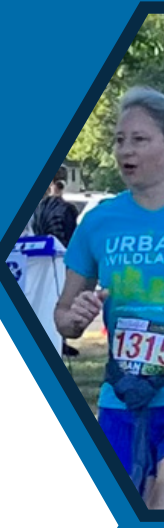


2024

City of Richfield Budget

January 1, 2024 - December 31, 2024



6700 Portland Avenue • Richfield, MN 55423
www.richfieldmn.gov

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MAYOR

MARY SUPPLE

CITY COUNCIL

SHARON CHRISTENSEN

SEAN HAYFORD OLEARY

SIMON TRAUTMANN

BEN WHALEN

CITY MANAGER

KATIE RODRIGUEZ

September 12, 2023

Council Members:

In accordance with the Charter of the City of Richfield, submitted for your consideration are the recommended budgets for the City of Richfield for the period of January 1, 2024 to December 31, 2024, and for the remainder of the calendar year 2023. A City Council work session was held on August 2 and 29, 2023 to review the revised and proposed budgets.

Pursuant to State law, the City Council must certify the new budget and the revenue required to be raised by ad valorem tax levy to the County Auditor. The deadline for the certification is December 28, 2023. A proposed 2024 tax levy must be submitted to the County Auditor on or before September 30, 2023. Any amendments to the proposed budget, which would increase the property tax levy, must be made prior to the September 30, 2023 proposed levy certification deadline. No increases in the tax levy are permissible after that date, only reductions.

The resolution required to certify the 2024 Adopted Budget and tax levy, as well as the 2023 Revised Budget is presented within the final adopted budget document completed in December.

The Budget Document includes the General Fund, Special Revenue Funds, Internal Service Funds, Enterprise Funds, Debt Service Funds and Capital Improvement Projects. A diagram of the fund structure is included in the Introductory Section. Budgets for the General Fund and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles. Budgetary control for Capital Projects Funds is accomplished through the use of project controls and for the Debt Service Funds by bond indentures. An administrative organizational chart, which summarizes all departments and divisions in the City, is included in the Introductory Section. This chart indicates the divisions for which each department is responsible. The 2024 Adopted Budget includes total appropriations from all funds of \$85,973,141, including all inter-fund transfers.

OVERVIEW

The recommended 2023 Revised Budget and 2024 Proposed Budget represent progress on the Council's strategic priorities and is grounded in the community's values and vision. The City continues to navigate major opportunities and challenges, both internally and externally. Internally, the organization continues to update processes, technology and invest in workforce. The City has also secured funding from federal, state and regional programs to make long-needed investments in infrastructure. Externally, the budget continues to be impacted by a tight labor market, inflation and ongoing economic uncertainty. In addition, the City is still learning the details and responding to the historic 2023 state legislative session. While the impact of the COVID-19 pandemic still shapes the new normal, this is the first budget since 2020 where these impacts seem to be less prominent, and our focus can be more proactive.

Recent economic indicators reflect a slow easing in the labor market, lower inflation, less supply chain delays, a cooling real estate market and continued financial uncertainty. As of May 2023, the unemployment rate has risen from a historic low of 1.8% to 2.9%. However, the gap between job openings and hiring persists and labor force participation, while creeping up, has not yet returned to 2019 levels. The US inflation rate fell from a high of 8.9% in June 2022 to 4.1% in May of this year and is falling more sharply in the upper Midwest at 2.8%. The Federal Reserve's rate hikes have cooled the real estate market: both single and multi-family permits for new construction have significantly slowed in the region in the last year.

The 2023 Minnesota legislative session was historic by many measures; a brisk pace with a record 6,705 bills introduced, the largest budget in state history (partially funded by a \$17.5 billion surplus), and many consequential policy, spending and tax laws. Statewide funding increases passed for tax relief, infrastructure, transportation, housing, public safety and several new programs including adult-use cannabis and a paid family and medical leave program. The City is still learning the details of local impacts. Most significantly for Richfield, are the following:

- Increased funding for Local Government Aid resulting in an additional \$1.35 million in 2024 that helped offset increased labor costs and closed an ongoing budget gap.
- An expected \$1.6 million in one-time public safety aid later this year (staff have yet to develop plans to best leverage for long-term improvements).
- An expected \$450,000 in additional funding for housing programs in 2024 (spending plans are still being developed).
- Increased costs to cities are expected in relation to some of the new statewide programs including adult-use cannabis, earned sick and safe leave, and the new paid family and medical leave program in 2026.
- After two years of failing to pass a capital investment bill, the legislature passed a historic bill at \$2.6 billion which included Richfield's top legislative request of \$12 million for a new Wood Lake Nature Center building.

STRATEGIC PLANNING

The pace of change, economic uncertainties and deepening divides across many cultural and demographic measures has many people expecting more of local government. In order to prioritize limited resources, the City's policies, budgets and programs are guided by a four-year strategic plan. Developing the plan included several months of engagement with residents, policymakers, local partners and staff, and includes measurable outcomes and performance targets. The final plan prioritizes **operational excellence, community development,**

sustainable infrastructure, high-quality workforce and equity. Ultimately, budgets are a spending plan, calibrated to respond to fiscal conditions, and a statement of the City's priorities. Highlighted below are some examples of how these priorities are reflected in the 2023 Revised Budget and the 2024 Proposed Budget.

Operational Excellence: *Focused City leadership (1a); Financial capacity to deliver essential services (1b); Operational capability to deliver essential services (1c)*

Residents consistently provide high marks in rating City services. Asking for regular feedback is key to continuous improvement and residents will have that opportunity as part of the 2024 Community Survey. One key area of service improvement that continues is technology. The City plans to finish several upgrades in 2023; including audio-visual improvements to the Council chambers and meeting rooms, implementing more features of M365 and making business licenses, permit and plan review processes easier with new software. Upgrading financial and human resource software is planned for 2024 to help streamline operations and provide better reporting. Finally, the IT Division will begin implementing findings from an independent review of our systems, including strengthening security. Council and staff leadership are now meeting quarterly to monitor progress on the strategic plan.

Community Development: *A vibrant downtown (2a); Increased tax base (2b); Maintain Richfield as an affordable place to live (2c)*

Despite the slowdown in redevelopment, almost 500 units of rental housing and 64 townhomes were added or are under construction in the past 18 months, and 65 of these were affordable. Several planned projects need to secure additional funding to proceed. The City added an Economic Development Manager, completed a business assistance inventory and have several commercial projects that were introduced in 2023. Redevelopment plans for the Hub continue to be on hold. Resources for redevelopment and economic development is available through pooled tax increment finance funding. A list of ongoing community development projects is detailed under Strategic Development. Many of the programs are funded in the City's Housing and Redevelopment (HRA) and Economic Development Authority (EDA) budgets. In 2022, those programs assisted 618 households in Richfield.

Sustainable Infrastructure: *City infrastructure support service needs (3a); Sustainable infrastructure financing (3b); Climate resilience is a priority (3c)*

Stewardship of the City's human, financial, built and natural resources remains challenging, however progress on these priorities is evident throughout the operating and capital budgets. The City was able to secure \$3 million in federal and \$12 million in state funding for a new Wood Lake Nature Center (WLNC) building. Further, the City obtained approval from the legislature to ask voters to approve a .5% local sales tax to fund the balance of the WLNC building, improvements at Veteran's Park and a new Community Center building. An independent analysis estimates that Richfield residents would pay less than half of the tax to fund these regional assets. The City was also able to secure several smaller grants and partnerships to fund an expanded skate park, a new bike playground, sound walls along Highway 62 and pedestrian improvement projects. Funding gaps remain and are more apparent as the City continues to better assess infrastructure needs. The budget proposes modest increase to utility and franchise fees to help close the gap. The additional funds will also provide the City's sustainability program with resources to complete energy efficiency projects in City buildings and to secure future grants to address climate change.

High-Quality Workforce: *A well-trained workforce (4a); Staff capacity to meet service demands (4b); Healthy Council-staff relationships (4c)*

Strengthening the City's recruitment and retention programs to maintain a high-quality workforce is an ongoing challenge, especially given the tight labor market. In response, an additional specialist position in the Human Resources Division was added 2023. The City also continued several successful pilot programs to provide hiring and retention bonuses for some hard-to-fill positions, in addition to the flexible workplace policy. The results of a compensation and classification study should be available later this year and a contingency has been budgeted to implement the findings in 2024 to ensure that staff are fairly and competitively paid. Additional funding for training is also included in the 2024 budget.

Equity and Inclusion: *Reduced racial inequities and barriers for traditionally excluded groups (5a); Staff, Boards and Commissions reflect the diversity of the community (5b); Equity-based framework is applied to decision-making (5c)*

Equity and inclusion is a priority in the new strategic plan and integral to the City's vision and values. The City hired an equity coordinator in 2023 to guide the development of an equity plan and program. The City anticipates fully implementing an equity toolkit in 2024 to better embed equity in decision-making across the organization. Additional equity work includes identifying inequities, gathering data to better track progress and the creation of a dashboard and webpage to share the City's equity program more broadly. Federal ARPA funding allowed the hiring of an additional social worker position to assist all departments in connecting residents to needed services. Approximately \$235,000 in funding was also made available for local social service agencies helping residents with basic needs in 2023.

The Revised 2023 and Proposed 2024 Budget balances meaningful progress on the City's priorities with the reality of limited resources. The 2024 City of Richfield tax levy, as proposed, will increase by 5.89%. The increase is due to three main factors: increased service demands, the need to invest in process and technology improvements and increased labor costs. Residents and other stakeholders continue to expect higher service levels, including better customer service, better technology, multiple communication channels and more equitable service. This necessitates investment in the people and infrastructure providing the services and more time dedicated to long-term planning and prioritization. The pressure to contain costs is more difficult this year due to the lingering impact of high inflation and wage pressures from a continued tight labor market.

STRATEGIC DEVELOPMENT

While the pace of redevelopment has begun to slow, the City has approved over \$520 million in new construction between 2012-2022. New construction added \$82 million in value to the City in just the last year. While population estimates ticked down slightly to 36,543, the overall number of households has increased. It is hoped that with further planned assistance to the local economy, redevelopment will continue to strengthen and diversify the City's tax base. Presently, the city has a number of redevelopment projects and initiatives underway:

The Lakes at Lyndale Area: This area is considered the City's downtown and has experienced significant redevelopment and investment over the past 20 years:

- The Lynvue project at 65th Street and Lyndale Avenue is expected to open this fall. This project replaces an aging pair of commercial centers with 153-unit units of housing and ground floor commercial space.
- The remodel of the Woodlake Veterinary Clinic is also expected to finish up in the fall.

The HUB/66th and Nicollet area: This area comprises the eastern half of Richfield’s downtown and has been an investment/redevelopment priority for decades, especially as the HUB shopping center has declined.

- The long-awaited project at 66th Street and 1st Avenue is expected to be underway yet this year.
- EDA staff are working to catalog existing businesses in the area and will target business initiatives in this area.

Cedar Point Development Area: Investment on the east side of Richfield has continued:

- The RF64 townhomes are now complete. After many years, redevelopment as a result of the airport expansion has taken shape.

The Penn Corridor (Penn Avenue from Crosstown Highway 62 to 68th Street) area: Reinvestment along Penn Avenue continues to move along slowly, but steadily.

- Demolition of 6501 Penn Avenue is now complete. Solicitation of new development proposals is anticipated in 2024.
- Private investment along the corridor is also taking place. MSP Commercial has renovated and moved their headquarters to 6436 Penn Avenue.

66th Street and Portland/Veterans Park Area: Two developments remain in the planning stages, each guided by the overlay district adopted for the area in 2021.

- The American Legion continues to work toward redevelopment of their site adjacent to Veterans Park, proposing 190 units of housing, along with a restaurant, Legion offices, and community/banquet space.
- Beacon Interfaith Housing Collaborative is making progress on their Aster Commons proposal for a 40-unit supportive housing project on the HRA-owned “roundabout parcel” at 66th and Portland, adjacent to the new D-line station.

I-494 Corridor: Work to explore the possible construction of a velodrome on HRA and privately-owned property adjacent to the new 77th Street underpass is underway. The proposal would not only bring a regional and national attraction to the city but would also offer opportunities for STEM programming with Richfield Public Schools, introductory cycling lessons for those who may not have access to bicycles, and partnerships with Richfield Recreation.

Affordable housing: In addition to Beacon’s Aster Commons project, there are several other affordable housing developments in the works or underway.

- Local developer MWF Properties is seeking tax credit financing and planning for construction of their Richfield Flats project in 2024.
- Woodlawn Terrace, the community’s only manufactured home park, has been purchased and preserved by its residents and is working on upgrading utilities, rehabilitating structures and adding new, affordable homes to its cooperative.

To complement the redevelopment, the City has a number of programs in place to reinvest in the housing stock of the city. The programs are provided by the City’s HRA and EDA, an annual summary of programs is provided [online](#).

STATE AID

According to the Minnesota Management and Budget (MMB) February Budget and Economic Forecast the state will end the current biennium on June 30, 2023, with a \$9.25 billion surplus. The positive budget news continues into the fiscal year (FY) 2024-2025 biennium, with a projected surplus of \$15.29 billion.

As noted above, the legislature increased funding for the Local Government Aid (LGA) program which increased Richfield's allocation to \$3.39 million. The LGA program is structured so that cities receive less as their tax base grows, thus the City has incorporated estimates into long-term forecasts to predict the impact of several large TIF districts decertifying in 2025 that will significantly add to the City's tax base, and thus reduce LGA. This is a positive financial trend since a strong tax base is a more stable revenue source than LGA and reducing reliance on LGA has long been a City goal.

Richfield remains a net receiver of the metropolitan Fiscal Disparities Program. The program is a mechanism for tax base sharing for new commercial/industrial property development. Under the program, a certain percentage of new commercial/industrial growth in the metropolitan area is contributed to a pool. The tax base growth is then redistributed to cities in the seven county metropolitan area based on a needs formula.

INFRASTRUCTURE

The 2024 Capital Improvement Budget (CIB) reflects funding for numerous projects throughout the city. In 2024, efforts will include the installation of rectangular rapid flashing beacons (RRFBs) and other pedestrian improvements at 66th Street/Richfield Parkway, the reconstruction of the at-grade railroad crossing at 77th Street and Pleasant Avenue, and ongoing bike, pedestrian, ADA and pavement management programs.

The CIB also includes funding for several other utility projects including the final year of the citywide water meter replacement program, sanitary sewer main lining, the rehabilitation of storm water collection mains and manhole structures and improvements at the Water Treatment Plant.

Finally, the 2024 CIB recommends \$560,000 of Special Revenue funding for recreation and open space improvements. The funding will be used for park capital projects, building repair for the community center and Wood Lake Nature Center buildings, the replacement of playground equipment and building demolition at Donaldson Park.

Over the next several years, several major arterial roads in the City will also be reconstructed or improved. Hennepin County plans a full reconstruction of Nicollet Avenue in 2026 and the City will need to contribute according to the county's local cost-share policies. The reconstruction of 69th Street is also planned for 2027 followed by 76th Street in 2028. There are also several pedestrian improvement projects planned for 73rd Street in 2029, if the City secures federal funding via the regional solicitation process.

The recommended CIP also includes funding for a new Wood Lake Nature Center building in 2025, as well as significant pool, ice arena and other improvements at Veteran's Park. The plan also continues to fund major maintenance for City parks, and the replacement of the City's rolling stock and technology equipment.

PERSONNEL

An HR Specialist position was added in 2023 to support all City employees based on increased workload and a focus on strategic initiatives.

Personnel costs also increased due to a 3% cost of living adjustment for all employees, step increases for eligible employees, and an 8.30% increase in the cost of health insurance, which is split equally between the employees and the City.

GENERAL FUND

The General Fund serves as the main operating fund of the City. It accounts for all financial resources, except those required to be accounted for in another fund.

Revenues

The General Fund, which provides for most of the traditional services that residents have come to expect, receives the majority of its funding from property taxes. Other sources of funding come from intergovernmental revenue, charges for services, licenses, permits, and transfers from other funds.

The 2024 Proposed Budget was prepared with the strategy that the primary funding source for the General Fund operations now, and in the future, will come from property taxes. This is the result of the fact that cities are limited in the type and extent of revenues that they can generate. In addition, as the City continues to expand and diversify its tax base there will be reductions in LGA funding from the state. The result of this funding choice has been a continued and dramatic shift in General Fund revenues. In 2001, LGA, which historically was a major General Fund revenue source, accounted for 24% of General Fund revenues. In 2024, it will account for 11%. Conversely, property taxes have grown from 40% of revenues in 2001 to 72% in 2024.

The 2024 budgeted General Fund revenues of \$30,899,210 represent a 6.76% increase from the 2023 Adopted budget. The sources of General Fund revenues, with the exception of property taxes and intergovernmental revenues, have remained relatively comparable to the prior years' budget levels. However, revenues from transfers-in from other funds continue to be a major source. In 2024, the General Fund will receive: \$370,893 from the Liquor Operations fund to offset administrative costs related to the liquor operation. A comparison of actual General Fund revenues from 2023 to 2024 is shown in Figures 1 and 2 below.

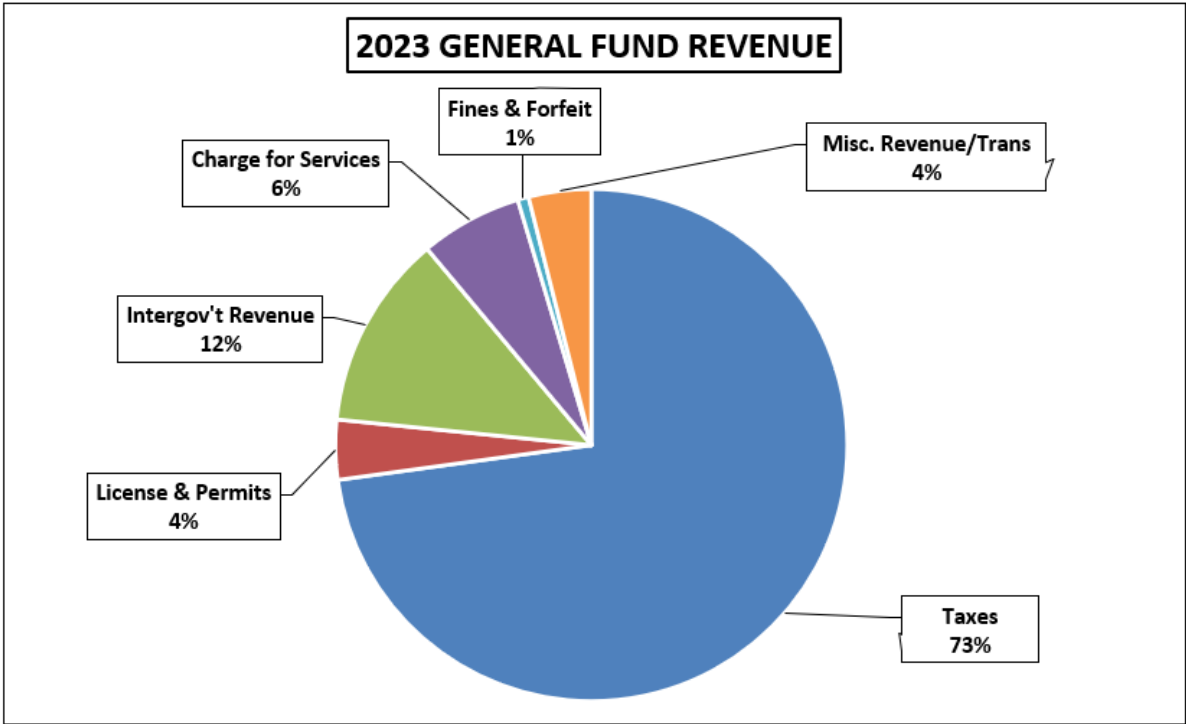


Figure 1

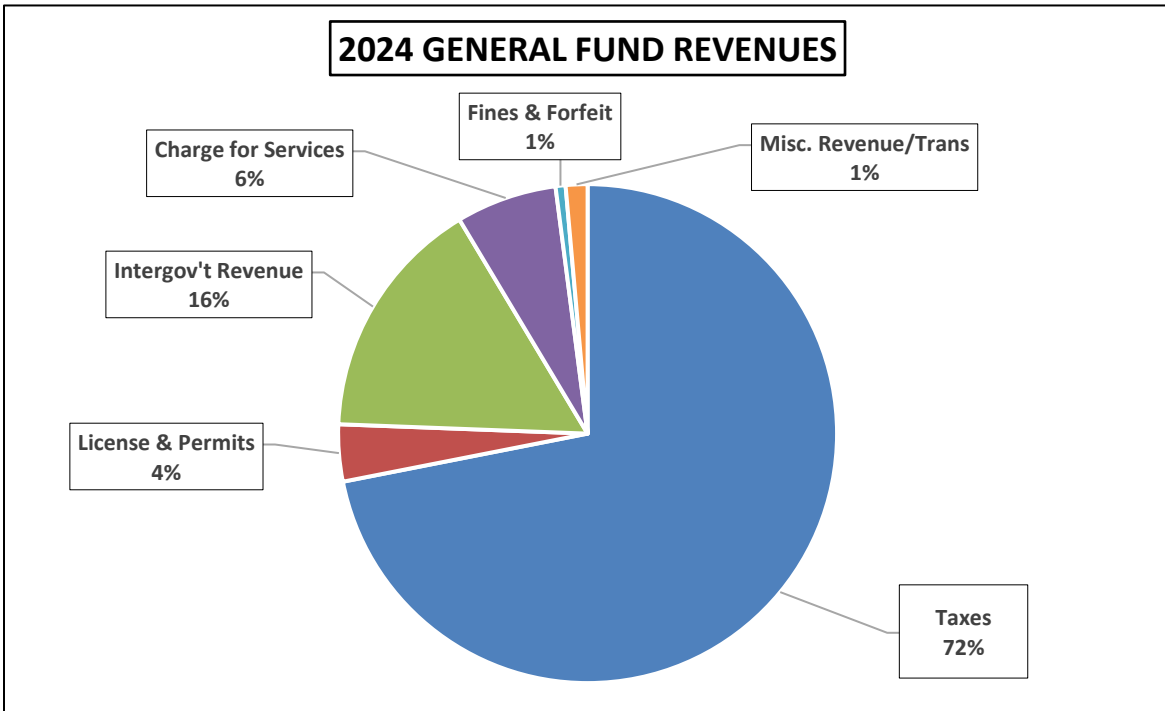


Figure 2

Expenditures

The City's General Fund accounts for most of the services that the City provides to its residents, such as police, fire, public works, parks, recreation and general administration. Richfield's General Fund is organized into eight major departments; Legislative/Executive, Administrative Services, Finance, Public Safety, Fire, Community Development, Public Works, and Recreation Services. Each department encompasses divisions that provide an array of

services, either directed to the public or in support of other City services. A General Fund organizational chart, which includes all departments and divisions, is shown in the Introductory Section. City policy requires that all budgeted expenditures under \$1,000 must be approved by a division manager. Any expenditure over \$1,000 and up to \$5,000 must be approved by the division manager and department director. Any expenditure over \$5,000 must be approved by the division manager, department director, and Finance Director. All expenditure over \$25,000 requires additional approval of the City Manager. Any expenditure over \$175,000 must be approved by the City Council.

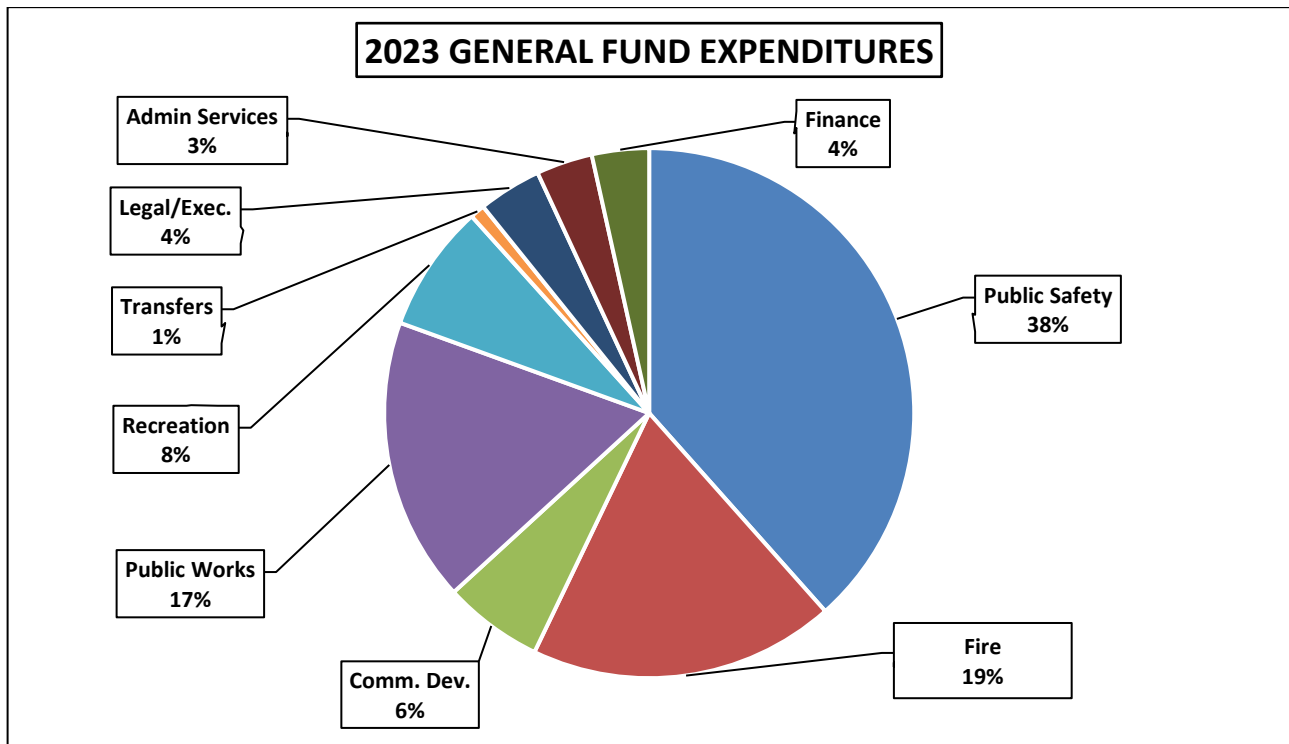


Figure 3

Over a period of years, the type and mix of City services would likely change as the community changes. However, in a mature community such as Richfield, it is also important that a consistent balance of services be maintained, even in the face of budgetary constraints. Richfield's mix of services, as seen through an expenditure analysis of the eight major departments, reflects a stable, consistent approach. The 2024 expenditures are consistent with the expenditures from 2023 (Figures 3 and 4). In the 2023 Budget, 56% of the total expenditures are designated for Public Safety and Fire Department operations, while an additional 17% is designated for Public Works operations.

While there have been adjustments, the total balance of services provided by the major departments remains relatively constant. City staff made every effort to limit 2024 expenditure increases for all departments of the General Fund to maintain the current level of City services and in response to the internal and external constraints.

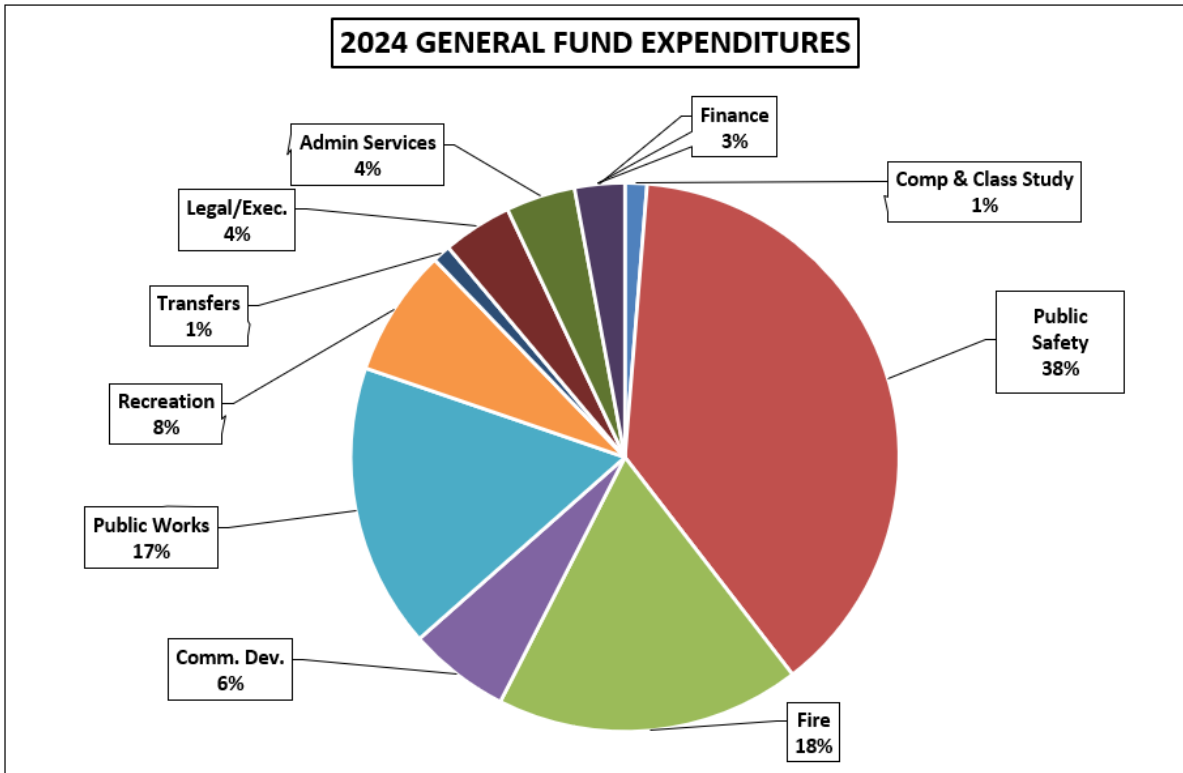


Figure 4

The most significant issues for the 2023 Revised and 2024 Adopted General Fund Department Budgets are summarized in the following section.

2023 REVISED AND 2024 ADOPTED DEPARTMENT BUDGETS

Legislative/Executive

The 2023 Revised budget reflects a 3.01% decrease due to savings from open position. The 2024 proposed budget reflects an increase of 10.15% due to personnel and professional service cost increases and general inflationary pressures. The 2024 Budget also includes cost of implementing strategic plan dashboard and staff overtime cost to support community events and to conduct the community survey.

.Administrative Services

The Administrative Services Department 2023 revised budget show a decrease of 0.95%. The 2024 proposed budget reflects an increase of 26.29% due to administrative labor credit being removed with the split of City Clerk & Deputy Registrar and increase in insurance cost. Human Resources added one full time position in 2023. The Administration department also pays for 25% of the Communications and Engagement Managers compensation.

Finance

The Finance Department 2023 Revised budget reflects a 13.55% increase for 2023 due to continued challenges in hiring staff in tight labor market. The department utilized additional professional service to run operations during staffing transition. The 2024 proposed budget reflects an increase of 2.00%. The increase is due to annual revision in the contract with Hennepin County for property assessment services, annual external and internal systems &

technology charges. Additionally, Finance is currently in the rebuilding phase and professional services will continue to bridge any gaps necessary to ensure seamless operations.

Public Safety

The Public Safety Department reflects a 2.09% decrease in 2023 revised budget compared to the 2023 adopted budget. The 2024 proposed budget is up by 4.28%. The increase is a result of personnel cost increases as police officers work their way through step increases, higher cost of employee benefits, the addition of a full-time social worker in the department and an increase in professional services due to technology and software upgrades.

Fire

The Fire Department Proposed budget for 2024 reflects a 4.07% increase over the 2023 Adopted budget. The increase is a result of personal services costs, health care costs and increased costs (up to 25%) on goods and services for the Fire Department.

Community Development

The Community Development Department 2024 Proposed budget reflects a 3.80% increase over the 2023 Adopted budget. The proposed increase is intended to accommodate fully staffing the department and increased building, insurance and technology costs.

Public Works

The 2024 Public Works Department budget reflects a 4.77% increase from the 2023 Adopted budget. The increase is the result of increases in personnel, consultant services, equipment purchases, professional development and operational costs. Substantial rate increase by Xcel Energy is also driving the utility cost higher for streetlights.

Recreation Services

The Recreation Services Department 2024 Proposed budget indicates a 3.31% increase over the 2023 Adopted budget. The increase is a result of an increase in personnel and operating costs.

SPECIAL REVENUE FUNDS

Liquor Contribution Fund

The Liquor Contribution Fund receives profits from the municipal off-sale liquor operations through the transitory ordinance process. These revenues are then used to fund various park capital projects. Expenditures from the fund are restricted in use to financing capital improvements that would otherwise be financed by a General Obligation bond issue. In 2024, a transfer in of \$500,000 will fund different City projects.

Tourism Administration Fund

This fund accounts for the collection of lodging tax revenues and the pass-through of these funds to the Richfield Tourism Promotion Board. The Tourism Promotion Board promotes the city as a visitor destination and promotes civic activities to enhance the city's image.

Communications Fund

The Communications Fund is maintained to account for the quarterly cable franchise fees received, cable television and community communication activities. The fund provides 75% of the Communications and Engagement Manager position, which is responsible for the City's website, social media, cable bulletin board, press releases and other public communications as well as the Communications Specialist and Video Production Assistant positions.

Election Fund

The Election Fund was established to isolate the large fluctuation over time in election costs from year to year. The fund provides voter registration services, voter information services and election administration. Funding for the costs of elections services is derived from rental revenues from cellular telephone carriers who rent space for their antennas on City infrastructure.

Drug/Felony Forfeiture Fund

The Drug/Felony Forfeitures Fund receives its revenues as a result of cash and property seized related to drug and/or felony criminal activity. The revenues received are used to purchase equipment for public safety purposes and to provide funding for training.

Public Safety Compliance Fund

Revenue from this fund is derived from fines levied against businesses that fail alcohol and tobacco compliance checks. The monies received from the fines are then used to fund the costs involved in performing compliance checks. This fund will also account for the Community Emergency Response Team (CERT).

Recreation Services Contribution Fund

The Recreation Services Contributions Fund serves as a method to account for donations received that are intended to benefit activities of the Recreation Services Department. Uses of the donations include staffing costs, the purchase of supplies and equipment and to help fund parks-related construction projects.

Nature Center Contribution Fund

The Nature Center Contribution Fund serves as a method to account for donations received that are intended to benefit Wood Lake Nature Center. The source of the donations comes from fundraising activities of the Friends of Wood Lake (FOWL). The donations are used to supplement the Wood Lake Nature Center operating budget and for the purchase of supplies, equipment and to help fund nature center construction projects.

Public Health Grants Fund

This fund accounts for the receipt of federal grant funds used by the City to assess and enhance the capacity of local public health departments to respond to bio-terrorism, infectious diseases and other threats to public health.

Wood Lake Half Marathon Fund

This fund was established to provide an alternative revenue source to fund the Wood Lake Nature Center's environmental education curriculum for Richfield Public School students. Funding for the program is derived from proceeds from the annual Urban Wildland Half Marathon and 5K races.

Utility Franchise Fees Fund

This fund accounts for gas and electric franchise fees collected from the public utilities. The majority of fees collected will be directed to the pavement management program and toward the debt service for the bonds issued to help fund the accelerated mill and overlay program. This may cause a decrease in the fund balance.

Ice Arena Fund

The Ice Arena maintains two sheets of ice for skating lessons, open skating, and hosts figure skating competitions. It also rents ice to local high schools for hockey practices and games and to youth associations for clinics, practices, games and tournaments.

Swimming Pool Fund

This fund accounts for all activities related to the swimming pool operation. It strives to provide users with an outstanding outdoor recreational swimming experience for all ages and groups. A splash pad at the pool is being planned in 2024.

Special Facilities Fund

This fund maintains the City's mini-golf course which is run by Wheel Fun Rentals, Inc. through a concession agreement with the City. The operation also provides a picnic shelter to be used by the Richfield Farmers Market and park users.

Recreation Special Program Fund

The fund was set up in 2022 to manage for the City's Sustainability and Organized Hauling Program, for transparent and accurate tracking of financial activity to operate these programs.

Opioid Settlement Fund

This is a newly established fund to manage the settlement funds provided to each Community Health Service Agency, from or through an opioid settlement administrator to work on providing services in the area of opioid prevention, treatment and recovery.

ENTERPRISE FUNDS

Liquor Stores Fund

The City of Richfield operates four municipal liquor stores. Total sales for the four liquor stores for 2023 are projected to be \$14.5 million and modestly grow to \$14.6 million in 2024, a 1.05% increase. Operating expenses budgeted for 2024 for the four stores total \$2.54 million. This reflects an increase from the 2023 adopted operating expenses. For the four stores, the projected profit before transfers for 2024 is expected to be \$620,043 with budgeted transfers to the Special Revenue Fund of \$500,000 and \$370,893 to the General Fund for administrative costs, police duty and payments in lieu of taxes.

Water and Wastewater Utility Fund

The Water and Wastewater Utility Fund accounts for the operation and maintenance of the City's water plant and sanitary sewer lines. Operating revenues for the Water Fund for 2024 Proposed reflect a decrease of \$118,000 from 2023 revised budget levels. The decrease can be attributed to a projected surge in metered water revenue for 2023 due to the exceptionally dry summer. The Water Fund continues to reinvest in its infrastructure in 2023 and 2024. Included in the current budgets are capital improvements totaling \$1,743,750 in 2023 and \$727,000 in 2024. The 2024 improvements relate to rehab of the filter press, water treatment plant network and security upgrades, and watermain rehabilitation efforts. The Wastewater Utility Fund provides collection of sanitary wastewater from approximately 10,820 accounts in the city. The 2024 Sanitary Wastewater Operating Budget is approximately \$4.4 million. The most significant expense is the wastewater treatment charges paid to Metropolitan Council Environmental Services (MCES). The MCES 2024 charges are expected to increase from the budgeted 2023 level of \$2,379,840 to \$2,557,715, a 7.47% increase.

Water rates for 2024 will increase across the three tier levels by 5%. Tier 1 will increase 23 cents per thousand gallons, Tier 2 will increase 28 cents per thousand gallons and Tier 3 will increase 33 cents per thousand gallons. The wastewater rates will increase by 2% or 12 cents per thousand gallons for 2024.

Storm Water Utility Fund

The Storm Water Utility Fund provides for the disposal of storm water for the city and is funded through user fees. The fund provides for routine maintenance and major capital improvements to the system. Rates for the Storm Water Utility are planned to increase by 5% over 2023 levels which translates into a \$1.14 per quarter increase.

INTERNAL SERVICE FUNDS

Central Garage Fund

The Central Garage Fund accounts for the acquisition, maintenance, and repair of all motor vehicles and motor-driven equipment used by the City. It is funded by internal operating user fees charged to other City departments and funds. Fees for 2024 will increase 4% over 2023 levels. The funding for the replacement of equipment that the operation maintains will be accomplished through a general tax levy in the amount of \$850,000. The increase is in response to increased costs incurred in the purchase of rolling stock and equipment. In addition, it is projected that for 2023 and 2024 the fund may not cash flow, therefore, operating transfers are planned to mitigate the decrease in cash of the operation until such a time that rates charged to user departments and the tax levy amounts can be increased. The fund is scheduled to make purchases in 2023 of \$866,510 and \$1,657,950 in 2024. The significant purchases planned for 2024 are:

- Fire pumper body at \$523,670
- 6 SUV Police Squads at \$420,000
- Toro Z-Mower 7200 at \$30,000
- Tandem Axle Dump Truck at \$320,000
- Jetter Truck at \$263,920
- Emergency Command Trailer at \$100,000

Information Technologies Fund

The Information Technologies (IT) Fund's primary purpose is to provide computer hardware and software support, programming and training to City staff. As with the Central Garage Fund, the purchase and replacement of equipment in the IT Fund will be funded through a general tax levy in the amount of \$358,000. The fund is scheduled to make capital purchases in 2023 of \$137,400 and \$177,156 in 2024. The IT Fund also purchases and pays license fees for equipment and software which is not capitalized and provides office supplies and copying services for all City departments.

Self Insurance Fund

The Self Insurance Fund accounts for all the City's costs for claims related to workers' compensation, unemployment insurance benefits, property insurance, flexible benefits, dental insurance, and all other City self-insurance costs. For 2024, the fund has increased property/casualty and workers compensation rates. Operating results of the fund are dependent on the number and scope of claims paid during any given year and consequently, results can fluctuate from year to year.

Building Services Fund

The Building Services Fund is responsible for the maintenance and upkeep of the Richfield Municipal Center and Fire Station #2. The Municipal Center was built in 2011. After this amount of time the increased maintenance costs are expected in the operating budget. User fees will continue to be adjusted on an annual basis to keep pace with operating costs and to provide funding for replacement costs of fixtures within the building.

DEBT SERVICE FUND

The Debt Service Fund is used to record financial operations from special assessments, tax increment, and, as necessary, property taxes to meet debt service payments and outstanding bond issues.

General Obligation improvement bonds are payable through 2043, with outstanding principal at the beginning of 2024 of \$42,900,000. The fund balance, along with debt service tax levies, special assessment collections and interest earnings are pledged to service the debt.

The General Obligation redevelopment bonds are retired from tax increment collected from the project area. Redevelopment bond principal of \$1,110,000 is payable through 2025.

OPERATING CAPITAL EXPENDITURES

Capital expenditures represent all tangible or intangible assets that are used in operations, that have initial useful lives extending beyond a single reporting period and whose dollar value is greater than \$5,000.

CAPITAL IMPROVEMENTS BUDGET

The Capital Improvement Budget recommends \$7,591,350 of expenditures in 2024. The projects invest in improvements to right-of-way (streets, sidewalks and underground infrastructure for water, sanitary sewer and stormwater), facilities and parks and open space. The capital budget is funded by a wide variety of sources, including federal, state and county grants, state transportation funding, utility payments, property taxes, franchise fees and liquor store profits.

CONCLUSION

The information presented in this budget document provides the background and funding plans to address opportunities and challenges such that the City can be a connected and thriving community into the future. I would like to take this opportunity to thank Finance Director Kumud Verma, her staff, and all City departments for their input and help in preparing the 2024 budget, as well as the City Council for providing the vision, values and priorities that guide our work.

Respectfully submitted,



Katie Rodriguez
City Manager

CITY OFFICIALS

	<u>Term of Office</u>	<u>Term Expires</u>
MAYOR - MARY SUPPLE	4 Years	January 12, 2027
COUNCIL MEMBER – SHARON CHRISTENSEN	4 Years	January 12, 2027
COUNCIL MEMBER – SIMON TRAUTMANN	4 Years	January 14, 2025
COUNCIL MEMBER – SEAN HAYFORD OLEARY	4 Years	January 14, 2025
COUNCIL MEMBER – BEN WHALEN	4 Years	January 14, 2025

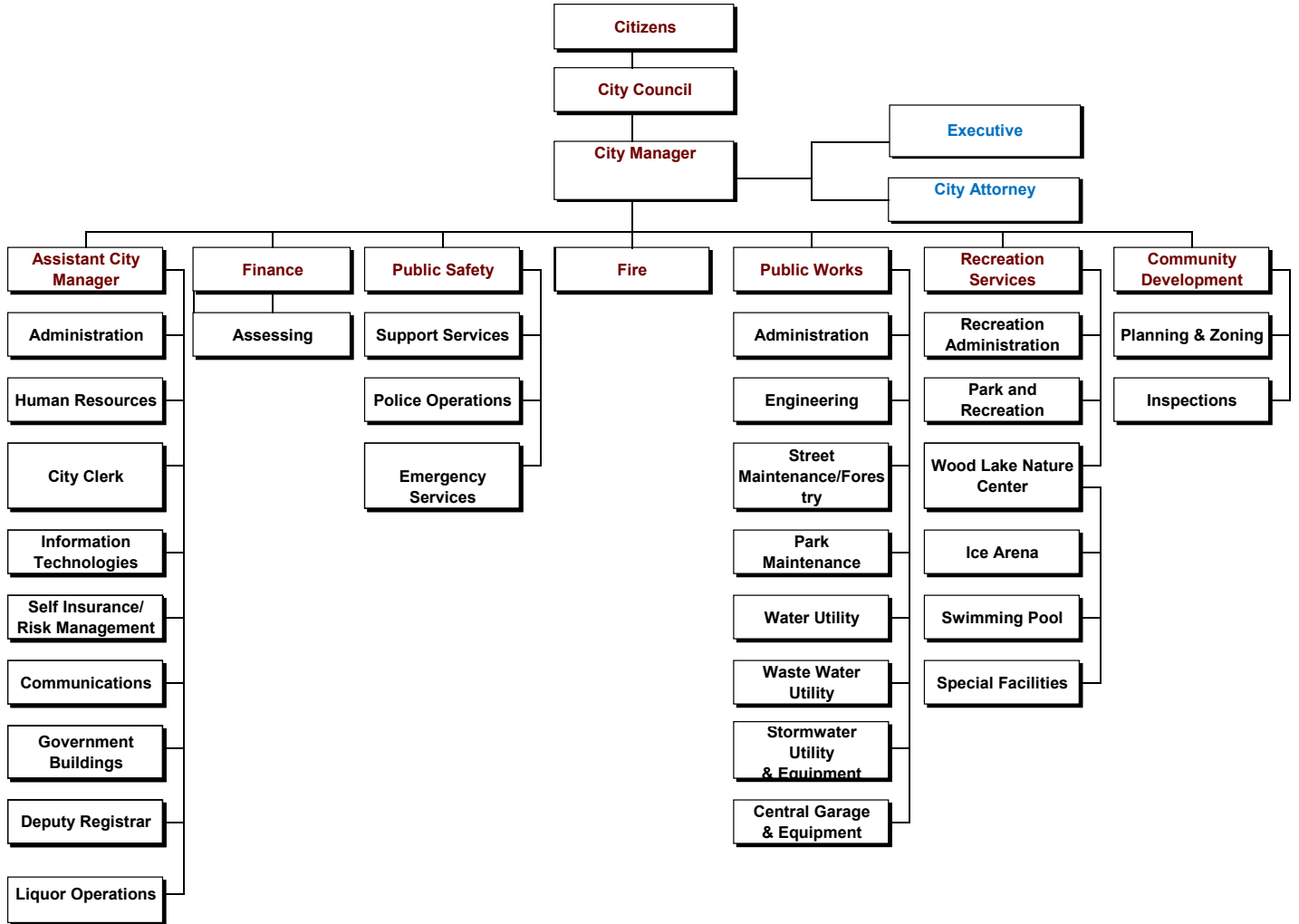
ADMINISTRATIVE STAFF

KATIE RODRIGUEZ - CITY MANAGER

KUMUD VERMA - FINANCE DIRECTOR

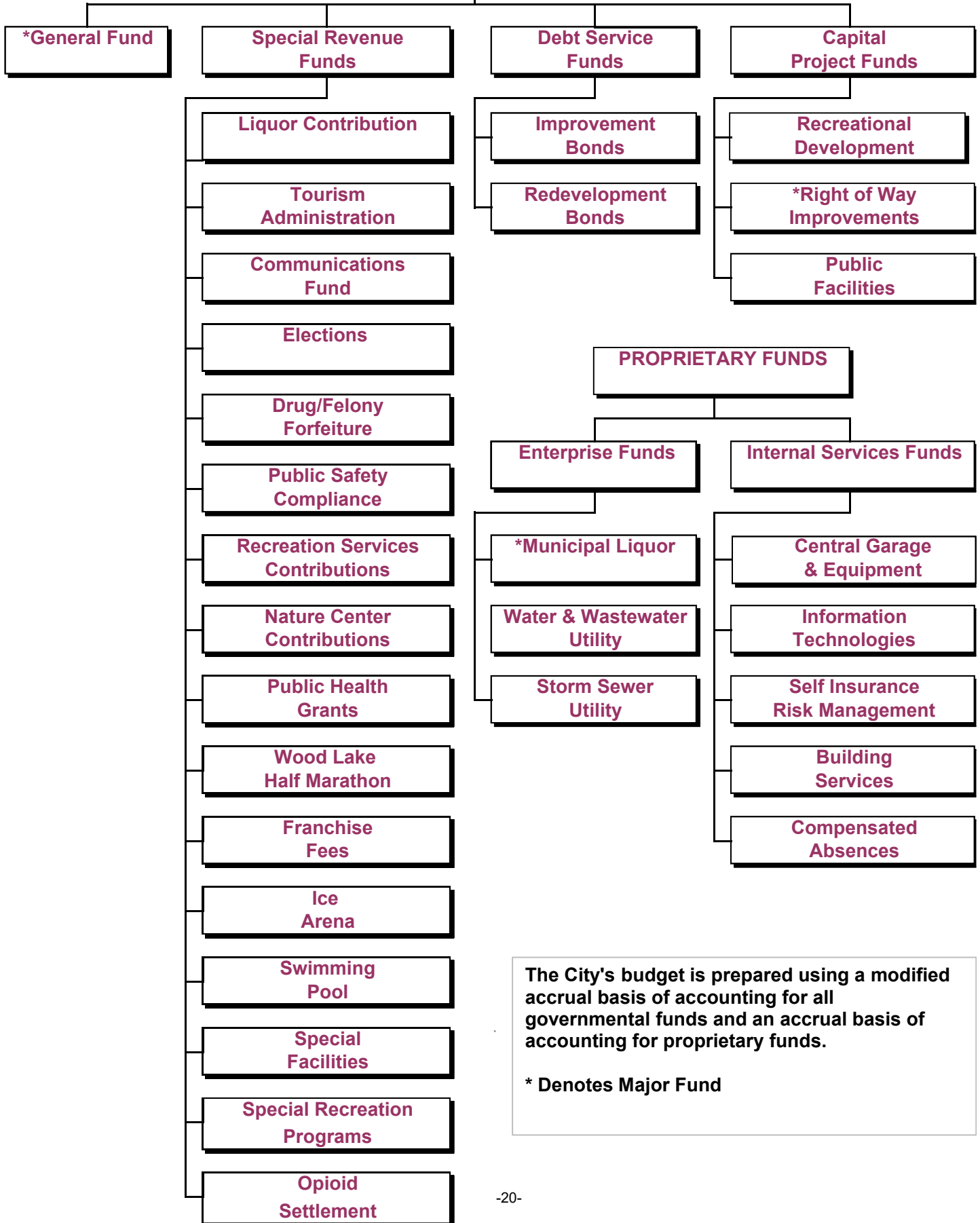
DUSTIN LESLIE - CITY CLERK

**CITY OF RICHFIELD
ADMINISTRATIVE ORGANIZATION CHART**



CITY OF RICHFIELD - FUND STRUCTURE

GOVERNMENTAL FUNDS



The City's budget is prepared using a modified accrual basis of accounting for all governmental funds and an accrual basis of accounting for proprietary funds.

* Denotes Major Fund

BUDGET SUMMARY

SUMMARY OF 2023 REVISED BUDGET ALL FUNDS

<u>FUND</u>	Fund Balance January 1, 2023	Revenues	Expenditures	Fund Balance December 31, 2023
<u>General</u>	\$ 10,990,390	\$ 28,871,886	\$ 28,871,886	\$ 10,990,390
<u>Special Revenue Funds</u>				
Liquor Contribution	141,961	550,300	550,000	142,261
Tourism Administration	48,124	5,440	5,440	48,124
Communications	2,093,226	280,000	546,582	1,826,644
Elections	2,115,700	381,341	249,061	2,247,980
Drug Felony/Forfeiture	273,789	35,900	44,300	265,389
Public Safety Compliance	239,731	33,500	15,500	257,731
Recreation Contributions	49,793	65,000	59,000	55,793
Nature Center Contributions	175,315	55,000	11,756	218,559
Public Health Grants	122,092	244,415	177,835	188,672
Wood Lake Half Marathon	71,492	67,000	62,000	76,492
Franchise Fees	1,592,555	1,906,500	1,842,000	1,657,055
Ice Arena	(2,992,097)	1,629,360	1,334,975	(2,697,712)
Swimming Pool	(147,802)	815,660	525,150	142,708
Special Facilities	50,539	57,150	55,670	52,019
Recreation Special Program	156,619	138,564	79,943	215,240
Opioid Settlement	110,159	19,099	-	129,258
<u>Enterprise Funds *</u>				
Liquor	4,933,312	14,476,706	14,471,779	4,938,239
Water & Sewer Utility**	18,333,182	10,142,150	9,171,180	19,304,152
Storm Sewer Utility **	8,839,511	2,404,700	2,789,940	8,454,271
<u>Internal Service Funds *</u>				
Central Garage	5,590,311	2,533,820	3,196,330	4,927,801
Information Technologies	287,514	1,548,270	1,680,530	155,254
Self Insurance	4,223,701	963,260	1,108,302	4,078,659
Building Services	852,791	1,013,090	981,741	884,140
Compensated Absences	25,078	-	-	25,078
<u>Debt Service Funds **</u>				
G.O. Improvement Bonds	5,775,047	4,905,600	4,049,901	6,630,746
G.O. Redevelopment Bonds	-	872,722	872,722	-
<u>Capital Improvement Funds</u>				
Recreational Development	1,798,057	640,000	640,000	1,798,057
Right-of-Way Improvements	7,558,710	20,528,870	20,528,870	7,558,710
Public Facilities	-	2,720,100	2,720,100	-
TOTALS	\$ 73,308,800	\$ 97,905,403	\$ 96,642,493	\$ 74,571,710

* In municipal accounting, all capital outlay acquired by the Enterprise and Internal Service Funds is recorded at cost. This cost is charged as depreciation expense over the estimated useful life of the asset.

** Bonds are not recorded as current expenditures, but rather as adjustments to the cash position.

SUMMARY OF 2024 BUDGET ALL FUNDS

<u>FUND</u>	Fund Balance January 1, 2024	Revenues	Expenditures	Fund Balance December 31, 2024
<u>General</u>	\$ 10,990,390	\$ 30,899,210	\$ 30,899,210	\$ 10,990,390
<u>Special Revenue Funds</u>				
Liquor Contribution	142,261	500,500	500,000	142,761
Tourism Administration	48,124	6,150	5,440	48,834
Communications	1,826,644	280,000	416,838	1,689,806
Elections	2,247,980	368,000	295,173	2,320,807
Drug Felony/Forfeiture	265,389	35,900	57,000	244,289
Public Safety Compliance	257,731	32,600	16,600	273,731
Recreation Contributions	55,793	65,000	59,000	61,793
Nature Center Contributions	218,559	50,000	21,900	246,659
Public Health Grants	188,672	94,415	177,835	105,252
Wood Lake Half Marathon	76,492	70,000	65,000	81,492
Franchise Fees	1,657,055	2,456,500	2,706,000	1,407,555
Ice Arena	(2,697,712)	1,742,600	1,344,183	(2,299,295)
Swimming Pool	142,708	713,000	583,830	271,878
Special Facilities	52,019	59,150	63,005	48,164
Recreation Special Program	215,240	235,800	206,728	244,312
Opioid Settlement	129,258	45,652	-	174,910
<u>Enterprise Funds *</u>				
Liquor	4,938,239	14,729,204	14,880,506	4,786,937
Water & Sewer Utility**	19,304,152	10,128,130	9,606,650	19,825,632
Storm Sewer Utility **	8,454,271	2,517,660	2,903,530	8,068,401
<u>Internal Service Funds *</u>				
Central Garage	4,927,801	2,768,310	4,070,620	3,625,491
Information Technologies	155,254	1,630,140	1,982,168	(196,774)
Self Insurance	4,078,659	1,054,930	1,368,607	3,764,982
Building Services	884,140	1,052,550	1,044,138	892,552
Compensated Absences	25,078	-	-	25,078
<u>Debt Service Funds **</u>				
G.O. Improvement Bonds	6,630,746	4,918,543	4,227,574	7,321,715
G.O. Redevelopment Bonds	-	880,256	880,256	-
<u>Capital Improvement Funds</u>				
Recreational Development	1,798,057	560,000	560,000	1,798,057
Right-of-Way Improvements	7,558,710	2,857,000	2,857,000	7,558,710
Public Facilities	-	4,249,350	4,249,350	-
TOTALS	\$ 74,571,710	\$ 85,000,550	\$ 86,048,141	\$ 73,524,119

* In municipal accounting, all capital outlay acquired by the Enterprise and Internal Service Funds is recorded at cost. This cost is charged as depreciation expense over the estimated useful life of the asset.

