

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:30 P.M. TUESDAY, NOVEMBER 28, 2017**  
**LAUDERDALE CITY HALL, 1891 WALNUT STREET**

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the November 14, 2017 City Council Meeting
  - c. Claims Totaling \$41,706.65
4. **CONSENT**
  - a. October Financial Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. Ramsey County Sheriff Jack Serier
  - b. City Council Updates
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

- a. Ordinance Amendment 17-05 Relating to Rental Housing License Provisions
8. **DISCUSSION / ACTION ITEM**
  - a. Resolution 112817A – In Support of Minnesota Citizens For Clean Elections
  - b. Offer to Purchase 1795 Eustis Street
  - c. Proposal to Prepare TIF District Analysis
  - d. Resolution 112817B – Calling for a Public Hearing on Modifications to the Development Program and the Creation of a Tax Increment Financing (TIF) District
  - e. Recycling, Sanitary Sewer, and Storm Sewer Rate Analysis
  - f. Review of Proposed 2018 Levy and Budget
  - g. Personnel Policy Revisions and Non-Union Staff Compensation
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. Truth and Taxation Public Hearing

- b. Adoption of 2018 Budget and Levy
- c. Setting of Recycling, Sanitary Sewer, and Storm Sewer Rates
- d. Eustis Street Update

12. **WORK SESSION**

- a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

- b. Community Development Update

13. **CLOSED SESSION**

- a. City Administrator Performance Evaluation

14. **ADJOURNMENT**

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

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November 14, 2017

**Roll Call**

Mayor Gaasch called the Regular City Council meeting to order at 7:34 p.m.

Councilors present: Kelly Dolphin, Roxanne Grove, Andi Moffatt, and Mayor Mary Gaasch.

Councilors absent: Jeff Dains.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator; and Miles Cline, Deputy City Clerk.

**Approvals**

Mayor Gaasch asked if there were any changes to the meeting agenda. Butkowski stated that she would like to add the sale of effects from 1821 Eustis Street to the Additional Items section. There being nothing else, Councilor Moffatt moved and seconded by Councilor Grove to approve the agenda as amended. Motion carried unanimously.

Mayor Gaasch asked if there were any changes to the meeting minutes. There being none, Councilor Dolphin moved and seconded by Councilor Grove to approve the minutes of the October 24, 2017, City Council Meeting. Motion carried unanimously.

Councilor Grove moved and seconded by Councilor Moffatt to approve the claims totaling \$88,520.98. Motion carried unanimously.

**Informational Presentations/Reports**

**A. City Council Updates**

Councilor Moffatt thanked City staff and all of the volunteers who helped with the Halloween party this year.

**B. Jurisdiction Transfer of Eustis Street and Roselawn Avenue**

Butkowski updated the Council on negotiations regarding the potential transfer of Eustis Street and Roselawn Avenue from Ramsey County to the City of Lauderdale. She mentioned that the City of Roseville is on board with the acquisition of their portion of Roselawn Avenue and the County is working with St. Paul Regional Water Services to determine their contribution to the project. The County has provided their cost estimates which the city engineer is reviewing. After the costs are understood, negotiations will continue.

**Discussion/Action Items**

**A. Rental Housing Ordinance Revisions**

Staff sent out letters to the rental property owners to gather feedback on the licensing process from their perspective. Butkowski went through the various questions and comments from the property owners with the Council. Staff are moving ahead drafting changes to the ordinance.

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

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**B. 2018 Special Revenue and Enterprise Fund Budgets**

Butkowski reviewed with the Council the first draft of the 2018 special revenue, capital improvement, and enterprise fund budgets along with a draft of the capital improvement plan.

**Additional Items**

**A. Sale of Effects from 1821 Eustis Street**

Butkowski said staff would like to begin selling items of value from 1821 Eustis Street such as the appliances. The plan is to list them on Craigslist.

Councilor Moffatt moved and seconded by Councilor Dolphin to dispose of the contents of 1821 Eustis Street. Motion approved unanimously.

**Set Agenda for Next Meeting**

Administrator Butkowski stated that the next council meeting may include a Ramsey County Sheriff's update, personnel policy revisions, and recycling, sanitary sewer, and storm sewer rate setting.

**Work Session**

**A. Opportunity for the Public to Address the City Council**

Mayor Gaasch opened the floor to anyone in attendance that wanted to address the Council. There being no interested parties to speak, Mayor Gaasch closed the floor.

**B. Opportunity for 1821 Eustis Street**

The City purchased 1821 Eustis Street as a foreclosure in April 2016 with intentions of improving Eustis Street specifically and small houses in the City in general. Staff was approached by the buyer of 1825 Eustis, who was interested in purchasing 1821 Eustis as well. The Council directed staff to bring back concept designs from the builder for further review.

Mayor Gaasch called for a five minute recess at 8:15 p.m. The meeting resumed at 8:21 p.m.

**Closed Session**

**A. Develop and Consider Offers for the Purchase of Real Property – 1795 Eustis Street**

Councilor Grove made a motion to move into closed session to develop or consider offers for the purchase of real property at 1795 Eustis Street in Lauderdale, Minnesota. Councilor Moffatt seconded the motion. Motion carried unanimously.

Councilor Dolphin moved and seconded by Councilor Moffatt to come out of the closed session at 9:09 p.m. Motion carried unanimously.

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

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November 14, 2017

**Adjournment**

Councilor Grove moved and seconded by Councilor Moffatt to adjourn the meeting at 9:10 p.m.  
Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk



CITY OF LAUDERDALE  
LAUDERDALE CITY HALL  
1891 WALNUT STREET  
LAUDERDALE, MN 55113  
651-792-7650  
651-631-2066 FAX

## Request for Council Action

**To:** Mayor and City Council  
**From:** City Administrator  
**Meeting Date:** November 28, 2017  
**Subject:** List of Claims

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The claims totaling \$41,706.65 are provided for City Council review and approval that includes check numbers 25603 to 25617.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: miles.cline  
 Printed: 11/22/2017 2:04 PM



| Check No                                | Vendor No<br>Invoice No | Vendor Name<br>Description  | Check Date<br>Reference   | Check Amount   |
|---|-------------------------|---|---|--|
| ACH                                     | 43                      | Public Employees Retirement Association<br>PR Batch 52300.11.2017 PERA Coordinated<br>PR Batch 52300.11.2017 PERA Coordinated   | 11/17/2017<br>PR Batch 52300.11.2017 PER<br>PR Batch 52300.11.2017 PER  | 1,047.47<br>907.80                                   |
| Total for this ACH Check for Vendor 43: |                         |   |   | 1,955.27   |
| ACH                                     | 44                      | Minnesota Department of Revenue<br>PR Batch 52300.11.2017 State Income Tax  | 11/17/2017<br>PR Batch 52300.11.2017 Stat   | 545.63   |
| Total for this ACH Check for Vendor 44: |                         |   |   | 545.63   |
| ACH                                     | 45                      | ICMA Retirement Corporation<br>PR Batch 52300.11.2017 Deferred Comp<br>PR Batch 52300.11.2017 Deferred Comp   | 11/17/2017<br>PR Batch 52300.11.2017 Defe<br>PR Batch 52300.11.2017 Defe  | 1,503.51<br>1,028.01                                 |
| Total for this ACH Check for Vendor 45: |                         |   |   | 2,531.52   |
| ACH                                     | 46                      | Internal Revenue Service<br>PR Batch 52300.11.2017 FICA Employee Portio<br>PR Batch 52300.11.2017 Medicare Employer Po<br>PR Batch 52300.11.2017 Medicare Employee Pc<br>PR Batch 52300.11.2017 Federal Income Tax<br>PR Batch 52300.11.2017 FICA Employer Portio | 11/17/2017<br>PR Batch 52300.11.2017 FIC.<br>PR Batch 52300.11.2017 Med<br>PR Batch 52300.11.2017 Med<br>PR Batch 52300.11.2017 Fede<br>PR Batch 52300.11.2017 FIC. | 1,031.32<br>241.21<br>241.21<br>1,304.55<br>1,031.32 |
| Total for this ACH Check for Vendor 46: |                         |   |   | 3,849.61   |
| Total for 11/17/2017:                   |                         |   |   | 8,882.03   |
| 25603                                   | 34                      | AFSCME MN Council 5<br>PR Batch 52300.11.2017 Union Dues  | 11/28/2017<br>PR Batch 52300.11.2017 Unic   | 194.96   |
| Total for Check Number 25603:           |                         |   |   | 194.96   |
| 25604                                   | 65<br>15002971          | Allstream Inc.<br>Fax Line  | 11/28/2017  | 51.47  |
| Total for Check Number 25604:           |                         |   |   | 51.47  |
| 25605                                   | 25<br><br>RISK-001888   | County of Ramsey<br>PR Batch 52300.11.2017 Life Insurance<br>PR Batch 52300.11.2017 Short Term Disability<br>PR Batch 52300.11.2017 Long Term Disability<br>Insurance Processing Fee  | 11/28/2017<br>PR Batch 52300.11.2017 Life<br>PR Batch 52300.11.2017 Shor<br>PR Batch 52300.11.2017 Lon;   | 310.08<br>69.36<br>99.67<br>25.00                    |
| Total for Check Number 25605:           |                         |   |   | 504.11   |
| 25606                                   | 173<br>02040890823      | Deluxe Corporation<br>Bank Deposit Books  | 11/28/2017  | 57.16  |

| Check No | Vendor No<br>Invoice No                        | Vendor Name<br>Description  | Check Date<br>Reference       | Check Amount                          |
|----------|--|---|-------------------------------|---------------------------------------|
|          |  |   | Total for Check Number 25606: | 57.16                                 |
| 25607    | 171<br>90776                                   | DSM Excavating<br>Install 12" Storm Sewer   | 11/28/2017                    | 4,900.00                              |
|          |  |   | Total for Check Number 25607: | 4,900.00                              |
| 25608    | 19<br>75446                                    | Ehlers and Associates Inc<br>Consulting Services  | 11/28/2017                    | 58.75                                 |
|          |  |   | Total for Check Number 25608: | 58.75                                 |
| 25609    | 60<br>2277524-10<br>2277524-10                 | G & K Services Inc<br>October Uniforms<br>October Uniforms  | 11/28/2017                    | 46.63<br>46.63                        |
|          |  |   | Total for Check Number 25609: | 93.26                                 |
| 25610    | 78<br>GL25234                                  | League of Minnesota Cities Insurance Trust<br>Rocket Outdoor Advertising Litigation   | 11/28/2017                    | 13,515.09                             |
|          |  |   | Total for Check Number 25610: | 13,515.09                             |
| 25611    | 18<br>R22282<br>R22283                         | Minnesota Equipment Inc<br>Snowblower Repairs<br>Lawn Mower Repairs   | 11/28/2017                    | 1,693.34<br>505.11                    |
|          |  |   | Total for Check Number 25611: | 2,198.45                              |
| 25612    | 172<br>112017                                  | Sara Nelson<br>Halloween Supplies   | 11/28/2017                    | 219.91                                |
|          |  |   | Total for Check Number 25612: | 219.91                                |
| 25613    | 26<br>1198427<br>1278651<br>1278651<br>1278652 | Stantec Consulting Services Inc<br>2016 Sanitary Sewer Lining Project<br>Seminary Pond Wetland Review<br>Eustis & Roselawn Acquisition<br>LSWMP Preparation | 11/28/2017                    | 33.25<br>294.00<br>1,721.25<br>999.00 |
|          |  |   | Total for Check Number 25613: | 3,047.50                              |
| 25614    | 162<br>553                                     | Swanson Haskamp Consulting<br>Comprehensive Plan Pay 6  | 11/28/2017                    | 5,408.75                              |
|          |  |   | Total for Check Number 25614: | 5,408.75                              |
| 25615    | 4<br>17340<br>17340                            | The Neighborhood Recycling Company Inc<br>October Recycling Contract<br>October Revenue Sharing   | 11/28/2017                    | 2,396.16<br>-119.03                   |
|          |  |   | Total for Check Number 25615: | 2,277.13                              |
| 25616    | 7<br>7745862-0500-7                            | Waste Management Inc<br>City Hall Refuse  | 11/28/2017                    | 190.71                                |
|          |  |   | Total for Check Number 25616: | 190.71                                |
| 25617    | 74<br>568645152<br>568645152<br>568645152      | Xcel Energy<br>1917 Walnut Street<br>1885 Fulham Street<br>1885 Fulham Street   | 11/28/2017                    | 29.96<br>25.00<br>27.41               |



| Check No                      | Vendor No<br>Invoice No | Vendor Name<br>Description | Check Date<br>Reference | Check Amount |
|-------------------------------|-------------------------|----------------------------|-------------------------|--------------|
|                               | 568645152               | 1917 Walnut Street         |                         | 25.00        |
| Total for Check Number 25617: |                         |                            |                         | 107.37       |
| Total for 11/28/2017:         |                         |                            |                         | 32,824.62    |
| Report Total (19 checks):     |                         |                            |                         | 41,706.65    |

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                    
Action                         
Resolution                    
Work Session               

Meeting Date            November 28, 2017

ITEM NUMBER            October Financial Report

STAFF INITIAL            AS

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for October 2017.

**OPTIONS:**

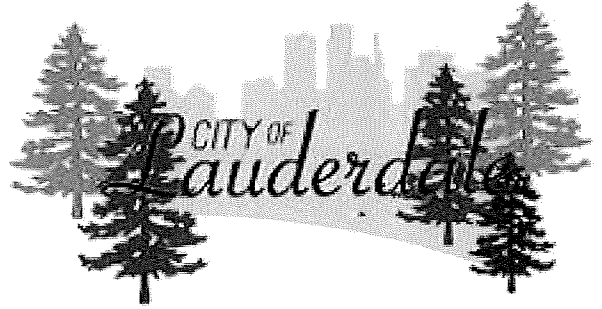
**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the city's financial report for October 2017.

**COUNCIL ACTION:**

# General Ledger

## Cash Balances



User: heather.butkowski  
 Printed: 11/15/2017 10:48:50 AM  
 Period 10 - 10  
 Fiscal Year 2017

| Description                  | Account             | Beg Bal                    | MTD Debit                | MTD Credit               | Current Balance            |
|------------------------------|---------------------|----------------------------|--------------------------|--------------------------|----------------------------|
| Cash                         | 101-00000-000-10100 | -2,378,694.60              | 114,867.50               | 124,301.88               | -2,388,128.98              |
| Change Fund                  | 101-00000-000-10300 | 100.00                     | 0.00                     | 0.00                     | 100.00                     |
| Cash                         | 226-00000-000-10100 | 7,322.79                   | 5,647.85                 | 1,406.03                 | 11,564.61                  |
| Cash                         | 227-00000-000-10100 | 98,512.80                  | 202.45                   | 3,662.47                 | 95,052.78                  |
| Cash                         | 401-00000-000-10100 | 97,525.99                  | 208.16                   | 0.00                     | 97,734.15                  |
| Cash                         | 403-00000-000-10100 | 442,896.19                 | 945.34                   | 0.00                     | 443,841.53                 |
| Cash                         | 404-00000-000-10100 | 282,416.24                 | 582.85                   | 9,350.00                 | 273,649.09                 |
| Cash                         | 405-00000-000-10100 | 34,230.85                  | 73.06                    | 0.00                     | 34,303.91                  |
| Cash                         | 414-00000-000-10100 | 216,526.62                 | 462.16                   | 0.00                     | 216,988.78                 |
| Cash                         | 602-00000-000-10100 | 999,233.70                 | 13,194.30                | 18,618.59                | 993,809.41                 |
| Cash                         | 603-00000-000-10100 | 351,316.82                 | 3,930.84                 | 5,665.16                 | 349,582.50                 |
| <b>Current Assets</b>        |                     | <b>151,387.40</b>          | <b>140,114.51</b>        | <b>163,004.13</b>        | <b>128,497.78</b>          |
| Petty Cash                   | 101-00000-000-10200 | 300.00                     | 0.00                     | 0.00                     | 300.00                     |
| <b>Petty Cash</b>            |                     | <b>300.00</b>              | <b>0.00</b>              | <b>0.00</b>              | <b>300.00</b>              |
| Investments - Fair Value Adj | 101-00000-000-10410 | 2,881,332.69               | 6,210.67                 | 100,000.00               | 2,787,543.36               |
| <b>Investments</b>           |                     | <b>2,881,332.69</b>        | <b>6,210.67</b>          | <b>100,000.00</b>        | <b>2,787,543.36</b>        |
| <b>Grand Total</b>           |                     | <b><u>3,033,020.09</u></b> | <b><u>146,325.18</u></b> | <b><u>263,004.13</u></b> | <b><u>2,916,341.14</u></b> |

# General Ledger Revenue vs Expense

User: heather.butkowski  
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 Period 10 - 10  
 Fiscal Year 2017



| Account Number | Description                | Budget              | Current Period    | YTD Balance         | Variance          | % ExpendCollect |
|----------------|----------------------------|---------------------|-------------------|---------------------|-------------------|-----------------|
| <b>101</b>     | <b>General Fund</b>        |                     |                   |                     |                   |                 |
|                | <b>Revenue</b>             |                     |                   |                     |                   |                 |
|                | Taxes                      | 708,333.00          | 0.00              | 366,711.70          | 341,621.30        | 51.77           |
|                | Licenses and Permits       | 29,750.00           | 1,288.75          | 28,996.55           | 753.45            | 97.47           |
|                | Intergovernmental Revenues | 539,016.00          | 0.00              | 274,507.50          | 264,508.50        | 50.93           |
|                | Charges for Services       | 11,025.00           | 628.91            | 12,663.17           | -1,638.17         | 114.86          |
|                | Fines and Forfeits         | 45,000.00           | 1,963.35          | 19,042.74           | 25,957.26         | 42.32           |
|                | Miscellaneous Revenue      | 2,900.00            | 1,213.21          | 18,445.74           | -15,545.74        | 636.06          |
|                | Other Financing Sources    | 0.00                | 0.00              | 0.00                | 0.00              | 0.00            |
|                |                            | <u>1,336,024.00</u> | <u>5,094.22</u>   | <u>720,367.40</u>   | <u>615,656.60</u> | <u>53.92</u>    |
|                | <b>Revenue</b>             |                     |                   |                     |                   |                 |
|                | <b>Expense</b>             |                     |                   |                     |                   |                 |
|                | Personal Services          | 360,611.00          | 28,184.61         | 304,550.60          | 56,060.40         | 84.45           |
|                | Supplies                   | 21,050.00           | 1,217.64          | 11,553.29           | 9,496.71          | 54.88           |
|                | Other Services and Charges | 906,364.00          | 78,133.87         | 755,596.76          | 150,767.24        | 83.37           |
|                | Capital Outlay             | 0.00                | 0.00              | 0.00                | 0.00              | 0.00            |
|                | Other Uses                 | 48,000.00           | 0.00              | 38,000.00           | 10,000.00         | 79.17           |
|                |                            | <u>1,336,025.00</u> | <u>107,536.12</u> | <u>1,109,700.65</u> | <u>226,324.35</u> | <u>83.06</u>    |
|                | <b>Expense</b>             |                     |                   |                     |                   |                 |
| <b>101</b>     | <b>General Fund</b>        | -1.00               | -102,441.90       | -389,333.25         | 389,332.25        | 38,933,325.00   |

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 11/15/2017 10:50:33 AM  
 Period 10 - 10  
 Fiscal Year 2017

| Account Number | Description                | Budget           | Current Period  | YTD Balance      | Variance        | % Expend/Collect |
|----------------|----------------------------|------------------|-----------------|------------------|-----------------|------------------|
| 226            | <b>Communications</b>      |                  |                 |                  |                 |                  |
|                | Revenue                    | 20,000.00        | 5,623.22        | 16,628.66        | 3,371.34        | 83.14            |
|                | Taxes                      | 25.00            | 24.63           | 77.76            | -52.76          | 311.04           |
|                | Miscellaneous Revenue      |                  |                 |                  |                 |                  |
|                | <b>Revenue</b>             | <b>20,025.00</b> | <b>5,647.85</b> | <b>16,706.42</b> | <b>3,318.58</b> | <b>83.43</b>     |
|                | <b>Expense</b>             |                  |                 |                  |                 |                  |
|                | Personal Services          | 7,943.00         | 628.10          | 6,511.43         | 1,431.57        | 81.98            |
|                | Supplies                   | 600.00           | 0.00            | 834.60           | -234.60         | 139.10           |
|                | Other Services and Charges | 2,400.00         | 777.93          | 2,313.79         | 86.21           | 96.41            |
|                | Capital Outlay             | 5,000.00         | 0.00            | 4,733.40         | 266.60          | 94.67            |
|                | <b>Expense</b>             | <b>15,943.00</b> | <b>1,406.03</b> | <b>14,393.22</b> | <b>1,549.78</b> | <b>90.28</b>     |
| 226            | <b>Communications</b>      | 4,082.00         | 4,241.82        | 2,313.20         | 1,768.80        | 56.67            |

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
 Printed: 11/15/2017 10:50:33 AM  
 Period 10 - 10  
 Fiscal Year 2017



| Account Number | Description                | Budget            | Current Period   | YTD Balance      | Variance         | % Expend/Collect |
|----------------|----------------------------|-------------------|------------------|------------------|------------------|------------------|
| 227            | <b>Recycling Revenue</b>   |                   |                  |                  |                  |                  |
|                | Intergovernmental Revenues | 6,000.00          | 0.00             | 6,213.00         | -213.00          | 103.55           |
|                | Miscellaneous Revenue      | <u>37,350.00</u>  | <u>202.45</u>    | <u>22,943.20</u> | <u>14,406.80</u> | <u>61.43</u>     |
|                | <b>Revenue</b>             | <b>43,350.00</b>  | <b>202.45</b>    | <b>29,156.20</b> | <b>14,193.80</b> | <b>67.26</b>     |
|                | <b>Expense</b>             |                   |                  |                  |                  |                  |
|                | Personal Services          | 21,260.00         | 1,648.92         | 17,227.82        | 4,032.18         | 81.03            |
|                | Supplies                   | 350.00            | 0.00             | 0.00             | 350.00           | 0.00             |
|                | Other Services and Charges | 35,000.00         | 2,013.55         | 17,270.27        | 17,729.73        | 49.34            |
|                | Capital Outlay             | <u>0.00</u>       | <u>0.00</u>      | <u>331.00</u>    | <u>-331.00</u>   | <u>0.00</u>      |
|                | <b>Expense</b>             | <b>56,610.00</b>  | <b>3,662.47</b>  | <b>34,829.09</b> | <b>21,780.91</b> | <b>61.52</b>     |
| 227            | <b>Recycling</b>           | <b>-13,260.00</b> | <b>-3,460.02</b> | <b>-5,672.89</b> | <b>-7,587.11</b> | <b>42.78</b>     |

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 11/15/2017 10:50:33 AM  
 Period 10 - 10  
 Fiscal Year 2017

| Account Number | Description                     | Budget        | Current Period | YTD Balance      | Variance         | % Expend/Collect |
|----------------|---------------------------------|---------------|----------------|------------------|------------------|------------------|
| 401            | <b>General Capital Projects</b> |               |                |                  |                  |                  |
|                | Revenue                         |               |                |                  |                  |                  |
|                | Intergovernmental Revenues      | 0.00          | 0.00           | 0.00             | 0.00             | 0.00             |
|                | Miscellaneous Revenue           | 500.00        | 208.16         | 988.33           | -488.33          | 197.67           |
|                | Other Financing Sources         | 0.00          | 0.00           | 0.00             | 0.00             | 0.00             |
|                | <b>Revenue</b>                  | <b>500.00</b> | <b>208.16</b>  | <b>988.33</b>    | <b>-488.33</b>   | <b>197.67</b>    |
|                | Expense                         |               |                |                  |                  |                  |
|                | Other Services and Charges      | 0.00          | 0.00           | 1,280.00         | -1,280.00        | 0.00             |
|                | Capital Outlay                  | 0.00          | 0.00           | 6,179.00         | -6,179.00        | 0.00             |
|                | Other Uses                      | 0.00          | 0.00           | 0.00             | 0.00             | 0.00             |
|                | <b>Expense</b>                  | <b>0.00</b>   | <b>0.00</b>    | <b>7,459.00</b>  | <b>-7,459.00</b> | <b>0.00</b>      |
| 401            | <b>General Capital Projects</b> | <b>500.00</b> | <b>208.16</b>  | <b>-6,470.67</b> | <b>6,970.67</b>  | <b>-1,294.13</b> |

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 11/15/2017 10:50:33 AM  
 Period 10 - 10  
 Fiscal Year 2017

| Account Number | Description                    | Budget            | Current Period | YTD Balance      | Variance          | % Expend/Collect |
|----------------|--------------------------------|-------------------|----------------|------------------|-------------------|------------------|
| 403            | <b>Street Capital Projects</b> |                   |                |                  |                   |                  |
|                | <b>Revenue</b>                 |                   |                |                  |                   |                  |
|                | Intergovernmental Revenues     | 0.00              | 0.00           | 8,235.00         | -8,235.00         | 0.00             |
|                | Miscellaneous Revenue          | 3,500.00          | 945.34         | 4,515.98         | -1,015.98         | 129.03           |
|                | Other Financing Sources        | 0.00              | 0.00           | 0.00             | 0.00              | 0.00             |
|                | <b>Revenue</b>                 | <b>3,500.00</b>   | <b>945.34</b>  | <b>12,750.98</b> | <b>-9,250.98</b>  | <b>364.31</b>    |
|                | <b>Expense</b>                 |                   |                |                  |                   |                  |
|                | Capital Outlay                 | 40,000.00         | 0.00           | 0.00             | 40,000.00         | 0.00             |
|                | Other Uses                     | 0.00              | 0.00           | 0.00             | 0.00              | 0.00             |
|                | <b>Expense</b>                 | <b>40,000.00</b>  | <b>0.00</b>    | <b>0.00</b>      | <b>40,000.00</b>  | <b>0.00</b>      |
| 403            | <b>Street Capital Projects</b> | <b>-36,500.00</b> | <b>945.34</b>  | <b>12,750.98</b> | <b>-49,250.98</b> | <b>-34.93</b>    |



# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 11/15/2017 10:50:33 AM  
 Period 10 - 10  
 Fiscal Year 2017

| Account Number | Description                  | Budget           | Current Period   | YTD Balance      | Variance         | % Expend/Collect |
|----------------|------------------------------|------------------|------------------|------------------|------------------|------------------|
| 404            | <b>Park Capital Projects</b> |                  |                  |                  |                  |                  |
|                | <b>Revenue</b>               |                  |                  |                  |                  |                  |
|                | Miscellaneous Revenue        | 2,000.00         | 582.85           | 2,854.56         | -854.56          | 142.73           |
|                | Other Financing Sources      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      |
|                | <b>Revenue</b>               | <b>2,000.00</b>  | <b>582.85</b>    | <b>2,854.56</b>  | <b>-854.56</b>   | <b>142.73</b>    |
|                | <b>Expense</b>               |                  |                  |                  |                  |                  |
|                | Supplies                     | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
|                | Capital Outlay               | 8,000.00         | 9,350.00         | 9,350.00         | -1,350.00        | 116.88           |
|                | Other Uses                   | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      |
|                | <b>Expense</b>               | <b>8,000.00</b>  | <b>9,350.00</b>  | <b>9,350.00</b>  | <b>-1,350.00</b> | <b>116.88</b>    |
| 404            | <b>Park Capital Projects</b> | <b>-6,000.00</b> | <b>-8,767.15</b> | <b>-6,495.44</b> | <b>495.44</b>    | <b>108.26</b>    |

# General Ledger

## Revenue vs Expense

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| Account Number | Description                    | Budget      | Current Period | YTD Balance   | Variance       | % Expend/Collect |
|----------------|--------------------------------|-------------|----------------|---------------|----------------|------------------|
| 405            | Rosehill Tax Increment Revenue | 0.00        | 73.06          | 354.66        | -354.66        | 0.00             |
|                | Miscellaneous Revenue          | 0.00        | 0.00           | 0.00          | 0.00           | 0.00             |
|                | Other Financing Sources        |             |                |               |                |                  |
|                | <b>Revenue</b>                 | <b>0.00</b> | <b>73.06</b>   | <b>354.66</b> | <b>-354.66</b> | <b>0.00</b>      |
|                | <b>Expense</b>                 |             |                |               |                |                  |
|                | Other Services and Charges     | 0.00        | 0.00           | 0.00          | 0.00           | 0.00             |
|                | <b>Expense</b>                 | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>      |
| 405            | Rosehill Tax Increment         | 0.00        | 73.06          | 354.66        | -354.66        | 0.00             |

