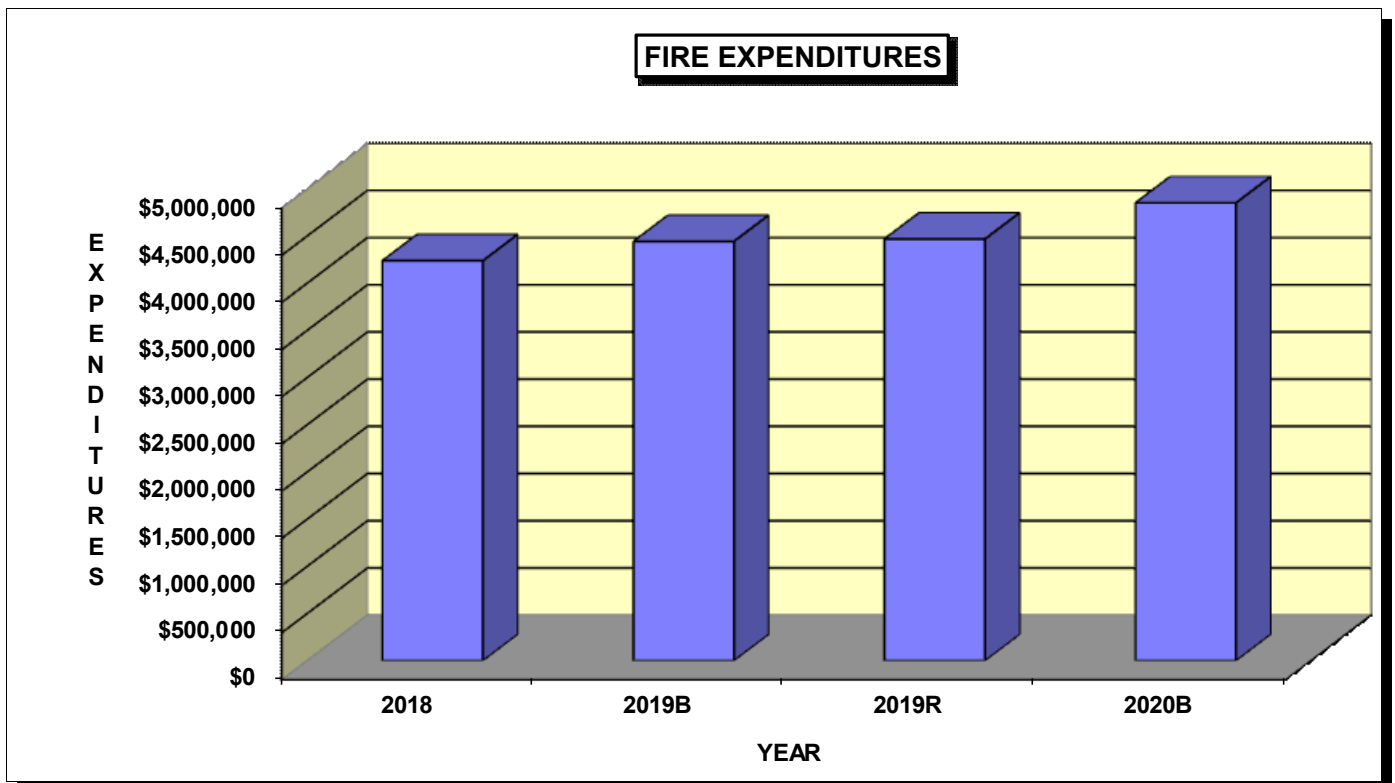
FUND: GENERAL FUND
DEPARTMENT: Fire

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
10400 Fire	\$ 4,237,354	\$ 4,441,800	\$ 4,467,460	\$ 4,850,230	9.20%
<i>Fire TOTAL</i>	<u>\$ 4,237,354</u>	<u>\$ 4,441,800</u>	<u>\$ 4,467,460</u>	<u>\$ 4,850,230</u>	9.20%

REVENUES

10400 Fire	\$ 186,836	\$ 184,400	\$ 208,280	\$ 184,000	(0.22%)
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FIRE DEPARTMENT

MISSION STATEMENT

The mission of the Richfield Fire Department (RFD) is to provide outstanding fire and emergency medical response to all.

Various services, programs and philosophies help achieve this mission such as:

- Provide a rapid response to all types of emergencies with exceptionally trained personnel executing a standard, rapid, effective, safe, managed and caring plan to solve the problem. (Core Services)
- Provide a variety of fire prevention, safety education and loss mitigation plans and programs for the Richfield community. (Infrastructure, Community Outreach)
- Partner closely with our neighboring fire departments and other emergency response agencies to provide, and utilize, resources efficiently to provide the highest level of service. (Community Outreach)
- Department members are empowered to regard everyone as a customer and “to, do the right thing” for our customers, the residents and visitors of Richfield.

DIVISION FOCUS

Two fire stations are staffed by twenty-four career personnel 24 hours per day operating two fire engines and one rescue response unit. This staffing provides the capability to respond to up to three simultaneous emergencies or to initiate definitive rescue and fire suppression operations at structure fires. The Fire Chief and the Assistant Fire Chief provide daily and long term administrative, operations and fire code/enforcement functions. The department strives to have one or both chief officers available to respond 24/7 to significant incidents to support or assume incident command and to provide city administrative representation.

2019 HIGHLIGHTS

- The department continued its investment in Spanish language education with quarterly refresher workshops. (Equity, Community Outreach)
- Conducted a Fire Lieutenant promotional process.
- Conducted an entry-level Firefighter eligibility process.
- Promoted one Fire Captain and one Fire Lieutenant due to retirements.
- Transitioned records management system to a new, updated and more functional platform.
- Expanded leadership and management training opportunities for staff to increase

skill development in anticipation of upcoming officer retirements.

- Managed through the impacts resulting from the reconstruction of 66th Street and Lyndale Ave.
- Conducted an unprecedented number of fire plan reviews and inspections due to new development.

2020 DIVISION GOALS

- Continue to develop relationships in the health care sector to implement Community EMT services in order to facilitate a healthier community.
- Conduct a Fire Captain promotional process.
- Implement the position of Fire Battalion Chief which will be responsible for community risk reduction (prevention, community engagement and education).
- Continue to develop staff in anticipation of additional officer retirements.

DIVISION EXPENDITURE COMMENT

The 2019 revised budget shows an increase, from the 2019 adopted budget. This increase is due to Richfield acting as a fiscal agent for a multiagency grant received from the Minnesota Board of Firefighter Training and Education. The expense increase is offset by an equal amount of grant revenue.

The 2020 proposed budget reflects an overall increase of 9.20%. This is primarily due to personnel costs with a number of factors coming to bear in 2020:

- Six firefighters moving through contractually negotiated wage steps along with one becoming eligible for the first step of longevity pay.
- An increase in the employer PERA component of 0.75%.
- Adding a Sr. Office Assistant two days per week. Department has had zero administrative support since mid-2018.
- Addition of the Battalion Chief position in July, 2020.

FUND: GENERAL FUND
DEPARTMENT: Fire
BUSINESS UNIT: Fire - 10400

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 2,299,888	\$ 2,420,000	\$ 2,420,000	\$ 2,680,000
6006 Part-time	14,198	-	-	-
6009 Overtime	267,443	220,000	219,500	226,600
6013 Longevity	59,213	81,000	81,000	82,000
6031 Employer Social Security	863	-	330	1,100
6032 Employer Medicare	36,987	38,750	39,000	43,280
6033 Employer Pera	417,983	450,000	450,000	515,000
6035 Medical Insurance	353,110	374,950	374,950	417,000
6036 Dental Insurance	18,504	19,500	19,500	21,000
6037 Term Life	542	1,100	1,100	2,100
6038 Workers Compensation	44,328	49,430	49,430	50,910
6040 Long Term Disability	4,609	4,610	4,610	4,750
6051 Interdepartmental Labor	83,330	96,670	96,670	99,560
<i>Personal Services Total</i>	<u>\$ 3,600,998</u>	<u>\$ 3,756,010</u>	<u>\$ 3,756,090</u>	<u>\$ 4,143,300</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 10,969	\$ 12,000	\$ 11,500	\$ 11,250
6201 Rents & Leases	43,190	43,710	43,710	46,020
6202 Data Processing Rental	48,510	49,290	49,670	50,670
6204 Motor Pool Operating Rental	107,010	112,360	112,360	115,730
6205 Maintenance & Repairs	11,365	19,080	19,080	20,500
6207 Utility Services	229,056	236,280	236,280	243,370
6208 800 MHz Charges	25,093	28,500	28,200	28,500
6302 Communications	13,386	19,500	15,000	13,500
6303 Professional Development	25,525	25,750	25,000	29,500
6305 Subscriptions & Memberships	2,656	2,030	2,030	2,300
6307 Insurance & Bonds	24,730	24,270	25,090	25,840
6308 Property Liability	8,240	8,490	8,490	8,750
6315 Other Contractual Services	1,740	4,200	4,000	4,200
6401 Office Supplies	1,486	1,350	1,350	1,500
6402 Copy Charges	774	900	850	850
6403 Postage	73	130	130	500
6409 Uniforms & Clothing	25,899	28,000	28,000	34,000
6412 Maint. & Const. Materials	2,074	4,200	4,000	4,200
6414 Other Supplies	36,890	45,000	75,880	45,000
6523 Public Education Supplies	3,689	3,000	3,000	3,000
6524 EMS Supplies	14,001	17,750	17,750	17,750
<i>Other Services & Charges Total</i>	<u>\$ 636,356</u>	<u>\$ 685,790</u>	<u>\$ 711,370</u>	<u>\$ 706,930</u>
<i>Fire TOTAL</i>	<u><u>\$ 4,237,354</u></u>	<u><u>\$ 4,441,800</u></u>	<u><u>\$ 4,467,460</u></u>	<u><u>\$ 4,850,230</u></u>

FUND: GENERAL FUND
DEPARTMENT: Fire
BUSINESS UNIT: Fire - 10400

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Fire Services Director/Fire Chief	M-5A	1.00	1.00	1.00
Assistant Chief	M-3	1.00	1.00	1.00
Battalion Chief - Fire Prevention	M-2	-	-	1.00
Fire Captain	FS-3	3.00	3.00	3.00
Fire Lieutenant	FS-2	3.00	3.00	3.00
Firefighter	FS-1	18.00	18.00	18.00
Sr. Office Assistant	GS-2	-	.40	.40

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Total</i>			

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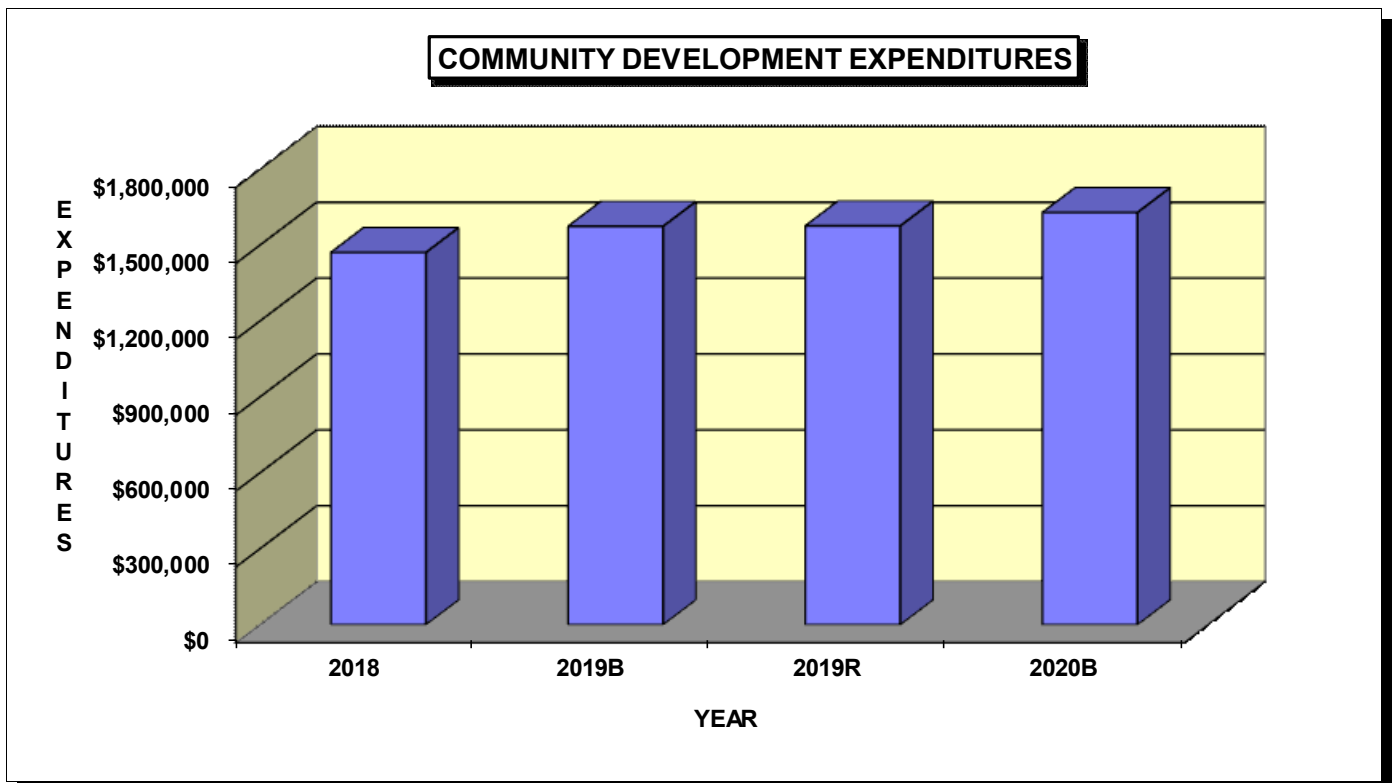
FUND: GENERAL FUND
DEPARTMENT: Community Development

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
10500 Community Development	\$ 67,543	\$ 69,310	\$ 70,800	\$ 72,900	5.18%
10502 Planning & Zoning	300,603	307,980	310,930	318,560	3.44%
10505 Inspections	1,102,921	1,196,990	1,194,370	1,237,690	3.40%
<i>Community Development TOTAL</i>	<u>\$ 1,471,067</u>	<u>\$ 1,574,280</u>	<u>\$ 1,576,100</u>	<u>\$ 1,629,150</u>	3.49%

REVENUES

10500 Community Development	\$ 33,270	\$ 26,000	\$ 20,000	\$ 26,000	0.00%
10505 Inspections	1,644,884	1,174,600	2,103,500	1,245,100	6.00%



COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT

The mission of the Community Development Department is to ensure and maintain a quality of life that protects the health and safety of residents, visitors, and businesses. The Department works to achieve this by providing responsible, responsive, and professional zoning administration, comprehensive planning, redevelopment services, housing programs, enterprise facilitation, community marketing, and communication initiatives.

DEPARTMENT FOCUS

The 21 employees of the Community Development Department are committed to professional development, integrity, and service to the community. There are five primary areas of focus within the Department:

- Planning and Zoning
- Housing and Redevelopment
- Inspections
- Economic Development
- Administrative Support

The Community Development Department also serves as staff to the City Council, the Housing and Redevelopment Authority (HRA), the Economic Development Authority (EDA), and the Planning Commission.

While the funding for staff salaries and benefits are compiled in this budget, those costs are ultimately reallocated to individual City, HRA, and EDA program/project budgets. All non-personnel costs are included separately in individual City, HRA, and EDA program/project budgets.

2019 highlights and 2020 goals are also provided separately for each individual program/project. The Community Development goals identified by the City Council at its annual goalsetting session relate to activities undertaken by the Richfield Housing and Redevelopment Authority (HRA) and the Richfield Economic Development Authority (EDA).

DEPARTMENT EXPENDITURE COMMENT

The 2019 Revised Budget represents 2.15% increase from the 2019 Adopted Budget and the 2020 Proposed Budget represents a 5.18% increase over the 2019 Adopted Budget. These increases are due to salary and benefit costs.

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Community Development - 10500

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 665,856	\$ 694,150	\$ 694,170	\$ 733,650
6006 Part-time	111,210	126,910	131,470	140,360
6031 Employer Social Security	45,258	47,520	48,400	51,140
6032 Employer Medicare	10,737	11,570	11,780	12,480
6033 Employer Pera	57,329	61,380	61,720	65,350
6035 Medical Insurance	100,609	112,310	107,140	118,610
6036 Dental Insurance	5,652	5,740	5,740	5,760
6037 Term Life	168	320	320	320
6038 Workers Compensation	456	450	450	390
6040 Long Term Disability	1,313	1,300	1,380	1,430
6051 Interdepartmental Labor	91,680	98,200	78,480	68,870
6054 Interdepartmental Labor Credit	(1,090,268)	(1,159,850)	(1,141,050)	(1,198,360)
<i>Personal Services Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 388	\$ 370	\$ 430	\$ 430
6207 Utility Services	59,604	61,480	61,480	63,320
6307 Insurance & Bonds	6,411	6,290	7,720	7,950
6308 Property Liability	1,140	1,170	1,170	1,200
<i>Other Services & Charges Total</i>	<u>\$ 67,543</u>	<u>\$ 69,310</u>	<u>\$ 70,800</u>	<u>\$ 72,900</u>
<i>Community Development TOTAL</i>	<u><u>\$ 67,543</u></u>	<u><u>\$ 69,310</u></u>	<u><u>\$ 70,800</u></u>	<u><u>\$ 72,900</u></u>

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Community Development - 10500

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Community Development Director	M-5B	1.00	1.00	1.00
Community Development Asst. Director	M-3	1.00	1.00	1.00
Housing Manager	M-1	1.00	1.00	1.00
CD Accountant	GS-6E	1.00	1.00	1.00
Multi Family Housing Coordinator	GS-5E	1.00	-	-
Multi Family Housing Administrator	GS-6E	-	1.00	1.00
Associate Planner	GS-4	1.00	1.00	-
Planner	GS-5E	-	-	1.00
Assistant Planner	GS-3	1.00	1.00	1.00
Administrative Assistant	GS-4	1.00	1.00	1.00
	<i>Total</i>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<u>Part-Time Employees</u>				
Housing Specialist	GS-5	2.00	2.00	2.00
Community Development Technician	GS-2	2.00	2.00	2.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PLANNING AND ZONING DIVISION

MISSION STATEMENT

To provide local land use regulation, policy, and vision information and guidance to residents, local businesses, and developers. To help shape the future of Richfield through development and implementation of long-range plans.

DIVISION FOCUS

- Long range comprehensive planning for the community.
- Shorter range strategy and implementation planning for specific areas.
- Administration and enforcement (on a complaint-basis) of the City's Zoning Ordinance, including processing a variety of land use applications.

2019 HIGHLIGHTS

- Complete 2040 Comprehensive Plan, addressing items identified through Metropolitan Council review process.
- Review and begin Zoning Ordinance amendment process to ensure consistency of regulations with 2040 Comprehensive Plan.
- Work with developers to begin/complete approved developments throughout the City (The Chamberlain Apartments, Primrose School, RF64, Lakeside at Lyndale Gardens, The Henley, Novo).
- Continue to increase responsibilities of Associate Planner.
- Continue Asst. Director/Planning & Redevelopment Manager's participation in Richfield equity work through Richfield CAREs group.
- Process land use permits related to new development.
- Revise ordinances related to Mixed Use Districts and subdivision and platting regulations.
- Secure vehicle and begin pop-up meeting project.

2020 PROGRAM GOALS

- To continue to provide excellent customer service to residents and businesses.
- To continue to monitor emerging trends and recommend ordinance changes that will keep Richfield competitive (e.g. light industrial, urban agriculture).
- Fully establish pop-up meeting program and continue to engage other departments.

DIVISION EXPENDITURE COMMENT

- No change to the 2019 Revised Planning and Zoning budget is proposed.
- The increase in the 2020 proposed budget is primarily related to staff costs (salary step increases and health insurance). The proposed increase is 3.44%.

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Planning & Zoning - 10502

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6051 Interdepartmental Labor	\$ 246,080	\$ 258,900	\$ 258,900	\$ 265,020
<i>Personal Services Total</i>	<u>\$ 246,080</u>	<u>\$ 258,900</u>	<u>\$ 258,900</u>	<u>\$ 265,020</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 28,646	\$ 19,910	\$ 22,760	\$ 22,760
6202 Data Processing Rental	10,600	10,920	10,920	11,250
6205 Maintenance & Repairs	-	180	180	180
6301 Advertising & Publication	4,046	3,220	3,220	3,320
6302 Communications	420	420	420	420
6303 Professional Development	4,246	4,130	4,130	4,500
6305 Subscriptions & Memberships	2,987	3,100	3,100	3,500
6401 Office Supplies	646	1,750	1,750	1,750
6402 Copy Charges	914	1,100	1,100	1,150
6403 Postage	1,961	3,600	2,000	2,000
6409 Uniforms & Clothing	-	-	100	150
6414 Other Supplies	57	750	2,350	2,560
<i>Other Services & Charges Total</i>	<u>\$ 54,523</u>	<u>\$ 49,080</u>	<u>\$ 52,030</u>	<u>\$ 53,540</u>
<i>Planning & Zoning TOTAL</i>	<u><u>\$ 300,603</u></u>	<u><u>\$ 307,980</u></u>	<u><u>\$ 310,930</u></u>	<u><u>\$ 318,560</u></u>

INSPECTIONS DIVISION

MISSION STATEMENT

To serve the citizens of Richfield by providing inspection services to safeguard life, health, property and public welfare by enforcing the minimum requirements of the Richfield City Code and the Minnesota State Building Code.

DIVISION FOCUS

- The Division consists of nine employees: Building Official, two Building Inspectors, Plumbing/Mechanical Inspector, two Housing Inspectors, Permit Technician, Housing Inspections Clerk, and Senior Office Assistant.
- The Inspections Division administers and enforces City Ordinances relating to Building Code requirements including building, plumbing, heating, ventilation and air conditioning, electrical, sign and driveway installations.
- The Division administers a contract with two inspectors to perform electrical inspections.
- The Division spends a significant amount of time advising homeowners who are doing their own remodeling or additions.

2019 HIGHLIGHTS

- The construction activity in 2019 has almost doubled from 2018 to the highest level in recent history.

2020 INSPECTION DIVISION GOALS

- To continue to maintain the quality of homes and buildings within the City by eliminating potential building safety concerns through building inspections and enforcing the Minnesota State Building Code.
- Continue a close working relationship with the Fire Department, Support Services Division, Public Safety, Public Works and other departments within the City to effectively implement programs that affect the residents of Richfield.

DIVISION EXPENDITURE COMMENT

- The 2019 revised budget reflects a .22% decrease from the 2019 adopted budget. The 2020 proposed budget reflects a 3.4% increase over the 2019 adopted budget.

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Inspections - 10505

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 637,933	\$ 693,520	\$ 696,590	\$ 710,190
6009 Overtime	2,779	6,000	10,000	10,000
6013 Longevity	2,144	2,210	2,290	2,390
6031 Employer Social Security	38,125	41,900	42,130	43,140
6032 Employer Medicare	8,916	9,800	9,850	10,230
6033 Employer Pera	47,081	51,600	51,370	53,440
6035 Medical Insurance	98,511	119,120	99,280	110,410
6036 Dental Insurance	5,890	6,450	6,370	6,480
6037 Term Life	177	360	360	360
6038 Workers Compensation	6,312	7,430	7,430	7,190
6040 Long Term Disability	1,273	2,350	1,380	1,420
6051 Interdepartmental Labor	33,504	33,950	33,950	37,570
<i>Personal Services Total</i>	<u>\$ 882,645</u>	<u>\$ 974,690</u>	<u>\$ 961,000</u>	<u>\$ 992,820</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 95,728	\$ 98,190	\$ 102,730	\$ 114,100
6202 Data Processing Rental	37,180	37,780	38,110	38,860
6204 Motor Pool Operating Rental	11,500	14,600	14,600	15,040
6207 Utility Services	22,572	23,280	23,280	23,980
6301 Advertising & Publication	-	200	200	200
6302 Communications	5,322	3,660	3,660	3,800
6303 Professional Development	4,536	6,800	6,800	7,000
6305 Subscriptions & Memberships	705	600	600	620
6307 Insurance & Bonds	7,324	7,190	8,670	8,940
6308 Property Liability	2,010	2,070	2,070	2,130
6401 Office Supplies	5,476	4,750	5,600	5,800
6402 Copy Charges	956	2,580	1,000	1,000
6403 Postage	2,544	3,000	3,000	3,000
6409 Uniforms & Clothing	209	750	1,000	1,100
6414 Other Supplies	4,422	3,850	8,550	4,800
6513 Other Charges	19,792	13,000	13,000	14,000
6523 Public Education Supplies	-	-	500	500
<i>Other Services & Charges Total</i>	<u>\$ 220,276</u>	<u>\$ 222,300</u>	<u>\$ 233,370</u>	<u>\$ 244,870</u>
<i>Inspections TOTAL</i>	<u><u>\$ 1,102,921</u></u>	<u><u>\$ 1,196,990</u></u>	<u><u>\$ 1,194,370</u></u>	<u><u>\$ 1,237,690</u></u>

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Inspections - 10505

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Chief Building Official	M-2	1.00	1.00	1.00
Trade/Building Inspector	GS-6	5.00	5.00	5.00
Permit Technician	GS-3	1.00	1.00	1.00
Housing Inspections Clerk	GS-3	1.00	1.00	1.00
Senior Office Assistant	GS-2	1.00	1.00	1.00
		<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
	<i>Total</i>			

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<i>Total</i>		

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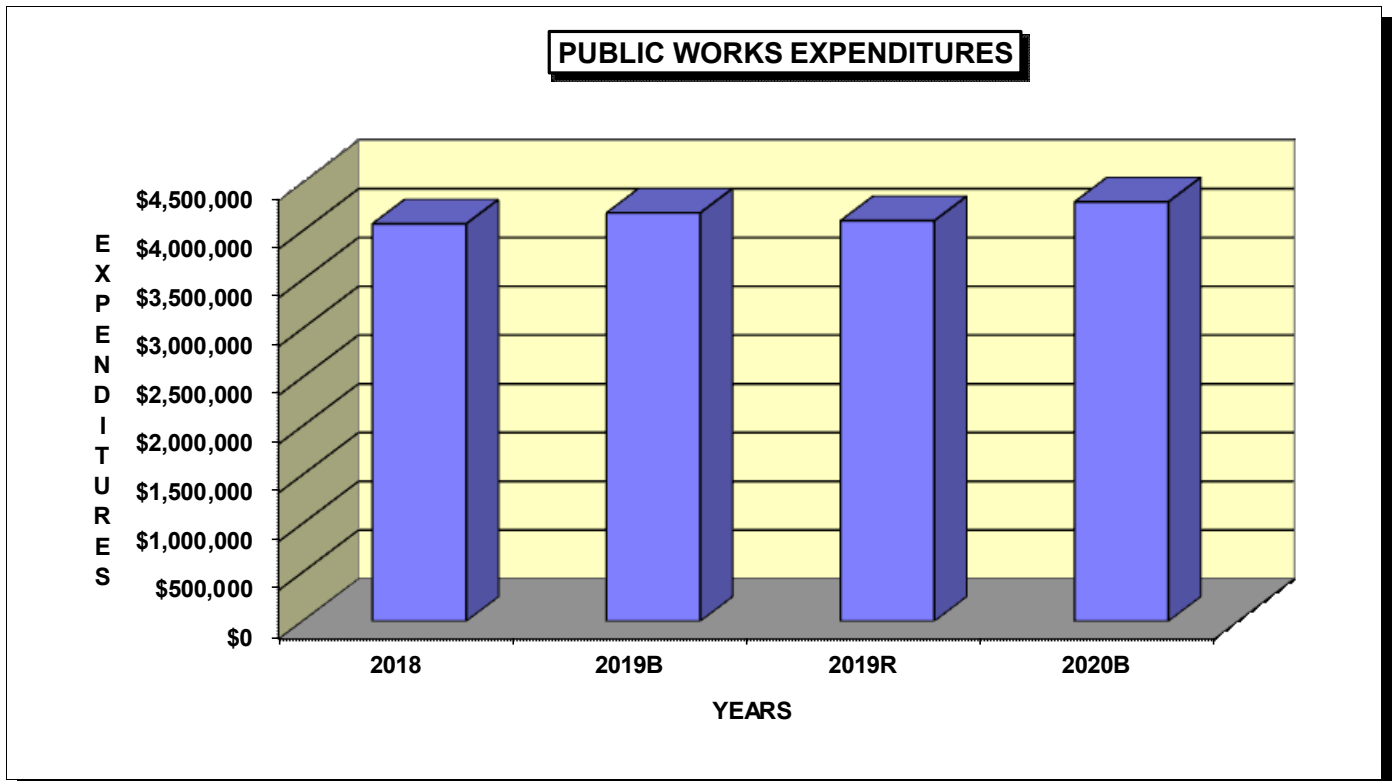
FUND: GENERAL FUND
DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
10600 PW Administration	\$ 179,744	\$ 188,970	\$ 185,220	\$ 190,700	0.92%
10605 Engineering	340,546	336,820	245,230	278,560	(17.30%)
10610 Street Maintenance	2,263,665	2,335,600	2,332,560	2,393,320	2.47%
10615 Park Maintenance	1,291,294	1,325,750	1,343,430	1,437,230	8.41%
<i>Public Works TOTAL</i>	<u>\$ 4,075,249</u>	<u>\$ 4,187,140</u>	<u>\$ 4,106,440</u>	<u>\$ 4,299,810</u>	2.69%

REVENUES

10605 Engineering	\$ 20,502	\$ 14,000	\$ 11,500	\$ 11,500	(17.86%)
10610 Street Maintenance	625,480	615,000	615,000	615,000	0.00%



PUBLIC WORKS ADMINISTRATION DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

The Public Works Administration Division is responsible for overseeing delivery of public capital improvement projects, ongoing maintenance and operations of the Public Works divisions, and staying aware of and contributing to the regional discussions surrounding emerging public works issues (i.e., State and Interstate Highways around Richfield; storm water quality management; water supply; environmental issues; and public education and engagement.)

2019 HIGHLIGHTS

- Began to implement “smart city” initiatives, including but not limited to smart compacting garbage receptacles, the incorporation of 4 hybrid electric vehicles into the fleet, and solar panels on City buildings (City Council Goals 1 & 6).
- Managed social media communications and public outreach for street reconstruction projects and projects in design (City Council Goals 1, 5 & 6).
- Began review of ordinances pertaining to the Public Works Department and updated as needed with consideration of equity and core services (City Council Goals 3 & 6).
- Developed a K-12 “What is Public Works?” educational campaign that can be utilized by local schools and community leaders (City Council Goal 5).
- Utilized Public Work’s outreach mediums/social media outlets to promote the water meter replacement project in addition to the “WaterSmart” utility software roll-out (City Council Goals 1, 5, & 6).
- Worked with the University of Minnesota’s Resilient Communities Project to develop a comprehensive Emerald Ash Borer Public Outreach Campaign (City Council Goals 5 & 6).

2020 DIVISION GOALS

- Continue review of ordinances pertaining to the Public Works Department and update as needed with consideration of equity (City Council Goals 3 & 6).
- Develop and implement a “Public Art Policy” to guide arts investments on city property (City Council Goals 1 & 6).
- Continue to utilize Public Work’s outreach mediums/social media outlets to promote the water meter replacement project in addition to the “WaterSmart” utility software roll-out (City Council Goals 1, 5, & 6).

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget has a 1.98% decrease from the 2019 Adopted Budget.

The 2020 Proposed Budget reflects a .92% increase from the 2019 Adopted Budget due to Personnel Services.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: PW Administration - 10600

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 211,089	\$ 217,780	\$ 215,150	\$ 224,890
6031 Employer Social Security	11,979	12,210	10,830	11,160
6032 Employer Medicare	2,987	3,080	3,110	3,250
6033 Employer Pera	15,470	16,130	15,930	16,670
6035 Medical Insurance	23,860	24,530	24,840	26,990
6036 Dental Insurance	1,368	1,460	1,440	1,440
6037 Term Life	40	80	80	80
6038 Workers Compensation	132	120	120	120
6040 Long Term Disability	371	390	390	400
6054 Interdepartmental Labor Credit	(119,000)	(132,200)	(130,800)	(140,000)
<i>Personal Services Total</i>	<u>\$ 148,296</u>	<u>\$ 143,580</u>	<u>\$ 141,090</u>	<u>\$ 145,000</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 3,244	\$ 12,110	\$ 10,000	\$ 10,000
6202 Data Processing Rental	10,600	10,920	11,170	11,690
6302 Communications	2,428	1,300	2,500	2,500
6303 Professional Development	5,478	6,760	6,750	7,300
6305 Subscriptions & Memberships	804	810	810	930
6307 Insurance & Bonds	1,836	1,800	1,930	1,990
6308 Property Liability	650	670	670	690
6401 Office Supplies	1,777	4,710	5,000	5,000
6402 Copy Charges	2,059	1,520	2,250	2,250
6403 Postage	137	1,940	500	500
6414 Other Supplies	2,435	2,850	2,550	2,850
<i>Other Services & Charges Total</i>	<u>\$ 31,448</u>	<u>\$ 45,390</u>	<u>\$ 44,130</u>	<u>\$ 45,700</u>
<i>PW Administration TOTAL</i>	<u><u>\$ 179,744</u></u>	<u><u>\$ 188,970</u></u>	<u><u>\$ 185,220</u></u>	<u><u>\$ 190,700</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: PW Administration - 10600

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
PW Director/City Engineer	M-5B	1.00	1.00	1.00
Administrative Aide/Analyst	GS-5E	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS		2019 ADOPTED	2019 REVISED	2020 BUDGET
None		\$ -	\$ -	\$ -
<i>Total</i>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

ENGINEERING DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide planning, design, and construction management support for Public Works operations, construction, and maintenance projects. Conducting plan reviews for permits and developers with a focus on protecting the City's interest in the public rights-of-way. Specifically, to:

- Maintain record drawings of the City's existing infrastructure and provide guidance to any proposed changes that would impact that infrastructure.
- Develop and administer the department's Sweet Streets® capital improvement and maintenance projects and Hennepin County's reconstruction of their arterials through the City.
- Represent Richfield's interests in regional transportation planning and construction projects.
- Manage storm water related issues within the City including:
 - Review of redevelopment plans for storm water regulation compliance and permitting;
 - Coordination of the Storm Water Pollution Prevention Program;
 - Lead the Minnesota Pollution Control Agency permitting and annual reporting process for the City; and
 - Follow and track changes in the regulations of storm water that impact the City.
- Provide technical support to other divisions.
- Provide Staff support for the Transportation Commission.