** Bonds are not recorded as current expenditures, but rather as adjustments to the cash position.

COMPARATIVE ANALYSIS OF REVENUES ALL FUNDS

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Revised</u>	<u>2024 Budget</u>
<u>*General Fund</u>	27,901,435	28,943,771	28,871,886	30,899,210
<u>Special Revenue Funds</u>				
Liquor Contribution Fund	501,478	550,300	550,300	500,500
Tourism Administration	7,133	5,440	5,440	6,150
Communications	337,868	255,000	280,000	280,000
Elections	504,548	271,341	381,341	368,000
Drug Felony/Forfeiture	94,909	35,750	35,900	35,900
Public Safety Compliance	61,986	26,400	33,500	32,600
Recreation Contributions	79,245	56,000	65,000	65,000
Nature Center Contributions	324,069	50,000	55,000	50,000
Public Health Grants	90,573	610,978	244,415	94,415
Wood Lake Half Marathon	77,118	67,000	67,000	70,000
Franchise Fees	1,940,568	1,904,500	1,906,500	2,456,500
Ice Arena	1,532,278	1,550,140	1,629,360	1,742,600
Swimming Pool	908,418	815,660	815,660	713,000
Special Facilities	46,715	57,150	57,150	59,150
Recreation Special Program	314,228	136,810	138,564	235,800
Opioid Grant	110,158	33,527	19,099	45,652
<u>Enterprise Funds</u>				
*Liquor	14,226,340	15,129,085	14,476,706	14,729,204
Water & Sewer Utility	10,350,025	9,851,150	10,142,150	10,128,130
Storm Sewer Utility	3,094,660	2,407,102	2,404,700	2,517,660
<u>Internal Service Funds</u>				
Central Garage	2,363,954	2,538,820	2,533,820	2,768,310
Information Technologies	1,295,401	1,532,975	1,548,270	1,630,140
Self Insurance	1,338,060	963,100	963,260	1,054,930
Building Services	990,517	1,013,090	1,013,090	1,052,550
Compensated Absences	-	-	-	-
<u>Debt Service Funds</u>				
G.O. Improvement Bonds	4,601,320	4,905,600	4,905,600	4,918,543
G.O. Redevelopment Bonds	876,053	872,722	872,722	880,256
<u>Capital Improvement Funds</u>				
Recreational Development	855,719	640,000	640,000	560,000
*Right-of-Way Improvements	21,955,815	18,993,236	20,528,870	2,857,000
Public Facilities	-	2,720,100	2,720,100	4,249,350
 Total	 <u>\$ 96,780,593</u>	 <u>\$ 96,936,747</u>	 <u>\$ 97,905,403</u>	 <u>\$ 85,000,550</u>

* These funds represent major funds of the City. Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

COMPARATIVE ANALYSIS OF EXPENDITURES ALL FUNDS

	2022 Actual	2023 Budget	2023 Revised	2024 Budget
*General Fund				
Legislative/Executive	\$ 990,581	\$ 1,148,816	\$ 1,114,258	\$ 1,265,380
Administrative Services	959,929	1,000,852	991,424	1,263,950
Finance	1,005,251	886,071	1,006,135	912,618
Public Safety	10,437,293	11,332,622	11,095,903	11,817,265
Fire	5,314,355	5,335,950	5,397,355	5,552,889
Community Development	1,616,827	1,781,890	1,753,100	1,849,550
Public Works	4,884,218	4,946,140	5,006,740	5,182,120
Recreation Services	1,985,326	2,251,430	2,246,971	2,326,037
Operating transfers	282,194	260,000	260,000	729,401
Subtotal	<u>\$ 27,475,974</u>	<u>\$ 28,943,771</u>	<u>\$ 28,871,886</u>	<u>\$ 30,899,210</u>
Special Revenue Funds				
Liquor Contribution Fund	500,000	550,000	550,000	500,000
Tourism Administration	5,440	5,440	5,440	5,440
Communications	395,053	570,426	546,582	416,838
Election	362,090	139,501	249,061	295,173
Drug Felony/Forfeiture	55,768	13,000	44,300	57,000
Public Safety Compliance	47,403	15,000	15,500	16,600
Recreation Contributions	81,094	47,000	59,000	59,000
Nature Center Contributions	281,445	10,410	11,756	21,900
Public Health Grants	91,370	177,835	177,835	177,835
Wood Lake Half Marathon	60,028	60,000	62,000	65,000
Franchise Fees	1,864,022	2,541,000	1,842,000	2,706,000
Ice Arena	1,199,066	1,236,340	1,334,975	1,344,183
Swimming Pool	582,545	524,990	525,150	583,830
Special Facilities	42,584	55,670	55,670	63,005
Recreation Special Program	157,609	155,750	79,943	206,728
Opioid Settlement	-	-	-	-
Enterprise Funds				
*Liquor	14,059,236	14,936,810	14,471,779	14,880,506
Water & Sewer Utility	9,188,847	9,087,960	9,171,180	9,606,650
Storm Sewer Utility	2,085,996	2,602,950	2,789,940	2,903,530
Internal Service Funds				
Central Garage	2,417,717	3,688,280	3,196,330	4,070,620
Information Technologies	1,197,856	1,669,750	1,680,530	1,982,168
Self Insurance	1,624,633	1,119,302	1,108,302	1,368,607
Building Services	1,060,349	973,762	981,741	1,044,138
Compensated Absences	-	-	-	-
Debt Service Funds				
G.O. Improvement Bonds	4,233,654	4,049,901	4,049,901	4,227,574
G.O. Redevelopment Bonds	876,053	872,722	872,722	880,256
Capital Improvement Funds				
Recreational Development	463,565	640,000	640,000	560,000
*Right-of-Way Improvements	23,134,464	18,993,236	20,528,870	2,857,000
Public Facilities	-	2,720,100	2,720,100	4,249,350
Total	<u>\$ 93,543,862</u>	<u>\$ 96,400,906</u>	<u>\$ 96,642,493</u>	<u>\$ 86,048,141</u>

* These funds represent major funds of the City. Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

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GENERAL FUND

COMPARATIVE ANALYSIS OF 2023 ADOPTED, 2023 REVISED AND 2024 BUDGET - GENERAL FUND

	Adopted 2023	Revised 2023	Proposed 2024	Adopted/ Proposed % Increase/ (Decrease)
REVENUES				
Property Taxes	\$ 21,026,215	\$ 21,026,215	\$ 22,220,051	5.68%
Licenses and Permits	1,314,495	1,089,810	1,140,000	-13.27%
Intergovernmental Revenue	3,544,943	3,553,902	4,885,289	37.81%
Charges for Services	1,907,618	1,860,551	2,016,720	5.72%
Fines and Forfeitures	220,000	200,000	200,000	-9.09%
Miscellaneous Revenues	70,580	129,700	77,060	9.18%
Transfers	859,920	1,011,708	360,090	-58.13%
Total Revenues	\$ 28,943,771	\$ 28,871,886	\$ 30,899,210	6.76%
EXPENDITURES				
Legislative/Executive	\$ 1,148,816	\$ 1,114,258	\$ 1,265,380	10.15%
Administrative Services	1,000,852	991,424	1,263,950	26.29%
Finance	886,071	1,006,135	912,618	3.00%
Public Safety	11,332,622	11,095,903	11,817,265	4.28%
Fire	5,335,950	5,397,355	5,552,889	4.07%
Community Development	1,781,890	1,753,100	1,849,550	3.80%
Public Works	4,946,140	5,006,740	5,182,120	4.77%
Recreation Services	2,251,430	2,246,971	2,326,037	3.31%
Transfers	260,000	260,000	330,000	26.92%
Special Projects	-	-	399,401	0.00%
Total Expenditures	\$ 28,943,771	\$ 28,871,886	\$ 30,899,210	6.76%

The 2024 Proposed General Fund budget reflects a 6.76% increase in revenues and expenditures as compared to the 2023 Adopted budget. The 2023 Revised budget reflects a 0.25% decrease when compared to the 2023 Adopted budget.

REVENUES

The primary source of revenues for the General Fund continues to be property taxes, charges for services, intergovernmental revenues and the transfer in of revenues to fund general fund operations. For the 2024 Proposed budget these four sources account for 96% of total General Fund revenues.

EXPENDITURES

The largest expenditures incurred by the General Fund remain those for public safety, fire and public works. The proposed 2024 tax levy for the General Fund does not even cover the budgeted 2024 expenditures of these three departments.

COMPARATIVE ANALYSIS OF FUND BALANCE - GENERAL FUND

	2022 Actual	2023 Budget	2023 Revised	2024 Budget
Fund Balance - January 1	\$ 10,564,929	\$ 10,564,929	\$ 10,990,390	\$ 10,990,390
Revenue and Transfers	<u>27,901,435</u>	<u>28,943,771</u>	<u>28,871,886</u>	<u>30,899,210</u>
Total Available	<u>38,466,364</u>	<u>39,508,700</u>	<u>39,862,276</u>	<u>41,889,600</u>
Expenditures and Transfers	<u>27,475,974</u>	<u>28,943,771</u>	<u>28,871,886</u>	<u>30,899,210</u>
Fund Balance - December 31	<u>\$ 10,990,390</u>	<u>\$ 10,564,929</u>	<u>\$ 10,990,390</u>	<u>\$ 10,990,390</u>
Fund Balances:				
Nonspendable	\$ 66,984	\$ 83,285	\$ -	\$ -
Unassigned	<u>10,923,406</u>	<u>9,942,205</u>	<u>10,990,390</u>	<u>10,990,390</u>
Total Fund Balance	<u>\$ 10,990,390</u>	<u>\$ 10,025,490</u>	<u>\$ 10,990,390</u>	<u>\$ 10,990,390</u>

SOURCE	Revised Budget 2023		Budget 2024	
	Total	Percent	Total	Percent
Taxes	\$ 21,026,215	72.83%	\$ 22,220,051	71.91%
Licenses and Permits	1,089,810	3.77%	1,140,000	3.68%
Intergovernmental Revenues:				
Local Government Aid	2,038,711	7.06%	3,392,552	10.98%
Other	1,515,191	5.25%	1,492,737	4.83%
Subtotal	<u>3,553,902</u>	<u>88.91%</u>	<u>4,885,289</u>	<u>91.41%</u>
Charges for Services	1,860,551	6.44%	2,016,720	6.53%
Fines and Forfeitures	200,000	0.69%	200,000	0.65%
Miscellaneous Revenues	129,700	0.45%	77,060	0.25%
Transfers	<u>1,011,708</u>	<u>3.50%</u>	<u>360,090</u>	<u>1.17%</u>
Total Revenues	<u>\$ 28,871,886</u>	<u>100.00%</u>	<u>\$ 30,899,210</u>	<u>100.00%</u>

COMPARATIVE ANALYSIS OF REVENUES - GENERAL FUND

	2022 Actual	2023 Budget	2023 Revised	2024 Budget
<u>Taxes</u>				
Current Ad Valorem	\$ 16,692,391	\$ 17,337,953	\$ 17,337,953	\$ 18,494,906
Fiscal Disparities	3,359,759	3,688,262	3,688,262	3,725,145
Total Property Taxes	\$ 20,052,150	\$ 21,026,215	\$ 21,026,215	\$ 22,220,051
<u>License and Permits</u>				
Business Licenses	\$ 333,309	\$ 346,000	\$ 307,000	\$ 307,000
Non Business Licenses and Permits	1,046,664	968,495	782,810	833,000
Total License and Permits	\$ 1,379,973	\$ 1,314,495	\$ 1,089,810	\$ 1,140,000
<u>Intergovernmental Revenue</u>				
Federal -				
Grants	\$ 121,014	\$ 229,580	\$ 160,710	\$ 160,710
State :				
Local Government Aid	2,010,927	2,038,711	2,038,711	3,392,552
Law Officer Training	44,652	43,000	43,000	45,000
Police State Aid	432,376	405,000	420,000	420,000
Fire State Aid	208,595	181,000	208,595	210,000
State-aid Street Maintenance	350,300	398,000	335,000	393,000
Grants - Other	73,876	50,277	118,011	63,152
Community Health Services	177,835	177,835	177,835	177,835
County-				
Grants - Other	-	21,540	52,040	23,040
Total Intergovernmental Revenue	\$ 3,419,575	\$ 3,544,943	\$ 3,553,902	\$ 4,885,289
<u>Charges for Services</u>				
General Government and				
Deputy Registrar	1,576,429	1,553,598	1,481,190	1,633,720
Public Safety	34,003	32,550	48,046	47,790
Park and Recreation	251,260	230,680	230,010	231,850
Nature Center	108,185	90,790	101,305	103,360
Total Charges for Services	\$ 1,969,877	\$ 1,907,618	\$ 1,860,551	\$ 2,016,720
<u>Fines and Forfeits</u>				
Municipal Court Fines	\$ 175,056	\$ 220,000	\$ 200,000	\$ 200,000
Total Fines and Forfeits	\$ 175,056	\$ 220,000	\$ 200,000	\$ 200,000
<u>Miscellaneous Revenues</u>				
Investment Income	\$ 114,044	\$ 25,000	\$ 25,000	\$ 35,000
Rents	35,848	30,580	32,200	33,860
Recovery - Damage to Property	5,419	5,000	5,000	5,000
Special Assessments	4,726	-	-	-
Other	21,950	10,000	67,500	3,200
Total Miscellaneous Revenues	\$ 181,987	\$ 70,580	\$ 129,700	\$ 77,060
Transfers	\$ 722,817	\$ 859,920	\$ 1,011,708	\$ 360,090
TOTAL REVENUES	\$ 27,901,435	\$ 28,943,771	\$ 28,871,886	\$ 30,899,210

COMPARATIVE ANALYSIS OF EXPENDITURES - GENERAL FUND

	2022 Actual	2023 Budget	2023 Revised	2024 Budget
<u>Legislative/Executive</u>				
Mayor-Council	\$ 223,054	\$ 237,515	236,673	\$ 308,084
Other Agencies	104,830	109,000	109,000	\$ 112,800
City Manager	360,096	450,911	417,145	\$ 493,006
Legal	302,601	351,390	351,440	\$ 351,490
Subtotal	<u>\$ 990,581</u>	<u>\$ 1,148,816</u>	<u>\$ 1,114,258</u>	<u>\$ 1,265,380</u>
<u>Administrative Services</u>				
Administration	\$ 117,770	\$ 153,769	\$ 153,585	\$ 164,417
Human Resources	204,406	119,711	\$ 173,240	\$ 251,572
Deputy Registrar	596,388	681,153	\$ 628,322	\$ 801,732
City Clerk	41,365	46,219	\$ 36,277	\$ 46,229
Subtotal	<u>\$ 959,929</u>	<u>\$ 1,000,852</u>	<u>\$ 991,424</u>	<u>\$ 1,263,950</u>
<u>Finance</u>				
Finance	\$ 615,336	\$ 474,151	\$ 594,215	\$ 483,629
Assessing	389,915	411,920	411,920	428,989
Subtotal	<u>\$ 1,005,251</u>	<u>\$ 886,071</u>	<u>\$ 1,006,135</u>	<u>\$ 912,618</u>
<u>Public Safety</u>				
Support Services	\$ 1,015,206	\$ 1,135,212	\$ 1,111,499	\$ 1,177,295
Police	9,402,983	10,157,680	9,944,724	10,599,280
Emergency Services	19,104	39,730	39,680	40,690
Subtotal	<u>\$ 10,437,293</u>	<u>\$ 11,332,622</u>	<u>\$ 11,095,903</u>	<u>\$ 11,817,265</u>
<u>Fire</u>				
Fire	\$ 5,314,355	\$ 5,335,950	\$ 5,397,355	\$ 5,552,889
Subtotal	<u>\$ 5,314,355</u>	<u>\$ 5,335,950</u>	<u>\$ 5,397,355</u>	<u>\$ 5,552,889</u>
<u>Community Development</u>				
Administration	\$ 78,182	\$ 80,000	\$ 80,000	\$ 83,130
Planning & Zoning	259,115	315,270	311,630	331,160
Inspections	1,279,530	1,386,620	1,361,470	1,435,260
Subtotal	<u>\$ 1,616,827</u>	<u>\$ 1,781,890</u>	<u>\$ 1,753,100</u>	<u>\$ 1,849,550</u>
<u>Public Works</u>				
Administration	\$ 193,404	\$ 205,260	\$ 205,190	\$ 212,440
Engineering	478,841	548,020	543,540	567,180
Streets	2,691,362	2,608,500	2,673,600	2,763,140
Park Maintenance	1,520,611	1,584,360	1,584,410	1,639,360
Subtotal	<u>\$ 4,884,218</u>	<u>\$ 4,946,140</u>	<u>\$ 5,006,740</u>	<u>\$ 5,182,120</u>
<u>Recreation Services</u>				
Recreation Administration	\$ 455,797	\$ 483,350	\$ 504,000	\$ 500,190
Recreation	914,599	1,119,510	1,087,636	1,157,455
Nature Center	614,930	648,570	655,335	668,392
Subtotal	<u>\$ 1,985,326</u>	<u>\$ 2,251,430</u>	<u>\$ 2,246,971</u>	<u>\$ 2,326,037</u>
<u>Transfers Out</u>				
Special Revenue Funds	\$ 282,194	\$ 260,000	\$ 260,000	\$ 330,000
	<u>\$ 282,194</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 330,000</u>
<u>Miscellaneous</u>				
Special Project	\$ -	\$ -	\$ -	\$ 399,401
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 399,401</u>
TOTAL EXPENDITURES	<u><u>\$ 27,475,974</u></u>	<u><u>\$ 28,943,771</u></u>	<u><u>\$ 28,871,886</u></u>	<u><u>\$ 30,899,210</u></u>

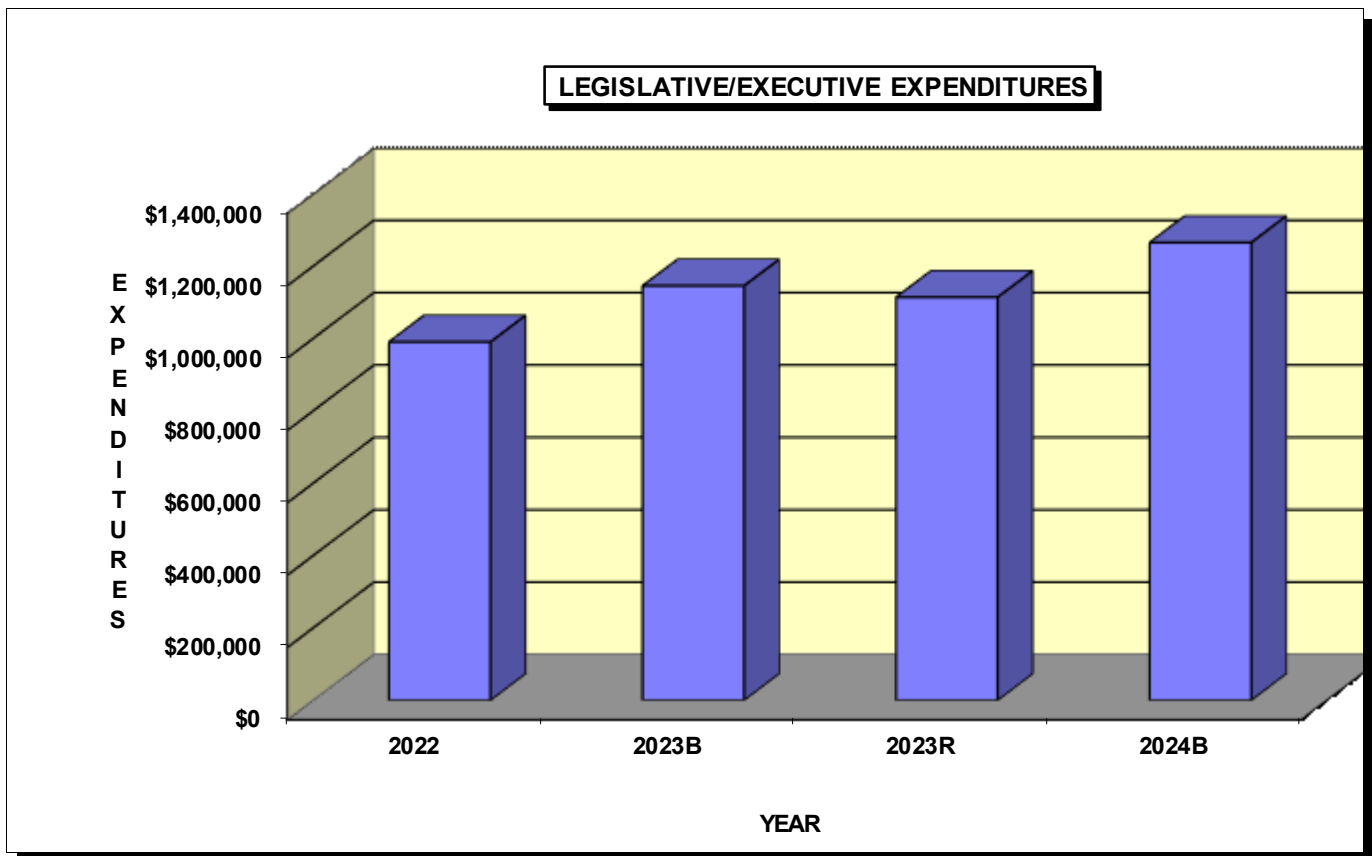
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LEGISLATIVE / EXECUTIVE

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
10100 Mayor Council	\$ 223,054	\$ 237,515	\$ 236,673	\$ 308,084	29.71%
10105 Other Agencies	104,830	109,000	109,000	112,800	3.49%
10115 City Manager	360,096	450,911	417,145	493,006	9.34%
10120 Legal	302,599	351,390	351,440	351,490	0.03%
<i>Legislative/Executive TOTAL</i>	<u>\$ 990,579</u>	<u>\$ 1,148,816</u>	<u>\$ 1,114,258</u>	<u>\$ 1,265,380</u>	10.15%



CITY COUNCIL DIVISION

MISSION STATEMENT

To function as the legislative and policy-making body for the City of Richfield.

DIVISION FOCUS

The Richfield City Council is composed of an elected at-large Mayor and four Council Members, one of which is elected at-large. The Mayor and the Council Members are each elected to four-year terms. The City Council sets the long-range direction of the City and establishes policies that maintain a high quality of life for Richfield residents.

2023 HIGHLIGHTS

- Introduced a public dashboard online to better track progress on the 2023-2026 Strategic Plan. The dashboard is updated quarterly.
- Incorporated a strategic plan lens in staff reports for council meetings to track how decisions on policy and programs are advancing the City's strategic priorities and desired outcomes.
- Participated in City Council-Staff quarterly meetings to focus on long-term vision and planning, and to maintain a high functioning team.
- Fostered community engagement by serving as liaisons to City boards and commissions. Improved commission recruiting procedures and provided onboarding for new commissioners with separate training for commission chairs.
- Met with residents and supported a variety of community initiatives, including Penn Fest, Juneteenth and the mural at Galaxy Foods.
- Advocated for City priorities at the federal, state and county level to help shape key regional projects and statewide reforms, including securing \$15M for a new Wood Lake Nature Center building.
- Increased Richfield's regional presence by partnering with regional organizations like the I-494 Corridor Commission, I-35W Solutions Alliance, Greater MSP and Regional Council of Mayors.
- Continued to increase Richfield's visibility with earned media, by speaking at key local and regional events and by engaging with our neighbors and regional organizations.

2024 DIVISION GOALS

- Embed Strategic Plan mission, vision, values and priorities/outcomes in Council policy and communications and report progress on the dashboard (City Council Priority/Outcome 1a).
- Continue to improve partnerships with community organizations, including schools, civic groups, nonprofits, and local businesses. Support community events like Red, White and Blue Days and Penn Fest (City Council Priority/Outcome 1a).

- Support community engagement to inform residents about a November 2024 referendum to approve a local sales tax to fund three recreation projects including a new Wood Lake Nature Center Building, improvements to Veteran's Park and a new Community Center (City Council Priority/Outcome 3a & b).
- Increase Richfield's visibility with earned media and public by speaking at key local and regional events (City Council Priority/Outcome 1a).
- Continue to advocate for City priorities at the federal, state and county level including identifying funding for the local match to reconstruct Nicollet Ave and legislation to better align local match transportation policies with cities' ability to pay their relative burden (City Council Priority/Outcome 3b).
- Continue to identify and address racial inequities in the organization and the community through education and engagement with community organizations, civic groups, nonprofits, and local businesses (City Council Priority/Outcome 5a-c).
- Conduct a community survey to better understand resident needs and gaps in programs and policies. The responses will be analyzed, including a demographic study, and compared to the 2020 Richfield survey and to other cities both nationally and regionally (City Council Priority/Outcome 1c & 5a).

DIVISION EXPENDITURE COMMENT

The 2023 Revised budget is in line with the 2023 Adopted budget. The 2024 Proposed budget plans a 30% increase compared to the 2023 Adopted budget, primarily due to additional costs for the Strategic Plan dashboard, staff overtime costs to support community events and to conduct the community survey. The council budget has traditionally budgeted a flat amount for staff overtime to support community events, but the costs were not increased over the years. To better communicate the actual costs, all impacted department costs are now included in the City Council budget and reimbursed with interdepartmental revenue. The overall City costs are similar to previous years depending on the type of events but are now consolidated in the City Council budget. The costs for the community survey also inflated the budget this year but will not continue annually as the cycle is every 3-4 years. City Council salaries increased 3% in 2023 and are proposed to increase 3% in 2024 consistent with staff cost of living increases.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Mayor Council - 10100

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Personal Services</u>						
6005 Full Time	\$ 47,579	\$ 50,784	\$ 54,379	\$ 53,880	\$ 53,873	\$ 55,490
6031 Employer Social Security	1,066	1,140	1,276	1,280	1,445	1,489
6032 Employer Medicare	582	595	682	690	781	805
6033 Employer Pera	1,373	1,421	1,542	1,530	1,528	1,574
6038 Workers Compensation	60	24	30	30	30	30
6051 Interdepartmental Labor	-	1,756	1,684	-	-	-
<i>Personal Services TOTAL</i>	<u>\$ 50,660</u>	<u>\$ 55,720</u>	<u>\$ 59,593</u>	<u>\$ 57,410</u>	<u>\$ 57,657</u>	<u>\$ 59,388</u>
<u>Other Services & Charges</u>						
6103 Professional Services -General	\$ 34,342	\$ 48,052	\$ 52,134	\$ 53,000	\$ 53,000	\$ 91,000
6202 Data Processing Rental	2,350	2,480	2,569	12,200	12,411	12,846
6207 Utility Services	15,828	16,296	16,788	17,460	17,460	18,160
6301 Advertising & Publication	357	-	-	150	150	150
6303 Professional Development	7,593	2,276	5,560	6,000	6,000	6,000
6305 Subscriptions & Memberships	62,014	61,932	64,883	66,625	66,625	68,100
6308 Property Liability	510	530	550	570	570	590
6401 Office Supplies	50	138	29	500	750	750
6402 Copy Charges	179	250	113	500	500	500
6403 Postage	939	63	40	100	50	50
6409 Uniforms & Clothing	-	151	-	500	500	550
6513 Other Charges	4,759	7,295	20,795	22,500	21,000	50,000
<i>Other Services & Charges TOTAL</i>	<u>\$ 128,921</u>	<u>\$ 139,463</u>	<u>\$ 163,461</u>	<u>\$ 180,105</u>	<u>\$ 179,016</u>	<u>\$ 248,696</u>
<i>Mayor Council TOTAL</i>	<u><u>\$ 179,581</u></u>	<u><u>\$ 195,183</u></u>	<u><u>\$ 223,054</u></u>	<u><u>\$ 237,515</u></u>	<u><u>\$ 236,673</u></u>	<u><u>\$ 308,084</u></u>

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Mayor Council - 10100

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Part-Time Employees</u>				
Mayor	Exempt	1.00	1.00	1.00
Council Member	Exempt	4.00	4.00	4.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
	None	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

OTHER AGENCIES DIVISION

MISSION STATEMENT

To award grants to certain agencies delivering services to residents in Richfield that are within the legal guidelines as provided by Minnesota State Statutes, the State of Minnesota Constitution, and the Minnesota Attorney General's office.

DIVISION FOCUS

The Other Agencies Division focus is providing the annual grants to human service agencies serving Richfield residents in a legally responsible way.

2023 HIGHLIGHTS

- Awarded \$75,500 in grants to eight non-profit agencies to provide services to Richfield residents.
- Awarded \$160,000 of grants in federal American Rescue Plan Act (ARPA) funds to seven non-profit organizations providing services to Richfield residents disproportionately impacted by the COVID-19 pandemic.

2024 DIVISION GOALS

- Where legally allowable under State Statutes, fund social service agencies as an illustration of the City and community support for these agency services. (City Council Priority/Outcome 2c and 5a)
- Award the remaining \$140,000 in ARPA funds designated for social services by the City Council. (City Council Priority/Outcome 2c and 5a)

DIVISION EXPENDITURE COMMENT

The 2023 Revised budget has no change from the 2023 Adopted budget. The 2024 Proposed Budget has an increase of 3.5 percent from the 2023 Adopted Budget due to increases in personal services and grants to be awarded.

The allocation of the 2024 grants, where legally allowable, will be determined by the City Council in early 2024.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Other Agencies - 10105

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Personal Services</u>							
6051	Interdepartmental Labor	\$ 30,380	\$ 31,290	\$ 32,230	\$ 33,500	\$ 33,500	\$ 34,700
	<i>Personal Services TOTAL</i>	\$ 30,380	\$ 31,290	\$ 32,230	\$ 33,500	\$ 33,500	\$ 34,700
<u>Other Services & Charges</u>							
6515	Human Services - Unallocated	\$ 70,480	\$ 70,545	\$ 72,600	\$ 75,500	\$ 75,500	\$ 78,100
	<i>Other Services & Charges TOTAL</i>	\$ 70,480	\$ 70,545	\$ 72,600	\$ 75,500	\$ 75,500	\$ 78,100
	<i>Other Agencies TOTAL</i>	\$ 100,860	\$ 101,835	\$ 104,830	\$ 109,000	\$ 109,000	\$ 112,800

CITY MANAGER DIVISION

MISSION STATEMENT

Plan and direct the administration of City projects and programs as established by the City Charter, City ordinances and the City Council to ensure efficient, cost-effective municipal services and development consistent with City Council vision, values, priorities and desired outcomes.

DIVISION FOCUS

The City Manager is the chief administrative officer of the City and is responsible to the City Council for the supervision of all departments and divisions of City administration except where otherwise provided by law or City Charter. Aside from acting as the chief administrator for the city, the City Manager Division team oversees the City's equity work.

The implementation of City Council policies takes precedence over all other City Manager responsibilities.

2023 HIGHLIGHTS

- Led the implementation of the 2023-2026 strategic plan including creating a public dashboard providing progress on the strategic initiatives. The Strategic Plan establishes priorities, measurable outcomes, and performance targets for the next four-year performance period, 2023-2026.
- Organized City Council-Staff retreats to help build constructive operating norms and expectations to enable a high functioning team. For the first time this year, Council and Directors worked to identify policy proposals for the coming year during quarterly effective governance meetings.
- Coordinated organizational development seminars for all fire staff. The training was provided by staff trainers, in coordination with the consultant.
- Supported the onboarding of the new finance Director.
- The city was able to affirm a AA+ bond rating.
- Applied for, and sited, a legal aid kiosk at city hall. This kiosk provides community members access to civil legal aid services, legal resources, and may allow users to attend meetings and court hearings remotely.
- Recruited an Equity Coordinator.
- In partnership with the Recreation and Finance department, coordinated the city's legislative agenda to apply for, and receive, bonding support for the Wood Lake Nature Center and approval to hold a referendum on a local sales tax.

2024 DIVISION GOALS

- Continue to lead the integration of the City's mission, vision, values, and strategic plan priorities into communications, processes, and City culture. Update dashboards to track performance targets (City Council Priority/Outcome 1a).
- Support equity coordinator to develop equity plan with input from the community,

specifically historically excluded communities. Launch Equity and Inclusion page on the City's website. Lead internal equity team (CARES) to support implementation of equity toolkit (City Council Priority/Outcome 5 a-c).

- Assist the Finance Director to develop long-term financial plans to fund operations and capital needs, including researching possible new revenue sources (City Council Priority/Outcome 1b and 3b).
- Implement process improvements across administrative functions (City Council Priority/Outcome 1c).
- Coordinate the annual Council-Staff effective governance schedule and process (City Council Priority/Outcome 4c).
- Partner with local legislators, state agencies, and regional partners to advance key City priorities (City Council Priority/Outcome 1a & 3b).
- In partnership with the Recreation, Finance, and Communications departments, coordinate the city's communications and messaging around a referendum on a local sales tax at the 2024 general election.

DIVISION EXPENDITURE COMMENT

The 2023 Revised budget has a decrease of 7.49% from the 2023 Adopted budget. This is largely due to savings from an unfilled position. The 2024 Proposed budget has an increase of 9.34% from the 2023 Adopted budget due to increased personnel costs, including cost of living, health insurance and worker's compensation increases, and general inflationary pressures on goods and services.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: City Manager - 10115

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Personal Services</u>						
6005 Full Time	\$ 280,052	\$ 323,967	\$ 294,978	\$ 378,092	\$ 343,431	\$ 411,799
6031 Employer Social Security	15,197	18,626	16,352	21,295	19,872	23,753
6032 Employer Medicare	3,796	4,605	4,089	5,382	4,884	5,847
6033 Employer Pera	19,634	23,145	21,439	28,357	25,757	30,885
6035 Medical Insurance	27,947	33,264	34,978	60,068	51,008	63,168
6036 Dental Insurance	1,872	2,061	1,880	2,892	2,503	2,914
6037 Term Life	55	57	201	286	248	161
6038 Workers Compensation	1,344	756	780	860	860	890
6040 Long Term Disability	468	459	430	669	608	729
6055 Administrative Labor Credit	(111,140)	(103,130)	(99,110)	(99,910)	(99,910)	(101,440)
<i>Personal Services TOTAL</i>	<u>\$ 239,225</u>	<u>\$ 303,810</u>	<u>\$ 276,017</u>	<u>\$ 397,991</u>	<u>\$ 349,261</u>	<u>\$ 438,706</u>
<u>Other Services & Charges</u>						
6103 Professional Services -General	\$ 855	\$ 94	\$ 44,757	\$ 4,000	\$ 15,160	\$ 160
6202 Data Processing Rental	16,730	17,630	18,159	22,060	22,144	22,920
6207 Utility Services	7,896	8,136	8,376	8,720	8,720	9,070
6302 Communications	1,192	1,570	871	2,000	1,800	2,640
6303 Professional Development	3,325	5,954	2,463	6,000	10,200	9,000
6305 Subscriptions & Memberships	2,274	3,165	3,062	4,000	3,720	4,200
6307 Insurance & Bonds	2,646	3,614	3,123	3,760	3,760	3,890
6308 Property Liability	980	1,010	1,040	1,080	1,080	1,120
6401 Office Supplies	5,121	725	325	1,000	1,000	1,000
6402 Copy Charges	145	148	351	250	250	250
6403 Postage	7	46	24	50	50	50
6513 Other Charges	-	44	1,528	-	-	-
<i>Other Services & Charges TOTAL</i>	<u>\$ 41,171</u>	<u>\$ 42,136</u>	<u>\$ 84,079</u>	<u>\$ 52,920</u>	<u>\$ 67,884</u>	<u>\$ 54,300</u>
<i>City Manager TOTAL</i>	<u><u>\$ 280,396</u></u>	<u><u>\$ 345,946</u></u>	<u><u>\$ 360,096</u></u>	<u><u>\$ 450,911</u></u>	<u><u>\$ 417,145</u></u>	<u><u>\$ 493,006</u></u>

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: City Manager - 10115

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
City Manager	Exempt	1.00	1.00	1.00
Management Analyst	GS-5E	1.00	-	-
Management Analyst	GS-6E	-	1.00	1.00
Equity Coordinator	GS-5E	1.00	1.00	1.00
Administrative Assistant (60% Exec, 40% Fire)	GS-4	.60	.60	.60
	<i>Total</i>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

LEGAL DIVISION

MISSION STATEMENT

To provide legal services as required by the City of Richfield.

DIVISION FOCUS

The Legal Division includes legal services and costs for general corporate representation and municipal prosecution.

The firm of Kennedy and Graven provides general corporate representation for the City. Services provided include attendance at all City Council meetings; attendance as requested by the Council or City staff at meetings with staff, public groups and public hearings; review and preparation of contracts, performance bonds, insurance and other routine legal documents; revision and preparation of ordinance code amendments and resolutions; formal and informal legal advice to Council, staff, commissions and committees; training sessions with officials and staff to discuss topics including but not limited to important legislative or judicial developments; and formal and informal advice on human resource matters including interpretations of federal, state and local rules and regulations relating to human resources matters.

H/J Law has been providing prosecution services to the city since July 1, 2022. Prosecution legal services provided include advising; ordinance enforcement; peace officer training; charging; calendar appearances; court trials; pretrial conferences and omnibus hearings; jury trials; sentencing; and appeals. The city plans to continue the contract with H/J Law for 2024.

2023 HIGHLIGHTS

- Continued excellent legal representation by Kennedy and Graven and H/J Law (City Council Priority/Outcome 1c).

2024 DIVISION GOALS

- To ensure that the City has the best legal representation possible for all facets of its operation (City Council Priority/Outcome 1c).

DIVISION EXPENDITURE COMMENT

The 2023 Revised budget is the same as the 2023 Adopted budget. The 2024 Proposed budget has a negligible increase (less than \$100) over the 2023 Adopted budget due to rates for professional service remaining static.

FUND: GENERAL FUND
DEPARTMENT: Legislative/Executive
BUSINESS UNIT: Legal - 10120

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Other Services & Charges</u>						
6103 Professional Services -General	\$ 88,012	\$ 120,390	\$ 132,167	\$ 160,000	\$ 160,000	\$ 160,000
6105 Prosecution	165,034	161,538	164,094	190,100	190,100	190,100
6108 Legal Special Projects	8,202	-	-	-	-	-
6308 Property Liability	1,210	1,250	1,290	1,290	1,340	1,390
6540 Covid-19	12,980	15,602	5,048	-	-	-
<i>Other Services & Charges TOTAL</i>	<u>\$ 275,438</u>	<u>\$ 298,780</u>	<u>\$ 302,599</u>	<u>\$ 351,390</u>	<u>\$ 351,440</u>	<u>\$ 351,490</u>
<i>Legal TOTAL</i>	<u><u>\$ 275,438</u></u>	<u><u>\$ 298,780</u></u>	<u><u>\$ 302,599</u></u>	<u><u>\$ 351,390</u></u>	<u><u>\$ 351,440</u></u>	<u><u>\$ 351,490</u></u>

ADMINISTRATIVE SERVICES

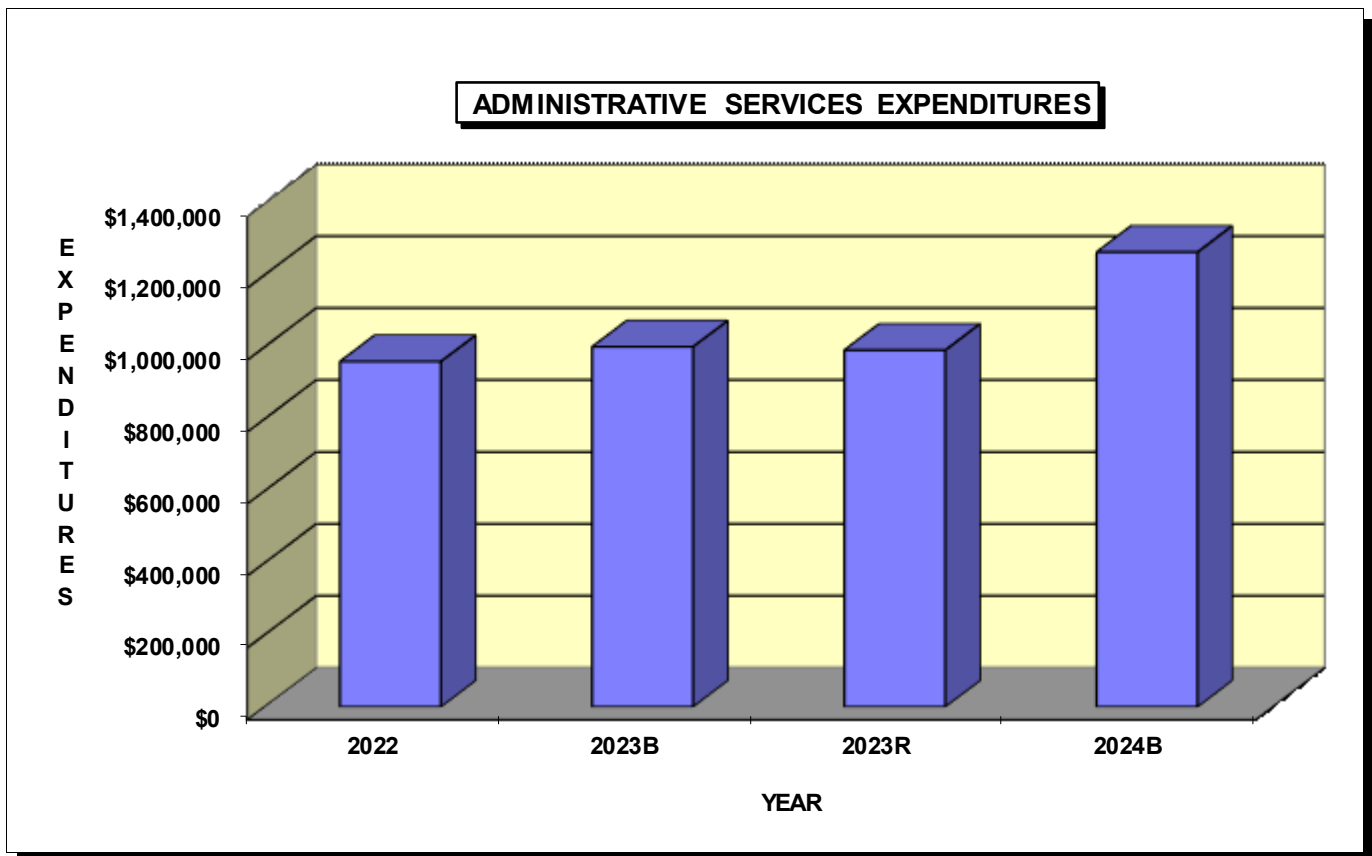
FUND: GENERAL FUND
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
10200 Administration	\$ 117,770	\$ 153,769	\$ 153,585	\$ 164,417	6.92%
10205 Human Resources	204,406	119,711	173,240	251,572	110.15%
10215 Deputy Registrar	596,390	681,153	628,322	801,732	17.70%
10216 City Clerk	41,362	46,219	36,277	46,229	0.02%
<i>Administrative Services TOTAL</i>	<u>\$ 959,928</u>	<u>\$ 1,000,852</u>	<u>\$ 991,424</u>	<u>\$ 1,263,950</u>	26.29%

REVENUES

10215 Deputy Registrar	\$ 626,525	\$ 618,800	\$ 682,800	\$ 710,000	14.74%
10216 City Clerk	500	-	-	-	-



ADMINISTRATION DIVISION

MISSION STATEMENT

The mission of the Administration Division is to provide managerial direction and oversight to the Administrative Services Department, including the general supervision of human resources, deputy registrar office, city clerk, communications and engagement, government buildings, information technologies, liquor store operations and risk management.

DIVISION FOCUS

The Administrative Services Director serves as the supervisor of Administrative Services Department, including this division.

The Administrative Services Director is responsible for the overall direction and coordination of most of the City's administrative support service activity that allows the other City departments to operate effectively and to create an optimal work environment for employees.

Within the Human Resources function, the Administrative Services Director is responsible for contract administration, contract negotiations and employee relations. Much of the policy making of the area is handled by the Human Resources Manager, with input from the Administrative Services Director and City Manager.

This division is also responsible for the overall administration of the City's self-insurance fund and risk management program. These coverages include workers' compensation, property/casualty, dental and specialty coverages for the City, HRA and EDA. Rate changes for the coverages are determined by the division.

2023 HIGHLIGHTS

- Upgrade the audiovisual equipment and technology used for official public meetings and in the conference rooms to be able to conduct hybrid meetings and to provide a consist system throughout the Municipal Center (City Council Priority/Outcome 1c).
- Installation of Microsoft 365 to all employees (City Council Priority/Outcome 1c & 3a).
- Completed IT & Security Assessment (City Council Priority/Outcome 1c & 3a).

2024 GOALS

- Continue to encourage and promote employee wellness. Conduct employee engagement survey City Council Priority/Outcome 1 & 4).
- Conduct Stay Interviews with new staff and staff newly promoted to management positions (City Council Priority/Outcome 1 & 4).
- Develop organization-wide technology plan (City Council Priority/Outcome 1c).

DIVISION EXPENDITURE COMMENT

The 2023 revised budget reflects an 0% increase from the 2023 adopted budget. In the 2024 proposed budget, there will be a 7.5% increase from the 2023 adopted budget.

personnel services changes in health coverage. Twenty-five percent of the Communications and Engagement Manager salary and benefits will continue to be allocated to this budget.

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Administration - 10200

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 139,295	\$ 181,832	\$ 182,273	\$ 191,968
6031 Employer Social Security	7,800	11,134	11,213	12,226
6032 Employer Medicare	1,824	2,604	2,622	2,859
6033 Employer Pera	9,693	13,637	13,674	14,888
6035 Medical Insurance	-	4,827	4,827	4,717
6036 Dental Insurance	542	904	904	904
6037 Term Life	60	144	143	144
6038 Workers Compensation	90	100	100	100
6040 Long Term Disability	162	322	322	351
6054 Interdepartmental Labor Credit	(40,766)	(65,400)	(65,400)	(68,670)
6055 Administrative Labor Credit	(86,710)	(88,440)	(88,440)	(90,020)
<i>Personal Services Total</i>	<u>\$ 31,990</u>	<u>\$ 61,664</u>	<u>\$ 62,238</u>	<u>\$ 69,467</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 399	\$ 60	\$ 60	\$ 60
6202 Data Processing Rental	11,351	14,030	14,072	14,565
6207 Utility Services	68,580	71,320	71,320	74,170
6302 Communications	342	-	-	-
6303 Professional Development	1,438	2,500	1,700	1,800
6305 Subscriptions & Memberships	-	1,580	1,580	1,500
6307 Insurance & Bonds	1,201	1,050	1,050	1,090
6308 Property Liability	660	690	690	710
6401 Office Supplies	1,281	120	120	200
6402 Copy Charges	-	25	25	25
6403 Postage	(117)	30	30	30
6414 Other Supplies	645	700	700	800
<i>Other Services & Charges Total</i>	<u>\$ 85,780</u>	<u>\$ 92,105</u>	<u>\$ 91,347</u>	<u>\$ 94,950</u>
<i>Administration TOTAL</i>	<u><u>\$ 117,770</u></u>	<u><u>\$ 153,769</u></u>	<u><u>\$ 153,585</u></u>	<u><u>\$ 164,417</u></u>

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Administration - 10200

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Administrative Services Director	M-5A	1.00	1.00	1.00
Communication Manager (FT- w/Cable TV)	M-2	.25	.25	.25
<i>Total</i>		<u>1.25</u>	<u>1.25</u>	<u>1.25</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
	None	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

HUMAN RESOURCES DIVISION

MISSION STATEMENT

To attract, develop, and retain a diverse, high performing respectful workforce through integrated and strategic systems, policies, and procedures. Play a vital role in providing strategic organizational service and support to all City departments.

DIVISION FOCUS

This Division is responsible for the administration of the Human Resources ordinances, personnel policies, local, state and federal laws, classification and pay plans, leave administration, recruitment, selection and retention of employees, benefits administration, employee safety, employee and labor relations, employee training, diversity, equity and inclusion initiatives, the Americans with Disabilities Act plan and process for visitors and employees, and risk management including all workers compensation, property and liability claims for the City. The Division is led by the HR Manager.

2023 HIGHLIGHTS

- Negotiated a labor agreement with the Labor and Trades division.
- Continued to work on the City's recruitment process and onboarding experience for new employees including revising new hire orientation to be more engaging, simplifying processes for efficiency, shifting responsibility of certain steps for better collaboration with hiring managers.
- Kicked off the Compensation and Classification study with the goal to have implementation data by year end (City Council Priority/Outcome 1b and 4b).
- Implemented the federal guidelines for CDL holders, including creating a 20-page policy for guidance and training of the CDL staff to understand their responsibilities.
- Implemented new hire check in's and stay interviews to create a more engaged workforce from day one.

2024 DIVISION GOALS

- Conduct an employee engagement survey, as we have every two years (City Council Priority/Outcome 1 and 4).
- Implement the results of the 2023 Compensation and Classification study, including a complete overhaul of our compensation plan (City Council Goal 1b and 4b).
- Establish program for city Manager and Assistant City Manager to conduct stay interviews (City Council Priority/Outcome 1&4).
- Explore alternatives to our current Workers Compensation Insurance arrangement (City Council Priority/Outcome 1c).
- Create a formalized employee training program in coordination with other City leaders.
- Update our AWAIR program including creating a safety training program for all City staff City Council Priority/Outcome 4a).
- Upgrade our Oracle software for HR and payroll. This will include revising numerous processes and procedures for the entire employee life cycle (City Council Priority/Outcome 1c).

DIVISION EXPENDITURE COMMENT

The Human Resources 2024 budget reflects some increases in the training budget to accommodate an additional FTE and ensure we are able to focus on continuing education with area HR organizations.

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Human Resources - 10205

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 175,515	\$ 195,676	\$ 236,134	\$ 278,262
6031 Employer Social Security	11,530	11,701	14,495	17,147
6032 Employer Medicare	2,697	2,737	3,390	4,010
6033 Employer Pera	13,086	14,676	17,710	20,918
6035 Medical Insurance	15,456	31,236	37,107	43,479
6036 Dental Insurance	1,326	1,446	1,872	2,097
6037 Term Life	143	143	190	190
6038 Workers Compensation	100	100	110	110
6040 Long Term Disability	294	346	418	503
6054 Interdepartmental Labor Credit	(180,149)	(155,820)	(155,820)	(161,274)
6055 Administrative Labor Credit	(43,280)	(45,010)	(45,010)	(46,585)
<i>Personal Services Total</i>	<u>\$ (3,282)</u>	<u>\$ 57,231</u>	<u>\$ 110,596</u>	<u>\$ 158,857</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 177,357	\$ 130	\$ 130	\$ 20,000
6202 Data Processing Rental	2,925	18,030	18,072	18,705
6301 Advertising & Publication	265	100	100	100
6302 Communications	445	500	500	500
6303 Professional Development	295	1,100	1,100	2,500
6304 Employee Training	-	3,600	3,600	10,000
6305 Subscriptions & Memberships	17,056	18,000	18,122	19,800
6307 Insurance & Bonds	2,403	2,090	2,090	2,160
6308 Property Liability	510	530	530	550
6312 REEP Program	4,300	15,000	15,000	15,000
6315 Other Contractual Services	9	1,000	1,000	1,000
6401 Office Supplies	1,809	1,300	1,300	1,300
6402 Copy Charges	273	1,000	1,000	1,000
6403 Postage	41	100	100	100
<i>Other Services & Charges Total</i>	<u>\$ 207,688</u>	<u>\$ 62,480</u>	<u>\$ 62,644</u>	<u>\$ 92,715</u>
<i>Human Resources TOTAL</i>	<u><u>\$ 204,406</u></u>	<u><u>\$ 119,711</u></u>	<u><u>\$ 173,240</u></u>	<u><u>\$ 251,572</u></u>

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Human Resources - 10205

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
		-	-	-
		-	-	-
HR Manager	M3	1.00	1.00	1.00
HR Specialist	GS5	1.00	1.00	1.00
HR Specialist (FT-share w/ City Clerk)	GS5	-	.90	.90
	<i>Total</i>	<u>2.00</u>	<u>2.90</u>	<u>2.90</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<i>Total</i>		

DEPUTY REGISTRAR **DIVISION**

MISSION STATEMENT

To provide exceptional customer service and accuracy serving as Deputy Registrar for the State of Minnesota and to manage the information desk and public conference room reservations.

DIVISION FOCUS

The Deputy Registrar Division provides resident services to the community in its function as Deputy Registrar for the State of Minnesota. The division performs customer service functions for the City in the areas of motor vehicle titling and registrations, limited driver's license services, passport applications and photos, fish and game licenses, and Department of Natural Resources (boat, snowmobile and ATV) transfers and registration. This department also includes the City information desk that processes City mail, answers resident questions, schedules for the use of the Municipal Center conference rooms and checks in passport and motor vehicle customers.

The Deputy Registrar Division includes the Motor Vehicle Licensing Supervisor, a Lead Licensing Clerk, 2 full time Licensing Clerks and 5 part time Licensing Clerks. Two intermittent employees serve as information desk clerk/greeter.

The division helps over 250 customers per day. The new Minnesota Driver and Vehicle Services System (MNDRIIVE) moved 46% of the work that was done at the state level to the front counts. While the system is working well, transaction time on the front end has increased due to the added duties.

2023 HIGHLIGHTS

- Legislators approved 2 filing fee increases: motor vehicle increase of \$2.00 per transaction effective January 1, 2024 and \$3.00 on driver's license effective 10/1/2023.
- Legislators approved a one-time compensation to be distributed 7/15/23 (approx. \$56,000).
- Implemented the acceptance of ACH payments for auto dealers making it easier for them to remit payments.
- Named Regional Passport Spotlight Office for exceptional service.

2023 DIVISION GOALS

- Provide excellent core services across all departments and continue to monitor for improvements, efficiencies, and cost savings.
- Continue to recruit, retain, and develop a diverse, committed, high performing staff (City Council Priority/Outcome 1c).

2024 DIVISION GOALS

- Purchase of new point of sale system to help with the record keeping and organization of the motor vehicle and passport office (City Council Priority/Outcome 1c).
- Offer a customer service feedback survey to find out what customer's needs are and to better communicate the value of our core services to residents, elected officials, and staff (City Council Priority/Outcome 4b).
- Continue to work with legislators regarding financial sustainability for deputy registrars.

DIVISION EXPENDITURE COMMENT

The 2024 budget shows an increase of 13.5% due to the Administrative Labor credit being removed with the split of City Clerk/Deputy Registrar and increase in insurance costs. The 2023 budget expenditures remain the same.

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Deputy Registrar - 10215

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Charges for Service</u>				
4382 Deputy Registrar Fees	\$ 441,717	\$ 442,000	\$ 450,000	\$ 500,000
4383 Passport Fees	183,261	176,800	176,800	190,000
<i>Charges for Service Total</i>	<u>\$ 624,978</u>	<u>\$ 618,800</u>	<u>\$ 626,800</u>	<u>\$ 690,000</u>
<u>Miscellaneous Revenues</u>				
4640 Cash/Over Short	\$ 116	\$ -	\$ -	\$ -
4644 Other Miscellaneous Revenues	1,431	-	56,000	-
<i>Miscellaneous Revenues Total</i>	<u>\$ 1,547</u>	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ -</u>
<i>Deputy Registrar TOTAL</i>	<u><u>\$ 626,525</u></u>	<u><u>\$ 618,800</u></u>	<u><u>\$ 682,800</u></u>	<u><u>\$ 690,000</u></u>

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Deputy Registrar - 10215

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 254,310	\$ 277,157	\$ 254,556	\$ 286,189
6006 Part-time	170,232	204,706	195,135	202,110
6007 Seasonal	38,262	44,836	20,574	44,593
6009 Overtime	21	-	-	-
6031 Employer Social Security	28,897	29,609	28,666	30,989
6032 Employer Medicare	6,758	3,924	6,704	7,448
6033 Employer Pera	34,294	36,140	33,802	35,088
6035 Medical Insurance	74,260	93,609	98,807	112,179
6036 Dental Insurance	2,832	2,892	2,781	2,976
6037 Term Life	303	218	275	218
6038 Workers Compensation	1,070	1,180	1,180	1,220
6040 Long Term Disability	442	491	451	507
6055 Administrative Labor Credit	(101,840)	(105,910)	(105,910)	(15,400)
<i>Personal Services Total</i>	<u>\$ 509,841</u>	<u>\$ 588,852</u>	<u>\$ 537,021</u>	<u>\$ 708,117</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 4,052	\$ 200	\$ 200	\$ 200
6202 Data Processing Rental	53,601	58,961	58,961	61,025
6205 Maintenance & Repairs	-	270	270	270
6301 Advertising & Publication	-	100	100	100
6302 Communications	40	250	250	250
6303 Professional Development	1,727	2,100	2,100	2,100
6305 Subscriptions & Memberships	660	660	660	660
6307 Insurance & Bonds	7,208	5,230	5,230	5,410
6308 Property Liability	1,950	2,030	2,030	2,100
6401 Office Supplies	5,174	11,000	10,000	10,000
6402 Copy Charges	1,867	1,900	1,900	1,900
6403 Postage	9,545	6,800	6,800	6,800
6414 Other Supplies	725	200	200	200
6513 Other Charges	-	2,600	2,600	2,600
<i>Other Services & Charges Total</i>	<u>\$ 86,549</u>	<u>\$ 92,301</u>	<u>\$ 91,301</u>	<u>\$ 93,615</u>
<i>Deputy Registrar TOTAL</i>	<u><u>\$ 596,390</u></u>	<u><u>\$ 681,153</u></u>	<u><u>\$ 628,322</u></u>	<u><u>\$ 801,732</u></u>

Performance Measures

Department/Division

Administration / Deputy Registrar

	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Budget 2023</u>	<u>Budget 2024</u>
Inputs:				
Number of Full Time Employees	5	5	5	5
Division Expenditures	\$ 665,430	\$ 596,439	\$ 681,153	\$ 801,732
Outputs:				
Motor Vehicle Transactions	43,577	49,459	50,000	50,000
Passport Transactions	5,269	7,299	7,300	7,400
Effectiveness Measures:				
Motor Vehicle Revenues-Year	\$ 388,915	\$ 441,717	\$ 425,000	\$ 500,000
Passport Revenues-Year	\$ 136,068	\$ 183,261	\$ 183,261	\$ 210,000
Motor Vehicle Processing Time	8 minutes	8 minutes	8 minutes	8 minutes
Passport Processing Time	12 minutes	12 minute	15 minutes	15 minutes
Efficiency Measures:				
Accuracy of Motor Vehicle Trans	99%	99%	99%	99%
Division Revenue per capita	\$ 14.19	\$ 17.11	\$ 16.65	\$ 19.44
Division Expenditures per capita	\$ 19.86	\$ 16.33	\$ 18.65	\$ 21.95

2024 Budget reflects legislative fee increases

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: Deputy Registrar - 10215

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Motor Vehicle Supervisor	GS5E	1.00	1.00	1.00
Motor Vehicle Lead	GS-3	1.00	1.00	1.00
Licensing Clerk	GS-2	2.00	2.00	2.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Intermittent Employees</u>				
Licensing Clerk	SP-11	2.00	-	-
City Services Receptionist	SP11NE	1.00	1.00	1.00
City Services Receptionist	SP-11	1.00	-	-
	<i>Total</i>	<u>4.00</u>	<u>1.00</u>	<u>1.00</u>
<u>Part-Time Employees</u>				
Licensing Clerk	GS-2	1.00	3.50	3.50
	<i>Total</i>	<u>1.00</u>	<u>3.50</u>	<u>3.50</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

CITY CLERK DIVISION

MISSION STATEMENT

To serve as clerk to the City Council, HRA, and EDA, maintain official city records, manage data requests, administer elections, and provide equitable customer service to all.

DIVISION FOCUS

The City Clerk Division is responsible for preparing, maintaining, certifying, and distributing information regarding City Council, HRA, and EDA actions through minutes, resolutions, and ordinances. These documents are official records of actions and legislation that govern the City.

The City Clerk manages data requests in compliance with the MN Data Practices Act and administers the city-wide records management program (GovQA).

The division is responsible for the administration and conduct of the elections in the City. Voter registration and voter information services are provided throughout the year.

The division is also responsible for domestic partner registrations.

In 2023, the division's primary focus has been to administer the School Board election for the Richfield School District ensuring that every voter's voice is heard.

2023 HIGHLIGHTS

- Made sure all customer service functions of the City Clerk Division meet the goals of the City Council of being operationally excellent and customer focused to maintain Richfield's competitiveness with surrounding communities.
- Maintained an accurate record of all City Council, HRA, and EDA Minutes, Ordinances, Resolutions, and Legal Notices.
- Developed a data management system for storing contracts across the enterprise in one place for easier access.
- Signed an agreement with the Richfield School District to administer their School Board election in November.

2024 DIVISION GOALS

- Evaluate the options for agenda management system to improve staff report workflow for public meetings (City Council Priority/Outcome 1c).
- Develop data management system city-wide (City Council Priority/Outcome 1, 3, & 4).
- Continue to produce and maintain accurate City records, resolutions, ordinances and legal notices. Maximize efficiency and data management procedures.
- Along with the Hennepin County Elections Department, administer a successful election process for three elections: presidential primary, primary election, and general election.

- Continue involvement with the Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) for professional development.

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a decrease over the 2023 Adopted Budget. This is due to the Clerk's position being vacant for part of the year.

The 2024 Proposed Budget slightly increased from 2023 Revised Budget. The cause of the increase is to prepare for a longer election season with three elections. The increase will help pay election judges and other costs associated with elections.

