

City of Ramsey
Agenda
City Council Work Session
Tuesday, July 11, 2017
5:30 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. 2018 Preliminary Budget/Levy Review
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 07/11/2017

Information

Title:

2018 Preliminary Budget/Levy Review

Purpose/Background:

The City's adopted 2018 budget calendar calls for the 2018 preliminary levies and budgets to be presented to the City Council at work sessions beginning July 11. Council work sessions will continue up to the preliminary levy adoption on September 26, 2017.

The City annually adopts a preliminary levy that consists of the General Fund levy, Economic Development Authority (EDA) levy and the debt service levy.

The attached budget documents are a first-run snapshot of all budget requests as of today. Staff will continue to further refine the recommended budgets/levies after Council has had a chance to weigh-in on tax rates, personnel requests, capital equipment replacement, future road reconstruction debt, just to name a few of the major issues.

Timeframe:

60-75 minutes

Funding Source:

Not applicable

Responsible Party(ies):

Finance Director and City Administrator

Outcome:

Review of preliminary budgets and levies.

Attachments

[2018 Preliminary Budget/Levy Notes](#)

[Tax Capacity Rate Calculation](#)

[2018 Proposed EDA Budget](#)

[2018 Requested Capital](#)

[2018 Requested Personnel](#)

[2018 Personnel Justifications](#)

[2018 Requested General Fund Budget 7-11-17](#)

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	07/06/2017 11:51 AM
Diana Lund (Originator)	Diana Lund	07/10/2017 10:24 AM
Form Started By: Diana Lund		Started On: 06/30/2017 11:59 AM
Final Approval Date: 07/10/2017		

2018 Preliminary* (Working Document) Budget/Levy

GENERAL FUND LEVY: \$9,593,463 -\$8,670,635 (2017). **Increase of \$922,828 (increase 10.64%)**

EDA LEVY: \$104,616 -\$103,981 (2017). **Increase of \$635 (increase 0.61%)**

DEBT SERVICE LEVY: \$1,879,093-\$1,704,442 (2017). **Increase of \$174,651 (increase 10.25%)**

TOTAL LEVY: \$11,577,172 - \$10,479,058 (2017). **Increase of \$1,098,114 (increase 10.48%)**

TAXABLE VALUE: \$23,035,320 - \$20,779,674 (2017) **Increase of \$2,255,646 (increase 10.86%)**

Estimated tax capacity rate of 42.989% (42.455% in 2017)

(Fiscal Disparity numbers are not currently available from County so tax rate is an estimate based on prior year fiscal disparity levels)

LEVY BREAKDOWN:

-General Levy:

General Fund: Levy Increase of \$922,828

A. Contributing Factors of Increase:

1. Personnel – Wages & Benefits (\$687,125 increase):
 - a. 2-1/2% COLA January 1, 2018, 1/2% July 1, 2018, Steps
 - b. Single Dental for all full-time employees
 - c. Health Insurance Rate Increase of 7.38% employer paid
 - d. NEW Personnel Requests: \$399,288 (See Personnel Spreadsheet)
This includes new positions, additional hours and position reclasses
 - e. Election Year: \$41,736 increase
2. Other Services & Charges (\$71,399 Increase)
 - a. Bi-Annual Survey
 - b. Contracted Professional Services: Building, Engineering
 - c. Additional \$1M of Liability Insurance (3M coverage)-\$22,588

LEVY BREAKDOWN: CONTINUED

-EDA Levy:

EDA Fund: Levy Increase of \$635
Budget held constant

-Debt Levy: Levy Increase of \$174,651

A. Contributing Factors of Increase:

1. 2017 Road Funding Debt
2. Fire Station #2 debt was decreased by \$125,000 in 2017 from bond proceeds

3. Debt Summary:

2013 Capital Equipment Certificates(2023 Last Year)	73,119
2014 Capital Equipment Certificates (2024 last year)	101,879
2015 Road Improvement Debt (2025 last year)	116,663
Muni Center (2031 last Year)	1,118,613
Fire Station #2 (2033 last year)	224,248
2016 Road Improvement Debt (2026 last year)	146,571
2017 Road Improvement Debt (2027 last	98,000
Total Bonded Debt Levied	\$1,879,093

*Net of \$60,000 from fire station #2 bond proceeds

GENERAL FUND BUDGET:

Proposed Budget: \$12,419,505 (\$11,128,759 in 2017) **Increase of \$1,290,746** (increase 11.60%)

Major Changes from 2017 Adopted Budget:

Revenue:

- Property tax: \$9,598,463 (\$8,685,635 in 2017) **Increase of \$912,828**
- LGA: \$0
- Permit Revenue: Held constant
- Charges for Services: \$710,244 (\$619,462 in 2017) **Increase of \$90,782**
Mostly attributed to Engineering Revenue: Staff time on Public Projects: \$58,282 increase
- Interest on Investments: \$70,000 (\$100,000 in 2017) **Decrease of (\$30,000)**
Based on 2016 rate of return
- Transfers In: \$1,068,598 (\$762,812 in 2017) **Increase of \$305,786**
 - Increase Capital Equipment Purchases: \$203,698. Funding 100% from Equipment Revolving
 - 1M additional Liability Insurance (\$3M total): \$22,588 funded from Insurance Fund
 - 2nd Floor Community Room Build Out in Muni Center: \$100,000 from Facility Fund

Expenditures:

- Cola -21/2% + 1/2% July 1 For Everyone + Steps (if available)
- Single Dental for all full-time employees
- Health Insurance: -7.38% increase for each employer paid plan based on documentation from Union contract settlements 12/13/16
- Capital Equipment: 100% Funded from Equipment Revolving Fund with Exception of \$100,000 for Muni Center 2nd Floor Community Center Build-Out
 - Equipment Fund Est Balance after 2018: \$900,000
 - Facility Fund Est Balance after 2018: \$434,000

GENERAL FUND BUDGET CONTINUED:

Departmental Budget Changes:

Note: All departments with staff have increases in personnel costs due to COLA, Steps & Health Ins

- City Council (111) – \$21,392 Increase:
 - \$16,000 Bi-Annual Resident Survey – next year of survey will be in 2020
 - \$5,961 new memberships in Metro Cities and National League of Cities

- Administration (130) - \$41,301 Increase:
 - (\$52,368)-City Clerk Phased Retirement
 - \$54,815-FT Admin Asst (Feb 1 start) Eliminate Admin Intern: (\$16,882)
 - \$4,456 Reclass Pub Info & Event Spec. to Communications Coordinator
 - \$22,588-\$1M additional Liability Insurance – Insurance fund funds

- Elections (141) – \$41,736 Increase:
 - Election Year

- Finance (153) – \$12,594 Increase:
 - COLA, Steps & Health Insurance

- Community Development (191) - \$94,753 Increase:
 - \$92,314 FT Senior Planner
 - If Senior Planner not hired \$20,000 in Prof Services will need to be added back

- Data Processing (192) – \$50,353 Increase:
 - \$27,012 IT Tech to F.T. from 29 hour week
 - \$11,000 Capital Increase for On Site Storage for Bldg Surveillance Video

- General Government (194): - \$109,797 Increase
 - \$100,000 Muni Center 2nd Floor Community Room Build out-Facility Fund funded

- Police (211): \$81,364 Increase
 - COLA, Steps, PERA, Workers Comp & Health Ins
 - (\$77,906) Decrease in Capital – 2 squad vehicles requested in 2018 for \$65,000

- Fire (220): \$175,003 Increase
 - \$66,248 F.T. Fire Inspector/Life Safety Educator (Mar 1 start)
 - \$98,100 Capital Equipment Increase: \$175,000 for 28 SCBA's & \$45,000 for Grass Truck

GENERAL FUND BUDGET CONTINUED:

Departmental Budget Changes Continued:

- Building (240): \$31,884 Increase
 \$16,892 Increase in Professional Service for inspections (offset with building permit rev)

- Traffic Engineering (260): \$49,006 Increase
 \$39,000 Capital Increase for Programmable Message Board

- Engineering (301): \$30,297 Increase:
 (\$31,016) Engr Tech V Phased Retirement
 \$25,000 increase in professional services due to phased retirement
 \$54,815 Admin Asst (Feb 1 start)
 Engr Sec/Asst moved to Parks Department if Admin Asst is Approved

- Public Works (311): \$239,004 Increase:
 \$243,270 Increase in capital equipment purchases: \$188,000 Dump with Plow, \$37,270 ¾ Ton Truck, & \$18,000 for ATV

- Snow & Ice (312): \$30,918 Increase:
 \$27,500 Salt increase to bring back to level prior to 2017 when had excess

- Park & Rec (452): \$312,198 Increase:
 \$54,175 F.T. Park Maintenance Worker (Mar 1 start) Bring to 2011 staffing levels
 \$61,621 F.T. Recreation Assistant
 Engr Sec/Asst moved to Parks Department if Admin Asst is Approved
 \$122,740 Increase in capital equipment purchases: \$41,170 ¾ Ton Truck, \$63,570-1-ton truck & \$18,000 for ATV

- Community Programs: \$2,000 Increase:
 (\$3,000) Donation to Family Promise removed
 \$5,000 Increased donation to \$10,000 for Ramsey Foundation Concerts in the Park

- Contingency (892): \$35,993 Decrease:
 -\$25,000 for unbudgeted events

2018 Proposed - Number from County are strictly est				10.86% Increase	
	<u>Certified</u>	<u>Fiscal Disp**</u>	<u>Local Levy</u>	Estimated 2018 <u>Taxable Value</u>	Estimated Tax Capacity
General	9,593,463	1,439,019	8,154,444	23,035,320	35.400%
EDA	104,616	10,462	94,154	23,035,320	0.410%
Bonds	<u>1,879,093 *</u>	<u>225,491</u>	<u>1,653,602</u>	23,035,320	<u>7.180%</u>
	11,577,172	1,674,972	9,902,200		42.989%
*reduced by excess fire bond proceeds of \$60,000					
**Holding Fiscal Disparity fairly constant with 2017. Fiscal Disparity Disbursement not known at this time. To get 2018 Proposed tax capacity rate at 2017 adopted rate would need to reduce levy by \$145,000					

2017 Adopted Levy				5.97% Increase	
	<u>Certified</u>	<u>Fiscal Disp</u>	<u>Local Levy</u>	Estimated 2017 <u>Taxable Value</u>	Estimated Tax Capacity
General	8,670,635	1,373,708	7,296,927	20,779,674	35.116%
EDA	103,981	10,905	93,076	20,779,674	0.449%
Bonds	<u>1,704,442 *</u>	<u>272,867</u>	<u>1,431,575</u>	20,779,674	<u>6.890%</u>
	10,479,058	1,657,480	8,821,578		42.455%
*reduced by excess fire bond proceeds of \$125,000					

2016 Adopted Levy				5.39% Increase	
	<u>Certified</u>	<u>Fiscal Disp</u>	<u>Local Levy</u>	Estimated 2016 <u>Taxable Value</u>	Estimated Tax Capacity
General	8,287,721	1,248,188	7,039,533	19,609,016	35.899%
EDA	73,618	17,761	55,857	19,609,016	0.285%
Bonds	<u>1,609,736</u>	<u>211,563</u>	<u>1,398,173</u>	19,609,016	<u>7.130%</u>
	9,971,075	1,477,512	8,493,563		43.315%

2015 Adopted Levy				16.16% Increase	
	<u>Certified</u>	<u>Fiscal Disp</u>	<u>Local Levy</u>	Estimated 2015 <u>Taxable Value</u>	Estimated Tax Capacity
General	7,921,570	1,279,483	6,642,087	18,605,528	35.700%
EDA	116,444	22,081	94,363	18,605,528	0.508%
Bonds	<u>1,369,807</u>	<u>244,114</u>	<u>1,125,693</u>	18,605,528	<u>6.051%</u>
	9,407,821	1,545,678	7,862,143		42.259%

FUND

ECONOMIC DEVELOPMENT AUTHORITY

DEPARTMENT:

N/A

FUNCTION:

N/A

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
9230	4011	CURRENT-AD VALOREM TAXES	93,642	55,365	103,981	104,616
9230	4012	DELINQUENT-AD VALOREM TAXES	2,618	909		
9230	4014	FISCAL DISPARITIES	21,811	17,662		
9230	4273	OTHER STATE GRANTS & AIDS	-	-		
9230	4609	OTHER MISCELLANEOUS REVENUES	14,000	28,500		
9230	4701	INTEREST ON INVESTMENTS	11,277	7,561	10,000	7,500
9230	4901	TRANSFER IN FROM OTHER FUNDS	87,857	-		
Total Revenue			231,205	109,997	113,981	112,116

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
9230	6102	F.T. REGULAR-WAGES & SALARIES	100,945	-	-	
9230	6105	TEMPORARY-WAGES & SALARIES	1,135	1,050	5,700	4,000
9230	6121	PERA CONTRIBUTIONS	7,570	-	-	
9230	6122	FICA/MEDICARE CONTRIBUTIONS	7,810	80	206	306
9230	6131	GROUP INSURANCE	11,118	-	-	
9230	6133	WORKERS COMP INSURANCE PREMIUM	466	4	25	10
0130	6246	MARKETING	-	5,739	30,000	30,000
9230	6249	MISCELLANEOUS OPERATING SUPPLY	15,128	9,448	18,000	19,000
9230	6304	LEGAL FEES	102	-	-	
9230	6315	MISCELLANEOUS PROFESSIONAL SER	70,560	56,515	50,000	52,000
9230	6322	POSTAGE	20	65	250	
9230	6323	CELLULAR PHONES	-	-	-	
9230	6331	TRAVEL & LODGING	-	532	2,000	1,500
9230	6335	TRAINING	1,125	3,596	2,000	2,000
9230	6361	GENERAL LIABILITY/PROPERTY INS	2,343	733	2,500	1,000
9230	6371	ELECTRIC UTILITIES	954	971	-	
9230	6439	OTHER MISCELLANEOUS			-	
9230	6451	MEMBERSHIP DUES	650	-	3,000	2,000
9230	6452	SUBSCRIPTIONS		220	300	300
Total Expenditure			219,926	78,953	113,981	112,116

DESCRIPTION OF SERVICES:

The primary objective of the Economic Development Authority is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey.

GOALS OF CURRENT YEAR BUDGET:

- Growth of the City's tax base
- Growth in the City's quantity of jobs
- Improved quality of life
- Sale of City owned land
- Recruit new industrial and retail businesses
- Establish a new business park

	2014	2015	2016	2017
Sale of ALL City owned land (acres)	1.52	0.81	32.87	3
Employment	5,799	6,150	TBD	6,800
Unemployment Rates	4.6%	3.8%	4.0%	3.75%
Building Permits Valuation (ALL)	\$ 7,107,895	\$ 4,269,392	\$ 5,544,058	\$ 5,500,000

ITEM #	COST CNTR	DESCRIPTION	ESTIMATED PURCHASE PRICE	USEFUL LIFE	TOTAL OF PURCH PRC	NOTES	OTHER FUND AVAILABLE 12/31/XX	Net 2018 FUNDING REQUIRED
2018 CAPITAL OUTLAY								
Data Processing #192								
6585	192	Replace Email Server	7,500.00	7	7,500.00	Current Server has exceeded life		7,500.00
6585	192	Additional onsite storage-building surveillance	11,000.00	6	11,000.00			11,000.00
Total Data Processing #192			18,500.00		18,500.00		0.00	18,500.00
Government Buildings #194								
6520	194	Muni Ctr 2nd Floor Comm Room Build Out	100,000.00	40	100,000.00	Facility Fund -2018 Est End Bal \$434,000	0.00	100,000.00
Total Government Buildings #194			100,000.00		100,000.00		0.00	100,000.00
POLICE PROTECTION #211								
6550	211	Replace Chev Caprice Squad	30,000.00	4	30,000.00	Replace #331 - 2014 Caprice		30,000.00
6550	211	Replace Tahoe	35,000.00	4	35,000.00	Replace #332 - 2013 Tahoe		35,000.00
Total Police Protection #211			65,000.00		65,000.00		0.00	65,000.00
FIRE #220								
6580	220	Replace 2004 28 SCBA's	175,000.00	15	175,000.00			175,000.00
6550	220	Replace Grass 21	45,000.00	20	45,000.00	Replace #504 -1989 Ford F150		45,000.00
Total Fire #220			220,000.00		220,000.00		0.00	220,000.00
TRAFFIC ENGINEERING #260								
6580	260	New Programmable Message Board	39,000.00	10	39,000.00			39,000.00
Total Traffic Engr #260			39,000.00		39,000.00		0.00	39,000.00
PUBLIC Works #311								
6540	311	Replace Single Axle Dump Truck with plow eq	196,000.00	10	196,000.00	Replace #644-2002 Plow Truck-Trade In	8,000.00	188,000.00
6540	311	Replace Elgin Street Sweeper	211,000.00	10	211,000.00	Replace #642 - 2004 (Stormwater Utility F	211,000.00	0.00
6550	311	Replace 3/4 Ton Truck	42,270.00	10	42,270.00	Replace #637-2002 Chevy-Trade In	5,000.00	37,270.00
6580	311	Replace ATV athletic field maintenance mach	18,000.00	10	18,000.00	Replace #622-1998 Kawasaki		18,000.00
Total Public Works #311			467,270.00		467,270.00		224,000.00	243,270.00
PARK & RECREATION #452								
6540	452	Replace 3/4 Ton 4/4 pickup with plow equipm	44,170.00	10	44,170.00	Replace #653-2006 Ford-Trade iin	3,000.00	41,170.00
6540	452	1-Ton Truck with box & plow equipment	63,570.00	10	63,570.00			63,570.00
6580	452	Replace ATV athletic field maintenance mach	18,000.00	10	18,000.00	Replace #639-2003 Kawasaki		18,000.00
Total Park & Recreation #452			125,740.00		125,740.00		3,000.00	122,740.00
UTILITIES #601-602								
6550	601/602	Replace 3/4 Ton Truck	50,000.00	10	50,000.00	Replace #652-S&W Utility Funded	50,000.00	0.00
Total Utilities #601-602			50,000.00		50,000.00		50,000.00	0.00
TOTAL GENERAL FUND - 2018			1,085,510.00		1,085,510.00		277,000.00	808,510.00

2018 PERSONNEL REQUESTS		NEW	NEW	NEW	NEW	NEW	NEW	NEW	Add'l Hours	RECLASS	RECLASS		
2018 Budget	Cost Center	Admin 130 Full-Time	Comm Dev 191 Full-Time	Fire 220 Full-Time	Engr 301 Full-Time	Parks 452 Full-Time	Parks 452 Full-Time	Data Processing 192 Full-Time IT Technician	Admin 130	Parks 452			
		Admin Assistant	Sr. Planner	Fire Inspector/Life Safety Educator	Admin Assistant	Park Maintenance Worker	Recreation Assistant	29 to 40/hr week	Public Information & Event Specialist to Communications Coordinator	PW Eng Admin Asst to Admin Assistant			
												TOTALS	
6102	Full-Time Regular	39,579	70,578	46,237	39,579	37,705	43,092	14,903	3,843	1,020	296,536		
	Holiday Buy Back	-	-	-	-	-	-	-	-	-	-		
6121	Pera	2,968	5,293	7,491	2,968	2,827	3,232	1,117	288	77	26,261		
6122	FICA/Medicare	3,028	6,144	812	3,028	2,884	3,297	1,139	294	82	20,708		
6131	Group Insurance	8,923	9,734	8,112	8,923	8,112	9,734	9,734	-	-	63,272		
6151	Workers Comp	317	565	3,596	317	2,647	2,266	119	31	10	9,868		
6231	Uniforms	-	-	-	-	-	-	-	-	-	-		
6281	Tactical equip & non-marked squad												
	Total Funding Required	54,815	92,314	66,248	54,815	54,175	61,621	27,012	4,456	1,189	416,645		
	Offset Revenues:												
	Eliminate Admin Intern	(16,882)									(16,882)		
	Enterprise Funds									(475)	(475)		
	Forfeiture Funds												
	Add'l Net Funding Required	37,933	92,314	66,248	54,815	54,175	61,621	27,012	4,456	714	399,288		
		**See Note Below						**See Note Below	**See Note Below				
STATUS OF REQUEST		NEW (Step 1)	NEW (Step 1)	NEW (Step 1)	NEW (Step 1)	NEW (Step 1)	NEW (Step 1)	Hour Increase (Step 4)	Position Reclass (Step 2)	Position Reclass (Step 6)			
		1910 Hours	2080 Hours	1735 Hours	1910 Hours	1735 Hours	2080 Hours	2080 Hours	2080 hours	2080 hours			
		(Start Feb 1, 2018)		(Start Mar 1, 2018)	(Start Feb 1, 2018)	(Start Mar 1, 2018)							
		\$20.666 /hr	\$33.847/hr	\$26.57/hr	\$20.666 /hr	\$21.667/hr	\$20.666 /hr	\$26.184/hr	\$29.751/hr	\$25.832/hr			
	Full-Time Equivalent	1	1	1	1	1	1	Currently PT	Currently FT	Currently FT			
	PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours	See Attached justification	The Senior Planner addresses current workload for land use & zoning applications. Positon will also implement Strategic Plan initiatives to clean up Hwy 10 and improve image of key nodes & corridors. See Full justification.	See Attached Justification	Engineering Administrative Assistant will assist with various admin duties the City Engr currently completees, and provide coverage in other departments. See full justification/description of duties.	This would bring the park department bck to the 2011 staffing level. Position would be part of our snow removal program. In past filled gap with seasonal help and new 7 month position.	Duties range from coordination of all Ramsey's recreation programs and the Draw Summer Evernt Series as well as assisting the parks department wih administrative support tasks.	See attached Justification	Existing Public Info & Event Specialist will have an expanded supervisory role & expanded communications role (including becoming official emergency Public Information Officer & oversight of various communication pieces. Over 3 years experience with city and developed considerable institutional knowledge. See also justification from Administrative Assistant request as both requests are complementary.	Position was not reclassified to admin assistant when other positions were			

**The phased retirement of the City Clerk would reduce Personnel Costs by \$52,368 and to 1044 hours) Administration department including these positions are being repositioned to offset reduction in hours

Personnel Requests:
2018 Budget

Position Justification/Description of Duties

Administrative Assistant – Administration - NEW

Position Justification:

- The number, size, and popularity of **City run events** has grown tremendously over the last five years and residents have come to expect well executed events that show the City's commitment to its residents, businesses and families. These events promote citizen engagement and community image which are both discussed in the City's strategic plan. At the same time, the City's ability to recruit new volunteers and new donations for events has plateaued, placing an increased demand on City staff.
- The **City's communications efforts** have also grown which includes defining and promoting the Ramsey Brand and all-purpose marketing efforts with an emphasis on social media. Additionally, as technology, media devices, and social media continue to advance, the demand for staff dedicated to modern/ timely communications has increased year-after-year, for all organizations. This trend is consistent for the City of Ramsey.
- Currently both of these roles (city run events and communications) fall primarily on one staff person; the Public Information and Events Specialist (and the supporting administrative intern). The volume of work for this one position is becoming unmanageable and is not meeting expectations.
- The request to add one fulltime administrative assistant would be partially offset by the elimination of the annual administrative intern (currently, full time for six months). While the administrative intern has been helpful in the past, there is a great deal of inefficiency that falls back to regular staff, including: recruitment time and cost, training time and costs, onboarding and IT costs, followed by a brief period of productive time on the job, followed by separation from the City employment after just 67 or 100 days on the job, and the potential for an unemployment claim from the State. Internships are limited to either 67 or 100 days on the job due to Minnesota Statute 179A, Public Employment Labor Relations.
- The current staffing for City run events and communications (1 FT plus 1 intern) also exposes the City to the risk of being unable to recover from staff turnover. In the event that the Public Information and Event Specialist leaves the City, or goes on a significant leave, a trained back up does not exist. Considering the standard in which the City's events and communications are currently operating at (and continue to increase each year), not having a plan in place to address turnover is a major risk. Having at least one full time employee in place, trained on events and communications, will address this concern.

