

City of Crystal

2016 Budget



2016 ANNUAL BUDGET
OF THE
CITY OF CRYSTAL, MINNESOTA

Jim Adams
Mayor

Laura Libby
Councilmember

Elizabeth Dahl
Councilmember

Jeff Kolb
Councilmember

Olga Parsons
Councilmember

Casey Peak
Councilmember

Julie Deshler
Councilmember

Anne Norris
City Manager

Charles Hansen
Finance Director

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CITY OF CRYSTAL
2016 ADOPTED BUDGET

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December 18, 2015

City of Crystal 2016 Budget

This is the Adopted 2016 Operating and Capital Budget for the City of Crystal. It was adopted at the regular City Council meeting on Tuesday, December 1, 2015. This process began on September 8, 2015 with adoption of a proposed 2016 budget and tax levy. The proposed tax levy was forwarded to Hennepin County and used to prepare the individual tax statements that each property owner received in mid November.

The adopted 2016 property tax levy is \$9,591,900, which is a \$278,747 or 2.99% increase from the 2015 tax levy. Crystal's 2016 General Fund budget decreases by \$275,225 or 2.16% compared to the 2015 budget.

In past budgets, most property tax revenue was received by the General Fund and then transfers were made to the various capital funds. Beginning in the 2016 budget, these transfers are eliminated and an amount of property tax revenue equal to the transfers will be deposited directly into the capital funds. This eliminated \$556,000 of transfers from the General Fund and moves \$556,000 of property tax revenue to the capital funds.

In the absence of this change in the recording of property tax revenues and elimination of transfers to the capital funds, the General Fund budget would have increased 2.2%. That more accurately reflects what is happening with the budget since there is inflation in most operating expenses.

The State of Minnesota makes Local Government Aid (LGA) payments to cities. This aid is meant to allow cities with less property value to have enough revenue to provide basic services. The State has certified that the City of Crystal's LGA will increase from \$1,681,036 in 2015 to \$1,683,296 in 2016.

The city budget is made up of financial units called funds. Over thirty funds make up the City's financial organization, but only six of the funds levy property taxes. Since it is the property tax that most directly affects homeowners, those funds were the focus of many of the budget discussions. These funds are the General Fund, the Economic Development Authority Fund, the Pool Bond Fund, and three Capital Projects Funds.

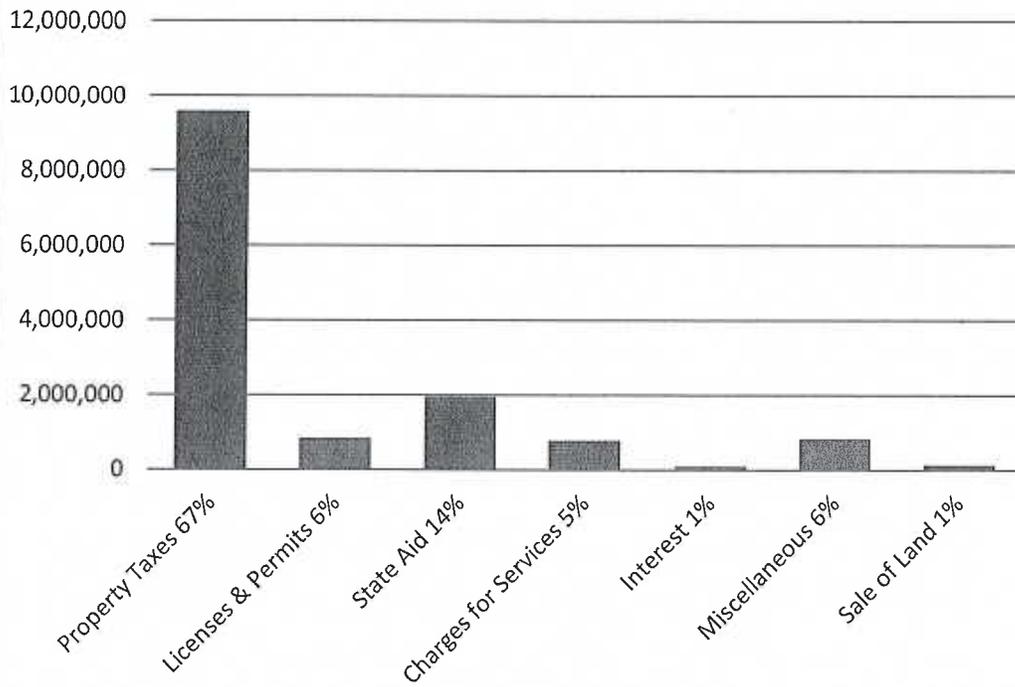
Budget Summary for the Combined General Fund, EDA Fund, Pool Bond Fund, and Capital Funds

	<u>2015</u>	<u>2016</u>	<u>Percent Change</u>
Revenue:			
Property Taxes	\$9,313,153	\$9,591,900	2.99%
Licenses & Permits	844,420	842,680	-0.21%
State Aid	1,968,309	1,965,609	-0.14%
Charges for Services	773,547	788,594	1.95%
Interest Income	84,728	94,093	11.05%
Miscellaneous	852,148	837,286	-1.74%
Sale of Land	<u>140,000</u>	<u>140,000</u>	<u>-0.00%</u>
Total Revenue	<u>\$13,976,305</u>	<u>\$14,260,162</u>	<u>2.03%</u>
Expenditures:			
General Government	\$2,130,168	\$2,381,231	11.79%
Police & Fire	5,940,572	5,951,278	0.18%
Community Development	759,942	541,389	-28.76%
Streets & Parks	2,532,161	3,286,469	29.79%
Recreation	1,389,259	1,435,670	3.34%
Debt Service	742,537	204,500	-72.46%
Economic Development Authority	<u>371,669</u>	<u>457,037</u>	<u>22.97%</u>
Total Expenditures	<u>\$13,866,308</u>	<u>\$14,257,574</u>	<u>2.82%</u>

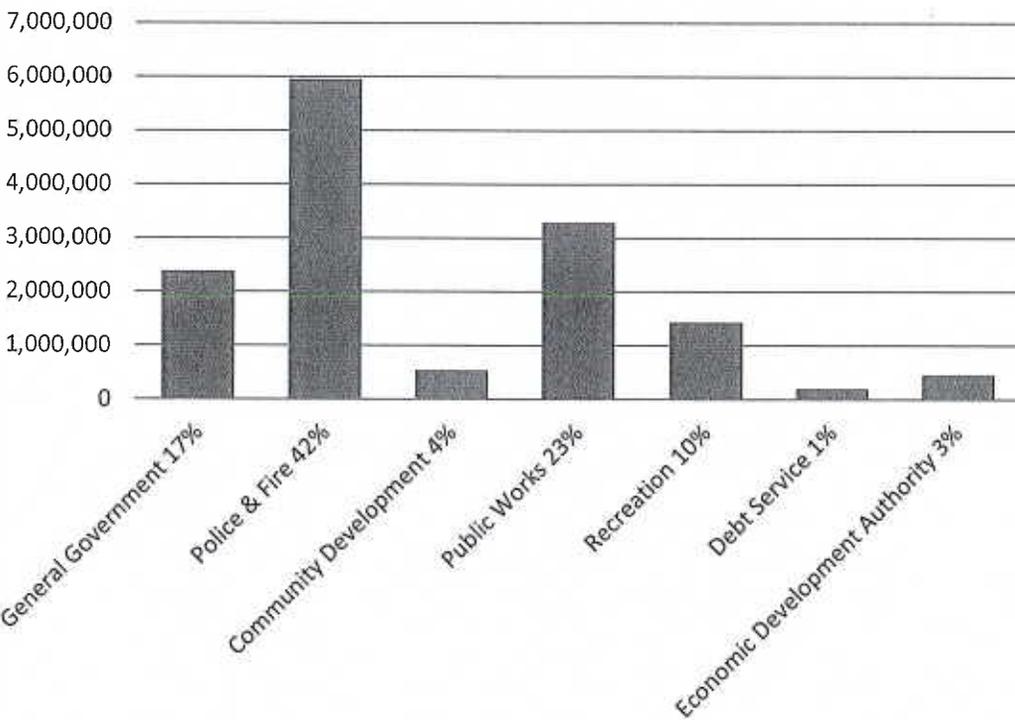
Revenues of the General Fund, EDA Fund, Pool Bond Fund, and Capital Funds are shown in the bar graph on the following page. They are highly dependent on the property tax which equals 67% of the total. State aid comes in second at 14%. Actual state aid may be less than the amount promised by the State of Minnesota.

Expenditures of the General Fund, EDA Fund, and Pool Bond Fund are shown in the bar graph on the next page. The Police and Fire departments represent the largest operations with 42% of the total budget.

Revenues of the General, EDA, Pool Bonds and Capital Funds



Expenditures of the General, EDA, Pool Bond and Capital Funds



Budget Overview

The Combining Statement of 2016 Budgets on page 12 shows the total revenues and expenditures of all funds. It shows a total deficit of \$3,005,853. While many funds have surpluses or deficits, the biggest deficits are in utility funds where construction projects add \$2,093,989 on top of operating expenses.

Special Revenue Funds

The City's Tax Increment Financing (TIF) Funds are classified as special revenue funds. Projects for 2016 include ongoing support for the Home Improvement Rebate Program and repayment of debt from past projects.

The Economic Development Authority will continue to promote redevelopment of properties throughout the city by means of the Home Improvement Rebate Program and other development opportunities that may emerge.

Debt Service Funds

The City of Crystal had nine different bond issues with a total of \$14,870,000 in outstanding bonds as of December 31, 2015. Payments in 2016 will include \$2,385,000 on the principal of the debt and \$447,096 of interest.

In 2016, two bond issues will be called prior to maturity. This involves using cash that has accumulated from prepayment of special assessments to immediately pay bonds that would otherwise mature between now and the year 2022.

Revenue sources for payment of debt service include property taxes and special assessments. Proceeds from the debt have been used to rebuild the pool and reconstruct streets. The City of Crystal's debt has been assigned an Aa2 rating by Moody's Investors Service.

Capital Projects Funds

The Permanent Improvement Revolving (PIR) Fund budget represents the 2016 plan for the majority of the City's capital improvements and vehicle replacements. It is supported by three major sources of revenue – property taxes, local government aid and investment income.

Major projects in the PIR 2016 budget include a new ventilation system for City Hall, a new air conditioner for the Community Center, paving of an alley, purchase new heavy trucks, light trucks, maintenance equipment and repair projects for a variety of city facilities.

The Police Equipment Revolving Fund provides for the purchase of police vehicles and other technology needs of the Police Department.

The Street Maintenance Fund accounts for the cost of seal coating projects and mill & overlay projects for streets that have been reconstructed under the Street Reconstruction program.

Street reconstruction in the City's 16 phase program continues in 2016 with the construction of Phase 15, the Twin Oak neighborhood. Planning and survey work for Phase 16, the Skyway neighborhood, will be done in 2016 followed by construction in the year 2017.

Utility Funds

The utility funds include the Water, Sanitary Sewer, Storm Drainage, Street Light and Recycling funds. Operations of the utility funds in 2016 are designed to maintain the infrastructure and level of service that Crystal residents have been receiving. The staff annually updates a five-year utility rate study reviewing operational and capital needs.

The City of Crystal receives its water supply through a Joint Water Commission (JWC) with the cities of Golden Valley and New Hope. The JWC purchases water in a contract with the City of Minneapolis.

The Water, Sanitary Sewer and Storm Drainage funds plan for significant capital projects over the next five years. These are needed to replace aging infrastructure and expand the storm drainage system to areas of the city that are under served.

On November 17, 2015, the city council approved the 2016 utility rates as follows:

Water	1,000 gallons per unit	2015 Price per unit	2016 Price per unit	Percent Change
Tier #1	0 to 30 units	\$5.50	\$5.50	0%
Tier #2	31 to 60 units	\$5.90	\$5.90	0%
Tier #3	over 60 units	\$6.30	\$6.30	0%
Service charge for 1" meters, per quarter		\$4.80	\$4.80	0%

	2015 Quarterly Rate	2016 Quarterly Rate	Percent Change
Sewer, residential, per quarter	\$50.00	\$52.50	5.00%
Sewer, commercial, per 100 cubic feet	\$2.21	\$2.32	4.98%
Storm Drainage, residential, per quarter	\$12.60	\$13.50	7.14%
Storm Drainage, commercial, per residential equivalency factor	\$63.00	\$67.50	7.14%
Storm Drainage, commercial, per acre	\$315.00	\$337.50	7.14%
Street Lights, residential, per quarter	\$4.80	\$4.90	2.08%
Street Lights, commercial, per quarter	\$4.80	\$4.90	2.08%
Street Lights, multi-family, per quarter	\$3.60	\$3.68	2.08%
Recycling, per quarter	\$10.65	\$10.65	0%

Respectfully submitted,

Charles Hansen

Charles Hansen, Finance Director

City of Crystal

RESOLUTION NO. 2015 - 116

RESOLUTION APPROVING THE 2016 PROPERTY TAX LEVIES

WHEREAS, the City of Crystal Charter and State Law require adoption of an annual property tax levy and certification of that levy to the county auditor, and

WHEREAS, the City Council has met to discuss the property tax levy, has provided notifications and publications, and has held public hearings in conformance with the requirements of the City Charter and State Law, and

WHEREAS, the Housing and Redevelopment Authority levy is limited to .000185 of the taxable market value of all property located within the City of Crystal.

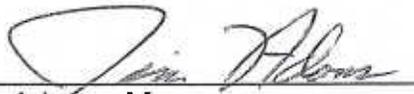
NOW, THEREFORE, BE IT RESOLVED that there is levied upon all taxable property laying within the City of Crystal the following amounts:

General Tax Levy	\$8,571,947
Market Value Based Referendum Levy for Pool Bonds Debt Service	210,600
Capital Improvement Funds	563,153
Housing and Redevelopment Authority	<u>246,200</u>
Total Levy	\$9,591,900

BE IT FURTHER RESOLVED that the City Clerk shall certify to the Hennepin County Auditor a copy of this resolution approving the tax levies listed above for the City of Crystal.

BE IT FURTHER RESOLVED that the full amount of the property tax levy for the Market Value Based Referendum Levy for Pool Bonds Debt Service as established when the bonds were sold is not needed due to the available balance in the debt service fund.

Adopted by the Crystal City Council this 1st day of December, 2015.



Jim Adams, Mayor

ATTEST:



Kim Therres
Assistant City Manager/HR Manager

**City of Crystal
RESOLUTION NO. 2015 - 117**

RESOLUTION APPROVING THE 2016 GENERAL FUND BUDGET

WHEREAS, Section 7.05 of the City of Crystal Charter requires adoption of an annual budget, and

WHEREAS, the City Council has met to discuss the budget, has provided notifications and publications, and has held public hearings in conformance with the requirements of the City Charter and State Law, and

NOW, THEREFORE, BE IT RESOLVED that appropriations in the 2016 General Fund Budget are as follows:

Mayor & Council	\$139,178
Administration	1,177,779
Human Resources	53,082
Assessing	237,122
Legal	97,000
Elections	79,539
Finance	561,279
Police	4,586,881
Fire	1,229,697
Planning	91,722
Building Inspection	253,175
Housing Inspection	182,849
Environmental Health	13,643
Engineering	375,442
Street Maintenance	970,311
Park Maintenance	795,059
Forestry	56,100
City Buildings	172,077
Recreation	740,064
Community Center	410,900
Waterslide / Pool	<u>253,978</u>
Total Appropriations	\$12,476,877

RESOLUTION 2015 - 117
Continued

BE IT FURTHER RESOLVED that current revenues, sufficient to cover appropriations are as follows:

Current Property Tax Levy	\$8,015,940
Property Tax Penalties & Interest	12,000
Special Assessments	109,200
Licenses, Permits & Inspections	842,680
Intergovernmental Revenues	1,965,609
Charges for Services	757,162
Fines & Forfeits	327,400
Administrative Fines	24,000
Investment Earnings	60,000
Miscellaneous Revenue	19,600
Interfund Services	<u>343,286</u>
Total Revenues	\$12,476,877

Adopted by the Crystal City Council this 1st day of December, 2015.



Jim Adams, Mayor

ATTEST:



Kim Therres
Assistant City Manager/HR Manager

**City of Crystal
RESOLUTION NO. 2015 - 118**

**RESOLUTION APPROVING THE 2016 BUDGETS FOR THE SPECIAL REVENUE,
DEBT SERVICE, CAPITAL PROJECTS, UTILITY, AND INTERNAL SERVICE FUNDS**

WHEREAS, Section 7.05 of the City of Crystal Charter requires adoption of an annual budget, and

WHEREAS, the City Council has met to discuss the budget, has provided notifications and publications, and has held public hearings in conformance with the requirements of the City Charter and State Law, and

WHEREAS, capital improvements included in these budgets have been reviewed and found to be in compliance with the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED that the 2016 Budgets are as follows:

	<u>Revenues</u>	<u>Appropriations</u>
<u>Special Revenue Funds</u>		
TIF #2151, Anthony Shopping Center	108,551	225,084
TIF #2154, Suburban Hotel	96,060	3,231
TIF #2155, Heathers Assisted Living	164,130	140,118
Economic Development Authority	451,825	457,037
City Initiative Fund	24,000	24,000
Special Projects/Grants Fund	<u>48,000</u>	<u>48,000</u>
Total Special Revenue	\$892,566	\$897,470
<u>Debt Service Funds</u>		
GO Improvement Bonds, 2005A	\$77,346	553,550
GO Pool Bonds, 2005B	212,300	204,500
GO Improvement Bonds, 2006A	129,053	808,660
GO Improvement Bonds, 2008A	156,704	192,410
GO Improvement Bonds, 2009A	268,877	271,600
GO Improvement Bonds, 2011A	188,805	166,100
GO Improvement Bonds, 2012A	298,297	243,600
GO Improvement Bonds, 2013A	413,220	328,790
GO Improvement Bonds, 2015A	<u>310,502</u>	<u>284,362</u>
Total Debt Service	\$2,055,104	\$3,053,572

RESOLUTION 2015 - 118 Continued

	<u>Revenues</u>	<u>Appropriations</u>
<u>Capital Projects Funds</u>		
Permanent Improvement Revolving Fund	\$827,141	\$1,049,200
Major Building Replacement Fund	564,653	563,153
Police Equipment Revolving Fund	193,900	196,100
Fire Equipment Revolving Fund	5,400	
Cable TV Equipment Fund	32,320	
Street Maintenance Fund	292,401	108,000
Street Reconstruction Fund	<u>5,571,440</u>	<u>6,311,480</u>
Total Capital Projects	\$7,487,255	\$8,227,933
 <u>Utility Funds Operating</u>		
Water Utility Fund	\$3,661,120	\$3,192,418
Sewer Utility Fund	2,198,100	2,210,816
Storm Drainage Utility Fund	1,042,545	776,638
Street Light Utility Fund	199,140	347,859
Recycling Fund	<u>335,330</u>	<u>334,540</u>
Total Enterprise Operating	\$7,436,235	\$6,862,271
 <u>Utility Funds Capital</u>		
Water Utility Fund		\$325,579
Sewer Utility Fund		758,447
Storm Drainage Utility Fund		<u>1,009,963</u>
Total Enterprise Capital		\$2,093,989
 <u>Internal Service Funds</u>		
Self Insurance Fund	<u>\$220,801</u>	<u>\$220,801</u>
Total Internal Service	\$220,801	\$220,801

Adopted by the Crystal City Council this 1st day of December, 2015.



 Jim Adams, Mayor

ATTEST:



 Kim Therres
 Assistant City Manager/HR Manager

City of Crystal
Combining Statement of 2016 Adopted Budgets

REVENUES	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Governmental Funds	Utility Funds Operating	Utility Funds Capital	Internal Service Funds	TOTAL
Property Taxes	8,015,940	599,700	210,600	1,119,160	9,945,400				9,945,400
Delinquent Tax & Penalty	12,000				12,000				12,000
Special Assessments	109,200		1,806,792	1,660,233	3,576,225	55,000			3,631,225
Licenses & Permits	842,680				842,680				842,680
Intergovernmental	1,965,609	27,000		887,430	2,880,039	0		174,801	2,880,039
Charges for Services	757,162	31,432		0	788,594	6,941,170			7,904,565
Fines & Forfeits	327,400				327,400				327,400
Administrative Fines	24,000				24,000				24,000
Interest	60,000	47,634	37,712	200,531	345,877	63,065		10,000	418,942
Miscellaneous	19,600	24,000		244,595	288,195	227,000		36,000	551,195
Interfund Services		161,000		35,000	196,000	0			196,000
Sale of Property				3,280,306	3,280,306				3,280,306
Sale of Bonds				7,427,255	22,506,716	7,286,235		220,801	30,013,752
Total Revenues	12,133,591	890,766	2,055,104	7,427,255	22,506,716	7,286,235		220,801	30,013,752
EXPENDITURES									
General Government	2,344,979	5,900		114,200	2,465,079			25,384	2,490,463
Public Safety	5,816,578	58,100		196,100	6,070,778			62,514	6,133,292
Public Works	2,368,989	0		7,820,833	10,189,822			104,930	10,294,752
Recreation	1,404,942	8,000		96,800	1,509,742			15,547	1,525,289
Community Development	541,389	665,248		0	1,206,637			12,425	1,219,062
Public Utilities		158,422	2,848,126		3,006,548	6,319,385	2,093,989		8,413,374
Debt Service		895,670	2,848,126	8,227,933	24,448,606	6,319,385	2,093,989	220,801	33,082,781
Total Expenditures	12,476,877	1,627,340	5,696,252	8,227,933	24,448,606	6,319,385	2,093,989	220,801	33,082,781
TRANSFERS									
In	343,286	1,800		60,000	405,086	150,000			555,086
Out		1,800			1,800	542,886			544,686
SURPLUS -DEFICIT	0	-4,904	-793,022	-740,678	-1,538,604	573,964	-2,093,989	0	-3,058,629
Est. Dec. 2016 Fund Balance	7,395,794	6,081,253	4,770,403	13,531,911	31,779,361	25,665,022		822,574	58,266,957

City of Crystal
 General Fund 2016 Adopted Budget
 Appropriations by Department

General Government	
Mayor & Council	139,178
Administration	1,177,779
Human Resources	53,082
Assessing	237,122
Legal	97,000
Elections	79,539
Finance	<u>561,279</u>
	2,344,979
Public Safety	
Police	4,586,881
Fire	<u>1,229,697</u>
	5,816,578
Community Development	
Planning & Code Enforcement	91,722
Building Inspection	253,175
Housing Inspection	182,849
Environmental Health	<u>13,643</u>
	541,389
Public Works	
Engineering	375,442
Streets	970,311
Park Maintenance	795,059
Forestry	56,100
City Buildings	<u>172,077</u>
	2,368,989
Recreation	
Recreation	740,064
Community Center	410,900
Waterslide / Pool	<u>253,978</u>
	1,404,942
TOTAL GENERAL FUND BUDGET	<u><u>12,476,877</u></u>

City of Crystal
Special Revenue Funds
Combining Statement of 2016 Adopted Budgets

	TIF 2151 Anthony Shop Ctr	TIF 2154 Suburban Motel	TIF 2155 Lamp Lighter	Economic Develop Authority	City Initiatives	Special Projects /Grants	TOTAL
REVENUES							
Property Taxes	107,500	96,000	150,000	246,200		27,000	599,700
Intergovernmental							27,000
Charges for Services				31,432			31,432
Interest	1,051	60	14,130	32,393			47,634
Miscellaneous					24,000		24,000
Sale of Property				140,000		21,000	161,000
Total Revenues	108,551	96,060	164,130	450,025	24,000	48,000	890,766
EXPENDITURES							
General Government					5,900		5,900
Public Safety					10,100	48,000	58,100
Recreation					8,000		8,000
Community Development	174,634	2,043	31,534	457,037			665,248
Debt Service	50,000	1,038	107,384				158,422
Total Expenditures	224,634	3,081	138,918	457,037	24,000	48,000	895,670
TRANSFERS							
In				1,800			1,800
Out	450	150	1,200				1,800
SURPLUS -DEFICIT	-116,533	92,829	24,012	-5,212	0	0	-4,904
Est. Dec. 2016 Fund Balance	384	323,446	1,579,293	4,087,217	73,313	17,600	6,081,253

City of Crystal
Debt Service Funds
Combining Statement of 2016 Adopted Budgets

	2005A Improvmt Bonds Phase 7	2005B Pool Bonds	2006A Improvmt Bonds Phase 8	2008A Improvmt Bonds Phase 9	2009A Improvmt Bonds Phase 10	2011A Improvmt Bonds Phase 11	2012A Improvmt Bonds Phase 12	2013A Improvmt Bonds Phase 13	2015A Improvmt Bonds Phase 14	<u>TOTAL</u>
REVENUES										
Property Taxes		210,600								210,600
Special Assessments	74,946		125,853	150,742	258,077	184,605	293,647	409,620	309,302	1,806,792
Interest	2,400	1,700	3,200	5,962	10,800	4,200	4,650	3,600	1,200	37,712
Total Revenues	77,346	212,300	129,053	156,704	268,877	188,805	298,297	413,220	310,502	2,055,104
EXPENDITURES										
Contractual Services	3,750		3,900	600	700	3,900	1,200	840	1,140	16,030
Debt Service Principal	530,000	170,000	775,000	145,000	185,000	130,000	200,000	250,000		2,385,000
Debt Service Interest	19,800	34,500	29,760	46,810	85,900	32,200	42,400	77,950	77,776	447,096
Arbitrage Rebate Pymts										0
Total Expenditures	553,550	204,500	808,660	192,410	271,600	166,100	243,600	328,790	78,916	2,848,126
SURPLUS -DEFICIT	-476,204	7,800	-679,607	-35,706	-2,723	22,705	54,697	84,430	231,586	-793,022
Est. Dec. 2016 Fund Balance	64,828	309,433	93,312	702,367	1,264,694	570,593	713,087	820,503	231,586	4,770,403
Outstanding bonds 12/31/15	530,000	935,000	775,000	1,190,000	2,385,000	1,285,000	2,200,000	3,020,000	2,550,000	14,870,000
Outstanding bonds 12/31/16	0	765,000	0	1,045,000	2,200,000	1,155,000	2,000,000	2,770,000	2,550,000	12,485,000
Scheduled final maturity	2/1/2021	2/1/2020	2/1/2022	2/1/2024	2/1/2030	2/1/2027	2/1/2028	2/1/2029	2/1/2031	
First date to call bonds	2/1/2016	2/1/2016	2/1/2016	2/1/2018	2/1/2019	2/1/2021	2/1/2022	2/1/2023	2/1/2025	

In 2016, the Series 2005A and Series 2006A bonds will be called for early redemption. Special assessment prepayments have produced a sufficient cash balance in the debt service funds to allow for this early call of the bonds.

City of Crystal
 Capital Improvement Funds
 Combining Statement of 2016 Adopted Budgets

	Permanent Improvement Revolving	Major Building Replacement	Police Equipment Revolving	Fire Equipment Revolving	Cable TV Equipment	Street Maintenance	Street Reconstruct	TOTAL
REVENUES								
Property Taxes	261,000	563,153	134,700			160,307		1,119,160
Special Assessments	122,000					104,130	1,434,103	1,660,233
Intergovernmental	253,230		2,200		32,000		600,000	887,430
Interest	110,911	1,500	42,000	5,400	320	21,200	19,200	200,531
Miscellaneous						6,764	237,831	244,595
Sale of Property	20,000		15,000					35,000
Sale of Bonds								
Total Revenues	767,141	564,653	193,900	5,400	32,320	292,401	5,571,440	7,427,255
EXPENDITURES								
General Government	114,200							114,200
Public Safety			196,100					196,100
Public Works	838,200	563,153				108,000	6,311,480	7,820,833
Community Center & Pool Community Development	96,800							96,800
Total Expenditures	1,049,200	563,153	196,100	0	0	108,000	6,311,480	8,227,933
TRANSFERS In	60,000							60,000
SURPLUS -DEFICIT	-222,059	1,500	-2,200	5,400	32,320	184,401	-740,040	-740,678
Est. Dec. 2016 Fund Balance	8,124,058	1,500	3,120,496	655,152	64,320	1,597,506	-31,121	13,531,911

City of Crystal
Utility Funds
Combining Statement of 2016 Adopted Budgets

	Water Fund	Sewer Fund	Storm Drainage Fund	Street Light Fund	Recycling Fund	TOTAL
REVENUES						
Special Assessments	55,000					55,000
Charges for Services	3,367,120	2,161,700	888,030	189,740	334,580	6,941,170
Interest	15,000	33,400	4,515	9,400	750	63,065
Miscellaneous	224,000	3,000				227,000
Total Revenues	3,661,120	2,198,100	892,545	199,140	335,330	7,286,235
EXPENDITURES						
Wages & benefits	357,655	357,655	195,848			911,158
Professional & Contractual Serv	110,185	26,285	40,643		328,020	505,133
JWC & MCES	2,247,395	1,406,603				3,653,998
Utilities	4,700	25,000	8,320	120,000		158,020
Repair & Maintenance	64,100	24,900	6,900	8,000		103,900
Supplies	55,100	58,350	18,350	17,000		148,800
Communications	1,400	1,500	1,250			4,150
Dues, Insurance & Training	14,105	26,495	64,349	9,031	256	114,236
Depreciation	187,700	144,750	343,500	33,240		709,190
Interest expense	10,800					10,800
Administrative Services Charge						0
Total Operating Expenditures	3,053,140	2,071,538	679,160	187,271	328,276	6,319,385
TRANSFERS						
In			150,000			150,000
Out	139,278	139,278	97,478	160,588	6,264	542,886
SURPLUS -DEFICIT	468,702	-12,716	265,907	-148,719	790	573,964
Est. Dec. 2016 Fund Balance	7,148,280	7,412,457	9,921,855	1,021,856	160,574	25,665,022
CAPITAL IMPROVEMENT PLAN	325,579	758,447	1,009,963			2,093,989

City of Crystal
Internal Service Funds
Combining Statement of 2016 Adopted Budgets

	Self Insurance Fund	TOTAL
REVENUES		
Charges for Services	174,801	174,801
Interest	10,000	10,000
Miscellaneous	36,000	36,000
Total Revenues	220,801	220,801
EXPENDITURES		
Insurance & Miscellaneous	220,801	220,801
Total Expenditures	220,801	220,801
SURPLUS -DEFICIT	0	0
Est. Dec. 2016 Fund Balance	822,574	822,574
	822,574	822,574

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00100 GENERAL						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	8,137,698-	8,083,616-	8,172,118-	8,302,000-	8,015,940-	8,015,940-
4015 PROP TAX - DELINQUENT	115,641-	106,706-	54,334-			
4020 PROP TAX - PENALTIES/INTEREST	31,443-	21,371-	12,522-	21,785-	12,000-	12,000-
4005 TOTAL PROPERTY TAXES	8,284,782-	8,211,693-	8,238,974-	8,323,785-	8,027,940-	8,027,940-
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESSES - INCOME	181,284-	168,393-	55,318-	90,000-	90,000-	90,000-
4060 SPECIAL ASSESSES - DELINQUENT	57,198-	26,755-	1,201-	18,000-	6,000-	6,000-
4065 SPECIAL ASSESSES - PREPAID		623-				
4070 SPECIAL ASSESSES - PENALTIES	12,635-	7,703-	624-	6,000-	1,200-	1,200-
4075 SPECIAL ASSESSES - INTEREST	28,695-	28,601-	12,176-	12,000-	12,000-	12,000-
4050 TOTAL SPECIAL ASSESSMENTS	279,813-	232,076-	69,320-	126,000-	109,200-	109,200-
4100 TOTAL LICENSES						
4105 LICENSES - MISCELLANEOUS	21,400-	14,486-	23,980-	27,000-	24,000-	24,000-
4110 LICENSES - AMUSEMENT - MISC	990-	1,095-	930-	1,200-	900-	900-
4115 LICENSES - BEER AND TAVERN	5,873-	5,653-	9,493-	10,000-	15,000-	15,000-
4125 LICENSES - B BOARD/ SIGN HANG	2,200-	1,800-	1,400-	1,800-	1,800-	1,800-
4130 LICENSES - BOWLING ALLEY	1,280-	1,280-	1,280-	1,280-	1,280-	1,280-
4135 LICENSES - CIGARETTE	7,746-	7,719-	9,397-	9,000-	9,000-	9,000-
4140 LICENSES - CLUB/ SUNDAY SALES	2,683-	2,725-	3,190-	2,700-	3,400-	3,400-
4145 LICENSES - DOG & KENNEL	8,394-	7,561-	6,442-	8,000-	7,500-	7,500-
4155 LICENSES - GARBAGE AND REFUSE	5,981-	7,307-	7,521-	7,500-	7,500-	7,500-
4157 LICENSES - GAS PUMP & STATION	1,936-	1,888-	1,888-	1,900-	1,900-	1,900-
4165 LICENSES - LIQUOR - OFF SALE	4,430-	4,050-	5,140-	4,640-	6,000-	6,000-
4167 LICENSES - LIQUOR - ON SALE	52,200-	52,150-	58,700-	62,700-	62,700-	62,700-
4175 LICENSES - PLUMBING AND GAS	11,385-	12,795-	12,245-	12,000-	12,800-	12,800-
4191 LICENSES - TREE TRIMMING	3,200-	3,200-	3,100-	3,300-	3,200-	3,200-
4100 TOTAL LICENSES	129,698-	123,708-	144,706-	153,020-	156,980-	156,980-
4200 TOTAL PERMITS						
4205 PERMITS - MISCELLANEOUS	120-	135-	105-			
4210 PERMITS - BUILDING	173,388-	240,412-	302,017-	229,500-	260,000-	260,000-
4220 PERMITS - DRIVEWAY & CURB CUTS	15,405-	12,776-	5,440-	13,000-	13,000-	13,000-
4222 PERMITS - ELECTRICAL		39,448-	54,813-	36,000-	45,000-	45,000-
4225 PERMITS - FIRE - MISCELLANEOUS	9,218-	7,137-	7,259-	7,200-	8,400-	8,400-
4240 PERMITS - MECHANICAL	31,907-	41,418-	51,771-	36,000-	40,000-	40,000-
4250 PERMITS - PLUMBING	30,732-	35,687-	62,239-	33,000-	40,000-	40,000-
4255 PERMITS - SEWER	14,414-	11,103-	3,896-	12,000-	6,000-	6,000-
4260 PERMITS - SIGNS	9,467-	7,685-	5,391-	7,500-	8,000-	8,000-
4265 PERMITS - STREET EXCAVATION	5,729-	4,243-	4,051-	5,400-	4,500-	4,500-
4270 PERMITS - WATER	981-	2,310-	1,637-	1,800-	1,800-	1,800-
4200 TOTAL PERMITS	291,360-	402,353-	498,617-	381,400-	426,700-	426,700-
4275 TOTAL HOUSING INSPECTIONS						
4276 VACANT BLDG REGISTRATIONS	43,815-	72,435-	37,350-	30,000-	36,000-	36,000-
4280 HOUSING - POINT OF SALE INSPEC	61,740-	79,354-	70,972-	75,000-		
4285 HOUSING - RENTAL LICENSING	143,549-	165,891-	173,322-	205,000-	223,000-	223,000-
4275 TOTAL HOUSING INSPECTIONS	249,104-	317,680-	281,644-	310,000-	259,000-	259,000-
4300 TOTAL FED INTERGOVERNMENTAL						

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
4302 FEDERAL - MISCELLANEOUS	630-					
4304 FEDERAL - BULLETPROOF VESTS		864-	1,465-			
4317 FEDERAL -DTF EQUITABLE SHARING	9,067-	10,457-	3,352-	16,000-	16,000-	16,000-
4320 FEDERAL - FEMA DISASTER AID		26,806-				
4300 TOTAL FED INTERGOVERNMENTAL	9,697-	38,127-	4,816-	16,000-	16,000-	16,000-
4345 TOTAL STATE INTERGOVERNMENTAL						
4347 STATE - MISCELLANEOUS	6,202-		3,170-			
4349 STATE - BULLETPROOF VESTS		425-				
4352 STATE - DISASTER AID		16,552-				
4357 STATE - MARKET VALUE CREDIT		114-				
4360 STATE - LOCAL GOVERNMENT AID	1,454,975-	1,455,066-	1,455,066-	1,455,066-	1,455,066-	1,455,066-
4365 STATE - PENSION AID - FIRE RLF		206,786-	202,956-	210,000-	210,000-	210,000-
4367 STATE - PENSION AID - POLICE	193,097-	215,344-	210,709-	200,000-	200,000-	200,000-
4370 STATE - PERA AID	17,043-	17,043-	17,043-	17,043-	17,043-	17,043-
4382 STATE - POST BOARD REIMBURSE	9,963-	9,911-	7,402-	10,200-	7,500-	7,500-
4385 STATE - STREET AID	60,000-	60,000-	60,000-	60,000-	60,000-	60,000-
4345 TOTAL STATE INTERGOVERNMENTAL	1,741,280-	1,981,241-	1,956,346-	1,952,309-	1,949,609-	1,949,609-
4390 TOTAL OTHER INTERGOVERNMENTAL						
4392 COUNTY - MISCELLANEOUS	4,000-					
4390 TOTAL OTHER INTERGOVERNMENTAL	4,000-					
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4402 ADMIN CHARGES - NONTAXABLE	860-	772-	519-	780-	542-	542-
4403 ADMIN CHARGES - TAXABLE	564	3,279-	3,954-	3,000-	3,000-	3,000-
4404 ADMIN SERV PROV - HRG	8,518-	8,660-	9,000-	9,270-	9,550-	9,550-
4406 REIMBURSEMENT -CY FROLICS	10,000-	10,000-	10,000-	10,000-	10,000-	10,000-
4410 REIMBURSEMENT -ROBB FORESTER	40,490-	35,770-	42,303-			
4414 FEES - DOMESTIC PARTNER REG	200-					
4416 FEES - ELECTRICAL APPL / INSP	34,149-					
4418 FEES - PLANNING & ZONING	4,000-	6,100-	6,150-	5,000-	6,000-	6,000-
4420 NONTAXABLE-NOTARY,SURVEYS,ETC	1,151-	1,597-	871-	1,200-	1,200-	1,200-
4423 PROP LEASES>COMMUNICATION EQ	63,700-	59,042-	76,464-	75,000-	78,000-	78,000-
4430 TAXABLE-COPIES, MAPS, DOCS,ETC	600-	527-	554-	450-	540-	540-
4436 SAC CHARGES	4,990-	97-	26,664-	900-	1,200-	1,200-
4440 SURCHARGES	555-	1,394-	252-	1,200-	1,200-	1,200-
4441 CITY-PROVIDED SERVICES	4,506-	1,687-	31,618-	4,500-	4,500-	4,500-
4400 TOTAL CH. FOR SERV. -GEN GOV'T	173,155-	128,925-	207,846-	111,300-	115,732-	115,732-
4450 TOTAL CHARGES FOR SERV. - REC						
4455 REC RECEIPTS - YOUTH	91,435-	101,969-	97,444-	104,600-	109,880-	109,880-
4460 REC RECEIPTS - ADULT	57,191-	49,310-	53,645-	59,475-	54,800-	54,800-
4465 REC RECEIPTS - SENIOR	15,882-	18,515-	21,729-	18,100-	24,000-	24,000-
4470 REC RECEIPTS - SP EVENT/ OTHER	27,387-	21,419-	22,416-	27,700-	25,100-	25,100-
4485 USE OF CITY REC FACILITIES	6,025-	6,622-	6,673-	7,000-	7,500-	7,500-
4490 REC - ACTIVITY ASSIST REVENUE	2,653-	2,373-	2,590-			
4450 TOTAL CHARGES FOR SERV. - REC	200,573-	200,207-	204,496-	216,875-	221,280-	221,280-
4500 TOTAL CHARGES FOR SERV. - CCC						
4513 CCC - FACILITY - ROOM RENTAL	80,631-	95,192-	89,587-	90,000-	93,000-	93,000-
4515 CCC - PREFERRED CATERER FEES			95-	500-		
4520 CCC - OPEN GYM ADULT	6,783-	6,765-	7,646-	7,200-	7,600-	7,600-
4523 CCC - OPEN GYM YOUTH	103-	142-	153-	150-	150-	150-
4500 TOTAL CHARGES FOR SERV. - CCC	87,516-	102,099-	97,482-	97,850-	100,750-	100,750-

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
4550 TOTAL CHARGES FOR SERV. - POOL						
4556 POOL - DAILY ADMISSIONS	55,218-	52,139-	46,790-	60,000-	60,000-	60,000-
4562 POOL - SEASON TICKETS	72,851-	69,525-	69,300-	72,000-	72,000-	72,000-
4565 POOL - SWIMMING LESSONS	26,595-	21,430-	23,768-	26,000-	28,400-	28,400-
4568 POOL - SPECIAL EVENTS	917-	554-	2,171-	2,100-	2,100-	2,100-
4569 POOL - GROUP/RENTAL-TAXABLE	1,029-	1,892-	1,358-	1,500-	1,500-	1,500-
4570 POOL - GROUP/RENTAL-NONTAXABLE	3,551-	2,891-	3,236-	4,000-	4,000-	4,000-
4571 POOL - CONCESSIONS -TAXABLE	13,074-	12,714-	15,924-	15,500-	17,000-	17,000-
4572 POOL - CONCESSIONS -NONTAXABLE	364-	1,182-				
4595 POOL - ACTIVITY ASSIST REVENUE	1,571-	1,200-	1,245-			
4550 TOTAL CHARGES FOR SERV. - POOL	175,170-	163,527-	163,791-	181,100-	185,000-	185,000-
4600 TOTAL CH. FOR SERV. -P, SAFETY						
4603 ANIMAL IMPOUND & BOARDING	8,173-	5,721-	5,015-	7,500-	5,000-	5,000-
4604 DANGEROUS ANIMAL REG FEE	458-	310-	814-			
4605 LICENSE INVESTIGATION	2,250-	1,870-	4,644-	2,400-	2,400-	2,400-
4610 ACCIDENT & POLICE REPORTS	310-	179-		300-	300-	300-
4611 FINGERPRINTING	1,575-	1,725-	1,980-	1,900-	2,000-	2,000-
4612 PAWN SHOP TRANSACTION FEES	38,358-	38,836-	48,731-	75,000-	90,000-	90,000-
4615 PHOTOS, VIDEOS, DVD'S, ETC	2,028-	2,447-	1,844-	2,000-	2,000-	2,000-
4617 REIMBURSEMENT -P SAFETY OTHER	258-	118-	227-			
4620 REIMBURSEMENT -SCHOOL RES OFF	28,795-	40,137-	32,332-	32,000-	32,700-	32,700-
4600 TOTAL CH. FOR SERV. -P, SAFETY	82,204-	91,343-	95,587-	121,100-	134,400-	134,400-
4625 TOTAL CH. FOR SERV. - P WORKS						
4700 TOTAL FINES AND FORFEITURES						
4705 FINES - COURT & FORFEITED BAIL	292,118-	334,016-	337,599-	320,000-	320,000-	320,000-
4710 FINES - F ALARM CALLS - POLICE	6,080-	3,661-	4,920-	5,000-	5,000-	5,000-
4714 FINES - LICENSES(EXCL LIQ/TOB)		1,000-				
4715 FINES - LIQUOR LIC VIOLATIONS	750-	750-	750-	750-	900-	900-
4720 FINES - TOBACCO LIC VIOLATIONS	500-	1,750-	1,500-	750-	1,500-	1,500-
4725 FINES - ADMINISTRATIVE FINES	16,852	32,786-	43,602-	35,000-	24,000-	24,000-
4740 FORFEITURE-CONFISCATED ITEMS	9,367-	721-	222-			
4700 TOTAL FINES AND FORFEITURES	291,963-	374,684-	388,593-	361,500-	351,400-	351,400-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	98,751-	69,480-	52,347-	60,000-	60,000-	60,000-
4880 CHANGE IN F.V. OF INVESTMENTS	21,381	56,798	1,503-			
4800 TOTAL INVESTMENT EARNINGS	77,371-	12,683-	53,851-	60,000-	60,000-	60,000-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	9,970-	4,771-	6,384-	7,200-	6,000-	6,000-
4904 CASH OVER & SHORT	23-		119-			
4906 CASH OVER & SHORT - REC/POOL	37	18	2-			
4907 VENDING MACHINE COMMISSIONS	1,575-	1,475-	1,268-	1,750-	1,000-	1,000-
4908 PYMTS IN LIEU OF TAXES (PILOT)	8,512-	9,267-	8,818-	9,300-	9,000-	9,000-
4915 REIMBURSEMENT -OTHER	3,184-	2,509-	7,958-	3,000-	3,600-	3,600-
4950 DONATIONS	3,200-	2,500-				
4900 TOTAL MISCELLANEOUS	26,427-	20,504-	24,548-	21,250-	19,600-	19,600-
4980 INTERFUND SERVICES PROVIDED						
4986 ADMIN SERV PROV - STREET IMP	10,380-	10,600-				
4990 ADMIN SERV PROV - WATER	112,320-	117,472-				