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: City Clerk - 10216

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Other Income</u>				
8038 Gain on disposal of Assets	\$ 500	\$ -	\$ -	\$ -
<i>Other Income Total</i>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>City Clerk TOTAL</i>	<u><u>\$ 500</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: City Clerk - 10216

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 78,625	\$ 85,010	\$ 74,971	\$ 101,011
6007 Seasonal	32,174	20,000	20,000	30,000
6031 Employer Social Security	4,777	6,461	4,658	6,262
6032 Employer Medicare	1,117	1,511	1,087	1,464
6033 Employer Pera	5,897	7,816	5,622	7,575
6035 Medical Insurance	11,586	12,480	10,937	14,806
6036 Dental Insurance	723	723	634	795
6037 Term Life	71	72	129	129
6038 Workers Compensation	140	154	154	160
6040 Long Term Disability	141	-	136	175
6054 Interdepartmental Labor Credit	(101,808)	(106,898)	(104,891)	(139,508)
<i>Personal Services Total</i>	<u>\$ 33,443</u>	<u>\$ 27,329</u>	<u>\$ 13,437</u>	<u>\$ 22,869</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ -	\$ 50	\$ 4,000	\$ 4,000
6202 Data Processing Rental	1,667	5,990	5,990	6,200
6301 Advertising & Publication	-	100	100	100
6303 Professional Development	546	1,230	1,230	1,530
6305 Subscriptions & Memberships	5,546	11,060	11,060	11,060
6308 Property Liability	160	160	160	170
6401 Office Supplies	-	150	150	150
6402 Copy Charges	-	25	25	25
6403 Postage	-	25	25	25
6414 Other Supplies	-	100	100	100
<i>Other Services & Charges Total</i>	<u>\$ 7,919</u>	<u>\$ 18,890</u>	<u>\$ 22,840</u>	<u>\$ 23,360</u>
<i>City Clerk TOTAL</i>	<u><u>\$ 41,362</u></u>	<u><u>\$ 46,219</u></u>	<u><u>\$ 36,277</u></u>	<u><u>\$ 46,229</u></u>

Performance Measures

Department/Division

Administration / City Clerk

	Actual 2021	Actual 2022	Projected 2023	Projected 2024
Inputs:				
Number of Full Time Employees			1.00	1.00
Division Expenditures	\$ -		\$ -	\$ -
Outputs:				
Legal Notices Published	50	36	50	80
Domestic Partnerships Filed	6	5	3	5
Meeting Notices	80	87	85	90
Number of Elections Held	1	2	1	3
Number of Registered Voters	21,584	21,287	22,000	22,000
Number of Ballots Cast	1,361	20394	1,500	22,500
Effectiveness Measures:				
Number of Data Requests Completed thru GovQA	1,360	1,459	1,500	1,500
Efficiency Measures:				
Expenditure per Capita			\$ -	\$ -

FUND: GENERAL FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: City Clerk - 10216

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
HR Specialist (FT - w/HR)	GS5	-	.10	.10
City Clerk	GS6E	1.00	1.00	1.00
<i>Total</i>		<u>1.00</u>	<u>1.10</u>	<u>1.10</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
	None	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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FINANCE

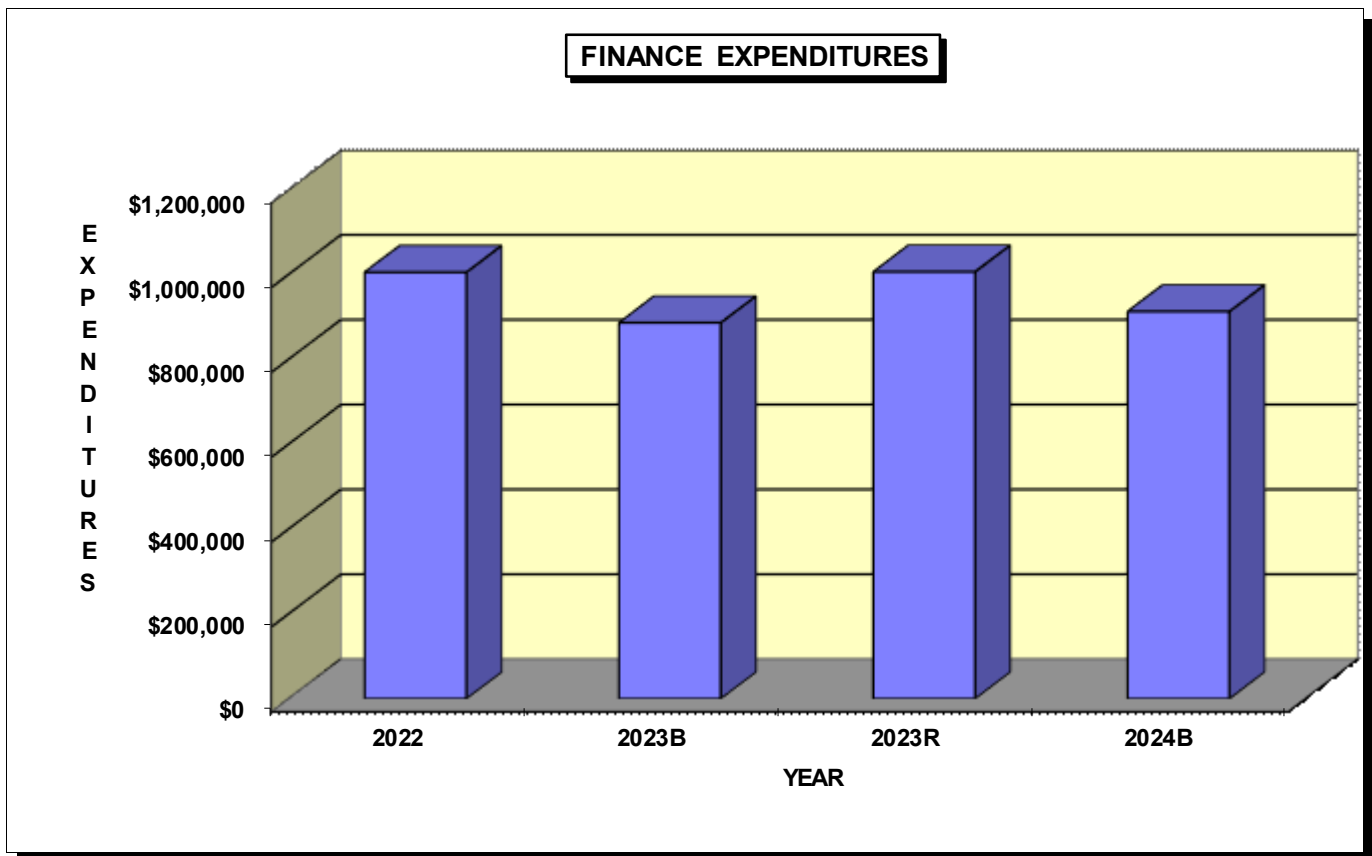
FUND: GENERAL FUND
DEPARTMENT: Finance

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
10210 Finance	\$ 615,335	\$ 474,151	\$ 594,215	\$ 483,629	2.00%
10220 Assessing	389,915	411,920	411,920	428,989	4.14%
<i>Finance TOTAL</i>	<u>\$ 1,005,250</u>	<u>\$ 886,071</u>	<u>\$ 1,006,135</u>	<u>\$ 912,618</u>	3.00%

REVENUES

10210 Finance	\$	15	\$	-	\$	-	\$	-	-
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FINANCE DIVISION

MISSION STATEMENT

To maintain all of the City's financial records, to provide accounting, and financial support services to other City departments and the City's Housing and Redevelopment Authority (HRA).

DIVISION FOCUS

The Finance Division includes an accountant, a payroll specialist, two account clerical personnel, two utility billing clerk, Assistant Finance Director and the Finance Director, who supervises division activities.

- The division prepares and maintains the City's multi-million dollar budget.
- The division provides payroll services for approximately 207 full-time employees and as much as 421 employees when seasonal and intermittent employees are added.
- In addition, division staff monitors and maintains fixed asset records, miscellaneous accounts receivable and processes disbursements for all divisions.
- Process quarterly utility bills for approximately 11,000 customers.
- The division monitors and manages the City and HRA investment portfolios which total approximately \$60 million.
- The division has the responsibility to monitor and manage the City' debt service of approximately \$68.34 million.

2023 HIGHLIGHTS

- Awarding of the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2021 fiscal year. This is the 38th consecutive year the City has earned this award.
- Receipt of unqualified audit opinion for 2022.

2024 FINANCE DIVISION GOALS

- Prepare the City's Annual Financial Report and maintain the GFOA Certificate of Achievement for Excellence in Financial Reporting award.
- Prepare the annual budget and provide the City Council a balanced budget prior to September 30.
- Assure that monthly revenue and expenditure reports are distributed by the 15th business day of the following month to all City departments.
- Receipt of the Distinguished Budget Award.
- Receipt of an unqualified audit opinion for 2023.

DIVISION EXPENDITURE COMMENT

The revised 2023 budget reflects a 25.3% increase from the 2023 Adopted Budget. The 2024 Proposed budget reflects an increase from the 2023 Adopted Budget of 2.0%. The 2023 budget is over due to the continued struggle to fill vacant positions with qualified candidates, ultimately relying on the outside consultants to support day to day operations. Finance continues to rebuild from the past couple of years of significant staffing changes.

FUND: GENERAL FUND
DEPARTMENT: Finance
BUSINESS UNIT: Finance - 10210

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 298,204	\$ 432,140	\$ 414,266	\$ 483,907
6006 Part-time	1,773	13,250	3,552	-
6013 Longevity	2,668	3,179	1,979	1,409
6031 Employer Social Security	16,736	26,636	23,609	29,091
6032 Employer Medicare	3,914	6,229	5,522	6,804
6033 Employer Pera	20,699	32,649	29,254	36,399
6035 Medical Insurance	35,966	67,675	66,101	87,709
6036 Dental Insurance	2,229	3,615	3,339	3,996
6037 Term Life	238	358	311	221
6038 Workers Compensation	240	260	260	270
6040 Long Term Disability	401	771	690	859
6054 Interdepartmental Labor Credit	(39,090)	(40,660)	(40,660)	(42,083)
6055 Administrative Labor Credit	(294,774)	(352,374)	(352,374)	(364,703)
<i>Personal Services Total</i>	<u>\$ 49,204</u>	<u>\$ 193,728</u>	<u>\$ 155,849</u>	<u>\$ 243,879</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 476,639	\$ 179,065	\$ 340,278	\$ 131,565
6202 Data Processing Rental	38,563	41,960	41,960	43,429
6207 Utility Services	34,392	35,770	35,770	37,200
6301 Advertising & Publication	15	-	-	-
6302 Communications	1,829	2,420	2,420	3,350
6303 Professional Development	-	4,210	-	4,000
6305 Subscriptions & Memberships	-	1,250	220	740
6307 Insurance & Bonds	4,805	5,230	5,200	5,832
6308 Property Liability	1,160	1,210	1,210	1,250
6401 Office Supplies	4,296	5,200	5,200	5,832
6402 Copy Charges	1,017	676	676	1,000
6403 Postage	3,415	3,432	3,432	3,552
6414 Other Supplies			2,000	2,000
<i>Other Services & Charges Total</i>	<u>\$ 566,131</u>	<u>\$ 280,423</u>	<u>\$ 438,366</u>	<u>\$ 239,750</u>
<i>Finance TOTAL</i>	<u>\$ 615,335</u>	<u>\$ 474,151</u>	<u>\$ 594,215</u>	<u>\$ 483,629</u>

Performance Measures

Department/Division

Administrative Services / Finance

	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:						
Number of full time employees	5.00	5.00	5.00	5.00	5.50	5.50
Division Expenditures	\$ 313,769	\$ 326,543	\$ 383,601	\$ 615,320	\$ 474,151	\$ 483,629
Outputs:						
Accounts Payable Checks Processed						
City	9,611	9,877	9,444	8,977	8,654	9,000
HRA/EDA	445	443	352	347	443	440
Payroll Remittances Processed	8,988	8,028	8,298	8,430	8,450	8,500
Effectiveness Measures:						
Interest Earnings on Investments	\$ 892,390	\$ 359,797	\$ 41,393	\$ 699,587	\$ 500,000	\$ 600,000
Investment Portfolio Balance	\$ 48,515,913	\$ 63,981,948	\$ 68,723,716	\$ 77,738,740	\$ 76,904,821	\$ 75,673,869
Efficiency Measures:						
Average Investment Yield	2.26%	0.50%	0.21%	0.20%	2.00%	3.00%
Expenditure per Capita	\$ 8.48	\$ 8.83	\$ 10.37	\$ 16.63	\$ 12.82	\$ 13.07
Outstanding Debt Per Capita	\$ 1,774.39	\$ 1,860.35	\$ 1,654.10	\$ 1,526.51	\$ 1,284.70	\$ 1,189.68
Debt Service Levy Per Capita	\$ 85.70	\$ 94.04	\$ 94.84	\$ 99.17	\$ 110.85	\$ 111.20

FUND: GENERAL FUND
DEPARTMENT: Finance
BUSINESS UNIT: Finance - 10210

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Finance Director	M-5A	-	1.00	1.00
Assistant Finance Director	M-1	-	1.00	1.00
Finance Manager	M-4	1.00	-	-
Accountant	GS-6E	1.00	-	-
Accountant	GS-5	-	.50	.50
Payroll Accountant	GS-5E	1.00	-	-
Payroll Specialist	GS-4	-	1.00	1.00
Accounting Clerk (Accounts Payable)	GS-3	1.00	1.00	1.00
Accounting Clerk (Accounts Receivable)	GS-3	1.00	1.00	1.00
<i>Total</i>		<u>5.00</u>	<u>5.50</u>	<u>5.50</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

ASSESSING DIVISION

MISSION STATEMENT

To establish the valuation and classification of all real property for taxation purposes and to maintain current information on special assessments placed on individual properties in the City.

DIVISION FOCUS

The duties of the Assessing staff are defined by the Minnesota Statutes and the Minnesota Department of Revenue. Those statutes regulate the assessment and valuation process. An Assessor's responsibilities are to value and classify property, uniformly and accurately. Each year, one fifth of the properties are physically inspected within the City and records are updated. Assessors review sales and perform interior inspections as needed. In addition, assessors annually check on all property for which building permits have been issued during the course of the year in order to establish and adjust value based on the amount of improvements.

The homestead application process is a function of Hennepin County. Accordingly, city staff are now responsible for receiving and recording special assessment records, payments, and perform special assessment searches for property owners, realtors, and appraisers regarding property records and pending special assessments. The search fee derived from this activity is shown as general government revenue to the General Fund.

2023 HIGHLIGHTS

- Maintained and updated all property records on the computer database.
- Completed revaluation of residential, commercial, and industrial properties.
- Performed an on-going sales verification process.
- Monitored exempt properties to keep property files up to date for future valuations.

2024 ASSESSING DIVISION GOALS

- Complete the 2024 Assessment by Jan 2, 2024.
- Revaluation of all Residential/Commercial/Industrial properties.
- Review all sales, analyze market trends, and accurately set the assessment.
- Continue verifying sales for Assessor's Commercial Exchange (ACE) data system.
- Continue verifying electronic Certificate of Real Estate Value (ECRV) in the system.
- Incorporate additional responsibilities as legislature and market conditions dictate, such as:
 - Review of Foreclosure Sheriff Sales of City property.
 - Disabled Veteran Exclusion.
 - Educate the public on the Homestead Market Value Exclusion.

DIVISION EXPENDITURE COMMENT

There is no change in 2023 Revised Budget. 2024 Proposed Budget reflect increase of 4.14%. The increases are a result of annual increases in the contract with Hennepin County for property assessment services, annual special assessment systems development charges from LOGIS and for internal IT charges. In the past, Finance evaluated option of running an in-house assessment division and determined that it is not a cost effective solution.

FUND: GENERAL FUND
DEPARTMENT: Finance
BUSINESS UNIT: Assessing - 10220

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 377,494	\$ 397,446	\$ 397,446	\$ 413,926
6201 Rents & Leases	145	464	464	478
6202 Data Processing Rental	248	2,000	2,000	2,070
6205 Maintenance & Repairs	58	-	-	-
6207 Utility Services	10,464	10,880	10,880	11,320
6308 Property Liability	970	1,010	1,010	1,050
6401 Office Supplies	477	60	60	75
6402 Copy Charges	-	30	30	35
6403 Postage	59	30	30	35
<i>Other Services & Charges Total</i>	<u>\$ 389,915</u>	<u>\$ 411,920</u>	<u>\$ 411,920</u>	<u>\$ 428,989</u>
<i>Assessing TOTAL</i>	<u>\$ 389,915</u>	<u>\$ 411,920</u>	<u>\$ 411,920</u>	<u>\$ 428,989</u>

PUBLIC SAFETY

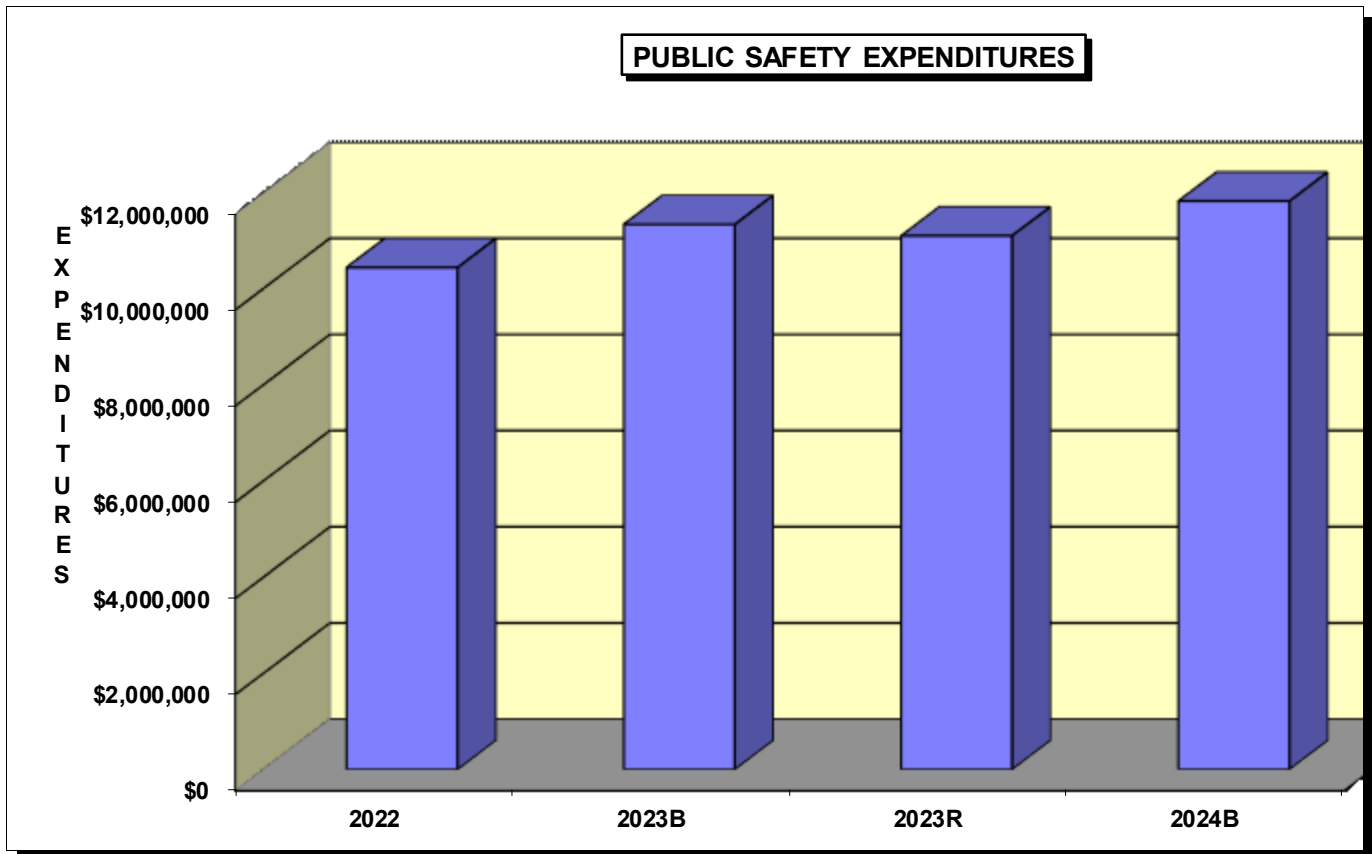
FUND: GENERAL FUND
DEPARTMENT: Public Safety

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
10300 Support Services	\$ 1,015,206	\$ 1,135,212	\$ 1,111,499	\$ 1,177,295	3.71%
10305 Police Operations	9,402,982	10,157,680	9,944,724	10,599,280	4.35%
10315 Emergency Services	19,104	39,730	39,680	40,690	2.42%
<i>Public Safety TOTAL</i>	<u>\$10,437,292</u>	<u>\$11,332,622</u>	<u>\$11,095,903</u>	<u>\$11,817,265</u>	4.28%

REVENUES

10300 Support Services	\$ 565,392	\$ 592,912	\$ 584,757	\$ 577,783	(2.55%)
10305 Police Operations	804,415	846,870	874,750	876,750	3.53%



SUPPORT SERVICES DIVISION

MISSION STATEMENT

To provide management and administration of health services, business licensing, community service officers, animal control, food/pool/lodging inspections, emergency preparedness response and environmental health services.

DIVISION FOCUS

The Support Services Division includes the Support Services Division Manager, two part-time Environmental Health Specialists, one full-time Code Compliance Specialist, two part-time Business Licensing Clerks, three part-time Community Service Officers and a seasonal Environmental Health Tech.

The Support Services Division performs six major functions for the City. They are:

- Environmental Health Code Enforcement
- Animal Control
- Business Licensing
- Public Health Services
- Food/Pool/Lodging Inspection Services
- Liaison to the Richfield Advisory Board of Health (Citizens Commission)

The division is responsible for responding to complaints received concerning environmental health code violations of private and public property. Staff also proactively monitors for common code violations. The division is also responsible for all animal control functions in the community which is handled by a supervisor and three part-time employees. Additionally, the division provides business licensing functions for the City including the licensing and inspection of all food/pool/lodging establishments and all liquor/wine/beer establishments in the City. This is also staffed with two part-time job share employees.

The division, for 46 years now, provides health services to the residents of Richfield through a contract with the Bloomington Public Health Department. The division also provides a staff liaison to the Richfield Advisory Board of Health, which makes policy recommendations to the City Council.

Staff continues to respond to more than 1,400 complaints/pro-actives a year for environmental health violations while utilizing two part-time staff that job share to conduct case management. The Community Service Officer is the field inspector for environmental health complaints along with conducting other traditional CSO duties of animal control, assisting patrol, errands and minor traffic violations, etc. This position is

also part-time.

In 2023, the division was able to hire an ARPA-funded CSO to assist with the increase in property maintenance complaints and vacant properties.

2023 HIGHLIGHTS

- Public Health departments across the state have seen an unprecedented increase in grant funding and legislative appropriation in the last year. Funding has been provided for opioid remediation, workforce infrastructure and equity/mental health initiatives.
- Support Services will be implementing a new software system to handle environmental health and business licensing needs.
- Staff is anticipating the passage of a flavored product ban and cap on tobacco licenses in 2023.
- Staff are seeing a significant increase in the number of vacant properties and hoarded homes in the city.
- Opioid remediation work and CDC infrastructure work has begun in Richfield.
- Adult Use Cannabis and ECP policy work has begun.

2024 STRATEGIC PRIORITIES/DESIRED OUTCOMES

- 1C,4B: Cross-train staff in Environmental Health and Business Licensing
- 1C: Continue to update relevant City Code
- 4B: All staff trained in Citizenserve by Qtr.1 2024.
- 5A: Appropriate public health funds to reduce racial inequities and barriers for all

DIVISION EXPENDITURE COMMENT

Most of the division's expenditures are employee salaries. Three staff are still stepping in their pay plan while six have reached their maximum salary. Additionally, the food/pool/lodging inspection contract the City of Richfield has with the City of Bloomington continues to increase annually at 3%.

Richfield, along with the City of Edina agreed to a shared services budget to cover the city's share of administration, planning and internal service charges that the City of Bloomington has been covering over the last several years. This will be an ongoing charge for the foreseeable future. The increase in 2024 is expected to be roughly \$16,000.

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Support Services - 10300

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>License & permits</u>				
4112 Liquor	\$ 151,214	\$ 190,000	\$ 140,000	\$ 140,000
4114 Food & Beverage	108,206	90,000	105,000	105,000
4116 Business/Merchant	48,797	50,000	46,000	46,000
4118 Lodging/Rental	8,638	5,000	5,000	5,000
4120 Other Business License/Permit	16,454	11,000	11,000	11,000
4174 Animal License	18,558	19,500	18,000	18,000
<i>License & permits Total</i>	<u>\$ 351,867</u>	<u>\$ 365,500</u>	<u>\$ 325,000</u>	<u>\$ 325,000</u>
<u>Intergovernmental Revenues</u>				
4244 Grants Other	\$ -	\$ 33,527	\$ 52,626	\$ 45,652
4282 Community Health	177,835	177,835	177,835	177,835
<i>Intergovernmental Revenues Total</i>	<u>\$ 177,835</u>	<u>\$ 211,362</u>	<u>\$ 230,461</u>	<u>\$ 223,487</u>
<u>Charges for Service</u>				
4350 Other General Government	\$ 22,225	\$ 6,000	\$ 20,250	\$ 20,250
4424 Health Fees	2,825	4,050	4,046	4,046
4426 Health Plan Review Fees	10,290	6,000	5,000	5,000
<i>Charges for Service Total</i>	<u>\$ 35,340</u>	<u>\$ 16,050</u>	<u>\$ 29,296</u>	<u>\$ 29,296</u>
<u>Miscellaneous Revenues</u>				
4640 Cash/Over Short	\$ (745)	\$ -	\$ -	\$ -
4644 Other Miscellaneous Revenues	1,095	-	-	-
<i>Miscellaneous Revenues Total</i>	<u>\$ 350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Support Services TOTAL</i>	<u><u>\$ 565,392</u></u>	<u><u>\$ 592,912</u></u>	<u><u>\$ 584,757</u></u>	<u><u>\$ 577,783</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Support Services - 10300

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 187,026	\$ 188,815	\$ 190,944	\$ 198,177
6006 Part-time	203,480	239,580	234,620	248,986
6007 Seasonal	3,758	8,900	-	-
6009 Overtime	-	500	500	500
6031 Employer Social Security	23,746	26,970	26,857	28,199
6032 Employer Medicare	5,554	6,260	6,282	6,596
6033 Employer Pera	28,908	32,800	32,585	34,224
6035 Medical Insurance	46,473	43,836	42,762	45,275
6036 Dental Insurance	1,446	1,450	1,446	1,446
6037 Term Life	155	143	143	80
6038 Workers Compensation	410	450	450	470
6040 Long Term Disability	328	335	338	351
6054 Interdepartmental Labor Credit	(330)	-	-	-
<i>Personal Services Total</i>	<u>\$ 500,954</u>	<u>\$ 550,039</u>	<u>\$ 536,927</u>	<u>\$ 564,304</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 424,518	\$ 502,960	\$ 492,640	\$ 528,724
6201 Rents & Leases	69	-	-	-
6202 Data Processing Rental	37,204	37,204	37,373	38,681
6204 Motor Pool Operating Rental	19,250	20,020	20,020	20,820
6207 Utility Services	12,144	12,630	12,630	13,140
6301 Advertising & Publication	904	1,000	900	900
6302 Communications	756	800	750	750
6303 Professional Development	188	200	-	-
6305 Subscriptions & Memberships	-	559	559	576
6307 Insurance & Bonds	5,406	2,090	2,090	2,160
6308 Property Liability	730	760	760	790
6315 Other Contractual Services	2,850	750	750	750
6401 Office Supplies	4,811	1,700	1,700	1,800
6402 Copy Charges	266	500	300	300
6403 Postage	1,867	1,500	1,500	1,000
6409 Uniforms & Clothing	1,108	1,500	1,600	1,600
6513 Other Charges	2,181	1,000	1,000	1,000
<i>Other Services & Charges Total</i>	<u>\$ 514,252</u>	<u>\$ 585,173</u>	<u>\$ 574,572</u>	<u>\$ 612,991</u>
<i>Support Services TOTAL</i>	<u><u>\$ 1,015,206</u></u>	<u><u>\$ 1,135,212</u></u>	<u><u>\$ 1,111,499</u></u>	<u><u>\$ 1,177,295</u></u>

Performance Measures

Department/Division

Public Safety / Support Services

	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Budget 2023</u>	<u>Budget 2024</u>
Inputs:				
Number of full time employees	2.0	2.0	2.0	2.0
Number of part time employees	6.0	6.0	8.0	8.0
Division expenditures	\$ 974,212	\$ 1,075,060	\$ 1,182,291	\$ 1,177,295
Outputs:				
Number of proactive ins. conducted	695	927	850	800
Number of citizen generated complaints	382	269	250	350
Effectiveness Measures:				
Percent within 5 days	65%	65%	65%	65%
Percent within 10 days	25%	25%	25%	25%
More than 10 days	10%	10%	10%	10%
Efficiency Measures:				
Number of proactive ins. cond./inspector	115	154	154	157
Number of citizen compl. cond./inspector	63.0	89.0	62.0	54.0
Division expenditure per capita	\$ 26.73	\$ 29.06	\$ 32.36	\$ 32.23

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Support Services - 10300

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Health Administrator	M-1	1.00	1.00	1.00
Code Compliance Officer	GS-5	1.00	1.00	1.00
<i>Total</i>		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Part-Time Employees</u>				
Health/Licensing Specialist	GS-3	2.00	2.00	2.00
Business Licensing Clerk	GS-2	2.00	2.00	2.00
Community Service Officer	GS-2	2.00	3.00	3.00
<i>Total</i>		<u>6.00</u>	<u>7.00</u>	<u>7.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

POLICE DIVISION

MISSION STATEMENT

It is the Mission of the Richfield Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the community to improve their quality of life. The men and women of the Richfield Police Department are committed to accomplishing these goals with courage, honor, integrity, and hard work.

DIVISION FOCUS

Our mission statement provides the foundation upon which all operational decisions and organizational policies are based. Under the leadership of the Public Safety Director, the Police Division works tirelessly to accomplish the mission. To effectively achieve these stated goals, the Police Division is divided into three sections:

- The Patrol Section consists of the uniformed officers patrolling the streets of Richfield in marked police squads. These officers provide timely 24/7 police coverage to the citizens of Richfield. There are three specialty units embedded in the patrol section or available to assist the patrol section. The specialty units are one canine unit assigned to the patrol section, traffic unit, and the SWAT team. The canine unit enhances the officer's ability to locate offenders, persons, contraband and/or property. The traffic unit allows flexibility in enforcement efforts and affords the patrol section the ability to focus on problem traffic areas in the city. Finally, the SWAT team provides the patrol section with the ability to respond to high-risk incidents that do not fall within the scope of routine policing.
- Officers assigned to investigation and the Special Investigative Unit (SIU). Investigations are responsible for conducting all criminal investigations in the City of Richfield. The Richfield Special Investigative Unit (SIU) proactively investigates narcotic, vice, and gang related crimes in Richfield. We also have a continued partnership with the Hennepin County Sheriff's Office with the Violent Offender Task Force (VOTF)
- The Administrative Section consists of support services, Joint Community Police Partnership unit (JCPP) Embedded Social Workers, and the Crime Prevention Unit (CPU). Support services personnel are responsible for administrative and clerical support, planning and research, processing criminal complaints and conducting statistical analyses for the police division. CPU provides citizens with the knowledge necessary to protect their person and property from becoming victimized by crime through community education and prevention programs.

2023 HIGHLIGHTS

Community Relations in keeping with Council Priorities and Desired Outcomes 1a-c, 4a-b, 5a-c.

In January of 2022 we moved away from sharing a part-time social worker with the City of Edina and worked with Hennepin County to ensure our own full-time social worker at the department. We added a second social worker in April 2023 with the use of ARPA funds.

We also moved to new software with Tyler Technologies and the City of Edina in 2023. This new system will be more community forward focused and provide better data collection.

Transition and train staff on new legislative laws as they relate to use of Narcan, Adult Use Cannabis, POST Board reporting and mandatory policies,

Personnel:

- In keeping with Council Priorities and Desired Outcomes 1c, 4a-b, 5a-c, we hired 3 new police officers. One of the officers is BIPOC and one is a Richfield resident who grew up in the community.

REVISED 2023 BUDGET CHANGES

- The revised 2023 budget is slightly lower than the 2023 adopted budget. We have had two senior sergeants retire or resign and move to the public sector and one officer did not make probation.

2024 POLICE DIVISION Priorities

- Enhance police effectiveness with additional technology upgrades and apps.
- Continue to seek out grant funding opportunities for new programs/equipment.
- In keeping with Council Priorities and Desired Outcomes 5a-c, continue to enhance the partnership between members of the community and the police through proactive programs based on the Community Oriented Policing philosophy including community conversations.
- In keeping with Council Priorities and Desired Outcomes 1, 3, and 5, reduce crime and increase the feeling of safety and security through a partnership between members of the community and the police department.
- In keeping with Council Priorities and Desired Outcomes 1, 3, 4, and 5, continue with our past programs and plan new programs. Develop and initiate new programs for the community with our staff. One program is Driver's Education for the new Driver's License for All legislation in collaboration with MIRA which will be taught this fall.

DIVISION EXPENDITURE COMMENT

The increases in the Proposed 2024 Budget are due mainly to:

- The personal services increases for 2024 reflect collective bargaining agreement step increases. 23 employees will receive step increases.
- Now have to participate in funding of JCCP Liaison with Hennepin County.
- Increase in professional services due to transitioning to Tyler Technologies and software upgrades.
- Increase in Health Insurance, Workers Compensation, College Incentive and PERA.
- Now have to pay a larger portion of salaries due to having two embedded social workers with Hennepin County.

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Police Operations - 10305

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 120,616	\$ 129,580	\$ 160,710	\$ 160,710
4236 Law Officer Training Aid	44,652	43,000	43,000	45,000
4237 Police State Aid	432,376	405,000	420,000	420,000
4244 Grants Other	11,927	14,750	14,000	14,000
4286 County Grants - Other	-	21,040	21,040	21,040
<i>Intergovernmental Revenues Total</i>	<u>\$ 609,571</u>	<u>\$ 613,370</u>	<u>\$ 658,750</u>	<u>\$ 660,750</u>
<u>Charges for Service</u>				
4404 Accident Reports	\$ 1,913	\$ 3,000	\$ 3,000	\$ 3,000
4408 False Alarm Fees	15,025	10,500	10,500	10,500
4440 Other Public Safety	2,700	-	2,500	2,500
<i>Charges for Service Total</i>	<u>\$ 19,638</u>	<u>\$ 13,500</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>
<u>Fines & Forfeits</u>				
4505 Municipal Court Fines	\$ 175,056	\$ 220,000	\$ 200,000	\$ 200,000
<i>Fines & Forfeits Total</i>	<u>\$ 175,056</u>	<u>\$ 220,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>
<u>Miscellaneous Revenues</u>				
4644 Other Miscellaneous Revenues	\$ 150	\$ -	\$ -	\$ -
<i>Miscellaneous Revenues Total</i>	<u>\$ 150</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Police Operations TOTAL</i>	<u><u>\$ 804,415</u></u>	<u><u>\$ 846,870</u></u>	<u><u>\$ 874,750</u></u>	<u><u>\$ 876,750</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Police Operations - 10305

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 5,166,704	\$ 5,510,500	\$ 5,330,990	\$ 5,847,540
6006 Part-time	145,167	172,520	170,490	181,170
6007 Seasonal	17,616	18,720	19,020	19,500
6009 Overtime	179,158	200,000	200,000	200,000
6011 Education Pay	74,340	96,550	80,084	94,330
6031 Employer Social Security	41,367	47,410	47,160	50,270
6032 Employer Medicare	79,104	80,130	77,730	83,850
6033 Employer Pera	890,836	940,340	917,600	1,008,320
6035 Medical Insurance	727,359	852,840	810,730	900,200
6036 Dental Insurance	36,728	39,050	38,180	39,100
6037 Term Life	3,929	3,860	3,790	2,170
6038 Workers Compensation	168,270	185,100	185,100	191,580
6040 Long Term Disability	8,694	9,680	9,360	10,260
6051 Interdepartmental Labor	71	200	200	200
6053 Labor Services Billed	44,786	55,000	50,000	50,000
6054 Interdepartmental Labor Credit	(106,867)	(105,630)	(105,630)	(124,330)
6055 Administrative Labor Credit	(21,640)	(22,510)	(22,510)	(23,310)
6056 Labor Services Billed Credit	(57,257)	(60,000)	(65,000)	(65,000)
<i>Personal Services Total</i>	<u>\$ 7,398,365</u>	<u>\$ 8,023,760</u>	<u>\$ 7,747,294</u>	<u>\$ 8,465,850</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 543,451	\$ 598,000	\$ 639,750	\$ 597,810
6201 Rents & Leases	139,465	127,180	120,960	80,000
6202 Data Processing Rental	254,627	254,630	256,740	265,730
6204 Motor Pool Operating Rental	338,150	351,680	351,680	365,750
6205 Maintenance & Repairs	18,280	32,580	31,850	30,300
6207 Utility Services	352,267	364,620	364,620	379,200
6301 Advertising & Publication	135	130	130	140
6302 Communications	7,381	5,000	6,000	6,000
6303 Professional Development	62,337	80,000	90,000	85,000
6305 Subscriptions & Memberships	5,637	5,500	6,000	6,000
6307 Insurance & Bonds	64,630	58,380	58,380	60,420
6308 Property Liability	19,030	19,790	19,790	20,480
6315 Other Contractual Services	174	2,000	1,500	1,500
6319 Detention Costs	36,486	65,000	65,000	60,000
6401 Office Supplies	11,738	14,500	14,500	14,500
6402 Copy Charges	607	1,200	1,200	1,200
6403 Postage	1,570	1,200	1,500	1,400
6409 Uniforms & Clothing	59,059	65,000	80,000	70,000
6414 Other Supplies	89,593	87,530	87,830	88,000
<i>Other Services & Charges Total</i>	<u>\$ 2,004,617</u>	<u>\$ 2,133,920</u>	<u>\$ 2,197,430</u>	<u>\$ 2,133,430</u>
<i>Police Operations TOTAL</i>	<u>\$ 9,402,982</u>	<u>\$ 10,157,680</u>	<u>\$ 9,944,724</u>	<u>\$ 10,599,280</u>

Performance Measures

Department/Division

Police Operations

	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:				
Number of full time employees	58.80	57.80	57.80	57.80
Division Expenditures	\$ 9,287,563	\$ 9,402,982	\$ 10,157,680	\$ 10,599,580
Outputs:				
Annual Calls for Service	31,651	35,500	36,710	36,710
Crime Prevention Activities				
Neighborhood Crime Watch Blocks	239	230	230	230
National Night Out - Block Parties	156	180	180	170
Traffic Enforcement - Citations	2,079	3,000	2,080	2,000
Effectiveness Measures:				
Crime Occurrences				
Group A	2,163	1,500	2,100	2,140
Group B	656	660	650	700
Motor Vehicle Crashes	770	650	650	700
Efficiency Measures:				
Police Call Response Time-Minutes	4.00	4.00	3.45	3.45
Expenditure per Capita	\$ 254.06	\$ 257.21	\$ 277.86	\$ 286.48
Cost Per Response	\$ 293.44	\$ 264.87	\$ 276.70	\$ 288.74

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Police Operations - 10305

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Public Safety Director	M-5B	1.00	1.00	1.00
Deputy Director	M-4	1.00	1.00	1.00
Lieutenant	PS-5	3.00	3.00	3.00
Sergeant	PS-4	8.00	8.00	8.00
Police Officer	PS-2	33.00	33.00	33.00
Records Supervisor	GS-5E	1.00	1.00	1.00
Civilian Crime Prevention Specialist	GS-5E	1.00	1.00	1.00
Police IT Specialist	GS-5	.80	.80	.80
Administrative Assistant/Analyst	GS-5E	1.00	1.00	1.00
Records Technician	GS-4	1.00	1.00	1.00
Senior Office Assistant	GS-2	2.00	2.00	2.00
Police Video Specialist	GS-5	1.00	1.00	1.00
	<i>Total</i>	<u>53.80</u>	<u>53.80</u>	<u>53.80</u>
<u>Part-Time Employees</u>				
Senior Office Assistant	GS-2	4.00	4.00	4.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<i>Total</i>	<i>Total</i>	<i>Total</i>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

EMERGENCY SERVICES DIVISION

MISSION STATEMENT

The Richfield Emergency Services Unit's mission is to cooperate with and assist the licensed, sworn officers of the Richfield Police Department, Richfield Fire Department, and Emergency Medical Services by maintaining a state of preparedness for disasters, community events and other emergencies. This is accomplished with professional training standards and the maintenance of emergency plans, and an Emergency Operations Center set up by the Richfield Police Department.

DIVISION FOCUS

The Richfield Police Reserve Unit

In keeping with Council Priorities and Desired Outcomes 1c, 3a, 4b-c, 5a-c, the unit is comprised entirely of citizen volunteers and was established to provide assistance to the sworn officers and command staff of the Richfield Police Department. This requires monthly training in specific areas such as patrol tactics, traffic, crowd control, and emergency medical services. The execution of this division focus is accomplished by spending several documented hours in active support of police operations.

These programs include but are not limited to:

- Little Sparkler's Event
- High School sporting events
- Race events sponsored by various churches and Woodlake Nature Center
- Environmental Home Checks
- Vacation Home Checks – proactive measures to deal with burglaries when homeowners are away.
- Assist officers with traffic and crowd control at events, emergency call outs for disasters, crime scene protection and Toward Zero Death "TZD" enforcement events.
- Provide patrol support during busy evening and weekend hours.
- Weekly squad maintenance checks
- Traffic security during VIP visits
- Helping with community events like "Heroes and Helpers" and others.

Richfield CERT Program Priorities

In keeping with Council Priorities and Desired Outcomes 1abc, 4b, and 5a-c, the Richfield Community Emergency Response Team (CERT) has over 110 citizen volunteers trained in areas of traffic control, medical triage, fire safety, and emergency sheltering.

The program holds two introductory training classes each year for new volunteers. Volunteers who pass the initial training program are formed into teams that train once a month.

The program has expanded on a more regional basis to include the Cities of Bloomington, Burnsville, Eden Prairie, St. Louis Park, and Minneapolis. Bloomington.

CERT volunteers have been used to assist the city during the following events.

- Traffic/Crowd Control at various events.
- Youth CERT presentations at Safety Day
- Promoting CERT and Emergency Preparedness at Nite to Unite
- Traffic Control at Urban Half Marathon
- Maintenance and command of the Mobile Operations Center (Communications Van) which is utilized as a coordination point and headquarters for major events such as weather disasters, major crime scenes, community events.
- Working on diversifying CERT to match community demographics.
- Work with our Ham Radio club and provide maintenance of our system.

Over the past 10 years CERT has expanded into the business community as a business CERT model. Teen CERT has also been taught to children in collaboration with Safety Day to better prepare children for natural or community disasters.

Emergency Management Team Priorities

In keeping with Council Priorities and Desired Outcomes 1abc, 3a, 4b, and 5a-c the police department is now working with various schools from public to private and businesses on emergency drills and reviewing plans and providing consultation to them since the aftermath of “active shooter” incidents in the last several years. We are planning forward on Emergency Management within priorities 1,3,4, 5a-c, using ARPA money to build our planning and exercise capabilities out.

Division Expenditure

The budget reflects personnel costs for the extra pay the Reserve Coordinator and Explorer Coordinators receive. Other costs are for uniforms, supplies, equipment, and maintenance necessary for the operation of the Division. There is a large expenditure that occurred in 2018 and 2019 when we replaced the last six of seven warning sirens in the city. The sirens were well over 50 years old and needed replacement. The work was completed in the spring of 2019 on the new sirens. The sirens will be included in the budget until 2028. We be updating our Ham Radio equipment in 2024 that is on Woodlake Point.

FUND: GENERAL FUND
DEPARTMENT: Public Safety
BUSINESS UNIT: Emergency Services - 10315

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6009 Overtime	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
6038 Workers Compensation	90	100	100	100
<i>Personal Services Total</i>	<u>\$ 90</u>	<u>\$ 10,100</u>	<u>\$ 10,100</u>	<u>\$ 10,100</u>
<u>Other Services & Charges</u>				
6201 Rents & Leases	\$ 10,850	\$ 11,350	\$ 11,350	\$ 11,350
6204 Motor Pool Operating Rental	2,380	2,480	2,480	2,580
6205 Maintenance & Repairs	3,971	6,000	9,000	9,000
6207 Utility Services	456	400	450	450
6303 Professional Development	-	1,000	500	500
6308 Property Liability	290	300	300	310
6401 Office Supplies	-	100	100	50
6409 Uniforms & Clothing	-	3,000	2,000	1,800
6414 Other Supplies	1,067	5,000	3,400	4,550
<i>Other Services & Charges Total</i>	<u>\$ 19,014</u>	<u>\$ 29,630</u>	<u>\$ 29,580</u>	<u>\$ 30,590</u>
<i>Emergency Services TOTAL</i>	<u><u>\$ 19,104</u></u>	<u><u>\$ 39,730</u></u>	<u><u>\$ 39,680</u></u>	<u><u>\$ 40,690</u></u>

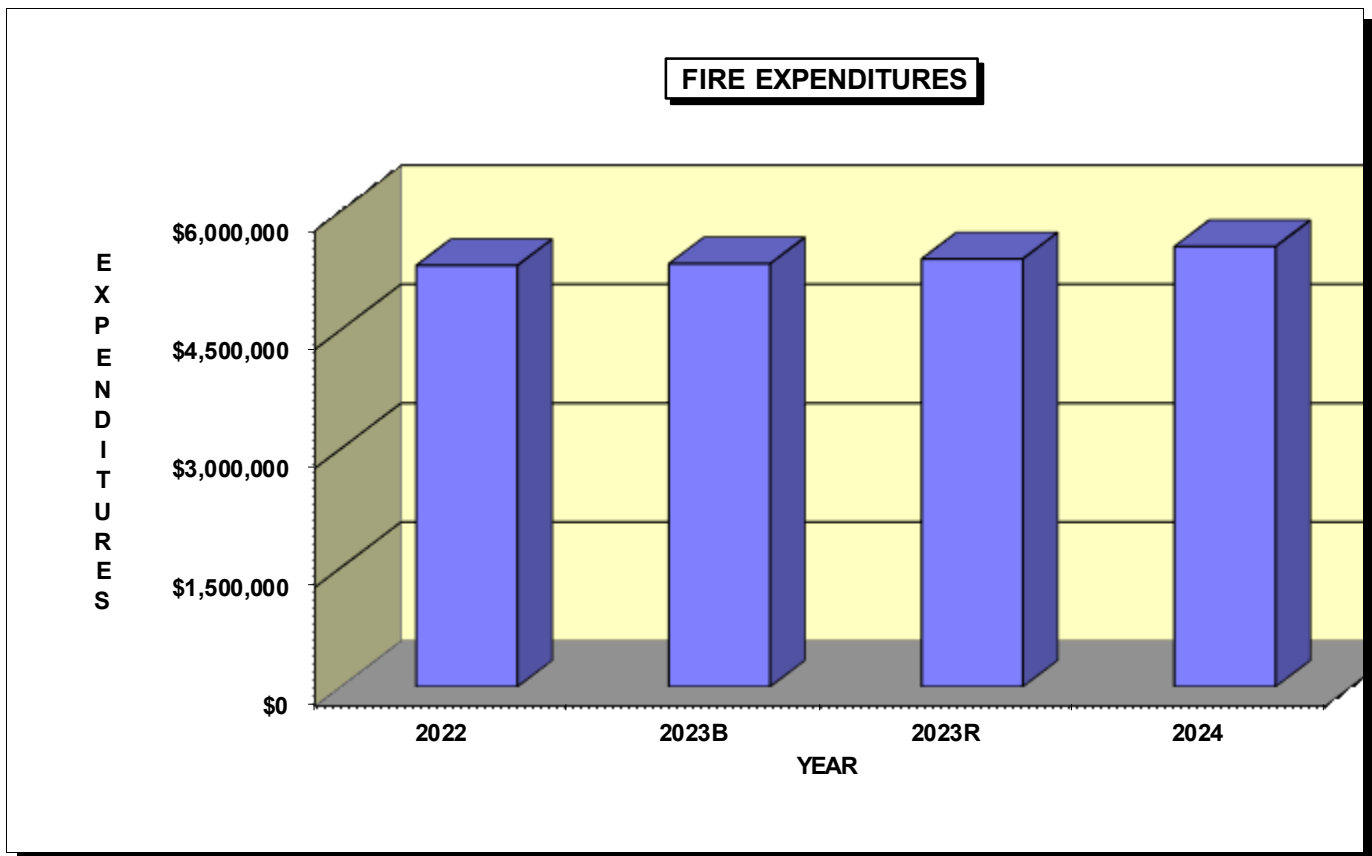
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FIRE

FUND: GENERAL FUND
 DEPARTMENT: Fire

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
10400 Fire	\$ 5,314,355	\$ 5,335,950	\$ 5,397,355	\$ 5,552,889	4.07%
<i>Fire TOTAL</i>	<u>\$ 5,314,355</u>	<u>\$ 5,335,950</u>	<u>\$ 5,397,355</u>	<u>\$ 5,552,889</u>	4.07%
REVENUES					
10400 Fire	\$ 245,991	\$ 191,000	\$ 259,240	\$ 228,494	19.63%



FIRE DEPARTMENT

MISSION STATEMENT

The Richfield Fire Department (RFD) exists to deliver professional services to safeguard our community against the loss of life and property. **Revised June 2023*

DIVISION FOCUS

Two fire stations are staffed by 30 career personnel 24 hours per day operating two fire engines and one rescue response unit. This is an increase in staffing provides more capability for response (up to three simultaneous emergencies or to initiate definitive rescue and begin fire suppression at structure fires). The Fire Chief and the two Assistant Fire Chiefs provide daily and long-term administrative support and strategic direction for the operations and fire code/enforcement functions. The department strives to have at least one chief officer available to respond 24/7 to significant incidents to support or assume incident command and to provide city administrative representation.

The RFD works to align itself with the strategic priorities and the desired outcomes set forth by City Council and Staff by,

- Providing essential fire and rescue services.
- Complete departmental succession and strategic plans.
- Continue to refine hiring practices to build a diverse workforce.
- Explore opportunities to expand hiring high quality employees and train them to be great firefighters.

2023 HIGHLIGHTS

- Promoted one Captain, and one Lieutenant.
- Hired four new firefighters to fill the ranks (one was a returning firefighter).
- Continued many fire plan reviews and inspections due to development.
- Completed 360 Reviews of the Fire Department Leadership and shared the results with department members and some city staff.
- Concluded our work with an outside consultant by building the Fire Department's Code of Conduct.

- Finalized our Mission, Vision, and Values for the organization.
- Completed migration to new Computer Aided Dispatch system with PD and Edina Dispatch.
- Revised and updated the Response Time Residency Requirement.
- Hired one Assistant Chief.

2024 DIVISION GOALS

- Continue to implement departmental Community Risk Reduction activities community-wide (with software to assist).
- Finish the Fire Cadet/Apprentice program for the RFD (and the region).
- Complete the RFD Strategic Plan (Q1 2024).
- Provide educational opportunities for all RFD Staff.

DIVISION EXPENDITURE COMMENT

The 2023 revised budget is neutral with the 2023 adopted budget. Funds retained from “understaffing” were reallocated to the Overtime Line. Additional savings from personnel cost were used to offset purchases that had been put off.

The 2024 proposed budget shows an increase of 4.07% over the 2023 adopted budget. The primary drivers are wages and benefits for new employees, increased costs (up to 25%) on goods and services, and a focus on professional development in the Fire Department.

FUND: GENERAL FUND
DEPARTMENT: Fire
BUSINESS UNIT: Fire - 10400

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>License & permits</u>				
4170 Fire Permit	\$ 23,853	\$ 5,000	\$ 15,000	\$ 12,500
<i>License & permits Total</i>	<u>\$ 23,853</u>	<u>\$ 5,000</u>	<u>\$ 15,000</u>	<u>\$ 12,500</u>
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 398	\$ -	\$ -	\$ -
4238 Fire State Aid	208,595	181,000	208,595	210,000
4244 Grants Other	5,595	2,000	7,895	3,500
4290 Other Local Grants	-	-	25,000	-
<i>Intergovernmental Revenues Total</i>	<u>\$ 214,588</u>	<u>\$ 183,000</u>	<u>\$ 241,490</u>	<u>\$ 213,500</u>
<u>Charges for Service</u>				
4341 Fire Services Fees	\$ 1,250	\$ 3,000	\$ 1,250	\$ 1,294
<i>Charges for Service Total</i>	<u>\$ 1,250</u>	<u>\$ 3,000</u>	<u>\$ 1,250</u>	<u>\$ 1,294</u>
<u>Miscellaneous Revenues</u>				
4622 Contributions & Donations	\$ 2,550	\$ -	\$ -	\$ -
4644 Other Miscellaneous Revenues	3,750	-	1,500	1,200
<i>Miscellaneous Revenues Total</i>	<u>\$ 6,300</u>	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,200</u>
<i>Fire TOTAL</i>	<u><u>\$ 245,991</u></u>	<u><u>\$ 191,000</u></u>	<u><u>\$ 259,240</u></u>	<u><u>\$ 228,494</u></u>

FUND: GENERAL FUND
DEPARTMENT: Fire
BUSINESS UNIT: Fire - 10400

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 2,884,492	\$ 3,087,690	\$ 2,773,880	\$ 3,080,951
6009 Overtime	277,922	107,500	442,500	175,500
6013 Longevity	60,390	62,640	56,960	64,330
6031 Employer Social Security	1,512	1,350	1,580	1,620
6032 Employer Medicare	43,987	45,690	38,972	41,174
6033 Employer Pera	552,239	567,360	488,390	542,841
6035 Medical Insurance	416,535	469,890	416,635	487,633
6036 Dental Insurance	20,232	22,390	20,040	21,419
6037 Term Life	2,167	2,130	1,950	1,190
6038 Workers Compensation	57,600	63,360	63,360	65,578
6040 Long Term Disability	4,694	5,380	4,910	5,453
6051 Interdepartmental Labor	105,630	108,800	108,800	112,608
<i>Personal Services Total</i>	<u>\$ 4,427,400</u>	<u>\$ 4,544,180</u>	<u>\$ 4,417,977</u>	<u>\$ 4,600,297</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 6,513	\$ 15,450	\$ 55,000	\$ 35,000
6201 Rents & Leases	48,537	50,470	50,470	52,236
6202 Data Processing Rental	53,230	54,820	55,158	57,089
6204 Motor Pool Operating Rental	126,460	131,520	131,520	136,780
6205 Maintenance & Repairs	10,521	19,570	19,570	25,000
6207 Utility Services	258,192	268,520	268,520	279,260
6208 800 MHz Charges	28,016	32,960	30,000	30,000
6302 Communications	16,812	15,450	16,000	18,000
6303 Professional Development	66,886	30,000	60,000	60,000
6305 Subscriptions & Memberships	8,658	3,610	3,430	4,500
6307 Insurance & Bonds	35,318	28,660	28,660	29,660
6308 Property Liability	9,270	9,640	9,640	9,980
6315 Other Contractual Services	616	5,800	7,500	8,000
6401 Office Supplies	3,441	2,580	3,350	3,467
6402 Copy Charges	749	1,340	1,340	1,387
6403 Postage	106	370	370	383
6409 Uniforms & Clothing	76,559	35,000	69,500	70,000
6412 Maint. & Const. Materials	7,136	6,180	7,350	7,550
6414 Other Supplies	98,648	54,080	115,000	82,250
6523 Public Education Supplies	4,928	5,150	12,000	11,050
6524 EMS Supplies	24,342	20,600	35,000	31,000
6540 Covid-19	2,017	-	-	-
<i>Other Services & Charges Total</i>	<u>\$ 886,955</u>	<u>\$ 791,770</u>	<u>\$ 979,378</u>	<u>\$ 952,592</u>
<i>Fire TOTAL</i>	<u><u>\$ 5,314,355</u></u>	<u><u>\$ 5,335,950</u></u>	<u><u>\$ 5,397,355</u></u>	<u><u>\$ 5,552,889</u></u>

Performance Measures

Department/Division

Fire Services / Fire

	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:					
Number of full time employees	27.40	27.40	29.4	30.4	30.4
Division Expenditures	\$ 4,852,170	\$ 4,995,480	\$ 5,122,633	\$ 5,138,068	\$ 5,324,395
Outputs:					
Average Daily Staffing	6.2	6.2	6.2	6.9	7.0
Total Responses	4,453	4,693	4,876	5,050	5,226
Fire Responses	1,138	1,018	1,006	1,025	1,044
EMS Responses	3,315	3,675	3,070	4,025	4,082
Property Value Lost to Fire	\$ 803,280	\$ 750,000	\$ 745,050	\$ 850,000	\$ 825,000
Effectiveness Measures:					
% of Property Saved	97.8%	98.5%	93.0%	94.4%	95.00%
Property Value Saved	\$ 36,813,669	\$ 50,000,000	\$ 10,681,200	\$ 15,300,000	\$ 16,000,000
Efficiency Measures:					
Average Response Time - Minutes	4.77	4.75	4.7	4.7	4.7
Cost Per Response	\$ 1,089.64	\$ 1,064.45	\$ 1,050.58	\$ 1,017.44	\$ 1,018.83
Average Time on Scene (MN:SC)*	16:34	16:49	17:28	17:40	17:40
Expenditure per Capita	\$ 131.16	\$ 135.04	\$ 138.48	\$ 138.89	\$ 143.93
Property Saved to Expenditures Ratio	45.83	66.67	14.34	18.00	19.39

* Added for 2023 Budget Cycle

FUND: GENERAL FUND
DEPARTMENT: Fire
BUSINESS UNIT: Fire - 10400

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Fire Services Director/Fire Chief	M-5A	1.00	1.00	1.00
Assistant Chief	M-3	2.00	2.00	2.00
Fire Captain	FS-3	3.00	3.00	3.00
Fire Lieutenant	FS-2	3.00	3.00	3.00
Firefighter	FS-1	21.00	21.00	21.00
Administrative Assistant (60% Exec, 40% Fire)	GS-3	.40	.40	.40
<i>Total</i>		<u>30.40</u>	<u>30.40</u>	<u>30.40</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY DEVELOPMENT

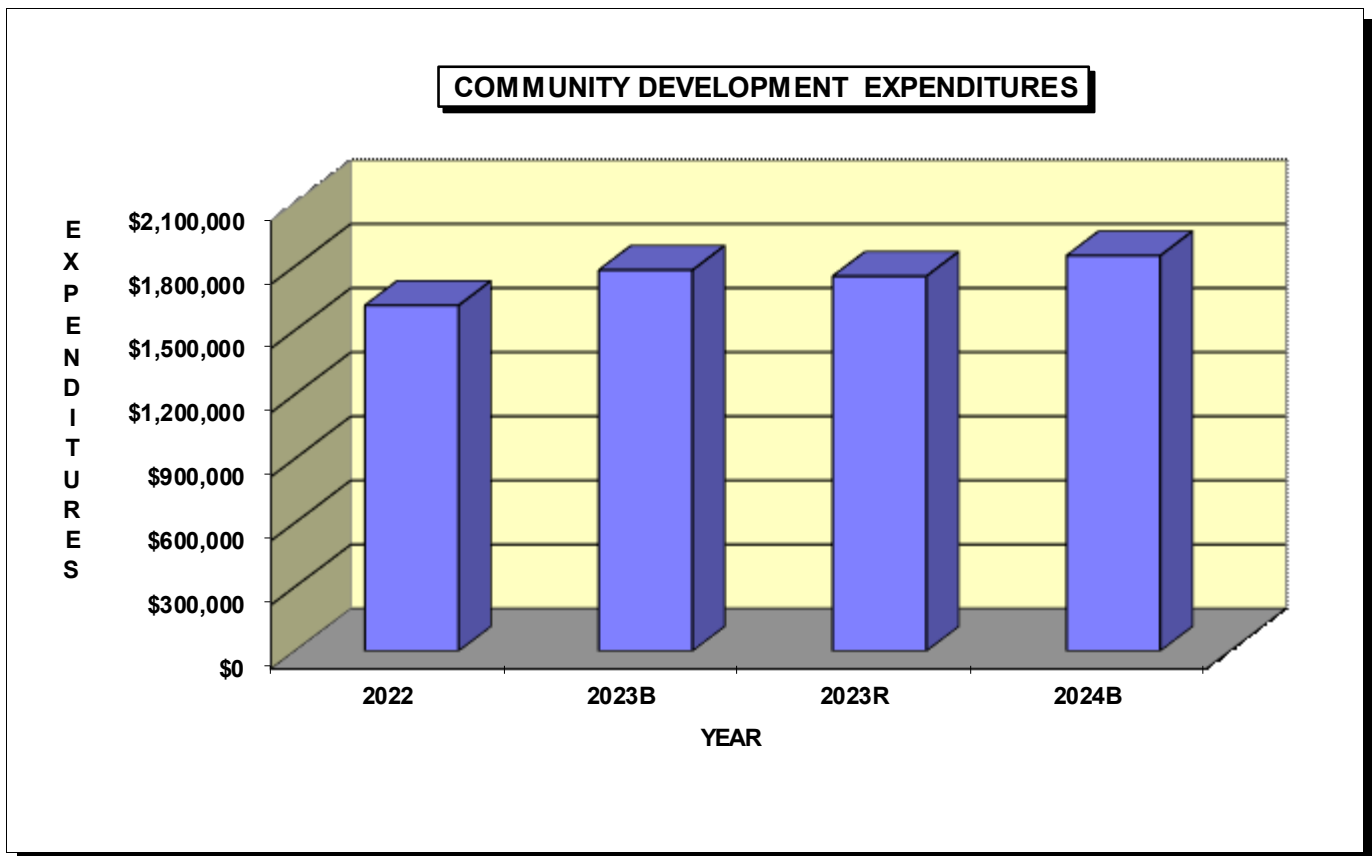
FUND: GENERAL FUND
DEPARTMENT: Community Development

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
10500 Community Development	\$ 78,182	\$ 80,000	\$ 80,000	\$ 83,130	3.91%
10502 Planning & Zoning	259,115	315,270	311,630	331,160	5.04%
10505 Inspections	1,279,529	1,386,620	1,361,470	1,435,260	3.51%
<i>Community Development TOTAL</i>	<u>\$ 1,616,826</u>	<u>\$ 1,781,890</u>	<u>\$ 1,753,100</u>	<u>\$ 1,849,550</u>	3.80%

REVENUES

10500 Community Development	\$ 21,345	\$ 26,000	\$ 22,000	\$ 22,000	(15.38%)
10505 Inspections	1,597,682	1,529,293	1,260,200	1,344,920	(12.06%)



COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT

The mission of the Community Development Department is to ensure and maintain a quality of life that protects the health and safety of residents, visitors, and businesses. The Department works to achieve this by providing responsible, responsive, and professional zoning administration, comprehensive planning, redevelopment services, housing program administration, inspections, marketing, and communication.