# General Ledger

## Revenue vs Expense



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 Printed: 11/15/2017 10:50:33 AM  
 Period 10 - 10  
 Fiscal Year 2017

| Account Number | Description                | Budget           | Current Period | YTD Balance      | Variance          | % Expend/Collect |
|----------------|----------------------------|------------------|----------------|------------------|-------------------|------------------|
| 414            | <b>Development</b>         |                  |                |                  |                   |                  |
|                | Revenue                    |                  |                |                  |                   |                  |
|                | Miscellaneous Revenue      | 500.00           | 462.16         | 1,959.84         | -1,459.84         | 391.97           |
|                | Other Financing Sources    | <u>38,000.00</u> | <u>0.00</u>    | <u>38,000.00</u> | <u>0.00</u>       | <u>100.00</u>    |
|                | <b>Revenue</b>             | <b>38,500.00</b> | <b>462.16</b>  | <b>39,959.84</b> | <b>-1,459.84</b>  | <b>103.79</b>    |
|                | <b>Expense</b>             |                  |                |                  |                   |                  |
|                | Other Services and Charges | 10,000.00        | 0.00           | 0.00             | 10,000.00         | 0.00             |
|                | Other Uses                 | <u>0.00</u>      | <u>0.00</u>    | <u>0.00</u>      | <u>0.00</u>       | <u>0.00</u>      |
|                | <b>Expense</b>             | <b>10,000.00</b> | <b>0.00</b>    | <b>0.00</b>      | <b>10,000.00</b>  | <b>0.00</b>      |
| 414            | <b>Development</b>         | <b>28,500.00</b> | <b>462.16</b>  | <b>39,959.84</b> | <b>-11,459.84</b> | <b>140.21</b>    |

# General Ledger Revenue vs Expense



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 Period 10 - 10  
 Fiscal Year 2017

| Account Number | Description                  | Budget      | Current Period | YTD Balance | Variance    | % Expend/Collect |
|----------------|------------------------------|-------------|----------------|-------------|-------------|------------------|
| 415            | <b>Housing Redevelopment</b> |             |                |             |             |                  |
|                | Revenue                      |             |                |             |             |                  |
|                | Miscellaneous Revenue        | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Financing Sources      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Revenue</b>               | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
|                | <b>Expense</b>               |             |                |             |             |                  |
|                | Other Services and Charges   | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Capital Outlay               | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Expense</b>               | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
| 415            | <b>Housing Redevelopment</b> | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |

# General Ledger Revenue vs Expense

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 Period 10 - 10  
 Fiscal Year 2017



| Account Number | Description                   | Budget            | Current Period   | YTD Balance       | Variance          | % Expend/Collect |
|----------------|-------------------------------|-------------------|------------------|-------------------|-------------------|------------------|
| 602            | <b>Sanitary Sewer Revenue</b> |                   |                  |                   |                   |                  |
|                | Intergovernmental Revenues    | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             |
|                | Charges for Services          | 267,814.00        | 11,167.34        | 216,085.49        | 51,728.51         | 80.68            |
|                | Miscellaneous Revenue         | 7,000.00          | 2,116.72         | 9,921.40          | -2,921.40         | 141.73           |
|                | Other Financing Sources       | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             |
|                | <b>Revenue</b>                | <b>274,814.00</b> | <b>13,284.06</b> | <b>226,006.89</b> | <b>48,807.11</b>  | <b>82.24</b>     |
|                | <b>Expense</b>                |                   |                  |                   |                   |                  |
|                | Personal Services             | 65,837.00         | 4,130.96         | 41,852.35         | 23,984.65         | 63.57            |
|                | Supplies                      | 1,300.00          | 59.28            | 384.37            | 915.63            | 29.57            |
|                | Other Services and Charges    | 191,231.00        | 14,518.11        | 143,821.34        | 47,409.66         | 75.21            |
|                | Capital Outlay                | 0.00              | 0.00             | -558.45           | 558.45            | 0.00             |
|                | Other Uses                    | 0.00              | 0.00             | 0.00              | 0.00              | 0.00             |
|                | <b>Expense</b>                | <b>258,368.00</b> | <b>18,708.35</b> | <b>185,499.61</b> | <b>72,868.39</b>  | <b>71.80</b>     |
| 602            | <b>Sanitary Sewer</b>         | <b>16,446.00</b>  | <b>-5,424.29</b> | <b>40,507.28</b>  | <b>-24,061.28</b> | <b>246.30</b>    |

# General Ledger Revenue vs Expense

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 Period 10 - 10  
 Fiscal Year 2017



| Account Number | Description                | Budget           | Current Period   | YTD Balance      | Variance         | % Expend/Collect |
|----------------|----------------------------|------------------|------------------|------------------|------------------|------------------|
| 603            | <b>Storm Water Revenue</b> |                  |                  |                  |                  |                  |
|                | Intergovernmental Revenues | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
|                | Charges for Services       | 84,000.00        | 3,155.97         | 88,256.90        | -4,256.90        | 105.07           |
|                | Miscellaneous Revenue      | 1,500.00         | 744.58           | 3,584.97         | -2,084.97        | 239.00           |
|                | Other Financing Sources    | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      |
|                | <b>Revenue</b>             | <b>85,500.00</b> | <b>3,900.55</b>  | <b>91,841.87</b> | <b>-6,341.87</b> | <b>107.42</b>    |
|                | <b>Expense</b>             |                  |                  |                  |                  |                  |
|                | Personal Services          | 56,496.00        | 4,073.22         | 40,770.06        | 15,725.94        | 72.16            |
|                | Supplies                   | 700.00           | 59.29            | 384.42           | 315.58           | 54.92            |
|                | Other Services and Charges | 16,150.00        | 1,502.36         | 29,072.74        | -12,922.74       | 180.02           |
|                | Capital Outlay             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
|                | Other Uses                 | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      | <u>0.00</u>      |
|                | <b>Expense</b>             | <b>73,346.00</b> | <b>5,634.87</b>  | <b>70,227.22</b> | <b>3,118.78</b>  | <b>95.75</b>     |
| 603            | <b>Storm Water</b>         | <b>12,154.00</b> | <b>-1,734.32</b> | <b>21,614.65</b> | <b>-9,460.65</b> | <b>177.84</b>    |

# General Ledger Revenue vs Expense

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 Period 10 - 10  
 Fiscal Year 2017



| Account Number | Description                | Budget | Current Period | YTD Balance | Variance   | % Expend/Collect |
|----------------|----------------------------|--------|----------------|-------------|------------|------------------|
| 999            | <b>Fund</b>                |        |                |             |            |                  |
|                | <b>Revenue</b>             |        |                |             |            |                  |
|                | Taxes                      | 0.00   | 0.00           | 0.00        | 0.00       | 0.00             |
|                | Other Financing Sources    | 0.00   | 0.00           | 0.00        | 0.00       | 0.00             |
|                | <b>Revenue</b>             | 0.00   | 0.00           | 0.00        | 0.00       | 0.00             |
|                | <b>Expense</b>             |        |                |             |            |                  |
|                | Personal Services          | 0.00   | 0.00           | -14,077.88  | 14,077.88  | 0.00             |
|                | Other Services and Charges | 0.00   | 0.00           | 0.00        | 0.00       | 0.00             |
|                | Capital Outlay             | 0.00   | 0.00           | 0.00        | 0.00       | 0.00             |
|                | Other Uses                 | 0.00   | 0.00           | -33,123.94  | 33,123.94  | 0.00             |
|                | <b>Expense</b>             | 0.00   | 0.00           | -47,201.82  | 47,201.82  | 0.00             |
| 999            | <b>Fund</b>                | 0.00   | 0.00           | 47,201.82   | -47,201.82 | 0.00             |

# General Ledger Revenue vs Expense

User: heather.butkowski  
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 Period 10 - 10  
 Fiscal Year 2017



| Account Number | Description | Budget       | Current Period | YTD Balance  | Variance   | % Expend/Collect |
|----------------|-------------|--------------|----------------|--------------|------------|------------------|
| Revenue Total  |             | 1,804,213.00 | 30,400.70      | 1,140,987.15 | 663,225.85 | 0.6324           |
| Expense Total  |             | 1,798,292.00 | 146,297.84     | 1,384,256.97 | 414,035.03 | 0.7698           |
| Grand Total    |             | 5,921.00     | -115,897.14    | -243,269.82  | 249,190.82 | -41.0859         |



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Report \_\_\_\_\_  
Public Hearing   X    
Discussion   X    
Action   X    
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER Rental Housing Amendment

STAFF INITIAL 

APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

As the rental housing ordinance revisions are not yet ready for adoption, staff propose amending the ordinance to push out the expiration of current licenses to June 30, 2018 and limit any new licenses issued to that same date. The change allows the new mid-year license period to be implemented now and gives staff time to finish the ordinance revisions. A public hearing would need to be held in advance of a motion. Please let staff know if you have any concerns.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to adopt Ordinance 17-05—An Ordinance Amending Title 9, Chapter 11 of the Code of Ordinances Regarding Rental Housing License Provisions.

CITY OF LAUDERDALE  
ORDINANCE NO. 17-05

An Ordinance Amending Title 9, Chapter 11 of the  
Code of Ordinances Regarding Rental Housing License Provisions

The city council of the city of Lauderdale ordains as follows:

SECTION 1. The Lauderdale City Code is amended by deleting the ~~stricken material~~ and adding the **underlined material** as follows:

9-11-8: GENERAL LICENSING PROVISIONS:

D. License Period. (a) The license period is for one year and runs from January 1 to December 31. The license must be renewed annually.

(b) Notwithstanding paragraph (a), any license issued or renewed for January 1, 2017 to December 31, 2017, shall terminate on June 30, 2018.

(c) Notwithstanding paragraph (a), any license issued between January 1, 2018 and June 30, 2018, shall expire on June 30, 2018.

SECTION II. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale City Council this 28<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
Mary Gaasch, Mayor

ATTEST:

\_\_\_\_\_  
Heather Butkowski, City Administrator

Published in the Roseville Review this 5<sup>th</sup> day of December, 2017.

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Report \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X \_\_\_\_\_  
Action \_\_\_\_\_ X \_\_\_\_\_  
Resolution \_\_\_\_\_ X \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER MN Citizens for Clean Elect.

STAFF INITIAL JBS

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Lauderdale resident Jim Herrick approached the Council recently asking the Council to support Minnesota Citizens for Clean Elections' efforts. The goal of the group is to change the Supreme Court decision that gave corporations the same legal rights as individuals to participate in the democratic process. Attached is a copy of the group's brochure.

If the Council is interested in being a supporting city, the following resolution is ready for adoption. The resolution mirrors the one introduced by Senator John Marty as Senate File No. 1082. Similarly, Congressman Rick Nolan introduced a resolution calling for a constitutional amendment to overturn the effects of the Supreme Court's Citizens United decision.

### OPTIONS:

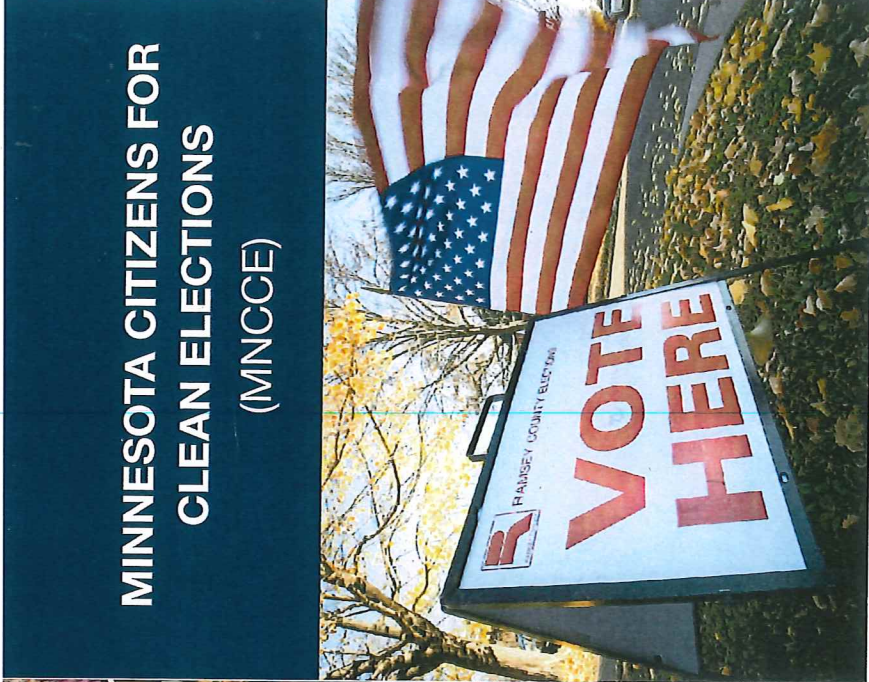
### STAFF RECOMMENDATION:

Motion to adopt Resolution 112817A—A Resolution Requesting that Congress Clarify that the Rights Protected under the Constitution are the Rights of Natural Persons and not the Rights of Artificial Entities and that Spending Money to Influence Elections is not Speech under the First Amendment; Asking that Congress Propose a Constitutional Amendment to Provide such Clarification.

## What's the problem?

A 2010 Supreme Court decision — *Citizens United* — let corporations have the same rights as people and are allowed to spend unlimited sums on candidates and political campaigns. **Politicians follow the money.** Wealthy interests and corporate money are drowning out the voice of the people.

“Dark Money” is legal in Minnesota, allowing millions of dollars to flood the elections without disclosure of who is behind the funding. No one takes responsibility for false and misleading information.



## MINNESOTA CITIZENS FOR CLEAN ELECTIONS (MNCCE)

## What are we doing?

### Members actively involved in the Minnesota legislative session

- Protecting integrity of the Campaign Finance Board
- Advocating automatic voter registration
- Fighting provisional balloting
- Supporting non-partisan political re-districting
- Advocating reversal of *Citizens United* Supreme Court decision



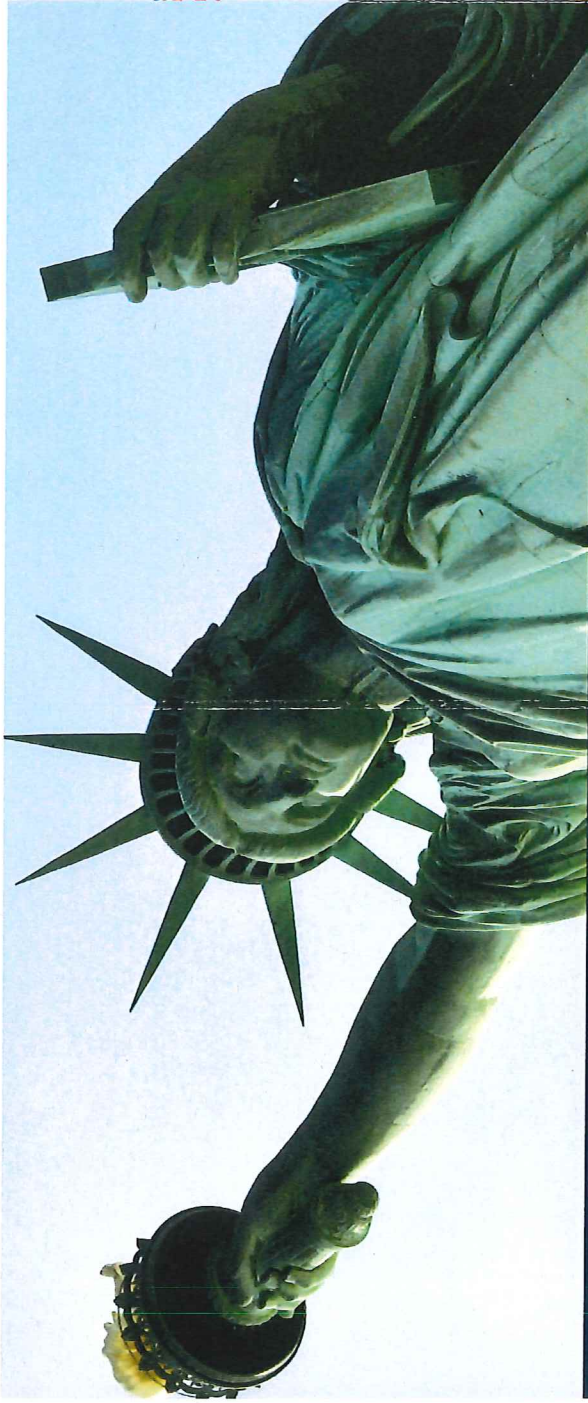
Contact us today!

[www.mncce.org](http://www.mncce.org) | [MnCCE1@gmail.com](mailto:MnCCE1@gmail.com)

## Join the movement!

MnCCCE is a non-profit, non-partisan organization promoting electoral and government policies that reflect the will of the people, **not** the power of **BIG MONEY!**





## Democracy is not a 'freebie'

We frequently hear it said, "Our democracy is being threatened." This is relatively new. Our society has functioned for decades assuming our democratic institutions were safe and would continue to work for us, doing the peoples work. But there is growing evidence our government works to serve, not the majority, but the relatively few. And sometimes, does not work at all. The vast majority of the people support:

- Limiting big money in politics
- Transparency on the sources of money in Minnesota politics
- One citizen, one vote while maximizing voter opportunity and registration
- Ending the legal bribery of our officials

Yet special interests prevent legislative consideration of these issues.

It must trouble every citizen to know \$7 million was spent to ensure Justice Garland never got a hearing in the Senate; and another \$10 million was spent to ensure Judge Gorsuch be appointed by the Senate. And the public does not know the source of either sum.

MnCCE was founded to address issues in Minnesota challenging our democracy and encourage our legislature to take a lead on related national issues. We need your help. Every legislator wants to be reelected. Many believe the path to that reelection is to amass the most money. We need to persuade them voters are more important than the money. But to do this, we need an informed and engaged electorate.



## Q & A

### How can I help?

- Join MnCCE (MnCCE1@gmail.com)
- Make a contribution (MnCCE1@gmail.com)
- Volunteer to contact legislators and support positive legislation
- Testify at legislative hearings; write letters
- Invite your friends to join

### Are my contributions tax deductible?

Yes. MnCCE is a 501(c)(3) and your contributions are deductible consistent with the law.

### I am only one voice. What good can I do?

Elected representatives are often impacted by as few as six contacts from their constituents on an issue.

**Each person's voice counts!**

**RESOLUTION 112817A**

**CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**A RESOLUTION REQUESTING THAT CONGRESS CLARIFY THAT THE RIGHTS PROTECTED UNDER THE CONSTITUTION ARE THE RIGHTS OF NATURAL PERSONS AND NOT THE RIGHTS OF ARTIFICIAL ENTITIES AND THAT SPENDING MONEY TO INFLUENCE ELECTIONS IS NOT SPEECH UNDER THE FIRST AMENDMENT; ASKING THAT CONGRESS PROPOSE A CONSTITUTIONAL AMENDMENT TO PROVIDE SUCH CLARIFICATION.**

**WHEREAS**, when the states and federal government first authorized the creation of corporations, they were regulated by the people and their elected representatives through law; and

**WHEREAS**, the Supreme Court granted constitutional rights to corporations thereby limiting the right of the people to regulate corporations through federal, state, or local law; and

**WHEREAS**, Supreme Court rulings on political spending in recent decades have undermined the First Amendment, which was designed, even according to the Supreme Court in 1976, "to secure the widest possible dissemination of information from diverse and antagonistic sources," and "to assure the unfettered interchange of ideas for the bringing about of political and social changes desired by the people." Supreme Court rulings that have equated money as speech have enabled people, corporations, and other entities to spend virtually unlimited money in support of favored candidates and interests, undermining the core First Amendment value of open and robust debate in the political process and the opportunity for voters to hear speech from all candidates and all perspectives; and

**WHEREAS**, by giving artificial entities the constitutional rights of persons and treating money as speech, the courts have undercut the rights of citizens to equal and meaningful participation in the democratic process, and given corporations and other entities more power than people when government is supposed to be "of the people, by the people, and for the people"; and

**WHEREAS**, this undermines public confidence in the democratic process and democratic institutions; and

**WHEREAS**, under Article V of the Constitution of the United States, the Congress, whenever two-thirds of both Houses shall deem it necessary, shall propose amendments to the Constitution;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lauderdale, Minnesota, that it requests that Congress propose an amendment to the Constitution that shall substantially read as follows:

"(1) The rights protected by the Constitution of the United States are the rights of natural persons only.

(2) Any entity, including any organization or association of one or more persons, established or allowed by the laws of any State, the United States, or any Foreign State shall have no rights under this Constitution separate from the rights of its members, and is subject to regulation by the people, through Federal, State, or local law through which the entity is granted rights and given responsibilities.

(3) Federal, State, and local government shall regulate, limit, or prohibit contributions and expenditures, including a candidate's own contributions and expenditures, to ensure that all citizens, regardless of their economic status, have access to the political process, and that no person gains, as a result of their money, substantially more access or ability to influence in any way the election of any candidate for public office or any ballot measure.

(4) Federal, State, and local government shall require that any permissible contributions and expenditures be publicly disclosed."

BE IT FURTHER RESOLVED, that the City Clerk is directed to prepare copies of this resolution and transmit them to Minnesota's Senators and Representatives in Congress and Lauderdale's Senator and Representative in the Minnesota Legislature.

Adopted by the City Council of the City of Lauderdale, Minnesota, on this 28<sup>th</sup> day of November, 2017.

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Mary Gaasch, Mayor

ATTEST:

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Heather Butkowski, City Clerk-Administrator

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Report \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X  
Action \_\_\_\_\_ X  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER 1795 Eustis Street

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

At the last meeting, the City Council met in closed session to develop and consider offers for the purchase of real property at 1795 Eustis Street. Based on the Council's decision, the City's financial advisor relayed the offer to the owners of 1795 Eustis Street and the offer was accepted. Since that motion was made in closed session, the City Council must make the motion in open session. If the motion is approved, the next step is to develop a purchase agreement in coordination with the city attorney.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion directing the City Administrator to make an offer to purchase the property located at 1795 Eustis Street for \$1.1 million and further authorizing the Mayor and City Administrator to enter into a purchase agreement in a form acceptable to the City Attorney.



# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Report \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion   X    
Action   X    
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER TIF District Analysis

STAFF INITIAL DB

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

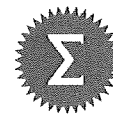
The Chinese Christian Church accepted the City's offer to purchase 1795 Eustis Street. The financing will be generated through the creation of a redevelopment tax increment financing (TIF) district. In order to establish the TIF district, the building needs to be evaluated for coverage, blighted buildings, and reasonable distribution. Following is an article from Ehler's and Associates explaining what that means.

LHB Corporation provides the analysis required to determine whether the site meets the requirements to create a TIF district. Following is their proposal to complete the work at a cost not to exceed \$4,400. Funds remaining from the City's previous TIF district will cover the cost.

### OPTIONS:

### STAFF RECOMMENDATION:

Motion to contract with LHB Corporation to conduct the necessary TIF analysis in conjunction with the City's proposed purchase of 1795 Eustis Street.



## Redevelopment Tax Increment Financing Districts

Minnesota Statute 469.174 subdivision 10 allows an authority to establish a redevelopment tax increment financing (TIF) district to assist with redeveloping sites that contain substandard buildings. A redevelopment TIF district has a maximum term of 26 years of increment. In order to qualify the redevelopment property as a redevelopment TIF district, one must ensure the parcels meet three criteria related to coverage, blighted buildings, and reasonable distribution.

### What is needed to meet the coverage test?

Land parcels consisting of 70% of the TIF district must be occupied by buildings, streets, utilities, paved or gravel parking lots.

To meet the coverage requirement, one must evaluate the proposed district parcel by parcel to determine how many of the parcels are “occupied.” For a single parcel to meet this requirement, 15% of its area must contain improvements such as buildings, sidewalks, and paved or gravel parking lots. Once it is deemed “occupied”, 100% of the land area of that parcel can be used for the coverage test. For example, let us assume there are four properties of equal size in your proposed TIF district. If three of the properties meet the “occupied” test, your district as a whole will have 75% “coverage.”

### What is needed to meet the blight test?

More than 50% of the buildings, not including outbuildings, must be structurally substandard to a degree requiring substantial renovation or clearance and reasonably distributed throughout the geographic area.

Determining if a building is structurally substandard requires a two-part analysis.

1. A building must meet the definition of “structurally substandard” meaning “containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies area of sufficient total significance to justify substantial renovation or clearance.”
2. Needed repairs determined by the above definition must meet a cost requirement. A building is not structurally substandard if it could be brought up to the building codes applicable to new buildings at a cost of less than 15% of the cost of constructing a new building of the same size and type on the site.

An interior inspection is required unless the city has been unable to obtain permission to enter a building despite its best efforts. It is recommended that a building inspector or other qualified person perform an outside inspection of all buildings in the district and render a written opinion as to each building status with respect to this test. Ultimately the governing body of a municipality must make the determination that buildings are substandard.



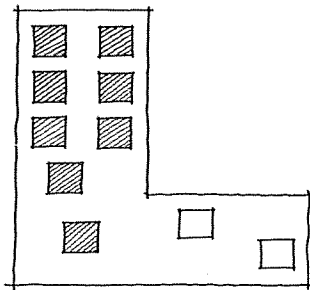
**EHLERS**

LEADERS IN PUBLIC FINANCE

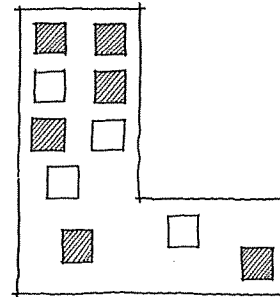
## What is reasonable distribution?

The structurally substandard buildings must be reasonably distributed throughout the proposed TIF District. In the following example, both areas have 80 percent coverage; however, Area B has reasonable distribution of the substandard buildings, and therefore only Area B qualifies as a redevelopment TIF district.

Area A: 80% substandard buildings



Area B: 60% substandard buildings



## What other conditions may qualify a district for redevelopment?

In addition to the above “blight” finding, a TIF district may qualify as a redevelopment district if either of the following conditions is present:

- Vacant, unused, underused, inappropriately used, or infrequently used rail yards, rail storage facilities, or excessive or vacated railroad rights-of-way.
- Tank facilities or property whose immediately previous use was for tank facilities, if the tank facilities have or had a capacity or more than 1,000,000 gallons; are located adjacent to rail facilities; and have been removed or are unused, underused, inappropriately used.

## Use of TIF

A minimum of 90% of the increment must be used to correct the conditions causing the need for redevelopment. Specifically, increment can be used for site acquisition, environmental remediation, site preparation, public improvements, and public parking facilities.

## Where can I get more information?

Contact your Ehlers Financial Advisor at 651-697-8500. A list of Minnesota Financial Advisors and their direct dial numbers can be found under the Contact Us tab at the top of our website at [www.ehlers-inc.com](http://www.ehlers-inc.com).



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The information provided in these materials does not create or imply any fiduciary relationship, and is being provided solely for the purpose of marketing our services to you as a prospective client of Ehlers & Associates, Inc.

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**PERFORMANCE  
DRIVEN DESIGN.**  
LHBcorp.com

November 19, 2017

Heather Butkowski  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

**1795 EUSTIS STREET REDEVELOPMENT TIF ANALYSIS**

Dear Heather,

Thank you for the opportunity to submit a proposal for the 1795 Eustis Street Redevelopment TIF analysis in Lauderdale, Minnesota. LHB is a full-service architecture, planning and engineering firm with 250 employees in our Minneapolis, Duluth, Cambridge, and Superior, Wisconsin offices.

Our Government studio has extensive experience working with local governments on their planning, design, architectural and engineering needs. Having been personally involved on various city councils and planning commissions, I understand how cities function and the importance of maintaining the support of your appointed and elected officials and community throughout the process.

**PREVIOUS EXPERIENCE**

LHB has significant experience with a variety of inspection and facility assessment projects, including the analysis of over 200 TIF Districts. Examples include:

- City of Columbia Heights TIF inspection services
- City of St. Paul TIF inspection services
- City of St. Anthony Village, NW Quadrant TIF inspection services
- City of St. Louis Park TIF District inspection services
- City of Mound TIF District “1-2” inspection services
- City of Osseo TIF inspection services
- City of New Richmond, WI TIF inspection services
- Minnesota State Colleges and Universities system facility assessments
- State of Minnesota Facility Assessments
- Property Condition Assessments for the St. Paul Department of Planning and Economic Development (Franklin/Emerald Neighborhood)
- Condition surveys for every DNR facility in the State of Minnesota, 2014

|  |  |                       |  |              |
|--|--|-----------------------|--|--------------|
| 21 West Superior Street, Suite 500     |  | Duluth, MN 55802      |  | 218.727.8446 |
| 701 Washington Avenue North, Suite 200 |  | Minneapolis, MN 55401 |  | 612.338.2029 |
| 200 Third Avenue Northeast, Suite 100  |  | Cambridge, MN 55008   |  | 763.689.4042 |
| 63 East Second Street, Suite 150       |  | Superior, WI 54880    |  | 715.392.2902 |

## **TEAM CREDENTIALS**

### ***Michael A. Fischer, AIA, LEED AP - Project Principal/TIF Analyst***

Michael has 29 years of experience as project principal, project manager, project designer and project architect on planning, urban design, educational, commercial and governmental projects. He has become an expert on Tax Increment Finance District analysis assisting over 100 cities with strategic planning for TIF Districts. He is an Architectural Principal at LHB and currently leads the Minneapolis office.

