

CITY OF VADNAIS HEIGHTS

ANNUAL BUDGET

FOR FISCAL YEAR BEGINNING

January 1, 2018

DIRECTORY OF CITY OFFICIALS

ELECTED OFFICIALS

		Term Expires
Bob Fletcher	Mayor	January 6, 2019
Heidi Gunderson	Councilmember	January 3, 2021
Craig Johnson	Councilmember	January 3, 2021
Terry Nyblom	Councilmember	January 6, 2019
Greg Urban	Councilmember	January 6, 2019

APPOINTED OFFICIALS

Kevin Watson	City Administrator
Mark Graham	City Engineer/Public Services Director
Kathy Keefe	Assistant City Administrator
Ed Leier	Fire Chief/Code Enforcement Director
Bob Sundberg	Finance Director
Nolan Wall	Planner/Community Development Director

CITY OF VADNAIS HEIGHTS

2018 ADOPTED BUDGET

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CITY OF VADNAIS HEIGHTS
2018 LEVY ANALYSIS

LEVY COMPONENT	ADOPTED 2015 LEVY	ADOPTED 2016 LEVY	ADOPTED 2017 LEVY	ADOPTED 2018 LEVY	CHANGE
GENERAL FUND					
2009A DEBT SERVICE - NORTH SERVICE CENTER: FIRE & GARAGE PORTIONS OF BLDG:	2,975,172	3,167,640	3,365,707	3,404,394	38,687
2004A DEBT SERVICE	516,656	519,632	521,952	523,409	1,457
TAX ABATEMENT	117,594	116,632	117,998	0	(117,998)
CAPITAL IMPROVEMENTS FUND*	12,360	retired			
	140,000	327,700	276,305	499,745	223,440
LEVY	3,761,782	4,131,604	4,281,962	4,427,548	
NON-TIF LEVY INCREASES	75,319	94,044	150,358	145,586	
	2.04%	2.50%	3.64%	3.40%	

The levy assumes that the following reserve fund balances will be used to supplement other revenue sources:

Capital Improvements Fund*	-	(76,700)	-	(323,649)
Water Utility Fund	50,000	50,000	50,000	50,000
Sewer Utility Fund	400,000	400,000	400,000	400,000
Surface Water Utility Fund	50,000	50,000	50,000	50,000
General Fund	50,000	-	-	626,904
Gambling Fund	-	-	-	30,000
Pooled TIF funds	300,000	325,000	275,000	-
total reserves used	850,000	748,300	775,000	833,255

Highlights:

- Storm sewer staffing shift from parks and streets maintenance
- Fire duty crew expansion

	annual	monthly
City Property Tax Impact on a Median-Valued Home of \$246,200:	city property tax increase	city property tax increase
	\$ 2.83	\$ 0.24

* Capital Improvements Fund activity
Spending:

Replace Fire 2002 Ford F150 #U852	51,000
Fire station kitchen remodeling	27,000
Fire truck awning	10,000
Fire truck lights upgrades	12,000
Fire radios replacement	50,000
Replace warning sirens	24,000
Upgrade Bear Park trails/parking lot	25,000
Existing trails maintenance	45,000
Replace (2) mowers	63,000
Replace asphalt patching trailer	20,000
Conversion of street lights to LED	30,000
Meadow Brook Townhomes improvement	11,000
Vadnais Boulevard Trail	100,000
Replace vehicle #116	200,000
City Hall roof repair	50,000
City Hall carpet replacement	50,000
Super Bowl celebration	20,000
County Road F trail feasibility	15,000
total spending	803,000

Funding:

Levy	499,745
General Fund reserves	626,904
total funding	1,126,649
increase in Capital Improvements Fund	323,649

City of Vadnais Heights MN
Annual Budget
Cost Summary
General Fund - By Department

Department	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Community Development	\$ 175,751	\$ 189,550	\$ 211,606	\$ 271,930	\$ 326,190	\$ 311,445	\$ 329,006	\$ 17,561	salary steps, COLA
Engineering	88,357	106,802	90,466	83,692	96,075	94,945	96,918	1,973	
City Council	69,739	69,897	61,035	61,421	97,274	96,299	96,652	353	
Administration	450,054	432,090	425,366	437,367	471,250	493,672	493,916	244	
Funding for Outside Agencies	48,105	46,352	46,706	47,463	44,481	44,049	46,992	2,943	
Finance	236,103	235,122	239,665	248,018	271,845	278,830	285,030	6,200	
Legal Services	148,759	138,076	167,989	158,509	169,723	167,280	176,000	8,720	
City Hall	189,067	178,650	216,661	222,055	263,348	262,140	265,192	3,052	
Technology Support	56,650	58,220	59,166	68,107	86,479	119,387	119,500	113	
Sheriff, Dispatch, CAD, Misc.	1,042,071	1,088,215	1,148,755	1,213,502	1,252,293	1,343,208	1,313,239	(29,969)	Gambling Fund partial funding
Fire Protection/Code Enforcement	949,470	955,098	1,017,981	988,460	1,016,988	1,166,326	1,254,542	88,216	duty crew
Central Garage Facility	228,689	262,272	281,810	268,337	318,636	289,293	292,384	3,091	
Street Maintenance	327,970	434,412	422,853	439,691	380,045	469,027	477,780	8,753	
Parks and Recreation	602,270	608,270	584,856	607,554	701,666	635,859	578,788	(57,071)	surface water staffing change
Commons	128,494	150,671	182,190	176,989	192,050	203,102	199,755	(3,348)	
General Fund Reserves	-	55,000	50,000	50,000	-	-	626,904	626,904	

General Fund Total \$ 4,741,549 \$ 5,008,697 \$ 5,207,105 \$ 5,343,095 \$ 5,688,343 \$ 5,974,862 \$ 6,652,598 \$ 677,736

City of Vadnais Heights MN

Annual Budget

Revenue Detail

General Fund

Description	Code	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs. 2017 \$ Change	explanation
<i>Taxes</i>										
Property Taxes	31010	\$ 2,702,182	\$ 2,754,631	\$ 2,836,639	\$ 2,958,161	\$ 3,134,545	\$ 3,365,707	\$ 3,404,394	\$ 38,687	
Delinquent Taxes	31011	2,146	(122,229)	33,784	(30,796)	(47,696)	12,000	-	(12,000)	
Property Tax Penalty	31012	305	2,665	3,410	907	2,552	2,500	2,500	-	
Sub-Total - Tax Levy		\$ 2,704,633	\$ 2,635,067	\$ 2,873,833	\$ 2,928,272	\$ 3,089,401	\$ 3,380,207	\$ 3,406,894	\$ 26,687	
<i>State Aids Other Governments</i>										
State Highway Aid	32012	\$ 128,314	\$ 115,449	\$ 147,249	\$ 135,000	\$ 170,437	\$ 150,000	\$ 165,000	\$ 15,000	
State Fire Relief Association Aid	32015	52,088	73,294	72,331	76,666	-	60,000	77,800	17,800	
Other State Monies	32016	8,529	5,169	35,630	42,330	48,762	23,000	6,000	(17,000)	LGA eliminated
Sub-Total		\$ 188,931	\$ 193,912	\$ 255,210	\$ 253,996	\$ 219,199	\$ 233,000	\$ 248,800	\$ 15,800	
<i>Licenses Fees</i>										
Cable Franchise Fee	32021	\$ 66,231	\$ 65,449	\$ 64,058	\$ 112,301	\$ 160,664	\$ 112,000	\$ 112,000	\$ -	
Miscellaneous Other	32022	-	-	5,435	5,655	2,471	5,500	5,500	-	
Liquor	32040	37,670	37,180	36,780	36,150	42,515	37,000	37,000	-	
Contractors	32042	3,700	3,850	4,060	6,215	10,165	3,800	5,000	1,200	
Animal Licensing	32045	5,832	1,064	5,242	930	5,191	1,000	5,000	4,000	
Business Licenses	32047	121,050	120,559	-	-	-	-	-	-	
Fire Occupancy Certificates	32047	-	-	134,024	159,525	154,791	160,855	160,000	(855)	
Rental Dwelling Licenses	32048	-	-	-	-	-	-	-	-	
Sub-Total		\$ 233,764	\$ 249,957	\$ 249,599	\$ 320,776	\$ 375,797	\$ 320,155	\$ 324,500	\$ 4,345	
<i>Customer Charges:</i>										
<i>Community Development</i>										
Building Permits	32050	\$ 210,960	\$ 363,519	\$ 240,572	\$ 430,018	\$ 517,310	\$ 300,000	\$ 350,000	\$ 50,000	
Miscellaneous Licenses & Permits	32060	18,850	25,850	17,540	23,408	33,760	22,000	25,000	3,000	
Consultant Payments	34018	42,214	62,858	39,247	42,240	26,407	50,000	25,000	(25,000)	
Sub-Total		\$ 272,024	\$ 452,227	\$ 297,359	\$ 495,666	\$ 577,477	\$ 372,000	\$ 400,000	\$ 28,000	
<i>General Government</i>										
General	34010	\$ 9,460	\$ 3,600	\$ 3,241	\$ 3,036	\$ 35,513	\$ 2,700	\$ 2,700	\$ -	
Business subsidy, Apps/Fees	34013	2,000	100	100	11,112	-	1,000	5,000	4,000	
Utilities, Solid Waste	34013	408,200	382,300	400,300	438,500	438,500	438,500	386,500	(52,000)	
Lease of Property	34014	150,088	148,495	159,602	165,237	165,914	150,000	150,000	-	
Interest Earnings	36011	32,612	31,231	166,466	39,875	(9,211)	32,000	32,000	-	
Donations	36012	1,000	4,300	-	-	-	-	-	-	
Sale of Goods and Property	36013	8	-	2,003	-	4,500	500	500	-	
Refunds and Reimbursements	36015	54,463	64,982	42,247	83,324	96,017	50,000	50,000	-	
Sub-Total		\$ 657,831	\$ 635,008	\$ 773,959	\$ 741,084	\$ 731,233	\$ 674,700	\$ 626,700	\$ (48,000)	surface water staffing change
<i>Public Safety</i>										
Court Fines	33010	\$ 40,769	\$ 37,400	\$ 38,815	\$ 33,156	\$ 28,527	\$ 38,000	\$ 32,000	\$ (6,000)	
Public Safety	34011	17,523	6,067	10,382	11,866	13,366	6,600	6,600	-	
False Alarm	34015	1,350	3,300	3,000	3,950	5,550	2,000	2,000	-	
Charitable Gambling Fees	36021	224	330	264	330	198	200	200	-	
Sub-Total		\$ 59,866	\$ 47,097	\$ 52,461	\$ 49,302	\$ 47,641	\$ 46,800	\$ 40,800	\$ (6,000)	
<i>Public Works and Recreation</i>										
Special Assessments	32033-5	\$ 5,773	\$ 9,726	\$ 15,504	\$ 6,741	\$ 19,774	\$ 8,000	\$ 8,000	\$ -	
Recreation	34016	105,549	109,547	102,713	105,594	93,566	110,000	110,000	-	
Commons rentals	34021-4	146,694	242,856	319,296	349,411	428,563	330,000	360,000	30,000	
Sub-Total		\$ 258,016	\$ 362,129	\$ 437,513	\$ 461,746	\$ 541,903	\$ 448,000	\$ 478,000	\$ 30,000	
<i>Transfers In</i>										
Other	37010	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Use of General Fund Reserves		-	55,000	50,000	50,000	-	-	626,904	626,904	
Stormwater	37010	10,000	50,000	50,000	50,000	50,000	50,000	50,000	-	
Water	37010	25,000	50,000	50,000	50,000	50,000	50,000	50,000	-	
Sewer	37010	350,000	375,000	375,000	400,000	400,000	400,000	400,000	-	
Sub-Total		\$ 435,000	\$ 530,000	\$ 525,000	\$ 550,000	\$ 500,000	\$ 500,000	\$ 1,126,904	\$ 626,904	decrease General Fund reserves
Fund Total		\$ 4,834,548	\$ 5,108,499	\$ 5,464,934	\$ 5,800,842	\$ 6,082,651	\$ 5,974,862	\$ 6,652,598	\$ 677,736	

**City of Vadnais Heights MN
Annual Budget**

Community Development

ACTIVITY SCOPE

This department provides for community development, economic development, building inspections and planning services. Functions of the department include: the city's land use planning program, community development and redevelopment, interpretation of City Code, special projects, and transportation/public transit. Specific duties include providing information to the public, working with developers/construction builders, working through the development review process, conducting research and preparing detailed reports, and analyzing policies and development policy alternatives for consideration. Additionally, the Planner/Community Development Director serves the Planning Commission, Development Review Committee and City Council as well as city staff liaison to the VHEDC Board and its various subcommittees. The position also represents the city at VHEDC, White Bear Lake Chamber and other various functions. The department also provides for a full-time Building Official and a 25 hour-per-week permit clerk.

FUTURE OBJECTIVES

1. Continue review of NE quadrant of city center land development.
2. Work with the consultant to complete the Comprehensive Plan Update process.
3. Implement BR&E program via the U of MN.
4. Work to sell city owned property at 843 E. County Rd. F to allow development when adjacent landowner is interested in developing.
5. Work with the City of Gem Lake on Hoffman Corners for Willow Lake Blvd. connection.
6. Continue efforts for economic development opportunities with excess MnDOT land in S.E. quadrant of I-694 and Hwy. 61.
7. Continue to assist property owners in marketing vacant properties.
8. Continue to implement Comprehensive Plan goals, objectives and zoning controls as needed.
9. Complete development of City Center.
10. Identify long term vision for development and redevelopment of older properties.
11. Continue the environmental investigation and redevelopment of the "Garceau corner."
12. Create an economic development plan, business subsidy plan, BR&E policy, etc.
13. Review and update city code.
14. Continue the sustaining program with the VHEDC.
15. Continue work with developers to redevelop Garceau Hardware site.

PROGRAMS

<u>Type</u>	<u>Resource Allocation</u>
1. Planning Administration - Plan, coordinate and implement the city's land use planning program (long-range planning, current planning, and ordinance administration); serve the Planning Commission, City Council and Development Review Committee; work with applicants and developers; conduct research and prepare detailed staff reports; make presentations and provide information at public meetings, and review zoning and subdivision applications. Review and update city code; write ordinances.	30%
2. Public Information/Assistance - Provide information to the public; work with developers and property owners on land use and zoning requests.	15%
3. Building and Zoning Permitting - Conduct plan review, process building/zoning permits, assist builders in code compliance, conduct inspections.	35%
4. Administration - Administer, update, monitor, enforce the zoning, subdivision, development agreement, bond administration, and building codes as well as special use permits; issue zoning permits for signs fences, and driveways.	10%
5. Review public transit issues.	5%
	5%

BUDGET COMMENTARY AND SUMMARY

In 2016, the city hired a new full time staff person to serve as the Planner/Community Development Director. Contracted planning services will continue as needed at a minimal cost to the City.

