



City of Northfield 2019 Budget Retreat
2020-2021 Budget

Northfield Police Department Meeting Room
August 13th, 2019 | 6:00pm

Work Session Agenda

2020-2021 Budget Retreat

estimated schedule

5:30 – 6:00 Dinner & 5th/Washington Presentation

6:00 – 6:30 Discuss 5th/Washington Parking

6:30 – 6:40 Break

6:40 – 6:50 Utility Funds & Request

Timing of Budget Decisions

6:50 – 7:00 Council Training

7:00 – 7:45 Staff Presentations

Staffing Request

CIP/CEP Projects & Other Initiatives

7:45 – 7:55 Break

7:55 – 8:50 Council Facilitated Feedback

8:50 – 9:00 Wrap Up

Work Session Agenda

2020-2021 Budget Retreat

Background Information

2020-2021 Budget Timeline

May 2019		
Topic	Details	
5/21/2019 Council Work Session	Budget Calendar	Distribute & discuss 2020-2021 budget planning calendar
June 2019		
Topic	Details	
6/11/2019 Council Work Session #1	Pre-budget Planning	Strategic Planning Goals for 2019-2020 & Alternative Revenue discussion
Public Engagement	Survey	Questions/Priorities/Feedback - Boards/Commissions inform process/timing
6/18/2019 Council Meeting	#2 Approve 2018 Audit	Abdo, Eick & Meyers to present to Council (Work Session at 5pm)
July 2019		
7/16/2019 Council Work Session #3	"Kick Off" Budget Meeting	"Big Picture" review of 2020-2021 budget. Personal Services & Debt Service Preliminary Summaries Including Levy Implications, new requests for headcount/capital/significant projects or items and 5 year CIP/CEP
August 2019		
8/13/2019 Council Work Session #4	Budget Retreat (Police Dept.)	2020-2021 Budget Work Session: General Fund Departments detail and summary, Liquor Store budget, CIP/CEP
8/26/2019 Public Engagement	Informational/Survey	Information related to preliminary levy and budget and survey questions related to priorities
September 2019		
9/10/2019 Council Work Session #5	Budget Review	Review of Preliminary Tax Levy and Budget for 2020, Enterprise Funds, Utility Rate Discussion
9/17/2019 Council Meeting	#6 Approve Preliminary Levy	Approve Preliminary Levy & Set Public Hearing in December and Approve Utility Rates
Public Engagement	Informational	1-2 page fact sheet & graphics related to preliminary approval
October 2019		
10/8/2019 Council Work Session #7	Budget Review	Review of 2020-2010 Budget & Levy Options (if necessary)
November 2019		
11/12/2019 Council Work Session #8	Final Review	Review Presentation for December 3rd Public Hearing & Preparation for Final Levy & Budget Actions
11/18/2019 Public Engagement	Informational	Shared message with School & County
11/19/2019 Council Meeting	Delinquent Charges	Public Hearing and Certification of delinquent charges to taxes payable 2020
December 2019		
Public Engagement	Public Hearing	Informational Presentation and Feedback from Public
12/3/2019 Council Meeting	#9 Approve Final Levy & Budget	Approve Final Levy & Budgets

Northfield Estimated Market Value

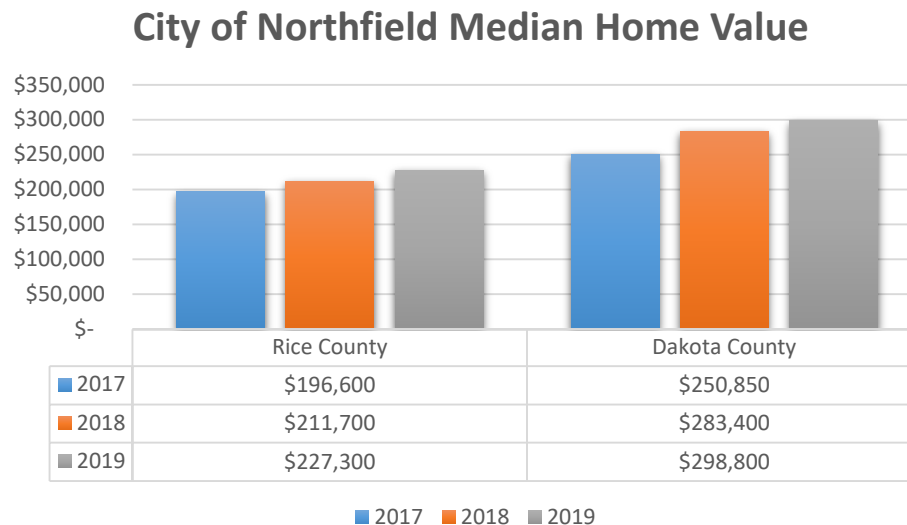
- Preliminary Estimated Market Value for 2020

	2016	2017	2018	2019	2020
Rice	\$ 1,119,413,300	\$ 1,200,112,100	\$ 1,258,304,700	\$ 1,335,959,600	\$ 1,419,977,900
Dakota	\$ 115,594,700	\$ 122,075,400	\$ 128,871,600	\$ 138,730,300	\$ 147,516,200
Total	\$ 1,235,008,000	\$ 1,322,187,500	\$ 1,387,176,300	\$ 1,474,689,900	\$ 1,567,494,100
\$ Change		\$ 87,179,500	\$ 64,988,800	\$ 87,513,600	\$ 92,804,200
% Change		7.06%	4.92%	6.31%	6.29%

- Very preliminary data provided by Rice and Dakota Counties, better estimates expected in early September
- Total Estimated Market Value
 - Total increase of \$92,804,200 estimated
 - 6.3% increase over prior year
 - 85% from valuation increase, 15% new development
 - 0.8% “real tax base growth”

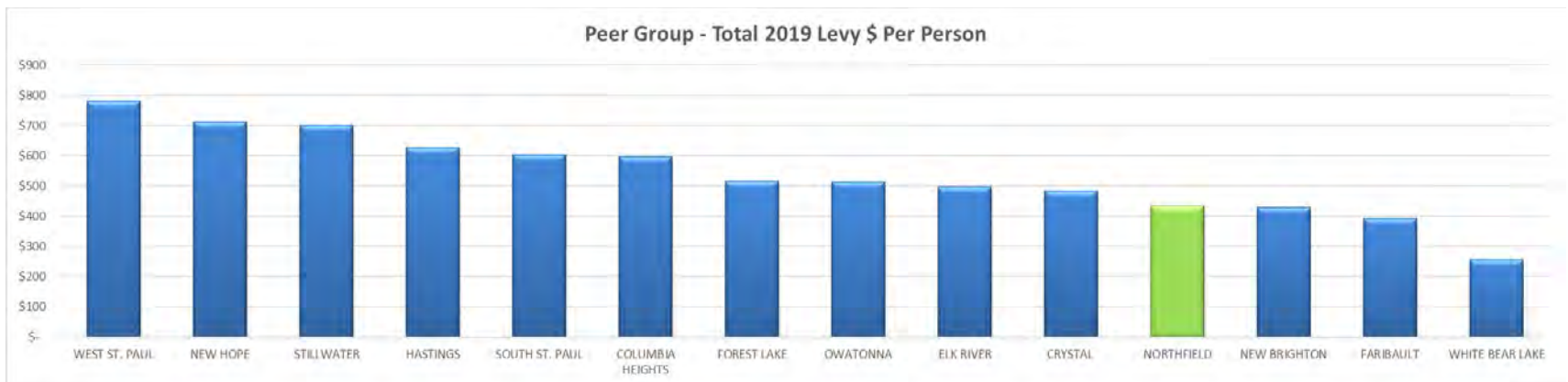
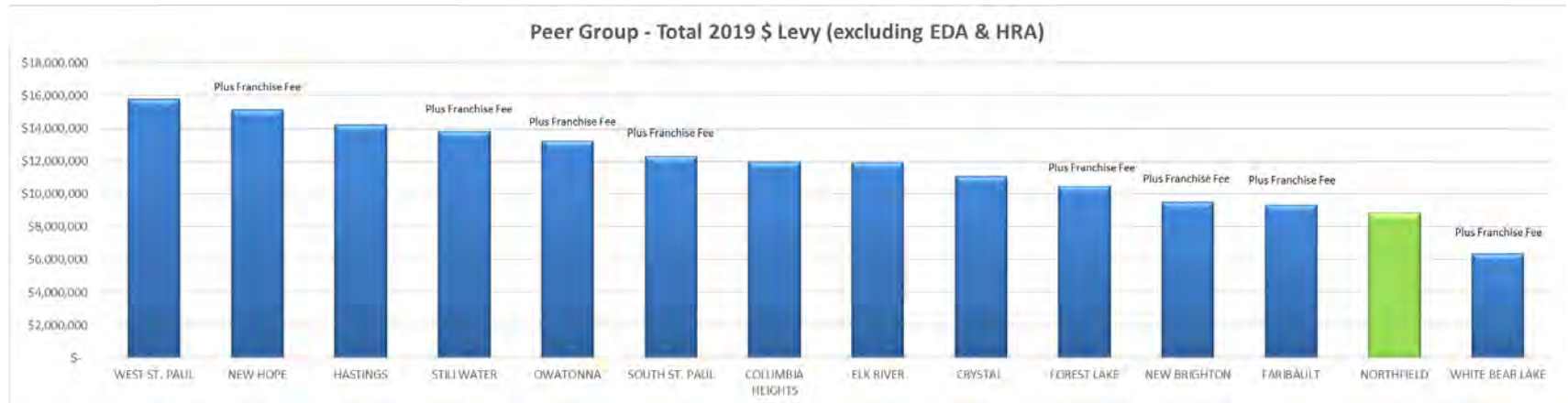
Northfield Median Home Value

- In 2019, Median Home Values increased
 - 7.4% in Rice County (vs 7.7% increase in 2018)
 - 5.4% in Dakota County (vs 13.0% increase in 2018)



Key Ratios – Peer Comparison

- 8 of the 13 Peer Group Cities also have a Franchise Fee



General Fund Budget

- Total revenue up 1.9%
 - Local Government Aid (LGA) increased \$187K
 - Property Tax levy increase required to balance budget

General Fund Levy will need to increase to balance budget

GENERAL FUND SUMMARY

	2019 YTD and % of budgeted							2020 Proposed	2020 vs 2019 % increase	2021 Projected
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	% of budget	% of Total			
REVENUES BY MAJOR CATEGORY										
Property Taxes	5,337,371	5,508,033	6,133,235	6,558,566	2,144,732	32.70%	50.1%	6,558,566	0.00%	6,558,566
Other Taxes	116,895	116,745	125,994	100,000	49,016	49.02%	0.8%	100,000	0.00%	100,000
Licenses & Permits	679,474	859,248	627,896	466,130	335,298	71.93%	3.6%	500,450	7.36%	491,130
Intergovernmental	3,674,907	3,659,007	3,829,759	3,796,954	655,775	17.27%	29.0%	4,022,686	5.95%	4,006,445
Charges for Service	1,335,306	1,219,594	1,289,252	1,552,395	633,543	40.81%	11.9%	1,518,895	-2.16%	1,518,895
Fines & Forfeitures	82,032	98,171	111,751	119,000	47,905	40.26%	0.9%	119,000	0.00%	119,000
Other Revenue	354,030	303,312	481,266	390,000	218,452	56.01%	3.0%	385,975	-1.03%	364,000
Other Financing Sources	594,079	167,464	70,000	101,267	22,696	22.41%	0.8%	126,267	24.69%	101,267
TOTAL REVENUES	12,174,094	11,931,574	12,669,153	13,084,312	4,107,417	31.39%	100.0%	13,331,839	1.89%	13,259,303

- Most other revenue items comparable to prior year, no significant increases

Notable General Fund Changes

- Revenue up 1.9%
 - Local Government Aid (LGA) increased \$187K
 - Library Outreach Coordinator, partial 2-year grant funded in 2018 & 2019, eliminated \$26K in revenue in 2020 and beyond
 - Other revenue fairly flat
 - Fee schedule has not been updated recently, may be an opportunity
- Expenses up 3.65%
 - Personal Services increase, consistent with Pay 2017 Study
 - Elections \$90K increase, 2020 election year expense
 - LINK Center \$37.5K funding transferred from Mayor & Council to Library Personal Services
 - Library Personal Services includes LINK Center staffing and Outreach Coordinator continued at full-time

General Fund Budget

GENERAL FUND SUMMARY

GENERAL FUND SUMMARY				2019 YTD and % of budgeted						
	2019	\$ as of	% of				2020	2020 vs 2019 %	2021	
EXPENDITURES BY MAJOR FUNCTION	2016 Actual	2017 Actual	2018 Actual	Adopted	6-30-19	budget	% of Total	Proposed	increase	Projected
GENERAL GOVERNMENT										
Mayor & Council	221,214	199,730	313,120	395,358	98,221	24.84%	2.94%	353,910	-10.48%	374,621
Administration	303,878	364,537	454,267	465,867	209,673	45.01%	3.47%	600,470	28.89%	617,750
City Clerk	182,824	176,997	184,022	199,788	84,182	42.14%	1.49%	212,576	6.40%	223,585
Elections	41,702	22,307	63,876	38,052	1,140	3.00%	0.28%	128,327	237.24%	81,077
Finance	431,283	463,551	471,255	575,620	214,865	37.33%	4.28%	604,234	4.97%	604,366
Human Resources	407,435	357,926	395,396	548,564	224,879	40.99%	4.08%	551,454	0.53%	542,230
Community Development	126,332	136,808	169,967	244,807	87,940	35.92%	1.82%	147,238	-39.86%	151,274
Planning	145,383	150,517	147,830	180,208	69,974	38.83%	1.34%	189,993	5.43%	246,977
City Hall Operations	105,587	108,200	130,988	118,254	55,032	46.54%	0.88%	157,294	33.01%	120,204
Total General Government	1,965,638	1,980,573	2,330,721	2,766,518	1,045,906	37.81%	20.58%	2,945,496	6.47%	2,962,084
PUBLIC SAFETY										
Police	3,295,680	3,374,784	3,544,796	3,857,092	1,689,597	43.80%	28.70%	4,058,628	5.23%	4,211,648
Fire	532,282	528,960	556,480	526,742	369,819	70.21%	3.92%	547,750	3.99%	547,750
Building Inspections	217,433	256,191	271,709	348,333	147,104	42.23%	2.59%	369,230	6.00%	383,424
Total Public Safety	4,045,395	4,159,935	4,372,985	4,732,167	2,206,520	46.63%	35.21%	4,975,608	5.14%	5,142,822
PUBLIC WORKS										
Engineering	511,852	521,099	542,624	550,273	259,383	47.14%	4.09%	600,715	9.17%	592,184
Streets	1,418,913	1,421,377	1,521,352	1,551,272	724,168	46.68%	11.54%	1,596,928	2.94%	1,623,754
Street Lighting	258,179	319,906	277,456	300,000	120,099	40.03%	2.23%	295,000	-1.67%	295,000
Facilities	225,731	240,838	236,077	288,957	115,741	40.05%	2.15%	332,908	15.21%	329,246
Total Public Works	2,414,675	2,503,220	2,577,509	2,690,502	1,219,391	45.32%	20.02%	2,825,551	5.02%	2,840,184
CULTURE & RECREATION										
Ice Arena	371,164	364,744	402,537	379,061	160,708	42.40%	2.82%	400,798	5.73%	410,094
General Parks	222,161	206,632	220,738	329,020	43,743	13.29%	2.45%	313,680	-4.66%	322,740
Athletic Facilities	95,260	122,300	66,172	143,891	20,478	14.23%	1.07%	139,757	-2.87%	143,595
Recreation Administration	205,618	210,275	218,194	226,892	101,417	44.70%	1.69%	231,946	2.23%	240,385
Outdoor Pool	190,010	169,494	204,323	216,663	219,357	101.24%	1.61%	226,774	4.67%	232,477
Library	1,162,286	1,266,140	1,363,821	1,375,030	678,699	49.36%	10.23%	1,458,982	6.11%	1,512,590
Total Culture & Recreation	2,246,499	2,339,585	2,475,785	2,670,557	1,224,402	45.85%	19.87%	2,771,937	3.80%	2,861,881
OTHER FINANCING USES										
TRANSFERS OUT	292,454	313,321	303,045	412,545	128,095	31.05%	3.07%	412,545	0.00%	412,545
	794,600	302,192	286,280	168,607	-	1.25%	-	-	-	-
TOTAL EXPENDITURES	11,759,261	11,598,826	12,346,325	13,440,896	5,824,314	43.33%	100.00%	13,931,137	3.65%	14,219,516
REVENUES OVER / (UNDER)										
EXPENDITURES	414,833	332,748	322,828	(356,584)	(1,716,897)			(655,593)	(299,009)	(960,213)