Michael completed a two-year Bush Fellowship, studying at MIT and Harvard in 1999, earning Masters degrees in City Planning and Real Estate Development from MIT. He has served on more than 50 committees, boards and community task forces, including a term as a City Council President and as Chair of a Metropolitan Planning Organization. Most recently, he served as Chair of the Edina, Minnesota planning commission and is currently a member of the Edina city council. Michael has also managed and designed several award-winning architectural projects, and was one of four architects in the Country to receive the AIA Young Architects Citation in 1997.

### ***Phil Waugh – Project Manager/TIF Analyst***

Philip is a project manager with 13 years of experience in historic preservation, building investigations, material research, and construction methods. He previously worked as a historic preservationist and also served as the preservation specialist at the St. Paul Heritage Preservation Commission. Currently, Phil sits on the Board of Directors for the Preservation Alliance of Minnesota. His current responsibilities include project management of historic preservation projects, performing building condition surveys and analysis, TIF analysis, writing preservation specifications, historic design reviews, writing Historic Preservation Tax Credit applications, preservation planning, and grant writing.

### ***Jonathan Pettigrew, AIA – Inspector***

Jonathan Pettigrew has worked in architecture and construction for the last twenty years in Minnesota, California and Washington. His experience includes a variety of commercial and residential project types and scales, from single-family homes to a 300,000 square foot multi-building office complex. He has significant experience in code reviews and building systems inspections and analysis. Jonathan received his Minnesota architect's license in 2004. He brings a strong interest in sustainability and an eye for detail to his work. He enjoys working with clients, consultants and contractors to bring projects together successfully.

### ***Phil Fisher – Inspector***

For 35 years, Phil Fisher worked in the field of Building Operations in Minnesota including White Bear Lake Area Schools. At the University of Minnesota, he earned his Bachelor of Science in Industrial Technology. He is a Certified Playground Safety Inspector, Certified Plant Engineer, and is trained in Minnesota Enterprise Real Properties (MERP) Facility Condition Assessment (FCA). His FCA training was recently applied to the Minnesota Department of Natural Resources Facilities Condition Assessment project involving over 2,000 buildings.

## **SCOPE OF SERVICES**

LHB will provide the following services based upon the terms and conditions described below.

- 1. Survey the TIF District to determine if it meets applicable coverage test.**
  - A. To meet the coverage test, parcels consisting of 70 percent of the area of the district must be “occupied” by buildings, streets, utilities, or paved or gravel parking lots.
  - B. A parcel is not considered “occupied” unless at least 15% of its total area contains improvements.
  
- 2. Conduct a visual review of building(s) interior and exterior:**
  - A. Obtain property owner’s consent for inspection.
  - B. Document property conditions relative to Minnesota Statutes Section 469.174 Subdivision 10.
  
- 3. Estimate building(s) replacement cost:**
  - A. Replacement cost is the cost of constructing a new structure of the same square footage and type on the site.
  - B. A base cost will be calculated by establishing the building class, type and construction quality.
  - C. Identify amenities, which increase the value of the building over the standard construction quality level.
  - D. Review building permits for each parcel.
  - E. The base cost and cost of amenities will be totaled to determine the replacement cost for the property.
  
- 4. Evaluate building(s) existing condition:**
  - A. “Structurally substandard shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance.”
  
- 5. Determine Building(s) Code Deficiencies:**
  - A. Determine technical conditions, which are not in compliance with current building code applicable to new buildings.
  - B. Provide opinion of probable cost to correct identified deficiencies.
  - C. Compare cost of deficiency corrections to replacement value of building.
  
- 6. Prepare and deliver report:**
  - A. Prepare a written narrative analysis of the District describing why the property within the District does or does not meet the criteria as “structurally substandard” as established in Minnesota Statutes Section 469.174, subdivision 10.
  - B. Deliver final reports via email PDF.

## **ASSUMPTIONS**

1. LHB will inspect one former school building. We will inspect both the interior and exterior of the building and evaluate the coverage of the parcel(s). The Client will provide the following:

- A scalable parcel map and/or aerial photo of the area to be inspected, including GIS information with specific parcel data, including parcel area measured in square feet.
- A list of all parcels affected including name of owner, current known business or resident name and address.
- Available information regarding the condition of the structures, including past building permit information, and known code violations.

### **STANDARD OF CARE**

LHB shall perform services consistent with the professional skill and care ordinarily provided by other professionals practicing in the same or similar locality under the same or similar circumstances.

Any report prepared by LHB represents a professional opinion based upon information available and arrived at in accordance with generally accepted professional standards. Other than as contained in the report, LHB makes no express or implied warranty.

Short of complete deconstruction to examine every element at every location, no assessment can reveal all conditions which may exist. Additional testing, assessment, or demolition, may uncover conditions which would make it necessary to modify LHB's conclusions or recommendations.

Any report prepared for the purpose described in this Agreement is for the exclusive use by those to whom the report is addressed. LHB will not and cannot be held liable for the unauthorized reliance upon this report by any third party.

### **COMPENSATION**

We propose to work on an hourly basis with the following key staff:

|   |            |
|---|------------|
| Project Principal, Michael Fischer (TIF analysis) | \$265/hour |
| Project Manager                                   | \$155/hour |
| Project Architect/Inspector                       | \$140/hour |
| Project Administrator                             | \$80/hour  |

We will work on an hourly basis not to exceed Four Thousand Four Hundred dollars (\$4,400) including reimbursable expenses for a full report outlining the findings for the proposed TIF District.

Payments are due and payable upon receipt of our invoice. Unpaid balances 60-days after invoice date shall bear interest at the rate of 8% annually.

Failure to make timely payment to LHB is a material breach of this Agreement and may, at LHB's sole discretion, result in a suspension or termination of services, and may, at LHB's sole discretion, result in the termination of the Client's limited license authorization to use LHB's copyrighted Instruments of Service.

### **ADDITIONAL SERVICES**

If there is a material change in the circumstances or conditions that affect the scope of work, schedule, allocation of risks or other material terms, LHB shall notify the Client. The Client and LHB shall promptly and in good faith enter into negotiation to address the changed conditions including equitable adjustment to compensation. The fees and costs for any additional services will be based upon LHB's Standard Hourly Rates and Standard Reimbursable Schedule.

### **SCHEDULE**

The final report typically requires 30-45 days to complete from the time we are authorized to start. We can make preliminary conclusions prior to our full report being completed if necessary to allow other consultants and the client to begin their work.

### **CONSEQUENTIAL DAMAGES**

LHB and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement.

### **LIMIT OF LIABILITY**

To the maximum extent permitted by law, the Client agrees to limit LHB's liability for the Client's damages to the sum of Ten Thousand Dollars (\$10,000) or the amount of fee paid to LHB, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

### **USE OF LHB'S DOCUMENTS**

The documents prepared by LHB are solely for use with respect to this project. All documents prepared by LHB pursuant to this Agreement are the instruments of services to the Project and LHB shall retain all common law, statutory and other reserved rights, including copyright. LHB grants to Client a nonexclusive limited license solely for the purposes of evaluating and executing the Project. The Client shall not assign, delegate, sublicense, or otherwise transfer any license granted herein to another party.

To the extent the documents are transferred or are modified, supplemented or otherwise altered by the Client, subsequent design professional, or any other party, the Client agrees to indemnify, defend and hold LHB harmless for any claims, demands, damages or causes of action arising out of such transfer or modification, supplementation or alteration.

### **OTHER CONDITIONS**

The laws of the State of Minnesota shall govern this Agreement. Any provision of this agreement later held to violate a law or regulation shall be deemed void. All remaining provisions shall continue in force.

The Client recognizes that materials prepared by others may be subject to copyright protection and warrants to LHB that any documents provided by the Client do not infringe upon the copyright held by another.

Unless the parties mutually agree otherwise, the parties shall endeavor to settle disputes by



mediation. A demand for mediation shall be filed, in writing, within a reasonable period of time after a claim, dispute or other matter in question has arisen.

LHB and the Client, acting through the Client's legal representative, will, to the fullest reasonable extent, cooperate and coordinate efforts in preparing necessary responses to any third party challenges to the inspections. ~~The Client agrees to pay LHB its regular hourly rates for time spent as a result of a third party legal challenge~~

If the terms and conditions of this Agreement are acceptable, please sign and return a copy to LHB.

**CLIENT NAME**

**LHB, INC.**

By: \_\_\_\_\_

By: MAFischer \_\_\_\_\_

(Signature)

(Signature)

Its: \_\_\_\_\_

Its: Principal \_\_\_\_\_

(Title)

(Title)

Name: \_\_\_\_\_

Name: Michael A. Fischer, ALA \_\_\_\_\_

(Printed Name)

(Printed Name)

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Report \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X  
Action \_\_\_\_\_ X  
Resolution \_\_\_\_\_ X  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER TIF District Resolution

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

To move towards a closing on 1795 Eustis Street in the first quarter of 2018, the City Council will be acting on a couple of items over the next few meetings. The first one is the attached resolution that calls for a public hearing on January 23, 2018 regarding modifications to the Development Program for Development District No. 1 and the creation of Tax Increment Financing District No. 1-2. The City's first tax increment financing district was decertified in 2013.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to adopt Resolution 112817B—A Resolution Calling for a Public Hearing by the City Council on the Proposed Modification to the Development Program for Development District No. 1 and the Proposed Establishment of Tax Increment Financing District No. 1-2 therein and the Adoption of the Tax Increment Financing Plan therefor.

**RESOLUTION NO. 112817B**

**CITY OF LAUDERDALE  
RAMSEY COUNTY  
STATE OF MINNESOTA**

**RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY COUNCIL ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-2 THEREIN AND THE ADOPTION OF THE TAX INCREMENT FINANCING PLAN THEREFOR.**

BE IT RESOLVED by the City Council (the "Council") for the City of Lauderdale, Minnesota (the "City"), as follows:

Section 1. Public Hearing. This Council shall meet on January 23, 2018, at approximately 7:30 P.M., to hold a public hearing on the proposed Modification to the Development Program for Development District No. 1 (the "Development Program Modification"), the proposed establishment of Tax Increment Financing District No. 1-2 (a redevelopment district), and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 to 469.133, and Sections 469.174 to 469.1794, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Development Program Modification and TIF Plan. City staff is authorized and directed to work with Ehlers to prepare the Development Program Modification and TIF Plan for Tax Increment Financing District No. 1-2, and to forward documents to the appropriate taxing jurisdictions including Ramsey County and Independent School District No. 623. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to January 23, 2018, and to place a copy of the Development Program Modification and TIF Plan on file in the City Administrator's office at City Hall and to make such copy available for inspection by the public.

Dated: November 28, 2017

Adopted:

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Mary Gaasch, Mayor

ATTEST:

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Heather Butkowski, City Clerk-Administrator

# LAUDERDALE COUNCIL ACTION FORM

## Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER 2018 Sewer and Recycling

STAFF INITIAL *ABS*

APPROVED BY ADMINISTRATOR

## DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff recommends the following rate increases for 2018. The details behind the recommendations are in the following rate analysis document. Staff will also provide more context at the meeting.

- A 1.7% increase is proposed for the sanitary sewer residential and commercial charges.
- A 1.4% increase is proposed for the storm water charges.
- A 5.0% increase is proposed for the recycling collection charges.

Based on the discussion of the Council, staff will bring a resolution to the next council meeting regarding the adoption of rates for next year.

## STAFF RECOMMENDATION:

# Sanitary Sewer, Storm Water and Recycling

## Rate Study



November 28, 2017

## Key Findings

Annually, the City of Lauderdale establishes rates for sanitary sewer, storm water and recycling collection. Staff has completed the review and determined that:

- A 1.7% increase is proposed for the sanitary sewer residential and commercial charges.
- A 1.4% increase is proposed for the storm water charges.
- A 5.0% increase is proposed for the recycling collection charges.

## Goals of a Utility Rate Study

The purpose of the rate study is to ensure that:

1. Rates are sufficient to pay for the ongoing operations and capital improvements, and to maintain adequate cash balances.
2. Staff and Council revisit cash balance policies to ensure they are meeting their enterprise system's current and future needs.
3. The rate structure distributes the costs of operating the system across utility users consistent with the policy objectives of the Council.

## Sanitary Sewer Utility

The Metropolitan Council adopted a Metropolitan Wastewater Charge for 2018 of \$219 million, an increase of 3.7% over 2017. However, the City's share of this cost is \$130,158 which is \$6,973 less than 2017 due to the City's ongoing sewer infrastructure improvements that prevent the unnecessary treatment of rain water entering the system. Other operating costs are expected to be relatively flat.

## Sanitary Sewer Capital Improvements

The 2018-2027 Capital Improvement Plan (CIP) contains one project for 2018 which is sewer lining budgeted at \$100,000. Proposed funding is approximately \$75,000 from the sanitary sewer fund and \$25,000 from the Metropolitan Council Infrastructure Grant. Staff expects this grant will be available every other year so the CIP identifies replacing additional segments of the sanitary sewer system in 2020 and 2022 that weren't replaced between 2000 and 2003.

## Target Cash Reserves – Sanitary Sewer Funds

Adequate cash reserves are needed to accommodate cash flow needs, invest in sewer replacement projects, and save for future capital projects. The City Council established a goal of setting aside half the depreciation expense or approximately \$20,000 each year to grow the cash reserve for sewer repair and replacement.

The City started the year with approximately \$979,498 in cash reserves. The projected ending balance is \$995,944. The \$20,000 increase to the fund balance is budgeted in the depreciation expense line item. The target end balance for 2018 is \$1,015,944 prior to paying for the 2018 sanitary sewer lining project. To ensure the growth of the cash reserves, staff recommends raising sanitary sewer rates by 1.7% or a total of \$4,487 in 2018. The cost to homeowners is \$3.68 per year. This low rate of increase was made possible, in part, by the reduction in Metropolitan Council wastewater charges noted above.

## Quarterly Sanitary Sewer Rate History

| Sewer Rates             | 2014    | 2015    | 2016    | 2017    | 2018           |
|-------------------------|---------|---------|---------|---------|----------------|
| Residential Base Charge | \$49.03 | \$50.26 | \$52.77 | \$54.09 | <b>\$55.01</b> |
| Commercial Flow Charge  | \$2.42  | \$2.48  | \$2.60  | \$2.67  | <b>\$2.72</b>  |
| % Increase              | 1%      | 3%      | 5%      | 2.5%    | <b>1.7%</b>    |



## Sanitary Sewer Availability Charge

The Metropolitan Council did not increase the base metropolitan sewer availability charge (SAC) for 2018. The SAC rate will be \$2,485 for metropolitan customer communities. The rate is the same as 2014, 2015, and 2016.

Pursuant to Minnesota Statute 473.517, subd. 3, a metropolitan SAC is paid by our community to the Metropolitan Council as users connect to the metropolitan wastewater system for the first time or as a user's maximum demand for sewer capacity increases. These fees are for the availability of capacity, not the actual use or flow in the metropolitan system as demanded by development or changes in use on specific properties within our community. Lauderdale may adopt a different SAC rate that would include the Metropolitan Council amount plus additional funds for the City. Historically, Lauderdale has used the Metropolitan Council rate.

## Storm Water Utility

The Storm Water Utility pays for the infrastructure and maintenance that improves the quality of storm water run-off. The City has been working with the area watershed districts on future projects to curb the City’s contribution to pollution in the Mississippi River.

Lauderdale’s ordinance establishes a system for billing using Residential Equivalency Factor (REF). A single family residential property is considered to be one REF and pays the base fee adopted by the Council. The other developed property were individually assigned a certain number of REF’s based on property size, impervious surface, and calculated storm water run-off. A property receives a credit if it has a storm water retention pond on-site. Since Lauderdale is considered developed, the City does not anticipate an increase in the number of REF’s.

The 2018-2027 Capital Improvement Plan shows spending resources on invasive species management, especially Japanese Knotweed, and improvements to Seminary Pond in cooperation with Capital Regions Watershed District and adjacent communities to reduce phosphorus and other pollutant loads.

### Target Cash Reserves – Storm Water Fund

The projected cash balances must be adequate to meet on-going storm water expenditures and ensure a cash reserve balance that will allow the City to meet the obligations of its MS4 permit, especially Total Maximum Daily Load (TMDL) obligations imposed on the City by the Pollution Control Agency. As storm water projects can be expensive and TMDLs are expected as the City’s runoff terminates in the Mississippi River, the City must continue to raise the storm water rate to build the nest egg to cover future costs. The budgeted increase for cash reserves is \$17,500 for 2018. A portion of this will be covered by an increase in projected interest on investment and a portion from storm water charges generating more revenue than was expected for 2017. Staff recommends raising the storm water rate 1.4% for 2018; the cost to homeowners is \$0.88 per year.

### Storm Water Rate History

| <b>Storm Water Rates</b> | 2014    | 2015    | 2016    | 2017    | <b>2018</b>    |
|--------------------------|---------|---------|---------|---------|----------------|
| Residential              | \$13.22 | \$14.54 | \$15.27 | \$16.03 | <b>\$16.25</b> |
| Commercial               | \$66.10 | \$72.71 | \$76.35 | \$80.17 | <b>\$81.29</b> |
| % Increase               | 12.5%   | 10%     | 5%      | 5%      | <b>1.4%</b>    |

## Recycling Fee

Lauderdale’s single-sort recycling program changed in May 2015 from recycling bins to carts. Eureka! Recycling has the contract to provide curbside collection on a weekly basis through December 31, 2018. The contract rate was \$2.52 per household per month when we had bins but adjusted downward after the carts were implemented. The rate for 2017 was \$2.08 per household per month. The rate adjusts each year based on the Consumer Price Index (CPI) and is expected to be \$2.12 for 2018.

## Target Cash Reserves – Recycling Fund

Last year’s increase continued correcting a recent deficit in the recycling fund budget. There are several reasons operating costs have been impacted: 1. the City’s shift of employee costs to the recycling fund; and 2. the decline of recycled material prices has resulted in the City’s revenue sharing dollars not off-setting processing costs. Until the market makes a complete rebound, the fund is expected to see rising costs. Staff recommends raising the recycling rate 5.0% or \$.56 cents per year to curb the use of fund balance to cover costs. If markets don’t rebound, staff expect a larger increase to the recycling rate will be needed next year.

### Recycling Rate History:

| <b>Recycling Rates</b> | 2014   | 2015   | 2016   | 2017   | <b>2018</b>   |
|------------------------|--------|--------|--------|--------|---------------|
| Residential            | \$2.45 | \$2.45 | \$2.70 | \$2.84 | <b>\$2.98</b> |
| % Increase             | 0%     | 0%     | 10%    | 5%     | <b>5%</b>     |

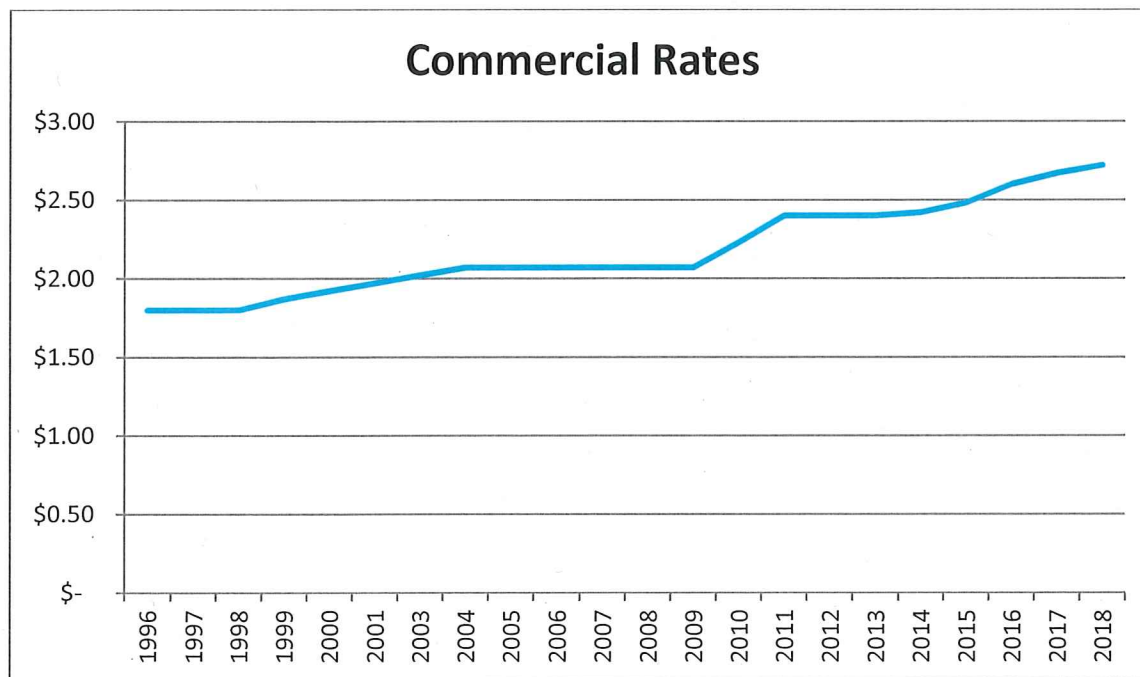
# Appendix A

## Sanitary Sewer Historical Rates

Residential rates are a flat charge per month.



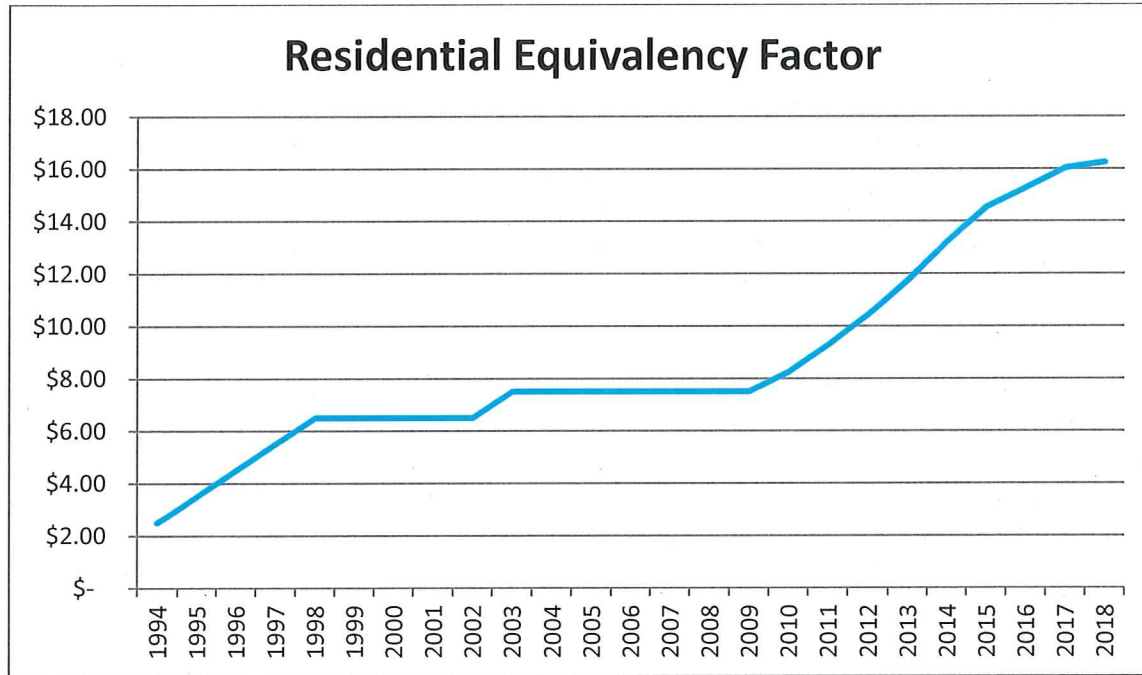
Commercial rates are based on flow or consumption charge.



## Appendix B

### Storm Water Historical Rates

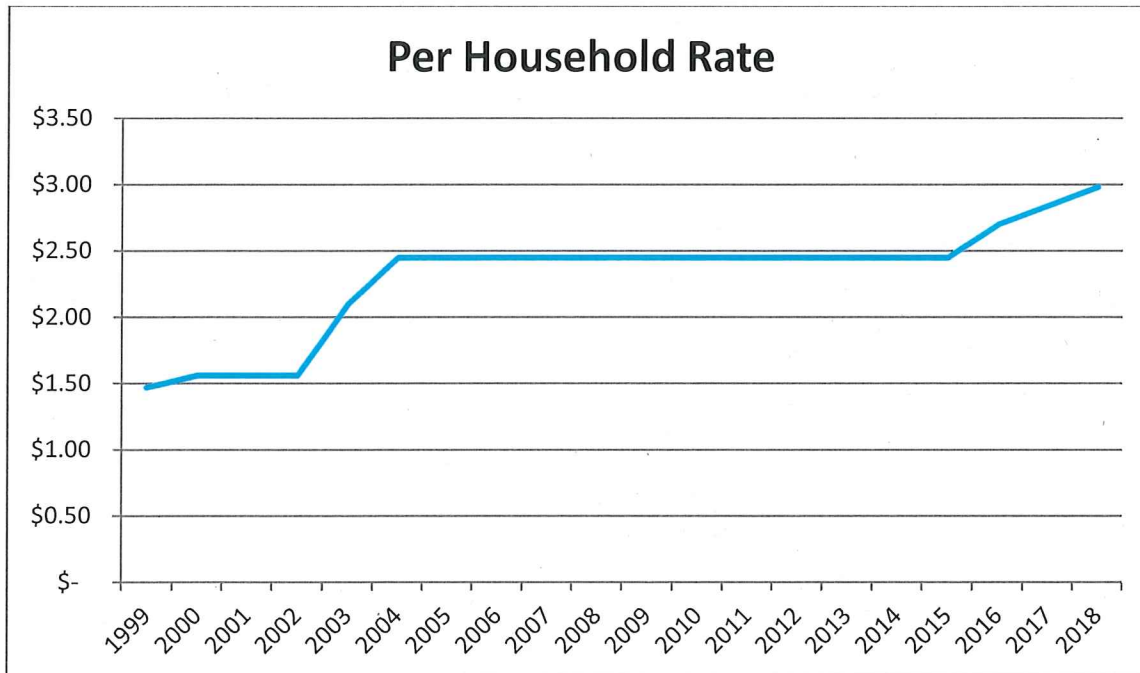
Storm Water rates are a flat charge based on Residential Equivalency Factor (REF) per month.



## Appendix C

### Recycling Historical Rates

Recycling rates are per single family household and multiplied per units. These rates are collected through the property tax system as a special assessment.



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion   X    
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER 2018 Budget and Levy

STAFF INITIAL   #3  

APPROVED BY ADMINISTRATOR

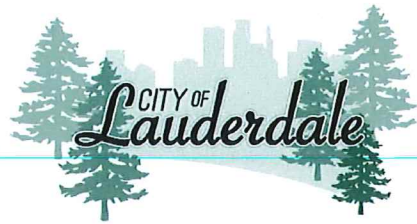
**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Included with this memo is a complete draft of the 2018 General Fund and Special Revenue Fund budgets and an updated draft of the 2018-2027 Capital Improvement Plan.

The budgets reflect the recommended increases for the recycling rates, sanitary sewer rates, and storm sewer rates. Based on the discussion, staff will make updates and bring back resolutions to the December 12 council meeting for adoption after holding the truth-in-taxation hearing.

The packet also includes materials from Ramsey County. The first document is a proposed property tax statement from someone who owns a median value home. Following is the proposed tax statement for Xcel Energy as they are our largest tax payer. Finally, there are levy and property tax comparisons from across Ramsey County.

