



Richfield  
Economic  
Development  
Authority

# BUDGET

2019

6700 Portland Avenue, Richfield MN 55423

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**CITY OF RICHFIELD, MINNESOTA  
ANNUAL BUDGET  
ECONOMIC DEVELOPMENT AUTHORITY**

**EDA COMMISSIONERS**

**MARY SUPPLE - PRESIDENT**

**COMMISSIONER - SUE SANDAHL**

**COMMISSIONER - PAT ELLIOTT**

**COMMISSIONER - ERIN VRIEZE DANIELS**

**COMMISSIONER - MICHAEL HOWARD**

**ADMINISTRATIVE STAFF**

**STEVEN L. DEVICH - EXECUTIVE DIRECTOR**

**JOHN STARK - COMMUNITY DEVELOPMENT DIRECTOR**

**CHRIS REGIS - FINANCE MANAGER**



August 20, 2018

Economic Development Authority Commissioners  
City of Richfield

Dear Commissioners:

In accordance with the bylaws of the Richfield Economic Development Authority (EDA), the EDA budget for January 1, 2019 to December 31, 2019 is submitted. A meeting on the proposed EDA budget will be held on August 20, 2018 at 7:15 p.m.

Pursuant to State law, the EDA must certify the 2019 budget and the revenue required to be raised by an ad valorem property tax levy to the Hennepin County Auditor. The deadline for certification is December 28, 2018. A proposed 2019 tax levy must be submitted to the County Auditor on or before September 30, 2018. Any amendments to the proposed budget, which would increase the property tax levy, must be made prior to September 30, 2018 proposed levy certification deadline. No increases in the tax levy are permissible after that date, only reductions. Final certification of the EDA tax levy is part of the City's budget process.

The resolution to certify the 2019 budget and tax levy has been prepared based on the proposed budget. This resolution and a resolution revising the 2018 budget are located in the last section of this budget document. The proposed 2019 budget for the EDA consist of the following funds or programs:

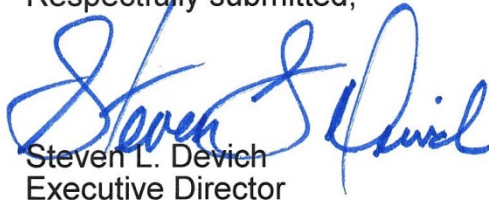
- \$135,150 in funding for Kids@Home, which will assist 28-32 households in 2019. The program provides a shallow rent subsidy that supports families who have children in a Richfield school. To qualify for the program, the household cannot be receiving any other rent assistance and must have an income at 50% or less of the area median income. The program has a self-sufficiency component that requires at least one parent or guardian in the family to be working or attending a training program. The family receives social services to facilitate budgeting and financial management to foster housing stability.
- \$131,000 in funding to the Transformation Loan program. This program provides a 15% forgivable loan for large-scale remodeling programs (valued at \$50,000 or more) up to a maximum of \$25,000 per household. Funding for 2019 remains unchanged. It is estimated that this program will assist six Richfield families make major improvements in their homes.
- \$100,000 for a pilot program to provide forgivable loans for the rehabilitation of existing affordable housing located in multi-family buildings.
- \$95,000 for Business Development Activities. Programming for this funding will be determined by the EDA in late 2018.
- The EDA will also fund participation in the Open to Business program, membership in the Richfield Chamber of Commerce and the Economic

Development Association of Minnesota (totaling \$5,640).

- Reimbursing the City for \$60,130 in staff costs for administering all of the programs funded by the EDA.

The estimated 2019 EDA Levy is \$567,281 and the impact of the levy is estimated to be less than 50 cents per year for the average Richfield homeowner.

