



STAFF REPORT

DATE: September 19, 2017

REGULAR

ITEM #28

TO: City Council
FROM: Brian A. Swanson – Finance Director
AGENDA ITEM: 2018 Preliminary Levy Certification, General Fund Budget Adoption and Setting the Date for the Public Hearing
REVIEWED BY: Kristina Handt – City Administrator

BACKGROUND:

At the July 13th and July 27th Finance Committee meetings, discussions occurred regarding the 2018 Preliminary Budget for the General Fund and Utility Funds. Based on these meetings, staff updated the respective budgets in preparation for the joint meeting with the City Council and Finance Committee held on August 10, 2017. This meeting discussed the 2017 Adopted Budget, 2017 Projected, and 2018 Preliminary Budget, as well as a brief discussion on the 2018 Preliminary Property Tax Levy. Since the joint meeting, staff made further revisions to the proposed 2017 budget based upon updated information and reduced expenses in 2018. The updated information for 2017 and the 2018 Preliminary General Fund Budget was presented on August 22, 2017. Based on the results of the meeting, the City Council adjusted several line items, and staff adjusted additional line items, which are discussed in this report.

ISSUE BEFORE THE CITY COUNCIL:

What amount should the Council certify for the preliminary 2018 levy? When should the public hearing be held on the 2018 budget?

DISCUSSION:

Attachment #1 includes the entire General Fund Budget. The following is a brief narrative of the 2018 Preliminary General Fund Budget changes by the City Council at the August 22, 2017 workshop, and by staff since that meeting:

Revenues:

1. **Property taxes for the General Fund** – For the 2018 Preliminary General Fund Budget, property taxes were reduced from \$2,477,300 to \$2,412,618, which is a decrease of \$64,682, or approximately 2.6% compared to the August 22, 2017 report. The net impact of the decrease is outlined in the following “Expenditures” section.

Expenditure adjustments in General Fund from August 22nd meeting and by staff:

1. **Wage and Benefits in the General Fund** – Based on Council direction, staff adjusted wages for staff to reflect moving up one step in the proposed plan prepared by David Drown and Associates earlier this year. An inflationary factor of 2% has also been included. In addition, the health insurance renewal for the City was a 21% increase, where staff estimated a 10% increase. As such, staff incorporated this increase into the budget, along with retaining the same percentage allocation between the City and staff. This increase affects non-union employees. The total change of

these items is a budgeted net decrease of \$8,408 in the General Fund.

2. **Communications** – The City Council reduced the number of newsletter from four to two resulted in a budgeted savings of \$5,000.
3. **Fire** – Staff revised 2018 figures for costs related to hiring of six part-time positions to three based on the hiring occurring in 2017. As such, adjustments were made in turnout gear, SCBA masks, physicals and related items, and uniforms. At Council direction, the confined space equipment purchase was also removed. The net impact of these changes is a budgeted decrease of \$27,274.
4. **Public Works** – The City Council eliminated Clean-up Days resulting in a budgeted savings of \$17,000.
5. **Parks and Recreation** – Council reduced the lakes matching grant from four lakes to three, resulting in a budgeted savings of \$5,000. In addition, the Environmental Committee events budget was reduced from \$2,500 to \$500, resulting in a budgeted savings of \$2,000.

Debt Outstanding Comparisons of Neighboring Cities:

Based on questions from the City Council, staff compiled a table with the total outstanding debt of neighboring cities as of December 31, 2016.

CITY	TOTAL DEBT
Lake Elmo	\$ 30,400,000
Afton	6,705,000
Bayport	2,025,000
Hugo	7,225,000
Oakdale	26,310,000
Oak Park Heights	8,770,000
Stillwater	29,305,000

2018 Preliminary Property Tax Levy, Tax Capacity and Tax Rate:

Attachment #2 of the packet includes a detailed breakdown of the City's overall Property Tax Levies for the 2017 Final Levy and 2018 Proposed Levy. In addition, it outlines the City's Tax Capacity, Tax Levy, subsequent Tax Rates from 2013 -2017 Final and the 2018 Preliminary Property Tax Levy. Based on upon the document, here are some key points:

- 1) The City's 2018 Preliminary Property Tax Levy is proposed to be \$3,626,406, which is an increase of \$675,980, or approximately 22.91% when compared to the 2017 Final Property Tax Levy. This net increase is attributed to the General Fund proposed request of \$593,771, Debt Service increases of \$339,166 and a decrease in Library Levy of \$256,957.
- 2) The 2018 Preliminary Debt Service Levy is \$1,213,788, of which \$341,610 is attributed to the issuance of the 2017A Bonds. Overall, the Debt Service portion accounts for approximately 33.47% of the total levy.
- 3) The 2018 Preliminary Property Tax Rate is 22.60%, compared to 20.02% for the 2017 Final Property Tax Rate, which is an increase of approximately 12.91%. This lesser increase

compared to the property levy is a result of increased tax capacity within the City spreading the property tax levy over a larger number of properties.

- 4) From 2013 Final to 2018 Proposed, tax capacity has increased from approximately \$11.38 million to \$16.05 million or approximately 40.94%. During that same time, the tax rate has declined from 27.82% to the proposed rate of 22.60%, or a decrease of approximately 18.75%.

The 2018 tax capacity and tax rate will experience minor fluctuations as Washington County refines its Pay 2018 taxing information throughout the year, and will not become final until early 2018 when the property tax statements to go out.

2018 Property Tax Levy Impact on a Median Value Homesteaded Property City Share of Taxes

For a median valued home of \$378,300 that experiences a change in valuation of 1.19%, to \$382,800, based on information from Washington County, the **estimated City share of property taxes** for the Preliminary 2018 Property Tax Levy would be \$858.88 compared to \$750.88 for the 2017 Final Property Tax Levy. This is an increase of \$108.00, or approximately 14.4% for the **estimated City share of property taxes**. This information is contingent upon changes in overall valuation, tax capacity, and the City's 2018 Final Property Tax Levy.

Additional Tax Levy Information

By law, the City Council must approve a 2018 Preliminary Property Tax Levy. This preliminary levy must be sent to Washington County for certification no later than September 29, 2017. A few key items of note:

- 1) Once the 2018 Preliminary Property Tax Levy is Adopted and sent to Washington County, it cannot be increased. It may be decreased though for the 2018 Final Property Tax Levy adoption that will occur in December.
- 2) Washington County will use the 2017 Preliminary Property Tax Levy to calculate parcel specific notices mailed to taxpayers in mid-November.
- 3) Final action on the 2018 Budget, 2018 Final Property Tax Levy, and 2018 – 2022 CIP will occur in December.

Setting the Date for the Public Hearing, 2018 Final Tax Levy and 2018 Budget Adoption

Legislative requirements changed eight years ago in regard to public hearings that usually occur in December. The requirement to publish and hold a special public hearing separate from adopting the final tax levy was repealed in 2009. For that reason, the City Council can hold the public hearing and adopt the final property tax levy and adopted budget on the same night. If the City Council chooses to follow this practice, then the proposed date would be the Regular City Council meeting of December 5, 2017 at 7:00 pm for the Public Hearing on the 2018 Final Property Tax Levy and 2018 Budget. After the Public Hearing, the City Council can then consider and adopt the 2018 Final Property Tax Levy, 2018 Budget, and 2018 – 2022 Capital Improvement Plan. If necessary, the City Council can hold open the Public Hearing for continuation at the December 19, 2017 Regular City Council meeting, and upon closure of Public Hearing may consider adoption of the aforementioned items. If continuation is not necessary, then Council still may defer action until December 19, 2017 Regular City Council meeting. Reporting information is required to be sent to the State of Minnesota and Washington County by December 30th and December 28th, respectively.

Process for This Evening:

For this evening, staff will discuss the 2018 Preliminary Budget, 2018 Preliminary Property Tax Levy, outline key points and impacts, and answer questions the City Council may have.