- The city's newly adopted strategic plan calls for more emphasis on pro-active/ consistent communication efforts, improved brand/image, and more public engagement. Hiring this position will open up time for the existing Public Information & Event Specialist to focus on these strategic initiatives. Examples:
 - Become more involved and proactive with the Ramsey Resident, including refreshing articles, improving layouts, more editing, and creating new/ stimulating content (city is currently reactive).
 - Become more proactive with social media, including more frequent and proactive posts (city is currently reactive). Additionally, city will consider implementing other social media options, such as Twitter.
 - Work with the city's Emergency Operations Coordinator and IT Manager to develop a streamlined crisis communications system (reference the communication challenges with the Blaine water crisis in 2017). Serve as the official emergency public information officer (current emergency communications plan has opportunity for improvement).
 - Provide general oversight and management of the look and feel of the city's website, from a high level communications perspective. Additionally, take a proactive approach to ensure we are maximizing the potential of our website, and keeping it updated (city is currently reactive).
 - Allow more time for speech writing, note creation, and content creation for Council/ Commission members participating in events, presentations, or interviews whom need assistance from staff.
 - Have ability to aid various department heads with their communication efforts (special projects that have major communication/ event components, including projects listed in the strategic plan).
 - Have ability to be more involved with ad-hoc projects, events, and targeted communication pieces (several requests made to administration department annually, including requests from Council and various Commissions).
 - Attend training as needed to allow for continuous improvement and use of best practices from communications industry (city is currently reactive).

Description of Duties:

This new position will replace the existing Administrative Intern position. The purpose of this position is to support the existing Public Information and Event Specialist (act as an assistant). Both positions will complement each other. This new position will act as the primary for events, and will provide support for communications. The existing Public Information and Event Specialist position will primarily focus on communications, and will provide support on events. However, because communications and events have a great deal of overlap, it is very likely these two staff members will act as a team. The existing Public Information and Event Specialist staff person will supervise this new position, and will still remain responsible for high level coordination of events.

The new Administrative Assistant will primarily focus on event administration/ coordination, event communication/ materials, event execution (set-up, day-of, and take-down), event registration/ correspondence to participants, and event committee coordination, etc.

- Example events: Happy Days, EDA Expo, EDA Golf Tourney, EDA Networking Event, Anoka Broker Event, Holiday Party, Tree Lighting Ceremony, PACT Charter Tour, supplemental support for various Parks & Recreation Events (Draw Event Series, Park & Recreation programming), and various ad hoc events (i.e. Highway 10 related, groundbreakings, etc.).

Public Information & Event Specialist to Communications Coordinator – Admin - Reclasp

- See Administrative Assistant request for details and justification. This request is complementary.
- The existing Public Information & Event Specialist will now have an expanded supervisory role and an expanded communications role (including becoming the official emergency Public Information Officer, and oversight of various communication pieces). Additionally, the existing Public Information & Event Specialist now has over three years' experience with the City, and has developed considerable institutional knowledge, and various work efficiencies. This position is now taking on a "Communications Coordinator" role. As a result, a reclass is being requested. This will adjust the wage for this position to be at the median for like positions within the metro.

IT Technician Increase from 29 hours to 40 hours week – Data Processing - Hour Increase

- The IT department's role is an invisible one at the City of Ramsey. We maintain computers, software and systems, which allow fellow staff to do their role effectively every workday. We also strive to improve the technologies we have and add new ones in order to facilitate efficient and effective government services.
- The City's IT Department currently responds to well over 1,500 documented service requests annually. That number doesn't include the dozens of walk-in and phone-in requests received daily. Our current count for desktops is 170 and the device count is 69.
- Some of projects in 2016 included: total replacement of all City firewalls, added malware endpoint protection to City computers (most Logis cities will be following this example in coming years), fitted a new squad car, Fire Station 2 support, online fillable forms on the website, utilities data collection tablet, updated police scheduling software (allowing PD staff to view schedules from home), and fitted dozens of cubicles and offices with sit/stand stations.

- With how busy 2016 was, we are already making great strides in 2017. We've already implemented new malicious website blocking software and network analysis software through Logis. These new implementations will significantly lower Ramsey's risk of malicious activity, and, actually saved the City money when looking at the website monitoring software licensing annual costs. On the horizon we have a server replacement this year, audio/visual improvements, as well as the very significant website redesign.
- Demand on the I.T. Department is growing fast. We are seeing an increased demand from our facilities (new buildings, smart room rentals, park rentals), increased employee counts, increased event AV support, an increased demand for better website offerings, and an increased demand on other I.T. Technologies (phones, tablets, and other devices).
- The City did reach out to neighboring communities, and similarly situated cities across the metro, to see how many full-time-equivalent I.T. staff they employed. As you could expect, the answers were widely varying for a number of reasons, depending on what services are being provided, and how the City approaches providing said services. Responses: Andover: 1, Blaine 4, Coon Rapids 4, Elk River 3, Oakdale 1-3, Roseville 4-5, and Savage 2.5. Ramsey currently has 1.6 F.T.E.s operating I.T. This request is to increase that number to 2.0.
- This request for increasing I.T. hours from 1.6 to 2.0 F.T.E. has been needed for several years. However, staff recognized the City was still recovering from the great recession until recently, and attempted to push this request out as far as possible. Additional hours within the I.T. Department are needed to accommodate the growing needs of the City, and maintain the level of service Ramsey IT is known to provide, while striving to continue to improve City services.
- Lastly, this position will also play a key role in the support and implementation of the City's new website. This position was included in the past 5-year budget. Having a second F.T.E. will provide Ramsey with a trained back up staff person, ready to step in, in the event of staff turn over, or staff leave.

Senior Planner – Community Development - NEW

The Senior Planner addresses current workload for land use and zoning applications. The position will also implement Strategic Plan initiatives to clean up Highway 10 and improve the image of key nodes and corridors through an incentive-based approach to planning and implementation. The Senior Planner will also be the City's housing and neighborhood resource expert, connect our residential community to available resources. The Senior Planner will also assume leadership to the Planning Team, allowing the City Planner to provide more time to environmental initiatives as approved in addition to zoning administration roles.

Fire Inspector/Life Safety Educator– Fire – NEW

The Fire Department staffing levels have not increased since 2004. Since that time, we have seen increases in calls for service and city growth with the addition of residential/commercial properties. This position will assist with the City's strategic initiative of improving the safety of the community and also gain personnel credit to ultimately lower our ISO classification rating. This position will be responsible for conducting code compliance inspections, performing preplanning activities and responding to emergencies as a firefighter. This position will also be responsible for developing and implementing fire and life safety education programs. Work includes preparing and presenting fire prevention and fire safety education programs, initiating and maintaining partnerships and communications with schools, community groups, and businesses; developing brochures and educational materials for public distribution.

Administrative Assistant – Engineering - NEW

This position will assist with various administrative duties the City Engineer currently completes, and will provide coverage for administrative assistants from other departments. Duties will include website administration and updates; preparation and mailing of letters, memos, and notices; Asset Management Program administration; Special Assessments program administration; meeting minutes; document filing and scanning; and covering desks and phones for administrative assistants from other departments.

Park Maintenance Worker – Park & Rec - NEW

This position would bring the park department back to the 2008 staffing level. This position would also be part of our snow removal program. In the past we have tried to fill the gap with seasonal help and a new 7 month position that was created with the help of the AFSCME union. With the current job market seasonal help is in high demand. Seasonal recruiting has become difficult and seasonal employees can only accomplish so many tasks because of restrictions on equipment operations and licensure requirements. While the park department starts spring cleanup and prepping athletic fields in April, most of our seasonal help starts in late May and leaves in mid August. The demand holds true in the Fall when we are working on athletic fields until late October. In the past 10 years demands for park maintenance have increased. Projects and maintenance that we have deferred action on are coming to the forefront, such as boardwalk repairs, aging playgrounds, trail maintenance, tree removal, etc. City sponsored events such as Happy Days and the Draw Concert Series are requiring more manhours from PW staff as well. This position would fall under Strategic Imperative III: "Smart, Citizen Focused Government" in our Strategic Action Plan

Recreational Assistant – Park & Rec - NEW

Duties range from coordination of all Ramsey's recreation programs and The Draw Summer Event Series, as well as assisting the parks department with myriad administrative support tasks.

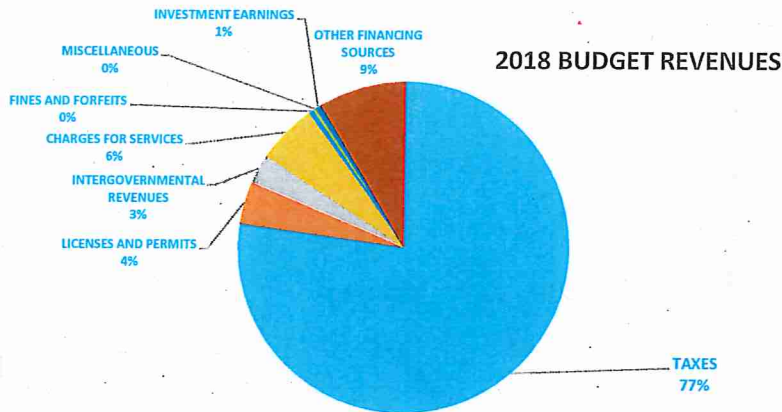
GENERAL FUND 101 - BUDGET SUMMARY

REVENUES

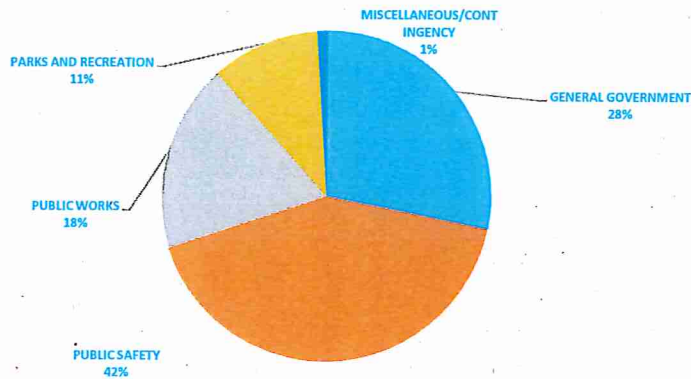
	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
TAXES	7,272,007	7,961,871	8,261,529	8,685,635	9,598,463
LICENSES AND PERMITS	451,323	784,954	526,009	511,800	512,750
INTERGOVERNMENTAL REVENUES	432,476	470,713	482,242	352,050	359,750
CHARGES FOR SERVICES	643,423	836,603	679,223	619,462	710,244
FINES AND FORFEITS	72,216	60,236	66,411	66,000	68,700
MISCELLANEOUS	67,131	28,776	36,069	31,000	31,000
INVESTMENT EARNINGS	209,969	76,953	55,841	100,000	70,000
OTHER FINANCING SOURCES	931,934	890,248	896,352	762,812	1,068,598
TOTAL REVENUES	10,080,479	11,110,354	11,003,676	11,128,759	12,419,505

EXPENDITURES

	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
GENERAL GOVERNMENT	2,352,144	2,553,779	2,802,966	3,127,038	3,497,853
PUBLIC SAFETY	3,904,643	4,179,687	4,491,423	4,843,668	5,185,175
PUBLIC WORKS	2,065,253	1,846,843	2,047,604	1,987,875	2,288,094
PARKS AND RECREATION	851,845	990,300	1,008,271	989,730	1,303,928
MISCELLANEOUS/CONTINGENCY	765,549	1,370,784	529,284	180,448	144,455
TOTAL EXPENDITURES	9,939,434	10,941,393	10,879,548	11,128,759	12,419,505



2018 BUDGET EXPENDITURES

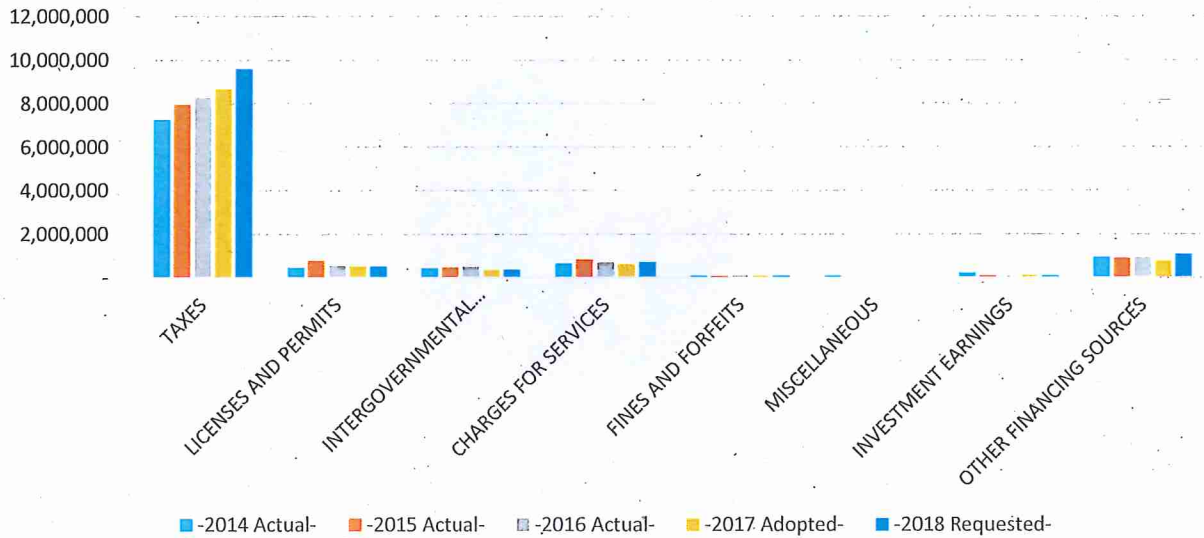


GENERAL FUND 101 - REVENUE SUMMARY	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
TAXES	7,272,007	7,961,871	8,261,529	8,685,635	9,598,463
LICENSES AND PERMITS	451,323	784,954	526,009	511,800	512,750
INTERGOVERNMENTAL REVENUES	432,476	470,713	482,242	352,050	359,750
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TOTAL REVENUES	10,080,479	11,110,354	11,003,676	11,128,759	12,419,505

HISTORICAL LEVY AMOUNTS

2014 LEVY	\$ 7,201,730	-0.65%
2015 LEVY	\$ 7,921,570	10.00%
2016 LEVY	\$ 8,287,716	4.62%
2017 LEVY	\$ 8,670,635	4.62%
2018 LEVY	\$ 9,593,463	10.64%

REVENUE SUMMARY BY SOURCE



GENERAL FUND 101 - REVENUE BY SOURCE		-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
TAXES						
4011	CURRENT-AD VALOREM TAXES	5,719,801	6,544,869	6,937,975	7,402,635	8,325,463
401A	CURRENT-UNCOLLECTED ALLOWANCE			-	(100,000)	(100,000)
4012	DELINQUENT-AD VALOREM TAXES	60,718	119,331	52,984	75,000	75,000
4014	FISCAL DISPARITIES	1,355,851	1,268,926	1,240,144	1,268,000	1,268,000
4015	EXCESS TAX INCREMENTS	119,556	856	21,882	20,000	20,000
4018	PENALTY/INT-AD VALOREM TAXES	16,081	27,889	8,544	20,000	10,000
TAXES Total		7,272,007	7,961,871	8,261,529	8,685,635	9,598,463

LICENSES AND PERMITS

- BUSINESS LICENSES/PERMITS

4140	CREDIT CARD PROCESSING FEES	(7,210)	(12,280)	(24,342)	(19,000)	(30,000)
4155	LIQUOR-ON SALE	43,550	43,400	38,200	42,000	38,000
4156	LIQUOR-OFF SALE	948	740	906	750	1,200
4159	MECHANICAL LICENSE	8,850	11,950	10,700	10,000	10,500
4163	PAWNSHOP LICENSE	7,121	6,695	5,798	6,500	5,000
4164	CIGARETTE SALES LICENSE	2,062	2,675	3,300	2,500	3,000
4165	REFUSE HAULERS LICENSE	350	350	200	350	350
4166	MOTOR VEHICLES LICENSE	5,832	3,850	2,625	-	-
4168	PEDDLERS LICENSE	1,700	1,520	1,955	1,700	1,700
4169	GASOLINE SALES LICENSE	1,769	2,042	-	-	-
4170	OTHER BUSINESS LICENSES & PERM	780	2,115	1,073	1,500	1,000
4171	INVESTIGATIVE FEES	2,609	4,326	4,942	3,000	3,000

- NON-BUSINESS LICENSES/PERMITS

4205	BUILDING PERMIT	226,624	472,551	288,360	300,000	300,000
4206	PLUMBING PERMIT	30,077	56,197	32,255	33,000	35,000
4207	ANIMAL LICENSE	851	1,280	1,410	1,000	1,000
4208	HEATING PERMIT	31,894	42,417	40,742	33,000	35,000
4209	CONDITIONAL USE PERMIT	6,130	6,550	6,000	5,000	6,000
4211	SIGN PERMITS	2,725	2,650	1,825	2,500	2,500
4212	RENTAL LICENSE	2,700	8,475	-	5,000	2,500
4213	FIRE PERMIT	4,666	9,066	7,573	9,000	9,000
4214	ELECTRICAL INSPECTION PERMIT	42,158	63,012	58,255	40,000	50,000
4220	SEPTIC SYSTEM PERMIT	22,880	33,648	29,275	20,000	25,000
4221	URBAN SEWER PERMIT	4,697	8,700	6,150	5,000	6,000
4222	URBAN WATER PERMIT	6,175	9,800	6,350	7,000	6,000
4230	OTHER NON-BUSINESS LIC & PERM	1,385	3,225	2,457	2,000	1,000

LICENSES AND PERMITS Total		451,323	784,954	526,009	511,800	512,750
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INTERGOVERNMENTAL REVENUES

- FEDERAL INTERGOVERNMENTAL

4253	FEDERAL EXCISE TAX REFUND	7,217	8,379	8,051	7,500	8,000
4252	FEDERAL GRANTS	-	-	14,350	-	-

- STATE INTERGOVERNMENTAL

4262	LOCAL GOVERNMENT AID	91,381	110,352	111,311	-	-
4263	MARKET VALUE HOMESTEAD CREDIT	2,268	3,338	3,272	-	-
4268	MSA FOR STREETS	140,000	140,000	140,000	140,000	140,000
4269	POLICE - INSURANCE PREMIUM TAX	164,378	179,451	186,048	175,000	190,000
4271	POST BOARD REIMBURSEMENT	6,758	7,330	7,591	7,500	7,500
4272	STATE EXCISE TAX REFUND	271	277	335	250	250
4273	OTHER STATE GRANTS & AIDS	20,203	21,586	11,284	13,800	14,000

- LOCAL INTERGOVERNMENTAL

4287	OTHER LOCAL GOVERNMENT GRANTS	-	-	-	8,000	-
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INTERGOVERNMENTAL REVENUES Total		432,476	470,713	482,242	352,050	359,750
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CHARGES FOR SERVICES

4304	RENTAL FEES - REAL PROPERTY	5,765	6,378	58,326	7,500	15,000
4305	RENTAL FEES	150,635	137,528	92,750	135,000	135,000
4306	ZONING & SUBDIVISION FEES	1,950	2,325	2,850	1,500	2,500
4307	PLAN CHECKING FEES	96,144	233,584	142,855	150,000	150,000
4308	SALES OF MAPS & PUBLICATIONS	1,951	1,381	1,144	1,000	1,000
4309	ASSESSMENT SEARCHES	2,485	720	90	-	-
4312	GENERAL GOVERNMENT STAFF TIME	15,369	6,806	9,373	7,500	15,000
4326	SPECIAL POLICE SERVICES	25,176	38,781	34,193	15,000	15,000
4327	SPECIAL FIRE PROTECTION SERVIC	56,545	45,945	60,821	45,000	55,000
4328	ACCIDENT REPORTS	2,417	2,254	2,466	1,500	2,000
4329	OPEN BURN PERMIT FEES	1,350	1,025	850	1,000	1,000
4330	OTHER PUBLIC SAFETY	8,547	3,977	4,589	3,000	4,000
4337	ENGINEERING	257,570	334,033	244,652	233,462	291,744
4338	PLAN & SPECIFICATION FEES	340	-	-	-	-
4339	OTHER PUBLIC WORKS	8,537	13,951	17,006	10,000	15,000
4347	OTHER CULTURE-RECREATION	8,642	7,915	7,258	8,000	8,000