**STAFF RECOMMENDATION:**



**CITY OF LAUDERDALE**

**BUDGET**

**2018**

November 28, 2017



CITY OF LAUDERDALE  
GENERAL FUND REVENUES  
2017

| Account Number      | Account Description              | 2016<br>Actual    | 2017<br>Adopted   | 2018<br>Proposed  |
|---------------------|----------------------------------|-------------------|-------------------|-------------------|
| 101-00000-410-31010 | CURRENT AD VALOREM TAXES         | \$ 558,494        | \$ 577,212        | \$ 634,045        |
| 101-00000-410-31020 | DELINQUENT AD VALOREM TAXES      | \$ 3,597          | \$ -              | \$ -              |
| 101-00000-410-31400 | FISCAL DISPARITIES               | \$ 115,755        | \$ 131,121        | \$ 131,469        |
| 101-00000-410-31055 | EXCESS TAX INCREMENT             | \$ -              | \$ -              | \$ -              |
| 101-00000-410-31900 | PENALTIES AND INTEREST TAXES     | \$ 219            | \$ -              | \$ -              |
|                     | <b>TAXES</b>                     | <b>\$ 678,065</b> | <b>\$ 708,333</b> | <b>\$ 765,514</b> |
| 101-00000-410-32110 | LIQUOR LICENSES                  | \$ -              | \$ 150            | \$ 150            |
| 101-00000-410-32180 | TOBACCO LICENSES                 | \$ -              | \$ 400            | \$ 400            |
| 101-00000-410-32190 | OTHER BUSINESS LICENSES          | \$ 2,255          | \$ 1,900          | \$ 2,000          |
| 101-00000-410-32192 | HVAC CONTRACTOR LICENSES         | \$ 1,400          | \$ 1,200          | \$ 1,200          |
| 101-00000-410-32240 | ANIMAL LICENSES                  | \$ 120            | \$ 100            | \$ 100            |
| 101-00000-420-32210 | BUILDING PERMITS                 | \$ 30,228         | \$ 15,500         | \$ 17,000         |
| 101-00000-420-32230 | PLUMBING & HEATING PERMITS       | \$ 8,434          | \$ 4,500          | \$ 6,000          |
| 101-00000-420-32270 | RENTAL HOUSING LICENSES          | \$ 5,335          | \$ 6,000          | \$ 4,000          |
| 101-00000-430-32261 | EXCAVATING PERMITS               | \$ -              | \$ -              | \$ -              |
|                     | <b>PERMITS &amp; LICENSES</b>    | <b>\$ 47,771</b>  | <b>\$ 29,750</b>  | <b>\$ 30,850</b>  |
| 101-00000-410-33401 | LOCAL GOVERNMENT AID             | \$ 537,502        | \$ 537,818        | \$ 539,562        |
| 101-00000-410-33422 | OTHER STATE GRANTS & AIDS        | \$ 1,198          | \$ 1,198          | \$ 1,198          |
|                     | <b>INTERGOVERNMENTAL REVENUE</b> | <b>\$ 538,700</b> | <b>\$ 539,016</b> | <b>\$ 540,760</b> |
| 101-00000-410-34101 | CITY HALL RENT                   | \$ 6,670          | \$ 4,700          | \$ 5,000          |
| 101-00000-410-34103 | ZONING & SUBDIVISION FEES        | \$ 600            | \$ 1,000          | \$ 1,000          |
| 101-00000-420-34104 | PLAN REVIEW FEES                 | \$ 6,944          | \$ 4,000          | \$ 5,000          |
| 101-00000-410-34105 | SALE OF MAPS & PUBLICATIONS      | \$ 12             | \$ 25             | \$ -              |
| 101-00000-410-34108 | ADMINISTRATIVE FEES              | \$ -              | \$ -              | \$ -              |
| 101-00000-420-34202 | SPECIAL FIRE PROTECTION SERVICES | \$ 105            | \$ 600            | \$ 600            |
| 101-00000-420-34206 | MOWING & GARBAGE CLEANUP         | \$ -              | \$ -              | \$ -              |
| 101-00000-430-34303 | SNOW REMOVAL CHARGES             | \$ -              | \$ -              | \$ -              |
| 101-00000-450-34780 | PARK SHELTER FEES                | \$ 310            | \$ 300            | \$ 300            |
| 101-00000-450-34920 | MERCHANDISE SALES                | \$ 399            | \$ 400            | \$ 400            |
|                     | <b>CHARGES FOR SERVICES</b>      | <b>\$ 15,040</b>  | <b>\$ 11,025</b>  | <b>\$ 12,300</b>  |

| Account Number      | Account Description                     | 2015<br>Actual      | 2017<br>Adopted     | 2018<br>Proposed    |
|---------------------|---|---------------------|---------------------|---------------------|
| 101-00000-420-35101 | COURT FINES & ADMINISTRATIVE PENALTIES  | \$ 35,779           | \$ 45,000           | \$ 30,000           |
| 101-00000-420-35200 | FORFEITED & SEIZED ASSETS               | \$ -                | \$ -                | \$ -                |
|                     | <b>FINES &amp; FORFEITS</b>             | <b>\$ 35,779</b>    | <b>\$ 45,000</b>    | <b>\$ 30,000</b>    |
| 101-00000-410-36101 | SPECIAL ASSESSMENTS - COUNTY            | \$ 1,233            | \$ -                | \$ -                |
| 101-00000-410-36102 | PENALTIES & INTEREST                    | \$ 574              | \$ -                | \$ -                |
| 101-00000-410-36200 | OTHER MISCELLEANOUS REVENUE             | \$ 10,135           | \$ -                | \$ -                |
| 101-00000-410-36210 | INTEREST ON INVESTMENTS                 | \$ 8,500            | \$ 2,100            | \$ 5,000            |
| 101-00000-410-36230 | CONTRIBUTIONS & DONATIONS               | \$ -                | \$ -                | \$ -                |
| 101-00000-450-36230 | CONTRIBUTIONS & DONATIONS (COMM EVENT)  | \$ 2,982            | \$ -                | \$ 2,500            |
| 101-00000-420-36260 | SURCHARGES COLLECTED                    | \$ 1,309            | \$ 800              | \$ 1,000            |
|                     | <b>MISCELLANEOUS REVENUE</b>            | <b>\$ 24,733</b>    | <b>\$ 2,900</b>     | <b>\$ 8,500</b>     |
| 101-00000-410-39101 | SALE OF CAPITAL ASSETS                  | \$ -                | \$ -                | \$ -                |
| 101-00000-410-39200 | TRANSFER IN                             | \$ -                | \$ -                | \$ -                |
|                     | <b>OTHER SOURCES</b>                    | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
|                     | <b>TOTAL GENERAL FUND REVENUE</b>       | <b>\$ 1,340,087</b> | <b>\$ 1,336,024</b> | <b>\$ 1,387,924</b> |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | <b>\$ -</b>         | <b>\$ (0)</b>       | <b>\$ -</b>         |
|                     | FUND BALANCE - January 1                | \$ 758,551          | \$ 780,967          | \$ 780,967          |
|                     | FUND BALANCE - December 31              | <u>\$ 780,967</u>   | <u>\$ 780,967</u>   | <u>\$ 780,967</u>   |

CITY OF LAUDERDALE  
GENERAL FUND EXPENSE SUMMARY  
2017

| Department Number         | Title                              | 2016<br>Actual      | 2017<br>Adopted     | 2018<br>Proposed    |
|---------------------------|------------------------------------|---------------------|---------------------|---------------------|
| 41110                     | LEGISLATIVE                        | \$ 24,888           | \$ 27,593           | \$ 27,953           |
| 41320                     | CITY ADMINISTRATION                | \$ 215,216          | \$ 216,105          | \$ 227,951          |
| 41410                     | ELECTIONS                          | \$ 22,202           | \$ 18,111           | \$ 24,851           |
| 41610                     | LEGAL                              | \$ 24,848           | \$ 23,000           | \$ 23,000           |
| 41910                     | PLANNING                           | \$ 27,883           | \$ 41,963           | \$ 47,522           |
| 41940                     | GENERAL GOVERNMENT BUILDINGS       | \$ 18,832           | \$ 18,550           | \$ 26,700           |
|                           | <b>GENERAL GOVERNMENT</b>          | <b>\$ 333,869</b>   | <b>\$ 345,322</b>   | <b>\$ 377,977</b>   |
| 42100                     | PUBLIC SAFETY                      | \$ 700,785          | \$ 727,134          | \$ 743,174          |
| 42400                     | BUILDING INSPECTIONS               | \$ 34,192           | \$ 26,431           | \$ 28,615           |
|                           | <b>PUBLIC SAFETY</b>               | <b>\$ 734,977</b>   | <b>\$ 753,565</b>   | <b>\$ 771,789</b>   |
| 43121                     | PUBLIC WORKS                       | \$ 90,389           | \$ 81,010           | \$ 88,094           |
| 43160                     | STREET LIGHTING                    | \$ 7,837            | \$ 7,000            | \$ 7,000            |
|                           | <b>PUBLIC WORKS</b>                | <b>\$ 98,226</b>    | <b>\$ 88,010</b>    | <b>\$ 95,094</b>    |
| 45200                     | PARKS & RECREATION                 | \$ 76,106           | \$ 81,127           | \$ 85,064           |
| 46500                     | ECONOMIC DEVELOPMENT               | \$ -                | \$ 20,000           | \$ 10,000           |
| 49200                     | MISCELLANEOUS UNALLOCATED EXPENSES | \$ -                | \$ 10,000           | \$ 10,000           |
| 49300                     | OTHER FINANCING USES               | \$ 87,655           | \$ 38,000           | \$ 38,000           |
|                           | <b>OTHER</b>                       | <b>\$ 163,761</b>   | <b>\$ 149,127</b>   | <b>\$ 143,064</b>   |
| <b>TOTAL EXPENDITURES</b> |                                    | <b>\$ 1,330,833</b> | <b>\$ 1,336,024</b> | <b>\$ 1,387,924</b> |

CITY OF LAUDERDALE  
 LEGISLATIVE  
 2017

| Account Number            | Account Description                 | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|-------------------------------------|------------------|------------------|------------------|
| 101-41110-410-41030       | PART TIME EMPLOYEES                 | \$ 16,500        | \$ 16,500        | \$ 16,500        |
| 101-41110-410-41220       | FICA                                | \$ 1,023         | \$ 1,023         | \$ 1,023         |
| 101-41110-410-41225       | MEDICARE                            | \$ 239           | \$ 239           | \$ 239           |
| 101-41110-410-41510       | WORKERS COMPENSATION INSURANCE      | \$ 52            | \$ 41            | \$ 41            |
|                           | <b>PERSONNEL</b>                    | <b>\$ 17,814</b> | <b>\$ 17,803</b> | <b>\$ 17,803</b> |
| 101-41110-410-42010       | OFFICE SUPPLIES                     | \$ 28            | \$ -             | \$ -             |
| 101-41110-410-42110       | GENERAL SUPPLIES                    | \$ -             | \$ 50            | \$ 50            |
| 101-41110-410-42115       | MEETINGS                            | \$ 64            | \$ 200           | \$ 200           |
| 101-41110-410-42410       | MINOR TOOLS & EQUIPMENT             | \$ -             | \$ 100           | \$ -             |
|                           | <b>SUPPLIES</b>                     | <b>\$ 92</b>     | <b>\$ 350</b>    | <b>\$ 250</b>    |
| 101-41110-410-43140       | TRAINING & EDUCATION                | \$ 1,040         | \$ 2,500         | \$ 2,500         |
| 101-41110-410-43310       | TRAVEL EXPENSE                      | \$ 735           | \$ 1,200         | \$ 1,200         |
| 101-41110-410-43510       | LEGAL NOTICES & PUBLISHING          | \$ 1,930         | \$ 1,500         | \$ 2,000         |
| 101-41110-410-43610       | INSURANCE & BONDS                   | \$ 316           | \$ 400           | \$ 400           |
| 101-41110-410-44330       | DUES & SUBSCRIPTIONS                | \$ 2,960         | \$ 3,840         | \$ 3,800         |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 6,982</b>  | <b>\$ 9,440</b>  | <b>\$ 9,900</b>  |
| 101-41110-410-45700       | OFFICE FURNITURE & EQUIPMENT        | \$ -             | \$ -             | \$ -             |
|                           | <b>CAPITAL OUTLAY</b>               | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 24,888</b> | <b>\$ 27,593</b> | <b>\$ 27,953</b> |

**NOTES:**

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

CITY OF LAUDERDALE  
CITY ADMINISTRATION  
2017

| Account Number            | Account Description                 | 2016<br>Actual    | 2017<br>Adopted   | 2018<br>Proposed  |
|---------------------------|-------------------------------------|-------------------|-------------------|-------------------|
| 101-41320-410-41010       | FULL TIME EMPLOYEES                 | \$ 123,003        | \$ 120,987        | \$ 126,150        |
| 101-41320-410-41020       | OVERTIME                            | \$ -              | \$ -              | \$ -              |
| 101-41320-410-41040       | TEMPORARY EMPLOYEES                 | \$ -              | \$ -              | \$ -              |
| 101-41320-410-41210       | PERA                                | \$ 8,552          | \$ 9,074          | \$ 9,461          |
| 101-41320-410-41220       | FICA                                | \$ 7,668          | \$ 7,501          | \$ 7,821          |
| 101-41320-410-41225       | MEDICARE                            | \$ 1,793          | \$ 1,755          | \$ 1,829          |
| 101-41320-410-41250       | DEFERRED COMPENSATION               | \$ 308            | \$ 500            | \$ 500            |
| 101-41320-410-41310       | HEALTH INSURANCE                    | \$ 17,996         | \$ 16,352         | \$ 19,172         |
| 101-41320-410-41320       | DENTAL INSURANCE                    | \$ 129            | \$ 706            | \$ 200            |
| 101-41320-410-41330       | LIFE INSURANCE                      | \$ 223            | \$ 482            | \$ 300            |
| 101-41320-410-41340       | DISABILITY INSURANCE                | \$ 187            | \$ 200            | \$ 200            |
| 101-41320-410-41420       | UNEMPLOYMENT                        | \$ -              | \$ -              | \$ -              |
| 101-41320-410-41510       | WORKERS COMPENSATION INSURANCE      | \$ 786            | \$ 968            | \$ 1,018          |
|                           | <b>PERSONNEL</b>                    | <b>\$ 160,646</b> | <b>\$ 158,525</b> | <b>\$ 166,651</b> |
| 101-41320-410-42010       | OFFICE SUPPLIES                     | \$ 729            | \$ 1,600          | \$ 1,000          |
| 101-41320-410-42020       | COMPUTER SUPPLIES                   | \$ 530            | \$ 200            | \$ 500            |
| 101-41320-410-42030       | PRINTED FORMS                       | \$ 3,710          | \$ 5,000          | \$ 4,500          |
| 101-41320-410-42110       | GENERAL SUPPLIES                    | \$ 81             | \$ 200            | \$ 200            |
| 101-41320-410-42115       | MEETING                             | \$ 41             | \$ 100            | \$ -              |
| 101-41320-410-42410       | MINOR EQUIPMENT & TOOLS             | \$ -              | \$ -              | \$ -              |
| 101-41320-410-42420       | MINOR COMPUTER EQUIPMENT            | \$ 1,783          | \$ 1,000          | \$ 1,500          |
|                           | <b>SUPPLIES</b>                     | <b>\$ 6,874</b>   | <b>\$ 8,100</b>   | <b>\$ 7,700</b>   |
| 101-41320-410-43030       | AUDITING & ACCOUNTING SERVICES      | \$ 16,720         | \$ 14,500         | \$ 15,000         |
| 101-41320-410-43090       | EXPERT & PROFESSIONAL SERVICES      | \$ 11,644         | \$ 13,780         | \$ 16,000         |
| 101-41320-410-43140       | TRAINING & EDUCATION                | \$ 1,520          | \$ 3,000          | \$ 3,000          |
| 101-41320-410-43210       | TELEPHONE & TELEGRAPH               | \$ -              | \$ -              | \$ -              |
| 101-41320-410-43220       | POSTAGE                             | \$ 3,810          | \$ 3,200          | \$ 4,000          |
| 101-41320-410-43250       | OTHER COMMUNICATIONS                | \$ 32             | \$ -              | \$ -              |
| 101-41320-410-43310       | TRAVEL EXPENSE                      | \$ 1,874          | \$ 1,500          | \$ 1,500          |
| 101-41320-410-43510       | LEGAL NOTICES & PUBLISHING          | \$ 365            | \$ 1,100          | \$ 1,000          |
| 101-41320-410-43610       | INSURANCE & BONDS                   | \$ 3,323          | \$ 3,500          | \$ 3,500          |
| 101-41320-410-44040       | VEHICLE/EQUIPMENT REPAIRS           | \$ 218            | \$ 1,500          | \$ -              |
| 101-41320-410-44160       | RENTS & LEASES                      | \$ 2,483          | \$ 2,700          | \$ 2,700          |
| 101-41320-410-44325       | BANK FEES & CHARGES                 | \$ 952            | \$ -              | \$ 1,000          |
| 101-41320-410-44330       | DUES & SUBSCRIPTIONS                | \$ 4,261          | \$ 3,500          | \$ 5,300          |
| 101-41320-410-44370       | MISCELLANEOUS CHARGES               | \$ 494            | \$ 1,200          | \$ 600            |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 47,696</b>  | <b>\$ 49,480</b>  | <b>\$ 53,600</b>  |
| 101-41320-410-45700       | OFFICE EQUIPMENT & FURNITURE        | \$ -              | \$ -              | \$ -              |
|                           | <b>CAPITAL OUTLAY</b>               | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 215,216</b> | <b>\$ 216,105</b> | <b>\$ 227,951</b> |

**NOTES**

Dues includes MCFOA, MAMA, MN GFOA, IMCA, MN City/County Management Association, Pioneer Press, Notary, RC GIS

CITY OF LAUDERDALE  
ELECTIONS  
2017

| Account Number            | Account Description                 | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|-------------------------------------|------------------|------------------|------------------|
| 101-41410-410-41010       | FULL TIME EMPLOYEES                 | \$ 10,912        | \$ 10,135        | \$ 10,745        |
| 101-41410-410-41040       | TEMPORARY EMPLOYEES                 | \$ 4,128         | \$ -             | \$ 5,000         |
| 101-41410-410-41210       | PERA                                | \$ 684           | \$ 760           | \$ 806           |
| 101-41410-410-41220       | FICA                                | \$ 679           | \$ 628           | \$ 666           |
| 101-41410-410-41225       | MEDICARE                            | \$ 159           | \$ 147           | \$ 156           |
| 101-41410-410-41250       | DEFERRED COMPENSATION               | \$ 15            | \$ -             | \$ -             |
| 101-41410-410-41310       | HEALTH INSURANCE                    | \$ 1,339         | \$ 1,533         | \$ 1,763         |
| 101-41410-410-41320       | DENTAL INSURANCE                    | \$ 14            | \$ 66            | \$ 50            |
| 101-41410-410-41330       | LIFE INSURANCE                      | \$ 14            | \$ 71            | \$ 25            |
| 101-41410-410-41340       | DISABILITY INSURANCE                | \$ 17            | \$ 40            | \$ 25            |
| 101-41410-410-41510       | WORKERS COMPENSATION INSURANCE      | \$ 77            | \$ 81            | \$ 115           |
|                           | <b>PERSONNEL</b>                    | <b>\$ 18,037</b> | <b>\$ 13,461</b> | <b>\$ 19,351</b> |
| 101-41410-410-42010       | OFFICE SUPPLIES                     | \$ -             | \$ -             | \$ -             |
| 101-41410-410-42110       | GENERAL SUPPLIES                    | \$ 291           | \$ 2,500         | \$ 1,500         |
| 101-41410-410-42410       | MINOR EQUIPMENT & TOOLS             | \$ 2,617         | \$ 1,650         | \$ 2,500         |
|                           | <b>SUPPLIES</b>                     | <b>\$ 2,908</b>  | <b>\$ 4,150</b>  | <b>\$ 4,000</b>  |
| 101-41410-410-43510       | LEGAL NOTICES PUBLISHING            | \$ 474           | \$ -             | \$ 500           |
| 101-41410-410-44370       | MISCELLANEOUS CHARGES (AB VOTING)   | \$ 782           | \$ 500           | \$ 1,000         |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 1,256</b>  | <b>\$ 500</b>    | <b>\$ 1,500</b>  |
| 101-41410-410-45700       | OFFICE EQUIPMENT & FURNITURE        | \$ -             | \$ -             | \$ -             |
|                           | <b>CAPITAL OUTLAY</b>               | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 22,202</b> | <b>\$ 18,111</b> | <b>\$ 24,851</b> |

CITY OF LAUDERDALE  
LEGAL  
2017

| Account Number            | Account Description            | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|--------------------------------|------------------|------------------|------------------|
| 101-41610-410-43040       | LEGAL SERVICES - CIVIL PROCESS | \$ 12,898        | \$ 11,500        | \$ 11,500        |
| 101-41610-410-43045       | LEGAL SERVICES - PROSECUTION   | \$ 11,950        | \$ 11,500        | \$ 11,500        |
|                           | OTHER SERVICES & CHARGES       | \$ 24,848        | \$ 23,000        | \$ 23,000        |
| <b>TOTAL EXPENDITURES</b> |                                | <u>\$ 24,848</u> | <u>\$ 23,000</u> | <u>\$ 23,000</u> |

CITY OF LAUDERDALE  
 PLANNING, ZONING & INSPECTIONS  
 2017

| Account Number            | Account Description                 | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|-------------------------------------|------------------|------------------|------------------|
| 101-41910-410-41010       | FULL TIME EMPLOYEES                 | \$ 20,224        | \$ 22,601        | \$ 23,739        |
| 101-41910-410-41210       | PERA                                | \$ 1,315         | \$ 1,694         | \$ 1,780         |
| 100-41910-410-41220       | FICA                                | \$ 1,184         | \$ 1,402         | \$ 1,472         |
| 101-41910-410-41225       | MEDICARE                            | \$ 277           | \$ 328           | \$ 344           |
| 101-41910-410-41250       | DEFERRED COMPENSATION               | \$ (379)         | \$ -             | \$ -             |
| 101-41910-410-41310       | HEALTH INSURANCE                    | \$ 3,683         | \$ 3,577         | \$ 3,547         |
| 101-41910-410-41320       | DENTAL INSURANCE                    | \$ (33)          | \$ 154           | \$ 200           |
| 101-41910-410-41330       | LIFE INSURANCE                      | \$ (322)         | \$ 400           | \$ 400           |
| 101-41910-410-41340       | DISABILITY INSURANCE                | \$ (5)           | \$ 289           | \$ 200           |
| 101-41910-410-41510       | WORKERS COMPENSATION INSURANCE      | \$ 852           | \$ 868           | \$ 190           |
|                           | <b>PERSONNEL</b>                    | <b>\$ 26,794</b> | <b>\$ 31,313</b> | <b>\$ 31,872</b> |
| 101-41910-410-42010       | OFFICE SUPPLIES                     | \$ -             | \$ -             | \$ -             |
| 101-41910-410-42030       | PRINTED FORMS                       | \$ -             | \$ -             | \$ -             |
| 101-41910-410-42110       | GENERAL SUPPLIES                    | \$ -             | \$ -             | \$ -             |
|                           | <b>SUPPLIES</b>                     | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
| 101-41910-410-43090       | EXPERT & PROFESSIONAL SERVICES      | \$ 452           | \$ 10,000        | \$ 15,000        |
| 101-41910-410-43140       | TRAINING & EDUCATION                | \$ -             | \$ -             | \$ -             |
| 101-41910-410-43220       | POSTAGE                             | \$ 49            | \$ 250           | \$ 250           |
| 101-41910-410-43610       | INSURANCE & BONDS                   | \$ 369           | \$ 400           | \$ 400           |
| 101-41910-410-44330       | DUES AND SUBSCRIPTIONS              | \$ 219           | \$ -             | \$ -             |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 1,089</b>  | <b>\$ 10,650</b> | <b>\$ 15,650</b> |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 27,883</b> | <b>\$ 41,963</b> | <b>\$ 47,522</b> |



CITY OF LAUDERDALE  
GENERAL GOVERNMENT BUILDINGS  
2017

| Account Number            | Account Description                 | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|-------------------------------------|------------------|------------------|------------------|
| 101-41940-410-42110       | GENERAL SUPPLIES                    | \$ 1,266         | \$ 500           | \$ 1,000         |
| 101-41940-410-42230       | BUILDING REPAIR SUPPLIES            | \$ -             | \$ -             | \$ -             |
| 101-41940-410-42410       | MINOR EQUIPMENT & TOOLS             | \$ 533           | \$ -             | \$ -             |
|                           | <b>SUPPLIES</b>                     | <b>\$ 1,799</b>  | <b>\$ 500</b>    | <b>\$ 1,000</b>  |
| 101-41940-410-43090       | EXPERT & PROFESSIONAL SERVICES      | \$ -             | \$ -             | \$ -             |
| 101-41940-410-43210       | TELEPHONE & TELEGRAPH               | \$ 1,740         | \$ 2,400         | \$ 2,400         |
| 101-41940-410-43250       | OTHER COMMUNICATIONS (INTERNET)     | \$ -             | \$ -             | \$ 6,000         |
| 101-41940-410-43610       | INSURANCE & BONDS                   | \$ 3,006         | \$ 3,200         | \$ 3,200         |
| 101-41940-410-43810       | ELECTRIC UTILITIES                  | \$ 4,312         | \$ 3,200         | \$ 4,000         |
| 101-41940-410-43820       | WATER UTILITIES                     | \$ 595           | \$ 150           | \$ 600           |
| 101-41940-410-43830       | GAS UTILITIES                       | \$ 2,687         | \$ 3,000         | \$ 3,000         |
| 101-41940-410-43840       | REFUSE DISPOSAL                     | \$ 3,746         | \$ 3,500         | \$ 4,000         |
| 101-41940-410-43850       | SEWER UTILITIES                     | \$ -             | \$ 100           | \$ -             |
| 101-41940-410-44010       | BUILDING MAINTENANCE                | \$ 534           | \$ 2,500         | \$ 2,500         |
| 101-41940-410-44040       | VEHICLE/EQUIPMENT REPAIRS           | \$ 114           | \$ -             | \$ -             |
| 101-41940-410-44160       | RENTS & LEASES                      | \$ 298           | \$ -             | \$ -             |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 17,033</b> | <b>\$ 18,050</b> | <b>\$ 25,700</b> |
| 101-41940-410-45700       | OFFICE FURNITURE & EQUIPMENT        | \$ -             | \$ -             | \$ -             |
|                           | <b>CAPITAL OUTLAY</b>               | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 18,832</b> | <b>\$ 18,550</b> | <b>\$ 26,700</b> |

**NOTES:**

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

CITY OF LAUDERDALE  
PUBLIC SAFETY  
2017

| Account Number            | Account Description                 | 2016<br>Actual    | 2017<br>Adopted   | 2018<br>Proposed  |
|---------------------------|-------------------------------------|-------------------|-------------------|-------------------|
| 101-42100-420-43100       | DISPATCH                            | \$ 17,174         | \$ 18,469         | \$ 17,773         |
| 101-42100-420-43110       | POLICE CONTRACT                     | \$ 653,026        | \$ 672,590        | \$ 692,701        |
| 101-42100-420-44370       | MISCELLANEOUS CHARGES               | \$ 162            | \$ 75             | \$ 200            |
| 101-42220-420-43120       | FIRE CONTRACT                       | \$ 18,410         | \$ 18,000         | \$ 18,500         |
| 101-42220-420-43125       | FIRE CALLS & INSPECTIONS            | \$ 12,013         | \$ 18,000         | \$ 14,000         |
| 101-42200-420-44370       | MISCELLANEOUS CHARGES               | \$ -              | \$ -              | \$ -              |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 700,785</b> | <b>\$ 727,134</b> | <b>\$ 743,174</b> |
| 101-42220-420-45400       | MACHINERY & EQUIPMENT               | \$ -              | \$ -              | \$ -              |
|                           | <b>CAPITAL OUTLAY</b>               | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 700,785</b> | <b>\$ 727,134</b> | <b>\$ 743,174</b> |