2019 HIGHLIGHTS

- Completed 66th Street Reconstruction and the streetscape elements (City Council Goal 1).
- Administered concrete and mill & overlay contracts for City's Sweet Streets

Program, completing year five of the 6-Year Mill and Overlay Project (City Council Goal 1).

- Administered the second year of reclamation application on mill & overlay areas in an effort to extend the life of the new pavement and preserve the major investment made in City streets (City Council Goal 1 & 6).
- Reached substantial completion on the Lyndale Avenue Reconstruction Project (City Council Goal 1).
- Coordinated completion of South Richfield Parkway (City Council Goal 1).
- Continue to address roadblocks for pedestrians and bicyclists by engaging with the public to understand where opportunities exist (City Council Goal 1, 3, & 6).

2020 DIVISION GOALS

- Coordinate with Metro Transit on Orange Line construction and D Line Planning/Design (City Council Goals 1 & 3).
- Continue to encourage Hennepin County to program full reconstruction of Nicollet and Penn Avenues (City Council Goals 1 & 2).
- Complete the funding package for the 77th Underpass and have the project authorized for construction in 2020 (City Council Goals 1, 2 & 3).
- Continue to coordinate with MnDOT and represent Richfield's interests related to the future I-494 corridor improvements (City Council Goals 1 & 2).
- Continue to address roadblocks for pedestrians and bicyclists by engaging with the public to understand where opportunities exist (City Council Goal 1, 3, & 6).

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects a 27.19% reduction in expenditures from the 2019 Adopted Budget primarily due to vacancies in personnel.

The 2020 Proposed Budget reflects a 17.3% decrease in expenditures from the 2019 Adopted Budget due to staffing changes in the division. This results from the elimination of the two Civil Engineer positions and one City Engineer position and the creation of a Project Engineer position in 2019 and Assistant Engineer Position in 2020 resulting a net decrease of 1.0 FTE for the division.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Engineering - 10605

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 443,125	\$ 496,060	\$ 363,750	\$ 395,430
6009 Overtime	1,794	2,400	2,400	2,400
6031 Employer Social Security	26,813	30,660	22,460	24,520
6032 Employer Medicare	6,281	7,170	5,250	5,730
6033 Employer Pera	32,986	37,210	27,280	29,660
6035 Medical Insurance	51,466	68,600	49,710	54,690
6036 Dental Insurance	3,986	4,310	3,340	3,490
6037 Term Life	117	240	190	190
6038 Workers Compensation	5,520	7,480	7,480	7,170
6040 Long Term Disability	861	1,040	950	980
6054 Interdepartmental Labor Credit	(325,883)	(425,000)	(345,000)	(355,000)
<i>Personal Services Total</i>	<u>\$ 247,066</u>	<u>\$ 230,170</u>	<u>\$ 137,810</u>	<u>\$ 169,260</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 24,702	\$ 25,000	\$ 25,220	\$ 25,220
6202 Data Processing Rental	46,840	48,150	48,570	49,500
6204 Motor Pool Operating Rental	4,250	9,790	9,790	9,790
6301 Advertising & Publication	202	-	-	-
6302 Communications	6,400	4,500	6,500	6,500
6303 Professional Development	4,043	11,000	8,600	9,200
6305 Subscriptions & Memberships	495	1,230	1,500	1,700
6307 Insurance & Bonds	3,662	3,600	3,860	3,980
6308 Property Liability	850	880	880	910
6414 Other Supplies	2,036	2,500	2,500	2,500
<i>Other Services & Charges Total</i>	<u>\$ 93,480</u>	<u>\$ 106,650</u>	<u>\$ 107,420</u>	<u>\$ 109,300</u>
<i>Engineering TOTAL</i>	<u><u>\$ 340,546</u></u>	<u><u>\$ 336,820</u></u>	<u><u>\$ 245,230</u></u>	<u><u>\$ 278,560</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Engineering - 10605

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
City Engineer	M-3	1.00	-	-
Transportation Engineer	M-2	1.00	1.00	1.00
Assistant City Engineer	M-2	-	-	1.00
Project Engineer	M-1	-	1.00	1.00
Engineer Assistant	GS-4	1.00	1.00	1.00
Water Resources Specialist	GS-4	1.00	1.00	1.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>
<u>Project Full-Time Employees</u>				
Civil Engineer	GS-6	2.00	-	-
	<i>Total</i>	<u>2.00</u>	<u>-</u>	<u>-</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

STREET MAINTENANCE DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide pavement management, street signage, signal lights, streetlights, asphalt patching, ice control, and snow removal. These programs are necessary to ensure the citizens of Richfield have a safe, efficient, and reliable transportation system.

The Street Maintenance Division also protects Richfield's urban forest and existing tree canopy through tree inspections, monitoring both public and private trees, tree removal, trimming, and replacing trees on the boulevard as they are removed.

2019 HIGHLIGHTS

- Completed the fifth year of the six year Mill and Overlay Project (City Council Goal 1).
- Continued assistance with private property diseased/hazardous tree removals using the assessment option for paying removal costs (City Council Goals 3 & 5).
- Started an EAB outreach plan for property owners to address trees on their property (City Council Goal 5).

2020 DIVISION GOALS

- Create an inventory of pavement markings to establish a replacement program (City Council Goal 3).
- Continue the Emerald Ash Borer (EAB) injection program to preserve the health of the City's trees (City Council Goals 1 & 6).
- Finalize long-term street maintenance plan including additional mill and overlay for residential streets (City Council Goal 1).
- Initiate system-wide change out of streetlights from High Pressure Sodium bulbs to LED (City Council Goals 1, 5 & 6)

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects a .13% decrease from the 2019 Adopted Budget. Budget line items for Salt (6411) and Overtime (6009) have adjusted upwards due to heavy snowfall in February and March but were offset for 2019 by decreased actual personnel costs in 2019.

The 2020 Proposed Budget reflects a 2.47% increase from the 2019 Adopted Budget. The increases are to account for increased personnel costs.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Street Maintenance - 10610

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 859,331	\$ 908,050	\$ 887,120	\$ 935,060
6007 Seasonal	24,829	39,460	44,720	47,410
6009 Overtime	36,388	15,000	36,000	23,000
6031 Employer Social Security	55,083	57,750	57,340	60,390
6032 Employer Medicare	12,882	13,510	13,410	14,120
6033 Employer Pera	65,867	70,180	66,380	69,980
6035 Medical Insurance	146,879	166,580	146,500	159,950
6036 Dental Insurance	9,038	9,710	9,640	9,580
6037 Term Life	267	540	540	530
6038 Workers Compensation	31,512	38,860	38,860	38,360
6040 Long Term Disability	1,841	1,900	2,030	2,080
6054 Interdepartmental Labor Credit	(61,252)	(78,380)	(78,380)	(78,380)
<i>Personal Services Total</i>	<u>\$ 1,182,665</u>	<u>\$ 1,243,160</u>	<u>\$ 1,224,160</u>	<u>\$ 1,282,080</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 12,848	\$ 9,790	\$ 9,750	\$ 9,750
6202 Data Processing Rental	6,567	8,980	6,960	7,540
6204 Motor Pool Operating Rental	363,910	378,780	378,780	390,140
6205 Maintenance & Repairs	19,511	25,600	11,500	11,500
6207 Utility Services	269,710	264,000	264,000	264,000
6209 Utility Lighting	47,312	62,060	61,040	60,200
6301 Advertising & Publication	855	240	240	240
6302 Communications	7,012	4,500	4,500	4,500
6303 Professional Development	7,917	13,760	5,560	11,360
6305 Subscriptions & Memberships	506	180	400	400
6307 Insurance & Bonds	12,003	11,780	12,980	13,370
6308 Property Liability	2,990	3,080	3,080	3,170
6315 Other Contractual Services	112,944	145,000	186,150	183,570
6409 Uniforms & Clothing	9,285	11,000	11,000	11,000
6410 Small Tools & Parts	5,483	6,200	6,200	6,200
6411 Salt	118,855	85,000	93,360	85,000
6412 Maint. & Const. Materials	33,418	42,840	32,650	31,150
6414 Other Supplies	13,561	3,000	3,000	3,000
6415 Sign Parts & Supplies	13,200	16,650	17,250	15,150
<i>Other Services & Charges Total</i>	<u>\$ 1,057,887</u>	<u>\$ 1,092,440</u>	<u>\$ 1,108,400</u>	<u>\$ 1,111,240</u>
<u>Capital Outlay</u>				
7700 Office Equipment	\$ 23,113	\$ -	\$ -	\$ -
<i>Capital Outlay Total</i>	<u>\$ 23,113</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Street Maintenance TOTAL</i>	<u><u>\$ 2,263,665</u></u>	<u><u>\$ 2,335,600</u></u>	<u><u>\$ 2,332,560</u></u>	<u><u>\$ 2,393,320</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Street Maintenance - 10610

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Operations Superintendent	M-3	.80	.75	.75
Operations Supervisor	M-1	1.00	1.00	1.00
GIS Analyst/IT Technician	GS-5	.30	.30	.20
Forester	GS-4	1.00	1.00	1.00
Senior Office Assistant	GS-2	.35	.35	.35
Public Works Worker	LT-1	10.00	10.00	10.00
		<u>13.45</u>	<u>13.40</u>	<u>13.30</u>
	<i>Total</i>			

CAPITAL OUTLAY

ITEMS		2019 ADOPTED	2019 REVISED	2020 BUDGET
None		\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PARK MAINTENANCE DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To maintain and repair Richfield's 21 park areas that provide space and facilities for leisure activities. These areas vary in size from one-quarter acre (Little Bob's Park) to over 100 acres (Veterans Memorial Park). The Park Maintenance Division is responsible for maintaining and repairing:

- Buildings
- Play features
- Tennis/Pickleball courts
- Ballfields
- Turf areas
- Trash pick-up and disposal
- Winter maintenance of sidewalks/trails

The Park Maintenance Division also manages the maintenance of the LHN and 77th Street Maintenance Districts.

2019 HIGHLIGHTS

- Added plantings, both annual and perennial, to minimal mowing areas (City Council Goal 6).
- Installed the remainder of the new park signs (City Council Goal 6).
- Introduced expanded recycling efforts in City parks (City Council Goal 6).
- Enhanced sidewalk/trail snow removal program (City Council Goals 3 & 5).

2020 DIVISION GOALS

- Install additional solar trail lighting at various parks (City Council Goal 1).
- Continue support of City-sponsored events such as 4th of July Celebration and "Penn Fest" at Open Streets (City Council Goal 6).
- Continue to identify park areas to enhance with ornamental/edible plantings (City Council Goal 6).

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects a 1.33% increase from the 2019 Adopted Budget.

The 2020 Proposed budget reflects an 8.41% increase from the 2019 Adopted Budget.

These increases are due to the addition of a new Public Works Worker to the Division in late summer 2019. Enhanced maintenance to street medians and winter sidewalk clearing are major factors why the position is being added. The costs associated with this position will be offset through a reduction in the Public Works Engineering Budget.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Park Maintenance - 10615

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 467,722	\$ 490,010	\$ 498,010	\$ 558,180
6007 Seasonal	41,821	45,580	43,410	45,600
6009 Overtime	22,667	13,870	23,000	23,000
6013 Longevity	1,096	1,130	1,100	1,130
6031 Employer Social Security	32,445	32,920	33,400	37,220
6032 Employer Medicare	7,588	7,700	7,810	8,710
6033 Employer Pera	36,987	36,690	37,440	41,950
6035 Medical Insurance	71,510	75,440	75,400	91,120
6036 Dental Insurance	5,370	5,380	5,580	6,120
6037 Term Life	156	300	310	340
6038 Workers Compensation	33,780	39,390	29,390	13,700
6040 Long Term Disability	846	840	870	900
6054 Interdepartmental Labor Credit	(28,438)	(34,770)	(34,770)	(34,770)
<i>Personal Services Total</i>	<u>\$ 693,550</u>	<u>\$ 714,480</u>	<u>\$ 720,950</u>	<u>\$ 793,200</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 6,004	\$ 6,600	\$ 3,920	\$ 3,920
6202 Data Processing Rental	3,780	3,890	4,030	4,360
6204 Motor Pool Operating Rental	189,500	198,980	198,980	204,950
6205 Maintenance & Repairs	105,588	120,300	120,300	120,300
6207 Utility Services	112,195	102,920	102,920	111,290
6302 Communications	6,824	4,850	6,700	7,150
6303 Professional Development	6,548	8,610	4,790	7,260
6305 Subscriptions & Memberships	-	100	100	100
6307 Insurance & Bonds	44,938	44,110	45,130	46,490
6308 Property Liability	3,290	3,390	3,390	3,490
6310 Taxes & Licenses	110	200	200	200
6315 Other Contractual Services	62,326	53,550	64,250	68,750
6409 Uniforms & Clothing	3,657	4,790	4,790	4,790
6410 Small Tools & Parts	2,360	3,300	3,300	3,300
6412 Maint. & Const. Materials	3,607	10,000	10,000	10,000
6414 Other Supplies	27,817	45,680	49,680	47,680
<i>Other Services & Charges Total</i>	<u>\$ 578,544</u>	<u>\$ 611,270</u>	<u>\$ 622,480</u>	<u>\$ 644,030</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ 19,200	\$ -	\$ -	\$ -
<i>Capital Outlay Total</i>	<u>\$ 19,200</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Park Maintenance TOTAL</i>	<u><u>\$ 1,291,294</u></u>	<u><u>\$ 1,325,750</u></u>	<u><u>\$ 1,343,430</u></u>	<u><u>\$ 1,437,230</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Park Maintenance - 10615

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Operations Manager	M-2	.50	.50	.50
Public Works Worker	LT-1	7.00	8.00	8.00
		<u>7.50</u>	<u>8.50</u>	<u>8.50</u>
<i>Total</i>				

CAPITAL OUTLAY

ITEMS		2019 ADOPTED	2019 REVISED	2020 BUDGET
None		\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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FUND: GENERAL FUND
DEPARTMENT: Recreation Services

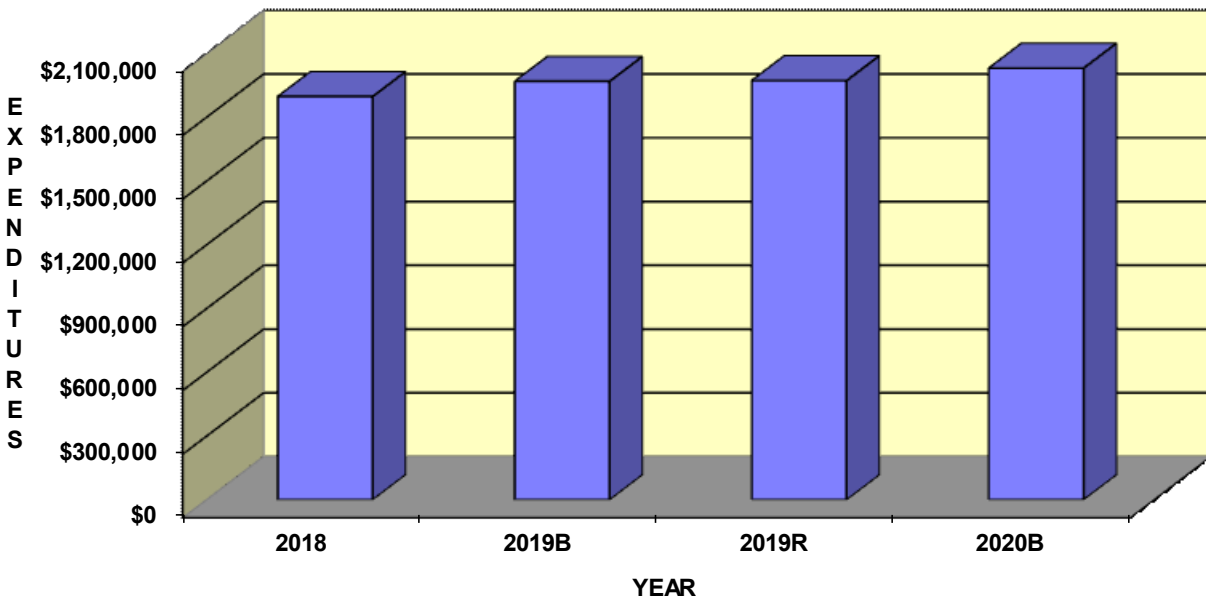
DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
17000 Recreation Administration	\$ 386,198	\$ 375,590	\$ 353,290	\$ 361,800	(3.67%)
17501 Recreation	955,276	1,038,020	1,038,370	1,085,640	4.59%
18000 Wood Lake Nature Center	555,045	554,460	579,900	582,380	5.04%
<i>Recreation Services TOTAL</i>	<u>\$ 1,896,519</u>	<u>\$ 1,968,070</u>	<u>\$ 1,971,560</u>	<u>\$ 2,029,820</u>	3.14%

REVENUES

17501 Recreation	\$ 370,475	\$ 354,820	\$ 349,840	\$ 342,190	(3.56%)
18000 Wood Lake Nature Center	92,758	90,050	91,730	92,060	2.23%

RECREATION SERVICES EXPENDITURES



RECREATION SERVICES ADMINISTRATION

MISSION STATEMENT

The mission of the Recreation Services Department is to provide residents with quality recreational services reflecting Richfield's high service standards.

DIVISION FOCUS

The Recreation Services Administration Division provides support for the Recreation Services Department including Wood Lake Nature Center, Recreation Programs and Athletics, Ice Arena, Outdoor Pool, and Mini-Golf. The Administrative Division also contains items related to parks planning and development.

- Facilitate strategic planning of the City's parks system and recreational programming and oversee all park capital projects.
- Provide support for the Community Services Commission, Arts Commission, Friendship City Commission and other planning groups.
- Provide registration software, online services and other technological support to the Recreation Services Department.
- Coordinate Department program guide and other publications and maintain Department web pages.
- Administer engraving activity and communications for the Honoring All Veterans Memorial, Adopt a Park, Adopt a Tree and other park donations.
- Coordinates the MN GreenStep Cities Program for the City.

2019 HIGHLIGHTS

- Established a fund for public art. (Council Goals 3,5, 6)
- Launched operation of the band shell. (Council Goal 1)
- Passed the organization of recycling and organics curbside hauling (Council Goals 1, 6)
- Passed the approval to hire a Sustainability Coordinator position.
- Established a citizen-based organics taskforce to plan and launched two organics drop-off sites. (Council Goals 1, 5, 6)

2020 DIVISION GOALS

- Consider the establishment of a park dedication ordinance (Council Goal 1).
- Establish quarterly department meetings/training.
- Continue to gather community and financial support for an all-inclusive playground in Augsburg Park (Council Goal 1).
- Increase ADA efforts with facilities, programming, and events. (Council Goals 3, 6)
- Develop plans for capital projects including: costs, schematic drawings, and a variety of engagement offerings.
- Recruit a new Community Center Senior Office Aide after Deb's retirement.

DIVISION EXPENDITURE COMMENTS

- The Recreation Services/Administration Division shows a 5.94% decrease in expenditures for the 2019 revised budget, mainly because of a new Recreation Services Director with a starting salary lower on the pay range than the previous director. The 2020 expenditure budget shows a 3.67% decrease over the 2019 adopted budget; due to savings with personnel costs.

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation Administration - 17000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 218,244	\$ 222,330	\$ 189,020	\$ 196,900
6031 Employer Social Security	12,675	11,000	11,090	11,230
6032 Employer Medicare	3,085	2,980	2,590	2,690
6033 Employer Pera	15,495	15,950	13,790	14,330
6035 Medical Insurance	34,536	31,320	30,980	33,370
6036 Dental Insurance	1,428	1,440	1,440	1,440
6037 Term Life	40	80	80	80
6038 Workers Compensation	3,780	2,720	2,720	2,500
6040 Long Term Disability	395	400	400	410
6051 Interdepartmental Labor	2,223	-	2,200	2,200
<i>Personal Services Total</i>	<u>\$ 291,901</u>	<u>\$ 288,220</u>	<u>\$ 254,310</u>	<u>\$ 265,150</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 424	\$ 500	\$ 5,000	\$ 1,500
6202 Data Processing Rental	14,925	15,190	15,330	15,630
6207 Utility Services	1,331	1,800	1,500	1,500
6301 Advertising & Publication	29,574	25,000	29,000	29,000
6302 Communications	803	-	500	500
6303 Professional Development	957	1,500	1,500	1,500
6305 Subscriptions & Memberships	336	350	350	350
6307 Insurance & Bonds	4,669	4,590	4,760	4,900
6308 Property Liability	7,320	7,540	7,540	7,770
6402 Copy Charges	7,048	9,400	9,000	9,000
6513 Other Charges	26,910	21,500	24,500	25,000
<i>Other Services & Charges Total</i>	<u>\$ 94,297</u>	<u>\$ 87,370</u>	<u>\$ 98,980</u>	<u>\$ 96,650</u>
<i>Recreation Administration TOTAL</i>	<u>\$ 386,198</u>	<u>\$ 375,590</u>	<u>\$ 353,290</u>	<u>\$ 361,800</u>

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation Administration - 17000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Recreation Services Director	M-5A	1.00	1.00	1.00
Recreation Specialist	GS-5	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

RECREATION PROGRAMS

MISSION STATEMENT

The mission of the Recreation Programs Division is to provide high-quality programs, services, and facilities that enhance the physical, emotional and mental well being of our diverse population.

DIVISION FOCUS

The Recreation Programs Division provides high-quality programs, activities and special events throughout the year to the entire community. The division is the conduit to find ways to ensure inclusion of all people, especially people with physical and economic challenges and people of color. The incorporation of these services includes programs and services for youth through seniors/mature adults. The Division also coordinates scheduling of athletic and park facilities for Richfield youth and adult recreational sports associations, schools and other groups.

2019 HIGHLIGHTS

- Introduced Amazing Athletes, a sports-focused program for youth ages 18 months to five years, with great success. (Council Goals 5, 6)
- Conducted a successful eighth-annual Open Streets at Penn Fest event and recruited new entertainment options for the event, including logrolling and an entertainment stage. (Council Goal 5)
- Launched the operation of the Richfield Community Band Shell (Council Goal 1).
- The Farmers Market was able to find a local sponsor to implement a new program called the POP Club at the market. The Power of Produce (POP) Club provides a fun opportunity for children to engage in the local food system through conversations directly with farmers, educational games and demonstrations, and exposure to new fruits and vegetables.
- The Farmers Market expanded their season and offered seven Winter Farmers Market events that featured local produce, hot food and artists.
- A projected 1,000 meals will be served in 2019 to youth ages 18 and younger through the free Summer Food Services Program. (Council Goals 3, 5, 6)
- Coordinated a city-wide 4th of July event with the 4th of July Committee.
- More than 29,000 individual program participation/registrations projected in 2019. (Council Goal 6)
- Registrations for reduced-cost youth sports camps have continued to climb year after year. We have been able to find new partners which have allowed us to continue to offer more camp and a wider and variety of activities. (Council Goals 3, 5, 6)

2020 GOALS

- Increased outreach to underserved populations in our community to increase recreation participation. (Council Goals 3, 5, 6)
- Continue expanding the Free Summer Playground and Food Services Programs. (Council Goals 3, 5, 6)

- Expand senior programming and increase facility use at the Community Center.
- Establish a spring/summer Recreation Intern program to expand current offerings and increase service levels of current programs.
- The City of Richfield is a part of the Richfield Dementia Friends committee and is working to have an online resources guide by 2020 for residents. The resource guide is part of an effort to help those living with or caring for someone with Dementia or memory loss. This is part of the mission of the Richfield Dementia Friends to become a dementia-friendly-community.

DIVISION REVENUE COMMENT

Revenue was reduced by \$17,000 from the adopted budget. Adult softball participation fell 26% last year and is expected to fall another 17%, a trend experienced statewide and throughout the industry.

DIVISION EXPENDITURE COMMENT

Expenditures in the 2019 revised budget will stay approximately the same from the 2019 adopted budget (\$380 increase) and will increase in 2020 by \$50,000. The increase in 2020 is due, primarily, to increases in personal services (salary step increases and the addition of an intern to the division).

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation - 17501

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 275,891	\$ 285,120	\$ 286,660	\$ 300,040
6006 Part-time	118,884	130,030	132,470	138,980
6007 Seasonal	87,814	107,730	102,530	119,670
6031 Employer Social Security	28,721	32,050	32,310	34,640
6032 Employer Medicare	6,717	7,510	7,560	8,100
6033 Employer Pera	32,141	31,050	31,440	32,920
6035 Medical Insurance	60,096	58,680	61,020	67,850
6036 Dental Insurance	2,856	2,870	2,870	2,880
6037 Term Life	84	170	170	170
6038 Workers Compensation	11,040	8,430	8,430	7,940
6040 Long Term Disability	575	580	600	620
<i>Personal Services Total</i>	<u>\$ 624,819</u>	<u>\$ 664,220</u>	<u>\$ 666,060</u>	<u>\$ 713,810</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 220	\$ 210	\$ 220	\$ 220
6201 Rents & Leases	1,354	4,300	4,300	4,300
6202 Data Processing Rental	25,153	26,690	27,070	27,970
6204 Motor Pool Operating Rental	-	-	1,000	1,030
6205 Maintenance & Repairs	20,258	17,400	17,400	17,930
6207 Utility Services	15,901	17,000	17,000	17,000
6301 Advertising & Publication	2,887	4,200	4,200	4,200
6302 Communications	4,633	5,000	5,000	5,000
6303 Professional Development	3,427	4,600	4,000	4,000
6305 Subscriptions & Memberships	2,165	2,200	2,200	2,300
6307 Insurance & Bonds	3,662	3,600	3,860	3,980
6308 Property Liability	120	120	120	120
6315 Other Contractual Services	109,525	131,220	123,760	126,210
6401 Office Supplies	4,869	4,500	5,000	5,000
6403 Postage	1,731	2,500	2,500	2,500
6414 Other Supplies	129,517	141,760	140,380	143,770
6513 Other Charges	5,035	8,500	14,300	6,300
<i>Other Services & Charges Total</i>	<u>\$ 330,457</u>	<u>\$ 373,800</u>	<u>\$ 372,310</u>	<u>\$ 371,830</u>
<i>Recreation TOTAL</i>	<u><u>\$ 955,276</u></u>	<u><u>\$ 1,038,020</u></u>	<u><u>\$ 1,038,370</u></u>	<u><u>\$ 1,085,640</u></u>

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation - 17501

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Recreation Supervisor	GS-5E	3.00	3.00	3.00
Senior Office Aide	GS-2	1.00	1.00	1.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Part-Time Employees</u>				
Recreation Supervisor	GS-5	1.00	1.00	1.00
Custodian	GS-2	2.00	2.00	2.00
	<i>Total</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

WOOD LAKE NATURE CENTER

MISSION STATEMENT

Wood Lake Nature Center, part of the Recreation Services Department, exists to enhance the quality of life in Richfield by providing the highest-quality, community-based nature experience while serving the widest possible audiences.

2019 HIGHLIGHTS

- Conducted a very successful FOWL dinner in April at the Minnesota Valley Country Club.
- Removed old boardwalk destroyed in storm with insurance funds and put in new Lagoon boardwalk in the Marlene Glaus amphitheater area (Council Goal 1)
- Built a new raised-bed children's garden with donated funds.
- Worked with Greencorps member Rachel Lindholm and created an organics drop off program for Richfield.
- Welcomed new full time naturalist staff person, Brianna Rogers, to replace Amy Markle's position.
- Conducted a successful 17th-annual Urban Wildland Half Marathon and 5K with new sponsorships.

2020 DIVISION GOALS

- Welcome and orient a new Manager to Wood Lake
- Work to implement a curbside recycling and organics program for Richfield residents (Council Goal 6).
- Develop a plan for the construction of a new nature center building. (Council Goal 1).
- Build the Friends of Wood Lake Board to include more members that can provide more support.
- Build a new floating boardwalk working through our insurance claim with the League of Minnesota Cities (Council Goal 1).

DIVISION EXPENDITURE COMMENT

For the final four months of 2019 and all of 2020, Wood Lake is budgeting for the addition of a Sustainability Specialist, which will be partially funded by an increase in funds from Hennepin County. The additional expense of this position is also offset by the hiring of a new naturalist in 2019 at a lower pay step, and in 2020 with the hiring of a new manager starting at the lower end of the range. Also, there is an increase in contractual services in order to add a much-needed cleaning service for the building. The net increase in expenditures is \$25,750 for 2019, and \$28,130 for 2020.

DIVISION REVENUE COMMENT

No new events are planned and public programs have continued to decrease in attendance, therefore the revenue is forecasted to remain steady.

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Wood Lake Nature Center - 18000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 372,173	\$ 376,190	\$ 389,880	\$ 425,540
6007 Seasonal	43,629	45,820	47,540	50,060
6013 Longevity	1,893	1,950	1,960	-
6031 Employer Social Security	25,053	26,100	25,650	25,080
6032 Employer Medicare	5,859	6,100	6,000	5,870
6033 Employer Pera	28,874	30,380	29,630	28,750
6035 Medical Insurance	46,371	46,540	45,190	45,180
6036 Dental Insurance	2,856	2,870	2,870	2,880
6037 Term Life	105	200	200	200
6038 Workers Compensation	40,548	20,660	20,660	12,550
6040 Long Term Disability	762	760	760	800
6054 Interdepartmental Labor Credit	(115,080)	(109,350)	(104,560)	(139,300)
<i>Personal Services Total</i>	<u>\$ 453,043</u>	<u>\$ 448,220</u>	<u>\$ 465,780</u>	<u>\$ 457,610</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 3,712	\$ 4,500	\$ 4,000	\$ 4,000
6202 Data Processing Rental	17,469	18,540	19,130	20,230
6204 Motor Pool Operating Rental	6,170	8,000	8,000	8,240
6205 Maintenance & Repairs	10,924	8,500	9,000	9,500
6207 Utility Services	21,601	25,750	22,000	22,600
6301 Advertising & Publication	2,021	3,200	3,000	3,200
6302 Communications	2,514	2,160	2,500	2,700
6303 Professional Development	1,339	500	1,400	1,400
6305 Subscriptions & Memberships	15	-	-	-
6307 Insurance & Bonds	8,457	8,300	8,670	8,930
6308 Property Liability	2,980	3,070	3,070	3,160
6315 Other Contractual Services	2,244	3,600	9,900	16,540
6401 Office Supplies	244	300	300	320
6403 Postage	23	250	50	50
6410 Small Tools & Parts	485	1,100	1,000	1,000
6414 Other Supplies	19,238	16,000	19,300	20,000
6513 Other Charges	2,566	2,470	2,800	2,900
<i>Other Services & Charges Total</i>	<u>\$ 102,002</u>	<u>\$ 106,240</u>	<u>\$ 114,120</u>	<u>\$ 124,770</u>
<i>Wood Lake Nature Center TOTAL</i>	<u><u>\$ 555,045</u></u>	<u><u>\$ 554,460</u></u>	<u><u>\$ 579,900</u></u>	<u><u>\$ 582,380</u></u>

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Wood Lake Nature Center - 18000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Manager	M-1	1.00	1.00	1.00
Naturalist	GS-5E	2.00	2.00	2.00
Sustainability Specialist	GS-4	-	1.00	1.00
Senior Office Aide	GS-2	1.00	1.00	1.00
Public Works Worker	LT-3	1.00	1.00	1.00
		<u>5.00</u>	<u>6.00</u>	<u>6.00</u>
	<i>Total</i>			

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<i>Total</i>		

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BUDGET SUMMARY LIQUOR CONTRIBUTION FUND

<u>AVAILABLE FOR APPROPRIATION</u>	2018 Actual	2019 Budget	Revised	2020 Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 134,745	\$ 135,645	\$ 136,873	\$ 137,823
<u>Sources</u>				
Liquor Profits	-	450,000	-	450,000
Interest	2,128	950	950	950
Subtotal	2,128	450,950	950	450,950
<u>Uses</u>				
Transfers	-	450,000	-	450,000
Subtotal	-	450,000	-	450,000
<u>FUND BALANCE</u>	<u>\$ 136,873</u>	<u>\$ 136,595</u>	<u>\$ 137,823</u>	<u>\$ 138,773</u>

MISSION STATEMENT

The Liquor Contribution Fund is financed by earnings of the Municipal Liquor Fund, which are transferred to this fund annually. As capital improvement projects are undertaken, money is transferred out of this fund to the capital improvement funds to finance the project.

DIVISION FOCUS

For the 2019 Revised there will be no liquor profits transferred to or from the Liquor Contribution fund. The Liquor fund will retain its profits for 2019 in order to rebuild the fund's cash balance. Beginning again in 2020, it is hoped that the Liquor fund will be able contribute \$450,000 to the Liquor Contribution fund.

Projects that have historically been funded through the Liquor Contribution fund will be funded by Capital Project fund sources for 2019.

BUDGET SUMMARY TOURISM ADMINISTRATION

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 51,219	\$ 54,789	\$ 55,646	\$ 56,016
<u>Sources</u>				
Hotel/Motel Lodging Tax	13,233	13,000	10,000	10,000
Interest	1,033	400	500	500
Subtotal	14,266	13,400	10,500	10,500
<u>Uses</u>				
Personal Services	9,839	10,130	10,130	10,130
Subtotal	9,839	10,130	10,130	10,130
<u>FUND BALANCE</u>	\$ 55,646	\$ 58,059	\$ 56,016	\$ 56,386

MISSION STATEMENT

To set up funding for the Richfield Tourism Promotion Board through a Lodging Tax on the gross receipts on lodging from hotels and motels within the city. The purpose of this fund is to promote and market the city as a tourist or convention center.

DIVISION FOCUS

To create a climate supportive of the hotel industry in the city of Richfield. This includes sponsoring events and other appropriate activities which provide visibility for Richfield as a tourist center.

2020 TOURISM ADMINISTRATION GOALS

1. To promote the city of Richfield as a tourist or convention center.
2. To promote civic activities which enhance the city's positive image.
3. To carry out such activities as permitted under Minnesota statutes.