City of Vadnais Heights MN
Annual Budget

Department: Community Development
Fund - Department Number: 101-110
Department Head: City Planner

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries (2.625 FTE's)	\$ 106,098	\$ 104,042	\$ 133,776	\$ 191,953	\$ 180,993	\$ 206,292	\$ 214,399	\$ 8,107	
Overtime	-	46	-	-	194	-	-	-	
Part-time Employees	-	-	-	-	-	-	-	-	
PERA	7,673	7,436	9,551	14,387	13,151	15,472	16,080	608	
FICA/Medicare	7,878	7,631	9,846	14,343	13,366	16,372	17,035	663	
Insurance	10,111	11,509	13,256	18,344	16,651	20,751	23,230	2,479	
Worker's Comp Premium	581	483	731	1,140	1,055	908	1,512	604	
Sub-Total	\$ 132,341	\$ 131,147	\$ 167,160	\$ 240,167	\$ 225,410	\$ 259,795	\$ 272,256	\$ 12,461	
Materials and Supplies									
Operating Supplies	\$ 496	\$ 948	\$ 2,457	\$ 317	\$ 151	\$ -	\$ -	\$ -	
Sub-Total	\$ 496	\$ 948	\$ 2,457	\$ 317	\$ 151	\$ -	\$ -	\$ -	
Contractual Services									
Professional Service Fees	\$ 35,113	\$ 49,763	\$ 34,639	\$ 19,145	\$ 49,004	\$ 40,000	\$ 40,000	\$ -	Comp Plan, codification
Consulting Planner									
Telephone	316	290	161	185	202	250	250	-	
Utilities	-	-	-	-	438	-	-	-	
Memberships & Dues	3,000	85	495	635	230	1,500	2,000	500	
Training and Subsistence	1,340	505	1,416	2,171	621	2,500	3,000	500	
Bldg. Official training/certification									
AICP certification, misc. conferences									
Mileage and Travel			66	581	60	400	500	100	
Advertising and Publishing				2,435	3,571	1,000	3,500	2,500	legal notices
Miscellaneous Contractual			5,091	5,941	13,439	6,000	6,000	-	
Planning Commission stipends									
building inspection services									
software support									
Fees/licenses/permits	1,447	6,812							
Sub-Total	\$ 42,914	\$ 57,455	\$ 41,989	\$ 31,446	\$ 100,629	\$ 51,650	\$ 56,750	\$ 5,100	
Operations Total	\$ 175,751	\$ 189,550	\$ 211,606	\$ 271,930	\$ 326,190	\$ 311,445	\$ 329,006	\$ 17,561	

City of Vadnais Heights MN
Annual Budget
Engineering

ACTIVITY SCOPE

This Department provides engineering services for capital construction projects. These activities include feasibility analysis, construction design, contract administration, project inspection and general public works record keeping. The City Engineer is also the Public Works Director and leads staff in day to day operations and oversees maintenance of public infrastructure. Supervision duties for the Building Department staff have been returned to the Community Development Director/City Planner.

FUTURE OBJECTIVES

1. Design, construction and administration of capital improvements in accordance with the 5-year Capital Improvement Plan and the adopted current year budget.
2. Coordinate and identify various public works infrastructure maintenance needs.
3. Coordinate public infrastructure improvements to support new commercial, industrial, and residential developments with MnDOT, Ramsey County, and developers. Integrate development services functions of the city.
4. Annual Streets Program
5. Provide support to other City departments, particularly Planning and Community Development.

PROGRAMS

<u>Type</u>	<u>Resource Allocation</u>
1. Street/Trail Design and Inspection - Systematically maintain city street/trail system through timely construction, maintenance, and reconstruction.	30%
2. Water/Sewer/Storm Sewer Infrastructure - Assure protection of public investment and availability of quality service through proper maintenance and design of water/sewer/storm sewer infrastructure.	30%
3. Engineering Administration - Oversee, conduct and evaluate relationships with consultants, county, state and federal agencies; develop efficient policies with regard to engineering, planning & community development functions.	10%
4. Development Support - Review and coordinate improvements to infrastructure in support of new developments and review applications.	10%
5. Coordinate/supervise Public Works and Parks and Recreation Departments.	20%

BUDGET COMMENTARY AND SUMMARY

Management of the city's aging infrastructure system continues to take more of the City Engineer's time. Significant resources of both time and funding will be needed as the City's infrastructure ages. City staff continues to have an excellent working relationship with Ramsey County and MnDot staff.

City of Vadnais Heights MN
Annual Budget

Department: Engineering
Fund - Department Number: 101-140
Department Head: City Engineer/Public Service Director

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries (.5 FTE's)	\$ 56,489	\$ 57,739	\$ 58,400	\$ 58,356	\$ 62,674	\$ 60,529	\$ 62,052	\$ 1,523	
PERA	3,951	4,029	4,117	4,358	4,435	4,540	4,654	114	
FICA/Medicare	3,686	3,693	3,784	3,903	3,994	4,656	4,769	113	
Insurance	7,329	7,976	7,976	7,836	7,842	7,823	7,858	35	
Worker's Comp Premium	425	369	370	377	386	297	485	188	
Sub-Total	\$ 71,880	\$ 73,806	\$ 74,647	\$ 74,830	\$ 79,331	\$ 77,845	\$ 79,818	\$ 1,973	
Materials and Supplies									
Miscellaneous Supplies	\$ 1,400	\$ -	\$ -	\$ 273	\$ 38	\$ 250	\$ 250	\$ -	
Sub-Total	\$ 1,400	\$ -	\$ -	\$ 273	\$ 38	\$ 250	\$ 250	\$ -	
Contractual Services									
Professional Service Fees	\$ 14,178	\$ 32,091	\$ 14,941	\$ 7,761	\$ 15,896	\$ 15,000	\$ 15,000	\$ -	
Telephone	319	285	153	185	202	350	350	-	
Memberships and Dues	-	60	60	-	-	100	100	-	
Training & Subsistence	580	560	665	643	608	1,400	1,400	-	
Engineering license, conferences									
Sub-Total	\$ 15,077	\$ 32,996	\$ 15,819	\$ 8,589	\$ 16,706	\$ 16,850	\$ 16,850	\$ -	
Operations Total	\$ 88,357	\$ 106,802	\$ 90,466	\$ 83,692	\$ 96,075	\$ 94,945	\$ 96,918	\$ 1,973	

City of Vadnais Heights MN
Annual Budget
City Council

ACTIVITY SCOPE

This department provides for the elected representatives of the community which exercise legislative control over matters of policy as established by state law. The City Council is comprised of a Mayor and four Councilmembers. These officials are elected at-large with the Mayor serving a two-year term, while Council Members serve staggered, four-year terms. Vadnais Heights is governed by the Plan A form of government. Under this form of government, the City Council is responsible for the hiring and dismissal of all personnel. The City Council also participates on, and appoints members to, several advisory commissions. Current commissions include: Health and Public Safety Commission, Historical Commission, Parks, Recreation, and Trails Commission and the Planning Commission. Additionally, the Council participates on and administers several committees: Finance Committee, Personnel Committee, Sustainability Task Force and the VH Commons Oversight Committee.

FUTURE OBJECTIVES

1. Identify long term vision for the Community through goals session process.
2. Continue to improve communication to the community via website, social media and newsletter.
3. Implement Municode tool and update city codes.
4. Improve the Vadnais Commons to cover its operational costs, works to cover its portion of the debt service for the facility and support local businesses community
5. Identify plan for use of city's pooled TIF resources.
6. Identify and approve plan for Garceau Hardware site.
7. Continue efforts for economic development in NE corner of City Center District.
8. Coordinate efforts for beautification within City Center District.
9. Identify plans/opportunities for redevelopment of sites.
10. Identify plan for Staehli Property
11. Ensure City's interests are protected with Rice Street Bridge Project
12. Improve City trail and sidewalk system throughout the community.

PROGRAMS

City Government - Conduct regular and special meetings as required to determine/establish policy positions, growth directions, financial strategies; hear citizen complaints and concerns; supervise the overall conduct of local government, make zoning and other decisions as required by law.

BUDGET COMMENTARY AND SUMMARY

The budget reflects continued fiscal restraint.

City of Vadnais Heights, MN
Annual Budget

Department: City Council
Fund - Department Number: 101-210
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
<i>Personnel Services</i>									
Salaries	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ -	
PERA	1,035	735	735	300	300	-	-	-	
FICA/Medicare	1,666	2,038	2,038	2,038	2,038	2,410	2,410	-	
Worker's Comp Premium	60	52	77	96	88	89	142	53	
Sub-Total	\$ 34,261	\$ 34,325	\$ 34,350	\$ 33,934	\$ 33,926	\$ 33,999	\$ 34,052	\$ 53	
<i>Materials and Supplies</i>									
Miscellaneous Supplies	\$ 752	\$ 481	\$ 579	\$ 93	\$ 234	\$ -	\$ 300	\$ 300	
Sub-Total	\$ 752	\$ 481	\$ 579	\$ 93	\$ 234	\$ -	\$ 300	\$ 300	
<i>Contractual Services</i>									
Memberships & Dues	\$ 1,810	\$ 1,588	\$ 540	\$ -	\$ 540	\$ 500	\$ 500	\$ -	
Training and Subsistence	285	35	330	1,551	213	3,800	3,800	-	
Long-range planning									
LMC conference and training									
Advertising and Publishing	22,123	21,861	20,590	21,011	20,466	24,000	24,000	-	
Newsletter - 3 issues, News and Views - weekly notices									
Miscellaneous Contractual	10,290	11,604	4,640	4,832	41,889	34,000	34,000	-	
Meeting minutes, other contractual									
Fees/licenses/permits	218	3	6	-	6			-	
Sub-Total	\$ 34,726	\$ 35,091	\$ 26,106	\$ 27,394	\$ 63,114	\$ 62,300	\$ 62,300	\$ -	
Operations Total	\$ 69,739	\$ 69,897	\$ 61,035	\$ 61,421	\$ 97,274	\$ 96,299	\$ 96,652	\$ 353	

City of Vadnais Heights MN
Annual Budget
Department: Administration

ACTIVITY SCOPE

This department provides administrative direction for the city as directed by the City Council, state law, and job descriptions. The City Administrator serves as chief administrative officer for the city, ensuring that the laws, ordinances, resolutions and the direction of the City Council are enforced and implemented. Moreover, the City Administrator is responsible for overseeing the overall operations of all city departments. The City Administrator's responsibilities also involve management of the official records and documents of the city. These responsibilities are jointly handled with the Assistant City Administrator and other staff members.

The human resources function, performed by the Assistant City Administrator, includes management of employee compensation agreements, state and federal mandates related to personnel issues, special training of employees, employee recognition, and maintenance of personnel files. A human resources consultant is retained to assist with personnel management as necessary. Responsibilities for the receptionist/clerical duties at city hall are managed by this department. Administration staff provides several services for the community including: office staffing for receptionist, licensing, elections, public relations, legislative overview, community development/zoning applications, communications - including website updating, posting legal notices, and in general, assisting other departments as deemed necessary by the City Administrator.

FUTURE OBJECTIVES

1. Assist City Council in implementing goals and policies for development and the overall direction of the community.
2. Provide direction and leadership on major city projects, including capital improvements, budget management, performance evaluation, legislative policy, legal matters and long-range planning.
3. Assist the Vadnais Heights Commons facility, including marketing to make it not only self-supporting for operations and its portion of debt as well.
4. Assist in Comprehensive Plan implementation and the updating of city codes.
5. Continually improve and update the city's new website and improve social media opportunities.
6. Continue employee succession planning efforts by documenting work responsibilities in anticipation of several upcoming retirements of long-tenured employees.
7. Explore partnership opportunities with neighboring communities in an effort to share resources.
8. Continue to implement direction and goals of City Administrator and City Council.
9. Continue to provide staff lead on economic development opportunities and assist new Community Development Director.
10. Monitor ongoing White Bear Lake water augmentation issues.
11. Implement new BR&E program completed in 2016.
12. Identify areas of focus identified within the Community Survey completed in 2016.

PROGRAMS

Type	Resource Allocation
1. General Operations - Manage overall operation of the city structure, including administrative policy making, operational plan development, and departmental guidance.	20%
2. City Council Coordination - Coordinate the activities of the City Council; preparation of agendas, development of analysis and recommendations of various legislative matters, preparation of special reports, and coordination of public relations and communications.	20%
3. Budget Administration - Supervise financial planning activities in the form of budget development, establishment of economic goals, capital planning, and financial alternatives.	10%
4. Personnel Management - Manage and administer personnel policies and programs, including compensation practices, labor/employee relations, contract negotiations, and staff recruitment.	15%
5. Document Administration - Develop, coordinate and direct various proposals, agreements, contracts and licensing procedures involved in the course of the city's functions.	10%
6. City Hall staffing and work operations.	25%

BUDGET COMMENTARY & SUMMARY

The City Administrator continues to explore opportunities for improvement. Over the next year, the City Administrator plans to make recommendations for long-term budget implications. The City needs to implement a equipment replacement program and street replacement program. At the start of 2017, the City Administrator will be bringing forward options to start the foundation for new financial programs. The City Administrator will work with the Community Development Director on new economic development plans and begin work on the upcoming Comprehensive Plan.

