

## File Copy

#### NOTICE OF MEETING

#### City Council Meeting

#### Tuesday, October 20, 2015 7:00 P.M. City of Lake Elmo | 3800 Laverne Avenue North

#### **Agenda**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call/Order of Business
- D. Approval of Agenda
- E. Accept Minutes
  - 1. a. Approve September 15, 2015 Minutes
    - b. Approve October 6, 2015 Minutes
- F. Council Reports
- G. Presentations/Public Comments/Inquiries
- H. Finance Consent Agenda
  - 2. Approve Payment of Disbursements
  - 3. Approve Finance Report Dated 9/30/15
  - 4. Approve Quote to Seal and Abandon Test Well No. 4
  - 5. Approve Eagle Pt. Blvd. Street and Utility Improvements Pay Request No. 2
  - 6. Accept September 2015 Assessor Report

#### Other Consent Agenda

- 7. Approve Request for Public Works Operator Position
- 8. Manning Avenue Phase 1 Municipal Consent

#### J. Regular Agenda

- 9. Lake Elmo Airport Realignment Resolution 2015-80
- 10. Hammes Plat Extension
- 11. Practice for Adding Committee/Commission members
- 12. Human Resources Committee Applications
- 13. Planning Commission Application
- 14. Community Development Director Position Vacancy
- 15. Proforma Update
- 16. Lake Elmo Water Rate Reduction Analysis (Fliflet request)
- K. Staff Reports and Announcements
- L. Adjourn

#### CITY OF LAKE ELMO CITY COUNCIL MINUTES SEPTEMBER 15, 2015

#### A. CALL TO ORDER

Mayor Pearson called the meeting to order at 7:00 pm.

**PRESENT:** Mayor Mike Pearson and Council Members Julie Fliflet, Anne Smith, Justin Bloyer, and Jill Lundgren.

Staff present: Interim Administrator Schroeder, City Attorney Brekken, City Engineer Griffin, Finance Director Bendel, Community Development Director Klatt, Library Director Deprey, Fire Chief Malmquist, Planner Gozola and City Clerk Johnson.

#### B. PLEDGE OF ALLIGENCE

#### C. APPROVAL OF AGENDA

Councilmember Fliflet moved Item 14 to the Regular Agenda and tabled item 27. Mayor Pearson moved item 13 to the Regular Agenda. Councilmember Bloyer moved item 28 up to before item 23. Mayor Pearson moved item 15 to the Regular Agenda.

Councilmember Fliflet, seconded by Mayor Pearson, moved TO APPROVE THE AGENDA AS AMENDED. MOTION PASSED 5 – 0.

#### D. ACCEPT MINUTES

Minutes of the September 1, 2015 Regular Meeting were accepted as amended.

#### E. COUNCIL REPORTS

Mayor Pearson: Announced Christ Lutheran Church Rally Day on September 20<sup>th</sup>, 9:00 a.m. would appreciate local support due to construction.

**Councilmember Fliflet:** Attended Finance Committee meeting, Library Board meeting, Farmers Market and announced strong interest from residents in serving on an Environmental Committee. Thanked staff for all their assistance.

**Councilmember Smith:** Spoke with a resident on property site issues, met with Lennar representatives at the Savona development.

**Councilmember Bloyer:** Spoke with residents regarding 30<sup>th</sup> Street, the dog park proposal, downtown project and cemetery proposal. Reported on additional cost incurred by the City on legal publications. Noted a resignation from the Finance Committee and stated he does not feel he is an asset to the Finance Committee and submitted his resignation as a committee member.

Councilmember Lundgren: Noted that September 26<sup>th</sup> is the last Farmers Market for 2015.

#### F. PUBLIC COMMENTS/INQUIRIES

None

#### **G. PRESENTATIONS**

Susan Schmidt, Trust for Public Land, reported that conserving Tartan Park as a public park does not have strong support at this time and the Trust for Public Land will not be pursuing this project any further at this time.

#### H. FINANCE CONSENT AGENDA

- 2. Approve Payment of Disbursements
- 3. Accept Assessor Report
- 4. Approve Financial Report Dated August 31, 2015
- 5. Approve Purchase of Replacement Skid Unit for Fire Department Brush Truck
- 6. Approve Eagle Point Blvd. Street Improvements Pay Request No. 1
- 7. Approve Production Well No. 4 Pay Request No. 10 (FINAL)
- 8. Approve Production Well No. 4 Compensating Change Order No. 2

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE THE FINANCE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

#### I. OTHER CONSENT AGENDA

- 9. Accept Building Report
- 10. Approve Election Judge Appointments for November 4, 2015 Special Election *Resolution 2015-74*
- 11. Phase 2 Downtown Street, Drainage and Utility Improvements: Request County to Proceed with 30<sup>th</sup> Street Right-of-Way Acquisition
- 12. Approve Lake Elmo Jaycees Temporary Liquor License for 2015 Volksmarch October 10, 2015
- 16. Approve Fire Station Parking Lot Paving
- 17. Approve Sanctuary Park Trail Paving

Councilmember Smith, seconded by Mayor Pearson, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

#### J. REGULAR AGENDA

#### ITEM 13: ADOPT TARTAN PARK RESOLUTION – Resolution 2015-75

Interim Administration Schroeder reviewed proposed Resolution 2015-75 summarizing the City's position on the future disposition of Tartan Park.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO ADOPT RESOLUTION 2015-75 RELATING TO TARTAN PARK. MOTION PASSED 4 – 1. (Bloyer – Nay)

#### **ITEM 14: STATUS OF ARTS CENTER**

Interim Administrator Schroeder reviewed his memo to the Council reporting on the present use and condition of the Arts Center, noting that the property is in disrepair and may not meet standards for a public facility. Schroeder reviewed photos of the property and current utility and insurance cost information.

Mike Kramer, 142500 45<sup>th</sup> Street, Stillwater, offered a history of the Arts Center as a member of the New Century Artists painting group that has been meeting every Monday night since 2008 at the Arts Center. Noted that the building was a true arts center and utilized more heavily for that purpose prior to the Library moving in. The group has provided over 50 paintings currently hanging at the Lake Elmo Library.

Susan Kane, 4372 Little Bluestem, Lake Elmo, spoke on behalf of the Valley Friendship Club that has been meeting at the Arts Center and storing supplies there since 2010. The group provides activities for kids and young adults with disabilities.

Councilmembers discussed the condition of the property with no support for demolish the building at the present time. Consensus was to obtain costs for repairing the building and assessing the current uses. Interim Administrator Schroeder noted that if the building is retained for public use it should be updated to ensure safety.

Bill Walker, 3603 Laverne Avenue N., stated he lives across from the Arts Center and expressed concern over the exterior condition of the house and property. He encouraged the Council to tour the property and consider demolishing it.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO NOT DEMOLISH THE ARTS CENTER AND TO ALLOW ART GROUPS TO CONTINUE TO USE THE BUILDING AS THEY HAVE BEEN. MOTION PASSED 3 – 2. (Pearson, Bloyer – nay)

Mayor Pearson stated that the City has a liability with public use of the building, a neighbor objection and the City is setting a bad example by allowing the property to fall into disrepair. Pearson suggested that the building should be winterized and investigated. Councilmember Bloyer stated that the City has an obligation to make sure the building is safe before people use it any longer.

Finance Director Bendel noted that the Arts Center is currently insured as a vacant building and coverage will need to be added if it will continue to host the public.

Councilmember Bloyer, seconded by Councilmember Fliflet, moved TO INSTRUCT THE FINANCE DIRECTOR TO IMMEDIATELY PLACE INSURANCE COVERAGE ON THE BUILDING AND INSTRUCT THE BUILDING INSPECTOR TO INSPECT THE BUILDING. MOTION PASSED 5 – 0.

## ITEM 15. DOWNTOWN PHASE 1 AND PHASE 2 STREETSCAPE AND LANDSCAPE PLANS – APPROVE ALLEY CONCEPT PLAN CHANGES

City Engineer Griffin reviewed the features of the proposed plan changes and noted that curbs will be installed on Laverne Avenue in the next week so decisions need to be made on where curb cuts will go. Library Director Deprey thanked the engineering department for their work on the alley design. Deprey reported that the Library Board heard concerns from residents and neighboring businesses at a board meeting and felt this was the best compromise after weighing all the input.

Councilmember Bloyer, seconded by Councilmember Smith, moved TO APPROVE THE REVISED ALLEY PLAN FOR THE PHASE 1 DOWNTOWN STREET, DRAINAGE AND UTILITY IMPROVEMENTS. MOTION PASSED 5 – 0.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO ASK THE LIBRARY BOARD TO COVER ADDITIONAL COST OF THE REVISED ALLEY PLAN FROM LIBRARY FUNDS. MOTION FAILED 1 – 4. (Bloyer, Fliflet, Lundgren, Smith – Nay)

#### ITEM 18: GATEWAY CORRIDOR MARKET AND FISCAL IMPACT STUDY

Interim Administrator Schroeder introduced the East Metro Strong and Bus Rapid Transit concept. Community Development Director Klatt noted that the Planning Commission also received information from East Metro Strong at the last meeting. Will Schroeer, Executive Director of East Metro Strong, explained that the market study would not bind the City to anything and explained how the information may be useful to the City.

Councilmember Fliflet, seconded by Mayor Pearson, moved to remove the motion from the table TO CONTRIBUTE \$20,000 TO THE LAKE ELMO MARKET AND FISCAL IMPACT STUDY. MOTION PASSED 3 – 2. (Bloyer, Smith – Nay)

#### ITEM 19. MANNING AVENUE REDESIGN/REALIGNMENT

Interim Administrator Schroeder reviewed a map of the area, noting staff recommendation to approve Concept C. Frank Ticknor, Washington County Public Works, discussed the phases and timeline for the project.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO ACCEPT THE STAFF AND PLANNING COMMISSION RECOMMENDATION TO APPROVE CONCEPT C. MOTION FAILED 2 – 3. (Fliflet, Lundgren, Smith – Nay)

Discussion held concerning stoplight locations, traffic patterns and safety issues.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO ACCEPT CONCEPT C2, TO NOT BUILD THE ROAD FROM OLD HIGHWAY 5 TO CSAH 14 AT THIS TIME, ANDTO EXPLORE OPTIONS ON TEMPORARY EMERGENCY VEHICLE ACCESS BETWEEN THE CUL DE SAC AND CSAH 14. MOTION PASSED 3 – 2. (Pearson, Bloyer – Nay)

#### **ITEM 20: PEBBLE PARK PICNIC SHELTER**

Public Works Superintendent Bouthilet presented itemization of costs for add on features of the Pebble Park picnic shelter recommended by the Parks Commission.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE THE PEBBLE PARK PICNIC SHELTER WITHOUT THE LOGO AND ORNAMENTATION ON THE GABLE END. Mayor Pearson, seconded by Councilmember Lundgren, moved TO AMEND THE MOTION TO ALLOW THE LASER CUT CITY LOGO TO REMAIN.

AMENDMENT PASSED 5 – 0. PRIMARY MOTION PASSED 4 – 1. (Bloyer – Nay)

## ITEM 21: DOWNTOWN PHASE 1 AND PHASE 2 STREETSCAPE AND LANDSCAPE PLANS – APPROVE SCOPE OF IMPROVEMENTS

Frank Ticknor, Washington County Public Works, provided a review of the process of the project and asked for the Council's guidance on burying the overhead utilities. Discussion was held concerning the cost of burying the utilities and potential funding sources.

Barry Weeks, 3647 Lake Elmo Avenue, stated concern that the cost of burying the overhead utilities could increase and stated that this money could be spent on a lot of other things.

Dick Wier, 3645 Laverne Avenue, stated that there will be power lines everywhere else so there is not value in burying lines on one street and also expressed concern over hidden costs.

Stuart Johnson, 3603 Lake Elmo Avenue, expressed concern about the cost of the project and feels the costs will increase.

Wally Nelson, 4582 Lilac, stated a franchise fee is a tax and asked why the city would pay for the cost for upgrades inside buildings when that was not done for sewer hookups.

Mayor Pearson, seconded by Councilmember Lundgren, moved TO NOT BURY THE UTILITIES OWNED BY XCEL ENERGY AND COMCAST ALONG LAKE ELMO AVENUE FROM THE RAILROAD TO OLD HIGHWAY 5. MOTION PASSED 5 – 0.

Discussion held concerning the lighting portion of the project.

David Faint, 3617 Laverne Avenue, stated there are too many lights in the proposed plan.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE THE EVANS STYLE LIGHT FOR THE DOWNTOWN PROJECT AND FOLLOW THE REVISED LAYOUT PROVIDED BY WASHINGTON COUNTY. After discussion and receiving further information from SEH, MOTION FAILED 0 – 5.

Councilmember Fliflet, seconded by Mayor Pearson, moved TO MIX THE EVANS LIGHT WITH ACORN LIGHTS WITH CAPS IN THE DOWNTOWN AND DIRECT THE LIGHTING DESIGNER TO REVISIT THE PLAN WITH DIRECTION THAT THE CITY COUNCIL WANTS AS FEW LIGHTS AS POSSIBLE AND WORK WITH STAFF TO FIND FIXTURES THAT COMPLY WITH CITY CODE AS CLOSELY AS POSSIBLE. MOTION PASSED 3 – 2. (Bloyer, Smith – Nay)

Discussion held concerning the landscaping portion of the project. Revised plans were presented based on past input from the City Council. Cost and need for irrigation was discussed with alternatives offered such as asking for businesses and other to adopt planting areas for purposes of providing maintenance.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO APPROVE THE PRIOR WORKSHOP PLAN AS IT RELATES TO THE PLANTING BEDS. MOTION PASSED 3 – 2. (Fliflet, Lundgren – Nay)

Councilmember Bloyer, seconded by Mayor Pearson, moved TO APPROVE THE LANDSCAPE ARCHITECT PLAN FOR TREES IN THE DOWNTOWN PROJECT. MOTION PASSED 4 – 1. (Fliflet – Nay)

#### ITEM 22: INTERNAL FINANCIAL CONTROLS

Councilmember Fliflet introduced the request for Council support of the City's internal control policy passed earlier this year, noting concurrence from the City's auditor and bond counsel.

Councilmember Bloyer expressed concern over transparency and stated that past City Council members have had access to full working documents. Mayor Pearson stated that the City should have written policies concerning this subject.

Councilmember Lundgren asked for the City Attorney to provide his opinion on the request to release the information. Attorney Snyder stated that when Councilmember requests a working document it can be furnished and suggested that the information requested by provided as long as staff can include some protection and disclaimer. Snyder suggested that the Council discuss a process for addressing similar requests in the future.

Dale Doerschner, 3150 Lake Elmo Avenue, stated he has been hearing the Council ask for proformas that haven't been provided, and expressed concern over the Finance Committee agendas.

Stuart Johnson, 3603 Lake Elmo Avenue, stated that models are essential and it seems unusual to not provide working documents to the Council.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO SUPPORT THE STAFF AND UPHOLD THE CITY'S INTERNAL CONTROL POLICY SURROUNDING THE RELEASE OF PROPRIETARY FINANCIAL INFORMATION. MOTION PASSED 3 – 2. (Pearson, Bloyer – Nay)

Councilmember Bloyer moved TO MOVE AGENDA ITEM 28 TO BEFORE ITEM 23. MOTION DIED FOR LACK OF A SECOND.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO CONSIDER THE SAVONA AGENDA ITEMS NEXT. MOTION PASSED 3 – 2. (Pearson, Bloyer – Nay)

<u>ITEM 24: SAVONA 3<sup>RD</sup> ADDITION FINAL PLAT – RESOLUTION 2015-70</u> Community Development Director Klatt reviewed prior City Council action on the plat and clarified areas of past concern.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO ADOPT RESOLTUION 2015-70 APPROVING THE FINAL PLAT FOR SAVONA 3<sup>RD</sup> ADDITION WITH CONDITIONS 11 AND 12 STRICKEN. Councilmember Smith moved TO LEAVE CONDITON 12 IN THE APPROVAL AND DIRECT THE LANDSCAPE ARCHITECT TO LOOK AT THE PLANS. AMENDMENT DIED FOR LACK OF SECOND. PRIMARY MOTION FAILED 2 – 3. (Fliflet, Lundgren, Smith – Nay)

Councilmember Smith stated that she met with representatives at the Savona development and thanked them for their attempts to make the exterior of the townhomes look better. Discussion held regarding multifamily classification and design standards. Councilmember Fliflet suggested rewording the City's code to better define multifamily and single family. Challenges related to landscaping around the stormwater pond retaining wall were discussed. Councilmember Fliflet stated the City should review the park to be installed by the developer. Councilmember Bloyer stated that he would not support that condition, as the park is on private property.

Councilmember Smith, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2015-70, STRIKING CONDITION 11. MOTION FAILED 2 – 3. (Pearson, Bloyer, Fliflet – Nay)

Councilmember Fliflet, seconded by Councilmember Smith, moved TO ADOPT RESOLUTION 2015-70 APPROVING THE FINAL PLAT FOR SAVONA AS PRESENTED AND RECOMMENDED BY STAFF. MOTION PASSED 3 – 2. (Pearson, Bloyer – Nay)

## $\frac{\text{ITEM 25} - \text{SAVONA 3}^{\text{RD}} \text{ ADDITION DEVELOPMENT AGREEMENT} - \textit{RESOLUTION}}{2015-71}$

Councilmember Smith, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2015-71 APPROVING THE DEVELOPMENT AGREEMENT FOR SAVONA 3<sup>RD</sup> ADDITION. MOTION PASSED 5 – 0.

## ITEM 23: APPROVE 2016 PRELIMINARY GENERAL FUND AND LIBRARY FUND ANNUAL BUDGET AND TAX LEVY – RESOLUTION 2015–76

Finance Director Bendel reviewed the timeline for the 2016 budget process, noting that the preliminary budget and levy up for approval can be reduced, but not increased once approved. Budget assumptions, key considerations, staffing costs, library levy and CIP were presented. Bendel noted that the levy as presented, if not reduced later, would impact the average homeowner by \$60 per year in additional property taxes.

Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO APPROVE RESOLUTION 2015-76 ADOPTING THE PRELIMINARY 2016 GENERAL FUND AND LIBRARY FUND ANNUAL BUDGETS AND LEVIES. MOTION PASSED 4-1. (Bloyer – Nay)

## ITEM 28: LAKE ELMO MUNICIPAL WATER AND SEWER ENTERPRISE FUNDS STATUS (WACs AND SACs)

Finance Director Bendel provided a brief explanation on the proforma for water and sewer funds. Discussion was held on the proforma, water rates and fund balances. Councilmember Bloyer expressed concern that the numbers don't add up.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO SEND THE PROFORMA OUT TO A THIRD PARTY VENDOR TO CHECK THE ASSUMPTIONS FOR ACCURACY. MOTION FAILED 2 – 3. (Fliflet, Lundgren, Smith – Nay)

## ITEM 26: PLAT APPROVAL PROCESS/CONDITIONS OF APPROVAL Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO POSTPONE ITEM 26 TO THE NEXT MEETING DUE TO THE LATENESS OF THE HOUR. MOTION PASSED 5 – 0.

#### STAFF REPORTS AND ANNOUNCEMENTS

**Interim City Administrator Schroeder:** Attended Washington County water meeting and Planning Commission, Manning Ave. redesign, Parks Commission. Interviews for the City Planner position will be held in the coming days. Congratulated the city on receiving the Pollinator Friendly award, has been working on the Tartan Park transition.

City Clerk Johnson: No report.

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Finance Director Bendel: No report.	
<b>City Attorney Snyder:</b> No update due to the hour but will hagenda.	nave input for items on the next
Community Development Director Klatt: Reported on the Commission meeting.	e September 14, 2015 Planning
<b>City Engineer Griffin:</b> Noted dates and times for upcoming concerning CSAH 13/Inwood project.	ng neighborhood meetings
Meeting adjourned at 12:50 am.	
I	LAKE ELMO CITY COUNCIL
ATTEST:	
N	Mike Pearson, Mayor
Julie Johnson, City Clerk	

#### CITY OF LAKE ELMO CITY COUNCIL MINUTES OCTOBER 6, 2015

#### A. CALL TO ORDER

Mayor Pearson called the meeting to order at 7:00 pm.

**PRESENT:** Mayor Mike Pearson and Council Members Julie Fliflet, Anne Smith, Justin Bloyer, and Jill Lundgren.

Staff present: Interim Administrator Schroeder, City Attorney Snyder, City Engineer Griffin, City Engineer Stempski, Finance Director Bendel, Community Development Director Klatt, and City Clerk Johnson.

#### B. PLEDGE OF ALLIGENCE

#### C. APPROVAL OF AGENDA

Councilmember Fliflet removed items 8 and 9 and added item 19, Finance Committee Membership and item 20, City Council Workshop Agenda.

Councilmember Smith, seconded by Councilmember Fliflet, moved TO APPROVE THE AGENDA AS AMENDED. MOTION PASSED 4 – 1. (Bloyer – nay)

#### D. ACCEPT MINUTES

Mayor Pearson, seconded by Councilmember Fliflet, moved TO TABLE THE SEPTEMBER 15, 2015 MINUTES TO THE NEXT MEETING. MOTION PASSED 5 – 0.

#### **COUNCIL REPORTS**

**Mayor Pearson:** Attended meetings with East Metro Strong, Washington County and the school district regarding road issues, and Public Safety Committee. Toured the Arts Center. Stated he would like the Council to hold a budget workshop. Encouraged residents to attend Volksmarch on Saturday, October 10<sup>th</sup> from 10:00 am to 3:00 pm at Sunfish Lake Park.

Councilmember Fliflet: Addressed many small issues with residents and a workshop with BMS.

**Councilmember Smith:** Toured the Arts Center with the City Administrator and noted it needs to be cleaned up. Attended training with BMS. Stated that she would like to step down from the HR committee and re-join the Finance Committee.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPOINT COUNCILMEMBER SMITH TO THE FINANCE COMMITTEE AND COUNCILMEMBER LUNDGREN TO THE HUMAN RESOURCES COMMITTEE. MOTION PASSED 3 – 2. (Pearson, Bloyer – nay)

Councilmember Bloyer: Discussions with residents regarding the dog park proposal, met with a resident who commented that Sunfish Lake Park is in the best shape it's ever been in. Walked through the Arts Center and feels it is not safe for use. Also noted that document requested from staff has been released.

Councilmember Lundgren: Discussed the cemetery proposal, dog park proposal and other issues with residents, walked through the Arts Center and agrees it needs work; and attended the quarterly Fire Relief meeting.

#### PUBLIC COMMENTS/INQUIRIES

None

#### **PRESENTATIONS**

None

#### FINANCE CONSENT AGENDA

- 2. Approve Payment of Disbursements
- 3. 2015 Stormwater Assessments
- 4. 39th St. N. Street & Sanitary Sewer Improvements Pay Request No. 7

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE THE FINANCE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

#### OTHER CONSENT AGENDA

- 5. Administrative Position Request
- 6. Approve Animal Humane Society 2016 Letter of Understanding for Impound Services
- 7. Approve Building Inspector Hiring Recommendation

Councilmember Lundgren, seconded by Mayor Pearson, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

#### ITEM 10: KLEIS MINOR SUBDIVISION:

Community Development Director Klatt presented the planning report on the request to divide a 54.29 acre parcel into three lots. Klatt reviewed the layout of the new lots, noting that the layout was designed to preserve the original farmstead and farm operations while creating two ten acre lots that can be sold. Klatt also reviewed the Planning Commission recommendation for approval with four conditions.

Councilmember Smith, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2015-79 WITH AN ADDED CONDITION THAT THE ASSESSMENTS BE PAID OFF. MOTION PASSED 5-0.

#### ITEM 11: PRELIMINARY AND FINAL PLAT – HALCYON CEMETERY

Community Development Director Klatt presented a summary of the request previously reviewed by the Council to plat a cemetery at 11050 50<sup>th</sup> Street North with changes and new information. Site plan was reviewed, noting parking, existing structures and proposed future structures and burial sites. Klatt also reviewed a summary of questions and concerns from the neighboring property owners.

Klatt provided a review of the zoning code update in 2013 that added cemeteries as an allowed use, noting the distinction between a church and cemetery and that funeral homes are not permitted. Klatt identified four options for Council action with two alternatives for further discussion, one option for approval and one option for denial.

