DATE: September 20, 2016 REGULAR ITEM #30

RESOLUTION #2016-77

AGENDA ITEM: Approve 2017 Preliminary General Fund & Library Fund Annual Budget

and Tax Levy

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Finance Committee

SUGGESTED ORDER OF BUSINESS:

POLICY RECOMMENDER: Finance Director and Finance Committee

FISCAL IMPACT: NA

SUMMARY AND ACTION REQUESTED: Pursuant to State law regarding the adoption of the *Preliminary* 2017 General Fund and Library Fund Levy, the City Council is asked to approve the *Preliminary* 2017 Annual Budget and Levy for these two funds. It is recommended that the City Council pass Resolution 2016-77, thereby approving the *Preliminary* 2017 General Fund and Library Fund Annual Budget's and Levies by undertaking the following motion:

"Move to approve Resolution No. 2016-77 adopting the preliminary 2017 General Fund and Library Fund Annual Budget's and Levies"

City Council Meeting September 20, 2016

BACKGROUND INFORMATION: The City of Lake Elmo has both the legal and fiduciary authority and responsibility under Minnesota State Statute to adopt a *Preliminary* 2017 General Levy. Typically the City Council adopts a *Preliminary* Annual Budget at the same time. Following such adoption, the City Council may lower, but not raise the General and Library Levies and a final Levy and Budget must be adopted by December 28th, 2016.

STAFF REPORT: There were two joint meetings with the Finance Committee and the City Council on July 19, 2016 and August 10, 2016 to review the 2017 budget for the City of Lake Elmo General Fund. The Finance Committee met on September 13, 2016 and made additional recommendations. At the September 14, 2016 Library Board meeting, the Library Board will be reviewing an in-depth budget and levy presentation for 2017 related to the Library Fund. As a result of those meetings, the Finance Committee is recommending that the City Council approve the attached *Preliminary* Annual Budget for the General Fund and adopt the 2017 Levies as summarized in Resolution 2016-77.

RECOMMENDATION: It is recommended that the City Council pass Resolution 2016-77, thereby approving the *Preliminary* 2017 General Fund and Library Fund Annual Budget's and Levies by undertaking the following motion:

"Move to approve Resolution No. 2016-77 adopting the preliminary 2017 General Fund and Library Fund Annual Budget's and Levies"

ATTACHMENT:

- 1. Resolution No. 2016-77
- 2. Preliminary 2017 General Fund Budget
- 3. Preliminary 2017 Library Fund Budget
- 4. Tax Impact Work Sheet

CITY OF LAKE ELMO WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2016-77

RESOLUTION APPROVING PROPOSED 2016 TAX LEVY, COLLECTIBLE IN 2017 AND PROPOSED 2017 BUDGET

WHEREAS, the City Council has conducted budget workshops and meetings to review the 2016 Tax Levy, collectible in 2017, and the proposed 2017 General Fund and 2017 Library Fund Budgets; and

WHEREAS, the City is required to adopt a proposed budget for payable 2017 and certify its proposed property tax levy payable in 2017.

BE IT RESOLVED that the City adopts the proposed 2017 General Fund and Library Fund Budgets,

BE IT FURTHER RESOLVED by the Council of the City of Lake Elmo, County of Washington, Minnesota that the following proposed sums of money be levied for the current year, collectible in 2017, upon taxable property in the City of Lake Elmo, for the following purposes:

Total General Fund Levy	\$1,998,847
Total G.O. Debt Levy	\$ 824,622
Library Levy	\$ 256,957
Total Levv	\$3.080.426

BE IT FUTHER RESOLVED that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Washington County, Minnesota.

ADOPTED, by the Lake Elmo City Council on the 20th day of September, 2016.

ATTEST:	Mike Pearson Mayor	
Julie Johnson City Clerk		

City of Lake Elmo Budget 2017 (Based on 244 new homes)

