DATE: December 6, 2016

REGULAR

ITEM #12

AGENDA ITEM: Approve 2016 Final General Fund, Debt Service Fund & Library Fund

Annual Budget and Tax Levy

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Kristina Handt, City Administrator

Finance Committee

SUGGESTED ORDER OF BUSINESS:

POLICY RECOMMENDER: Finance Director and Finance Committee

FISCAL IMPACT: NA

SUMMARY AND ACTION REQUESTED: Pursuant to State law, the City is required to hold a Truth in Taxation hearing regarding the adoption of the 2017 General Fund, Debt Service Fund and Library Fund Budgets. The City Council is being asked to approve the Final 2017 Annual Budget and Levy for these funds and hold a public hearing.

BACKGROUND INFORMATION: The City of Lake Elmo has both the legal and fiduciary authority and responsibility under Minnesota State Statute to adopt a 2017 General Fund, Debt Service Fund and Library Fund annual budgets; all of which impact the annual Property Tax Levy. On September 20, 2016, the Preliminary Annual Budgets for these funds were approved and subsequently certified to Washington County. The final levy and budgets for these funds

City Council Meeting December 6, 2016

must be adopted and certified to Washington County by December 28th, 2016, after holding a Truth in Taxation hearing.

STAFF REPORT: At budget review meetings, the Finance Committee reviewed an in-depth budget and levy presentation for 2017 related to the General Fund. The City Council was invited to those meetings and provided their input as well. As a result of those meetings, the preliminary budget was finalized and presented to the City Council on September 20, 2016 for approval and preliminary certification to the County.

Since that time, the following updates have been made:

- Construction escrow fees revenue has been added of \$24,900 (new fee added effective 11/1/16 as proposed by the Building Official and approved by CC.
- Expense was added for 50% of a new FTE add in the Public Works Department (\$24.9k) starting in April 2017.
- The Fire Department expense was reduced to remove the sign and building repairs moved to 2016 (\$8k)
- The Police expense was increased slightly based on final numbers received from WA Cty at the CC workshop on 11/22/16 (8k). This estimate is for the entire year and may be reduced depending on when the new Sgt begins.

RECOMMENDATION: It is recommended that the City Council hold a public hearing related to these budgets and if no issues arise as a result, pass Resolution 2016-105, thereby approving the final 2017 General Fund, Debt Service Fund and Library Fund Annual Budget's and Levies by undertaking the following motion:

"Move to approve Resolution No. 2016-105 adopting the final 2017 General Fund, Debt Service Fund and Library Fund Annual Budget's and Levies"

ATTACHMENT:

- 1. Resolution No. 2016-105
- 2. General Fund 2017 Budget
- 3. 2017 Debt Service Summary
- 4. 2017 Lake Elmo Public Library Budget
- 5. 2017 Tax Impact Worksheet

CITY OF LAKE ELMO WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2016-105

RESOLUTION APPROVING 2016 TAX LEVY, COLLECTIBLE IN 2017 AND ADOPTING THE 2017 GENERAL FUND BUDGET

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

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

WHEREAS, the City of Lake Elmo held it's Truth in Taxation hearing on December 6, 2016;

WHEREAS, the City of Lake Elmo closed the public hearing on the 2017 General Fund, Debt Fund and Library Fund budgets at the close of the meeting on December 6, 2016 without need for continuation;

BE IT RESOLVED that the City adopts the final 2017 General Fund, Debt 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 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 Levy	\$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 6th day of December, 2016.