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
4991 ADMIN SERV PROV - SEWER	112,320-	117,472-				
4992 ADMIN SERV PROV - ST DRAINAGE	30,224-	31,610-				
4993 ADMIN SERV PROV - ST LIGHTING	8,539-	8,930-				
4994 ADMIN SERV PROV - RECYCLING	5,052-	5,284-				
4980 INTERFUND SERVICES PROVIDED	278,835-	291,368-				
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS				10,400-	10,400-	10,400-
5125 TRANSFER IN - ENTERPRISE FUNDS			283,109-	308,213-	332,886-	332,886-
5100 TOTAL TRANSFERS IN			283,109-	318,613-	343,286-	343,286-
4001 REVENUES	12,382,947-	12,692,216-	12,713,726-	12,752,102-	12,476,877-	12,476,877-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	5,480,707	5,489,154	5,431,565	5,805,702	5,721,860	5,721,860
6015 OVERTIME-REGULAR EMPLOYEES	118,547	144,510	162,417	135,271	148,950	148,950
6050 SALARIES/WAGES-TEMP EMPLOYEES	273,571	230,912	288,892	260,403	323,827	323,827
6055 OVERTIME-TEMP EMPLOYEES	578	129	124	200	200	200
6060 DEMO REIMB FROM EDA/TIF FUNDS	31,372-	7,279-				
6003 TOTAL SALARIES AND WAGES	5,842,031	5,857,426	5,882,998	6,201,576	6,194,837	6,194,837
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	287,906	290,337	305,734	328,485	326,097	326,097
6110 PERA - COORDINATED	236,058	242,021	247,165	266,066	266,089	266,089
6115 PERA - POLICE	331,219	327,582	329,640	379,316	372,574	372,574
6120 PERA - DCP	1,602	2,952	2,982	2,994	2,994	2,994
6140 HEALTH INSURANCE	606,781	693,177	769,083	994,153	1,015,438	1,015,438
6142 HEALTH SAVINGS ACCOUNTS	42,556	40,051	57,590			
6145 DENTAL INSURANCE	12,450	12,051	13,040	13,757	13,949	13,949
6150 LIFE INSURANCE	2,206	2,447	2,375	2,326	2,503	2,503
6155 RETIRE HLTH SAVINGS PLAN	87,998	85,666	75,437	79,450	122,957	122,957
6170 CLOTHING & CLOTHING ALLOW	27,973	29,633	53,821	30,016	30,075	30,075
6172 TECHNOLOGY ALLOWANCE		1,020	1,261	2,020	2,020	2,020
6175 AUTO ALLOWANCE	6,000	6,000	6,000	6,000	6,000	6,000
6180 EDUCATIONAL ASSISTANCE	5,263	4,240	3,120	4,500	3,000	3,000
6185 WORKERS COMP INSURANCE	126,109	122,922	144,997	153,585	204,520	204,520
6190 UNEMPLOYMENT INSURANCE	8,128	1,816				
6195 COMPENSATED ABSENCES	39,857	98,760	135,100			
6100 TOTAL EMPLOYEE BENEFITS	1,822,105	1,960,675	2,147,346	2,262,668	2,368,216	2,368,216
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	159,681	161,365	141,663	100,353	89,550	89,550
6210 ASSESSOR SERVICES - HENN CO	135,789	140,751	154,090	156,000	158,000	158,000
6215 AUDIT SERVICES	26,500	26,700	27,100	27,400	27,650	27,650
6225 BANK CHARGES & CR CARD FEES	10,026	13,326	15,381	12,580	15,720	15,720
6240 FIRE PROTECTION SERVICES	964,578	954,718	968,214	972,159	1,019,207	1,019,207
6241 STATE PENSION AID> RELIEF ASSN		206,786	202,956	210,000	210,000	210,000
6250 LEGAL SERVICES - GENERAL	92,554	201,291	152,037	95,000	127,000	127,000
6260 LEGAL SERVICES - PROSECUTION	113,137	126,944	139,795	120,000	125,000	125,000
6270 MEDICAL EXAMS & EVALUATIONS	8,799	10,910	16,480	12,000	12,000	12,000
6200 TOTAL PROFESSIONAL SERVICES	1,511,064	1,842,790	1,817,717	1,705,492	1,784,127	1,784,127

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	150,444	148,130	152,764	134,470	132,220	132,220
6306 CONTRACT SERV- JOINT REC PROG			17,865	21,650	18,500	18,500
6315 TREE TRIM / REMOVAL SERVICES	64,005	46,656	35,914	62,600	46,600	46,600
6320 LOGIS SERVICES	210,616	260,231	252,463	298,040	309,570	309,570
6325 PRISONER SERVICES	64,582	45,742	73,263	57,000	57,000	57,000
6330 ANIMAL CONTROL -CITY/NEWHOPE	34,894	38,089	39,501	38,500	39,500	39,500
6335 ANIMAL CONTROL -PUPS & OTHER	20,587	15,688	16,307	21,000	21,000	21,000
6337 AUTOMATED PAWN SYS -CITY/MPLS	13,048	16,504	13,657	25,000	30,000	30,000
6300 TOTAL CONTRACTUAL SERVICES	558,176	571,041	601,734	658,260	654,390	654,390
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	129,139	138,829	127,971	144,000	131,400	131,400
6406 SOLAR POWER PURCHASE AGREE			1,776		1,800	1,800
6410 GAS SERVICE	40,920	56,130	71,582	58,700	68,200	68,200
6415 RUBBISH REMOVAL	11,360	10,190	7,353	9,550	8,700	8,700
6420 CITY UTILITY CHARGES	84,800	75,144	62,408	88,180	74,100	74,100
6400 TOTAL UTILITIES	266,219	280,293	271,090	300,430	284,200	284,200
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	46,739	42,853	61,172	29,100	44,100	44,100
6450 EQUIPMENT R & M SERVICES	26,350	34,963	24,485	29,100	28,600	28,600
6455 VEHICLE R & M SERVICES	33,472	21,535	17,452	29,750	28,200	28,200
6470 SERVICE CONTRACTS	62,117	61,775	87,318	83,219	112,287	112,287
6471 PAINTING - SIGNALS & STRIPING	13,379	2,307	9,335	8,000	8,000	8,000
6440 TOTAL REPAIR & MAINT SERVICES	182,057	163,432	199,762	179,169	221,187	221,187
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	899	1,543	2,019	1,500	2,325	2,325
6490 RENTALS - OFFICE EQUIPMENT	10,934	11,341	9,144	11,600	9,500	9,500
6495 RENTALS - MACHINERY & EQUIP	4,600	6,110	5,761	6,000	23,900	23,900
6480 TOTAL RENTALS	16,433	18,994	16,924	19,100	35,725	35,725
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	158,751	123,552	124,630	128,415	143,325	143,325
6510 PAPER PRODUCTS	5,840	5,273	4,091	5,700	5,700	5,700
6515 AMMUNITION & GUN RANGE USE	7,638	6,382	10,446	10,000	10,000	10,000
6520 COMMODITIES PURCH FOR RESALE	17,072	17,424	18,017	18,700	18,700	18,700
6525 BLDG REPAIR/MAINT SUPPLIES	4,720	9,961	9,372	6,350	8,750	8,750
6530 LANDSCAPE MAT'LS & SUPPLIES	10,478	8,809	7,903	12,100	11,500	11,500
6535 EQUIP MAINT SUPPLIES	14,409	21,423	18,875	14,850	17,500	17,500
6540 VEHICLE SUPPLIES	24,082	33,118	21,260	32,050	30,350	30,350
6545 MOTOR FUELS	163,359	164,157	155,462	157,640	155,500	155,500
6550 STREET MAINTENANCE MATERIALS	41,217	48,252	63,995	45,000	55,000	55,000
6555 SAFETY SUPPLIES	3,944	4,521	4,716	4,300	4,300	4,300
6560 STREET SIGNS & POSTS	3,968	5,220	3,282	3,600	3,600	3,600
6565 PLAYGROUND MAINT SUPPLIES	9,537	9,855	11,413	14,000	14,000	14,000
6570 BALLFIELD MAINT SUPPLIES	3,511	4,321	5,816	4,800	5,000	5,000
6571 TRAIL MAINTENANCE MATERIALS	5,252		200	5,700	6,000	6,000
6500 TOTAL SUPPLIES	473,779	462,269	459,480	463,205	489,225	489,225
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	18,564	21,128	22,615	23,500	25,200	25,200
6610 PHONE SERVICES	39,150	38,372	46,979	51,560	81,260	81,260

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6615 COMMUNICATION CONNECT CHARGES	38,784	38,790	35,835	32,700	2,700	2,700
6620 DELIVERY CHARGES	221	218	713	360	910	910
6600 TOTAL COMMUNICATIONS	96,719	98,508	106,142	108,120	110,070	110,070
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS	35,247	34,270	34,793	36,550	33,900	33,900
6660 PRINTING - NOTICES/ORDINANCES	6,035	5,635	5,042	5,250	7,400	7,400
6665 PRINTING - GENERAL	7,080	6,240	6,662	6,300	7,875	7,875
6690 ADVERTISING - GENERAL	952	2,204	2,627	2,050	4,250	4,250
6695 ADVERTISING - EMPLOYMENT	722	369	1,119	700	700	700
6650 TOTAL PRINTING AND ADVERTISING	50,036	48,717	50,243	50,850	54,125	54,125
6700 TOTAL INSURANCE						
6705 INSURANCE	136,611	134,452	142,071	151,398	138,690	138,690
6700 TOTAL INSURANCE	136,611	134,452	142,071	151,398	138,690	138,690
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	39,379	37,237	54,995	58,800	62,400	62,400
6820 DUES AND SUBSCRIPTIONS	33,541	34,952	35,980	38,275	41,955	41,955
6830 LICENSES, PERMITS AND TAXES	3,843	2,987	5,105	4,810	5,185	5,185
6840 BOOKS AND PUBLICATIONS	833	994	629	1,450	1,570	1,570
6850 AWARDS	11,795	13,579	10,546	13,835	13,725	13,725
6875 BAD DEBT	682	547	1,738	120		
6880 SWAT	5,928	9,968	5,939	8,000	11,000	11,000
6881 COMPLIANCE CHECKS	124	195	261	250	250	250
6882 CRIME PREV & COMM POLICING	4,119	2,687	3,767	4,000	4,000	4,000
6883 NEIGHBORHOOD OUTREACH	2,276	2,206	3,979	2,300	2,000	2,000
6800 TOTAL MISCELLANEOUS	102,520	105,352	122,939	131,840	142,085	142,085
7300 TOTAL CONTINGENCY						
7400 TOTAL TRANSFERS OUT						
7410 TRANSFER OUT- OTHER FUNDS	600,000		600,000			
7427 TRANSFER OUT- PERF FUND	114,400	125,700	128,200	132,046		
7430 TRANSFER OUT- PIR FUND	659,000	645,520	401,600	313,648		
7435 TRANSFER OUT- STR MAINT FUND	69,300	71,400	72,800	74,300		
7400 TOTAL TRANSFERS OUT	1,442,700	842,620	1,202,600	519,994		
6001 EXPENDITURES AND EXPENSES	12,500,450	12,386,570	13,021,046	12,752,102	12,476,877	12,476,877
4000 REVENUES AND EXPENDITURES	117,503	305,647-	307,319			
00100 GENERAL	117,503	305,647-	307,319			

Mayor and Council Department Profile and Budget Summary

The Mayor and Council are the elected legislative and policy making body for Crystal's City government as set forth in the City's Charter. The Crystal City Council is composed of a mayor and six councilmembers who are elected by the eligible voters of the city. The Mayor is the presiding officer of the Council. In all other ways, the Mayor and Councilmembers have the same authority and responsibilities.

Jim Adams	Mayor
Elizabeth Dahl	Ward 1
Jeff Kolb	Ward 2
Casey Peak	Ward 3
Julie Deshler	Ward 4
Laura Libby	Section I
Olga Parsons	Section II

Functions and Products

- Make policy decisions on behalf of Crystal's 22,436 residents ranging from land use and subdivision applications to program development and awards of contracts
- Establish budget priorities and adopt the annual budget
- Set the annual property tax levy as one of the funding sources for the budget
- Ensure public participation in decisions through input at meetings, public hearings, neighborhood meetings, advisory commissions and community groups
- Evaluate the annual performance of the city manager, implementing new system
- Update Council goals and priorities
- Evaluate commissions, task forces and affiliate organizations according to policy

Funding Sources

The Mayor and Council are supported by general taxes.

2016 Goals and Objectives

1. Provide for salaries and benefits for the mayor and councilmembers
2. Provide training and networking opportunities for elected officials
3. Provide membership to organizations where the benefit to the city is the greatest with the following organizations:
 - League of MN Cities (LMC)
 - Metro Cities
 - Crystal Business Association
 - Minnesota Mayors Association
4. Provide appreciation awards for employees and volunteers:
 - Years of Service awards and employee recognition
 - Holiday party
 - Retirement awards and parties
 - Annual dinner for active and resigned police reserves and explorers/guests
5. Continue to work to accomplish Council goals and priorities regarding communications, customer service and transparency.

Budget Highlights:

Line Item/Description	Amount	Discussion
6172 – Technology Allowance	\$1,750	Technology stipend (\$250/Councilmember)
6250 – Professional Services	\$30,000	City attorney time staffing City Code Review Task Force
6810 – Training	\$5,500	Training budget for the Mayor and Councilmembers
6820 – Dues and Subscriptions	\$25,400	<p>Keep membership with the organizations that provide the greatest benefit for city:</p> <ul style="list-style-type: none"> • Metro Cities (\$7,720) • League of Minnesota Cities (\$17,552) • Crystal Business Association (\$98) • Minnesota Mayors Association (\$30) <p>Continue to temporarily defer memberships with:</p> <ul style="list-style-type: none"> • National League of Cities • North Metro Mayors
6850 - Awards	\$5,450	<ul style="list-style-type: none"> • Years of Service awards and employee recognition (\$3,000) • Holiday party (\$1,500) • Retirement awards and parties (\$600) • Annual Appreciation Dinner for police reserves and explorers (\$350)

Administration Department Profile and Budget Summary

The Administration Department oversees the daily operations and policies of the City Council under the direction of the City Manager. This department includes the functions of City Clerk, Human Resources, Communications and Information Technology. This department works together with and coordinates the activities of all City government departments for effective and efficient operation of the city.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Budget</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Human Resources Representative	.60	.70	.70
IT Manager	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00
Assessing Specialist	.15	.15	.15
Permit and Licensing Technician	.70	.70	.70
Receptionist		.50	.50
Communications Coordinator		1.00	1.00
Communications Assistant	.60	.60	.60

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **City Manager:** Directs the administration of the City government as provided for by the City Charter, City ordinances and resolutions, and within the guidelines and policies set by the City Council. The City Manager manages operations of all city departments including financial activities, personnel functions, planning and community development programs, public safety, maintenance, public works, recreation, communications.
- **Assistant City Manager:** Assists the City Manager in the overall administration and operational activities of City affairs. Oversees the functions of: Human Resources, Labor Relations, Information Technology/Computers, General Administration, Office Administration, Communications, Safety. Oversee the management of the clerical functions of City Hall to meet the demands of the Administration, Community Development and Engineering Departments.
- **City Clerk:** Provides maintenance of City records, maintains custody of ordinances and other official documents, and oversees licensing functions and the CDL drug and alcohol testing program. This position supervises all elections and City voter records, is secretary to the City Council
- **Human Resources Representative:** Performs professional level Human Resources work in the areas of recruitment, selection, training, compensation, and performance evaluations; responsible to adhere to applicable state and federal laws.
- **IT Manager:** Coordinates and addresses citywide information technology needs. Provides both user support and network management to all systems. Works with LOGIS and other

outside vendors to ensure system and user needs are met. Provides technical support for PC's and Local Area Network (LAN). Assists in budgeting, purchasing, training and planning for Information Technologies.

- Administrative Services Coordinator: Acts as Deputy City Clerk providing backup to the City Clerk in all aspects of council operations, election procedures and requirements. Supervision and coordination of clerical staff of City Hall. Assists with communications and handles advisory board and commission vacancies and operations.
- Communications Coordinator: Provides professional assistant to city departments by assuming primary responsibility for coordinating development and management of the city's communications efforts. Ensures consistent theme, high quality and timely distribution of accurate and relevant information to stakeholders. Promotes a positive public image of and for the community.
- Assessing Specialist: Responsible for front counter and customer service as it relates to assessing (homesteads/market valuations) and special assessments for City offices. Handles a wide variety of support work for Community Development and Administration in conjunction with other City functions.
- Permit and Licensing Technician (formerly Customer Service Representative): Processes permits and licenses following office procedures. Provides front counter coverage as needed in assisting Receptionist to provide customer service and receptionist work for City offices. Handles a wide variety of support work for City departments.
- Receptionist (formerly Customer Service Representative): Works at the front counter to provide customer service and receptionist work for City offices. Handles a wide variety of support work for City departments.
- Communications Assistant: Provides administrative support for desktop publishing, Administration, Communications and Community Development. Coordinates updates from all departments and performs data entry and management for the City's Website.

Functions and Products

- Carry out the policies of the City Council under the direction of the City Manager
- Prepare for and administer 26 City Council meetings, over 42 Council work sessions, and 7 Citizen Input Time meetings, including agenda materials and follow up on actions taken or discussed at meetings. Respond to citizen issues raised at Citizen Input Time, Council meetings and in general.
- Prepare and provide staff support for Council-directed task forces (City Code Review, etc.)
- Interact with the public in a professional and responsive manner
- Direct the daily administrative operations
- Oversight of the annual budget
- Manage City Communications including implementing communications plan, press releases, quarterly City Newsletters, web site, cable system, and social media.
- Coordinate and manage information systems city wide, including computer, electronic document management and telephone systems. Also, assist in the management of the building security system.
- Administer the City Safety program.
- Manage data practices compliance under state law.
- Supervise the election process for municipal, state and national elections.

- Serve as a West Metro Fire board member.

Funding Sources

The Department exists to support all City Departments. It generates revenue from various administrative licenses, election fees, and is supported by general taxes.

2016 Goals and Objectives

City Manager

- Work on the advancement of the City Council and priorities.
- Work with the Mayor and City Council to update goals and priorities.
- Carry on the work with department heads to set departmental expectations and long-range plans.
- Staff and coordinate Council-established task forces.
- Monitor Legislative actions and any impact on city operations.
- Continue to participate in and manage Citizen Input Time.
- Continue to participate in Crystal Business Association.
- Continue to serve as a West Metro Fire Board member.

General Administration

- Provide high-quality customer service to customers on a daily basis.
- Expand archival information available on website (Council meeting agenda packets, etc.)
- Provide administrative assistance and support for all functions within Administration, Building, Planning, Engineering and Public Works.
- Process city licenses.
- Process payments (utility bills, permits, etc.) made to the city.
- Continue to translate key documents/forms and informational items into various languages as appropriate.
- Continue the web streaming of council meetings and electronic posting of council packets.
- Coordinate and execute implementation of digital storage of official records.
- Provide support to City Clerk for various elections functions

Information Technology

- Purchase new hardware and software according to updated replacement schedule.
- Assist with the electronic posting of council packets.
- Manage telecommunication technology.
- Coordinate the technology needs of councilmembers, departments and facilities.
- Continue to serve as an information technology resource for the organization by troubleshooting and solving technical issues.

Communications

- Continue and expand communications with the community through the quarterly City Newsletter, website, cable, and social media tools.
- Implement city website enhancements, as needed, including interactive features.
- Develop city-wide communications plan and work across departments to implement plan.

Safety

- Coordinate the annual safety training/presentation.

- Conduct safety audits and ergonomic assessments, as needed.
- Administer the Crystal Safety Manual, including the Accident Injury Assessment Committee.
- Continue the S.A.F.E. (Stop Accidents for Everyone) Awards program by recognizing employees who have a good safety record.
- Provide appropriate safety training, as needed.

Budget Highlights:

Line Item/Description	Amount	Discussion
6205 – Professional Services	\$7,000	This covers the cost of website hosting, maintenance and upgrades through Revise, network connections, record destruction services, communication consulting and various city-wide professional services.
6320 – LOGIS Services	\$64,900	This is the administration department share of the Local Government Information Systems charges, which includes services for: Business License & Code Enforcement, internet, systems development, network wellness, fiber optic network maintenance and network engineering. LOGIS provides managed services for email, email archiving and backup.
6470 – Service Contracts	\$38,922	The City is a member of LOGIS (Local Government Information Systems). LOGIS negotiates contracts for various computer software licenses (Websence, pest patrol, Altiris, Cisco, Microsoft, Etrust antivirus, Arcserv, Identitsys, etc.). Includes the maintenance of 126+ computers. In addition, it includes managed print and re-write software maintenance for the copier and printers. It also includes license fee for digital storage of official documents.
6505 – Misc. Operating Supplies	\$20,000	This covers the cost of all office supplies for City Hall and public works facilities which includes paper, toner, letterhead, envelopes, etc.
6605 – Postage	\$22,000	This is for postage using a mailing service.
6655 – Printing Newsletters	\$33,500	This provides for the costs of designing, editing, printing, WEB production and mail preparation, and postage of the combined city newsletter and recreation publication four times a year. Each edition contains a 12 page city newsletter and a 2 – 44 page recreation publication. The summer edition the publication contains the water quality information as mandated by state law.
6810 – Training and Travel	\$12,000	This provides for training and travel expenses for the administration department (10 staff members) as well as for city wide training (98 regular staff) related to safety, diversity, data practices, writing skills, sexual harassment, and supervisory skills.
6850 – Awards	\$4,200	This provides for the costs of the Stop Accidents for Everyone Awards program by recognizing employees who have a good safety record.

Human Resources Department Profile and Budget Summary

The Human Resources Department is part of the Administration Department and addresses all matters relating to personnel, including recruitment, compensation, training and labor negotiations. It maintains the personnel policies and procedures for the City. It also administers the safety program and provides safety education.

Staff: These personnel are supervised or work in this department, although their personnel expenses are charged to the Administration Department in which they also work.

- Assistant City Manager/Human Resources Manager: Oversees the Human Resources and Labor Relations functions including, research and preparation for negotiations, grievances, mediations and arbitrations. This position also serves as the staff liaison to the Employee Review Board.
- Human Resources Representative: Performs professional level Human Resources work in the areas of recruitment, selection, training, compensation, and performance evaluations; responsible to adhere to applicable state and federal laws.
- City Clerk: Administers the tuition reimbursement and Transportation Employee Drug & Alcohol Testing programs. Assists with special projects.

Functions and Products

- Administer the City Compensation Plan.
- Administer the City of Crystal Personnel Rules/Regulations.
- Manage negotiations of three bargaining units.
- Manage grievances and arbitrations.
- Manage Labor Relations activities.
- Monitors pay equity compliance with the state law.
- Manage recruitment and selection:

	2010	2011	2012	2013	2014	2015
Recruitments	11	16	19	19	22	26
Applications Reviewed	755	336	633	850	1,251	1,556
Interviews Conducted	119	96	133	154	432	608

- 2015: Three Community Service Officers, two Administrative Assistants, seven Police Officers, one City Engineer/Public Works Director, one City Planner, one Communications Coordinator, One Sargent, one Lieutenant, one Receptionist, One Temporary Engineering Technician, one Temp Storm water Maintenance, one Utilities Maintenance, four Temporary Parks Maintenance, one Temporary Streets Maintenance.
- Manage the Performance Evaluation process of 97 employees.
- Conduct new hire orientation.
- Administer Drug and Alcohol testing according to Federal Regulations.
- Complete Federal Equal Opportunity Reporting documents.
- Maintain personnel files.

- Administer the City Safety Program.
- Staff the Safety/Risk Management Committee.
- Organize city wide training and customized department training, as needed.
- Respond to workplace issues.
- Participate in Labor Management Committees
- Staff the Employee Review Board

Funding Sources

The does not generate revenue and is supported by general taxes.

2016 Goals and Objectives

- Continue to assist city departments with recruitment and selection, utilizing electronic recruiting software.
- Continue to be a resource for human resource issues and information.
- Conduct negotiations with bargaining units and manage grievances and arbitrations.
- Pay Equity reporting and monitoring.
- Restore exceptional performance award portion of compensation plan.
- Administer updated job evaluation system.
- Assist with retaining qualified employees.
- Continue to find appropriate and effective training for Supervisors as well as training needs determined by department heads.
- Continue to ensure a safe workplace in an effort to avoid and reduce work-related injuries through safety training and reporting.

Budget Highlights:

Line Item/Description	Amount	Discussion
6180 – Educational Assistance	\$3,000	This is for educational assistance of 60% of the cost of undergraduate tuition, books and fees and 40 – 60% of the cost of graduate school tuition for eligible employees up to \$1,200 or \$2,400 per year depending on employee group.
6205 – Professional Services	\$25,000	This is for costs associated with professional services such as labor negotiations, coaching, investigations, pay equity, testing and consulting. Also includes the State of Minnesota BCA criminal history check fee (\$15.00 each) for applicants applying for jobs that involve working with children.
6270 – Medical Exams & Evaluations	\$12,000	This covers the costs of drug testing (mandated by the Federal Government for CDL license holders), pre-employment testing, and post employment vaccinations.
6320 – LOGIS Services -	\$9,350	Human Resources share of the LOGIS services.
6470 – Service Contracts	\$3,210	This is for our service contract for NEO GOV, which is our online application tracking system.
6695 – Advertising-Employment	\$500	This is for the cost of advertising employment opportunities.

Assessing Department Profile and Budget Summary

Hennepin County provides assessing services for the City of Crystal on a contract basis.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget</u>
Assessing/Customer Service Specialist	.75	.75	.75

Staff: This employee is supervised or works in this department, although part of the personnel expenses may be charged to another department in which they also work.

Assessing/Customer Service Specialist: Responsible for front counter and customer service as it relates to assessing (homesteads/market valuations) and special assessments for City offices. Handles a wide variety of customer service lead work and support work for Administration, Community Development, and Human Resources in conjunction with other City functions.

Functions and Products

- Register property owners for homestead classification
- Maintain property tax records
- Process, track, and report special assessments
- Provide support to Hennepin County Assessors
- Provide assistance to Administration, Community Development, and Finance

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
1. Number of new property owners Applying for homestead status	245	263	99	311	418	450
2. Special assessment *payments	144	278	201	255	408	316

**These were prepaid assessments and not certified to Hennepin County.*

Funding Sources

This Department exists to support all City Departments and Hennepin County. It does not generate revenue and is supported by general taxes.

2016 Goals and Objectives

- Provide salary and benefits for an assessing specialist
- Provide funding for professional services provided by Hennepin County (assessing)
- Provide funding for communication connect charges that allow computer access to Hennepin County's Database for assessors and assessing specialist
- Utilize special assessment module to streamline special assessments, citations for delinquent properties, etc.

Budget Highlights:

Line Item/Description	Amount	Discussion
6210 – Contractual Services	\$158,000	Contract for Hennepin County assessing staff to review property assessed values in five-year cycles.
6320 – LOGIS Services	\$14,600	Special assessment module to manage special assessments, delinquent properties, etc.

Legal Department Profile and Budget Summary

The Legal Department provides legal counsel, through a contract with a local law firm, to the City Council, commissions and City staff on municipal questions. Prosecution services are included in the Police Department's budget in Department 18. Specialized matters are handled by firms engaged for special projects.

Staff

City Attorney: Attends Council meetings, provides legal opinions and aids in the development of ordinances, resolutions and policies. The City Attorney's office also assists on Human Resources matters. The City currently contracts with the law firm of Kennedy & Graven.

Functions and Products

	2008	2009	2010	2011	2012	2013	2014	2015 - YTD
Attend City Council meetings	24	24	23	25	27	30	23	26
Attend Economic Development Authority meetings	18	20	17	13	21	17	14	14

- Provide legal guidance to elected officials and city staff.

Funding Sources

The Department exists to support the City Council and all City Departments. It does not generate revenue and is supported by general taxes.

2016 Goals and Objectives

- Continue to provide legal services and guidance to elected officials and city staff, including attend meetings, reviewing and preparing contracts and other legal documents.
- Staff City Code Review Task Force (included in Mayor and Council budget).

Budget Highlights:

The current contract with the city attorney's firm extends through 2016. The contract calls for an approximately 2% increase in the annual retainer (from \$46,000 to \$47,000) and the hourly rates increase from \$150 to \$155. This line item is increased to reflect the contractual increases.

Election Department

Profile and Budget Summary

The election division administers federal, state, judicial, and municipal elections in accordance with Federal and State Laws, the Crystal City Charter, and City Ordinances. In general, elections are conducted every other year in even years only unless a special election is called by the City Council or State.

Personnel Expenses

Staff: The following personnel work within this department and the expenses are charged to it for regularly scheduled election years.

Temporary employees: Approximately 150 election judges and an election assistant work under the direction of the City Clerk and Administrative Services Coordinator. There are a number of duties that judges perform: working at the polling places on election days, serving on the Absentee Ballot Board, administering Absentee Voting at Crystal's health care facilities, assisting with public accuracy testing on election equipment, or assisting City staff with absentee voting.

City Staff: These personnel are supervised or work in this department, although their personnel expenses are charged to the Administration Department in which they also work.

- **City Clerk:** Manages and oversees the duties associated with City Council operations, voter registration, elections, and maintenance of official City records and licenses as required by law.
- **Administrative Services Coordinator:** Acts as Deputy City Clerk, providing backup to the City Clerk in all aspects of council operations, election procedures & requirements. Supervision and coordination of assigned clerical staff and functions.

Functions and Products

- Managing voting by absentee ballot 45 days prior to each election
- Training and certifying judges for elections
- Securing and preparing eleven polling places with staff, equipment, and supplies
- Preparing and assembling candidate filing packets
- Testing and maintaining integrity of election equipment
- Preparing for and conducting public accuracy tests and demonstrations
- Assisting with recounts

Funding Sources

- The Department exists to support the election process of government for its citizens. It does not generate revenue and is supported by general taxes.

Summary Statistics

General Elections	2014	2012
Persons voting by absentee ballot	897	1,109
New voter registrations on Election Day	597	2,380
Voter turnout in City on Election Day	8,178	12,871
Number of registered voters in city prior to election day	13,385	12,855

2016 Goals and Objectives

- Provide for elections in accordance with Federal and State Laws, City Charter, and City Ordinances
- Maintain highest level of ethics in the election process
- Administer efficient elections utilizing Modus software and e-poll books to improve efficiencies
- Provide salaries of temporary employees for required training and time worked during elections
- Provide for lease and maintenance agreements with Hennepin County for voting equipment and e-polls books
- Provide for programming costs of election equipment and memory sticks
- Provide for facility rental and custodial fees at polling places
- Provide for updated election forms, per State Statutes and Secretary of State's Office

Budget for 2016

Line Item/Description	Amount	Discussion
6050 – Wages for temporary employees	\$56,000	Wages for election judges.
6470 – Service Contracts	\$10,755	The service contract with Hennepin County covers election equipment (which includes the vote tabulators and assistive voting equipment). - \$4,400 Modus Election Software Service - \$6,355 A centralized software system designed to streamline the administration of election logistics and operations.
6485 – Rentals	\$625	Two polling locations charge rental fees to the city
6505 – Operating Supplies	\$5,000	
6605 – Postage	\$1,000	This cost is incurred by Hennepin County charging back postage for returned postal verification cards
6620 – Delivery Charges	\$500	Delivery charges for supplies by Hennepin County
6650 – Printing and Advertising	\$2,500	Legal notices and ballot printing

Finance Department Profile and Budget Summary

The Finance Department provides fiscal management of all funds of the City including accounting, budgeting, financial reporting, investments, debt issuance, risk management, payroll and utility billing.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Budget</u>
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accounts Payable/Benefits Specialist	1.00	1.00	1.00
Accounting Clerk	.625	.625	.625
Utility Billing Specialist (1)	1.00	1.00	1.00
Payroll/Utility Billing Specialist (1)	1.00	1.00	1.00

(1) The cost of these positions is charged to the Utility Funds

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Finance Director:** Plans and directs the administration, coordination, and control of all financial functions and accounting activities for the City. Manages annual budget, capital improvement plan, invests city funds, debt issuance and servicing, insurance and tax increment financing administration.
- **Assistant Finance Director:** Assist the Finance Director in the administration, coordination, and control of all accounting activities for the City. Manages monthly and annual financial reporting, coordinates work with independent auditors, maintains fixed asset records and provides daily supervision of Finance Department staff.
- **Accounts Payable/Benefits Specialist:** Processes accounting transactions in a timely and efficient manner, in accordance with department policy, to meet the financial needs of end-users. Process accounts payable transactions. Administers employee benefits including: insurance, COBRA & retiree benefits and the annual open enrollment periods.
- **Utility Billing Specialist:** Processes accounting transactions in a timely and efficient manner in accordance with department policy. Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.
- **Payroll/Utility Billing Specialist:** Processes accounting transactions in a timely and efficient manner in accordance with department policy. Processes bi-weekly payrolls for employees & payroll tax payments and prepares quarterly and annual payroll tax returns. Acts as the backup to other department personnel, particularly utility billing and provides customer service to utility customers.

- Accounting Clerk (Part-time): Processes accounting transactions in a timely and efficient manner, in accordance with department policy. Acts as the backup to other department personnel, balances cash drawer daily and prepares bank deposits, reconciles monthly bank statements and processes accounts receivable billings.

Functions and Products

- Produces annual budget in cooperation with the City Council and senior staff to guide taxation, spending and service level decisions for the next year.
- Produces capital improvement plan in cooperation with the City Council and senior staff to guide equipment and infrastructure purchase decisions for the next five years.
- Issues vendor checks in payment for supplies and contractual services.
- Issues payroll checks in payment for services of employees.
- Produces utility bills to collect for water, sewer, storm drainage, street light, and recycling services provided to city residents and businesses.
- Provides monthly and quarterly financial reports to inform the City Council and senior staff.
- Provides for annual audit by independent CPA firm required by state law and city charter.
- Produces comprehensive annual financial report meeting the standards of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- Invests city funds in accordance with goals for safety, liquidity, and yield.
- Purchases property and liability insurance.
- Issues debt as needed while sustaining bond rating of Aa2 from Moody’s Investors Service.
- Investigates and recommends financial planning and policy changes to the City Council.
- Administer accounting and reporting for the tax increment financing districts.

Funding Sources

The department is supported by general property taxes and revenues of the utility funds.

2016 Goals and Objectives

- Support implementation of a new version of the utility billing system.
- Support implementation of a new website for the utility billing system
- Provide financial reporting to the City Manager and Department Heads.
- Support long range financial planning by the City Council.
- Review and update the financial policies of the city.
- Transition the department to use document imaging instead of paper storage.

Budget Highlights:

Line Item/Description	Amount	Discussion
6205 / Professional Services	\$4,800	Administration of flexible spending accounts & health savings accounts.
6215 / Audit Services	\$27,650	Cost of the annual financial audit by CPAs.
6320 / LOGIS Services	\$69,120	Cost of the financial & payroll modules. Includes \$14,000 for license fees and equipment for new accounts payable computer system.
6470 / Service Contracts	\$7,900	Software license fees.
6660 / Printing Notices	\$3,000	Cost of publishing Truth-in-Taxation, budget, and financial reports as required by state law.
6665 / Printing General	\$1,200	Cost of printing budgets and financial reports.

Police Department Profile and Budget Summary

The Police Department provides professional police protection and services. Its mission statement is "*Service with compassion and integrity.*" Its vision is to be a professional, well-equipped department, utilizing state of the art technologies and creative policing strategies that focus on problem solving and neighborhood policing.

Staff

- Chief of Police: Responsible for the overall operations of the Police Department and personnel, including volunteers. The Chief of Police is primarily responsible for the implementation of policies and programs necessary for the coordination and approval of requests for mutual aid, prevention of crime, apprehension of criminals, and the delivery of police services.
- Deputy Chief of Police. Senior level leadership position responsible for assisting with the administration, management and direction of the Police Department. Assists and supports the Chief of Police in the planning, coordination and supervision of personnel. Provides leadership to influence department members to excel within the community policing philosophy. Responsible for ensuring police protection to the City at all times. The Deputy Chief assumes responsibility for the department in the absence of the Chief of Police.
- Police Lieutenant (2) Performs responsible supervisory and routine skilled administrative police work supervising and directing an assigned functional are of the Police Department, including full supervisory authority over assigned staff. May be assigned to either patrol/ community service or investigation divisions.
- Police Sergeant (4): Supervises, manages and participates in all phases of police work; assigns, enforces and interprets all orders which involve line personnel in accordance with prescribed department procedures; and performs other duties as assigned.
- Police Officer (23): This position is that of a MN P.O.S.T. Board Licensed Police Officer. The Police Officer works under the daily and direct supervision of a designated police supervisor or Officer in Charge (O.I.C.) in an assigned patrol district during a specified period of time. The Police Officer is responsible for protection of life and property, neighborhood problem solving, maintenance of order, prevention of crime, enforcement of laws, apprehension of criminals and providing general public service. The position also assists in the investigation of criminal offenses, accidents or other police related problems. Added additional police officer to replace the full time juvenile specialist position.
- Records Office Manager: To coordinate the clerical functions; to maintain office equipment and forms; to manage all records and flow of paper to meet the demands of the Police Department. Act as Terminal Agency Coordinator for Federal mandatory crime reporting functions.
- Office Assistant III (3): In conjunction with other Office Assistants, provides clerical support, reception duties and maintains a clerical system meeting the demands of Police Department operations.
- Support Services Manager: To maintain the police property/evidence room in a manner consistent with department policy, state and federal laws. Fulfills requests of criminal justice professionals for DVDs, CDs, and miscellaneous tapes. Assists officers with technology

related problems and performs other duties as assigned. Manages our social media. Supervises Community Service Officers.

- Community Service Officer (6.5): Uniformed, non-sworn position in the Police Department. Performs support duties to police operations and the community. Performs duties which require less training and fewer qualifications than those of a sworn Police Officer and which do not require the exercise of licensed peace officer authority. Employees hired into this position are bound by all appropriate rules and regulations and applicable policies and procedures of the City of Crystal and its Police Department, including the Crystal Police Department manual. We currently are slotted for 6.5 part time CSO positions.
- Reserve Officer (11): The Reserve Officer is a uniformed, non-sworn volunteer in the Police Department. This position provides supplementary assistance to the Police Department under the general direction of the Chief of Police within the limitations set forth by state statutes, city ordinances, department rules and regulations, and the Crystal Reserve Officer's Rules and Regulations. Reserves performed 1,800 hours of volunteer service.
- Police Explorers (11): The Police Explorer is a volunteer career exploration program. Explorers both learn and perform volunteer activities for the city and department such as; traffic direction, parking cars and staffing informational booths. The Airport Open House, Crystal Frolics, Home Show, Bike Rodeo and Vehicle Fair are examples of events staffed by Explorers. Explorers performed 1200 hours of volunteer service.
- Police Volunteers (2): The non-sworn police volunteer includes the Citizens on Patrol, Storefront, and Office volunteers that patrol city streets in order to deter, observe and report crime, staff the storefront office and assist in our police records unit.

Functions and Products:	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Calls for Service or Events	30,681	32,716	31,878	31,624	34,362
Fingerprints captured	349	414	439	587	216
Arrests Adult	843	942	1,226	961	953
Arrests Juvenile	238	245	279	119	106
Animal Control Calls	334*	501	471	469	447
Animal Control Officer initiated	109*	107	92	116	104
Property Processed	5,256	5,935	6,197	3,455	3,000
Photographs Archived	3,929	3,572	4,385	6,219	5,600
Recordings Archived	3,811	3,409	4,044	3,595	4,100
Part 1 Crimes	762	672	762	550	632
Part 2 Crimes	901	918	1,092	989	1,024
DWI Arrests	147	189	256	276	213
Vehicle crash responses	609	885	754	639	584
Citations issued	5,369	6,199	6,133	6,626	6,230
Cases Cleared	52%	50%	66%	55%	76%

*Crystal cases involving full-time Animal Control Officer

Funding Sources

Police Equipment Revolving Fund (PERF): Equipment and vehicle purchases are made from this capital fund which is separate from the General Fund. Major sources of revenue for the PERF are grants, interest earnings and transfers from the General Fund.

General Operating: We are continuing our services with Robbinsdale Middle School and anticipate \$32,692 to our revenue for Safe Schools reimbursement.

Estimated Revenues in 2016 General Fund Budget:

Reimb. Drug Task Force OT	16,000
State pension aid	200,000
Post Board reimbursement	7,500
Animal impound & boarding	5,000
Accident and police reports	300
Fingerprinting	2,000
Pawn Shop fees	90,000
License investigation	2,400
Photos, Videos & DVDs	2,000
Safe Schools reimbursement	32,700
Court Fines & Forfeited Bail	320,000
False Alarm Calls	5,000
Total Revenues	682,900

2016 Goals and Objectives:

- Revamp/Reimage/Research Police Department's Programs (possibility of adding additional community based programs)
- Revamp/Reimage Police Department's social media
- Train recruit officers & newly appointed supervisors and become fully staffed on patrol
- Continue to utilize police interns, however, revamp program
- Research civilian staff person for crime prevention/community outreach for 2017 budget
- Continue to succession plan and partner with other agencies for internal Leadership Training
- Continue to promote community policing at the neighborhood level in order to keep our community safe and to deliver cost effective police services.
- Continue to utilize neighborhood outreach office and better promote with community

Budget Highlights:

The 2016 operating budget includes a slight increase of approximately 2.2 percent over that of the 2015 budget. The increase is mostly in wages and benefits. In 2014, it was negotiated with the prosecuting attorney that we would increase from \$120,000 to \$125,000 for 2016 and \$125,000 to \$130,000 for 2017. This is primarily because their staff is processing more cases because we have been arresting and prosecuting more people.

Line Item/Description	Amount	Discussion
6260-Legal Services-Prosecution	\$125,000	Prosecutes criminal offenses on behalf of the city.

Fire Department
West Metro Fire-Rescue District
Profile and Budget Summary

West Metro Fire-Rescue District provides fire services to the communities of Crystal and New Hope through a joint powers agreement. The District was established on July 1, 1998 after over six years of study, discussions, consultant reports and special legislation. The District provides an efficient delivery system and eliminates duplication in capital purchases. A seven member board of directors, appointed by each City Council, governs the District.

Staff

- Fire Chief
- Assistant Fire Chiefs (3)
- Deputy Fire Marshal
- Fire Inspector
- Administrative Captain
- Paid, On-Call Firefighters (authorized for up to 66 including 3 Assistant Chiefs, 3 Training Captains, 3 Station Captains and 6 Station Lieutenants)

Functions and Products

The District provides the following:

Emergency Services:

- Fire
- Hazardous Conditions
- EMS
- Rescue
- Weather
- Police Assistance
- Service
- Good Intent
- Emergency Management
- Fire Cause and Origin Investigation
- Training

Prevention Services:

- Plan Review
- Existing Building Inspections
- New Construction Inspections
- System Testing
- Emergency Planning
- Educational Programs
- Residential Safety Programs

Funding Sources

The District is funded primarily through general revenue funds from Crystal and New Hope, based on a formula created in the joint powers agreement.

2016 Goals and Objectives

- Maintain a competitive employment environment to hire and retain quality personnel
- Maintain fleet of apparatus and vehicles for safe, timely response to calls for service
- Maintain an effective fire prevention program
- Maintain an effective training program
- Maintain an effective, efficient organizational structure that addresses succession planning and cohesive response throughout the District

Budget Highlights

The Crystal 2016 contribution to the West Metro Fire-Rescue District budget is \$1,019,207, an increase of \$47,048 over Crystal's 2015 contribution. The total 2015 West Metro budget is \$2,041,800, up from the 2015 budget of \$1,974,000. According to the formula, Crystal shares in 49.9171% of the costs in 2016.

The West Metro Fire Relief Association provides a defined contribution pension for the fire fighters. This is a major component of the compensation they receive for being fire fighters. The State of Minnesota provides aid to support fire fighter pensions. This aid (\$210,000 in 2016) is paid to the City and then the City forwards it to the West Metro Fire Relief Association. The West Metro Fire Relief Association is a separate entity from the West Metro Fire-Rescue District.

Planning and Code Enforcement Division

Profile and Budget Summary

The Planning and Code Enforcement division provides professional planning support for all community planning and zoning functions; coordinates all residential redevelopment efforts; coordinates related code enforcement activities. Revaluation of time spent on various duties resulted in the wages of the Community Development Director and City Planner being allocated to the Economic Development Authority beginning in 2016.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Community Development Director	.20	.20	.0
City Planner	.50	.40	.0
Code Enforcement Specialist	1.00	.70	.60
Rental Licensing Specialist	.10	-----	-----
Assessing /Cust. Service Specialist	.10	.10	.10
TOTALS	1.90	1.40	.70

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- Community Development Director: Plans and directs community development functions including economic development, planning and zoning, building, housing, code enforcement, environmental health and redevelopment.
- City Planner: Serves as the city's principal planner and advises the department director in land use issues affecting redevelopment and economic development. Serves as a resource to residents, developers, Planning Commission, City Council, EDA and co-workers on land use matters. Coordinates housing redevelopment programs including scattered site lot sales and serves as a resource for commercial redevelopment activities. Responsible for administration and interpretation of the city's zoning code. Administers the city's sign code.
- Code Enforcement Specialist: Provides support to initiatives that improve and maintain community vitality and livability and heighten community awareness of property reinvestment and pride in ownership, including coordination of code enforcement activities. Analyzes existing enforcement programs and procedures, recommends new programs and strategies where warranted, coordinates enforcement programs with Police Department activities and monitors delegated work assignments, as appropriate. Conducts inspections for driveway permits.
- Assessing/Customer Service Specialist: Responsible for preparing minutes and other work related to Planning Commission meetings.