CHARGES FOR SERVICES Total	643,423	836,603	679,223	619,462	710,244
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FINES AND FORFEITS

4452	COURT FINES	67,820	57,780	65,362	65,000	68,000
4453	OTHER FINES & FORFEITS	515	669	771	-	200
4454	ADMINISTRATIVE FINES	3,881	1,787	278	1,000	500

FINES AND FORFEITS Total	72,216	60,236	66,411	66,000	68,700
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MISCELLANEOUS

4604	SURCHARGES	780	913	743	1,000	1,000
4605	ELECTION FILING FEES	35	-	20	-	-
4609	OTHER MISCELLANEOUS REVENUES	66,316	27,863	35,306	30,000	30,000
4608	CONTRIBUTIONS & DONATIONS	-	-	-	-	-

MISCELLANEOUS Total	67,131	28,776	36,069	31,000	31,000
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INVESTMENT EARNINGS

4701	INTEREST ON INVESTMENTS	209,969	76,953	55,841	100,000	70,000
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INVESTMENT EARNINGS Total	209,969	76,953	55,841	100,000	70,000
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OTHER FINANCING SOURCES**TRANSFERS IN**

4901	TRANSFER IN FROM OTHER FUNDS	931,934	890,248	896,352	762,812	1,068,598
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OTHER FINANCING SOURCES Total	931,934	890,248	896,352	762,812	1,068,598
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TOTAL REVENUE	10,080,479	11,110,354	11,003,676	11,128,759	12,419,505
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GENERAL FUND 101 - LINE ITEM DETAIL

-2014 Actual- -2015 Actual- -2016 Actual- -2017 Adopted- -2018 Requested-

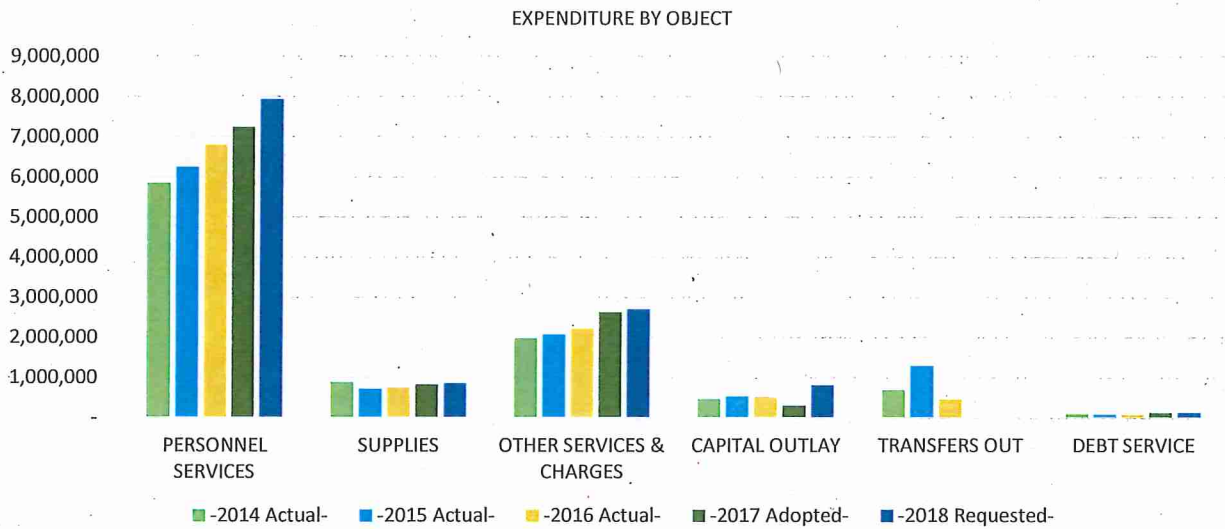
4337 Engineering

Riverdale Extention to Traprock (15% project cost of \$2.5M)	163,398	20,583	-	-	-
Road Reconstruction (Est 12% of project cost of up to \$ 1,700,000)		225,215	204,000	-	-
2018-Road Reconstructions :					
Bond Fund: 8% of \$1,705,600				85,392	136,448
Storm Fund: 12% of				10,614	-
2017-Overlays:					
Bond Fund: 8% of \$753,700				42,456	60,296
Sealcoats (Est 12% of \$500,000)	66,083	36,845	60,000	60,000	60,000
Private Funded Projects	28,089	51,390	10,000	35,000	35,000
	<u>257,570</u>	<u>334,033</u>	<u>274,000</u>	<u>233,462</u>	<u>291,744</u>

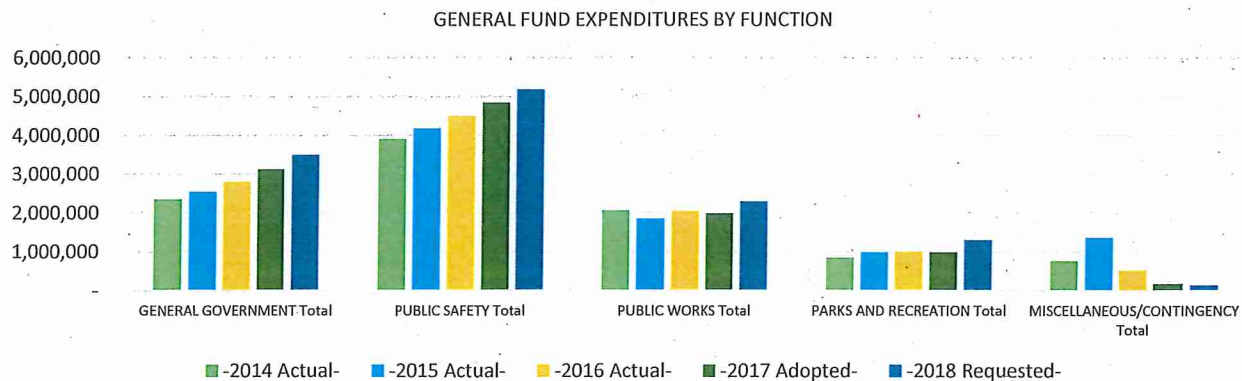
4901 Other Finance Sources

Water Fund Administrative Transfer	37,000	38,000	39,000	40,000	41,000
Sewer Fund Administrative Transfer	31,000	32,000	33,000	34,000	35,000
St. Lighting Fund Administrative Transfer	16,000	17,000	18,000	19,000	20,000
Recycling Fund Administrative Transfer	9,500	10,000	10,500	11,000	11,500
Storm Water Utility Fund Administrative Transfer	26,000	27,000	28,000	29,000	30,000
HRA Fund Closed to General	-	119,945	230,000	-	-
Tax Increment Financing #4	275,000	-	-	-	-
Equipment Certificate Fund	-	265,344	254,378	302,406	-
Public Facility Fund	-	-	-	-	100,000
Insurance Fund	-	-	-	-	22,588
PIR Fund-Street Maintenance	25,000	100,000	25,000	125,000	100,000
Equipment Revolving Fund	452,398	265,344	254,378	202,406	708,510
Landfill Tipping Fee Fund - Environment Services Time	60,036	15,615	-	-	-
	<u>931,934</u>	<u>890,248</u>	<u>892,256</u>	<u>762,812</u>	<u>1,068,598</u>

EXPENDITURE BY OBJECT SUMMARY	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES	5,854,763	6,250,991	6,804,543	7,249,034	7,936,159
SUPPLIES	876,914	711,546	735,171	825,300	852,375
OTHER SERVICES & CHARGES	1,976,813	2,073,959	2,220,484	2,631,607	2,703,006
CAPITAL OUTLAY	456,679	530,688	516,156	302,406	808,510
TRANSFERS OUT	686,900	1,291,936	452,455	-	-
DEBT SERVICE	87,365	82,273	76,829	120,412	119,455
TOTAL EXPENDITURE BY OBJECT	9,939,434	10,941,393	10,805,638	11,128,759	12,419,505



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
GENERAL GOVERNMENT						
0111	MAYOR AND COUNCIL	117,678	131,549	117,554	117,792	139,184
0114	CHARTER/PLAN/HORSE COMMISSIONS	4,555	4,979	5,326	9,467	9,467
0130	ADMINISTRATION	627,468	720,608	844,358	954,493	995,794
0141	ELECTIONS	46,262	7,792	69,503	7,256	48,992
0153	FINANCE	295,694	328,942	326,447	339,560	352,154
0155	ASSESSING	134,984	136,517	137,937	138,000	140,000
0161	LEGAL	123,540	127,726	123,358	128,600	128,400
0191	PLANNING & ZONING	169,949	201,297	287,848	415,772	510,525
0192	DATA PROCESSING	446,228	423,219	421,976	465,751	516,104
0194	GENERAL GOVERNMENT BUILDINGS	357,708	440,198	431,122	497,691	607,488
0195	NEWSLETTER	28,078	30,952	37,537	52,656	49,745
GENERAL GOVERNMENT Total		2,352,144	2,553,779	2,802,966	3,127,038	3,497,853
PUBLIC SAFETY						
0211	POLICE PROTECTION	2,929,720	3,027,457	3,191,267	3,428,777	3,510,141
0220	FIRE PROTECTION	656,308	758,147	817,778	895,212	1,070,215
0240	PROTECTIVE INSPECTIONS	240,218	306,871	363,178	391,199	423,083
0250	CIVIL DEFENSE	5,166	4,728	22,708	7,500	7,600
0260	TRAFFIC ENGINEERING	61,206	71,868	80,766	103,780	152,786
0270	ANIMAL CONTROL	5,249	4,408	8,871	8,050	9,500
0280	COMMUNITY ORIENTING POLICING	6,776	6,208	6,855	9,150	11,850
PUBLIC SAFETY Total		3,904,643	4,179,687	4,491,423	4,843,668	5,185,175
PUBLIC WORKS						
0301	ENGINEERING	268,652	355,495	358,831	386,856	417,153
0311	STREET MAINTENANCE	1,399,856	1,294,881	1,470,492	1,356,114	1,595,118
0312	SNOW & ICE REMOVAL	396,745	196,467	218,281	244,905	275,823
PUBLIC WORKS Total		2,065,253	1,846,843	2,047,604	1,987,875	2,288,094
PARKS AND RECREATION						
0452	PARK & RECREATION	763,828	901,623	913,634	976,730	1,288,928
0455	COMMUNITY PROGRAMS	8,199	5,556	16,495	13,000	15,000
0461	ENVIRONMENTAL SERVICES	79,818	83,121	78,142	-	-
PARKS AND RECREATION Total		851,845	990,300	1,008,271	989,730	1,303,928
MISCELLANEOUS/CONTINGENCY						
0892	EXPENDITURE RESERVE	765,549	1,370,784	529,284	180,448	144,455
MISCELLANEOUS/CONTINGENCY Total		765,549	1,370,784	529,284	180,448	144,455
TOTAL EXPENDITURES & OTHER FINANCING		9,939,434	10,941,393	10,879,548	11,128,759	12,419,505



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	3,984,025	4,191,438	4,597,697	4,904,555	5,454,315
6103	FULL TIME-REGULAR-OVERTIME	95,359	79,743	108,810	104,000	96,000
6104	PART TIME-WAGES & SALARIES	330,625	353,891	383,568	447,733	393,872
6105	TEMPORARY-WAGES & SALARIES	164,817	158,776	170,229	203,006	222,615
6106	OVERTIME-TEMPORARY	187	1,620	2,057	-	-
6107	OVERTIME-PART TIME	236	-	119	-	-
WAGES AND SALARIES		4,575,249	4,785,468	5,262,480	5,659,294	6,166,802
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	4,122	69,136	47,457	-	-
OTHER GROSS EARNINGS		4,122	69,136	47,457	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	450,485	523,345	534,057	583,825	635,673
6122	FICA/MEDICARE CONTRIBUTIONS	221,160	256,498	257,947	299,102	328,850
6123	ICMA RETIREMENT TRUST	2,000	2,032	1,968	2,000	2,000
6131	GROUP INSURANCE	495,919	513,515	567,154	563,289	629,333
6132	DISABILITY INSURANCE	-	1,284	1,284	1,300	1,300
6133	WORKERS COMP INSURANCE PREMIUM	105,828	99,713	132,196	140,224	172,201
EMPLOYER CONTRIBUTIONS		1,275,392	1,396,387	1,494,606	1,589,740	1,769,357
PERSONNEL SERVICES Total		5,854,763	6,250,991	6,804,543	7,249,034	7,936,159

SUPPLIES

OFFICE SUPPLIES						
6203	DUPLICATING SUPPLY & COPY PAPER	1,712	3,299	3,283	3,500	3,250
6204	STATIONERY, ENVELOPES & FORMS	4,816	5,776	4,278	6,450	6,200
6205	DRAFTING SUPPLIES	-	200	-	400	250
6206	FILM, MICROFILM, TAPES, DISKS	344	566	1,310	1,800	1,800
6207	TRAINING SUPPLIES	720	3,365	1,765	2,500	2,500
6208	MISCELLANEOUS OFFICE SUPPLIES	11,591	12,728	10,304	15,650	15,475
OFFICE SUPPLIES		19,183	25,934	20,940	30,300	29,475
OPERATING SUPPLIES						
6221	CLEANING SUPPLIES	1,776	963	1,043	2,700	2,700
6223	GASOLINE	120,093	91,228	80,898	123,500	112,000
6225	DIESEL FUEL	67,741	30,022	24,802	64,500	42,500
6227	LUBRICANTS & ADDITIVES	4,523	3,046	3,578	5,400	5,100
6229	SHOP MATERIALS	5,467	4,849	3,751	8,000	7,500
6231	UNIFORMS & TURN-OUT GEAR	48,156	59,558	63,704	50,550	56,800
6233	BATTERIES	1,003	1,131	1,084	1,200	1,200
6235	AMMUNITION	10,782	11,715	9,056	9,000	8,500
6237	CRIME SCENE KIT MATERIALS	535	1,107	792	1,000	1,000
6239	FIRST AID SUPPLIES	3,175	1,956	2,833	2,700	3,300
6241	COMMUNITY POLICING SUPPLIES	6,025	4,298	5,519	7,000	6,200
6247	HAPPY DAYS SUPPLIES	7,000	10,000	10,000	11,250	11,750
6249	MISCELLANEOUS OPERATING SUPPLY	122,839	116,043	104,970	127,600	131,750
6246	MARKETING	-	-	18,000	10,000	5,000
OPERATING SUPPLIES		399,115	335,916	330,030	424,400	395,300
REPAIR AND MAINTENANCE SUPPLIES						
6251	BATTERIES	839	106	2,572	1,700	3,000
6253	BRAKES	1,598	1,824	3,825	2,000	2,200
6255	TIRES	3,093	8,906	7,999	8,200	8,200
6257	OTHER VEHICLE PARTS	105,778	80,091	82,933	88,000	93,800
6259	BUILDING MAINT/REPAIR SUPPLIES	7,833	4,513	8,912	11,500	11,500
6261	SAND & GRAVEL	3,949	1,951	993	3,000	4,000
6263	SALT	153,891	72,561	87,028	44,500	72,000
6265	ASPHALT	31,209	31,610	38,107	50,000	60,000
6266	SCBA-PARTS	7,827	9,370	5,893	5,000	5,000
6267	OTHER STREET MAINTENANCE SUPPL	5,277	1,933	3,388	5,700	5,700
6269	LANDSCAPE MATERIALS	28,643	26,670	13,673	25,500	25,500

6271	SIGN REPAIR MATERIALS	249	-	985	3,000	3,000
6275	OTHER EQUIPMENT PARTS	1,515	2,301	15,562	3,500	3,200
6268	IRRIGATION SUPPLIES	-	-	15,628	10,000	15,000
REPAIR AND MAINTENANCE SUPPLIES		351,701	241,836	287,498	261,600	312,100
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	106,855	107,860	96,653	109,000	115,450
SMALL TOOLS AND MINOR EQUIPMENT		106,855	107,860	96,653	109,000	115,450
MERCHANDISE FOR RESALE						
6291	CULVERTS, SIGNS, STREET SUPPLY	60	-	50	-	50
MERCHANDISE FOR RESALE		60	-	50	-	50
SUPPLIES Total		876,914	711,546	735,171	825,300	852,375

OTHER SERVICES & CHARGES

PROFESSIONAL SERVICES						
6302	AUDITING & ACCOUNTING SERVICES	30,600	31,100	33,110	33,500	34,100
6304	LEGAL FEES	122,341	126,355	122,179	127,000	127,000
6305	MEDICAL/PSYCHOLOGICAL FEES	15,958	10,304	13,132	16,000	16,000
6306	PERSONNEL TESTING & RECRUITMT	921	1,497	1,125	3,500	2,000
6315	MISCELLANEOUS PROFESSIONAL SER	167,251	200,196	287,370	364,415	410,088
PROFESSIONAL SERVICES		337,071	369,452	456,916	544,415	589,188
COMMUNICATION						
6321	TELEPHONE	17,963	17,767	19,021	23,540	23,640
6322	POSTAGE	13,711	14,851	16,236	21,100	20,650
6323	CELLULAR PHONES	22,504	24,303	26,639	31,250	31,800
6325	LONG DISTANCE CHARGES	-	-	-	-	-
COMMUNICATION		54,178	56,921	61,896	75,890	76,090
EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	4,723	13,048	7,147	18,400	17,000
6334	MILEAGE REIMBURSEMENT	510	294	386	1,800	1,750
6335	TRAINING	61,039	60,686	56,099	94,860	88,100
EMPLOYEE REIMBURSEMENTS		66,272	74,028	63,632	115,060	106,850
ADVERTISING AND PUBLISHING						
6352	GENERAL NOTICE & PUBLIC INFOR	23,176	24,067	28,249	34,700	37,900
6353	ORDINANCE PUBLICATION	696	1,231	860	1,500	1,500
6354	HELP WANTED ADVERTISEMENTS	2,791	3,159	3,022	3,300	3,500
ADVERTISING AND PUBLISHING		26,663	28,457	32,131	39,500	42,900
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	129,261	141,088	133,436	155,000	146,175
INSURANCE		129,261	141,088	133,436	155,000	146,175
UTILITIES						
6371	ELECTRIC UTILITIES	154,161	160,186	167,207	173,700	175,700
6372	WATER/IRRIGATION	9,536	19,782	23,456	15,700	24,500
6373	GAS	63,271	37,945	40,002	57,150	45,500
6374	REFUSE/RECYCLING	8,230	8,903	10,451	10,300	11,300
UTILITIES		235,198	226,816	241,116	256,850	257,000
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	28,795	29,021	36,570	35,000	41,000
6382	MACHINERY & EQUIPMENT REPAIR	24,070	24,163	39,736	27,300	35,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	250	250
6386	BRAKE REPAIR	-	-	541	1,000	1,000
6387	TIRE MOUNTING & BALANCING	130	-	171	600	600
6388	OTHER VEHICLE REPAIR	47,279	30,541	34,313	55,000	59,000
6389	TOWING SERVICES	11	344	1,657	500	3,000
REPAIRS AND MAINTENANCE - LABOR		100,285	84,069	112,988	119,650	140,350
REPAIRS AND MAINTENANCE - CONTRACTS						
6404	MACHINERY & EQUIPMENT	990	1,348	1,325	4,000	3,000
6405	OFFICE & DATA PROCESSING EQUIP	209,158	230,001	242,254	317,742	311,127
REPAIRS AND MAINTENANCE - CONTRACTS		210,148	231,349	243,579	321,742	314,127
RENTALS						
6413	OFFICE EQUIPMENT RENTAL	6,387	5,170	5,834	6,500	6,000
6415	OTHER EQUIPMENT RENTAL	32,293	43,712	38,735	49,300	102,300
6416	MACHINERY RENTAL	100	-	63	600	700

6417	UNIFORM RENTAL	6,091	5,423	2,997	5,650	4,100
RENTALS		44,871	54,305	47,629	62,050	113,100
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	46,005	52,879	45,101	51,250	59,326
6452	SUBSCRIPTIONS	1,465	1,440	1,487	4,150	4,000
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		47,470	54,319	46,588	55,400	63,326
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	347	1,616	1,731	2,950	3,100
BOOKS AND PAMPHLETS		347	1,616	1,731	2,950	3,100
CONTRACTED SERVICES						
6488	STREET MAINTENANCE CONTRACT	512,125	403,384	491,369	500,000	500,000
6489	OTHER CONTRACTED SERVICES	212,924	348,155	287,473	383,100	350,800
CONTRACTED SERVICES		725,049	751,539	778,842	883,100	850,800
OTHER SERVICES & CHARGES Total		1,976,813	2,073,959	2,220,484	2,631,607	2,703,006

CAPITAL OUTLAY

CAPITAL OUTLAY						
6520	BUILDINGS	-	-	-	-	100,000
6540	HEAVY MACHINERY	259,940	178,973	254,117	-	330,010
6550	MOTOR VEHICLES	86,715	77,844	97,604	181,000	110,000
6580	OTHER EQUIPMENT	-	241,615	164,435	113,906	250,000
6585	COMPUTER HARDWARE/SOFTWARE	110,024	32,256	-	7,500	18,500
CAPITAL OUTLAY		456,679	530,688	516,156	302,406	808,510
CAPITAL OUTLAY Total		456,679	530,688	516,156	302,406	808,510

TRANSFERS OUT

OPERATING TRANSFERS						
6820	OPERATING TRANSFERS TO OTHER F	686,900	1,291,936	452,455	-	-
OPERATING TRANSFERS		686,900	1,291,936	452,455	-	-
TRANSFERS OUT Total		686,900	1,291,936	452,455	-	-

DEBT SERVICE

DEBT SERVICE						
6603	OTHER L.T. OBLIGATION PRINCIPA	87,365	82,273	76,829	120,412	119,455
DEBT SERVICE		87,365	82,273	76,829	120,412	119,455
DEBT SERVICE Total		87,365	82,273	76,829	120,412	119,455

TOTAL EXPENDITURES & OTHER FINANCING		9,939,434	10,941,393	10,805,638	11,128,759	12,419,505
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FUND: GENERAL

Business Unit	2017 Adopted Budget	2018 Requested Budget
REVENUE		
9101 - GENERAL FUND REVENUE	11,128,759	12,419,505
TOTAL REVENUE	11,128,759	12,419,505