General Fund Budget Expense by Category

GENERAL FUND SUMMARY

EXPENDITURES BY MAJOR FUNCTION	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		% of budget	% of Total	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19					
GENERAL GOVERNMENT	1,965,638	1,980,573	2,330,721	2,766,518	1,045,906	37.8%	20.6%	2,945,496	6.5%	2,962,084
PUBLIC SAFETY	4,045,395	4,159,935	4,372,985	4,732,167	2,206,520	46.6%	35.2%	4,975,608	5.1%	5,142,822
PUBLIC WORKS	2,414,675	2,503,220	2,577,509	2,690,502	1,219,391	45.3%	20.0%	2,825,551	5.0%	2,840,184
CULTURE & RECREATION	2,246,499	2,339,585	2,475,785	2,670,557	1,224,402	45.8%	19.9%	2,771,937	3.8%	2,861,881
OTHER FINANCING USES	292,454	313,321	303,045	412,545	128,095	31.0%	3.1%	412,545	0.0%	412,545
TRANSFERS OUT	794,600	302,192	286,280	168,607	-	0.0%	1.3%	-	0.0%	-
TOTAL EXPENDITURES	11,759,261	11,598,826	12,346,325	13,440,896	5,824,314	43.3%	100.0%	13,931,137	3.6%	14,219,516

General Fund Budget by Expense Type

General Fund

	2019 YTD and % of budgeted						2020 vs 2019 %		2021 Projected
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	increase	
Personal Services	6,733,539	7,039,734	7,528,762	8,169,716	3,591,146	43.96%	8,647,065	5.84%	9,011,886
Supplies	636,707	643,388	676,722	721,962	256,531	35.53%	736,822	2.06%	719,077
Charges for Services	3,001,865	3,047,534	3,257,604	3,661,448	1,733,004	47.33%	3,821,342	4.37%	3,733,221
Other Charges	343,537	335,864	370,968	489,205	140,187	28.66%	479,450	-1.99%	482,374
Capital Outlay	43,555	24,650	20,533	24,500	717	2.93%	41,000	67.35%	67,500
Debt Services	205,458	205,458	205,458	205,458	102,729	50.00%	205,458	0.00%	205,458
Transfer Out	794,600	302,192	286,280	168,607	-	-	-	-	-
Total	11,759,261	11,598,820	12,346,327	13,440,896	5,824,314	43.33%	13,931,137	3.65%	14,219,516

- Personal Services increased 5.8%, as expected, based on 2017 pay study and union contract settlements in 2019, includes taxes, benefit rate increase assumptions and mandated PERA increase for Police

City-wide Levy

City of Northfield

Total Levy

For Operations

	Actual 2017	Actual 2018	Actual 2019	7.52% Levy Preliminary 2020	\$ Change	% Change
General Fund	5,512,070	6,155,318	6,558,566	7,056,948	498,382	7.6%
NCRC Operations	189,472	189,472	189,472	189,472	-	0.0%
Park Fund (\$25K for Capital Lease payment)	94,500	94,500	94,500	97,335	2,835	3.0%
City Facilities Fund	42,000	42,000	42,000	43,260	1,260	3.0%
Vehicle & Equipment Replacement Fund	315,079	315,079	315,079	324,531	9,452	3.0%
Total Operations Levy	6,153,121	6,796,369	7,199,617	7,711,546	511,929	7.1%

For Other

COPS (debt) Police Facility	420,160	435,000	175,000	175,000	-	0.0%
	420,160	435,000	175,000	175,000	-	0.0%

For Bonded Debt

2007A GO Improvement Bonds	25,000	10,500	-	-	-	
2015A GO Improvement Bonds (refund 2008B)	85,000	83,000	35,000	-	(35,000)	-100.0%
2009A GO Improvement Bonds	60,000	56,000	35,000	15,000	(20,000)	-57.1%
2010A GO Improvement Bonds	155,000	151,000	151,000	152,000	1,000	0.7%
2011A GO Improvement Bonds	50,000	57,000	50,000	50,000	-	0.0%
2012A GO Improvement Bonds	50,000	48,000	57,000	55,000	(2,000)	-3.5%
2013A GO Improvement Bonds	75,000	75,000	75,000	70,000	(5,000)	-6.7%
2014A GO Improvement Bonds	60,000	82,000	56,000	66,000	10,000	17.9%
2015A GO Improvement Bonds	100,000	124,000	120,000	95,000	(25,000)	-20.8%
2016C GO Improvement Bonds	65,000	58,000	58,000	58,000	-	0.0%
2017A GO Improvement Bonds	-	-	55,000	60,000	5,000	9.1%
2018B GO Improvement Bonds	-	-	192,000	179,000	(13,000)	-6.8%
2019A GO Improvement Bonds	-	-	-	257,100	257,100	
Subtotal	725,000	744,500	884,000	1,057,100	173,100	19.6%

Facilities Related

2016 Equipment Certificates	145,000	133,000	136,000	133,000	(3,000)	-2.2%
Public Project Revenue (Pool)	245,000	238,000	239,000	239,000	-	0.0%
2012 Equipment Certificates	109,200	91,000	500	-	(500)	-100.0%
2018A NAFRS	-	-	215,000	215,000	-	0.0%
Subtotal	499,200	462,000	590,500	587,000	(3,500)	-0.6%
Total Debt Levy	1,644,360	1,641,500	1,649,500	1,819,100	169,600	10.3%

Total General Levy

7,797,481	8,437,869	8,849,117	9,530,646	681,529	7.7%
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EDA

229,488	\$ 239,680	\$ 251,664	\$ 262,486	\$ 10,822	4.3%
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HRA

233,968	\$ 244,263	\$ 256,476	\$ 267,504	\$ 11,028	4.3%
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Total City-Wide Levy

8,260,937	8,921,812	9,357,257	10,060,636	703,379	7.5%
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Overall 7.5% increase in
City-wide Levy

General Fund
5.5% increase in Levy

All Debt Service Funds
1.8% increase in Levy

EDA/HRA combined
0.2% increase in Levy

Preliminary Staffing Requests

(not included in initial budget roll-up)

General Fund – Staffing (cost estimates with wages and benefits)

Public Works

- Streets & Parks Operator – FT for 2020 \$ 95K/year
- Horticulturist – FT for 2021 \$ 85K/year
- Engineer – with partial revenue offset for internal design work for 2021 \$ 39K/year

Police

- Police – 1 Officer (Sergeant) \$131K/year
- Police - evidence/IT support (related to body camera equipment) for 2021 \$ 82K/year

Community Development

- Community Development – Admin Associate \$ 29K/year
- Community Development – Building Permit Tech from PT to FT \$ 45K/year
- Building Inspection Division – PT (.5 FTE) Inspector/Permit Tech \$ 43K/year

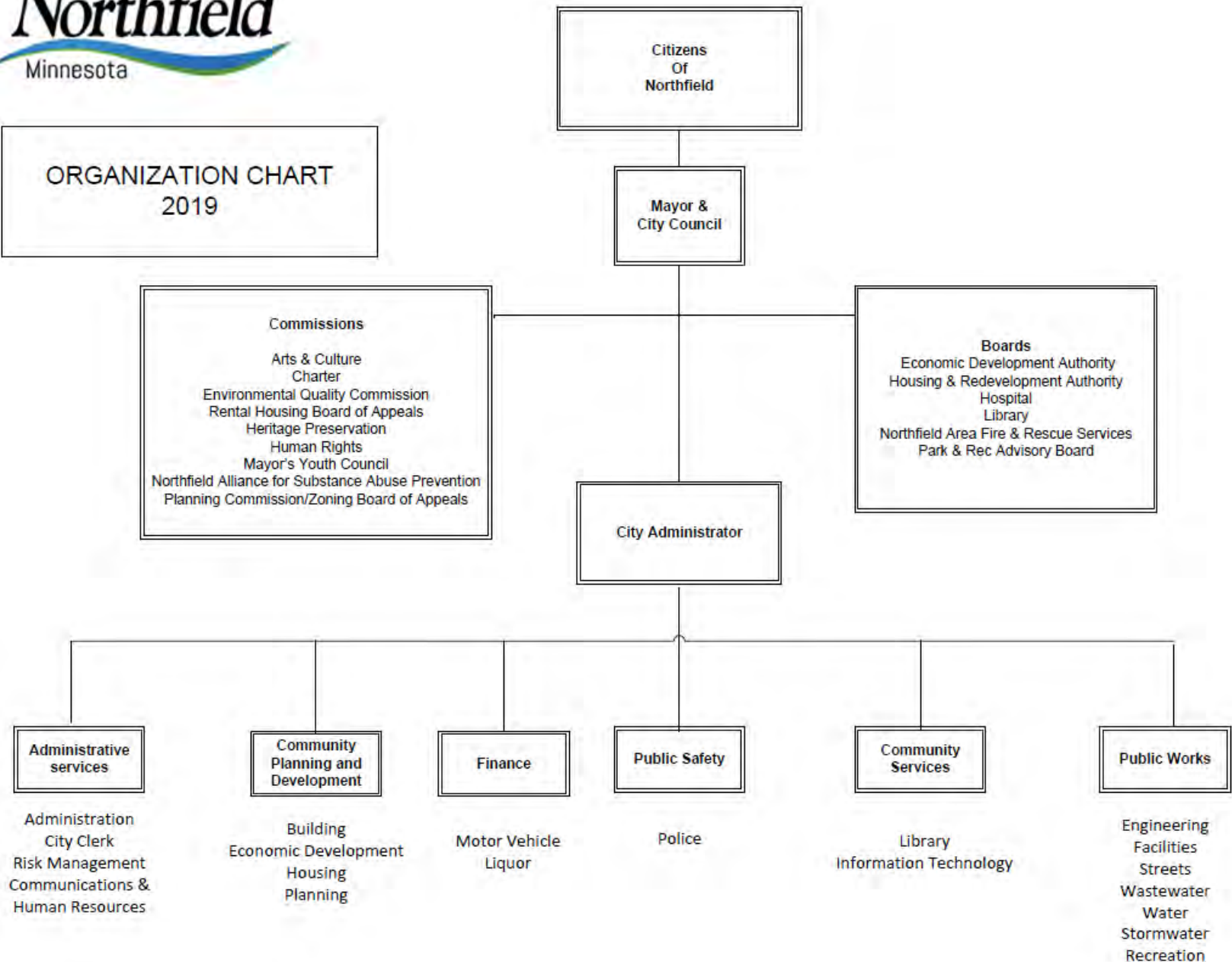
Administration

- PT help for Administration during Elections 2020 \$
- Convert Project Coordinator Temp to Permanent Position in 2021 – Climate Action Plan, Racial Equity Plan, Age Friendly (2019-2020), Other \$
- Paid Intern for Project Coordinator – college work study \$

Library

- Library extend FT Outreach Coordinator beyond grant term \$26K/year

**ORGANIZATION CHART
2019**



Staffing Request – Public Works

- Request for 1 Streets & Parks Operator
 - Park Maintenance, Mowing, Trimming, Patching, and repairs falling behind.
- Request for 1 Horticulturist/Arborist
 - Downtown plantings, pruning, weed removal, tree inspections

Comparable

- Northfield Street & Parks – 6 Street & Parks Operators = 6 FTE
- Faribault - Streets – 7 Street Operators & 5 Parks Maintenance = 12 FTE
- Rosemount – Street – 5 Operators & 5 Parks Maintenance = 10 FTE
- Owatonna – Street – 4 mechanics, 12 Operators & 6 Parks Maintenance = 18 FTE, they also have two parks FTE at the golf course that help in parks maintenance in the offseason.
- Stillwater – Street and Parks Operators = 13 FTE

Staffing Request – Public Works


- Request for 1 Civil Engineer
 - The City has proposed \$26 Million in Street and Utility improvements in the 2020-2024 Capital Improvement Plan.
 - The majority of the funding for this position would come from project funds.
 - Project Funds \$55,000
 - General Fund \$39,000
 - Enterprise Funds \$16,000
 - Total = \$110,000
 - The City has two staff that deliver the majority of these improvement projects. Managing all these projects and coordinating consultants is getting unmanageable.

Staffing Request - Police

Additional Patrol Sergeant - \$131,00/year

Currently three Patrol Sergeants: two on night shift, one on day shift.

An additional Day Sergeant would provide better supervisor coverage and take over many administrative duties, including:

- Tracking and scheduling vehicle maintenance, equipment installs, etc.
 - Review, organize, and prepare for community events and programs.
 - Supervise the Emergency Management Director and organize and expand EM preparedness, training, and equipment.
 - Work with other City Staff to update and improve the Northfield Emergency Operations Plan and disseminate info to the Community.
 - Supervise the Community Service Officer and oversee Animal Control issues.
 - Work with the Police Administration to implement programs and strategies related to the City Strategic Plan and GARE initiatives.
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Staffing Increase - Police

Number of Sworn Officers has not increased with the population or demands of the Community.

- 22 Sworn officers since 2000; as of 2019 – 23 Officers. Nearly all measures of police activity continue to climb.
 - *Calls for Service:* 2011 = 17,465 2018 = 26,213
 - *Flood-Disaster Response:* Significant increase since 2010
- Sworn Officers per 1000 population vary, but many out-state areas such as Northfield target 1.5 – 2 officers/1000.
 - NPD is currently at 1.1 officers/1000.
 - Increase to 24 sworn officers only raises to 1.2 officers/1000.
- Overtime paid has been far over budget since 2012. Current OT budget is \$110,000.
 - Since 2012, OT paid each year has averaged over \$177,000
 - 2018 Actual OT paid was \$251,664
- At current staffing levels, the Department is incapable of absorbing any staffing shortages without significant OT cost.

Staffing Request - Community Development

- Request for an Building Permit Tech PT to FT (2020)
 - The department was able to add a .5 FTE Building Permit Technician position in 2018
 - Has made it possible for inspectors to spend more time on plan review and field inspection
 - Would expand ability to maximize attention to plan review and inspection, improve intake, processing and management of the building permit functions.

Staffing Request - Community Development

- Request for .5 FTE Building Inspector (2021)
 - Would help with continuity of operations, timely review of plans and performance of field inspections and minimize disruption in service
 - Partially offset with reduction in contracting services; Fee adjustments to be examined

Staffing Request - Community Development

- Request for an Administrative Associate (2021)
 - Gap in staff support services leads to gaps in customer service, inefficient use of professional staff time and compromised data organization and management
 - Improve efficiency of department, customer service and flow and management of information

Staffing Request - Administration

- PT help for Admin during 2020 Elections
- Convert Project Coordinator Temp position to Permanent in 2021
 - Climate Action Plan, Racial Equity Plan, Age Friendly
- Paid Intern for Project Coordinator – college work study

Staffing Request - Administration

- Convert Project Coordinator Temp position to Permanent in 2021 (currently built into budget)
 - Climate Action Plan, Racial Equity Plan, Age Friendly
- Paid Intern for Project Coordinator – college work study

Staffing Request - Library

- Extend FT Outreach Coordinator beyond grant term
 - Position was extended from part-time to full time in 2018
 - Currently funded by a 2-year grant (2018-2019) from the Minneapolis Foundation, Ames Fund \$26K/year

Additional Topics

(Not included in initial budget roll-up)

Parks/Trails

- Sidewalk Gaps & Trail funding
- Adequate Park Funding (currently completing needs assessment)
- Fund for Riverfront Enhancement Action Plan (minimum \$100K/year)
 - Downtown Bridge lighting
 - Trail Extension along Riverwalk on the west side under the Second Street Bridge

Streets

- Potholes – improved
- Snow Removal equipment prioritization
- Pavement Management Index – maintenance, improvement

Climate Action

- Implementation of Climate Action Plan (\$20,000)
- Ongoing funding of 2-year temp staff beyond 2020 (\$105,000)
- Establish tree replacement or sequestration fund (carbon offset donations)
- Emerald Ash Borer prevention/management (\$135,000/year)
- Prioritize spending \$ on well that spans aquifer vs water tower

Other

- Comprehensive Plan Update – consulting services (conservatively \$120K in 2021, \$80K in 2022)
- Age Friendly Funding (\$20K)
- Blue Zones (potentially in Park Funding)
- Employee benefits improvement/enhancement
- Part Time Staff benefits
- Police Radio Replacements (2020-2022)
- Police Body Cameras (2021, initial purchase and ongoing PT or FT staffing required)
- Accounting System upgrades
- Tax Comparisons

Additional Topics - Police

- Body Cameras estimated at \$60K
- Targeted implementation is 2021
 - Today's society and the court system are demanding more accountability from law enforcement. Use of body cameras is a great tool to aid law enforcement in producing better evidence, while also being more accountable to their community
 - Will likely require an Evidence Technician to manage data, estimate \$45K PT and \$82K FT

Additional Topics - Police

- Radio Replacements phased in 2020-2022 at a total cost of \$190K
 - The current radios in use by the police department have been discontinued by the manufacturer and there is difficulty in finding replacement parts
 - Interoperability will become a challenge as more departments switch over to newer technology

Additional Topics - Community Development

- Comprehensive Plan update in 2021
 - The City's current Plan adopted in 2008
 - Review assumptions and update data and projections
 - Study long term growth and growth boundary needs
 - The City's strategic plan does not identify this update as a short term priority, consider for 2021
 - Conservative estimate is \$200k
 - \$120K in first year and \$80K in second year

Additional Topics - Community Development

- Riverfront Enhancement Committee
Implementation Funding
 - Implementing the Action Plan will require dedicated resources, including a budget allocation.
 - Potential improvements include: watercraft access, takeout and affiliated parking; a prominent and highly visible trailhead; accent lighting along the river or bridges; way finding; and others.

