

CITY OF VADNAIS HEIGHTS

ANNUAL BUDGET

FOR FISCAL YEAR BEGINNING

January 1, 2020

DIRECTORY OF CITY OFFICIALS

ELECTED OFFICIALS

		Term Expires
Heidi Gunderson	Mayor	January 4, 2021
Bob Morse	Councilmember	January 4, 2021
Craig Johnson	Councilmember	January 4, 2021
Greg Urban	Councilmember	January 2, 2023
Patricia Youker	Councilmember	January 2, 2023

APPOINTED OFFICIALS

Kevin Watson	City Administrator
Jesse Farrell	City Engineer/Public Services Director
Ed Leier	Fire Chief/Code Enforcement Director
Tim Sandvik	Assistant City Administrator
Bob Sundberg	Finance Director
Nolan Wall	Planner/Community Development Director

CITY OF VADNAIS HEIGHTS

2020 BUDGET

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LEVY COMPONENT

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

Capital Improvements Fund*	(323,649)	(24,822)	100,000	50,000
Water Utility Fund	50,000	50,000	50,000	50,000
Sewer Utility Fund	400,000	400,000	400,000	40,000
Surface Water Utility Fund	50,000	50,000	50,000	55,000
General Fund	-	-	-	25,000
Gambling Fund	-	-	-	58,000
Pooled TIF funds	275,000	-	-	100,000
total reserves used	775,000	475,178	600,000	
Fire radios replacement				50,000
Replace trackless sidewalk unit, #309				100,000
LED lights conversion				30,000
Replace 3/4 ton plow truck, #311				40,000
New Tool Kat bobcat				55,000
Replace John Deere tractor, #317				25,000
Supplemental funds for streets - levy				58,000
Supplemental funds for streets - reserves				100,000
total proposed capital spending				458,000

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City of Vadnais Heights MN

Annual Budget

Cost Summary

General Fund - By Department

Department	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Community Development	\$ 211,606	\$ 271,930	\$ 326,190	\$ 342,854	\$ 319,960	\$ 337,960	\$ 353,934	\$ 15,974	
Engineering	90,466	83,692	96,075	95,181	102,678	99,221	94,938	(4,283)	
City Council	61,035	61,421	97,274	96,273	80,864	73,339	73,388	49	
Administration	425,366	437,367	471,250	492,162	475,115	510,868	573,690	62,822	Communications Specialist
Funding for Outside Agencies	46,706	47,463	44,481	43,504	53,156	55,167	57,010	1,843	
Finance	239,665	248,018	271,845	268,463	289,315	295,828	305,404	9,576	
Legal Services	167,989	158,509	169,723	155,167	165,381	180,000	183,000	3,000	
City Hall	216,661	222,055	263,348	261,408	381,860	269,857	276,748	6,891	
Technology Support	59,166	68,107	86,479	108,745	92,282	123,471	130,785	7,314	
Sheriff, Dispatch, CAD, Misc.	1,148,755	1,213,502	1,252,293	1,318,890	1,241,717	1,382,767	1,458,069	75,302	body cameras
Fire Protection/Code Enforcement	1,017,981	988,460	1,016,988	1,244,718	1,162,678	1,304,582	1,316,069	11,487	new employee, Fire Relief move to the State Plan
Central Garage Facility	281,810	268,337	318,636	307,371	329,021	301,997	328,393	26,396	increased maintenance for aged equipment/facilities
Street Maintenance	422,853	439,691	380,045	472,519	439,667	478,664	524,048	45,384	speed limit signs, diseased tress removal
Parks and Recreation	584,856	607,554	701,666	636,254	638,833	593,358	690,905	97,547	trails maint.,diseased trees removal and signs replacement
Commons	182,190	176,989	192,050	197,195	184,990	206,700	229,200	22,500	stove, microphones replacement
General Fund Reserves	50,000	50,000	-	-	626,904	-	-	-	

General Fund Total \$ 5,207,105 \$ 5,343,095 \$ 5,688,343 \$ 6,040,704 \$ 6,584,421 \$ 6,213,779 \$ 6,595,581 \$ 381,802

City of Vadnais Heights MN

Annual Budget

Revenue Detail

General Fund

Description	Code	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs. 2019 \$ Change	explanation
<i>Taxes</i>										
Property Taxes	31010	\$ 2,836,639	\$ 2,958,161	\$ 3,134,545	\$ 3,343,651	\$ 3,328,474	\$ 3,571,779	\$ 4,021,381	\$ 449,602	
Delinquent Taxes	31011	33,784	(30,796)	(47,696)	(43,476)	55,540	-	-	-	
Property Tax Penalty	31012	-3,410	907	2,552	1,866	2,438	2,000	2,000	-	
Sub-Total - Tax Levy		\$ 2,873,833	\$ 2,928,272	\$ 3,089,401	\$ 3,302,041	\$ 3,386,452	\$ 3,573,779	\$ 4,023,381	\$ 449,602	
<i>State Aids/Other Governments</i>										
State Highway Aid	32012	\$ 147,249	\$ 135,000	\$ 170,437	\$ 142,634	\$ 179,524	\$ 165,000	\$ 165,000	\$ -	
State Fire Relief Association Aid	32015	72,331	76,666	-	155,048	-	77,800	-	(77,800)	
Other State Monies	32016	35,630	42,330	48,762	48,093	9,657	6,000	6,000	-	
Sub-Total		\$ 255,210	\$ 253,996	\$ 219,199	\$ 345,775	\$ 189,181	\$ 248,800	\$ 171,000	\$ (77,800)	
<i>Licenses/Fees</i>										
Cable Franchise Fee	32021	\$ 64,058	\$ 112,301	\$ 160,664	\$ 103,257	\$ 112,890	\$ 112,000	\$ 162,000	\$ 50,000	
Miscellaneous Other	32022	5,435	5,655	2,471	6,304	3,250	5,500	5,500	-	
Liquor	32040	36,780	36,150	42,515	39,615	36,249	37,000	37,000	-	
Contractors	32042	4,060	6,215	10,165	7,690	7,365	5,000	5,000	-	
Animal Licensing	32045	5,242	930	5,191	1,156	5,838	1,200	5,200	4,000	
Business Licenses	32047	134,024	159,525	154,791	156,503	146,587	160,000	160,000	-	
Fire Occupancy Certificates	32047									
Rental Dwelling Licenses	32048									
Sub-Total		\$ 249,599	\$ 320,776	\$ 375,797	\$ 314,525	\$ 312,179	\$ 320,700	\$ 374,700	\$ 54,000	
<i>Customer Charges:</i>										
<i>Community Development</i>										
Building Permits	32050	\$ 240,572	\$ 430,018	\$ 517,310	\$ 368,228	\$ 372,885	\$ 370,000	\$ 370,000	\$ -	
Miscellaneous Licenses & Permits	32060	17,540	23,408	33,760	29,074	26,811	25,000	25,000	-	
Consultant Payments	34018	39,247	42,240	26,407	22,787	15,800	25,000	25,000	-	
Sub-Total		\$ 297,359	\$ 495,666	\$ 577,477	\$ 420,089	\$ 415,496	\$ 420,000	\$ 420,000	\$ -	
<i>General Government</i>										
General	34010	\$ 3,241	\$ 3,036	\$ 35,513	\$ 6,639	\$ 6,123	\$ 2,700	\$ 2,700	\$ -	
Business subsidy Apps/Fees	34013	100	11,112	-	1,020	96,737	5,000	5,000	-	
Utilities, Solid Waste	34013	400,300	438,500	438,500	438,500	386,500	386,500	386,500	-	
Lease of Property	34014	159,602	165,237	165,914	176,117	203,999	155,000	155,000	-	
Interest Earnings	36011	166,466	39,875	(9,211)	58,485	57,114	32,000	32,000	-	
Donations	36012	-	-	-	-	-	-	-	-	
Sale of Goods and Property	36013	2,003	-	4,500	-	-	500	500	-	
Refunds and Reimbursements	36015	42,247	83,324	96,017	57,763	44,858	50,000	50,000	-	
Sub-Total		\$ 773,959	\$ 741,084	\$ 731,233	\$ 738,524	\$ 795,331	\$ 631,700	\$ 631,700	\$ -	
<i>Public Safety</i>										
Court Fines	33010	\$ 38,815	\$ 33,156	\$ 28,527	\$ 28,464	\$ 25,296	\$ 30,000	\$ 26,000	\$ (4,000)	
Public Safety	34011	10,382	11,866	13,366	5,931	6,083	6,600	6,600	-	
False Alarm	34015	3,000	3,950	5,550	5,070	8,017	4,000	4,000	-	
Charitable Gambling Fees	36021	264	330	198	195	198	200	200	-	
Sub-Total		\$ 52,461	\$ 49,302	\$ 47,641	\$ 39,660	\$ 39,594	\$ 40,800	\$ 36,800	\$ (4,000)	
<i>Public Works and Recreation</i>										
Special Assessments	32033-5	\$ 15,504	\$ 6,741	\$ 19,774	\$ 7,621	\$ 8,739	\$ 8,000	\$ 8,000	\$ -	
Recreation	34016	102,713	105,594	93,566	96,527	103,247	100,000	100,000	-	
Commons rentals	34021-4	319,296	349,411	428,563	437,585	383,950	370,000	330,000	(40,000)	
Sub-Total		\$ 437,513	\$ 461,746	\$ 541,903	\$ 541,733	\$ 495,936	\$ 478,000	\$ 438,000	\$ (40,000)	
<i>Transfers In</i>										
Other	37010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Use of General Fund Reserves		50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	
Stormwater	37010	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	
Water	37010	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	
Sewer	37010	375,000	400,000	400,000	400,000	400,000	400,000	400,000	-	
Sub-Total		\$ 525,000	\$ 550,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	
Fund Total		\$ 5,464,934	\$ 5,800,842	\$ 6,082,651	\$ 6,202,347	\$ 6,134,169	\$ 6,213,779	\$ 6,595,581	\$ 381,802	

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 to sell city owned property at 843 E. County Rd. F to allow development when adjacent landowner is interested in developing.
3. Continue to assist property owners in marketing vacant properties.
4. Continue to implement Comprehensive Plan goals, objectives and zoning controls as needed.
5. Complete development of City Center.
6. Identify long term vision for development and redevelopment of older properties.
7. Create an economic development plan, business subsidy plan, BR&E policy, etc.
8. Review and update city code.
9. Continue the sustaining program with the VHEDC.
10. Continue work with developers to redevelop Garceau Hardware site.
11. Inventory existing housing stock and study implementing a housing preservation plan.