	Mike Pearson	
	Mayor	
ATTEST:	·	
Julie Johnson		
City Clerk		

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

Dased on 244 new in	(Salites)				2016		2016
Account Number	Description	2014 Actual	2015	2016 Budget	Projected	2017 Budget	to 2017
Account Number	Total Descri	Actual	Actual	nagan	Actual	nagana	Cilange
GENERAL FUND							
Revenues							
Property Taxes/Franchise Fees	nise Fees						
	5.0	13	11	3	19	10 10 10 10	
101-000-0000-31010	Current Ad Valorem Taxes	\$2,237,110	\$2,204,429	\$2,033,198	\$2,032,872	\$1,809,875	-11.0%
101-000-0000-31020	Mobile Home Tax	\$15,708	\$18.874	\$12,000	\$11,100	\$12,000	4 6%
101-000-0000-31040	Fiscal Disparities	\$140,432	\$179,607	\$157,508	\$156,459	\$161,272	3.1%
101-000-0000-31910	Penalty & Interest on Taxes Cable Franchise Revenue	\$9,002	\$725	\$700	\$574	\$72,000	22.0%
Total Property Taxes/Franchise Fees	Franchise Fees	\$2,458,841	\$2,502,237	\$2,263,406	\$2,312,431	\$2,070,847	-10.4%
Licenses and Permits							
01105 0000 000 101	. 1	0216	020 040	000 113	300 03	000	0 40/
101-000-0000-32110	Liquor License	\$150	\$8,350	\$11,000	\$9,825	\$9,000	-8.4%
101-000-0000-32180	Wasienauler License General Contractor License	\$2,400	084	\$1,000	\$2,400	\$150	0.0%
101-000-0000-32183	Heating Contractor License	\$4,920	\$3,950	\$2,500	\$3,300	\$2,850	-13.6%
101-000-0000-32210	Building Permits	\$225,801	\$422,316	\$508,200	\$902,087	\$808,157	-10.4%
101-000-0000-32220	Heating Permits	\$23,064	\$34,359	\$38,000	\$131,238	\$44,820	-65.8%
101-000-0000-32230	Plumbing Permits	\$21,914	\$42,662	\$46,800	\$96,177	\$44,820	-53.4%
101-000-0000-32240	Animal License	\$2,569	\$2,116	\$2,500	\$1,815	\$1,720	-5.2%
101-000-0000-32250	Utility Permits	174,077	\$59,033	\$25,000	557,121	\$33,000	42.7%
101-000-0000-32260	Burning Permit	\$1,650	\$1,530	\$2,750	51,8/5	\$3,750	33.3%
101-000-0000-32270	Massage Illerapy	\$200	\$200	0019	631	0018	-100 0%
101-000-0000-35280	Construction Escrow Admin Fee	\$0,100	\$000	80	\$2.900	\$24.900	758.6%
101-000-0000-34104	Plan Check Fees	\$135,816	\$242,970	\$278,129	\$399,305	\$513,002	28.5%
Total Licenses and Permits	rmits	\$451,119	\$827,222	\$916,709	\$1,608,299	\$1,487,269	-7.5%
Intergovernmental							
101-000-0000-33418	MSA - Maintenance	\$101,696	\$119,464	\$101,696	\$123,433	\$130,838	-6.0%
101-000-0000-33420	State Fire Aid	\$53,446	\$58,166	\$41,500	\$59,136	\$47,000	20.5%
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	\$4,151	\$4,820	-16.1%
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	\$205,157	\$201,095	-2.0%
Charges for Services							
101-000-0000-34103	Zoning & Subdivision Fees	\$28,691	\$29,035	\$27,500	\$30,400	\$23,000	-24.3%
101-000-0000-34105	Sale of Copies, Books, Maps	\$301	\$116	\$175	\$211	\$280	32.7%
101-000-0000-34107	Assessment Searches	\$1,200	\$3,030	\$1,215	\$4,530	\$1,395	-69.2%
101-000-0000-34109	Clean Up Days	\$00\$	\$3,615	\$2,000	\$000	\$0	%0.0
111+6-0000-000-101	Cable Operation Neithbursement	22,200	007,00	94,000	000,44	000,44	0.0.0
Total Charges for Services	ices	\$32,692	\$39,579	\$34,890	\$39,141	\$28,675	-26.7%

101-000-0000-35100	Fines	\$48,647	\$48,739	\$45,000	\$51,059	\$46,500	-8.9%
Total Fines		\$48,647	\$48,739	\$45,000	\$51,059	\$46,500	-8.9%
Other							
101-000-0000-36200	Miscellaneous Revenue	\$125,050	\$2,875	\$3,500	\$4,332	\$4,000	-7.7%
NEW	ISD Service Fee in lieu of Taxes	NA	NA	NA		\$31,500	100.0%
NEW	Fire Sprinkler Alarm Revenue	NA	NA	NA	NA	\$15,000	100.0%
Moved from water fun	Moved from water fund Water Tower Revenue	NA	NA	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
- Pool Color		220 0153	900 200	000 023	CFO 073	000 2713	110.50/
I otal Other		\$219,900	\$21,298	000,600	740,000	3147,000	110.3%
Total Revenues		\$3,402,347	\$3,669,007	\$3,669,007 \$3,485,514 \$4,285,929	\$4,285,929	\$3,981,386	-7.1%
Other Financing Sources	ces						
101-000-0000-39200	Transfer In	\$0	\$0	\$0	\$0	\$0	N/A
Total Other Financing Sources	Sources	80	\$0	\$0	80	\$0	N/A
Total Revenues and O	Total Revenues and Other Financing Sources	\$3,402,347	- 11	\$3,485,514	\$3,669,007 \$3,485,514 \$4,285,929 27.5% 2.4% 47.8%	\$3,981,386 8.5%	-7.1%