(Based on 244 new homes)	omes)				2016		2016
Account Number	Description	2014 Actual	2015 Actual	2016 Budget	Projected Actual	2017 Budget	to 2017 Change
GENERAL FUND							
Revenues							
Property Taxes/Franchise Fees	iise Fees						
01010 0000 000 101		011	400	001 000	000	10000	90
101-000-000-31010	Current Ad valorem Taxes	\$2,237,110	\$2,204,429	2	\$2,078,420	\$1,809,875	-12.9%
101-000-0000-31020	Metile Heme Terr	\$14,980	510,473	\$12,000	514,594	\$12,000	4.2%
101-000-0000-31030	Good Dissocition	\$13,700	\$170,607	•	9	\$12,000	70.5.0
101-000-0000-31040	Fiscal Dispannes	\$140,432	109,6/14	\$15,708	\$15/,508	212,1016	20.50
101-000-0000-33622	renally & Interest on Taxes Cable Franchise Revenue	\$41,602	\$68,129	\$45,000	\$98,218	\$72,000	-26.7%
Total Property Taxes/Franchise Fees	Franchise Fees	\$2,458,841	\$2,502,237	\$2,263,406	\$2,364,475	\$2,070,847	-12.4%
Licenses and Permits							
101-000-0000-32110	Liquor License	\$150	\$8.350	\$11,000		89.000	-8.4%
101-000-0000-32180	Wastehauler License	\$2,400	\$480	\$1,680	\$2,400	\$1,000	-58.3%
101-000-0000-32181	General Contractor License	\$100	\$0	80	\$150	\$150	0.0%
101-000-0000-32183	Heating Contractor License	\$4,920	\$3,950	\$2,500	\$3,400	\$2,850	-16.2%
101-000-0000-32210	Building Permits	\$225,801	\$422,316	\$508,200		\$808,157	7.4%
101-000-0000-32220	Heating Permits	\$23,064	\$34,359		6 -3	\$44,820	-58.6%
101-000-0000-32230	Plumbing Permits	\$21,914	\$42,662	\$46,800	\$72,833	\$44,820	-38.5%
101-000-0000-32240	Animal License	\$2,569	\$2,116	\$2,500	\$1,855	\$1,720	-7.3%
101-000-0000-32250	Utility Permits	\$26,427	\$59,033	\$25,000	\$50,845	\$33,000	-35.1%
101-000-0000-32260	Burning Permit	\$1,650	\$1,530	\$2,750	\$2,400	\$3,750	56.3%
101-000-0000-32270	Massage Inerapy	\$200	\$200	\$150	\$73	0014	100.0%
101-000-0000-34104	Plan Check Fees	\$135,816	\$242,970	\$278,129	\$399,305	\$513,002	28.5%
Total Licenses and Permits	mits	\$451,119	\$827,222	\$916,709	\$1,403,955	\$1,462,369	4.2%
Intergovernmental							
101-000-0000-33418	MSA - Maintenance	\$101.696	\$119 464	\$101.696	\$123 433	\$130.838	%0 9-
101-000-0000-33470	State Fire Aid	\$53,446	\$58.166	\$41 500	\$47,000	\$47,000	%0.0
101-000-0000-33422	PERA Aid	\$2,749	\$2,749	\$2,749	\$2,749	\$2,749	0.0%
101-000-0000-33426	Miscellaneous State Grants	\$17,692	\$27,864	\$5,064	\$4,401	\$4,820	-9.5%
101-000-0000-33621	Recycling Grant	\$15,500	\$15,688	\$15,500	\$15,688	\$15,688	0.0%
Total Intergovernmental	al	\$191,083	\$223,931	\$166,509	\$193,271	\$201,095	4.0%
Charges for Services							
101-000-0000-34103	Zoning & Subdivision Fees	\$28,691	\$29,035	\$27,500	\$20,340	\$23,000	13.1%
101-000-000-34105	Sale of Copies, Books, Maps	\$301	\$116	\$175	\$192	\$280	45.6%
101-000-0000-34107	Assessment Searches	\$1,200	\$3,030	\$1,215	\$3,245	\$1,395	-57.0%
101-000-0000-34109	Clean Up Days	80	\$3,615	\$2,000	\$0	80	0.0%
101-000-0000-34111	Cable Operation Kelmbursement	\$2,500	\$3,783	34,000	34,000	24,000	0.0%
Total Charges for Services	rices	\$32,692	\$39,579	\$34,890	\$27,777	\$28,675	3.2%