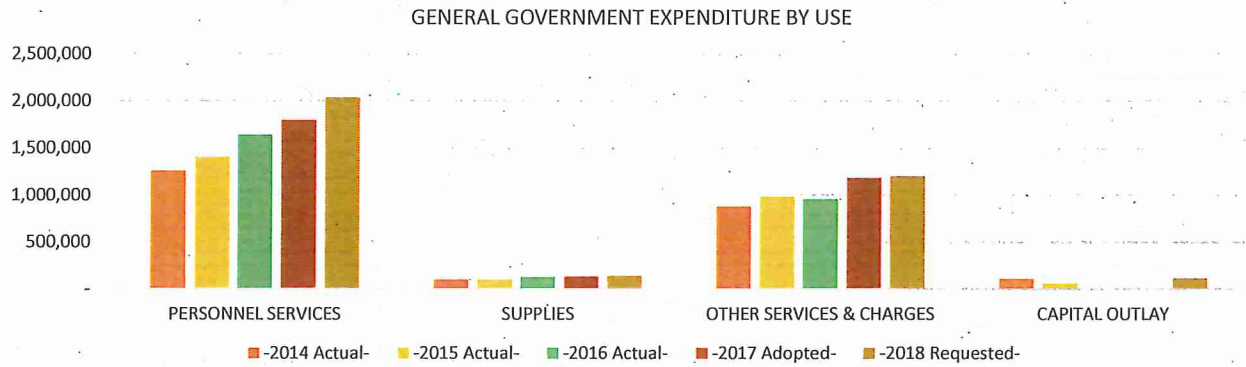
EXPENDITURES		
111 - MAYOR AND COUNCIL	117,792	139,184
114 - COMMISSIONS	9,467	9,467
130 - ADMINISTRATION	954,493	995,794
141 - ELECTIONS	7,256	48,992
153 - FINANCE	339,560	352,154
155 - ASSESSING	138,000	140,000
161 - LEGAL SERVICES	128,600	128,400
191 - PLANNING AND ZONING	415,772	510,525
192 - DATA PROCESSING	465,751	516,104
194 - GENERAL GOVERNMENT BUILDINGS	497,691	607,488
195 - NEWSLETTER	52,656	49,745
211 - POLICE PROTECTION	3,428,777	3,510,141
220 - FIRE PROTECTION	895,212	1,070,215
240 - BUILDING INSPECTION	391,199	423,083
250 - CIVIL DEFENSE	7,500	7,600
260 - TRAFFIC ENGINEERING	103,780	152,786
270 - ANIMAL CONTROL	8,050	9,500
280 - COMMUNITY ORIENTING POLICING	9,150	11,850
301 - ENGINEERING	386,856	417,153
311 - STREET MAINTENANCE	1,356,114	1,595,118
312 - SNOW AND ICE REMOVAL	244,905	275,823
452 - PARK AND RECREATION	976,730	1,288,928
455 - COMMUNITY PROGRAMS	13,000	15,000
461 - ENVIRONMENTAL SERVICES	-	-
892 - MISCELLANEOUS/CONTINGENCY	180,448	144,455
TOTAL EXPENDITURES	11,128,759	12,419,505

Excess (deficiency) of revenue over expenditures

GENERAL FUND 101 - GENERAL GOVERNMENT

GENERAL GOVERNMENT	111-195
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EXPENDITURE BY OBJECT SUMMARY	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES	1,261,026	1,404,069	1,642,010	1,798,417	2,035,614
SUPPLIES	98,947	98,796	126,802	134,050	139,175
OTHER SERVICES & CHARGES	882,147	987,521	960,244	1,187,071	1,204,564
CAPITAL OUTLAY	110,024	63,393	-	7,500	118,500
TOTAL EXPENDITURE BY OBJECT	2,352,144	2,553,779	2,729,056	3,127,038	3,497,853



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

GENERAL GOVERNMENT

111-195

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	863,097	968,935	1,126,849	1,245,262	1,430,908
6103	FULL TIME-REGULAR-OVERTIME	2,025	299	5,632	5,000	5,000
6104	PART TIME-WAGES & SALARIES	90,486	90,128	103,374	126,363	93,028
6105	TEMPORARY-WAGES & SALARIES	49,117	29,115	63,618	51,468	66,266
6107	OVERTIME-PART TIME	236	-	119	-	-
TOTAL WAGES AND SALARIES		1,004,961	1,088,477	1,299,592	1,428,093	1,595,202
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	54	6,762	-	-	-
TOTAL OTHER GROSS EARNINGS		54	6,762	-	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	66,015	80,460	87,685	103,683	111,230
6122	FICA/MEDICARE CONTRIBUTIONS	72,919	86,873	93,057	113,376	127,113
6123	ICMA RETIREMENT TRUST	2,000	2,032	1,968	2,000	2,000
6131	GROUP INSURANCE	106,666	130,817	150,040	135,299	183,208
6133	WORKERS COMP INSURANCE PREMIUM	8,411	8,648	9,668	15,966	16,861
TOTAL EMPLOYER CONTRIBUTIONS		256,011	308,830	342,418	370,324	440,412
Total PERSONNEL SERVICES		1,261,026	1,404,069	1,642,010	1,798,417	2,035,614
SUPPLIES						
OFFICE SUPPLIES						
6203	DUPLICATING SUPPLY & COPY PAPER	1,712	3,299	3,283	3,500	3,250
6204	STATIONERY, ENVELOPES & FORMS	3,417	2,557	1,878	3,750	3,500
6206	FILM, MICROFILM, TAPES, DISKS	107	-	-	-	-
6208	MISCELLANEOUS OFFICE SUPPLIES	6,191	5,402	3,335	7,800	7,825
TOTAL OFFICE SUPPLIES		11,427	11,258	8,496	15,050	14,575
OPERATING SUPPLIES						
6221	CLEANING SUPPLIES	1,776	963	1,043	2,500	2,500
6223	GASOLINE	3,130	2,201	1,613	3,000	3,000
6225	DIESEL FUEL	214	52	792	2,000	2,000
6231	UNIFORMS & TURN-OUT GEAR	-	1,710	1,181	1,500	1,850
6247	HAPPY DAYS SUPPLIES	7,000	10,000	10,000	11,250	11,750
6249	MISCELLANEOUS OPERATING SUPPLY	33,139	29,167	29,248	31,100	35,250
6246	MARKETING	-	-	18,000	10,000	5,000
TOTAL OPERATING SUPPLIES		45,259	44,093	61,877	61,350	61,350
REPAIR AND MAINTENANCE SUPPLIES						
6257	OTHER VEHICLE PARTS	399	367	604	1,500	1,800
6259	BUILDING MAINT/REPAIR SUPPLIES	4,711	2,419	2,727	5,000	5,000
TOTAL REPAIR AND MAINTENANCE SUPPLIES		5,110	2,786	3,331	6,500	6,800
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	37,151	40,659	53,098	51,150	56,450
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		37,151	40,659	53,098	51,150	56,450
Total SUPPLIES		98,947	98,796	126,802	134,050	139,175
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6302	AUDITING & ACCOUNTING SERVICES	27,200	27,650	29,610	29,900	30,500
6304	LEGAL FEES	122,341	126,355	122,179	127,000	127,000
6305	MEDICAL/PSYCHOLOGICAL FEES	15,958	10,304	13,132	16,000	16,000
6306	PERSONNEL TESTING & RECRUITMT	921	1,497	1,125	3,500	2,000
6315	MISCELLANEOUS PROFESSIONAL SER	62,557	67,545	122,249	153,471	168,588
TOTAL PROFESSIONAL SERVICES		228,977	233,351	288,295	329,871	344,088
COMMUNICATION						
6321	TELEPHONE	10,826	10,827	11,667	16,140	16,040
6322	POSTAGE	10,481	9,599	12,075	14,700	15,000
6323	CELLULAR PHONES	3,592	4,112	4,479	5,250	5,300
6325	LONG DISTANCE CHARGES	-	-	-	-	-
TOTAL COMMUNICATION		24,899	24,538	28,221	36,090	36,340

EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	833	9,397	2,815	13,000	11,500
6334	MILEAGE REIMBURSEMENT	52	-	219	800	1,000
6335	TRAINING	16,648	11,207	12,746	32,360	31,100
TOTAL EMPLOYEE REIMBURSEMENTS		17,533	20,604	15,780	46,160	43,600
ADVERTISING AND PUBLISHING						
6352	GENERAL NOTICE & PUBLIC INFOR	23,084	24,067	28,249	34,700	37,900
6353	ORDINANCE PUBLICATION	696	1,231	860	1,500	1,500
6354	HELP WANTED ADVERTISEMENTS	2,791	3,159	3,022	3,300	3,500
TOTAL ADVERTISING AND PUBLISHING		26,571	28,457	32,131	39,500	42,900
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	32,212	35,146	35,703	39,800	38,675
TOTAL INSURANCE		32,212	35,146	35,703	39,800	38,675
UTILITIES						
6371	ELECTRIC UTILITIES	88,673	94,023	101,119	106,000	106,000
6372	WATER/IRRIGATION	3,292	3,451	2,650	4,000	4,000
6373	GAS	37,515	23,917	23,815	30,000	26,000
6374	REFUSE/RECYCLING	3,576	3,621	3,574	4,500	4,500
TOTAL UTILITIES		133,056	125,012	131,158	144,500	140,500
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	9,774	5,967	4,749	10,000	10,000
6382	MACHINERY & EQUIPMENT REPAIR	11,320	8,720	9,981	10,000	10,000
6388	OTHER VEHICLE REPAIR	445	178	716	1,000	2,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		21,539	14,865	15,446	21,000	22,000
REPAIRS AND MAINTENANCE - CONTRACTS						
6405	OFFICE & DATA PROCESSING EQUIP	204,286	211,392	232,703	266,350	261,535
TOTAL REPAIRS AND MAINTENANCE - CONTRACTS		204,286	211,392	232,703	266,350	261,535
RENTALS						
6415	OTHER EQUIPMENT RENTAL	619	811	282	1,000	1,000
TOTAL RENTALS		619	811	282	1,000	1,000
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	39,953	44,373	37,997	42,500	48,776
6452	SUBSCRIPTIONS	1,348	1,440	1,487	3,150	3,000
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		41,301	45,813	39,484	45,650	51,776
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	142	47	-	350	350
TOTAL BOOKS AND PAMPHLETS		142	47	-	350	350
CONTRACTED SERVICES						
6489	OTHER CONTRACTED SERVICES	151,012	247,485	141,041	216,800	221,800
TOTAL CONTRACTED SERVICES		151,012	247,485	141,041	216,800	221,800
Total OTHER SERVICES & CHARGES		882,147	987,521	960,244	1,187,071	1,204,564
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6520	BUILDINGS	-	-	-	-	100,000
6580	OTHER EQUIPMENT	-	31,137	-	-	-
6585	COMPUTER HARDWARE/SOFTWARE	110,024	32,256	-	7,500	18,500
TOTAL CAPITAL OUTLAY		110,024	63,393	-	7,500	118,500
Total CAPITAL OUTLAY		110,024	63,393	-	7,500	118,500
TOTAL EXPENDITURES & OTHER FINANCING		2,352,144	2,553,779	2,729,056	3,127,038	3,497,853

FUND GENERAL

DEPARTMENT: MAYOR AND COUNCIL
 FUNCTION: GENERAL GOVERNMENT

BUDGET SUMMARY:

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0111	6104	PART TIME-WAGES & SALARIES	45,049	44,000	44,000	44,000
0111	6121	PERA CONTRIBUTIONS	600	600	900	900
0111	6122	FICA/MEDICARE CONTRIBUTIONS	3,485	3,366	3,366	3,366
0111	6133	WORKERS COMP INSURANCE PREMIUM	82	103	176	242
0111	6247	HAPPY DAYS SUPPLIES	10,000	10,000	11,250	11,750
0111	6249	MISCELLANEOUS OPERATING SUPPLY	8,772	6,758	10,500	11,500
0111	6315	MISCELLANEOUS PROFESSIONAL SER	16,245	15,105	-	16,000
0111	6322	POSTAGE	-	-	-	-
0111	6331	TRAVEL & LODGING	5,067	1,188	7,500	6,000
0111	6335	TRAINING	1,332	1,174	2,500	2,000
0111	6361	GENERAL LIABILITY/PROPERTY INS	1,448	1,191	1,500	1,500
0111	6451	MEMBERSHIP DUES	39,468	34,069	36,100	41,926
Total Expenditure			131,548	117,554	117,792	139,184

PERSONNEL COMPLEMENT

Mayor	1.00	1.00	1.00	1.00
Council	6.00	6.00	6.00	6.00
Mayor and Council Total	7.00	7.00	7.00	7.00

6249 Miscellaneous Operating Supplies

Mayor's Prayer Breakfast	370	380	400	400
Meals for Council Work sessions	3,606	2,352	4,000	4,000
Anoka Area Chamber of Commerce	600	600	600	600
Holiday Party	2,684	3,091	3,200	3,200
Gala/Fundraising Events	500	335	300	300
Miscellaneous	1,012	-	2,000	3,000
	8,772	6,758	10,500	11,500

6451 Dues

Anoka County Mediation Services	2,604	2,604	2,650	2,650
North Metro Mayors Association	10,576	11,396	11,810	12,400
North Metro Chamber	368	350	450	450
North Metro Hwy 10 Corridor	-	-	-	-
Anoka Area Chamber of Commerce	410	410	450	450
Youth First (Lawful Gambling Funded)	7,000	-	-	-
League of Minnesota Cities	18,480	19,279	19,985	19,985
MN Mayors Assoc	30	30	30	30
Metro Cities	-	-	-	4,100
National League of Cities	-	-	-	1,861
	39,468	34,069	35,375	41,926

DESCRIPTION OF SERVICES:

The Mayor and Council budget provides for legislative and policy making activities of the city on behalf of the citizens of Ramsey. They provide for the planning and control of all financial activities including approving the tax levy, rates and charges, and approval of expenditures.

BUDGET HIGHLIGHTS

- Bi-Annual Survey: \$16,000
- Happy Days Donation Increase by \$500
- Tree Lighting Event: \$1,000

GOALS OF CURRENT YEAR BUDGET:

- Establish and implement a Strategic Action Plan
- Establish legislative priorities for the City
- Maintain a stable tax levy rate
- Advocate for Highway 10 Improvements at the State and Federal Level

Performance Measurements:

		2016 Actual	2017 Actual	2018 Projected
Tax Levy Rate		43.32%	42.46%	42.40%
Sale of City Owned Land (acres)		32.04	3	10
State and Federal Funding Allocated for U.S. Highway 10 (dollars)		\$ 21,633,308.00	\$ -	\$ 1,000,000

FUND GENERAL

DEPARTMENT: COMMISSIONS
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0114	6105	TEMPORARY-WAGES & SALARIES	4,560	4,890	8,660	8,660
0114	6122	FICA/MEDICARE CONTRIBUTIONS	349	364	663	663
0114	6133	WORKERS COMP INSURANCE PREMIUM	17	19	69	69
0114	6322	POSTAGE	-	-	-	-
0114	6361	GENERAL LIABILITY/PROPERTY INS	53	53	75	75
Total Expenditure			4,979	5,326	9,467	9,467

PERSONNEL COMPLEMENT

Charter Commission Members	9.00	9.00	9.00	9.00
Planning Commission Members	7.00	7.00	7.00	7.00
Commission Total	16.00	16.00	16.00	16.00

DESCRIPTION OF SERVICES:
 The Commissions budget provides council-appointed committee members tasked to review and provide feedback on city plans, initiatives, and policies. Commissions include: Charter Commission, Economic Development Authority Commission, Environmental Policy Board Commission, Parks and Recreation Commission, and Planning Commission.

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Assist the City Council in the implementation of the City's 3-Year Strategic Action Plan
- Implement individual commissions' work plans and missions
- Implement and manage individual commissions' budgets

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
# of Meetings: Charter Commission	2	1	1
# of Meetings: Economic Development Authority Commission	12	11	11
# of Meetings: Environmental Policy Board Commission	12	10	10
# of Meetings: Parks and Recreation Commission	11	10	10
# of Meetings: Planning Commission	15	12	12
# of Meetings: City Council Regular Session	23	22	22
# of Meetings: City Council Work Session	24	30	30
# of Meetings: Public Works Committee	11	10	10

FUND GENERAL

DEPARTMENT: ADMINISTRATION
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0130	6102	F.T. REGULAR-WAGES & SALARIES	455,028	555,210	582,241	610,958
0130	6103	FULL TIME-REGULAR-OVERTIME	18	2,193	5,000	5,000
0130	6104	PART TIME-WAGES & SALARIES	-	-	-	-
0130	6105	TEMPORARY-WAGES & SALARIES	7,176	8,150	35,528	22,326
0130	6108	SEVERANCE PAY	-	-	-	-
0130	6121	PERA CONTRIBUTIONS	35,648	40,495	46,333	45,197
0130	6122	FICA/MEDICARE CONTRIBUTIONS	37,017	41,545	50,205	51,425
0130	6123	ICMA RETIREMENT TRUST	2,032	1,968	2,000	2,000
0130	6131	GROUP INSURANCE	48,893	66,118	64,934	76,284
0130	6133	WORKERS COMP INSURANCE PREMIUM	2,108	2,605	4,942	5,066
0130	6203	DUPLICATING SUPPLY & COPY PAPE	3,300	3,283	3,500	3,250
0130	6204	STATIONERY, ENVELOPES & FORMS	1,827	1,175	2,750	2,500
0130	6208	MISCELLANEOUS OFFICE SUPPLIES	4,622	2,701	5,500	5,500
0130	6246	MARKETING	-	18,000	5,000	5,000
0130	6249	MISCELLANEOUS OPERATING SUPPLY	5,028	4,596	10,000	5,250
0130	6305	MEDICAL/PSYCHOLOGICAL FEES	10,304	13,132	16,000	16,000
0130	6306	PERSONNEL TESTING & RECRUITMT	1,497	1,125	3,500	2,000
0130	6315	MISCELLANEOUS PROFESSIONAL SER	43,330	43,481	50,000	72,588
0130	6321	TELEPHONE	1,322	1,296	1,700	1,600
0130	6322	POSTAGE	627	665	1,500	1,500
0130	6323	CELLULAR PHONES	1,520	2,026	2,250	2,000
0130	6331	TRAVEL & LODGING	4,054	1,186	4,000	4,000
0130	6334	MILEAGE REIMBURSEMENT	-	219	300	500
0130	6335	TRAINING	7,621	9,347	22,560	22,000
0130	6352	GENERAL NOTICE & PUBLIC INFOR	457	624	1,800	1,700
0130	6353	ORDINANCE PUBLICATION	1,231	860	1,500	1,500
0130	6354	HELP WANTED ADVERTISEMENTS	3,159	3,022	3,300	3,500
0130	6361	GENERAL LIABILITY/PROPERTY INS	7,933	8,097	8,400	8,400
0130	6405	OFFICE & DATA PROCESSING EQUIP	13,467	8,056	13,500	13,000
0130	6451	MEMBERSHIP DUES	3,247	2,428	4,000	3,750
0130	6452	SUBSCRIPTIONS	586	755	2,250	2,000
0130	6489	OTHER CONTRACTED SERVICES	17,557	-	-	-
Total Expenditure			720,609	844,358	954,493	995,794

PERSONNEL COMPLEMENT

City Administrator	1.00	1.00	1.00	1.00
Assistant City Administrator/Econ Dev Dir	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	0.50
Administrative Clerks	1.00	1.00	1.00	1.00
Mgmt Intern	0.50	0.50	0.50	0.50
Administrative Assistant	-	-	0.50	1.50
Public Information & Events Specialist	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00	1.00
Administration Total	8.50	8.50	9.00	9.50

6249 Miscellaneous Operating Supplies

Employee Recognition	1,926	1,983	2,700	2,700
Flowers for illnesses, expenses for staff workshops, thank-you cards, and other miscellaneous operating supplies.	3,102	2,613	2,300	2,550
	5,028	4,596	5,000	5,250

6315 Miscellaneous Professional Services

Insurance Agent of Record Annual Fee	6,200	6,200	6,400	6,400
Excess Liability Insurance Coverage -\$1M for total of \$3M	-	-	-	22,588
Flex Spending(admin & deposit)	3,003	2,500	3,200	3,200
Employee Assistance Program	1,005	519	1,300	1,300
City Code Codification	7,063	7,774	7,400	7,400
Miscellaneous department charges	1,478	4,147	6,800	6,800
Recruiting Software	5,000	3,000	3,000	3,000
Health admin/enrollment	2,750	2,860	2,900	2,900
Minute Taking	16,831	16,481	19,000	19,000
	43,330	43,481	50,000	72,588

6451 Dues

IPMA - National	-	149	150	150
ICMA	1,076	1,048	1,100	1,100
MCCMA	375	156	375	375
MAMA	45	45	45	45
Miscellaneous	1,151	430	1,730	1,480
HR organizations-misc	-	-	-	-
Rotary	600	600	600	600
	3,247	2,428	4,000	3,750

DESCRIPTION OF SERVICES:

The Administration Department is generally responsible for the execution of city policy/ strategic plan as adopted by the City Council, prepares and maintains official records, provides for the licensing of local businesses and activities as required by state law or city ordinance, provides Human Resource services, and generally oversees the coordination of events and communications for the City.