Next Steps:

Based on the outcome of the conversation this evening, and City Council direction, staff would

propose the following schedule:

- 1) **September 19 (This Evening)** – City Council adopts the 2018 Preliminary Budget, 2018 Preliminary Property Tax Levy, and sets the date and time for the Public Hearing on the 2018 Final Property Tax Levy and 2018 Budget for December 5, 2017 at 7:00 p.m.
- 2) **November 14 (Optional)** – City Council Workshop on the 2018 Budget and Tax Levy
- 3) **December 5** – Public Hearing on the 2018 Final Property Tax Levy and 2018 Budget and adoption of the 2018 Final Property Tax Levy, 2018 Budget, and 2018 – 2022 C.I.P.
- 4) **December 19 (If Necessary)** – Continue Public Hearing if necessary, and adopt the 2018 Final Property Tax Levy, 2018 Budget, and 2018 – 2022 C.I.P.

Staff will continue to review budget and capital information, and subsequently update it during the upcoming months if necessary. Again, the City Council has the option of decreasing the 2018 Preliminary Property Tax Levy after the initial certification; however, it cannot be increased.

FISCAL IMPACT:

The proposed budgets and tax levy will help support necessary city services to be provided in 2018. In addition, consideration of the impact of the decisions made today will help the City plan for the future with the goal of sound fiscal management.

RECOMMENDATIONS:

- 1) Motion to Adopt Resolution No. 2017-095 Approving 2018 Preliminary General Fund Budget, 2018 Preliminary Property Tax Levy, and Setting Public Hearing Date for the 2018 Budget and 2018 Final Property Tax Levy for Tuesday December 5, 2017 at 7:00 p.m.

ATTACHMENTS:

- 1) 2018 Preliminary General Fund Budget – 9-19-17
- 2) 2018 Preliminary Property Tax Levy Allocations – 9-19-17
- 3) 2018 Property Tax Levy Impact Worksheet from Washington County – 9-19-17
- 4) Resolution No. 2017-095 Approving 2018 Preliminary General Fund Budget, 2018 Preliminary Property Tax Levy, and Setting Public Hearing Date for the 2018 Budget and 2018 Final Property Tax Levy for Tuesday December 5, 2017 at 7:00 p.m.

CITY OF LAKE ELMO
2018 PRELIMINARY GENERAL FUND BUDGET
September 19, 2017

<u>Account Number</u>	<u>Description</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2017 YTD - August 31</u>	<u>2017 Projected</u>	<u>2018 Proposed</u>	<u>Adopted 2017 to Proposed 2018 Percent Change</u>	<u>Comments</u>
General Fund Revenues:									
Taxes									
101-000-0000-31010	Current Ad Valorem Taxes	\$ 2,206,350	\$ 2,019,331	\$ 1,629,875	\$ 896,685	\$ 1,629,875	\$ 2,232,503	36.97%	
101-000-0000-31020	Delinquent Ad Valorem Taxes	22,467	13,546	15,000	12,410	15,000	15,000	0.00%	
101-000-0000-31030	Mobile Home Tax	18,874	14,366	12,000	3,017	12,000	15,000	25.00%	
101-000-0000-31040	Fiscal Disparities	179,607	157,096	161,272	111,967	161,272	149,615	-7.23%	
101-000-0000-31910	Penalty & Interest on Taxes	725	185	700	423	700	500	-28.57%	
Total Taxes		\$ 2,428,022	\$ 2,204,523	\$ 1,818,847	\$ 1,024,502	\$ 1,818,847	\$ 2,412,618	32.65%	
Licenses and Permits									
101-000-0000-32110	Liquor License	8,350	7,025	9,000	8,300	8,300	8,300	-7.78%	
101-000-0000-32180	Wastehauler License	480	1,560	1,000	-	1,000	1,000	0.00%	
101-000-0000-32181	General Contractor License	50	150	150	750	-	-	-100.00%	Combination permit
101-000-0000-32183	Heating Contractor License	3,901	3,450	2,850	600	1,200	-	-100.00%	Combination permit
101-000-0000-32210	Building Permits	421,941	902,690	808,157	643,967	835,851	800,000	-1.01%	Proj. '17 increase per M.B. 2018 - 250 homes
101-000-0000-32211	Driveway Permits	250	10,190	-	10,000	17,500	17,500	#DIV/0!	
101-000-0000-32220	Heating Permits	34,359	128,558	44,820	99,003	122,000	60,000	33.87%	LE School for Proj. 2017 and revised per M.B.
101-000-0000-32230	Plumbing Permits	42,662	92,752	44,820	66,768	75,000	60,000	33.87%	LE School for Proj. 2017 and revised per M.B.
101-000-0000-32240	Animal License	2,116	1,900	1,720	1,385	2,000	2,000	16.28%	Based on averages
101-000-0000-32250	Utility Permits	59,033	60,234	33,000	27,153	33,000	33,000	0.00%	
101-000-0000-32260	Burning Permit	1,530	2,035	3,750	1,325	3,750	2,500	-33.33%	
101-000-0000-32270	Massage Therapy Licenses	200	75	100	-	100	100	0.00%	
101-000-0000-35101	Fire Sprinkler Alarm Fees	-	-	15,000	8,838	15,000	8,500	-43.33%	Split \$8500/1500 for 2018 - Reduced per M.B.
	Fire Alarm Fees	-	-	-	-	-	1,500	#DIV/0!	Split \$8500/1500 for 2018 - Reduced per M.B.
Total Licenses and Permits		\$ 574,871	\$ 1,210,619	\$ 964,367	\$ 868,089	\$ 1,114,701	\$ 994,400	3.11%	
Intergovernmental									
101-000-0000-33418	MSA - Maintenance	119,464	123,433	130,838	122,883	122,883	135,561	3.61%	From FOCUS via MNDOT - Feb and July install.
101-000-0000-33420	State Fire Aid	58,166	59,136	47,000	-	47,000	47,000	0.00%	November receipt
101-000-0000-33422	PERA Aid	2,749	2,749	2,749	1,375	2,749	2,749	0.00%	July and December receipt.
101-000-0000-33426	Miscellaneous State Grants	26,285	8,367	4,820	541	4,820	4,820	0.00%	
101-000-0000-33621	Recycling Grant	15,688	15,688	15,688	-	15,766	15,766	0.50%	June/July
Total Intergovernmental		\$ 222,352	\$ 209,373	\$ 201,095	\$ 124,798	\$ 193,218	\$ 205,896	2.39%	
Charges for Services									
101-000-0000-34103	Zoning & Subdivision Fees	29,035	33,490	23,000	32,738	35,000	55,000	139.13%	Based on S.W. est. and new construction fee.
101-000-0000-34104	Plan Check Fees	242,970	500,965	513,002	388,433	509,822	525,000	2.34%	Based on building permit fees. Estimates per M.B.
101-000-0000-34105	Sale of Copies, Books, Maps	116	213	280	9	200	200	-28.57%	
101-000-0000-34107	Assessment Searches	3,030	4,905	1,395	720	1,000	1,395	0.00%	
101-000-0000-34110	Rent	-	-	-	12	12	-	#DIV/0!	
101-000-0000-34111	Cable Operation Reimbursement	71,912	1,600	4,000	1,710	4,000	5,000	25.00%	
101-000-0000-36206	Escrow Administration Fee	-	2,800	24,900	17,200	25,000	25,000	0.40%	2017 Projected revised per M.B. - 8-14-17.
Total Charges for Services		\$ 347,063	\$ 543,973	\$ 566,577	\$ 440,822	\$ 575,034	\$ 611,595	7.95%	
Fines and Forfeits									
101-000-0000-35100	Fines	48,739	49,505	46,500	32,501	49,000	49,000	5.38%	Based on averages
Total Fines and Forfeits		\$ 48,739	\$ 49,505	\$ 46,500	\$ 32,501	\$ 49,000	\$ 49,000	5.38%	
Investment Earnings									
101-000-0000-36210	Interest Earnings	23,501	20,437	40,000	-	25,000	40,000	0.00%	\$4M cash at 1% - Allocated at year end.
Total Investment Earnings		\$ 23,501	\$ 20,437	\$ 40,000	\$ -	\$ 25,000	\$ 40,000	0.00%	
Miscellaneous									
101-000-0000-33622	Cable Franchise Revenue	-	98,218	72,000	67,178	94,178	68,000	-5.56%	2017 Cable Upgrade Rev. - \$27K
101-000-0000-36200	Miscellaneous Revenue	2,438	28,205	4,000	26,374	32,900	29,900	647.50%	Tax forfeit, misc. accts. Receivable, dev. Fees.
101-000-0000-36204	Reimbursements - Fire	-	1,500	500	-	-	-	-100.00%	
101-000-0000-36207	ISD Service Fee In Lieu of Tax	-	-	31,500	-	31,500	32,130	2.00%	Due in Dec. - 2% incr./yr. - Ends in 2026.
101-000-0000-36230	Donations	-	10,000	10,000	11,400	11,400	10,000	0.00%	
101-000-0000-37180	Tower Rent	-	-	46,000	39,685	51,000	53,000	15.22%	Based on contracts.
101-000-0000-38000	Use of Fund Balance	-	-	150,000	-	198,150	194,000	29.33%	For Equipment purchases
Total Miscellaneous		\$ 2,438	\$ 137,924	\$ 314,000	\$ 144,637	\$ 419,129	\$ 387,030	23.26%	
Total General Fund Revenues:		\$ 3,646,987	\$ 4,376,355	\$ 3,951,386	\$ 2,635,349	\$ 4,194,929	\$ 4,700,538	18.96%	

