

# CITY OF RICHFIELD

MINNESOTA



2022

PROPOSED BUDGET

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September 14, 2021

**MAYOR**  
MARIA REGAN  
GONZALEZ

The Honorable Mayor  
and  
Members of the City Council  
City of Richfield

**CITY COUNCIL**  
SEAN HAYFORD OLEARY  
MARY SUPPLE  
SIMON TRAUTMANN  
BEN WHALEN

**Subject: Budget Message for the 2022 Fund Budgets  
and the 2021 Revised Fund Budgets**

**CITY MANAGER**  
KATIE RODRIGUEZ

**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, 2022 to December 31, 2022, and for the remainder of the calendar year 2021. A City Council work session was held on August 24, 2021 to review the proposed and revised 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, 2021. A proposed 2022 tax levy must be submitted to the County Auditor on or before September 30, 2021. Any amendments to the proposed budget, which would increase the property tax levy, must be made prior to the September 30, 2021 proposed levy certification deadline. No increases in the tax levy are permissible after that date, only reductions.

The resolution required to certify the 2022 Adopted Budget and tax levy, as well as the 2021 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 2022 Adopted Budget includes total appropriations from all funds of \$95,751,730 including all inter-fund transfers.



## OVERVIEW PROSPECTIVE

The City continues to be significantly impacted by the ongoing pandemic and resulting financial shocks, even as progress with vaccinations in the metropolitan area has allowed resumption of most activities. The novel coronavirus (COVID-19) arrived in Minnesota on March 6, 2020 and continues to impact the world, country, state, and City in a way that is difficult to fully assess or predict. Just as the City has loosened most COVID-19 mitigations and started to adjust to a new normal, the surge of variant strains of the virus threatens progress.

The pandemic had a swift and dramatic impact on the economy last year: the nation's gross domestic product (GDP) contracted by 31.4% in the second quarter of 2020. The recovery has been equally dramatic, with GDP increasing by 33.4% in the following quarter, partially fueled by a large federal stimulus. The National Bureau of Economic Research officially announced in July that the pandemic recession lasted only 2 months, the shortest in the nation's history. Although most economic indicators have returned to normal, unemployment has lagged. In addition, the negative effect of the recession continues to impact low wage workers and some industries such as entertainment, travel and hospitality much more. The national and state economic outlook is predicted to be positive into 2022 but is dependent on the continued success of vaccinations allowing for the economy to continue to flow freely.

The financial blow to the City has been mitigated by federal relief. In June 2020, the governor distributed \$841 million of federal Coronavirus Relief Funds (CRF) to cities, counties, and townships. The City of Richfield's share of this distribution was \$2.7 million. The funds had to be spent by November 15, 2020. The City prioritized reimbursing itself for costs incurred responding to the pandemic and provided additional assistance to impacted residents and local businesses. The relief funds were not eligible to reimburse revenue shortfalls. The combination of the relief funds and efforts to reduce spending resulted in the City adding to reserves in 2020, anticipating the need to tap reserves in 2021 and beyond. The American Rescue Plan Act of 2021 provided additional relief funding for states and local governments. The City expects to receive \$1.9M in 2021 and another \$1.9M in 2022. The relief is targeted to reimburse for costs to respond to the public health emergency, assistance to hard hit households and industries, and for revenue replacement for shortfalls caused by the pandemic: funds can be used through December 24, 2024.

The overall goal guiding the 2021 Revised Budget and the 2022 Proposed Budget is to target the relief funding to continue to provide excellent services despite reduced revenues and increased costs caused by the pandemic in the short term and invest in strategic upgrades and staff additions so the City can thrive long term.

The City has approached the unprecedented challenges as a learning opportunity to improve our operations to thrive in a post pandemic world. Although we are still learning, there are several areas the City has invested in 2021 and 2022 to respond.

- Public health is a group effort. Although the success of vaccinations has allowed for reduction of most safety restrictions, the rate of vaccination has slowed and the virus variants have been causing recent increases in cases, hospitalizations and deaths. The City continues to partner with Bloomington Public Health to vaccinate more residents and close the disparities among white residents and communities of color. As of July 2021, the proportion of residents 12 years old and older that have received

- at least one dose was 78% in Richfield compared to the state's vaccination rate of 66%, and disparities are also closing, albeit slowly.
- The pandemic and the murder of George Floyd further revealed the deep inequities communities of color face in accessing opportunity. The City hired an Equity Administrator in 2021, and plans to accelerate training, engagement and review of policies and procedures with an equity lens in 2022.
  - The civil unrest and deeply divided country has also demonstrated that trust in government and each other is frayed. The City responded by implementing body cameras for all sworn officers earlier than planned in 2021. The City also made use-of-force data available for the public in a series of dashboards and upgraded software to better process and track data requests.
  - Technology has been crucial in maintaining continuity of operations during the pandemic and will continue to evolve to meet increased expectations for efficiency and connection. The City is investing in several technology upgrades in 2021 and 2022 including audio-visual upgrades to the Council chambers and meeting rooms to accommodate both in person and virtual meetings. The City upgraded recruiting software in 2021 and the 2022 budget also plans to upgrade business licenses, permit and budgeting software as well as a comprehensive review of our IT systems including a focus on security gaps. The IT Division also added a full time position in 2021.
  - The health and wellbeing of our community and staff must be a priority. The instability of the last 18 months is and will impact the social, emotional and financial health of our communities. The City has increased communications with community and staff, and collected feedback via several surveys. This allowed the City to target assistance to those groups most impacted including \$250,000 in rent assistance and \$247,850 in forgivable small business loans. The City also learned how important flexibility has been for staff and implemented a Flexible Workplace Policy in 2021. The 2021 and 2022 budgets also reflect a resumption of professional development programs which had been trimmed in 2020 due to the pandemic.

Sustainability of our resources is being tested in unprecedented ways that will continue into 2022 and beyond. Stewardship of the City's human, financial, built and natural resources was especially challenging in 2021 due to lower revenues and increased expenditures. We celebrate meaningful progress in preserving our natural resources with this year's effort to organize collection of trash, recycling and organics. We also invested in our infrastructure in 2021 and broke ground on a long planned transportation project, the 77<sup>th</sup> Street Underpass, which will provide critical connections to a diverse and low-income neighborhood. The Proposed 2022 Budget also funds the 65<sup>th</sup> Street reconstruction project that aligns with planned redevelopment in the area. The City anticipated the challenge and was able to add to reserves in 2020 which will be needed to fund operations in 2021 and 2022 along with additional federal relief. However, the long term pressures of investing to best preserve our human, built and natural resources given the City's limited financial resources should be a priority for future policy discussions and strategic planning.

One activity that has not been negatively impacted by the pandemic is redevelopment. The redevelopment boom first realized in 2019 has continued into 2021 and does not appear to be slowing down for 2022. The City has approved \$363 million in redevelopment projects in the last several years and has year-after-year been named one of the hottest housing markets in the Twin Cities. The City continues to increase its population which is estimated to be 36,993. It is hoped that with further planned assistance to the local economy,

redevelopment will continue to strengthen and diversify the City's tax base, which is a key City goal.

The City has also worked to strengthen its financial condition by relying less on state aid programs, specifically Local Government Aid (LGA), to fund operations. Budgeted LGA funds in 2022 account for only 7.22% of General Fund revenue today as compared to 24% in 2001. Over the same period, the City made significant investments in infrastructure, both to rehabilitate aging capital and to improve our assets to better deliver services into the future.

The City continues to adapt to an ever-changing reality in 2021, both in delivering services safely and absorbing the resulting financial shocks. The Proposed 2022 Budget balances continued flexibility with critical investments in the City's future with the reality of limited resources. The 2022 City of Richfield tax levy, as proposed, will increase by 5.15%. The increase can be split into two primary components. The first component is the base tax levy, EDA, and equipment replacement levies. The second component is the special levies, which comprises the debt service levies. The increase for 2022 over the previous fiscal year can be directly traced to pressure on the General Fund budget

### **Strategic Development**

Presently, the city has a number of redevelopment initiatives underway. The most active redevelopment areas are:

- 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.
  - Construction is complete on several projects: The Henley fronts on Lyndale Avenue and is made up of 66 apartments and 8 rental townhomes. Lakeside at Lyndale Gardens is comprised of 30 new luxury condominiums fronting on Richfield Lake. A new Chase Bank at the northwest corner of 66<sup>th</sup> Street and Lyndale Avenue is also complete.
  - The Riley (formerly Henley II) project at the northeast corner of 64<sup>th</sup> and Lyndale is underway. This project includes the rehabilitation of 22 units at 6345 Lyndale and the construction of a new 82-unit building to the east.
  - The mixed use Lynk65 project by Enclave Development also began construction in 2021. Replacing an aging pair of commercial centers at 65<sup>th</sup> Street and Lyndale Avenue, this 150-unit project will take advantage of a reconstructed 65<sup>th</sup> Street.
- The HUB/66<sup>th</sup> and Nicollet area – This area comprises the eastern half of Richfield's downtown and has been an investment/redevelopment priority for some time, especially as the HUB shopping center has declined.
  - The site of the Emi mixed use project has been sold to North Bay Companies who plans to submit a new redevelopment application.
  - Staff continues to discuss potential redevelopment of the HUB Shopping Center with owner Brixmor. There is no firm timeline for submittal of an application, but Brixmor has indicated that they intend to make a significant investment in the future.
- Cedar Point Development Area – Investment on the east side of Richfield has continued. New housing in the area immediately west of the Cedar Point Commons development continues with the construction of the RF64 townhomes along 16<sup>th</sup> Avenue and the construction of the Rya Apartments on the Richfield Parkway side.
- The Penn Corridor (Penn Avenue from Crosstown Highway 62 to 68<sup>th</sup> Street) - This area is considered Richfield's main street and, as such, plans are underway to revitalize the



area through improved public amenities, private improvements and selective redevelopment of underutilized properties.

- Construction of the Novo apartment project (66th Street and Queen Avenue) has been completed. This project includes 183 market-rate apartments, the closure of Queen Avenue between 65 ½ Street and 66th Street, and construction of a new section of Russell Avenue between 65 ½ Street and 66th Street.
- Construction of a new 6-story, 132-unit multi-family building in the northwest corner of the Lunds parking lot has continued and is expected to conclude in 2022.
- The HRA continued to work with Penn Investments LLC on a proposal for an affordable housing project at 6501 Penn Avenue. An application for Housing Tax Credits was submitted to Minnesota Housing and awards will be announced in December 2021.

To complement the commercial redevelopment, the City has a number of programs in place to reinvest in the housing stock of the city, including:

- Apartment Remodeling Program – This program offers no-interest, deferred loans to make improvements to apartment buildings and is funded through the Economic Development Authority. Priority is given to buildings with affordable rents, and owners provide matching funds.
- Richfield Rediscovered Program - Provides for the replacement of small, substandard homes. Over 150 homes have been constructed in conjunction with this program since it began in 1991. This program has been scaled back due to high acquisition costs.
- Transformation Loan Program – This is an incentive loan program for remodeling homes to encourage investment in neighborhoods, families to stay in the City, and increase home values. The Transformation Home Loan is a zero-interest, deferred payment loan that covers 15 percent of the overall project cost, for projects valued at \$50,000 or greater. At least three loans are anticipated in 2021.
- New Home Program – The program was established to address deteriorated, substandard structures and to provide home ownership opportunities for low to moderate-income households. Non-profit builders and developers like Twin Cities Habitat for Humanity and West Hennepin Affordable Housing Land Trust have rehabilitated or built 52 new homes since 1993.
- Community Development Block Grant Program (CDBG) – The HRA receives federal CDBG funds through Hennepin County, annually, to assist low-income homeowners to make necessary repairs to their houses and to support homeownership. Hennepin County administers the home-improvement Richfield Deferred Loan Program and assists at least six households annually. Funds were approved for a Down Payment Assistance Program to help Richfield renters get homeownership ready and buy their first home.
- Remodeling Advising - The HRA offers free remodeling advising services and low-cost architectural advising to help homeowners make wise decisions when planning home improvements.
- Community Fix-Up Fund Interest Rate Write-Down Program –This program targets households with incomes that fall between 80 percent and 115percent of the area



median income and currently offers an interest rate of just three percent. Funds are supplemented with an Impact Fund grant from Minnesota Housing.

- The Home Energy Squad Enhanced Program – This program began in 2013 to provide enhanced energy audit visits to homeowners at a reduced price of \$50, which can be waived for low-income homeowners. Since the program began, more than 650 visits have been conducted, helping owners reduce energy usage and save money.

### **State Aid**

The 2021 session of the Minnesota Legislature reconvened on June 14 to finalize the state's 2022-2023 biennial budget. On June 30, the last day of the state's fiscal year, the House and Senate concluded work on the omnibus Education and Tax bills which combined with the other 11 omnibus appropriation bills comprises the state's \$52 billion spending plan until June 30, 2023.

Minnesota Management and Budget (MMB) forecasts went from an estimated deficit of \$4.7 billion in 2020 to an estimated surplus of \$1.6 billion in their February 2021 forecast. The dramatic turnaround was largely due to the swift and strong improvement in the national and state economies and federal pandemic relief funding. The most recent MMB update estimates FY 2021 revenues will be 11% stronger than predicted and also references economists' predictions for strong economic growth for the remainder of 2021 and into 2022. Given the state's improving financial position there were no sustained efforts to reduce Local Government Aid (LGA) or make changes to the metropolitan Fiscal Disparities program during the recently concluded legislative session. The City was able to advocate for a legislative amendment to Tax Increment Financing (TIF) guidance for the City that will allow for greater flexibility in spending on affordable housing priorities.

In previous years, the State's past budget deficits have had a negative, trickle-down effect on cities and, therefore, the City has created reserves to better adjust to the unpredictable funding levels. The Local Government Aid (LGA) program is also structured so that cities receive less as their tax base grows, thus the City received \$364,366 less in fiscal year 2021. This year the nonpartisan Minnesota House Research staff forecast Richfield's 2022 LGA allocation to be essentially flat at \$2,010,800. As the City continues to grow and diversify its tax base in order to rely less on the LGA program, we will need to quantify the impact in future years. Unfortunately, the formula for LGA allocation is complicated and relies on statewide totals. We know that the decertification of several large TIF districts in 2025 will significantly add to the City's tax base and likely reduce LGA and the tax benefits of Fiscal Disparities but we won't be able to better quantify that impact until 2024.

Richfield remains one of the top ten beneficiaries 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. In the past, there has been discussion at the Legislature about changing the Fiscal Disparities Program, but so far it has only been discussion. The City will monitor and respond to any future attempts to change the program.

### **Infrastructure**

The City will continue to reinvest in its infrastructure and schedule major projects to minimize the debt impacts on property taxes. The City completed its six year mill and overlay program in 2020, where 85 miles of residential roads were milled and overlaid, in addition, catch basins and manholes were repaired along with the replacement of curb and gutter. The

project cost \$19.5 million and was funded through the issuance of street reconstruction bonds, with gas and electric franchise fees providing debt service on the bonds. A new phase of this project began in 2021 with the implementation of a city pavement management program to protect the investments made in the roadway infrastructure. The program will address areas of greatest need throughout the City each year and may include mill and overlay, concrete replacement, sealcoating or reclamite treatments, and other various roadway improvements. The City will also continue to reinvest in its rolling stock, technology and City facilities through dedicated tax levies, as needed.

There are two transportation and right-of-way projects that will continue to be addressed in 2021 and 2022, and several years into the future. They are as follows:

- 77<sup>th</sup> Street Underpass -This project will extend 77<sup>th</sup> Street under Trunk Highway 77, connecting to the 24<sup>th</sup> Avenue Interchange at I-494. This project will provide regional access to the Minneapolis-St. Paul International Airport and to the Mall of America. The project also completes the last link in the local ring route that, together with the additional access, is needed before expansion on I-494. The total estimated cost is \$22.68 million. Design of the project began in 2015, with construction beginning in late summer 2021. The City will receive a combination of federal and state monies to fund the cost of the project.
- 65<sup>th</sup> Street Reconstruction - This project will reconstruct 65<sup>th</sup> Street from Nicollet Avenue to 66<sup>th</sup> Street/Rae Drive. The project will also include the replacement and expansion of storm sewer utilities. The total estimated cost is \$9.8 million and it will be completed in 2022.

### **Personnel**

Richfield significantly trimmed staff in response to LGA cuts in 2010 and has maintained a lean staff since. The City continues to look at reallocating human resource costs to provide the most cost effective service delivery model wherever such an opportunity may present itself. However, service demand has steadily increased in recent years due primarily to the development boom, infrastructure projects, technology support and increased community engagement. The only staff addition for 2021 is a Water Resources Engineer in the Storm Water Fund. This is offset by the elimination of the Detective position in the Public Safety Department. Personnel costs also increased due to a three percent cost of living adjustment for all employees, step increases for eligible employees, and a two percent increase in health insurance costs.

### **2022 Budget Goals**

The 2022 budget includes funding and staffing to advance City Council goals:

- Invest in infrastructure to best serve today's and tomorrow's residents, businesses and visitors;
- Attract and retain development that creates prosperity for all and is consistent with the City's "Urban Hometown" character;
- Ensure that the City's services are accessible to people of all races, ethnicities, incomes and abilities and embed equity values in all of our processes;
- Provide a full range of quality housing options through our policies and programs;
- Utilizing a wide variety of communication and engagement tools to build stronger relationships with residents, businesses and visitors; and
- Promote and value core services that contribute to making Richfield an exceptional place to live, learn, work and play.



The budget advances these goals in a fiscally-responsible manner by balancing the need to invest in achieving these goals with the need to keep property tax increases reasonable.

## GENERAL FUND

The General Fund serves as the chief 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 2022 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. For example, in 2001, LGA which historically was a major General Fund revenue source accounted for 24% of General Fund revenues. In 2022, it will account for 7.22%. Conversely, property taxes have grown from 40% of revenues in 2001 to 71% in 2022.

The 2022 budgeted General Fund revenues of \$27,868,330 represent a 4.24% increase from the 2020 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 2022, the General Fund will receive: \$337,580 from the Liquor Operations fund to offset administrative costs related to the liquor operation; \$100,000 from franchise fees, and \$460,600 from reserves. A comparison of actual General Fund revenues from 2021 to 2022 is shown in Figures 1 and 2 below.

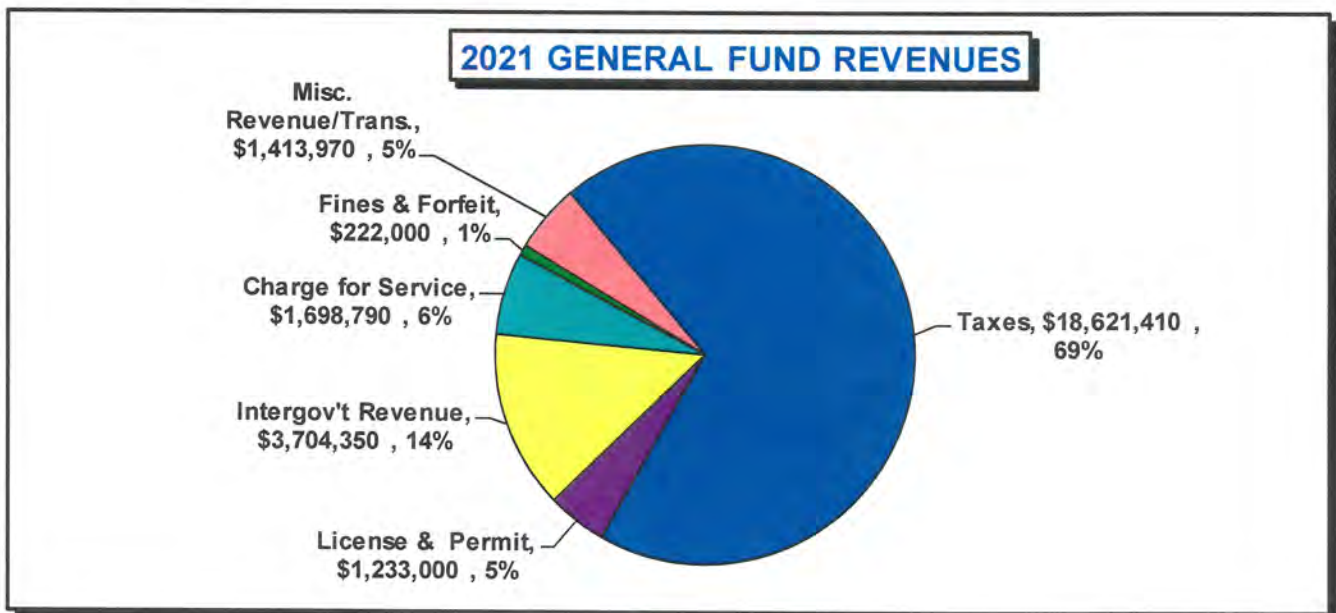


Figure 1

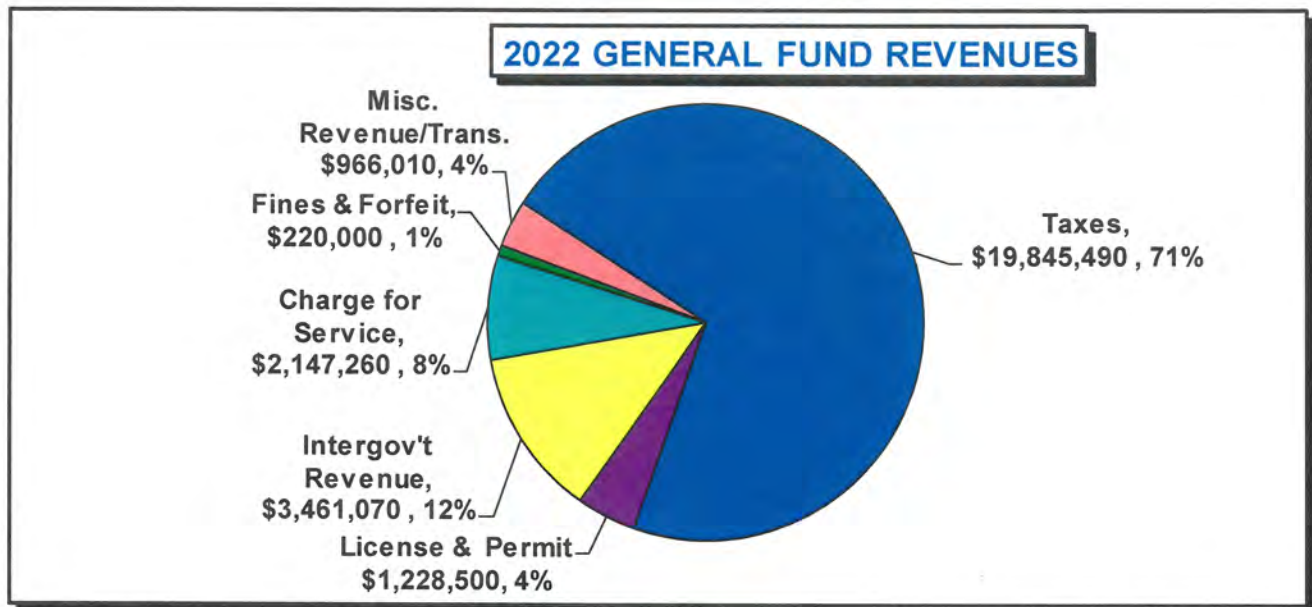


Figure 2

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 and department director. Any expenditure over \$1,000 must be approved by the division manager, department director, Finance Director and City Manager. Any expenditure over \$175,000 must be approved by the City Council.

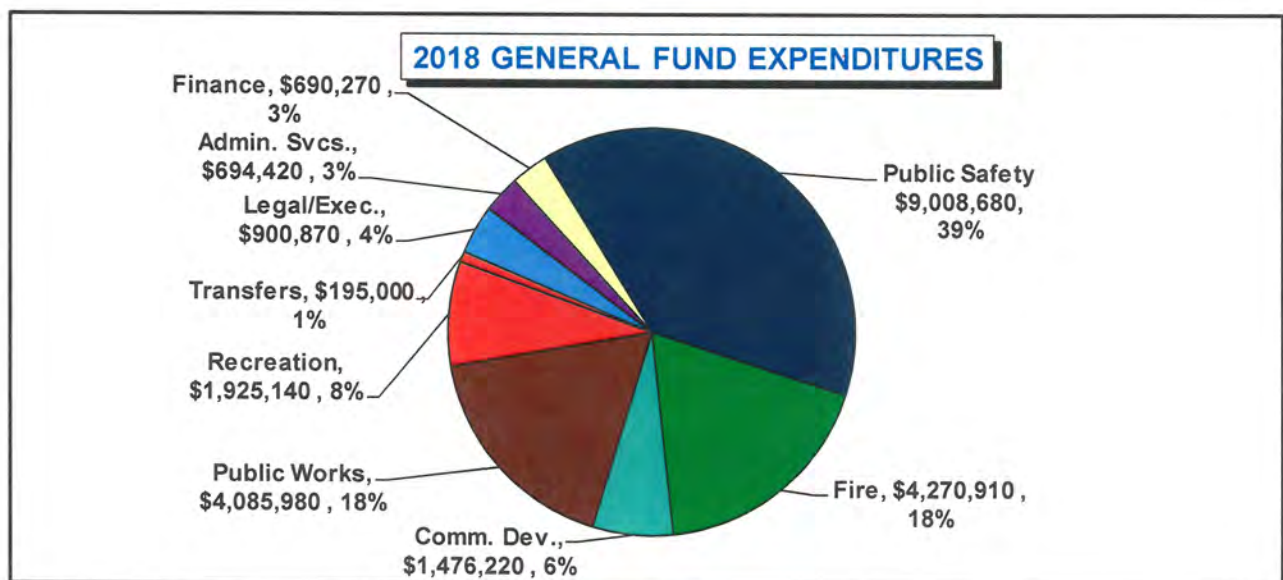


Figure 3



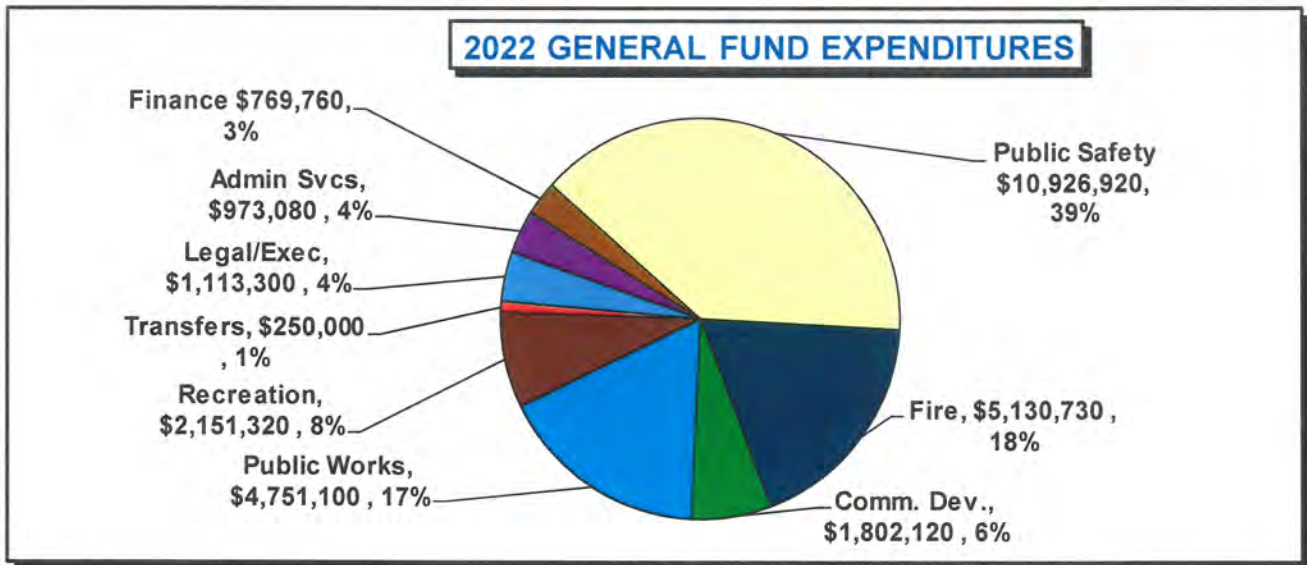


Figure 4

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 2022 expenditures are consistent with the expenditures from 2018 (Figures 3 and 4). In the 2022 Budget, 57% of the total expenditures are designated for Public Safety and Fire Department operations, while an additional 17% is designated for Public Works operations. As a comparison, the 2018 actual expenditures reflected 57% for Public Safety and Fire and 18% for Public Works.

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 2022 expenditure increases for all departments of the General Fund in an attempt to maintain the current level of City services and in response to the internal and external constraints placed on the City as mentioned previously. The most significant issues for the 2021 Revised and 2022 Adopted General Fund Department Budgets are summarized in the following section.

### **2021 REVISED AND 2022 ADOPTED DEPARTMENT BUDGETS**

#### Legislative/Executive

The 2021 Revised budget reflects a 3.48% decrease due to a reduction in legal costs and the cancellation of the 4<sup>th</sup> of July activities. The 2022 proposed budget reflects an increase of 6.57% due to personnel and professional service cost increases.

#### Administrative Services

The Administrative Services Department budget for 2022 reflects an increase of 7.12%. The increase is the result of purchases of recruiting software and data practices software along with 25% of the Communications and Engagement Managers time now being charged to the Administration division.

#### Finance

The Finance Department reflects a 3.59% increase for 2022. The increase can be traced to an increase in personnel costs and the contract with Hennepin County for property assessing services.

### Public Safety

The Public Safety Department reflects a 4.59% increase in the 2022 Proposed budget as compared to the 2021 Adopted budget. The increase is a result of personnel cost increases as police officers work their way through step increases, the loss of the School Resource Officer program, and overtime costs due to civil unrest.

### Fire

The Fire Department budget for 2022 reflects a 2.71% increase over the 2021 Adopted budget. The increase is a result of increased personnel costs as firefighters work their way through step increases and become eligible for longevity payments.

### Community Development

The Community Development Department 2022 Proposed budget reflects a 6.19% increase over the 2021 Adopted budget. The increase can be attributed to contracted inspection services, salary and benefit costs, and the planned purchase of new permit software.

### Public Works

The 2022 Public Works Department budget reflects a 3.50% increase from the 2021 Adopted budget. The increase is the result of increases in personnel, consultant services, and operational costs and the reduction of labor credits from construction projects.

### Recreation Services

The Recreation Services Department 2022 Proposed budget indicates a 3.51% increase over the 2021 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 2022, a transfer in of \$500,000 will fund planned project costs including:

- Park play equipment replacement at two parks
- A tennis court reconstruction
- Major park maintenance
- Planned funding for the Wood Lake Nature Center Building and Outdoor Pool Improvements

### 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 mill and overlay program and toward the debt service for the bonds issued to help fund the program. This may cause a decrease in the fund balance. In addition, a smaller portion of the fees collected will continue to fund the annual tree planting program, the Dutch Elm disease tree program, and the Emerald Ash Borer disease program.



### Ice Arena Fund

The Ice Arena maintains two sheets of ice and is the home to a Junior A Tier II hockey team, the Minnesota Magicians. The operation provides skating lessons, open skating, and sponsors an annual ice show. It also rents ice to local high schools for 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. For 2021, the swimming pool reopened and realized a strong season due to the hot dry weather experienced during the summer.

### 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.

## **ENTERPRISE FUNDS**

### Liquor Stores Fund

The City of Richfield operates four municipal liquor stores. Total sales for the four liquor stores for 2021 are projected to be \$14.2 million and grow to \$14.8 million in 2022, a 4.48% increase. Operating expenses budgeted for 2022 for the four stores total \$2.55 million. This reflects an increase from the 2021 adopted operating expenses. For the four stores, the projected profit before transfers for 2022 is expected to be \$1,359,320 with budgeted transfers to the Special Revenue Fund of \$500,000 and \$337,580 to the General Fund for administrative costs, police duty and payments in lieu of taxes. The net effect of the 2022 budget is an estimated increase in retained earnings of \$521,740 or 19.8% increase from 2021 revised budget, primarily due to projected increase in sales.

### Water and Wastewater Utility Fund

The Water and Wastewater Utility Fund accounts for the operation and maintenance of the City's water plant and 120 miles of sanitary sewer lines. Operating revenues for the Water Fund for 2022 Proposed reflect an increase from 2021 Revised levels. The increase can be attributed to a planned increase in water rates. The Water Fund continues to reinvest in its infrastructure in 2021 and 2022. Included in the current budgets are capital improvements totaling \$948,330 in 2021 and \$1,233,750 in 2022. The improvements relate to the city wide water meter upgrade, a rehab of the filter press, and roof replacement at the water plant.

The Wastewater Utility Fund provides collection of sanitary wastewater from approximately 11,500 accounts in the city. The 2022 Sanitary Wastewater Operating Budget is approximately \$4.3 million. The most significant expense is the wastewater treatment charges paid to Metropolitan Council Environmental Services (MCES). MCES charges are expected to decrease from the budgeted 2021 level of \$2,397,990 to \$2,331,860, a 2.76% decrease.

Water rates for 2022 will increase across the three tier levels by 5%. Tier 1 will increase 21 cents per thousand gallons, Tier 2 will increase 25 cents per thousand gallons and Tier 3 will increase 30 cents per thousand gallons. In addition, wastewater rates will increase by 2% or 12 cents per thousand gallons.



### 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 2% over 2021 levels which translates into a \$.42 per quarter.

## **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 2022 will increase 3.29% over 2021 levels. The funding for the replacement of equipment that the operation maintains will be accomplished through a general tax levy in the amount of \$700,000, an increase of \$5,000 from 2021. The increase is in response to increased costs incurred in the purchase of rolling stock and equipment. In addition, it is projected that for 2021 and 2022 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 2021 of \$969,000 and \$1,189,000 in 2022. The significant purchases planned for 2022 are:

- Fire Pumper Chassis (\$300,000)
- Mobile Command Vehicle (\$320,000)
- Arbor Pro Lift Bucket (\$100,000)
- Five Hybrid SUV Police Squads (\$250,000)

### 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. In response to increased support needs, security requirements, and increased technology demands, the fund has budgeted for one additional staff position in 2021. 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 \$135,000. The fund is scheduled to make capital purchases in 2021 of \$213,790 and \$101,090 in 2022. The IT Fund also provides office supplies and copying services for all City departments.

### Self Insurance Fund

The Self Insurance Fund accounts for all of 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 2022, 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 will celebrate its tenth year of operations in 2021. After this amount of time the operating budget is coming into focus. User fees will still 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 2041, with outstanding principal at the beginning of 2022 of \$46,095,000. The fund balance in the fund, 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 \$2,715,000 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. In the 2021 Revised Budget the City has budgeted for \$477,660 operating capital expenditures, while there is \$100,000 budgeted for 2022. The capital expenditures budgeted for 2021 and 2022 are within the two Special Revenue Funds and Proprietary Funds. These budgeted items are not to be confused with the projects that are part of the Capital Improvement Budget and Capital Improvement Program.

## **CAPITAL IMPROVEMENTS BUDGET**

The Capital Improvement Budget recommends \$26,575,000 of expenditures in 2022. Two different projects comprise the majority of the budgeted amount. Those projects are the 77<sup>th</sup> Street Underpass at an estimated cost of \$10,000,000 and the 65<sup>th</sup> Street Reconstruction at an estimated cost of \$9,800,000. The 77<sup>th</sup> Street Underpass project is to be funded by federal funds, State grants, and Minnesota Department of Transportation funds. The 65<sup>th</sup> Street Reconstruction project will be funded by G.O. Street Reconstruction bonds and user fees. The City will also continue with improvements for various City parks in 2022 with funding of \$500,000 from the Liquor Contribution Special Revenue Fund.

## **CONCLUSION**

The City of Richfield continues to respond to the pandemic and the resulting financial impacts, as well as make strategic investments to thrive in a post pandemic world. Staff continues to work with the community to safely deliver services and meet their needs during this time of unprecedented challenges. The federal Coronavirus Relief Funds have helped ease the financial pressure by reimbursing the City for most of the additional costs in 2020 and adding to reserves which were needed in 2021. The American Rescue Plan funding will also help mitigate reduced revenues and reimburse for additional costs for the next few years.

The City has a bright future and should be proud of its response to extraordinary circumstances. For the 2022 Budget year, the City has presented a balanced General Fund Budget, which has increased 4.24% from the 2021 Adopted budget. The recommended 2022 Budget is an investment in a City that can respond to further

challenges, deliver high-quality services, as well as create a more vibrant, just and sustainable community.

The information presented in this budget document provides the background and funding plan to address the opportunities and challenges facing the City in 2022, and beyond. I would like to take this opportunity to thank Finance Director Chris Regis and all City departments for their input and help in preparing the 2022 budget, as well as the City Council for providing the vision, values and goals that guide our work.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Rodriguez', written in a cursive style.

Katie Rodriguez  
City Manager

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## CITY OFFICIALS

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	<u>Term of Office</u>	<u>Term Expires</u>
MAYOR - MARIA REGAN GONZALEZ	4 Years	December 31, 2022
COUNCIL MEMBER – MARY SUPPLE	4 Years	December 31, 2022
COUNCIL MEMBER – SIMON TRAUTMANN	4 Years	December 31, 2024
COUNCIL MEMBER – SEAN HAYFORD OLEARY	4 Years	December 31, 2024
COUNCIL MEMBER – BEN WHALEN	4 Years	December 31, 2024

### ADMINISTRATIVE STAFF

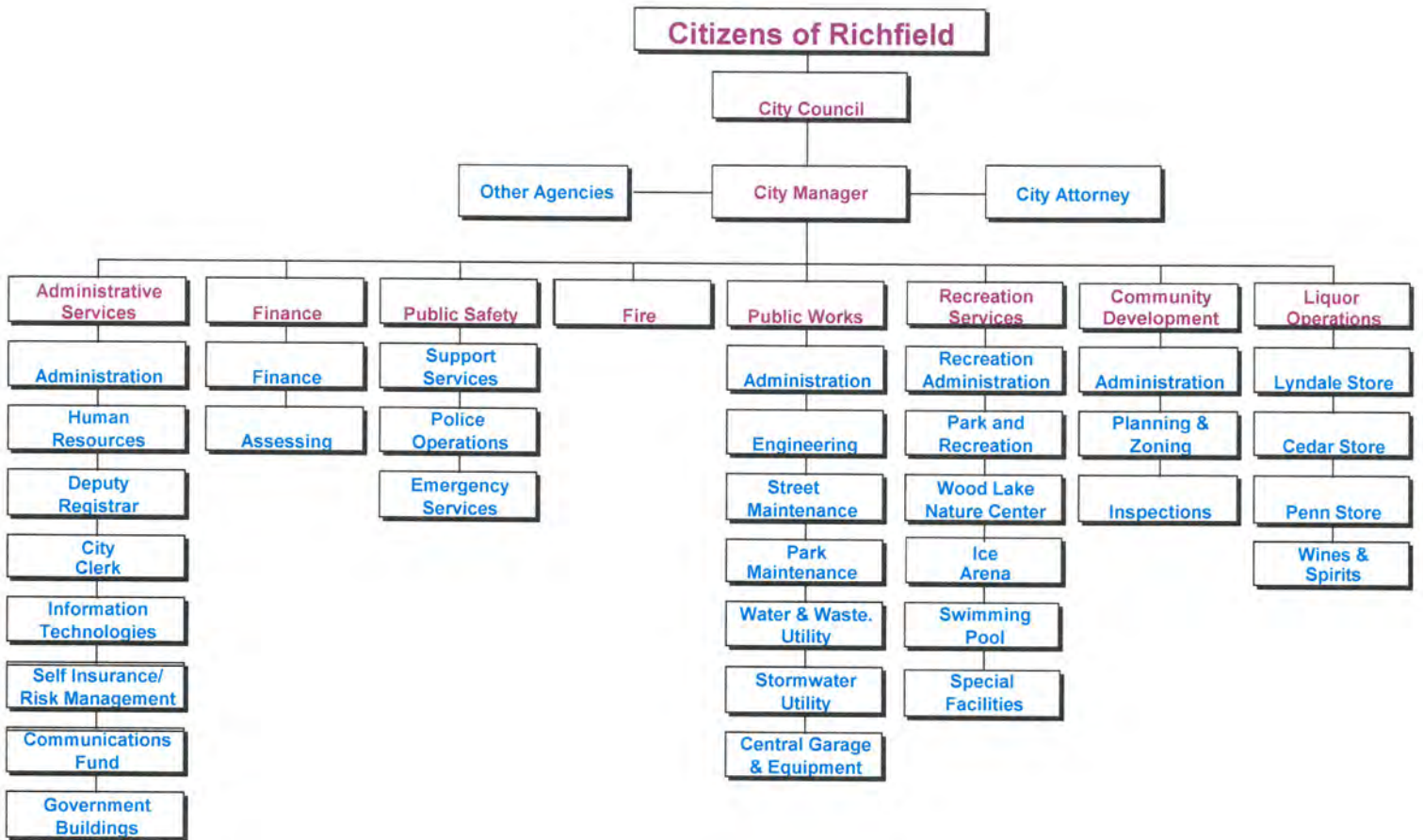
KATIE RODRIGUEZ – CITY MANAGER

CHRIS REGIS - FINANCE DIRECTOR

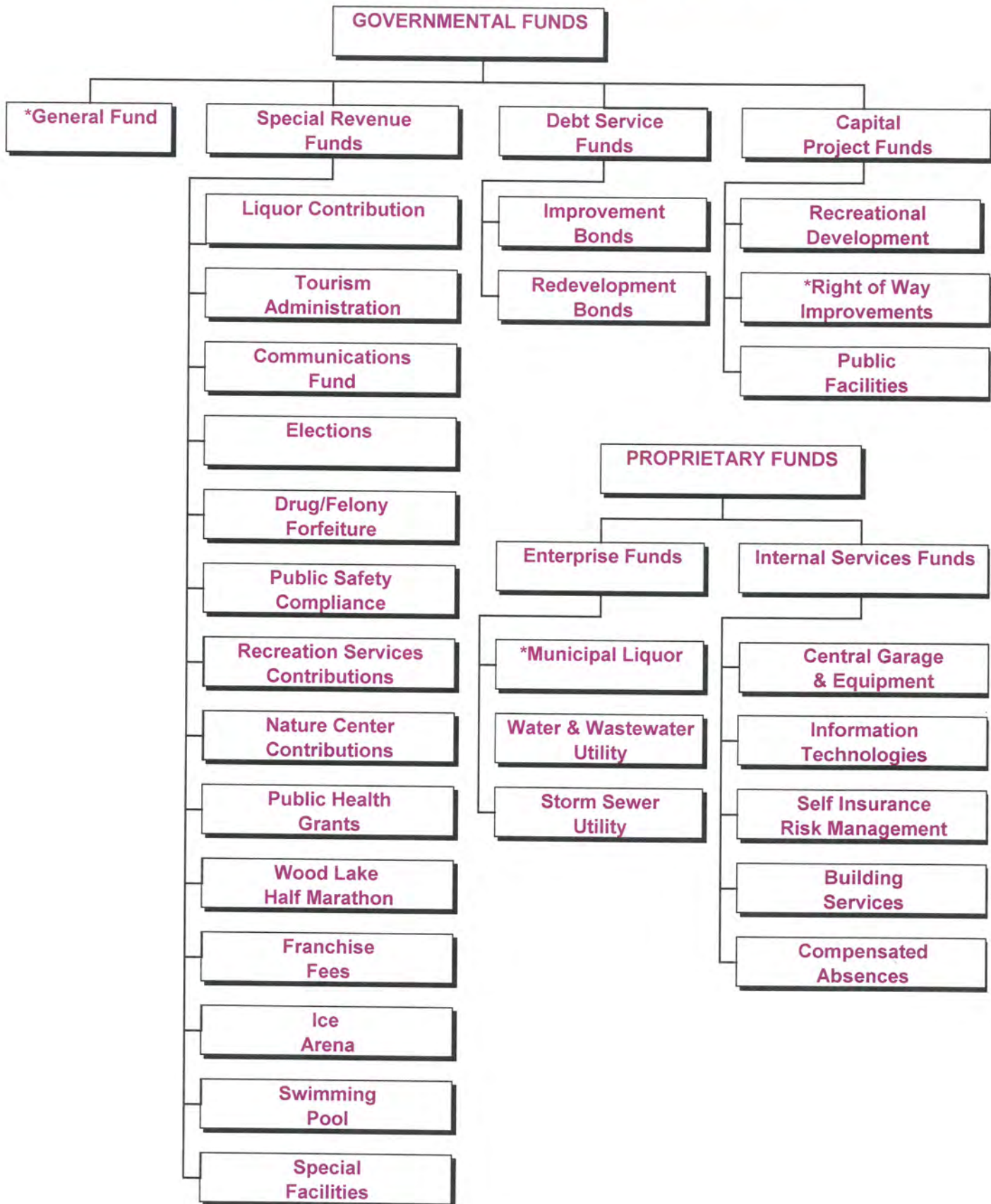
KARI SINNING - CITY CLERK



# City of Richfield Organization Chart



# CITY OF RICHFIELD - FUND STRUCTURE



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

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## **BUDGET SUMMARY**

## SUMMARY OF 2021 REVISED BUDGET ALL FUNDS

FUND	Fund Balance January 1, 2021	Revenues	Expenditures	Fund Balance December 31, 2021
<u>General</u>	\$ 10,025,490	\$ 26,893,420	\$ 26,893,420	\$ 10,025,490
<u>Special Revenue Funds</u>				
Liquor Contribution	140,343	500,450	500,000	140,793
Tourism Administration	51,888	2,380	5,440	48,828
Communications	2,170,968	368,420	525,610	2,013,778
Elections	1,680,950	251,190	155,710	1,776,430
Drug Felony/Forfeiture	197,695	36,050	37,700	196,045
Public Safety Compliance	206,363	23,100	23,500	205,963
Recreation Contributions	54,918	11,100	5,000	61,018
Nature Center Contributions	100,797	45,500	8,200	138,097
Public Health Grants	116,463	59,520	34,410	141,573
Wood Lake Half Marathon	31,736	61,050	60,000	32,786
Franchise Fees	1,680,426	1,857,500	2,044,740	1,493,186
Ice Arena	(3,339,077)	1,416,500	1,318,760	(3,241,337)
Swimming Pool	(828,041)	734,560	451,870	(545,351)
Special Facilities	36,898	56,850	51,810	41,938
<u>Enterprise Funds *</u>				
Liquor	4,579,018	14,255,250	13,820,520	5,013,748
Water & Sewer Utility**	16,150,815	9,358,730	8,456,930	17,052,615
Storm Sewer Utility **	7,775,136	2,279,360	2,444,760	7,609,736
<u>Internal Service Funds *</u>				
Central Garage	5,429,177	2,282,710	2,179,410	5,532,477
Information Technologies	246,471	1,260,110	1,407,080	99,501
Self Insurance	4,825,302	909,840	1,054,210	4,680,932
Building Services	901,612	945,500	940,530	906,582
<u>Debt Service Funds **</u>				
G.O. Improvement Bonds	7,119,510	4,342,280	5,998,580	5,463,210
G.O. Redevelopment Bonds	-	868,380	868,380	-
<u>Capital Improvement Funds</u>				
Recreational Development	1,077,180	700,000	700,000	1,077,180
Right-of-Way Improvements	9,687,985	6,431,000	6,431,000	9,687,985
Public Facilities	-	4,055,000	4,055,000	-
<b>TOTALS</b>	<b>\$ 70,120,023</b>	<b>\$ 80,005,750</b>	<b>\$ 80,472,570</b>	<b>\$ 69,653,203</b>

\* 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 2022 BUDGET ALL FUNDS

FUND	Fund Balance January 1, 2022	Revenues	Expenditures	Fund Balance December 31, 2022
<u>General</u>	\$ 10,025,490	\$ 27,868,330	\$ 27,868,330	\$ 10,025,490
<u>Special Revenue Funds</u>				
Liquor Contribution	140,793	500,300	500,000	141,093
Tourism Administration	48,828	2,450	5,440	45,838
Communications	2,013,778	366,420	487,440	1,892,758
Elections	1,776,430	257,580	160,460	1,873,550
Drug Felony/Forfeiture	196,045	36,150	30,000	202,195
Public Safety Compliance	205,963	22,000	23,750	204,213
Recreation Contributions	61,018	26,100	20,000	67,118
Nature Center Contributions	138,097	55,250	18,780	174,567
Public Health Grants	141,573	443,300	134,410	450,463
Wood Lake Half Marathon	32,786	69,050	62,000	39,836
Franchise Fees	1,493,186	1,856,500	1,841,000	1,508,686
Ice Arena	(3,241,337)	1,492,700	1,036,240	(2,784,877)
Swimming Pool	(545,351)	757,620	506,410	(294,141)
Special Facilities	41,938	59,950	53,270	48,618
<u>Enterprise Funds *</u>				
Liquor	5,013,748	14,894,570	14,372,830	5,535,488
Water & Sewer Utility**	17,052,615	9,618,690	8,674,380	17,996,925
Storm Sewer Utility **	7,609,736	2,379,260	2,438,080	7,550,916
<u>Internal Service Funds *</u>				
Central Garage	5,532,477	2,647,090	2,240,740	5,938,827
Information Technologies	99,501	1,292,350	1,547,110	(155,259)
Self Insurance	4,680,932	943,290	1,094,960	4,529,262
Building Services	906,582	975,130	937,070	944,642
<u>Debt Service Funds **</u>				
G.O. Improvement Bonds	5,463,210	4,473,540	4,248,550	5,688,200
G.O. Redevelopment Bonds	-	875,480	875,480	-
<u>Capital Improvement Funds</u>				
Recreational Development	1,077,180	500,000	500,000	1,077,180
Right-of-Way Improvements	9,687,985	21,405,000	21,405,000	9,687,985
Public Facilities	-	4,670,000	4,670,000	-
<b>TOTALS</b>	<b>\$ 69,653,203</b>	<b>\$ 98,488,100</b>	<b>\$ 95,751,730</b>	<b>\$ 72,389,573</b>

\* 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.