Additional Topics – Human Resources

- Benefit Analysis
 - Currently in process with Gallagher
 - To compare benefits with Peer Group and recommend improvements/enhancements to remain competitive.
 - Council will consider recommendations at the October 1, 2019 City Council meeting for group health insurance, part-time employee benefits, holidays, sick and vacation leave accruals.

Additional Topics – Public Works

- Pothole improvement
 - Maintenance Overlays until projects fall into Capital Improvement Plan (Would Need \$325,000) spend about \$50,000 annually on this



Additional Topics – Public Works

- Snow Removal improvements
 - Operation Adjustments
 - Loader route that would typically go to cul-de-sac will snow blow downtown
 - Pickup on trails will goto to cul-de-sac until loader is complete
 - This should alleviate the main concerns with downtown plowing
 - Residential Plowing – plowing operations adjusted so smaller areas are completed curb-curb before moving to another area

Additional Topics – Public Works

- Climate Action Plan implementation
 - Tree Replacement or Sequestration Fund (carbon offset donations)
 - Emerald Ash Borer
 - Prioritize spending on well that spans aquifer vs water tower

Additional Topics – Public Works

- Climate Action Plan Implementation
 - Home Energy Audits with Manufactured Home Parks (Contract with Growing Up Healthy)
 - Seed funding to support grants for local climate action projects to community members
 - Funds for Implementation projects still in development (examples)
 - Expand residential tree sale program
 - Fleet study for City owned vehicles
 - Purchasing renewable electricity for WWTP

Additional Topics – Human Resources

- Labor Contracts Expire December 31, 2020
- 2019 Employee Benefit Analysis
 - Consultant report expected end early September with recommendations regarding improvements/enhancements to some employee benefits. Surveyed comparable cities and local Northfield business.
 - First Phase review of the following benefits:
 - Health Insurance
 - Vacation, Sick, and Holiday comparison
 - Part Time Benefits

Policy Question

If the Multi-purpose Civic Center Referendum doesn't pass

- A. Consider \$7M remodel of existing facility, funded with a bond (no referendum)
- B. Consider \$1.3M to keep facility operational, funded with a bond (no referendum)
- C. City closes the Arena and gets out of arena operations
- D. Other alternative

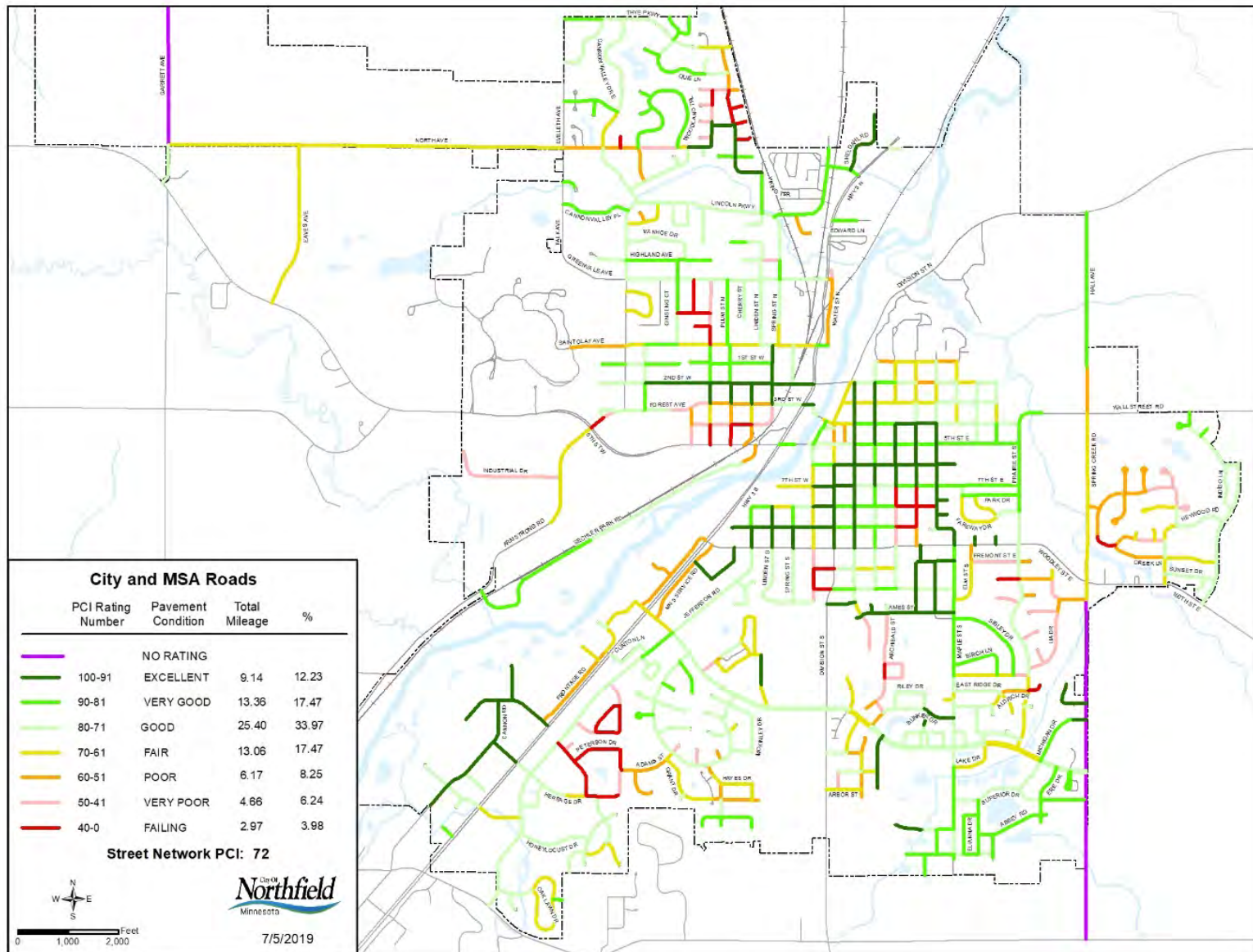
Policy Question

- Pavement Management discussion
 - Should the City increase funding to improve the Pavement Condition index?



Pavement Condition Index

PCI: 72 Local Miles: 79



PCI Goals & Funding

vs. 2020-2024 CIP Program

Current PCI 72	
PCI Goal	Average Funding
66	\$1.9 Million/Year
68	\$2.3 Million/Year
70	\$2.9 Million/Year
72	\$3.0 Million/Year
74	\$3.3 Million/Year

Target Funding

Funding – Bonding/State-Aid/Assessment	
2020	\$3.2 Million
2021	\$3.1 Million
2022	\$2.5 Million
2023	\$5.6 Million
2024	\$3.4 Million
Total	\$17.8 Million
5 Year Average	\$3.5 Million/Year

Street Maintenance
Program on Target

Policy Question

- 2020 Street Project
 - Fourth Street Bike Lane
 - Fourth Street will be the spur to downtown from the Mill Town Trail
 - Options related to the 2020 Street Project
 - Continue with project as is, no separated bike lane, add bike lane at a later date
 - Add bike lane designation, no separation
 - Add separated bike lane to 2020 project, lose parking on one side of Fourth Street (\$600,000-\$900,000)
 - Defer Fourth Street portion of project to match Mill Town Trail timing

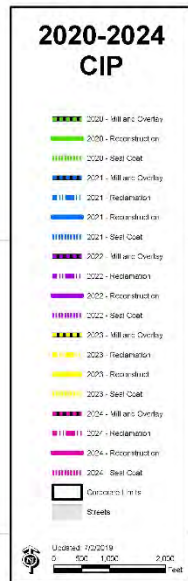


Policy Question

- 5 year CIP
 - Street Reconstruction for 2 areas moved to 2024
 - 2 areas had previously been in CIP for 2020 and 2021
 - Add back to CIP in 2020 , total cost of is \$4,600,000
=increase bonding amount add \$275,000 annual cost,
an annual levy increase of 2.94%



2020-2024 Street Improvements



Was 2020
moved to
2024

Was 2021
moved to
2024

Policy Question

- Other pending projects with potential budget impact
 - Hwy 246 & Jefferson Parkway – underpasses
 - 3 options with various levy impacts
 - 5th Street and Washington lofts
 - Potential public parking component
 - Bluffview development
 - Potential infrastructure needs
 - Ford Street
 - Hwy 246 turnlanes



Policy Question – Vehicle & Equipment Fund

- Bonding for Capital Equipment Requests
 - Current listing of equipment on 5-year CEP will require either
 - Increased annual levy to Vehicle & Equipment Fund
 - Use of bonding for equipment via Equipment Certificates

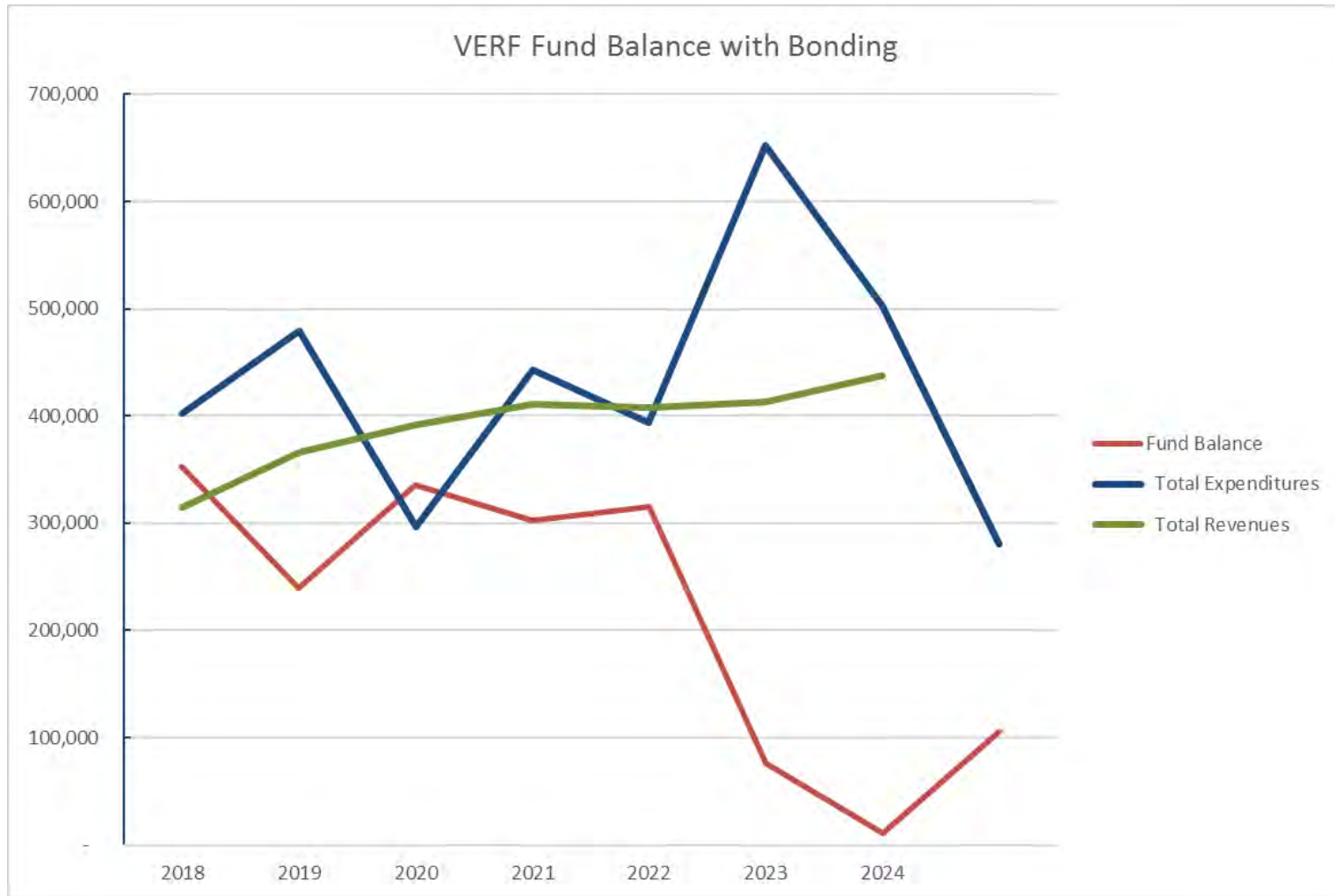


Vehicle & Equipment Fund

Vehicle & Equipment Fund

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Revenues by Major Category									
Property Taxes	300,075	315,079	315,079	315,079	105,290	33.4%	315,079	0.00%	315,079
Intergovernmental	-	88,312	29,672	-	-		-		-
Other Revenue	2,837	33,169	6,435	2,000	9,747	487.4%	2,000	0.00%	2,000
Sales of Assets	-	-	39,639	-	13,677		-		-
Transfers In	-	-	286,280	148,607	-		-		-
Total Revenue	302,912	436,560	677,105	465,686	128,714	27.6%	317,079	-31.91%	317,079
Expenditures									
Service Charges	-	-	16,209	16,000	-	0.0%	17,600	10.00%	17,000
Capital Outlay	391,681	461,358	657,936	576,864	-	0.0%	431,888	-25.13%	360,888
Transfer Out	-	-	-	-	-		-		-
Total Expenditures	391,681	461,358	674,145	592,864	-	0.0%	449,488	-24.18%	377,888
Revenues over (under)									
Expenditures	(88,769)	(24,798)	2,960	(127,178)	128,714		(132,409)		(60,809)
Fund Beginning Balance	549,651	460,882	436,084	439,044			311,866		179,457
Fund Ending Balance	460,882	436,084	439,044	311,866			179,457		118,648