CITY OF LAUDERDALE  
 BUILDING INSPECTIONS  
 2017

| Account Number            | Account Description                 | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|-------------------------------------|------------------|------------------|------------------|
| 101-42400-420-41010       | FULL TIME EMPLOYEES                 | \$ 21,613        | \$ 16,944        | \$ 17,562        |
| 101-42400-420-42010       | OVERTIME                            | \$ 36            | \$ -             | \$ -             |
| 101-42400-420-41210       | PERA                                | \$ 1,624         | \$ 1,271         | \$ 1,317         |
| 101-42400-420-41220       | FICA                                | \$ 1,558         | \$ 1,051         | \$ 1,089         |
| 101-42400-420-41225       | MEDICARE                            | \$ 364           | \$ 246           | \$ 255           |
| 101-42400-420-41250       | DEFERRED COMPENSATION               | \$ 2,266         | \$ 2,259         | \$ 1,829         |
| 101-42400-420-41310       | HEALTH INSURANCE                    | \$ -             | \$ -             | \$ -             |
| 101-42400-420-41320       | DENTAL INSURANCE                    | \$ 112           | \$ 111           | \$ 100           |
| 101-42400-420-41330       | LIFE INSURANCE                      | \$ 527           | \$ 25            | \$ 500           |
| 101-42400-420-41340       | DISABILITY INSURANCE                | \$ 65            | \$ 25            | \$ 55            |
| 101-42400-420-41510       | WORKERS COMPENSATION INSURANCE      | \$ 607           | \$ 650           | \$ 808           |
|                           | <b>PERSONNEL</b>                    | <b>\$ 28,772</b> | <b>\$ 22,581</b> | <b>\$ 23,515</b> |
| 101-42400-420-42030       | PRINTED FORMS                       | \$ -             | \$ -             | \$ -             |
| 101-42400-420-42110       | GENERAL SUPPLIES                    | \$ -             | \$ -             | \$ -             |
|                           | <b>SUPPLIES</b>                     | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
| 101-42400-420-43090       | EXPERT & PROFESSIONAL SERVICES      | \$ 2,975         | \$ 2,000         | \$ 3,000         |
| 101-42400-420-43140       | TRAINING & EDUCATION                | \$ 550           | \$ 600           | \$ 600           |
| 101-42400-420-43220       | POSTAGE                             | \$ 227           | \$ 50            | \$ -             |
| 101-42400-420-43310       | TRAVEL EXPENSES                     | \$ -             | \$ -             | \$ -             |
| 101-42400-420-43510       | LEGAL NOTICES PUBLISHING            | \$ -             | \$ -             | \$ -             |
| 101-42400-420-43610       | INSURANCE & BONDS                   | \$ 369           | \$ 400           | \$ 400           |
| 101-42400-420-44330       | DUES & SUBSCRIPTIONS                | \$ 122           | \$ -             | \$ 100           |
| 101-42400-420-44380       | BUILDING PERMIT SURCHARGES          | \$ 1,177         | \$ 800           | \$ 1,000         |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 5,420</b>  | <b>\$ 3,850</b>  | <b>\$ 5,100</b>  |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 34,192</b> | <b>\$ 26,431</b> | <b>\$ 28,615</b> |

CITY OF LAUDERDALE  
PUBLIC WORKS  
2017

| Account Number            | Account Description                 | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|-------------------------------------|------------------|------------------|------------------|
| 101-43121-430-41010       | FULL TIME EMPLOYEES                 | \$ 34,285        | \$ 32,039        | \$ 37,730        |
| 101-43121-430-41020       | OVERTIME                            | \$ 267           | \$ 3,000         | \$ -             |
| 101-43121-430-41040       | TEMPORARY EMPLOYEES                 | \$ -             | \$ -             | \$ -             |
| 101-43121-430-41210       | PERA                                | \$ 2,498         | \$ 2,628         | \$ 2,680         |
| 101-43121-430-41220       | FICA                                | \$ 2,464         | \$ 2,172         | \$ 2,339         |
| 101-43131-430-41225       | MEDICARE                            | \$ 576           | \$ 509           | \$ 547           |
| 101-43121-430-41250       | DEFERRED COMPENSATION               | \$ 4,758         | \$ 5,221         | \$ 5,612         |
| 101-43121-430-41310       | HEALTH INSURANCE                    | \$ 499           | \$ -             | \$ -             |
| 101-43121-430-41320       | DENTAL INSURANCE                    | \$ 36            | \$ 111           | \$ 50            |
| 101-43121-430-41330       | LIFE INSURANCE                      | \$ 186           | \$ 200           | \$ 200           |
| 101-43121-430-41340       | DISABILITY INSURANCE                | \$ 49            | \$ 168           | \$ 100           |
| 101-43121-430-41510       | WORKERS COMPENSATION INSURANCE      | \$ 1,617         | \$ 1,612         | \$ 1,736         |
|                           | <b>PERSONNEL</b>                    | <b>\$ 47,234</b> | <b>\$ 47,660</b> | <b>\$ 50,994</b> |
| 101-43121-430-42110       | GENERAL SUPPLIES                    | \$ 714           | \$ 500           | \$ 700           |
| 101-43121-430-42120       | MOTOR FUELS                         | \$ 2,126         | \$ 3,000         | \$ 2,500         |
| 101-43121-430-42130       | LUBRICANTS & ADDITIVES              | \$ 147           | \$ -             | \$ 150           |
| 101-43121-430-42160       | CHEMICALS & CHEMICAL PRODUCTS       | \$ -             | \$ -             | \$ -             |
| 101-43121-430-42170       | SAFETY EQUIPMENT                    | \$ -             | \$ -             | \$ -             |
| 101-43121-430-42210       | VEHICLE/EQUIPMENT PARTS             | \$ 99            | \$ 1,500         | \$ 1,500         |
| 101-43121-430-42220       | TIRES                               | \$ -             | \$ -             | \$ -             |
| 101-43121-430-42240       | STREET MAINTENANCE MATERIALS        | \$ -             | \$ -             | \$ -             |
| 101-43121-430-42410       | MINOR EQUIPMENT & TOOLS             | \$ 20            | \$ 1,000         | \$ 1,000         |
| 101-43121-430-42420       | MINOR COMPUTER EQUIPMENT            | \$ -             | \$ -             | \$ -             |
|                           | <b>SUPPLIES</b>                     | <b>\$ 3,105</b>  | <b>\$ 6,000</b>  | <b>\$ 5,850</b>  |
| 101-43121-430-43030       | ENGINEERING                         | \$ 2,159         | \$ -             | \$ 1,000         |
| 101-43121-430-43090       | EXPERT & PROFESSIONAL SERVICES      | \$ 28,092        | \$ 19,650        | \$ 12,000        |
| 101-43121-430-43095       | SNOW REMOVAL CONTRACTS              | \$ -             | \$ -             | \$ 14,000        |
| 101-43121-430-43140       | TRAINING & EDUCATION                | \$ 460           | \$ -             | \$ 500           |
| 101-43121-430-43210       | TELEPHONE & TELEGRAPH               | \$ 375           | \$ -             | \$ -             |
| 101-43121-430-43310       | TRAVEL EXPENSE                      | \$ 43            | \$ -             | \$ -             |
| 101-43121-430-43610       | INSURANCE & BONDS                   | \$ 2,053         | \$ 2,200         | \$ 2,200         |
| 101-43121-430-44010       | BUILDING MAINTENANCE                | \$ 20            | \$ 4,000         | \$ -             |
| 101-43121-430-44040       | VEHICLE/EQUIPMENT REPAIRS           | \$ 6,776         | \$ 1,500         | \$ 1,500         |
| 101-43121-430-44160       | RENTS & LEASES                      | \$ -             | \$ -             | \$ -             |
| 101-43121-430-44330       | DUES & SUBSCRIPTIONS                | \$ 40            | \$ -             | \$ -             |
| 101-43121-430-44390       | TAXES & LICENSES                    | \$ 32            | \$ -             | \$ 50            |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 40,049</b> | <b>\$ 27,350</b> | <b>\$ 31,250</b> |
| 101-43121-430-45400       | MACHINERY & EQUIPMENT               | \$ -             | \$ -             | \$ -             |
|                           | <b>CAPITAL OUTLAY</b>               | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 90,389</b> | <b>\$ 81,010</b> | <b>\$ 88,094</b> |

CITY OF LAUDERDALE  
 STREET LIGHTING  
 2017

| Account Number            | Account Description       | 2016<br>Actual  | 2017<br>Adopted | 2018<br>Proposed |
|---------------------------|---------------------------|-----------------|-----------------|------------------|
| 101-43160-430-43810       | ELECTRIC UTILITIES        | \$ 7,162        | \$ 7,000        | \$ 7,000         |
| 101-43160-430-44040       | VEHICLE/EQUIPMENT REPAIRS | \$ 675          | \$ -            | \$ -             |
|                           | OTHER SERVICES & CHARGES  | \$ 7,837        | \$ 7,000        | \$ 7,000         |
| <b>TOTAL EXPENDITURES</b> |                           | <u>\$ 7,837</u> | <u>\$ 7,000</u> | <u>\$ 7,000</u>  |

CITY OF LAUDERDALE  
PARKS & RECREATION  
2017

| Account Number            | Account Description                 | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|-------------------------------------|------------------|------------------|------------------|
| 101-45200-450-41010       | FULL TIME EMPLOYEES                 | \$ 45,901        | \$ 46,278        | \$ 50,797        |
| 101-45200-450-41020       | OVERTIME                            | \$ 206           | \$ -             | \$ -             |
| 101-45200-450-41040       | TEMPORARY EMPLOYEES                 | \$ 2,873         | \$ 6,000         | \$ 6,000         |
| 101-45200-450-41210       | PERA                                | \$ 3,192         | \$ 3,025         | \$ 3,600         |
| 101-45200-450-41220       | FICA                                | \$ 3,359         | \$ 3,241         | \$ 3,521         |
| 101-45200-450-41225       | MEDICARE                            | \$ 755           | \$ 758           | \$ 824           |
| 101-45200-450-41250       | DEFERRED COMPENSATION               | \$ 4,933         | \$ 4,754         | \$ 5,542         |
| 101-45200-450-41310       | HEALTH INSURANCE                    | \$ 2,841         | \$ 3,066         | \$ 3,000         |
| 101-45200-450-41320       | DENTAL INSURANCE                    | \$ 57            | \$ 176           | \$ 175           |
| 101-45200-450-41330       | LIFE INSURANCE                      | \$ 122           | \$ 400           | \$ 200           |
| 101-45200-450-41340       | DISABILITY INSURANCE                | \$ 81            | \$ 154           | \$ 150           |
| 101-45200-450-41420       | UNEMPLOYMENT                        | \$ 302           | \$ -             | \$ -             |
| 101-45200-450-41510       | WORKERS COMPENSATION INSURANCE      | \$ 1,396         | \$ 1,415         | \$ 1,555         |
|                           | <b>PERSONNEL</b>                    | <b>\$ 66,017</b> | <b>\$ 69,267</b> | <b>\$ 75,364</b> |
| 101-45200-450-42030       | PRINTED FORMS                       | \$ -             | \$ -             | \$ -             |
| 101-45200-450-42110       | GENERAL SUPPLIES                    | \$ 1,320         | \$ 450           | \$ 500           |
| 101-45200-450-42115       | MEETINGS                            | \$ 122           | \$ -             | \$ -             |
| 101-45200-450-42120       | MOTOR FUELS                         | \$ -             | \$ -             | \$ -             |
| 101-45200-450-42160       | CHEMICALS & CHEMICAL PRODUCTS       | \$ -             | \$ -             | \$ -             |
| 101-45200-450-42210       | VEHICLE/EQUIPMENT PARTS             | \$ -             | \$ 500           | \$ 500           |
| 101-45200-450-42220       | TIRES                               | \$ -             | \$ -             | \$ -             |
| 101-45200-450-42230       | BUILDING REPAIR SUPPLIES            | \$ 47            | \$ 1,000         | \$ -             |
| 101-45200-450-42410       | MINOR EQUIPMENT & TOOLS             | \$ 1,256         | \$ -             | \$ -             |
|                           | <b>SUPPLIES</b>                     | <b>\$ 2,744</b>  | <b>\$ 1,950</b>  | <b>\$ 1,000</b>  |
| 101-45200-450-43090       | EXPERT & PROFESSIONAL SERVICES      | \$ -             | \$ 700           | \$ -             |
| 101-45200-450-43130       | COMMUNITY EVENTS                    | \$ 2,214         | \$ 3,000         | \$ 3,000         |
| 101-45200-450-43140       | TRAINING & EDUCATION                | \$ -             | \$ -             | \$ -             |
| 101-45200-450-43210       | TELEPHONE & TELEGRAPH               | \$ 28            | \$ 50            | \$ -             |
| 101-45200-450-43310       | TRAVEL EXPENSE                      | \$ -             | \$ -             | \$ -             |
| 101-45200-450-43610       | INSURANCE & BONDS                   | \$ 714           | \$ 800           | \$ 800           |
| 101-45200-450-43810       | ELECTRIC UTILITIES                  | \$ 332           | \$ 500           | \$ 400           |
| 101-45200-450-43820       | WATER UTILITIES                     | \$ 517           | \$ 260           | \$ 600           |
| 101-45200-450-43830       | GAS UTILITIES                       | \$ 440           | \$ 700           | \$ 500           |
| 101-45200-450-43840       | REFUSE DISPOSAL                     | \$ -             | \$ -             | \$ -             |
| 101-45200-450-44010       | BUILDING MAINTENANCE                | \$ -             | \$ -             | \$ -             |
| 101-45200-450-44040       | VEHICLE/EQUIPMENT MAINTENANCE       | \$ -             | \$ 1,000         | \$ -             |
| 101-45200-450-44160       | RENTS & LEASES (PORTABLE RESTROOM)  | \$ 1,296         | \$ 1,200         | \$ 1,500         |
| 101-45200-450-44382       | RECREATION PROGRAMS                 | \$ 1,805         | \$ 1,700         | \$ 1,900         |
|                           | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 7,345</b>  | <b>\$ 9,910</b>  | <b>\$ 8,700</b>  |
| 101-45200-450-45200       | BUILDING & IMPROVEMENTS             | \$ -             | \$ -             | \$ -             |
|                           | <b>CAPITAL OUTLAY</b>               | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>TOTAL EXPENDITURES</b> |                                     | <b>\$ 76,106</b> | <b>\$ 81,127</b> | <b>\$ 85,064</b> |

CITY OF LAUDERDALE  
 ECONOMIC DEVELOPMENT  
 2017

| Account Number            | Account Description      | 2016<br>Actual | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|--------------------------|----------------|------------------|------------------|
| 101-46500-462-43090       | CONSULTING FEES          | \$ -           | \$ 20,000        | \$ 10,000        |
| 101-46500-462-44370       | MISCELLANEOUS            | \$ -           | \$ -             | \$ -             |
|                           | OTHER SERVICES & CHARGES | \$ -           | \$ 20,000        | \$ 10,000        |
| <b>TOTAL EXPENDITURES</b> |                          | <u>\$ -</u>    | <u>\$ 20,000</u> | <u>\$ 10,000</u> |

CITY OF LAUDERDALE  
 MISCELLANEOUS UNALLOCATED EXPENDITURES  
 2017

| Account Number            | Account Description      | 2016<br>Actual | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|--------------------------|----------------|------------------|------------------|
| 101-49200-410-48100       | CONTINGENCY              | \$ -           | \$ 10,000        | \$ 10,000        |
|                           | OTHER SERVICES & CHARGES | \$ -           | \$ 10,000        | \$ 10,000        |
| <b>TOTAL EXPENDITURES</b> |                          | <u>\$ -</u>    | <u>\$ 10,000</u> | <u>\$ 10,000</u> |



CITY OF LAUDERDALE  
OTHER FINANCING USES  
2017

| Account Number            | Account Description | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------------|---------------------|------------------|------------------|------------------|
| 101-49300-410-47200       | TRANSFER OUT        | \$ 87,655        | \$ 38,000        | \$ 38,000        |
|                           | TRANSFERS           | \$ 87,655        | \$ 38,000        | \$ 38,000        |
| <b>TOTAL EXPENDITURES</b> |                     | <u>\$ 87,655</u> | <u>\$ 38,000</u> | <u>\$ 38,000</u> |



**CITY OF LAUDERDALE**  
**SPECIAL REVENUE FUNDS**  
**CAPITAL FUNDS**  
**ENTERPRISE FUNDS**  
**BUDGET 2018**

November 28, 2017

CITY OF LAUDERDALE  
SPECIAL REVENUE FUNDS  
2017

| Fund | Fund Title                | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|------|---------------------------|------------------|------------------|------------------|
| 226  | COMMUNICATIONS            | \$ 21,758        | \$ 20,025        | \$ 20,040        |
| 227  | RECYCLING                 | \$ 45,937        | \$ 43,350        | \$ 47,292        |
|      | <b>TOTAL REVENUES</b>     | <b>\$ 67,695</b> | <b>\$ 63,375</b> | <b>\$ 67,332</b> |
|      |                           |                  |                  |                  |
| 226  | COMMUNICATIONS            | \$ 17,024        | \$ 15,943        | \$ 17,267        |
| 227  | RECYCLING                 | \$ 50,800        | \$ 56,610        | \$ 53,090        |
|      | <b>TOTAL EXPENDITURES</b> | <b>\$ 67,824</b> | <b>\$ 72,553</b> | <b>\$ 70,357</b> |

CITY OF LAUDERDALE  
COMMUNICATIONS  
2017

| Account Number      | Account Description                     | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------|---|------------------|------------------|------------------|
| 226-00000-410-31810 | FRANCHISE TAX                           | \$ 21,720        | \$ 20,000        | \$ 20,000        |
| 226-00000-410-36210 | INTEREST ON INVESTMENTS                 | \$ 38            | \$ 25            | \$ 40            |
|                     | <b>TOTAL REVENUES</b>                   | <b>\$ 21,758</b> | <b>\$ 20,025</b> | <b>\$ 20,040</b> |
| 226-49840-410-41010 | FULL TIME EMPLOYEES                     | \$ 6,255         | \$ 5,902         | \$ 6,232         |
| 226-49840-410-41210 | PERA                                    | \$ 402           | \$ 443           | \$ 467           |
| 226-49840-410-41220 | FICA                                    | \$ 389           | \$ 366           | \$ 386           |
| 226-49840-410-41225 | MEDICARE                                | \$ 91            | \$ 85            | \$ 90            |
| 226-49840-410-41250 | DEFERRED COMPENSATION                   | \$ 15            | \$ -             | \$ -             |
| 226-49840-410-41310 | HEALTH INSURANCE                        | \$ 933           | \$ 1,022         | \$ 1,207         |
| 226-49840-410-41320 | DENTAL INSURANCE                        | \$ 14            | \$ 44            | \$ 15            |
| 226-49840-410-41330 | LIFE INSURANCE                          | \$ 8             | \$ 24            | \$ 10            |
| 226-49840-410-41340 | DISABILITY INSURANCE                    | \$ 11            | \$ 10            | \$ 10            |
| 226-49840-410-41510 | WORKERS COMPENSATION INSURANCE          | \$ 39            | \$ 47            | \$ 50            |
|                     | <b>PERSONNEL</b>                        | <b>\$ 8,158</b>  | <b>\$ 7,943</b>  | <b>\$ 8,467</b>  |
| 226-49840-410-42020 | COMPUTER SERVICES                       | \$ -             | \$ 600           | \$ 600           |
|                     | <b>SUPPLIES</b>                         | <b>\$ -</b>      | <b>\$ 600</b>    | <b>\$ 600</b>    |
| 226-49840-410-43130 | SPECIAL PROGRAMS                        | \$ 4,300         | \$ 2,400         | \$ 3,200         |
| 226-49840-410-44160 | RENTS & LEASES (CABLE COMM FEE)         | \$ 4,566         | \$ 5,000         | \$ 5,000         |
| 226-49840-410-44370 | MISCELLANEOUS CHARGES                   | \$ -             | \$ -             | \$ -             |
|                     | <b>OTHER SERVICES &amp; CHARGES</b>     | <b>\$ 8,866</b>  | <b>\$ 7,400</b>  | <b>\$ 8,200</b>  |
| 226-49840-410-45700 | OFFICE EQUIPMENT & FURNITURE            | \$ -             | \$ -             | \$ -             |
|                     | <b>CAPITAL OUTLAY</b>                   | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |
|                     | <b>TOTAL EXPENDITURES</b>               | <b>\$ 17,024</b> | <b>\$ 15,943</b> | <b>\$ 17,267</b> |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | <b>\$ 4,734</b>  | <b>\$ 4,082</b>  | <b>\$ 2,773</b>  |

CITY OF LAUDERDALE  
 RECYCLING  
 2017

| Account Number      | Account Description                     | 2016<br>Actual    | 2017<br>Adopted    | 2018<br>Proposed  |
|---------------------|---|-------------------|--------------------|-------------------|
| 227-00000-430-33620 | COUNTY GRANTS                           | \$ 5,977          | \$ 6,000           | \$ 5,832          |
| 227-00000-430-36101 | SPECIAL ASSESSMENTS - COUNTY            | \$ 38,533         | \$ 36,750          | \$ 40,460         |
| 227-00000-430-36102 | PENALTIES & INTEREST                    | \$ 94             | \$ -               | \$ -              |
| 227-00000-430-36210 | INTEREST ON INVESTMENTS                 | \$ 1,333          | \$ 600             | \$ 1,000          |
|                     | <b>TOTAL REVENUES</b>                   | <b>\$ 45,937</b>  | <b>\$ 43,350</b>   | <b>\$ 47,292</b>  |
| 227-43245-430-41010 | FULL TIME EMPLOYEES                     | \$ 15,869         | \$ 15,748          | \$ 16,374         |
| 227-43245-430-41210 | PERA                                    | \$ 1,123          | \$ 1,181           | \$ 1,228          |
| 227-43245-430-41220 | FICA                                    | \$ 989            | \$ 976             | \$ 1,015          |
| 227-43245-430-41225 | MEDICARE                                | \$ 231            | \$ 229             | \$ 237            |
| 227-43245-430-41250 | DEFERRED COMPENSATION                   | \$ 50             | \$ -               | \$ 60             |
| 227-43245-430-41310 | HEALTH INSURANCE                        | \$ 2,496          | \$ 2,665           | \$ 2,945          |
| 227-43245-430-41320 | DENTAL INSURANCE                        | \$ 36             | \$ 110             | \$ 40             |
| 227-43245-430-41330 | LIFE INSURANCE                          | \$ 28             | \$ 150             | \$ 30             |
| 227-43245-430-41340 | DISABILITY INSURANCE                    | \$ 28             | \$ 75              | \$ 30             |
| 227-43245-430-41510 | WORKERS COMPENSATION INSURANCE          | \$ 102            | \$ 126             | \$ 131            |
|                     | <b>PERSONNEL</b>                        | <b>\$ 20,952</b>  | <b>\$ 21,260</b>   | <b>\$ 22,090</b>  |
| 227-43245-430-42110 | GENERAL SUPPLIES                        | \$ -              | \$ 350             | \$ -              |
| 227-43245-430-42115 | MEETING EXPENSES                        | \$ -              | \$ -               | \$ -              |
|                     | <b>SUPPLIES</b>                         | <b>\$ -</b>       | <b>\$ 350</b>      | <b>\$ -</b>       |
| 227-43245-430-43130 | RECYCLING CONTRACTOR                    | \$ 29,848         | \$ 35,000          | \$ 31,000         |
| 227-43245-430-43430 | ADVERTISING - OTHER                     | \$ -              | \$ -               | \$ -              |
| 227-43245-430-44330 | DUES & SUBSCRIPTIONS                    | \$ -              | \$ -               | \$ -              |
|                     | <b>OTHER SERVICES &amp; CHARGES</b>     | <b>\$ 29,848</b>  | <b>\$ 35,000</b>   | <b>\$ 31,000</b>  |
|                     | <b>TOTAL EXPENDITURES</b>               | <b>\$ 50,800</b>  | <b>\$ 56,610</b>   | <b>\$ 53,090</b>  |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | <b>\$ (4,863)</b> | <b>\$ (13,260)</b> | <b>\$ (5,798)</b> |

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT FUNDS  
 2017

| Fund | Fund Title                | 2016<br>Actual    | 2017<br>Adopted   | 2018<br>Proposed |
|------|---------------------------|-------------------|-------------------|------------------|
| 401  | GENERAL CAPITAL           | \$ 776            | \$ 500            | \$ 500           |
| 403  | STREET CAPITAL            | \$ 6,554          | \$ 3,500          | \$ 6,000         |
| 404  | PARK CAPITAL              | \$ 3,793          | \$ 2,000          | \$ 3,000         |
| 405  | ROSEHILL TAX INCREMENT    | \$ 484            | \$ -              | \$ -             |
| 414  | DEVELOPMENT               | \$ 145,859        | \$ 38,500         | \$ 39,000        |
| 415  | HOUSING REDEVELOPMENT     | \$ 0              | \$ -              | \$ -             |
|      | <b>TOTAL REVENUES</b>     | <b>\$ 157,466</b> | <b>\$ 44,500</b>  | <b>\$ 48,500</b> |
| 401  | GENERAL CAPITAL           | \$ 50,431         | \$ 48,000         | \$ 10,000        |
| 402  | STREET CAPITAL            | \$ -              | \$ 40,000         | \$ 40,000        |
| 404  | PARK CAPITAL              | \$ -              | \$ 8,000          | \$ 25,000        |
| 405  | ROSEHILL TAX INCREMENT    | \$ 991            | \$ -              | \$ -             |
| 414  | DEVELOPMENT               | \$ 21,060         | \$ 10,000         | \$ 10,000        |
| 415  | HOUSING REDEVELOPMENT     | \$ 89,307         | \$ -              | \$ -             |
|      | <b>TOTAL EXPENDITURES</b> | <b>\$ 161,789</b> | <b>\$ 106,000</b> | <b>\$ 85,000</b> |

CITY OF LAUDERDALE  
GENERAL CAPITAL  
2017

| Account Number      | Account Description                     | 2016<br>Actual   | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------|---|------------------|------------------|------------------|
| 401-00000-410-33422 | OTHER STATE GRANTS & AIDS               | \$ -             | \$ -             | \$ -             |
| 401-00000-410-36200 | OTHER MISCELLANEOUS REVENUE             | \$ 5             | \$ -             | \$ -             |
| 401-00000-410-36210 | INTEREST ON INVESTMENTS                 | \$ 771           | \$ 500           | \$ 500           |
| 401-00000-410-39200 | TRANSFER IN                             | \$ -             | \$ -             | \$ -             |
|                     | <b>TOTAL REVENUES</b>                   | <u>\$ 776</u>    | <u>\$ 500</u>    | <u>\$ 500</u>    |
| 401-41940-410-44370 | MISCELLANEOUS CHARGES                   | \$ -             | \$ -             | \$ -             |
|                     | <b>OTHER SERVICES &amp; CHARGES</b>     | \$ -             | \$ -             | \$ -             |
| 401-41940-410-45300 | IMPROVEMENTS OTHER THAN BUILDINGS       | \$ -             | \$ 13,000        | \$ -             |
| 401-41940-410-45400 | MACHINERY & EQUIPMENT                   | \$ -             | \$ 35,000        | \$ 10,000        |
|                     | <b>CAPITAL OUTLAY</b>                   | \$ -             | \$ 48,000        | \$ 10,000        |
| 401-41940-410-47200 | TRANSFER OUT                            | \$ 49,655        | \$ -             | \$ -             |
|                     | <b>OTHER FINANCING</b>                  | \$ 49,655        | \$ -             | \$ -             |
|                     | <b>TOTAL EXPENDITURES</b>               | <u>\$ 50,431</u> | <u>\$ 48,000</u> | <u>\$ 10,000</u> |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | \$ (49,655)      | \$ (47,500)      | \$ (9,500)       |

CITY OF LAUDERDALE  
STREET CAPITAL  
2017

| Account Number      | Account Description                     | 2016<br>Actual  | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------|---|-----------------|------------------|------------------|
| 403-00000-430-33422 | OTHER STATE GRANTS & AIDS               | \$ -            | \$ -             | \$ -             |
| 403-00000-430-36200 | OTHER MISCELLANEOUS REVENUE             | \$ 135          | \$ -             | \$ -             |
| 403-00000-430-36210 | INTEREST ON INVESTMENTS                 | \$ 6,419        | \$ 3,500         | \$ 6,000         |
| 403-00000-430-39200 | TRANSFER IN                             | \$ -            | \$ -             | \$ -             |
|                     | <b>TOTAL REVENUES</b>                   | <u>\$ 6,554</u> | <u>\$ 3,500</u>  | <u>\$ 6,000</u>  |
| 403-43121-430-45300 | IMPROVEMENTS OTHER THAN BUILDINGS       | \$ -            | \$ 40,000        | \$ 40,000        |
|                     | CAPITAL OUTLAY                          | \$ -            | \$ 40,000        | \$ 40,000        |
| 403-43121-430-47200 | TRANSFER OUT                            | \$ -            | \$ -             | \$ -             |
|                     | OTHER FINANCING                         | \$ -            | \$ -             | \$ -             |
|                     | <b>TOTAL EXPENDITURES</b>               | <u>\$ -</u>     | <u>\$ 40,000</u> | <u>\$ 40,000</u> |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | \$ 6,554        | \$ (36,500)      | \$ (34,000)      |