**2020-2022 SUMMARY OF FINANCIAL SOURCES AND USES  
AND CHANGES IN FUND BALANCES**

	General Fund			Special Revenue Funds			Enterprise Funds		
	2020 Actual	2021 Revised	2022 Budget	2020 Actual	2021 Revised	2022 Budget	2020 Actual	2021 Revised	2022 Budget
<b>FINANCIAL SOURCES</b>									
Property Taxes	\$ 17,559,198	\$ 18,621,410	\$ 19,906,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	1,743,695	1,233,000	1,167,700	-	-	-	-	-	-
Intergovernmental Revenues	4,828,595	3,704,350	3,461,170	371,568	74,620	456,800	82,602	-	-
Charges for Services	1,760,254	1,698,790	2,147,260	2,726,131	3,728,930	3,810,140	24,026,524	25,504,590	26,503,700
Special Assessments	-	-	-	-	-	-	-	-	-
Fines and Forfeitures	189,767	222,000	220,000	12,245	35,000	35,000	-	-	-
Miscellaneous Revenues	94,870	70,100	67,830	534,620	455,620	493,430	432,021	388,750	388,820
Other Financing Sources	318,210	1,343,770	898,180	4,500,000	1,130,000	1,150,000	-	-	-
Total Financial Sources	\$ 26,494,589	\$ 26,893,420	\$ 27,868,330	\$ 8,144,564	\$ 5,424,170	\$ 5,945,370	\$ 24,541,147	\$ 25,893,340	\$ 26,892,520
<b>FINANCIAL USES</b>									
Personnel Services	\$ 17,460,945	\$ 18,651,220	\$ 19,791,460	\$ 857,606	\$ 1,240,290	\$ 1,207,830	\$ 4,305,840	\$ 4,452,980	\$ 4,622,330
Other Services & Charges	6,756,807	8,012,200	7,826,870	996,903	1,088,060	1,275,370	5,726,675	6,177,340	6,267,580
Depreciation	-	-	-	-	-	-	2,392,431	2,392,580	2,464,330
Capital Outlay Improvements	92,421	-	-	3,360,024	444,660	150,000	-	-	-
Cost of Goods Sold	-	-	-	-	-	-	9,886,359	10,514,320	10,987,450
Other Financing Uses	1,420,290	230,000	250,000	2,698,020	2,449,740	2,246,000	768,210	827,770	837,580
Debt Service									
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	14,130	-	-	303,237	357,220	306,020
Total Financial Uses	\$ 25,730,463	\$ 26,893,420	\$ 27,868,330	\$ 7,926,683	\$ 5,222,750	\$ 4,879,200	\$ 23,382,752	\$ 24,722,210	\$ 25,485,290
Net increase (decrease) in fund balance	\$ 764,126	\$ -	\$ -	\$ 217,881	\$ 201,420	\$ 1,066,170	\$ 1,158,395	\$ 1,171,130	\$ 1,407,230
<b>FUND BALANCES:</b>									
Fund Balance - Beginning	\$ 9,261,364	\$ 10,025,490	\$ 10,025,490	\$ 2,084,446	\$ 2,302,327	\$ 2,503,747	\$ 27,346,574	\$ 28,504,969	\$ 29,676,099
Fund Balance - Ending	\$ 10,025,490	\$ 10,025,490	\$ 10,025,490	\$ 2,302,327	\$ 2,503,747	\$ 3,569,917	\$ 28,504,969	\$ 29,676,099	\$ 31,083,329

	Internal Service Funds			Debt Service Funds			Capital Improvement Funds		
	2020 Actual	2021 Revised	2022 Budget	2020 Actual	2021 Revised	2022 Budget	2020 Actual	2021 Revised	2022 Budget
<b>FINANCIAL SOURCES</b>									
Property Taxes	\$ -	\$ -	\$ -	\$ 3,474,075	\$ 3,508,540	\$ 3,668,540	\$ 1,167,972	\$ 830,000	\$ 835,000
Licenses and Permits	-	-	-	-	-	-	-	-	-
Intergovernmental Revenues	388,262	-	320,000	874,271	868,380	875,480	8,419,093	5,330,000	10,705,000
Charges for Services	4,117,966	4,227,060	4,351,260	-	-	-	-	1,301,000	900,000
Special Assessments	-	-	-	50,431	49,000	49,000	179,261	-	-
Fines and Forfeitures	-	-	-	-	-	-	-	-	-
Miscellaneous Revenues	248,256	65,100	65,100	25,710	35,000	10,000	443,197	3,725,000	14,135,000
Other Financing Sources	1,055,000	1,106,000	1,121,500	5,286,960	749,740	746,000	6,196,753	-	-
Total Financial Sources	\$ 5,809,484	\$ 5,398,160	\$ 5,857,860	\$ 9,711,447	\$ 5,210,660	\$ 5,349,020	\$ 16,406,276	\$ 11,186,000	\$ 26,575,000
<b>FINANCIAL USES</b>									
Personnel Services	\$ 1,558,958	\$ 1,739,850	\$ 1,881,920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Services & Charges	2,943,152	2,900,580	2,955,580	-	25,000	25,000	4,700,039	-	-
Depreciation	899,530	899,800	925,880	-	-	-	-	-	-
Capital Outlay Improvements	-	-	-	-	-	-	1,190,404	11,186,000	26,575,000
Cost of Goods Sold	-	-	-	-	-	-	-	-	-
Other Financing Uses	40,000	41,000	56,500	3,000,572	436,210	3,060	4,894,311	-	-
Debt Service									
Principal	-	-	-	3,290,000	4,945,000	3,760,000	-	-	-
Interest	-	-	-	1,601,406	1,458,750	1,335,970	-	-	-
Total Financial Uses	\$ 5,441,640	\$ 5,581,230	\$ 5,819,880	\$ 7,891,978	\$ 6,866,960	\$ 5,124,030	\$ 10,784,754	\$ 11,186,000	\$ 26,575,000
Net increase (decrease) in fund balance	\$ 367,844	\$ (183,070)	\$ 37,980	\$ 1,819,469	\$ (1,656,300)	\$ 224,990	\$ 5,621,522	\$ -	\$ -
<b>FUND BALANCES:</b>									
Fund Balance - Beginning	\$ 11,034,718	\$ 11,402,562	\$ 11,219,492	\$ 5,300,041	\$ 7,119,510	\$ 5,463,210	\$ 5,143,643	\$ 10,765,165	\$ 10,765,165
Fund Balance - Ending	\$ 11,402,562	\$ 11,219,492	\$ 11,257,472	\$ 7,119,510	\$ 5,463,210	\$ 5,688,200	\$ 10,765,165	\$ 10,765,165	\$ 10,765,165

	<b>Totals</b>		
	2020 Actual	2021 Revised	2022 Budget
<b>FINANCIAL SOURCES</b>			
Property Taxes	\$ 22,201,245	\$ 22,959,950	\$ 24,409,730
Licenses and Permits	1,743,695	1,233,000	1,167,700
Intergovernmental Revenues	14,964,391	9,977,350	15,818,450
Charges for Services	32,630,875	36,460,370	37,712,360
Special Assessments	229,692	49,000	49,000
Fines and Forfeitures	202,012	257,000	255,000
Miscellaneous Revenues	1,778,674	4,739,570	15,160,180
Other Financing Sources	17,356,923	4,329,510	3,915,680
Total Financial Sources	<u>\$ 91,107,507</u>	<u>\$ 80,005,750</u>	<u>\$ 98,488,100</u>
<b>FINANCIAL USES</b>			
Personnel Services	\$ 24,183,349	\$ 26,084,340	\$ 27,503,540
Other Services & Charges	21,123,576	18,203,180	18,350,400
Depreciation	3,291,961	3,292,380	3,390,210
Capital Outlay Improvements	4,642,849	11,630,660	26,725,000
Cost of Goods Sold	9,886,359	10,514,320	10,987,450
Other Financing Uses	12,821,403	3,986,720	3,393,140
Debt Service			
Principal	3,290,000	4,945,000	3,760,000
Interest	1,918,773	1,815,970	1,641,990
Total Financial Uses	<u>\$ 81,158,270</u>	<u>\$ 80,472,570</u>	<u>\$ 95,751,730</u>
Net increase (decrease) in fund balance	\$ 9,949,237	\$ (466,820)	\$ 2,736,370
<b>FUND BALANCES:</b>			
Fund Balance - Beginning	<u>\$ 60,170,786</u>	<u>\$ 70,120,023</u>	<u>\$ 69,653,203</u>
Fund Balance - Ending	<u>\$ 70,120,023</u>	<u>\$ 69,653,203</u>	<u>\$ 72,389,573</u>



## COMPARATIVE ANALYSIS OF REVENUES ALL FUNDS

	2020 Actual	2021 Budget	2021 Revised	2022 Budget
<u>*General Fund</u>	26,494,589	26,734,670	\$ 26,893,420	27,868,330
<u>Special Revenue Funds</u>				
Liquor Contribution Fund	451,126	450,900	500,450	500,300
Tourism Administration	4,705	7,800	2,380	2,450
Communications	413,112	375,420	368,420	366,420
Elections	321,293	256,190	251,190	257,580
Drug Felony/Forfeiture	14,520	40,750	36,050	36,150
Public Safety Compliance	59,633	13,450	23,100	22,000
Recreation Contributions	107,173	25,200	11,100	26,100
Nature Center Contributions	98,996	55,500	45,500	55,250
Public Health Grants	81,620	38,950	59,520	443,300
Wood Lake Half Marathon	27,266	69,100	61,050	69,050
Franchise Fees	1,899,324	1,846,450	1,857,500	1,856,500
Ice Arena	4,530,819	1,258,810	1,416,500	1,492,700
Swimming Pool	110,911	534,050	734,560	757,620
Special Facilities	24,066	55,700	56,850	59,950
<u>Enterprise Funds</u>				
*Liquor	13,336,268	14,259,750	14,255,250	14,894,570
Water & Sewer Utility	8,951,752	9,371,730	9,358,730	9,618,690
Storm Sewer Utility	2,253,127	2,172,550	2,279,360	2,379,260
<u>Internal Service Funds</u>				
Central Garage	2,452,035	2,282,710	2,282,710	2,647,090
Information Technologies	1,427,567	1,260,110	1,260,110	1,292,350
Self Insurance	943,923	968,290	909,840	943,290
Building Services	970,418	945,500	945,500	975,130
Compensated Absences	15,541	-	-	-
<u>Debt Service Funds</u>				
G.O. Improvement Bonds	8,837,176	4,342,280	4,342,280	4,473,540
G.O. Redevelopment Bonds	874,271	868,330	868,380	875,480
<u>Capital Improvement Funds</u>				
Recreational Development	710,262	650,000	700,000	500,000
*Right-of-Way Improvements	15,696,014	25,325,000	6,431,000	21,405,000
Public Facilities	-	3,610,000	4,055,000	4,670,000
<b>Total</b>	<b>\$ 91,107,507</b>	<b>\$ 97,819,190</b>	<b>\$ 80,005,750</b>	<b>\$ 98,488,100</b>

\* 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

	2020 Actual	2021 Budget	2021 Revised	2022 Budget
<b>*General Fund</b>				
Legislative/Executive	\$ 836,275	\$ 1,044,630	\$ 1,008,250	\$ 1,113,300
Administrative Services	954,871	908,360	836,330	973,080
Finance	513,559	743,050	755,000	769,760
Public Safety	10,016,997	10,447,080	10,484,860	10,926,920
Fire	4,537,374	4,995,480	4,995,320	5,130,730
Community Development	1,640,111	1,697,080	1,800,220	1,802,120
Public Works	4,216,177	4,590,640	4,713,500	4,751,100
Recreation Services	1,594,809	2,078,350	2,069,940	2,151,320
Operating transfers	1,420,290	230,000	230,000	250,000
Subtotal	<u>\$ 25,730,463</u>	<u>\$ 26,734,670</u>	<u>\$ 26,893,420</u>	<u>\$ 27,868,330</u>
<b>Special Revenue Funds</b>				
Liquor Contribution Fund	450,000	450,000	500,000	500,000
Tourism Administration	10,130	10,130	5,440	5,440
Communications	401,344	398,720	525,610	487,440
Election	145,163	155,710	155,710	160,460
Drug Felony/Forfeiture	33,651	27,500	37,700	30,000
Public Safety Compliance	28,980	9,230	23,500	23,750
Recreation Contributions	101,556	21,000	5,000	20,000
Nature Center Contributions	35,694	52,780	8,200	18,780
Public Health Grants	75,383	34,410	34,410	134,410
Wood Lake Half Marathon	17,019	62,000	60,000	62,000
Franchise Fees	2,337,048	1,809,740	2,044,740	1,841,000
Ice Arena	4,205,581	1,023,020	1,318,760	1,036,240
Swimming Pool	62,065	472,170	451,870	506,410
Special Facilities	23,069	51,810	51,810	53,270
<b>Enterprise Funds</b>				
*Liquor	13,124,453	13,747,160	13,820,520	14,372,830
Water & Sewer Utility	8,219,937	8,362,000	8,456,930	8,674,380
Storm Sewer Utility	2,038,362	2,374,020	2,444,760	2,438,080
<b>Internal Service Funds</b>				
Central Garage	2,060,649	2,094,140	2,179,410	2,240,740
Information Technologies	1,354,762	1,444,400	1,407,080	1,547,110
Self Insurance	1,140,156	1,092,070	1,054,210	1,094,960
Building Services	870,532	945,220	940,530	937,070
Compensated Absences	15,541	-	-	-
<b>Debt Service Funds</b>				
G.O. Improvement Bonds	7,017,707	5,999,680	5,998,580	4,248,550
G.O. Redevelopment Bonds	874,271	868,330	868,380	875,480
<b>Capital Improvement Funds</b>				
Recreational Development	4,209,239	650,000	700,000	500,000
*Right-of-Way Improvements	6,575,515	25,325,000	6,431,000	21,405,000
Public Facilities	-	3,610,000	4,055,000	4,670,000
Total	<u>\$ 81,158,270</u>	<u>\$ 97,824,910</u>	<u>\$ 80,472,570</u>	<u>\$ 95,751,730</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  
BY MAJOR OBJECTIVE ALL FUNDS**

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<u>Current Expenses</u>				
Personal Services	\$ 24,183,349	\$ 26,352,130	\$ 26,084,340	\$ 27,503,540
Other Services & Charges	<u>21,123,576</u>	<u>17,693,890</u>	<u>18,203,180</u>	<u>18,350,400</u>
Subtotal	\$ 45,306,925	\$ 44,046,020	\$ 44,287,520	\$ 45,853,940
Capital Outlay Improvements	4,642,849	29,585,000	11,630,660	26,725,000
Depreciation	3,291,961	3,218,310	3,292,380	3,390,210
Liquor and Recreation:				
Cost of Goods Sold	9,886,359	10,514,320	10,514,320	10,987,450
Transfers	12,821,403	3,686,720	3,986,720	3,393,140
Debt Service	<u>5,208,773</u>	<u>6,774,540</u>	<u>6,760,970</u>	<u>5,401,990</u>
TOTAL	<u>\$ 81,158,270</u>	<u>\$ 97,824,910</u>	<u>\$ 80,472,570</u>	<u>\$ 95,751,730</u>

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## GENERAL FUND

**COMPARATIVE ANALYSIS OF 2021 ADOPTED, 2021 REVISED AND 2022 BUDGET - GENERAL FUND**

	<u>Adopted 2021</u>	<u>Revised 2021</u>	<u>Proposed 2022</u>	<u>Adopted/ Proposed % Increase/ (Decrease)</u>
<b>REVENUES</b>				
Property Taxes	\$ 18,621,410	\$ 18,621,410	\$ 19,906,190	6.90%
Licenses and Permits	1,065,000	1,233,000	1,167,700	9.64%
Intergovernmental Revenue	3,374,170	3,704,350	3,461,170	2.58%
Charges for Services	2,222,900	1,698,790	2,147,260	-3.40%
Fines and Forfeitures	280,000	222,000	220,000	-21.43%
Miscellaneous Revenues	75,100	70,100	67,830	-9.68%
Transfers	1,096,090	1,343,770	898,180	-18.06%
<b>Total Revenues</b>	<u>\$ 26,734,670</u>	<u>\$ 26,893,420</u>	<u>\$ 27,868,330</u>	4.24%
<b>EXPENDITURES</b>				
Legislative/Executive	\$ 1,044,630	\$ 1,008,250	\$ 1,113,300	6.57%
Administrative Services	908,360	836,330	973,080	7.12%
Finance	743,050	755,000	769,760	3.59%
Public Safety	10,447,080	10,484,860	10,926,920	4.59%
Fire	4,995,480	4,995,320	5,130,730	2.71%
Community Development	1,697,080	1,800,220	1,802,120	6.19%
Public Works	4,590,640	4,713,500	4,751,100	3.50%
Recreation Services	2,078,350	2,069,940	2,151,320	3.51%
Transfers	230,000	230,000	250,000	8.70%
<b>Total Expenditures</b>	<u>\$ 26,734,670</u>	<u>\$ 26,893,420</u>	<u>\$ 27,868,330</u>	4.24%

The 2022 Proposed General Fund budget reflects a 4.24% increase in revenues and expenditures as compared to the 2021 Adopted budget. The 2021 Revised budget reflects a .59% increase when compared to the 2021 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 2022 Proposed budget these four sources account for 95% 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 2022 tax levy for the General Fund does not even cover the budgeted 2022 expenditures of these three departments.

## COMPARATIVE ANALYSIS OF FUND BALANCE - GENERAL FUND

	2020 Actual	2021 Budget	2021 Revised	2022 Budget
Fund Balance - January 1	\$ 9,261,364	\$ 9,261,364	\$ 10,025,490	\$ 10,025,490
Revenue and Transfers	26,494,589	26,734,670	26,893,420	27,868,330
Total Available	35,755,953	35,996,034	36,918,910	37,893,820
Expenditures and Transfers	25,730,463	26,734,670	26,893,420	27,868,330
Fund Balance - December 31	<u>\$ 10,025,490</u>	<u>\$ 9,261,364</u>	<u>\$ 10,025,490</u>	<u>\$ 10,025,490</u>
Fund Balances:				
Nonspendable	\$ 83,285	\$ 83,285	\$ 83,285	\$ 83,285
Unassigned	9,942,205	9,942,205	9,942,205	9,942,205
Total Fund Balance	<u>\$ 10,025,490</u>	<u>\$ 10,025,490</u>	<u>\$ 10,025,490</u>	<u>\$ 10,025,490</u>

SOURCE	Revised Budget 2021		Budget 2022	
	Total	Percent	Total	Percent
Taxes	\$ 18,621,410	69.24%	\$ 19,906,190	71.43%
Licenses and Permits	1,233,000	4.58%	1,167,700	4.18%
Intergovernmental Revenues:				
Local Government Aid	2,001,680	7.44%	2,010,920	7.22%
Other	1,702,670	6.33%	1,450,250	5.20%
Subtotal	<u>3,704,350</u>	<u>87.60%</u>	<u>3,461,170</u>	<u>88.04%</u>
Charges for Services	1,698,790	6.32%	2,147,260	7.71%
Fines and Forfeitures	222,000	0.83%	220,000	0.79%
Miscellaneous Revenues	70,100	0.26%	67,830	0.24%
Transfers	1,343,770	5.00%	898,180	3.22%
Total Revenues	<u>\$ 26,893,420</u>	<u>100.00%</u>	<u>\$ 27,868,330</u>	<u>100.00%</u>



## COMPARATIVE ANALYSIS OF REVENUES - GENERAL FUND

	2020 Actual	2021 Budget	2021 Revised	2022 Budget
<u>Taxes</u>				
Current Ad Valorem	\$ 14,796,915	\$ 15,003,045	\$ 15,003,045	\$ 16,251,641
Fiscal Disparities	2,762,283	3,618,365	3,618,365	3,654,549
<b>Total Property Taxes</b>	<b>\$ 17,559,198</b>	<b>\$ 18,621,410</b>	<b>\$ 18,621,410</b>	<b>\$ 19,906,190</b>
<u>License and Permits</u>				
Business Licenses	\$ 301,917	\$ 322,500	\$ 131,000	\$ 238,200
Non Business Licenses and Permits	1,441,778	742,500	1,102,000	929,500
<b>Total License and Permits</b>	<b>\$ 1,743,695</b>	<b>\$ 1,065,000</b>	<b>\$ 1,233,000</b>	<b>\$ 1,167,700</b>
<u>Intergovernmental Revenue</u>				
Federal -				
Grants	\$ 2,101,852	\$ 135,540	\$ 299,720	\$ 236,590
State :				
Local Government Aid	1,450,000	2,001,680	2,001,680	2,010,920
Law Officer Training	42,341	40,000	40,000	40,000
Police State Aid	401,669	387,750	400,000	400,000
Fire State Aid	184,275	171,250	171,250	171,250
State-aid Street Maintenance	377,150	460,000	410,900	383,700
Grants - Other	107,301	21,500	180,930	18,810
Community Health Services	134,407	134,410	177,830	177,830
County-				
Grants - Other	29,600	22,040	22,040	22,070
<b>Total Intergovernmental Revenue</b>	<b>\$ 4,828,595</b>	<b>\$ 3,374,170</b>	<b>\$ 3,704,350</b>	<b>\$ 3,461,170</b>
<u>Charges for Services</u>				
General Government	\$ 1,066,802	\$ 858,500	\$ 968,000	\$ 922,000
Deputy Registrar	540,586	915,000	474,000	750,000
Public Safety	37,890	61,900	28,500	33,500
Park and Recreation	85,247	329,500	160,020	362,090
Nature Center	29,729	58,000	68,270	79,670
<b>Total Charges for Services</b>	<b>\$ 1,760,254</b>	<b>\$ 2,222,900</b>	<b>\$ 1,698,790</b>	<b>\$ 2,147,260</b>

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**COMPARATIVE ANALYSIS OF REVENUES - GENERAL FUND**

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	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<u>Fines and Forfeits</u>				
Municipal Court Fines	\$ 189,767	\$ 280,000	\$ 222,000	\$ 220,000
Total Fines and Forfeits	<u>\$ 189,767</u>	<u>\$ 280,000</u>	<u>\$ 222,000</u>	<u>\$ 220,000</u>
<u>Miscellaneous Revenues</u>				
Investment Income	\$ 55,910	\$ 30,000	\$ 25,000	\$ 20,000
Rents	17,894	28,100	28,100	32,830
Recovery - Damage to Property	5,524	5,000	5,000	5,000
Other	15,542	12,000	12,000	10,000
Total Miscellaneous Revenues	<u>\$ 94,870</u>	<u>\$ 75,100</u>	<u>\$ 70,100</u>	<u>\$ 67,830</u>
<u>Transfers</u>	<u>\$ 318,210</u>	<u>\$ 1,096,090</u>	<u>\$ 1,343,770</u>	<u>\$ 898,180</u>
<u>TOTAL REVENUES</u>	<u>\$ 26,494,589</u>	<u>\$ 26,734,670</u>	<u>\$ 26,893,420</u>	<u>\$ 27,868,330</u>

## COMPARATIVE ANALYSIS OF EXPENDITURES - GENERAL FUND

	2020 Actual	2021 Budget	2021 Revised	2022 Budget
<u>Legislative/Executive</u>				
Mayor-Council	\$ 179,581	\$ 224,310	\$ 222,040	\$ 230,790
Other Agencies	100,860	101,770	101,770	104,830
City Manager	280,396	358,020	355,710	433,590
Legal	275,438	360,530	328,730	344,090
Subtotal	<u>\$ 836,275</u>	<u>\$ 1,044,630</u>	<u>\$ 1,008,250</u>	<u>\$ 1,113,300</u>
<u>Administrative Services</u>				
Administration	\$ 174,882	\$ 129,340	\$ 129,530	\$ 166,030
Human Resources	45,472	57,610	41,370	72,160
Deputy Registrar	734,516	721,410	665,430	664,160
City Clerk	-	-	-	70,730
Subtotal	<u>\$ 954,870</u>	<u>\$ 908,360</u>	<u>\$ 836,330</u>	<u>\$ 973,080</u>
<u>Finance</u>				
Finance	\$ 326,543	\$ 371,810	\$ 372,810	\$ 382,290
Assessing	187,016	371,240	382,190	387,470
Subtotal	<u>\$ 513,559</u>	<u>\$ 743,050</u>	<u>\$ 755,000</u>	<u>\$ 769,760</u>
<u>Public Safety</u>				
Support Services	\$ 953,233	\$ 1,047,630	\$ 1,028,060	\$ 1,077,540
Police	9,033,708	9,363,190	9,420,640	9,812,890
Emergency Services	30,057	36,260	36,160	36,490
Subtotal	<u>\$ 10,016,998</u>	<u>\$ 10,447,080</u>	<u>\$ 10,484,860</u>	<u>\$ 10,926,920</u>
<u>Fire</u>				
Fire	\$ 4,537,374	\$ 4,995,480	\$ 4,995,320	\$ 5,130,730
Subtotal	<u>\$ 4,537,374</u>	<u>\$ 4,995,480</u>	<u>\$ 4,995,320</u>	<u>\$ 5,130,730</u>
<u>Community Development</u>				
Administration	\$ 73,205	\$ 75,610	\$ 74,700	\$ 76,940
Planning & Zoning	285,180	328,940	340,440	348,830
Inspections	1,281,726	1,292,530	1,385,080	1,376,350
Subtotal	<u>\$ 1,640,111</u>	<u>\$ 1,697,080</u>	<u>\$ 1,800,220</u>	<u>\$ 1,802,120</u>
<u>Public Works</u>				
Administration	\$ 185,461	\$ 196,160	\$ 196,170	\$ 199,160
Engineering	396,544	450,470	502,480	521,030
Streets	2,303,860	2,464,300	2,535,120	2,508,270
Park Maintenance	1,330,312	1,479,710	1,479,730	1,522,640
Subtotal	<u>\$ 4,216,177</u>	<u>\$ 4,590,640</u>	<u>\$ 4,713,500</u>	<u>\$ 4,751,100</u>

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**COMPARATIVE ANALYSIS OF EXPENDITURES - GENERAL FUND**

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	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<u>Recreation Services</u>				
Recreation Administration	\$ 368,225	\$ 377,900	\$ 656,640	\$ 394,720
Recreation	647,144	1,100,740	823,920	1,137,810
Nature Center	579,440	599,710	589,380	618,790
Subtotal	<u>\$ 1,594,809</u>	<u>\$ 2,078,350</u>	<u>\$ 2,069,940</u>	<u>\$ 2,151,320</u>
<u>Transfers Out</u>				
Special Revenue Funds	<u>\$ 1,420,290</u>	<u>\$ 230,000</u>	<u>\$ 230,000</u>	<u>\$ 250,000</u>
	<u>\$ 1,420,290</u>	<u>\$ 230,000</u>	<u>\$ 230,000</u>	<u>\$ 250,000</u>
 TOTAL EXPENDITURES	 <u><u>\$ 25,730,463</u></u>	 <u><u>\$ 26,734,670</u></u>	 <u><u>\$ 26,893,420</u></u>	 <u><u>\$ 27,868,330</u></u>

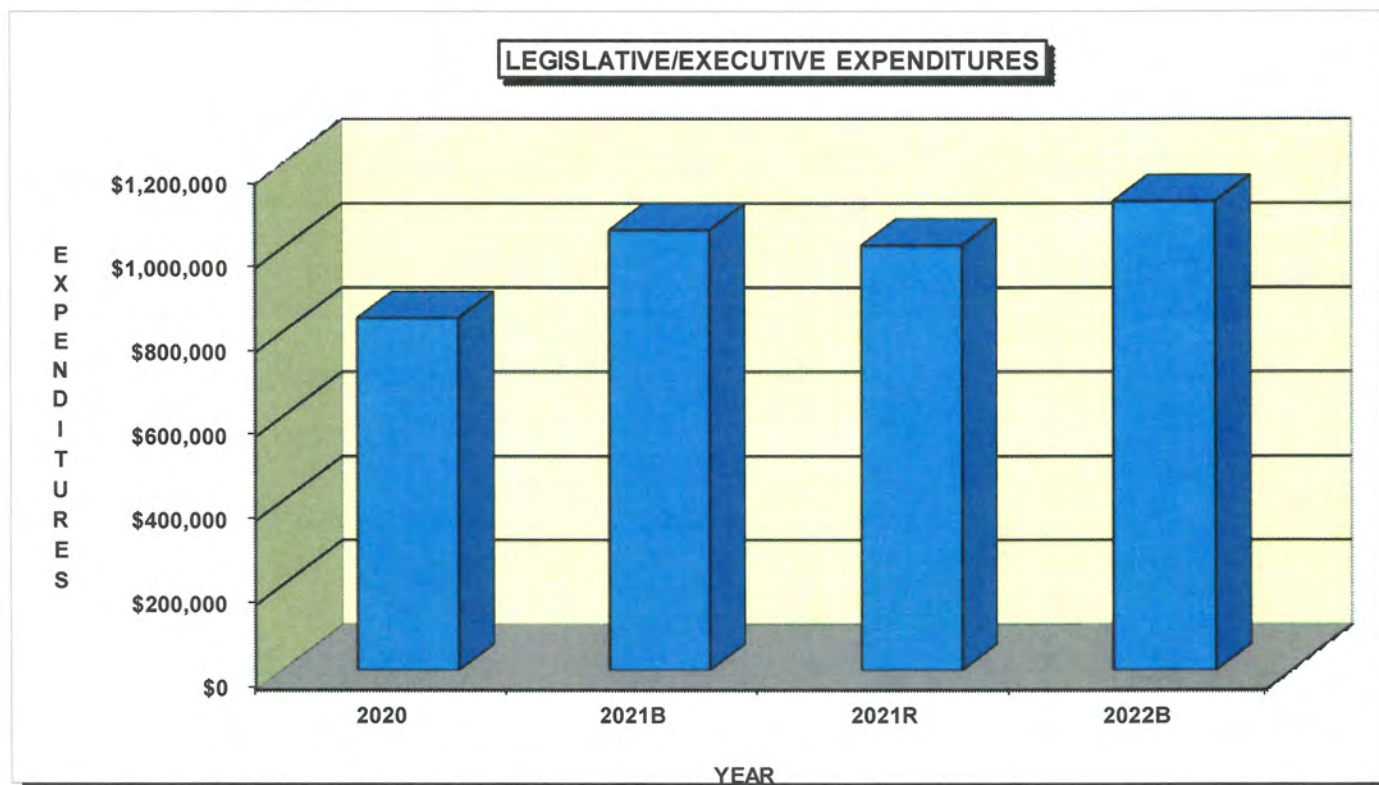


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FUND: GENERAL FUND  
 DEPARTMENT: Legislative/Executive

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
10100 Mayor Council	\$ 179,581	\$ 224,310	\$ 222,040	\$ 230,790	2.89%
10105 Other Agencies	100,860	101,770	101,770	104,830	3.01%
10115 City Manager	280,396	358,020	355,710	433,590	21.11%
10120 Legal	275,438	360,530	328,730	344,090	(4.56%)
<i>Legislative/Executive TOTAL</i>	<u>\$ 836,275</u>	<u>\$ 1,044,630</u>	<u>\$ 1,008,250</u>	<u>\$ 1,113,300</u>	6.57%



## **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.

### **2021 HIGHLIGHTS**

- Fostered greater community engagement by serving as liaisons to City boards and commissions, meeting with residents and by supporting a variety of community initiatives.
- Expanded strategic planning process to include greater community, Council and staff engagement. The Strategic Plan will create priorities, measurable outcomes, and performance targets for the next three-year performance period.
- Increased Richfield's regional presence with positive earned media and partnering with regional organizations like the I-494 Corridor Commission, I-35W Solutions Alliance, Greater MSP and Regional Council of Mayors.
- Advocated for City priorities at the federal, state and county level to help shape key regional projects and statewide reforms, including a TIF amendment to allow Richfield more spending flexibility on affordable housing.
- Participated in City Council-Staff retreats to continue to create operating norms that enable a high functioning team.
- Provided additional equity training to council and commission members to better embed equity into decision making, programs and procedures.

### **2022 DIVISION GOALS**

- Continue to improve partnership with community organizations, including schools, civic groups, nonprofits and local businesses, including updating the City's agreement with the Richfield Tourism and Promotion Board (City Council Goal 5c).
- Increase Richfield's visibility with earned media, public speaking at key local and regional events and by regularly engaging with our neighbors and regional organizations (City Council Goal 5 a & b).
- Continue to advocate for City priorities at the federal, state and county level including updating the legislative platform process and advocacy policies (City Council Goal 5b).
- Document board and commission processes, continue to improve and unify procedures and provide onboarding for new commissioners with a separate training for commission chairs (City Council Goal 5c).

- Embed strategic plan mission, vision, values and priorities in communications and city processes. Create dashboards to track performance targets (City Council Goal 6 a-d).

#### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised budget has a decrease of almost 1% over the 2021 Adopted budget due to decreases in conferences and community events, including Red, White and Blue Days. The 2022 Proposed budget has an increase of 3% from the 2021 Adopted budget due to increased personnel costs, resumed conferences, trainings and community events. City Council chose not to increase their salaries in 2021 given the financial hardship caused by the pandemic. Salaries are budgeted to increase 3% in 2022 since the economy has emerged from the recession.



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 47,579	\$ 50,810	\$ 50,810	\$ 52,330
6031 Employer Social Security	1,066	2,020	1,360	1,400
6032 Employer Medicare	582	760	740	760
6033 Employer Pera	1,373	990	1,440	1,480
6038 Workers Compensation	60	30	30	30
<i>Personal Services Total</i>	<u>\$ 50,660</u>	<u>\$ 54,610</u>	<u>\$ 54,380</u>	<u>\$ 56,000</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 34,342	\$ 51,050	\$ 61,500	\$ 50,500
6202 Data Processing Rental	2,350	2,480	2,480	2,600
6207 Utility Services	15,828	16,300	16,300	16,790
6301 Advertising & Publication	357	150	150	150
6303 Professional Development	7,593	9,500	6,500	10,000
6305 Subscriptions & Memberships	62,014	61,540	62,600	66,600
6308 Property Liability	510	530	530	550
6401 Office Supplies	50	500	500	500
6402 Copy Charges	179	700	500	500
6403 Postage	939	100	100	100
6409 Uniforms & Clothing	-	750	500	500
6513 Other Charges	4,759	26,100	16,000	26,000
<i>Other Services &amp; Charges Total</i>	<u>\$ 128,921</u>	<u>\$ 169,700</u>	<u>\$ 167,660</u>	<u>\$ 174,790</u>
<i>Mayor Council TOTAL</i>	<u><u>\$ 179,581</u></u>	<u><u>\$ 224,310</u></u>	<u><u>\$ 222,040</u></u>	<u><u>\$ 230,790</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	2021 ADOPTED	2021 REVISED	2022 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.

### **2021 HIGHLIGHTS**

- Several non-profit agencies were awarded \$70,480 in grants to provide services to Richfield residents.

### **2022 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 Goal 5d).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised budget has no change from the 2021 Adopted budget. The 2022 Proposed budget has an increase of 3.00% from the 2021 Adopted budget due to increases in personal services and grants to be awarded.

The allocation of the 2022 grants, where legally allowable, will be determined by the City Council in early 2022.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6051 Interdepartmental Labor	\$ 30,380	\$ 31,290	\$ 31,290	\$ 32,230
<i>Personal Services Total</i>	<u>\$ 30,380</u>	<u>\$ 31,290</u>	<u>\$ 31,290</u>	<u>\$ 32,230</u>
<u>Other Services &amp; Charges</u>				
6515 Human Services - Unallocated	\$ 70,480	\$ 70,480	\$ 70,480	\$ 72,600
<i>Other Services &amp; Charges Total</i>	<u>\$ 70,480</u>	<u>\$ 70,480</u>	<u>\$ 70,480</u>	<u>\$ 72,600</u>
<i>Other Agencies TOTAL</i>	<u><u>\$ 100,860</u></u>	<u><u>\$ 101,770</u></u>	<u><u>\$ 101,770</u></u>	<u><u>\$ 104,830</u></u>



## **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 direction and goals.

### **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.

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

### **2021 HIGHLIGHTS**

- Led Core COVID-19 response team to continually adjust operations to keep residents and staff safe, and provide additional services and programs to respond to community needs.
- Improved communication and engagement with community, Council and staff: including frequent COVID-19 updates, several community and staff surveys, the city manager report, lunchroom chats, and ongoing social media engagement.
- Organized Council-staff retreat to review standards of engagement, goals and objectives, and develop work plans for the remainder of 2021 and 2022.
- Managed City budgets during a challenging two year period due to continuing revenue shortfalls and increased costs to respond to the Covid-19 pandemic. The 2020 audited financial results reflected an increase in the City's General Fund balance of \$764,126 in addition to increasing other reserves needed to mitigate the impact of reduced revenues in 2021.
- Expand strategic planning process to include greater community, Council and staff engagement. The Strategic Plan will create priorities, measurable outcomes, and performance targets for the next three-year performance period.
- Worked with community organizations to increase participation in the 2020 Census - especially Richfield's hard to count populations. The City improved their overall self-reporting rate by 1.9% and improved the rate in all but one hard to count census tracts.
- Promote and support a new equity administrator position to embed equity in policies, procedures and decision-making across all departments, provide regular training for staff and facilitate better engagement with community, particularly historically excluded communities.

## **2022 DIVISION GOALS**

- Continue to lead the Core COVID-19 response team to keep residents and staff safe, and provide additional services and programs to respond to community needs as necessary given the course of the COVID-19 pandemic and resulting impacts (City Council Goal 6 a-f).
- Embed strategic plan mission, vision, values and priorities in communications, processes and City culture. Create dashboards to track performance targets (City Council Goal 5 a).
- Lead internal equity team to develop equity program including mission, vision and values, shared language and diversity wheel with input from the community, especially historically excluded communities. Launch Equity and Inclusion page on the City's website (City Council Goal c & d).
- Coordinate cross departmental effort to create equity tool kit to assist staff in regular review of policies and procedures with an equity lens (City Council Goal 3 b).
- Update the agreement with the Richfield Tourism and Promotion Board which was first enacted in 1990 (City Council Goal 2 a & c).
- Partner with local legislators, state agencies, and regional partners to advance key City priorities including securing funding for a new Wood Lake Nature Center building (City Council Goal 1 c).

## **DIVISION EXPENDITURE COMMENT**

The 2021 Revised budget has a slight decrease of .7% from the 2021 Adopted budget. The 2022 Proposed budget has an increase of 21.11 from the 2021 Adopted budget due to the upgrade of the equity coordinator position to an equity administrator and the addition of a modest budget for equity initiatives including professional development and additional engagement with the community.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 280,052	\$ 347,300	\$ 317,820	\$ 368,570
6031 Employer Social Security	15,197	15,510	19,710	22,850
6032 Employer Medicare	3,796	3,930	4,610	5,340
6033 Employer Pera	19,634	20,340	23,910	27,640
6035 Medical Insurance	27,947	29,340	44,000	51,980
6036 Dental Insurance	1,872	1,880	2,250	2,600
6037 Term Life	55	110	130	150
6038 Workers Compensation	1,344	760	760	780
6040 Long Term Disability	468	480	530	630
6055 Administrative Labor Credit	(111,140)	(103,130)	(103,130)	(99,110)
<i>Personal Services Total</i>	<u>\$ 239,225</u>	<u>\$ 316,520</u>	<u>\$ 310,590</u>	<u>\$ 381,430</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 855	\$ 160	\$ 160	\$ 8,160
6202 Data Processing Rental	16,730	17,630	17,630	18,160
6207 Utility Services	7,896	8,140	8,140	8,380
6302 Communications	1,192	1,080	1,860	2,000
6303 Professional Development	3,325	7,500	9,000	6,000
6305 Subscriptions & Memberships	2,274	2,070	2,500	3,500
6307 Insurance & Bonds	2,646	2,840	3,520	3,620
6308 Property Liability	980	530	1,010	1,040
6401 Office Supplies	5,121	1,000	1,000	1,000
6402 Copy Charges	145	500	250	250
6403 Postage	7	50	50	50
<i>Other Services &amp; Charges Total</i>	<u>\$ 41,171</u>	<u>\$ 41,500</u>	<u>\$ 45,120</u>	<u>\$ 52,160</u>
<i>City Manager TOTAL</i>	<u>\$ 280,396</u>	<u>\$ 358,020</u>	<u>\$ 355,710</u>	<u>\$ 433,590</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
City Manager	Exempt	1.00	1.00	1.00
Management Analyst	GS-5E	1.00	1.00	1.00
Equity Administrator	GS-6E	1.00	1.00	1.00
Senior Office Assistant	GS-2	.60	-	-
Administrative Assistant	GS-4	-	.60	.60
	<i>Total</i>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>

**CAPITAL OUTLAY**

ITEMS	2021	2021	2022
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<i>Total</i>	<i>Total</i>	<i>Total</i>



## **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 representation.

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.

Martin J. Costello provides prosecution services. 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.

### **2021 HIGHLIGHTS**

- Continued excellent legal representation by both Kennedy and Graven and Martin J. Costello.

### **2022 DIVISION GOALS**

- To ensure that the City has the best legal representation possible for all facets of its operation (City Council Goal 6a).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised budget predicts an 8.82% reduction from the 2021 Adopted budget. The 2022 budget has a decrease of 4.56% from the 2021 Adopted budget due to our attorneys minimizing rate increase for 2022 and the trend of less legal services in recent years.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 88,012	\$ 181,800	\$ 145,000	\$ 160,000
6105 Prosecution	165,034	177,480	177,480	182,800
6108 Legal Special Projects	8,202	-	-	-
6308 Property Liability	1,210	1,250	1,250	1,290
6540 Covid-19	12,980	-	5,000	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 275,438</u>	<u>\$ 360,530</u>	<u>\$ 328,730</u>	<u>\$ 344,090</u>
<i>Legal TOTAL</i>	<u>\$ 275,438</u>	<u>\$ 360,530</u>	<u>\$ 328,730</u>	<u>\$ 344,090</u>

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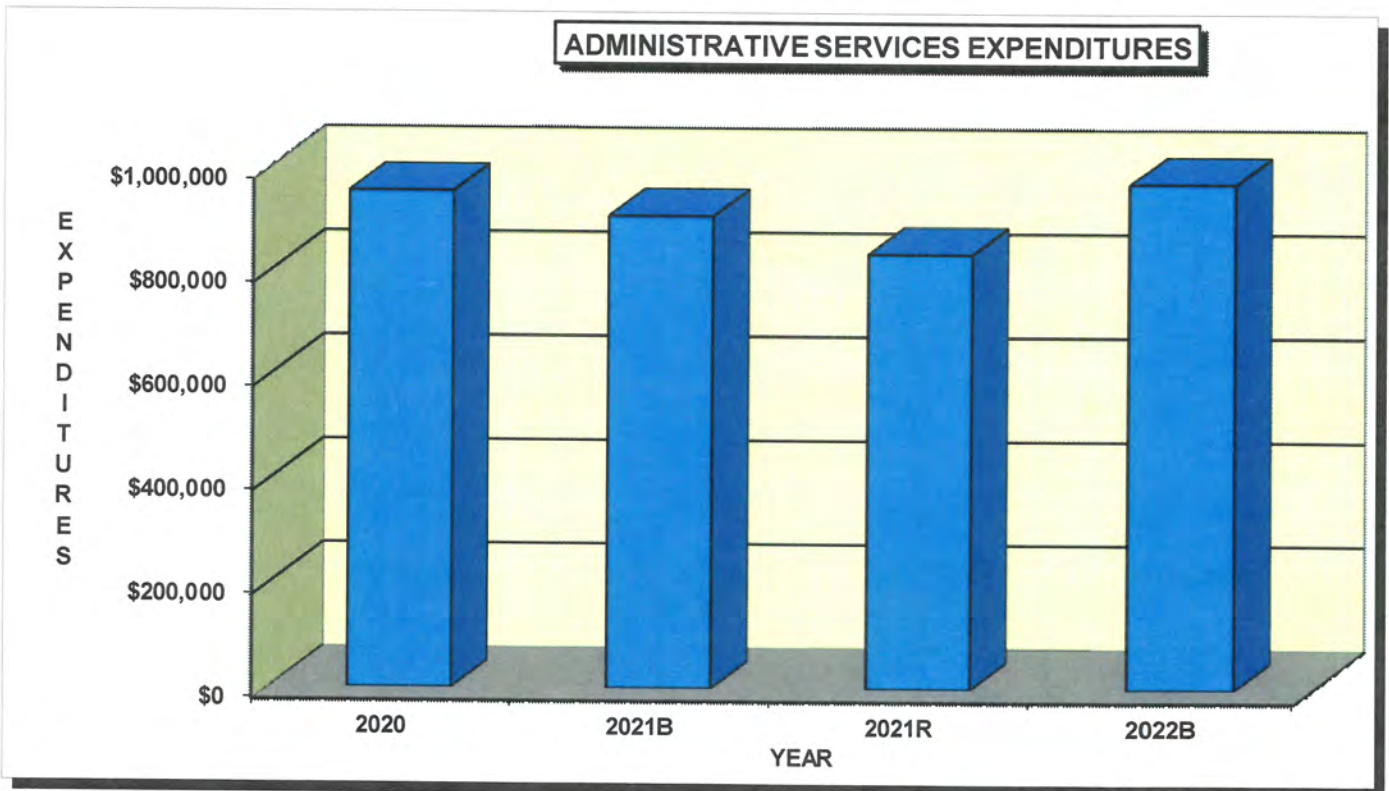
FUND: GENERAL FUND  
 DEPARTMENT: Administrative Services

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
10200 Administration	\$ 174,882	\$ 129,340	\$ 129,530	\$ 166,030	28.37%
10205 Human Resources	45,473	57,610	41,370	72,160	25.26%
10215 Deputy Registrar	734,516	721,410	665,430	664,160	(7.94%)
10216 City Clerk	-	-	-	70,730	-
<i>Administrative Services TOTAL</i>	<u>\$ 954,871</u>	<u>\$ 908,360</u>	<u>\$ 836,330</u>	<u>\$ 973,080</u>	7.12%

**REVENUES**

10215 Deputy Registrar	\$ 540,586	\$ 915,000	\$ 430,000	\$ 750,000	(18.03%)
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## **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, 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.

### **2021 HIGHLIGHTS**

- Responded to the COVID-19 crisis, creating policies and procedures to address employee health & safety, leave options, flexible work schedules and remote work options in response to the Governor's Executive Orders (City Council Goal 6).
- At a 15% utilization rate, Richfield was one of the top 3 cities in the metro area with this level of engagement of EAP services through Sand Creek.
- Completed the implementation of the Mobile Device Usage policy to ensure network security.
- Launched the EnRICHing Leadership Academy for new and emerging leaders (City Council Goal 6e).
- Hired a racial equity consultant to work with the leadership team and staff equity team and to facilitate racial equity workshops for all City employees (City Council Goal 3).

### **2022 GOALS**

- Assist with the Strategic Planning process (City Council Goal 6).
- Continue to encourage and promote employee wellness. Conduct employee engagement survey. (City Council Goal 6f).
- Support the organization's equity initiatives, working with the Equity Administrator and racial equity team to develop and implement an equity toolkit and to deliver staff training opportunities (City Council Goal 3)



- Continue the move to electronic processes to improve efficiencies and support a remote work environment (City Council Goal 6b & 6f).
- Focus efforts on the delivery of excellent customer service, both internally and externally (City Council Goal 6a & 6d).
- 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. Recruit and hire an IT/AV Tech position to assist with oversight of this equipment as well as supporting the technology needs of staff (City Council Goal 6).