CITY OF LAKE ELMO
2018 PRELIMINARY GENERAL FUND BUDGET
September 19, 2017

<u>Account Number</u>	<u>Description</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2017 YTD - August 31</u>	<u>2017 Projected</u>	<u>2018 Proposed</u>	<u>Adopted 2017 to Proposed 2018 Percent Change</u>	<u>Comments</u>
General Fund Expenditures:									
1110 Mayor & Council									
Personnel									
101-410-1110-41030	Part-time Salaries	25,690	25,690	25,690	12,845	25,690	25,690	0.00%	
101-410-1110-41220	FICA Contributions	1,593	1,593	1,593	796	1,593	1,593	0.00%	
101-410-1110-41230	Medicare Contributions	373	373	373	186	373	373	0.00%	
101-410-1110-41510	Workers Compensation	9	-	300	67	198	198	-34.00%	
Total Personnel		\$ 27,664	\$ 27,655	\$ 27,956	\$ 13,895	\$ 27,854	\$ 27,854	-0.36%	
Materials and Supplies									
101-410-1110-42000	Office Supplies	-	72	-	114	36	30		#DIV/0!
101-410-1110-42001	Computer Reimbursement	-	-	-	1,911	5,000	-		#DIV/0! 2017 for paperless packets.
101-410-1110-43310	Mileage	169	-	375	-	100	300	-20.00%	
Total Materials and Supplies		\$ 169	\$ 72	\$ 375	\$ 2,025	\$ 5,136	\$ 330	-12.00%	
Charges and Services									
101-410-1110-44300	Miscellaneous	8,764	15,691	5,250	6,568	6,750	6,750	28.57%	
101-410-1110-44330	Dues & Subscriptions	11,519	11,986	11,813	3,622	11,813	12,470	5.56%	
101-410-1110-44370	Conferences & Training	1,000	520	1,500	180	335	1,000	-33.33%	
Total Charges and Services		\$ 21,283	\$ 28,197	\$ 18,563	\$ 10,370	\$ 18,898	\$ 20,220	8.93%	
1110 Total Mayor & Council		\$ 49,116	\$ 55,924	\$ 46,894	\$ 26,290	\$ 51,888	\$ 48,404	3.22%	
1320 Administration									
Personnel									
101-410-1320-41010	Full-time Salaries	232,992	195,150	153,083	114,937	180,359	217,946	42.37%	Assistant Admin for 1 quarter of '17 and all '18.
101-410-1320-41030	Part-time Salaries	-	5,613	-	5,304	6,240	-		#DIV/0! Removed for 2018 Budget
101-410-1320-41210	PERA Contributions	12,638	14,378	11,481	11,158	13,527	16,346	42.37%	
101-410-1320-41220	FICA Contributions	13,922	11,823	9,491	10,084	11,206	13,146	38.51%	
101-410-1320-41230	Medicare Contributions	3,273	2,765	2,220	2,368	2,706	3,160	42.34%	
101-410-1320-41300	Insurance	44,554	28,335	26,787	23,269	34,902	49,588	85.12%	
101-410-1320-41510	Workers Compensation	6,717	6,252	6,300	693	1,437	1,678	-73.37%	
Total Personnel		\$ 314,096	\$ 264,317	\$ 209,362	\$ 167,813	\$ 250,377	\$ 301,864	44.18%	
Materials and Supplies									
101-410-1320-42000	Office Supplies	5,538	5,113	5,500	3,437	5,000	4,500	-18.18%	
101-410-1320-42030	Printed Forms	1,888	771	700	84	775	785	12.14%	Deposit slips & Receipt books
101-410-1320-43040	Legal Services	100,075	322,842	170,000	158,221	100,000	100,000	-41.18%	3M Litigation to be paid by Water Fund for '17-18.
101-410-1320-43090	Newsletter/Website	-	-	8,000	90	90	100	-98.75%	
Total Materials and Supplies		\$ 107,500	\$ 328,727	\$ 184,200	\$ 161,832	\$ 105,865	\$ 105,385	-42.79%	
Charges and Services									
101-410-1320-43100	Assessing Services	46,659	52,049	38,000	26,626	50,318	53,350	40.39%	250 New parcels per year and W.C. charge
101-410-1320-43150	Contract Services	1,100	1,019	-	15,080	12,785	3,000		#DIV/0! DDA ('17), Shred It, & Misc \$600
101-410-1320-43180	Information Technology/Web	5,967	470	-	609	1,500	4,500		#DIV/0! New Website & New Computer
101-410-1320-43190	Software Programs	-	2,338	-	2,205	2,500	3,750		#DIV/0! laser fiche, plan it, adobe, etc
101-410-1320-43210	Telephone	1,388	1,574	1,500	910	1,718	1,770	17.97%	
101-410-1320-43220	Postage	4,541	3,741	3,000	(554)	3,000	4,000	33.33%	
101-410-1320-43310	Mileage	70	418	348	517	750	1,000	187.36%	New EE
101-410-1320-43510	Legal Publishing	6,513	8,003	7,088	2,330	8,000	13,000	83.41%	\$5K for Codification update
101-410-1320-43610	Insurance	16,386	26,121	28,000	27,630	27,130	28,487	1.74%	
101-410-1320-43620	Cable Operation Expense	-	-	31,400	-	31,400	-	-100.00%	Capital one-time expenditure.
101-410-1320-44330	Dues & Subscriptions	1,713	1,877	2,500	1,227	1,800	2,250	-10.00%	
101-410-1320-44370	Conferences & Training	2,511	844	2,170	1,346	1,330	2,000	-7.83%	
Total Charges and Services		\$ 86,848	\$ 98,454	\$ 114,006	\$ 77,926	\$ 142,231	\$ 117,106	2.72%	
Miscellaneous									
101-410-1320-44300	Miscellaneous	1,210	538	600	212	600	600	0.00%	
Total Miscellaneous		\$ 1,210	\$ 538	\$ 600	\$ 212	\$ 600	\$ 600	0.00%	
1320 Total Administration		\$ 509,653	\$ 692,035	\$ 508,168	\$ 407,783	\$ 499,073	\$ 524,955	3.30%	
1410 Elections									