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries (2.625 FTE's)	\$ 133,776	\$ 191,953	\$ 180,993	\$ 209,238	\$ 215,610	\$ 221,673	\$ 231,427	\$ 9,754	
Overtime	-	-	194						
101-110-41012									
Part-time Employees	-	-	-						
101-110-41013									
PERA	9,551	14,387	13,151	15,670	16,159	16,626	17,357	731	
101-110-41020									
FICA/Medicare	9,846	14,343	13,366	15,754	16,255	17,626	18,369	743	
101-110-41022									
Insurance	13,256	18,344	16,651	23,592	22,395	24,340	28,720	4,380	
101-110-41030									
Worker's Comp Premium	731	1,140	1,055	1,320	1,454	1,445	1,811	366	
101-110-41031									
Sub-Total	\$ 167,160	\$ 240,167	\$ 225,410	\$ 265,574	\$ 271,873	\$ 281,710	\$ 297,684	\$ 15,974	
Materials and Supplies									
Operating Supplies	\$ 2,457	\$ 317	\$ 151	\$ 1,210	\$ 208	\$ 1,000	\$ 1,000	\$ -	
101-110-42012									
Sub-Total	\$ 2,457	\$ 317	\$ 151	\$ 1,210	\$ 208	\$ 1,000	\$ 1,000	\$ -	
Contractual Services									
Professional Service Fees	\$ 34,639	\$ 19,145	\$ 49,004	\$ 56,218	\$ 30,696	\$ 38,500	\$ 35,000	\$ (3,500)	
Consulting Planner									
Telephone	161	185	202	307	308	250	250	-	
101-110-43011									
Utilities	-	-	438					-	
101-110-43012									
Memberships & Dues	495	635	230	1,040	1,155	2,000	2,000	-	
101-110-43014									
Training and Subsistence	1,416	2,171	621	2,021	1,876	3,000	5,000	2,000	one time national conference attendance
101-110-43015									
Bldg. Official training/certification									
AICP certification, misc. conferences									
Mileage and Travel	66	581	60	16	159	500	500	-	
101-110-43016									
Advertising and Publishing		2,435	3,571	3,998	3,342	3,500	5,000	1,500	adjustment based on historical activity
101-110-43017									
Miscellaneous Contractual	5,091	5,941	13,439	11,878	9,759	6,000	6,000	-	
101-110-43040									
Planning Commission stipends									
Planning Commission meeting recorder									
building inspection services									
software support									
Fees/licenses/permits									
101-110-44015									
Sub-Total	\$ 41,989	\$ 31,446	\$ 100,629	\$ 76,070	\$ 47,879	\$ 55,250	\$ 55,250	\$ -	
Operations Total	\$ 211,606	\$ 271,930	\$ 326,190	\$ 342,854	\$ 319,960	\$ 337,960	\$ 353,934	\$ 15,974	

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.

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 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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries (.5 FTE's)	101-140-41010	\$ 58,400	\$ 58,356	\$ 62,674	\$ 64,277	\$ 43,301	\$ 63,294	\$ 60,668	\$ (2,626)
PERA	101-140-41020	4,117	4,358	4,435	4,551	2,940	4,747	4,550	(197)
FICA/Medicare	101-140-41022	3,784	3,903	3,994	4,243	2,783	4,869	5,173	304
Insurance	101-140-41030	7,976	7,836	7,842	6,802	4,308	9,205	6,995	(2,210)
Worker's Comp Premium	101-140-41031	370	377	386	432	288	456	502	46
Sub-Total		\$ 74,647	\$ 74,830	\$ 79,331	\$ 80,305	\$ 53,620	\$ 82,571	\$ 77,888	\$ (4,683)
Materials and Supplies									
Miscellaneous Supplies	101-140-42011	\$ -	\$ 273	\$ 38	\$ -	\$ 2,858	\$ 250	\$ 250	\$ -
Sub-Total		\$ -	\$ 273	\$ 38	\$ -	\$ 2,858	\$ 250	\$ 250	\$ -
Contractual Services									
Professional Service Fees	101-140-43010	\$ 14,941	\$ 7,761	\$ 15,896	\$ 14,259	\$ 45,632	\$ 15,000	\$ 15,000	\$ -
Telephone	101-140-43011	153	185	202	202	203	300	300	-
Memberships and Dues	101-140-43014	60	-	-	60	-	100	100	-
Training & Subsistence	101-140-43015	665	643	608	355	365	1,000	1,400	400
Engineering license, conferences									
Sub-Total		\$ 15,819	\$ 8,589	\$ 16,706	\$ 14,876	\$ 46,200	\$ 16,400	\$ 16,800	\$ 400
Operations Total		\$ 90,466	\$ 83,692	\$ 96,075	\$ 95,181	\$ 102,678	\$ 99,221	\$ 94,938	\$ (4,283)

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.
13. Build on relationship with VHEDC.
14. Represent interests in Rush Line.
15. Implement new communication plan.

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,000	\$ 31,500	\$ 31,500	\$ 31,500	\$ -	
PERA	735	300	300	-	-	-	-	-	
FICA/Medicare	2,038	2,038	2,038	2,371	2,410	2,410	2,410	-	
Worker's Comp Premium	77	96	88	113	142	129	178	49	
Sub-Total	\$ 34,350	\$ 33,934	\$ 33,926	\$ 33,484	\$ 34,052	\$ 34,039	\$ 34,088	\$ 49	
Materials and Supplies									
Miscellaneous Supplies	\$ 579	\$ 93	\$ 234	\$ 525	\$ 243	\$ 300	\$ 300	\$ -	
Sub-Total	\$ 579	\$ 93	\$ 234	\$ 525	\$ 243	\$ 300	\$ 300	\$ -	
Contractual Services									
Memberships & Dues	\$ 540	\$ -	\$ 540	\$ 30	\$ -	\$ 500	\$ 500	\$ -	
Training and Subistence	330	1,551	213	773	360	3,500	3,500	-	
Long-range planning									
LMC conference and training									
Advertising and Publishing	20,590	21,011	20,466	23,583	20,951	24,000	24,000	-	
Newsletter - 3 issues, News and Views - weekly notices									
Miscellaneous Contractual	4,640	4,832	41,889	37,878	25,258	11,000	11,000	-	
Meeting minutes, other contractual									
Fees/licenses/permits	6	-	6						
Sub-Total	\$ 26,106	\$ 27,394	\$ 63,114	\$ 62,264	\$ 46,569	\$ 39,000	\$ 39,000	\$ -	
Operations Total	\$ 61,035	\$ 61,421	\$ 97,274	\$ 96,273	\$ 80,864	\$ 73,339	\$ 73,388	\$ 49	

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.

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,

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 website and improve social media opportunities.
- 6. Continue employee retention efforts and work with new critical employees
- 7. Explore partnership opportunities with neighboring communities in an effort to share resources.
- 8. Further enhancement of communication program through Polco, social media and new cable franchise.
- 9. Continue to provide staff lead on economic development opportunities and assist Community Development Director.
- 10. Monitor ongoing White Bear Lake water augmentation issues.
- 11. Continue Implementation of BR&E program and partnership with VHEDC.

PROGRAMS

Type	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

City of Vadnais Heights MN
Annual Budget

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

Description	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries (4.5 FTE's)	\$ 313,516	\$ 319,170	\$ 351,870	\$ 352,517	\$ 345,321	\$ 357,111	\$ 368,880	\$ 11,769	
Overtime	133	127	756	107	183				
PERA	22,805	24,005	24,702	26,020	25,222	26,783	27,666	883	
FICA/Medicare	25,185	25,621	25,918	26,991	25,291	28,803	29,143	340	
Insurance	40,143	39,154	39,208	40,348	51,999	55,000	69,347	14,347	
Worker's Comp Premium	2,062	2,080	2,151	2,464	2,626	2,571	3,054	483	
Sub-Total	\$ 403,844	\$ 410,157	\$ 444,605	\$ 448,447	\$ 450,642	\$ 470,268	\$ 498,090	\$ 27,822	
Materials and Supplies									
Miscellaneous Supplies	\$ 974	\$ 2,548	\$ 1,023	\$ 1,331	\$ 4,107	\$ 1,500	\$ 1,500	\$ -	
Sub-Total	\$ 974	\$ 2,548	\$ 1,023	\$ 1,331	\$ 4,107	\$ 1,500	\$ 1,500	\$ -	
Contractual Services									
Professional Service Fees	\$ 3,989	\$ 12,343	\$ 13,635	\$ 27,449	\$ 3,720	\$ 15,000	\$ 15,000	\$ -	
HR services									
Telephone	608	600	600	600	600	700	700	-	
Memberships & Dues	1,121	2,499	1,875	3,237	843	2,800	2,800	-	
Training and Subsistence	5,691	3,291	3,642	4,067	4,828	10,000	10,000	-	
Mileage and Travel	3,268	3,264	3,482	3,473	3,713	7,000	7,000	-	
Advertising	4,300	1,387	1,325	940	1,977	1,500	1,500	-	
Employment ads, legal notices									
Miscellaneous Contractual	1,330	1,164	695	1,247	4,679	1,500	36,500	35,000	Communications specialist
Employee recognition, misc.									
Fees/licenses/permits	241	114	368	1,371	6	600	600	-	
Sub-Total	\$ 20,548	\$ 24,662	\$ 25,622	\$ 42,384	\$ 20,366	\$ 39,100	\$ 74,100	\$ 35,000	
Operations Total	\$ 425,366	\$ 437,367	\$ 471,250	\$ 492,162	\$ 475,115	\$ 510,868	\$ 573,690	\$ 62,822	