#### **DIVISION EXPENDITURE COMMENT**

The 2022 proposed budget reflects a 28% increase from the 2021 adopted budget due to personnel services changes. Beginning in 2022, twenty-five percent of the Communications & Engagement Manager salary and benefits will now be allocated to this budget.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Personal Services</i>				
6005 Full Time	\$ 155,170	\$ 150,450	\$ 150,450	\$ 179,800
6031 Employer Social Security	8,619	8,540	8,860	10,400
6032 Employer Medicare	2,063	2,150	2,150	2,570
6033 Employer Pera	11,024	11,290	11,290	13,490
6035 Medical Insurance	15,476	16,080	16,150	19,960
6036 Dental Insurance	720	730	730	910
6037 Term Life	21	40	40	50
6038 Workers Compensation	72	80	80	90
6040 Long Term Disability	252	270	270	320
6054 Interdepartmental Labor Credit	(60,641)	(60,210)	(60,210)	(62,320)
6055 Administrative Labor Credit	(84,240)	(85,460)	(85,460)	(86,710)
<i>Personal Services Total</i>	<u>\$ 48,536</u>	<u>\$ 43,960</u>	<u>\$ 44,350</u>	<u>\$ 78,560</u>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 58	\$ 60	\$ 60	\$ 60
6202 Data Processing Rental	10,420	11,020	11,020	11,350
6207 Utility Services	106,908	66,580	66,580	68,580
6303 Professional Development	309	3,500	3,500	3,500
6305 Subscriptions & Memberships	434	1,630	1,530	1,580
6307 Insurance & Bonds	1,020	1,090	980	1,010
6308 Property Liability	620	640	640	500
6401 Office Supplies	50	120	120	120
6402 Copy Charges	2	30	20	20
6403 Postage	2	30	30	30
6414 Other Supplies	651	680	700	720
6540 Covid-19	5,872	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 126,346</u>	<u>\$ 85,380</u>	<u>\$ 85,180</u>	<u>\$ 87,470</u>
<i>Administration TOTAL</i>	<u><u>\$ 174,882</u></u>	<u><u>\$ 129,340</u></u>	<u><u>\$ 129,530</u></u>	<u><u>\$ 166,030</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Administrative Services Director	M-5A	1.00	1.00	1.00
Communications & Engagement Mgr	M-2	-	-	.25
<i>Total</i>		<u>1.00</u>	<u>1.00</u>	<u>1.25</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 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. The Division is led by the HR Manager.

### 2021 HIGHLIGHTS

- Negotiated a labor agreement with one of the five City employee labor groups achieving a three percent wage adjustment for 2021.
- Continued to work on the City's recruitment process and onboarding experience for new employees including selecting a new vendor for applicant tracking, onboarding and performance appraisals which will greatly enhance accessibility, data and equity in the recruitment and selection process to attract and retain employees that better reflect the community.
- Executed an additional employee survey related to COVID-19, remote work and returning to the workplace and are actively implementing suggested enhancements within the organization for engaging employees in a safe return to the workplace including revisions of policy and procedures.
- In collaboration with an outside consultant and the Executive department, delivered diversity, equity and inclusion training to all employees and facilitated conversations in addition to providing ongoing tools and resources.
- Administrative Services Director served on LOGIS Healthcare Committee, which worked on determining long-range health models for the insurance consortium members. Secured a new contract with Health Partners for three years.
- Revised policies and procedures and administered additional leave plans, consistent with Federal and State Laws, and best practice due to COVID-19. Tracked ongoing leaves for employees.
- Ensured continuity of work and responded to employee concerns related to COVID-19.
- Revised and re-implemented the COVID-19 Preparedness Plan with input from Public Safety. Assisted in selection of mitigation strategies in the workplace for COVID-19.
- Reclassified the Administrative Assistant position to HR Specialist due to the expanding nature of the job and the complexity of the work.

### 2022 DIVISION GOALS

- Continue to review and update Personnel Policies, both to respond to ongoing changes in law and update outdated ones. (*City Council Goal 6a*)
- Assist with succession planning for all City departments. (*City Council Goal 6e*)
- Focus efforts to continue to increase diversity in the workforce and implement DE&I policies and procedures to ensure an inclusive and supportive workforce. (*City Council Goal 3a,b, c, d*)

- Negotiate labor agreements with all labor groups with open contracts. *(City Council Goal 6b)*
- Implement a new applicant tracking, onboarding and performance appraisal system to enhance accessibility, data and equity in the recruitment and selection process to attract and retain employees that better reflect the community. *(City Council Goal 3d, 6b)*
- Coordinate employee training on new or updated Human Resources law. *(City Council Goal 6a)*
- Continue to work on implementing new measures to make the work place more flexible and nimble for both the benefit of City employees and our City customers including continuing to convert current processes to an electronic and more efficient process. *(City Council Goal 6e, f)*

#### **DIVISION EXPENDITURE COMMENT**

The Human Resources 2021 revised budget reflects an increase in the budget for the implementation of new applicant tracking, onboarding and performance appraisal systems. A further increase is requested due to the City's future needs with these systems; and accordingly, subscriptions and memberships have been adjusted to account for the ongoing annual renewal for this new system for the 2022 proposed budget for Human Resources.



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Personal Services</i>				
6005 Full Time	\$ 169,129	\$ 173,230	\$ 162,160	\$ 186,060
6031 Employer Social Security	10,278	10,740	10,060	11,540
6032 Employer Medicare	2,407	2,510	2,350	2,700
6033 Employer Pera	12,051	13,000	11,810	13,960
6035 Medical Insurance	12,833	11,400	-	1,110
6036 Dental Insurance	1,260	1,450	1,250	1,450
6037 Term Life	37	80	70	80
6038 Workers Compensation	96	90	90	100
6040 Long Term Disability	297	310	290	330
6054 Interdepartmental Labor Credit	(145,066)	(144,080)	(144,080)	(148,400)
6055 Administrative Labor Credit	(40,800)	(42,020)	(42,020)	(43,280)
<i>Personal Services Total</i>	<u>\$ 22,522</u>	<u>\$ 26,710</u>	<u>\$ 1,980</u>	<u>\$ 25,650</u>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 231	\$ 130	\$ 130	\$ 140
6202 Data Processing Rental	2,710	2,840	2,840	2,930
6301 Advertising & Publication	-	100	100	100
6302 Communications	880	400	400	410
6303 Professional Development	348	1,000	1,000	1,030
6304 Employee Training	1,350	3,500	3,500	3,600
6305 Subscriptions & Memberships	50	2,210	10,700	17,500
6307 Insurance & Bonds	2,040	2,380	2,380	2,450
6308 Property Liability	480	490	490	500
6312 REEP Program	9,436	15,000	15,000	15,000
6315 Other Contractual Services	2,202	750	750	750
6401 Office Supplies	897	1,000	1,000	1,000
6402 Copy Charges	363	1,000	1,000	1,000
6403 Postage	39	100	100	100
6540 Covid-19	1,925	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 22,951</u>	<u>\$ 30,900</u>	<u>\$ 39,390</u>	<u>\$ 46,510</u>
<i>Human Resources TOTAL</i>	<u><u>\$ 45,473</u></u>	<u><u>\$ 57,610</u></u>	<u><u>\$ 41,370</u></u>	<u><u>\$ 72,160</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
HR Manager	M-3	1.00	1.00	1.00
HR Specialist	GS-5	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
	None	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

## **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 a Deputy Registrar for the State of Minnesota. The division performs customer service functions for the City in the areas of motor vehicle titling and registration, limited driver's license services, passport applications and photos, fish and game licenses, and Department of Natural Resources (boat, snowmobiles and ATV) transfers and registration. This department also includes the information desk clerks that process City mail, answer resident questions, and schedule reservations for the use of the Municipal Center conference rooms.

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. Intermittent employees provide additional staffing flexibility and also serve as information desk clerks and greeters.

On a daily basis, the division helps over 350 customers per day. The new Minnesota Driver and Vehicle Services System (MNDRIVE) continues to help limit wait times for customers and ensure accuracy of the transactions. With the services we offer we will maximize revenues generated.

### **2021 HIGHLIGHTS**

- Able to maintain excellent customer service during temporary state closure of Deputy Registrar offices and following state guidelines for COVID-19 mitigations by utilizing the City's drop box for motor vehicle and DNR transactions and offering appointments for limited driver's license and passport applications. This allowed for all available staff to safely continue working during the pandemic while still providing an essential service to our residents.
- Staff answered over 12,000 calls during our closure to the public.
- Provided enhanced customer service through the implementation of a Greeter role to welcome customers and make sure they have their necessary paperwork to successfully complete their transaction.
- Utilized an Express Lane for registration renewals and driver's license transactions as these transactions are less complex and can ensure short wait times for customers.

- With the closure of the City of Bloomington Motor Vehicle office, we secured new dealership interactions as well as Bloomington residents looking for services. Throughout Covid-19, we continued to keep great relationships with our current dealerships and they are very pleased with our work. We service twelve dealerships within the area. (*City Council Goal 2c*)

### **2022 DIVISION GOALS**

- Purchase new point of sale system to help with record keeping and organization of the motor vehicle and passport office.
- Offer a customer service feedback survey to find out what customer's needs are and so we can better communicate the value of our core services to residents, elected officials, and staff. (*City Council Goal 6*)
- Provide excellent core services across all departments and continue to monitor for improvements, efficiencies, and cost savings.
- Recruit, retain and develop a diverse, committed, high performing staff.

### **DIVISION EXPENDITURE COMMENT**

It should be noted that for 2021, city clerk and deputy registrar remain in a combined division. But for 2022, all city clerk functions will be separated into an independent division within the Administrative Services Department.

The revised 2021 revised budget reflects a 7.76% decrease over the adopted 2021 budget due to changes in personnel costs. The 2022 proposed budget reflects a 7.94% increase from the 2021 adopted due to removing all costs related to City Clerk activities to a new division.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 335,149	\$ 347,040	\$ 317,440	\$ 256,190
6006 Part-time	195,549	195,660	187,530	188,910
6007 Seasonal	114,943	63,740	69,240	65,040
6031 Employer Social Security	34,666	38,830	31,060	27,390
6032 Employer Medicare	8,443	9,080	7,260	6,400
6033 Employer Pera	43,597	47,240	37,870	33,380
6035 Medical Insurance	103,510	125,130	114,600	102,720
6036 Dental Insurance	3,480	3,620	3,480	2,890
6037 Term Life	102	200	190	160
6038 Workers Compensation	770	790	790	1,070
6040 Long Term Disability	671	620	560	450
6054 Interdepartmental Labor Credit	(94,140)	(96,960)	(96,960)	-
6055 Administrative Labor Credit	(96,000)	(98,870)	(98,970)	(101,840)
<i>Personal Services Total</i>	<u>\$ 650,740</u>	<u>\$ 636,120</u>	<u>\$ 574,090</u>	<u>\$ 582,760</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 386	\$ 200	\$ 200	\$ 200
6202 Data Processing Rental	49,080	52,040	52,040	48,600
6205 Maintenance & Repairs	298	200	250	270
6301 Advertising & Publication	-	100	100	100
6302 Communications	597	450	230	250
6303 Professional Development	1,549	3,600	3,600	1,600
6305 Subscriptions & Memberships	943	900	5,850	900
6307 Insurance & Bonds	5,090	5,450	4,880	5,030
6308 Property Liability	1,830	1,890	1,890	1,950
6401 Office Supplies	12,120	10,800	10,800	11,000
6402 Copy Charges	1,217	50	1,890	1,900
6403 Postage	6,804	6,660	6,660	6,800
6414 Other Supplies	78	500	500	200
6513 Other Charges	2,904	2,450	2,450	2,600
6540 Covid-19	880	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 83,776</u>	<u>\$ 85,290</u>	<u>\$ 91,340</u>	<u>\$ 81,400</u>
<i>Deputy Registrar TOTAL</i>	<u>\$ 734,516</u>	<u>\$ 721,410</u>	<u>\$ 665,430</u>	<u>\$ 664,160</u>



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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
City Clerk	M-1	1.00	1.00	-
Deputy City Clerk	GS-4	1.00	-	-
Motor Vehicle Lead	GS-3	1.00	1.00	1.00
Licensing Clerk	GS-2	2.00	2.00	2.00
Motor Vehicle Supervisor	GS5E	-	1.00	1.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>
<u>Intermittent Employees</u>				
Receptionist	SP-6	1.00	1.00	1.00
Licensing Clerk	SP-11	2.00	3.00	3.00
	<i>Total</i>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Part-Time Employees</u>				
Licensing Clerk	GS-2	6.00	5.00	5.00
	<i>Total</i>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 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 coordinate voter registration activities.

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

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 2021, the division's primary focus will be to assist the Richfield School District with the School Board election in November.

### **2021 HIGHLIGHTS**

- Make 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.
- Maintain an accurate record of all City Council, HRA and EDA Minutes, Ordinances, Resolutions and Legal Notices.
- Manage the Election Division to assure the election and voter registration activities were conducted in a safe and secure manner in accordance with Federal, State and City Charter provisions.

### **2022 DIVISION GOALS**

- 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 Richfield residents during the 2022 Election.
- Continue involvement with the Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) for professional development.

### **DIVISION EXPENDITURE COMMENT**

Expenditures for 2022 represent the costs estimated for the 2022 General election which include seasonal election workers.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ -	\$ -	\$ -	\$ 78,710
6007 Seasonal	-	-	-	49,200
6031 Employer Social Security	-	-	-	6,070
6032 Employer Medicare	-	-	-	1,420
6033 Employer Pera	-	-	-	7,350
6035 Medical Insurance	-	-	-	14,230
6036 Dental Insurance	-	-	-	730
6037 Term Life	-	-	-	40
6038 Workers Compensation	-	-	-	140
6054 Interdepartmental Labor Credit	-	-	-	(98,870)
<i>Personal Services Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 59,020</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ -	\$ -	\$ -	\$ 50
6202 Data Processing Rental	-	-	-	5,000
6301 Advertising & Publication	-	-	-	100
6303 Professional Development	-	-	-	700
6305 Subscriptions & Memberships	-	-	-	5,100
6308 Property Liability	-	-	-	160
6401 Office Supplies	-	-	-	300
6402 Copy Charges	-	-	-	100
6403 Postage	-	-	-	100
6414 Other Supplies	-	-	-	100
<i>Other Services &amp; Charges Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,710</u>
<i>City Clerk TOTAL</i>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 70,730</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
City Clerk	GS6E	-	-	1.00
	<i>Total</i>	-	-	1.00

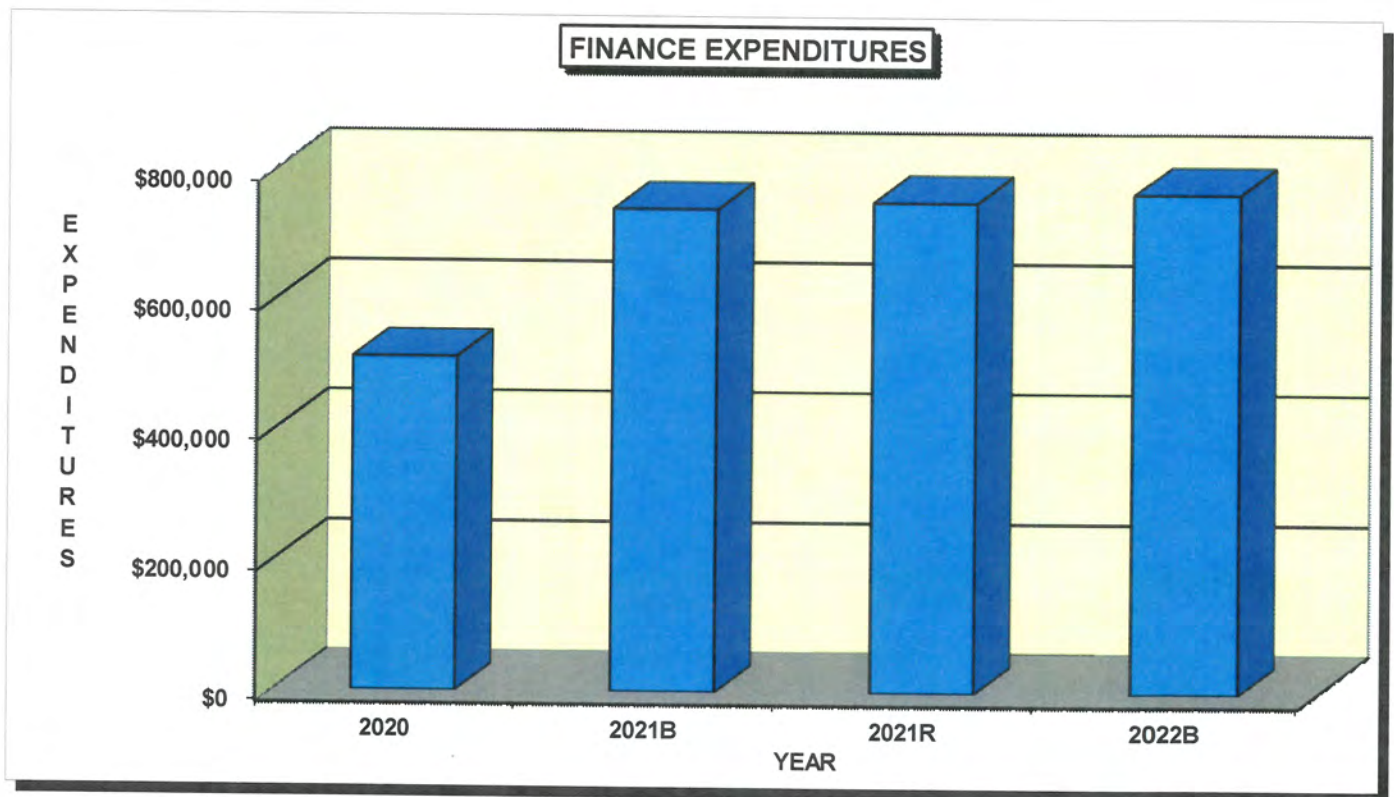
**CAPITAL OUTLAY**

ITEMS	2021	2021	2022
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	\$ -	\$ -

FUND: GENERAL FUND  
 DEPARTMENT: Finance

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
10210 Finance	\$ 326,543	\$ 371,810	\$ 372,810	\$ 382,290	2.82%
10220 Assessing	187,016	371,240	382,190	387,470	4.37%
<i>Finance TOTAL</i>	<u>\$ 513,559</u>	<u>\$ 743,050</u>	<u>\$ 755,000</u>	<u>\$ 769,760</u>	3.59%





# **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 accountant, three account clerical personnel, a utility billing clerk, 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 202 full-time employees and as much as 400 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 \$50 million.
- The division has the responsibility to monitor and manage the City' debt service of approximately \$68.8 million.

## **2021 HIGHLIGHTS**

- Awarding of the Distinguished Budget Award for the 2021 budget. This is the 36th consecutive year the City has earned this award.
- Awarding of the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2019 fiscal year. This is the 36th consecutive year the City has earned this award.

## **2022 FINANCE DIVISION GOALS**

- Prepare the City's Annual Financial Report before June 30 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 15.
- Assure that monthly revenue and expenditure reports are distributed by the 10th of the following month to all City departments.
- Receipt of the Distinguished Budget Award.
- Receipt of an unqualified audit opinion for 2021.

## **DIVISION EXPENDITURE COMMENT**

The revised 2021 budget reflects a .27% increase from the 2021 Adopted Budget. The 2022 Proposed budget reflects an increase from the 2021 Adopted Budget of 2.82%. The increase is due to increased personnel service costs.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 370,589	\$ 364,740	\$ 384,270	\$ 377,500
6006 Part-time	47,956	51,190	37,410	52,720
6013 Longevity	1,679	1,720	1,720	1,770
6031 Employer Social Security	24,220	24,750	25,580	25,780
6032 Employer Medicare	5,759	5,930	6,050	6,160
6033 Employer Pera	30,526	31,330	31,620	32,230
6035 Medical Insurance	58,833	64,430	67,830	68,680
6036 Dental Insurance	2,880	2,890	2,890	2,890
6037 Term Life	84	100	100	100
6038 Workers Compensation	216	220	220	240
6040 Long Term Disability	688	650	680	650
6054 Interdepartmental Labor Credit	(41,540)	(42,650)	(42,650)	(39,100)
6055 Administrative Labor Credit	(234,990)	(242,040)	(242,040)	(249,290)
<i>Personal Services Total</i>	<u>\$ 266,900</u>	<u>\$ 263,260</u>	<u>\$ 273,680</u>	<u>\$ 280,330</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 5,814	\$ 7,400	\$ 8,620	\$ 8,900
6202 Data Processing Rental	36,710	37,440	37,440	38,570
6207 Utility Services	-	43,540	33,390	34,390
6302 Communications	2,069	2,220	2,220	2,320
6303 Professional Development	111	1,740	1,740	1,740
6305 Subscriptions & Memberships	1,006	1,160	1,160	1,200
6307 Insurance & Bonds	5,090	5,450	4,880	5,030
6308 Property Liability	1,100	1,130	1,130	1,160
6401 Office Supplies	4,206	4,820	4,700	4,700
6402 Copy Charges	495	650	650	650
6403 Postage	3,042	3,000	3,200	3,300
<i>Other Services &amp; Charges Total</i>	<u>\$ 59,643</u>	<u>\$ 108,550</u>	<u>\$ 99,130</u>	<u>\$ 101,960</u>
<i>Finance TOTAL</i>	<u><u>\$ 326,543</u></u>	<u><u>\$ 371,810</u></u>	<u><u>\$ 372,810</u></u>	<u><u>\$ 382,290</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Finance Director	M-5A	1.00	1.00	1.00
Accountant	GS-6E	1.00	1.00	1.00
Payroll Accountant	GS-5E	1.00	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>5.00</u>	<u>5.00</u>
<u>Part-Time Employees</u>				
Accounting Clerk	GS-3	1.00	1.00	1.00
	<i>Total</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

**CAPITAL OUTLAY**

ITEMS	2021	2021	2022
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<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. However, due to the Covid-19 pandemic, assessors are not performing any physical inspections of property. They are now performing desktop reviews using tools such mapping systems, listing services, permit databases, and different public real estate websites.

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.

### **2021 HIGHLIGHTS**

- Maintained and updated all property records on the computer database.
- Open Book Meeting was cancelled due to Covid-19 pandemic. However, property owners were given the option to contact the Assessor's office to have their concerns addressed in lieu of the meeting.
- 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.

### **2022 ASSESSING DIVISION GOALS**

- Complete the 2022 Assessment by Jan. 2, 2022.
- 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**

Both the 2021 Revised Budget and the 2022 Proposed Budget reflect increases. The increases are a result of annual increases in the contract with Hennepin County for property assessment services and for internal building service charges.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 184,925	\$ 368,310	\$ 370,340	\$ 375,240
6201 Rents & Leases	834	1,590	400	450
6202 Data Processing Rental	230	240	240	250
6207 Utility Services	-	-	10,150	10,460
6302 Communications	89	-	-	-
6308 Property Liability	910	940	940	970
6401 Office Supplies	12	60	60	60
6402 Copy Charges	3	50	30	20
6403 Postage	13	50	30	20
<i>Other Services &amp; Charges Total</i>	<u>\$ 187,016</u>	<u>\$ 371,240</u>	<u>\$ 382,190</u>	<u>\$ 387,470</u>
<i>Assessing TOTAL</i>	<u><u>\$ 187,016</u></u>	<u><u>\$ 371,240</u></u>	<u><u>\$ 382,190</u></u>	<u><u>\$ 387,470</u></u>



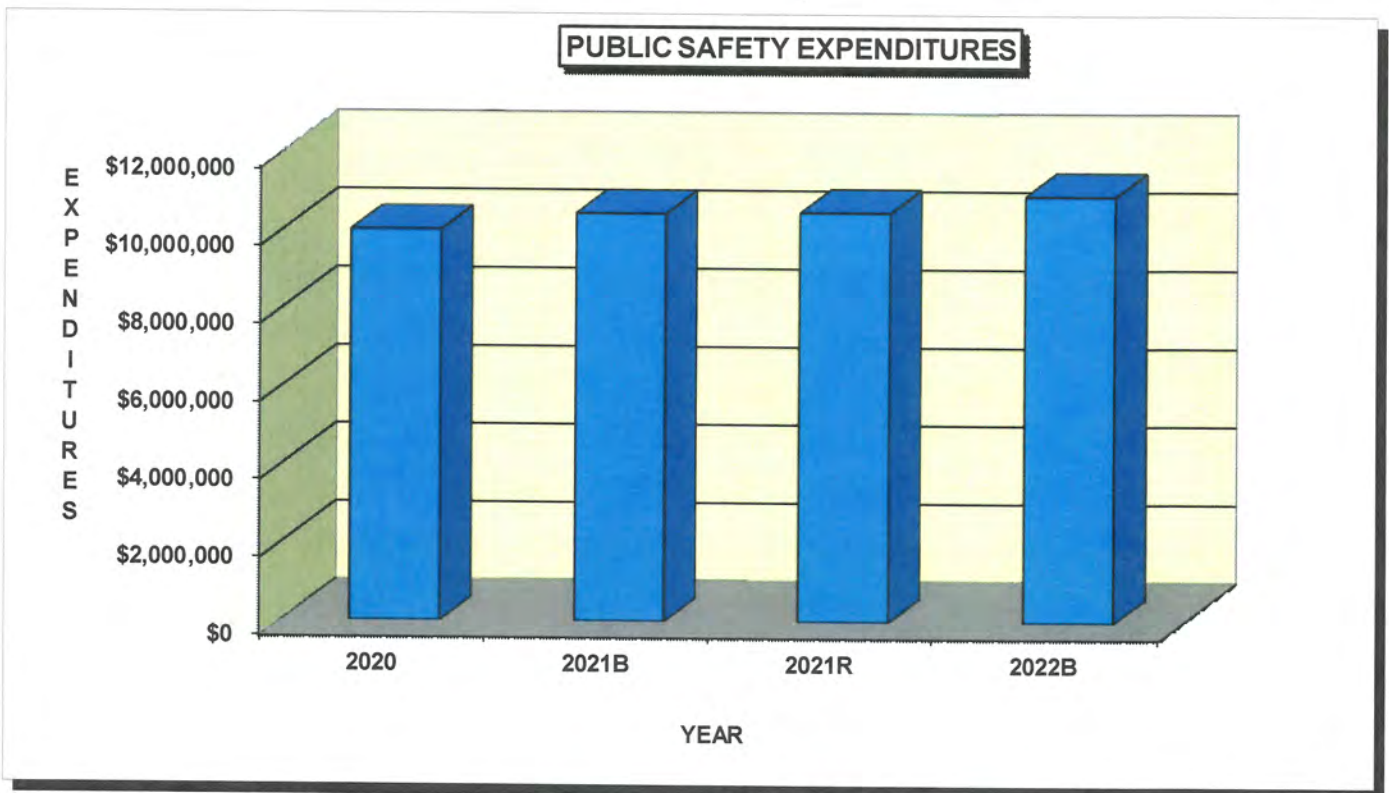
FUND: GENERAL FUND  
 DEPARTMENT: Public Safety

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
10300 Support Services	\$ 953,233	\$ 1,047,630	\$ 1,028,060	\$ 1,077,540	2.86%
10305 Police Operations	9,033,708	9,363,190	9,420,640	9,812,890	4.80%
10315 Emergency Services	30,056	36,260	36,160	36,490	0.63%
<i>Public Safety TOTAL</i>	<u>\$10,016,997</u>	<u>\$10,447,080</u>	<u>\$10,484,860</u>	<u>\$10,926,920</u>	4.59%

**REVENUES**

10300 Support Services	\$ 553,421	\$ 516,310	\$ 494,760	\$ 507,830	(1.64%)
10305 Police Operations	848,843	889,830	849,130	847,880	(4.71%)



## **SUPPORT SERVICES DIVISION**

### **MISSION STATEMENT**

To provide management and administration of health services, business licensing, animal control, food inspections 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 and two part-time Community Service Officers.

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

- Environmental Health Code Enforcement
- Animal Control
- Business Licensing
- Public Health Nursing Services
- Food 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. The division is also responsible for all animal control functions in the community which is handled by a supervisor and two part-time employees. Additionally, the division provides business licensing functions for the City including the licensing and inspection of all food establishments and all liquor/wine/beer establishments in the City. This is also staffed with two part-time job share employees.

The division, for 44 years now, provides health services to the residents of Richfield through a contract with the Bloomington Public Health Division. The division also provides a staff liaison to the Richfield Advisory Board of Health.

Staff continues to respond to approximately 1800 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 2021, the division employed a 19 hour a week Environmental Health Tech for approximately five months during the summer who pro-actively monitored the City for obvious common violations. This helped assist the CSO and gained a handle on conducting even more proactive inspections to ensure quality of life for all residents.

### **2021 HIGHLIGHTS**

- Another CSO just recently moved to a full-time Police Officer position in early 2021. A young man from Richfield was hired to fill the position. We continue to have success in finding qualified, diverse, local CSO candidates who eventually move into Police Officer positions.
- As the Community Health Services Administrator, successful navigation and exit from the pandemic via the Core Team
- Throughout the pandemic, staff found large projects to work on and complete while on a reduced hour schedule that was in place for over a year. The Business Licensing SOP has been completed.

### **2022 DIVISION GOALS**

- Continued participation on the CARE team
- Research options for licensing software to bring Business Licensing into the 21<sup>st</sup> century.

### **DIVISION EXPENDITURE COMMENT**

The majority of the division's expenditures are employee salaries. Four staff are still stepping in their pay plan while four 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%.

In addition, 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. Due to additional funding for Covid response from federal and state sources, the catch-up amount due in 2022 is \$0.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 156,214	\$ 169,780	\$ 171,450	\$ 184,230
6006 Part-time	189,590	228,550	214,230	234,450
6007 Seasonal	1,867	7,550	7,550	7,780
6009 Overtime	36	500	500	500
6031 Employer Social Security	20,766	25,100	23,710	25,380
6032 Employer Medicare	4,934	5,870	5,550	5,930
6033 Employer Pera	25,739	29,650	29,490	31,980
6035 Medical Insurance	59,974	69,590	69,130	72,200
6036 Dental Insurance	1,440	1,440	1,450	1,450
6037 Term Life	42	80	80	80
6038 Workers Compensation	396	390	390	410
6040 Long Term Disability	333	300	300	330
<i>Personal Services Total</i>	<u>\$ 461,331</u>	<u>\$ 538,800</u>	<u>\$ 523,830</u>	<u>\$ 564,720</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 410,261	\$ 430,460	\$ 425,410	\$ 432,800
6202 Data Processing Rental	35,400	35,400	36,120	37,200
6204 Motor Pool Operating Rental	17,610	18,140	18,140	18,690
6207 Utility Services	11,448	11,790	11,790	12,140
6301 Advertising & Publication	595	1,000	850	900
6302 Communications	756	800	800	800
6303 Professional Development	-	200	200	200
6305 Subscriptions & Memberships	355	400	400	400
6307 Insurance & Bonds	2,040	2,180	1,950	2,010
6308 Property Liability	690	710	710	730
6315 Other Contractual Services	5,080	750	750	750
6401 Office Supplies	2,486	2,000	2,500	2,000
6402 Copy Charges	262	800	500	500
6403 Postage	1,626	1,500	1,500	1,500
6409 Uniforms & Clothing	993	1,000	1,000	1,500
6513 Other Charges	900	1,700	1,610	700
6540 Covid-19	1,400	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 491,902</u>	<u>\$ 508,830</u>	<u>\$ 504,230</u>	<u>\$ 512,820</u>
<i>Support Services TOTAL</i>	<u>\$ 953,233</u>	<u>\$ 1,047,630</u>	<u>\$ 1,028,060</u>	<u>\$ 1,077,540</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	2.00	2.00
<i>Total</i>		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 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 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 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) 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.

### **2021 HIGHLIGHTS**

Community Relations in keeping with Council Goal 5-a and 6.

We planned and implemented our Body Worn Camera program starting in January of 2021 issuing cameras to all sworn personnel within the department and hired a Police Video Specialist to help maintain our program and to fill data requests for the department.

The Covid-19 Pandemic, which we were still in mitigation for a quarter of the year

forced us to maintain social distancing and following response protocols for the safety of our staff and residents. We also had to create mitigation plans relating to community gatherings and enforce over 120 executive orders from the Governor of the State of Minnesota. We were also impacted in another round of civil unrest due to providing mutual aid to Brooklyn Center and the preparations and safety and security of the Chauvin trial. This occurred for in April and into May. We have begun slowly getting back into community events such as the vaccine clinic at Season's Park and a community forum that was held virtually. We are planning more events this summer and fall as larger events open up.

Personnel:

- In keeping with Council Goal 3-a Hired 2 new police officer. The Officers are each people of color. Both were a CSO and promoted a Cadet.

### **REVISED 2021 BUDGET CHANGES**

- The revised 2021 budget is slightly higher the 2020 adopted budget. We were on track to have some savings, however due to COVID-19 and Civil Unrest we lost those savings and expended more dollars during these two events. We also have 15 personnel stepping through the pay plan.

### **2022 POLICE DIVISION GOALS**

- Enhance police effectiveness with additional technology upgrades and apps.
- Continue to seek out grant funding opportunities for new programs/equipment.
- In keeping with Council Goal 5-a, 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 Goal 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 Goal 5 and 6, continue with "Coffee with a Cop" and "Cook out with a Cop" to meet with the public on a monthly basis and collaborate on issues or concerns in the community. Develop and Initiate new programs for the community.

### **DIVISION EXPENDITURE COMMENT**

The increases in the Proposed 2022 Budget are due mainly to:

- The personal services increases for 2022 reflect collective bargaining agreement step increases. 15 employees will receive step increases.
- Now have to participate in funding of JCCP with Hennepin County.
- Increase in professional services due to payments for LOGIS maintenance and software upgrades.
- Increase in Health Insurance, Workers Compensation, and PERA.
- A part-time embedded social worker in the department.
- Increase in Overtime costs due to civil unrest.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 4,803,168	\$ 5,112,740	\$ 5,069,100	\$ 5,274,160
6006 Part-time	142,199	162,360	162,360	166,480
6007 Seasonal	15,720	15,600	17,010	18,720
6009 Overtime	194,208	150,000	190,000	190,000
6011 Education Pay	69,861	102,250	95,160	100,860
6031 Employer Social Security	37,153	43,280	44,950	46,750
6032 Employer Medicare	72,479	74,490	73,420	76,330
6033 Employer Pera	837,806	881,530	855,900	888,880
6035 Medical Insurance	716,928	799,680	883,540	889,450
6036 Dental Insurance	37,548	39,070	39,300	39,050
6037 Term Life	1,097	2,160	2,180	2,160
6038 Workers Compensation	151,344	157,400	157,400	168,270
6040 Long Term Disability	9,763	9,000	8,970	9,350
6051 Interdepartmental Labor	29	200	200	200
6053 Labor Services Billed	31,492	38,000	43,000	45,000
6054 Interdepartmental Labor Credit	(99,560)	(102,550)	(102,550)	(105,630)
6055 Administrative Labor Credit	(21,010)	(21,640)	(21,640)	(22,290)
6056 Labor Services Billed Credit	(35,222)	(45,000)	(45,000)	(50,000)
6057 Juvenile Investigation Credit	(80,629)	(83,870)	(83,870)	-
<i>Personal Services Total</i>	<u>\$ 6,884,374</u>	<u>\$ 7,334,700</u>	<u>\$ 7,389,430</u>	<u>\$ 7,737,740</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 524,096	\$ 592,040	\$ 578,260	\$ 597,150
6201 Rents & Leases	230,023	128,820	138,990	149,970
6202 Data Processing Rental	238,770	247,210	247,210	254,630
6204 Motor Pool Operating Rental	309,460	318,740	318,740	328,300
6205 Maintenance & Repairs	56,129	35,560	39,510	27,980
6207 Utility Services	330,480	340,390	340,390	350,600
6301 Advertising & Publication	155	120	120	130
6302 Communications	4,918	4,800	5,000	5,000
6303 Professional Development	57,894	75,000	65,000	65,000
6305 Subscriptions & Memberships	3,194	4,400	4,000	4,000
6307 Insurance & Bonds	54,796	58,660	54,500	56,130
6308 Property Liability	17,960	18,500	18,500	19,030
6315 Other Contractual Services	432	1,000	1,500	1,000
6319 Detention Costs	43,929	60,000	60,000	60,000
6401 Office Supplies	13,655	15,500	13,500	14,000
6402 Copy Charges	495	400	400	400
6403 Postage	814	1,500	1,000	1,000
6409 Uniforms & Clothing	55,436	60,000	65,000	65,000
6414 Other Supplies	85,614	65,850	79,590	75,830
6540 Covid-19	28,663	-	-	-

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<i>Other Services &amp; Charges Total</i>	\$ 2,056,913	\$ 2,028,490	\$ 2,031,210	\$ 2,075,150
<u>Capital Outlay</u>				
7400 Machinery & Equipment	\$ 92,421	\$ -	\$ -	\$ -
<i>Capital Outlay Total</i>	\$ 92,421	\$ -	\$ -	\$ -
<i>Police Operations TOTAL</i>	\$ 9,033,708	\$ 9,363,190	\$ 9,420,640	\$ 9,812,890

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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
Detective	PS-3	1.00	-	-
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	GS-4SN	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>54.80</u>	<u>53.80</u>	<u>53.80</u>
<u>Part-Time Employees</u>				
Senior Office Assistant	GS-1	2.00	2.00	2.00
Office Assistant	GS-1	2.00	2.00	2.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<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

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:

- The 4<sup>th</sup> of July event – parade and fireworks
- 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 gone
- 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
- Standing Guard at LEMA site at the State Capital

### COVID-19/Civil Unrest

The first quarter of 2021 has been challenging for the Emergency Services Division with the Covid-19 Pandemic and Civil Unrest in Brooklyn Center and the trial of Derrick Chauvin. The Reserve Unit was responsible for assisting with vaccine clinics and helping provide inside security to city facilities during the civil unrest in April and the jury verdict of the Chauvin case.

### Richfield CERT Program

In keeping with Council Goal 5a-c and 6a-f, 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. This past year CERT held a class for Somalian Students in collaboration with the City of Bloomington.

CERT volunteers have been used to assist the city during the following events. (Some events were limited due to Covid-19 Pandemic)

- Traffic/Crowd Control at The 4<sup>th</sup> of July event- parade and fireworks
- Youth CERT presentations at Safety Day
- Teen Academies
- 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.
- Helping with vaccine clinics and testing clinics
- Work with our Ham Radio club and provide maintenance of our system.

Over the past eight-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 man-made disasters.

### Emergency Management Team

In keeping with Council Goal 5c, the police department works on a quarterly basis with members of the school district and principals from the individual schools on school safety and emergency protocols.

### Division Expenditure

The budget reflects personnel costs for the extra pay the Reserve Coordinator receives. 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 were in need of replacement. The work was completed the spring of 2019 on the new sirens. The sirens will be included in the budget until 2028

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

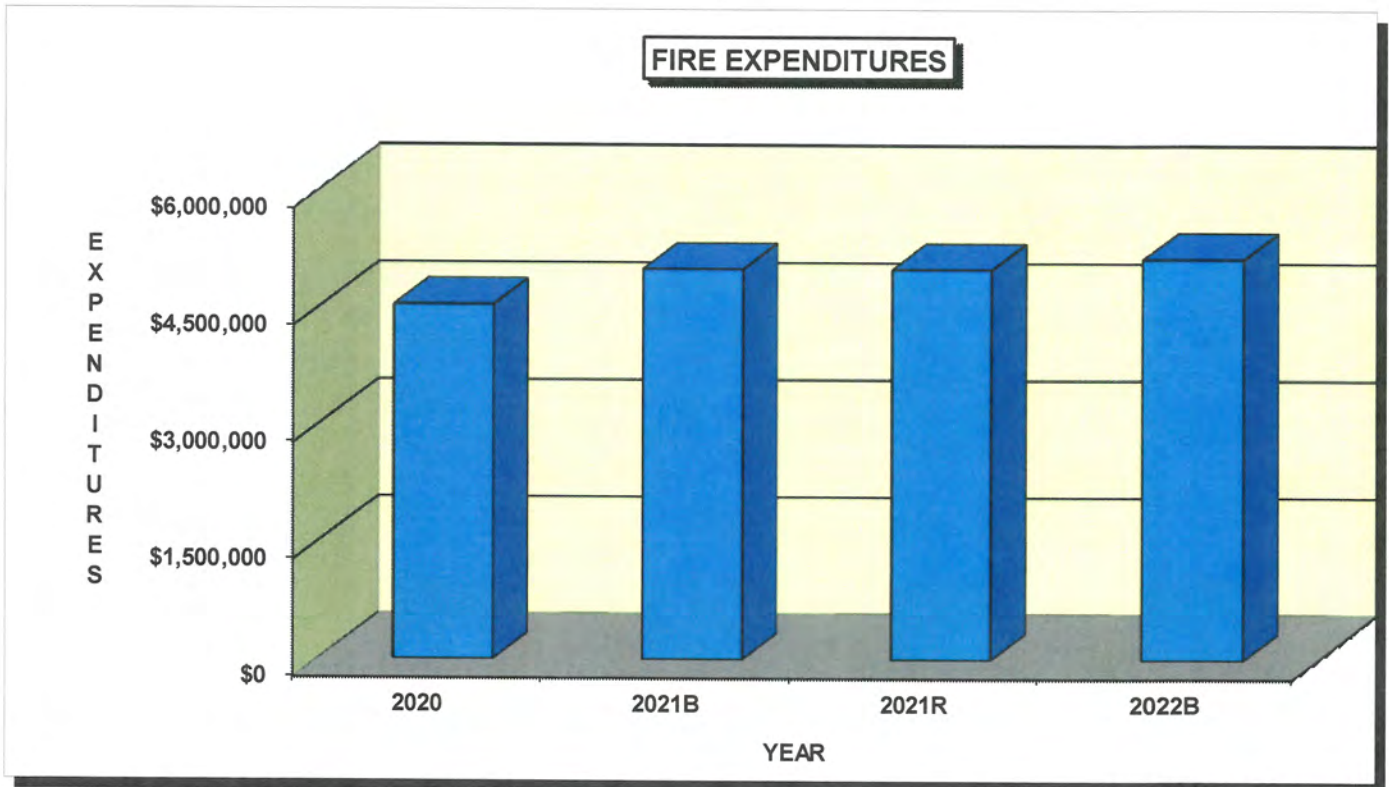
<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6009 Overtime	\$ 7,350	\$ 7,350	\$ 7,350	\$ 7,350
6038 Workers Compensation	96	90	90	90
<i>Personal Services Total</i>	<u>\$ 7,446</u>	<u>\$ 7,440</u>	<u>\$ 7,440</u>	<u>\$ 7,440</u>
<u>Other Services &amp; Charges</u>				
6201 Rents & Leases	\$ 10,395	\$ 11,250	\$ 11,350	\$ 11,350
6204 Motor Pool Operating Rental	2,180	2,240	2,240	2,310
6205 Maintenance & Repairs	4,330	4,400	5,200	4,400
6207 Utility Services	303	400	350	400
6303 Professional Development	-	1,000	1,000	1,000
6305 Subscriptions & Memberships	-	250	-	-
6308 Property Liability	270	280	280	290
6409 Uniforms & Clothing	-	5,000	3,000	4,000
6414 Other Supplies	5,092	4,000	5,300	5,300
6540 Covid-19	40	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 22,610</u>	<u>\$ 28,820</u>	<u>\$ 28,720</u>	<u>\$ 29,050</u>
<i>Emergency Services TOTAL</i>	<u><u>\$ 30,056</u></u>	<u><u>\$ 36,260</u></u>	<u><u>\$ 36,160</u></u>	<u><u>\$ 36,490</u></u>

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FUND: GENERAL FUND  
 DEPARTMENT: Fire

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
10400 Fire	\$ 4,537,374	\$ 4,995,480	\$ 4,995,320	\$ 5,130,730	2.71%
<i>Fire TOTAL</i>	<u>\$ 4,537,374</u>	<u>\$ 4,995,480</u>	<u>\$ 4,995,320</u>	<u>\$ 5,130,730</u>	2.71%
<b>REVENUES</b>					
10400 Fire	\$ 192,788	\$ 186,250	\$ 181,250	\$ 181,250	(2.68%)





## FIRE DEPARTMENT

### MISSION STATEMENT

The mission of the Richfield Fire Department (RFD) is to provide outstanding fire and emergency medical response to all. *\*This is currently under revision.*

Various services, programs and philosophies help achieve this mission such as:

- Provide a rapid response to all types of emergencies with exceptionally trained personnel executing a standard, rapid, effective, safe, managed and caring plan to solve the problem. (Council Goal 6a)
- Provide a variety of fire prevention, safety education and loss mitigation plans and programs for the Richfield community. (Council Goals 5a,b,c,d)
- Partner closely with our neighboring fire departments and other emergency response agencies to provide, and utilize, resources efficiently to provide the highest level of service. (Council Goal 5b)
- Department members are empowered to regard everyone as a customer and "to, do the right thing" for our customers, the residents and visitors of Richfield. (Council Goal 3b)

### DIVISION FOCUS

Two fire stations are staffed by twenty-four career personnel 24 hours per day operating two fire engines and one rescue response unit. This staffing provides the capability to respond to up to three simultaneous emergencies or to initiate definitive rescue and fire suppression operations at structure fires. The Fire Chief and the two Assistant Fire Chiefs provide daily and long term administrative, 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.

### 2021 HIGHLIGHTS

- Responded to the demands placed on the department by COVID-19
- Responded to the abrupt change in RFD Leadership
- Promoted two chief officers, one captain, and one lieutenant

- Hired three new firefighters to fill the ranks with the promotions
- Continued a large number of fire plan reviews and inspections due to development
- Conducted an entry-level Firefighter eligibility process

### **2022 DIVISION GOALS**

- Continue to implement departmental Community Risk Reduction activities community-wide
- Conduct a Fire Officer promotional process, for Captain and Lieutenant lists
- Complete training of four individuals as Fire Investigators to replace current fire investigation staff
- Continue to develop staff in anticipation of additional officer retirements
- Implement a Fire Cadet/Apprentice program

### **DIVISION EXPENDITURE COMMENT**

The 2021 revised budget is neutral with the 2021 adopted budget. Funds were reallocated to allow for increased professional development.