CITY OF LAKE ELMO
2018 PRELIMINARY GENERAL FUND BUDGET
September 19, 2017

<u>Account Number</u>	<u>Description</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2017 YTD - August 31</u>	<u>2017 Projected</u>	<u>2018 Proposed</u>	<u>Adopted 2017 to Proposed 2018 Percent Change</u>	<u>Comments</u>
Personnel									
101-410-1410-41030	Part-time Salaries	1,280	7,037	-	-	-	7,500	#DIV/0!	
101-410-1410-41510	Workers Compensation	-	-	-	-	-	-	#DIV/0!	
Total Personnel		\$ 1,280	\$ 7,037	\$ -	\$ -	\$ -	\$ 7,500	#DIV/0!	
Charges and Services									
101-410-1410-43150	Contract Services	600	1,200	1,200	1,660	1,660	1,660	38.33%	Wash. Cty. charges for elections
Total Charges and Services		\$ 600	\$ 1,200	\$ 1,200	\$ 1,660	\$ 1,660	\$ 1,660	38.33%	
Capital Outlay									
101-410-1410-45800	Other Equipment	-	20	-	-	-	-	#DIV/0!	
Total Capital Outlay		\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Miscellaneous									
101-410-1410-44300	Miscellaneous	-	835	-	-	-	1,000	#DIV/0!	
Total Miscellaneous		\$ -	\$ 835	\$ -	\$ -	\$ -	\$ 1,000	#DIV/0!	
1410	Total Elections	\$ 1,880	\$ 9,092	\$ 1,200	\$ 1,660	\$ 1,660	\$ 10,160	746.67%	
1450 Communications									
Personnel									
101-410-1450-41010	Full-time Salaries	11,191	-	-	-	7,953	28,434	#DIV/0!	New Hire - Asst. Admin.
101-410-1450-41030	Part-time Salaries	-	-	-	-	-	-	#DIV/0!	
101-410-1450-41210	PERA Contributions	664	-	-	-	596	2,133	#DIV/0!	
101-410-1450-41220	FICA Contributions	680	-	-	-	493	1,763	#DIV/0!	
101-410-1450-41230	Medicare Contributions	159	-	-	-	115	412	#DIV/0!	
101-410-1450-41300	Insurance	3,672	-	-	-	1,907	8,956	#DIV/0!	
101-410-1450-41510	Workers Compensation	213	-	-	-	61	219	#DIV/0!	
Total Personnel		\$ 16,578	\$ -	\$ -	\$ -	\$ 11,125	\$ 41,917	#DIV/0!	
Charges and Services									
101-410-1450-43090	Newsletter	4,711	-	-	-	2,000	5,000	#DIV/0!	4 newsletters reduced to 2 per C.C. -8-22-17
101-410-1450-43180	Information Technology/Web	35,507	50,580	67,396	22,411	33,698	35,500	-47.33%	Incr. per Roseville IT. Allocated to Utilities too
101-410-1450-43210	Telephone	876	308	-	-	-	-	#DIV/0!	
101-410-1450-43220	Postage	1,208	-	-	-	-	1,000	#DIV/0!	
101-410-1450-43310	Mileage	57	-	-	-	-	-	#DIV/0!	
101-410-1450-43510	Public Notices	1,586	-	-	-	-	-	#DIV/0!	
101-410-1450-43620	Cable Operations	3,849	3,955	-	3,785	4,000	5,000	#DIV/0!	Increased meetings.
101-410-1450-44370	Conferences and Training	360	-	-	-	-	-	#DIV/0!	
Total Charges and Services		\$ 47,795	\$ 54,843	\$ 67,396	\$ 26,196	\$ 39,698	\$ 46,500	-31.00%	
1450	Total Communications	\$ 64,733	\$ 54,843	\$ 67,396	\$ 26,196	\$ 50,823	\$ 88,417	31.19%	
1520 Finance									
Personnel									
101-410-1520-41010	Full-time Salaries	60,494	63,053	59,561	46,313	64,231	14,664	-75.38%	2017 Projected -Prior employee compensation.
101-410-1520-41030	Part-time Salaries	-	12,702	10,000	16,148	16,500	6,760	-32.40%	
101-410-1520-41210	PERA Contributions	4,537	5,281	4,835	1,701	1,438	1,100	-77.25%	
101-410-1520-41220	FICA Contributions	3,545	4,500	3,997	1,638	1,647	1,328	-66.78%	
101-410-1520-41230	Medicare Contributions	829	1,052	935	383	395	311	-66.74%	
101-410-1520-41300	Insurance	10,010	10,938	11,994	5,758	3,787	4,480	-62.65%	
101-410-1520-41420	Unemployment Benefits	-	-	-	-	8,742	5,464	#DIV/0!	16 weeks in 2017 and 10 weeks in 2018 at 80%
101-410-1520-41510	Workers Compensation	472	204	600	315	315	165	-72.50%	
Total Personnel		\$ 79,886	\$ 97,731	\$ 91,922	\$ 72,255	\$ 97,055	\$ 34,272	-62.72%	
Materials and Supplies									
101-410-1520-42000	Office Supplies	818	338	600	446	750	600	0.00%	
101-410-1520-42030	Printed Forms	137	1,117	375	-	375	375	0.00%	Checks ordered in Oct. 2016.
Total Materials and Supplies		\$ 955	\$ 1,456	\$ 975	\$ 446	\$ 1,125	\$ 975	0.00%	
Charges and Services									
101-410-1520-43010	Audit Services	28,270	29,345	29,500	25,775	29,500	30,425	3.14%	Contract ends in 2017 but paid in 2018.
101-410-1520-43150	Contract Services	7,786	114	101	74,500	139,493	108,150	106979.21%	Select \$150- CLA 120 days in 2018. - 75%
101-410-1520-43190	Software Programs	5,379	-	-	6,400	6,400	19,433	#DIV/0!	Accela support and New Financial Software
101-410-1520-43210	Telephone	408	427	900	619	850	875	-2.78%	Roseville IT Phone and VPN access.

CITY OF LAKE ELMO
2018 PRELIMINARY GENERAL FUND BUDGET
September 19, 2017

Account Number	Description	2015	2016	2017	2017	2017	2018	Adopted 2017 to	
		Actual	Actual	Adopted	YTD - August 31	Projected	Proposed	Proposed 2018	Comments
101-410-1520-43310	Mileage	-	-	50	-	100	250	400.00%	Mileage for training and conferences.
101-410-1520-44330	Dues & Subscriptions	420	170	670	170	500	500	-25.37%	GFOA, MNGFOA, APA
101-410-1520-44370	Conferences & Training	-	-	500	254	500	750	50.00%	MNGFOA and Govt. Acctg. Courses.
Total Charges and Services		\$ 42,263	\$ 30,056	\$ 31,721	\$ 107,718	\$ 177,343	\$ 160,383	405.61%	
Miscellaneous									
101-410-1520-44300	Miscellaneous	1,632	1,627	220	1,052	500	1,625	638.64%	18' Based on Average
Total Miscellaneous		\$ 1,632	\$ 1,627	\$ 220	\$ 1,052	\$ 500	\$ 1,625	638.64%	
1520 Total Finance		\$ 124,737	\$ 130,869	\$ 124,838	\$ 181,471	\$ 276,023	\$ 197,255	58.01%	
1910 Planning & Zoning									
Personnel									
101-410-1910-41010	Full-time Salaries	135,788	149,034	145,407	115,193	145,619	146,468	0.73%	
101-410-1910-41030	Part-time Salaries	-	-	-	-	6,240	6,760	#DIV/0!	Intern
101-410-1910-41210	PERA Contributions	9,546	11,211	10,906	8,608	10,921	10,985	0.72%	
101-410-1910-41220	FICA Contributions	7,919	9,075	9,015	6,776	9,415	9,500	5.38%	
101-410-1910-41230	Medicare Contributions	1,852	2,122	2,109	1,585	2,202	2,222	5.36%	
101-410-1910-41300	Insurance	29,145	23,249	25,772	22,496	30,625	33,796	31.13%	
101-410-1910-41510	Workers Compensation	938	415	750	658	1,181	1,192	58.93%	
Total Personnel		\$ 185,188	\$ 195,105	\$ 193,959	\$ 155,316	\$ 206,203	\$ 210,923	8.75%	
Materials and Supplies									
101-410-1910-42000	Office Supplies	1,661	810	1,800	156	105	800	-55.56%	
101-410-1910-42030	Printed Forms	958	-	500	-	750	-	-100.00%	
Total Materials and Supplies		\$ 2,619	\$ 810	\$ 2,300	\$ 156	\$ 855	\$ 800	-65.22%	
Charges and Services									
101-410-1910-43020	Comprehensive Planning	-	-	-	18,852	54,000	36,000	#DIV/0!	Comp Plan - \$90K - 60/40 split 2017/2018
101-410-1910-43030	Engineering Services	16,328	18,688	12,000	5,793	15,000	15,000	25.00%	
101-410-1910-43150	Contract Services	25,467	25,133	113,500	5,544	10,000	10,000	-91.19%	Sambatech
101-410-1910-43190	Software Programs	-	-	-	407	500	100	#DIV/0!	ACAD won't be renewed.
101-410-1910-43210	Telephone	761	775	1,020	409	1,000	1,100	7.84%	
101-410-1910-43220	Postage	35	6	150	35	-	25	-83.33%	
101-410-1910-43310	Mileage	95	342	150	81	300	300	100.00%	
101-410-1910-43510	Legal Publishing	-	-	-	726	500	500	#DIV/0!	
101-410-1910-44330	Dues & Subscriptions	120	617	390	-	1,500	1,115	185.90%	AICP-475/ULI-640
101-410-1910-44350	Books	-	-	175	-	-	-	-100.00%	
101-410-1910-44370	Conferences & Training	555	1,520	1,560	315	2,500	2,500	60.26%	APA - \$2160 - Mankato
Total Charges and Services		\$ 43,361	\$ 47,081	\$ 128,945	\$ 32,162	\$ 85,300	\$ 66,640	-48.32%	
Miscellaneous									
101-410-1910-44300	Miscellaneous	31	31	300	10	200	200	-33.33%	
Total Miscellaneous		\$ 31	\$ 31	\$ 300	\$ 10	\$ 200	\$ 200	-33.33%	
1910 Total Planning & Zoning		\$ 231,199	\$ 243,027	\$ 325,504	\$ 187,644	\$ 292,558	\$ 278,563	-14.42%	
1930 Engineering Services									
Charges and Services									
101-410-1930-43030	Engineering Services	32,942	34,034	36,000	15,744	34,500	36,000	0.00%	
101-410-1930-43210	Telephone	204	195	-	71	200	216	#DIV/0!	Roseville IT costs - 5% increase
Total Charges and Services		\$ 33,146	\$ 34,229	\$ 36,000	\$ 15,815	\$ 34,700	\$ 36,216	0.60%	
1930 Total Engineering Services		\$ 33,146	\$ 34,229	\$ 36,000	\$ 15,815	\$ 34,700	\$ 36,216	0.60%	
1940 City Hall									
Materials and Supplies									
101-410-1940-42110	Cleaning Supplies	-	-	50	-	-	-	-100.00%	
101-410-1940-42230	Building Repair Supplies	478	4	300	550	750	800	166.67%	Menard's charges
Total Materials and Supplies		\$ 478	\$ 4	\$ 350	\$ 550	\$ 750	\$ 800	128.57%	
Charges and Services									
101-410-1940-43180	Information Technology/Web	-	-	-	185	370	389	#DIV/0!	Roseville IT costs. 5% increase
101-410-1940-43210	Telephone	772	614	900	375	900	900	0.00%	
101-410-1940-43810	Utilities	6,968	3,851	6,500	2,583	6,500	6,500	0.00%	

