

City of Ramsey
Agenda
City Council Work Session
Tuesday, November 27, 2018

5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Continued Discussion of 2019 Budget and Levy
 2. Review Administration of Enforcement of City Code Violations
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session

2. 1.

Meeting Date: 11/27/2018

Information

Title:

Continued Discussion of 2019 Budget and Levy

Purpose/Background:

Before the budget is to be formally adopted on December 11, 2018 the City Council has agreed to at least three budget worksessions. The first of these worksessions - review the 2019 Capital Equipment requests was held October 23, 2018 and the second worksession held November 13, 2018 discussed the new personnel requests.

The third of the worksessions on the budget (worksession for November 27) is to further discuss the personnel requests in regards to questions generated at the November 13 worksession and to answer any further questions in regards to the proposed 2019 General Fund budget.

Timeframe:

45 minutes

Funding Source:

Responsible Party(ies):

Finance Director

Outcome:

Review of 2019 budget documents and determination of final 2019 General Fund Budget and 2019 Payable levy.

Attachments

2019 Propsoed General Fund Budget

2019 Personnel Requests

Tax Capacity with 4 options - Council chose opt 3a

5-Year Staffing

Comparison Andover Contracted Policing Services

Police Personnel Request 2019

Form Review

Inbox	Reviewed By	Date
Jeff Katers	Jeff Katers	11/21/2018 10:52 AM
Kurt Ulrich	Kurt Ulrich	11/21/2018 11:22 AM
Form Started By: Diana Lund		Started On: 10/02/2018 01:35 PM
Final Approval Date: 11/21/2018		

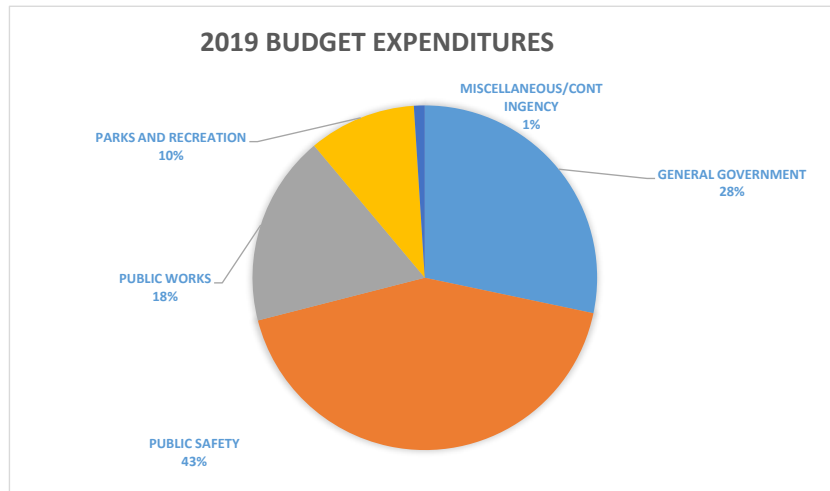
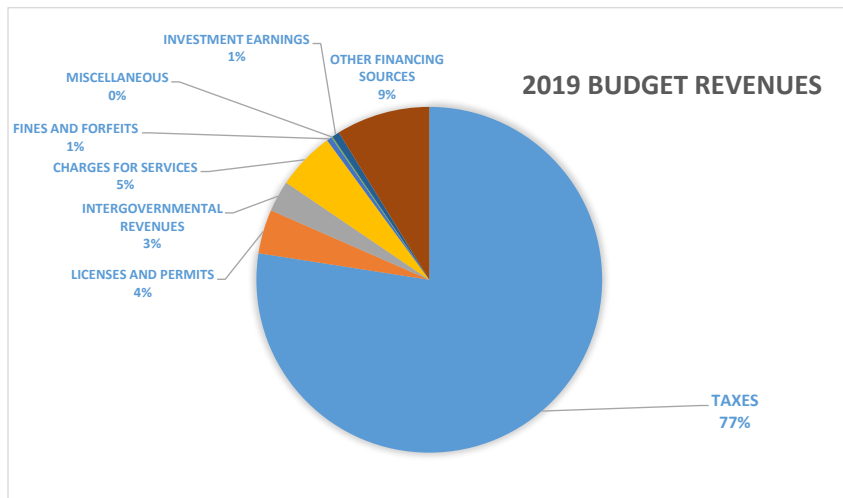
GENERAL FUND 101 - BUDGET SUMMARY

REVENUES

	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
TAXES	7,961,871	7,961,871	8,594,144	9,400,242	10,002,646
LICENSES AND PERMITS	784,954	784,954	732,129	512,750	532,300
INTERGOVERNMENTAL REVENUES	470,713	470,713	375,045	359,750	375,800
CHARGES FOR SERVICES	836,603	836,603	711,805	710,244	703,600
FINES AND FORFEITS	60,236	60,236	59,701	68,700	61,500
MISCELLANEOUS	28,776	28,776	21,726	31,000	15,700
INVESTMENT EARNINGS	76,953	76,953	81,962	70,000	90,000
OTHER FINANCING SOURCES	890,248	890,248	762,812	970,598	1,132,450
TOTAL REVENUES	11,110,354	11,110,354	11,339,323	12,123,284	12,913,996

EXPENDITURES

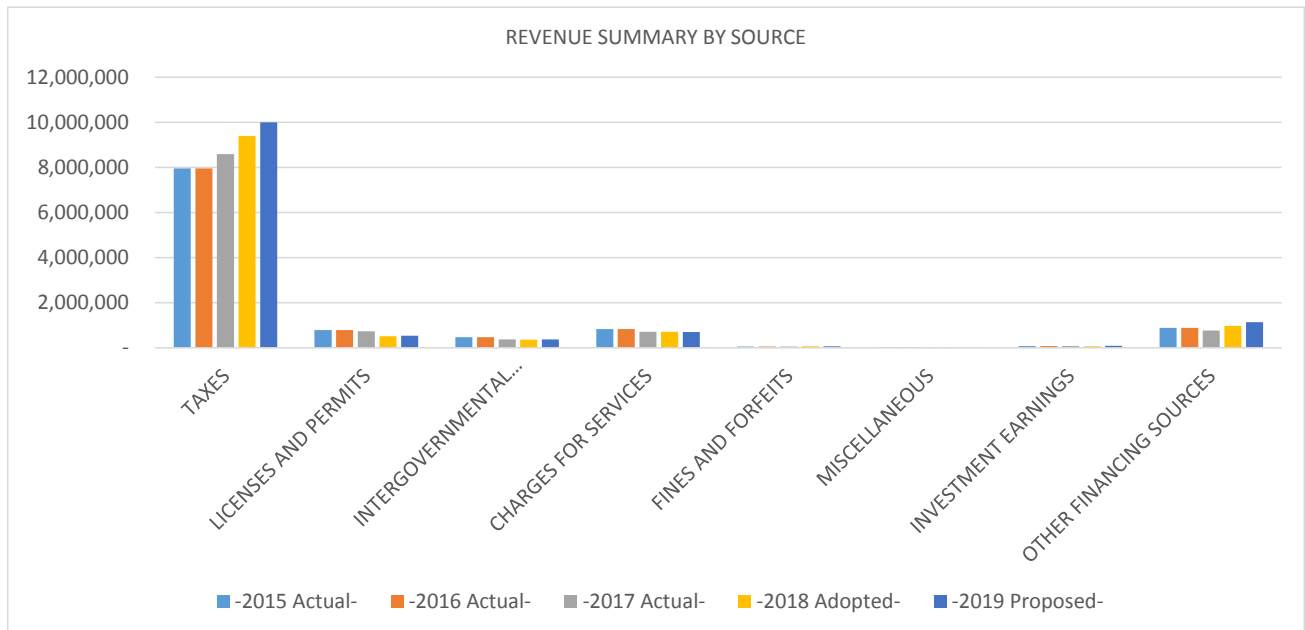
	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
GENERAL GOVERNMENT	2,553,779	2,802,966	3,009,414	3,355,433	3,655,120
PUBLIC SAFETY	4,179,687	4,491,423	4,686,345	5,099,197	5,515,383
PUBLIC WORKS	1,846,843	2,047,604	1,702,747	2,250,249	2,309,237
PARKS AND RECREATION	990,300	1,008,271	1,007,505	1,241,950	1,302,883
MISCELLANEOUS/CONTINGENCY	1,370,784	529,284	682,284	176,455	131,373
TOTAL EXPENDITURES	10,941,393	10,879,548	11,088,296	12,123,284	12,913,996



GENERAL FUND 101 - REVENUE SUMMARY	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Proposed-
TAXES	7,961,871	7,961,871	8,594,144	9,400,242	10,002,646
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TOTAL REVENUES	11,110,354	11,110,354	11,339,323	12,123,284	12,913,996

HISTORICAL LEVY AMOUNTS

2015 LEVY	\$ 7,921,570	10.00%
2016 LEVY	\$ 8,287,716	4.62%
2017 LEVY	\$ 8,670,635	4.62%
2018 LEVY	\$ 9,395,242	8.36%
2019 LEVY	\$ 10,047,646	6.94%



GENERAL FUND 101 - REVENUE BY SOURCE		-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Proposed-
TAXES						
4011	CURRENT-AD VALOREM TAXES	6,544,869	6,544,869	7,198,095	7,911,242	8,563,646
401A	CURRENT-UNCOLLECTED ALLOWANCE			-	(100,000)	(100,000)
4012	DELINQUENT-AD VALOREM TAXES	119,331	119,331	45,765	75,000	50,000
4014	FISCAL DISPARITIES	1,268,926	1,268,926	1,345,826	1,484,000	1,484,000
4015	EXCESS TAX INCREMENTS	856	856	-	20,000	-
4018	PENALTY/INT-AD VALOREM TAXES	27,889	27,889	4,457	10,000	5,000
TAXES Total		7,961,871	7,961,871	8,594,144	9,400,242	10,002,646

LICENSES AND PERMITS						
- BUSINESS LICENSES/PERMITS						
4140	CREDIT CARD PROCESSING FEES	(12,280)	(12,280)	(37,600)	(30,000)	(45,000)
4155	LIQUOR-ON SALE	43,400	43,400	43,680	38,000	42,000
4156	LIQUOR-OFF SALE	740	740	560	1,200	1,000
4159	MECHANICAL LICENSE	11,950	11,950	12,450	10,500	11,000
4163	PAWNSHOP LICENSE	6,695	6,695	6,122	5,000	6,000
4164	CIGARETTE SALES LICENSE	2,675	2,675	2,350	3,000	2,500
4165	REFUSE HAULERS LICENSE	350	350	400	350	400
4166	MOTOR VEHICLES LICENSE	3,850	3,850	-	-	-
4168	PEDDLERS LICENSE	1,520	1,520	2,060	1,700	1,500
4169	GASOLINE SALES LICENSE	2,042	2,042	-	-	-
4170	OTHER BUSINESS LICENSES & PERM	2,115	2,115	850	1,000	1,000
4171	INVESTIGATIVE FEES	4,326	4,326	4,845	3,000	3,000
- NON-BUSINESS LICENSES/PERMITS						
4205	BUILDING PERMIT	472,551	472,551	444,873	300,000	310,000
4206	PLUMBING PERMIT	56,197	56,197	50,846	35,000	35,000
4207	ANIMAL LICENSE	1,280	1,280	1,480	1,000	1,200
4208	HEATING PERMIT	42,417	42,417	44,644	35,000	40,000
4209	CONDITIONAL USE PERMIT	6,550	6,550	13,019	6,000	6,000
4211	SIGN PERMITS	2,650	2,650	2,650	2,500	2,500
4212	RENTAL LICENSE	8,475	8,475	13,700	2,500	5,000
4213	FIRE PERMIT	9,066	9,066	11,101	9,000	11,000
4214	ELECTRICAL INSPECTION PERMIT	63,012	63,012	59,502	50,000	55,000
4220	SEPTIC SYSTEM PERMIT	33,648	33,648	30,966	25,000	27,000
4221	URBAN SEWER PERMIT	8,700	8,700	10,425	6,000	7,500
4222	URBAN WATER PERMIT	9,800	9,800	11,045	6,000	7,500
4230	OTHER NON-BUSINESS LIC & PERM	3,225	3,225	2,161	1,000	1,200
LICENSES AND PERMITS Total		784,954	784,954	732,129	512,750	532,300

INTERGOVERNMENTAL REVENUES						
- FEDERAL INTERGOVERNMENTAL						
4253	FEDERAL EXCISE TAX REFUND	8,379	8,379	7,773	8,000	8,000
4252	FEDERAL GRANTS	-	-	-	-	-
- STATE INTERGOVERNMENTAL						
4262	LOCAL GOVERNMENT AID	110,352	110,352	-	-	-
4263	MARKET VALUE HOMESTEAD CREDIT	3,338	3,338	3,115	-	-
4268	MSA FOR STREETS	140,000	140,000	140,000	140,000	150,000
4269	POLICE - INSURANCE PREMIUM TAX	179,451	179,451	197,336	190,000	195,000
4271	POST BOARD REIMBURSEMENT	7,330	7,330	7,577	7,500	7,500
4272	STATE EXCISE TAX REFUND	277	277	316	250	300
4273	OTHER STATE GRANTS & AIDS	21,586	21,586	18,928	14,000	15,000
- LOCAL INTERGOVERNMENTAL						
4287	OTHER LOCAL GOVERNMENT GRANTS	-	-	-	-	-
INTERGOVERNMENTAL REVENUES Total		470,713	470,713	375,045	359,750	375,800

CHARGES FOR SERVICES						
4304	RENTAL FEES - REAL PROPERTY	6,378	6,378	138,377	122,000	142,000
4305	RENTAL FEES	137,528	137,528	11,885	28,000	12,000
4306	ZONING & SUBDIVISION FEES	2,325	2,325	3,000	2,500	3,000
4307	PLAN CHECKING FEES	233,584	233,584	198,320	150,000	150,000
4308	SALES OF MAPS & PUBLICATIONS	1,381	1,381	925	1,000	1,000
4309	ASSESSMENT SEARCHES	720	720	90	-	-
4312	GENERAL GOVERNMENT STAFF TIME	6,806	6,806	35,309	15,000	25,000
4326	SPECIAL POLICE SERVICES	38,781	38,781	22,887	15,000	15,000
4327	SPECIAL FIRE PROTECTION SERVIC	45,945	45,945	46,436	55,000	55,000
4328	ACCIDENT REPORTS	2,254	2,254	2,319	2,000	2,000
4329	OPEN BURN PERMIT FEES	1,025	1,025	700	1,000	1,000
4330	OTHER PUBLIC SAFETY	3,977	3,977	7,820	4,000	5,000
4337	ENGINEERING	334,033	334,033	225,730	291,744	272,600
4338	PLAN & SPECIFICATION FEES	-	-	-	-	-
4339	OTHER PUBLIC WORKS	13,951	13,951	9,290	15,000	12,000
4347	OTHER CULTURE-RECREATION	7,915	7,915	8,718	8,000	8,000
CHARGES FOR SERVICES Total		836,603	836,603	711,805	710,244	703,600
FINES AND FORFEITS						
4452	COURT FINES	57,780	57,780	59,001	68,000	61,000
4453	OTHER FINES & FORFEITS	669	669	-	200	-
4454	ADMINISTRATIVE FINES	1,787	1,787	699	500	500
FINES AND FORFEITS Total		60,236	60,236	59,701	68,700	61,500
MISCELLANEOUS						
4604	SURCHARGES	913	913	550	1,000	700
4605	ELECTION FILING FEES	-	-	175	-	-
4609	OTHER MISCELLANEOUS REVENUES	27,863	27,863	21,001	30,000	15,000
4608	CONTRIBUTIONS & DONATIONS	-	-	-	-	-
MISCELLANEOUS Total		28,776	28,776	21,726	31,000	15,700
INVESTMENT EARNINGS						
4701	INTEREST ON INVESTMENTS	76,953	76,953	81,962	70,000	90,000
INVESTMENT EARNINGS Total		76,953	76,953	81,962	70,000	90,000
OTHER FINANCING SOURCES						
TRANSFERS IN						
4901	TRANSFER IN FROM OTHER FUNDS	890,248	890,248	762,812	970,598	1,132,450
OTHER FINANCING SOURCES Total		890,248	890,248	762,812	970,598	1,132,450
TOTAL REVENUE		11,110,354	11,110,354	11,339,323	12,123,284	12,913,996

GENERAL FUND 101 - LINE ITEM DETAIL

-2015 Actual-

-2016 Actual-

-2017 Actual-

-2018 Adopted-

-2019 Proposed-

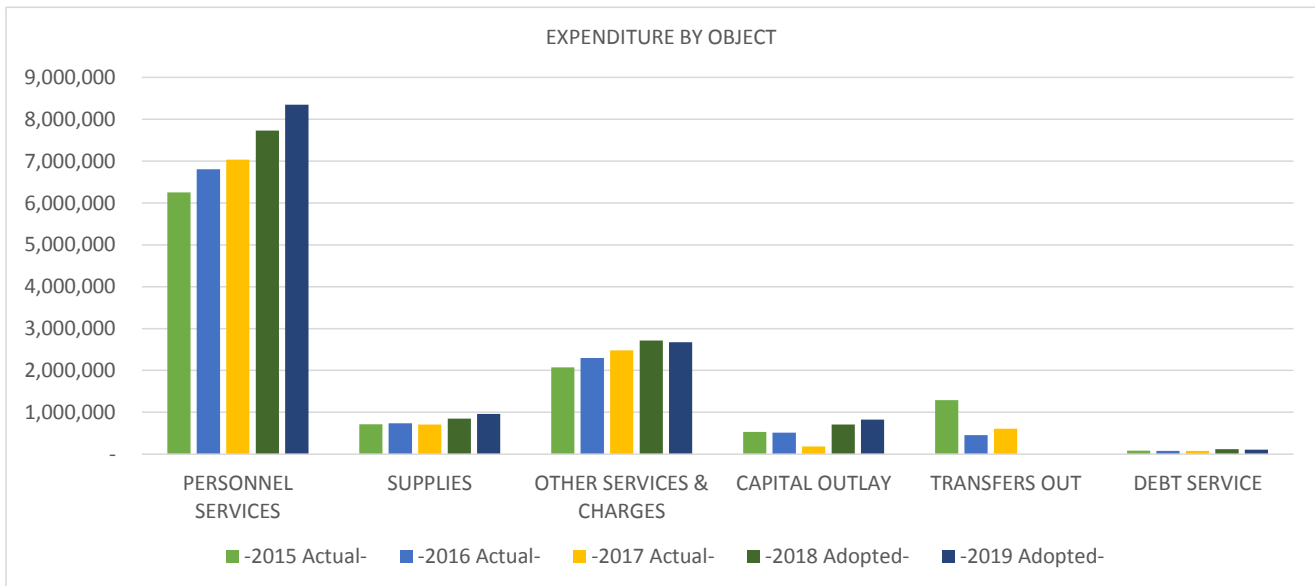
4337 Engineering

Riverdale Extention to Traprock (15% project cost of \$2.5M)	-	-	-	-
Road Reconstruction (Est 8% of project cost of up to \$ 1,700,000)	79,956	-	-	-
2019-Road Reconstructions :				
Bond Fund: 8% of \$1,679,000				134,320
2019-Overlays:				
Bond Fund: 8 of % 541,000				43,280
2018-Road Reconstructions :				
Bond Fund: 8% of \$1,705,000		85,392	136,448	
Storm Fund: 12% of \$88,450			-	
2017-Overlays:				
Bond Fund: 12% of %353,800		42,456	60,296	
Sealcoats (Est 12% of \$500,000)	49,103	60,000	60,000	60,000
Private Funded Projects	115,593	37,882	35,000	35,000
	<u>244,652</u>	<u>225,730</u>	<u>291,744</u>	<u>272,600</u>

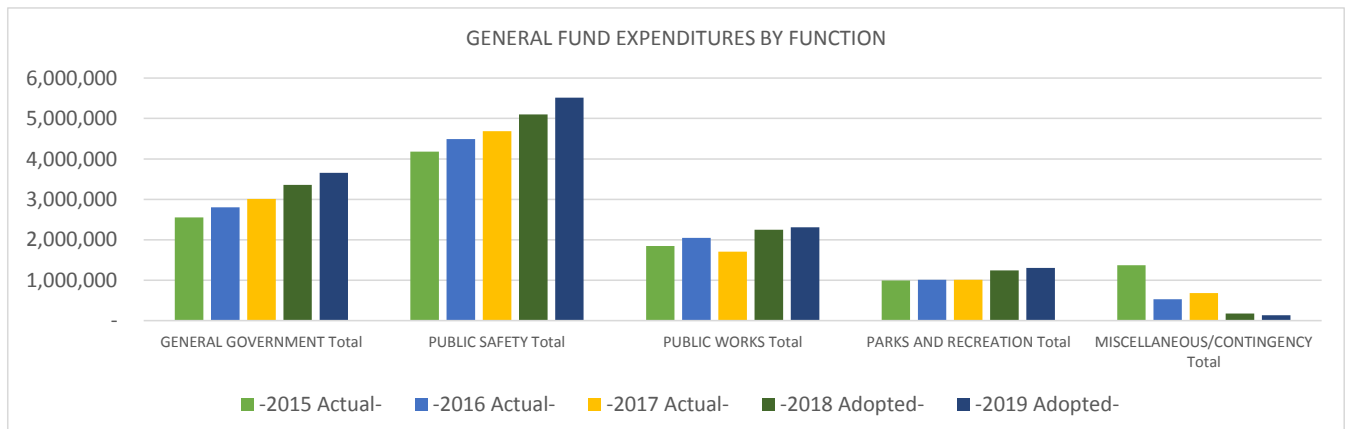
4901 Other Finance Sources

Water Fund Administrative Transfer	38,000	39,000	40,000	41,000	43,000
Sewer Fund Administrative Transfer	32,000	33,000	34,000	35,000	37,000
St. Lighting Fund Administrative Transfer	17,000	18,000	19,000	20,000	21,000
Recycling Fund Administrative Transfer	10,000	10,500	11,000	11,500	-
Storm Water Utility Fund Administrative Transfer	27,000	28,000	29,000	30,000	32,000
HRA Fund Closed to General	119,945	230,000	-	-	-
Equipment Certificate Fund	265,344	254,378	302,406	-	-
Capital Maintenance Fund - For Trail Maintenance	-	-	-	-	50,000
Insurance Fund	-	-	-	22,588	-
Fleet Vehicle Fnd	-	-	-	-	87,000
PIR Fund-Street Maintenance	100,000	25,000	125,000	100,000	125,000
Equipment Revolving Fund	265,344	258,474	202,406	710,510	737,450
Landfill Tipping Fee Fund - Environment Services Time	15,615	-	-	-	-
	<u>890,248</u>	<u>896,352</u>	<u>762,812</u>	<u>970,598</u>	<u>1,132,450</u>