Vehicle & Equipment Fund

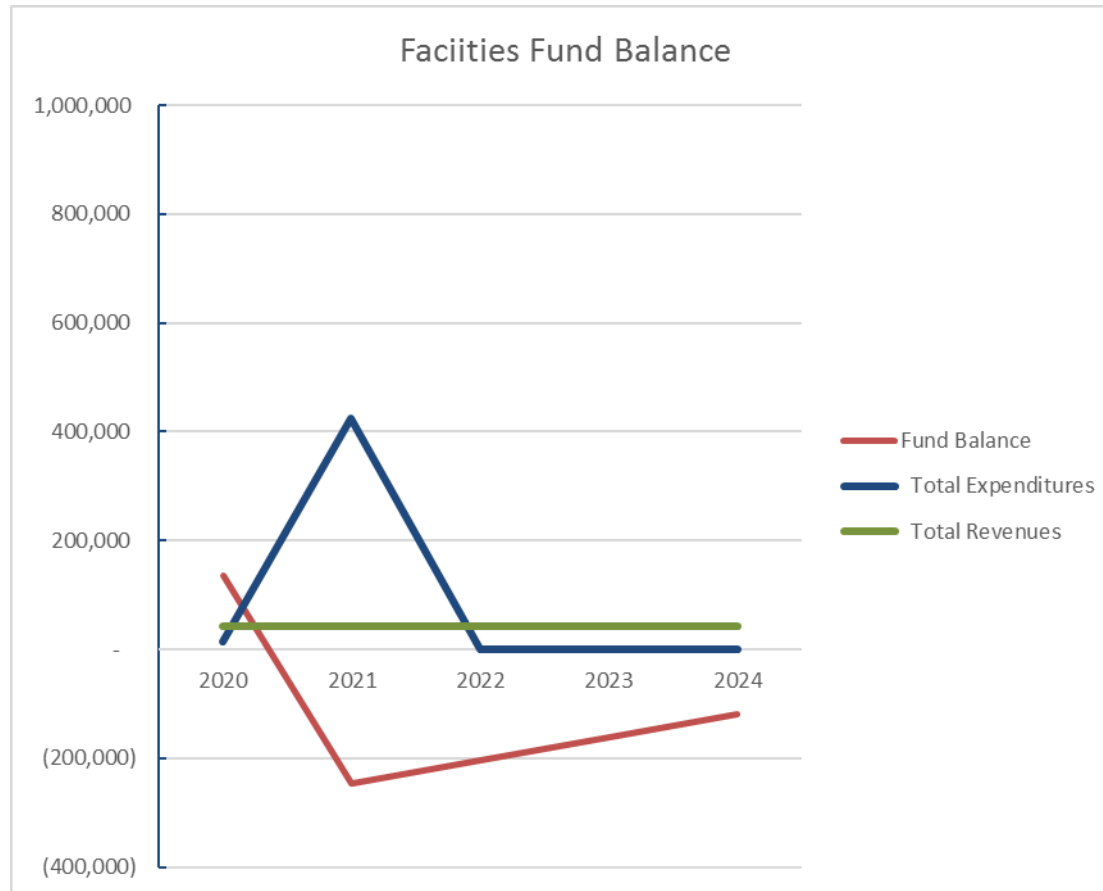


City Facilities Fund

City Facilities Fund

	2019 YTD and % of budgeted								
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
Revenues by Major Category									
Property Taxes	40,000	42,000	42,000	42,000	14,035	33.4%	42,000	0.00%	42,000
Intergovernmental	-	-	-	-	-		-		-
Other Revenue	1,181	163	911	500	1,495	299.0%	500	0.00%	500
Transfers In	-	-	-	-	-		-		-
Total Revenue	41,181	42,163	42,911	42,500	15,530	36.5%	42,500	0.00%	42,500
Other financing sources									
Capital lease proceeds	-	-	-	-	-		-		-
Total Revenue and other financing	41,181	42,163	42,911	42,500	15,530	36.5%	42,500	0.00%	42,500
Expenditures									
Capital Outlay:									
Facilities Upgrade	-	-	-	-	-		15,000		-
Other Improvements	-	63,264	12,565	16,000	-	0.0%	-	-100.00%	425,000
Total	-	63,264	12,565	16,000	-	0.0%	15,000	-6.25%	425,000
Transfers out	-	-	-	-	-		-		-
Total Expenditures	-	63,264	12,565	16,000	-	0.00%	15,000	-6.25%	425,000
Revenues over (under)									
Expenditures	41,181	(21,101)	30,346	26,500	15,530	58.6%	27,500	3.77%	(382,500)
Fund Balance - Jan 1st	17,100	58,281	37,180	67,526			94,026		121,526
Fund Balance - Dec 31st	58,281	37,180	67,526	94,026			121,526		(260,974)

City Facilities Fund



Policy Question – Park Fund

- Bonding for Park Fund Requests
 - Current analysis of Park needs will require either
 - Increased annual levy to Park Fund
 - Use of bonding for upgrades/maintenance

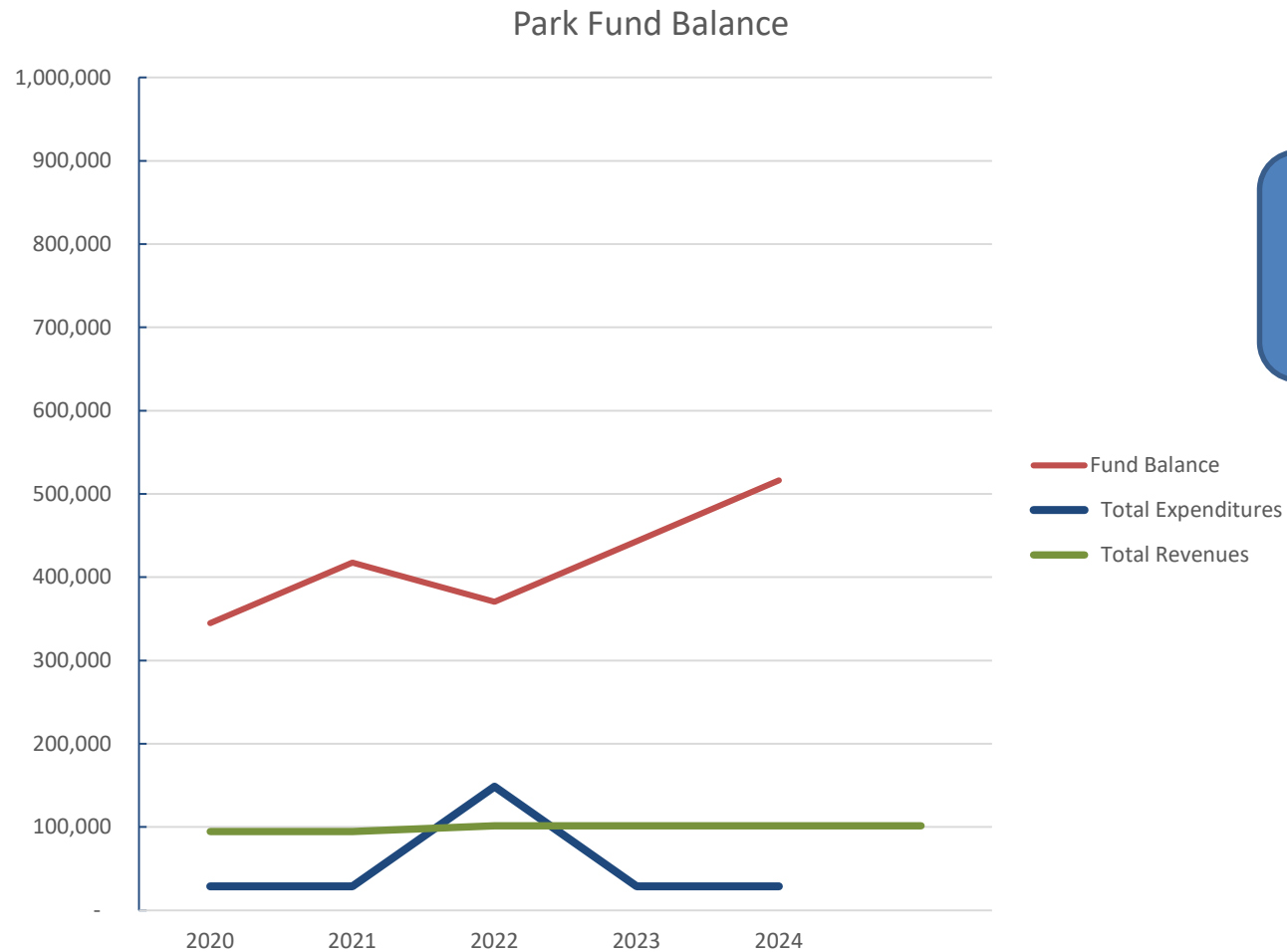


Park Fund

Park Fund

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Revenues by Major Category									
Property Taxes	90,000	94,500	94,500	94,500	31,579	33.4%	94,500	0.00%	94,500
Intergovernmental	326,764	463,700	-	-	-		-		-
Charges for Services **	5,310	4,179	4,179	4,000	2,090		4,000		4,000
Other Revenue	39,090	18,942	44,132	5,000	5,517	110.3%	3,000	-40.00%	3,000
Transfers In	-	-	150,266	20,000	-		-		-
Total Revenue	461,164	581,321	293,077	123,500	39,186	31.7%	101,500	-17.81%	101,500
Expenditures									
Other Services & Charges	538,969	44,945	3,638	33,700	2,787	8.3%	3,700	-89.02%	3,700
Capital Outlay	263,807	618,975	159,678	77,500	8,864		-		-
Transfer Out	25,000	25,000	25,000	25,000	-	0.0%	25,000	0.00%	25,000
Total Expenditures	827,776	688,920	188,316	136,200	11,651	8.6%	28,700	-78.93%	28,700
Revenues over (under)									
Expenditures	(366,612)	(107,599)	104,761	(12,700)	27,535	-216.8%	72,800	-673.23%	72,800
Fund Balance - Jan 1st	597,600	230,988	123,389	228,150			215,450		288,250
Fund Balance - Dec 31st	230,988	123,389	228,150	215,450			288,250		361,050

Park Fund



Expenditures related to current needs assessment analysis are not yet included in projections

Policy Question

- Liquor Store Location Options
 - Previous locations explored: FamilyFare and Q Block
 - Not currently available or cost effective alternatives
 - Other location alternatives
 - Downtown vs Hwy 3 frontage

Alternative Revenue Sources

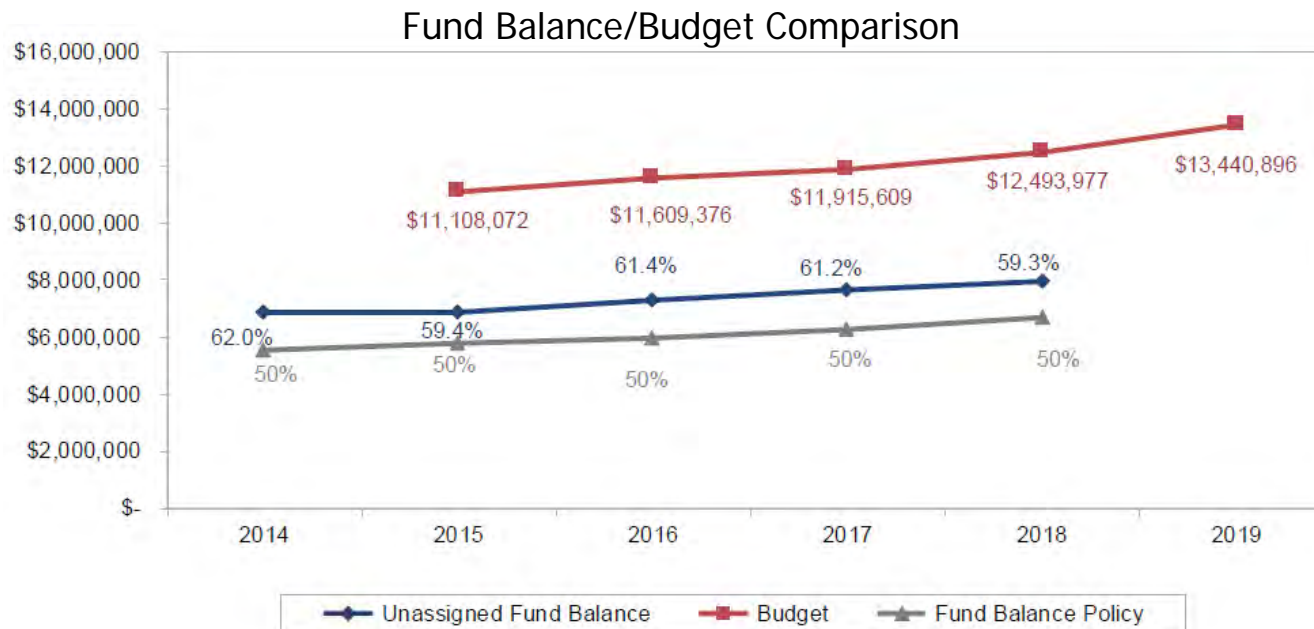
- Franchise Fees
 - Electric
 - Gas
- Local Sales Tax – future years
 - 70% Multi-purpose Civic Center & Ice Arena
 - 30% Parks & Trails

Utility Funds – Rate Structure

- Utility Rate Study was completed by Springsted in 2018
- An Operational Study is being completed by Jacobs Engineering Group in 2019/2020
- 2020 budgets include rate structure proposed in 2018 study
 - Water Rates 1% rate increase
 - Wastewater 1.75% rate increase
 - Storm Water 5% rate increase
 - Garbage no changes to rates
 - Utility Rates to be approved at 9/17/19 meeting
- Will reevaluate in 2020/2021, after completion of Operational Study

General Fund Balance

Year	Total General Fund Balance December 31	Budget Year	General Fund Balance	of Fund Balance to Budget
2014	\$6,890,491	2015	\$11,108,072	62.0%
2015	\$6,900,596	2016	\$11,609,376	59.4%
2016	\$7,315,431	2017	\$11,915,609	61.4%
2017	\$7,648,180	2018	\$12,493,977	61.2%
2018	\$7,971,004	2019	\$13,440,896	59.3%



Source: Abdo, Eick & Meyers

2020 One-Time Use of General Fund Reserves (already committed)

One-time Use of Reserves - 2018-2021 Budget

	2018	2019	2020	2021	Total (2019-2021)
NAFRS Pumper Truck	\$ 286,280	\$ 148,607			\$ 148,607
Accounting Software		\$ 50,000			\$ 50,000
Temp Project Mgr		\$ 97,977	\$ 100,916		\$ 198,893
Northfield Historical Society		\$ 10,000			\$ 10,000
Riverfront Initiative Additional		\$ 20,000			\$ 20,000
Employee Benefits Analysis		\$ 30,000			\$ 30,000
	\$ 286,280	\$ 356,584	\$ 100,916	\$ -	\$ 457,500
Estimate over Target at 12/31/19					\$ 560,000
Total Allocated					\$ (457,500)
Remaining Available					\$ 102,500

Excess General Fund Cash Reserves

- 2019 Prioritization of opportunities (one-time items)
 - NAFRS Pumper Truck (\$444K City-share)
 - Transfer \$ to other Funds
 - Capital Reserve Fund
 - Vehicle & Equipment Fund (Polaris Ranger)
 - Park Fund (Ames Park Gateway Enhancements)
 - Temporary Strategic Initiative Project Management Position – 2 year
 - Accounting Software & Reporting Upgrades
 - Transit Hub Match
 - \$550K of total \$2.4M project (bond)
 - \$300K access drive only (consider 2019 if grant not approved)

Wrap Up

- September 10th
 - Preliminary Levy Target
 - Prioritization of Budget Items
 - Grants Review
 - Gas & Electric Franchise Fee – Part II
- September 17th adoption of Preliminary Levy
- Initial Budget review includes more project ideas than money available
- Final Levy can go down, but not up from Preliminary Levy set on September 17th

Appendix: Department Detail

- Detail included for review and reference only, will not be presented during meeting.
- Highlight Areas Covered in Presentation
- Contact City Administrator and Finance Director for Questions.

Review of Budget Survey Results

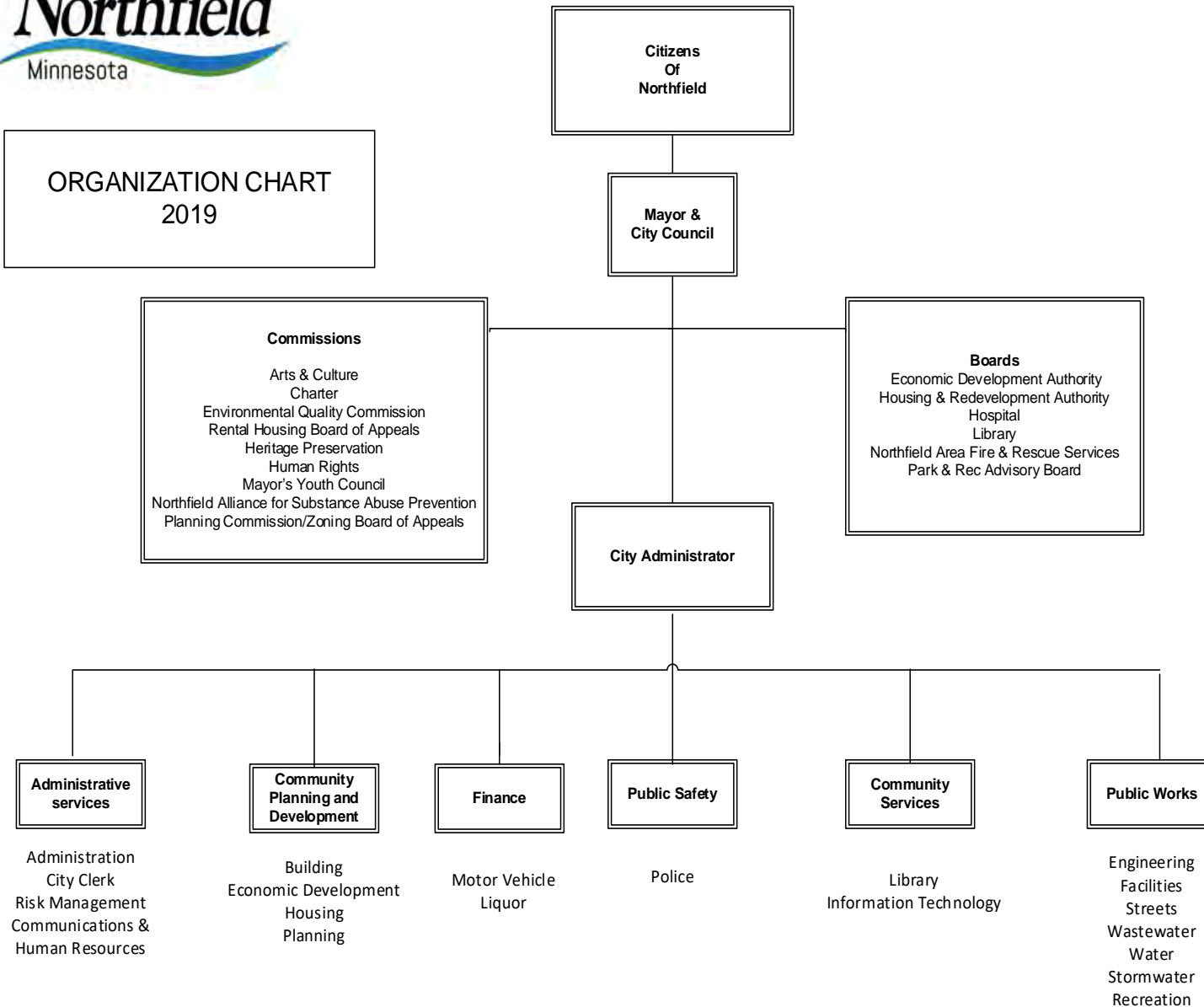
POLCO Survey Results

- POLCO Survey – baseline results
 - 80% have a basic understanding of what public services are paid for by property taxes
 - 61% are not aware that property taxes represent 50% of City's overall annual revenue
 - 58% are not aware the city's portion of overall property tax bill is 34%

Department Budgets



ORGANIZATION CHART
2019



Mayor and Council

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	67,165	68,002	69,831	71,304	32,146	45.08%	74,508	4.49%	77,879
Supplies	526	1,103	7,038	2,365	28	1.18%	1,525	-35.52%	1,630
Charges for Services	68,789	62,515	146,414	219,539	26,730	12.18%	186,092	-15.24%	203,122
Other Charges	84,734	68,110	89,837	102,150	39,317	38.49%	91,785	-10.15%	91,990
Transfer Out	-	-	-	-	-	0.00%	-	0.00%	-
Total	221,214	199,730	313,120	395,358	98,221	24.84%	353,910	-10.48%	374,621

Areas of Note:

Personnel Mayor/Council salary increase per Ord. 997 (2020 Mayor \$11,702.42; Council \$8,776.28). Consideration of ordinance prior to 2020 Election for 2021 and beyond.