DIVISION EXPENDITURE COMMENT

This fund is responsible for the collection of lodging tax revenues and the distribution of these funds to the Richfield Tourism Promotion Board (RTPB), and for the examination of the records of any operator for verification of accuracy on the Lodging Tax Returns as well as an annual report to the State of Minnesota. Revenue here represents 5% of the total taxes generated and submitted to the Richfield Tourism Promotion Board.

The Richfield Tourism Promotion Board, which meets monthly, is comprised of a representative of the Richfield Chamber of Commerce and a representative from each of the four hotel/motel properties in Richfield. The City Manager serves as the City's liaison to the Board. The duties of the Board include the annual expenditure and a allocation of lodging tax revenues for permissible activities.

BUDGET SUMMARY COMMUNICATIONS FUND

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 1,984,728</u>	<u>\$ 1,873,128</u>	<u>\$ 2,035,076</u>	<u>\$ 2,126,506</u>
<u>Sources</u>				
Franchise Fees	401,332	434,000	370,000	373,000
Interest	22,801	9,700	22,000	22,800
Miscellaneous Revenues	3,101	-	-	-
Subtotal	<u>427,234</u>	<u>443,700</u>	<u>392,000</u>	<u>395,800</u>
<u>Uses</u>				
Personal Services	182,660	201,260	180,770	206,910
Other Service & Charges	116,701	138,840	119,800	123,350
Capital Outlay	7,525	-	-	-
Transfers Out:				
General Fund	-	150,000	-	150,000
Enterprise Fund	70,000	-	-	-
Subtotal	<u>376,886</u>	<u>490,100</u>	<u>300,570</u>	<u>480,260</u>
<u>FUND BALANCE</u>	<u>\$ 2,035,076</u>	<u>\$ 1,826,728</u>	<u>\$ 2,126,506</u>	<u>\$ 2,042,046</u>

COMMUNICATIONS FUND

MISSION STATEMENT

To provide communication services to Richfield residents via the City's Cable TV channel, web site, publications, social media, and media relations. Administer the City's Cable Television ordinance.

DIVISION FOCUS

The communication fund is financed through franchise fees derived from cable television subscribers. These funds are paid to the city under obligations of the Cable Television Franchise Ordinance. The funds are used to finance public service-related cable television programming and public information activities.

The overall administration of this fund is performed through the city's Administrative Services Department. Positions funded by this division include: Communications and Engagement Manager (100 percent), Video Production Assistant (100 percent), Communications Specialist (100 percent), and Communications Intern (100 percent). The Communications and Engagement Manager oversees the city's website, social media, cable TV programming, intranet, internal communications and external communications. Both the part-time Communications Specialist and Communications Intern assist the Communications and Engagement Manager in accomplishing the city's communication goals. The part-time Video Production Assistant records city meetings, as well as assists in the production of other videos.

The city's primary programming focus is the cable casting of Richfield City Council, Housing and Redevelopment Authority and Planning Commission meetings. All additional city programming is produced through this division. In an effort to adequately produce these programs cameras, a control counsel, editing equipment and various accessories are needed. Equipment is updated as needed.

This fund also enhances government transparency and improves civic engagement by funding the *OpenGov*, online budget transparency tool, and Richfield Connect, the city's online engagement program.

2019 Highlights

- Broadcasted 48 public meetings live on Channel 16. These meetings were also recorded for rebroadcast on Channel 16, the city's website and social media channels.
- Produced informational and promotional videos.
- Produced 60 project updates, recruitment videos and the mayor's *State of the Community*.
- Maintained the city's YouTube channel, posted various Richfield content which accrued 85,804 views.
- Maintained city's Facebook, Twitter, Instagram accounts.
- Maintained additional Facebook pages for Wood Lake Nature Center, Farmers Market, Richfield Police Department and Sweet Streets.
- Expanded municipal liquor store's social media presence.
- Created stand-alone website for Richfield's municipal liquor stores.
- Established, planned and edited 50 episodes of the *That's Rich(field)* Podcast, which to date has been downloaded more than 5,000 times.
- Increased the number of likes on Richfield's Facebook page to 8,038.
- Increased the number of followers on Richfield's Twitter account to 3,499.
- Increased the number of followers on Richfield's Instagram account to 955.
- Created the communications intern program.
- Added a communication specialist to the Communication and Engagement Unit.
- Created an annual citizen's academy entitled *Richfield University* to provide residents with a better understanding of the services, programs and events offered by the city.
- Continued to work with media contacts at the Star Tribune, Sun Current and other media outlets.
- Redesigned, produced and expanded the offerings in the annual report.
- Expanded the communications relationships with the communications personnel at the Richfield Chamber of Commerce and Richfield School District.
- Provided professional-quality graphic design support for city initiatives.
- Promote new core values, mission and vision with internal and external stakeholders.
- Worked closely with the Richfield Tourism and Promotion Board to enhance Richfield's reputation.

2020 Goals

- Continue to balance revenue limitations with the costs associated with providing city services.
- Continue Richfield's participation in the Southwest Suburban Cable Commission.
- Broadcast and record City Council, Housing and Redevelopment Authority and Planning Commission meetings.
- Expand the city's e-notify and newsletter contact lists.
- Expand content offerings for Channel 16, website and social media channels.
- Keep up-to-date on latest trends in cable broadcasting, web development, graphic design and social media.
- Continue to expand social networking presence.
- Seek further media relationships to promote mission, vision and goals of the city.
- Coordinate the implementation of the new Richfield brand throughout all departments.

FUND: COMMUNICATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Communications - 20004

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Assistant City Manager	M-4	.20	-	-
Communications & Engagement Manager	M-1	1.00	1.00	1.00
	<i>Total</i>	1.20	1.00	1.00
<u>Intermittent Employees</u>				
Video Production Assistant	SP9-3	1.00	1.00	1.00
	<i>Total</i>	1.00	1.00	1.00
<u>Part-Time Employees</u>				
Communication Specialist	GS4-6	1.00	1.00	1.00
	<i>Total</i>	1.00	1.00	1.00

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

BUDGET SUMMARY - ELECTIONS FUND

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>Revised</u>	<u>2020</u> <u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 1,026,379</u>	<u>\$ 1,129,949</u>	<u>\$ 1,267,908</u>	<u>\$ 1,468,608</u>
<u>Sources</u>				
Other Revenues	343,064	265,000	345,000	362,000
Interest	16,719	6,500	16,000	16,500
Subtotal	<u>359,783</u>	<u>271,500</u>	<u>361,000</u>	<u>378,500</u>
<u>Uses</u>				
Personal Services	88,802	99,400	96,400	99,140
Other Services and Charges	29,452	42,290	33,900	34,320
Capital Outlay	-	-	30,000	-
Subtotal	<u>118,254</u>	<u>141,690</u>	<u>160,300</u>	<u>133,460</u>
<u>FUND BALANCE</u>	<u>\$ 1,267,908</u>	<u>\$ 1,259,759</u>	<u>\$ 1,468,608</u>	<u>\$ 1,713,648</u>

MISSION STATEMENT

The Elections Fund was established to isolate the large fluctuation in costs from year to year.

DIVISION FOCUS

The Election Division provides voter registration services, voter information services, and election administration services for the City. The City Clerk is responsible for the management of these services. City Clerk Division employees provide staffing and support to the Election Division.

Responsibilities include the conduct of primary, general, and special elections, the recruitment and training of election judges, maintenance of voter registration records, programming/testing of voting equipment, polling place arrangements, legal notices, candidate filings, ballot printing, administration of absentee ballot process, and acting as an information resource for the public regarding election information.

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects the reflects the level of services to be provided during a non-election year. The 2020 reflects the anticipation of costs associated with the upcoming State Primary and General Elections and voter registration activities.

BUDGET SUMMARY DRUG/FELONY FORFEITURE

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ 140,734	\$ 156,134	\$ 185,839	\$ 205,409
<u>Sources</u>				
Drug/Felony Forfeiture	53,093	40,000	51,200	40,000
Interest	2,496	850	1,500	2,000
Sale of Property	-	1,000	1,000	-
Other Revenues	-	-	7,500	-
Subtotal	<u>55,589</u>	<u>41,850</u>	<u>61,200</u>	<u>42,000</u>
<u>Uses</u>				
Other Service & Charges	<u>10,484</u>	<u>42,160</u>	<u>41,630</u>	<u>43,000</u>
Subtotal	<u>10,484</u>	<u>42,160</u>	<u>41,630</u>	<u>43,000</u>
<u>FUND BALANCE</u>	<u>\$ 185,839</u>	<u>\$ 155,824</u>	<u>\$ 205,409</u>	<u>\$ 204,409</u>

MISSION STATEMENT

The Drug/Felony Forfeitures Fund receives its revenues as the result of cash and property seized relating to drug and/or felony type criminal activity and vehicles seized due to aggravated DUI violations. By law, the funds can only be used for law enforcement purposes.

DIVISION FOCUS

The funds will be used for various police equipment and training needs. The 2019 revised budget reflects the purchase of digital forensic training (\$20,000), Level III bunkers for SWAT (\$6,000), Armors Tool/Gun Mat and Gun Cleaning Machine (\$1,200), First Aid Kit backpacks for SWAT (\$300), MP5 Magazines (\$600), Thor Hammer 2 (\$130), Bunker for Investigations (\$1,400), Camera Bundle and Lens for investigations (\$6,000) and Badge item changes (\$6,000)..

In 2020, planned purchases are for new monitors and four Surface Pro's for command staff (\$6,400), Level III bunker for Patrol (\$3,000), digital forensic training (\$20,000), Badge item changes (\$5,000), Suppressors for SWAT (\$6,400), Less Lethal Conversion Shotguns for Patrol (\$2,200).

BUDGET SUMMARY PUBLIC SAFETY COMPLIANCE

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 114,441</u>	<u>\$ 113,361</u>	<u>\$ 139,630</u>	<u>\$ 155,580</u>
<u>Sources</u>				
Intergovernmental:				
Federal Grants	4,424	6,230	12,770	6,000
State Grants	3,158	-	3,000	3,000
County Grants	20,000	20,000	20,000	-
APS Revenue	5,422	4,500	4,600	4,600
Interest	1,882	650	1,000	1,100
Other Revenues	15,993	-	24,420	-
Subtotal	<u>50,879</u>	<u>31,380</u>	<u>65,790</u>	<u>14,700</u>
<u>Uses</u>				
Personnel Services	915	2,300	2,300	2,200
Other Service & Charges	<u>24,775</u>	<u>27,000</u>	<u>47,540</u>	<u>6,000</u>
	<u>25,690</u>	<u>29,300</u>	<u>49,840</u>	<u>8,200</u>
<u>FUND BALANCE</u>	<u>\$ 139,630</u>	<u>\$ 115,441</u>	<u>\$ 155,580</u>	<u>\$ 162,080</u>

MISSION STATEMENT

This fund accounts for revenue generated from several sources. The first two sources are received from fines levied against local business that fail alcohol and tobacco compliance checks and the Automated Pawn System which is managed by the City of Minneapolis.

The next source of revenue is derived from grants received from federal, state, and county agencies. For 2019 the City was awarded a Justice Assistance Grant (JAG) for \$9,650. It is unknown if the City will receive a JAG grant in 2020..

DIVISION FOCUS

Funds received from compliance failure fines will be used to fund future ongoing compliance checks and the Automated Pawn System. Grants awarded to the department will be administered within this fund. The Joint Community Police Partnership (JCCP) grant money will also be administered within this fund. However, the City has been notified that it will not be receiving and JCCP funding for 2020 and it is unknown whether any funding will be received beyond 2020. It is anticipated that federal and state bullet proof vest grant funds will be received in 2019 and 2020.

BUDGET SUMMARY RECREATION CONTRIBUTIONS

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 15,883</u>	<u>\$ 25,983</u>	<u>\$ 38,328</u>	<u>\$ 47,528</u>
<u>Sources</u>				
Intergovernmental				
County	11,250	-	-	-
Contributions	31,038	30,000	30,000	30,000
Interest	371	150	200	220
Subtotal	<u>42,659</u>	<u>30,150</u>	<u>30,200</u>	<u>30,220</u>
<u>Uses</u>				
Other Services & Charges	20,214	20,000	21,000	21,000
Subtotal	<u>20,214</u>	<u>20,000</u>	<u>21,000</u>	<u>21,000</u>
<u>FUND BALANCE</u>	<u>\$ 38,328</u>	<u>\$ 36,133</u>	<u>\$ 47,528</u>	<u>\$ 56,748</u>

MISSION STATEMENT

The Recreation Contributions Fund serves as a way to account for donations that are intended to benefit activities of the Recreation Services Department. Sources of revenue include donations/contributions come from individuals, businesses or corporations, as well grants and interest earnings. Uses of the funds include staffing costs, supplies, equipment, construction and other charges.

DIVISION FOCUS

Fund activity includes donations from individuals for donated park features, receipt of on-line engraving donations for the Honoring All Veterans Memorial, and Community Center fundraising events like the Boutique and the Garage Sale.

BUDGET SUMMARY NATURE CENTER CONTRIBUTIONS

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 47,654</u>	<u>\$ 43,874</u>	<u>\$ 53,961</u>	<u>\$ 56,961</u>
<u>Sources</u>				
Intergovernmental				
State Grant	19,574	-	19,500	19,500
County	1,575	-	-	5,000
Contributions	67,815	71,000	70,000	65,000
Interest	4,637	2,500	4,600	4,700
Subtotal	<u>93,601</u>	<u>73,500</u>	<u>94,100</u>	<u>94,200</u>
<u>Uses</u>				
Personal Services	41,180	37,200	42,000	42,500
Other Services & Charges	46,114	37,000	49,100	49,500
Subtotal	<u>87,294</u>	<u>74,200</u>	<u>91,100</u>	<u>92,000</u>
<u>FUND BALANCE</u>	<u>\$ 53,961</u>	<u>\$ 43,174</u>	<u>\$ 56,961</u>	<u>\$ 59,161</u>

MISSION STATEMENT

The Nature Center Contribution Fund serves as a way to account for donations that are intended to benefit Wood Lake Nature Center. Sources of donations mostly come from the fundraising activities of the Friends of Wood Lake (FOWL). Other donations are received from individuals, businesses or corporations. Another source includes interest earned from the fund balance. Uses of the fund include a transfer into to the Woodlake Nature Center Operating Budget for staffing costs, supplies, equipment, construction and other charges.

DIVISION FOCUS

Sources of revenue include proceeds from the FOWL Dinner, FOWL membership fees, the Turkey Trailblazer, garden leaf sales, and miscellaneous donations received for park features. Uses of funds include the cost of the FOWL newsletter, volunteer shirts, and sponsorship of the Halloween Program.

BUDGET SUMMARY PUBLIC HEALTH GRANTS

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ 99,203	\$ 99,703	\$ 104,510	\$ 109,230
<u>Sources</u>				
Intergovernmental Revenues:				
Public Health Grants	52,397	36,320	52,400	52,400
Interest	1,464	550	650	750
Subtotal	<u>53,861</u>	<u>36,870</u>	<u>53,050</u>	<u>53,150</u>
<u>Uses</u>				
Other Service & Charges	48,554	36,320	48,330	48,330
	<u>48,554</u>	<u>36,320</u>	<u>48,330</u>	<u>48,330</u>
<u>FUND BALANCE</u>	<u>\$ 104,510</u>	<u>\$ 100,253</u>	<u>\$ 109,230</u>	<u>\$ 114,050</u>

MISSION STATEMENT

To prepare for internally and provide services to the community in the area of strengthening the City's ability to assess and enhance the capacity of local public health departments to respond to bioterrorism, infectious diseases, and other threats to public health.

DIVISION FOCUS

These dollars are grant funds that are provided to each Community Health Service agency, of which Richfield is one, from or through the State of Minnesota to work on providing services in the area of public health emergency preparedness services. The grant dollars originate from the Centers for Disease Control and Prevention and are intended to be used to assess and enhance the capacity of the state and local public health departments to respond to bioterrorism, infectious diseases, and other threats to public health.

BUDGET SUMMARY WOOD LAKE HALF MARATHON

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ 32,615	\$ 33,715	\$ 25,636	\$ 31,336
<u>Sources</u>				
Charges for Service	48,830	55,000	55,000	55,000
Contributions	10,500	14,000	14,000	14,000
Interest Earnings	494	100	500	500
Subtotal	<u>59,824</u>	<u>69,100</u>	<u>69,500</u>	<u>69,500</u>
<u>Uses</u>				
Personal Services	33,000	30,000	30,000	30,000
Other Service & Charges	33,803	30,000	33,800	33,800
Subtotal	<u>66,803</u>	<u>60,000</u>	<u>63,800</u>	<u>63,800</u>
<u>FUND BALANCE</u>	<u>\$ 25,636</u>	<u>\$ 42,815</u>	<u>\$ 31,336</u>	<u>\$ 37,036</u>

MISSION STATEMENT

The Urban Wildland Half Marathon & 5K has been held since 2003. The event was initiated in response to proposed cuts in Local Government Aid and was seen as a way to fund Wood Lake Nature Center's environmental education curriculum for Richfield Public School students in kindergarten through eighth grade.

The costs of the environmental education program are offset by revenue from the Urban Wildland Half Marathon & 5K.

DIVISION FOCUS

Event sponsorships are detailed as "contributions" and revenues from race registration, detailed as "charges for service. The "uses" include expenditures related to the race, as well as the amount that will offset environmental education program costs.

BUDGET SUMMARY FRANCHISE FEES

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 746,224</u>	<u>\$ 2,017,754</u>	<u>\$ 2,208,703</u>	<u>\$ 2,021,223</u>
<u>Sources</u>				
Franchise Fee	1,840,884	1,832,000	1,832,000	1,832,000
Interest	19,860	5,000	20,000	15,000
Subtotal	<u>1,860,744</u>	<u>1,837,000</u>	<u>1,852,000</u>	<u>1,847,000</u>
<u>Uses</u>				
Other Services & Charges	44,925	95,000	95,000	95,000
Transfers Out:				
Debt Service Fund	353,340	744,480	744,480	748,020
Capital Project Fund	-	1,200,000	1,200,000	2,100,000
Subtotal	<u>398,265</u>	<u>2,039,480</u>	<u>2,039,480</u>	<u>2,943,020</u>
<u>FUND BALANCE</u>	<u>\$ 2,208,703</u>	<u>\$ 1,815,274</u>	<u>\$ 2,021,223</u>	<u>\$ 925,203</u>

MISSION STATEMENT

The establishment of gas and electric franchise fees was in response to reductions in state aids and the potential for state imposed levy limits. The fees allow the City to have a reliable revenue stream..

DIVISION FOCUS

The primary purpose of the establishment of gas and electric franchise fees was to replace revenues lost to reductions in state aids and to offset the potential for state imposed levy limits. The fees provide funding for the maintenance of city streets, and diseased tree treatments, removal, and replacement. The most recent increase in Franchise fees took affect in the second quarter of 2014. The purpose of this last increase was to fund the City's six year mill and overlay project of all city streets. As part of that funding, the City issued general obligation street reconstruction bonds in 2015 and 2018 and franchise fees will serve as the source of the funding for the bonds debt service. 2020 will be the year six of the mill and overlay program.

BUDGET SUMMARY ICE ARENA

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ (4,024,450)	\$ (3,896,720)	\$ (3,841,402)	\$ (3,630,702)
<u>Sources</u>				
User Fees	1,004,546	941,390	1,009,170	1,040,040
Commodities	60,213	60,200	60,200	61,930
Other Revenues	68,360	67,800	67,800	68,020
Transfers In:				
General Fund	85,000	100,000	100,000	110,000
Capital Project Fund	170,000	-	-	3,680,000
Subtotal	<u>1,388,119</u>	<u>1,169,390</u>	<u>1,237,170</u>	<u>4,959,990</u>
<u>Uses</u>				
Personal Services	542,879	505,290	521,650	573,960
Other Service & Charges	450,084	472,090	472,500	487,220
Interest Charges	18,573	16,480	16,480	14,130
Capital Outlay	193,535	-	15,840	3,680,000
Subtotal	<u>1,205,071</u>	<u>993,860</u>	<u>1,026,470</u>	<u>4,755,310</u>
<u>FUND BALANCE</u>	<u>\$ (3,841,402)</u>	<u>\$ (3,721,190)</u>	<u>\$ (3,630,702)</u>	<u>\$ (3,426,022)</u>

MISSION STATEMENT

The Ice Arena operation serves to provide recreational skating and on ice programs for a variety of ages; to provide equitable ice availability for male and females; to provide a quality ice sheet, and a clean and safe facility.

The operation provides skating lessons, open skating, and sponsors the annual ice show. Ice is rented to the local high schools for practice and games, youth associations for clinics, practices, games, and hockey tournaments. The St. Paul Figure Skating Competition rents ice along with private hockey schools and various groups for hockey and broomball.

DIVISION FOCUS

During 2019 successfully completed our first full year of curling. The addition of curling should help increase revenues during off peak times of the year. Finally, in another effort to create new revenue streams, "private lesson time" was added.

Continue to work on developing a budget plan to replace the current refrigeration systems in Rink 1 and 2 in 2020. In addition create a new management agreement with the Minnesota Magicians hockey team. Finally, staff will continue the partnerships with the Minnesota Magicians, Holy Angels and Southwest Christian/Richfield High Schools in efforts to generate more revenues during off peak times.

Finally, the operation will continue to look for ways to maximize revenues and maintain or reduce operating costs while still providing a quality facility and experience.

FUND: ICE ARENA
DEPARTMENT: Recreation Services
BUSINESS UNIT: Ice Arena - 20035

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Facility Manager	M-1	1.00	1.00	1.00
Facility Operations Assistant	GS-3	1.00	-	-
Public Works Worker	LT-1	1.00	1.00	1.00
Recreation Supervisor	GS-5E	1.00	2.00	2.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Part-Time Employees</u>				
Custodian	GS-2	-	1.00	1.00
Senior Office Aide	GS-2	1.00	-	-
	<i>Total</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
HVAC	\$ -	\$ 15,840	\$ -
Ice Arena Refrigeration	-	-	3,680,000
	<i>Total</i>	<u>\$ -</u>	<u>\$ 3,680,000</u>

BUDGET SUMMARY SWIMMING POOL

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ (999,522)	\$ (960,522)	\$ (952,039)	\$ (881,589)
<u>Sources</u>				
User Fees	305,886	342,120	372,420	386,310
Commodities	65,050	64,890	64,890	66,840
Transfers In:				
General Fund	100,000	100,000	100,000	110,000
Subtotal	<u>470,936</u>	<u>507,010</u>	<u>537,310</u>	<u>563,150</u>
<u>Uses</u>				
Personal Services	201,512	211,720	211,720	217,770
Other Service & Charges	221,941	252,700	255,140	263,720
Subtotal	<u>423,453</u>	<u>464,420</u>	<u>466,860</u>	<u>481,490</u>
<u>FUND BALANCE</u>	<u>\$ (952,039)</u>	<u>\$ (917,932)</u>	<u>\$ (881,589)</u>	<u>\$ (799,929)</u>

MISSION STATEMENT

The Swimming Pool strives to provide the community with an outstanding outdoor recreational swimming experience for various ages and groups; to provide quality pool water; to provide a clean and safe facility and to provide healthy concession choices for customers.

DIVISION FOCUS

The Living Social season pass promotion was offered for the sixth year and resulted in 6,300 season passes being sold, generating an estimated \$175,000 in revenue. New security cameras were added throughout the facility to provide extra security.

For 2020, the feasibility of opening the zero depth pool on Memorial and Labor Day weekends will be explored and adding a splash pad to the facility to increase revenues. Also, continue to add more shading units and patio furniture to the facility.

BUDGET SUMMARY SPECIAL FACILITIES

<u>AVAILABLE FOR APPROPRIATION</u>	2018	2019		2020
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 14,907	\$ 14,997	\$ 26,791	\$ 30,291
<u>Sources</u>				
Other Revenues	146,083	36,090	131,190	40,400
Interest	232	-	-	-
Transfers In:				
General Fund	10,000	10,000	10,000	-
Subtotal	156,315	46,090	141,190	40,400
<u>Uses</u>				
Personal Services	9,870	10,170	10,170	10,470
Other Service & Charges	25,629	36,290	36,420	37,500
Capital Outlay	108,932	-	91,100	-
Subtotal	144,431	46,460	137,690	47,970
<u>FUND BALANCE</u>	<u>\$ 26,791</u>	<u>\$ 14,627</u>	<u>\$ 30,291</u>	<u>\$ 22,721</u>

MISSION STATEMENT

To provide leisure activity for the public through miniature golf and picnics; to provide a well landscaped, attractive and fun miniature golf course, and to provide a clean and safe picnic area.

DIVISION FOCUS

City staff and Wheel Fun Rentals, Inc. operate the miniature golf and picnic shelter facilities. The operation provides recreational miniature golf for all ages, plans special events, promotes group events, provides newspaper and direct mail advertisement, and provides a quality picnic shelter for the Richfield Farmers Market and park users.

In 2019 a new lease was executed with Wheel Fun Rentals for a period of 15 years. At the same time Wheel Fun Rentals is investing over \$240,000 into a new mini golf course and walkways. In addition, the inside of the existing park building was renovated to provide a more inviting dining area and patio area. Looking ahead to 2020, efforts will be made to increase revenue from shelter rentals, develop a new programming event for the Christmas season, and install new gutters on the park building.

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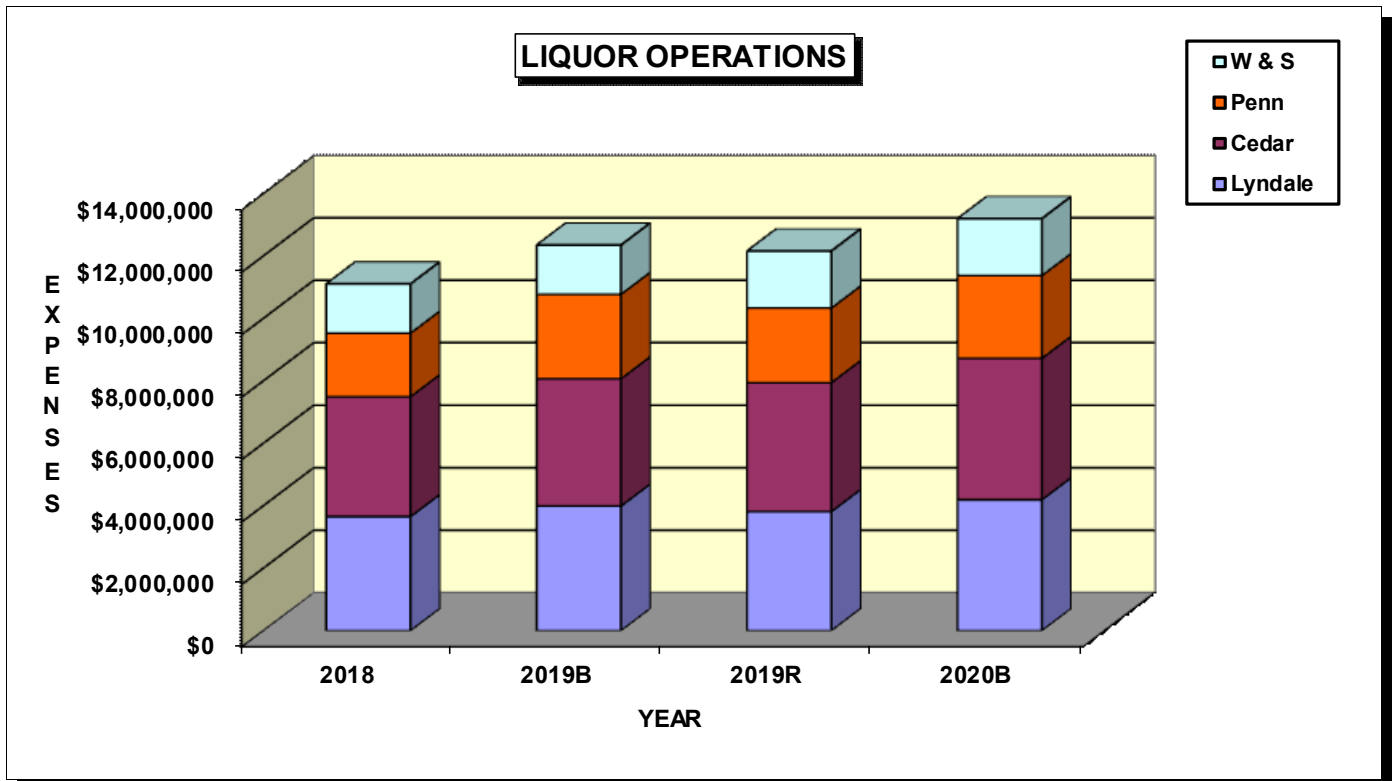
FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
50010 LYNDALDE LIQUOR STORE	\$ 3,656,221	\$ 3,992,300	\$ 3,815,870	\$ 4,193,440	5.04%
50020 CEDAR LIQUOR STORE	3,837,730	4,075,140	4,127,080	4,526,410	11.07%
50030 PENN LIQUOR STORE	2,035,129	2,703,560	2,390,310	2,651,660	(1.92%)
50040 WINE & SPIRITS	1,576,410	1,576,750	1,826,010	1,822,560	15.59%
<i>Liquor Operations TOTAL</i>	<u>\$11,105,490</u>	<u>\$12,347,750</u>	<u>\$12,159,270</u>	<u>\$13,194,070</u>	6.85%

REVENUES

50010 LYNDALDE LIQUOR STORE	\$ 3,909,692	\$ 4,179,500	\$ 4,042,700	\$ 4,325,950	3.50%
50020 CEDAR LIQUOR STORE	4,147,066	4,232,740	4,456,200	4,768,000	12.65%
50030 PENN LIQUOR STORE	2,040,719	2,645,250	2,404,430	2,572,710	(2.74%)
50040 WINE & SPIRITS	1,573,689	1,514,530	1,691,670	1,810,150	19.52%



BUDGET SUMMARY

LIQUOR FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	2018 Actual	2019 Revised	2020 Budget	2021 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 3,273,147</u>	<u>\$ 3,838,831</u>	<u>\$ 4,430,561</u>	<u>\$ 4,713,301</u>
<u>Revenues</u>				
Sales	11,561,557	12,560,850	13,440,120	13,843,320
Less Cost of Sales	(8,645,844)	(9,420,630)	(10,080,090)	(10,382,490)
Net Sales	<u>2,915,713</u>	<u>3,140,220</u>	<u>3,360,030</u>	<u>3,460,830</u>
<u>Miscellaneous Revenues</u>				
Interest	-	-	1,000	1,000
Other Revenues (Net)	<u>39,611</u>	<u>34,150</u>	<u>35,690</u>	<u>36,760</u>
Total Miscellaneous Revenues	<u>39,611</u>	<u>34,150</u>	<u>36,690</u>	<u>37,760</u>
Total Revenues	<u>2,955,324</u>	<u>3,174,370</u>	<u>3,396,720</u>	<u>3,498,590</u>
<u>Expenses</u>				
Personal Services	1,372,924	1,480,280	1,537,720	1,576,160
Other Services and Charges	<u>579,474</u>	<u>557,990</u>	<u>571,960</u>	<u>589,120</u>
Total Operating Expenses	<u>1,952,398</u>	<u>2,038,270</u>	<u>2,109,680</u>	<u>2,165,280</u>
Net Income before Depreciation	1,002,926	1,136,100	1,287,040	1,333,310
<u>Depreciation</u>	<u>207,322</u>	<u>235,440</u>	<u>236,090</u>	<u>243,170</u>
Net Income (Loss)	795,604	900,660	1,050,950	1,090,140
<u>Operating Transfers From (To):</u>				
Special Revenue Fund	70,000	-	-	-
General Fund	(299,920)	(308,930)	(318,210)	(327,750)
Special Revenue Fund	<u>-</u>	<u>-</u>	<u>(450,000)</u>	<u>(450,000)</u>
Net Transfers	<u>(229,920)</u>	<u>(308,930)</u>	<u>(768,210)</u>	<u>(777,750)</u>
<u>RETAINED EARNINGS</u>	<u>\$ 3,838,831</u>	<u>\$ 4,430,561</u>	<u>\$ 4,713,301</u>	<u>\$ 5,025,691</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ 156,000</u>	<u>\$ -</u>	<u>\$ -</u>

BUDGET SUMMARY LIQUOR FUND PROJECTION

<u>CASH FLOW SUMMARY</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 11,601,168	\$ 12,595,000	\$ 13,476,810	\$ 13,881,080
Items not requiring cash -				
Decrease in Receivables	508	-	-	-
Decrease in Prepaid items	1,006	-	-	-
Interfund Loan	212,511	-	-	-
Depreciation	207,322	235,440	236,090	243,170
Transfer from Special Revenue Fund	70,000	-	-	-
TOTAL SOURCES	12,092,515	12,830,440	13,712,900	14,124,250
<u>USES OF CASH</u>				
Total Expenses	10,805,564	11,694,340	12,425,860	12,790,940
Increase in Inventory	59,530	-	-	-
Decrease in Payables	275,709	-	-	-
Capital Outlay	1,376,122	156,000	-	-
Transfer to General Fund	299,920	308,930	318,210	327,750
Transfer to Special Revenue Fund	-	-	450,000	450,000
TOTAL USES	12,816,845	12,159,270	13,194,070	13,568,690
NET INCREASE (DECREASE) IN CASH	(724,330)	671,170	518,830	555,560
CASH BALANCE - JANUARY 1	724,330	-	671,170	1,190,000
CASH BALANCE - DECEMBER 31	\$ -	\$ 671,170	\$ 1,190,000	\$ 1,745,560
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	1,320,529			
Less: Current Liabilities - Dec. 31	764,249			
CASH TO BE AVAILABLE	\$ 556,280			

LIQUOR OPERATIONS

MISSION STATEMENT

To responsibly distribute alcoholic beverages at retail, consistently provide assistance in the form of quality customer service, well maintained, attractive city-owned facilities while also providing adequate funds for recreational projects in Richfield.

DIVISION FOCUS

The Richfield Liquor Dispensary was established in 1943. The operations consist of four retail beverage outlets with annual sales in 2018 of 11.5 million dollars. The liquor operations employ seven full time, eight permanent part time and approximately 50 seasonal and intermittent staff members.