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Jean Mandrinich, 11240 50<sup>th</sup> Street N., spoke in opposition, noting that her property is adjacent to the proposed site and she feels the proposed cemetery would disrupt the rural residential character of the area.

Jeff Saffle, 11180 50<sup>th</sup> Street N., spoke in opposition, stating that he and his wife chose to live in Lake Elmo because of the rural character and stated the proposed cemetery as described is not a cemetery.

Susan Saffle, 11180 50<sup>th</sup> Street N., spoke in opposition, stating that the proposed cemetery is a large, for profit venture and does not fit the rural residential area.

Saxe Roberts, 11165 50<sup>th</sup> Street N., spoke in opposition, stating that he has water quality and runoff concerns, concerns about property values and feels the proposal is much more than a cemetery.

Christy Roberts, 11165 50<sup>th</sup> Street N., spoke in opposition, expressing concerns over traffic across the road from her young children and water runoff.

Joe Fleming, 5040 Lake Elmo Avenue N., spoke in opposition, stating that a mature cemetery without a mausoleum wouldn't impact property values much but the proposed project would.

Richard Day, 11049 50<sup>th</sup> Street N., spoke in opposition regarding the impact the project would have on his property that has been in his family since 1847, listing concerns over traffic and water runoff. Stated this proposal is a privately owned business and should not be allowed in a rural residential district.

Margaret Schmidt, 4525 Lake Elmo Avenue N., spoke in opposition stating concern that the proposed cemetery would affect the entire city. Mrs. Schmidt noted that she and other volunteers collected signatures on a petition requesting denial of the application from residents and asked the Council to consider public opinion along with facts.

Robert Williams, attorney representing concerned residents, reiterated that the intent of the rural residential zoning is not for commercial use and parking, and requested denial of the application.

Yvette Oldendorf, 5418 Lake Elmo Avenue N., spoke in opposition, noting this is a permanent decision that cannot be reversed once a cemetery is built.

Dean Dodson, 2915 Jonquil Tr. N., spoke as a Planning Commissioner and stated he would have voted against the proposal if he had known there was a legal basis to do so.

Lee Rossow, applicant, stated he wanted to design something special and worked to design the parking to avoid on street parking that would disrupt the neighbors. Mr. Rossow stated he was not proposing this project to make money, but was doing it for the greater good.

Councilmember Fliflet stated this proposal is not what the zoning code allows for, as it is a large scale business and has overwhelming citizen opposition. Mayor Pearson stated that a cemetery is a reasonable use and could be an asset but the funeral home component of this proposal doesn't fit.

Mayor Pearson, seconded by Councilmember Smith, moved TO ADOPT RESOLUTION 2015-59A DENYING THE HALCYON CEMETERY PRELIMINARY AND FINAL PLAT. MOTION PASSED 5 – 0.

## <u>ITEM 13: 2014 STREET IMPROVEMENTS – ASSESSMENT HEARING ON IMPROVMENTS & ADOPT FINAL ASSESSMENT ROLL</u>

Item 13 was moved up on the agenda in consideration of residents in attendance.

City Engineer Stempski reviewed the project areas, work done to the streets, gutters and road shoulders and street signs replaced to meet current standards. Stempski explained the process and criteria used to assess property owners.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved to open the public hearing at 9:20 p.m. MOTION PASSED 5-0.

Finance Director Bendel reported that she met with Jean Durand regarding her property at 1332 20<sup>th</sup> Street. The property was assessed in the past for four units versus five in the current project. Bendel stated that staff is recommending the current assessment be changed to four units.

Joan Richert spoke on behalf of her sister, Jean Durand, explaining there is 15 acres of water on the property due to runoff and that leaves only three buildable lots. Ms. Richert requested a reduction to 3 units for assessment on the property.

Linda Bernier, 2257 Legion Lane, stated her street did not have curb and gutter installed but another area did and both areas are being assessed the same amount.

City Engineer Griffin explained that there some drainage improvements included in the Eden Park portion of the project and the reclaim process makes the cost for the two areas very close to the equal. Griffin added that completing the projected together saves cost.

Ann Bucheck, 2301 Legion Avenue N., presented a written objection to the assessment on her property and requested a recalculation due to Packard Park having curb and gutter installed and Eden Park did not.

Dave Bucheck, 2301 Legion Avenue N., stated that about a mile of curb and gutter was installed in Packard Park and feels Eden Park should not be combined with Packard Park for computing the assessment.

Paul Bultman, 8243 Deer Pond Ct., stated that the rebuilt street in front of his house does not increase his property value and feels the assessment is an unconstitutional tax as it is not applied to all residents.

Councilmember Smith, seconded by Councilmember Bloyer, moved TO CLOSE THE PUBLIC HEARING AT 9:44 P.M. MOTION PASSED 5 – 0.

Discussion held concerning the resident objections to the assessment cost distribution and amount of the assessment relative to the benefit to the property. Discussion also held concerning the number of units to assess the Durand property.

Councilmember Bloyer moved TO TABLE ITEM 13. MOTION DIED FOR LACK OF SECOND.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO APPROVE RESOLUTION 2015-78 ADOPTING THE FINAL ASSESSMENT ROLL FOR THE 2014 STREET IMPROVEMENTS. MOTION FAILED 2 – 3. (Fliflet, Lundgren, Smith – Nay)

Councilmember Smith, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2015-78 ADOPTING THE FINAL ASSESSMENT ROLL FOR THE 2014 STREET IMPROVEMENTS WITH AN ADJUSTMENT TO THE DURAND PROPERTY AT 11332 20TH ST. FROM 5 UNITS TO 3 UNITS. MOTION PASSED 5 – 0.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO CONSIDER ITEM 17 NEXT ON THE AGENDA. MOTION FAILED 2 – 3. (Fliflet, Lundgren, Smith – Nay)

#### ITEM 12: PLAT APPROVAL PROCESS/CONDITIONS OF APPROVAL

Councilmember Fliflet stated concerns over the number of conditions on approvals and the follow up on compliance with the conditions. Discussion was held with Community Development Director Klatt explaining that the sixty day rule limits the amount of work that can be done prior to approval. Klatt added that the number of conditions typically found on approvals is in line with other cities.

Councilmember Fliflet, seconded by Councilmember Smith, moved THAT RELEASE/REALLOCTION OF SPECIAL ASSESSMENTS AND LIENS WITH THE COUNTY NEED CITY COUNCIL APPROVAL. MOTION WITHDRAWN.

Finance Director Bendel stated she will provide a draft policy for conditions of approval for collection and reallocation of special assessments.

### ITEM 14: 2016 STREET IMPROVEMENTS – APPROVE FEASIBILITY REPORT AND ORDER PUBLIC HEARING

City Engineer Stempski reviewed the project area and schedule, noting that the Kirkwood residents submitted a petition to the pave their gravel road and staff was directed to include that area in the project. Stempski also reviewed the planned improvements and estimated cost per unit for each area.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2015-79, RECEIVING THE FEASIBILITY REPORT AND CALLING A HEARING FOR THE 2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS. MOTION PASSED 5 – 0.

## ITEM 15: INWOOD BOOSTER STATION IMPROVEMENTS & ADOPT FINAL ASSESSMENT ROLL

City Engineer Griffin reported on the process and costs for the booster station building and asked for direction on the final design.

Councilmember Lundgren, seconded by Mayor Pearson, moved TO APPROVE THE PRAIRIE STYLE BUILDING FOR THE INWOOD WATER BOOSTER STATION. MOTION FAILED 2 – 3. (Bloyer, Fliflet, Smith – Nay)

Councilmember Fliflet stated the building should have unique rural character, such as a barn style. Councilmember Smith asked about removing stone from the back of the building and applying it on the front where it is more visible. Engineer Griffin stated he would seek the input of the adjacent land owner on the final design.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO RECONSIDER THE PREVIOUS MOTION. MOTION PASSED 3 – 2. (Fliflet, Smith – Nay)

#### <u>ITEM 16: WATER TOWER NO. 4 – APPROVE ENGINEERING SERVICES TASK</u> <u>ORDER FOR DESIGN AND CONSTRUCTION</u>

City Engineer Griffin reported this is the third component in the project. RFPs were sent to five engineering firms and the bids were analyzed for completeness and quality of work. Griffin discussed the design and materials to be used.

Councilmember Smith, seconded by Councilmember Bloyer, moved TO APPROVE A PROFESSIONAL ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES CONTRACT WITH SHE FOR THE INWOOD WATER TOWER NO 4 PROJECT IN AN AMOUNT NOT TO EXCEED \$108,500. MOTION PASSED 5 – 0.

#### ITEM 17: 10:00 P.M. CITY COUNCIL MEETING TIME LIMIT

Interim Administrator Schroeder introduced the item, and noted that the Ordinance proposed is based on information collected from other cities that have passed a similar Ordinance. Discussion held.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO ADOPT ORDINANCE 08-127. MOTION FAILED 1 – 4. (Bloyer, Fliflet, Lundgren, Smith – Nay)

#### **ITEM 18: COUNCILMEMBER/STAFF COMMUNICATIONS**

Interim Administrator Schroeder stated that an individual has filed a complaint that a Councilmember was communicating in an unprofessional manner.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved THAT IF COUNCILMEMBER BLOYER WANTS TO COMMUNICATE WITH STAFF IT WILL BE VIA EMAIL OR WITH ANOTHER COUNCILMEMBER PRESENT. QUESTIONS FOR MEETINGS WILL BE GIVEN AHEAD OF TIME OR QUESTIONS WILL BE DIRECTED TO THE CHAIR. MOTION PASSED 3 – 2. (Pearson, Bloyer – Nay)

Wally Nelson, 4582 Lilac, stated he has known Councilmember Bloyer for two years and has never seen him threaten or accost anyone.

#### ITEM 19: FINANCE COMMITTEE MEMBERSHIP

Councilmember Fliflet reported that Finance Committee members are currently being recruited and noted that the Finance Director and City Administrator are considered members of the Committee.

#### LAKE ELMO CITY COUNCIL MINUTES OCTOBER 6, 2015

LAKE ELMO CITY COUNCIL

#### ITEM 20: CITY COUNCIL WORKSHOP AGENDA

Councilmember Fliflet reported that the entire budget will be reviewed at the next Finance Committee meeting and suggested the budget be removed from the October 13<sup>th</sup> workshop agenda and invited Councilmembers to attend the Finance Committee meeting to discuss the budget.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO CONDUCT THE BUDGET WORKSHOP IN CONJUNCTION WITH THE FINANCE COMMITTEE MEETING ON WEDNESDAY, OCTOBER 14<sup>TH</sup> AT 4:30 P.M. MOTION PASSED 5 – 0.

#### STAFF REPORTS AND ANNOUNCEMENTS

Interim City Administrator Schroeder: Report to be provided via email due to the hour

City Clerk Johnson: No report

**Finance Director Bendel:** Stormwater assessments went out to residents for a final reminder, 3<sup>rd</sup> quarter water bills will be going out, finishing financial reports for the Finance Committee meeting, working on budget updates, working through CIP updates.

City Attorney Snyder: No report.

Community Development Director Klatt: No report.

City Engineer Griffin: No report.

Meeting adjourned at 12:50 a.m.

Julie Johnson, City Clerk

ATTEST:

Mike Pearson, Mayor



DATE:

October 20, 2015

CONSENT

**ITEM** 

#2

**MOTION** 

**AGENDA ITEM:** 

Approve Disbursements in the amount of \$487,340.18

**SUBMITTED BY:** 

Patty Baker, Accountant

THROUGH:

Cathy Bendel, Finance Director

**REVIEWED BY:** 

Cathy Bendel, Finance Director

#### SUGGESTED ORDER OF BUSINESS:

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** \$487,340.18

<u>SUMMARY AND ACTION REQUESTED:</u> As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$487,340.18. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**LEGISLATIVE HISTORY: NA** 

<u>BACKGROUND INFORMATION/STAFF REPORT</u>: The City of Lake Elmo has the fiduciary responsibility to conduct normal business operations. Below is a summary of current claims to be disbursed and paid in accordance with State law and City policies and procedures.

Claim #		Amount	Description
АСН	\$	12,035.41	Payroll Taxes to IRS & MN Dept of Revenue 10/15/15
ACH	\$	5,449.41	Payroll Retirement to PERA 10/15/15
DD6682-DD6731	\$	33,033.02	Payroll Dated (Direct Deposits) 10/15/15
43440-43496	\$	436,822.34	Accounts Payable 10/20/15
	150000		
TOTAL	\$	487,340.18	

**RECOMMENDATION**: Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$487,340.18.

#### **ATTACHMENTS:**

1. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: PattyB Printed: 10/14/2015 - 2:41 PM Batch: 003-10-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	# Od	Close POLine#	ne #
AMDAHL Chris A 11887 101-420-2220-440	AMDAHL Chris Amdahl Locksmith, Inc 11887 101-420-2220-44010 Repairs/Maint Bldg 11887 Total: AMDAHL Total:	290.00 290.00 290.00	0.00	10/20/0215	Change door lock combos - both stations	ombos - both	ı			No	0000
AMFLAG America 122575 101-410-1940-4430	AMFLAG American Flagpole & Flag Corp 122575 09/29/2015 101-410-1940-44300 Miscellaneous 122575 Total: AMFLAG Total:	56.90	0.00	10/20/0215	Flag - City Hall					%	0000
ANIMALHU Anim 3034 101-420-2700-4315	ANIMALHU Animal Humane Society 3034 10/14/2015 101-420-2700-43150 Contract Services 3034 Total: ANIMALHU Total:	480.00 480.00 480.00	0.00	10/20/0215	Animal Impound Fee 7/01-10/01/15	e 7/01-10/01/15	1			S S	0000
BAKERPAT Baker Patricia 2015-09 101-410-1520-43150 Cont	BAKERPAT Baker Patricia 2015-09 10/06/2015 101-410-1520-43150 Contract Services	540.62	0.00	10/20/0215	Contract Hours - September	ptember				No 0	0000
2015-09	2015-09 10/06/2015 101-410-1320-43150 Contract Services	300.00	0.00	10/20/0215	Contract Hours - September	tember	1			No oN	0000
2015-09 601-494-9400-4315	2015-09 601-494-9400-43150 Contract Services	1,081.25	0.00	10/20/0215	Contract Hours - September	otember	1			No 0	0000
2015-09 602-495-9450-4315	2015-09 10/06/2015 602-495-9450-43150 Contract Services	216.25	0.00	10/20/0215	Contract Hours - September	otember	¢.			No 0	0000
2015-09 603-496-9500-4315	2015-09 10/06/2015 603-496-9500-43150 Contract Services	324.38	0.00	10/20/0215	Contract Hours - September	otember	ť			No 0N	0000
	2015-09 Total:	2,462.50									

AP - To Be Paid Proof List (10/14/15 - 2:41 PM)

Invoice # Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	# Od	Close POLine#	ine #
BAKERPAT Total:	2,462.50									
BRAUN Braun Intertec Corporation B039862 09/29/2015 409-480-8000-43030 Engineering Services B039862 Total: BRAUN Total:	1,355.75 1,355.75 1,355.75	0.00	10/20/0215	39th Street North		·	¥		No V	0000
C A C Companion Animal Control, LLC Sept 15 10/13/2015 101-420-2700-43160 Impounding Sept 15 101-420-2700-43160 Impounding C A C Total:	500.00 60.00 560.00 560.00	0.00	10/20/0215	Animal Control Services - Sept 2015 Impound 7am-7pm	rvices - Sept 2015	у п			° ° ° Z	0000
CARQUEST Car Quest Auto Parts 2055-360779 10/05/2015 101-430-3125-44040 Repairs/Maint Eqpt 2055-360779 Total: CARQUEST Total:	150.36 150.36 150.36	0.00	10/20/0215	Snow plows		i	¥		No	0000
CDW CDW Government Inc. ZK07619 09/29/2015 101-420-2220-42000 Office Supplies ZK07619 Total: CDW Total:	438.54 438.54 438.54	0.00	10/20/0215	Laser Jet printers		j.			°N	0000
CHASERIC Chase Rick 10/02/2015 101-420-2400-43310 Mileage Total: CHASERIC Total:	47.04 47.04 47.04	0.00	10/20/0215	Mileage		1			No	0000
COMCAST Comcast 09/27/2015 101-420-2220-44300 Miscellaneous Total:	7.90	0.00	10/20/0215	10/20/0215 Monthly Service		,			N <sub>O</sub>	0000

Invoice # Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	# Od	Close POLine#	##
COMCAST Total:	7.90									
CTYBLOOM City of Bloomington Sep- 15 601-494-9400-42270 Utility System Maintenance Sep- 15 Total: CTYBLOOM Total:	31.50 31.50 31.50	0.00	10/20/0215	Lab testing - September	ember	1			No OI	0000
CTYHUGO City of Hugo 10/01/2015 101-420-2400-43150 Inspector Contract Services 10/01/2015 101-420-2400-43310 Mileage Total: CTYHUGO Total:	193.50 42.38 235.88 235.88	0.00	10/20/0215	Inspections Services - September Mileage - September	es - September oer	e e			0 0 2 2	0000
CTYOAKDA City of Oakdale September 10/01/2015 601-000-0000-20803 WAC due Oakdale September Total: CTYOAKDA Total:	6,000.00	0.00	10/20/0215	10/20/0215 New Connections - WAC fees	- WAC fees	,			00 oN	0000
CTYOAKDP City of Oakdale 10000460-01 09/30/2015 601-494-9400-43820 Water Utility 10000460-01 Total: 201510014872 09/30/2015 410-480-8000-45500 Vehicles 201510014872 Total: CTYOAKDP Total:	14,843.03 14,843.03 75.00 14,918.03	0.00	10/20/0215	Water usage - South Pit - 9/2-10/	Water usage - South Pit - 9/2-10/01/15 Mount storage box in new ladder	т п			00 00 V V	0000
Enright Enright Robert Bonus 10/12/2015 101-410-1450-43620 Cable Operations Bonus Total: Cable 10/12/2015 101-410-1450-43620 Cable Operations Cable Enright Total:	25.00 25.00 55.00 55.00 80.00	0.00	10/20/0215	PC - 10/12/15 - Bonus PC - 10/12/15	snu	T T			00 00 2 %	0000

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Invoice # Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO#	Close POLine #	Line #
FASTENAL Fastenal Company MNOAK11514 09/29/2015	132.59	0.00	10/20/0215	Winter parts		,			No	0000
f+	132.59	e*			¥ N					
GKSERVIC G&K Services 1182245718 08/12/2015	36.84	0.00	10/20/0215	Uniforms		,			No	0000
	36.84	0.00	10/20/0215	Uniforms		ř. 1			No	0000
	36.84 36.84	0.00	10/20/0215	Uniforms		ř			No	0000
	36.84	0.00	10/20/0215	Uniforms		3:			No	0000
101-430-3100-44170 Unitorms 118234623 Total: 1182347935 10/14/2015	36.84 36.84	0.00	10/20/0215	Uniforms		ı ı			N <sub>o</sub>	0000
101-450-5100-441/0 Onnorms 1182347935 Total: GKSERVIC Total:	36.84									
	205.14	0.00	10/20/0215	Reimburse Farme	Reimburse Farmer's Market Expenses				S S	0000
204-450-5200-44300 Miscellaneous Total: GORACKI Total:	205.14									
GPRS GPRS 10/13/2015 101-410-1320-44370 Conferences & Training Total:	40.00	0.00	10/20/0215	10/29/15 Seminar - Julie Johnson	Julie Johnson	ı			o N	0000
HDSUPPLY HD Supply Waterworks, Ltd. E544666 09/30/2015	589.00	0.00	10/20/0215	Water meters		ı			°Z	0000
9400-42300 9400-42300	5,520.00	0.00	10/20/0215	Water meters		ï			No	0000
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Invoice # Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO#	Close POLine#	Line#
E546146 Total: HDSUPPLY Total:	5,520.00 6,109.00									
INTERSTA Interstate All Battery Ctr 1902701003319 10/09/2015	219.90	0.00	10/20/0215	Batteries for T1					No	0000
	10.95	0.00	10/20/0215	Battery for EXIT light - station 1	light - station 1	t			No	0000
	31.90	0.00	10/20/0215	Replacement batteries for SCBA's	rries for SCBA's	,			No	0000
-	262.75 262.75									
JANIKING Jani-King of Minnesota, Inc	37.702	G G	7.00/00/01		;					
44010 1		0.00	10/20/0215	Cleaning Services - City Hall	- City Hall	1			No	0000
MINI0150427 Total: JANIKING Total:	326.65 326.65									
IOHNSON & Johnson 9, Townson Attorney										
45410 10/07/2015 10.43045 Attorney Criminal	5,547.50	0.00	10/20/0215	Prosecution		e			No	0000
<del></del>	5,547.50 132.00	0.00	10/20/0215	Library		j			Š	0000
206-450-5300-43040 Legal Services 45420 Total:	132.00	6							2	
0-1320-43040 Legal Ser	90.00	0.00	10/20/0215	3M Litigation		ı			No	0000
45525 10/07/2015 803-000-0000-22910 Develoner Payments	90.00	0.00	10/20/0215	Lennar		¥			No	0000
45538 10/07/2015 10/1320-43040 1 and Sarries	1,700.00	0.00	10/20/0215	39th Street		ř			N <sub>o</sub>	0000
45540 10/07/2015 45540 10/07/2015 803-000-0000-22910 Develoner Payments	3,510.00	0.00	10/20/0215	Wildflower		t.			No	0000
45576 10/07/2015 10/07/2016 10/07	3,510.00 228.00	0.00	10/20/0215	Riley Bros Litigation	ис	1			No	0000
	228.00 30.00	0.00	10/20/0215	Halcyon Cemetary		1			No	0000

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Invoice # Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	# Od	Close POLine #	Line #
45729 Total: 10/07/2015	30.00	00.00	10/20/0215	Easton Village					N <sub>o</sub>	0000
803-000-0000-22910 Developer rayments 45729 Total: 45730 10/07/2015	400.00	0.00	10/20/0215	Hunters Crossing		į			No	0000
803-000-0000-22910 Developer Payments 45730 Total: 45730A 10/07/2015	350.00	0.00	10/20/0215	Ryland/Hammes		x			°Z	0000
803-000-0000-22910 Developer Payments 45730A Total: 45732 10/07/2015	370.00 6,368.00	0.00	10/20/0215	Civil Matters		ı			No	0000
101-410-1320-43040 Legal Services 45732 Total: 45733	6,368.00	0.00	10/20/0215	30th Street		1			No	0000
101-410-1320-43040 Legal Services 45733 Total: JOHNSON& Total:	120.00									
KWIK Kwik Trip Inc 316313 101-420-2220-42120 Fuel, Oil and Fluids 316313 Total: KWIK Total:	31.39 31.39 31.39	0.00	10/20/0215	Fuel		j.			N <sub>O</sub>	0000
LandHome Landucci Homes 2014-189 10/07/2015 803-000-0000-22900 Deposits Payable 2014-189 Total: LandHome Total:	4,950.00 4,950.00 4,950.00	0.00	10/20/0215	Escrow Release 10902 57th St	902 <i>57</i> th St	j			N <sub>o</sub>	0000
	4,120.00	0.00	10/20/0215	Inspection Services - Sept	s - Sept	ï			No	0000
101-420-2400-43150 Inspector Contract Services 17 101-420-2400-43310 Mileage 17 Total: LANG RON Total:	458.27 4,578.27 4,578.27	0.00	10/20/0215	Mileage - Sept		i			No	0000
LASER Lake Elmo Laser 317344 10/02/2015 204-450-5200-44300 Miscellaneous 317344 Total:	300.00	0.00	10/20/0215	Medallions - Volksmarch	smarch	ı			N <sub>o</sub>	0000
NAU 19.0 - 21/1/1/1017 44: 13.00.00 15.00.00 27.00 00.00	THE REAL PROPERTY AND PROPERTY OF STREET, STRE				AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	THE RESIDENCE CONTINUES OF THE PROPERTY OF THE	dentities and the section of the september of the september of the section of the september		Control of the Contro	Page 6