DEPARTMENT FOCUS

The 20 employees of the Community Development Department are committed to service to the community, professional integrity, and ongoing professional development. There are five primary areas of focus within the Department:

- Planning and Zoning
- Housing and Redevelopment
- Inspections
- Economic Development
- Administrative Support

The Community Development Department also serves as staff to the City Council, the Housing and Redevelopment Authority (HRA), the Economic Development Authority (EDA), and the Planning Commission.

While the funding for staff salaries and benefits are compiled in this budget, those costs are ultimately reallocated to individual City, HRA, and EDA program/project budgets. This budget ultimately reflects only building service fees and insurance fees. All other costs are included separately in those individual program/project budgets.

2023 highlights and 2024 goals are also provided separately for each individual program/project. One of the five Strategic Priorities identified by the City Council for 2023-2027 is "Community Development." Creating a vibrant downtown, diversifying the tax base, and maintaining Richfield as an affordable place to live are desired outcomes of the Strategic Plan, all relating to the work of Community Development, the Richfield HRA, and the Richfield EDA.

DEPARTMENT EXPENDITURE COMMENT

Funding for the work of the Community Development Department is provided by the City, the Housing and Redevelopment Authority, the Economic Development Authority, and the Federal Government (Section 8). The City-funded portion (Planning & Zoning and Inspections) of the 2023 Revised Budget represents a 1.7% decrease from the 2023 Approved Budget due to rolling staff vacancies. The 2024 Proposed Budget represents a 3.8% increase from the 2023 Approved Budget to accommodate fully staffing the Department and increased building, IT, and insurance costs.

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Community Development - 10500

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<i>Charges for Service</i>				
4314 Planning/Zoning Fees	\$ 21,345	\$ 26,000	\$ 22,000	\$ 22,000
<i>Charges for Service Total</i>	\$ 21,345	\$ 26,000	\$ 22,000	\$ 22,000
<i>Community Development TOTAL</i>	\$ 21,345	\$ 26,000	\$ 22,000	\$ 22,000

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Community Development - 10500

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 595,487	\$ 690,900	\$ 710,500	\$ 755,560
6006 Part-time	163,624	205,190	188,470	230,590
6007 Seasonal	36,274	-	-	-
6031 Employer Social Security	48,010	55,230	55,250	60,320
6032 Employer Medicare	11,228	12,920	12,920	15,180
6033 Employer Pera	54,922	67,210	67,420	73,960
6035 Medical Insurance	88,581	113,050	109,590	127,010
6036 Dental Insurance	4,278	5,060	5,030	5,060
6037 Term Life	458	500	500	280
6038 Workers Compensation	550	610	610	630
6040 Long Term Disability	959	1,220	1,260	1,340
6051 Interdepartmental Labor	59,100	61,460	61,460	63,610
6054 Interdepartmental Labor Credit	(1,063,471)	(1,213,350)	(1,213,010)	(1,333,540)
<i>Personal Services Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 116	\$ 430	\$ 430	\$ 430
6207 Utility Services	67,176	69,870	69,870	72,660
6307 Insurance & Bonds	9,610	8,370	8,370	8,660
6308 Property Liability	1,280	1,330	1,330	1,380
<i>Other Services & Charges Total</i>	<u>\$ 78,182</u>	<u>\$ 80,000</u>	<u>\$ 80,000</u>	<u>\$ 83,130</u>
<i>Community Development TOTAL</i>	<u><u>\$ 78,182</u></u>	<u><u>\$ 80,000</u></u>	<u><u>\$ 80,000</u></u>	<u><u>\$ 83,130</u></u>

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Community Development - 10500

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Community Development Director	M-5B	1.00	1.00	1.00
Community Development Asst. Director	M-3	1.00	1.00	1.00
ED Manager	M1	1.00	1.00	1.00
Planner II	GS-5E	1.00	1.00	1.00
Planner I	GS-4	1.00	-	-
Administrative Assistant	GS-4	1.00	1.00	1.00
Assistant Planner	GS-3	-	1.00	1.00
	<i>Total</i>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>Part-Time Employees</u>				
Housing Specialist	GS-5	2.00	2.00	2.00
Community Development Technician	GS-2	2.00	1.00	1.00
CD Accountant	GS-6	1.00	-	-
Accountant (Shared F/CD)	GS-5	-	1.00	1.00
MF Housing Assistant	GS-3	-	1.00	1.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

PLANNING AND ZONING DIVISION

MISSION STATEMENT

To provide local land use administration, policy development, and guidance to residents, local businesses, and developers. To help shape the future of Richfield through development and implementation of long-range plans.

DIVISION FOCUS

- Long range comprehensive planning for the community.
- Shorter range strategy and implementation planning for specific areas.
- Administration and enforcement (on a complaint-basis) of the City's Zoning Ordinance, including processing a variety of land use applications and reviewing building permit applications.

2023 HIGHLIGHTS.

- Continued work to align Zoning Code with 2040 Comprehensive Plan. Adopted Zoning changes related to “missing middle” housing in R District. Reviewed MR-2 and MR-3 requirements.
- Researched, reviewed, and adopted revised fencing and tree planting requirements.
- Worked with the Council to review code responses to Lower-Potency Hemp Edibles (LPHE) and adult use cannabis legislation.
- Implemented electronic plan review and new permitting system to improve efficiency and customer service.
- Continued to partner with Just Deeds to educate community on lasting impacts of racial covenants and encourage symbolic “removal” of covenants on private property.
- Worked with developers to begin/complete approved developments throughout the City (101 – 66th Street E, Aster Commons, Richfield Flats).
- Worked with developers/owners to explore development opportunities (MICC, American Legion).
- Hired and onboarded new Planning Assistant.

- Processed land use permits related to changes-in-use, renovations, and new development.

2024 PROGRAM GOALS

- Continue to provide excellent customer service to residents and businesses. (City Council Priority/Outcome 4b)
- Continue hiring and onboarding to until fully staffed and trained. (City Council Priority/Outcome 4a and b)
- Continue to manage City's Just Deeds Program with Community Development Administrative and Housing staff. (City Council Priority/Outcome 5c)
- Continue work with Planning Division staff to evaluate potential disparate impacts of adopted land use regulations. (City Council Priority/Outcome 5a and c)
- Continue to monitor emerging trends and best practices - recommending ordinance changes that will keep Richfield competitive. Evaluate potential parking requirement reductions per Council Policy request.
- Continue to process land use permits related to changes-in-use, renovations, and new development. (City Council Priority/Outcome 2a and b)
- Secure vehicle and begin pop-up meeting project with Communications Division (delayed due to COVID-19).

DIVISION EXPENDITURE COMMENT

- The 2023 Revised Planning and Zoning Budget represents a 1.2% decrease in spending due to a temporary vacancy in the Assistant Planner role.
- The 2024 Proposed Budget increases 5.0% (\$15,890) over the 2023 Adopted Budget. The increase is due to a 10% increase in staff costs (steps and insurance).

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Planning & Zoning - 10502

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6051 Interdepartmental Labor	\$ 213,268	\$ 237,360	\$ 234,170	\$ 262,060
<i>Personal Services Total</i>	<u>\$ 213,268</u>	<u>\$ 237,360</u>	<u>\$ 234,170</u>	<u>\$ 262,060</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 24,448	\$ 49,660	\$ 49,210	\$ 44,950
6202 Data Processing Rental	11,940	11,940	11,940	12,360
6204 Motor Pool Operating Rental	720	750	750	100
6301 Advertising & Publication	2,346	2,680	2,680	2,600
6302 Communications	61	-	-	-
6303 Professional Development	2,079	4,530	4,530	4,530
6305 Subscriptions & Memberships	1,678	3,800	3,800	1,810
6401 Office Supplies	276	900	900	400
6402 Copy Charges	282	400	400	350
6403 Postage	735	1,800	1,800	850
6409 Uniforms & Clothing	52	150	150	150
6414 Other Supplies	1,230	1,300	1,300	1,000
<i>Other Services & Charges Total</i>	<u>\$ 45,847</u>	<u>\$ 77,910</u>	<u>\$ 77,460</u>	<u>\$ 69,100</u>
<i>Planning & Zoning TOTAL</i>	<u><u>\$ 259,115</u></u>	<u><u>\$ 315,270</u></u>	<u><u>\$ 311,630</u></u>	<u><u>\$ 331,160</u></u>

INSPECTIONS DIVISION

MISSION STATEMENT

To serve the citizens of Richfield by providing inspection services that safeguard life, health, property, and the public welfare by enforcing the minimum requirements of the Richfield City Code and the Minnesota State Building Code.

DIVISION FOCUS

- The Division consists of nine full time employees and two contract employees: Building Official, Senior Building Inspector, three Building Inspectors, Plumbing/Mechanical Inspector, Building Inspections Clerk, Permit Technician, Senior Office Assistant; and two contract Electrical Inspectors
- The Inspections Division administers and enforces City and State regulations relating to building, plumbing, heating, ventilation and air conditioning, electrical, sign and driveway installations.
- The Inspections Division performs Point-of-Sale inspections as well as Rental Inspections.
- The Division spends a significant amount of time advising homeowners who are doing their own remodeling or additions. They also work closely with homeowners during Point-of-Sale inspections and with landlords during Rental Inspections.

2023 HIGHLIGHTS

- The Division has led the implementation of new building permit and review software. Inspections, Business Licensing, Planning, and Engineering are all expected to be fully utilizing the new system by the end of 2023. This software will improve efficiency by helping all departments connect with one another, as well as saving time and money with digital plan reviews and Administrative Review Committee submissions.
- Housing Inspections of rental properties increased after a two-year slow-down in activity due to pandemic conditions.
- The completion of the following projects:
 - RF 64 Townhomes
 - Partnership Academy Addition
 - Lynvue Apartments
- The start of the following projects:
 - 101 E 66th St

2024 INSPECTION DIVISION GOALS

- Digitize all historical permits and plans. (City Council Priority/Outcomes 1c and 4b)

- To continue to maintain the quality of homes and buildings within the City by eliminating potential building safety concerns through building inspections and enforcing the Minnesota State Building Code. (City Council Priority/Outcome 2b and c)
- Continue a close working relationship with the Fire Department, Support Services Division, Public Safety, Public Works, and other departments within the City to effectively implement programs that affect the residents of Richfield. (City Council goal 2b and 4b)
- We are working on cross training for all the inspectors so that they will have the ability to help in all roles. This will also make it easier for the inspections department to promote from within and make a stronger department. (City Council goal 4a and b)

DIVISION EXPENDITURE COMMENT

- The 2023 Revised Budget represents a 1.8% decrease from the 2023 Approved Budget due to an inspector being out for a portion of the year and a reduction in some expenses due to the new software.
- The 2024 Proposed Budget is a 3.5% increase from the 2023 Approved to account for staff, building, and IT costs.
- There are several fee charges proposed for 2024. Escrow fees for the Point-of-Sale Program will be increased to cover the administrative and inspection costs. Construction and related permit fees were last updated in 2019 and should be revised in order to align with the costs to provide the services and State Statute. An additional review of fees to move to a clearer, flat fee structure is anticipated in 2024. Staffing shortages prevented this review in time for 2024 budgeting.
- As interest rates continue to be high and development slows, Inspections revenues are expected to decrease from the exceptionally high numbers we've seen over the past several years.

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Inspections - 10505

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>License & permits</u>				
4152 Building Permit	\$ 585,366	\$ 553,110	\$ 415,000	\$ 450,000
4154 Electrical Permit	139,152	116,390	116,390	115,000
4156 Heating Permit	128,552	123,600	100,000	110,000
4158 Heating License	20,160	16,480	16,480	16,500
4160 Plumbing Permit	111,763	116,390	85,000	95,000
4162 Sewer Permit	5,950	6,180	6,180	6,000
4164 Water Permit	675	515	520	500
4166 Sign Permit	6,035	6,180	6,180	6,000
4168 Sign License	2,640	2,060	2,060	2,000
4172 Driveway Parking Permit	2,960	3,090	2,000	1,500
<i>License & permits Total</i>	<u>\$ 1,003,253</u>	<u>\$ 943,995</u>	<u>\$ 749,810</u>	<u>\$ 802,500</u>
<u>Charges for Service</u>				
4402 Plan Check Fees	\$ 222,445	\$ 216,300	\$ 169,500	\$ 185,000
4406 Contractor Verification Fee	1,891	1,648	1,400	1,400
4412 Inspection Investigation Fee	5,927	3,605	3,610	3,600
4414 Escrow Service Fee	6,050	7,622	7,620	7,620
4416 Apartment Building Inspection	129,345	123,600	123,600	129,350
4418 Single Family Inspection	120,656	103,000	103,000	120,650
4420 Duplex/Double Bungalow Inspect	17,490	22,660	22,660	17,500
4422 Point of Sale	76,020	97,850	71,500	70,000
4436 Reinspection Fees	8,627	6,180	6,300	6,300
4438 POS Reinspection Fees	1,773	2,833	1,200	1,000
<i>Charges for Service Total</i>	<u>\$ 590,224</u>	<u>\$ 585,298</u>	<u>\$ 510,390</u>	<u>\$ 542,420</u>
<u>Miscellaneous Revenues</u>				
4640 Cash/Over Short	\$ 4,205	\$ -	\$ -	\$ -
<i>Miscellaneous Revenues Total</i>	<u>\$ 4,205</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Inspections TOTAL</i>	<u><u>\$ 1,597,682</u></u>	<u><u>\$ 1,529,293</u></u>	<u><u>\$ 1,260,200</u></u>	<u><u>\$ 1,344,920</u></u>

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Inspections - 10505

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 744,004	\$ 780,470	\$ 770,090	\$ 812,060
6031 Employer Social Security	44,889	48,060	47,400	50,050
6032 Employer Medicare	10,498	11,240	11,090	11,710
6033 Employer Pera	54,096	58,540	57,760	60,910
6035 Medical Insurance	100,438	117,700	115,530	126,990
6036 Dental Insurance	5,965	6,510	6,400	6,510
6037 Term Life	643	640	630	360
6038 Workers Compensation	9,450	10,400	10,400	10,760
6040 Long Term Disability	1,246	1,380	1,360	1,440
6051 Interdepartmental Labor	30,227	27,050	25,980	28,980
<i>Personal Services Total</i>	<u>\$ 1,001,456</u>	<u>\$ 1,061,990</u>	<u>\$ 1,046,640</u>	<u>\$ 1,109,770</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 135,513	\$ 135,290	\$ 135,290	\$ 135,000
6201 Rents & Leases	-	3,450	-	-
6202 Data Processing Rental	41,849	68,570	68,570	70,970
6204 Motor Pool Operating Rental	16,440	17,100	17,100	17,780
6207 Utility Services	25,440	26,460	26,460	27,520
6301 Advertising & Publication	-	100	100	100
6302 Communications	4,895	5,000	5,000	5,000
6303 Professional Development	4,706	7,000	7,000	7,000
6305 Subscriptions & Memberships	325	2,000	1,000	1,000
6307 Insurance & Bonds	10,812	9,410	9,410	9,740
6308 Property Liability	2,260	2,350	2,350	2,430
6401 Office Supplies	3,507	8,000	5,000	5,000
6402 Copy Charges	718	1,000	750	750
6403 Postage	1,698	3,000	2,000	1,000
6409 Uniforms & Clothing	1,092	1,100	1,100	2,500
6414 Other Supplies	1,459	4,800	3,700	3,700
6513 Other Charges	27,359	30,000	30,000	36,000
<i>Other Services & Charges Total</i>	<u>\$ 278,073</u>	<u>\$ 324,630</u>	<u>\$ 314,830</u>	<u>\$ 325,490</u>
<i>Inspections TOTAL</i>	<u><u>\$ 1,279,529</u></u>	<u><u>\$ 1,386,620</u></u>	<u><u>\$ 1,361,470</u></u>	<u><u>\$ 1,435,260</u></u>

Performance Measures

Department/Division

Community Development / Inspections

	Actual 2020	Actual 2021	Actual 2022	Adopted 2023	Budget 2024
Inputs:					
Number of full time employees	9.00	9.00	9.00	9.00	9.00
Division Expenditures	\$ 1,281,725	\$ 1,365,631	\$ 1,279,528	\$ 1,386,620	\$ 1,428,550
Division Revenues	\$ 2,099,064	\$ 2,106,359	\$ 1,593,477	\$ 1,529,293	\$ 1,344,300
Outputs:					
No. of Inspections Performed	7,526	6,315	6,605	7,500	6,000
No. of Permits Issued	5,753	4,265	4,627	5,000	4,000
Valuation of Building Permits	\$ 101,830,626	\$ 123,669,092	\$ 87,243,342	\$ 82,581,822	\$ 50,000,000
Point of Sale Inspections Performed	483	1,047	694	1,000	600
Rental Unit Inspections Performed	1,065	1,796	695	2,000	2,500
Effectiveness Measures:					
Request for Building Inspection Response Time					
% within 24 hours	98.00%	98.00%	98.00%	98.00%	98.00%
% within 72 hours	100.00%	100.00%	100.00%	100.00%	100.00%
Request for Point of Sale Inspection					
% within 48 hours	60.00%	60.00%	60.00%	60.00%	60.00%
% within 120 hours	95.00%	95.00%	95.00%	95.00%	95.00%
Efficiency Measures:					
No. of Building Inspections per Inspector	3,010	2,526	2,642	2,500	2,000
No. of POS/rental unit inspections per Inspector	774	1,422	695	1,500	1,550
Revenue per Capita	\$ 58.24	\$ 58.54	\$ 44.29	\$ 42.51	\$ 37.36
Expenditure per Capita	\$ 35.56	\$ 37.96	\$ 35.56	\$ 38.54	\$ 39.71

FUND: GENERAL FUND
DEPARTMENT: Community Development
BUSINESS UNIT: Inspections - 10505

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Chief Building Official	M-2	1.00	1.00	1.00
Senior Building Inspector	GS-6E	1.00	1.00	1.00
Trade/Building Inspector	GS-6	4.00	4.00	4.00
Permit Technician	GS-3	1.00	1.00	1.00
Housing Inspections Clerk	GS-3	1.00	1.00	1.00
Senior Office Assistant	GS-2	1.00	1.00	1.00
	<i>Total</i>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

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PUBLIC WORKS

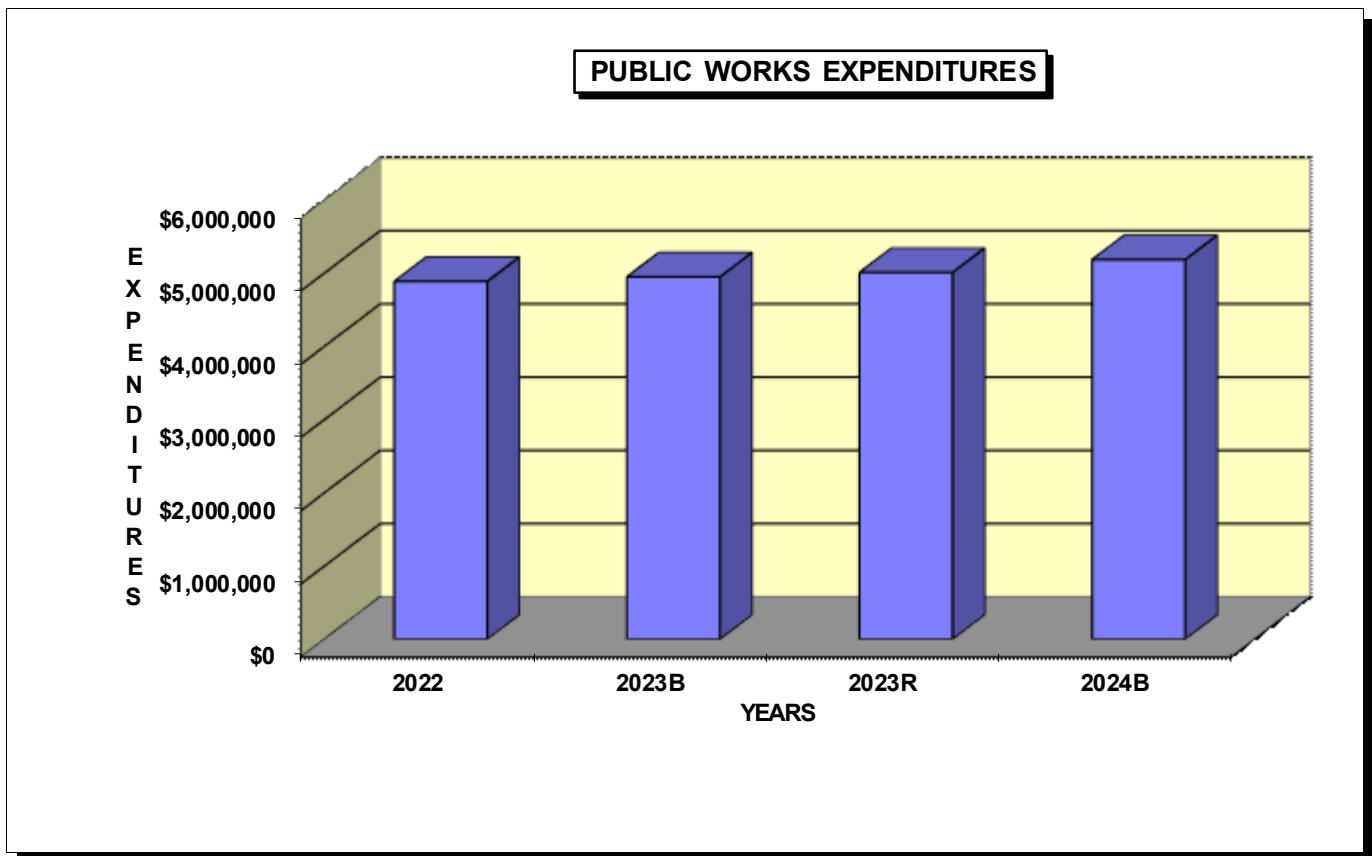
FUND: GENERAL FUND
DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
10600 PW Administration	\$ 193,403	\$ 205,260	\$ 205,190	\$ 212,440	3.50%
10605 Engineering	478,840	548,020	543,540	567,180	3.50%
10610 Street Maintenance	2,691,361	2,608,500	2,673,600	2,763,140	5.93%
10615 Park Maintenance	1,520,611	1,584,360	1,584,410	1,639,360	3.47%
<i>Public Works TOTAL</i>	<u>\$ 4,884,215</u>	<u>\$ 4,946,140</u>	<u>\$ 5,006,740</u>	<u>\$ 5,182,120</u>	4.77%

REVENUES

10605 Engineering	\$ 59,031	\$ 111,500	\$ 48,500	\$ 106,500	(4.48%)
10610 Street Maintenance	672,122	615,000	658,490	652,000	6.02%
10615 Park Maintenance	3,302	-	-	-	-



PUBLIC WORKS ADMINISTRATION DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

The Public Works Administration Division is responsible for overseeing delivery of public capital improvement projects, ongoing maintenance and operations of the Public Works divisions, and engaging in and contributing to the regional discussions surrounding emerging public works issues (e.g., regional transportation projects impacting Richfield; storm water quality management; water supply; environmental issues; and public education and engagement.)

2023 HIGHLIGHTS

- Managed social media communications and public outreach for street reconstruction projects and projects in design (City Council Priority/Outcome 1b & 3a).
- Completed administration of MnDNR EAB grant project which saw the removal and replacement of nearly 320 Ash trees on boulevards and in parks (City Council Priority/Outcome 1b, 3b-c & 5c).
- Designed and implemented the EAB Removal Assistance Program utilizing ARPA funds to aid residents with the removal of dead private Ash trees (City Council Priority/Outcome 1b, 3b-c & 5c).
- Worked with the City Council to develop a Regional Transportation Expansion Framework Plan to help guide local support of regional projects (City Council Priority/Outcome 1a, 3a, 5a & 5c).
- Support Engineering staff and Hennepin County's team to determine the future for Nicollet Avenue (City Council Priority/Outcome 2a, 3a, 5a & 5c).
- Continued to cooperate with MnDOT and represent Richfield's interests related to the I-494 corridor improvements (City Council Priority/Outcome 3a-c, 5a & 5c).

2024 DIVISION GOALS

- Continue to utilize Public Work's outreach mediums/social media outlets to promote ongoing and upcoming infrastructure projects and public works initiatives (City Council Priority/Outcome 1b & 3a).
- Work with elected officials to introduce and pass legislation to limit the cost-share burden that State and County projects unilaterally place upon municipalities (City Council Priority/Outcome 2c, 3a-b & 5c).
- Pursue external funding solutions via grants to help supplement current funding for critical needs within the entire department like EAB mitigation, utility replacement, and ADA compliance (City Council Priority/Outcome 2c, 3a-b & 5a).
- Continue to support Engineering staff and Hennepin County's team to determine the future for Nicollet Avenue (City Council Priority/Outcome 2a, 3a, 5a & 5c).

- Support Engineering staff as they cooperate with MnDOT and represent Richfield's interests related to the I-494 corridor improvements (City Council Priority/Outcome 3a-c, 5a & 5c).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects no increase from the 2023 Adopted Budget.

The 2024 Proposed Budget reflects a 3.5% increase from the 2023 Adopted Budget.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: PW Administration - 10600

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 249,655	\$ 259,980	\$ 259,990	\$ 269,740
6031 Employer Social Security	14,346	14,670	16,120	16,460
6032 Employer Medicare	3,572	3,770	3,770	3,850
6033 Employer Pera	18,482	19,300	19,300	20,030
6035 Medical Insurance	23,172	24,960	24,510	26,420
6036 Dental Insurance	1,446	1,450	1,450	1,420
6037 Term Life	155	80	140	80
6038 Workers Compensation	130	140	140	140
6040 Long Term Disability	368	460	460	470
6054 Interdepartmental Labor Credit	(156,000)	(163,000)	(165,000)	(172,000)
<i>Personal Services Total</i>	<u>\$ 155,326</u>	<u>\$ 161,810</u>	<u>\$ 160,880</u>	<u>\$ 166,610</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 2,471	\$ 7,500	\$ 7,500	\$ 7,510
6202 Data Processing Rental	12,472	12,470	12,470	12,910
6302 Communications	1,920	2,500	2,500	2,500
6303 Professional Development	8,493	6,720	7,040	8,040
6305 Subscriptions & Memberships	462	810	850	820
6307 Insurance & Bonds	2,403	2,090	2,090	2,160
6308 Property Liability	730	760	760	790
6401 Office Supplies	4,550	5,000	5,000	5,000
6402 Copy Charges	1,881	2,250	2,250	2,250
6403 Postage	870	500	1,000	1,000
6414 Other Supplies	1,825	2,850	2,850	2,850
<i>Other Services & Charges Total</i>	<u>\$ 38,077</u>	<u>\$ 43,450</u>	<u>\$ 44,310</u>	<u>\$ 45,830</u>
<i>PW Administration TOTAL</i>	<u><u>\$ 193,403</u></u>	<u><u>\$ 205,260</u></u>	<u><u>\$ 205,190</u></u>	<u><u>\$ 212,440</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: PW Administration - 10600

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
PW Director	M-5B	1.00	1.00	1.00
Administrative Aide/Analyst	GS-5E	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
	None	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

ENGINEERING DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide planning, design, and construction management support for Public Works operations, construction, and maintenance projects. Conducting plan reviews for permits and developers with a focus on protecting the City's interest in the public rights-of-way. Specifically, to:

- Maintain record drawings of the City's existing infrastructure and provide guidance to any proposed changes that would impact that infrastructure.
- Manage permitted work within the public rights-of-way including utility work, small cell installations, private redevelopment impacts, and excavation/obstruction permits.
- Provide an investment plan for sustainable and resilient delivery of critical services through a proactive asset management approach.
- Identify and pursue outside funding sources for capital improvement projects.
- Develop and administer the department's Sweet Streets® capital improvement and maintenance projects and work cooperatively with Hennepin County on the reconstruction of their arterials through the City.
- Represent Richfield's interests in regional transportation planning and construction projects.
- Manage storm water related issues within the City through tracking and coordination between departments regarding the Storm Water Pollution Prevention Program and review of redevelopment plans for storm water regulation compliance and permitting.
- Provide Staff support for the Transportation Commission.

2023 HIGHLIGHTS

- Continued administration of the pavement management plan to protect the major investment into the residential Mill & Overlay program (City Council Priority/Outcome 3a & 3b).
- Completed construction of the 65th St Reconstruction project (City Council Priority/Outcome 2a, 3a, 3c, 5a & 5c).
- Provided technical review and construction inspection services for private redevelopment projects throughout the City, specifically as they relate to rights-of-way, utility, and storm water impacts (City Council Priority/Outcome 2b & 3c).
- Began development of a new Active Transportation Plan to guide active transportation improvements and practices across the City (City Council Priority/Outcome 3a, 5a & 5c).
- Represented Richfield's interests and coordinated with the City Council related to the future I-494 corridor planning (City Council Priority/Outcome 3a-c, 5a & 5c).

- Completed construction on the 77th Underpass (City Council Priority/Outcome 3a-c & 5a).
- Commenced planning and design collaboration with Hennepin County on the reconstruction of Nicollet Avenue (City Council Priority/Outcome 1b, 3a-b, 5a & 5c).
- Began investigation into reducing speed limits on City roads (City Council Priority/Outcome 3a, 5a & 5c).
- Worked with the City Council to develop a Regional Transportation Expansion Framework Plan to help guide local support of regional projects (City Council Priority/Outcome 1a, 3a, 5a & 5c).

2024 DIVISION GOALS

- Identify and pursue grant funding sources for capital improvement projects (City Council Priority/Outcome 2c, 3a-c, 4b, 5a & 5c).
- Construct the Safe Routes to School 71st Street sidewalk project (City Council Priority/Outcome 3a-b, 5a & 5c).
- Design and construct the 66th St/Richfield Parkway intersection improvements project (City Council Priority/Outcome 3a-b & 5a).
- Investigate opportunities for dedicated funding for active transportation and transportation safety improvements (City Council Priority/Outcome 3a, 3b, 5a & 5c).
- Finalize implementation of Citizenserve permitting system for right-of-way permitting (City Council Priority/Outcome 1b-c & 4b).
- Finalize speed limit reduction study and implementation (City Council Priority/Outcome 3a, 5a & 5c).
- Continue to encourage Hennepin County to program full reconstruction of Penn Avenue (City Council Priority/Outcome 1b & 3a).
- Continue planning and design collaboration with Hennepin County on the reconstruction of Nicollet Avenue (City Council Priority/Outcome 1b, 3a-b, 5a & 5c).
- Continue to coordinate with MnDOT and represent Richfield's interests related to the I-494 corridor improvements (City Council Priority/Outcome 3a-c, 5a & 5c).
- Continue to address roadblocks for pedestrians and bicyclists by engaging with the public to understand where opportunities exist (City Council Priority/Outcome 3a, 3c, 5a & 5c).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a 0.8% decrease in expenditures. The decrease is primarily due to the addition of interdepartmental labor credit from the Nicollet Avenue Reconstruction project, which was not included in the 2023 Adopted Budget. \$20,000 in MSA revenues are expected to be transferred into the division (reduced from \$83,000 in the 2023 Approved Budget).

The 2024 Proposed Budget reflects a 3.49% increase from the 2023 Adopted Budget due to increases in personnel services, equipment purchases, and software licensing. \$78,000 in MSA revenues are expected to be transferred into the division.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Engineering - 10605

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Intergovernmental Revenues</u>				
4240 MSA Street Maintenance Aid	\$ 35,300	\$ 83,000	\$ 20,000	\$ 78,000
<i>Intergovernmental Revenues Total</i>	<u>\$ 35,300</u>	<u>\$ 83,000</u>	<u>\$ 20,000</u>	<u>\$ 78,000</u>
<u>Charges for Service</u>				
4342 Public Works Fees	\$ 22,731	\$ 23,500	\$ 23,500	\$ 23,500
4349 Small Cell Pole Permits	1,000	5,000	5,000	5,000
<i>Charges for Service Total</i>	<u>\$ 23,731</u>	<u>\$ 28,500</u>	<u>\$ 28,500</u>	<u>\$ 28,500</u>
<i>Engineering TOTAL</i>	<u><u>\$ 59,031</u></u>	<u><u>\$ 111,500</u></u>	<u><u>\$ 48,500</u></u>	<u><u>\$ 106,500</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Engineering - 10605

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 384,803	\$ 455,050	\$ 441,660	\$ 495,870
6007 Seasonal			7,400	7,620
6009 Overtime	432	2,400	2,400	2,400
6031 Employer Social Security	23,637	27,960	27,660	30,600
6032 Employer Medicare	5,528	6,540	6,470	7,160
6033 Employer Pera	28,726	34,130	33,120	36,250
6035 Medical Insurance	52,274	67,730	65,360	71,130
6036 Dental Insurance	3,254	3,620	3,530	3,590
6037 Term Life	345	360	350	200
6038 Workers Compensation	5,370	5,910	5,910	6,120
6040 Long Term Disability	690	810	780	860
6054 Interdepartmental Labor Credit	(160,578)	(240,000)	(245,000)	(298,000)
<i>Personal Services Total</i>	<u>\$ 344,481</u>	<u>\$ 364,510</u>	<u>\$ 349,640</u>	<u>\$ 363,800</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 54,859	\$ 90,220	\$ 90,220	\$ 90,230
6202 Data Processing Rental	52,241	52,240	52,240	54,070
6204 Motor Pool Operating Rental	10,080	10,480	10,480	10,900
6302 Communications	2,094	4,500	4,500	4,700
6303 Professional Development	6,072	15,800	15,870	16,670
6305 Subscriptions & Memberships	585	1,530	1,850	7,850
6307 Insurance & Bonds	3,604	5,230	5,230	5,410
6308 Property Liability	970	1,010	1,010	1,050
6401 Office Supplies	9	-	-	-
6403 Postage	223	-	-	-
6414 Other Supplies	3,622	2,500	12,500	12,500
<i>Other Services & Charges Total</i>	<u>\$ 134,359</u>	<u>\$ 183,510</u>	<u>\$ 193,900</u>	<u>\$ 203,380</u>
<i>Engineering TOTAL</i>	<u><u>\$ 478,840</u></u>	<u><u>\$ 548,020</u></u>	<u><u>\$ 543,540</u></u>	<u><u>\$ 567,180</u></u>

Performance Measures

Department/Division

Public Works / Engineering

	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Budget 2023R</u>	<u>Budget 2024P</u>
Inputs:				
Number of full time employees	5.0	5.0	5.0	5.0
Total General Fund expenditures	\$ 444,642	\$ 478,840	\$ 543,530	\$ 567,171
Outputs:				
Number of engineering contracts	3.0	3.0	4.0	2.0
Value of engineering contracts	\$278,283	\$1,040,000	\$177,000	\$75,000
Number of construction projects	4.0	3.0	5.0	4.0
Value of construction projects	\$24,994,000	\$10,796,000	\$1,875,000	\$1,000,000
Effectiveness Measures:				
Value of change orders	\$176,000	\$90,150	\$0	\$0
% of project costs (goal <5%)	0.7%	0.8%	0.0%	0.0%
Number of right-of-way permits issued/inspected	205	169	240	200
Number of small cell permits issued	9.0	1.0	5.0	5.0
Efficiency Measures:				
% of GF expenditures to construction projects	1.8%	4.4%	29.0%	56.7%
% of consultant contracts to construction projects	1.1%	9.6%	9.4%	7.5%
Expenditure per Capita	\$12.02	\$12.94	\$14.69	\$15.33

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Engineering - 10605

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
City Engineer	M-3	1.00	1.00	1.00
Transportation Engineer	M-2	1.00	1.00	1.00
Civil Engineer	GS-6	1.00	2.00	1.00
Engineer Assistant	GS-4	1.00	1.00	1.00
Engineering Technician	GS-5	1.00	-	-
Project Engineer	M-1	-	-	1.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<i>Total</i>	<i>Total</i>	<i>Total</i>

STREET MAINTENANCE DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide pavement management, street signage, signal lights, streetlights, asphalt patching, ice control, and snow removal. These programs are necessary to ensure the citizens of Richfield have a safe, efficient, and reliable transportation system.

The Street Maintenance Division also protects Richfield's urban forest and existing tree canopy through tree inspections, monitoring both public and private trees, tree removal, trimming, and replacing trees on the boulevard as they are removed.

2023 HIGHLIGHTS

- Continued assistance with private property diseased/hazardous tree removals using the assessment option for paying removal costs (City Council Priority/Outcome 1b, 3a & 5c).
- Completed MnDNR EAB grant project which saw the removal and replacement of nearly 320 Ash trees on boulevards and in parks (City Council Priority/Outcome 1b, 3b-c & 5c).
- Debuted the EAB Removal Assistance Program utilizing ARPA funds to aid residents with the removal of dead private Ash trees (City Council Priority/Outcome 1b, 3b-c & 5c).
- Determine snow emergency changes (2" to 4" threshold) and the Winter Parking Pilot Program (City Council Priority/Outcome 1a, 3a, 4b & 5c).

2024 DIVISION GOALS

- Create an inventory of pavement markings to establish a replacement program (City Council Priority/Outcome 1b, 3a-b).
- Reassess the Emerald Ash Borer injection program to ensure it is meeting the goals of preserving the health of the City's boulevard trees (City Council Priority/Outcome 1a-b, 3a & 3c).
- Continue to apply grant funding to combat the effects of EAB to public and private trees (City Council Priority/Outcome 1b, 3a-b & 5c).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a 2.50% increase from the 2023 Adopted Budget.

The 2024 Proposed Budget reflects a 5.93% increase from the 2023 Adopted Budget.

Increases to both years are attributed to an increase in Utility Services (6207) for Xcel Energy rate increases for streetlights. An increase to the Street Light User Fee is being proposed that would cover the increased costs starting with the 2024 Proposed Budget. Without the increase to Utility Services there would be a 0.26% decrease to the 2023 Revised Budget and a 3.17% increase to the 2024 Proposed Budget.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Street Maintenance - 10610

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Intergovernmental Revenues</u>				
4240 MSA Street Maintenance Aid	\$ 315,000	\$ 315,000	\$ 315,000	\$ 315,000
4244 Grants Other	56,354	-	43,490	-
<i>Intergovernmental Revenues Total</i>	<u>\$ 371,354</u>	<u>\$ 315,000</u>	<u>\$ 358,490</u>	<u>\$ 315,000</u>
<u>Charges for Service</u>				
4862 Street Light Fees	\$ 294,927	\$ 295,000	\$ 295,000	\$ 332,000
<i>Charges for Service Total</i>	<u>\$ 294,927</u>	<u>\$ 295,000</u>	<u>\$ 295,000</u>	<u>\$ 332,000</u>
<u>Miscellaneous Revenues</u>				
4632 Recovery/Damage to City Prop.	\$ 5,419	\$ 5,000	\$ 5,000	\$ 5,000
4642 Other Refund/Reimbursements	422	-	-	-
<i>Miscellaneous Revenues Total</i>	<u>\$ 5,841</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
<i>Street Maintenance TOTAL</i>	<u><u>\$ 672,122</u></u>	<u><u>\$ 615,000</u></u>	<u><u>\$ 658,490</u></u>	<u><u>\$ 652,000</u></u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Street Maintenance - 10610

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 1,049,839	\$ 1,047,580	\$ 1,047,920	\$ 1,100,180
6007 Seasonal	18,118	32,950	31,350	33,930
6009 Overtime	19,111	15,000	20,000	20,000
6031 Employer Social Security	64,139	66,030	64,350	67,460
6032 Employer Medicare	15,000	15,440	15,500	16,270
6033 Employer Pera	78,312	78,210	78,350	82,270
6035 Medical Insurance	172,348	188,080	176,070	190,620
6036 Dental Insurance	9,616	9,620	9,570	9,630
6037 Term Life	1,029	920	950	530
6038 Workers Compensation	34,290	37,720	37,720	39,040
6040 Long Term Disability	1,903	1,850	1,850	1,940
6054 Interdepartmental Labor Credit	(113,322)	(106,860)	(116,860)	(116,860)
<i>Personal Services Total</i>	<u>\$ 1,350,383</u>	<u>\$ 1,386,540</u>	<u>\$ 1,366,770</u>	<u>\$ 1,445,010</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 14,775	\$ 15,930	\$ 15,930	\$ 15,960
6202 Data Processing Rental	8,878	11,190	13,860	14,270
6204 Motor Pool Operating Rental	425,300	442,310	442,310	460,000
6205 Maintenance & Repairs	15,863	15,800	15,800	15,800
6207 Utility Services	331,041	260,000	332,000	332,000
6209 Utility Lighting	52,136	68,460	70,100	69,100
6301 Advertising & Publication	5,564	240	240	240
6302 Communications	7,671	4,500	8,800	8,800
6303 Professional Development	6,604	10,360	12,440	12,440
6305 Subscriptions & Memberships	662	180	180	180
6307 Insurance & Bonds	14,836	13,920	13,920	14,410
6308 Property Liability	3,370	3,500	3,500	3,620
6315 Other Contractual Services	297,806	205,450	205,950	205,450
6401 Office Supplies	4	-	-	-
6409 Uniforms & Clothing	8,345	11,000	11,000	11,000
6410 Small Tools & Parts	3,843	6,200	6,500	6,000
6411 Salt	87,892	90,000	90,000	90,000
6412 Maint. & Const. Materials	46,372	46,450	47,450	43,450
6414 Other Supplies	2,270	1,320	1,700	1,310
6415 Sign Parts & Supplies	7,746	15,150	15,150	14,100
<i>Other Services & Charges Total</i>	<u>\$ 1,340,978</u>	<u>\$ 1,221,960</u>	<u>\$ 1,306,830</u>	<u>\$ 1,318,130</u>
<i>Street Maintenance TOTAL</i>	<u><u>\$ 2,691,361</u></u>	<u><u>\$ 2,608,500</u></u>	<u><u>\$ 2,673,600</u></u>	<u><u>\$ 2,763,140</u></u>

Performance Measures

Department/Division

Public Works / Street Maintenance

	Actual 2021	Actual 2022	Budget 2023R	Budget 2024P
Inputs:				
Number of Full-Time Employees	13.3	13.3	13.3	13.3
Division Expenditures	\$ 2,514,408	\$ 2,691,361	\$ 2,673,605	\$ 2,763,140
Outputs:				
Number of City-Owned Street Lights	3,459	3,459	3,459	3,600
Work Orders for Street Light Out	266	250	220	220
Annual Number of Trees Removed	236	349	400	400
Annual Number of Trees Planted	100	200	321	200
Tree Trimmings-Routine	219	245	200	200
Effectiveness Measures:				
Days to Repair Street Light After Request	11.0	6.1	6.0	6.0
Average Days to Complete After Tree Service Request Received	11.0	15.0	10.0	10.0
Efficiency Measures:				
Cost to Operate Street Lights	\$ 261,754	\$ 331,041	\$ 332,000	\$ 332,000
Cost to Maintain Street Lights	\$ 148,024	\$ 52,136	\$ 70,100	\$ 69,100
Total Cost to Operate and Maintain Street Lights	\$ 409,778	\$ 383,177	\$ 402,100	\$ 401,100
Expenditure per Capita to Maintain Street Lights	\$ 11.08	\$ 10.36	\$ 10.87	\$ 10.84
Cost per New Tree Planted	\$ 250.00	\$ 367.53	\$ 213.35	\$ 125.00
Annual Dollars Spent on New Trees	\$ 25,000	\$ 73,505	\$ 68,486	\$ 25,000
Division Expenditure per Capita	\$ 67.97	\$ 72.75	\$ 72.27	\$ 74.69

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Street Maintenance - 10610

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Deputy Public Works Director	M-4	.75	.75	.75
Operations Supervisor	M-1	1.00	1.00	1.00
Forester	GS-4	1.00	1.00	1.00
Senior Office Assistant	GS-2	.35	.35	.35
Public Works Worker	LT-1	10.00	10.00	10.00
GIS Coordinator	GS-6	.20	.20	.20
	<i>Total</i>	<u>13.30</u>	<u>13.30</u>	<u>13.30</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

PARK MAINTENANCE DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To maintain and repair Richfield's 21 park areas that provides space and facilities for leisure activities. These areas vary in size from one-quarter acre (Little Bob's Park) to over 100 acres (Veterans Memorial Park). The Park Maintenance Division is responsible for maintaining and repairing:

- Buildings
- Play features
- Tennis/Pickleball courts
- Ballfields
- Turf areas
- Trash pick-up and disposal
- Winter maintenance of sidewalks/trails

The Park Maintenance Division also manages the maintenance of the 77th Street Maintenance District.

2023 HIGHLIGHTS

- Added plantings, both annual and perennial, to park areas (City Council Priority/Outcome 3a & 3c).
- Enhanced sidewalk/trail snow removal program (City Council Priority/Outcome 1b, 3a & 5c).
- Started to upgrade basketball hoops at various parks (City Council Priority/Outcome 3a & 5c).
- Completion of a Park Asset Inventory to establish future Park Maintenance needs (City Council Priority/Outcome 1a-b, 3a-b, 4b, 5a & 5c).

2024 DIVISION GOALS

- Install additional solar trail lighting at various parks (City Council Priority/Outcome 1b, 3a & 3c).
- Continue support of City-sponsored events such as Vehicle Day, 4th of July Celebration and "Penn Fest" at Open Streets (City Council Priority/Outcome 1a, 2a, 4b & 5b).
- Continue to identify park areas to enhance with ornamental/edible plantings (City Council Priority/Outcome 1a, 3a, 3c & 5c).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a 0.00% increase from the 2023 Adopted Budget. To achieve this, some planned maintenance items have been removed from the 2023 Revised Budget to be determined once the Park Asset Inventory is to be completed.

The 2024 Proposed Budget reflects a 3.5% increase from the 2023 Adopted Budget.

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Park Maintenance - 10615

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Miscellaneous Revenues</u>				
4622 Contributions & Donations	\$ 2,684	\$ -	\$ -	\$ -
4642 Other Refund/Reimbursements	618	-	-	-
<i>Miscellaneous Revenues Total</i>	<u>\$ 3,302</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Park Maintenance TOTAL</i>	<u>\$ 3,302</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Park Maintenance - 10615

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 562,972	\$ 626,050	\$ 585,760	\$ 614,230
6007 Seasonal	23,366	54,910	52,260	56,000
6009 Overtime	14,138	23,000	23,000	23,000
6013 Longevity	1,202	1,240	-	-
6031 Employer Social Security	35,032	41,440	38,980	40,930
6032 Employer Medicare	8,193	9,690	9,120	9,570
6033 Employer Pera	42,200	46,990	43,870	46,010
6035 Medical Insurance	98,928	105,670	114,630	122,750
6036 Dental Insurance	6,206	6,150	6,260	6,150
6037 Term Life	646	610	620	340
6038 Workers Compensation	13,850	15,240	15,240	15,770
6040 Long Term Disability	961	1,110	1,040	1,090
6054 Interdepartmental Labor Credit	(31,643)	(24,750)	(24,750)	(24,750)
<i>Personal Services Total</i>	<u>\$ 776,051</u>	<u>\$ 907,350</u>	<u>\$ 866,030</u>	<u>\$ 911,090</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 13,913	\$ 10,820	\$ 13,820	\$ 13,830
6202 Data Processing Rental	4,637	5,100	5,440	5,630
6204 Motor Pool Operating Rental	235,506	236,120	236,120	245,560
6205 Maintenance & Repairs	117,639	123,370	138,170	116,670
6207 Utility Services	187,479	114,000	145,750	147,460
6302 Communications	5,059	4,850	5,630	5,630
6303 Professional Development	2,390	8,610	10,310	10,310
6305 Subscriptions & Memberships	-	100	100	100
6307 Insurance & Bonds	56,328	49,380	49,380	51,110
6308 Property Liability	3,710	3,860	3,860	4,000
6310 Taxes & Licenses	-	200	200	200
6315 Other Contractual Services	68,379	64,400	49,400	65,400
6409 Uniforms & Clothing	5,658	6,060	10,060	10,600
6410 Small Tools & Parts	1,314	2,000	2,000	2,000
6412 Maint. & Const. Materials	10,730	6,170	6,170	7,500
6414 Other Supplies	31,818	41,970	41,970	42,270
<i>Other Services & Charges Total</i>	<u>\$ 744,560</u>	<u>\$ 677,010</u>	<u>\$ 718,380</u>	<u>\$ 728,270</u>
<i>Park Maintenance TOTAL</i>	<u><u>\$ 1,520,611</u></u>	<u><u>\$ 1,584,360</u></u>	<u><u>\$ 1,584,410</u></u>	<u><u>\$ 1,639,360</u></u>

Performance Measures

Department/Division

Public Works / Park Maintenance

	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Budget 2023R</u>	<u>Budget 2024P</u>
Inputs:				
Number of full time employees	8.5	8.5	8.5	8.5
Division Expenditures	\$ 1,440,100	\$ 1,520,611	\$ 1,584,391	\$1,639,346
Outputs:				
No. of Parks Maintained	21.0	21.0	21.0	21.0
No. of Athletic Fields	24.0	24.0	24.0	24.0
No. of Games on Athletic Fields	1749.0	2200.0	2500.0	2500.0
Effectiveness Measures:				
Games Not Played Due to Weather-Related Field Conditions	0.0	0.0	10.0	10.0
Efficiency Measures:				
Average Cost to Maintain Each Park	\$ 68,576.19	\$ 72,410.05	\$ 75,447.19	\$78,064.10
Cost to Maintain Parks per Capita	\$ 38.93	\$ 41.10	\$ 42.83	\$ 44.31

FUND: GENERAL FUND
DEPARTMENT: Public Works
BUSINESS UNIT: Park Maintenance - 10615

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Operations Manager	M-2	.50	-	-
Operations Supervisor	M-1	-	.50	.50
Public Works Worker	LT-1	8.00	8.00	8.00
	<i>Total</i>	<u>8.50</u>	<u>8.50</u>	<u>8.50</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

RECREATION SERVICES

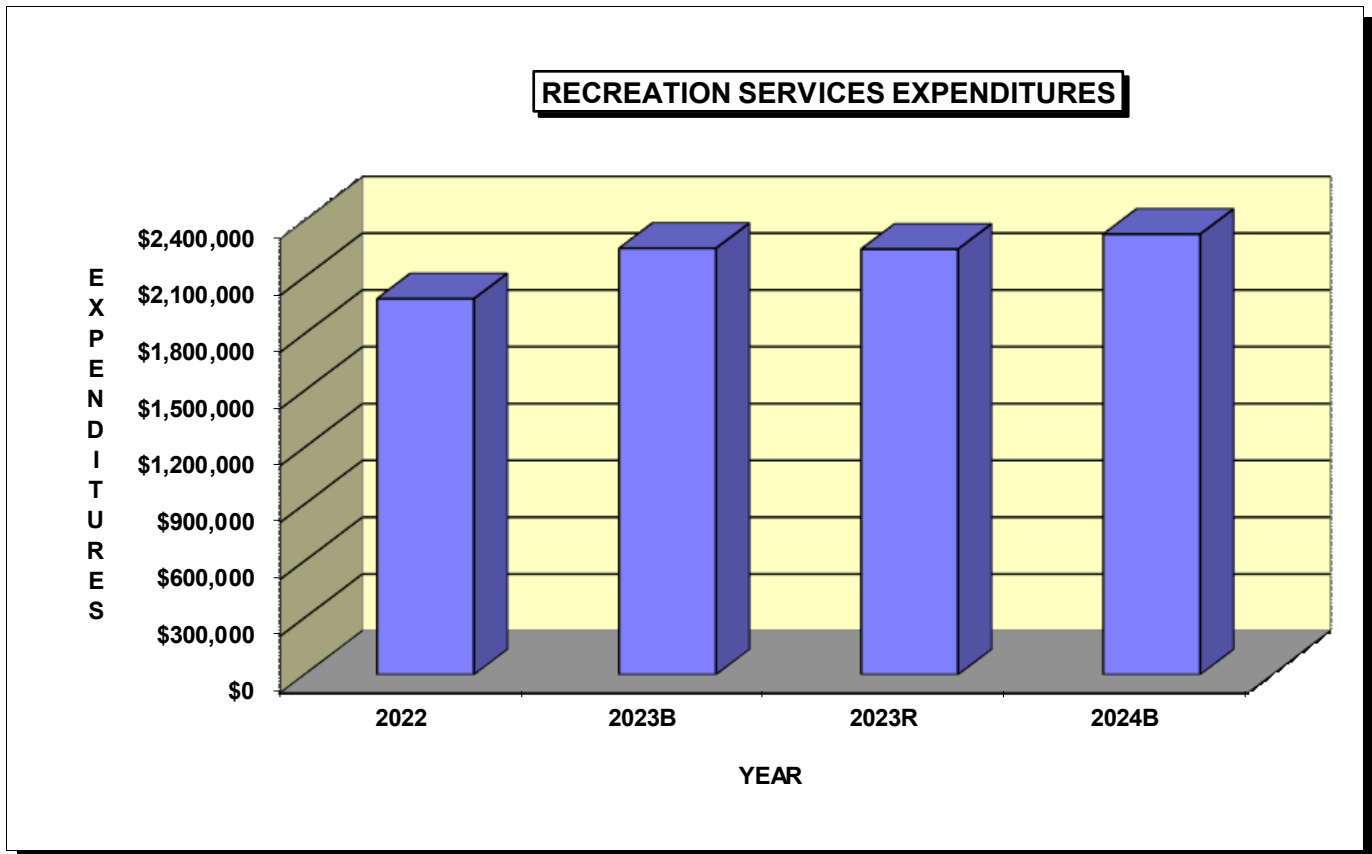
FUND: GENERAL FUND
DEPARTMENT: Recreation Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
17000 Recreation Administration	\$ 455,797	\$ 483,350	\$ 504,000	\$ 500,190	3.48%
17501 Recreation	914,599	1,119,510	1,087,636	1,157,455	3.39%
18000 Wood Lake Nature Center	614,927	648,570	655,335	668,392	3.06%
<i>Recreation Services TOTAL</i>	<u>\$ 1,985,323</u>	<u>\$ 2,251,430</u>	<u>\$ 2,246,971</u>	<u>\$ 2,326,037</u>	3.31%

REVENUES

17501 Recreation	\$ 247,494	\$ 231,180	\$ 236,010	\$ 233,850	1.15%
18000 Wood Lake Nature Center	129,702	104,790	116,305	119,360	13.90%



RECREATION SERVICES ADMINISTRATION

MISSION STATEMENT

Richfield Parks and Recreation encourages a happy, healthy, and connected community by providing inclusive recreational experiences that promote physical activity, mental wellness, and social belonging.

DIVISION FOCUS

The Recreation Services Administration Division provides support for the Recreation Services Department, which includes Wood Lake Nature Center, Recreation Programs and Athletics, Ice Arena, Outdoor Pool, Honoring All Veterans Memorial, Band Shell, Mini-Golf, and the Sustainability divisions (organics, recycling, and sustainability). The Administrative Division also contains items related to parks planning and development.