2019 HIGHLIGHTS

- The 7700 Lyndale Liquor Store underwent a complete roof replacement at an estimated cost of \$150,000.
- A new cooling system was installed at the 7700 Lyndale Liquor Store.
- Creation of a “Round Up” program so that customers would voluntarily donate to generate short-term funding for various city recreation projects.

2020 DIVISION GOALS

- Establish a broad social media presence (Instagram, Facebook, Twitter etc.).
- Establish a free-standing web page for the liquor operations.
- Establish on-going Community Awareness campaign of liquor store profit destinations. (City Recreation).

DIVISION EXPENDITURE COMMENT

The Department has completed the upgrade of the Lyndale Liquor Store, May 2013, Cedar, November 2016 and the Penn Store in June 2018.

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: LYNDALDE LIQUOR STORE - 50010

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,297,815	\$ 1,392,270	\$ 1,330,680	\$ 1,423,820
5010 Sales - Wine	958,776	1,039,470	1,034,700	1,107,160
5015 Sales - Beer	1,484,420	1,593,840	1,532,290	1,639,550
5025 Sales - Cigarettes	63,364	52,220	48,390	51,780
5030 Sales - Food	22,848	22,570	21,770	23,300
5035 Sales- Other	68,763	68,090	64,520	69,000
<i>Liquor Sales Total</i>	<u>\$ 3,895,986</u>	<u>\$ 4,168,460</u>	<u>\$ 4,032,350</u>	<u>\$ 4,314,610</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ -	\$ 350	\$ -	\$ 250
8032 Commissions	4,481	6,070	4,500	4,700
8033 Cash/Over Short	291	100	100	100
8035 Other Miscellaneous Revenues	2,325	420	250	290
8040 Sales - Lottery Commissions	6,609	4,100	5,500	6,000
<i>Other Income Total</i>	<u>\$ 13,706</u>	<u>\$ 11,040</u>	<u>\$ 10,350</u>	<u>\$ 11,340</u>
LYNDALDE LIQUOR STORE TOTAL	<u><u>\$ 3,909,692</u></u>	<u><u>\$ 4,179,500</u></u>	<u><u>\$ 4,042,700</u></u>	<u><u>\$ 4,325,950</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: LYNDALE LIQUOR STORE - 50010

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 2,899,675	\$ 3,129,420	\$ 3,024,260	\$ 3,235,960
<i>Costs of Goods Sold Total</i>	<u>\$ 2,899,675</u>	<u>\$ 3,129,420</u>	<u>\$ 3,024,260</u>	<u>\$ 3,235,960</u>
<u>Personal Services</u>				
6005 Full Time	\$ 135,598	\$ 129,630	\$ 140,020	\$ 143,860
6006 Part-time	86,850	87,280	88,870	91,530
6007 Seasonal	105,133	100,500	106,000	109,180
6009 Overtime	1,328	600	1,500	1,500
6013 Longevity	1,145	1,120	1,180	1,210
6031 Employer Social Security	19,887	19,600	20,020	20,670
6032 Employer Medicare	4,651	4,600	4,720	4,820
6033 Employer Pera	(718)	23,800	30,330	31,010
6035 Medical Insurance	41,616	17,220	38,860	42,160
6036 Dental Insurance	1,230	1,170	1,170	1,180
6037 Term Life	34	70	70	70
6038 Workers Compensation	2,136	2,160	2,160	2,370
6040 Long Term Disability	268	270	460	470
6051 Interdepartmental Labor	8,104	5,000	8,400	8,500
<i>Personal Services Total</i>	<u>\$ 407,262</u>	<u>\$ 393,020</u>	<u>\$ 443,760</u>	<u>\$ 458,530</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 6,244	\$ 6,250	\$ 6,300	\$ 6,400
6202 Data Processing Rental	21,950	21,760	23,480	23,950
6205 Maintenance & Repairs	4,429	3,900	4,000	4,200
6207 Utility Services	31,502	31,500	32,000	32,200
6301 Advertising & Publication	9,048	6,300	7,000	7,200
6302 Communications	745	930	770	780
6303 Professional Development	8	100	100	100
6305 Subscriptions & Memberships	75	50	60	60
6307 Insurance & Bonds	13,798	13,800	13,000	13,390
6308 Property Liability	3,970	4,090	4,090	4,210
6310 Taxes & Licenses	925	1,050	950	970
6315 Other Contractual Services	9,519	10,500	10,000	10,200
6401 Office Supplies	1,364	1,200	1,200	1,200
6402 Copy Charges	67	50	50	50
6403 Postage	655	720	650	660
6409 Uniforms & Clothing	1,136	-	1,000	1,000
6414 Other Supplies	9,989	9,200	9,000	9,000
6513 Other Charges	58,812	58,000	60,000	62,000
<i>Other Services & Charges Total</i>	<u>\$ 174,236</u>	<u>\$ 169,400</u>	<u>\$ 173,650</u>	<u>\$ 177,570</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 79,077	\$ 57,600	\$ 75,340	\$ 75,550

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: LYNDALDE LIQUOR STORE - 50010

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<i>Depreciation Total</i>	<u>\$ 79,077</u>	<u>\$ 57,600</u>	<u>\$ 75,340</u>	<u>\$ 75,550</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	<u>\$ 95,971</u>	<u>\$ 242,860</u>	<u>\$ 98,860</u>	<u>\$ 245,830</u>
<i>Other Financing Uses Total</i>	<u>\$ 95,971</u>	<u>\$ 242,860</u>	<u>\$ 98,860</u>	<u>\$ 245,830</u>
LYNDALDE LIQUOR STORE TOTAL	<u><u>\$ 3,656,221</u></u>	<u><u>\$ 3,992,300</u></u>	<u><u>\$ 3,815,870</u></u>	<u><u>\$ 4,193,440</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: LYNDALDE LIQUOR STORE - 50010

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-1	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
	<i>Total</i>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
	<i>Total</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,247,691	\$ 1,273,340	\$ 1,380,990	\$ 1,477,680
5010 Sales - Wine	947,285	1,002,000	1,227,200	1,313,100
5015 Sales - Beer	1,746,890	1,773,380	1,689,600	1,807,870
5025 Sales - Cigarettes	92,958	75,140	53,360	57,090
5030 Sales - Food	21,336	22,300	24,010	25,690
5035 Sales- Other	79,941	77,660	71,140	76,120
<i>Liquor Sales Total</i>	<u>\$ 4,136,101</u>	<u>\$ 4,223,820</u>	<u>\$ 4,446,300</u>	<u>\$ 4,757,550</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ -	\$ 350	\$ -	\$ 250
8032 Commissions	3,430	3,700	3,700	3,800
8033 Cash/Over Short	(869)	100	100	100
8035 Other Miscellaneous Revenues	2,495	420	100	100
8040 Sales - Lottery Commissions	5,909	4,350	6,000	6,200
<i>Other Income Total</i>	<u>\$ 10,965</u>	<u>\$ 8,920</u>	<u>\$ 9,900</u>	<u>\$ 10,450</u>
CEDAR LIQUOR STORE TOTAL	<u><u>\$ 4,147,066</u></u>	<u><u>\$ 4,232,740</u></u>	<u><u>\$ 4,456,200</u></u>	<u><u>\$ 4,768,000</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 3,113,900	\$ 3,171,130	\$ 3,334,720	\$ 3,568,160
<i>Costs of Goods Sold Total</i>	<u>\$ 3,113,900</u>	<u>\$ 3,171,130</u>	<u>\$ 3,334,720</u>	<u>\$ 3,568,160</u>
<u>Personal Services</u>				
6005 Full Time	\$ 140,616	\$ 139,670	\$ 143,450	\$ 147,330
6006 Part-time	79,033	93,250	82,030	86,720
6007 Seasonal	108,616	112,300	110,200	112,010
6009 Overtime	1,747	1,250	2,000	2,100
6013 Longevity	1,145	1,120	1,180	1,200
6031 Employer Social Security	20,136	21,390	20,430	21,080
6032 Employer Medicare	4,709	5,000	4,780	4,920
6033 Employer Pera	(432)	25,880	30,000	31,630
6035 Medical Insurance	39,599	30,370	43,680	45,010
6036 Dental Insurance	1,171	1,170	1,170	1,180
6037 Term Life	36	60	60	60
6038 Workers Compensation	2,328	2,560	2,560	2,880
6040 Long Term Disability	290	290	490	500
6051 Interdepartmental Labor	7,133	5,100	5,100	5,200
<i>Personal Services Total</i>	<u>\$ 406,127</u>	<u>\$ 439,410</u>	<u>\$ 447,130</u>	<u>\$ 461,820</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 5,799	\$ 6,200	\$ 5,900	\$ 6,000
6202 Data Processing Rental	22,990	22,970	24,410	25,240
6205 Maintenance & Repairs	7,106	3,100	3,000	3,100
6207 Utility Services	24,178	23,000	25,000	26,000
6301 Advertising & Publication	8,976	6,100	7,000	7,200
6302 Communications	1,087	1,350	1,100	1,200
6303 Professional Development	8	100	100	100
6305 Subscriptions & Memberships	125	100	100	100
6307 Insurance & Bonds	13,913	13,900	13,110	13,500
6308 Property Liability	2,870	2,960	2,960	3,050
6310 Taxes & Licenses	538	590	590	600
6315 Other Contractual Services	8,409	10,500	8,700	9,000
6401 Office Supplies	958	1,000	1,000	1,100
6402 Copy Charges	56	70	60	60
6409 Uniforms & Clothing	1,286	-	1,000	1,000
6414 Other Supplies	12,070	11,200	11,500	11,800
6513 Other Charges	64,344	61,000	65,500	66,000
<i>Other Services & Charges Total</i>	<u>\$ 174,713</u>	<u>\$ 164,140</u>	<u>\$ 171,030</u>	<u>\$ 175,050</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 47,019	\$ 57,600	\$ 75,340	\$ 75,550
<i>Depreciation Total</i>	<u>\$ 47,019</u>	<u>\$ 57,600</u>	<u>\$ 75,340</u>	<u>\$ 75,550</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 95,971	\$ 242,860	\$ 98,860	\$ 245,830
<i>Other Financing Uses Total</i>	<u>\$ 95,971</u>	<u>\$ 242,860</u>	<u>\$ 98,860</u>	<u>\$ 245,830</u>
 <i>CEDAR LIQUOR STORE TOTAL</i>	 <u>\$ 3,837,730</u>	 <u>\$ 4,075,140</u>	 <u>\$ 4,127,080</u>	 <u>\$ 4,526,410</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-1	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
	<i>Total</i>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
	<i>Total</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
NONE	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 601,199	\$ 809,000	\$ 719,260	\$ 769,600
5010 Sales - Wine	538,622	686,740	655,480	701,380
5015 Sales - Beer	794,280	1,043,580	935,040	1,000,490
5025 Sales - Cigarettes	31,886	50,200	45,560	48,740
5030 Sales - Food	6,593	9,530	8,630	9,240
5035 Sales- Other	25,368	37,620	33,560	35,910
<i>Liquor Sales Total</i>	<u>\$ 1,997,948</u>	<u>\$ 2,636,670</u>	<u>\$ 2,397,530</u>	<u>\$ 2,565,360</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ -	\$ 250	\$ -	\$ 250
8032 Commissions	2,743	3,250	3,000	3,100
8033 Cash/Over Short	(433)	100	100	100
8035 Other Miscellaneous Revenues	1,784	200	100	100
8040 Sales - Lottery Commissions	3,677	4,780	3,700	3,800
<i>Other Income Total</i>	<u>\$ 7,771</u>	<u>\$ 8,580</u>	<u>\$ 6,900</u>	<u>\$ 7,350</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 35,000	\$ -	\$ -	\$ -
<i>Other Financing Sources Total</i>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>PENN LIQUOR STORE TOTAL</i>	<u><u>\$ 2,040,719</u></u>	<u><u>\$ 2,645,250</u></u>	<u><u>\$ 2,404,430</u></u>	<u><u>\$ 2,572,710</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 1,475,141	\$ 1,981,090	\$ 1,798,150	\$ 1,924,020
<i>Costs of Goods Sold Total</i>	<u>\$ 1,475,141</u>	<u>\$ 1,981,090</u>	<u>\$ 1,798,150</u>	<u>\$ 1,924,020</u>
<u>Personal Services</u>				
6005 Full Time	\$ 114,880	\$ 125,560	\$ 119,250	\$ 122,820
6006 Part-time	68,313	69,730	70,790	72,200
6007 Seasonal	72,005	87,940	74,160	75,640
6009 Overtime	880	1,300	900	950
6013 Longevity	931	1,200	1,180	1,200
6031 Employer Social Security	15,834	17,560	16,060	16,370
6032 Employer Medicare	3,703	4,100	3,750	3,820
6033 Employer Pera	(769)	21,240	15,980	16,370
6035 Medical Insurance	22,440	15,970	21,780	26,570
6036 Dental Insurance	1,085	1,070	1,170	1,180
6037 Term Life	31	60	60	60
6038 Workers Compensation	2,160	1,930	1,930	2,500
6040 Long Term Disability	132	140	400	420
6051 Interdepartmental Labor	13,899	4,100	4,100	4,200
<i>Personal Services Total</i>	<u>\$ 315,524</u>	<u>\$ 351,900</u>	<u>\$ 331,510</u>	<u>\$ 344,300</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 5,078	\$ 4,650	\$ 5,000	\$ 5,200
6202 Data Processing Rental	22,440	23,120	23,320	23,790
6205 Maintenance & Repairs	4,746	3,100	2,500	2,700
6207 Utility Services	17,602	17,000	16,000	16,200
6301 Advertising & Publication	7,293	4,650	5,500	5,800
6302 Communications	1,534	1,600	1,500	1,550
6303 Professional Development	8	100	100	100
6305 Subscriptions & Memberships	61	40	50	50
6307 Insurance & Bonds	11,416	11,450	10,810	11,140
6308 Property Liability	3,210	3,310	3,310	3,410
6310 Taxes & Licenses	538	590	550	570
6315 Other Contractual Services	8,030	9,000	8,000	8,100
6401 Office Supplies	1,321	1,250	1,400	1,450
6402 Copy Charges	29	90	50	50
6403 Postage	11	-	20	20
6409 Uniforms & Clothing	970	-	1,000	1,000
6414 Other Supplies	11,736	6,000	6,000	6,100
6513 Other Charges	32,586	40,500	34,000	35,000
<i>Other Services & Charges Total</i>	<u>\$ 128,609</u>	<u>\$ 126,450</u>	<u>\$ 119,110</u>	<u>\$ 122,230</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 37,868	\$ 46,800	\$ 61,220	\$ 61,380

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<i>Depreciation Total</i>	\$ 37,868	\$ 46,800	\$ 61,220	\$ 61,380
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 77,987	\$ 197,320	\$ 80,320	\$ 199,730
<i>Other Financing Uses Total</i>	\$ 77,987	\$ 197,320	\$ 80,320	\$ 199,730
<i>PENN LIQUOR STORE TOTAL</i>	\$ 2,035,129	\$ 2,703,560	\$ 2,390,310	\$ 2,651,660

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
	<i>Total</i>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: WINE & SPIRITS - 50040

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 555,453	\$ 506,500	\$ 596,380	\$ 638,120
5010 Sales - Wine	314,886	355,320	387,480	414,600
5015 Sales - Beer	588,619	570,370	623,330	666,960
5025 Sales - Cigarettes	35,022	38,230	37,060	39,660
5030 Sales - Food	8,021	7,640	8,420	9,010
5035 Sales- Other	29,521	28,100	32,000	34,250
<i>Liquor Sales Total</i>	<u>\$ 1,531,522</u>	<u>\$ 1,506,160</u>	<u>\$ 1,684,670</u>	<u>\$ 1,802,600</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ -	\$ 250	\$ -	\$ 250
8032 Commissions	3,155	3,200	3,200	3,300
8033 Cash/Over Short	(241)	100	100	100
8035 Other Miscellaneous Revenues	1,787	1,700	1,200	1,300
8040 Sales - Lottery Commissions	2,466	3,120	2,500	2,600
<i>Other Income Total</i>	<u>\$ 7,167</u>	<u>\$ 8,370</u>	<u>\$ 7,000</u>	<u>\$ 7,550</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 35,000	\$ -	\$ -	\$ -
<i>Other Financing Sources Total</i>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
WINE & SPIRITS TOTAL	<u><u>\$ 1,573,689</u></u>	<u><u>\$ 1,514,530</u></u>	<u><u>\$ 1,691,670</u></u>	<u><u>\$ 1,810,150</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: WINE & SPIRITS - 50040

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 1,157,129	\$ 1,131,960	\$ 1,263,500	\$ 1,351,950
<i>Costs of Goods Sold Total</i>	<u>\$ 1,157,129</u>	<u>\$ 1,131,960</u>	<u>\$ 1,263,500</u>	<u>\$ 1,351,950</u>
<u>Personal Services</u>				
6005 Full Time	\$ 83,562	\$ 83,330	\$ 86,950	\$ 94,160
6006 Part-time	65,108	74,410	67,060	68,400
6007 Seasonal	38,695	36,250	40,630	42,660
6009 Overtime	573	400	600	620
6013 Longevity	469	350	360	370
6031 Employer Social Security	11,718	12,120	11,700	12,370
6032 Employer Medicare	2,740	28,350	2,730	2,890
6033 Employer Pera	6,029	14,660	12,400	12,950
6035 Medical Insurance	26,082	20,480	27,660	30,690
6036 Dental Insurance	797	860	860	860
6037 Term Life	25	50	50	50
6038 Workers Compensation	1,512	1,530	1,530	1,450
6040 Long Term Disability	80	90	250	300
6051 Interdepartmental Labor	6,620	3,200	5,100	5,300
<i>Personal Services Total</i>	<u>\$ 244,010</u>	<u>\$ 276,080</u>	<u>\$ 257,880</u>	<u>\$ 273,070</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 1,898	\$ 1,950	\$ 1,950	\$ 2,100
6202 Data Processing Rental	9,760	-	10,720	11,570
6205 Maintenance & Repairs	7,544	2,800	6,200	6,400
6207 Utility Services	22,043	21,500	21,500	22,000
6301 Advertising & Publication	2,805	2,000	2,000	2,200
6302 Communications	848	850	860	880
6303 Professional Development	8	100	100	100
6305 Subscriptions & Memberships	23	20	30	30
6307 Insurance & Bonds	6,254	6,400	6,190	6,370
6308 Property Liability	2,870	2,960	2,960	3,050
6310 Taxes & Licenses	997	1,000	1,200	1,250
6315 Other Contractual Services	9,025	4,650	7,500	7,550
6401 Office Supplies	635	450	450	450
6402 Copy Charges	21	40	40	40
6409 Uniforms & Clothing	817	-	900	920
6414 Other Supplies	11,382	6,100	6,100	6,200
6513 Other Charges	24,992	24,000	25,500	26,000
<i>Other Services & Charges Total</i>	<u>\$ 101,922</u>	<u>\$ 74,820</u>	<u>\$ 94,200</u>	<u>\$ 97,110</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 43,358	\$ 18,000	\$ 23,540	\$ 23,610
<i>Depreciation Total</i>	<u>\$ 43,358</u>	<u>\$ 18,000</u>	<u>\$ 23,540</u>	<u>\$ 23,610</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: WINE & SPIRITS - 50040

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Capital Outlay</u>				
7230 Building Improvements	\$ -	\$ -	\$ 150,000	\$ -
7400 Machinery & Equipment	-	-	6,000	-
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 156,000</u>	<u>\$ -</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 29,991	\$ 75,890	\$ 30,890	\$ 76,820
<i>Other Financing Uses Total</i>	<u>\$ 29,991</u>	<u>\$ 75,890</u>	<u>\$ 30,890</u>	<u>\$ 76,820</u>
WINE & SPIRITS TOTAL	<u><u>\$ 1,576,410</u></u>	<u><u>\$ 1,576,750</u></u>	<u><u>\$ 1,826,010</u></u>	<u><u>\$ 1,822,560</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Liquor Operations
BUSINESS UNIT: WINE & SPIRITS - 50040

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
	<i>Total</i>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
Roof Replacement	\$ -	\$ 150,000	\$ -
Baler	-	6,000	-
<i>Total</i>	<u>\$ -</u>	<u>\$ 156,000</u>	<u>\$ -</u>

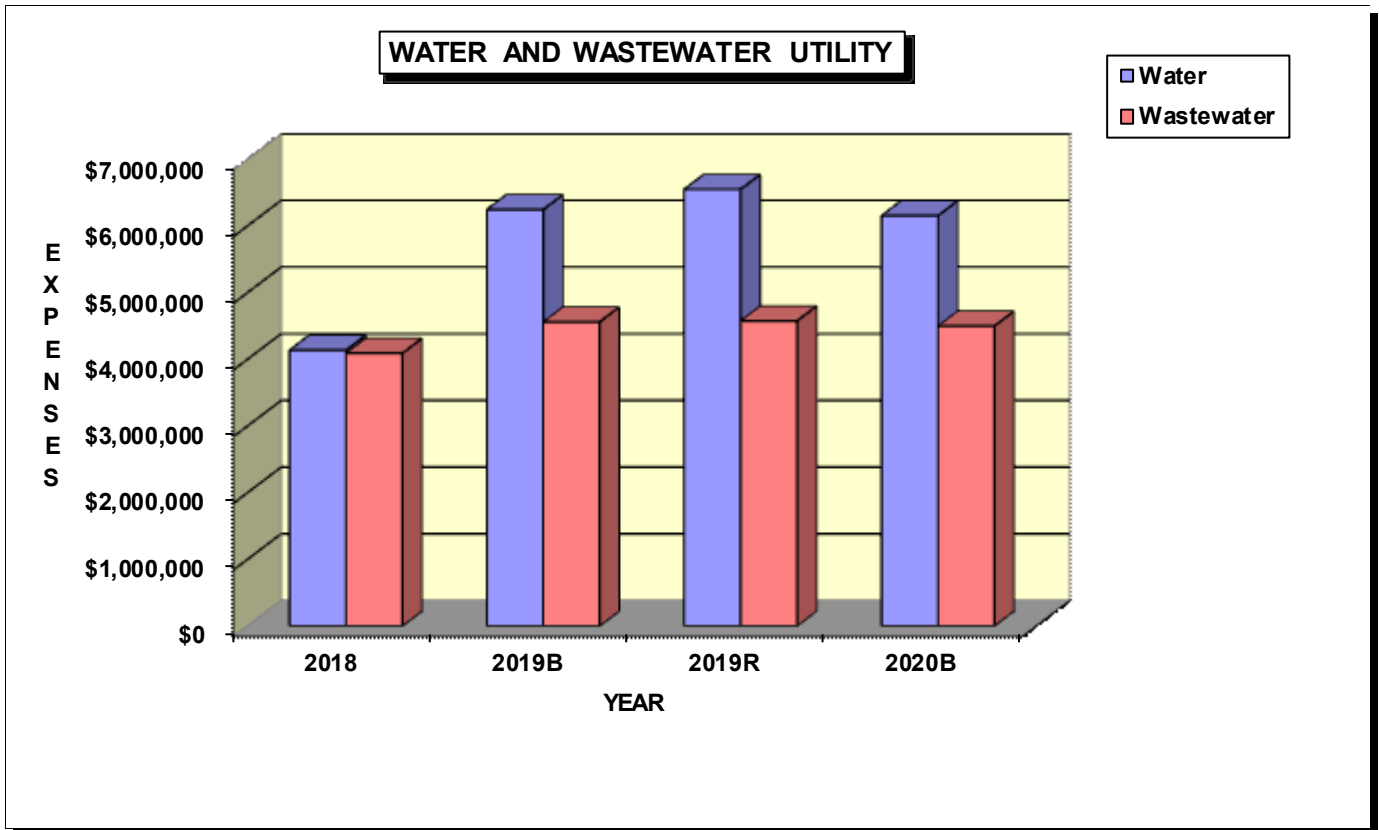
FUND: WATER AND WASTEWATER UTILITIES
DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
51000 WATER UTILITY	\$ 4,137,350	\$ 6,248,950	\$ 6,549,270	\$ 6,153,930	(1.52%)
52000 WASTEWATER UTILITY	4,091,237	4,562,000	4,577,000	4,499,580	(1.37%)
<i>Public Works TOTAL</i>	<u>\$ 8,228,587</u>	<u>\$ 10,810,950</u>	<u>\$ 11,126,270</u>	<u>\$ 10,653,510</u>	(1.46%)

REVENUES

51000 WATER UTILITY	\$ 5,232,631	\$ 4,433,000	\$ 4,458,000	\$ 4,631,450	4.48%
52000 WASTEWATER UTILITY	5,188,605	4,781,210	4,792,710	4,940,250	3.33%



BUDGET SUMMARY WATER AND WASTEWATER FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 15,647,182</u>	<u>\$ 17,839,830</u>	<u>\$ 18,921,340</u>	<u>\$ 20,138,760</u>
<u>Revenues</u>				
Charges for Service:				
Water & Wastewater Usage	<u>8,648,729</u>	<u>9,083,460</u>	<u>9,402,450</u>	<u>9,684,520</u>
<u>Miscellaneous Revenues</u>				
Interest	<u>74,943</u>	<u>52,000</u>	<u>54,000</u>	<u>56,000</u>
Other Revenues	<u>109,828</u>	<u>115,250</u>	<u>115,250</u>	<u>120,250</u>
Total Miscellaneous Revenues	<u>184,771</u>	<u>167,250</u>	<u>169,250</u>	<u>176,250</u>
Total Revenues	<u>8,833,500</u>	<u>9,250,710</u>	<u>9,571,700</u>	<u>9,860,770</u>
<u>Expenses</u>				
Personal Services	<u>2,160,927</u>	<u>2,184,810</u>	<u>2,339,390</u>	<u>2,409,570</u>
Other Services and Charges	<u>4,753,196</u>	<u>4,622,360</u>	<u>4,600,530</u>	<u>4,779,310</u>
Interest	<u>114,229</u>	<u>121,070</u>	<u>196,590</u>	<u>169,800</u>
Total Operating Expenses	<u>7,028,352</u>	<u>6,928,240</u>	<u>7,136,510</u>	<u>7,358,680</u>
Net Income before Depreciation	<u>1,805,148</u>	<u>2,322,470</u>	<u>2,435,190</u>	<u>2,502,090</u>
<u>Depreciation</u>	<u>1,200,236</u>	<u>1,240,960</u>	<u>1,217,770</u>	<u>1,254,300</u>
Net Income (Loss)	<u>604,912</u>	<u>1,081,510</u>	<u>1,217,420</u>	<u>1,247,790</u>
Capital Contributions	<u>1,587,736</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>RETAINED EARNINGS</u>	<u>17,839,830</u>	<u>18,921,340</u>	<u>20,138,760</u>	<u>21,386,550</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 375,000</u>	<u>\$ 390,000</u>	<u>\$ 485,000</u>
<u>INTERNAL LOAN PAYMENT*</u>	<u>\$ -</u>	<u>\$ 107,070</u>	<u>\$ 109,230</u>	<u>\$ -</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 2,475,000</u>	<u>\$ 1,800,000</u>	<u>\$ -</u>

* Bonds and internal loans are not recorded as current expenses, but rather as adjustments to cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

BUDGET SUMMARY
WATER AND WASTEWATER FUND PROJECTION

<u>CASH FLOW SUMMARY</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 8,833,500	\$ 9,250,710	\$ 9,571,700	\$ 9,860,770
Items not requiring cash:				
Depreciation	1,200,236	1,240,960	1,217,770	1,254,300
Increase in Payables	9,859	-	-	-
TOTAL SOURCES	10,043,595	10,491,670	10,789,470	11,115,070
<u>USES OF CASH</u>				
Total Expenses	8,114,359	8,048,130	8,157,690	8,443,180
Increase in Receivables	151,125	-	-	-
Capital Outlay	516,426	2,475,000	1,800,000	-
Interenal Loan Payments	317,461	107,070	109,230	-
Bond Principal Payments	370,000	375,000	390,000	485,000
Interest Payments	137,488	121,070	196,590	169,800
TOTAL USES	9,606,859	11,126,270	10,653,510	9,097,980
NET INCREASE (DECREASE) IN CASH	436,736	(634,600)	135,960	2,017,090
CASH BALANCE - JANUARY 1	2,768,076	3,204,812	2,570,212	2,706,172
CASH BALANCE - DECEMBER 31	\$ 3,204,812	\$ 2,570,212	\$ 2,706,172	\$ 4,723,262
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 5,955,324			
Less: Current Liabilities - Dec. 31	794,564			
CASH TO BE AVAILABLE	\$ 5,160,760			

BUDGET SUMMARY WATER FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 11,804,831</u>	<u>\$ 12,900,112</u>	<u>\$ 13,380,912</u>	<u>\$ 13,857,662</u>
<u>Revenues</u>				
Water Usage	<u>\$ 4,002,853</u>	<u>\$ 4,301,500</u>	<u>\$ 4,474,950</u>	<u>\$ 4,609,200</u>
<u>Miscellaneous Revenues</u>				
Interest	59,105	42,000	42,000	43,000
Other Revenues	99,301	114,500	114,500	119,500
Total Miscellaneous Revenues	<u>158,406</u>	<u>156,500</u>	<u>156,500</u>	<u>162,500</u>
Total Revenues	<u>4,161,259</u>	<u>4,458,000</u>	<u>4,631,450</u>	<u>4,771,700</u>
<u>Expenses</u>				
Personal Services	1,224,685	1,192,250	1,268,020	1,306,060
Other Services and Charges	1,758,751	1,611,750	1,703,260	1,745,840
Interest	114,229	121,070	154,620	134,700
Total Operating Expenses	<u>3,097,665</u>	<u>2,925,070</u>	<u>3,125,900</u>	<u>3,186,600</u>
Net Income before Depreciation	1,063,594	1,532,930	1,505,550	1,585,100
<u>Depreciation</u>	<u>1,039,685</u>	<u>1,052,130</u>	<u>1,028,800</u>	<u>1,059,670</u>
Net Income (Loss)	23,909	480,800	476,750	525,430
Capital Contributions	1,071,372	-	-	-
<u>RETAINED EARNINGS</u>	<u>12,900,112</u>	<u>13,380,912</u>	<u>13,857,662</u>	<u>14,383,092</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 375,000</u>	<u>\$ 390,000</u>	<u>\$ 445,000</u>
<u>INTERNAL LOAN PAYMENT*</u>	<u>\$ -</u>	<u>\$ 107,070</u>	<u>\$ 109,230</u>	<u>\$ -</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 2,090,000</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>

* Bonds and internal loans are not recorded as current expenses, but rather as adjustments to cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

WATER UTILITY DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide dependable, quality, high-grade softened water to the City of Richfield. Water is supplied by operating a 14 million-gallon per day lime softening plant 24 hours a day, 365 days per year. The water is delivered to 10,820 services by a 116-mile piping system that ranges in size from 4 inches to 24 inches in diameter. The piping system services two towers that store 2.5 million gallons of water, 1,062 hydrants, and approximately 2,460 valves.

The division also produces the annual Consumer Confidence Report and distributes the report to all residents and businesses.

2019 HIGHLIGHTS

- Completed the installation of water main replacement with the Lyndale Avenue reconstruction (City Council Goal 1).
- Continued with nonintrusive (acoustic testing) water main inspection in order to gather information on the state of the City's water mains (City Council Goal 1).
- Determined future emergency water interconnect(s) (City Council Goal 1).
- Lined the 3 water main crossings under 35W & 65th Street (City Council Goal 1).
- Started the Citywide water meter upgrade, ultimately enhancing the accuracy and efficiency of the water delivery service (City Council Goals 1 & 6).
- Developed a plan for resilience of our water infrastructure (City Council Goals 1 & 6).

2020 GOALS

- Continue the Citywide water meter upgrade, ultimately enhancing the accuracy and efficiency of the water delivery service (City Council Goals 1 & 6).
- Complete the planning for the City's emergency water interconnect project (City Council Goal 1).

- Continue with nonintrusive (acoustic testing) water main inspection in order to gather information on the state of the City's water mains (City Council Goal 1).
- Upgrade filter presses and the sludge tank mixers at the water treatment plant (City Council Goals 1 & 6).

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects an increase of 4.8% from the 2019 Adopted Budget due to an increase in Professional Services (6103) for the emergency interconnect study and Machinery and Equipment (7400) for the water meter replacement project.

The 2020 Proposed Budget reflects a decrease of 1.5% from the 2019 Adopted Budget due to a decrease in capital outlay.