BUDGET HIGHLIGHTS

- City Clerk Position Pera Phased Retirement: (\$52,368) Savings
- F.T. Administrative Assistant: \$54,815 (Feb 1 Start)
- Elimination of Administrative Intern (See FT Admin Asst): (\$16,882) Savings
- Reclass Public Information & Event Specialist to Communications Coordinator: \$4,456
- Tree Lighting Event: \$1,000

GOALS OF CURRENT YEAR BUDGET:

- Oversee implementation of the Council Strategic Action Plan and Legislative Priorities
- Optimize use of non-city funding through joint projects, grants, and partnerships
- Actively participate in effort to secure funding for U.S. Highway 10

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Strategic action plan items completed (all departments)	24 of 36	0 of 33	12 of 33
Turnover rate in staff (w/out layoffs)	0	0	0

FUND GENERAL

DEPARTMENT: ELECTIONS

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0141	6102	F.T. REGULAR-WAGES & SALARIES	1,845	16,910	717	7,812
0141	6103	FULL TIME-REGULAR-OVERTIME	-	2,026	-	-
0141	6104	PART TIME-WAGES & SALARIES	-	766	-	-
0141	6105	TEMPORARY-WAGES & SALARIES	-	38,804	-	28,000
0141	6121	PERA CONTRIBUTIONS	138	1,478	54	-
0141	6122	FICA/MEDICARE CONTRIBUTIONS	144	1,537	54	2,739
0141	6133	WORKERS COMP INSURANCE PREMIUM	8	228	6	466
0141	6208	MISCELLANEOUS OFFICE SUPPLIES		10	-	25
0141	6249	MISCELLANEOUS OPERATING SUPPLY	33	1,216	100	1,000
0141	6281	SMALL TOOLS & MINOR EQUIPMENT	5,223	5,365	5,850	7,750
0141	6322	POSTAGE	50	390	50	300
0141	6361	GENERAL LIABILITY/PROPERTY INS	86	703	125	600
0141	6451	MEMBERSHIP DUES	265	70	300	300
0141	6580	OTHER EQUIPMENT			-	
Total Expenditure			7,792	69,503	7,256	48,992

DESCRIPTION OF SERVICES:

The Elections budget provides funds needed to conduct the national, state, and local elections in accordance with statutory requirements.

BUDGET HIGHLIGHTS

- Election Year: \$41,736 Increase

GOALS OF CURRENT YEAR BUDGET:

- To run a smooth election, making it a positive experience for our voters
- To maintain 100% vote count accuracy
- To hire qualified Election Judges

Performance Measurements:

	2014	2016	2018 Estimated
Number of Votes	9,097	16,927	11,000
Number of Voters registered Election Day	15,130	17,280	17,500
Percent (votes/registered)	60.13%	97.96%	62.86%
Number of Wards	4	4	4
Number of Precincts	8	8	8

FUND GENERAL

DEPARTMENT: FINANCE

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0153	6102	F.T. REGULAR-WAGES & SALARIES	213,612	219,460	231,548	239,982
0153	6108	SEVERANCE PAY	6,761	-		
0153	6121	PERA CONTRIBUTIONS	17,012	16,009	17,366	17,999
0153	6122	FICA/MEDICARE CONTRIBUTIONS	17,162	15,711	18,612	19,353
0153	6131	GROUP INSURANCE	30,640	31,492	23,817	26,537
0153	6133	WORKERS COMP INSURANCE PREMIUM	1,025	1,021	1,317	1,883
0153	6204	STATIONERY, ENVELOPES & FORMS	730	703	1,000	1,000
0153	6208	MISCELLANEOUS OFFICE SUPPLIES	293	404	500	500
0153	6302	AUDITING & ACCOUNTING SERVICES	27,650	29,610	29,900	30,500
0153	6321	TELEPHONE	433	439	500	500
0153	6322	POSTAGE	2,170	2,199	2,400	2,200
0153	6335	TRAINING	1,322	275	1,800	1,000
0153	6352	GENERAL NOTICE & PUBLIC INFOR	1,252	779	1,400	1,200
0153	6361	GENERAL LIABILITY/PROPERTY INS	4,740	4,562	5,000	4,900
0153	6451	MEMBERSHIP DUES	529	679	600	800
0153	6489	OTHER CONTRACTED SERVICES	3,611	3,104	3,800	3,800
Total Expenditure			328,942	326,447	339,560	352,154

PERSONNEL COMPLEMENT

Finance Director	1.00	1.00	1.00	1.00
Asst. Finance Director	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	-	-
Accountant II	-	-	1.00	1.00
Accounting Clerk	1.00	1.00	-	-
Sr. Accounting Clerk	-	-	1.00	1.00
Finance Total	4.00	4.00	4.00	4.00

DESCRIPTION OF SERVICES:

The Finance Department is responsible for financial reporting and budgeting, assessments, cash receipts, accounts receivable, accounts payable, payroll processing, debt service management and investment of all city funds.

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Continued long-term financial planning (5-Year Budget & CIP)
- Continued CAFR award recognition
- Ensure compliance with state and federal laws

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Average Rate of Return	1.23%	1.36%	1.50%
Bond Rating	AA+	AA+	AA+
Vendor Checks Issued	2,927	2,468	2,500

FUND GENERAL

DEPARTMENT: ASSESSING

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0155	6489	OTHER CONTRACTED SERVICES	136,517	137,937	138,000	140,000
Total Expenditure			136,517	137,937	138,000	140,000

DESCRIPTION OF SERVICES:

The Assessing budget provides contractual assessing services provided by Anoka County.

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Increase number of in-person assessment appraisals to better reflect market values

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Number of Assessed Parcels - Residential Properties	8,308	8,572	8,701
Number of Assessed Parcels - Commercial Properties	345	338	343

FUND GENERAL

DEPARTMENT: LEGAL
FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0161	6304	LEGAL FEES	126,355	122,179	127,000	127,000
0161	6361	GENERAL LIABILITY/PROPERTY INS	1,371	1,179	1,600	1,400
Total Expenditure			127,726	123,358	128,600	128,400

DESCRIPTION OF SERVICES:

The Legal budget provides for legal counsel to the City Council and city staff, reviews ordinances, resolutions, contracts and other legal documents. The budget also provides for prosecution services. The City's prosecution services are provided by Randall, Goodrich & Haag, P.L.C and other legal services are provided by Ratwik, Roszak & Maloney, P.A.

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Ensure city compliance with all laws

FUND GENERAL

DEPARTMENT: PLANNING AND ZONING
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0191	6102	F.T. REGULAR-WAGES & SALARIES	125,518	156,739	228,627	312,002
0191	6105	TEMPORARY-WAGES & SALARIES	17,379	11,774	7,280	7,280
0191	6121	PERA CONTRIBUTIONS	9,928	11,549	17,693	23,946
0191	6122	FICA/MEDICARE CONTRIBUTIONS	11,286	12,661	18,712	25,914
0191	6131	GROUP INSURANCE	19,299	18,509	20,502	39,079
0191	6133	WORKERS COMP INSURANCE PREMIUM	660	770	1,387	2,554
0191	6208	MISCELLANEOUS OFFICE SUPPLIES	487	185	1,500	1,500
0191	6249	MISCELLANEOUS OPERATING SUPPLY	799	1,274	2,000	2,000
0191	6315	MISCELLANEOUS PROFESSIONAL SER	7,969	63,663	103,471	80,000
0191	6321	TELEPHONE	390	386	500	500
0191	6322	POSTAGE	424	764	750	1,000
0191	6323	CELLULAR PHONES	1,263	1,292	1,500	1,500
0191	6325	LONG DISTANCE CHARGES	-	-	-	-
0191	6331	TRAVEL & LODGING	276	441	1,500	1,500
0191	6334	MILEAGE REIMBURSEMENT	-	-	500	500
0191	6335	TRAINING	852	1,847	3,000	3,000
0191	6352	GENERAL NOTICE & PUBLIC INFOR	831	1,752	1,500	2,000
0191	6361	GENERAL LIABILITY/PROPERTY INS	2,171	2,759	2,600	2,900
0191	6451	MEMBERSHIP DUES	864	751	1,500	2,000
0191	6452	SUBSCRIPTIONS	854	732	900	1,000
0191	6471	BOOKS & PAMPHLETS	47	-	350	350
Total Expenditure			201,297	287,848	415,772	510,525

PERSONNEL COMPLEMENT

City Planner	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
Senior Planner	-	-	-	1.00
Community Development Assistant	1.00	1.00	1.00	1.00
Planning Intern	0.50	0.50	0.50	0.50
Rental License Intern	0.50	-	-	-
Planning & Zoning Total	4.00	3.50	3.50	4.50

DESCRIPTION OF SERVICES:

The mission of the Community Development Department is to guide residential and commercial growth through comprehensive planning processes and administer the city's building and zoning codes in a equitable and professional manner to promote and sustain public safety, quality of life, and the health and well being of the whole community.

The Planning Division's function is to prepare and implement the City's Comprehensive Plan (the City's land use guide) and comprises of two (2) major functions: long-range land use planning and zoning administration.

BUDGET HIGHLIGHTS

- F.T. Senior Planner: \$92,314
- Reduction in Professional Services: (\$20,000) if Senior Planner is hired

GOALS OF CURRENT YEAR BUDGET:

- All Land Use Applications processed with 60 days.
- Standard plan review completed within 5 business day (previously 10 business days).
- Complete draft of Comprehensive Plan Update.
- Improve the image of key nodes and corridors and clean up Highway 10.
- Improve the application process for land use applications.

Performance Measurements:				
		2016 Actual	2017 Estimate	2018 Projected
Number of Land Use Applications		28	29	30
Number of Permits		2,172	2,200	2,250
Number of Code Enforcement Cases		55	75	100

FUND GENERAL

DEPARTMENT: DATA PROCESSING
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0192	6102	F.T. REGULAR-WAGES & SALARIES	67,020	74,297	78,661	138,671
0192	6104	PART TIME-WAGES & SALARIES	22,004	34,290	36,629	-
0192	6121	PERA CONTRIBUTIONS	6,996	7,987	8,647	10,400
0192	6122	FICA/MEDICARE CONTRIBUTIONS	7,106	8,117	8,820	10,609
0192	6131	GROUP INSURANCE	10,661	11,308	8,682	21,840
0192	6133	WORKERS COMP INSURANCE PREMIUM	410	496	922	1,109
0192	6206	FILM, MICROFILM, TAPES, DISKS	-	-	-	-
0192	6208	MISCELLANEOUS OFFICE SUPPLIES	-	35	300	300
0192	6249	MISCELLANEOUS OPERATING SUPPLY	2,073	2,515	500	500
0192	6281	SMALL TOOLS & MINOR EQUIPMENT	32,301	44,537	41,300	44,700
0192	6321	TELEPHONE	8,681	9,546	13,440	13,440
0192	6335	TRAINING	80	103	2,500	3,100
0192	6361	GENERAL LIABILITY/PROPERTY INS	4,569	4,098	5,000	4,400
0192	6374	REFUSE/RECYCLING	-	-	-	-
0192	6405	OFFICE & DATA PROCESSING EQUIP	197,925	224,647	252,850	248,535
0192	6580	OTHER EQUIPMENT	31,137	-	-	-
0192	6585	COMPUTER HARDWARE/SOFTWARE	32,256	-	7,500	18,500
Total Expenditure			423,219	421,976	465,751	516,104

PERSONNEL COMPLEMENT

IT Manager	1.00	1.00	1.00	1.00
IT Tech	0.50	0.73	0.73	1.00
Data Processing Total	1.50	1.73	1.73	2.00

6405 Office Equipment Contracts

Support:	11,800	10,985	10,000	10,000
Financial Support(General Ledger,P/R, S/A, F/A & System Dev)	69,538	72,255	76,881	93,222
PIMS System Support	27,861	30,605	31,955	35,169
GIS	32,512	34,231	35,000	36,800
Laser Fiche Licensing	6,673	6,673	7,000	7,000
Licensing/maintenance	35,000	55,186	45,373	50,000
Internet (Included in LOGIS Support)	12,011	12,033	12,466	12,344
Printer Support	2,530	2,679	4,660	4,000
Website Redesign	-	-	29,515	-
	197,925	224,647	252,850	248,535

6585 Computer Hardware / Software

Replace File/E-Mail Server	-	-	7,500	7,500
Switches & Battery Replacements	32,256	-	-	-
Additional On-Site Storage for Building Surveillance Video	-	-	-	11,000
	32,256	-	7,500	18,500

DESCRIPTION OF SERVICES:

The Information Technology Department manages and maintains all voice, network and data systems for the city. They also handle long-term project planning, technology implementations and helpdesk support for city staff.

BUDGET HIGHLIGHTS

- IT Technician to full-time status from 29 hours week: \$27,012

GOALS OF CURRENT YEAR BUDGET:

- Ensure all city staff have the technology resources available to them to provide efficient service.
- Maintain and implement current technologies into the existing work environments and infrastructure.
- Identify any opportunities for improvement and seek out solutions to improve city services.

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Number of Physical Servers	7	9	9
Number of Virtualized Servers	0	0	0
Number of Desktop PCs / Laptops	142	152	160
Number of Phones	95	98	100
Number of Mobile Phones	61	63	63
Number of Tablets	5	6	8
Number of Wireless Access Points	8	10	12

FUND GENERAL

DEPARTMENT: GENERAL GOVERNMT. BUILDINGS
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0194	6102	F.T. REGULAR-WAGES & SALARIES	103,545	100,786	112,984	116,097
0194	6103	FULL TIME-REGULAR-OVERTIME	282	1,413		
0194	6104	PART TIME-WAGES & SALARIES	23,075	24,318	45,734	49,028
0194	6107	OVERTIME-PART TIME	-	119		
0194	6121	PERA CONTRIBUTIONS	9,960	9,309	11,904	12,384
0194	6122	FICA/MEDICARE CONTRIBUTIONS	10,127	9,471	12,142	12,632
0194	6131	GROUP INSURANCE	21,325	22,613	17,364	19,468
0194	6133	WORKERS COMP INSURANCE PREMIUM	4,328	4,411	7,063	5,429
0194	6221	CLEANING SUPPLIES	963	1,043	2,500	2,500
0194	6223	GASOLINE	2,201	1,613	3,000	3,000
0194	6225	DIESEL FUEL	52	792	2,000	2,000
0194	6231	UNIFORMS & TURN-OUT GEAR	1,710	1,181	1,500	1,850
0194	6249	MISCELLANEOUS OPERATING SUPPLY	12,462	12,889	13,000	15,000
0194	6257	OTHER VEHICLE PARTS	367	604	1,500	1,800
0194	6259	BUILDING MAINT/REPAIR SUPPLIES	2,418	2,727	5,000	5,000
0194	6275	OTHER EQUIPMENT PARTS	-	-		
0194	6281	SMALL TOOLS & MINOR EQUIPMENT	3,135	3,196	4,000	4,000
0194	6323	CELLULAR PHONES	1,330	1,161	1,500	1,800
0194	6361	GENERAL LIABILITY/PROPERTY INS	12,433	12,680	15,000	14,000
0194	6371	ELECTRIC UTILITIES	94,024	101,119	106,000	106,000
0194	6372	WATER/IRRIGATION	3,451	2,650	4,000	4,000
0194	6373	GAS	23,917	23,815	30,000	26,000
0194	6374	REFUSE/RECYCLING	3,621	3,574	4,500	4,500
0194	6381	BUILDING & STRUCTURE REPAIR	5,968	4,749	10,000	10,000
0194	6382	MACHINERY & EQUIPMENT REPAIR	8,720	9,981	10,000	10,000
0194	6388	OTHER VEHICLE REPAIR	178	716	1,000	2,000
0194	6415	OTHER EQUIPMENT RENTAL	811	282	1,000	1,000
0194	6417	UNIFORM RENTAL	-	-		
0194	6489	OTHER CONTRACTED SERVICES	89,800	73,910	75,000	78,000
0194	6520	BUILDINGS	-	-	-	100,000
Total Expenditure			440,203	431,122	497,691	607,488

PERSONNEL COMPLEMENT

Gen. Gov't. Bldgs.					
Building Maintenance		2.63	2.63	2.63	3.13
Gen Govt Bldgs Total		2.63	2.63	2.63	3.13

DESCRIPTION OF SERVICES:
 The General Government Buildings Department is responsible for cleaning city buildings and the repair and maintenance of all building systems.

BUDGET HIGHLIGHTS

- Capital: \$100,000 for Muni Center 2nd Floor Community Room build out (Facility Fund funded)

GOALS OF CURRENT YEAR BUDGET:

- Clean and maintain our municipal buildings to the highest level possible
- Continue to prepare and support voting precincts during elections
- Respond to all maintenance requests in a timely manner

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Buildings Maintained	12	12	12
Rooms Prepared for Meetings Annually	1118	1175	1210
Maintenance Request Cleared	48	40	40

FUND GENERAL

DEPARTMENT: NEWSLETTER

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0195	6102	F.T. REGULAR-WAGES & SALARIES	2,368	3,447	10,484	5,386
0195	6121	PERA CONTRIBUTIONS	178	258	786	404
0195	6122	FICA/MEDICARE CONTRIBUTIONS	197	285	802	412
0195	6133	WORKERS COMP INSURANCE PREMIUM	10	15	84	43
0195	6322	POSTAGE	6,328	8,057	10,000	10,000
0195	6352	GENERAL NOTICE & PUBLIC INFOR	21,528	25,094	30,000	33,000
0195	6361	GENERAL LIABILITY/PROPERTY INS	343	381	500	500
Total Expenditure			30,952	37,537	52,656	49,745

DESCRIPTION OF SERVICES:
 The community newsletter, The Ramsey Resident, is distributed to residential homes every two months. It is intended to provide public information about community events and local government.

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Implement refreshed Ramsey branding items into the newsletter

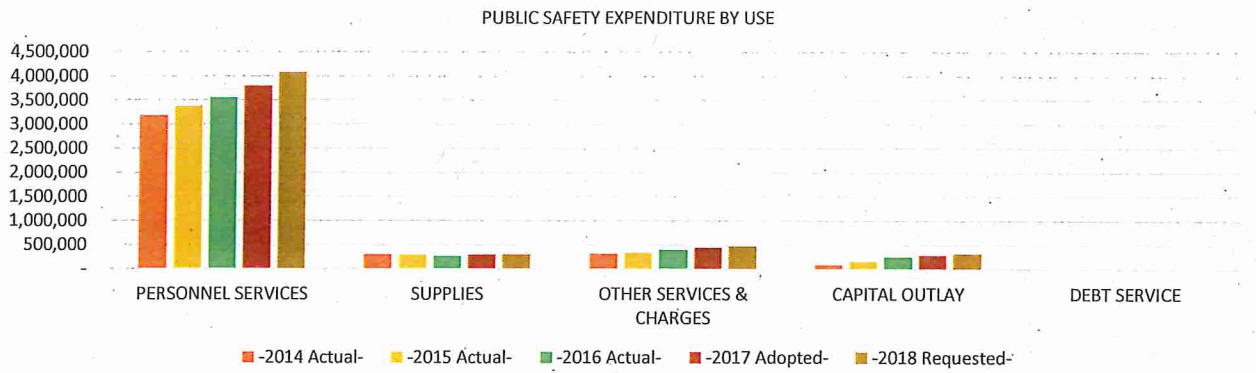
Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Number of newsletters completed annually	6	6	6
Number of full color newsletters completed annually	4	6	6
Number of pages published annually	80	80	100
Annual quantity of paid ads	46	50	60

GENERAL FUND 101 - GENERAL GOVERNMENT

PUBLIC SAFETY 211-280

EXPENDITURE BY OBJECT SUMMARY	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES	3,179,269	3,372,310	3,558,331	3,802,162	4,081,833
SUPPLIES	305,607	296,136	274,769	297,750	302,850
OTHER SERVICES & CHARGES	324,336	343,427	401,384	453,950	476,492
CAPITAL OUTLAY	86,715	163,289	256,939	289,806	324,000
DEBT SERVICE	8,716	4,525	-	-	-
TOTAL EXPENDITURE BY OBJECT	3,904,643	4,179,687	4,491,423	4,843,668	5,185,175



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC SAFETY 211-280

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	2,177,091	2,234,989	2,396,841	2,598,829	2,821,443
6103	FULL TIME-REGULAR-OVERTIME	63,409	55,708	73,866	65,000	65,000
6104	PART TIME-WAGES & SALARIES	240,139	263,763	280,194	321,370	300,844
6105	TEMPORARY-WAGES & SALARIES	17,860	25,088	331	-	-
6107	OVERTIME-PART TIME	170	-	-	-	-
TOTAL WAGES AND SALARIES		2,498,669	2,579,548	2,751,232	2,985,199	3,187,287
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	-	62,374	47,457	-	-
TOTAL OTHER GROSS EARNINGS		-	62,374	47,457	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	314,017	361,593	365,184	394,780	430,083
6122	FICA/MEDICARE CONTRIBUTIONS	69,211	81,684	76,551	89,418	94,131
6131	GROUP INSURANCE	238,696	228,347	239,122	252,241	271,932
6132	DISABILITY INSURANCE	-	1,284	1,284	1,300	1,300
6133	WORKERS COMP INSURANCE PREMIUM	58,676	57,480	77,501	79,224	97,100
TOTAL EMPLOYER CONTRIBUTIONS		680,600	730,388	759,642	816,963	894,546
Total PERSONNEL SERVICES		3,179,269	3,372,310	3,558,331	3,802,162	4,081,833
SUPPLIES						
OFFICE SUPPLIES						
6204	STATIONERY, ENVELOPES & FORMS	1,399	3,219	2,400	2,700	2,700
6206	FILM, MICROFILM, TAPES, DISKS	237	566	1,310	1,800	1,800
6207	TRAINING SUPPLIES	720	3,365	1,765	2,500	2,500
6208	MISCELLANEOUS OFFICE SUPPLIES	3,463	4,696	5,129	5,750	5,750
TOTAL OFFICE SUPPLIES		5,819	11,846	10,604	12,750	12,750
OPERATING SUPPLIES						
6223	GASOLINE	82,881	63,169	57,333	83,000	78,000
6225	DIESEL FUEL	5,262	2,853	2,582	3,500	3,500
6227	LUBRICANTS & ADDITIVES	910	1,010	1,064	1,100	1,100
6229	SHOP MATERIALS	964	837	630	1,000	1,000
6231	UNIFORMS & TURN-OUT GEAR	42,521	49,973	55,051	40,750	45,750
6233	BATTERIES	1,003	1,131	1,084	1,200	1,200
6235	AMMUNITION	10,782	11,715	9,056	9,000	8,500
6237	CRIME SCENE KIT MATERIALS	535	1,107	792	1,000	1,000
6239	FIRST AID SUPPLIES	3,175	1,956	2,833	2,700	3,300
6241	COMMUNITY POLICING SUPPLIES	6,025	4,298	5,519	7,000	6,200
6249	MISCELLANEOUS OPERATING SUPPLY	42,657	48,411	36,574	50,000	50,500
TOTAL OPERATING SUPPLIES		196,715	186,460	172,518	200,250	200,050
REPAIR AND MAINTENANCE SUPPLIES						
6251	BATTERIES	839	106	2,572	1,700	3,000
6253	BRAKES	1,598	1,824	3,825	2,000	2,200
6255	TIRES	3,093	8,906	7,999	8,200	8,200
6257	OTHER VEHICLE PARTS	21,791	22,352	18,969	19,000	22,000
6259	BUILDING MAINT/REPAIR SUPPLIES	-	136	1,479	500	500
6266	SCBA-PARTS	7,827	9,370	5,893	5,000	5,000
6271	SIGN REPAIR MATERIALS	249	-	985	3,000	3,000
6275	OTHER EQUIPMENT PARTS	1,515	2,301	15,521	3,000	3,000
TOTAL REPAIR AND MAINTENANCE SUPPLIES		36,912	44,995	57,243	42,400	46,900
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	66,101	52,835	34,354	42,350	43,100
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		66,101	52,835	34,354	42,350	43,100
MERCHANDISE FOR RESALE						
6291	CULVERTS, SIGNS, STREET SUPPLY	60	-	50	-	50
TOTAL MERCHANDISE FOR RESALE		60	-	50	-	50
Total SUPPLIES		305,607	296,136	274,769	297,750	302,850
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6302	AUDITING & ACCOUNTING SERVICES	3,400	3,450	3,500	3,600	3,600
6315	MISCELLANEOUS PROFESSIONAL SER	69,460	83,693	115,500	88,108	107,500
TOTAL PROFESSIONAL SERVICES		72,860	87,143	119,000	91,708	111,100