The 2022 proposed budget shows an increase of just less than 2.8% over the 2021 adopted budget. The primary drivers are increasing overtime, employee step increases, workers compensation, and assumed costs associated with dispatch services.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Personal Services</i>				
6005 Full Time	\$ 2,504,630	\$ 2,760,400	\$ 2,589,400	\$ 2,774,050
6009 Overtime	242,966	233,400	308,400	310,000
6013 Longevity	60,861	77,000	61,130	69,870
6031 Employer Social Security	1,228	1,300	1,280	1,320
6032 Employer Medicare	37,831	44,560	36,320	52,880
6033 Employer Pera	478,262	530,450	506,680	507,000
6035 Medical Insurance	350,321	419,500	425,200	428,120
6036 Dental Insurance	17,988	21,840	19,200	19,200
6037 Term Life	548	2,100	1,120	1,150
6038 Workers Compensation	50,916	52,950	52,950	57,600
6040 Long Term Disability	4,735	5,000	4,530	4,730
6051 Interdepartmental Labor	99,560	102,550	102,550	105,630
<i>Personal Services Total</i>	<u>\$ 3,849,846</u>	<u>\$ 4,251,050</u>	<u>\$ 4,108,760</u>	<u>\$ 4,331,550</u>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 11,948	\$ 12,000	\$ 18,000	\$ 22,000
6201 Rents & Leases	48,537	48,540	48,540	49,000
6202 Data Processing Rental	50,170	51,680	51,680	53,230
6204 Motor Pool Operating Rental	115,730	119,200	119,200	122,780
6205 Maintenance & Repairs	20,245	17,500	24,500	18,000
6207 Utility Services	243,372	250,670	250,670	258,190
6208 800 MHz Charges	28,372	28,500	28,500	32,000
6302 Communications	10,268	13,500	21,000	15,000
6303 Professional Development	12,764	30,000	30,000	37,500
6305 Subscriptions & Memberships	1,734	2,300	2,300	3,500
6307 Insurance & Bonds	27,913	29,880	26,760	27,560
6308 Property Liability	8,750	9,010	9,010	9,270
6315 Other Contractual Services	242	3,000	5,000	11,000
6401 Office Supplies	642	1,400	2,000	2,100
6402 Copy Charges	634	1,200	1,100	1,200
6403 Postage	145	350	300	350
6409 Uniforms & Clothing	30,186	39,500	69,000	48,000
6412 Maint. & Const. Materials	3,961	4,200	6,000	6,000
6414 Other Supplies	40,480	52,500	145,000	57,500
6523 Public Education Supplies	975	1,500	5,000	5,000
6524 EMS Supplies	18,128	18,000	21,000	20,000
6540 Covid-19	12,332	10,000	2,000	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 687,528</u>	<u>\$ 744,430</u>	<u>\$ 886,560</u>	<u>\$ 799,180</u>
<i>Fire TOTAL</i>	<u><u>\$ 4,537,374</u></u>	<u><u>\$ 4,995,480</u></u>	<u><u>\$ 4,995,320</u></u>	<u><u>\$ 5,130,730</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Fire Services Director/Fire Chief	M-5A	1.00	1.00	1.00
Assistant Chief	M-3	1.00	2.00	2.00
Battalion Chief - Fire Prevention	M-2	1.00	-	-
Fire Captain	FS-3	3.00	3.00	3.00
Fire Lieutenant	FS-2	3.00	3.00	3.00
Firefighter	FS-1	18.00	18.00	18.00
Sr. Office Assistant	GS-2	.40	.40	.40
	<i>Total</i>	<u>27.40</u>	<u>27.40</u>	<u>27.40</u>
<u>Project Full-Time Employees</u>				
Fire Cadet		-	-	1.00
	<i>Total</i>	<u>-</u>	<u>-</u>	<u>1.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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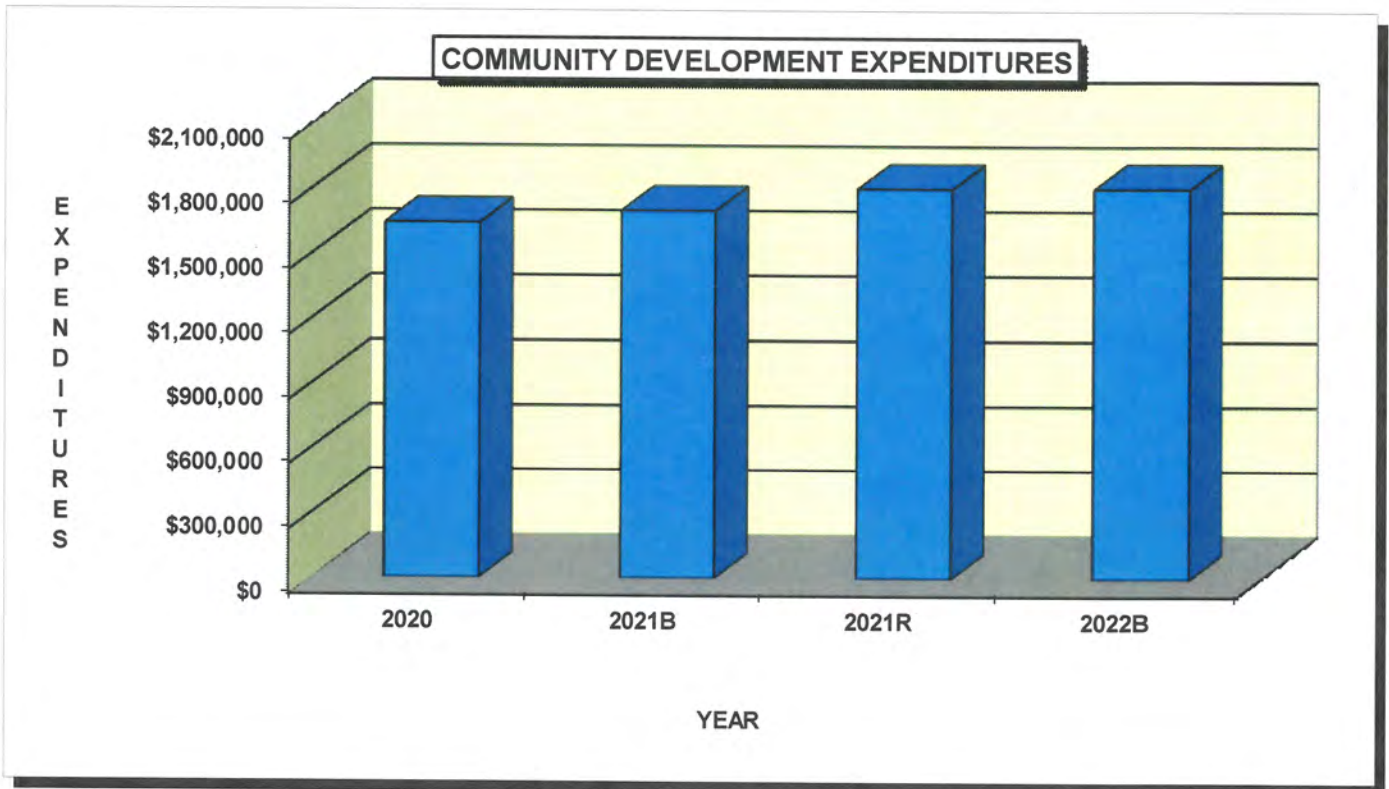
FUND: GENERAL FUND  
 DEPARTMENT: Community Development

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
10500 Community Development	\$ 73,205	\$ 75,610	\$ 74,700	\$ 76,940	1.76%
10502 Planning & Zoning	285,180	328,940	340,440	348,830	6.05%
10505 Inspections	1,281,726	1,292,530	1,385,080	1,376,350	6.48%
<i>Community Development TOTAL</i>	<u>\$ 1,640,111</u>	<u>\$ 1,697,080</u>	<u>\$ 1,800,220</u>	<u>\$ 1,802,120</u>	6.19%

**REVENUES**

10500 Community Development	\$ 21,240	\$ 26,000	\$ 26,000	\$ 26,000	0.00%
10505 Inspections	2,098,870	1,236,000	1,696,000	1,479,500	19.70%



## **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 programs, enterprise facilitation, community marketing, and communication initiatives.

### **DEPARTMENT FOCUS**

The 21 employees of the Community Development Department are committed to professional development, integrity, and service to the community. 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. All non-personnel costs are included separately in individual City, HRA, and EDA program/project budgets.

2021 highlights and 2022 goals are also provided separately for each individual program/project. The Community Development goals identified by the City Council at its annual goalsetting session relate to activities undertaken by the Richfield Housing and Redevelopment Authority (HRA) and the Richfield Economic Development Authority (EDA).

### **DEPARTMENT EXPENDITURE COMMENT**

The 2021 Revised Budget represents a 6.08% increase from the 2021 Approved Budget and the 2022 Proposed Budget represents a 6.19% increase over the 2021 Approved Budget. The increase in costs for 2021 and 2022 are due to:

- Salaries and benefits for Planning & Zoning and Inspections increasing by \$21,000 from 2021 Adopted to 2021 Revised and by another \$61,000 in 2022 Proposed;
- Added expenses for consultants and contract-based external building inspectors due to increased building activity, and;
- The cost for the purchase of up-to-date permit intake and plan review software.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 723,798	\$ 771,180	\$ 774,800	\$ 808,620
6006 Part-time	129,067	148,880	143,180	149,060
6031 Employer Social Security	49,406	55,460	56,080	57,840
6032 Employer Medicare	11,764	13,100	13,160	13,730
6033 Employer Pera	61,985	68,810	68,650	71,620
6035 Medical Insurance	105,651	137,610	136,640	138,300
6036 Dental Insurance	5,220	5,780	5,780	5,780
6037 Term Life	154	320	320	320
6038 Workers Compensation	396	510	510	550
6040 Long Term Disability	1,476	1,360	1,370	1,430
6051 Interdepartmental Labor	68,880	61,980	61,980	59,100
6054 Interdepartmental Labor Credit	(1,157,797)	(1,264,990)	(1,262,470)	(1,306,350)
<i>Personal Services Total</i>	\$ -	\$ -	\$ -	\$ -
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 531	\$ 430	\$ 430	\$ 430
6207 Utility Services	63,324	65,220	65,220	67,180
6307 Insurance & Bonds	8,150	8,720	7,810	8,050
6308 Property Liability	1,200	1,240	1,240	1,280
<i>Other Services &amp; Charges Total</i>	\$ 73,205	\$ 75,610	\$ 74,700	\$ 76,940
<i>Community Development TOTAL</i>	\$ 73,205	\$ 75,610	\$ 74,700	\$ 76,940

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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
Housing Manager	M-1	1.00	1.00	1.00
CD Accountant	GS-6E	1.00	1.00	1.00
Multi Family Housing Administrator	GS-6E	1.00	1.00	1.00
Planner	GS-5E	1.00	1.00	1.00
Assistant Planner	GS-3	1.00	1.00	1.00
Administrative Assistant	GS-4	1.00	1.00	1.00
	<i>Total</i>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<u>Part-Time Employees</u>				
Housing Specialist	GS-5	2.00	2.00	2.00
Community Development Technician	GS-2	2.00	2.00	2.00
	<i>Total</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

## **PLANNING AND ZONING DIVISION**

### **MISSION STATEMENT**

To provide local land use regulation, policy, and vision information 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.

### **2021 HIGHLIGHTS.**

- Rezone individual properties throughout community to be consistent with 2040 Comprehensive Plan.
- Identify and begin additional ordinance revisions to bring Zoning Code into agreement with 2040 Comprehensive Plan (lot size adjustments).
- Complete study of Veteran's Park area zoning regulations; adopt Overlay District regulations. Complete revisions to Subdivision Ordinances.
- Explore opportunities and draft ordinances to increase housing diversity in low density areas (missing middle housing).
- Review ordinances related to uses involving firearms.
- Advocate for City's participation in Just Deeds Program and create process to facilitate renouncing of discriminatory covenants on Richfield properties. Track progress.
- Work with developers to begin/complete approved developments throughout the City (RF64, Rya, Lyndale Gardens commercial development, Novo, Chase Bank, Lunds, Lynk65).
- Continue training of new Planner.
- Process land use permits related to new development.

## **2022 PROGRAM GOALS**

- Continue to provide excellent customer service to residents and businesses (City Council Goals 2a, 2b, and 6a).
- Continue to manage City's Just Deeds Program with Community Development Administrative and Housing staff.
- Continue work with Planning Division staff to evaluate potential disparate impacts of adopted land use regulations (Goal 3).
- Continue to monitor emerging trends and best practices - recommending ordinance changes that will keep Richfield competitive (City Council Goals 2a, 2c, 6b).
- Secure vehicle and begin pop-up meeting project (delayed due to COVID-19). (City Council Goal 5).

## **DIVISION EXPENDITURE COMMENT**

- The 2021 Revised Planning and Zoning budget includes an increase (3.5%) related to the cost to conduct a planning study in the vicinity of Veterans Park. The pending sale of property in the area made the study necessary immediately and the required work necessitated the hiring of an outside consultant. Several other budgetary categories were cut due to working from home and a lack of training opportunities, helping to reduce the budget impact of the study.
- The 2022 proposed budget increase of 6% is due to both staff costs (salary step increases) and the expressed Council desire for an additional planning study in the area of the 66th Street Orange Line BRT station.



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6051 Interdepartmental Labor	\$ 247,407	\$ 273,850	\$ 264,630	\$ 272,830
<i>Personal Services Total</i>	<u>\$ 247,407</u>	<u>\$ 273,850</u>	<u>\$ 264,630</u>	<u>\$ 272,830</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 19,078	\$ 25,960	\$ 51,400	\$ 47,660
6202 Data Processing Rental	11,250	11,590	11,590	11,940
6204 Motor Pool Operating Rental	-	700	700	700
6205 Maintenance & Repairs	-	180	180	180
6301 Advertising & Publication	2,593	3,400	2,600	2,600
6302 Communications	420	420	420	420
6303 Professional Development	850	4,330	2,210	4,330
6305 Subscriptions & Memberships	2,418	3,660	3,660	3,800
6401 Office Supplies	389	700	700	720
6402 Copy Charges	130	900	400	400
6403 Postage	585	1,800	1,800	1,800
6409 Uniforms & Clothing	-	150	150	150
6414 Other Supplies	60	1,300	-	1,300
<i>Other Services &amp; Charges Total</i>	<u>\$ 37,773</u>	<u>\$ 55,090</u>	<u>\$ 75,810</u>	<u>\$ 76,000</u>
<i>Planning &amp; Zoning TOTAL</i>	<u><u>\$ 285,180</u></u>	<u><u>\$ 328,940</u></u>	<u><u>\$ 340,440</u></u>	<u><u>\$ 348,830</u></u>

## **INSPECTIONS DIVISION**

### **MISSION STATEMENT**

To serve the citizens of Richfield by providing inspection services to safeguard life, health, property and 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 employees: Building Official, two Building Inspectors, Plumbing/Mechanical Inspector, two Housing Inspectors, Permit Technician, Housing Inspections Clerk, and Senior Office Assistant.
- The Inspections Division administers and enforces City Ordinances relating to Building Code requirements including building, plumbing, heating, ventilation and air conditioning, electrical, sign and driveway installations.
- The Division administers a contract with two inspectors to perform electrical inspections.
- The Division spends a significant amount of time advising homeowners who are doing their own remodeling or additions.

### **2021 HIGHLIGHTS**

- The construction activity in 2021 remained high even with the COVID-19 pandemic and high cost of construction material. The Division continued to provide essential plan review and inspection services during the pandemic.

### **2022 INSPECTION DIVISION GOALS**

- 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.
- 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.

### **DIVISION EXPENDITURE COMMENT**

- The 2021 revised budget reflects a 7.16% increase from the 2021 adopted budget. The increase is due to contract plan review services while inspection staff were out on medical leave, increase in interdepartmental labor, medical insurance costs, and possible purchase of plan review software.
- The 2022 proposed budget reflects a 6.48% increase over the 2021 adopted budget. The increase due to several costs to the Division including three employees with step increases, medical insurance, interdepartmental labor, and possible purchase of new permit software.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Personal Services</i>				
6005 Full Time	\$ 730,345	\$ 736,470	\$ 737,130	\$ 766,360
6009 Overtime	864	-	-	-
6013 Longevity	2,285	2,340	2,340	2,400
6031 Employer Social Security	42,847	45,190	45,250	47,010
6032 Employer Medicare	10,037	10,570	10,580	11,000
6033 Employer Pera	53,447	55,410	55,460	57,660
6035 Medical Insurance	114,292	120,390	132,780	134,240
6036 Dental Insurance	6,480	6,510	6,510	6,510
6037 Term Life	189	360	360	360
6038 Workers Compensation	7,430	8,570	8,570	9,450
6040 Long Term Disability	1,350	1,310	1,310	1,360
6051 Interdepartmental Labor	37,550	39,550	48,390	50,530
<i>Personal Services Total</i>	<u>\$ 1,007,116</u>	<u>\$ 1,026,670</u>	<u>\$ 1,048,680</u>	<u>\$ 1,086,880</u>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 142,038	\$ 117,000	\$ 185,010	\$ 135,290
6201 Rents & Leases	-	-	3,450	3,450
6202 Data Processing Rental	38,480	40,630	40,630	41,850
6204 Motor Pool Operating Rental	15,040	15,490	15,490	15,960
6207 Utility Services	23,976	24,700	24,700	25,440
6301 Advertising & Publication	-	200	200	200
6302 Communications	3,882	3,800	3,900	3,900
6303 Professional Development	1,564	7,000	7,000	7,000
6305 Subscriptions & Memberships	658	620	620	650
6307 Insurance & Bonds	9,169	9,810	8,790	9,050
6308 Property Liability	2,130	2,190	2,190	2,260
6401 Office Supplies	6,490	9,520	9,520	9,520
6402 Copy Charges	540	1,000	1,000	1,000
6403 Postage	2,435	3,000	3,000	3,000
6409 Uniforms & Clothing	-	1,100	1,100	1,100
6414 Other Supplies	4,471	4,800	4,800	4,800
6513 Other Charges	21,967	24,000	24,000	24,000
6540 Covid-19	1,770	1,000	1,000	1,000
<i>Other Services &amp; Charges Total</i>	<u>\$ 274,610</u>	<u>\$ 265,860</u>	<u>\$ 336,400</u>	<u>\$ 289,470</u>
<i>Inspections TOTAL</i>	<u>\$ 1,281,726</u>	<u>\$ 1,292,530</u>	<u>\$ 1,385,080</u>	<u>\$ 1,376,350</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Chief Building Official	M-2	1.00	1.00	1.00
Trade/Building Inspector	GS-6	5.00	5.00	5.00
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	2021	2021	2022
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

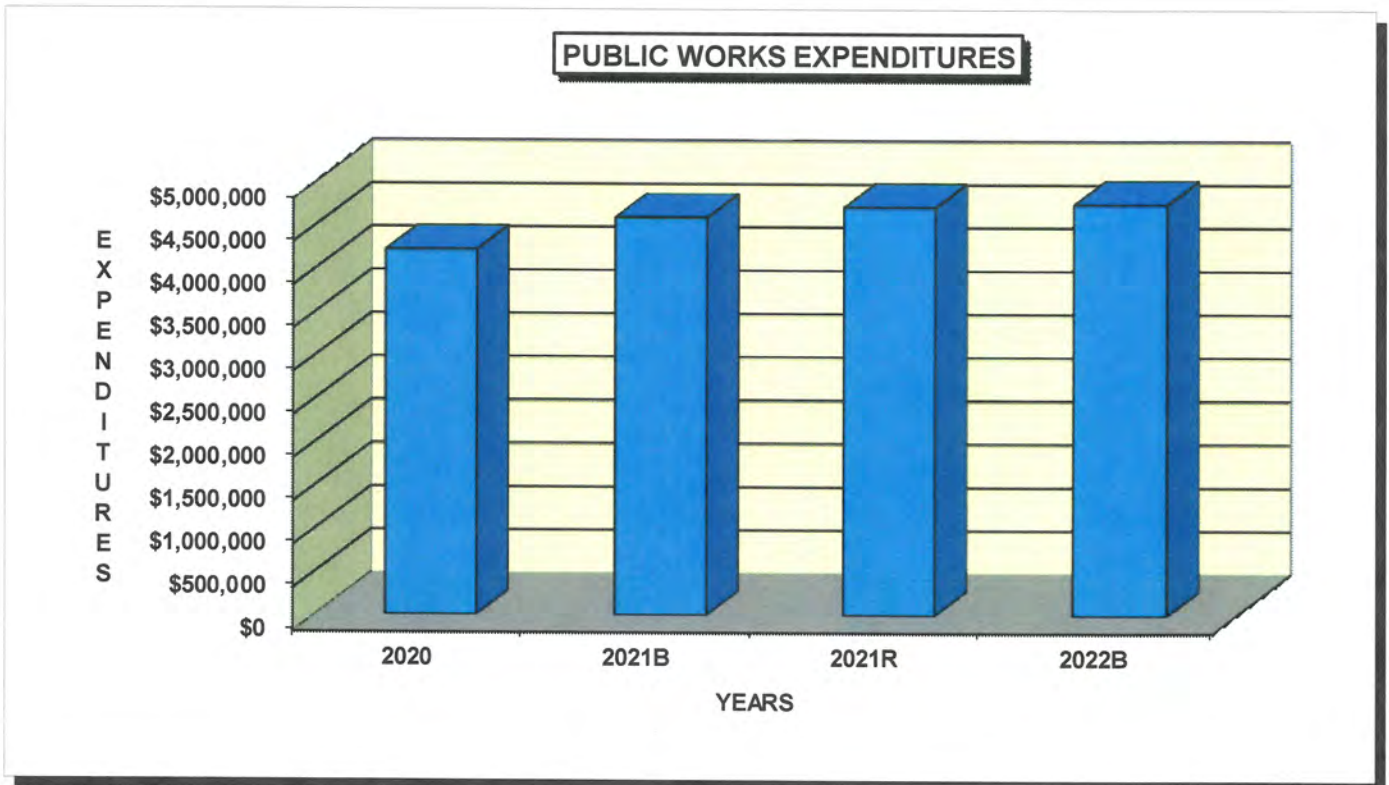
FUND: GENERAL FUND  
 DEPARTMENT: Public Works

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
10600 PW Administration	\$ 185,461	\$ 196,160	\$ 196,170	\$ 199,160	1.53%
10605 Engineering	396,544	450,470	502,480	521,030	15.66%
10610 Street Maintenance	2,303,860	2,464,300	2,535,120	2,508,270	1.78%
10615 Park Maintenance	1,330,312	1,479,710	1,479,730	1,522,640	2.90%
<i>Public Works TOTAL</i>	<u>\$ 4,216,177</u>	<u>\$ 4,590,640</u>	<u>\$ 4,713,500</u>	<u>\$ 4,751,100</u>	3.50%

**REVENUES**

10605 Engineering	\$ 142,331	\$ 166,500	\$ 130,900	\$ 98,700	(40.72%)
10610 Street Maintenance	610,776	615,000	615,000	615,000	0.00%





## **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 staying aware of and contributing to the regional discussions surrounding emerging public works issues (i.e., State and Interstate Highways around Richfield; storm water quality management; water supply; environmental issues; and public education and engagement.)

### **2021 HIGHLIGHTS**

- Managed social media communications and public outreach for street reconstruction projects and projects in design (City Council Goals 1b, 1c & 5a).
- Began review of ordinances pertaining to the Public Works Department and updated as needed with consideration of equity and core services (City Council Goals 3b & 6a).
- Began development of a K-12 “What is Public Works?” educational campaign that can be utilized by local schools and community leaders (City Council Goal 5c).
- Utilized Public Work’s outreach mediums/social media outlets to promote the “WaterSmart” utility software roll-out (City Council Goals 1b, 5a, 6a & 6d).
- Participated in the EnRiching Leadership Academy/Drucker Institute with an eye on cultivating emerging and existing leaders in the department (City Council Goals 6a & 6e).

### **2022 DIVISION GOALS**

- Continue review of ordinances pertaining to the Public Works Department and update as needed with consideration of equity and core services (City Council Goals 3b & 6a).
- Continue to utilize Public Work’s outreach mediums/social media outlets to promote ongoing and upcoming infrastructure projects and public works initiatives (City Council Goals 1b, 5a, 6a & 6d).
- Support the Admin. Aide/Analyst in completing in the Public Works Leadership Academy to strengthen & develop department staff (City Council Goals 6a & 6e).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget has no change from the 2021 Adopted Budget.

The 2022 Proposed Budget reflects a 1.53% increase from the 2021 Adopted Budget due to Personnel Services.



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 229,805	\$ 236,690	\$ 236,690	\$ 248,810
6031 Employer Social Security	12,968	13,870	14,190	14,280
6032 Employer Medicare	3,269	3,430	3,430	3,610
6033 Employer Pera	16,853	17,550	17,550	18,460
6035 Medical Insurance	21,580	22,420	28,120	28,440
6036 Dental Insurance	1,440	1,450	1,450	1,450
6037 Term Life	42	80	80	80
6038 Workers Compensation	120	120	120	130
6040 Long Term Disability	399	410	410	440
6054 Interdepartmental Labor Credit	(131,000)	(146,000)	(151,000)	(160,000)
<i>Personal Services Total</i>	<u>\$ 155,476</u>	<u>\$ 150,020</u>	<u>\$ 151,040</u>	<u>\$ 155,700</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 3,027	\$ 10,110	\$ 10,110	\$ 7,500
6202 Data Processing Rental	11,570	12,110	12,110	12,470
6302 Communications	2,856	2,500	2,500	2,500
6303 Professional Development	568	7,120	6,340	6,720
6305 Subscriptions & Memberships	218	810	810	930
6307 Insurance & Bonds	2,040	2,180	1,950	2,010
6308 Property Liability	690	710	710	730
6401 Office Supplies	4,442	5,000	5,000	5,000
6402 Copy Charges	1,498	2,250	2,250	2,250
6403 Postage	1,113	500	500	500
6414 Other Supplies	1,963	2,850	2,850	2,850
<i>Other Services &amp; Charges Total</i>	<u>\$ 29,985</u>	<u>\$ 46,140</u>	<u>\$ 45,130</u>	<u>\$ 43,460</u>
<i>PW Administration TOTAL</i>	<u>\$ 185,461</u>	<u>\$ 196,160</u>	<u>\$ 196,170</u>	<u>\$ 199,160</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	2021	2021	2022
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<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.
- 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.

### **2021 HIGHLIGHTS**

- Began administration of the pavement management plan to protect the major investment into the residential Mill & Overlay program (City Council Goals 1a & 1c).
- Continued administration of a comprehensive permit review and outreach process for the installation of small cell wireless facilities (City Council Goal 6c).
- Completed final design and prepared bid package for the 65<sup>th</sup> St Reconstruction project for 2022 construction (City Council Goals 1a, 1b & 1c).
- 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 Goal 6c).

- Successfully on-boarded an Engineering Technician to assist with increasing demands on public rights-of-way, particularly related to small cell and redevelopment oversight (City Council Goals 1a, 1b & 6a).
- Continued to address roadblocks for pedestrians and bicyclists by engaging with the public to understand where opportunities exist (City Council Goals 1b, 3c & 6b).
- Represented Richfield's interests and coordinated with the City Council related to the future I-494 corridor planning (City Council Goals 1a, 2b, 2c, 3c, 5a & 5b).
- Began construction on the 77<sup>th</sup> Underpass (City Council Goals 1a, 1b & 1c).
- Coordinated with Hennepin County to complete the Portland Ave Bike Gap project (City Council Goals 1a, 1b, 5a, 5b & 6c).
- Coordinated with Metro Transit to complete the Orange Line BRT project, construct new bus stations for local bus route changes, and begin construction on the D Line BRT project (City Council Goals 1a, 1b, 3c, 5a, 5b & 6c)

### **2022 DIVISION GOALS**

- Manage construction of the 77<sup>th</sup> St Underpass (City Council Goals 1a, 1b & 1c).
- Manage and complete construction of 65<sup>th</sup> St Project (City Council Goals 1a, 1b, 1c, 1d & 2c).
- Continue to encourage Hennepin County to program full reconstruction of Nicollet and Penn Avenues (City Council Goals 1a, 2b & 2c).
- Continue to coordinate with MnDOT and represent Richfield's interests related to the future I-494 corridor improvements (City Council Goals 1a, 2b & 2c).
- Continue to address roadblocks for pedestrians and bicyclists by engaging with the public to understand where opportunities exist (City Council Goals 1a, 1b & 5a).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget reflects a 11.55% increase in expenditures from the 2021 Adopted Budget, due to the addition of an Engineering Technician position and additional consultant services required to address aging traffic signal infrastructure; these expenses will be offset by using Municipal State Aid Maintenance funds.

The 2022 Proposed Budget reflects a 15.66% increase in expenditures from the 2021 Adopted Budget due to increases in personnel services and consultant services as outlined above; these expenditures will be offset by using Municipal State Aid Maintenance funds.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Personal Services</i>				
6005 Full Time	\$ 383,403	\$ 422,750	\$ 394,230	\$ 443,260
6009 Overtime	134	2,400	2,400	2,400
6031 Employer Social Security	22,898	26,030	24,260	27,280
6032 Employer Medicare	5,355	6,090	5,680	6,380
6033 Employer Pera	27,871	31,710	29,570	33,250
6035 Medical Insurance	50,995	61,120	67,220	74,000
6036 Dental Insurance	3,180	3,620	3,310	3,620
6037 Term Life	94	200	180	200
6038 Workers Compensation	7,176	5,400	5,400	5,370
6040 Long Term Disability	749	750	700	790
6054 Interdepartmental Labor Credit	(205,453)	(223,300)	(163,000)	(215,000)
<i>Personal Services Total</i>	<u>\$ 296,402</u>	<u>\$ 336,770</u>	<u>\$ 369,950</u>	<u>\$ 381,550</u>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 29,672	\$ 25,220	\$ 45,220	\$ 50,220
6202 Data Processing Rental	49,010	50,720	50,720	52,240
6204 Motor Pool Operating Rental	9,790	9,790	9,790	9,790
6302 Communications	2,558	6,500	6,500	6,500
6303 Professional Development	865	11,600	11,000	11,000
6305 Subscriptions & Memberships	1,298	980	980	1,230
6307 Insurance & Bonds	5,090	5,450	4,880	5,030
6308 Property Liability	910	940	940	970
6414 Other Supplies	949	2,500	2,500	2,500
<i>Other Services &amp; Charges Total</i>	<u>\$ 100,142</u>	<u>\$ 113,700</u>	<u>\$ 132,530</u>	<u>\$ 139,480</u>
<i>Engineering TOTAL</i>	<u><u>\$ 396,544</u></u>	<u><u>\$ 450,470</u></u>	<u><u>\$ 502,480</u></u>	<u><u>\$ 521,030</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	1.00	1.00
Engineer Assistant	GS-4	1.00	1.00	1.00
Water Resources Specialist	GS-4	1.00	-	-
Engineering Technician	GS-5	-	1.00	1.00
	<i>Total</i>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

**CAPITAL OUTLAY**

ITEMS	2021	2021	2022
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>



## **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.

### **2021 HIGHLIGHTS**

- Finalize long-term street maintenance plan including additional mill and overlay for residential streets (City Council Goals 1a & 6a).
- Continued assistance with private property diseased/hazardous tree removals using the assessment option for paying removal costs (City Council Goals 1d & 3c).
- Continue the Emerald Ash Borer (EAB) injection program to preserve the health of the City's boulevard trees (City Council Goals 1d & 6a).
- Started a public outreach effort to provide information to property owners of the effects of Emerald Ash Borer. (City Council Goals 5a & 6a).

### **2022 DIVISION GOALS**

- Create an inventory of pavement markings to establish a replacement program (City Council Goals 1a & 6a).
- Reassess the Emerald Ash Borer (EAB) injection program to preserve the health of the City's boulevard trees (City Council Goals 1d & 6a).
- Finalize a Maintenance/Management plan for Median Planting Areas. (City Council Goals 1d & 6a).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget reflects a 2.87% increase from the 2021 Adopted Budget. The increase in the 2021 Revised Budget is due to the need to increase pedestrian visibility at the 66<sup>th</sup> Street and Richfield Parkway Roundabout.

The 2022 Proposed budget reflects a 1.78% increase from the 2021 Adopted Budget. The increase in the 2022 Proposed Budget is due to increases in personnel costs.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 957,098	\$ 962,230	\$ 962,270	\$ 967,290
6007 Seasonal	5,987	45,570	45,570	46,940
6009 Overtime	12,853	15,000	15,000	15,000
6031 Employer Social Security	56,731	61,550	61,630	63,810
6032 Employer Medicare	13,575	14,400	14,420	14,920
6033 Employer Pera	71,598	71,800	71,810	74,430
6035 Medical Insurance	164,475	170,890	198,470	202,680
6036 Dental Insurance	9,571	9,620	9,620	9,620
6037 Term Life	279	530	530	530
6038 Workers Compensation	37,050	37,250	37,250	34,290
6040 Long Term Disability	2,054	1,690	1,700	1,760
6054 Interdepartmental Labor Credit	(111,989)	(69,420)	(69,420)	(69,420)
<i>Personal Services Total</i>	<u>\$ 1,219,282</u>	<u>\$ 1,321,110</u>	<u>\$ 1,348,850</u>	<u>\$ 1,361,850</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 21,227	\$ 13,500	\$ 15,090	\$ 15,930
6202 Data Processing Rental	7,574	10,140	10,140	10,380
6204 Motor Pool Operating Rental	390,140	401,850	401,850	412,910
6205 Maintenance & Repairs	3,152	14,200	19,200	14,200
6207 Utility Services	263,691	260,000	255,000	260,000
6209 Utility Lighting	78,431	63,200	134,090	71,200
6301 Advertising & Publication	561	240	240	240
6302 Communications	7,526	4,500	4,500	4,500
6303 Professional Development	2,027	10,360	10,360	10,360
6305 Subscriptions & Memberships	201	180	180	180
6307 Insurance & Bonds	13,547	14,500	12,990	13,380
6308 Property Liability	3,170	3,270	3,270	3,370
6315 Other Contractual Services	164,175	176,650	156,450	162,750
6409 Uniforms & Clothing	13,498	11,000	11,000	11,000
6410 Small Tools & Parts	1,644	6,200	6,200	6,200
6411 Salt	54,931	95,000	95,000	95,000
6412 Maint. & Const. Materials	48,016	38,350	33,850	38,350
6414 Other Supplies	695	3,200	2,360	1,320
6415 Sign Parts & Supplies	9,041	16,850	14,500	15,150
6540 Covid-19	1,331	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 1,084,578</u>	<u>\$ 1,143,190</u>	<u>\$ 1,186,270</u>	<u>\$ 1,146,420</u>
<i>Street Maintenance TOTAL</i>	<u><u>\$ 2,303,860</u></u>	<u><u>\$ 2,464,300</u></u>	<u><u>\$ 2,535,120</u></u>	<u><u>\$ 2,508,270</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Operations Superintendent	M-3	.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	2021	2021	2022
	ADOPTED	REVISED	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 77<sup>th</sup> Street Maintenance District.

### **2021 HIGHLIGHTS**

- Added plantings, both annual and perennial, to park areas (City Council Goals 6a & 6c).
- Enhanced sidewalk/trail snow removal program (City Council Goal 6c)

### **2022 DIVISION GOALS**

- Install additional solar trail lighting at various parks (City Council Goals 1c, 6a & 6c)
- Continue support of City-sponsored events such as 4<sup>th</sup> of July Celebration and "Penn Fest" at Open Streets (City Council Goals 3d & 6b).
- Continue to identify park areas to enhance with ornamental/edible plantings (City Council Goals 3d & 6b).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget reflects no change from the 2021 Adopted Budget.

The 2022 Proposed budget reflects a 3.00% increase from the 2021 Adopted Budget primarily due to increases in personal services.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 582,408	\$ 573,090	\$ 573,080	\$ 594,760
6007 Seasonal	21,177	50,300	45,570	46,940
6009 Overtime	11,740	23,000	23,000	23,000
6013 Longevity	1,142	1,170	1,170	1,200
6031 Employer Social Security	34,599	37,910	37,780	39,170
6032 Employer Medicare	8,282	8,870	8,840	9,140
6033 Employer Pera	42,771	43,010	43,010	44,640
6035 Medical Insurance	88,669	95,140	111,190	112,480
6036 Dental Insurance	6,120	6,150	6,150	6,150
6037 Term Life	178	340	340	340
6038 Workers Compensation	13,704	12,120	12,120	13,850
6040 Long Term Disability	1,032	1,020	1,020	1,050
6054 Interdepartmental Labor Credit	(29,581)	(23,810)	(23,810)	(23,810)
<i>Personal Services Total</i>	<u>\$ 782,241</u>	<u>\$ 828,310</u>	<u>\$ 839,460</u>	<u>\$ 868,910</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 14,871	\$ 10,820	\$ 10,820	\$ 10,820
6202 Data Processing Rental	4,320	4,500	4,500	4,640
6204 Motor Pool Operating Rental	204,950	211,100	211,100	220,430
6205 Maintenance & Repairs	61,641	128,670	122,870	123,370
6207 Utility Services	101,688	113,120	111,120	113,120
6302 Communications	6,155	4,850	4,850	4,850
6303 Professional Development	968	8,610	8,610	8,610
6305 Subscriptions & Memberships	(200)	100	100	100
6307 Insurance & Bonds	46,175	49,430	46,100	47,480
6308 Property Liability	3,490	3,600	3,600	3,710
6310 Taxes & Licenses	190	200	200	200
6315 Other Contractual Services	61,768	40,000	61,000	61,000
6409 Uniforms & Clothing	4,159	5,260	5,260	5,260
6410 Small Tools & Parts	1,764	4,000	2,000	2,000
6412 Maint. & Const. Materials	3,295	15,170	6,170	6,170
6414 Other Supplies	31,948	51,970	41,970	41,970
6540 Covid-19	889	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 548,071</u>	<u>\$ 651,400</u>	<u>\$ 640,270</u>	<u>\$ 653,730</u>
<i>Park Maintenance TOTAL</i>	<u>\$ 1,330,312</u>	<u>\$ 1,479,710</u>	<u>\$ 1,479,730</u>	<u>\$ 1,522,640</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Operations Manager	M-2	.50	.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	2021	2021	2022
	ADOPTED	REVISED	BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



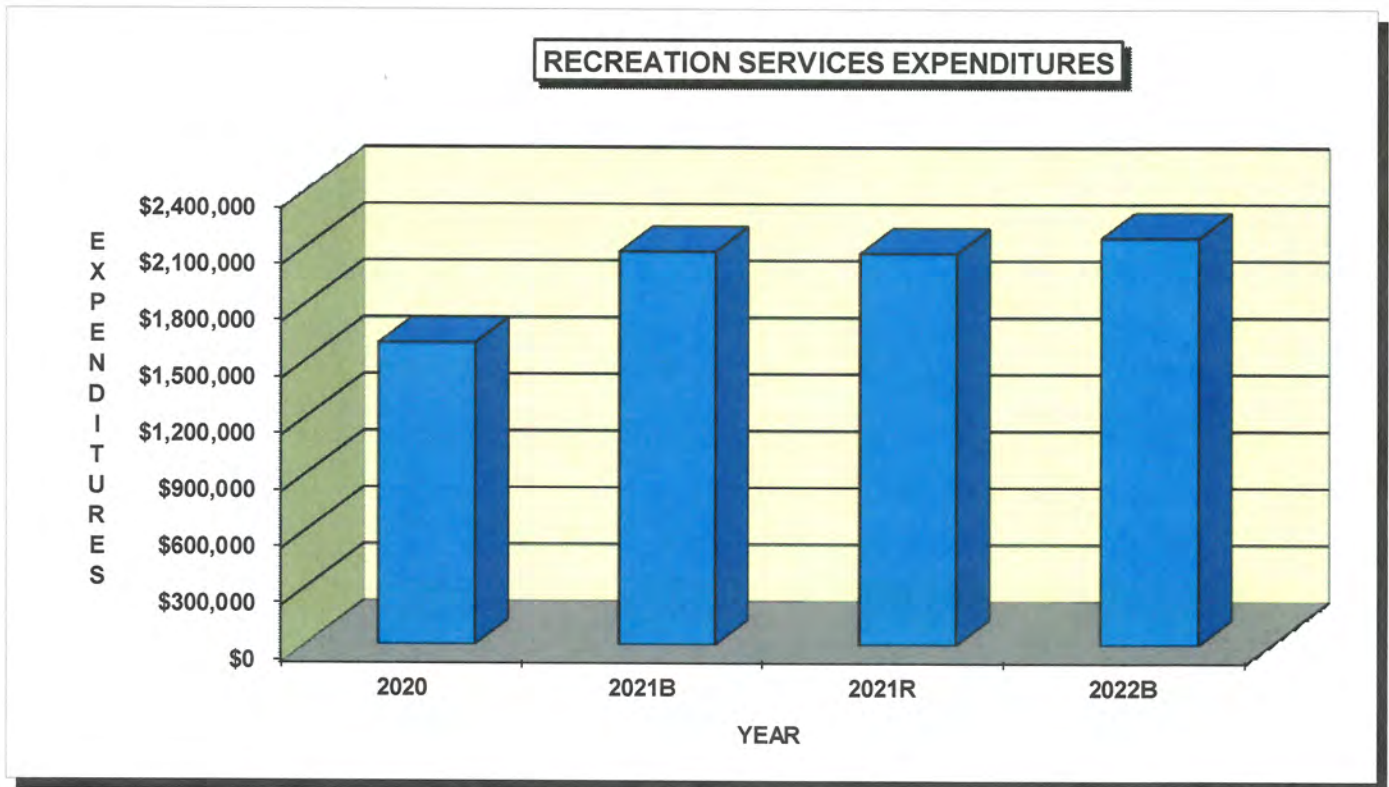
FUND: GENERAL FUND  
 DEPARTMENT: Recreation Services

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
17000 Recreation Administration	\$ 368,225	\$ 377,900	\$ 656,640	\$ 394,720	4.45%
17501 Recreation	647,144	1,100,740	823,920	1,137,810	3.37%
18000 Wood Lake Nature Center	579,440	599,710	589,380	618,790	3.18%
<i>Recreation Services TOTAL</i>	<u>\$ 1,594,809</u>	<u>\$ 2,078,350</u>	<u>\$ 2,069,940</u>	<u>\$ 2,151,320</u>	3.51%

**REVENUES**

17501 Recreation	\$ 95,052	\$ 336,500	\$ 163,020	\$ 365,180	8.52%
18000 Wood Lake Nature Center	35,038	70,000	80,270	95,920	37.03%



## **RECREATION SERVICES ADMINISTRATION**

### **MISSION STATEMENT**

The mission of the Recreation Services Department is to provide residents with quality recreational services reflecting Richfield's high service standards.

### **DIVISION FOCUS**

The Recreation Services Administration Division provides support for the Recreation Services Department including Wood Lake Nature Center, Recreation Programs and Athletics, Ice Arena, Outdoor Pool, and Mini-Golf. The Administrative Division also contains items related to parks planning and development.

- Facilitate strategic planning of the City's parks system and recreational programming and oversee all park capital projects (City Council Goal 1a).
- Provide support for the Community Services Commission, Arts Commission, Friendship City Commission, Sustainability Commission and other planning groups (City Council Goal 5d).
- Provide registration software, online services and other technological support to the Recreation Services Department.
- Coordinate Department program guide and other publications and maintain Department web pages (City Council Goal 6d).
- Administer engraving activity and communications for the Honoring All Veterans Memorial and Adopt a Park Programs. (City Council Goal 6c).
- Coordinate the MN Green Step Cities Program for the City (City Council Goal 5b).

### **2021 HIGHLIGHTS**

- Filled the Recreation Supervisor-Athletics position. (City Council Goal 6e)
- Held several ADA trainings for all staff regarding accessibility and recreational programming and facilities (City Council Goal 3c).
- Re-opened all recreation facilities that had been closed during the pandemic. (City Council Goal 6)
- Constructed and opened the Inclusive Playground at Augsburg Park. (City Council Goal 3c)
- Gathered neighborhood feedback from residents that live by Fremont and Christian Parks to understand playground replacement preferences, developed an RFP, scored proposals with the Community Services Commission and staff, and constructed 2 new playgrounds in the fall of 2021. (City Council Goal 1)
- Established City of Richfield solid waste goals. (City Council Goal 1d, 3d, and 6a)
- Developed a city-wide organized collection contract and plan, implementation is fall 2021. (City Council Goal 1d, 3d, and 6a)
- The Minnesota Recreation and Parks Association awarded the Recreation Department 2 achievement awards for the Off-Leash Dog Park at Roosevelt Park Project and the virtual recreation program that created and implemented during the Covid-19 pandemic.
- Continue to provide light park maintenance across the park system and gather park-use data through the Park Ambassador Program. (City Council Goal 6a)
- Successfully switched from Max Galaxy registration system to Active.net. (City Council Goal 6a, 6b, and 6c)

- Celebrated Wood Lake Nature Center's 50<sup>th</sup> birthday through special events and a successful fundraising campaign. (City Council Goal 5b, 5c, and 6a)
- Developed the Wood Lake Nature Center Building Project pre-design plan and submitted a bonding bill request to the state legislature for \$10M. (City Council Goal 1)
- Developed and implemented public engagement and financial strategies to secure a new Wood Lake Nature Center building. (City Council Goal 1)
- Successfully completed the Richfield Ice Arena Refrigeration Project. (City Council Goal 1 and 6a)
- Established Recreation Department monthly team meetings and quarterly brown-bag lunches that include topics staff would like to explore.(Council Goal 6e)
- Discharged 7 racial covenants that were associated with Richfield Parks. (Council Goal 3d)
- Offered safe and high-quality recreation programs that focused on wellness and building a sense of community during the Covid-19 pandemic.(Council Goal 6a)

### **2022 DIVISION GOALS**

- Consider the establishment of a park dedication ordinance or similar source of funding for park system maintenance. (City Council Goal 1a).
- Coordinate department-wide recreation training specific to equity in our field (City Council Goals 3d and 6e).
- Develop plans for capital projects including costs, schematic drawings, and a variety of engagement offerings (City Council Goals 1a, 1c, and 5).
- Oversee a community-wide recreation facility assessment to inventory all facilities to better understand how to best partner with other organizations to meet the community's needs (City Council Goals 5c and 6b)

### **DIVISION EXPENDITURE COMMENTS**

The Recreation Services/Administration Division shows an increase of 57% for 2021, as the cart swap for organized hauling will be funded from this budget. Other than this one-time expense, no other significant increases are anticipated for 2021. Expenses are projected at a 3.63% increase for 2022, which is a return to normal operating expenses.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Personal Services</i>				
6005 Full Time	\$ 209,808	\$ 206,190	\$ 206,640	\$ 213,110
6031 Employer Social Security	12,065	12,410	12,410	12,800
6032 Employer Medicare	2,822	2,900	2,900	2,990
6033 Employer Pera	14,590	15,070	15,070	15,550
6035 Medical Insurance	32,296	33,790	37,490	37,800
6036 Dental Insurance	1,440	1,450	1,450	1,450
6037 Term Life	42	80	80	80
6038 Workers Compensation	2,496	2,260	2,260	2,200
6040 Long Term Disability	406	360	360	370
6051 Interdepartmental Labor	2,958	2,000	2,200	2,200
<i>Personal Services Total</i>	<u>\$ 278,923</u>	<u>\$ 276,510</u>	<u>\$ 280,860</u>	<u>\$ 288,550</u>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 953	\$ 1,700	\$ 64,700	\$ 1,700
6202 Data Processing Rental	15,470	16,280	16,280	16,800
6207 Utility Services	5,860	8,350	8,000	8,000
6301 Advertising & Publication	18,819	25,000	19,000	28,000
6302 Communications	1,879	500	1,200	1,200
6303 Professional Development	546	1,500	1,200	1,200
6305 Subscriptions & Memberships	42	350	350	350
6307 Insurance & Bonds	4,869	5,210	4,550	4,680
6308 Property Liability	7,770	8,000	8,000	8,240
6402 Copy Charges	6,998	8,500	7,500	7,500
6414 Other Supplies	-	-	200,000	-
6513 Other Charges	26,096	26,000	45,000	28,500
<i>Other Services &amp; Charges Total</i>	<u>\$ 89,302</u>	<u>\$ 101,390</u>	<u>\$ 375,780</u>	<u>\$ 106,170</u>
<i>Recreation Administration TOTAL</i>	<u>\$ 368,225</u>	<u>\$ 377,900</u>	<u>\$ 656,640</u>	<u>\$ 394,720</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Recreation Services Director	M-5A	1.00	1.00	1.00
Recreation Specialist	GS-5	1.00	1.00	1.00
	<i>Total</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
None	\$ -	\$ -	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>



## **RECREATION PROGRAMS**

### **MISSION STATEMENT**

The mission of the Recreation Programs Division is to provide high-quality programs, services, and facilities that enhance the physical, emotional and mental well being of our diverse population.

### **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.

### **2021 HIGHLIGHTS**

- The Farmers Market was able to provide a weekly source of local healthy produce with strong COVID-19 mitigation practices (City Council Goal 6a).
- Held several ADA trainings for all staff regarding accessibility and recreational programming and facilities (City Council Goal 3c).
- Offered safe and high-quality recreation programs that focused on wellness and building a sense of community during the Covid-19 pandemic (Council Goal 6a).

### **2022 GOALS**

- Increased outreach to underserved populations in our community to increase recreation participation (City Council Goal 3).
- Expand senior programming and increase facility use at the Community Center (City Council Goal 6a).
- Implement the Pop-Up Play in the Park Program in the summer of 2022 (City Council Goal 5d).
- Continue to find grants and program partners to help subsidize the costs of programming for residents (City Council Goal 6b).
- Utilize the data from the recreation facility assessment to strategize how to efficiently and effectively work with community partners to meet the recreational needs of residents (City Council Goals 5c and 6b).
- Develop a special event at the Off-Leash Dog Park at Roosevelt Park (City Council Goals 6a).

### **DIVISION REVENUE COMMENT**

Revenue in 2021 is forecasted to be less than 50% of the budgeted amount, due to continued COVID-19 effects on programming. In 2022, revenue is expected to rebound and see a 10% increase over 2021 adopted.

### **DIVISION EXPENDITURE COMMENT**

With two full-time positions vacant for almost half the year, as well as prolonged effects of COVID-19 on programming, 2021 expenditures are forecasted to be down 25% from 2021 adopted. In 2022, with programs and staffing returning to normal, as well as all full-time staff reaching the top of their pay scales, expenditures are forecasted to increase by 3.37% over 2021 adopted.



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Personal Services</i>				
6005 Full Time	\$ 184,906	\$ 307,710	\$ 248,410	\$ 323,840
6006 Part-time	133,516	146,810	113,190	151,220
6007 Seasonal	47,368	109,000	68,890	101,790
6031 Employer Social Security	21,493	33,560	26,710	35,080
6032 Employer Medicare	5,145	7,840	6,220	8,320
6033 Employer Pera	25,203	34,080	27,420	35,410
6035 Medical Insurance	50,308	72,130	68,630	87,400
6036 Dental Insurance	1,620	3,000	3,000	3,000
6037 Term Life	46	170	170	180
6038 Workers Compensation	7,943	7,710	7,710	6,470
6040 Long Term Disability	366	640	640	660
<i>Personal Services Total</i>	<u>\$ 477,914</u>	<u>\$ 722,650</u>	<u>\$ 570,990</u>	<u>\$ 753,370</u>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ 213	\$ 220	\$ 220	\$ 220
6201 Rents & Leases	-	4,300	2,000	4,900
6202 Data Processing Rental	27,690	28,320	28,320	29,170
6204 Motor Pool Operating Rental	1,030	1,030	1,030	1,060
6205 Maintenance & Repairs	639	15,500	10,000	15,500
6207 Utility Services	10,579	16,000	15,000	15,000
6301 Advertising & Publication	1,359	4,500	4,500	4,500
6302 Communications	3,835	5,000	5,000	5,000
6303 Professional Development	1,352	4,000	4,000	4,000
6305 Subscriptions & Memberships	400	2,300	2,300	2,300
6307 Insurance & Bonds	4,080	4,360	3,910	4,020
6308 Property Liability	120	120	120	120
6315 Other Contractual Services	28,174	133,850	68,510	137,650
6401 Office Supplies	1,244	5,000	5,000	5,000
6403 Postage	863	2,500	2,000	2,000
6414 Other Supplies	65,749	144,090	94,720	147,700
6513 Other Charges	1,619	7,000	6,300	6,300
6540 Covid-19	20,284	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 169,230</u>	<u>\$ 378,090</u>	<u>\$ 252,930</u>	<u>\$ 384,440</u>
<i>Recreation TOTAL</i>	<u>\$ 647,144</u>	<u>\$ 1,100,740</u>	<u>\$ 823,920</u>	<u>\$ 1,137,810</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Recreation Supervisor	GS-5E	3.00	3.00	3.00
Senior Office Assistant	GS-2	1.00	1.00	1.00
<i>Total</i>		<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Part-Time Employees</u>				
Recreation Supervisor	GS-5	1.00	1.00	1.00
Custodian	GS-2	2.00	2.00	2.00
<i>Total</i>		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
	None	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<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

As we entered into January we were focused on how to both safely host in person programs and provide self-guided options. Changing COVID regulations had us being in a constant mode of change.