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>License & permits</u>				
4164 Water Permit	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
<i>License & permits Total</i>	<u>\$ 2,000</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>
<u>Intergovernmental Revenues</u>				
4244 Grants Other	\$ 10,000	\$ -	\$ 10,000	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>
<u>Special Assessments</u>				
4730 Special Assessments-Delinquent	\$ 2,791	\$ -	\$ -	\$ -
4740 Special Assessments-Penalty &	3,790	4,500	4,500	4,500
<i>Special Assessments Total</i>	<u>\$ 6,581</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>
<u>Utility Revenues</u>				
4812 Metered Water - Tax Exempt	\$ 3,019,064	\$ 3,469,000	\$ 3,469,000	\$ 3,642,450
4814 Metered Water	502,741	455,000	455,000	455,000
4816 Water Service Charges	435,536	350,000	350,000	350,000
4818 Other Water Charges/Services	25,816	12,500	12,500	12,500
4848 Certification Fee	11,115	12,500	12,500	12,500
<i>Utility Revenues Total</i>	<u>\$ 3,994,272</u>	<u>\$ 4,299,000</u>	<u>\$ 4,299,000</u>	<u>\$ 4,472,450</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 59,105	\$ 42,000	\$ 42,000	\$ 42,000
8031 Contributions & Donations	1,071,372	-	-	-
8035 Other Miscellaneous Revenues	89,301	85,000	100,000	110,000
<i>Other Income Total</i>	<u>\$ 1,219,778</u>	<u>\$ 127,000</u>	<u>\$ 142,000</u>	<u>\$ 152,000</u>
WATER UTILITY TOTAL	<u><u>\$ 5,232,631</u></u>	<u><u>\$ 4,433,000</u></u>	<u><u>\$ 4,458,000</u></u>	<u><u>\$ 4,631,450</u></u>

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 678,779	\$ 674,870	\$ 667,960	\$ 711,620
6006 Part-time	-	5,630	-	-
6007 Seasonal	33,215	16,440	28,770	29,630
6009 Overtime	30,832	22,500	22,500	22,500
6031 Employer Social Security	44,845	44,800	43,080	45,820
6032 Employer Medicare	10,484	9,760	10,080	10,710
6033 Employer Pera	96,967	52,890	50,860	54,170
6035 Medical Insurance	102,117	112,260	104,860	115,980
6036 Dental Insurance	7,063	7,330	7,210	7,230
6037 Term Life	207	430	400	400
6038 Workers Compensation	27,276	35,210	35,210	35,400
6040 Long Term Disability	1,308	1,220	1,340	1,390
6051 Interdepartmental Labor	23,672	45,750	47,000	55,000
6052 Administrative Charges	167,920	172,980	172,980	178,170
<i>Personal Services Total</i>	<u>\$ 1,224,685</u>	<u>\$ 1,202,070</u>	<u>\$ 1,192,250</u>	<u>\$ 1,268,020</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 233,491	\$ 150,630	\$ 173,950	\$ 144,660
6201 Rents & Leases	-	1,750	1,750	1,750
6202 Data Processing Rental	46,140	47,070	47,450	48,390
6204 Motor Pool Operating Rental	33,970	40,760	40,760	41,980
6205 Maintenance & Repairs	526,122	288,500	308,500	366,000
6207 Utility Services	277,594	278,220	278,220	290,000
6301 Advertising & Publication	208	11,500	11,500	12,000
6302 Communications	10,596	11,500	11,500	11,500
6303 Professional Development	8,874	7,250	8,250	9,250
6305 Subscriptions & Memberships	4,025	5,650	5,650	5,650
6307 Insurance & Bonds	36,786	36,100	36,760	37,870
6308 Property Liability	30,640	31,660	31,660	32,610
6310 Taxes & Licenses	12,654	15,250	15,250	15,250
6315 Other Contractual Services	5,030	1,750	1,750	1,750
6401 Office Supplies	1,222	12,000	6,000	6,000
6402 Copy Charges	430	500	500	500
6403 Postage	1,124	4,500	3,000	3,000
6409 Uniforms & Clothing	4,613	4,900	5,800	5,800
6410 Small Tools & Parts	31,615	72,000	84,000	97,000
6412 Maint. & Const. Materials	51,000	63,500	63,500	83,500
6413 Chemicals	409,254	423,700	400,300	413,100
6414 Other Supplies	8,434	42,200	43,700	44,700
6513 Other Charges	24,929	32,000	32,000	31,000
<i>Other Services & Charges Total</i>	<u>\$ 1,758,751</u>	<u>\$ 1,582,890</u>	<u>\$ 1,611,750</u>	<u>\$ 1,703,260</u>

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Depreciation</u>				
6610 Depreciation	\$ 1,039,685	\$ 1,010,000	\$ 1,052,130	\$ 1,028,800
<i>Depreciation Total</i>	<u>\$ 1,039,685</u>	<u>\$ 1,010,000</u>	<u>\$ 1,052,130</u>	<u>\$ 1,028,800</u>
<u>Capital Outlay</u>				
7230 Building Improvements	\$ -	\$ 22,500	\$ -	\$ -
7400 Machinery & Equipment	-	1,775,000	2,090,000	1,500,000
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 1,797,500</u>	<u>\$ 2,090,000</u>	<u>\$ 1,500,000</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ -	\$ 50,000	\$ -	\$ -
8521 Principal Payments	-	482,070	482,070	499,230
8522 Interest Payments	113,004	123,190	119,840	153,390
8523 Paying Agent Fees	1,225	1,230	1,230	1,230
<i>Other Financing Uses Total</i>	<u>\$ 114,229</u>	<u>\$ 656,490</u>	<u>\$ 603,140</u>	<u>\$ 653,850</u>
WATER UTILITY TOTAL	<u><u>\$ 4,137,350</u></u>	<u><u>\$ 6,248,950</u></u>	<u><u>\$ 6,549,270</u></u>	<u><u>\$ 6,153,930</u></u>

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Utility Superintendent	M-3	.50	.50	.50
Utility Supervisor	M-1	.50	.50	.50
Utility Supervisor/Engineer	M-2	.35	.35	.35
Water Plant Operator	LT-5	4.00	4.00	4.00
Water Plant Mechanic	LT-5	2.00	2.00	2.00
Public Works Worker	LT-1	2.00	2.00	2.00
Utility Billing Clerk	GS-3	.40	.40	.40
GIS Analyst/IT Technician	GS-5	.15	.15	.15
Senior Office Assistant	GS-2	.15	.15	.15
	<i>Total</i>	<u>10.05</u>	<u>10.05</u>	<u>10.05</u>
<u>Part-Time Employees</u>				
Utility Billing Assistant	SP-13	<u>-</u>	<u>.25</u>	<u>.25</u>
	<i>Total</i>	<u>-</u>	<u>.25</u>	<u>.25</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
Wellhouse security improvements	\$ 12,500	\$ -	\$ -
Safety Improvements	10,000	-	-
Water Meter Upgrade	1,025,000	1,340,000	1,340,000
Emergency Interconnect	750,000	-	-
35W WM Crossings Lining	-	750,000	-
Sludge Mixer	-	-	90,000
Filter Press Rehab	-	-	70,000
	<u>\$ 1,797,500</u>	<u>\$ 2,090,000</u>	<u>\$ 1,500,000</u>
<i>Total</i>			

G.O. WATER REVENUE BONDS, SERIES 2011A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
December 31, 2019

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 1,055,000
2020	\$ 65,000	\$ 38,150	\$ 103,150	990,000
2021	70,000	36,123	106,123	920,000
2022	70,000	33,952	103,952	850,000
2023	70,000	31,660	101,660	780,000
2024	75,000	29,159	104,159	705,000
2025	75,000	26,477	101,477	630,000
2026	80,000	23,610	103,610	550,000
2027	85,000	20,494	105,494	465,000
2028	85,000	17,221	102,221	380,000
2029	90,000	13,763	103,763	290,000
2030	95,000	10,016	105,016	195,000
2031	95,000	6,121	101,121	100,000
2032	100,000	2,075	102,075	-
	<u>\$ 1,055,000</u>	<u>\$ 288,821</u>	<u>\$ 1,343,821</u>	

GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015B
SCHEDULE OF DEBT SERVICE REQUIREMENTS
December 31, 2018

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 2,895,000
2020	\$ 325,000	\$ 70,280	\$ 395,280	2,570,000
2021	335,000	60,375	395,375	2,235,000
2022	340,000	50,250	390,250	1,895,000
2023	355,000	39,825	394,825	1,540,000
2024	370,000	28,950	398,950	1,170,000
2025	380,000	19,600	399,600	790,000
2026	390,000	11,900	401,900	400,000
2027	400,000	4,000	404,000	-
	<u>\$ 2,895,000</u>	<u>\$ 285,180</u>	<u>\$ 3,180,180</u>	

WATER GENERAL OBLIGATION BONDS, SERIES 2019A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2019

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 1,175,000
2020	\$ -	\$ 44,960	\$ 44,960	1,175,000
2021	40,000	38,200	78,200	1,135,000
2022	40,000	36,600	76,600	1,095,000
2023	45,000	34,900	79,900	1,050,000
2024	45,000	33,100	78,100	1,005,000
2025	50,000	31,200	81,200	955,000
2026	50,000	29,200	79,200	905,000
2027	50,000	27,200	77,200	855,000
2028	55,000	25,100	80,100	800,000
2029	55,000	23,175	78,175	745,000
2030	60,000	21,450	81,450	685,000
2031	60,000	19,650	79,650	625,000
2032	60,000	17,850	77,850	565,000
2033	65,000	15,975	80,975	500,000
2034	65,000	14,025	79,025	435,000
2035	65,000	12,075	77,075	370,000
2036	70,000	10,050	80,050	300,000
2037	70,000	7,950	77,950	230,000
2038	75,000	5,775	80,775	155,000
2039	75,000	3,525	78,525	80,000
2040	80,000	1,200	81,200	-
	<u>\$ 1,175,000</u>	<u>\$ 453,160</u>	<u>\$ 1,628,160</u>	

BUDGET SUMMARY

WASTEWATER UTILITY FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 3,842,350</u>	<u>\$ 4,939,718</u>	<u>\$ 5,540,428</u>	<u>\$ 6,281,098</u>
<u>Revenues</u>				
Sewer Usage	<u>4,645,876</u>	<u>4,781,960</u>	<u>4,927,500</u>	<u>5,075,320</u>
<u>Miscellaneous Revenues</u>				
Interest	<u>15,838</u>	<u>10,000</u>	<u>12,000</u>	<u>13,000</u>
Other Revenues	<u>10,527</u>	<u>750</u>	<u>750</u>	<u>750</u>
Total Miscellaneous Revenues	<u>26,365</u>	<u>10,750</u>	<u>12,750</u>	<u>13,750</u>
Total Revenues	<u>4,672,241</u>	<u>4,792,710</u>	<u>4,940,250</u>	<u>5,089,070</u>
<u>Expenses</u>				
Personal Services	<u>936,241</u>	<u>992,560</u>	<u>1,071,370</u>	<u>1,103,510</u>
Other Services and Charges	<u>2,994,445</u>	<u>3,010,610</u>	<u>2,897,270</u>	<u>3,033,470</u>
Interest	<u>-</u>	<u>-</u>	<u>41,970</u>	<u>35,100</u>
Operating Expenses	<u>3,930,686</u>	<u>4,003,170</u>	<u>4,010,610</u>	<u>4,172,080</u>
Net Income before Depreciation	<u>741,555</u>	<u>789,540</u>	<u>929,640</u>	<u>916,990</u>
Depreciation	<u>160,551</u>	<u>188,830</u>	<u>188,970</u>	<u>194,640</u>
Net Income (Loss)	<u>581,004</u>	<u>600,710</u>	<u>740,670</u>	<u>722,350</u>
Capital Contributions	<u>516,364</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>RETAINED EARNINGS</u>	<u>4,939,718</u>	<u>5,540,428</u>	<u>6,281,098</u>	<u>7,003,448</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 385,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>

* Bonds are not recorded as current expenses, but rather as adjustments to cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

WASTEWATER UTILITY DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide the collection and responsible disposal of wastewater from the community with minimal inconvenience to residents and businesses.

The division focus is operation and maintenance of a 100-mile collection system consisting of pipe in diameter from 9 inches to 36 inches. This collection system serves approximately 10,820 services. This division also operates a series of 9 sanitary sewer lift stations that lift wastewater from low areas to a higher elevation where it flows by gravity to the Metropolitan Council Environmental Services (MCES) wastewater system.

2019 HIGHLIGHTS

- Completed sanitary sewer system risk assessment (City Council Goal 1).
- Completed the installation of the sanitary sewer main replacement as part of the Lyndale Avenue Reconstruction Project. On this project, the City removed dual sanitary lines and replaced with a single sanitary line (City Council Goal 1).
- Completed the Lift Station #3 control panel replacement (City Council Goal 1).
- Continued the sanitary sewer main lining (City Council Goals 1 & 6).
- Continued to be aggressive with maintenance on the wastewater collection system by jetting/proofing the entire city on an annual basis, including televising and root sawing (City Council Goals 1 & 6).
- Implemented a Fats, Oils, and Grease (FOG) ordinance (City Council Goals 1 & 6).

2020 GOALS

- Install safety grates on lift station hatches (City Council Goals 1 & 6).
- Continue the sanitary sewer main lining (City Council Goals 1 & 6).
- Continue to be aggressive with maintenance on the wastewater collection system by jetting/proofing the entire City on an annual basis, including televising and root sawing (City Council Goals 1 & 6).

- Update Inflow/Infiltration (I&I) ordinances in accordance with the Sanitary Sewer Comprehensive Plan (City Council Goal 1).

DIVISION EXPENDITURE COMMENT

The majority of the Wastewater Division expenditures are to the Metropolitan Council Environmental Services (MCES) which provides wastewater treatment services for the City of Richfield. The 2019 charge from MCES is \$2,681,944 which represents approximately 60% of the total wastewater budget, and the 2020 is \$2,550,771 which is also approximately 60% of the total budget. The decreasing MCES charge is a result of declining wastewater output, even while the MCES rates increase.

The 2019 Revised Budget reflects an increase of 0.3% from the 2019 Adopted Budget due to capital improvements.

The 2020 Proposed Budget reflects a decrease of 1.4% from the 2019 Adopted Budget. The decrease is due to declining MCES charges and professional service expenditures.

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>License & permits</u>				
4162 Sewer Permit	\$ 12,580	\$ 8,500	\$ 10,500	\$ 10,500
<i>License & permits Total</i>	<u>\$ 12,580</u>	<u>\$ 8,500</u>	<u>\$ 10,500</u>	<u>\$ 10,500</u>
<u>Utility Revenues</u>				
4832 Sewer Charges	\$ 4,613,348	\$ 4,754,460	\$ 4,754,460	\$ 4,900,000
4836 Other Sewer Charges/Services	-	500	500	500
4838 Sewer Availability Charge	8,573	4,000	4,000	4,000
4848 Certification Fee	11,375	12,500	12,500	12,500
<i>Utility Revenues Total</i>	<u>\$ 4,633,296</u>	<u>\$ 4,771,460</u>	<u>\$ 4,771,460</u>	<u>\$ 4,917,000</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 15,838	\$ 500	\$ 10,000	\$ 12,000
8031 Contributions & Donations	516,364	-	-	-
8035 Other Miscellaneous Revenues	10,527	750	750	750
<i>Other Income Total</i>	<u>\$ 542,729</u>	<u>\$ 1,250</u>	<u>\$ 10,750</u>	<u>\$ 12,750</u>
WASTEWATER UTILITY TOTAL	<u><u>\$ 5,188,605</u></u>	<u><u>\$ 4,781,210</u></u>	<u><u>\$ 4,792,710</u></u>	<u><u>\$ 4,940,250</u></u>

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 505,188	\$ 489,720	\$ 521,040	\$ 567,800
6006 Part-time	-	5,630	-	-
6007 Seasonal	16,269	17,540	29,200	30,080
6009 Overtime	21,341	16,000	16,000	16,000
6031 Employer Social Security	32,072	30,750	33,090	35,870
6032 Employer Medicare	7,497	7,130	7,740	8,390
6033 Employer Pera	51,428	36,580	39,850	43,380
6035 Medical Insurance	93,565	100,540	97,390	106,710
6036 Dental Insurance	5,248	5,480	5,770	5,790
6037 Term Life	159	330	320	320
6038 Workers Compensation	9,900	10,850	10,850	12,800
6040 Long Term Disability	979	900	1,030	1,060
6051 Interdepartmental Labor	24,675	57,200	57,300	65,000
6052 Administrative Charges	167,920	172,980	172,980	178,170
<i>Personal Services Total</i>	<u>\$ 936,241</u>	<u>\$ 951,630</u>	<u>\$ 992,560</u>	<u>\$ 1,071,370</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 49,103	\$ 109,000	\$ 69,310	\$ 65,520
6201 Rents & Leases	-	1,000	1,000	1,000
6202 Data Processing Rental	20,160	20,520	20,700	21,100
6204 Motor Pool Operating Rental	48,890	58,680	58,680	60,440
6205 Maintenance & Repairs	66,720	58,000	58,000	68,000
6207 Utility Services	15,739	19,000	19,000	19,000
6301 Advertising & Publication	173	100	100	100
6302 Communications	6,874	8,000	8,000	8,000
6303 Professional Development	6,824	11,000	8,000	9,000
6305 Subscriptions & Memberships	-	250	250	250
6307 Insurance & Bonds	8,834	8,680	8,980	9,250
6308 Property Liability	6,120	6,300	6,300	6,490
6310 Taxes & Licenses	-	200	200	200
6315 Other Contractual Services	18,562	12,860	12,850	12,850
6401 Office Supplies	116	100	100	100
6403 Postage	-	100	100	100
6409 Uniforms & Clothing	4,003	4,500	4,500	4,500
6410 Small Tools & Parts	7,990	15,500	15,500	15,500
6412 Maint. & Const. Materials	9,267	33,000	25,000	33,000
6414 Other Supplies	3,066	12,100	12,100	12,100
<i>Other Services & Charges Total</i>	<u>\$ 272,441</u>	<u>\$ 378,890</u>	<u>\$ 328,670</u>	<u>\$ 346,500</u>
<u>MCES Charges</u>				
6601 MCES Charges	\$ 2,722,004	\$ 2,681,950	\$ 2,681,940	\$ 2,550,770
<i>MCES Charges Total</i>	<u>\$ 2,722,004</u>	<u>\$ 2,681,950</u>	<u>\$ 2,681,940</u>	<u>\$ 2,550,770</u>

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Depreciation</u>				
6610 Depreciation	\$ 160,551	\$ 179,530	\$ 188,830	\$ 188,970
<i>Depreciation Total</i>	<u>\$ 160,551</u>	<u>\$ 179,530</u>	<u>\$ 188,830</u>	<u>\$ 188,970</u>
<u>Capital Outlay</u>				
7230 Building Improvements	\$ -	\$ 60,000	\$ -	\$ -
7350 Other Improvements	-	200,000	300,000	300,000
7400 Machinery & Equipment	-	60,000	85,000	-
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 320,000</u>	<u>\$ 385,000</u>	<u>\$ 300,000</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ -	\$ 50,000	\$ -	\$ -
8522 Interest Payments	-	-	-	41,390
8523 Paying Agent Fees	-	-	-	580
<i>Other Financing Uses Total</i>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 41,970</u>
WASTEWATER UTILITY TOTAL	<u><u>\$ 4,091,237</u></u>	<u><u>\$ 4,562,000</u></u>	<u><u>\$ 4,577,000</u></u>	<u><u>\$ 4,499,580</u></u>

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Utility Superintendent	M-3	.50	.50	.50
Utility Supervisor	M-1	.50	.50	.50
Utility Supervisor/Engineer	M-2	.35	.35	.35
Public Works Worker	LT-1	5.50	6.00	6.00
Utility Billing Clerk	GS-3	.40	.40	.40
GIS Analyst/IT Technician	GS-5	.15	.15	.15
Senior Office Assistant	GS-2	.15	.15	.15
	<i>Total</i>	<u>7.55</u>	<u>8.05</u>	<u>8.05</u>
<u>Part-Time Employees</u>				
Utility Billing Clerk	SP-13	<u>-</u>	<u>.25</u>	<u>.25</u>
	<i>Total</i>	<u>-</u>	<u>.25</u>	<u>.25</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
Woodlake Lift Station Upgrade	\$ 35,000	\$ -	\$ -
Building Improvements	60,000	-	-
Sewer Main Lining	200,000	300,000	300,000
Lift #3 Control Panel	25,000	30,000	-
Generator 100 Kw	-	55,000	-
	<u>\$ 320,000</u>	<u>\$ 385,000</u>	<u>\$ 300,000</u>
<i>Total</i>			

SEWER GENERAL OBLIGATION BONDS, SERIES 2019A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2019

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 1,080,000
2020	\$ -	\$ 41,390	\$ 41,390	1,080,000
2021	40,000	35,100	75,100	1,040,000
2022	40,000	33,500	73,500	1,000,000
2023	40,000	31,900	71,900	960,000
2024	40,000	30,300	70,300	920,000
2025	45,000	28,600	73,600	875,000
2026	45,000	26,800	71,800	830,000
2027	50,000	24,900	74,900	780,000
2028	50,000	22,900	72,900	730,000
2029	50,000	21,150	71,150	680,000
2030	55,000	19,575	74,575	625,000
2031	55,000	17,925	72,925	570,000
2032	55,000	16,275	71,275	515,000
2033	60,000	14,550	74,550	455,000
2034	60,000	12,750	72,750	395,000
2035	60,000	10,950	70,950	335,000
2036	65,000	9,075	74,075	270,000
2037	65,000	7,125	72,125	205,000
2038	65,000	5,175	70,175	140,000
2039	70,000	3,150	73,150	70,000
2040	70,000	1,050	71,050	-
	<u>\$ 1,080,000</u>	<u>\$ 414,140</u>	<u>\$ 1,494,140</u>	

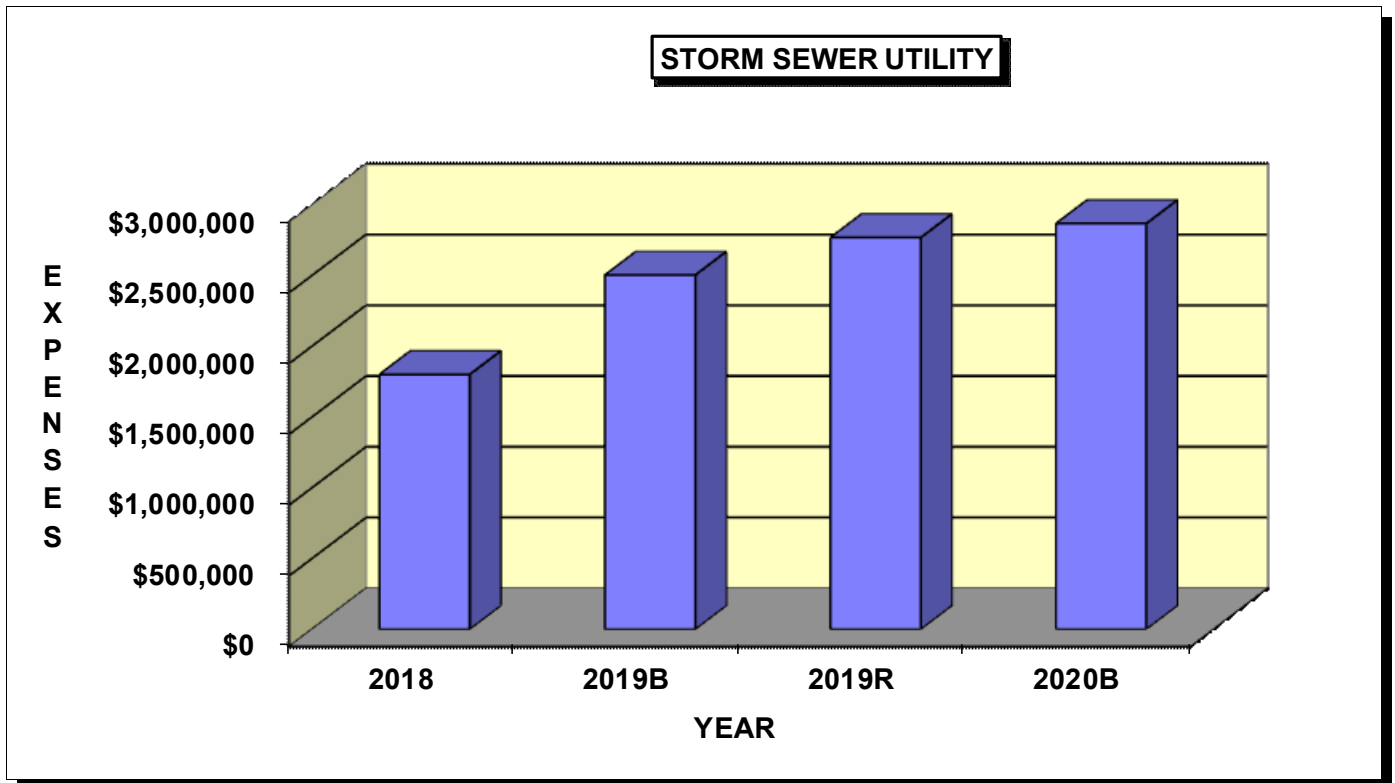
FUND: STORMWATER UTILITY
DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
53000 STORMWATER UTILITY	\$ 1,800,398	\$ 2,502,390	\$ 2,767,040	\$ 2,866,100	14.53%
<i>Public Works TOTAL</i>	<u>\$ 1,800,398</u>	<u>\$ 2,502,390</u>	<u>\$ 2,767,040</u>	<u>\$ 2,866,100</u>	14.53%

REVENUES

53000 STORMWATER UTILITY	\$ 3,347,665	\$ 1,791,920	\$ 1,804,420	\$ 1,917,130	6.99%
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BUDGET SUMMARY STORMWATER UTILITY FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 6,205,893</u>	<u>\$ 7,753,160</u>	<u>\$ 7,465,540</u>	<u>\$ 7,096,570</u>
<u>Revenues</u>				
Storm Sewer Usage	1,768,394	1,617,010	1,727,230	1,779,050
Miscellaneous Revenues	209,858	187,410	189,900	206,350
Total Revenues	<u>1,978,252</u>	<u>1,804,420</u>	<u>1,917,130</u>	<u>1,985,400</u>
<u>Expenses</u>				
Personal Services	375,240	393,270	403,860	415,980
Other Services and Charges	678,462	866,430	1,034,290	1,065,320
Interest	142,567	151,520	171,310	156,500
Total Operating Expenses	<u>1,196,269</u>	<u>1,411,220</u>	<u>1,609,460</u>	<u>1,637,800</u>
Net Income before Depreciation	781,983	393,200	307,670	347,600
<u>Depreciation</u>	<u>604,129</u>	<u>680,820</u>	<u>676,640</u>	<u>696,940</u>
Net Income (Loss)	177,854	(287,620)	(368,970)	(349,340)
Capital Contributions	1,369,413	-	-	-
<u>RETAINED EARNINGS</u>	<u>7,753,160</u>	<u>7,465,540</u>	<u>7,096,570</u>	<u>6,747,230</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 375,000</u>	<u>\$ 380,000</u>	<u>\$ 420,000</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>

* Bonds are not recorded as current expenses, but rather as adjustments to the cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

There is sufficient cash in the restricted assets to pay bonds and interest in the projected years.

BUDGET SUMMARY STORMWATER UTILITY FUND PROJECTION

<u>CASH FLOW SUMMARY</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 1,978,252	\$ 1,804,420	\$ 1,917,130	\$ 1,985,400
Items not requiring cash:				
Depreciation	604,129	680,820	676,640	696,940
TOTAL SOURCES	<u>2,582,381</u>	<u>2,485,240</u>	<u>2,593,770</u>	<u>2,682,340</u>
<u>USES OF CASH</u>				
Total Expenses	1,564,568	1,940,520	2,114,790	2,178,240
Increase in Receivables	16,379	-	-	-
Decrease in Payables	73	-	-	-
Capital Outlay	70,650	300,000	200,000	-
Bond Principal Payment	365,000	375,000	380,000	420,000
Interest Payments	161,394	151,520	171,310	156,500
TOTAL USES	<u>2,178,064</u>	<u>2,767,040</u>	<u>2,866,100</u>	<u>2,754,740</u>
 NET INCREASE (DECREASE) IN CASH	 404,317	 (281,800)	 (272,330)	 (72,400)
 CASH BALANCE - JANUARY 1	 <u>1,994,498</u>	 <u>2,398,815</u>	 <u>2,117,015</u>	 <u>1,844,685</u>
 CASH BALANCE - DECEMBER 31	 <u><u>\$ 2,398,815</u></u>	 <u><u>\$ 2,117,015</u></u>	 <u><u>\$ 1,844,685</u></u>	 <u><u>\$ 1,772,285</u></u>
 <u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 2,772,029			
Less: Current Liabilities - Dec. 31	<u>654,536</u>			
CASH TO BE AVAILABLE	<u><u>\$ 2,117,493</u></u>			

STORM WATER UTILITY DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide flood protection and environmentally responsible treatment of storm water for the City of Richfield, as well as community outreach to residents and businesses on the impacts they have on the quality of ponds, lakes, and streams.

The Division's mission is achieved by City of Richfield staff and contractors, who perform the following functions:

- Responsibly maintaining Municipal Separate Storm Sewer Systems (MS4) permit from the Minnesota Pollution Control Agency (MPCA) for the operations of the City's storm water discharge program;
- Active education and outreach activities;
- Maintaining and operating ten storm water lift stations;
- Contracting with the Street Division for the sweeping of streets to remove silt, organic matter, and phosphorus;
- Water quality monitoring;
- Operating and maintaining a flocculation treatment system for the removal of phosphorus to fulfill watershed reduction requirements; and
- Improving the flood protection of property by upgrading the storm water system as opportunities arise.

2019 HIGHLIGHTS

- Continued storm system condition assessment (City Council Goal 1).
- Continued storm system manhole structure assessment and rehabilitation (City Council Goal 1).
- Completed city wide water quality monitoring (City Council Goal 6).
- Completed pond survey in preparation for dredging project (City Council Goal 1).

- Began targeted storm system improvements based on hydraulic/hydrologic model and Storm System Risk Assessment (City Council Goal 1).

2020 GOALS

- Continue storm system condition assessment (City Council Goal 1).
- Continue storm system manhole structure assessment and rehabilitation (City Council Goal 1).
- Investigate opportunities for water quality improvements based on results of water quality model (City Council Goal 1).
- Begin dredging of storm ponds (City Council Goal 1).
- Continue targeted storm system improvements based on hydraulic/hydrologic model and Storm System Risk Assessment (City Council Goal 1).

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects an increase of 1.3% from the 2019 Adopted Budget. This slight decrease is due to reductions in maintenance and repair and interest costs.

The 2020 Proposed Budget reflects an increase from the 2019 Adopted Budget of 2.27%. This increase is a result of the planned increase in maintenance and repair costs for pond dredging and infrastructure improvements.