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

Dept Number	t er Description	2014 Actual	2015 Actual	2016 Budget	2016 Projected Actual	2017 Budget	2016 to 2017 Change
GENE	GENERAL FUND						
	Expenditures by Program & Department						
	General Government						
1110	Mayor & Council	\$39,896	\$49,196	\$45,955	\$56,216	\$46,893	-16.58%
1410	Elections	\$130,512	\$1,880	\$15,800	\$13,003	\$1,200	-20.77%
1520	Finance Planning & Zoning	\$161,541	\$119,300	\$124,835	\$129,637	\$124,837	-3.70%
1930	Engineering Services City Hall	\$36,312	\$32,942	\$48,000	\$32,659	\$36,000	10.23%
	Total General Government	\$983,691	\$1,028,560	\$935,353	\$1,279,680	\$1,106,256	-13.55%
	Public Safety						
2100	Police	\$515,604	\$527,462	\$527,060	\$527,762	\$649,357	23.04%
2150	Prosecution	\$54,466	\$55,710	\$54,700	\$44,010	\$43,200	-1.84%
2220	Fire Relief	\$53,446	\$58.166	\$37,323	\$59.136	\$47,000	-20.52%
2400	Building Inspection	\$143,283	\$183,079	\$260,766	\$232,014	\$335,984	44.81%
2500	Emergency Communications	\$3,373	\$3,745	\$7,400	\$5,595	\$5,395	-3.57%
2700	Animal Control	\$10,086	\$11,415	\$7,550	\$12,026	\$7,725	-35.76%
	Total Public Safety	\$1,180,968	\$1,208,235	\$1,272,031	\$1,257,609	\$1,457,485	15.89%
	Public Works						
3100	Public Works	\$386,213	\$337,440	\$411,285	\$524,904	\$492,570	-6.16%
3120	Streets	\$49,978	\$228,785	\$413,000	\$424,903	\$467,500	10.03%
3125	Ice & Snow Removal	\$104,346	\$87,170	\$87,250	\$83,289	\$76,250	-8.45%
3200	Street Lighting Recycling	\$5,224	\$558	\$5,900	\$2,965	\$20,400	-100.00%
3250	Tree Program	\$5,350	\$1,500	\$1,000	\$1,000	\$1,000	%00.0
	Total Public Works	\$573,727	\$681,373	\$944,835	\$1,063,137	\$1,063,720	0.05%
	Culture & Recreation						
5200	Parks & Recreation	\$207.178	\$219.272	\$231.320	\$195.815	\$251.529	28.45%
		7	010	000	0.00	000	700 450
	Total Culture & Recreation	\$207,178	\$219,272	\$231,320	\$195,815	\$251,529	28.45%

\$67,396 3.29%	\$35,000 75.00%	\$0 100.00%	%00.0	%00.0	\$3,981,385 2.57%
\$65,248	\$20,000	80	80	80	\$3,881,489
\$81,976	\$20,000	\$0	80	80	\$3,345,709 \$3,651,377 \$3,485,515 \$3,881,489 \$3,981,385
\$66,819	80	\$247,118	80	\$200,000	\$3,651,377
\$48,513	80	\$21,632	\$130,000	\$200,000	\$3,345,709
IT & Telephone	Compensation Adjustment	Debt Service Increase	Transfer to City Projects (streets)	Other Financing	Total Expenditures
	0006				

City of Lake Elmo Debt Service Levy 2014-2017

2020	0 0 57,151 206,908 74,828 63,669 106,894 92,240 22,197 131,019	70,390 825,296 (56,524)
2019	0 43,580 59,356 205,989 76,719 65,275 109,729 93,919 22,523 132,951	71,779 881,820 8,151
2018	0 50,911 61,206 204,519 73,254 61,141 107,209 95,600 22,817 129,328	67,684 873,669 (953)
2017	NA 52,959 57,683 202,605 74,368 62,656 109,938 97,280 17,756	(50,000) (20,002) (210,082)
2016	NA 49,598 59,043 205,860 75,485 62,926 112,668 98,960 NA NA	NA 664,540
Orig Bond Amount	443,000 575,000 710,000 1,970,000 845,000 865,000 725,000 130,000 1,650,000	1,175,000 Change
	Streets Streets Streets Facilities * Streets Streets Streets Fire Truck Equipment DT-Streets	2016A Streets Application of Fund Balance
	2006A 2009B 2010A 2010B 2011A 2012B 2014A 2014A 2016A	2016A Application