Functions and Products

- Provide planning and community development support to the Planning Commission, City Council and Economic Development Authority
- Respond to land use and zoning inquiries from citizens, business owners, developers and realtors

- Administer the zoning ordinance and other city codes related to site plans, subdivisions and signs
- Respond to citizen reports of violations
- Continue to improve follow-up and resolution of violations
- Coordinate and lead monthly code enforcement meetings to maintain communication between inspectors, the Police Department and West Metro Fire Rescue District
- *Focus on Enforcement* articles in the City newsletter
- Neighborhood sweeps with the Police Department (one quarter of the city each year)
- Monthly sweeps of duplexes, 4-plexes and major street corridors
- Inspect vacant, foreclosed or gas and water shut-off properties for maintenance issues and to see that buildings are secure
- Administer the Vacant Building Registration program
- Continue to perform nuisance abatement actions and court-ordered abatements

Funding Sources

- Division activities and personnel are funded by the general fund.
- Revenue generated by the division includes:

	2014 actual	2015 budget	2015 @ 6/30
Planning Commission applications	\$ 5,650	\$ 5,000	\$ 1,500
Administrative Citations	\$ 43,385	\$ 35,000	\$ 7,846
Sign permits	\$ 5,391	\$ 7,500	\$ 3,820
Driveway permits	\$ 5,440	\$ 13,000	\$ 1,560
Vacant Building Registrations	\$ 37,350	\$ 30,000	\$ 25,815
Totals:	\$ 97,216	\$ 90,500	\$ 40,541*

** Revenues typically come in slowly during the first half of the year due to seasonal factors*

2016 Goals and Objectives

- Continue to manage and coordinate all code enforcement programs and focus on department activities that help prevent the emergence of blight in the city's neighborhoods.
- Improve response time and effectiveness in resolution of citizens' reports of violations.
- Maintain inspection and enforcement efforts at foreclosed and vacant properties.
- Participate in Blue Line Extension project development, Bass Lake Road station area planning and other work related to the proposed Bottineau Light Rail Transit line.

Building Safety and Inspections Division Profile and Budget Summary

The Building Safety and Inspections Division administers and enforces the State Building Code and Crystal's Property Maintenance Code, conducts plan reviews and inspections, and coordinates efforts with other enforcement agencies and departments, as necessary. The division works with property owners and contractors to certify that new construction and alterations to existing structures meet applicable codes.

Revaluation of time spent on various duties resulted in the wages of the Community Development Director being allocated to the Economic Development Authority beginning in 2016

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Community Development Director	.10	.10	.00
Building Official	.90	.90	.90
Building & Housing Inspector	.50	.50	.50
Customer Service Representative	.70	.70	.70
TOTALS	2.20	2.20	2.10

Staff: These personnel are supervised or work in this division, although part of their personnel expenses may be charged to another division in which they also work.

- **Community Development Director:** Plans and directs community development functions including economic development, planning and zoning, environmental health, building, housing, and code enforcement.
- **Building Official:** Coordinates and provides building inspection and plan review services for all construction in the community and enforces provisions of the State Building Code and applicable portions of the City Code. Is a resource to residents, developers, architects, engineers and co-workers with respect to building code and building code-related questions.
- **Building & Housing Inspector:** Conducts building and housing inspections in accordance with the city's Property Maintenance Code and Building Code. Conducts investigations of alleged violations of City Code in support of Community Development Department code enforcement responsibilities. Provides clarification on requirements of the Property Maintenance Code, Building Code and City Code to residents, property owners, building contractors and co-workers. Assists Building Official with residential plan reviews. Provides support in building, housing, environmental health, zoning and code enforcement as necessary and as directed by the Community Development Director.
- **Customer Service Representatives:** Two Customer Service Representatives work at the front counter to provide customer service and receptionist work for City offices, particularly the scheduling of building inspections and the coordination of the building permit process.

Functions and Products

- Administration and enforcement of State Building Code
- Provide advisory services to residents and contractors considering or seeking permits
- Reviews building plans for compliance with codes
- Coordinate all building and housing inspection services
- Coordinate electrical inspections with contracted service provider
- Number of permits issued for building, mechanical and plumbing:
2014: 1,594
2015 @ 6/30: 744

Revenue Sources

- Division activities and personnel are funded by the general fund.
- Revenue generated by the division includes:

	2014 actual	2015 budget	2015 @ 6/30
Building Permits	\$ 302,017	\$ 229,500	\$ 108,510
Mechanical Permits	\$ 51,771	\$ 36,000	\$ 14,874
Plumbing permits	\$ 62,239	\$ 33,000	\$ 15,875
Totals:	\$ 416,027	\$ 298,500	\$ 139,259*

** Revenues typically come in slowly during the first half of the year due to seasonal factors*

2016 Goals and Objectives

- Continue plan review and building inspection responsibilities
- Participate in the review and updating provisions of the city code where appropriate
- Continue enforcement of the State Building Code in order to prevent and abate code violations and to ensure safe, hazard-free structures
- Continue improvement in response time for building inspections and turn-around time for permit applications during the construction season
- Serve as a resource for building code related matters involving city buildings and facilities

Budget Highlight

- 2014 permit revenue was elevated due to The Cavanagh and the Public Works Facility. Permit revenue shown in the 2015 budget is more typical for a normal year

Housing Inspections Division Profile and Budget Summary

The purpose of the Housing Inspection Division is to administer and enforce housing inspection and licensing programs and to coordinate efforts with other involved agencies and departments, as necessary. Revaluation of time spent on various duties resulted in the wages of the Community Development Director and City Planner being allocated to the Economic Development Authority beginning in 2016

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Community Development Director	.10	.10	.00
City Planner	----	.10	----
Building Official	.10	.10	.10
Housing Inspector	.80	1.00	----
Building & Housing Inspector	.50	.50	.50
Rental Licensing Specialist	.90	1.00	1.00
Code Enforcement Specialist	----	.30	.40
Customer Service Representative	.20	.20	----
Community Development Clerk	<u>.45</u>	<u>.45</u>	<u>.40</u>
TOTALS	<u>3.05</u>	<u>3.75</u>	<u>2.40</u>

Staff: Division personnel work under direction of the Community Development Director, although part of their personnel expenses may be funded from another division to which they also provide support.

- **Community Development Director:** Plan and direct community development functions including economic development, planning and zoning, environmental health, building, housing, code enforcement and assessing.
- **Housing Inspector (to be eliminated at the end of 2015):** Provides housing inspections and enforcement for all point of sale and rental licensing inspections in accordance with Crystal's Property Maintenance Code. Provides clarification on the requirements of the Property Maintenance Code to residents, potential residents, realtors, rental property owners and co-workers. Provides support in building, environmental health, zoning and code enforcement, as necessary.
- **Building & Housing Inspector:** Conducts building and housing inspections in accordance with the city's Property Maintenance Code and Building Code. Conducts investigations of alleged violations of City Code in support of the city's administrative enforcement responsibilities. Provides clarification on requirements of the Property Maintenance Code, Building Code and City Code to residents, property owners, building contractors and co-workers. Assists Building Official with residential plan reviews. Provides support in building, housing, environmental health, zoning and code enforcement as necessary and as directed by the Community Development Director.
- **Rental Licensing Specialist:** Responsible for coordinating, administering and maintaining reports and records for the city's rental housing licensing program. Provides information to assist other staff in enforcement of the city's Property Maintenance Code. Assist in coordinating and processing of Planning Commission minutes and agendas. Attend Planning Commission meetings to record and prepare official minutes. Assists Customer

Service Representatives with department-related licensing and permitting tasks. Provides a variety of general office support for Community Development Department activities and serves as backup to the Customer Service Representatives.

- Code Enforcement Specialist: Provides support to initiatives that improve and maintain community vitality and livability and heighten community awareness of property reinvestment and pride in ownership, including coordination of code enforcement activities. Conducts follow-up housing inspections in addition to other code enforcement duties.
- Community Development Clerk: This half-time clerical position provides support services to the department, particularly in the areas focusing on maintaining residential properties, in an effort to forestall blight and adverse impacts associated with foreclosed and abandoned properties. Additional responsibilities focus on eliminating clerical duties at higher levels within the department. This position assumes many of the clerical duties of the inspectors, making more time available in the day for scheduling of inspections.
- Customer Service Representatives: Two Customer Service Representatives work at the front counter to provide customer service and receptionist work for City offices, particularly assisting with the routing of housing inquiries and occasional scheduling of housing inspections.

Functions and Products

- Enforces the city’s Property Maintenance Code through effective, thorough and timely inspections and follow-up.
- Conducts all housing inspections.

Funding Sources

- Division activities and personnel are funded by the general fund.
- Revenue generated by the division includes:

	2014 actual	2015 budget	2015 @ 6/30
Point-of-Sale Inspections*	\$ 71,100	\$ 75,000	\$ 49,132
Rental Licensing	\$ 173,322	\$ 205,000	\$ 139,548
Totals:	\$ 244,422	\$ 280,000	\$ 188,680

**Point-of-Sale inspections will be eliminated after 2015*

2016 Goals and Objectives

- Enforce the rental housing inspection and licensing program aggressively and effectively to ensure the health, safety and well-being of rental housing occupants in the city and prevent the emergence of blight in the city’s neighborhoods
- Continued improvement to response time for inspection and resolution of housing maintenance complaints and rental housing inspections
- Provide support to code enforcement staff in the department on housing maintenance matters, including responding to citizen reports of property maintenance code violations

2016 Budget Highlight

- Reduction of 1.25 FTE due to elimination of Point-of-Sale inspection requirement in 2016

Environmental Health Division Profile and Budget Summary

The purpose of the Environmental Health Division is to administer and enforce local health and environmental regulations. Revaluation of time spent on various duties resulted in the wages of the Community Development Director being allocated to the Economic Development Authority beginning in 2016

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Community Development Director	.10	.10	.00
Customer Service Representatives	.10	.10	.10
TOTALS	.20	.20	.10

Intergovernmental Service Agreement: Since 2007, the City of Brooklyn Park has provided inspection services for all environmental health related activities under an intergovernmental agreement with the City of Crystal. Due to the success of the cooperative relationship with Brooklyn Park, the contract has been extended on an annual basis and is in place through December 2015. The services included in the agreement are provided on an hourly fee basis and include follow-up and inspection of health and environmental reports, responding to health and environmental emergencies, inspection of garbage trucks, and enforcement of other miscellaneous local health codes. Under the agreement, Crystal retains responsibility for certain administrative responsibilities, including intake of all license applications, forwarding licenses to the City Council for action and license issuance.

Staff: These personnel are supervised or work in this department under the direction of the Community Development Director, although part of their personnel expenses may be charged to another department in which they also work.

- **Brooklyn Park Environmental Health Specialists:** Administer the City's environmental health program. Enforces applicable provisions of the city code governing hazardous properties and ensures the safe, healthful operation of all facilities that require local licensure, including but not limited to therapeutic massage, tanning, garbage and refuse. Ensures the maintenance of environmentally safe residential environments. Serves as a resource and provides education to operators and the community on the environment and health-related issues.
- **Community Development Director:** Plans and directs environmental health activities and administers the contract with Brooklyn Park, along with other community development functions including economic development, planning and zoning, building, housing, code enforcement and redevelopment.
- **Customer Service Representatives:** Two Customer Service Representatives work at the front counter to provide customer service and receptionist work for City offices, particularly assisting with the routing of inquiries concerning health and safety.

Functions and Products

- Ensure the safe, healthful operation of all facilities that require local licensure, including but not limited to tanning, and garbage and refuse; and through inspections, enforcement and education.
- Enforce applicable health provisions of the City Code to ensure the maintenance of environmentally safe and healthy residential environments.
- Provide education and resources to operators and the community on the environment and health-related issues.

Revenue Sources

- Contracted activities are funded out of the general fund.
- Revenues from issuance of health-related licenses (garbage truck licenses).

2016 Goals and Objectives

- Continue a responsive, local, environmental health inspection and licensing program.
- Continue aggressive enforcement of city garbage and refuse ordinance.
- Provide environmental health support to code enforcement efforts in the department.
- Provide support to police department in resolution of health and welfare matters.

Budget Highlight

- The proposed budget for 2016 contemplates continuation of the contractual arrangement with the City of Brooklyn Park for the provision of environmental health services at an hourly rate, with a cap of \$4,000, which is unchanged from 2015

Engineering Department Profile and Budget Summary

The City of Crystal has 90 miles of streets, 87 miles of sanitary sewer pipes with 7 lift stations, 87 miles of water mains servicing 7,828 property connections, numerous ponds and streetlights, and 27 parks and 5 City properties making up over 200 acres of City property to be maintained. While all these infrastructure assets may seem quite different, they are all connected in a variety of ways. The role of Crystal Public Works is to manage, operate, and maintain all these assets so that they can continue to support the quality of life that Crystal residents expect.

The Engineering Department oversees the City's infrastructure projects, manage the public right of way (permitting), coordinate projects with other agencies (other cities or Hennepin County), maintain accurate records of all City infrastructures, and support other Public Works Departments for infrastructure maintenance and operations, as well as administrative tasks.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Public Works Director /City Engineer	1.00	1.00	1.00
Engineering Project Manager	1.00	1.00	1.00
GIS/Engineering Technician	1.00	1.00	1.00
Seasonal Street Project Technician	0.00	0.30	0.30

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Public Works Director /City Engineer:** Plan, coordinate and direct all Public Works operations including improvement and maintenance programs involving streets, parks, utilities, engineering and buildings. Administer all functions within Public Works, Engineering, Parks, Streets, Utilities and Building maintenance. Oversee and participate in operation of Bassett and Shingle Watershed Management Organizations (WMO's). Monitor and manage required State and Federal regulations and reporting. Provide support to all other city departments.
- **Engineering Project Manager:** Coordinates and manages all aspects of engineering projects including developing plans and specifications, soliciting proposals or bids, tabulating proposals, and managing contracts. To provide engineering and public works information to the public, private sector and other agencies. To provide field supervision of construction work with respect to staking, inspection, tests, and measurement of quantities for payment. To perform related duties of surveying, inspection, measurements, computations, and record keeping.
- **GIS/Engineering Technician:** Develops and maintains the City's Geographic Information System (GIS) (50%) and perform engineering technician duties (50%). Position provides services to all other Public Works Departments and technical support to other city departments, public and private agencies, and the general public as needed. Provides support to street reconstruction projects.
- **Engineering/Public Works Administrative Assistant:** Provides administrative support for all Public Works Departments; assists Customer Service Representatives with Department-

related tasks, as directed. The cost of this position is charged to the utility funds. This is a 0.6 FTE position.

- Seasonal Street Project Technician: This position will be filled in 2016. Provides office and field support services to the Engineering and Public Works Departments; this is a seasonal position filled in years when street reconstruction projects are going on. Primary duties are in supporting street and alley reconstruction projects. Duties include managing the driveway program; assisting in field surveying work; administrative tasks associated with the construction projects; and miscellaneous other duties.

Functions and Products

- Manage street and alley reconstruction projects.
- Manage contracted street maintenance projects (pavement marking, retaining wall, concrete repair projects).
- Design, manage and/or support other building, park, sanitary sewer, water system, and storm sewer infrastructure projects.
- Coordinate and communicate with other agencies on a variety of projects and issues.
- Participate in Bassett Creek and Shingle Creek Watershed Management Organizations and related projects.
- Manage permits for work within City right of way, coordinate State and County permits as necessary.
- Respond to resident comments, concerns, or questions.
- Manage and maintain city infrastructure records including utilities, easements, property, buildings, streets, maps, project files.
- Prepare and manage annual budgets and long term capital programs.
- Provide support service to all other city departments.
- Provide technical and management support to the enterprise funds including Joint Water Commission.
- Provide support for emergency management operations.
- Work with Minnesota Department of Transportation State Aid on City's Street System and budgets.
- Manage City's flood plain management program.
- Manage Minnesota Pollution Control Agency's storm water permitting requirements (MS4).

Funding Sources

This department generates no revenue and is supported primarily by the General Fund. Revenue is brought into the City from the permit fees associated with various types of projects by private companies in City Right of Way.

2016 Goals and Objectives

- Work with the new communications coordinator to improve public communication with impacted properties in public works project areas.
- Develop Traffic Sign Management program.
- Champion implementation of new infraMAP infrastructure asset management program.
- Support Metro Blue Line planning and design efforts.
- Provide staff training opportunities to learn about, and ultimately implement, best practices for City infrastructure management and operational efficiencies.

Street Maintenance Department Profile and Budget Summary

The City of Crystal has 90 miles of streets, 87 miles of sanitary sewer pipes with 7 lift stations, 87 miles of water mains servicing 7,828 property connections, numerous ponds and streetlights, and 27 parks and 5 City properties making up over 200 acres of City property to be maintained. While all these infrastructure assets may seem quite different, they are all connected in a variety of ways. The role of Crystal Public Works is to manage, operate, and maintain all these assets so that they can continue to support the quality of life that Crystal residents expect.

The Street Department is the lead department in operating and maintaining the City's transportation system. This includes all the tasks associated with year round operation of City streets, sidewalks, street lighting, traffic signal, traffic signs, retaining walls, boulevard tree trimming or removal, and supporting special events.

The Department has two full time mechanics who work on both equipment maintenance and the city hall and police motor pools. They also have snow plowing routes as needed.

Personnel Expenses

This table illustrates the personnel expenses charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Street Superintendent	1.00	1.00	1.00
Maint. III – Mechanic	2.00	2.00	2.00
Maint. III – Heavy Equip Operator	2.00	2.00	2.00
Maint. I	3.00	3.00	3.00
Seasonal part-time maintenance	0.50	0.50	0.50

Staff

These personnel are all supervised and work in this department, and all their personnel expenses are charged to this department.

- **Street Superintendent**: Supervisory work in directing the activities of street maintenance operations. Responsible for the maintenance of all street related facilities including all City equipment and vehicles.
- **Maintenance III – Mechanic (2)**: Maintain all City vehicles and equipment in good working order to minimize interruption in providing maintenance services. Also performs HEO and Maintenance I duties.
- **Maintenance III – Heavy Equipment Operator (HEO) (2)**: Operate heavy equipment to construct, repair and maintain City streets, utilities, parks and other facilities. Performs routine manual and semi-skilled labor for City maintenance functions. Operates light or medium vehicles and equipment.
- **Maintenance I (3)**: Performs manual and semi-skilled maintenance work in the operation of light or medium weight trucks and other equipment and performs labor related tasks as required to maintain the city's parks, facilities and streets.
- **Seasonal part-time maintenance**: This part-time position is used to assist in all Department maintenance operations during the busy summer season.

Functions and Products

The main product is a safe, aesthetic, and efficient local transportation system. Specific functions include:

- Conduct street maintenance efforts (patching, crack sealing, mill and overlay)
- Conduct maintenance and replacement of other assets in the right of way (street lighting, retaining walls, traffic signals, sidewalks and trails, right of way tree trimming and removal)
- Conduct maintenance and replacement of City parking lots and basketball courts.
- Perform milling and grading work in annual alley reconstruction project.
- Provide emergency response to events in the City or other jurisdictions as requested.
- Conduct winter snow and ice control efforts for City streets and sidewalks.
- Keep street clean to prevent debris and pollution from entering waterways.
- Provide support services to other departments, including backup staffing support.
- Support building maintenance activities as time allows.
- Maintain vehicles and equipment.
- Provide labor and equipment to the EDA for house demolition and other associated tasks.

Funding Sources

This department does not generate any revenue and is supported by the General Fund.

2016 Goals and Objectives

- Expand the in-house mill and overlay effort to address pavement issues in the southern portion of the City.
- Continue transition into new facility and decommissioning of old public works facilities.

Budget Highlights

Line Item/Description	Amount	Discussion
6015 – Overtime Wages	Increased by \$7,500 to \$15,000	Snow removal operations are more efficient and safer during low traffic times. In an effort to conduct more snow plowing in the early morning hours, the overtime budget is being increased to allow for this improved service delivery.
6495 – Rentals Machine & Equip	\$15,500	This is the rental of the mill for in-house mill and overlay work to address asphalt problems in the southern portion of the City. Due to issues being spread out, conducting the repair work in house saves significant mobilization costs over contracting the work out.
6550 – Street Maintenance Materials	\$55,000	This includes asphalt, crack sealing, tack oil, and road salt and sand. Due to increases in material costs (primarily salt), this budget needs to increase in order to maintain existing purchase quantities.
Various	Various	Increases in line items to account for increases in material, supplies, equipment, or contractor costs to continue to provide for quality streets and address deferred street maintenance needs.

Park Maintenance Department Profile and Budget Summary

The City of Crystal has 90 miles of streets, 87 miles of sanitary sewer pipes with 7 lift stations, 87 miles of water mains servicing 7,828 property connections, numerous ponds and streetlights, and 27 parks and 5 City properties making up over 200 acres of City property to be maintained. While all these infrastructure assets may seem quite different, they are all connected in a variety of ways. The role of Crystal Public Works is to manage, operate, and maintain all these assets so that they can continue to support the quality of life that Crystal residents expect.

The Park Maintenance Department maintains approximately 250 acres of city property, which is made up of twenty-seven parks plus the City Hall, Community Center, two fire stations, and Public Works complexes. Included with routine turf maintenance are such things as playgrounds, park buildings, trash receptacles, irrigation systems and a myriad of other tasks.

The reconstructed County Road 81 has increased the workload for Park Maintenance as the City is responsible for all the rights of way turf areas, trees and landscape planting beds, and maintenance of three new ponds.

In addition, the Department does work for the EDA including cleaning and boarding up properties or demolishing existing structures. It also assists Community Development in code enforcement by cleaning up abandoned/foreclosed properties.

Personnel Expenses

This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Parks and Facilities Superintendent	1.00	1.00	1.00
Maintenance I	5.00	5.00	5.00
Seasonal Park Maintenance	1.00	1.00	1.25

Staff

These personnel are supervised and work in this department. All of their personnel expenses are charged to this department.

- Parks and Facilities Superintendent: Supervisory work in directing the activities of park maintenance operations. Responsible for park facilities and equipment.
- Maintenance I (5): Performs manual and semi-skilled maintenance work in the operation of light or medium weight trucks and other equipment and performs labor related tasks as required to maintain the city's parks, facilities and streets.
- Seasonal Park Maintenance (5): Assist maintenance personnel in the maintenance of park equipment, turf and facilities, and other seasonal functions.

Functions and Products

- Support a healthy and active lifestyle for Crystal residents by maintaining parks that are welcoming and enjoyable to residents of all ages and abilities
- Support the building of community by maintaining parks that serve as a gathering location for neighbors.

- Support Recreation Department’s activities throughout the City by maintaining, setting up, and transitioning between the different activities at the parks.
- Respond to resident concerns about tree issues (dead or diseased or significantly damaged).

Funding Sources

This department generates no revenue and is supported by the General Fund.

2016 Goals and Objectives

- Focused improvements at parks to address deferred maintenance issues.
- Improved service delivery of routine park maintenance needs.
- Continue work with Recreation Department and Park Commission and ongoing evaluation of existing park facilities, making necessary adjustments, so the needs of the community and the constraints of the budget are balanced

Budget Highlights

Line Item/Description	Amount	Discussion
6050 Wages of temporary employees	Increase of \$10,400 to \$32,000	Increase the number of seasonal employees to 5 to provide routine park maintenance tasks during the summer.
6315 – Tree Trim / Removal Service	Eliminated	The same line in the Forestry budget will be used for any contractor tree removal needs in parks.
Various	Various	Increases in line items to account for increases in material, supplies, equipment, or contractor costs to continue to provide for quality parks and address deferred park maintenance needs. Additional money for training and certifications included as Park Maintenance staff assume some duties of the Forestry Department.

Forestry Department Profile and Budget Summary

The City of Crystal has 90 miles of streets, 87 miles of sanitary sewer pipes with 7 lift stations, 87 miles of water mains servicing 7,828 property connections, numerous ponds and streetlights, and 27 parks and 5 City properties making up over 200 acres of City property to be maintained. While all these infrastructure assets may seem quite different, they are all connected in a variety of ways. The role of Crystal Public Works is to manage, operate, and maintain all these assets so that they can continue to support the quality of life that Crystal residents expect.

The Forestry Department is not a staffed position but provides the funding allocation for the management of the tree population in the City. Primary staffing for forestry-related issues, questions, or projects is through by Park Maintenance staff. Engineering staff provide support for administrative needs related to Forestry.

Personnel Expenses

This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.).

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
City Forester	1.00	1.00	0.0
Seasonal Forestry Assistant	.49	.49	0.0

Functions and Products

- Responds to resident complaints and inquiries.
- Supports other City Departments on forestry-related issues.
- Coordinates tree pruning, tree removing, stump grinding, lawn maintenance, and tree planting contracts.
- Quantifies and evaluates City-owned trees and other natural resources and maintains the GIS inventory.
- Reviews all new development landscape plans.
- Plant trees in City parks and to replace removed trees in the right of way due to disease, being dead, or being significantly damaged. Replaced trees in the right of way will be planted on the adjoining private property with the consent of the property owner.
- Proactively remove ash trees as part of the emerald ash borer management program.
- Continue diseased tree management through thorough inspections, enforcement, and follow up. Specific diseases include Dutch Elm, Oak Wilt, and Emerald Ash Borer diseases.

Funding Sources

The Forestry Department is funded by the General Fund. Some revenue is generated through administrative fines associated with some City Code violations.

2016 Goals and Objectives

- Work with Council and City Code Committee on revisions related to tree and vegetation provisions.
- Streamline Department operations and processes.

Budget Highlights

Line Item/Description	Amount	Discussion
6305 – Contractual Services	\$9,500	In 2015 the City contracted with Hennepin County Sentence to Service to provide contract mowing for the City's EDA lots, long grass violation lots, and provide other landscaping support. Through this pilot project it was determined that a second day every week of STS crews during the summer would be a significant help to mulch bed maintenance in City right of ways.
6315 – Tree Trim / Removal Service	\$46,600	This is the cost for a contractor to trim and remove trees in City right of way and parks.

City Buildings Department Profile and Budget Summary

The City Buildings Department manages major items for all City Buildings, including short-term routine maintenance work, utilities (gas, electric, plumbing), building cleaning, and long term building maintenance such as roofs, exteriors, and heating/ventilating.

Personnel Expenses

This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Custodian (City Hall and Police Dept.)	0.50	0.50	0.50

Staff

The custodian is supervised and works in this Department and the personnel expenses are charged to this Department.

- Custodian: Provide and monitor janitorial and light maintenance services to City Hall and the Police Department. Position reports to the Parks and Facilities Maintenance Supervisor.

Functions and Products

- Provide daily cleaning services.
- Provide routine light maintenance such as changing light bulbs and some minor repairs.
- Through Supervisor, provide for repair and maintenance of building HVAC, lighting, plumbing, landscape, parking lot, and other building operating equipment.
- Through Supervisor, provide for long term replacement of building HVAC, roof, parking, plumbing, lighting and other related components.
- End product is reliable, comfortable building environment in which to work and conduct public business.

Funding Source

The Department generates no revenue and is supported by the General Fund.

2016 Goals and Objectives

- Improve building efficiency and equipment operation through needed equipment maintenance, upgrades, and replacement.
- Provide improved climate control of HVAC systems throughout the various rooms in City Hall.

Budget Highlights

Line Item/Description	Amount	Discussion
6445 – Building Repair & Maintenance Services	\$18,000	As the building has continued to age, the maintenance and replacement needs of the existing building systems has increased. The previous budget amount of \$8,000 did not accurately reflect the actual building expenses for this category. These building repair and maintenance needs are essential to support building operations and not cause additional issues due to differed maintenance.
6450 – Equipment R & M Services	\$10,000	Similar to other line items, proper building equipment operation is essential to efficient operation and fewer breakdowns. This line item was reduced by \$1,000 as it was more in line with previous costs.
6470 – Service Contracts	\$24,000	Many systems in City Hall are under contract for routine maintenance, monitoring, and service calls. Based on prior year expenditures, this line item was increased to \$24,000 to accurately reflect actual expense needs.

Recreation Department Profile and Budget Summary

The Recreation Department assesses the needs of the residents and then provides quality opportunities for involvement in a wide range of active and passive leisure-time pursuits for all ages and abilities.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Recreation Director	1.00	1.00	1.00	1.00
Recreation Supervisors	2.10	2.20	2.20	2.35
Office Assistant II	1.00	1.00	1.00	1.00
Recreation Office Clerk	.48	.675	.675	.675
Seasonal Positions	2.00	2.00	2.00	2.00

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Recreation Director:** Direct all operations and functions of the department, including recreation programs, Community Center, Performing Arts Center and outdoor Municipal Pool. Assure continual improvement in recreation service.
- **Recreation Supervisor** (1 Full-time, 2 Part-time): Plan, develop, implement and administer recreational opportunities through recreation program development and coordination and facility management to meet the needs and plans of the City, department and community.
- **Office Assistant II:** Provide general office functions including typing, copying, filing, recordkeeping, and database entry for the Recreation Department and Community Center facility. To provide receptionist duties including answering and directing all telephone calls, responding to customers at the counter, and providing accurate and timely information regarding services. To provide excellent customer service.
- **Recreation Office Clerk:** Assist the Office Assistant II with general clerical duties and provide excellent customer service. This position also backs up the front counter at City Hall as needed.
- **Seasonal Positions:**
 - Adult class instructors (sports, exercise)
 - Scorekeepers
 - Youth class instructors and assistants (sports, dance, baton, gymnastics, camp, and craft)
 - Building/warming house supervisors and attendants
 - Field supervisors and attendants
 - Playground/activity leaders
 - Open gym supervisors
 - Umpires and officials

To many Crystal residents the availability and accessibility of recreation services are directly related to community quality of life. Without comprehensive recreation programs/facilities that meet the changing lifelong recreation needs of children, teens, adults, and seniors, a community lacks the building blocks of a vital, safe, and healthy place to live.

Parks and recreation services:

- Organization and supervision of recreation programs driven by community needs
 - Over 100 recreation programs for youth, adults and senior citizens are offered.
 - Many programs are cooperative with other cities/agencies.
 - Both city-owned and school district owned facilities are used.
 - Recreation brochure is published 4 times per year and combined with the city newsletter.
 - On-Line registration is provided as well as in person, fax and telephone.

	2014 Registrations	2013 Registrations
Pre-school Activities	1598	1029
Youth Sports	548	518
Other Youth Activities	717	732
Teens	857	1099
Adult Sports	212 Teams	212 Teams
Other Adult Activities	342	228
Senior Center Membership	301 (year average)	290 (year average)
Other Senior Activities	531	254
Senior Special Events	4620	3408
Warming House	3681	4075
Community Events	5316+	3897+

- Planning and operation of recreation facilities
 - Monitor the use of the 28 city parks and facilities.
 - 2014 – 218 facility use permits issued
 - 2013 – 229 facility use permits issued
 - Operate the Crystal Aquatic Center.
 - Operate the Crystal Community Center, a 32,000 square foot community/senior center.
- Cooperate with the City Engineer and Public Works Department on the development, design, and maintenance of parks and park facilities.
- The Department works closely with the Parks and Recreation Advisory Commission, holding 5 neighborhood meetings each year as well as other community meetings as needed on park issues.
 - 2015 schedule: Forest, Lions Soo Line, Yunker, Cavanagh, Broadway Parks.

Funding Sources

The Department is funded through the General Fund. Recreation program receipts cover 30% of the total department expenditures.

2016 Goals and Objectives

1. Increase the hours of a part-time Recreation Supervisor to enhance Department service level in the areas of marketing and public outreach.
2. Use the results from community recreational needs assessment needs to develop future programming.
3. Provide a high quality customer service experience for our residents with an emphasis on being progressive and user-friendly.
4. Minimize unnecessary duplication of programs through cooperative ventures and coordination with other agencies.
5. Increase the Recreation Department's exposure by utilizing new marketing tools.
6. Conduct annual review of program fees and adjust as needed.
7. Support the Park and Recreation Commission so that they can act as ambassadors for the Recreation Department.
8. Provide staff support for City Council initiatives including Crystal Ball, Beautification Committee and others deemed appropriate.
9. Establish a community garden educational program.
10. Implement the new RecTrac software for registration and facility reservations.
11. Develop customer satisfaction surveys for recreation programs to assess our level of quality service.
12. Find and implement 2 new revenue opportunities through grants, donations, etc.
13. Provide professional development opportunities for staff to increase their skills and knowledge to better serve our residents.
14. Work with Parks/Public Works to improve the quality of the parks and facilities to enhance recreation programs.

Budget Highlights:

Line Item/Description	Amount	Change	Discussion
6010	364,671	17,854	Increased hours for Recreation Supervisor & wage increases for Recreation staff
6100	157,881	19,403	Increased benefit costs for Recreation Supervisor additional hours & overall fringe benefit cost increases
6470 Service Contracts	1,500	+400	Increased contracts for copier, riso and document destruction
6485 Misc Rentals	1,700	+200	Increased cost of 281 school rentals
6495 Machinery/Equip Rentals	5,900	+1,900	Increase number of restrooms in parks based on resident requests
6505 Operating Supplies	22,175	+2,000	Increased due to loss of grants previously received from sources for youth programs
6610 Phone Services	3,100	+1,000	Phone/data line for Department iPad to utilize in the field
6690 General Advertising	1,250	+1,000	Additional marketing and/or advertising opportunities for recreation programs and park use

6810 Training and Travel	3,500	+1500	Staff training opportunities to develop programs to meet trends/needs including MRPA Conference
6820 Dues and Subscriptions	4,725	+675	Additional cost additional memberships for the professional staff in MAGC as well as marketing outreach opportunities using social media (Constant Contact, etc)

Crystal Community Center Department Profile and Budget Summary

The Recreation Department is charged with the general operation of the Crystal Community Center (CCC) facility. This responsibility includes: scheduling space for recreation activities, community groups and other renters; processing payments and deposits; making recommendations on rental rates, scheduling staff and working with the Public Works department on building maintenance needs.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Budget</u>
Recreation Director	0.00	0.00	0.00	0.00
Facilities Supervisor	1.00	1.00	1.00	1.00
Community Center Supervisors	0.48	0.48	0.48	0.48
Custodians	1.75	1.75	1.75	2.00
Temporary Staff	1.28	1.22	1.22	1.22

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Recreation Director:** Directs all operations and functions of the department, including recreation programs, Community Center, Performing Arts Center and outdoor Municipal Pool. Assure continual improvement in recreation service.
- **Facilities Supervisor:** Plan, develop, implement and administer recreational opportunities through recreation program development and coordination and facility management to meet the needs and plans of the City, department and community.
- **Community Center Supervisor (1):** Under supervision of the Facilities/Recreation Supervisor, provides general supervision of the community center facility by maintaining a safe and orderly facility while enforcing necessary regulations.
- **Custodians (2.00):** Provide and monitor janitorial and light maintenance services to City buildings with primary responsibility being the Crystal Community Center. Additional hours are included for 2015 with the completion of the new Public Works facility. The new facility is anticipated to require additional hours above the current janitorial hours at the current facility.
- **Temporary Staff:** Includes substitute building supervisors, wedding workers and open gym supervisors.

Functions and Products

- Provide CCC and Forest School facility for rental space and recreation programs.

	<u>2014</u>	<u>2013</u>
CCC – Rental Permits	316	343
CCC – Recreation Program Permits	293	287
Forest – Rental Permits	29	23
Forest – School Use Permits	28	14
Forest – Recreation Program Permits	17	22

Funding Sources

The Department is funded by the General Fund. Fees are charged for rentals and programs. The Department is 24.5% fee supported.

2016 Goals and Objectives

- Provide for maintenance and operation expenses for the CCC facility.
- Keep the CCC building in good repair by fixing things promptly.
- Conduct annual review of facility fees and adjust as determined.
- Provide quality customer service.
- To further develop the community-school concept at the Forest Community Gyms providing recreation programs in partnership with the school and the community.
- To provide supervision of the Forest facility during programming and rental hours.

Budget Highlights:

Line Item/Description	Amount	Amount of Increase	Discussion
6010 Salaries/Wages FT	176,583	+12,830	Increased custodian hours for public works building
6050 Salaries/Wages – PT	30,200	+8,100	Required salary adjustments for substitute Building Managers
6100 Benefits	66,822	+10,607	Increased benefit costs for Custodian additional hours & fringe benefit cost increases
6305 Contractual Services	3,000	+3,000	Refinish the Crystal Rm floors
6445 Building Repair and Maint Services	12,000	0	Repairs to the building because of increasing age
6450 Equipment Repair and Maint Services	6,000	+1,000	Increased due to repairs to the building because of increasing age
6470 Service Contracts	11,700	+1,400	Cost of various contracts for operation of the Building
6505 Operating Supplies	11,000	+ 1,000	Increase in costs of miscellaneous items for cleaning/maintenance/programs
6690 Advertising	1,000	+1,000	Additional marketing and/or advertising opportunities for rentals

Waterslide/Swimming Pool Department Profile and Budget Summary

The Recreation Department is charged with the general operation of the Crystal Municipal Pool facility. This responsibility includes: planning the swim instructional program; hiring and training seasonal staff; recommending fees for lessons, season tickets, and general admissions; operating a concession stand; working with the Public Works Department on maintenance needs.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Budget</u>
Pool support staff	5.43	5.20	5.20	5.20
Water Safety Instructors	0.60	0.62	0.62	0.62
Cashier/Concession Worker	0.00	0.54	0.54	0.54
Pool/Waterslide Total	6.03	6.36	6.36	6.36

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Recreation Director:** Directs all operations and functions of the department, including recreation programs, Community Center, Performing Arts Center and outdoor Municipal Pool. Assure continual improvement in recreation service.
- **Facilities Supervisor:** Plan, develop, implement and administer recreational opportunities through recreation program development and coordination and facility management to meet the needs and plans of the City, department and community.
- **Seasonal Positions:**
 - Pool Manager/Assistant Managers: Responsible for the overall daily operation of the pool.
 - Guest Services Manager: Responsible for the front desk and concessions operation; oversees money handling.
 - Lifeguards: Responsible for general safety
 - Water Safety Instructors: Swim lesson instructors
 - Cashier: Receives admissions
 - Concession Worker: Prepares and sells food
 - Support Staff – slide attendant, crossing guard, custodial, deck attendant, night watch: Responsible for cleaning and maintenance.

Functions and Products

- Provide a clean, safe environment for people of all ages to enjoy recreational swimming.
 - 2014 Attendance – 28,042
 - 2014 Passes Sold - 611
 - 2013 Attendance – 30,184
 - 2013 Passes Sold - 629

- Offer a variety of levels of swim lessons for adults and children.
 - 2014 – 480 swim lesson registrations
 - 2013 – 473 swim lesson registrations
- Offer a variety of special events in the pool.
- A joint season ticket program with New Hope; tickets are good at both pools.
- A reciprocity program with Robbinsdale – Crystal residents between weight/exercise room in Robbinsdale and swimming lessons at Crystal.
- Provide coupons in local mailings for discount pool admissions.
- Provide group rentals and birthday party events.
- Provide a concession stand and vending area with various refreshments for pool patrons.

Funding Sources

The Department is funded by the General Fund. Revenue is generated and the Department is 72.8% fee supported through sales of season tickets, daily admissions and concessions sales.

2016 Goals and Objectives

- To provide a 10 week swimming season – due to the school calendars, 2016 will be a 10 week season.
- To provide appropriate levels of supervision/staffing/maintenance to coincide with usage.
- Maintain swimming pool facility and programs including special events.
- Maintain the facility in good, safe working order.
- Work with New Hope to evaluate fees charged for the season tickets and daily admissions.
- Maintain joint season ticket program with New Hope with an early bird rate then an increased rate.
- Continue reciprocity program with Robbinsdale regarding swim lessons and gym memberships.
- Continue working with the Public Works Department on pool maintenance.

Budget Highlights:

Line Item/Description	Amount	Amount of Increase	Discussion
6050 Salaries PT Employees	135,500	+3,500	Minimum wage increase: \$.50/hour
6100 Benefits	16,839	+1,974	Corresponds to above increase
6400 Utilities	44,800	+2,450	Increase expected in gas and city water service costs.
6690 Advertising – General	2,000	+ 200	Increased to add additional advertising venues: coupons and Univision

Transfers to Other Funds

Budget Summary

The purpose of this department is to summarize transfers to other funds, as approved by the City Council.

In past budgets, the General Fund made annual transfers to several capital improvement funds, since the other revenues of the capital funds weren't sufficient to pay for needed capital projects.

Beginning with the 2016 budget, these transfers are eliminated and an amount of property tax revenue equal to the transfers is being deposited into the capital funds instead.

In some past years, when the General Fund ended the year with a surplus of revenues over expenditures, the City Council has sometimes approved a supplemental year end transfer to one or more capital fund. These year end transfers will still happen when the City Council determines that there is money available to transfer at year end.