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, transportation, 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. Newtrax will be funded for transportation services into Vadnais Heights.
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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Contractual Services									
Memberships & Dues	101-230-43014	\$ 46,706	\$ 47,463	\$ 44,481	\$ 43,504	\$ 53,156	\$ 57,010	\$ 1,843	
NYFS	22,460								
VHEDC Contributions	8,000								
Ramsey County League	700								
League of MN Cities	12,311								
White Bear Area Chamber	600								
St. Paul Area Chamber	500								
Metro Cities	4,939								
New Trax	7,500								
Operations Total		\$ 46,706	\$ 47,463	\$ 44,481	\$ 43,504	\$ 53,156	\$ 57,010	\$ 1,843	

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

Type	Resource Allocation
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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries (1.8 FTE's)	\$ 146,991	\$ 153,100	\$ 165,788	\$ 160,881	\$ 166,188	\$ 166,200	\$ 176,568	\$ 10,368	
Overtime	-	-	-	-	-	-	-	-	
PERA	10,811	11,447	11,646	11,958	12,259	12,465	13,243	778	
FICA/Medicare	11,166	11,057	10,608	10,842	11,092	12,823	14,119	1,296	
Insurance	21,628	23,669	28,380	24,736	30,421	33,293	30,512	(2,781)	
Worker's Comp Premium	971	992	1,013	1,135	1,277	1,197	1,462	265	
Sub-Total	\$ 191,567	\$ 200,265	\$ 217,435	\$ 209,552	\$ 221,237	\$ 225,978	\$ 235,904	\$ 9,926	
Materials and Supplies									
Miscellaneous Supplies	\$ -	\$ 315	\$ 89	\$ 1,121	\$ 57	\$ 500	\$ 450	\$ (50)	
Sub-Total	\$ -	\$ 315	\$ 89	\$ 1,121	\$ 57	\$ 500	\$ 450	\$ (50)	
Contractual Services									
Professional Service Fees	\$ 43,784	\$ 43,384	\$ 46,297	\$ 46,579	\$ 47,773	\$ 53,000	\$ 53,000	\$ -	
Auditor services	-	-	-	-	-	-	-	-	
ADP payroll services	-	-	-	-	-	-	-	-	
Memberships & Dues	250	250	250	250	240	300	300	-	
Training and Subsistence	573	532	487	472	682	1,800	1,500	(300)	
GFOA annual local training, MN GFOA annual conference, other financial training as needed	-	-	-	-	-	-	-	-	
Mileage and Travel	280	214	212	180	300	350	350	-	
Advertising and Publishing	1,335	601	703	673	654	1,400	1,400	-	
Miscellaneous Contractual	1,876	2,457	6,372	9,636	18,372	12,500	12,500	-	
Outside services	-	-	-	-	-	-	-	-	
GFOA CAFR Certificate	-	-	-	-	-	-	-	-	
Sub-Total	\$ 48,098	\$ 47,438	\$ 54,321	\$ 57,790	\$ 68,021	\$ 69,350	\$ 69,050	\$ (300)	
Operations Total	\$ 239,665	\$ 248,018	\$ 271,845	\$ 268,463	\$ 289,315	\$ 295,828	\$ 305,404	\$ 9,576	

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 % Change	explanation
Contractual Services									
Professional Service Fees	\$ 167,989	\$ 158,509	\$ 169,723	\$ 155,167	\$ 165,381	\$ 180,000	\$ 183,000	\$ 3,000	
Non-retainer services									
City Atty. civil retainer									
City Atty. prosecution retainer									
Sub-Total	\$ 167,989	\$ 158,509	\$ 169,723	\$ 155,167	\$ 165,381	\$ 180,000	\$ 183,000	\$ 3,000	
Operations Total	\$ 167,989	\$ 158,509	\$ 169,723	\$ 155,167	\$ 165,381	\$ 180,000	\$ 183,000	\$ 3,000	

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

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries	\$ 1,472	\$ 1,706	\$ 2,275	\$ 2,468	\$ 2,250	\$ 2,600	\$ 5,000	\$ 2,400	
Election Officials									
Cable Technician									
Overtime	235	68	768	41	43				
PERA	17	5	58	3	3				
FICA/Medicare	131	136	233	192	175	199	383	184	
Insurance	-	-	-	-	-				
Worker's Compensation Premium	8	9	17	11	9	8	15	7	
Sub-Total	\$ 1,863	\$ 1,924	\$ 3,351	\$ 2,715	\$ 2,480	\$ 2,807	\$ 5,398	\$ 2,591	
Materials and Supplies									
Miscellaneous Supplies	\$ 15,028	\$ 14,039	\$ 13,866	\$ 14,664	\$ 52,093	\$ 15,000	\$ 15,500	\$ 500	
Building Supplies	1,535	550	1,560	615	746	2,000	2,000	-	
Landscape Supplies	1,428	720	2,828	-	1,412	1,200	1,200	-	
Sub-Total	\$ 17,991	\$ 15,309	\$ 18,254	\$ 15,279	\$ 54,251	\$ 18,200	\$ 18,700	\$ 500	
Contractual Services									
Professional Service Fee	\$ -	\$ -	\$ 1,002	\$ 499	\$ -	\$ 500	\$ 500	\$ -	
Telephone	2,807	3,465	2,766	3,044	2,801	3,000	3,300	300	
Utilities	36,621	34,036	33,502	33,479	39,988	34,000	36,000	2,000	
Postage	7,006	6,500	7,000	7,000	7,000	7,500	7,500	-	
Insurance	74,157	86,967	78,945	65,594	64,835	80,000	80,000	-	
Equipment & Vehicle Maintenance	10,829	11,803	10,691	10,688	20,849	11,000	11,000	-	
Buildings & Grounds Maintenance	13,993	26,004	16,636	28,139	35,399	24,000	24,000	-	
HVAC systems, janitorial services, other misc. needs									
Miscellaneous Contractual	50,867	27,333	34,465	34,994	37,781	38,000	39,500	1,500	
Election support - County, other misc.									
Fees/licenses/permits	408	763	628	640	639	750	750	-	
Refunds/reimbursements	119	51	12	22	87	100	100	-	
Contingency	-	7,900	56,096	59,315	115,750	50,000	50,000	-	
Sub-Total	\$ 196,807	\$ 204,822	\$ 241,743	\$ 243,414	\$ 325,129	\$ 248,850	\$ 252,650	\$ 3,800	
Operations Total	\$ 216,661	\$ 222,055	\$ 263,348	\$ 261,408	\$ 381,860	\$ 269,857	\$ 276,748	\$ 6,891	

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
<i>Materials and Supplies</i>									
Miscellaneous Supplies	\$ 190	\$ 4,430	\$ 3,607	\$ 8,588	\$ 1,396	\$ 11,500	\$ 11,000	\$ (500)	
Sub-Total	\$ 190	\$ 4,430	\$ 3,607	\$ 8,588	\$ 1,396	\$ 11,500	\$	\$ (500)	
<i>Contractual Services</i>									
Professional Service Fees	\$ 56,014	\$ 63,492	\$ 69,035	\$ 94,903	\$ 88,760	\$ 101,971	\$ 111,785	\$ 9,814	
Metro-INET support, city website									
Laserfiche, telephone system									
Equipment & Vehicle Maintenance	2,962	185	13,837	5,254	2,126	10,000	8,000	\$ (2,000)	
Software and hardware support									
Sub-Total	\$ 58,976	\$ 63,677	\$ 82,872	\$ 100,157	\$ 90,886	\$ 111,971	\$ 119,785	\$ 7,814	
Operations Total	\$ 59,166	\$ 68,107	\$ 86,479	\$ 108,745	\$ 92,282	\$ 123,471	\$ 130,785	\$ 7,314	

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 added Falcon Heights and lost Gem Lake from the contract in 2018. This change reduced the overhead costs related to the operation.
2. RCSO deputies received a COLA increase in 2020
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. In 2018, the city changed to St. Paul animal shelter at a higher cost.
5. RCSO implemented a new body camera program in 2019 and will be paid for in 2020. Additionally, they have added a detective to help with rising case load.