CITY OF LAUDERDALE  
 PARK CAPITAL  
 2017

| Account Number      | Account Description                     | 2016<br>Actual  | 2017<br>Adopted   | 2018<br>Proposed   |
|---------------------|---|-----------------|-------------------|--------------------|
| 404-00000-450-36200 | OTHER MISCELLANEOUS REVENUE             | \$ -            | \$ -              | \$ -               |
| 404-00000-450-36210 | INTEREST ON INVESTMENTS                 | \$ 3,793        | \$ 2,000          | \$ 3,000           |
| 404-00000-450-36230 | CONTRIBUTIONS & DONATIONS               | \$ -            | \$ -              | \$ -               |
| 404-00000-450-36250 | PARKLAND FEES                           | \$ -            | \$ -              | \$ -               |
| 404-00000-450-39200 | TRANSFER IN                             | \$ -            | \$ -              | \$ -               |
|                     | <b>TOTAL REVENUES</b>                   | <b>\$ 3,793</b> | <b>\$ 2,000</b>   | <b>\$ 3,000</b>    |
| 404-45200-450-42410 | MINOR EQUIPMENT & TOOLS                 | \$ -            | \$ -              | \$ -               |
|                     | <b>OTHER SERVICES &amp; CHARGES</b>     | <b>\$ -</b>     | <b>\$ -</b>       | <b>\$ -</b>        |
| 404-45200-450-45100 | LAND                                    | \$ -            | \$ -              | \$ -               |
| 404-45200-450-45200 | BUILDING & IMPROVEMENTS                 | \$ -            | \$ -              | \$ -               |
| 404-45200-450-45300 | IMPROVEMENTS OTHER THAN BUILDINGS       | \$ -            | \$ 8,000          | \$ 25,000          |
| 404-45200-450-45400 | MACHINERY & EQUIPMENT                   | \$ -            | \$ -              | \$ -               |
|                     | <b>CAPITAL OUTLAY</b>                   | <b>\$ -</b>     | <b>\$ 8,000</b>   | <b>\$ 25,000</b>   |
| 404-45200-450-47200 | TRANSFER OUT                            | \$ -            | \$ -              | \$ -               |
|                     | <b>OTHER FINANCING</b>                  | <b>\$ -</b>     | <b>\$ -</b>       | <b>\$ -</b>        |
|                     | <b>TOTAL EXPENDITURES</b>               | <b>\$ -</b>     | <b>\$ 8,000</b>   | <b>\$ 25,000</b>   |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | <b>\$ 3,793</b> | <b>\$ (6,000)</b> | <b>\$ (22,000)</b> |

CITY OF LAUDERDALE  
ROSEHILL TAX INCREMENT  
2017

| Account Number      | Account Description                     | 2016<br>Actual | 2017<br>Adopted | 2018<br>Proposed |
|---------------------|---|----------------|-----------------|------------------|
| 405-00000-462-31050 | TAX INCREMENT                           | \$ -           | \$ -            | \$ -             |
| 405-00000-462-31055 | DELINQUENT TAX INCREMENT                | \$ -           | \$ -            | \$ -             |
| 405-00000-462-36200 | OTHER MISCELLANEOUS REVENUE             | \$ 483         | \$ -            | \$ -             |
| 405-00000-462-36210 | INVESTMENT INTEREST                     | \$ 1           | \$ -            | \$ -             |
| 405-00000-462-39200 | TRANSFER IN                             | \$ -           | \$ -            | \$ -             |
|                     | <b>TOTAL REVENUES</b>                   | <u>\$ 484</u>  | <u>\$ -</u>     | <u>\$ -</u>      |
| 405-46500-462-44370 | MISCELLANEOUS CHARGES                   | \$ 991         | \$ -            | \$ -             |
|                     | OTHER SERVICES & CHARGES                | \$ 991         | \$ -            | \$ -             |
| 405-46500-462-47200 | TRANSFER OUT                            | \$ -           | \$ -            | \$ -             |
|                     | OTHER FINANCING                         | \$ -           | \$ -            | \$ -             |
|                     | <b>TOTAL EXPENDITURES</b>               | <u>\$ 991</u>  | <u>\$ -</u>     | <u>\$ -</u>      |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | \$ (508)       | \$ -            | \$ -             |

CITY OF LAUDERDALE  
DEVELOPMENT  
2017

| Account Number      | Account Description                     | 2016<br>Actual    | 2017<br>Adopted  | 2018<br>Proposed |
|---------------------|---|-------------------|------------------|------------------|
| 414-00000-462-36200 | OTHER MISCELLANEOUS REVENUE             | \$ 106,350        | \$ -             | \$ -             |
| 414-00000-462-36210 | INVESTMENT INTEREST                     | \$ 1,509          | \$ 500           | \$ 1,000         |
| 414-00000-462-36230 | DONATIONS                               | \$ -              | \$ -             | \$ -             |
| 414-00000-462-39200 | TRANSFER IN                             | \$ 38,000         | \$ 38,000        | \$ 38,000        |
|                     | <b>TOTAL REVENUES</b>                   | <u>\$ 145,859</u> | <u>\$ 38,500</u> | <u>\$ 39,000</u> |
| 414-46500-462-44370 | MISCELLANEOUS CHARGES                   | \$ 21,060         | \$ -             | \$ -             |
| 414-46500-462-45300 | IMPROVEMENTS OTHER THAN BUILDINGS       | \$ -              | \$ 10,000        | \$ 10,000        |
| 414-46500-462-47200 | TRANSFER OUT                            | \$ 0              | \$ -             | \$ -             |
|                     | <b>OTHER FINANCING</b>                  | \$ 21,060         | \$ 10,000        | \$ 10,000        |
|                     | <b>TOTAL EXPENDITURES</b>               | <u>\$ 21,060</u>  | <u>\$ 10,000</u> | <u>\$ 10,000</u> |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | \$ 124,799        | \$ 28,500        | \$ 29,000        |

CITY OF LAUDERDALE  
HOUSING DEVELOPMENT  
2017

| Account Number      | Account Description                     | 2016<br>Actual   | 2017<br>Adopted | 2018<br>Proposed |
|---------------------|---|------------------|-----------------|------------------|
| 415-00000-461-36200 | OTHER MISCELLANEOUS REVENUE             | \$ -             | \$ -            | \$ -             |
| 415-00000-461-36210 | INTEREST ON INVESTMENTS                 | \$ -             | \$ -            | \$ -             |
| 415-00000-461-39200 | TRANSFER IN                             | \$ 0             | \$ -            | \$ -             |
|                     | <b>TOTAL REVENUES</b>                   | <u>\$ 0</u>      | <u>\$ -</u>     | <u>\$ -</u>      |
| 415-46310-461-44370 | TAXES AND LICENSES                      | \$ 1,770         | \$ -            | \$ -             |
| 415-46310-461-45100 | LAND                                    | \$ 87,537        | \$ -            | \$ -             |
|                     | OTHER FINANCING                         | \$ 89,307        | \$ -            | \$ -             |
|                     | <b>TOTAL EXPENDITURES</b>               | <u>\$ 89,307</u> | <u>\$ -</u>     | <u>\$ -</u>      |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | \$ (89,307)      | \$ -            | \$ -             |

CITY OF LAUDERDALE  
 ENTERPRISE FUNDS  
 2017

| Fund | Fund Title                | 2016<br>Actual    | 2017<br>Adopted   | 2018<br>Proposed  |
|------|---------------------------|-------------------|-------------------|-------------------|
| 602  | SANITARY SEWER            | \$ 320,222        | \$ 274,814        | \$ 282,301        |
| 603  | STORM WATER               | \$ 103,124        | \$ 85,500         | \$ 104,575        |
|      | <b>TOTAL REVENUES</b>     | <b>\$ 423,346</b> | <b>\$ 360,314</b> | <b>\$ 386,876</b> |
| 602  | SANITARY SEWER            | \$ 276,367        | \$ 258,368        | \$ 366,301        |
| 603  | STORM WATER               | \$ 75,250         | \$ 73,346         | \$ 87,075         |
|      | <b>TOTAL EXPENDITURES</b> | <b>\$ 351,617</b> | <b>\$ 331,714</b> | <b>\$ 453,376</b> |

CITY OF LAUDERDALE  
SANITARY SEWER  
2017

| Account Number      | Account Description            | 2016<br>Actual    | 2017<br>Adopted   | 2018<br>Proposed  |
|---------------------|--------------------------------|-------------------|-------------------|-------------------|
| 602-00000-000-33422 | OTHER STATE GRANTS & AIDS      | \$ 28,843         | \$ -              | \$ -              |
| 602-00000-000-36210 | INTEREST ON INVESTMENTS        | \$ 13,239         | \$ 7,000          | \$ 10,000         |
| 602-00000-000-37210 | SEWER CHARGES                  | \$ 278,140        | \$ 267,814        | \$ 272,301        |
| 602-00000-000-37290 | SEWER ACCESS CHARGES           | \$ -              | \$ -              | \$ -              |
| 602-00000-000-39101 | SALE OF CAPITAL ASSETS         | \$ -              | \$ -              | \$ -              |
| 602-00000-000-39110 | GAIN ON DISPOSAL               | \$ -              | \$ -              | \$ -              |
|                     | <b>TOTAL REVENUES</b>          | <b>\$ 320,222</b> | <b>\$ 274,814</b> | <b>\$ 282,301</b> |
| 602-49450-000-41010 | FULL TIME EMPLOYEES            | \$ 38,874         | \$ 36,994         | \$ 50,409         |
| 602-49450-000-41020 | OVERTIME                       | \$ 8,026          | \$ 12,000         | \$ -              |
| 602-49450-000-41190 | OTHER PAY                      | \$ -              | \$ -              | \$ -              |
| 602-49450-000-41195 | COMP ABSENCES/OPEB             | \$ 6,362          | \$ -              | \$ -              |
| 602-49450-000-41210 | PERA                           | \$ 3,278          | \$ 3,675          | \$ 3,661          |
| 602-49450-000-41220 | FICA                           | \$ 3,107          | \$ 3,038          | \$ 3,125          |
| 602-49450-000-41225 | MEDICARE                       | \$ 727            | \$ 710            | \$ 731            |
| 602-49450-000-41250 | DEFERRED COMPENSATION          | \$ 4,469          | \$ 4,176          | \$ 5,000          |
| 602-49450-000-41310 | HEALTH INSURANCE               | \$ 1,933          | \$ 1,328          | \$ 2,266          |
| 602-49450-000-41320 | DENTAL INSURANCE               | \$ 33             | \$ 145            | \$ 50             |
| 602-49450-000-41330 | LIFE INSURANCE                 | \$ 171            | \$ 511            | \$ 200            |
| 602-49450-000-41340 | DISABILITY INSURANCE           | \$ 55             | \$ 200            | \$ 60             |
| 602-49450-000-41510 | WORKERS COMPENSATION INSURANCE | \$ 2,967          | \$ 3,060          | \$ 3,141          |
|                     | <b>PERSONNEL</b>               | <b>\$ 70,001</b>  | <b>\$ 65,837</b>  | <b>\$ 68,643</b>  |
| 602-49450-000-42110 | GENERAL SUPPLIES               | \$ -              | \$ 100            | \$ 100            |
| 602-49450-000-42120 | MOTOR FUELS                    | \$ 444            | \$ 700            | \$ 700            |
| 602-49450-000-42130 | LUBRICANTS & ADDITIVES         | \$ -              | \$ 500            | \$ -              |
| 602-49450-000-42170 | SAFETY EQUIPMENT               | \$ -              | \$ -              | \$ -              |
| 602-49450-000-42210 | VEHICLE/EQUIPMENT PARTS        | \$ -              | \$ -              | \$ -              |
| 602-49450-000-42220 | TIRES                          | \$ -              | \$ -              | \$ -              |
| 602-49450-000-42240 | STREET MAINTENANCE MATERIALS   | \$ -              | \$ -              | \$ -              |
| 602-49450-000-42410 | MINOR EQUIPMENT & TOOLS        | \$ -              | \$ -              | \$ -              |
|                     | <b>SUPPLIES</b>                | <b>\$ 444</b>     | <b>\$ 1,300</b>   | <b>\$ 800</b>     |
| 602-49450-000-43010 | AUDITING & ACCOUNTING SERVICES | \$ 2,090          | \$ 1,800          | \$ 2,200          |
| 602-49450-000-43030 | ENGINEERING                    | \$ 2,140          | \$ 3,000          | \$ 22,000         |
| 602-49450-000-43090 | EXPERT & PROFESSIONAL SERVICES | \$ 4,969          | \$ 7,000          | \$ 7,000          |
| 602-49450-000-43140 | TRAINING & EDUCATION           | \$ 600            | \$ 600            | \$ 600            |
| 602-49450-000-43210 | TELEPHONE & TELEGRAPH          | \$ 212            | \$ 300            | \$ 300            |
| 602-49450-000-43310 | TRAVEL EXPENSE                 | \$ 89             | \$ -              | \$ 100            |
| 602-49450-000-43430 | ADVERTISING - OTHER            | \$ -              | \$ -              | \$ -              |
| 602-49450-000-43610 | INSURANCE & BONDS              | \$ 3,178          | \$ 3,500          | \$ 3,500          |
| 602-49450-000-43820 | WATER UTILITIES                | \$ 101            | \$ -              | \$ 100            |
| 602-49450-000-43850 | SEWER - MET COUNCIL            | \$ 139,228        | \$ 137,131        | \$ 130,158        |
| 602-49450-000-44040 | VEHICLE/EQUIPMENT REPAIRS      | \$ -              | \$ 1,000          | \$ 1,000          |
| 602-49450-000-44060 | LAUNDRY SERVICES               | \$ 596            | \$ 800            | \$ 800            |
| 602-49450-000-44160 | RENTS & LEASES                 | \$ -              | \$ -              | \$ -              |
| 602-49450-000-44200 | DEPRECIATION                   | \$ 39,768         | \$ 35,000         | \$ 20,000         |
| 602-49450-000-44330 | DUES & SUBSCRIPTIONS           | \$ -              | \$ 400            | \$ 400            |
| 602-49450-000-44370 | MISCELLANEOUS CHARGES          | \$ 7,628          | \$ -              | \$ 8,000          |
| 602-49450-000-44390 | TAXES & LICENSES               | \$ -              | \$ 700            | \$ 700            |

|                     |   |                   |                   |                    |
|---------------------|---|-------------------|-------------------|--------------------|
| 602-49450-000-44450 | CLAIMS & DAMAGES                        | \$ -              | \$ -              | \$ -               |
|                     | OTHER SERVICES & CHARGES                | \$ 200,598        | \$ 191,231        | \$ 196,858         |
| 602-49450-000-45300 | IMPROVEMENTS OTHER THAN BUILDINGS       | \$ 5,324          | \$ -              | \$ 100,000         |
| 602-49450-000-45500 | VEHICLES                                | \$ -              | \$ -              | \$ -               |
|                     | CAPITAL OUTLAY                          | \$ 5,324          | \$ -              | \$ 100,000         |
| 602-49450-000-47200 | TRANSFER OUT                            | \$ -              | \$ -              | \$ -               |
|                     | OTHER FINANCING                         | \$ -              | \$ -              | \$ -               |
|                     | <b>TOTAL EXPENDITURES</b>               | <b>\$ 276,367</b> | <b>\$ 258,368</b> | <b>\$ 366,301</b>  |
|                     | <b>REVENUES OVER/UNDER EXPENDITURES</b> | <b>\$ 43,855</b>  | <b>\$ 16,446</b>  | <b>\$ (84,000)</b> |

CITY OF LAUDERDALE  
STORM WATER  
2017

| Account Number      | Account Description                 | 2016<br>Actual    | 2017<br>Adopted  | 2018<br>Proposed  |
|---------------------|-------------------------------------|-------------------|------------------|-------------------|
| 603-00000-000-33422 | OTHER STATE GRANTS & AIDS           | \$ -              | \$ -             | \$ -              |
| 603-00000-000-36210 | INTEREST ON INVESTMENTS             | \$ 4,440          | \$ 1,500         | \$ 4,500          |
| 603-00000-000-37170 | STORM WATER CHARGES                 | \$ 98,684         | \$ 84,000        | \$ 100,075        |
| 603-00000-000-39200 | TRANSFER IN                         | \$ -              | \$ -             | \$ -              |
|                     | <b>TOTAL REVENUES</b>               | <b>\$ 103,124</b> | <b>\$ 85,500</b> | <b>\$ 104,575</b> |
| 603-49500-000-41010 | FULL TIME EMPLOYEES                 | \$ 37,215         | \$ 36,470        | \$ 43,691         |
| 603-49500-000-41020 | OVERTIME                            | \$ 3,424          | \$ 5,000         | \$ -              |
| 603-49500-000-41190 | OTHER PAY                           | \$ -              | \$ -             | \$ -              |
| 603-49500-000-41195 | COMP ABSENCES/OPEB                  | \$ 4,114          | \$ -             | \$ -              |
| 603-49500-000-41210 | PERA                                | \$ 2,901          | \$ 3,110         | \$ 3,157          |
| 603-49500-000-41220 | FICA                                | \$ 2,751          | \$ 2,571         | \$ 2,709          |
| 603-49500-000-41225 | MEDICARE                            | \$ 648            | \$ 601           | \$ 634            |
| 603-49500-000-41250 | DEFERRED COMPENSATION               | \$ 3,944          | \$ 4,176         | \$ 4,500          |
| 603-49500-000-41310 | HEALTH INSURANCE                    | \$ 1,730          | \$ 1,226         | \$ 1,773          |
| 603-49500-000-41320 | DENTAL INSURANCE                    | \$ 32             | \$ 142           | \$ 40             |
| 603-49500-000-41330 | LIFE INSURANCE                      | \$ 171            | \$ 446           | \$ 200            |
| 603-49500-000-41340 | DISABILITY INSURANCE                | \$ 54             | \$ 250           | \$ 70             |
| 603-49500-000-41510 | WORKERS COMPENSATION INSURANCE      | \$ 2,406          | \$ 2,504         | \$ 2,651          |
|                     | <b>PERSONNEL</b>                    | <b>\$ 59,390</b>  | <b>\$ 56,496</b> | <b>\$ 59,425</b>  |
| 603-49500-000-42110 | GENERAL SUPPLIES                    | \$ -              | \$ -             | \$ -              |
| 603-49500-000-42120 | MOTOR FUELS                         | \$ 444            | \$ 700           | \$ 700            |
| 603-49500-000-42160 | CHEMICALS & CHEMICAL PRODUCTS       | \$ -              | \$ -             | \$ -              |
| 603-49500-000-42170 | SAFETY EQUIPMENT                    | \$ -              | \$ -             | \$ -              |
| 603-49500-000-42210 | VEHICLE/EQUIPMENT PARTS             | \$ -              | \$ -             | \$ -              |
| 603-49500-000-42220 | TIRES                               | \$ -              | \$ -             | \$ -              |
| 603-49500-000-42410 | MINOR EQUIPMENT & TOOLS             | \$ -              | \$ -             | \$ -              |
|                     | <b>SUPPLIES</b>                     | <b>\$ 444</b>     | <b>\$ 700</b>    | <b>\$ 700</b>     |
| 603-49500-000-43010 | AUDITING & ACCOUNTING SERVICES      | \$ 2,090          | \$ 1,800         | \$ 2,200          |
| 603-49500-000-43030 | ENGINEERING                         | \$ 3,480          | \$ 3,000         | \$ 3,000          |
| 603-49500-000-43090 | EXPERT & PROFESSIONAL SERVICES      | \$ 6,000          | \$ 6,000         | \$ 6,500          |
| 603-49500-000-43140 | TRAINING & EDUCATION                | \$ -              | \$ 300           | \$ 300            |
| 603-49450-000-43210 | TELEPHONE & TELEGRAPH               | \$ 228            | \$ 300           | \$ 300            |
| 603-49500-000-43310 | TRAVEL EXPENSE                      | \$ -              | \$ -             | \$ -              |
| 603-49500-000-43510 | LEGAL NOTICES PUBLISHING            | \$ -              | \$ 100           | \$ -              |
| 603-49500-000-43610 | INSURANCE & BONDS                   | \$ 1,335          | \$ 1,500         | \$ 1,500          |
| 603-49500-000-44040 | VEHICLE/EQUIPMENT REPAIRS           | \$ -              | \$ 400           | \$ 400            |
| 603-49500-000-44060 | LAUNDRY SERVICES                    | \$ 596            | \$ 750           | \$ 750            |
| 603-49500-000-44200 | DEPRECIATION                        | \$ -              | \$ -             | \$ -              |
| 603-49500-000-44330 | DUES & SUBSCRIPTIONS                | \$ 910            | \$ 1,000         | \$ 1,000          |
| 603-49500-000-44370 | MISCELLANEOUS CHARGES               | \$ 777            | \$ 1,000         | \$ 1,000          |
| 603-49500-000-44390 | TAXES & LICENSES                    | \$ -              | \$ -             | \$ -              |
|                     | <b>OTHER SERVICES &amp; CHARGES</b> | <b>\$ 15,417</b>  | <b>\$ 16,150</b> | <b>\$ 16,950</b>  |
| 603-49500-000-45300 | IMPROVEMENTS OTHER THAN BUILDINGS   | \$ -              | \$ -             | \$ 10,000         |



|                     |                                  |                  |                  |                  |
|---------------------|----------------------------------|------------------|------------------|------------------|
|                     | CAPITAL OUTLAY                   | \$ -             | \$ -             | \$ 10,000        |
| 603-49450-000-47200 | TRANSFER OUT                     | \$ -             | \$ -             | \$ -             |
|                     | OTHER FINANCING                  | \$ -             | \$ -             | \$ -             |
|                     | TOTAL EXPENDITURES               | <u>\$ 75,250</u> | <u>\$ 73,346</u> | <u>\$ 87,075</u> |
|                     | REVENUES OVER/UNDER EXPENDITURES | \$ 27,874        | \$ 12,154        | \$ 17,500        |



**CITY OF LAUDERDALE**  
**CAPITAL IMPROVEMENT PLAN – DRAFT 2**  
**2018-2027**

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUNDING SOURCE SUMMARY



| FUND               | TITLE              | 2018              | 2019             | 2020              | 2021             | 2022              | 2023              | 2024        | 2025        | 2026             | 2027        | Total             |
|--------------------|--------------------|-------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------|-------------|------------------|-------------|-------------------|
| 226                | Communications     |                   | \$ 20,000        |                   |                  |                   |                   |             |             |                  |             | \$ 20,000         |
| 401                | General Capital    | \$ 10,000         |                  | \$ 75,000         | \$ 40,000        | \$ 40,000         |                   |             |             | \$40,000         |             | \$ 205,000        |
| 403                | Street Improvement | \$40,000          |                  |                   |                  |                   | \$175,000         |             |             |                  |             | \$ 215,000        |
| 404                | Park Improvement   | \$ 25,000         |                  |                   |                  |                   |                   |             |             |                  |             | \$ 25,000         |
| 414                | Development        | \$ 10,000         |                  |                   |                  |                   |                   |             |             |                  |             | \$ 10,000         |
| 601                | Sanitary Sewer     | \$ 100,000        |                  | \$ 100,000        |                  | \$ 100,000        |                   |             |             |                  |             | \$ 300,000        |
| 602                | Storm Water        | \$ 10,000         | \$ 40,000        |                   |                  |                   |                   |             |             |                  |             | \$ 50,000         |
| <b>GRAND TOTAL</b> |                    | <u>\$ 195,000</u> | <u>\$ 60,000</u> | <u>\$ 175,000</u> | <u>\$ 40,000</u> | <u>\$ 140,000</u> | <u>\$ 175,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 40,000</u> | <u>\$ -</u> | <u>\$ 825,000</u> |

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 PROJECT SUMMARY BY YEAR AND FUNDING SOURCE



| YEAR | PROJECT                                  | 202       | 401        | 403        | FUND<br>404 | 414       | 601        | 602       |
|------|--|-----------|------------|------------|-------------|-----------|------------|-----------|
| 2018 | Lawn Mower                               |           | \$ 10,000  |            |             |           |            |           |
|      | Eustis/Malvern Street Alley Improvements |           |            | \$ 40,000  |             |           |            |           |
|      | SkyView Park Improvements                |           |            |            | \$ 20,000   |           |            |           |
|      | Community Park Improvements              |           |            |            | \$ 5,000    |           |            |           |
|      | 1821 Eustis Site Improvements            |           |            |            |             | \$ 10,000 | \$ 100,000 | \$ 10,000 |
|      | Sewer Lining Project                     |           |            |            |             |           |            |           |
|      | Invasive Species Management              |           |            |            |             |           |            |           |
| 2019 | Council Chambers Technology              | \$ 20,000 |            |            |             |           |            |           |
|      | Roselawn & Eustis Street Reconstruction  |           |            | Unknown    |             |           |            | \$ 40,000 |
|      | Seminary Pond Project                    |           |            |            |             |           |            |           |
| 2020 | Public Works Garage - Replace Roof       |           | \$ 15,000  |            |             |           |            |           |
|      | City Hall - Replace Roof                 |           | \$ 60,000  |            |             |           | \$ 100,000 |           |
|      | Sewer Lining Project                     |           |            |            |             |           |            |           |
| 2021 | 2001 John Deere Tractor 3520             |           | \$ 40,000  |            |             |           |            |           |
| 2022 | 2012 Ford F350 Truck and Plow            |           | \$ 40,000  |            |             |           | \$ 100,000 |           |
|      | Sewer Lining Project                     |           |            |            |             |           |            |           |
| 2023 | Sealcoating - All City streets           |           |            | \$ 175,000 |             |           |            |           |
| 2024 |  |           |            |            |             |           |            |           |
| 2025 |  |           |            |            |             |           |            |           |
| 2026 | 2016 Ford F350 Truck and Plow            |           | \$ 40,000  |            |             |           |            |           |
| 2027 | <b>TOTALS</b>                            | \$ 20,000 | \$ 205,000 | \$ 215,000 | \$ 25,000   | \$ 10,000 | \$ 300,000 | \$ 50,000 |



CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUND 401 - GENERAL CAPITAL IMPROVEMENT



| PROJECT   | YEAR      |      |           |           |           |      |      |      |           |      |      |
|---|-----------|------|-----------|-----------|-----------|------|------|------|-----------|------|------|
|   | 2018      | 2019 | 2020      | 2021      | 2022      | 2023 | 2024 | 2025 | 2026      | 2027 |      |
| Lawn Mower<br>10 year schedule                            | \$ 10,000 | \$ - | \$ -      | \$ -      | \$ -      | \$ - | \$ - | \$ - | \$ -      | \$ - | \$ - |
| City Hall - replace roof<br>20 year schedule              | \$ -      | \$ - | \$ 60,000 | \$ -      | \$ -      | \$ - | \$ - | \$ - | \$ -      | \$ - | \$ - |
| Replace Public Works Garage Roof<br>25 year schedule      | \$ -      | \$ - | \$ 15,000 | \$ -      | \$ -      | \$ - | \$ - | \$ - | \$ -      | \$ - | \$ - |
| Replace 2001 John Deere Tractor 3520<br>10 year schedule  | \$ -      | \$ - | \$ -      | \$ 40,000 | \$ -      | \$ - | \$ - | \$ - | \$ -      | \$ - | \$ - |
| Replace 2012 Ford F350 Truck and Plow<br>10 year schedule | \$ -      | \$ - | \$ -      | \$ -      | \$ 40,000 | \$ - | \$ - | \$ - | \$ -      | \$ - | \$ - |
| Replace 2016 Ford F350 Truck and Plow<br>10 year schedule | \$ -      | \$ - | \$ -      | \$ -      | \$ -      | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ - |
| <b>TOTALS</b>   | \$ -      | \$ - | \$ 75,000 | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ - |

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUND 403 - STREET IMPROVEMENT



| PROJECT   | YEAR             |             |             |             |             |                   |             |             |             |             |      |
|---|------------------|-------------|-------------|-------------|-------------|-------------------|-------------|-------------|-------------|-------------|------|
|   | 2018             | 2019        | 2020        | 2021        | 2022        | 2023              | 2024        | 2025        | 2026        | 2027        |      |
| Eustis/Malvern Street Alley Improvements          | \$ 40,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ - |
| Roselawn & Eustis Street Reconstruction           | \$ -             | Unknown     | \$ -        | \$ -        | \$ -        | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        |      |
| Sealcoating - all City streets<br>7 year schedule | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ 175,000        | \$ -        | \$ -        | \$ -        | \$ -        |      |
| <b>TOTALS</b>                                     | <b>\$ 40,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 175,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |      |







CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUND 601 - SANITARY SEWER



| PROJECT                   | YEAR       |      |            |      |            |      |      |      |      |      |      |
|---------------------------|------------|------|------------|------|------------|------|------|------|------|------|------|
|                           | 2018       | 2019 | 2020       | 2021 | 2022       | 2023 | 2024 | 2025 | 2026 | 2027 |      |
| 2018 Sewer Lining Project | \$ 100,000 | \$ - | \$ -       | \$ - | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 2020 Sewer Lining Project | \$ -       | \$ - | \$ 100,000 | \$ - | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 2022 Sewer Lining Project | \$ -       | \$ - | \$ -       | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| <b>TOTALS</b>             | \$ -       | \$ - | \$ -       | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |



CITY OF LAUDERDALE  
 TECHNOLOGY REPLACEMENT PLAN  
 2018 - 2027



| Department                   | 2018         | 2019         | 2020         | 2021       | 2022         | 2023         | 2024         | 2025     | 2026         | 2027         | Funding Source(s)    |
|------------------------------|--------------|--------------|--------------|------------|--------------|--------------|--------------|----------|--------------|--------------|----------------------|
| City Administrator           | 0            | 0            | 1,500        | 0          | 0            | 0            | 1,500        | 0        | 0            | 0            | Fund 101 - Operating |
| Assistant City Administrator | 0            | 1,000        | 0            | 0          | 0            | 1,000        | 0            | 0        | 0            | 1,000        | Fund 101 - Operating |
| Deputy City Clerk            | 1,000        | 0            | 0            | 0          | 1,000        | 0            | 0            | 0        | 1,000        | 0            | Fund 101 - Operating |
| Public Works Coordinator     | 1,000        | 0            | 0            | 0          | 1,000        | 0            | 0            | 0        | 1,000        | 0            | Fund 101 - Operating |
| Public Works Maintenance     | 0            | 1,000        | 0            | 0          | 0            | 1,000        | 0            | 0        | 0            | 1,000        | Fund 101 - Operating |
| City Hall Front Counter      | 0            | 0            | 1,000        | 0          | 0            | 0            | 1,000        | 0        | 0            | 0            | Fund 101 - Operating |
| City Hall Printer            | 0            | 0            | 0            | 350        | 0            | 0            | 0            | 0        | 400          | 0            | Fund 101 - Operating |
| City Hall Copier             | Lease        | 0            | 0            | 0          | Lease        | 0            | 0            | 0        | Lease        | 0            | Fund 101 - Operating |
| <b>TOTAL</b>                 | <b>2,000</b> | <b>2,000</b> | <b>2,500</b> | <b>350</b> | <b>2,000</b> | <b>2,000</b> | <b>2,500</b> | <b>0</b> | <b>2,400</b> | <b>2,000</b> |                      |

**NOTES**

Computers are replaced on 4-year schedule.