Invoice # Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	# Od	Close POLine#	1e #
LASER Total:	300.00									l
LEAGMN League of MN Cities 222912 10/13/2015 101-410-1320-44370 Conferences & Training 222912 Total: LEAGMN Total:	40.00	0.00	10/20/0215	2015 Regional Mee	2015 Regional Meetings - C. Schroeder				0 0 N	0000
LEOIL Lake Elmo Oil, Inc. 09/30/2015 101-420-2220-42120 Fuel, Oil and Fluids Total: LEOIL Total:	239.20 239.20 239.20	0.00	10/20/0215	Fuel					O O V	0000
Newspapers Inc 110-1450-43510	92.58	0.00	10/20/0215	Ordinance 08-121		ī			No 00	0000
7148 09/30/2015 101-410-1450-43510 Public Notices 7148 00/20/2015	60.84	0.00	10/20/0215	Public Hearing - Streets	reets	, ,			No 0(	0000
50-5300-44300	20.08	0.00	10/20/0215	Library project		,			No 0K	0000
7149 101-410-1450-43510 Public Notices 7148 Total: Lillie Total:	-124.80 49.30 49.30	0.00	10/20/0215	Credit memo		î.			No 00	0000
LINNER Linner Electric Company, Inc. 6048 10/08/2015 404-480-8000-44030 Repairs/Maint Imp Not Bldgs	2,194.80	0.00	10/20/0215	Replace electrical					00 oN	0000
6052 10/09/2015 404-480-8000-44030 Repairs/Maint Imp Not Bldgs 6052 Total: LINNER Total:	2,194.80 7,500.00 7,500.00 9,694.80	0.00	10/20/0215	3509 Laverne Ave		Ĭ.			00 ON	0000
LOFF Loffler Companies, Inc. 2078652 10/01/2015 101-410-1940-44040 Repairs/Maint Contractual Egpt 2078652 Total:	325.78	0.00	10/20/0215	Copy machine overage & base	ge & base	1			00 °N	0000

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Invoice # Inv	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #	Line #
OT	LOFF Total:	325.78									
MENARDSO Menards - Oakdale 87701	09/25/2015	47.62	0.00	10/20/0215	Shop supplies		1			No	0000
101-430-3100-42150 Shop Materials 87701 87803 09/26/2015	Shop Materials 87701 Total: 09/26/2015	47.62 88.40	0.00	10/20/0215	Shop supplies		c			No	0000
101-450-5200-42150 S 88215 10/	Shop Materials 87803 Total: 10/02/2015	88.40 78.23	0.00	10/20/0215	Landscape materials	ıls				No	0000
101-450-5200-42250 Landscaping Materials 88215 Total: 88355 10/04/2015	Landscaping Materials 88215 Total: 10/04/2015	78.23	0.00	10/20/0215	Shop supplies		ı			No	0000
	Shop Materials 88355 Total: 10/06/2015	50.79 26.50	0.00	10/20/0215	Shop supplies		,			No	0000
-	Shop Materials 10/06/2015	29.83	0.00	10/20/0215	Shop supplies		1			No	0000
101-450-5200-42150 S 88478 10/	Shop Materials 10/06/2015	38.97	0.00	10/20/0215	Sweatshirts		1			No	0000
101-450-5200-44170 Uniforms 88478 10/06/2015	Uniforms 10/06/2015	59.98	0.00	10/20/0215	Entry lever					No	0000
101-410-1940-44010 R 88619 10/	101-410-1940-44010 Repairs/Maint Contractual Bldg 88478 Total: 88619 10/08/2015	155.28 29.75	0.00	10/20/0215	Shop supplies		i.			No	0000
	Shop Materials 10/08/2015	16.99	0.00	10/20/0215	Safety jacket		1			No	0000
88749 10/	010/09/2015	46.74 32.69	0.00	10/20/0215	Shop supplies		ı			No	0000
101-450-5200-42150 Shop Materials 88749 MENARDSO To	Shop Maternals 88749 Total: MENARDSO Total:	32.69									
METCOU Metropolitan Council 1048726 10/20/1201 602-495-9450-43820 Sewer Ut 10	METCOU Metropolitan Council 1048726 10/20/1201 602-495-9450-43820 Sewer Utility - Met Council 1048726 Total: METCOU Total:	1,466.00 1,466.00 1,466.00	0.00	10/20/0215	Waste Water Services	sec	, T			oN N	0000
METSAC Metropolitan Council Sept 2015 10/01/201: 602-000-0000-20802 SAC due	5 Met Council	29,820.00	0.00	10/20/0215	SAC due Met Council - Sept 2015	ncil - Sept 2015	ı			o V	0000
THE PROPERTY OF THE PROPERTY O	en e	And the Assessment of the Asse			AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	A PART OF THE WAY WELL STORY THE WAY WE WANTED THE WAY WE WAY THE WAY WAY THE WAY WAY THE WAY WAY THE WAY WAY WAY THE WAY					

Invoice # Inv Date	Amount	Quantity	Pınt Date	Description	Reference	Task	Type	# Od	Close POLine#	Line#
Sept 2015 10/01/2015 602-000-0000-37220 SAC Early Pay discount/revenue Sept 2015 Total: METSAC Total:	-298.20 venue 29,521.80 29,521.80	0.00	10/20/0215	SAC due Met Cou	SAC due Met Council - early pay disc.				No	0000
MILLEREX Miller Excavating, Inc. Pay Req 2 09/30/2015 409-480-8000-43030 Engineering Services Pay Req 2 Total: MILLEREX Total:	268,768.06 268,768.06 268,768.06	0.00	10/20/0215	Eagle Point Blvd		,			°Z	0000
MNDNR MN DNR 858122 10/07/2015 101-450-5200-42250 Landscaping Materials 858122 Total: MNDNR Total:	194.65 194.65 194.65	0.00	10/20/0215	Landscape materials	ıls	ı			N <sub>O</sub>	0000
MNRURAL MN Rural Water Association 09/29/2015 101-430-3100-44330 Dues & Subscriptions Total: MNRURAL Total:	275.00 275.00 275.00	0.00	10/20/0215	Membership Renewal - M. Bouthilet	wal - M. Bouthilet				No	0000
ONECALL Gopher State One Call 147478 09/30/2015 101-430-3100-43150 Contract Services 147478 Total: ONECALL Total:	443.90 443.90 443.90	0.00	10/20/0215	Tickets		1			%	0000
OSWALD Oswald Hose & Adapters 12213 10/07/2015 101-420-2220-44040 Repairs/Maint Eqpt 12213 Total: OSWALD Total:	184.90 184.90 184.90	0.00	10/20/0215	Recouple hose for drafting bundles	drafting bundles	r			2 2	0000
PERFORPO Performance Pools & Spa, Inc 2014-312 10/02/2015 803-000-0000-22900 Deposits Payable 2014-312 Total:	500.00	0.00	10/20/0215	Escrow Release 9954 Tapestry Rd	54 Tapestry Rd	T		W	°N	0000

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Invoice # Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	# Od	Close POLine #	ine #
2014-408 10/02/2015 803-000-0000-22900 Deposits Payable 2014-408 Total: PERFORPO Total:	500.00 500.00 1,000.00	0.00	10/20/0215	Escrow Release 8215 26th St	15 26th St	,			No	0000
PRIZM Prizm Electric Refund 10/14/2015 101-000-0000-32280 Electrical Permit Revenue Refund Total: PRIZM Total:	29.00	0.00	10/20/0215	Cancelled permits 887 & 888 less fees.	87 & 888 less fees.				°Z	0000
RIVRCOOP River Country Cooperative 09/30/2015 101-420-2220-42120 Fuel, Oil and Fluids Total: RIVRCOOP Total:	577.84 577.84 577.84	0.00	10/20/0215	Fuel		ı			o N	0000
SAMBATEK Sambatek, Inc 6012 10/14/2015	459.05	0.00	10/20/0215	Planning Services - General	General	ı			No	0000
	459.05 2,021.30	0.00	10/20/0215	Planning Services - Legends	Legends	Ī			No	0000
609-000-000-22910 Developed Layments 6090 Total: 803-000-0000-22910 Developer Payments 6100 Total: SAMBATEK Total:	2,021.30 3,538.55 3,538.55 6,018.90	0.00	10/20/0215	Planning Services - Auto Owners	Auto Owners	t			No	0000
SURPLUS Surplus Services 20036348 10/05/2015	300.00	0.00	10/20/0215	File Cabinets		¥			o <sub>N</sub>	0000
	300.00 150.00 150.00 450.00	0.00	10/20/0215	Office Supplies		i.			0 Z	0000
TDS TDS Metrocom - LLC 651-779-8882 10/13/2015 101-420-2220-43210 Telephone	89.53	0.00	10/20/0215	Analog lines - Fire		ı			°Z	0000

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Invoice # Inv Date	Amount	Quantity	Pmt Date	Description Reference		Task Type	<b>PO</b> #	Close POLine#	Line#
651-779-8882 10/13/2015 101-430-3100-43210 Telephone	214.46	0.00	10/20/0215	Analog lines - PW		T T		No	0000
	82.58	0.00	10/20/0215	Analog lines - Lift Station Alarms	arms	ï		No	0000
-	43.29	0.00	10/20/0215	Alarm - Well house 2		ī		No	0000
651-779-8882 Total: TDS Total:	32 Total: 429.86 429.86								
TKDA TKDA, Inc. 002015002994 10/07/2015	11.873.81	000	\$100/00/01	Endo Drist Dl. Change on J Tirli.	5015.				
409-480-8000-43030 Engineering Services 002015002994 Total:				ragic 1 out Diva Succi ald C	ćilli.			o Z	0000
43030	1,967.48 ervices 1,967.48 5 Total: 13.841.29	0.00	10/20/0215	Eagle Point Blvd		ı		No	0000
TOOLGUY The Tool Guy, LLC 8935 09/29/2015	1	0.00	10/20/0215	Tools		r		°Z	0000
9180 101-430-3100-42400 Small Tools & Minor Equipment	8935 Total: 21.95 12.34 Is & Minor Equipment	00.0	10/20/0215	Tools		T		ON	0000
9180 - TOOLGUY Total:	9180 Total: 12.34 Total: 34.29								
TOWNCTRY Town & Country Cleaning Co 1015551 10/01/2015 206-450-5300-44010 Repairs/Maint Bldg 1015551 Total: TOWNCTRY Total:	ng Co . 215.00 Bldg 215.00 1 Total: 215.00	0.00	10/20/0215	October Janitorial Services - Library	ibrary			Š	0000
UNITEDPR NorthMarq 7242014 09/28/2015 101-410-1320-44300 Miscellaneous 7242014 Total: UNITEDPR Total:	f Total:	0.00	10/20/0215	OEA Cost - semi -annual 1/1-6/30/15	/30/15			No	0000

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Invoice # Inv Date	Amount	Quantity	Pmt Date	Description Re	Reference	Task	Type	# Od	Close POLine#	ine #
VIEBROCK Viebrock Construction 2014-319 09/24/2015 803-000-0000-22900 Deposits Payable 2014-319 Total: VIEBROCK Total:	5,000.00	0.00	10/20/0215	Escrow Release 8255 Lake Jane Trail	ake Jane Trail	ı			No	0000
WHEATON Wheaton Joseph 20151003 10/05/2015 101-000-0000-20802 Electrical Permit Fees Payable 20151003 Total: WHEATON Total:	2,652.90 able 2,652.90 2,652.90	0.00	10/20/0215	Electrical Inspection Services - Sept	arvices - Sept	r			N <sub>O</sub>	0000
Whiteani White Anita Bonus 10/06/2015	25.00	0.00	10/20/0215	CC 10/6/15 - Bonus		3.			No	0000
Cable 101-410-1450-43620 Cable Operations 101-410-1450-43620 Cable Operations Cable Total: Whiteani Total:	25.00 55.00 55.00 80.00	0.00	10/20/0215	CC 10/6/15					No No	0000
	195.29	0.00	10/20/0215	Utility Services		ı			No	0000
_	36.02	0.00	10/20/0215	Utility Services		ī.			No	0000
_	406.67	0.00	10/20/0215	Utility Services		1			No	0000
	399.57	0.00	10/20/0215	Utility Services		1			No	0000
	32.50	0.00	10/20/0215	Utility Services		1			No	0000
	45.70	00.00	10/20/0215	Utility Services					No	0000
	877.58	00.00	10/20/0215	Utility Services		1			No	0000
	45.01	0.00	10/20/0215	Utility Services		1			No	0000
	1,870.82	0.00	10/20/0215	Utility Services		ì			No	0000
101-450-5100-45010 Street Lighting 09/25/2015 101-450-5200-43810 Electric Utility	29.02	0.00	10/20/0215	Utility Services		·			No	0000

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Invoice # Inv Date	Amount	Quantity	Pmt Date	Amount Quantity Pmt Date Description	Reference	Fask	Type	# Od	Close POLine #	ine#
09/25/2015	202.62	0.00	10/20/0215	10/20/0215 Utility Services			Company to Comment of the Comment of		No	0000
101-430-3200-43810 Electric Offlity 09/25/2015 101-430-3100-43810 Electric IIIIIIty	609.94	0.00	10/20/0215	10/20/0215 Utility Services		ï			No	0000
601-494-9400-43810 Flertric IIIility	36.19	0.00	10/20/0215	10/20/0215 Utility Services		i			No	0000
206-450-5300-43810 Electric Utility	544.82	0.00	10/20/0215	10/20/0215 Utility Services		ı			No	0000
Total: 10/13/2015	5,331.75	0.00	10/20/0215	10/20/0215 Street Light - 5960 Highlands Trail	9 Highlands Trail	312			No	0000
409-400-6000-40300 Improvements Orner 11an Bidgs 591315077 Total: XCEL Total:	s 1,906.00 7,237.75									
ZACK Zack's, Inc. 30802 101-430-3100-42150 Shop Materials ZACK Total:	124.98 124.98 124.98	0.00	10/20/0215	0.00 10/20/0215 Shop supplies					o <sub>N</sub>	0000
Report Total:	412,891.34									

# Accounts Payable To Be Paid Proof List

User: PattyB Printed: 10/14/2015 - 2:53 PM Batch: 004-10-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Amount Quantity Pmt Date Description Reference	Reference	Task	Type	FO#	Type PO # Close POLine #	# 8
IILLEREX Miller	MILLEREX Miller Excavating, Inc.										
19922	10/05/2015	605.00	0.00	10/20/2015	0.00 10/20/2015 Grader Services		ı			No 00	0000
01-430-3120-431.	101-430-3120-43150 Contract Services										
	19922 Total:	605.00									
	MILLEREX Total:	605.00									
	Report Total:	605.00									

# Accounts Payable To Be Paid Proof List

User: PattyB Printed: 10/14/2015 - 2:59 PM Batch: 005-10-2015

Line#		0000		
Close P(		No		
Type PO# Close POLine #				
Type				
Task		ř.		
Reference				
Amount Quantity Pmt Date Description Reference		10/20/2015 November Premium		
Pmt Date		10/20/2015		
Quantity		0.00		
Amount		23,326.00	23,326.00 23,326.00	23,326.00
Invoice # Inv Date	SW/WC SW/WC Service Cooperatives	09/28/2015 101-000-0000-21706 Medical Insurance	Total: SW/WC Total:	Report Total:
Inv	SW/	101		

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DATE:

October 20, 2015

**CONSENT** 

**ITEM** 

#3

**MOTION** 

AGENDA ITEM:

September 2015 Financial Reporting

SUBMITTED BY:

Cathy Bendel, Finance Director

THROUGH:

Cathy Bendel, Finance Director

**REVIEWED BY:** 

Finance Committee

# **SUGGESTED ORDER OF BUSINESS:**

- Report/Presentation......City Administrator

- Call for Motion ...... Mayor & City Council

## **POLICY RECOMMENDER:** Finance

FISCAL IMPACT: NA

**SUMMARY AND ACTION REQUESTED**: As part of its Consent Agenda, the City Council is asked to accept the September 2015 Financial Reporting Packet. No specific motion is needed as this is recommended to be part of the overall approval of the *Consent Agenda*.

**BACKGROUND INFORMATION:** The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operations and report the financial (unaudited) statement to the City Council. City guidelines suggest the Council be updated on a regular basis.

**STAFF REPORT:** Attached please find the comparative financial statements for the month of September 2015 reflecting the monthly and year to date detail, comparing the actual results to the 2015 Budget.

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#### **GENERAL FUND:**

## Revenues:

Total revenue for the month was 80.5% above budget for the month bringing the year to date total revenue to 0.7% below budget. The most significant budget to actual revenue variances are as follows:

- Building Permit revenue was 15.3% below budget for the month bringing the year to date to 28.5% below budget. In September there were 13 new home starts compared to the budgeted 11 new home starts per month. Although more homes than budgeted for the month, the fee revenue is slightly lower due to the average home values being lower than anticipated in the budget, which results in lower fees. The year to date new home starts is at 88, of which 10 were open space new homes. The 2015 budget did not include any open space new homes.
- The State Fire Aid proceeds were received in September. The base aid was \$46.7k and supplement State Fire Aid proceeds were also received in September for \$11.4k. In the budget it was planned that these proceeds would be received in October as in previous years, however the proceeds were received on September 30<sup>th</sup> so this variance is just a timing issue.
- Recycling grant proceeds have not yet been received and as a result there continues to be a year to date variance due to this timing issue.

#### Expenses:

Total expenses for the month were 22.6% above budget bringing the year to date expenses to 2.7% less than budget. This was primarily a result of the receipt of the supplemental State Fire Aid received in September. Although a pass through expense, it is still reported within the operating expenses. All departments continue to manage to the bottom line.

The following summarizes variances of note:

#### General:

- Planning & Zoning The developer escrow offset expenses for August and September have not yet been booked. These expenses will be booked in October.
- Engineering services continue to be below budget due to their primary focus in 2015 being on development activity for which their fees are 100% recoverable from the developer escrows.
- Fire Relief The 2015 annual State Aid funds were received on September 30<sup>th</sup>. The budget anticipated that these funds would be received in the first week of October as



they have been in the past so this variance is a timing issue. The base State Aid received was \$46.7k and Supplemental State Aid funds of \$11.4 were also received resulting in a total received which was 55.8% greater than budget. These funds are remitted to the Fire Relief fund as this is the State Funding for Fire Relief pensions.

- Animal Control Contract services for the month were 332% of budget. The 1<sup>st</sup> quarter billing from the Animal Humane Society was received and paid in September. The City Clerk is looking into the cause of the delay and why this bill was so high.
- Public Works The total Public Works expenses were 0.3% below budget for the month and 12.1% below budget year to date. Although expending funds to prepare for winter (tires etc), the budget is being closely followed.

In summary, year to date actual expenses continue to be less than budgeted and the net income through September is 33.2% better than budget.

#### LIBRARY FUND:

Revenues: Revenues on a year to date basis far exceeded budget as a result of recovering the delinquent rent from a prior tenant of \$20.6k. The library will no longer be renting out space due to the continued collection expansion and the need for the space by the Library.

Expenses: Expenses for the month of September were 43% below budget for the month. This was primarily due to spending less than anticipated on repairs and maintenance during the month. On a year to date basis the actual expenses are 21.2% below budget.

On a net income basis, the September results are 40.6% below budget primarily due to the previously mentioned collection of delinquent rent mentioned in prior months.

The ending September cash balance in the library fund is \$212.9k.

**RECOMMENDATION**: Based on the aforementioned, the staff recommends the City Council accept the attached September Financial Report.

#### ATTACHMENT:

1. September Financial Reports

Total Public Safety	Total Animal Control	Total Emergency Communications	Total Building Inspections	Total Fire Relief	Total Fire	Total Prosecution	Total Police	DEPT 420 - PUBLIC SAFETY	Total General Government	Total City Hall	Total Engineering Services	Total Planning & Zoning	Total Finance	Total Communications	Total Elections	Total Administration	EXPENSE Total Mayor & Council	Total Revenue	DEPT 410 - GEN'L GOV'T  REVENUE	City of Lake Elmo 2015 By Month Budget to Actual Comparative For the month ending September 30, 2015 101-General Fund Summary By Department
1,327,792.00	6,800.00	7,000.00	323,558.00	37,323.00	385,312.00	50,000.00	517,799.00		984,063.00	50,235.00	54,800.00	224,218.00	134,647.00	70,842.00	1,050.00	407,316.00	40,955.00	3,798,334.00	BUDGET 2015	Full Year
57.49%	105.34%	53.50%	40.15%	155.84%	67.37%	82.28%	50.92%		79.80%	94.78%	57.39%	79.29%	68.33%	39.54%	206.76%	92.42%	72.69%	57.17%	% to date	
64,910.05	570.00	1,750.00	25,499.08	0.00	32,890.97	4,200.00	0.00		73,425.00	4,161.00	4,600.00	18,605.63	8,283.23	7,262.77	25.00	29,362.37	1,125.00	73,392.25	BUDGET Month	
106,859.48	2,237.99	0.00	16,822.67	58,165.92	25,120.40	4,512.50	0.00		72,564.59	3,967.36	2,484.50	13,258.30	6,800.46	876.28	0.00	44,465.11	712.58	132,450.63	ACTUAL Month	MO
(41,949.43)	(1,667.99)	1,750.00	8,676.41	(58,165.92)	7,770.57	(312.50)	0.00		860.41	193.64	2,115.50	5,347.33	1,482.77	6,386.49	25.00	(15,102.74)	412.42	59,057.78	Variance (\$) Month	10/20/2015
-64.63%	-292.63%	100.00%	34.03%	-100.00%	23.63%	-7.44%	0.00%		1.17%	4.65%	45.99%	28.74%	17.90%	87.93%	100.00%	-51.44%	36.66%	80.47%	Variance (%) Month	
838,434.62	5,090.00	5,250.00	242,673.73	0.00	288,821.39	37,700.00	258,899,50		735,285.16	37,777.00	41,000.00	165,335.85	105,918.19	52,533.81	1,025.00	307,692.65	24,002.66	2,172,964.75	BUDGET YTD	_
763,371.62	7,162.99	3,745.00	129,922.16	58,165.92	259,592.96	41,137.50	263,645.09		785,257.43	47,612.02	31,447.40	177,789.67	91,998.46	28,011.90	2,171.03	376,458.72	29,768.23	2,171,514.06	ACTUAL YTD	•
75,063.00	(2,072.99)	1,505.00	112,751.57	(58,165.92)	29,228.43	(3,437.50)	(4,745.59)		(49,972.27)	(9,835.02)	9,552.60	(12,453.82)	13,919.73	24,521.91	(1,146.03)	(68,766.07)	(5,765.57)	(1,450.69)	Variance (S) YTD	3
8.95%	-40.73%	28.67%	46.46%	-100.00%	10.12%	-9.12%	-1.83%		-6.80%	-26.03%	23.30%	-7.53%	13.14%	46.68%	-111.81%	-22.35%	-24.02%	-0.07%	Variance (%) YTD	