CITY OF LAKE ELMO
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Account Number	Description	2015	2016	2017	2017	2017	2018	Adopted 2017 to	Comments
		Actual	Actual	Adopted	YTD - August 31	Projected	Proposed	Proposed 2018	
101-410-1940-43840	Refuse	1,490	1,129	1,355	830	1,325	1,325	-2.21%	
101-410-1940-44010	Repairs/Maint Contractual Bldg	9,139	21,350	6,000	6,029	6,000	6,000	0.00%	
101-410-1940-44040	Repairs/Maint Contractual Eqpt	10,820	11,365	15,540	8,042	15,441	18,000	15.83%	Full year of new copier lease
101-410-1940-44120	Rentals - Building	29,532	30,147	31,992	23,994	31,992	33,223	3.85%	
Total Charges and Services		\$ 58,721	\$ 68,457	\$ 62,287	\$ 42,038	\$ 62,528	\$ 66,337	6.50%	
Miscellaneous									
101-410-1940-44300	Miscellaneous	1,802	1,981	1,016	501	1,016	1,016	0.00%	
Total Miscellaneous		\$ 1,802	\$ 1,981	\$ 1,016	\$ 501	\$ 1,016	\$ 1,016	0.00%	
1940	Total City Hall	\$ 61,000	\$ 70,442	\$ 63,653	\$ 43,089	\$ 64,294	\$ 68,153	7.07%	
2100 Police									
Charges and Services									
101-420-2100-43150	Law Enforcement Contract	527,462	536,330	618,357	290,876	618,357	664,675	7.49%	Based on proposed contract - 7-22-17
101-420-2100-44300	Misc. - Community Event	-	-	1,000	1,800	1,000	1,000	0.00%	
Total Charges and Services		\$ 527,462	\$ 536,330	\$ 619,357	\$ 292,676	\$ 619,357	\$ 665,675	7.48%	
2100	Total Police	\$ 527,462	\$ 536,330	\$ 619,357	\$ 292,676	\$ 619,357	\$ 665,675	7.48%	
2150 Prosecution									
Charges and Services									
101-420-2150-43045	Attorney Criminal	55,710	44,144	43,200	25,169	42,669	44,996	4.16%	
Total Charges and Services		\$ 55,710	\$ 44,144	\$ 43,200	\$ 25,169	\$ 42,669	\$ 44,996	4.16%	
2150	Total Prosecution	\$ 55,710	\$ 44,144	\$ 43,200	\$ 25,169	\$ 42,669	\$ 44,996	4.16%	
2220 Fire									
Personnel									
101-420-2220-41010	Full-time Salaries	70,680	71,918	72,970	53,386	82,597	85,518	17.20%	
101-420-2220-41030	Part-time Salaries	105,487	96,663	97,724	60,179	129,502	228,179	133.49%	Includes PT Fire Admin, POC and Chaplain.
101-420-2220-41210	PERA Contributions	14,829	14,699	11,821	11,089	23,020	39,180	231.44%	
101-420-2220-41220	FICA Contributions	5,681	6,038	6,059	3,731	4,340	4,340	-28.37%	
101-420-2220-41230	Medicare Contributions	2,532	2,364	2,475	1,586	1,015	1,015	-58.99%	
101-420-2220-41300	Insurance	14,275	13,673	14,993	10,965	16,448	19,686	31.30%	
101-420-2220-41510	Workers Compensation	20,966	12,879	15,000	16,687	17,219	26,481	76.54%	
Total Personnel		\$ 234,449	\$ 218,234	\$ 221,042	\$ 157,623	\$ 274,141	\$ 404,399	82.95%	
Materials and Supplies									
101-420-2220-42000	Office Supplies	1,373	1,444	1,850	136	500	500	-72.97%	2018 reduced per K.H. and G.M. - 9-7-17
101-420-2220-42080	EMS Supplies	453	888	5,800	3,819	5,800	1,200	-79.31%	Odd year costs
101-420-2220-42090	Fire Prevention	142	722	3,000	-	3,000	3,000	0.00%	New program - fire prevention
101-420-2220-42120	Fuel, Oil and Fluids	10,015	7,644	11,000	3,890	7,500	8,000	-27.27%	
101-420-2220-42400	Small Tools & Equipment	20,734	10,539	11,700	5,942	11,700	22,675	93.80%	6 PT hires reduced to 3 PT, confined sp. equip.
Total Materials and Supplies		\$ 32,717	\$ 21,237	\$ 33,350	\$ 13,787	\$ 28,500	\$ 35,375	6.07%	
Charges and Services									
101-420-2220-43050	Physicals	5,199	4,221	2,400	1,794	2,000	8,075	236.46%	6 PT hires reduced to 3 PT - 9-11-17.
101-420-2220-43210	Telephone	4,316	3,682	4,200	2,476	4,200	4,200	0.00%	
101-420-2220-43230	Radio	20,446	18,917	22,018	12,365	22,018	21,616	-1.83%	User fees, pager repair, insurance and 6 rplcmnts
101-420-2220-43310	Mileage	578	814	500	-	500	500	0.00%	
101-420-2220-43630	Insurance	5,469	7,290	8,300	7,571	8,300	8,549	3.00%	
101-420-2220-43810	Utility	14,161	9,520	15,500	9,303	15,500	15,500	0.00%	
101-420-2220-43840	Refuse	3,455	2,948	2,400	1,967	2,800	3,200	33.33%	Based on averages
101-420-2220-44010	Repairs/Maint Bldg	5,960	17,938	7,800	7,376	7,800	7,000	-10.26%	
101-420-2220-44040	Repairs/Maint Eqpt	25,224	41,975	22,967	31,724	35,000	25,896	12.75%	
101-420-2220-44170	Uniforms	1,862	5,255	2,500	2,234	2,500	9,821	292.84%	6 PT hires reduced to 3 PT - 9-11-17.
101-420-2220-44330	Dues & Subscriptions	3,303	3,275	3,733	2,690	3,733	3,955	5.95%	
101-420-2220-44350	Books	-	230	220	180	280	440	100.00%	
101-420-2220-44370	Conferences & Training	8,775	17,663	19,891	9,904	19,891	22,514	13.19%	Target solution changes
Total Charges and Services		\$ 98,750	\$ 133,727	\$ 112,429	\$ 89,584	\$ 124,522	\$ 131,266	16.75%	
Capital Outlay									
101-420-2220-45500	Vehicle	-	-	-	7,370	7,370	-	#DIV/0!	
Total Capital Outlay		\$ -	\$ -	\$ -	\$ 7,370	\$ 7,370	\$ -	#DIV/0!	