Printer is replaced on 5-year schedule.

Copier is leased on 4-year schedule.



# 2018 *Proposed* Property Tax

**This is NOT a bill – Do Not Pay**

90 Plato Blvd West • Saint Paul, MN  
651-266-2000 • AskPropertyTaxandRecords@ramseycounty.us  
ramseycounty.us/property

89613\*241\*\*G50\*\*0.557\*\*1/1\*\*\*\*\*AUTOS-DIGIT 55113

SAINT PAUL MN 55113-5133



**PIN/Property Address/Abbreviated Tax Description**

172923230030 4737

LAUDERDALE'S EAST SIDE,ADDITII  
LOT 12 BLK 2



| VALUES AND CLASSIFICATION        |           |           |
|----------------------------------|-----------|-----------|
| Tax Payable Year                 | 2017      | 2018      |
| Estimated Market Value           | \$176,800 | \$188,900 |
| Green Acres Value                | 0         | 0         |
| Plat Deferment                   | 0         | 0         |
| This Old House Exclusion         | 0         | 0         |
| Disabled Vets Value Exclusion    | 0         | 0         |
| Homestead Market Value Exclusion | 21,300    | 20,200    |
| Taxable Market Value             | \$155,500 | \$168,700 |
| Property Classification          | Res Hstd  | Res Hstd  |

| PROPOSED TAX NOTICE         |            |
|-----------------------------|------------|
| Property Taxes after credit | \$2,322.00 |

| PROPERTY TAX STATEMENT |  |
|------------------------|--|
| Coming in March 2018   |  |

**The time to provide feedback on proposed levies is now.** The only way to appeal your value at this time is by going to tax court. Please see insert for more information.

10-25-17\_v3

## Proposed property taxes and meetings by jurisdiction for your property

| Contact Information  | Tax and Budget Meetings and Locations  | Column 1<br>2017 Tax – Actual | Column 2<br>2018 Tax – Proposed |
|--|--|-------------------------------|---------------------------------|
| Ramsey County<br>Regional Railroad Authority   |  | 796.27<br>60.25               | 831.06<br>64.32                 |
| County Library<br>Ramsey County<br>15 W. Kellogg Blvd., Suite 250<br>Saint Paul, MN 55102<br>651-266-2000                                  | Ramsey County Library - Shoreview<br>4560 North Victoria St.<br>Shoreview, MN 55126<br>November 27, 2017 6:30 p.m. | 72.73                         | 74.40                           |
| Lauderdale<br><br>City of Lauderdale<br>1891 Walnut Street<br>Lauderdale, MN 55113<br>(651) 792-7650                                       | Lauderdale City Hall<br>1891 Walnut Street<br>Lauderdale, MN 55113<br>December 12, 2017 7:30 PM                    | 445.94                        | 504.58                          |
| State General Tax  | No meeting required  | 0.00                          | 0.00                            |
| ISD #623<br>ISD 623<br>1251 County Road B2 W<br>Roseville, MN 55113<br>(651) 635-1600<br>a. Voter approved levies<br>b. Other local levies | District Service Center<br>1251 County Road B2 W<br>Roseville, MN 55113<br>December 19, 2017 6:00 PM               | 300.36<br>335.55              | 345.89<br>427.49                |
| Metropolitan Special Taxing Districts<br>Metropolitan Council<br>390 Robert St. N.<br>Saint Paul, MN 55101<br>651-602-1738                 | Council Chambers<br>390 Robert St N<br>Saint Paul, MN 55101<br>December 13, 2017 6 p.m.                            | 41.95                         | 43.53                           |
| Other special taxing districts<br>Tax increment<br>Fiscal disparity  | No meeting required<br>No meeting required<br>No meeting required  | 30.87<br>0.00<br>0.00         | 30.73<br>0.00<br>0.00           |
| <b>Total Tax excluding special assessments</b>   |  | <b>\$2,083.92</b>             | <b>\$2,322.00</b>               |
| <b>Percent of Tax Change</b>   |  |                               | <b>11.4%</b>                    |

Your local units of government have proposed the amount of property taxes that they will need for 2018.

Column 1 above shows your actual 2017 property taxes. Column 2 above shows what your 2018 property taxes will be if your local jurisdictions approve the property tax amounts they are now considering.

Any upcoming referendums, legal judgments, natural disasters, voter approved levy limit increases, or special assessments could change these amounts.

Your county commissioners, school board, city council, and metropolitan special taxing districts will soon be holding public meetings to discuss their proposed 2018 budgets and proposed 2018 property taxes. The school board will discuss the 2017 budget. You are invited to attend these meetings to share your feedback. The meeting places and times are listed above. Also shown are the addresses and telephone numbers for these local units of government if you have comments or questions concerning the proposed property tax amounts shown on this notice. No meeting is required if your city has a population of less than 500 people. There is also no public hearing on the state general tax.

**This is NOT a bill – DO NOT PAY**

For additional information about this notice, visit: [ramseycounty.us/property](http://ramseycounty.us/property)  
Please see the back of this notice for more information on available appeals and programs that may reduce your property tax.





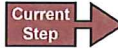
**2018 Proposed Property Tax**  
**This is NOT a bill – Do Not Pay**

90 Plato Blvd West • Saint Paul, MN  
 651-266-2000 • AskPropertyTaxandRecords@ramseycounty.us  
 ramseycounty.us/property

142635\*\*\*G51\*\*23.547\*\*96/96\*\*\*\*\*SINGLP  
 NORTHERN STATES POWER CO  
 ATTENTION TAX DEPARTMENT  
 414 NICOLLET MALL  
 MINNEAPOLIS MN 55401-1927

**PIN/Property Address/Abbreviated Tax Description**

172923330044 4737  
 2535 LARPEUTEUR AVE W  
 SECTION 17 TOWN 29 RANGE 23  
 EX N 33 FT PART W OF MT RY R/W OF S  
 (SUBJ TO AVE) IN SEC 17 TN 29 RN 23



| VALUES AND CLASSIFICATION |                |                |
|---------------------------|----------------|----------------|
| Tax Payable Year          | 2017           | 2018           |
| Estimated Market Value    | \$14,452,900   | \$15,080,200   |
| Green Acres Value         | 0              | 0              |
| Plat Deferment            | 0              | 0              |
| This Old House Exclusion  | 0              | 0              |
| Disabled Vets Value       | 0              | 0              |
| Exclusion                 | 0              | 0              |
| Homestead Market Value    | 0              | 0              |
| Exclusion                 | 0              | 0              |
| Taxable Market Value      | \$14,452,900   | \$15,080,200   |
| Property Classification   | Public Utility | Public Utility |
|                           | Comm/Ind       | Comm/Ind       |

| PROPOSED TAX NOTICE         |              |
|-----------------------------|--------------|
| Property Taxes after credit | \$537,644.00 |

| PROPERTY TAX STATEMENT |  |
|------------------------|--|
| Coming in March 2018   |  |

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10-25-17\_y3

**Proposed property taxes and meetings by jurisdiction for your property**

| Contact Information  | Tax and Budget Meetings and Locations  | Column 1<br>2017 Tax – Actual  | Column 2<br>2018 Tax – Proposed |
|--|--|--------------------------------|---------------------------------|
| Ramsey County<br>Regional Railroad Authority   |  | 111,058.27<br>8,409.30         | 105,935.72<br>8,195.96          |
| County Library<br>Ramsey County<br>15 W. Kellogg Blvd., Suite 250<br>Saint Paul, MN 55102<br>651-266-2000                                  | Ramsey County Library - Shoreview<br>4560 North Victoria St.<br>Shoreview, MN 55126<br>November 27, 2017 6:30 p.m. | 10,150.63                      | 9,479.85                        |
| Lauderdale<br><br>City of Lauderdale<br>1891 Walnut Street<br>Lauderdale, MN 55113<br>(651) 792-7650                                       | Lauderdale City Hall<br>1891 Walnut Street<br>Lauderdale, MN 55113<br>December 12, 2017 7:30 PM                    | 62,237.80                      | 64,293.54                       |
| State General Tax  | No meeting required  | 132,394.34                     | 135,721.80                      |
| ISD #623<br>ISD 623<br>1251 County Road B2 W<br>Roseville, MN 55113<br>(651) 635-1600<br>a. Voter approved levies<br>b. Other local levies | District Service Center<br>1251 County Road B2 W<br>Roseville, MN 55113<br>December 19, 2017 6:00 PM               | 28,508.34<br>40,463.01         | 31,013.36<br>47,820.41          |
| Metropolitan Special Taxing Districts<br>Metropolitan Council<br>390 Robert St. N.<br>Saint Paul, MN 55101<br>651-602-1738                 | Council Chambers<br>390 Robert St N<br>Saint Paul, MN 55101<br>December 13, 2017 6 p.m.                            | 5,854.40                       | 5,547.47                        |
| Other special taxing districts<br>Tax increment<br>Fiscal disparity  | No meeting required<br>No meeting required<br>No meeting required  | 4,308.62<br>0.00<br>108,083.29 | 3,915.42<br>0.00<br>125,720.47  |
| <b>Total Tax excluding special assessments</b>   |  | <b>\$511,468.00</b>            | <b>\$537,644.00</b>             |
| <b>Percent of Tax Change</b>   |  |                                | <b>5.1%</b>                     |

Your local units of government have proposed the amount of property taxes that they will need for 2018.

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Any upcoming referendums, legal judgments, natural disasters, voter approved levy limit increases, or special assessments could change these amounts.

Your county commissioners, school board, city council, and metropolitan special taxing districts will soon be holding public meetings to discuss their proposed 2018 budgets and proposed 2018 property taxes. The school board will discuss the 2017 budget. You are invited to attend these meetings to share your feedback. The meeting places and times are listed above. Also shown are the addresses and telephone numbers for these local units of government if you have comments or questions concerning the proposed property tax amounts shown on this notice. No meeting is required if your city has a population of less than 500 people. There is also no public hearing on the state general tax.

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 Please see the back of this notice for more information on available appeals and programs that may reduce your property tax.



**NET TAX LEVY COMPARISON**  
**FINAL PAYABLE 2017 LEVY VS. PROPOSED PAYABLE 2018 LEVY**  
**(Ramsey County Portion Only)\***

| Taxing Authority                | NET TAX CAPACITY LEVIES         |                                    |                | MARKET VALUE BASED LEVIES            |   |                |
|---------------------------------|---------------------------------|------------------------------------|----------------|--------------------------------------|---|----------------|
|                                 | Final Payable 2017 Net Tax Levy | Proposed Payable 2018 Net Tax Levy | Percent Change | Final Payable 2017 Market Based Levy | Proposed Payable 2018 Market Based Levy | Percent Change |
| Ramsey County                   | \$279,638,590                   | \$292,073,935                      | 4.4%           | NA                                   | NA                                      | NA             |
| County Library                  | 12,869,070                      | 13,125,262                         | 2.0%           | NA                                   | NA                                      | NA             |
| <b>Total County</b>             | <b>\$292,507,660</b>            | <b>\$305,199,197</b>               | <b>4.3%</b>    |                                      |   |                |
| <b>City or Town</b>             |                                 |                                    |                |                                      |   |                |
| Arden Hills                     | \$3,641,290                     | \$3,786,942                        | 4.0%           | \$0                                  | \$0                                     | 0.0%           |
| Blaine*                         | 179,004                         | 199,581                            | 11.5%          | 0                                    | 0                                       | 0.0%           |
| Falcon Heights                  | 1,278,231                       | 1,585,389                          | 24.0%          | 0                                    | 0                                       | 0.0%           |
| Gem Lake                        | 439,281                         | 514,021                            | 17.0%          | 0                                    | 0                                       | 0.0%           |
| Lauderdale                      | 708,333                         | 765,514                            | 8.1%           | 0                                    | 0                                       | 0.0%           |
| Little Canada                   | 3,031,224                       | 3,241,895                          | 7.0%           | 0                                    | 0                                       | 0.0%           |
| Maplewood                       | 20,459,349                      | 21,186,011                         | 3.6%           | 279,484                              | 279,589                                 | 0.0%           |
| Mounds View                     | 4,323,947                       | 4,678,785                          | 8.2%           | 205,000                              | 295,200                                 | 44.0%          |
| New Brighton                    | 7,900,100                       | 8,661,170                          | 9.6%           | 0                                    | 0                                       | 0.0%           |
| North Oaks                      | 1,442,546                       | 1,557,082                          | 7.9%           | 0                                    | 0                                       | 0.0%           |
| North St. Paul                  | 4,052,710                       | 4,562,624                          | 12.6%          | 431,398                              | 427,007                                 | -1.0%          |
| Roseville                       | 19,104,645                      | 20,351,250                         | 6.5%           | 765,000                              | 765,000                                 | 0.0%           |
| St. Anthony*                    | 1,893,088                       | 1,998,655                          | 5.6%           | 0                                    | 0                                       | 0.0%           |
| St. Paul                        | 113,990,253                     | 141,273,820                        | 23.9%          | 0                                    | 0                                       | 0.0%           |
| Shoreview                       | 11,085,632                      | 11,631,971                         | 4.9%           | 0                                    | 0                                       | 0.0%           |
| Spring Lake Park*               | 79,024                          | 84,966                             | 7.5%           | 0                                    | 0                                       | 0.0%           |
| Vadnais Heights                 | 4,281,962                       | 4,427,548                          | 3.4%           | 0                                    | 0                                       | 0.0%           |
| White Bear Lake*                | 5,076,711                       | 5,508,134                          | 8.5%           | 0                                    | 0                                       | 0.0%           |
| Town of White Bear              | 3,000,000                       | 3,547,226                          | 18.2%          | 0                                    | 0                                       | 0.0%           |
| <b>Total City &amp; Town</b>    | <b>\$205,967,330</b>            | <b>\$239,562,584</b>               | <b>16.3%</b>   | <b>\$1,680,882</b>                   | <b>\$1,766,796</b>                      | <b>5.1%</b>    |
| <b>Schools</b>                  |                                 |                                    |                |                                      |   |                |
| I.S.D. #282*                    | 1,437,154                       | 1,675,649                          | 16.6%          | 1,515,523                            | 1,495,591                               | -1.3%          |
| I.S.D. #621                     | 24,355,585                      | 23,006,119                         | -5.5%          | 20,426,242                           | 20,708,817                              | 1.4%           |
| I.S.D. #622*                    | 15,817,378                      | 15,203,123                         | -3.9%          | 9,485,919                            | 9,799,063                               | 3.3%           |
| I.S.D. #623                     | 12,646,752                      | 14,939,018                         | 18.1%          | 12,556,195                           | 14,752,895                              | 17.5%          |
| I.S.D. #624*                    | 14,456,650                      | 15,701,332                         | 8.6%           | 13,928,784                           | 14,532,597                              | 4.3%           |
| I.S.D. #625                     | 110,211,036                     | 115,185,030                        | 4.5%           | 37,858,620                           | 40,279,916                              | 6.4%           |
| <b>Total School</b>             | <b>\$178,924,555</b>            | <b>\$185,710,271</b>               | <b>3.8%</b>    | <b>\$95,771,283</b>                  | <b>\$101,568,879</b>                    | <b>6.1%</b>    |
| <b>Special Taxing Districts</b> |                                 |                                    |                |                                      |   |                |
| Bicentennial Pond               | \$2,100                         | \$2,100                            | 0.0%           | NA                                   | NA                                      | NA             |
| Blaine EDA*                     | 5,317                           | 4,739                              | -10.9%         | NA                                   | NA                                      | NA             |
| Capitol Region Watershed        | 4,915,672                       | 6,530,480                          | 32.9%          | NA                                   | NA                                      | NA             |
| Lake Diane Sewer                | 3,750                           | 3,750                              | 0.0%           | NA                                   | NA                                      | NA             |
| Met Council*                    | 12,268,788                      | 12,719,179                         | 3.7%           | NA                                   | NA                                      | NA             |
| Metro Watershed*                | 5,234,875                       | 5,529,528                          | 5.6%           | NA                                   | NA                                      | NA             |
| Middle Miss. Watershed*         | 32,088                          | 29,587                             | -7.8%          | NA                                   | NA                                      | NA             |
| Mosquito Control*               | 2,481,477                       | 2,596,000                          | 4.6%           | NA                                   | NA                                      | NA             |
| Mounds View HRA                 | 40,000                          | 0                                  | 100.0%         | NA                                   | NA                                      | NA             |
| North St Paul HRA               | 284,747                         | 301,039                            | 5.7%           | NA                                   | NA                                      | NA             |
| Regional Rail Authority         | 21,180,710                      | 22,524,228                         | 6.3%           | NA                                   | NA                                      | NA             |
| Rice Creek Watershed*           | 2,292,866                       | 2,285,778                          | -0.3%          | NA                                   | NA                                      | NA             |
| St. Anthony HRA*                | 47,368                          | 48,700                             | 2.8%           | NA                                   | NA                                      | NA             |
| St. Paul HRA                    | 3,546,597                       | 3,822,159                          | 7.8%           | NA                                   | NA                                      | NA             |
| St. Paul Port Authority         | 3,218,100                       | 3,222,700                          | 0.1%           | NA                                   | NA                                      | NA             |
| Shoreview HRA                   | 105,000                         | 110,000                            | 4.8%           | NA                                   | NA                                      | NA             |
| Valley Branch Watershed*        | 20,110                          | 25,909                             | 28.8%          | NA                                   | NA                                      | NA             |
| <b>Total Special Districts</b>  | <b>\$55,679,565</b>             | <b>\$59,755,876</b>                | <b>7.3%</b>    | <b>NA</b>                            | <b>NA</b>                               | <b>NA</b>      |
| <b>Total Net Levy</b>           | <b>\$733,079,110</b>            | <b>\$790,227,928</b>               | <b>7.8%</b>    | <b>\$97,452,165</b>                  | <b>\$103,335,675</b>                    | <b>6.0%</b>    |





# SINGLE FAMILY HOMESTEAD/NON-HMSTD TAX CALCULATION

For a different city, see instructions at bottom of page

Example of a tax calculation for PROPOSED Taxes Payable in 2018 on PROPERTY in District Code 0151 (St. Paul - 625 (C)).

**Enter Estimated Market Value before exclusion:** \$125,000

**STEP 1: CALCULATE THE MARKET VALUE HOMESTEAD EXCLUSION**

|   |   |        |          |
|---|---|--------|----------|
| Market Value Homestead Exclusion                |   |        |          |
| First \$76,000 of Estimated Market Value X 40%  | = | 30,400 |          |
| Less 9% of excess over \$76,000 up to \$414,000 | = | 4,410  |          |
|   |   | 25,990 |          |
| Rounded to nearest \$100                        | - |        | \$26,000 |

**STEP 2: TAXABLE MARKET VALUE**

|   |          |
|---|----------|
| Estimated Market Value minus market value homestead exclusion |          |
| <b>Taxable Market Value</b>                                   | \$99,000 |

**STEP 3: CALCULATE THE NET TAX CAPACITY**

|   |  |  |       |
|---|--|--|-------|
| 1.00% x first \$500,000 of Taxable Market Value     |  |  | \$990 |
| 1.25% x Taxable Market Value in excess of \$500,000 |  |  | 0     |
| Total Net Tax Capacity                              |  |  | \$990 |

**STEP 4: CALCULATE THE LOCAL TAX**

|             |                 |               |                      |              |
|-------------|-----------------|---------------|----------------------|--------------|
|             | <b>Tax rate</b> |               | <b>STEP 3 Result</b> |              |
| Local Tax = | 148.965%        | multiplied by | \$990                | = \$1,474.76 |

**STEP 5: CALCULATE THE MARKET TAX**

|            |                 |               |   |            |
|------------|-----------------|---------------|---|------------|
|            | <b>Tax rate</b> |               | <b>Est. Market Value Before Exclusion</b> |            |
| Market Tax | 0.13407%        | multiplied by | \$125,000                                 | = \$167.59 |

**STEP 6: ADD NET LOCAL & MARKET TAXES**

|                  |            |
|------------------|------------|
| Net Local Tax    | \$1,474.76 |
| Plus: Market Tax | \$167.59   |

**Total HOMESTEAD property tax** \$1,642.35

**Total Property tax if NOT HOMESTEADED** \$2,029.66

**Difference between Homestead and non-hmstd** \$387.31

These amounts do not contain any special assessments or charges.

For single family home calculation only.

To calculate taxes for a different taxing area, you will need to know the district code (unique taxing area), in which the property is located. This code is located to the right of the PIN on your Tax Statement or Proposed Tax Notice. You may also find an appropriate City/School district combination from the chart to the right to get an estimate of the taxes.

**PROPOSED PAY 2018 TAX RATES**

| MUNICIPALITY       | SCH DIST | & W/S   | DISTRICT CODE | Insert for Step 4<br>TOTAL LOCAL TAX<br>RATE | Insert for Step 5<br>MARKET BASED TAX<br>RATE |
|--------------------|----------|---------|---------------|--|---|
| ARDEN HILLS        | 621      | (R)     | 2517          | 108.950%                                     | 0.19688%                                      |
| ARDEN HILLS        | 621      | (R)(K)  | 2518          | 108.950%                                     | 0.19688%                                      |
| ARDEN HILLS        | 623      | (R)     | 2537          | 108.431%                                     | 0.21927%                                      |
| BLAINE             | 621      | (R)     | 2917          | 120.495%                                     | 0.19688%                                      |
| FAIRGROUNDS        | 623      | (C)     | 3031          | 84.021%                                      | 0.21927%                                      |
| FAIRGROUNDS        | 625      | (C)     | 3051          | 101.668%                                     | 0.13407%                                      |
| FALCON HEIGHTS     | 623      | (C)     | 3331          | 115.792%                                     | 0.21927%                                      |
| FALCON HEIGHTS     | 623      | (R)     | 3337          | 114.970%                                     | 0.21927%                                      |
| GEM LAKE           | 624      |         | 3740          | 128.404%                                     | 0.22258%                                      |
| GEM LAKE           | 624      | (M)(NB) | 3746          | 132.158%                                     | 0.22258%                                      |
| LAUDERDALE         | 623      | (C)     | 4731          | 113.931%                                     | 0.21927%                                      |
| LAUDERDALE         | 623      | (I)     | 4732          | 112.914%                                     | 0.21927%                                      |
| LAUDERDALE         | 623      | (R)     | 4737          | 113.109%                                     | 0.21927%                                      |
| LITTLE CANADA      | 623      | (M)(NB) | 5336          | 111.783%                                     | 0.21927%                                      |
| LITTLE CANADA      | 624      | (M)(NB) | 5346          | 114.122%                                     | 0.22258%                                      |
| MAPLEWOOD          | 622      | (M)(BC) | 5725          | 139.680%                                     | 0.20190%                                      |
| MAPLEWOOD          | 622      | (M)(NB) | 5726          | 139.680%                                     | 0.20190%                                      |
| MAPLEWOOD          | 622      | (V)     | 5729          | 138.022%                                     | 0.20190%                                      |
| MAPLEWOOD          | 623      |         | 5730          | 127.190%                                     | 0.22651%                                      |
| MAPLEWOOD          | 623      | (C)     | 5731          | 129.833%                                     | 0.22651%                                      |
| MAPLEWOOD          | 623      | (M)(NB) | 5736          | 130.944%                                     | 0.22651%                                      |
| MAPLEWOOD          | 624      | (M)(NB) | 5746          | 133.283%                                     | 0.22983%                                      |
| MOUNDS VIEW        | 621      | (R)     | 5917          | 121.575%                                     | 0.22453%                                      |
| NEW BRIGHTON       | 621      | (R)(B)  | 6308          | 127.049%                                     | 0.19688%                                      |
| NEW BRIGHTON       | 621      | (R)     | 6317          | 120.929%                                     | 0.19688%                                      |
| NEW BRIGHTON       | 621      | (R)(D)  | 6318          | 124.636%                                     | 0.19688%                                      |
| NEW BRIGHTON       | 282      | (R)     | 6387          | 136.580%                                     | 0.26325%                                      |
| NORTH OAKS         | 621      |         | 6710          | 92.770%                                      | 0.19688%                                      |
| NORTH OAKS         | 624      |         | 6740          | 94.590%                                      | 0.22258%                                      |
| NORTH ST. PAUL     | 622      | (M)(NB) | 6926          | 140.980%                                     | 0.24488%                                      |
| NORTH ST. PAUL     | 622      | (V)     | 6929          | 139.322%                                     | 0.24488%                                      |
| ROSEVILLE          | 621      | (R)     | 7917          | 121.923%                                     | 0.21369%                                      |
| ROSEVILLE          | 623      | (M)(NB) | 7936          | 123.336%                                     | 0.23607%                                      |
| ROSEVILLE          | 623      | (C)     | 7931          | 122.226%                                     | 0.23607%                                      |
| ROSEVILLE          | 623      | (R)     | 7937          | 121.403%                                     | 0.23607%                                      |
| ST. ANTHONY        | 282      | (R)     | 8187          | 169.180%                                     | 0.26325%                                      |
| ST. PAUL (6)       | 625      | (C)     | 151           | 148.965%                                     | 0.13407%                                      |
| ST. PAUL (6)       | 625      | (I)     | 152           | 147.948%                                     | 0.13407%                                      |
| ST. PAUL (6)       | 625      | (L)     | 154           | 146.322%                                     | 0.13407%                                      |
| ST. PAUL (6)       | 625      | (M)(BC) | 155           | 149.994%                                     | 0.13407%                                      |
| ST. PAUL (6)       | 625      | (M)(NB) | 156           | 150.041%                                     | 0.13407%                                      |
| ST. PAUL (Airport) | 999      | (L)     | 194           | 58.053%                                      | --  |
| SHOREVIEW          | 621      | (M)(NB) | 8316          | 119.449%                                     | 0.19688%                                      |
| SHOREVIEW          | 621      | (R)     | 8317          | 117.516%                                     | 0.19688%                                      |
| SHOREVIEW          | 623      | (M)(NB) | 8336          | 118.929%                                     | 0.21927%                                      |
| SHOREVIEW          | 623      | (R)     | 8337          | 116.997%                                     | 0.21927%                                      |
| SPRING LAKE PARK   | 621      | (R)     | 8517          | 138.159%                                     | 0.19688%                                      |
| VADNAIS HEIGHTS    | 621      |         | 8910          | 106.728%                                     | 0.19688%                                      |
| VADNAIS HEIGHTS    | 624      |         | 8940          | 108.548%                                     | 0.22258%                                      |
| VADNAIS HEIGHTS    | 624      | (M)(NB) | 8946          | 112.302%                                     | 0.22258%                                      |
| WHITE BEAR LAKE    | 622      | (V)     | 9329          | 111.204%                                     | 0.19466%                                      |
| WHITE BEAR LAKE    | 624      |         | 9340          | 102.710%                                     | 0.22258%                                      |
| WHITE BEAR LAKE    | 624      | (M)(NB) | 9346          | 106.464%                                     | 0.22258%                                      |
| WHITE BEAR LAKE    | 624      | (R)     | 9347          | 104.532%                                     | 0.22258%                                      |
| WHITE BEAR LAKE    | 624      | (V)     | 9349          | 104.806%                                     | 0.22258%                                      |
| TOWN OF WHITE BEAR | 621      | (R)     | 9717          | 107.635%                                     | 0.19688%                                      |
| TOWN OF WHITE BEAR | 624      |         | 9740          | 107.633%                                     | 0.22258%                                      |
| TOWN OF WHITE BEAR | 624      | (M)(NB) | 9746          | 111.387%                                     | 0.22258%                                      |
| TOWN OF WHITE BEAR | 624      | (R)     | 9747          | 109.455%                                     | 0.22258%                                      |