2023 HIGHLIGHTS

- Filled the Recreation Programming Manager position (City Council Priority/Outcome 6e).
- Completed a collaborative department process to establish new mission and values statements (City Council Priority/Outcome 1a and 4a).
- Completed a municipal building energy audit and implemented the most effective changes within our capacities (City Council Priority/Outcome 1, 3, and 6).
- Collaborated with Pale Blue Dot to complete a greenhouse gas survey and utilize the data to prioritize the Climate Action Plan (City Council Priority/Outcome 3c).
- Hosted a Sustainability Intern that focused on recycling in apartments and other high-density housing (City Council Priority/Outcome 1a)
- Established a Bike Park in partnership with Three Rivers Park District (City Council Priority/Outcome 3a and 5a).
- The Minnesota Recreation and Parks Association awarded the Recreation Department a facilities achievement award for the Augsburg Adventure Park Playground, the department also received the Tommy Johnson Award for the project (City Council Priority/Outcome 1a).
- Constructed playgrounds at both Monroe and Sheridan Parks (City Council Priority/Outcome 1).
- Secured \$15 million dollars of funding for the Wood Lake Nature Center Building Project (City Council Priority/Outcome 1b and 3).
- Advocated to receive authority to place local option sales tax on the ballot in 2024 (City Council Priority/Outcome 1, 3a, 3b, and 5a, 5c).
- Constructed a skate park expansion at Augsburg Park that was 50% funded by a Hennepin County Grant (City Council Priority/Outcome 3b and 5a, 5c)
- Developed an air quality policy that helped guide programming and facility decisions during days that had high AQI (City Council Priority/Outcome 1)
- Developed a plan to reinvest in Donaldson Park buildings and playground (City Council Priority/Outcome 3a, 3b).

2024 DIVISION GOALS

- Implement a successful educational campaign for local option sales tax (City Council Priority/Outcome 1a and 3b).
- Develop a timeline and transition plan for the Wood Lake Nature Center Building Project (City Council Priority/Outcome 1).
- Deliver several Recreation Department wide training opportunities (City Council Priority/Outcome 4a).
- Collaborate with Public Works to conduct a recreation facility assessment (City Council Priority/Outcome 3, 5c).
- Secure funding for the Donaldson Park reinvestments into the building and playground (City Council Priority/Outcome 3b).

DIVISION EXPENDITURE COMMENTS

The Recreation Services/Administration Division shows an increase of 4.3% for 2023 revised, due primarily to the Professional Services budget (6103), which will be used to purchase park kiosk signs for several locations, including the new Taft Bike Park, Augsburg Skate Park, and other amenities. This increase is absorbed by decreases in other divisions for 2023. The Administration budget will increase by 3.5% for 2024, with expected cost-of-living and inflationary increases.

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation Administration - 17000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 225,008	\$ 282,270	\$ 281,890	\$ 297,790
6031 Employer Social Security	12,971	17,450	16,000	16,780
6032 Employer Medicare	3,034	3,720	3,730	3,920
6033 Employer Pera	16,454	20,000	20,080	21,120
6035 Medical Insurance	39,106	42,100	41,850	43,410
6036 Dental Insurance	1,460	2,170	2,170	2,170
6037 Term Life	156	120	120	120
6038 Workers Compensation	2,200	2,420	2,200	2,420
6040 Long Term Disability	362	520	520	520
<i>Personal Services Total</i>	<u>\$ 300,751</u>	<u>\$ 370,770</u>	<u>\$ 368,560</u>	<u>\$ 388,250</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 2,064	\$ 2,000	\$ 29,000	\$ 4,000
6202 Data Processing Rental	16,779	22,790	17,000	18,000
6207 Utility Services	7,577	8,500	8,000	8,000
6301 Advertising & Publication	41,686	26,000	26,000	26,000
6302 Communications	2,089	2,000	2,200	2,300
6303 Professional Development	832	1,200	1,200	1,200
6305 Subscriptions & Memberships	(150)	150	-	-
6307 Insurance & Bonds	5,692	4,870	4,870	5,040
6308 Property Liability	8,240	8,570	8,570	8,700
6402 Copy Charges	6,040	6,000	6,100	6,200
6513 Other Charges	64,197	30,500	32,500	32,500
<i>Other Services & Charges Total</i>	<u>\$ 155,046</u>	<u>\$ 112,580</u>	<u>\$ 135,440</u>	<u>\$ 111,940</u>
<i>Recreation Administration TOTAL</i>	<u><u>\$ 455,797</u></u>	<u><u>\$ 483,350</u></u>	<u><u>\$ 504,000</u></u>	<u><u>\$ 500,190</u></u>

Performance Measures

Department/Division

Recreation Services / Administration

	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:				
Number of organics program participants	2,000	2,000	2,450	2,750
Richfield Households	15,332	15,332	15,332	15,332
Outputs:				
Rec. Administration Division Cost	\$566,965	\$455,797	\$504,000	\$500,190
	<i>2021 includes one-time cost of organized hauling bins</i>			
Effectiveness Measures:				
% of Households in Organics Program	13%	16%	28%	30%
Efficiency Measures:				
Administration cost per capita	\$ 36.98	\$ 29.73	\$ 32.87	\$ 32.62

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation Administration - 17000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Executive Analyst	GS-5E	1.00	1.00	1.00
Recreation Services Director	M-5A	1.00	1.00	1.00
Sustainability Specialist	GS-5E	1.00	1.00	1.00
	<i>Total</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

RECREATION PROGRAMS

MISSION STATEMENT

Richfield Parks and Recreation encourages a happy, healthy, and connected community by providing inclusive recreational experiences that promote physical activity, mental wellness, and social belonging.

DIVISION FOCUS

The Recreation Programs Division provides high-quality programs, activities and special events throughout the year to the entire community. The division is the conduit to find ways to ensure inclusion of all people, especially people with physical and economic challenges and people of color. The incorporation of these services includes programs and services for youth through seniors/mature adults. The Division also coordinates scheduling of athletic and park facilities for Richfield youth and adult recreational sports associations, schools and other groups.

2023 HIGHLIGHTS

- The Farmers Market season was lengthened by three weeks, starting May 6 and ending October 28, providing a weekly source of local healthy produce (City Council Goal 6a).
- Participation in youth programming expanded significantly with the addition of year-round youth contract programming.
- Sports league offerings and participation grew with the addition of two pickleball leagues during the summer along with kickball and dodgeball in the fall.
- Field usage has steadily increased thanks to new groups looking to use fields on a weekly basis for the entire summer.
- Seasonal staff wages were increased to attract and retain summer staff.
- The part-time recreation program manager position was replaced in January with a full-time position, expanding division capacity to plan and provide programming.

2024 DIVISION GOALS

- Steadily increase program participation by increasing the breadth of programming available and outreach to underserved populations to provide more local and relevant recreation opportunities for residents. (City Council Priority/Outcome 5a).
- Expand youth and family programming at the community center focusing on more evening and weekend programming (City Council Priority/Outcome 1c).
- Implement hiring solutions to maintain a full seasonal staff (City Council Priority/Outcome 4a, 4b).
- Find community and regional partnerships to help defer program expenses (City Council Priority/Outcome 1b and 3b).
- Secure a greater amount of sponsorship for the Richfield Farmers Market (City Council Priority/Outcome 1b, 3b, and 5a).
- Update the fee assistance program to better serve the need of the community (City Council Priority/Outcome 5a, 5c and 1b).

DIVISION REVENUE COMMENT

Revenue is forecasted to meet or exceed the 2023 budgeted amount. Revenue decreases in dance, youth athletics and family sports have been offset by field rentals, farmers market, adult fitness, and School-out Special revenue increases. School-Out Specials contain all non-athletic youth programming which has seen significant growth over the last year, in particular for elementary school and pre-k aged youth.

DIVISION EXPENDITURE COMMENT

The Recreation Programs 2023 revised budget is projected to be 4.13% lower than the 2023 adopted budget. This is due to a shift towards contracted programming, providing savings in the supply and seasonal staffing budget line items.

2024 expenditures are projected to be 3.39% higher than 2023. This is primarily due to an increase in contractual services resulting from the popularity of and demand for contracted youth programming. In 2024 there will be decreases in both supply and seasonal staffing expenses. The increased budget in 2024 and rebalancing towards contracted services will provide the opportunity to have a greater number and breadth of programs, additionally it will be a net positive for the overall budget.

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation - 17501

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Intergovernmental Revenues</u>				
4290 Other Local Grants	\$ -	\$ 500	\$ 6,000	\$ 2,000
<i>Intergovernmental Revenues Total</i>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 6,000</u>	<u>\$ 2,000</u>
<u>Charges for Service</u>				
4452 Recreation Program Fees	\$ 247,934	\$ 230,680	\$ 230,010	\$ 231,850
4453 Farmers Market Non Taxable	24	-	-	-
<i>Charges for Service Total</i>	<u>\$ 247,958</u>	<u>\$ 230,680</u>	<u>\$ 230,010</u>	<u>\$ 231,850</u>
<u>Miscellaneous Revenues</u>				
4640 Cash/Over Short	\$ (464)	\$ -	\$ -	\$ -
<i>Miscellaneous Revenues Total</i>	<u>\$ (464)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Recreation TOTAL</i>	<u>\$ 247,494</u>	<u>\$ 231,180</u>	<u>\$ 236,010</u>	<u>\$ 233,850</u>

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation - 17501

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 301,794	\$ 422,770	\$ 420,420	\$ 442,200
6006 Part-time	146,662	90,490	90,480	93,550
6007 Seasonal	57,641	101,560	99,870	91,210
6009 Overtime	353	-	-	-
6031 Employer Social Security	30,492	37,800	38,370	39,290
6032 Employer Medicare	7,131	8,840	8,990	9,220
6033 Employer Pera	34,542	38,430	39,790	41,760
6035 Medical Insurance	63,264	67,440	79,710	90,560
6036 Dental Insurance	2,922	3,000	3,620	3,620
6037 Term Life	312	160	320	340
6038 Workers Compensation	6,470	7,120	7,120	7,370
6040 Long Term Disability	579	600	750	775
6051 Interdepartmental Labor	(1,319)	-	-	-
<i>Personal Services Total</i>	<u>\$ 650,843</u>	<u>\$ 778,210</u>	<u>\$ 789,440</u>	<u>\$ 819,895</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ (220)	\$ 220	\$ 220	\$ 230
6201 Rents & Leases	2,926	4,900	3,200	5,000
6202 Data Processing Rental	29,170	32,100	34,000	35,000
6204 Motor Pool Operating Rental	1,090	1,130	1,130	1,180
6205 Maintenance & Repairs	1,399	10,000	10,000	10,000
6207 Utility Services	18,164	15,000	18,000	18,000
6301 Advertising & Publication	2,460	5,000	4,000	4,000
6302 Communications	4,524	5,000	4,000	4,000
6303 Professional Development	2,078	4,000	4,000	4,000
6305 Subscriptions & Memberships	1,773	3,000	3,000	3,250
6307 Insurance & Bonds	6,607	4,180	4,180	4,330
6308 Property Liability	120	120	120	120
6315 Other Contractual Services	105,047	132,700	132,456	154,380
6401 Office Supplies	3,500	5,000	4,000	4,000
6403 Postage	3,133	2,000	3,200	3,300
6414 Other Supplies	75,224	110,450	65,690	79,770
6513 Other Charges	6,761	6,500	7,000	7,000
<i>Other Services & Charges Total</i>	<u>\$ 263,756</u>	<u>\$ 341,300</u>	<u>\$ 298,196</u>	<u>\$ 337,560</u>
<i>Recreation TOTAL</i>	<u><u>\$ 914,599</u></u>	<u><u>\$ 1,119,510</u></u>	<u><u>\$ 1,087,636</u></u>	<u><u>\$ 1,157,455</u></u>

Performance Measures

Department/Division

Rec Serv / Rec Programs & Athletics

	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Budget 2023</u>	<u>Budget 2024</u>
Inputs:				
Number of Full Time Employees	4.00	4.00	5.00	5.00
Division Revenues	\$ 211,992	\$ 247,493	\$ 236,010	\$ 233,850
Division Expenditures	\$ 534,365	\$ 772,630	\$ 851,626	\$ 923,605
Outputs:				
Older Adult Registrants	7,884	9,900	11,800	14,000
Youth Recreation Registrations	1,505	1,598	1,550	1,700
Youth/Adult Athletics Registrations	520	640	700	1,000
Adaptive Registrations	800	722	750	850
Total Registrations	10,709	12,860	14,800	17,550
Effectiveness Measures:				
Average Revenue Per Registration	\$ 19.80	\$ 19.25	\$ 15.95	\$ 13.32
Efficiency Measures:				
Average Cost Per Registration	\$ 49.90	\$ 60.08	\$ 57.54	\$ 52.63
Revenues Per Capita	\$ 5.73	\$ 6.69	\$ 6.38	\$ 6.32
Expenditures Per Capita	\$ 14.44	\$ 20.88	\$ 23.02	\$ 24.96

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Recreation - 17501

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Recreation Manager	M-1	1.00	1.00	1.00
Recreation Supervisor	GS-5E	3.00	3.00	3.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Part-Time Employees</u>				
Custodian	GS-2	2.00	2.00	2.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

WOOD LAKE NATURE CENTER

MISSION STATEMENT

Wood Lake Nature Center, part of the Recreation Services Department, exists to enhance the quality of life in Richfield by providing the highest-quality, community-based nature experience while serving the widest possible audiences.

DIVISION FOCUS

- Provide environmental education and community program opportunities to the local and broader community.
- Provide safe, accessible, equitable, and informational programming.
- Provide natural-resource information and exposure to the general public, including wildlife, forest, prairie, wetlands, and lakes programming.
- Support and guide the Friends of Wood Lake in raising funds to assist in projects and seasonal staffing.
- Acquire grants to assist with management of natural resources on site.
- Provide recreational opportunities unique to the site.

2023 HIGHLIGHTS

- Received \$3 million in federal government funding for the new nature center building.
- Received \$12 million in State of Minnesota bonding funds for the new nature center building.
- Began planning for public engagement in Fall 2023 regarding the building project.
- Began transition planning for the demolition of the current building and construction of the new building to ensure continuity of programs and services.
- Saw an earlier-than-budgeted departure of the school-year naturalist position by two months, enabling staff to start the summer naturalist position in May and saving \$2,775.
- Organized the 21st-annual Urban Wildland Half Marathon and 5K, meeting the budget and hosting over 1,000 runners.
- Coordinated with Arena/Pool manager to have Public Works staff work with Recreation Services on projects, as needed, at Wood Lake, Arena, and Pool.
- Offered 11 weeks of summer camps, with most filled to capacity.
- Hosted the first in-person Friends of Wood Lake fundraising dinner in three years, raising over \$11,000.
- Saw FOWL memberships reach a five-year high, at approximately 500.

2024 DIVISION GOALS

- Implement a successful educational campaign for local option sales tax that includes the Wood Lake Nature Center Building Project (City Council Priority/Outcome 1a and 3b).
- Develop a timeline and transition plan for the Wood Lake Nature Center Building Project

(City Council Priority/Outcome 1).

- Continue to manage the natural resources of the park to allow for access, safety, and biodiversity (City Council Priority/Outcome 1c).
- Continue to assess and determine which new programs created during COVID will continue and how they will mesh with our traditional programs (City Council Priority/Outcome 5c).
- Develop a plan to move FOWL to a higher level of fund raising (City Council Priority/Outcome 1b).
- Continue to partner with other organizations to further our mission and provide additional programs (City Council Priority/Outcome 1a,1b,1c).

DIVISION EXPENDITURE COMMENT

Wood Lake's expenditures for the 2023 revised budget are projected to be \$11,000 higher than the 2023 adopted budget, due to an increase in wages for seasonal staff (this increase is absorbed by savings in other divisions). Expenditures for 2024 are budgeted to be 3.7%, due to the anticipated cost-of-living staff costs and supply costs affected by inflation.

DIVISION REVENUE COMMENT

The 2023 revised revenue budget is \$12,000 higher than the 2023 adopted budget, due to continued success with special events, ski and snowshoe rental, and regular programs. 2024 is expected to see an increase over 2023, also due to anticipated success with participation numbers and a few small fee increases in program fees.

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Wood Lake Nature Center - 18000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Charges for Service</u>				
4454 Nature Center Program Fees	\$ -	\$ 90,790	\$ 101,305	\$ 103,360
<i>Charges for Service Total</i>	<u>\$ -</u>	<u>\$ 90,790</u>	<u>\$ 101,305</u>	<u>\$ 103,360</u>
<u>Miscellaneous Revenues</u>				
4612 Building Rental - Non Taxable	\$ -	\$ 4,430	\$ 4,750	\$ 5,060
4614 Building Rental - Taxable	-	9,570	10,250	10,940
4640 Cash/Over Short	2,271	-	-	-
<i>Miscellaneous Revenues Total</i>	<u>\$ 2,271</u>	<u>\$ 14,000</u>	<u>\$ 15,000</u>	<u>\$ 16,000</u>
<i>Wood Lake Nature Center TOTAL</i>	<u><u>\$ 2,271</u></u>	<u><u>\$ 104,790</u></u>	<u><u>\$ 116,305</u></u>	<u><u>\$ 119,360</u></u>

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Wood Lake Nature Center - 18000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 389,921	\$ 406,160	\$ 416,260	\$ 436,520
6007 Seasonal	56,765	61,490	63,240	65,830
6031 Employer Social Security	26,904	28,770	29,230	30,620
6032 Employer Medicare	6,292	6,730	6,840	7,167
6033 Employer Pera	29,283	33,170	34,611	36,290
6035 Medical Insurance	32,556	37,440	44,390	49,000
6036 Dental Insurance	2,591	2,890	2,890	2,890
6037 Term Life	357	360	360	200
6038 Workers Compensation	6,130	6,740	6,740	6,980
6040 Long Term Disability	656	820	730	770
6054 Interdepartmental Labor Credit	(66,750)	(78,260)	(79,606)	(97,975)
<i>Personal Services Total</i>	<u>\$ 484,705</u>	<u>\$ 506,310</u>	<u>\$ 525,685</u>	<u>\$ 538,292</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 3,877	\$ 4,000	\$ 4,000	\$ 4,000
6202 Data Processing Rental	21,790	23,960	23,960	26,000
6204 Motor Pool Operating Rental	8,490	8,830	8,830	9,180
6205 Maintenance & Repairs	4,970	8,000	6,000	5,500
6207 Utility Services	30,938	32,250	32,250	33,000
6301 Advertising & Publication	2,361	4,500	3,500	2,000
6302 Communications	2,901	3,250	3,250	3,250
6303 Professional Development	537	1,500	1,200	1,000
6307 Insurance & Bonds	11,075	11,170	11,170	11,560
6308 Property Liability	3,360	3,490	3,490	3,610
6315 Other Contractual Services	4,935	8,000	6,000	5,500
6401 Office Supplies	720	500	500	500
6403 Postage	38	250	250	250
6409 Uniforms & Clothing	1,673	1,800	1,400	1,000
6410 Small Tools & Parts	3,432	1,500	1,100	1,000
6414 Other Supplies	24,925	26,490	20,000	20,000
6513 Other Charges	4,200	2,770	2,750	2,750
<i>Other Services & Charges Total</i>	<u>\$ 130,222</u>	<u>\$ 142,260</u>	<u>\$ 129,650</u>	<u>\$ 130,100</u>
<i>Wood Lake Nature Center TOTAL</i>	<u><u>\$ 614,927</u></u>	<u><u>\$ 648,570</u></u>	<u><u>\$ 655,335</u></u>	<u><u>\$ 668,392</u></u>

Performance Measures

Department/Division

Rec Serv / WoodLake Nature Center

	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:					
Number of Full Time Employees	5.00	5.00	5.00	5.00	5.00
Division Revenues	\$ 35,597	\$ 86,973	\$ 110,456	\$ 116,305	\$ 119,360
Division Expenditures	\$ 579,440	\$ 600,690	\$ 614,818	\$ 655,335	\$ 668,392
Outputs:					
Volunteer Hours	1,021	1,407	2,987	3,000	3,000
Number of contact hours for all programs delivered	4,669	16,256	24,500	24,500	25,000
Effectiveness Measures:					
Number of programs delivered annually	226	396	640	640	640
Number of people attending all programs annually	4,400	11,529	18,611	21,000	21,400
Efficiency Measures:					
Dollars saved by volunteers	\$ 23,554	\$ 32,459	\$ 68,910	\$ 69,210	\$ 69,210
Average cost/person of programs delivered	\$ 123.60	\$ 44.56	\$ 27.10	\$ 25.67	\$ 25.66
Average cost of programs per hour delivered	\$ 116.48	\$ 31.60	\$ 20.59	\$ 22.00	\$ 21.96
Revenues Per Capita	\$ 0.98	\$ 2.39	\$ 3.04	\$ 3.20	\$ 3.28
Expenditures Per Capita	\$ 15.95	\$ 16.53	\$ 16.92	\$ 18.03	\$ 18.39

FUND: GENERAL FUND
DEPARTMENT: Recreation Services
BUSINESS UNIT: Wood Lake Nature Center - 18000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Manager	M-1	1.00	1.00	1.00
Naturalist	GS-5E	2.00	2.00	2.00
Senior Office Assistant	GS-2	1.00	1.00	1.00
Public Works Worker	LT-3	1.00	1.00	1.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

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SPECIAL REVENUE

**BUDGET SUMMARY
LIQUOR CONTRIBUTION FUND**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2022</u> <u>Actual</u>	<u>2023</u>		<u>2024</u> <u>Budget</u>
		<u>Budget</u>	<u>Revised</u>	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 140,483	\$ 140,783	\$ 141,961	\$ 142,261
<u>Sources</u>				
Liquor Profits	500,000	550,000	550,000	500,000
Interest	1,478	300	300	500
Subtotal	<u>501,478</u>	<u>550,300</u>	<u>550,300</u>	<u>500,500</u>
<u>Uses</u>				
Transfers	500,000	550,000	550,000	500,000
Subtotal	<u>500,000</u>	<u>550,000</u>	<u>550,000</u>	<u>500,000</u>
<u>FUND BALANCE</u>	<u>\$ 141,961</u>	<u>\$ 141,083</u>	<u>\$ 142,261</u>	<u>\$ 142,761</u>

MISSION STATEMENT

The Liquor Contribution Fund is financed by earnings of the Municipal Liquor Fund, which are transferred to this fund annually. As capital improvement projects are undertaken, money is transferred out of this fund to the capital improvement funds to finance the project.

DIVISION FOCUS

The 2023 budget revision provides for expenditures of monies from the Liquor Contribution Fund in accordance with the revised 2023 Capital Improvement Budget. The 2024 proposed budget similarly allocates special revenue monies for expenditure in accordance with the 2024 Capital Improvement Budget. In 2024, funding received from liquor profits is budgeted at \$500,000 which is \$50,000 lower than 2023.

**BUDGET SUMMARY
TOURISM ADMINISTRATION**

<u>AVAILABLE FOR APPROPRIATION</u>	2022	2023		2024
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 46,430	\$ 45,065	\$ 48,124	\$ 48,124
<u>Sources</u>				
Hotel/Motel Lodging Tax	6,603	5,300	5,300	6,000
Interest	530	140	140	150
Subtotal	<u>7,133</u>	<u>5,440</u>	<u>5,440</u>	<u>6,150</u>
<u>Uses</u>				
Personal Services	5,440	5,440	5,440	5,440
Subtotal	<u>5,440</u>	<u>5,440</u>	<u>5,440</u>	<u>5,440</u>
<u>FUND BALANCE</u>	<u>\$ 48,124</u>	<u>\$ 45,065</u>	<u>\$ 48,124</u>	<u>\$ 48,834</u>

MISSION STATEMENT

To set up funding for the Richfield Tourism Promotion Board through a Lodging Tax on the gross receipts on lodging from hotels and motels within the city. The purpose of this fund is to promote and market the city as a tourist or convention center.

DIVISION FOCUS

To create a climate supportive of the hotel industry in the city of Richfield. This includes sponsoring events and other appropriate activities which provide visibility for Richfield as a tourist center.

2024 TOURISM ADMINISTRATION GOALS

1. To promote the city of Richfield as a tourist destination.
2. To promote civic activities which enhance the city's positive image.
3. To carry out such activities as permitted under Minnesota statutes.

DIVISION EXPENDITURE COMMENT

This fund is responsible for the collection of lodging tax revenues and the distribution of these funds to the Richfield Tourism Promotion Board (RTPB), and for the examination of the records of any operator for verification of accuracy on the Lodging Tax Returns as well as an annual report to the State of Minnesota. Revenue here represents 5% of the total taxes generated and submitted to the Richfield Tourism Promotion Board.

The Richfield Tourism Promotion Board, which meets monthly, is comprised of a representative of the Richfield Chamber of Commerce and a representative from each of the three hotel/motel properties in Richfield. The City Manager serves as the City's liaison to the Board. The duties of the Board include the annual expenditure and a allocation of lodging tax revenues for permissible activities.

**BUDGET SUMMARY
COMMUNICATIONS FUND**

AVAILABLE FOR APPROPRIATION	2022	2023		2024
	Actual	Budget	Revised	Budget
PRIOR YEAR FUND BALANCE	\$ 2,150,412	\$ 1,940,811	\$ 2,093,227	\$ 1,826,645
Sources				
Franchise Fees	319,166	250,000	275,000	275,000
Intergovernmental	3,200	-	-	-
Interest	15,502	5,000	5,000	5,000
Subtotal	<u>337,868</u>	<u>255,000</u>	<u>280,000</u>	<u>280,000</u>
Uses				
Personal Services	204,854	244,010	216,676	241,732
Other Service & Charges	190,199	176,416	179,906	175,106
Capital Outlay	-	150,000	150,000	-
Subtotal	<u>395,053</u>	<u>570,426</u>	<u>546,582</u>	<u>416,838</u>
FUND BALANCE	\$ 2,093,227	\$ 1,625,385	\$ 1,826,645	\$ 1,689,807

COMMUNICATIONS FUND

MISSION STATEMENT

To provide communication services to Richfield residents through City's Cable TV channel, web site, publications, social media, and media relations, events and other engagement initiatives. Administer the City's Cable Television ordinance.

DIVISION FOCUS

The communication fund is financed through franchise fees derived from cable television subscribers. These funds are paid to the city under obligations of the Cable Television Franchise Ordinance. The funds are used to finance public service-related cable television programming and public information activities.

The overall administration of this fund is performed through the city's Administrative Services Department. Positions funded by this division include: Communications and Engagement Manager (75 percent), Video Production Assistant (100 percent), Communications Specialist (100 percent) and Communications Interns (100 percent). The Communications and Engagement Manager oversees the city's website, social media, cable TV programming, intranet, internal communications and external communications. In recent years, the Communications and Engagement Manager has played a larger role in resident engagement through a variety of in-person and virtual events. The part-time Communications Specialist assists the Communications and Engagement Manager in accomplishing the city's communication goals, with an emphasis on digital communications. The part-time Video Production Assistant records city meetings, as well as assists in the production of other videos. As needed, Communications Interns are employed to provide college students who are interested in communications and civil service a better understanding of the communications profession, as well as to fill necessary gaps in resident communication offerings.

The city's primary cable programming focuses on the live broadcast and re-broadcast of City Council, Housing and Redevelopment Authority, Economic Development Authority and Planning Commission meetings. All additional city programming is produced through this division. In an effort to adequately produce these programs cameras, a control counsel, editing equipment and various accessories are needed. Equipment is updated as needed.

Performance Measures

Department/Division

Administrative Services / Communications

	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:				
Number of full time and part time employees	1.7	1.7	1.7	1.7
Department Operating Revenue	\$ 348,575	\$ 337,868.00	\$ 255,000	\$ 280,000
Department Operating Expenses	\$ 369,130	\$ 395,056	\$ 575,426	\$ 416,838
Outputs:				
Social Media followers				
Facebook			11,345	12,031
Instagram			1,661	1,833
Twitter			4,228	4,185
LinkedIn				770
Youtube			428	505
Website				
Website visitors in last 365 days			395,388	400,544
Enewsletters				
Newsletter Subscribers - all topics			14,334	19,479
E-newsletters sent in last 365 days			78	170
Citywide mailings in last 365 days				1
Events covered (photography, promotions, graphic design)				25
Number of Snow Emergencies				6
Videos posted to YouTube			116	94

FUND: CABLE T.V. FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: CABLE T.V. FUND - 20004

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Communications Manager (FT-w/Admin)	M-2	.75	.75	.75
<i>Total</i>		<u>.75</u>	<u>.75</u>	<u>.75</u>
<u>Intermittent Employees</u>				
Video Production Assistant	SP-9	1.00	.20	.20
<i>Total</i>		<u>1.00</u>	<u>.20</u>	<u>.20</u>
<u>Part-Time Employees</u>				
Communication Specialist (FT-w/Rec)	GS-5	1.00	.50	.50
<i>Total</i>		<u>1.00</u>	<u>.50</u>	<u>.50</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
Broadcast Equipment Upgrade	\$ 150,000	\$ 150,000	\$ -
<i>Total</i>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>

BUDGET SUMMARY - ELECTIONS FUND

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2022 Actual</u>	<u>2023</u>		<u>2024 Budget</u>
		<u>Budget</u>	<u>Revised</u>	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 1,973,241	\$ 2,106,418	\$ 2,115,699	\$ 2,247,979
<u>Sources</u>				
Intergovernmental		-	-	-
Other Revenues	348,860	267,341	377,341	363,000
Lease Revenue	134,982	-	-	-
Interest	20,707	4,000	4,000	5,000
Subtotal	<u>504,548</u>	<u>271,341</u>	<u>381,341</u>	<u>368,000</u>
<u>Uses</u>				
Personal Services	102,163	104,891	104,891	149,908
Other Services and Charges	259,927	34,610	144,170	145,265
Subtotal	<u>362,090</u>	<u>139,501</u>	<u>249,061</u>	<u>295,173</u>
<u>FUND BALANCE</u>	<u>\$ 2,115,699</u>	<u>\$ 2,238,258</u>	<u>\$ 2,247,979</u>	<u>\$ 2,320,806</u>

MISSION STATEMENT

The Elections Fund was established to isolate the large fluctuation in costs from year to year.

DIVISION FOCUS

The Election Division provides voter registration services, voter information services, and election administration services for the City. The City Clerk is responsible for the management of these services. City Clerk Division employees along with seasonal staff provide staffing and support to the Election Division.

Responsibilities include the conduct of primary, general, and special elections, the recruitment and training of election judges, maintenance of voter registration records, programming/testing of voting equipment, polling place arrangements, legal notices, candidate filings, ballot printing, administration of absentee ballot process, and acting as an information resource for the public regarding election information.

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects the level of services to be provided during a non-election year. The 2024 budget anticipates the costs associated with the upcoming State and General Elections and voter registration activities.

**BUDGET SUMMARY
DRUG/FELONY FORFEITURE**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023		2024 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 234,647	\$ 195,467	\$ 273,789	\$ 265,389
<u>Sources</u>				
Intergovernmental Revenue	-			
Drug/Felony Forfeiture	91,737	35,000	35,000	35,000
Interest	2,392	750	500	500
Other Revenues	780	-	400	400
Subtotal	<u>94,909</u>	<u>35,750</u>	<u>35,900</u>	<u>35,900</u>
<u>Uses</u>				
Other Service & Charges	55,768	13,000	44,300	57,000
Subtotal	<u>55,768</u>	<u>13,000</u>	<u>44,300</u>	<u>57,000</u>
<u>FUND BALANCE</u>	<u>\$ 273,789</u>	<u>\$ 218,217</u>	<u>\$ 265,389</u>	<u>\$ 244,289</u>

MISSION STATEMENT

The Drug/Felony Forfeitures Fund receives its revenues as the result of cash and property seized relating to drug and/or felony type criminal activity and vehicles seized due to aggravated DUI violations. By law, the funds can only be used for law enforcement purposes.

DIVISION FOCUS

The funds will be used for various police equipment and training needs.

In 2023 Revised planned purchases are K-9 Supplies (\$10,000) SWAT Robot (\$3,000) Drone Program (\$20,000) Bait Bike (\$800) 2 Rifle Related Shield/Bunker (\$9,000) Protective Helmet Shields for Mobile Field Force (\$1,500)

In 2024 Proposed planned purchases are a purchase of Bloomington's Bear Cat (\$45,000) K-9 Supplies (\$12,000)

**BUDGET SUMMARY
PUBLIC SAFETY COMPLIANCE**

<u>AVAILABLE FOR APPROPRIATION</u>	2022	2023		2024
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 225,148	\$ 248,648	\$ 239,731	\$ 257,731
<u>Sources</u>				
Intergovernmental:				
Federal Grants	4,140	8,000	5,300	5,000
State Grants	-	7,000	3,000	3,000
County Grants	-	-	9,800	10,200
LEADS Revenue	-	3,000	5,000	5,000
Interest	2,339	400	400	400
Other Revenues	55,507	8,000	10,000	9,000
Subtotal	<u>61,986</u>	<u>26,400</u>	<u>33,500</u>	<u>32,600</u>
<u>Uses</u>				
Personnel Services	1,567	3,000	3,500	3,600
Other Service & Charges	45,837	12,000	12,000	13,000
	<u>47,403</u>	<u>15,000</u>	<u>15,500</u>	<u>16,600</u>
<u>FUND BALANCE</u>	<u>\$ 239,731</u>	<u>\$ 260,048</u>	<u>\$ 257,731</u>	<u>\$ 273,731</u>

MISSION STATEMENT

Revenue for this fund comes from fines levied against businesses that fail alcohol and tobacco compliance checks. These funds are then used for costs related to performing the compliance checks. In addition the fund also is used to account for the LEADS on line system for pawn shops and and those that carry a second hand dealers license.

Citizen Corp Grants (CERT) ended in 2014. There currently is no funding source for CERT Grants through the Department of Homeland Security. All Justice Assistance Grant (JAG) funds are administered in the Compliance Fund and will be utilized for additional purchases of police equipment and training. The City was awarded a JAG grant for 2021 and 2022 Grant for 2021 does not expire until 2024 and the 2022 grant does not expire until 2025

DIVISION FOCUS

Funds received from compliance failure fines will be used to fund future ongoing compliance checks and the LEEDS online systems. In addition, JAG grants will be administered within this fund. We no longer receive grant money for JCCP. We currently share the cost with the county. In 2023 and 2024 we are anticipating another State and Federal bullet proof vest grant.

**BUDGET SUMMARY
RECREATION CONTRIBUTIONS**

<u>AVAILABLE FOR APPROPRIATION</u>	2022	2023		2024
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 51,641	\$ 62,641	\$ 49,793	\$ 55,793
<u>Sources</u>				
Intergovernmental				
Federal	2,267	-	-	-
Contributions	34,187	55,000	55,000	55,000
Other	42,316	1,000	10,000	10,000
Interest	475	-	-	-
Subtotal	<u>79,245</u>	<u>56,000</u>	<u>65,000</u>	<u>65,000</u>
<u>Uses</u>				
Other Services & Charges	81,094	47,000	59,000	59,000
Subtotal	<u>81,094</u>	<u>47,000</u>	<u>59,000</u>	<u>59,000</u>
<u>FUND BALANCE</u>	<u>\$ 49,793</u>	<u>\$ 71,641</u>	<u>\$ 55,793</u>	<u>\$ 61,793</u>

MISSION STATEMENT

The Recreation Contributions Fund serves as a way to account for donations that are intended to benefit activities of the Recreation Services Department. Sources of revenue include donations/contributions come from individuals, businesses or corporations, as well grants and interest earnings. Uses of the funds include staffing costs, supplies, equipment, construction, reimbursements for credit card payments to Farmers Market vendors, and other charges.

DIVISION FOCUS

Fund activity includes donations from individuals for donated park features, receipt of on-line engraving donations for the Honoring All Veterans Memorial, Farmers Market, and Community Center fundraising events like the Boutique and the Garage Sale.

**BUDGET SUMMARY
NATURE CENTER CONTRIBUTIONS**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023		2024 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 132,691	\$ 187,691	\$ 175,315	\$ 218,559
<u>Sources</u>				
Intergovernmental				
County	-	-	-	-
Grants - Other	19,728	-	-	-
Contributions	302,408	50,000	55,000	50,000
Interest	1,933	-	-	-
Subtotal	<u>324,069</u>	<u>50,000</u>	<u>55,000</u>	<u>50,000</u>
<u>Uses</u>				
Personal Services	-	10,410	11,756	21,900
Other Services & Charges	47,629	-	-	-
Transfer Out :				
Capital Project Fund	233,817	-	-	-
Subtotal	<u>281,445</u>	<u>10,410</u>	<u>11,756</u>	<u>21,900</u>
<u>FUND BALANCE</u>	<u>\$ 175,315</u>	<u>\$ 227,281</u>	<u>\$ 218,559</u>	<u>\$ 246,659</u>

MISSION STATEMENT

The Nature Center Contribution Fund serves as a way to account for donations that are intended to benefit Wood Lake Nature Center. Sources of donations mostly come from the fundraising activities of the Friends of Wood Lake (FOWL). Other donations are received from individuals, businesses or corporations. Another source includes interest earned from the fund balance. Uses of the fund include a transfer into to the Woodlake Nature Center Operating Budget for staffing costs, supplies, equipment, construction and other charges.

DIVISION FOCUS

Sources of revenue include proceeds from the FOWL Dinner, FOWL membership fees, the Turkey Trailblazer, garden leaf sales, and miscellaneous donations received for park features. Uses of funds include the a portion of the school year seasonal salary, intern pay, volunteer shirts, sponsorship of the Halloween Program Candlelight and Ice and the UWWM.

**BUDGET SUMMARY
PUBLIC HEALTH GRANTS**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023		2024 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 122,889	\$ 287,428	\$ 122,092	\$ 188,672
<u>Sources</u>				
Intergovernmental Revenues:				
Public Health Grants	89,416	610,478	243,915	93,915
Interest	1,157	500	500	500
Subtotal	<u>90,573</u>	<u>610,978</u>	<u>244,415</u>	<u>94,415</u>
<u>Uses</u>				
Other Service & Charges	91,370	177,835	177,835	177,835
	<u>91,370</u>	<u>177,835</u>	<u>177,835</u>	<u>177,835</u>
<u>FUND BALANCE</u>	<u>\$ 122,092</u>	<u>\$ 720,571</u>	<u>\$ 188,672</u>	<u>\$ 105,252</u>

MISSION STATEMENT

To prepare for internally and provide services to the community in the area of strengthening the City's ability to assess and enhance the capacity of local public health departments to respond to bioterrorism, infectious diseases, and other threats to public health.

DIVISION FOCUS

These dollars are grant funds that are provided to each Community Health Service agency, of which Richfield is one, from or through the State of Minnesota to work on providing services in the area of public health emergency preparedness services. The grant dollars originate from the Centers for Disease Control and Prevention and are intended to be used to assess and enhance the capacity of the state and local public health departments to respond to bioterrorism, infectious diseases, and other threats to public health.

**BUDGET SUMMARY
WOOD LAKE HALF MARATHON**

<u>AVAILABLE FOR APPROPRIATION</u>	2022	2023		2024
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 54,402	\$ 61,403	\$ 71,492	\$ 76,492
<u>Sources</u>				
Intergovernmental	-	-	-	-
Charges for Service	60,469	55,000	55,000	55,000
Contributions	15,814	12,000	12,000	15,000
Interest Earnings	834	-	-	-
Subtotal	<u>77,118</u>	<u>67,000</u>	<u>67,000</u>	<u>70,000</u>
<u>Uses</u>				
Personal Services	30,000	30,000	30,000	30,000
Other Service & Charges	30,028	30,000	32,000	35,000
Subtotal	<u>60,028</u>	<u>60,000</u>	<u>62,000</u>	<u>65,000</u>
<u>FUND BALANCE</u>	\$ 71,492	\$ 68,403	\$ 76,492	\$ 81,492

MISSION STATEMENT

The Urban Wildland Half Marathon & 5K has been held since 2003. The event was initiated in response to proposed cuts in Local Government Aid and was seen as a way to fund Wood Lake Nature Center's environmental education curriculum for Richfield Public School students in kindergarten through eighth grade.

The costs of the environmental education program are offset by revenue from the Urban Wildland Half Marathon & 5K.

DIVISION FOCUS

Event sponsorships are detailed as "contributions" and revenues from race registration, detailed as "charges for service. The "uses" include expenditures related to the race, as well as the amount that will offset environmental education program costs.

**BUDGET SUMMARY
FRANCHISE FEES**

<u>AVAILABLE FOR APPROPRIATION</u>	2022	2023		2024
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ 1,516,008	\$ 1,529,508	\$ 1,592,555	\$ 1,657,055
<u>Sources</u>				
Franchise Fee	1,923,654	1,898,000	1,900,000	2,450,000
Interest	16,914	6,500	6,500	6,500
Subtotal	<u>1,940,568</u>	<u>1,904,500</u>	<u>1,906,500</u>	<u>2,456,500</u>
<u>Uses</u>				
Other Services & Charges	18,025	45,000	45,000	-
Capital Outlay	-	-	-	-
Transfers Out:				
General Fund	-	-	-	50,000
Debt Service Fund	745,997	746,000	746,000	746,000
Capital Project Fund	<u>1,100,000</u>	<u>1,750,000</u>	<u>1,051,000</u>	<u>1,910,000</u>
Subtotal	<u>1,864,022</u>	<u>2,541,000</u>	<u>1,842,000</u>	<u>2,706,000</u>
<u>FUND BALANCE</u>	<u>\$ 1,592,555</u>	<u>\$ 893,008</u>	<u>\$ 1,657,055</u>	<u>\$ 1,407,555</u>

MISSION STATEMENT

The establishment of gas and electric franchise fees was in response to reductions in state aids and the potential for state imposed levy limits. The fees allow the City to have a reliable revenue stream.

DIVISION FOCUS

The primary purpose of the establishment of gas and electric franchise fees was to replace revenues lost to reductions in state aids and to offset the potential for state imposed levy limits. The fees provide funding for the maintenance of city streets, and diseased tree treatments, removal, and replacement. The most recent increase in Franchise fees took affect in the second quarter or 2014. The purpose of this last increase was to fund the City's six year mill and overlay project of all city streets. As part of that funding, the City issued general obligation street reconstruction bonds in 2015 and 2018 and franchise fees will serve as the source of the funding for the bonds debt service. 2020 was the sixth and final year of the mill and overlay program. Beginning in 2021 the franchise fees will be used to fund the initiation of a pavement management program to protect the invesment made in city streets over the last six years.

FUND: FRANCHISE FEES
DEPARTMENT: Finance
BUSINESS UNIT: FRANCHISE FEES - 20034

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
Chambers Cable	\$ 20,000	\$ 20,000	\$ 15,000
Conf Room Video	6,000	-	6,000
Broadcast equipment	100,000	100,000	-
<i>Total</i>	<u>\$ 126,000</u>	<u>\$ 120,000</u>	<u>\$ 21,000</u>

**BUDGET SUMMARY
ICE ARENA**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023 Budget	2023 Revised	2024 Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ (3,325,310)	\$ (2,859,051)	\$ (2,992,098)	\$ (2,697,713)
<u>Sources</u>				
Intergovernmental				
User Fees	1,026,721	1,042,460	1,031,680	1,067,780
Commodities	68,270	95,750	95,750	112,610
Other Revenues	107,287	61,930	61,930	62,210
Transfers In:				
General Fund	130,000	150,000	140,000	180,000
Capital Fund (Improvement Reserve)	200,000	200,000	200,000	300,000
Capital Fund (Park Maintenance)	-	-	100,000	20,000
Subtotal	<u>1,532,278</u>	<u>1,550,140</u>	<u>1,629,360</u>	<u>1,742,600</u>
<u>Uses</u>				
Personal Services	613,792	654,120	654,120	725,690
Other Service & Charges	574,309	571,250	571,250	590,273
Interest Charges	10,966	10,970	9,605	8,220
Capital Outlay	-	-	100,000	20,000
Subtotal	<u>1,199,066</u>	<u>1,236,340</u>	<u>1,334,975</u>	<u>1,344,183</u>
<u>FUND BALANCE</u>	<u>\$ (2,992,098)</u>	<u>\$ (2,545,251)</u>	<u>\$ (2,697,713)</u>	<u>\$ (2,299,296)</u>

MISSION STATEMENT

The Ice Arena operation serves to provide recreational skating and on ice programs for a variety of ages; to provide equitable ice availability for male and females; to provide a quality ice sheet, and a clean and safe facility.

The operation provides skating lessons, open skating, and sponsors the annual ice show. Ice is rented to the local high schools for practice and games, youth associations for clinics, practices, games, and hockey tournaments. The St. Paul Figure Skating Competition rents ice along with private hockey schools and various groups for hockey and broomball.

DIVISION FOCUS

2024 focus is to maintain a clean, safe, and high-quality ice sheet for the users, provide exemplary customer service, and maximize revenues.

Operation costs will increase to reflect expected cost-of-living increases in personal services and some inflationary supply increases.

FUND: ICE ARENA
DEPARTMENT: Recreation Services
BUSINESS UNIT: Ice Arena - 20035

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Facility Manager	M-1	1.00	1.00	1.00
Public Works Worker	LT-1	1.00	1.00	1.00
Recreation Supervisor	GS-5E	2.00	2.00	2.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
Major Maintenance Items	\$ -	\$ 20,000	\$ 20,000
Outdoor Sign	-	80,000	-
	<i>Total</i>	<u>\$ 100,000</u>	<u>\$ 20,000</u>

**BUDGET SUMMARY
SWIMMING POOL**

<u>AVAILABLE FOR APPROPRIATION</u>	2022	2023		2024
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ (473,676)	\$ (189,006)	\$ (147,803)	\$ 142,707
<u>Sources</u>				
User Fees	434,504	411,560	411,560	425,960
Commodities	73,037	84,100	84,100	87,040
Other Income	877	-	-	-
Transfers In:				
General Fund	120,000	120,000	120,000	100,000
Capital Project Fund	280,000	200,000	200,000	100,000
Subtotal	<u>908,418</u>	<u>815,660</u>	<u>815,660</u>	<u>713,000</u>
<u>Uses</u>				
Personal Services	251,665	246,940	246,940	273,870
Other Service & Charges	330,880	278,050	278,210	309,960
Subtotal	<u>582,545</u>	<u>524,990</u>	<u>525,150</u>	<u>583,830</u>
<u>FUND BALANCE</u>	<u>\$ (147,803)</u>	<u>\$ 101,664</u>	<u>\$ 142,707</u>	<u>\$ 271,877</u>

MISSION STATEMENT

The Swimming Pool strives to provide the community with an outstanding outdoor recreational swimming experience for various ages and groups; to provide quality pool water; to provide a clean and safe facility and to provide healthy concession choices for customers.

DIVISION FOCUS

In 2023, revenues are \$20,000 lower due to poor weather and air quality in summer.

For 2024, expenditure is expected to increase reflecting personal cost and other services. A splash pad is to be added to the facility to provide a no-cost water experience for the community.

**BUDGET SUMMARY
SPECIAL FACILITIES**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023		2024 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 46,408	\$ 48,038	\$ 50,539	\$ 52,019
<u>Sources</u>				
Other Revenues	46,007	57,150	57,150	59,150
Interest	708	-	-	-
Transfers In:				
General Fund	-	-	-	-
Subtotal	<u>46,715</u>	<u>57,150</u>	<u>57,150</u>	<u>59,150</u>
<u>Uses</u>				
Personal Services	10,980	11,420	11,420	11,820
Transfer Out	-			
Other Service & Charges	31,604	44,250	44,250	51,185
Subtotal	<u>42,584</u>	<u>55,670</u>	<u>55,670</u>	<u>63,005</u>
<u>FUND BALANCE</u>	<u>\$ 50,539</u>	<u>\$ 49,518</u>	<u>\$ 52,019</u>	<u>\$ 48,164</u>

MISSION STATEMENT

To provide leisure activity for the public through miniature golf and picnics; to provide a well landscaped, attractive and fun miniature golf course, and to provide a clean and safe picnic area.

DIVISION FOCUS

City staff and Wheel Fun Rentals, Inc. operate the miniature golf and picnic shelter facilities. The operation provides recreational miniature golf for all ages, plans special events, promotes group events, provides newspaper and direct mail advertisement, and provides a quality picnic shelter for the Richfield Farmers Market and park users.

2023 revenues are higher due to increased shelter rental rates. A new lease was signed with Eclan/B&J Tree). 2024 expenditure are up due to increased needs of repairs to the band shell and Veterans Monument.

**BUDGET SUMMARY
RECREATION SPECIAL PROGRAM**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023 Budget	2023 Revised	2024 Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ -	\$ 107,421 *	\$ 156,619	\$ 215,240
<u>Sources</u>				
Intergovernmental				
County	135,337	125,350	135,409	130,000
Grants - Other (multi-family grant)	-	10,260	3,155	5,800
Miscellaneous Revenue	3,695	1,200	-	-
Interest	799	-	-	-
Transfers in:				
General Fund	-	-	-	50,000
Special Revenue Fund (Franchise Fee)	-	-	-	50,000
Capital Fund	174,397	-	-	-
Subtotal	<u>314,228</u>	<u>136,810</u>	<u>138,564</u>	<u>235,800</u>
<u>Uses</u>				
Personal Services	86,238	65,350	68,897	83,038
Other Services & Charges	38,546	90,400	11,046	123,690
Transfer out:				
General Fund	32,825	-	-	-
Subtotal	<u>157,609</u>	<u>155,750</u>	<u>79,943</u>	<u>206,728</u>
<u>FUND BALANCE</u>	<u>\$ 156,619</u>	<u>\$ 88,481</u>	<u>\$ 215,240</u>	<u>\$ 244,312</u>

MISSION STATEMENT

This fund is newly-created since the implementation of organized hauling. The fund will be the source for operating the organic waste hauling program, including the organic drop-off sites, organic bags and containers, and promotion of the program.. With the implementation of organized hauling, the City will receive financial assistance from Hennepin County to coordinate and manage the program. The Recycling funds are also used to cover a portion of the Sustainability Specialist position, who is the supervisor of the organized hauling program and the staff liaison to the Sustainability Commission.

*Prior year fund balance under the 2022 Revised Budget represents dollars transferred from the previous recycling fund.

**BUDGET SUMMARY
OPIOID SETTLEMENT FUND**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023		2024 Budget
		Budget	Revised	
<u>PRIOR YEAR FUND BALANCE</u>	\$ -	\$ -	\$ 110,158	\$ 129,257
<u>Sources</u>				
Intergovernmental Revenues:				
Opioid Grant	110,030	33,527	19,099	45,652
Interest	128	-	-	-
Subtotal	<u>110,158</u>	<u>33,527</u>	<u>19,099</u>	<u>45,652</u>
<u>Uses</u>				
Other Service & Charges	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>FUND BALANCE</u>	<u>\$ 110,158</u>	<u>\$ 33,527</u>	<u>\$ 129,257</u>	<u>\$ 174,909</u>

MISSION STATEMENT

To prepare for and provide resources and services to the community to address the ongoing opioid epidemic.

DIVISION FOCUS

These dollars are settlement funds that are provided to each Community Health Service agency, of which Richfield is one, from or through an opioid settlement administrator to work on providing services in the area of opioid prevention, treatment and recovery. This funding is in place through 2037.

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ENTERPRISE FUNDS

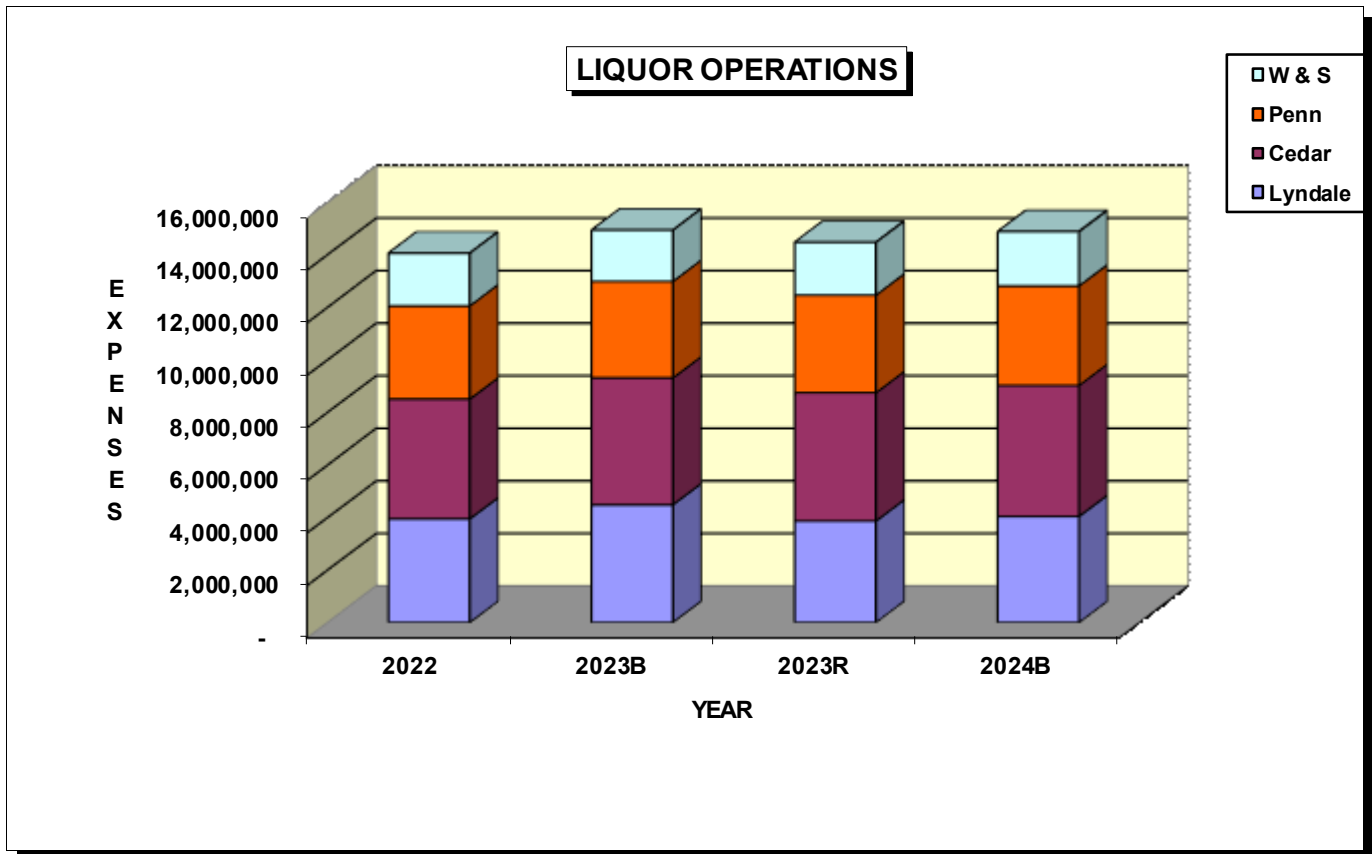
FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
50010 LYNDALE LIQUOR STORE	\$ 3,948,413	\$ 4,479,970	\$ 3,867,497	\$ 4,037,272	(9.88%)
50020 CEDAR LIQUOR STORE	4,557,326	4,829,280	4,878,994	4,984,926	3.22%
50030 PENN LIQUOR STORE	3,540,414	3,671,015	3,710,746	3,785,013	3.11%
50040 WINE & SPIRITS	2,013,081	1,956,545	2,014,542	2,073,295	5.97%
<i>Administrative Services TOTAL</i>	<u>\$14,059,233</u>	<u>\$14,936,810</u>	<u>\$14,471,779</u>	<u>\$14,880,506</u>	(0.38%)

REVENUES

50010 LYNDALE LIQUOR STORE	\$ 3,983,393	\$ 4,537,085	\$ 3,808,048	\$ 3,885,910	(14.35%)
50020 CEDAR LIQUOR STORE	4,710,779	4,991,400	4,990,728	5,036,934	0.91%
50030 PENN LIQUOR STORE	3,604,701	3,630,150	3,671,257	3,730,885	2.77%
50040 WINE & SPIRITS	1,927,468	1,970,450	2,006,673	2,075,475	5.33%



BUDGET SUMMARY
LIQUOR FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023 Revised	2024 Budget	2025 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 4,766,204	\$ 4,933,308	\$ 4,938,235	\$ 4,786,933
<u>Revenues</u>				
Sales	14,200,737	14,447,560	14,699,254	15,140,232
Less Cost of Sales	(10,659,158)	(10,835,670)	(11,042,455)	(11,373,729)
Net Sales	<u>3,541,580</u>	<u>3,611,890</u>	<u>3,656,799</u>	<u>3,766,503</u>
<u>Miscellaneous Revenues</u>				
Interest	14,614	7,776	7,600	2,800
Other Revenues (Net)	10,989	21,370	22,350	23,021
Total Miscellaneous Revenues	<u>25,602</u>	<u>29,146</u>	<u>29,950</u>	<u>25,821</u>
Total Revenues	<u>3,567,182</u>	<u>3,641,036</u>	<u>3,686,749</u>	<u>3,792,323</u>
<u>Expenses</u>				
Personal Services	1,629,917	1,721,949	1,939,196	1,997,372
Other Services and Charges	699,019	751,560	766,855	801,363
Depreciation	236,613	262,720	271,910	265,000
Total Operating Expenses	<u>2,565,549</u>	<u>2,736,229</u>	<u>2,977,961</u>	<u>3,063,735</u>
Net Income (Loss)	1,001,633	904,807	708,788	728,588
<u>Operating Transfers From (To):</u>				
General Fund	(334,530)	(349,880)	(360,090)	(370,893)
Special Revenue Fund	(500,000)	(550,000)	(500,000)	(500,000)
Net Transfers	<u>(834,530)</u>	<u>(899,880)</u>	<u>(860,090)</u>	<u>(870,893)</u>
<u>RETAINED EARNINGS</u>	<u>\$ 4,933,308</u>	<u>\$ 4,938,235</u>	<u>\$ 4,786,933</u>	<u>\$ 4,644,628</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

LIQUOR OPERATIONS

MISSION STATEMENT

The mission of the Municipal Liquor Operations is to responsibly distribute alcoholic beverages at a retail level, consistently provide assistance in the form of quality customer service, well maintained, attractive city-owned facilities while also providing adequate funds for recreational projects in Richfield.

DIVISION FOCUS

The Richfield Liquor Dispensary was established in 1943. The operations consist of four brick & mortar retail stores with annual sales of \$15,726,517 and a net profit of \$1,349,000 before transfers out in 2022. When fully staffed, Liquor Operations employs 5 full-time, eight permanent part-time and approximately 50 intermittent staff members.

2023 HIGHLIGHTS

- Initial inventory audit sparked an internal investigation that helped us remedy an incorrect data transfer from our 2022 POS upgrade.
- Another well attended Taste of Richfield was hosted in May, with our partners the “Richfield Foundation” yielding orders over \$11,000.
- 6444 Lyndale store had to close for approximately 1 week to have repairs completed from an automobile accident that occurred on 04/01/2023.
- Success with Direct Impact cross-marketing (Whiskey for Wildlife). \$5 per bottle purchased goes directly to Woodlake Nature Center.
- Scale down and close out all Tobacco inventory by the end of the year.