City of Vadnais Heights MN
Annual Budget

Department: Administration
Fund - Department Number: 101-220
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries (4.5 FTE's)	\$ 339,490	\$ 315,546	\$ 313,516	\$ 319,170	\$ 351,870	\$ 358,648	\$ 358,676	\$ 28	
Overtime	818	388	133	127	756	-	-	-	
PERA	24,091	23,039	22,805	24,005	24,702	26,899	26,901	2	
FICA/Medicare	25,950	25,811	25,185	25,621	25,918	29,010	28,862	(148)	
Insurance	38,003	34,310	40,143	39,154	39,208	43,758	43,076	(682)	
Worker's Comp Premium	2,591	2,107	2,062	2,080	2,151	1,757	2,801	1,044	
Sub-Total	\$ 430,943	\$ 401,201	\$ 403,844	\$ 410,157	\$ 444,605	\$ 460,072	\$ 460,316	\$ 244	
Materials and Supplies									
Miscellaneous Supplies	\$ 2,662	\$ 3,744	\$ 974	\$ 2,548	\$ 1,023	\$ 1,500	\$ 1,500	\$ -	
Sub-Total	\$ 2,662	\$ 3,744	\$ 974	\$ 2,548	\$ 1,023	\$ 1,500	\$ 1,500	\$ -	
Contractual Services									
Professional Service Fees	\$ 10,136	\$ 11,666	\$ 3,989	\$ 12,343	\$ 13,635	\$ 15,000	\$ 15,000	\$ -	
HR services									
Telephone	639	665	608	600	600	700	700	-	
Memberships & Dues	-	172	1,121	2,499	1,875	1,200	1,200	-	
Training and Subsistence	962	1,619	5,691	3,291	3,642	5,500	5,500	-	
Mileage and Travel	89	3,836	3,268	3,264	3,482	3,500	3,500	-	
Advertising	3,093	4,076	4,300	1,387	1,325	3,000	3,000	-	
Employment ads, legal notices									
Miscellaneous Contractual	1,530	4,991	1,330	1,164	695	3,000	3,000	-	
Employee recognition, misc.									
Fees/licenses/permits		120	241	114	368	200	200	-	
Sub-Total	\$ 16,449	\$ 27,145	\$ 20,548	\$ 24,662	\$ 25,622	\$ 32,100	\$ 32,100	\$ -	
Operations Total	\$ 450,054	\$ 432,090	\$ 425,366	\$ 437,367	\$ 471,250	\$ 493,672	\$ 493,916	\$ 244	

City of Vadnais Heights MN

Annual Budget

Department: Funding for Outside Agencies

ACTIVITY SCOPE

This activity provides for the funding of outside entities by the City. The City Council is responsible for determining which functions or organizations will receive City funding. These outside entities provide a wide array of services including social counseling, risk management and economic development. The City must be a member of the League of MN Cities to obtain insurance coverage from them.

FUTURE OBJECTIVES

1. In 2012, the White Bear Lake Area Community Counseling Center, which has provided various mental health counseling services in our area for nearly 50 years, merged with Northwest Youth and Family Services (NYFS), who recently changed their name to Northeast Youth and Family Services. NYFS provides a wider range of services than the White Bear Lake Community Counseling Center and will be leasing the White Bear Lake facility on White Bear Parkway. NYFS is a 501(c)(3) non-profit organization which will facilitate additional fund raising opportunities and access to more grant possibilities. Our costs have been reduced with NYFS. NYFS is seeking greater participation from new cities it represents.
2. Transportation services into Vadnais Heights and funding will continue to be closely explored.
3. Continue to support VHEDC efforts where priorities align.

PROGRAMS

Type

1. Government connections: Ramsey County League, League of MN Cities, etc.
2. Community counseling and social services
3. Economic development/other

Resource Allocation	
	24%
	68%
	8%

BUDGET COMMENTARY & SUMMARY

This department was created in 2010. Certain contractual services, included in the Mayor and Council Department's budget prior to 2009, were moved to the Administration budget for 2009, and were moved to this newly created department in 2010. Included are memberships dues for the League of Minnesota Cities and Ramsey County League and payments for services to Northeast Youth and Family Services.

City of Vadnais Heights MN
Annual Budget

Department: Funding for Outside Agencies
Fund - Department Number: 101-230
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
<i>Contractual Services</i>									
Memberships & Dues	101-230-43014	\$ 48,105	\$ 46,352	\$ 46,706	\$ 47,463	\$ 44,481	\$ 46,992	\$ 2,943	
NYFS	20,457								
VHEDC Contributions	8,000								
Ramsey County League	700								
League of MN Cities	11,800								
White Bear Area Chamber	600								
St. Paul Area Chamber	500								
Metro Cities	4,935								
Operations Total		\$ 48,105	\$ 46,352	\$ 46,706	\$ 47,463	\$ 44,481	\$ 46,992	\$ 2,943	

City of Vadnais Heights MN
Annual Budget
Department: Finance

ACTIVITY SCOPE

This department directs the City's financial affairs pursuant to generally accepted accounting principles. Responsibilities include initiation of financial plans, review and implementation of internal controls, safeguarding of assets and accounting of financial transactions including: payroll, accounts receivable, accounts payable, utility billing, cash and investment management, debt management, tax increment financing management, public assistance for development, and accounting control as well as facilitating the preparation of the audited financial report, budget document and Capital Improvement Plan.

FUTURE OBJECTIVES

1. Continue to monitor and refine accounting records for compliance with applicable accounting pronouncements.
2. Continue refinement of allocating expenditures to the functional department.
3. Continuing implementation of Banyon Software and upgrades.
4. Address TIF reporting issues; evaluate TIF districts including cash flows. Monitor pooled TIF districts' balances to ensure that they are utilized before expiration for priorities established by the City Council.
5. Given the City's bond rating downgrade in 2012, strategies and efforts to improve the rating will be explored over the next few years.
6. Evaluation of a long-term financial management plan. Establish funding level parameters for various capital funds.

PROGRAMS

<u>Type</u>	<u>Resource Allocation</u>
1. Direct Daily Operations - Direct daily operations such as information distribution, correspondence, response to customer complaints and inquiries relative to municipal finance, utility billing and service, and assessments.	50%
2. Employee Supervision - Supervise finance employees, including delegation of duties and responsibilities, evaluation of employee performance, coordination of specialized training and resolution of employee conflicts.	5%
3. Financial Administration - Direct and manage the use, allocation, disbursement and investment of municipal funds. Provide direction for the growth and development of the city fund structure, clearly communicating the on-going role, status and relationship of each fund to the operation of the City organization.	45%

BUDGET COMMENTARY AND SUMMARY

This budget reflects inflationary increases.

**City of Vadnais Heights, MN
Annual Budget**

Department: Finance
Fund - Department Number: 101-250
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries (1.8 FTE's)	\$ 149,812	\$ 146,253	\$ 146,991	\$ 153,100	\$ 165,788	\$ 158,916	\$ 162,923	\$ 4,007	
Overtime	-	-	-	-	-	-	-	-	
PERA	10,726	10,577	10,811	11,447	11,646	11,919	12,219	300	
FICA/Medicare	11,202	10,953	11,166	11,057	10,608	12,260	12,552	292	
Insurance	19,640	21,628	21,628	23,669	28,380	28,306	28,414	108	
Worker's Comp Premium	1,153	967	971	992	1,013	779	1,272	493	
Sub-Total	\$ 192,533	\$ 190,378	\$ 191,567	\$ 200,265	\$ 217,435	\$ 212,180	\$ 217,380	\$ 5,200	
Materials and Supplies									
Miscellaneous Supplies	\$ 170	\$ -	\$ -	\$ 315	\$ 89	\$ 400	\$ 400	\$ -	
Sub-Total	\$ 170	\$ -	\$ -	\$ 315	\$ 89	\$ 400	\$ 400	\$ -	
Contractual Services									
Professional Service Fees	\$ 39,621	\$ 39,648	\$ 43,784	\$ 43,384	\$ 46,297	\$ 51,000	\$ 52,000	\$ 1,000	
Auditor services									
ADP payroll services									
Memberships & Dues	250	250	250	250	250	300	300	-	
Training and Substistence	538	1,156	573	532	487	2,000	2,000	-	
GFOA annual local training, MN GFOA annual conference, other financial training as needed									
Mileage and Travel	201	307	280	214	212	350	350	-	
Advertising and Publishing	1,438	1,469	1,335	601	703	1,600	1,600	-	
Miscellaneous Contractual	1,352	1,914	1,876	2,457	6,372	11,000	11,000	-	
Outside services									
GFOA CAFR Certificate									
Sub-Total	\$ 43,400	\$ 44,744	\$ 48,098	\$ 47,438	\$ 54,321	\$ 66,250	\$ 67,250	\$ 1,000	
Operations Total	\$ 236,103	\$ 235,122	\$ 239,665	\$ 248,018	\$ 271,845	\$ 278,830	\$ 285,030	\$ 6,200	

City of Vadnais Heights MN
Annual Budget
Legal Services

ACTIVITY SCOPE

This activity directs overall legal services for the City, including the issuance of legal opinions, preparation of ordinances, resolutions, contracts, and agreements and conducts civil litigation. In addition, this department provides for prosecution of misdemeanor criminal violations, preparation of complaints, processing of evidence and the trial work associated with prosecution. The firm of Jensen, Bell, Converse & Erickson has served as the City Attorney since 1967. The firm's name changed to Erickson, Bell, Beckman & Quinn in 2010. The City Attorney is paid through a combination of retainers and hourly fees. Staff will conduct an RFP for legal services.

FUTURE OBJECTIVES

1. Staff is continually reviewing city codes and will be recommending updates. The city attorney and council will be consulted for final implementation direction and to conduct the necessary public hearings.
2. Monitor the procedural change requiring electronic case submittal.
3. Manage ongoing litigation issues.

PROGRAMS

<u>Type</u>	<u>Resource Allocation</u>
1. City Prosecution - Prosecution on behalf of the City for misdemeanor, criminal violations, and preparation of complaints.	50%
2. Civil Counsel - Provide general legal advice to the council and administration; perform routine legal services, and defend City in the civil process.	45%
3. Specialized Legal Services - Provide specialized legal services in the area of labor law and workers compensation, etc.	5%

BUDGET COMMENTARY AND SUMMARY

In general, prosecution work has increased along with housing and commercial development in the city. Vehicle forfeiture activity has increased with increased DWI awareness and enforcement. Additionally, city attorney review will become more commonplace as it relates to contract development with developers and city contractors.

**City of Vadnais Heights MN
Annual Budget**

Department: Legal Services
Fund - Department Number: 101-260
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 % Change	explanation
<i>Contractual Services</i>									
Professional Service Fees 101-260-43010	\$ 148,759	\$ 138,076	\$ 167,989	\$ 158,509	\$ 169,723	\$ 167,280	\$ 176,000	\$ 8,720	
Non-retainer services									
City Atty. civil retainer									
City Atty. prosecution retainer									
Sub-Total	\$ 148,759	\$ 138,076	\$ 167,989	\$ 158,509	\$ 169,723	\$ 167,280	\$ 176,000	\$ 8,720	
Operations Total	\$ 148,759	\$ 138,076	\$ 167,989	\$ 158,509	\$ 169,723	\$ 167,280	\$ 176,000	\$ 8,720	

City of Vadnais Heights MN
Annual Budget
City Hall

ACTIVITY SCOPE

The City Hall Department accounts for overhead items of the General Fund including the operation of city hall including telephone costs, utility costs, janitorial costs, office supplies, postage, copier rental fees and building maintenance costs. City hall was constructed in 2001; physical maintenance needs are increasing. Premiums for liability and property insurance for general fund supported activities are also charged to this department. A contingency account provides for unexpected revenue shortfalls and expenditure variances. Lastly, this department provides funding for elections and cable broadcasts of council meetings. Oversight of city hall is shared by two positions. The City Engineer/Public Service Director is in charge of physical plant and grounds aspects. The Assistant City Administrator is in charge of aesthetic appearance. The city leases city hall space to the Vadnais Lake Area Water Management Organization (VLAWMO). VLAWMO pays for space used and reimburses the city for its direct costs.

FUTURE OBJECTIVES

1. Continue on-going maintenance of city hall

BUDGET COMMENTARY AND SUMMARY

City Hall, including the roof, floor and carpet have aged to a point where replacement will be needed in the near future. This Department contains a contingency amount which addresses unforeseen projects during the budget year.

City of Vadnais Heights MN
Annual Budget

Department: City Hall
Fund - Department Number: 101-270
Department Head: Assistant City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries	\$ 19,525	\$ 1,506	\$ 1,472	\$ 1,706	\$ 2,275	\$ 1,845	\$ 1,891	\$ 46	
Election Officials									
Cable Technician									
Overtime	929	27	235	68	768			-	
PERA	469	2	17	5	58			-	
FICA/Medicare	619	117	131	136	233	141	145	4	
Insurance	-	-	-	-	-			-	
Worker's Compensation Premium	305	7	8	9	17	4	6	2	
Sub-Total	\$ 21,847	\$ 1,659	\$ 1,863	\$ 1,924	\$ 3,351	\$ 1,990	\$ 2,042	\$ 52	
Materials and Supplies									
Miscellaneous Supplies	\$ 13,941	\$ 11,848	\$ 15,028	\$ 14,039	\$ 13,866	\$ 15,000	\$ 15,000	\$ -	
Building Supplies	4,342	3,279	1,535	550	1,560	2,500	2,500	-	
Landscape Supplies	1,146	589	1,428	720	2,828	1,800	1,800	-	
Sub-Total	\$ 19,429	\$ 15,716	\$ 17,991	\$ 15,309	\$ 18,254	\$ 19,300	\$ 19,300	\$ -	
Contractual Services									
Professional Service Fee	\$ -	\$ 3,158	\$ -	\$ -	\$ 1,002	\$ 500	\$ 500	\$ -	
Telephone	5,493	1,304	2,807	3,465	2,766	2,000	2,000	-	
Utilities	29,574	32,142	36,621	34,036	33,502	32,000	32,000	-	
Postage	6,973	7,015	7,006	6,500	7,000	7,500	7,500	-	
Insurance	70,526	69,848	74,157	86,967	78,945	82,000	82,000	-	
Equipment & Vehicle Maintenance	10,361	10,838	10,829	11,803	10,691	11,000	11,000	-	
Buildings & Grounds Maintenance	17,786	30,005	13,993	26,004	16,636	22,000	22,000	-	
HVAC systems, janitorial services, other misc. needs									
Miscellaneous Contractual	2,287	6,546	50,867	27,333	34,465	33,000	36,000	3,000	
Election support - County, other misc.									
Fees/licenses/permits	666	448	408	763	628	750	750	-	
Refunds/reimbursements	(32)	(29)	119	51	12	100	100	-	
Contingency	4,157	-	-	7,900	56,096	50,000	50,000	-	
Sub-Total	\$ 147,791	\$ 161,275	\$ 196,807	\$ 204,822	\$ 241,743	\$ 240,850	\$ 243,850	\$ 3,000	
Operations Total	\$ 189,067	\$ 178,650	\$ 216,661	\$ 222,055	\$ 263,348	\$ 262,140	\$ 265,192	\$ 3,052	

City of Vadnais Heights MN
Annual Budget
Department: Technology Support

ACTIVITY SCOPE

This activity provides for the maintenance of technology hardware and software that benefit all departments, including maintenance contracts, VOIP telephone service and network maintenance.

FUTURE OBJECTIVES

1. Continue assessment of existing computer hardware and software; monitor plan for recommended equipment replacement and/or upgrades.
2. Continue to provide meaningful, cooperative input to the Metro-INET joint powers group.
3. Continue to ensure reliable, efficient network operations.
4. Implement a contingency plan to replace the Comcast Institutional Network when the current franchise agreement expires.