Respectfully submitted,



Steven L. Devich  
Executive Director

SLD:js

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## **GENERAL FUND**



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**BUDGET SUMMARY - GENERAL FUND**

<b><u>AVAILABLE FOR APPROPRIATION</u></b>	<b>2017</b>	<b>2018</b>		<b>2019</b>
	<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>
<b><u>FUND BALANCE - JANUARY 1</u></b>	\$ -	\$ -	\$ -	\$ 112,700
<b><u>Revenues:</u></b>				
<b>Taxes:</b>				
Current	-	554,860	554,860	561,600
Total Taxes	-	554,860	554,860	561,600
<b>Miscellaneous Revenues:</b>				
Other Miscellaneous Revenues	-	2,500	2,100	1,800
Total Miscellaneous Revenues	-	2,500	2,100	1,800
<b>Total Revenues</b>	-	557,360	556,960	563,400
<b><u>Expenditures:</u></b>				
Personal Services	-	54,980	57,670	60,130
Other Services and Charges	-	465,290	386,590	475,910
<b>Total Expenditures</b>	-	520,270	444,260	536,040
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	-	37,090	112,700	27,360
<b><u>FUND BALANCE - DECEMBER 31</u></b>	\$ -	\$ 37,090	\$ 112,700	\$ 140,060

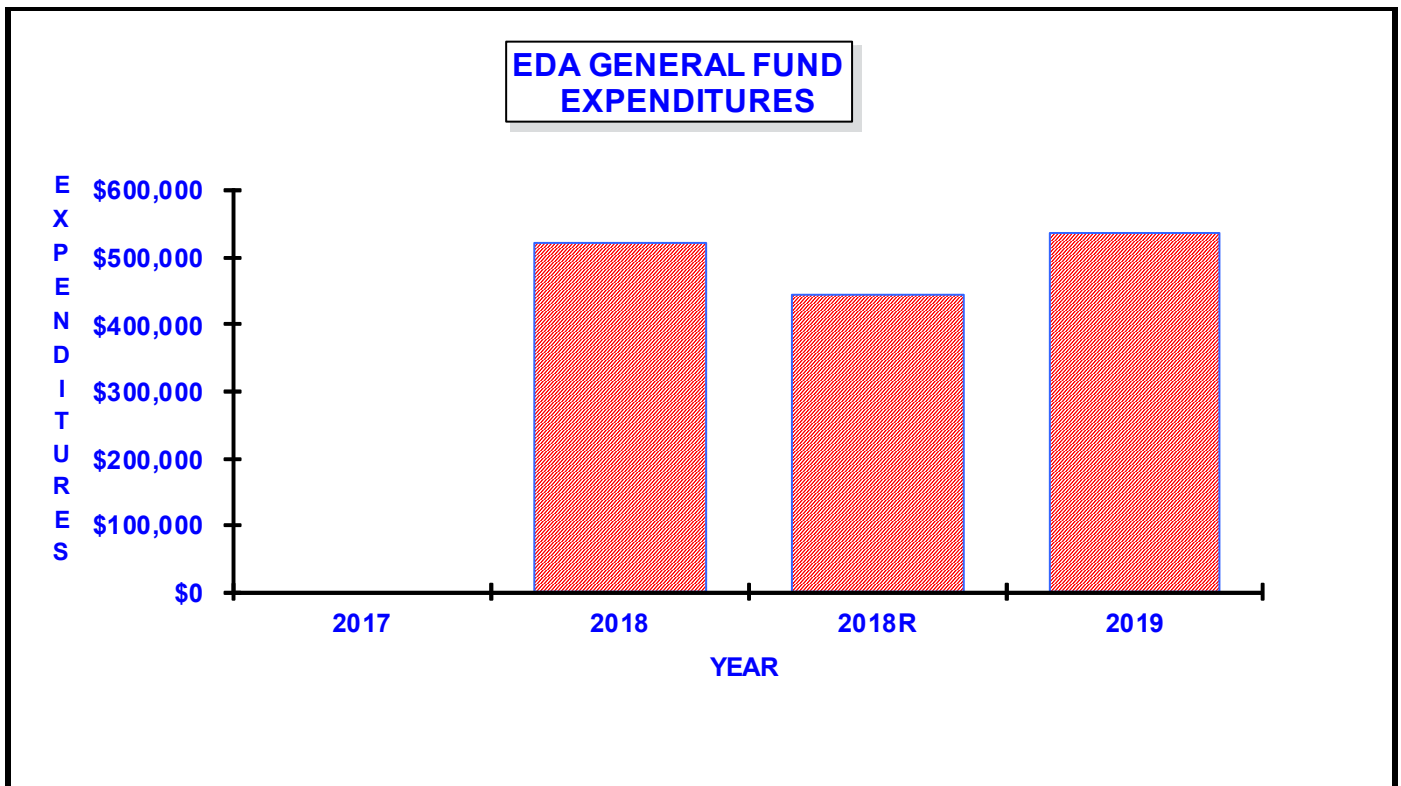
**FUND:** EDA GENERAL FUND  
**DEPARTMENT:** Community Development