Without seasonal and intermittent staff available the full time staff covered all of the weekends for Jan-May. This was a departure from the normal scheduling. All 5 staff worked on the weekends with the manager and two naturalists taking the most weekend shifts.

We set up a self-service ski and snow shoe rental station that allowed for 10-12 sets of equipment to be rented online at alternating time slots. The system worked well for both the renters and the staff. Revenue was above average. We anticipate using the system in the future.

Self-guided programs were an important part of the winter programming. Our annual Candlelight and Ice event was cancelled due to COVID but we held two other luminary walks and a yeti hunt. Story book trails were set out periodically as well. All were very popular.

The recreation department won an award for the virtual programming we produced during the pandemic. We expect to continue the program in a limited form.

Wood Lake is celebrating its 50<sup>th</sup> birthday in 2021. The staff hosted local, regional, and state stakeholders in a COVID mitigated event on May 5, 2021. This event was held a few weeks after the 50<sup>th</sup> fundraiser was launched. We decided to do a 50<sup>th</sup> focused fundraiser rather than the traditional dinner.

As the spring moved forward more and more schools reached out for both in person and virtual visits. Staff became very efficient at the virtual classes and enjoyed having the students back on site for the in person visits.

Summer camp was set up to work with or without COVID mitigation. We filled every spot that we offered.

As 2021 continues to move forward we expect the park and the programs offered to continue being popular as many people have reconnected with the outdoors.

### **2021 Highlights**

- Conducted a successful 50<sup>th</sup> fundraiser in April
- Transitioned 19th-annual Urban Wildland Half Marathon and 5K back to and in-person race and kept the new virtual format as well.
- Provided a safe and efficient system for renting skis and snowshoes
- Presented with an award for our virtual programming
- Coordinated with arena/pool manager to have public works staff from both sites work together on larger projects as needed at both sites. All parties benefited, we plan to continue this partnership.
- Offered 11 weeks of summer camps set up to be run with COVID guidelines. Guidelines were modified a week prior to camp starting.

### **2022 Division Goals**

- Continue to manage the natural resources of the park to allow for access, safety, and biodiversity.
- Steadily work our way back to familiar in person programming.
- Assess and determine which new programs created during COVID will continue and how they will mesh with our traditional programs.
- Work with public safety and public health leaders to determine when traditional programming can commence again.

### **Division Expenditure Comment**

- Weekend office staff and intermittent naturalist staff returned in early June, corresponding with the opening of the building and resumption of consistent in-person programming. The first 5 months we only had the core staff on site to run programs. When extra staff was needed we had additional rec staff come to our site.

### **Division Revenue Comment**

- Spring school programs were severely limited. We anticipate the fall being very busy.
- The FOWL 50<sup>th</sup> fundraiser was successful and the half marathon looks to have over 800 runners, many more than we initially planned for.
- Summer camp prices were raised a little bit and an additional week was added to meet the demand and generate more revenue.
- The ski and snowshoe rental program was popular during the pandemic and was on the higher end of average. Snow conditions dictate a lot of this.
- There has been an increased interest in renting the outdoor amphitheater and picnic pavilion. With the building being opened up in June we have had interest in renting the indoor space again as well.

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 439,428	\$ 440,400	\$ 440,400	\$ 461,390
6007 Seasonal	24,312	50,460	30,080	52,310
6009 Overtime	71	500	500	500
6031 Employer Social Security	27,190	26,900	28,830	31,470
6032 Employer Medicare	6,419	6,290	6,740	7,360
6033 Employer Pera	33,085	35,170	34,580	37,340
6035 Medical Insurance	44,722	44,850	59,900	59,600
6036 Dental Insurance	3,480	3,620	3,620	3,620
6037 Term Life	124	240	240	240
6038 Workers Compensation	12,553	10,250	10,250	6,130
6040 Long Term Disability	850	780	780	820
6054 Interdepartmental Labor Credit	(108,010)	(141,200)	(158,980)	(176,390)
<i>Personal Services Total</i>	<u>\$ 484,224</u>	<u>\$ 478,260</u>	<u>\$ 456,940</u>	<u>\$ 484,390</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 3,792	\$ 3,280	\$ 3,500	\$ 4,000
6202 Data Processing Rental	20,030	21,160	21,160	21,780
6204 Motor Pool Operating Rental	8,240	8,490	8,240	8,240
6205 Maintenance & Repairs	670	9,500	9,500	9,500
6207 Utility Services	29,987	21,420	26,000	29,000
6301 Advertising & Publication	1,048	3,200	3,200	4,100
6302 Communications	2,761	2,700	2,700	2,900
6303 Professional Development	572	1,500	1,500	1,500
6307 Insurance & Bonds	10,161	10,870	10,430	10,740
6308 Property Liability	3,160	3,260	3,260	3,360
6315 Other Contractual Services	4,820	10,800	7,000	8,000
6401 Office Supplies	118	320	300	500
6403 Postage	8	50	50	100
6409 Uniforms & Clothing	436	1,000	1,000	1,800
6410 Small Tools & Parts	102	1,000	1,000	1,200
6414 Other Supplies	6,762	20,000	31,000	25,000
6513 Other Charges	2,549	2,900	2,600	2,680
<i>Other Services &amp; Charges Total</i>	<u>\$ 95,216</u>	<u>\$ 121,450</u>	<u>\$ 132,440</u>	<u>\$ 134,400</u>
<i>Wood Lake Nature Center TOTAL</i>	<u>\$ 579,440</u>	<u>\$ 599,710</u>	<u>\$ 589,380</u>	<u>\$ 618,790</u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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
Sustainability Specialist	GS-4	1.00	1.00	1.00
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>6.00</u>	<u>6.00</u>	<u>6.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
None	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<i>Total</i>	<i>Total</i>	<i>Total</i>



**BUDGET SUMMARY  
LIQUOR CONTRIBUTION FUND**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021</u>		<u>2022 Budget</u>
		<u>Budget</u>	<u>Revised</u>	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 139,217	\$ 140,117	\$ 140,343	\$ 140,793
<u>Sources</u>				
Liquor Profits	450,000	450,000	500,000	500,000
Interest	1,126	900	450	300
Subtotal	<u>451,126</u>	<u>450,900</u>	<u>500,450</u>	<u>500,300</u>
<u>Uses</u>				
Transfers	450,000	450,000	500,000	500,000
Subtotal	<u>450,000</u>	<u>450,000</u>	<u>500,000</u>	<u>500,000</u>
<u>FUND BALANCE</u>	<u>\$ 140,343</u>	<u>\$ 141,017</u>	<u>\$ 140,793</u>	<u>\$ 141,093</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 2021 budget revision provides for expenditures of monies from the Liquor Contribution Fund in accordance with the revised 2021 Capital Improvement Budget. The 2022 proposed budget similarly allocates special revenue monies for expenditure in accordance with the 2022 Capital Improvement Budget. Beginning with the 2021 Revised Budget, the funding received from liquor profits will increase by \$50,000 to \$500,000.

**BUDGET SUMMARY  
TOURISM ADMINISTRATION**

<u>AVAILABLE FOR APPROPRIATION</u>	2020	2021		2022
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 57,313	\$ 52,483	\$ 51,888	\$ 48,828
<u>Sources</u>				
Hotel/Motel Lodging Tax	4,230	7,500	2,180	2,250
Interest	475	300	200	200
Subtotal	4,705	7,800	2,380	2,450
<u>Uses</u>				
Personal Services	10,130	10,130	5,440	5,440
Subtotal	10,130	10,130	5,440	5,440
<u>FUND BALANCE</u>	\$ 51,888	\$ 50,153	\$ 48,828	\$ 45,838

**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.

**2022 TOURISM ADMINISTRATION GOALS**

1. To promote the city of Richfield as a tourist or convention center.
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**

<u>AVAILABLE FOR APPROPRIATION</u>	2020	2021		2022
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ 2,159,200	\$ 2,153,330	\$ 2,170,968	\$ 2,013,778
<u>Sources</u>				
Franchise Fees	355,998	361,420	361,420	361,420
Intergovernmental	43,713	-	-	-
Interest	13,401	14,000	7,000	5,000
Subtotal	<u>413,112</u>	<u>375,420</u>	<u>368,420</u>	<u>366,420</u>
<u>Uses</u>				
Personal Services	226,726	240,190	247,190	224,860
Other Service & Charges	174,618	158,530	158,420	162,580
Capital Outlay	-	-	120,000	100,000
Subtotal	<u>401,344</u>	<u>398,720</u>	<u>525,610</u>	<u>487,440</u>
<u>FUND BALANCE</u>	<u>\$ 2,170,968</u>	<u>\$ 2,130,030</u>	<u>\$ 2,013,778</u>	<u>\$ 1,892,758</u>

**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 (60 percent), Video Production Assistant (100 percent) and Communications Specialist (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 internal 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 console, editing equipment and various accessories are needed. Equipment is updated as needed.

## **2021 highlights**

- Broadcasted 48 public meetings live on Channel 16. These meetings were also recorded for rebroadcast on Channel 16, the city's website and social media channels.
- Produced informational and promotional videos.
- Produced 72 virtual recreation programming videos during the Covid-19 pandemic.
- Maintained the city's YouTube channel, posted various Richfield content which accrued 149,832 views between Facebook and YouTube.
- Maintained city's Facebook, Twitter, Instagram accounts.
- Maintained additional Facebook pages for Wood Lake Nature Center, Farmers Market, Richfield Police Department and Sweet Streets.
- Planned and edited three episodes of the *That's Rich(field)* Podcast, which to date has been downloaded more than 8,700 times.
- Created, planned and edited the new periodic show *A Moment with the Mayor*, which aired 35 episodes.
- Increased the number of followers on Richfield's Facebook page to 10,658, with 9,875 likes.
- Increased the number of followers on Richfield's Twitter account to 4,060.
- Increased the number of followers on Richfield's Instagram account to 1,561.
- Continued to work with media contacts at the Star Tribune, Sun Current and other media outlets.
- Launched redesigned city website.
- Redesigned, produced and expanded the offerings in the annual report.
- Expanded the communications relationships with the communications personnel at the Richfield Chamber of Commerce, Richfield School District and Foundation.
- Provided professional-quality graphic design support for city initiatives.
- Worked closely with the Richfield Tourism and Promotion Board to enhance Richfield's reputation.
- Contracted with Monsido to better track the city's website and enhance accessibility options.
- Aided in the celebration of the Wood Lake Nature Center's 50<sup>th</sup> anniversary celebration and 77<sup>th</sup> Street Underpass groundbreaking.
- Took on a leadership role in providing information and engagement opportunities for residents to participate in the organized collection planning process.

## **2022 goals**

- Continue to balance revenue limitations with the costs associated with providing city services.
- Continue Richfield's participation in the Southwest Suburban Cable Commission.
- Broadcast and record City Council, Housing and Redevelopment Authority, Economic Development Authority, and Planning Commission meetings.
- Upgrade public meeting broadcast equipment.
- Expand content offerings for Channel 16, website and social media channels.
- Keep up-to-date on latest trends in cable broadcasting, web development, graphic design and social media.
- Continue to expand social networking presence.
- Host more engagement events for residents and other stakeholders.
- Work with the Community Development Department and Equity division to promote the Just Deeds initiative to encourage residents to discharge the more than 3,700 racial covenants that exist on property deeds within the city.
- Play an active role in strategic planning engagement process.
- Aid the organization's equity and inclusion efforts.
- Work with stakeholders to create mission and vision statements for the organization.
- Create and launch electronic newsletter.

FUND: GENERAL FUND  
 DEPARTMENT: Administrative Services  
 BUSINESS UNIT: Communications - 20004

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Communications & Engagement Manager	M-2	1.00	1.00	.75
<i>Total</i>		<u>1.00</u>	<u>1.00</u>	<u>.75</u>
<u>Intermittent Employees</u>				
Video Production Assistant	SP9-3	1.00	1.00	1.00
<i>Total</i>		<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>Part-Time Employees</u>				
Communication Specialist	GS5-6	1.00	1.00	1.00
<i>Total</i>		<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
None	\$ -	\$ -	\$ -
Broadcast Equipment Upgrade	-	120,000	100,000
<i>Total</i>	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ 100,000</u>

## BUDGET SUMMARY - ELECTIONS FUND

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020</u> <u>Actual</u>	<u>2021</u>		<u>2022</u> <u>Budget</u>
		<u>Budget</u>	<u>Revised</u>	
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 1,504,820</u>	<u>\$ 1,608,080</u>	<u>\$ 1,680,950</u>	<u>\$ 1,776,430</u>
<u>Sources</u>				
Intergovernmental	33,294	-	-	-
Other Revenues	275,965	246,190	246,190	253,580
Interest	12,034	10,000	5,000	4,000
Subtotal	<u>321,293</u>	<u>256,190</u>	<u>251,190</u>	<u>257,580</u>
<u>Uses</u>				
Personal Services	95,572	101,960	101,960	105,100
Other Services and Charges	49,591	53,750	53,750	55,360
Subtotal	<u>145,163</u>	<u>155,710</u>	<u>155,710</u>	<u>160,460</u>
<u>FUND BALANCE</u>	<u>\$ 1,680,950</u>	<u>\$ 1,708,560</u>	<u>\$ 1,776,430</u>	<u>\$ 1,873,550</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 2021 Revised Budget reflects the level of services to be provided during a non-election year. The 2022 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>	2020	2021		2022
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 216,826	\$ 211,326	\$ 197,695	\$ 196,045
<u>Sources</u>				
Drug/Felony Forfeiture	12,245	40,000	35,000	35,000
Interest	1,654	750	750	750
Other Revenues	621	-	300	400
Subtotal	<u>14,520</u>	<u>40,750</u>	<u>36,050</u>	<u>36,150</u>
<u>Uses</u>				
Other Service & Charges	<u>33,651</u>	<u>27,500</u>	<u>37,700</u>	<u>30,000</u>
Subtotal	<u>33,651</u>	<u>27,500</u>	<u>37,700</u>	<u>30,000</u>
<u>FUND BALANCE</u>	<u>\$ 197,695</u>	<u>\$ 224,576</u>	<u>\$ 196,045</u>	<u>\$ 202,195</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. The 2021 revised budget reflects the purchase of several gun faults (\$2,500), MOLLE BWC Mounts for Ballistic Plate Carriers (\$1,000), 5.11 Bail Out Bags for chemical munitions (\$800), 40MM Less Lethal Launchers for patrol (\$2,400), Gym equipment upgrade (\$20,000), new grill for outside (\$1,000), and Watchguard accessories (\$10,000).

In 2022, planned purchases are New Tactical Vests, purchased every five years for SWAT (\$30,000).

**BUDGET SUMMARY  
PUBLIC SAFETY COMPLIANCE**

<u>AVAILABLE FOR APPROPRIATION</u>	2020	2021		2022
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 175,710</u>	<u>\$ 182,080</u>	<u>\$ 206,363</u>	<u>\$ 205,963</u>
<u>Sources</u>				
Intergovernmental:				
Federal Grants	19,566	6,000	10,600	8,000
State Grants	28,348	3,000	5,000	6,000
LEADS Revenue	-	4,000	4,000	3,500
Interest	1,521	450	500	500
Other Revenues	10,198	-	3,000	4,000
Subtotal	<u>59,633</u>	<u>13,450</u>	<u>23,100</u>	<u>22,000</u>
<u>Uses</u>				
Personnel Services	-	3,230	3,500	3,750
Other Service & Charges	28,980	6,000	20,000	20,000
	<u>28,980</u>	<u>9,230</u>	<u>23,500</u>	<u>23,750</u>
<u>FUND BALANCE</u>	<u>\$ 206,363</u>	<u>\$ 186,300</u>	<u>\$ 205,963</u>	<u>\$ 204,213</u>

**MISSION STATEMENT**

Revenue for this fund is generated 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 also is used to account for the LEADS on line system for pawn shops and those that carry a second hand dealers license.

Citizen Corp Grants (CERT) ended in 2014. There currently is no funding 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 not awarded a JAG grant for 2020 or 2021, it is unknown if the City will receive a grant in 2022.

**DIVISION FOCUS**

Funds received from compliance failure fines will be used to fund future ongoing compliance checks and the LEADS online systems. The City no longer receives grant money from the Joint Community Police Partnership (JCCP). Costs associated with JCCP will now be shared with the County. It is anticipated that federal and state bullet proof vest grant funds will be received in 2021 and 2022.

**BUDGET SUMMARY  
RECREATION CONTRIBUTIONS**

<b><u>AVAILABLE FOR APPROPRIATION</u></b>	<b>2020</b>	<b>2021</b>		<b>2022</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Revised</u></b>	<b><u>Budget</u></b>
<b><u>PRIOR YEAR FUND BALANCE</u></b>	\$ 49,301	\$ 46,001	\$ 54,918	\$ 61,018
<b><u>Sources</u></b>				
Intergovernmental				
County	100,468	-	-	-
Contributions	5,012	25,000	10,000	25,000
Other	1,347	-	1,000	1,000
Interest	346	200	100	100
Subtotal	<u>107,173</u>	<u>25,200</u>	<u>11,100</u>	<u>26,100</u>
<b><u>Uses</u></b>				
Other Services & Charges	101,556	21,000	5,000	20,000
Subtotal	<u>101,556</u>	<u>21,000</u>	<u>5,000</u>	<u>20,000</u>
<b><u>FUND BALANCE</u></b>	<u>\$ 54,918</u>	<u>\$ 50,201</u>	<u>\$ 61,018</u>	<u>\$ 67,118</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 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, and Community Center fundraising events like the Boutique and the Garage Sale.

**BUDGET SUMMARY  
NATURE CENTER CONTRIBUTIONS**

<u>AVAILABLE FOR APPROPRIATION</u>	2020	2021		2022
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 37,495	\$ 41,325	\$ 100,797	\$ 138,097
<u>Sources</u>				
Intergovernmental				
County	3,462	-	-	-
Grants - Other	-	-	5,000	-
Contributions	93,015	55,000	40,000	55,000
Interest	2,519	500	500	250
Subtotal	<u>98,996</u>	<u>55,500</u>	<u>45,500</u>	<u>55,250</u>
<u>Uses</u>				
Personal Services	12,170	22,780	8,200	18,780
Other Services & Charges	23,524	30,000	-	-
Subtotal	<u>35,694</u>	<u>52,780</u>	<u>8,200</u>	<u>18,780</u>
<u>FUND BALANCE</u>	<u>\$ 100,797</u>	<u>\$ 44,045</u>	<u>\$ 138,097</u>	<u>\$ 174,567</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>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>Revised</u>	<u>2022 Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	<u>\$ 110,226</u>	<u>\$ 113,586</u>	<u>\$ 116,463</u>	<u>\$ 141,573</u>
<u>Sources</u>				
Intergovernmental Revenues:				
Public Health Grants	80,796	38,450	59,020	442,800
Interest	824	500	500	500
Subtotal	<u>81,620</u>	<u>38,950</u>	<u>59,520</u>	<u>443,300</u>
<u>Uses</u>				
Other Service & Charges	75,383	34,410	34,410	134,410
	<u>75,383</u>	<u>34,410</u>	<u>34,410</u>	<u>134,410</u>
<u>FUND BALANCE</u>	<u>\$ 116,463</u>	<u>\$ 118,126</u>	<u>\$ 141,573</u>	<u>\$ 450,463</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>	<u>2020 Actual</u>	<u>2021</u>		<u>2022 Budget</u>
		<u>Budget</u>	<u>Revised</u>	
<u>PRIOR YEAR FUND BALANCE</u>	\$ 21,489	\$ 21,589	\$ 31,736	\$ 32,786
<u>Sources</u>				
Intergovernmental	4,140	-	-	-
Charges for Service	16,753	55,000	50,000	55,000
Contributions	6,171	14,000	11,000	14,000
Interest Earnings	202	100	50	50
Subtotal	<u>27,266</u>	<u>69,100</u>	<u>61,050</u>	<u>69,050</u>
<u>Uses</u>				
Personal Services	10,000	30,000	30,000	30,000
Other Service & Charges	7,019	32,000	30,000	32,000
Subtotal	<u>17,019</u>	<u>62,000</u>	<u>60,000</u>	<u>62,000</u>
<u>FUND BALANCE</u>	<u>\$ 31,736</u>	<u>\$ 28,689</u>	<u>\$ 32,786</u>	<u>\$ 39,836</u>

**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>	2020	2021		2022
	Actual	Budget	Revised	Budget
<u>PRIOR YEAR FUND BALANCE</u>	\$ 2,118,150	\$ 666,580	\$ 1,680,426	\$ 1,493,186
<u>Sources</u>				
Franchise Fee	1,879,141	1,831,450	1,850,000	1,850,000
Interest	20,183	15,000	7,500	6,500
Subtotal	<u>1,899,324</u>	<u>1,846,450</u>	<u>1,857,500</u>	<u>1,856,500</u>
<u>Uses</u>				
Other Services & Charges	38,826	60,000	45,000	45,000
Capital Outlay	50,202	-	50,000	50,000
Transfers Out:				
General Fund	-	0	100,000	100,000
Debt Service Fund	748,020	749,740	749,740	746,000
Capital Project Fund	1,500,000	1,000,000	1,100,000	900,000
Subtotal	<u>2,337,048</u>	<u>1,809,740</u>	<u>2,044,740</u>	<u>1,841,000</u>
<u>FUND BALANCE</u>	<u>\$ 1,680,426</u>	<u>\$ 703,290</u>	<u>\$ 1,493,186</u>	<u>\$ 1,508,686</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 of 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.

**BUDGET SUMMARY  
ICE ARENA**

<b><u>AVAILABLE FOR APPROPRIATION</u></b>	<b>2020</b>	<b>2021</b>		<b>2022</b>
	<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>
<b><u>PRIOR YEAR FUND BALANCE</u></b>	<b>\$ (3,664,315)</b>	<b>\$ (3,664,845)</b>	<b>\$ (3,339,077)</b>	<b>\$ (3,252,377)</b>
<b>Sources</b>				
Intergovernmental	57,781	-	-	-
User Fees	462,918	1,017,670	990,550	1,020,750
Commodities	27,279	65,340	52,400	80,350
Other Revenues	42,841	60,800	58,550	61,600
Transfers In:				
General Fund	110,000	115,000	115,000	130,000
Capital Project Fund	3,830,000	-	200,000	200,000
Subtotal	<u>4,530,819</u>	<u>1,258,810</u>	<u>1,416,500</u>	<u>1,492,700</u>
<b>Uses</b>				
Personal Services	501,112	560,330	564,170	577,920
Other Service & Charges	380,517	450,390	428,670	452,340
Interest Charges	14,130	12,300	12,300	10,970
Capital Outlay	3,309,822	-	324,660	-
Subtotal	<u>4,205,581</u>	<u>1,023,020</u>	<u>1,329,800</u>	<u>1,041,230</u>
<b><u>FUND BALANCE</u></b>	<b><u>\$ (3,339,077)</u></b>	<b><u>\$ (3,429,055)</u></b>	<b><u>\$ (3,252,377)</u></b>	<b><u>\$ (2,800,907)</u></b>

**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**

During 2021 the operation successfully completed the last phase of the refrigeration project that was started in 2020. In addition to the refrigeration project, ADA upgrades to the main lobby restrooms were completed, new rubber membrane roofs, and improvements were made to the HVAC system in Rink 1.

For 2022 planning for the replacement of flooring in the locker rooms for both Rink 1 and 2 will be initiated, work on a funding source for future replacements of Rink 2 roofs and Rink 1 siding, and develop a new in house mite and learn to skate program.

Finally, staff will continue the partnerships with the Minnesota Magicians, Holy Angels and Southwest Christian/Richfield High Schools in efforts to generate more revenues during off peak times.

Finally, the operation will continue to look for ways to maximize revenues and maintain or reduce operating costs while still providing a quality facility and experience.

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	2021	2021	2022
	ADOPTED	REVISED	BUDGET
HVAC Upgrade	\$ -	\$ 324,660	\$ -
	<i>Total</i>	<u>\$ -</u>	<u>\$ 324,660</u>

**BUDGET SUMMARY  
SWIMMING POOL**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021</u>		<u>2022 Budget</u>
		<u>Budget</u>	<u>Revised</u>	
<u>PRIOR YEAR FUND BALANCE</u>	\$ (876,887)	\$ (876,137)	\$ (828,041)	\$ (568,371)
<u>Sources</u>				
User Fees	911	355,360	355,870	372,520
Commodities	-	68,690	68,690	70,100
Transfers In:				
General Fund	110,000	110,000	110,000	115,000
Capital Project Fund	-	-	200,000	200,000
Subtotal	<u>110,911</u>	<u>534,050</u>	<u>734,560</u>	<u>757,620</u>
<u>Uses</u>				
Personal Services	1,896	224,080	224,050	231,000
Other Service & Charges	60,169	248,090	250,840	258,410
Subtotal	<u>62,065</u>	<u>472,170</u>	<u>474,890</u>	<u>489,410</u>
<u>FUND BALANCE</u>	<u>\$ (828,041)</u>	<u>\$ (814,257)</u>	<u>\$ (568,371)</u>	<u>\$ (300,161)</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**

The swimming pool is open again in 2021 after being closed for the entire 2020 season due to the Covid-19 pandemic. Sales of season passes exceeded expectations. The City will be celebrating the 60th anniversary of the pool.

For 2021, the feasibility of opening the zero depth pool on Memorial and Labor Day weekends will be explored and adding a splash pad to the facility to increase revenues. Also, continue to add more shading units and patio furniture to the facility.

**BUDGET SUMMARY  
SPECIAL FACILITIES**

<u>AVAILABLE FOR APPROPRIATION</u>	2020	2021		2022
	<u>Actual</u>	<u>Budget</u>	<u>Revised</u>	<u>Budget</u>
<u>PRIOR YEAR FUND BALANCE</u>	\$ 35,901	\$ 26,561	\$ 36,898	\$ 41,938
<u>Sources</u>				
Other Revenues	23,797	50,600	51,800	54,900
Interest	269	100	50	50
Transfers In:				
General Fund	-	5,000	5,000	5,000
Subtotal	<u>24,066</u>	<u>55,700</u>	<u>56,850</u>	<u>59,950</u>
<u>Uses</u>				
Personal Services	-	10,780	10,780	10,980
Other Service & Charges	23,069	41,030	41,030	42,290
Subtotal	<u>23,069</u>	<u>51,810</u>	<u>51,810</u>	<u>53,270</u>
<u>FUND BALANCE</u>	<u>\$ 36,898</u>	<u>\$ 30,451</u>	<u>\$ 41,938</u>	<u>\$ 48,618</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.

2021 is seeing an increase in activity at the park shelter and with the Farmers Market as people are wanting to hold more outdoor events.

For 2022, major maintenance is planned for the park building and picnic pavilion. Efforts will be made to increase revenues from shelter rentals and develop a new programming event during the Christmas season.

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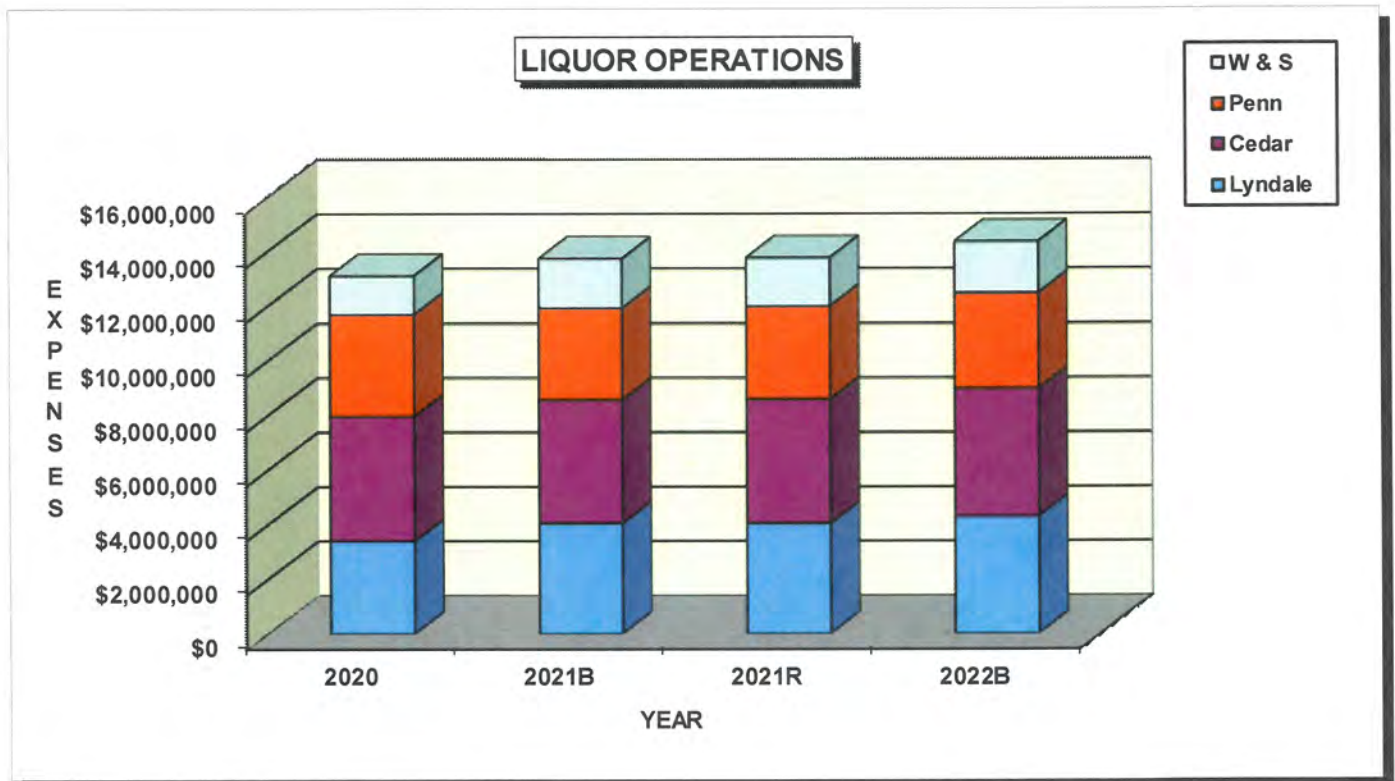
FUND: LIQUOR OPERATIONS FUND  
 DEPARTMENT: Liquor Operations

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
50010 LYNDALE LIQUOR STORE	\$ 3,396,072	\$ 4,046,050	\$ 4,044,970	\$ 4,305,290	6.41%
50020 CEDAR LIQUOR STORE	4,578,268	4,530,860	4,561,140	4,678,470	3.26%
50030 PENN LIQUOR STORE	3,736,419	3,362,070	3,414,240	3,507,190	4.32%
50040 WINE & SPIRITS	1,413,694	1,808,180	1,768,170	1,881,880	4.08%
<i>Liquor Operations TOTAL</i>	<u>\$ 13,124,453</u>	<u>\$ 13,747,160</u>	<u>\$ 13,788,520</u>	<u>\$ 14,372,830</u>	4.55%

REVENUES

50010 LYNDALE LIQUOR STORE	\$ 3,320,196	\$ 4,109,150	\$ 4,109,150	\$ 4,408,030	7.27%
50020 CEDAR LIQUOR STORE	4,798,180	4,733,210	4,733,460	4,846,890	2.40%
50030 PENN LIQUOR STORE	3,890,681	3,434,410	3,433,310	3,524,890	2.63%
50040 WINE & SPIRITS	1,327,211	1,982,980	1,983,130	2,118,760	6.85%



**BUDGET SUMMARY  
LIQUOR FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 4,367,203</u>	<u>\$ 4,579,018</u>	<u>\$ 5,017,548</u>	<u>\$ 5,543,288</u>
<u>Revenues</u>				
Sales	13,262,924	14,219,100	14,856,020	15,301,700
Less Cost of Sales	<u>(9,886,359)</u>	<u>(10,514,320)</u>	<u>(10,987,450)</u>	<u>(11,317,070)</u>
Net Sales	<u>3,376,565</u>	<u>3,704,780</u>	<u>3,868,570</u>	<u>3,984,630</u>
<u>Miscellaneous Revenues</u>				
Interest	4,744	2,250	2,800	1,000
Other Revenues (Net)	<u>68,600</u>	<u>37,700</u>	<u>39,750</u>	<u>36,820</u>
Total Miscellaneous Revenues	<u>73,344</u>	<u>39,950</u>	<u>42,550</u>	<u>37,820</u>
Total Revenues	<u>3,449,909</u>	<u>3,744,730</u>	<u>3,911,120</u>	<u>4,022,450</u>
<u>Expenses</u>				
Personal Services	1,604,732	1,611,790	1,657,320	1,698,750
Other Services and Charges	619,885	621,360	637,860	657,000
Depreciation	<u>245,267</u>	<u>245,280</u>	<u>252,620</u>	<u>243,170</u>
Total Operating Expenses	<u>2,469,884</u>	<u>2,478,430</u>	<u>2,547,800</u>	<u>2,598,920</u>
Net Income (Loss)	980,025	1,266,300	1,363,320	1,423,530
<u>Operating Transfers From (To):</u>				
General Fund	(318,210)	(327,770)	(337,580)	(347,710)
Special Revenue Fund	<u>(450,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>
Net Transfers	<u>(768,210)</u>	<u>(827,770)</u>	<u>(837,580)</u>	<u>(847,710)</u>
<u>RETAINED EARNINGS</u>	<u>\$ 4,579,018</u>	<u>\$ 5,017,548</u>	<u>\$ 5,543,288</u>	<u>\$ 6,119,108</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ -</u>

**BUDGET SUMMARY  
LIQUOR FUND PROJECTION**

<b><u>CASH FLOW SUMMARY</u></b>	<b>2020 Actual</b>	<b>2020 Revised</b>	<b>2021 Budget</b>	<b>2022 Projected</b>
<b><u>SOURCES OF CASH</u></b>				
Total Revenues	\$ 13,336,268	\$ 14,259,050	\$ 14,898,570	\$ 15,339,520
Items not requiring cash -				
Decrease in Inventory	18,301	-	-	-
Increase in Payables	27,767	-	-	-
Depreciation	245,267	245,280	252,620	243,170
TOTAL SOURCES	<u>13,627,603</u>	<u>14,504,330</u>	<u>15,151,190</u>	<u>15,582,690</u>
<b><u>USES OF CASH</u></b>				
Total Expenses	12,356,243	12,992,750	13,535,250	13,915,990
Increase in Receivables	652	-	-	-
Increase in Prepaid items	11	-	-	-
Increase in Deferred Outflows	21,899	-	-	-
Decrease in Deferred Inflows	106,932	-	-	-
Capital Outlay	48,624	18,000	-	-
Transfer to General Fund	318,210	327,770	337,580	347,710
Transfer to Special Revenue Fund	450,000	500,000	500,000	500,000
TOTAL USES	<u>13,302,571</u>	<u>13,838,520</u>	<u>14,372,830</u>	<u>14,763,700</u>
NET INCREASE (DECREASE) IN CASH	<u>325,032</u>	<u>665,810</u>	<u>778,360</u>	<u>818,990</u>
CASH BALANCE - JANUARY 1	<u>451,171</u>	<u>776,203</u>	<u>1,442,013</u>	<u>2,220,373</u>
CASH BALANCE - DECEMBER 31	<u>\$ 776,203</u>	<u>\$ 1,442,013</u>	<u>\$ 2,220,373</u>	<u>\$ 3,039,363</u>
<b><u>CASH TO BE AVAILABLE</u></b>				
Current Assets - December 31	2,044,671			
Less: Current Liabilities - Dec. 31	<u>429,407</u>			
CASH TO BE AVAILABLE	<u>\$ 1,615,264</u>			

## LIQUOR OPERATIONS

### MISSION STATEMENT

To responsibly distribute alcoholic beverages at retail, 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 retail beverage outlets with annual sales of \$13,262,924 and a net profit of \$906,681 in 2020. The liquor operations employ seven full time, eight permanent part time and approximately 50 seasonal and intermittent staff members.

### 2021 HIGHLIGHTS

- All four stores are currently operating with regular sales hours.

### 2022 DIVISION GOALS

- Establish a broad social media presence (Instagram, Facebook, Twitter) Goal 5, Action Step 45
- Establish a free standing web page for the liquor operations Goal 5, Action Step 43
- Establish on-going Community Awareness campaign highlighting liquor store profit destinations (City Recreation Projects) Goal 1&5, Action Step 44
- Replace the Point of Sale System

### DIVISION EXPENDITURE COMMENT

A new Point of Sale System is scheduled to be installed, the current system no longer has technical support and hardware is difficult to find.

FUND: LIQUOR OPERATIONS FUND  
DEPARTMENT: Liquor Operations  
BUSINESS UNIT: LYNDALE LIQUOR STORE - 50010

**DETAIL REVENUES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 12,360	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 12,360</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,091,579	\$ 1,352,120	\$ 1,352,120	\$ 1,450,340
5010 Sales - Wine	818,221	1,051,390	1,051,390	1,098,740
5015 Sales - Beer	1,258,589	1,556,990	1,556,990	1,699,110
5025 Sales - Cigarettes	50,680	49,170	49,170	52,740
5030 Sales - Food	20,316	22,120	22,120	23,730
5035 Sales- Other	61,673	65,560	65,560	70,320
<i>Liquor Sales Total</i>	<u>\$ 3,301,058</u>	<u>\$ 4,097,350</u>	<u>\$ 4,097,350</u>	<u>\$ 4,394,980</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 1,517	\$ 250	\$ 250	\$ 800
8032 Commissions	2,620	4,800	4,800	5,000
8033 Cash/Over Short	154	100	100	100
8035 Other Miscellaneous Revenues	-	650	650	650
8039 State Pension Contribution	828	-	-	-
8040 Sales - Lottery Commissions	1,659	6,000	6,000	6,500
<i>Other Income Total</i>	<u>\$ 6,778</u>	<u>\$ 11,800</u>	<u>\$ 11,800</u>	<u>\$ 13,050</u>
<b>LYNDALE LIQUOR STORE TOTAL</b>	<u><u>\$ 3,320,196</u></u>	<u><u>\$ 4,109,150</u></u>	<u><u>\$ 4,109,150</u></u>	<u><u>\$ 4,408,030</u></u>



**FUND: LIQUOR OPERATIONS FUND**  
**DEPARTMENT: Liquor Operations**  
**BUSINESS UNIT: LYNDALE LIQUOR STORE - 50010**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 2,460,163	\$ 3,073,010	\$ 3,073,010	\$ 3,296,230
<i>Costs of Goods Sold Total</i>	<u>\$ 2,460,163</u>	<u>\$ 3,073,010</u>	<u>\$ 3,073,010</u>	<u>\$ 3,296,230</u>
<u>Personal Services</u>				
6005 Full Time	\$ 139,761	\$ 147,890	\$ 147,890	\$ 152,180
6006 Part-time	117,545	94,090	119,000	121,740
6007 Seasonal	75,825	110,370	82,000	85,800
6009 Overtime	1,299	1,500	1,500	1,550
6013 Longevity	1,240	1,250	1,250	1,270
6031 Employer Social Security	20,136	21,250	21,250	22,470
6032 Employer Medicare	4,776	4,950	5,090	5,250
6033 Employer Pera	1,230	32,800	26,370	27,190
6035 Medical Insurance	68,531	43,340	44,570	46,780
6036 Dental Insurance	1,181	1,210	1,180	1,180
6037 Term Life	34	70	60	60
6038 Workers Compensation	2,376	2,700	2,700	2,900
6040 Long Term Disability	292	470	320	320
6051 Interdepartmental Labor	8,554	8,600	8,600	8,600
<i>Personal Services Total</i>	<u>\$ 442,780</u>	<u>\$ 470,490</u>	<u>\$ 461,780</u>	<u>\$ 477,290</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 6,389	\$ 6,200	\$ 6,200	\$ 6,200
6202 Data Processing Rental	23,710	25,040	25,040	25,790
6205 Maintenance & Repairs	4,719	5,000	5,000	5,000
6207 Utility Services	30,108	28,500	30,000	31,000
6301 Advertising & Publication	3,868	7,300	7,300	7,500
6302 Communications	796	800	800	810
6303 Professional Development	336	100	300	300
6307 Insurance & Bonds	13,696	14,660	14,560	15,000
6308 Property Liability	4,210	4,340	4,340	4,470
6310 Taxes & Licenses	1,000	1,100	1,100	1,200
6315 Other Contractual Services	9,069	8,000	8,000	8,000
6401 Office Supplies	850	820	850	800
6402 Copy Charges	28	60	50	50
6403 Postage	793	810	810	810
6409 Uniforms & Clothing	711	950	950	980
6414 Other Supplies	8,512	9,000	9,000	9,000
6513 Other Charges	58,342	64,000	64,000	66,000
6540 Covid-19	1,680	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 168,817</u>	<u>\$ 176,680</u>	<u>\$ 178,300</u>	<u>\$ 182,910</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 78,485	\$ 76,980	\$ 78,490	\$ 80,840



FUND: LIQUOR OPERATIONS FUND  
DEPARTMENT: Liquor Operations  
BUSINESS UNIT: LYNDALE LIQUOR STORE - 50010

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Depreciation Total</i>	\$ 78,485	\$ 76,980	\$ 78,490	\$ 80,840
<u>Capital Outlay</u>				
7700 Office Equipment	\$ -	\$ -	\$ 4,500	\$ -
<i>Capital Outlay Total</i>	\$ -	\$ -	\$ 4,500	\$ -
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 245,827	\$ 248,890	\$ 248,890	\$ 268,020
<i>Other Financing Uses Total</i>	\$ 245,827	\$ 248,890	\$ 248,890	\$ 268,020
<b>LYNDALE LIQUOR STORE TOTAL</b>	<b>\$ 3,396,072</b>	<b>\$ 4,046,050</b>	<b>\$ 4,044,970</b>	<b>\$ 4,305,290</b>

**FUND:** LIQUOR OPERATIONS FUND  
**DEPARTMENT:** Liquor Operations  
**BUSINESS UNIT:** LYNDALE LIQUOR STORE - 50010

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-1	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
<i>Total</i>		<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
<i>Total</i>		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**CAPITAL OUTLAY**

ITEMS	2021	2021	2022
	ADOPTED	REVISED	BUDGET
Point of Sale System	\$ -	\$ 4,500	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ -</u>

**FUND: LIQUOR OPERATIONS FUND**  
**DEPARTMENT: Liquor Operations**  
**BUSINESS UNIT: CEDAR LIQUOR STORE - 50020**

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 14,759	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 14,759</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,476,149	\$ 1,558,180	\$ 1,558,180	\$ 1,595,380
5010 Sales - Wine	1,133,993	1,211,600	1,211,600	1,237,630
5015 Sales - Beer	1,972,799	1,794,270	1,794,270	1,840,000
5025 Sales - Cigarettes	83,399	56,660	56,660	58,020
5030 Sales - Food	28,349	25,500	25,500	26,110
5035 Sales- Other	81,754	75,550	75,550	77,350
<i>Liquor Sales Total</i>	<u>\$ 4,776,443</u>	<u>\$ 4,721,760</u>	<u>\$ 4,721,760</u>	<u>\$ 4,834,490</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 1,517	\$ 250	\$ 500	\$ 500
8032 Commissions	2,465	3,800	3,800	4,000
8033 Cash/Over Short	211	100	100	100
8034 Other Refund/Reimbursements	50	-	-	-
8035 Other Miscellaneous Revenues	-	800	800	800
8039 State Pension Contribution	828	-	-	-
8040 Sales - Lottery Commissions	1,907	6,500	6,500	7,000
<i>Other Income Total</i>	<u>\$ 6,978</u>	<u>\$ 11,450</u>	<u>\$ 11,700</u>	<u>\$ 12,400</u>
<b>CEDAR LIQUOR STORE TOTAL</b>	<u><u>\$ 4,798,180</u></u>	<u><u>\$ 4,733,210</u></u>	<u><u>\$ 4,733,460</u></u>	<u><u>\$ 4,846,890</u></u>

**FUND:** LIQUOR OPERATIONS FUND  
**DEPARTMENT:** Liquor Operations  
**BUSINESS UNIT:** CEDAR LIQUOR STORE - 50020

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 3,571,254	\$ 3,541,320	\$ 3,541,320	\$ 3,625,860
<i>Costs of Goods Sold Total</i>	<u>\$ 3,571,254</u>	<u>\$ 3,541,320</u>	<u>\$ 3,541,320</u>	<u>\$ 3,625,860</u>
<u>Personal Services</u>				
6005 Full Time	\$ 158,518	\$ 151,460	\$ 158,500	\$ 161,700
6006 Part-time	121,922	89,150	115,650	117,020
6007 Seasonal	109,438	115,150	112,050	115,340
6009 Overtime	1,807	1,800	1,800	1,900
6013 Longevity	1,240	1,250	1,250	1,270
6031 Employer Social Security	23,025	21,670	24,190	24,630
6032 Employer Medicare	5,439	5,060	5,660	5,760
6033 Employer Pera	3,154	32,520	29,270	29,790
6035 Medical Insurance	55,752	46,270	44,570	46,570
6036 Dental Insurance	1,181	1,250	1,180	1,180
6037 Term Life	34	60	60	60
6038 Workers Compensation	2,880	4,180	4,180	4,370
6040 Long Term Disability	309	500	320	320
6051 Interdepartmental Labor	8,168	5,250	5,000	5,500
<i>Personal Services Total</i>	<u>\$ 492,867</u>	<u>\$ 475,570</u>	<u>\$ 503,680</u>	<u>\$ 515,410</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 6,330	\$ 5,700	\$ 5,700	\$ 6,000
6202 Data Processing Rental	24,990	26,410	26,410	27,200
6205 Maintenance & Repairs	3,156	5,000	3,500	3,700
6207 Utility Services	23,465	22,500	24,000	24,500
6301 Advertising & Publication	3,868	7,200	7,200	7,200
6302 Communications	1,253	1,200	1,200	1,200
6303 Professional Development	13	100	300	300
6305 Subscriptions & Memberships	150	30	-	-
6307 Insurance & Bonds	13,802	17,770	14,420	14,860
6308 Property Liability	3,050	3,140	3,140	3,230
6310 Taxes & Licenses	556	610	650	650
6315 Other Contractual Services	8,726	9,500	9,000	9,000
6401 Office Supplies	716	1,150	900	920
6402 Copy Charges	37	40	40	50
6409 Uniforms & Clothing	428	850	900	920
6414 Other Supplies	11,732	11,900	11,900	12,300
6513 Other Charges	86,214	75,000	75,000	76,300
6540 Covid-19	1,348	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 189,834</u>	<u>\$ 188,100</u>	<u>\$ 184,260</u>	<u>\$ 188,330</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 78,486	\$ 76,980	\$ 78,490	\$ 80,840

**FUND:** LIQUOR OPERATIONS FUND  
**DEPARTMENT:** Liquor Operations  
**BUSINESS UNIT:** CEDAR LIQUOR STORE - 50020

**DETAIL EXPENDITURES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<i>Depreciation Total</i>	\$ 78,486	\$ 76,980	\$ 78,490	\$ 80,840
<u>Capital Outlay</u>				
7700 Office Equipment	\$ -	\$ -	\$ 4,500	\$ -
<i>Capital Outlay Total</i>	\$ -	\$ -	\$ 4,500	\$ -
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 245,827	\$ 248,890	\$ 248,890	\$ 268,030
<i>Other Financing Uses Total</i>	\$ 245,827	\$ 248,890	\$ 248,890	\$ 268,030
<b>CEDAR LIQUOR STORE TOTAL</b>	<b>\$ 4,578,268</b>	<b>\$ 4,530,860</b>	<b>\$ 4,561,140</b>	<b>\$ 4,678,470</b>

FUND: LIQUOR OPERATIONS FUND  
 DEPARTMENT: Liquor Operations  
 BUSINESS UNIT: CEDAR LIQUOR STORE - 50020

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-1	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
<i>Total</i>		<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
<i>Total</i>		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**CAPITAL OUTLAY**

ITEMS	2021	2021	2022
	ADOPTED	REVISED	BUDGET
Point of Sale System	\$ -	\$ 4,500	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ -</u>