EXPENDITURE BY OBJECT SUMMARY	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES	6,250,991	6,808,628	7,035,037	7,728,382	8,346,699
SUPPLIES	711,546	735,040	705,203	848,775	961,795
OTHER SERVICES & CHARGES	2,073,959	2,294,501	2,479,108	2,716,162	2,674,679
CAPITAL OUTLAY	530,688	516,156	186,663	710,510	824,450
TRANSFERS OUT	1,291,936	452,455	606,393	-	-
DEBT SERVICE	82,273	76,829	75,892	119,455	106,373
TOTAL EXPENDITURE BY OBJECT	10,941,393	10,883,609	11,088,296	12,123,284	12,913,996



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
GENERAL GOVERNMENT						
0111	MAYOR AND COUNCIL	131,549	117,554	112,481	142,184	123,808
0114	CHARTER/PLAN/HORSE COMMISSIONS	4,979	5,326	5,510	9,467	9,467
0130	ADMINISTRATION	720,608	844,358	897,042	953,453	834,980
0141	ELECTIONS	7,792	69,503	5,767	48,992	36,445
0153	FINANCE	328,942	326,447	331,891	352,154	371,002
0155	ASSESSING	136,517	137,937	138,629	140,000	142,000
0161	LEGAL	127,726	123,358	116,661	128,400	123,300
0191	PLANNING & ZONING	201,297	287,848	472,925	505,446	660,795
0192	DATA PROCESSING	423,219	421,976	440,168	518,104	721,105
0194	GENERAL GOVERNMENT BUILDINGS	440,198	431,122	444,677	507,488	578,786
0195	NEWSLETTER	30,952	37,537	43,663	49,745	53,432
GENERAL GOVERNMENT Total		2,553,779	2,802,966	3,009,414	3,355,433	3,655,120
PUBLIC SAFETY						
0211	POLICE PROTECTION	3,027,457	3,191,267	3,323,510	3,488,488	3,845,979
0220	FIRE PROTECTION	758,147	817,778	846,201	1,005,890	1,040,085
0240	PROTECTIVE INSPECTIONS	306,871	363,178	424,406	423,083	489,916
0250	CIVIL DEFENSE	4,728	22,708	5,729	7,600	8,800
0260	TRAFFIC ENGINEERING	71,868	80,766	67,670	152,786	108,128
0270	ANIMAL CONTROL	4,408	8,871	9,517	9,500	9,250
0280	COMMUNITY ORIENTING POLICING	6,208	6,855	9,313	11,850	13,225
PUBLIC SAFETY Total		4,179,687	4,491,423	4,686,345	5,099,197	5,515,383
PUBLIC WORKS						
0301	ENGINEERING	355,495	358,831	297,379	384,009	412,215
0311	STREET MAINTENANCE	1,294,881	1,470,492	1,233,579	1,594,417	1,608,007
0312	SNOW & ICE REMOVAL	196,467	218,281	171,788	271,823	289,015
PUBLIC WORKS Total		1,846,843	2,047,604	1,702,747	2,250,249	2,309,237
PARKS AND RECREATION						
0452	PARK & RECREATION	901,623	913,634	994,504	1,226,950	1,282,883
0455	COMMUNITY PROGRAMS	5,556	16,495	13,000	15,000	20,000
0461	ENVIRONMENTAL SERVICES	83,121	78,142	-	-	-
PARKS AND RECREATION Total		990,300	1,008,271	1,007,505	1,241,950	1,302,883
MISCELLANEOUS/CONTINGENCY						
0892	EXPENDITURE RESERVE	1,370,784	529,284	682,284	176,455	131,373
MISCELLANEOUS/CONTINGENCY Total		1,370,784	529,284	682,284	176,455	131,373
TOTAL EXPENDITURES & OTHER FINANCING		10,941,393	10,879,548	11,088,296	12,123,284	12,913,996



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	4,191,438	4,600,816	4,770,817	5,253,434	5,643,787
6103	FULL TIME-REGULAR-OVERTIME	79,743	108,810	112,632	96,000	101,282
6104	PART TIME-WAGES & SALARIES	353,891	383,568	492,692	416,198	458,665
6105	TEMPORARY-WAGES & SALARIES	158,776	170,229	140,547	266,639	236,016
6106	OVERTIME-TEMPORARY	1,620	2,057	1,981	-	-
6107	OVERTIME-PART TIME	-	119	-	-	-
WAGES AND SALARIES		4,785,468	5,265,599	5,518,670	6,032,271	6,439,750
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	69,136	47,457	1,258	-	-
OTHER GROSS EARNINGS		69,136	47,457	1,258	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	523,345	534,634	571,521	619,247	695,440
6122	FICA/MEDICARE CONTRIBUTIONS	256,498	258,478	280,433	318,948	336,196
6123	ICMA RETIREMENT TRUST	2,032	1,968	2,000	2,000	2,000
6131	GROUP INSURANCE	513,515	567,000	519,613	598,524	682,026
6132	DISABILITY INSURANCE	1,284	1,284	1,344	1,300	1,300
6133	WORKERS COMP INSURANCE PREMIUM	99,713	132,208	140,198	156,092	189,987
EMPLOYER CONTRIBUTIONS		1,396,387	1,495,572	1,515,109	1,696,111	1,906,949
PERSONNEL SERVICES Total		6,250,991	6,808,628	7,035,037	7,728,382	8,346,699

SUPPLIES

OFFICE SUPPLIES						
6203	DUPLICATING SUPPLY & COPY PAPER	3,299	3,283	3,299	3,250	3,300
6204	STATIONERY, ENVELOPES & FORMS	5,776	4,278	5,672	6,200	6,100
6205	DRAFTING SUPPLIES	200	-	-	250	250
6206	FILM, MICROFILM, TAPES, DISKS	566	1,310	1,045	1,800	1,300
6207	TRAINING SUPPLIES	3,365	1,765	1,449	2,500	2,500
6208	MISCELLANEOUS OFFICE SUPPLIES	12,728	10,313	11,169	15,475	15,150
OFFICE SUPPLIES		25,934	20,949	22,635	29,475	28,600
OPERATING SUPPLIES						
6221	CLEANING SUPPLIES	963	1,043	809	2,700	2,500
6223	GASOLINE	91,228	80,898	90,117	112,000	113,000
6225	DIESEL FUEL	30,022	24,802	32,662	42,500	45,500
6227	LUBRICANTS & ADDITIVES	3,046	3,578	3,560	5,100	5,100
6229	SHOP MATERIALS	4,849	3,751	3,582	7,500	7,000
6231	UNIFORMS & TURN-OUT GEAR	59,558	63,704	56,593	56,800	68,600
6233	BATTERIES	1,131	1,084	1,226	1,200	1,500
6235	AMMUNITION	11,715	9,056	8,883	8,500	8,500
6237	CRIME SCENE KIT MATERIALS	1,107	792	822	1,000	1,000
6239	FIRST AID SUPPLIES	1,956	2,833	2,749	3,300	3,000
6241	COMMUNITY POLICING SUPPLIES	4,298	5,519	6,501	6,200	7,000
6247	HAPPY DAYS SUPPLIES	10,000	10,000	11,250	11,750	12,000
6249	MISCELLANEOUS OPERATING SUPPLY	116,043	104,830	102,145	128,150	133,025
6246	MARKETING	-	18,000	3,110	5,000	5,000
OPERATING SUPPLIES		335,916	329,890	324,009	391,700	412,725
REPAIR AND MAINTENANCE SUPPLIES						
6251	BATTERIES	106	2,572	1,573	3,000	3,500
6253	BRAKES	1,824	3,825	2,998	2,200	3,000
6255	TIRES	8,906	7,999	5,897	8,200	7,500
6257	OTHER VEHICLE PARTS	80,091	82,933	90,283	93,800	93,500
6259	BUILDING MAINT/REPAIR SUPPLIES	4,513	8,912	5,191	11,500	19,000
6261	SAND & GRAVEL	1,951	993	2,096	4,000	4,000
6263	SALT	72,561	87,028	44,124	72,000	93,600
6265	ASPHALT	31,610	38,107	55,446	60,000	111,000
6266	SCBA-PARTS	9,370	5,893	5,071	5,000	5,000
6267	OTHER STREET MAINTENANCE SUPPL	1,933	3,388	1,678	5,700	5,700
6269	LANDSCAPE MATERIALS	26,670	13,673	26,932	25,500	25,500

6271	SIGN REPAIR MATERIALS	-	985	712	3,000	3,000
6275	OTHER EQUIPMENT PARTS	2,301	15,562	3,099	3,200	3,500
6268	IRRIGATION SUPPLIES	-	15,628	9,707	15,000	15,000
REPAIR AND MAINTENANCE SUPPLIES		241,836	287,498	254,809	312,100	392,800
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	107,860	96,653	103,750	115,450	127,470
SMALL TOOLS AND MINOR EQUIPMENT		107,860	96,653	103,750	115,450	127,470
MERCHANDISE FOR RESALE						
6291	CULVERTS, SIGNS, STREET SUPPLY	-	50	-	50	200
MERCHANDISE FOR RESALE		-	50	-	50	200
SUPPLIES Total		711,546	735,040	705,203	848,775	961,795

OTHER SERVICES & CHARGES

PROFESSIONAL SERVICES						
6302	AUDITING & ACCOUNTING SERVICES	31,100	33,110	35,610	34,100	37,600
6304	LEGAL FEES	126,355	122,179	115,526	127,000	122,000
6305	MEDICAL/PSYCHOLOGICAL FEES	10,304	13,132	9,785	16,000	18,000
6306	PERSONNEL TESTING & RECRUITMT	1,497	1,125	1,903	2,000	2,500
6315	MISCELLANEOUS PROFESSIONAL SER	200,196	287,188	389,632	413,688	366,000
PROFESSIONAL SERVICES		369,452	456,734	552,455	592,788	546,100
COMMUNICATION						
6321	TELEPHONE	17,767	19,021	18,109	23,640	21,500
6322	POSTAGE	14,851	16,236	18,031	20,650	23,150
6323	CELLULAR PHONES	24,303	26,639	27,187	31,800	34,800
6325	LONG DISTANCE CHARGES	-	-	-	-	-
COMMUNICATION		56,921	61,896	63,326	76,090	79,450
EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	13,048	7,291	10,291	17,000	15,000
6334	MILEAGE REIMBURSEMENT	294	651	190	1,750	1,300
6335	TRAINING	60,686	55,850	78,964	88,100	83,500
EMPLOYEE REIMBURSEMENTS		74,028	63,792	89,445	106,850	99,800
ADVERTISING AND PUBLISHING						
6352	GENERAL NOTICE & PUBLIC INFOR	24,067	28,249	32,318	37,900	39,600
6353	ORDINANCE PUBLICATION	1,231	860	1,844	1,500	2,000
6354	HELP WANTED ADVERTISEMENTS	3,159	3,022	2,435	3,500	3,500
ADVERTISING AND PUBLISHING		28,457	32,131	36,596	42,900	45,100
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	141,088	133,436	120,735	146,175	147,150
INSURANCE		141,088	133,436	120,735	146,175	147,150
UTILITIES						
6371	ELECTRIC UTILITIES	160,186	167,207	163,763	175,700	173,700
6372	WATER/IRRIGATION	19,782	23,456	22,448	24,500	24,500
6373	GAS	37,945	40,002	38,439	45,500	42,000
6374	REFUSE/RECYCLING	8,903	10,451	11,159	11,300	11,100
UTILITIES		226,816	241,116	235,808	257,000	251,300
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	29,021	36,570	24,713	41,000	39,000
6382	MACHINERY & EQUIPMENT REPAIR	24,163	39,736	21,130	35,500	35,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	250	250
6386	BRAKE REPAIR	-	541	-	1,000	500
6387	TIRE MOUNTING & BALANCING	-	171	746	600	800
6388	OTHER VEHICLE REPAIR	30,541	34,313	56,211	59,000	68,000
6389	TOWING SERVICES	344	1,657	75	3,000	2,000
REPAIRS AND MAINTENANCE - LABOR		84,069	112,988	102,876	140,350	146,050
REPAIRS AND MAINTENANCE - CONTRACTS						
6404	MACHINERY & EQUIPMENT	1,348	1,325	1,332	3,000	1,500
6405	OFFICE & DATA PROCESSING EQUIP	230,001	242,254	302,549	319,683	322,129
REPAIRS AND MAINTENANCE - CONTRACTS		231,349	243,579	303,881	322,683	323,629
RENTALS						
6413	OFFICE EQUIPMENT RENTAL	5,170	5,834	5,912	6,000	6,000
6415	OTHER EQUIPMENT RENTAL	43,712	38,735	48,015	100,300	100,000
6416	MACHINERY RENTAL	-	63	63	700	500

6417	UNIFORM RENTAL	5,423	2,997	1,532	4,100	3,000
RENTALS		54,305	47,629	55,521	111,100	109,500
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	52,879	45,230	50,790	62,326	63,000
6452	SUBSCRIPTIONS	1,440	1,487	1,649	4,000	3,750
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		54,319	46,717	52,439	66,326	66,750
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	1,616	1,731	560	3,100	2,850
BOOKS AND PAMPHLETS		1,616	1,731	560	3,100	2,850
CONTRACTED SERVICES						
6488	STREET MAINTENANCE CONTRACT	403,384	491,369	485,987	500,000	500,000
6489	OTHER CONTRACTED SERVICES	348,155	361,383	379,478	350,800	357,000
CONTRACTED SERVICES		751,539	852,752	865,466	850,800	857,000
OTHER SERVICES & CHARGES Total		2,073,959	2,294,501	2,479,108	2,716,162	2,674,679

CAPITAL OUTLAY

CAPITAL OUTLAY						
6520	BUILDINGS	-	-	-	-	-
6540	HEAVY MACHINERY	178,973	254,117	-	330,010	179,250
6550	MOTOR VEHICLES	77,844	97,604	186,663	110,000	284,000
6580	OTHER EQUIPMENT	241,615	164,435	-	250,000	161,200
6585	COMPUTER HARDWARE/SOFTWARE	32,256	-	-	20,500	200,000
CAPITAL OUTLAY		530,688	516,156	186,663	710,510	824,450
CAPITAL OUTLAY Total		530,688	516,156	186,663	710,510	824,450

TRANSFERS OUT

OPERATING TRANSFERS						
6820	OPERATING TRANSFERS TO OTHER F	1,291,936	452,455	606,393	-	-
OPERATING TRANSFERS		1,291,936	452,455	606,393	-	-
TRANSFERS OUT Total		1,291,936	452,455	606,393	-	-

DEBT SERVICE

DEBT SERVICE						
6603	OTHER L.T. OBLIGATION PRINCIPA	82,273	76,829	75,892	119,455	106,373
DEBT SERVICE		82,273	76,829	75,892	119,455	106,373
DEBT SERVICE Total		82,273	76,829	75,892	119,455	106,373

TOTAL EXPENDITURES & OTHER FINANCING		10,941,393	10,883,609	11,088,296	12,123,284	12,913,996
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FUND: GENERAL

Business Unit	2018 Adopted Budget	2019 Proposed Budget
REVENUE		
9101 - GENERAL FUND REVENUE	12,123,284	12,913,996
TOTAL REVENUE	12,123,284	12,913,996

EXPENDITURES		
111 - MAYOR AND COUNCIL	142,184	123,808
114 - COMMISSIONS	9,467	9,467
130 - ADMINISTRATION	953,453	834,980
141 - ELECTIONS	48,992	36,445
153 - FINANCE	352,154	371,002
155 - ASSESSING	140,000	142,000
161 - LEGAL SERVICES	128,400	123,300
191 - PLANNING AND ZONING	505,446	660,795
192 - DATA PROCESSING	518,104	721,105
194 - GENERAL GOVERNMENT BUILDINGS	507,488	578,786
195 - NEWSLETTER	49,745	53,432
211 - POLICE PROTECTION	3,488,488	3,845,979
220 - FIRE PROTECTION	1,005,890	1,040,085
240 - BUILDING INSPECTION	423,083	489,916
250 - CIVIL DEFENSE	7,600	8,800
260 - TRAFFIC ENGINEERING	152,786	108,128
270 - ANIMAL CONTROL	9,500	9,250
280 - COMMUNITY ORIENTING POLICING	11,850	13,225
301 - ENGINEERING	384,009	412,215
311 - STREET MAINTENANCE	1,594,417	1,608,007
312 - SNOW AND ICE REMOVAL	271,823	289,015
452 - PARK AND RECREATION	1,226,950	1,282,883
455 - COMMUNITY PROGRAMS	15,000	20,000
461 - ENVIRONMENTAL SERVICES	-	-
892 - MISCELLANEOUS/CONTINGENCY	176,455	131,373
TOTAL EXPENDITURES	12,123,284	12,913,996

Excess (deficiency) of revenue over expenditures

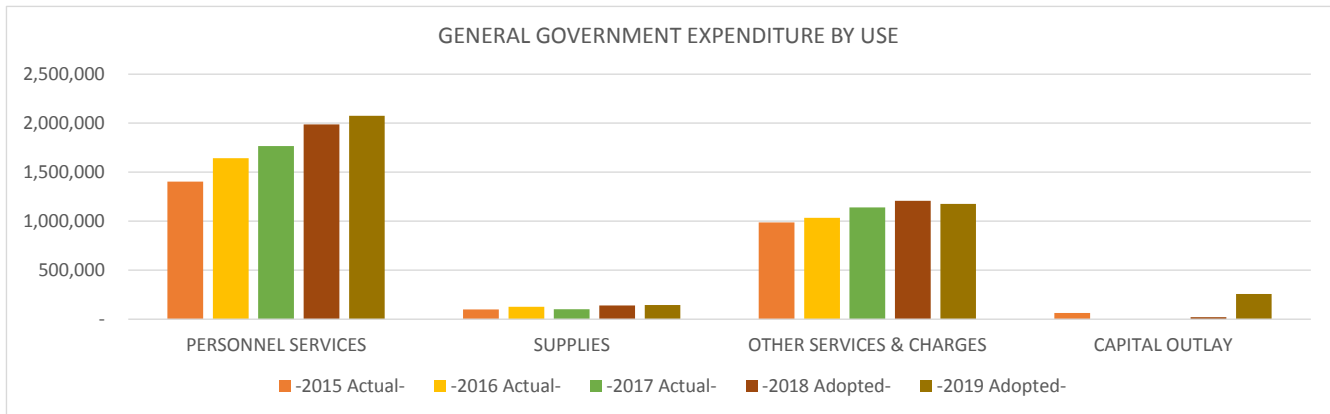
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GENERAL FUND 101 - GENERAL GOVERNMENT

GENERAL GOVERNMENT 111-195

EXPENDITURE BY OBJECT SUMMARY	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES	1,404,069	1,642,010	1,766,830	1,988,194	2,075,895
SUPPLIES	98,796	126,802	102,714	139,175	143,800
OTHER SERVICES & CHARGES	987,521	1,034,154	1,139,870	1,207,564	1,177,425
CAPITAL OUTLAY	63,393	-	-	20,500	258,000
TOTAL EXPENDITURE BY OBJECT	2,553,779	2,802,966	3,009,414	3,355,433	3,655,120



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

GENERAL GOVERNMENT

111-195

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	968,935	1,126,849	1,242,238	1,387,486	1,427,502
6103	FULL TIME-REGULAR-OVERTIME	299	5,632	3,810	5,000	1,000
6104	PART TIME-WAGES & SALARIES	90,128	103,374	136,715	115,354	130,207
6105	TEMPORARY-WAGES & SALARIES	29,115	63,618	25,708	58,500	78,351
6107	OVERTIME-PART TIME	-	119	-	-	-
TOTAL WAGES AND SALARIES		1,088,477	1,299,592	1,408,470	1,566,340	1,637,060
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	6,762	-	-	-	-
TOTAL OTHER GROSS EARNINGS		6,762	-	-	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	80,460	87,685	100,224	109,066	115,238
6122	FICA/MEDICARE CONTRIBUTIONS	86,873	93,057	104,765	124,905	130,651
6123	ICMA RETIREMENT TRUST	2,032	1,968	2,000	2,000	2,000
6131	GROUP INSURANCE	130,817	150,040	140,530	169,206	173,508
6133	WORKERS COMP INSURANCE PREMIUM	8,648	9,668	10,841	16,677	17,438
TOTAL EMPLOYER CONTRIBUTIONS		308,830	342,418	358,360	421,854	438,835
Total PERSONNEL SERVICES		1,404,069	1,642,010	1,766,830	1,988,194	2,075,895
SUPPLIES						
OFFICE SUPPLIES						
6203	DUPLICATING SUPPLY & COPY PAPE	3,299	3,283	3,299	3,250	3,300
6204	STATIONERY, ENVELOPES & FORMS	2,557	1,878	2,836	3,500	3,100
6206	FILM, MICROFILM, TAPES, DISKS	-	-	-	-	-
6208	MISCELLANEOUS OFFICE SUPPLIES	5,402	3,335	4,425	7,825	7,300
TOTAL OFFICE SUPPLIES		11,258	8,496	10,560	14,575	13,700
OPERATING SUPPLIES						
6221	CLEANING SUPPLIES	963	1,043	809	2,500	2,500
6223	GASOLINE	2,201	1,613	1,598	3,000	3,000
6225	DIESEL FUEL	52	792	608	2,000	2,000
6231	UNIFORMS & TURN-OUT GEAR	1,710	1,181	1,665	1,850	1,850
6247	HAPPY DAYS SUPPLIES	10,000	10,000	11,250	11,750	12,000
6249	MISCELLANEOUS OPERATING SUPPLY	29,167	29,248	28,807	35,250	36,250
6246	MARKETING	-	18,000	3,110	5,000	5,000
TOTAL OPERATING SUPPLIES		44,093	61,877	47,847	61,350	62,600
REPAIR AND MAINTENANCE SUPPLIES						
6257	OTHER VEHICLE PARTS	367	604	668	1,800	1,500
6259	BUILDING MAINT/REPAIR SUPPLIES	2,419	2,727	2,419	5,000	5,000
TOTAL REPAIR AND MAINTENANCE SUPPLIES		2,786	3,331	3,088	6,800	6,500
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	40,659	53,098	41,219	56,450	61,000
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		40,659	53,098	41,219	56,450	61,000
Total SUPPLIES		98,796	126,802	102,714	139,175	143,800
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6302	AUDITING & ACCOUNTING SERVICES	27,650	29,610	32,010	30,500	34,000
6304	LEGAL FEES	126,355	122,179	115,526	127,000	122,000
6305	MEDICAL/PSYCHOLOGICAL FEES	10,304	13,132	9,785	16,000	18,000
6306	PERSONNEL TESTING & RECRUITMT	1,497	1,125	1,903	2,000	2,500
6315	MISCELLANEOUS PROFESSIONAL SER	67,545	122,249	195,691	168,588	130,000
TOTAL PROFESSIONAL SERVICES		233,351	288,295	354,915	344,088	306,500
COMMUNICATION						
6321	TELEPHONE	10,827	11,667	10,834	16,040	13,600
6322	POSTAGE	9,599	12,075	14,433	15,000	17,000
6323	CELLULAR PHONES	4,112	4,479	4,232	5,300	5,300
6325	LONG DISTANCE CHARGES	-	-	-	-	-
TOTAL COMMUNICATION		24,538	28,221	29,499	36,340	35,900

EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	9,397	2,815	5,265	11,500	9,000
6334	MILEAGE REIMBURSEMENT	-	219	190	1,000	700
6335	TRAINING	11,207	12,746	11,636	31,100	17,000
TOTAL EMPLOYEE REIMBURSEMENTS		20,604	15,780	17,091	43,600	26,700
ADVERTISING AND PUBLISHING						
6352	GENERAL NOTICE & PUBLIC INFOR	24,067	28,249	32,318	37,900	39,600
6353	ORDINANCE PUBLICATION	1,231	860	1,844	1,500	2,000
6354	HELP WANTED ADVERTISEMENTS	3,159	3,022	2,435	3,500	3,500
TOTAL ADVERTISING AND PUBLISHING		28,457	32,131	36,596	42,900	45,100
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	35,146	35,703	28,450	38,675	39,275
TOTAL INSURANCE		35,146	35,703	28,450	38,675	39,275
UTILITIES						
6371	ELECTRIC UTILITIES	94,023	101,119	100,082	106,000	106,000
6372	WATER/IRRIGATION	3,451	2,650	2,920	4,000	4,000
6373	GAS	23,917	23,815	25,262	26,000	26,000
6374	REFUSE/RECYCLING	3,621	3,574	3,824	4,500	4,500
TOTAL UTILITIES		125,012	131,158	132,088	140,500	140,500
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	5,967	4,749	4,816	10,000	8,000
6382	MACHINERY & EQUIPMENT REPAIR	8,720	9,981	7,206	10,000	10,000
6388	OTHER VEHICLE REPAIR	178	716	1,395	2,000	2,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		14,865	15,446	13,417	22,000	20,000
REPAIRS AND MAINTENANCE - CONTRACTS						
6405	OFFICE & DATA PROCESSING EQUIP	211,392	232,703	266,376	261,535	276,000
TOTAL REPAIRS AND MAINTENANCE - CONTRACTS		211,392	232,703	266,376	261,535	276,000
RENTALS						
6415	OTHER EQUIPMENT RENTAL	811	282	-	1,000	1,000
TOTAL RENTALS		811	282	-	1,000	1,000
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	44,373	37,997	43,380	51,776	52,850
6452	SUBSCRIPTIONS	1,440	1,487	1,005	3,000	2,750
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		45,813	39,484	44,384	54,776	55,600
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	47	-	-	350	350
TOTAL BOOKS AND PAMPHLETS		47	-	-	350	350
CONTRACTED SERVICES						
6489	OTHER CONTRACTED SERVICES	247,485	214,951	217,055	221,800	230,500
TOTAL CONTRACTED SERVICES		247,485	214,951	217,055	221,800	230,500
Total OTHER SERVICES & CHARGES		987,521	1,034,154	1,139,870	1,207,564	1,177,425
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6520	BUILDINGS	-	-	-	-	-
6550	MOTOR VEHICLES	-	-	-	-	58,000
6580	OTHER EQUIPMENT	31,137	-	-	-	-
6585	COMPUTER HARDWARE/SOFTWARE	32,256	-	-	20,500	200,000
TOTAL CAPITAL OUTLAY		63,393	-	-	20,500	258,000
Total CAPITAL OUTLAY		63,393	-	-	20,500	258,000
TOTAL EXPENDITURES & OTHER FINANCING		2,553,779	2,802,966	3,009,414	3,355,433	3,655,120

FUND GENERAL

DEPARTMENT: MAYOR AND COUNCIL

FUNCTION: GENERAL GOVERNMENT

BUDGET SUMMARY:

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0111	6104	PART TIME-WAGES & SALARIES	44,000	44,958	44,000	44,000
0111	6121	PERA CONTRIBUTIONS	600	600	900	900
0111	6122	FICA/MEDICARE CONTRIBUTIONS	3,366	3,452	3,366	3,366
0130	6131	GROUP INSURANCE	-	486	-	-
0111	6133	WORKERS COMP INSURANCE PREMIUM	103	137	242	242
0111	6247	HAPPY DAYS SUPPLIES	10,000	11,250	11,750	12,000
0111	6249	MISCELLANEOUS OPERATING SUPPLY	6,758	9,061	11,500	11,000
0111	6315	MISCELLANEOUS PROFESSIONAL SER	15,105	-	16,000	-
0111	6322	POSTAGE	-	-	-	-
0111	6331	TRAVEL & LODGING	1,188	1,570	6,000	3,000
0111	6335	TRAINING	1,174	1,646	2,000	2,000
0111	6361	GENERAL LIABILITY/PROPERTY INS	1,191	1,103	1,500	1,300
0111	6451	MEMBERSHIP DUES	34,069	38,219	44,926	46,000
Total Expenditure			117,554	112,481	142,184	123,808

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	6.00	7.00

6249 Miscellaneous Operating Supplies

Mayor's Prayer Breakfast	380	420	400	400
Meals for Council Work sessions	2,352	2,112	4,000	4,000
Anoka Area Chamber of Commerce	600	1,000	600	600
Holiday Party	3,091	1,818	3,200	3,200
Tree Lighting	-	1,121	-	-
Gala/Fundraising Events	335	970	300	300
Miscellaneous	-	1,620	3,000	2,500
	6,758	9,061	11,500	11,000

6315 Miscellaneous Professional Services

Citizen Survey	15,105	-	16,000	-
	15,105	-	16,000	-

6451 Dues

Anoka County Mediation Services	2,604	2,604	2,650	2,900
Mississippi River Cities & Towns Initiatives (MRCTI)	-	3,000	3,000	3,000
North Metro Mayors Association	11,396	11,810	12,400	12,200
North Metro Chamber	350	359	450	450
Mississippi/Champlin Streamgagge Agreement	-	334	-	334
Anoka Area Chamber of Commerce	410	410	450	450
Youth First (Lawtul Gambling Funded)	-	-	-	-
League of Minnesota Cities	19,279	19,672	19,985	20,575
MN Mayors Assoc	30	30	30	30
Metro Cities	-	-	4,100	4,200
National League of Cities	-	-	1,861	1,861
	34,069	38,219	44,926	46,000

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

- Non-Year for City Survey
-

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:

		2017 Actual	2018 Estimate	2019 Projected
Tax Levy Rate		41.69%	41.66%	42.40%

FUND GENERAL

DEPARTMENT: COMMISSIONS

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0114	6105	TEMPORARY-WAGES & SALARIES	4,890	5,050	8,660	8,660
0114	6122	FICA/MEDICARE CONTRIBUTIONS	364	386	663	663
0114	6133	WORKERS COMP INSURANCE PREMIUM	19	20	69	69
0114	6322	POSTAGE	-			
0114	6361	GENERAL LIABILITY/PROPERTY INS	53	54	75	75
Total Expenditure			5,326	5,510	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:

	2017 Actual	2018 Estimated	2019 Projected
# of Meetings: Charter Commission	1	2	2
# of Meetings: Economic Development Authority Commission	12	12	12
# of Meetings: Environmental Policy Board Commission	11	11	11
# of Meetings: Parks and Recreation Commission	9	10	10
# of Meetings: Planning Commission	19	17	17
# of Meetings: City Council Regular Session	23	23	23
# of Meetings: City Council Work Session	24	24	23
# of Meetings: Public Works Committee	8	8	8

FUND GENERAL

DEPARTMENT: ADMINISTRATION

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0130	6102	F.T. REGULAR-WAGES & SALARIES	555,210	588,309	567,536	487,208
0130	6103	FULL TIME-REGULAR-OVERTIME	2,193	2,870	5,000	-
0130	6104	PART TIME-WAGES & SALARIES	-	15,629	22,326	34,950
0130	6105	TEMPORARY-WAGES & SALARIES	8,150	8,653	14,560	14,560
0130	6108	SEVERANCE PAY	-	-	-	-
0130	6121	PERA CONTRIBUTIONS	40,495	44,981	43,033	37,578
0130	6122	FICA/MEDICARE CONTRIBUTIONS	41,545	45,361	49,217	44,213
0130	6123	ICMA RETIREMENT TRUST	1,968	2,000	2,000	2,000
0130	6131	GROUP INSURANCE	66,118	67,262	67,361	62,028
0130	6133	WORKERS COMP INSURANCE PREMIUM	2,605	2,887	4,882	4,293
0130	6203	DUPLICATING SUPPLY & COPY PAPE	3,283	3,299	3,250	3,300
0130	6204	STATIONERY, ENVELOPES & FORMS	1,175	1,981	2,500	2,100
0130	6208	MISCELLANEOUS OFFICE SUPPLIES	2,701	3,996	5,500	5,000
0130	6246	MARKETING	18,000	3,110	5,000	5,000
0130	6249	MISCELLANEOUS OPERATING SUPPLY	4,596	3,506	5,250	5,250
0130	6305	MEDICAL/PSYCHOLOGICAL FEES	13,132	9,785	16,000	18,000
0130	6306	PERSONNEL TESTING & RECRUITMT	1,125	1,903	2,000	2,500
0130	6315	MISCELLANEOUS PROFESSIONAL SER	43,481	45,305	72,588	50,000
0130	6321	TELEPHONE	1,296	1,399	1,600	1,600
0130	6322	POSTAGE	665	644	1,500	1,200
0130	6323	CELLULAR PHONES	2,026	1,537	2,000	2,000
0130	6331	TRAVEL & LODGING	1,186	3,007	4,000	4,500
0130	6334	MILEAGE REIMBURSEMENT	219	-	500	200
0130	6335	TRAINING	9,347	7,932	22,000	10,000
0130	6352	GENERAL NOTICE & PUBLIC INFOR	624	387	1,700	1,000
0130	6353	ORDINANCE PUBLICATION	860	1,844	1,500	2,000
0130	6354	HELP WANTED ADVERTISEMENTS	3,022	2,435	3,500	3,500
0130	6361	GENERAL LIABILITY/PROPERTY INS	8,097	8,825	8,400	9,500
0130	6405	OFFICE & DATA PROCESSING EQUIP	8,056	14,729	13,000	16,000
0130	6451	MEMBERSHIP DUES	2,428	3,139	3,750	3,750
0130	6452	SUBSCRIPTIONS	755	328	2,000	1,750
0130	6489	OTHER CONTRACTED SERVICES	-	-	-	-
Total Expenditure			844,358	897,042	953,453	834,980

PERSONNEL COMPLEMENT

City Administrator	1.00	1.00	1.00	1.00
Assistant City Administrator/Econ Dev Dir	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	1.00	-
Director of Administrative Services	-	-	-	1.00
City Clerk	1.00	1.00	0.50	0.50
Office Assistant	1.00	1.00	1.00	1.00
Administrative Clerks	1.00	1.00	1.00	1.00
Mgmt Intern	0.50	0.50	0.50	0.50
Administrative Assistant	-	0.50	0.50	0.73
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	9.00	8.50	7.73

6249 Miscellaneous Operating Supplies

Employee Recognition	1,983	1,978	2,700	2,700
Flowers for illnesses, expenses for staff workshops, thank-you cards, and other miscellaneous operating supplies.	2,613	1,528	2,550	2,550
	<u>4,596</u>	<u>3,506</u>	<u>5,250</u>	<u>5,250</u>

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)	2,500	3,520	3,200	3,200
Employee Assistance Program	519	-	1,300	1,300
City Code Codification	7,774	4,464	7,400	7,400
Miscellaneous department charges	4,147	4,530	6,800	6,800
Recruiting Software	3,000	3,000	3,000	3,000
Health admin/enrollment	2,860	4,450	2,900	2,900
Minute Taking	16,481	19,141	19,000	19,000
	<u>43,481</u>	<u>45,305</u>	<u>72,588</u>	<u>50,000</u>

6451 Dues

IPMA - National	149	194	150	150
ICMA	1,048	1,200	1,100	1,100
MCCMA	156	375	375	375
MAMA	45	45	45	45
Miscellaneous	430	875	1,480	1,480
HR organizations-misc				
Rotary	600	450	600	600
	<u>2,428</u>	<u>3,139</u>	<u>3,750</u>	<u>3,750</u>

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

- Economic Development Director under Community Development
- No excess liability insurance

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:

		2017 Estimate	2018 Estimate	2019 Projected
Strategic action plan items completed (all departments)		15 of 35	25 of 35	25 of 35

FUND GENERAL

DEPARTMENT: ELECTIONS

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0141	6102	F.T. REGULAR-WAGES & SALARIES	16,910	-	7,812	8,198
0141	6103	FULL TIME-REGULAR-OVERTIME	2,026	-	-	1,000
0141	6104	PART TIME-WAGES & SALARIES	766	-	-	-
0141	6105	TEMPORARY-WAGES & SALARIES	38,804	-	28,000	15,000
0141	6121	PERA CONTRIBUTIONS	1,478	-	-	-
0141	6122	FICA/MEDICARE CONTRIBUTIONS	1,537	-	2,739	1,851
0141	6133	WORKERS COMP INSURANCE PREMIUM	228	-	466	296
0141	6208	MISCELLANEOUS OFFICE SUPPLIES	10	-	25	-
0141	6249	MISCELLANEOUS OPERATING SUPPLY	1,216	-	1,000	500
0141	6281	SMALL TOOLS & MINOR EQUIPMENT	5,365	5,485	7,750	9,000
0141	6322	POSTAGE	390	25	300	100
0141	6361	GENERAL LIABILITY/PROPERTY INS	703	58	600	200
0141	6451	MEMBERSHIP DUES	70	200	300	300
0141	6580	OTHER EQUIPMENT		-		
Total Expenditure			69,503	5,767	48,992	36,445

DESCRIPTION OF SERVICES:

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

BUDGET HIGHLIGHTS

- Not a regular election year
- Possible Special Election: \$17,500 Increase

Performance Measurements:

	2014	2016	2018
Number of Votes	9097	16927	
Number of Voters registered Election Day	15130	17280	
Percent (votes/registered)	60.13%	97.96%	
Number of Wards	4	4	4
Number of Precincts	8	8	8

FUND GENERAL

DEPARTMENT: FINANCE

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0153	6102	F.T. REGULAR-WAGES & SALARIES	219,460	230,333	239,982	252,925
0153	6108	SEVERANCE PAY	-	-		
0153	6121	PERA CONTRIBUTIONS	16,009	17,258	17,999	18,969
0153	6122	FICA/MEDICARE CONTRIBUTIONS	15,711	17,201	19,353	20,421
0153	6131	GROUP INSURANCE	31,492	23,659	26,537	28,901
0153	6133	WORKERS COMP INSURANCE PREMIUM	1,021	1,065	1,883	1,986
0153	6204	STATIONERY, ENVELOPES & FORMS	703	855	1,000	1,000
0153	6208	MISCELLANEOUS OFFICE SUPPLIES	404	125	500	500
0153	6302	AUDITING & ACCOUNTING SERVICES	29,610	32,010	30,500	34,000
0153	6321	TELEPHONE	439	358	500	500
0153	6322	POSTAGE	2,199	1,794	2,200	2,200
0153	6335	TRAINING	275	213	1,000	1,000
0153	6352	GENERAL NOTICE & PUBLIC INFOR	779	231	1,200	600
0153	6361	GENERAL LIABILITY/PROPERTY INS	4,562	3,250	4,900	3,700
0153	6451	MEMBERSHIP DUES	679	679	800	800
0153	6489	OTHER CONTRACTED SERVICES	3,104	2,861	3,800	3,500
Total Expenditure			326,447	331,891	352,154	371,002

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	-	-	-
Accountant II	-	1.00	1.00	1.00
Accounting Clerk	1.00	-	-	-
Sr. Accounting Clerk	-	1.00	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:

	2017 Actual	2018 Estimate	2019 Projected
Average Rate of Return	1.53%	1.70%	2.00%
Bond Rating	AA+	AA+	AA+
Vendor Checks Issued	2,903	2,700	2,500

FUND GENERAL

DEPARTMENT: **ASSESSING**

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0155	6489	OTHER CONTRACTED SERVICES	137,937	138,629	140,000	142,000
Total Expenditure			137,937	138,629	140,000	142,000

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:

	2017 Actual	2018 Actual	2019 Projected
Number of Assessed Parcels - Residential Properties	8,572	8,650	8,780
Number of Assessed Parcels - Commercial Properties	338	340	345

FUND GENERAL

DEPARTMENT: LEGAL

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0161	6304	LEGAL FEES	122,179	115,526	127,000	122,000
0161	6361	GENERAL LIABILITY/PROPERTY INS	1,179	1,135	1,400	1,300
Total Expenditure			123,358	116,661	128,400	123,300

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

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0191	6102	F.T. REGULAR-WAGES & SALARIES	156,739	233,800	312,002	405,112
0191	6105	TEMPORARY-WAGES & SALARIES	11,774	12,005	7,280	40,131
0191	6121	PERA CONTRIBUTIONS	11,549	17,453	23,946	33,393
0191	6122	FICA/MEDICARE CONTRIBUTIONS	12,661	18,287	25,914	35,252
0191	6131	GROUP INSURANCE	18,509	21,840	34,000	38,195
0191	6133	WORKERS COMP INSURANCE PREMIUM	770	1,131	2,554	3,562
0191	6208	MISCELLANEOUS OFFICE SUPPLIES	185	304	1,500	1,500
0191	6249	MISCELLANEOUS OPERATING SUPPLY	1,274	3,564	2,000	4,000
0191	6315	MISCELLANEOUS PROFESSIONAL SER	63,663	150,386	80,000	80,000
0191	6321	TELEPHONE	386	390	500	500
0191	6322	POSTAGE	764	2,583	1,000	2,500
0191	6323	CELLULAR PHONES	1,292	1,310	1,500	1,500
0191	6325	LONG DISTANCE CHARGES	-	-	-	-
0191	6331	TRAVEL & LODGING	441	687	1,500	1,500
0191	6334	MILEAGE REIMBURSEMENT	-	190	500	500
0191	6335	TRAINING	1,847	1,756	3,000	3,000
0191	6352	GENERAL NOTICE & PUBLIC INFOR	1,752	805	2,000	2,000
0191	6361	GENERAL LIABILITY/PROPERTY INS	2,759	4,613	2,900	4,800
0191	6451	MEMBERSHIP DUES	751	1,143	2,000	2,000
0191	6452	SUBSCRIPTIONS	732	677	1,000	1,000
0191	6471	BOOKS & PAMPHLETS	-	-	350	350
Total Expenditure			287,848	472,925	505,446	660,795

PERSONNEL COMPLEMENT

City Planner	1.00	1.00	2.00	2.00
Community Development Director	1.00	1.00	1.00	1.00
Economic Development Manager	-	-	-	1.00
Community Development Assistant	1.00	1.00	1.00	1.00
Planning Intern	0.50	0.50	0.50	0.50
Administrative Assistant	-	-	-	0.73
Planning & Zoning Total	3.50	3.50	4.50	6.23

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

- Economic Development Manager now budgeted here instead of Administration
-

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:				
		2017 Actual	2018 Estimate	2019 Projected
Number of Land Use Applications		29	30	30
Number of Permits		2,200	2,250	2,250
Number of Code Enforcement Cases		75	100	100

FUND GENERAL

DEPARTMENT: DATA PROCESSING

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0192	6102	F.T. REGULAR-WAGES & SALARIES	74,297	78,825	138,671	148,923
0192	6104	PART TIME-WAGES & SALARIES	34,290	36,769	-	-
0192	6121	PERA CONTRIBUTIONS	7,987	8,657	10,400	11,169
0192	6122	FICA/MEDICARE CONTRIBUTIONS	8,117	8,586	10,609	11,392
0192	6131	GROUP INSURANCE	11,308	9,896	21,840	23,230
0192	6133	WORKERS COMP INSURANCE PREMIUM	496	532	1,109	1,191
0192	6206	FILM, MICROFILM, TAPES, DISKS	-	-	-	-
0192	6208	MISCELLANEOUS OFFICE SUPPLIES	35	-	300	300
0192	6249	MISCELLANEOUS OPERATING SUPPLY	2,515	362	500	500
0192	6281	SMALL TOOLS & MINOR EQUIPMENT	44,537	32,011	44,700	48,000
0192	6321	TELEPHONE	9,546	8,687	13,440	11,000
0192	6335	TRAINING	103	89	3,100	1,000
0192	6361	GENERAL LIABILITY/PROPERTY INS	4,098	4,108	4,400	4,400
0192	6374	REFUSE/RECYCLING	-	-	-	-
0192	6405	OFFICE & DATA PROCESSING EQUIP	224,647	251,647	248,535	260,000
0192	6580	OTHER EQUIPMENT	-	-	-	-
0192	6585	COMPUTER HARDWARE/SOFTWARE	-	-	20,500	200,000
Total Expenditure			421,976	440,168	518,104	721,105

PERSONNEL COMPLEMENT

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

6405 Office Equipment Contracts

Support	10,985	10,000	10,000	10,000
Financial Support(General Ledger,P/R, S/A, F/A & System Dev)	72,255	76,881	93,222	92,057
PIMS System Support	30,605	31,955	35,169	36,105
GIS	34,231	35,000	38,500	41,960
Laser Fiche Licensing	6,673	7,000	7,000	7,000
Licensing/maintenance	55,186	44,170	48,300	54,783
Internet (Included in LOGIS Support)	12,033	12,466	12,344	13,095
Printer Support	2,679	4,660	4,000	5,000
Website Redesign	-	29,515	-	-
	224,647	251,647	248,535	260,000

6585 Computer Hardware / Software

Replace File/E-Mail Server	-	-	7,500	-
NAS/SAN Storage Addition	-	-	13,000	-
Server Virtualization	-	-	-	200,000
	-	-	20,500	200,000

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

- Server Virtualization Project - Incorporate 4-5 current servers into 1 large server: \$200,000

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:

	2017 Actual	2018 Estimate	2019 Projected
Number of Physical Servers	9	8	4
Number of Virtualized Servers	0	0	7
Number of Desktop PCs / Laptops	155	160	162
Number of Phones	102	104	105
Number of Mobile Phones	59	61	62
Number of Tablets	15	16	18
Number of Wireless Access Points	8	8	8

FUND GENERAL

DEPARTMENT: GENERAL GOVERNMT. BUILDINGS

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0194	6102	F.T. REGULAR-WAGES & SALARIES	100,786	108,437	116,097	119,588
0194	6103	FULL TIME-REGULAR-OVERTIME	1,413	940		
0194	6104	PART TIME-WAGES & SALARIES	24,318	39,359	49,028	51,257
0194	6107	OVERTIME-PART TIME	119			
0194	6121	PERA CONTRIBUTIONS	9,309	11,086	12,384	12,813
0194	6122	FICA/MEDICARE CONTRIBUTIONS	9,471	11,281	12,632	13,069
0194	6131	GROUP INSURANCE	22,613	17,388	19,468	21,154
0194	6133	WORKERS COMP INSURANCE PREMIUM	4,411	5,059	5,429	5,755
0194	6221	CLEANING SUPPLIES	1,043	809	2,500	2,500
0194	6223	GASOLINE	1,613	1,598	3,000	3,000
0194	6225	DIESEL FUEL	792	608	2,000	2,000
0194	6231	UNIFORMS & TURN-OUT GEAR	1,181	1,665	1,850	1,850
0194	6249	MISCELLANEOUS OPERATING SUPPLY	12,889	12,314	15,000	15,000
0194	6257	OTHER VEHICLE PARTS	604	668	1,800	1,500
0194	6259	BUILDING MAINT/REPAIR SUPPLIES	2,727	2,419	5,000	5,000
0194	6275	OTHER EQUIPMENT PARTS	-			
0194	6281	SMALL TOOLS & MINOR EQUIPMENT	3,196	3,723	4,000	4,000
0194	6323	CELLULAR PHONES	1,161	1,385	1,800	1,800
0194	6361	GENERAL LIABILITY/PROPERTY INS	12,680	4,869	14,000	14,000
0194	6371	ELECTRIC UTILITIES	101,119	100,082	106,000	106,000
0194	6372	WATER/IRRIGATION	2,650	2,920	4,000	4,000
0194	6373	GAS	23,815	25,262	26,000	26,000
0194	6374	REFUSE/RECYCLING	3,574	3,824	4,500	4,500
0194	6381	BUILDING & STRUCTURE REPAIR	4,749	4,816	10,000	8,000
0194	6382	MACHINERY & EQUIPMENT REPAIR	9,981	7,206	10,000	10,000
0194	6388	OTHER VEHICLE REPAIR	716	1,395	2,000	2,000
0194	6415	OTHER EQUIPMENT RENTAL	282	-	1,000	1,000
0194	6417	UNIFORM RENTAL	-			
0194	6489	OTHER CONTRACTED SERVICES	73,910	75,566	78,000	85,000
0194	6520	BUILDINGS	-	-	-	-
0194	6550	MOTOR VEHICLES	-	-	-	58,000
Total Expenditure			431,122	444,677	507,488	578,786

PERSONNEL COMPLEMENT

Gen. Gov't. Bldgs.