Charges for Services Items of note: Fireworks (\$16,250) Strategic Plan refresh (\$6,000); Programs and Public Service:

- Youth Investment – 2020-\$52,020 plus \$12,500 expenses;
- Community Events In Kind Grant: increased to \$46,500
- Complete Count Committee expenses - \$1,500

Mayor and Council

Charges for services (cont.)

- Related to strategic plan initiatives:
- Human Rights Commission (MLK event expenses; printing & mail; Northfield reads and HRC State conference regis.)
- Conferences, travel & training – see attachment

Other Charges

- Dues/Memberships LMC, NLC, Human Rights, MN Mayors, GARE
- Partnership programs:
 - NDDC \$35,000 (contract exp. 2020)
 - SMIF \$5,000
 - NHS \$29,000 (contract exp. 2020)
 - Mill Towns Trail Joint Powers Board \$300.

Administration

	2019 YTD and % of budgeted								
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
Personal Services	148,200	175,601	188,025	198,991	81,405	40.91%	308,634	55.10%	322,559
Supplies	1,124	839	1,288	1,800	1,354	75.22%	3,500	94.44%	2,000
Charges for Services	153,089	186,540	260,807	263,236	125,366	47.62%	286,226	8.73%	291,216
Other Charges	1,465	1,556	1,646	1,840	1,548	84.13%	2,110	14.67%	1,975
Capital Outlay	-	-	2,500	-	-	#DIV/0!	-	#DIV/0!	-
Transfer Out	-	-	-	-	-	0.00%	-	0.00%	-
Total	303,878	364,536	454,266	465,867	209,673	45.01%	600,470	28.89%	617,750

Areas of Note:

- *Program Coordinator Salary and related expenses included in Administration.*

Charges for Services

- Budgeted increase in legal services (Civil & Criminal) based on trends (2017 shift consolidating costs to one budget and using project codes to track per department costs) plus rate adjustments.
- Program Coordinator expenses related to Strategic Plan items.

City Clerk

				2019 YTD and % of budgeted					
	2016	2017	2018	2019	\$ as of		2020	2020 vs 2019 %	2021
	Actual	Actual	Actual	Adopted	6-30-19	%	Proposed	increase	Projected
Personal Services	152,417	159,339	166,654	165,681	79,309	47.87%	182,064	9.89%	190,408
Supplies	396	277	179	1,200	89	7.42%	1,000	-16.67%	1,300
Charges for Services	29,721	17,041	12,676	31,797	4,523	14.22%	28,402	-10.68%	30,797
Other Charges	290	340	320	1,110	261	23.51%	1,110	0.00%	1,080
Capital Outlay	-	-	4,194	-	-	#DIV/0!	-	#DIV/0!	-
Transfer Out	-	-	-	-	-	0.00%	-	0.00%	-
Total	182,824	176,997	184,023	199,788	84,182	42.14%	212,576	6.40%	223,585

Areas of Note: Slight increase in overtime for non exempt staff for election year expenses.

Elections

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	199	2,653	10,344	2,153	-	0.00%	19,378	800.05%	19,378
Supplies	1,329	386	4,051	500	-	0.00%	4,350	770.00%	1,000
Charges for Services	40,174	19,268	49,481	19,399	1,140	5.88%	73,099	276.82%	13,199
Capital outlay	-	-	-	16,000	-	0.00%	31,500		47,500
Other Charges									
Transfer Out	-	-	-	-	-		-		-
Total	41,702	22,307	63,876	38,052	1,140	3.00%	128,327	237.24%	81,077

Areas of Note:

Personnel, Supplies, Charges for Service 2020 – election year with 3 elections – overtime for full time hourly employees and part time temporary personnel wages for assistance with absentee voting and elections. Increased costs for election judges (wages and training).

Capital Outlay 2020 – assistive voting device equipment replacement for Rice County (7 precincts). Estimated cost share for this replacement. Rice Co. paid full cost for ballot counter and ePollbook equipment in 2018.

Finance

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted			2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19	%			
Personal Services	357,462	371,613	407,770	424,188	189,777	44.74%	444,102	4.69%	462,234
Supplies	3,583	2,493	2,709	3,500	270	7.71%	3,500	0.00%	3,500
Charges for Services	69,744	88,837	60,249	146,632	24,288	16.56%	148,532	1.30%	148,532
Other Charges	495	607	527	1,300	530	40.77%	1,300	0.00%	1,300
Transfer Out	-	-	-	-	-	0.00%	-	0.00%	-
Total	431,284	463,550	471,255	575,620	214,865	37.33%	597,434	3.79%	615,566

Areas of Note:

Charges for Services

- Increased Professional Services and Accounting Services by \$7,000
- Included Accounting & Reporting Software upgrade
 - Rolled from 2019, one-time use of reserves
 - Improve efficiency and access to data
 - Core Accounting System – Incode upgrade to new platform
 - OpenGov enhancements – reporting, budgeting, citizen engagement

Other Financing Uses

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19 %			
Charges for Services	154,354	154,354	154,354	154,354	77,177 50.00%	154,354	0.00%	154,354
Other Charges	109,809	130,675	120,399	229,900	36,773 16.00%	229,900	0.00%	229,900
Debt Services	28,291	28,291	28,291	28,291	14,146 50.00%	28,291	0.00%	28,291
Transfers out	794,600	302,192	286,280	168,607	-	-		-
Total	1,087,054	615,512	589,324	581,152	128,096 22.04%	412,545	-29.01%	412,545

Areas of Note:

No changes from prior year

Human Resources

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	219,497	232,611	256,219	331,191	150,424	45.42%	344,081	3.89%	354,857
Supplies	977	1,993	2,101	2,497	482	19.30%	2,497	0.00%	2,497
Charges for Services	186,486	121,880	132,510	213,876	70,883	33.14%	203,876	-4.68%	183,876
Other Charges	475	1,442	4,566	1,000	3,089	308.90%	700	-30.00%	1,000
Capital Outlay	-	-	-	-	-	0.00%	300	0.00%	-
Transfer Out	-	-	-	-	-	0.00%	-	0.00%	-
Total	407,435	357,926	395,396	548,564	224,878	40.99%	551,454	0.53%	542,230

Areas of Note:

- Anticipate several retirements in 2019. Facilitate highly engaged hiring processes for key positions.
- Labor contracts expire December 31, 2020. Negotiate labor contracts.
- Family & Parental Leave budgeted costs maintain the same as 2019.
- Benefits Analysis Phase 2: review dental, life, long term disability, and ancillary benefits.
- Continue to work on achieving targets for Diversity, Equity, Inclusion and Operational Effectiveness strategic plan actions.

Communications

Communications

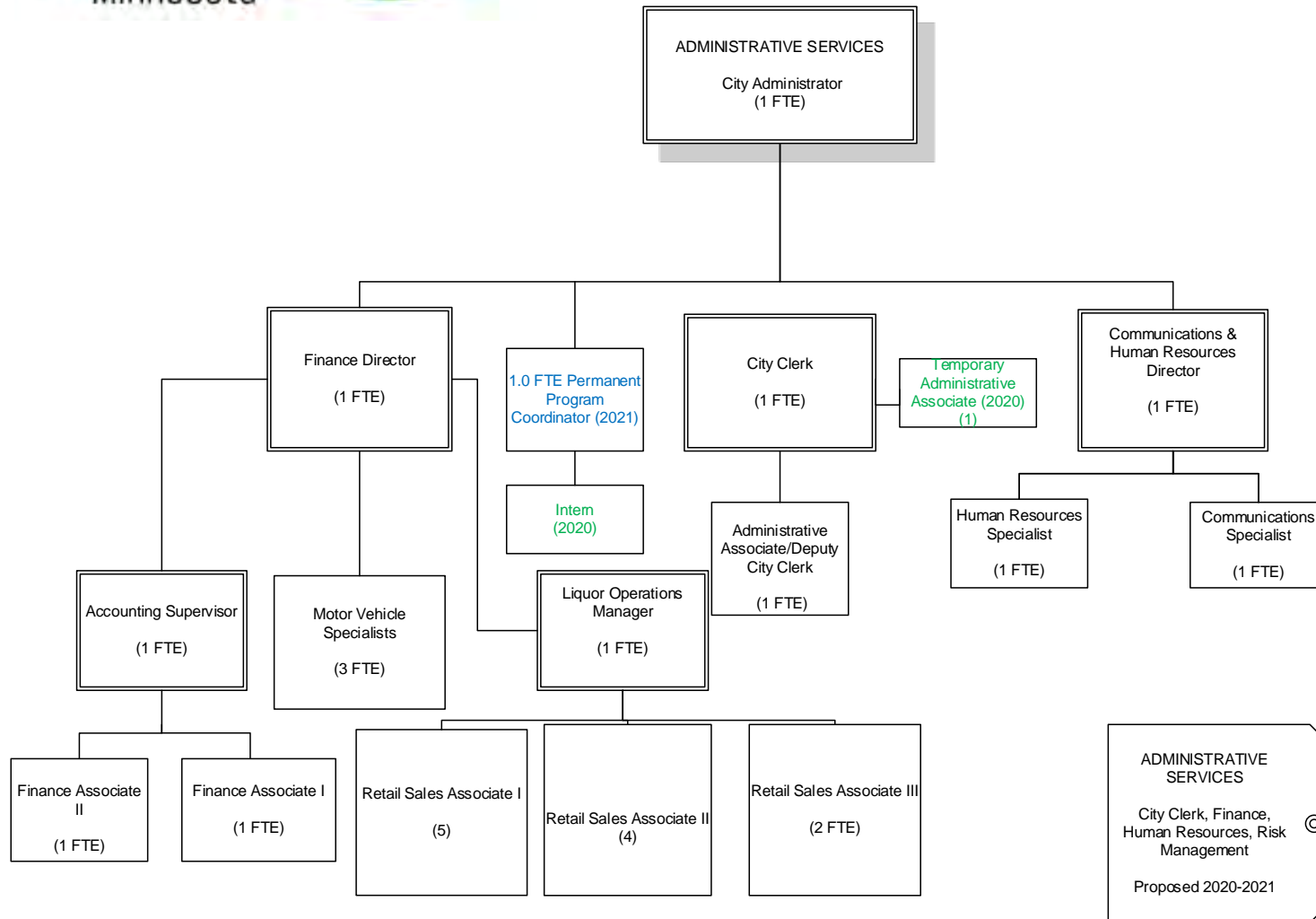
	2019 YTD and % of budgeted								
	2016	2017	2018	2019	\$ as of		2020	2020 vs 2019	2021
	Actual	Actual	Actual	Adopted	6-30-19	%	Proposed	% increase	Projected
REVENUE									
Taxes	236,578	229,495	229,563	231,000	58,996	25.54%	226,000	-2.16%	226,000
Other Revenue	5,182	1,519	8,600	10,000	12,476	124.76%	10,000	0.00%	10,000
Total	241,760	231,014	238,163	241,000	71,472	29.66%	236,000	-2.07%	236,000
EXPENDITURE									
Personal Services	2,615	2,707	5,788	41,997	1,754	4.18%	49,102	16.92%	45,167
Supplies	143	808	1,337	4,500	795	17.67%	6,200	37.78%	4,500
Charges for Services	104,976	114,585	101,682	131,563	44,285	33.66%	103,659	-21.21%	188,640
Other Charges	14,147	23,920	4,609	13,618	559	4.10%	21,163	55.40%	13,663
Capital Outlay	-	-	98,566	-	-	0.00%	10,000	0.00%	-
Transfer Out	-	-	-	46,267	-	0.00%	46,267	0.00%	46,267
Total	121,881	142,020	211,982	237,945	47,393	19.92%	236,391	-0.65%	298,237
Revenue over/under	119,879	88,994	26,181	3,055	24,079	788.18%	(391)	-112.80%	(62,237)
Fund Beginning Balance	394,776	514,655	603,649	629,830			632,885		632,494
Fund Ending Balance	514,655	603,649	629,830	632,885			632,494		570,257

Areas of Note:

Reduced charges for services and increase personnel costs to cover part-time NTV Programmer.

Budgeted dollars for communications equipment and professional services for 2020.

Budgeted dollars to request proposals for a new website for 2021.



City Hall

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Supplies	26,695	27,988	34,725	36,500	16,929	46.4%	36,500	0.00%	36,500
Charges for services	54,037	51,509	75,422	68,493	31,472	45.9%	107,533	57.00%	70,443
Other Charges	-	-	-	-	-		-		-
Capital outlay	11,594	15,441	7,581	-	-		-		-
Debt Services	13,261	13,261	13,261	13,261	6,631	50.0%	13,261	0.00%	13,261
Transfers out	-	-	-	-	-		-		-
Total	105,587	108,199	130,989	118,254	55,032	46.54%	157,294	33.01%	120,204
Offsetting Revenues:									
Charges for Services	4,500	4,500	4,500	9,750	4,500	100.0%	9,750	0.00%	9,750
Total	4,500	4,500	4,500	9,750	4,500	100.0%	9,750	0.00%	9,750

City Hall Operations

- Replace dais and staff chairs in Council Chambers
- Remodel St. Olaf and Carleton rooms
- Create office space for IT Manager and remodel copy room
- Improve landscaping around City Hall
- These items together total \$37,000

Engineering

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	404,433	433,198	452,892	454,170	209,427	46.1%	485,662	6.93%	497,481
Supplies	15,575	11,974	10,709	14,500	4,578	31.6%	14,500	0.00%	14,500
Charges for services	79,872	71,558	76,431	78,803	44,840	56.9%	97,753	24.05%	77,903
Other Charges	8,621	595	861	800	91	11.4%	800	0.00%	800
Capital outlay	3,351	3,774	1,732	2,000	446	22.3%	2,000	0.00%	1,500
Transfers out	-	-	-	-	-	#DIV/0!	-	#DIV/0!	-
Total	511,852	521,099	542,625	550,273	259,382	47.14%	600,715	9.17%	592,184
Offsetting Revenues:									
Charges for Services	172,908	83,927	130,028	160,000	16,340	10.21%	160,000	0.00%	160,000
Total	172,908	83,927	130,028	160,000	(88,981)		160,000		160,000

- 2019 Reclamation Project (Majority of work completed in 2020)
- 2020 Mill and Overlay Project (Northeast Area)
- Engineering specification update and Highway 19 High Level Intersection Review (\$20,000)

Streets

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	744,452	758,027	810,996	800,321	423,767	52.9%	832,577	4.03%	859,403
Supplies	140,399	162,604	178,807	192,500	97,532	50.7%	190,000	-1.30%	190,000
Charges for services	498,925	490,387	520,373	543,660	196,441	36.1%	560,560	3.11%	560,560
Other Charges	4,839	568	1,386	3,500	1,261	36.0%	2,500	-28.57%	2,500
Capital outlay	20,508	-	-	1,500	271	18.1%	1,500	0.00%	1,500
Debt service	9,791	9,791	9,791	9,791	4,895	50.0%	9,791	0.00%	9,791
Transfers out	-	-	-	-	-	#DIV/0!	-	#DIV/0!	-
Total	1,418,914	1,421,377	1,521,353	1,551,272	724,167	46.68%	1,596,928	2.94%	1,623,754
Offsetting Revenues:									
Intergovernmental	227,100	225,522	245,667	226,272	111,488	49.3%	226,272	0.00%	226,272
Charges for Services	7,805	8,742	7,242	8,500	18,259	214.81%	8,500	0.00%	8,500
Total	234,905	234,264	252,909	234,772	(641)	-0.27%	234,772	0.00%	234,772

- Included \$23,000 for City Share of County Road 1 Improvements (5-Years total of \$115,000, 3 Years Remaining)
- Seal Coat approx. 3-Miles
- Assess/Repair ¼ of City Sidewalk (trip hazards)
- Replace a Pickup and Water Truck
- Emerald Ash Borer 10 year treatment plan not included at \$135,000/year
 - Includes treatment, removal and replanting

Street Lighting

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Supplies	46,283	51,081	34,953	30,000	10,482	34.9%	35,000	16.67%	35,000
Charges for services	211,896	268,825	242,503	270,000	109,617	40.6%	260,000	-3.70%	260,000
Transfers out	-	-	-	-	-		-		-
Total	258,179	319,906	277,456	300,000	120,099	40.0%	295,000	-1.67%	295,000
Offsetting Revenues:									
Charges for Services	2,351	3,221	2,351	2,350	1,175		2,350		2,350
Total	2,351	3,221	2,351	2,350	870		2,350		2,350

This line item is associated with the street light repairs, painting of the posts, electricity expenses, and for locating City power lines.