**FUND: LIQUOR OPERATIONS FUND**  
**DEPARTMENT: Liquor Operations**  
**BUSINESS UNIT: PENN LIQUOR STORE - 50030**

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 19,207	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 19,207</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 1,153,446	\$ 1,130,170	\$ 1,130,170	\$ 1,160,280
5010 Sales - Wine	1,054,852	878,790	878,790	902,170
5015 Sales - Beer	1,556,726	1,301,400	1,301,400	1,336,100
5025 Sales - Cigarettes	39,174	41,100	41,100	42,190
5030 Sales - Food	15,764	18,500	18,500	18,990
5035 Sales- Other	45,648	54,800	54,800	56,260
<i>Liquor Sales Total</i>	<u>\$ 3,865,610</u>	<u>\$ 3,424,760</u>	<u>\$ 3,424,760</u>	<u>\$ 3,515,990</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 1,233	\$ 250	\$ 1,000	\$ 1,000
8032 Commissions	2,456	3,100	3,000	3,000
8033 Cash/Over Short	157	100	100	100
8035 Other Miscellaneous Revenues	50	2,000	250	300
8039 State Pension Contribution	673	-	-	-
8040 Sales - Lottery Commissions	1,295	4,200	4,200	4,500
<i>Other Income Total</i>	<u>\$ 5,864</u>	<u>\$ 9,650</u>	<u>\$ 8,550</u>	<u>\$ 8,900</u>
<b>PENN LIQUOR STORE TOTAL</b>	<u><u>\$ 3,890,681</u></u>	<u><u>\$ 3,434,410</u></u>	<u><u>\$ 3,433,310</u></u>	<u><u>\$ 3,524,890</u></u>

**FUND: LIQUOR OPERATIONS FUND**  
**DEPARTMENT: Liquor Operations**  
**BUSINESS UNIT: PENN LIQUOR STORE - 50030**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 2,863,133	\$ 2,568,570	\$ 2,568,570	\$ 2,636,990
<i>Costs of Goods Sold Total</i>	<u>\$ 2,863,133</u>	<u>\$ 2,568,570</u>	<u>\$ 2,568,570</u>	<u>\$ 2,636,990</u>
<u>Personal Services</u>				
6005 Full Time	\$ 131,709	\$ 126,260	\$ 126,260	\$ 129,100
6006 Part-time	105,633	74,220	82,000	83,400
6007 Seasonal	105,258	77,760	83,260	84,500
6009 Overtime	1,368	950	950	950
6013 Longevity	1,008	1,300	1,250	1,270
6031 Employer Social Security	20,719	16,830	18,210	18,550
6032 Employer Medicare	4,892	4,010	4,260	4,340
6033 Employer Pera	5,248	16,830	22,030	22,440
6035 Medical Insurance	58,083	27,310	59,460	60,640
6036 Dental Insurance	1,093	11,780	1,080	1,080
6037 Term Life	32	60	60	60
6038 Workers Compensation	2,496	2,500	2,500	2,710
6040 Long Term Disability	240	450	320	450
6051 Interdepartmental Labor	6,848	4,300	4,500	4,500
<i>Personal Services Total</i>	<u>\$ 444,627</u>	<u>\$ 364,560</u>	<u>\$ 406,140</u>	<u>\$ 413,990</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 5,100	\$ 5,300	\$ 5,300	\$ 5,500
6202 Data Processing Rental	23,550	24,860	24,860	25,600
6205 Maintenance & Repairs	4,936	2,600	2,600	2,700
6207 Utility Services	19,396	29,500	22,340	23,500
6301 Advertising & Publication	3,142	5,900	5,900	5,900
6302 Communications	1,550	1,750	1,750	1,800
6303 Professional Development	13	100	100	100
6305 Subscriptions & Memberships	-	50	-	-
6307 Insurance & Bonds	11,377	12,180	11,990	12,350
6308 Property Liability	3,410	3,510	3,510	3,620
6310 Taxes & Licenses	556	600	600	600
6315 Other Contractual Services	8,445	7,600	7,600	7,600
6401 Office Supplies	1,453	1,100	1,100	1,100
6402 Copy Charges	30	50	40	40
6403 Postage	-	20	-	-
6409 Uniforms & Clothing	748	850	850	850
6414 Other Supplies	7,071	6,200	7,000	7,000
6513 Other Charges	72,909	62,000	73,500	74,500
6540 Covid-19	1,469	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 165,155</u>	<u>\$ 164,170</u>	<u>\$ 169,040</u>	<u>\$ 172,760</u>

FUND: LIQUOR OPERATIONS FUND  
DEPARTMENT: Liquor Operations  
BUSINESS UNIT: PENN LIQUOR STORE - 50030

**DETAIL EXPENDITURES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<u>Depreciation</u>				
6610 Depreciation	\$ 63,769	\$ 62,550	\$ 63,770	\$ 65,680
<i>Depreciation Total</i>	<u>\$ 63,769</u>	<u>\$ 62,550</u>	<u>\$ 63,770</u>	<u>\$ 65,680</u>
<u>Capital Outlay</u>				
7700 Office Equipment	\$ -	\$ -	\$ 4,500	\$ -
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ -</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 199,735	\$ 202,220	\$ 202,220	\$ 217,770
<i>Other Financing Uses Total</i>	<u>\$ 199,735</u>	<u>\$ 202,220</u>	<u>\$ 202,220</u>	<u>\$ 217,770</u>
<b>PENN LIQUOR STORE TOTAL</b>	<u><u>\$ 3,736,419</u></u>	<u><u>\$ 3,362,070</u></u>	<u><u>\$ 3,414,240</u></u>	<u><u>\$ 3,507,190</u></u>

**FUND:** LIQUOR OPERATIONS FUND  
**DEPARTMENT:** Liquor Operations  
**BUSINESS UNIT:** PENN LIQUOR STORE - 50030

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
<i>Total</i>		<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	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	2021	2021	2022
	ADOPTED	REVISED	BUDGET
Point of Sale System	\$ -	\$ 4,500	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ -</u>

**FUND: LIQUOR OPERATIONS FUND**  
**DEPARTMENT: Liquor Operations**  
**BUSINESS UNIT: WINE & SPIRITS - 50040**

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 2,868	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 2,868</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Liquor Sales</u>				
5005 Sales - Liquor	\$ 458,648	\$ 585,820	\$ 585,820	\$ 628,550
5010 Sales - Wine	295,155	455,530	455,530	487,550
5015 Sales - Beer	513,546	674,590	674,590	724,860
5025 Sales - Cigarettes	21,266	221,300	221,300	228,850
5030 Sales - Food	7,898	9,590	9,590	10,280
5035 Sales- Other	23,300	28,400	28,400	30,470
<i>Liquor Sales Total</i>	<u>\$ 1,319,813</u>	<u>\$ 1,975,230</u>	<u>\$ 1,975,230</u>	<u>\$ 2,110,560</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 477	\$ 250	\$ 500	\$ 500
8032 Commissions	2,213	3,100	3,000	3,100
8033 Cash/Over Short	(64)	100	100	100
8035 Other Miscellaneous Revenues	1,182	1,300	1,300	1,500
8039 State Pension Contribution	259	-	-	-
8040 Sales - Lottery Commissions	463	3,000	3,000	3,000
<i>Other Income Total</i>	<u>\$ 4,530</u>	<u>\$ 7,750</u>	<u>\$ 7,900</u>	<u>\$ 8,200</u>
<b>WINE &amp; SPIRITS TOTAL</b>	<u><u>\$ 1,327,211</u></u>	<u><u>\$ 1,982,980</u></u>	<u><u>\$ 1,983,130</u></u>	<u><u>\$ 2,118,760</u></u>

**FUND: LIQUOR OPERATIONS FUND**  
**DEPARTMENT: Liquor Operations**  
**BUSINESS UNIT: WINE & SPIRITS - 50040**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 991,809	\$ 1,331,420	\$ 1,331,420	\$ 1,428,370
<i>Costs of Goods Sold Total</i>	<u>\$ 991,809</u>	<u>\$ 1,331,420</u>	<u>\$ 1,331,420</u>	<u>\$ 1,428,370</u>
<u>Personal Services</u>				
6005 Full Time	\$ 103,409	\$ 96,800	\$ 106,300	\$ 109,200
6006 Part-time	23,749	70,320	26,120	29,400
6007 Seasonal	39,392	43,860	44,600	46,800
6009 Overtime	430	700	500	500
6013 Longevity	388	460	460	510
6031 Employer Social Security	9,505	12,800	11,030	11,560
6032 Employer Medicare	2,268	2,970	2,490	2,600
6033 Employer Pera	3,933	13,310	8,880	9,320
6035 Medical Insurance	23,335	31,550	31,550	31,700
6036 Dental Insurance	866	860	860	860
6037 Term Life	25	50	50	50
6038 Workers Compensation	1,452	1,600	1,600	1,740
6040 Long Term Disability	165	350	350	390
6051 Interdepartmental Labor	15,541	5,400	5,400	6,000
<i>Personal Services Total</i>	<u>\$ 224,458</u>	<u>\$ 281,030</u>	<u>\$ 240,190</u>	<u>\$ 250,630</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 1,914	\$ 2,000	\$ 2,000	\$ 2,100
6202 Data Processing Rental	11,450	12,080	12,080	12,440
6205 Maintenance & Repairs	6,225	5,600	5,000	5,100
6207 Utility Services	15,160	18,500	16,000	16,400
6301 Advertising & Publication	1,209	2,300	2,000	2,100
6302 Communications	633	700	700	700
6303 Professional Development	13	100	100	100
6307 Insurance & Bonds	6,441	6,890	6,870	7,070
6308 Property Liability	3,050	3,140	3,140	3,230
6310 Taxes & Licenses	858	1,000	900	1,000
6315 Other Contractual Services	6,738	7,100	7,000	7,100
6401 Office Supplies	4,204	410	400	400
6402 Copy Charges	16	40	20	20
6409 Uniforms & Clothing	479	550	550	600
6414 Other Supplies	12,460	4,500	4,000	4,500
6513 Other Charges	24,271	29,000	29,000	31,000
6540 Covid-19	958	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 96,079</u>	<u>\$ 93,910</u>	<u>\$ 89,760</u>	<u>\$ 93,860</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 24,527	\$ 24,050	\$ 24,530	\$ 25,260
<i>Depreciation Total</i>	<u>\$ 24,527</u>	<u>\$ 24,050</u>	<u>\$ 24,530</u>	<u>\$ 25,260</u>



FUND: LIQUOR OPERATIONS FUND  
 DEPARTMENT: Liquor Operations  
 BUSINESS UNIT: WINE & SPIRITS - 50040

**DETAIL EXPENDITURES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<u>Capital Outlay</u>				
7700 Office Equipment	\$ -	\$ -	\$ 4,500	\$ -
<i>Capital Outlay Total</i>	\$ -	\$ -	\$ 4,500	\$ -
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 76,821	\$ 77,770	\$ 77,770	\$ 83,760
<i>Other Financing Uses Total</i>	\$ 76,821	\$ 77,770	\$ 77,770	\$ 83,760
<b>WINE &amp; SPIRITS TOTAL</b>	<b>\$ 1,413,694</b>	<b>\$ 1,808,180</b>	<b>\$ 1,768,170</b>	<b>\$ 1,881,880</b>

FUND: LIQUOR OPERATIONS FUND  
 DEPARTMENT: Liquor Operations  
 BUSINESS UNIT: WINE & SPIRITS - 50040

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Liquor Operation Director	M-4	.25	.25	.25
Liquor Store Manager	M-L	1.00	1.00	1.00
Liquor Account Clerk	GS-3	.25	.25	.25
<i>Total</i>		<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>Part-Time Employees</u>				
Liquor Operations Shift Leader	GS-2	1.00	1.00	1.00
Liquor Operations Shift Leader	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	2021 ADOPTED	2021 REVISED	2022 BUDGET
Point of Sale System	\$ -	\$ 4,500	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ -</u>

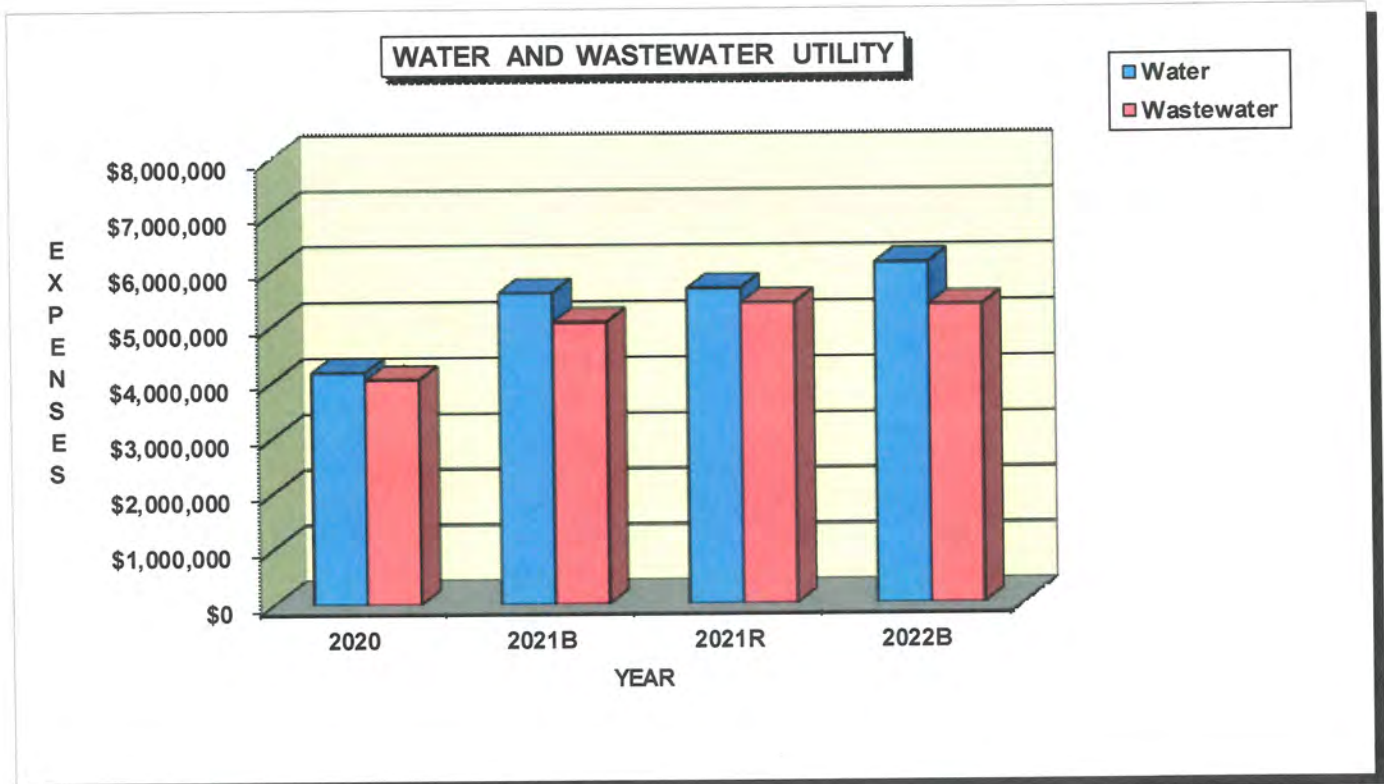
FUND: WATER AND WASTEWATER UTILITIES  
 DEPARTMENT: Public Works

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
51000 WATER UTILITY	\$ 4,177,021	\$ 5,595,800	\$ 5,661,250	\$ 6,113,290	9.25%
52000 WASTEWATER UTILITY	4,042,916	5,061,200	5,399,010	5,351,090	5.73%
<i>Public Works TOTAL</i>	<u>\$ 8,219,937</u>	<u>\$ 10,657,000</u>	<u>\$ 11,060,260</u>	<u>\$ 11,464,380</u>	7.58%

**REVENUES**

51000 WATER UTILITY	\$ 4,301,780	\$ 4,335,480	\$ 4,322,480	\$ 4,482,480	3.39%
52000 WASTEWATER UTILITY	4,649,972	5,036,250	5,036,250	5,136,210	1.98%



**BUDGET SUMMARY  
WATER AND WASTEWATER FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	<u>\$ 15,419,000</u>	<u>\$ 16,150,815</u>	<u>\$ 17,052,615</u>	<u>\$ 17,996,925</u>
<u>Revenues</u>				
Charges for Service:				
Water & Wastewater Usage	8,716,310	9,198,480	9,458,440	9,742,190
<u>Miscellaneous Revenues</u>				
Interest	62,763	35,000	35,000	35,000
Other Revenues	172,679	125,250	125,250	120,250
Total Miscellaneous Revenues	235,442	160,250	160,250	155,250
Total Revenues	8,951,752	9,358,730	9,618,690	9,897,440
<u>Expenses</u>				
Personal Services	2,245,345	2,427,600	2,524,780	2,600,520
Other Services and Charges	4,396,493	4,409,970	4,515,690	4,686,880
Depreciation	1,418,780	1,418,900	1,461,460	1,505,300
Interest	159,319	200,460	172,450	172,930
Total Operating Expenses	8,219,937	8,456,930	8,674,380	8,965,630
Net Income (Loss)	731,815	901,800	944,310	931,810
<u>RETAINED EARNINGS</u>	<u>16,150,815</u>	<u>17,052,615</u>	<u>17,996,925</u>	<u>18,928,735</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 490,000</u>	<u>\$ 535,000</u>	<u>\$ 555,000</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 2,113,330</u>	<u>\$ 2,255,000</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 AND WASTEWATER FUND PROJECTION**

<b><u>CASH FLOW SUMMARY</u></b>	<b><u>2020 Actual</u></b>	<b><u>2021 Revised</u></b>	<b><u>2022 Budget</u></b>	<b><u>2023 Projected</u></b>
<b><u>SOURCES OF CASH</u></b>				
Total Revenues	\$ 8,951,752	\$ 9,358,730	\$ 9,618,690	\$ 9,897,440
Items not requiring cash:				
Proceeds from Sale of Bonds	2,240,032	-	-	-
Depreciation	1,418,780	1,418,900	1,461,460	1,505,300
Increase in Payables	463,045	-	-	-
TOTAL SOURCES	<u>13,073,609</u>	<u>10,777,630</u>	<u>11,080,150</u>	<u>11,402,740</u>
<b><u>USES OF CASH</u></b>				
Total Expenses	8,060,618	6,837,570	7,040,470	7,287,400
Increase in Receivables	19,901	-	-	-
Increase in Deferred Outflows	28,623	-	-	-
Decrease in Deferred Inflows	116,193	-	-	-
Capital Outlay	2,251,343	2,113,330	2,255,000	-
Bond Principal Payments	1,380,000	490,000	535,000	555,000
Interest Payments	190,466	200,460	172,450	172,930
TOTAL USES	<u>12,047,144</u>	<u>9,641,360</u>	<u>10,002,920</u>	<u>8,015,330</u>
NET INCREASE (DECREASE) IN CASH	1,026,465	1,136,270	1,077,230	3,387,410
CASH BALANCE - JANUARY 1	<u>3,372,167</u>	<u>4,398,632</u>	<u>5,534,902</u>	<u>6,612,132</u>
CASH BALANCE - DECEMBER 31	<u>\$ 4,398,632</u>	<u>\$ 5,534,902</u>	<u>\$ 6,612,132</u>	<u>\$ 9,999,542</u>
<b><u>CASH TO BE AVAILABLE</u></b>				
Current Assets - December 31	\$ 6,948,508			
Less: Current Liabilities - Dec. 31	<u>1,350,796</u>			
CASH TO BE AVAILABLE	<u>\$ 5,597,712</u>			

**BUDGET SUMMARY  
WATER FUND PROJECTION**

<b><u>AVAILABLE FOR APPROPRIATION</u></b>	<b><u>2020 Actual</u></b>	<b><u>2021 Revised</u></b>	<b><u>2022 Budget</u></b>	<b><u>2023 Projected</u></b>
<b><u>PRIOR YEAR RETAINED EARNINGS</u></b>	<b><u>\$ 9,721,035</u></b>	<b><u>\$ 9,845,794</u></b>	<b><u>\$ 9,905,354</u></b>	<b><u>\$ 10,003,294</u></b>
<b><u>Revenues</u></b>				
Water Usage	\$ 4,093,055	\$ 4,174,980	\$ 4,334,980	\$ 4,465,030
<b><u>Miscellaneous Revenues</u></b>				
Interest	45,279	23,000	23,000	23,000
Other Revenues	163,446	124,500	124,500	119,500
Total Miscellaneous Revenues	<u>208,725</u>	<u>147,500</u>	<u>147,500</u>	<u>142,500</u>
Total Revenues	<u>4,301,780</u>	<u>4,322,480</u>	<u>4,482,480</u>	<u>4,607,530</u>
<b><u>Expenses</u></b>				
Personal Services	1,304,582	1,326,300	1,374,120	1,415,340
Other Services and Charges	1,590,653	1,615,360	1,680,900	1,722,920
Depreciation	1,155,878	1,155,900	1,190,570	1,226,290
Interest	125,908	165,360	138,950	139,430
Total Operating Expenses	<u>4,177,021</u>	<u>4,262,920</u>	<u>4,384,540</u>	<u>4,503,980</u>
Net Income	<u>124,759</u>	<u>59,560</u>	<u>97,940</u>	<u>103,550</u>
<b><u>RETAINED EARNINGS</u></b>	<b><u>9,845,794</u></b>	<b><u>9,905,354</u></b>	<b><u>10,003,294</u></b>	<b><u>10,106,844</u></b>
<b><u>BOND PRINCIPAL *</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 450,000</u></b>	<b><u>\$ 495,000</u></b>	<b><u>\$ 515,000</u></b>
<b><u>CAPITAL OUTLAY **</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 948,330</u></b>	<b><u>\$ 1,233,750</u></b>	<b><u>\$ -</u></b>
 ***Water Revenue Bond Debt Coverage	<u>0.25</u>	<u>0.10</u>	<u>0.15</u>	<u>0.16</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.

\*\*\*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 123-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.

### **2021 HIGHLIGHTS**

- Continued the Citywide water meter upgrade, ultimately enhancing the accuracy and efficiency of the water delivery service (City Council Goals 1d & 6a).
- Developed a plan for resilience of our water infrastructure (City Council Goals 1d & 6a).
- Upgraded filter presses at the water treatment plant (City Council Goals 1c, 1d & 6c).
- Completed Water Plant Facility Plan (City Council Goals 1c, 6b & 6c).
- All service calls were responded to within 24 hours (City Council Goals 6b & 6c).

### **2022 GOALS**

- Complete the Citywide water meter upgrade, ultimately enhancing the accuracy and efficiency of the water delivery service (City Council Goals 1d & 6a).
- Convert water plant conference room into water education center to be utilized by staff, local schools, and the general public (City Council Goals 5a-5d, 6d).
- Conduct nonintrusive (acoustic testing) water main inspection in order to gather information on the state of the City's water mains (City Council Goals 1c & 1d).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget reflects an increase of 1.65% from the 2021 Adopted Budget. This increase is due to increases in personnel expenses as well as some additional professional services.

The 2022 Proposed Budget reflects an increase of 5.57% from the 2021 Adopted Budget. This is due to expected increases in personnel expenses and the education center.

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

**DETAIL REVENUES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<u>License &amp; permits</u>				
4164 Water Permit	\$ 1,900	\$ 2,500	\$ 2,500	\$ 2,500
<i>License &amp; permits Total</i>	\$ 1,900	\$ 2,500	\$ 2,500	\$ 2,500
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 1,758	\$ -	\$ -	\$ -
4244 Grants Other	8,809	-	10,000	10,000
<i>Intergovernmental Revenues Total</i>	\$ 10,567	\$ -	\$ 10,000	\$ 10,000
<u>Special Assessments</u>				
4740 Special Assessments-Penalty &	\$ 5,703	\$ 4,500	\$ 4,500	\$ 4,500
<i>Special Assessments Total</i>	\$ 5,703	\$ 4,500	\$ 4,500	\$ 4,500
<u>Utility Revenues</u>				
4812 Metered Water - Tax Exempt	\$ 3,194,382	\$ 3,136,500	\$ 3,200,000	\$ 3,360,000
4814 Metered Water	419,099	550,800	500,000	500,000
4816 Water Service Charges	434,972	443,390	433,600	433,600
4818 Other Water Charges/Services	23,885	29,290	26,380	26,380
4848 Certification Fee	13,114	12,500	12,500	12,500
<i>Utility Revenues Total</i>	\$ 4,085,452	\$ 4,172,480	\$ 4,172,480	\$ 4,332,480
<u>Other Income</u>				
8011 Investment Earnings	\$ 45,279	\$ 46,000	\$ 23,000	\$ 23,000
8034 Other Refund/Reimbursements	21,323	-	-	-
8035 Other Miscellaneous Revenues	129,800	110,000	110,000	110,000
8039 State Pension Contribution	1,756	-	-	-
<i>Other Income Total</i>	\$ 198,158	\$ 156,000	\$ 133,000	\$ 133,000
<b>WATER UTILITY TOTAL</b>	<b>\$ 4,301,780</b>	<b>\$ 4,335,480</b>	<b>\$ 4,322,480</b>	<b>\$ 4,482,480</b>

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 762,396	\$ 723,840	\$ 725,610	\$ 759,380
6006 Part-time	12,486	18,670	19,890	22,030
6007 Seasonal	8,216	9,580	18,230	18,780
6009 Overtime	34,275	22,500	22,500	22,500
6031 Employer Social Security	49,978	46,250	47,350	49,610
6032 Employer Medicare	11,778	10,860	11,070	11,600
6033 Employer Pera	46,376	55,430	55,650	58,350
6035 Medical Insurance	131,602	126,320	142,510	145,640
6036 Dental Insurance	7,300	7,260	7,260	7,260
6037 Term Life	213	400	400	400
6038 Workers Compensation	35,400	36,180	36,180	33,510
6040 Long Term Disability	1,392	1,280	1,280	1,340
6051 Interdepartmental Labor	25,000	55,000	55,000	55,000
6052 Administrative Charges	178,170	183,370	183,370	188,720
<i>Personal Services Total</i>	<u>\$ 1,304,582</u>	<u>\$ 1,296,940</u>	<u>\$ 1,326,300</u>	<u>\$ 1,374,120</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 203,733	\$ 154,470	\$ 300,150	\$ 267,750
6201 Rents & Leases	-	1,750	1,750	1,750
6202 Data Processing Rental	47,910	48,890	48,890	50,360
6204 Motor Pool Operating Rental	41,980	45,240	45,240	47,050
6205 Maintenance & Repairs	435,007	302,100	276,500	340,500
6207 Utility Services	247,086	290,000	260,000	267,800
6301 Advertising & Publication	432	12,000	12,000	12,000
6302 Communications	12,053	11,500	11,500	11,500
6303 Professional Development	7,421	9,250	9,250	9,250
6305 Subscriptions & Memberships	4,905	5,650	5,650	10,650
6307 Insurance & Bonds	37,573	40,220	32,190	33,160
6308 Property Liability	32,610	33,590	33,590	34,600
6310 Taxes & Licenses	9,856	15,250	12,250	12,250
6315 Other Contractual Services	9,538	1,750	1,750	1,750
6401 Office Supplies	5,079	6,000	6,000	11,000
6402 Copy Charges	18	500	500	500
6403 Postage	12,092	3,000	3,000	3,000
6409 Uniforms & Clothing	4,747	5,000	4,500	4,500
6410 Small Tools & Parts	47,204	77,000	67,000	67,000
6412 Maint. & Const. Materials	27,999	43,500	43,500	43,500
6413 Chemicals	341,660	412,800	362,650	373,530
6414 Other Supplies	27,498	46,500	46,500	46,500
6513 Other Charges	29,325	31,000	31,000	31,000
6540 Covid-19	4,927	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 1,590,653</u>	<u>\$ 1,596,960</u>	<u>\$ 1,615,360</u>	<u>\$ 1,680,900</u>

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Depreciation</u>				
6610 Depreciation	\$ 1,155,878	\$ 1,152,730	\$ 1,155,900	\$ 1,190,570
<i>Depreciation Total</i>	<u>\$ 1,155,878</u>	<u>\$ 1,152,730</u>	<u>\$ 1,155,900</u>	<u>\$ 1,190,570</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ 933,330	\$ 948,330	\$ 1,233,750
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 933,330</u>	<u>\$ 948,330</u>	<u>\$ 1,233,750</u>
<u>Other Financing Uses</u>				
8521 Principal Payments	\$ -	\$ 450,000	\$ 450,000	\$ 495,000
8522 Interest Payments	125,196	164,610	164,610	138,200
8523 Paying Agent Fees	712	1,230	750	750
<i>Other Financing Uses Total</i>	<u>\$ 125,908</u>	<u>\$ 615,840</u>	<u>\$ 615,360</u>	<u>\$ 633,950</u>
<b>WATER UTILITY TOTAL</b>	<u><u>\$ 4,177,021</u></u>	<u><u>\$ 5,595,800</u></u>	<u><u>\$ 5,661,250</u></u>	<u><u>\$ 6,113,290</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	.40	.40	.40
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>10.05</u>	<u>10.05</u>	<u>10.05</u>
<u>Part-Time Employees</u>				
Utility Maintenance Clerk	GS-3	.25	.25	.25
	<i>Total</i>	<u>.25</u>	<u>.25</u>	<u>.25</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
Water Meter Upgrade	\$ 933,330	\$ 933,330	\$ 663,750
Water Plant Air Conditioner Unit	-	15,000	-
Filter Press Rehab	-	-	120,000
Water Plant Roof Replacement	-	-	450,000
	<u>\$ 933,330</u>	<u>\$ 948,330</u>	<u>\$ 1,233,750</u>
<i>Total</i>			

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015B**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
December 31, 2021

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 2,235,000
2022	340,000	50,250	390,250	1,895,000
2023	355,000	39,825	394,825	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>\$ 2,235,000</u>	<u>\$ 154,525</u>	<u>\$ 2,389,525</u>	



**WATER GENERAL OBLIGATION BONDS, SERIES 2019A**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
**DECEMBER 31, 2021**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 1,135,000
2022	40,000	36,600	76,600	1,095,000
2023	45,000	34,900	79,900	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>\$ 1,135,000</u>	<u>\$ 370,000</u>	<u>\$ 1,505,000</u>	

**WATER GENERAL OBLIGATION BONDS, SERIES 2020A**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
**DECEMBER 31, 2021**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 2,050,000
2022	115,000	51,350	166,350	1,935,000
2023	115,000	47,900	162,900	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>\$ 2,050,000</u>	<u>\$ 418,618</u>	<u>\$ 2,468,618</u>	

**BUDGET SUMMARY**  
**WASTEWATER UTILITY FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Revised</u>	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 5,697,965	\$ 6,305,021	\$ 7,147,261	\$ 7,993,631
<u>Revenues</u>				
Sewer Usage	4,623,255	5,023,500	5,123,460	5,277,160
<u>Miscellaneous Revenues</u>				
Interest	17,484	12,000	12,000	12,000
Other Revenues	9,233	750	750	750
Total Miscellaneous Revenues	26,717	12,750	12,750	12,750
Total Revenues	4,649,972	5,036,250	5,136,210	5,289,910
<u>Expenses</u>				
Personal Services	940,763	1,101,300	1,150,660	1,185,180
Other Services and Charges	2,805,840	2,794,610	2,834,790	2,963,950
Depreciation	262,902	263,000	270,890	279,020
Interest	33,411	35,100	33,500	33,500
Operating Expenses	4,042,916	4,194,010	4,289,840	4,461,650
Net Income	607,056	842,240	846,370	828,260
<u>RETAINED EARNINGS</u>	6,305,021	7,147,261	7,993,631	8,821,891
<u>BOND PRINCIPAL *</u>	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
<u>CAPITAL OUTLAY **</u>	\$ -	\$ 1,165,000	\$ 1,021,250	\$ -
***Wastewater Revenue Bond Coverage	-	-	25.26	11.27

\* 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 the collection and responsible disposal of wastewater from 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.

### **2021 HIGHLIGHTS**

- Continued the sanitary sewer main lining (City Council Goals 1d & 6a).
- Continued to be aggressive with maintenance on the wastewater collection system by jetting/proofing the entire city on an annual basis, including televising and root sawing (City Council Goals 1d & 6a).
- Continue installing safety grates on lift station hatches (City Council Goals 1d, 6a & 6b).
- Update Inflow/Infiltration (I&I) ordinances in accordance with the Sanitary Sewer Comprehensive Plan (City Council Goals 1a & 1d).
- Adopt and implement the Fats, Oils, and Grease (FOG) ordinance (City Council Goals 1a & 6a).
- Completed Force Main Pipe Condition Assessment project to evaluate the conditions and needs of lift station force mains (City Council Goals 1a & 6a).

### **2022 GOALS**

- Continue the sanitary sewer main lining (City Council Goals 1d & 6a).
- Continue to be aggressive with maintenance on the wastewater collection system by jetting/proofing the entire City on an annual basis, including televising and root sawing (City Council Goals 1d & 6a).

- Convert water plant conference room into water education center to be utilized by staff, local schools, and the general public (City Council Goals 5a-5d, 6d).

#### **DIVISION EXPENDITURE COMMENT**

The majority of the Wastewater Division expenditures are to the Metropolitan Council Environmental Services (MCES) which provides wastewater treatment services for the City of Richfield. The 2021 charge from MCES is \$2,397,991 which represents approximately 60% of the total wastewater budget, and the 2022 MCES charge is \$2,331,864 which is also approximately 60% of the total budget. The decreasing MCES charge is a result of declining wastewater output, even while the MCES rates increase 4% in 2022.

The 2021 Revised Budget reflects an increase of 1.01% from the 2021 Adopted Budget. The increase reflects the carryover of the Sewer Main Lining project from 2020.

The 2022 Proposed Budget reflects an increase of 3.33% from the 2021 Adopted Budget. The increase is due to the education center.

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

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>License &amp; permits</u>				
4162 Sewer Permit	\$ 18,800	\$ 8,500	\$ 8,500	\$ 8,500
<i>License &amp; permits Total</i>	<u>\$ 18,800</u>	<u>\$ 8,500</u>	<u>\$ 8,500</u>	<u>\$ 8,500</u>
<u>Utility Revenues</u>				
4832 Sewer Charges	\$ 4,585,047	\$ 4,998,000	\$ 4,998,000	\$ 5,097,960
4836 Other Sewer Charges/Services	-	500	500	500
4838 Sewer Availability Charge	5,988	4,000	4,000	4,000
4848 Certification Fee	13,420	12,500	12,500	12,500
<i>Utility Revenues Total</i>	<u>\$ 4,604,455</u>	<u>\$ 5,015,000</u>	<u>\$ 5,015,000</u>	<u>\$ 5,114,960</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 17,484	\$ 12,000	\$ 12,000	\$ 12,000
8035 Other Miscellaneous Revenues	8,043	750	750	750
8039 State Pension Contribution	1,190	-	-	-
<i>Other Income Total</i>	<u>\$ 26,717</u>	<u>\$ 12,750</u>	<u>\$ 12,750</u>	<u>\$ 12,750</u>
<b>WASTEWATER UTILITY TOTAL</b>	<u><u>\$ 4,649,972</u></u>	<u><u>\$ 5,036,250</u></u>	<u><u>\$ 5,036,250</u></u>	<u><u>\$ 5,136,210</u></u>



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 524,271	\$ 562,370	\$ 563,280	\$ 596,720
6006 Part-time	12,307	18,670	19,890	22,030
6007 Seasonal	12,158	10,550	18,230	18,780
6009 Overtime	4,692	20,000	20,000	20,000
6031 Employer Social Security	32,931	36,370	37,010	39,220
6032 Employer Medicare	7,798	8,510	8,660	9,170
6033 Employer Pera	(10,171)	43,320	43,480	46,150
6035 Medical Insurance	109,287	103,750	116,090	118,560
6036 Dental Insurance	5,348	5,810	5,810	5,810
6037 Term Life	156	320	320	320
6038 Workers Compensation	12,804	19,170	19,170	19,130
6040 Long Term Disability	1,012	990	990	1,050
6051 Interdepartmental Labor	50,000	65,000	65,000	65,000
6052 Administrative Charges	178,170	183,370	183,370	188,720
<i>Personal Services Total</i>	<u>\$ 940,763</u>	<u>\$ 1,078,200</u>	<u>\$ 1,101,300</u>	<u>\$ 1,150,660</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 49,807	\$ 62,430	\$ 77,410	\$ 164,610
6201 Rents & Leases	-	10,000	-	-
6202 Data Processing Rental	20,890	21,300	21,300	21,940
6204 Motor Pool Operating Rental	60,440	62,250	62,250	64,740
6205 Maintenance & Repairs	65,179	85,000	95,000	110,000
6207 Utility Services	16,065	19,000	19,000	19,000
6301 Advertising & Publication	69	100	100	100
6302 Communications	7,093	8,000	8,000	8,500
6303 Professional Development	4,072	9,000	11,000	11,000
6305 Subscriptions & Memberships	-	250	250	250
6307 Insurance & Bonds	9,670	10,350	9,120	9,400
6308 Property Liability	6,490	6,690	6,690	6,890
6310 Taxes & Licenses	-	200	200	200
6315 Other Contractual Services	2,642	10,500	10,500	10,500
6401 Office Supplies	-	100	100	100
6403 Postage	-	100	100	100
6409 Uniforms & Clothing	3,190	4,000	4,000	4,000
6410 Small Tools & Parts	7,570	22,000	22,000	22,000
6412 Maint. & Const. Materials	-	39,750	39,750	39,750
6414 Other Supplies	762	9,850	9,850	9,850
6540 Covid-19	1,131	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 255,070</u>	<u>\$ 380,870</u>	<u>\$ 396,620</u>	<u>\$ 502,930</u>
<u>MCES Charges</u>				
6601 MCES Charges	\$ 2,550,770	\$ 2,397,990	\$ 2,397,990	\$ 2,331,860
<i>MCES Charges Total</i>	<u>\$ 2,550,770</u>	<u>\$ 2,397,990</u>	<u>\$ 2,397,990</u>	<u>\$ 2,331,860</u>

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Depreciation</u>				
6610 Depreciation	\$ 262,902	\$ 257,370	\$ 263,000	\$ 270,890
<i>Depreciation Total</i>	<u>\$ 262,902</u>	<u>\$ 257,370</u>	<u>\$ 263,000</u>	<u>\$ 270,890</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ 806,670	\$ 1,100,000	\$ 1,021,250
7400 Machinery & Equipment	-	65,000	65,000	-
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 871,670</u>	<u>\$ 1,165,000</u>	<u>\$ 1,021,250</u>
<u>Other Financing Uses</u>				
8521 Principal Payments	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
8522 Interest Payments	33,411	35,100	35,100	33,500
<i>Other Financing Uses Total</i>	<u>\$ 33,411</u>	<u>\$ 75,100</u>	<u>\$ 75,100</u>	<u>\$ 73,500</u>
<b>WASTEWATER UTILITY TOTAL</b>	<u><u>\$ 4,042,916</u></u>	<u><u>\$ 5,061,200</u></u>	<u><u>\$ 5,399,010</u></u>	<u><u>\$ 5,351,090</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	.40	.40	.40
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>8.05</u>	<u>8.05</u>	<u>8.05</u>
<u>Part-Time Employees</u>				
Utility Maintenance Clerk	GS-3	.25	.25	.25
<i>Total</i>		<u>.25</u>	<u>.25</u>	<u>.25</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
Sewer Main Lining	\$ 400,000	\$ 700,000	\$ 800,000
Water Meter Replacement	406,670	400,000	221,250
Lift #1 Control Panel	65,000	65,000	-
<i>Total</i>	<u>\$ 871,670</u>	<u>\$ 1,165,000</u>	<u>\$ 1,021,250</u>

**SEWER GENERAL OBLIGATION BONDS, SERIES 2019A**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
**DECEMBER 31, 2021**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 1,040,000
2022	40,000	33,500	73,500	1,000,000
2023	40,000	31,900	71,900	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>\$ 1,040,000</u>	<u>\$ 337,650</u>	<u>\$ 1,377,650</u>	

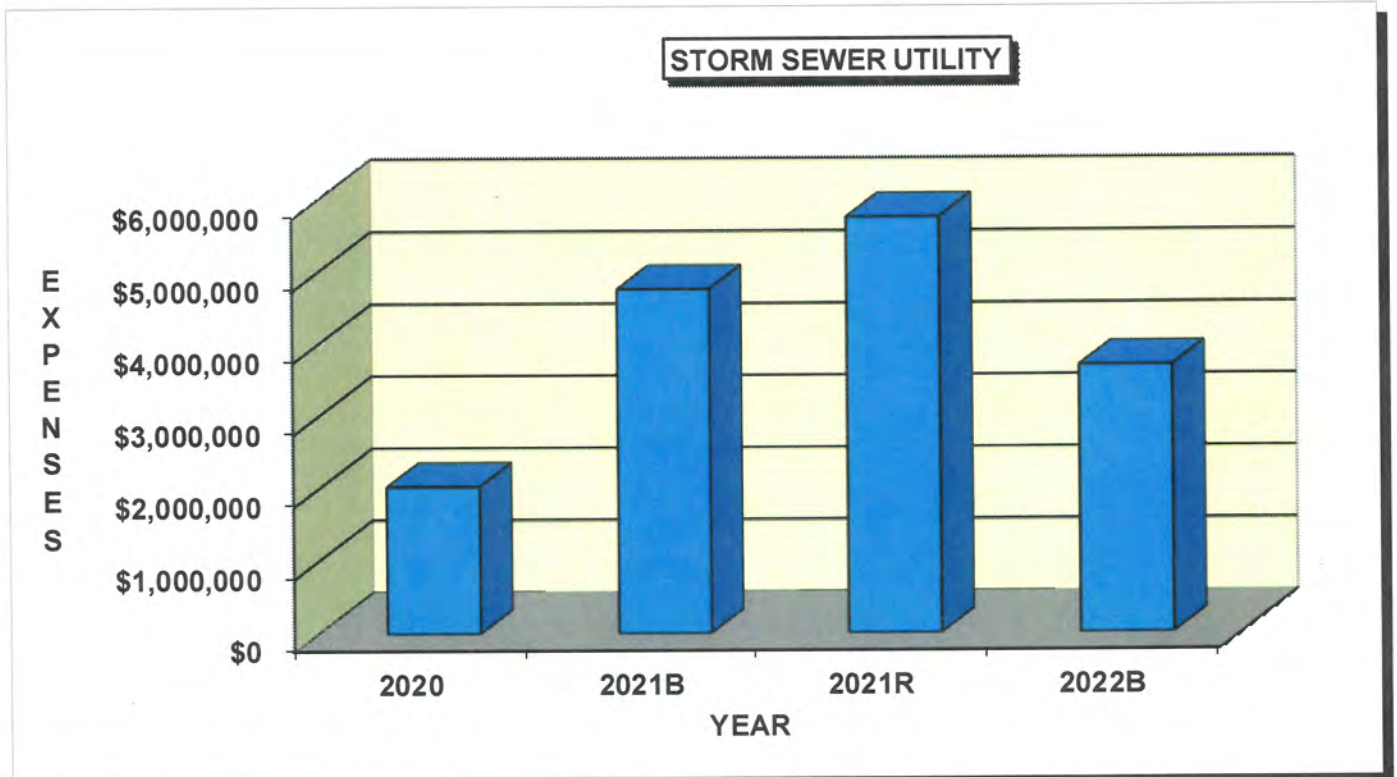
FUND: STORMWATER UTILITY  
 DEPARTMENT: Public Works

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
53000 STORMWATER UTILITY	\$ 2,038,362	\$ 4,769,580	\$ 5,759,760	\$ 3,703,080	(22.36%)
<i>Public Works TOTAL</i>	<u>\$ 2,038,362</u>	<u>\$ 4,769,580</u>	<u>\$ 5,759,760</u>	<u>\$ 3,703,080</u>	(22.36%)

**REVENUES**

53000 STORMWATER UTILITY	\$ 2,253,127	\$ 2,172,550	\$ 2,279,360	\$ 2,379,260	9.51%
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**BUDGET SUMMARY  
STORMWATER UTILITY FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 7,560,371	\$ 7,775,136	\$ 7,609,736	\$ 7,550,916
<u>Revenues</u>				
Storm Sewer Usage	2,047,290	2,087,010	2,189,240	2,254,920
Miscellaneous Revenues	205,837	192,350	190,020	189,000
Total Revenues	<u>2,253,127</u>	<u>2,279,360</u>	<u>2,379,260</u>	<u>2,443,920</u>
<u>Expenses</u>				
Personal Services	455,763	413,590	440,230	453,440
Other Services and Charges	710,297	1,146,010	1,114,030	1,147,450
Depreciation	728,384	728,400	750,250	772,760
Interest	143,918	156,760	133,570	120,300
Total Operating Expenses	<u>2,038,362</u>	<u>2,444,760</u>	<u>2,438,080</u>	<u>2,493,949</u>
Net Income (Loss)	214,765	(165,400)	(58,820)	(50,029)
<u>RETAINED EARNINGS</u>	<u>7,775,136</u>	<u>7,609,736</u>	<u>7,550,916</u>	<u>7,500,887</u>
<u>BOND PRINCIPAL *</u>	<u>\$ -</u>	<u>\$ 2,195,000</u>	<u>\$ 425,000</u>	<u>\$ 445,000</u>
<u>CAPITAL OUTLAY **</u>	<u>\$ -</u>	<u>\$ 1,120,000</u>	<u>\$ 840,000</u>	<u>\$ -</u>
***Stormwater Revenue Bond Coverage	<u>0.41</u>	<u>(0.07)</u>	<u>(0.11)</u>	<u>(0.09)</u>

\* 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.



**BUDGET SUMMARY**  
**STORMWATER UTILITY FUND PROJECTION**

<u>CASH FLOW SUMMARY</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Revised</u>	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 2,253,127	\$ 2,279,360	\$ 2,379,260	\$ 2,443,920
Decrease in Receivables	2,127	-	-	-
Bond Proceeds	1,809,995	-	-	-
Items not requiring cash:				
Depreciation	728,384	728,400	750,250	772,760
TOTAL SOURCES	<u>4,793,633</u>	<u>3,007,760</u>	<u>3,129,510</u>	<u>3,216,680</u>
<u>USES OF CASH</u>				
Total Expenses	1,894,444	2,288,000	2,304,510	2,373,649
Decrease in Payables	322,730	-	-	-
Decrease in Deferred Outflows	5,795	-	-	-
Increase in Deferred Inflows	962	-	-	-
Capital Outlay	86,946	1,120,000	840,000	-
Bond Principal Payment	380,000	2,195,000	425,000	445,000
Interest Payments	170,989	156,760	133,570	120,300
TOTAL USES	<u>2,861,866</u>	<u>5,759,760</u>	<u>3,703,080</u>	<u>2,938,949</u>
NET INCREASE (DECREASE) IN CASH	1,931,767	(2,752,000)	(573,570)	277,730
CASH BALANCE - JANUARY 1	<u>2,302,025</u>	<u>4,233,792</u>	<u>1,481,792</u>	<u>908,222</u>
CASH BALANCE - DECEMBER 31	<u>\$ 4,233,792</u>	<u>\$ 1,481,792</u>	<u>\$ 908,222</u>	<u>\$ 1,185,952</u>
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 4,667,831			
Less: Current Liabilities - Dec. 31	<u>2,312,819</u>			
CASH TO BE AVAILABLE	<u>\$ 2,355,012</u>			

## **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 treatment 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 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 ten 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.

### **2021 HIGHLIGHTS**

- Continued storm system condition assessment (City Council Goals 1a & 1d).
- Continued storm system manhole structure assessment and rehabilitation (City Council Goals 1a & 1d).
- Completed application for new MS4 permit (City Council Goals 6a, 6b & 6c).
- Upgraded the Wood Lake lift station to better serve capacity needs of Wood Lake

and to alleviate long-term flooding of the Nature Center (City Council Goal 6a).

- Completed Christian pond dredging project (City Council Goals 1a & 1d).
- Completed Sheridan pond dredging project (City Council Goals 1a & 1d).

### **2022 GOALS**

- Continue visual inspection for storm system condition assessment (City Council Goals 1a & 1d).
- Continue storm system manhole structure assessment and rehabilitation (City Council Goals 1a & 1d).
- Investigate opportunities for water quality improvements based on results of water quality model (City Council Goals 1d & 6a).
- Complete pond dredging project on a yet to be determined pond (City Council Goals 1a & 1d).
- Convert water plant conference room into water education center to be utilized by staff, local schools, and the general public (City Council Goals 5a-5d, 6d).
- Begin targeted storm system improvements based on hydraulic/hydrologic model and Storm System Risk Assessment (City Council Goal 1d).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget reflects an increase of 5.88% from the 2021 Adopted Budget. This increase is due to deferred maintenance of the Christian Pond. It was planned for 2020 but was pushed to 2021.

The 2022 Proposed Budget reflects an increase of 5.51% from the 2021 Adopted Budget. This is a result of normal increases in personnel and other services expenses and the education center.