Summary\_1

Net Income over Expenses	GRAND TOTAL ALL DEPTS 3,798.	DEPT 493 - OTH FINANCING 200,	Debt Service increase 247,	DEPT 490 - CONTINGENCY FUND	DEPT 460 - COMP ADJ 35,	SUB TOTAL NET INC OVER EXP 482,	GRAND TOTAL ALL EXPENSES 3,316,	IT & Telephone 109,	Total Parks & Recreation 153,	DEPT 450 - CULTURE, RECREATION	Total Public Works 741,	Total Tree Program 6,	Total Recycling 9,	Total Street Lighting 28,	Total Ice & Snow Removal 95,	Total Streets 222,	Total Public Works 380,	DEPT 430 - PUBLIC WORKS	
0.00	3,798,334.00	200,000.00	247,118.00	0.00	35,000.00	482,118.00	3,316,216.00	109,560.00	153,028.00		741,773.00	6,000.00	9,500.00	28,000.00	95,500.00	222,578.00	380,195.00		
0.00%	60.47%	0.00%	0.00%	0.00%	0.00%	-25.98%	69.26%	48.06%	116.08%		69.81%	25.00%	5.98%	62.02%	58.09%	86.36%	65.94%		
(118,224.23)	191,616.48	0.00	0.00	0.00	0.00	(118,224.23)	191,616.48	8,338.00	11,290.74		33,652.69	500.00	500.00	2,300.00	1,300.00	2,660.00	26,392.69	BUDGET	**********
(102,427.39)	234,877.40	0.00	0.00	0.00	0.00	(102,427.39)	234,877.40	4,421.90	17,472.32		33,559.13	1,500.00	0.00	2,063.70	0.00	4,633.58	25,361.85	ACTUAL V	
15,796.84	(43,260.94)	0.00	0.00	0.00	0.00	15,796.84	(43,260.94)	3,916.10	(6,181.58)		93.56	(1,000.00)	500.00	236.30	1,300.00	(1,973.58)	1,030.84	Variance (\$)  Month	
13.36%	-22.58%	0.00%	0.00%	0.00%	0.00%	13.36%	-22.58%	46.97%	-54.75%		0.28%	-200.00%	100.00%	10.27%	100.00%	-74.19%	3.91%	Variance (%) Month	
(187,386.77)	2,360,351.52	0.00	0.00	0.00	0.00	(187,386.77)	2,360,351.52	83,892.00	113,906.17		588,833.57	4,500.00	6,250.00	21,100.00	56,600.00	217,818.00	282,565.57	BUDGET	
(125,236.00)	2,296,750.06	0.00	0.00	0.00	0.00	(125,236.00)	2,296,750.06	52,656.66	177,641.32		517,823.03	1,500.00	568.03	17,365.06	55,479.58	192,221.57	250,688.79	ACTUAL YTD	
62,150.77	63,601.46	0.00	0.00	0.00	0.00	62,150.77	63,601.46	31,235.34	(63,735.15)		71,010.54	3,000.00	5,681.97	3,734.94	1,120.42	25,596.43	31,876.78	Variance (\$) YTD	
33.17%	2.69%	0.00%	0.00%	0.00%	0.00%	33.17%	2.69%	37.23%	-55,95%		12.06%	66.67%	90.91%	17.70%	1.98%	11.75%	11.28%	Variance (%)	

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10/20/2015

City of Lake Elmo
2015 Bry Month
Budget to Actual Comparative
For the month ending September 30, 2015
101-General Fund Detail
By Department DE

of peparateur	Full Year			MONTH	HIL			VTD	_		
DEPT 410 - GEN'L GOV'T	BUDGET 2015	% to date	BUDGET			Variance (%)	BUDGET	-	Va	Variance (%)	
REVENUE	2013	70 to date	INIOINI	MICHIN	Month	Month	ALD	YTD	YTD	ALD	YTD variance notes
Current Ad Valorem Taxes	2,531,080.00	45.80%	0.00	0.00	0.00	0.00%	1.265.540.00	1.159.178.20	(08 191 901)	70UF &	
Delinquent Ad Valorem Taxes	15,000.00	168.99%	0.00	0.00	0.00	0.00%	7,500.00	25.347.86	17.847.86	737 97%	
Mobile Home Tax	11,400.00	56.33%	0.00	0.00	0.00	0.00%	5,700.00	6,421.42	721.42	12.66%	
Fiscal Disparities	160,000.00	69.25%	0.00	0.00	0.00	0.00%	80,000.00	110,796.92	30.796.92	38 50%	
Penalty & Interest on Taxes	700.00	160.65%	0.00	0.00	0.00	0.00%	350.00	1,124.58	774.58	221.31%	
Liquor License	8,350.00	97.60%	0.00	0.00	0.00	0.00%	5,350.00	8,150.00	2.800.00	52.34%	
Wastehauler License	1,680.00	28.57%	0.00	0.00	0.00	0.00%	840.00	480.00	(360.00)	42.86%	
General Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Heating Contractor License	2,500.00	124.00%	200.00	400.00	200.00	100.00%	1,900.00	3,100.00	1,200.00	63.16%	
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Building Permits	517,600.00	53.62%	43,130.00	36,548.10	(6,581.90)	-15.26%	388,170.00	277,525.71	(110,644.29)		13 new home nermits in Sent: YTD at 88 new homes (10 Open space)
Building Re-inspect Fees	1,000.00	0.00%	100.00	0.00	(100.00)	0.00%	800.00	100.00	(700.00)		and the second second second second second second second
Heating Permits	29,040.00	72.93%	2,420.00	2,580.00	160.00	6.61%	21,780.00	21,177.45	(602.55)	-2.77%	
Course Permits	29,040.00	103.52%	2,420.00	5,040.00	2,620.00	108.26%	21,780.00	30,062.00	8,282.00	38.03%	
Animal License	2 500.00	0.00%	880.00	0.00	(880.00)	-100.00%	7,920.00	0.00	(7,920.00)	-100.00%	
Utility Permits (ROW)	5,000.00	769.48%	1.000.00	2.155.00	(20.00)	-50.00%	2,380.00	2,016.00	(364.00)		
Burning Permit	2,250.00	60.44%	400.00	0.00	(400.00)	-100.00%	1.900.00	1,460,00	540 00)	28 4207	Driven by development activity
Massage Therapy Licenses	150.00	16.67%	0.00	0.00	0.00	0.00%	75.00	25.00	(50.00)	-66.67%	
Jomestend Credit Aid	6,051.00	138.07%	500.00	940.10	440.10	88.02%	4,500.00	8,354.75	3,854.75	85.66%	
dSA-Maintenance	0000	0.00.0	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
State Fire Aid	41,500,00	140 16%	0.00	00.00	0.00	0.00%	101,696.00	119,464.00	17,768.00		YTD=MSA funding increase for 2015
PERA Aid	2 749.00	50.00%	000	0000	26,102.32	100.00%	00.0	28,165.92	58,165.92	100.00%	
Stavel Tax	0.00	0.00%	0.00	0.00	0.00	0.00%	1,374.50	1,374.50	0.00	0.00%	
Recycling Grant	15,500.00	0.00%	0.00	0.00	0.00	0.00%	15,500.00	0.00	(15.500.00)	-100 00%	
Misc State Grant/Surcharge Rev	500.00	136.96%	125.00	0.00	(125.00)	-100.00%	375.00	684.80	309.80		Represents quarterly surcharve timely filing credit
Cable Franchise Kevenue	45,000.00	151.40%	0.00	0.00	0.00	0.00%	45,000.00	68,129.10	23,129.10		Rec'd participant distribution of excess funding
Dian Check Foor	00.000,	310.20%	1,500.00	1,380.00	(120.00)	-8.00%	6,750.00	23,265.00	16,515.00		Very few zoning permits budgeted in 2015
Sale of Copies, Books, Mans	175 00	39 000/	15,160.25	20,961.60	5,801.35	38.27%	136,442.25	157,766.54	21,324.29		
Assessment Searches	750.00	224.00%	45.00	180 081	(22.00)	-88.00%	125.00	66.50	(58.50)	-46.80%	
Clean Up Days	2,000.00	180.75%	0.00	0.00	0.00	0.00%	2 000.00	3,615,00	1,020.00	104.55%	
Cable Operation Reimbursement	2,500.00	32.03%	625.00	0.00	(625.00)	-100.00%	1,875.00	800.63	(1.074.37)	-57 30%	
ines	48,000.00	75.80%	4,000.00	4,076.31	76.31	1.91%	36,000.00	36,384.73	384.73	1.07%	
Fire Billable Revenue	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
discellancous Revenue	3 500.00	157 71070	00.00	0.00	(500.00)	-100.00%	500.00	500.00	0.00	0.00%	
internal Charges	3,500.00	64 69%	32.00	0.00	(300.00)	-100.00%	2,600.00	5,509.45	2,909.45	111.90%	
nterest Earnings	10,000.00	0.00%	0.00	0.00	0.00	0.00%	0000	0.00	(108.00)	-28.87%	
Donations	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Revenue	3,798,334.00	57.17%	73,392.25	132,450.03	59,057.78	80.47%	2,172,964,75	2.171.514.96	(1.450.69)	-0.007%	
									(9)	0.01.70	
		_									

PT Salaries Office Supplies Legal Publications/Notification Equipment Repair County Election Fees Princel Forms Miscellancous Total Elections	Insurance Cable Operation Expense Miscellaneous Dues & Subscriptions Books Conferences & Training Staff Development Total Administration 1410 - Elections	Workers Compensation Office Supplies Printed Forms Legal Services Newsletter/Website Assessing Services Contract Services Postage Milenge Legal Publishing	1320 - Administration FT Salaries PERA Contributions ICMA Contributions FICA Contributions FICA Contributions Medicare Contributions Health/Dental Insurance Unemployment Benefits	EXPENSE III0 - Mayor & Council PT Salaries FICA Contributions Medicare Contributions Workers Compensation Mileage Miscellaneous Dues & Subscriptions Conferences & Training Total Mayor & Council
0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	35,000,00 0,00 600,00 2,105,00 0,00 6,100,00 0,00 407,316,00	1,000,00 5,500,00 6,00 45,000,00 0,00 32,000,00 2,000,00 500,00 5,000,00	198,125.00 14,364.00 0.00 12,284.00 2,877.00 44,865.00	Full Year BUDGET 2015 25,690,00 1,593,00 372,00 372,00 300,00 500,00 0,00 11,590,00 11,590,00 40,955,00
100.00% 0.00% 0.00% 100.00% 100.00% 201.03% 206.76%	93.10% 0.00% 60.92% 80.21% 100.00% 38.70% 0.00% 92.42%	106.24% 81.81% 100.00% 174.44% 9.00% 89.03% 0.00% 141.72% 141.72% 91.68%	81.32% 67.55% 0.00% 79.10% 79.10% 76.65%	% to date 50.00% 49.99% 50.07% 29.66% 29.66% 33.83% 100.00% 100.00% 172.69%
0.00 0.00 0.00 0.00 0.00 0.00 0.00 25.00	0.00 0.00 50.00 175.00 0.00 500.00 0.00 29,362.37	0.00 475.00 0.00 3,750.00 0.00 2,500.00 0.00 500.00 500.00	15,240,38 1,104,92 0,00 944,92 221,00 3,451,15	BUDGET Month 0.00 0.00 0.00 1125.00 1,000.00 1,1000.00 1,125,00
0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 5.49 20.00 0.00 0.00 0.00 44,465.11	0.00 761.97 0.00 13,526.55 0.00 2,500.00 250.00 250.00 250.00 217.20	19,908.30 841.20 0.00 1,196.56 279.84 4,708.00	MONTH ACTUAL V. Month V. Month 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
0.00 0.00 0.00 0.00 0.00 0.00 0.00 25.00	0.00 0.00 44.51 155.00 0.00 500.00 0.00 (15,102.74)	0.00 0.286.97) 0.00 (9,776.55) 0.00 0.00 (250.00) 250.00 182.80	(4,667.92) 263.72 0.00 (251.64) (58.84) (1,256.85)	TH Variance (\$)  Month 0.00 0.00 0.00 0.00 125.00 125.02 0.00 287.42 0.00 412.42
0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	0.00% 0.00% 89.02% 88.57% 0.00% 100.00% -51.44%	0.00% 0.00% -60.41% 0.00% -260.71% 0.00% -100.00% -100.00% 50.00% 50.00% 45.70%	-30.63% 23.87% 0.00% -26.63% -26.62% -36.42%	Variance (%) Month 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 100.00% 100.00% 100.00% 36.66%
0.00 0.00 0.00 0.00 950.00 0.00 75.00 1,025.00	35,000,00 0.00 450,00 1,575,00 0.00 4,500,00 0,00 307,692.65	1,000.00 4,075.00 4,075.00 0.00 33,750.00 0.00 22,500.00 1,500.00 1,500.00 33,800.00	144,783.65 10,496.77 0.00 8,976.77 2,099.50 32,785.96	BUDGET YTD 12,845.00 796.39 186.27 300.00 375.00 0.00 9,000.00 500.00 24,002.66
1,280.00 0.00 0.00 600.00 0.00 0.00 0.00 291.03 2,171.03	32,586.00 0.00 365.52 1,688.46 131.89 2,361.00 0.00 376,458.72	1,062.37 4,499.52 1,850.00 78,497.09 0.00 28,490.88 250.00 2,834.36 70,49 4,584.03	161,105.75 9,702.33 9,00 0.00 9,716.54 2,272.49 34,390.00	ACTUAL YTD 12,845.00 796.39 186.27 189.16 211.54 14,470.90 1,000.00 29,768.23
(1,280,00) 0,00 0,00 (600,00) 950,00 0,00 (216,03) (1,146,03)	2,414.00 0.00 84.48 (113.49) (131.89) 2,139.00 0.00 (68,766.07)	(62.37) (42.45) (1,850.00) (14,747.09) (44,747.09) (5,990.88) (250.00) (1,334.36) 329.51	(16,322.10) 794.44 0.00 (739.77) (172.99) (1,604.04)	Variance (\$)  YTD  0.00 0.00 0.00 211.03 205.84 (201.54) (5.470.90) (5.470.90) (5.765.57)
-100,00% 0,00% 0,00% -100,00% 100,00% 100,00% -288,04% -111,81%	6.90% 0.00% 18.77% -7.20% -100.00% 47.53% -0.00%	-6.24% -10.42% -10.42% -100.00% -132.58% -10.00% -26.63% -26.63% -88.96% -88.96% -82.643%		Variance (%) YTD 0.00% 0.00% 0.00% 0.00% 10.34% 54.89% -100.00% -50.79% -50.00%
		May expense includes WA assessor fees budgeted later in the year Tinning issue	Variance is a result of PTO payouts to prior employee's	2015 share of LMC annual Pint made in Sept 2014 plus annual YSB payment



I otal Finance	Conteleites & Hanning	Conference & Technical	Duar & Subscriptions	Miscellaneous	Mileane	Contract Services	Audit Services	Printed Forms	Office Supplies	Workers Company benefits	Health Dental Insurance	Medicare Confidentions	FICA CONTIDUTIONS	FERA CONTINUING	PED A Contributions	FI Salaries	1520 - Finance		Total Communications	Repair/Maint Equipment	Conferences	Cable Operations	Public Notices	Mileage	Office Supplies	Newsletter	Workers Compensation	Health/Dental Insurance	Medicare Contributions	FICA Contributions	PERA Contributions	ri Salaries	1450 - Communications		
134,647.00	00.00	740.00	240.00	200.00	50.00	00.000	77 000 00	500.00	500.00	3,000.00	14,955.00	1,022.00	4,369.00	4,848.00	3,600.00	66,863.00			70,842.00	450.00	700.00	4,800.00	5,040.00	100.00	561.00	8,000.00	0.00	9,970.00	520.00	2,224.00	2,601.00	35,876.00	2015	BUDGET	Full Year
 68.33%	0.00%	12.97%	128.28%	200%	0.000	97.4476	04 2407	1/0.90%	01.52%	0.00%	55.29%	59.51%	59.53%	68.72%	0.00%	66.43%			39.54%	0.00%	51.43%	60.71%	31.48%	0.00%	8.65%	73.39%	100.00%	36.83%	32.08%	32.07%	27.11%	32.72%	% to date		
8,283.23	0.00	0.00	50.00	0.00	200.00	00.00	000	125.00	125.00	0.00	1,150.38	78.62	336.08	372.92	276.92	5,143.31			7,262.77	0.00	350.00	400.00	500.00	25.00	50.00	2,000.00	0.00	766.92	40.00	171.08	200.08	2,759.69	Month	BUDGET	
6,800.46	0.00	0.00	0.00	0.00	398.32	00.0	10.08	0.00	0.00	0.00	870.40	63.62	272.09	347.43	0.00	4,632.32			876.28	0.00	0.00	295.00	0.00	0.00	0.00	581.28	0.00	0.00	0.00	0.00	0.00	0.00	Month	ACTUAL	HONTH
1,482.77	0.00	0.00	50.00	0.00	(98.52)	0.00	108.92	125.00	125.00	0.00	279.98	15.00	63.99	25.49	276.92	510.99		e.	6.386.49	0.00	350.00	105.00	500.00	25.00	50.00	1,418.72	0.00	766.92	40.00	171.08	200.08	2,759.69	Month	Variance (4)	HTH
 17.90%	0.00%	0.00%	100.00%	0.00%	-19.70%	0.00%	87.14%	100.00%	100.00%	0.00%	24.34%	19.08%	19.04%	6.84%	100.00%	9.94%			87.93%	0.00%	100.00%	26.25%	100.00%	0.00%	100.00%	70.94%	0.00%	100.00%	100,00%	100.00%	100.00%	100.00%	Month	Variance (9/)	
105,918.19	0.00	240.00	150.00	0.00	4,500.00	27,000.00	375.00	375.00	375.00	3,000.00	10,928.65	746.85	3,192.73	3,542.77	2,630.77	48,861.42			18 552 53	450.00	700.00	3,600,00	3.850.00	75.00	450.00	6.000.00	0.00	7,285.77	380.00	1,625.23	1.900.73	26,217.08	TTY	DIDOTT	
91,998.46	0.00	170.00	256.56	0.00	5,591.99	25,445.00	16.08	884.52	407.61	0.00	8,268.80	608.16	2,600.88	3,331.35	0.00	44,417.51		- Contractor	78 011 00	0.00	360.00	2.914.15	1.586.84	57.27	48.50	5.871.11	177.91	3,672.00	166.80	713.13	705 10	11.739.09	ACTUAL	011	
13,919.73	0.00	70.00	(106.56)	0.00	(1,091.99)	1,555.00	358.92	(509.52)	(32.61)	3,000.00	2,659.85	138.69	591.85	211.42	2,630.77	4,443.91		art policy 1	7.1 571 01	450 00	340.00	685.85	2.263.16	17.73	401.50	128 89	(177.91)	3.613.77	213.20	912.10	1 105 63	14 477 99	Variance (\$)	41	,
13.14%	0.00%	29.17%	-71.04%		-24.27%		100.00%	-135.87%	-8.70%	100.00%	24.34%	18.57%	18.54%	5.97%	100.00%	9.09%		40.00/0	100.007	100,000	48 57%	19 05%	58 78%	23.64%	89 77%	7051 6	-100.00%	49.60%	7011.95	26.120%	67 900%	55 77%	Variance (%)		
					Will de	Fieldwo		Annual																											

ual check stock re-order

dwork completed and billed earlier than anticipated in budget decrease now that audit substantially completed



Total General Government	ADMIN CHY LIBIT	Total City Hall	Facility Lease	Repairs/Maint Contractual Equip	Repairs/Maint Contractual Bldg	Kense	Bacan	Utilities	Cleaning Supplies	1940 - City Hall	Total Engineering Services	Engineering Services	1930 - Engineering Services	Total Flanning & Loning	Talling & Hailing	Conferences & Training	Dodg & Subscriptions	Due & Subscription	Miscellander	Milesee	Contract Services	Engineering Services	Printed Forms	Office Supplies	Developer escrow offset cost recovery	Workers Compensation	Health/Dental Insurance	Medicare Contributions	FICA Contributions	PERA Contributions	PT Salaries	FT Salaries	1910 - Planning & Zoning	
984,063.00	50,235,00	300.00	29,532.00	7,700.00	6,000.00	353.00	6,000.00	300.00	50.00		54,800.00	54,800.00		224,218.00	2,000.00	300.00	00.00	00.00	250.00	200.00	5,000.00	20,000.00	750.00	1,800.00	(16,500.00)	800.00	32,047.00	2,022.00	8,646.00	9,849.00	3,600.00	152,354.00	BUDGET	Full Year
79.80%	94./8%	554.10%	75.00%	109.00%	134.98%	294.14%	98.22%	126.02%	0.00%		57.39%	57.39%		79.29%	11,25%	0.00%	0.00%	6.20%	21.62%	3.35%	280.80%	78.00%	124.78%	49.87%	76.41%	100.76%	73.94%	70.18%	71.17%	81.73%	0.00%	77.77%	% to date	_
73,425.00	4,161.00	25.00	2,461.00	650.00	500.00	0.00	500.00	25.00	0.00		4,600.00	4,600.00		18,605.63	500.00	25.00	50.00	40.00	20.00	50.00	1,250.00	1,500.00	250.00	150.00	(1.375.00)	0.00	2 465 15	155.54	665.08	757.63	276.92	11.825.31	BUDGET	
72,564.59	3,967.36	15.96	2,461.00	709.01	326.00	112.94	342.45	0.00	0.00		2,484.50	2,484.50		13,258.30	0.00	0.00	0.00	6.00	0.00	0.00	0.00	1,620.00	0.00	231.68	0.00	000	1 812 00	112 29	480.09	627.64	0.00	8.368.60	ACTUAL	HLNOW
860.41	193.64	9.04	0.00	(59.01)	174.00	(112.94)	157.55	25.00	0.00		2,115.50	2,115.50		5,347.33	500.00	25.00	50.00	34.00	20.00	50.00	1,250.00	(120.00)	250.00	(81.68)	(1.375.00)	0.00	21.23	47.75	184.99	129.99	276.92	3 456 71	Variance (\$)	HT
1.17%	4.65%	36.16%	0.00%	-9.08%	34.80%	-100.00%	31.51%	100.00%	0.00%	***************************************	45.99%	45.99%		28.74%	100.00%	100.00%	100.00%	85.00%	100.00%	100.00%	100.00%	-8.00%	100.00%	-54.45%	-100 00%	0,00,00	27.01.70	27 810/	27.81%	17 16%	100 00%	UNION	Variance (%)	
735,285.16	37,777.00	225.00	22,149.00	5,800.00	4,500.00	353.00	4,500.00	225.00	25.00		41,000.00	41,000.00		165,335.85	1,500.00	225.00	450.00	360.00	180.00	150.00	3,750.00	15.500.00	750.00	1 350 00	00,000	23,418.96	1,4//.02	1 777 67	671873	7 107 75	7 630,77	- CO CS) III	BUDGET	
785,257.43	47,612.02	1,662.29	22,149.00	8,392.80	8,098.58	1,038.30	5,892.99	378.06	0.00		31,447.40	31,447.40		177,789.67	225.00	0.00	0.00	31.00	54.05	6.70	14,040.00	15.599.25	935.87	(12,000,33)	70.006	23,697.00	1,419.10	0,101,40	6157.40	00.00	110,403.03	GIA	-	YTD
(49,972.27)	(9,835.02)	(1,437.29)	0.00	(2,592.80)	(3.598.58)	(685.30)	(1,392,99)	(153.06)	25.00		9,552.60	9,552.60		(12,453.82)	1.275.00	225.00	450.00	329,00	125.95	143.30	(10.290.00)	(99.75)	1185.87)	452 27	(6.07)	(2/8.04)	38.52	104.73	(551.82)	1,000,77	(0,830.71)	ALD	Y <sub>a</sub>	ď
-6.80%	-26.03%	-638.80%	0.00%	-44.70%	-79.97%	-194.14%	-30.96%	-68.03%	100.00%		23.30%	23.30%		-7.53%	85.00%	100,00%	100.00%	91.39%	69.97%	95.53%	-274.40%	-24.7676	20.50%	-1.89%	-0.76%	-1.19%	3.96%	2.01%	-11.84%	100.00%	-6.12%	YTD	Variance (%)	
			select seams and south or totally total	New conier lease and usage overage fees	YTD: Electrical wiring needed in new rental office space (S) 7k)	Principles united and in action	Budget assumed annex sale in 2014													and the security of the	YTD=I andecane Architect_5th Street			Missing planning offset time for Aug and Sept								YTD variance notes		