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2017 ACTUAL	2018 BUDGET	2018 REVISED	2019 BUDGET	Increase/ (Decrease) 2018 Budget/ 2019 Budget
99600 EDA Administration	\$ -	\$ 259,120	\$ 243,110	\$ 269,890	4.16%
99601 Kids @ Home	-	130,150	70,150	135,150	3.84%
99602 Transformation Loans	-	131,000	131,000	131,000	0.00%
<i>Community Development TOTAL</i>	<i>\$ -</i>	<i>\$ 520,270</i>	<i>\$ 444,260</i>	<i>\$ 536,040</i>	<i>3.03%</i>

**REVENUES**

99600 EDA Administration	\$ -	\$ 557,360	\$ 556,960	\$ 563,400	1.08%
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**FUND:** EDA GENERAL FUND  
**DEPARTMENT:** Community Development  
**BUSINESS UNIT:** EDA Administration - 99600

**DETAIL REVENUES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 REVISED</b>	<b>2019 BUDGET</b>
<u>Taxes</u>				
4005 Current	\$ -	\$ 554,860	\$ 554,860	\$ 561,600
<i>Taxes Total</i>	<u>\$ -</u>	<u>\$ 554,860</u>	<u>\$ 554,860</u>	<u>\$ 561,600</u>
<u>Miscellaneous Revenues</u>				
4644 Other Miscellaneous Revenues	\$ -	\$ 2,500	\$ 2,100	\$ 1,800
<i>Miscellaneous Revenues Total</i>	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 2,100</u>	<u>\$ 1,800</u>
<i>EDA Administration TOTAL</i>	<u><u>\$ -</u></u>	<u><u>\$ 557,360</u></u>	<u><u>\$ 556,960</u></u>	<u><u>\$ 563,400</u></u>

**FUND:** EDA GENERAL FUND  
**DEPARTMENT:** Community Development  
**BUSINESS UNIT:** EDA Administration - 99600

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 REVISED</b>	<b>2019 BUDGET</b>
<u>Personal Services</u>				
6051 Interdepartmental Labor	\$ -	\$ 54,980	\$ 57,670	\$ 60,130
<i>Personal Services Total</i>	<u>\$ -</u>	<u>\$ 54,980</u>	<u>\$ 57,670</u>	<u>\$ 60,130</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ -	\$ 2,000	\$ 8,500	\$ 12,620
6301 Advertising & Publication	-	1,500	1,300	1,500
6305 Subscriptions & Memberships	-	640	640	640
6511 Rehab Loan Program	-	200,000	175,000	195,000
<i>Other Services &amp; Charges Total</i>	<u>\$ -</u>	<u>\$ 204,140</u>	<u>\$ 185,440</u>	<u>\$ 209,760</u>
<i>EDA Administration TOTAL</i>	<u><u>\$ -</u></u>	<u><u>\$ 259,120</u></u>	<u><u>\$ 243,110</u></u>	<u><u>\$ 269,890</u></u>