2024 GOALS

- Establish a social media presence (Facebook, Instagram, and Twitter).
- Possibly implement the category of “Adult Use Cannabis” at the stores. (1-A)
- Review the Comp & Class study findings and adjust as needed. (4-A,B)
- Consolidate and trim inventory in slower moving categories at each location.
- Enhance the connection between our profits and the Cities recreational equipment and facilities. (The round up program & DI products are a great tool for this)

DIVISION EXPENDITURE COMMENT

- We have cost savings due to unforeseen staffing events that have caused a delay in the Store Manager posting until late June.
- CIB of approximately \$10,000 at the 7700 Lyndale location to replace the door operator components on all 3 entrance doors. The doors have exceeded their life expectancy and need new mechanics.

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: LYNDAL LIQUOR STORE - 50010

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,418,087	\$ 1,530,000	\$ 1,368,000	\$ 1,395,360
5010 Sales - Wine	885,038	1,125,000	836,000	852,720
5015 Sales - Beer	1,481,185	1,720,000	1,444,000	1,472,880
5025 Sales - Cigarettes	67,865	56,000	57,000	60,000
5030 Sales - Food	37,292	27,000	28,500	29,070
5035 Sales- Other	79,833	72,000	66,500	67,830
<i>Liquor Sales Total</i>	<u>\$ 3,969,300</u>	<u>\$ 4,530,000</u>	<u>\$ 3,800,000</u>	<u>\$ 3,877,860</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 3,628	\$ 830	\$ 1,978	\$ 1,950
8012 Change in Fair Value	26	-	-	-
8032 Commissions	2,490	2,000	2,000	2,000
8033 Cash/Over Short	514	105	(250)	(250)
8035 Other Miscellaneous Revenues	-	650	-	-
8038 Gain on disposal of Assets	667	-	-	-
8040 Sales - Lottery Commissions	6,768	3,500	4,320	4,350
<i>Other Income Total</i>	<u>\$ 14,093</u>	<u>\$ 7,085</u>	<u>\$ 8,048</u>	<u>\$ 8,050</u>
LYNDAL LIQUOR STORE TOTAL	<u><u>\$ 3,983,393</u></u>	<u><u>\$ 4,537,085</u></u>	<u><u>\$ 3,808,048</u></u>	<u><u>\$ 3,885,910</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: LYNDALE LIQUOR STORE - 50010

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 2,934,343	\$ 3,397,500	\$ 2,850,000	\$ 2,907,000
<i>Costs of Goods Sold Total</i>	<u>\$ 2,934,343</u>	<u>\$ 3,397,500</u>	<u>\$ 2,850,000</u>	<u>\$ 2,907,000</u>
<u>Personal Services</u>				
6005 Full Time	\$ 96,876	\$ 121,035	\$ 64,964	\$ 110,137
6006 Part-time	112,299	136,180	137,485	153,056
6007 Seasonal	106,660	125,000	111,790	133,547
6009 Overtime	1,203	1,750	1,750	1,750
6013 Longevity	519	-	-	-
6031 Employer Social Security	20,310	21,380	19,270	23,986
6032 Employer Medicare	4,750	5,010	4,507	5,609
6033 Employer Pera	55,076	27,325	23,567	29,756
6035 Medical Insurance	38,233	44,175	42,098	60,823
6036 Dental Insurance	879	960	565	954
6037 Term Life	95	55	56	53
6038 Workers Compensation	2,900	3,190	3,190	3,300
6040 Long Term Disability	220	220	115	195
6051 Interdepartmental Labor	27,068	29,795	29,795	30,838
6052 Administrative Charges	-	3,670	3,670	3,798
<i>Personal Services Total</i>	<u>\$ 467,088</u>	<u>\$ 519,745</u>	<u>\$ 442,822</u>	<u>\$ 557,802</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 6,444	\$ 6,450	\$ 6,560	\$ 6,610
6202 Data Processing Rental	25,791	26,820	26,820	27,875
6205 Maintenance & Repairs	14,179	6,400	5,000	5,000
6207 Utility Services	39,465	32,250	40,455	41,465
6301 Advertising & Publication	6,962	7,200	6,500	6,500
6302 Communications	788	800	800	900
6303 Professional Development	-	300	300	350
6305 Subscriptions & Memberships	17	10	3,000	3,200
6307 Insurance & Bonds	15,736	15,600	15,600	16,150
6308 Property Liability	4,470	4,650	4,650	4,810
6310 Taxes & Licenses	571	1,250	1,500	1,500
6315 Other Contractual Services	8,921	8,250	10,375	10,500
6401 Office Supplies	469	825	750	800
6402 Copy Charges	44	50	135	140
6403 Postage	846	950	950	1,000
6409 Uniforms & Clothing	948	1,000	1,000	1,120
6414 Other Supplies	11,135	11,500	11,500	12,000
6513 Other Charges	68,089	68,640	69,000	72,000
<i>Other Services & Charges Total</i>	<u>\$ 204,875</u>	<u>\$ 192,945</u>	<u>\$ 204,895</u>	<u>\$ 211,920</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 76,617	\$ 84,070	\$ 84,070	\$ 87,010

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: LYNDALE LIQUOR STORE - 50010

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<i>Depreciation Total</i>	\$ 76,617	\$ 84,070	\$ 84,070	\$ 87,010
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 265,490	\$ 285,710	\$ 285,710	\$ 273,540
<i>Other Financing Uses Total</i>	\$ 265,490	\$ 285,710	\$ 285,710	\$ 273,540
LYNDALE LIQUOR STORE TOTAL	\$ 3,948,413	\$ 4,479,970	\$ 3,867,497	\$ 4,037,272

Performance Measures

Department/Division

Liquor Operations

	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:				
Number of Full Time Employees	6.00	5.00	5.00	5.00
Operations Expenditures	\$ 2,361,250	\$ 2,328,936	\$ 2,413,136	\$ 2,655,741
Cost of Sales	\$ 10,355,773	\$ 10,620,659	\$ 10,835,670	\$ 10,855,346
Outputs:				
Annual Sales	\$ 13,907,936	\$ 14,226,341	\$ 14,447,560	\$ 14,473,795
Customer Count	567,882	583,595	599,625	610,000
Annual Advertising Expenditures	\$ 19,009	\$ 21,373	\$ 21,500	\$ 21,500
Effectiveness Measures:				
Gross Profit	\$ 3,552,163	\$ 3,605,682	\$ 3,611,890	\$ 3,618,449
% of Sales	26%	25%	25%	25%
Operating Income	\$ 1,190,913	\$ 1,307,516	\$ 1,198,754	\$ 962,708
Efficiency Measures:				
Advertising Cost Per Sales	\$ 0.0335	\$ 0.0366	\$ 0.0359	\$ 0.0352
Sales Per Customer	\$ 24.49	\$ 24.38	\$ 24.09	\$ 23.73

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: LYNDALDE LIQUOR STORE - 50010

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Manager	M-2	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
<i>Total</i>		<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Lead	GS-2	1.00	1.00	1.00
Liquor Operations Shift Lead	GS-2	1.00	1.00	1.00
<i>Total</i>		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
None	\$ -	\$ -	\$ -
NONE	-	-	-
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,586,545	\$ 1,635,000	\$ 1,694,220	\$ 1,719,633
5010 Sales - Wine	995,821	1,270,000	996,600	1,011,549
5015 Sales - Beer	1,897,894	1,910,000	2,043,030	2,073,675
5025 Sales - Cigarettes	87,422	60,000	87,203	60,000
5030 Sales - Food	46,025	28,000	62,288	63,222
5035 Sales- Other	83,945	80,000	99,660	101,155
<i>Liquor Sales Total</i>	<u>\$ 4,697,652</u>	<u>\$ 4,983,000</u>	<u>\$ 4,983,001</u>	<u>\$ 5,029,234</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 3,628	\$ 500	\$ 1,977	\$ 1,950
8012 Change in Fair Value	26	-	-	-
8032 Commissions	2,540	4,000	2,500	2,500
8033 Cash/Over Short	131	100	(250)	(250)
8035 Other Miscellaneous Revenues	-	800	-	-
8038 Gain on disposal of Assets	667	-	-	-
8040 Sales - Lottery Commissions	6,135	3,000	3,500	3,500
<i>Other Income Total</i>	<u>\$ 13,127</u>	<u>\$ 8,400</u>	<u>\$ 7,727</u>	<u>\$ 7,700</u>
CEDAR LIQUOR STORE TOTAL	<u><u>\$ 4,710,779</u></u>	<u><u>\$ 4,991,400</u></u>	<u><u>\$ 4,990,728</u></u>	<u><u>\$ 5,036,934</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 3,567,845	\$ 3,737,250	\$ 3,737,250	\$ 3,793,309
<i>Costs of Goods Sold Total</i>	<u>\$ 3,567,845</u>	<u>\$ 3,737,250</u>	<u>\$ 3,737,250</u>	<u>\$ 3,793,309</u>
<u>Personal Services</u>				
6005 Full Time	\$ 124,400	\$ 125,960	\$ 125,721	\$ 131,125
6006 Part-time	119,939	141,620	137,849	153,056
6007 Seasonal	110,483	119,300	134,128	154,080
6009 Overtime	977	2,000	2,000	2,000
6013 Longevity	519	-	-	-
6031 Employer Social Security	21,653	21,960	24,309	26,616
6032 Employer Medicare	5,064	5,150	5,685	6,225
6033 Employer Pera	23,301	27,290	30,025	32,870
6035 Medical Insurance	35,464	44,275	53,393	57,935
6036 Dental Insurance	933	960	954	954
6037 Term Life	100	55	95	53
6038 Workers Compensation	4,370	4,810	4,810	4,980
6040 Long Term Disability	231	230	223	232
6051 Interdepartmental Labor	23,798	29,795	29,795	30,838
6052 Administrative Charges	-	3,670	3,670	3,798
<i>Personal Services Total</i>	<u>\$ 471,232</u>	<u>\$ 527,075</u>	<u>\$ 552,657</u>	<u>\$ 604,762</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 6,572	\$ 6,240	\$ 6,500	\$ 6,500
6202 Data Processing Rental	27,635	29,650	29,652	32,000
6205 Maintenance & Repairs	17,155	3,850	5,000	5,000
6207 Utility Services	31,462	25,480	32,255	33,065
6301 Advertising & Publication	6,962	7,200	6,500	6,500
6302 Communications	910	1,250	1,250	1,250
6303 Professional Development	-	200	300	350
6305 Subscriptions & Memberships	117	10	3,000	3,200
6307 Insurance & Bonds	16,254	15,450	15,450	15,990
6308 Property Liability	3,230	3,360	3,360	3,480
6310 Taxes & Licenses	561	650	1,500	1,500
6315 Other Contractual Services	10,610	9,360	14,150	14,500
6401 Office Supplies	735	955	750	800
6402 Copy Charges	42	55	60	70
6409 Uniforms & Clothing	448	925	1,080	1,100
6414 Other Supplies	8,045	12,500	12,500	13,000
6513 Other Charges	84,665	80,000	86,000	88,000
<i>Other Services & Charges Total</i>	<u>\$ 215,403</u>	<u>\$ 197,135</u>	<u>\$ 219,307</u>	<u>\$ 226,305</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 39,246	\$ 84,070	\$ 84,070	\$ 87,010

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<i>Depreciation Total</i>	\$ 39,246	\$ 84,070	\$ 84,070	\$ 87,010
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 263,600	\$ 283,750	\$ 285,710	\$ 273,540
<i>Other Financing Uses Total</i>	\$ 263,600	\$ 283,750	\$ 285,710	\$ 273,540
CEDAR LIQUOR STORE TOTAL	\$ 4,557,326	\$ 4,829,280	\$ 4,878,994	\$ 4,984,926

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Manager	M-2	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
<i>Total</i>		<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Lead	GS-2	1.00	1.00	1.00
Liquor Operations Shift Lead	GS-2	1.00	1.00	1.00
<i>Total</i>		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
NONE	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,164,816	\$ 1,194,000	\$ 1,181,821	\$ 1,199,548
5010 Sales - Wine	921,189	925,000	925,301	939,181
5015 Sales - Beer	1,384,692	1,380,000	1,429,178	1,450,616
5025 Sales - Cigarettes	51,961	45,000	54,968	60,000
5030 Sales - Food	24,731	21,000	27,484	27,896
5035 Sales- Other	45,315	59,000	45,807	46,494
<i>Liquor Sales Total</i>	<u>\$ 3,592,704</u>	<u>\$ 3,624,000</u>	<u>\$ 3,664,559</u>	<u>\$ 3,723,735</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 3,628	\$ 1,000	\$ 1,948	\$ 1,900
8012 Change in Fair Value	26	-	-	-
8032 Commissions	2,490	2,500	2,500	2,500
8033 Cash/Over Short	(215)	100	(250)	(250)
8034 Other Refund/Reimbursements	50	50	-	-
8035 Other Miscellaneous Revenues	-	300	-	-
8038 Gain on disposal of Assets	667	-	-	-
8040 Sales - Lottery Commissions	5,351	2,200	2,500	3,000
<i>Other Income Total</i>	<u>\$ 11,997</u>	<u>\$ 6,150</u>	<u>\$ 6,698</u>	<u>\$ 7,150</u>
PENN LIQUOR STORE TOTAL	<u><u>\$ 3,604,701</u></u>	<u><u>\$ 3,630,150</u></u>	<u><u>\$ 3,671,257</u></u>	<u><u>\$ 3,730,885</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 2,700,477	\$ 2,718,000	\$ 2,748,420	\$ 2,789,646
<i>Costs of Goods Sold Total</i>	<u>\$ 2,700,477</u>	<u>\$ 2,718,000</u>	<u>\$ 2,748,420</u>	<u>\$ 2,789,646</u>
<u>Personal Services</u>				
6005 Full Time	\$ 114,692	\$ 112,205	\$ 112,309	\$ 117,989
6006 Part-time	101,739	121,655	111,706	124,358
6007 Seasonal	103,268	131,485	114,937	120,529
6009 Overtime	1,248	1,000	1,000	1,000
6013 Longevity	422	-	-	-
6031 Employer Social Security	19,554	21,555	20,890	22,347
6032 Employer Medicare	4,573	5,050	4,885	5,227
6033 Employer Pera	22,245	26,280	25,422	27,215
6035 Medical Insurance	15,816	27,225	39,917	45,219
6036 Dental Insurance	894	915	911	911
6037 Term Life	96	50	91	82
6038 Workers Compensation	2,710	2,980	2,980	3,080
6040 Long Term Disability	203	200	198	209
6051 Interdepartmental Labor	19,434	24,210	24,210	25,057
6052 Administrative Charges	-	2,980	2,980	3,084
<i>Personal Services Total</i>	<u>\$ 406,894</u>	<u>\$ 477,790</u>	<u>\$ 462,436</u>	<u>\$ 496,307</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 4,824	\$ 4,800	\$ 5,000	\$ 5,000
6202 Data Processing Rental	25,604	26,600	28,450	29,000
6205 Maintenance & Repairs	2,793	2,810	5,000	5,000
6207 Utility Services	33,726	24,000	34,570	35,435
6301 Advertising & Publication	5,390	5,750	5,000	5,000
6302 Communications	1,565	1,700	1,600	1,600
6303 Professional Development	-	100	300	350
6305 Subscriptions & Memberships	17	10	3,000	3,200
6307 Insurance & Bonds	13,862	12,840	12,840	13,290
6308 Property Liability	3,620	3,760	3,760	3,890
6310 Taxes & Licenses	561	610	1,500	1,500
6315 Other Contractual Services	9,132	7,900	14,155	14,500
6401 Office Supplies	501	1,100	750	800
6402 Copy Charges	42	65	65	65
6409 Uniforms & Clothing	556	900	900	1,000
6414 Other Supplies	(3,784)	7,280	8,000	9,000
6513 Other Charges	67,571	77,000	77,000	80,000
<i>Other Services & Charges Total</i>	<u>\$ 165,980</u>	<u>\$ 177,225</u>	<u>\$ 201,890</u>	<u>\$ 208,630</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 53,703	\$ 68,310	\$ 68,310	\$ 70,700

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<i>Depreciation Total</i>	\$ 53,703	\$ 68,310	\$ 68,310	\$ 70,700
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 213,360	\$ 229,690	\$ 229,690	\$ 219,730
<i>Other Financing Uses Total</i>	\$ 213,360	\$ 229,690	\$ 229,690	\$ 219,730
PENN LIQUOR STORE TOTAL	\$ 3,540,414	\$ 3,671,015	\$ 3,710,746	\$ 3,785,013

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: PENN LIQUOR STORE - 50030

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Manager	M-2	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
<i>Total</i>		<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
<u>Part-Time Employees</u>				
Liquor Operstions Shift Lead	GS-2	1.00	1.00	1.00
Liquor Operations Shift Lead	GS-2	1.00	1.00	1.00
<i>Total</i>		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: WINE & SPIRITS - 50040

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 707,691	\$ 642,000	\$ 760,000	\$ 786,600
5010 Sales - Wine	387,353	502,000	360,000	372,600
5015 Sales - Beer	730,817	740,000	780,000	807,300
5025 Sales - Cigarettes	40,253	35,000	45,000	45,000
5030 Sales - Food	17,373	10,500	15,000	15,525
5035 Sales- Other	34,889	33,500	40,000	41,400
<i>Liquor Sales Total</i>	<u>\$ 1,918,376</u>	<u>\$ 1,963,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,068,425</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 3,628	\$ 500	\$ 1,873	\$ 1,800
8012 Change in Fair Value	26	-	-	-
8032 Commissions	2,490	3,100	2,500	2,500
8033 Cash/Over Short	(1,502)	100	(200)	(250)
8035 Other Miscellaneous Revenues	-	1,500	-	-
8040 Sales - Lottery Commissions	4,450	2,250	2,500	3,000
<i>Other Income Total</i>	<u>\$ 9,092</u>	<u>\$ 7,450</u>	<u>\$ 6,673</u>	<u>\$ 7,050</u>
WINE & SPIRITS TOTAL	<u><u>\$ 1,927,468</u></u>	<u><u>\$ 1,970,450</u></u>	<u><u>\$ 2,006,673</u></u>	<u><u>\$ 2,075,475</u></u>

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: WINE & SPIRITS - 50040

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 1,456,493	\$ 1,472,250	\$ 1,500,000	\$ 1,552,500
<i>Costs of Goods Sold Total</i>	<u>\$ 1,456,493</u>	<u>\$ 1,472,250</u>	<u>\$ 1,500,000</u>	<u>\$ 1,552,500</u>
<u>Personal Services</u>				
6005 Full Time	\$ 94,968	\$ 95,845	\$ 95,309	\$ 100,014
6006 Part-time	71,915	31,200	42,964	47,830
6007 Seasonal	48,941	48,565	59,085	60,840
6009 Overtime	518	525	525	550
6013 Longevity	162	-	-	-
6031 Employer Social Security	13,246	15,410	12,188	12,880
6032 Employer Medicare	3,098	3,605	2,857	3,012
6033 Employer Pera	15,713	18,805	14,802	15,652
6035 Medical Insurance	23,140	32,675	22,894	25,726
6036 Dental Insurance	789	800	795	795
6037 Term Life	84	45	80	48
6038 Workers Compensation	1,740	1,910	1,910	1,980
6040 Long Term Disability	168	170	170	177
6051 Interdepartmental Labor	10,222	9,315	9,315	9,641
6052 Administrative Charges	-	1,140	1,140	1,180
<i>Personal Services Total</i>	<u>\$ 284,704</u>	<u>\$ 260,010</u>	<u>\$ 264,034</u>	<u>\$ 280,325</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 2,096	\$ 1,920	\$ 1,950	\$ 2,000
6202 Data Processing Rental	12,441	13,000	13,200	13,400
6205 Maintenance & Repairs	9,809	5,300	15,000	5,000
6207 Utility Services	21,204	18,500	21,735	22,280
6301 Advertising & Publication	2,059	2,100	2,000	2,000
6302 Communications	596	700	625	650
6303 Professional Development	-	100	150	150
6305 Subscriptions & Memberships	17	10	3,000	3,200
6307 Insurance & Bonds	8,939	7,350	7,350	7,610
6308 Property Liability	3,230	3,360	3,360	3,480
6310 Taxes & Licenses	858	1,040	1,500	1,500
6315 Other Contractual Services	9,139	7,385	12,830	12,850
6401 Office Supplies	792	700	700	700
6402 Copy Charges	32	40	48	50
6409 Uniforms & Clothing	766	820	820	600
6414 Other Supplies	5,707	4,680	6,200	6,500
6513 Other Charges	35,073	32,240	35,000	36,000
<i>Other Services & Charges Total</i>	<u>\$ 112,758</u>	<u>\$ 99,245</u>	<u>\$ 125,468</u>	<u>\$ 117,970</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 67,046	\$ 26,270	\$ 26,270	\$ 27,190

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: WINE & SPIRITS - 50040

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<i>Depreciation Total</i>	\$ 67,046	\$ 26,270	\$ 26,270	\$ 27,190
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 92,080	\$ 98,770	\$ 98,770	\$ 95,310
<i>Other Financing Uses Total</i>	\$ 92,080	\$ 98,770	\$ 98,770	\$ 95,310
WINE & SPIRITS TOTAL	\$ 2,013,081	\$ 1,956,545	\$ 2,014,542	\$ 2,073,295

FUND: LIQUOR OPERATIONS FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: WINE & SPIRITS - 50040

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Manager	M-2	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
<i>Total</i>		<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Lead	GS-2	1.00	1.00	1.00
Liquor Operations Shift Lead	GS-2	1.00	1.00	1.00
<i>Total</i>		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
None	\$ -	\$ -	\$ -
Entrance Door Operator Replacement	-	10,000	-
<i>Total</i>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>

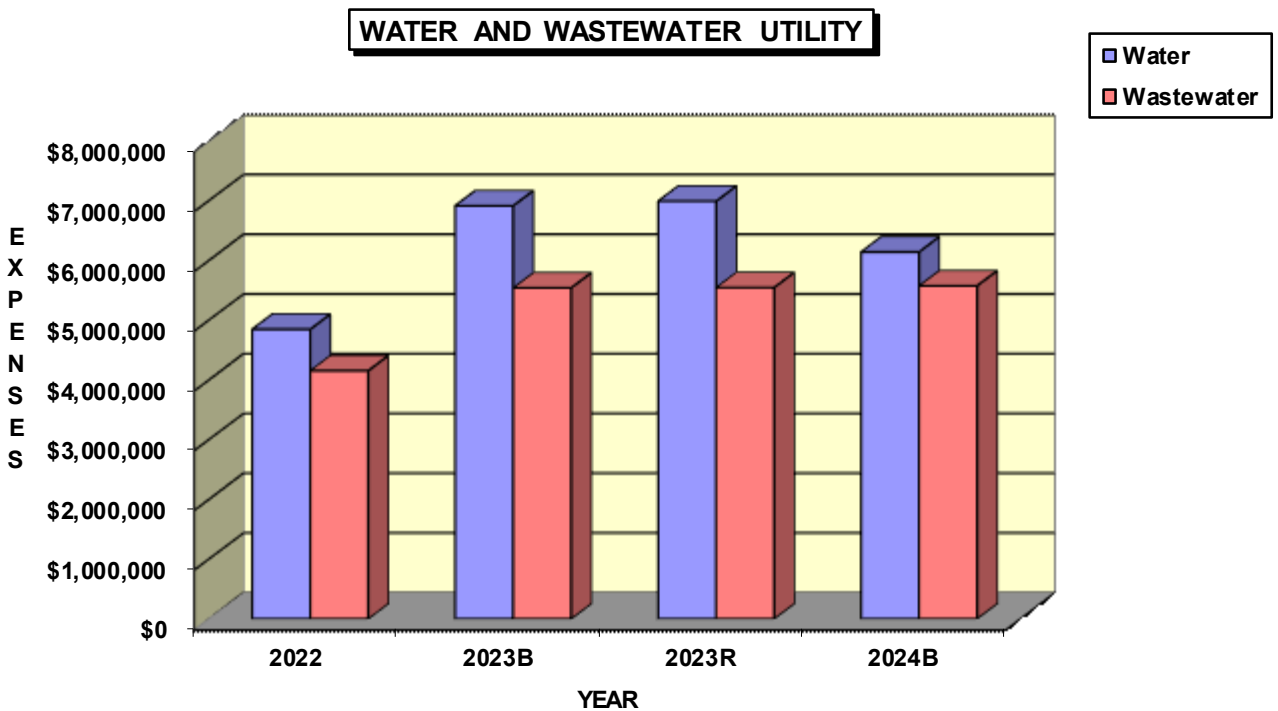
FUND: WATER AND WASTEWATER UTILITIES
DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
51000 WATER UTILITY	\$ 4,937,059	\$ 6,912,790	\$ 6,991,600	\$ 6,140,440	(11.17%)
52000 WASTEWATER UTILITY	4,251,791	5,540,170	5,544,580	5,573,210	0.60%
<i>Public Works TOTAL</i>	<u>\$ 9,188,849</u>	<u>\$ 12,452,960</u>	<u>\$ 12,536,180</u>	<u>\$ 11,713,650</u>	(5.94%)

REVENUES

51000 WATER UTILITY	\$ 5,136,729	\$ 4,606,480	\$ 4,897,480	\$ 4,779,480	3.76%
52000 WASTEWATER UTILITY	5,213,287	5,244,670	5,244,670	5,348,650	1.98%



WATER AND WASTEWATER FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2022 Actual</u>	<u>2023 Revised</u>	<u>2024 Budget</u>	<u>2025 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 17,172,219</u>	<u>\$ 18,333,398</u>	<u>\$ 19,304,368</u>	<u>\$ 19,825,848</u>
<u>Revenues</u>				
Charges for Service:				
Water & Wastewater Usage	9,659,148	9,963,400	9,949,380	10,247,861
<u>Miscellaneous Revenues</u>				
Interest	46,629	58,000	58,000	25,000
Other Revenues	233,633	120,750	120,750	120,750
Total Miscellaneous Revenues	280,261	178,750	178,750	145,750
Total Revenues	9,939,409	10,142,150	10,128,130	10,393,611
<u>Expenses</u>				
Personal Services	2,706,588	2,581,540	2,664,330	2,744,260
Other Services and Charges	4,837,460	4,912,220	5,231,100	5,466,500
Depreciation	1,488,482	1,519,920	1,573,120	1,620,314
Interest	156,316	157,500	138,100	122,150
Total Operating Expenses	9,188,847	9,171,180	9,606,650	9,953,223
Net Income (Loss)	750,563	970,970	521,480	440,388
Operating Transfers From (To)				
Projects Funds	410,616	-	-	-
	410,616	-	-	-
<u>RETAINED EARNINGS</u>	<u>18,333,398</u>	<u>19,304,368</u>	<u>19,825,848</u>	<u>20,266,236</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 555,000</u>	<u>\$ 580,000</u>	<u>\$ 600,000</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 2,810,000</u>	<u>\$ 1,527,000</u>	<u>\$ -</u>

* Bonds and internal loans are not recorded as current expenses, but rather as adjustments to cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

**BUDGET SUMMARY
WATER FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2022 Actual</u>	<u>2023 Revised</u>	<u>2024 Budget</u>	<u>2025 Projected</u>
PRIOR YEAR RETAINED EARNINGS	\$ 9,963,418	\$ 10,163,089	\$ 10,327,719	\$ 10,233,759
<u>Revenues</u>				
Water Usage	\$ 4,622,861	\$ 4,731,480	\$ 4,613,480	\$ 4,751,884
<u>Miscellaneous Revenues</u>				
Interest	11,972	46,000	46,000	10,000
Other Revenues	233,628	120,000	120,000	120,000
Total Miscellaneous Revenues	245,599	166,000	166,000	130,000
Total Revenues	4,868,460	4,897,480	4,779,480	4,881,884
<u>Expenses</u>				
Personal Services	1,474,579	1,377,080	1,440,200	1,483,406
Other Services and Charges	2,136,749	1,993,700	2,044,060	2,136,043
Depreciation	1,207,402	1,238,190	1,281,530	1,319,976
Interest	118,329	123,880	107,650	93,350
Total Operating Expenses	4,937,058	4,732,850	4,873,440	5,032,775
Net Income	(68,598)	164,630	(93,960)	(150,890)
Operating Transfers From (To)				
Projects Funds	268,268	-	-	-
	268,268	-	-	-
<u>RETAINED EARNINGS</u>	<u>10,163,089</u>	<u>10,327,719</u>	<u>10,233,759</u>	<u>10,082,868</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 515,000</u>	<u>\$ 540,000</u>	<u>\$ 555,000</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 1,743,750</u>	<u>\$ 727,000</u>	<u>\$ -</u>
***Water Revenue Bond Debt Coverage	-0.14	0.26	(0.15)	(0.23)

* Bonds and internal loans are not recorded as current expenses, but rather as adjustments to cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

***Calculation excludes depreciation.

WATER UTILITY DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide dependable, quality, high-grade softened water to the City of Richfield. Water is supplied by operating a 14 million-gallon per day lime softening plant 24 hours a day, 365 days per year. The water is delivered to 10,820 services by a 117-mile piping system that ranges in size from 4 inches to 24 inches in diameter. The piping system services two towers that store 2.5 million gallons of water, 1,062 hydrants, and approximately 2,460 valves.

The division also produces the annual Consumer Confidence Report and distributes the report to all residents and businesses.

2023 HIGHLIGHTS

- Completed full removal and replacement of the water treatment plant roof as well as the heating and cooling systems for the occupied spaces (City Council Priority/Outcome 1c & 3a).
- Utilized and further refined the utilities risk and resiliency plan and program for resilience of our water infrastructure (City Council Priority/Outcome 1-c & 3a-c).
- Completed a utility rate affordability analysis (City Council Priority/Outcome 2c & 5c).
- Updated the Water Distribution System Model and Criticality Analysis of the water infrastructure (e.g. piping, valves, and critical customers). This undertaking utilized an overlay of the environmental justice map to equitably prioritize water improvement projects (City Council Priority/Outcome 1c, 3a, 3c & 5c).
- Evaluated the feasibility of redesigning the water plant conference room into a water education/learning center (City Council Priority/Outcome 1a & 3c).
- Participated in the State Commerce Department's Energy Assistance Program for financial assistance with utility bills (City Council Priority/Outcome 2c & 5a).

2024 GOALS

- Finish the Citywide water meter upgrade, ultimately enhancing the accuracy and efficiency of the water delivery service. Supply issues are the reason for the delay in completing this project (City Council Priority/Outcome 1b-c & 3a).

- Further refine asset management plan and risk model to aid in the decision making of capital projects (City Council Priority/Outcome 1a & 3a-b).
- Maintain participation in the State Commerce Department's Energy Assistance Program for financial assistance with utility bills (City Council Priority/Outcome 2c & 5a).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects an increase of 2.39% from the 2023 Adopted Budget. This increase is due to a substantial increase in electricity costs. The 2023 Revised Budget would reflect a 0.12% increase had electricity costs remained flat.

The 2024 Proposed Budget reflects an increase of 5.84% from the 2023 Adopted Budget. This is due to increases in material costs, personal services and professional services, and electricity costs. The 2024 Proposed Budget would reflect a 3.26% increase had electricity costs remained flat.

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>License & permits</u>				
4164 Water Permit	\$ 2,800	\$ 2,500	\$ 2,500	\$ 2,500
<i>License & permits Total</i>	<u>\$ 2,800</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>
<u>Intergovernmental Revenues</u>				
4244 Grants Other	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
<i>Intergovernmental Revenues Total</i>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<u>Special Assessments</u>				
4740 Special Assessments-Penalty &	\$ 18,285	\$ 4,500	\$ 4,500	\$ 4,500
<i>Special Assessments Total</i>	<u>\$ 18,285</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>
<u>Utility Revenues</u>				
4812 Metered Water - Tax Exempt	\$ 3,573,568	\$ 3,461,000	\$ 3,752,000	\$ 3,634,000
4814 Metered Water	547,940	500,000	500,000	500,000
4816 Water Service Charges	437,426	433,600	433,600	433,600
4818 Other Water Charges/Services	16,993	26,380	26,380	26,380
4848 Certification Fee	25,850	12,500	12,500	12,500
<i>Utility Revenues Total</i>	<u>\$ 4,601,777</u>	<u>\$ 4,433,480</u>	<u>\$ 4,724,480</u>	<u>\$ 4,606,480</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 15,046	\$ 46,000	\$ 46,000	\$ 46,000
8012 Change in Fair Value	(3,075)	-	-	-
8035 Other Miscellaneous Revenues	233,628	110,000	110,000	110,000
<i>Other Income Total</i>	<u>\$ 245,599</u>	<u>\$ 156,000</u>	<u>\$ 156,000</u>	<u>\$ 156,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 268,268	\$ -	\$ -	\$ -
<i>Other Financing Sources Total</i>	<u>\$ 268,268</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
WATER UTILITY TOTAL	<u><u>\$ 5,136,729</u></u>	<u><u>\$ 4,606,480</u></u>	<u><u>\$ 4,897,480</u></u>	<u><u>\$ 4,779,480</u></u>

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 821,538	\$ 836,060	\$ 787,870	\$ 855,750
6006 Part-time	8,871	-	-	-
6007 Seasonal	-	21,970	20,900	22,620
6009 Overtime	43,396	22,500	35,000	35,000
6031 Employer Social Security	52,514	52,960	50,110	54,410
6032 Employer Medicare	12,282	12,380	11,720	12,730
6033 Employer Pera	153,494	62,450	58,690	63,770
6035 Medical Insurance	106,677	136,540	120,800	138,330
6036 Dental Insurance	7,203	7,540	7,210	7,510
6037 Term Life	774	750	710	420
6038 Workers Compensation	33,510	36,860	36,860	38,150
6040 Long Term Disability	1,318	1,470	1,390	1,510
6051 Interdepartmental Labor	45,000	50,000	50,000	50,000
6052 Administrative Charges	188,460	195,820	195,820	160,000
6054 Interdepartmental Labor Credit	(457)	-	-	-
<i>Personal Services Total</i>	<u>\$ 1,474,580</u>	<u>\$ 1,437,300</u>	<u>\$ 1,377,080</u>	<u>\$ 1,440,200</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 287,565	\$ 338,070	\$ 437,070	\$ 318,570
6201 Rents & Leases	-	1,750	1,750	1,750
6202 Data Processing Rental	50,358	50,360	50,740	52,520
6204 Motor Pool Operating Rental	50,810	52,840	52,840	54,950
6205 Maintenance & Repairs	568,031	373,500	300,900	459,300
6207 Utility Services	353,323	280,000	355,000	365,000
6301 Advertising & Publication	9,604	12,000	12,000	12,000
6302 Communications	12,784	11,500	41,500	13,000
6303 Professional Development	12,154	10,750	10,750	15,300
6305 Subscriptions & Memberships	5,579	6,400	9,000	9,000
6307 Insurance & Bonds	44,449	34,490	34,490	35,700
6308 Property Liability	34,600	35,980	35,980	37,240
6310 Taxes & Licenses	12,091	15,250	15,250	15,250
6315 Other Contractual Services	3,718	1,750	1,750	1,750
6401 Office Supplies	4,773	4,000	2,000	2,000
6402 Copy Charges	145	500	500	500
6403 Postage	12,075	13,000	13,000	13,000
6409 Uniforms & Clothing	3,528	6,000	6,000	7,000
6410 Small Tools & Parts	74,140	67,000	47,000	67,000
6412 Maint. & Const. Materials	50,193	43,500	43,500	43,500
6413 Chemicals	459,135	418,530	445,180	462,730
6414 Other Supplies	27,958	46,500	46,500	46,500
6513 Other Charges	41,654	31,000	31,000	10,500
6540 Covid-19	(291)	-	-	-
<i>Other Services & Charges Total</i>	<u>\$ 2,118,376</u>	<u>\$ 1,854,670</u>	<u>\$ 1,993,700</u>	<u>\$ 2,044,060</u>

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Depreciation</u>				
6610 Depreciation	\$ 1,207,402	\$ 1,238,190	\$ 1,238,190	\$ 1,281,530
<i>Depreciation Total</i>	<u>\$ 1,207,402</u>	<u>\$ 1,238,190</u>	<u>\$ 1,238,190</u>	<u>\$ 1,281,530</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ 1,440,000	\$ 1,440,000	\$ 727,000
7400 Machinery & Equipment	-	303,750	303,750	-
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 1,743,750</u>	<u>\$ 1,743,750</u>	<u>\$ 727,000</u>
<u>Other Financing Uses</u>				
8513 Bond Issuance Costs	\$ 18,372	\$ -	\$ -	\$ -
8521 Principal Payments	-	515,000	515,000	540,000
8522 Interest Payments	117,735	122,630	122,630	106,350
8523 Paying Agent Fees	594	1,250	1,250	1,300
<i>Other Financing Uses Total</i>	<u>\$ 136,701</u>	<u>\$ 638,880</u>	<u>\$ 638,880</u>	<u>\$ 647,650</u>
WATER UTILITY TOTAL	<u><u>\$ 4,937,059</u></u>	<u><u>\$ 6,912,790</u></u>	<u><u>\$ 6,991,600</u></u>	<u><u>\$ 6,140,440</u></u>

Performance Measures

Department/Division

Public Works / Water Utility

	Actual 2021	Actual 2022	Budget 2023R	Budget 2024P
Inputs:				
Number of Full-Time & Part-Time Employees	10.05	10.45	10.45	10.45
Division Operating Revenues	\$ 4,416,460	\$ 5,136,729	\$ 4,897,480	\$ 4,779,480
Division Operating Expenses	\$ 1,714,537	\$ 2,118,376	\$ 1,993,702	\$ 2,044,056
Principal Payments and Interest	\$ 566,609	\$ 613,329	\$ 638,875	\$ 647,650
Capital Outlay (excluding Depreciation)	\$ 720,879	\$ 129,349	\$ 1,743,750	\$ 727,000
Outputs:				
Total Miles of Water Mains	117	117	117	117
Water Pumped in Gallons	1,014,092,231	984,426,295	1,000,000,000	1,000,000,000
Total WM Replace/Rehab (feet)	2,500	1,300	2,100	1000
Total WM Condition Assessment (feet)	16,619	24,747	n/a	n/a
Annual Number of Water Main Breaks	9	18	12	12
Effectiveness Measures:				
Percent WM Replaced/Rehabbed	0.40%	0.21%	0.34%	0.16%
Percent WM Condition Assessment	2.69%	4.01%	n/a	n/a
Percent Service Interruptions	1.07%	1.00%	1.00%	1.00%
Efficiency Measures:				
Operating Cost Per 1 Million Gallons Pumped	\$ 1,691	\$ 2,152	\$ 1,994	\$ 2,044
Cost per Capita (excluding Capital Outlay)	\$ 63.10	\$ 75.56	\$ 72.82	\$ 74.46

FUND: WATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WATER UTILITY - 51000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Utility Superintendent	M-3	.50	.50	.50
Utility Supervisor	M-1	.50	.50	.50
Water Plant Operator	LT-5	4.00	4.00	4.00
Water Plant Mechanic	LT-5	2.00	2.00	2.00
Public Works Worker	LT-1	2.00	2.00	2.00
Utility Billing Clerk	GS-3	.80	.80	.80
Senior Office Assistant	GS-2	.15	.15	.15
GIS Coordinator	GS-6	.15	.15	.15
Assistant Utilities Superintendent	M-2	.35	.35	.35
	<i>Total</i>	<u>10.45</u>	<u>10.45</u>	<u>10.45</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
Water Meter Upgrade	\$ 303,750	\$ 303,750	\$ -
Filter Press Rehab	90,000	90,000	100,000
Water Plant Roof Replacement	1,000,000	1,000,000	-
Bloomington Ave Watermain	200,000	-	-
Water Plant Effluent Meters	100,000	100,000	-
Water Plant/Lift Station Network	50,000	50,000	180,000
Water Plant HVAC	-	-	25,000
HART System Expansion	-	-	50,000
Watermain Rehabilitation	-	200,000	300,000
Water Plant Security	-	-	72,000
	<i>Total</i>	<u>\$ 1,743,750</u>	<u>\$ 1,743,750</u>
			<u>\$ 727,000</u>

GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015B
SCHEDULE OF DEBT SERVICE REQUIREMENTS
December 31, 2023

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 1,540,000
2024	370,000	28,950	398,950	1,170,000
2025	380,000	19,600	399,600	790,000
2026	390,000	11,900	401,900	400,000
2027	400,000	4,000	404,000	-
	<u>\$ 1,540,000</u>	<u>\$ 64,450</u>	<u>\$ 1,604,450</u>	

WATER GENERAL OBLIGATION BONDS, SERIES 2019A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
December 31, 2023

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 1,050,000
2024	45,000	33,100	78,100	1,005,000
2025	50,000	31,200	81,200	955,000
2026	50,000	29,200	79,200	905,000
2027	50,000	27,200	77,200	855,000
2028	55,000	25,100	80,100	800,000
2029	55,000	23,175	78,175	745,000
2030	60,000	21,450	81,450	685,000
2031	60,000	19,650	79,650	625,000
2032	60,000	17,850	77,850	565,000
2033	65,000	15,975	80,975	500,000
2034	65,000	14,025	79,025	435,000
2035	65,000	12,075	77,075	370,000
2036	70,000	10,050	80,050	300,000
2037	70,000	7,950	77,950	230,000
2038	75,000	5,775	80,775	155,000
2039	75,000	3,525	78,525	80,000
2040	80,000	1,200	81,200	-
	<u>\$ 1,050,000</u>	<u>\$ 298,500</u>	<u>\$ 1,348,500</u>	

WATER GENERAL OBLIGATION BONDS, SERIES 2020A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
December 31, 2023

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 1,820,000
2024	125,000	44,300	169,300	1,695,000
2025	125,000	40,550	165,550	1,570,000
2026	125,000	36,800	161,800	1,445,000
2027	130,000	32,975	162,975	1,315,000
2028	135,000	29,000	164,000	1,180,000
2029	140,000	24,875	164,875	1,040,000
2030	145,000	20,600	165,600	895,000
2031	145,000	16,975	161,975	750,000
2032	150,000	14,025	164,025	600,000
2033	60,000	11,925	71,925	540,000
2034	65,000	10,675	75,675	475,000
2035	65,000	9,375	74,375	410,000
2036	65,000	8,075	73,075	345,000
2037	65,000	6,775	71,775	280,000
2038	70,000	5,390	75,390	210,000
2039	70,000	3,903	73,903	140,000
2040	70,000	2,363	72,363	70,000
2041	70,000	788	70,788	-
	<u>\$ 1,820,000</u>	<u>\$ 319,368</u>	<u>\$ 2,139,368</u>	

BUDGET SUMMARY
WASTEWATER UTILITY FUND PROJECTION

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023 Revised	2024 Budget	2025 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 7,208,800	\$ 8,170,309	\$ 8,976,649	\$ 9,592,089
<u>Revenues</u>				
Sewer Usage	5,036,287	5,231,920	5,335,900	5,495,977
<u>Miscellaneous Revenues</u>				
Interest	34,657	12,000	12,000	15,000
Other Revenues	5	750	750	750
Total Miscellaneous Revenues	34,662	12,750	12,750	15,750
Total Revenues	5,070,949	5,244,670	5,348,650	5,511,727
<u>Expenses</u>				
Personal Services	1,232,009	1,204,460	1,224,130	1,260,854
Other Services and Charges	2,700,711	2,918,520	3,187,040	3,330,457
Depreciation	281,081	281,730	291,590	300,338
Interest	37,987	33,620	30,450	28,800
Operating Expenses	4,251,788	4,438,330	4,733,210	4,920,448
Net Income	819,161	806,340	615,440	591,279
<u>Operating Transfers From (To)</u>				
Projects Funds	142,348	-	-	-
	142,348	-	-	-
<u>RETAINED EARNINGS</u>	8,170,309	8,976,649	9,592,089	10,183,368
<u>BOND PRINCIPAL *</u>	\$ -	\$ 40,000	\$ 40,000	\$ 45,000
<u>CAPITAL OUTLAY **</u>	\$ -	\$ 1,066,250	\$ 800,000	\$ -
***Wastewater Revenue Bond Coverage	-	-	20.21	8.01

* Bonds are not recorded as current expenses, but rather as adjustments to cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

***Calculation excludes depreciation.

WASTEWATER UTILITY DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide responsible collection and disposal of wastewater for the community with minimal inconvenience to residents and businesses.

The division focus is operation and maintenance of a 100-mile collection system consisting of pipe in diameter from 9 inches to 36 inches. This collection system serves approximately 10,820 services. This division also operates a series of 9 sanitary sewer lift stations that lift wastewater from low areas to a higher elevation where it flows by gravity to the Metropolitan Council Environmental Services (MCES) wastewater system.

2023 HIGHLIGHTS

- Continued the sanitary sewer main lining program (City Council Priority/Outcome 1c & 3a).
- Continued to be aggressive with maintenance on the wastewater collection system by jetting/prooing the entire city on an annual basis, including televising and root sawing (City Council Priority/Outcome 1c & 3a).
- Continued evaluating the feasibility of redesigning the water plant conference room into a water education/learning center (City Council Priority/Outcome 1a & 3c).
- Completed Sanitary Sewer Lift Station Condition Assessment and evaluated rehabilitation recommendations (City Council Priority/Outcome 1b-c & 3a).
- Participated in the State Commerce Department's Energy Assistance Program for financial assistance with utility bills (City Council Priority/Outcome 2c & 5a).

2024 GOALS

- Continue the sanitary sewer main lining program (City Council Priority/Outcome 1c & 3a).
- Continue to be aggressive with maintenance on the wastewater collection system by jetting/prooing the entire City on an annual basis, including televising and root sawing (City Council Priority/Outcome 1c & 3a).
- Begin to program Lift Station Improvement projects for the future (City Council Priority/Outcome 1b-c & 3a).
- Maintain participation in the State Commerce Department's Energy Assistance Program for financial assistance with utility bills (City Council Priority/Outcome 2c & 5a).

5a).

- Conduct a city-wide sanitary sewer model to review serviceability and provide a critical analysis of the system (City Council Priority/Outcome 1b-c & 3a).

DIVISION EXPENDITURE COMMENT

Approximately 60% of the Wastewater Division expenditures are attributed to the Metropolitan Council Environmental Services (MCES) charges for providing wastewater treatment services for the City of Richfield. The 2023 charge from MCES is \$2,379,837 and the 2024 MCES charge is \$2,557,715; this a 7.47% increase of MCES charges for the 2024 Proposed Budget.

The 2023 Revised Budget reflects an increase of 0.06% from the 2023 Adopted Budget.

The 2024 Proposed Budget reflects an increase of 7.06% from the 2023 Adopted Budget due mainly to the increases in MCES charges and professional services.

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>License & permits</u>				
4162 Sewer Permit	\$ 24,200	\$ 15,000	\$ 15,000	\$ 15,000
<i>License & permits Total</i>	<u>\$ 24,200</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>
<u>Utility Revenues</u>				
4832 Sewer Charges	\$ 5,010,969	\$ 5,199,920	\$ 5,199,920	\$ 5,303,900
4836 Other Sewer Charges/Services	-	500	500	500
4838 Sewer Availability Charge	1,118	4,000	4,000	4,000
4848 Certification Fee	-	12,500	12,500	12,500
<i>Utility Revenues Total</i>	<u>\$ 5,012,087</u>	<u>\$ 5,216,920</u>	<u>\$ 5,216,920</u>	<u>\$ 5,320,900</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 36,091	\$ 12,000	\$ 12,000	\$ 12,000
8012 Change in Fair Value	(1,434)	-	-	-
8033 Cash/Over Short	(5)	-	-	-
8035 Other Miscellaneous Revenues	-	750	750	750
<i>Other Income Total</i>	<u>\$ 34,652</u>	<u>\$ 12,750</u>	<u>\$ 12,750</u>	<u>\$ 12,750</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 142,348	\$ -	\$ -	\$ -
<i>Other Financing Sources Total</i>	<u>\$ 142,348</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
WASTEWATER UTILITY TOTAL	<u><u>\$ 5,213,287</u></u>	<u><u>\$ 5,244,670</u></u>	<u><u>\$ 5,244,670</u></u>	<u><u>\$ 5,348,650</u></u>

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 647,491	\$ 692,280	\$ 653,050	\$ 690,490
6006 Part-time	8,871	-	-	-
6007 Seasonal	14,938	21,970	20,900	22,620
6009 Overtime	5,742	20,000	20,000	20,000
6031 Employer Social Security	40,184	43,720	41,000	43,340
6032 Employer Medicare	9,398	10,230	9,590	10,140
6033 Employer Pera	147,557	51,660	48,580	51,370
6035 Medical Insurance	78,102	121,530	116,720	126,740
6036 Dental Insurance	5,877	6,370	6,010	6,100
6037 Term Life	631	630	600	340
6038 Workers Compensation	19,130	21,040	21,040	21,780
6040 Long Term Disability	1,086	1,220	1,150	1,210
6051 Interdepartmental Labor	65,000	70,000	70,000	70,000
6052 Administrative Charges	188,460	195,820	195,820	160,000
6054 Interdepartmental Labor Credit	(457)	-	-	-
<i>Personal Services Total</i>	<u>\$ 1,232,010</u>	<u>\$ 1,256,470</u>	<u>\$ 1,204,460</u>	<u>\$ 1,224,130</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 94,248	\$ 102,430	\$ 173,630	\$ 220,870
6202 Data Processing Rental	21,939	24,130	24,130	24,980
6204 Motor Pool Operating Rental	69,920	72,720	72,720	75,630
6205 Maintenance & Repairs	58,377	115,000	95,000	115,000
6207 Utility Services	22,007	20,000	25,000	26,250
6301 Advertising & Publication	131	5,000	5,000	5,000
6302 Communications	9,639	9,000	12,000	13,000
6303 Professional Development	11,497	11,000	11,000	11,800
6305 Subscriptions & Memberships	917	250	250	250
6307 Insurance & Bonds	11,497	9,780	9,780	10,120
6308 Property Liability	6,890	7,170	7,170	7,420
6310 Taxes & Licenses	-	200	200	200
6315 Other Contractual Services	9,178	21,000	21,000	21,000
6401 Office Supplies	1,518	100	100	100
6403 Postage	12	100	100	100
6409 Uniforms & Clothing	5,430	5,000	5,500	6,000
6410 Small Tools & Parts	20,180	29,000	24,000	29,000
6412 Maint. & Const. Materials	10,187	42,250	42,250	42,250
6414 Other Supplies	5,542	9,850	9,850	9,850
6513 Other Charges			-	10,500
<i>Other Services & Charges Total</i>	<u>\$ 359,109</u>	<u>\$ 483,980</u>	<u>\$ 538,680</u>	<u>\$ 629,320</u>
<u>MCES Charges</u>				
6601 MCES Charges	\$ 2,331,855	\$ 2,379,840	\$ 2,379,840	\$ 2,557,720
<i>MCES Charges Total</i>	<u>\$ 2,331,855</u>	<u>\$ 2,379,840</u>	<u>\$ 2,379,840</u>	<u>\$ 2,557,720</u>

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Depreciation</u>				
6610 Depreciation	\$ 281,081	\$ 281,730	\$ 281,730	\$ 291,590
<i>Depreciation Total</i>	<u>\$ 281,081</u>	<u>\$ 281,730</u>	<u>\$ 281,730</u>	<u>\$ 291,590</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ 800,000	\$ 845,000	\$ 800,000
7400 Machinery & Equipment	-	266,250	221,250	-
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 1,066,250</u>	<u>\$ 1,066,250</u>	<u>\$ 800,000</u>
<u>Other Financing Uses</u>				
8513 Bond Issuance Costs	\$ 9,749	\$ -	\$ -	\$ -
8521 Principal Payments	-	40,000	40,000	40,000
8522 Interest Payments	37,868	31,900	33,500	30,300
8523 Paying Agent Fees	119	-	120	150
<i>Other Financing Uses Total</i>	<u>\$ 47,736</u>	<u>\$ 71,900</u>	<u>\$ 73,620</u>	<u>\$ 70,450</u>
WASTEWATER UTILITY TOTAL	<u><u>\$ 4,251,791</u></u>	<u><u>\$ 5,540,170</u></u>	<u><u>\$ 5,544,580</u></u>	<u><u>\$ 5,573,210</u></u>

Performance Measures

Department/Division

Public Works/Wastewater Utility

	Actual 2021	Actual 2022	Budget 2023R	Budget 2024P
Inputs:				
Number of Full-Time & Part-Time Employees	8.3	8.45	8.45	8.45
Division Operating Revenues	\$ 4,858,292	\$ 5,213,287	\$ 5,244,670	\$ 5,348,650
Division Operating Expenses & Capital Outlay	\$ 4,603,187	\$ 4,984,293	\$ 5,540,170	\$ 5,573,190
Outputs:				
Total Miles of Sanitary Sewer Mains	113	113	113	113
Total Sanitary Flow in Gallons	967,480,000	748,160,000	741,200,000	740,500,000
Effectiveness Measures:				
Accumulative Sanitary Main Lined/ Replaced (feet)	36,173	59,881	86,300	111,300
% of System Replaced/Lined	6.1	10.0	14.5	18.7
Sanitary Sewer Back Ups Caused by City Main	0	0	1	0
Efficiency Measures:				
Annual Expense Per Capita for Sanitary System and Disposal	\$ 124.43	\$ 134.73	\$ 149.76	\$ 150.65

FUND: WASTEWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: WASTEWATER UTILITY - 52000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Utility Superintendent	M-3	.50	.50	.50
Utility Supervisor	M-1	.50	.50	.50
Public Works Worker	LT-1	6.00	6.00	6.00
Utility Billing Clerk	GS-3	.80	.80	.80
Senior Office Assistant	GS-2	.15	.15	.15
Assistant Utilities Superintendent	M-2	.35	.35	.35
GIS Coordinator	GS-6	.15	.15	.15
	<i>Total</i>	<u>8.45</u>	<u>8.45</u>	<u>8.45</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
Sewer Main Lining	\$ 800,000	\$ 800,000	\$ 800,000
Water Meter Replacement	221,250	221,250	-
Lift Station #7 Cement Cover	45,000	45,000	-
	<i>Total</i>	<u>\$ 1,066,250</u>	<u>\$ 800,000</u>

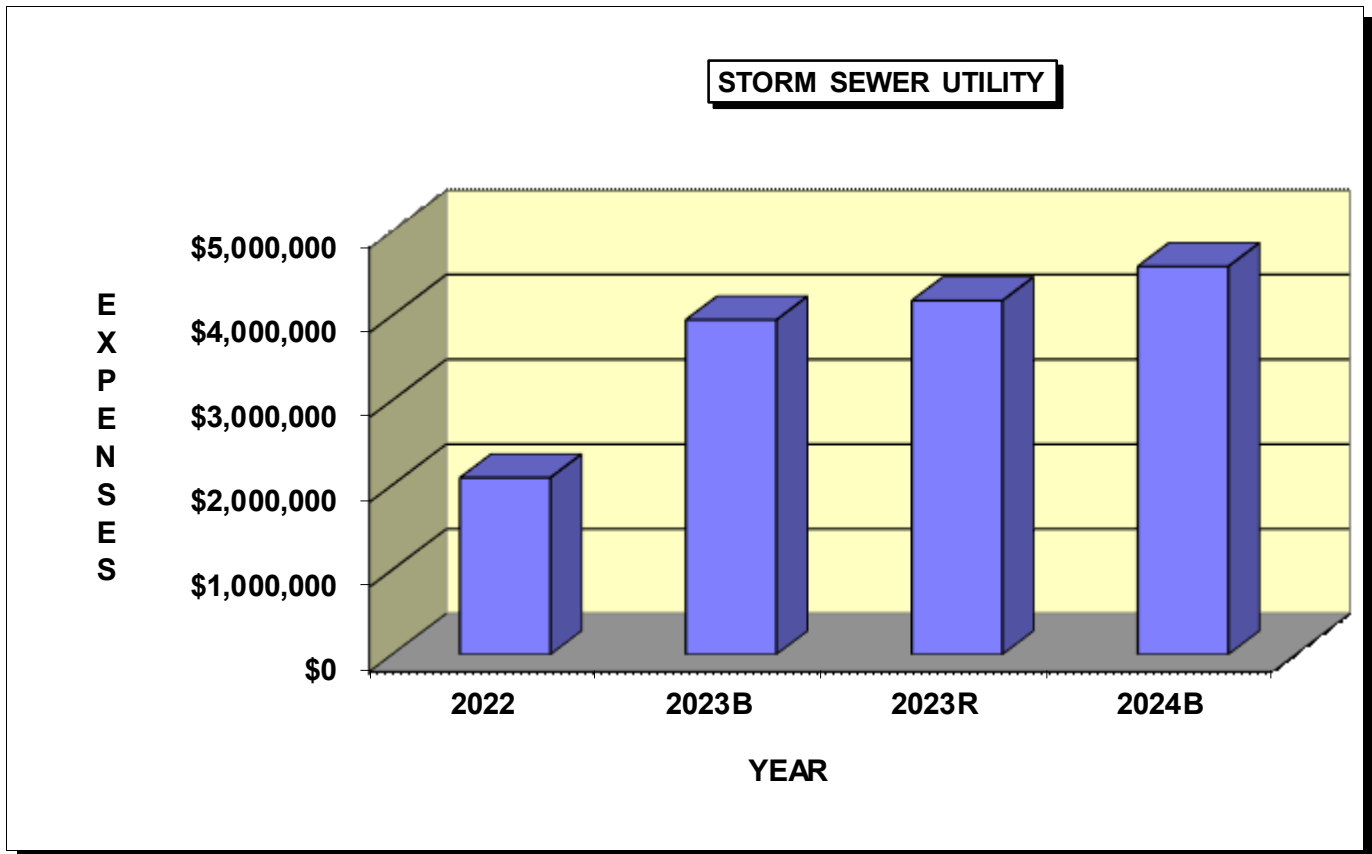
SEWER GENERAL OBLIGATION BONDS, SERIES 2019A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2023

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 960,000
2024	40,000	30,300	70,300	920,000
2025	45,000	28,600	73,600	875,000
2026	45,000	26,800	71,800	830,000
2027	50,000	24,900	74,900	780,000
2028	50,000	22,900	72,900	730,000
2029	50,000	21,150	71,150	680,000
2030	55,000	19,575	74,575	625,000
2031	55,000	17,925	72,925	570,000
2032	55,000	16,275	71,275	515,000
2033	60,000	14,550	74,550	455,000
2034	60,000	12,750	72,750	395,000
2035	60,000	10,950	70,950	335,000
2036	65,000	9,075	74,075	270,000
2037	65,000	7,125	72,125	205,000
2038	65,000	5,175	70,175	140,000
2039	70,000	3,150	73,150	70,000
2040	70,000	1,050	71,050	-
	<u>\$ 960,000</u>	<u>\$ 272,250</u>	<u>\$ 1,232,250</u>	

FUND: STORMWATER UTILITY
 DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
53000 STORMWATER UTILITY	\$ 2,085,996	\$ 3,947,950	\$ 4,174,940	\$ 4,578,530	15.97%
<i>Public Works TOTAL</i>	<u>\$ 2,085,996</u>	<u>\$ 3,947,950</u>	<u>\$ 4,174,940</u>	<u>\$ 4,578,530</u>	15.97%
REVENUES					
53000 STORMWATER UTILITY	\$ 3,094,660	\$ 2,407,102	\$ 2,404,700	\$ 2,517,660	4.59%



**BUDGET SUMMARY
STORMWATER UTILITY FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023 Revised	2024 Budget	2025 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 7,830,845	\$ 8,839,509	\$ 8,454,269	\$ 8,068,399
<u>Revenues</u>				
Storm Sewer Usage	2,004,767	2,213,640	2,324,200	2,393,930
Miscellaneous Revenues	217,796	191,060	193,460	196,460
Total Revenues	<u>2,222,563</u>	<u>2,404,700</u>	<u>2,517,660</u>	<u>2,590,390</u>
<u>Expenses</u>				
Personal Services	517,134	532,770	531,950	547,900
Other Services and Charges	586,266	1,165,440	1,279,460	1,337,035
Depreciation	762,883	780,260	807,570	839,875
Interest and amortization	219,713	311,470	284,550	266,645
Total Operating Expenses	<u>2,085,996</u>	<u>2,789,940</u>	<u>2,903,530</u>	<u>2,991,454</u>
Net Income (Loss)	136,567	(385,240)	(385,870)	(401,064)
Transfers From (To)				
Bond Fund	872,097	-	-	-
	<u>872,097</u>	<u>-</u>	<u>-</u>	<u>-</u>
Special Item	-	-	-	-
<u>RETAINED EARNINGS</u>	<u>8,839,509</u>	<u>8,454,269</u>	<u>8,068,399</u>	<u>7,667,335</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 445,000</u>	<u>\$ 605,000</u>	<u>\$ 625,000</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 940,000</u>	<u>\$ 1,070,000</u>	<u>\$ -</u>
***Stormwater Revenue Bond Coverage	0.26	(0.51)	(0.43)	(0.45)

* Bonds are not recorded as current expenses, but rather as adjustments to the cash position.

** Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

***Calculation excludes depreciation.

STORM WATER UTILITY DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To provide flood protection and environmentally responsible management of storm water for the City of Richfield, as well as community outreach to residents and businesses on the impacts they have on the quality of ponds, lakes, and streams.

The Division's mission is achieved by City of Richfield staff and contractors, who perform the following functions:

- Responsibly maintaining the Municipal Separate Storm Sewer Systems (MS4) permit from the Minnesota Pollution Control Agency (MPCA) for the operations of the City's storm water discharge program;
- Active education and outreach activities;
- Maintaining and operating eleven storm water lift stations;
- Contracting with the Street Division for the sweeping of streets to remove silt, organic matter, and phosphorus;
- Water quality monitoring;
- Operating and maintaining a flocculation treatment system for the removal of phosphorus to fulfill watershed reduction requirements; and
- Improving the flood protection of property by upgrading the storm water system as opportunities arise.

2023 HIGHLIGHTS

- Completed Sheridan pond dredging project (City Council Priority/Outcome 1c, 3a & 3c).
- Continued visual inspections for storm system condition assessment (City Council Priority/Outcome 1c, 3a & 3c).
- Continued storm system manhole structure assessment and rehabilitation (City Council Priority/Outcome 1c, 3a & 3c).
- Maintained the City's Regulatory Program associated with the Municipal Separate Storm Sewer System Permit (City Council Priority/Outcome 1c, 3a, & 3c).
- Began the development of a Stormwater Pond Prioritization Plan (City Council Priority/Outcome 1a, 3a & 3c).

- Evaluated the feasibility of redesigning the water plant conference room into a water education/learning center (City Council Priority/Outcome 1a & 3c).
- Participated in the State Commerce Department's Energy Assistance Program for financial assistance with utility bills (City Council Priority/Outcome 2c & 5a).

2024 GOALS

- Continue visual inspections for storm system condition assessment (City Council Priority/Outcome 1c, 3a & 3c).
- Continue storm system manhole structure assessment and rehabilitation (City Council Priority/Outcome 1c, 3a & 3c).
- Investigate opportunities for water quality improvements based on results of water quality model (City Council Priority/Outcome 1c, 3a & 3c).
- Begin targeted storm system improvements based on hydraulic model and Storm System Risk Assessment (City Council Priority/Outcome 1c, 3a & 3c).
- Finish the development of a Stormwater Pond Prioritization Plan (City Council Priority/Outcome 1a, 3a & 3c).
- Maintain participation in the State Commerce Department's Energy Assistance Program for financial assistance with utility bills (City Council Priority/Outcome 2c & 5a).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a decrease of 0.13% from the 2023 Adopted Budget.

The 2024 Proposed Budget reflects an increase of 6.53% from the 2023 Adopted Budget. This is primarily due to planned efforts towards cleaning and inspecting the stormwater network of pipes.

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Intergovernmental Revenues</u>				
4244 Grants Other	\$ 18,992	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 18,992</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Utility Revenues</u>				
4848 Certification Fee	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
4852 Storm Drainage Fee	2,004,767	2,211,142	2,211,140	2,321,700
<i>Utility Revenues Total</i>	<u>\$ 2,004,767</u>	<u>\$ 2,213,642</u>	<u>\$ 2,213,640</u>	<u>\$ 2,324,200</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 53,426	\$ 20,000	\$ 20,000	\$ 20,000
8012 Change in Fair Value	(9,963)	-	-	-
8035 Other Miscellaneous Revenues	150,166	173,460	171,060	173,460
8038 Gain on disposal of Assets	5,175	-	-	-
<i>Other Income Total</i>	<u>\$ 198,804</u>	<u>\$ 193,460</u>	<u>\$ 191,060</u>	<u>\$ 193,460</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 872,097	\$ -	\$ -	\$ -
<i>Other Financing Sources Total</i>	<u>\$ 872,097</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
STORMWATER UTILITY TOTAL	<u><u>\$ 3,094,660</u></u>	<u><u>\$ 2,407,102</u></u>	<u><u>\$ 2,404,700</u></u>	<u><u>\$ 2,517,660</u></u>

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 136,457	\$ 159,160	\$ 159,870	\$ 171,270
6009 Overtime	129	-	-	-
6031 Employer Social Security	8,375	9,830	9,910	10,620
6032 Employer Medicare	1,959	2,300	2,320	2,480
6033 Employer Pera	39,520	11,900	11,920	12,770
6035 Medical Insurance	18,729	24,840	24,450	26,310
6036 Dental Insurance	1,115	1,390	1,420	1,420
6037 Term Life	121	140	140	80
6038 Workers Compensation	2,170	2,390	2,390	2,470
6040 Long Term Disability	108	280	280	300
6051 Interdepartmental Labor	214,611	212,570	222,570	222,570
6052 Administrative Charges	93,840	97,500	97,500	81,660
<i>Personal Services Total</i>	<u>\$ 517,134</u>	<u>\$ 522,300</u>	<u>\$ 532,770</u>	<u>\$ 531,950</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 154,454	\$ 279,580	\$ 279,580	\$ 301,970
6201 Rents & Leases	-	5,500	5,500	5,500
6202 Data Processing Rental	12,177	13,400	13,400	13,870
6204 Motor Pool Operating Rental	136,920	142,400	142,400	148,100
6205 Maintenance & Repairs	190,895	599,750	579,750	649,750
6207 Utility Services	18,947	30,000	30,000	31,250
6301 Advertising & Publication	2,289	3,400	3,400	3,400
6302 Communications	1,139	1,600	3,500	4,000
6303 Professional Development	4,237	3,880	3,880	3,880
6305 Subscriptions & Memberships	5,184	4,800	5,200	8,320
6307 Insurance & Bonds	3,204	1,290	1,290	1,340
6308 Property Liability	1,230	1,280	1,280	1,320
6310 Taxes & Licenses	3,626	3,000	3,000	3,000
6315 Other Contractual Services	32,089	49,350	54,350	54,350
6401 Office Supplies	34	150	150	150
6402 Copy Charges	-	150	150	150
6403 Postage	124	50	50	50
6410 Small Tools & Parts	2,554	3,000	3,000	3,000
6412 Maint. & Const. Materials	16,196	16,310	16,310	16,310
6413 Chemicals	-	18,000	18,000	18,000
6414 Other Supplies	967	1,250	1,250	1,250
6513 Other Charges	-	-	-	10,500
<i>Other Services & Charges Total</i>	<u>\$ 586,266</u>	<u>\$ 1,178,140</u>	<u>\$ 1,165,440</u>	<u>\$ 1,279,460</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 762,883	\$ 780,260	\$ 780,260	\$ 807,570
<i>Depreciation Total</i>	<u>\$ 762,883</u>	<u>\$ 780,260</u>	<u>\$ 780,260</u>	<u>\$ 807,570</u>

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ 900,000	\$ 940,000	\$ 1,070,000
<i>Capital Outlay Total</i>	\$ -	\$ 900,000	\$ 940,000	\$ 1,070,000
<u>Other Financing Uses</u>				
8513 Bond Issuance Costs	\$ 59,724	\$ -	\$ -	\$ -
8521 Principal Payments	-	445,000	445,000	605,000
8522 Interest Payments	158,445	120,300	309,520	282,250
8523 Paying Agent Fees	1,544	1,950	1,950	2,300
<i>Other Financing Uses Total</i>	\$ 219,713	\$ 567,250	\$ 756,470	\$ 889,550
STORMWATER UTILITY TOTAL	\$ 2,085,996	\$ 3,947,950	\$ 4,174,940	\$ 4,578,530

Performance Measures

Department/Division

Public Works / Stormwater Utility

	Actual 2021	Actual 2022	Budget 2023R	Budget 2024P
Inputs:				
Number of Full-Time Employees	1.70	1.90	1.90	1.90
Division Operating Revenues	\$ 2,045,292	\$ 3,094,660	\$ 2,404,697	\$ 2,517,655
Division Operating Expenses	\$ 2,007,281	\$ 2,056,217	\$ 3,047,950	\$ 3,508,530
Outputs:				
Total Tons of Street Sweepings	210.06	235.0	250.0	250.0
Effectiveness Measures:				
Annual Pounds of TP* Removed from Sweeping Activities	48.2	53.9	57.4	57.4
Annual Pounds of TP* Removed from Infiltration and Floc Systems	81.9	74.0	40.0	74.0
Efficiency Measures:				
Total Cost for Street Sweeping	\$ 120,004	\$ 113,557	\$ 110,000	\$ 110,000
Total cost for Infiltration/Floc	\$ 114,648	\$ 78,093	\$ 102,000	\$ 102,000
Cost per Pound of TP* Removed	\$ 1,804	\$ 1,498	\$ 2,177	\$ 1,613
Operating Expenses per Capita	\$ 55.52	\$ 56.88	\$ 84.31	\$ 97.05

*TP = Total Phosphorus

FUND: STORMWATER UTILITY
DEPARTMENT: Public Works
BUSINESS UNIT: STORMWATER UTILITY - 53000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Utility Billing Clerk	GS-3	.40	.40	.40
Assistant Utilities Superintendent	M-2	.30	.30	.30
GIS Coordinator	GS-6	.20	.20	.20
Water Resources Engineer	GS-6	1.00	1.00	1.00
<i>Total</i>		<u>1.90</u>	<u>1.90</u>	<u>1.90</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
Manhole Structure Rehab	\$ 200,000	\$ 200,000	\$ 200,000
Storm Mains Rehab	200,000	200,000	200,000
HUB Storm Improvements	500,000	500,000	500,000
Penn Lift Station Improvements	-	40,000	-
Irving Lift Station Improvements	-	-	80,000
DSG Lift Station Improvements	-	-	90,000
<i>Total</i>	<u>\$ 900,000</u>	<u>\$ 940,000</u>	<u>\$ 1,070,000</u>

GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015B
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2023

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 640,000
2024	155,000	12,025	167,025	485,000
2025	160,000	8,100	168,100	325,000
2026	160,000	4,900	164,900	165,000
2027	165,000	1,650	166,650	-
	<u>\$ 640,000</u>	<u>\$ 26,675</u>	<u>\$ 666,675</u>	

**STORM SEWER REVENUE BONDS, SERIES 2016A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2023**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 2,230,000
2024	135,000	50,240	185,240	2,095,000
2025	140,000	46,115	186,115	1,955,000
2026	145,000	42,565	187,565	1,810,000
2027	150,000	39,615	189,615	1,660,000
2028	150,000	36,615	186,615	1,510,000
2029	155,000	33,565	188,565	1,355,000
2030	155,000	30,465	185,465	1,200,000
2031	160,000	27,235	187,235	1,040,000
2032	165,000	23,740	188,740	875,000
2033	165,000	20,028	185,028	710,000
2034	170,000	16,090	186,090	540,000
2035	175,000	11,863	186,863	365,000
2036	180,000	7,335	187,335	185,000
2037	185,000	2,497	187,497	-
	<u>\$ 2,230,000</u>	<u>\$ 387,968</u>	<u>\$ 2,617,968</u>	

STORM SEWER GENERAL OBLIGATION BONDS, SERIES 2019A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2023

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 695,000
2024	30,000	21,900	51,900	665,000
2025	30,000	20,700	50,700	635,000
2026	35,000	19,400	54,400	600,000
2027	35,000	18,000	53,000	565,000
2028	35,000	16,600	51,600	530,000
2029	40,000	15,300	55,300	490,000
2030	40,000	14,100	54,100	450,000
2031	40,000	12,900	52,900	410,000
2032	40,000	11,700	51,700	370,000
2033	40,000	10,500	50,500	330,000
2034	45,000	9,225	54,225	285,000
2035	45,000	7,875	52,875	240,000
2036	45,000	6,525	51,525	195,000
2037	45,000	5,175	50,175	150,000
2038	50,000	3,750	53,750	100,000
2039	50,000	2,250	52,250	50,000
2040	50,000	750	50,750	-
	<u>\$ 695,000</u>	<u>\$ 196,650</u>	<u>\$ 891,650</u>	

STORM SEWER REVENUE BONDS, SERIES 2020B
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2023

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 1,485,000
2024	135,000	23,680	158,680	1,350,000
2025	140,000	20,930	160,930	1,210,000
2026	140,000	18,130	158,130	1,070,000
2027	145,000	15,280	160,280	925,000
2028	150,000	12,330	162,330	775,000
2029	150,000	9,330	159,330	625,000
2030	150,000	7,005	157,005	475,000
2031	155,000	5,250	160,250	320,000
2032	160,000	3,280	163,280	160,000
2033	160,000	1,120	161,120	-
	<u>\$ 1,485,000</u>	<u>\$ 116,335</u>	<u>\$ 1,601,335</u>	

**GENERAL OBLIGATION BONDS, SERIES 2022A
SCHEDULE OF DEBT SERVICE REQUIREMENTS
DECEMBER 31, 2023**

PAYMENT YEAR	PRINCIPAL	INTEREST	TOTAL	UNPAID PRINCIPAL
				\$ 4,435,000
2024	150,000	174,400	324,400	4,285,000
2025	155,000	168,300	323,300	4,130,000
2026	160,000	162,000	322,000	3,970,000
2027	165,000	155,500	320,500	3,805,000
2028	175,000	148,700	323,700	3,630,000
2029	180,000	141,600	321,600	3,450,000
2030	190,000	134,200	324,200	3,260,000
2031	195,000	126,500	321,500	3,065,000
2032	205,000	118,500	323,500	2,860,000
2033	210,000	110,200	320,200	2,650,000
2034	220,000	101,600	321,600	2,430,000
2035	230,000	92,600	322,600	2,200,000
2036	240,000	83,200	323,200	1,960,000
2037	250,000	73,400	323,400	1,710,000
2038	255,000	63,300	318,300	1,455,000
2039	270,000	52,800	322,800	1,185,000
2040	280,000	41,800	321,800	905,000
2041	290,000	30,400	320,400	615,000
2042	300,000	18,600	318,600	315,000
2043	315,000	6,300	321,300	-
	<u>4,435,000</u>	<u>2,003,900</u>	<u>6,438,900</u>	

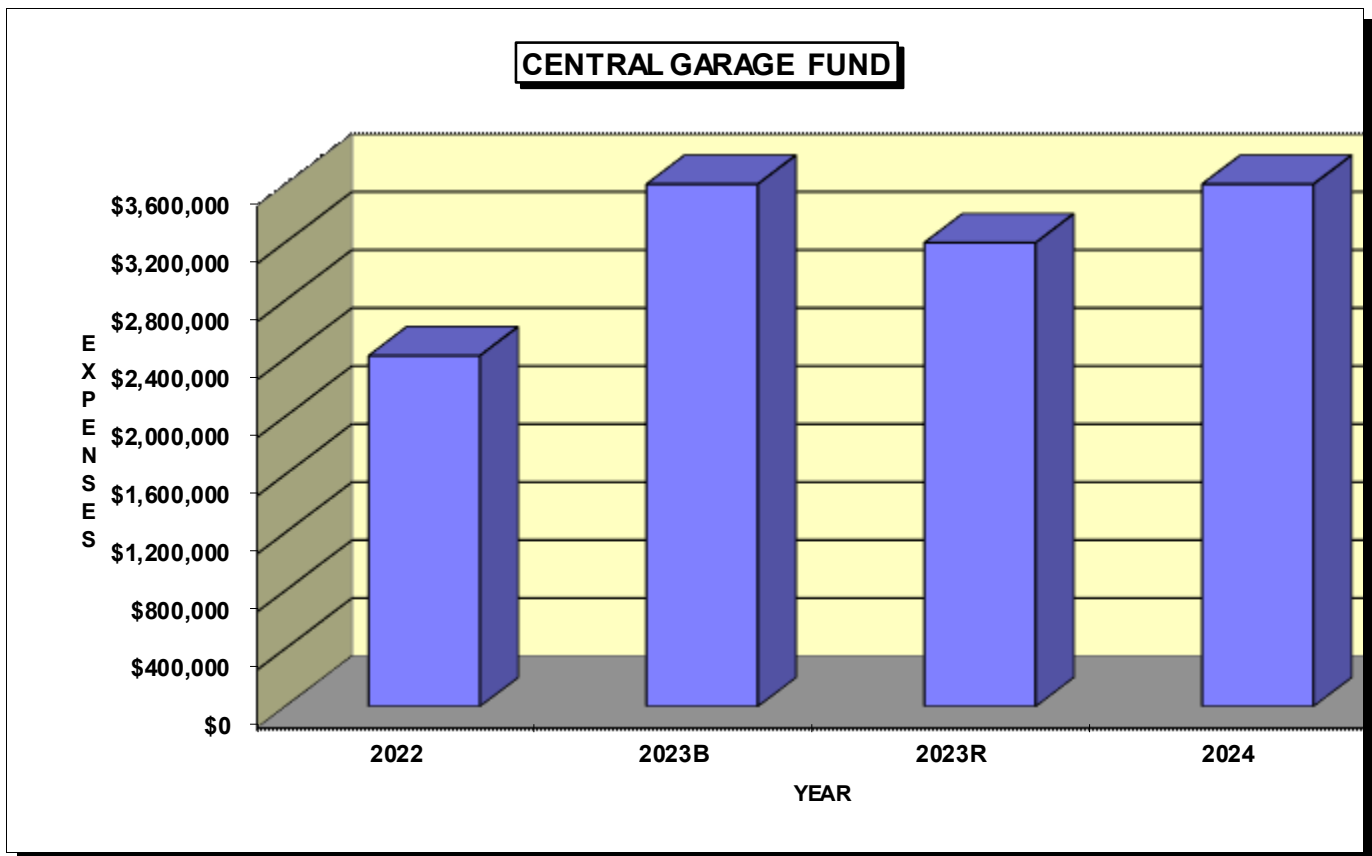
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INTERNAL SERVICE

FUND: CENTRAL GARAGE
 DEPARTMENT: Public Works

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
61000 CENTRAL GARAGE	\$ 2,417,720	\$ 3,688,280	\$ 3,196,330	\$ 4,070,620	10.37%
<i>Public Works TOTAL</i>	<u>\$ 2,417,720</u>	<u>\$ 3,688,280</u>	<u>\$ 3,196,330</u>	<u>\$ 4,070,620</u>	10.37%
REVENUES					
61000 CENTRAL GARAGE	\$ 2,363,954	\$ 2,538,820	\$ 2,533,820	\$ 2,768,310	9.04%



**BUDGET SUMMARY
CENTRAL GARAGE FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2022 Actual</u>	<u>2023 Revised</u>	<u>2024 Budget</u>	<u>2025 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 5,644,075	\$ 5,590,312	\$ 5,794,322	\$ 6,149,612
<u>Revenues</u>				
Intergovernmental	-	-	100,000	-
Charges for Service:				
Equipment Rental	1,448,860	1,506,820	1,566,310	1,613,299
<u>Miscellaneous Revenues</u>				
Interest	8,430	5,000	5,000	6,000
Other Revenues	26,664	142,000	47,000	48,410
Total Misc. Revenues	<u>35,094</u>	<u>147,000</u>	<u>52,000</u>	<u>54,410</u>
Total Revenues	<u>1,483,954</u>	<u>1,653,820</u>	<u>1,718,310</u>	<u>1,667,709</u>
<u>Expenses</u>				
Personal Services	507,324	450,860	483,290	497,789
Other Services and Charges	971,461	1,013,420	1,033,910	1,499,170
Depreciation	938,932	865,530	895,820	922,695
Operating Expenses	<u>2,417,717</u>	<u>2,329,810</u>	<u>2,413,020</u>	<u>2,919,653</u>
Net Income (Loss)	<u>(933,763)</u>	<u>(675,990)</u>	<u>(694,710)</u>	<u>(1,251,944)</u>
<u>Operating Transfers From (To)</u>				
Capital Projects Funds	880,000	880,000	1,050,000	1,050,000
	<u>880,000</u>	<u>880,000</u>	<u>1,050,000</u>	<u>1,050,000</u>
<u>RETAINED EARNINGS</u>	<u>5,590,312</u>	<u>5,794,322</u>	<u>6,149,612</u>	<u>5,947,669</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ 866,520</u>	<u>\$ 1,657,600</u>	<u>\$ 1,000,000</u>

* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

CENTRAL GARAGE DIVISION

MISSION STATEMENT

The Public Works Department works hard to sustain and improve the quality of life for our community by offering the highest standards in essential municipal services and providing them in a timely, responsible and professional manner.

DIVISION FOCUS

To procure, maintain, repair and replace all motor vehicles, heavy equipment and attachments used by the City. To also provide quality, durable equipment for all divisions and maintain that equipment so that it performs 24 hours a day, seven days a week, and is always able to respond to emergencies as needed.

Staff maintains 141 motorized pieces of equipment and another 52 non-motorized pieces of equipment.

2023 HIGHLIGHTS

- Complete evaluation of City of Richfield's Fleet to address financial and delivery constraints (City Council Priority/Outcome 1b-c & 3b).
- Purchase of 5 Hybrid vehicles for Police (City Council Priority/Outcome 1b-c, 3c & 4b).

2024 DIVISION GOALS

- Continue to evaluate repurposing Police patrol vehicles for use by other divisions (City Council Priority/Outcome 1a, 2c & 3a).
- Continue evaluation of opportunities to introduce more Hybrid/Electric vehicles into the fleet (City Council Priority/Outcome 1a & 3c).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a 13.34% decrease from the 2023 Adopted Budget mainly due to availability issues with multiple vehicle purchases originally budgeted for the calendar year.

The 2024 Proposed Budget reflects a 10.37% increase from the 2023 Adopted Budget due to an increase in vehicle purchases (caused by availability issues in 2023), increasing fuel prices, and the increased cost of the Fire Pumper Body. Staff expects vehicle prices to rise in future budget years.

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ -	\$ 100,000	\$ -	\$ 100,000
<i>Intergovernmental Revenues Total</i>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<u>Charges for Service</u>				
4318 Equipment Rental - Operating	\$ 1,448,860	\$ 1,506,820	\$ 1,506,820	\$ 1,566,310
<i>Charges for Service Total</i>	<u>\$ 1,448,860</u>	<u>\$ 1,506,820</u>	<u>\$ 1,506,820</u>	<u>\$ 1,566,310</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 8,371	\$ 5,000	\$ 5,000	\$ 5,000
8012 Change in Fair Value	59	-	-	-
8035 Other Miscellaneous Revenues	539	2,000	2,000	2,000
8037 Recovery From Damage City Prop	-	20,000	20,000	20,000
8038 Gain on disposal of Assets	26,125	25,000	120,000	25,000
<i>Other Income Total</i>	<u>\$ 35,094</u>	<u>\$ 52,000</u>	<u>\$ 147,000</u>	<u>\$ 52,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 880,000	\$ 880,000	\$ 880,000	\$ 1,050,000
<i>Other Financing Sources Total</i>	<u>\$ 880,000</u>	<u>\$ 880,000</u>	<u>\$ 880,000</u>	<u>\$ 1,050,000</u>
CENTRAL GARAGE TOTAL	<u><u>\$ 2,363,954</u></u>	<u><u>\$ 2,538,820</u></u>	<u><u>\$ 2,533,820</u></u>	<u><u>\$ 2,768,310</u></u>

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 344,866	\$ 346,120	\$ 323,080	\$ 346,010
6009 Overtime	4,280	8,000	8,000	8,000
6013 Longevity	1,202	1,240	-	-
6031 Employer Social Security	21,024	21,130	19,540	20,870
6032 Employer Medicare	4,917	4,940	4,570	4,880
6033 Employer Pera	92,988	25,920	24,100	25,820
6035 Medical Insurance	28,356	58,940	60,220	66,100
6036 Dental Insurance	2,844	2,950	2,900	2,960
6037 Term Life	311	270	290	180
6038 Workers Compensation	6,900	7,590	7,590	7,860
6040 Long Term Disability	703	610	570	610
6054 Interdepartmental Labor Credit	(1,066)	-	-	-
<i>Personal Services Total</i>	<u>\$ 507,325</u>	<u>\$ 477,710</u>	<u>\$ 450,860</u>	<u>\$ 483,290</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ (5,086)	\$ 4,230	\$ 4,230	\$ 4,240
6202 Data Processing Rental	22,847	25,140	25,140	26,020
6205 Maintenance & Repairs	142,676	132,330	140,830	147,330
6206 Accident Repairs	30,525	35,000	35,000	35,000
6207 Utility Services	76,829	67,780	81,280	83,720
6302 Communications	1,572	2,750	2,900	2,900
6303 Professional Development	1,440	2,580	2,580	2,580
6307 Insurance & Bonds	60,716	59,020	59,020	61,090
6308 Property Liability	27,090	28,170	28,170	29,160
6310 Taxes & Licenses	3,394	5,000	5,000	5,000
6315 Other Contractual Services	43,927	38,560	38,560	42,060
6401 Office Supplies	150	660	660	660
6402 Copy Charges	-	120	120	120
6403 Postage	221	100	100	100
6405 Fuels	338,699	325,000	325,000	325,000
6406 Lubricants	9,708	10,500	10,500	10,500
6407 Auto Operating Supplies	12,013	14,460	15,460	15,460
6408 Tires	26,508	28,600	28,600	28,600
6409 Uniforms & Clothing	5,396	4,860	7,760	4,860
6410 Small Tools & Parts	126,119	134,680	134,680	141,080
6414 Other Supplies	46,719	69,830	67,830	68,430
<i>Other Services & Charges Total</i>	<u>\$ 971,463</u>	<u>\$ 989,370</u>	<u>\$ 1,013,420</u>	<u>\$ 1,033,910</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 938,932	\$ 865,530	\$ 865,530	\$ 895,820
<i>Depreciation Total</i>	<u>\$ 938,932</u>	<u>\$ 865,530</u>	<u>\$ 865,530</u>	<u>\$ 895,820</u>
<u>Capital Outlay</u>				
7500 Motor Vehicles	\$ -	\$ 1,355,670	\$ 866,520	\$ 1,657,600

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<i>Capital Outlay Total</i>	\$ -	\$ 1,355,670	\$ 866,520	\$ 1,657,600
CENTRAL GARAGE TOTAL	\$ 2,417,720	\$ 3,688,280	\$ 3,196,330	\$ 4,070,620

Performance Measures

Department/Division

Public Works/Central Garage

	Actual 2021	Actual 2022	Budget 2023R	Budget 2024P
Inputs:				
Number of full-time employees	4.1	4.1	4.1	4.1
Division Expenditures (personnel and services)	\$ 1,217,721	\$ 1,478,788	\$ 1,464,281	\$ 1,517,179
Outputs:				
Number of Vehicles Maintained	141	141	141	141
Number of Pieces of Equipment	53	53	53	53
Effectiveness Measures:				
Scheduled Service Work Orders	191	229	250	300
Unscheduled Service Work Orders	615	659	600	600
Efficiency Measures:				
Total Cost of Repairs	\$ 813,533	\$ 971,463	\$ 1,013,422	\$ 1,033,909
Average Cost/Vehicle Owned	\$ 5,769.74	\$ 6,889.81	\$ 7,187.39	\$ 7,332.69
Division Expenditure per Capita (personnel and services)	\$ 32.92	\$ 39.97	\$ 39.58	\$ 41.01

FUND: CENTRAL GARAGE
DEPARTMENT: Public Works
BUSINESS UNIT: CENTRAL GARAGE - 61000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Deputy Public Works Director	M-4	.25	.25	.25
Operations Manager	M-2	.50	-	-
Operations Supervisor	M-1	-	.50	.50
Automotive Mechanic	LT-2	3.00	3.00	3.00
Senior Office Assistant	GS-2	.35	.35	.35
	<i>Total</i>	<u>4.10</u>	<u>4.10</u>	<u>4.10</u>

CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
	\$ -	\$ -	\$ -
Fire Pumper Body	523,673	-	523,670
Hybrid SUV Police Squads (5 units instead of 3)	150,000	350,000	-
2 - SIU Police Vehicles	70,000	90,000	-
Toro 5900 Mower	100,000	134,040	-
Park Buildings Truck	50,000	-	-
Tandem Axle Dump Truck	300,000	-	320,000
Ballfield Drag	40,000	37,360	-
Toro Z-Mower 7200 (1 each year)	22,000	26,830	30,000
Emergency Command Trailer	100,000	-	100,000
4 - F-250 Pick Up Trucks	-	100,000	-
Tip-Bed Trailer	-	12,000	-
CAT Skid 262D3	-	82,280	-
Portable Water Tank	-	10,000	-
Aerator	-	12,000	-
Safety Message Board	-	12,000	-
6 - SUV Police Squads	-	-	420,000
Jetter Truck	-	-	263,920
	<u>\$ 1,355,673</u>	<u>\$ 866,510</u>	<u>\$ 1,657,590</u>
<i>Total</i>			

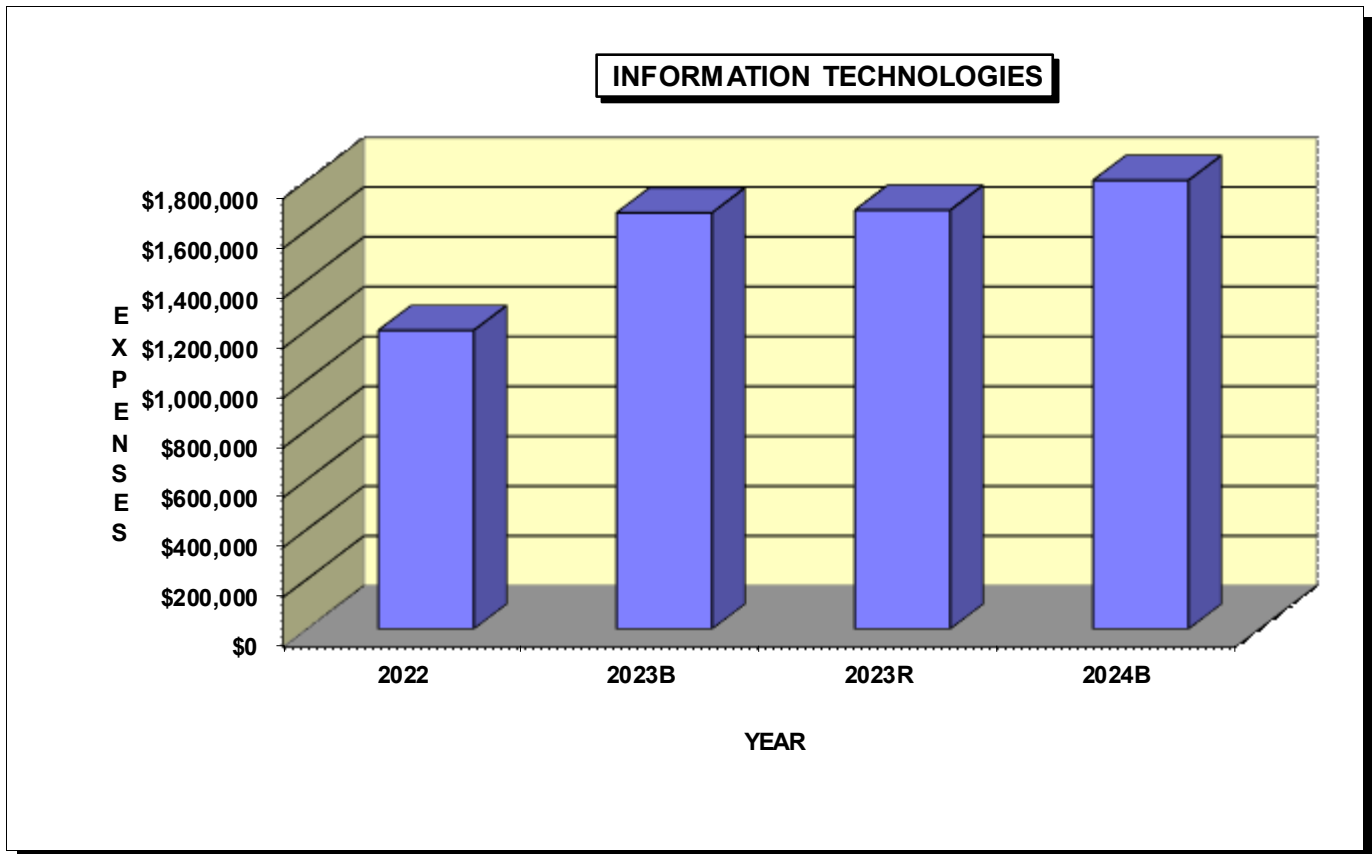
FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
62000 INFORMATION TECHNOLOGIES	\$ 1,197,761	\$ 1,669,750	\$ 1,680,530	\$ 1,982,168	18.71%
62001 Technology Upgrades -CH Rooms	96	-	-	-	-
<i>Administrative Services TOTAL</i>	<u>\$ 1,197,857</u>	<u>\$ 1,669,750</u>	<u>\$ 1,680,530</u>	<u>\$ 1,982,168</u>	18.71%

REVENUES

62000 INFORMATION TECHNOLOGIES	\$ 1,295,401	\$ 1,532,975	\$ 1,548,270	\$ 1,630,140	6.34%
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**BUDGET SUMMARY
INFORMATION TECHNOLOGIES FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023 Revised	2024 Budget	2025 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 189,969	\$ 287,514	\$ 292,654	\$ 117,782
<u>Revenues</u>				
Intergovernmental	\$ -	\$ 115,630	\$ -	\$ -
Charges for Service	1,106,565	1,228,540	1,271,540	1,309,682
Subtotal	<u>1,106,565</u>	<u>1,344,170</u>	<u>1,271,540</u>	<u>1,309,682</u>
<u>Miscellaneous Revenues</u>				
Interest	3,836	600	600	1,000
Other	-	-	-	-
Total Miscellaneous Revenues	<u>3,836</u>	<u>600</u>	<u>600</u>	<u>1,000</u>
Total Revenues	<u>1,110,401</u>	<u>1,344,770</u>	<u>1,272,140</u>	<u>1,310,682</u>
<u>Expenses</u>				
Personal Service	431,517	551,590	652,552	672,131
Other Services and Charges	730,415	911,150	1,053,299	1,084,900
Depreciation	35,924	80,390	99,161	102,132
Total Operating Expenses	<u>1,197,856</u>	<u>1,543,130</u>	<u>1,805,012</u>	<u>1,859,162</u>
Net Income (Loss)	<u>(87,455)</u>	<u>(198,360)</u>	<u>(532,872)</u>	<u>(548,480)</u>
Operating Transfers: From (To)				
Capital Project Funds	<u>185,000</u>	<u>203,500</u>	<u>358,000</u>	<u>357,478</u>
Net Transfers	<u>185,000</u>	<u>203,500</u>	<u>358,000</u>	<u>357,478</u>
<u>RETAINED EARNINGS</u>	<u>287,514</u>	<u>292,654</u>	<u>117,782</u>	<u>(73,220)</u>
<u>CAPITAL OUTLAY *</u>	<u>\$ -</u>	<u>\$ 137,400</u>	<u>\$ 177,156</u>	<u>\$ 50,000</u>

* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

INFORMATION TECHNOLOGIES DIVISION

MISSION STATEMENT

We recognize the individual strengths and qualities of each person on our team, and we combine our skills, knowledge and resources to deliver quality technology support to the City of Richfield staff and vendors. We are committed to developing our services to meet the needs and the expectations of staff, while continuing to protect the integrity and security of the data and the network.

DIVISION FOCUS

The purpose of the IT Department is to:

- Provide technology support for the City's Local and Wide Area Network operations.
- Develop and implement Citywide IT policies and procedures.
- Provide technology support for the City's desktop and mobile hardware.
- Provide support for all City software applications.
- Provide support for City's communication systems hardware and software.
- Provide high quality of service with minimal downtime by having the necessary training and tools for the IT staff.
- Identify and recommend new developments in technology while keeping within the budget limits.

The IT Department is responsible for the following functions:

- Recommend, purchase, install and provide technical support, maintenance, and security for the City's local and wide area network operations and all of its components.
- Recommend, purchase, install and provide technical support for desktop and mobile computer hardware and software applications.
- Maintain mobile device security, cyber security, data, and network security.
- Provide support for Voice over IP (VoIP) telephony system.
- Maintain the City's audio/visual equipment in conference rooms, council chambers and cable room.
- Research and recommend new or improved technology systems.
- Work with staff to create workflows to improve the city's efficiency.
- IT also provides a variety of other support for
 - outgoing mail/deliveries
 - the City's internal office supply store
 - maintaining and supporting the copiers and printers,
 - oversees the Municipal Center/Public Works security system,
 - supports the Finance department with budget processing.

2023 HIGHLIGHTS

- The audio/visual project in the City Hall conference Rooms, chambers and cable room, display monitors have mostly been completed. The Chambers is waiting for a few pieces of equipment to arrive to complete.
- Upgrade to M365 selecting the best options and most cost-effective solution for Richfield's environment and training for all staff.

- Evaluate the need and cost to connect our current fiber network to other city facilities (park buildings, signs) with consideration of adding more redundancies to other facilities.
- Continue to provide a centralized high quality Help Desk support to city staff and vendors.
- Encourage the use of the help desk ticketing system for both IT and staff.
- Manage city-owned mobile devices to create greater security and safety of the City's network while maintaining work efficiency.
- Replace and upgrade components of the City's network infrastructure.
- Replace hardware and upgrade the operating system on City PCs and laptops.
- Assess the City's printer usage and costs.
- Upgrade the 12 network switches in the city municipal center.
- Upgrade eight wireless access points and upgrade the wireless controller.

2024 DIVISION GOALS

- Refine the procedures for employee training and security to be compliant with the Payment Card Industry data security standards (City Council Priority/Outcome 1c & 3a).
- Increase the use of Laserfiche technology by creating applications, which will enhance efficiency with workflows, automation, and electronic processing (City Council Priority/Outcome 1c).
- Incorporate additional Office 365 tools for greater efficiency. (City Council Priority/Outcome 1c & 3a).
- Create a more centralized IT Help Desk for city staff. Updating our current ticketing system for better efficiency and to make it more user friendly. This will make for a more unified environment without duplication of tasks.
- Continue to review the fiber network to create more redundancy and add more city facilities such as park buildings. (Council Priority/Outcome 1c & 3a).
- Add other city facilities to the door access control system (software and hardware) (City Council Priority/Outcome 1c).
- Adding LOGIS's Security as a Service to create a more solid front to prevent cyber-crimes and retain network security. (City Council Priority/Outcome 1c).
- Evaluate acquiring software management tool to create a more secure password management system (City Council Priority/Outcome 1c).
- Work with Government Buildings and Police to upgrade the cameras in the municipal center. (City Council Priority/Outcome 1c)

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a slight increase, .6%, over the 2023 Adopted Budget. The increase is the addition of a needed training program for IT staff to hone their skills and acquire new skills.

The 2024 proposed budget reflects an 18% increase from the 2023 revised budget. The reason for the rise is increased personnel costs (fully staffed), higher equipment replacement costs, enhancing the City's technical security, LOGIS increased costs by 4-5%, realizing the full cost of Office 365 licensing, the past 2 years were paid by ARAP

funds, upgrading the IT ticketing system, and the migration from JDE financial software to Oracle for finance, payroll, and human resources.

FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services
BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ -	\$ 126,195	\$ 115,630	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ -</u>	<u>\$ 126,195</u>	<u>\$ 115,630</u>	<u>\$ -</u>
<u>Charges for Service</u>				
4320 IT Equipment Rental	\$ 1,049,192	\$ 1,140,920	\$ 1,166,860	\$ 1,207,700
4322 Sale of Supplies	28,213	33,880	33,800	34,980
4324 Copying Services	7,592	12,020	12,020	12,440
4326 Postage Services	21,568	15,860	15,860	16,420
<i>Charges for Service Total</i>	<u>\$ 1,106,565</u>	<u>\$ 1,202,680</u>	<u>\$ 1,228,540</u>	<u>\$ 1,271,540</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 3,809	\$ 600	\$ 600	\$ 600
8012 Change in Fair Value	27	-	-	-
<i>Other Income Total</i>	<u>\$ 3,836</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ 600</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 185,000	\$ 203,500	\$ 203,500	\$ 358,000
<i>Other Financing Sources Total</i>	<u>\$ 185,000</u>	<u>\$ 203,500</u>	<u>\$ 203,500</u>	<u>\$ 358,000</u>
INFORMATION TECHNOLOGIES TOTAL	<u><u>\$ 1,295,401</u></u>	<u><u>\$ 1,532,975</u></u>	<u><u>\$ 1,548,270</u></u>	<u><u>\$ 1,630,140</u></u>

FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services
BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 44,249	\$ 40,310	\$ 35,130	\$ 36,364
<i>Costs of Goods Sold Total</i>	<u>\$ 44,249</u>	<u>\$ 40,310</u>	<u>\$ 35,130</u>	<u>\$ 36,364</u>
<u>Personal Services</u>				
6005 Full Time	\$ 357,729	\$ 480,190	\$ 424,390	\$ 507,555
6013 Longevity	2,289	2,410	2,420	2,506
6031 Employer Social Security	21,637	28,730	24,040	22,114
6032 Employer Medicare	5,060	6,720	5,620	5,172
6033 Employer Pera	13,877	36,200	30,200	35,488
6035 Medical Insurance	25,646	72,780	60,070	75,121
6036 Dental Insurance	2,711	2,980	3,500	3,112
6037 Term Life	289	390	350	346
6038 Workers Compensation	260	290	290	300
6040 Long Term Disability	523	850	710	838
6051 Interdepartmental Labor	1,497	-	-	-
<i>Personal Services Total</i>	<u>\$ 431,518</u>	<u>\$ 631,540</u>	<u>\$ 551,590</u>	<u>\$ 652,552</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 312,458	\$ 305,700	\$ 319,090	\$ 364,412
6205 Maintenance & Repairs	122,589	161,370	120,200	150,601
6207 Utility Services	73,992	76,950	76,950	80,030
6302 Communications	32,245	87,010	87,300	100,324
6303 Professional Development	979	4,310	13,300	13,766
6305 Subscriptions & Memberships	3,006	1,920	3,010	3,125
6307 Insurance & Bonds	5,406	5,750	5,750	5,950
6308 Property Liability	2,390	2,490	2,490	2,580
6401 Office Supplies	265	960	930	930
6402 Copy Charges	122	230	250	250
6403 Postage	181	100	50	50
6414 Other Supplies	132,437	253,710	246,700	294,917
<i>Other Services & Charges Total</i>	<u>\$ 686,070</u>	<u>\$ 900,500</u>	<u>\$ 876,020</u>	<u>\$ 1,016,935</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 35,924	\$ 89,400	\$ 80,390	\$ 99,161
<i>Depreciation Total</i>	<u>\$ 35,924</u>	<u>\$ 89,400</u>	<u>\$ 80,390</u>	<u>\$ 99,161</u>
<u>Capital Outlay</u>				
7400 Machinery & Equipment	\$ -	\$ 8,000	\$ 137,400	\$ 177,156
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 8,000</u>	<u>\$ 137,400</u>	<u>\$ 177,156</u>
INFORMATION TECHNOLOGIES TOTAL	<u><u>\$ 1,197,761</u></u>	<u><u>\$ 1,669,750</u></u>	<u><u>\$ 1,680,530</u></u>	<u><u>\$ 1,982,168</u></u>

FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services
BUSINESS UNIT: Technology Upgrades -CH Rooms - 62001

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Other Services & Charges</u>				
6414 Other Supplies	\$ 96	\$ -	\$ -	\$ -
<i>Other Services & Charges Total</i>	<u>\$ 96</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Technology Upgrades -CH Rooms TOTAL</i>	<u><u>\$ 96</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Performance Measures

Department/Division

Administrative Services / Information Technologies

	<u>Actual 2021</u>	<u>Actual 2022</u>	<u>Budget 2023</u>	<u>Budget 2024</u>
Inputs:				
Number of full-time employees	5.5	5.5	5.5	5.5
Division operating expenses	\$ 1,262,980	\$ 1,197,761	\$ 1,669,750	\$ 1,805,012
Division operating revenue	\$ 1,250,016	\$ 1,295,401	\$ 1,548,270	\$ 1,630,140
Outputs:				
Number of devices supported (PCs, laptops, mobile devices, servers, & printers)	570	670	670	650
Number of telephony devices supported	280	280	280	280
Number of sites supported	15	15	15	15
Number of users supported	340	365	365	397
Number of Email Accts				424
Number of Office365 Licenses				377
Efficiency Measures:				
Division operating expenses per user	\$ 3,737	\$ 4,490	\$ 4,575	\$ 4,547
Division operating revenue per user	\$ 3,675	\$ 3,846	\$ 4,166	\$ 4,106
Division operating expenses per capita	\$ 34.95	\$ 43.64	\$ 44.46	\$ 49.17

FUND: INFORMATION TECHNOLOGIES
DEPARTMENT: Administrative Services
BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
IT Manager	M-3	1.00	1.00	1.00
Asst IT Mgr/BusAnalyst	M-1	1.00	1.00	1.00
IT Specialist	GS-6	1.00	1.00	1.00
Help Desk Technician	GS-5	1.00	1.00	1.00
Help Desk Technician	GS-5	1.00	1.00	1.00
Police IT Specialist (FT-w/Police)	GS-6	.20	.20	.20
GIS Analyst (FT-w/PW)	GS-6	.30	.30	.30
	<i>Total</i>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>

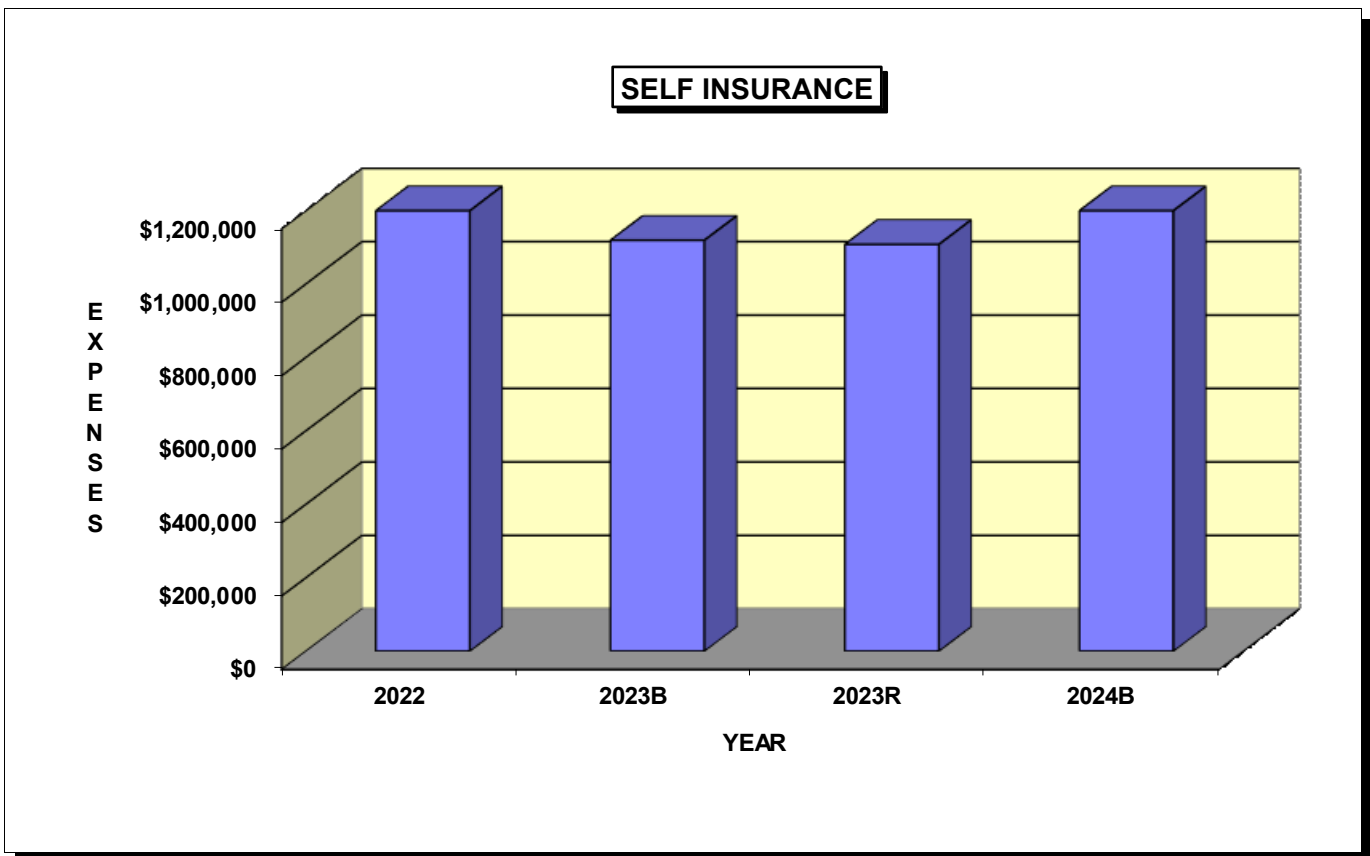
CAPITAL OUTLAY

ITEMS	2023 ADOPTED	2023 REVISED	2024 BUDGET
Fiber Infrastructure Projects	\$ -	\$ 100,930	\$ 78,990
Network Infrastructure Replacement	-	-	47,020
Squad Laptops	-	36,470	43,140
Police/City Hall Department Color MFP w/fax	8,000	-	8,000
	<u>\$ 8,000</u>	<u>\$ 137,400</u>	<u>\$ 177,150</u>
<i>Total</i>			

FUND: PROPERTY LIABILITY
 DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
64000 PROPERTY LIABILITY	\$ 1,624,634	\$ 1,119,302	\$ 1,108,302	\$ 1,368,607	22.27%
<i>Administrative Services TOTAL</i>	<u>\$ 1,624,634</u>	<u>\$ 1,119,302</u>	<u>\$ 1,108,302</u>	<u>\$ 1,368,607</u>	22.27%
REVENUES					
64000 PROPERTY LIABILITY	\$ 1,338,060	\$ 963,100	\$ 963,260	\$ 1,054,930	9.53%



**BUDGET SUMMARY
SELF INSURANCE FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	2022 Actual	2023 Revised	2024 Budget	2025 Projected
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 4,510,272	\$ 4,223,700	\$ 4,078,658	\$ 3,764,981
<u>Revenues</u>				
Charges for Service:				
Employers' and Employees' contribution	1,216,999	896,760	971,430	1,000,574
Operating Revenues	1,216,999	896,760	971,430	1,000,574
<u>Miscellaneous Revenues</u>				
Interest	64,561	10,000	25,000	20,000
Total Miscellaneous Revenues	64,561	10,000	25,000	20,000
Total Revenues	1,281,560	906,760	996,430	1,020,574
<u>Expenses</u>				
Personal Services	500,981	359,180	362,237	373,104
Other Services and Charges	1,067,151	692,622	947,870	976,306
Total Expenses	1,568,133	1,051,802	1,310,107	1,349,410
Net Income (Loss)	(286,572)	(145,042)	(313,677)	(328,836)
Operating Transfers From (To)				
Self Insurance - Workers Comp.	56,500	56,500	58,500	58,500
Self Insurance - Property Liab.	(56,500)	(56,500)	(58,500)	(58,500)
	-	-	-	-
<u>RETAINED EARNINGS</u>	\$ 4,223,700	\$ 4,078,658	\$ 3,764,981	\$ 3,436,144

SELF INSURANCE FUND

MISSION STATEMENT

To support all of the City's costs for claims related to workers' compensation, unemployment insurance benefits and all other City self-insurance costs. To account for employee contributions and claims in the Flexible Spending Account (FSA) benefits plan and Dental insurance plan.

DIVISION FOCUS

This fund functions to service the City's workers' compensation program including safety programs, incentives and claims. It also provides funds for dental insurance coverage and serves as the account for the City's Flexible Spending Account benefits plan. In addition, all claims paid below the City's significant deductible limit for virtually all liability and property exposures are paid from this fund as well as awards of compensation, legal costs and administrative costs. Finally, the account also serves as a self insurance fund to cover risk exposures which are not insurable or which would require extraordinary premiums.

While the majority of the City's workers' compensation program is self insured, excess coverage for individual workers' compensation claims which exceed \$500,000 is purchased from the Workers' Compensation Reinsurance Association (WCRA) as mandated by State Statute. All costs below that amount on each claim are paid from this fund.

Funding from the Self-Insurance Fund pay for disability benefits, medical costs, legal fees, administrative charges and safety and risk management/reduction programs. The fund also provides for the periodic maintenance and upgrade of the City's fitness equipment.

The Administrative Services Director/Assistant City Manager and the Human Resources Manager and Human Resources Specialists regulate the Self-Insurance Fund and perform other associated duties. Accordingly, a portion of those individuals' time is charged to this fund. The administration of the City's risk management program is a very comprehensive and time-intensive function.

2023 HIGHLIGHTS

- The rates charged to City departments for property/casualty liability coverage reflect a 3.5% increase for 2024.

2024 SELF INSURANCE DIVISION GOALS

- Continue to monitor rates charged to user departments and divisions for workers' compensation and property casualty and adjust accordingly.
- Partner with City departments to learn more about high-risk workers compensation claims and put together successful strategies to prevent them in the future.
- Promote employee health and safety.
- Administer a successful risk management program, identifying risk exposures and dealing with them appropriately.
- Continue to manage the City's Wellness Program.

DIVISION EXPENDITURE COMMENT

The budgeted expenditures for the Self-Insurance Fund for the 2023 Revised/2024 Proposed Budget reflect the costs to administer the risk management program and

anticipated costs for high-cost workers' compensation claims due to presumptions in the law related to first responders.