*Crossover Bond

Lake Elmo Public Library 2017 Budget

	2016 Full Year Budget 2016 Yea	2016 Year To Date as of 7/31 2016 Pr	2016 Projections 201	2017 Draft Budget Notes
Current Ad Valorem Taxes	\$355 007	00 924 9613	¢355 067 00	00 130 3313
Rental Income	\$0.755,0025	\$0.00	\$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
יכומו אפיפונים	00.100,0025	00:01:	00.706,175	00.125,0025
EXPENSE ET Solorios	\$46.911.00	¢27 E47 EE	¢40 E00 00	\$40 00E 00 19/ 100 100 00 00 00 00 00 00 00 00 00 00 0
PT Salaries	\$40,311.00 \$26,260,00	\$14.071.88	\$49,300.00	549,993.00 1% pay increase
DEBA Contributions	\$4.200.00	\$2,110,715¢	\$26,000.00	\$27,047.50 370 pdy IIIci edse
FICA Contributions	\$3.479.00	\$2,482.73	\$3.800.00	53.895.00
Medicare Contributions	\$814.00	\$580.68	\$850.00	\$910.00
Health/Dental Insurance	\$14,144.00	\$8,160.00	\$14,361.60	\$15,223.00 6% increase
Unemployment Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$0.00	\$0.00	\$350.00
Library Service Supplies	\$1,100.00	\$0.00	\$600.00	\$1,500.00
Office Supplies	\$3,600.00	\$1,592.02	\$2,800.00	\$3,500.00
Library Collection Maintenance	\$42,811.00	\$42,157.56	\$58,000.00	\$45,000.00
Computers and office equipment	70000	מים מדיר ריי	00 000	\$10,000.00 computer repracement
Legal Services	57,500.00	53,358.00	\$3,800.00	\$4,000.00 \$1,000.00
Collinate Selvices	\$4,000.00	\$1.119.13	\$1,200.00	\$6,000.00
Internet	\$1.800.00	\$676.28	\$1,800.00	\$2,000,00
Information Technology (Equinox)	\$3,100.00	\$0.00	\$3.100.00	\$3.200.00
Software	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$2,000.00	\$1,637.00	\$2,000.00	\$2,200.00
Utilities	\$7,500.00	\$3,344.08	\$8,000.00	\$8,000.00
Refuse	\$600.00	\$569.34	\$1,000.00	\$600.00
Repair/Maint Bldg	\$12,000.00	\$17,926.75	\$115,595.00	\$30,000.00 includes rest room project in 2016
Repair/Maint NOT Bldg	\$0.00	\$94.42	\$14,000.00	\$0.00
Library Card Reimbursements	\$12,000.00	\$18,004.67	\$28,000.00	\$32,000.00
WA Cty service fee	\$9,300.00	\$0.00	\$0.00	\$0.00
Library service improvements	548,000.00	\$0.00	50.00	\$1,000
Miscellaireous Buildian Durcharo Donamont	00.000,15 00.00	45.5055	\$00.00	00.000,15
Building Property Tax	\$1,000.00	\$0.05	\$1,000,00	50.05
Conferences & Training	\$3.500.00	\$0.00	\$700.00	\$2.500.00
Programs	\$4,500.00	\$0.00	\$4,000.00	\$5,180.00
Internal Charges	\$0.00	\$10.00	\$100.00	\$500.00
Associate Library Charges Equipment	\$0.00	\$0.00	۲-	
Associate Library Charges Service Charges	\$0.00	\$0.00 \$	<i>د</i> -	
Total Library Expense	\$256,956.00	\$146,791.36	\$347,506.60	\$260,955.80 Restroom and parking lot costs no
Project impact to Fund Balance	\$1.00	-\$7,343.36	-\$75,549.60	\$1.20
Beginning Cash			189593.8	\$114,044.20
Change in Cash			-\$75,549.60	\$1.20
Projected Ending Cash			\$114,044.20	\$114,045.40

Proposed Pay 2017 Property Tax Impact Worksheet

Taxing District:

0800 Lake Elmo

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

	Item			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%	

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

- [使用制度 10-10	A	ctual Pay 201	6	
li li	Pay 2016	76,000 @40%		500,000@1.0%	(A7 x G) +
1	M∨	- rem @ 9%	(D) - (E)	rem @ 1.25%	(A12 X D)
14.	368,100	4,100	364,000	3,640	\$841.60
15.	97,900	28,400	69,500	695	\$160.69
16.	146,900	24,000	122,900	1,229	\$284.16
17.	244,900	15,200	229,700	2,297	\$531.09
18.	391,800	2,000	389,800	3,898	\$901.26

	Proposed Pay 2017							
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)

	经 管理 特别的现在分词	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%			

20. 21. 22. 23.

19.