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Intergovernmental Revenues</u>				
4290 Other Local Grants	\$ 2,112	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 2,112</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Utility Revenues</u>				
4848 Certification Fee	\$ 2,326	\$ 2,500	\$ 2,500	\$ 2,500
4852 Storm Drainage Fee	1,646,908	1,574,510	1,574,510	1,684,730
4854 Storm Drainage Service Charges	117,048	40,000	40,000	40,000
<i>Utility Revenues Total</i>	<u>\$ 1,766,282</u>	<u>\$ 1,617,010</u>	<u>\$ 1,617,010</u>	<u>\$ 1,727,230</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 33,202	\$ 2,500	\$ 15,000	\$ 20,000
8031 Contributions & Donations	1,369,413	-	-	-
8035 Other Miscellaneous Revenues	176,656	172,410	172,410	169,900
<i>Other Income Total</i>	<u>\$ 1,579,271</u>	<u>\$ 174,910</u>	<u>\$ 187,410</u>	<u>\$ 189,900</u>
STORMWATER UTILITY TOTAL	<u><u>\$ 3,347,665</u></u>	<u><u>\$ 1,791,920</u></u>	<u><u>\$ 1,804,420</u></u>	<u><u>\$ 1,917,130</u></u>

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 59,431	\$ 54,190	\$ 53,790	\$ 58,410
6031 Employer Social Security	4,046	3,330	3,330	3,620
6032 Employer Medicare	943	780	780	850
6033 Employer Pera	4,587	4,030	4,040	4,380
6035 Medical Insurance	9,317	7,480	7,460	8,300
6036 Dental Insurance	666	500	520	530
6037 Term Life	20	30	30	30
6038 Workers Compensation	1,884	2,140	2,140	1,980
6040 Long Term Disability	121	80	80	80
6051 Interdepartmental Labor	210,615	234,970	234,970	236,970
6052 Administrative Charges	83,610	86,130	86,130	88,710
<i>Personal Services Total</i>	<u>\$ 375,240</u>	<u>\$ 393,660</u>	<u>\$ 393,270</u>	<u>\$ 403,860</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 303,659	\$ 196,030	\$ 227,910	\$ 188,720
6201 Rents & Leases	-	5,500	5,500	5,500
6202 Data Processing Rental	11,030	11,230	11,320	11,540
6204 Motor Pool Operating Rental	109,490	114,900	114,900	118,350
6205 Maintenance & Repairs	156,156	411,750	367,250	570,250
6207 Utility Services	17,214	28,200	28,200	28,200
6301 Advertising & Publication	2,479	2,700	2,700	2,700
6302 Communications	522	1,600	1,600	1,600
6303 Professional Development	-	1,880	1,880	1,880
6305 Subscriptions & Memberships	1,805	3,800	4,800	4,800
6307 Insurance & Bonds	1,994	1,960	2,220	2,290
6308 Property Liability	1,090	1,120	1,120	1,150
6310 Taxes & Licenses	1,305	3,000	3,000	3,000
6315 Other Contractual Services	50,867	46,620	46,620	46,900
6401 Office Supplies	181	150	150	150
6402 Copy Charges	-	150	150	150
6403 Postage	-	50	50	50
6410 Small Tools & Parts	166	4,500	4,500	4,500
6412 Maint. & Const. Materials	4,328	16,310	16,310	16,310
6413 Chemicals	15,671	30,000	25,000	25,000
6414 Other Supplies	505	1,250	1,250	1,250
<i>Other Services & Charges Total</i>	<u>\$ 678,462</u>	<u>\$ 882,700</u>	<u>\$ 866,430</u>	<u>\$ 1,034,290</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 604,129	\$ 649,510	\$ 680,820	\$ 676,640
<i>Depreciation Total</i>	<u>\$ 604,129</u>	<u>\$ 649,510</u>	<u>\$ 680,820</u>	<u>\$ 676,640</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ -	\$ 100,000	\$ 200,000

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
7400 Machinery & Equipment	-	-	200,000	-
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 200,000</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ -	\$ 50,000	\$ -	\$ -
8521 Principal Payments	-	375,000	375,000	380,000
8522 Interest Payments	141,042	150,020	150,020	169,810
8523 Paying Agent Fees	1,525	1,500	1,500	1,500
<i>Other Financing Uses Total</i>	<u>\$ 142,567</u>	<u>\$ 576,520</u>	<u>\$ 526,520</u>	<u>\$ 551,310</u>
STORMWATER UTILITY TOTAL	<u><u>\$ 1,800,398</u></u>	<u><u>\$ 2,502,390</u></u>	<u><u>\$ 2,767,040</u></u>	<u><u>\$ 2,866,100</u></u>

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Utility Supervisor/Engineer	M-2	.30	.30	.30
Public Works Worker	LT-1	.50	-	-
Utility Billing Clerk	GS-3	.20	.20	.20
GIS Analyst/IT Technician	GS-5	.20	.20	.20
	<i>Total</i>	<u>1.20</u>	<u>.70</u>	<u>.70</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
Manhole Structure Rehab	\$ -	\$ 100,000	\$ 100,000
Storm Mains Rehab	-	-	100,000
Sweeper	200,000	200,000	-
<i>Total</i>	<u>\$ 200,000</u>	<u>\$ 300,000</u>	<u>\$ 200,000</u>

STORM SEWER REVENUE BONDS, SERIES 2013B
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2019

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 2,030,000
2020	\$ 125,000	\$ 44,905	\$ 169,905	1,905,000
2021	130,000	42,355	172,355	1,775,000
2022	130,000	39,755	169,755	1,645,000
2023	135,000	37,105	172,105	1,510,000
2024	135,000	34,405	169,405	1,375,000
2025	140,000	31,655	171,655	1,235,000
2026	140,000	28,750	168,750	1,095,000
2027	145,000	25,686	170,686	950,000
2028	150,000	22,365	172,365	800,000
2029	150,000	18,840	168,840	650,000
2030	155,000	15,101	170,101	495,000
2031	160,000	11,085	171,085	335,000
2032	165,000	6,818	171,818	170,000
2033	170,000	2,295	172,295	-
	<u>\$ 2,030,000</u>	<u>\$ 361,120</u>	<u>\$ 2,391,120</u>	

GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015B
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2019

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 1,210,000
2020	\$ 135,000	\$ 29,425	\$ 164,425	1,075,000
2021	140,000	25,300	165,300	935,000
2022	145,000	21,025	166,025	790,000
2023	150,000	16,600	166,600	640,000
2024	155,000	12,025	167,025	485,000
2025	160,000	8,100	168,100	325,000
2026	160,000	4,900	164,900	165,000
2027	165,000	1,650	166,650	-
	<u>\$ 1,210,000</u>	<u>\$ 119,025</u>	<u>\$ 1,329,025</u>	

STORM SEWER REVENUE BONDS, SERIES 2016A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2019

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 2,735,000
2020	\$ 120,000	\$ 65,620	\$ 185,620	2,615,000
2021	125,000	61,940	186,940	2,490,000
2022	130,000	58,115	188,115	2,360,000
2023	130,000	54,215	184,215	2,230,000
2024	135,000	50,240	185,240	2,095,000
2025	140,000	46,115	186,115	1,955,000
2026	145,000	42,565	187,565	1,810,000
2027	150,000	39,615	189,615	1,660,000
2028	150,000	36,615	186,615	1,510,000
2029	155,000	33,565	188,565	1,355,000
2030	155,000	30,465	185,465	1,200,000
2031	160,000	27,235	187,235	1,040,000
2032	165,000	23,740	188,740	875,000
2033	165,000	20,028	185,028	710,000
2034	170,000	16,090	186,090	540,000
2035	175,000	11,863	186,863	365,000
2036	180,000	7,335	187,335	185,000
2037	185,000	2,497	187,497	-
	<u>\$ 2,735,000</u>	<u>\$ 627,858</u>	<u>\$ 3,362,858</u>	

STORM SEWER GENERAL OBLIGATION BONDS, SERIES 2019A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2019

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 780,000
2020	\$ -	\$ 29,860	\$ 29,860	780,000
2021	25,000	25,400	50,400	755,000
2022	30,000	24,300	54,300	725,000
2023	30,000	23,100	53,100	695,000
2024	30,000	21,900	51,900	665,000
2025	30,000	20,700	50,700	635,000
2026	35,000	19,400	54,400	600,000
2027	35,000	18,000	53,000	565,000
2028	35,000	16,600	51,600	530,000
2029	40,000	15,300	55,300	490,000
2030	40,000	14,100	54,100	450,000
2031	40,000	12,900	52,900	410,000
2032	40,000	11,700	51,700	370,000
2033	40,000	10,500	50,500	330,000
2034	45,000	9,225	54,225	285,000
2035	45,000	7,875	52,875	240,000
2036	45,000	6,525	51,525	195,000
2037	45,000	5,175	50,175	150,000
2038	50,000	3,750	53,750	100,000
2039	50,000	2,250	52,250	50,000
2040	50,000	750	50,750	-
	<u>\$ 780,000</u>	<u>\$ 299,310</u>	<u>\$ 1,079,310</u>	

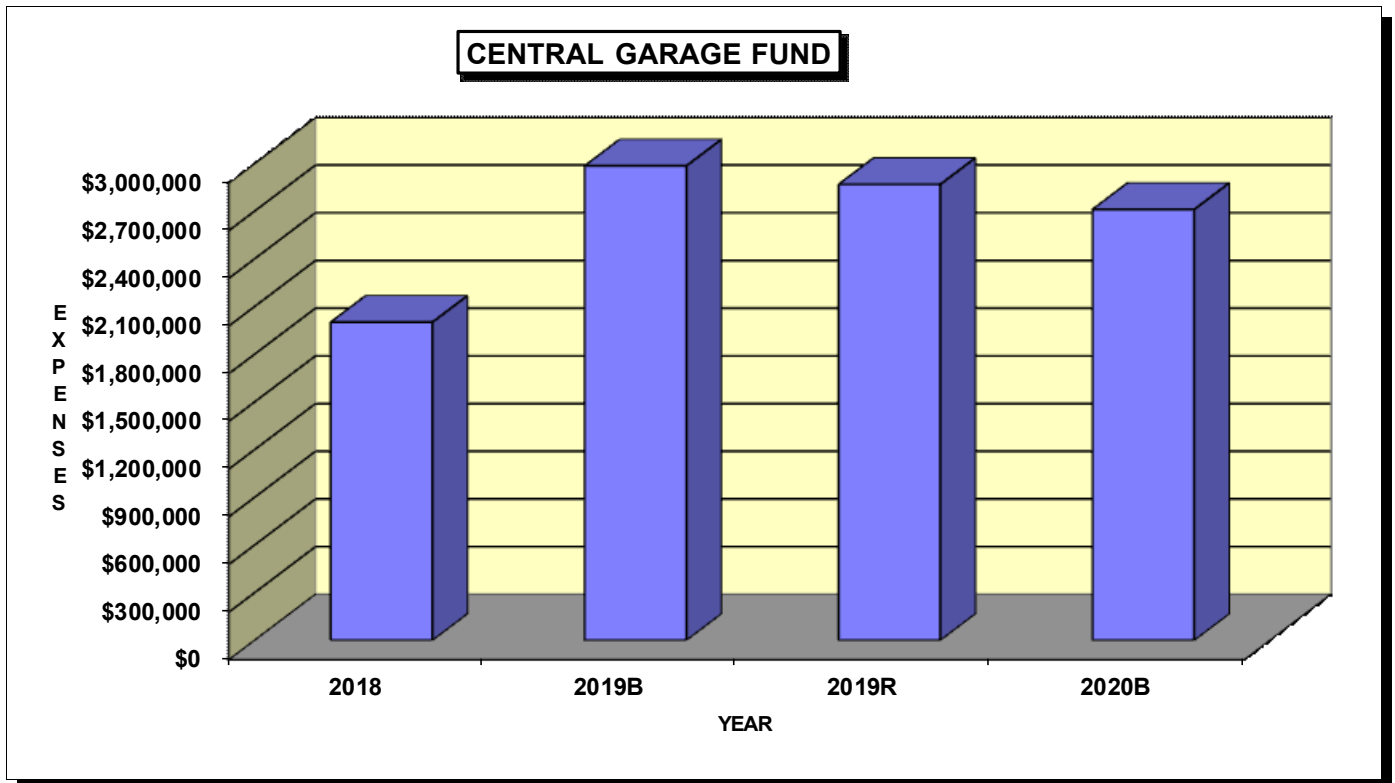
FUND: CENTRAL GARAGE
DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
61000 CENTRAL GARAGE	\$ 2,000,854	\$ 2,983,850	\$ 2,867,480	\$ 2,710,100	(9.17%)
<i>Public Works TOTAL</i>	<u>\$ 2,000,854</u>	<u>\$ 2,983,850</u>	<u>\$ 2,867,480</u>	<u>\$ 2,710,100</u>	(9.17%)

REVENUES

61000 CENTRAL GARAGE	\$ 2,011,653	\$ 2,186,970	\$ 2,194,950	\$ 2,248,010	2.79%
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BUDGET SUMMARY CENTRAL GARAGE FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 4,635,414	\$ 4,646,213	\$ 4,948,413	\$ 5,366,323
<u>Revenues</u>				
Charges for Service:				
Equipment Rental	1,192,520	1,272,570	1,310,010	1,349,308
<u>Miscellaneous Revenues</u>				
Interest	19,561	10,500	11,000	12,000
Other Revenues	144,572	46,880	47,000	50,000
Total Misc. Revenues	164,133	57,380	58,000	62,000
Total Revenues	1,356,653	1,329,950	1,368,010	1,411,308
<u>Expenses</u>				
Personal Services	412,873	395,950	413,060	425,450
Other Services and Charges	854,113	893,630	915,030	942,486
Operating Expenses	1,266,986	1,289,580	1,328,090	1,367,936
Net Income before Depreciation	89,667	40,370	39,920	43,373
Depreciation	733,868	603,170	502,010	517,070
Net Income (Loss)	(644,201)	(562,800)	(462,090)	(473,698)
Operating Transfers From (To)				
Capital Projects Funds	655,000	865,000	880,000	690,000
	655,000	865,000	880,000	690,000
<u>RETAINED EARNINGS</u>	<u>4,646,213</u>	<u>4,948,413</u>	<u>5,366,323</u>	<u>5,582,625</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ 974,730</u>	<u>\$ 880,000</u>	<u>\$ -</u>

* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

BUDGET SUMMARY
CENTRAL GARAGE FUND PROJECTION

<u>CASH FLOW SUMMARY</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 1,300,528	\$ 1,329,950	\$ 1,368,010	\$ 1,411,308
Items not requiring cash -				
Depreciation	733,868	603,170	502,010	517,070
Decrease in Receivables	14,691			
Increase in Payables	71,499	-	-	-
Transfer in	655,000	865,000	880,000	690,000
TOTAL SOURCES	<u>2,775,586</u>	<u>2,798,120</u>	<u>2,750,020</u>	<u>2,618,379</u>
<u>USES OF CASH</u>				
Total Expenses	2,000,854	1,892,750	1,830,100	1,885,006
Capital Outlay	582,619	974,730	880,000	-
TOTAL USES	<u>2,583,473</u>	<u>2,867,480</u>	<u>2,710,100</u>	<u>1,885,006</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	192,113	(69,360)	39,920	733,373
<u>CASH BALANCE - JANUARY 1</u>	<u>1,414,647</u>	<u>1,606,760</u>	<u>1,537,400</u>	<u>1,577,320</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 1,606,760</u>	<u>\$ 1,537,400</u>	<u>\$ 1,577,320</u>	<u>\$ 2,310,693</u>
<u>CASH TO BE AVAILABLE</u>				
Current assets - December 31	\$ 1,606,760			
Less: Current liabilities - December 31	140,018			
Cash To Be Available	<u>\$ 1,466,742</u>			

CENTRAL GARAGE DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To procure, maintain, repair and replace all motor vehicles, heavy equipment and attachments used by the City. To also provide quality, durable equipment for all divisions and maintain that equipment so that it performs 24 hours a day, seven days a week, and is always able to respond to emergencies as needed.

Staff maintains 141 motorized pieces of equipment and another 52 non-motorized pieces of equipment.

2019 HIGHLIGHTS

- Installation of a 40kW solar system on top of the garage building (City Council Goal 6).
- Evaluated where Hybrid/Electric vehicles can fit into the fleet (City Council Goal 6).
- Purchase PHEVs (Plug-in Hybrid Electric Vehicle) for use by the Engineering and Recreation Divisions (City Council Goal 6).
- Introduction of Staff Public Engagement Vehicle (City Council Goal 5).

2020 DIVISION GOALS

- Continue to evaluate repurposing Police Patrol vehicles for other divisions' use (City Council Goal 6).
- Continue evaluation of opportunities to introduce more Hybrid/Electric vehicles into the fleet (Council Goal 6).
- Purchase of 3 Hybrid vehicles for Police Detectives (City Council Goal 6).

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects a 3.9% decrease from the 2019 Adopted Budget due to a reduction in depreciation.

The 2020 Proposed Budget reflects a 9.0% decrease from the 2019 Adopted Budget due to decreases in vehicle purchases and depreciation. It is to be expected that expenditure increases will be needed in the future due to needed vehicle purchases.

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Charges for Service</u>				
4318 Equipment Rental - Operating	\$ 1,192,520	\$ 1,270,270	\$ 1,272,570	\$ 1,310,010
<i>Charges for Service Total</i>	<u>\$ 1,192,520</u>	<u>\$ 1,270,270</u>	<u>\$ 1,272,570</u>	<u>\$ 1,310,010</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 19,561	\$ 6,100	\$ 10,500	\$ 11,000
8034 Other Refund/Reimbursements	6,447	-	-	-
8035 Other Miscellaneous Revenues	2,428	600	1,880	2,000
8037 Recovery From Damage City Prop	48,835	20,000	20,000	20,000
8038 Gain on disposal of Assets	86,862	25,000	25,000	25,000
<i>Other Income Total</i>	<u>\$ 164,133</u>	<u>\$ 51,700</u>	<u>\$ 57,380</u>	<u>\$ 58,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 655,000	\$ 865,000	\$ 865,000	\$ 880,000
<i>Other Financing Sources Total</i>	<u>\$ 655,000</u>	<u>\$ 865,000</u>	<u>\$ 865,000</u>	<u>\$ 880,000</u>
CENTRAL GARAGE TOTAL	<u><u>\$ 2,011,653</u></u>	<u><u>\$ 2,186,970</u></u>	<u><u>\$ 2,194,950</u></u>	<u><u>\$ 2,248,010</u></u>

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 300,129	\$ 296,490	\$ 296,020	\$ 307,980
6009 Overtime	5,329	5,000	5,000	7,000
6013 Longevity	1,035	1,130	1,100	1,130
6031 Employer Social Security	17,990	18,290	18,390	19,120
6032 Employer Medicare	4,207	4,280	4,300	4,470
6033 Employer Pera	37,553	22,240	22,240	23,140
6035 Medical Insurance	34,004	35,810	30,990	34,000
6036 Dental Insurance	2,817	2,930	2,930	2,940
6037 Term Life	84	160	160	160
6038 Workers Compensation	9,060	8,550	8,550	6,840
6040 Long Term Disability	665	700	700	710
6051 Interdepartmental Labor	-	-	5,570	5,570
<i>Personal Services Total</i>	<u>\$ 412,873</u>	<u>\$ 395,580</u>	<u>\$ 395,950</u>	<u>\$ 413,060</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 1,823	\$ 4,220	\$ 4,230	\$ 4,230
6202 Data Processing Rental	19,055	20,230	20,480	21,190
6205 Maintenance & Repairs	130,560	132,330	132,330	132,330
6206 Accident Repairs	63,173	30,000	30,000	35,000
6207 Utility Services	70,378	67,780	67,780	67,780
6302 Communications	1,370	2,750	2,750	2,750
6303 Professional Development	1,992	2,580	2,580	2,580
6305 Subscriptions & Memberships	115	-	-	-
6307 Insurance & Bonds	50,258	49,340	56,690	61,480
6308 Property Liability	24,070	24,790	24,790	25,530
6310 Taxes & Licenses	2,081	5,000	5,000	5,000
6315 Other Contractual Services	33,506	34,560	34,560	35,760
6401 Office Supplies	43	660	660	660
6402 Copy Charges	-	120	120	120
6403 Postage	12	100	100	100
6405 Fuels	220,754	281,900	279,400	279,400
6406 Lubricants	4,736	8,500	8,500	9,500
6407 Auto Operating Supplies	9,268	10,460	10,460	12,460
6408 Tires	21,350	22,000	22,000	24,000
6409 Uniforms & Clothing	4,002	3,360	3,360	4,360
6410 Small Tools & Parts	135,018	126,310	126,310	127,390
6414 Other Supplies	60,549	61,530	61,530	63,410
<i>Other Services & Charges Total</i>	<u>\$ 854,113</u>	<u>\$ 888,520</u>	<u>\$ 893,630</u>	<u>\$ 915,030</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 733,868	\$ 775,020	\$ 603,170	\$ 502,010
<i>Depreciation Total</i>	<u>\$ 733,868</u>	<u>\$ 775,020</u>	<u>\$ 603,170</u>	<u>\$ 502,010</u>

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Capital Outlay</u>				
7500 Motor Vehicles	\$ -	\$ 924,730	\$ 974,730	\$ 880,000
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 924,730</u>	<u>\$ 974,730</u>	<u>\$ 880,000</u>
<i>CENTRAL GARAGE TOTAL</i>	<u>\$ 2,000,854</u>	<u>\$ 2,983,850</u>	<u>\$ 2,867,480</u>	<u>\$ 2,710,100</u>

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Operations Superintendent	M-3	.20	.25	.25
Operations Manager	M-2	.50	.50	.50
Automotive Mechanic	LT-2	3.00	3.00	3.00
Senior Office Assistant	GS-2	.35	.35	.35
	<i>Total</i>	<u>4.05</u>	<u>4.10</u>	<u>4.10</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
Fire Pumper Body	\$ 303,100	\$ 303,100	\$ -
Zamboni	111,630	111,630	-
2 - Park 1-Ton Dump & Plow	100,000	-	100,000
4 - Police SUV Interceptors	150,000	150,000	-
Z-Mower	20,000	20,000	-
1-Ton Pickup W/tommygate	50,000	50,000	-
3/4-Ton Utility 4x4	50,000	50,000	-
4 - Inspections PHEV SUV's	140,000	-	-
2 - Inspections PHEV SUV's	-	70,000	-
3 - Detective Hybrid Cars	-	85,000	-
2 - VOTAF SUV's Police	-	70,000	-
Tool Cat	-	65,000	-
Dump Truck	-	-	220,000
2 - MT Sidewalk Plows	-	-	260,000
3/4-Ton Pickup Truck	-	-	35,000
Fire Tahoe	-	-	50,000
2 - Police SUV Interceptors	-	-	85,000
1-Ton Utility Box Truck	-	-	40,000
3 - Detective Hybrid Cars	-	-	90,000
<i>Total</i>	<u>\$ 924,730</u>	<u>\$ 974,730</u>	<u>\$ 880,000</u>

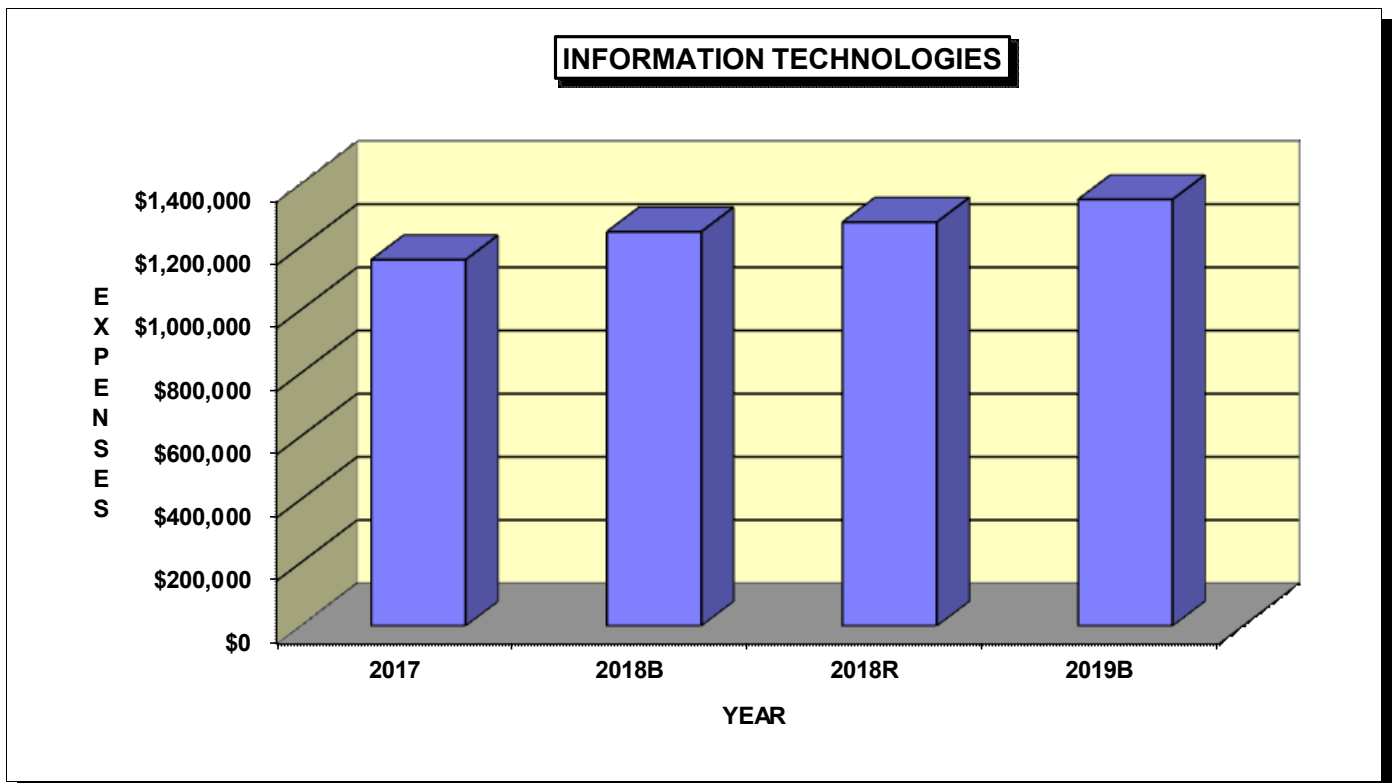
FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
62000 INFORMATION TECHNOLOGIES	\$ 1,079,420	\$ 1,350,070	\$ 1,397,890	\$ 1,513,130	12.08%
<i>Administrative Services TOTAL</i>	<u>\$ 1,079,420</u>	<u>\$ 1,350,070</u>	<u>\$ 1,397,890</u>	<u>\$ 1,513,130</u>	12.08%

REVENUES

62000 INFORMATION TECHNOLOGIES	\$ 1,116,525	\$ 1,188,800	\$ 1,186,920	\$ 1,223,900	2.95%
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BUDGET SUMMARY
INFORMATION TECHNOLOGIES FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	2018 Actual	2019 Revised	2020 Budget	2021 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 160,554	\$ 197,659	\$ 126,489	\$ (103,311)
<u>Revenues</u>				
Charges for Service	\$ 978,946	\$ 1,006,320	\$ 1,038,300	1,069,450
Subtotal	978,946	1,006,320	1,038,300	1,069,450
<u>Miscellaneous Revenues</u>				
Interest	5,638	600	600	620
Other	1,941	-	-	-
Total Miscellaneous Revenues	7,579	600	600	620
Total Revenues	986,525	1,006,920	1,038,900	1,070,070
<u>Expenses</u>				
Personal Service	368,949	440,770	566,330	583,320
Other Services and Charges	646,296	754,480	833,200	805,150
Total Operating Expenses	1,015,245	1,195,250	1,399,530	1,388,470
Net Income before Depreciation	(28,720)	(188,330)	(360,630)	(318,400)
<u>Depreciation</u>	64,175	62,840	54,170	55,800
Net Income (Loss)	(92,895)	(251,170)	(414,800)	(374,200)
Operating Transfers: From (To)				
Capital Project Funds	130,000	180,000	185,000	185,000
Net Transfers	130,000	180,000	185,000	185,000
<u>RETAINED EARNINGS</u>	<u>197,659</u>	<u>126,489</u>	<u>(103,311)</u>	<u>(292,511)</u>
<u>CAPITAL OUTLAY *</u>	<u>\$ -</u>	<u>\$ 139,800</u>	<u>\$ 59,430</u>	<u>\$ -</u>

* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

**BUDGET SUMMARY
INFORMATION TECHNOLOGIES FUND PROJECTION**

<u>CASH FLOW SUMMARY</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 986,525	\$ 1,006,920	\$ 1,038,900	\$ 1,070,070
Items not requiring cash -				
Decrease in Prepaid Items	1,418	-	-	-
Depreciation	64,175	62,840	54,170	55,800
Transfers	130,000	180,000	185,000	185,000
TOTAL SOURCES	<u>1,182,118</u>	<u>1,249,760</u>	<u>1,278,070</u>	<u>1,310,870</u>
<u>USES OF CASH</u>				
Total Expenses	1,079,420	1,258,090	1,453,700	1,444,270
Decrease in Payables	49,986	-	-	-
Capital Outlay	-	139,800	59,430	-
TOTAL USES	<u>1,129,406</u>	<u>1,397,890</u>	<u>1,513,130</u>	<u>1,444,270</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	<u>52,712</u>	<u>(148,130)</u>	<u>(235,060)</u>	<u>(133,400)</u>
<u>CASH BALANCE - JANUARY 1</u>	<u>382,033</u>	<u>434,745</u>	<u>286,615</u>	<u>51,555</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 434,745</u>	<u>\$ 286,615</u>	<u>\$ 51,555</u>	<u>\$ (81,845)</u>
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 434,745			
Less: Current Liabilities - Dec. 31	120,458			
Cash To Be Available	<u>\$ 314,287</u>			

INFORMATION TECHNOLOGIES DIVISION

MISSION STATEMENT

We recognize the individual strengths and qualities of each person on our team and we combine our skills, knowledge and resources to deliver quality technology support to the City of Richfield staff and vendors. We are committed to developing our services to meet the needs and the expectations of staff, while continuing to protect the integrity and security of the data and the network.

DIVISION FOCUS

Information Technologies' primary focus is to provide a variety of computer services utilized by city departments. Help desk support is available for all aspects of the computer system. Hardware and software procurement, installation, testing and troubleshooting services are also provided. The division is responsible for the administration of the City's computer network and Voice over IP (VoIP) telephony system. This includes ensuring the security and integrity of the systems, providing local and wide-area networking services, and system planning. The I.T. Division works closely with the Network Services staff at LOGIS, a consortium of Minnesota cities and other government agencies. LOGIS provides critical services to the City, including network server backups, redundancy for network components, hot spare equipment, and network engineering and security services.

This division also provides a variety of other services utilized by various City departments. The division provides support for the processing of outgoing mail, purchases items for the City's internal office supplies store, maintenance and support for all the main copiers and printers, administers the Municipal Center building security system, assists the City Clerk with election results and assists the Finance department with budget processing.

City departments are charged for the cost of services, supplies, maintenance, and support based on their use of the City's computer and telephony systems.

In both 2019 and 2020 the focus of the division is to continue to provide high quality computer and VoIP telephony support services, maintain a reliable and cost effective computer network, and insure the continued security of the network and data.

2019 HIGHLIGHTS

- Continue to provide high quality Help Desk support to City staff.
- Create and distribute a help desk ticketing system for staff to use.
- Install fiber optics along 66th Street to create more redundancy with the City's connection to LOGIS and State. This will also allow the City to complete a fiber connection to the Penn Liquor store and possibly other facilities, such as park buildings. (City Council Goal 1)
- Collaborate with Human Resources to develop and implement a Flexible Workplace environment while ensuring network security. (City Council Goal 6)
- Implement and manage city-owned mobile devices to enhance the security and safety of the City's network. (City Council Goal 6)

- Upgrade of the City's VoIP telephony system.
- Replace the City's camera security system (equipment/software) to bring the aging system up to date.
- Replace and upgrade components of the City's network infrastructure so as to maintain an up to date, secure, and reliable computer system.
- Continue developing the City's network and computer security, staff training, and City policies into compliance with the Payment Card Industry data security standards.
- Continue to expand use of the Laserfiche functions to enhance efficiency.
- Replace hardware and upgrade the operating system on City PCs and laptops.
- Support the City Hall Conference Rooms and Cablecast Servers.
- Install and train staff on Cisco Jabber for instant messaging and softphone capabilities.
- Install and train staff using Cisco WebEx to help improve productivity with video conferencing, online meetings, screen share, and webinars.

2020 DIVISION GOALS

- Upgrade to Microsoft Office 365 selecting the best options for Richfield's environment and training for all staff.
- Provide more training opportunities for City staff.
- Help implement and support the recommended process from the Records Management and Business Processes Report to improve and enhance our records management processes. (City Council Goal 6)
- Evaluate the need and cost to connect our current Fiber Optics network to other city facilities (park buildings).
- Replace the aging Security System Door Access (software and hardware). Begin to evaluate and add other city facilities to the system.
- Upgrade any remaining PC's from Windows 7 to Windows 10.

DIVISION EXPENDITURE COMMENT

The 2019 Revised Budget reflects an increase over the 2019 Adopted Budget for the following reasons:

- Emergency move of the City's fiber optics for the Chamberlin Development Project
- Increase in equipment costs
- Additional training for IT Staff
- A slight increase to replacing existing desktop PCs with laptops
- Upgrade the server's operating systems to keep the OS current due to Microsoft End of Life support.

The 2020 Proposed Budget increase from 2019 Revised Budget is due to the following:

- Addition of a full time IT Staff position. IT has been operating with 4 fulltime staff members, with the addition in 2014 of 2 employees at 20% of their time. Since moving into the new building the number of PC's supported has almost doubled, the addition of mobile devices, more security requirements and the higher demand in technology requires more staff.
- Increase in Mobile Device Management
- Upgrading to Office 365.

FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services
BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Charges for Service</u>				
4320 IT Equipment Rental	\$ 919,876	\$ 948,830	\$ 947,020	\$ 977,220
4322 Sale of Supplies	28,957	29,290	35,720	36,790
4324 Copying Services	11,055	10,780	8,260	8,510
4326 Postage Services	19,058	19,300	15,320	15,780
<i>Charges for Service Total</i>	<u>\$ 978,946</u>	<u>\$ 1,008,200</u>	<u>\$ 1,006,320</u>	<u>\$ 1,038,300</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 5,638	\$ 600	\$ 600	\$ 600
8039 State Pension Contribution	1,941	-	-	-
<i>Other Income Total</i>	<u>\$ 7,579</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ 600</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 130,000	\$ 180,000	\$ 180,000	\$ 185,000
<i>Other Financing Sources Total</i>	<u>\$ 130,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 185,000</u>
<i>INFORMATION TECHNOLOGIES TOTAL</i>	<u><u>\$ 1,116,525</u></u>	<u><u>\$ 1,188,800</u></u>	<u><u>\$ 1,186,920</u></u>	<u><u>\$ 1,223,900</u></u>

FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services
BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 28,872	\$ 52,020	\$ 50,000	\$ 51,500
<i>Costs of Goods Sold Total</i>	<u>\$ 28,872</u>	<u>\$ 52,020</u>	<u>\$ 50,000</u>	<u>\$ 51,500</u>
<u>Personal Services</u>				
6005 Full Time	\$ 317,353	\$ 322,940	\$ 329,450	\$ 422,430
6013 Longevity	2,548	1,880	1,920	2,030
6031 Employer Social Security	19,332	19,450	20,100	25,840
6032 Employer Medicare	4,521	4,550	4,700	6,040
6033 Employer Pera	(13,708)	24,360	24,850	31,840
6035 Medical Insurance	35,081	62,290	54,400	72,000
6036 Dental Insurance	2,904	4,250	4,250	5,040
6037 Term Life	85	240	240	280
6038 Workers Compensation	216	210	210	180
6040 Long Term Disability	617	650	650	650
<i>Personal Services Total</i>	<u>\$ 368,949</u>	<u>\$ 440,820</u>	<u>\$ 440,770</u>	<u>\$ 566,330</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 235,984	\$ 278,280	\$ 271,900	\$ 305,100
6201 Rents & Leases	15,362	-	15,370	-
6205 Maintenance & Repairs	55,305	54,030	67,110	84,200
6207 Utility Services	65,640	67,710	67,710	69,740
6302 Communications	60,380	64,890	66,460	69,940
6303 Professional Development	322	1,720	2,800	2,880
6305 Subscriptions & Memberships	1,668	1,770	1,770	1,830
6307 Insurance & Bonds	5,590	6,880	4,250	4,370
6308 Property Liability	2,120	2,180	2,180	2,250
6401 Office Supplies	3,499	1,750	1,700	1,750
6402 Copy Charges	526	220	340	350
6403 Postage	75	100	100	100
6414 Other Supplies	170,953	187,600	202,790	239,190
<i>Other Services & Charges Total</i>	<u>\$ 617,424</u>	<u>\$ 667,130</u>	<u>\$ 704,480</u>	<u>\$ 781,700</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 64,175	\$ 62,840	\$ 62,840	\$ 54,170
<i>Depreciation Total</i>	<u>\$ 64,175</u>	<u>\$ 62,840</u>	<u>\$ 62,840</u>	<u>\$ 54,170</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ 90,000	\$ 90,000	\$ 19,000
7400 Machinery & Equipment	-	37,260	49,800	40,430
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 127,260</u>	<u>\$ 139,800</u>	<u>\$ 59,430</u>
INFORMATION TECHNOLOGIES TOTAL	<u><u>\$ 1,079,420</u></u>	<u><u>\$ 1,350,070</u></u>	<u><u>\$ 1,397,890</u></u>	<u><u>\$ 1,513,130</u></u>

FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services
BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
IT Manager	M-3	1.00	1.00	1.00
IT Technician	GS-5	1.00	1.00	-
Help Desk Technician	GS-5	1.00	1.00	1.00
Network Administrator	GS-6E	1.00	1.00	1.00
GIS Analyst/IT Technician	GS-5	.20	.20	-
Police IT Specialist	GS-5	.20	.20	-
IT/PW Help Desk Technician	GS-5	-	-	1.00
IT Technician	GS-6	-	-	1.00
GIS Analyst/IT Technician	GS-6	-	-	.30
Police IT Specialist	GS-6	-	-	.20
<i>Total</i>		4.40	4.40	5.50