Facilities

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	141,971	157,062	149,602	201,109	78,843	39.2%	222,604	10.69%	233,892
Supplies	3,449	4,999	7,670	9,500	1,604	16.9%	9,500	0.00%	9,500
Charges for services	80,259	78,777	78,379	78,348	35,294	45.0%	100,804	28.66%	85,854
Other Charges	52	-	426	-	-		-		-
Transfers out	-	-	-	-	-	0.0%	-	0.00%	-
Total	225,731	240,838	236,077	288,957	115,741	40.1%	332,908	15.21%	329,246

- Increase in janitorial expenditures to cover annual carpet cleaning in all buildings.
- Roof replacement and exterior repairs to old ambulance garage (\$15,000)

Ice Arena

	2019 YTD and % of budgeted						2020 Proposed	2020 vs 2019 % increase	2021 Projected
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%			
Personal Services	98,741	105,331	112,274	110,972	54,756	49.3%	124,009	11.75%	129,505
Supplies	40,948	29,574	35,072	31,350	10,375	33.1%	39,900	27.27%	31,900
Charges for services	90,688	91,001	116,512	97,677	26,232	26.9%	97,827	0.15%	97,627
Other Charges	3,824	1,875	1,717	2,100	863	41.1%	2,100	0.00%	2,100
Capital outlay	-	-	-	-	-	#DIV/0!	-	#DIV/0!	12,000
Debt services	136,962	136,962	136,962	136,962	68,481	50.0%	136,962	0.00%	136,962
Transfers out	-	-	-	-	-	0.0%	-	0.00%	-
Total	371,163	364,743	402,537	379,061	160,707	42.4%	400,798	5.73%	410,094
Offsetting Revenues:									
Charges for Services	272,199	276,741	260,191	225,200	71,896	31.9%	225,200	0.00%	225,200
Transfers In	-	-	-	-	-	-	-	-	-
Total	272,199	276,741	260,191	225,200	71,896	31.9%	225,200	0.00%	225,200

- Replace spectator heating
- Compressor #2 Maintenance Work
- R-22 Purchase
- Addition of corner access gate in rink boards to improve functionality and safety
- These items combined total \$18,000

General Parks

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	39,452	41,196	54,014	124,140	25,643	20.7%	123,400	-0.60%	131,560
Supplies	40,755	38,890	43,721	41,500	6,566	15.8%	38,000	-8.43%	38,000
Charges for services	141,373	126,461	122,992	162,700	11,509	7.1%	152,100	-6.52%	152,500
Other Charges	582	85	10	680	25	3.7%	180	-73.53%	680
Transfers out	-	-	-	-	-		-		-
Total	222,162	206,632	220,737	329,020	43,743	13.29%	313,680	-4.66%	322,740
Offsetting Revenues:									
Charges for Services	5,179	5,321	4,150	3,900	2,338	59.9%	3,900	0.00%	3,900
Total	5,179	5,321	4,150	3,900	2,338	59.9%	3,900	0.00%	3,900

- Replace Playground Mulch 4 Playgrounds (\$20,000)
- Trail Maintenance – Fog and Crack Seal
- Replace Mower/sidewalk snow removal equipment

Athletic Facilities

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	5,803	26,262	11,962	53,141	10,784	20.3%	52,257	-1.66%	55,845
Supplies	43,075	40,367	18,794	36,250	3,314	9.1%	33,500	-7.59%	33,750
Charges for services	46,383	55,671	35,416	54,500	6,381	11.7%	54,000	-0.92%	54,000
Transfers out	-	-	-	-	-		-		-
Total	95,261	122,300	66,172	143,891	20,479	14.2%	139,757	-2.87%	143,595

- Replace field drag/paint striper

Outdoor Pool

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	102,395	87,735	100,771	116,726	17,651	15.1%	123,137	5.49%	131,540
Supplies	50,339	44,118	55,541	52,100	9,456	18.1%	55,600	6.72%	52,100
Charges for services	30,403	34,132	44,487	42,837	190,482	444.7%	43,037	0.47%	43,837
Other Charges	3,371	8	24	1,500	18	1.2%	1,500	0.00%	1,500
Debt Services	3,500	3,500	3,500	3,500	1,750	50.0%	3,500	0.00%	3,500
Transfers out	-	-	-	-	-	#DIV/0!	-	#DIV/0!	-
Total	190,008	169,493	204,323	216,663	219,357	101.24%	226,774	4.67%	232,477
Offsetting Revenue									
Charges for Services	131,779	122,583	118,813	132,700	63,483	47.8%	132,700	0.0%	132,700

- Hollow plaster repairs.
- Acid wash pool plaster
- Purchase custodial equipment
- These combine to \$11,000

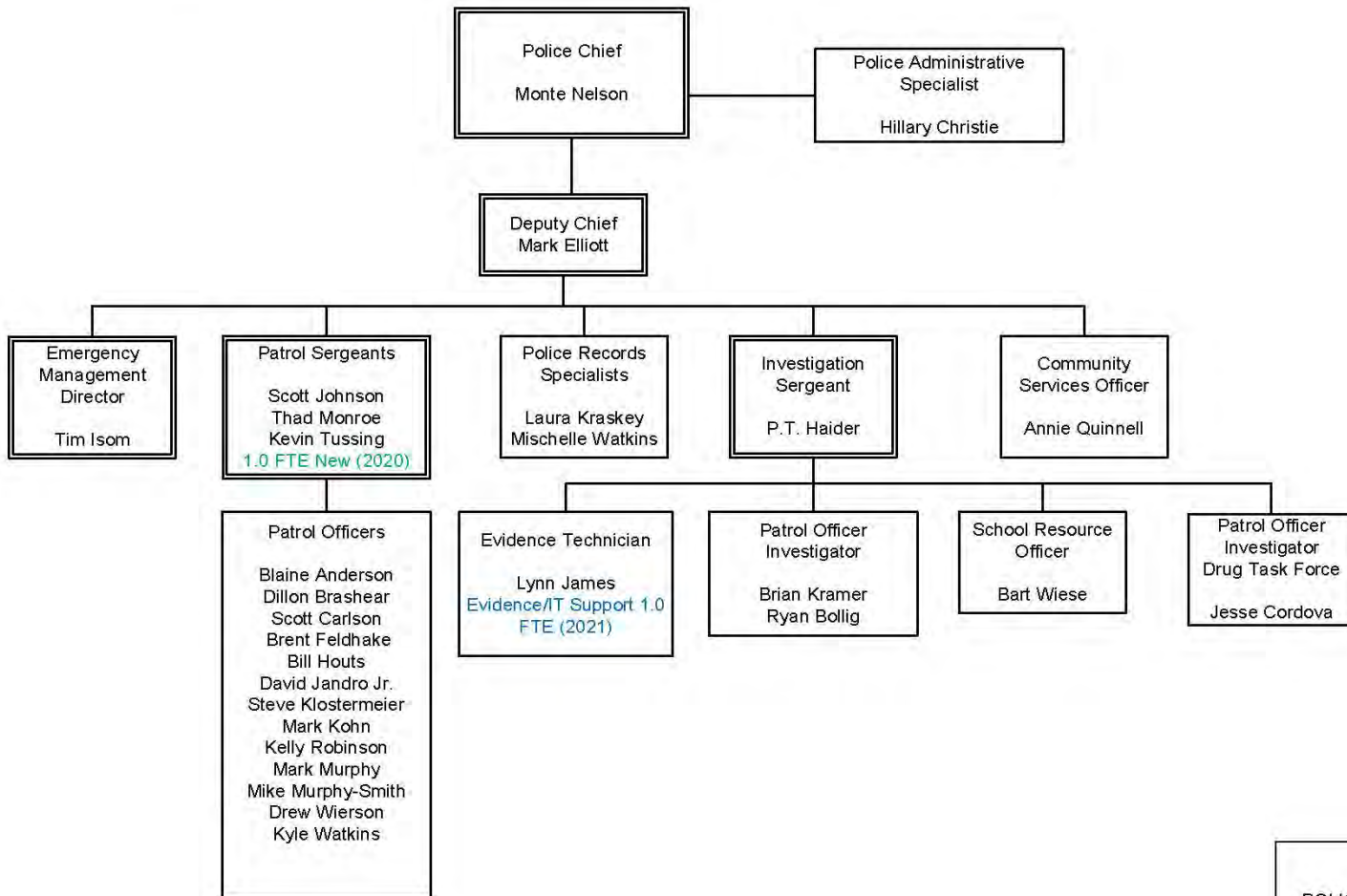
Recreation Administration

	2016	2017	2018	2019 YTD and % of budgeted			2020	2020 vs 2019	2021
	Actual	Actual	Actual	2019 Adopted	\$ as of 6-30-19	%	Proposed	% increase	Projected
Personal Services	85,472	85,770	89,981	93,513	36,488	39.0%	94,347	0.89%	99,037
Supplies	-	-	-	-	-	#DIV/0!	-	#DIV/0!	-
Charges for services	119,859	124,505	128,213	132,954	64,929	48.8%	137,174	3.17%	140,923
Other Charges	287	-	-	425	-	0.0%	425	0.00%	425
Transfers out	-	-	-	-	-		-		-
Total	205,618	210,275	218,194	226,892	101,417	44.7%	231,946	2.23%	240,385

Offsetting Revenues:

Contributions & Donations	110,315	110,315	113,072	113,072			113,072		-
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School District Agreement and pass through from hospital donation updated.



POLICE DEPARTMENT
Proposed 2020-2021



Police


			2019 YTD and % of budgeted						2021 Projected
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	2020 vs 2019 % increase	
Personal Services	2,772,353	2,869,816	3,039,967	3,263,895	1,451,731	44.5%	3,465,431	6.17%	3,618,451
Supplies	169,508	179,675	181,312	210,000	67,930	32.3%	210,000	0.00%	210,000
Charges for services	333,532	306,119	297,267	361,997	159,534	44.1%	361,997	0.00%	361,997
Other Charges	20,287	19,174	26,250	21,200	10,402	49.1%	21,200	0.00%	21,200
Capital outlay	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-
Total	3,295,680	3,374,784	3,544,796	3,857,092	1,689,597	43.80%	4,058,628	5.23%	4,211,648
Offsetting Revenues:									
Intergovernmental	179,478	180,920	203,649	201,950	-	0.0%	201,950	0.00%	201,950
Charges for Services	71,539	57,768	64,917	82,304	5,956	10.3%	82,304	0.00%	82,304
Fines & Forfeitures	64,117	78,958	92,372	89,000	39,456	50.0%	89,000	0.00%	89,000
Total	315,134	317,646	360,938	373,254	2,512	0.8%	373,254	0.00%	373,254

General: The department continues to monitor and replace equipment, adjust the budget to accommodate these changes without increasing the budget, and plan for the future.

Personnel: The Chief is requesting the addition of one additional Sworn Officer position (Patrol Sergeant) for the department in 2020; Approximately \$131,000/year.

CEP – Police Department

2020 Police Vehicle CEP

- CEP has been evaluated and significantly modified for regular replacement and significant long term cost savings. 2020 – 2029 Vehicle CEP Savings of Approximately \$280,000 even with the cost per vehicle going up significantly.
 - Patrol Squads are now planned for 5-6 years, 80,000-90,000 mile replacement.
 - Unmarked Squads vary, but 8 – 10 year replacement.
 - 2019 – Request to retain one retired squad for Investigations use.
 - 2020 – No vehicle replacement planned = \$117,420 savings/change.
 - This change would offset proposed Radio purchase.
- 

CEP – Police Department

2020-2021 CEP Police – 800 mHz Radios

- Request funds to purchase new Portable (2020) and Mobile (2021) Radios to replace aging, outdated 800 mHz radios.
- Current radios purchased in early 2012. Some radios are starting to fail and are not supported any longer.
- Current radios are not interoperable with all surrounding agencies and don't have the proper capacity for encryption.
- **Budget Increase Amount:** Total Project Cost - \$190,000
 - 2020 Officer Portable Radios = \$115,000
 - 2021 Squad Mobile Radios = \$75,000.
- Cost is offset by changes made to the Police Vehicle CEP as previously described.




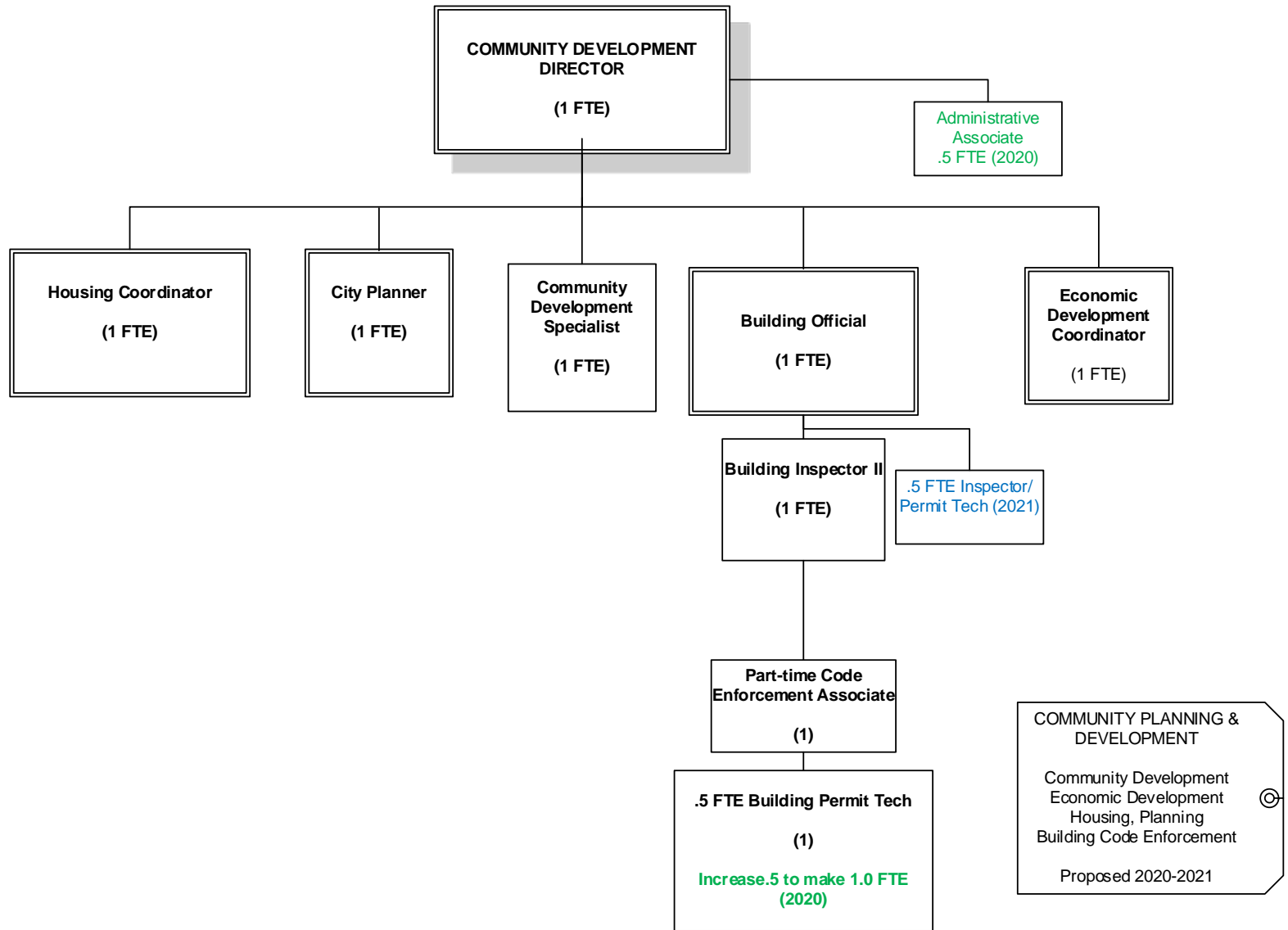
CEP – Police Department

2021 CEP Police – Body Cameras

- Request funds to purchase Body Camera Systems and related Data Storage and Software. This purchase is currently unfunded.
 - Planning, testing, policy creation and purchase in 2020.
 - Technology is changing every year: can't test until cameras are funded.
 - Cost estimate based on the WatchGuard system, compatible w/current squad car video systems in use: this could change.
 - **WatchGuard 4RE-VISTA**, 11 body cameras and related chargers, docking stations, and redaction software. \$24,555
 - Servers and Drives for proper data storage \$35,000
 - Camera Equipment Total