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00100 GENERAL						
04 MAYOR AND COUNCIL						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	58,463	59,048	59,638	59,638	59,638	59,638
6003 TOTAL SALARIES AND WAGES	58,463	59,048	59,638	59,638	59,638	59,638
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	4,472	4,555	4,657	4,696	4,696	4,696
6120 PERA - DCP	1,602	2,952	2,982	2,994	2,994	2,994
6172 TECHNOLOGY ALLOWANCE		750	991	1,750	1,750	1,750
6185 WORKERS COMP INSURANCE	117	154	179	180	239	239
6100 TOTAL EMPLOYEE BENEFITS	6,191	8,412	8,809	9,620	9,679	9,679
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	31,918	30,583	14,353	9,303		
6250 LEGAL SERVICES - GENERAL					30,000	30,000
6200 TOTAL PROFESSIONAL SERVICES	31,918	30,583	14,353	9,303	30,000	30,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	5,285	2,359	2,772	2,500	3,000	3,000
6500 TOTAL SUPPLIES	5,285	2,359	2,772	2,500	3,000	3,000
6600 TOTAL COMMUNICATIONS						
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL					375	375
6650 TOTAL PRINTING AND ADVERTISING					375	375
6700 TOTAL INSURANCE						
6705 INSURANCE	506	538	153	165	136	136
6700 TOTAL INSURANCE	506	538	153	165	136	136
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	38	2,593	1,060	6,500	5,500	5,500
6820 DUES AND SUBSCRIPTIONS	23,054	24,041	24,913	24,495	25,400	25,400
6850 AWARDS	5,800	5,655	2,878	5,250	5,450	5,450
6800 TOTAL MISCELLANEOUS	28,892	32,289	28,851	36,245	36,350	36,350
7300 TOTAL CONTINGENCY						
6001 EXPENDITURES AND EXPENSES	131,255	133,228	114,576	117,471	139,178	139,178
04 MAYOR AND COUNCIL	131,255	133,228	114,576	117,471	139,178	139,178

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
06 ADMINISTRATION						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	535,555	556,964	574,041	613,477	733,701	733,701
6015 OVERTIME-REGULAR EMPLOYEES	3		810	250	250	250
6050 SALARIES/WAGES-TEMP EMPLOYEES			12,276			
6003 TOTAL SALARIES AND WAGES	535,558	556,964	587,127	613,727	733,951	733,951
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	39,058	40,330	43,023	46,050	55,079	55,079
6110 PERA - COORDINATED	38,834	40,384	41,784	46,030	55,046	55,046
6140 HEALTH INSURANCE	44,462	49,927	56,254	76,384	85,852	85,852
6142 HEALTH SAVINGS ACCOUNTS	4,320	4,692	5,316			
6145 DENTAL INSURANCE	978	1,075	1,085	1,085	1,469	1,469
6150 LIFE INSURANCE	517	779	750	519	770	770
6155 RETIRE HLTH SAVINGS PLAN	5,577	5,666	5,802	6,031	15,684	15,684
6172 TECHNOLOGY ALLOWANCE		270	270	270	270	270
6175 AUTO ALLOWANCE	6,000	6,000	6,000	6,000	6,000	6,000
6185 WORKERS COMP INSURANCE	3,245	3,070	3,778	3,890	6,207	6,207
6195 COMPENSATED ABSENCES	989		1,062			
6100 TOTAL EMPLOYEE BENEFITS	143,979	152,194	165,124	186,259	226,377	226,377
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	15,118	8,825	3,035	8,500	7,000	7,000
6225 BANK CHARGES & CR CARD FEES	140	237	480	360	500	500
6200 TOTAL PROFESSIONAL SERVICES	15,258	9,062	3,515	8,860	7,500	7,500
6300 TOTAL CONTRACTUAL SERVICES						
6320 LOGIS SERVICES	28,394	57,450	45,662	63,600	64,900	64,900
6300 TOTAL CONTRACTUAL SERVICES	28,394	57,450	45,662	63,600	64,900	64,900
6440 TOTAL REPAIR & MAINT SERVICES						
6470 SERVICE CONTRACTS	17,633	17,741	26,441	25,525	38,922	38,922
6440 TOTAL REPAIR & MAINT SERVICES	17,633	17,741	26,441	25,525	38,922	38,922
6480 TOTAL RENTALS						
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	46,608	17,066	17,574	19,400	20,000	20,000
6500 TOTAL SUPPLIES	46,608	17,066	17,574	19,400	20,000	20,000
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	17,596	18,195	19,508	20,500	22,000	22,000
6610 PHONE SERVICES	3,102	2,417	2,792	3,500	3,500	3,500
6615 COMMUNICATION CONNECT CHARGES	270					
6620 DELIVERY CHARGES	160	154	283	300	300	300
6600 TOTAL COMMUNICATIONS	21,127	20,767	22,584	24,300	25,800	25,800
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS	35,002	33,941	34,460	36,000	33,500	33,500
6660 PRINTING - NOTICES/ORDINANCES	1,633	1,256	930	1,300	3,000	3,000
6665 PRINTING - GENERAL	753	988	699	800	800	800
6650 TOTAL PRINTING AND ADVERTISING	37,389	36,185	36,088	38,100	37,300	37,300
6700 TOTAL INSURANCE						

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6705 INSURANCE	4,626	4,367	1,415	1,544	1,329	1,329
6700 TOTAL INSURANCE	4,626	4,367	1,415	1,544	1,329	1,329
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	9,301	9,587	8,884	10,000	12,000	12,000
6820 DUES AND SUBSCRIPTIONS	3,847	4,154	4,237	4,500	5,500	5,500
6850 AWARDS	3,732	3,989	3,417	4,200	4,200	4,200
6800 TOTAL MISCELLANEOUS	16,879	17,730	16,538	18,700	21,700	21,700
6001 EXPENDITURES AND EXPENSES	867,451	889,526	922,068	1,000,015	1,177,779	1,177,779
06 ADMINISTRATION	867,451	889,526	922,068	1,000,015	1,177,779	1,177,779

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
08 HUMAN RESOURCES DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6100 TOTAL EMPLOYEE BENEFITS						
6180 EDUCATIONAL ASSISTANCE	5,263	4,240	3,120	4,500	3,000	3,000
6100 TOTAL EMPLOYEE BENEFITS	5,263	4,240	3,120	4,500	3,000	3,000
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	50,565	59,004	46,394	25,000	25,000	25,000
6270 MEDICAL EXAMS & EVALUATIONS	8,799	10,910	16,480	12,000	12,000	12,000
6200 TOTAL PROFESSIONAL SERVICES	59,364	69,914	62,874	37,000	37,000	37,000
6300 TOTAL CONTRACTUAL SERVICES						
6320 LOGIS SERVICES	7,528	8,100	8,504	8,640	9,350	9,350
6300 TOTAL CONTRACTUAL SERVICES	7,528	8,100	8,504	8,640	9,350	9,350
6440 TOTAL REPAIR & MAINT SERVICES						
6470 SERVICE CONTRACTS	3,210	3,210	3,210	3,210	3,210	3,210
6440 TOTAL REPAIR & MAINT SERVICES	3,210	3,210	3,210	3,210	3,210	3,210
6650 TOTAL PRINTING AND ADVERTISING						
6695 ADVERTISING - EMPLOYMENT	435		1,119	500	500	500
6650 TOTAL PRINTING AND ADVERTISING	435		1,119	500	500	500
6700 TOTAL INSURANCE						
6705 INSURANCE	122	109	27	28	22	22
6700 TOTAL INSURANCE	122	109	27	28	22	22
6001 EXPENDITURES AND EXPENSES	75,922	85,572	78,855	54,078	53,082	53,082
08 HUMAN RESOURCES DEPARTMENT	75,922	85,572	78,855	54,078	53,082	53,082

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
10 ASSESSING DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	39,986	39,236	41,004	43,162	45,346	45,346
6015 OVERTIME-REGULAR EMPLOYEES	130	387	1,392			
6003 TOTAL SALARIES AND WAGES	40,116	39,624	42,396	43,162	45,346	45,346
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	2,666	2,599	2,938	3,302	3,469	3,469
6110 PERA - COORDINATED	2,909	2,873	3,081	3,237	3,401	3,401
6140 HEALTH INSURANCE	9,202	9,984	8,811	9,773	8,015	8,015
6150 LIFE INSURANCE	17	17	17	17	18	18
6155 RETIRE HLTH SAVINGS PLAN	621	625	646	556	1,232	1,232
6185 WORKERS COMP INSURANCE	266	217	275	271	381	381
6100 TOTAL EMPLOYEE BENEFITS	15,681	16,316	15,768	17,156	16,516	16,516
6200 TOTAL PROFESSIONAL SERVICES						
6210 ASSESSOR SERVICES - HENN CO	135,789	140,751	154,090	156,000	158,000	158,000
6320 LOGIS SERVICES	8,019	12,490	13,933	14,000	14,600	14,600
6200 TOTAL PROFESSIONAL SERVICES	143,808	153,241	168,023	170,000	172,600	172,600
6600 TOTAL COMMUNICATIONS						
6615 COMMUNICATION CONNECT CHARGES	2,442	2,395	2,356	2,500	2,500	2,500
6600 TOTAL COMMUNICATIONS	2,442	2,395	2,356	2,500	2,500	2,500
6700 TOTAL INSURANCE						
6705 INSURANCE	363	390	170	192	160	160
6700 TOTAL INSURANCE	363	390	170	192	160	160
6800 TOTAL MISCELLANEOUS						
6001 EXPENDITURES AND EXPENSES	202,410	211,965	228,712	233,010	237,122	237,122
10 ASSESSING DEPARTMENT	202,410	211,965	228,712	233,010	237,122	237,122

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
12 LEGAL DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6250 LEGAL SERVICES - GENERAL	92,554	201,291	152,037	95,000	97,000	97,000
6200 TOTAL PROFESSIONAL SERVICES	92,554	201,291	152,037	95,000	97,000	97,000
6001 EXPENDITURES AND EXPENSES	92,554	201,291	152,037	95,000	97,000	97,000
12 LEGAL DEPARTMENT	92,554	201,291	152,037	95,000	97,000	97,000

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
14 ELECTION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6015 OVERTIME-REGULAR EMPLOYEES	2,156		1,568		2,000	2,000
6050 SALARIES/WAGES-TEMP EMPLOYEES	32,311		27,758		56,000	56,000
6003 TOTAL SALARIES AND WAGES	34,467		29,326		58,000	58,000
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	146		378		153	153
6110 PERA - COORDINATED	156		114		150	150
6185 WORKERS COMP INSURANCE	151		175		556	556
6100 TOTAL EMPLOYEE BENEFITS	454		667		859	859
6440 TOTAL REPAIR & MAINT SERVICES						
6470 SERVICE CONTRACTS	2,850		10,394	10,400	10,755	10,755
6440 TOTAL REPAIR & MAINT SERVICES	2,850		10,394	10,400	10,755	10,755
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	200		425		625	625
6480 TOTAL RENTALS	200		425		625	625
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	3,020		3,179		5,000	5,000
6500 TOTAL SUPPLIES	3,020		3,179		5,000	5,000
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE		860	802	900	1,000	1,000
6620 DELIVERY CHARGES	34		135		500	500
6600 TOTAL COMMUNICATIONS	34	860	937	900	1,500	1,500
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	622		319		500	500
6665 PRINTING - GENERAL	1,442		1,403		2,000	2,000
6650 TOTAL PRINTING AND ADVERTISING	2,064		1,722		2,500	2,500
6700 TOTAL INSURANCE						
6705 INSURANCE	34	214	2	112		
6700 TOTAL INSURANCE	34	214	2	112		
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	95	13	44		300	300
6800 TOTAL MISCELLANEOUS	95	13	44		300	300
6001 EXPENDITURES AND EXPENSES	43,217	1,087	46,697	11,412	79,539	79,539
14 ELECTION DEPARTMENT	43,217	1,087	46,697	11,412	79,539	79,539

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
16 FINANCE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	273,921	269,010	287,267	346,339	319,789	319,789
6015 OVERTIME-REGULAR EMPLOYEES	2,025	9,145	9,471	4,000	9,000	9,000
6003 TOTAL SALARIES AND WAGES	275,945	278,155	296,738	350,339	328,789	328,789
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	20,217	20,300	21,807	26,801	25,152	25,152
6110 PERA - COORDINATED	20,006	20,166	21,552	26,275	24,659	24,659
6140 HEALTH INSURANCE	26,921	28,273	33,300	55,257	51,204	51,204
6142 HEALTH SAVINGS ACCOUNTS	6,480	6,061	7,974			
6145 DENTAL INSURANCE	768	768	768	1,152	768	768
6150 LIFE INSURANCE	80	77	80	104	84	84
6155 RETIRE HLTH SAVINGS PLAN	2,937	2,982	3,103	3,428	8,218	8,218
6185 WORKERS COMP INSURANCE	1,786	1,511	1,887	2,200	2,762	2,762
6195 COMPENSATED ABSENCES		223				
6100 TOTAL EMPLOYEE BENEFITS	79,195	80,361	90,471	115,217	112,847	112,847
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	4,705	4,324	4,129	4,800	4,800	4,800
6215 AUDIT SERVICES	26,500	26,700	27,100	27,400	27,650	27,650
6200 TOTAL PROFESSIONAL SERVICES	31,205	31,024	31,229	32,200	32,450	32,450
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	651	616	620	720	720	720
6320 LOGIS SERVICES	45,751	48,443	50,312	65,800	69,120	69,120
6300 TOTAL CONTRACTUAL SERVICES	46,402	49,059	50,932	66,520	69,840	69,840
6440 TOTAL REPAIR & MAINT SERVICES						
6470 SERVICE CONTRACTS	806	806	884	884	7,900	7,900
6440 TOTAL REPAIR & MAINT SERVICES	806	806	884	884	7,900	7,900
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	805	270	811	900	900	900
6500 TOTAL SUPPLIES	805	270	811	900	900	900
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	572	592	634	720	720	720
6620 DELIVERY CHARGES	16	48	30	60	60	60
6600 TOTAL COMMUNICATIONS	588	640	664	780	780	780
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	2,758	2,827	2,799	3,000	3,000	3,000
6665 PRINTING - GENERAL	810	1,130	1,090	1,140	1,200	1,200
6650 TOTAL PRINTING AND ADVERTISING	3,568	3,956	3,889	4,140	4,200	4,200
6700 TOTAL INSURANCE						
6705 INSURANCE	3,871	3,208	1,665	1,689	1,773	1,773
6700 TOTAL INSURANCE	3,871	3,208	1,665	1,689	1,773	1,773
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	683	266	363	1,200	900	900
6820 DUES AND SUBSCRIPTIONS	345	480	395	480	480	480
6830 LICENSES, PERMITS AND TAXES		131	282	280	300	300

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6840 BOOKS AND PUBLICATIONS	220	114		100	120	120
6800 TOTAL MISCELLANEOUS	1,248	991	1,040	2,060	1,800	1,800
6001 EXPENDITURES AND EXPENSES	443,633	448,471	478,323	574,729	561,279	561,279
16 FINANCE DEPARTMENT	443,633	448,471	478,323	574,729	561,279	561,279

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
18 POLICE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	2,659,540	2,620,059	2,468,776	2,635,737	2,591,054	2,591,054
6015 OVERTIME-REGULAR EMPLOYEES	105,905	124,728	136,247	120,000	120,000	120,000
6003 TOTAL SALARIES AND WAGES	2,765,444	2,744,787	2,605,023	2,755,737	2,711,054	2,711,054
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	62,220	61,805	63,924	65,643	64,806	64,806
6110 PERA - COORDINATED	33,111	34,514	31,721	29,581	30,841	30,841
6115 PERA - POLICE	331,219	327,582	329,640	379,316	372,574	372,574
6140 HEALTH INSURANCE	307,097	341,998	362,583	476,926	464,166	464,166
6142 HEALTH SAVINGS ACCOUNTS	22,396	18,351	25,473			
6145 DENTAL INSURANCE	6,240	5,376	5,632	5,952	7,296	7,296
6150 LIFE INSURANCE	880	859	809	912	902	902
6155 RETIRE HLTH SAVINGS PLAN	59,776	56,190	45,839	47,497	51,918	51,918
6170 CLOTHING & CLOTHING ALLOW	22,741	24,068	48,669	25,000	25,000	25,000
6185 WORKERS COMP INSURANCE	76,322	69,749	78,330	85,568	112,085	112,085
6190 UNEMPLOYMENT INSURANCE	4,679					
6195 COMPENSATED ABSENCES	31,983	86,528	79,108			
6100 TOTAL EMPLOYEE BENEFITS	958,664	1,027,019	1,071,727	1,116,395	1,129,588	1,129,588
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	47,338	49,722	59,090	52,000	52,000	52,000
6225 BANK CHARGES & CR CARD FEES	139	114	171	120	120	120
6260 LEGAL SERVICES - PROSECUTION	113,137	126,944	139,795	120,000	125,000	125,000
6200 TOTAL PROFESSIONAL SERVICES	160,613	176,779	199,056	172,120	177,120	177,120
6300 TOTAL CONTRACTUAL SERVICES						
6320 LOGIS SERVICES	72,563	83,553	83,083	92,200	104,000	104,000
6325 PRISONER SERVICES	64,582	45,742	73,263	57,000	57,000	57,000
6330 ANIMAL CONTROL -CITY/NEW HOPE	34,894	38,089	39,501	38,500	39,500	39,500
6335 ANIMAL CONTROL -PUPS & OTHER	20,587	15,688	16,307	21,000	21,000	21,000
6337 AUTOMATED PAWN SYS -CITY/MPLS	13,048	16,504	13,657	25,000	30,000	30,000
6300 TOTAL CONTRACTUAL SERVICES	205,674	199,577	225,810	233,700	251,500	251,500
6400 TOTAL UTILITIES						
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES		14,312	6,818			
6450 EQUIPMENT R & M SERVICES	2,498	2,404	3,286	3,000	2,000	2,000
6455 VEHICLE R & M SERVICES	21,194	18,831	16,650	22,000	20,000	20,000
6470 SERVICE CONTRACTS	7,735	8,535	12,633	8,000	10,000	10,000
6440 TOTAL REPAIR & MAINT SERVICES	31,427	44,083	39,388	33,000	32,000	32,000
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS			558			
6490 RENTALS - OFFICE EQUIPMENT	5,351	5,846	4,837	6,000	5,000	5,000
6480 TOTAL RENTALS	5,351	5,846	5,395	6,000	5,000	5,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	28,609	24,434	25,071	25,000	25,000	25,000
6515 AMMUNITION & GUN RANGE USE	7,638	6,382	10,446	10,000	10,000	10,000
6525 BLDG REPAIR/MAINT SUPPLIES	539	2,399	1,333	800	600	600
6535 EQUIP MAINT SUPPLIES	5,131	2,188	2,376	3,750	3,000	3,000

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6540 VEHICLE SUPPLIES	13,167	11,113	9,288	15,000	12,500	12,500
6545 MOTOR FUELS	95,875	91,836	81,618	90,000	82,000	82,000
6555 SAFETY SUPPLIES	254	700	1,913	600	600	600
6500 TOTAL SUPPLIES	151,213	139,053	132,045	145,150	133,700	133,700
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE		36	153			
6610 PHONE SERVICES	13,508	13,873	18,842	24,000	53,000	53,000
6615 COMMUNICATION CONNECT CHARGES	36,072	36,207	33,309	30,000		
6620 DELIVERY CHARGES			190			
6600 TOTAL COMMUNICATIONS	49,580	50,117	52,494	54,000	53,000	53,000
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	3,174	3,005	3,128	3,000	3,000	3,000
6650 TOTAL PRINTING AND ADVERTISING	3,174	3,005	3,128	3,000	3,000	3,000
6700 TOTAL INSURANCE						
6705 INSURANCE	29,292	28,530	40,725	51,118	43,469	43,469
6700 TOTAL INSURANCE	29,292	28,530	40,725	51,118	43,469	43,469
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	22,722	17,219	30,272	25,000	25,000	25,000
6820 DUES AND SUBSCRIPTIONS	1,887	1,430	1,735	2,000	2,000	2,000
6830 LICENSES, PERMITS AND TAXES	1,371	845	1,899	1,500	1,500	1,500
6840 BOOKS AND PUBLICATIONS	62	375		500	500	500
6850 AWARDS	499	1,885	1,703	1,200	1,200	1,200
6875 BAD DEBT	343	547				
6880 SWAT	5,928	9,968	5,939	8,000	11,000	11,000
6881 COMPLIANCE CHECKS	124	195	261	250	250	250
6882 CRIME PREV & COMM POLICING	4,119	2,687	3,767	4,000	4,000	4,000
6883 NEIGHBORHOOD OUTREACH	2,276	2,206	3,979	2,300	2,000	2,000
6800 TOTAL MISCELLANEOUS	39,331	37,358	49,554	44,750	47,450	47,450
6001 EXPENDITURES AND EXPENSES	4,399,763	4,456,154	4,424,345	4,614,970	4,586,881	4,586,881
18 POLICE DEPARTMENT	4,399,763	4,456,154	4,424,345	4,614,970	4,586,881	4,586,881

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
20 FIRE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6240 FIRE PROTECTION SERVICES	964,578	954,718	968,214	972,159	1,019,207	1,019,207
6241 STATE PENSION AID> RELIEF ASSN		206,786	202,956	210,000	210,000	210,000
6200 TOTAL PROFESSIONAL SERVICES	964,578	1,161,504	1,171,171	1,182,159	1,229,207	1,229,207
6700 TOTAL INSURANCE						
6705 INSURANCE	257	322	454	649	490	490
6700 TOTAL INSURANCE	257	322	454	649	490	490
6001 EXPENDITURES AND EXPENSES	964,835	1,161,826	1,171,625	1,182,808	1,229,697	1,229,697
20 FIRE DEPARTMENT	964,835	1,161,826	1,171,625	1,182,808	1,229,697	1,229,697

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
22 PLANNING & CODE ENFORCEMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	150,452	152,585	140,199	113,626	46,115	46,115
6015 OVERTIME-REGULAR EMPLOYEES	84	65	718	171		
6003 TOTAL SALARIES AND WAGES	150,537	152,649	140,917	113,797	46,115	46,115
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	10,557	10,817	9,691	8,705	3,528	3,528
6110 PERA - COORDINATED	10,914	11,297	10,155	8,535	3,459	3,459
6140 HEALTH INSURANCE	17,921	19,444	22,087	18,896	12,555	12,555
6142 HEALTH SAVINGS ACCOUNTS	1,080	1,173	1,329			
6145 DENTAL INSURANCE	192	192	307	230		
6150 LIFE INSURANCE	47	47	44	32	17	17
6155 RETIRE HLTH SAVINGS PLAN	1,071	1,084	1,049	1,291	1,215	1,215
6185 WORKERS COMP INSURANCE	715	832	909	743	399	399
6100 TOTAL EMPLOYEE BENEFITS	42,497	44,886	45,570	38,432	21,173	21,173
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	530		214	500	500	500
6200 TOTAL PROFESSIONAL SERVICES	530		214	500	500	500
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES		1,229	33,095			
6300 TOTAL CONTRACTUAL SERVICES		1,229	33,095			
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	63	32	19	150	100	100
6440 TOTAL REPAIR & MAINT SERVICES	63	32	19	150	100	100
6480 TOTAL RENTALS						
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	158	163	24	250	100	100
6540 VEHICLE SUPPLIES	3	257	91	100	100	100
6545 MOTOR FUELS	1,639	1,726	1,488	1,700	1,500	1,500
6500 TOTAL SUPPLIES	1,800	2,146	1,602	2,050	1,700	1,700
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	346	240	350	250	350	350
6620 DELIVERY CHARGES	11	16	57		50	50
6600 TOTAL COMMUNICATIONS	357	256	407	250	400	400
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	944	1,510	995	800	900	900
6665 PRINTING - GENERAL		285		500		
6650 TOTAL PRINTING AND ADVERTISING	944	1,795	995	1,300	900	900
6700 TOTAL INSURANCE						
6705 INSURANCE	1,200	1,154	18,273	23,751	20,494	20,494
6700 TOTAL INSURANCE	1,200	1,154	18,273	23,751	20,494	20,494
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	9	25	61	300	300	300
6820 DUES AND SUBSCRIPTIONS	260					

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6830 LICENSES, PERMITS AND TAXES	16		16	40	40	40
6800 TOTAL MISCELLANEOUS	285	25	77	340	340	340
6001 EXPENDITURES AND EXPENSES	198,212	204,172	241,169	180,570	91,722	91,722
22 PLANNING & CODE ENFORCEMENT	198,212	204,172	241,169	180,570	91,722	91,722

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
24 BLDG INSPECTION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	139,497	136,397	138,190	144,202	137,591	137,591
6015 OVERTIME-REGULAR EMPLOYEES				50		
6003 TOTAL SALARIES AND WAGES	139,497	136,397	138,190	144,252	137,591	137,591
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	9,882	9,700	9,591	11,035	10,525	10,526
6110 PERA - COORDINATED	10,043	9,955	10,007	10,819	10,319	10,319
6140 HEALTH INSURANCE	14,904	17,764	21,099	25,080	23,014	23,014
6142 HEALTH SAVINGS ACCOUNTS			1,329			
6145 DENTAL INSURANCE	90	170	422	384	346	346
6150 LIFE INSURANCE	52	53	50	51	50	50
6155 RETIRE HLTH SAVINGS PLAN	685	1,245	1,227	1,293	2,524	2,524
6185 WORKERS COMP INSURANCE	665	729	926	935	1,187	1,187
6100 TOTAL EMPLOYEE BENEFITS	36,320	39,616	44,652	49,597	47,966	47,966
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	5,164					
6225 BANK CHARGES & CR CARD FEES	4,425	6,376	7,266	5,000	5,600	5,600
6200 TOTAL PROFESSIONAL SERVICES	9,589	6,376	7,266	5,000	5,600	5,600
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	29,694	39,258	32,233	28,000	28,000	28,000
6320 LOGIS SERVICES	23,799	24,940	25,330	25,800	28,500	28,500
6300 TOTAL CONTRACTUAL SERVICES	53,493	64,198	57,563	53,800	56,500	56,500
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	125	278	139	250	200	200
6440 TOTAL REPAIR & MAINT SERVICES	125	278	139	250	200	200
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	48	312	229	250	250	250
6540 VEHICLE SUPPLIES	27	559	747	100	250	250
6545 MOTOR FUELS	1,574	1,421	1,568	1,400	1,600	1,600
6500 TOTAL SUPPLIES	1,649	2,292	2,546	1,750	2,100	2,100
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	623	1,280	1,545	1,200	1,200	1,200
6620 DELIVERY CHARGES			18			
6600 TOTAL COMMUNICATIONS	623	1,280	1,563	1,200	1,200	1,200
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL		135				
6650 TOTAL PRINTING AND ADVERTISING		135				
6700 TOTAL INSURANCE						
6705 INSURANCE	1,357	1,289	663	578	518	518
6700 TOTAL INSURANCE	1,357	1,289	663	578	518	518
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,705	1,017	960	1,000	1,000	1,000
6820 DUES AND SUBSCRIPTIONS	325	325	435	400	400	400
6830 LICENSES, PERMITS AND TAXES	32		32	50	50	50

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6840 BOOKS AND PUBLICATIONS			92	50	50	50
6800 TOTAL MISCELLANEOUS	2,062	1,342	1,519	1,500	1,500	1,500
6001 EXPENDITURES AND EXPENSES	244,714	253,202	254,100	257,927	253,175	253,175
24 BLDG INSPECTION DEPARTMENT	244,714	253,202	254,100	257,927	253,175	253,175

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26 HOUSING INSPECTION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	110,351	102,593	150,665	205,311	136,741	136,741
6015 OVERTIME-REGULAR EMPLOYEES		611	368			
6003 TOTAL SALARIES AND WAGES	110,351	103,205	151,033	205,311	136,741	136,741
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	8,809	7,807	11,576	15,706	10,461	10,461
6110 PERA - COORDINATED	7,997	7,416	11,040	15,398	10,256	10,256
6140 HEALTH INSURANCE	6,261	14,534	16,763	32,826	15,359	15,359
6142 HEALTH SAVINGS ACCOUNTS	1,800		2,879			
6145 DENTAL INSURANCE	320	688	870	1,037	576	576
6150 LIFE INSURANCE	51	44	56	76	48	48
6155 RETIRE HLTH SAVINGS PLAN	1,035	965	1,169	1,780	2,776	2,776
6185 WORKERS COMP INSURANCE	599	638	1,017	1,336	1,185	1,185
6195 COMPENSATED ABSENCES	6,885	723	642			
6100 TOTAL EMPLOYEE BENEFITS	33,758	32,815	46,014	68,159	40,661	40,661
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	691	6,148	250	250	250	250
6225 BANK CHARGES & CR CARD FEES	335	454	413	500	500	500
6200 TOTAL PROFESSIONAL SERVICES	1,026	6,602	663	750	750	750
6300 TOTAL CONTRACTUAL SERVICES						
6320 LOGIS SERVICES	1,485	1,485	1,663	1,700	1,700	1,700
6300 TOTAL CONTRACTUAL SERVICES	1,485	1,485	1,663	1,700	1,700	1,700
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	1,765	776	13	200	200	200
6440 TOTAL REPAIR & MAINT SERVICES	1,765	776	13	200	200	200
6480 TOTAL RENTALS						
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	84	259	190	200	100	100
6540 VEHICLE SUPPLIES	19	306	3	200	100	100
6545 MOTOR FUELS	759	572	425	600	500	500
6500 TOTAL SUPPLIES	862	1,137	618	1,000	700	700
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	302	616	776	500	700	700
6600 TOTAL COMMUNICATIONS	302	616	776	500	700	700
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	325	356		360		
6650 TOTAL PRINTING AND ADVERTISING	325	356		360		
6700 TOTAL INSURANCE						
6705 INSURANCE	1,039	986	404	588	597	597
6700 TOTAL INSURANCE	1,039	986	404	588	597	597
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	106	410	380	600	500	500
6820 DUES AND SUBSCRIPTIONS					200	200

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6830 LICENSES, PERMITS AND TAXES	16		16	20	50	50
6840 BOOKS AND PUBLICATIONS					50	50
6800 TOTAL MISCELLANEOUS	122	410	396	620	800	800
6001 EXPENDITURES AND EXPENSES	151,036	148,387	201,579	279,188	182,849	182,849
26 HOUSING INSPECTION DEPARTMENT	151,036	148,387	201,579	279,188	182,849	182,849

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
28 HEALTH DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	13,581	14,441	15,655	17,192	4,600	4,600
6003 TOTAL SALARIES AND WAGES	13,581	14,441	15,655	17,192	4,600	4,600
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	980	1,043	1,176	1,315	352	352
6110 PERA - COORDINATED	981	1,043	1,126	1,289	345	345
6140 HEALTH INSURANCE	1,402	1,840	1,732	1,917	1,069	1,069
6145 DENTAL INSURANCE	22	38	115	77	38	38
6150 LIFE INSURANCE	4	5	5	5	2	2
6155 RETIRE HLTH SAVINGS PLAN	48	60	60	158	60	60
6185 WORKERS COMP INSURANCE	68	80	107	111	39	39
6100 TOTAL EMPLOYEE BENEFITS	3,505	4,109	4,321	4,872	1,905	1,905
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	3,326	2,760				
6200 TOTAL PROFESSIONAL SERVICES	3,326	2,760				
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES			1,622	4,000	4,000	4,000
6300 TOTAL CONTRACTUAL SERVICES			1,622	4,000	4,000	4,000
6400 TOTAL UTILITIES						
6415 RUBBISH REMOVAL	5,757	3,394	2,643	3,300	3,000	3,000
6400 TOTAL UTILITIES	5,757	3,394	2,643	3,300	3,000	3,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	314	222	157	100	100	100
6500 TOTAL SUPPLIES	314	222	157	100	100	100
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	24			50		
6650 TOTAL PRINTING AND ADVERTISING	24			50		
6700 TOTAL INSURANCE						
6705 INSURANCE	134	138	38	42	38	38
6700 TOTAL INSURANCE	134	138	38	42	38	38
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	7					
6875 BAD DEBT	241					
6800 TOTAL MISCELLANEOUS	248					
6001 EXPENDITURES AND EXPENSES	26,890	25,064	24,436	29,556	13,643	13,643
28 HEALTH DEPARTMENT	26,890	25,064	24,436	29,556	13,643	13,643

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
30 ENGINEERING DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	242,778	244,491	255,861	266,717	254,410	254,410
6050 SALARIES/WAGES-TEMP EMPLOYEES	13,293	6,370		9,600	9,600	9,600
6055 OVERTIME-TEMP EMPLOYEES	380	24				
6003 TOTAL SALARIES AND WAGES	256,451	250,885	255,861	276,317	264,010	264,010
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	19,342	18,909	21,225	21,138	20,197	20,197
6110 PERA - COORDINATED	17,602	17,726	18,568	20,004	19,081	19,081
6140 HEALTH INSURANCE	21,132	22,932	25,974	28,755	48,973	48,973
6145 DENTAL INSURANCE	1,152	1,152	1,152	1,152	768	768
6150 LIFE INSURANCE	68	68	68	69	72	72
6155 RETIRE HLTH SAVINGS PLAN	2,710	2,778	2,850	2,944	6,924	6,924
6185 WORKERS COMP INSURANCE	1,237	1,400	1,693	1,807	2,297	2,297
6195 COMPENSATED ABSENCES			34,602			
6100 TOTAL EMPLOYEE BENEFITS	63,243	64,965	106,133	75,869	98,312	98,312
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES			14,198			
6200 TOTAL PROFESSIONAL SERVICES			14,198			
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES				100	100	100
6455 VEHICLE R & M SERVICES	6	159	79	150	200	200
6470 SERVICE CONTRACTS	205	928	45	300	300	300
6440 TOTAL REPAIR & MAINT SERVICES	212	1,087	124	550	600	600
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	1,269	617	851	1,040	2,000	2,000
6540 VEHICLE SUPPLIES	5	21		100	400	400
6545 MOTOR FUELS	1,108	1,002	640	1,000	700	700
6500 TOTAL SUPPLIES	2,383	1,640	1,492	2,140	3,100	3,100
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	1,451	1,637	1,665	1,600	2,000	2,000
6600 TOTAL COMMUNICATIONS	1,451	1,637	1,665	1,600	2,000	2,000
6650 TOTAL PRINTING AND ADVERTISING						
6700 TOTAL INSURANCE						
6705 INSURANCE	1,998	1,913	849	1,027	920	920
6700 TOTAL INSURANCE	1,998	1,913	849	1,027	920	920
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,804	2,407	2,857	3,800	4,500	4,500
6820 DUES AND SUBSCRIPTIONS	600	1,152	338	1,000	1,500	1,500
6830 LICENSES, PERMITS AND TAXES	168		523	200	500	500
6800 TOTAL MISCELLANEOUS	2,571	3,559	3,718	5,000	6,500	6,500
6001 EXPENDITURES AND EXPENSES	328,309	325,686	384,039	362,503	375,442	375,442
30 ENGINEERING DEPARTMENT	328,309	325,686	384,039	362,503	375,442	375,442

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32 STREET MAINTENANCE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	433,822	442,385	455,982	467,214	480,887	480,887
6015 OVERTIME-REGULAR EMPLOYEES	4,058	6,930	9,483	7,500	15,000	15,000
6050 SALARIES/WAGES-TEMP EMPLOYEES	14,774	8,694	7,536	18,002	18,002	18,002
6055 OVERTIME-TEMP EMPLOYEES	124					
6060 DEMO REIMB FROM EDATIF FUNDS	30,971-	7,279-				
6003 TOTAL SALARIES AND WAGES	421,807	450,730	473,001	492,716	513,889	513,889
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	33,071	33,312	34,385	37,693	39,312	39,312
6110 PERA - COORDINATED	31,747	32,576	33,804	35,604	37,191	37,191
6140 HEALTH INSURANCE	57,114	63,864	72,007	86,104	101,746	101,746
6142 HEALTH SAVINGS ACCOUNTS	4,320	4,692	5,316			
6145 DENTAL INSURANCE	1,536	1,536	1,536	1,536	1,536	1,536
6150 LIFE INSURANCE	179	182	182	184	192	192
6155 RETIRE HLTH SAVINGS PLAN	5,293	5,737	5,879	5,923	12,014	12,014
6170 CLOTHING & CLOTHING ALLOW	2,448	2,403	2,449	2,450	2,450	2,450
6185 WORKERS COMP INSURANCE	20,431	21,721	26,138	27,511	37,977	37,977
6190 UNEMPLOYMENT INSURANCE		1,110				
6100 TOTAL EMPLOYEE BENEFITS	156,138	167,134	181,696	197,005	232,418	232,418
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	378	475	475		500	500
6300 TOTAL CONTRACTUAL SERVICES	378	475	475		500	500
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	16,132	17,463	17,228	18,400	17,600	17,600
6410 GAS SERVICE	6,571	9,963	12,946	10,400	13,200	13,200
6415 RUBBISH REMOVAL	1,528	2,849	732	1,800	1,200	1,200
6420 CITY UTILITY CHARGES	888	840	1,177	1,080	1,500	1,500
6400 TOTAL UTILITIES	25,119	31,116	32,084	31,680	33,500	33,500
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	4,738	318	1,156	2,500	3,500	3,500
6450 EQUIPMENT R & M SERVICES	1,593	15,834	9,196	3,000	3,500	3,500
6455 VEHICLE R & M SERVICES	7,704	1,435	217	5,000	6,000	6,000
6470 SERVICE CONTRACTS	540	2,399	2,467	1,500	2,500	2,500
6471 PAINTING - SIGNALS & STRIPING	13,379	2,307	9,335	8,000	8,000	8,000
6440 TOTAL REPAIR & MAINT SERVICES	27,955	22,292	22,370	20,000	23,500	23,500
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	824	2,330		1,500	15,500	15,500
6480 TOTAL RENTALS	824	2,330		1,500	15,500	15,500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	4,074	4,574	4,841	5,000	9,000	9,000
6525 BLDG REPAIR/MAINT SUPPLIES	954	1,934	1,020	1,200	2,500	2,500
6535 EQUIP MAINT SUPPLIES	6,622	9,954	8,370	6,800	8,000	8,000
6540 VEHICLE SUPPLIES	7,872	19,174	8,375	12,300	14,000	14,000
6545 MOTOR FUELS	34,866	40,433	38,631	36,200	39,000	39,000
6550 STREET MAINTENANCE MATERIALS	41,217	48,252	63,591	45,000	55,000	55,000
6555 SAFETY SUPPLIES	1,045	1,113	638	1,100	1,100	1,100
6560 STREET SIGNS & POSTS	3,968	5,220	3,282	3,600	3,600	3,600

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6500 TOTAL SUPPLIES	100,619	130,655	128,749	111,200	132,200	132,200
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	879	872	1,003	930	1,000	1,000
6600 TOTAL COMMUNICATIONS	879	872	1,003	930	1,000	1,000
6700 TOTAL INSURANCE						
6705 INSURANCE	18,217	17,907	13,932	12,326	12,554	12,554
6700 TOTAL INSURANCE	18,217	17,907	13,932	12,326	12,554	12,554
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	738	1,261	2,018	2,900	3,250	3,250
6820 DUES AND SUBSCRIPTIONS	778	603	1,026	800	1,000	1,000
6830 LICENSES, PERMITS AND TAXES	965	599	900	1,000	1,000	1,000
6800 TOTAL MISCELLANEOUS	2,481	2,463	3,944	4,700	5,250	5,250
6001 EXPENDITURES AND EXPENSES	754,417	825,973	857,254	872,057	970,311	970,311
32 STREET MAINTENANCE DEPARTMENT	754,417	825,973	857,254	872,057	970,311	970,311

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34 PARK MAINTENANCE DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	301,155	309,654	272,505	331,977	351,005	351,005
6015 OVERTIME-REGULAR EMPLOYEES	3,196	2,344	2,113	2,500	2,500	2,500
6050 SALARIES/WAGES-TEMP EMPLOYEES	18,465	17,748	18,638	21,600	32,000	32,000
6055 OVERTIME-TEMP EMPLOYEES	51	105	124	200	200	200
6060 DEMO REIMB FROM EDA/TIF FUNDS	402-					
6003 TOTAL SALARIES AND WAGES	322,466	329,852	293,380	356,277	385,705	385,705
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	23,401	24,300	22,370	27,255	29,506	29,506
6110 PERA - COORDINATED	22,066	22,615	19,948	25,086	26,513	26,513
6140 HEALTH INSURANCE	39,160	51,176	58,125	79,506	89,490	89,490
6142 HEALTH SAVINGS ACCOUNTS	2,160	2,737	5,316			
6145 DENTAL INSURANCE	768	672	768	768	768	768
6150 LIFE INSURANCE	129	131	120	115	120	120
6155 RETIRE HLTH SAVINGS PLAN	3,079	2,757	1,990	2,200	6,882	6,882
6170 CLOTHING & CLOTHING ALLOW	1,689	2,087	1,655	1,750	1,750	1,750
6185 WORKERS COMP INSURANCE	7,524	8,028	9,744	10,254	14,944	14,944
6190 UNEMPLOYMENT INSURANCE	1,735	460				
6195 COMPENSATED ABSENCES		11,286	19,686			
6100 TOTAL EMPLOYEE BENEFITS	101,711	126,249	139,721	146,934	169,973	169,973
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	16,571	13,822	6,354	19,000	19,000	19,000
6315 TREE TRIM / REMOVAL SERVICES	17,311	8,151	15,613	16,000		
6300 TOTAL CONTRACTUAL SERVICES	33,882	21,973	21,966	35,000	19,000	19,000
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	17,241	19,318	19,734	20,300	20,200	20,200
6410 GAS SERVICE	6,181	8,675	11,026	9,000	11,000	11,000
6415 RUBBISH REMOVAL	1,353	1,244	1,205	1,400	1,400	1,400
6420 CITY UTILITY CHARGES	46,064	43,430	33,175	47,500	36,000	36,000
6400 TOTAL UTILITIES	70,840	72,666	65,140	78,200	68,600	68,600
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	6,022	4,710	14,054	6,000	10,000	10,000
6450 EQUIPMENT R & M SERVICES	4,562	3,623	2,597	6,000	6,000	6,000
6455 VEHICLE R & M SERVICES	492	24	337	1,500	1,500	1,500
6470 SERVICE CONTRACTS	652	685	922	1,300	1,300	1,300
6440 TOTAL REPAIR & MAINT SERVICES	11,728	9,041	17,910	14,800	18,800	18,800
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	225	332	231	500	2,500	2,500
6480 TOTAL RENTALS	225	332	231	500	2,500	2,500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	12,484	10,685	9,198	13,000	15,000	15,000
6525 BLDG REPAIR/MAINT SUPPLIES	1,115	352	2,516	1,200	2,500	2,500
6530 LANDSCAPE MAT'LS & SUPPLIES	9,993	8,352	7,903	11,400	11,500	11,500
6535 EQUIP MAINT SUPPLIES	2,521	4,567	6,073	2,500	5,000	5,000
6540 VEHICLE SUPPLIES	2,772	1,642	2,676	4,000	3,000	3,000
6545 MOTOR FUELS	26,290	26,654	30,221	26,200	30,200	30,200
6550 STREET MAINTENANCE MATERIALS			405			

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6555 SAFETY SUPPLIES	878	584	420	800	800	800
6565 PLAYGROUND MAINT SUPPLIES	9,537	9,855	11,413	14,000	14,000	14,000
6570 BALLFIELD MAINT SUPPLIES	3,511	4,321	5,816	4,800	5,000	5,000
6571 TRAIL MAINTENANCE MATERIALS	5,252		200	5,700	6,000	6,000
6500 TOTAL SUPPLIES	74,352	67,012	76,840	83,600	93,000	93,000
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	659	697	812	720	750	750
6600 TOTAL COMMUNICATIONS	659	697	812	720	750	750
6700 TOTAL INSURANCE						
6705 INSURANCE	37,512	37,515	33,799	30,213	30,581	30,581
6700 TOTAL INSURANCE	37,512	37,515	33,799	30,213	30,581	30,581
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	264	344	4,609	2,600	4,750	4,750
6820 DUES AND SUBSCRIPTIONS	93	98	143	150	750	750
6830 LICENSES, PERMITS AND TAXES	243	40	295	250	400	400
6840 BOOKS AND PUBLICATIONS	104	61		100	250	250
6800 TOTAL MISCELLANEOUS	704	543	5,047	3,100	6,150	6,150
6001 EXPENDITURES AND EXPENSES	654,080	665,880	654,846	749,344	795,059	795,059
34 PARK MAINTENANCE DEPARTMENT	654,080	665,880	654,846	749,344	795,059	795,059

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
36 FORESTRY DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	58,213	57,506	59,632	31,198		
6015 OVERTIME-REGULAR EMPLOYEES	818	220	178	600		
6050 SALARIES/WAGES-TEMP EMPLOYEES	15,165	6,045	10,816	15,001		
6055 OVERTIME-TEMP EMPLOYEES	23					
6003 TOTAL SALARIES AND WAGES	74,218	63,771	70,626	46,799		
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	5,716	4,915	5,461	3,580		
6110 PERA - COORDINATED	4,280	4,185	4,344	2,385		
6140 HEALTH INSURANCE	600	600	900	900		
6150 LIFE INSURANCE	23	23	23	23		
6155 RETIRE HLTH SAVINGS PLAN	736	741	756	778		
6185 WORKERS COMP INSURANCE	2,190	1,923	2,548	1,659		
6100 TOTAL EMPLOYEE BENEFITS	13,546	12,386	14,032	9,325		
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	7,515	9,616	3,722	12,500	9,500	9,500
6315 TREE TRIM / REMOVAL SERVICES	46,694	38,505	20,302	46,600	46,600	46,600
6300 TOTAL CONTRACTUAL SERVICES	54,209	48,120	24,023	59,100	56,100	56,100
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES	2,122			500		
6440 TOTAL REPAIR & MAINT SERVICES	2,122			500		
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	783	572	33	900		
6530 LANDSCAPE MAT'LS & SUPPLIES	485	457		700		
6535 EQUIP MAINT SUPPLIES	73	90	660	300		
6540 VEHICLE SUPPLIES	217	46	81	250		
6545 MOTOR FUELS	1,248	513	870	540		
6500 TOTAL SUPPLIES	2,807	1,678	1,643	2,890		
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	330	743	881	500		
6600 TOTAL COMMUNICATIONS	330	743	881	500		
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS				150		
6660 PRINTING - NOTICES/ORDINANCES	54	42		100		
6665 PRINTING - GENERAL	240					
6650 TOTAL PRINTING AND ADVERTISING	294	42		250		
6700 TOTAL INSURANCE						
6705 INSURANCE	701	695	322	338		
6700 TOTAL INSURANCE	701	695	322	338		
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	769	795	2,351	2,150		
6820 DUES AND SUBSCRIPTIONS	340	490		400		
6830 LICENSES, PERMITS AND TAXES	56	214	56	150		
6840 BOOKS AND PUBLICATIONS			113	100		
6875 BAD DEBT	99			120		

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6800 TOTAL MISCELLANEOUS	1,264	1,499	2,520	2,920		
6001 EXPENDITURES AND EXPENSES	149,491	128,935	114,047	122,422	56,100	56,100
36 FORESTRY DEPARTMENT	149,491	128,935	114,047	122,422	56,100	56,100

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
38 CITY BUILDINGS						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	18,388	18,501	18,870	19,342	19,729	19,729
6003 TOTAL SALARIES AND WAGES	18,388	18,501	18,870	19,342	19,729	19,729
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	1,265	1,264	1,288	1,480	1,509	1,509
6110 PERA - COORDINATED	1,333	1,341	1,371	1,451	1,480	1,480
6140 HEALTH INSURANCE	7,044	7,644	8,658	9,585	10,687	10,687
6150 LIFE INSURANCE	11	11	11	23	24	24
6155 RETIRE HLTH SAVINGS PLAN	150	150	150	150	300	300
6170 CLOTHING & CLOTHING ALLOW	349	332	350	175	175	175
6185 WORKERS COMP INSURANCE	688	746	902	906	1,225	1,225
6100 TOTAL EMPLOYEE BENEFITS	10,840	11,488	12,730	13,770	15,400	15,400
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	38,106	41,806	37,845	42,000	38,600	38,600
6410 GAS SERVICE	7,443	9,414	10,995	9,800	11,000	11,000
6415 RUBBISH REMOVAL	1,184	1,184	1,147	1,200	1,200	1,200
6420 CITY UTILITY CHARGES	7,916	7,117	5,157	8,400	7,200	7,200
6400 TOTAL UTILITIES	54,648	59,521	55,144	61,400	58,000	58,000
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	23,320	9,421	23,811	8,000	18,000	18,000
6450 EQUIPMENT R & M SERVICES	8,969	4,864	6,143	11,000	10,000	10,000
6470 SERVICE CONTRACTS	19,255	16,231	23,740	20,500	24,000	24,000
6440 TOTAL REPAIR & MAINT SERVICES	51,545	30,517	53,693	39,500	52,000	52,000
6480 TOTAL RENTALS						
6490 RENTALS - OFFICE EQUIPMENT	176					
6480 TOTAL RENTALS	176					
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	4,027	4,926	2,782	4,700	4,700	4,700
6510 PAPER PRODUCTS	3,169					
6525 BLDG REPAIR/MAINT SUPPLIES	1,461	4,096	3,436	1,750	1,750	1,750
6535 EQUIP MAINT SUPPLIES	30	198		300	300	300
6555 SAFETY SUPPLIES	1,767	2,124	1,745	1,800	1,800	1,800
6500 TOTAL SUPPLIES	10,454	11,344	7,964	8,550	8,550	8,550
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	13,207	11,013	12,809	13,000	13,000	13,000
6615 COMMUNICATION CONNECT CHARGES		146	171	200	200	200
6600 TOTAL COMMUNICATIONS	13,207	11,159	12,980	13,200	13,200	13,200
6700 TOTAL INSURANCE						
6705 INSURANCE	7,474	6,866	5,673	4,972	4,728	4,728
6700 TOTAL INSURANCE	7,474	6,866	5,673	4,972	4,728	4,728
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	9		308	150	300	300
6830 LICENSES, PERMITS AND TAXES	130	130	41	170	170	170
6800 TOTAL MISCELLANEOUS	139	130	349	320	470	470

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6001 EXPENDITURES AND EXPENSES	166,872	149,526	167,404	161,054	172,077	172,077
38 CITY BUILDINGS	166,872	149,526	167,404	161,054	172,077	172,077