Building Maintenance	2.63	3.13	3.13	3.13
Gen Govt Bldgs Total	2.63	3.13	3.13	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

- Replace 2 admin fleet vehicles with funding from fleet fund: \$58,000

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:

		2017 Actual	2018 Estimate	2019 Projected
Buildings Maintained		12	12	12
Rooms Prepared for Meetings Annually		1175	1210	1210
Maintenance Request Cleared		40	40	40

FUND GENERAL

DEPARTMENT: NEWSLETTER

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0195	6102	F.T. REGULAR-WAGES & SALARIES	3,447	2,533	5,386	5,548
0195	6121	PERA CONTRIBUTIONS	258	190	404	416
0195	6122	FICA/MEDICARE CONTRIBUTIONS	285	212	412	424
0195	6133	WORKERS COMP INSURANCE PREMIUM	15	11	43	44
0195	6322	POSTAGE	8,057	9,388	10,000	11,000
0195	6352	GENERAL NOTICE & PUBLIC INFOR	25,094	30,895	33,000	36,000
0195	6361	GENERAL LIABILITY/PROPERTY INS	381	436	500	-
Total Expenditure			37,537	43,663	49,745	53,432

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

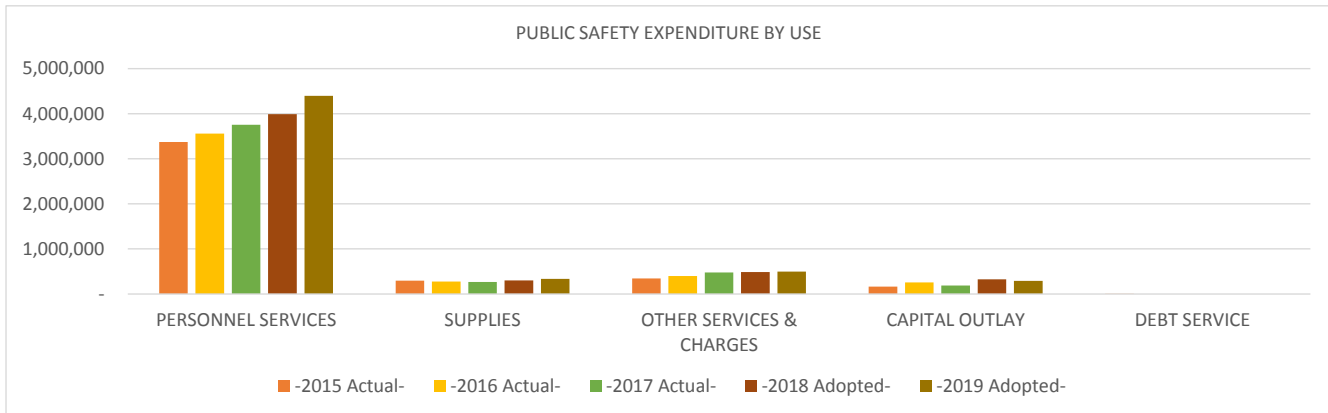
Performance Measurements:

	2017 Actual	2018 Estimate	2019 Projected
Number of newsletters completed annually	6	6	6
Number of full color newsletters completed annually	6	6	6
Number of pages published annually	80	100	100
Annual quantity of paid ads	50	60	60

GENERAL FUND 101 - GENERAL GOVERNMENT

PUBLIC SAFETY **211-280**

EXPENDITURE BY OBJECT SUMMARY	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES	3,372,310	3,558,331	3,753,481	3,989,299	4,394,084
SUPPLIES	296,136	274,769	269,254	299,250	334,045
OTHER SERVICES & CHARGES	343,427	401,384	476,948	486,648	497,754
CAPITAL OUTLAY	163,289	256,939	186,663	324,000	289,500
DEBT SERVICE	4,525	-	-	-	-
TOTAL EXPENDITURE BY OBJECT	4,179,687	4,491,423	4,686,345	5,099,197	5,515,383



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC SAFETY **211-280**

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	2,234,989	2,396,841	2,494,105	2,747,267	2,974,858
6103	FULL TIME-REGULAR-OVERTIME	55,708	73,866	93,923	65,000	82,282
6104	PART TIME-WAGES & SALARIES	263,763	280,194	355,978	300,844	328,458
6105	TEMPORARY-WAGES & SALARIES	25,088	331	5,398	-	-
6107	OVERTIME-PART TIME	-	-	-	-	-
TOTAL WAGES AND SALARIES		2,579,548	2,751,232	2,949,403	3,113,111	3,385,598
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	62,374	47,457	-	-	-
TOTAL OTHER GROSS EARNINGS		62,374	47,457	-	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	361,593	365,184	391,409	421,184	484,485
6122	FICA/MEDICARE CONTRIBUTIONS	81,684	76,551	87,515	91,908	95,967
6131	GROUP INSURANCE	228,347	239,122	240,701	273,782	321,849
6132	DISABILITY INSURANCE	1,284	1,284	1,344	1,300	1,300
6133	WORKERS COMP INSURANCE PREMIUM	57,480	77,501	83,109	88,014	104,885
TOTAL EMPLOYER CONTRIBUTIONS		730,388	759,642	804,078	876,188	1,008,486
Total PERSONNEL SERVICES		3,372,310	3,558,331	3,753,481	3,989,299	4,394,084
SUPPLIES						
OFFICE SUPPLIES						
6204	STATIONERY, ENVELOPES & FORMS	3,219	2,400	2,836	2,700	3,000
6206	FILM, MICROFILM, TAPES, DISKS	566	1,310	1,045	1,800	1,300
6207	TRAINING SUPPLIES	3,365	1,765	1,449	2,500	2,500
6208	MISCELLANEOUS OFFICE SUPPLIES	4,696	5,129	4,859	5,750	5,950
TOTAL OFFICE SUPPLIES		11,846	10,604	10,189	12,750	12,750
OPERATING SUPPLIES						
6223	GASOLINE	63,169	57,333	63,790	78,000	80,000
6225	DIESEL FUEL	2,853	2,582	2,862	3,500	3,500
6227	LUBRICANTS & ADDITIVES	1,010	1,064	899	1,100	1,100
6229	SHOP MATERIALS	837	630	782	1,000	1,000
6231	UNIFORMS & TURN-OUT GEAR	49,973	55,051	48,735	45,750	58,750
6233	BATTERIES	1,131	1,084	1,226	1,200	1,500
6235	AMMUNITION	11,715	9,056	8,883	8,500	8,500
6237	CRIME SCENE KIT MATERIALS	1,107	792	822	1,000	1,000
6239	FIRST AID SUPPLIES	1,956	2,833	2,749	3,300	3,000
6241	COMMUNITY POLICING SUPPLIES	4,298	5,519	6,501	6,200	7,000
6249	MISCELLANEOUS OPERATING SUPPLY	48,411	36,574	34,205	46,900	51,275
TOTAL OPERATING SUPPLIES		186,460	172,518	171,453	196,450	216,625
REPAIR AND MAINTENANCE SUPPLIES						
6251	BATTERIES	106	2,572	1,573	3,000	3,500
6253	BRAKES	1,824	3,825	2,998	2,200	3,000
6255	TIRES	8,906	7,999	5,897	8,200	7,500
6257	OTHER VEHICLE PARTS	22,352	18,969	21,836	22,000	23,000
6259	BUILDING MAINT/REPAIR SUPPLIES	136	1,479	495	500	8,000
6266	SCBA-PARTS	9,370	5,893	5,071	5,000	5,000
6271	SIGN REPAIR MATERIALS	-	985	712	3,000	3,000
6275	OTHER EQUIPMENT PARTS	2,301	15,521	3,099	3,000	3,500
TOTAL REPAIR AND MAINTENANCE SUPPLIES		44,995	57,243	41,681	46,900	56,500
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	52,835	34,354	45,931	43,100	47,970
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		52,835	34,354	45,931	43,100	47,970
MERCHANDISE FOR RESALE						
6291	CULVERTS, SIGNS, STREET SUPPLY	-	50	-	50	200
TOTAL MERCHANDISE FOR RESALE		-	50	-	50	200
Total SUPPLIES		296,136	274,769	269,254	299,250	334,045
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6302	AUDITING & ACCOUNTING SERVICES	3,450	3,500	3,600	3,600	3,600
6315	MISCELLANEOUS PROFESSIONAL SER	83,693	115,500	143,511	111,100	122,000
TOTAL PROFESSIONAL SERVICES		87,143	119,000	147,111	114,700	125,600

COMMUNICATION						
6321	TELEPHONE	4,034	4,458	4,351	4,600	4,900
6322	POSTAGE	3,478	2,457	2,705	3,900	3,850
6323	CELLULAR PHONES	11,859	13,124	13,450	16,500	19,500
TOTAL COMMUNICATION		19,371	20,039	20,506	25,000	28,250
EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	3,111	3,771	4,962	4,500	5,000
6334	MILEAGE REIMBURSEMENT	-	138	-	750	600
6335	TRAINING	40,990	34,470	58,064	45,000	54,000
TOTAL EMPLOYEE REIMBURSEMENTS		44,101	38,379	63,026	50,250	59,600
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	60,643	55,393	59,257	60,500	63,175
TOTAL INSURANCE		60,643	55,393	59,257	60,500	63,175
UTILITIES						
6371	ELECTRIC UTILITIES	34,302	35,563	31,295	38,200	35,200
6372	WATER/IRRIGATION	37	3,848	4,223	4,000	4,000
6373	GAS	7,343	8,303	5,594	10,000	7,000
6374	REFUSE/RECYCLING	704	1,242	1,014	1,500	1,200
TOTAL UTILITIES		42,386	48,956	42,127	53,700	47,400
REPAIRS AND MAINTENANCE - LABOR						
6382	MACHINERY & EQUIPMENT REPAIR	10,438	22,574	10,005	16,500	17,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	250	250
6386	BRAKE REPAIR	-	541	-	1,000	500
6388	OTHER VEHICLE REPAIR	18,002	24,250	36,715	34,000	42,000
6389	TOWING SERVICES	344	1,657	75	3,000	2,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		28,784	49,022	46,796	54,750	62,250
REPAIRS AND MAINTENANCE - CONTRACTS						
6405	OFFICE & DATA PROCESSING EQUIP	12,424	3,419	34,424	51,948	42,629
TOTAL REPAIRS AND MAINTENANCE - CONTRACTS		12,424	3,419	34,424	51,948	42,629
RENTALS						
6413	OFFICE EQUIPMENT RENTAL	5,170	5,834	5,912	6,000	6,000
6415	OTHER EQUIPMENT RENTAL	22,660	27,250	36,471	34,300	30,000
TOTAL RENTALS		27,830	33,084	42,383	40,300	36,000
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	5,848	4,669	5,760	8,000	8,100
6452	SUBSCRIPTIONS	-	-	645	1,000	1,000
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		5,848	4,669	6,405	9,000	9,100
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	1,569	1,617	468	2,500	2,250
TOTAL BOOKS AND PAMPHLETS		1,569	1,617	468	2,500	2,250
CONTRACTED SERVICES						
6489	OTHER CONTRACTED SERVICES	13,328	27,806	14,447	24,000	21,500
TOTAL CONTRACTED SERVICES		13,328	27,806	14,447	24,000	21,500
Total OTHER SERVICES & CHARGES		343,427	401,384	476,948	486,648	497,754
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6540	HEAVY MACHINERY	-	-	-	-	-
6550	MOTOR VEHICLES	42,673	97,604	186,663	110,000	194,500
6580	OTHER EQUIPMENT	120,616	159,335	-	214,000	95,000
TOTAL CAPITAL OUTLAY		163,289	256,939	186,663	324,000	289,500
Total CAPITAL OUTLAY		163,289	256,939	186,663	324,000	289,500
DEBT SERVICE						
DEBT SERVICE						
6603	OTHER L.T. OBLIGATION PRINCIPA	4,525	-	-	-	-
TOTAL DEBT SERVICE		4,525	-	-	-	-
TOTAL DEBT SERVICE		4,525	-	-	-	-
TOTAL EXPENDITURES & OTHER FINANCING		4,179,687	4,491,423	4,686,345	5,099,197	5,515,383

FUND GENERAL

DEPARTMENT:

POLICE PROTECTION

FUNCTION:

PUBLIC SAFETY

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0211	6102	F.T. REGULAR-WAGES & SALARIES	2,017,151	2,090,756	2,298,360	2,465,747
0211	6103	FULL TIME-REGULAR-OVERTIME	71,471	93,298	65,000	82,282
0211	6104	PART TIME-WAGES & SALARIES	53,587	72,868	50,250	74,981
0211	6105	TEMPORARY-WAGES & SALARIES	-	5,398		
0211	6108	SEVERANCE PAY	19,659			-
0211	6121	PERA CONTRIBUTIONS	321,327	344,743	367,374	418,961
0211	6122	FICA/MEDICARE CONTRIBUTIONS	44,442	48,120	50,673	54,590
0211	6131	GROUP INSURANCE	181,711	197,416	223,629	259,722
0211	6133	WORKERS COMP INSURANCE PREMIUM	55,727	59,625	60,702	71,151
0211	6204	STATIONERY, ENVELOPES & FORMS	1,423	1,858	1,700	1,800
0211	6206	FILM, MICROFILM, TAPES, DISKS	1,264	764	1,500	1,000
0211	6207	TRAINING SUPPLIES	1,765	1,449	2,500	2,500
0211	6208	MISCELLANEOUS OFFICE SUPPLIES	3,548	3,634	4,000	4,000
0211	6223	GASOLINE	47,931	51,302	65,000	65,000
0211	6227	LUBRICANTS & ADDITIVES	1,064	899	1,100	1,100
0211	6229	SHOP MATERIALS	630	782	1,000	1,000
0211	6231	UNIFORMS & TURN-OUT GEAR	18,151	20,822	20,000	30,000
0211	6233	BATTERIES	898	1,226	1,200	1,500
0211	6235	AMMUNITION	9,056	8,883	8,500	8,500
0211	6237	CRIME SCENE KIT MATERIALS	792	822	1,000	1,000
0211	6239	FIRST AID SUPPLIES	1,548	1,588	1,500	1,500
0211	6249	MISCELLANEOUS OPERATING SUPPLY	4,714	7,988	3,400	9,025
0211	6251	BATTERIES	1,769	1,495	1,800	2,500
0211	6253	BRAKES	3,825	2,998	2,200	3,000
0211	6255	TIRES	7,999	5,897	8,200	7,500
0211	6257	OTHER VEHICLE PARTS	12,581	12,377	12,000	13,000
0211	6259	BUILDING MAINT/REPAIR SUPPLIES	1,479	495	500	8,000
0211	6275	OTHER EQUIPMENT PARTS	819	1,068	1,000	1,000
0211	6281	SMALL TOOLS & MINOR EQUIPMENT	17,409	31,523	17,500	22,370
0211	6315	MISCELLANEOUS PROFESSIONAL SER	8,273	12,029	11,100	12,000
0211	6321	TELEPHONE	2,197	2,212	2,500	2,300
0211	6322	POSTAGE	1,121	1,089	1,300	1,300
0211	6323	CELLULAR PHONES	6,729	7,205	8,000	9,700
0211	6331	TRAVEL & LODGING	3,420	4,035	4,000	4,000
0211	6334	MILEAGE REIMBURSEMENT	138	-	250	100
0211	6335	TRAINING	16,129	23,450	21,000	28,000
0211	6361	GENERAL LIABILITY/PROPERTY INS	34,925	37,871	38,000	40,000
0211	6382	MACHINERY & EQUIPMENT REPAIR	392	150	500	500
0211	6383	OFFICE EQUIPMENT REPAIR		-	250	250
0211	6386	BRAKE REPAIR	541	-	1,000	500
0211	6388	OTHER VEHICLE REPAIR	12,792	17,129	10,000	15,000
0211	6389	TOWING SERVICES	1,657	75	3,000	2,000
0211	6405	OFFICE & DATA PROCESSING EQUIP	3,419	2,957	4,000	3,500
0211	6413	OFFICE EQUIPMENT RENTAL	5,834	5,912	6,000	6,000
0211	6415	OTHER EQUIPMENT RENTAL	27,250	36,162	33,000	30,000
0211	6451	MEMBERSHIP DUES	2,864	3,639	3,000	3,100
0211	6489	OTHER CONTRACTED SERVICES	10,336	3,227	5,000	4,000
0211	6550	MOTOR VEHICLES	97,604	96,275	65,000	71,000
0211	6580	OTHER EQUIPMENT	51,906	-	-	
Total Expenditure			3,191,267	3,323,510	3,488,488	3,845,979

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	1.00
Patrol Officer	16.00	17.00	17.00	19.00
Community Service Officer	1.00	1.26	1.26	1.26
Crime Prevention Specialist	-	-	-	-
Clerical/Support Personnel	3.00	3.00	3.50	3.50
Code Enforcement Intern	-	-	-	-
Public Safety Total	27.00	29.26	29.76	31.76

6550 Motor Vehicles

Ford Interceptor	58,000	58,975	30,000	30,500
Tahoe	34,000	37,300	35,000	40,500
	92,000	96,275	65,000	71,000

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

- Full-Time Patrol Officer including training & Uniforms: \$84,090
- Full-Time Patrol Officer including training & Uniforms: \$84,090
- Pera: Change in rate from 16.2% to 16.95%: \$17,000 increase (not including new patrol officers)
- Overtime: \$25,000 Increase based on past history
- 32 Taser Replacements (under 6281): \$24,370
- Capital Equipment: Ford Interceptor: \$35,000 + \$14,000 in set up (under 6281) if new patrol officers hired)
- Capital Equipment Replacements: Chev Caprice: \$30,500; Chev Tahoe: \$40,500

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	2017 Actual	2018 Estimate	2019 Projected
Dispatched Calls for Service	12578	12800	12800
Motor Vehicle Accidents	442	450	450
Citations and Warnings	2997	3000	3000
Criminal	1388	1500	1500
Non-Criminal	5375	5400	5400
<i>State CPM Performance Measurement Results</i>	2015	2016	2017
Part 1 and Part 2 Crime Rates (per 1000)	17.3/25.43	13.47/24.21	1 yr lag
Part 1 and Part 2 Crime Clearance Rates (per 1000)	62%	52%	1 yr lag
Average police response times	4:33	3:23	4:25

FUND GENERAL

DEPARTMENT: FIRE PROTECTION

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0220	6102	F.T. REGULAR-WAGES & SALARIES	170,992	178,271	192,657	267,950
0220	6103	FULL TIME-REGULAR-OVERTIME	435	485		
0220	6104	PART TIME-WAGES & SALARIES	226,607	283,110	250,594	253,477
0220	6105	TEMPORARY-WAGES & SALARIES	167			
0220	6108	SEVERANCE PAY	27,798			
0220	6121	PERA CONTRIBUTIONS	28,313	30,651	34,592	47,437
0220	6122	FICA/MEDICARE CONTRIBUTIONS	17,251	21,917	21,632	22,929
0220	6131	GROUP INSURANCE	23,202	16,824	21,090	30,627
0220	6132	DISABILITY INSURANCE	1,284	1,344	1,300	1,300
0220	6133	WORKERS COMP INSURANCE PREMIUM	19,212	20,840	22,069	28,720
0220	6206	FILM, MICROFILM, TAPES, DISKS	21	-		
0220	6208	MISCELLANEOUS OFFICE SUPPLIES	1,044	1,014	1,000	1,200
0220	6223	GASOLINE	7,399	10,266	10,000	12,000
0220	6225	DIESEL FUEL	2,582	2,862	3,500	3,500
0220	6231	UNIFORMS & TURN-OUT GEAR	36,480	27,493	25,000	28,000
0220	6233	BATTERIES	186	-		
0220	6239	FIRST AID SUPPLIES	1,285	1,162	1,800	1,500
0220	6249	MISCELLANEOUS OPERATING SUPPLY	17,395	13,850	20,000	24,000
0220	6255	TIRES		-		
0220	6257	OTHER VEHICLE PARTS	6,388	9,459	10,000	10,000
0220	6266	SCBA-PARTS	5,893	5,071	5,000	5,000
0220	6275	OTHER EQUIPMENT PARTS	2,135	-		
0220	6281	SMALL TOOLS & MINOR EQUIPMENT	16,742	14,301	25,000	25,000
0220	6302	AUDITING & ACCOUNTING SERVICES	3,500	3,600	3,600	3,600
0220	6315	MISCELLANEOUS PROFESSIONAL SER				
0220	6321	TELEPHONE	1,875	1,748	1,500	2,000
0220	6322	POSTAGE	84	267	500	500
0220	6323	CELLULAR PHONES	5,749	5,590	6,000	6,000
0220	6335	TRAINING	16,497	29,809	20,000	22,000
0220	6361	GENERAL LIABILITY/PROPERTY INS	15,461	16,203	17,000	18,000
0220	6371	ELECTRIC UTILITIES	21,808	17,814	24,000	21,000
0220	6372	WATER/IRRIGATION	3,848	4,223	4,000	4,000
0220	6373	GAS	8,303	5,594	10,000	7,000
0220	6374	REFUSE/RECYCLING	1,242	1,014	1,500	1,200
0220	6388	OTHER VEHICLE REPAIR	11,458	19,586	24,000	27,000
0220	6405	OFFICE & DATA PROCESSING EQUIP	-	6,983	16,056	14,645
0220	6451	MEMBERSHIP DUES	1,095	1,566	2,500	2,500
0220	6452	SUBSCRIPTIONS	-	645	1,000	1,000
0220	6471	BOOKS & PAMPHLETS	529	379	1,000	1,000
0220	6489	OTHER CONTRACTED SERVICES	6,089	1,870	8,000	6,000
0220	6550	MOTOR VEHICLES	-	90,388	45,000	45,000
0220	6580	OTHER EQUIPMENT	107,429	-	175,000	95,000
Total Expenditure			817,778	846,201	1,005,890	1,040,085