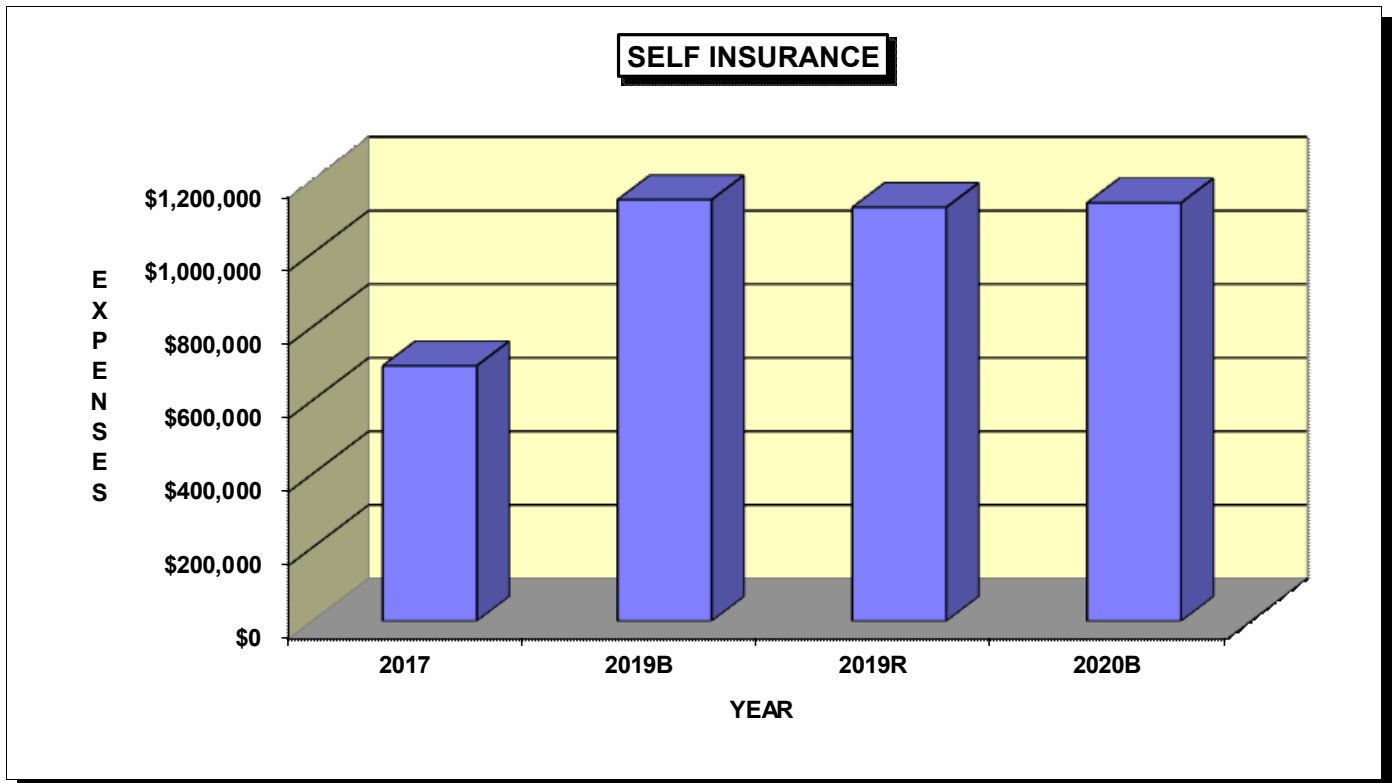
CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
66th Street Fiber	\$ 90,000	\$ 90,000	\$ -
ASA 5525-X Firewall - Server Room	12,000	12,000	-
1-24 port Switch LO-RIL3-ASR	-	8,500	-
4-48 Port Switches-PW,Arena,Cedar Liq	25,260	29,300	-
Penn Liquor Store Fiber	-	-	19,000
Penn Liq Replace Switch for Fiber	-	-	8,500
48 port Switch RI-ASr2	-	-	7,780
Voice Bundle	-	-	9,150
Door Access Security System	-	-	10,000
Add PubWorks to Security System	-	-	5,000
<i>Total</i>	<u>\$ 127,260</u>	<u>\$ 139,800</u>	<u>\$ 59,430</u>

FUND: PROPERTY LIABILITY
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
64000 PROPERTY LIABILITY	\$ 693,948	\$ 1,145,220	\$ 1,124,530	\$ 1,136,880	(0.73%)
<i>Administrative Services TOTAL</i>	<u>\$ 693,948</u>	<u>\$ 1,145,220</u>	<u>\$ 1,124,530</u>	<u>\$ 1,136,880</u>	(0.73%)
REVENUES					
64000 PROPERTY LIABILITY	\$ 1,049,085	\$ 981,430	\$ 972,920	\$ 968,000	(1.37%)



BUDGET SUMMARY SELF INSURANCE FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	2018 Actual	2019 Revised	2020 Budget	2021 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 4,418,336</u>	<u>\$ 4,776,472</u>	<u>\$ 4,624,862</u>	<u>\$ 4,455,982</u>
<u>Revenues</u>				
Charges for Service:				
Employers' Contribution	726,998	693,020	679,800	700,190
Employees' Contribution	90,688	127,400	133,700	137,710
Operating Revenues	817,686	820,420	813,500	837,900
<u>Miscellaneous Revenues</u>				
Interest	85,668	85,000	90,000	92,700
Claims/Refunds	75,731	24,500	24,500	25,240
Total Miscellaneous Revenues	161,399	109,500	114,500	117,940
Total Revenues	979,085	929,920	928,000	955,840
<u>Expenses</u>				
Personal Services	316,553	363,280	364,520	375,460
Other Services and Charges	304,396	718,250	732,360	754,335
Total Expenses	620,949	1,081,530	1,096,880	1,129,794
Net Income (Loss)	358,136	(151,610)	(168,880)	(173,954)
Operating Transfers From (To)				
Self Insurance - Workers Comp.	70,000	43,000	40,000	-
Self Insurance - Property Liab.	(70,000)	(43,000)	(40,000)	-
	-	-	-	-
<u>RETAINED EARNINGS</u>	<u>\$ 4,776,472</u>	<u>\$ 4,624,862</u>	<u>\$ 4,455,982</u>	<u>\$ 4,282,028</u>

BUDGET SUMMARY SELF INSURANCE FUND PROJECTION

<u>CASH FLOW SUMMARY</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>SOURCES OF CASH</u>				
Charges for Service	\$ 979,085	\$ 929,920	\$ 928,000	\$ 955,840
Internal Loan	62,247	62,250	63,500	64,780
Transfer In	70,000	73,000	40,000	-
TOTAL SOURCES	1,111,332	1,065,170	1,031,500	1,020,620
<u>USES OF CASH</u>				
Total Expenses	620,949	1,081,530	1,096,880	1,129,794
Decrease in Payables	74,044			
Decrease in Reserve for Claims	81,560	-	-	-
Transfer Out	70,000	43,000	40,000	-
TOTAL USES	846,553	1,124,530	1,136,880	1,129,794
<u>NET INCREASE (DECREASE) IN CASH</u>	264,779	(59,360)	(105,380)	(109,174)
<u>CASH BALANCE - JANUARY 1</u>	4,334,918	4,599,697	4,540,337	4,434,957
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 4,599,697</u>	<u>\$ 4,540,337</u>	<u>\$ 4,434,957</u>	<u>\$ 4,325,783</u>
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 4,663,200			
Less: Current Liabilities - Dec. 31	16,971			
CASH TO BE AVAILABLE	<u>\$ 4,646,229</u>			

SELF INSURANCE FUND

MISSION STATEMENT

To support all of the City's costs for claims related to workers' compensation, unemployment insurance benefits and all other City self-insurance costs. To account for employee contributions and claims in the Flexible Spending Account (FSA) benefits plan and Dental insurance plan.

DIVISION FOCUS

This fund functions to service the City's workers' compensation program including safety programs, incentives and claims. It also provides funds for dental insurance coverage and serves as the account for the City's Flexible Spending Account benefits plan. In addition, all claims paid below the City's significant deductible limit for virtually all liability and property exposures are paid from this fund as well as awards of compensation, legal costs and administrative costs. Finally, the account also serves as a self insurance fund to cover risk exposures which are not insurable or which would require extraordinary premiums.

While the majority of the City's workers' compensation program is self insured, excess coverage for individual workers' compensation claims which exceed \$500,000 is purchased from the Workers' Compensation Reinsurance Association (WCRA) as mandated by State Statute. All costs below that amount on each claim are paid from this fund.

Funding from the Self-Insurance Fund pay for disability benefits, medical costs, legal fees, administrative charges and safety and risk management/reduction programs. The fund also provides for the periodic maintenance and upgrade of the City's fitness equipment.

The Administrative Services Director/Assistant City Manager and the Human Resources Manager and Human Resources Administrative Assistant regulate the Self-Insurance Fund and perform other associated duties. Accordingly, a portion of those individuals' time is charged to this fund. The administration of the City's risk management program is a very comprehensive and time-intensive function.

2019 HIGHLIGHTS

- 2019 and 2020 base workers' compensation premiums charged to City departments were decreased based on prior years claim history.
- The rates charged to City departments for property/casualty liability coverage reflect a 3% increase for 2020.

2020 SELF INSURANCE DIVISION GOALS

- Continue to monitor rates charged to user departments and divisions for workers' compensation and property casualty and adjust accordingly.
- Reduce workers' compensation claims for the City of Richfield, both occurrence and severity.
- Promote employee health and safety.
- Administer a successful risk management program, identifying risk exposures and dealing with them appropriately.
- Continue to manage the City's Wellness Program.

DIVISION EXPENDITURE COMMENT

The budgeted expenditures for the Self-Insurance Fund for the 2019 Revised/2020 Proposed Budget reflect the anticipated costs for claims and to administer the risk management program. Rates charged to user departments reflect a decrease in worker's compensation and a 3% increase in property/casualty coverage for both 2019 and 2020. The City's municipal liability loss experience modification went from a debit modification of 1.254 to 1.213 (3.3% decrease) for the 2019-2020 renewal period.

FUND: PROPERTY LIABILITY
DEPARTMENT: Administrative Services
BUSINESS UNIT: PROPERTY LIABILITY - 64000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Charges for Service</u>				
4328 Self Insurance City Contributi	\$ 526,256	\$ 537,000	\$ 527,090	\$ 508,900
4330 Self Insurance Employee Contri	63,769	67,500	64,000	67,500
4332 Property Contribution	161,000	165,930	165,930	170,900
4334 Flex Daycare	39,742	34,500	36,400	38,700
4336 Flex Health	26,918	27,000	27,000	27,500
4338 Insurance Claims	58,119	6,500	6,500	6,500
4340 Insurance Premium Refunds	17,612	50,000	18,000	18,000
<i>Charges for Service Total</i>	<u>\$ 893,416</u>	<u>\$ 888,430</u>	<u>\$ 844,920</u>	<u>\$ 838,000</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 85,669	\$ 50,000	\$ 85,000	\$ 90,000
<i>Other Income Total</i>	<u>\$ 85,669</u>	<u>\$ 50,000</u>	<u>\$ 85,000</u>	<u>\$ 90,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 70,000	\$ 43,000	\$ 43,000	\$ 40,000
<i>Other Financing Sources Total</i>	<u>\$ 70,000</u>	<u>\$ 43,000</u>	<u>\$ 43,000</u>	<u>\$ 40,000</u>
<i>PROPERTY LIABILITY TOTAL</i>	<u><u>\$ 1,049,085</u></u>	<u><u>\$ 981,430</u></u>	<u><u>\$ 972,920</u></u>	<u><u>\$ 968,000</u></u>

FUND: PROPERTY LIABILITY
DEPARTMENT: Administrative Services
BUSINESS UNIT: PROPERTY LIABILITY - 64000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 4,303	\$ 20,000	\$ 15,000	\$ 15,000
6038 Workers Compensation	56,362	70,000	70,000	70,000
6039 MN Unemployment	7,700	35,000	34,000	35,000
6051 Interdepartmental Labor	198,208	189,670	198,300	200,000
6052 Administrative Charges	49,980	45,980	45,980	44,520
<i>Personal Services Total</i>	<u>\$ 316,553</u>	<u>\$ 360,650</u>	<u>\$ 363,280</u>	<u>\$ 364,520</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 31,677	\$ 41,000	\$ 40,000	\$ 41,000
6202 Data Processing Rental	4,274	4,470	4,550	4,760
6303 Professional Development	847	1,100	1,100	1,100
6306 Care of Persons	59,978	118,000	118,000	118,000
6307 Insurance & Bonds	12,094	10,000	12,100	13,000
6313 Day Care Reimbursement	44,368	32,000	44,500	46,500
6314 Health Care Reimbursement	28,750	37,000	29,000	30,000
6315 Other Contractual Services	(35,745)	210,000	210,000	210,000
6316 Dental Single	79,321	87,000	82,000	83,000
6317 Dental Spouse	28,626	29,000	29,000	30,000
6318 Dental Dependent	39,492	56,000	37,000	39,000
6414 Other Supplies	1,329	1,000	1,000	1,000
6513 Other Charges	12,384	115,000	110,000	115,000
<i>Other Services & Charges Total</i>	<u>\$ 307,395</u>	<u>\$ 741,570</u>	<u>\$ 718,250</u>	<u>\$ 732,360</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 70,000	\$ 43,000	\$ 43,000	\$ 40,000
<i>Other Financing Uses Total</i>	<u>\$ 70,000</u>	<u>\$ 43,000</u>	<u>\$ 43,000</u>	<u>\$ 40,000</u>
PROPERTY LIABILITY TOTAL	<u><u>\$ 693,948</u></u>	<u><u>\$ 1,145,220</u></u>	<u><u>\$ 1,124,530</u></u>	<u><u>\$ 1,136,880</u></u>

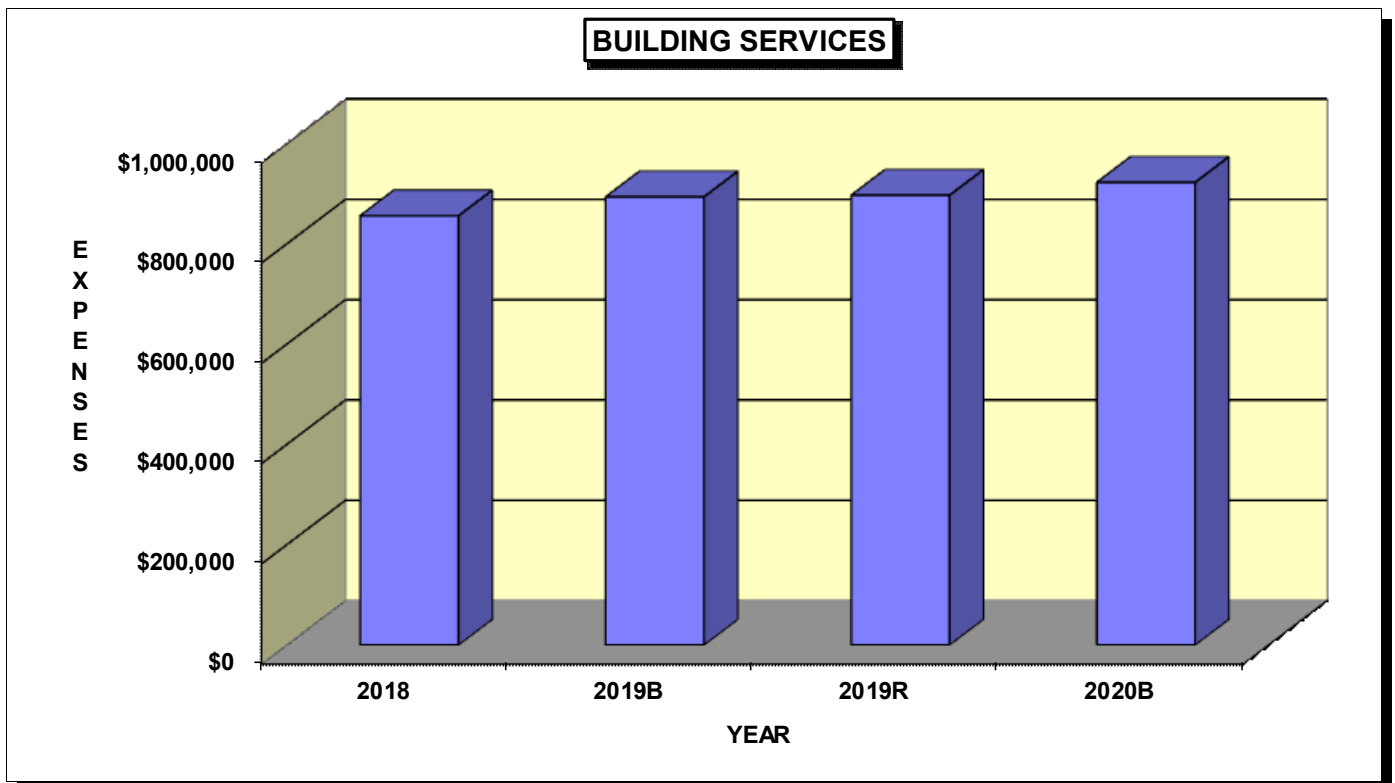
FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET	Increase/ (Decrease) 2019 Budget/ 2020 Budget
67000 BUILDING SERVICES FUND	\$ 856,153	\$ 893,870	\$ 897,140	\$ 923,810	3.35%
<i>Administrative Services TOTAL</i>	<u>\$ 856,153</u>	<u>\$ 893,870</u>	<u>\$ 897,140</u>	<u>\$ 923,810</u>	3.35%

REVENUES

67000 BUILDING SERVICES FUND	\$ 890,849	\$ 886,940	\$ 897,140	\$ 924,180	4.20%
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BUDGET SUMMARY BUILDING SERVICES FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 737,465</u>	<u>\$ 772,161</u>	<u>\$ 772,161</u>	<u>\$ 772,531</u>
<u>Revenues</u>				
Charges for Service:				
Building Rental	871,709	883,140	910,180	937,480
<u>Miscellaneous Revenues</u>				
Interest	13,895	13,000	13,000	13,000
Other Revenue	5,245	1,000	1,000	1,000
Total Misc. Revenues	<u>19,140</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
Total Revenues	<u>890,849</u>	<u>897,140</u>	<u>924,180</u>	<u>951,480</u>
<u>Expenses</u>				
Personal Services	345,832	362,130	376,580	387,880
Other Services and Charges	479,906	504,590	516,730	532,234
Operating Expenses	<u>825,738</u>	<u>866,720</u>	<u>893,310</u>	<u>920,114</u>
Net Income before Depreciation	65,111	30,420	30,870	31,366
Depreciation	<u>30,415</u>	<u>30,420</u>	<u>30,500</u>	<u>30,500</u>
Net Income (Loss)	<u>34,696</u>	<u>-</u>	<u>370</u>	<u>866</u>
<u>RETAINED EARNINGS</u>	<u>772,161</u>	<u>772,161</u>	<u>772,531</u>	<u>773,397</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

BUDGET SUMMARY
BUILDING SERVICES FUND PROJECTION

<u>CASH FLOW SUMMARY</u>	<u>2018 Actual</u>	<u>2019 Revised</u>	<u>2020 Budget</u>	<u>2021 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 890,849	\$ 897,140	\$ 924,180	\$ 951,480
Items not requiring cash -				
Decrease in Receivables	230	-	-	-
Depreciation	30,415	30,420	30,500	30,500
TOTAL SOURCES	<u>921,494</u>	<u>927,560</u>	<u>954,680</u>	<u>981,980</u>
<u>USES OF CASH</u>				
Total Expenses	856,153	897,140	923,810	950,614
Decrease in Payables	39,485	-	-	-
TOTAL USES	<u>895,638</u>	<u>897,140</u>	<u>923,810</u>	<u>950,614</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	25,856	30,420	30,870	31,366
<u>CASH BALANCE - JANUARY 1</u>	<u>893,556</u>	<u>919,412</u>	<u>949,832</u>	<u>980,702</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 919,412</u>	<u>\$ 949,832</u>	<u>\$ 980,702</u>	<u>\$ 1,012,068</u>
<u>CASH TO BE AVAILABLE</u>				
Current assets - December 31	\$ 919,412			
Less: Current liabilities - December 31	55,079			
Cash To Be Available	<u>\$ 864,333</u>			

BUILDING SERVICES DIVISION

MISSION STATEMENT

To provide mechanical and janitorial services to the Richfield Municipal Center complex and Fire Station 2 and to plan, administer and finance major maintenance for these buildings.

DIVISION FOCUS

The Building Services Division is made up of the Building Operations Manager, two Building Maintenance Mechanics and a Building Services Custodian.

The division is responsible for the maintenance and upkeep of the Richfield Municipal Center, Fire Station 2, and the stores of the City's Liquor operation.

The division charges City departments a rental charge based on their square footage use of the Richfield Municipal Center and Fire Station 2, for the costs of services, supplies and maintenance. The City's Liquor operation is charged directly for time and materials incurred.

In both 2019 and 2020 the focus of the division will be to provide high quality service to its customers and to maintain a clean and safe environment for City employees to work in.

Finally, the Division assists with maintenance tasks at the City's Swimming Pool, Ice Arena, park buildings, Woodlake Nature Center and the Community Center as needed.

2019 HIGHLIGHTS

- Working with the Public Works Director, managed the demolition of the former Motel 6 property.
- Managed the bid process to replace the roof and the HVAC system at the South Lyndale liquor location which resulted in savings to the liquor operation.

2020 BUILDING SERVICES DIVISION GOALS

- Continue to refine the operating budget between increased user charges and operating costs to ensure a balanced operation.
- Work with the Finance Director to establish a replacement plan for capital items at the Richfield Municipal Center to ensure its long term viability.

DIVISION EXPENDITURE COMMENT

The 2020 Proposed budget was prepared to provide the services necessary and to maintain the infrastructure of the various buildings. User charges will be reviewed annually to ensure that the meet expected operating costs.

FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: BUILDING SERVICES FUND - 67000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Charges for Service</u>				
4346 Building Rental	\$ 841,632	\$ 868,140	\$ 868,140	\$ 894,180
4348 Labor Services	30,077	13,000	15,000	16,000
<i>Charges for Service Total</i>	<u>\$ 871,709</u>	<u>\$ 881,140</u>	<u>\$ 883,140</u>	<u>\$ 910,180</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 13,895	\$ 5,800	\$ 13,000	\$ 13,000
8034 Other Refund/Reimbursements	5,245	-	1,000	1,000
<i>Other Income Total</i>	<u>\$ 19,140</u>	<u>\$ 5,800</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>
<i>BUILDING SERVICES FUND TOTAL</i>	<u>\$ 890,849</u>	<u>\$ 886,940</u>	<u>\$ 897,140</u>	<u>\$ 924,180</u>

FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: BUILDING SERVICES FUND - 67000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2018 ACTUAL	2019 BUDGET	2019 REVISED	2020 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 234,776	\$ 240,570	\$ 240,060	\$ 248,210
6006 Part-time	24,219	23,380	23,380	24,950
6009 Overtime	28	500	500	500
6013 Longevity	1,810	1,940	1,960	2,030
6031 Employer Social Security	15,525	16,000	16,170	16,650
6032 Employer Medicare	3,631	3,740	3,790	3,910
6033 Employer Pera	9,630	19,940	19,910	20,640
6035 Medical Insurance	44,113	45,800	43,910	48,290
6036 Dental Insurance	2,142	2,150	2,160	2,160
6037 Term Life	63	120	120	120
6038 Workers Compensation	9,408	9,340	9,340	8,260
6040 Long Term Disability	487	490	830	860
<i>Personal Services Total</i>	<u>\$ 345,832</u>	<u>\$ 363,970</u>	<u>\$ 362,130</u>	<u>\$ 376,580</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 168	\$ 1,160	\$ 1,170	\$ 1,170
6202 Data Processing Rental	12,880	13,090	13,200	13,440
6204 Motor Pool Operating Rental	7,290	7,660	7,660	8,100
6205 Maintenance & Repairs	45,508	42,000	42,000	42,000
6207 Utility Services	213,547	211,150	215,760	224,580
6302 Communications	8,796	9,940	9,940	10,230
6303 Professional Development	-	1,200	1,200	1,200
6307 Insurance & Bonds	18,634	18,300	18,800	19,360
6308 Property Liability	19,150	19,730	19,730	20,320
6310 Taxes & Licenses	1,002	1,140	1,140	1,140
6315 Other Contractual Services	122,974	133,030	132,910	133,110
6401 Office Supplies	118	500	500	500
6409 Uniforms & Clothing	1,595	1,780	1,780	1,780
6410 Small Tools & Parts	722	1,200	1,200	1,200
6412 Maint. & Const. Materials	10,162	13,600	13,600	13,600
6414 Other Supplies	17,360	24,000	24,000	25,000
<i>Other Services & Charges Total</i>	<u>\$ 479,906</u>	<u>\$ 499,480</u>	<u>\$ 504,590</u>	<u>\$ 516,730</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 30,415	\$ 30,420	\$ 30,420	\$ 30,500
<i>Depreciation Total</i>	<u>\$ 30,415</u>	<u>\$ 30,420</u>	<u>\$ 30,420</u>	<u>\$ 30,500</u>
BUILDING SERVICES FUND TOTAL	<u><u>\$ 856,153</u></u>	<u><u>\$ 893,870</u></u>	<u><u>\$ 897,140</u></u>	<u><u>\$ 923,810</u></u>

FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: BUILDING SERVICES FUND - 67000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2019 ADOPTED	2019 REVISED	2020 BUDGET
<u>Regular Full-Time Employees</u>				
Building Operations Manager	M-2	1.00	1.00	1.00
Building Maintenance Mechanic	LT-2	1.00	1.00	1.00
Building Maintenance Mechanic	LT-2	1.00	1.00	1.00
	<i>Total</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Part-Time Employees</u>				
Custodian	GS-2	1.00	1.00	1.00
	<i>Total</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CAPITAL OUTLAY

ITEMS	2019 ADOPTED	2019 REVISED	2020 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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DEBT SERVICE FUNDS

MISSION STATEMENT

To account for the accumulation for resources used to service the City's general obligation long-term debt.

DIVISION FOCUS

The activity in these funds is a function of the debt service schedule of the outstanding bond issues, as well as any covenants regarding fund and account structure that may be contained in the original selling agreement for the different bond issues.

The debt service budget is made up of two primary funds; General Obligation Improvement bonds and General Obligation Redevelopment bonds.

The General Obligation (G.O.) Improvement Bond fund provides for the collection of tax debt service levies and special assessments for the payment of principal and interest on the bonds issued for the purpose of public improvements. Beginning in 2007, in response to infrastructure improvements within the City, the City has predominantly issued bonds that require the levying of taxes to service the debt. Accordingly, the result is an annual debt service tax levy. For 2020, the total tax levy required will be \$3,478,690. The bonds that will be serviced by this levy and future levies, were issued to fund several City projects, from the construction of the City municipal center to the reconstruction of roadways within the City.

During 2019, the City issued the \$8,325,000 G.O. Bonds, Series 2019A to fund the Lyndale Avenue Reconstruction project and the final phase of funding for the 66th Street project. In addition, the City will complete the refunding of the Series 2008A and Series 2009A. These bonds were refunded by the Series 2016C and 2017B respectively. The spend down of the refunding proceeds will have the effect to reduce the fund balance within the fund in excess of 10%. The outstanding principal for G.O. Improvement bonds at the end of 2019 is \$48,460,000.

The G.O. Redevelopment Bonds are issued by the City of Richfield for the Richfield Housing and Redevelopment Authority (HRA). The bonds are issued to provide funding for public improvements in relation to redevelopment projects. The debt service on the outstanding bonds is provided through the collection of tax increments remitted to the HRA from Hennepin County. As part of the bond issuance, the HRA pledges the tax increment collections to the City for the purpose of the annual debt service requirements of the bonds. There are currently no plans for issuance of redevelopment bonds in the near future. The outstanding G.O. Redevelopment Bond principal at the end of 2018 is \$4,220,000.

The City continues to evaluate outstanding bond issues to determine if cost savings can be achieved by refinancing bonds or calling the bonds early. General Obligation bond debt service will be paid in full in the year 2040. Redevelopment bond debt service will be paid in full in the year 2025.

BOND RATINGS

The bond rating process is a comprehensive analysis of the City's financial practices and performances (past and current). Forecasts of future performance and projected long-term planning practices are also reviewed.

The City of Richfield has maintained an excellent bond rating for many years. The City currently has received a AA+ rating from Standard and Poor's and an AA2 rating from Moody's Investors Service prior to that.

Finally, the City's Debt Policies can be found on pages 27-28 in the introductory section of the document.

BUDGET SUMMARY
GENERAL OBLIGATION IMPROVEMENT BONDS

	2018 Actual	2019 Budget	2019 Revised	2020 Budget
<u>Fund Balance - January 1</u>	<u>\$ 10,278,411</u>	<u>\$ 10,358,281</u>	<u>\$ 10,844,148</u>	<u>\$ 5,302,878</u>
<u>Source of Funds</u>				
Taxes	\$ 2,884,805	\$ 3,170,340	3,170,340	\$ 3,478,690
Special Assessment Collections	56,015	59,000	56,000	55,000
Interest	220,761	20,000	45,000	45,000
Bond Proceeds	9,921,774	-	5,604,820	-
Transfer in:				
Special Revenue Fund	353,340	744,480	744,480	748,020
Capital Project Fund	4,100	3,760	3,760	3,420
Total Sources	<u>\$ 13,440,795</u>	<u>\$ 3,997,580</u>	<u>\$ 9,624,400</u>	<u>\$ 4,330,130</u>
<u>Use of Funds</u>				
Bond Principal	\$ 1,660,000	\$ 8,150,000	\$ 8,150,000	\$ 2,545,000
Bond Interest	1,282,730	1,403,140	1,332,150	1,352,310
Fiscal Agent Charges	6,275	5,750	5,750	5,750
Other Services & Charges	126,053	-	72,950	-
Transfers to:				
General Fund	-	435,000	-	435,000
Capital Project Fund	9,800,000	-	5,604,820	-
Total Uses	<u>\$ 12,875,058</u>	<u>\$ 9,993,890</u>	<u>\$ 15,165,670</u>	<u>\$ 4,338,060</u>
<u>Fund Balance - December 31</u>	<u>\$ 10,844,148</u>	<u>\$ 4,361,971</u>	<u>\$ 5,302,878</u>	<u>\$ 5,294,948</u>

General Obligation Improvement Bonds
Scheduled Debt Service Requirements - Annual Payments
December 31, 2019

TAX LEVY REQUIREMENT	YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
					\$ 48,460,000
3,468,690	2020	2,545,000	1,352,312	3,897,312	45,915,000
3,451,255	2021	2,800,000	1,256,979	4,056,979	43,115,000
3,456,451	2022	2,855,000	1,179,191	4,034,191	40,260,000
3,474,316	2023	2,935,000	1,098,299	4,033,299	37,325,000
3,483,059	2024	3,035,000	1,013,119	4,048,119	34,290,000
3,472,517	2025	3,130,000	925,148	4,055,148	31,160,000
3,477,703	2026	3,210,000	838,774	4,048,774	27,950,000
3,491,129	2027	3,300,000	753,398	4,053,398	24,650,000
2,972,789	2028	3,395,000	664,936	4,059,936	21,255,000
1,844,035	2029	2,955,000	579,323	3,534,323	18,300,000
1,861,549	2030	1,960,000	511,479	2,471,479	16,340,000
1,856,148	2031	2,035,000	455,378	2,490,378	14,305,000
1,843,967	2032	2,080,000	396,837	2,476,837	12,225,000
1,727,237	2033	2,130,000	335,863	2,465,863	10,095,000
1,568,832	2034	2,070,000	274,250	2,344,250	8,025,000
1,560,300	2035	1,980,000	214,025	2,194,025	6,045,000
1,288,324	2036	1,695,000	159,119	1,854,119	4,350,000
1,286,525	2037	1,490,000	112,294	1,602,294	2,860,000
661,316	2038	1,530,000	66,856	1,596,856	1,330,000
378,525	2039	980,000	26,813	1,006,813	350,000
	2040	350,000	5,250	355,250	
<u>46,624,667</u>		<u>\$ 48,460,000</u>	<u>\$ 12,219,643</u>	<u>\$60,679,643</u>	

BUDGET SUMMARY
GENERAL OBLIGATION REDEVELOPMENT BONDS

	2018 Actual	2019 Budget	2019 Revised	2020 Budget
<u>Fund Balance - January 1</u>	\$ -	\$ -	\$ -	\$ -
<u>Source of Funds</u>				
Transfers from -				
Component Unit	869,366	868,050	868,100	874,280
Total Sources	<u>\$ 869,366</u>	<u>\$ 868,050</u>	<u>\$ 868,100</u>	<u>\$ 874,280</u>
<u>Use of Funds</u>				
Principal Bonds	\$ 705,000	\$ 720,000	\$ 720,000	\$ 745,000
Bond Interest	163,416	147,150	147,150	128,330
Fiscal Charges	950	900	950	950
Total Uses	<u>\$ 869,366</u>	<u>\$ 868,050</u>	<u>\$ 868,100</u>	<u>\$ 874,280</u>
<u>Fund Balance - December 31</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

GENERAL OBLIGATION REDEVELOPMENT BONDS
SCHEDULED DEBT SERVICE REQUIREMENTS - ANNUAL PAYMENTS
December 31, 2019

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				4,220,000
2020	745,000	128,321	873,321	3,475,000
2021	760,000	107,430	867,430	2,715,000
2022	790,000	84,528	874,528	1,925,000
2023	815,000	56,772	871,772	1,110,000
2024	850,000	24,256	874,256	260,000
2025	260,000	3,738	263,738	-
	<u>\$ 4,220,000</u>	<u>\$ 405,045</u>	<u>\$ 4,625,045</u>	

**COMPUTATION OF LEGAL DEBT MARGIN
DECEMBER 31, 2019**

Market Value of Taxable Property		<u>\$ 3,421,012,095</u>
Debt Limit 3% of Market Value of Taxable Property		\$ 102,630,362
Amount of Debt Applicable to Debt Limit:		
Total Bonded Debt	\$ 65,640,000	
Less:		
Redevelopment Bonds	\$ 4,220,000	
Special Assessment Bonds	488,000	
Water Revenue Bonds	5,125,000	
Sewer Revenue Bonds	1,080,000	
Storm Sewer Revenue Bonds	<u>6,755,000</u>	<u>17,668,000</u>
Total Debt Applicable to Debt Limit		<u>47,972,000</u>
Available Debt Capacity		<u>\$ 54,658,362</u>

The redevelopment bonds are paid primarily from tax increment and will be paid in full in 2025. General obligation improvement bonds are paid from special assessment collections, interest earnings, and tax levies. General obligation bonds will be paid in full in 2040. It is anticipated that for existing bonds the special assessment collections will be sufficient to service that portion of the outstanding debt. However, for bond issues in 2010, 2012, 2013, 2015, 2016, 2017, 2018 and 2019 authorized tax levies will be used.

The City will continue to limit long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

The City's Debt Service policies are summarized in the Introductory Section.