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101-000-0000-35100	Fines	\$48,647	\$48,739	\$45,000	\$49,235	\$46,500	-5.6%
Total Fines		\$48,647	\$48,739	\$45,000	\$49,235	\$46,500	-5.6%
Other							
101-000-0000-36200	Miscellaneous Revenue	\$125,050	\$2,875	\$3,500	\$4,552	\$4,000	-12.1%
NEW	ISD Service Fee in lieu of Taxes Fire Sprinkler Alarm Revenue	NA	NA NA	NA N	N A	\$31,500	100.0%
Moved from water fun	Moved from water fund Water Tower Revenue	AN	NA	NA		\$46,000	100.0%
101-000-0000-36201	Internal Charges (Library proc fee)	\$818	\$422	80	\$10	\$0	-100.0%
101-000-0000-36204	Fire Billable Revenue	\$11,285	\$500	\$500	\$500	\$500	%0.0
101-000-0000-36210	Interest Earnings	\$71,813	\$23,501	\$55,000	\$55,000	\$40,000	-27.3%
101-000-0000-36230	Donations	\$11,000	\$0	\$0	\$10,000	\$10,000	0.0%
Total Other		\$219,966	\$27,298	\$59,000	\$70,062	\$147,000	109.8%
Total Revenues		\$3,402,347	\$3,669,007	\$3,485,514	\$4,108,776	\$3,956,486	-3.7%
Other Financing Sources	S						
101-000-0000-39200 Transfer In	Transfer In	\$0	\$0	80	\$0	\$0	N/A
Total Other Financing Sources	Sources	\$0	\$0	\$0	80	\$0	N/A
Total Revenues and O.	Total Revenues and Other Financing Sources	\$3,402,347	\$3,669,007	\$3,485,514 \$4,108,776 2.4% 41.7%	\$4,108,776	\$3,956,486	-3.7%
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City of Lake Elmo Budget 2017 (Based on 244 new homes)

Dept Number	er Description	otion	2014 Actual	2015 Actual	2016 Budget	2016 Projected Actual	2017 Budget	2016 to 2017 Change
GENEI	GENERAL FUND							
	Expenditures by Program & Department	n & Department						
	General Government							
1110	Mavor & Council		\$39,896	\$49.196	\$45,955	\$55.797	\$46.893	-15.96%
1320	Administration		\$456,912	\$533,043	\$360,998	\$592,720	\$508,168	-14.27%
1410	Elections		\$9,875	\$1,880	\$15,800	\$15,947	\$1,200	-92.48%
1520	Finance		\$161,541	\$119,300	\$124,835	\$130,771	\$124,837	-4.54%
1910	Planning & Zoning		\$252,799	\$231,199	\$284,682	\$276,623	\$325,503	17.67%
1940	Engineering services City Hall		\$26,355	\$52,942	\$55,082	\$50,024	\$63,654	-5.17%
	Total General Government	ant	\$983,691	\$1,028,560	\$935,353	\$1,175,004	\$1,106,256	-5.85%
	Public Safety							
2100	Police		\$515,604	\$527,462	\$527,060	\$527,695	\$642,433	21.74%
2150	Prosecution		\$54,466	\$55,710	\$54,700	\$44,151	\$43,200	-2.15%
2220	Fire		\$400,709	\$368,658	\$377,232	\$377,966	\$368,824	-2.42%
2250	Fire Relief		\$53,446	\$58,166	\$37,323	\$47,000	\$47,000	0.00%
2400	Building Inspection		\$143,283	\$183,079	\$260,766	\$209,897	\$335,984	%20.09
2500	Emergency Communications	tions	\$3,373	\$3,745	\$7,400	\$5,595	\$5,395	-3.57%
2700	Animal Control		\$10,086	\$11,415	\$7,550	\$8,200	\$7,725	-5.79%
	Total Public Safety		\$1,180,968	\$1,208,235	\$1,272,031	\$1,220,504	\$1,450,561	18.85%
	Public Works							
3100	Public Works		\$386,213	\$337,440	\$411,285	\$478,609	\$474,595	-0.84%
3120	Streets		\$49,978	\$228,785	\$413,000	\$409,622	\$467,500	14.13%
3125	Ice & Snow Removal		\$104,346	\$87,170	\$87,250	\$74,402	\$76,250	2.48%
3160	Street Lighting		\$22,614	\$25,910	\$26,400	\$25,783	\$26,400	2.39%
3200	Recycling Tree Program		\$5,224	\$568	\$5,900	\$3,165	\$0	-100.00%
	0							
	Total Public Works		\$5/3,/2/	\$681,373	\$944,835	\$992,580	\$1,045,745	5.36%
	Culture & Recreation							
5200	Parks & Recreation		\$207,178	\$219,272	\$231,320	\$198,827	\$251,529	26.51%
	Total Culture & Recreation	ion	\$207,178	\$219,272	\$231,320	\$198,827	\$251,529	26.51%

instment	\$48,513	\$66,819	\$81,976	\$83,310	\$67,396
Compensation Adjustment Debt Service Increase	\$21,632	\$247,118	\$20,000		\$20,000
Fransfer to City Projects (streets)	\$130,000	\$0	\$0		0\$
Other Financing	\$200,000	\$200,000	80		20
Total Expenditures	\$3,345,709	\$3,651,377	83,345,709 83,651,377 83,485,515 83,690,225 83,956,486	\$3,690,22	S