**Percentage Change in 2018 Property Tax  
On Median Value Single Family Properties (as of 10/24/17)**

| City             | School     | Payable 2017                   |  | Payable 2018<br>City Median<br>Estimated Value | % Change<br>in Median<br>Value | % Change in Tax on Median Valued Home |              |             |              |              | Estimated<br>Change<br>From 2017<br>Total Tax |
|------------------|------------|--------------------------------|--|--|--------------------------------|---------------------------------------|--------------|-------------|--------------|--------------|---|
|                  |            | City Median<br>Estimated Value |  |  |                                | County                                | City         | School      | Other        | Total        |   |
| Arden Hills      | 621        | \$308,200                      |  | \$333,800                                      | 8.3%                           | 5.1%                                  | 1.4%         | -1.8%       | 5.0%         | 2.0%         | \$85  |
|                  | 623        | "                              |  | "  | "                              | 5.1%                                  | 1.4%         | 23.0%       | 5.0%         | 9.6%         | 376   |
| Falcon Heights   | 623        | 253,600                        |  | 266,600  | 5.1%                           | 1.8%                                  | 27.8%        | 19.2%       | 10.4%        | 12.9%        | 403   |
| Gem Lake         | 624        | 246,900                        |  | 262,850  | 6.5%                           | 3.4%                                  | 16.9%        | 5.6%        | 4.6%         | 7.8%         | 273   |
| Lauderdale       | 623        | 184,800                        |  | 189,100  | 2.3%                           | -1.1%                                 | 7.3%         | 15.9%       | 7.2%         | 6.4%         | 141   |
| Little Canada    | 623        | 229,200                        |  | 240,800  | 5.1%                           | 1.8%                                  | -2.3%        | 19.2%       | 3.5%         | 6.2%         | 178   |
|                  | 624        | "                              |  | "  | "                              | 1.8%                                  | -2.3%        | 4.1%        | 3.5%         | 1.9%         | 57  |
| Maplewood        | 622        | 200,550                        |  | 209,600  | 4.5%                           | 1.3%                                  | 2.1%         | -5.8%       | 3.0%         | -0.7%        | -22   |
| Mounds View      | 623        | "                              |  | "  | "                              | 1.3%                                  | 2.1%         | 18.6%       | 3.0%         | 6.2%         | 174   |
|                  | 624        | "                              |  | "  | "                              | 1.3%                                  | 2.1%         | 3.5%        | 3.0%         | 2.3%         | 69  |
| Mounds View      | 621        | 184,800                        |  | 197,300  | 6.8%                           | 4.1%                                  | 11.2%        | -2.8%       | -1.2%        | 3.4%         | 87  |
| New Brighton     | 282        | 227,600                        |  | 242,400  | 6.5%                           | 3.5%                                  | 8.8%         | 9.6%        | 3.4%         | 7.0%         | 246   |
|                  | 621        | "                              |  | "  | "                              | 3.5%                                  | 8.8%         | -3.2%       | 3.4%         | 2.7%         | 83  |
| North Oaks       | 621        | 578,800                        |  | 558,400  | -3.5%                          | -8.0%                                 | 3.6%         | -13.4%      | -6.9%        | -9.0%        | -636  |
|                  | 624        | "                              |  | "  | "                              | -8.0%                                 | 3.6%         | -5.1%       | -6.9%        | -5.8%        | -410  |
| North St. Paul   | 622        | 168,450                        |  | 172,800  | 2.6%                           | -0.8%                                 | 7.5%         | -7.6%       | 0.7%         | -0.7%        | -17   |
| Roseville        | 621        | 227,150                        |  | 236,900  | 4.3%                           | 1.0%                                  | 3.8%         | -5.4%       | 0.8%         | -0.3%        | -9  |
|                  | 623        | "                              |  | "  | "                              | 1.0%                                  | 3.8%         | 18.3%       | 0.8%         | 6.5%         | 198   |
| St. Anthony      | 282        | 263,700                        |  | 278,700  | 5.7%                           | 2.4%                                  | 7.0%         | 8.7%        | 2.3%         | 6.0%         | 296   |
| <b>St. Paul</b>  | <b>625</b> | <b>161,400</b>                 |  | <b>173,900</b>                                 | <b>7.7%</b>                    | <b>5.8%</b>                           | <b>27.7%</b> | <b>5.0%</b> | <b>12.4%</b> | <b>11.7%</b> | <b>263</b>                                    |
| Shoreview        | 621        | 266,200                        |  | 289,800  | 8.9%                           | 5.9%                                  | 7.5%         | -1.1%       | 5.8%         | 4.0%         | 149   |
|                  | 623        | "                              |  | "  | "                              | 5.9%                                  | 7.5%         | 23.7%       | 5.8%         | 11.4%        | 397   |
| Spring Lake Park | 621        | 187,800                        |  | 188,300  | 0.3%                           | -3.6%                                 | 4.1%         | -9.3%       | -3.7%        | -2.8%        | -79   |
| Vadnais Heights  | 621        | 229,250                        |  | 246,200  | 7.4%                           | 4.5%                                  | 0.5%         | -2.4%       | 5.7%         | 1.4%         | 41  |
|                  | 624        | "                              |  | "  | "                              | 4.5%                                  | 0.5%         | 6.6%        | 6.2%         | 4.6%         | 138   |
| White Bear Lake  | 624        | 194,700                        |  | 208,400  | 7.0%                           | 4.3%                                  | 8.7%         | 6.3%        | 6.0%         | 5.8%         | 136   |
| White Bear Town  | 624        | 234,900                        |  | 255,400  | 8.7%                           | 5.9%                                  | 19.9%        | 8.0%        | 7.7%         | 9.1%         | 270   |

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion   X    
Action   X    
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date November 28, 2017

ITEM NUMBER Non-Union Compensation

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In the past, the Council extended the pay and benefits agreed to in the union contract to non-union staff (the City Administrator). Starting with the 2016-2017 union contract, employees were able to convert accrued sick leave into a Health Care Savings Plan (HCSP) contribution. In order to extend that benefit to non-union staff, the language has to be in the City's Personnel Policy. Attached to this item is the Personnel Policy language that would allow for this change. As the Personnel Policy is lengthy, I didn't include the full text but can provide to anyone who is interested.

### OPTIONS:

1. Decide whether to extend the benefits of the union agreement to non-union employees effective January 1, 2018.
2. Decide whether to extend the HCSP plan benefit to non-union employees via the Personnel Policy amendments.

### STAFF RECOMMENDATION:

Motion to extend the benefits of the union agreement to non-union staff effective January 1, 2018 and approve amendments to the Personnel Policy as provided.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the probationary period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## **IX. BENEFITS**

### **Health, Life and Long Term Disability Insurance**

The City will contribute a monthly amount toward group health insurance benefits for each eligible employee. The amount to be contributed and the type of coverage will be determined by the City Council. An employee may provide proof of health insurance coverage and decline City group health insurance benefit with the monthly amount deposited into their deferred compensation account. The premiums for life and long term disability insurance are paid for by the City.

### **Retirement**

The City participates in the Public Employees Retirement Association fund (PERA) to provide pension benefits for its eligible employees. The City and employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's social security and Medicare withholding).

### Health Care Savings Plan

Effective January 1, 2016, employees may contribute up to four (4) days of sick leave annually to a health care savings plan (HCSP) after the probationary period has been satisfactorily completed. The contributions will be processed the first payroll in December.

Employees that qualify for the sick leave benefit upon separation will contribute one hundred percent of the benefit to the HCSP.

## **X. HOLIDAYS**

The City shall observe the following official holidays for all regular full-time and part-time employees:

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

## **B. Vacation Leave**

### **1. Eligibility**

Full-time employees will earn vacation leave immediately upon being hired by the City in accordance with the following schedule:

#### **Vacation Leave Schedule**

| <u>Years of Service</u> | <u>Accrual</u>            |
|-------------------------|---------------------------|
| 0 – 5 years             | 3.08 hours per pay period |
| 6-10 years              | 4.62 hours per pay period |

Employees with more than ten (10) years of service with the City will accrue an additional .31 hours per pay period for each year of service starting with the eleventh (11) year up to twenty (20) years.

- Employee hired prior to April 26, 2016 shall be allowed to accrue twice their annual accrual.
- Employee hired April 27, 2016 and after shall be allowed a maximum accrual of 240 hours.

Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule. Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

### **2. Accrual Rate**

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

### **3. Earnings and Use**

After six months of employment with the City, an employee may use vacation leave as it is earned, subject to approval by the City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance.

Vacation leave cannot be converted into cash payments except upon termination of the employee's employment with the City as referenced in Section XIII(E) herein. Any employee leaving the City in good standing shall be compensated for vacation leave accrued and unused to the date of separation. Fifty percent of the vacation leave accrual will be contributed to the health care savings plan upon separation.

Adopted by the City Council of the City of Lauderdale on this 28<sup>th</sup> day of November, 2017.

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Mary Gaasch  
Mayor

ATTEST:

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Heather Butkowski  
City Administrator

TJB

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Closed Session   X  

Meeting Date November 28, 2017

ITEM NUMBER Performance Evaluation

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The Council last formally evaluated my job performance in May 2017 although the evaluation is typically done before the end of November. My employment agreement was signed in 2015 and extended through the end of 2016 with an automatic two year extension (through the end of 2018) if neither side provided notice of their intent to terminate the contract.

I think the open discussion evaluation format has worked in the past. I included an evaluation form I created for your use or to generate ideas for discussion. I am happy to talk to Councilors in advance of the meeting as well.

**OPTIONS:**

**STAFF RECOMMENDATION:**



## EMPLOYMENT AGREEMENT

This **AGREEMENT** is entered into this 10th day of February 2015, by and between the City of Lauderdale, (hereinafter referred to as "City") and Heather Butkowski-Hinrichs, (hereinafter referred to as "Employee").

WITNESSETH:

**WHEREAS**, the City desires to continue Heather Butkowski-Hinrichs' appointment as City Administrator under the terms and conditions set forth herein; and

**WHEREAS**, Heather Butkowski-Hinrichs wishes to continue serving as City Administrator under the terms and conditions set forth herein,

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

### **Section 1. Duties**

The City hereby agrees to continue employing the Employee as the full-time City Administrator of Lauderdale to perform the functions and duties of City Administrator as specified in the attached job description and to perform such other legally permissible and proper functions and duties as the City Council from time to time shall assign.

### **Section 2. Term**

- A. The Employee shall serve from January 1, 2015, through December 31, 2016. This agreement shall extend for an additional two-year period on the same terms and conditions as specified herein unless written notice of intent not to renew is given by either party to the other within 90 days before the expiration of any such two-year period.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to voluntarily resign at any time from the position of City Administrator, subject only to the provisions set forth herein. In the event the Employee does voluntarily resign her position with the City, she shall give the City 30 days advanced written notice thereof, unless otherwise agreed by the parties.

### **Section 3. Termination and Severance Pay**

- A. The City may discharge the Employee only by a majority vote of the full City Council. If a vacancy exists on the Council, the vacancy shall not be counted in determining the full City Council.
- B. In the event the Employee is terminated for any reason by the City Council, she shall be paid a lump sum cash payment equal to six months of aggregate salary and benefits at the time of her termination including any unused vacation or sick leave that would be paid.

- C. If the Employee has been charged with a felony, then at the discretion of the City Council, the Employee may not be entitled to any lump sum payments whatsoever.

#### **Section 4. Compensation**

- A. Beginning January 1, 2015, the Employee shall receive a salary of \$92,284.40 annually (Step 5). Annual pay increases will be at the same rate afforded other staff or otherwise set by the City Council.
- B. Additionally, the City Council shall conduct a performance review of the Employee before November 30 each year. The City Council may consider a merit increase based on the Employee's overall performance.
- C. The City Council and the Employee shall develop a mutually agreeable method by which to conduct an evaluation and what criteria shall be used in the evaluation. Upon request of the Employee, and in agreement with the City Council, the City shall consider contracting with an outside neutral party to assist in the development of the process and criteria.

#### **Section 5. Dues, Subscriptions, and Registration Expenses**

The City agrees to budget for and to pay the professional dues and subscriptions of the Employee necessary for her full participation in associations and organizations necessary and desirable for her continued professional growth and development. Such memberships include, but are not limited to the International City/County Managers Association (ICMA), Minnesota City/County Managers Association (MCMA), and Metropolitan Administrator and Managers Association (MAMA).

#### **Section 6. Mileage and Subsistence**

The City recognizes the Employee is required to attend meetings in the Twin Cities metropolitan area in her official capacity and agrees to reimburse the Employee for mileage and reasonable subsistence expenses within the guidelines established by the City Council.

#### **Section 7. Vacation and Sick Leave**

The Employee shall continue to earn vacation and sick leave at the current level and shall advance in accrual rates based on City policy.

#### **Section 8. Insurance**

The City will pay the cost of hospital, medical, and life insurance for the Employee in the same amount it pays for other union and non-union City employees.

**Section 9. Other Terms and Conditions of Employment**

- A. All provisions of City Ordinances, personnel policies, and regulations relating to vacation and sick leave; retirement and pension system contributions; holidays; and other fringe benefits and working conditions shall apply to Employee as they would to other employees of the City except as provided herein.
- B. Notwithstanding anything else in this Agreement to the contrary, the City Council may fix, from time to time, such terms of employment regarding the Employee, provided such terms are not inconsistent with or in conflict with the provisions of this agreement, any other law, or ethics requirements established by the International City/County Management Association.
- C. The employment provided by this Agreement shall be for the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employee and the City, the Employee may accept teaching, consulting, or other business opportunities with the understanding that such arrangements shall not constitute interference with or a conflict of interest with her responsibilities under this agreement or present a potential violation of the ICMA Code of Ethics.

**Section 10. Defense of Employee**

The City agrees to defend the Employee in any civil action arising out of the Employee's performance of her duties in accordance with the requirements of state law.

**Section 11. General Provisions**

- A. This document constitutes the entire Agreement between the parties. This Agreement shall be interpreted under the Laws of Minnesota.
- B. If any provision or portion thereof contained in this Agreement shall be held unconstitutional, invalid or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.

**IN WITNESS THEREOF**, the parties have signed and executed this Agreement, both in duplicate, on the day and year first above written.

The City of Lauderdale

Employee

\_\_\_\_\_  
Jeffrey E. Dains, Mayor

\_\_\_\_\_  
Heather Butkowski-Hinrichs

## CITY OF LAUDERDALE

Position Title: City Administrator

Department: Administration

Position Title of Immediate Supervisor City Council

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**Purpose Statement:** The City Administrator is the chief administrative officer of the City. This position is responsible for the daily administration and coordination of all City affairs in accordance with the City Code, ordinances, resolutions, and directives from City Council.

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### TYPICAL DUTIES PERFORMED

1. Direct and monitor all municipal operations.
  - A. Oversee all functions under the Plan A form of municipal government.
  - B. Work closely with staff to plan and coordinate their functions.
  - C. Direct preparation of agendas and supporting data for all council meetings.
  - D. Coordinate city activities with the City Attorney, Engineering Consultant, Police, and Fire Department.
  
2. Provide effective management of financial assets as directed by Council.
  - A. Oversee the preparation of the annual budget for council action.
  - B. Monitor expenditures within approved budgetary guidelines.
  - C. Monitor and control all purchasing functions.
  - D. Oversee all fund management and investment activities.
  - E. Ensure effective accounting practices to properly control financial assets and provide accurate information for financial planning.
  - F. Develop plans to meet current and future financial needs.
  
3. Provide human resource management to the organization.
  - A. Supervise the municipal office and administration of duties of all city personnel.
  - B. Recommend the selection of all employees, ensure proper employee utilization and motivation, review employee performance, recommend salary changes, and determine replacement needs.
  - C. Recommend employee benefit and personnel policy programs and coordinate all phases of personnel administration.
  
4. Facilitate effective public relations.

- A. Ensure that public services are efficiently provided and that all complaints are effectively handled.
  - B. Direct communication activities to keep the public informed of city plans and operations.
  - C. Represent the city in local, regional, and state meetings and function as delegated by the council.
  - D. Provide telephone and in-person assistance to residents and customers as needed.
5. Ensure effective management and utilization of all physical assets.
- A. Ensure efficient use and proper care of all existing assets.
  - B. Develop and maintain an inventory of all physical assets.
  - C. Monitor for replacement or upgrading of equipment and other assets as appropriate.
6. Perform other duties as assigned by the City Council to effectively manage city affairs and achieve Council objectives.
- A. Perform council administrative work and implement council decisions.
  - B. Provide reports, recommendations, and advice as appropriate.
  - C. Keep council fully informed and assist in its policy making role.
  - D. Assist and coordinate with various city commissions as appropriate.
  - E. Evaluate operations and recommend changes in organization structure to best achieve city objectives.
  - F. Continue to research improved methods for their possible use in Lauderdale.
  - G. Cooperate with other governmental units and municipalities on matters of mutual interest.
  - H. Draft city ordinances, resolutions, and policies for council approval, utilizing the City Attorney and others as needed.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of laws, rules, and regulations applicable to City government.

Knowledge of budgeting and government accounting.

Knowledge of government processes, services, and operations.

Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.

Ability to prepare, present, and administer budget.

Ability to communicate, both orally and in written format, effectively.

Ability to establish effective working relationships with elected officials, staff, advisory bodies, other public officials, and the public.

Ability to supervise and direct operations.

Ability to plan and analyze city operations, develop alternatives, and determine the costs, advantages and disadvantages of various alternatives.

Ability to research and prepare accurate and thorough reports.

Ability to perform mathematical calculations and to analyze data.

Ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively.

Ability to operate a computer and other office equipment.

## **MINIMUM QUALIFICATIONS**

Minimum requirements include BA in related field, municipal experience, strong interpersonal communication skills, financial acumen, problem solving skills and team orientation. Previous city administrator experience, redevelopment skills and MPA desired.

Revised February, 2005

**CITY OF LAUDERDALE  
JOB PERFORMANCE EVALUATION FORM  
PERFORMANCE REVIEW**

Employee Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Review Period \_\_\_\_\_  
Reviewed by \_\_\_\_\_

This review is                      Probationary                      Step increase                      X                      Annual

**PURPOSE**

The purpose of conducting a performance evaluation is to enhance the overall quality of service to the community, improve productivity, and foster employee development. The performance evaluation is designed to:

- Generate continuous, two-way communication between employee and supervisor as a shared responsibility
- Evaluate employee performance in relation to City and department goals and expectations
- Recognize achievements, accomplishments and contributions of employees
- Identify areas for employee training and development
- Provide a basis for planning future performance

**PERFORMANCE LEVEL DEFINITIONS**

These definitions are intended as guidelines to assist the supervisor in selecting a rating and maintaining consistency.

**Exceeds Expectations**

Employees in this group consistently exceed performance expectations. Performance contributions are definitely above that expected of employees. Errors are infrequent and of minor consequence. This individual's performance stands out from the norm of other employees in similar positions or in the same profession.

**Meets Expectations**

Employees fully achieve expectations in this category and contribute to the ongoing success of the organization. Employee is qualified, competent and valued, and errors are within acceptable limits, in terms of both frequency and consequence.

**Needs Improvement**

Performance at this level is below expectations and is unacceptable. Although some aspects of performance may meet expectations, the work in general is below the level expected of a proficient employee. A work plan for bringing performance to an acceptable level must be clearly outlined to the employee in writing at the time the evaluation is provided to the employee.

**Unsatisfactory**

Performance at this level is unacceptable. The work is below the level expected of a proficient employee. A work plan for bringing performance to an acceptable level must be clearly outlined to the employee in writing at the time the evaluation is provided to the employee.



**PERFORMANCE MEASURES**

1. **Job Knowledge.** Full understanding of concepts, procedures and tasks relevant to the job; grasp of developments in the field.

| Unsatisfactory _____   | Needs Improvement _____  | Meets Expectations _____  | Exceeds Expectations _____  |
|--|--|---|---|
| Demonstrated lack of skills and knowledge to do the job; resources are used ineffectively; cannot or will not perform essential job functions; detracts from productivity of work unit; completely unaware of developments in the field. | Given the level of experience, job knowledge is somewhat weak; has difficulty following instructions; requires more assistance/direction than others; does not understand or accept how their role impacts the City or dept as a whole | Knowledgeable in all facets of the job; performs routine work without instruction and follow-up; work seldom needs correction; work is accurate, thorough and done properly the first time. | Has knowledge beyond usual scope of job and responsibilities; performs out of the ordinary tasks with minimal instruction; stays updated on current developments in the field; requires little or no supervision or assistance. |

**Accomplishments / Developmental Needs:**

2. **Dependability.** Commitment to service, ability to work under pressure, attendance, promptness, and availability for call-back as needed.

| Unsatisfactory _____   | Needs Improvement _____  | Meets Expectations _____   | Exceeds Expectations _____   |
|--|--|--|--|
| Responsiveness, attendance and punctuality are unacceptable; misses deadlines; does not follow instructions or respond to directions well; blames external circumstances; hinders work unit. | Requires monitoring to produce standard quantity; sometimes unreliable; regularly absent or tardy. | Work output meets job standards; handles normal workload; consistently reliable; attendance record satisfactory; observes break and lunch schedules in accordance with dept policies; prompt in keeping appointments; ready to work at prescribed times; seldom absent or tardy. | Turns out a high volume of work; performs well under pressure; always on time; willing to work outside of normal business hours whenever necessary; able to multi-task; assignments often submitted prior to deadline. |

**Accomplishments / Developmental Needs:**

3. **Motivation.** Initiative, drive and energy to get things done; ability and willingness to take action, where appropriate, without being told.

| Unsatisfactory _____   | Needs Improvement _____   | Meets Expectations _____   | Exceeds Expectations _____  |
|--|---|--|---|
| Resists taking on additional responsibilities and training/education opportunities; does not take independent actions; shows little or no desire to improve performance. | Lacks drive; does not seek out opportunities for professional development; sometimes requires excessive supervision or direction. | Self-motivated; takes initiative to perform routine work activities with minimal supervision; takes responsibility for performing all areas of work; demonstrates energy and enthusiasm. | Demonstrates initiative to assure non-routine and out of the ordinary tasks are completed; progressive; presents new ideas; accepts new methods and procedures; motivates others; leads by example. |

**Accomplishments / Developmental Needs:**

4. **Planning & Time Management.** The ability to anticipate needs, forecast conditions, set goals, schedule work, meet deadlines, and measure results.

| Unsatisfactory _____   | Needs Improvement _____   | Meets Expectations _____   | Exceeds Expectations _____  |
|--|---|--|---|
| Loses significant time through inefficient planning and organization; has difficulty integrating changes into existing plans; does not set measurable, realistic goals and objectives. | Sometimes unprepared; occasionally misses deadlines; has difficulty prioritizing and works slowly; does just enough to get by; time management problems negatively affect others. | Consistently meets deadlines; plans and organizes workload; end result usually meets established goals/objectives; good use of time and resources. | Often completes work prior to deadlines; strives to improve upon existing methods; future oriented; well prepared; flexible and able to adjust priorities; time and resources used to a high degree of effectiveness. |

**Accomplishments / Developmental Needs:**

**5. Innovative Decision Making/Creative Problem Solving.** The ability to think through a problem, evaluate relevant facts, and reach sound conclusions.

| Unsatisfactory _____  | Needs Improvement _____  | Meets Expectations _____   | Exceeds Expectations _____   |
|---|--|--|--|
| Identifies problems at the last minute; poor information gathering and analytical skills; often displays poor judgment; does not contribute new ideas; uncomfortable with change. | Regularly falls short in evaluating facts and solving problems; does not always make sound conclusions; judgment has caused problems on occasion; avoids making decisions. | Uses appropriate decision making process for assigned duties; exhibits good judgment and common sense to attain required work standards; understands routine problems. | Exhibits strong ability to resolve problems and make decisions; considers alternatives and their impact before making a decision; other staff seeks him/her out for advice or problem solving. |

**Accomplishments / Developmental Needs:**

**6. Customer Service.** The ability to assess and appropriately respond to internal and external customer needs.

| Unsatisfactory _____   | Needs Improvement _____  | Meets Expectations _____   | Exceeds Expectations <u>X</u>  |
|--|--|--|--|
| Unable to handle difficult or emotional customers; responses frequently delayed or remain unfulfilled; occasionally rude; does not use customer feedback to improve service; moody | Occasionally brash toward others; requires excessive help and direction; frequently not as helpful and supportive as necessary for the position. | Communicates in a professional and courteous manner with customers and staff, in person and on the phone; approachable; accepts constructive feedback; maintains confidentiality as appropriate. | Exceeds standards for helpful and supportive service; seeks information not readily available in order to provide better service; uses customer feedback to improve service. |

**Accomplishments / Developmental Needs:**

7. **Teamwork.** The ability to interact with others and understand one's role in accomplishing group goals. Willingness to share ideas and information and to support decisions made by others. Sensitivity to others' needs.

| Unsatisfactory _____   | Needs Improvement _____   | Meets Expectations _____  | Exceeds Expectations _____  |
|--|---|---|---|
| Working relationships are frequently strained; possessive about work; displays negative/rude behavior; will not assist co-workers when needed; uncooperative when working in group situations. | Can be a negative influence on work unit; sometimes puts self-interest above that of group; uncooperative at times; tends to argue or is more impatient than others in the work group; regularly disrupts morale with petty complaints or offensive behavior. | Supports organizational/departmental goals and policies; works to maintain respectful and positive working relationships; shares information willingly; seeks suggestions from others and volunteers input; encourages others to take an active, positive role in the organization. | Actively supports organizational or departmental goals and policies; addresses conflict in a timely fashion; tactful; offers constructive criticism; shares information in a timely manner; volunteers to assist even if something is not in their job description. |

**Accomplishments / Developmental Needs:**

8. **Communication.** The ability to gain mutual understanding and to convey thoughts, ideas, direction, etc. verbally, in writing and through effective listening.

| Unsatisfactory _____  | Needs Improvement _____   | Meets Expectations _____   | Exceeds Expectations _____  |
|---|---|--|---|
| Very poor verbal, written and listening skills; frequently fails to keep others adequately informed and too often does not select or use appropriate communication methods. | Communications are often poorly organized, vague, or incomplete, causing misunderstandings or mistakes; written, oral and/or listening skills need improvement. | Communications are generally clear, concise and well-organized; listens to others; seeks clarification when necessary; respects and values others' opinions. | Ideas, opinions and instructions are clearly and concisely communicated; has above average oral and written communication skills; alert and sensitive listener. |

**Accomplishments / Developmental Needs:**

9. **Work Rules/Safety.** Adhering to and enforcing organization policies, procedures, rules and standards; observing safety rules.

| Unsatisfactory _____   | Needs Improvement _____  | Meets Expectations _____  | Exceeds Expectations _____  |
|--|--|---|---|
| Regularly ignores proper safety procedures; creates unsafe working conditions for self and others; has failed to report potentially unsafe conditions. | Has problems adhering to City policies, procedures; violates safety rules or has to be cautioned about performing unsafe acts; often complains about work rules. | Usually carries out City's established policies, procedures; promotes safety; points out hazards to co-workers; willingly attends safety training; operates and maintains equipment as appropriate. | Consistently adheres to and enforces City policy, procedures; observes safety rules; points out hazards to co-workers; looks for opportunities to improve safety. |

**Accomplishments / Developmental Needs:**

**OVERALL RATING (Tab through the rating area and place an X in the appropriate space.)**

Unsatisfactory
Needs Improvement
Meets Expectations
Exceeds Expectations

**REVIEWER'S OVERALL COMMENTS**

**EMPLOYEE'S COMMENTS (Please attach an additional sheet, if necessary)**

**GOALS AND OBJECTIVES for the next review period (these can be professional development goals, goals for dept, etc.)**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_