COMMUNICATION						
6321	TELEPHONE	4,343	4,034	4,458	4,300	4,600
6322	POSTAGE	2,634	3,478	2,457	4,200	3,900
6323	CELLULAR PHONES	10,652	11,859	13,124	16,000	16,500
TOTAL COMMUNICATION		17,629	19,371	20,039	24,500	25,000
EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	3,871	3,111	3,771	4,900	4,500
6334	MILEAGE REIMBURSEMENT	307	-	138	1,000	750
6335	TRAINING	40,021	40,990	34,470	46,000	45,000
TOTAL EMPLOYEE REIMBURSEMENTS		44,199	44,101	38,379	51,900	50,250
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	54,128	60,643	55,393	66,600	60,500
TOTAL INSURANCE		54,128	60,643	55,393	66,600	60,500
UTILITIES						
6371	ELECTRIC UTILITIES	36,430	34,302	35,563	37,200	38,200
6372	WATER/IRRIGATION	94	37	3,848	4,000	4,000
6373	GAS	14,341	7,343	8,303	14,000	10,000
6374	REFUSE/RECYCLING	782	704	1,242	800	1,500
TOTAL UTILITIES		51,647	42,386	48,956	56,000	53,700
REPAIRS AND MAINTENANCE - LABOR						
6382	MACHINERY & EQUIPMENT REPAIR	9,598	10,438	22,574	11,500	16,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	250	250
6386	BRAKE REPAIR	-	-	541	1,000	1,000
6388	OTHER VEHICLE REPAIR	30,081	18,002	24,250	34,000	34,000
6389	TOWING SERVICES	11	344	1,657	500	3,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		39,690	28,784	49,022	47,250	54,750
REPAIRS AND MAINTENANCE - CONTRACTS						
6405	OFFICE & DATA PROCESSING EQUIP	2,994	12,424	3,419	43,392	43,392
TOTAL REPAIRS AND MAINTENANCE - CONTRACTS		2,994	12,424	3,419	43,392	43,392
RENTALS						
6413	OFFICE EQUIPMENT RENTAL	6,387	5,170	5,834	6,500	6,000
6415	OTHER EQUIPMENT RENTAL	16,086	22,660	27,250	33,000	36,300
TOTAL RENTALS		22,473	27,830	33,084	39,500	42,300
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	4,792	5,848	4,669	6,700	8,000
6452	SUBSCRIPTIONS	117	-	-	1,000	1,000
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		4,909	5,848	4,669	7,700	9,000
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	205	1,569	1,617	2,100	2,500
TOTAL BOOKS AND PAMPHLETS		205	1,569	1,617	2,100	2,500
CONTRACTED SERVICES						
6489	OTHER CONTRACTED SERVICES	13,602	13,328	27,806	23,300	24,000
TOTAL CONTRACTED SERVICES		13,602	13,328	27,806	23,300	24,000
Total OTHER SERVICES & CHARGES		324,336	343,427	401,384	453,950	476,492
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6540	HEAVY MACHINERY	-	-	-	-	-
6550	MOTOR VEHICLES	86,715	42,673	97,604	181,000	110,000
6580	OTHER EQUIPMENT	-	120,616	159,335	108,806	214,000
TOTAL CAPITAL OUTLAY		86,715	163,289	256,939	289,806	324,000
Total CAPITAL OUTLAY		86,715	163,289	256,939	289,806	324,000
DEBT SERVICE						
DEBT SERVICE						
6603	OTHER L.T. OBLIGATION PRINCIPA	8,716	4,525	-	-	-
TOTAL DEBT SERVICE		8,716	4,525	-	-	-
TOTAL DEBT SERVICE		8,716	4,525	-	-	-
TOTAL EXPENDITURES & OTHER FINANCING		3,904,643	4,179,687	4,491,423	4,843,668	5,185,175

FUND GENERAL

DEPARTMENT: POLICE PROTECTION
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0211	6102	F.T. REGULAR-WAGES & SALARIES	1,893,807	2,017,151	2,178,157	2,317,132
0211	6103	FULL TIME-REGULAR-OVERTIME	55,145	71,471	65,000	65,000
0211	6104	PART TIME-WAGES & SALARIES	47,913	53,587	73,500	50,250
0211	6105	TEMPORARY-WAGES & SALARIES	6,964	-		
0211	6108	SEVERANCE PAY	62,374	19,659		
0211	6121	PERA CONTRIBUTIONS	317,627	321,327	345,970	368,782
0211	6122	FICA/MEDICARE CONTRIBUTIONS	47,649	44,442	49,956	52,108
0211	6131	GROUP INSURANCE	175,556	181,711	206,146	213,667
0211	6133	WORKERS COMP INSURANCE PREMIUM	41,147	55,727	57,292	68,702
0211	6204	STATIONERY, ENVELOPES & FORMS	2,486	1,423	1,700	1,700
0211	6206	FILM, MICROFILM, TAPES, DISKS	273	1,264	1,500	1,500
0211	6207	TRAINING SUPPLIES	3,365	1,765	2,500	2,500
0211	6208	MISCELLANEOUS OFFICE SUPPLIES	3,708	3,548	4,000	4,000
0211	6223	GASOLINE	53,118	47,931	70,000	65,000
0211	6227	LUBRICANTS & ADDITIVES	1,010	1,064	1,100	1,100
0211	6229	SHOP MATERIALS	837	630	1,000	1,000
0211	6231	UNIFORMS & TURN-OUT GEAR	19,538	18,151	20,000	20,000
0211	6233	BATTERIES	1,008	898	1,200	1,200
0211	6235	AMMUNITION	11,715	9,056	9,000	8,500
0211	6237	CRIME SCENE KIT MATERIALS	1,107	792	1,000	1,000
0211	6239	FIRST AID SUPPLIES	1,643	1,548	1,700	1,500
0211	6249	MISCELLANEOUS OPERATING SUPPLY	7,799	4,714	7,000	7,000
0211	6251	BATTERIES	104	1,769	500	1,800
0211	6253	BRAKES	1,824	3,825	2,000	2,200
0211	6255	TIRES	8,906	7,999	8,200	8,200
0211	6257	OTHER VEHICLE PARTS	10,022	12,581	9,000	12,000
0211	6259	BUILDING MAINT/REPAIR SUPPLIES	136	1,479	500	500
0211	6275	OTHER EQUIPMENT PARTS	528	819	1,000	1,000
0211	6281	SMALL TOOLS & MINOR EQUIPMENT	16,041	17,409	17,000	17,500
0211	6315	MISCELLANEOUS PROFESSIONAL SER	1,384	8,273	5,000	7,500
0211	6321	TELEPHONE	2,226	2,197	2,700	2,500
0211	6322	POSTAGE	1,849	1,121	1,500	1,300
0211	6323	CELLULAR PHONES	7,140	6,729	8,000	8,000
0211	6331	TRAVEL & LODGING	3,111	3,420	4,500	4,000
0211	6334	MILEAGE REIMBURSEMENT	-	138	500	250
0211	6335	TRAINING	19,975	16,129	22,500	21,000
0211	6361	GENERAL LIABILITY/PROPERTY INS	38,561	34,925	40,000	38,000
0211	6382	MACHINERY & EQUIPMENT REPAIR	417	392	500	500
0211	6383	OFFICE EQUIPMENT REPAIR			250	250
0211	6386	BRAKE REPAIR		541	1,000	1,000
0211	6388	OTHER VEHICLE REPAIR	7,717	12,792	10,000	10,000
0211	6389	TOWING SERVICES	344	1,657	500	3,000
0211	6405	OFFICE & DATA PROCESSING EQUIP	5,904	3,419	5,000	4,000
0211	6413	OFFICE EQUIPMENT RENTAL	5,170	5,834	6,500	6,000
0211	6415	OTHER EQUIPMENT RENTAL	22,660	27,250	33,000	35,000
0211	6451	MEMBERSHIP DUES	3,376	2,864	3,500	3,000
0211	6489	OTHER CONTRACTED SERVICES	3,360	10,336	5,000	5,000
0211	6550	MOTOR VEHICLES	42,673	97,604	91,000	65,000
0211	6580	OTHER EQUIPMENT	63,716	51,906	51,906	-
0211	6603	OTHER L.T. OBLIGATION PRINCIPA	4,525	-		
Total Expenditure			3,027,458	3,191,267	3,428,777	3,510,141

PERSONNEL COMPLEMENT

Police Chief	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00
Sergeant	4.00	4.00	4.00	4.00
Drug Task Force Officer	-	-	1.00	1.00
Patrol Officer	16.00	16.00	16.00	16.00
Community Service Officer	1.00	1.00	1.00	1.00
Crime Prevention Specialist	1.00	-	-	-
Clerical/Support Personnel	3.00	3.00	3.00	3.00
Code Enforcement Intern	0.50	-	-	-
Public Safety Total	28.50	27.00	28.00	28.00

6550 Motor Vehicles

Capri	42,673	58,000	57,000	30,000
Tahoe		34,000	34,000	35,000
	42,673	92,000	91,000	65,000

DESCRIPTION OF SERVICES:

The Police Department is responsible for the protection of life and property and an atmosphere of community security through the deterrence of criminal activity by visible patrols; the enforcement of traffic laws; the apprehension of criminal offenders; emergency response services; and the delivery of other community services such as animal control and school liaison. The department provides for the investigation of criminal incidents and the apprehension of criminal offenders through the gathering, analysis, preservation and presentation of evidence.

BUDGET HIGHLIGHTS

- Capital Equipment: Chev Caprice: \$30,000; Chev Tahoe: \$35,000

GOALS OF CURRENT YEAR BUDGET:

- Reduce Illegal drug activity in the community
- Adequately staff public safety based on changing demographics
- Leverage technology to create operational efficiencies
- Enhance traffic safety in the community

Performance Measurements:

Police Department Activity	2016 Actual	2017 Estimate	2018 Projected
Traffic Arrests	3351	4518	4182
Motor Vehicle Accidents	400	390	457
Criminal Incidents	1310	1138	1125
Non-Criminal Incidents	6840	7376	6722
Ordinance Complaints	629	601	843
total	12530	14043	13329
State CPM Performance Measurement Results	2014	2015	2016
Part 1 and Part 2 Crime Rates (per 1000)	22.20/26.30	17.3/25.43	1 yr lag
Part 1 and Part 2 Crime Clearance Rates (per 1000)	41%	51%	1 yr lag
Average police response times	8:36	NA	1 yr lag

FUND GENERAL

DEPARTMENT: FIRE PROTECTION
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0220	6102	F.T. REGULAR-WAGES & SALARIES	172,430	170,992	178,387	248,061
0220	6103	FULL TIME-REGULAR-OVERTIME	88	435		
0220	6104	PART TIME-WAGES & SALARIES	215,850	226,607	247,870	250,594
0220	6105	TEMPORARY-WAGES & SALARIES	483	167		
0220	6108	SEVERANCE PAY	-	27,798		
0220	6121	PERA CONTRIBUTIONS	29,360	28,313	30,639	42,083
0220	6122	FICA/MEDICARE CONTRIBUTIONS	20,124	17,251	20,927	22,420
0220	6131	GROUP INSURANCE	22,218	23,202	17,364	29,202
0220	6132	DISABILITY INSURANCE	1,284	1,284	1,300	1,300
0220	6133	WORKERS COMP INSURANCE PREMIUM	14,034	19,212	18,925	23,155
0220	6206	FILM, MICROFILM, TAPES, DISKS	-	21	-	
0220	6208	MISCELLANEOUS OFFICE SUPPLIES	633	1,044	1,000	1,000
0220	6223	GASOLINE	7,775	7,399	10,000	10,000
0220	6225	DIESEL FUEL	2,853	2,582	3,500	3,500
0220	6231	UNIFORMS & TURN-OUT GEAR	29,646	36,480	20,000	25,000
0220	6233	BATTERIES	123	186	-	
0220	6239	FIRST AID SUPPLIES	313	1,285	1,000	1,800
0220	6249	MISCELLANEOUS OPERATING SUPPLY	27,358	17,395	20,000	20,000
0220	6255	TIRES			-	
0220	6257	OTHER VEHICLE PARTS	12,330	6,388	10,000	10,000
0220	6266	SCBA-PARTS	9,370	5,893	5,000	5,000
0220	6275	OTHER EQUIPMENT PARTS	69	2,135	-	
0220	6281	SMALL TOOLS & MINOR EQUIPMENT	36,794	16,742	25,000	25,000
0220	6302	AUDITING & ACCOUNTING SERVICES	3,450	3,500	3,600	3,600
0220	6315	MISCELLANEOUS PROFESSIONAL SER	-			
0220	6321	TELEPHONE	1,418	1,875	1,000	1,500
0220	6322	POSTAGE	208	84	500	500
0220	6323	CELLULAR PHONES	3,920	5,749	6,000	6,000
0220	6335	TRAINING	17,960	16,497	20,000	20,000
0220	6361	GENERAL LIABILITY/PROPERTY INS	17,531	15,461	21,000	17,000
0220	6371	ELECTRIC UTILITIES	21,120	21,808	24,000	24,000
0220	6372	WATER/IRRIGATION	37	3,848	4,000	4,000
0220	6373	GAS	7,343	8,303	14,000	10,000
0220	6374	REFUSE/RECYCLING	704	1,242	800	1,500
0220	6388	OTHER VEHICLE REPAIR	10,286	11,458	24,000	24,000
0220	6405	OFFICE & DATA PROCESSING EQUIP	6,520	-	6,500	7,500
0220	6451	MEMBERSHIP DUES	1,346	1,095	2,000	2,500
0220	6452	SUBSCRIPTIONS	-	-	1,000	1,000
0220	6471	BOOKS & PAMPHLETS	510	529	1,000	1,000
0220	6489	OTHER CONTRACTED SERVICES	5,758	6,089	8,000	8,000
0220	6550	MOTOR VEHICLES	-	-	90,000	45,000
0220	6580	OTHER EQUIPMENT	56,900	107,429	56,900	175,000
Total Expenditure			758,146	817,778	895,212	1,070,215

PERSONNEL COMPLEMENT

Fire Chief	1.00	1.00	1.00	1.00
Fire Inspector/Life Safety Educator	-	-	-	1.00
Fire Secretary	-	1.00	1.00	1.00
Fire Marshall	1.00	1.00	1.00	1.00
Firefighters	7.58	7.58	7.58	7.58
Fire Total	9.58	10.58	10.58	11.58

6550 Motor Vehicles

Duty Officer Truck	-	-	40,000	-
Replace Grass Truck #21	-	-	-	45,000
Replace Fire Chief Vehicle	-	-	50,000	-
	-	-	90,000	45,000

6580 Other Equipment

800 MHZ Radio - 3 Year Funding	56,900	56,900	56,900	-
SCBA's - 28	-	-	-	175,000
Rescue Truck #1 Box	-	50,000	-	-
	56,900	106,900	56,900	175,000

BUDGET HIGHLIGHTS

- F.T. Fire Inspector/Life Safety Educator: \$66,248 (Mar 1 Start date)
- Capital Equipment: Replace Grass Truck: \$45,000
- Capital Equipment: Replace 28 SCBA's: \$175,000

GOALS OF CURRENT YEAR BUDGET:

- Increase resident safety and fire prevention education through a community outreach program
- Revise and update emergency operations plan
- Enhance department resources for leadership training and mentoring
- Develop and execute action plan for conducting pre-incident planning of structures
- Integrate the fire records system into daily operations; ability to generate analytical reports
- Establish and maintain programs that enhance the health and fitness of all department employees

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Number of Calls for Service	498	550	600
Mutual Aid	23	25	25
Given	16	15	15
Received	7	10	10
Number of firefighters	55	55	55
Prevention:			
# of Public Education contacts	42	60	70
# of commercial property inspections	134	170	200
# of permits issued	110	120	120
State CPM Performance Measurement Results	2014	2015	2016
Insurance industry rating of fire services	6/7	5/7	5/7
Fire calls per 1,000 population	10.98	16.5	11.7
Average fire response times	8:24	8:12	8:23
EMS calls per 1,000 population	4.56	4.7	7.6
Average EMS response times	7:35	6:35	6:51

FUND GENERAL

DEPARTMENT: PROTECTIVE INSPECTIONS
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0240	6102	F.T. REGULAR-WAGES & SALARIES	137,399	179,351	194,496	206,579
0240	6103	FULL TIME-REGULAR-OVERTIME	476	1,960		
0240	6104	PART TIME-WAGES & SALARIES	17,640	-		
0240	6105	TEMPORARY-WAGES & SALARIES	-	-		
0240	6121	PERA CONTRIBUTIONS	12,123	13,331	14,587	15,493
0240	6122	FICA/MEDICARE CONTRIBUTIONS	11,361	12,612	14,879	15,803
0240	6131	GROUP INSURANCE	30,573	34,209	28,731	29,063
0240	6133	WORKERS COMP INSURANCE PREMIUM	755	881	1,256	1,653
0240	6204	STATIONERY, ENVELOPES & FORMS	623	776	750	800
0240	6208	MISCELLANEOUS OFFICE SUPPLIES	355	537	750	750
0240	6223	GASOLINE	2,276	2,003	3,000	3,000
0240	6231	UNIFORMS & TURN-OUT GEAR	789	420	750	750
0240	6249	MISCELLANEOUS OPERATING SUPPLY	127	782	2,500	2,500
0240	6315	MISCELLANEOUS PROFESSIONAL SER	82,309	107,227	83,108	100,000
0240	6321	TELEPHONE	390	386	600	600
0240	6322	POSTAGE	1,289	1,238	2,000	2,000
0240	6323	CELLULAR PHONES	799	646	2,000	2,500
0240	6334	MILEAGE REIMBURSEMENT	-	-	500	500
0240	6335	TRAINING	2,596	1,494	3,000	3,000
0240	6361	GENERAL LIABILITY/PROPERTY INS	3,651	3,802	4,400	4,200
0240	6405	OFFICE & DATA PROCESSING EQUIP	-	-	31,892	31,892
0240	6451	MEMBERSHIP DUES	325	435	1,000	1,000
0240	6471	BOOKS & PAMPHLETS	1,014	1,088	1,000	1,000
Total Expenditure			306,870	363,178	391,199	423,083

PERSONNEL COMPLEMENT

Building Official	1.00	1.00	1.00	1.00
Building Inspections Intern	0.50	0.50	0.50	0.50
Permit Technician	1.50	2.00	2.00	2.00
Inspectors	0.25	0.25	0.25	0.25
Building Inspection Total	3.25	3.75	3.75	3.75

DESCRIPTION OF SERVICES:

The mission of the Community Development Department is to guide residential and commercial growth through comprehensive planning processes and administer the city's building and zoning codes in a equitable and professional manner to promote and sustain public safety, quality of life, and the health and well being of the whole community.

The purpose of the Building Division is to help ensure all your construction projects meet the requirements of both the Minnesota State Building Code and the City Zoning regulations.

BUDGET HIGHLIGHTS

- Increase in Professional Services for Inspection Contract (Offset with Building Permit Revenue)

GOALS OF CURRENT YEAR BUDGET:

- Complete standard residential plan review within 10 business days.
- Complete standard commercial plan review within 30 business days.
- Allow for inspection availability within 48 hours.
- Improve plan review submittal and department review process.
- Implement the recommendations of the Permit Customer Survey.
- Establish a sustainable employee development and transition plan.

Performance Measurements:				
		2016 Actual	2017 Estimate	2018 Projected
New Residential Units		86	175	75
Total Permits		2,172	2,200	2,250
Number of Inspections		6,181	6,200	6,250

FUND GENERAL

DEPARTMENT: CIVIL DEFENSE

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0250	6251	BATTERIES	-	803	1,200	1,200
0250	6275	OTHER EQUIPMENT PARTS	1,704	12,567	2,000	2,000
0250	6361	GENERAL LIABILITY/PROPERTY INS	52	333	100	200
0250	6371	ELECTRIC UTILITIES	1,020	1,020	1,200	1,200
0250	6382	MACHINERY & EQUIPMENT REPAIR	1,952	7,985	3,000	3,000
Total Expenditure			4,728	22,708	7,500	7,600

DESCRIPTION OF SERVICES:
 The Civil Defence budget funds expenditures related to the city-wide emergency siren notification system.