DIDGET   D	(58,165.92)
dilce         2010ET         MUDGET         ACTUAL         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Month         BUDGET         ACTUAL         Variance (\$)         Variance (\$)         Variance (\$)         PTD	(58 165 93)
olice         BUDGET         ACTUAL North         ACTUAL North         Variance (%)         Variance (%)         Puble North         BUDGET         ACTUAL Variance (%)         Variance (%)         Variance (%)         Puble North         ACTUAL Variance (%)         Variance (%)         Variance (%)         Puble Variance (%)	29,228,43
olice         DIDGET         No date         DUDGET (Month)         ACTUAL (Month)         ACTUAL (Month)         Variance (%)         Variance (%)         Variance (%)         Variance (%)         Public (%)         DUDGET (Month)         ACTUAL (Month)         Variance (%)         Variance (%)         Public (%)         BUDGET (Month)         ACTUAL (Month)         Variance (%)         Public (%)         Public (%)         Public (%)         BUDGET (Month)         ACTUAL (Month)         Month (Month)         Month (Month)         Variance (%)         Public (%)         Public (%)         ACTUAL (%)	2,231.00
abite         BUDGET         ACTUAL         ACTUAL </td <td>1,334.95</td>	1,334.95
olice         BÜDGET         ACTUAL         ACTUAL         Variance (%)         Variance (%)         Variance (%)         Variance (%)         Variance (%)         BUDGET         ACTUAL         Month         Variance (%)         VATD         CUAL         VATD         VATD         COULD         VATD         COULD         CATUAL         VARD         CATUAL	150.00
olice         BUDGET         ACTUAL         ACTUAL         Nombre (%)         Variance (%)         Variance (%)         Variance (%)         Variance (%)         Variance (%)         BUDGET         ACTUAL         Variance (%)	(11.04)
olice         BUDGET         ACTUAL         ACTUAL         Nonth         Month         Variance (%)         Variance (%)         Variance (%)         BUDGET         ACTUAL         Variance (%)         Variance (%)         BUDGET         ACTUAL         Variance (%)         Variance (%) <td>(1 735 85)</td>	(1 735 85)
dite budger budg	0,905.19
olice         BUDGET         ACTUAL Actual Potentiance (\$)         Variance	(4,455.49)
olice         BUDGET         ACTUAL Actual Potentiance (\$)         Variance	(1,629.97)
dice         BUDGET         ACTUAL         ACTUAL         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         BUDGET         ACTUAL         Month         Month <th< td=""><td>1,614.22</td></th<>	1,614.22
dite         BUDGET         BUDGET         ACTUAL         PACTUAL         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         BUDGET         ACTUAL           olice         517,799,00         59,92%         0.00         0.00         0.00         0.00%         258,899,50         258,899,50         263,643,05           rescrition         517,799,00         82,28%         4,200.00         4,512.50         (312.50)         -7,44%         27,000.00         41,137.50           rescrition         68,614.00         74,82%         5,278.00         5,409.78         (131.78)         -2,50%         258,899.50         263,645.00           rescrition         68,614.00         74,82%         5,278.00         5,409.78         (131.78)         -2,50%         37,700.00         41,137.50           rescrition         12,116.00         85,00%         9,470.85         7,129.04         2,341.81         2,13%         39,730.4         69,456.11           rescrition         12,116.00         65,89%         52,78.00         5,409.78         (131.78)         -2,50%         39,141.00         51,339.70           rescrition         12,116.00         65,89%         5871.13         34.55	1,078.00
dite         BUDGET         ACTUAL Month orement Contract         BUDGET (2015)         % to date for part of part	(214.80)
BUDGET         ACTUAL FAVITAL Variance (\$)         Variance (\$)         Variance (\$)         Worth Month         BUDGET ACTUAL Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         BUDGET ACTUAL Variance (\$)         BUDGET ACTUAL Variance (\$)	(154.80)
BUDGET         ACTUAL FROUTIAL Variance (\$)         Variance (\$)         Variance (\$)         BUDGET ACTUAL Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         BUDGET ACTUAL Variance (\$)         Varia	(2,814.47)
BUDGET         ACTUAL         Variance (\$)         Variance (\$)         BUDGET         ACTUAL         Variance (\$)         Variance (\$)         Variance (\$)         BUDGET         ACTUAL         Variance (\$)	
BUDGET ACTUAL Variance (\$) Variance (\$)  2015 % to date Month Month Variance (\$)  517,799.00 \$0,922% 0.00 0.00 0.00 0.00 0.00%  517,799.00 \$50,922% 0.00 0.00 0.00 0.00 0.00%  517,799.00 \$2.28% 4,200.00 4,512.50 (312.50) -7,44% 37,700.00 0.00  0.00 0.00 0.00 0.00 0.00	9 2,972.01
BUDGET ACTUAL Variance (\$) Variance (\$) 2015 % to date Month Month Month Month Month Month S17,799,00 \$0,922% 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	
BUDGET ACTUAL Variance (\$) Variance (\$) 2015 % to date Month Month Variance (\$) 2015 % to date Month Month Month Variance (\$) 2015 % to date Month Month Month Month Variance (\$) 2015 % to date Month Month Month Month Variance (\$) 2017,799,00 \$0,927% 0.00 0.00 0.00 0.00 0.00% 2517,799,00 \$0,927% 0.00 0.00 0.00 0.00% 2517,799,00 \$2.28% 4,200.00 4,512.50 (312.50) -7,44% 37,700.00 2518,899,50 2 2518,899,50 2 2518,999,50 2	
BUDGET         ACTUAL variance (\$)         Variance (\$)         Variance (\$)         BUDGET         ACTUAL variance (\$)         Variance (\$)         Variance (\$)         Variance (\$)         BUDGET         ACTUAL variance (\$)         Variance (	(0)
BUDGET ACTUAL Variance (\$) Variance (\$)  2015 % to date Month Month Variance (\$)  517,799.00 \$50,92% 0.00 0.00 0.00 0.00 0.00% 258,899.59 2  517,799.00 \$50,22% 0.00 0.00 0.00 0.00 0.00% 258,899.59 2  517,799.00 \$2.28% 4,200.00 4,512.50 (312.50) -7,44% 37,700.00 0.00% 258,899.59 2  50,000.00 \$2.28% 4,200.00 4,512.50 (312.50) -7,44% 37,700.00 0.00% 258,899.59 2  50,000.00 \$2.28% 4,200.00 4,512.50 (312.50) -7,44% 37,700.00 0.00% 258,899.59 2  50,000.00 \$2.28% 4,200.00 4,512.50 (312.50) -7,44% 37,700.00 0.00%	
BUDGET         ACTUAL variance (\$)         Variance (\$)         Variance (\$)         BUDGET         ACTUAL variance (\$)           2015         % to date         Month         Month         Variance (\$)         Variance (\$)         Variance (\$)           517,799.00         59.92%         0.00         0.00         0.00         0.00         0.00%         228,899.50         228,899.50         226,483.05           517,799.00         82.28%         4,200.00         4,512.50         (312.50)         -7,44%         37,700.00         41,137.50           50,000.00         82.28%         4,200.00         4,512.50         (312.50)         -7,44%         37,700.00         41,137.50           68,614.00         74.82%         5,278.00         5,409.78         (131.78)         -2,50%         37,700.00         41,137.50           123,121.00         56.00%         9,470.85         7,129.4         2,341.81         2,13%         89,973.0         89,935.0         13,339.70           18         12,16.00         85.20%         932.00         1,094.22         (162.22)         17,41%         89,973.04         9,936.11           10         2,380.00         54.20%         587.15         354.55         232.60         39,62%         5,577.96	(440.63)
BUDGET         ACTUAL variance (\$)         Variance (\$)         BUDGET         ACTUAL variance (\$)         Variance (\$)         BUDGET         A PTD	
BUDGET         ACTUAL Month (S)         Variance (S)         Variance (%)         BUDGET (ACTUAL)         ACTUAL Variance (S)         Variance (%)         BUDGET (ACTUAL)         Variance (%)         Variance (%)         BUDGET (ACTUAL)         ACTUAL Variance (S)         Variance (%)         BUDGET (ACTUAL)         ACTUAL Variance (S)         PUDGET (ACTUAL)         ACTUAL Variance (S)         Va	
BUDGET ACTUAL Variance (\$) Variance (\$)  2015 % to date Month Month Month Month Month Month S17,799,00 \$9,92% 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(1,444.52)
BUDGET ACTUAL Variance (\$) Variance (\$6) PTD ACTUAL Variance (\$7) Varian	
BUDGET BUDGET ACTUAL Variance (\$) Variance (\$)  2015 % to date Month Month Variance (\$)  517,799.00 50.92% 0.00 0.00 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00 0.00%  517,799.00 50.92% 0.00 0.00%  517,799.00 50.92% 0.00 0.00%  517,799.00 50.92% 0.00 0.00%  517,799.00 50.92% 0.00 0.00%  517,799.00 50.92% 0.00 0.00%  517,799.00 50.92% 0.00% 0.00%  517,799.00 50.92% 0.00% 0.00%  517,799.00 50.92% 0.	0 (1,198.70)
BUDGET         ACTUAL         Variance (\$)         Variance (\$)         BUDGET         ACTUAL           2015         % to date         Month         258,899.50         2         258,899.50         2         258,899.50         2         258,899.50         2         2         258,899.50         2         2         258,899.50         2         2         258,899.50         2         2         2         258,899.50         2	
BUDGET         BUDGET         ACTUAL         Variance (\$)         Variance (\$)         BUDGET         A           2015         % to date         Month         YTD         258,899.50         2         258,899.50         2         258,899.50         2         258,899.50         2         258,899.50         2         258,899.50         2         258,899.50         2         258,899.50         2         258,899.50         2         2         258,899.50         2         2         258,899.50         2         2         258,899.50         2         2         258,899.50         2         2         258,899.50         2         <	(3,437.50)
BUDGET         BUDGET         ACTUAL         Variance (\$)         Variance (%)         BUDGET           2015         % to date         Month         Month         Month         Month         Month         YTD           2017/799.00         50.92%         0.00         0.00         0.00         0.00%         258,899.50           517,799.00         50.92%         0.00         0.00         0.00         0.00%         258,899.50	
BUDGET         BUDGET         ACTUAL         ACTUAL Variance (\$)         Variance (\$)         BUDGET         ACTUAL ACTUAL           nent Contract         2015         % to date         Month         Month         Month         Month         Month         Month         Month         YTD         YTD         YTD         YTD         YTD         258,899.50         263,645.05         263,645.05         258,899.50         263,645.05         258,899.50         263,645.05         258,899.50         263,645.05         258,899.50         263,645.05         263,645.05         258,899.50         263,645.05         263,645.	
BUDGET         BUDGET         ACTUAL         ACTUAL Variance (\$)         Variance (\$)         BUDGET         ACTUAL Variance (\$)           nent Contract         517,799,00         50,92%         0.00         0.00         0.00         0.00%         238,899,50         263,645,05	(4,745.59)
BUDGET BUDGET ACTUAL Arriance (\$) Variance (%)  2015 % to date Month Month Month Month YTD YTD	(4.745.59)
BUDGET ACTIAI WANTED ACTIAI PROPERTY ACTIAI	Variance (\$)
	YID



Total Public Safety	Total Alimai Control	Miscellaneous (impounding)	Contract Services	Printed Forms	2700 - Animal Control	total Emergency Communications	Contract Services	2500 - Emergency Communications	Lotal Building Inspections	Conferences & Training	New Truck	Books	Dues & Subscriptions	Miscellaneous	Unitorns	Repairs/Maint Equip	Insurance	Mileage	Inspector Contract Services	Engineering	Fuel, Oil & Fluids	Printed Forms	Office Supplies	Workers Compensation	Unemployment Benefits	Health/Dental Insurance	Medicare Contributions	FICA Contributions	PERA Contributions	FT Salaries	.4	2400 - Building Inspection
1,327,792.00	6,800.00	800.00	6,000.00	0.00		7,000.00	7,000.00		323,558.00	2,775.00	23,000.00	3,000.00	700.00	650.00	850.00	2,300.00	900.00	3,500.00	67,200.00	9,000.00	5,500.00	700.00	2,100.00	1,000.00	0.00	28,486.00	2,169.00	9,276.00	10,846.00	149,606.00	2015	Full Year
57.49%	105.34%	92.87%	107.00%	0.00%		\$3,50%	53.50%		40,15%	16.58%	0.00%	56.41%	55.00%	236.27%	22.88%	11.11%	20.00%	88.80%	40.34%	67.66%	10.56%	16.58%	10.94%	232.40%	0.00%	47.16%	39.61%	39.61%	43.43%	42.10%	% to date	
64,910.05	570.00	70.00	500.00	0.00		1,750.00	1,750.00		25,499.08	700.00	0.00	0.00	60.00	55.00	70.00	175.00	75.00	400.00	7,000.00	750.00	450.00	175.00	175.00	0.00	0.00	2,191.23	166.85	713.54	834,31	11,508.15	Month.	BUDGET
106,859.48	2,237.99	77.99	2,160.00	0.00		0.00	0.00		16,822.67	0.00	0.00	0.00	0.00	0.00	104,47	0.00	0.00	719.05	6,283.50	1,298.75	40.15	0.00	73.17	0.00	0.00	1,414.00	81.80	349.74	450.57	6,007.47	Month	MONTH
(41,949.43)	(1,667.99)	(7.99)	(1,660.00)	0.00		1,750.00	1,750.00		8,676.41	700.00	0.00	0.00	60.00	55.00	(34.47)	175.00	75.00	(319.05)	716.50	(548.75)	409.85	175.00	101.83	0.00	0.00	777.23	85.05	363,80	383.74	5,500.68	Month	TH
-64.63%	-292.63%	-11.41%	-332.00%	0.00%		100.00%	100.00%		34.03%	100.00%	0.00%	0.00%	100.00%	100.00%	-49.24%	100.00%	100.00%	-79.76%	10.24%	-73.17%	91.08%	100.00%	8 19%	0.00%	0.00%	35.47%	50.97%	50.99%	45.99%	47.80%	Month	
838,434.62	5,090.00	590.00	4,500.00	0.00		5,250.00	5,250.00		242,673.73	2,100.00	23,000.00	2.500.00	540.00	495,00	630.00	1,700.00	675.00	2,600,00	48,000.00	6,750,00	4 150 00	525.00	1 575 00	00 000 1	0.00	20.816.69	1 585 04	6.778.62	7.925.92	109.327.46	YTD	
763,371.62	7,162.99	742.99	6,420.00	0.00		3,745.00	3,745.00		129,922.16	460.00	0.00	1.692.39	00 581	1.535.76	194.45	255.43	180.00	3.107.92	27.110.99	6.088.95	580 54	116.00	220 62	30106	000	13 433 00	859.07	3 674 59	4710.80	62.981.40	ACTUAL	ALD
75,063.00	(2,072.99)	(152.99)	(1.920.00)	0.00		1,505.00	1.505.00		112,751.57	1,640.00	23 000 00	807.61	155.00	(1.040.76)	435.55	1 444 57	495.00	(507.92)	20 889 01	661.05	3 560 A6	408 01	1 345 10	(30.505.1)	000	7 387 60	775 07	3 104 03	1 216 1	46 344 06	Variance (\$)	
8.95%	-40.73%		42.67%	7900 0		28.67%	28.67%		46.46%	78 10%	100 00%	32 30%			69.13%			10 54%		9 79%	06.010/	77 908/	-132.40%	7007	0.00%	35.47%	45.17/0	45 70%	40.5692	7802 CV	Variance (%)	
		cale manage (1119 Timinine agency) ontill technica mic aclas	Cent includes Of 15 Humana Society billing received late Sont										ring is the fixed syes for for time and, bunger exception approved by the	Annie EG Rud ever for lot line adi: hudget expension approved by CO		annear premiums onnea ripan	Annual premiums billed April	Sept tichides Aug accidat the up of \$1,970	Carl includes Austrage and transmiss of CI DOO													

3120 - Streets Equipment Parts Street Maintenance Materials Seal Coating/Crack Filling Sign Repair Materials Contract Services Repairs/Maint Equipment Total Streets	Clean up Days Total Public Works	Miscellaneous Landscaping Material Dues & Subscriptions	Repair/Maint Bldg Repair/Maint NOT Bldg Repair/Maint Equip (out) Equipment Parts Uniforms	Small Tools and Minor Equip Engineering Services Contract Services Radio Mileage Insurance Electric Utility Refuse Fuel, Oil, Fluids (ALL depts)	Medicare Contributions Health/Detala Insurance Unemployment Benefits Workers Compensation Office Supplies Shop Materials Building Repair Supplies	DEFT 430 - PUBLIC WORKS 3100 - Public Works FT Salaries FT Salaries FTSAlaries FERA Contributions FICA Contributions
3,000.00 20,000.00 186,578.00 2,500.00 8,000.00 222,578.00	5,000.00 5,000.00 380,195.00	1,000.00 500.00 200.00	3,500.00 500.00 5,000.00 7,500.00	1,200.00 9,000.00 4,000.00 1,300.00 0.00 20,000.00 28,000.00 2,400.00 42,000.00	2,563.00 34,183.00 0.00 6,000.00 2,000.00 1,500.00	Full Year BUDGET 2015 153,314.00 23,460.00 11,115.00 10,960.00
75.99% 78.37% 90.66% 15.11% 46.64% 40.29%	205.80% 111.28% 65.94%	76.83% 0.00% 0.00%	98.51% 117.93% 79.29% 34.71%	386.41% 106.43% 56.95% 71.32% 0.00% 78.74% 59.69% 81.00% 49.06%	51.87% 80.57% 0.00% 264.59% 17.27% 91.11%	% to date 62.02% 7.68% 66.27% 51.86%
250.00 2,000.00 0.00 200.00 200.00 0.00 210.00 2,660.00	375.00 0.00 26,392.69	100.00	300.00 40.00 400.00 625.00	100.00 750.00 0.00 325.00 0.00 0.00 1,500.00 2,500.00	197.15 2,629.46 0.00 500.00 170.00 125.00	BUDGET Month 11,793.38 1,804.62 835.00 843.08
867.60 3,765.98 0.00 0.00 0.00 0.00 0.00 4,633.58	3,087.00 0.00 25,361.85	147.36 57.82 0.00 0.00	220.97 0.00 100.00 0.00	2,926.47 1,453.75 426.40 309.06 0.00 0.00 583.36 216.63,56	128.46 2,899.00 0.00 0.00 239.66 271.13	MONTH ACTUAL V Month 9,269.70 117.00 695.23 549.25
(617.60) (1.765.98) 0.00 200.00 0.00 0.10 210.00 (1.973.58)	(2,712.00) 0.00 1,030.84	22.64 42.18 0.00 50.00	79.03 40.00 300.00 625.00	(2,826,47) (703,75) (426,40) 15,94 0,00 0,00 916,64 (16,67) 836,44	68.69 (269.54) 0.00 500.00 (69.66) (146.13)	Variance (\$)  Month 2,523.68 1,687.62 159.77 293.83
-247,04% -88.30% 0,00% 100,00% 0,00% -74,19%	-723.20% 0.00% 3.91%	13.32% 42.18% 0.00% 0.00%	26.34% 100.00% 75.00% 100.00%	-2826.47% -93.83% -100.00% -100.00% -0.00% -0.00% -0.11% -8.13% -3.346%	34.84% -10.25% 0.00% 100.00% -40.98% -116.90%	Variance (%) Month 21.40% 93.52% 18.69%
2,250.00 17,000.00 186,578.00 2,100.00 8,000.00 1,890.00	1,125.00 5,000.00 282,565.57	1,490.00 850.00 500.00 150.00	2,600.00 360.00 3,800.00 5,625.00	360,00 900,00 6,750,00 2,000,00 975,00 0,00 20,000,00 18,000,00 18,000,00	1,872.25 1,872.96 24,979.88 0.00 4,500.00 1,490.00 1,125.00	BUDGET YTD 112,037.15 17,143.85 8,122.50 8,000.33
2,279.78 15,674.92 169,150.44 378.09 3,731.04 1,007.30 192,221.57	3,087.00 5,563.82 250,688.79	1,757.22 768.25 0.00 0.00	3,447.94 589.64 3,964.56 2,602.92	86.75 4,636.95 9,578.25 9,578.25 2,277.83 927.18 0.00 15,748.00 15,748.00 16,714.59 1,943.99	1,329.38 27,540.50 0.00 15,875.53 345.42 1,366.62	YTD ACTUAL YTD 95,080.84 1,801.00 7,365.94
(29.78) 1,325.08 17,427.56 17,721.91 4,268.96 882.70 25,596.43	(1,962.00) (563.82) 31,876.78	(267.22) 81.75 500.00 150.00	(847.94) (229.64) (164.56) 3,022.08	73.25 (3,736.95) (2,828.25) (277.83) 47,82 0.00 4,752.00 2,285.41 (143.99)	2,324,95 543,58 (2,560,62) 0,00 (11,375,53) 1,144,58 (241,62)	≼
-1.32% 7.79% 9.34% 82.00% 53.36% 46.70% 11.75%	-174.40% -11.28% 11.28%	-17.93% 9.62% 100.00%		75.90% -415.22% -41.90% -13.89% 4.90% 0.00% 21.26% 12.03%		- 1
Entire project budgeted in June	Annual safety training				Expense spread out in the budget; 18% rate increase in 2015	Use of more FT vs PT; overall cost very close to budget

				*

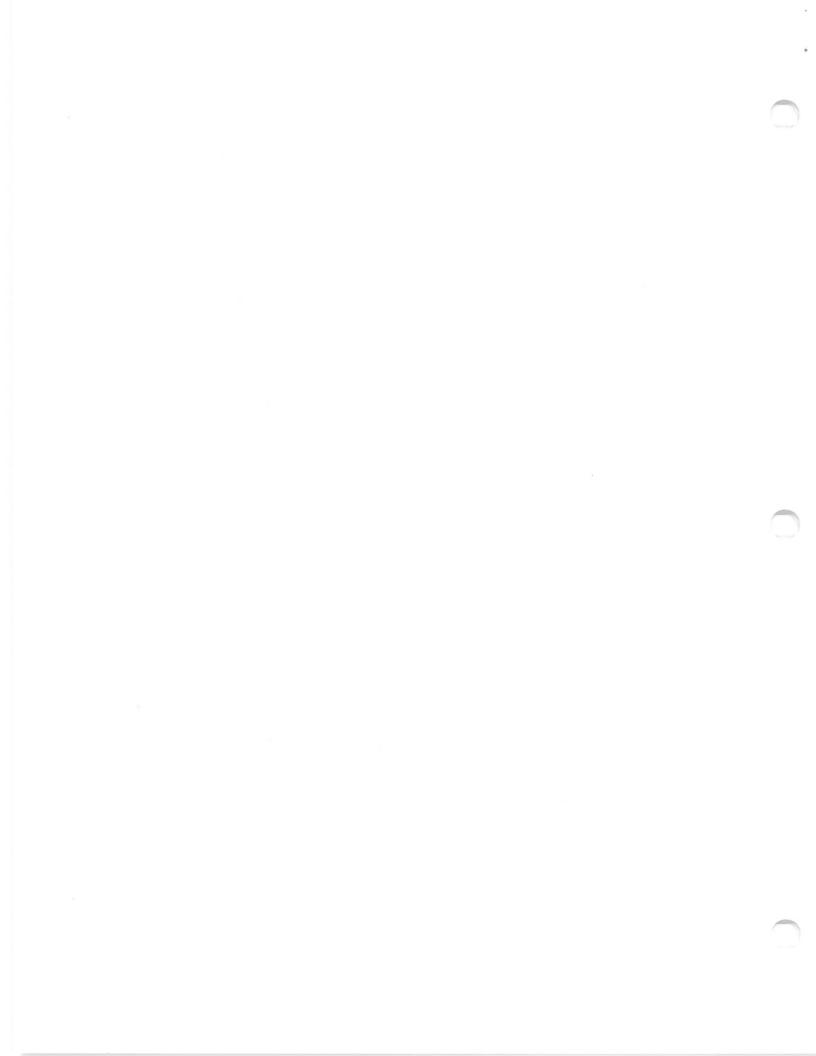
Total Public Works	3250 - Tree Program Contract Scryices Total Tree Program	3200 - Recycling Recycling Supplies Miscellaneous Total Recycling	3160 - Street Lighting Street Lighting Total Street Lighting	3125 - Ice & Snow Removal Landscaping Material Sand/Salt Contract Services Repairs/Maint Equipment Total Ice & Snow Removal
741,773.00	6,000.00	3,500.00 6,000.00 9,500.00	28,000.00 28,000.00	Full Year BUDGET 2015 0.00 80,000.00 6,000.00 9,500.00 95,500.00
69.81%	25.00% 25.00%	0.00% 9.47% 5.98%	62.02% 62.02%	% to date 100.00% 57.05% 0.00% 95.22% 58.09%
33,652.69	500.00 500.00	0.00 500.00 500.00	2,300.00 2,300.00	BUDGET Menth 0.00 0.00 500.00 800.00 1,300.00
33,559.13	1,500.00	0.00 0.00 <b>0.00</b>	2,063.70 2,063.70	ACTUAL Month 0.00 0.00 0.00 0.00 0.00
93.56	(1,000.00)	0.00 500.00 500.00	236.30 236.30	MONTH  Variance (\$)  Nonth 0 0,00 0 0,00 0 500,00 0 800,00 0 1,300,00
0.28%	-200.00% -200.00%	0.00% 100.00% 100.00%	10.27% 10.27%	Variance (%)  Month  100% 0.00% 100.00% 100.00% 100.00%
588,833.57	4,500.00 4,500.00	1,750.00 4,500.00 6,250.00	21,100.00 21,100.00	BUDGET YTD 0.00 45,000.00 4,500.00 7,100.00 56,600.00
517,823.03	1,500.00 1,500.00	0.00 568.03 568.03	17,365.06 17,365.06	YTD ACTUAL YTD 794,14 45,639.52 0.00 9,045.92 55,479.58
71,010.54	3,000.00 3,000.00	1,750.00 3,931.97 5,681.97	3,734.94 3,734.94	D Variance (\$) YTD (794.14) (639.52) 4,500.00 (1,945.92) 1,120.42
12.06%	66.67% 66.67%	100.00% 87.38% 90.91%	17.70% 17.70%	Variance (%) γTD -100.00% -1.42% 100.00% -27.41% 1.98%
				Includes \$7,200 for snow plow blades