PERSONNEL COMPLEMENT

Fire Chief	1.00	1.00	1.00	1.00
Fire Secretary	1.00	0.70	0.70	0.70
Fire Inspector				1.00
Fire Marshall	1.00	1.00	1.00	1.00
Firefighters	7.58	7.58	7.58	7.58
Fire Total	<u>10.58</u>	<u>10.28</u>	<u>10.28</u>	<u>11.28</u>

6550 Motor Vehicles

Duty Officer Truck	-	43,236	-	-
Replace Grass Truck #21			45,000	-
Replace Fire Prevention Veh #566				45,000
Replace Fire Chief Vehicle	-	47,152	-	-
	<u>-</u>	<u>90,388</u>	<u>45,000</u>	<u>45,000</u>

6580 Other Equipment

800 MHZ Radio - 3 Year Funding	56,900	-	-	-
SCBA's - 28	-	-	175,000	-
Thermal Imaging Camera				30,000
Bullex Attack Training Prop				15,000
Extrication Tools				50,000
Rescue Truck #1 Box	50,000	-	-	-
	<u>106,900</u>	<u>-</u>	<u>175,000</u>	<u>95,000</u>

BUDGET HIGHLIGHTS

- Full-Time Fire Inspector: \$83,090
- Capital Equipment: Replace Extrication Tools: \$50,000
- Capital Equipment: Replace Thermal Imaging Camera: \$30,000
- Capital Equipment: Replace Fire Prevention Vehicle with Tahoe: \$45,000
- Capital Equipment: New Bullex Attack Training Props: \$15,000

GOALS OF CURRENT YEAR BUDGET:

- Increase resident safety and fire prevention education through a community outreach program
- Revise and update emergency operations plan
- Develop and execute action plan for conducting pre-incident planning of structures
- Establish and maintain programs that enhance the health and fitness of all department employees
- Ensure adequate staff numbers to meet increased demand of calls for service

Performance Measurements:

	2017 Actual	2018 Estimate	2019 Projected
Number of Calls for Service	698	750	800
Mutual Aid	35	40	40
Given	27	25	25
Received	8	15	15
Number of firefighters	53	55	55
Prevention:			
# of Public Education contacts	60	70	75
# of commercial property inspections	170	200	250
# of permits issued	133	140	150
<i>State CPM Performance Measurement Results</i>	2015	2016	2017
Insurance industry rating of fire services	5/7	5/7	4/7
Fire calls per 1,000 population	12.46	11.7	14.56
Average fire response times	8:27	8:23	7:50
EMS calls per 1,000 population	5.55	7.6	13
Average EMS response times	6:35	6:51	12:38

FUND GENERAL

DEPARTMENT: PROTECTIVE INSPECTIONS

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0240	6102	F.T. REGULAR-WAGES & SALARIES	179,351	195,266	206,579	192,180
0240	6103	FULL TIME-REGULAR-OVERTIME	1,960			
0240	6104	PART TIME-WAGES & SALARIES	-			
0240	6105	TEMPORARY-WAGES & SALARIES	-			
0240	6121	PERA CONTRIBUTIONS	13,331	14,627	15,493	14,413
0240	6122	FICA/MEDICARE CONTRIBUTIONS	12,612	14,524	15,803	14,701
0240	6131	GROUP INSURANCE	34,209	26,461	29,063	31,500
0240	6133	WORKERS COMP INSURANCE PREMIUM	881	935	1,653	1,538
0240	6204	STATIONERY, ENVELOPES & FORMS	776	528	800	800
0240	6208	MISCELLANEOUS OFFICE SUPPLIES	537	211	750	750
0240	6223	GASOLINE	2,003	2,221	3,000	3,000
0240	6231	UNIFORMS & TURN-OUT GEAR	420	420	750	750
0240	6249	MISCELLANEOUS OPERATING SUPPLY	782	1,686	2,500	2,500
0240	6315	MISCELLANEOUS PROFESSIONAL SER	107,227	131,482	100,000	110,000
0240	6321	TELEPHONE	386	390	600	600
0240	6322	POSTAGE	1,238	1,345	2,000	2,000
0240	6323	CELLULAR PHONES	646	655	2,500	2,500
0240	6334	MILEAGE REIMBURSEMENT	-	-	500	500
0240	6335	TRAINING	1,494	4,365	3,000	3,000
0240	6361	GENERAL LIABILITY/PROPERTY INS	3,802	4,372	4,200	4,200
0240	6405	OFFICE & DATA PROCESSING EQUIP	-	24,484	31,892	24,484
0240	6451	MEMBERSHIP DUES	435	435	1,000	1,000
0240	6471	BOOKS & PAMPHLETS	1,088	-	1,000	1,000
0240	6550	MOTOR VEHICLES	-	-	-	78,500
Total Expenditure			363,178	424,406	423,083	489,916

PERSONNEL COMPLEMENT

Building Official	1.00	1.00	1.00	1.00
Building Inspections Intern	0.50	0.50	-	-
Permit Technician	2.00	2.00	2.00	1.81
Inspectors	0.25	0.25	0.25	0.25
Building Inspection Total	3.75	3.75	3.25	3.06

6550 Motor Vehicles

Replace Veh #401	-	-	-	22,500
Replace Veh #405			-	29,000
Replace Veh #406				27,000
				78,500

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

- Replace all three Building Inspection Vehicles: \$78,500 (see vehicle breakout above)

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:

		2017 Actual	2018 Estimate	2019 Projected
New Residential Units		175	75	150
Total Permits		2,200	2,250	2,250
Number of Inspections		6,200	6,250	6,250

FUND GENERAL

DEPARTMENT: CIVIL DEFENSE

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0250	6251	BATTERIES	803	78	1,200	1,000
0250	6275	OTHER EQUIPMENT PARTS	12,567	2,031	2,000	2,500
0250	6361	GENERAL LIABILITY/PROPERTY INS	333	57	200	100
0250	6371	ELECTRIC UTILITIES	1,020	935	1,200	1,200
0250	6382	MACHINERY & EQUIPMENT REPAIR	7,985	2,627	3,000	4,000
Total Expenditure			22,708	5,729	7,600	8,800

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:

	2017 Actual	2018 Estimate	2019 Projected
Number of Sirens	17	17	17

FUND GENERAL

DEPARTMENT: **TRAFFIC ENGINEERING**

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0260	6102	F.T. REGULAR-WAGES & SALARIES	29,347	29,811	49,671	48,981
0260	6103	FULL TIME-REGULAR-OVERTIME	-	140		
0260	6105	TEMPORARY-WAGES & SALARIES	164	-		
0260	6121	PERA CONTRIBUTIONS	2,213	1,388	3,725	3,674
0260	6122	FICA/MEDICARE CONTRIBUTIONS	2,246	2,954	3,800	3,747
0260	6133	WORKERS COMP INSURANCE PREMIUM	1,681	1,708	3,590	3,476
0260	6249	MISCELLANEOUS OPERATING SUPPLY	13,065	10,120	20,000	15,000
0260	6271	SIGN REPAIR MATERIALS	985	712	3,000	3,000
0260	6361	GENERAL LIABILITY/PROPERTY INS	802	668	1,000	750
0260	6371	ELECTRIC UTILITIES	12,735	12,546	13,000	13,000
0260	6382	MACHINERY & EQUIPMENT REPAIR	14,197	7,228	13,000	13,000
0260	6489	CONTRACTED SERVICES	3,331	395	3,000	3,500
0260	6580	OTHER EQUIPMENT	-	-	39,000	
Total Expenditure			80,766	67,670	152,786	108,128

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

BUDGET HIGHLIGHTS

- No Capital Equipment Purchases scheduled in 2019

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:		2017 Actual	2018 Estimate	2019 Projected
Total Hours		650	610	610
Number of Traffic Signs in System		2360	2390	2390
Number of Traffic Counts Performed		90	15	15

FUND GENERAL

DEPARTMENT: ANIMAL CONTROL

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0270	6249	MISCELLANEOUS OPERATING SUPPLY	618	562	1,000	750
0270	6281	SMALL TOOLS & MINOR EQUIPMENT	203	-	500	500
0270	6489	OTHER CONTRACTED SERVICES	8,050	8,955	8,000	8,000
Total Expenditure			8,871	9,517	9,500	9,250

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:

	2017 Actual	2018 Estimate	2019 Projected
Animal Complaints	434	456	456
Number of Animals Impounded	62	70	70
Number of Animals Released to Owners	55	59	59
Number of Euthanizations	2	0	0

FUND GENERAL

DEPARTMENT: COMMUNITY ORIENTATING POLICE

FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0280	6204	STATIONERY, ENVELOPES & FORMS	201	451	200	400
0280	6206	FILM, MICROFILM, TAPES, DISKS	25	281	300	300
0280	6241	COMMUNITY POLICING SUPPLIES	5,519	6,501	6,200	7,000
0280	6281	SMALL TOOLS & MINOR EQUIPMENT	-	107	100	100
0280	6291	CULVERTS, SIGNS, STREET SUPPLY	50		50	200
0280	6322	POSTAGE	14	3	100	50
0280	6323	CELL PHONES	-	-	-	1,300
0280	6331	TRAVEL & LODGING	351	927	500	1,000
0280	6335	TRAINING	350	440	1,000	1,000
0280	6361	GENERAL LIABILITY/PROPERTY INS	70	85	100	125
0280	6415	OTHER EQUIPMENT RENTAL	-	309	1,300	-
0280	6451	MEMBERSHIP DUES	275	120	1,500	1,500
0280	6471	BOOKS & PAMPHLETS	-	89	500	250
Total Expenditure			6,855	9,313	11,850	13,225

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
<ul style="list-style-type: none"> No Major Changes

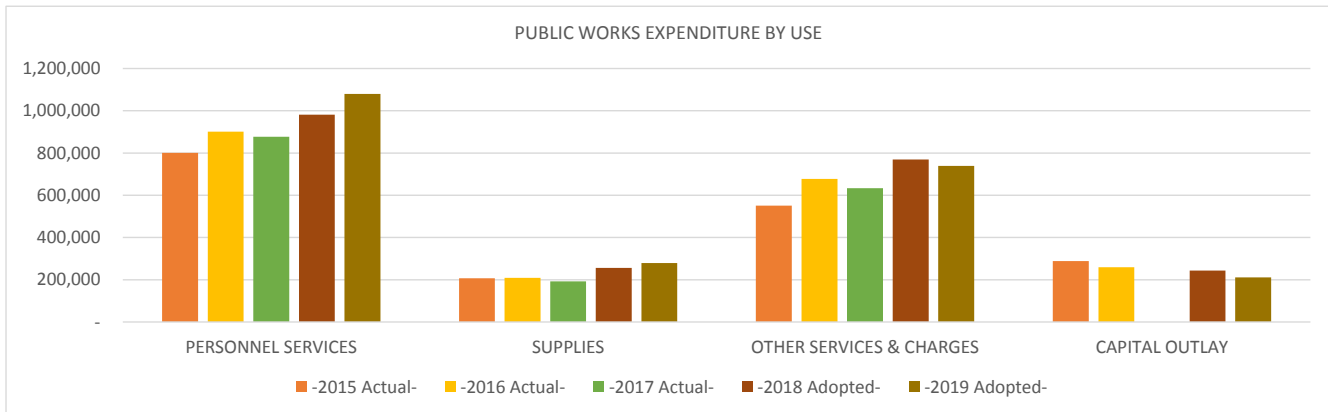
GOALS OF CURRENT YEAR BUDGET:
<ul style="list-style-type: none"> Increase participation in community based programs

Performance Measurements:	2017 Actual	2018 Estimate	2019 Projected
# of participants attending Kids Safety Camp	126	125	125
# of car seat inspections	32	50	50
Night to Unite - # of Parties	44	45	45
# of animals served at Pet Clinics	125	231	231

GENERAL FUND 101 - GENERAL GOVERNMENT

PUBLIC WORKS **301-312**

EXPENDITURE BY OBJECT SUMMARY	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES	800,870	901,475	876,691	981,529	1,079,587
SUPPLIES	206,416	209,343	192,321	255,850	279,450
OTHER SERVICES & CHARGES	551,129	677,569	633,736	769,600	739,450
CAPITAL OUTLAY	288,428	259,217	-	243,270	210,750
TOTAL EXPENDITURE BY OBJECT	1,846,843	2,047,604	1,702,747	2,250,249	2,309,237



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC WORKS **301-312**

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	544,621	609,886	619,386	644,513	734,383
6103	FULL TIME-REGULAR-OVERTIME	22,263	28,799	14,264	25,000	17,000
6105	TEMPORARY-WAGES & SALARIES	22,725	23,781	24,491	72,110	52,320
6106	OVERTIME-TEMPORARY	1,620	2,057	1,981	-	-
TOTAL WAGES AND SALARIES		591,229	664,523	660,122	741,623	803,703
OTHER GROSS EARNINGS						
6108	SEVERANCE PAY	-	-	1,258	-	-
TOTAL OTHER GROSS EARNINGS		-	-	1,258	-	-
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	45,260	46,702	46,123	51,834	56,429
6122	FICA/MEDICARE CONTRIBUTIONS	46,267	47,358	49,548	57,827	62,654
6131	GROUP INSURANCE	96,182	114,344	90,290	94,877	112,310
6133	WORKERS COMP INSURANCE PREMIUM	21,932	28,548	29,350	35,368	44,491
TOTAL EMPLOYER CONTRIBUTIONS		209,641	236,952	215,310	239,906	275,884
Total PERSONNEL SERVICES		800,870	901,475	876,691	981,529	1,079,587
SUPPLIES						
OFFICE SUPPLIES						
6205	DRAFTING SUPPLIES	200	-	-	250	250
6208	MISCELLANEOUS OFFICE SUPPLIES	1,899	1,309	1,079	1,400	1,400
TOTAL OFFICE SUPPLIES		2,099	1,309	1,079	1,650	1,650
OPERATING SUPPLIES						
6221	CLEANING SUPPLIES	-	-	-	200	-
6223	GASOLINE	10,862	8,370	10,261	14,000	13,000
6225	DIESEL FUEL	21,068	15,977	25,095	30,000	33,000
6227	LUBRICANTS & ADDITIVES	2,036	2,514	2,662	4,000	4,000
6229	SHOP MATERIALS	910	2,106	1,378	4,500	4,000
6231	UNIFORMS & TURN-OUT GEAR	4,506	4,291	3,275	5,700	4,500
6249	MISCELLANEOUS OPERATING SUPPLY	9,923	11,236	8,974	11,000	10,500
TOTAL OPERATING SUPPLIES		49,305	44,494	51,644	69,400	69,000
REPAIR AND MAINTENANCE SUPPLIES						
6257	OTHER VEHICLE PARTS	46,423	50,174	50,771	56,000	55,000
6259	BUILDING MAINT/REPAIR SUPPLIES	1,958	4,706	2,277	6,000	6,000
6261	SAND & GRAVEL	1,951	993	2,096	4,000	4,000
6263	SALT	72,561	87,028	44,124	72,000	93,600
6265	ASPHALT	13,489	9,160	21,053	20,000	21,000
6267	OTHER STREET MAINTENANCE SUPPL	1,933	3,388	1,678	5,700	5,700
6269	LANDSCAPE MATERIALS	5,361	1,272	2,296	7,500	7,500
6275	OTHER EQUIPMENT PARTS	-	41	-	200	-
TOTAL REPAIR AND MAINTENANCE SUPPLIES		143,676	156,762	124,296	171,400	192,800
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	11,336	6,778	15,302	13,400	16,000
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		11,336	6,778	15,302	13,400	16,000
Total SUPPLIES		206,416	209,343	192,321	255,850	279,450
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6315	MISCELLANEOUS PROFESSIONAL SER	17,921	44,681	23,209	74,000	54,000
TOTAL PROFESSIONAL SERVICES		17,921	44,681	23,209	74,000	54,000
COMMUNICATION						
6321	TELEPHONE	2,122	2,112	2,140	2,200	2,200
6322	POSTAGE	1,558	1,624	812	1,650	2,200
6323	CELLULAR PHONES	5,468	5,811	5,944	6,500	6,500
TOTAL COMMUNICATION		9,148	9,547	8,896	10,350	10,900

EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	184	349	64	1,000	1,000
6335	TRAINING	6,950	5,958	8,039	10,000	10,500
TOTAL EMPLOYEE REIMBURSEMENTS		7,134	6,307	8,103	11,000	11,500
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	33,342	32,318	21,384	35,000	30,700
TOTAL INSURANCE		33,342	32,318	21,384	35,000	30,700
UTILITIES						
6371	ELECTRIC UTILITIES	6,386	6,704	7,480	8,500	8,500
6372	WATER/IRRIGATION	1,315	3,749	2,552	3,500	3,500
6373	GAS	3,654	4,460	4,549	5,000	5,000
6374	REFUSE/RECYCLING	1,791	2,462	2,408	2,300	2,400
TOTAL UTILITIES		13,146	17,375	16,989	19,300	19,400
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	3,956	10,105	3,719	10,000	10,000
6382	MACHINERY & EQUIPMENT REPAIR	1,780	693	591	4,000	3,000
6387	TIRE MOUNTING & BALANCING	-	171	746	600	800
6388	OTHER VEHICLE REPAIR	8,804	6,807	13,744	20,000	20,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		14,540	17,776	18,800	34,600	33,800
REPAIRS AND MAINTENANCE - CONTRACTS						
6404	MACHINERY & EQUIPMENT	1,348	1,325	1,332	3,000	1,500
6405	OFFICE & DATA PROCESSING EQUIP	6,185	6,132	1,750	6,200	3,500
TOTAL REPAIRS AND MAINTENANCE - CONTRACTS		7,533	7,457	3,082	9,200	5,000
RENTALS						
6415	OTHER EQUIPMENT RENTAL	9,825	3,429	9,946	56,000	60,000
6417	UNIFORM RENTAL	4,787	2,312	1,255	3,000	2,500
TOTAL RENTALS		14,612	5,741	11,201	59,000	62,500
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	1,119	1,024	999	1,900	1,400
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		1,119	1,024	999	1,900	1,400
BOOKS AND PAMPHLETS						
6471	BOOKS & PAMPHLETS	-	114	92	250	250
TOTAL BOOKS AND PAMPHLETS		-	114	92	250	250
CONTRACTED SERVICES						
6488	STREET MAINTENANCE CONTRACT	403,384	491,369	485,987	500,000	500,000
6489	OTHER CONTRACTED SERVICES	29,250	43,860	34,993	15,000	10,000
TOTAL CONTRACTED SERVICES		432,634	535,229	520,981	515,000	510,000
Total OTHER SERVICES & CHARGES		551,129	677,569	633,736	769,600	739,450
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6540	HEAVY MACHINERY	178,973	254,117	-	225,270	179,250
6550	MOTOR VEHICLES	35,171	-	-	-	31,500
6580	OTHER EQUIPMENT	74,284	5,100	-	18,000	-
TOTAL CAPITAL OUTLAY		288,428	259,217	-	243,270	210,750
Total CAPITAL OUTLAY		288,428	259,217	-	243,270	210,750
TOTAL EXPENDITURES & OTHER FINANCING		1,846,843	2,047,604	1,702,747	2,250,249	2,309,237

FUND GENERAL

DEPARTMENT: ENGINEERING

FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0301	6102	F.T. REGULAR-WAGES & SALARIES	191,595	185,098	175,385	215,232
0301	6103	FULL TIME-REGULAR-OVERTIME	19,710	10,526	10,000	5,000
0301	6105	TEMPORARY-WAGES & SALARIES	17,911	13,320	48,910	29,120
0301	6106	OVERTIME-TEMPORARY	2,057	1,981		
0301	6121	PERA CONTRIBUTIONS	15,197	13,159	16,110	17,195
0301	6122	FICA/MEDICARE CONTRIBUTIONS	15,953	15,833	17,923	19,076
0301	6131	GROUP INSURANCE	40,777	27,360	25,784	28,675
0301	6133	WORKERS COMP INSURANCE PREMIUM	1,085	742	1,997	2,117
0301	6205	DRAFTING SUPPLIES	-	-	250	250
0301	6208	MISCELLANEOUS OFFICE SUPPLIES	901	809	1,000	1,000
0301	6223	GASOLINE	2,679	3,608	4,000	4,000
0301	6231	UNIFORMS & TURN-OUT GEAR	1,631	1,661	2,200	2,000
0301	6249	MISCELLANEOUS OPERATING SUPPLY	2,227	260	3,000	2,000
0301	6257	OTHER VEHICLE PARTS	1,464	936	2,000	1,000
0301	6281	SMALL TOOLS & MINOR EQUIPMENT	317	130	400	1,000
0301	6315	MISCELLANEOUS PROFESSIONAL SER	26,532	6,813	50,000	30,000
0301	6321	TELEPHONE	1,092	1,106	1,100	1,100
0301	6322	POSTAGE	1,480	730	1,500	2,000
0301	6323	CELLULAR PHONES	2,781	2,778	3,000	3,000
0301	6331	TRAVEL & LODGING	349	64	1,000	1,000
0301	6335	TRAINING	2,287	4,282	6,000	6,500
0301	6361	GENERAL LIABILITY/PROPERTY INS	3,966	3,682	4,500	4,700
0301	6405	OFFICE & DATA PROCESSING EQUIP	6,132	1,750	6,200	3,500
0301	6451	MEMBERSHIP DUES	594	662	1,500	1,000
0301	6471	BOOKS & PAMPHLETS	114	92	250	250
0301	6550	MOTOR VEHICLES	-	-	-	31,500
Total Expenditure			358,831	297,379	384,009	412,215