PROGRAMS

<u>Type</u>	<u>Resource</u>
1. Network Maintenance and Support - These services are provided through the city's joint powers agreement with the Metro-INET group. Support and maintenance includes email administration, network administration, hardware maintenance, technology support and repairs and maintenance for PC's and printers as needed.	70%
2. Annual Software Maintenance and Supplies - Annual service agreements with various software vendors to ensure appropriate upgrades and system maintenance, plus costs for repairs not currently under contract.	30%

BUDGET COMMENTARY AND SUMMARY

The Metro-INET partnership continues to provide enhanced service levels, lower costs for technology-related items and access to technology that would be financially out of reach for the City on its own.

**City of Vadnais Heights MN
Annual Budget**

Department: Technology Support
Fund - Department Number: 101-280
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Materials and Supplies									
Miscellaneous Supplies	\$ 1,511	\$ 320	\$ 190	\$ 4,430	\$ 3,607	\$ 11,700	\$ 11,500	\$ (200)	
Sub-Total	\$ 1,511	\$ 320	\$ 190	\$ 4,430	\$ 3,607	\$ 11,700	\$ 11,500	\$ (200)	
Contractual Services									
Professional Service Fees	\$ 48,911	\$ 57,300	\$ 56,014	\$ 63,492	\$ 69,035	\$ 97,687	\$ 98,000	\$ 313	
Metro-INET support, city website									
Laserfiche, telephone system		600	2,962	185	13,837	10,000	10,000	\$ -	
Equipment & Vehicle Maintenance	6,228								
Software and hardware support									
Sub-Total	\$ 55,139	\$ 57,900	\$ 58,976	\$ 63,677	\$ 82,872	\$ 107,687	\$ 108,000	\$ 313	
Operations Total	\$ 56,650	\$ 58,220	\$ 59,166	\$ 68,107	\$ 86,479	\$ 119,387	\$ 119,500	\$ 113	

City of Vadnais Heights MN
Annual Budget
Public Safety

ACTIVITY SCOPE

Police protection and animal control services are provided through contractual agreements with the Ramsey County Sheriff. The service offerings include patrol, traffic enforcement, crime prevention, and criminal investigation, apprehension and animal control. Dispatch services are now provided by a separate Ramsey County Department which provides services for the majority of police and fire departments within Ramsey County. This service originated with the implementation of the 800 MHz radio system. This system seems to provide better communication capabilities for emergency providers in times of disaster, but service providers are still on an implementation curve for setting acceptable standards and protocol for communities and the Sheriff's Department. However, the general perception is that service levels have improved since additional call-takers and dispatchers were hired.

FUTURE OBJECTIVES

1. The Ramsey County Sheriff anticipates adding Falcon Heights and losing Gem Lake from the contract. This change will reduce the overhead costs related to the operation.
2. A cost of living increase for deputies is estimated at 1.5% for the 2018 budget.
3. The cost for dispatch services decreased significantly as the costs are allocated on three year averages of 911 calls for service with a maximum 40% cost to communities and 60% paid by county taxes. Rates are adjusted on a three year rolling average and are influenced by fluctuations in annual calls relative to other member cities. CAD operating costs are allocated using the same 60/40 split used for the operating budget.
4. The animal control program started in 2013 continues to be a great addition to the city budget.

BUDGET COMMENTARY AND SUMMARY

Personnel costs are increasing modestly per the labor contract. Our 3-year average call load continues to rise and shifts the burden of costs. RCSO has added a detective in 2017 and it's going great. It's anticipated case load will only continue to rise as the operation becomes more sophisticated that years past. This will change how the cost sharing formula is calculated. RCSO does plan to add more training to the budget this year as well. RCSO is adding new squad car videos and City will pay it's fair share. All in all, the overall budget went up about 2%, versus 5% without Falcon Heights.

City of Vadnais Heights MN
Annual Budget

Department: Sheriff, Dispatch, CAD, Misc.
Fund - Department Number: 101-310
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Contractual Services									
Professional Service Fees:									
Ramsey County patrol services	\$ 966,144	\$ 1,007,561	\$ 1,054,035	\$ 1,106,881	\$ 1,147,950	\$ 1,218,423	\$ 1,209,543	\$ (8,880)	\$30,000 paid by Gambling Fund
Dispatch	67,128	74,203	86,028	84,711	82,957	100,464	79,398	(21,066)	
CAD			2,653	15,569	16,322	17,000	14,498	(2,502)	
Animal services	5,752	2,923	2,528	1,170	1,718	3,000	4,800	1,800	
Radio services	2,072	2,296	2,321	2,284	1,641	2,321	2,400	79	
Miscellaneous Contractual	975	1,140	1,190	2,887	1,705	2,000	2,600	600	
Health and Public Safety Commission stipends, other misc. public safety items									
Fees/licenses/permits		93							
Sub-Total	\$ 1,042,071	\$ 1,088,215	\$ 1,148,755	\$ 1,213,502	\$ 1,252,293	\$ 1,343,208	\$ 1,313,239	\$ (29,969)	
Operations Total	\$ 1,042,071	\$ 1,088,215	\$ 1,148,755	\$ 1,213,502	\$ 1,252,293	\$ 1,343,208	\$ 1,313,239	\$ (29,969)	

City of Vadnais Heights MN
Annual Budget
Fire Protection/Code Enforcement

ACTIVITY SCOPE

The Fire Department provides a variety of services; some of its activities are typically performed by separate departments in other cities. **Emergency Response** - The Fire Department provides emergency response and related services for the community 24 hours per day, 7 days a week. Specific services include: fire suppression, emergency rescue, fire investigation and emergency medical activities. **Code Enforcement/Inspections** - In addition to responding to emergencies during the normal workday, full-time staff work in the following areas: Fire Department administration, fire prevention programs, pre-plan inspections, fire code enforcement, fire investigations, new construction plan review, sprinkler plan review, rental housing inspections, housing code review and enforcement of city codes and ordinances. **Training/Public Events/Maintenance** - All Fire Department employees are certified EMT's and must fulfill multiple required training drills and re-certifications annually. Full-time staff coordinate required training, fire-safety education programs and equipment and building maintenance. Attendance at community events bolsters support for the community.

FUTURE OBJECTIVES

1. Continue duty crew staffing to ensure adequate response with personnel.
2. Reduce response times from 6 minutes enroute to under 2 minutes enroute by staffing at the station.
3. Recruit personnel to cover staffing assignments and retain current staff.
4. **Secure funding for capital improvements.** Within the next 4 years, \$200,000 will be needed for radio replacement. The current radio equipment has a 10-year replacement recommendation. The current equipment has been in-service for 14 years. Beginning in 2018 the manufacturer will no longer support service or parts. Self Contained Breathing Apparatus (SCBA) has a 15-year replacement requirement. In 5 years, \$160,000 will be needed to purchase new SCBA equipment.
6. Fire Certificate of Occupancy Program - ensure all commercial buildings and rental properties are inspected each calendar year.
7. Continue code enforcement efforts on one commercial property and one residential property that continually have multiple code violations on their properties and bring them into compliance.

PROGRAMS

<u>Type</u>	Resource Allocation	Resource Allocation	Resource Allocation
1. Administration, reporting and recordkeeping.	Fire Chief	40% Administrative Assistant	40%
2. Fire Suppression & EMS - Time spent in a 24 hour day that is actually involved with fire suppression, rescue, medical and public service responses.	Full-time employees	10% Paid-on-call staff	50%
3. Annually conduct rental housing and business license inspections. Conduct pre-planning inspections, fire inspections, city code enforcement activities, new construction plan review, sprinkler system plan review, daycare inspections and record maintenance and administration activities. Respond to citizen complaints involving city ordinances.	Paid-on-call staff	0% Fire Technician	45%
	Fire Chief	35% Fire Technician/Code Enforcer	50%
	Administrative Assistant	45% Fire Technician	20%
4. Training - Firefighters train on a regular basis - every Monday morning and evening of each week. Full-time staff maintains training records, enforces compliance for mandatory training and maintains records/documents for required certifications. Full-time staff develop training and participate in training along with paid-on-call firefighters.	Paid-on-call staff	40% Fire Technician	20%
	Fire Chief	10% Fire Technician/Code Enforcer	10%
	Administrative Assistant	5% Fire Technician	10%
5. Maintenance - Full-time firefighters are responsible for all maintenance of vehicles, equipment, the stations and surrounding grounds.	Fire Technician/Code Enforcer	15%	10%
6. Fire Prevention and Public Education - Personnel provide many public education opportunities to schools, civic groups and other requestors for educational presentations. Community event participation provides opportunities for further education. Operation of the child car seat inspection/education program.	Paid-on-call staff	Fire Technician	45%
	Fire Chief	10% Fire Technician	10%
	Administrative Assistant	5% Fire Technician/Code Enforcer	10%
	Fire Chief	5% Fire Technician	10%
7. Emergency Management - Maintain outdoor warming devices. Support local housing associations and the business community with emergency planning. Review preparedness, response and recovery plans for the city.	Administrative Assistant	10% Fire Technician/Code Enforcer	5%
	Fire Technician	5% Fire Technician	5%

WORKLOAD DATA

BUDGET COMMENTARY AND SUMMARY

Inspections	2014	2015	2016	The 2018 budget reflects additional calls related to a new senior living facility and growth in the number of calls, expansion of hourly duty crew shifts to attract additional firefighters and to provide a better level of service and maintenance and upgrades to the kitchen and lighting packages to fire trucks.
Fire/Medical/Rescue Calls	918	1,670	2,040	
	829	911	1,075	

**City of Vadnais Heights MN
Annual Budget**

Department: Fire Protection/Code Enforcement
Fund - Department Number: 101-320
Department Head: Fire Chief

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries - Full time (5 FTE's)	\$ 338,611	\$ 327,808	\$ 346,577	\$ 348,996	\$ 395,020	\$ 368,561	\$ 379,866	\$ 11,305	
Overtime	113	-	-	-	-	-	-	-	
Salaries - Paid on-call	139,915	120,096	185,090	179,439	221,716	326,392	362,392	36,000	proposed duty crew expansion - 1 day Jan 1; 1 day July 1
Base cost for firefighters-960 calls	94,945								
Activity Pay	14,650								
Training Pay	25,095								
Duty Crew Staffing Pay	198,602								
Officer annual pay	18,000								
Deferred compensation match	11,100								
PERA	44,828	43,927	47,446	51,962	53,381	52,303	53,929	1,626	
FICA/Medicare	17,920	16,299	21,377	21,333	24,773	33,652	36,639	2,987	
Fire Relief/State Aid	52,088	73,294	72,331	76,666	-	60,000	77,800	17,800	
Fire Relief, City assistance	64,989	61,228	16,017	25	-	-	-	-	
Insurance	56,222	60,405	60,665	60,789	60,849	64,211	66,593	2,382	
Worker's Comp Premium	21,140	23,820	24,943	25,495	25,930	25,209	41,325	16,116	
Sub-Total	\$ 735,826	\$ 726,877	\$ 774,446	\$ 764,705	\$ 781,669	\$ 930,328	\$ 1,018,544	\$ 88,216	
Materials and Supplies									
Miscellaneous Supplies	\$ 9,171	\$ 7,629	\$ 9,105	\$ 6,921	\$ 5,581	\$ 8,500	\$ 8,500	\$ -	
Fuels and Lubricants	10,808	6,771	8,120	6,168	4,492	10,000	10,000	-	
Building Supplies	8,727	14,260	8,396	2,906	2,534	9,000	9,000	-	
Vehicle Supplies	4,016	5,867	3,629	3,994	2,100	5,000	5,000	-	
Equipment Supplies	31,724	27,338	10,085	27,123	10,255	24,000	24,000	-	
Landscape Supplies						100	100	-	
Uniforms and Clothing	11,107	37,517	14,857	26,866	25,833	32,298	32,298	-	
Sub-Total	\$ 75,553	\$ 99,382	\$ 54,192	\$ 73,978	\$ 50,795	\$ 88,898	\$ 88,898	\$ -	
Contractual Services									
Telephone	\$ 3,468	\$ 3,127	\$ 4,544	\$ 5,241	\$ 6,337	\$ 4,000	\$ 4,000	\$ -	
Utilities	42,067	48,876	53,114	48,406	40,236	50,000	50,000	-	
Memberships & Dues	4,105	1,543	2,325	8,776	3,207	2,500	2,500	-	
Training and Subsistence	20,395	7,723	30,573	12,222	22,338	21,000	21,000	-	
Mileage and Travel				22	-			-	
Fire Prevention and Safety	25	-	-	-	711			-	
Equipment & Vehicle Maintenance	4,910	9,789	6,937	7,354	12,336	10,000	10,000	-	
Blgd & Grounds Maintenance	10,450	1,878	1,530	9,874	8,727	8,600	8,600	-	
Building Services	9,083	22,234	21,355	10,720	30,342	8,000	8,000	-	
Vehicle Services	26,791	18,143	37,241	22,171	34,428	24,000	24,000	-	
Equipment Services	4,432	4,374	9,360	10,841	4,209	5,000	5,000	-	
Contractual Services	11,790	9,221	19,006	12,946	13,501	12,000	12,000	-	
Fees/licenses/permits	575	1,931	3,358	1,204	836	2,000	2,000	-	
Sub-Total	\$ 138,091	\$ 128,839	\$ 189,343	\$ 149,777	\$ 177,208	\$ 147,100	\$ 147,100	\$ -	
Capital Outlay									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ -	\$ 7,316	\$ -	\$ -	\$ -	
Operations Total	\$ 949,470	\$ 955,098	\$ 1,017,981	\$ 988,460	\$ 1,016,988	\$ 1,166,326	\$ 1,254,542	\$ 88,216	

City of Vadnais Heights MN
Annual Budget
Central Garage Facility

ACTIVITY SCOPE

The Central Garage Facility accounts for the costs of various public works and fire department vehicle support functions such as general maintenance of the fleet and equipment, a mechanic, overhead items for the public service staff, fuel procurement and operation of the garage portion of the North Service Center. The General Fund shares the costs of the garage with the water, sewer, and surface water utilities funds.

FUTURE OBJECTIVES

1. Complete an analysis of equipment needs and a funding schedule for replacement of equipment when it makes economic sense.
2. Review all mechanical work done for the City, and when practical, have the City Mechanic perform required services.
3. Ensure that all necessary facility maintenance services are conducted properly to ensure that building is run as efficiently as possible.