CAPITAL IMPROVEMENT BUDGET AND PLAN

MISSION STATEMENT

The Richfield Capital Improvement Budget and Plan is a comprehensive list of major improvements necessary to meet the needs of the community over a five-year period. This list is prepared through compiling the project needs requested by the various city departments. The Capital Plan sets forth the proposed scheduling and details of specific projects by year, estimated cost, and a justification or description to those responsible for making policy decisions regarding expenditures for new facilities. In addition, the Plan provides information so that individual project requests can be better evaluated against community needs and the community's ability to pay for and maintain these facilities in the succeeding years.

CAPITAL IMPROVEMENT PLAN GOALS

The specific goals of the Capital Improvement Plan are:

- To develop a realistic list of capital improvement needs which relates proposed projects to the City's capacity to finance such projects.
- To minimize the impact of projects on the residents' ability to pay.
- To schedule various projects and improvements in a way which allows adequate time to detailed design and engineering of the projects, preparing environmental statements or grant applications or exploring alternative methods of financing.
- To provide coordination between City departments, various units of special and general local government, and public utilities.
- To implement the community's Comprehensive Plan in an orderly fashion.
- To keep the public involved and informed about needed public improvements and to better enable the public to schedule private improvements.

OVERVIEW

Richfield's Capital Improvement Plan is a process for identifying annual project needs and priorities for project coordination as well as for financial planning. In addition, the Capital Improvement process provides for public discussion of short range City improvements.

The Capital Improvement Budget (CIB)/Capital Improvement Plan (CIP) projects are identified through discussions of the various City commissions and the City departments. From these discussions City staff compiles estimated costs, scope and potential funding sources for the projects.

A preliminary report is then generated by the Finance Director based on these discussions and presented to a meeting of the Planning Commission.

The Planning Commission then reviews the projects and scheduling based on the following consideration:

- The proposed project's conformance to the Comprehensive Plan.

The CIB/CIP, as recommended by the Planning Commission, is then returned to the Finance Director formalized submitted to the City Council as part of the annual budget process. The Council may delete projects from the Plan or may change the scheduling and priority of the allocation of funds. In accordance with state statutes, the City Council should refer any new project they may add to the Capital Improvement Plan to the Planning Commission for review.

Accordingly, the 2019 Revised/2020 Proposed Capital Improvement Budget (CIB)

reflects funding for several improvement projects throughout the City. Included are costs for the 65th Street Reconstruction, 66th Street Reconstruction, 77th Street Underpass, and the six year Mill and Overlay program. Also included are funds for park and recreation projects and water and wastewater projects.

The funding for the right of way projects is expected to come from sources such as Federal and State grants, Municipal State Aid (MSA), street reconstruction bonds, and utility franchise fees. Funding for other projects included in the CIB will come from intergovernmental revenues, special revenues, and user fees. The City's main operating budgets should not be materially affected by the planned projects as all funding is outside those budgets. The only possible effect would be on the maintenance of the newly constructed projects. In some cases the maintenance costs may increase, but in others, it is expected to decrease.

The Capital Improvement Plan, which represents the next four year period, also contains a number of significant proposed projects including, several park projects, major street improvement and reconstruction projects throughout the city, replacement of rolling stock and technology equipment, and several projects to improve public facilities throughout the City.

2020 Capital Improvement Budget Projects

Recreation Open Space

Park Maintenance/Wood Lake Fence Repair - \$50,000

- This project is an annual project that manages the maintenance of existing park infrastructure.
- Annual funding for these projects normally comes from an allotment that can range from \$45,000 to \$100,000 of special revenue funds from the Liquor Contribution Fund.
- Current and future operating costs may increase slightly as parks maintenance staff of the General Fund perform the majority of the planned projects.

Community Center/Wood Lake Building Repair - \$50,000

- There are various maintenance projects related to the upkeep of the Community Center and Wood Lake Nature Center buildings.
- These projects will be identified and prioritized on an annual basis.
- Projects may include HVAC, roofing, window, and flooring repairs.
- The annual funding from special revenue funds will allow the buildings to be maintained properly and reduce operating costs within Recreation Services General Fund Department.

Replacement of Park Play Equipment - \$350,000

- This project involves the replacement of play equipment structures at three city park; Augsburg Park, Madison Park, and Washington Park.
- The replacement is in accordance with the Play Equipment Replacement Schedule established in 2018.
- Funding will be provided by special revenue funding.
- Operating costs for the play equipment should be reduced for initial years of use since it will be new equipment.

Ice Arena Refrigeration Project - \$3,680,000

- Legislation requires ice arenas in Minnesota to change their refrigeration systems by the year 2020 to avoid the use of the R22 refrigerant.

- The conversion will include a renovated mechanical room that combines compressors for both Rink 1 and Rink 2. This will significantly improve the efficiency and reduce energy costs.
- Funding for the project will come from \$280,000 of Special Revenue funds and internal funding of \$3,400,000.
- Once the project is completed, it is expected that operating costs will decrease due to combining the compressors for both ice sheets.

Right of Way Improvements

66th Street Reconstruction - \$61,292,000

- This project consists of reconstruction of 66th Street from Xerxes Avenue east to 16th Avenue. It will include replacement of City utilities, undergrounding of parallel overhead utility lines, and improved bicycle and pedestrian accommodations.
- Since this is a County road, the City cost share includes 10% of road construction, 50% of storm sewer, 100% water/sewer utility replacement, and any additional streetscape elements not cost shared by the County.
- Annual maintenance costs for road will be the responsibility of the County. There will be no increase in operating costs for the City.
- Funding for the project will be provided by the planned issuance of a Street Reconstruction Bonds, Municipal State Aid, Federal Grants, and the County.

77th Street Underpass - \$30,500,000

- Initial design of the project began in 2016.
- The project will extend 77th Street under Trunk Highway 77 to connect to the 24th Avenue Interchange at I-494.
- The project will include bike and pedestrian accommodations.
- Funding for the project will include Federal grants, State bonding funds, Municipal State Aid and County grants.
- Annual operating costs should increase as a result of this project. How much those costs will increase has yet to be determined.

Bicycle and Pedestrian Improvements - \$80,000

- Bike and pedestrian facilities would be installed in the year following mill and overlay improvements.
- Funding for the improvements would come from municipal state aid funds.
- Operating costs would be expected to increase slightly in order to maintain the new facilities.
- Operating costs are expected to increase 3%-5% annually in order to maintain these improvements.

Mill and Overlay Program - \$3,250,000

- This is the sixth and final year of a planned six year timeframe and when completed 85 miles of residential roads will be milled and overlaid, as well as the repair of catch basins, manhole covers, and the repair of curb and gutter.
- Total estimated cost of the six year program is \$19,500,000, with funding to be provided by the issuance of Street Reconstruction bonds, with the debt service on the bonds paid by gas and electric utility franchise fees.
- The project should significantly reduce annual operating costs on city roadways into the near future.

Public Facilities

Replacement of Central Garage Equipment - \$680,000

- This represents the replacement of motor pool equipment used by General Fund departments. Budgeted replacement cost for 2019 is \$655,000. With funding for the replacement coming from a levy of property taxes as part of the City's general tax levy.
- Regular, scheduled replacement of equipment will reduce the amount of repair costs. Typically, repair costs accelerate as the age of equipment increases. Consequently, the City should realize lower repair costs with newer equipment.

Technology Replacement - \$135,000

- This represents replacement of outdated equipment and acquisition of new technology for the City's computer network. Budgeted equipment costs for 2019 total \$135,000. Funding will come from the levying of property taxes as part of the City's general tax levy.
- Repair expenses accelerate as the age of equipment increases. The City will realize lower maintenance costs by replacement of equipment on a regular schedule.

Sewer Main Lining - \$300,000

- The wastewater collection system was installed in the late 1950's and consists of VCP (Vitrified Clay Pipe).
- Lining consists of the installation of a liner in the existing clay pipe, expanding/heating then is applied and the liner adheres to the existing clay pipe.
- This technique is widely used in the wastewater industry and is able to be done at a fraction of the cost of cutting open a street and installing a new line.
- Consequently, this should reduce maintenance costs on sewer lines and extend their useful life.
- Funding will be provided through the operations of the sewer utility.

Lime Filter Press Rehabilitation - \$70,000

- The Lime Filter presses were newly installed in 2008.
- The presses include numerous components that were over time and require replacement.
- Replacement of the components will result in a more efficient and reliable operation and extend the useful life of the filter presses.
- With the rehabilitation, maintenance costs will decrease significantly.
- Funding for the project will come from water utility operations.

City Wide Water Meter Upgrade - \$1,340,000

- The current city-wide system of 11,000 water meters was installed in 2007. This system requires utility employees to drive by each property to obtain meter readings.
- The current system is failing and maintenance is becoming costly and time consuming.
- The proposed new system will have a signal read radio device which eliminates the need to drive by each property.
- The new system will reduce operating costs and allow the utility divisions to operate much more efficiently.
- Funding for the project will be provided through the operations of the water utility.

Rehabilitation of Stormwater Collection System Manhole Structures - \$100,000

- The stormwater collection system was installed in the mid 1950's and is constructed of brick structures.
- Staff has encountered structures that are passing water between the bricks.
- The rehabilitation of the structures consists of installing a liner inside the existing structure. The liner is installed by heating the liner which causes it to adhere to the bricks.
- The lining of the structures will reduce operating costs and increase the life expectancy by 30 years.
- Funding will be provided from stormwater operating revenues.

Rehabilitation of Stormwater Collection Mains - \$100,000

- The stormwater collection system was installed in the 1950's and is comprised of mostly reinforced concrete pipe (RCP).
- A cleaning and inspection program is underway to determine the condition of the mains.
- Mains that are identified as being in poor condition and not in need of upsizing for capacity will be rehabilitated using a cast-in-place-pipe lining method.
- The rehabilitation will reduce maintenance costs and extend the life of the mains by up to 75 years.
- Funding will be provided from stormwater operating revenues.

Sludge Tank Mixer Upgrade - \$90,000

- The current sludge tank mixers are submersible in style sit in a high pH environment.
- Do to this style of mixers, they require constant maintenance at a high cost.
- The mixer upgrade would be a floor mounted style and be out of the harsh pH environment, thus reducing maintenance costs and improving safety.
- Funding will be provided from water utility operating revenues.

Stormwater Pond Dredging - \$200,000

- The City's stormwater is treated in a regional system of stormwater ponds.
- Over time sediments and pollutants build up at the bottom of the ponds requiring removal through dredging.
- Dredging will return the ponds to original capacity and result in improved pond water quality.
- Funding will be provided through stormwater utility operating revenues.

Taft Dumpsite Improvements - \$70,000

- The Public Works Department utilizes this site for temporary storage of construction and maintenance materials throughout the year.
- At times due to rain and snow melt the site is unusable.
- The project will grade, pave and install permanent erosion control measures for the entire site thus reducing maintenance costs at the site.
- Funding will be provided through stormwater utility operating revenues.

CAPITAL IMPROVEMENT FUNDS - APPROPRIATION

	2019 Budget		2019 Revised		2020 Budget	
<u>RECREATION AND OPEN SPACE</u>						
Park Maintenance/Wood Lake Fence Repair	\$	50,000	R	\$	50,000	I
Community Center/Wood Lake Building Repair		50,000	R		50,000	I
Recycling System in Parks		45,000	R		45,000	I
Park Play Equipment Replacement		225,000	R		225,000	I
Dog Park #1		80,000	R		80,000	I
Augsburg Park Play Equipment		-			-	
Madison Park Play Equipment		-			-	
Washington Park Play Equipment		-			-	
Ice Arena Refrigeration Project		-			-	
					180,000	R
					85,000	R
					85,000	R
					280,000	R
					3,400,000	I
TOTAL RECREATION/OPEN SPACE	\$	450,000		\$	450,000	
					\$	4,130,000
<u>RIGHT OF WAY IMPROVEMENTS</u>						
66th Street Reconstruction	\$	2,200,000	B	\$	2,200,000	B
		1,500,000	M		1,500,000	M
77th Street Underpass		8,000,000	SB		-	
		2,500,000	C		-	
		200,000	TR		-	
Lyndale Avenue Reconstruction		9,500,000	B		9,500,000	B
		450,000	M		450,000	M
		50,000	X		50,000	X
Pedestrian Improvements					40,000	M
Bicycle Improvements		40,000	M		40,000	M
Mill & Overlay		3,250,000	FF		3,250,000	FF
TOTAL RIGHT OF WAY IMPROVEMENTS	\$	27,690,000		\$	17,030,000	
					\$	5,630,000
<u>PUBLIC FACILITIES</u>						
Replacement Central Garage Equipment	\$	665,000	T	\$	665,000	T
Technology Replacement		135,000	T		130,000	T
City Wide Water Meter Upgrade		1,025,000	U		1,340,000	U
Sanitary Sewer Main Lining		200,000	U		300,000	U
Wood Lake Lift Station Renovation		35,000	U		-	
Emergency Water Interconnect		750,000	U		-	
Lift Station No. 3 Control Panel		25,000	U		30,000	U
Rehab. of Stormwater Collection Manhole Structures		100,000	U		100,000	U
Rehab. of Stormwater Collection Mains		-			-	
Lime Filter Press Rehabilitation		-			-	
Sludge Tank Mixers Upgrade		-			-	
Stormwater Pond Dredging		-			-	
Taft Dumpsite Improvements		-			-	
		-			-	
TOTAL PUBLIC FACILITIES	\$	2,935,000		\$	2,565,000	
TOTAL PROJECTS	\$	31,075,000		\$	20,045,000	
<u>PROJECT FUNDING BY SOURCE</u>						
(B) G.O. Street Reconstruction Bonds	\$	11,700,000		\$	11,700,000	
(C) Hennepin County		2,500,000			-	
(FF) Franchise Fees		3,250,000			3,250,000	
(I) Internal Funding		-			450,000	
(M) Municipal State Aid		1,990,000			2,030,000	
(R) Special Revenues		450,000			-	
(SB) State Bonding		8,000,000			-	
(T) Property Taxes		800,000			795,000	
(TR) Three Rivers Park District		200,000			-	
(U) User Fees		2,135,000			1,770,000	
(X) Xcel Energy Rate Payers		50,000			50,000	
TOTAL ESTIMATED REVENUES	\$	31,075,000		\$	20,045,000	
					\$	12,845,000

Those projects supported by user fees (U) are also a part of the Enterprise Fund capital outlay budgets.

BUDGET SUMMARY
CAPITAL IMPROVEMENT FUNDS 2020

PROJECT EXPENDITURES		
<u>RECREATION & OPEN SPACE</u>		
Park Maintenance/Wood Lake Fence Repair	\$ 50,000	R
Community Center/Wood Lake Building Repair	50,000	R
Augsburg Park Play Equipment	180,000	R
Madison Park Play Equipment	85,000	R
Washington Park Play Equipment	85,000	R
Ice Arena Refrigeration Project	280,000	R
	3,400,000	I
<u>TOTAL RECREATION & OPEN SPACE</u>	<u>\$ 4,130,000</u>	
<u>RIGHT OF WAY IMPROVEMENTS</u>		
66th Street Reconstruction	\$ 1,850,000	M
77th Street Underpass	450,000	SB
Pedestrian Improvements	40,000	M
Bicycle Improvements	40,000	M
Mill & Overlay	3,250,000	FF
<u>TOTAL RIGHT OF WAY IMPROVEMENTS</u>	<u>\$ 5,630,000</u>	
<u>PUBLIC FACILITIES</u>		
Replacement Central Garage Equipment	\$ 680,000	T
Technology Replacement	135,000	T
City Wide Water Meter Upgrade	1,340,000	U
Sanitary Sewer Main Lining	300,000	U
Rehab. of Stormwater Collection Manhole Structures	100,000	U
Rehab. of Stormwater Collection Mains	100,000	U
Lime Filter Press Rehabilitation	70,000	U
Sludge Tank Mixers Upgrade	90,000	U
Stormwater Pond Dredging	200,000	U
Taft Dumpsite Improvements	60,000	U
	10,000	C
<u>TOTAL PUBLIC FACILITIES</u>	<u>\$ 3,085,000</u>	
<u>TOTAL PROJECTS</u>	<u>\$ 12,845,000</u>	
<u>PROJECT FUNDING BY SOURCE</u>		
(C) Hennepin County	\$ 10,000	
(I) Internal Funding	3,400,000	
(FF) Franchise Fees	3,250,000	
(M) Municipal State Aid	1,930,000	
(R) Special Revenues	730,000	
(SB) State Bonding	450,000	
(T) Property Taxes	815,000	
(U) User Fees	2,260,000	
	<u>\$ 12,845,000</u>	

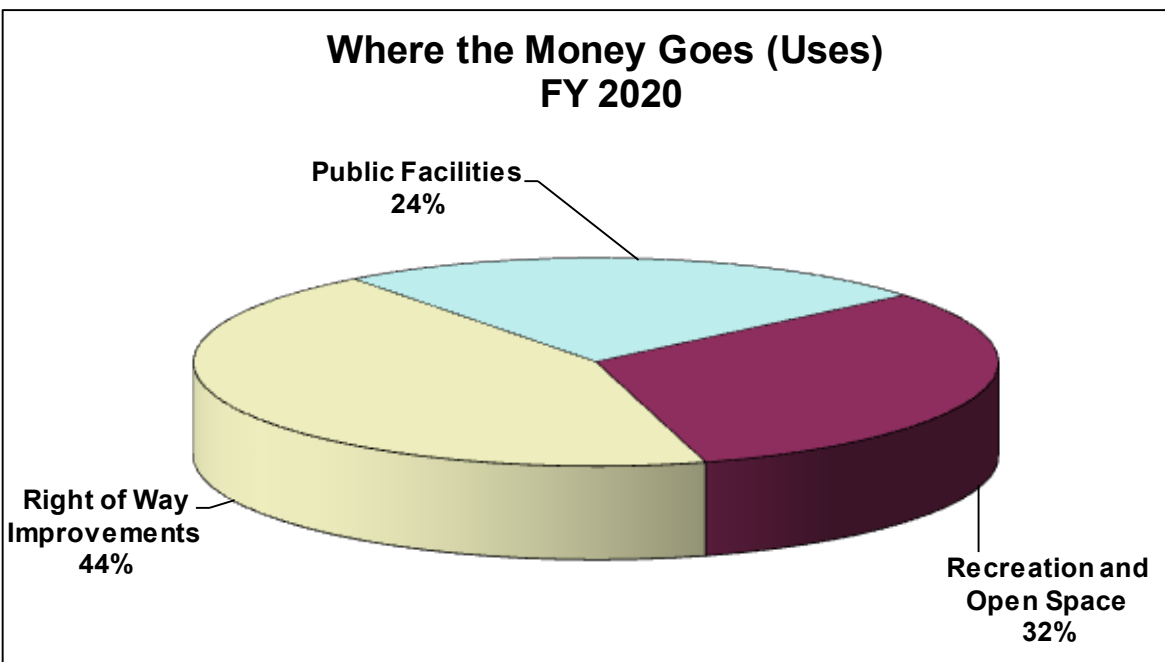
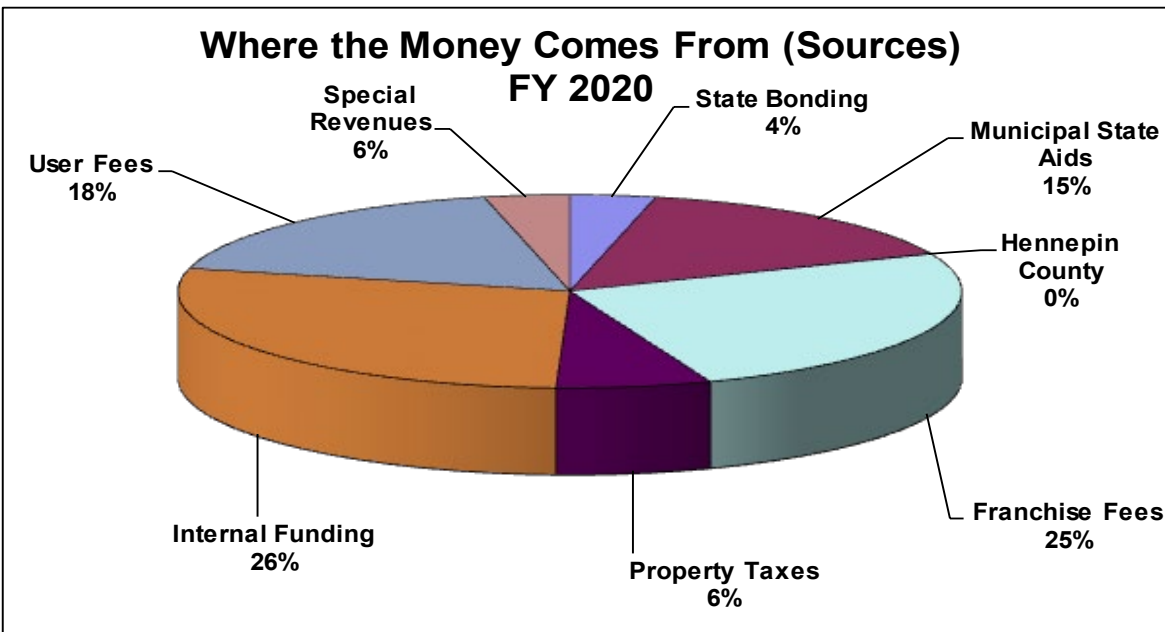
2021 - 2024 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA

Recommended and Scheduled for Four Year Period											
PROJECTS	TOTAL*										
	CIP COST	2021	2022	2023	2024	Beyond 2024					
RECREATION											
OPEN SPACE DEVELOPMENT											
1 Park Maintenance/Wood Lake Fence Repair	\$ 250,000	\$ 50,000	R \$ 50,000	R \$ 50,000	R \$ 50,000	R \$ 50,000	R \$ 50,000	R \$ 50,000	R		
2 Community Center/Wood Lake Building Repair	\$ 320,000	50,000	R 120,000	R 50,000	R 50,000	R 50,000	R 50,000	R 50,000	R		
3 Donaldson Park Play Equipment	\$ 100,000	100,000	R -	-	-	-	-	-			
4 Donaldson Park Shelter Renovation	\$ 250,000	250,000	R -	-	-	-	-	-			
5 Adams Hill Park Soccer Field	\$ 25,000	-	25,000	R -	-	-	-	-			
6 Christian Park Play Equipment	\$ 85,000	-	85,000	R -	-	-	-	-			
7 Roosevelt Park Parking Lot Expansion	\$ 50,000	-	50,000	R -	-	-	-	-			
8 Roosevelt Park Soccer Fields	\$ 120,000	-	120,000	R -	-	-	-	-			
9 Monroe Park Play Equipment	\$ 90,000	-	-	90,000	R -	-	-	-			
10 Splash Pad Outdoor Pool	\$ 260,000	-	-	260,000	R -	-	-	-			
11 Wood Lake Nature Center Facility				15,600,000	O						
12 Freemont Park Play Equipment	\$ 85,000	-	-	-	85,000	R	-	-			
13 Sheridan Park Play Equipment	\$ 90,000	-	-	-	90,000	R	-	-			
14 Outdoor Pool Liner Replacement	\$ 450,000	-	-	-	-	-	-	450,000	R		
15	\$ 150,000	-	-	-	-	-	-	150,000	OR		
16 Taft Park Shelter Renovation	\$ 400,000	-	-	-	-	-	-	400,000	R		
17 TOTAL RECREATION & OPEN SPACE	\$ 2,725,000	\$ 450,000	\$ 450,000	\$ 16,050,000	\$ 275,000	\$ 1,100,000					
18											
19 (R) Special Revenue	\$ 2,575,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 275,000	\$ 950,000					
20 (O) Other Funding Source	\$ 15,600,000	-	-	15,600,000	-	-					
21 (OR) Other Recreation Funding	\$ 150,000	-	-	-	-	150,000					
22 TOTAL FUNDING BY SOURCE	\$ 18,325,000	\$ 450,000	\$ 450,000	\$ 16,050,000	\$ 275,000	\$ 1,100,000					
23											
24											
25	PROJECTS										
26	TOTAL *										
27	CIP COSTS	2021	2022	2023	2024	Beyond 2024					
27 RIGHT OF WAY IMPROVEMENTS											
28 65th Street Reconstruction	\$ 9,000,000	\$ 9,000,000	B \$ -	\$ -	\$ -	\$ -					
29 77th Street Underpass	\$ 12,600,000	7,000,000	F 5,600,000	SB -	-	-					
30	\$ 8,100,000	7,600,000	O 500,000	M -	-	-					
31	\$ 300,000	-	300,000	TR -	-	-					
32 69th Street Reconstruction	\$ 4,500,000	-	-	4,500,000	B -	-					
33	\$ 500,000	-	-	500,000	M -	-					
34 70th Street Reconstruction	\$ 2,500,000	-	-	-	2,500,000	B -					
35	\$ 100,000	-	-	-	100,000	X -					
36 76th Street West Reconstruction	\$ -	-	-	-	-	3,500,000	B				
37	\$ -	-	-	-	-	1,000,000	M				
38	\$ -	-	-	-	-	800,000	X				
39 Humboldt Ave/Lakeshore Drive Recon.	\$ 4,000,000	-	-	-	-	4,000,000	B				
40 Nicollet Avenue Reconstruction	\$ 5,000,000	-	-	-	-	5,000,000	B				
41	\$ 8,000,000	-	-	-	-	8,000,000	C				
42 Penn Avenue Reconstruction	\$ 5,000,000	-	-	-	-	5,000,000	B				
43 Pedestrian Improvements	\$ 8,080,000	40,000	M 40,000	M -	-	8,000,000	C				
44 Bicycle Improvements	\$ 80,000	40,000	M 40,000	M -	-	-					
45	\$ 67,760,000	\$ 23,680,000	\$ 6,480,000	\$ 5,000,000	\$ 2,600,000	\$ 35,300,000					
46											
47											
48 (B) G.O. Improvement Bonds	\$ 33,500,000	\$ 9,000,000	\$ -	\$ 4,500,000	\$ 2,500,000	\$ 17,500,000					
49 (C) Hennepin County	\$ 16,000,000	-	-	-	-	16,000,000					
50 (F) Federal	\$ 7,000,000	7,000,000	-	-	-	-					
51 (M) Municipal State Aid	\$ 2,160,000	80,000	580,000	500,000	-	1,000,000					
52 (O) Other Funding	\$ 7,600,000	7,600,000	-	-	-	-					
53 (SB) State Bonding	\$ 5,600,000	-	5,600,000	-	-	-					
54 (TR) Three Rivers Park District	\$ 300,000	-	300,000	-	-	-					
55 (X) Xcel Energy	\$ 900,000	-	-	-	100,000	800,000					
56 TOTAL FUNDING BY SOURCE	\$ 73,060,000	\$ 23,680,000	\$ 6,480,000	\$ 5,000,000	\$ 2,600,000	\$ 35,300,000					
57											

2021 - 2024 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA

		Recommended and Scheduled for Four Year Period					
58	<u>PROJECTS</u>	TOTAL*					
59		CIP COSTS	2021	2022	2023	2024	Beyond 2024
60	<u>PUBLIC FACILITIES</u>						
61	Replacement Central Garage Equipment	\$ 2,840,000	\$ 695,000 TL	\$ 715,000 TL	\$ 715,000 TL	\$ 715,000 TL	\$ -
62	Technology Replacement	\$ 540,000	135,000 TL	135,000 TL	135,000 TL	135,000 TL	-
63	City Wide Water Meter Upgrade	\$ 1,340,000	1,340,000 U	-	-	-	-
64	Lime Filter Press Rehabilitation	\$ 70,000	70,000 U	-	-	-	-
65	Water High Service Pumps	\$ 17,000	17,000 U	-	-	-	-
66		\$ 20,000	20,000 X	-	-	-	-
67	Emergency Water Interconnect with Neighb. Comm.	\$ 1,500,000	-	1,500,000 U	-	-	-
68	Clarifier Rake Assembly	\$ 250,000	-	-	250,000 U	-	-
69	Roof Replacement Wells 2 & 3	\$ 25,000	-	-	25,000 U	-	-
70	Roof Replacement Wells 4, 5, & 6	\$ 60,000	-	-	-	60,000 U	-
71	Water Plan Roof Replacement	\$ 450,000					450,000 U
72	Rehabilitation of Stormwater Collection Mains	\$ 500,000	100,000 U	100,000 U	100,000 U	100,000 U	100,000 U
73	Rehab. of Stormwater Collection Manhole Structures	\$ 500,000	100,000 U	100,000 U	100,000 U	100,000 U	100,000 U
74	Sanitary Sewer Main Lining	\$ 1,500,000	300,000 U	300,000 U	300,000 U	300,000 U	300,000 U
75	Stormwater Pond Dredging	\$ 400,000	-	200,000 U	-	200,000 U	-
76	Watermain Rehabilitation	\$ 600,000	-	-	200,000 U	200,000 U	200,000 U
77	TOTAL PUBLIC FACILITIES	<u>\$ 10,612,000</u>	<u>\$ 2,777,000</u>	<u>\$ 3,050,000</u>	<u>\$ 1,825,000</u>	<u>\$ 1,810,000</u>	<u>\$ 1,150,000</u>
78							
79	(TL) Tax Levy	\$ 3,380,000	\$ 830,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ -
80	(U) User Fees	\$ 7,212,000	1,927,000	2,200,000	975,000	960,000	1,150,000
81	(X) Xcel Energy	\$ 20,000	20,000	-	-	-	-
82	TOTAL FUNDING BY SOURCE	<u>\$ 10,612,000</u>	<u>\$ 2,777,000</u>	<u>\$ 3,050,000</u>	<u>\$ 1,825,000</u>	<u>\$ 1,810,000</u>	<u>\$ 1,150,000</u>
83							
84	<u>SUMMARY PROJECTS</u>						
85							
86	Recreation/Open Space Development	\$ 18,325,000	\$ 450,000	\$ 450,000	\$ 16,050,000	\$ 275,000	\$ 1,100,000
87	Right of Way Improvements	\$ 73,060,000	23,680,000	6,480,000	5,000,000	2,600,000	35,300,000
88	Public Facilities	<u>\$ 10,612,000</u>	<u>2,777,000</u>	<u>3,050,000</u>	<u>1,825,000</u>	<u>1,810,000</u>	<u>1,150,000</u>
89	TOTAL CAPITAL PROJECTS	<u>\$ 101,997,000</u>	<u>\$ 26,907,000</u>	<u>\$ 9,980,000</u>	<u>\$ 22,875,000</u>	<u>\$ 4,685,000</u>	<u>\$ 37,550,000</u>
90							
91	(B) G.O. Improvement Bonds	\$ 33,500,000	\$ 9,000,000	\$ -	\$ 4,500,000	\$ 2,500,000	\$ 17,500,000
92	(C) Hennepin County	\$ 16,000,000	-	-	-	-	16,000,000
93	(F) Federal	\$ 7,000,000	7,000,000	-	-	-	-
94	(M) Municipal State Aid	\$ 2,160,000	80,000	580,000	500,000	-	1,000,000
95	(O) Other Funding	\$ 23,200,000	7,600,000	-	15,600,000	-	-
96	(OR) Other Recreation Funding	\$ 150,000	-	-	-	-	150,000
97	(R) Special Revenue	\$ 2,575,000	450,000	450,000	450,000	275,000	950,000
98	(SB) State Bonding	\$ 5,600,000	-	5,600,000	-	-	-
99	(TL) Tax Levy	\$ 3,380,000	830,000	850,000	850,000	850,000	-
100	(TR) Three Rivers Park District	\$ 300,000	-	300,000	-	-	-
101	(U) User Fees	\$ 7,212,000	1,927,000	2,200,000	975,000	960,000	1,150,000
102	(X) Xcel Energy	\$ 920,000	20,000	-	-	100,000	800,000
103	TOTAL FUNDING SOURCES	<u>\$ 101,997,000</u>	<u>\$ 26,907,000</u>	<u>\$ 9,980,000</u>	<u>\$ 22,875,000</u>	<u>\$ 4,685,000</u>	<u>\$ 37,550,000</u>
104	* Total CIP costs do not include any project costs reflected in the 2020 CIB.						

2020 Capital Improvement Budget Sources and Uses



The City of Richfield's funding for capital projects comes from a variety of sources, but generally falls into one of several categories: federal grants, state money, county funds, local revenues, franchise fees, user fees, and bond proceeds. Total planned funding for 2020 is \$12,845,000.

Capital project expenditures are classified into three specific programs: Recreation and Open Space, Right of Way Improvements and Public Facilities. Total planned expenditures for 2020 are \$12,845,000.

**BUDGET SUMMARY
CAPITAL IMPROVEMENT RESERVE FUND
2019 REVISED AND 2020 PROPOSED**

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Revised</u>	<u>2020 Budget</u>
<u>FUND BALANCE, JANUARY 1</u>	<u>\$ 8,054,423</u>	<u>\$ 8,715,143</u>	<u>\$ 8,678,352</u>	<u>\$ 7,910,562</u>
<u>Revenues</u>				
Intergovernmental	1,079,280	1,229,280	1,035,640	1,035,640
Other revenues	101,388	71,130	71,130	94,230
Interest earnings	127,985	57,000	125,000	125,000
Total Revenues	<u>1,308,653</u>	<u>1,357,410</u>	<u>1,231,770</u>	<u>1,254,870</u>
<u>Expenditures</u>				
Other services & charges	79,340	-	-	-
Capital outlay	155,384	53,250	53,250	-
Total Expenditures	<u>234,724</u>	<u>53,250</u>	<u>53,250</u>	<u>-</u>
Excess of revenues over expenditures	<u>1,073,929</u>	<u>1,304,160</u>	<u>1,178,520</u>	<u>1,254,870</u>
<u>Operating Transfers In (Out)</u>				
General Fund	-	(656,620)	(246,310)	(700,000)
Special Revenue Funds	(170,000)	-	-	-
Capital Projects Funds	(280,000)	-	(1,450,000)	-
Internal Service Funds	-	(250,000)	(250,000)	(250,000)
Net Transfers	<u>(450,000)</u>	<u>(906,620)</u>	<u>(1,946,310)</u>	<u>(950,000)</u>
<u>FUND BALANCE, DECEMBER 31</u>	<u>\$ 8,678,352</u>	<u>\$ 9,112,683</u>	<u>\$ 7,910,562</u>	<u>\$ 8,215,432</u>

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