	2016 Full Year Budget	2016 Year To Date as of 7/31	2016 Projections	2017 Draft Budget	Notes
REVENUE					
Current Ad Valorem Taxes	\$256,957.00				
Rental Income	\$0.00	\$0.00			
Interest Earning	\$0.00	\$0.00	\$0.00	\$0.00	
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	
Donation	\$0.00	\$10,970.00	\$15,000.00	\$4,000.00	
Total Revenue	\$256,957.00	\$139,448.00	\$271,957.00	\$260,957.00	
EXPENSE					
	\$46,311.00	¢27.517.65	¢40 500 00	¢40.00F.00	10/
FT Salaries PT Salaries	. ,				1% pay increase
PERA Contributions	\$26,260.00 \$4,277.00			\$4,555.00	3% pay increase
FICA Contributions	\$3,479.00			\$3,895.00	
Medicare Contributions	\$3,479.00			\$5,895.00	
Health/Dental Insurance	\$14,144.00 \$14,144.00	·	·	\$14,500.00	
•	\$14,144.00				
Unemployment Benefits Workers Compensation	\$0.00				
•	\$1,100.00			\$1,500.00	
Library Service Supplies Office Supplies	\$3,600.00	·	·	\$3,500.00	
Library Collection Maintenance	\$42,811.00	• •	. ,		includes new computers and added database
Legal Services	\$1,500.00			\$4,000.00	•
Contract Services	\$6,000.00			\$6,000.00	
	\$1,560.00			\$1,800.00	
Telephone		• •	. ,	. ,	
Internet	\$1,800.00			\$2,000.00	
Information Technology (Equinox)	\$3,100.00		. ,	\$3,200.00	
Information Technology Network Maintenance Software	\$0.00		·	\$0.00 \$0.00	
Insurance	\$0.00 \$2,000.00			\$2,200.00	
Utilities	\$7,500.00			\$8,000.00	
Refuse	\$600.00			\$600.00	
Repair/Maint Bldg	\$12,000.00				includes \$15000 in building improvements
Repair/Maint NOT Bldg	\$0.00			\$0.00	
Repair/Maint Eqip (out-LH Imp	\$0.00	·	·	\$0.00	
Library Card Reimbursements	\$12,000.00	·	·	\$32,000.00	
WA Cty service fee	\$9,300.00			. ,	
Library service improvements	\$46,000.00	·	·	\$0.00	
Miscellaneous	\$1,800.00	·	·	\$1,000.00	
Building Purchase Repayment	\$0.00			\$0.00	
Building Property Tax	\$1,000.00	·	·	\$0.00	
Other Equipment	\$0.00		. ,	\$0.00	
Subscriptions	\$0.00	·	·		
Conferences & Training	\$3,500.00	·	·	\$2,500.00	
Programs	\$4,500.00				
Internal Charges	\$0.00				
Associate Library Charges Equipment	\$0.00	·	·	?	
Associate Library Charges Service Charges	\$0.00	·		?	
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Total Library	\$256,956.00	\$146,791.36	\$237,011.60	\$261,052.80	Restroom and parking lot costs not included in 2016 projections
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Proposed Pay 2017 Property Tax Impact Worksheet

Taxing District:

0800 Lake Elmo

STEP 1 - Calculate the Taxing District's Tax Rate:

	ltem			Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1.	Levy before reduction for state aids			\$3,112,204	\$3,080,426	-1.0%
2.	State Aids		-	\$0	\$0	0.0%
3.	Certifed Property Tax Levy		=	\$3,112,204	\$3,080,426	-1.021%
4.	Fiscal Disparity Portion of Levy		-	\$157,509	\$161,272	2.4%
5.	Local Portion of Levy		=	\$2,954,695	\$2,919,154	-1.2%
6.	Local Taxable Value	2017 is an ESTIMATE	÷	12,779,339	13,995,965	9.5%
7.	Local Tax Rate		=	23.121%	20.857%	-9.8%
8.	Market Value Referenda Levy			\$0	\$0	0.0%
9.	Fiscal Disparity Portion of Levy (SD only)		-	\$0	\$0	0.0%
10.	Local Portion of Levy		=	\$0	\$0	0.0%
11.	Referenda Market Value	2017 is an ESTIMATE	÷	1,175,646,100	1,278,432,400	8.7%
12.	Market Value Referenda Rate		=	0.00000%	0.00000%	0.0%

STEP 2 - Calculate the Impact of the Taxing District's Rate on Residential Homestead Taxes:

13. Assumes a 2.1% change in market value from 2016 to 2017, which is the city median change.

(D)	(E)	(F)	(G)	(H)
Market	Homestead			Taxing
Value	Market	Taxable		District
Before	Value	Market	Tax	Portion of
Exclusion	Exclusion	Value	Capacity	Tax

	<i>P</i>	Actual Pay 201	6	
Pay 2016	76,000 @40%		500,000@1.0%	(A7 x G) +
MV	- rem @ 9%	(D) - (E)	rem @ 1.25%	(A12 X D)
368,100	4,100	364,000	3,640	\$841.60
97,900	28,400	69,500	695	\$160.69
146,900	24,000	122,900	1,229	\$284.16
244,900	15,200	229,700	2,297	\$531.09
391,800	2,000	389,800	3,898	\$901.26

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	Pro	oposed Pay 20	017	
Pay 2017 MV	76,000 @40%		500,000@1.0%	(B7 x G) +
X 1.021	- rem @ 9%	(D) - (E)	rem @ 1.25%	(B12 x D)
375,800	3,400	372,400	3,724	\$776.71
100,000	28,200	71,800	718	\$149.75
150,000	23,700	126,300	1,263	\$263.42
250,000	14,700	235,300	2,353	\$490.77
400,000	1,200	398,800	3,988	\$831.78

Tax Increase (Decrease) (\$64.89)

	Percentage Change from 2016 to 2017				
24.	2.1%	-17.1%	2.3%	2.3%	-7.7%
25.	2.1%	-0.7%	3.3%	3.3%	-6.8%
26.	2.1%	-1.3%	2.8%	2.8%	-7.3%
27.	2.1%	-3.3%	2.4%	2.4%	-7.6%
28.	2.1%	-40.0%	2.3%	2.3%	-7.7%

Instructions for Calculating a Residential Homestead Property Tax:

D. Market Value of Residential Homestead

Assumes that the Pay 2017 market value changed from Pay 2016 by 2.1%. Countywide, the median change in market value from Pay 2016 to Pay 2017 is 1.1%.

E. Calculate the Homestead Market Value Exclusion

40% of the first 76,000 of market value (D), reduced by 9% on the market value over 76,000 The exclusion decreases as the market value over 76,000 increases, until a 413,300 home receives 0 exclusion.

F. Calculate Taxable Market Value

Market Value before Exclusion (D) - Homestead Market Value Exclusion (E).

G. Calculate the Net Tax Capacity of a Residential Homestead

Pay 2016: 1st 500,000 of (F) Taxable Market Value @ 1.00%, remainder @ 1.25% Pay 2017: 1st 500,000 of (F) Taxable Market Value @ 1.00%, remainder @ 1.25%

H. Calculate the Taxing District's portion of the Tax

Pay 2016: multiply the Pay 2016 net tax capacity (G) by the Pay 2016 tax capacity local tax rate (A7), plus

multiply the Pay 2016 market value before exclusion (D) by the Pay 2016 market value tax rate (A12)

Pay 2017: multiply the Pay 2017 net tax capacity (G) by the Pay 2017 tax capacity local tax rate (B7), plus

multiply the Pay 2017 market value before exclusion (D) by the Pay 2017 market value tax rate (B12)

19-23. Line 19 will default to the median residential homestead value for the taxing authority for taxes payable in 2016.

24-28. Calculate the % increase/decrease from 2016 to 2017

(2017 -2016) / 2016

There is no longer a homestead credit. The market value homestead <u>credit</u> was eliminated starting with taxes payable in 2012 and was replaced with a **market value exclusion** for homestead property.