PERSONNEL COMPLEMENT

City Engineer	1.00	1.00	1.00	1.00
Engineering Tech IV	1.00	1.00	0.50	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	1.00
Secretary (Moved to PW)	1.00	1.00	-	-
Administrative Assistant	-	-	0.50	1.00
Interns	1.00	1.00	1.00	1.00
Engineering Total	7.00	7.00	6.00	6.50

6550 Motor Vehicles

Replace Veh #402	-	-	-	31,500
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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 Administrative Assistant to full-time status from 20 hours week: \$36,047
- Capital Equipment: Replace 2006 Chevy with GMC Sierra: \$31,500 (net of trade in)

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:

		2017 Actual	2018 Estimate	2019 Projected
Active Engineering Projects		11	12	12
Completed Engineering Projects		7	9	10
Infrastructure Asset Management System Upgrades			1	

FUND GENERAL

DEPARTMENT: STREET MAINTENANCE

FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0311	6102	F.T. REGULAR-WAGES & SALARIES	361,383	372,845	389,032	434,348
0311	6103	FULL TIME-REGULAR-OVERTIME	605	331	2,000	2,000
0311	6105	TEMPORARY-WAGES & SALARIES	2,878	9,070	13,200	13,200
0311	6108	SEVERANCE PAY	-	1,258		
0311	6121	PERA CONTRIBUTIONS	26,772	28,040	28,742	32,124
0311	6122	FICA/MEDICARE CONTRIBUTIONS	26,427	28,593	32,017	35,560
0311	6131	GROUP INSURANCE	73,567	62,930	69,093	83,635
0311	6133	WORKERS COMP INSURANCE PREMIUM	23,682	24,770	28,213	37,090
0311	6208	MISCELLANEOUS OFFICE SUPPLIES	408	270	400	400
0311	6221	CLEANING SUPPLIES	-	-	200	-
0311	6223	GASOLINE	5,691	6,653	7,000	9,000
0311	6225	DIESEL FUEL	7,211	15,503	15,000	15,000
0311	6227	LUBRICANTS & ADDITIVES	2,514	2,662	4,000	4,000
0311	6229	SHOP MATERIALS	2,079	1,297	4,000	3,500
0311	6231	UNIFORMS & TURN-OUT GEAR	2,660	1,614	3,500	2,500
0311	6249	MISCELLANEOUS OPERATING SUPPLY	9,009	8,715	8,000	8,500
0311	6257	OTHER VEHICLE PARTS	20,061	21,514	25,000	25,000
0311	6259	BUILDING MAINT/REPAIR SUPPLIES	4,706	2,277	6,000	6,000
0311	6261	SAND & GRAVEL	-	-	1,000	1,000
0311	6265	ASPHALT	9,160	21,053	20,000	21,000
0311	6267	OTHER STREET MAINTENANCE SUPPL	438	1,506	2,000	2,000
0311	6269	LANDSCAPE MATERIALS	1,272	2,296	7,500	7,500
0311	6275	OTHER EQUIPMENT PARTS	41	-	200	-
0311	6281	SMALL TOOLS & MINOR EQUIPMENT	6,461	15,172	13,000	15,000
0311	6315	MISCELLANEOUS PROFESSIONAL SER	18,149	16,396	24,000	24,000
0311	6321	TELEPHONE	1,020	1,033	1,100	1,100
0311	6322	POSTAGE	144	82	150	200
0311	6323	CELLULAR PHONES	3,030	3,167	3,500	3,500
0311	6335	TRAINING	3,671	3,758	4,000	4,000
0311	6361	GENERAL LIABILITY/PROPERTY INS	23,066	16,018	25,000	22,000
0311	6371	ELECTRIC UTILITIES	6,704	7,480	8,500	8,500
0311	6372	WATER/IRRIGATION	3,749	2,552	3,500	3,500
0311	6373	GAS	4,460	4,549	5,000	5,000
0311	6374	REFUSE/RECYCLING	2,462	2,408	2,300	2,400
0311	6381	BUILDING & STRUCTURE REPAIR	10,105	3,719	10,000	10,000
0311	6382	MACHINERY & EQUIPMENT REPAIR	693	591	4,000	3,000
0311	6387	TIRE MOUNTING & BALANCING	171	746	600	800
0311	6388	OTHER VEHICLE REPAIR	4,101	8,861	8,000	8,000
0311	6404	MACHINERY & EQUIPMENT	1,325	1,332	3,000	1,500
0311	6415	OTHER EQUIPMENT RENTAL	3,429	9,946	56,000	60,000
0311	6417	UNIFORM RENTAL	2,312	1,255	3,000	2,500
0311	6451	MEMBERSHIP DUES	430	338	400	400
0311	6488	STREET MAINTENANCE CONTRACT	491,369	485,987	500,000	500,000
0311	6489	OTHER CONTRACTED SERVICES	43,860	34,993	10,000	10,000
0311	6540	HEAVY MACHINERY	254,117	-	225,270	179,250
0311	6580	OTHER EQUIPMENT	5,100	-	18,000	
Total Expenditure			1,470,492	1,233,579	1,594,417	1,608,007

PERSONNEL COMPLEMENT

Public Works Superintendent	1.00	1.00	1.00	1.00
Secretary (Formerly under Engineering)	-	-	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	5.00
Temporary - Streets	0.50	0.50	0.50	0.50
Street Maintenance Total	7.50	8.50	9.50	10.50

6488/6489 Other Contracted Services

Street Maintenance Program	-	-	-	-
Long term road reconstruction	337,321	485,987	500,000	500,000
Road Patching	95,313	34,993	10,000	10,000
	432,634	520,980	510,000	510,000

6540 - Heavy Machinery

F350 truck with plow	192,507	186,000	-	-
1-Ton Truck	-	61,000	-	-
Sidewalk Machine	-	-	-	139,000
Tractor Backhoe (\$84,000 total remainder utility funded)	-	-	-	40,250
Loader	178,973	-	-	-
	371,480	247,000	-	179,250

6580 - Other Equipment

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

- Full-Time Public Works Maintenance Worker: \$57,558 (March 1 start)
- Capital Equipment: New Sidewalk Machine: \$139,000
- Capital Equipment: Replace Tractor/Backhoe: \$40,250 (net of trade-in & utility funded)

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:

	2017 Actual	2018 Estimate	2019 Projected
Crack filling (miles)	12.8	7	7
Sealcoating (miles)	7.73	7.5	7.5
Asphalt patching (tons)	180	150	150

FUND GENERAL

DEPARTMENT: SNOW & ICE REMOVAL

FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0312	6102	F.T. REGULAR-WAGES & SALARIES	56,908	61,444	80,096	84,803
0312	6103	FULL TIME-REGULAR-OVERTIME	8,484	3,406	13,000	10,000
0312	6105	TEMPORARY-WAGES & SALARIES	2,992	2,102	10,000	10,000
0312	6121	PERA CONTRIBUTIONS	4,733	4,924	6,982	7,110
0312	6122	FICA/MEDICARE CONTRIBUTIONS	4,978	5,123	7,887	8,018
0312	6133	WORKERS COMP INSURANCE PREMIUM	3,781	3,837	5,158	5,284
0312	6223	GASOLINE	-	-	3,000	-
0312	6225	DIESEL FUEL	8,766	9,592	15,000	18,000
0312	6229	SHOP MATERIALS	27	81	500	500
0312	6251	BATTERIES				
0312	6257	OTHER VEHICLE PARTS	28,649	28,321	29,000	29,000
0312	6261	SAND & GRAVEL	993	2,096	3,000	3,000
0312	6263	SALT	87,028	44,124	72,000	93,600
0312	6267	OTHER STREET MAINTENANCE SUPPL	2,950	172	3,700	3,700
0312	6361	GENERAL LIABILITY/PROPERTY INS	5,286	1,684	5,500	4,000
0312	6388	OTHER VEHICLE REPAIR	2,706	4,882	12,000	12,000
0312	6489	OTHER CONTRACTED SERVICES	-	-	5,000	
Total Expenditure			218,281	171,788	271,823	289,015

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 Years: \$21,600

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

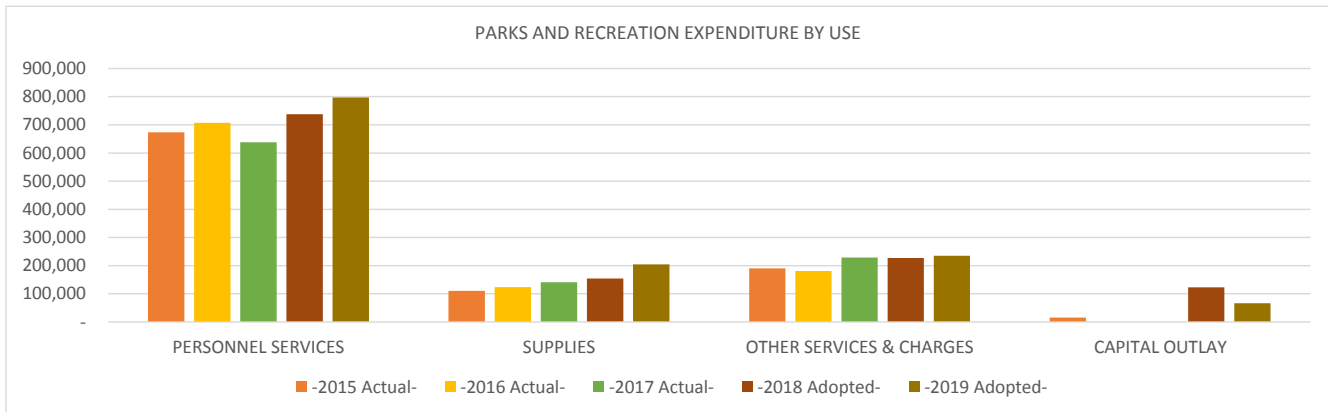
Performance Measurements:

	2017 Actual	2018 Estimate	2019 Projected
Miles of Streets Plowed	175	175	175
Cul-de-sacs	271	275	275
Salt/Sand Purchased (tons)	960	1200	1200
Snow Removal Hours	4000	4000	4000
Full Scale Plowing Events	8 to 12	8 to 12	8 to 12

GENERAL FUND 101 - GENERAL GOVERNMENT

PARKS AND RECREATION 452-461

EXPENDITURE BY OBJECT SUMMARY	-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES	673,742	706,812	638,036	737,360	797,133
SUPPLIES	110,198	124,126	140,915	154,500	204,500
OTHER SERVICES & CHARGES	190,782	181,394	228,554	227,350	235,050
CAPITAL OUTLAY	15,578	-	-	122,740	66,200
TOTAL EXPENDITURE BY OBJECT	990,300	1,012,332	1,007,505	1,241,950	1,302,883



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PARKS AND RECREATION **452-461**

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2015 Actual-	-2016 Actual-	-2017 Actual-	-2018 Adopted-	-2019 Adopted-
PERSONNEL SERVICES						
WAGES AND SALARIES						
6102	F.T. REGULAR-WAGES & SALARIES	442,893	467,240	415,089	474,168	507,044
6103	FULL TIME-REGULAR-OVERTIME	1,473	513	636	1,000	1,000
6105	TEMPORARY-WAGES & SALARIES	81,848	82,499	84,951	104,029	105,345
TOTAL WAGES AND SALARIES		526,214	550,252	500,675	579,197	613,389
EMPLOYER CONTRIBUTIONS						
6121	PERA CONTRIBUTIONS	36,032	35,063	33,765	37,163	39,288
6122	FICA/MEDICARE CONTRIBUTIONS	41,674	41,512	38,605	44,308	46,924
6131	GROUP INSURANCE	58,169	63,494	48,092	60,659	74,359
6133	WORKERS COMP INSURANCE PREMIUM	11,653	16,491	16,898	16,033	23,173
TOTAL EMPLOYER CONTRIBUTIONS		147,528	156,560	137,360	158,163	183,744
Total PERSONNEL SERVICES		673,742	706,812	638,036	737,360	797,133
SUPPLIES						
OFFICE SUPPLIES						
6208	MISCELLANEOUS OFFICE SUPPLIES	731	540	807	500	500
TOTAL OFFICE SUPPLIES		731	540	807	500	500
OPERATING SUPPLIES						
6223	GASOLINE	14,996	13,582	14,469	17,000	17,000
6225	DIESEL FUEL	6,049	5,451	4,097	7,000	7,000
6229	SHOP MATERIALS	3,102	1,015	1,423	2,000	2,000
6231	UNIFORMS & TURN-OUT GEAR	3,369	3,181	2,918	3,500	3,500
6249	MISCELLANEOUS OPERATING SUPPLY	28,542	27,772	30,159	35,000	35,000
TOTAL OPERATING SUPPLIES		56,058	51,001	53,066	64,500	64,500
REPAIR AND MAINTENANCE SUPPLIES						
6257	OTHER VEHICLE PARTS	10,949	13,186	17,008	14,000	14,000
6265	ASPHALT	18,121	28,947	34,393	40,000	90,000
6269	LANDSCAPE MATERIALS	21,309	12,401	24,636	18,000	18,000
6268	IRRIGATION SUPPLIES	-	15,628	9,707	15,000	15,000
TOTAL REPAIR AND MAINTENANCE SUPPLIES		50,379	70,162	85,745	87,000	137,000
SMALL TOOLS AND MINOR EQUIPMENT						
6281	SMALL TOOLS & MINOR EQUIPMENT	3,030	2,423	1,298	2,500	2,500
TOTAL SMALL TOOLS AND MINOR EQUIPMENT		3,030	2,423	1,298	2,500	2,500
Total SUPPLIES		110,198	124,126	140,915	154,500	204,500
OTHER SERVICES & CHARGES						
PROFESSIONAL SERVICES						
6315	MISCELLANEOUS PROFESSIONAL SER	29,937	4,758	27,221	35,000	35,000
TOTAL PROFESSIONAL SERVICES		29,937	4,758	27,221	35,000	35,000
COMMUNICATION						
6321	TELEPHONE	784	784	784	800	800
6322	POSTAGE	216	80	81	100	100
6323	CELLULAR PHONES	2,864	3,225	3,561	3,500	3,500
TOTAL COMMUNICATION		3,864	4,089	4,426	4,400	4,400

EMPLOYEE REIMBURSEMENTS						
6331	TRAVEL & LODGING	356	356	-	-	-
6334	MILEAGE REIMBURSEMENT	294	294	-	-	-
6335	TRAINING	1,539	2,676	1,225	2,000	2,000
TOTAL EMPLOYEE REIMBURSEMENTS		2,189	3,326	1,225	2,000	2,000
ADVERTISING AND PUBLISHING						
6352	GENERAL NOTICE & PUBLIC INFOR	-	-	-	-	-
TOTAL ADVERTISING AND PUBLISHING		-	-	-	-	-
INSURANCE						
6361	GENERAL LIABILITY/PROPERTY INS	11,957	10,022	11,644	12,000	14,000
TOTAL INSURANCE		11,957	10,022	11,644	12,000	14,000
UTILITIES						
6371	ELECTRIC UTILITIES	25,475	23,821	24,906	23,000	24,000
6372	WATER/IRRIGATION	14,979	13,209	12,752	13,000	13,000
6373	GAS	3,031	3,424	3,035	4,500	4,000
6374	REFUSE/RECYCLING	2,787	3,173	3,912	3,000	3,000
TOTAL UTILITIES		46,272	43,627	44,604	43,500	44,000
REPAIRS AND MAINTENANCE - LABOR						
6381	BUILDING & STRUCTURE REPAIR	19,098	21,716	16,178	21,000	21,000
6382	MACHINERY & EQUIPMENT REPAIR	3,225	6,488	3,328	5,000	5,000
6388	OTHER VEHICLE REPAIR	3,557	2,540	4,357	3,000	4,000
TOTAL REPAIRS AND MAINTENANCE - LABOR		25,880	30,744	23,864	29,000	30,000
RENTALS						
6415	OTHER EQUIPMENT RENTAL	10,416	7,774	1,598	9,000	9,000
6416	MACHINERY RENTAL	-	63	63	700	500
6417	UNIFORM RENTAL	636	685	277	1,100	500
TOTAL RENTALS		11,052	8,522	1,937	10,800	10,000
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES						
6451	MEMBERSHIP DUES	1,539	1,540	651	650	650
TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES		1,539	1,540	651	650	650
CONTRACTED SERVICES						
6489	OTHER CONTRACTED SERVICES	58,092	74,766	112,982	90,000	95,000
TOTAL CONTRACTED SERVICES		58,092	74,766	112,982	90,000	95,000
Total OTHER SERVICES & CHARGES		190,782	181,394	228,554	227,350	235,050
CAPITAL OUTLAY						
CAPITAL OUTLAY						
6540	HEAVY MACHINERY	-	-	-	104,740	-
6580	OTHER EQUIPMENT	15,578	-	-	18,000	66,200
TOTAL CAPITAL OUTLAY		15,578	-	-	122,740	66,200
Total CAPITAL OUTLAY		15,578	-	-	122,740	66,200
TOTAL EXPENDITURES & OTHER FINANCING		990,300	1,012,332	1,007,505	1,241,950	1,302,883

FUND GENERAL

DEPARTMENT: **PARK & RECREATION**

FUNCTION: PARKS AND RECREATION

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0452	6102	F.T. REGULAR-WAGES & SALARIES	401,518	415,089	474,168	507,044
0452	6103	FULL TIME-REGULAR-OVERTIME	513	636	1,000	1,000
0452	6105	TEMPORARY-WAGES & SALARIES	82,499	84,951	104,029	105,345
0452	6121	PERA CONTRIBUTIONS	29,899	33,765	37,163	39,288
0452	6122	FICA/MEDICARE CONTRIBUTIONS	36,600	38,605	44,308	46,924
0452	6131	GROUP INSURANCE	59,269	48,092	60,659	74,359
0452	6133	WORKERS COMP INSURANCE PREMIUM	16,203	16,898	16,033	23,173
0452	6208	MISCELLANEOUS OFFICE SUPPLIES	519	807	500	500
0452	6223	GASOLINE	13,582	14,469	17,000	17,000
0452	6225	DIESEL FUEL	5,451	4,097	7,000	7,000
0452	6229	SHOP MATERIALS	1,015	1,423	2,000	2,000
0452	6231	UNIFORMS & TURN-OUT GEAR	3,181	2,918	3,500	3,500
0452	6249	MISCELLANEOUS OPERATING SUPPLY	27,772	30,159	35,000	35,000
0452	6257	OTHER VEHICLE PARTS	13,186	17,008	14,000	14,000
0452	6265	ASPHALT	28,947	34,393	40,000	90,000
0452	6268	IRRIGATION SUPPLIES	15,628	9,707	15,000	15,000
0452	6269	LANDSCAPE MATERIALS	12,401	24,636	18,000	18,000
0452	6281	SMALL TOOLS & MINOR EQUIPMENT	2,423	1,298	2,500	2,500
0452	6315	MISCELLANEOUS PROFESSIONAL SER	4,758	27,221	35,000	35,000
0452	6321	TELEPHONE	784	784	800	800
0452	6322	POSTAGE	80	81	100	100
0452	6323	CELLULAR PHONES	3,225	3,561	3,500	3,500
0452	6335	TRAINING	2,360	1,225	2,000	2,000
0452	6361	GENERAL LIABILITY/PROPERTY INS	10,022	11,644	12,000	14,000
0452	6371	ELECTRIC UTILITIES	23,821	24,906	23,000	24,000
0452	6372	WATER/IRRIGATION	13,209	12,752	13,000	13,000
0452	6373	GAS	3,424	3,035	4,500	4,000
0452	6374	REFUSE/RECYCLING	3,173	3,912	3,000	3,000
0452	6381	BUILDING & STRUCTURE REPAIR	21,716	16,178	21,000	21,000
0452	6382	MACHINERY & EQUIPMENT REPAIR	6,488	3,328	5,000	5,000
0452	6388	OTHER VEHICLE REPAIR	2,540	4,357	3,000	4,000
0452	6415	OTHER EQUIPMENT RENTAL	7,774	1,598	9,000	9,000
0452	6416	MACHINERY RENTAL	63	63	700	500
0452	6417	UNIFORM RENTAL	685	277	1,100	500
0452	6451	MEMBERSHIP DUES	635	651	650	650
0452	6489	OTHER CONTRACTED SERVICES	58,271	99,982	75,000	75,000
0452	6540	HEAVY MACHINERY	-	-	104,740	-
0452	6580	OTHER EQUIPMENT	-	-	18,000	66,200
Total Expenditure			913,634	994,504	1,226,950	1,282,883

PERSONNEL COMPLEMENT

Park Maintenance Worker	5.00	4.00	5.00	4.00
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	1.00
Parks Lead Worker	-	-	-	1.00
Recreation Specialist	-	-	-	0.50
Temporary - Parks	2.47	2.47	3.62	3.62
Parks Intern	0.50	0.50	0.34	0.34
	<u>12.97</u>	<u>12.97</u>	<u>14.96</u>	<u>15.46</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	-
3-Zero-Turn Mowers	-	-	-	32,400
Chipper	-	-	-	33,800
	-	-	<u>18,000</u>	<u>66,200</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

- Part-Time Recreation Specialist: (\$4,250) \$26,724 less \$30,974 from 2 Interns not being hired
- Reclass Park Maintenance Worker to Parks Lead: \$4,729
- Asphalt: Additional \$50,000 to maintain trails (Capital Maintenance Fund funded)
- Capital Equipment: Replace Chipper \$33,800 (net of trade-in)
- Capital Equipment: Replace 3-Zero Turn Mowers: \$32,400 (net of trade-ins)

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
- 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

Performance Measurements:

	2017 Actual	2018 Estimate	2019 Projected
Number of City Parks	23	23	23
Number of Athletic Fields Maintained	42	42	42
Number of Playgrounds Maintained	17	17	17
Miles of Trails Maintained	39.5	41	41
Total Acreage Mowed	121.5	123	123

FUND GENERAL

DEPARTMENT: COMMUNITY PROGRAMS

FUNCTION: PARKS AND RECREATION

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0455	6489	OTHER CONTRACTED SERVICES	16,495	13,000	15,000	20,000
Total Expenditure			16,495	13,000	15,000	20,000

6489 Other Contracted Services

Alexandra House	5,000	5,000	5,000	10,000
Family Promise Donation	3,000	3,000	-	-
Ramsey Foundation - Draw Park Events	8,000	5,000	10,000	10,000
Arbor Events/Environmental Expo				
	16,000	13,000	15,000	20,000

DESCRIPTION OF SERVICES:

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

BUDGET HIGHLIGHTS

- Additional Contribution to Alexandra House: \$15,000

GOALS OF CURRENT YEAR BUDGET:

- Increase citizens knowledge of programs offered

Performance Measurements:

	2017 Actual	2018 Estimate	2019 Projected
Average Number of People at Concert Events at Draw	205	300	500
Number of Services Provided - Alexandra House	1616	1648	1680