	33.17%	62,150.77	(125,236.00)	(187,386.77)	13,36%	15,796.84	(102,427.39)	(118,224.23)	0.00%	0.00	Net Income over Expenses
	2.69%	63,601.46	2,296,750.06	2,360,351.52	-22.58%	(43,260.94)	234,877.42	191,616.48	60.47%	3,798,334.00	GRAND TOTAL EXP ALL DEPTS
	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	200,000.00	DEPT 493 - OTH FINANCING
	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	Transfer to City Projects (Streets)
Annual adjustments made were approximately \$35k.	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	247,118.00	Debt Service increase
Comp adjustments made appear in the individual department expense lines.	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	35,000.00	DEPT 460 - COMP ADJ
	33.17%	62,150.77	(125,236.00)	(187,386,77)	13.36%	15,796.84	(102,427.39)	(118,224.23)	-25,98%	482,118.00	Subtotal Net Income over Expenses
	2.69%	63,601.46	2,296,750.06	2,360,351.52	-22.58%	(43,260.94)	234,877.42	191,616.48	69.26%	3,316,216.00	Grand Total all Expenses
	37.23%	31,235.34	52,656.66	83,892.00	46.97%	3,916.10	4,421.90	8,338.00	48,00%	109,560.00	rotat it or refehione
	26.83%	4,962.10	13,532.90	18,495.00	28.44%	584.52	1,470.48	2,055.00	54.88%	24,660.00	Total IT & Talanham
	100.00%	16,000.00	0.00	16,000.00	0.00%	0.00	0.00	0.00	0.00%	16,000.00	INET Contingency
	100.00%	5,850.00	0.00	5,850.00	100.00%	1,950.00	0.00	1,950.00	0.00%	7,800.00	IT-Networking
	1 62%	437.77	26.562.78	27,000.00	1.62%	48.58	2,951.42	3,000.00	73.79%	36,000.00	IT-Support Services
	37 470/	4 489 00	7 508 00	11 997 00	100.00%	1.333.00	0.00	1,333.00	46.93%	16,000.00	IT-Software
	7050	(502 98)	\$ 057 98	4.550.00	0.00%	0.00	0.00	0.00	55.53%	9,100.00	IT-Hardware
									7,0,08233		IT & Telephone
	-55.95%	(63,735.15)	177,641.32	113,906.17	-54.75%	(6,181.58)	17,472.32	11,290.74	116.08%	153,028.00	Total Parks & Recreation
	-53.26%	(299.60)	862.10	562.50	100.00%	62.50	0.00	62.50	114.95%	750.00	Miscellaneous
	-61.73%	(2,129.81)	5,579.78	3,449.97	-115.48%	(442.67)	826.00	383.33	121.30%	4,600.00	Rental Buildings
	62.12%	698.86	426.14	1,125.00	41.86%	52.32	72.68	125.00	0.00%	1,500.00	Repair/Maint Equip
	-53.91%	(1.024.25)	2,924.25	1,900.00	100.00%	200.00	0.00	200.00	116.97%	2,500.00	Repair/Maint NOT Bldg
	-70 27%	(534.07)	294.07	760.00	100.00%	85.00	0.00	85.00	129.41%	1,000.00	Repair/Maint Bldg
	7000 000	1 874 07	0,00	1.874.97	100.00%	208.33	0.00	208.33	0.00%	2,500.00	Refuse
	4.97%	(973 73)	6 923 73	5,950.00	38.27%	229.62	370.38	600.00	81.46%	8,500.00	Electric Utility
	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	%t0.20	3.200.00	Insurance
	-105.87%	(804.60)	1,564.60	760.00	100.00%	85.00	0.00	85.00	150.46%	00.00	Milenes
	25.48%	573.26	1,676.74	2,250.00	85.71%	214.28	35.72		55.89%	3,000.00	Landscaping Materials
	78.80%	283.68	76.32	360.00	100.00%	40.00	0.00		15.26%	500.00	Building Repair Supplies
	-19.49%	(290.35)	1.780.35	1,490.00	-107.75%	(183.17)	353.17	170.00	89.02%	2,000.00	Equipment Parts
	10,000/	(323.73)	787 70	563 50	%00 001	67.50	0.00	62.50	104.99%	750.00	Chemicals
	-14.27%	(5/0.91)	4,570.91	4,000,00	705C 58C	(114.00)	154.09	40.00	176.75%	500.00	Shop Materials
	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	114 27%	4 000 00	Workers Compensation
	5.42%	789.74	13,781.80	14,571.54	5.41%	83.05	1,450.80	1,533.85	69.12%	19,940.00	I hemployment Benefits
	-79.64%	(714.65)	1,612.03	897.38	-85.64%	(80.90)	175.36	94.46	131.27%	1,228.00	Medicare Contributions
	-79.70%	(3,057.15)	6,892.96	3,835.81	-85.72%	(346.10)	749.87	403.77	131.32%	5,249.00	FICA Contributions
	-73.88%	(3,047.14)	7,171.60	4,124.46	-57.95%	(251.59)	685.74	434.15	127.07%	5,644.00	PERA Contributions
rosimon switch from the employee at lower rate to long term ee	-257 46%	(12.831.28)	17.815.13	4,983,85	-558.57%	(2,930.38)	3,455.00	524.62	261.22%	6,820.00	PT Salaries
Position suitch from naucemplotes of lower rate to lower term of	777702	(41 082 48)	97 976 67	56.888.19	-52.69%	(3.155.28)	9,143.51	5,988.23	125.86%	77,847.00	FT Salaries
	Variance (%)	Variance (\$)	ACTUAL	BUDGET	Variance (%)	Variance (\$)	ACTUAL	BUDGET	% to date	BUDGET 2015	5200 - Parks & Recreation
		YTD	Y			HTNOM	MO		504590		DEPT 450 - CULTURE, RECREATIO
								•	507		



Ending Cash Balance	Net Income/(Expense) Accrued AP CIP (self funded) Contingencies 2014 AP accrual reversal	Net Income/(Expense) 12/31/14 Cash Balance	Distribution of the control of the Conference of Training Programs Internal charges Total Library	Repair/Maint NOT Bldg Repair/Maint Equip (out-LH Imp Library Card Reimbursements Miscellaneous Building Purchase Repunt	Information Technology (Equinc Software Insurance Utilities Refuse Repair/Maint Bldg	Library sves supplies Office Supplies Library Collection Maintenance Legal Services Contract Services Telephone Internet	FT Salaries PT Salaries PERA Contributions FICA Contributions Medicare Contributions Medicare Contributions Health/Dental Insurance Unemployment Benefits Workers Compensation	EXPENSE	Current Ad Valorem Taxes Rental Income Interest Earnings Miscellaneous Revenue Donations Total Revenue	DEVENIII.
131,720.10	29,515.00 (70,000.00) 0.00	29,515.00 172,205.10	2,600.00 0.00 0.00 2,500.00 7,500.00 1,600.00 213,146.00	N	_	1,100.00 4,100.00 49,700.00 2,000.00 3,000.00 1,600.00 1,000.00	45,000.00 16,000.00 4,422.50 3,782.00 884.50 11,987.00 0.00 350.00		231,261.00 11,400.00 0.00 0.00 0.00 242,661.00	Full Year BUDGET 2015
			44.88% 100.00% 0.00% 0.00% 0.00% 0.00% 25.88% 62.27%	0.00% 100.00% 82.61% 14.68% 0.00%	96.27% 0.00% 69.74% 72.68% 81.42% 146.54%	0.00% 28.96% 39.14% 69.20% 3.45% 70.07% 61.63%	73.55% 32.92% 64.69% 58.69% 58.69% 86.23% 0.00%		50.00% 229.95% 0.00% 0.00% 100.00% 59.05%	% to date
		(22,782.16)	0.00 0.00 0.00 1,250.00 625.00 130.00 23,732.16	5,000.00 0.00 1,000.00 166.66 0.00	0.00 0.00 1,350.00 616.66 45.83 1,166.67	91.67 341.67 4,141.67 500.00 250.00 133.33 83.33	3,750.00 1,333.33 368.54 315.17 73.71 998.92 0.00 0.00		0.00 950.00 0.00 0.00 0.00 950.00	2015 BUDGET
		(13,536.51)	0.00 0.00 0.00 0.00 0.00 0.00 13,536.51	0.00 0.00 1,509.00 0.00	0.00 0.00 0.00 566.45 49.89 2,252.67	0,00 100.50 2,363.12 30.00 0.00 220.06 230.00	3,461.02 1,008.00 335.17 261.48 61.15 1,088.00 0.00		0.00 0.00 0.00 0.00 0.00 0.00	Month 2015 ACTUALS
		9,245.65 -40.58%	0.00 0.00 0.00 1,250,00 625,00 130,00 10,195,65	5,000.00 0.00 (509.00) 166.66 0.00	0.00 0.00 1,350.00 50.21 (4.06) (1,086.00)	91.67 241.17 1,778.55 470.00 250.00 (86.73) (146.67)	288.98 325.33 33.37 53.69 112.56 (89.08) 0.00	(Over)/ under	0.00 (950.00) 0.00 0.00 0.00 0.00 (950.00)	Over/ (under)
		(44,168.88)	1,300.00 0.00 0.00 1,250.00 5,625.00 1,210.00 168,349.38	5,500.00 0.00 20,700.00 1,499.94 0.00	3,220.00 0.00 2,700.00 5,649.94 412.47 10,500.00	825.02 3,075.03 37,275.00 1,500.00 2,250.00 1,199.97 750.00	33,750.00 12,000.00 3,316.88 2,836.50 663.38 8,990.25 0,000 350.00		115,630.50 8,550.00 0.00 0.00 0.00 0.00 124,180.50	2015 BUDGET
212,853.30	10,549.91 (4,103.87)	10,549.91	1,167.00 738.00 0.00 275.00 0.00 414.00 132,730.14	0.00 420.00 19,825.34 293.62 0.00	3,100.00 0.00 1,883.00 5,487.08 447.79 20,515.17	0.00 1,187.29 19,450.58 1,384.00 103.50 1,121.11 616.29	33,098,14 5,267.50 2,860.91 2,219.67 519.15 10,336.00 0.00	,	115,630.50 26,214.00 0.00 200.55 1,235.00 143,280.05	YTD 2015 ACTUALS
		54,718.79 -123.89%	133.00 (738.00) 0.00 975.00 5,625.00 796.00 35,619.24	5,500.00 (420.00) 874.66 1,206.32 0.00	120.00 0.00 817.00 162.86 (35.32)	825.02 1,887.74 17,824.42 116.00 2,146.50 78.86 133.71	651.86 6,732.50 455.97 616.83 144.23 (1,345.75) 0.00 350.00	(Over)/ under	0.00 17,664.00 0.00 200.55 1,235.00 19,099.55	Over/ (under)
			\$2 per card processing fee plus billable City resources	Library card reimb are processed by County eff 5/1/15	YTD includes Roof repairs	Cost to recover delinquent rent from prior tennant Snow Plowing	Budget showed consistent monthly cost; not impact of multiple pay period months		Funds received from WA Cly July and December Includes \$20.6k delinquent rent from prior tennant Revenue from use of copier	Notes



DATE:

October 20, 2015

CONSENT ITEM#

4

**AGENDA ITEM:** 

Test Well No. 4 – Approve Quote to Seal and Abandon Test Well

SUBMITTED BY:

Chad Isakson, Project Engineer

THROUGH:

Clark Schroeder, Interim City Administrator

**REVIEWED BY:** 

Jack Griffin, City Engineer

Cathy Bendel, Finance Director Mike Bouthilet, Public Works

# SUGGESTED ORDER OF BUSINESS if removed from the Consent Agenda):

**POLICY RECOMMENDER:** Engineering.

**FISCAL IMPACT:** \$2,515.00.

The estimated amount of \$2,515 to be paid from the Water Enterprise Fund.

#### SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving a contract with Kimmes-Bauer Well Drilling, Inc. to seal Test Well No. 4. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve the quote provided by Kimmes-Bauer Well Drilling, Inc. to permanently seal Test Well No. 4 for \$2,515.00".

## **LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Test Well No. 4 was constructed in 2012 as part of the site planning and acquisition process for the City's municipal Well No. 4. A smaller test well was constructed to verify the aquifer water quality and capacity in the location of Well No. 4 prior to purchasing the site and proceeding with the construction of the much more expensive well construction. With Well No. 4 completed and in service the test well is no longer in use and must be sealed and abandoned per the Minnesota Department of Health Well Code.

Staff recently obtained a quote from Kimmes-Bauer Well Drilling, Inc. in the estimated amount of \$2,515.00 to seal Test Well No. 4. Kimmes Bauer Well Drilling is a licensed well contractor and was the contractor that constructed the test well in 2012. The quote is based on the unit price per cubic yard of grout required to successfully seal the well. Payment will be made for the actual quantities of grout installed.

#### **RECOMMENDATION**:

Staff is recommending that the City Council consider approving, as part of the Consent Agenda, a contract with Kimmes-Bauer Well Drilling, Inc. to seal Test Well No. 4. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve the quote provided by Kimmes-Bauer Well Drilling, Inc. to permanently seal Test Well No. 4 for \$2,515.00".

# **ATTACHMENT(S)**:

1. Kimmes-Bauer Well Drilling, Inc. Quote.



Phone: (651) 437-1973 (651) 423-3800 (507) 263-3522 1-800-944-0880

Fax: (651) 437-6394 kimmesbauer@gmail.com

22100 Lillehei Avenue Hastings, Minnesota 55033

CONTRACTOR: City of Lake Elmo	HOMEOWNER: City of Lake Elmo
CONTRACTOR:Chad Isakson	October 5, 2015
	EOth Ctrant NI
	(651) 300-4283
Test well 4 - #779064	HOME WORK EMAIL: chad.isakson@focusengineeringinc.com
WELL ABANDONMENT	
Labor to pull pump	\$
Est5 yds. Neat cement grout at \$_350.00	
Labor to pump neat cement grout	
1State of MN County well abandonment permit	\$ 65.00
Paperwork and filing fee	
	OR THE ABOVE MATERIAL AND LABOR \$ 2,515.00
Note: More or less neat cement grout will be invoiced at \$350.00 per cubic yd.  Note: This quotation does not include perforation if need Note: Kimmes-Bauer Well Drilling, Inc. is not responsible.	e for damages to yard by repair equipment or trucks.
TERMS: 50% down – All accounts are due upon charged per month on all accounts no arrangements have been made	on completion / due upon receipt. 1.5% will be of paid in full within 30 days unless specific
By signing this agreement, contractor acknowledges that and conditions.  Accepted by:	they have read the agreement and accepts the foregoing terms  Submitted by:
	KIMMES-BAUER WELL DRILLING, INC.
Dated:	alan Hansan Alan Hansen

\*\* ESTIMATE IS VALID FOR 6 MONTHS FROM DATE OF ESTIMATE. \*\*

MEMBER ★ MINNESOTA WATER WELL ASSOCIATION ★
MINNESOTA LICENSE #1540 WISCONSIN LICENSE #59

DATE:

October 20, 2015

CONSENT ITEM#

5

AGENDA ITEM:

Eagle Point Blvd Street and Utility Improvements – Pay Request No. 2

**SUBMITTED BY:** 

Ryan Stempski, Project Engineer

THROUGH:

Clark Schroeder, Interim City Administrator

REVIEWED BY:

Jack Griffin, City Engineer

Cathy Bendel, Finance Director

# SUGGESTED ORDER OF BUSINESS if removed from the Consent Agenda):

# POLICY RECOMMENDER: Engineering.

# **FISCAL IMPACT**:

None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

# **SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 2 for the Eagle Point Boulevard Street and Utility Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 2 to Miller Excavating, Inc. in the amount of \$268,768.06 for the Eagle Point Boulevard Street and Utility Improvements".

## LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Miller Excavating, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 2 in the amount of \$268,768.06. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$19,544.78.

# **RECOMMENDATION:**

Staff is recommending that the City Council consider approving, as part of the Consent Agenda, Pay Request No. 2 for the Eagle Point Boulevard Street and Utility Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 2 to Miller Excavating, Inc. in the amount of \$268,768.06 for the Eagle Point Boulevard Street and Utility Improvements".

# **ATTACHMENT(S)**:

1. Partial Pay Estimate No. 2

#### **PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO2						FOCUS	ENGINEERING, inc.	
	DINT BLVD STREE NO. 2015.120	ET & UTILITY IMPRO	VEMENTS		PER FRC	IOD OF ESTIMATE DM <b>9/1/2015</b>	TO <b>9/30/2015</b>	
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER			MII 363 STI	CONTRACTOR: MILLER EXCAVATING, INC. 3636 STAGECOACH TRAIL NORTH STILLWATER, MN 55082 ATTN: STEVE ST. CLAIRE, PROJECT MANAGER				
	CONTRACT CH	ANGE ORDER SUM	IMARY			PAY ESTIMATE S	ΙΙΜΜΔΕΥ	
ASSESSMENT HOUSE RESIDENCE	Approval	Amo	CONTRACTOR AND SERVICE AND SERVICES	1. (	Original	Contract Amount	\$1,249,494.09	
No.	Date	Additions	Deductions			nge Order Sum	-\$28,500.00	
1	8/4/2015		\$28,500.0			Contract (1+2)	\$1,220,994.09	
						Completed	\$390,895.65	
				5. *	Stored	Materials	\$0.00	
		1			ubtotal		\$390,895.65	
					etainag	E:	\$19,544.78	
707416		40.00				Payments	\$102,582.81	
TOTALS		\$0.00	\$28,500.0	25074540000	9. Amount Due (6-7-8) \$268,76			
NET CH	ANGE	(\$28,500.00)	CONT	000000000		reakdown Attached		
			CONT	RACT TIN	/IE			
START DA	TE:	7/31/201	.5 (	ORIGINAL	DAYS _	320ON	N SCHEDULE	
SUBSTANT	ΓΙΑL COMPLETIO	ON: <b>10/15/20</b>	15 F	REVISED D	AYS	0	YES	
FINAL COM	MPLETION:	6/15/201		REMAININ	_	259	NO X	
The under best of the estimate a	eir knowledge ar	that the work has be nd belief, the quanti the work has been pe	ties shown in th	nis	ENGINE DATE	Engineering, inc.		
CONTRAC	TOD'S CEDTIEI	ICATION.			CONTR	A CTOD		
CONTRACTOR'S CERTIFICATION:  The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.  CONTRACTOR  BY  DATE								
×	D BY OWNER:	CITY OF LAK	E ELMO, MINN					
BY					BY			
DATE					DATE			

#### 2

# EAGLE POINT BLVD STREET & UTILITY IMPROVEMENTS CITY OF LAKE ELMO, MINNESOTA PROJECT NO. 2015.120

## FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT		CONTRACT AMOUN	NT	THIS P		TOTALT	
HEIVI	DESCRIPTION OF PATTIENT	ONT	QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUN
	DIVISION 1 - GENERAL								
1	MOBILIZATION	LS	1	\$29,900.00	\$29,900.00	0.00	\$0.00	0.50	\$14,950.00
2	TRAFFIC CONTROL	LS	1	\$6,850.00	\$6,850.00	0.00	\$0.00	0.50	\$3,425.0
3	SILT FENCE	LF	3,100	\$2.00	\$6,200.00	0.00	\$0.00	1,550.00	\$3,100.0
4	INLET PROTECTION	EA	17	\$200.00	\$3,400.00	0.00	\$0.00	8.00	\$1,600.0
5	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	\$1,000.00	\$2,000.00	1.00	\$1,000.00	1.00	\$1,000.0
6	STREET SWEEPING	HR	20	\$100.00	\$2,000.00	4.00	\$400.00	4.00	\$400.0
7	6" TOPSOIL AND SOD	SY	5,145	\$10.50	\$54,022.50	0.00	\$0.00	0.00	\$0.0
8	HYDRAULIC MULCH (TEMPORARY)	SY	2,575	\$1.15	\$2,961.25	0.00	\$0.00	0.00	\$0.0
	SUBTOTAL - DIVISION 1				\$107,333.75		\$1,400.00		\$24,473.0
	DIVISION 2 - SANITARY SEWER								
9	CONNECT TO EXISTING SANITARY SEWER MANHOLE	EA	2	\$2,800.00	\$5,600.00	0.00	\$0.00	2	\$5,600.0
10	SANITARY SEWER PIPE - 8"	LF	764	\$33.60	\$25,670.40	0.00	\$0.00	764	\$25,670.4
11	SANITARY SEWER MANHOLE - TYPE 301	EA	3	\$3,400.00	\$10,200.00	0.00	\$0.00	3	\$10,200.0
12	EXCESS MANHOLE DEPTH	LF	12	\$240.00	\$2,880.00	0.00	\$0.00	12	\$2,880.0
13	REMOVAL OF UNSTABLE FOUNDATION MATERIAL	CY	42	\$52.00	\$2,184.00	0.00	\$0.00	0	\$0.0
14	STABILIZING AGGREGATE BORROW	CY	42	\$68.00	\$2,856.00	0.00	\$0.00	0	\$0.0
15	TELEVISING	LF	764	\$3.50	\$2,674.00	0.00	\$0.00	0	\$0.0
	SUBTOTAL - DIVISION 2				\$52,064.40		\$0.00		\$44,350.4
						Ī			
16	DIVISION 3 - WATERMAIN  CONNECT TO EXISITING WATERMAIN	EA	1	\$2,650.00	\$2,650.00	1.00	\$2,650.00	1	\$2,650.
17	6" GATE VALVE & BOX	EA	1	\$1,990.00	\$1,990.00	0.00	\$0.00	0	\$0.
18	12" GATE VALVE	EA	2	\$4,770.00	\$9,540.00	2.00	\$9,540.00	2	\$9,540.
19	16" BUTTERFLY VALVE & BOX	EA	1	\$4,990.00	\$4,990.00	1.00	\$4,990.00	1	\$4,990.
20	HYDRANT	EA	1	\$4,560.00	\$4,560.00	0.00	\$0.00	0	\$0.
21	16" DIP CL. 52 WATERMAIN	LF	209	\$108.00	\$22,572.00	31.00	\$3,348.00	31	\$3,348.
22	REMOVE AND REPLACE VALVE BOX	EA	2	\$985.00	\$1,970.00	1.00	\$985.00	1	\$985.
23	16"X45° BEND MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,560.00	\$1,560.00	0.00	\$0.00	0	\$0.
24	16"x16" TEE MJ DUCTILE IRON COMPACT FITTING	EA	1	\$2,190.00	\$2,190.00	1.00	\$2,190.00	1	\$2,190.
25	16"X12" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	2	\$1,380.00	\$2,760.00	2.00	\$2,760.00	2	\$2,760.
26	16"X6" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,270.00	\$1,270.00	0.00	\$0.00	0	\$0.
27	4" POLYSTYRENE INSULATION	SF	32	\$10.00	\$320.00	32.00	\$320.00	32	\$320.
	SUBTOTAL - DIVISION 3				\$56,372.00		\$26,783.00		\$26,78
	DIVISION 4 - STORM SEWER				4000.00		¢000.00		ćeno
28	REMOVE EXISTING STORM SEWER STRUCTURE	EA	2	\$400.00	\$800.00	2.00	\$800.00	2	\$800.
29	REMOVE EXISTING STORM SEWER (ALL TYPES AND SIZES)	LF	65	\$15.00	\$975.00	65.00	\$975.00	65.00	\$975.
30	CONNECT TO EXISTING STORM SEWER STRUCTURE	EA	2	\$890.00	\$1,780.00	1.00	\$890.00	1.00	\$890.
31	STORM SEWER PIPE - 12" RCP	LF	117	\$33.00	\$3,861.00	39.00	\$1,287.00	39.00	\$1,287.
32	STORM SEWER PIPE - 15" RCP	LF	971	\$34.50	\$33,499.50	584.00	\$20,148.00	584.00	\$20,148
33	CATCH BASIN - TYPE 404	EA	3	\$1,695.00	\$5,085.00	1.00	\$1,695.00	1.00	\$1,695
	CATCH BASIN/MANHOLE - TYPE 406	EA	7	\$2,665.00	\$18,655.00	5.00	\$13,325.00	5.00	\$13,325.
34					\$950.00	0.00	\$0.00	0.00	\$0.
35	RESET EXISTING CATCH BASIN CASTING	EA	2	\$475.00	\$972.00	1000000	\$0.00	0.00	\$0
36	REPAIR EXISTING CATCH BASIN CONCRETE	SF	27	\$36.00	\$66,577.5	0.00	\$39,120.00		\$39,12
	SUBTOTAL - DIVISION 4		1		7.577.50	~1	<b>400,120.00</b>		755,12
	DIVISION 5 - STREETS								
37	SALVAGE POST AND SIGN	EA	11.00	\$60.00	\$660.00	0.00	\$0.00	0	\$0
38	REMOVE POST AND SIGN	EA	1.00	\$60.00	\$60.00	0.00	\$0.00	0	\$0
39	SAWCUT BITUMINOUS OR CONCRETE	LF	553.00	\$3.00	\$1,659.00	0.00	\$0.00	0	\$0
40	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAY)	SY	266.00	\$5.00	\$1,330.00	0.00	\$0.00	0	\$0
				\$6.00	\$2,280.00	0.00	\$0.00	0	\$0
41	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAY)	SY	380.00		\$14,072.00	10.000000	\$3,040.00	3,570	\$7,140
42	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB	LF	7,036.00	\$2.00	\$214,450.00		\$66,479.50		\$102,936
43	COMMON EXCAVATION	LS	1.00	\$214,450.00		0.02		0.48	
44	SELECT GRANULAR BORROW (CV) (P)	CY	12,000.00	\$11.95	\$143,400.00	350	\$68,832.00	5,760	\$68,832
45	SUBGRADE CORRECTION	SY	2,700.00	\$9.00	\$24,300.00	350.00	\$3,150.00	350	\$3,150
46	SUBGRADE PREPARATION	RS	34.00	\$150.00	\$5,100.00	17.00	\$2,550.00	17	\$2,550
47	CLASS 6 AGGREGATE BASE	TN	9,850.00	\$12.65	\$124,602.50	3,625.00	\$45,856.25	3,625	\$45,856
579530			183.00		\$720.00		\$0.00	1	\$0
48	AGGREGATE TRAIL RESTORATION	TN	9.00	\$80.00	\$720.00	0.00	\$0.00	0	190