PROGRAMS

Type	Resource Allocation
1. Equipment Breakdowns and Failures - Effectively respond to mechanical breakdowns of any city vehicles or equipment.	30%
2. Other Departmental Needs - Address supplies and equipment requirements in a timely manner to assure overall capabilities of the maintenance	30%
3. Routine Maintenance - Satisfy on-going equipment maintenance requirements not associated with general equipment failures.	20%
4. Special Projects - Employ innovative methods, systems, practices and improvements to aid in the overall effectiveness of equipment maintenance.	20%

BUDGET COMMENTARY AND SUMMARY

Fluctuating costs for fuels and lubricants are a major issue in every year's budget. The mechanic, city engineer and fire department staff will continue to seek greater opportunities for in-house maintenance of equipment. There are numerous filters in the NSC that need to be changed periodically to ensure that the building runs efficiently and environmentally well. The crane/lift in the facility needs to be inspected and certified annually.

City of Vadnais Heights MN
Annual Budget

Department: Central Garage Facility
Fund - Department Number: 101-410
Department Head: City Engineer/Public Service Director

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries (1 FTE)	\$ 55,998	\$ 57,786	\$ 58,749	\$ 61,126	\$ 64,910	\$ 65,125	\$ 66,810	\$ 1,685	
Overtime	174	9	85	14	194	-	-	-	
PERA	4,193	4,140	4,237	4,602	4,644	4,884	5,011	127	
FICA/Medicare	3,611	3,467	3,603	3,816	4,000	5,034	5,155	121	
Insurance	14,659	15,952	15,952	15,673	15,685	15,644	15,715	71	
Worker's Comp Premium	3,790	1,812	2,058	2,165	2,203	1,706	2,793	1,087	
Sub-Total	\$ 82,425	\$ 83,166	\$ 84,684	\$ 87,396	\$ 91,636	\$ 92,393	\$ 95,484	\$ 3,091	
Materials and Supplies									
Operating Supplies	\$ 3,836	\$ 2,225	\$ 2,750	\$ 4,337	\$ 3,306	\$ 4,000	\$ 4,000	\$ -	
Fuels & Lubricants	39,967	50,329	52,211	31,415	28,637	43,500	43,500	-	
Building Supplies	2,324	5,658	2,619	4,541	4,152	4,000	4,000	-	
Vehicle Supplies	27,590	25,061	21,283	27,950	24,043	28,000	28,000	-	
Uniforms & Clothing	541	1,427	1,030	2,122	794	1,200	1,200	-	
Sub-Total	\$ 74,258	\$ 84,700	\$ 79,893	\$ 70,365	\$ 60,932	\$ 80,700	\$ 80,700	\$ -	
Contractual Services									
Telephone	\$ 1,805	\$ 1,708	\$ 2,491	\$ 1,545	\$ 1,538	\$ 2,000	\$ 2,000	\$ -	
Utilities	38,902	47,852	53,901	48,473	50,148	48,000	48,000	-	
Postage				62					
Training	4,716	5,065	4,513	4,958	6,204	5,000	5,000	-	
Mileage and Travel				10					
Equipment & Vehicle Maintenance	9,874	24,080	26,930	22,450	65,055	30,000	30,000	-	
Buildings and Grounds Maintenance	5,877	6,572	16,230	22,619	29,089	7,000	7,000	-	
Uniform Services	4,765	6,102	6,519	6,563	6,683	5,000	5,000	-	
Contractual Services	4,451	1,911	2,605	1,582	2,052	18,000	18,000	-	
Building support services									
Fees/licenses/permits	1,616	1,116	4,044	2,314	5,299	1,200	1,200	-	
Sub-Total	\$ 72,006	\$ 94,406	\$ 117,233	\$ 110,576	\$ 166,068	\$ 116,200	\$ 116,200	\$ -	
Capital Outlay									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operations Total	\$ 228,689	\$ 262,272	\$ 281,810	\$ 268,337	\$ 318,636	\$ 289,293	\$ 292,384	\$ 3,091	

City of Vadnais Heights MN

Annual Budget

Street Maintenance

ACTIVITY SCOPE

This department provides for maintenance of municipal streets including crack sealing, asphalt patching, street sweeping, and snowplowing. Crack filling is performed by contractors and these costs are included as part of the annual capital improvement plan. Additionally, the expenses for operating the City's street lights and traffic signals are shown as costs in this department.

FUTURE OBJECTIVES

1. Develop and coordinate a plan for continued street maintenance and improvements. Additional funding options will be needed, with City Council direction necessary.
2. Provide proposed street improvement projects in September each year for the following year's construction.
3. Continue to improve the maintenance plan for signal systems and other utility boxes in the community.

PROGRAMS

Type	Resource Allocation
1. Snow & Ice Control - Maintain roadway accessibility and safety during winter months with timely plowing, sanding and salting.	30%
2. Pavement Maintenance - Extend the usable life of public streets by identifying areas that need patching, seal coating, and crack sealing holes and other pavement techniques to reduce damage to vehicles on the roadway.	40%
3. Sweeping and Flushing - Systematically remove dirt and debris from street surfaces to improve environmental safety, appearance and functionality of storm sewers adjacent to streets.	20%
4. Signage and Pavement Marking - Provide and maintain complete inventory of transportation signage and markings to assist the motoring public. Keep all signage maintained to a high level of service and quality.	10%

BUDGET COMMENTARY AND SUMMARY

The Street Department budget is most significantly affected by snowfall amounts and the timing of weather events. The number and severity of potholes is requiring increased maintenance activity and funding for materials. The City's annual budget is not keeping up with the financial needs for streets maintenance. Additional funding sources are needed, either by franchise fees, increased tax levies and/or bonding. A decrease in the assessment rate for commercial properties would increase the City's share of future commercial projects' costs. This has been discussed by the City Council, but no direction has been provided.

City of Vadnais Heights MN
Annual Budget

Department: Street Maintenance
Fund - Department Number: 101-420
Department Head: City Engineer/Public Service Director

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries (2.0 FTE's)	\$ 129,370	\$ 164,338	\$ 185,174	\$ 186,880	\$ 158,616	\$ 198,321	\$ 136,341	\$ (61,980)	
Overtime	9,445	23,041	24,349	9,038	15,060	15,800	18,800	3,000	
Standby Pay	10,210	10,210	10,390	11,051	10,648	10,892	13,440	2,548	
PERA	10,630	14,121	15,597	15,471	13,561	16,876	12,644	(4,232)	
FICA/Medicare	10,739	13,950	15,081	14,780	14,278	17,342	12,962	(4,380)	
Insurance	21,988	34,563	39,880	39,182	32,677	39,111	31,113	(7,998)	
Worker's Comp Premium	7,714	9,402	10,945	11,021	9,577	10,785	17,580	6,795	
Sub-Total	\$ 200,096	\$ 269,625	\$ 301,416	\$ 287,423	\$ 254,417	\$ 309,127	\$ 242,880	\$ (66,247)	reallocation of personnel to storm sewer
Materials and Supplies									
Operating Supplies	\$ 2,812	\$ 2,597	\$ 1,799	\$ 2,079	\$ 3,458	\$ 3,000	\$ 3,000	\$ -	
Bituminous	2,946	5,030	5,143	5,339	5,011	14,000	14,000	-	
Salt	34,800	66,273	39,906	35,831	28,498	40,000	40,000	-	
Signs	1,152	1,039	1,619	15,584	10,615	13,000	13,000	-	
Sub-Total	\$ 41,710	\$ 74,939	\$ 48,467	\$ 58,833	\$ 47,582	\$ 70,000	\$ 70,000	\$ -	
Contractual Services									
Telephone	\$ 596	\$ 706	\$ 865	\$ 1,101	\$ 1,143	\$ 700	\$ 700	\$ -	
Utilities (streets/signal lights)	67,568	68,932	62,453	62,730	62,487	69,000	69,000	-	
Training and Subsistence	-	-	30	-	-	100	100	-	
Miscellaneous Contractual	18,000	20,207	9,622	29,604	12,996	20,000	95,000	75,000	annual street maintenance moved from CIP - \$75,000
Ramsey County signal agreements, striping, light repairs, signal repairs/painting									
Fees/licenses/permits		3	-	-	1,420	100	100	-	
Sub-Total	\$ 86,164	\$ 89,848	\$ 72,970	\$ 93,435	\$ 78,046	\$ 89,900	\$ 164,900	\$ 75,000	
Capital Outlay									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operations Total	\$ 327,970	\$ 434,412	\$ 422,853	\$ 439,691	\$ 380,045	\$ 469,027	\$ 477,780	\$ 8,753	

City of Vadnais Heights MN **Annual Budget** **Parks and Recreation**

ACTIVITY SCOPE

This department is responsible for maintenance of parks facilities/grounds, public buildings/grounds, open spaces, and trails. It also provides a range of recreation programs. The department also provides for special events including Heritage Days and the Taste of Vadnais. Other programs include a senior citizen program that provides activities for seniors within our city that supplements the school district's community services senior program.

FUTURE OBJECTIVES

1. Continue service in City Center area, especially winter sidewalk maintenance, including weekends, in City Center area.
2. Monitor opportunities to combat the Emerald Ash Borer.
3. Continue to maintain city "public areas" such as the Vadnais Heights Commons, city hall, city center sidewalks and other public areas and parks at a high standard of grooming.
4. Implement CIP improvements as directed by City Council.
5. Continue to explore additional, reliable funding sources for new park capital initiatives and capital replacement costs.
6. Review recreation programs to ensure that the city is not duplicating programs available from other providers or providing programs that primarily serve non-residents.

PROGRAMS

Type	Resource Allocation
1. Administration - Long range planning including research and program development, analysis and evaluation; development of goals, objectives, policy and procedures recommendations; coordinating planning with other agencies; coordinating internal programs; developing and monitoring budget.	10%
2. Supervision - Development of job responsibilities; selection, training and development, monitoring, and evaluation of personnel; conducting formal and informal staff meetings.	15%
3. Public Relations - Community involvement and information activities; developing and evaluating public relations strategies; planning commissions meetings; problem solving with community members.	10%
4. Programming - Assess program needs; develop, implement and evaluate on an on-going basis.	15%
5. Parks Maintenance - Long range planning, development of goals, objectives, policy and procedures; develop and monitor budget.	35%
6. Sidewalk Maintenance	10%
7. Diseased tree inspections.	5%

BUDGET COMMENTARY AND SUMMARY

Parks staffing during peak summer months is at capacity with the level of service demanded for our parks, public areas and boulevards. The most efficient way to handle the increased workload during the "growing season" is through seasonal staffing. We are fortunate to have many returning workers for several summers. Recreation staffing is dependent on the quantity of programs and the number and scale of special events. Some ideas are being considered to change the scope of some events. Programs need to be continually reviewed to ensure that they are deemed necessary by our citizens.

City of Vadnais Heights MN
Annual Budget

Department: Parks and Recreation
Fund - Department Number: 101-510
Department Head: City Engineer/Public Service Director

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries (4.5 FTE's)	\$ 284,119	\$ 293,398	\$ 300,110	\$ 313,283	\$ 361,223	\$ 309,403	\$ 262,899	\$ (46,504)	
Overtime Pay	1,236	695	2,286	1,758	3,083	1,800	1,400	(400)	
Recreation Seasonal Staff	21,638	19,438	18,043	21,673	22,279	21,600	22,140	540	
Ag building supervision, summer intern, instructors, senior citizen coordinator, playground staff, ice rink attendants								-	
Parks Seasonal Staff	31,483	31,333	32,506	33,337	37,106	33,500	42,350	8,850	
PERA	20,742	21,030	21,904	23,459	24,462	23,340	19,822	(3,518)	
FICA/Medicare	24,878	25,065	26,409	28,156	29,947	29,421	26,626	(2,795)	
Insurance	49,040	50,433	46,913	46,655	46,721	49,381	37,741	(11,640)	
Worker's Comp Premium	9,046	7,775	8,727	9,251	9,474	9,514	12,910	3,396	
Sub-Total	\$ 442,182	\$ 449,167	\$ 456,898	\$ 477,572	\$ 534,295	\$ 477,959	\$ 425,888	\$ (52,071)	reallocation of staff to storm sewer
Materials and Supplies									
Miscellaneous Supplies	\$ 813	\$ 766	\$ 133	\$ 507	\$ 812	\$ 500	\$ 500	\$ -	
Operating Supplies	28,679	30,035	28,689	29,797	27,183	30,000	30,000	-	
Building Supplies	6,357	5,293	2,532	4,527	6,247	3,500	3,500	-	
Landscape Supplies	6,671	4,232	4,928	5,316	4,818	13,000	10,000	(3,000)	
Recreation Supplies	10,571	13,377	11,223	11,286	13,993	13,000	13,000	-	
Special Events	4,193	2,580	1,508	239	719	-	-	-	
Sub-Total	\$ 57,284	\$ 56,283	\$ 49,013	\$ 51,672	\$ 53,772	\$ 60,000	\$ 57,000	\$ (3,000)	
Contractual Services									
Telephone	\$ 3,088	\$ 3,135	\$ 1,892	\$ 2,470	\$ 2,481	\$ 2,800	\$ 2,800	\$ -	
Utilities	36,740	28,588	20,466	24,156	30,216	30,000	30,000	-	
Memberships & Dues	694	641	564	798	585	700	700	-	
Training & Subsistence	151	45	1,238	558	458	1,200	1,200	-	
Buildings & Grounds Maintenance	23,826	32,867	20,285	16,735	52,072	26,000	26,000	-	
Contractual Services	11,178	7,397	8,030	7,926	7,223	7,000	7,000	-	
Satellites								-	
Commissions								-	
Replace park signs								-	
Special Events Contractual	1,021	822	75	4,304	417	1,000	1,000	-	
Recreation Contractual	24,825	26,843	23,839	18,668	17,818	26,000	24,000	(2,000)	
Fees/licenses/permits	395	37	129	53	56	200	200	-	
Credit card fees	886	2,445	2,427	2,642	2,273	3,000	3,000	-	
Sub-Total	\$ 102,804	\$ 102,820	\$ 78,945	\$ 78,310	\$ 113,599	\$ 97,900	\$ 95,900	\$ (2,000)	
Capital Outlay									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operations Total	\$ 602,270	\$ 608,270	\$ 584,856	\$ 607,554	\$ 701,666	\$ 635,859	\$ 578,788	\$ (57,071)	

City of Vadnais Heights MN
Annual Budget
Commons

ACTIVITY SCOPE

The Commons Department accounts for the portion of costs incurred for the operation of the Vadnais Heights Commons (VHC) of the north service center including telephone, utility costs, contracted janitorial costs, contracted sales and marketing activities, supplies, maintenance, and landscaping costs. Oversight of the Commons is shared by two positions. The City Engineer/Public Service Director is in charge of physical plant aspects. The Assistant City Administrator is in charge of other general operations. A formal Vadnais Heights Commons oversight committee was formed in 2011.