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	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Proposed Budget
0892	6105	TEMPORARY-WAGES & SALARIES	-	-	32,000	-
0892	6315	MISCELLANEOUS PROFESSIONAL SER	-	-	25,000	25,000
0892	6603	OTHER L.T. OBLIGATION PRINCIPA	76,829	75,892	119,455	106,373
0892	6820	OPERATING TRANSFERS TO OTHER F	452,455	606,393		
Total Expenditure			529,284	682,284	176,455	131,373

6105 Temporary Wages & Salaries

Possible Special Election	-	-	20,000	-
Bring City Clerk to Full Time Staffing Levels	-	-	12,000	-
Health Insurance Increases	-	36,200	-	-
	-	36,200	32,000	-
Muni Center Internal Loan (Sewer Fund)	14,976	14,039	13,082	-
Bury Carlson Internal Loan (PIR Fund)*	-	-	44,520	44,520
Minicipal Center debt transfer interfund	61,853	61,853	61,853	61,853
	76,829	75,892	119,455	106,373

*Coded directly against property tax when collected

6820 Transfers to Other Funds

Excess Revenue Transfer	452,455	-	-	-
2015 Road Improvement Funding	-	-	-	-
	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

2019 Proposed - 2.75% COLA - With All Requested Positions/Hours

8/15/2018

8.43% Increase

	Certified	Fiscal Disp	Local Levy	Estimated 2019 Taxable Value	Estimated Tax Capacity
General	10,136,869	1,520,530	8,616,339	24,888,422	34.620%
EDA	101,663	18,533	83,130	24,888,422	0.335%
Bonds	1,994,072 *	310,078	1,683,994	24,888,422	6.767%
Total Levy	12,232,604	1,849,142	10,383,462		41.722%

* Reduced by \$75,000 from remaining debt service funds from Fire#1
 \$337,219 Total New Personnel Requests (includes add'l hours & training & Uniforms)

Need to cut \$0 to get to last years rate of 41.73%

Levy Increase of \$858,209 or 7.55% Increase

2019 Proposed - 2.75% COLA - With All Requested Positions/Hours

50% of Road Debt Funded via PIR Fund - \$236,831

8.43% Increase

	Certified	Fiscal Disp	Local Levy	Estimated 2019 Taxable Value	Estimated Tax Capacity
General	10,136,869	1,520,530	8,616,339	24,888,422	34.620%
EDA	101,663	18,533	83,130	24,888,422	0.335%
Bonds	1,757,241 *	273,251	1,483,990	24,888,422	5.964%
Total Levy	11,995,773	1,812,314	10,183,459		40.918%

* Reduced by \$75,000 from remaining debt service funds from Fire#1 & \$236,831 From PIR Fund for Road Debt

\$337,219 Total New Personnel Requests (includes add'l hours & training & Uniforms)

Need to cut \$0 to get to last years rate of 41.73%

Levy Increase of \$621,378 or 5.46% Increase

2019 Proposed - 2.75% COLA - With All Requested Positions Except 1 Police Officer

50% of Road Debt Funded via PIR Fund - \$236,831

8.43% Increase

	Certified	Fiscal Disp	Local Levy	Estimated 2019 Taxable Value	Estimated Tax Capacity
General	10,047,646	1,507,147	8,540,499	24,888,422	34.315%
EDA	101,663	18,533	83,130	24,888,422	0.335%
Bonds	1,757,241 *	273,251	1,483,990	24,888,422	5.964%
Total Levy	11,906,550	1,798,931	10,107,619		40.614%

* Reduced by \$75,000 from remaining debt service funds from Fire#1 & \$236,831 From PIR Fund for Road Debt

\$247,996 Total New Personnel Requests Less Police Officer (includes add'l hours & training & Uniforms)

Need to cut \$0 to get to last years rate of 41.73%

Levy Increase of \$532,155 or 4.68% Increase

2019 Proposed - 2.75% COLA - With **No New Positions/Hours**

	Certified	Fiscal Disp	Local Levy	8.43% Increase Estimated 2019 Taxable Value	Estimated Tax Capacity
General	9,799,650	1,469,948	8,329,703	24,888,422	33.468%
EDA	101,663	18,533	83,130	24,888,422	0.335%
Bonds	1,994,072 *	310,078	1,683,994	24,888,422	6.767%
Total Levy	11,895,385	1,798,559	10,096,826		40.570%

* Reduced by \$75,000 from remaining debt service funds from Fire#1
 \$0 Budgeted for new positions

Need to cut \$0 to get to last years rate of 41.73%

Levy Increase of \$520,990 or 4.58% Increase

2019 Proposed - 2.75% COLA - With **All New Positions/Hours **With Exception of 1 Police fficer****

	Certified	Fiscal Disp	Local Levy	8.43% Increase Estimated 2019 Taxable Value	Estimated Tax Capacity
General	10,047,646	1,507,147	8,540,499	24,888,422	34.315%
EDA	101,663	18,533	83,130	24,888,422	0.335%
Bonds	1,994,072 *	310,078	1,683,994	24,888,422	6.767%
Total Levy	12,143,381	1,835,758	10,307,623		41.417%

* Reduced by \$75,000 from remaining debt service funds from Fire#1
 \$0 Budgeted for new positions

Need to cut \$0 to get to last years rate of 41.73%

Levy Increase of \$768,986 or 6.76% Increase

2018 Adopted Levy

10.46% Increase

	Certified	Fiscal Disp**	Local Levy	Final 2018 Taxable Value	Estimated Tax Capacity
General	9,395,242	1,485,814	7,909,428	22,953,761	34.458%
EDA	103,981	18,956	85,025	22,953,761	0.371%
Bonds	1,875,172 *	291,527	1,583,645	22,953,761	6.900%
Total Levy	11,374,395	1,796,297	9,578,098		41.730%

*reduced by excess fire bond proceeds of \$60,000

Total Levy Increase of \$895,337 (8.54%) over 2017: General Levy Increase: \$724,607 (8.36%)/ Debt Levy Increase: \$170,730 (10.02%)

2017 Adopted Levy

5.97% Increase

	Certified	Fiscal Disp	Local Levy	Final 2017 Taxable Value	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	1,704,442 *	272,867	1,431,575	20,779,674	6.890%
Total Levy	10,479,058	1,657,480	8,821,578		42.455%

*reduced by excess fire bond proceeds of \$125,000

Total Levy Increase 2016 to 2017: \$507,983 (5.09%)

General Fund Levy Increase: 382,914 (4.62%) Debt Levy: 94,706 (5.88%)

2016 Adopted Levy

5.39% Increase

	Certified	Fiscal Disp	Local Levy	Final 2016 Taxable Value	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	1,609,736	211,563	1,398,173	19,609,016	7.130%
Total Levy	9,971,075	1,477,512	8,493,563		43.315%

2015 Adopted Levy

16.16% Increase

	Certified	<u>Fiscal Disp</u>	<u>Local Levy</u>	Final 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	1,369,807	244,114	1,125,693	18,605,528	6.051%
	9,407,821	1,545,678	7,862,143		42.259%

2014 Adopted Levy

	Certified	<u>Fiscal Disp</u>	<u>Local Levy</u>	Final 2014 <u>Taxable Value</u>	Estimated Tax Capacity
General	7,201,730	1,367,492	5,834,238	16,017,461	36.424%
EDA	121,783	18,065	103,718	16,017,461	0.648%
Bonds	1,240,828	93,399	1,147,429	16,017,461	7.164%
	8,564,341	1,478,956	7,085,385		44.235%

5-Year Staffing Requests Summary: 2019-2023

No Ranking Order. - Does not include position reclasses as no change in FTE

Budget Year	Department	Position Request	Justification: Major Strategic Area	Annual Salary & Benefits
2019	Police	1 FTE Patrol Officer	Assigned to patrol to continue level of basic services. Based on estimated growth and calls for service. Strategic Goals: Improve & maintain safety of community, create a strong positive image and enhance customer service.	\$ 80,223
2019	Police	1 FTE Patrol Officer	Assigned to patrol to continue level of basic services. Based on estimated growth and calls for service. Strategic Goals: Improve & maintain safety of community, create a strong positive image and enhance customer service.	\$ 80,223
2019	Fire	1 FTE Firefighter/Inspector	Fire Department staffing levels have not increased since 2004. Since that time, there have been 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 the ISO classification rating. This position will be responsible for responding to calls for service as a firefighter and conducting code compliance inspections and performing preplanning activities. This position will also be responsible for developing and implementing life safety education programs. This work will include 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.	\$ 90,553

2019	2020	2021	2022	2023	5 Year Totals
\$ 80,223	\$ 93,571	\$ 107,202	\$ 116,112	\$ 122,620	\$ 519,728
\$ 80,223	\$ 93,571	\$ 107,202	\$ 116,112	\$ 122,620	\$ 519,728
\$ 90,553	\$ 98,105	\$ 105,526	\$ 113,311	\$ 121,475	\$ 528,970

Budget Year	Department	Position Request	Justification: Major Strategic Area	Annual Salary & Benefits	2019	2020	2021	2022	2023	5 Year Totals
2019	Engineering	From .50 to 1 FTE Engineering Administrative Assistant	The current part-time admin assistant has quickly proven to be a valuable asset to the Engineering Department by showing a strong ability to learn & assist with a wide range of tasks, and to work independently in completing assigned tasks. Increasing the hours for this position from 20 to 40 hours per week will allow more tasks to be delegated to the admin assistant allowing the City Engineer and other Engineering staff to focus on higher priority work such as completing corridor studies on County & State Highways, developing trail and stormwater pond maintenance policies, implementing a city-wide asset management program & promoting on-line bidding through QuestCDN.	\$ 15,092						
					\$ 15,092	\$ 32,320	\$ 34,562	\$ 36,912	\$ 39,377	\$ 158,263
2019	Public Works	1 FTE Street Maintenance Worker	This person would be responsible with helping maintain the city's streets, storm sewer infrastructure, and traffic signage. Some of the core responsibilities would include street sweeping, snow plowing, street repairs, and traffic sign fabrication and installation.	\$ 57,378						
					\$ 57,378	\$ 73,572	\$ 79,084	\$ 84,867	\$ 90,931	\$ 385,832
2019	Park & Rec	.5 FTE Recreation Specialist	This position would replace both the current Recreation Program Intern and the summer park intern position. Duties would include coordination of all Ramsey's recreation programs, the Draw Summer Event series, and Happy Days. Duties would also include assisting the parks department with administrative support tasks.	\$ (4,250)						
					\$ (4,250)	\$ (2,073)	\$ 211	\$ 2,608	\$ 5,119	\$ 1,615

Effective July 1, 2018. 20% funded from Enterprise Funds

Mar 1, 2019 Start Date

Salary is net of the Rec Program Intern & the Summer Park Intern - \$30,974

Budget Year	Department	Position Request	Justification: Major Strategic Area	Annual Salary & Benefits	2019	2020	2021	2022	2023	5 Year Totals
2020	Administration	.275 FTE Administrative Assistant	Current part-time City Clerk is expected to retire in 2020. This would bring the current 29 hour week position to full-time status. Provide general administrative support in Administrative Services and provide additional staffing at the front desk. Strategic Goals: Enhanced customer service and improve City communications with the community.	\$ 28,672		\$ 28,672	\$ 30,525	\$ 32,469	\$ 33,924	\$ 125,590
2020	Administration	.60 FTE Administrative Assistant	Position is needed to keep up with increasing workloads in the Administration Department. This position is needed to balance out the reorganization of the Administration Department; with the departure of the previous Assistant City Administrator various administrative responsibilities will be absorbed by the existing administrative staff.	\$ 31,806		\$ 31,806	\$ 34,399	\$ 37,118	\$ 39,969	\$ 143,292
2020	Police	1 FTE Patrol Officer	Assigned to patrol to continue level of basic services. Based on estimated growth and calls for service. Strategic Goals: Improve & maintain safety of community, create a strong positive image and enhance customer service.	\$ 83,281		\$ 83,281	\$ 96,604	\$ 110,656	\$ 119,843	\$ 410,384

Budget Year	Department	Position Request	Justification: Major Strategic Area	Annual Salary & Benefits	2019	2020	2021	2022	2023	5 Year Totals
2020	Fire	1 FTE Firefighter/Inspector	With exception of the position authorized in 2019 (if approved) Fire Department staffing levels have not increased since 2004. Since that time, there have been 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 the ISO classification rating. This position will be responsible for responding to calls for service as a firefighter and conducting code compliance inspections and performing preplanning activities. This position will also be responsible for developing and implementing life safety education programs. This work will include 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.	\$ 93,975						
						\$ 93,975	\$ 101,275	\$ 108,931	\$ 116,963	\$ 421,144
2020	Public Works	1 FTE Park Maintenance Worker	Demand exists for more park maintenance activities, as well as snow removal activity to remain within acceptable levels of service. Strategic Goals: Improve & maintain safety, create positive image and enhance customer service.	\$ 59,277						
						\$ 59,277	\$ 76,003	\$ 81,694	\$ 87,660	\$ 304,634
2021	Bldg	1 FTE Building Inspector	Average building permit levels continue to grow as population, household and employment continues to grow. The City currently maintains a balance of City and Contracted employees. Forecasted levels of permits circa 2021 will make it more cost effective to hire versus contract for inspections. Primary roles and duties include plan review, inspections and code enforcement.	\$ 82,006						
							\$ 82,006	\$ 88,317	\$ 94,937	\$ 265,260

Mar 1, 2020 Start Date

Budget Year	Department	Position Request	Justification: Major Strategic Area	Annual Salary & Benefits	2019	2020	2021	2022	2023	5 Year Totals
2021	Police	1 FTE Patrol Officer	Assigned to patrol to continue level of basic services. Based on estimated growth and calls for service. Strategic Goals: Improve & maintain safety of community, create a strong positive image and enhance customer service.	\$ 86,003						
							\$ 86,003	\$ 99,736	\$ 114,221	\$ 299,960
2021	Engineering	.50 FTE Engineering Tech II	Sr. Engineering Tech phased out retirement soon ends. Reclass of current Engr Tech II to Tech III. Duties of review improvement project plans, review development plans, inspect construction, erosion control, topsoil, bridges	\$ 33,052						
							\$ 33,052	\$ 35,746	\$ 38,571	\$ 107,369
										This is net of \$4,959 Enterprise Funding
2021	Public Works	1 FTE Street Maintenance	Demand exists for more street maintenance activities, as well as snow removal activity to remain within acceptable levels of service. Strategic Goals: Improve & maintain safety, create positive image and enhance customer service.	\$ 66,384						
							\$ 66,384	\$ 78,520	\$ 84,391	\$ 229,295
										Mar 1, 2021 Start Date
2022	Finance	1 FTE IT Support Tech	Technology continues to be added, and related demands continue to increase in supporting more critical systems and hardware. Need to provide proactive support, replacement, planning and training. Duties include, but not limited to: provide all levels of technical assistance and maintenance support for PC's, laptops, printers, business apps and other office equipment of the city. Assist with servers.	\$ 71,474						
								\$ 71,474	\$ 76,917	\$ 148,391
2022	Police	1 FTE Patrol Officer	Assigned to patrol to continue level of basic services. Based on estimated growth and calls for service. Strategic Goals: Improve & maintain safety of community, create a strong positive image and enhance customer service.	\$ 88,819						
								\$ 88,819	\$ 102,977	\$ 191,796

Budget Year	Department	Position Request	Justification: Major Strategic Area	Annual Salary & Benefits	2019	2020	2021	2022	2023	5 Year Totals
2022	Engineering	.50 FTE Engineering Tech II	See .50 Engineering Tech added in 2021. This would have the position go full time	\$ 48,143				\$ 48,143	\$ 51,588	\$ 99,731
2022	Public Works	1 FTE Public Works Street Maintenance	Demand exists for more street maintenance activities, as well as snow removal activity to remain within acceptable levels of service. Strategic Goals: Improve & maintain safety, create positive image and enhance customer service.	\$ 63,278				\$ 63,278	\$ 81,122	\$ 144,400
2023	Police	1 FTE Patrol Officer	Assigned to patrol to continue level of basic services. Based on estimated growth and calls for service. Strategic Goals: Improve & maintain safety of community, create a strong positive image and enhance customer service.	\$ 91,733					\$ 91,733	\$ 91,733
Yearly Totals					\$ 319,219	\$ 686,077	\$ 1,040,038	\$ 1,414,823	\$ 1,636,958	\$ 5,097,115

BUDGET ASSUMPTIONS:

2019: 2.75% COLA; 2020-2023: 3% COLA. Health Insurance-All FTE's Budgeted with Single Insurance

GENERAL FUND:	
ADDITIONAL STAFFING (Salary & Benefits) REQUESTED BY YEAR:	
2019	319,219
2020	297,011
2021	267,445
2022	271,714
2023	91,733

GENERAL FUND:		TOTAL ANNUAL	Add'l Staff
ADDITIONAL STAFFING		SALARY &	% Budget
CUMULATIVE TOTALS		BENEFITS	Personnel Services
YEAR		YEAR	
	\$ 319,219	2019	\$ 8,417,922 3.79%
	\$ 686,077	2020	\$ 9,115,110 7.53%
	\$ 1,040,038	2021	\$ 9,756,370 10.66%
	\$ 1,414,823	2022	\$ 10,476,720 13.50%
	\$ 1,636,958	2023	\$ 10,943,322 14.96%
	\$ 5,097,115		

Ramsey 2018 Police Budget Final 3,488,488.

Andover 2018 Police Budget Final 3,053,526. Difference 434,962.

Andover contracted services with Anoka County Sheriffs Office (ACSO)

80 hours per day of patrol services;
 6 hours per day of Community Service Officer Coverage;
 80 hours per week of Patrol and Crime Investigator Coverage;
 2 School Liaison Officers; and
 50% of Crime Watch Program's Coordinator Cost.

Ramsey Police Services

96 hours per day of patrol services;
 50 hours per week (7.14/day) of Community Service Officer Coverage;
 120 hours per week of Investigator Coverage;
 No High School. No city contract with School District for School Resource Officers.
 2 Police Officers assigned to Crime prevention, crime analysis/mapping, schools, community programs, and education programs.

Additional services provided by Ramsey Police Department
 Code Enforcement / Abatement
 Animal Control
 Emergency Management

2018 final budget documents, city websites.

Ramsey:

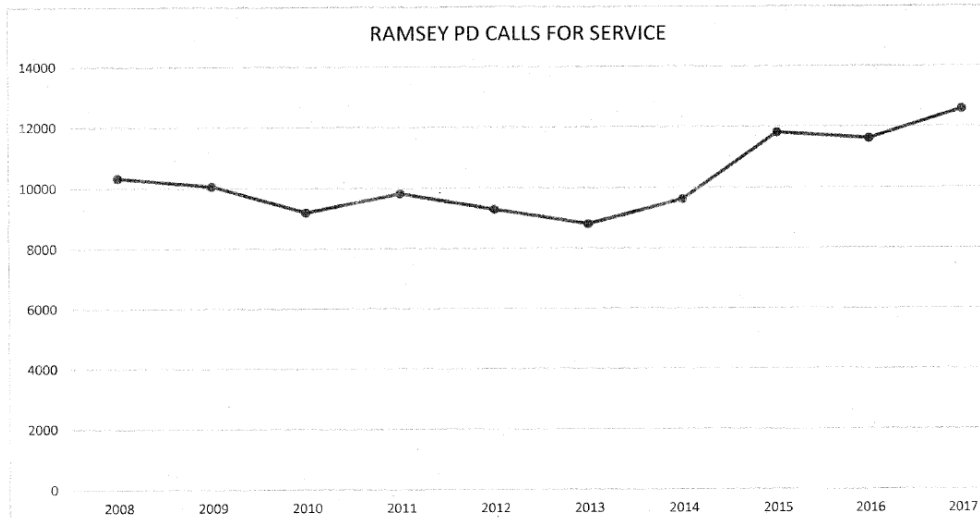
	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Adopted-	-2018 Adopted-
GENERAL GOVERNMENT	2,352,144	2,553,779	2,802,966	3,127,038	3,355,433
PUBLIC SAFETY	3,904,643	4,179,687	4,491,423	4,843,668	5,099,197
PUBLIC WORKS	2,065,253	1,846,843	2,047,604	1,987,875	2,250,249
PARKS AND RECREATION	851,845	990,300	1,008,271	989,730	1,241,950
MISCELLANEOUS/CONTINGENCY	765,549	1,370,784	529,284	180,448	176,455
TOTAL EXPENDITURES	9,939,434	10,941,393	10,879,548	11,128,759	12,123,284

Andover:

CITY OF ANDOVER
Expenditure Comparison - General Fund

	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Estimate 2017	Budget 2018
<u>EXPENDITURES</u>						
General Government	\$ 2,481,927 25%	\$ 2,511,970 25%	\$ 2,592,949 25%	\$ 2,883,511 26%	\$ 2,928,098 25%	\$ 3,010,679 27%
Public Safety	4,498,920 46%	4,503,332 45%	4,867,326 44%	4,862,558 44%	4,863,008 41%	4,978,058 44%
Public Works	2,819,372 29%	2,817,881 28%	2,968,874 28%	3,175,822 29%	3,118,037 27%	3,206,152 28%
Other	81,185 1%	256,720 3%	283,077 3%	70,328 1%	820,328 7%	70,428 1%
TOTAL EXPENDITURES	\$ 9,881,404	\$ 10,090,003	\$ 10,509,726	\$ 10,992,219	\$ 11,729,471	\$ 11,265,315

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
10330	10057	9193	9812	9290	8804	9616	11804	11615	12578



Ramsey: Standard Measures 2017							
Category	Measure	2012	2013	2014	2015	2016	2017
General	1 Rating of the overall quality of services provided by your city	Survey	Survey	Survey	Survey	Survey	Survey
	2 Percent change in the taxable property market value	-7.82%	-0.74%	12.76%	4.50%	5.07%	6.18%
	3 Citizens' rating of the overall appearance of the city	Survey	Survey	Survey	Survey	Survey	Survey
	4 Nuisance code enforcement cases per 1,000 population	6.31	9.72	14.40	15.48	15.09	
	5 Number of library visits per 1,000 population	NA	NA	NA	NA	NA	NA
	6 Bond rating	AA+	AA+	AA+	AA+	AA+	AA+
	7 Citizens' rating of city recreational programs and facilities	Survey	Survey	Survey	Survey	Survey	Survey
	8 Accuracy of post election audit (% of ballots counted accurately)	100%	100%	100%	100%	100%	100%
Police	9 P I and II Crime Rates (per 1000)	22.20/26.30	17.3/25.43	15.01 / 27.16	14.53/25.53	13.47/24.21	1 year lag
	10 Part I and II Crime Clearance Rates (per 1000)	41%	51%	46%	62%	52%	1 year lag
	11 Citizens' rating of safety in their community (survey)	Survey	Survey	Survey	Survey	Survey	Survey
	12 Average police response time (emergency calls)	8:36	No Data	No Data	4:33	3:23	4:25
Fire & EMS	13 Insurance industry rating of fire services	ISO 5/7	ISO 5/7	ISO 5/7	ISO 5/7	ISO 5/7	ISO 5/7
	14 Citizens' rating of the quality of fire protection services	Survey	Survey	Survey	Survey	Survey	Survey
	15 Average fire response time	8:05	8:24	8:12	8:27	8:23	8:12
	16 Fire calls per 1,000 population	13.20	10.98	16.50	12.46	11.70	16.50
	17 Number of fires with loss resulting in investigation	29.00	34.00	27.00	16.00	15.00	27.00
	18 EMS calls per 1,000	2.50	4.56	4.70	5.55	7.60	4.70
	19 Emergency Medical Services average response time	0:34	0:26	6:85	6:35	6:51	6:85

National Citizen Survey – Ramsey, MN Resident Satisfaction with Policing Services:

- 2014 = 86 %
- 2016 = 90 %
- 2018 = 91%

Ramsey Police Department is requesting 2 police patrol officer positions in 2019 to maintain the high level of policing services to the citizens of Ramsey. Based on actual and estimated growth, it is necessary to add additional patrol officers. Ramsey currently has 25 police officers, with an estimated population of 27,463 (Met council pop est. for 2017, published in May 2018). An increase in calls for service is reflective of this growth rate. Not all calls for service are crimes.