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

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Intergovernmental Revenues</u>				
4244 Grants Other	\$ 17,191	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 17,191</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Utility Revenues</u>				
4848 Certification Fee	\$ 2,745	\$ 2,500	\$ 2,500	\$ 2,500
4852 Storm Drainage Fee	2,004,423	1,937,700	2,044,510	2,146,740
4854 Storm Drainage Service Charges	40,122	40,000	40,000	40,000
<i>Utility Revenues Total</i>	<u>\$ 2,047,290</u>	<u>\$ 1,980,200</u>	<u>\$ 2,087,010</u>	<u>\$ 2,189,240</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 18,625	\$ 20,000	\$ 20,000	\$ 20,000
8035 Other Miscellaneous Revenues	169,905	172,350	172,350	170,020
8039 State Pension Contribution	116	-	-	-
<i>Other Income Total</i>	<u>\$ 188,646</u>	<u>\$ 192,350</u>	<u>\$ 192,350</u>	<u>\$ 190,020</u>
<b>STORMWATER UTILITY TOTAL</b>	<u><u>\$ 2,253,127</u></u>	<u><u>\$ 2,172,550</u></u>	<u><u>\$ 2,279,360</u></u>	<u><u>\$ 2,379,260</u></u>

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 55,182	\$ 63,570	\$ 104,660	\$ 139,660
6031 Employer Social Security	3,246	3,940	6,480	8,650
6032 Employer Medicare	759	920	1,520	2,020
6033 Employer Pera	3,560	4,730	7,810	10,440
6035 Medical Insurance	7,188	8,240	18,740	24,960
6036 Dental Insurance	468	530	960	1,250
6037 Term Life	14	30	50	70
6038 Workers Compensation	1,980	2,030	2,030	2,170
6040 Long Term Disability	84	110	70	70
6051 Interdepartmental Labor	294,572	236,970	179,970	156,970
6052 Administrative Charges	88,710	91,300	91,300	93,970
<i>Personal Services Total</i>	<u>\$ 455,763</u>	<u>\$ 412,370</u>	<u>\$ 413,590</u>	<u>\$ 440,230</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 284,836	\$ 213,170	\$ 228,210	\$ 311,910
6201 Rents & Leases	-	5,500	5,500	5,500
6202 Data Processing Rental	11,430	11,820	11,820	12,180
6204 Motor Pool Operating Rental	118,350	121,900	121,900	126,780
6205 Maintenance & Repairs	186,896	574,750	645,750	524,750
6207 Utility Services	19,440	28,200	28,200	28,200
6301 Advertising & Publication	35	2,700	2,700	2,700
6302 Communications	478	1,600	1,600	1,600
6303 Professional Development	665	1,880	1,880	1,880
6305 Subscriptions & Memberships	4,491	4,800	4,800	4,800
6307 Insurance & Bonds	1,790	1,920	1,200	1,240
6308 Property Liability	1,150	1,190	1,190	1,230
6310 Taxes & Licenses	7,091	3,000	3,000	3,000
6315 Other Contractual Services	50,555	49,350	49,350	49,350
6401 Office Supplies	14	150	150	150
6402 Copy Charges	-	150	150	150
6403 Postage	3	50	50	50
6410 Small Tools & Parts	3,619	3,000	3,000	3,000
6412 Maint. & Const. Materials	1,673	16,310	16,310	16,310
6413 Chemicals	16,045	18,000	18,000	18,000
6414 Other Supplies	1,736	1,250	1,250	1,250
<i>Other Services &amp; Charges Total</i>	<u>\$ 710,297</u>	<u>\$ 1,060,690</u>	<u>\$ 1,146,010</u>	<u>\$ 1,114,030</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 728,384	\$ 744,460	\$ 728,400	\$ 750,250
<i>Depreciation Total</i>	<u>\$ 728,384</u>	<u>\$ 744,460</u>	<u>\$ 728,400</u>	<u>\$ 750,250</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ 200,000	\$ 1,120,000	\$ 840,000

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Capital Outlay Total</i>	\$ -	\$ 200,000	\$ 1,120,000	\$ 840,000
<u>Other Financing Uses</u>				
8521 Principal Payments	\$ -	\$ 2,195,000	\$ 2,195,000	\$ 425,000
8522 Interest Payments	142,730	155,560	155,560	132,370
8523 Paying Agent Fees	1,188	1,500	1,200	1,200
<i>Other Financing Uses Total</i>	\$ 143,918	\$ 2,352,060	\$ 2,351,760	\$ 558,570
<b>STORMWATER UTILITY TOTAL</b>	<b>\$ 2,038,362</b>	<b>\$ 4,769,580</b>	<b>\$ 5,759,760</b>	<b>\$ 3,703,080</b>



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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Utility Billing Clerk	GS-3	.20	.20	.20
Assistant Utilities Superintendent	M-2	.30	.30	.30
GIS Coordinator	GS-6	.20	.20	.20
Water Resources Engineer	GS-6	-	1.00	1.00
<i>Total</i>		<u>.70</u>	<u>1.70</u>	<u>1.70</u>

**CAPITAL OUTLAY**

ITEMS	2021	2021	2022
	ADOPTED	REVISED	BUDGET
Manhole Structure Rehab	\$ 100,000	\$ 100,000	\$ 100,000
Storm Mains Rehab	100,000	100,000	200,000
Woodlake Lift Station Improvements	-	820,000	-
Taft South Pond Lift Station	-	100,000	-
Penn Lift Station Improvements	-	-	40,000
HUB Storm Improvements	-	-	500,000
<i>Total</i>	<u>\$ 200,000</u>	<u>\$ 1,120,000</u>	<u>\$ 840,000</u>

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015B**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
**DECEMBER 31, 2021**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 935,000
2022	145,000	21,025	166,025	790,000
2023	150,000	16,600	166,600	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>\$ 935,000</u>	<u>\$ 64,300</u>	<u>\$ 999,300</u>	

**STORM SEWER REVENUE BONDS, SERIES 2016A**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
**DECEMBER 31, 2021**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 2,490,000
2022	130,000	58,115	188,115	2,360,000
2023	130,000	54,215	184,215	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>\$ 2,490,000</u>	<u>\$ 500,298</u>	<u>\$ 2,990,298</u>	

**STORM SEWER GENERAL OBLIGATION BONDS, SERIES 2019A**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
**DECEMBER 31, 2021**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 755,000
2022	30,000	24,300	54,300	725,000
2023	30,000	23,100	53,100	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>\$ 755,000</u>	<u>\$ 244,050</u>	<u>\$ 999,050</u>	

**STORM SEWER REVENUE BONDS, SERIES 2020B**  
**SCHEDULE OF DEBT SERVICE REQUIREMENTS**  
**DECEMBER 31, 2021**

<u>PAYMENT YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				\$ 1,740,000
2022	120,000	28,930	148,930	1,620,000
2023	135,000	26,380	161,380	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>\$ 1,740,000</u>	<u>\$ 171,645</u>	<u>\$ 1,911,645</u>	

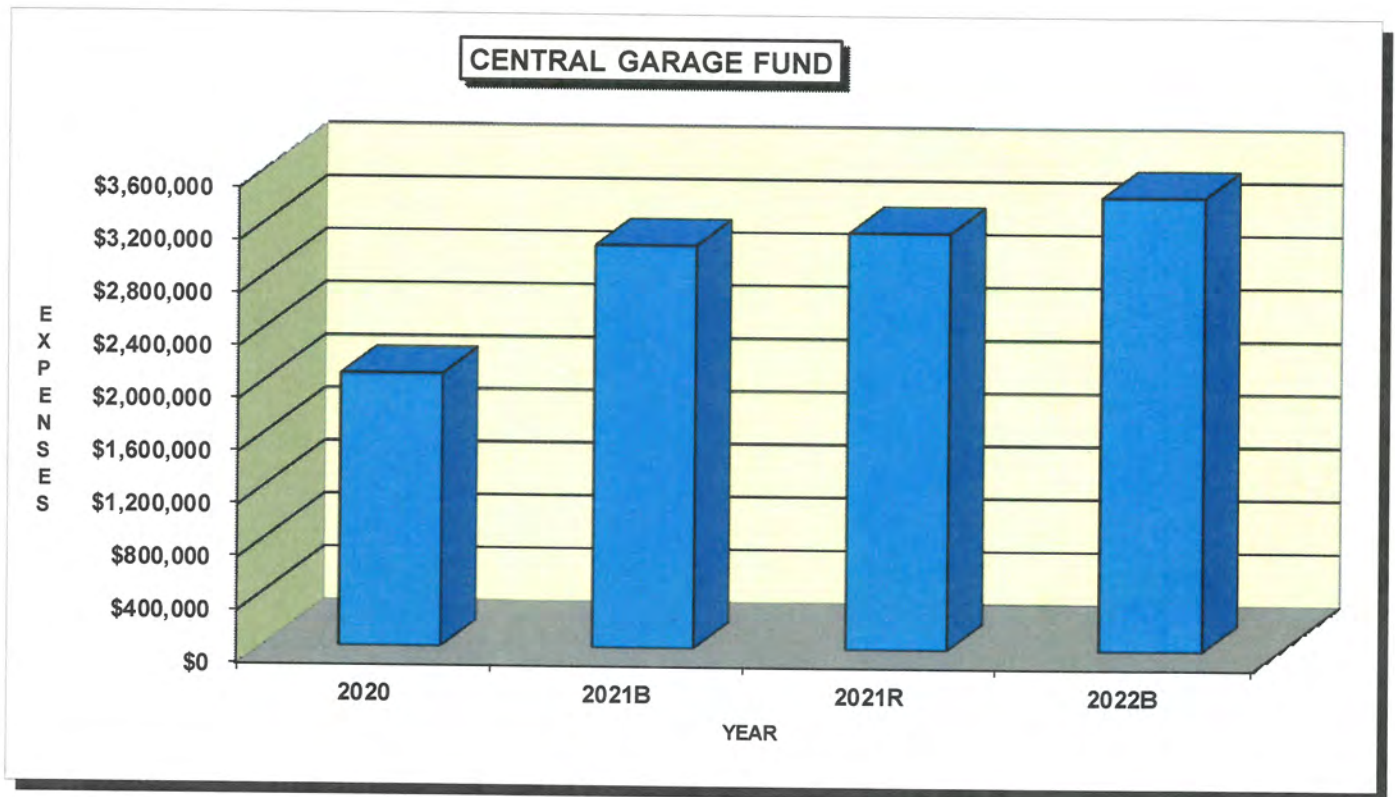
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FUND: CENTRAL GARAGE  
 DEPARTMENT: Public Works

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
61000 CENTRAL GARAGE	\$ 2,060,649	\$ 3,043,140	\$ 3,148,410	\$ 3,429,740	12.70%
<i>Public Works TOTAL</i>	<u>\$ 2,060,649</u>	<u>\$ 3,043,140</u>	<u>\$ 3,148,410</u>	<u>\$ 3,429,740</u>	12.70%
<b>REVENUES</b>					
61000 CENTRAL GARAGE	\$ 2,452,035	\$ 2,282,710	\$ 2,282,710	\$ 2,647,090	15.96%



**BUDGET SUMMARY  
CENTRAL GARAGE FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 5,037,791	\$ 5,429,177	\$ 5,532,477	\$ 5,938,827
<u>Revenues</u>				
Intergovernmental	94,964	-	320,000	-
Charges for Service:				
Equipment Rental	1,309,310	1,350,710	1,395,090	1,436,940
<u>Miscellaneous Revenues</u>				
Interest	9,256	5,000	5,000	-
Other Revenues	158,505	47,000	47,000	48,410
Total Misc. Revenues	167,761	52,000	52,000	48,410
Total Revenues	1,572,035	1,402,710	1,767,090	1,485,350
<u>Expenses</u>				
Personal Services	417,855	442,400	469,370	483,450
Other Services and Charges	834,972	929,010	939,130	967,300
Depreciation	807,822	808,000	832,240	857,210
Operating Expenses	2,060,649	2,179,410	2,240,740	2,307,960
Net Income (Loss)	(488,614)	(776,700)	(473,650)	(822,611)
Operating Transfers From (To)				
Capital Projects Funds	880,000	880,000	880,000	-
	880,000	880,000	880,000	-
<u>RETAINED EARNINGS</u>	5,429,177	5,532,477	5,938,827	5,116,217
<u>CAPITAL OUTLAY</u>	\$ -	\$ 969,000	\$ 1,189,000	\$ -

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

**BUDGET SUMMARY  
CENTRAL GARAGE FUND PROJECTION**

<u>CASH FLOW SUMMARY</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 1,565,035	\$ 1,402,710	\$ 1,767,090	\$ 1,485,350
Items not requiring cash -				
Depreciation	807,822	808,000	832,240	857,210
Increase in Payables	31,299	-	-	-
Transfer in	880,000	880,000	880,000	-
TOTAL SOURCES	<u>3,284,156</u>	<u>3,090,710</u>	<u>3,479,330</u>	<u>2,342,560</u>
<u>USES OF CASH</u>				
Total Expenses	2,060,649	2,179,410	2,240,740	2,307,960
Increase in Receivables	18,434	-	-	-
Increase in Deferred Outflows	6,771	-	-	-
Decrease in Deferred Inflows	25,373	-	-	-
Capital Outlay	1,100,148	969,000	1,189,000	-
TOTAL USES	<u>3,211,375</u>	<u>3,148,410</u>	<u>3,429,740</u>	<u>2,307,960</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	72,781	(57,700)	49,590	34,600
<u>CASH BALANCE - JANUARY 1</u>	<u>1,388,184</u>	<u>1,460,965</u>	<u>1,403,265</u>	<u>1,452,855</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 1,460,965</u>	<u>\$ 1,403,265</u>	<u>\$ 1,452,855</u>	<u>\$ 1,487,455</u>
<u>CASH TO BE AVAILABLE</u>				
Current assets - December 31	\$ 1,482,484			
Less: Current liabilities - December 31	87,396			
Cash To Be Available	<u>\$ 1,395,088</u>			

## **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.

### **2021 HIGHLIGHTS**

- Evaluated where Hybrid/Electric vehicles can fit into the fleet (City Council Goals 1d & 6b).
- Purchase of 5 Hybrid vehicles for Police Detectives (City Council Goals 1d & 6b).

### **2022 DIVISION GOALS**

- Continue to evaluate repurposing Police Patrol vehicles for other divisions' use (City Council Goals 1d, 6b & 6c).
- Continue evaluation of opportunities to introduce more Hybrid/Electric vehicles into the fleet (Council Goals 1d & 6b).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget reflects a 3.46% increase from the 2021 Adopted Budget mainly due to an increase in depreciation.

The 2022 Proposed Budget reflects a 12.70% increase from the 2021 Adopted Budget due to increases in vehicle purchases and the grant funded purchase of a mobile command vehicle for public safety. When factoring in the receipt of \$320,000 in grant funding for the mobile command vehicle, the 2022 Proposed Budget increase is 2.19%. It is to be expected that expenditure increases will be needed in the future due to needed vehicle purchases.

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

**DETAIL REVENUES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 94,261	\$ -	\$ -	\$ 320,000
<i>Intergovernmental Revenues Total</i>	<u>\$ 94,261</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 320,000</u>
<u>Charges for Service</u>				
4318 Equipment Rental - Operating	\$ 1,309,310	\$ 1,350,710	\$ 1,350,710	\$ 1,395,090
<i>Charges for Service Total</i>	<u>\$ 1,309,310</u>	<u>\$ 1,350,710</u>	<u>\$ 1,350,710</u>	<u>\$ 1,395,090</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 9,256	\$ 5,000	\$ 5,000	\$ 5,000
8035 Other Miscellaneous Revenues	2,078	2,000	2,000	2,000
8037 Recovery From Damage City Prop	5,712	20,000	20,000	20,000
8038 Gain on disposal of Assets	150,715	25,000	25,000	25,000
8039 State Pension Contribution	703	-	-	-
<i>Other Income Total</i>	<u>\$ 168,464</u>	<u>\$ 52,000</u>	<u>\$ 52,000</u>	<u>\$ 52,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 880,000	\$ 880,000	\$ 880,000	\$ 880,000
<i>Other Financing Sources Total</i>	<u>\$ 880,000</u>	<u>\$ 880,000</u>	<u>\$ 880,000</u>	<u>\$ 880,000</u>
<b>CENTRAL GARAGE TOTAL</b>	<u><u>\$ 2,452,035</u></u>	<u><u>\$ 2,282,710</u></u>	<u><u>\$ 2,282,710</u></u>	<u><u>\$ 2,647,090</u></u>



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 322,745	\$ 318,610	\$ 316,140	\$ 336,160
6009 Overtime	4,045	8,000	8,000	8,000
6013 Longevity	1,142	1,180	1,180	1,200
6031 Employer Social Security	19,863	19,720	19,350	20,530
6032 Employer Medicare	4,653	4,610	4,520	4,800
6033 Employer Pera	8,836	23,760	23,670	25,170
6035 Medical Insurance	45,998	46,590	59,560	62,910
6036 Dental Insurance	2,892	2,950	2,860	2,950
6037 Term Life	83	160	160	160
6038 Workers Compensation	6,840	6,400	6,400	6,900
6040 Long Term Disability	758	560	560	590
<i>Personal Services Total</i>	<u>\$ 417,855</u>	<u>\$ 432,540</u>	<u>\$ 442,400</u>	<u>\$ 469,370</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 6,605	\$ 4,230	\$ 4,230	\$ 4,230
6202 Data Processing Rental	20,980	22,180	22,180	22,850
6205 Maintenance & Repairs	99,241	132,330	132,330	132,330
6206 Accident Repairs	30,078	35,000	35,000	35,000
6207 Utility Services	59,503	67,780	63,770	67,780
6302 Communications	1,340	2,750	2,750	2,750
6303 Professional Development	837	2,580	2,580	2,580
6307 Insurance & Bonds	50,283	53,830	55,100	56,750
6308 Property Liability	25,530	26,300	26,300	27,090
6310 Taxes & Licenses	2,288	5,000	5,000	5,000
6315 Other Contractual Services	35,600	38,560	38,560	38,560
6401 Office Supplies	267	660	660	660
6402 Copy Charges	-	120	120	120
6403 Postage	29	100	100	100
6405 Fuels	278,674	285,000	285,000	285,000
6406 Lubricants	8,398	10,500	10,500	10,500
6407 Auto Operating Supplies	9,454	14,460	11,460	14,460
6408 Tires	27,375	24,000	24,000	24,000
6409 Uniforms & Clothing	3,978	4,860	4,860	4,860
6410 Small Tools & Parts	109,734	134,680	134,680	134,680
6414 Other Supplies	41,737	69,830	69,830	69,830
6540 Covid-19	23,041	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 834,972</u>	<u>\$ 934,750</u>	<u>\$ 929,010</u>	<u>\$ 939,130</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 807,822	\$ 726,850	\$ 808,000	\$ 832,240
<i>Depreciation Total</i>	<u>\$ 807,822</u>	<u>\$ 726,850</u>	<u>\$ 808,000</u>	<u>\$ 832,240</u>



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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<i>Capital Outlay</i>				
7500 Motor Vehicles	\$ -	\$ 949,000	\$ 969,000	\$ 1,189,000
<i>Capital Outlay Total</i>	\$ -	\$ 949,000	\$ 969,000	\$ 1,189,000
<b>CENTRAL GARAGE TOTAL</b>	<b>\$ 2,060,649</b>	<b>\$ 3,043,140</b>	<b>\$ 3,148,410</b>	<b>\$ 3,429,740</b>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<u>Regular Full-Time Employees</u>				
Operations Superintendent	M-3	.25	.25	.25
Operations Manager	M-2	.50	.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	2021 ADOPTED	2021 REVISED	2022 BUDGET
	\$ -	\$ -	\$ -
Dump Truck	250,000	250,000	-
Aerial Arbor Truck	150,000	-	-
3 - Hybrid SUVs Police Admin	120,000	120,000	-
2 - Tahoe - Chiefs	100,000	100,000	-
Vac Trailer - Utilities	175,000	175,000	-
Pick-Up Parks	45,000	-	-
Tool Cat	65,000	65,000	-
2 - Z Mower	44,000	44,000	-
Toro 5900 Mower	-	115,000	-
2 - Hybrid SUV Police Squads	-	100,000	-
Arbor-Pro Lift Bucket	-	-	100,000
2 - Z Mower Ballfields	-	-	44,000
5 - Hybrid SUV Police Squads	-	-	250,000
Fire Pumper Chassis	-	-	300,000
CSO Truck	-	-	50,000
Parkway Plow/Arbor Truck	-	-	80,000
Mobile Command Vehicle	-	-	320,000
4x4 Pick-Up Parks	-	-	45,000
	<i>Total</i>	<u>\$ 949,000</u>	<u>\$ 1,189,000</u>

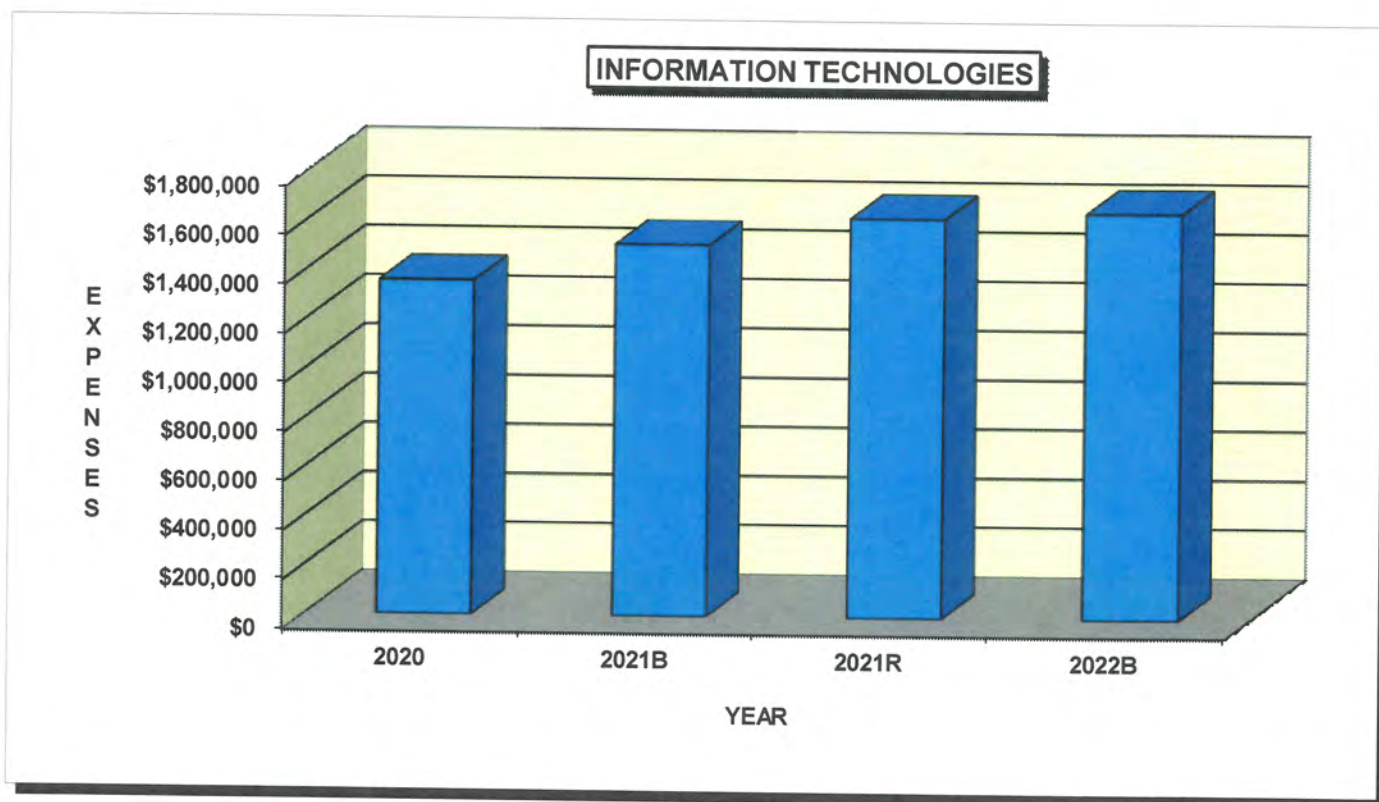
FUND: INFORMATION TECHNOLOGIES  
 DEPARTMENT: Administrative Services

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
62000 INFORMATION TECHNOLOGIES	\$ 1,354,762	\$ 1,507,150	\$ 1,620,870	\$ 1,648,200	9.36%
<i>Administrative Services TOTAL</i>	<u>\$ 1,354,762</u>	<u>\$ 1,507,150</u>	<u>\$ 1,620,870</u>	<u>\$ 1,648,200</u>	9.36%

**REVENUES**

62000 INFORMATION TECHNOLOGIES	\$ 1,427,567	\$ 1,260,110	\$ 1,260,110	\$ 1,292,350	2.56%
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**BUDGET SUMMARY**  
**INFORMATION TECHNOLOGIES FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 173,666	\$ 246,471	\$ 99,501	\$ (155,259)
<u>Revenues</u>				
Intergovernmental	259,112	-	-	-
Charges for Service	1,030,112	1,074,510	1,106,750	1,151,020
Subtotal	<u>1,289,224</u>	<u>1,074,510</u>	<u>1,106,750</u>	<u>1,151,020</u>
<u>Miscellaneous Revenues</u>				
Interest	3,335	600	600	600
Other	8	-	-	-
Total Miscellaneous Revenues	<u>3,343</u>	<u>600</u>	<u>600</u>	<u>600</u>
Total Revenues	<u>1,292,567</u>	<u>1,075,110</u>	<u>1,107,350</u>	<u>1,151,620</u>
<u>Expenses</u>				
Personal Service	498,808	576,140	662,820	682,710
Other Services and Charges	794,744	769,640	821,150	845,790
Depreciation	61,210	61,300	63,140	65,030
Total Operating Expenses	<u>1,354,762</u>	<u>1,407,080</u>	<u>1,547,110</u>	<u>1,593,529</u>
Net Income (Loss)	<u>(62,195)</u>	<u>(331,970)</u>	<u>(439,760)</u>	<u>(441,909)</u>
<u>Operating Transfers: From (To)</u>				
Capital Project Funds	<u>135,000</u>	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>
Net Transfers	<u>135,000</u>	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>
<u>RETAINED EARNINGS</u>	<u>246,471</u>	<u>99,501</u>	<u>(155,259)</u>	<u>(412,168)</u>
<u>CAPITAL OUTLAY *</u>	<u>\$ -</u>	<u>\$ 213,790</u>	<u>\$ 101,090</u>	<u>\$ -</u>

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

**BUDGET SUMMARY  
INFORMATION TECHNOLOGIES FUND PROJECTION**

<u>CASH FLOW SUMMARY</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 1,292,567	\$ 1,075,110	\$ 1,107,350	\$ 1,151,620
Items not requiring cash -				
Increase in Payables	87,527	-	-	-
Depreciation	61,210	61,300	63,140	65,030
Transfers	135,000	185,000	185,000	185,000
TOTAL SOURCES	<u>1,576,304</u>	<u>1,321,410</u>	<u>1,355,490</u>	<u>1,401,650</u>
<u>USES OF CASH</u>				
Total Expenses	1,354,762	1,407,080	1,547,110	1,593,529
Increase in Deferred Outflows	8,724	-	-	-
Decrease in Deferred Inflows	28,332	-	-	-
Capital Outlay	11,485	213,790	101,090	-
TOTAL USES	<u>1,403,303</u>	<u>1,620,870</u>	<u>1,648,200</u>	<u>1,593,529</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	<u>173,001</u>	<u>(299,460)</u>	<u>(292,710)</u>	<u>(191,879)</u>
<u>CASH BALANCE - JANUARY 1</u>	<u>455,681</u>	<u>628,682</u>	<u>329,222</u>	<u>36,512</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 628,682</u>	<u>\$ 329,222</u>	<u>\$ 36,512</u>	<u>\$ (155,367)</u>
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 628,682			
Less: Current Liabilities - Dec. 31	143,942			
Cash To Be Available	<u>\$ 484,740</u>			

## **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
- Establish standards for efficient operation of staff's IT tools to maintain high quality of service with minimal downtime
- Recognize and recommend new developments in technology.

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, chambers and cable room
- Conduct research and recommend new or improved technology systems
- IT also provides a variety of other support for
  - outgoing mail
  - the City's internal office supply store
  - maintaining and supporting the copiers and printers,
  - oversees the Municipal Center building security system,
  - supports the Finance department with budget processing

### **2021 HIGHLIGHTS**

- Continue to provide a centralized high quality Help Desk support to City staff.
- Implement and distribute a help desk ticketing system for both IT and staff to use.
- Install fiber to create more redundancy with the City's connection to LOGIS and State.
- Collaborate with Human Resources to develop and implement a Flexible Workplace environment while ensuring network security. (City Council Goal 6)



- Manage city-owned mobile devices to create greater security and safety of the City's network while maintaining work efficiency. (City Council Goal 6)
- Replace and upgrade components of the City's network infrastructure.
- Refine the procedures, employee training and security to be compliant with the Payment Card Industry data security standards.
- Increase the use of Laserfiche technology by creating applications, which will enhance efficiency with work flows, automation and electronic processing.
- Replace hardware and upgrade the operating system on City PCs and laptops.
- Lead the audio/visual project in the City Hall conference Rooms, chambers and cable room. (City Council Goal 1)
- Replace the City's aging door access control system for the Municipal Center.
- Upgrade and rearrange all of the City's servers to keep them compliant, more efficient with greater use of today's technology.
- Add the Public Works building to the new door access control systems (software and hardware).

### **2022 DIVISION GOALS**

- Continue with the audio/visual project in the City Hall conference Rooms, chambers and cable room, display monitors. (City Council Goal 1)
- Upgrade to Microsoft Office 365 selecting the best options for Richfield's environment and training for all staff.
- Provide more training opportunities for City staff.
- Help implement and support the recommended process from the Records Management and Business Processes Report to improve and enhance our records management processes. (City Council Goal 6)
- Evaluate the need and cost to connect our current fiber network to other city facilities (park buildings, signs) with consideration of adding more redundancy to other facilities.
- Add other city facilities to the new door access control systems (software and hardware).

### **DIVISION EXPENDITURE COMMENT**

The 2021 Revised Budget reflects an 8.8% increase over the 2021 Adopted Budget.

The reasons are as follows:

- The Covid pandemic delayed some 2020 projects. These projects are now part of the 2021 budget (i.e. door access, agenda management, server upgrades).
- Increase equipment and communications costs.
- Increase in contractual services and maintenance contracts
- Additional cost of a security assessment
- Additional cost of an IT staff and technology evaluation/assessment.

The 2022 Proposed Budget increases by 3.1% from 2021 Revised Budget.

- Increased personnel costs
- Equipment replacement costs
- Completion of upgrade and yearly subscription costs of office software

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

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 258,300	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 258,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Charges for Service</u>				
4320 IT Equipment Rental	\$ 977,220	\$ 1,016,300	\$ 1,016,300	\$ 1,046,790
4322 Sale of Supplies	29,985	31,930	31,930	32,890
4324 Copying Services	6,133	11,330	11,330	11,670
4326 Postage Services	16,774	14,950	14,950	15,400
<i>Charges for Service Total</i>	<u>\$ 1,030,112</u>	<u>\$ 1,074,510</u>	<u>\$ 1,074,510</u>	<u>\$ 1,106,750</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 3,335	\$ 600	\$ 600	\$ 600
8035 Other Miscellaneous Revenues	8	-	-	-
8039 State Pension Contribution	812	-	-	-
<i>Other Income Total</i>	<u>\$ 4,155</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ 600</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 135,000	\$ 185,000	\$ 185,000	\$ 185,000
<i>Other Financing Sources Total</i>	<u>\$ 135,000</u>	<u>\$ 185,000</u>	<u>\$ 185,000</u>	<u>\$ 185,000</u>
<b>INFORMATION TECHNOLOGIES TOTAL</b>	<u><u>\$ 1,427,567</u></u>	<u><u>\$ 1,260,110</u></u>	<u><u>\$ 1,260,110</u></u>	<u><u>\$ 1,292,350</u></u>

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Costs of Goods Sold</u>				
5510 Purchases for Resale	\$ 42,177	\$ 39,140	\$ 27,140	\$ 27,950
<i>Costs of Goods Sold Total</i>	<u>\$ 42,177</u>	<u>\$ 39,140</u>	<u>\$ 27,140</u>	<u>\$ 27,950</u>
<u>Personal Services</u>				
6005 Full Time	\$ 382,337	\$ 459,830	\$ 423,840	\$ 487,650
6013 Longevity	2,071	2,150	2,210	2,270
6031 Employer Social Security	22,227	28,010	25,520	29,170
6032 Employer Medicare	5,198	6,550	5,970	6,820
6033 Employer Pera	27,951	34,650	31,950	36,740
6035 Medical Insurance	54,746	88,020	80,790	93,700
6036 Dental Insurance	3,288	5,060	4,620	5,060
6037 Term Life	96	280	260	280
6038 Workers Compensation	180	230	230	260
6040 Long Term Disability	714	820	750	870
<i>Personal Services Total</i>	<u>\$ 498,808</u>	<u>\$ 625,600</u>	<u>\$ 576,140</u>	<u>\$ 662,820</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 308,244	\$ 268,860	\$ 286,640	\$ 277,650
6201 Rents & Leases	-	5,150	7,000	7,210
6205 Maintenance & Repairs	85,848	99,500	79,660	118,090
6207 Utility Services	69,744	71,830	71,830	73,990
6302 Communications	29,700	75,700	81,750	80,080
6303 Professional Development	1,070	2,370	2,400	2,470
6305 Subscriptions & Memberships	574	1,930	1,810	1,810
6307 Insurance & Bonds	5,600	6,000	5,370	5,530
6308 Property Liability	2,250	2,320	2,320	2,390
6401 Office Supplies	348	930	900	930
6402 Copy Charges	82	210	210	220
6403 Postage	39	80	80	80
6414 Other Supplies	137,881	178,640	202,530	222,750
6540 Covid-19	111,187	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 752,567</u>	<u>\$ 713,520</u>	<u>\$ 742,500</u>	<u>\$ 793,200</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 61,210	\$ 66,140	\$ 61,300	\$ 63,140
<i>Depreciation Total</i>	<u>\$ 61,210</u>	<u>\$ 66,140</u>	<u>\$ 61,300</u>	<u>\$ 63,140</u>
<u>Capital Outlay</u>				
7350 Other Improvements	\$ -	\$ -	\$ 139,010	\$ 35,000
7400 Machinery & Equipment	-	62,750	74,780	66,090
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 62,750</u>	<u>\$ 213,790</u>	<u>\$ 101,090</u>
<b>INFORMATION TECHNOLOGIES TOTAL</b>	<u><u>\$ 1,354,762</u></u>	<u><u>\$ 1,507,150</u></u>	<u><u>\$ 1,620,870</u></u>	<u><u>\$ 1,648,200</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 BUDGET
<i>Regular Full-Time Employees</i>				
IT Manager	M-3	1.00	1.00	1.00
Network Administrator	GS-6E	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	GS-6	.20	.20	.20
GIS Analyst	GS-6	.30	.30	.30
	<i>Total</i>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>

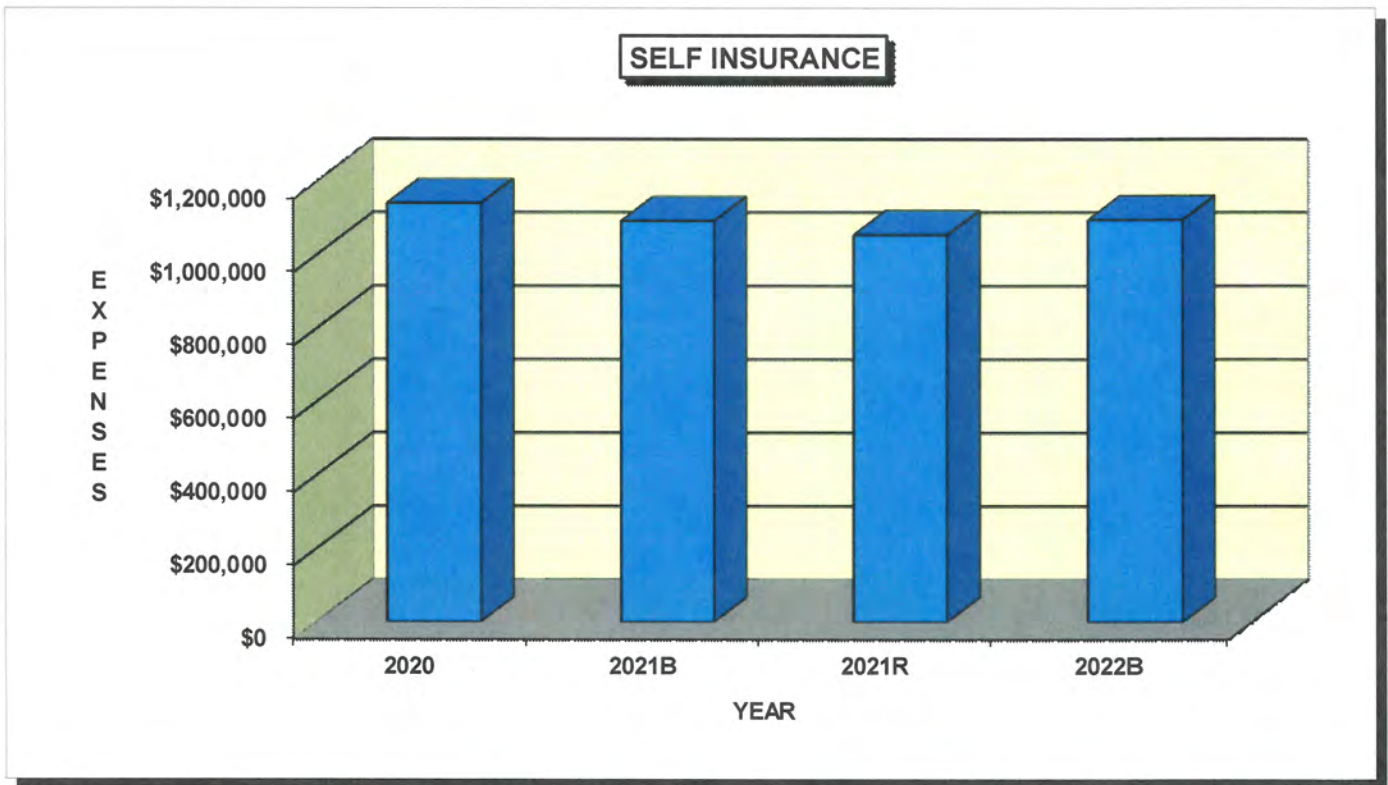
**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
Voice Bundle	\$ 9,150	\$ 12,730	\$ -
Switch Replacement Demark Room	38,210	38,200	-
Public Works MFP Printer	-	8,460	-
Community Center Switch Replacement	9,390	9,390	-
Wireless Controller Replacment	6,000	6,000	-
66th St Fiber/redundant to PubWks & Ced Liq	-	92,000	-
Penn Liquor Store	-	35,000	-
Door Access Upgrade City Hall	-	12,010	-
Switch Replacement Server Room	-	-	45,350
Police Color MFP w/Fax Printer	-	-	8,000
Switch Replacement Lyn, Shops Liquor	-	-	12,740
Redundant Fiber to Shops, ComCtr, NatCtr	-	-	35,000
	<i>Total</i>	<u>\$ 62,750</u>	<u>\$ 101,090</u>

FUND: PROPERTY LIABILITY  
 DEPARTMENT: Administrative Services

DEPARTMENT SUMMARY BY BUSINESS UNIT

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
64000 PROPERTY LIABILITY	\$ 1,140,156	\$ 1,092,070	\$ 1,054,210	\$ 1,094,960	0.26%
<i>Administrative Services TOTAL</i>	<u>\$ 1,140,156</u>	<u>\$ 1,092,070</u>	<u>\$ 1,054,210</u>	<u>\$ 1,094,960</u>	0.26%
<b>REVENUES</b>					
64000 PROPERTY LIABILITY	\$ 943,923	\$ 968,290	\$ 909,840	\$ 943,290	(2.58%)





**BUDGET SUMMARY  
SELF INSURANCE FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 5,021,535	\$ 4,825,302	\$ 4,680,932	\$ 4,529,262
<u>Revenues</u>				
Charges for Service:				
Employers' Contribution	771,700	798,840	816,290	840,780
Employees' Contribution	79,306	60,000	60,500	62,320
Operating Revenues	851,006	858,840	876,790	903,100
<u>Miscellaneous Revenues</u>				
Interest	52,917	10,000	10,000	10,300
Total Miscellaneous Revenues	52,917	10,000	10,000	10,300
Total Revenues	903,923	868,840	886,790	913,400
<u>Expenses</u>				
Personal Services	287,958	339,780	348,280	358,730
Other Services and Charges	812,198	673,430	690,180	710,890
Total Expenses	1,100,156	1,013,210	1,038,460	1,069,620
Net Income (Loss)	(196,233)	(144,370)	(151,670)	(156,220)
Operating Transfers From (To)				
Self Insurance - Workers Comp.	40,000	41,000	56,500	50,000
Self Insurance - Property Liab.	(40,000)	(41,000)	(56,500)	(50,000)
	-	-	-	-
<u>RETAINED EARNINGS</u>	<u>\$ 4,825,302</u>	<u>\$ 4,680,932</u>	<u>\$ 4,529,262</u>	<u>\$ 4,373,042</u>



**BUDGET SUMMARY  
SELF INSURANCE FUND PROJECTION**

<u>CASH FLOW SUMMARY</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>SOURCES OF CASH</u>				
Charges for Service	\$ 903,923	\$ 868,840	\$ 886,790	\$ 913,400
Increase in Payables	9,044	-	-	-
Internal Loan	64,785	-	-	-
Increase in Reserve for Claims	324,806			
Transfer In	40,000	40,000	56,500	-
TOTAL SOURCES	<u>1,342,558</u>	<u>908,840</u>	<u>943,290</u>	<u>913,400</u>
<u>USES OF CASH</u>				
Total Expenses	1,100,156	1,013,210	1,038,460	1,069,620
Transfer Out	40,000	41,000	56,500	-
TOTAL USES	<u>1,140,156</u>	<u>1,054,210</u>	<u>1,094,960</u>	<u>1,069,620</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	202,402	(145,370)	(151,670)	(156,220)
<u>CASH BALANCE - JANUARY 1</u>	<u>4,785,283</u>	<u>4,987,685</u>	<u>4,842,315</u>	<u>4,690,645</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 4,987,685</u>	<u>\$ 4,842,315</u>	<u>\$ 4,690,645</u>	<u>\$ 4,534,425</u>
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 5,053,778			
Less: Current Liabilities - Dec. 31	<u>25,595</u>			
CASH TO BE AVAILABLE	<u>\$ 5,028,183</u>			

## **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 Administrative Assistant 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.

### **2021 HIGHLIGHTS**

- 2021 and 2022 base workers' compensation premiums charged to City departments were increased by 3% based on prior years' claim history.
- The rates charged to City departments for property/casualty liability coverage reflect a 3% increase for 2022.

### **2022 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 2021 Revised/2022 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.

The City's municipal liability loss experience modification went from a debit modification to a credit modification for 2021-2021 because of the City's improved claims experience. This means the City will not incur additional charges on its property/casualty premiums.

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

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Charges for Service</u>				
4328 Self Insurance City Contributi	\$ 513,351	\$ 528,760	\$ 522,760	\$ 534,420
4330 Self Insurance Employee Contri	59,831	62,310	60,000	60,500
4332 Property Contribution	170,900	176,080	176,080	181,370
4334 Flex Daycare	45,450	47,140	45,500	46,000
4336 Flex Health	19,475	26,000	19,500	19,500
4340 Insurance Premium Refunds	41,999	15,000	35,000	35,000
<i>Charges for Service Total</i>	<u>\$ 851,006</u>	<u>\$ 855,290</u>	<u>\$ 858,840</u>	<u>\$ 876,790</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 52,917	\$ 72,000	\$ 10,000	\$ 10,000
<i>Other Income Total</i>	<u>\$ 52,917</u>	<u>\$ 72,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 40,000	\$ 41,000	\$ 41,000	\$ 56,500
<i>Other Financing Sources Total</i>	<u>\$ 40,000</u>	<u>\$ 41,000</u>	<u>\$ 41,000</u>	<u>\$ 56,500</u>
<b>PROPERTY LIABILITY TOTAL</b>	<u><u>\$ 943,923</u></u>	<u><u>\$ 968,290</u></u>	<u><u>\$ 909,840</u></u>	<u><u>\$ 943,290</u></u>

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 927	\$ 15,000	\$ 15,000	\$ 15,000
6038 Workers Compensation	53,386	57,500	54,000	57,500
6039 MN Unemployment	158	30,000	30,000	30,000
6051 Interdepartmental Labor	205,707	212,960	213,000	218,000
6052 Administrative Charges	27,780	27,780	27,780	27,780
<i>Personal Services Total</i>	<u>\$ 287,958</u>	<u>\$ 343,240</u>	<u>\$ 339,780</u>	<u>\$ 348,280</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 34,395	\$ 43,900	\$ 43,900	\$ 44,500
6202 Data Processing Rental	4,720	4,930	4,930	5,080
6303 Professional Development	475	1,100	1,100	1,100
6306 Care of Persons	78,389	100,000	80,000	85,000
6307 Insurance & Bonds	1,740	13,000	13,000	13,000
6313 Day Care Reimbursement	39,379	46,500	40,000	40,500
6314 Health Care Reimbursement	17,121	28,000	28,000	28,000
6315 Other Contractual Services	368,233	210,000	220,000	230,000
6316 Dental Single	61,303	79,900	62,000	62,500
6317 Dental Spouse	22,859	28,000	28,000	28,000
6318 Dental Dependent	31,254	41,500	41,500	41,500
6414 Other Supplies	168	1,000	1,000	1,000
6513 Other Charges	152,162	110,000	110,000	110,000
<i>Other Services &amp; Charges Total</i>	<u>\$ 812,198</u>	<u>\$ 707,830</u>	<u>\$ 673,430</u>	<u>\$ 690,180</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 40,000	\$ 41,000	\$ 41,000	\$ 56,500
<i>Other Financing Uses Total</i>	<u>\$ 40,000</u>	<u>\$ 41,000</u>	<u>\$ 41,000</u>	<u>\$ 56,500</u>
<b>PROPERTY LIABILITY TOTAL</b>	<u><u>\$ 1,140,156</u></u>	<u><u>\$ 1,092,070</u></u>	<u><u>\$ 1,054,210</u></u>	<u><u>\$ 1,094,960</u></u>

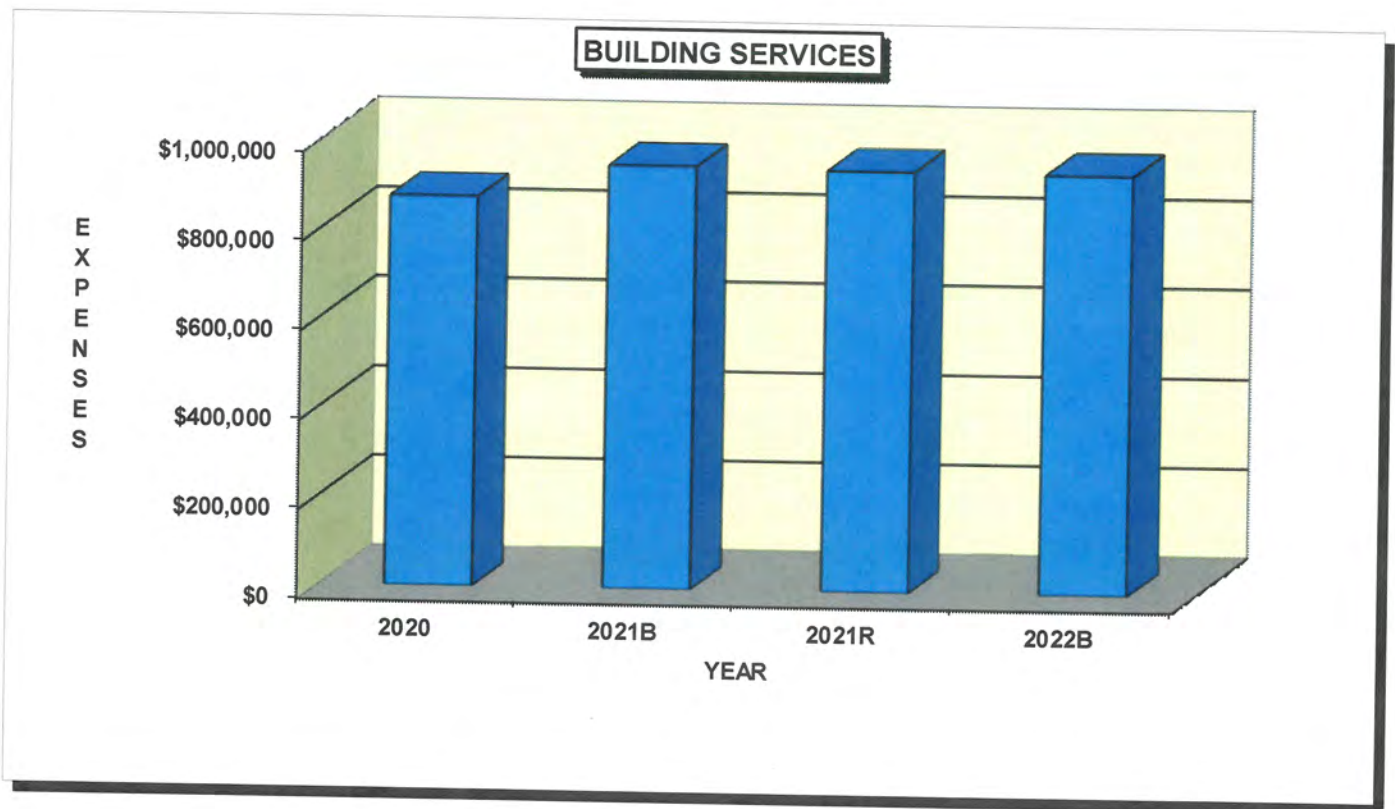
FUND: BUILDING SERVICES FUND  
 DEPARTMENT: Administrative Services

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET	Increase/ (Decrease) 2021 Budget/ 2022 Budget
67000 BUILDING SERVICES FUND	\$ 870,532	\$ 945,220	\$ 940,530	\$ 937,070	(0.86%)
<i>Administrative Services TOTAL</i>	<u>\$ 870,532</u>	<u>\$ 945,220</u>	<u>\$ 940,530</u>	<u>\$ 937,070</u>	(0.86%)

**REVENUES**

67000 BUILDING SERVICES FUND	\$ 970,418	\$ 945,500	\$ 945,500	\$ 975,130	3.13%
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**BUDGET SUMMARY  
BUILDING SERVICES FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2020 Actual</u>	<u>2021 Revised</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 801,726	\$ 901,612	\$ 906,582	\$ 944,642
<u>Revenues</u>				
Charges for Service:				
Building Rental	927,538	943,000	972,630	1,001,810
<u>Miscellaneous Revenues</u>				
Interest	8,183	2,000	2,000	2,060
Other Revenue	34,697	500	500	520
Total Misc. Revenues	<u>42,880</u>	<u>2,500</u>	<u>2,500</u>	<u>2,580</u>
Total Revenues	<u>970,418</u>	<u>945,500</u>	<u>975,130</u>	<u>1,004,390</u>
<u>Expenses</u>				
Personal Services	338,796	381,530	401,450	413,494
Other Services and Charges	501,238	528,500	505,120	520,274
Depreciation	30,498	30,500	30,500	30,500
Operating Expenses	<u>870,532</u>	<u>940,530</u>	<u>937,070</u>	<u>964,267</u>
Net Income (Loss)	<u>99,886</u>	<u>4,970</u>	<u>38,060</u>	<u>40,123</u>
<u>RETAINED EARNINGS</u>	<u>901,612</u>	<u>906,582</u>	<u>944,642</u>	<u>984,765</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.