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Maintain infrastructure of siren warning system

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Number of Sirens	17	17	17

FUND GENERAL

DEPARTMENT: TRAFFIC ENGINEERING

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0260	6102	F.T. REGULAR-WAGES & SALARIES	31,353	29,347	47,789	49,671
0260	6103	FULL TIME-REGULAR-OVERTIME	-	-		
0260	6105	TEMPORARY-WAGES & SALARIES	-	164		
0260	6121	PERA CONTRIBUTIONS	2,482	2,213	3,584	3,725
0260	6122	FICA/MEDICARE CONTRIBUTIONS	2,550	2,246	3,656	3,800
0260	6133	WORKERS COMP INSURANCE PREMIUM	1,544	1,681	1,751	3,590
0260	6249	MISCELLANEOUS OPERATING SUPPLY	12,928	13,065	20,000	20,000
0260	6271	SIGN REPAIR MATERIALS	-	985	3,000	3,000
0260	6361	GENERAL LIABILITY/PROPERTY INS	779	802	1,000	1,000
0260	6371	ELECTRIC UTILITIES	12,162	12,735	12,000	13,000
0260	6382	MACHINERY & EQUIPMENT REPAIR	8,069	14,197	8,000	13,000
0260	6489	CONTRACTED SERVICES	-	3,331	3,000	3,000
0260	6580	OTHER EQUIPMENT	-	-	-	39,000
Total Expenditure			71,867	80,766	103,780	152,786

DESCRIPTION OF SERVICES:

The Traffic Engineering budget funds the installation and maintenance of traffic signage on, above, and/or near city streets.

BUDGET HIGHLIGHTS

- Capital Equipment: \$39,000 Programmable Message Board

GOALS OF CURRENT YEAR BUDGET:

- Continue to meet FHWA guidelines for traffic signage
- Replace damaged or defective signs within 48 hours
- Bring signage up to current standards on all reconstruct and overlay projects
- Continue to support Engineering and Community Development departments with traffic issues

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Total Hours	606	650	610
Number of Traffic Signs in System	2300	2360	2390
Number of Traffic Counts Performed	15	90	15

FUND GENERAL

DEPARTMENT: ANIMAL CONTROL
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0270	6249	MISCELLANEOUS OPERATING SUPPLY	198	618	500	1,000
0270	6281	SMALL TOOLS & MINOR EQUIPMENT	-	203	250	500
0270	6489	OTHER CONTRACTED SERVICES	4,210	8,050	7,300	8,000
Total Expenditure			4,408	8,871	8,050	9,500

DESCRIPTION OF SERVICES:
 This fund covers expenditures related to animal control which is provided on a contractual basis by the city of Anoka Police Department.

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Provide animal containment services to residents

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Animal Complaints	463	434	456
Number of Animals Impounded	48	37	59
Number of Animals Released to Owners	44	35	59
Number of Euthanizations	4	2	0

FUND GENERAL

DEPARTMENT: COMMUNITY ORIENTATING POLICE
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0280	6204	STATIONERY, ENVELOPES & FORMS	110	201	250	200
0280	6206	FILM, MICROFILM, TAPES, DISKS	293	25	300	300
0280	6241	COMMUNITY POLICING SUPPLIES	4,298	5,519	7,000	6,200
0280	6281	SMALL TOOLS & MINOR EQUIPMENT	-	-	100	100
0280	6291	CULVERTS, SIGNS, STREET SUPPLY	-	50		50
0280	6322	POSTAGE	132	14	200	100
0280	6331	TRAVEL & LODGING	-	351	400	500
0280	6335	TRAINING	460	350	500	1,000
0280	6361	GENERAL LIABILITY/PROPERTY INS	68	70	100	100
0280	6415	OTHER EQUIPMENT RENTAL	-	-	-	1,300
0280	6451	MEMBERSHIP DUES	801	275	200	1,500
0280	6471	BOOKS & PAMPHLETS	45	-	100	500
Total Expenditure			6,207	6,855	9,150	11,850

DESCRIPTION OF SERVICES:
 The Community Orientating Policing funds expenditures related to community programs such as: Kids Safety Camp, Car Seat Inspections, Night to Unite, Pet Clinics, Bike Helmet Fitting and Sale, Police Explorers, and Drug Take Back Program

BUDGET HIGHLIGHTS

- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

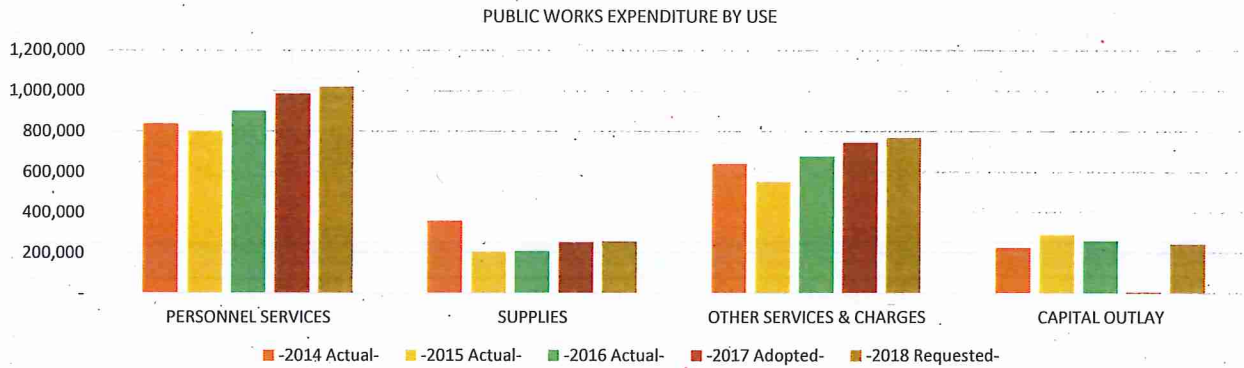
- Increase participation in community based programs

Performance Measurements:		2016 Actual	2017 Estimate	2018 Projected
# of participants attending Kids Safety Camp		127	138	112
# of car seat inspections		28	43	83
Night to Unite - # of Parties		47	38	45
# of animals served at Pet Clinics		290	260	231

GENERAL FUND 101 - GENERAL GOVERNMENT

PUBLIC WORKS 301-312

EXPENDITURE BY OBJECT SUMMARY	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES	839,192	800,870	901,475	986,625	1,019,374
SUPPLIES	358,193	206,416	209,343	250,600	255,850
OTHER SERVICES & CHARGES	640,731	551,129	677,569	745,550	769,600
CAPITAL OUTLAY	227,137	288,428	259,217	5,100	243,270
TOTAL EXPENDITURE BY OBJECT	2,065,253	1,846,843	2,047,604	1,987,875	2,288,094



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC WORKS 301-312

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	571,226	544,621	609,886	661,186	684,194
6103	FULL TIME-REGULAR-OVERTIME	28,800	22,263	28,799	33,000	25,000
6105	TEMPORARY-WAGES & SALARIES	16,814	22,725	23,781	58,320	52,320
6106	OVERTIME-TEMPORARY	17	1,620	2,057	-	-
TOTAL WAGES AND SALARIES		616,857	591,229	664,523	752,506	761,514
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	4,068	-	-	-	-
TOTAL OTHER GROSS EARNINGS		4,068	-	-	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	43,395	45,260	46,702	54,249	53,926
6122	FICA/MEDICARE CONTRIBUTIONS	44,905	46,267	47,358	58,555	59,961
6131	GROUP INSURANCE	102,142	96,182	114,344	92,567	103,800
6133	WORKERS COMP INSURANCE PREMIUM	27,825	21,932	28,548	28,748	40,173
TOTAL EMPLOYER CONTRIBUTIONS		218,267	209,641	236,952	234,119	257,860
Total PERSONNEL SERVICES		839,192	800,870	901,475	986,625	1,019,374
SUPPLIES						
OFFICE SUPPLIES						
6205	DRAFTING SUPPLIES	-	200	-	400	250
6208	MISCELLANEOUS OFFICE SUPPLIES	1,235	1,899	1,309	1,700	1,400
TOTAL OFFICE SUPPLIES		1,235	2,099	1,309	2,100	1,650
OPERATING SUPPLIES						
6221	CLEANING SUPPLIES	-	-	-	200	200
6223	GASOLINE	13,128	10,862	8,370	16,500	14,000
6225	DIESEL FUEL	54,880	21,068	15,977	52,000	30,000
6227	LUBRICANTS & ADDITIVES	3,613	2,036	2,514	4,300	4,000
6229	SHOP MATERIALS	3,197	910	2,106	4,500	4,500
6231	UNIFORMS & TURN-OUT GEAR	3,221	4,506	4,291	5,300	5,700
6249	MISCELLANEOUS OPERATING SUPPLY	7,615	9,923	11,236	11,500	11,000
TOTAL OPERATING SUPPLIES		85,654	49,305	44,494	94,300	69,400
REPAIR AND MAINTENANCE SUPPLIES						
6257	OTHER VEHICLE PARTS	77,467	46,423	50,174	53,500	56,000
6259	BUILDING MAINT/REPAIR SUPPLIES	3,122	1,958	4,706	6,000	6,000
6261	SAND & GRAVEL	3,949	1,951	993	3,000	4,000
6263	SALT	153,891	72,561	87,028	44,500	72,000
6265	ASPHALT	12,655	13,489	9,160	20,000	20,000
6267	OTHER STREET MAINTENANCE SUPPL	5,277	1,933	3,388	5,700	5,700
6269	LANDSCAPE MATERIALS	13,620	5,361	1,272	7,500	7,500
6275	OTHER EQUIPMENT PARTS	-	-	41	500	200
TOTAL REPAIR AND MAINTENANCE SUPPLIES		269,981	143,676	156,762	140,700	171,400
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	1,323	11,336	6,778	13,500	13,400
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		1,323	11,336	6,778	13,500	13,400
Total SUPPLIES		358,193	206,416	209,343	250,600	255,850
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6315	MISCELLANEOUS PROFESSIONAL SER	27,998	17,921	44,681	49,000	74,000
TOTAL PROFESSIONAL SERVICES		27,998	17,921	44,681	49,000	74,000
COMMUNICATION						
6321	TELEPHONE	1,979	2,122	2,112	2,300	2,200
6322	POSTAGE	536	1,558	1,624	2,100	1,650
6323	CELLULAR PHONES	5,639	5,468	5,811	7,000	6,500
TOTAL COMMUNICATION		8,154	9,148	9,547	11,400	10,350

EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	-	184	349	500	1,000
6335	TRAINING	3,780	6,950	5,958	14,500	10,000
TOTAL EMPLOYEE REIMBURSEMENTS		3,780	7,134	6,307	15,000	11,000
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	31,914	33,342	32,318	36,500	35,000
TOTAL INSURANCE		31,914	33,342	32,318	36,500	35,000
UTILITIES						
6371	ELECTRIC UTILITIES	7,285	6,386	6,704	8,500	8,500
6372	WATER/IRRIGATION	1,624	1,315	3,749	1,700	3,500
6373	GAS	7,269	3,654	4,460	8,650	5,000
6374	REFUSE/RECYCLING	1,842	1,791	2,462	2,200	2,300
TOTAL UTILITIES		18,020	13,146	17,375	21,050	19,300
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	5,240	3,956	10,105	10,000	10,000
6382	MACHINERY & EQUIPMENT REPAIR	1,868	1,780	693	4,000	4,000
6387	TIRE MOUNTING & BALANCING	130	-	171	600	600
6388	OTHER VEHICLE REPAIR	16,037	8,804	6,807	18,000	20,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		23,275	14,540	17,776	32,600	34,600
REPAIRS AND MAINTENANCE - CONTRACTS						
6404	MACHINERY & EQUIPMENT	990	1,348	1,325	4,000	3,000
6405	OFFICE & DATA PROCESSING EQUIP	1,878	6,185	6,132	8,000	6,200
TOTAL REPAIRS AND MAINTENANCE - CONTRACTS		2,868	7,533	7,457	12,000	9,200
RENTALS						
6415	OTHER EQUIPMENT RENTAL	5,579	9,825	3,429	5,800	56,000
6417	UNIFORM RENTAL	4,959	4,787	2,312	5,000	3,000
TOTAL RENTALS		10,538	14,612	5,741	10,800	59,000
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	797	1,119	1,024	1,700	1,900
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		797	1,119	1,024	1,700	1,900
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	-	-	114	500	250
TOTAL BOOKS AND PAMPHLETS		-	-	114	500	250
CONTRACTED SERVICES						
6488	STREET MAINTENANCE CONTRACT	512,125	403,384	491,369	500,000	500,000
6489	OTHER CONTRACTED SERVICES	1,262	29,250	43,860	55,000	15,000
TOTAL CONTRACTED SERVICES		513,387	432,634	535,229	555,000	515,000
Total OTHER SERVICES & CHARGES		640,731	551,129	677,569	745,550	769,600
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6540	HEAVY MACHINERY	227,137	178,973	254,117	-	225,270
6550	MOTOR VEHICLES	-	35,171	-	-	-
6580	OTHER EQUIPMENT	-	74,284	5,100	5,100	18,000
TOTAL CAPITAL OUTLAY		227,137	288,428	259,217	5,100	243,270
Total CAPITAL OUTLAY		227,137	288,428	259,217	5,100	243,270
TOTAL EXPENDITURES & OTHER FINANCING		2,065,253	1,846,843	2,047,604	1,987,875	2,288,094

FUND GENERAL

DEPARTMENT: ENGINEERING
 FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0301	6102	F.T. REGULAR-WAGES & SALARIES	178,407	191,595	197,102	214,964
0301	6103	FULL-TIME-REGULAR-OVERTIME	19,087	19,710	18,000	10,000
0301	6105	TEMPORARY-WAGES & SALARIES	12,048	17,911	29,120	29,120
0301	6106	OVERTIME-TEMPORARY	1,620	2,057		
0301	6121	PERA CONTRIBUTIONS	16,070	15,197	18,317	18,194
0301	6122	FICA/MEDICARE CONTRIBUTIONS	15,874	15,953	18,683	20,049
0301	6131	GROUP INSURANCE	40,133	40,777	32,658	34,707
0301	6133	WORKERS COMP INSURANCE PREMIUM	1,008	1,085	1,676	2,219
0301	6205	DRAFTING SUPPLIES	200	-	400	250
0301	6208	MISCELLANEOUS OFFICE SUPPLIES	1,603	901	1,400	1,000
0301	6223	GASOLINE	3,470	2,679	4,500	4,000
0301	6231	UNIFORMS & TURN-OUT GEAR	2,130	1,631	2,300	2,200
0301	6249	MISCELLANEOUS OPERATING SUPPLY	3,010	2,227	3,500	3,000
0301	6257	OTHER VEHICLE PARTS	550	1,464	1,500	2,000
0301	6281	SMALL TOOLS & MINOR EQUIPMENT	123	317	500	400
0301	6315	MISCELLANEOUS PROFESSIONAL SER	3,549	26,532	25,000	50,000
0301	6321	TELEPHONE	1,105	1,092	1,200	1,100
0301	6322	POSTAGE	1,482	1,480	2,000	1,500
0301	6323	CELLULAR PHONES	2,841	2,781	3,500	3,000
0301	6331	TRAVEL & LODGING	184	349	500	1,000
0301	6335	TRAINING	4,611	2,287	10,500	6,000
0301	6361	GENERAL LIABILITY/PROPERTY INS	4,188	3,966	4,600	4,500
0301	6405	OFFICE & DATA PROCESSING EQUIP	6,185	6,132	8,000	6,200
0301	6451	MEMBERSHIP DUES	845	594	1,400	1,500
0301	6471	BOOKS & PAMPHLETS		114	500	250
0301	6550	MOTOR VEHICLES	35,171	-		
Total Expenditure			355,494	358,831	386,856	417,153

PERSONNEL COMPLEMENT

City Engineer	1.00	1.00	1.00	1.00
Engineering Tech IV	1.00	1.00	1.00	0.50
Engineering Tech II	1.00	1.00	1.00	1.00
Engineering Tech III	1.00	1.00	1.00	1.00
Civil Engineer IV	-	1.00	1.00	1.00
Civil Engineer II	1.00	-	-	-
Secretary	1.00	1.00	1.00	-
Administrative Assistant	-	-	-	1.00
Intern	1.00	1.00	1.00	1.00
Engineering Total	7.00	7.00	7.00	6.50

DESCRIPTION OF SERVICES:

The Engineering budget covers engineering functions not charged to specific projects. The City Engineer oversees all engineering including working with the Minnesota Department of Transportation, Anoka County, other cities and regulating agencies, maintaining mapping and GIS data, managing stormwater runoff, responding to citizen and staff requests, and general engineering functions.

BUDGET HIGHLIGHTS

- Engr Tech V Pera Phased Retirement: (\$31,016 General Fund) Savings
- F.T. Administrative Assistant: \$54,815 (Feb 1 Start)
- Engr Secretary/Asst moved to Parks Department (If Administrative Assistant is approved)
- Increase Professional Services: \$25,000 due to reduction in hours of Engr Tech V

GOALS OF CURRENT YEAR BUDGET:

- Develop and implement a long-term trail maintenance program
- Develop and implement a long-term stormwater pond maintenance program
- Conduct CSAH 5/Nowthen Blvd. transportation corridor study and develop improvements program
- Conduct TH 47/St. Francis Blvd. transportation corridor study and develop improvements program
- Develop and plan for key infrastructure improvements (AUAR, utilities, transportation)
- Work with other cities/regulating agencies to identify sustainable regional water supply solutions
- Implement Infrastructure Asset Management System Upgrades

Performance Measurements:

		2016 Actual	2017 Estimate	2018 Projected
Active Engineering Projects		12	11	12
Completed Engineering Projects		5	7	9
Infrastructure Asset Management System Upgrades				1

FUND GENERAL

DEPARTMENT: STREET MAINTENANCE
 FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0311	6102	F.T. REGULAR-WAGES & SALARIES	307,810	361,383	386,781	389,134
0311	6103	FULL TIME-REGULAR-OVERTIME	184	605	2,000	2,000
0311	6105	TEMPORARY-WAGES & SALARIES	7,931	2,878	19,200	13,200
0311	6108	SEVERANCE PAY	-	-	-	-
0311	6121	PERA CONTRIBUTIONS	24,175	26,772	29,159	28,750
0311	6122	FICA/MEDICARE CONTRIBUTIONS	24,982	26,427	32,199	32,025
0311	6131	GROUP INSURANCE	56,048	73,567	59,909	69,093
0311	6133	WORKERS COMP INSURANCE PREMIUM	17,693	23,682	22,416	28,796
0311	6208	MISCELLANEOUS OFFICE SUPPLIES	296	408	300	400
0311	6221	CLEANING SUPPLIES	-	-	200	200
0311	6223	GASOLINE	7,392	5,691	9,000	7,000
0311	6225	DIESEL FUEL	12,707	7,211	28,000	15,000
0311	6227	LUBRICANTS & ADDITIVES	2,036	2,514	4,300	4,000
0311	6229	SHOP MATERIALS	885	2,079	4,000	4,000
0311	6231	UNIFORMS & TURN-OUT GEAR	2,376	2,660	3,000	3,500
0311	6249	MISCELLANEOUS OPERATING SUPPLY	6,911	9,009	8,000	8,000
0311	6257	OTHER VEHICLE PARTS	20,786	20,061	25,000	25,000
0311	6259	BUILDING MAINT/REPAIR SUPPLIES	1,958	4,706	6,000	6,000
0311	6261	SAND & GRAVEL	-	-	1,000	1,000
0311	6265	ASPHALT	13,489	9,160	20,000	20,000
0311	6267	OTHER STREET MAINTENANCE SUPPL	160	438	2,000	2,000
0311	6269	LANDSCAPE MATERIALS	5,361	1,272	7,500	7,500
0311	6275	OTHER EQUIPMENT PARTS	-	41	500	200
0311	6281	SMALL TOOLS & MINOR EQUIPMENT	11,213	6,461	13,000	13,000
0311	6315	MISCELLANEOUS PROFESSIONAL SER	14,374	18,149	24,000	24,000
0311	6321	TELEPHONE	1,017	1,020	1,100	1,100
0311	6322	POSTAGE	75	144	100	150
0311	6323	CELLULAR PHONES	2,628	3,030	3,500	3,500
0311	6335	TRAINING	2,339	3,671	4,000	4,000
0311	6361	GENERAL LIABILITY/PROPERTY INS	23,738	23,066	26,100	25,000
0311	6371	ELECTRIC UTILITIES	6,385	6,704	8,500	8,500
0311	6372	WATER/IRRIGATION	1,315	3,749	1,700	3,500
0311	6373	GAS	3,654	4,460	8,650	5,000
0311	6374	REFUSE/RECYCLING	1,791	2,462	2,200	2,300
0311	6381	BUILDING & STRUCTURE REPAIR	3,956	10,105	10,000	10,000
0311	6382	MACHINERY & EQUIPMENT REPAIR	1,780	693	4,000	4,000
0311	6387	TIRE MOUNTING & BALANCING	-	171	600	600
0311	6388	OTHER VEHICLE REPAIR	5,308	4,101	8,000	8,000
0311	6404	MACHINERY & EQUIPMENT	1,348	1,325	4,000	3,000
0311	6415	OTHER EQUIPMENT RENTAL	9,826	3,429	5,800	56,000
0311	6417	UNIFORM RENTAL	4,787	2,312	5,000	3,000
0311	6451	MEMBERSHIP DUES	274	430	300	400
0311	6488	STREET MAINTENANCE CONTRACT	403,384	491,369	500,000	500,000
0311	6489	OTHER CONTRACTED SERVICES	29,250	43,860	50,000	10,000
0311	6540	HEAVY MACHINERY	178,973	254,117	-	225,270
0311	6580	OTHER EQUIPMENT	74,284	5,100	5,100	18,000
Total Expenditure			1,294,879	1,470,492	1,356,114	1,595,118

PERSONNEL COMPLEMENT

Public Works Superintendent	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	-	-	-
Mechanic	1.00	2.00	2.00	2.00
Streets Lead Worker	1.00	1.00	1.00	1.00
PW Maintenance Worker	3.00	4.00	4.00	4.00
Temporary - Streets	0.50	0.50	0.50	0.50
Street Maintenance Total	7.50	8.50	8.50	8.50

6488/6489 Other Contracted Services

Street Maintenance Program				
Long term road reconstruction	337,321	535,229	500,000	500,000
Road Patching	95,313	-	50,000	10,000
	432,634	535,229	550,000	510,000

6540 - Heavy Machinery

F350 truck with plow	192,507	186,000	-	188,000
1-Ton Truck	-	61,000	-	-
3/4 Ton Truck				37,270
Loader	178,973	-	-	-
	371,480	247,000	-	225,270

6580 - Other Equipment

Sidewalk Machine	53,234	-	-	-
800 MHZ Radio - 3 Year Funding	5,100	5,100	5,100	-
Kubota Tractor	15,950	-	-	-
ATV Athletic Field Maintenance Machine	-	-	-	18,000
	74,284	5,100	5,100	18,000

DESCRIPTION OF SERVICES:

The Street Maintenance Department is responsible for maintaining city streets, sidewalks, traffic signs, boulevards, ROW mowing and the storm water collection system.