51 52	BITUMINOUS WEAR COURSE BITUMINOUS MATERIAL FOR TACK COAT	UNIT	QUANTITY	UNIT PRICE	444011117	North Control of the Control	Sec. 10 (10 (10 (10 (10 (10 (10 (10 (10 (10		
51 52		TN		OHITTHICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOU
52	BITUMINOUS MATERIAL FOR TACK COAT		1,825.00	\$62.00	\$113,150.00	0.00	\$0.00	0	\$0
		GA	842.00	\$3.00	\$2,526.00	0.00	\$0.00	0	\$0
53	CONCRETE CURB AND GUTTER	LF	6,596.00	\$12.00	\$79,152.00	0.00	\$0.00	0	\$0.
	DRIVEWAY VALLEY GUTTER	EA	4.00	\$2,970.00	\$11,880.00	0.00	\$0.00	0	\$0
54	6" CONCRETE DRIVEWAY PAVEMENT	SY	40.00	\$55.00	\$2,200.00	0.00	\$0.00	0	\$0
55	BITUMINOUS DRIVEWAY PAVEMENT	SY	295.00	\$27.00	\$7,965.00	0.00	\$0.00	0	\$0
56	PERFORATED PVC EDGE DRAIN	LF	6,660.00	\$9.00	\$59,940.00	2,297.00	\$20,673.00	2,297	\$20,673
57	DRAINTILE CLEANOUT	EA	50.00	\$150.00	\$7,500.00	16.00	\$2,400.00	16	\$2,400
58	DRAINTILE CONNECTION INTO CATCH BASIN	EA	8.00	\$400.00	\$3,200.00	4.00	\$1,600.00	4	\$1,600
59 I	PRECAST CONCRETE HEADWALL FOR DRAINTILE	EA	6.00	\$515.00	\$3,090.00	2.00	\$1,030.00	2	\$1,030
60	ADJUST MANHOLE CASTING	EA	4.00	\$600.00	\$2,400.00	0.00	\$0.00	0	\$0.
61	ADJUST GATE VALVE BOX	EA	18.00	\$350.00	\$6,300.00	0.00	\$0.00	0	\$0
62 F	FURNISH SIGN PANEL	SF	15.00	\$45.00	\$675.00	0.00	\$0.00	0	\$0.
63 I	INSTALL SIGN PANELS	EA	2.00	\$200.00	\$400.00	0.00	\$0.00	0	\$0.
64 4	4" SOLID LINE WHITE EPOXY	LF	7,116.00	\$0.53	\$3,771.48	0.00	\$0.00	0	\$0.
65 4	4" SOLID LINE YELLOW EPOXY	LF	1,524.00	\$0.53	\$807.72	0.00	\$0.00	0	\$0.
66 4	4" BROKEN LINE YELLOW EPOXY	LF	2,558.00	\$0.53	\$1,355.74	0.00	\$0.00	0	\$0.
67 S	STOP BAR - POLY PREFORMED	EA	2.00	\$1,200.00	\$2,400.00	0.00	\$0.00	0	\$0.
68 T	TEMPORARY PAVEMENT STRIPING	LS	1.00	\$4,500.00	\$4,500.00	0.00	\$0.00	0	\$0.
69 P	PAVEMENT MARKINGS - POLY PREFORMED	EA	10.00	\$815.00	\$8,150.00	0.00	\$0.00	0	\$0.
S	SUBTOTAL - DIVISION 5				\$967,146.44		\$215,610.75		\$256,167
OTALS -	- BASE CONTRACT				\$1,249,494.09		\$282,913.75		
					Y1,243,434.03		9202,313./5		\$390,895
IANGE	ORDER NO. 1								
01-1 P	PERFORATED PVC EDGE DRAIN	LF	(2,850.00)	\$9.00	-\$25,650.00	0.00	\$0.00	0	\$0.
01-2 D	DRAINTILE CLEANOUT	EA	(19.00)	\$150.00	-\$2,850.00	0.00	\$0.00	0	\$0.0

\$1,220,994.09

\$282,913.75

\$390,895.65

**TOTALS - REVISED CONTRACT** 



## MAYOR & COUNCIL COMMUNICATION

DATE:

October 20, 2015

**CONSENT** 

**ITEM** 

#6

**AGENDA ITEM:** 

Monthly Assessor Report

**SUBMITTED BY:** 

Dan Raboin, City Assessor

THROUGH:

Cathy Bendel, Finance Director

**REVIEWED BY:** 

Cathy Bendel, Finance Director

#### SUGGESTED ORDER OF BUSINESS:

- Call for Motion ...... Mayor & City Council

<u>SUMMARY AND ACTION REQUESTED:</u> As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through September 2015 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

#### **LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Property splits/plats – 1
Sales collected and viewed – 9
Taxpayer inquiries – 11
Miscellaneous inquiries – 4
Inspections – Residential – 34; Commercial – 3
Building permit reviews – 24
Pictures taken – 41

#### Other work performed included:

• Completion of residential and commercial quintile data entry.

- Monthly meeting with County residential and commercial supervisors
- Input of all inspection and permit work
- Perform sales verifications and land value analysis using MLS and other resources
- Field telephone inquiries

**RECOMMENDATION**: Based on the aforementioned, the staff recommends the City Council accept the September 2015 monthly assessor report.

DATE:

October 20, 2015

CONSENT

**ITEM** 

47

**MOTION** 

**AGENDA ITEM:** 

Request to fill budgeted Public Works Operator position

SUBMITTED BY:

Mike Bouthilet, Public Works Superintendent

THROUGH:

Clark Schroeder, Interim City Administrator

**REVIEWED BY:** 

Finance Director and City Clerk

#### SUGGESTED ORDER OF BUSINESS:

- Call for Motion ...... Mayor & City Council

POLICY RECOMMENDER: Public Works Superintendent

**FISCAL IMPACT:** Recommended salary of \$20 per hour during probationary period; increase to \$22 per hour after successful completion of probationary period (6 months).

#### **SUMMARY AND ACTION REQUESTED:**

With the increased work load as a result of growth in the City, a staff addition was budgeted for 2015 effective 7/1/15. It is being requested that this position be filled at this time in order to fully train the new employee in winter operations.

#### **BACKGROUND INFORMATION (SWOT):**

**Strengths** – Additional staff to primarily support street improvements and winter operations. Due to resource shifts to utility functions, the street staff has become lean. **Weaknesses** – Slower response time to resident services. Limited resources for annual street patching operations.

**Opportunities** – The City will have an additional resource which will primarily support street functions and support utility functions. **Threats** – None identified.

**RECOMMENDATION**: Based on the aforementioned, the staff recommends the City Council authorize the hiring of a public works operator.

"Move to authorize the City Administrator to advertise, recruit, interview, and present for employment a Public Works Operator."



## MAYOR & COUNCIL COMMUNICATION

DATE:

October 20, 2015

CONSENT ITEM #

8

**AGENDA ITEM:** 

CSAH 15 (Manning Avenue) Phase 1 Improvements - Resolution for

Municipal Consent

SUBMITTED BY:

Jack Griffin, City Engineer

THROUGH:

Clark Schroeder, Interim City Administrator

**REVIEWED BY:** 

## SUGGESTED ORDER OF BUSINESS if removed from the Consent Agenda):

## **POLICY RECOMMENDER:** Engineering.

FISCAL IMPACT: \$36,930.

The County intends to require cost participation from the City in the amount of \$36,930 per the County Cost participation Policy for County Improvements.

#### **SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving, as part of the Consent Agenda, a Resolution for Municipal Consent for the Phase 1 CSAH 15 (Manning Avenue) Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Resolution No. 2015-80 approving County State Aid Highway 15 (Manning Avenue) Phase 1 Improvements within Municipal Corporate Limits."

## LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The County is requesting from the City of Lake Elmo a resolution of support for the Phase 1 CSAH 15 (Manning Avenue) Improvements, as described by the attached County memorandum and layout exhibit. The improvements include a signalized intersection at CSAH 10 and at the south entrance of the Oakland Jr. High School, associated intersection turn lane improvements, drainage provisions, and a bituminous trail along the boulevard adjacent to Oakland Jr. High School.

In accordance with the County Cost Participation Policy, the County is requesting City cost participation for these improvements in the amount of \$36,930. This includes \$12,610 for 55% share for right-of-way acquisition at the northwest intersection of CSAH 10 and CSAH 15; \$13,200 for 50% share for a bituminous trail and concrete pedestrian ramps adjacent to Oakland Jr. High School and at the intersection of CSAH 10; and \$11,120 for 50% share for concrete curb and gutter along the west side of Manning Avenue.

Municipal Consent expresses the City's support for the project and more specifically for the preliminary design layout as presented. Municipal Consent allows the County to proceed with the final project design and property acquisition with the intention to begin construction in 2016. Upon completion of the final design the County will request the City to enter into a Cooperative Agreement for the Project outlining the City's cost obligations and other provisions as may be deemed appropriate.

Upon review by City staff, it should be noted that the preliminary layout provides for a signalized intersection at the south school entrance. This intersection is near the required future City street access location based upon CSAH 15 access spacing guidelines. However, at the time that a development or other purpose requires a City street connection to Manning Avenue in this vicinity, it is highly probable that the entire intersection, including the traffic signals proposed by this project will need to be relocated at City cost or at the cost of a prospective developer.

#### **RECOMMENDATION**:

Staff is recommending that the City Council consider approving, as part of the Consent Agenda, Resolution No. 2015-80 providing Municipal Consent for the Phase 1 CSAH 15 (Manning Avenue) Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Resolution No. 2015-80 approving County State Aid Highway 15 (Manning Avenue) Phase 1 Improvements within Municipal Corporate Limits."

#### ATTACHMENT(S):

- Resolution No. 2015-80 Approving County State Aid Highway 15 (Manning Avenue) Phase 1 Improvements within Municipal Corporate Limits.
- 2. County Project Memorandum and Request, dated October 15, 2015.
- 3. Exhibit County State Aid Highway 15 (Manning Avenue) Phase 1 Improvements.

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

#### **RESOLUTION NO. 2015-81**

# A RESOLUTION APPROVING COUNTY STATE AID HIGHWAY 15 (MANNING AVENUE) PHASE 1 IMPROVEMENTS WITHIN MUNICIPAL CORPORATE LIMITS

WHEREAS, a County Recommended Layout for County State Aid Highway (CSAH) 15 Phase 1 Improvements, as shown on the attached exhibit to the County Memorandum dated October 15, 2015, within the limits of the City of Lake Elmo has been prepared and presented to the City.

#### NOW, THEREFORE, BE IT RESOLVED,

- 1. That said County Recommended Layout be in all things approved.
- 2. That the City of Lake Elmo supports the County continuing with the development of final plans necessary for the construction of the project.

CITY OF LAKE ELMO

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE TWENTIETH DAY OF OCTOBER, 2015.

(G1)	By: Mike Pearson Mayor	
(Seal) ATTEST:		
ulie Johnson City Clerk		



#### **Public Works Department**

Donald J. Theisen, P.E. Director

Wayne H. Sandberg, P.E. Deputy Director/County Engineer

## **MEMORANDUM**

Date: October 15, 2015

To: City of Lake Elmo

From: Frank Ticknor, Washington County Project Manager

Re: County State Aid Highway (CSAH) 15 (Manning Avenue); CSAH 10 (10<sup>th</sup> Street) to

southern access to Oak-Land Junior High - Phase 1 of the CSAH 15 (Manning

Avenue): I-94 to TH 5 Corridor Study

CSAH 15 from I-94 to Trunk Highway (TH) 5 is an important north-south arterial roadway in this region of Washington County. Traffic volumes on this road range from 10,500 to 13,600 vehicles per day. This corridor is included in the 5-year Capital Improvement Plan as a Priority 1: critical. Therefore, Washington County issued a Request for Proposals for preliminary design and environmental documentation services in March of 2013.

The corridor study is now complete and the first phase of identified improvements is ready to proceed to final design: Intersection improvements at CSAH 15 (Manning Avenue) at CSAH 10 (10<sup>th</sup> Street) and at the two access points to Oak-Land Junior High. The intersection at CSAH 10 is currently very wide and is controlled by an existing 4-way stop and the intersection crash rate is above the statewide average. Oak-Land Junior High currently provides access to users via two driveways; one for school buses and one for staff and parent/student drop-off. These two driveways pose safety concerns for all users who exit or enter Manning Avenue due to the high volume of traffic. Also, there are no pedestrian facilities along the corridor although there are residential neighborhoods in the area and the emergency evacuation location for the school is St. Lucas Community Church which is north along Manning Avenue.

The proposed improvements include a traffic signal at CSAH 10 and at the southern access to the school as well as access modification at the northern access to the school that eliminate left turn movements but allow for left turn access from Manning Avenue. The scope also includes pedestrian facilities and improved storm drainage facilities that limit impacts to adjacent properties. We feel the scope of this project significantly improves safety, increases capacity, provides improved pedestrian accommodations including compliance with ADA guidelines, and provides improved pavement and drainage conditions. The proposed design will match into the existing roadway system while considerations will be made for the identified future expansion of the corridor.

This project has been developed with the coordination of the Cities of Lake Elmo and West Lakeland Township as well as with the Stillwater School District, Oak-Land Junior High, and private residents along the project limits. Besides the design of these safety improvements, there are cost considerations coordinated with the City of Lake Elmo. All cost participation items are established by the current cost participation policy between the County and Cities. The items that are the responsibility of the City of Lake Elmo are as follows:

- Construction Items (50% share)
  - Curb and gutter (\$11,120)
  - 6" concrete walk for ped ramps (\$4,040)
  - 3" bituminous walk (\$9,160)
- Right of way & Temporary Easements (55% share)
  - Northwest corner of Manning and 10<sup>th</sup> Street (\$12,610)
- Total City cost = \$36,930

The project schedule is to have final design complete this fall with the project being bid over the winter of 2016 in preparation for construction starting in the spring of 2016. The construction schedule will include the requirement to be complete by the end of August 2016 to accommodate the beginning of school.

The County is requesting from the City of Lake Elmo a resolution of support for this project, Manning Avenue Phase 1, as described by the attached layout exhibit including the commitment of the total city costs of \$36,930 as summarized above. It is the County's intent that once final design is complete the County will work with the City of Lake Elmo to draft a Cooperative Agreement for this project.

Thank you for your consideration of this very important safety improvement project.

Frank Ticknor Washington County Project Manager





#### MAYOR AND COUNCIL COMMUNICATION

DATE:

10/20/15

REGULAR ITEM #: 9 **MOTION** 

**AGENDA ITEM:** 

Lake Elmo Airport realignment

SUBMITTED BY:

Clark Schroeder

THROUGH: Clark Schroeder

**REVIEWED BY:** 

Clark Schroeder

#### **SUGGESTED ORDER OF BUSINESS:**

-	Introduction of Item	Staff
		Staff
		Mayor Facilitates
-	Call for Motion	

PUBLIC POLICY STATEMENT EITHER SUPPORT OR DENY SUPPORT FOR THE LAKE ELMO RUNWAY REALIGNMENT.

#### BACKGROUND AND STAFF REPORT:

The Metropolitan Airports Commission (MAC) has completed a draft version of the 2035 Long-Term Comprehensive Plan (LTCP) for Lake Elmo Airport. The purpose of the LTCP is to identify facility needs at Lake Elmo Airport for the 20-year period between 2015 and 2035. Lake Elmo Airport is located in Washington County approximately 12 miles east of the downtown district, one mile east of downtown Lake Elmo, within Baytown Township, and is bordered by portions of West Lakeland Township and the City of Lake Elmo. During 2014, Lake Elmo Airport had just over 200 based aircraft and accommodated approximately 26,000 total aircraft operations. It encompasses approximately 640 acres of land and has two paved runways. The primary runway (Runway 14-32) is 2,849 feet long by 75 feet wide, and the crosswind runway (Runway 04-22) is 2,496 feet long by 75 feet wide. There have been a number of previous planning studies completed for the airport. The MAC prepared the first Long-Term Comprehensive Plan (LTCP) for Lake Elmo Airport in 1966, and updated it in 1976 and 1992. These plans included a recommendation for a relocated and extended primary runway (Runway 14-32) and an extension to the crosswind runway (Runway 04-22). The most recent LTCP for Lake Elmo Airport prepared by the MAC and approved by the Metropolitan Council is dated December 2008. The 2008 LTCP recommended a plan to first extend crosswind Runway 04-22 to a length of 3,200 feet, along with development of a new hangar area on the east side of the airport. The relocation and extension of Runway 14-32 to 3,900 feet was identified as a viable ultimate configuration beyond the 20-year planning horizon to remain on the Airport Layout Plan

The draft LTCP considers replacing the primary northwest/southeast Runway 14-32 with a runway that is relocated approximately 700 feet parallel to, and northeast of, the existing primary runway alignment and extended to a length of 3,600 feet. The relocated primary runway would require realignment of a portion of 30th Street North. An extension to the crosswind northeast/southwest Runway 04-22 to a length of 2,750 feet is also proposed. These improvements are intended to enhance the airport's ability to fulfill its existing role of accommodating propeller-driven airplanes with fewer than 10 passenger seats.

ES.4 FACILITY REQUIREMENTS The existing runways at Lake Elmo Airport are short. In comparison to the other MACowned Reliever Airports, both the primary and crosswind runways at Lake Elmo Airport are the shortest in the system. Based on the aviation activity forecasts, the future critical design aircraft for Lake Elmo Airport will continue to be represented by the family of propeller-driven aircraft with fewer than 10 passenger seats. This family of aircraft includes a diverse range of equipment types, ranging from small single-engine piston aircraft used primarily for recreational and personal flying, up to larger single- and twin-engine turboprop aircraft that are used more predominantly for business aviation. Typical aircraft in the latter category include the single-engine turboprop Pilatus PC-12 and the twinengine turboprop Beechcraft King Air 200/250. Runway Length Based on runway length guidance provided by the Federal Aviation Administration (FAA), the primary runway length at Lake Elmo Airport should be between 3,300 feet and 3,900 feet to accommodate 95 percent and 100 percent of the aircraft types in the design aircraft family, respectively. While the guidance from the FAA serves as a good baseline, more detailed information related to runway length requirements can be derived from manufacturer performance charts published for specific aircraft types. Based on a deeper assessment of runway length requirements for several representative aircraft types in the design aircraft family for Lake Elmo Airport, the optimal primary runway length is approximately 3,600 feet. This length fits into the range predicted by the FAA and will accommodate the majority of small turboprop and multi-engine piston aircraft departing at an operationally-feasible weight. Meanwhile, a future length of 2,750 feet is recommended for the crosswind runway to better accommodate lower crosswind capable aircraft during periods of gusty conditions. Also, based on user input, development of a new non-precision GPStype instrument approach for Runway 14 and a GPS overlay of the existing non-precision approach for Runway 04 would enhance the operational capabilities of the airport. Planning for the establishment of these non-precision approaches is recommended for consideration. Runway Protection Zones The Runway Protection Zone (RPZ) is an area at ground level prior to the threshold or beyond the departure runway end to enhance the safety and protection of people and property on the ground. According to the FAA, this is best achieved through airport owner control over RPZs. Control is preferably exercised through the acquisition of sufficient property interest in the RPZ and includes clearing of RPZ areas and maintaining them clear of incompatible objects and activities.

In 2012, the FAA issued Interim Guidance to clarify its policy on what constitutes a compatible land use within an RPZ and how to evaluate proposed land uses that would reside in an RPZ. Based on this guidance, the following existing land uses are not considered to be compatible within an existing RPZ at Lake Elmo Airport: x Existing Runway 14 End: County Road 15/Manning Avenue, the north Airport Entrance Driveway, the Union Pacific Railroad, and non-owned property on the west side of Manning

Avenue x Existing Runway 32 End: 30th Street North x Existing Runway 04 End: 30th Street North Coordination with the FAA in the form of an RPZ Alternatives Analysis is required when an incompatible land use would enter the limits of the RPZ due to a triggering airfield project, an off-airport development proposal, or other operational change at the airport. Achieving compliance with the FAA's current RPZ compatibility criteria is a primary objective of this LTCP.

The MAC held numerous public hearings/open houses about their draft plan, including two in Lake Elmo. The public comment period August 26<sup>th</sup>. In staff's conversation with the MAC on October 12<sup>th</sup>, they will acknowledge any direction that comes from the Lake Elmo City Council, but will note that it was past the public comment period.