**BUDGET SUMMARY**  
**BUILDING SERVICES FUND PROJECTION**

<u>CASH FLOW SUMMARY</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Revised</u>	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 970,418	\$ 945,500	\$ 975,130	\$ 1,004,390
Items not requiring cash -				
Increase in Payables	4,254	-	-	-
Depreciation	30,498	30,500	30,500	30,500
TOTAL SOURCES	<u>1,005,170</u>	<u>976,000</u>	<u>1,005,630</u>	<u>1,034,890</u>
<u>USES OF CASH</u>				
Total Expenses	870,532	940,530	937,070	964,267
Increase in Receivables	8,322	-	-	-
Increase in Deferred Outflows	4,024	-	-	-
Decrease in Deferred Inflows	25,777	-	-	-
TOTAL USES	<u>908,655</u>	<u>940,530</u>	<u>937,070</u>	<u>964,267</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	96,515	35,470	68,560	70,623
<u>CASH BALANCE - JANUARY 1</u>	<u>978,792</u>	<u>1,075,307</u>	<u>1,110,777</u>	<u>1,179,337</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 1,075,307</u>	<u>\$ 1,110,777</u>	<u>\$ 1,179,337</u>	<u>\$ 1,249,960</u>
<u>CASH TO BE AVAILABLE</u>				
Current assets - December 31	\$ 1,083,629			
Less: Current liabilities - December 31	57,438			
Cash To Be Available	<u>\$ 1,026,191</u>			

## **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 and the stores of the City's Liquor operation.

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 2021 and 2022 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.

### **2021 HIGHLIGHTS**

- Work with Recreation Director on planning and design for a new Wood Lake Nature Center building.

### **2022 BUILDING SERVICES DIVISION GOALS**

- Continue to refine the operating budget between increased user charges and operating costs to ensure a balanced operation.
- Work with the Finance Director to establish a replacement plan for capital items at the Richfield Municipal Center to ensure its long term viability.

### **DIVISION EXPENDITURE COMMENT**

The 2022 Proposed budget was prepared to provide the services necessary and to maintain the infrastructure of the various buildings. User charges will be reviewed annually to ensure that they meet expected operating costs.

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

**DETAIL REVENUES BY BUSINESS UNIT**

CLASSIFICATIONS	2020 ACTUAL	2021 BUDGET	2021 REVISED	2022 BUDGET
<u>Intergovernmental Revenues</u>				
4212 Federal Grants	\$ 33,603	\$ -	\$ -	\$ -
<i>Intergovernmental Revenues Total</i>	<u>\$ 33,603</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Charges for Service</u>				
4346 Building Rental	\$ 894,168	\$ 921,000	\$ 921,000	\$ 948,630
4348 Labor Services	33,370	22,000	22,000	24,000
<i>Charges for Service Total</i>	<u>\$ 927,538</u>	<u>\$ 943,000</u>	<u>\$ 943,000</u>	<u>\$ 972,630</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 8,183	\$ 2,000	\$ 2,000	\$ 2,000
8034 Other Refund/Reimbursements	511	500	500	500
8039 State Pension Contribution	583	-	-	-
<i>Other Income Total</i>	<u>\$ 9,277</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>
<b>BUILDING SERVICES FUND TOTAL</b>	<u><u>\$ 970,418</u></u>	<u><u>\$ 945,500</u></u>	<u><u>\$ 945,500</u></u>	<u><u>\$ 975,130</u></u>

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

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 REVISED</b>	<b>2022 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 239,496	\$ 257,220	\$ 254,050	\$ 267,470
6006 Part-time	27,966	25,700	25,700	29,290
6009 Overtime	903	500	1,500	1,500
6013 Longevity	1,081	2,080	-	-
6031 Employer Social Security	16,179	17,290	17,000	18,030
6032 Employer Medicare	3,804	4,050	3,980	4,220
6033 Employer Pera	(1,508)	21,380	20,980	22,260
6035 Medical Insurance	39,031	49,190	46,240	47,250
6036 Dental Insurance	1,980	2,170	2,170	2,170
6037 Term Life	58	120	120	120
6038 Workers Compensation	9,340	9,340	9,340	8,670
6040 Long Term Disability	466	460	450	470
<i>Personal Services Total</i>	<u>\$ 338,796</u>	<u>\$ 389,500</u>	<u>\$ 381,530</u>	<u>\$ 401,450</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 581	\$ 1,170	\$ 1,170	\$ 1,170
6202 Data Processing Rental	13,310	14,060	14,060	14,480
6204 Motor Pool Operating Rental	8,100	8,340	8,340	8,690
6205 Maintenance & Repairs	37,326	43,500	43,500	42,500
6207 Utility Services	179,083	215,500	215,500	196,500
6302 Communications	10,528	9,270	10,500	10,500
6303 Professional Development	-	1,200	1,200	750
6307 Insurance & Bonds	19,215	20,570	22,320	22,990
6308 Property Liability	20,320	20,930	20,930	21,560
6310 Taxes & Licenses	567	1,140	1,140	850
6315 Other Contractual Services	133,357	142,330	142,330	135,800
6401 Office Supplies	616	500	500	300
6402 Copy Charges	7	30	30	30
6409 Uniforms & Clothing	1,637	1,780	1,780	2,000
6410 Small Tools & Parts	1,113	1,200	1,200	1,000
6412 Maint. & Const. Materials	14,122	21,500	21,500	19,500
6414 Other Supplies	23,732	22,500	22,500	26,500
6540 Covid-19	37,624	-	-	-
<i>Other Services &amp; Charges Total</i>	<u>\$ 501,238</u>	<u>\$ 525,520</u>	<u>\$ 528,500</u>	<u>\$ 505,120</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 30,498	\$ 30,200	\$ 30,500	\$ 30,500
<i>Depreciation Total</i>	<u>\$ 30,498</u>	<u>\$ 30,200</u>	<u>\$ 30,500</u>	<u>\$ 30,500</u>
<b>BUILDING SERVICES FUND TOTAL</b>	<u><u>\$ 870,532</u></u>	<u><u>\$ 945,220</u></u>	<u><u>\$ 940,530</u></u>	<u><u>\$ 937,070</u></u>

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

**DIVISION PERSONNEL**

CLASSIFICATIONS	SALARY GRADE	NUMBER OF EMPLOYEES		
		2021 ADOPTED	2021 REVISED	2022 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	1.00	1.00
<i>Total</i>		<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

**CAPITAL OUTLAY**

ITEMS	2021 ADOPTED	2021 REVISED	2022 BUDGET
None	\$ -	\$ -	\$ -
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



## **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 2022, the total tax levy required will be \$3,668,535. 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 2020 is \$46,095,000.

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 2020 is \$2,715,000.

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 2041. 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>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<u>Fund Balance - January 1</u>	\$ 5,300,041	\$ 6,635,431	\$ 7,119,510	\$ 5,463,210
<u>Source of Funds</u>				
Taxes	\$ 3,474,075	\$ 3,508,540	3,508,540	\$ 3,668,540
Special Assessment Collections	50,431	49,000	49,000	49,000
Interest	25,710	35,000	35,000	10,000
Bond Proceeds	4,535,520	-	-	-
Transfer in:				
Special Revenue Fund	748,020	749,740	749,740	746,000
Capital Project Fund	3,420	-	-	-
Total Sources	<u>\$ 8,837,176</u>	<u>\$ 4,342,280</u>	<u>\$ 4,342,280</u>	<u>\$ 4,473,540</u>
<u>Use of Funds</u>				
Bond Principal	\$ 2,545,000	\$ 4,185,000	\$ 4,185,000	\$ 2,970,000
Bond Interest	1,352,312	1,345,470	1,345,470	1,245,590
Fiscal Agent Charges	4,850	6,000	4,900	4,900
Other Services & Charges	114,973	25,000	25,000	25,000
Transfers to:				
General Fund	-	435,000	435,000	-
Capital Project Fund	3,000,572	3,210	3,210	3,060
Total Uses	<u>\$ 7,017,707</u>	<u>\$ 5,999,680</u>	<u>\$ 5,998,580</u>	<u>\$ 4,248,550</u>
<u>Fund Balance - December 31</u>	<u>\$ 7,119,510</u>	<u>\$ 4,978,031</u>	<u>\$ 5,463,210</u>	<u>\$ 5,688,200</u>

**General Obligation Improvement Bonds**  
**Scheduled Debt Service Requirements - Annual Payments**  
**December 31, 2021**

<u>TAX LEVY REQUIREMENT</u>	<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
					\$ 46,095,000
3,668,535	2022	2,970,000	1,241,586	4,211,586	43,125,000
3,682,620	2023	3,055,000	1,157,169	4,212,169	40,070,000
3,692,833	2024	3,155,000	1,068,389	4,223,389	36,915,000
3,673,604	2025	3,255,000	976,744	4,231,744	33,660,000
3,680,176	2026	3,340,000	886,653	4,226,653	30,320,000
3,689,589	2027	3,435,000	797,529	4,232,529	26,885,000
3,172,731	2028	3,530,000	705,361	4,235,361	23,355,000
2,045,320	2029	3,095,000	616,092	3,711,092	20,260,000
2,060,157	2030	2,105,000	545,114	2,650,114	18,155,000
2,058,756	2031	2,180,000	487,143	2,667,143	15,975,000
2,045,368	2032	2,230,000	427,433	2,657,433	13,745,000
1,925,419	2033	2,280,000	365,245	2,645,245	11,465,000
1,768,904	2034	2,230,000	301,395	2,531,395	9,235,000
1,756,907	2035	2,145,000	237,920	2,382,920	7,090,000
1,486,717	2036	1,860,000	179,714	2,039,714	5,230,000
1,481,347	2037	1,660,000	129,539	1,789,539	3,570,000
857,640	2038	1,700,000	80,616	1,780,616	1,870,000
576,148	2039	1,155,000	36,906	1,191,906	715,000
198,621	2040	530,000	11,438	541,438	185,000
	2041	185,000	2,081	187,081	-
<u>43,521,392</u>		<u>\$ 46,095,000</u>	<u>\$ 10,254,067</u>	<u>\$ 56,349,067</u>	

Debt as a Percentage of Taxable Market Value

1.19%

Debt Per Capita

\$ 1,246.05

**BUDGET SUMMARY**  
**GENERAL OBLIGATION REDEVELOPMENT BONDS**

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<u>Fund Balance - January 1</u>	\$ -	\$ -	\$ -	\$ -
<u>Source of Funds</u>				
Transfers from -				
Component Unit	874,271	868,330	868,380	875,480
Total Sources	<u>\$ 874,271</u>	<u>\$ 868,330</u>	<u>\$ 868,380</u>	<u>\$ 875,480</u>
<u>Use of Funds</u>				
Principal Bonds	\$ 745,000	\$ 760,000	\$ 760,000	\$ 790,000
Bond Interest	128,321	107,430	107,430	84,530
Fiscal Charges	950	900	950	950
Total Uses	<u>\$ 874,271</u>	<u>\$ 868,330</u>	<u>\$ 868,380</u>	<u>\$ 875,480</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, 2021**

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>UNPAID PRINCIPAL</u>
				2,715,000
2022	790,000	84,528	874,528	1,925,000
2023	815,000	56,772	871,772	1,110,000
2024	850,000	24,256	874,256	260,000
2025	260,000	3,738	263,738	-
	<u>\$ 2,715,000</u>	<u>\$ 169,294</u>	<u>\$ 2,884,294</u>	

Debt as a Percentage of Taxable Market Value

0.07%

Debt Per Capita

\$ 73.39

**COMPUTATION OF LEGAL DEBT MARGIN  
DECEMBER 31, 2021**

<b>Market Value of Taxable Property</b>		<b><u>\$ 3,861,992,678</u></b>
<b>Debt Limit 3% of Market Value of Taxable Property</b>		<b>\$ 115,859,780</b>
<b>Amount of Debt Applicable to Debt Limit:</b>		
<b>Total Bonded Debt</b>	<b>\$ 61,190,000</b>	
<b>Less:</b>		
<b>Redevelopment Bonds</b>	<b>\$ 2,715,000</b>	
<b>Special Assessment Bonds</b>	<b>3,435,000</b>	
<b>Water Revenue Bonds</b>	<b>5,420,000</b>	
<b>Sewer Revenue Bonds</b>	<b>1,040,000</b>	
<b>Storm Sewer Revenue Bonds</b>	<b>5,920,000</b>	<b><u>18,530,000</u></b>
<b>Total Debt Applicable to Debt Limit</b>		<b><u>42,660,000</u></b>
<b>Available Debt Capacity</b>		<b><u>\$ 73,199,780</u></b>

The redevelopment bonds are paid primarily from tax increment and will be paid in full in 2025. General obligation improvement bonds are paid from special assessment collections, interest earnings, and tax levies. General obligation bonds will be paid in full in 2041. It is anticipated that for existing bonds the special assessment collections will be sufficient to service that portion of the outstanding debt. However, for bond issues in 2013, 2015, 2016, 2017, 2018, 2019 and 2020 authorized tax levies will be used.

The City will continue to limit long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

The City's Debt Service policies are summarized in the Introductory Section.



# **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 2021 Revised/2022 Proposed Capital Improvement Budget (CIB)

reflects funding for several improvement projects throughout the City. Included are costs for the 77<sup>th</sup> Street Underpass, 65<sup>th</sup> Street Reconstruction, a pavement management program, and also included are 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.

## **2022 Capital Improvement Budget Projects**

### **Recreation Open Space**

#### **Park Maintenance/Wood Lake Fence Repair - \$50,000**

- This project is an annual project that manages the maintenance of existing park infrastructure.
- Annual funding for these projects normally comes from an allotment that can range from \$45,000 to \$100,000 of special revenue funds from the Liquor Contribution Fund.
- The impact on operating costs should be minimal as parks maintenance staff perform the majority of the planned projects and accordingly, the parks maintenance budget includes the costs involved with the projects.

#### **Community Center/Wood Lake Building Repair - \$25,000**

- There are various maintenance projects related to the upkeep of the Community Center and Wood Lake Nature Center buildings.
- These projects will be identified and prioritized on an annual basis.
- Projects may include HVAC, roofing, window, and flooring repairs.
- The annual funding from special revenue funds will allow the buildings to be maintained properly and reduce operating costs within Recreation Services General Fund Department.

#### **Replacement of Park Play Equipment - \$180,000**

- This project involves the replacement of play equipment structures at three city parks; Monroe Park and Sheridan Park.
- The replacement is in accordance with the Play Equipment Replacement Schedule established in 2018.
- Funding will be provided by special revenue funding.
- Operating costs for the play equipment should be reduced for initial years of use since it will be new equipment.

#### **Fairwood Park Tennis Court Rebuild - \$65,000**

- This project involves the rebuilding of the tennis courts at Fairwood Park.

- The courts have aged beyond maintenance and resurfacing and are in need of complete rebuild.
- Operating costs for the rebuilt tennis courts should be significantly reduced in the initial years of use.

#### Wood Lake Nature Center Building - \$100,000

- Wood Lake Nature Center is in need of a complete rebuild of its current building which is 50 years old.
- The funding recognized here is part of the local contribution required as the cost of the new building is estimated to be \$16,000,000 to \$18,000,000.
- Special revenue funds have been budgeted for ongoing maintenance on the existing building. It is expected that once the new building is constructed, maintenance costs will decrease significantly.

#### Outdoor Pool Improvements - \$80,000

- The existing pool liner is 60 years old and is need of a complete rebuild along with much of the aquatics equipment.
- Total improvements are estimated to cost \$3,000,000. Staff has budgeted funding of special revenue funds of \$475,000 over the next four years.
- Staff will be preparing a funding plan to cover the non-special revenue fund gap.

#### Right of Way Improvements

##### 65<sup>th</sup> Street Reconstruction - \$9,800,000

- This project involves the reconstruction of 65<sup>th</sup> Street from Nicollet Avenue to 66<sup>th</sup> Street/Rae Drive.
- The project will replace outdated road design and deteriorating road infrastructure.
- The project also includes the replacement and expansion of storm sewer utilities.
- As a result of the project annual operating costs should see significant decreases.

##### 77<sup>th</sup> Street Underpass - \$10,000,000

- Initial design of the project began in 2016.
- The project will extend 77<sup>th</sup> Street under Trunk Highway 77 to connect to the 24<sup>th</sup> Avenue Interchange at I-494.
- The project will include bike and pedestrian accommodations.
- Funding for the project will include Federal grants, State bonding funds, Municipal State Aid and County grants.
- Annual operating costs should increase as a result of this project. How much those costs will increase has yet to be determined.

##### Richfield Parkway Rectangular Rapid Flashing Beacons Installation (RRFB) - \$150,000

- This project will install RRFBs for the pedestrian crosswalks at the existing 66<sup>th</sup> Street/Richfield Parkway roundabout.
- Funding for the project would come from municipal state aid funds.
- Operating costs for this project will be minimal.

##### Traffic Signal Controller Upgrades - \$25,000

- The five existing traffic signal controllers are outdated and obsolete and in need of upgrade prior to the 494 Reconstruction project.
- The project will allow for proper signal timing and coordination throughout the 77<sup>th</sup>/76<sup>th</sup> Streets corridor.
- Funding for the project will come from municipal state aid funds.

- It is expected that operating costs will be minimal.

#### 77<sup>th</sup> Street/Lyndale Avenue Traffic Signal Replacement - \$450,000

- The traffic signal, controller and ADA facilities at this location are out dated and in need of replacement.
- The traffic signal replacement is needed in preparation for the upcoming 494 Reconstruction project.
- Funding for the project will come from municipal state aid funds.
- Operating costs should be reduced with new equipment in place.

#### Bicycle and Pedestrian Improvements - \$80,000

- Bike and pedestrian facilities would be installed in the year following mill and overlay improvements.
- Funding for the improvements would come from municipal state aid funds.
- Operating costs are expected to increase 3%-5% annually in order to maintain these improvements.

#### Pavement Management Program - \$900,000

- The City's accelerated 6 year Mill & 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 & overlay, concrete replacement, sealcoating or reclaimite treatments, crack sealing, and various other roadway improvements.
- Mill & Overlay projects in 2021 and 2022 are required to address streets that were not resurfaced during the initial six year program, but now require resurfacing.
- Funding for the program will be provided by gas and electric franchise fees.
- The project should significantly reduce annual operating costs on city roadways into the near future.

### **Public Facilities**

#### Replacement of Central Garage Equipment - \$700,000

- This represents the replacement of motor pool equipment used by General Fund departments. Budgeted replacement cost for 2022 is \$700,000. With funding for the replacement coming from a levy of property taxes as part of the City's general tax levy.
- Regular, scheduled replacement of equipment will reduce the amount of repair costs. Typically, repair costs accelerate as the age of equipment increases. Consequently, the City should realize lower repair costs with newer equipment.

#### Technology Replacement - \$135,000

- This represents replacement of outdated equipment and acquisition of new technology for the City's computer network. Budgeted equipment costs for 2022 total \$135,000. Funding will come from the levying of property taxes as part of the City's general tax levy.
- Repair expenses accelerate as the age of equipment increases. The City will realize lower maintenance costs by replacement of equipment on a regular schedule.



#### City Wide Water Meter Upgrade - \$1,025,000

- The current city-wide system of 11,000 water meters was installed in 2007. This system requires utility employees to drive by each property to obtain meter readings.
- The current system is failing and maintenance is becoming costly and time consuming.
- The proposed new system will have a signal read radio device which eliminates the need to drive by each property.
- The new system will reduce operating costs and allow the utility divisions to operate much more efficiently.
- Funding for the project will be provided through the operations of the water utility.

#### Hub Redevelopment Stormwater Improvements - \$1,000,000

- In conjunction with the planned redevelopment of the HUB shopping center property, the City will work with the developer to construct stormwater infrastructure that will address regional flooding of the public right-of-way near the HUB property.
- Funding for the improvements will be split between the City and the developer.
- The improvements should reduce the majority of any current operating costs as the project will prevent future flooding of the right-of-way.

#### Lime Filter Press Rehabilitation - \$120,000

- The Lime Filter presses were newly installed in 2008.
- The presses include numerous components that were over time and require replacement.
- Replacement of the components will result in a more efficient and reliable operation and extend the useful life of the filter presses.
- With the rehabilitation, maintenance costs will decrease significantly.
- Funding for the project will come from water utility operations.

#### Penn Avenue Storm Lift station Control Panel - \$40,000

- This project would involve upgrading the existing control panel by separating the high voltage from the low voltage in the control panel cabinet. The existing cabinet would also be replaced.
- Funding would be provided from stormwater operating revenues.

#### Water Plan Roof Replacement - \$450,000

- The water plant roof was last replaced in 2002 and is in need of routine replacement.
- Annual inspections have been necessary so that repairs and maintenance can occur as needed until the roof is replaced.
- With the replacement maintenance costs on the roof should decrease significantly.

#### Rehabilitation of Stormwater Collection Mains - \$200,000

- The stormwater collection system was installed in the 1950's and is comprised of mostly reinforced concrete pipe (RCP).
- A cleaning and inspection program is underway to determine the condition of the mains.
- Mains that are identified as being in poor condition and not in need of upsizing for capacity will be rehabilitated using a cast-in-place-pipe lining method.

- The rehabilitation will reduce maintenance costs and extend the life of the mains by up to 75 years.
- Funding will be provided from stormwater operating revenues.

#### Rehabilitation of Stormwater Collection System Manhole Structures - \$200,000

- The stormwater collection system was installed in the mid 1950's and is constructed of brick structures.
- Staff has encountered structures that are passing water between the bricks.
- The rehabilitation of the structures consists of installing a liner inside the existing structure. The liner is installed by heating the liner which causes it to adhere to the bricks.
- The lining of the structures will reduce operating costs and increase the life expectancy by 30 years.
- Funding will be provided from stormwater operating revenues.

#### Sewer Main Lining - \$800,000

- The wastewater collection system was installed in the late 1950's and consists of VCP (Vitrified Clay Pipe).
- Lining consists of the installation of a liner in the existing clay pipe, expanding/heating then is applied and the liner adheres to the existing clay pipe.
- This technique is widely used in the wastewater industry and is able to be done at a fraction of the cost of cutting open a street and installing a new line.
- Consequently, this should reduce maintenance costs on sewer lines and extend their useful life.
- Funding will be provided through the operations of the sewer utility.



**CAPITAL IMPROVEMENT FUNDS - APPROPRIATION**

	2021 Budget		2021 Revised		2022 Budget	
<b>RECREATION AND OPEN SPACE</b>						
Park Maintenance/Wood Lake Fence Repair	\$	50,000 R	\$	50,000 R	\$	50,000 R
Community Center/Wood Lake Building Repair		15,000 R		15,000 R		25,000 R
Augsburg Park Play Equipment		15,000 R		15,000 R		-
Christian Park Play Equipment		200,000 S		200,000 S		-
Fremont Park Play Equipment		90,000 R		90,000 R		-
Madison Park Tennis Court Rebuild		90,000 R		90,000 R		-
Outdoor Pool Liner Repair		30,000 R		30,000 R		-
Veterans Park Parking Lot		35,000 R		35,000 R		-
Fairwood Park Tennis Court Rebuild		125,000 R		125,000 R		-
Monroe Park Play Equipment						65,000 R
Sheridan Park Play Equipment						90,000 R
Wood Lake Nature Center Building			50,000 R			90,000 R
Outdoor Pool Improvements						100,000 R
						80,000 R
<b>TOTAL RECREATION/OPEN SPACE</b>	<b>\$</b>	<b>650,000</b>	<b>\$</b>	<b>700,000</b>	<b>\$</b>	<b>500,000</b>
<b>RIGHT OF WAY IMPROVEMENTS</b>						
65th Street Reconstruction	\$	-	\$	-	\$	9,600,000 B
77th Street Underpass						200,000 U
		7,000,000 O		3,500,000 S		6,000,000 S
		5,500,000 S		1,000,000 MD		2,000,000 MD
		4,100,000 MD		500,000 F		2,000,000 F
		7,000,000 F		-		-
Richfield Parkway RRFB Installation		-		-		150,000 M
Traffic Signal Controller Upgrade		-		-		25,000 M
77th/Lyndale Traffic Signal Replacement		-		-		450,000 M
69th Street & Vincent Retaining Wall		150,000 FF		76,000 FF		-
Penn Avenue ADA Improvements		82,500 M		50,000 MD		-
		82,500 C		-		-
Pedestrian Improvements		40,000 M		40,000 MD		40,000 M
Bicycle Improvements		40,000 M		40,000 MD		40,000 M
Pavement Management Program		1,330,000 FF		1,225,000 FF		900,000 FF
<b>TOTAL RIGHT OF WAY IMPROVEMENTS</b>	<b>\$</b>	<b>25,325,000</b>	<b>\$</b>	<b>6,431,000</b>	<b>\$</b>	<b>21,405,000</b>
<b>PUBLIC FACILITIES</b>						
Replacement Central Garage Equipment	\$	695,000 T	\$	695,000 T	\$	700,000 T
Technology Replacement		135,000 T		135,000 T		135,000 T
City Wide Water Meter Upgrade		1,340,000 U		1,340,000 U		1,025,000 U
HUB Redevelopment Stormwater		-		-		500,000 U
Lime Filter Press Rehabilitation		-		-		500,000 D
Penn Avenue Storm Lift Station Panel		-		-		120,000 U
Rehab. of Stormwater Collection Manhole Structures		-		-		40,000 U
Rehab. of Stormwater Collection Mains		100,000 U		100,000 U		200,000 U
Sanitary Sewer Main Lining		100,000 U		100,000 U		200,000 U
Water Plant Roof Replacement		400,000 U		700,000 U		800,000 U
Lift Station #1 Control Panel		-		-		450,000 U
Wood Lake Storm Lift Upgrade		65,000 U		65,000 U		-
Taft Storage Site Improvements		700,000 U		820,000 U		-
		65,000 U		-		-
		10,000 C		-		-
Taft South Pond Lift Station		-		100,000 U		-
<b>TOTAL PUBLIC FACILITIES</b>	<b>\$</b>	<b>3,610,000</b>	<b>\$</b>	<b>4,055,000</b>	<b>\$</b>	<b>4,670,000</b>
<b>TOTAL PROJECTS</b>	<b>\$</b>	<b>29,585,000</b>	<b>\$</b>	<b>11,186,000</b>	<b>\$</b>	<b>26,575,000</b>
<b>PROJECT FUNDING BY SOURCE</b>						
(B) G.O. Street Reconstruction Bonds	\$	-	\$	-	\$	9,600,000
(C) Hennepin County		92,500		-		-
(D) Developer Funding		-		-		500,000
(F) Federal Grant		7,000,000		500,000		2,000,000
(FF) Franchise Fees		1,480,000		1,301,000		900,000
(M) Municipal State Aid		162,500		-		705,000
(MD) MnDot		4,100,000		1,130,000		2,000,000
(O) Other Funding		7,000,000		-		-
(R) Special Revenues		450,000		500,000		500,000
(S) State Grant		5,700,000		3,700,000		6,000,000
(T) Property Taxes		830,000		830,000		835,000
(U) User Fees		2,770,000		3,225,000		3,535,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$</b>	<b>29,585,000</b>	<b>\$</b>	<b>11,186,000</b>	<b>\$</b>	<b>26,575,000</b>

Those projects supported by user fees (U) are also a part of the Enterprise Fund capital outlay budgets.

BUDGET SUMMARY  
CAPITAL IMPROVEMENT FUNDS 2022

PROJECT EXPENDITURES

RECREATION & OPEN SPACE

Park Maintenance/Wood Lake Fence Repair	\$ 50,000	R
Community Center/Wood Lake Building Repair	25,000	R
Fairwood Park Tennis Court Rebuild	65,000	R
Monroe Park Play Equipment	90,000	R
Sheridan Park Play Equipment	90,000	R
Wood Lake Nature Center Building	100,000	R
Outdoor Pool Improvements	80,000	R
<u>TOTAL RECREATION &amp; OPEN SPACE</u>	<u>\$ 500,000</u>	

RIGHT OF WAY IMPROVEMENTS

77th Street Underpass	\$ 6,000,000	S
	2,000,000	MD
	2,000,000	F
65th Street Reconstruction	9,600,000	B
	200,000	U
Pedestrian Improvements	40,000	M
Bicycle Improvements	40,000	M
Richfield Parkway RRFB Installation	150,000	M
77th/Lyndale Traffic Signal Replacement	450,000	M
Traffic Signal Controller Upgrades	25,000	M
Pavement Management Program	900,000	FF
<u>TOTAL RIGHT OF WAY IMPROVEMENTS</u>	<u>\$ 21,405,000</u>	

PUBLIC FACILITIES

Replacement Central Garage Equipment	\$ 700,000	T
Technology Replacement	135,000	T
City Wide Water Meter Upgrade	1,025,000	U
HUB Redevelopment Stormwater	500,000	U
	500,000	D
Lime Filter Press Rehabilitation	120,000	U
Penn Avenue Storm Lift Station Control Panel	40,000	U
Water Plant Roof Replacement	450,000	U
Rehab. of Stormwater Collection Manhole Structures	200,000	U
Rehab. of Stormwater Collection Mains	200,000	U
Sanitary Sewer Main Lining	800,000	U
<u>TOTAL PUBLIC FACILITIES</u>	<u>\$ 4,670,000</u>	
<u>TOTAL PROJECTS</u>	<u>\$ 26,575,000</u>	

PROJECT FUNDING BY SOURCE

(B) G.O. Street Reconstruction Bonds	\$ 9,600,000
(D) Developer Contribution	500,000
(F) Federal Grant	2,000,000
(FF) Franchise Fees	900,000
(M) Municipal State Aid	705,000
(MD) MnDot	2,000,000
(R) Special Revenues	500,000
(S) State Grant	6,000,000
(T) Property Taxes	835,000
(U) User Fees	3,535,000
	<u>\$ 26,575,000</u>

2023 - 2026 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA

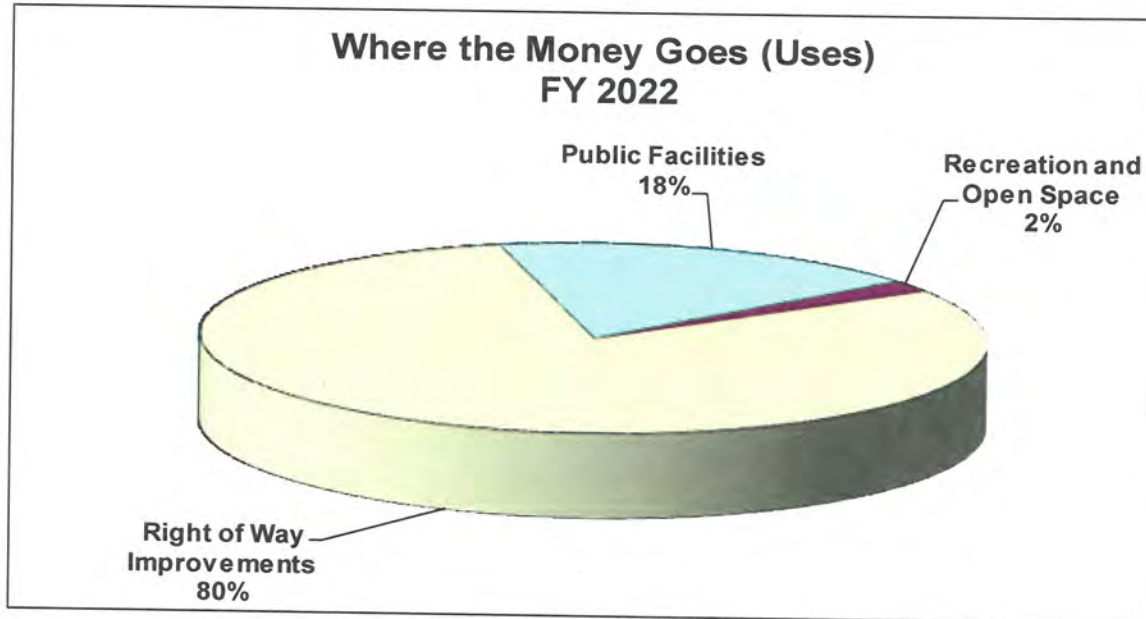
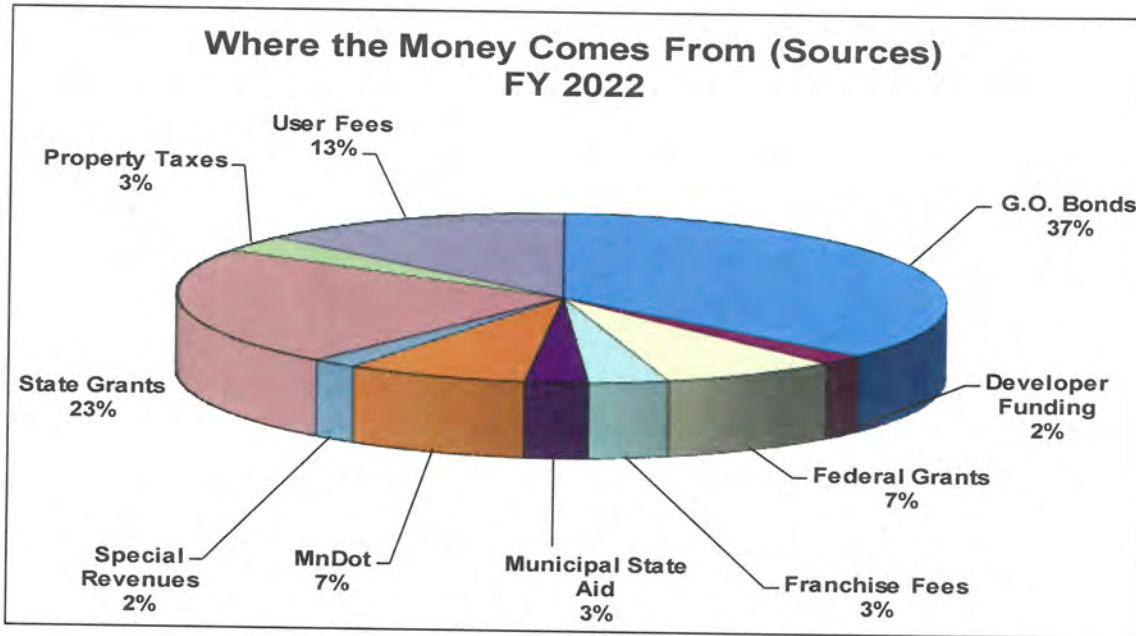
Recommended and Scheduled for Four Year Period

PROJECTS	TOTAL*	Recommended and Scheduled for Four Year Period				
	CIP COST	2023	2024	2025	2026	Beyond 2026
<b>RECREATION</b>						
<b>OPEN SPACE DEVELOPMENT</b>						
1 Park Maintenance/Wood Lake Fence Repair	\$ 250,000	\$ 50,000 R	\$ 50,000 R	\$ 50,000 R	\$ 50,000 R	\$ 50,000 R
2 Community Center/Wood Lake Building Repair	\$ 200,000	25,000 R	25,000 R	50,000 R	50,000 R	50,000 R
3 Donaldson Park Play Equipment	\$ 90,000	90,000 R	-	-	-	-
4 Wood Lake Nature Center Building	\$ 250,000	125,000 R	125,000 R	-	-	-
5	\$ 9,650,000	-	9,650,000 RB	-	-	-
6	\$ 10,000,000	-	10,000,000 SB	-	-	-
7 Outdoor Pool Improvements	\$ 395,000	80,000 R	55,000 R	260,000 R	-	-
8	\$ 2,525,000	-	-	2,525,000 OR	-	-
9 Donaldson Park Parking Lot	\$ 130,000	130,000 R	-	-	-	-
10 Augsburg Park Tennis Court	\$ 65,000	-	65,000 R	-	-	-
11 Adams Hill Park Play Equipment	\$ 90,000	-	90,000 R	-	-	-
12 Fairwood Park Play Equipment	\$ 90,000	-	90,000 R	-	-	-
13 Heredia Park Play Equipment	\$ 90,000	-	-	90,000 R	-	-
14 Christian Park Tennis Court Rebuild	\$ 60,000	-	-	50,000 R	-	-
15 Donaldson Park Building Renovation	\$ 250,000	-	-	-	250,000 R	-
16 Donaldson Park Field Renovation	\$ 65,000	-	-	-	65,000 R	-
17 Christian Park Court Rebuild	\$ 85,000	-	-	-	85,000 R	-
18 Little Bob's Park Play Equipment	\$ 90,000	-	-	-	-	90,000 R
19 Taft Park Building Renovation	\$ 225,000	-	-	-	-	225,000 R
20 Taft Park Field Renovation	\$ 85,000	-	-	-	-	85,000 R
21 TOTAL RECREATION & OPEN SPACE	\$ 24,675,000	\$ 500,000	\$ 20,150,000	\$ 3,025,000	\$ 500,000	\$ 500,000
22						
23 (R) Special Revenue	\$ 2,500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
24 (OR) Other Recreation Funding	\$ 2,525,000	-	-	2,525,000	-	-
25 (RB) Referendum Bonds	\$ 9,650,000	-	9,650,000	-	-	-
26 (SB) State Bonding	\$ 10,000,000	-	10,000,000	-	-	-
27 TOTAL FUNDING BY SOURCE	\$ 24,675,000	\$ 500,000	\$ 20,150,000	\$ 3,025,000	\$ 500,000	\$ 500,000
28						
29						
30						
<b>PROJECTS</b>						
<b>RIGHT OF WAY IMPROVEMENTS</b>						
31						
32						
33 77th Street Underpass	\$ 5,000,000	\$ 5,000,000 F	\$ -	\$ -	\$ -	\$ -
34 69th Street Reconstruction	\$ 5,900,000	-	5,900,000 B	-	-	-
35 T.H. 62 Noise Barrier	\$ 250,000	-	-	250,000 M	-	-
36 70th Street Reconstruction	\$ 2,900,000	-	-	2,900,000 B	-	-
37	\$ 100,000	-	-	100,000 X	-	-
38 78th Street West Reconstruction	\$ 5,100,000	-	-	-	5,100,000 B	-
39	\$ 1,000,000	-	-	-	1,000,000 X	-
40 Traffic Signal Replacements	\$ 2,000,000	-	-	-	500,000 M	1,500,000 M
41 Humboldt Ave/Lakeshore Drive Recon.	\$ 8,500,000	-	-	-	-	8,500,000 B
42 Nicollet Avenue Reconstruction	\$ 7,500,000	-	-	-	-	7,500,000 B
43	\$ 13,400,000	-	-	-	-	13,400,000 C
44 Penn Avenue Reconstruction	\$ 7,500,000	-	-	-	-	7,500,000 B
45 Pedestrian Improvements	\$ 13,560,000	40,000 M	40,000 M	40,000 M	40,000 M	13,400,000 C
46 Bicycle Improvements	\$ 160,000	40,000 M	40,000 M	40,000 M	40,000 M	-
47 Pavement Management Program	\$ 2,620,000	630,000 FF	630,000 FF	630,000 FF	630,000 FF	-
48						
49	\$ 75,390,000	\$ 5,710,000	\$ 6,610,000	\$ 3,960,000	\$ 7,310,000	\$ 51,800,000
50						
51 (B) G.O. Improvement Bonds	\$ 37,400,000	\$ -	\$ 5,900,000	\$ 2,900,000	\$ 5,100,000	\$ 23,500,000
52 (C) Hennepin County	\$ 26,800,000	-	-	-	-	26,800,000

**2023 - 2026 CAPITAL IMPROVEMENT PLAN - CITY OF RICHFIELD, MINNESOTA**

		Recommended and Scheduled for Four Year Period					
		2023	2024	2025	2026	Beyond 2026	
53 (F) Federal Grant	\$ 5,000,000	5,000,000	-	-	-	-	-
54 (FF) Franchise Fees	\$ 2,520,000	630,000	630,000	630,000	630,000	-	-
55 (M) Municipal State Aid	\$ 2,570,000	80,000	80,000	330,000	580,000	1,500,000	-
56 (X) Xcel Energy	\$ 1,100,000	-	-	100,000	1,000,000	-	-
57 TOTAL FUNDING BY SOURCE	\$ 75,390,000	\$ 5,710,000	\$ 6,610,000	\$ 3,960,000	\$ 7,310,000	\$ 51,800,000	
58							
59	<b>PROJECTS</b>	<b>TOTAL*</b>					
60		<b>CIP COSTS</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond 2026</b>
61	<b>PUBLIC FACILITIES</b>						
62 Replacement Central Garage Equipment	\$ 2,815,000	\$ 700,000 TL	\$ 700,000 TL	\$ 705,000 TL	\$ 710,000 TL	\$ -	
63 Technology Replacement	\$ 555,000	135,000 TL	140,000 TL	140,000 TL	140,000 TL	-	
64 City Wide Water Meter Upgrade	\$ 268,000	268,000 U	-	-	-	-	
65 Emergency Water Interconnect with Neighb. Comm.	\$ 2,000,000	-	-	2,000,000 U	-	-	
66 Roof Replacement of Wells	\$ 85,000	-	-	-	85,000 U	-	
67 Clarifier Rake Assembly Replacement	\$ 350,000	-	-	-	-	350,000 U	
68 Rehabilitation of Stormwater Collection Mains	\$ 1,800,000	200,000 U	200,000 U	200,000 U	200,000 U	1,000,000 U	
69 Rehab. of Stormwater Collection Manhole Structures	\$ 600,000	200,000 U	200,000 U	200,000 U	-	-	
70 Sanitary Sewer Main Lining	\$ 4,400,000	800,000 U	900,000 U	900,000 U	900,000 U	900,000 U	
71 Watermain Rehabilitation	\$ 20,000,000	200,000 U	200,000 U	200,000 U	500,000 U	18,900,000 U	
72 Taft Storage Site Improvements	\$ 65,000	-	65,000 U	-	-	-	
73	\$ 10,000	-	10,000 O	-	-	-	
74 TOTAL PUBLIC FACILITIES	\$ 32,948,000	\$ 2,503,000	\$ 2,415,000	\$ 4,345,000	\$ 2,535,000	\$ 21,150,000	
75							
76 (TL) Tax Levy	\$ 3,370,000	\$ 835,000	\$ 840,000	\$ 845,000	\$ 850,000	\$ -	
77 (O) Other Funding	\$ 10,000	-	10,000	-	-	-	
78 (U) User Fees	\$ 29,568,000	1,668,000	1,565,000	3,500,000	1,685,000	21,150,000	
79 TOTAL FUNDING BY SOURCE	\$ 32,948,000	\$ 2,503,000	\$ 2,415,000	\$ 4,345,000	\$ 2,535,000	\$ 21,150,000	
80							
81	<b>SUMMARY PROJECTS</b>						
82							
83 Recreation/Open Space Development	\$ 24,675,000	\$ 500,000	\$ 20,150,000	\$ 3,025,000	\$ 500,000	\$ 500,000	
84 Right of Way Improvements	\$ 75,390,000	5,710,000	6,610,000	3,960,000	7,310,000	51,800,000	
85 Public Facilities	\$ 32,948,000	2,503,000	2,415,000	4,345,000	2,535,000	21,150,000	
86 TOTAL CAPITAL PROJECTS	\$ 133,013,000	\$ 8,713,000	\$ 29,175,000	\$ 11,330,000	\$ 10,345,000	\$ 73,450,000	
87							
88 (B) G.O. Improvement Bonds	\$ 37,400,000	\$ -	\$ 5,900,000	\$ 2,900,000	\$ 5,100,000	\$ 23,500,000	
89 (C) Hennepin County	\$ 26,800,000	-	-	-	-	26,800,000	
90 (F) Federal Grant	\$ 5,000,000	5,000,000	-	-	-	-	
91 (FF) Franchise Fees	\$ 2,520,000	630,000	630,000	630,000	630,000	-	
92 (M) Municipal State Aid	\$ 2,570,000	80,000	80,000	330,000	580,000	1,500,000	
93 (O) Other Funding	\$ 10,000	-	10,000	-	-	-	
94 (OR) Other Recreation Funding	\$ 2,525,000	-	-	2,525,000	-	-	
95 (R) Special Revenue	\$ 2,500,000	500,000	500,000	500,000	500,000	500,000	
96 (RB) Referendum Bonds	\$ 9,650,000	-	9,650,000	-	-	-	
97 (SB) State Bonding	\$ 10,000,000	-	10,000,000	-	-	-	
98 (TL) Tax Levy	\$ 3,370,000	835,000	840,000	845,000	850,000	-	
99 (U) User Fees	\$ 29,568,000	1,668,000	1,565,000	3,500,000	1,685,000	21,150,000	
100 (X) Xcel Energy	\$ 1,100,000	-	-	100,000	1,000,000	-	
101 TOTAL FUNDING SOURCES	\$ 133,013,000	\$ 8,713,000	\$ 29,175,000	\$ 11,330,000	\$ 10,345,000	\$ 73,450,000	
102	* Total CIP costs do not include any project costs reflected in the 2022 CIB.						

## 2022 Capital Improvement Budget Sources and Uses



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 2022 is \$26,575,000.

Capital project expenditures are classified into three specific programs: Recreation and Open Space, Right of Way Improvements and Public Facilities. Total planned expenditures for 2022 are \$26,575,000.



**BUDGET SUMMARY  
CAPITAL IMPROVEMENT RESERVE FUND  
2021 REVISED AND 2022 PROPOSED**

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<b><u>FUND BALANCE, JANUARY 1</u></b>	<b>\$ 7,991,085</b>	<b>\$ 8,761,205</b>	<b>\$ 9,984,384</b>	<b>\$ 9,055,634</b>
<b><u>Revenues</u></b>				
Intergovernmental	1,270,372	-	-	-
Other revenues	92,924	89,470	89,470	89,470
Interest earnings	70,460	50,000	25,000	20,000
<b>Total Revenues</b>	<b><u>1,433,756</u></b>	<b><u>139,470</u></b>	<b><u>114,470</u></b>	<b><u>109,470</u></b>
<b><u>Expenditures</u></b>				
Other services & charges	421,903	-	74,900	-
Capital outlay	18,844	-	-	-
<b>Total Expenditures</b>	<b><u>440,747</u></b>	<b><u>-</u></b>	<b><u>74,900</u></b>	<b><u>-</u></b>
<b>Excess of revenues over expenditures</b>	<b><u>993,009</u></b>	<b><u>139,470</u></b>	<b><u>39,570</u></b>	<b><u>109,470</u></b>
<b><u>Operating Transfers In (Out)</u></b>				
General Fund	1,200,290	(333,320)	(333,320)	-
Special Revenue Funds	-	-	(400,000)	(400,000)
Internal Service Funds	(200,000)	(235,000)	(235,000)	(235,000)
<b>Net Transfers</b>	<b><u>1,000,290</u></b>	<b><u>(568,320)</u></b>	<b><u>(968,320)</u></b>	<b><u>(635,000)</u></b>
<b><u>FUND BALANCE, DECEMBER 31</u></b>	<b><u>\$ 9,984,384</u></b>	<b><u>\$ 8,332,355</u></b>	<b><u>\$ 9,055,634</u></b>	<b><u>\$ 8,530,104</u></b>