BUDGET HIGHLIGHTS

- Capital Equipment: Dump Truck with Plow: \$188,000 (Net of \$8,000 trade in)
- Capital Equipment: 3/4 Ton Truck: \$37,270 (Net of \$5,000 trade in)
- Capital Equipment: ATV athletic field machine: \$18,000

GOALS OF CURRENT YEAR BUDGET:

- Maintain and improve city's rating of 7.0 average of road condition
- Increase use of contracted services on pothole repair (velocity patching)
- Increase prevenative maintenace to prolong the life of our public streets
- Maintain our city vehicles and equipment to the highest level possible

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Crack filling (miles)	6.48	12.8	7
Sealcoating (miles)	7.55	7.73	7.5
Asphalt patching (tons)	207	180	150

FUND GENERAL

DEPARTMENT: SNOW & ICE REMOVAL

FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0312	6102	F.T. REGULAR-WAGES & SALARIES	58,404	56,908	77,303	80,096
0312	6103	FULL TIME-REGULAR-OVERTIME	2,990	8,484	13,000	13,000
0312	6105	TEMPORARY-WAGES & SALARIES	2,746	2,992	10,000	10,000
0312	6121	PERA CONTRIBUTIONS	5,015	4,733	6,773	6,982
0312	6122	FICA/MEDICARE CONTRIBUTIONS	5,410	4,978	7,673	7,887
0312	6133	WORKERS COMP INSURANCE PREMIUM	3,231	3,781	4,656	9,158
0312	6223	GASOLINE	-	-	3,000	3,000
0312	6225	DIESEL FUEL	8,362	8,766	24,000	15,000
0312	6229	SHOP MATERIALS	25	27	500	500
0312	6251	BATTERIES				
0312	6257	OTHER VEHICLE PARTS	25,087	28,649	27,000	29,000
0312	6261	SAND & GRAVEL	1,951	993	2,000	3,000
0312	6263	SALT	72,561	87,028	44,500	72,000
0312	6267	OTHER STREET MAINTENANCE SUPPL	1,773	2,950	3,700	3,700
0312	6361	GENERAL LIABILITY/PROPERTY INS	5,416	5,286	5,800	5,500
0312	6388	OTHER VEHICLE REPAIR	3,496	2,706	10,000	12,000
0312	6489	OTHER CONTRACTED SERVICES	-	-	5,000	5,000
Total Expenditure			196,467	218,281	244,905	275,823

DESCRIPTION OF SERVICES:

The Snow and Ice Removal budget provides for snow removal and for ice control on city streets, parking lots, and pathways.

BUDGET HIGHLIGHTS

- Increase Salt Levels to Previous (Over-Supply Beginning 2017): \$27,500

GOALS OF CURRENT YEAR BUDGET:

- Clearing of the parking ramp utilizing PW Staff (full time, temporary on call, and seasonal staff)
- Continue to monitor and reduce salt usage
- Continue to complete citywide plowing in 8 hours or less
- Upgrade weather service to MDSS (maintenance decision support software)
- Equip cul-de-sac trucks and sidewalk plowing equipment with AVL to track snow removal operations

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Miles of Streets Plowed	172.8	175	175
Cul-de-sacs	271	271	275
Salt/Sand Purchased (tons)	600	960	1200
Snow Removal Hours	4253	4000	4000
Full Scale Plowing Events	16	8 to 12	8 to 12

GENERAL FUND 101 - GENERAL GOVERNMENT

PARKS AND RECREATION 452-461

EXPENDITURE BY OBJECT SUMMARY	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES	575,276	673,742	702,727	625,630	799,338
SUPPLIES	114,167	110,198	124,257	142,900	154,500
OTHER SERVICES & CHARGES	129,599	190,782	181,287	221,200	227,350
CAPITAL OUTLAY	32,803	15,578	-	-	122,740
TOTAL EXPENDITURE BY OBJECT	851,845	990,300	1,008,271	989,730	1,303,928



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PARKS AND RECREATION

452-461

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Requested-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	372,611	442,893	464,121	399,278	517,770
6103	FULL TIME-REGULAR-OVERTIME	1,125	1,473	513	1,000	1,000
6105	TEMPORARY-WAGES & SALARIES	81,026	81,848	82,499	93,218	104,029
TOTAL WAGES AND SALARIES		454,762	526,214	547,133	493,496	622,799
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	27,058	36,032	34,486	31,113	40,434
6122	FICA/MEDICARE CONTRIBUTIONS	34,125	41,674	40,981	37,753	47,645
6131	GROUP INSURANCE	48,415	58,169	63,648	46,982	70,393
6133	WORKERS COMP INSURANCE PREMIUM	10,916	11,653	16,479	16,286	18,067
TOTAL EMPLOYER CONTRIBUTIONS		120,514	147,528	155,594	132,134	176,539
Total PERSONNEL SERVICES		575,276	673,742	702,727	625,630	799,338
SUPPLIES						
OFFICE SUPPLIES						
6208	MISCELLANEOUS OFFICE SUPPLIES	702	731	531	400	500
TOTAL OFFICE SUPPLIES		702	731	531	400	500
OPERATING SUPPLIES						
6223	GASOLINE	20,954	14,996	13,582	21,000	17,000
6225	DIESEL FUEL	7,385	6,049	5,451	7,000	7,000
6229	SHOP MATERIALS	1,306	3,102	1,015	2,500	2,000
6231	UNIFORMS & TURN-OUT GEAR	2,414	3,369	3,181	3,000	3,500
6249	MISCELLANEOUS OPERATING SUPPLY	39,428	28,542	27,912	35,000	35,000
TOTAL OPERATING SUPPLIES		71,487	56,058	51,141	68,500	64,500
REPAIR AND MAINTENANCE SUPPLIES						
6257	OTHER VEHICLE PARTS	6,121	10,949	13,186	14,000	14,000
6265	ASPHALT	18,554	18,121	28,947	30,000	40,000
6269	LANDSCAPE MATERIALS	15,023	21,309	12,401	18,000	18,000
6268	IRRIGATION SUPPLIES	-	-	15,628	10,000	15,000
TOTAL REPAIR AND MAINTENANCE SUPPLIES		39,698	50,379	70,162	72,000	87,000
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	2,280	3,030	2,423	2,000	2,500
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		2,280	3,030	2,423	2,000	2,500
Total SUPPLIES		114,167	110,198	124,257	142,900	154,500
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6315	MISCELLANEOUS PROFESSIONAL SER	7,236	29,937	4,940	50,000	35,000
TOTAL PROFESSIONAL SERVICES		7,236	29,937	4,940	50,000	35,000
COMMUNICATION						
6321	TELEPHONE	815	784	784	800	800
6322	POSTAGE	60	216	80	100	100
6323	CELLULAR PHONES	2,621	2,864	3,225	3,000	3,500
TOTAL COMMUNICATION		3,496	3,864	4,089	3,900	4,400

EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	19	356	212	-	-
6334	MILEAGE REIMBURSEMENT	151	294	29	-	-
6335	TRAINING	590	1,539	2,925	2,000	2,000
TOTAL EMPLOYEE REIMBURSEMENTS		760	2,189	3,166	2,000	2,000
ADVERTISING AND PUBLISHING						
6352	GENERAL NOTICE & PUBLIC INFOR	92	-	-	-	-
TOTAL ADVERTISING AND PUBLISHING		92	-	-	-	-
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	11,007	11,957	10,022	12,100	12,000
TOTAL INSURANCE		11,007	11,957	10,022	12,100	12,000
UTILITIES						
6371	ELECTRIC UTILITIES	21,773	25,475	23,821	22,000	23,000
6372	WATER/IRRIGATION	4,526	14,979	13,209	6,000	13,000
6373	GAS	4,146	3,031	3,424	4,500	4,500
6374	REFUSE/RECYCLING	2,030	2,787	3,173	2,800	3,000
TOTAL UTILITIES		32,475	46,272	43,627	35,300	43,500
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	13,781	19,098	21,716	15,000	21,000
6382	MACHINERY & EQUIPMENT REPAIR	1,284	3,225	6,488	1,800	5,000
6388	OTHER VEHICLE REPAIR	716	3,557	2,540	2,000	3,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		15,781	25,880	30,744	18,800	29,000
RENTALS						
6415	OTHER EQUIPMENT RENTAL	10,009	10,416	7,774	9,500	9,000
6416	MACHINERY RENTAL	100	-	63	600	700
6417	UNIFORM RENTAL	1,132	636	685	650	1,100
TOTAL RENTALS		11,241	11,052	8,522	10,750	10,800
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	463	1,539	1,411	350	650
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		463	1,539	1,411	350	650
CONTRACTED SERVICES						
6489	OTHER CONTRACTED SERVICES	47,048	58,092	74,766	88,000	90,000
TOTAL CONTRACTED SERVICES		47,048	58,092	74,766	88,000	90,000
Total OTHER SERVICES & CHARGES		129,599	190,782	181,287	221,200	227,350
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6540	HEAVY MACHINERY	32,803	-	-	-	104,740
6580	OTHER EQUIPMENT	-	15,578	-	-	18,000
TOTAL CAPITAL OUTLAY		32,803	15,578	-	-	122,740
Total CAPITAL OUTLAY		32,803	15,578	-	-	122,740
TOTAL EXPENDITURES & OTHER FINANCING		851,845	990,300	1,008,271	989,730	1,303,928

FUND GENERAL

DEPARTMENT: **PARK & RECREATION**
 FUNCTION: PARKS AND RECREATION

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0452	6102	F.T. REGULAR-WAGES & SALARIES	377,172	401,518	399,278	517,770
0452	6103	FULL TIME-REGULAR-OVERTIME	1,472	513	1,000	1,000
0452	6105	TEMPORARY-WAGES & SALARIES	81,848	82,499	93,218	104,029
0452	6121	PERA CONTRIBUTIONS	30,868	29,899	31,113	40,434
0452	6122	FICA/MEDICARE CONTRIBUTIONS	36,762	36,600	37,753	47,645
0452	6131	GROUP INSURANCE	53,944	59,269	46,982	70,393
0452	6133	WORKERS COMP INSURANCE PREMIUM	11,365	16,203	16,286	18,067
0452	6208	MISCELLANEOUS OFFICE SUPPLIES	710	519	400	500
0452	6223	GASOLINE	14,996	13,582	21,000	17,000
0452	6225	DIESEL FUEL	6,049	5,451	7,000	7,000
0452	6229	SHOP MATERIALS	3,102	1,015	2,500	2,000
0452	6231	UNIFORMS & TURN-OUT GEAR	3,369	3,181	3,000	3,500
0452	6249	MISCELLANEOUS OPERATING SUPPLY	28,543	27,772	35,000	35,000
0452	6257	OTHER VEHICLE PARTS	10,949	13,186	14,000	14,000
0452	6265	ASPHALT	18,121	28,947	30,000	40,000
0452	6268	IRRIGATION SUPPLIES	-	15,628	10,000	15,000
0452	6269	LANDSCAPE MATERIALS	21,309	12,401	18,000	18,000
0452	6281	SMALL TOOLS & MINOR EQUIPMENT	3,030	2,423	2,000	2,500
0452	6315	MISCELLANEOUS PROFESSIONAL SER	29,938	4,758	50,000	35,000
0452	6321	TELEPHONE	784	784	800	800
0452	6322	POSTAGE	216	80	100	100
0452	6323	CELLULAR PHONES	2,864	3,225	3,000	3,500
0452	6335	TRAINING	1,224	2,360	2,000	2,000
0452	6361	GENERAL LIABILITY/PROPERTY INS	11,038	10,022	12,100	12,000
0452	6371	ELECTRIC UTILITIES	25,475	23,821	22,000	23,000
0452	6372	WATER/IRRIGATION	14,979	13,209	6,000	13,000
0452	6373	GAS	3,031	3,424	4,500	4,500
0452	6374	REFUSE/RECYCLING	2,787	3,173	2,800	3,000
0452	6381	BUILDING & STRUCTURE REPAIR	19,098	21,716	15,000	21,000
0452	6382	MACHINERY & EQUIPMENT REPAIR	3,224	6,488	1,800	5,000
0452	6388	OTHER VEHICLE REPAIR	3,557	2,540	2,000	3,000
0452	6415	OTHER EQUIPMENT RENTAL	10,416	7,774	9,500	9,000
0452	6416	MACHINERY RENTAL	-	63	600	700
0452	6417	UNIFORM RENTAL	636	685	650	1,100
0452	6451	MEMBERSHIP DUES	634	635	350	650
0452	6489	OTHER CONTRACTED SERVICES	52,536	58,271	75,000	75,000
0452	6540	HEAVY MACHINERY	-	-	-	104,740
0452	6580	OTHER EQUIPMENT	15,578	-	-	18,000
Total Expenditure			901,624	913,634	976,730	1,288,928

PERSONNEL COMPLEMENT

Park Maintenance Worker	5.00	5.00	4.00	5.00
Recreation Assistant	-	-	-	1.00
Utilities Maintenance Worker (Enterprise Funded)	3.00	3.00	3.00	3.00
Utilities Supervisor (Enterprise Funded)	1.00	1.00	1.00	1.00
Parks/Assistant PW Superintendent	1.00	1.00	1.00	1.00
Park Supervisor	-	-	1.00	1.00
Temporary - Parks	2.47	2.47	2.47	3.62
Parks Intern	0.50	0.50	0.50	0.34
	<u>12.97</u>	<u>12.97</u>	<u>12.97</u>	<u>15.96</u>

6540 Heavy Machinery

3/4 Ton 4/4 Truck with plow equipment	-	-	-	41,170
1-ton truck with plow equipment	-	-	-	63,570
	-	-	-	<u>104,740</u>

6580 Other Equipment

ATV Athletic Field Maintenance Machine	-	-	-	18,000
Field Machine	15,578	-	-	
	<u>15,578</u>	-	-	<u>18,000</u>

DESCRIPTION OF SERVICES:

The Park and Recreation Department is responsible for the maintenance of all city parks and facilities. These parks and facilities include playgrounds, shelters, ballfields, trails, public grounds and streetscapes.

BUDGET HIGHLIGHTS

- F.T. Parks Maintenance Worker: \$54,175 (March 1 start)
- F.T. Recreation Assistant: \$61,621
- Engr Secretary/Asst moved to Parks Department (If Administrative Assistant is approved in Engineering)
- Capital Equipment: 3/4 Tone 4/4 Pickup with Plow: \$41,1700 (Net of \$3,000 trade in)
- Capital Equipment: 1-Ton Truck with plow: \$63,570
- Capital Equipment: ATV athletic field machine: \$18,000

GOALS OF CURRENT YEAR BUDGET:

- Begin implementation of new trail maintenance policy developed in 2015
- Continue to coordinate trail, sidewalk, parking lot and rink snow removal with city-wide snow plowing for
- Continue to work year-round with the athletic associations in the provision of youth recreation
- Complete a citizen survey to identify community need for recreation programming (children to adults)
- Following the conclusion of the 2018 comprehensive plan update and master park planning endeavor begin implementing the park and trail plan objectives
- Continue organizing a Master Park and Trail Plan, including cost estimates for the emerging future vision
- Advocate for the Mississippi River Trail to Sherburne County

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Number of City Parks	23	23	23
Number of Athletic Fields Maintained	40	42	42
Number of Playgrounds Maintained	16	17	17
Miles of Trails Maintained	38	39.5	41
Total Acreage Mowed	150.11	150.11	150.11

FUND GENERAL

DEPARTMENT: COMMUNITY PROGRAMS

FUNCTION: PARKS AND RECREATION

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0455	6489	OTHER CONTRACTED SERVICES	5,556	16,495	13,000	15,000
Total Expenditure			5,556	16,495	13,000	15,000

6489 Other Contracted Services

Alexandra House	5,000	5,000	5,000	5,000
Family Promise Donation	-	3,000	3,000	-
Ramsey Foundation - Draw Park Events	-	8,000	5,000	10,000
Arbor Events/Environmental Expo	556			
	<u>5,556</u>	<u>16,000</u>	<u>13,000</u>	<u>15,000</u>

DESCRIPTION OF SERVICES:

The Community Programs budget provides funding for those organizations that provide programs and support to Ramsey residents in need.

BUDGET HIGHLIGHTS

- Contribution to Alexandra House: \$5,000
- Contribution to Concerts in the Park (Draw Park): \$10,000

GOALS OF CURRENT YEAR BUDGET:

- Increase citizens knowledge of programs offered

Performance Measurements:

	2016 Actual	2017 Estimate	2018 Projected
Number of People Served	198	205	215

FUND GENERAL

DEPARTMENT:

ENVIRONMENTAL SERVICES

FUNCTION:

PARKS AND RECREATION

DON'T USE

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget
0461	6102	F.T. REGULAR-WAGES & SALARIES	65,722	62,603	
0461	6121	PERA CONTRIBUTIONS	5,164	4,587	
0461	6122	FICA/MEDICARE CONTRIBUTIONS	4,912	4,381	
0461	6131	GROUP INSURANCE	4,225	4,379	
0461	6133	WORKERS COMP INSURANCE PREMIUM	288	276	
0461	6208	MISCELLANEOUS OFFICE SUPPLIES	21	12	
0461	6231	UNIFORMS & TURN-OUT GEAR	-	-	
0461	6249	MISCELLANEOUS OPERATING SUPPLY	-	140	
0461	6281	SMALL TOOLS & MINOR EQUIPMENT	-	-	
0461	6315	MISCELLANEOUS PROFESSIONAL SER	-	182	
0461	6321	TELEPHONE	-	-	
0461	6322	POSTAGE	-	-	
0461	6331	TRAVEL & LODGING	356	212	
0461	6334	MILEAGE REIMBURSEMENT	294	29	
0461	6335	TRAINING	316	565	
0461	6352	GENERAL NOTICE & PUBLIC INFOR	-	-	
0461	6361	GENERAL LIABILITY/PROPERTY INS	919	-	
0461	6451	MEMBERSHIP DUES	905	776	
Total Expenditure			83,122	78,142	-

DESCRIPTION OF SERVICES:

The Environmental Services Department is responsible for promoting environmental awareness and conservation practice by citizens by advising the City Council on policy issues, review of new development proposals, communication and education.

GOALS OF CURRENT YEAR BUDGET:

- Assist in development review process related to natural resources.
- Complete update to natural resource component of the Comprehensive Plan.
- Complete communication plan for water resources.
- Improve review process for avoiding wetland impacts.
-
-

FUND GENERAL

DEPARTMENT: EXPENDITURE RESERVE

FUNCTION: MISCELLANEOUS/CONTINGENCY

Business Unit	Object Account	Description	2015 Actual	2016 Actual	2017 Adopted Budget	2018 Requested Budget
0892	6105	TEMPORARY-WAGES & SALARIES	-	-	36,200	
0892	6315	MISCELLANEOUS PROFESSIONAL SER	1,100	-	23,836	25,000
0892	6603	OTHER L.T. OBLIGATION PRINCIPA	77,748	76,829	120,412	119,455
0892	6820	OPERATING TRANSFERS TO OTHER F	1,291,936	452,455		
Total Expenditure			1,370,784	529,284	180,448	144,455

6603 Debt Service Payment

Muni Center Internal Loan (Sewer Fund)	15,895	14,976	14,039	13,082
Bury Carlson Internal Loan (PIR Fund)*	-	-	44,520	44,520 *
Municipal Center debt transfer interfund	61,853	61,853	61,853	61,853
	77,748	76,829	120,412	119,455

*Coded directly against property tax when collected

6820 Transfers to Other Funds

Excess Revenue Transfer	1,182,303	452,455	-	-
2015 Road Improvement Funding	109,633	-	-	-
	1,291,936	452,455	-	-

DESCRIPTION OF SERVICES:

The Contingency budget is to be used for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

BUDGET HIGHLIGHTS

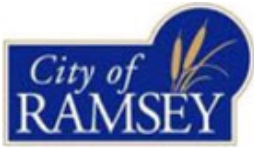
- No Major Changes

GOALS OF CURRENT YEAR BUDGET:

- Minimize unbudgeted/unallocated expenses

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Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Work Session

3. 1.

Meeting Date: 07/11/2017

Submitted For: Kurt Ulrich, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Dates will be assigned in the future.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 07/06/2017

Reviewed By

Kurt Ulrich

Date

07/06/2017 11:47 AM

Started On: 07/06/2017 11:20 AM

City Council Future Topics – Work Session
(Draft)

Date	Topics for Discussion – Council Action
Future	Discuss Ordinance Governing Unmanned Aerial Vehicle Use (<i>Katers</i>)
Future	Review and Potentially Adopt Ramsey’s Portion of Previous Highway 47 Study (<i>Westby</i>)
Future	Cost Share a Corridor Study for Nowthen Blvd/CR5 (<i>Westby</i>)
Future	Intersection Control Evaluation for Spot Improvements on Armstrong (<i>Westby</i>)
Future	Discussion re Tap Rooms/Brew Pubs (<i>Thieling/Katers</i>)
Future	Assessment Policy Review (<i>Westby</i>)
Date	Topics for Discussion – Regulatory
Future	Commercial Signage Standards and Community Sign Plan(<i>Gladhill</i>)
Future	Property Maintenance Code (Maintenance of Buildings and Structures) (<i>Gladhill</i>)
Date	Topics for Discussion – Policy
Future	Public Facilities Naming Policy (<i>Riverblood</i>)
Future	Trail Maintenance Policy (<i>Westby</i>)
Future	Stormwater Pond Maintenance Policy (<i>Westby</i>)
Future	Citizen Volunteer and Recognition Program (<i>Ulrich</i>)
Future	Newsletter Policy to Address Advertising and Content Control (<i>Brama</i>)
August	Discussion re Updating the City’s Personnel Policy (<i>Lasher</i>)
Date	Topics for Discussion – Planning and Budget
Future	Summary of Compensation/Development Plan for Employees (<i>Lasher</i>)
Future	Review Comprehensive Plan for Long-Term Water Supply (<i>Westby</i>)
Date	Topics for Discussion – Information