**FUND:** EDA GENERAL FUND  
**DEPARTMENT:** Community Development  
**BUSINESS UNIT:** Kids @ Home - 99601

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 REVISED</b>	<b>2019 BUDGET</b>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ -	\$ -	\$ -	\$ 10,000
6401 Office Supplies	-	50	50	50
6402 Copy Charges	-	50	50	50
6403 Postage	-	50	50	50
6504 Kids@Home Payments	-	130,000	70,000	125,000
<i>Other Services &amp; Charges Total</i>	<u>\$ -</u>	<u>\$ 130,150</u>	<u>\$ 70,150</u>	<u>\$ 135,150</u>
<i>Kids @ Home TOTAL</i>	<u><u>\$ -</u></u>	<u><u>\$ 130,150</u></u>	<u><u>\$ 70,150</u></u>	<u><u>\$ 135,150</u></u>

**FUND:** EDA GENERAL FUND  
**DEPARTMENT:** Community Development  
**BUSINESS UNIT:** Transformation Loans - 99602

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>2018 REVISED</b>	<b>2019 BUDGET</b>
<i>Other Services &amp; Charges</i>				
6103 Professional Services -General	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
6511 Rehab Loan Program	-	130,000	130,000	130,000
<i>Other Services &amp; Charges Total</i>	<u>\$ -</u>	<u>\$ 131,000</u>	<u>\$ 131,000</u>	<u>\$ 131,000</u>
<i>Transformation Loans TOTAL</i>	<u><u>\$ -</u></u>	<u><u>\$ 131,000</u></u>	<u><u>\$ 131,000</u></u>	<u><u>\$ 131,000</u></u>

## **RESOLUTIONS**



**EDA RESOLUTION NO.**

**RESOLUTION APPROVING PROPOSED 2019 ECONOMIC DEVELOPMENT  
AUTHORITY BUDGET AND CERTIFYING THE 2019 TAX LEVY**

**BE IT RESOLVED** by the Housing and Redevelopment Authority of the City of Richfield, Minnesota as follows:

Section 1. The budget for the Economic Development Authority General Fund of Richfield for the year 2019 in the amount of \$536,040 is hereby ratified.

Section 2. The estimated gross revenue of the Economic Development Authority General Fund of Richfield from all sources, including general ad valorem tax levies as hereinafter set forth for the year 2019, and as the same are more fully detailed in the Executive Director's official copy of the budget for the year 2019, in the amount of \$563,400 is hereby approved.

Section 3. There is hereby levied upon all taxable property in the City of Richfield an ad valorem tax in 2018, payable in 2019 for the following purposes:

Economic Development Authority	\$567,281
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Section 4. A certified copy of this resolution shall be transmitted to the County Auditor.

Adopted by the Economic Development Authority in and for the City of Richfield, Minnesota this 20th day of August, 2018.

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Mary Supple, President

ATTEST:

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Erin Vrieze Daniels, Secretary

**EDA RESOLUTION NO.**

**RESOLUTION AUTHORIZING REVISION OF THE 2018 BUDGET OF THE  
ECONOMIC DEVELOPMENT AUTHORITY OF RICHFIELD**

**WHEREAS**, Resolution No. 2 appropriated funds for personal services and other expenses for the Economic Development Authority for the year 2018, and

**WHEREAS**, The Executive Director has requested a revision of the 2018 budget as detailed in the 2019 budget document.

**NOW, THEREFORE, BE IT RESOLVED** by the Economic Development Authority of Richfield, Minnesota as follows:

Section 1. That the 2018 appropriation for the Economic Development Authority General Fund is revised as follows:

\$76,010 decrease

Section 2. Estimated 2018 gross revenue of the Economic Development Authority General Fund from all sources, as the same is more fully detailed in the Executive Director's official copy of the 2019 budget document, are hereby revised as follows:

\$400 decrease

Section 3. That the Executive Director bring into effect the provisions of this resolution.

Adopted by the Economic Development Authority in and for the City of Richfield, Minnesota this 20th day of August, 2018.

\_\_\_\_\_  
Mary Supple, Chair

ATTEST:

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Erin Vrieze Daniels, Secretary

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