FUND: PROPERTY LIABILITY
DEPARTMENT: Administrative Services
BUSINESS UNIT: PROPERTY LIABILITY - 64000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Charges for Service</u>				
4328 Self Insurance City Contributi	\$ 540,629	\$ 530,490	\$ 530,490	\$ 593,050
4330 Self Insurance Employee Contri	63,932	60,500	60,500	61,000
4332 Property Contribution	181,530	188,610	188,770	195,380
4334 Flex Daycare	44,101	49,000	49,000	49,000
4336 Flex Health	21,264	18,000	18,000	23,000
4338 Insurance Claims	(5,915)	-	-	-
4340 Insurance Premium Refunds	371,457	50,000	50,000	50,000
<i>Charges for Service Total</i>	<u>\$ 1,216,998</u>	<u>\$ 896,600</u>	<u>\$ 896,760</u>	<u>\$ 971,430</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 64,188	\$ 10,000	\$ 10,000	\$ 25,000
8012 Change in Fair Value	374	-	-	-
<i>Other Income Total</i>	<u>\$ 64,562</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 25,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 56,500	\$ 56,500	\$ 56,500	\$ 58,500
<i>Other Financing Sources Total</i>	<u>\$ 56,500</u>	<u>\$ 56,500</u>	<u>\$ 56,500</u>	<u>\$ 58,500</u>
PROPERTY LIABILITY TOTAL	<u><u>\$ 1,338,060</u></u>	<u><u>\$ 963,100</u></u>	<u><u>\$ 963,260</u></u>	<u><u>\$ 1,054,930</u></u>

FUND: PROPERTY LIABILITY
DEPARTMENT: Administrative Services
BUSINESS UNIT: PROPERTY LIABILITY - 64000

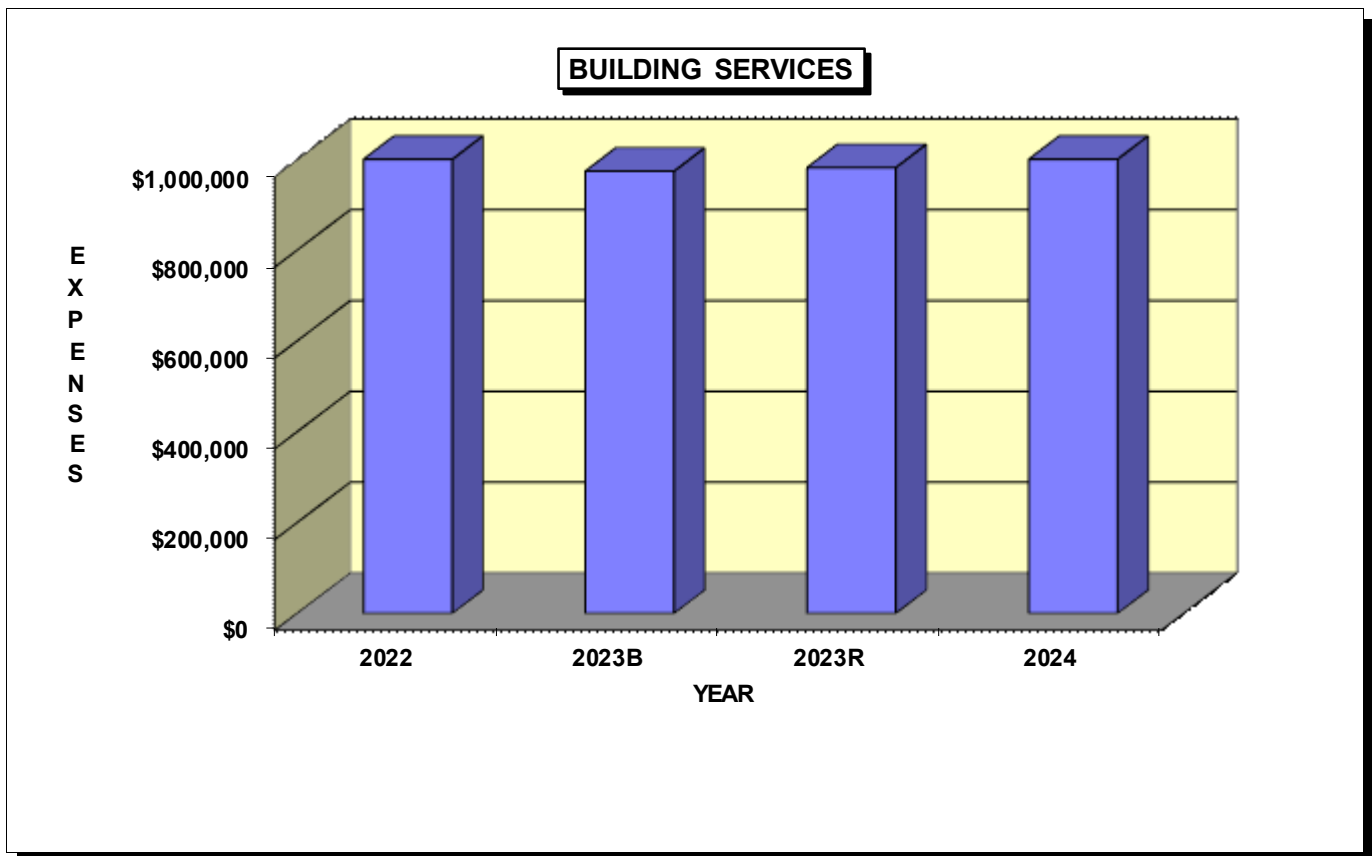
DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 115,841	\$ 15,000	\$ 15,000	\$ 15,000
6032 Employer Medicare	(307)	-	-	-
6033 Employer Pera	(4,207)	-	-	-
6038 Workers Compensation	80,429	57,500	57,500	59,513
6039 MN Unemployment	57,483	30,000	30,000	30,000
6051 Interdepartmental Labor	223,962	228,900	228,900	229,944
6052 Administrative Charges	27,780	27,780	27,780	27,780
<i>Personal Services Total</i>	<u>\$ 500,981</u>	<u>\$ 359,180</u>	<u>\$ 359,180</u>	<u>\$ 362,237</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ 52,951	\$ 44,500	\$ 44,500	\$ 44,500
6202 Data Processing Rental	4,604	7,990	7,990	8,270
6303 Professional Development	-	1,100	1,100	1,100
6306 Care of Persons	63,702	85,000	85,000	95,000
6307 Insurance & Bonds	1,519	13,000	2,000	2,000
6313 Day Care Reimbursement	37,146	50,000	50,000	49,000
6314 Health Care Reimbursement	17,224	28,000	28,000	28,000
6315 Other Contractual Services	520,877	230,000	230,000	450,000
6316 Dental Single	82,184	90,375	90,375	75,000
6317 Dental Spouse	26,044	12,291	12,291	26,000
6318 Dental Dependent	38,008	30,366	30,366	43,000
6414 Other Supplies	-	1,000	1,000	1,000
6513 Other Charges	222,894	110,000	110,000	125,000
<i>Other Services & Charges Total</i>	<u>\$ 1,067,153</u>	<u>\$ 703,622</u>	<u>\$ 692,622</u>	<u>\$ 947,870</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 56,500	\$ 56,500	\$ 56,500	\$ 58,500
<i>Other Financing Uses Total</i>	<u>\$ 56,500</u>	<u>\$ 56,500</u>	<u>\$ 56,500</u>	<u>\$ 58,500</u>
PROPERTY LIABILITY TOTAL	<u><u>\$ 1,624,634</u></u>	<u><u>\$ 1,119,302</u></u>	<u><u>\$ 1,108,302</u></u>	<u><u>\$ 1,368,607</u></u>

FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET	Increase/ (Decrease) 2023 Budget/ 2024 Budget
67000 BUILDING SERVICES FUND	\$ 1,060,350	\$ 973,762	\$ 981,741	\$ 1,044,138	7.23%
<i>Administrative Services TOTAL</i>	<u>\$ 1,060,350</u>	<u>\$ 973,762</u>	<u>\$ 981,741</u>	<u>\$ 1,044,138</u>	7.23%
REVENUES					
67000 BUILDING SERVICES FUND	\$ 990,517	\$ 1,013,090	\$ 1,013,090	\$ 1,052,550	3.90%



**BUDGET SUMMARY
BUILDING SERVICES FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2022 Actual</u>	<u>2023 Revised</u>	<u>2024 Budget</u>	<u>2025 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 922,622	\$ 852,791	\$ 884,140	\$ 892,552
<u>Revenues</u>				
Charges for Service:				
Building Rental	982,801	1,010,590	1,050,050	1,081,552
<u>Miscellaneous Revenues</u>				
Interest	7,716	2,000	2,000	3,000
Other Revenue	-	500	500	-
Total Misc. Revenues	<u>7,716</u>	<u>2,500</u>	<u>2,500</u>	<u>3,000</u>
Total Revenues	<u>990,517</u>	<u>1,013,090</u>	<u>1,052,550</u>	<u>1,084,552</u>
<u>Expenses</u>				
Personal Services	441,260	429,202	442,158	455,423
Other Services and Charges	591,133	520,819	569,150	594,762
Depreciation	<u>27,956</u>	<u>31,720</u>	<u>32,830</u>	<u>33,815</u>
Operating Expenses	<u>1,060,349</u>	<u>981,741</u>	<u>1,044,138</u>	<u>1,083,999</u>
Net Income (Loss)	<u>(69,832)</u>	<u>31,349</u>	<u>8,412</u>	<u>552</u>
<u>RETAINED EARNINGS</u>	<u>852,791</u>	<u>884,140</u>	<u>892,552</u>	<u>893,104</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

BUILDING SERVICES DIVISION

MISSION STATEMENT

To provide mechanical and janitorial services to the Richfield Municipal Center complex and Fire Station 2 and to plan, administer and finance major maintenance for these buildings.

DIVISION FOCUS

The Building Services Division is made up of the Building Superintendent, two Building Maintenance Mechanics and three Building Services Custodians.

The division is responsible for the maintenance and upkeep of the Richfield Municipal Center, Fire Station 2, the Richfield Community Center, four municipal liquor stores and Public Works Building.

The division charges City departments a rental charge based on their square footage use of the Richfield Municipal Center and Fire Station 2 for the costs of services, supplies and maintenance. The City's Liquor operation is charged directly for time and materials incurred.

In both 2023 and 2024 the focus of the division will be to provide high quality service to its customers and to maintain a clean and safe environment for City employees to work in.

Finally, the Division assists with maintenance tasks at the City's Swimming Pool, Ice Arena, park buildings, and Woodlake Nature Center.

2023 HIGHLIGHTS

- Worked with Recreation Director on planning and design for a new Wood Lake Nature Center building.
- Refurbished Police garage floor and sally port.
- Replace heat coil at Lyndale Liquor internally to reduce overall cost.
- Took over the maintenance responsibilities to the Community Center the Public Works buildings.

2024 BUILDING SERVICES DIVISION GOALS

- Continue to refine the operating budget between increased user charges and operating costs to ensure a balanced operation (City Council Priority/Outcome 1b).
- Work with the Finance Manager to establish a replacement plan for capital items at the Richfield Municipal Center to ensure its long-term viability (City Council Priority/Outcome 1b).

DIVISION EXPENDITURE COMMENT

The 2023 Revised Budget reflects a 0% increase over the 2022 Adopted Budget.

The 2024 Proposed Budget reflects an increase in expenditure, but off-set by internal chargebacks and other revenues. In 2024, Building Services will explore and analyze centralizing services to increase efficiencies resulting in cost savings throughout the City.

FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: BUILDING SERVICES FUND - 67000

DETAIL REVENUES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Charges for Service</u>				
4346 Building Rental	\$ 948,636	\$ 986,590	\$ 986,590	\$ 1,026,050
4348 Labor Services	34,165	24,000	24,000	24,000
<i>Charges for Service Total</i>	<u>\$ 982,801</u>	<u>\$ 1,010,590</u>	<u>\$ 1,010,590</u>	<u>\$ 1,050,050</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 7,662	\$ 2,000	\$ 2,000	\$ 2,000
8012 Change in Fair Value	54	-	-	-
8034 Other Refund/Reimbursements	-	500	500	500
<i>Other Income Total</i>	<u>\$ 7,716</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>
<i>BUILDING SERVICES FUND TOTAL</i>	<u><u>\$ 990,517</u></u>	<u><u>\$ 1,013,090</u></u>	<u><u>\$ 1,013,090</u></u>	<u><u>\$ 1,052,550</u></u>

FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: BUILDING SERVICES FUND - 67000

DETAIL EXPENDITURES BY BUSINESS UNIT

CLASSIFICATIONS	2022 ACTUAL	2023 BUDGET	2023 REVISED	2024 BUDGET
<u>Personal Services</u>				
6005 Full Time	\$ 286,241	\$ 289,363	\$ 292,210	\$ 303,389
6006 Part-time	29,610	30,160	30,160	31,303
6009 Overtime	632	1,500	1,500	1,500
6031 Employer Social Security	18,445	17,532	19,623	18,415
6032 Employer Medicare	4,314	4,100	4,589	4,307
6033 Employer Pera	55,940	21,702	24,178	22,754
6035 Medical Insurance	34,534	44,541	44,501	47,794
6036 Dental Insurance	2,169	2,169	2,169	2,169
6037 Term Life	232	215	215	120
6038 Workers Compensation	8,670	9,540	9,540	9,870
6040 Long Term Disability	473	528	517	537
<i>Personal Services Total</i>	<u>\$ 441,260</u>	<u>\$ 421,350</u>	<u>\$ 429,202</u>	<u>\$ 442,158</u>
<u>Other Services & Charges</u>				
6103 Professional Services -General	\$ -	\$ 1,170	\$ 1,170	\$ 1,170
6202 Data Processing Rental	14,482	14,482	14,609	15,120
6204 Motor Pool Operating Rental	8,950	9,310	9,310	9,680
6205 Maintenance & Repairs	89,208	43,800	43,800	42,500
6207 Utility Services	255,262	202,400	202,400	240,000
6302 Communications	7,436	10,800	10,800	10,800
6303 Professional Development	-	750	750	750
6307 Insurance & Bonds	23,473	23,910	23,910	24,750
6308 Property Liability	21,560	22,420	22,420	23,200
6310 Taxes & Licenses	704	850	850	850
6315 Other Contractual Services	133,679	140,000	140,000	147,800
6401 Office Supplies	55	300	300	300
6402 Copy Charges	3	30	30	30
6409 Uniforms & Clothing	1,206	2,060	2,060	2,130
6410 Small Tools & Parts	428	1,030	1,030	1,030
6412 Maint. & Const. Materials	17,511	20,080	20,080	20,780
6414 Other Supplies	17,177	27,300	27,300	28,260
<i>Other Services & Charges Total</i>	<u>\$ 591,134</u>	<u>\$ 520,692</u>	<u>\$ 520,819</u>	<u>\$ 569,150</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 27,956	\$ 31,720	\$ 31,720	\$ 32,830
<i>Depreciation Total</i>	<u>\$ 27,956</u>	<u>\$ 31,720</u>	<u>\$ 31,720</u>	<u>\$ 32,830</u>
BUILDING SERVICES FUND TOTAL	<u><u>\$ 1,060,350</u></u>	<u><u>\$ 973,762</u></u>	<u><u>\$ 981,741</u></u>	<u><u>\$ 1,044,138</u></u>

Performance Measures

Department/Division

Administrative Services / Building Services

	Actual 2020	Actual 2021	Actual 2022	Budget 2023	Budget 2024
Inputs:					
Number of full time employees	3.0	3.0	3.0	3.0	3.0
Division Operating Expenditures	\$ 870,532	\$ 878,727	\$ 1,060,349	\$ 973,762	\$ 988,580
Division Operating Revenues	\$ 970,418	\$ 921,708	\$ 990,517	\$ 1,013,090	\$ 1,052,550
Outputs:					
Annual Contract Cleaning Cost City Hall	\$ 87,516	\$ 87,516	\$ 94,520	\$ 94,520	\$ 97,096
Effectiveness Measures:					
Cost per Square Foot to Clean City Hall	\$ 1.25	\$ 1.25	\$ 1.35	\$ 1.35	\$ 1.39
Efficiency Measures:					
Estimated Cost per Square Foot to Maintain City Hall	\$ 9.95	\$ 10.04	\$ 12.12	\$ 11.13	\$ 11.30
Rent Revenue per Square Foot	\$ 9.33	\$ 8.86	\$ 9.53	\$ 9.74	\$ 10.12
Expense per Capita	\$ 23.53	\$ 23.75	\$ 28.66	\$ 26.32	\$ 26.72

FUND: BUILDING SERVICES FUND
DEPARTMENT: Administrative Services
BUSINESS UNIT: BUILDING SERVICES FUND - 67000

DIVISION PERSONNEL

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2023 ADOPTED	2023 REVISED	2024 BUDGET
<u>Regular Full-Time Employees</u>				
Building Superintendent	M-3	1.00	1.00	1.00
Building Maintenance Mechanic	LT-2	2.00	2.00	2.00
<i>Total</i>		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Part-Time Employees</u>				
Custodian	GS-2	1.00	.50	.50
<i>Total</i>		<u>1.00</u>	<u>.50</u>	<u>.50</u>

CAPITAL OUTLAY

ITEMS	2023	2023	2024
	ADOPTED	REVISED	BUDGET
City Hall Security Camera Replacement and Install	\$ -	\$ -	\$ 150,000
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>

DEBT SERVICE

DEBT SERVICE FUNDS

MISSION STATEMENT

To account for the accumulation for resources used to service the City's general obligation long-term debt.

DIVISION FOCUS

The activity in these funds is a function of the debt service schedule of the outstanding bond issues, as well as any covenants regarding fund and account structure that may be contained in the original selling agreement for the different bond issues.

The debt service budget is made up of two primary funds; General Obligation Improvement bonds and General Obligation Redevelopment bonds.

The General Obligation (G.O.) Improvement Bond fund provides for the collection of tax debt service levies and special assessments for the payment of principal and interest on the bonds issued for the purpose of public improvements. Beginning in 2007, in response to infrastructure improvements within the City, the City has predominantly issued bonds that require the levying of taxes to service the debt. Accordingly, the result is an annual debt service tax levy. For 2023, the total tax levy required will be \$4,113,543. The bonds that will be serviced by this levy and future levies, were issued to fund several City projects, from the construction of the City municipal center to the reconstruction of roadways within the City. The outstanding principal for G.O. Improvement bonds at the end of 2023 is \$42,900,000.

The G.O. Redevelopment Bonds are issued by the City of Richfield for the Richfield Housing and Redevelopment Authority (HRA). The bonds are issued to provide funding for public improvements in relation to redevelopment projects. The debt service on the outstanding bonds is provided through the collection of tax increments remitted to the HRA from Hennepin County. As part of the bond issuance, the HRA pledges the tax increment collections to the City for the purpose of the annual debt service requirements of the bonds. There are currently no plans for issuance of redevelopment bonds in the near future. The outstanding G.O. Redevelopment Bond principal at the end of 2023 is \$1,110,000.

The City continues to evaluate outstanding bond issues to determine if cost savings can be achieved by refinancing bonds or calling the bonds early. General Obligation bond debt service will be paid in full in the year 2043. Redevelopment bond debt service will be paid in full in the year 2025.

BOND RATINGS

The bond rating process is a comprehensive analysis of the City's financial practices and performances (past and current). Forecasts of future performance and projected long-term planning practices are also reviewed.

The City of Richfield has maintained an excellent bond rating for many years. The City currently has received a AA+ rating from Standard and Poor's and an AA2 rating from Moody's Investors Service prior to that.

BUDGET SUMMARY
GENERAL OBLIGATION IMPROVEMENT BONDS

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Revised</u>	<u>2024 Budget</u>
<u>Fund Balance - January 1</u>	\$ 5,407,384	\$ 5,775,050	\$ 5,775,050	\$ 6,630,749
<u>Source of Funds</u>				
Taxes	\$ 3,655,175	\$ 4,100,600	4,100,600	\$ 4,113,543
Special Assessment Collections	45,252	49,000	49,000	49,000
Interest	28,756	10,000	10,000	10,000
Bond Proceeds	-	-	-	-
Transfer in:				
Special Revenue Fund	745,997	746,000	746,000	746,000
Bonds Issued	126,140	-	-	-
Total Sources	<u>\$ 4,601,320</u>	<u>\$ 4,905,600</u>	<u>\$ 4,905,600</u>	<u>\$ 4,918,543</u>
<u>Use of Funds</u>				
Bond Principal	\$ 2,970,000	\$ 2,700,000	\$ 2,700,000	\$ 2,975,000
Bond Interest	1,255,935	1,320,001	1,320,001	1,222,274
Fiscal Agent Charges	7,719	4,900	4,900	5,300
Other Services & Charges	-	25,000	25,000	25,000
Transfers to:				
General Fund	-	-	-	-
Capital Project Fund	-	-	-	-
Total Uses	<u>\$ 4,233,654</u>	<u>\$ 4,049,901</u>	<u>\$ 4,049,901</u>	<u>\$ 4,227,574</u>
<u>Fund Balance - December 31</u>	<u>\$ 5,775,050</u>	<u>\$ 6,630,749</u>	<u>\$ 6,630,749</u>	<u>\$ 7,321,718</u>

General Obligation Improvement Bonds
Scheduled Debt Service Requirements - Annual Payments
December 31, 2023

<u>TAX LEVY REQUIREMENT</u>	<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
					\$ 42,900,000
4,113,543	2024	2,975,000	1,222,274	4,197,274	39,925,000
4,101,375	2025	3,080,000	1,132,961	4,212,961	36,845,000
4,110,046	2026	3,155,000	1,043,974	4,198,974	33,690,000
4,121,139	2027	3,250,000	954,749	4,204,749	30,440,000
3,605,541	2028	3,350,000	862,736	4,212,736	27,090,000
2,473,449	2029	3,195,000	771,043	3,966,043	23,895,000
2,490,093	2030	2,210,000	694,664	2,904,664	21,685,000
2,487,906	2031	2,290,000	631,068	2,921,068	19,395,000
2,475,481	2032	2,345,000	565,483	2,910,483	17,050,000
2,352,926	2033	2,405,000	497,095	2,902,095	14,645,000
2,201,808	2034	2,360,000	426,720	2,786,720	12,285,000
1,904,309	2035	2,435,000	354,120	2,789,120	9,850,000
1,917,253	2036	2,160,000	284,114	2,444,114	7,690,000
1,912,620	2037	1,970,000	221,739	2,191,739	5,720,000
1,283,830	2038	2,025,000	160,116	2,185,116	3,695,000
1,006,228	2039	1,490,000	103,206	1,593,206	2,205,000
629,751	2040	880,000	64,038	944,038	1,325,000
431,550	2041	550,000	40,381	590,381	775,000
431,340	2042	380,000	23,400	403,400	395,000
	2043	395,000	7,900	402,900	-
<u>44,050,187</u>		<u>\$ 42,900,000</u>	<u>\$ 10,061,779</u>	<u>\$ 52,155,479</u>	

Debt as a Percentage of Taxable Market Value

0.90%

Debt Per Capita

\$ 1,159.68

BUDGET SUMMARY
GENERAL OBLIGATION REDEVELOPMENT BONDS

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Revised</u>	<u>2024 Budget</u>
<u>Fund Balance - January 1</u>	\$ -	\$ -	\$ -	\$ -
<u>Source of Funds</u>				
Transfers from -				
Component Unit	876,053	872,722	872,722	880,256
Total Sources	<u>\$ 876,053</u>	<u>\$ 872,722</u>	<u>\$ 872,722</u>	<u>\$ 880,256</u>
<u>Use of Funds</u>				
Principal Bonds	\$ 790,000	\$ 815,000	\$ 815,000	\$ 850,000
Bond Interest	84,528	56,772	56,772	24,256
Fiscal Charges	1,525	950	950	1,000
Other	-	-	-	5,000
Total Uses	<u>\$ 876,053</u>	<u>\$ 872,722</u>	<u>\$ 872,722</u>	<u>\$ 880,256</u>
<u>Fund Balance - December 31</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

GENERAL OBLIGATION REDEVELOPMENT BONDS
SCHEDULED DEBT SERVICE REQUIREMENTS - ANNUAL PAYMENTS
December 31, 2023

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				1,110,000
2024	850,000	24,256	874,256	260,000
2025	260,000	3,738	263,738	-
	<u>\$ 1,110,000</u>	<u>\$ 27,994</u>	<u>\$ 1,137,994</u>	
Debt as a Percentage of Taxable Market Value				<u>0.02%</u>
Debt Per Capita				<u>\$ 30.01</u>

CAPTIAL IMPROVEMENT

CAPITAL IMPROVEMENT BUDGET AND PLAN

MISSION STATEMENT

The Richfield Capital Improvement Budget and Plan is a comprehensive list of major improvements necessary to meet the needs of the community over a five-year period. This list is prepared through compiling the project needs requested by the various city departments. The Capital Plan sets forth the proposed scheduling and details of specific projects by year, estimated cost, and a justification or description to those responsible for making policy decisions regarding expenditures for new facilities. In addition, the Plan provides information so that individual project requests can be better evaluated against community needs and the community's ability to pay for and maintain these facilities in the succeeding years.

CAPITAL IMPROVEMENT PLAN GOALS

The specific goals of the Capital Improvement Plan are:

- To develop a realistic list of capital improvement needs which relates proposed projects to the City's capacity to finance such projects.
- To minimize the impact of projects on the residents' ability to pay.
- To schedule various projects and improvements in a way which allows adequate time to detailed design and engineering of the projects, preparing environmental statements or grant applications or exploring alternative methods of financing.
- To provide coordination between City departments, various units of special and general local government, and public utilities.
- To implement the community's Comprehensive Plan in an orderly fashion.
- To keep the public involved and informed about needed public improvements and to better enable the public to schedule private improvements.

OVERVIEW

Richfield's Capital Improvement Plan is a process for identifying annual project needs and priorities for project coordination as well as for financial planning. In addition, the Capital Improvement process provides for public discussion of short range City improvements.

The Capital Improvement Budget (CIB)/Capital Improvement Plan (CIP) projects are identified through discussions of the various City commissions and the City departments. From these discussions City staff compiles estimated costs, scope and potential funding sources for the projects.

A preliminary report is then generated by the Finance Director based on these discussions and presented to a meeting of the Planning Commission.

The Planning Commission then reviews the projects and scheduling based on the following consideration:

- The proposed project's conformance to the Comprehensive Plan.

The CIB/CIP, as recommended by the Planning Commission, is then returned to the Finance Director, and submitted to the City Council as part of the annual budget process. The Council may delete projects from the Plan or may change the scheduling and priority of the allocation of funds. In accordance with state statutes, the City Council should refer any new project they may add to the Capital Improvement Plan to the Planning Commission for review.

Accordingly, the 2023 Revised/2024 Proposed Capital Improvement Budget (CIB) reflects funding for several improvement projects throughout the City. Included are costs for the 77th

Street Railroad Crossing Replacement, Pavement Management, RRFB installations and multi-year Pedestrian Improvement projects. Capital spending plan also include funds for park and recreation and water and wastewater projects.

The funding for the right of way projects is expected to come from sources such as Federal and State grants, Municipal State Aid (MSA), street reconstruction bonds, and utility franchise fees. Funding for other projects included in the CIB will come from intergovernmental revenues, special revenues, and user fees. The City's main operating budgets should not be materially affected by the planned projects as all funding is outside those budgets. The only possible effect would be on the maintenance of the newly constructed projects. In some cases the maintenance costs may increase, but in others, it is expected to decrease.

The Capital Improvement Plan, which represents the next four year period, also contains a number of significant proposed projects including, several park projects, major street improvement and reconstruction projects throughout the city, replacement of rolling stock and technology equipment, and several projects to improve public facilities throughout the City.

2024 Capital Improvement Budget Projects

Recreation Open Space

Donaldson Park Building Demolition - \$100,000

Various repair and major maintenance projects to the Community Center building and surrounding infrastructure that will be identified and prioritized each year by Recreation Services staff. Items may include HVAC repairs, roof repairs, window and flooring repairs, and other repair and replacement of existing capital items.

Donaldson Park Building Rebuild - \$235,000

The old, outdated concrete structure at Donaldson Park is in need of demolition and complete reconstruction. \$235,000 will come from special revenue in 2024, \$280,000 from special revenue in 2025, and \$230,000 from reserves to meet the minimum contribution to apply for a Hennepin County Facility Grant for \$300,000.

Donaldson Park Playground Equipment - \$130,000

Replace the play equipment structure at Donaldson Park in accordance with the Play Equipment Replacement Schedule.

Ice Arena Repairs - \$20,000

Various repair and major maintenance projects to the Ice Arena building, rink equipment, and surrounding infrastructure that will be identified and prioritized each year by Recreation Services staff. Items may include repair or replacement of HVAC equipment, roof, windows, flooring, ice rink equipment, bleachers, and other repair and replacement of existing capital items.

Community Center - \$15,000

Various repair and major maintenance projects to the Community Center building and surrounding infrastructure that will be identified and prioritized each year by Recreation Services staff. Items may include HVAC repairs, roof repairs, window and flooring repairs, and other repair and replacement of existing capital items.

Parks Major Maintenance - \$50,000

Various projects relating to the upkeep of existing park infrastructure are identified and prioritized each year by Recreation Services and Public Works Maintenance staff. Projects

include tennis/basketball court resurfacing, trail resurfacing, roof replacement, parking lot reconstruction, field renovation and other repair or partial replacement of existing park capital items.

Wood Lake Building and Fence Repair - \$10,000

Various repair and major maintenance projects to the Wood Lake Nature Center buildings and fencing (wood and chain link) that will be identified and prioritized each year by Recreation Services staff. Items may include HVAC repairs, roof repairs, window and flooring repairs, and other repair and replacement of existing capital items.

Right of Way Improvements

77th St Railroad Crossing Replacement - \$600,000

The railroad crossing of 77th Street at Pleasant Ave is failing and requires replacement as quickly as possible.

ADA Improvements - \$100,000

The City's Americans with Disabilities Act (ADA) Transition Plan must be upgraded to comply with State and Federal requirements. The upgraded plan will be used to identify missing or non-compliant ADA infrastructure within the right of way. This may include sidewalks, trails, curbs, corner pedestrian ramps, crosswalks, and other infrastructure. The plan will be used to program ADA infrastructure improvements throughout the City.

HUB Redevelopment Participation - \$1,080,000

City will work with the developer to construct storm water infrastructure that will address regional flooding of public right-of-way near the HUB property. The infrastructure will be designed to handle runoff from public right-of-way, as well as anticipated developed conditions on the HUB property. The infrastructure cost to be shared between the City and the developer.

Multi-Year Bicycle Improvements - \$40,000

As part of the implementation of the Bicycle Master Plan and Safe Routes to School Plan, improvements to bike facilities will be installed. Each route will go through a public input process prior to implementation. Improvements may be identified as signage, pavement markings, or other items identified in each plan.

Multi-Year Pavement Management Plan - \$697,000

The City's Accelerated 6-Year Mill and Overlay Project was completed in 2020. In order to protect the investments made in the City's roadway infrastructure, an ongoing pavement management program is needed. The program will address areas of greatest need throughout the City each year and may include mill and overlay, concrete replacement, pavement rejuvenation treatments, crack sealing, and other various roadway improvements.

Multi-Year Pedestrian Management Plan - \$40,000

Spot pedestrian improvements, such as refuge islands, RRFBs, and pavement markings will be constructed where beneficial, as identified in the Pedestrian Master Plan and Safe Routes to School Plan to achieve the greatest improvement in public safety.

Rectangular Rapid Flashing Beacons RRFB Installation - \$300,000

Installation of Rectangular Rapid Flashing Beacons (RRFBs) for pedestrian crosswalks at the existing 66th St/Richfield Parkway roundabout. The project will include replacement of

pedestrian ramps in the roundabout approach medians to achieve ADA compliance. A state grant of \$235,950 was awarded in 2023 for construction costs.

Public Facilities

7700 Lyndale Doors - \$11,000

Replace original door operator components for all 3 sliding entrance doors at the 7700 Lyndale Wine & Spirits Liquor Store.

City-wide Water meter Upgrade - \$525,000

The outgoing city-wide system of 11,000 water meters was installed in 2007 and requires employees to drive by each property to obtain meter readings. The system is failing and it is becoming time consuming to maintain. The installation of a new system will have a signal read radio device which will eliminate the need to drive by each property. With the pandemic and supply shortages the project has been delayed multiple years.

City Hall Compressor Replacement - \$75,000

City Hall's HVAC System is aging, and repairs/replacement, causing frequent and costly. The system has one chiller with two compressors, one of the compressors has failed multiples times and needs to be replaced. The expected life span of a compressor is 20 to 25 years. A fluid replacement will be tried before replacement to see if it resolves the failure.

Fiber Installation to Penn Liquor Store - \$60,350

The current technology is outdated and needs to be replaced. Currently Penn Liquor uses a point-to-point network connection with Fire Station 2. This design has served its purpose a fiber connection is more dependable and secure. With the POS system in the cloud and credit card purchases needing the network it has become more important for reliability.

Fiber Redundancy to Public Works and Cedar Liquor- \$64,000

Create a redundant fiber path for the Public Works maintenance building and the Cedar liquor store. If one fiber path were to go down the public works and cedar liquor would still be connected to the internet and network. Creating no downtime. With the greater use of the cloud and credit card terminals down time could be costly.

Fleet Vehicle Purchases- \$1,657,595

The Public Works Garage Division purchases all vehicles used by City Departments to provide City Services. This year's purchases include vehicles for the Public Safety, Public Works, and Fire Departments.

HART System Expansion - \$50,000

Modernize plant operations through the expansion of the HART monitoring system for digitizing and recording plant metrics including flow, pressure, chemical concentrations, and others as needed. The baseline HART system was installed in 2022. The system communicates with the City's Supervisory Control and Data Acquisition (SCADA) system and provides real-time data. Programming will be built into the plant controls to record plant metrics automatically doing away with manual reads and user errors.

Irving Storm Lift Station - \$80,000

Remove the structure and replace the electrical controls with a new control panel. The structure is 20+ years old and showing signs of disrepair. The electrical controls are

outdated and are not dependable. The most economical way to update the controls is to install a cabinet and remove the structure in the back yard of 6428 Irving Ave S.

Rehabilitation of Stormwater Collection Mains - \$200,000

Mains that are identified as poor condition and not in need of upsizing for capacity will be rehabilitated using a cast-in-place-pipe (CIPP) lining method. This method is widely used for pipeline rehabilitation and does not require excavation. The rehabilitation will extend the life of the mains by up to 75 years.

Rehabilitation of Stormwater Collection System Manhole Structures - \$200,000

Rehabilitating the structures consists of installing a liner inside the existing structure. The liner is installed by inflating and heating which causes the liner to adhere to the bricks. Once lined, the approximate life expectancy will be extended by 30 years.

Roof Replacement of Well Houses - \$25,000

Wells 2, 3, 4, 5 and 6 were originally built in 1963, and the roofs are in need of routine replacement. Annual inspections are scheduled so that repairs and maintenance can occur as needed until each roof is replaced.

Sanitary Sewer Main Lining - \$800,000

To preserve the level of service to our users and protect the mill and overlay investment, these pipes should be lined. Lining consists of installation of a liner in the existing clay pipe; which expands and heats the liner, causing adherence to the pipe. This program will be accelerated in the future and be completed in 5 yrs.

Security Camera Replacement City Hall & PW Building - \$150,000

The replacement of existing cameras for City Hall and installation of cameras at the Public Works Building.

Security System Update- \$72,000

The current security system for access, and control of access by third parties, into the water treatment plant and well houses is outdated. The project is for a full replacement of the current security system including door and software with modern technology that is typically employed at these types of high-security facilities.

Sludge Press Improvements - \$100,000

The age and functional nature of the presses require that certain parts be replaced and/or kept on hand should they fail unexpectedly. The presses are critical in plant operations. This project aims to have the required mechanical components on-hand in the event of a failure. The long lead times for this type of equipment prevents us from conducting any immediate repairs should the city experience any.

Water Treatment Plant Network - \$180,000

The need for a dedicated communications network for the City's water supply system has become imperative. Shared networks are less efficient and are too vulnerable to cyberattack. This project is for the design, installation, and commissioning of a network dedicated only to water plant operations.

2023 Capital Improvement Budget

	2023 Budget		2023 Revised	
RECREATION & OPEN SPACE				
Donaldson Park Play Equipment	\$ 110,000	R	\$ 110,000	R
Ice Arena Sign	40,000	R	40,000	R
Multi-Year Community Center/Wood Lake Building Repair	20,000	R	20,000	R
Multi-Year Ice Arena Repair	20,000	R	20,000	R
Multi-Year Park Maintenance	50,000	R	50,000	R
Multi-Year Park Maintenance/Wood Lake Fence Repair	15,000	R	15,000	R
Outdoor Pool Improvements	80,000	R	80,000	R
Skate Park Expansion	90,000	R	90,000	R
Skate Park Expansion	90,000	C	90,000	C
Wood Lake Nature Center Building	125,000	R	125,000	R
TOTAL REC. & OPEN SPACE	\$ 640,000		\$ 640,000	
RIGHT OF WAY IMPROVEMENT				
494 Project 1	\$ 950,000	M	\$ 950,000	M
494 Project 1	350,000	FF	350,000	FF
494 Project 1 - Sanitary Sewer Crossing Construction	-		635,634	U
65th Street Reconstruction	2,000,000	UB	2,000,000	UB
65th Street Reconstruction	3,100,000	B	3,100,000	B
65th Street Reconstruction	1,800,000	M	1,800,000	M
65th Street Reconstruction	1,100,000	F	1,100,000	F
65th Street Reconstruction - Soil Retention System	-		200,000	O
65th Street Reconstruction - Soil Retention System	-		300,000	U
65th Street Reconstruction - Soil Retention System	-		400,000	FF
71st St Safe Routes to School Sidewalk	173,000	S	173,000	S
71st St Safe Routes to School Sidewalk	44,000	FF	44,000	FF
71st St Safe Routes to School Sidewalk	5,000	O	5,000	O
77th St Railroad Crossing Replacement	400,000	FF	400,000	FF
77th Street Underpass	2,000,000	S	2,000,000	S
77th Street Underpass	1,000,000	M	1,000,000	M
77th Street Underpass	2,000,000	F	2,000,000	F
77th/Lyndale Traffic Signal Replacement	508,151	M	508,151	M
77th/Lyndale Traffic Signal Replacement	121,485	F	121,485	F
ADA Improvements	100,000	FF	100,000	FF
HUB Redevelopment Participation	500,000	U	500,000	U
HUB Redevelopment Participation	70,000	FF	70,000	FF
HUB Redevelopment Participation	500,000	O	500,000	O
Multi-Year Bicycle Improvements	40,000	FF	40,000	FF
Multi-Year Pavement Management Program	541,600	FF	541,600	FF
Multi-Year Pedestrian Improvements	40,000	FF	40,000	FF
Nicollet Avenue Reconstruction	150,000	U	150,000	U
Rehabilitation of Stormwater Collection Mains	200,000	U	200,000	U
Rehabilitation of Stormwater Collection Manhole Structures	200,000	U	200,000	U
Sanitary Sewer Main Lining	800,000	U	800,000	U
Speed Limits Implementation	50,000	FF	50,000	FF
Traffic Signal Controller Upgrades	50,000	M	50,000	M
Watermain Rehabilitation	200,000	U	200,000	U
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 18,993,236		\$ 20,528,870	

PUBLIC FACILITIES

Central Garage Equipment	\$ 700,000	TL	\$ 700,000	TL
City Wide Water Meter Upgrade	525,000	U	525,000	U
Lift Station #7 Ice Arena Cement Wall Extension & Cover	45,000	U	45,000	U
Lime Filter Press Rehabilitaion	90,000	U	90,000	U
Technology Equipment	160,100	TL	160,100	TL
Water Treatment Plant-Education Center	50,000	U	50,000	U
Water Treatment Plant-Effluent Meter Upgrade	100,000	U	100,000	U
Water Treatment Plant-Network	50,000	U	50,000	U
Water Treatment Plant-Roof Replacement	1,000,000	U	1,000,000	U

TOTAL PUBLIC FACILITIES	\$ 2,720,100		\$ 2,720,100	
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TOTAL USES OF FUNDS	\$ 22,353,336		\$ 23,888,970	
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ESTIMATED REVENUE BY SOURCE

(B) G.O. Improvement Bonds	3,100,000	3,100,000
(C) Hennepin County	90,000	90,000
(F) Federal Grant	3,221,485	3,221,485
(FF) Franchise Fees	1,635,600	2,035,600
(M) Municipal State Aid	4,308,151	4,308,151
(O) Other Funding	505,000	705,000
(R) Special Revenue	550,000	550,000
(RB) Referendum Bonds	-	-
(S) State	2,173,000	2,173,000
(TL) Tax Levy	860,100	860,100
(U) User Fees	3,910,000	4,845,634
(UB) G.O. Utility Bonds	2,000,000	2,000,000
(TBD) To Be Determined	-	-

TOTAL FUNDING BY SOURCE	\$ 22,353,336	\$ 23,888,970
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2024 Capital Improvement Budget

PROJECT EXPENDITURE

RECREATION & OPEN SPACE

Donaldson Park Building Demolition	100,000	R
Donaldson Park Building Rebuild	235,000	R
Donaldson Park Playground Equipment	70,000	R
Donaldson Park Playground Equipment	50,000	C
Donaldson Park Playground Equipment (grants or fundraising)	10,000	OR
Multi-Year Ice Arena Repair	20,000	R
Multi-Year Community Center Building Repair	15,000	R
Multi-Year Parks Major Maintenance	50,000	R
Multi- Year Wood Lake Building and Fence Repair	10,000	R
TOTAL REC. & OPEN SPACE	\$ 560,000	

RIGHT OF WAY IMPROVEMENT

77th Street Railroad Crossing Replacement	\$ 600,000	M
ADA Improvements	100,000	FF
Hub Redevelopment	500,000	U
Hub Redevelopment (developer contribution)	500,000	O
Hub Redevelopment	80,000	FF
Multi-Year Bicycle Improvements	40,000	FF
Multi-Year Pavement Management Program	697,000	FF
Multi-Year Pedestrian Improvements	40,000	FF
Richfield Parkway RRFB Installation	64,050	M
Richfield Parkway RRFB Installation	235,950	S
TOTAL RIGHT-OF-WAY IMPROVEMENT	\$ 2,857,000	

PUBLIC FACILITIES

7700 Lyndale Doors (Liquor operations reserves)	\$ 11,000	O
Citywide Water Meter Upgrade	525,000	U
City Hall HVAC Compressor Replacement (Building Services reserves)	75,000	O
Fiber Installation to Penn Liquor Store (IT reserves)	60,350	O
Fiber Redundancy to Public Works and Cedar Liquor (IT reserves)	64,000	O
Fleet Purchases	1,557,000	FR
Fleet Purchases	100,000	F
HART System Expansion	50,000	U
Irving Storm Lift Station	80,000	U
Rehabilitation of Stormwater Collection Mains	200,000	U
Rehabilitation of Stormwater Collection Manhole Structures	200,000	U
Roof Replacement of Well Houses	25,000	U
Sanitary Sewer Main Lining	800,000	U
Security Cameras City Hall & PW Building (Building Services reserves)	150,000	O
Security System Updates	72,000	U
Sludge Press Improvements	100,000	U
Water Treatment Plant-Network	180,000	U
TOTAL BUILDINGS, UTILITIES AND TECHNOLOGY	\$ 4,249,350	

TOTAL USES OF FUNDS **\$ 7,666,350**

ESTIMATED REVENUE BY SOURCE

(B) G.O. Bonds- Property Tax	-
(BU) G.O. Bonds-Utility	-
(C) Hennepin County	50,000
(F) Federal Grant	100,000
(FF) Franchise Fees	957,000
(FR) Fleet Special Revenue (PW Garage)	1,557,000
(M) Municipal State Aid	664,050
(O) Other Funding	860,350
(OR) Other Recreation Funding	10,000
(R) Special Revenue	500,000
(S) State	235,950
(TL) Tax Levy	-
(U) User Fees	2,732,000
(X) Xcel Energy	-
TOTAL FUNDING BY SOURCE	\$ 7,666,350

2024 CAPITAL IMPROVEMENT BUDGET & 2025 - 2028 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA

PROJECTS	CIB		2025	2026	2027	2028	TOTAL*	
	2024						CIP COST	Beyond 2028
RECREATION								
OPEN SPACE DEVELOPMENT								
24- Donaldson Park Playground Equipment	70,000	R						-
24- Donaldson Park Playground Equipment	50,000	C						-
24- Donaldson Park Playground Equipment (grants or fundraising)	10,000	OR						-
24- Multi-Year Community Center Building Repair	15,000	R	20,000	R	20,000	R	20,000	R
24- Multi-Year Ice Arena Repair	20,000	R	20,000	R	20,000	R	20,000	R
24- Multi-Year Parks Major Maintenance	50,000	R	50,000	R	50,000	R	50,000	R
24- Multi-Year Wood Lake Building and Fence Repair	10,000	R	10,000	R	20,000	R	20,000	R
24-Donaldson Park Building Demolition (Recreation capital budget reserves)	100,000	R						-
24-Donaldson Park Building Rebuild	235,000	R	280,000	R				280,000
24-Donaldson Park Building Rebuild			300,000	C				300,000
24-Donaldson Park Building Rebuild (Recreation capital budget reserves)			230,000	OR				230,000
25- Vet's Park Improvements			9,000,000	BST				9,000,000
25- Vet's Park Improvements			160,000	R				160,000
25-Adams Hill Park Playground Equipment			120,000	R				120,000
25-Wood Lake Nature Center Building			12,000,000	S				12,000,000
25-Wood Lake Nature Center Building			3,000,000	F				3,000,000
25-Wood Lake Nature Center Building			10,000,000	BST				10,000,000
26- Multi-Year Tennis Court Rebuild/Repair				120,000	R	230,000	R	90,000
26- Washington Park Project				150,000	R			150,000
26-Heredia Park Play Equipment				120,000	R			120,000
27- Little Bob's Park Playground Equipment					120,000	R		120,000
28- Washington Park Building/Picnic Shelter (grant)						300,000	OR	300,000
28- Washington Park Building/Picnic Shelter						300,000	R	300,000
Nicollet Park Building/Picnic Shelter								-
Nicollet Park Project								-
TOTAL RECREATION & OPEN SPACE	560,000		35,190,000	500,000	460,000	800,000		36,950,000
(B) G.O. Bonds- Property Tax	-		-	-	-	-		-
(BST) Bonds- Sales Tax	-		19,000,000	-	-	-		19,000,000
(C) County	50,000		300,000	-	-	-		300,000
(F) Federal Grant	-		3,000,000	-	-	-		3,000,000
(OR) Other Recreation Funding	10,000		230,000	-	-	300,000		530,000
(R) Special Revenue	500,000		660,000	500,000	460,000	500,000		2,120,000
(S) State	-		12,000,000	-	-	-		12,000,000
TOTAL FUNDING BY SOURCE	560,000		35,190,000	500,000	460,000	800,000		36,950,000
TOTAL FUNDING BY SOURCE	560,000		35,190,000	500,000	460,000	800,000		36,950,000
RIGHT OF WAY IMPROVEMENTS								
24-77th Street Railroad Crossing Replacement	600,000	M						
24-ADA Improvements	100,000	FF	200,000	FF	200,000	FF	200,000	FF
24-HUB Redevelopment	500,000	U						
24-HUB Redevelopment	80,000	FF						
24-HUB Redevelopment (developer contribution)	500,000	O						
24-Multi-Year Bicycle Improvements	40,000	FF	40,000	FF	40,000	FF	40,000	FF
24-Multi-Year Pavement Management Program	697,000	FF	617,000	FF	737,000	FF	657,000	FF
24-Multi-Year Pedestrian Improvements	40,000	FF	40,000	FF	40,000	FF	40,000	FF
24-Richfield Parkway RRFB Installation	64,050	M						
24-Richfield Parkway RRFB Installation	235,950	S						
25-T.H. 62 Noise Barrier West			450,000	M				450,000
25-T.H. 62 Noise Barrier West			4,050,000	S				4,050,000
25-Traffic Signal Replacements			260,000	M	275,000	M		535,000
26-70th St SRTS Improvements					50,000	M		50,000
26-70th St SRTS Improvements					200,000	S		200,000
26-73rd Street Safe Routes to School Trail					635,000	F		635,000
26-73rd Street Safe Routes to School Trail					165,000	M		165,000
26-77th Street Pavement Maintenance					750,000	M		750,000
26-Emergency Water Interconnect					1,300,000	BU	2,700,000	4,000,000
26-Nicollet Avenue Reconstruction					4,000,000	BU		4,000,000
26-Nicollet Avenue Reconstruction					4,700,000	B		4,700,000
27-69th Street Recon					2,500,000	B		2,500,000
27-69th Street Recon					3,500,000	BU		3,500,000
28-76th Street West Reconstruction							4,000,000	4,000,000
28-76th Street West Reconstruction							3,000,000	3,000,000
28-76th Street West Reconstruction							1,000,000	1,000,000
63rd Street Greenway								-
63rd Street Greenway								-
70th Street Reconstruction								-
70th Street Reconstruction								-
70th Street Reconstruction								-
70th Street Reconstruction								-
73rd St Bridge and Bikeways								-
73rd St Bridge and Bikeways								-
76th/77th Intersection Control								-
Bloomington Ave and Diagonal Blvd								-
Bloomington Ave and Richfield Pkwy								-
Humboldt Ave/Lakeshore Drive Recon.								-
Humboldt Ave/Lakeshore Drive Recon.								-
North Lyndale Ave Reconstruction								-
Penn Avenue Reconstruction								-
Penn Avenue Reconstruction								-
TH62 Noise Barrier East								-
TH62 Noise Barrier East								-
TH62 Noise Barrier East								-
TOTAL RIGHT OF WAY IMPROVEMENTS	2,857,000		5,657,000	13,092,000	9,637,000	9,057,000		37,443,000
(B) G.O. Bonds- Property Tax	-		-	4,700,000	2,500,000	4,000,000		11,200,000
(BST) G.O. Bonds-Sales Tax	-		-	-	-	-		-
(BU) G.O. Bonds-Utility	-		-	5,300,000	6,200,000	3,000,000		14,500,000
(C) Hennepin County	-		-	-	-	-		-
(F) Federal Grant	-		-	635,000	-	-		635,000
(FF) Franchise Fees	957,000		897,000	1,017,000	937,000	1,057,000		3,908,000
(M) Municipal State Aid	664,050		710,000	1,240,000	-	-		1,950,000
(O) Other	500,000		-	-	-	-		85,000
(OR) Other Recreation	-		-	-	-	-		-
(S) State	235,950		4,050,000	200,000	-	-		4,250,000
(U) User Fees	500,000		-	-	-	-		-
(X) Xcel Energy	-		-	-	-	1,000,000		1,000,000
TOTAL FUNDING BY SOURCE	2,857,000		5,657,000	13,092,000	9,637,000	9,057,000		37,443,000
TOTAL FUNDING BY SOURCE	2,857,000		5,657,000	13,092,000	9,637,000	9,057,000		37,443,000

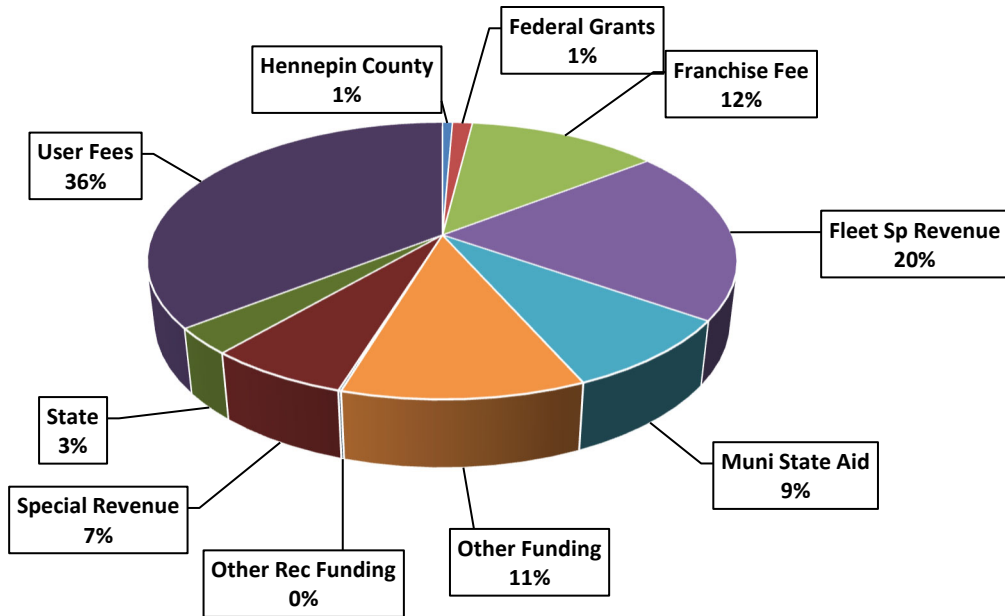
2024 CAPITAL IMPROVEMENT BUDGET & 2025 - 2028 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA

PROJECTS	CIB		2025	2026	2027	2028	TOTAL*	
	2024						CIP COST	Beyond 2028
PUBLIC FACILITIES IMPROVEMENTS								
24-7700 Lyndale Doors	11,000	O						
24-Citywide Water Meter Upgrade	525,000	U					-	
24 - City Hall HVAC Compressor Replacement	75,000	O					-	
24- Fiber Installation to Penn Liquor Store	60,350	O					-	
24- Fiber Redundancy to Public Works and Cedar Liquor	64,000	U					-	
24-Fleet Purchases	1,557,000	FR					-	
24-Fleet Purchases	100,000	F					-	
24- Hart System Expansion	50,000	U	50,000	U	50,000	U	50,000	200,000
24- Irving Storm Lift Station	80,000	U					-	
24-Rehabilitation of Stormwater Collection Mains	200,000	U	200,000	U	200,000	U	200,000	800,000
24-Rehabilitation of Stormwater Collection Manhole Structures	200,000	U	200,000	U	200,000	U	200,000	800,000
24-Roof Replacement of Well Houses	25,000	U	25,000	U	25,000	U	25,000	100,000
24-Sanitary Sewer Main Lining	800,000	U	900,000	U	900,000	U	900,000	3,600,000
24- Security Camera Replacement and Installation	150,000	O					-	
24-Security System Update	72,000	U					-	
24- Sludge Press Improvements	100,000	U					-	
24- Watermain Rehabilitation				500,000	U	500,000	U	1,500,000
24-Water Treatment Plant-Network	180,000	U	20,000	U			20,000	
25-DSG Storm Lift Station Upgrade			90,000	U			90,000	
25- Fiber Redundancy to the Water Plant			63,500	O			63,500	
25- HVAC Improvements			200,000	U			200,000	
25- Municipal Center UPS Replacement (Building Fund reserves-planned savings)			100,000	O			100,000	
25-Public Works Storage Facility			325,000	U			325,000	
25-Public Works Storage Facility			325,000	FF			325,000	
25-Public Works Storage Facility (reserves-long term cap projects fund)			650,000	O			650,000	
25-Water Treatment Plant-Education Center			610,000	U			610,000	
25-Water Treatment Plant-Generator Fuel Tank			250,000	U			250,000	
25- Water Treatment Plant-Panel Board and VFD Replacement			90,000	U			90,000	
28-Richfield Liquor Cedar Ave HVAC System							35,000	35,000
TOTAL PUBLIC FACILITIES IMPROVEMENTS	4,249,350		4,098,500	1,875,000	1,875,000	1,910,000	9,758,500	11,900,000
(B) G.O. Bonds- Property Tax	-		-	-	-	-	-	-
(F) Federal Grant	100,000		-	-	-	-	-	-
(FF) Franchise Fees	1,557,000		-	-	-	-	-	-
(FR) Fleet Special Revenue (PW Garage)	-		325,000	-	-	-	325,000	-
(O) Other Funding	296,350		813,500	-	-	35,000	848,500	-
(U) User Fees	2,296,000		2,960,000	1,875,000	1,875,000	1,875,000	8,585,000	11,900,000
TOTAL FUNDING BY SOURCE	4,249,350		4,098,500	1,875,000	1,875,000	1,910,000	9,758,500	11,900,000
SUMMARY PROJECTS								
Recreation/Open Space Development	560,000		35,190,000	500,000	460,000	800,000	36,950,000	890,000
Right of Way Improvements	2,857,000		5,657,000	13,092,000	9,637,000	9,057,000	37,443,000	50,225,000
Public Facilities	4,249,350		4,098,500	1,875,000	1,875,000	1,910,000	9,758,500	11,900,000
TOTAL CAPITAL PROJECTS	7,666,350		44,945,500	15,467,000	11,972,000	11,767,000	84,151,500	63,015,000
(B) G.O. Bonds- Property Tax	-		-	4,700,000	2,500,000	4,000,000	11,200,000	19,400,000
(BST) G.O. Bonds-Sales Tax	-		19,000,000	-	-	-	19,000,000	-
(BU) G.O. Bonds-Utility	-		-	5,300,000	6,200,000	3,000,000	14,500,000	9,750,000
(C) Hennepin County	50,000		300,000	-	-	-	300,000	-
(F) Federal Grant	100,000		3,000,000	635,000	-	-	3,635,000	9,500,000
(FF) Franchise Fees	957,000		1,222,000	1,017,000	937,000	1,057,000	4,233,000	280,000
(FR) Fleet Special Revenue (PW Garage)	1,557,000		-	-	-	-	-	-
(M) Municipal State Aid	664,050		710,000	1,240,000	-	-	1,950,000	9,370,000
(O) Other Funding	806,350		1,043,500	-	-	335,000	1,378,500	85,000
(R) Special Revenue	500,000		660,000	500,000	460,000	500,000	2,120,000	890,000
(S) State	235,950		16,050,000	200,000	-	-	16,250,000	1,690,000
(U) User Fees	2,796,000		2,960,000	1,875,000	1,875,000	1,875,000	8,585,000	11,900,000
(X) Xcel Energy	-		-	-	-	1,000,000	1,000,000	150,000
TOTAL FUNDING SOURCES	7,666,350		44,945,500	15,467,000	11,972,000	11,767,000	84,151,500	63,015,000

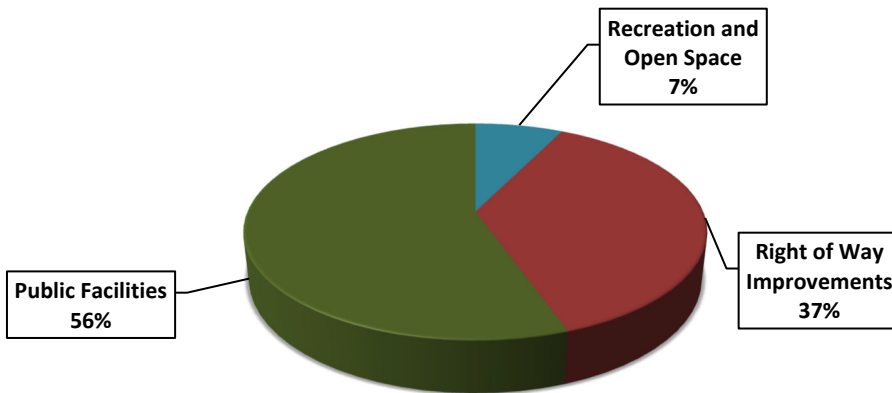
* Total CIP costs do not include any project costs reflected in the 2023 CIB.

2024 Capital Improvement Budget - Sources and Uses

TOTAL 2024 FUNDING BY SOURCE



TOTAL 2024 SPENDING BY USE



The City of Richfield's funding for capital projects comes from a variety of sources, but generally falls into one of several categories: federal grants, state money, county funds, local revenues, franchise fees, user fees, and bond proceeds. Total planned funding for 2024 is \$7,666,350.

Capital project expenditures are classified into three specific programs: Recreation and Open Space, Right of Way Improvements and Public Facilities. Total planned expenditures for 2024 are \$7,666,350.

**TOTAL NUMBER OF FULL-TIME REGULAR BUDGETED PERSONNEL
2023-2024**

<u>General Fund</u>	<u>2023 Budget</u>	<u>2023 Revised</u>	<u>2024 Proposed</u>
Legislative/Executive			
City Council	5	5	5
City Manager	3.6	3.6	3.6
	<u>8.6</u>	<u>8.6</u>	<u>8.6</u>
Administrative Services			
Admininstration	1.25	1.25	1.25
Human Resources	2	2.9	2.9
Finance	5	5.5	5.5
Deputy Reistrar	4	4	4
City Clerk	1	1.1	1.1
	<u>13.25</u>	<u>14.75</u>	<u>14.75</u>
Public Safety			
Support Servies	2	2	2
Police Operations	53.8	53.8	53.8
	<u>55.8</u>	<u>55.8</u>	<u>55.8</u>
Fire	<u>30.4</u>	<u>30.4</u>	<u>30.4</u>
	30.4	30.4	30.4
Community Development			
Administration	6	6	6
Inspections	9	9	9
	<u>15</u>	<u>15</u>	<u>15</u>
Public Works			
PW Administration	2	2	2
Engineering	5	5	5
Street Maintenance	13.3	13.3	13.3
Park Maintenance	8.5	8.5	8.5
	<u>28.8</u>	<u>28.8</u>	<u>28.8</u>
Recreation Services			
Recreation Services Administration	3	3	3
Recreation Program & Athletics	4	4	4
Wood Lake Nature Center	5	5	5
	<u>12</u>	<u>12</u>	<u>12</u>
Subtotal	<u>163.85</u>	<u>165.35</u>	<u>165.35</u>
Special Revenue Fund			
Cable TV Fund	0.75	0.75	0.75
Ice Arena	4	4	4
Subtotal	<u>4.75</u>	<u>4.75</u>	<u>4.75</u>
Enterprise Fund			
Liquor	5	5	5
Water & Wastewater Utility	18.9	18.9	18.9
Storm Sewer Utility	1.9	1.9	1.9
Subtotal	<u>25.8</u>	<u>25.8</u>	<u>25.8</u>
Internal Service Funds			
Central Garage	4.1	4.1	4.1
Information Technologies	5.5	5.5	5.5
Government Buildings	3	3	3
Subtotal	<u>12.6</u>	<u>12.6</u>	<u>12.6</u>
Total	<u><u>207</u></u>	<u><u>208.5</u></u>	<u><u>208.5</u></u>

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