CITY OF LAKE ELMO
2018 PRELIMINARY GENERAL FUND BUDGET
September 19, 2017

<u>Account Number</u>	<u>Description</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2017 YTD - August 31</u>	<u>2017 Projected</u>	<u>2018 Proposed</u>	<u>Adopted 2017 to Proposed 2018 Percent Change</u>	<u>Comments</u>
Miscellaneous									
101-420-2220-44300	Miscellaneous	2,721	2,290	2,000	800	2,000	2,000	0.00%	
Total Miscellaneous		\$ 2,721	\$ 2,290	\$ 2,000	\$ 800	\$ 2,000	\$ 2,000	0.00%	
2220	Total Fire	\$ 368,637	\$ 375,488	\$ 368,821	\$ 269,164	\$ 436,533	\$ 573,040	55.37%	
2250 Fire Relief									
Charges and Services									
101-420-2250-44920	Fire State Aid	58,166	59,136	47,000	-	47,000	47,000	0.00%	Relief Assoc. pass through
Total Charges and Services		\$ 58,166	\$ 59,136	\$ 47,000	\$ -	\$ 47,000	\$ 47,000	0.00%	
2250	Total Fire Relief	\$ 58,166	\$ 59,136	\$ 47,000	\$ -	\$ 47,000	\$ 47,000	0.00%	
2400 Building Inspection									
Personnel									
101-420-2400-41010	Full-time Salaries	99,174	167,498	232,801	145,831	265,364	272,754	17.16%	
101-420-2400-41210	PERA Contributions	7,250	12,102	15,132	10,937	19,902	20,457	35.19%	
101-420-2400-41220	FICA Contributions	5,834	10,062	14,434	8,646	16,453	16,911	17.16%	
101-420-2400-41230	Medicare Contributions	1,365	2,353	3,376	2,022	3,848	3,955	17.15%	
101-420-2400-41300	Insurance	18,264	24,554	42,432	36,045	54,074	64,405	51.78%	
101-420-2400-41510	Workers Compensation	2,828	1,260	4,800	794	2,091	2,149	-55.23%	
Total Personnel		\$ 134,714	\$ 217,830	\$ 312,975	\$ 204,275	\$ 361,732	\$ 380,631	21.62%	
Materials and Supplies									
101-420-2400-42000	Office Supplies	690	1,602	1,750	1,262	1,750	1,750	0.00%	
101-420-2400-42030	Printed Forms	154	-	350	-	350	350	0.00%	
101-420-2400-42120	Fuel, Oil and Fluids	1,014	521	3,600	1,486	3,600	3,600	0.00%	
Total Materials and Supplies		\$ 1,858	\$ 2,122	\$ 5,700	\$ 2,748	\$ 5,700	\$ 5,700	0.00%	
Charges and Services									
101-420-2400-43030	Engineering	6,289	2,465	6,000	248	4,000	1,000	-83.33%	Handled in-house by Bldg. Official
101-420-2400-43180	Information Technology/Web	3,875	6,010	-	5,164	10,500	7,405	#DIV/0!	i-pads and PermitWorks
101-420-2400-43210	Telephone	758	1,912	1,800	1,618	1,800	2,500	38.89%	
101-420-2400-43630	Insurance	136	178	400	185	400	400	0.00%	
101-420-2400-44040	Repairs/Maint Eqpt	1,253	965	1,000	786	1,000	1,000	0.00%	
101-420-2400-44170	Uniforms	241	80	1,200	-	1,200	1,200	0.00%	Jackets, shirts, ID's
101-420-2400-44330	Dues & Subscriptions	385	185	740	310	740	740	0.00%	
101-420-2400-44350	Books	1,692	870	500	345	500	500	0.00%	
101-420-2400-44370	Conferences & Training	1,095	2,596	4,825	305	4,825	4,825	0.00%	
Total Charges and Services		\$ 15,726	\$ 15,261	\$ 16,465	\$ 8,961	\$ 24,965	\$ 19,570	18.86%	
Capital Outlay									
101-420-2400-45500	Vehicle	-	-	-	-	-	24,000	#DIV/0!	Paid from fund balance.
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000	#DIV/0!	
Miscellaneous									
101-420-2400-44300	Miscellaneous	1,564	266	845	3,793	845	1,000	18.34%	
Total Miscellaneous		\$ 1,564	\$ 266	\$ 845	\$ 3,793	\$ 845	\$ 1,000	18.34%	
2400	Total Building Inspection	\$ 153,862	\$ 235,479	\$ 335,985	\$ 219,776	\$ 393,242	\$ 430,901	28.25%	
2500 Emergency Communications									
Charges and Services									
101-420-2500-43150	Contract Services	3,745	4,945	5,395	900	5,395	1,780	-67.01%	Replace Pole for 2017 Proj.
Total Charges and Services		\$ 3,745	\$ 4,945	\$ 5,395	\$ 900	\$ 5,395	\$ 1,780	-67.01%	
2500	Total Emergency Communications	\$ 3,745	\$ 4,945	\$ 5,395	\$ 900	\$ 5,395	\$ 1,780	-67.01%	
2700 Animal Control									
Charges and Services									
101-420-2700-43150	Contract Services	5,725	3,086	7,725	4,692	7,725	7,725	0.00%	
Total Charges and Services		\$ 5,725	\$ 3,086	\$ 7,725	\$ 4,692	\$ 7,725	\$ 7,725	0.00%	