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 added a detective in 2017 and it's going great. Its anticipated case load will only continue to rise as the operation becomes more sophisticated than 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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Contractual Services									
Professional Service Fees:									
Ramsey County patrol services	101-310-43010	\$ 1,054,035	\$ 1,106,881	\$ 1,147,950	\$ 1,211,826	\$ 1,240,947	\$ 1,384,703	\$ 83,272	
Dispatch	101-310-43010	86,028	84,711	82,957	83,858		55,012	\$ (6,098)	
CAD	101-310-43010	2,653	15,569	16,322	16,605		10,654	\$ (1,872)	
Animal services	101-310-43010	2,528	1,170	1,718	2,165		2,500	\$ -	
Radio services	101-310-43010	2,321	2,284	1,641	2,864		3,000	\$ -	
Miscellaneous Contractual	101-310-43040	1,190	2,887	1,705	1,571	770	2,200	\$ -	
Health and Public Safety Commission stipends, other misc. public safety items									
Fees/licenses/permits									
Sub-Total		\$ 1,148,755	\$ 1,213,502	\$ 1,252,293	\$ 1,318,890	\$ 1,241,717	\$ 1,382,767	\$ 1,458,069	\$ 75,302
Operations Total		\$ 1,148,755	\$ 1,213,502	\$ 1,252,293	\$ 1,318,890	\$ 1,241,717	\$ 1,382,767	\$ 1,458,069	\$ 75,302

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. Starting in January 2019, we will be staffed 24/7.
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. Ongoing task to maintain staffing
4. CIP funds will need to be secured to replace and update current equipment that has approached its life expectancy.
5. Fire Certificate of Occupancy Program - ensure all commercial buildings and rental properties are inspected each calendar year.
6. 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>	<u>Resource Allocation</u>	<u>Resource Allocation</u>
1. Administration, reporting and recordkeeping.	Fire Chief	40% Administrative Assistant
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
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 Fire Chief Administrative Assistant	0% Fire Technician 35% Fire Technician/Code Enforcer 45% Fire Technician
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 Fire Chief Administrative Assistant	40% Fire Technician 10% Fire Technician/Code Enforcer 5% Fire Technician
5. Maintenance - Full-time firefighters are responsible for all maintenance of vehicles, equipment, the stations and surrounding grounds.	Fire Technician	10% Fire Technician/Code Enforcer
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 Chief Administrative Assistant	10% Fire Technician 5% Fire Technician/Code Enforcer 5% Fire Technician
7. Emergency Management - Maintain outdoor warning devices. Support local housing associations and the business community with emergency planning. Review preparedness, response and recovery plans for the city.	Fire Chief Administrative Assistant Fire Technician	10% Fire Technician/Code Enforcer 5% Fire Technician 5%

WORKLOAD DATA

	2016	2017	2018	
Inspections	2,040	1,665	1,704	The 2020 budget reflects additional calls related to home-based medical care, overall growth in other calls, staffing hourly duty crew shifts to attract additional firefighters and provide a better level of service and maintenance, 1 new FTE to accommodate increased calls, increased inspections/code complaints and upgrades to facilities and fire trucks to prolong their useful lives.
Fire/Medical/Rescue Calls	1,075	1,176	1,285	

BUDGET COMMENTARY AND SUMMARY

**City of Vadnais Heights MN
Annual Budget**

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

Description	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries - Full time (5 FTEs)	\$ 346,577	\$ 348,996	\$ 395,020	\$ 370,489	\$ 381,704	\$ 388,814	\$ 460,538	\$ 71,724	
Overtime	-	-	-	-	-	-	-	-	
Salaries - Paid on-call	185,090	179,439	221,716	260,509	317,933	387,392	387,392	-	
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	47,446	51,962	53,381	55,480	56,423	60,724	68,905	8,181	
FICA/Medicare	21,377	21,333	24,773	28,021	34,290	38,767	40,109	1,342	
Fire Relief/State Aid	72,331	76,666	-	155,048	-	77,800	-	(77,800)	
Fire Relief, City assistance	16,017	25	-	-	-	-	-	-	
Insurance	60,665	60,789	60,849	61,748	59,896	67,974	66,555	(1,419)	
Worker's Comp Premium	24,943	25,495	25,930	34,719	41,277	39,913	49,372	9,459	
Sub-Total	\$ 774,446	\$ 764,705	\$ 781,669	\$ 966,014	\$ 891,523	\$ 1,061,384	\$ 1,072,871	\$ 11,487	
Materials and Supplies									
Miscellaneous Supplies	\$ 9,105	\$ 6,921	\$ 5,581	\$ 9,724	\$ 5,776	\$ 8,500	\$ 8,500	\$ -	
Fuels and Lubricants	8,120	6,168	4,492	3,858	4,703	8,200	8,200	-	
Building Supplies	8,396	2,534	3,191	5,705	8,000	8,000	8,000	-	
Vehicle Supplies	3,629	3,994	2,100	4,549	16,341	5,000	5,000	-	
Equipment Supplies	10,085	27,123	10,255	38,860	42,944	24,000	24,000	-	
Landscape Supplies	-	-	-	-	-	100	100	-	
Uniforms and Clothing	14,857	26,866	25,833	23,424	22,231	32,298	32,298	-	
Sub-Total	\$ 54,192	\$ 73,978	\$ 50,795	\$ 83,606	\$ 97,700	\$ 86,098	\$ 86,098	\$ -	
Contractual Services									
Telephone	\$ 4,544	\$ 5,241	\$ 6,337	\$ 6,581	\$ 7,562	\$ 4,000	\$ 4,000	\$ -	
Utilities	53,114	48,406	40,236	45,853	45,374	50,000	50,000	-	
Memberships & Dues	2,325	8,776	3,207	3,884	3,478	2,500	2,500	-	
Training and Subsistence	30,573	12,222	22,338	30,346	36,814	21,000	21,000	-	
Mileage and Travel	-	22	-	-	-	-	-	-	
Fire Prevention and Safety	-	-	711	-	-	-	-	-	
Equipment & Vehicle Maintenance	6,937	7,354	12,336	46,169	24,850	10,000	10,000	-	
Bldg & Grounds Maintenance	1,530	9,874	8,727	15,275	14,029	8,600	8,600	-	
Building Services	21,355	10,720	30,342	14,468	9,456	18,000	18,000	-	
Vehicle Services	37,241	22,171	34,428	8,887	10,936	24,000	24,000	-	
Equipment Services	9,360	10,841	4,209	8,103	5,660	5,000	5,000	-	
Contractual Services	19,006	12,946	13,501	14,647	13,099	12,000	12,000	-	
Fees/licenses/permits	3,358	1,204	836	885	1,039	2,000	2,000	-	
Sub-Total	\$ 189,343	\$ 149,777	\$ 177,208	\$ 195,098	\$ 172,297	\$ 157,100	\$ 157,100	\$ -	
Capital Outlay									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ 7,316	\$ -	\$ 1,158	\$ -	\$ -	\$ -	
Operations Total	\$ 1,017,981	\$ 988,460	\$ 1,016,988	\$ 1,244,718	\$ 1,162,678	\$ 1,304,582	\$ 1,316,069	\$ 11,487	

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 activity.	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. 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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
<i>Personnel Services</i>									
Salaries (1 FTE)	\$ 58,749	\$ 61,126	\$ 64,910	\$ 64,754	\$ 62,975	\$ 68,141	\$ 70,188	\$ 2,047	
Overtime	85	14	194	336	116	-	-	-	
PERA	4,237	4,602	4,644	4,865	4,827	5,111	5,264	153	
FICA/Medicare	3,603	3,816	4,000	4,407	4,471	5,267	5,423	156	
Insurance	15,952	15,673	15,685	13,603	32,125	18,409	23,122	4,713	
Worker's Comp Premium	2,058	2,165	2,203	2,477	2,808	2,644	3,471	827	
Sub-Total	\$ 84,684	\$ 87,396	\$ 91,636	\$ 90,442	\$ 107,322	\$ 99,572	\$ 107,468	\$ 7,896	
<i>Materials and Supplies</i>									
Operating Supplies	\$ 2,750	\$ 4,337	\$ 3,306	\$ 4,545	\$ 7,380	\$ 4,600	\$ 4,600	\$ -	
Fuels & Lubricants	52,211	31,415	28,637	30,957	42,313	36,000	41,000	5,000	
Building Supplies	2,619	4,541	4,152	7,377	4,754	7,500	7,500	-	
Vehicle Supplies	21,283	27,950	24,043	30,903	32,688	30,000	30,000	-	
Uniforms & Clothing	1,030	2,122	794	1,950	3,955	1,500	3,000	1,500	
Sub-Total	\$ 79,893	\$ 70,365	\$ 60,932	\$ 75,732	\$ 91,090	\$ 79,600	\$ 86,100	\$ 6,500	
<i>Contractual Services</i>									
Telephone	\$ 2,491	\$ 1,545	\$ 1,538	\$ 1,594	\$ 1,638	\$ 1,800	\$ 1,800	\$ -	
Utilities	53,901	48,473	50,148	48,707	45,077	49,000	49,000	-	
Postage	4,513	62	6,204	6,467	17	6,500	7,500	1,000	
Training	10	10	15	15	16	25	25	-	
Mileage and Travel	26,930	22,450	65,055	35,130	38,709	30,000	36,000	6,000	
Equipment & Vehicle Maintenance	16,230	22,619	29,089	28,510	26,298	25,000	28,000	3,000	
Buildings and Grounds Maintenance	6,519	6,563	6,683	6,850	6,580	7,000	7,000	-	
Uniform Services	2,605	1,582	2,052	1,684	5,034	2,000	4,000	2,000	
Contractual Services	4,044	2,314	5,299	1,690	1,705	1,500	1,500	-	
Building support services									
Fees/licenses/permits	\$ 117,233	\$ 110,576	\$ 166,068	\$ 130,647	\$ 130,609	\$ 122,825	\$ 134,825	\$ 12,000	
Sub-Total									
<i>Capital Outlay</i>									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ 10,550	\$ -	\$ -	\$ -	\$ -	
Operations Total	\$ 281,810	\$ 268,337	\$ 318,636	\$ 307,371	\$ 329,021	\$ 301,997	\$ 328,393	\$ 26,396	

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

<u>Type</u>	<u>Allocation</u>
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 snow/fall 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, and are likely to be met in the near term by increased franchise fees.

City of Vadnais Heights MN
Annual Budget

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

Description	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries (2.0 FTE's)	\$ 185,174	\$ 186,880	\$ 158,616	\$ 231,854	\$ 126,902	\$ 137,883	\$ 143,278	\$ 5,395	
Overtime	24,349	9,038	15,060	4,744	29,304	18,800	18,800	-	
Standby Pay	10,390	11,051	10,648	12,793	13,728	13,449	13,449	-	
PERA	15,597	15,471	13,561	16,512	13,909	12,760	13,164	404	
FICA/Medicare	15,081	14,780	14,278	15,992	13,187	13,097	13,508	411	
Insurance	39,880	39,182	32,677	36,038	33,619	36,429	45,849	9,420	
Worker's Comp Premium	10,945	11,021	9,577	16,577	17,567	15,846	18,450	2,604	
Sub-Total	\$ 301,416	\$ 287,423	\$ 254,417	\$ 334,510	\$ 248,216	\$ 248,264	\$ 266,498	\$ 18,234	
Materials and Supplies									
Operating Supplies	\$ 1,799	\$ 2,079	\$ 3,458	\$ 9,169	\$ 2,874	\$ 8,000	\$ 8,000	\$ -	
Bituminous	5,143	5,339	5,011	7,128	17,792	8,000	17,000	9,000	
Salt	39,906	35,831	28,498	22,337	26,380	35,000	35,000	-	
Signs	1,619	15,584	10,615	10,817	4,620	13,000	16,000	3,000	
Sub-Total	\$ 48,467	\$ 58,833	\$ 47,582	\$ 49,451	\$ 51,666	\$ 64,000	\$ 76,000	\$ 12,000	
Contractual Services									
Telephone	\$ 865	\$ 1,101	\$ 1,143	\$ 708	\$ 1,107	\$ 800	\$ 950	\$ 150	
Utilities (streets/signal lights)	62,453	62,730	62,487	61,665	59,769	69,000	69,000	-	
Training and Subsistence	30	-	-	-	-	100	100	-	
Miscellaneous Contractual	9,622	29,604	12,996	15,055	78,588	95,000	110,000	15,000	
Ramsey County signal agreements, striping, light repairs, signal repairs/painting									
Fees/licenses/permits			1,420	11,130	321	1,500	1,500	-	
Sub-Total	\$ 72,970	\$ 93,435	\$ 78,046	\$ 88,558	\$ 139,785	\$ 166,400	\$ 181,550	\$ 15,150	
Capital Outlay									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operations Total	\$ 422,853	\$ 439,691	\$ 380,045	\$ 472,519	\$ 439,667	\$ 478,664	\$ 524,048	\$ 45,384	

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 Ice Cream Social, Movie in the Park, and others. 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. The Parks and Recreation fund is managed by the Public Works Director and Assistant City Administrator.

FUTURE OBJECTIVES

1. Review recreation programs to ensure that the city is not duplicating programs available from other providers or providing programs that primarily serve non-residents.
2. 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 level of service.
3. Implement CIP improvements as directed by City Council.
4. Continue to explore additional, reliable funding sources for new park capital initiatives and capital replacement costs.
5. Monitor opportunities to combat the Emerald Ash Borer.

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 and manage invasive species .	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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries (4.5 FTE's)	\$ 300,110	\$ 313,283	\$ 361,223	\$ 288,637	\$ 267,644	\$ 252,853	\$ 273,119	\$ 20,266	
Overtime Pay	2,286	1,758	3,083	3,569	2,842	1,400	1,400	-	
Recreation Seasonal Staff	18,043	21,673	22,279	23,875	25,752	22,140	28,140	6,000	
Ag building supervision, summer intern, instructors, senior citizen coordinator, playground staff, ice rink attendants									
Parks Seasonal Staff	32,506	33,337	37,106	42,020	32,831	42,350	44,350	2,000	
PERA	21,904	23,459	24,462	23,037	20,127	19,069	20,589	1,520	
FICA/Medicare	26,409	28,156	29,947	28,815	24,999	25,868	27,520	1,652	
Insurance	46,913	46,655	46,721	49,327	45,383	38,951	56,829	17,878	
Worker's Comp Premium	8,727	9,251	9,474	12,872	12,658	11,927	14,058	2,131	
Sub-Total	\$ 456,898	\$ 477,572	\$ 534,295	\$ 472,152	\$ 432,236	\$ 414,558	\$ 466,005	\$ 51,447	
Materials and Supplies									
Miscellaneous Supplies	\$ 133	\$ 507	\$ 812	\$ 594	\$ 1,872	\$ 600	\$ 2,000	\$ 1,400	
Operating Supplies	28,689	29,797	27,183	43,000	45,963	32,000	42,000	10,000	park signs replacement
Building Supplies	2,532	4,527	6,247	1,232	2,052	3,500	3,500	-	
Landscape Supplies	4,928	5,316	4,818	11,916	6,357	10,000	10,000	-	
Recreation Supplies	11,223	11,286	13,993	10,127	10,286	13,000	13,000	-	
Special Events	1,508	239	719	134	380	200	200	-	
Sub-Total	\$ 49,013	\$ 51,672	\$ 53,772	\$ 67,003	\$ 66,910	\$ 59,300	\$ 70,700	\$ 11,400	
Contractual Services									
Telephone	\$ 1,892	\$ 2,470	\$ 2,481	\$ 2,426	\$ 2,131	\$ 2,800	\$ 2,800	\$ -	
Utilities	20,466	24,156	30,216	33,806	37,455	33,000	33,000	-	
Memberships & Dues	564	798	585	560	374	700	700	-	
Training & Subsistence	1,238	558	458	546	1,140	800	2,500	1,700	
Buildings & Grounds Maintenance	20,285	16,735	52,072	27,353	56,185	28,000	56,000	28,000	trails maintenance, tree maintenance
Contractual Services	8,030	7,926	7,223	7,215	9,533	8,000	31,000	23,000	Kochler Rd trail survey
Satellites									
Commissions									
Replace park signs									
Special Events Contractual	75	4,304	417	975	2,095	1,000	1,000	-	
Recreation Contractual	23,839	18,668	17,818	21,566	27,900	24,000	24,000	-	
Fees/licenses/permits	129	53	56	131	44	200	200	-	
Credit card fees	2,427	2,642	2,273	2,521	2,830	3,000	3,000	-	
Sub-Total	\$ 78,945	\$ 78,310	\$ 113,599	\$ 97,099	\$ 139,687	\$ 101,500	\$ 154,200	\$ 52,700	
Capital Outlay									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ (18,000)	
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ (18,000)	
Operations Total	\$ 584,856	\$ 607,554	\$ 701,666	\$ 636,254	\$ 638,833	\$ 593,358	\$ 690,905	\$ 97,547	

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Personnel Services									
Salaries	\$ 44	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Overtime	544	295	237	296	115	-	-	-	
Part-time Employees Wages	-	-	-	-	-	-	-	-	
PERA	36	247	243	22	9	-	-	-	
FICA/Medicare	45	233	248	23	9	-	-	-	
Insurance	-	-	-	-	-	-	-	-	
Worker's Comp Premium	3	19	21	2	1	-	-	-	
Sub-Total	\$ 672	\$ 3,794	\$ 3,749	\$ 343	\$ 134	\$ -	\$ -	\$ -	
Materials and Supplies									
Miscellaneous Supplies	\$ 33,033	\$ 17,929	\$ 18,541	\$ 9,583	\$ 6,411	\$ 15,000	\$ 39,000	\$ 24,000	equipment replacement; stove, AV, etc.
Landscape Supplies	2,509	1,842	2,295	992	3,372	5,000	5,000	-	
Sub-Total	\$ 35,542	\$ 19,771	\$ 20,836	\$ 10,575	\$ 9,783	\$ 20,000	\$ 44,000	\$ 24,000	
Contractual Services									
Professional Service Fee	\$ 53,000	\$ 60,470	\$ 63,323	\$ 48,238	\$ 45,849	\$ 69,000	\$ 60,000	\$ (9,000)	
Telephone	185	185	187	187	189	300	300	-	
Utilities	18,470	16,658	17,051	16,783	15,125	18,000	18,000	-	
Memberships and Dues	-	-	-	-	-	-	-	-	
Advertising and Publishing	2,828	4,516	3,889	7,201	7,113	8,000	9,500	1,500	
Equipment & Vehicle Maintenance	121	-	846	1,540	2,264	1,000	1,000	-	
Buildings & Grounds Maintenance	7,737	9,535	9,355	12,817	9,513	10,000	16,000	6,000	increase preventive maintenance
Contractual Services	63,069	61,389	72,471	99,269	94,720	80,000	80,000	-	
Fees/licenses/permits	167	384	167	225	279	200	200	-	
Credit Card Fees	399	287	176	17	21	200	200	-	
Sub-Total	\$ 145,976	\$ 153,424	\$ 167,465	\$ 186,277	\$ 175,073	\$ 186,700	\$ 185,200	\$ (1,500)	
Operations Total	\$ 182,190	\$ 176,989	\$ 192,050	\$ 197,195	\$ 184,990	\$ 206,700	\$ 229,200	\$ 22,500	

12.16%

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Revenues:									
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	PEG fees
Donations	3,000	22,819	6,100	115,272	2,100	500	500	-	
Total Revenues	\$ 3,000	\$ 22,819	\$ 6,100	\$ 115,272	\$ 2,100	\$ 500	\$ 30,500	\$ 30,000	
Expenditures:									
<i>Materials and Supplies</i>									
Miscellaneous Supplies							\$ 30,000	\$ 30,000	cablecast equipment
Sub-Total							\$ 30,000	\$ 30,000	
Contractual Services									
Miscellaneous Contractual	\$ -	\$ 2,819	\$ 50	\$ 118,571	\$ 5,500	\$ 500	\$ 500	\$ -	
Sub-Total	\$ -	\$ 2,819	\$ 50	\$ 118,571	\$ 5,500	\$ 500	\$ 500	\$ -	
Other Financing Source/Use									
Transfer Out	-	-	-	-	-	-	-	-	
Total Expenditures/Other Financing Source	\$ -	\$ 2,819	\$ 50	\$ 118,571	\$ 5,500	\$ 500	\$ 30,500	\$ 30,000	

City of Vadnais Heights MN
Annual Budget
Heritage Days

ACTIVITY SCOPE

Heritage Days is the City's summer festival that takes place in 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' s, pig roast and food vendors. Heritage Days is reliant on the volunteer planning committee.

FUTURE OBJECTIVES

Provide a quality Heritage Days for citizens of all ages and make updates from year to year.

PROGRAMS

<u>Type</u>	<u>Allocation</u>
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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

Department: Heritage Days
Fund - Department Number: 225-171
Department Head: City Administrator

Description	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Revenues:									
Fees	\$ 8,593	\$ 7,594	\$ 8,414	\$ 7,397	\$ 6,402	\$ 9,600	\$ 9,000	\$ (600)	
Donations	12,574	15,725	15,430	15,083	14,675	15,000	15,600	600	
Reimbursements	250	-	300	200	355	400	400	-	
Transfers In	-	-	-	-	-	-	-	-	
Total Revenues	\$ 21,417	\$ 23,319	\$ 24,144	\$ 22,680	\$ 21,432	\$ 25,000	\$ 25,000	\$ -	
Expenditures:									
Personnel Services									
Salaries	\$ 379	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Overtime	3,001	4,013	3,655	3,089	3,205	4,000	4,000	-	
PERA	234	301	274	227	240	300	300	-	
FICA/Medicare	259	311	280	236	245	306	306	-	
Worker's Compensation Insurance	69	52	45	90	108	90	90	-	
Sub-Total	\$ 3,942	\$ 4,724	\$ 4,254	\$ 3,642	\$ 3,798	\$ 4,696	\$ 4,696	\$ -	
Materials and Supplies									
Operating Supplies	\$ 1,685	\$ 2,688	\$ 3,378	\$ 2,532	\$ 2,171	\$ 2,000	\$ 2,000	\$ -	
Special Events Supplies	-	-	-	-	157	-	-	-	
Sub-Total	\$ 1,685	\$ 2,688	\$ 3,378	\$ 2,532	\$ 2,328	\$ 2,000	\$ 2,000	\$ -	
Contractual Services									
Advertising and Publishing	\$ 957	\$ 180	\$ 521	\$ 2,091	\$ 661	\$ 600	\$ 600	\$ -	
Miscellaneous Contractual	14,339	18,608	19,583	21,404	17,414	17,704	17,704	-	
Sub-Total	\$ 15,296	\$ 18,788	\$ 20,104	\$ 23,495	\$ 18,075	\$ 18,304	\$ 18,304	\$ -	
Total Expenditures	\$ 20,923	\$ 26,200	\$ 27,736	\$ 29,669	\$ 24,201	\$ 25,000	\$ 25,000	\$ -	

**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 coordinates 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. The City has also partnered with Ramsey County to host an Organics/Food Waste Collection site at City Hall.

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Revenues:									
SCORE Grant	\$ 25,435	\$ 58,534	\$ 30,557	\$ 31,001	\$ -	\$ 30,557	\$ 31,000	\$ 443	
Delinquent Refuse Fees	-	-	-	-	-	-	-	-	
Recycling Container Sales	-	-	-	-	-	-	-	-	
Clean-up Days Charges	4,501	5,602	6,905	6,168	9,684	3,000	5,000	2,000	
Refunds and Reimbursements	-	110	15	-	-	-	-	-	
Total Revenues	\$ 29,936	\$ 64,246	\$ 37,477	\$ 37,169	\$ 9,684	\$ 33,557	\$ 36,000	\$ 2,443	
Expenditures:									
Personnel Services									
Overtime	\$ -	\$ -	\$ -	\$ -	\$ 975	\$ -	\$ 1,000	\$ 1,000	
PERA	-	-	-	-	73	-	65	65	
FICA/Medicare	-	-	-	-	75	-	77	77	
Worker's Compensation Insurance	-	-	-	-	15	-	18	18	
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ 1,138	\$ -	\$ 1,160	\$ 1,160	
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	739	496	372	447	239	1,157	1,157	-	
Administrative Expense	13,300	13,500	13,500	14,500	13,500	13,500	13,500	-	
Miscellaneous Contractual	20,170	15,042	19,492	18,361	13,612	16,200	17,483	1,283	
Recycling cost reduction									
Clean-up days									
Fees/licenses/permits				90	90	100	100	-	
Sub-Total	\$ 34,209	\$ 29,038	\$ 33,364	\$ 33,398	\$ 27,441	\$ 31,057	\$ 32,340	\$ 1,283	
Total Expenditures	\$ 34,209	\$ 34,992	\$ 33,364	\$ 33,398	\$ 28,579	\$ 33,557	\$ 36,000	\$ 2,443	

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	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Revenues:									
Gambling Fees	\$ 21,514	\$ 18,432	\$ 23,595	\$ 26,825	\$ 32,072	\$ 23,000	\$ 25,000	\$ 2,000	
Total Revenues	\$ 21,514	\$ 18,432	\$ 23,595	\$ 26,825	\$ 32,072	\$ 23,000	\$ 25,000	\$ 2,000	
Expenditures:									
Materials and Supplies									
Supplies - recreational events	\$ 2,350	\$ 4,399	\$ 4,543	\$ 4,316	\$ 5,003	\$ 5,000	\$ 5,500	\$ 500	
Sub-Total	\$ 2,350	\$ 4,399	\$ 4,543	\$ 4,316	\$ 5,003	\$ 5,000	\$ 5,500	\$ 500	
Contractual Services									
Miscellaneous Contractual	\$ 18,854	\$ 13,150	\$ 17,832	\$ 14,263	\$ 42,919	\$ 21,000	\$ 19,500	\$ (1,500)	
Community Food Program									
Scholarships									
General Assistance									
Emergency Assistance									
Recreational Special Events									
Heritage Days									
Dead animal removal									
Total Expenditures	\$ 21,204	\$ 17,549	\$ 22,375	\$ 18,579	\$ 47,922	\$ 26,000	\$ 25,000	\$ (1,000)	

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 approximately \$30K per year. Emergency water connections are in place with White Bear Lake and Shoreview. AML upgrades that were completed in 2019 will be 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 \$1,000,000.

PROGRAMS

<u>Type</u>	<u>Allocation</u>
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 of Vadnais Heights MN
Annual Budget

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

Description	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 % Change	explanation
Revenues:									
Utility Consumption	\$ 1,058,812	\$ 1,211,025	\$ 1,273,061	\$ 1,278,421	\$ 1,297,232	\$ 1,350,000	\$ 1,390,500	\$ 40,500	
Penalties	58,456	44,948	79,297	69,610	76,004	60,000	65,000	5,000	
Interest Earnings	161,037	42,390	(9,743)	70,698	77,600	24,000	60,000	36,000	
Refunds/Reimbursements	28,367	78,691	57,958	69,101	97,164	20,000	40,000	20,000	
Transfer In - debt service fund						34,346	-	(34,346)	
Total Revenues	\$ 1,306,672	\$ 1,377,054	\$ 1,400,573	\$ 1,487,830	\$ 1,548,000	\$ 1,488,346	\$ 1,555,500	\$ 101,500	
Expenditures:									
Personnel Services									
Salaries (2.0 FTE's)	\$ 158,858	\$ 125,766	\$ 106,018	\$ 89,363	\$ 105,063	\$ 108,700	\$ 115,208	\$ 6,508	
Overtime	1,191	2,065	3,859	1,779	8,090	800	800	-	
PERA	11,745	9,741	8,848	7,196	8,423	8,213	8,701	488	
FICA/Medicare	11,458	8,734	7,804	6,701	7,865	8,486	8,981	495	
Insurance	38,843	34,671	39,628	26,404	33,619	36,819	36,066	(753)	
Worker's Compensation Insurance	5,927	4,687	4,226	3,992	5,339	4,839	5,124	285	
Sub-Total	\$ 228,022	\$ 185,664	\$ 170,383	\$ 135,435	\$ 168,399	\$ 167,857	\$ 174,880	\$ 7,023	
Materials and Supplies									
Misc Supplies	\$ 682	\$ 540	\$ 876	\$ 3,789	\$ 8,329	\$ 3,500	\$ 3,500	\$ -	
Operating Supplies	43,512	25,805	25,378	13,427	10,889	30,000	45,000	15,000	
Feed Chemicals	130,192	124,751	100,749	110,100	118,940	120,000	120,000	-	
Building Supplies	187	519	18	-	656	500	500	-	
Utility Maintenance	17,472	15,486	15,533	5,453	-	32,000	32,000	-	
Sub-Total	\$ 192,045	\$ 167,101	\$ 142,554	\$ 132,769	\$ 138,814	\$ 186,000	\$ 201,000	\$ 15,000	
Contractual Services									
Professional Service Fees	\$ 2,265	\$ -	\$ 330	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	
Telephone	3,127	3,240	3,382	4,956	2,423	5,000	5,000	-	
Utilities	80,476	75,112	79,850	79,982	82,239	85,000	85,000	-	
Postage	3,924	3,937	3,744	3,627	4,005	3,800	3,800	-	
Memberships & Dues	183	-	-	-	-	250	250	-	
Advertising and Publishing	288	651	549	717	119	800	800	-	
Insurance	13,533	15,112	13,815	11,141	11,069	14,000	14,000	-	
Administrative Expense	148,000	160,000	160,000	160,000	115,000	115,000	115,000	-	
Equipment & Vehicle Maintenance	-	-	67,272	7,331	288	100	100	-	
Utility/Well Maintenance	7,214	55,541	-	-	33,238	70,000	70,000	-	
Maintenance of Buildings and Grounds	75	-	-	-	1,153	1,000	1,000	-	
Miscellaneous Contractual	48,153	19,756	52,267	27,458	77,970	32,000	52,000	20,000	
Fees/licenses/permits	6,597	5,776	6,199	7,163	7,489	7,000	7,000	-	
Professional Services - Projects	-	-	-	500	-	500	500	-	
Credit card fees	1,427	1,085	1,722	3,514	6,625	3,000	3,000	-	
Depreciation	272,093	270,523	272,480	275,540	279,912	278,000	278,000	-	
Sub-Total	\$ 587,355	\$ 610,733	\$ 667,600	\$ 581,929	\$ 621,530	\$ 616,450	\$ 636,450	\$ 20,000	
Other									
Transfers Out	\$ 77,500	\$ 84,375	\$ 84,375	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
Sub-Total	\$ 77,500	\$ 84,375	\$ 84,375	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
Capital Spending									
Furniture, Equipment & Vehicle	\$ 36,450	\$ -	\$ -	\$ 26,075	\$ -	\$ -	\$ -	\$ -	
Capital Projects	-	97,826	-	-	-	-	45,000	45,000	
Total Expenditures	\$ 1,121,372	\$ 1,145,699	\$ 1,064,912	\$ 926,208	\$ 978,743	\$ 1,020,307	\$ 1,107,330	\$ 87,023	

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.
5. Rehabilitate the City's lift station and improve site conditions.
6. Explore a program to promote the repairs of private sanitary sewer services.

PROGRAMS

Type	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 lifespan 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
Fund - Department Number: 603-470
Department Head: City Engineer/Public Service Director

Description	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 % Change	explanation
Revenues:									
Utility Consumption	\$ 1,602,247	\$ 1,675,245	\$ 1,745,108	\$ 1,700,717	\$ 1,780,754	\$ 1,800,000	\$ 1,854,000	\$ 54,000	
Penalties	75,988	66,178	76,327	38,791	38,158	45,000	42,000	(3,000)	
Interest Earnings	328,182	71,325	(14,075)	87,717	77,654	40,000	60,000	20,000	
Refunds/Reimbursements	17,084	23,056	56,490	20,275	62,951	25,000	25,000	-	
Transfer In - debt service fund						59,325	-	(59,325)	
Total Revenues	\$ 2,023,501	\$ 1,835,804	\$ 1,863,850	\$ 1,847,500	\$ 1,959,517	\$ 1,969,325	\$ 1,981,000	\$ 71,000	
Expenditures:									
Personnel Services									
Salaries (2.0 FTE's)	\$ 104,385	\$ 108,112	\$ 134,749	\$ 119,417	\$ 119,561	\$ 129,085	\$ 132,960	\$ 3,875	
Overtime	1,028	1,117	1,306	974	1,300	800	800	-	
PERA	7,935	8,147	8,458	9,097	9,405	9,741	10,032	291	
FICA/Medicare	7,041	7,159	7,776	8,459	8,593	10,045	10,339	294	
Insurance	31,904	30,040	31,370	27,206	33,619	36,819	36,066	(753)	
Worker's Compensation Insurance	3,648	3,504	3,345	4,968	7,217	6,351	7,077	726	
Sub-Total	\$ 155,941	\$ 158,079	\$ 187,004	\$ 170,121	\$ 179,695	\$ 192,841	\$ 197,274	\$ 4,433	
Materials and Supplies									
Miscellaneous Supplies	\$ 903	\$ 715	\$ 1,160	\$ 1,368	\$ 2,512	\$ 2,000	\$ 2,000	\$ -	
Operating Supplies	529	253	882	79	635,812	1,000	1,000	-	
Utility Maintenance	2,195	767	381	-	-	2,500	2,500	-	
Sub-Total	\$ 3,627	\$ 1,735	\$ 2,423	\$ 1,447	\$ 638,324	\$ 5,500	\$ 5,500	\$ -	
Contractual Services									
Professional Service Fees	\$ 925,791	\$ 917,210	\$ 989,530	\$ 1,114,864	\$ 1,283,946	\$ 1,200,000	\$ 1,300,000	\$ 100,000	
Telephone	321	371	574	466	1,512	700	700	-	
Utilities	1,940	1,730	2,744	2,957	1,492	3,000	3,000	-	
Postage	3,875	3,937	3,683	3,627	4,005	4,000	4,000	-	
Memberships & Dues	28	-	-	-	-	50	50	-	
Advertising and Publishing	164	339	103	291	119	300	300	-	
Insurance	26,855	21,588	25,657	20,691	21,348	27,000	27,000	-	
Administrative Expense	124,000	140,000	140,000	140,000	164,000	164,000	164,000	-	
Utility Maintenance/Relining	161,660	176,343	126,508	158,003	131,371	170,000	205,000	35,000	
Miscellaneous Contractual	6,995	6,642	4,855	11,176	8,058	12,000	12,000	-	
Fees/licenses/permits	2,857	3,028	554	412	1,436	2,500	2,500	-	
Professional Services - Projects	200	-	-	-	-	-	-	-	
Depreciation	117,253	125,099	133,446	135,061	145,011	140,000	140,000	-	
Sub-Total	\$ 1,371,939	\$ 1,396,287	\$ 1,427,654	\$ 1,587,548	\$ 1,762,298	\$ 1,723,550	\$ 1,858,550	\$ 135,000	
Other									
Transfer	\$ 422,500	\$ 459,375	\$ 459,375	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	
Sub-Total	\$ 422,500	\$ 459,375	\$ 459,375	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	
Capital Spending									
Furniture, Equipment & Vehicle	\$ -	\$ -	\$ -	\$ 16,458	\$ -	\$ -	\$ 450,000	\$ 450,000	
Capital Projects	-	-	-	-	-	-	270,000	270,000	
Total Expenditures	\$ 1,954,007	\$ 2,015,476	\$ 2,076,456	\$ 2,175,574	\$ 2,980,317	\$ 2,321,891	\$ 3,181,324	\$ 859,433	

City of Vadnais Heights MN
Annual Budget
Surface Water Utility

ACTIVITY SCOPE

Significant attention and focus has centered on storm water matters. 2019 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 (RWMWD) and the Vadnais Lake Area Water Management Organization (VLAWMO). The City Engineer attends monthly technical meetings at both watersheds as needed. About 25% of the City is within RWMWD 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. 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>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 requirements continue to increase, so additional consulting assistance will be needed. In particular, assistance will be 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

Description	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2020 vs 2019 \$ Change	explanation
Revenues:									
Utility Consumption	\$ 369,711	\$ 375,725	\$ 374,950	\$ 390,273	\$ 395,179	\$ 405,000	\$ 417,150	\$ 12,150	
Penalties	16,263	13,945	2,664	6,564	5,673	8,000	8,000	-	
Interest Earnings	88,007	19,990	(4,065)	27,410	25,357	10,000	10,000	-	
Refunds/Reimbursements	26,211	13,387	64,088	27,871	20,391	16,000	16,000	-	
Transfer In - debt service fund						31,224	31,224	-	
Total Revenues	\$ 500,192	\$ 423,047	\$ 437,637	\$ 452,118	\$ 446,600	\$ 470,224	\$ 482,374	\$ 12,150	
Expenditures:									
Personnel Services									
Salaries (1.5 FTE's)	\$ -	\$ -	\$ -	\$ -	\$ 101,658	\$ 117,644	\$ 116,364	\$ (1,280)	
Overtime	-	-	-	-	59	400	400	-	
PERA	-	-	-	-	6,312	8,853	8,757	(96)	
FICA/Medicare	-	-	-	-	6,863	9,617	10,022	405	
Health Insurance	-	-	-	-	10,526	16,585	14,385	(2,200)	
Worker's Compensation Insurance	-	-	-	-	2,593	3,132	3,469	337	
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ 128,011	\$ 156,231	\$ 153,397	\$ (2,834)	
Materials and Supplies									
Misc Supplies	\$ 258	\$ 204	\$ 331	\$ 321	\$ 305	\$ 400	\$ 400	\$ -	
Operating Supplies	-	-	-	-	-	400	400	-	
Utility Maintenance	813	457	-	-	-	1,500	1,500	-	
Sub-Total	\$ 1,071	\$ 661	\$ 331	\$ 321	\$ 305	\$ 2,300	\$ 2,300	\$ -	
Contractual Services									
Professional Service Fees	\$ 500	\$ 9,235	\$ 17,244	\$ 15,205	\$ 14,151	\$ 15,000	\$ 15,000	\$ -	
Telephone					684				
Postage	1,937	1,969	1,841	1,813	2,003	2,000	2,000	-	
Memberships & Dues	-	-	-	-	-	-	-	-	
Advertising and Publishing	115	222	103	342	188	200	200	-	
Insurance	10,006	8,096	11,842	9,550	9,883	12,500	12,500	-	
Administrative Expense	115,000	125,000	125,000	125,000	94,000	94,000	94,000	-	
Utility Maintenance	15,950	49,754	65,608	65,241	52,582	85,000	85,000	-	
Miscellaneous Contractual Services	8,000	880	1,463	35,774	116,963	20,000	45,000	25,000	
Fees/licenses/permits	200	-	-	1,109	126	1,000	1,000	-	
Depreciation	112,088	112,088	115,030	113,364	113,221	117,500	117,500	-	
Sub-Total	\$ 263,796	\$ 307,244	\$ 338,131	\$ 367,398	\$ 403,801	\$ 347,200	\$ 372,200	\$ 25,000	
Other Improvements / Equipment									
Transfer	\$ 75,000	\$ 81,250	\$ 81,250	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
Sub-Total	\$ 75,000	\$ 81,250	\$ 81,250	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
Capital Spending									
Furniture, Equipment & Vehicle	\$ -	\$ 22,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Projects	26,898	258,200	-	-	-	-	250,000	250,000	
Total Expenditures	\$ 366,765	\$ 669,587	\$ 419,712	\$ 417,719	\$ 582,117	\$ 555,731	\$ 827,897	\$ 272,166	