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
40 RECREATION DEPARTMENT						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	296,249	314,442	336,717	346,817	364,671	364,671
6050 SALARIES/WAGES-TEMP EMPLOYEES	41,387	46,148	50,504	42,100	42,525	42,525
6003 TOTAL SALARIES AND WAGES	337,636	360,591	387,221	388,917	407,196	407,196
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	24,510	26,286	28,279	29,754	31,151	31,151
6110 PERA - COORDINATED	21,821	23,260	25,056	26,506	27,914	27,914
6140 HEALTH INSURANCE	44,492	47,310	62,574	72,174	81,034	81,034
6142 HEALTH SAVINGS ACCOUNTS		2,346	2,658			
6145 DENTAL INSURANCE	384	384	384	384	384	384
6150 LIFE INSURANCE	91	93	102	127	132	132
6155 RETIRE HLTH SAVINGS PLAN	2,482	2,874	3,054	3,356	8,697	8,697
6185 WORKERS COMP INSURANCE	3,897	5,074	6,464	6,177	8,569	8,569
6190 UNEMPLOYMENT INSURANCE	1,714	246				
6100 TOTAL EMPLOYEE BENEFITS	99,391	107,873	128,571	138,478	157,881	157,881
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	325					
6225 BANK CHARGES & CR CARD FEES	4,988	5,432	6,241	5,800	8,000	8,000
6200 TOTAL PROFESSIONAL SERVICES	5,313	5,432	6,241	5,800	8,000	8,000
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	86,551	81,380	66,331	68,750	66,000	66,000
6306 CONTRACT SERV- JOINT REC PROG			17,865	21,650	18,500	18,500
6320 LOGIS SERVICES	23,078	23,769	23,975	26,100	17,400	17,400
6300 TOTAL CONTRACTUAL SERVICES	109,628	105,149	108,171	116,500	101,900	101,900
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES	1,573					
6470 SERVICE CONTRACTS	909	952	1,468	1,100	1,500	1,500
6440 TOTAL REPAIR & MAINT SERVICES	2,482	952	1,468	1,100	1,500	1,500
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	699	1,543	1,036	1,500	1,700	1,700
6490 RENTALS - OFFICE EQUIPMENT	5,408	5,496	4,307	5,600	4,500	4,500
6495 RENTALS - MACHINERY & EQUIP	3,551	3,448	5,531	4,000	5,900	5,900
6480 TOTAL RENTALS	9,657	10,487	10,874	11,100	12,100	12,100
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	18,480	20,395	21,081	20,175	22,175	22,175
6520 COMMODITIES PURCH FOR RESALE	8,821	9,953	10,129	10,300	10,200	10,200
6500 TOTAL SUPPLIES	27,301	30,348	31,210	30,475	32,375	32,375
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	968	2,038	2,152	2,100	2,200	2,200
6610 PHONE SERVICES	1,980	1,973	2,542	2,100	3,100	3,100
6615 COMMUNICATION CONNECT CHARGES		42				
6600 TOTAL COMMUNICATIONS	2,948	4,052	4,693	4,200	5,300	5,300
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS	244	328	333	400	400	400
6690 ADVERTISING - GENERAL	32			250	1,250	1,250

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6695 ADVERTISING - EMPLOYMENT	287	369		200	200	200
6650 TOTAL PRINTING AND ADVERTISING	563	697	333	850	1,850	1,850
6700 TOTAL INSURANCE						
6705 INSURANCE	3,168	2,950	908	1,025	862	862
6700 TOTAL INSURANCE	3,168	2,950	908	1,025	862	862
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	838	1,142	816	2,000	3,500	3,500
6820 DUES AND SUBSCRIPTIONS	2,012	2,180	2,757	4,050	4,725	4,725
6850 AWARDS	1,764	2,050	2,548	3,185	2,875	2,875
6800 TOTAL MISCELLANEOUS	4,614	5,372	6,121	9,235	11,100	11,100
6001 EXPENDITURES AND EXPENSES	602,702	633,904	685,810	707,680	740,064	740,064
40 RECREATION DEPARTMENT	602,702	633,904	685,810	707,680	740,064	740,064

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
42 COMMUNITY CENTER						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	148,756	151,841	156,564	163,753	176,583	176,583
6015 OVERTIME-REGULAR EMPLOYEES	171	80	68	200	200	200
6050 SALARIES/WAGES-TEMP EMPLOYEES	24,322	28,246	32,498	22,100	30,200	30,200
6003 TOTAL SALARIES AND WAGES	173,249	180,167	189,130	186,053	206,983	206,983
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	12,884	13,393	14,104	14,233	15,834	15,834
6110 PERA - COORDINATED	12,240	12,581	13,405	13,781	15,344	15,344
6140 HEALTH INSURANCE	9,068	15,888	18,216	20,070	22,274	22,274
6150 LIFE INSURANCE	57	57	57	69	72	72
6155 RETIRE HLTH SAVINGS PLAN	1,799	1,812	1,864	2,065	4,513	4,513
6170 CLOTHING & CLOTHING ALLOW	746	743	698	641	700	700
6185 WORKERS COMP INSURANCE	2,838	3,480	5,336	5,356	8,085	8,085
6100 TOTAL EMPLOYEE BENEFITS	39,632	47,954	53,681	56,215	66,822	66,822
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	6,947	1,015	6,500		3,000	3,000
6300 TOTAL CONTRACTUAL SERVICES	6,947	1,015	6,500		3,000	3,000
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	43,870	45,188	38,616	47,500	40,000	40,000
6406 SOLAR POWER PURCHASE AGREE			1,776		1,800	1,800
6410 GAS SERVICE	12,682	15,719	19,848	16,500	18,000	18,000
6415 RUBBISH REMOVAL	1,242	1,227	1,262	1,500	1,500	1,500
6420 CITY UTILITY CHARGES	18,280	11,608	9,690	18,000	15,000	15,000
6400 TOTAL UTILITIES	76,074	73,743	71,192	83,500	76,300	76,300
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	12,126	12,856	14,541	12,000	12,000	12,000
6450 EQUIPMENT R & M SERVICES	6,535	6,897	3,051	5,000	6,000	6,000
6470 SERVICE CONTRACTS	8,129	10,287	5,065	10,300	11,700	11,700
6440 TOTAL REPAIR & MAINT SERVICES	26,790	30,040	22,657	27,300	29,700	29,700
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	9,636	11,424	11,056	10,000	11,000	11,000
6510 PAPER PRODUCTS	2,671	5,273	4,091	5,700	5,700	5,700
6525 BLDG REPAIR/MAINT SUPPLIES	396	929	838	800	800	800
6535 EQUIP MAINT SUPPLIES	31	956	951	800	800	800
6500 TOTAL SUPPLIES	12,734	18,581	16,936	17,300	18,300	18,300
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	2,192	2,239	2,329	2,300	1,700	1,700
6690 ADVERTISING - GENERAL					1,000	1,000
6600 TOTAL COMMUNICATIONS	2,192	2,239	2,329	2,300	2,700	2,700
6700 TOTAL INSURANCE						
6705 INSURANCE	8,661	8,879	8,037	7,162	6,795	6,795
6700 TOTAL INSURANCE	8,661	8,879	8,037	7,162	6,795	6,795
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES	40	207	218	300	300	300
6875 BAD DEBT			1,738			

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6800 TOTAL MISCELLANEOUS	40	207	1,956	300	300	300
6001 EXPENDITURES AND EXPENSES	346,319	362,824	372,417	380,130	410,900	410,900
42 COMMUNITY CENTER	346,319	362,824	372,417	380,130	410,900	410,900

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
44 WATERSLIDE / SWIMMING POOL						
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6050 SALARIES/WAGES-TEMP EMPLOYEES	113,855	117,661	128,866	132,000	135,500	135,500
6003 TOTAL SALARIES AND WAGES	113,855	117,661	128,866	132,000	135,500	135,500
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	8,710	9,001	9,858	10,099	10,366	10,366
6110 PERA - COORDINATED	20	91	91	85	90	90
6185 WORKERS COMP INSURANCE	3,370	3,567	4,589	4,681	6,383	6,383
6100 TOTAL EMPLOYEE BENEFITS	12,100	12,659	14,538	14,865	16,839	16,839
6200 TOTAL PROFESSIONAL SERVICES						
6225 BANK CHARGES & CR CARD FEES		714	810	800	1,000	1,000
6200 TOTAL PROFESSIONAL SERVICES		714	810	800	1,000	1,000
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	2,137	720	1,814	1,500	1,500	1,500
6300 TOTAL CONTRACTUAL SERVICES	2,137	720	1,814	1,500	1,500	1,500
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	13,789	15,054	14,548	15,800	15,000	15,000
6410 GAS SERVICE	8,042	12,359	16,767	13,000	15,000	15,000
6415 RUBBISH REMOVAL	296	292	364	350	400	400
6420 CITY UTILITY CHARGES	11,653	12,148	13,209	13,200	14,400	14,400
6400 TOTAL UTILITIES	33,780	39,853	44,887	42,350	44,800	44,800
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	532	1,235	792	600	600	600
6450 EQUIPMENT R & M SERVICES	620	1,341	213	1,000	1,000	1,000
6470 SERVICE CONTRACTS	191		49	200	200	200
6440 TOTAL REPAIR & MAINT SERVICES	1,343	2,576	1,054	1,800	1,800	1,800
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	23,067	25,274	24,780	25,000	25,000	25,000
6520 COMMODITIES PURCH FOR RESALE	8,250	7,471	7,888	8,400	8,500	8,500
6525 BLDG REPAIR/MAINT SUPPLIES	256	251	229	600	600	600
6535 EQUIP MAINT SUPPLIES		3,471	446	400	400	400
6500 TOTAL SUPPLIES	31,573	36,466	33,342	34,400	34,500	34,500
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES		179		240	240	240
6600 TOTAL COMMUNICATIONS		179		240	240	240
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	335	342	342	500	500	500
6690 ADVERTISING - GENERAL	920	2,204	2,627	1,800	2,000	2,000
6650 TOTAL PRINTING AND ADVERTISING	1,255	2,546	2,969	2,300	2,500	2,500
6700 TOTAL INSURANCE						
6705 INSURANCE	16,079	16,482	14,562	13,879	13,224	13,224
6700 TOTAL INSURANCE	16,079	16,482	14,562	13,879	13,224	13,224
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	293	157	11	600	600	600

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6830 LICENSES, PERMITS AND TAXES	806	820	827	850	875	875
6840 BOOKS AND PUBLICATIONS	447	445	424	600	600	600
6800 TOTAL MISCELLANEOUS	1,546	1,421	1,262	2,050	2,075	2,075
6001 EXPENDITURES AND EXPENSES	213,668	231,277	244,104	246,184	253,978	253,978
44 WATERSLIDE / SWIMMING POOL	213,668	231,277	244,104	246,184	253,978	253,978

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
48 OPERATING TRANSFERS						
6001 EXPENDITURES AND EXPENSES						
7400 TOTAL TRANSFERS OUT						
7410 TRANSFER OUT- OTHER FUNDS	600,000		600,000			
7427 TRANSFER OUT- PERF FUND	114,400	125,700	128,200	132,046		
7430 TRANSFER OUT- PIR FUND	659,000	645,520	401,600	313,648		
7435 TRANSFER OUT- STR MAINT FUND	69,300	71,400	72,800	74,300		
7400 TOTAL TRANSFERS OUT	1,442,700	842,620	1,202,600	519,994		
6001 EXPENDITURES AND EXPENSES	1,442,700	842,620	1,202,600	519,994		
48 OPERATING TRANSFERS	1,442,700	842,620	1,202,600	519,994		
00100 GENERAL	12,500,450	12,386,570	13,021,046	12,752,102	12,476,877	12,476,877

Fund Name: Tax Increment Financing District #2151

Fund Number: 206

Dept. No. 62

District Name: TIF Redevelopment District #2

DESCRIPTION OF ACTIVITY

This fund accounts for collection and disbursement of tax increment within TIF District #2151 (Anthony Center, Chalet Liquors and Cub Foods, 5101, 5109 and 5301 36th Ave N). Tax increment was first received in July 1991 and the last receipt is expected in December 2016. The district will expire on December 31, 2016.

This fund returns a set amount of tax increment back to the property owners in the form of revenue notes approved in a 1994 development agreement. For the 2016 budget, it is estimated that \$50,000 will be paid as principal and interest on tax increment revenue notes 1995A, 1995B, and 1996A. This will be the final payment on the notes.

The district has generated more tax increment than the amount due on the revenue notes. The remaining tax increment revenue has been primarily used fund an internal loan for TIF District #2154 which is expected to repay the loan by the end of 2016.

MAJOR OBJECTIVES FOR 2016

- Available increment will be used to fund home improvement rebates within the redevelopment project area (approx. 90% of the city)
- Available increment will also be used to assist with Community Fix-Up Fund home improvement loans, if a state matching grant is awarded

FINANCIAL ANALYSIS

Tax Increment District #2151 Fund	2015 Budget	2016 Budget
Cash & Investments - Beginning Balance	\$244,124	\$99,183
<u>Revenues</u>		
Property Tax - Tax Increment	108,000	107,500
Investment Income	1,200	643
Principal repayment from TIF Dist. #2154	48,000	17,500
Interest payment from TIF District #2154	2,000	408
<u>Expenditures</u>		
District Administrative Costs	(1,880)	(1,084)
Home Improvement Rebate Program	(199,800)	(148,550)
CFUF interest write down		(25,000)
<u>Debt Service</u>		
Principal Payment on Pay-as-you-go Note	(54,964)	(28,200)
Interest Payment on Pay-as-you-go Note	(46,497)	(21,800)
<u>Transfers</u>		
Transfer Out – EDA Fund	(1,000)	(450)
Cash & Investments - Ending Balance	\$99,183	\$150

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00206 TIF #2151 - ANTHONY SHOP CTR						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	107,867-	109,824-	106,213-	108,000-	107,500-	107,500-
4015 PROP TAX - DELINQUENT	282-					
4005 TOTAL PROPERTY TAXES	108,149-	109,824-	106,213-	108,000-	107,500-	107,500-
4345 TOTAL STATE INTERGOVERNMENTAL						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	1,452-	1,415-	1,348-	1,200-	643-	643-
4810 INTEREST - INTERNAL FUNDS	5,833-	5,110-	3,897-	2,000-	408-	408-
4880 CHANGE IN F.V. OF INVESTMENTS	314	1,156	39-			
4800 TOTAL INVESTMENT EARNINGS	6,971-	5,368-	5,283-	3,200-	1,051-	1,051-
4900 TOTAL MISCELLANEOUS						
4915 REIMBURSEMENT -OTHER	850-					
4900 TOTAL MISCELLANEOUS	850-					
5100 TOTAL TRANSFERS IN						
4001 REVENUES	115,970-	115,192-	111,496-	111,200-	108,551-	108,551-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,915	1,663	1,770	1,800	1,000	1,000
6250 LEGAL SERVICES - GENERAL	850					
6200 TOTAL PROFESSIONAL SERVICES	2,765	1,663	1,770	1,800	1,000	1,000
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES					25,000	25,000
6346 HOME IMP REBATE PROG				180,000	132,300	132,300
6347 HOME IMP REBATE PROG - ADMIN				19,800	16,250	16,250
6300 TOTAL CONTRACTUAL SERVICES				199,800	173,550	173,550
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	34	31	32	40	40	40
6650 TOTAL PRINTING AND ADVERTISING	34	31	32	40	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	35	61	28	40	44	44
6700 TOTAL INSURANCE	35	61	28	40	44	44
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	39,965	45,983	49,615	54,964	28,200	28,200
7120 INTEREST EXPENSE	58,453	54,903	50,887	46,497	21,800	21,800
7100 TOTAL DEBT SERVICE	98,418	100,886	100,502	101,461	50,000	50,000
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)	1,480	784	469	1,000	450	450
7400 TOTAL TRANSFERS OUT	1,480	784	469	1,000	450	450
6001 EXPENDITURES AND EXPENSES	102,731	103,425	102,802	304,141	225,084	225,084

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Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
4000 REVENUES AND EXPENDITURES	13,239-	11,767-	8,695-	192,941	116,533	116,533
00206 TIF #2151 - ANTHONY SHOP CTR	13,239-	11,767-	8,695-	192,941	116,533	116,533

Fund: Tax Increment Financing District #2154
Fund Number: 209 **Dept. No. 68**
District Name: TIF Redevelopment District #3

DESCRIPTION OF ACTIVITY

This fund accounts for collection and disbursement of tax increment within TIF District #2154 (Industrial Equities, 5500 Lakeland Ave N). Tax increment was first received in July 2001 and the last receipt is expected in December 2026. The district will expire on December 31, 2026.

As of December 31, 2014 the loan balances were \$65,500 owed to TIF District #2151 and \$74,000 owed to TIF District #2155.

MAJOR OBJECTIVES FOR 2016

- Internal loans to Districts #2151 and #2155 to be paid in full
- Determine disposition of remaining available increment

FINANCIAL ANALYSIS

Tax Increment District #2154 Fund	2015 Budget	2016 Budget
Cash & Investments – Beginning Balance	\$ 2,314	\$ 84
<i><u>Revenues</u></i>		
Property Tax - Tax Increment	100,000	96,000
Investment Income	100	60
<i><u>Expenditures</u></i>		
District Administrative Costs	(1,880)	(2,043)
<i><u>Debt Activity</u></i>		
Principal payment to TIF District #2151	(48,000)	(17,500)
Interest Payment to TIF District #2151	(2,000)	(408)
Principal payment to TIF District #2155	(47,000)	(27,000)
Interest Payment to TIF District #2155	(2,450)	(630)
<i><u>Transfers</u></i>		
Transfer Out – EDA Fund	(1,000)	(150)
Cash & Investments - Ending Balance	\$ 84	\$48,413

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00209 TIF #2154 - SUBURBAN MOTEL						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	101,494-	93,774-	93,762-	100,000-	96,000-	96,000-
4015 PROP TAX - DELINQUENT			1,276-			
4005 TOTAL PROPERTY TAXES	101,494-	93,774-	95,038-	100,000-	96,000-	96,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	281-	103-	55-	100-	60-	60-
4880 CHANGE IN F.V. OF INVESTMENTS	61	85	2-			
4800 TOTAL INVESTMENT EARNINGS	220-	19-	57-	100-	60-	60-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	101,714-	93,793-	95,095-	100,100-	96,060-	96,060-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,890	1,612	1,725	1,800	1,800	1,800
6250 LEGAL SERVICES - GENERAL			225		200	200
6200 TOTAL PROFESSIONAL SERVICES	1,890	1,612	1,950	1,800	2,000	2,000
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	34	31	32	40	40	40
6650 TOTAL PRINTING AND ADVERTISING	34	31	32	40	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	35	61	28	40	3	3
6700 TOTAL INSURANCE	35	61	28	40	3	3
7100 TOTAL DEBT SERVICE						
7120 INTEREST EXPENSE	14,770	11,410	8,170	4,450	1,038	1,038
7100 TOTAL DEBT SERVICE	14,770	11,410	8,170	4,450	1,038	1,038
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)	1,606	784	469	1,000	150	150
7400 TOTAL TRANSFERS OUT	1,606	784	469	1,000	150	150
6001 EXPENDITURES AND EXPENSES	18,335	13,898	10,649	7,330	3,231	3,231
4000 REVENUES AND EXPENDITURES	83,379-	79,895-	84,445-	92,770-	92,829-	92,829-
00209 TIF #2154 - SUBURBAN MOTEL	83,379-	79,895-	84,445-	92,770-	92,829-	92,829-

Fund: Tax Increment Financing District #2155
Fund Number: 210 **Dept. No. 70**
District Name: TIF Housing District #4

DESCRIPTION OF ACTIVITY

This fund accounts for collection and disbursement of tax increment within TIF District #2155 (Heather Manor Apartments and The Heathers Assisted Living Facility, 2900-3000 Douglas Dr. N). Tax increment was first received in July 2000 and the last receipt is expected in December 2025. The district will expire on December 31, 2025.

For the 2016 budget, it is estimated that \$37,500 will be paid on the 2002 tax increment revenue note to the developer of The Heathers.

TIF District #2155 also provided financing for TIF District #2154 in the form of an internal loan. The loan balance was \$74,000 as of December 31, 2014. It is expected that TIF District #2154 will be able to repay the loan by the end of 2016.

MAJOR OBJECTIVES FOR 2016

- Home improvement rebates within the redevelopment project area (approx. 90% of the city) will be funded from this district after TIF District #2151 is fully expended and closed out sometime in 2016
- Begin payment on a 10-year tax increment revenue note for The Cavanagh

FINANCIAL ANALYSIS

Tax Increment District #2155 Fund	2015 Budget	2016 Budget
Cash & Investments - Beginning Balance	\$ 1,397,531	\$ 1,529,015
<i><u>Revenues</u></i>		
Property Tax – Tax Increment	144,000	150,000
Investment Income	12,000	13,500
Principal repayment from TIF Dist. #2154	47,000	27,000
Interest payment from TIF District. #2154	2,450	630
Miscellaneous revenues		
<i><u>Expenditures</u></i>		
District Administrative Costs	(2,480)	(2,484)
Home Improvement Rebate Program		(29,050)
<i><u>Debt Activity</u></i>		
Principal Payment on Pay-as-you-go Note	(44,071)	(25,200)
Interest Payment on Pay-as-you-go Note	(26,415)	(12,400)
Principal Payment on Cavanagh Note	0	(42,561)
Interest Payment on Cavanagh Note	0	(27,223)
<i><u>Transfers</u></i>		
Transfer Out – EDA Fund	(1,000)	(1,200)
Cash & Investments - Ending Balance	\$ 1,529,015	\$1,580,027

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00210 TIF #2155 - LAMPLIGHTER						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	144,226-	144,227-	147,947-	144,000-	150,000-	150,000-
4005 TOTAL PROPERTY TAXES	144,226-	144,227-	147,947-	144,000-	150,000-	150,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	7,150-	12,715-	10,391-	12,000-	13,500-	13,500-
4810 INTEREST - INTERNAL FUNDS	8,937-	6,300-	4,273-	2,450-	630-	630-
4880 CHANGE IN F.V. OF INVESTMENTS	1,547	10,393	298-			
4800 TOTAL INVESTMENT EARNINGS	14,540-	8,622-	14,963-	14,450-	14,130-	14,130-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	43,272-	13,191-				
4900 TOTAL MISCELLANEOUS	43,272-	13,191-				
5100 TOTAL TRANSFERS IN						
4001 REVENUES	202,038-	166,040-	162,910-	158,450-	164,130-	164,130-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	3,622	2,234	1,797	2,400	2,400	2,400
6200 TOTAL PROFESSIONAL SERVICES	3,622	2,234	1,797	2,400	2,400	2,400
6300 TOTAL CONTRACTUAL SERVICES						
6346 HOME IMP REBATE PROG					25,850	25,850
6347 HOME IMP REBATE PROG - ADMIN					3,200	3,200
6300 TOTAL CONTRACTUAL SERVICES					29,050	29,050
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	34	31	32	40	40	40
6650 TOTAL PRINTING AND ADVERTISING	34	31	32	40	40	40
6700 TOTAL INSURANCE						
6705 INSURANCE	35	61	28	40	44	44
6700 TOTAL INSURANCE	35	61	28	40	44	44
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	50,590	40,535	34,774	44,071	67,761	67,761
7120 INTEREST EXPENSE	35,955	32,352	29,780	26,415	39,623	39,623
7100 TOTAL DEBT SERVICE	86,545	72,887	64,554	70,486	107,384	107,384
7400 TOTAL TRANSFERS OUT						
7425 TRANSFER OUT- EDA (ADMIN)	2,042	784	469	1,000	1,200	1,200
7400 TOTAL TRANSFERS OUT	2,042	784	469	1,000	1,200	1,200
6001 EXPENDITURES AND EXPENSES	92,278	75,998	66,880	73,966	140,118	140,118
4000 REVENUES AND EXPENDITURES	109,760-	90,042-	96,030-	84,484-	24,012-	24,012-
00210 TIF #2155 - LAMPLIGHTER	109,760-	90,042-	96,030-	84,484-	24,012-	24,012-

Fund: Economic Development Authority

Fund Number: 220

Department No. 80

The role of the staff to the Economic Development Authority is to coordinate and manage all commercial, industrial and residential redevelopment efforts, to administer the Crystal New Home Program and to achieve meaningful redevelopment through the use of tax increment financing and other financial tools where appropriate and when it is in the city's best interest.

Personnel Expenses: This table illustrates the personnel expenses that are charged to this department in full time equivalents (F.T.E.):

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Community Development Director	.50	.50	1.00
City Planner	.50	.50	1.00
TOTALS	1.00	1.00	2.00

Staff: These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- Community Development Director/EDA Deputy Executive Director: Plans and directs community development functions including economic development, planning and zoning, environmental health, building, housing, code enforcement and residential and commercial redevelopment. Serves as a resource to residents, City Council, EDA, developers and co-workers on land use policy and redevelopment matters.
- City Planner: Serves as the city's principal planner and advises the department director in land use issues affecting redevelopment and economic development. Coordinates housing redevelopment programs including scattered site lot sales and serves as a resource for commercial redevelopment activities.

Functions and Products

- Coordinate and manage commercial, industrial and residential redevelopment efforts.
- Administer scattered site lot sales.
- Achieve meaningful redevelopment using tax increment financing and other financial tools where appropriate and when it is in the city's best interest.
- Manage the contracts with the Housing Resource Center (part of Greater Metropolitan Housing Corporation) to offer home improvement incentive rebates, assistance with fix-up fund loans, and other forms of assistance with home improvement projects
- Utilize Community Development Block Grant funds for deferred home improvement loans for low income households
- Pursue opportunities for multi-family residential redevelopment, as appropriate
- Pursue opportunities for commercial and industrial redevelopment, as appropriate
- Acquire properties, as available and as appropriate, to land bank for future redevelopment.

Funding Sources

- EDA activities and EDA-attributable personnel costs are funded from the HRA levy.
- Home improvement assistance activities are funded, in part, from available increment in existing TIF districts.

2016 Goals and Objectives

- Continue to identify opportunities for redevelopment within commercial and industrial areas identified as potential redevelopment areas.
- Identify potential acquisition of residential properties for redevelopment under the scattered site program and continue to identify properties suitable for residential in-fill development.
- Update the scattered site lot sale guidelines and continue to the market lots for new single family houses
- Market existing EDA property in the Twin Oaks neighborhood if it is determined that the properties are not needed for the 2016 street reconstruction project in that area
- Market existing EDA property near 34th & Douglas for potential redevelopment
- Maintain focus on prevention of blight and deterioration in residential neighborhoods due to foreclosed and abandoned properties.
- Continue to fund and administer home improvement assistance programs.

Budget Highlights:

Estimated revenues derived from the sale of three lots are identified in the 2016 budget, but such sales are uncertain. Correspondingly, funds available for property acquisitions are dependent to a certain extent on land sales, but the 2016 budget contemplates capital expenditures for the acquisition of two properties for demolition and sale.

With regard to the Home Improvement Incentive Rebate Program, the 2016 budget assumes that available increment in TIF districts #2151 and #2155 will be used to fund that program and associated administrative costs for projects within the redevelopment project area (approx. 90% of the city). As in 2015, the 2016 EDA budget includes funds for projects outside the redevelopment project area to make the program seamless for all Crystal homeowners.

FINANCIAL ANALYSIS

Economic Development Authority Fund #220	2015 Budget	2016 Budget
Cash & Investments - Beginning Balance	3,225,301	3,303,882
<i><u>Revenues</u></i>		
Property Tax	239,000	246,200
Development Note Principal	30,322	15,732
Issuer Fees on Conduit Debt	15,000	15,700
Sale of Property	140,000	140,000
Investment Income	21,000	32,000
Development Note Interest	1,928	393
Miscellaneous Revenue	0	0
Transfers in from other funds	3,000	1,800
Total Revenues	450,250	451,825
<i><u>Expenditures</u></i>		
Personnel Costs	138,041	228,983
Professional Services (incl legal for closings)	101,428	80,854
Contractual Services (incl Housing Resource Center)		15,000
Home Improvement Rebate Program	22,200	22,200
Property Purchases	110,000	110,000
Total Expenditures	371,669	457,037
Cash & Investments - Ending Balance	3,303,882	3,298,670

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00220 EDA						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	266,140-	237,337-	206,450-	239,000-	246,200-	246,200-
4015 PROP TAX - DELINQUENT	3,715-	3,542-	1,756-			
4020 PROP TAX - PENALTIES/ INTEREST	40,496-	54,363-	54,622-			
4005 TOTAL PROPERTY TAXES	310,351-	295,242-	262,828-	239,000-	246,200-	246,200-
4300 TOTAL FED INTERGOVERNMENTAL						
4320 FEDERAL - FEMA DISASTER AID		150-				
4329 FEDERAL - CDBG - NSP PROG	13,524-	7,900-				
4300 TOTAL FED INTERGOVERNMENTAL	13,524-	8,050-				
4345 TOTAL STATE INTERGOVERNMENTAL						
4390 TOTAL OTHER INTERGOVERNMENTAL						
4392 COUNTY - MISCELLANEOUS		162,850-				
4393 LOCAL - MISCELLANEOUS		152,919-	18,540-			
4390 TOTAL OTHER INTERGOVERNMENTAL		315,769-	18,540-			
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4402 ADMIN CHARGES - NONTAXABLE	2,000-					
4419 PRINCIPAL PYMTS - LOANS & C4D	2,969-	2,037-	4,248-			
4422 PRINCIPAL PYMTS - HEATHERS	26,146-	27,470-	28,861-	30,322-	15,732-	15,732-
4425 ISSUER FEES ON CONDUIT DEBT	15,801-	15,644-	23,482-	15,000-	15,700-	15,700-
4437 SALE OF LAND HELD FOR RESALE	119,527-	129,975-	735,159-	140,000-	140,000-	140,000-
4441 CITY-PROVIDED SERVICES			440-			
4400 TOTAL CH. FOR SERV. -GEN GOV'T	166,443-	175,126-	792,190-	185,322-	171,432-	171,432-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	42,611-	23,794-	26,404-	21,000-	32,000-	32,000-
4825 INTEREST - HEATHERS NOTE	6,104-	4,780-	3,389-	1,928-	393-	393-
4880 CHANGE IN F.V. OF INVESTMENTS	9,217	19,449	758-			
4800 TOTAL INVESTMENT EARNINGS	39,498-	9,125-	30,552-	22,928-	32,393-	32,393-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	600-	101-				
4915 REIMBURSEMENT -OTHER	14,400-	20,802-	6,141-			
4900 TOTAL MISCELLANEOUS	15,000-	20,903-	6,141-			
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						
5120 TRANSFER IN - TIF DISTRICTS	1,349,127-	3,136-	1,876-	3,000-	1,800-	1,800-
5100 TOTAL TRANSFERS IN	1,349,127-	3,136-	1,876-	3,000-	1,800-	1,800-
4001 REVENUES	1,893,944-	827,351-	1,112,126-	450,250-	451,825-	451,825-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	95,840	99,530	101,261	109,589	175,538	175,538
6061 DEMO REIMB TO GEN/ENT FUNDS	29,818	7,279				
6003 TOTAL SALARIES AND WAGES	125,658	106,809	101,261	109,589	175,538	175,538

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	6,799	6,866	7,438	8,384	13,429	13,429
6110 PERA - COORDINATED	6,948	6,987	7,367	8,219	13,165	13,165
6140 HEALTH INSURANCE	7,398	8,027	7,329	9,585	21,374	21,374
6142 HEALTH SAVINGS ACCOUNTS	1,080	1,173	1,329			
6145 DENTAL INSURANCE	192	192	269	384	768	768
6150 LIFE INSURANCE	22	22	22	23	48	48
6155 RETIRE HLTH SAVINGS PLAN	1,721	1,778	1,853	1,140	3,134	3,134
6185 WORKERS COMP INSURANCE	454	540	674	717	1,527	1,527
6100 TOTAL EMPLOYEE BENEFITS	24,615	25,585	26,280	28,452	53,445	53,445
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	39,226	15,106	8,824	15,000	15,000	15,000
6215 AUDIT SERVICES	1,500	1,800	1,800	1,800	1,900	1,900
6250 LEGAL SERVICES - GENERAL	43,812	21,312	16,131	20,000	20,000	20,000
6200 TOTAL PROFESSIONAL SERVICES	84,538	38,219	26,754	36,800	36,900	36,900
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	53,970	367,094	45,954	30,000	30,000	30,000
6315 TREE TRIM / REMOVAL SERVICES	7,744	4,961	4,115	4,000	4,000	4,000
6346 HOME IMP REBATE PROG	23,066	51,103	35,937	20,000	20,000	20,000
6347 HOME IMP REBATE PROG - ADMIN	2,657	5,985	3,953	2,200	2,200	2,200
6348 SAC CHARGES - MET CO		7,305	131,705			
6300 TOTAL CONTRACTUAL SERVICES	87,436	436,449	221,664	56,200	56,200	56,200
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	702	719	9	200	200	200
6410 GAS SERVICE	2,887	2,369		200	200	200
6415 RUBBISH REMOVAL	14,432	690	6,976	5,000	5,000	5,000
6420 CITY UTILITY CHARGES	2,753	67	72	200	200	200
6400 TOTAL UTILITIES	20,775	3,844	7,057	5,600	5,600	5,600
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP				1,000		
6480 TOTAL RENTALS				1,000		
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	4,171	3,334	454	500	100	100
6530 LANDSCAPE MAT'LS & SUPPLIES				500	100	100
6500 TOTAL SUPPLIES	4,171	3,334	454	1,000	200	200
6600 TOTAL COMMUNICATIONS						
6610 PHONE SERVICES	274	266	641	500	600	600
6620 DELIVERY CHARGES	51	69	23	100	50	50
6600 TOTAL COMMUNICATIONS	324	335	664	600	650	650
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	2,206	893	522	900	900	900
6650 TOTAL PRINTING AND ADVERTISING	2,206	893	522	900	900	900
6700 TOTAL INSURANCE						
6705 INSURANCE	5,624	2,922	470	428	504	504
6700 TOTAL INSURANCE	5,624	2,922	470	428	504	504

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	145	47	819	100	100	100
6820 DUES AND SUBSCRIPTIONS	4,135	894	1,114	1,000	1,000	1,000
6830 LICENSES, PERMITS AND TAXES	169,972	12,618	11,520	20,000	16,000	16,000
6800 TOTAL MISCELLANEOUS	174,252	13,559	13,453	21,100	17,100	17,100
6900 TOTAL CAPITAL OUTLAY						
6905 LAND	460,723					
6936 INFRA- TRAFFIC & TRANSPORT SYS		32,350				
6940 MISCELLANEOUS CAPITAL OUTLAY	211,145			110,000	110,000	110,000
6900 TOTAL CAPITAL OUTLAY	671,868	32,350		110,000	110,000	110,000
7400 TOTAL TRANSFERS OUT						
7410 TRANSFER OUT- OTHER FUNDS			650,000			
7400 TOTAL TRANSFERS OUT			650,000			
6001 EXPENDITURES AND EXPENSES	1,201,467	664,298	1,048,578	371,669	457,037	457,037
4000 REVENUES AND EXPENDITURES	692,477-	163,053-	63,548-	78,581-	5,212	5,212
00220 EDA	692,477-	163,053-	63,548-	78,581-	5,212	5,212

Fund: City Initiatives Fund
Fund Number: 240

DESCRIPTION OF ACTIVITY

The City Initiatives Fund accounts for donations and other miscellaneous revenues that the City receives that are pledged to be spent on particular projects. Exact donations and projects for 2016 are not yet known. The amounts budgeted for 2016 are similar to the totals received and spent in past years.

Donations for the Police Canine Unit may continue at modest levels in 2016 and future years. This money is being spent ongoing costs of the canine unit.

FINANCIAL ANALYSIS

City Initiatives Fund	2015 Budget	2016 Budget
Available Resources - Beginning Balance	\$ 48,063	\$ 41,313
<i>Revenues</i>		
Miscellaneous Receipts	6,000	6,000
Donations	18,000	18,000
<i>Expenditures</i>		
General Government	(7,200)	(6,000)
Public Safety	(8,000)	(8,000)
Public Safety -- Canine Unit	(8,400)	(6,000)
Recreation	(7,150)	(4,000)
Available Resources - Ending Balance	\$ 41,313	\$ 41,313

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00240 CITY INITIATIVES						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	880-	2,755-				
4005 TOTAL PROPERTY TAXES	880-	2,755-				
4345 TOTAL STATE INTERGOVERNMENTAL						
4347 STATE - MISCELLANEOUS	437-		547-			
4345 TOTAL STATE INTERGOVERNMENTAL	437-		547-			
4390 TOTAL OTHER INTERGOVERNMENTAL						
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	3,742-	3,425-	9,634-	6,000-	6,000-	6,000-
4915 REIMBURSEMENT -OTHER	1,168-		441-			
4950 DONATIONS	43,327-	22,207-	12,283-	18,000-	18,000-	18,000-
4900 TOTAL MISCELLANEOUS	48,237-	25,632-	22,358-	24,000-	24,000-	24,000-
5100 TOTAL TRANSFERS IN						
5105 INTERFUND PROGRAM TRANSFER IN			603-			
5100 TOTAL TRANSFERS IN			603-			
4001 REVENUES	49,553-	28,386-	23,508-	24,000-	24,000-	24,000-
6001 EXPENDITURES AND EXPENSES						
6100 TOTAL EMPLOYEE BENEFITS						
6170 CLOTHING & CLOTHING ALLOW	236	20	380	300	300	300
6100 TOTAL EMPLOYEE BENEFITS	236	20	380	300	300	300
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	4,455	1,585	1,530	1,800	1,000	1,000
6200 TOTAL PROFESSIONAL SERVICES	4,455	1,585	1,530	1,800	1,000	1,000
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	3,100	5,838	5,000	4,800	4,200	4,200
6300 TOTAL CONTRACTUAL SERVICES	3,100	5,838	5,000	4,800	4,200	4,200
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES	3,207					
6440 TOTAL REPAIR & MAINT SERVICES	3,207					
6480 TOTAL RENTALS						
6485 RENTALS - MISCELLANEOUS	814	278	880	810	600	600
6480 TOTAL RENTALS	814	278	880	810	600	600
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	3,271	5,621	358	3,000	900	900
6515 AMMUNITION & GUN RANGE USE	1,024	222	203	240		
6545 MOTOR FUELS	1,413	2,109	2,197	1,800		
6560 STREET SIGNS & POSTS			441			
6500 TOTAL SUPPLIES	5,708	7,952	3,198	5,040	900	900
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL	100	214				

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6690 ADVERTISING - GENERAL	1,100	1,215	1,315	1,200	1,200	1,200
6650 TOTAL PRINTING AND ADVERTISING	1,200	1,429	1,315	1,200	1,200	1,200
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	5,601	4,019	8,271	4,800	4,200	4,200
6820 DUES AND SUBSCRIPTIONS	396	572	519			
6850 AWARDS			52			
6860 ACTIVITY ASSISTANCE EXPENSE	4,282	3,573	3,835	3,600	3,600	3,600
6878 CANINE UNIT	5,535	18,100	8,909	8,400	8,000	8,000
6800 TOTAL MISCELLANEOUS	15,814	26,265	21,586	16,800	15,800	15,800
6900 TOTAL CAPITAL OUTLAY						
7400 TOTAL TRANSFERS OUT						
7405 INTERFUND PROGRAM TRANSFER OUT			603			
7400 TOTAL TRANSFERS OUT			603			
6001 EXPENDITURES AND EXPENSES	34,535	43,367	34,493	30,750	24,000	24,000
4000 REVENUES AND EXPENDITURES	15,018-	14,980	10,985	6,750		
00240 CITY INITIATIVES	15,018-	14,980	10,985	6,750		

Fund: Special Projects Fund
Fund Number: 245

DESCRIPTION OF ACTIVITY

The Special Projects/Grants Fund accounts for grants and forfeited vehicle revenues that the City receives and must spend on particular projects. Exact revenues and projects for 2016 are not yet known. The amounts budgeted for 2016 include activity similar to past years.

The Special Projects Fund includes a Forfeiture Account in which proceeds from the sale of seized vehicles is deposited. This money must be used for purposes related to traffic enforcement.

FINANCIAL ANALYSIS

Special Projects Fund	2015 Budget	2016 Budget
Available Resources - Beginning Balance	\$ 55,400	\$ 17,600
<i>Revenues</i>		
Federal Grants	24,000	27,000
Forfeitures	21,000	21,000
<i>Expenditures</i>		
Public Safety	(82,800)	(48,000)
Available Resources - Ending Balance	\$ 17,600	\$ 17,600

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00245 SPECIAL PROJECTS / GRANTS						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4300 TOTAL FED INTERGOVERNMENTAL						
4341 FEDERAL - TOWARD ZERO DEATHS	21,984-	27,994-	29,606-	24,000-	27,000-	27,000-
4300 TOTAL FED INTERGOVERNMENTAL	21,984-	27,994-	29,606-	24,000-	27,000-	27,000-
4345 TOTAL STATE INTERGOVERNMENTAL						
4392 COUNTY - MISCELLANEOUS			5,000-			
4345 TOTAL STATE INTERGOVERNMENTAL			5,000-			
4700 TOTAL FINES AND FORFEITURES						
4745 FORFEITURE-SALE>SEIZED VEHICLE	22,433-	20,975-	8,213-	18,000-	18,000-	18,000-
4746 FORFEITURE-VEHICLE SETTLEMENT	2,100-	2,100-	8,741-	3,000-	3,000-	3,000-
4700 TOTAL FINES AND FORFEITURES	24,533-	23,075-	16,953-	21,000-	21,000-	21,000-
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						
4001 REVENUES	46,517-	51,069-	51,560-	45,000-	48,000-	48,000-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6015 OVERTIME-REGULAR EMPLOYEES	18,681	23,773	24,879	24,000	24,000	24,000
6003 TOTAL SALARIES AND WAGES	18,681	23,773	24,879	24,000	24,000	24,000
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	240	345	361	360	360	360
6115 PERA - POLICE	2,690	3,422	3,807	3,600	3,600	3,600
6185 WORKERS COMP INSURANCE	373	454	560	540	540	540
6100 TOTAL EMPLOYEE BENEFITS	3,303	4,220	4,727	4,500	4,500	4,500
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	6,055	4,530	8,085	4,500	8,400	8,400
6200 TOTAL PROFESSIONAL SERVICES	6,055	4,530	8,085	4,500	8,400	8,400
6440 TOTAL REPAIR & MAINT SERVICES						
6455 VEHICLE R & M SERVICES		312				
6470 SERVICE CONTRACTS			1,015			
6440 TOTAL REPAIR & MAINT SERVICES		312	1,015			
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	14,601	115	11,293	4,500	10,800	10,800
6540 VEHICLE SUPPLIES	63	318				
6570 BALLFIELD MAINT SUPPLIES			5,000			
6500 TOTAL SUPPLIES	14,664	433	16,293	4,500	10,800	10,800
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES	280	166	519	300	300	300
6800 TOTAL MISCELLANEOUS	280	166	519	300	300	300
6900 TOTAL CAPITAL OUTLAY						
6930 VEHICLES & TRAILERS				45,000		
6900 TOTAL CAPITAL OUTLAY				45,000		

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	42,982	33,434	55,517	82,800	48,000	48,000
4000 REVENUES AND EXPENDITURES	3,535-	17,634-	3,958	37,800		
00245 SPECIAL PROJECTS / GRANTS	3,535-	17,634-	3,958	37,800		

Debt Service Funds

Cities often acquire or construct long lived assets such as land, buildings, parks, streets and other types of infrastructure. These purchases often involve large expenditures that can not be handled in the operating budget of a single year. Sale of bonds or other debt is a way to finance these expenditures with the repayment of the debt spread out over many years. Life of the bonds should be equal to or less than the life of the asset acquired with the proceeds of the bonds. This has the advantage that the citizens who make the annual payments on the bonds are the same ones who benefit from use of the asset acquired with the proceeds of the bonds.

A separate debt service fund is set up to account for each bond issue. Certain revenues are pledged to repayment of a bond at the time the bond issue is sold. It is important to account for these revenues in a way that demonstrates that they have been properly reserved for the payment of principal, interest, and related expenses of that bond issue.

Types of revenue that are frequently pledged to the repayment of debt include: property taxes, special assessments, tax increment financing (TIF), state aid, and utility revenues. Debt being repaid by utility revenues is accounted for in the related enterprise fund.

Currently outstanding bonds rely on either property taxes or special assessments for the revenue needed to repay the debt.

The City of Crystal has been rated by Moody's Investor Services each time it issued a bond. The most recent rating was in 2015 and was an Aa2 rating. The Aa2 rating reflects the city's mature tax base located in the Twin Cities, healthy financial operations, and modest debt levels with rapid principal repayment.

Fund: G.O. Special Assessment Improvement Bonds, 2005A
Fund Number: 326

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 7 of the street reconstruction project. Phase 7 included the Fair and Crystal Heights neighborhoods. The Fair neighborhood is bounded on the west by Douglas Drive, on the north by 42nd Avenue and by the city limits between Adair Avenue and Vera Cruz Avenue, on the east by Adair Avenue between 39th Avenue and 42nd Avenue then by Vera Cruz Avenue between 38th Avenue and 36th Avenue, and on the south by 36th Avenue. The Crystal Heights neighborhood is bounded on the west by Lilac Drive, on the north by 36th Avenue, on the east by Regent Avenue and on the south by the city limits.

The original amount of the bonds was \$1,440,000 with principal and interest payments running from 2006 through 2021. Interest rates on the bonds range from 3.5% to 4.0% with a weighted average rate of 3.9092%. These bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2016.