FUTURE OBJECTIVES

1. The Vadnais Heights Commons opened in August 2010. In 2010, the city hired a veteran consultant/event planner which helped to achieve a positive operating cashflow.
2. Continue marketing and advertising for different targeted customers of the VHC including weddings and private parties, business meetings, fundraisers, government/education meetings, training, etc.
3. Assess and prioritize if improvements are needed to the VHC including the inside premises and the outside areas.
4. Cover all direct and indirect costs, including apportioned debt service costs, attributable to the Commons per Council direction.
5. Assess the rentability of the facility, the appropriate uses of the facility and the proper mix between recreational, organizational and private uses.
6. Continue to maintain the building and grounds in a pristine manner to reflect the elegance of the building and to attract new customers and retain existing clients

BUDGET COMMENTARY AND SUMMARY

The Vadnais Heights Commons is a significant meeting and gathering social space in our community. In recent years, the facility's cashflow from operations (revenues less direct costs) have been positive. In the coming years, the facility will strive to cover all costs, direct and indirect.

City of Vadnais Heights MN
Annual Budget

Department: Commons
Fund - Department Number: 101-520
Department Head: Assistant City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Personnel Services									
Salaries	\$ 1,301	\$ 2,551	\$ 44	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ (3,000)	
Overtime	189	\$ 296	544	295	237	500	500	-	
Part-time Employees Wages	-	-	-	-	-	-	-	-	
PERA	108	206	36	247	243	263	38	(225)	
FICA/Medicare	114	218	45	233	248	268	38	(230)	
Insurance	-	-	-	-	-	-	-	-	
Worker's Comp Premium	10	18	3	19	21	22	4	(18)	
Sub-Total	\$ 1,722	\$ 3,289	\$ 672	\$ 3,794	\$ 3,749	\$ 4,052	\$ 580	\$ (3,473)	
Materials and Supplies									
Miscellaneous Supplies	\$ 24,284	\$ 10,311	\$ 33,033	\$ 17,929	\$ 18,541	\$ 22,000	\$ 22,000	\$ -	
Landscape Supplies	1,761	2,263	2,509	1,842	2,295	15,000	7,500	(7,500)	
Sub-Total	\$ 26,045	\$ 12,574	\$ 35,542	\$ 19,771	\$ 20,836	\$ 37,000	\$ 29,500	\$ (7,500)	
Contractual Services									
Professional Service Fee	\$ 43,668	\$ 56,990	\$ 53,000	\$ 60,470	\$ 63,323	\$ 65,000	\$ 66,625	\$ 1,625	
Telephone	327	195	185	185	187	350	350	-	
Utilities	13,468	16,451	18,470	16,658	17,051	18,000	18,000	-	
Memberships and Dues	170	-	-	-	-	-	-	-	
Advertising and Publishing	2,251	2,925	2,828	4,516	3,889	4,000	6,500	2,500	
Equipment & Vehicle Maintenance	-	392	121	-	846	1,000	1,000	-	
Buildings & Grounds Maintenance	5,201	1,701	7,737	9,535	9,355	7,500	7,500	-	
Contractual Services	35,083	55,361	63,069	61,389	72,471	65,500	69,000	3,500	
Fees/licenses/permits	227	170	167	384	167	200	200	-	
Credit Card Fees	332	623	399	287	176	500	500	-	
Sub-Total	\$ 100,727	\$ 134,808	\$ 145,976	\$ 153,424	\$ 167,465	\$ 162,050	\$ 169,675	\$ 7,625	
Operations Total	\$ 128,494	\$ 150,671	\$ 182,190	\$ 176,989	\$ 192,050	\$ 203,102	\$ 199,755	\$ (3,348)	

**City of Vadnais Heights MN
Annual Budget
Community Services**

ACTIVITY SCOPE

The Community Services Fund accounts for donations from organizations or individuals and grants received for general City use. The funds are used to provide assistance with community events and other community needs. Pursuant to City Ordinance #476, a committee made up of two members of the Council, the City Administrator and one community member oversees this Fund.

FUTURE OBJECTIVES

1. Continue to provide assistance as funding allows.

BUDGET COMMENTARY AND SUMMARY

This fund assists with funding for community events and is used for other community needs.

City of Vadnais Heights MN
Annual Budget

Department: Community Services
Fund - Department Number: 201-000
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Revenues:									
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Donations	8,395	250	3,000	22,819	6,100	500	500	-	
Total Revenues	\$8,395	\$ 250	\$ 3,000	\$ 22,819	\$ 6,100	\$ 500	\$ 500	\$ -	
Expenditures:									
Contractual Services									
Miscellaneous Contractual	\$ 7,235	\$ 3,000	\$ -	\$ 2,819	\$ 50	\$ 500	\$ 500	\$ -	
Sub-Total	\$ 7,235	\$ 3,000	\$ -	\$ 2,819	\$ 50	\$ 500	\$ 500	\$ -	
Other Financing Source/Use									
Transfer Out	-	-	-	-	-	-	-	-	
Total Expenditures/Other Financing Source	\$ 7,235	\$ 3,000	\$ -	\$ 2,819	\$ 50	\$ 500	\$ 500	\$ -	
December 31, 2016 Cash Balance								\$30,571	

City of Vadnais Heights MN
Annual Budget
Heritage Days

ACTIVITY SCOPE

Heritage Days is the City's summer festival that takes place during the week that includes the third Sunday of August. The festival includes activities for the entire family such as recreational inflatables, sports tournaments, a parade, fun run, booya, senior picnic, fireworks, a medallion hunt, music concerts, merchandise mart, Lions' old-fashioned games, pig roast and food vendors.

FUTURE OBJECTIVES

Provide a quality Heritage Days for citizens of all ages.

PROGRAMS

<u>Type</u>	<u>Resource Allocation</u>
Heritage Days Events - Includes music, inflatables, fireworks, medallion hunt, booya, senior picnic, parade, athletic and other events.	100%

BUDGET COMMENTARY AND SUMMARY

The Vadnais Heights Commons and Community Park are the primary venues for Heritage Days. Financing is largely provided, both directly and indirectly, by a variety of businesses, organizations and the City. Additional Heritage Days' funding is provided from charitable gambling receipts in the Charitable Gambling Fees Special Revenue Fund. As the weather goes, so go the events.

City of Vadnais Heights MN
Annual Budget
Solid Waste

ACTIVITY SCOPE

The City has organized the collection of refuse and recyclables in the City for all residential structures of 8 units or less. We believe this is a good example of a public/private partnership that assures quality and provides efficient services for our community. A consortium of haulers, called VHG, Inc., provides weekly trash pickup and bi-weekly single sort recycling pickup that avoids truck duplication on streets, reduces pickup times, saves wear and tear on City streets, and promotes safety. The City, through the use of a County grant, partially subsidizes and promotes recycling through print media, and is able to purchase items like benches and recycling containers made out of recycled material for our Parks & Trails system. The City's Health and Public Safety Commission and the Assistant City Administrator oversee refuse and recycling in the City. The City provides a spring cleanup for the community to promote a convenient opportunity for residents to dispose of additional refuse or recyclable materials and to help improve our community's appearance.

FUTURE OBJECTIVES

1. Continue to educate the public of the benefits of recycling and waste reduction.
2. Evaluate the performance levels of contract vendors under the terms of their contracts.
3. Work with local businesses and possibly partner with the Vadnais Heights Economic Development Corporation to promote business recycling through an affordable venue.
4. Work with Ramsey County to implement the Solid Waste Master Plan.
5. Continue to look at additional recyclable items including organics.

BUDGET COMMENTARY AND SUMMARY

Financing for recycling is provided by a combination of a County grant and customer charges. The grant is funded in part from a fee that is collected from properties throughout the County and a sales tax on waste and recycling.

City of Vadnais Heights MN
Annual Budget

Department: Solid Waste
Fund - Department Number: 226-421
Department Head: Assistant City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Revenues:									
SCORE Grant	\$ 26,880	\$ 25,497	\$ 25,435	\$ 58,534	\$ 30,557	\$ 30,557	\$ 30,557	\$ -	
Delinquent Refuse Fees	577	-	-	-	-	-	-	-	
Recycling Container Sales	-	-	-	-	-	-	-	-	
Clean-up Days Charges	3,161	3,739	4,501	5,602	6,905	3,000	3,000	-	
Refunds and Reimbursements	-	-	-	110	15	-	-	-	
Total Revenues	\$ 30,618	\$ 29,236	\$ 29,936	\$ 64,246	\$ 37,477	\$ 33,557	\$ 33,557	\$ -	
Expenditures:									
Personnel Services									
Overtime	\$ -	\$ 1,112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PERA	-	81	-	-	-	-	-	-	
FICA/Medicare	-	85	-	-	-	-	-	-	
Worker's Compensation Insurance	-	12	-	-	-	-	-	-	
Sub-Total	\$ -	\$ 1,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Materials and Supplies									
Supplies	\$ -	\$ -	\$ -	\$ 5,954	\$ -	\$ 2,500	\$ 2,500	\$ -	
Recycled picnic tables, benches, etc.									
Sub-Total	\$ -	\$ -	\$ -	\$ 5,954	\$ -	\$ 2,500	\$ 2,500	\$ -	
Contractual Services									
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ -	
Advertising and Publishing	1,717	259	739	496	372	1,157	1,157	-	
Administrative Expense	15,200	13,300	13,300	13,500	13,500	14,500	13,500	(1,000)	
Miscellaneous Contractual	12,736	17,440	20,170	15,042	19,492	15,200	16,200	1,000	
Recycling cost reduction									
Clean-up days									
Fees/licenses/permits	77	-	-	-	-	100	100	-	
Sub-Total	\$ 29,730	\$ 30,999	\$ 34,209	\$ 29,038	\$ 33,364	\$ 31,057	\$ 31,057	\$ -	
Total Expenditures	\$ 29,730	\$ 32,289	\$ 34,209	\$ 34,992	\$ 33,364	\$ 33,557	\$ 33,557	\$ -	
December 31, 2016 Fund Balance									\$24,635

City of Vadnais Heights MN
Annual Budget
Charitable Gambling Fees

ACTIVITY SCOPE

The Charitable Gambling Fees Fund accounts for fees charged for charitable gambling activities within the City. It supports some activities similar to those formerly provided by the Community Service Fund as allowed by MN Statutes, Section 349.12, subd. 25.

FUTURE OBJECTIVES

Beginning in 2014, this fund assists with the costs associated with community events such as Heritage Days, Taste of Vadnais and other recreational special events. These costs were previously funded through the property tax levy. Additionally, this fund provides emergency assistance to community members.

BUDGET COMMENTARY AND SUMMARY

This fund is used to provide assistance to disadvantaged citizens, the Community Food Program and activities for youth. Funds can be used for recreational community activities intended primarily for persons under age 21.

City of Vadnais Heights MN
Annual Budget

Department: Gambling Fees
Fund - Department Number: 227-000
Department Head: City Administrator

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Revenues:									
Gambling Fees	\$ 18,910	\$ 18,157	\$ 21,514	\$ 18,432	\$ 23,595	\$ 22,000	\$ 22,000	\$ -	
Total Revenues	\$ 18,910	\$ 18,157	\$ 21,514	\$ 18,432	\$ 23,595	\$ 22,000	\$ 22,000	\$ -	
Expenditures:									
Materials and Supplies									
Supplies - recreational events	\$ -	\$ -	\$ 2,350	\$ 4,399	\$ 4,543	\$ 5,000	\$ 5,000	\$ -	
Sub-Total	\$ -	\$ -	\$ 2,350	\$ 4,399	\$ 4,543	\$ 5,000	\$ 5,000	\$ -	
Contractual Services									
Miscellaneous Contractual	\$ 6,065	\$ 11,158	\$ 18,854	\$ 13,150	\$ 17,832	\$ 21,000	\$ 51,000	\$ 30,000	
Community Food Program									
Scholarships									
General Assistance									
Emergency Assistance									
Recreational Special Events									
Heritage Days									
Ramsey County Sheriff services									
Dead animal removal									
Total Expenditures	\$ 6,065	\$ 11,158	\$ 21,204	\$ 17,549	\$ 22,375	\$ 26,000	\$ 56,000	\$ 30,000	
December 31, 2016 Fund Balance	\$ 60,506								

City of Vadnais Heights MN Annual Budget Water Utility

ACTIVITY SCOPE

This activity provides for the operation of the water system so that a continuous, quality water supply is furnished to customers at a reasonable cost. The water supply is maintained at proper pressure levels and is treated to be bacteria free in accordance with MN State Health Department standards. Metering devices are also maintained to account for usage. Staff will continue efforts in testing of water meters to make sure we are billing for all water use. The city has 4 wells; we rehabilitate each one every 5 years at a cost of \$25K per year. Emergency water connections are in place with White Bear Lake and Shoreview. Telemetry and SCADA system upgrades in 2017 will be very beneficial.

FUTURE OBJECTIVES

1. Continue to monitor Well #1 and its seasonal use.
2. Continue to analyze water rates to ensure that the Fund is able to finance future capital costs.
3. Provide the resources necessary to comply with new regulations, especially unfunded mandates.
4. Schedule future painting of the Commerce Court water tower which will cost approximately \$900,000.

PROGRAMS

Type	Resource Allocation
1. Water Distribution System - Maintain and operate municipal wells and towers to treat and store City water supply. Assure timely replacement and responsive repair of water mains in the municipal system. Flush hydrants on a semi-annual basis to avoid stagnation and to purge system of debris.	50%
2. Water Service Calls - Respond promptly to requests for water service repair, shut offs and locates; minimize service disruptions.	20%
3. Water Meter Repair - Maintain all customer water meters in functioning order through routine inspection, repair and new installations.	10%
4. Water Testing/Reporting - Monitor water quality on a scheduled basis by testing in accordance with water quality standards.	20%

BUDGET COMMENTARY AND SUMMARY

Water rates are set at a level that covers operating costs and necessary, major capital expenses. Adequate funds will be accumulated to paint the Commerce Court water tower in the future. City staff hopes to begin testing of commercial water meters to determine if any billing losses can be identified and solved. However, this is difficult to do without shutting off their water supply. Staff continues to search for alternative methods to test commercial meters.