CITY OF LAKE ELMO
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Account Number	Description	2015	2016	2017	2017	2017	2018	Adopted 2017 to	Comments
		Actual	Actual	Adopted	YTD - August 31	Projected	Proposed	Proposed 2018	
2700	Total Animal Control	\$ 5,725	\$ 3,086	\$ 7,725	\$ 4,692	\$ 7,725	\$ 7,725	0.00%	
3100	Public Works								
Personnel									
101-430-3100-41010	Full-time Salaries	134,875	253,303	238,857	192,399	299,044	325,079	36.10%	On call pay of \$1667 in Proj. '17 and \$4K in '18
101-430-3100-41030	Part-time Salaries	2,429	-	9,680	2,595	7,200	9,360	-3.31%	Wage adjustments.
	Safety Clothing Allowance	-	-	-	-	971	971	#DIV/0!	Boots
101-430-3100-41210	PERA Contributions	10,351	18,494	18,640	14,330	22,303	24,081	29.19%	
101-430-3100-41220	FICA Contributions	8,081	15,066	13,312	11,765	18,987	20,735	55.76%	
101-430-3100-41230	Medicare Contributions	1,890	3,524	3,604	2,752	4,441	4,849	34.54%	
101-430-3100-41300	Insurance	36,238	44,655	42,141	41,835	62,752	62,796	49.01%	
101-430-3100-41510	Workers Compensation	19,017	12,028	14,000	14,990	18,455	19,749	41.06%	
Total Personnel		\$ 212,880	\$ 347,071	\$ 340,234	\$ 280,666	\$ 434,153	\$ 467,620	37.44%	
Materials and Supplies									
101-430-3100-42000	Office Supplies	350	1,666	2,000	572	2,000	800	-60.00%	Moved from Streets.
101-430-3100-42120	Fuel, Oil and Fluids	26,146	24,049	30,000	16,963	27,000	28,500	-5.00%	
101-430-3100-42150	Operating Supplies	2,151	2,431	3,000	1,740	2,800	2,000	-33.33%	
101-430-3100-42210	Repair/Maint. Supplies	6,308	3,964	10,350	6,155	9,000	12,750	23.19%	\$6K-Str.-\$5750 S&I- and \$1K -edges/plow parts
101-430-3100-42240	Street Maintenance & Landscaping - Materials	20,203	16,112	445,000	199,193	20,000	20,000	-95.51%	
101-430-3100-42250	Street Maintenance	185,950	258,223	-	10,722	425,000	425,000	#DIV/0!	Sealcoat, Crackfill, Mill/overlay
101-430-3120-42260	Street Signs	378	2,389	3,000	3,162	3,500	5,000	66.67%	
101-430-3125-42290	Sand/Salt	73,780	49,616	65,000	74,202	74,202	75,000	15.38%	
101-430-3100-42400	Small Tools & Minor Equipment	5,634	2,788	3,000	5,020	3,600	8,000	166.67%	5K pltt racks/2K mtr for OH hoist. Removed swpr.
101-430-3100-44375	Personal Protection Equipment	-	1,465	2,400	1,498	2,000	2,800	16.67%	Combined with PW and Streets
Total Materials and Supplies		\$ 320,900	\$ 362,703	\$ 563,750	\$ 319,226	\$ 569,102	\$ 579,850	2.86%	
Charges and Services									
101-430-3100-43030	Engineering Services	10,384	4,676	4,800	1,886	2,500	4,800	0.00%	
101-430-3100-43150	Contract Services	20,098	24,156	24,350	15,629	17,000	24,500	0.62%	\$15K frm Str. and \$4K frm Snow - \$0-Trees
101-430-3100-43210	Telephone	7,344	7,347	7,800	3,911	6,000	7,800	0.00%	
101-430-3100-43230	Radio	1,236	1,236	1,300	600	1,300	24,000	1746.15%	\$20-7new 800mhz rad (1x cost) \$4K ann cost
101-430-3100-43630	Insurance	11,914	15,105	17,000	15,688	17,000	19,000	11.76%	
101-430-3100-43810	Utilities	46,717	34,935	54,400	34,178	47,000	52,000	-4.41%	Consol. from Str. Lghts - \$27K-LED Installs.
101-430-3100-43840	Refuse	2,811	2,407	2,625	1,395	2,800	3,000	14.29%	
101-430-3100-44010	Repairs/Maint Bldg.	5,604	10,996	4,000	8,014	10,000	21,000	425.00%	Fans \$10K - Locks - 1K
101-430-3100-44030	Repairs/Maint Imp Other Than Bldg.	590	165	500	1,012	1,500	1,500	200.00%	
101-430-3100-44040	Repairs/Maint Equip	27,514	25,364	20,900	7,934	26,000	34,000	62.68%	Str and S&I - \$12K/each and gen. maint. \$1.5K
101-430-3100-44130	Equipment Rental	-	-	-	-	-	2,000	#DIV/0!	
101-430-3100-44170	Uniforms	3,095	5,886	5,000	4,369	6,500	7,500	50.00%	
101-430-3100-44330	Dues & Subscriptions	275	294	600	488	900	600	0.00%	
101-430-3100-44370	Conferences & Training	3,187	3,889	4,800	2,092	4,000	4,800	0.00%	
101-430-3100-44380	Clean-up Days	5,564	9,557	10,212	14,256	16,000	-	-100.00%	Removed per C.C. direction - 8-22-17
Total Charges and Services		\$ 146,332	\$ 146,012	\$ 158,287	\$ 111,452	\$ 158,500	\$ 206,500	30.46%	
Capital Outlay									
101-430-3100-45500	Capital Purchases	-	-	-	-	-	145,000	#DIV/0!	Fleet Purchases - 1 ton, vac trlr, asphalt roller.
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000	#DIV/0!	
Miscellaneous									
101-430-3100-44300	Miscellaneous	2,534	762	1,450	621	1,200	1,800	24.14%	Asset Management subscription.
Total Miscellaneous		\$ 2,534	\$ 762	\$ 1,450	\$ 621	\$ 1,200	\$ 1,800	24.14%	
3100	Total Public Works	\$ 682,647	\$ 856,548	\$ 1,063,721	\$ 711,965	\$ 1,162,955	\$ 1,400,770	31.69%	
5200	Parks & Recreation								
Personnel									
101-450-5200-41010	Full-time Salaries	129,189	70,421	77,429	39,672	88,367	99,036	27.91%	
101-450-5200-41030	Part-time Salaries	21,629	30,934	48,000	18,846	21,600	28,080	-41.50%	Wage adjustments
	Safety Clothing Allowance	-	-	-	-	236	236	#DIV/0!	
101-450-5200-41210	PERA Contributions	9,666	5,798	6,162	3,018	6,628	7,428	20.55%	
101-450-5200-41220	FICA Contributions	8,964	6,027	7,777	3,496	6,794	7,857	1.03%	
101-450-5200-41230	Medicare Contributions	2,096	1,410	1,819	818	1,595	1,843	1.32%	
101-450-5200-41300	Insurance	18,135	18,232	19,992	14,397	21,596	19,129	-4.32%	
101-450-5200-41510	Workers Compensation	5,391	3,735	4,000	3,956	5,018	7,419	85.48%	

CITY OF LAKE ELMO
2018 PRELIMINARY GENERAL FUND BUDGET
September 19, 2017

<u>Account Number</u>	<u>Description</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2017 YTD - August 31</u>	<u>2017 Projected</u>	<u>2018 Proposed</u>	<u>Adopted 2017 to Proposed 2018 Percent Change</u>	<u>Comments</u>
Total Personnel		\$ 195,071	\$ 136,556	\$ 165,179	\$ 84,203	\$ 151,834	\$ 171,028	3.54%	
Materials and Supplies									
101-450-5200-42000	Office Supplies	172	60	900	304	800	800	-11.11%	
101-450-5200-42150	Operating Supplies	1,575	1,338	-	140	1,000	1,000	#DIV/0!	
101-450-5200-42160	Chemicals	679	1,057	1,500	500	500	2,000	33.33%	
101-450-5200-42210	Repair/Maint. Supplies	4,156	4,505	6,000	3,654	6,000	7,000	16.67%	Combined with Landscaping materials
101-450-5200-42230	Building Repair Supplies	140	619	500	100	500	500	0.00%	
101-450-5200-42400	Small Tools & Minor Equipment	2,753	2,365	2,150	1,821	2,000	2,500	16.28%	
Total Materials and Supplies		\$ 9,475	\$ 9,944	\$ 11,050	\$ 6,518	\$ 10,800	\$ 13,800	24.89%	
Charges and Services									
101-450-5200-43210	Telephone	1,283	1,358	1,200	622	1,000	1,200	0.00%	
101-450-5200-43630	Insurance	2,301	3,079	3,800	3,198	4,500	5,000	31.58%	
101-450-5200-43810	Utilities	8,935	6,446	9,600	5,958	9,000	10,500	9.38%	Water costs added in.
101-450-5200-43840	Refuse	-	20	1,000	664	800	1,000	0.00%	
101-450-5200-44010	Repairs/Maint Bldg	1,294	63	1,800	-	1,000	2,800	55.56%	Replace locks
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	3,114	2,959	3,000	6,281	8,000	3,200	6.67%	
101-450-5200-44040	Repairs/Maint Eqpt	804	2,235	1,500	82	1,000	3,200	113.33%	
101-450-5200-44120	Rentals - Buildings	7,232	6,476	6,000	3,422	6,500	7,000	16.67%	
101-450-5200-44170	Uniforms	136	67	-	58	100	100	#DIV/0!	
101-450-5200-44301	Events	-	-	5,000	450	2,500	500	-90.00%	Tree giveaway reduced \$2K per CC - 8-22-17
101-450-5200-44302	Lakes	-	-	40,000	4,578	10,000	15,000	-62.50%	\$10K/ lake, redcd to \$5K by FC, then to 3 lakes CC
101-450-5200-43150	Contract Services	-	-	-	-	-	13,000	#DIV/0!	Turf treatments \$8K/Sunfish Mgmt \$5K
101-450-5200-44370	Conferences & Training	-	-	-	-	-	1,200	#DIV/0!	
101-450-5200-44130	Equipment Rental	-	-	-	-	-	1,000	#DIV/0!	
101-450-5200-44375	Personal Protection Equipment	-	341	1,200	1,209	1,200	800	-33.33%	
Total Charges and Services		\$ 25,099	\$ 23,044	\$ 74,100	\$ 26,522	\$ 45,600	\$ 65,500	-11.61%	
Capital Outlay									
101-5200-5200-45500	Capital Purchases	-	-	-	-	-	25,000	#DIV/0!	Cushman utility vehicle
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	#DIV/0!	
Miscellaneous									
101-450-5200-44300	Miscellaneous	889	521	1,200	266	800	1,200	0.00%	
Total Miscellaneous		\$ 889	\$ 521	\$ 1,200	\$ 266	\$ 800	\$ 1,200	0.00%	
5200 Total Parks & Recreation		\$ 230,533	\$ 170,065	\$ 251,529	\$ 117,509	\$ 209,034	\$ 276,528	9.94%	
9000 Compensation Adjustment									
Personnel									
101-460-9000-41010	Compensation Adjustment	-	-	35,000	-	-	-	-100.00%	Incl. in personnel costs for '17 and '18 now.
Total Personnel		\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	-100.00%	
9000 Total Compensation Adjustment		\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	-100.00%	
Total General Fund Expenditures:		\$ 3,161,952	\$ 3,575,683	\$ 3,951,386	\$ 2,531,797	\$ 4,194,928	\$ 4,700,538	18.96%	
Total Gen Fund Revs. Over/(Under) Expenditures:		\$ 485,035	\$ 800,672	\$ -	\$ 103,552	\$ 0	\$ -	#DIV/0!	