It is planned to call the bonds for early payment on August 1, 2016.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00326 2005A IMPROVE BONDS (PH 7)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	57,211-	54,804-	52,485-	51,018-	48,352-	48,352-
4060 SPECIAL ASSESS - DELINQUENT	1,373-	1,715-	410-			
4065 SPECIAL ASSESS - PREPAID	15,773-	18,872-	16,441-	15,305-	12,088-	12,088-
4070 SPECIAL ASSESS - PENALTIES	716-	802-	236-			
4075 SPECIAL ASSESS - INTEREST	34,377-	33,075-	24,875-	18,367-	14,506-	14,506-
4050 TOTAL SPECIAL ASSESSMENTS	109,449-	109,267-	94,447-	84,690-	74,946-	74,946-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	8,692-	6,021-	4,251-	4,800-	2,400-	2,400-
4880 CHANGE IN F.V. OF INVESTMENTS	1,881	4,922	122-			
4800 TOTAL INVESTMENT EARNINGS	6,812-	1,100-	4,373-	4,800-	2,400-	2,400-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	116,261-	110,367-	98,820-	89,490-	77,346-	77,346-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	243	234	224	250	3,600	3,600
6225 BANK CHARGES & CR CARD FEES				150	150	150
6200 TOTAL PROFESSIONAL SERVICES	243	234	224	400	3,750	3,750
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	100,000	100,000	95,000	95,000	530,000	530,000
7120 INTEREST EXPENSE	34,800	30,800	26,900	23,100	19,300	19,300
7130 PAYING AGENT CHARGES	403	403	425	500	500	500
7100 TOTAL DEBT SERVICE	135,203	131,203	122,325	118,600	549,800	549,800
6001 EXPENDITURES AND EXPENSES	135,446	131,437	122,549	119,000	553,550	553,550
4000 REVENUES AND EXPENDITURES	19,184	21,070	23,728	29,510	476,204	476,204
00326 2005A IMPROVE BONDS (PH 7)	19,184	21,070	23,728	29,510	476,204	476,204

Fund: G.O. Aquatic Center Bonds, Series 2005B
Fund Number: 327

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the G.O. Aquatic Center Bonds, Series 2005B. These were sold to finance reconstruction of the City of Crystal's swimming pool, which originally opened in 1968. Voters approved the project in a referendum in the fall of 2004 and the bonds are supported by a market value based property tax levy.

The original amount of the bonds was \$2,395,000 with principal and interest payments running from 2006 through 2020. Interest rates on the bonds range from 3.5% to 4.0% with a weighted average rate of 3.8884%. These bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2016.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00327 2005B AQUATIC CENTER BONDS						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT	208,497-	208,355-	207,012-	209,000-	210,600-	210,600-
4015 PROP TAX - DELINQUENT	3,190-	3,128-	1,986-			
4020 PROP TAX - PENALTIES/ INTEREST	23	5	8			
4005 TOTAL PROPERTY TAXES	211,664-	211,478-	208,991-	209,000-	210,600-	210,600-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	2,638-	1,955-	1,410-	1,800-	1,700-	1,700-
4880 CHANGE IN F.V. OF INVESTMENTS	571	1,598	41-			
4800 TOTAL INVESTMENT EARNINGS	2,067-	357-	1,451-	1,800-	1,700-	1,700-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	213,731-	211,835-	210,441-	210,800-	212,300-	212,300-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	145,000	155,000	160,000	165,000	170,000	170,000
7120 INTEREST EXPENSE	59,500	53,500	47,200	40,700	34,000	34,000
7130 PAYING AGENT CHARGES	403	403	425	500	500	500
7100 TOTAL DEBT SERVICE	204,903	208,903	207,625	206,200	204,500	204,500
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	204,903	208,903	207,625	206,200	204,500	204,500
4000 REVENUES AND EXPENDITURES	8,829-	2,933-	2,816-	4,600-	7,800-	7,800-
00327 2005B AQUATIC CENTER BONDS	8,829-	2,933-	2,816-	4,600-	7,800-	7,800-

Fund: G.O. Special Assessment Improvement Bonds, 2006A
Fund Number: 328

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 8 of the street reconstruction project. Phase 8 is the Forest South neighborhood. The Forest South neighborhood is bounded on the on the west by the first tier of lots west of Louisiana Avenue between 42nd and 45th Avenues, and the first tier of lots west of Nevada Avenue between 45th and 47th Avenues; on the north by 47th Avenue between Nevada Avenue and Douglas Drive; on the east by Douglas Drive between 42nd and 47th Avenues; and on the south by 42nd Avenue between Douglas Drive and Louisiana Avenue, and the first tier of lots south of 45th Avenue between Louisiana and Nevada Avenues.

The original amount of the bonds was \$1,855,000 with principal and interest payments running from 2007 through 2022. Interest rates on the bonds range from 3.75% to 4.2% with a weighted average rate of 4.1324%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2016.

It is planned to call the remaining bonds for early payment on August 1, 2016.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00328 2006 IMP BONDS (PH 8)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	88,023-	84,368-	83,497-	80,594-	75,815-	75,815-
4060 SPECIAL ASSESS - DELINQUENT	3,771-	1,758-	11,177-			
4065 SPECIAL ASSESS - PREPAID	28,728-	36,090-	39,566-	28,208-	22,745-	22,745-
4070 SPECIAL ASSESS - PENALTIES	2,078-	880-	3,820-			
4075 SPECIAL ASSESS - INTEREST	61,007-	53,438-	45,130-	33,849-	27,293-	27,293-
4050 TOTAL SPECIAL ASSESSMENTS	183,606-	176,533-	183,189-	142,651-	125,853-	125,853-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	10,058-	7,364-	5,432-	6,400-	3,200-	3,200-
4880 CHANGE IN F.V. OF INVESTMENTS	2,176	6,019	156-			
4800 TOTAL INVESTMENT EARNINGS	7,882-	1,345-	5,588-	6,400-	3,200-	3,200-
4001 REVENUES	191,488-	177,878-	188,777-	149,051-	129,053-	129,053-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	389	378	356	600	3,600	3,600
6225 BANK CHARGES & CR CARD FEES				100	300	300
6200 TOTAL PROFESSIONAL SERVICES	389	378	356	700	3,900	3,900
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	130,000	125,000	125,000	120,000	775,000	775,000
7120 INTEREST EXPENSE	48,310	43,498	38,716	33,970	29,260	29,260
7130 PAYING AGENT CHARGES	431	431	450	500	500	500
7100 TOTAL DEBT SERVICE	178,741	168,929	164,166	154,470	804,760	804,760
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	179,130	169,307	164,522	155,170	808,660	808,660
4000 REVENUES AND EXPENDITURES	12,359-	8,571-	24,255-	6,119	679,607	679,607
00328 2006 IMP BONDS (PH 8)	12,359-	8,571-	24,255-	6,119	679,607	679,607

Fund: G.O. Special Assessment Improvement Bonds, 2008A
Fund Number: 329

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 9 of the street reconstruction project. Phase 9 is the Cavanaugh Oaks neighborhood. The Cavanaugh Oaks neighborhood is bounded on the west by the Burlington Northern railroad except for two lots fronting on West Broadway and Corvallis Ave; on the north by the Canadian Pacific railroad; on the east by Twin Lake; and on the south by 47th Avenue.

The original amount of the bonds was \$2,190,000 with principal and interest payments running from 2009 through 2024. Interest rates on the bonds range from 3.5% to 4.35% with a weighted average rate of 4.0655%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2018.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00329 2008 IMP BONDS (PH 9)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	108,571-	91,045-	85,639-	83,083-	80,182-	80,182-
4060 SPECIAL ASSESS - DELINQUENT	5,433-	2,824-	673-			
4065 SPECIAL ASSESS - PREPAID	223,221-	52,294-	59,864-	37,388-	32,073-	32,073-
4070 SPECIAL ASSESS - PENALTIES	2,272-	1,687-	429-			
4075 SPECIAL ASSESS - INTEREST	81,957-	61,990-	57,959-	44,865-	38,487-	38,487-
4050 TOTAL SPECIAL ASSESSMENTS	421,454-	209,839-	204,564-	165,336-	150,742-	150,742-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	7,726-	7,433-	5,362-	6,000-	5,962-	5,962-
4880 CHANGE IN F.V. OF INVESTMENTS	1,672	6,075	154-			
4800 TOTAL INVESTMENT EARNINGS	6,055-	1,357-	5,516-	6,000-	5,962-	5,962-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	427,509-	211,196-	210,080-	171,336-	156,704-	156,704-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	375	3,110	344	600	600	600
6200 TOTAL PROFESSIONAL SERVICES	375	3,110	344	600	600	600
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	160,000	155,000	155,000	150,000	145,000	145,000
7120 INTEREST EXPENSE	68,860	63,348	57,923	52,210	46,310	46,310
7130 PAYING AGENT CHARGES	425	425	450	500	500	500
7100 TOTAL DEBT SERVICE	229,285	218,773	213,373	202,710	191,810	191,810
6001 EXPENDITURES AND EXPENSES	229,660	221,883	213,716	203,310	192,410	192,410
4000 REVENUES AND EXPENDITURES	197,849-	10,687	3,636	31,974	35,706	35,706
00329 2008 IMP BONDS (PH 9)	197,849-	10,687	3,636	31,974	35,706	35,706

Fund: G.O. Special Assessment Improvement Bonds, 2009A
Fund Number: 330

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 10 of the street reconstruction project. Phase 10 is the Welcome Park neighborhood. The Welcome Park neighborhood is bounded on the north by 51st Place; on the west by Douglas Drive; on the south by 42nd Avenue and West Broadway; and on the east by the Robbinsdale city limits. Sumter Avenue between Bass Lake Road and 58th Avenue was added to Phase 10 due to its deteriorated condition.

The original amount of the bonds was \$3,360,000 with principal and interest payments running from 2010 through 2030. Interest rates on the bonds range from 2.0% to 4.5% with a weighted average rate of 3.7037%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2019.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00330 2009A IMP BONDS (PH 10)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	121,632-	117,754-	107,587-	106,648-	101,605-	101,605-
4060 SPECIAL ASSESS - DELINQUENT	3,975-	10,784-	1,357-			
4065 SPECIAL ASSESS - PREPAID	61,957-	109,723-	97,401-	79,986-	71,124-	71,124-
4070 SPECIAL ASSESS - PENALTIES	2,453-	4,360-	867-			
4075 SPECIAL ASSESS - INTEREST	134,574-	123,093-	110,763-	95,983-	85,348-	85,348-
4050 TOTAL SPECIAL ASSESSMENTS	324,590-	365,713-	317,976-	282,617-	258,077-	258,077-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	15,353-	11,556-	8,855-	10,500-	10,800-	10,800-
4880 CHANGE IN F.V. OF INVESTMENTS	3,322	9,446	254-			
4800 TOTAL INVESTMENT EARNINGS	12,032-	2,110-	9,109-	10,500-	10,800-	10,800-
4001 REVENUES	336,622-	367,823-	327,085-	293,117-	268,877-	268,877-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	645	623	3,340	650	600	600
6225 BANK CHARGES & CR CARD FEES		89	103	100	100	100
6200 TOTAL PROFESSIONAL SERVICES	645	711	3,442	750	700	700
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	205,000	200,000	195,000	190,000	185,000	185,000
7120 INTEREST EXPENSE	102,866	98,816	94,866	90,541	85,400	85,400
7130 PAYING AGENT CHARGES	425	425	450	600	500	500
7100 TOTAL DEBT SERVICE	308,291	299,241	290,316	281,141	270,900	270,900
6001 EXPENDITURES AND EXPENSES	308,936	299,952	293,759	281,891	271,600	271,600
4000 REVENUES AND EXPENDITURES	27,686-	67,871-	33,326-	11,226-	2,723	2,723
00330 2009A IMP BONDS (PH 10)	27,686-	67,871-	33,326-	11,226-	2,723	2,723

Fund: G.O. Special Assessment Improvement Bonds, 2011A
Fund Number: 332

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 11 of the street reconstruction project. Phase 11 is the Broadway Park neighborhood. The Broadway Park neighborhood is bounded on the on the south by Bass Lake Road; on the east by West Broadway; on the north and west by the New Hope city limits.

The original amount of the bonds was \$1,705,000 with principal and interest payments running from 2012 through 2027. Interest rates on the bonds range from 0.5% to 3.55% with a weighted average rate of 2.6546%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2021.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00332 2011 IMP BONDS (PH 11)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	94,470-	96,986-	87,477-	87,717-	83,532-	83,532-
4060 SPECIAL ASSESS - DELINQUENT		7,051-	4,388-			
4065 SPECIAL ASSESS - PREPAID	100,482-	114,240-	59,260-	52,630-	45,942-	45,942-
4070 SPECIAL ASSESS - PENALTIES	1,550-	3,013-	1,538-			
4075 SPECIAL ASSESS - INTEREST	158,428-	87,525-	74,082-	63,157-	55,131-	55,131-
4050 TOTAL SPECIAL ASSESSMENTS	354,929-	308,815-	226,743-	203,504-	184,605-	184,605-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	1,495-	2,965-	3,141-	3,700-	4,200-	4,200-
4880 CHANGE IN F.V. OF INVESTMENTS	323	2,424	90-			
4800 TOTAL INVESTMENT EARNINGS	1,171-	541-	3,231-	3,700-	4,200-	4,200-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	356,100-	309,356-	229,974-	207,204-	188,805-	188,805-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	620	575	525	600	3,600	3,600
6225 BANK CHARGES & CR CARD FEES	281	106		300	300	300
6200 TOTAL PROFESSIONAL SERVICES	901	681	525	900	3,900	3,900
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS		145,000	140,000	135,000	130,000	130,000
7120 INTEREST EXPENSE	35,493	35,130	34,278	33,146	31,700	31,700
7130 PAYING AGENT CHARGES	425	425	450	500	500	500
7100 TOTAL DEBT SERVICE	35,918	180,555	174,728	168,646	162,200	162,200
6001 EXPENDITURES AND EXPENSES	36,819	181,236	175,253	169,546	166,100	166,100
4000 REVENUES AND EXPENDITURES	319,282-	128,120-	54,722-	37,658-	22,705-	22,705-
00332 2011 IMP BONDS (PH 11)	319,282-	128,120-	54,722-	37,658-	22,705-	22,705-

Fund: G.O. Special Assessment Improvement Bonds, 2012A
Fund Number: 333

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 12 of the street reconstruction project. Phase 12 is the Forest North neighborhood. The Forest North neighborhood is bounded 51st Place on the north, the Crystal/New Hope city limits on the west, 47th Avenue on the south, and Douglas Drive on the east.

The original amount of the bonds was \$2,635,000 with principal and interest payments running from 2013 through 2028. Interest rates on the bonds range from 0.5% to 2.05% with a weighted average rate of 1.698%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2022.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00333 2012 IMP BONDS (PH 12)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME		157,970-	147,541-	146,100-	141,180-	141,180-
4060 SPECIAL ASSESS - DELINQUENT			3,017-			
4065 SPECIAL ASSESS - PREPAID	32,916-	152,865-	99,150-	76,000-	67,767-	67,767-
4070 SPECIAL ASSESS - PENALTIES		728-	1,284-			
4075 SPECIAL ASSESS - INTEREST	964-	208,274-	109,312-	94,965-	84,700-	84,700-
4050 TOTAL SPECIAL ASSESSMENTS	33,879-	519,835-	360,304-	317,065-	293,647-	293,647-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	3,090-	2,030-	3,055-	3,900-	4,650-	4,650-
4880 CHANGE IN F.V. OF INVESTMENTS	9	1,659	88-			
4800 TOTAL INVESTMENT EARNINGS	3,081-	371-	3,143-	3,900-	4,650-	4,650-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES	36,960-	520,206-	363,448-	320,965-	298,297-	298,297-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES		880	1,678	900	900	900
6225 BANK CHARGES & CR CARD FEES	300	524		300	300	300
6200 TOTAL PROFESSIONAL SERVICES	300	1,404	1,678	1,200	1,200	1,200
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS			225,000	210,000	200,000	200,000
7120 INTEREST EXPENSE		49,881	48,194	44,931	41,900	41,900
7130 PAYING AGENT CHARGES				600	500	500
7100 TOTAL DEBT SERVICE		49,881	273,194	255,531	242,400	242,400
6001 EXPENDITURES AND EXPENSES	300	51,286	274,871	256,731	243,600	243,600
4000 REVENUES AND EXPENDITURES	36,660-	468,920-	88,576-	64,234-	54,697-	54,697-
00333 2012 IMP BONDS (PH 12)	36,660-	468,920-	88,576-	64,234-	54,697-	54,697-

Fund: G.O. Special Assessment Improvement Bonds, 2013A
Fund Number: 334

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 13 of the street reconstruction project. Phase 13 is the Becker Park neighborhood. The Becker Park neighborhood is bounded Bass Lake Road on the north, the Crystal/New Hope city limits on the west, 52nd Avenue on the south, and County Highway 81 on the east.

The original amount of the bonds was \$3,235,000 with principal and interest payments running from 2014 through 2029. Interest rates on the bonds range from 2.0% to 3.05% with a weighted average rate of 2.689%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2023.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00334 2013 IMP BONDS (PH 13)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME			160,499-	194,385-	188,763-	188,763-
4065 SPECIAL ASSESS - PREPAID		110,373-	141,057-	108,900-	98,157-	98,157-
4070 SPECIAL ASSESS - PENALTIES			885-			
4075 SPECIAL ASSESS - INTEREST			258,197-	136,000-	122,700-	122,700-
4050 TOTAL SPECIAL ASSESSMENTS		110,373-	560,639-	439,285-	409,620-	409,620-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME		4,711-	2,116-	2,250-	3,600-	3,600-
4880 CHANGE IN F.V. OF INVESTMENTS		14	61-			
4800 TOTAL INVESTMENT EARNINGS		4,697-	2,177-	2,250-	3,600-	3,600-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES		115,070-	562,816-	441,535-	413,220-	413,220-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES				780	720	720
6225 BANK CHARGES & CR CARD FEES			198	120	120	120
6200 TOTAL PROFESSIONAL SERVICES			198	900	840	840
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS				215,000	250,000	250,000
7120 INTEREST EXPENSE			84,238	82,087	77,450	77,450
7130 PAYING AGENT CHARGES			425	500	500	500
7100 TOTAL DEBT SERVICE			84,663	297,587	327,950	327,950
6001 EXPENDITURES AND EXPENSES			84,861	298,487	328,790	328,790
4000 REVENUES AND EXPENDITURES		115,070-	477,955-	143,048-	84,430-	84,430-
00334 2013 IMP BONDS (PH 13)		115,070-	477,955-	143,048-	84,430-	84,430-

Fund: G.O. Special Assessment Improvement Bonds, 2015A
Fund Number: 335

DESCRIPTION OF ACTIVITY

This fund is used to account for the payment of principal and interest on the bonds that were sold to finance Phase 14 of the street reconstruction project. Phase 14 is the North Lions Park neighborhood. The North Lions Park neighborhood is bounded by the Crystal/Brooklyn Park city limits on the north, the Broadway Avenue on the west, Bass Lake Road on the south, and County Highway 81 on the east.

The original amount of the bonds was \$2,550,000 with principal and interest payments running from 2016 through 2031. Interest rates on the bonds range from 2.5% to 3.0% with a weighted average rate of 2.865%. The bonds have a call feature that allows the City to call the remaining bonds for early payment beginning on February 1, 2025.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00335 2015 IMP BONDS (PH 14)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME					167,757-	167,757-
4075 SPECIAL ASSESS - INTEREST					141,545-	141,545-
4050 TOTAL SPECIAL ASSESSMENTS					309,302-	309,302-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME					1,200-	1,200-
4800 TOTAL INVESTMENT EARNINGS					1,200-	1,200-
5000 TOTAL OTHER FINANCING SOURCES						
4001 REVENUES					310,502-	310,502-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES					900	900
6225 BANK CHARGES & CR CARD FEES					240	240
6200 TOTAL PROFESSIONAL SERVICES					1,140	1,140
7100 TOTAL DEBT SERVICE						
7120 INTEREST EXPENSE					77,276	77,276
7130 PAYING AGENT CHARGES					500	500
7100 TOTAL DEBT SERVICE					77,776	77,776
6001 EXPENDITURES AND EXPENSES					78,916	78,916
4000 REVENUES AND EXPENDITURES					231,586-	231,586-
00335 2015 IMP BONDS (PH 14)					231,586-	231,586-

Fund: Permanent Improvement Revolving (PIR) Fund
Fund Number: 405

DESCRIPTION OF ACTIVITY

The Permanent Improvement Revolving Fund accounts for most capital expenditures of general benefit to the City. This includes most vehicle purchases, construction of park improvements, improvements and repairs to city buildings, and some street maintenance.

Major sources of revenue for the PIR historically have been investment earnings and a transfer from the General Fund. Beginning in 2014, a portion of the Local Government Aid received from the State of Minnesota is being deposited in the PIR.

Beginning in 2016, Property tax revenue will be deposited in the PIR fund in place of the transfer from the General Fund.

For the 2016 budget, property tax revenue will be \$261,000. Local Government Aid will be \$228,230. Other sources of revenue will bring total revenues up to \$827,141.

Expenditures in 2016 total \$1,049,200 and include the purchase of major vehicles and numerous construction projects.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00405 PERM IMPROVE REVOLVING (PIR)						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT					261,000-	261,000-
4005 TOTAL PROPERTY TAXES					261,000-	261,000-
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	43,707-	48,385-	53,506-			
4060 SPECIAL ASSESS - DELINQUENT	454-	1,260-	200-			
4065 SPECIAL ASSESS - PREPAID	115,330-	60,689-	65,811-	102,000-	90,000-	90,000-
4070 SPECIAL ASSESS - PENALTIES	469-	524-	218-			
4075 SPECIAL ASSESS - INTEREST	33,346-	31,646-	32,785-	26,000-	32,000-	32,000-
4050 TOTAL SPECIAL ASSESSMENTS	193,306-	142,503-	152,520-	128,000-	122,000-	122,000-
4300 TOTAL FED INTERGOVERNMENTAL						
4345 TOTAL STATE INTERGOVERNMENTAL						
4347 STATE - MISCELLANEOUS			35,858-			
4360 STATE - LOCAL GOVERNMENT AID			188,764-	225,970-	228,230-	228,230-
4345 TOTAL STATE INTERGOVERNMENTAL			224,622-	225,970-	228,230-	228,230-
4390 TOTAL OTHER INTERGOVERNMENTAL						
4392 COUNTY - MISCELLANEOUS	85,984-	34,381-		65,000-	10,000-	10,000-
4393 LOCAL - MISCELLANEOUS		7,881-		15,000-	15,000-	15,000-
4394 LOCAL - NWSCCC CAPITAL GRANT	30,744-	32,260-	33,633-			
4390 TOTAL OTHER INTERGOVERNMENTAL	116,728-	74,523-	33,633-	80,000-	25,000-	25,000-
4400 TOTAL CH. FOR SERV. -GEN GOVT						
4419 PRINCIPAL PYMTS - LOANS & C4D		34,728-				
4430 TAXABLE-COPIES, MAPS, DOCS,ETC	70-		140-			
4400 TOTAL CH. FOR SERV. -GEN GOVT	70-	34,728-	140-			
4625 TOTAL CH. FOR SERV. - P WORKS						
4626 PARK DEDICATION FEES			21,886-			
4625 TOTAL CH. FOR SERV. - P WORKS			21,886-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	135,009-	94,776-	68,847-	110,967-	110,911-	110,911-
4880 CHANGE IN F.V. OF INVESTMENTS	29,208	77,469	1,988-			
4800 TOTAL INVESTMENT EARNINGS	105,800-	17,307-	70,835-	110,967-	110,911-	110,911-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS		921-				
4915 REIMBURSEMENT -OTHER		77,109-		3,000-		
4900 TOTAL MISCELLANEOUS		78,030-		3,000-		
5000 TOTAL OTHER FINANCING SOURCES						
5005 ISSUANCE OF BONDS		395,000-				
5039 PROCEEDS-SALE OF PROP/EQUIP	22,027-	47,350-	36,379-	20,000-	20,000-	20,000-
5000 TOTAL OTHER FINANCING SOURCES	22,027-	442,350-	36,379-	20,000-	20,000-	20,000-
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS	73,659-	49,594-	166,041-	68,000-	60,000-	60,000-
5115 TRANSFER IN - GENERAL FUND	659,000-	645,520-	401,600-	313,648-		

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
5100 TOTAL TRANSFERS IN	732,659-	695,114-	567,641-	381,648-	60,000-	60,000-
4001 REVENUES	1,170,590-	1,484,556-	1,107,657-	949,585-	827,141-	827,141-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,988	15,834	4,128			
6225 BANK CHARGES & CR CARD FEES	212	35	89			
6200 TOTAL PROFESSIONAL SERVICES	2,199	15,868	4,218			
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	118,456	214,295	252,618			
6360 ST RECONSTRUCTION -CONTRACTUAL	207,005	160,615				
6300 TOTAL CONTRACTUAL SERVICES	325,461	374,910	252,618			
6400 TOTAL UTILITIES						
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	25,049	30,795	3,334			
6450 EQUIPMENT R & M SERVICES	18,660	8,118				
6455 VEHICLE R & M SERVICES	2,711					
6470 SERVICE CONTRACTS	431		9,736			
6440 TOTAL REPAIR & MAINT SERVICES	46,850	38,913	13,070			
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	14,926	2,803	10,200			
6480 TOTAL RENTALS	14,926	2,803	10,200			
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	4,349	14,672	3,300			
6525 BLDG REPAIR/MAINT SUPPLIES	3,313	6,332				
6530 LANDSCAPE MAT'LS & SUPPLIES	19,925	11,322	46,596			
6535 EQUIP MAINT SUPPLIES			2,630			
6550 STREET MAINTENANCE MATERIALS	45,171	17,684	19,591			
6560 STREET SIGNS & POSTS		906	5,166			
6570 BALLFIELD MAINT SUPPLIES	3,305					
6571 TRAIL MAINTENANCE MATERIALS			7,729			
6575 UTILITY SYSTEM MAINT SUPPLIES		9,165	11,498			
6500 TOTAL SUPPLIES	76,063	60,081	96,509			
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	193	561	351			
6690 ADVERTISING - GENERAL	374	131				
6650 TOTAL PRINTING AND ADVERTISING	567	692	351			
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES	46					
6800 TOTAL MISCELLANEOUS	46					
6900 TOTAL CAPITAL OUTLAY						
6905 LAND	13,561					
6910 BUILDINGS & STRUCTURES	67,625	162,356	97,058			
6915 IMPROVEMENTS OTHER THAN BLDGS	134,168					
6920 MACHINERY AND EQUIPMENT	16,686	271,063	273,023			
6925 OFFICE EQUIP & FURNITURE	76,817	29,906	297,832			

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6926 SOFTWARE			39,404			
6930 VEHICLES & TRAILERS	125,373	236,995	104,721			
6936 INFRA- TRAFFIC & TRANSPORT SYS	28,903	422,353				
6940 MISCELLANEOUS CAPITAL OUTLAY				1,236,100	1,049,200	1,049,200
6900 TOTAL CAPITAL OUTLAY	463,133	1,122,673	812,038	1,236,100	1,049,200	1,049,200
7100 TOTAL DEBT SERVICE						
7140 DEBT ISSUANCE COSTS		3,265				
7100 TOTAL DEBT SERVICE		3,265				
7200 TOTAL OTHER FINANCING USES						
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	929,245	1,619,205	1,189,005	1,236,100	1,049,200	1,049,200
4000 REVENUES AND EXPENDITURES	241,344	134,649	81,348	286,515	222,059	222,059
00405 PERM IMPROVE REVOLVING (PIR)	241,344	134,649	81,348	286,515	222,059	222,059

PIR Fund (Fund 405)
Multi-Year Capital Improvement Plan
2016 Adopted Budget

<u>BU</u>	<u>Project Description</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
	<u>ADMINISTRATION / ELECTIONS / FINANCE</u>					
4110	Security control system	21,000	23,000	24,000	25,000	26,000
4111	Computer hardware and software	52,000	55,000	55,000	90,000	60,000
4115	Replace server		11,000			15,000
4124	Records management system	11,200			10,000	
4121	Replace copy machines - finance in 15, admin police & CC in 16	30,000				
	Fleet management			50,000		
4119	Telephone & voicemail system				50,000	
	TOTAL ADMINISTRATION / ELECTIONS / FINANCE	114,200	89,000	129,000	175,000	101,000
	<u>CITY BUILDINGS</u>					
4327	City Hall - Misc. concrete repair	2,000		2,000		
4338	City Hall - bldg. upgrades - screen for air handler unit	1,200				
4336	City Hall - Variable Air Volume controllers for HVAC	75,000				
4325	City Hall - replace lunch room cabinets	10,000				
4336	City Hall - replace rooftop air conditioners, 3rd unit - Police		40,000			
4336	City Hall & CCC - Front end UNC for HVAC system		27,000			
	City Hall - replace parking lot lights with LED			18,000		
4329	City Hall - Landscape & plant materials upgrade	2,500		2,500		
	City Hall - replace cubicles					75,000
4334	CCC - replace fire & burglar alarm panel	8,000				
4334	CCC - coat back hall concrete floor	2,500				
4340	CCC - replace air conditioner, unit #1	45,000				
4343	CCC - pool building roof replacement & concession exhaust fan		95,000			
4321	CCC - replace south parking lot				140,000	
	CCC - replace parking lot lights with LED			25,000		
4314	South Fire - replace roof		90,000			
4344	South Fire - replace water heater			7,000		
4346	South Fire - Repair stairway to roof				7,000	
4345	North Fire - replace 2 furnace and A/C units		28,000			
4326	Parking lots - Bassett Creek Park - east		80,000			
4326	Parking lot - North Lions Park west lot					30,000
4326	Parking lot - Valley Place Park west lot			50,000		
4332	Becker Arts Building roof			150,000		
4332	Forest Park building roof replacement			15,000		
4343	Pool - roof replacement & concession exhaust fan		95,000			
	TOTAL CITY BUILDINGS	146,200	455,000	269,500	147,000	105,000
	<u>COMMUNITY DEVELOPMENT</u>					
4506	Replace Staff Car #58, 2006 Chevy Malibu				20,000	
	TOTAL COMMUNITY DEVELOPMENT		0	0	20,000	0
	<u>ENGINEERING</u>					
4611	Replace HP color plotter		8,500			
4607	Traffic count equipment			1,700		
	TOTAL ENGINEERING		8,500	1,700	0	0
	<u>STREET IMPROVEMENTS</u>					
4905	Alley reconstruction, Phases 10 - 11	150,000	170,000			
	TOTAL STREET IMPROVEMENTS	150,000	170,000	0	0	0

BU	Project Description	2016	2017	2018	2019	2020
	<u>STREETS</u>					
4749	Dump truck GPS tracking in 8 or 9 trucks	7,500	7,500			
4721	Replace #305 bucket truck (2000 Ford)	120,000				
4717	Replace #308 - 2002 Chevy 3/4 ton	45,000				
4719	Replace #336 crack sealer (share \$52,000 cost with Robbinsdale)	26,000				
4715	Replace #365 Router	10,000				
4750	Replace #317 - 2005 GMC 1 ton dump truck		60,000			
4730	Replace #302B - 2006 sidewalk plow broom			8,000		
4725	Replace #329 - 2004 John Deere loader			180,000		
	Replace #364 patching hot box				17,000	
4740	Replace #335 - 2008 tracked Bobcat				65,000	
	Replace Bobcat hydraulic hammer				15,000	
	TOTAL STREETS	208,500	67,500	188,000	97,000	0

	<u>FORESTRY</u>					
5800	ROW & Park tree & shrub plantings	18,000	18,000	18,000	18,000	18,000
	TOTAL FORESTRY	18,000	18,000	18,000	18,000	18,000
	<u>PARKS</u>					
5000	Replace trash recepticle & recycling bins, HRG grant	5,000	5,000	5,000	5,000	5,000
5037	Resurface basketball courts	4,000	4,000	4,000	4,000	4,000
5013	Complete north side MAC boardwalk (HRG grant)	6,000				
5018	Sealcoat trails at Bassett Creek Park & Highway 100 trail				8,000	
5003	Bassett Creek Park - relocate dog park to Brunswick & parking		40,000			
5071	Yonkers Park - new picnic shelter	45,000				
5018	Build Yonkers Park trail & remove lights		20,000			
5003	Bassett Creek Park - dredge, areate & stock pond				25,000	
5071	Bassett Creek Park - new park building for community use					1,250,000
5011	Bassett Creek Park - rehabilitate tennis courts					100,000
5019	Becker Park - replace ballfield fencing & backstops			110,000		
	Becker Park - renovate two ballfields			10,000		
	Becker Park - upper window repair & replacement			20,000		
5068	Becker Park - replace parking lot lighting				20,000	
5084	Becker Park - upgrage & repair irrigation				20,000	
5016	Broadway Park - replace turf & plant materials			5,000		
5052	Upgrade Skate Park equipment - add 1/2 pipe or new element, HCYSPG	20,000				
5016	Cavanagh Park - landscape & plant materials		15,000			
5071	Cavanagh Park - replace sun shelter				15,000	
5016	Crystal Highlands Park - replace turf & plant materials		5,000			
5071	Lee Park - replace sun shelter				15,000	
5016	Lions Soo Line Park - community garden	6,000				
	Lions Soo Line Park - tot lot				20,000	
5068	LVP Park - replace sliding hill lights	38,000				
	LVP Park - replace windows, doors, roof stc/ext lighting		60,000			
	LVP Park - correct drainage issues		5,000			
5071	N Bass Lake Park - replace sun shelter				15,000	
5000	North Lions Park - replace park signage		5,000			
	North Lions Park - replace tennis court with basketball court		15,000			
5084	North Lions Park - irrigate baseball field			25,000		
5071	North Lions Park - new picnic shelter with electricity & water					50,000
5084	Skyway Park - irrigate soccer field				25,000	
5035	Welcome Park - remove tennis courts & expand soccer field	30,000				
5075	Playground Equipment - Welcome Park		125,000			
5030	Forest Park - playground improvements	10,000				
5026	Playground Equipment - Valley Place Park			130,000		
5080	Playground Equipment - Fair School Park				50,000	
5012	Playground Equipment - Sunnyview Park					60,000
5056	Install permanent hockey rink - Twin Oaks Park					120,000

BU	Project Description	2016	2017	2018	2019	2020
5056	Welcome Park - replace & possibly move hockey rink		60,000			
5068	Welcome Park - replace & possibly move hockey lights		60,000			
5056	Install permanent hockey rink - Iron Horse Park			50,000		
5042	Box scraper implement for tractor	1,500				
5070	Replace #104 - 2000 GMC 3/4 ton truck	40,000				
5009	Replace #105 - 2000 GMC 1 ton pickup with dumpbox		75,000			
5077	Replace #132 - 1997 Toro Workman	18,000				
5078	Replace #127 - 2003 Toro 580D mower	92,000				
5031	Replace #117 - 2002 Cat loader & #117A snowblower		100,000			
	Replace #121 - 1988 John Deere tractor		85,000			
5044	Replace turf spayer/liner		3,000			
5053	Replace #131 - trailer & paint sprayer		3,500			
	Replace #122 - 1999 John Deere tractor			90,000		
5054	Replace #124 - 2007 Toro mower			58,000		
5081	Replace #120 - 2001 Toro workman mower			15,000		
5049	Replace #144 - 2005 Kabota zero turn mower			15,000		
5051	Replace #107 - 2005 Sterling water tanker				140,000	
5055	Replace #130 - 2007 Kabota zero turn mower				15,000	
5010	Replace #116 - 2000 John Deere tractor					52,000
5053	Replace #158 - 1994 trailer					9,000
5007	Replace #123 - 2013 Toro 4000 mower					6,000
	TOTAL PARKS	315,500	685,500	537,000	377,000	1,656,000

<u>RECREATION</u>						
5202	Recreation software/CLASS replacement		3,500			
	TOTAL RECREATION	0	3,500	0	0	0

<u>SWIMMING POOL/WATERSLIDE</u>						
5401	Lounge seating	4,000		4,000		4,000
5414	POS/Computer cash registers (3)	5,500				
5406	Replace sand in sand filters	7,000				
5418	Replace building hot water heater	1,800				
5401	Umbrella and/or fabric replacement program (3)	10,000			18,000	
5416	Maintain/upgrade/renovate spray features	15,000				20,000
5400	Replace walkway netting	6,000				
5421	Chemical feed equipment controllers (3)		3,500			
5404	Water slide - rehab railings & stair treads		45,000			
5403	Rehab zero depth kiddie slide		10,000			
	Membership hardware - card printer, barcode reader, camera		3,500			
5415	Replace shower fixtures & shower heads		2,000		2,000	
5419	Extend irrigation system			15,000		
5422	Add windows & screens to louvers of pool building			20,000		
5416	Water walk cargo net			7,000		
5417	Replace pool heaters			20,000	15,000	
5422	Update entryway of pool building			200,000		
	Splash Pad				250,000	
5422	Rehab/recoat pool building floor					40,000
5413	Floor scrubber machine					1,800
	TOTAL SWIMMING POOL/WATERSLIDE	49,300	64,000	266,000	285,000	65,800

BU	Project Description	2016	2017	2018	2019	2020
	<u>COMMUNITY CENTER</u>					
5603	Padded chairs	20,000				
5606	Folding chairs	3,000		3,000		
5625	Replace snow blower	1,500				
5623	Replace bathroom stall dividers	12,000				
5623	Replace restroom sinks & countertops	8,500				
5622	Replace MN Room card tables	2,500				
5600	Replace LCD projector and add smart board		4,000			
5607	Rectangular tables & table carts		3,500			3,500
5623	Replace hand dryers in all restrooms		5,000			
5623	Inside doors, refinishing, repair, edging		3,500			
5623	Replace gym #3 double door		4,000			
5613	Replace office carpet		8,500			
5603	Replace activity room chairs		3,800			
5602	Replace kitchen garbage disposals (2)		3,500			
5615	Maintenance basketball hoops/gym wall motors		3,000			
5623	Repaint office/conference room area		2,500			
5601	Replace 8 conference room chairs		6,000			
5623	Misc. repair/replace - all rolldown windows			5,000		
5608	Replace convection ovens (2)			10,000		
5623	Maintenance, refinishing & repair edging of outside doors				1,200	
5625	Replace carpet extractor				3,500	
5612	Replace dishwasher				16,000	
5615	Replace whiteboards & overhead screens				5,000	
5600	Replace screen in gym #1					4,000
5601	Replace office chairs					3,000
5601	Stage Curtain Replacement					5,000
5623	Resurface Crystal A/B room divider wall					1,500
5609	Replace floor machine					2,000
5600	Replace risers					4,500
5619	Replace volleyball standards & nets					6,000
	TOTAL COMMUNITY CENTER	47,500	47,300	18,000	25,700	29,500

TOTAL EXPENDITURES	1,049,200	1,608,300	1,427,200	1,144,700	1,975,300
TOTAL EXPENDITURES	1,049,200	1,608,300	1,427,200	1,144,700	1,975,300

<u>FUNDING SOURCES</u>						
	Property taxes	261,000	268,830	276,895	285,202	293,758
	Special Assessment Interest	32,000	30,000	28,000	26,000	24,000
	Special Assessment Income - Alley Projects	90,000	102,000			
	Local Government Aid	228,230	230,512	232,817	232,817	235,146
	HRG Recycling Grant	15,000				
	Grant - HCYSPG - BCP playground in 2015, Skatepark in 2016	10,000				
	Interest Income	123,234	161,938	184,146	220,975	204,568
	Interest Income - 10% to Fund Balance	(12,323)	(16,194)	(18,415)	(22,098)	(20,457)
	Sale of Property	20,000	20,000	20,000	20,000	20,000
	Transfer from Storm Water Fund (Alley Const)	60,000	68,000			
	Transfer from General Fund (Tax Levy)		0	0	0	0
	TOTAL FUNDING SOURCES	827,141	865,087	723,444	762,897	757,015
	SURPLUS OR (DEFICIT)	(222,059)	(743,214)	(703,756)	(381,803)	(1,218,285)

Fund: Major Building Replacement Fund
Fund Number: 408

DESCRIPTION OF ACTIVITY

The Major Building Replacement Fund has served as a replacement reserve for the eventual building replacements and major remodeling of the City Hall/Police Station, Fire Stations 1 & 2, the Streets/Parks Garage, and the Community Center.

The Major Building Replacement Fund was created on January 1, 2007 by a transfer of \$8,000,000 from the Permanent Improvement Revolving Fund. The only ongoing source of revenue will be investment earnings, although surplus funds from other sources could be transferred into the fund from time to time.

Building replacements and major remodeling may be paid for with a combination of a draw from the Major Building Replacement Fund and a bond sale. The percentage of the project paid from each source will be set by the City Council.

A new Public Works Facility has been constructed during 2014/2015. It is a goal of the City Council to replenish this fund to help pay for the next major building project. That may be a new or remodeled Police Station in 5 to 7 years.

The \$563,153 annual property tax levy for Crystal's share of the County Highway 81 reconstruction will be continued and used for various capital projects. The City Council hasn't made a final decision on which capital projects will be funded. It could be street reconstruction or parks capital instead of major buildings.

Five Year Capital Improvement Plan

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Outlays					
Public Works Facility	4,300,000	8,000,000	563,153	0	0
Total Capital Outlays	4,300,000	8,000,000	563,153	0	0
Funding Sources					
Property Tax Levy			563,153	563,153	563,153
Interest Income	65,620	40,000	1,500	771	12,306
Xcel Energy Rebate		45,609			
Transfer from EDA Fund	650,000				
Transfer from General Fd	600,000				
Miscellaneous receipts	10,030				
Utility Funds		1,000,000			
Total Funding Sources	1,325,650	1,085,609	564,653	563,924	575,459
Surplus/(Deficit)	-2,974,350	-6,914,391	1,500	563,924	575,459
Year End Fund Balance	6,964,268	49,877	51,377	615,301	1,190,760

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00408 MAJOR BUILDING REPLACEMENT						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT					563,153-	563,153-
4005 TOTAL PROPERTY TAXES					563,153-	563,153-
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	152,570-	115,920-	63,788-	30,000-	1,500-	1,500-
4880 CHANGE IN F.V. OF INVESTMENTS	33,008	94,752	1,832-			
4800 TOTAL INVESTMENT EARNINGS	119,562-	21,169-	65,620-	30,000-	1,500-	1,500-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS			10,030-			
4900 TOTAL MISCELLANEOUS			10,030-			
5000 TOTAL OTHER FINANCING SOURCES						
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS			650,000-			
5115 TRANSFER IN - GENERAL FUND	600,000-		600,000-			
5100 TOTAL TRANSFERS IN	600,000-		1,250,000-			
4001 REVENUES	719,562-	21,169-	1,325,650-	30,000-	564,653-	564,653-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	56,354	26,823				
6200 TOTAL PROFESSIONAL SERVICES	56,354	26,823				
6300 TOTAL CONTRACTUAL SERVICES						
6400 TOTAL UTILITIES						
6500 TOTAL SUPPLIES						
6600 TOTAL COMMUNICATIONS						
6650 TOTAL PRINTING AND ADVERTISING						
6700 TOTAL INSURANCE						
6800 TOTAL MISCELLANEOUS						
6900 TOTAL CAPITAL OUTLAY						
6905 LAND		17,040	2,976,658			
6910 BUILDINGS & STRUCTURES			1,671,061	9,200,000	563,153	563,153
6900 TOTAL CAPITAL OUTLAY		17,040	4,647,719	9,200,000	563,153	563,153
6001 EXPENDITURES AND EXPENSES	56,354	43,864	4,647,719	9,200,000	563,153	563,153
4000 REVENUES AND EXPENDITURES	663,208-	22,695	3,322,069	9,170,000	1,500-	1,500-

Fund: Police Equipment Revolving Fund (PERF)
Fund Number: 235

DESCRIPTION OF ACTIVITY

The Police Equipment Revolving Fund was created in 1999 using surplus funds freed up by the consolidation of the police pension fund into the Minnesota PERA pension fund. The intention was that interest earnings on the \$2,900,000 balance would pay for capital equipment needed by the police department.

In past budgets, a transfer from the General Fund to the PERF was made each year to pay for equipment needs that exceeded what could be purchased using interest earnings

Beginning with the 2016 budget, property tax revenue will be deposited in the PERF in place of the transfer from the General Fund.