City of Vadnais Heights MN
Annual Budget

Department: Water Utility
Fund - Department Number: 601-450
Department Head: City Engineer/Public Service Director

December 31, 2016 Cash Balance

\$3,895,291

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 % Change	explanation
Revenues:									
Utility Consumption	\$ 1,209,999	\$ 1,132,121	\$ 1,058,812	\$ 1,211,025	\$ 1,273,061	\$ 1,250,000	\$ 1,275,000	\$ 25,000	
Penalties	64,411	51,692	58,456	44,948	79,297	60,000	60,000	-	
Interest Earnings	27,341	27,341	161,037	42,390	(9,743)	24,000	24,000	-	
Refunds/Reimbursements	53,606	72,667	28,367	78,691	57,958	20,000	20,000	-	
Total Revenues	\$ 1,355,357	\$ 1,284,064	\$ 1,306,672	\$ 1,377,054	\$ 1,400,573	\$ 1,354,000	\$ 1,379,000	\$ 25,000	
Expenditures:									
Personnel Services									
Salaries (2.0 FTE's)	\$ 155,771	\$ 158,174	\$ 158,858	\$ 125,766	\$ 106,018	\$ 97,528	\$ 103,251	\$ 5,723	
Overtime	2,646	2,632	1,191	2,065	3,859	800	800	-	
PERA	11,383	11,469	11,745	9,741	8,848	7,375	7,804	429	
FICA/Medicare	11,199	11,135	11,458	8,734	7,804	7,625	8,048	423	
Insurance	35,434	38,843	38,843	34,671	39,628	31,288	31,430	142	
Worker's Compensation Insurance	6,172	5,348	5,927	4,687	4,226	2,931	2,477	(454)	
Sub-Total	\$ 222,605	\$ 227,601	\$ 228,022	\$ 185,664	\$ 170,383	\$ 147,547	\$ 153,810	\$ 6,263	
Materials and Supplies									
Misc Supplies	\$ 768	\$ 653	\$ 682	\$ 540	\$ 876	\$ 8,000	\$ 1,000	\$ (7,000)	
Operating Supplies	29,455	37,511	43,512	25,805	25,378	35,000	30,000	(5,000)	
Feed Chemicals	177,204	147,555	130,192	124,751	100,749	150,000	135,000	(15,000)	
Building Supplies	175	542	187	519	18	300	500	200	
Utility Maintenance	9,127	31,926	17,472	15,486	15,533	35,000	32,000	(3,000)	
Sub-Total	\$ 216,729	\$ 218,187	\$ 192,045	\$ 167,101	\$ 142,554	\$ 228,300	\$ 198,500	\$ (29,800)	
Contractual Services									
Professional Service Fees	\$ -	\$ -	\$ 2,265	\$ -	\$ 330	\$ 1,500	\$ 1,000	\$ (500)	
Telephone	2,963	2,727	3,127	3,240	3,382	3,000	3,500	500	
Utilities	79,247	84,350	80,476	75,112	79,850	85,000	85,000	-	
Postage	3,414	3,847	3,924	3,937	3,744	3,600	3,800	200	
Memberships & Dues	179	179	183	-	-	250	250	-	
Advertising and Publishing	505	512	288	651	549	800	800	-	
Insurance	12,497	11,472	13,533	15,112	13,815	14,000	14,000	-	
Administrative Expense	151,000	144,000	148,000	160,000	160,000	160,000	115,000	(45,000)	
Equipment & Vehicle Maintenance	-	-	-	-	5,990	100	100	-	
Utility/Well Maintenance	37,395	23,655	7,214	55,541	67,272	70,000	70,000	-	
Maintenance of Buildings and Grounds	11,806	1,749	75	-	-	2,000	1,000	(1,000)	
Miscellaneous Contractual	3,046	26,990	48,153	19,756	52,267	28,000	32,000	4,000	
Fees/licenses/permits	1,339	735	6,597	5,776	6,199	1,200	7,000	5,800	
Professional Services - Projects	-	-	-	-	-	500	500	-	
Credit card fees	616	789	1,427	1,085	1,722	1,500	3,000	1,500	
Depreciation	236,560	265,874	272,093	270,523	272,480	275,000	278,000	3,000	
Sub-Total	\$ 540,567	\$ 566,879	\$ 587,355	\$ 610,733	\$ 667,600	\$ 646,450	\$ 614,950	\$ (31,500)	
Other									
Transfers Out	\$ 25,000	\$ 105,000	\$ 77,500	\$ 84,375	\$ 84,375	\$ 50,000	\$ 50,000	\$ -	
Sub-Total	\$ 25,000	\$ 105,000	\$ 77,500	\$ 84,375	\$ 84,375	\$ 50,000	\$ 50,000	\$ -	
Capital Spending									
Furniture, Equipment & Vehicle	\$ -	\$ 87,193	\$ 36,450	\$ -	\$ -	\$ 30,000	\$ -	\$ (30,000)	
Capital Projects	682,865	-	-	97,826	-	-	-	\$ -	
Total Expenditures	\$ 1,687,766	\$ 1,204,860	\$ 1,121,372	\$ 1,145,699	\$ 1,064,912	\$ 1,102,297	\$ 1,017,260	\$ (85,037)	

City of Vadnais Heights MN
Annual Budget
Sewer Utility Fund

ACTIVITY SCOPE

The Sewer Utility Fund provides sanitary sewer services. The City is responsible for construction and maintenance of the system while the Metropolitan Council Environmental Services (MCES) ultimately treats wastewater. The sanitary sewer collection system is comprised of sewer mains and one lift station on Meadowood Lane which transport waste to the wastewater treatment facility. Sanitary sewer lining will continue to be an annual project. Sewer lining reduces the amount of inflow/infiltration, which reduces our MCES cost.

FUTURE OBJECTIVES

1. Improve review of SAC unit charges to ensure that new users of commercial buildings are paying the correct amounts.
2. Continue the review of large accounts, generally commercial and multiple unit residential accounts, to ensure they are being billed correctly.
3. Continue inflow & infiltration (I & I) mitigation activities required by the Metropolitan Council by increasing televising of sewer mains, pipe lining and other efforts to minimize I & I.
4. Work with MCES staff to investigate their sewer mains in the City to ensure that they aren't a major source of inflow & infiltration problems in the City.

PROGRAMS

Type	Resource Allocation
1. Maintenance - Maintain system lift station by periodic inspection, cleaning and maintenance. Maintain sewer lines by systematic cleaning and televising lines and addressing issues that are discovered..	60%
2. Construction Assistance - Assist with utility related construction projects.	15%
3. Locates - Locate water and sewer lines for construction/development activities.	20%
4. Inspect new sewer connections.	5%

BUDGET COMMENTARY AND SUMMARY

The largest expense of the Fund is wastewater treatment services that are provided by the Metropolitan Council, Environmental Services Division. Rates should be increased modestly, as we need to continue televising and lining pipes as necessary to extend the lives of mains and reduce infiltration to keep costs down. As the sewer pipes age, there will be higher maintenance costs.

City of Vadnais Heights MN
Annual Budget

Department: Sewer Utility		December 31, 2016 Cash Balance										\$ 5,156,439	
Fund - Department Number: 603-470													
Department Head: City Engineer/Public Service Director													
Description		2012	2013	2014	2015	2016	2017	2018	2018 vs 2017				
		Actual	Actual	Actual	Actual	Actual	Budget	Budget	% Change				
Revenues:													
Utility Consumption	603-000-35010	\$ 1,501,008	\$ 1,538,433	\$ 1,602,247	\$ 1,675,245	\$ 1,745,108	\$ 1,700,000	\$ 1,750,000	\$	50,000			
Penalties	603-000-35030	100,011	68,339	75,988	66,178	76,327	75,000	75,000	-	-			
Interest Earnings	603-000-36011	70,199	66,210	328,182	71,325	(14,075)	62,000	40,000	(22,000)	(22,000)			
Refunds/Reimbursements	603-000-36015	16,414	22,179	17,084	23,056	56,490	13,000	25,000	12,000	12,000			
Total Revenues		\$ 1,687,632	\$ 1,695,161	\$ 2,023,501	\$ 1,835,804	\$ 1,863,850	\$ 1,850,000	\$ 1,890,000	\$	40,000			
Expenditures:													
Personnel Services													
Salaries (2.0 FTE's)	603-470-41010	\$ 108,601	\$ 105,642	\$ 104,385	\$ 108,112	\$ 134,749	\$ 117,950	\$ 124,407	\$	6,457			
Overtime	603-470-41012	569	775	1,028	1,117	1,306	800	800	-	-			
PERA	603-470-41020	8,062	7,639	7,935	8,147	8,458	8,906	9,390	484	484			
FICA/Medicare	603-470-41022	7,415	7,298	7,041	7,159	7,776	9,187	9,666	479	479			
Insurance	603-470-41030	29,317	28,763	31,904	30,040	31,370	31,288	31,430	142	142			
Worker's Compensation Insurance	603-470-41031	3,643	3,067	3,648	3,504	3,345	4,537	6,597	2,060	2,060			
Sub-Total		\$ 157,607	\$ 153,184	\$ 155,941	\$ 158,079	\$ 187,004	\$ 172,668	\$ 182,290	\$	9,622			
Materials and Supplies													
Miscellaneous Supplies	603-470-42011	\$ 1,819	\$ 512	\$ 903	\$ 715	\$ 1,160	\$ 14,000	\$ 2,000	\$	(12,000)			
Operating Supplies	603-470-42012	229	2,899	529	253	882	500	1,000	500	(1,000)			
Utility Maintenance	603-470-42031	7,111	3,227	2,195	767	381	5,000	4,000	(1,000)	(1,000)			
Sub-Total		\$ 9,159	\$ 6,638	\$ 3,627	\$ 1,735	\$ 2,423	\$ 19,500	\$ 7,000	\$	(12,500)			
Contractual Services													
Professional Service Fees	603-470-43010	\$ 837,078	\$ 893,704	\$ 925,791	\$ 917,210	\$ 989,530	\$ 1,120,000	\$ 1,120,000	\$	-			
Telephone	603-470-43011	635	852	321	371	574	700	700	-	-			
Utilities	603-470-43012	1,364	1,983	1,940	1,730	2,744	1,600	1,600	-	-			
Postage	603-470-43013	3,407	3,683	3,875	3,937	3,683	4,000	4,000	-	-			
Memberships & Dues	603-470-43014	27	51	28	-	-	50	50	-	-			
Advertising and Publishing	603-470-43017	80	47	164	339	103	200	200	-	-			
Insurance	603-470-43020	8,148	17,170	26,855	21,588	25,657	26,000	27,000	1,000	1,000			
Administrative Expense	603-470-43021	137,000	121,000	124,000	140,000	140,000	140,000	164,000	24,000	24,000			
Utility Maintenance/Relining	603-470-43031	7,295	22,503	161,660	176,343	126,508	170,000	170,000	-	-			
Miscellaneous Contractual	603-470-43040	4,808	5,001	6,995	6,642	4,855	5,200	5,200	-	-			
Fees/licenses/permits	603-470-44015	1,780	2,766	2,857	3,028	554	3,000	3,000	-	-			
Professional Services - Projects	603-470-44024	-	-	200	-	-	100	-	(100)	(100)			
Depreciation	603-470-44050	92,774	107,023	117,253	125,099	133,446	120,000	138,000	18,000	18,000			
Sub-Total		\$ 1,094,396	\$ 1,175,783	\$ 1,371,939	\$ 1,396,287	\$ 1,427,654	\$ 1,590,850	\$ 1,633,750	\$	42,900			
Other													
Transfer	603-470-44060	\$ 350,000	\$ 470,000	\$ 422,500	\$ 459,375	\$ 459,375	\$ 400,000	\$ 400,000	\$	-			
Sub-Total		\$ 350,000	\$ 470,000	\$ 422,500	\$ 459,375	\$ 459,375	\$ 400,000	\$ 400,000	\$	-			
Capital Spending													
Furniture, Equipment & Vehicle	603-470-45010	\$ 43,824	\$ 31,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-			
Capital Projects		199,185	149,957	-	-	-	-	-	-	-			
Total Expenditures		\$ 1,854,171	\$ 1,987,161	\$ 1,954,007	\$ 2,015,476	\$ 2,076,456	\$ 2,183,018	\$ 2,223,040	\$	40,022			

City of Vadnais Heights MN

Annual Budget

Surface Water Utility

ACTIVITY SCOPE

Significant attention and focus has centered on storm water matters. 2016 was the wettest year in Minnesota history. Surface water utility fees collected are used for maintenance and repair of the city's storm water system. This includes pipes, ponds, culverts and structures. Ground water management efforts and maintenance of the storm water collection system are a function of the Surface Water Utility Fund. In addition to the services provided directly by the City, the community is part of two separate water management organizations: the Ramsey-Washington Metro Watershed District (RWMWO) and the Vadnais Lake Area Water Management Organization (VLAWMO). The City Engineer attends monthly technical meetings at both watersheds. About 25% of the City is within RWMWO with the remainder of the community located within VLAWMO.

FUTURE OBJECTIVES

1. Identify ditches and ponds requiring cleaning and improved accessibility.
2. Continue improving surface water quality with timely street sweeping and by cleaning all sump catch basins.
3. Have City representatives on the VLAWMO and RWMWO Boards and their technical advisory committees to work closely and coordinate with the watershed management organization.
4. Comply with requirements of the NPDES General Permit.
5. Complete inventory of storm sewer system; continue to refine a regular maintenance schedule for all parts of the system.
6. Monitor rates to ensure continued, adequate funding.

PROGRAMS

<u>Type</u>	<u>Resource Allocation</u>
1. Storm Main Cleaning - Maintain storm water mains/ditches to effectively drain storm water.	20%
2. Catch Basin Cleaning - Cleaning of storm water inlets after all storms.	10%
3. Capital Improvements - Surface water capital replacement program.	50%
4. General Administration and Mapping.	20%

BUDGET COMMENTARY AND SUMMARY

State and federal reporting requirements continue to increase, so additional consulting assistance will be needed. In particular, assistance will ne needed for computer mapping, database management and reporting requirements. Rainfall intensity has increased over the past five years. Many developed portions of the City were built on historic wetlands; some residents are experiencing wetter backyards and higher ground water tables. This has led to many more resident inquiries and expectations for increased water management. Many of these expectations are unrealistic or not feasible from an engineering standpoint. Staff will continue to work as much as possible/practical on storm water issues. In the future, pond cleaning to maintain adequate depths will be necessary and costly. Staff continues to maintain the storm water system if access is available.