City of Vadnais Heights, Minnesota							
Capital Improvement Plan							
2020 through 2024							
December 3, 2019							
	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024		
CAPITAL IMPROVEMENTS FUND (funded through tax levy)							
<i>Operating Equipment:</i>							
Replace front end loader, #121			180,000				
Replace 2 1/2 ton truck, #105		200,000					
Replace Bucket Truck, #108		80,000					
Replace Dodge Dakota, #100 with shared staff vehicle		30,000					
Replace air compressor, #125		25,000					25,000
Replace forklift, #137							
Replace standby generator, #133				110,000			110,000
Replace standby generator, #134							
New Tool Kat bobcat	55,000						
Replace Pelican street sweeper, #118			175,000				
Replace 3/4 ton truck with plow, #112				50,000			
Replace 1 ton dump truck, #110				55,000			
Replace 3/4 ton truck with plow, #103							50,000
Replace 2 1/2 ton truck with plow, #104				200,000			
New mini excavator		80,000					
Replace Dodge Dakota, #402				30,000			
Replace Jacobsen 16' lawnmower		70,000					
Replace sidewalk trackless machine, #309	100,000						
Replace John Deere tractor, #317	25,000						
Replace 3/4 ton truck with plow, #311	40,000						
Replace Toro cart, #321							30,000
Replace Dodge Caravan, #401		28,000					
Replace Fire Vehicle 2002 Ford F150, #U852 (moved from 2018)		51,609					
Replace Fire Vehicle 2001 Ford F550, #E813				402,029			
Replace Fire Vehicle E811, 2007 Spartan/General engine				670,048			703,550
Replace Fire Vehicle T822, Peterbilt Tanker							
Fire Department radios replacement	50,000						
Replace SCBA, breathing apparatus			255,256				
							48

City of Vadnais Heights, Minnesota									
Capital Improvement Plan									
2020 through 2024									
December 3, 2019									
					Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024
<i>Buildings Maintenance:</i>									
City hall concrete sidewalk repairs						20,000			
<i>Infrastructure Maintenance:</i>									
Conversion of lights to LED					30,000	30,000	35,000	35,000	35,000
Supplemental streets improvements					158,000				
Parking lot improvements						140,000	90,000	120,000	130,000
Annual concrete repair						45,000	45,000	50,000	65,000
Annual totals					458,000	799,609	780,256	1,722,077	1,148,550
PARK DEDICATION FUND (funded by developers)									
Greenhaven Park play structure replacement					50,000				
Kohler Meadows Park play structure replacement					150,000				
Westfield Park rink and lights replacement						100,000			
Bear Park play structure replacement									
Annual totals					200,000	100,000	-	-	-
WATER UTILITY FUND (funded by water utility customers)									
International Drive water tower #1 Protective coating cleaning									
Water tower #2 painting						30,000			
Well house #1 roof and light improvements						1,200,000			
Well house #2 roof and light improvements						46,000			
Well house #3 roof and light improvements					45,000		48,000		
Well house #4 roof and light improvements								50,000	35,000
Hydrant protective coating replacement						32,000	32,000	35,000	
Annual totals					45,000	1,278,000	80,000	85,000	35,000

City of Vadnais Heights, Minnesota					
Capital Improvement Plan					
2020 through 2024					
December 3, 2019					
	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024
SEWER UTILITY FUND (funded by sewer utility customers)					
Replace Jetter Vac truck, #1117	450,000				
Lift station site improvements	250,000				
Access evaluation for manholes	20,000				
Sanitary sewer service renewal program		120,000	120,000	120,000	120,000
Annual totals	720,000	120,000	120,000	120,000	120,000
STORM SEWER UTILITY FUND (funded by storm sewer utility customers)					
Ditch maintenance	250,000	100,000	100,000	100,000	100,000
Stormwater pond maintenance		120,000	120,000	120,000	120,000
Annual totals	250,000	220,000	220,000	220,000	220,000
MSA FUNDS (State construction funds)					
Arcade St. improvement	1,000,000				
Willow Lake Blvd.		1,000,000			
Greenhaven Drive			1,200,000		
County Road D street (estimated City share)		160,000		500,000	
TBD					500,000
Annual totals	1,000,000	1,160,000	1,200,000	500,000	500,000
FRANCHISE FEES FOR STREETS MAINTENANCE					
Street replacement program, annual - 600,000 total each year	300,000	600,000	600,000	600,000	600,000
Annual totals	300,000	600,000	600,000	600,000	600,000

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>		
2009A GO NORTH SERVICE CENTER BUILD AMERICA BONDS FUND		308
<u>CAPITAL PROJECTS FUNDS:</u>		
PUBLIC WORKS RESERVE FUND		401
2020 STREET IMPROVEMENTS	856	

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
FRANCHISE FEES FOR STREETS MAINTENANCE		413
PARK DEDICATION FUND		420
FIRE VEHICLES AND EQUIPMENT FUND		425
TAX INCREMENT PROJECT FUNDS:		
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 1-23 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	32041 Cigarette Sales License	42025 Equipment Supplies
14100 Inventory	32042 Contractors Licenses	42026 Landscape Supplies
14500 Land Held for Resale	32043 Garbage Haulers License	42030 Uniforms and Clothing
15620 Bond Discount	32045 Animal License & Fines	42031 Utility Maintenance Supplies
15699 Deferred Outflows - Pension	32047 Fire Occupancy Permit	42035 Recreation Supplies
20100 Accounts Payable	32050 Building Permit	42040 Other Supplies
20150 Electrical Inspections	32060 Miscellaneous License & Permit	42050 Special Events Supplies
20200 Contracts Payable	33010 Court Fines	43010 Professional Service Fees
20400 Bonds Payable	33439 Pension Revenue	43011 Telephone
20410 Bonds Payable - Current	33620 County Grant	43012 Utilities
20420 Notes Payable	34010 General Government Customer Charges	43013 Postage
20450 Capital Leases	34011 Public Safety Customer Charges	43014 Memberships & Dues
20500 Accrued Interest Payable	34013 Administration Fee	43015 Training and Subsistence
20600 Notes Payable	34014 Lease of Property	43016 Mileage and Travel
21000 Accrued Salaries and Wages	34015 False Alarm Customer Charges	43017 Advertising and Publishing
21001 Salary Accrual	34016 Recreation Fees	43019 Fire Prevention
21100 Retirement Withholdings	34018 Plan/Engineering Charges	43020 Insurance
21101 Health Insurance Withholdings	34019 Heritage Days Fees	43021 Administrative Expense
21102 Income Tax Withholdings	34021 Rental Charges - Commons	43025 Printing/Copying
21103 Other Withholdings	34022 Commons- Share of Liquor sales	43030 Equip & Vehicle Maintenance
21104 Dental Insurance Withholdings	34023 Commons-Share of Food sales	43031 Utility Maintenance
21105 Life Insurance Withholdings	34024 Commons- Share of Decor sales	43032 Bldg & Grounds Maintenance
21106 Short-term Disability Insurance Withholdings	35010 Utility Consumption	43033 Building Services
21107 Flex Medical Spending Accounts	35015 Utility Unit	43034 Vehicle Services
21108 Flex Dependent Care Spending Accounts	35020 Meters & Recycling Containers	43035 Equipment Services
21109 Workers' Compensation Insurance	35030 Utility Penalty	43036 Uniform Services
21110 Central Pension Fund Withholdings	35031 Unreadable Meter Charge	43040 Miscellaneous Contractual
21111 457 Plan Withholdings	35035 Illegal Sump Pump Penalty	43042 Special Events Services
21112 Local 49 Withholdings	35036 Collection Fees	43050 Recreation
21113 HSA Withholdings	35040 Clean-up Days	44010 Acquisition - Land & Easements
21115 Garnishments	36010 Reserves	44012 Rental
21200 Deposits	36011 Interest Earnings	44015 Fees/Licenses/Permits
21210 Deposits - Commons	36012 Donations & Contributions	44020 Construction Contract
21220 Damage Deposits - Commons	36013 Sale of Fixed Assets	44021 Principal Payments
21230 Security Deposits - Commons	36014 Bond Proceeds	44022 Interest Payment
21300 Sales Taxes	36015 Refund & Reimbursements	44023 Paying Agent
21400 Use Taxes	36017 Market Value Adjustment	44024 Professional Services-Projects
21600 Due to Other Funds	36019 Note Payment	44025 Other - Projects
21700 Accrued Compensated Absences	36020 Capital Lease Proceeds	44026 Debt Charge
21710 Due to SAC	36021 Charitable Gambling Fees	44027 Note Payment - Principal
21720 Due to Surcharges	37010 Transfer from Other Funds	44028 Note Payment - Interest
21800 OPEB Liabilities	37011 Fund Balance-Budgeting Only	44029 Amortization
22100 Deferred Revenues	38400 Employee Leave Charge (Credit)	44030 Refunds/Reimbursements
22101 Deferred Revenues - Taxes	39023 Contributed Capital	44031 Admin Charges-Projects
22102 Deferred Revenues - Special Assessments	39999 Prior Period Adjustment	44040 Contingency
22299 Deferred Inflows - Pension		44050 Depreciation
22400 Bond Premium		44060 Transfer to Other Funds
23999 Pension Liability		45010 Furniture, Equipment & Vehicle
24000 Receipts to Recode		45020 Building
25300 Fund Balance - Appropriated		45040 Other Improvements
26100 Contributed Capital		49400 OPEB Expense