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\$59,555
 - Evidence staff increase to manage, copy, and redact related video.
 - Fulltime Evidence Tech w/Benefits \$81,869
 - Halftime Evidence Tech w/Benefits \$45,837
- 



Community Development

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19 %			
Personal Services	100,635	115,184	142,458	213,162	79,281 37.19%	115,193	-45.96%	118,229
Supplies	403	791	774	500	513 102.60%	550	10.00%	500
Charges for Services	24,460	19,817	25,840	29,645	8,091 27.29%	29,995	1.18%	30,545
Other Charges	834	1,016	895	1,500	55 3.67%	1,500	0.00%	2,000
Capital Outlay	-	-	-	-	- #DIV/0!	-	#DIV/0!	-
Transfers out	-	-	-	-	-	-		-
Total	126,332	136,808	169,967	244,807	87,940 35.92%	147,238	-39.86%	151,274

Wage Distribution

- 60% of Community Development Director position
- 10% of Community Development Specialist position
- Charges for Services line item includes budget for \$5,500 in consulting services, legal fees, IT, and staff training
- NOTE: 2019 adopted budget includes the temporary Project Coordinator position which was moved to Administration.

Planning

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19 %			
Personal Services	115,051	120,758	125,966	140,350	63,621 45.33%	150,035	6.90%	157,119
Supplies	239	90	607	500	122 24.40%	500	0.00%	500
Charges for Services	28,793	27,902	19,997	37,458	5,004 13.36%	37,458	0.00%	37,458
Other Charges	1,300	1,766	1,260	1,900	1,228 64.63%	2,000	5.26%	1,900
Transfers out	-	-	-	-	-	-	-	-
Total	145,383	150,516	147,830	180,208	69,975 38.83%	189,993	5.43%	196,977

Offsetting Revenue:

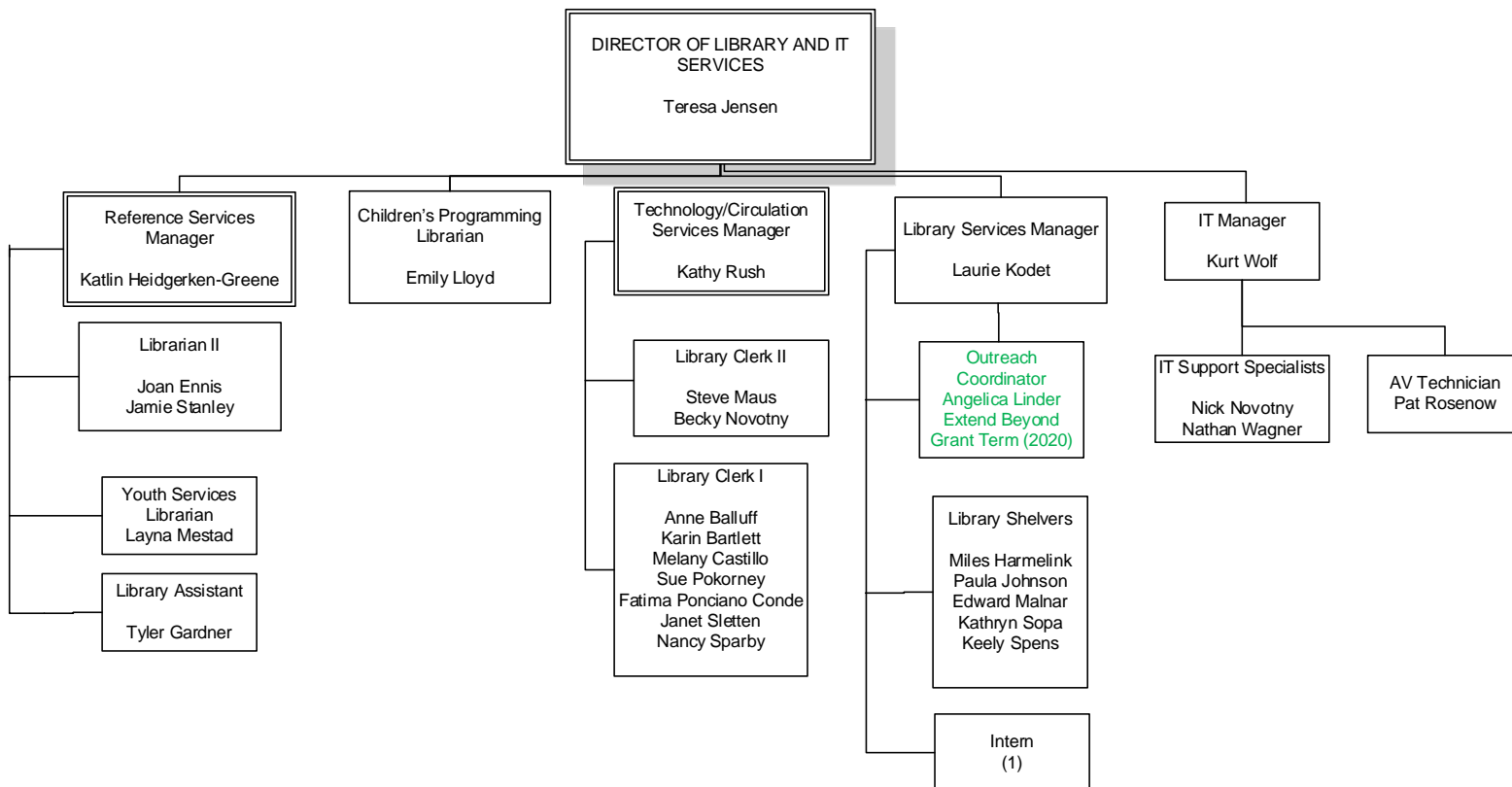
License & Permits	4,990	5,600	6,450	7,500	3,900	52	7,500	-	7,500
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- Charges for Services for 2019 included anticipated consultant services for updating the Northfield Commercial Historic District National Register Nomination Form. Additional funds (\$20,000) are also include for consulting services for the NW Area planning process or a potential small area plan.
- These services may move to 2020 if not completed by year end. 2020 Budgeted amount primarily assumes moving unspent funds forward.

Building Inspection

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted			2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19	%			
Personal Services	185,007	212,032	224,408	299,361	131,799	44.03%	320,758	7.15%	334,452
Supplies	8,094	9,547	11,339	11,000	4,001	36.37%	11,000	0.00%	11,000
Charges for Services	24,065	34,277	35,933	37,472	11,305	30.17%	36,472	-2.67%	37,472
Other Charges	267	335	30	500	-	0.00%	1,000	100.00%	500
Transfers out	-	-	-	-	-	0.00%	-	0.00%	-
Total	217,433	256,191	271,710	348,333	147,105	42.23%	369,230	6.00%	383,424
Offsetting Revenues:									
Licenses and Permits	600,476	777,760	543,626	385,000	256,103	369	410,000	33	410,000
Charges for Services	4,970	6,020	5,740	6,000	5,625	94	6,000	-	6,000
Fines & Forfeitures	-	-	-	-	28	-	-	-	-
Total	605,446	783,780	549,366	391,000	261,756	66.95%	416,000	6.39%	416,000

- Additional .5 FTE Building Permit Technician requested for 2020 (not reflected) to assist with building permit activity; cost offset may be via fee adjustments.
- Building permit turnaround time can be 4+ weeks with backlog at current staffing levels. Standard turnaround is 5-days for residential & 2-weeks for commercial projects.



LIBRARY AND IT
SERVICES

Proposed 2020-2021

Library

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Personal Services	841,182	869,774	954,983	954,348	475,698	49.85%	1,013,888	6.24%	1,067,057
Supplies	42,195	33,369	43,812	43,900	20,321	46.29%	45,900	4.56%	43,900
Charges for Services	155,148	236,198	226,033	240,329	131,128	54.56%	260,201	8.27%	261,456
Other Charges	102,005	107,712	120,814	117,800	44,726	37.97%	119,340	1.31%	121,524
Capital Outlay	8,102	5,435	4,526	5,000	-	0.00%	6,000	20.00%	5,000
Debt Services	13,653	13,653	13,653	13,653	6,826	50.00%	13,653	0.00%	13,653
Transfer Out	-	-	-	-	-	0.00%	-	0.00%	-
Total	1,162,285	1,266,141	1,363,821	1,375,030	678,699	49.36%	1,458,982	6.11%	1,512,590

Offsetting Revenues:

Intergovernmental	188,470	193,057	192,818	188,470	96,120	51.00%	188,470	0.00%	188,470
Grants	-	-	26,000	26,000	-	-	-	-	-
Fines & Forfeitures	17,915	18,963	19,379	30,000	8,420	28.07%	30,000	0.00%	30,000
Total	206,385	212,020	238,197	244,470	104,540	42.76%	218,470	-10.64%	218,470

Areas of Note:

- 2018-2019 grant of \$26,000 enabled part-time Outreach Coordinator position to reach full time
 - Will need additional general levy funding to continue as full time in 2020 and beyond

Information Technology

				2019 YTD and % of budgeted					
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
REVENUES									
Other Revenue	6,004	1,715	10,468	6,143	14,623	238.04%	6,000	-2.33%	6,000
Internal Service Revenue	636,167	646,894	656,813	691,083	345,542	50.00%	691,226	0.02%	691,226
Transfer In	-	-	-	-	-		-		-
Total Revenue	642,171	648,609	667,281	697,226	360,165	51.66%	697,226	0.00%	697,226
Expenses									
Personal Services	275,611	287,619	280,225	317,463	140,329	44.20%	332,687	4.80%	348,378
Supplies	36,719	124,533	33,556	108,500	23,806	21.94%	91,500	-15.67%	91,500
Other Services and Charges	170,609	177,100	207,305	236,200	63,385	26.84%	240,300	1.74%	242,800
Depreciation									
Capital Outlay	45,129	1,489	26,115	23,000	38,583	167.75%	46,000	100.00%	46,000
Transfer Out	-	-	-	-	-		-		-
Total Expenses	528,068	590,741	547,201	685,163	266,103	38.84%	710,487	3.70%	728,678
Net Income/ (Loss)	114,103	57,868	120,080	12,063	94,062		(13,261)		(31,452)

Areas of Note:

Liquor Store

	2019 YTD and % of budgeted						2020 Proposed	2020 vs 2019 % increase	2021 Projected
	2016 Actual	2017 Actual	2018 Actual	2019	\$ as of	%			
				Adopted	6-30-19				
<i>OPERATING REVENUES</i>									
Sales	3,072,255	3,142,917	3,061,127	2,860,000	1,424,718	49.82%	2,947,124	3.05%	2,991,624
Cost of Sales	(2,332,505)	(2,303,230)	(2,279,044)	(2,141,401)	(1,033,298)	48.25%	(2,195,533)	2.53%	(2,249,771)
Gross Profit	739,750	839,687	782,083	718,599	391,420	54.47%	751,591	4.59%	741,853
<i>OTHER REVENUES</i>									
Total Revenues	9,925	11,984	10,717	10,000	25,803	258.03%	19,500	95.00%	19,500
<i>Expenses</i>									
Personal Services	405,078	427,297	444,263	460,160	242,859	52.78%	464,946	1.04%	486,491
Supplies	18,368	16,313	13,323	19,920	8,617	43.26%	20,948	5.16%	20,800
Other Services and Charges	192,987	193,611	204,928	185,265	75,996	41.02%	194,607	5.04%	169,967
Total Expenses	616,433	637,221	662,514	665,345	327,472	49.22%	680,501	2.28%	677,258
Net Income/ (Loss)	133,242	214,450	130,286	63,254	89,751		90,590		84,095
OTHER FINANCING SOURCES (USES)	(125,000)	(125,000)	(125,000)	(50,000)	-		(50,000)		(50,000)
CHANGES IN NET ASSETS	8,242	89,450	5,286	13,254	89,751		40,590		34,095
Beginning Fund Balance	1,025,768	1,034,010	1,123,460	1,128,746			1,142,000		1,182,590
Ending Fund Balance	1,034,010	1,123,460	1,128,746	1,142,000			1,182,590		1,216,685

- Tracking revenue closely

Liquor Store



Monitoring monthly sales closely

- 2019 YTD sales above 2018 levels, and above 2019 budget

New Liquor Store

- Site selection by end of 2020
- Working closely with Community Development to identify potential viable sites
- Keeping options open to both stand-alone or mixed use

EDA & HRA Prelim Levies

- Assumes EMV increase of 4.3%
 - Based on early estimates from Rice and Dakota Counties
 - better values available in September
 - EDA (.01813% of EMV max)
 - HRA (.01850% of EMV max)

	2017	2018	2019	2020 - proposed
EDA	\$ 229,536	\$ 239,680	\$ 251,664	\$ 262,391
HRA	\$ 234,009	\$ 243,709	\$ 256,476	\$ 267,504
\$ Change		\$ 19,844.00	\$ 24,751.00	\$ 21,755.00
% Change		4.3%	5.1%	4.3%

EDA

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
OPERATIONS:									
REVENUES									
Taxes	220,344	229,536	239,135	251,664	84,800	33.70%	259,339	3.05%	259,339
Integovernmental	-	-	-	-	-		-		-
Other Revenue	15,646	15,355	27,264	25,430	24,561	96.58%	20,000	-21.35%	20,000
Transfer in	-	138,549	-	-	-		-		-
Total Revenues	235,990	244,891	266,399	277,094	109,361	39.47%	279,339	0.81%	279,339
EXPENDITURES									
Personal Services	31,498	104,803	103,639	108,621	45,496	41.89%	115,993	6.79%	121,289
Supplies	326	104	111	500	29	5.80%	500	0.00%	500
Charges for Services	22,661	20,474	25,854	37,223	13,609	36.56%	36,723	-1.34%	36,723
Other Charges	84,471	80,027	102,014	125,750	46,466	36.95%	129,675	3.12%	129,675
Transfer Out	-	-	-	5,000	-	0.00%	5,000	-	5,000
Total Expenditures	138,956	205,408	231,618	277,094	105,600	38.11%	287,891	3.90%	293,187
Revenues over (under)	97,034	39,483	34,781	-	3,761	1.36%	(8,552)		(13,848)
Beginning Fund Balance	1,745,192	1,842,226	1,881,709	1,916,490			1,916,490		1,907,938
Ending Fund Balance	1,842,226	1,881,709	1,916,490	1,916,490			1,907,938		1,894,090