City of Vadnais Heights MN
Annual Budget

Department: Surface Water Utility
Fund - Department Number: 604-480
Department Head: City Engineer/Public Service Director

December 31, 2016 Cash Balance

\$ 1,484,293

Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2018 vs 2017 \$ Change	explanation
Revenues:									
Utility Consumption	\$ 352,945	\$ 358,918	\$ 369,711	\$ 375,725	\$ 374,950	\$ 380,000	\$ 400,000	\$ 20,000	
Penalties	12,925	15,706	16,263	13,945	2,664	16,000	16,000	-	
Interest Earnings	13,646	15,595	88,007	19,990	(4,065)	10,000	10,000	-	
Refunds/Reimbursements	19,659	40,933	26,211	13,387	64,088	15,000	15,000	-	
Total Revenues	\$ 399,175	\$ 431,152	\$ 500,192	\$ 423,047	\$ 437,637	\$ 421,000	\$ 441,000	\$ 20,000	
Expenditures:									
Personnel Services									
Salaries (1.5 FTE's)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,677	\$ 113,677	dedicate additional resources to surface water issues
Overtime	-	-	-	-	-	-	400	400	
PERA	-	-	-	-	-	-	8,556	8,556	
FICA/Medicare	-	-	-	-	-	-	9,294	9,294	
Health Insurance	-	-	-	-	-	-	15,048	15,048	
Worker's Compensation Insurance	-	-	-	-	-	-	3,225	3,225	
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,200	\$ 150,200	
Materials and Supplies									
Misc Supplies	\$ 291	\$ -	\$ 258	\$ 204	\$ 331	\$ 400	\$ 400	\$ -	
Operating Supplies	248	-	-	-	-	400	400	-	
Utility Maintenance	1,195	-	813	457	-	1,500	1,500	-	
Sub-Total	\$ 1,734	\$ -	\$ 1,071	\$ 661	\$ 331	\$ 2,300	\$ 2,300	\$ -	
Contractual Services									
Professional Service Fees	\$ 3,182	\$ 3,113	\$ 500	\$ 9,235	\$ 17,244	\$ 5,000	\$ 10,000	\$ 5,000	
Postage	1,704	1,841	1,937	1,969	1,841	1,900	2,000	100	
Memberships & Dues	-	-	-	-	-	-	-	-	
Advertising and Publishing	70	84	115	222	103	200	200	-	
Insurance	3,804	5,436	10,006	8,096	11,842	12,000	12,500	500	
Administrative Expense	105,000	104,000	115,000	125,000	125,000	125,000	94,000	(31,000)	
Utility Maintenance	37,064	49,036	15,950	49,754	65,608	85,000	85,000	-	
Miscellaneous Contractual Services	370	373	8,000	880	1,463	25,000	20,000	(5,000)	
Fees/licenses/permits	-	-	200	-	-	400	400	-	
Depreciation	108,230	110,697	112,088	112,088	115,030	114,000	117,500	3,500	
Sub-Total	\$ 259,424	\$ 274,580	\$ 263,796	\$ 307,244	\$ 338,131	\$ 368,500	\$ 341,600	\$ (26,900)	
Other Improvements / Equipment									
Transfer	\$ 10,000	\$ 100,000	\$ 75,000	\$ 81,250	\$ 81,250	\$ 50,000	\$ 50,000	\$ -	
Sub-Total	\$ 10,000	\$ 100,000	\$ 75,000	\$ 81,250	\$ 81,250	\$ 50,000	\$ 50,000	\$ -	
Capital Spending									
Furniture, Equipment & Vehicle	\$ -	\$ 20,871	\$ -	\$ 22,232	\$ -	\$ -	\$ -	\$ -	
Capital Projects	25,257	593	26,898	258,200	-	-	-	-	
Total Expenditures	\$ 296,415	\$ 396,044	\$ 366,765	\$ 669,587	\$ 419,712	\$ 420,800	\$ 544,100	\$ 123,300	

City of Vadnais Heights, Minnesota					
Approved Capital Improvement Plan					
2018 through 2022					
December 6, 2017					
	Approved 2018	Proposed 2019	Proposed 2020	Proposed 2021	Proposed 2022
CAPITAL IMPROVEMENTS FUND (funded through tax levy)					
<i>Operating Equipment:</i>					
Replace vehicle #116, Sterling dump (2 1/2 ton)	200,000				
Replace vehicle #104 (2 1/2 ton plow truck)					200,000
Replace Jetter Vac truck, #117					300,000
Replace sidewalk trackless machine, #309			100,000		
Replace front end loader #121					100,000
Replace 2 1/2 ton truck #105			200,000		
Replace #108 Bucket Truck				80,000	
Replace Jacobsen 16' lawnmower				70,000	
Replace asphalt patching trailer	20,000				
Replace Jacobsen lawnmower #322	45,000				
Replace Z-Master lawnmower	18,000				
Replace Fire Vehicle 2002 Ford F150 #U852	51,000				
Replace Fire Vehicle 2001 Ford F550 #E813		191,442			
Replace Fire Vehicle T822, 1995 Peterbuilt Tanker				703,550	
Replace Fire Vehicle U851, 1997 Peterbuilt Heavy Rescue			435,531		
New awning for fire vehicle	10,000				
Fire vehicles lights upgrades	12,000				
Fire Department radios replacement	50,000				
<i>Buildings Maintenance:</i>					
Fire Station kitchen remodeling	27,000				
City Hall roof repair	50,000				
City Hall carpet replacement	50,000				
<i>Infrastructure Maintenance:</i>					
Replace warning sirens	24,000				
Upgrade Bear Park trails and parking lot	25,000				
Conversion of street lights to LED	30,000				
General trails maintenance	45,000				

CITY OF VADNAIS HEIGHTS
FINANCIAL CHART OF ACCOUNTS - FUNDS AND DEPARTMENTS

	<u>DEPARTMENT</u>	<u>FUND</u>
<u>GENERAL FUND</u>		101
COMMUNITY DEVELOPMENT	110	
ENGINEERING	140	
CITY COUNCIL	210	
ADMINISTRATION	220	
FUNDING FOR OUTSIDE AGENCIES	230	
FINANCE	250	
LEGAL	260	
CITY HALL & BUILDINGS	270	
TECHNOLOGY SUPPORT	280	
PUBLIC SAFETY	310	
FIRE PROTECTION/CODE ENFORCEMENT	320	
CENTRAL GARAGE	410	
STREET MAINTENANCE	420	
PARKS AND RECREATION	510	
COMMONS	520	
<u>SPECIAL REVENUE FUNDS:</u>		
COMMUNITY SERVICES/GRANTS FUND		201
HERITAGE DAYS FUND	171	225
SOLID WASTE FUND	421	226
GAMBLING FEES FUND		227
<u>DEBT SERVICE FUNDS:</u>		
SPECIAL ASSESSMENT GO BONDS OF 2004 DEBT SERVICE FUND		307
2009A GO NORTH SERVICE CENTER BUILD AMERICA BONDS FUND		308
GO TIF BONDS OF 2004B DEBT SERVICE FUND		354
<u>CAPITAL PROJECTS FUNDS:</u>		
PUBLIC WORKS RESERVE FUND		401
2016 STREET IMPROVEMENTS	852	
2017 STREET IMPROVEMENTS	853	
2018 STREET IMPROVEMENTS	854	

CITY OF VADNAIS HEIGHTS
FINANCIAL CHART OF ACCOUNTS - FUNDS AND DEPARTMENTS

	<u>DEPARTMENT</u>	<u>FUND</u>
CAPITAL PROJECTS FUNDS (CONTINUED):		
CAPITAL IMPROVEMENTS FUND		402
PARK DEDICATION FUND		420
FIRE VEHICLES AND EQUIPMENT FUND		425
TAX INCREMENT PROJECT FUNDS:		
TAX INCREMENT DISTRICT 1-6 VOLP/WELCH		453
TAX INCREMENT DISTRICT 1-8 QUALITY FABRICATORS		455
TAX INCREMENT DISTRICT 1-12 PRIME DEVELOPMENT		458
TAX INCREMENT DISTRICT 1-16 PROFESSIONAL VENTURES		461
TAX INCREMENT DISTRICT 1-17 SATURN		462
TAX INCREMENT DISTRICT 1-23 COTTAGES		468
TAX INCREMENT DISTRICT 1-30 WILLOW RIDGE		474
<u>ENTERPRISE FUNDS:</u>		
WATER UTILITY FUND		601
WATER UTILITY OPERATIONS	450	
SEWER UTILITY FUND		603
SEWER UTILITY OPERATIONS	470	
SURFACE WATER UTILITY FUND		604
SURFACE WATER UTILITY OPERATIONS	480	
<u>INTERNAL SERVICE FUND:</u>		
COMPENSATED ABSENCES		501
<u>MISCELLANEOUS INTERNAL FUND:</u>		
CITY INVESTMENTS FUND		806

CITY OF VADNAIS HEIGHTS
FINANCIAL CHART OF ACCOUNTS - OBJECT CODES

BALANCE SHEET ACCOUNTS	REVENUE ACCOUNTS	EXPENDITURE ACCOUNTS
10100 Cash	31010 General Property Taxes	41010 Salaries
10200 Petty Cash	31011 Delinquent Property Taxes	41012 Overtime Wages
10400 Investments	31012 Property Tax Penalties	41013 Part time Employees Wages
10401 Market Value Adjustment	31020 Tax Increments	41014 Temp./Seasonal Employees Wages
10500 Accounts Receivable	31021 Delinquent Tax Increments	41015 Parks Seasonal Staff
10510 Accounts Receivable - Commons	31022 Excess TIF	41016 Standby Pay
10550 Insurance Proceeds Receivable	32011 Highway Aid -Construction	41020 Retirement Pensions
10600 Interest Receivable	32012 Highway Aid-Maintenance	41022 FICA/Medicare
10700 Notes Receivable	32014 Local Government Aid	41023 Fire Pension Contribution-City
10800 Delinquent Taxes Receivable	32015 Fire Aid	41024 Fire Pension Contribution-State
10810 Uncollected Taxes	32016 Other State Monies	41030 Health Insurance
10900 Reserved for Uncollected Taxes	32020 Federal Grants	41031 Worker's Compensation Insurance
11100 Deferred Assessments	32021 Cable Franchise Fees	42011 Misc Supplies
11300 Current Assessments Receivable	32022 Miscellaneous Other	42012 Operating Supplies
11400 Delinquent Assessments	32030 Assessments Paid Before Certification	42013 Feed Chemicals
11600 Due from Other Funds	32032 Prepaid Assessments	42014 Bituminous
12000 Building and Structures	32033 Current Assessments	42015 Salt/Sand
12050 Land	32034 Delinquent Assessments	42016 Signs
12100 Equipment and Vehicles	32035 Assessment Penalties	42019 Fuels and Lubricants
12200 Other Improvements	32036 Deferred Assessments	42020 Small Tools
12300 Work in Progress	32037 Debt Fees	42023 Building Supplies
12400 Accumulated Depreciation	32040 Liquor, Beer & Tavern Licenses	42024 Vehicle Supplies
13100 Prepaid Expenses	32042 Contractors Licenses	42025 Equipment Supplies
14100 Inventory	32045 Animal License & Fines	42026 Landscape Supplies
14500 Land Held for Resale	32047 Fire Occupancy Permit	42030 Uniforms and Clothing
20100 Accounts Payable	32050 Building Permit	42031 Utility Maintenance Supplies
20150 Electrical Inspections	32060 Miscellaneous License & Permit	42035 Recreation Supplies
20200 Contracts Payable	33010 Court Fines	42040 Other Supplies
20400 Bonds Payable	33620 County Grant	42050 Special Events Supplies
20410 Bonds Payable - Current	34010 General Government Customer Charges	43010 Professional Service Fees
20420 Notes Payable	34011 Public Safety Customer Charges	43011 Telephone
20500 Accrued Interest Payable	34013 Administration Fee	43012 Utilities
20600 Notes Payable	34014 Lease of Property	43013 Postage
21000 Accrued Salaries and Wages	34015 False Alarm Customer Charges	43014 Memberships & Dues
20150 Electrical Inspections	34016 Recreation Fees	43015 Training and Subsistence
20450 Capital Leases	34018 Plan/Engineering Charges	43016 Mileage and Travel
21100 Retirement Withholdings	34019 Fees	43017 Advertising and Publishing
21101 Health Insurance Withholdings	34021 Rental Charges - Commons	43019 Fire Prevention
21103 Other Withholdings	34022 Commons- Share of Liquor sales	43020 Insurance
21104 Dental Insurance Withholdings	34023 Commons- Share of Food sales	43021 Administrative Expense
21105 Life Insurance Withholdings	34024 Commons- Share of Decor sales	43025 Printing/Copying
21106 Short-term Disability Insurance Withholdings	35010 Utility Consumption	43030 Equip & Vehicle Maintenance
21107 Flex Medical Spending Accounts	35015 Utility Unit	43031 Utility Maintenance
21108 Flex Dependent Care Spending Accounts	35020 Meters & Recycling Containers	43032 Bldg & Grounds Maintenance
21109 Workers' Compensation Insurance	35030 Utility Penalty	43033 Building Services
21200 Deposits	35031 Unreadable Meter Charge	43034 Vehicle Services
21210 Deposits - Commons	35035 Illegal Sump Pump Penalty	43035 Equipment Services
21220 Damage Deposits - Commons	35036 Collection Fees	43036 Uniform Services
21230 Security Deposits - Commons	35040 Clean-up Days	43040 Miscellaneous Contractual
21300 Sales Taxes	36010 Reserves	43042 Special Events Services
21400 Use Taxes	36011 Interest Earnings	43050 Recreation
21600 Due to Other Funds	36012 Donations & Contributions	44010 Acquisition - Land & Easements
21700 Accrued Compensated Absences	36013 Sale of Fixed Assets	44012 Rental
21710 Due to SAC	36014 Bond Proceeds	44015 Fees/Licenses/Permits
21720 Due to Surcharges	36015 Refund & Reimbursements	44020 Construction Contract
21800 OPEB Liabilities	36019 Note Payment	44021 Principal Payments
22100 Deferred Revenues	36021 Charitable Gambling Fees	44022 Interest Payment
22101 Deferred Revenues - Taxes	37010 Transfer from Other Funds	44023 Paying Agent
22102 Deferred Revenues - Special Assessments	37011 Fund Balance-Budgeting Only	44024 Professional Services-Projects
24000 Receipts to Recode	38400 Employee Leave Charge (Credit)	44025 Other - Projects
25300 Fund Balance - Appropriated	39999 Prior Period Adjustment	44026 Debt Charge
26100 Contributed Capital		44027 Note Payment - Principal
29000 Revenue Over/Under Expenses		44028 Note Payment - Interest
		44030 Refunds/Reimbursements
		44031 Admin Charges-Projects
		44040 Contingency
		44050 Depreciation
		44060 Transfer to Other Funds
		45010 Furniture, Equipment & Vehicle
		45020 Building
		45040 Other Improvements

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.