Ramsey enjoys a low crime rate. Part I (most serious person crimes) has steadily decreased since 2012. Part II crimes, which includes property crimes and theft has fluctuated but remains well below the state and national averages.

Meeting Date: 11/27/2018

Information

Title:

Review Administration of Enforcement of City Code Violations

Purpose/Background:

The purpose of this case is to review the effectiveness and responsiveness of the City's administration of enforcement of City Code Violations, more specifically Zoning Code and Nuisance Code. This case is being brought forward due to a recent comment at Citizen Input asking the City Council to consider making the program more effective. This comment has been heard during the Comprehensive Plan Update and other community conversations. Conversely, there are some in the community that believe our enforcement program is too aggressive.

In framing this conversation, our Mission Statement, Vision Statement, and Key Goals are included below, as this is an important policy discussion.

Mission Statement: It is our mission to responsibly grow our community, and to provide quality, cost-effective and efficient government services.

Our Vision for the Future: Ramsey will evolve through citizen-driven, collaborative processes that respect the balance and connectivity between its unique urban, rural, and natural environment for current and future generations.

Key Goals:

- A Balance of Rural Character and Urban Development
- An Active Community
- A Connected Community
- Smart, Citizen-Focused Government
- Financial Stability

The intent of this case is to introduce the topic and scope future discussions. This is a very broad topic, and diving into a detailed policy analysis would be difficult and inefficient. For sake of efficiency, Staff would recommend focusing on the following violation types. These represent violation types that are either difficult to enforce based on current policy direction or negative feedback on the standard itself (this shouldn't be a requirement). A more detailed presentation is attached to aide in framing conversations.

- Home-Based Businesses: Contractors (exterior storage, traffic)
- Commercial Districts (balance economic development goals)
 - Motor Vehicle Display and Storage
- Signs: Permanent and Temporary
- Blighted Buildings
- Hazardous Structures

The City has the following tools to employ to enforce violations of City Code.

- Voluntary Compliance by Owner
- Administrative Fines
- District Court Injunctions and Restraining Orders (limited availability)
- Abatement (cleanup by City, costs assessed back to property)
- County Citation/Criminal Charges

Generally speaking, a majority of violations are resolved through voluntary compliance by the Owner. Often these are long-grass complaints, inoperable vehicles, and parking. Enforcement of Building Code and Zoning Code is a bit more complex. In these scenarios, the City is often faced with the policy decision to enforce a violation that could result in the impact of the Owner's ability to occupy a building or use a property in a particular manner.

A more detailed presentation to help frame and focus discussion is attached.

Timeframe:

30 minutes

Funding Source:

This case is being handled as part of normal Staff duties.

Responsible Party(ies):

Community Development Director
Police Chief

Outcome:

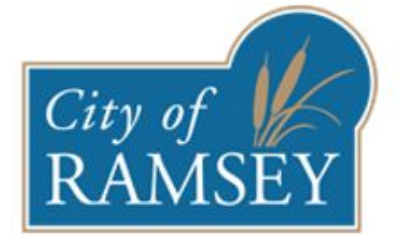
Provide direction on suggested changes to policy of Code Enforcement for specified enforcement types.

Attachments

Presentation

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	11/21/2018 10:31 AM
Form Started By: Tim Gladhill		Started On: 11/14/2018 09:11 AM
Final Approval Date: 11/21/2018		



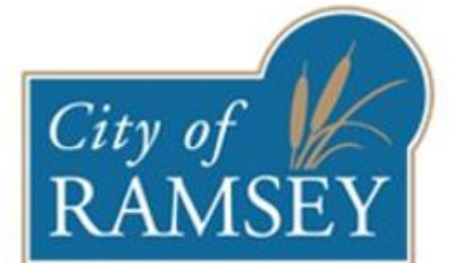
CODE ENFORCEMENT PROGRAM OVERVIEW

City Council

POLICY QUESTION:

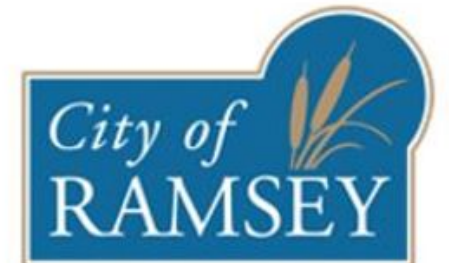
WHAT ARE WE TRYING TO ACHIEVE?

- Based on feedback from residents:
 - IS OUR CODE ENFORCEMENT PROCESS INEFFECTIVE AND IN NEED OF UPDATE?
- Staff Recommended Scope of Discussion
 - Enforcement of Zoning and Building Code Violations
 - Home Based Businesses
 - Blighted Buildings and Accessory Buildings
 - Hazardous Building
 - Enforcement in Commercial Districts
 - Enforcement of Routine Violations Adequate
 - Long Grass
 - Motor Vehicles

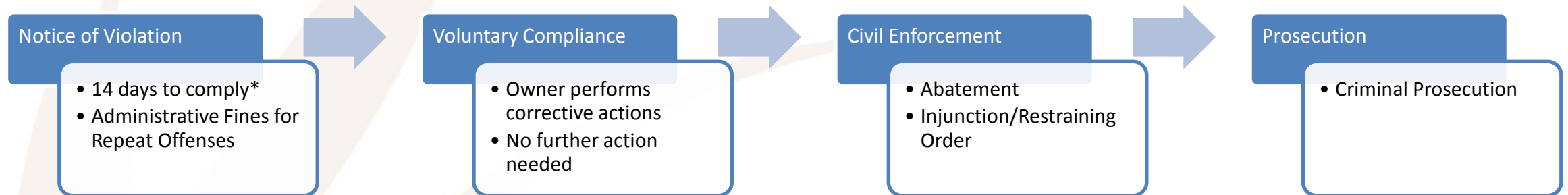


SCOPE OF POLICY REVIEW

- Policy Issue or Enforcement Issue?
- Strategic Priorities
 - A Balance of Rural Character and Urban Growth
 - Smart, Citizen-Focused Government
 - Financial Stability
- Commercial Enforcement vs. Residential Enforcement
- Do standards need to change?
 - Is City Code Effective?
 - Is City Code Too Restrictive?
- Does the fine structure need to change?
- Cost and Budget Implications of Abatement?
- Dedicated Code Enforcement Coordinator?
 - Future Budget Impact

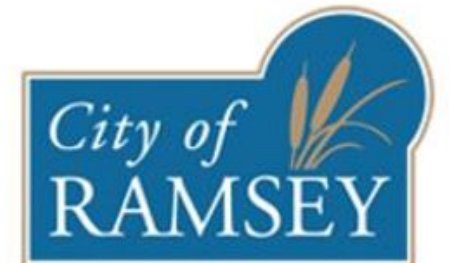


CODE ENFORCEMENT STANDARD PROCESS



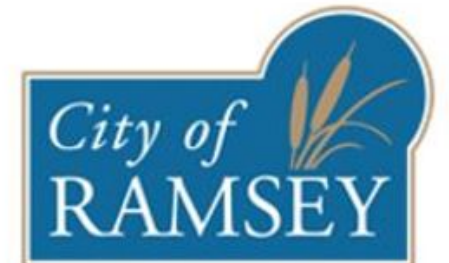
CIVIL ENFORCEMENT

- City issues Notice of Violations
- No impact to Criminal Record
- No potential for arrest for outstanding warrant
- Can be lengthy if no action by owner.
- Can be costly if no action by owner.
- “So What?” – You’re a Planner, not a Police Officer
- Other Options (avoiding the “So What?”)
 - Injunctions
 - Restraining Orders
 - Both have limited application



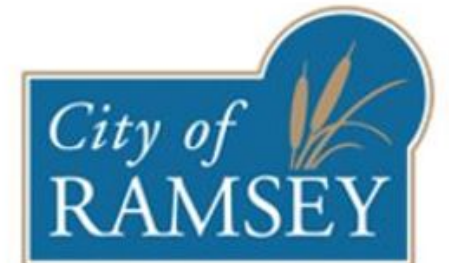
ABATEMENT – NEXT LEVEL CIVIL ENFORCEMENT

- City removes the issue
- City incurs initial costs, costly
 - Assesses costs to property
- Removing items related to home-based businesses
 - Income stream
- Not effective for Blighted Structures
 - City doesn't want to be a home improvement contractor
 - Costly, even though costs are eventually recovered
- Statutory Authority for Hazardous Structures

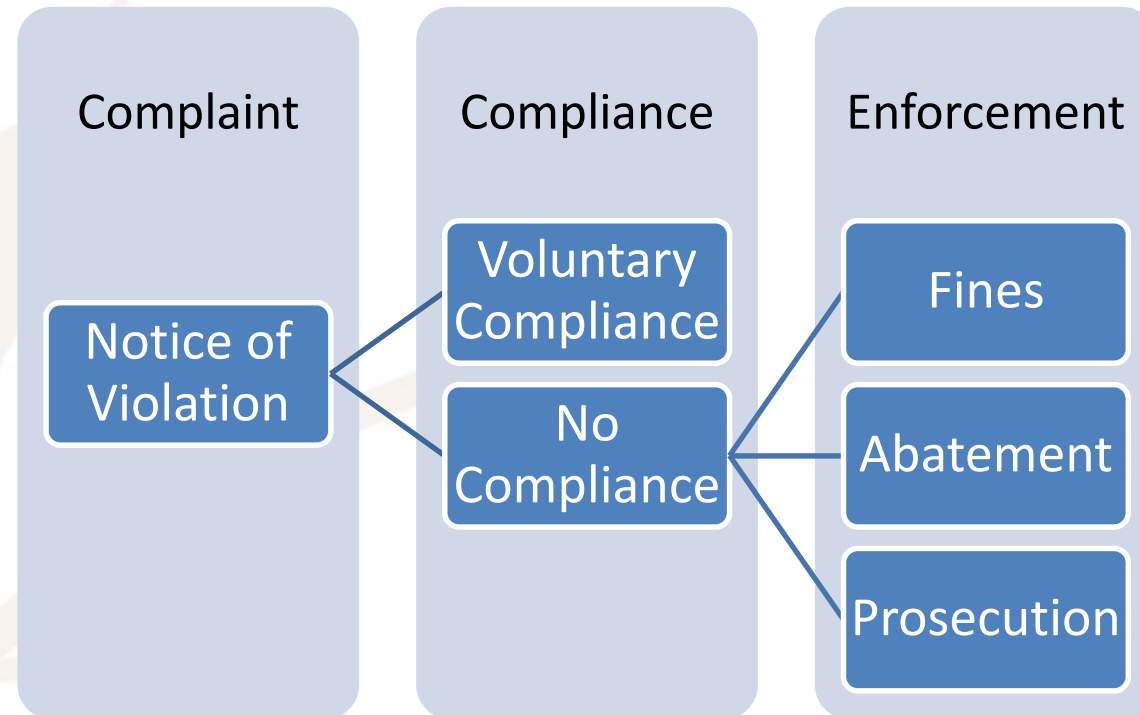


CRIMINAL PROSECUTION

- Quick direction from District Court
- Misdemeanor on record
- Potential for arrest for outstanding warrant
 - Many nuisance violations are per
- Mixed success
- “So What?” – I’ll just pay the fine, but not correct the issue

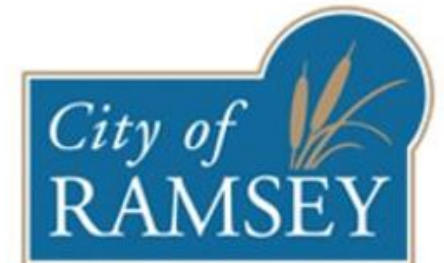


ESCALATING ENFORCEMENT ACTION: HOW QUICKLY SHOULD WE CLIMB THE LADDER?



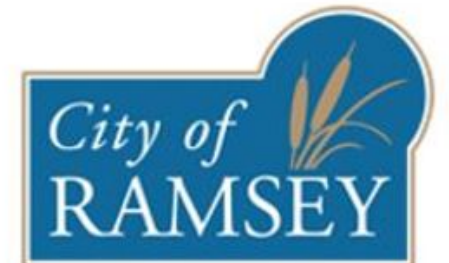
CURRENT ABATEMENT POLICY

Abatement Authorized: “Level 1 Violations” (not official designation)	Abatement Not Authorized - Proceed to Criminal Prosecution: “Level 2 Violations” (not official designation)
Long Grass	Home Occupations
Inoperable Vehicles	Blighted (but safe) Buildings
Outdoor Storage	
Hazardous Structures; Not fit for human occupancy	



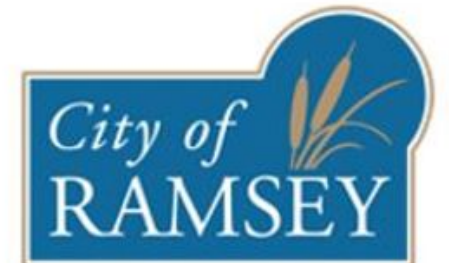
SUGGESTED EXTENSION POLICY: LEVEL 2 VIOLATIONS

Extension Request	Required Authorization
1 st 14 Day Extension	Case Manager
2 nd 14 Day Extension	Case Manager
3 rd 14 Day Extension	Department Head
4 th 14 Day Extension	City Administrator
Additional Extensions	City Council



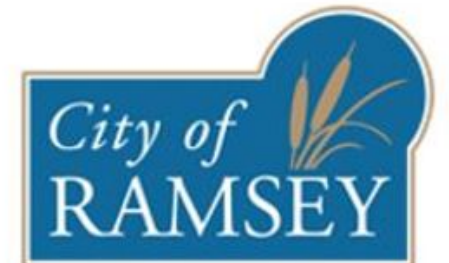
CASE STUDY A: MOTOR VEHICLE REPAIR IN RESIDENTIAL DISTRICT

- Multiple Vehicles, not all owned by Property Owners
 - “Friends and Family”
- Some are inoperable, some are operable
- Rotating Stock



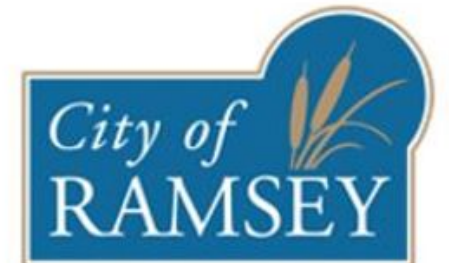
CASE STUDY B: LANDSCAPE CONTRACTOR IN RESIDENTIAL DISTRICT

- Commercial Vehicles
- Outside Storage
- Non-Resident Employees
- Potential excessive traffic
- Numerous complaints



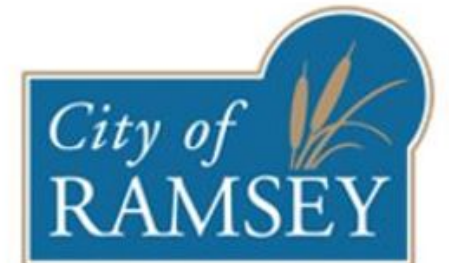
CASE STUDY C: TEMPORARY SIGNS IN BUSINESS DISTRICT

- Repeat Violator
- Used majority of the year; same sign, changing message
- Popular destination



CASE STUDY D: OUTSIDE STORAGE AND PARKING IN COMMERCIAL/INDUSTRIAL DISTRICT

- Reputable business
- Large employer
- Parking on unimproved surface
- Exceeding outside storage allowances and screening



HOME BASED BUSINESS EXAMPLE (HOME OCCUPATIONS)

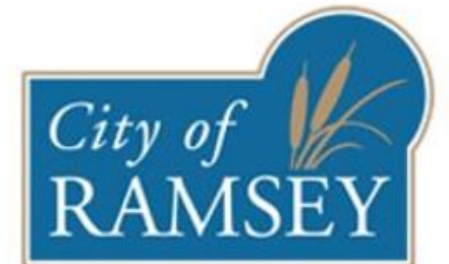
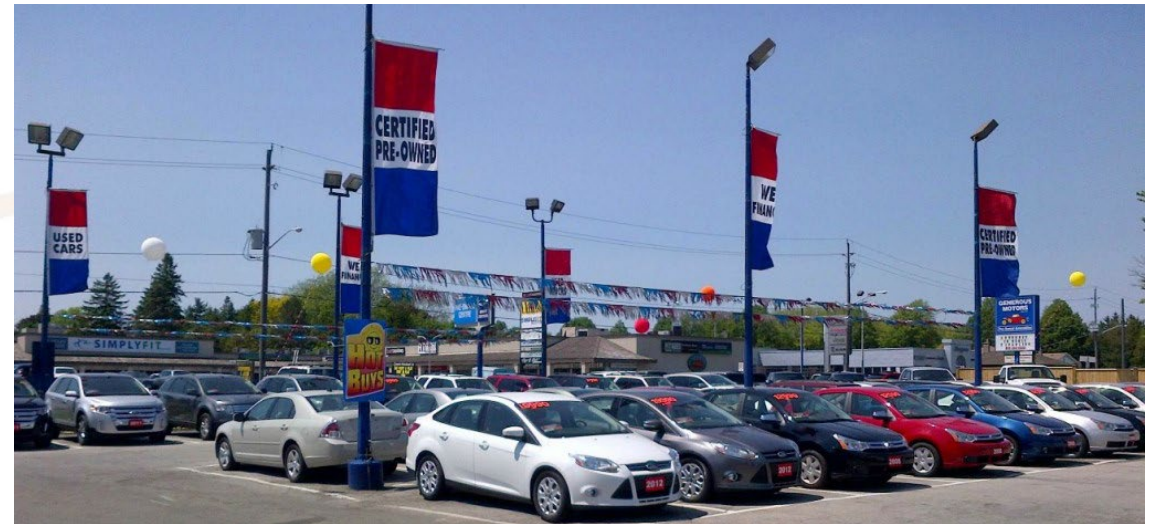


TEMPORARY SIGN EXAMPLE

OK FOR A TEMPORARY PERIOD OF TIME



OTHER TEMPORARY SIGNS



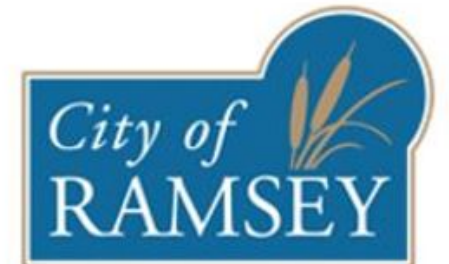
INOPERABLE VEHICLE EXAMPLE



BLIGHTED BUILDING EXAMPLE



TEMPORARY ACCESSORY STRUCTURE EXAMPLE



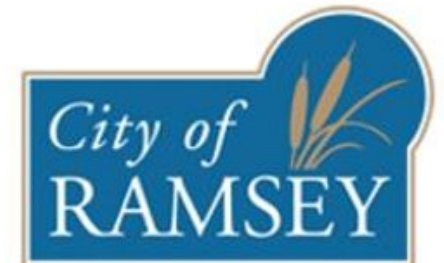
FENCE EXAMPLE

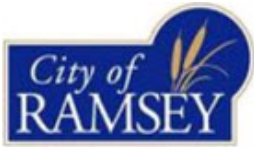


- Other fence issues
 - Maintenance and Upkeep
 - Fences in wetlands

POLICY DIRECTION

Violation Type	Council Direction
Home-Based Businesses	Abate or Prosecute or Seek Council Authorization?
Hazardous Structures	Abate or Prosecute or Seek Council Authorization?
Temporary Accessory Structures	Abate or Prosecute or Seek Council Authorization?
Temporary Signs	Abate or Prosecute or Seek Council Authorization?
Commercial Districts	Abate or Prosecute or Seek Council Authorization? Refine Notice of Violation?
Administrative Fines	Use more regularly?





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: 11/27/2018

By: Colleen Lasher, 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. Tentative dates have been assigned.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Work Session

Form Review

Inbox

Colleen Lasher (Originator)
Kurt Ulrich
Form Started By: Colleen Lasher
Final Approval Date: 11/21/2018

Reviewed By

Colleen Lasher
Kurt Ulrich

Date

11/20/2018 08:19 AM
11/21/2018 11:37 AM
Started On: 11/18/2018 10:49 AM

City Council Future Topics – Work Session

(Draft)

Date	Topics for Discussion – Council Action
12- 11-18	City Administrator Annual Review – closed to the public
January	Review History of Land Use Plan and Branding for The COR -- Gladhill
Date	Topics for Discussion – Regulatory
NA	Not applicable at this time.
Date	Topics for Discussion – Policy
TBD	Review Policy Re. Remote Attend. & Participation in Council and Comm. Meetings -- Ulrich
January	Intersection Control Evaluation for Spot Improvements on Armstrong -- Westby
January	Review and Consider Adoption of Ramsey’s Portion of Previous Highway 47 Study – Westby
February	Discuss Planning for Future Potable Water Supply --Westby
2019	Newsletter Policy to Address Advertising and Content Control --Ulrich
TBD	Discuss Pet Licensing and Pet Clinics – Katers
Date	Topics for Discussion – Planning and Budget
December	Trail Maintenance Policy - Westby
January	Stormwater Pond Maintenance Policy -Westby
January	Summary of Employee Compensation and development plan --Lasher
TBD	Accounting of City Engineering Staff Time for City Projects
TBD	Capital and Equipment Funding and Existing Fund Balances
TBD	Water Treatment Plant
Date	Topics for Discussion – Information
December	Anoka Highway 10 Update
December	City Legislative Platform
February	2018 Business Retention and Expansion Program Report --Gladhill/Sullivan