**CITY OF LAKE ELMO
2017 FINAL AND 2018 PRELIMINARY PROPERTY TAX LEVY
AS OF SEPTEMBER 19, 2017**

INFORMATION SUBJECT TO CHANGE UNTIL FINAL NUMBERS RELEASED BY COUNTY IN 2018.

	2017 Final Levy	2018 Proposed Levy	\$ Change 2017 to 2018	% Change 2017 to 2017
TAX CAPACITY BASED TAX LEVY				
General Fund	\$ 1,818,847	\$ 2,412,618	\$ 593,771	32.65%
Library	256,957	-	(256,957)	-100.00%
G.O. Imp. Bonds - Series 2009B	52,959	50,911	(2,048)	-3.87%
G.O. Imp. Bonds - Series 2010A	57,683	61,206	3,523	6.11%
G.O. Cap. Imp. Xover Ref. Bonds - Series 2010B	202,605	204,519	1,914	0.94%
G.O. Imp. Bonds - Series 2011A	74,368	73,254	(1,114)	-1.50%
G.O. Imp. Bonds - Series 2012B	62,656	61,141	(1,515)	-2.42%
G.O. Imp. Bonds - Series 2014A	207,218	203,045	(4,173)	-2.01%
G.O. Imp. Bonds - Series 2015A	17,756	28,683	10,927	61.54%
G.O. Imp. Bonds - Series 2016A	199,377	189,419	(9,958)	-4.99%
G.O. Imp. Bonds - Series 2017A	-	341,610	341,610	#DIV/0!
	-	-	-	#DIV/0!
TAX CAPACITY BASED TAX LEVIES	\$ 2,950,426	\$ 3,626,406	\$ 675,980	22.9113%
Tax Capacity	\$14,739,232	\$16,044,480		8.86%
Estimated City Tax Rate	20.018%	22.602%		12.91%

CITY TAX CAPACITY, PROPERTY TAX LEVIES AND TAX RATES BY YEAR

<u>YEAR</u>	<u>TAX CAPACITY</u>	<u>TAX LEVY</u>	<u>TAX RATE</u>
2013	\$ 11,384,320	\$ 3,163,359	27.818%
2014	11,393,889	3,163,359	27.761%
2015	13,072,105	3,137,663	23.798%
2016	13,441,204	3,112,204	23.121%
2017	14,739,232	2,950,426	20.018%
2018 Preliminary	16,044,480	3,626,406	22.602%

Proposed Pay 2018 Property Tax Impact Worksheet

Taxing District:

0800 Lake Elmo

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

Item	Actual Pay 2017 (A)	Proposed Pay 2018 (B)	% Change (C)
1. Levy before reduction for state aids	\$2,950,426	\$3,626,406	22.9%
2. State Aids	\$0	\$0	0.0%
3. Certified Property Tax Levy	\$2,950,426	\$3,626,406	22.911%
4. Fiscal Disparity Portion of Levy	\$161,273	\$149,615	-7.2%
5. Local Portion of Levy	\$2,789,153	\$3,476,791	24.7%
6. Local Taxable Value 2018 is an ESTIMATE	13,933,542	15,382,560	10.4%
7. Local Tax Rate	20.018%	22.602%	12.9%
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 2018 is an ESTIMATE	1,285,225,800	1,417,192,300	10.3%
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 1.2% change in market value from 2017 to 2018, which is the city median change.

(D) Market Value Before Exclusion	(E) Homestead Market Value Exclusion	(F) Taxable Market Value	(G) Tax Capacity	(H) Taxing District Portion of Tax
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Actual Pay 2017				
Pay 2017 MV	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(A7 x G) + (A12 X D)
14. 378,300	3,200	375,100	3,751	\$750.88
15. 148,200	23,900	124,300	1,243	\$248.82
16. 247,000	15,000	232,000	2,320	\$464.42
17. 420,000	0	420,000	4,200	\$840.76
18. 592,900	0	592,900	6,161	\$1,233.31

Proposed Pay 2018				
Pay 2018 MV X 1.012	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(B7 x G) + (B12 x D)
19. 382,800	2,800	380,000	3,800	\$858.88
20. 150,000	23,700	126,300	1,263	\$285.46
21. 250,000	14,700	235,300	2,353	\$531.83
22. 425,000	0	425,000	4,250	\$960.59
23. 600,000	0	600,000	6,250	\$1,412.63

**Tax Increase
(Decrease)**

\$108.00

\$36.64

\$67.41

\$119.83

\$179.32

Percentage Change from 2017 to 2018				
24. 1.2%	-12.5%	1.3%	1.3%	14.4%
25. 1.2%	-0.8%	1.6%	1.6%	14.7%
26. 1.2%	-2.0%	1.4%	1.4%	14.5%
27. 1.2%	0.0%	1.2%	1.2%	14.3%
28. 1.2%	0.0%	1.2%	1.4%	14.5%

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2017-095

**RESOLUTION APPROVING 2018 PRELIMINARY GENERAL FUND BUDGET, 2018
PRELIMINARY PROPERTY TAX LEVY, AND SETTING PUBLIC HEARING DATE
FOR THE 2018 BUDGET AND 2018 FINAL PROPERTY TAX LEVY FOR TUESDAY
DECEMBER 5, 2017 AT 7:00 P.M.**

WHEREAS, The City of Lake Elmo is required by State law to approve a resolution setting forth an annual property tax levy to the Washington County Auditor; and

WHEREAS, Minnesota Statutes require approval of a preliminary property tax levy and a preliminary budget on or before September 30th of each year; and

WHEREAS, the City Council has received the preliminary budget document;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Lake Elmo, that the Preliminary 2018 Budget shall be as follows:

	2018 Preliminary
General Fund Revenues:	
Property Taxes	\$2,412,618
Licenses and Permit	994,400
Intergovernmental	205,896
Charges for Services	611,594
Fines and Forfeits	49,000
Interest on Investments	40,000
Miscellaneous	387,030
Total General Fund Revenues	\$4,700,538
General Fund Expenditures:	
Personnel	\$2,048,008
Materials and Supplies	743,015
Charges and Services	1,705,074
Capital Outlay	194,000
Miscellaneous	10,441
Total General Fund Expenditures	\$4,700,538

BE IT FURTHER RESOLVED that the Public Hearing will be held on Tuesday December 5, 2017 at 7:00 p.m.; and

BE IT FURTHER RESOLVED that the City Council of the City of Lake Elmo, Washington County, Minnesota, that the following sums of money be levied in 2017, for

collection in 2018 upon the taxable property in said City of Lake Elmo for the following purposes:

	2018
	Preliminary
TAX CAPACITY BASED TAX LEVY	<u>Levy</u>
General Fund	\$2,412,618
Debt Service	<u>1,213,788</u>
TOTAL TAX LEVIES	\$3,626,406

And

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized and directed to transmit this information to the County Auditor of Washington County, Minnesota and the Minnesota Department of Revenue, if applicable, in the format requested as required by law.

ADOPTED, by the Lake Elmo City Council on the 19th day of September, 2017.

Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk