



# **City of Vadnais Heights**

## **2022**

### **Approved Budget**



*Building on the tradition of yesterday  
and the promise of tomorrow.*

# **CITY OF VADNAIS HEIGHTS**

## **ANNUAL BUDGET**

### **FOR FISCAL YEAR BEGINNING**

#### **January 1, 2022**

#### **DIRECTORY OF CITY OFFICIALS**

##### **ELECTED OFFICIALS**

##### **Term Expires**

|                 |               |                 |
|-----------------|---------------|-----------------|
| Heidi Gunderson | Mayor         | January 2, 2023 |
| Erik Goebel     | Councilmember | January 7, 2025 |
| Steve Rogers    | Councilmember | January 7, 2025 |
| Greg Urban      | Councilmember | January 2, 2023 |
| Patricia Youker | Councilmember | January 2, 2023 |

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##### **APPOINTED OFFICIALS**

Kevin Watson

City Administrator

Jesse Farrell

City Engineer/Public Services Director

Chris Hearden

Fire Chief/Code Enforcement Director

Tim Sandvik

Assistant City Administrator

Bob Sundberg

Finance Director

Nolan Wall

Planner/Community Development Director

# **CITY OF VADNAIS HEIGHTS**

## **2022 BUDGET**

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**CITY OF VADNAIS HEIGHTS**  
**2022 LEVY ANALYSIS**

| LEVY COMPONENT                                                                                              | ADOPTED<br>2019 LEVY | ADOPTED<br>2020 LEVY | ADOPTED<br>2021 LEVY | ADOPTED<br>2022 LEVY | CHANGE  |                                                   |
|-------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|---------|---------------------------------------------------|
| GENERAL FUND                                                                                                | 3,571,779            | 4,021,381            | 4,136,245            | 4,518,286            | 382,041 |                                                   |
| 2009A DEBT SERVICE - NORTH SERVICE CENTER: FIRE & GARAGE PORTIONS OF BLDG.                                  | 524,525              | 514,799              | 470,986              | 471,243              | 257     | until 2033                                        |
| CAPITAL IMPROVEMENTS FUND*                                                                                  | 481,781              | 358,000              | 453,000              | 735,000              | 282,000 |                                                   |
| LEVY                                                                                                        | 4,578,085            | 4,894,180            | 5,060,231            | 5,724,529            |         |                                                   |
| LEVY INCREASES                                                                                              | 150,537<br>3.40%     | 316,095<br>6.90%     | 166,051<br>3.39%     | 664,298<br>13.13%    |         | * Proposed Capital Improvements Fund activity     |
| The levy assumes that the following reserve fund balances will be used to supplement other revenue sources: |                      |                      |                      |                      |         |                                                   |
| Capital Improvements Fund*                                                                                  | (24,822)             | 100,000              | 23,000               | 750,000              |         | Replace 3/4 ton truck with plow, #112 50,000      |
| Water Utility Fund                                                                                          | 50,000               | 50,000               | 50,000               | 150,000              |         | Replace Pelican street sweeper, #118 (.5) 120,000 |
| Sewer Utility Fund                                                                                          | 400,000              | 400,000              | 400,000              | 300,000              |         | Replace air compressor, #125 30,000               |
| Surface Water Utility Fund                                                                                  | 50,000               | 50,000               | 50,000               | 50,000               |         | Replace 2007 Spartan fire engine 750,000          |
| total reserves used                                                                                         | 475,178              | 600,000              | 523,000              | 1,250,000            |         | Conversion of lights to LED 35,000                |
|                                                                                                             |                      |                      |                      |                      |         | Parking lots and trails improvements 200,000      |
|                                                                                                             |                      |                      |                      |                      |         | South Oak Drive area street improvements 300,000  |
|                                                                                                             |                      |                      |                      |                      |         | total proposed capital spending \$ 1,485,000      |

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

| <b>Department</b>                | <b>2016<br/>Actual</b> | <b>2017<br/>Actual</b> | <b>2018<br/>Actual</b> | <b>2019<br/>Actual</b> | <b>2020<br/>Actual</b> | <b>2021<br/>Budget</b> | <b>2022<br/>Budget</b> | <b>2022 vs 2021<br/>\$ Change</b> | <b>explanation</b>                                      |
|----------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------------|---------------------------------------------------------|
| Community Development            | \$ 326,190             | \$ 342,854             | \$ 319,960             | \$ 406,454             | \$ 366,284             | \$ 386,707             | \$ 411,404             | \$ 24,697                         |                                                         |
| Engineering                      | 96,075                 | 95,181                 | 102,678                | 137,074                | 111,413                | 95,148                 | 301,579                | 206,431                           | added .5 FTE from Surface Water fund, added 1.0 new FTE |
| City Council                     | 97,274                 | 96,273                 | 80,864                 | 74,270                 | 60,052                 | 74,388                 | 74,388                 | -                                 |                                                         |
| Administration                   | 471,250                | 492,162                | 475,115                | 502,935                | 533,396                | 612,099                | 629,917                | 17,818                            |                                                         |
| Funding for Outside Agencies     | 44,481                 | 43,504                 | 53,156                 | 55,034                 | 57,100                 | 58,174                 | 70,596                 | 12,422                            |                                                         |
| Finance                          | 271,845                | 268,463                | 289,315                | 281,080                | 311,618                | 307,297                | 326,135                | 18,838                            |                                                         |
| Legal Services                   | 169,723                | 155,167                | 165,381                | 153,591                | 145,114                | 183,000                | 183,000                | -                                 |                                                         |
| City Hall                        | 263,348                | 261,408                | 381,860                | 209,836                | 216,855                | 284,882                | 287,283                | 2,401                             |                                                         |
| Technology Support               | 86,479                 | 108,745                | 92,282                 | 112,383                | 122,696                | 128,000                | 141,000                | 13,000                            |                                                         |
| Sheriff, Dispatch, CAD, Misc.    | 1,252,293              | 1,318,890              | 1,241,717              | 1,347,014              | 1,497,434              | 1,518,630              | 1,582,404              | 63,774                            |                                                         |
| Fire Protection/Code Enforcement | 1,016,988              | 1,244,718              | 1,162,678              | 1,217,772              | 1,197,651              | 1,323,173              | 1,383,456              | 60,283                            |                                                         |
| Central Garage Facility          | 318,636                | 307,371                | 329,021                | 348,637                | 346,453                | 346,270                | 342,412                | (3,858)                           |                                                         |
| Street Maintenance               | 380,045                | 472,519                | 439,667                | 546,239                | 496,468                | 511,814                | 618,097                | 106,283                           | added 1.0 FTE, concrete repairs                         |
| Parks and Recreation             | 701,666                | 636,254                | 638,833                | 622,538                | 656,061                | 708,263                | 691,815                | (16,448)                          | tree disease remediation, decreased 1.0 FTE             |
| Commons                          | 192,050                | 197,195                | 184,990                | 159,594                | 111,557                | 200,200                | 201,300                | 1,100                             |                                                         |
| General Fund Reserves            | -                      | -                      | 626,904                | -                      | -                      | -                      | -                      | -                                 |                                                         |
| <b>General Fund Total</b>        | <b>\$ 5,688,343</b>    | <b>\$ 6,040,704</b>    | <b>\$ 6,584,421</b>    | <b>\$ 6,174,451</b>    | <b>\$ 6,230,152</b>    | <b>\$ 6,738,045</b>    | <b>\$ 7,244,786</b>    | <b>\$ 506,741</b>                 |                                                         |

**City of Vadnais Heights MN**  
**Annual Budget**  
**Revenue Detail**

**General Fund**

| Description                         | Code    | 2016<br>Actual      | 2017<br>Actual      | 2018<br>Actual      | 2019<br>Actual      | 2020<br>Actual      | 2021<br>Budget      | 2022<br>Budget      | 2022 vs. 2021<br>\$ Change | explanation               |
|-------------------------------------|---------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------------|---------------------------|
| <i>Taxes</i>                        |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| Property Taxes                      | 31010   | \$ 3,134,545        | \$ 3,343,651        | \$ 3,328,474        | \$ 3,571,779        | \$ 3,988,919        | \$ 4,136,245        | \$ 4,518,286        | \$ 382,041                 |                           |
| Delinquent Taxes                    | 31011   | (47,696)            | (43,476)            | 55,540              | -                   | 15,619              |                     |                     | -                          |                           |
| Property Tax Penalty                | 31012   | 2,552               | 1,866               | 2,438               | 2,000               | 749                 | 2,000               | 2,000               | -                          |                           |
| Sub-Total - Tax Levy                |         | \$ 3,089,401        | \$ 3,302,041        | \$ 3,386,452        | \$ 3,573,779        | \$ 4,005,287        | \$ 4,138,245        | \$ 4,520,286        | \$ 382,041                 |                           |
| <i>State Aids/Other Governments</i> |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| State Highway Aid                   | 32012   | \$ 170,437          | \$ 142,634          | \$ 179,524          | \$ 165,000          | \$ 141,185          | \$ 165,000          | \$ 165,000          | \$ -                       |                           |
| State Fire Relief Association Aid   | 32015   | -                   | 155,048             | -                   | 77,800              | -                   |                     |                     | -                          |                           |
| Other State Monies                  | 32016   | 48,762              | 48,093              | 9,657               | 6,000               | 998,037             | 7,400               | 7,400               | -                          |                           |
| Sub-Total                           |         | \$ 219,199          | \$ 345,775          | \$ 189,181          | \$ 248,800          | \$ 1,139,222        | \$ 172,400          | \$ 172,400          | \$ -                       |                           |
| <i>Licenses/Fees</i>                |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| Cable Franchise Fee                 | 32021   | \$ 160,664          | \$ 103,257          | \$ 112,890          | \$ 112,000          | \$ 149,935          | \$ 162,000          | \$ 162,000          | \$ -                       |                           |
| Miscellaneous Other                 | 32022   | 2,471               | 6,304               | 3,250               | 5,500               | 3,010               | 5,500               | 6,000               | 500                        |                           |
| Liquor                              | 32040   | 42,515              | 39,615              | 36,249              | 37,000              | 13,170              | 38,000              | 38,000              | -                          |                           |
| Contractors                         | 32042   | 10,165              | 7,690               | 7,365               | 5,000               | 7,370               | 8,000               | 8,000               | -                          |                           |
| Animal Licensing                    | 32045   | 5,191               | 1,156               | 5,838               | 1,200               | 6,009               | 1,200               | 6,000               | 4,800                      |                           |
| Business Licenses                   | 32047   |                     |                     |                     |                     |                     |                     |                     | -                          |                           |
| Fire Occupancy Certificates         | 32047   | 154,791             | 156,503             | 146,587             | 160,000             | 20,970              | 160,000             | 120,000             | (40,000)                   | program modifications     |
| Rental Dwelling Licenses            | 32048   |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| Sub-Total                           |         | \$ 375,797          | \$ 314,525          | \$ 312,179          | \$ 320,700          | \$ 200,464          | \$ 374,700          | \$ 340,000          | \$ (34,700)                |                           |
| <i>Customer Charges:</i>            |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| <u>Community Development</u>        |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| Building Permits                    | 32050   | \$ 517,310          | \$ 368,228          | \$ 372,885          | \$ 370,000          | \$ 261,669          | \$ 450,000          | \$ 450,000          | \$ -                       |                           |
| Miscellaneous Licenses & Permits    | 32060   | 33,760              | 29,074              | 26,811              | 25,000              | 20,648              | 28,000              | 25,000              | (3,000)                    |                           |
| Consultant Payments                 | 34018   | 26,407              | 22,787              | 15,800              | 25,000              | 28,800              | 25,000              | 25,000              | -                          |                           |
| Sub-Total                           |         | \$ 577,477          | \$ 420,089          | \$ 415,496          | \$ 420,000          | \$ 311,117          | \$ 503,000          | \$ 500,000          | \$ (3,000)                 |                           |
| <u>General Government</u>           |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| General                             | 34010   | \$ 35,513           | \$ 6,639            | \$ 6,123            | \$ 2,700            | \$ 10,550           | \$ 6,500            | \$ 6,500            | \$ -                       |                           |
| Business subsidy Apps/Fees          | 34013   | -                   | 1,020               | 96,737              | 5,000               | 300                 |                     | 5,000               | -                          |                           |
| Utilities, Solid Waste              | 34013   | 438,500             | 438,500             | 386,500             | 386,500             | 386,500             | 386,500             | 532,000             | 145,500                    | updated analysis          |
| Lease of Property                   | 34014   | 165,914             | 176,117             | 203,999             | 155,000             | 223,779             | 175,000             | 175,000             | -                          |                           |
| Interest Earnings                   | 36011   | (9,211)             | 58,485              | 57,114              | 32,000              | 49,751              | 32,000              | 38,000              | 6,000                      |                           |
| Donations                           | 36012   | -                   | -                   | -                   | -                   | -                   |                     |                     | -                          |                           |
| Sale of Goods and Property          | 36013   | 4,500               | -                   | -                   | 500                 | -                   | 500                 | 500                 | -                          |                           |
| Refunds and Reimbursements          | 36015   | 96,017              | 57,763              | 44,858              | 50,000              | 113,776             | 50,000              | 50,000              | -                          |                           |
| Sub-Total                           |         | \$ 731,233          | \$ 738,524          | \$ 795,331          | \$ 631,700          | \$ 784,656          | \$ 655,500          | \$ 807,000          | \$ 151,500                 |                           |
| <u>Public Safety</u>                |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| Court Fines                         | 33010   | \$ 28,527           | \$ 28,464           | \$ 25,296           | \$ 30,000           | \$ 15,177           | \$ 26,000           | \$ 26,000           | \$ -                       |                           |
| Public Safety                       | 34011   | 13,366              | 5,931               | 6,083               | 6,600               | -                   | 4,000               | 3,000               | (1,000)                    |                           |
| False Alarm                         | 34015   | 5,550               | 5,070               | 8,017               | 4,000               | 9,193               | 6,000               | 8,000               | 2,000                      |                           |
| Charitable Gambling Fees            | 36021   | 198                 | 195                 | 198                 | 200                 | 99                  | 200                 | 100                 | (100)                      |                           |
| Sub-Total                           |         | \$ 47,641           | \$ 39,660           | \$ 39,594           | \$ 40,800           | \$ 24,469           | \$ 36,200           | \$ 37,100           | \$ 900                     |                           |
| <u>Public Works and Recreation</u>  |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| Special Assessments                 | 32033-5 | \$ 19,774           | \$ 7,621            | \$ 8,739            | \$ 8,000            | \$ 4,669            | \$ 8,000            | \$ 8,000            | \$ -                       |                           |
| Recreation                          | 34016   | 93,566              | 96,527              | 103,247             | 100,000             | 29,484              | 100,000             | 100,000             | -                          |                           |
| Commons rentals                     | 34021-4 | 428,563             | 437,585             | 383,950             | 370,000             | 101,914             | 250,000             | 260,000             | 10,000                     |                           |
| Sub-Total                           |         | \$ 541,903          | \$ 541,733          | \$ 495,936          | \$ 478,000          | \$ 136,067          | \$ 358,000          | \$ 368,000          | \$ 10,000                  |                           |
| <i>Transfers In</i>                 |         |                     |                     |                     |                     |                     |                     |                     |                            |                           |
| Other                               | 37010   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                       |                           |
| Use of General Fund Reserves        |         | -                   | -                   | -                   | -                   | -                   |                     |                     | -                          |                           |
| 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              | 150,000             | 100,000                    | fund balance availability |
| Sewer                               | 37010   | 400,000             | 400,000             | 400,000             | 400,000             | 400,000             | 400,000             | 300,000             | (100,000)                  | fund balance availability |
| Sub-Total                           |         | \$ 500,000          | \$ 500,000          | \$ 500,000          | \$ 500,000          | \$ 500,000          | \$ 500,000          | \$ 500,000          | \$ -                       |                           |
| <b>Fund Total</b>                   |         | <b>\$ 6,082,651</b> | <b>\$ 6,202,347</b> | <b>\$ 6,134,169</b> | <b>\$ 6,213,779</b> | <b>\$ 7,101,282</b> | <b>\$ 6,738,045</b> | <b>\$ 7,244,786</b> | <b>\$ 506,741</b>          |                           |

**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. Continue to assist property owners in marketing vacant properties.
3. Continue to implement Comprehensive Plan goals, objectives and zoning controls as needed.
4. Complete development of City Center.
5. Identify long term vision for development and redevelopment of older properties.
6. Create an economic development plan, business subsidy plan, BR&E policy, etc.
7. Review and update city code.
8. Continue the sustaining program with the VHEDC.
9. Continue work with developers to redevelop Garceau Hardware site.
10. 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                           |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation |
|---------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|-------------|
| <b><i>Personnel Services</i></b>      |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Salaries (3.0 FTE's)                  | 101-110-41010 | \$ 180,993        | \$ 209,238        | \$ 215,610        | \$ 211,232        | \$ 193,311        | \$ 248,838        | \$ 262,823        | \$ 13,985                 |             |
| Overtime                              | 101-110-41012 | 194               |                   |                   |                   |                   |                   |                   |                           |             |
| Part-time Employees                   | 101-110-41013 | -                 |                   |                   |                   |                   |                   |                   |                           |             |
| PERA                                  | 101-110-41020 | 13,151            | 15,670            | 16,159            | 15,924            | 14,107            | 18,663            | 19,712            | 1,049                     |             |
| FICA/Medicare                         | 101-110-41022 | 13,366            | 15,754            | 16,255            | 16,105            | 16,165            | 19,661            | 20,249            | 588                       |             |
| Insurance                             | 101-110-41030 | 16,651            | 23,592            | 22,395            | 24,187            | 25,416            | 42,332            | 45,248            | 2,916                     |             |
| Worker's Comp Premium                 | 101-110-41031 | 1,055             | 1,320             | 1,454             | 1,516             | 1,491             | 1,963             | 2,072             | 109                       |             |
| Sub-Total                             |               | \$ 225,410        | \$ 265,574        | \$ 271,873        | \$ 268,964        | \$ 250,490        | \$ 331,457        | \$ 350,104        | \$ 18,647                 |             |
| <b><i>Materials and Supplies</i></b>  |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Operating Supplies                    | 101-110-42012 | \$ 151            | \$ 1,210          | \$ 208            | \$ 286            | \$ 38,232         | \$ 1,000          | \$ 1,000          | \$ -                      |             |
| Sub-Total                             |               | \$ 151            | \$ 1,210          | \$ 208            | \$ 286            | \$ 38,232         | \$ 1,000          | \$ 1,000          | \$ -                      |             |
| <b><i>Contractual Services</i></b>    |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Professional Service Fees             | 101-110-43010 | \$ 49,004         | \$ 56,218         | \$ 30,696         | \$ 40,644         | \$ 27,703         | \$ 10,000         | \$ 10,000         | \$ -                      |             |
| Consulting Planner                    |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| Telephone                             | 101-110-43011 | 202               | 307               | 308               | 221               | 613               | 2,250             | 1,500             | (750)                     |             |
| Utilities                             | 101-110-43012 | 438               |                   |                   |                   |                   |                   |                   | -                         |             |
| Memberships & Dues                    | 101-110-43014 | 230               | 1,040             | 1,155             | 1,104             | 1,200             | 2,000             | 2,100             | 100                       |             |
| Training and Subsistence              | 101-110-43015 | 621               | 2,021             | 1,876             | 2,838             | 1,413             | 5,000             | 5,200             | 200                       |             |
| Bldg. Offical training/certification  |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| AICP certification, misc. conferences |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| Mileage and Travel                    | 101-110-43016 | 60                | 16                | 159               | 277               | 541               | 500               | 500               | -                         |             |
| Advertising and Publishing            | 101-110-43017 | 3,571             | 3,998             | 3,342             | 4,913             | 7,753             | 5,000             | 8,000             | 3,000                     |             |
| Miscellaneous Contractual             | 101-110-43040 | 13,439            | 11,878            | 9,759             | 85,691            | 37,627            | 28,000            | 32,000            | 4,000                     |             |
| Planning Commission stipends          |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| Planning Commission meeting recorder  |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| building inspection services          |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| software support                      |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| Fees/licenses/permits                 | 101-110-44015 | 33,064            | 592               | 584               | 1,516             | 712               | 1,500             | 1,000             | (500)                     |             |
| Sub-Total                             |               | \$ 100,629        | \$ 76,070         | \$ 47,879         | \$ 137,204        | \$ 77,562         | \$ 54,250         | \$ 60,300         | \$ 6,050                  |             |
| <b>Operations Total</b>               |               | <b>\$ 326,190</b> | <b>\$ 342,854</b> | <b>\$ 319,960</b> | <b>\$ 406,454</b> | <b>\$ 366,284</b> | <b>\$ 386,707</b> | <b>\$ 411,404</b> | <b>\$ 24,697</b>          |             |

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

**ACTIVITY SCOPE**

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

**FUTURE OBJECTIVES**

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

**PROGRAMS**

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

**BUDGET COMMENTARY AND SUMMARY**

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

**City of Vadnais Heights MN  
Annual Budget**

**Department: Engineering**

**Fund - Department Number: 101-140**

**Department Head: City Engineer/Public Service Director**

| Description                   |               | 2016<br>Actual   | 2017<br>Actual   | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget   | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation                                           |
|-------------------------------|---------------|------------------|------------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------------------|-------------------------------------------------------|
| <b>Personnel Services</b>     |               |                  |                  |                   |                   |                   |                  |                   |                           |                                                       |
| Salaries (2.0 FTE's)          | 101-140-41010 | \$ 62,674        | \$ 64,277        | \$ 43,301         | \$ 59,308         | \$ 63,076         | \$ 64,041        | \$ 218,472        | \$ 154,431                | transfer .5 FTE from Surface Water fund, new position |
| PERA                          | 101-140-41020 | 4,435            | 4,551            | 2,940             | 4,309             | 4,592             | 4,803            | 16,385            | 11,582                    |                                                       |
| FICA/Medicare                 | 101-140-41022 | 3,994            | 4,243            | 2,783             | 4,251             | 4,557             | 5,386            | 19,005            | 13,619                    |                                                       |
| Insurance                     | 101-140-41030 | 7,842            | 6,802            | 4,308             | 7,432             | 6,190             | 3,413            | 29,333            | 25,920                    |                                                       |
| Worker's Comp Premium         | 101-140-41031 | 386              | 432              | 288               | 449               | 478               | 530              | 1,809             | 1,279                     |                                                       |
| Sub-Total                     |               | \$ 79,331        | \$ 80,305        | \$ 53,620         | \$ 75,749         | \$ 78,893         | \$ 78,173        | \$ 285,004        | \$ 206,831                |                                                       |
| <b>Materials and Supplies</b> |               |                  |                  |                   |                   |                   |                  |                   |                           |                                                       |
| Miscellaneous Supplies        | 101-140-42011 | \$ 38            | \$ -             | \$ 2,858          | \$ -              | \$ 3,336          | \$ 150           | \$ 150            | \$ -                      |                                                       |
| Sub-Total                     |               | \$ 38            | \$ -             | \$ 2,858          | \$ -              | \$ 3,336          | \$ 150           | \$ 150            | \$ -                      |                                                       |
| <b>Contractual Services</b>   |               |                  |                  |                   |                   |                   |                  |                   |                           |                                                       |
| Professional Service Fees     | 101-140-43010 | \$ 15,896        | \$ 14,259        | \$ 45,632         | \$ 57,597         | \$ 28,985         | \$ 15,000        | \$ 15,000         | \$ -                      |                                                       |
| Telephone                     | 101-140-43011 | 202              | 202              | 203               | 204               | 73                | 300              | 300               | -                         |                                                       |
| Memberships and Dues          | 101-140-43014 | -                | 60               | -                 | 255               | 123               | 125              | 125               | -                         |                                                       |
| Training & Subsistence        | 101-140-43015 | 608              | 355              | 365               | 1,192             | -                 | 1,400            | 1,000             | (400)                     |                                                       |
| Fees, licenses, permits       | 101-140-44015 |                  |                  |                   | 2,077             | 3                 |                  |                   | -                         |                                                       |
| Sub-Total                     |               | \$ 16,706        | \$ 14,876        | \$ 46,200         | \$ 61,325         | \$ 29,184         | \$ 16,825        | \$ 16,425         | \$ (400)                  |                                                       |
| <b>Operations Total</b>       |               | <b>\$ 96,075</b> | <b>\$ 95,181</b> | <b>\$ 102,678</b> | <b>\$ 137,074</b> | <b>\$ 111,413</b> | <b>\$ 95,148</b> | <b>\$ 301,579</b> | <b>\$ 206,431</b>         |                                                       |

**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 and commissions. In 2019, City Council developed a workplan and plans to continue to invest resources into that plan in the future.

**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. Improve Communication efforts through coordination with Community Engagement Committee
4. Continue to strategize to make Vadnais Commons self supporting and successful
5. Identify plan for Infrastructure Program for streets and stormwater
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 reinvestment in residential housing stock
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. Continue support community through effects of pandemic

**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                                            |               | 2016<br>Actual   | 2017<br>Actual   | 2018<br>Actual   | 2019<br>Actual   | 2020<br>Actual   | 2021<br>Budget   | 2022<br>Budget   | 2022 vs 2021<br>\$ Change | explanation |
|--------------------------------------------------------|---------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------------|-------------|
| <b><i>Personnel Services</i></b>                       |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Salaries                                               | 101-210-41010 | \$ 31,500        | \$ 31,000        | \$ 31,500        | \$ 31,000        | \$ 29,250        | \$ 31,500        | \$ 31,500        | \$ -                      |             |
| PERA                                                   | 101-210-41020 | 300              | -                | -                |                  |                  |                  |                  | -                         |             |
| FICA/Medicare                                          | 101-210-41022 | 2,038            | 2,371            | 2,410            | 2,171            | 2,238            | 2,410            | 2,410            | -                         |             |
| Worker's Comp Premium                                  | 101-210-41031 | 88               | 113              | 142              | 128              | 120              | 178              | 178              | -                         |             |
| Sub-Total                                              |               | \$ 33,926        | \$ 33,484        | \$ 34,052        | \$ 33,299        | \$ 31,608        | \$ 34,088        | \$ 34,088        | \$ -                      |             |
| <b><i>Materials and Supplies</i></b>                   |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Miscellaneous Supplies                                 | 101-210-42011 | \$ 234           | \$ 525           | \$ 243           | \$ 2,457         | \$ 926           | \$ 300           | \$ 300           | \$ -                      |             |
| Sub-Total                                              |               | \$ 234           | \$ 525           | \$ 243           | \$ 2,457         | \$ 926           | \$ 300           | \$ 300           | \$ -                      |             |
| <b><i>Contractual Services</i></b>                     |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Memberships & Dues                                     | 101-210-43014 | \$ 540           | \$ 30            | \$ -             | \$ -             | \$ 30            | \$ 500           | \$ 500           | \$ -                      |             |
| Training and Subsistence                               | 101-210-43015 | 213              | 773              | 360              | 4,915            | 260              | 4,500            | 4,500            | -                         |             |
| Long-range planning                                    |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| LMC conference and training                            |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Advertising and Publishing                             | 101-210-43017 | 20,466           | 23,583           | 20,951           | 23,554           | 21,703           | 24,000           | 24,000           | -                         |             |
| Newsletter - 3 issues, News and Views - weekly notices |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Miscellaneous Contractual                              | 101-210-43040 | 41,889           | 37,878           | 25,258           | 10,041           | 5,525            | 11,000           | 11,000           | -                         |             |
| Meeting minutes, other contractual                     |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Fees/licenses/permits                                  | 101-210-44015 | 6                |                  |                  | 4                |                  |                  |                  |                           |             |
| Sub-Total                                              |               | \$ 63,114        | \$ 62,264        | \$ 46,569        | \$ 38,514        | \$ 27,518        | \$ 40,000        | \$ 40,000        | \$ -                      |             |
| <b>Operations Total</b>                                |               | <b>\$ 97,274</b> | <b>\$ 96,273</b> | <b>\$ 80,864</b> | <b>\$ 74,270</b> | <b>\$ 60,052</b> | <b>\$ 74,388</b> | <b>\$ 74,388</b> | <b>\$ -</b>               |             |

**City of Vadnais Heights MN**  
**Annual Budget**  
**Department: Administration**

**ACTIVITY SCOPE**

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

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

**FUTURE OBJECTIVES**

1. Assist City Council in implementing goals and policies for development and the overall direction of the community.
2. Provide direction and leadership on major city projects, including capital improvements, budget management, performance evaluation, legislative policy, legal matters and long-range planning.
3. Assist the Vadnais Heights Commons facility, including marketing to make it not only self-supporting for operations and its portion of debt as well.
4. Assist in Comprehensive Plan implementation and the updating of city codes.
5. Manage and improve parks & recreation programs
6. Continue employee succession planning efforts by documenting work responsibilities in anticipation of several upcoming retirements of long-tenured employees.
7. Explore partnership opportunities with neighboring communities in an effort to share resources.
8. Continue to implement direction and goals of City Administrator and City Council.
9. Continue to provide staff lead on economic development opportunities and assist new Community Development Director.
10. Manage communication efforts via newsletter, website and social media
11. Work with VHEDC to support business community
12. Support the Community Engagement Committee efforts

**PROGRAMS**

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

**BUDGET COMMENTARY & SUMMARY**

The City Administrator continues to explore opportunities for improvement. Over the next year, the City Administrator plans to make recommendations for long-term budget implications. The City needs to implement a equipment replacement program and street replacement program. The City Administrator will work with department heads to implement long term goals of each department that support the goals of the City Council.

**City of Vadnais Heights MN  
Annual Budget**

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

| Description                   |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation                |
|-------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|----------------------------|
| <b>Personnel Services</b>     |               |                   |                   |                   |                   |                   |                   |                   |                           |                            |
| Salaries (4.5 FTE's)          | 101-220-41010 | \$ 351,870        | \$ 352,517        | \$ 345,321        | \$ 361,229        | \$ 391,046        | \$ 388,996        | \$ 405,845        | \$ 16,849                 |                            |
| Overtime                      | 101-220-41012 | 756               | 107               | 183               | 30                |                   | -                 | -                 | -                         |                            |
| PERA                          | 101-220-41020 | 24,702            | 26,020            | 25,222            | 26,916            | 28,296            | 29,175            | 30,438            | 1,263                     |                            |
| FICA/Medicare                 | 101-220-41022 | 25,918            | 26,991            | 25,291            | 26,609            | 28,592            | 30,632            | 31,286            | 654                       |                            |
| Insurance                     | 101-220-41030 | 39,208            | 40,348            | 51,999            | 59,022            | 61,369            | 69,475            | 68,288            | (1,187)                   |                            |
| Worker's Comp Premium         | 101-220-41031 | 2,151             | 2,464             | 2,626             | 2,803             | 2,960             | 3,221             | 3,360             | 139                       |                            |
| Sub-Total                     |               | \$ 444,605        | \$ 448,447        | \$ 450,642        | \$ 476,609        | \$ 512,263        | \$ 521,499        | \$ 539,217        | \$ 17,718                 |                            |
| <b>Materials and Supplies</b> |               |                   |                   |                   |                   |                   |                   |                   |                           |                            |
| Miscellaneous Supplies        | 101-220-42011 | \$ 1,023          | \$ 1,331          | \$ 4,107          | \$ 887            | \$ 3,004          | \$ 1,500          | \$ 1,500          | \$ -                      |                            |
| Sub-Total                     |               | \$ 1,023          | \$ 1,331          | \$ 4,107          | \$ 887            | \$ 3,004          | \$ 1,500          | \$ 1,500          | \$ -                      |                            |
| <b>Contractual Services</b>   |               |                   |                   |                   |                   |                   |                   |                   |                           |                            |
| Professional Service Fees     | 101-220-43010 | \$ 13,635         | \$ 27,449         | \$ 3,720          | \$ 10,769         | \$ 9,351          | \$ 30,000         | \$ 30,000         | -                         |                            |
| HR services                   |               |                   |                   |                   |                   |                   |                   |                   |                           |                            |
| Telephone                     | 101-220-43011 | 600               | 600               | 600               | 600               | 600               | 700               | 700               | -                         |                            |
| Memberships & Dues            | 101-220-43014 | 1,875             | 3,237             | 843               | 2,509             | 1,486             | 2,800             | 2,500             | (300)                     |                            |
| Training and Subsistence      | 101-220-43015 | 3,642             | 4,067             | 4,828             | 4,841             | 2,131             | 10,000            | 10,000            | -                         |                            |
| Mileage and Travel            | 101-220-43016 | 3,482             | 3,473             | 3,713             | 3,729             | 3,027             | 7,000             | 4,000             | (3,000)                   |                            |
| Advertising                   | 101-220-43017 | 1,325             | 940               | 1,977             | 1,790             | 758               | 1,500             | 1,500             | -                         |                            |
| Employment ads, legal notices |               |                   |                   |                   |                   |                   |                   |                   |                           |                            |
| Miscellaneous Contractual     | 101-220-43040 | 695               | 1,247             | 4,679             | 953               | 346               | 36,500            | 40,000            | 3,500                     | communications contracting |
| Employee recognition, misc.   |               |                   |                   |                   |                   |                   |                   |                   |                           |                            |
| Fees/licenses/permits         | 101-220-44015 | 368               | 1,371             | 6                 | 248               | 430               | 600               | 500               | (100)                     |                            |
| Sub-Total                     |               | \$ 25,622         | \$ 42,384         | \$ 20,366         | \$ 25,439         | \$ 18,129         | \$ 89,100         | \$ 89,200         | \$ 100                    |                            |
| <b>Operations Total</b>       |               | <b>\$ 471,250</b> | <b>\$ 492,162</b> | <b>\$ 475,115</b> | <b>\$ 502,935</b> | <b>\$ 533,396</b> | <b>\$ 612,099</b> | <b>\$ 629,917</b> | <b>\$ 17,818</b>          |                            |

**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. Northeast Youth Family Services provides counseling services to troubled you in our northeast metro community. Most cities in the area support them with a proportionate share. NYFS also supports seniors in need as well.
2. Newtrax will be funded for transportation services into Vadnais Heights.
3. Continue to support VHEDC efforts where priorities align.

**PROGRAMS**

| <b><u>Type</u></b>                                                         | <b><u>Resource<br/>Allocation</u></b> |
|----------------------------------------------------------------------------|---------------------------------------|
| 1. Government connections: Ramsey County League, League of MN Cities, etc. | 24%                                   |
| 2. Community counseling and social services                                | 68%                                   |
| 3. Economic development/other                                              | 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                 |               | 2016<br>Actual   | 2017<br>Actual   | 2018<br>Actual   | 2019<br>Actual   | 2020<br>Actual   | 2021<br>Budget   | 2022<br>Budget   | 2022 vs 2021<br>\$ Change | explanation |
|-----------------------------|---------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------------|-------------|
| <i>Contractual Services</i> |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Memberships & Dues          | 101-230-43014 | \$ 44,481        | \$ 43,504        | \$ 53,156        | \$ 55,034        | \$ 57,100        | \$ 58,174        | \$ 70,596        | \$ 12,422                 |             |
| NYFS                        |               | 27,188           |                  |                  |                  |                  |                  |                  |                           |             |
| VHEDC Contributions         |               | 16,000           |                  |                  |                  |                  |                  |                  |                           |             |
| Ramsey County League        |               | 700              |                  |                  |                  |                  |                  |                  |                           |             |
| League of MN Cities         |               | 13,000           |                  |                  |                  |                  |                  |                  |                           |             |
| White Bear Area Chamber     |               | 600              |                  |                  |                  |                  |                  |                  |                           |             |
| St. Paul Area Chamber       |               | 500              |                  |                  |                  |                  |                  |                  |                           |             |
| Metro Cities                |               | 5,108            |                  |                  |                  |                  |                  |                  |                           |             |
| New Trax                    |               | 7,500            |                  |                  |                  |                  |                  |                  |                           |             |
| <b>Operations Total</b>     |               | <b>\$ 44,481</b> | <b>\$ 43,504</b> | <b>\$ 53,156</b> | <b>\$ 55,034</b> | <b>\$ 57,100</b> | <b>\$ 58,174</b> | <b>\$ 70,596</b> | <b>\$ 12,422</b>          | 21.35%      |

## 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 seek possible software upgrades.
4. Address TIF reporting issues; evaluate TIF districts including cash flows. Monitor pooled TIF districts' balances to ensure that they are utilized before expiration for priorities established by the City Council.
5. Given the City's bond rating downgrade in 2012, strategies and efforts to improve the rating will be explored over the next few years.
6. Evaluation of a long-term financial management plan. Establish funding level parameters for various capital funds.

#### PROGRAMS

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

#### BUDGET COMMENTARY AND SUMMARY

This budget reflects inflationary increases.

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

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

| Description                                                                                     |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation            |
|-------------------------------------------------------------------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|------------------------|
| <b>Personnel Services</b>                                                                       |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| Salaries (2.0 FTE's)                                                                            | 101-250-41010 | \$ 165,788        | \$ 160,881        | \$ 166,188        | \$ 168,308        | \$ 193,223        | \$ 182,908        | \$ 191,264        | \$ 8,356                  |                        |
| Overtime                                                                                        | 101-250-41012 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                         |                        |
| PERA                                                                                            | 101-250-41020 | 11,646            | 11,958            | 12,259            | 12,171            | 13,346            | 13,718            | 14,345            | 627                       |                        |
| FICA/Medicare                                                                                   | 101-250-41022 | 10,608            | 10,842            | 11,092            | 12,042            | 13,850            | 15,021            | 14,727            | (294)                     |                        |
| Insurance                                                                                       | 101-250-41030 | 28,380            | 24,736            | 30,421            | 27,414            | 27,205            | 29,586            | 30,165            | 579                       |                        |
| Worker's Comp Premium                                                                           | 101-250-41031 | 1,013             | 1,135             | 1,277             | 1,270             | 1,390             | 1,514             | 1,584             | 70                        |                        |
| Sub-Total                                                                                       |               | \$ 217,435        | \$ 209,552        | \$ 221,237        | \$ 221,205        | \$ 249,014        | \$ 242,747        | \$ 252,085        | \$ 9,338                  |                        |
| <b>Materials and Supplies</b>                                                                   |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| Miscellaneous Supplies                                                                          | 101-250-42011 | \$ 89             | \$ 1,121          | \$ 57             | \$ 54             | \$ 270            | \$ 400            | \$ 400            | \$ -                      |                        |
| Sub-Total                                                                                       |               | \$ 89             | \$ 1,121          | \$ 57             | \$ 54             | \$ 270            | \$ 400            | \$ 400            | \$ -                      |                        |
| <b>Contractual Services</b>                                                                     |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| Professional Service Fees                                                                       | 101-250-43010 | \$ 46,297         | \$ 46,579         | \$ 47,773         | \$ 49,999         | \$ 54,525         | \$ 53,000         | \$ 56,000         | \$ 3,000                  |                        |
| Auditor services                                                                                |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| ADP payroll services                                                                            |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| Memberships & Dues                                                                              | 101-250-43014 | 250               | 250               | 240               | 240               | 260               | 300               | 300               | -                         |                        |
| Training and Subsistence                                                                        | 101-250-43015 | 487               | 472               | 682               | 515               | -                 | 1,000             | 1,000             | -                         |                        |
| GFOA annual local training, MN GFOA<br>annual conference, other financial training<br>as needed |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| Mileage and Travel                                                                              | 101-250-43016 | 212               | 180               | 300               | 333               | 25                | 350               | 350               | -                         |                        |
| Advertising and Publishing                                                                      | 101-250-43017 | 703               | 673               | 654               | -                 | -                 | 1,000             | 1,000             | -                         |                        |
| Miscellaneous Contractual                                                                       | 101-250-43040 | 6,372             | 9,636             | 18,372            | 8,734             | 7,524             | 8,500             | 15,000            | 6,500                     | new financial software |
| Outside services                                                                                |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| GFOA CAFR Certificate                                                                           |               |                   |                   |                   |                   |                   |                   |                   |                           |                        |
| Sub-Total                                                                                       |               | \$ 54,321         | \$ 57,790         | \$ 68,021         | \$ 59,821         | \$ 62,334         | \$ 64,150         | \$ 73,650         | \$ 9,500                  |                        |
| <b>Operations Total</b>                                                                         |               | <b>\$ 271,845</b> | <b>\$ 268,463</b> | <b>\$ 289,315</b> | <b>\$ 281,080</b> | <b>\$ 311,618</b> | <b>\$ 307,297</b> | <b>\$ 326,135</b> | <b>\$ 18,838</b>          |                        |

**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**

| <b><u>Type</u></b>                                                                                                                                       | <b><u>Resource Allocation</u></b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 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                     |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>% Change | explanation |
|---------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|-------------|
| <b>Contractual Services</b>     |               |                   |                   |                   |                   |                   |                   |                   |                          |             |
| Professional Service Fees       | 101-260-43010 | \$ 169,723        | \$ 155,167        | \$ 165,381        | \$ 153,591        | \$ 145,114        | \$ 183,000        | \$ 183,000        | \$ -                     |             |
| Non-retainer services           |               |                   |                   |                   |                   |                   |                   |                   |                          |             |
| City Atty. civil retainer       |               |                   |                   |                   |                   |                   |                   |                   |                          |             |
| City Atty. prosecution retainer |               |                   |                   |                   |                   |                   |                   |                   |                          |             |
| Sub-Total                       |               | \$ 169,723        | \$ 155,167        | \$ 165,381        | \$ 153,591        | \$ 145,114        | \$ 183,000        | \$ 183,000        | \$ -                     |             |
| <b>Operations Total</b>         |               | <b>\$ 169,723</b> | <b>\$ 155,167</b> | <b>\$ 165,381</b> | <b>\$ 153,591</b> | <b>\$ 145,114</b> | <b>\$ 183,000</b> | <b>\$ 183,000</b> | <b>\$ -</b>              |             |

**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                                             |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation |
|---------------------------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|-------------|
| <b><i>Personnel Services</i></b>                        |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Salaries                                                | 101-270-41010 | \$ 2,275          | \$ 2,468          | \$ 2,250          | \$ 2,250          | \$ 2,609          | \$ 5,125          | \$ 4,200          | \$ (925)                  |             |
| Election Officials                                      |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Cable Technician                                        |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Overtime                                                | 101-270-41012 | 768               | 41                | 43                | 48                | 93                |                   |                   | -                         |             |
| PERA                                                    | 101-270-41020 | 58                | 3                 | 3                 | 4                 | 7                 |                   |                   | -                         |             |
| FICA/Medicare                                           | 101-270-41022 | 233               | 192               | 175               | 176               | 207               | 392               | 321               | (71)                      |             |
| Insurance                                               | 101-270-41030 | -                 |                   |                   |                   | -                 |                   |                   | -                         |             |
| Worker's Compensation Premium                           | 101-270-41031 | 17                | 11                | 9                 | 9                 | 8                 | 15                | 12                | (3)                       |             |
| Sub-Total                                               |               | \$ 3,351          | \$ 2,715          | \$ 2,480          | \$ 2,487          | \$ 2,924          | \$ 5,532          | \$ 4,533          | \$ (999)                  |             |
| <b><i>Materials and Supplies</i></b>                    |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Miscellaneous Supplies                                  | 101-270-42011 | \$ 13,866         | \$ 14,664         | \$ 52,093         | \$ 13,762         | \$ 16,022         | \$ 16,000         | \$ 16,000         | \$ -                      |             |
| Building Supplies                                       | 101-270-42023 | 1,560             | 615               | 746               | 103               | 478               | \$ 2,000          | \$ 1,000          | (1,000)                   |             |
| Landscape Supplies                                      | 101-270-42026 | 2,828             | -                 | 1,412             | -                 | -                 | 1,200             | 200               | (1,000)                   |             |
| Sub-Total                                               |               | \$ 18,254         | \$ 15,279         | \$ 54,251         | \$ 13,865         | \$ 16,500         | \$ 19,200         | \$ 17,200         | \$ (2,000)                |             |
| <b><i>Contractual Services</i></b>                      |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Professional Service Fee                                | 101-270-43010 | \$ 1,002          | \$ 499            | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                      |             |
| Telephone                                               | 101-270-43011 | 2,766             | 3,044             | 2,801             | 2,768             | 5,326             | 3,300             | 5,500             | 2,200                     |             |
| Utilities                                               | 101-270-43012 | 33,502            | 33,479            | 39,988            | 34,162            | 29,270            | 36,000            | 35,000            | (1,000)                   |             |
| Postage                                                 | 101-270-43013 | 7,000             | 7,000             | 7,000             | 7,030             | 7,099             | 7,500             | 7,200             | (300)                     |             |
| Insurance                                               | 101-270-43020 | 78,945            | 65,594            | 64,835            | 61,931            | 64,705            | 75,000            | 70,000            | (5,000)                   |             |
| Equipment & Vehicle Maintenance                         | 101-270-43030 | 10,691            | 10,688            | 20,849            | 14,166            | 10,093            | 12,000            | 12,000            | -                         |             |
| Buildings & Grounds Maintenance                         | 101-270-43032 | 16,636            | 28,139            | 35,399            | 33,908            | 33,373            | 25,500            | 35,000            | 9,500                     |             |
| HVAC systems, janitorial services,<br>other misc. needs |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| Miscellaneous Contractual                               | 101-270-43040 | 34,465            | 34,994            | 37,781            | 38,697            | 46,670            | 50,000            | 50,000            | -                         |             |
| Election support - County, other misc.                  |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| Fees/licenses/permits                                   | 101-270-44015 | 628               | 640               | 639               | 726               | 781               | 750               | 750               | -                         |             |
| Refunds/reimbursements                                  | 101-270-44030 | 12                | 22                | 87                | 96                | 114               | 100               | 100               | -                         |             |
| Contingency                                             | 101-270-44040 | 56,096            | 59,315            | 115,750           | -                 | -                 | 50,000            | 50,000            | -                         |             |
| Sub-Total                                               |               | \$ 241,743        | \$ 243,414        | \$ 325,129        | \$ 193,484        | \$ 197,431        | \$ 260,150        | \$ 265,550        | \$ 5,400                  |             |
| <b>Operations Total</b>                                 |               | <b>\$ 263,348</b> | <b>\$ 261,408</b> | <b>\$ 381,860</b> | <b>\$ 209,836</b> | <b>\$ 216,855</b> | <b>\$ 284,882</b> | <b>\$ 287,283</b> | <b>\$ 2,401</b>           |             |

**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.

**PROGRAMS**

| <b><u>Type</u></b>                                                                                                                                                                                                                                                                                                         | <b><u>Resource</u></b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 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                                                      |               | 2016<br>Actual   | 2017<br>Actual    | 2018<br>Actual   | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation                |
|------------------------------------------------------------------|---------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|----------------------------|
| <b><i>Materials and Supplies</i></b>                             |               |                  |                   |                  |                   |                   |                   |                   |                           |                            |
| Miscellaneous Supplies                                           | 101-280-42011 | \$ 3,607         | \$ 8,588          | \$ 1,396         | \$ 5,814          | \$ 8,630          | \$ 7,000          | \$ 10,000         | \$ 3,000                  |                            |
| Sub-Total                                                        |               | \$ 3,607         | \$ 8,588          | \$ 1,396         | \$ 5,814          | \$ 8,630          | \$ 7,000          | \$ 10,000         | \$ 3,000                  |                            |
| <b><i>Contractual Services</i></b>                               |               |                  |                   |                  |                   |                   |                   |                   |                           |                            |
| Professional Service Fees                                        | 101-280-43010 | \$ 69,035        | \$ 94,903         | \$ 88,760        | \$ 101,294        | \$ 108,840        | \$ 116,000        | \$ 125,000        | \$ 9,000                  | new joint powers agreement |
| Metro-INET support, city website<br>Laserfiche, telephone system |               |                  |                   |                  |                   |                   |                   |                   |                           |                            |
| Equipment & Vehicle Maintenance                                  | 101-280-43030 | 13,837           | 5,254             | 2,126            | 5,275             | 5,226             | 5,000             | 6,000             | 1,000                     |                            |
| Software and hardware support                                    |               |                  |                   |                  |                   |                   |                   |                   |                           |                            |
| Sub-Total                                                        |               | \$ 82,872        | \$ 100,157        | \$ 90,886        | \$ 106,569        | \$ 114,066        | \$ 121,000        | \$ 131,000        | \$ 10,000                 |                            |
| <b>Operations Total</b>                                          |               | <b>\$ 86,479</b> | <b>\$ 108,745</b> | <b>\$ 92,282</b> | <b>\$ 112,383</b> | <b>\$ 122,696</b> | <b>\$ 128,000</b> | <b>\$ 141,000</b> | <b>\$ 13,000</b>          |                            |

**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. A cost of living increase for deputies is estimated at 2.5% for the 2021 budget.
3. The cost for dispatch services decreased significantly as the costs are allocated on three year averages of 911 calls for service with a maximum 40% cost to communities and 60% paid by county taxes. Rates are adjusted on a three year rolling average and are influenced by fluctuations in annual calls relative to other member cities. CAD operating costs are allocated using the same 60/40 split used for the operating budget.
4. The animal control program started in 2013 continues to be a great addition to the city budget. In 2018, the city changed to St. Paul animal shelter at a higher cost.
5. Body worn Cameras continue to be an expense. New training mandates will require new costs.
6. 2021 budget is expected to have increased overtime costs related to pandemic related expenses.

**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                                                                      |               | 2016<br>Actual      | 2017<br>Actual      | 2018<br>Actual      | 2019<br>Actual      | 2020<br>Actual      | 2021<br>Budget      | 2022<br>Budget      | 2022 vs 2021<br>\$ Change | explanation |
|----------------------------------------------------------------------------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|-------------|
| <b><i>Contractual Services</i></b>                                               |               |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Professional Service Fees:                                                       |               |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Ramsey County patrol services                                                    | 101-310-43010 | \$ 1,147,950        | \$ 1,211,826        | \$ 1,240,947        | \$ 1,345,729        | \$ 1,496,974        | \$ 1,436,266        | \$ 1,491,459        | \$ 55,193                 |             |
| Dispatch                                                                         | 101-310-43010 | 82,957              | 83,858              |                     |                     |                     | 65,981              | 72,887              | 6,906                     |             |
| CAD                                                                              | 101-310-43010 | 16,322              | 16,605              |                     |                     |                     | 9,908               | 12,083              | 2,175                     |             |
| Animal services                                                                  | 101-310-43010 | 1,718               | 2,165               |                     |                     |                     | 2,100               | 2,100               | -                         |             |
| Radio services                                                                   | 101-310-43010 | 1,641               | 2,864               |                     |                     |                     | 2,875               | 2,875               | -                         |             |
| Miscellaneous Contractual                                                        | 101-310-43040 | 1,705               | 1,571               | 770                 | 1,285               | 460                 | 1,500               | 1,000               | (500)                     |             |
| Health and Public Safety Commission<br>stipends, other misc. public safety items |               |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Fees/licenses/permits                                                            | 101-310-44015 |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Sub-Total                                                                        |               | \$ 1,252,293        | \$ 1,318,890        | \$ 1,241,717        | \$ 1,347,014        | \$ 1,497,434        | \$ 1,518,630        | \$ 1,582,404        | \$ 63,774                 |             |
| <b>Operations Total</b>                                                          |               | <b>\$ 1,252,293</b> | <b>\$ 1,318,890</b> | <b>\$ 1,241,717</b> | <b>\$ 1,347,014</b> | <b>\$ 1,497,434</b> | <b>\$ 1,518,630</b> | <b>\$ 1,582,404</b> | <b>\$ 63,774</b>          |             |

**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, were 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>                                                                                                                                                                                                                                                                                                                                                 |                          | <b>Resource Allocation</b>        | <b>Resource Allocation</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------|----------------------------|
| 1. Administration, reporting and recordkeeping.                                                                                                                                                                                                                                                                                                             | Fire Chief               | 40% Administrative Assistant      | 40%                        |
| 2. Fire Suppression & EMS - Time spent in a 24 hour day that is actually involved with fire suppression, rescue, medical and public service responses.                                                                                                                                                                                                      | Full-time employees      | 10% Paid-on-call staff            | 50%                        |
|                                                                                                                                                                                                                                                                                                                                                             | Paid-on-call staff       | 0% Fire Technician                | 45%                        |
| 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.   | Fire Chief               | 35% Fire Technician/Code Enforcer | 50%                        |
|                                                                                                                                                                                                                                                                                                                                                             | Administrative Assistant | 45% Fire Technician               | 20%                        |
| 4. Training - Firefighters train on a regular basis - every Monday morning and evening of each week. Full-time staff maintains training records, enforces compliance for mandatory training and maintains records/documents for required certifications. Full-time staff develop training and participate in training along with paid-on-call firefighters. | Paid-on-call staff       | 40% Fire Technician               | 20%                        |
|                                                                                                                                                                                                                                                                                                                                                             | Fire Chief               | 10% Fire Technician/Code Enforcer | 10%                        |
|                                                                                                                                                                                                                                                                                                                                                             | Administrative Assistant | 5% Fire Technician                | 10%                        |
|                                                                                                                                                                                                                                                                                                                                                             |                          | Fire Technician                   | 10%                        |
| 5. Maintenance - Full-time firefighters are responsible for all maintenance of vehicles, equipment, the stations and surrounding grounds.                                                                                                                                                                                                                   |                          | Fire Technician/Code Enforcer     | 15%                        |
|                                                                                                                                                                                                                                                                                                                                                             |                          | Fire Technician                   | 45%                        |
| 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       | 10% Fire Technician               | 10%                        |
|                                                                                                                                                                                                                                                                                                                                                             | Fire Chief               | 5% Fire Technician/Code Enforcer  | 10%                        |
|                                                                                                                                                                                                                                                                                                                                                             | Administrative Assistant | 5% Fire Technician                | 10%                        |
|                                                                                                                                                                                                                                                                                                                                                             | Fire Chief               | 10% Fire Technician/Code Enforcer | 5%                         |
| 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.                                                                                                                                           | Administrative Assistant | 5% Fire Technician                | 5%                         |
|                                                                                                                                                                                                                                                                                                                                                             | Fire Technician          | 5%                                |                            |

**WORKLOAD DATA**

|                           | 2018  | 2019  | 2020  |
|---------------------------|-------|-------|-------|
| Inspections               | 1,704 | 1,358 | 125   |
| Fire/Medical/Rescue Calls | 1,285 | 1,487 | 1,320 |

**BUDGET COMMENTARY AND SUMMARY**

The 2022 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, a newly created Asst. Fire Chief position to accommodate increased calls, increased inspections/code complaints and upgrades to facilities and fire trucks to prolong their useful lives.

**City of Vadnais Heights MN  
Annual Budget**

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

| Description                     |               | 2016<br>Actual      | 2017<br>Actual      | 2018<br>Actual      | 2019<br>Actual      | 2020<br>Actual      | 2021<br>Budget      | 2022<br>Budget      | 2022 vs 2021<br>\$ Change | explanation |
|---------------------------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|-------------|
| <b>Personnel Services</b>       |               |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Salaries - Full time (6 FTE's)  | 101-320-41010 | \$ 395,020          | \$ 370,489          | \$ 381,704          | \$ 388,421          | \$ 382,248          | \$ 457,304          | \$ 485,914          | \$ 28,610                 |             |
| Overtime                        | 101-320-41012 | -                   | -                   |                     |                     | 50                  |                     |                     | -                         |             |
| Salaries - Paid on-call         | 101-320-41013 | 221,716             | 260,509             | 317,933             | 361,682             | 357,908             | 396,602             | 396,602             | -                         |             |
| Duty Crew Staffing Pay          | 331,477       |                     |                     |                     |                     |                     |                     |                     | -                         |             |
| Call Back Pay                   | 10,250        |                     |                     |                     |                     |                     |                     |                     | -                         |             |
| Activity Pay                    | 10,250        |                     |                     |                     |                     |                     |                     |                     | -                         |             |
| Training Pay                    | 25,625        |                     |                     |                     |                     |                     |                     |                     | -                         |             |
| Officer annual pay              | 19,000        |                     |                     |                     |                     |                     |                     |                     | -                         |             |
| PERA                            | 101-320-41020 | 53,381              | 55,480              | 56,423              | 59,597              | 57,995              | 74,861              | 79,712              | 4,851                     |             |
| FICA/Medicare                   | 101-320-41022 | 24,773              | 28,021              | 34,290              | 35,256              | 36,249              | 40,863              | 41,305              | 442                       |             |
| Fire Relief/State Aid           | 101-320-41024 | -                   | 155,048             | -                   | -                   | -                   |                     |                     | -                         |             |
| Fire Relief, City assistance    | 101-320-41023 | -                   | -                   | -                   | -                   | -                   |                     |                     | -                         |             |
| Insurance                       | 101-320-41030 | 60,849              | 61,748              | 59,896              | 56,629              | 59,051              | 70,675              | 90,496              | 19,821                    |             |
| Worker's Comp Premium           | 101-320-41031 | 25,930              | 34,719              | 41,277              | 43,169              | 35,529              | 48,870              | 51,077              | 2,207                     |             |
| Sub-Total                       |               | \$ 781,669          | \$ 966,014          | \$ 891,523          | \$ 944,754          | \$ 929,030          | \$ 1,089,175        | \$ 1,145,106        | \$ 55,931                 |             |
| <b>Materials and Supplies</b>   |               |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Miscellaneous Supplies          | 101-320-42011 | \$ 5,581            | \$ 9,724            | \$ 5,776            | \$ 7,322            | \$ 4,041            | \$ 7,500            | \$ 7,000            | \$ (500)                  |             |
| Fuels and Lubricants            | 101-320-42019 | 4,492               | 3,858               | 4,703               | 7,864               | 9,907               | 8,000               | 8,000               | -                         |             |
| Building Supplies               | 101-320-42023 | 2,534               | 3,191               | 5,705               | 10,545              | 7,981               | 8,000               | 8,000               | -                         |             |
| Vehicle Supplies                | 101-320-42024 | 2,100               | 4,549               | 16,341              | 9,852               | 5,313               | 5,000               | 5,000               | -                         |             |
| Equipment Supplies              | 101-320-42025 | 10,255              | 38,860              | 42,944              | 10,224              | 25,359              | 24,000              | 24,000              | -                         |             |
| Landscape Supplies              | 101-320-42026 | -                   | -                   | -                   | -                   | -                   | 100                 | -                   | (100)                     |             |
| Uniforms and Clothing           | 101-320-42030 | 25,833              | 23,424              | 22,231              | 24,548              | 15,056              | 32,298              | 25,000              | (7,298)                   |             |
| Sub-Total                       |               | \$ 50,795           | \$ 83,606           | \$ 97,700           | \$ 70,355           | \$ 67,657           | \$ 84,898           | \$ 77,000           | \$ (7,898)                |             |
| <b>Contractual Services</b>     |               |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Telephone                       | 101-320-43011 | \$ 6,337            | \$ 6,581            | \$ 7,562            | \$ 8,852            | \$ 8,377            | \$ 4,000            | \$ 4,000            | \$ -                      |             |
| Utilities                       | 101-320-43012 | 40,236              | 45,853              | 45,374              | 45,192              | 41,074              | 46,000              | 46,000              | -                         |             |
| Memberships & Dues              | 101-320-43014 | 3,207               | 3,884               | 3,478               | 3,446               | 5,023               | 2,500               | 4,000               | 1,500                     |             |
| Training and Subsistence        | 101-320-43015 | 22,338              | 30,346              | 36,814              | 36,438              | 28,855              | 21,000              | 25,000              | 4,000                     |             |
| Mileage and Travel              | 101-320-43016 | -                   |                     |                     |                     | 23                  |                     | 50                  | 50                        |             |
| Fire Prevention and Safety      | 101-320-43019 | 711                 |                     |                     |                     | 225                 |                     | 300                 | 300                       |             |
| Equipment & Vehicle Maintenance | 101-320-43030 | 12,336              | 46,169              | 24,850              | 44,338              | 28,207              | 10,000              | 20,000              | 10,000                    |             |
| Bldg & Grounds Maintenance      | 101-320-43032 | 8,727               | 15,275              | 14,029              | 15,283              | 24,665              | 8,600               | 9,000               | 400                       |             |
| Building Services               | 101-320-43033 | 30,342              | 14,468              | 9,456               | 26,099              | 25,034              | 18,000              | 18,000              | -                         |             |
| Vehicle Services                | 101-320-43034 | 34,428              | 8,887               | 10,936              | 12,781              | 20,142              | 20,000              | 20,000              | -                         |             |
| Equipment Services              | 101-320-43035 | 4,209               | 8,103               | 5,660               | 4,038               | 8,345               | 5,000               | 6,000               | 1,000                     |             |
| Contractual Services            | 101-320-43040 | 13,501              | 14,647              | 13,099              | 3,208               | 6,404               | 12,000              | 7,000               | (5,000)                   |             |
| Fees/licenses/permits           | 101-320-44015 | 836                 | 885                 | 1,039               | 1,903               | 1,558               | 2,000               | 2,000               | -                         |             |
| Sub-Total                       |               | \$ 177,208          | \$ 195,098          | \$ 172,297          | \$ 201,578          | \$ 197,932          | \$ 149,100          | \$ 161,350          | \$ 12,250                 |             |
| <b>Capital Outlay</b>           |               |                     |                     |                     |                     |                     |                     |                     |                           |             |
| Furniture, Equipment & Vehicle  | 101-320-45010 | \$ 7,316            | \$ -                | \$ 1,158            | \$ 1,085            | \$ 3,032            | \$ -                | \$ -                | \$ -                      |             |
| <b>Operations Total</b>         |               | <b>\$ 1,016,988</b> | <b>\$ 1,244,718</b> | <b>\$ 1,162,678</b> | <b>\$ 1,217,772</b> | <b>\$ 1,197,651</b> | <b>\$ 1,323,173</b> | <b>\$ 1,383,456</b> | <b>\$ 60,283</b>          |             |

**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**

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

**BUDGET COMMENTARY AND SUMMARY**

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

**City of Vadnais Heights MN  
Annual Budget**

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

| Description                          |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation |
|--------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|-------------|
| <b><i>Personnel Services</i></b>     |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Salaries (1 FTE)                     | 101-410-41010 | \$ 64,910         | \$ 64,754         | \$ 62,975         | \$ 63,990         | \$ 69,241         | \$ 72,654         | \$ 74,464         | \$ 1,810                  |             |
| Overtime                             | 101-410-41012 | 194               | 336               | 116               | -                 | 403               |                   |                   | -                         |             |
| PERA                                 | 101-410-41020 | 4,644             | 4,865             | 4,827             | 4,917             | 5,233             | 5,449             | 5,585             | 136                       |             |
| FICA/Medicare                        | 101-410-41022 | 4,000             | 4,407             | 4,471             | 4,513             | 4,628             | 5,614             | 6,898             | 1,284                     |             |
| Insurance                            | 101-410-41030 | 15,685            | 13,603            | 32,125            | 19,474            | 20,462            | 22,761            | 15,083            | (7,678)                   |             |
| Worker's Comp Premium                | 101-410-41031 | 2,203             | 2,477             | 2,808             | 2,749             | 2,752             | 3,592             | 3,682             | 90                        |             |
| Sub-Total                            |               | \$ 91,636         | \$ 90,442         | \$ 107,322        | \$ 95,643         | \$ 102,719        | \$ 110,070        | \$ 105,712        | \$ (4,358)                |             |
| <b><i>Materials and Supplies</i></b> |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Operating Supplies                   | 101-410-42012 | \$ 3,306          | \$ 4,545          | \$ 7,380          | \$ 6,141          | \$ 8,155          | \$ 5,000          | \$ 6,000          | \$ 1,000                  |             |
| Fuels & Lubricants                   | 101-410-42019 | 28,637            | 30,957            | 42,313            | 36,088            | 22,016            | 39,000            | 37,000            | (2,000)                   |             |
| Building Supplies                    | 101-410-42023 | 4,152             | 7,377             | 4,754             | 1,164             | 7,499             | 7,500             | 7,000             | (500)                     |             |
| Vehicle Supplies                     | 101-410-42024 | 24,043            | 30,903            | 32,688            | 25,909            | 29,886            | 30,000            | 30,000            | -                         |             |
| Uniforms & Clothing                  | 101-410-42030 | 794               | 1,950             | 3,955             | 8,527             | 10,637            | 2,000             | 6,000             | 4,000                     |             |
| Sub-Total                            |               | \$ 60,932         | \$ 75,732         | \$ 91,090         | \$ 77,829         | \$ 78,193         | \$ 83,500         | \$ 86,000         | \$ 2,500                  |             |
| <b><i>Contractual Services</i></b>   |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Telephone                            | 101-410-43011 | \$ 1,538          | \$ 1,594          | \$ 1,638          | \$ 1,641          | \$ 1,637          | \$ 1,800          | \$ 1,800          | \$ -                      |             |
| Utilities                            | 101-410-43012 | 50,148            | 48,707            | 45,077            | 45,493            | 45,243            | 49,000            | 49,000            | -                         |             |
| Postage                              | 101-410-43013 |                   |                   | 17                |                   | 5                 |                   | -                 | -                         |             |
| Training                             | 101-410-43015 | 6,204             | 6,467             | 5,535             | 7,204             | 5,744             | 7,500             | 7,500             | -                         |             |
| Mileage and Travel                   | 101-410-43016 |                   | 15                | 16                | -                 | -                 | -                 | -                 | -                         |             |
| Equipment & Vehicle Maintenance      | 101-410-43030 | 65,055            | 35,130            | 38,709            | 83,702            | 29,855            | 36,000            | 36,000            | -                         |             |
| Buildings and Grounds Maintenance    | 101-410-43032 | 29,089            | 28,510            | 26,298            | 29,417            | 67,899            | 40,000            | 40,000            | -                         |             |
| Uniform Services                     | 101-410-43036 | 6,683             | 6,850             | 6,580             | 2,028             | 1,362             | 8,000             | 6,000             | (2,000)                   |             |
| Contractual Services                 | 101-410-43040 | 2,052             | 1,684             | 5,034             | 4,682             | 11,665            | 8,000             | 8,000             | -                         |             |
| Building support services            |               |                   |                   |                   |                   |                   |                   |                   | -                         |             |
| Fees/licenses/permits                | 101-410-44015 | 5,299             | 1,690             | 1,705             | 998               | 2,131             | 2,400             | 2,400             | -                         |             |
| Sub-Total                            |               | \$ 166,068        | \$ 130,647        | \$ 130,609        | \$ 175,165        | \$ 165,541        | \$ 152,700        | \$ 150,700        | \$ (2,000)                |             |
| <b><i>Capital Outlay</i></b>         |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Furniture, Equipment & Vehicle       | 101-410-45010 | \$ -              | \$ 10,550         | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                      |             |
| <b>Operations Total</b>              |               | <b>\$ 318,636</b> | <b>\$ 307,371</b> | <b>\$ 329,021</b> | <b>\$ 348,637</b> | <b>\$ 346,453</b> | <b>\$ 346,270</b> | <b>\$ 342,412</b> | <b>\$ (3,858)</b>         |             |

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

**City of Vadnais Heights MN  
Annual Budget**

**Department: Street Maintenance**

**Fund - Department Number: 101-420**

**Department Head: City Engineer/Public Service Director**

| Description                                                                                         |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation |
|-----------------------------------------------------------------------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|-------------|
| <b><i>Personnel Services</i></b>                                                                    |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Salaries (3.0 FTE's)                                                                                | 101-420-41010 | \$ 158,616        | \$ 231,854        | \$ 126,902        | \$ 146,688        | \$ 153,545        | \$ 158,545        | \$ 225,822        | \$ 67,277                 |             |
| Overtime                                                                                            | 101-420-41012 | 15,060            | 4,744             | 29,304            | 29,027            | 15,299            | 18,800            | 19,200            | 400                       |             |
| Standby Pay                                                                                         | 101-420-41016 | 10,648            | 12,793            | 13,728            | 13,494            | 16,705            | 19,000            | -                 | (19,000)                  |             |
| PERA                                                                                                | 101-420-41020 | 13,561            | 16,512            | 13,909            | 14,120            | 13,689            | 14,726            | 18,377            | 3,651                     |             |
| FICA/Medicare                                                                                       | 101-420-41022 | 14,278            | 15,992            | 13,187            | 13,091            | 13,203            | 15,104            | 18,829            | 3,725                     |             |
| Insurance                                                                                           | 101-420-41030 | 32,677            | 36,038            | 33,619            | 38,939            | 40,574            | 36,851            | 44,415            | 7,564                     |             |
| Worker's Comp Premium                                                                               | 101-420-41031 | 9,577             | 16,577            | 17,567            | 18,077            | 18,145            | 20,638            | 25,754            | 5,116                     |             |
| Sub-Total                                                                                           |               | \$ 254,417        | \$ 334,510        | \$ 248,216        | \$ 273,436        | \$ 271,160        | \$ 283,664        | \$ 352,397        | \$ 68,733                 |             |
| <b><i>Materials and Supplies</i></b>                                                                |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Operating Supplies                                                                                  | 101-420-42012 | \$ 3,458          | \$ 9,169          | \$ 2,874          | \$ 9,322          | \$ 6,795          | \$ 7,000          | \$ 7,000          | \$ -                      |             |
| Bituminous                                                                                          | 101-420-42014 | 5,011             | 7,128             | 17,792            | 18,079            | 12,974            | 17,000            | 16,000            | (1,000)                   |             |
| Salt                                                                                                | 101-420-42015 | 28,498            | 22,337            | 26,380            | 38,799            | 25,443            | 33,000            | 30,000            | (3,000)                   |             |
| Signs                                                                                               | 101-420-42016 | 10,615            | 10,817            | 4,620             | 22,931            | 5,282             | 10,000            | 6,000             | (4,000)                   |             |
| Sub-Total                                                                                           |               | \$ 47,582         | \$ 49,451         | \$ 51,666         | \$ 89,131         | \$ 50,494         | \$ 67,000         | \$ 59,000         | \$ (8,000)                |             |
| <b><i>Contractual Services</i></b>                                                                  |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Telephone                                                                                           | 101-420-43011 | \$ 1,143          | \$ 708            | \$ 1,107          | \$ 1,210          | \$ 1,453          | \$ 950            | \$ 1,500          | \$ 550                    |             |
| Utilities (streets/signal lights)                                                                   | 101-420-43012 | 62,487            | 61,665            | 59,769            | 54,785            | 55,335            | 60,000            | 60,000            | -                         |             |
| Training and Subsistence                                                                            | 101-420-43015 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                         |             |
| Miscellaneous Contractual                                                                           | 101-420-43040 | 12,996            | 15,055            | 78,588            | 122,958           | 84,217            | 100,000           | 145,000           | 45,000                    |             |
| Ramsey County signal agreements, striping, light repairs, signal repairs/painting, concrete repairs |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Fees/licenses/permits                                                                               | 101-420-44015 | 1,420             | 11,130            | 321               | 219               | 20                | 200               | 200               | -                         |             |
| Sub-Total                                                                                           |               | \$ 78,046         | \$ 88,558         | \$ 139,785        | \$ 179,172        | \$ 141,025        | \$ 161,150        | \$ 206,700        | \$ 45,550                 |             |
| <b><i>Capital Outlay</i></b>                                                                        |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Furniture, Equipment & Vehicle                                                                      | 101-420-45010 | \$ -              | \$ -              | \$ -              | \$ 4,500          | \$ 33,789         | \$ -              | \$ -              | \$ -                      |             |
| Sub-Total                                                                                           |               | \$ -              | \$ -              | \$ -              | \$ 4,500          | \$ 33,789         | \$ -              | \$ -              | \$ -                      |             |
| <b>Operations Total</b>                                                                             |               | <b>\$ 380,045</b> | <b>\$ 472,519</b> | <b>\$ 439,667</b> | <b>\$ 546,239</b> | <b>\$ 496,468</b> | <b>\$ 511,814</b> | <b>\$ 618,097</b> | <b>\$ 106,283</b>         |             |

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

**ACTIVITY SCOPE**

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

**FUTURE OBJECTIVES**

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

**PROGRAMS**

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

**BUDGET COMMENTARY AND SUMMARY**

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

**City of Vadnais Heights MN  
Annual Budget**

**Department: Parks and Recreation**

**Fund - Department Number: 101-510**

**Department Head: City Engineer/Public Service Director**

| Description                                                                                                            |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation                            |
|------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|----------------------------------------|
| <b><i>Personnel Services</i></b>                                                                                       |               |                   |                   |                   |                   |                   |                   |                   |                           |                                        |
| Salaries (3.5 FTE's)                                                                                                   | 101-510-41010 | \$ 361,223        | \$ 288,637        | \$ 267,644        | \$ 267,247        | \$ 276,651        | \$ 287,731        | \$ 233,033        | \$ (54,698)               | transfer 1.0 FTE to Surface Water fund |
| Overtime Pay                                                                                                           | 101-510-41012 | 3,083             | 3,569             | 2,842             | 2,232             | 366               | 1,400             | 1,000             | (400)                     |                                        |
| Recreation Seasonal Staff                                                                                              | 101-510-41014 | 22,279            | 23,875            | 25,752            | 21,337            | 14,997            | 28,140            | 28,140            | -                         |                                        |
| Ag building supervision, summer intern, instructors, senior citizen coordinator, playground staff, ice rink attendants |               |                   |                   |                   |                   |                   |                   |                   |                           |                                        |
| Parks Seasonal Staff                                                                                                   | 101-510-41015 | 37,106            | 42,020            | 32,831            | 39,314            | 26,888            | 44,350            | 46,000            | 1,650                     |                                        |
| PERA                                                                                                                   | 101-510-41020 | 24,462            | 23,037            | 20,127            | 18,932            | 20,866            | 21,685            | 17,553            | (4,132)                   |                                        |
| FICA/Medicare                                                                                                          | 101-510-41022 | 29,947            | 28,815            | 24,999            | 24,071            | 24,562            | 28,854            | 18,095            | (10,759)                  |                                        |
| Insurance                                                                                                              | 101-510-41030 | 46,721            | 49,327            | 45,383            | 49,331            | 50,291            | 58,303            | 53,206            | (5,097)                   |                                        |
| Worker's Comp Premium                                                                                                  | 101-220-41031 | 9,474             | 12,872            | 12,658            | 13,153            | 13,074            | 16,400            | 12,688            | (3,712)                   |                                        |
| Sub-Total                                                                                                              |               | \$ 534,295        | \$ 472,152        | \$ 432,236        | \$ 435,617        | \$ 427,695        | \$ 486,863        | \$ 409,715        | \$ (77,148)               |                                        |
| <b><i>Materials and Supplies</i></b>                                                                                   |               |                   |                   |                   |                   |                   |                   |                   |                           |                                        |
| Miscellaneous Supplies                                                                                                 | 101-510-42011 | \$ 812            | \$ 594            | \$ 1,872          | \$ 728            | \$ 820            | \$ 2,000          | \$ 1,000          | \$ (1,000)                |                                        |
| Operating Supplies                                                                                                     | 101-510-42012 | 27,183            | 43,000            | 45,963            | 25,342            | 52,972            | 42,000            | 42,000            | -                         |                                        |
| Building Supplies                                                                                                      | 101-510-42023 | 6,247             | 1,232             | 2,052             | 678               | 365               | 2,500             | 2,000             | (500)                     |                                        |
| Landscape Supplies                                                                                                     | 101-510-42026 | 4,818             | 11,916            | 6,357             | 9,212             | 9,831             | 10,000            | 10,000            | -                         |                                        |
| Recreation Supplies                                                                                                    | 101-510-42035 | 13,993            | 10,127            | 10,286            | 12,684            | 11,098            | 12,200            | 12,000            | (200)                     |                                        |
| Special Events                                                                                                         | 101-510-42050 | 719               | 134               | 380               | 210               | 63                | -                 | 100               | 100                       |                                        |
| Sub-Total                                                                                                              |               | \$ 53,772         | \$ 67,003         | \$ 66,910         | \$ 48,854         | \$ 75,149         | \$ 68,700         | \$ 67,100         | \$ (1,600)                |                                        |
| <b><i>Contractual Services</i></b>                                                                                     |               |                   |                   |                   |                   |                   |                   |                   |                           |                                        |
| Telephone                                                                                                              | 101-510-43011 | \$ 2,481          | \$ 2,426          | \$ 2,131          | \$ 929            | \$ 870            | \$ 1,800          | \$ 1,800          | \$ -                      |                                        |
| Utilities                                                                                                              | 101-510-43012 | 30,216            | 33,806            | 37,455            | 21,841            | 31,458            | 33,000            | 33,000            | -                         |                                        |
| Memberships & Dues                                                                                                     | 101-510-43014 | 585               | 560               | 374               | 138               | 393               | 700               | 500               | (200)                     |                                        |
| Training & Subsistence                                                                                                 | 101-510-43015 | 458               | 546               | 1,140             | 584               | 315               | 2,000             | 1,000             | (1,000)                   |                                        |
| Buildings & Grounds Maintenance                                                                                        | 101-510-43032 | 52,072            | 27,353            | 56,185            | 21,438            | 43,969            | 56,000            | 100,000           | 44,000                    | Emerald Ash Borer mitigation           |
| Contractual Services                                                                                                   | 101-510-43040 | 7,223             | 7,215             | 9,533             | 16,335            | 21,154            | 31,000            | 20,000            | (11,000)                  |                                        |
| Satellites<br>Commissions<br>Replace park signs                                                                        |               |                   |                   |                   |                   |                   |                   |                   |                           |                                        |
| Special Events Contractual                                                                                             | 101-510-43042 | 417               | 975               | 2,095             | 2,554             | 299               | -                 | 100               | 100                       |                                        |
| Recreation Contractual                                                                                                 | 101-510-43050 | 17,818            | 21,566            | 27,900            | 23,208            | 7,469             | 25,000            | 25,000            | -                         |                                        |
| Fees/licenses/permits                                                                                                  | 101-510-44015 | 56                | 131               | 44                | 443               | 592               | 200               | 600               | 400                       |                                        |
| Credit card fees                                                                                                       | 101-510-44030 | 2,273             | 2,521             | 2,830             | 2,675             | 1,051             | 3,000             | 3,000             | -                         |                                        |
| Sub-Total                                                                                                              |               | \$ 113,599        | \$ 97,099         | \$ 139,687        | \$ 90,145         | \$ 107,570        | \$ 152,700        | \$ 185,000        | \$ 32,300                 |                                        |
| <b><i>Capital Outlay</i></b>                                                                                           |               |                   |                   |                   |                   |                   |                   |                   |                           |                                        |
| Furniture, Equipment & Vehicle                                                                                         | 101-510-45010 | \$ -              | \$ -              | \$ -              | \$ 47,922         | \$ 45,647         | \$ -              | \$ 30,000         | \$ 30,000                 | replace (2) mowers                     |
| Sub-Total                                                                                                              |               | \$ -              | \$ -              | \$ -              | \$ 47,922         | \$ 45,647         | \$ -              | \$ 30,000         | \$ 30,000                 |                                        |
| <b>Operations Total</b>                                                                                                |               | <b>\$ 701,666</b> | <b>\$ 636,254</b> | <b>\$ 638,833</b> | <b>\$ 622,538</b> | <b>\$ 656,061</b> | <b>\$ 708,263</b> | <b>\$ 691,815</b> | <b>\$ (16,448)</b>        |                                        |

**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                          |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget    | 2022 vs 2021<br>\$ Change | explanation |
|--------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|-------------|
| <b><i>Personnel Services</i></b>     |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Salaries                             | 101-520-41010 | \$ 3,000          | \$ -              | \$ -              | \$ -              | \$ 109            | \$ -              | \$ -              | \$ -                      |             |
| Overtime                             | 101-520-41012 | 237               | 296               | 115               | 40                | 102               |                   |                   | -                         |             |
| Part-time Employees Wages            | 101-520-41013 | -                 |                   |                   |                   |                   |                   |                   | -                         |             |
| PERA                                 | 101-520-41020 | 243               | 22                | 9                 | 3                 | 16                |                   |                   | -                         |             |
| FICA/Medicare                        | 101-520-41022 | 248               | 23                | 9                 | 3                 | 16                |                   |                   | -                         |             |
| Insurance                            | 101-520-41030 | -                 |                   |                   |                   | -                 |                   |                   | -                         |             |
| Worker's Comp Premium                | 101-520-41031 | 21                | 2                 | 1                 | 1                 | -                 |                   |                   | -                         |             |
| Sub-Total                            |               | \$ 3,749          | \$ 343            | \$ 134            | \$ 47             | \$ 243            | \$ -              | \$ -              | \$ -                      |             |
| <b><i>Materials and Supplies</i></b> |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Miscellaneous Supplies               | 101-520-42011 | \$ 18,541         | \$ 9,583          | \$ 6,411          | \$ 6,694          | \$ 8,722          | \$ 33,000         | \$ 33,000         | \$ -                      |             |
| Landscape Supplies                   | 101-520-42026 | 2,295             | 992               | 3,372             | 280               | 4,637             | 4,500             | 4,500             | -                         |             |
| Sub-Total                            |               | \$ 20,836         | \$ 10,575         | \$ 9,783          | \$ 6,974          | \$ 13,359         | \$ 37,500         | \$ 37,500         | \$ -                      |             |
| <b><i>Contractual Services</i></b>   |               |                   |                   |                   |                   |                   |                   |                   |                           |             |
| Professional Service Fee             | 101-520-43010 | \$ 63,323         | \$ 48,238         | \$ 45,849         | \$ 49,098         | \$ 32,596         | \$ 50,000         | \$ 50,000         | \$ -                      |             |
| Telephone                            | 101-520-43011 | 187               | 187               | 189               | 175               | 217               | 300               | 300               | -                         |             |
| Utilities                            | 101-520-43012 | 17,051            | 16,783            | 15,125            | 15,662            | 15,582            | 18,000            | 17,000            | (1,000)                   |             |
| Memberships and Dues                 | 101-520-43014 | -                 | -                 | -                 | -                 | -                 |                   | -                 | -                         |             |
| Advertising and Publishing           | 101-520-43017 | 3,889             | 7,201             | 7,113             | 8,685             | 8,585             | 10,000            | 12,000            | 2,000                     |             |
| Equipment & Vehicle Maintenance      | 101-520-43030 | 846               | 1,540             | 2,264             | 551               | 7,009             | 1,000             | 2,000             | 1,000                     |             |
| Buildings & Grounds Maintenance      | 101-520-43032 | 9,355             | 12,817            | 9,513             | 9,690             | 9,983             | 15,000            | 12,000            | (3,000)                   |             |
| Contractual Services                 | 101-520-43040 | 72,471            | 99,269            | 94,720            | 68,012            | 23,686            | 68,000            | 70,000            | 2,000                     |             |
| Fees/licenses/permits                | 101-520-44015 | 167               | 225               | 279               | 282               | 288               | 200               | 300               | 100                       |             |
| Credit Card Fees                     | 101-520-44030 | 176               | 17                | 21                | 418               | 9                 | 200               | 200               | -                         |             |
| Sub-Total                            |               | \$ 167,465        | \$ 186,277        | \$ 175,073        | \$ 152,573        | \$ 97,955         | \$ 162,700        | \$ 163,800        | \$ 1,100                  |             |
| <b>Operations Total</b>              |               | <b>\$ 192,050</b> | <b>\$ 197,195</b> | <b>\$ 184,990</b> | <b>\$ 159,594</b> | <b>\$ 111,557</b> | <b>\$ 200,200</b> | <b>\$ 201,300</b> | <b>\$ 1,100</b>           |             |

0.55%

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

**ACTIVITY SCOPE**

The Community Services Fund accounts for donations from organizations or individuals, grants received for general City use and PEG fees received from Comcast. The donations are used to provide assistance with community events and other community needs. Grants are dedicated to specific purposes outlined in each grant agreement. PEG fees are used to maintain and update hardware necessary to broadcast city meetings.

**FUTURE OBJECTIVES**

1. Continue to provide assistance as funding allows.
2. Solicit grants to reduce the tax burden on city taxpayers.
3. Use PEG fees to enhance broadcast equipment to provide transparency to stakeholders by televising city meetings.

**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                                      |               | 2016<br>Actual  | 2017<br>Actual    | 2018<br>Actual  | 2019<br>Actual   | 2020<br>Actual   | 2021<br>Budget   | 2022<br>Budget   | 2022 vs 2021<br>\$ Change | explanation |
|--------------------------------------------------|---------------|-----------------|-------------------|-----------------|------------------|------------------|------------------|------------------|---------------------------|-------------|
| <b>Revenues:</b>                                 |               |                 |                   |                 |                  |                  |                  |                  |                           |             |
| Grants                                           | 201-000-32022 | \$ -            | \$ -              | \$ -            | \$ 75,377        | \$ 51,629        | \$ 60,000        | \$ 55,000        | \$ (5,000)                |             |
| Donations                                        | 201-000-36012 | 6,100           | 115,272           | 2,100           | 2,100            | 1,050            | 500              | 1,500            | 1,000                     |             |
| <b>Total Revenues</b>                            |               | <b>\$ 6,100</b> | <b>\$ 115,272</b> | <b>\$ 2,100</b> | <b>\$ 77,477</b> | <b>\$ 52,679</b> | <b>\$ 60,500</b> | <b>\$ 56,500</b> | <b>\$ (4,000)</b>         |             |
| <b>Expenditures:</b>                             |               |                 |                   |                 |                  |                  |                  |                  |                           |             |
| <i>Materials and Supplies</i>                    |               |                 |                   |                 |                  |                  |                  |                  |                           |             |
| Miscellaneous Supplies                           | 201-000-42011 |                 |                   |                 | \$ 12,287        | \$ 510           | \$ 40,000        | \$ 1,500         | \$ (38,500)               |             |
| Sub-Total                                        |               |                 |                   |                 | \$ 12,287        | \$ 510           | \$ 40,000        | \$ 1,500         | \$ (38,500)               |             |
| <i>Contractual Services</i>                      |               |                 |                   |                 |                  |                  |                  |                  |                           |             |
| Miscellaneous Contractual                        | 201-000-43040 | \$ 50           | \$ 118,571        | \$ 5,500        | \$ 19,822        | \$ 17,224        | \$ 20,500        | \$ 10,000        | \$ (10,500)               |             |
| Sub-Total                                        |               | \$ 50           | \$ 118,571        | \$ 5,500        | \$ 19,822        | \$ 17,224        | \$ 20,500        | \$ 10,000        | \$ (10,500)               |             |
| <i>Other Financing Source/Use</i>                |               |                 |                   |                 |                  |                  |                  |                  |                           |             |
| Transfer Out                                     |               | -               | -                 | -               | -                | -                |                  |                  | -                         |             |
| <b>Total Expenditures/Other Financing Source</b> |               | <b>\$ 50</b>    | <b>\$ 118,571</b> | <b>\$ 5,500</b> | <b>\$ 32,109</b> | <b>\$ 17,734</b> | <b>\$ 60,500</b> | <b>\$ 11,500</b> | <b>\$ (49,000)</b>        |             |

**City of Vadnais Heights MN**  
**Annual Budget**  
**Heritage Days**

**ACTIVITY SCOPE**

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

**FUTURE OBJECTIVES**

Provide a quality Heritage Days for citizens of all ages.

**PROGRAMS**

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

**BUDGET COMMENTARY AND SUMMARY**

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

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

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

| Description                     |               | 2016<br>Actual   | 2017<br>Actual   | 2018<br>Actual   | 2019<br>Actual   | 2020<br>Actual  | 2021<br>Budget   | 2022<br>Budget   | 2022 vs 2021<br>\$ Change | explanation |
|---------------------------------|---------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|---------------------------|-------------|
| <b>Revenues:</b>                |               |                  |                  |                  |                  |                 |                  |                  |                           |             |
| Fees                            | 225-000-34019 | \$ 8,414         | \$ 7,397         | \$ 6,402         | \$ 8,033         | \$ 150          | \$ 9,000         | \$ 8,000         | \$ (1,000)                |             |
| Donations                       | 225-000-36012 | 15,430           | 15,083           | 14,675           | 15,000           | 5,150           | 15,600           | 12,000           | (3,600)                   |             |
| Reimbursements                  | 225-000-36015 | 300              | 200              | 355              | -                |                 | 400              | -                | (400)                     |             |
| Transfers In                    | 225-000-37010 | -                | -                |                  |                  |                 |                  |                  | -                         |             |
| <b>Total Revenues</b>           |               | <b>\$ 24,144</b> | <b>\$ 22,680</b> | <b>\$ 21,432</b> | <b>\$ 23,033</b> | <b>\$ 5,300</b> | <b>\$ 25,000</b> | <b>\$ 20,000</b> | <b>\$ (5,000)</b>         |             |
| <b>Expenditures:</b>            |               |                  |                  |                  |                  |                 |                  |                  |                           |             |
| <b>Personnel Services</b>       |               |                  |                  |                  |                  |                 |                  |                  |                           |             |
| Salaries                        | 225-171-41010 | \$ -             | \$ -             | \$ -             | \$ -             | \$ -            | \$ -             | \$ -             | \$ -                      |             |
| Overtime                        | 225-171-41012 | 3,655            | 3,089            | 3,205            | 4,129            | -               | 4,000            | 4,000            | -                         |             |
| PERA                            | 225-171-41020 | 274              | 227              | 240              | 310              | -               | 300              | 300              | -                         |             |
| FICA/Medicare                   | 225-171-41022 | 280              | 236              | 245              | 316              | -               | 306              | 306              | -                         |             |
| Worker's Compensation Insurance | 225-171-41031 | 45               | 90               | 108              | 97               | -               | 90               | 90               | -                         |             |
| Sub-Total                       |               | \$ 4,254         | \$ 3,642         | \$ 3,798         | \$ 4,852         | \$ -            | \$ 4,696         | \$ 4,696         | \$ -                      |             |
| <b>Materials and Supplies</b>   |               |                  |                  |                  |                  |                 |                  |                  |                           |             |
| Operating Supplies              | 225-171-42011 | \$ 3,378         | \$ 2,532         | \$ 2,171         | \$ 2,162         | \$ 8            | \$ 2,000         | \$ 3,000         | \$ 1,000                  |             |
| Special Events Supplies         | 225-171-42050 | -                | -                | 157              |                  |                 |                  |                  | -                         |             |
| Sub-Total                       |               | \$ 3,378         | \$ 2,532         | \$ 2,328         | \$ 2,162         | \$ 8            | \$ 2,000         | \$ 3,000         | \$ 1,000                  |             |
| <b>Contractual Services</b>     |               |                  |                  |                  |                  |                 |                  |                  |                           |             |
| Advertising and Publishing      | 225-171-43017 | \$ 521           | \$ 2,091         | \$ 661           | \$ 119           | \$ 25           | \$ 600           | \$ 800           | \$ 200                    |             |
| Miscellaneous Contractual       | 225-171-43040 | 19,583           | 21,404           | 17,414           | 16,679           | 2,889           | 17,704           | 11,504           | (6,200)                   |             |
| Sub-Total                       |               | \$ 20,104        | \$ 23,495        | \$ 18,075        | \$ 16,798        | \$ 2,914        | \$ 18,304        | \$ 12,304        | \$ (6,000)                |             |
| <b>Total Expenditures</b>       |               | <b>\$ 27,736</b> | <b>\$ 29,669</b> | <b>\$ 24,201</b> | <b>\$ 23,812</b> | <b>\$ 2,922</b> | <b>\$ 25,000</b> | <b>\$ 20,000</b> | <b>\$ (5,000)</b>         |             |

**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 Assistant City Administrator oversees refuse and recycling in the City. The City provides a spring cleanup for the community to promote a convenient opportunity for residents to dispose of additional refuse or recyclable materials and to help improve our community's appearance.

**FUTURE OBJECTIVES**

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

**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                     |               | 2016<br>Actual   | 2017<br>Actual   | 2018<br>Actual   | 2019<br>Actual   | 2020<br>Actual   | 2021<br>Budget   | 2022<br>Budget   | 2022 vs 2021<br>\$ Change | explanation |
|---------------------------------|---------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------------|-------------|
| <b>Revenues:</b>                |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| SCORE Grant                     | 226-000-32022 | \$ 30,557        | \$ 31,001        | \$ -             | \$ 30,855        | \$ 35,798        | \$ 31,000        | \$ 39,000        | \$ 8,000                  |             |
| Delinquent Refuse Fees          | 226-000-32033 | -                |                  |                  |                  |                  |                  |                  | -                         |             |
| Recycling Container Sales       | 226-000-35020 | -                |                  |                  |                  |                  |                  |                  | -                         |             |
| Clean-up Days Charges           | 226-000-35040 | 6,905            | 6,168            | 9,684            | 5,888            | -                | 5,000            | 6,000            | 1,000                     |             |
| Refunds and Reimbursements      | 226-000-36015 | 15               | -                | -                | -                |                  |                  |                  | -                         |             |
| <b>Total Revenues</b>           |               | <b>\$ 37,477</b> | <b>\$ 37,169</b> | <b>\$ 9,684</b>  | <b>\$ 36,743</b> | <b>\$ 35,798</b> | <b>\$ 36,000</b> | <b>\$ 45,000</b> | <b>\$ 9,000</b>           |             |
| <b>Expenditures:</b>            |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| <b>Personnel Services</b>       |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Overtime                        | 226-000-41012 | \$ -             |                  | \$ 975           | \$ -             | \$ -             | \$ 1,000         | \$ 1,000         | \$ -                      |             |
| PERA                            | 226-000-41020 | -                | -                | 73               | -                | -                | 65               | 65               | -                         |             |
| FICA/Medicare                   | 226-000-41022 | -                | -                | 75               | -                | -                | 77               | 77               | -                         |             |
| Worker's Compensation Insurance | 226-000-41031 | -                | -                | 15               | -                | -                | 18               | 18               | -                         |             |
| Sub-Total                       |               | \$ -             | \$ -             | \$ 1,138         | \$ -             | \$ -             | \$ 1,160         | \$ 1,160         | \$ -                      |             |
| <b>Materials and Supplies</b>   |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Supplies                        | 226-421-42011 | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ 2,500         | \$ 5,000         | \$ 2,500                  |             |
| Signage                         |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Sub-Total                       |               | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ 2,500         | \$ 5,000         | \$ 2,500                  |             |
| <b>Contractual Services</b>     |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Postage                         | 226-421-43013 | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ 100           | \$ 100           | \$ -                      |             |
| Advertising and Publishing      | 226-421-43017 | 372              | 447              | 239              | 2,366            | -                | 1,157            | 1,500            | 343                       |             |
| Administrative Expense          | 226-421-43021 | 13,500           | 14,500           | 13,500           | 13,500           | 13,500           | 13,500           | 14,000           | 500                       |             |
| Miscellaneous Contractual       | 226-421-43040 | 19,492           | 18,361           | 13,612           | 14,948           | 12,818           | 17,483           | 23,240           | 5,757                     |             |
| Recycling cost reduction        |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Clean-up days                   |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Fees/licenses/permits           | 226-421-44015 | -                | 90               | 90               | -                | -                | 100              | -                | (100)                     |             |
| Sub-Total                       |               | \$ 33,364        | \$ 33,398        | \$ 27,441        | \$ 30,814        | \$ 26,318        | \$ 32,340        | \$ 38,840        | \$ 6,500                  |             |
| <b>Total Expenditures</b>       |               | <b>\$ 33,364</b> | <b>\$ 33,398</b> | <b>\$ 28,579</b> | <b>\$ 30,814</b> | <b>\$ 26,318</b> | <b>\$ 36,000</b> | <b>\$ 45,000</b> | <b>\$ 9,000</b>           |             |

**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                    |               | 2016<br>Actual   | 2017<br>Actual   | 2018<br>Actual   | 2019<br>Actual   | 2020<br>Actual   | 2021<br>Budget   | 2022<br>Budget   | 2022 vs 2021<br>\$ Change | explanation |
|--------------------------------|---------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------------|-------------|
| <b>Revenues:</b>               |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Gambling Fees                  | 227-000-36021 | \$ 23,595        | \$ 26,825        | \$ 32,072        | \$ 36,854        | \$ 27,011        | \$ 25,000        | \$ 25,000        | \$ -                      |             |
| <b>Total Revenues</b>          |               | <b>\$ 23,595</b> | <b>\$ 26,825</b> | <b>\$ 32,072</b> | <b>\$ 36,854</b> | <b>\$ 27,011</b> | <b>\$ 25,000</b> | <b>\$ 25,000</b> | <b>\$ -</b>               |             |
| <b>Expenditures:</b>           |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| <b>Materials and Supplies</b>  |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Supplies - recreational events | 227-000-42011 | \$ 4,543         | \$ 4,316         | \$ 5,003         | \$ 3,776         | \$ 3,141         | \$ 5,500         | \$ 8,000         | \$ 2,500                  |             |
| Sub-Total                      |               | \$ 4,543         | \$ 4,316         | \$ 5,003         | \$ 3,776         | \$ 3,141         | \$ 5,500         | \$ 8,000         | \$ 2,500                  |             |
| <b>Contractual Services</b>    |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Miscellaneous Contractual      | 227-000-43040 | \$ 17,832        | \$ 14,263        | \$ 42,919        | \$ 12,505        | \$ 4,791         | \$ 19,500        | \$ 17,000        | \$ (2,500)                |             |
| Community Food Program         |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Scholarships                   |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| General Assistance             |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Emergency Assistance           |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Recreational Special Events    |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Heritage Days                  |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| Dead animal removal            |               |                  |                  |                  |                  |                  |                  |                  |                           |             |
| <b>Total Expenditures</b>      |               | <b>\$ 22,375</b> | <b>\$ 18,579</b> | <b>\$ 47,922</b> | <b>\$ 16,281</b> | <b>\$ 7,932</b>  | <b>\$ 25,000</b> | <b>\$ 25,000</b> | <b>\$ -</b>               |             |

**City of Vadnais Heights MN  
Annual Budget  
Water Utility**

**ACTIVITY SCOPE**

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

**FUTURE OBJECTIVES**

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

**PROGRAMS**

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

**BUDGET COMMENTARY AND SUMMARY**

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

**City of Vadnais Heights MN  
Annual Budget**

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

| Description                          |               | 2016<br>Actual      | 2017<br>Actual      | 2018<br>Actual      | 2019<br>Actual      | 2020<br>Actual      | 2021<br>Budget      | 2022<br>Budget      | 2022 vs 2021<br>% Change | explanation |
|--------------------------------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------------|-------------|
| <b>Revenues:</b>                     |               |                     |                     |                     |                     |                     |                     |                     |                          |             |
| Utility Consumption                  | 601-000-35010 | \$ 1,273,061        | \$ 1,278,421        | \$ 1,297,232        | \$ 1,273,575        | \$ 1,414,577        | \$ 1,400,000        | \$ 1,450,000        | \$ 50,000                |             |
| Penalties                            | 601-000-35030 | 79,297              | 69,610              | 76,004              | 72,074              | 111,709             | 65,000              | 75,000              | 10,000                   |             |
| Interest Earnings                    | 601-000-36011 | (9,743)             | 70,698              | 77,600              | 216,877             | 92,888              | 60,000              | 75,000              | 15,000                   |             |
| Refunds/Reimbursements               | 601-000-36015 | 57,958              | 69,101              | 97,164              | 92,860              | 84,511              | 40,000              | 50,000              | 10,000                   |             |
| Transfer In - debt service fund      | 601-000-37010 |                     |                     |                     | 34,152              | -                   |                     |                     | -                        |             |
| <b>Total Revenues</b>                |               | <b>\$ 1,400,573</b> | <b>\$ 1,487,830</b> | <b>\$ 1,548,000</b> | <b>\$ 1,689,538</b> | <b>\$ 1,703,685</b> | <b>\$ 1,565,000</b> | <b>\$ 1,650,000</b> | <b>\$ 85,000</b>         |             |
| <b>Expenditures:</b>                 |               |                     |                     |                     |                     |                     |                     |                     |                          |             |
| <b>Personnel Services</b>            |               |                     |                     |                     |                     |                     |                     |                     |                          |             |
| Salaries (2.0 FTE's)                 | 601-450-41010 | \$ 106,018          | \$ 89,363           | \$ 105,063          | \$ 108,393          | \$ 119,617          | \$ 119,309          | \$ 129,501          | \$ 10,192                |             |
| Overtime                             | 601-450-41012 | 3,859               | 1,779               | 8,090               | 7,851               | 2,916               | 800                 | 800                 | -                        |             |
| Standby Pay                          | 601-450-41016 |                     |                     |                     |                     |                     |                     | 20,420              | 20,420                   |             |
| PERA                                 | 601-450-41020 | 8,848               | 7,196               | 8,423               | 8,770               | 9,019               | 9,008               | 11,304              | 2,296                    |             |
| FICA/Medicare                        | 601-450-41022 | 7,804               | 6,701               | 7,865               | 8,492               | 8,661               | 9,299               | 11,626              | 2,327                    |             |
| Insurance                            | 601-450-41030 | 39,628              | 26,404              | 33,619              | 29,455              | 31,917              | 35,507              | 30,165              | (5,342)                  |             |
| Worker's Compensation Insurance      | 601-450-41031 | 4,226               | 3,992               | 5,339               | 5,534               | 5,788               | 5,306               | 7,507               | 2,201                    |             |
| Sub-Total                            |               | \$ 170,383          | \$ 135,435          | \$ 168,399          | \$ 168,495          | \$ 177,918          | \$ 179,229          | \$ 211,323          | \$ 32,094                |             |
| <b>Materials and Supplies</b>        |               |                     |                     |                     |                     |                     |                     |                     |                          |             |
| Misc Supplies                        | 601-450-42011 | \$ 876              | \$ 3,789            | \$ 8,329            | \$ 12,891           | \$ 9,265            | \$ 3,500            | \$ 10,000           | \$ 6,500                 |             |
| Operating Supplies                   | 601-450-42012 | 25,378              | 13,427              | 10,889              | 21,408              | 23,274              | 45,000              | 26,000              | (19,000)                 |             |
| Feed Chemicals                       | 601-450-42013 | 100,749             | 110,100             | 118,940             | 108,936             | 101,910             | 120,000             | 110,000             | (10,000)                 |             |
| Building Supplies                    | 601-450-42023 | 18                  | -                   | 656                 | -                   | 9                   | 500                 | 100                 | (400)                    |             |
| Utility Maintenance                  | 601-450-42031 | 15,533              | 5,453               | -                   | -                   | -                   | 32,000              | 6,000               | (26,000)                 |             |
| Sub-Total                            |               | \$ 142,554          | \$ 132,769          | \$ 138,814          | \$ 143,235          | \$ 134,458          | \$ 201,000          | \$ 152,100          | \$ (48,900)              |             |
| <b>Contractual Services</b>          |               |                     |                     |                     |                     |                     |                     |                     |                          |             |
| Professional Service Fees            | 601-450-43010 | \$ 330              | \$ -                | \$ -                | \$ 32,393           | \$ 16,056           | \$ 1,000            | \$ 8,000            | \$ 7,000                 |             |
| Telephone                            | 601-450-43011 | 3,382               | 4,956               | 2,423               | 2,662               | 2,615               | 5,000               | 3,000               | (2,000)                  |             |
| Utilities                            | 601-450-43012 | 79,850              | 79,982              | 82,239              | 71,122              | 79,429              | 85,000              | 85,000              | -                        |             |
| Postage                              | 601-450-43013 | 3,744               | 3,627               | 4,005               | 4,508               | 4,247               | 3,800               | 5,000               | 1,200                    |             |
| Memberships & Dues                   | 601-450-43014 | -                   | -                   | -                   | -                   | -                   | 250                 | 250                 | -                        |             |
| Advertising and Publishing           | 601-450-43017 | 549                 | 717                 | 119                 | -                   | -                   | 800                 | 500                 | (300)                    |             |
| Insurance                            | 601-450-43020 | 13,815              | 11,141              | 11,069              | 10,838              | 11,324              | 14,000              | 12,000              | (2,000)                  |             |
| Administrative Expense               | 601-450-43021 | 160,000             | 160,000             | 115,000             | 115,000             | 115,000             | 115,000             | 166,000             | 51,000                   |             |
| Equipment & Vehicle Maintenance      | 601-450-43030 | 5,990               | -                   | 288                 | -                   | 7,366               | 100                 | 3,000               | 2,900                    |             |
| Utility/Well Maintenance             | 601-450-43031 | 67,272              | 7,331               | 33,238              | 21,810              | 2,263               | 70,000              | 5,000               | (65,000)                 |             |
| Maintenance of Buildings and Grounds | 601-450-43032 | -                   | -                   | 1,153               | 247                 | -                   | 1,000               | 500                 | (500)                    |             |
| Miscellaneous Contractual            | 601-450-43040 | 52,267              | 27,458              | 77,970              | 90,831              | 88,035              | 52,000              | 90,000              | 38,000                   |             |
| Fees/licenses/permits                | 601-450-44015 | 6,199               | 7,163               | 7,489               | 7,270               | 6,639               | 7,000               | 7,500               | 500                      |             |
| Professional Services - Projects     | 601-450-44024 | -                   | 500                 | -                   | -                   | -                   | 500                 | 100                 | (400)                    |             |
| Credit card fees                     | 601-450-44030 | 1,722               | 3,514               | 6,625               | 7,139               | 9,562               | 3,000               | 10,000              | 7,000                    |             |
| Depreciation                         | 601-450-44050 | 272,480             | 275,540             | 279,912             | 301,789             | 308,769             | 278,000             | 315,000             | 37,000                   |             |
| Sub-Total                            |               | \$ 667,600          | \$ 581,929          | \$ 621,530          | \$ 665,609          | \$ 651,305          | \$ 636,450          | \$ 710,850          | \$ 74,400                |             |
| <b>Other</b>                         |               |                     |                     |                     |                     |                     |                     |                     |                          |             |
| Transfers Out                        | 601-450-44060 | \$ 84,375           | \$ 50,000           | \$ 50,000           | \$ 50,000           | \$ 50,000           | \$ 50,000           | \$ 150,000          | \$ 100,000               |             |
| Sub-Total                            |               | \$ 84,375           | \$ 50,000           | \$ 50,000           | \$ 50,000           | \$ 50,000           | \$ 50,000           | \$ 150,000          | \$ 100,000               |             |
| <b>Capital Spending</b>              |               |                     |                     |                     |                     |                     |                     |                     |                          |             |
| Furniture, Equipment & Vehicle       | 601-450-45010 | \$ -                | \$ 26,075           | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                     |             |
| Capital Projects                     |               | -                   | -                   | -                   | -                   | 48,220              | 1,278,000           | 380,000             | \$ (898,000)             |             |
| <b>Total Expenditures</b>            |               | <b>\$ 1,064,912</b> | <b>\$ 926,208</b>   | <b>\$ 978,743</b>   | <b>\$ 1,027,339</b> | <b>\$ 1,061,901</b> | <b>\$ 2,344,679</b> | <b>\$ 1,604,273</b> | <b>\$ (740,406)</b>      |             |

**City of Vadnais Heights MN  
Annual Budget  
Sewer Utility Fund**

**ACTIVITY SCOPE**

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

**FUTURE OBJECTIVES**

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

**PROGRAMS**

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

**BUDGET COMMENTARY AND SUMMARY**

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

**City of Vadnais Heights MN  
Annual Budget**

**Department: Sewer Utility**

**Fund - Department Number: 603-470**

**Department Head: City Engineer/Public Service Director**

| Description                      |               | 2016<br>Actual      | 2017<br>Actual      | 2018<br>Actual      | 2019<br>Actual      | 2020<br>Actual      | 2021<br>Budget      | 2022<br>Budget      | 2022 vs 2021<br>% Change | explanation                                  |
|----------------------------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------------|----------------------------------------------|
| <b>Revenues:</b>                 |               |                     |                     |                     |                     |                     |                     |                     |                          |                                              |
| Utility Consumption              | 603-000-35010 | \$ 1,745,108        | \$ 1,700,717        | \$ 1,780,754        | \$ 1,779,084        | \$ 1,890,105        | \$ 1,870,000        | \$ 2,000,000        | \$ 130,000               |                                              |
| Penalties                        | 603-000-35030 | 76,327              | 38,791              | 38,158              | 33,704              | 33,486              | 42,000              | 40,000              | (2,000)                  |                                              |
| Interest Earnings                | 603-000-36011 | (14,075)            | 87,717              | 77,654              | 152,707             | 50,474              | 60,000              | 50,000              | (10,000)                 |                                              |
| Refunds/Reimbursements           | 603-000-36015 | 56,490              | 20,275              | 62,951              | 83,770              | 38,808              | 25,000              | 30,000              | 5,000                    |                                              |
| Transfer In - debt service fund  | 603-000-37010 |                     |                     |                     | 59,325              | -                   |                     |                     | -                        |                                              |
| <b>Total Revenues</b>            |               | <b>\$ 1,863,850</b> | <b>\$ 1,847,500</b> | <b>\$ 1,959,517</b> | <b>\$ 2,108,590</b> | <b>\$ 2,012,873</b> | <b>\$ 1,997,000</b> | <b>\$ 2,120,000</b> | <b>\$ 123,000</b>        |                                              |
| <b>Expenditures:</b>             |               |                     |                     |                     |                     |                     |                     |                     |                          |                                              |
| <b>Personnel Services</b>        |               |                     |                     |                     |                     |                     |                     |                     |                          |                                              |
| Salaries (2.0 FTE's)             | 603-470-41010 | \$ 134,749          | \$ 119,417          | \$ 119,561          | \$ 127,470          | \$ 118,797          | \$ 137,634          | \$ 141,066          | \$ 3,432                 |                                              |
| Overtime                         | 603-470-41012 | 1,306               | 974                 | 1,300               | 3,983               | 975                 | 800                 | 800                 | -                        |                                              |
| PERA                             | 603-470-41020 | 8,458               | 9,097               | 9,405               | 9,789               | 8,960               | 10,383              | 10,640              | 257                      |                                              |
| FICA/Medicare                    | 603-470-41022 | 7,776               | 8,459               | 8,593               | 9,067               | 8,764               | 10,701              | 10,948              | 247                      |                                              |
| Insurance                        | 603-470-41030 | 31,370              | 27,206              | 33,619              | 30,240              | 31,917              | 35,629              | 30,165              | (5,464)                  |                                              |
| Worker's Compensation Insurance  | 603-470-41031 | 3,345               | 4,968               | 7,217               | 6,908               | 6,629               | 7,325               | 7,507               | 182                      |                                              |
| Sub-Total                        |               | \$ 187,004          | \$ 170,121          | \$ 179,695          | \$ 187,457          | \$ 176,042          | \$ 202,472          | \$ 201,126          | \$ (1,346)               |                                              |
| <b>Materials and Supplies</b>    |               |                     |                     |                     |                     |                     |                     |                     |                          |                                              |
| Miscellaneous Supplies           | 603-470-42011 | \$ 1,160            | \$ 1,368            | \$ 2,512            | \$ 1,124            | \$ 4,083            | \$ 2,000            | \$ 4,000            | \$ 2,000                 |                                              |
| Operating Supplies               | 603-470-42012 | 882                 | 79                  | 635,812             | -                   | 633                 | 1,000               | 1,000               | -                        |                                              |
| Utility Maintenance              | 603-470-42031 | 381                 | -                   | -                   | -                   | 506                 | 2,500               | 1,000               | (1,500)                  |                                              |
| Sub-Total                        |               | \$ 2,423            | \$ 1,447            | \$ 638,324          | \$ 1,124            | \$ 5,222            | \$ 5,500            | \$ 6,000            | \$ 500                   |                                              |
| <b>Contractual Services</b>      |               |                     |                     |                     |                     |                     |                     |                     |                          |                                              |
| Professional Service Fees        | 603-470-43010 | \$ 989,530          | \$ 1,114,864        | \$ 1,283,946        | \$ 1,245,781        | \$ 1,278,248        | \$ 1,300,000        | \$ 1,310,000        | \$ 10,000                |                                              |
| Telephone                        | 603-470-43011 | 574                 | 466                 | 1,512               | 2,905               | 2,236               | 700                 | 2,500               | 1,800                    |                                              |
| Utilities                        | 603-470-43012 | 2,744               | 2,957               | 1,492               | 3,036               | 1,516               | 3,000               | 3,000               | -                        |                                              |
| Postage                          | 603-470-43013 | 3,683               | 3,627               | 4,005               | 4,330               | 4,247               | 4,000               | 4,500               | 500                      |                                              |
| Memberships & Dues               | 603-470-43014 | -                   | -                   | -                   | -                   | -                   | 50                  | 50                  | -                        |                                              |
| Advertising and Publishing       | 603-470-43017 | 103                 | 291                 | 119                 | -                   | 261                 | 300                 | 300                 | -                        |                                              |
| Insurance                        | 603-470-43020 | 25,657              | 20,691              | 21,348              | 20,902              | 21,838              | 27,000              | 25,000              | (2,000)                  |                                              |
| Administrative Expense           | 603-470-43021 | 140,000             | 140,000             | 164,000             | 164,000             | 164,000             | 164,000             | 222,000             | 58,000                   |                                              |
| Utility Maintenance/Relining     | 603-470-43031 | 126,508             | 158,003             | 131,371             | 74,549              | 36,762              | 205,000             | 200,000             | (5,000)                  |                                              |
| Miscellaneous Contractual        | 603-470-43040 | 4,855               | 11,176              | 8,058               | 1,902               | -                   | 12,000              | 8,000               | (4,000)                  |                                              |
| Fees/licenses/permits            | 603-470-44015 | 554                 | 412                 | 1,436               | 950                 | 46                  | 2,500               | 1,500               | (1,000)                  |                                              |
| Professional Services - Projects | 603-470-44024 | -                   | -                   | -                   | -                   | -                   | -                   | -                   | -                        |                                              |
| Depreciation                     | 603-470-44050 | 133,446             | 135,061             | 145,011             | 149,834             | 156,046             | 140,000             | 160,000             | 20,000                   |                                              |
| Sub-Total                        |               | \$ 1,427,654        | \$ 1,587,548        | \$ 1,762,298        | \$ 1,668,189        | \$ 1,665,200        | \$ 1,858,550        | \$ 1,936,850        | \$ 78,300                |                                              |
| <b>Other</b>                     |               |                     |                     |                     |                     |                     |                     |                     |                          |                                              |
| Transfer                         | 603-470-44060 | \$ 459,375          | \$ 400,000          | \$ 400,000          | \$ 400,000          | \$ 400,000          | \$ 400,000          | \$ 300,000          | \$ (100,000)             |                                              |
| Sub-Total                        |               | \$ 459,375          | \$ 400,000          | \$ 400,000          | \$ 400,000          | \$ 400,000          | \$ 400,000          |                     | \$ (100,000)             |                                              |
| <b>Capital Spending</b>          |               |                     |                     |                     |                     |                     |                     |                     |                          |                                              |
| Furniture, Equipment & Vehicle   | 603-470-45010 | \$ -                | \$ 16,458           | \$ -                | \$ -                | \$ 440,730          | \$ -                | \$ 80,000           | \$ 80,000                | sewer jetter attachment for remote locations |
| Capital Projects                 |               | -                   | -                   | -                   | -                   | 164,747             | 270,000             |                     | (270,000)                |                                              |
| <b>Total Expenditures</b>        |               | <b>\$ 2,076,456</b> | <b>\$ 2,175,574</b> | <b>\$ 2,980,317</b> | <b>\$ 2,256,770</b> | <b>\$ 2,851,941</b> | <b>\$ 2,736,522</b> | <b>\$ 2,523,976</b> | <b>\$ (212,546)</b>      |                                              |