HRA

	2019 YTD and % of budgeted								
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
REVENUES BY MAJOR CATEGORY									
Taxes	224,826	234,009	243,709	256,476	86,416	33.69%	267,504	4.30%	278,204
Integovernmental	-	-	-	-	-	#DIV/0!	-	#DIV/0!	-
Other Revenue	53,125	62,055	70,341	58,877	50,565	85.88%	59,752	1.49%	59,752
Total Revenues	277,951	296,064	314,050	315,353	136,981	43.44%	327,256	3.77%	337,956
EXPENDITURES									
Personal Services	100,057	109,269	103,116	109,157	49,454	45.31%	116,843	7.04%	121,742
Supplies	128	26	249	300	134	44.67%	300	0.00%	300
Charges for Services	30,283	33,352	42,004	80,867	24,801	30.67%	149,091	84.37%	151,467
Other Charges	88,850	36,888	30,685	49,523	23,455	47.36%	49,430	-0.19%	48,738
Debt Service						#DIV/0!		#DIV/0!	
Capital Outlay	96,253	53,681	22,361	75,506	-	0.00%	16,592	-78.03%	25,000
Transfer Out	-	-	-	-	-	#DIV/0!	-	#DIV/0!	-
Total	315,571	233,216	198,415	315,353	97,844	31.03%	332,256	5.36%	347,247
Revenues over (under)	(37,620)	62,848	115,635	-	39,137	12.41%	(5,000)		(9,291)
Beginning Fund Balance	1,484,733	1,447,113	1,509,961	1,625,596			1,625,596		1,620,596
Ending Fund Balance	1,447,113	1,509,961	1,625,596	1,625,596			1,620,596		1,611,305
EXPENDITURES BY PROGRAM AREA									
General Operating	182,634	151,571	133,156	186,827	58,725	31.43%	177,504	-4.99%	182,403
Rental Projets	36,591	27,787	32,151	51,020	23,369	45.80%	49,660	-2.67%	50,488
LMI Housing	96,346	53,858	33,108	77,506	15,750	20.32%	105,092	35.59%	114,356
Total	315,571	233,216	198,415	315,353	97,844	31.03%	332,256	5.36%	347,247

Proposed 2020 Utility Rate Adjustments

- Building of the 2018 Utility Rate Study Recommendations
 - Water Rate 1% Increase
 - Wastewater Rate 1.75% Increase
 - Stormwater Rate 5% Increase
 - Garbage Rate – No Increase

Water Fund

Water Fund

	2019 YTD and % of budgeted						2020 vs 2019 %		
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	increase	2021 Projected
Revenues									
Intergovernmental	3,094	134	1,904	-	-		-		-
Other Revenue	54,863	59,210	141,531	55,000	153,886	279.8%	55,000	0.00%	55,000
Other Financing Sources	527,156	-	8,333	-	-		-		-
Enterprise Revenue	2,050,413	2,086,422	2,030,447	2,031,645	745,522	36.7%	2,062,642	1.53%	2,062,642
Total	2,635,526	2,145,766	2,182,215	2,086,645	899,408	43.1%	2,117,642	1.49%	2,117,642
Expenditures									
Personal Services	522,925	585,624	504,759	650,287	223,576	34.4%	678,984	4.41%	724,428
Supplies	177,449	240,595	206,020	271,000	72,983	26.9%	238,000	-12.18%	237,000
Other Services & Charges	765,784	810,641	868,117	922,547	275,348	29.8%	868,547	-5.85%	868,547
Total	1,466,158	1,636,860	1,578,896	1,843,834	571,907	31.0%	1,785,531	-3.16%	1,829,975
<i>Net Income/Loss</i>	<i>1,169,368</i>	<i>508,906</i>	<i>603,319</i>	<i>242,811</i>	<i>327,501</i>		<i>332,111</i>		<i>287,667</i>
Non Operating Expense									
Capital Outlay	987	4,910	45,927	738,941	30,651	4.1%	1,811,013	145.08%	1,311,013
Debt Service	11,452	6,167	800	73,612	72,156	98.0%	73,612	0.00%	73,612
Total	12,439	11,077	46,727	812,553	102,807	12.7%	1,884,625	131.94%	1,384,625
Other Financing Sources (USES)									
Contributed Assets	527,156	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-
Transfer Out	-	-	-	1,700,000	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-
CHANGE IN NET ASSETS	1,156,929	497,829	556,592	(2,269,742)	224,694	-9.9%	(1,552,514)	-31.60%	(1,096,958)
Cash & Inv Beginning Balance	5,770,745	6,260,950	6,378,580	7,043,808					
Cash & Inv Ending Balance	6,260,950	6,378,580	7,043,808						

Water Fund

- Tower Painting – Both St. Olaf Towers
- Well No. 02 Maintenance
- Well No. 06 Generator
- Replacement of 2010 Ford F-150

Wastewater Fund

Waste Water Fund

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Revenues									
Intergovernmental	9,038	2,123	2,226	-	-		-		-
Other Revenue	49,471	24,823	1,748,237	35,000	101,927	291.2%	35,000	0.00%	35,000
Enterprise Revenue	4,264,493	4,374,829	4,536,766	4,468,949	1,910,564	42.8%	4,569,891	2.26%	4,569,891
Total	4,323,002	4,401,775	6,287,229	4,503,949	2,012,491	44.68%	4,604,891	2.24%	4,604,891
Expenditures									
Personal Services	466,781	487,018	512,706	602,253	227,897	37.8%	683,636	13.51%	702,568
Supplies	521,474	553,767	1,244,577	587,000	503,874	85.8%	578,000	-1.53%	578,000
Other Services & Charges	1,952,908	2,011,389	2,824,759	2,356,894	649,038	27.5%	2,397,944	1.74%	2,172,944
Total	2,941,163	3,052,174	4,582,042	3,546,147	1,380,809	38.9%	3,659,580	3.20%	3,453,512
<i>Net Income/Loss</i>	<i>1,381,839</i>	<i>1,349,601</i>	<i>1,705,187</i>	<i>957,802</i>	<i>631,682</i>		<i>945,311</i>		<i>1,151,379</i>
NON OPERATING EXPENSE									
Capital Outlay	12,238	7,263	1	1,555,544	997,874	64.1%	1,079,316	-30.61%	6,451,515
Debt Service	201,561	169,648	140,118	1,660,171	452,023	27.2%	1,508,234	-9.15%	1,508,234
Total	213,799	176,911	140,119	3,215,715	1,449,897	45.1%	2,587,550	-19.53%	7,959,749
Other Financing Sources (USES)									
Contributed Assets	-	-	44,379	-	-		-		-
Transfer In	-	-	8,333	-	-		-		-
Transfer Out	527,156	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-		-		-
CHANGE IN NET ASSETS	640,884	1,172,690	1,565,068	(2,257,913)	(818,215)	36.2%	(1,642,239)	-27.27%	(6,808,370)
Fund Beginning Balance	2,904,251	3,012,971	3,186,931	3,899,634					
Fund Ending Balance	3,012,971	3,186,931	3,899,634						

Wastewater Fund

- Implement findings from operational analysis
- Retirement anticipated in summer of 2020
 - Hire position in October 2019 (funds available in 2019 budget due to vacant positions and hiring) to onboard and begin training
 - Include funding for position in 2020 budget \$99,000 Salary and Benefits (salary will be offset upon retirement)
- Replacement of Scissor Lift
- In-Line Phosphorous Analyzer
- Babcock Lift Station Generator
- MAU-2 Replacement

Stormwater Fund

Storm Water Fund

	2016 Actual	2017 Actual	2018 Actual	2019 YTD and % of budgeted		%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
				2019 Adopted	\$ as of 6-30-19				
Revenues									
Intergovernmental	114	6	468	-	-		-		-
Other Revenue	11,465	2,533	53,887	400	14,734	3683.5%	400	0.00%	400
Enterprise Revenue	825,655	860,241	907,493	923,984	478,657	51.8%	975,034	5.52%	975,034
Other Financing Sources (USES)	-	90,000	-	-	-	#DIV/0!	-	#DIV/0!	-
Total	837,234	952,780	961,848	924,384	493,391	53.4%	975,434	5.52%	975,434
Expenditures									
Personal Services	31,948	20,375	105,551	114,917	65,323	56.8%	119,262	3.78%	125,546
Supplies	14,458	29,540	47,369	67,625	10,659	15.8%	67,625	0.00%	67,625
Transfer Out	-	-	-	-	-	#DIV/0!	-		-
Other Services & Charges	327,672	400,679	330,893	528,856	107,260	20.3%	535,935	1.34%	461,914
Total	374,078	450,594	483,813	711,398	183,242	25.8%	722,822	1.61%	655,085
<i>Net Income/Loss</i>	<i>463,156</i>	<i>502,186</i>	<i>478,035</i>	<i>212,986</i>	<i>310,149</i>		<i>252,612</i>		<i>320,349</i>
NON OPERATING EXPENSE									
Capital Outlay	-	3,562	41,515	338,599	-	0.0%	1,035,458	205.81%	1,035,458
Debt Service	21,445	12,994	3,672	110,587	103,053	93.2%	93,646	-15.32%	93,646
Total	21,445	16,556	45,187	449,186	103,053	22.9%	1,129,104	151.37%	1,129,104
CHANGE IN NET ASSETS	441,711	485,630	432,848	(236,200)	207,096	-87.7%	(876,492)	271.08%	(808,755)
Fund Beginning Balance	31,364	167,872	417,509	659,551					
Fund Ending Balance	167,872	417,509	659,551						

Stormwater Fund

- \$75,000 has been included to update the City Storm Water Model. This work will build off the modeling that was done for Spring Creek.
- 2020 Pond Dredging Project (Parmeadow Ponds 1 & 3; Golf Course Pond)

Garbage Fund

Garbage Fund

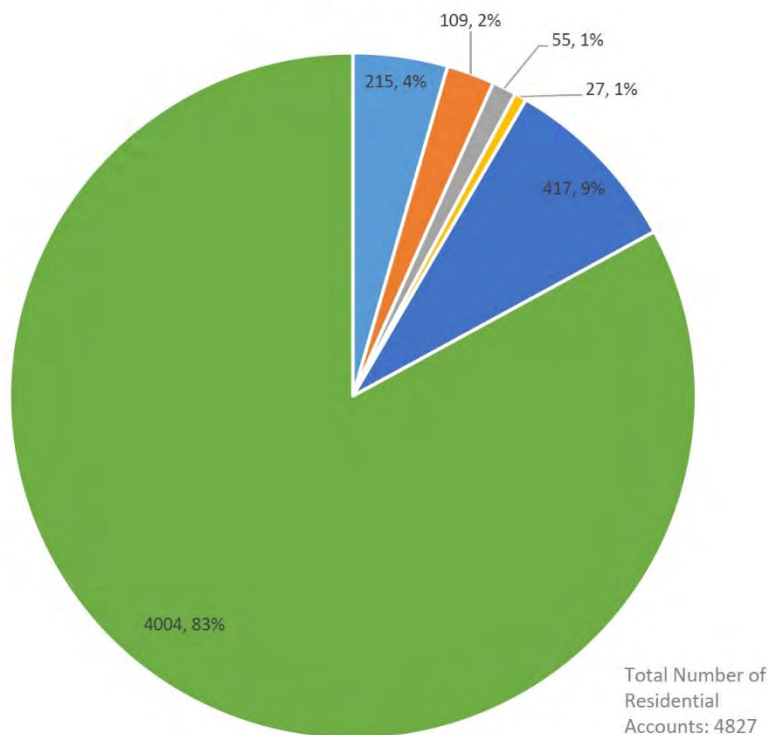
				2019 YTD and % of budgeted					
	2016 Actual	2017 Actual	2018 Actual	2019 Adopted	\$ as of 6-30-19	%	2020 Proposed	2020 vs 2019 % increase	2021 Projected
REVENUES									
Other Revenue	9,208	22,833	33,547	3,000	74,435	2481.2%	3,000	0.00%	3,000
Enterprise Revenue	921,143	919,707	917,879	908,043	453,674	50.0%	947,324	4.33%	947,324
Total Revenue	930,351	942,540	951,426	911,043	528,109	58.0%	950,324	4.31%	950,324
Expenditures									
Personal Services	19,072	19,899	85,003	57,483	13,879	24.1%	56,102	-2.40%	59,219
Supplies	1,758	2,980	21,406	3,100	4,434	143.0%	3,100	0.00%	3,100
Other Services	606,356	630,966	713,341	706,109	325,429	46.1%	720,859	2.09%	710,859
Other Charges	87,529	87,056	93,050	92,764	45,382	48.9%	92,764	0.00%	92,764
Total Expenditures	714,715	740,901	912,800	859,456	389,124	45.3%	872,825	1.56%	865,942
Net Income/Loss	215,636	201,639	38,626	51,587	138,985	269.4%	77,499	50.23%	84,382
OTHER FINANCING SOURCES (USES)									
Capital Overlay-CIP	-	-	-	-	-		-		-
Transfer Out	-	-	-	-	-		-		-
CHANGE IN NET ASSETS	215,636	201,639	38,626	51,587	138,985	269.4%	77,499	50.23%	84,382
Fund Beginning Balance	670,504	884,571	1,090,783	1,129,409			1,180,996		1,258,495
Fund Ending Balance	884,571	1,090,783	1,129,409	1,180,996			1,258,495		1,342,877

Garbage Fund

- Continued education and outreach on new services offered in the refuse/recycling hauling contract.
- Education related to waste reduction and use of Shoger Donation.

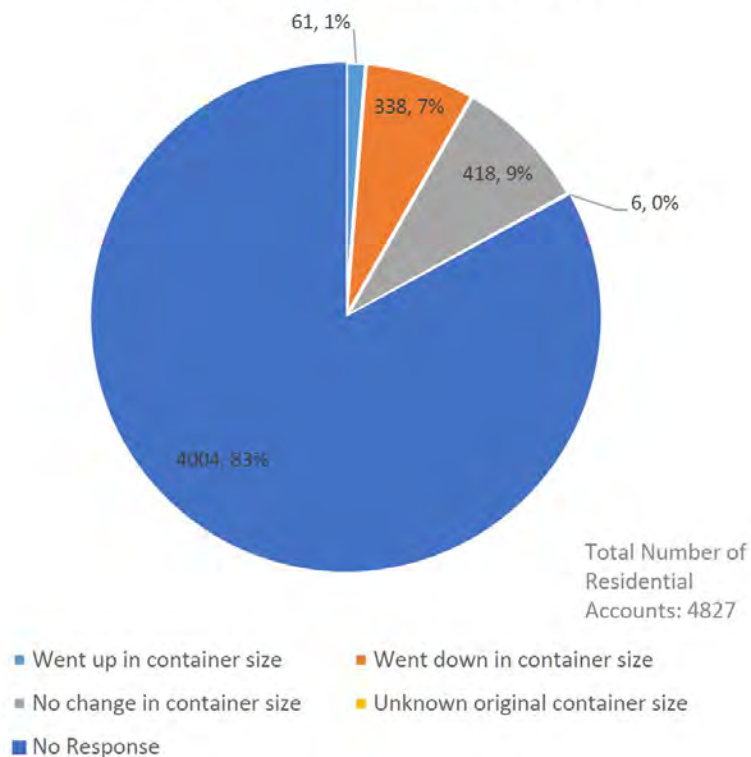
Residential Garbage July 2019 Update

Garbage Container Stats



■ 20 Gallon ■ 35 Gallon ■ 64 Gallon ■ 96 Gallon ■ No Change ■ No Response

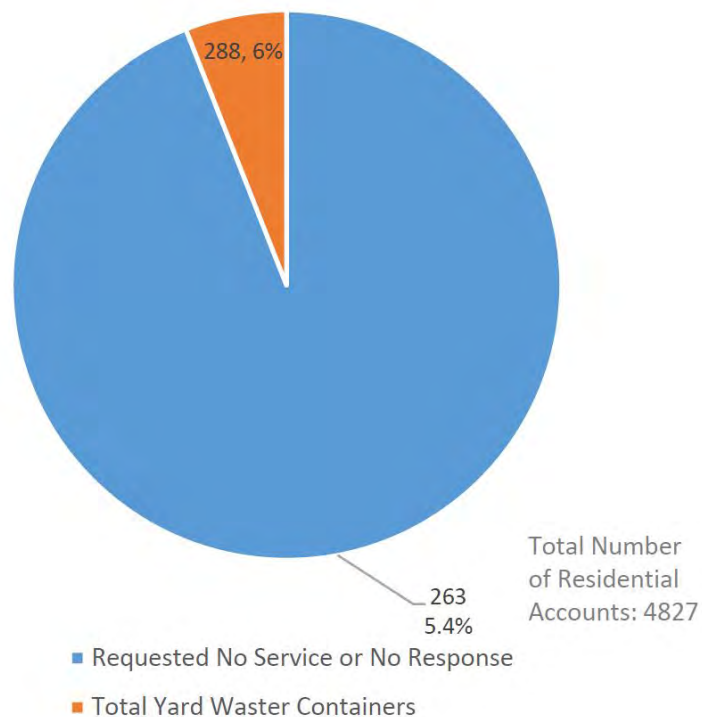
Change in Garbage Container Stats



■ Went up in container size ■ Went down in container size
 ■ No change in container size ■ Unknown original container size
 ■ No Response

Residential Yardwaste July 2019 Update

Yard Waste Containers



Yard Waste Container Stats