The 2016 budget provides for replacing two vehicles, a variety of small equipment and replacement of the in squad video recorders.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00235 POLICE EQUIPMENT REVOLVING						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT					134,700-	134,700-
4005 TOTAL PROPERTY TAXES					134,700-	134,700-
4300 TOTAL FED INTERGOVERNMENTAL						
4304 FEDERAL - BULLETPROOF VESTS					2,200-	2,200-
4300 TOTAL FED INTERGOVERNMENTAL					2,200-	2,200-
4345 TOTAL STATE INTERGOVERNMENTAL						
4347 STATE - MISCELLANEOUS			29,902-	200-		
4349 STATE - BULLETPROOF VESTS	864-					
4345 TOTAL STATE INTERGOVERNMENTAL	864-		29,902-	200-		
4390 TOTAL OTHER INTERGOVERNMENTAL						
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4425 ISSUER FEES ON CONDUIT DEBT			135,000-			
4400 TOTAL CH. FOR SERV. -GEN GOV'T			135,000-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	49,645-	35,091-	24,873-	36,000-	42,000-	42,000-
4880 CHANGE IN F.V. OF INVESTMENTS	10,740	28,683	714-			
4800 TOTAL INVESTMENT EARNINGS	38,904-	6,408-	25,588-	36,000-	42,000-	42,000-
4900 TOTAL MISCELLANEOUS						
4950 DONATIONS		3,800-				
4900 TOTAL MISCELLANEOUS		3,800-				
5000 TOTAL OTHER FINANCING SOURCES						
5039 PROCEEDS-SALE OF PROP/EQUIP	34,142-	9,960-	46,168-	15,000-	15,000-	15,000-
5000 TOTAL OTHER FINANCING SOURCES	34,142-	9,960-	46,168-	15,000-	15,000-	15,000-
5100 TOTAL TRANSFERS IN						
5115 TRANSFER IN - GENERAL FUND	114,400-	125,700-	128,200-	132,046-		
5100 TOTAL TRANSFERS IN	114,400-	125,700-	128,200-	132,046-		
4001 REVENUES	188,311-	145,868-	364,857-	183,246-	193,900-	193,900-
6001 EXPENDITURES AND EXPENSES						
6100 TOTAL EMPLOYEE BENEFITS						
6170 CLOTHING & CLOTHING ALLOW	4,470		5,438	20,000	17,200	17,200
6100 TOTAL EMPLOYEE BENEFITS	4,470		5,438	20,000	17,200	17,200
6300 TOTAL CONTRACTUAL SERVICES						
6320 LOGIS SERVICES			6,402			
6300 TOTAL CONTRACTUAL SERVICES			6,402			
6440 TOTAL REPAIR & MAINT SERVICES						
6470 SERVICE CONTRACTS		1,455	5,632			
6440 TOTAL REPAIR & MAINT SERVICES		1,455	5,632			
6500 TOTAL SUPPLIES						

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6505 OPERATING SUPPLIES	2,789					
6500 TOTAL SUPPLIES	2,789					
6900 TOTAL CAPITAL OUTLAY						
6910 BUILDINGS & STRUCTURES				40,000		
6920 MACHINERY AND EQUIPMENT	44,755	61,419	56,890	47,600	77,900	77,900
6925 OFFICE EQUIP & FURNITURE			7,533		8,000	8,000
6926 SOFTWARE			149,069			
6930 VEHICLES & TRAILERS	117,279	123,141	162,994	75,000	93,000	93,000
6900 TOTAL CAPITAL OUTLAY	162,033	184,560	376,485	162,600	178,900	178,900
7100 TOTAL DEBT SERVICE						
7110 PRINCIPAL PAYMENTS	11,019					
7120 INTEREST EXPENSE	1,382					
7100 TOTAL DEBT SERVICE	12,401					
7200 TOTAL OTHER FINANCING USES						
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	181,693	186,014	393,957	182,600	196,100	196,100
4000 REVENUES AND EXPENDITURES	6,617-	40,146	29,100	646-	2,200	2,200
00235 POLICE EQUIPMENT REVOLVING	6,617-	40,146	29,100	646-	2,200	2,200

Police Equipment Revolving Fund (Fund 235)
Multi-Year Capital Improvement Plan
2016 Adopted Budget

BU	Car	Project Description		2016	2017	2018	2019	2020
3501	200	2011 Ford Crown Victoria	Patrol/traffic				47,000	
3502	201	2013 Ford Interceptor sedan	Patrol	45,000				47,000
3503	202	2011 Ford Crown Victoria	Patrol	45,000				47,000
3504	203	2014 Ford Interceptor utility	Patrol			47,000		
3505	204	2013 Ford Interceptor utility	Patrol		47,000			
3506	205	2014 Ford Interceptor utility	Chief				35,000	
3507	206	2007 Chevy Impala, blue	Investigations		30,000			
3508	207	2012 Dodge Journey	Investigations					35,000
3509	208	2013 Ford Interceptor utility	Patrol		47,000			
3510	209	2015 Ford Interceptor utility	Deputy Chief					35,000
3511	210	2013 Ford Interceptor utility	C.S.O.				47,000	
3512	211	2014 Ford Interceptor utility	Patrol			47,000		
3513	212	2009 Chevy Impala, unmarked	Investigations			35,000		
3515	214	2010 Ford Crown Victoria	Patrol Lieutenant				47,000	
3516	215	2014 Ford Interceptor utility	Patrol Supervisors			47,000		
3500	219	2008 Ford Crown Victoria	DARE/SRO	3,000				
	old 220	2010 Ford Crown Victoria	K-9 unit		47,000			
3526	225	2009 Ford Crown Victoria, unmarked	Investigations Lieutenant			35,000		
3536		Mobile Data tablets (\$4,000 each)		8,000	12,000	12,000	12,000	12,000
3537		Mobile Radar/Lidar Replacement (\$4,000 each)		4,000		8,600	4,300	
3538		In squad digital video (\$6,000 each)		60,000	12,000			
3539		Replace digital video server with Watchguard video serv		8,000				
3540		Defibrillator Units (\$2,000)		4,000	8,000	4,000		
3541		X-26 Tasers (31 needed at \$1,300 each)		1,900	1,900	1,900	1,900	1,900
3545		rifle replacement with MP5			8,000		16,000	
3547		Bullet-proof vests		10,000		2,000	4,000	25,000
3548		Tactical vests (\$2,400 each)		7,200				
3544		Evidence manager system			2,400			
Total				196,100	215,300	239,500	214,200	202,900

Funding Sources

Property taxes	134,700	138,741	142,903	142,903	147,190
Federal grant - bullet-proof vests	2,200				
Interest Income	46,000	63,023	78,815	94,578	94,495
Interest Income - 10% to Fund Balance	-4,000	-6,302	-7,882	-9,458	-9,449
Sale of Property	15,000	15,000	15,000	15,000	15,000
Total	193,900	210,462	228,837	243,024	247,236

Budgeted Expenditures -Over / Under Funding Sources	-2,200	-4,838	-10,663	28,824	44,336
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Fund Balance	3,151,150	3,152,614	3,149,833	3,188,114	3,241,900
Assumed Return on Investments	1.5%	2.0%	2.5%	3.0%	3.0%

Fund: Fire Equipment Revolving Fund (FERF)
Fund Number: 409

DESCRIPTION OF ACTIVITY

The City of Crystal partnered with the City of New Hope to create a joint fire department called the West Metro Fire-Rescue District in 1998. Major equipment of the department includes an aerial truck, four pumpers and three rescue trucks. These trucks have twenty year lives and must be replaced on a schedule.

The Fire Equipment Revolving Fund was created in 2007 with a transfer of \$192,000 from the General Fund. Additional transfers were made from the General Fund from 2008 through 2011. Other transfers in 2008 included the residual balance of \$4,777 from the Fire Equipment Certificates of Indebtedness of 2003 Fund and \$430,000 from the Post Employment Health Benefits Fund.

The City Council may periodically transfer funds from the General Fund when the adequate fund balance formula shows that there are funds in excess of the working capital requirements. Interest earnings and transfers of surplus funds are expected to build up to a balance that will be sufficient to pay for Crystal's share of the West Metro Fire and Rescue District's fire truck purchases.

The West Metro Fire and Rescue District is not planning any purchases of major equipment for several years. The current balance of \$644,000 in the Fire Equipment Revolving Fund may be retained for the next purchase of major equipment. This will most likely be an aerial truck in about the year 2020.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00409 FIRE EQUIPMENT REVOLVING						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	9,695-	7,167-	5,232-	6,400-	5,400-	5,400-
4880 CHANGE IN F.V. OF INVESTMENTS	2,098	5,858	150-			
4800 TOTAL INVESTMENT EARNINGS	7,598-	1,309-	5,383-	6,400-	5,400-	5,400-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	7,598-	1,309-	5,383-	6,400-	5,400-	5,400-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
7400 TOTAL TRANSFERS OUT						
4000 REVENUES AND EXPENDITURES	7,598-	1,309-	5,383-	6,400-	5,400-	5,400-
00409 FIRE EQUIPMENT REVOLVING	7,598-	1,309-	5,383-	6,400-	5,400-	5,400-

Fund: Cable TV Equipment Fund
Fund Number: 404

DESCRIPTION OF ACTIVITY

The Cable TV Equipment Fund accounts for grant money received from the Northwest Suburbs Cable Communications Commission (NWSCCC). NWSCCC raises this money from a franchise fee charged to cable TV program providers such as Comcast. Grant money is allocated to the member cities based on the number of subscribers in each city.

The City is required to spend the grant money on TV equipment and expenses related to the TV broadcast of City Council meetings.

For the 2016 budget, the grant is expected to be \$32,000. Grant money will remain in this fund until TV broadcast equipment will need to be replaced. That is expected to be in 7 to 10 years.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00404 CABLE TV EQUIPMENT						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4390 TOTAL OTHER INTERGOVERNMENTAL						
4394 LOCAL - NWSCCC CAPITAL GRANT				32,000-	32,000-	32,000-
4390 TOTAL OTHER INTERGOVERNMENTAL				32,000-	32,000-	32,000-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME					320-	320-
4800 TOTAL INVESTMENT EARNINGS					320-	320-
5100 TOTAL TRANSFERS IN						
4001 REVENUES				32,000-	32,320-	32,320-
6001 EXPENDITURES AND EXPENSES						
6440 TOTAL REPAIR & MAINT SERVICES						
6500 TOTAL SUPPLIES						
6900 TOTAL CAPITAL OUTLAY						
4000 REVENUES AND EXPENDITURES				32,000-	32,320-	32,320-
00404 CABLE TV EQUIPMENT				32,000-	32,320-	32,320-

Fund: Street Maintenance Fund
Fund Number: 410

DESCRIPTION OF ACTIVITY

The Street Maintenance Fund was created to account for the cost of doing mill & overlay and seal coat projects on streets that have been reconstructed under the Crystal Local Street Reconstruction program.

A commitment was made to the citizens at the start of the street reconstruction program that they wouldn't be assessed for maintenance of the streets while they were still paying the assessment for street reconstruction. Maintenance projects will be assessed to property owners if they take place after the reconstruction assessments have been paid.

It has been determined that seal coat projects are not an effective way to maintain streets. From this year onward, only mill & overlay projects will be done for the street maintenance program.

In addition to the major mill & overlay projects, this fund also accounts for ongoing maintenance including sidewalk repairs, retaining wall repairs and small mill & overlay projects that don't cover an entire street Phase.

Five Year Capital Improvement Plan

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Funding Sources					
Property taxes		160,307	163,513	167,601	172,629
Special assessments	116,322	104,130	94,200	84,900	76,216
Interest Income	10,800	21,200	31,900	14,400	-2,059
Other city reimbursement		6,764	62,500	17,600	14,600
State Aid Streets				528,000	101,626
General Fund transfer	74,300				
Total Funding Sources	201,422	292,401	352,113	812,501	363,012
Capital Outlays					
Street Phase 1-3 patching	40,000	20,000			
Ongoing maintenance		88,000	102,640	93,360	108,880
Phase 1 mill & overlay					
Phase 2 mill & overlay			1,270,000		
Phase 3 mill & overlay				1,365,000	
Phase 4 mill & overlay					903,000
Total Capital Outlays	40,000	108,000	1,372,640	1,458,360	1,011,880
Surplus/ -Deficit	161,422	184,401	-907,887	-645,859	-648,868

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00410 STREET MAINTENANCE						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4005 TOTAL PROPERTY TAXES						
4010 PROP TAX - CURRENT					160,307-	160,307-
4005 TOTAL PROPERTY TAXES					160,307-	160,307-
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	14,543-	13,837-	11,720-	100,000-	68,000-	68,000-
4060 SPECIAL ASSESS - DELINQUENT	811-	403-	263-			
4065 SPECIAL ASSESS - PREPAID	9,177-	20,541-	282,549-	6,000-	6,000-	6,000-
4070 SPECIAL ASSESS - PENALTIES	555-	250-	115-			
4075 SPECIAL ASSESS - INTEREST	12,301-	10,873-	9,205-	10,322-	30,130-	30,130-
4050 TOTAL SPECIAL ASSESSMENTS	37,387-	45,904-	303,853-	116,322-	104,130-	104,130-
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4430 TAXABLE-COPIES, MAPS, DOCS,ETC	28-	9-	163-			
4400 TOTAL CH. FOR SERV. -GEN GOV'T	28-	9-	163-			
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	29,517-	20,890-	13,386-	10,800-	21,200-	21,200-
4880 CHANGE IN F.V. OF INVESTMENTS	6,386	17,075	384-			
4800 TOTAL INVESTMENT EARNINGS	23,131-	3,815-	13,771-	10,800-	21,200-	21,200-
4900 TOTAL MISCELLANEOUS						
4915 REIMBURSEMENT -OTHER		20,717-	11,385-		6,764-	6,764-
4900 TOTAL MISCELLANEOUS		20,717-	11,385-		6,764-	6,764-
5100 TOTAL TRANSFERS IN						
5115 TRANSFER IN - GENERAL FUND	69,300-	71,400-	72,800-	74,300-		
5100 TOTAL TRANSFERS IN	69,300-	71,400-	72,800-	74,300-		
4001 REVENUES	129,846-	141,845-	401,972-	201,422-	292,401-	292,401-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	84	80	322			
6225 BANK CHARGES & CR CARD FEES			933			
6200 TOTAL PROFESSIONAL SERVICES	84	80	1,255			
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	147,168	97,229	973,514		78,000	78,000
6300 TOTAL CONTRACTUAL SERVICES	147,168	97,229	973,514		78,000	78,000
6400 TOTAL UTILITIES						
6415 RUBBISH REMOVAL			198			
6400 TOTAL UTILITIES			198			
6440 TOTAL REPAIR & MAINT SERVICES						
6471 PAINTING - SIGNALS & STRIPING	6,244	16,906				
6440 TOTAL REPAIR & MAINT SERVICES	6,244	16,906				
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	4,809	12,611	4,500		6,000	6,000
6480 TOTAL RENTALS	4,809	12,611	4,500		6,000	6,000

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Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	651		844			
6550 STREET MAINTENANCE MATERIALS	6,072	33,014	24,047	40,000	24,000	24,000
6500 TOTAL SUPPLIES	6,723	33,014	24,890	40,000	24,000	24,000
6600 TOTAL COMMUNICATIONS						
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	406	219	376			
6690 ADVERTISING - GENERAL	124					
6650 TOTAL PRINTING AND ADVERTISING	530	219	376			
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES			265			
6800 TOTAL MISCELLANEOUS			265			
7400 TOTAL TRANSFERS OUT						
6001 EXPENDITURES AND EXPENSES	165,559	160,060	1,004,998	40,000	108,000	108,000
4000 REVENUES AND EXPENDITURES	35,713	18,215	603,026	161,422-	184,401-	184,401-
00410 STREET MAINTENANCE	35,713	18,215	603,026	161,422-	184,401-	184,401-

Fund: Street Reconstruction Fund
Fund Number: 415

DESCRIPTION OF ACTIVITY

The Street Reconstruction Fund accounts for the cost of reconstructing streets in the Crystal Local Street Reconstruction program. This is a long term plan to reconstruct local streets across the entire city. It began in 1993.

City streets were divided into sixteen phases for reconstruction. A phase is reconstructed in most years, with an occasional pause for planning. Phases 1 through 14 were reconstructed between 1994 and 2015.

Phase 15, known as the Twin Oaks neighborhood, will be reconstructed in 2016.

Generally speaking, each phase has balanced budget. However, special assessments and state aid revenues often are not received until several years after the project is completed. This will cause the Street Reconstruction Fund to show deficits until after all phases are completed and the lagging revenues are collected.

Five Year Capital Improvement Plan

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Funding Sources					
Special assessments	1,074,266	1,434,103	1,634,043	652,548	572,677
State aid for streets	825,384	600,000	600,000	100,000	570,000
Interest Income	32,000	19,200	10,900		
Other city reimbursement	256,857	237,831		123,540	
Sale of bonds	2,307,950	3,280,306	3,386,782		
Total Funding Sources	4,496,457	5,571,440	5,631,725	876,088	1,142,677
Capital Outlays					
Admin & pavement study	1,950	2,000	19,050	2,100	2,150
Phase 13, Becker Park					
Phase 14, Lions Park	5,463,257	890,406			
Phase 15, Twin Oaks	209,450	5,212,309	961,484		
Phase 16, Skyway	25,000	206,765	6,000,044	1,165,694	
Total Capital Outlays	5,699,657	6,311,480	6,980,578	1,167,794	2,150
Surplus/ -Deficit	-1,203,200	-740,040	-1,348,853	-291,706	1,140,527

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Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00415 STREET RECONSTRUCTION						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	172,494-	137,323-	193,374-	296,960-	274,522-	274,522-
4060 SPECIAL ASSESS - DELINQUENT	3,617-	9,235-	4,598-			
4065 SPECIAL ASSESS - PREPAID	1,183,001-	865,618-	55,036-	749,125-	1,080,687-	1,080,687-
4070 SPECIAL ASSESS - PENALTIES	1,912-	3,839-	2,048-			
4075 SPECIAL ASSESS - INTEREST	88,224-	94,203-	102,319-	93,872-	78,894-	78,894-
4050 TOTAL SPECIAL ASSESSMENTS	1,449,247-	1,110,219-	357,375-	1,139,957-	1,434,103-	1,434,103-
4345 TOTAL STATE INTERGOVERNMENTAL						
4385 STATE - STREET AID	630,682-	601,059-	627,370-	600,000-	600,000-	600,000-
4345 TOTAL STATE INTERGOVERNMENTAL	630,682-	601,059-	627,370-	600,000-	600,000-	600,000-
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	64,427-	35,507-	25,934-	32,000-	19,200-	19,200-
4880 CHANGE IN F.V. OF INVESTMENTS	13,938	29,023	745-			
4800 TOTAL INVESTMENT EARNINGS	50,488-	6,484-	26,679-	32,000-	19,200-	19,200-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS		5,827-				
4915 REIMBURSEMENT -OTHER	222,044-	314,274-	37,035-		237,831-	237,831-
4900 TOTAL MISCELLANEOUS	222,044-	320,101-	37,035-		237,831-	237,831-
5000 TOTAL OTHER FINANCING SOURCES						
5005 ISSUANCE OF BONDS	2,635,000-	3,235,000-		2,307,950-	3,280,306-	3,280,306-
5020 PREMIUM ON BONDS ISSUED	70,531-	58,626-				
5000 TOTAL OTHER FINANCING SOURCES	2,705,531-	3,293,626-		2,307,950-	3,280,306-	3,280,306-
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS			44,307-			
5100 TOTAL TRANSFERS IN			44,307-			
4001 REVENUES	5,057,992-	5,331,489-	1,092,767-	4,079,907-	5,571,440-	5,571,440-
6001 EXPENDITURES AND EXPENSES						
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	790,184	569,603	311,901	1,002,168	781,793	781,793
6225 BANK CHARGES & CR CARD FEES	4,704	3,093				
6250 LEGAL SERVICES - GENERAL			1,605			
6200 TOTAL PROFESSIONAL SERVICES	794,888	572,696	313,506	1,002,168	781,793	781,793
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	47,466	56,444				
6315 TREE TRIM / REMOVAL SERVICES	350					
6360 ST RECONSTRUCTION -CONTRACTUAL	4,438,769	4,829,821	691,882	4,661,100	5,453,367	5,453,367
6300 TOTAL CONTRACTUAL SERVICES	4,486,584	4,886,265	691,882	4,661,100	5,453,367	5,453,367
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP	3,099					
6480 TOTAL RENTALS	3,099					

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Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	197	4,650	22			
6530 LANDSCAPE MAT'LS & SUPPLIES	282		307			
6535 EQUIP MAINT SUPPLIES		35				
6500 TOTAL SUPPLIES	479	4,686	329			
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE			59			
6600 TOTAL COMMUNICATIONS			59			
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	294	686	164			
6690 ADVERTISING - GENERAL	535					
6650 TOTAL PRINTING AND ADVERTISING	829	686	164			
6800 TOTAL MISCELLANEOUS						
6830 LICENSES, PERMITS AND TAXES	3,339	3,055	46			
6800 TOTAL MISCELLANEOUS	3,339	3,055	46			
6900 TOTAL CAPITAL OUTLAY						
7100 TOTAL DEBT SERVICE						
7140 DEBT ISSUANCE COSTS	48,333	55,726		45,254	64,320	64,320
7100 TOTAL DEBT SERVICE	48,333	55,726		45,254	64,320	64,320
7180 TOTAL INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	10,380	10,600				
7180 TOTAL INTERFUND SERVICES USED	10,380	10,600				
7200 TOTAL OTHER FINANCING USES						
7410 TRANSFER OUT- OTHER FUNDS					12,000	12,000
7412 TRANSFER OUT-GENERAL FUND				10,400		
7200 TOTAL OTHER FINANCING USES				10,400	12,000	12,000
6001 EXPENDITURES AND EXPENSES	5,347,932	5,533,713	1,005,986	5,718,922	6,311,480	6,311,480
4000 REVENUES AND EXPENDITURES	289,940	202,224	86,781-	1,639,015	740,040	740,040
00415 STREET RECONSTRUCTION	289,940	202,224	86,781-	1,639,015	740,040	740,040

Water Utility Fund Profile and Budget Summary

Together, the cities of Crystal, Golden Valley, and New Hope form the Joint Water Commission which receives water from Minneapolis via two water transmission pipes - one connecting to the Golden Valley reservoir and the other to the Crystal reservoir. From there, water is piped to water towers in Golden Valley and New Hope. Besides storing water, the water towers also create water pressure when the water level is raised in the towers. This enables the water to be carried to customers in all three cities. After leaving the water tower, more underground pipes carry the water throughout the cities to provide service to individual properties. Crystal has 87 miles of water main pipes in the city (not including the transmission pipe from Minneapolis), servicing nearly 8,000 property connections which are home to over 22,000 residents. In 2014, the city used 544 million gallons of water. The City is committed to providing an efficient, safe, and reliable water service to all properties in Crystal for generations to come.

Personnel Expenses

This table illustrates the personnel that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Utilities Superintendent	0.40	0.40	0.40
Maintenance II	2.40	2.40	2.40
Seasonal part-time maintenance	0.13	0.13	0.13
PW administrative assistant	0.24	0.32	0.32
Utility billing specialist	0.40	0.40	0.40
Payroll/utility billing specialist	0.40	0.40	0.40

The Water, Sewer, and Storm Drainage Funds are supported by the same personnel with personnel costs being allocated 40% to Water, 40% to Sewer and 20% to Storm Drainage.

Staff

These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- Utilities Superintendent (1): Supervisory work in directing the activities of three Utilities. This position is responsible for the overall maintenance and operation of the City's Utilities infrastructure, including the operation of the radio read water metering system.
- Maintenance II (6): Maintains high service water pumps & reservoir, watermains, water meters, operates various trucks & equipment and is available to work on-call nights & weekends.

- Public Works Administrative Assistant (0.8): Handles voice, email & mail communications for department prepares data & spreadsheets, copies & files documents and assists in setting up public meetings.
- Utility Billing Specialist (1): Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.
- Payroll/Utility Billing Specialist (1): Processes bi-weekly payrolls for employees. Acts as the backup to utility billing, scans daily utility payments into billing system, and provides customer service to utility customers.

Funding Sources

The Water Fund is supported by charges for water sales and related water service fees.

2016 Goals and Objectives

- Continue routine maintenance and equipment replacement for safe and reliable water supply.
- Start to develop a long term water main replacement plan for the local water system.

Budget Highlights

Line Item/Description	Amount	Discussion
6365 / Water charges Joint Water Commission	\$2,247,395	Cost of water purchased from the City of Minneapolis through the JWC (Cities of Crystal, Golden Valley & New Hope)
6370 / Service connection fees	\$50,000	Annual fee of \$6.36 per water connection charged by the MN Dept. of Health for water testing
7412 / Transfer out to General Fund	\$139,278	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Water Fund

Water Rates

Conservation water rates provide for the rate per unit of water to increase as the customer consumes more water. Water rates were increase in July 2015 and are unchanged for 2016

	<u>2015</u>	<u>2016</u>
Tier 1 - Retail rate per 1,000 gallons	5.50	5.50
Tier 2 – Retail rate per 1,000 gallons	5.90	5.90
Tier 3 – Retail rate per 1,000 gallons	6.30	6.30

In addition there is an emergency well surcharge of \$0.21 per 1,000 gallons to pay for Crystal’s share of the JWC project to drill three emergency water wells.

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00505 WATER UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4050 TOTAL SPECIAL ASSESSMENTS						
4055 SPECIAL ASSESS - INCOME	248	162	2,298			
4060 SPECIAL ASSESS - DELINQUENT	4,433-	6,121-				
4070 SPECIAL ASSESS - PENALTIES	12,660-	19,576-	10,655-	15,000-	15,000-	15,000-
4075 SPECIAL ASSESS - INTEREST	45,781-	43,684-	40,531-	45,000-	40,000-	40,000-
4050 TOTAL SPECIAL ASSESSMENTS	62,626-	69,218-	48,888-	60,000-	55,000-	55,000-
4300 TOTAL FED INTERGOVERNMENTAL						
4320 FEDERAL - FEMA DISASTER AID		14,293-				
4300 TOTAL FED INTERGOVERNMENTAL		14,293-				
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	2,720,583-	2,569,529-	2,529,581-	2,946,000-	3,295,120-	3,295,120-
4660 UTILITY PENALTIES	57,437-	52,053-	54,528-	54,000-	60,000-	60,000-
4665 REIMBURSEMENT -JWC	12,344-	16,247-	17,077-	12,000-	12,000-	12,000-
4650 TOTAL CH. FOR SERV -ENTERPRISE	2,790,363-	2,637,830-	2,601,186-	3,012,000-	3,367,120-	3,367,120-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	40,061-	24,253-	17,808-	15,000-	15,000-	15,000-
4880 CHANGE IN F.V. OF INVESTMENTS	8,667	19,824	511-			
4800 TOTAL INVESTMENT EARNINGS	31,394-	4,429-	18,320-	15,000-	15,000-	15,000-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	18,405-	11,450-	10,478-	12,000-	12,000-	12,000-
4944 EM WELL SURCHRG \$.21/1,000 GAL			34,954-		115,500-	115,500-
4946 JWC - \$.02/1000 GAL GEN/ADM FEE	12,691-	11,517-	10,532-	12,000-	12,000-	12,000-
4947 SALE OF METERS & PARTS	4,821-	8,574-	10,707-	12,000-	12,000-	12,000-
4948 STATE TESTING FEE BILLED	49,531-	49,797-	49,629-	50,000-	50,000-	50,000-
4955 CERTIFICATION FEES - UB	22,995-	22,575-	20,440-	22,500-	22,500-	22,500-
4900 TOTAL MISCELLANEOUS	108,443-	103,912-	136,740-	108,500-	224,000-	224,000-
5000 TOTAL OTHER FINANCING SOURCES						
5003 NET INCOME FROM JOINT VENTURE	159,919-	211,392-	196,959-	254,802-		
5040 GAIN ON DISPOSITION OF ASSETS		17,100-				
5000 TOTAL OTHER FINANCING SOURCES	159,919-	228,492-	196,959-	254,802-		
5100 TOTAL TRANSFERS IN						
5110 TRANSFER IN - OTHER FUNDS			75,415-			
5100 TOTAL TRANSFERS IN			75,415-			
4001 REVENUES	3,152,745-	3,058,174-	3,077,507-	3,450,302-	3,661,120-	3,661,120-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	211,305	218,339	223,882	235,006	241,870	241,870
6015 OVERTIME-REGULAR EMPLOYEES	5,525	8,194	12,763	6,400	5,453	5,453
6050 SALARIES/WAGES-TEMP EMPLOYEES	1,907	2,140	3,038	3,800	3,800	3,800
6055 OVERTIME-TEMP EMPLOYEES	6	22	33			
6060 DEMO REIMB FROM EDATIF FUNDS	399-					
6003 TOTAL SALARIES AND WAGES	218,343	228,695	239,716	245,206	251,123	251,123
6100 TOTAL EMPLOYEE BENEFITS						

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6105 S SEC / MEDICARE	15,820	16,474	17,494	18,758	19,211	19,211
6110 PERA - COORDINATED	15,100	15,775	17,183	18,105	18,549	18,549
6140 HEALTH INSURANCE	33,415	36,050	39,587	49,894	52,098	52,098
6142 HEALTH SAVINGS ACCOUNTS	2,650	3,818	5,227			
6145 DENTAL INSURANCE	461	461	461	461	614	614
6150 LIFE INSURANCE	86	87	86	88	91	91
6155 RETIRE HLTH SAVINGS PLAN	2,380	2,766	2,812	2,946	6,574	6,574
6170 CLOTHING & CLOTHING ALLOW	802	879	824	840	840	840
6185 WORKERS COMP INSURANCE	4,722	5,054	6,249	6,188	8,555	8,555
6188 OPEB ANNUAL ADJUSTMENT	2,390	2,325	3,732			
6195 COMPENSATED ABSENCES	3,695		3,602			
6100 TOTAL EMPLOYEE BENEFITS	81,520	83,689	97,258	97,280	106,532	106,532
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	8,038	8,842	8,661	12,000	12,000	12,000
6225 BANK CHARGES & CR CARD FEES	3,736	4,197	5,470	4,500	4,500	4,500
6200 TOTAL PROFESSIONAL SERVICES	11,774	13,039	14,130	16,500	16,500	16,500
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	5,178	8,885	71,117	9,600	9,600	9,600
6320 LOGIS SERVICES	18,720	19,569	20,963	21,236	22,085	22,085
6365 WATER CHARGES - JWC	2,258,408	2,070,227	3,172,521	2,306,187	2,247,395	2,247,395
6366 WATER- ADDTL \$.02/1000 GAL-JWC	12,691	11,517	10,532	12,000	12,000	12,000
6370 SERVICE CONN FEES - WATER	50,503	49,257	49,608	50,000	50,000	50,000
6300 TOTAL CONTRACTUAL SERVICES	2,345,500	2,159,455	3,324,741	2,399,023	2,341,080	2,341,080
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	1,259	1,472	1,466	1,600	1,600	1,600
6410 GAS SERVICE	727	1,136	1,550	1,200	1,500	1,500
6415 RUBBISH REMOVAL	349	329	330	400	400	400
6420 CITY UTILITY CHARGES	1,080	8,440	1,243	1,200	1,200	1,200
6400 TOTAL UTILITIES	3,414	11,378	4,589	4,400	4,700	4,700
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES	9		379	1,200		
6450 EQUIPMENT R & M SERVICES	562	1,163	845	1,200	1,200	1,200
6455 VEHICLE R & M SERVICES	84	2,286	1,224	1,400	1,400	1,400
6466 WATER REPAIR - CONTRACTUAL	105,071	158,237	411	30,000	30,000	30,000
6470 SERVICE CONTRACTS	3,430	3,308		27,000	31,000	31,000
6440 TOTAL REPAIR & MAINT SERVICES	109,157	164,994	2,859	60,800	63,600	63,600
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP		388		500	500	500
6480 TOTAL RENTALS		388		500	500	500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	4,903	4,560	4,396	5,500	7,300	7,300
6525 BLDG REPAIR/MAINT SUPPLIES	220	599	197	1,000		
6530 LANDSCAPE MAT'LS & SUPPLIES	634			500	500	500
6535 EQUIP MAINT SUPPLIES	2,185	811	1,808	4,000	4,000	4,000
6540 VEHICLE SUPPLIES	2,461	2,731	3,303	3,000	3,000	3,000
6545 MOTOR FUELS	10,169	11,542	11,010	12,000	11,400	11,400
6550 STREET MAINTENANCE MATERIALS	6,838	5,465	12,385	10,000	10,000	10,000
6555 SAFETY SUPPLIES	462	544	547	900	900	900
6575 UTILITY SYSTEM MAINT SUPPLIES	1,635	15,974	19,642	16,000	18,000	18,000

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6500 TOTAL SUPPLIES	26,235	42,227	53,288	52,900	55,100	55,100
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	1,528			1,500		
6610 PHONE SERVICES	509	642	560	700	700	700
6620 DELIVERY CHARGES	11		23	100	100	100
6600 TOTAL COMMUNICATIONS	2,047	642	583	2,300	800	800
6650 TOTAL PRINTING AND ADVERTISING						
6655 PRINTING - NEWSLETTERS	453	642	428	600	600	600
6660 PRINTING - NOTICES/ORDINANCES		176		600		
6665 PRINTING - GENERAL			90			
6650 TOTAL PRINTING AND ADVERTISING	453	818	519	1,200	600	600
6700 TOTAL INSURANCE						
6705 INSURANCE	7,599	7,365	4,803	4,975	4,505	4,505
6700 TOTAL INSURANCE	7,599	7,365	4,803	4,975	4,505	4,505
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,578	1,291	3,265	3,500	3,500	3,500
6820 DUES AND SUBSCRIPTIONS	453	408	659	1,000	1,200	1,200
6830 LICENSES, PERMITS AND TAXES	269	866	357	800	800	800
6840 BOOKS AND PUBLICATIONS	78	78	55	100	100	100
6870 BAD DEBT - UB BANKRUPTCIES	1,366	1,390	563	4,000	4,000	4,000
6800 TOTAL MISCELLANEOUS	3,745	4,033	4,899	9,400	9,600	9,600
6900 TOTAL CAPITAL OUTLAY						
7000 TOTAL DEPRECIATION						
7011 DEPR-BLDGS & STRUCTURES	3,754	3,754	3,754	1,656	1,650	1,650
7020 DEPR-MACHINERY & EQUIPMENT	120,026	120,026	120,026	120,018	120,600	120,600
7025 DEPR-OFFICE EQUIP & FURNITURE	5,858	5,858	5,858	14,000		
7026 DEPR-SOFTWARE					6,750	6,750
7030 DEPR-VEHICLES & TRAILERS	7,881	7,881	4,572	3,618	12,000	12,000
7035 DEPR-INFRA-UTILITY SYSTEMS	35,119	46,055	46,707	48,399	46,700	46,700
7000 TOTAL DEPRECIATION	172,637	183,574	180,917	187,691	187,700	187,700
7100 TOTAL DEBT SERVICE						
7120 INTEREST EXPENSE				12,000	10,800	10,800
7100 TOTAL DEBT SERVICE				12,000	10,800	10,800
7180 TOTAL INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	112,320	117,472				
7180 TOTAL INTERFUND SERVICES USED	112,320	117,472				
7200 TOTAL OTHER FINANCING USES						
7220 LOSS ON DISPOSITION OF ASSETS		74,887				
7200 TOTAL OTHER FINANCING USES		74,887				
7400 TOTAL TRANSFERS OUT						
7412 TRANSFER OUT-GENERAL FUND			118,451	128,955	139,278	139,278
7400 TOTAL TRANSFERS OUT			118,451	128,955	139,278	139,278
6001 EXPENDITURES AND EXPENSES	3,094,744	3,092,654	4,046,752	3,223,130	3,192,418	3,192,418

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
4000 REVENUES AND EXPENDITURES	58,001-	34,481	969,245	227,172-	468,702-	468,702-
00505 WATER UTILITY	58,001-	34,481	969,245	227,172-	468,702-	468,702-

Sewer Utility Fund – 510 Profile and Budget Summary

The Sanitary Sewer Utility manages the collection and pumping of sanitary sewage from all properties in the City through a system of sewer lines and lift stations. Sewage is pumped through large interceptor lines to waste treatment plants owned by the Metropolitan Council Environmental Services in St. Paul. Fees paid by the City to the Metropolitan Council Environmental Services for its sewage treatment services exceed 60% of the sewer utility fund's operating budget. The cost of maintaining 87 miles of local sewer lines and 7 lift stations is the rest of the budget.

Personnel Expenses

This table illustrates the personnel that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Utilities Superintendent	0.40	0.40	0.40
Maintenance II	2.40	2.40	2.40
Seasonal part-time maintenance	0.13	0.13	0.13
PW administrative assistant	0.24	0.32	0.32
Utility billing specialist	0.40	0.40	0.40
Payroll/utility billing specialist	0.40	0.40	0.40

The Water, Sewer and Storm Drainage Funds are supported by the same personnel with personnel costs being allocated 40% to Water, 40% to Sewer and 20% to Storm Drainage.

Staff

These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- Utilities Superintendent (1): Supervisory work in directing the activities of the three Utilities. This position is responsible for the overall maintenance and operation of the City's Utilities infrastructure, including the operation of 7 sanitary sewer lift station and a 24 hour computer based monitoring and control system.
- Maintenance II (6): Maintains sanitary sewer lines and forcemains by jetting, root cutting, and general repair work; maintains sewer lift stations and control systems; maintain related heavy equipment and vehicles; be available to work on-call nights and weekends.
- Public Works Administrative Assistant (0.8): Handles voice, email and mail communications for the department, prepares data and spreadsheets, copies and files documents and assists in setting up public meetings.
- Utility Billing Specialist (1): Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.

- Payroll/Utility Billing Specialist (1): Processes bi-weekly payrolls for employees. Acts as the backup to utility billing, scans daily utility payments into billing system, and provides customer service to utility customers.

Funding Sources

The Sewer Fund is supported by sewer service fees.

Goals and Objectives

- Develop a detailed plan to reduce infiltration and inflow (I&I) that enters the sanitary sewer collection system including ground water, storm water, and other non-sewage water. Costs to MCES make up over 60% of these funds expenses, reducing I&I will save money while improving system operation.
- Continue to replace manholes with solid covers to reduce I&I.
- Continue to maintain and upgrade existing systems to provide for reliable operation.

Budget Highlights

Line Item/Description	Amount	Discussion
6375 / Sewage disposal charges – Metro Council Environmental Services	\$1,406,603	Sewage treatment fee paid to the Metropolitan Council Environment Services. This is influenced by the MCES operating costs and the amount of infiltration & inflow.
7412 / Transfer out to General Fund	\$139,278	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Sewer Fund

Sewer Rates

The residential sewer rates will increase in 2016 to \$52.50 per quarter, up from the \$50.00 per quarter that is in effect for 2015. Commercial sewer rates will also increase to \$2.32 per unit of water as compared with the \$2.21 per unit of water that is in effect for 2015.

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00510 SEWER UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4300 TOTAL FED INTERGOVERNMENTAL						
4320 FEDERAL - FEMA DISASTER AID		5,086-				
4300 TOTAL FED INTERGOVERNMENTAL		5,086-				
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	1,936,762-	1,955,517-	2,035,579-	2,069,250-	2,176,100-	2,176,100-
4660 UTILITY PENALTIES	35,792-	35,337-	38,451-	36,000-	40,000-	40,000-
4695 CREDIT - SR/DISABLED DISCOUNT	45,208	45,454	46,298	46,000	48,000	48,000
4698 CREDIT - SENIOR RENTAL REBATE	7,620	5,861	7,210	6,000	6,400	6,400
4650 TOTAL CH. FOR SERV -ENTERPRISE	1,919,725-	1,939,539-	2,020,522-	2,053,250-	2,161,700-	2,161,700-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	69,059-	49,465-	36,681-	28,000-	28,000-	28,000-
4810 INTEREST - INTERNAL FUNDS				6,000-	5,400-	5,400-
4880 CHANGE IN F.V. OF INVESTMENTS	14,941	40,432	1,053-			
4800 TOTAL INVESTMENT EARNINGS	54,118-	9,033-	37,734-	34,000-	33,400-	33,400-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	3,386-	2,569-	151-	3,600-	3,000-	3,000-
4900 TOTAL MISCELLANEOUS	3,386-	2,569-	151-	3,600-	3,000-	3,000-
5000 TOTAL OTHER FINANCING SOURCES						
5040 GAIN ON DISPOSITION OF ASSETS		17,100-				
5000 TOTAL OTHER FINANCING SOURCES		17,100-				
4001 REVENUES	1,977,231-	1,973,327-	2,058,408-	2,090,850-	2,198,100-	2,198,100-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	211,305	218,339	223,882	235,006	241,870	241,870
6015 OVERTIME-REGULAR EMPLOYEES	5,525	8,194	12,763	6,400	5,453	5,453
6050 SALARIES/WAGES-TEMP EMPLOYEES	1,907	2,140	3,038	3,800	3,800	3,800
6055 OVERTIME-TEMP EMPLOYEES	6	22	33			
6060 DEMO REIMB FROM EDA/TIF FUNDS	399-					
6003 TOTAL SALARIES AND WAGES	218,343	228,695	239,716	245,206	251,123	251,123
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	15,820	16,474	17,494	18,758	19,211	19,211
6110 PERA - COORDINATED	15,100	15,775	17,183	18,105	18,549	18,549
6140 HEALTH INSURANCE	33,570	36,050	39,587	49,894	52,098	52,098
6142 HEALTH SAVINGS ACCOUNTS	2,650	3,818	5,227			
6145 DENTAL INSURANCE	461	461	461	461	614	614
6150 LIFE INSURANCE	86	87	86	88	91	91
6155 RETIRE HLTH SAVINGS PLAN	2,380	2,766	2,812	2,946	6,574	6,574
6170 CLOTHING & CLOTHING ALLOW	802	773	824	840	840	840
6185 WORKERS COMP INSURANCE	4,722	5,054	6,249	6,188	8,555	8,555
6188 OPEB ANNUAL ADJUSTMENT	2,390	2,325	3,732			
6195 COMPENSATED ABSENCES	3,695		3,602			
6100 TOTAL EMPLOYEE BENEFITS	81,675	83,583	97,258	97,280	106,532	106,532
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	1,729	6,057	1,784	2,400	2,400	2,400

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Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6225 BANK CHARGES & CR CARD FEES	444	614	1,268	780	1,800	1,800
6200 TOTAL PROFESSIONAL SERVICES	2,173	6,671	3,052	3,180	4,200	4,200
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	5,178	8,530	32,996	9,600		
6320 LOGIS SERVICES	18,720	19,569	20,815	21,236	22,085	22,085
6375 SEWAGE DISPOSAL CHARGES - MCES	1,246,377	1,270,154	1,319,193	1,382,985	1,406,603	1,406,603
6300 TOTAL CONTRACTUAL SERVICES	1,270,275	1,298,253	1,373,004	1,413,821	1,428,688	1,428,688
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	15,381	18,930	20,938	20,000	21,000	21,000
6410 GAS SERVICE	1,076	1,649	2,141	1,700	2,100	2,100
6415 RUBBISH REMOVAL	349	329	132	400	400	400
6420 CITY UTILITY CHARGES	1,126	1,023	1,243	1,500	1,500	1,500
6400 TOTAL UTILITIES	17,932	21,932	24,454	23,600	25,000	25,000
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES				1,200	1,200	1,200
6450 EQUIPMENT R & M SERVICES	3,518	1,996	2,609	1,500	2,000	2,000
6455 VEHICLE R & M SERVICES	65	2,079		1,000	1,000	1,000
6460 STREET R & M SERVICES				1,000	1,000	1,000
6467 SEWER REPAIR - CONTRACTUAL	10,471	300	12,237	10,000	10,000	10,000
6468 LIFT STAT REPAIR - CONTRACTUAL	5,084	13,121	461	5,000	5,000	5,000
6470 SERVICE CONTRACTS	224	111	156	200	4,200	4,200
6440 TOTAL REPAIR & MAINT SERVICES	19,362	17,607	15,462	19,900	24,400	24,400
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP		43		500	500	500
6480 TOTAL RENTALS		43		500	500	500
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	5,292	3,281	2,906	6,000	6,000	6,000
6525 BLDG REPAIR/MAINT SUPPLIES	167	472	179	1,500	1,500	1,500
6530 LANDSCAPE MAT'LS & SUPPLIES			204	200	200	200
6535 EQUIP MAINT SUPPLIES	5,379	1,588	6,016	6,500	6,500	6,500
6540 VEHICLE SUPPLIES	2,895	2,062	1,288	2,500	2,500	2,500
6545 MOTOR FUELS	10,169	11,542	10,743	12,000	11,400	11,400
6550 STREET MAINTENANCE MATERIALS	1,228	274	877	4,000	4,000	4,000
6555 SAFETY SUPPLIES	412	524	322	750	750	750
6575 UTILITY SYSTEM MAINT SUPPLIES	13,453	11,474	23,330	18,000	18,000	18,000
6580 SEWER LINE REPAIR SUPPLIES				2,500	2,500	2,500
6585 LIFT STATION REPAIR SUPPLIES	2,904	6,512	10,325	5,000	5,000	5,000
6500 TOTAL SUPPLIES	41,900	37,728	56,191	58,950	58,350	58,350
6600 TOTAL COMMUNICATIONS						
6605 POSTAGE	1,482			1,500		
6610 PHONE SERVICES	1,016	1,433	1,502	1,100	1,500	1,500
6600 TOTAL COMMUNICATIONS	2,498	1,433	1,502	2,600	1,500	1,500
6650 TOTAL PRINTING AND ADVERTISING						
6665 PRINTING - GENERAL			90			
6690 ADVERTISING - GENERAL				250		
6650 TOTAL PRINTING AND ADVERTISING			90	250		
6700 TOTAL INSURANCE						

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6705 INSURANCE	7,377	6,325	18,436	23,480	20,345	20,345
6700 TOTAL INSURANCE	7,377	6,325	18,436	23,480	20,345	20,345
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	1,731	1,885	2,882	3,500	3,500	3,500
6820 DUES AND SUBSCRIPTIONS	370	150	121	600	600	600
6830 LICENSES, PERMITS AND TAXES	116	23	80	150	150	150
6840 BOOKS AND PUBLICATIONS	78	78	25	100	100	100
6870 BAD DEBT - UB BANKRUPTCIES	1,155	792	208	1,800	1,800	1,800
6800 TOTAL MISCELLANEOUS	3,450	2,928	3,316	6,150	6,150	6,150
6900 TOTAL CAPITAL OUTLAY						
7000 TOTAL DEPRECIATION						
7011 DEPR-BLDGS & STRUCTURES	3,681	3,681	3,681	3,677	1,650	1,650
7020 DEPR-MACHINERY & EQUIPMENT	20,168	20,117	18,875	30,204	36,600	36,600
7026 DEPR-SOFTWARE				4,000		
7030 DEPR-VEHICLES & TRAILERS	7,880	7,880	4,572	7,507	9,500	9,500
7035 DEPR-INFRA-UTILITY SYSTEMS	65,663	72,115	72,115	91,698	97,000	97,000
7000 TOTAL DEPRECIATION	97,392	103,794	99,244	137,086	144,750	144,750
7180 TOTAL INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	112,320	117,472				
7180 TOTAL INTERFUND SERVICES USED	112,320	117,472				
7200 TOTAL OTHER FINANCING USES						
7220 LOSS ON DISPOSITION OF ASSETS		1,200				
7200 TOTAL OTHER FINANCING USES		1,200				
7400 TOTAL TRANSFERS OUT						
7412 TRANSFER OUT-GENERAL FUND			118,451	128,955	139,278	139,278
7400 TOTAL TRANSFERS OUT			118,451	128,955	139,278	139,278
6001 EXPENDITURES AND EXPENSES	1,874,699	1,927,664	2,050,176	2,160,958	2,210,816	2,210,816
4000 REVENUES AND EXPENDITURES	102,532-	45,663-	8,232-	70,108	12,716	12,716
00510 SEWER UTILITY	102,532-	45,663-	8,232-	70,108	12,716	12,716

Storm Drainage Utility Fund – 515

Profile and Budget Summary

The Storm Drainage Fund provides for the operation, maintenance, and improvement of the storm water management infrastructure in the City. Storm water management is essential for working to improve water quality in Crystal's ponds, creeks, and lakes. The rate control component of storm water management is needed to help reduce the impact of rain events on causing street flooding and effectively moving the water through the storm water system to the ponds, streams, and lakes.