**City of Vadnais Heights MN**  
**Annual Budget**  
**Surface Water Utility**

**ACTIVITY SCOPE**

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

**FUTURE OBJECTIVES**

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

**PROGRAMS**

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

**BUDGET COMMENTARY AND SUMMARY**

State and federal reporting requirements continue to increase, so additional consulting assistance will be needed. In particular, assistance will 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                           |               | 2016<br>Actual    | 2017<br>Actual    | 2018<br>Actual    | 2019<br>Actual    | 2020<br>Actual    | 2021<br>Budget    | 2022<br>Budget      | 2022 vs 2021<br>\$ Change | explanation |
|---------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------------|-------------|
| <b>Revenues:</b>                      |               |                   |                   |                   |                   |                   |                   |                     |                           |             |
| Utility Consumption                   | 604-000-35010 | \$ 374,950        | \$ 390,273        | \$ 395,179        | \$ 406,862        | \$ 421,569        | \$ 425,000        | \$ 436,000          | \$ 11,000                 |             |
| Penalties                             | 604-000-35030 | 2,664             | 6,564             | 5,673             | 7,473             | 5,690             | 8,000             | 8,000               | -                         |             |
| Interest Earnings                     | 604-000-36011 | (4,065)           | 27,410            | 25,357            | 64,999            | 25,216            | 10,000            | 20,000              | 10,000                    |             |
| Refunds/Reimbursements                | 604-000-36015 | 64,088            | 27,871            | 20,391            | 23,682            | 24,321            | 16,000            | 20,000              | 4,000                     |             |
| Transfer In - debt service fund       | 604-000-37010 |                   |                   |                   | 31,224            | -                 | 31,224            | -                   | (31,224)                  |             |
| <b>Total Revenues</b>                 |               | <b>\$ 437,637</b> | <b>\$ 452,118</b> | <b>\$ 446,600</b> | <b>\$ 534,240</b> | <b>\$ 476,796</b> | <b>\$ 490,224</b> | <b>\$ 484,000</b>   | <b>\$ 25,000</b>          |             |
| <b>Expenditures:</b>                  |               |                   |                   |                   |                   |                   |                   |                     |                           |             |
| <b>Personnel Services</b>             |               |                   |                   |                   |                   |                   |                   |                     |                           |             |
| Salaries (2.0 FTE's)                  | 604-480-41010 | \$ -              | \$ -              | \$ 101,658        | \$ 98,251         | \$ 96,887         | \$ 108,917        | \$ 113,989          | \$ 5,072                  |             |
| Overtime                              | 604-480-41012 | -                 | -                 | 59                | 18                | 282               | 400               | 800                 | 400                       |             |
| PERA                                  | 604-480-41020 | -                 | -                 | 6,312             | 7,231             | 7,051             | 8,199             | 8,609               | 410                       |             |
| FICA/Medicare                         | 604-480-41022 | -                 | -                 | 6,863             | 7,990             | 7,896             | 9,134             | 8,877               | (257)                     |             |
| Health Insurance                      | 604-480-41030 | -                 | -                 | 10,526            | 12,573            | 12,730            | 10,238            | 30,165              | 19,927                    |             |
| Worker's Compensation Insurance       | 604-480-41031 | -                 | -                 | 2,593             | 2,447             | 1,418             | 2,923             | 6,071               | 3,148                     |             |
| Sub-Total                             |               | \$ -              | \$ -              | \$ 128,011        | \$ 128,510        | \$ 126,264        | \$ 139,811        | \$ 168,511          | \$ 28,700                 |             |
| <b>Materials and Supplies</b>         |               |                   |                   |                   |                   |                   |                   |                     |                           |             |
| Misc Supplies                         | 604-480-42011 | \$ 331            | \$ 321            | \$ 305            | \$ 1,578          | \$ 1,172          | \$ 400            | \$ 1,200            | \$ 800                    |             |
| Operating Supplies                    | 604-480-42012 | -                 | -                 | -                 | 477               | 200               | 400               | 400                 | -                         |             |
| Utility Maintenance                   | 604-480-42031 | -                 | -                 | -                 | 340               | 4,189             | 1,500             | 2,500               | 1,000                     |             |
| Sub-Total                             |               | \$ 331            | \$ 321            | \$ 305            | \$ 2,395          | \$ 5,561          | \$ 2,300          | \$ 4,100            | \$ 1,800                  |             |
| <b>Contractual Services</b>           |               |                   |                   |                   |                   |                   |                   |                     |                           |             |
| Professional Service Fees             | 604-480-43010 | \$ 17,244         | \$ 15,205         | \$ 14,151         | \$ 8,849          | \$ 12,195         | \$ 15,000         | \$ 15,000           | \$ -                      |             |
| Telephone                             | 604-480-43011 |                   |                   | 684               | 633               | 590               |                   | 800                 |                           |             |
| Postage                               | 604-480-43013 | 1,841             | 1,813             | 2,003             | 2,165             | 2,123             | 2,000             | 2,300               | 300                       |             |
| Memberships & Dues                    | 604-480-43014 | -                 | -                 | -                 | -                 | -                 | -                 | -                   | -                         |             |
| Advertising and Publishing            | 604-480-43017 | 103               | 342               | 188               | -                 | -                 | 200               | -                   | (200)                     |             |
| Insurance                             | 604-480-43020 | 11,842            | 9,550             | 9,883             | 9,677             | 10,110            | 12,500            | 12,000              | (500)                     |             |
| Administrative Expense                | 604-480-43021 | 125,000           | 125,000           | 94,000            | 94,000            | 94,000            | 94,000            | 130,000             | 36,000                    |             |
| Utility Maintenance                   | 604-480-43031 | 65,608            | 65,241            | 52,582            | 23,800            | 974               | 85,000            | 60,000              | (25,000)                  |             |
| Miscellaneous Contractual Services    | 604-480-43040 | 1,463             | 35,774            | 116,963           | 5,574             | 15,735            | 45,000            | 20,000              | (25,000)                  |             |
| Fees/licenses/permits                 | 604-480-44015 | -                 | 1,109             | 126               | 1,528             | 4,452             | 1,000             | 5,000               | 4,000                     |             |
| Depreciation                          | 604-480-44050 | 115,030           | 113,364           | 113,221           | 113,346           | 113,346           | 117,500           | 117,500             | -                         |             |
| Sub-Total                             |               | \$ 338,131        | \$ 367,398        | \$ 403,801        | \$ 259,572        | \$ 253,525        | \$ 372,200        | \$ 362,600          | \$ (10,400)               |             |
| <b>Other Improvements / Equipment</b> |               |                   |                   |                   |                   |                   |                   |                     |                           |             |
| Transfer                              | 604-480-44060 | \$ 81,250         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000           | \$ -                      |             |
| Sub-Total                             |               | \$ 81,250         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000           | \$ -                      |             |
| <b>Capital Spending</b>               |               |                   |                   |                   |                   |                   |                   |                     |                           |             |
| Furniture, Equipment & Vehicle        | 604-480-45010 | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ 120,000          | \$ 120,000                |             |
| Capital Projects                      |               | -                 | -                 | -                 | -                 | 214,846           | 250,000           | 450,000             | 200,000                   |             |
| <b>Total Expenditures</b>             |               | <b>\$ 419,712</b> | <b>\$ 417,719</b> | <b>\$ 582,117</b> | <b>\$ 440,477</b> | <b>\$ 650,196</b> | <b>\$ 814,311</b> | <b>\$ 1,155,211</b> | <b>\$ 340,100</b>         |             |

**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                    |

|                                                                                     |                  |                 |                 |                  |                 |
|-------------------------------------------------------------------------------------|------------------|-----------------|-----------------|------------------|-----------------|
| City of Vadnais Heights, Minnesota                                                  |                  |                 |                 |                  |                 |
| Capital Improvement Plan                                                            |                  |                 |                 |                  |                 |
| 2022 through 2026                                                                   |                  |                 |                 |                  |                 |
| December 7, 2021                                                                    |                  |                 |                 |                  |                 |
|                                                                                     |                  |                 |                 |                  |                 |
|                                                                                     | <b>Proposed</b>  | <b>Proposed</b> | <b>Proposed</b> | <b>Proposed</b>  | <b>Proposed</b> |
|                                                                                     | <b>2022</b>      | <b>2023</b>     | <b>2024</b>     | <b>2025</b>      | <b>2026</b>     |
| <b>CAPITAL IMPROVEMENTS FUND (funded through tax levy)</b>                          |                  |                 |                 |                  |                 |
|                                                                                     |                  |                 |                 |                  |                 |
| <i>Operating Equipment:</i>                                                         |                  |                 |                 |                  |                 |
| Replace 3/4 ton truck with plow, #103                                               |                  | 50,000          |                 |                  |                 |
| Replace 2 1/2 ton truck with plow, #104                                             |                  | 200,000         |                 |                  |                 |
| Replace Tymco 600 BAH sweeper, #107                                                 |                  |                 |                 |                  | 240,000         |
| Replace 3/4 ton 4 x 4 truck with plow, #109                                         |                  |                 | 55,000          |                  |                 |
| Replace 1 ton dump truck with J - Hook truck, #110                                  |                  | 80,000          |                 |                  |                 |
| Replace 3/4 ton truck with plow, #112                                               | 50,000           |                 |                 |                  |                 |
| Replace International 7400 Dump, #114                                               |                  |                 |                 | 210,000          |                 |
| Replace Pelican street sweeper, #118 (total 240,000, split with Surface Water fund) | 120,000          |                 |                 |                  |                 |
| Replace front end loader, #121                                                      |                  | 180,000         |                 |                  |                 |
| Replace Sky lift, #122                                                              |                  |                 |                 |                  | 30,000          |
| Replace air compressor, #125                                                        | 30,000           |                 |                 |                  |                 |
| Replace chipper, #131                                                               |                  |                 |                 |                  | 40,000          |
| Replace standby generator, #133                                                     |                  | 110,000         |                 |                  |                 |
| Replace standby generator, #134                                                     |                  |                 | 110,000         |                  |                 |
| Replace Chev 2500 HD 4x2, #312                                                      |                  |                 |                 |                  | 50,000          |
| Replace Toro cart, #321                                                             |                  |                 | 30,000          |                  |                 |
| Replace Dodge Dakota, #402                                                          |                  | 30,000          |                 |                  |                 |
| Replace Fire Vehicle 2013 Ford F150, #U854                                          |                  | 75,000          |                 |                  |                 |
| Replace Fire Vehicle 2001 Ford F550, #E813 with EMS Unit                            |                  | 222,000         |                 |                  |                 |
| Replace Fire Vehicle E811, 2007 Spartan/General engine                              | 750,000          |                 |                 |                  |                 |
| Replace Fire Vehicle L812, Ladder Truck                                             |                  |                 |                 | 1,700,000        |                 |
|                                                                                     |                  |                 |                 |                  |                 |
| <i>Infrastructure Maintenance:</i>                                                  |                  |                 |                 |                  |                 |
| Conversion of lights to LED                                                         | 35,000           | 35,000          | 35,000          | 35,000           | 35,000          |
| Parking lots and trails improvements                                                | 200,000          | 200,000         | 200,000         | 200,000          | 200,000         |
| South Oak Drive street improvements                                                 | 300,000          |                 |                 |                  |                 |
|                                                                                     |                  |                 |                 |                  |                 |
| <b>Annual totals</b>                                                                | <b>1,485,000</b> | <b>932,000</b>  | <b>430,000</b>  | <b>2,145,000</b> | <b>595,000</b>  |
|                                                                                     |                  |                 |                 |                  |                 |
|                                                                                     |                  |                 |                 |                  |                 |
|                                                                                     |                  |                 |                 |                  |                 |
|                                                                                     |                  |                 |                 |                  |                 |
|                                                                                     |                  |                 |                 |                  | 49              |

|                                                                                            |                 |                 |                 |                 |                   |
|--------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| City of Vadnais Heights, Minnesota                                                         |                 |                 |                 |                 |                   |
| Capital Improvement Plan                                                                   |                 |                 |                 |                 |                   |
| 2022 through 2026                                                                          |                 |                 |                 |                 |                   |
| December 7, 2021                                                                           |                 |                 |                 |                 |                   |
|                                                                                            |                 |                 |                 |                 |                   |
|                                                                                            | <b>Proposed</b> | <b>Proposed</b> | <b>Proposed</b> | <b>Proposed</b> | <b>Proposed</b>   |
|                                                                                            | <b>2022</b>     | <b>2023</b>     | <b>2024</b>     | <b>2025</b>     | <b>2026</b>       |
| <b>PARK DEDICATION FUND (funded by developers)</b>                                         |                 |                 |                 |                 |                   |
|                                                                                            |                 |                 |                 |                 |                   |
| Greenhaven Park play structure replacement                                                 | 75,000          |                 |                 |                 |                   |
| Berwood Park tennis courts                                                                 | 80,000          |                 |                 |                 |                   |
| Kohler Meadows tennis courts                                                               |                 |                 | 25,000          |                 |                   |
| Oak Creek playground                                                                       |                 |                 |                 | 150,000         |                   |
| Bridgewood playground                                                                      |                 |                 |                 |                 | 175,000           |
| Comprehensive facility improvements                                                        |                 | 75,000          |                 |                 |                   |
| <b>Annual totals</b>                                                                       | <b>155,000</b>  | <b>75,000</b>   | <b>25,000</b>   | <b>150,000</b>  | <b>175,000</b>    |
| <b>WATER UTILITY FUND (funded by water utility customers)</b>                              |                 |                 |                 |                 |                   |
|                                                                                            |                 |                 |                 |                 |                   |
| Well house #3 roof and light improvements                                                  | 48,000          |                 |                 |                 |                   |
| Well house #4 roof and light improvements                                                  |                 | 50,000          |                 |                 |                   |
| Hydrant protective coating replacement                                                     | 32,000          | 35,000          | 35,000          |                 |                   |
| South Oak Drive street improvements                                                        | 300,000         |                 |                 |                 |                   |
| Watermain rehab/replacement                                                                |                 | 100,000         | 100,000         | 100,000         | 100,000           |
| <b>Annual totals</b>                                                                       | <b>380,000</b>  | <b>185,000</b>  | <b>135,000</b>  | <b>100,000</b>  | <b>100,000</b>    |
| <b>SEWER UTILITY FUND (funded by sewer utility customers)</b>                              |                 |                 |                 |                 |                   |
|                                                                                            |                 |                 |                 |                 |                   |
| Inaccessible route maintenance                                                             |                 | 50,000          | 50,000          | 50,000          | 50,000            |
| Jetting machine attachment for remote areas                                                | 80,000          |                 |                 |                 |                   |
| Manhole repair/replacement                                                                 |                 | 30,000          | 30,000          | 30,000          | 30,000            |
| <b>Annual totals</b>                                                                       | <b>80,000</b>   | <b>80,000</b>   | <b>80,000</b>   | <b>80,000</b>   | <b>80,000</b>     |
| <b>STORM SEWER UTILITY FUND (funded by storm sewer utility customers)</b>                  |                 |                 |                 |                 |                   |
|                                                                                            |                 |                 |                 |                 |                   |
| Ditch maintenance                                                                          | 250,000         | 100,000         | 100,000         | 100,000         | 100,000           |
| South Oak Drive street improvements                                                        | 200,000         |                 |                 |                 |                   |
| Replace Pelican street sweeper, #118 (total 240,000, split with Capital Improvements fund) | 120,000         |                 |                 |                 |                   |
| <b>Annual totals</b>                                                                       | <b>570,000</b>  | <b>100,000</b>  | <b>100,000</b>  | <b>100,000</b>  | <b>50 100,000</b> |

|                                                                          |                  |                  |                  |                  |                  |
|--------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| City of Vadnais Heights, Minnesota                                       |                  |                  |                  |                  |                  |
| Capital Improvement Plan                                                 |                  |                  |                  |                  |                  |
| 2022 through 2026                                                        |                  |                  |                  |                  |                  |
| December 7, 2021                                                         |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
|                                                                          | <b>Proposed</b>  | <b>Proposed</b>  | <b>Proposed</b>  | <b>Proposed</b>  | <b>Proposed</b>  |
|                                                                          | <b>2022</b>      | <b>2023</b>      | <b>2024</b>      | <b>2025</b>      | <b>2026</b>      |
|                                                                          |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
| <b>MSA FUNDS (State construction funds)</b>                              |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
| Willow Lake Blvd.                                                        |                  |                  | 1,000,000        |                  |                  |
| Twin Lake Blvd.                                                          | 350,000          |                  |                  |                  |                  |
| County Road D street (estimated City share)                              |                  |                  |                  | 500,000          |                  |
|                                                                          |                  |                  |                  |                  |                  |
| <b>Annual totals</b>                                                     | <b>350,000</b>   | <b>-</b>         | <b>1,000,000</b> | <b>500,000</b>   |                  |
|                                                                          |                  |                  |                  |                  |                  |
| <b>FRANCHISE FEES FOR STREETS MAINTENANCE</b>                            |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
| Street replacement program, annual - 600,000 total each year             | 600,000          | 600,000          | 600,000          | 600,000          | 600,000          |
|                                                                          |                  |                  |                  |                  |                  |
| <b>Annual totals</b>                                                     | <b>600,000</b>   | <b>600,000</b>   | <b>600,000</b>   | <b>600,000</b>   | <b>600,000</b>   |
|                                                                          |                  |                  |                  |                  |                  |
| <b>SPECIAL ASSESSMENTS FUNDS (collected from benefitting properties)</b> |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
| Street replacement program                                               | 150,000          | 300,000          | 300,000          | 300,000          | 300,000          |
| Supplemental street improvements                                         |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
| <b>Annual totals</b>                                                     | <b>150,000</b>   | <b>300,000</b>   | <b>300,000</b>   | <b>300,000</b>   | <b>300,000</b>   |
|                                                                          |                  |                  |                  |                  |                  |
|                                                                          |                  |                  |                  |                  |                  |
| <b>Grand Totals</b>                                                      | <b>3,770,000</b> | <b>2,272,000</b> | <b>2,670,000</b> | <b>3,975,000</b> | <b>1,950,000</b> |

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

|                                                        | <u>DEPARTMENT</u> | <u>FUND</u> |
|--------------------------------------------------------|-------------------|-------------|
| <b><u>GENERAL FUND</u></b>                             |                   | 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               |             |
| <b><u>SPECIAL REVENUE FUNDS:</u></b>                   |                   |             |
| COMMUNITY SERVICES/GRANTS FUND                         |                   | 201         |
| HERITAGE DAYS FUND                                     | 171               | 225         |
| SOLID WASTE FUND                                       | 421               | 226         |
| GAMBLING FEES FUND                                     |                   | 227         |
| <b><u>DEBT SERVICE FUNDS:</u></b>                      |                   |             |
| 2009A GO NORTH SERVICE CENTER BUILD AMERICA BONDS FUND |                   | 308         |
| <b><u>CAPITAL PROJECTS FUNDS:</u></b>                  |                   |             |
| PUBLIC WORKS RESERVE FUND                              |                   | 401         |
| 2020 STREET IMPROVEMENTS                               | 856               |             |
| 2021 STREET IMPROVEMENTS                               | 858               |             |
| 2020 COUNTY ROAD D PROJECT                             | 857               |             |

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

|                                                   | <u>DEPARTMENT</u> | <u>FUND</u> |
|---------------------------------------------------|-------------------|-------------|
| <b>CAPITAL PROJECTS FUNDS (CONTINUED):</b>        |                   |             |
| CAPITAL IMPROVEMENTS FUND                         |                   | 402         |
| FRANCHISE FEES FOR STREETS MAINTENANCE            |                   | 413         |
| PARK DEDICATION FUND                              |                   | 420         |
| FIRE VEHICLES AND EQUIPMENT FUND                  |                   | 425         |
| <b>TAX INCREMENT PROJECT FUNDS:</b>               |                   |             |
| 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         |
| <b><u>ENTERPRISE FUNDS:</u></b>                   |                   |             |
| 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               |             |
| <b><u>INTERNAL SERVICE FUND:</u></b>              |                   |             |
| COMPENSATED ABSENCES                              |                   | 501         |
| <b><u>MISCELLANEOUS INTERNAL FUND:</u></b>        |                   |             |
| CITY INVESTMENTS FUND                             |                   | 806         |