Storm water management is heavily regulated by both the State and Federal government. Additionally, the City works closely with both the Shingle Creek and Bassett Creek Watershed Management Organizations on storm water management policies, procedures, and projects.

Personnel Expenses

This table illustrates the personnel that are charged to this department in full time equivalents (F.T.E.):

	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Utilities Superintendent	0.20	0.20	0.20
Maintenance II	1.20	1.20	1.20
Seasonal part-time maintenance	0.57	0.57	0.57
PW administrative assistant	0.12	0.16	0.16
Utility billing specialist	0.20	0.20	0.20
Payroll/utility billing specialist	0.20	0.20	0.20

The Water, Sewer and Storm Drainage Funds are supported by the same personnel with personnel costs being allocated 40% to Water, 40% to Sewer and 20% to Storm Drainage.

Staff

These personnel are supervised or work in this department, although part of their personnel expenses may be charged to another department in which they also work.

- **Utilities Superintendent (1)**: Supervisory work in directing the activities of the three Utilities. This position is responsible for the overall maintenance and operation of the City's Utilities infrastructure, including the operation of the Gaulke Pond stormwater lift station, cleaning water quality manholes, and maintaining the ponds, rain gardens, and collection system throughout the city.
- **Maintenance II (6)**: Maintains lift station, storm drains, inlets, outfalls and road crossings; maintains ponds, rain gardens, and North Branch Bassett Creek; operates and maintains various trucks & equipment and is available to work on-call nights & weekends.

- Public Works Administrative Assistant (0.8): Handles voice, email & mail communications for department prepares data & spreadsheets, copies & files documents and assists in setting up public meetings.
- Utility Billing Specialist (1): Processes utility billing including meter readings, monthly billings, payments, ownership changes, meter changes and annual assessment of delinquent accounts and provides customer service to utility customers.
- Payroll/Utility Billing Specialist (1): Processes bi-weekly payrolls for employees. Acts as the backup to utility billing, scans daily utility payments into billing system, and provides customer service to utility customers.

Funding Sources

The Storm Drainage Fund is supported by storm drainage service fees.

Goals and Objectives

- Continue storm water management components in Street Reconstruction Projects.
- Start identifying projects for implementation to reduce street flooding in the Bass Lake Road/West Broadway/County Road 81 corridors.

Budget Highlights

Line Item/Description	Amount	Discussion
7412 / Transfer out to General Fund	\$37,478	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Storm Drainage Fund
7430 / Transfer out – Permanent Improvement Revolving Fund	\$60,000	Transfer pays 40% of alley improvement projects since the projects improve drainage of storm water

Storm Drainage Rates

The residential storm drainage rates will increase from the \$12.60 per quarter that is in effect for 2015 to \$13.50 per quarter in 2016. Commercial storm drainage rates will increase from \$315.00 per acre in 2015 to \$337.50 per acre in 2016.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00515 STORM DRAINAGE UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4300 TOTAL FED INTERGOVERNMENTAL						
4320 FEDERAL - FEMA DISASTER AID		2,642-				
4300 TOTAL FED INTERGOVERNMENTAL		2,642-				
4345 TOTAL STATE INTERGOVERNMENTAL						
4390 TOTAL OTHER INTERGOVERNMENTAL						
4393 LOCAL - MISCELLANEOUS	1,695-					
4390 TOTAL OTHER INTERGOVERNMENTAL	1,695-					
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	667,073-	707,955-	750,491-	819,000-	877,500-	877,500-
4660 UTILITY PENALTIES	9,193-	9,049-	10,393-	9,800-	10,530-	10,530-
4650 TOTAL CH. FOR SERV -ENTERPRISE	676,265-	717,005-	760,884-	828,800-	888,030-	888,030-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	18,139-	6,951-	4,563-	300-	4,515-	4,515-
4880 CHANGE IN F.V. OF INVESTMENTS	3,924	5,682	131-			
4800 TOTAL INVESTMENT EARNINGS	14,215-	1,269-	4,694-	300-	4,515-	4,515-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	1,354-	5,240-				
4900 TOTAL MISCELLANEOUS	1,354-	5,240-				
5000 TOTAL OTHER FINANCING SOURCES						
5040 GAIN ON DISPOSITION OF ASSETS	1,404-	17,100-				
5000 TOTAL OTHER FINANCING SOURCES	1,404-	17,100-				
5095 TOTAL CAPITAL CONTRIBUTIONS						
5096 CAPITAL CONTRIBUTIONS	251,239-	1,550,646-	11,612-			
5095 TOTAL CAPITAL CONTRIBUTIONS	251,239-	1,550,646-	11,612-			
5100 TOTAL TRANSFERS IN						
5125 TRANSFER IN - ENTERPRISE FUNDS					150,000-	150,000-
5100 TOTAL TRANSFERS IN					150,000-	150,000-
4001 REVENUES	946,173-	2,293,902-	777,191-	829,100-	1,042,545-	1,042,545-
6001 EXPENDITURES AND EXPENSES						
6003 TOTAL SALARIES AND WAGES						
6010 SALARIES/WAGES-REG EMPLOYEES	105,652	109,170	111,941	117,503	120,935	120,935
6015 OVERTIME-REGULAR EMPLOYEES	2,762	4,097	6,382	3,200	2,727	2,727
6050 SALARIES/WAGES-TEMP EMPLOYEES	7,028	8,090	11,776	16,980	16,980	16,980
6055 OVERTIME-TEMP EMPLOYEES	3	11	17			
6060 DEMO REIMB FROM EDATIF FUNDS	199-					
6003 TOTAL SALARIES AND WAGES	115,246	121,368	130,115	137,683	140,642	140,642
6100 TOTAL EMPLOYEE BENEFITS						
6105 S SEC / MEDICARE	8,375	8,774	9,532	10,533	10,759	10,759
6110 PERA - COORDINATED	7,550	7,888	8,592	9,053	9,275	9,275
6140 HEALTH INSURANCE	16,785	18,025	19,794	24,947	26,049	26,049
6142 HEALTH SAVINGS ACCOUNTS	1,325	1,909	2,614			

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Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6145 DENTAL INSURANCE	230	230	230	230	307	307
6150 LIFE INSURANCE	43	43	43	44	46	46
6155 RETIRE HLTH SAVINGS PLAN	1,190	1,383	1,406	1,473	3,287	3,287
6170 CLOTHING & CLOTHING ALLOW	401	387	412	420	420	420
6185 WORKERS COMP INSURANCE	2,541	2,762	3,490	3,686	5,063	5,063
6188 OPEB ANNUAL ADJUSTMENT	1,194	1,163	1,866			
6190 UNEMPLOYMENT INSURANCE		1,596	2,412			
6195 COMPENSATED ABSENCES	1,847		1,801			
6100 TOTAL EMPLOYEE BENEFITS	41,481	44,160	52,191	50,386	55,206	55,206
6200 TOTAL PROFESSIONAL SERVICES						
6205 PROFESSIONAL SERVICES	3,215	6,197	17,353	15,000	15,000	15,000
6225 BANK CHARGES & CR CARD FEES	222	307	634	300	600	600
6200 TOTAL PROFESSIONAL SERVICES	3,437	6,504	17,987	15,300	15,600	15,600
6300 TOTAL CONTRACTUAL SERVICES						
6305 CONTRACTUAL SERVICES	170,756	89,238	46,097	4,800	10,000	10,000
6315 TREE TRIM / REMOVAL SERVICES				4,000	4,000	4,000
6320 LOGIS SERVICES	9,360	9,784	10,406	10,618	11,043	11,043
6300 TOTAL CONTRACTUAL SERVICES	180,116	99,022	56,503	19,418	25,043	25,043
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	4,152	5,151	6,455	5,400	6,500	6,500
6410 GAS SERVICE	363	568	775	600	800	800
6415 RUBBISH REMOVAL	174	273	66	300	300	300
6420 CITY UTILITY CHARGES	563	512	621	720	720	720
6400 TOTAL UTILITIES	5,253	6,503	7,917	7,020	8,320	8,320
6440 TOTAL REPAIR & MAINT SERVICES						
6445 BUILDING R & M SERVICES				500	500	500
6450 EQUIPMENT R & M SERVICES	64	893	190	500	500	500
6455 VEHICLE R & M SERVICES		508		200	200	200
6460 STREET R & M SERVICES	252			500	500	500
6465 UTILITY SYSTEMS R & M SERVICES	60,841	1,532	688	1,500	1,500	1,500
6470 SERVICE CONTRACTS	186	445	267	300	2,700	2,700
6440 TOTAL REPAIR & MAINT SERVICES	61,343	3,378	1,145	3,500	5,900	5,900
6480 TOTAL RENTALS						
6495 RENTALS - MACHINERY & EQUIP		416		1,000	1,000	1,000
6480 TOTAL RENTALS		416		1,000	1,000	1,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	1,778	1,402	1,204	3,000	3,000	3,000
6525 BLDG REPAIR/MAINT SUPPLIES	68	240	20	600	600	600
6530 LANDSCAPE MAT'L'S & SUPPLIES	44,811	20,626	5,289	1,000	1,000	1,000
6535 EQUIP MAINT SUPPLIES	481	282	286	750	750	750
6540 VEHICLE SUPPLIES	480	224	375	600	600	600
6545 MOTOR FUELS	5,084	5,771	5,428	6,000	5,600	5,600
6550 STREET MAINTENANCE MATERIALS	316		1,914	1,500	1,500	1,500
6555 SAFETY SUPPLIES	206	262	134	300	300	300
6575 UTILITY SYSTEM MAINT SUPPLIES	899	5,985	2,479	4,000	4,000	4,000
6585 LIFT STATION REPAIR SUPPLIES	447		1,086	1,000	1,000	1,000
6500 TOTAL SUPPLIES	54,569	34,793	18,216	18,750	18,350	18,350
6600 TOTAL COMMUNICATIONS						

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
6605 POSTAGE	741			750	750	750
6610 PHONE SERVICES	247	314	278	300	300	300
6600 TOTAL COMMUNICATIONS	988	314	278	1,050	1,050	1,050
6650 TOTAL PRINTING AND ADVERTISING						
6660 PRINTING - NOTICES/ORDINANCES	229	55	53	200	200	200
6665 PRINTING - GENERAL			45			
6650 TOTAL PRINTING AND ADVERTISING	229	55	98	200	200	200
6700 TOTAL INSURANCE						
6705 INSURANCE	4,035	3,174	2,064	1,433	1,499	1,499
6700 TOTAL INSURANCE	4,035	3,174	2,064	1,433	1,499	1,499
6800 TOTAL MISCELLANEOUS						
6810 TRAINING AND TRAVEL	362	300	1,899	1,800	1,800	1,800
6820 DUES AND SUBSCRIPTIONS	52,926	53,225	51,954	60,000	60,000	60,000
6830 LICENSES, PERMITS AND TAXES	420	120	136	500	500	500
6840 BOOKS AND PUBLICATIONS	39	39	13	100	100	100
6870 BAD DEBT - UB BANKRUPTCIES	250	165	48	450	450	450
6800 TOTAL MISCELLANEOUS	53,997	53,849	54,050	62,850	62,850	62,850
6900 TOTAL CAPITAL OUTLAY						
7000 TOTAL DEPRECIATION						
7011 DEPR-BLDGS & STRUCTURES	381	381	381	377	400	400
7020 DEPR-MACHINERY & EQUIPMENT	16,973	26,952	32,499	32,225	31,900	31,900
7030 DEPR-VEHICLES & TRAILERS	10,147	12,653	11,607	10,810	10,400	10,400
7035 DEPR-INFRA-UTILITY SYSTEMS	199,611	252,026	274,921	281,158	300,800	300,800
7000 TOTAL DEPRECIATION	227,112	292,012	319,408	324,570	343,500	343,500
7180 TOTAL INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	30,224	31,610				
7180 TOTAL INTERFUND SERVICES USED	30,224	31,610				
7200 TOTAL OTHER FINANCING USES						
7220 LOSS ON DISPOSITION OF ASSETS	4,866	63,213	2,447			
7200 TOTAL OTHER FINANCING USES	4,866	63,213	2,447			
7400 TOTAL TRANSFERS OUT						
7412 TRANSFER OUT-GENERAL FUND			31,874	34,700	37,478	37,478
7430 TRANSFER OUT- PIR FUND	73,659	49,594	66,041	68,000	60,000	60,000
7400 TOTAL TRANSFERS OUT	73,659	49,594	97,915	102,700	97,478	97,478
6001 EXPENDITURES AND EXPENSES	856,556	809,966	760,334	745,860	776,638	776,638
4000 REVENUES AND EXPENDITURES	89,617-	1,483,936-	16,856-	83,240-	265,907-	265,907-
00515 STORM DRAINAGE UTILITY	89,617-	1,483,936-	16,856-	83,240-	265,907-	265,907-

Street Light Utility Fund - 520

Profile and Budget Summary

Personnel Expenses and Staff

The Street Light Utility is managed from the Engineering Department. There are no personnel expenses charged to the Utility.

Functions and Products

This fund accounts for the operation, maintenance, and improvement of the City's street lights. Light is provided to 93 miles of city streets and 12 miles of county streets by approximately 860 street lights. The standard local and county road "cobra head" wood pole mounted lights are installed and maintained by Xcel Energy. These lights are billed at a flat monthly rate based on wattage of the light.

The Utility also installs and maintains the City's decorative street lights. These lights are located along Bass Lake Road and West Broadway in all directions from the intersection of those two streets. Additional decorative lights are located on the Highway 100 pedestrian bridge, and most recently along the County Road 81 corridor, including the "backage" road by the new medical center. These lights are metered at individual control cabinets, and are maintained by a combination of Public Works forces and contract services.

Funding Sources

The Street Light Fund is funded by street light service fees billed to all properties in the city. The 2015 Street Light rate of \$4.80 per quarter rate will increase to \$4.90 per quarter in 2016.

Goals and Objectives

- Inventory existing lighting system and verify existing records.
- Service and maintain street light system.
- Continue to review and act on requests for additional lights at various locations around the city.
- Continue to investigate new lighting methods and products to ultimately reduce energy and maintenance costs.

Budget Highlights

Line Item/Description	Amount	Discussion
6405 / Electric service	\$120,000	Charges paid to Xcel Energy for electricity to power the street lights
7410 / Transfer to Storm Drainage Fund	\$150,000	This is a one-time transfer to move resources to where they are most needed
7412 / Transfer out to General Fund	\$10,588	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Street Light Fund

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00520 STREET LIGHTS UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	159,170-	165,961-	178,370-	182,400-	186,200-	186,200-
4660 UTILITY PENALTIES	2,948-	3,054-	3,350-	3,300-	3,540-	3,540-
4650 TOTAL CH. FOR SERV -ENTERPRISE	162,119-	169,015-	181,720-	185,700-	189,740-	189,740-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	10,737-	7,473-	4,957-	3,600-	4,000-	4,000-
4810 INTEREST - INTERNAL FUNDS				6,000-	5,400-	5,400-
4880 CHANGE IN F.V. OF INVESTMENTS	2,323	6,108	142-			
4800 TOTAL INVESTMENT EARNINGS	8,414-	1,365-	5,100-	9,600-	9,400-	9,400-
4900 TOTAL MISCELLANEOUS						
4915 REIMBURSEMENT -OTHER	374-	182-	5,910-			
4900 TOTAL MISCELLANEOUS	374-	182-	5,910-			
5000 TOTAL OTHER FINANCING SOURCES						
5095 TOTAL CAPITAL CONTRIBUTIONS						
5096 CAPITAL CONTRIBUTIONS		71,226-				
5095 TOTAL CAPITAL CONTRIBUTIONS		71,226-				
4001 REVENUES	170,907-	241,787-	192,729-	195,300-	199,140-	199,140-
6001 EXPENDITURES AND EXPENSES						
6400 TOTAL UTILITIES						
6405 ELECTRIC SERVICE	124,619	124,636	114,165	120,000	120,000	120,000
6400 TOTAL UTILITIES	124,619	124,636	114,165	120,000	120,000	120,000
6440 TOTAL REPAIR & MAINT SERVICES						
6450 EQUIPMENT R & M SERVICES	2,276	69,785	2,762	6,000	8,000	8,000
6440 TOTAL REPAIR & MAINT SERVICES	2,276	69,785	2,762	6,000	8,000	8,000
6500 TOTAL SUPPLIES						
6505 OPERATING SUPPLIES	497			1,000	1,000	1,000
6535 EQUIP MAINT SUPPLIES	9,028	10,593	9,700	12,000	16,000	16,000
6500 TOTAL SUPPLIES	9,525	10,593	9,700	13,000	17,000	17,000
6700 TOTAL INSURANCE						
6705 INSURANCE	3,321	8,708	10,800	9,339	8,911	8,911
6700 TOTAL INSURANCE	3,321	8,708	10,800	9,339	8,911	8,911
6800 TOTAL MISCELLANEOUS						
6870 BAD DEBT - UB BANKRUPTCIES	105	67	19	120	120	120
6800 TOTAL MISCELLANEOUS	105	67	19	120	120	120
6900 TOTAL CAPITAL OUTLAY						
7000 TOTAL DEPRECIATION						
7015 DEPR-IMPROVE OTHER THAN BLDGS	843	843	843	843	840	840
7036 DEPR-INFRA-TRAFFIC & TRANS SYS	24,081	29,217	31,374	32,374	32,400	32,400
7000 TOTAL DEPRECIATION	24,924	30,061	32,217	33,217	33,240	33,240

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
7180 TOTAL INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	8,539	8,930				
7180 TOTAL INTERFUND SERVICES USED	8,539	8,930				
7200 TOTAL OTHER FINANCING USES						
7220 LOSS ON DISPOSITION OF ASSETS		56,617				
7200 TOTAL OTHER FINANCING USES		56,617				
7400 TOTAL TRANSFERS OUT						
7410 TRANSFER OUT- OTHER FUNDS					150,000	150,000
7412 TRANSFER OUT-GENERAL FUND			9,005	9,803	10,588	10,588
7400 TOTAL TRANSFERS OUT			9,005	9,803	160,588	160,588
6001 EXPENDITURES AND EXPENSES	173,308	309,396	178,668	191,479	347,859	347,859
4000 REVENUES AND EXPENDITURES	2,402	67,609	14,061-	3,821-	148,719	148,719
00520 STREET LIGHTS UTILITY	2,402	67,609	14,061-	3,821-	148,719	148,719

Recycling Utility Fund Profile and Budget Summary

This fund accounts for the provision of the City's recycling services to Crystal residents. The service is provided through a cooperative agreement known as the Hennepin Recycling Group (HRG) with the cities of Brooklyn Center, Brooklyn Park, and New Hope. Curbside pickup of recyclable materials is made every other week. There is also a curbside cleanup day held every other year in which larger items such as furniture, appliances, lumber and scrap metal are accepted.

The City of Crystal has served as the fiscal agent for the HRG for several years. This means we provide accounting services for the HRG. Recycling fees collected from Crystal residents were simply deposited in the HRG. The HRG was left out of Crystal's budget and annual financial statement because it would be misleading to include it when so much of the operations are outside of Crystal.

The Recycling Utility Fund accounts for the services that are provided to and paid for by Crystal residents.

Personnel Expenses

No personnel are charged to the Recycling Fund.

Funding Sources

The Recycling Fund is supported by recycling service fees.

Budget Highlights

Line Item/Description	Amount	Discussion
6353 / Recycling charges	\$328,020	Charges paid to the Hennepin Recycling Group for payment to recycling contractors hired by the HRG.
7412 / Transfer out to General Fund	\$6,264	Cost for employees in the Administration, Engineering & Finance departments who are charged to the General Fund but spend part of their time supporting the Recycling Fund

Recycling Rates

The residential recycling fee will remain at \$10.65 per quarter in 2016, the same that it was in 2014 and 2015. Rates the City pays to the HRG will remain at \$10.65 in 2016, the same as it was in 2015. Enough income is received from investment income and delinquent penalties to cover administrative expenses of the Recycling Fund. Therefore it is possible to charge residents the same fee that HRG charges the City.

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00525 RECYCLING UTILITY						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4650 TOTAL CH. FOR SERV -ENTERPRISE						
4655 UTILITY SALES	328,522-	327,405-	327,201-	328,020-	328,020-	328,020-
4660 UTILITY PENALTIES	6,692-	6,757-	6,901-	6,560-	6,560-	6,560-
4650 TOTAL CH. FOR SERV -ENTERPRISE	335,214-	334,163-	334,101-	334,580-	334,580-	334,580-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	954-	797-	607-	750-	750-	750-
4880 CHANGE IN F.V. OF INVESTMENTS	206	652	17-			
4800 TOTAL INVESTMENT EARNINGS	747-	146-	624-	750-	750-	750-
5100 TOTAL TRANSFERS IN						
4001 REVENUES	335,961-	334,308-	334,726-	335,330-	335,330-	335,330-
6001 EXPENDITURES AND EXPENSES						
6300 TOTAL CONTRACTUAL SERVICES						
6353 RECYCLING CHARGES	323,652	323,568	323,904	328,020	328,020	328,020
6300 TOTAL CONTRACTUAL SERVICES	323,652	323,568	323,904	328,020	328,020	328,020
6700 TOTAL INSURANCE						
6705 INSURANCE	172	113	154	181	136	136
6700 TOTAL INSURANCE	172	113	154	181	136	136
6800 TOTAL MISCELLANEOUS						
6870 BAD DEBT - UB BANKRUPTCIES	230	166	47	240	120	120
6800 TOTAL MISCELLANEOUS	230	166	47	240	120	120
7180 TOTAL INTERFUND SERVICES USED						
7181 ADMIN SERV CHARGE BY GEN FUND	5,052	5,284				
7180 TOTAL INTERFUND SERVICES USED	5,052	5,284				
7400 TOTAL TRANSFERS OUT						
7412 TRANSFER OUT-GENERAL FUND			5,328	5,800	6,264	6,264
7400 TOTAL TRANSFERS OUT			5,328	5,800	6,264	6,264
6001 EXPENDITURES AND EXPENSES	329,106	329,131	329,433	334,241	334,540	334,540
4000 REVENUES AND EXPENDITURES	6,855-	5,177-	5,293-	1,089-	790-	790-
00525 RECYCLING UTILITY	6,855-	5,177-	5,293-	1,089-	790-	790-

Fund: Utility Funds Multi-Year Capital Improvement Plan
Fund Number: 505, 510, 515, 520, and 525

DESCRIPTION OF ACTIVITY

This plan provides for the capital expenditures of benefit to the utility funds. Actual accounting for the projects takes place in the utility funds. The utility rate study sets the rates needed for both operations and capital improvements.

Projects included in the Adopted 2016 Utility CIP are typical of the needs to maintain the utility systems of the City. As the utility system is aging and new requirements for treatment of storm water are taking effect, the capital needs of the utility funds are increasing. This is accelerating the need for utility rate increases.

Several projects are noteworthy.

Replace a tandem axil dump truck	\$235,000
Rehabilitate existing sewer mains by lining them with cured in place pipe in order to reduce infiltration of ground water	\$450,000
Pay for storm water system expansion within the Phase 15 Street Reconstruction Project. The street reconstruction project is accounted for in the Street Reconstruction Fund.	\$568,963
Dredge Gaulke Pond to remove sediment that has accumulated from runoff in the area that drains into the pond.	\$425,000

Utility Funds (Funds 505, 510, 515 and 520)
Multi-Year Capital Improvement Plan
2016 Adopted Budget

<u>BU</u>	<u>Project Description</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Water, Sewer & Storm Drainage (40%, 40%, 20%)						
6206	InfraMAP asset management software	80,000				
6228	Reroof utility building		90,000			
	Total	80,000	90,000	0	0	0
Water (100%)						
6207	Upgrade software for Sensus meter reading system					30,000
6220	Water main replacement/relining		600,000	600,000		
6234	Water mains & hydrants in street reconstruction projects	49,079	73,478			
6235	Gate valve and hydrant replacement		75,000		75,000	
6236	Replace #436 - 1996 portable streamer	9,500				
6215	Replace #447 - 2002 tandem dump truck	235,000				
6227	Replace #427 - 2004 Chevy 3/4 ton truck		45,000			
6205	Replace #432 - 2008 Ford F150 pickup truck					30,000
6237	Replace #434 - 1996 air compressor					20,000
	Water Total	293,579	793,478	600,000	75,000	80,000
Sewer (100%)						
6504	Sanitary sewers - Infiltration & Inflow reduction	450,000	300,000	450,000	300,000	450,000
6519	Replace sewer mains within street reconstruction projects	144,947	217,006			
6514	Replace Welcome lift station pumps	35,000				
6500	Replace computer	2,500				
6523	Replace Maryland lift pumps	25,000				
6534	Replace lateral service sewer camera	14,000				
6531	Replace #429 - 2003 Chevy 1 ton truck	55,000				
	Replace vac trailer with truck mounted multi-use vacuum excavator			600,000		
6530	Replace #439 - 1991 trailer mounted generator				35,000	
6532	Replace #430 - 1994 sewer rodder				35,000	
	Sewer Total	726,447	517,006	1,050,000	370,000	450,000
Storm Drainage (100%)						
6808	Replace #323 - 2002 Crosswind street sweeper		190,000			
6809	Trunk line storm sewer - within street reconstruction projects	568,963	855,155			
6804	Dredge Gaulke pond	425,000				
	Storm Drainage Total	993,963	1,045,155	0	0	0
	Total Utilities	2,093,989	2,445,639	1,650,000	445,000	530,000
Allocation By Fund -						
	Total Water Fund	325,579	829,478	600,000	75,000	80,000
	Total Sewer Fund	758,447	553,006	1,050,000	370,000	450,000
	Total Storm Drainage Fund	1,009,963	1,063,155	0	0	0
	Total Utilities	2,093,989	2,445,639	1,650,000	445,000	530,000

Fund: Utility Rate Studies
Fund Number: 505, 510, 515, 520 and 525

DESCRIPTION OF ACTIVITY

Water Fund (505)

The City of Crystal receives its water supply through a Joint Water Commission (JWC) with the cities of Golden Valley and New Hope. The JWC purchases water in a contract with the City of Minneapolis. This is a multi-year contract which includes cost increases each year. The supply contract is the largest portion of the water operating expenses.

Minnesota Statutes, section 103G.291 requires that public water suppliers serving more than 1,000 residents shall use a conservation rate structure. The charge per unit of water increases as consumption of water increases and is shown as follows:

	Number of units in Tier, 1,000 gallons per unit	Price per unit in 2015	Price per unit in 2015
Tier #1	0 to 30	\$5.50	\$5.50
Tier #2	31 to 60	\$5.90	\$5.90
Tier #3	over 60	\$6.30	\$6.30

Sewer Fund (510)

The single largest cost for the sewer fund is the disposal fee paid to the Metropolitan Council Environmental Services. This is influenced by the MCES operating costs and the amount of infiltration and inflow (I&I) that Crystal experiences. I&I is the term for ground water, storm water, or other non-sewage water entering the sanitary sewer system. Crystal has made progress at reducing I&I as a result of work done as part of the street reconstruction program and mass water meter replacement program. The residential rate will increase from \$50.00 per quarter in 2015 to \$52.50 per quarter in 2016.

Storm Drainage (515)

Storm drainage rates will increase from \$12.60 per quarter in 2015 to \$13.50 per quarter in 2016 for single family homes and from \$315.00 in 2015 to \$337.50 in 2016 per acre for commercial properties. This is needed to pay for several large capital projects in the next five years.

Street Light (520)

Street light rates will increase from \$4.80 per quarter in 2015 to \$4.90 per quarter in 2016. Increases in maintenance and insurance costs are the main reason for the rate increase.

Recycling (525)

Recycling services are provided through a cooperative agreement known as the Hennepin Recycling Group (HRG) with the cities of Brooklyn Center, Brooklyn Park, and New Hope. Rates are set through the HRG Board of Directors. The 2015 rate of \$10.65 per quarter will remain the same for 2016.

WATER UTILITY RATE STUDY 2016 Adopted Budget

PROFIT & LOSS	2014	2015	2016	2017	2018	2019
REVENUES						
Water usage charges	2,389,677	2,860,000	3,135,000	3,135,000	3,245,000	3,355,000
Fixed service charges	156,981	160,121	160,121	160,121	163,323	166,590
Emergency well surcharge	34,954	115,500	115,500	115,500	115,500	115,500
Penalties	54,528	54,000	60,000	60,000	61,000	62,000
Special Assessments	48,888	60,000	55,000	60,000	60,000	60,000
JWC reimbursement	10,532	12,000	12,000	11,000	11,000	11,000
Investment Income	18,320	15,000	15,000	10,607	12,620	24,620
Miscellaneous	41,625	58,500	58,500	59,000	59,500	59,500
State testing fee billed	49,629	50,000	50,000	50,000	50,000	50,000
Transfer in from other fund	75,415					
TOTAL REVENUES	2,880,549	3,385,121	3,661,121	3,661,228	3,777,944	3,904,210
EXPENSES						
Salaries & Wages	239,716	245,206	251,123	257,401	263,836	270,432
Fringe Benefits	97,258	97,280	106,532	111,859	117,452	123,324
JWC - Operations	1,736,125	1,881,517	1,867,585	1,952,780	2,001,599	2,051,639
JWC - Capital	1,436,395	424,670	379,810	118,799	129,723	49,158
JWC 2 cents/1,000 gal. fee	10,532	12,000	12,000	11,000	11,000	11,000
Professional/Contractual	106,210	97,336	98,185	100,640	103,156	105,735
Utilities	4,589	4,400	4,700	4,818	4,938	5,061
Repair & Maintenance	52,467	61,300	64,100	65,703	67,345	69,029
Supplies	53,288	52,900	55,100	56,478	57,889	59,337
Communications & Printing	1,101	3,500	1,400	1,435	1,471	1,508
Insurance & Training	9,702	14,375	14,105	14,458	14,819	15,190
Depreciation	180,917	187,691	187,700	200,000	210,000	220,000
Admin. Service Charge	118,451	128,955	139,278	142,760	146,329	149,987
Internal Loan Interest @2%		12,000	10,800	9,720	8,748	7,873
TOTAL EXPENSES	4,046,751	3,223,130	3,192,418	3,047,848	3,138,305	3,139,272
NET INCOME or -LOSS	-1,166,202	161,991	468,703	613,380	639,639	764,938
ENDING FUND BALANCE	6,255,449	6,417,440	6,886,143	7,499,523	8,139,162	8,904,100
CASH FLOW						
Cash & Investments, Beg. of Year	2,156,207	1,823,117	436,299	707,123	631,025	820,664
Net income	-1,166,202	161,991	468,703	613,380	639,639	764,938
Add back Depreciation	180,917	187,691	187,700	200,000	210,000	220,000
Internal loan	600,000					
Internal loan repayment		-60,000	-60,000	-60,000	-60,000	-60,000
Deduct Capital Outlay		-583,000	-325,579	-829,478	-600,000	-75,000
Deduct JWC Wells & Mains	-1,080,000	-1,093,500				
Cash & Investments, End of Year	1,823,117	436,299	707,123	631,025	820,664	1,670,602
Retail Rate per 1,000 gallons, Tier 1	\$4.30	\$5.50	\$5.50	\$5.50	\$5.70	\$5.90
Retail Rate per 1,000 gallons, Tier 2	\$4.70	\$5.90	\$5.90	\$5.90	\$6.10	\$6.30
Retail Rate per 1,000 gallons, Tier 3	\$5.10	\$6.30	\$6.30	\$6.30	\$6.50	\$6.70
Tier 2 increase from prior year	5.15%	25.53%	0.00%	0.00%	3.39%	3.28%
Emergency well surcharge	\$0.21	\$0.21	\$0.21	\$0.21	\$0.21	\$0.21

A rate increase took effect on July 1, 2015 to pay for water main repairs. Prior to that, 2015 rates were 4.26% higher than 2014 rates.

SEWER UTILITY RATE STUDY 2016 Adopted Budget

PROFIT & LOSS	2014	2015	2016	2017	2018	2019
REVENUES						
Billing Revenues	1,982,072	2,017,250	2,121,713	2,225,175	2,328,638	2,432,100
Delinquent Penalties	38,451	36,000	40,000	42,278	44,244	46,210
Investment Income	37,734	28,000	28,000	29,672	26,809	23,801
Internal Loan Interest @ 2%		6,000	5,400	4,800	4,200	3,600
Miscellaneous	151	3,600	3,000	3,000	3,000	3,000
TOTAL REVENUES	2,058,408	2,090,850	2,198,113	2,304,925	2,406,891	2,508,711
EXPENSES						
Salaries & Wages	239,716	245,206	251,123	257,401	263,836	270,432
Fringe Benefits	97,258	97,280	106,532	111,859	117,452	123,324
MCES Disposal Charges	1,319,193	1,382,985	1,406,603	1,496,626	1,578,940	1,676,834
Professional/Contractual	56,863	34,016	26,285	27,074	27,886	28,722
Utilities	24,454	23,600	25,000	25,750	26,523	27,318
Repair & Maintenance	15,462	20,400	24,900	25,647	26,416	27,209
Supplies	56,191	58,950	58,350	60,101	61,904	63,761
Communications & Printing	1,592	2,850	1,500	1,545	1,591	1,639
Insurance & Training	21,752	29,630	26,495	27,290	28,109	28,952
Depreciation	99,244	137,086	144,750	140,000	150,000	160,000
Admin. Service Charge	118,451	128,955	139,278	142,760	146,329	149,987
TOTAL EXPENSES	2,050,176	2,160,958	2,210,816	2,316,051	2,428,985	2,558,178
NET INCOME or -LOSS	8,232	-70,108	-12,704	-11,126	-22,094	-49,467
ENDING FUND BALANCE	7,495,281	7,425,173	7,412,470	7,401,343	7,379,250	7,329,782
CASH FLOW						
Cash & Investments, Beg. of Year	4,622,938	4,334,136	2,781,004	2,184,604	1,790,471	898,378
Net income	8,232	-70,108	-12,704	-11,126	-22,094	-49,467
Add back Depreciation	99,244	137,086	144,750	140,000	150,000	160,000
Deduct Capital Outlay	104,342	1,650,110	758,447	553,006	1,050,000	370,000
Water Fund internal loan	-300,000					
Water Fund loan repayment		30,000	30,000	30,000	30,000	30,000
Cash & Investments, End of Year	4,334,136	2,781,004	2,184,604	1,790,471	898,378	668,910
Commercial metered rate/1,000 gal	\$2.15	\$2.21	\$2.32	\$2.43	\$2.54	\$2.65
Standard residential rate/quarter	\$48.60	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00
Senior residential rate/quarter	\$39.37	\$40.50	\$42.52	\$44.55	\$46.57	\$48.60
Rate increase from prior year	3.86%	2.88%	5.00%	4.76%	4.55%	4.35%

**STORM DRAINAGE UTILITY RATE STUDY
2016 Adopted Budget**

PROFIT & LOSS	2014	2015	2016	2017	2018	2019
REVENUES						
Billing Revenues	750,491	819,000	877,500	936,000	1,001,000	1,072,500
Delinquent Penalties	10,393	9,800	10,530	11,232	12,012	12,870
Investment Income	4,694	300	4,515	314	-10,926	-562
Capital contributions	11,612					
Transfer from Street Light			150,000			
TOTAL REVENUES	777,190	829,100	1,042,545	947,546	1,002,086	1,084,808
EXPENSES						
Salaries & Wages	130,115	137,683	140,642	143,455	146,324	149,250
Fringe Benefits	52,191	50,386	55,206	57,966	60,865	63,908
Professional/Contractual	74,490	34,718	40,643	41,862	43,118	44,412
Utilities	7,917	7,020	8,320	8,570	8,827	9,091
Repair & Maintenance	1,145	4,500	6,900	7,107	7,320	7,540
Storm water pond dredging					80,000	
Supplies	18,215	18,750	18,350	18,901	19,468	20,052
Communications & Printing	377	1,250	1,250	1,288	1,326	1,366
Watershed district dues	51,954	60,000	60,000	61,800	63,654	65,564
Insurance, Training & Dues	4,160	4,283	4,349	4,479	4,614	4,752
Depreciation	319,408	324,570	343,500	340,000	350,000	360,000
Admin. Service Charge	31,874	34,700	37,478	38,228	38,992	39,772
Loss on disposal of assets	2,447					
Transfers to other funds	66,041	68,000	60,000	68,000		
TOTAL EXPENSES	760,334	745,860	776,638	791,655	824,507	765,707
NET INCOME or -LOSS	16,856	83,240	265,907	155,891	177,579	319,102
FUND BALANCE - ENDING	9,572,708	9,655,948	9,838,615	9,811,839	10,016,194	10,130,941
CASH FLOW						
Cash & Investments, Beg. of Year	394,514	746,246	421,522	20,966	-546,298	-18,719
Net income	16,856	83,240	265,907	155,891	177,579	319,102
Add back Depreciation	319,408	324,570	343,500	340,000	350,000	360,000
Deduct Capital Outlay	6,491	732,534	1,009,963	1,063,155	0	0
Cash & Investments, End of Year	746,246	421,522	20,966	-546,298	-18,719	660,383
Commercial & multi-residential rate per acre per quarter	\$292.50	\$315.00	\$337.50	\$360.00	\$385.00	\$412.50
Standard residential rate/quarter	\$11.70	\$12.60	\$13.50	\$14.40	\$15.40	\$16.50
Rate increase from prior year	8.33%	7.69%	7.14%	6.67%	6.94%	7.14%

**STREET LIGHT UTILITY RATE STUDY
2016 Adopted Budget**

PROFIT & LOSS	2014	2015	2016	2017	2018	2019
REVENUES						
Billing Revenues	176,700	182,400	186,200	190,000	193,800	197,600
Delinquent Penalties	3,350	3,300	3,540	3,610	3,682	3,754
Investment Income	5,800	3,600	4,000	4,688	7,522	13,220
Internal loan interest		6,000	5,400	4,800	4,200	3,600
TOTAL REVENUES	185,850	195,300	199,140	203,098	209,204	218,174
EXPENSES						
Utilities	132,000	120,000	120,000	123,600	127,308	131,127
Repair & Maintenance	6,000	6,000	8,000	8,240	8,487	8,742
Supplies	13,000	13,000	17,000	17,510	18,035	18,576
Insurance & Miscellaneous	10,920	9,459	9,031	9,302	9,581	9,868
Depreciation	30,870	33,217	33,240	34,000	34,000	34,000
Admin. Service Charge	9,005	9,803	10,588	10,906	11,233	11,570
Transfer to Storm Drainage			150,000			
TOTAL EXPENSES	201,795	191,479	347,859	203,558	208,644	213,884
NET INCOME or -LOSS	-15,945	3,821	-148,719	-459	560	4,290
ENDING FUND BALANCE	1,166,754	1,170,575	1,021,856	1,021,397	1,021,956	1,026,247
CASH FLOW						
Cash & Investments, Beg. of Year	653,523	342,993	398,031	312,552	376,093	440,652
Net income	-15,945	3,821	-148,719	-459	560	4,290
Add back Depreciation	30,870	33,217	33,240	34,000	34,000	34,000
Deduct Capital Outlay	12,000	12,000				
Water Fund internal loan	-300,000	30,000	30,000	30,000	30,000	30,000
Cash & Investments, End of Year	342,993	398,031	312,552	376,093	440,652	508,943
Commercial per quarter	\$4.65	\$4.80	\$4.90	\$5.00	\$5.10	\$5.20
Multi residential rate per quarter	\$3.49	\$3.60	\$3.68	\$3.75	\$3.83	\$3.90
Residential rate per quarter	\$4.65	\$4.80	\$4.90	\$5.00	\$5.10	\$5.20
Rate increase from prior year	6.90%	3.23%	2.08%	2.04%	2.00%	1.96%

**RECYCLING UTILITY RATE STUDY
2016 Adopted Budget**

PROFIT & LOSS	2014	2015	2016	2017	2018	2019
REVENUES						
Billing Revenues	327,200	328,020	328,020	332,640	337,260	341,880
Delinquent Penalties	6,901	6,560	6,560	6,653	6,745	6,838
Investment Income	624	750	750	1,142	1,539	2,339
TOTAL REVENUES	334,725	335,330	335,330	340,435	345,544	351,057
EXPENSES						
Professional/Contractual	323,904	328,020	328,020	332,640	337,260	341,880
Insurance & Training	201	421	256	264	272	280
Admin. Service Charges	5,328	5,800	6,264	6,452	6,645	6,845
TOTAL EXPENSES	329,433	334,241	334,540	339,356	344,177	349,005
NET INCOME	5,292	1,089	790	1,079	1,367	2,052
ENDING BALANCE	158,695	159,784	160,575	161,654	163,021	165,073
CASH FLOW						
Cash & Investments, Beg. of Year	91,123	99,640	100,729	101,520	102,599	103,966
Net income	5,292	1,089	790	1,079	1,367	2,052
Cash & Investments, End of Year	99,640	100,729	101,520	102,599	103,966	106,018
HRG Rate to City - quarterly	\$10.50	\$10.65	\$10.65	\$10.80	\$10.95	\$11.10
Residential rate - quarterly	\$10.65	\$10.65	\$10.65	\$10.80	\$10.95	\$11.10
Rate increase from prior year	0.00%	0.00%	0.00%	1.41%	1.39%	1.37%

Fund: Self Insurance Internal Service Fund
Fund Number: 605

DESCRIPTION OF ACTIVITY

This fund is used to account for the property and liability insurance needs of the City. As an internal service fund, the insurance premium costs and claims are charged against this fund.

The City participates in a joint powers agreement with other cities around the state in the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT is self-sustaining in all areas of coverage and the City pays an annual premium to cover current and future losses. The LMCIT provides coverage for liability, errors and omissions and auto.

The City established this fund to account for and finance its uninsured risks of loss. Under this program, this fund provides coverage for up to a maximum \$25,000 for each general liability or property damage claim, with a maximum cost of \$75,000 per year. The City purchases insurance through the LMCIT for claims in excess of the coverage provided by this fund.

The Self-Insurance Fund will finance approximately 20% of the City's insurance and risk-related costs by using interest income and LMCIT dividends. The remaining 80% will be charged to each City fund based on their risks and coverage requirements.

FINANCIAL ANALYSIS

Self Insurance Internal Service Fund	2015 Budget	2016 Budget
Beginning Fund Balance	\$ 822,574	\$ 822,574
<i>Revenues</i>		
Department Billings – Insurance	191,352	174,801
Investment Income	10,000	10,000
LMCIT Dividends	36,000	36,000
<i>Expenditures</i>		
Insurance Premiums	(190,152)	(173,601)
Insurance Agent Fee	(7,200)	(7,200)
Estimated Claims Paid	(40,000)	(40,000)
Ending Fund Balance	\$ 822,574	\$ 822,574

Fiscal Period: 12 / 15

Budget Report

Level Of Rollup 6

Object Code / Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Final Budget	2016 Requested Budget	2016 Approved Budget
00605 SELF-INSURANCE						
4000 REVENUES AND EXPENDITURES						
4001 REVENUES						
4400 TOTAL CH. FOR SERV. -GEN GOV'T						
4444 INSURANCE CHARGES - INTERNAL	164,914-	163,364-	178,910-	191,352-	174,801-	174,801-
4400 TOTAL CH. FOR SERV. -GEN GOV'T	164,914-	163,364-	178,910-	191,352-	174,801-	174,801-
4800 TOTAL INVESTMENT EARNINGS						
4805 INVESTMENT INCOME	15,036-	11,330-	7,436-	10,000-	10,000-	10,000-
4880 CHANGE IN F.V. OF INVESTMENTS	3,253	9,261	214-			
4800 TOTAL INVESTMENT EARNINGS	11,783-	2,069-	7,650-	10,000-	10,000-	10,000-
4900 TOTAL MISCELLANEOUS						
4902 MISCELLANEOUS RECEIPTS	449-	24,076-	511-			
4912 REFUNDS - INSURANCE	98,228-	68,620-	36,057-	36,000-	36,000-	36,000-
4900 TOTAL MISCELLANEOUS	98,677-	92,696-	36,568-	36,000-	36,000-	36,000-
4001 REVENUES	275,374-	258,129-	223,128-	237,352-	220,801-	220,801-
6001 EXPENDITURES AND EXPENSES						
6700 TOTAL INSURANCE						
6705 INSURANCE	157,360	177,233	195,201	197,352	180,801	180,801
6710 INSURANCE - PAID LOSSES	27,392-	39,612-	209,723	40,000	40,000	40,000
6700 TOTAL INSURANCE	129,969	137,621	404,924	237,352	220,801	220,801
6001 EXPENDITURES AND EXPENSES	129,969	137,621	404,924	237,352	220,801	220,801
4000 REVENUES AND EXPENDITURES	145,405-	120,508-	181,796			
00605 SELF-INSURANCE	145,405-	120,508-	181,796			