**RECOMMENDATION**: If Council so moves

"Move to adopt resolution 2015-80 opposing Lake Elmo Runway realignment and extension"

ATTACHMENT(S):

Feet LEGEND: EXISTING AIRPORT PROPERTY WETLANDS PROP RWY/TWY EXTENSIONS ULT RWY/TWY EXTENSIONS PAVEMENT REMOVAL

Figure ES-4: LTCP Preferred Alternative

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

#### **RESOLUTION NO. 2015-80**

## A RESOLUTION IN OPPOSTION TO THE REALIGNMENT AND EXTENETION OF THE LAKE ELMO AIRPORT

WHEREAS, the City of Lake Elmo is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, The Lake Elmo Airport is in Baytown Township; and

WHEREAS, The Metropolitan Airport Commission (MAC) has a draft proposal moving one runway further east and extending its length; and

WHEREAS, The MAC proposal also calls for adding length to the crosswind runway;

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council does hereby oppose any realignment or extension of runways at the Lake Elmo Airport

Passed and duly adopted this 20<sup>th</sup> day of October, 2015 by the City Council of the City of Lake Elmo, Minnesota.

ATTEST:	Mike Pearson, Mayor	
Julie Johnson, City Clerk		

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#### MAYOR AND COUNCIL COMMUNICATION

DATE:

10/20/15

REGULAR

ITEM #:

10

AGENDA ITEM:

Hammes plat extension

**SUBMITTED BY:** 

Clark Schroeder

THROUGH:

Clark Schroeder

**REVIEWED BY:** 

Clark Schroeder

#### **SUGGESTED ORDER OF BUSINESS**:

-	Introduction of Item	Staff
-	Report/Presentation	Staff
_	Questions from Council to Staff	Mayor Facilitates
-	Public Input, if Appropriate	Mayor Facilitates
-	Call for Motion	
_	Discussion	
-	Action on Motion	

#### SUMMARY AND ACTION REQUESTED:

Hammes Estates final plat was approved by the city council on Oct 7<sup>th</sup> 2014. Eleanor Hammes is requesting a two year extension to record the plat. The concerns which precluded the plat from being recorded have been mitigated and they are ready to put the property on the market to sell.

#### **RECOMMENDATION:**

"Move to extend the final plat approval and development contract for two years till Oct 7<sup>th</sup> 2016.

**ATTACHMENT(S)**: Letter from Eleanor Hammes

#### ELEANOR D. HAMMES 1187 FROST AVENUE MAPLEWOOD, MN 55109 651-774-1761

October 8, 2015

Mr. Clark Schroeder Interim City Administrator City of Lake Elmo 3800 Laverne Avenue North Lake Elmo, MN 55042

Re:

Hammes Estates

Final Plat and Development Contract

Dear Mr. Schroeder:

On October 7, 2014, the Lake Elmo City Council approved the Hammes Estates Final Plat and Development Contract for my family's property (Resolution No. 2014-81). Due to various complexities, the Final Plat was not recorded. We are working on the issues and now feel ready to move forward with the project as previously approved.

Accordingly, we are requesting that the City Council extend our Final Plat approval and Development Contract for two years from the original date of approval (until October 7, 2016).

Thank you for your consideration.

Eleanos D. Hammee

Eleanor D. Hammes, Owner



#### MAYOR AND COUNCIL COMMUNICATION

DATE:

10/20/15

REGULAR

ITEM #:

11

AGENDA ITEM:

Appointment of Committee/Commission members

SUBMITTED BY:

Clark Schroeder

THROUGH:

Clark Schroeder

**REVIEWED BY:** 

Clark Schroeder

#### **SUGGESTED ORDER OF BUSINESS:**

-	Introduction of Item	
_	Report/Presentation	Staff
-	Public Input, if Appropriate	
_	Discussion	

## <u>PUBLIC POLICY BEING MADE:</u> COUNCIL IS BEING ASKED TO SET POLICY FOR APPOINTING COMMITTEE/COMMISSION MEMBERS

<u>BACKGROUND AND STAFF REPORT</u>: The city has a couple citizens that wish to serve on the HR. committee and one individual that wishes to serve on the Planning Commission. The Administrator has received conflicting accounts as to what the standard practice is for appointment members for Lake Elmo. One method is to have commission/committees vet candidates and recommend to the full council for appointment. The other method is for the council to vet candidates and appoint without consideration from the committees/commissions.

The League of Minnesota Cities does not have overall specific guidance that would apply to all committees, boards, or commissions.

For the planning Commission their handbooks states:

State statute does not establish a process for the appointment of planning commissioners. As a result, the city ordinance or charter provisions should specify who has the authority to appoint commission members. Generally, appointing authority is vested in the city council as a whole. In the alternative, cities may vest appointment power in the mayor exclusively, or may vest in the mayor the power to appoint commissioners, subject to council approval. Some city charters may already contain provisions related to general appointments to city boards and commissions. In these cities, the charter provisions preempt local ordinance. Cities also should consider adopting a policy for the recruitment and retention of commission members. The

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policy may be adopted as a resolution and need not be in ordinance form. Adopting the policy via resolution will allow more flexibility in developing and amending the ordinance. Although state law does not require the following, the policy may wish to include information regarding: Sample Advertisement. Sample City Application Forms. Sample Interview Questions. • The advertisement period for open positions. • The submission of letters of interest and a statement of qualifications for board positions, or a city application form. • An interview process prior to appointment. More information can be found at the web site below.

http://www.lmc.org/media/document/1/planning commission guide.pdf?inline=true

For the HR committee and any other committee's state statue allows cities the authority to have discretionary committees created to lessen the work load of the council members.

#### 412.111 DEPARTMENTS, BOARDS.

The council may create departments and advisory boards and appoint officers, employees, and agents for the city as deemed necessary for the proper management and operation of city affairs. The council may prescribe the duties and fix the compensation of all officers, both appointive and elective, employees, and agents, when not otherwise prescribed by law. The council may require any officer or employee to furnish a bond conditioned for the faithful exercise of duties and the proper application of, and payment upon demand of, all moneys officially received. Unless otherwise prescribed by law, the amount of the bonds shall be fixed by the council. The bonds furnished by the clerk and treasurer shall be corporate surety bonds. The council may provide for the payment from city funds of the premium on the official bond of any officer or employee of the city. The council may, except as otherwise provided, remove any appointive officer or employee when in its judgment the public welfare will be promoted by the removal. This provision does not modify the laws relating to veterans preference or to members of a city police or fire civil service commission or public utilities commission.

https://www.revisor.mn.gov/statutes/?id=412.111

In conversation with the LMC they say it is allowable for cities to review applicants at the committee level, but they have never seen it. They see council first and only as the method of appointment.

#### **RECOMMENDATION:**

Staff recommend the City Council follow precedent set by other cities and recommended by the LMC.

All committee/commission members shall be appointed by the council without committee/commission review.

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## MAYOR & COUNCIL COMMUNICATION

DATE:

October 20, 2015

REGULAR

**ITEM** 

#12

**MOTION** 

AGENDA ITEM:

Human Resources Committee Applications

SUBMITTED BY:

Clark Schroeder, Interim City Administrator

THROUGH:

Julie Johnson, City Clerk

**REVIEWED BY:** 

Interim Administrator and City Clerk

#### SUGGESTED ORDER OF BUSINESS:

-	Introduction of Item	City Administrator
-	Report/Presentation	City Administrator
-	Questions from Council to Staff	Mayor Facilitates
-	Call for Motion	Mayor & City Council
_	Discussion	Mayor & City Council

**POLICY RECOMMENDER:** Interim Administrator

FISCAL IMPACT: None

#### SUMMARY AND ACTION REQUESTED:

The Human Resources Committee has a vacancy to fill and announcements for citizens to apply has been posted in the weekly FRESH email. Two applications have been received so far and a third resident has expressed interest in applying.

#### **BACKGROUND INFORMATION (SWOT):**

Strengths – The Human Resources Committee has need to fill a vacancy for a citizen representative

Weaknesses - None

**Opportunities** – Two candidates have applied to serve on the Committee **Threats** – None identified.

**RECOMMENDATION**: Based on the outcome of the discussion concerning the process for considering committee and commission appointments, the Council may choose to appoint one or both of the applicants, or refer the applications to the committee for consideration.

## Julie Johnson From: Christine Nelson [ktjaxmom24@gmail.com] Sent: Tuesday, September 22, 2015 1:49 PM To: Julie Johnson; Julie Fliflet; Anne Smith; Jill Lundgren; Mike Pearson; Justin Blover; Clark Schroeder; Dana Bloyer application for HR committee Subject: Good afternoon, With this message, I'd like to officially submit my application to serve on the Lake Elmo City Council Human Resources Committee. As the original application was sent to me as a .pdf with fields that I was unable to edit with my answers, I am opting to provide my response to each question in the text below for your review. Please let me know if any questions, comments or concerns. Thank you for your time and consideration. I look forward to hearing back from you on next steps. Best Regards, Christine Nelson Application for Human Resources Committee Please return to City Clerk's Office - Thank You for your interest in the Lake Elmo Human Resources Committee

Date: \_\_September 22, 2015\_\_\_\_\_ Name: Christine Nelson\_\_\_\_

Occupation: \_\_Corp. Relations Manager, Minneapolis Institute of Art\_\_\_

Address: \_2400 Third Avenue South, Minneapolis, MN 55401\_\_\_\_

Phone Number: \_612-870-3216\_\_ Email: \_christine.nelson@artsmia.org\_\_\_\_

Resume Attached (Optional): Yes  $\theta$  No x

1. Why are you interested in serving on the Lake Elmo Human Resources Committee?

I am very proud to live in Lake Elmo. It has been a wonderful community to live in and raise a family, and the manner in which the citizens of this city look out for and care for one another is really something special. I have a vested interest in protecting that character because it is rare to find in today's society, and unfortunately, having grown up on East Side of St. Paul, I have witnessed first-hand what can happen when a community takes those values for granted, and ignores problems or hopes someone else will solve them. The family neighborhoods give way to neglect, disrepair, and finally, abandonment.

I believe it is important to be a contributing member to this community I love, whether it be through time, talent, or treasure. I have been troubled by the reports of conflict within city hall, and the recent departure of so many valued employees in such a short amount of time. Without commenting on who may be right or wrong. I

think it's important to first acknowledge there is a problem, listen fairly and respectfully to both sides, and then work together to find resolution and put resources, practices and policies in place that hopefully would prevent such a situation from happening in the future (or at least limit the possibility of a repeat occurrence). I would love to be part of creating and promoting Lake Elmo as an environment that is as wonderful to work in, as it is a place to live.

2. What experience and qualifications do you have that demonstrate your ability to support the Purpose and Scope of the Human Resources Committee?

As I'm sure Councilmember Fliflet can attest, it is frequently the case in most non-profits and start-ups that one is tasked with wearing multiple hats that have nothing to do with your actual job title; as such, through the years in various job roles I've been responsible for administering health insurance benefits, criminal background checks, crises plans, etc. I've served on a task force exploring the pros and cons of transitioning to a PTO system. I've implemented effective documentation practices that successfully addressed an issue with systematic bullying and professional sabotage in the workplace. I also am keenly aware as to when a situation is volatile, dangerous, and/or well beyond my knowledge and experience. I place tremendous value on those who have an educational degree and certified training in Human Resources, and know there are many circumstances when it is necessary to turn it over to professionals for the protection and well-being of all involved. My main focus would be on the creation of a healthy and positive workplace culture.

3. What do you consider to be the major challenges facing the city of Lake Elmo regarding effective human resources practices?

While I respect and understand there always two sides of every story, it is my impression that the employees feel that they are not listened to, valued, or respected. And as an admitted outside observer, I do understand that sentiment. There seems to be an environment of leadership through fear and intimidation, rather than a nurturing and encouraging workplace. It concerns me when I read statements made to the press by those in a supervisory role about employees – whether it's intended or not, such statements insinuate there are problems within city hall. As much as I believe these comments were not made in a malicious way, there is no doubt as to the damage they can inflict and the toxic environment of mistrust they create, both internally and externally. I also am concerned about the potential for liability careless statements create. The good news is that with any challenge comes opportunity, and I feel this situation can be remedied simply by being more thoughtful in our comments, keeping the criticism constructive and helpful, and showing each other the same compassion and understanding we would want for ourselves. I'm confident we can do better than what we're doing.

4. How much time do you have to contribute to the Human Resources Committee including meeting preparation, meeting participation and other opportunities as they may exist?

I would think one meeting per quarter, or every other month would be appropriate, but also understand that sometimes circumstances warrant a more frequent meeting schedule, in which case I would make myself available on whatever basis the situation requires. As I work out of the home on a full-time basis, I would appreciate if meetings could occur in the evening, and think one week preparation is fair, again with room for flexibility based on circumstance.

Christine Nelson



## **Application for Human Resources Committee**

Please return to City Clerk's Office - Thank You for your interest in the Lake Elmo Human Resources Committee

Date: 10 13 15 Name	: Teresa Berry	
Occupation: HR MarageR	Address: 143 Canarion, Lake Elmo, MN 53042	
Phone Number: <u>U12-331-8899</u>	Email: 1/TBerry 143@ CAMCaSt 14+ Resume Attached (Optional): Yes	Ż No □

1. Why are you interested in serving on the Lake Elmo Human Resources Committee?

As a younger community member with children who go to school in Lake Elmo and a family who utilize services throughout the city, I believe it is my responsibility to share my HR knowledge with my community members to ensure the HR practices for the community are consistent and are administered with as much care as I currently do in my professional private sector employment. I'd like to give back to my community in the form of knowledge and education.

2. What experience and qualifications do you have that demonstrate your ability to support the Purpose and Scope of the Human Resources Committee?

I began working in human resources at the ground level. I have been fortunate enough to obtain education while being employed which as solidified my working knowledge. My experience has progressively grown through the various aspects of human resources which include benefit administration, full-cycle recruitment, maintaining HRIS systems and files along with employee relations, investigations, and overall human resource management for an organization today of just under 1000 employees.

3. What do you consider to be the major challenges facing the city of Lake Elmo regarding effective human resources practices?

The city is growing fairly rapidly for a smaller town. With a upwards of 8,000 residents, human resources concerns at the city level can get blown out of proportion very quickly due to lack of knowledge or lack of procedural knowledge. I have learned in my time as an HR professional that you must be consistent in practices, follow the documented procedure and be responsible for the decision made even if others are not a fan. The city has a vast majority of generations today so what one believes to be an issue another may think differently. I believe I can help offset the longtime HR stigma that may exist with newer streamlined practices.

Today's major challenge is the potential personality conflicts within the city structures. People do not have to like each other but you do have to get along enough and be respectful to get things accomplished. It's a process that takes work and consistency. I believe my skillset can help with these types of challenges.

4. How much time do you have to contribute to the Human Resources Committee including meeting preparation, meeting participation and other opportunities as they may exist?

nave at least 40 extra hours per month available to contribute to the Human Resources Committee. Depending on topics/projects, I may have availability for more.

Regions Hospital, Saint Paul, MN HR Assistant, May 2007 to October 2008

As an HR Assistant at Regions Hospital, I screened a select set of employment applications for required job qualifications using Peopleclick applicant tracking software, conduct phone screens with potential candidates, check references; draft offer letters and process new hire paperwork. I solely coordinated the entire hiring process for all Physician Moonlighters and Laboratory Service Technicians. In conjunction with the hiring process, I coordinated the Background Study Program through the Minnesota Department of Human Services. Tracked licensure for compliance, and conducted one-on-one orientation sessions for temporary & on-call employees.

I utilized Lawson HRIS system to enter new employee information, assembled new employee orientation manuals, maintained the internal HR website using web development software called Storymanager, served as back-up to front desk receptionist and provided level I and II desktop support.

Accomplishment:

Re-designed and launched the departments' internal website.

Revamped the orientation manual and placed them into three-ring binders w/ pictures.

While employed with Regions Hospital, I was an active member of the Best Care Best Experience Employee Forum and Engagement Team. This team promoted employee engagement through surveys, events and lunch and learn sessions.

#### Other Experience:

Health Program Representative, January 2003 to March 2007 Minnesota Department of Health, Saint Paul, MN

Received, examined and processed applications/fees for environmental lab certification. Calculated, deposited and reconciled fees with Crystal Reports on a monthly basis. Answered, screened and assisted with program requests via phone and email. Interacted with federal, state and local government agencies to ensure the mission of the MDH environmental lab certification program was being fulfilled. Completed expense reports and arranged travel which included airfare, lodging, car-service, and registration fees as well as maintained auditor's calendars.

Accomplishment:

Converted all paper documents into electronic format. I used a unique naming convention in order for the department staff to retrieve documents easily while working in remote locations.

OAS Intermediate, April 2001 to January 2003 Minnesota Department of Health, Saint Paul, MN

Trained new employees and cross trained current employees. I served as one of five receptionists with 10+ line switchboard. Processed incoming mail and distributed throughout the department. I primarily performed data entry for sensitive testing information a majority of the time.

DATE:

October 20, 2015

**REGULAR** 

ITEM

#13

**MOTION** 

**AGENDA ITEM:** 

Planning Commission Application

**SUBMITTED BY:** 

Clark Schroeder, Interim City Administrator

THROUGH:

Julie Johnson, City Clerk

**REVIEWED BY:** 

Interim Administrator and City Clerk

#### SUGGESTED ORDER OF BUSINESS:

- Introduction of Item ...... City Administrator

- Report/Presentation......City Administrator

**POLICY RECOMMENDER:** Interim Administrator

FISCAL IMPACT: None

#### **SUMMARY AND ACTION REQUESTED:**

The Planning Commission has a vacancy for a second alternate and one application has been received for consideration.

#### **BACKGROUND INFORMATION (SWOT):**

Strengths – The  $2^{nd}$  alternate vacancy could be filled

Weaknesses - None

Opportunities – One candidate has applied to serve on the Commission

Threats - None identified.

City Council Meeting October 20, 2015

**RECOMMENDATION**: Based on the outcome of the discussion concerning the process for considering committee and commission appointments, the Council may choose to appoint the application or refer the applicant to the commission for further discussion.



Application for Planning Commission Appointment

Please return to City Clerk's Office - Thank You for your interest in the Lake Elmo Planning Commission

Date: 29-Sept-2015

Date: Mr Sqr 11 1181						
Name: Susan Dunn Address: 1/018 Upper 33 nd St. N. LKElmo						
Phone Number: 777-0197 Email: Resume Attached (Optional): Yes \(\sigma\) No \(\sigma\)						
1. What do you consider to be the major challenges facing the Lake Elmo Planning Commission?						
$O = I_{1} \cup I_{2} \cup I_{3} \cup I_{4} \cup $						
Comprehensive Plan						
2. What do you see as your role serving as a member of the City's Planning Commission? How does this relate to the role of						
the City Council in planning matters?						
· Advisory Commission						
. In depth understanding and review of proposals for						
· In depth understanding with						
development						
3. Why are you interested in serving on the Lake Elmo Planning Commission? What experience and qualifications do you						
have that demonstrate your ability to support the Mission Statement and Goals of the City and service to the community						
through the Planning Commission?						
Shara quarter of a century of actives to						
Served on LE City Council, LE Parks Commission, LE Planning  Served on LE City Council, LE Parks Commission, LE Planning						
Served on he City Country, the						
Commission, WC commissions and National Park Service						
Voluntiar. Pratessiand backgrand-nursing + Engineering.						
·						
Sciences -						
4. How much time do you have to contribute to Planning Commission objectives including meeting preparation, meeting						
participation and other opportunities as they may exist?						
$\Lambda$						
As much time as needed.						

			}

DATE:

October 20, 2015

REGULAR

**ITEM** 

#14

**MOTION** 

**AGENDA ITEM:** 

Community Development Director Position Vacancy

SUBMITTED BY:

Julie Johnson, City Clerk

THROUGH:

Clark Schroeder, Interim City Administrator

**REVIEWED BY:** 

Interim Administrator

#### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ...... City Administrator

**POLICY RECOMMENDER:** Interim City Administrator

FISCAL IMPACT: Salary and benefits to be determined

#### **SUMMARY AND ACTION REQUESTED:**

City Council held a special meeting on October 13, 2015 to discuss two position vacancies in the Planning/Community Development Department. The Council directed staff to compile information on the current job description of the Community Development Director position and to provide information from other cities on job titles and duties for similar positions.

The job description for the Community Development Director is attached. The job title was changed from Planning Director as reflected on the attachment to Community Development Director. Staff has obtained salary surveys from the League of Minnesota Cities for two positions: Community Development Director and Director of Planning. Also included for discussion are job descriptions provided by LMC for similar positions.

#### **BACKGROUND INFORMATION (SWOT):**

City Council Meeting October 20, 2015

Strengths – Analysis will provide direction to the Interim Administrator for the title and job description to be used for recruiting and hiring an individual to fill the vacant position.

Weaknesses – A prolonged vacancy in this position may cause development applications and other planning related services to suffer delays.

**Opportunities** – The City will have an updated position description that will be suited to the City's current and anticipated future needs.

Threats - None identified.

**RECOMMENDATION**: Based on the aforementioned, the staff recommends the City Council discuss the information provided and direct the Interim Administrator to draft a position description and job posting based on the input from the City Council.

### **Job Summaries**

#### **Community Development Director**

Job Level: Top position in Community Development function with oversight responsibility in closely related areas such as planning, inspection, economic development, code enforcement, parks and recreation, engineering, property management, etc.

Minimum Qualifications: Extensive experience and education in Community Development with the ability to supervise, when required, in this or related functions.

Duties: Manages and directs all activities in the Community Development function. Responsible for budget, staff, and related operations. (Community / Economic Development Director)

Close

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Show Header Hide Header

## Salaries

We have compared the salary entered for each Job Title selected utilizing the location matching the criteria indicated.

For multi-job search results, click on a Job Title to jump directly to the search results for that  ${\bf Job}$  Title.

Your search has returned 77 records.	Show results	Organization(s) selected	Organization Size(s) selected All city sizes	Region(s) selected All regions	Output Sorted by City Name	Effective Date Jan-2015	Job Title(s) selected Click on Title to View
ds.	Show results Annual Format		All city sizes	All regions	City Name	Jan-2015	Job Title(s) selected Community Development Director

Community Development Director

Manages and directs all activities in the Community Development function. Responsible for budget, staff, and related operations. (Community / Economic Development Director) Search Results for Community Development Director. No comparison salary provided.

Cattonwood	Coon Rapids	Columbia Heights	Chanhassen	Champlin	Cannon Falls	Burnsville	Brooklyn Park	Brooklyn Center	Bloomington	Blaine	Baxter	Barnesville	Arden Hills	Apple Valley	Andover	Organization
1,158	63,162	18,361	23,629	23,934	4,052	61,042	75,306	29,810	84,701	58,020	7,921	2,318	10,137	49,376	31,298	Population
Southwest	Metro	Metro	Metro	Metro	Southeast	Metro	Metro	Metro	Metro	Metro	Central	Northwest	Metro	Metro	Metro	Region
Community Development Coordinator	Community Development Director	Community Development Director	Community Development Director	Deputy Administrator	Community Development Director	Community Development Director	Community Development Director	Business & Development Director	Community Development Director	Planning and Community Development Director	Community Development Director	EDA Director	Community Development Director	COMMUNITY DEVELOPMENT DIRECTOR	Community Development Director	Organization's Job Title
-		_		_						_	-3	_	_	_	_	# Emps
	102,502.40 127,732.80	89,910.00	88,753.59	89,648.00	66,664.00	111,155.20	99,340.80	91,175.00	124,443.00	112,831.00	71,701.76		87,838.40	93,083.00	89,380.00	Range
		107,982.00	133,140.80 113,630.40	112,049.60	81,307.20	128,856.00	134,409.60	111,791.00 111,791.00	165,672.00	133,473.00	93,168.14		109,782.40	122,972.00	109,926,00	Range Maximum
37,336.00	114,587.20	107,982.00	113,630.40	112,049.60	82,950.40	128,856.00	103,708.80	111,791.00	154,439.00	125,847.00	91,007.02	56,118.40	106,641.60	122,972.00		Actual Low
37,336.00	114,587.20	107,982,00	113,630.40	112,049.60	82,950.40	128,856.00	103,708.80	111,791.00	154,439.00	125,847.00	91,007.02	56,118.40	106,641.60	122,972.00	109,926.00 109,926.00	Actual High
37,336.00	114,587.20	107,982.00	113,630.40	112,049.60	82,950.40	128,856.00	103,708.80	111,791.00	154,439.00	125,847.00	91,007.02	56,118.40	106,641.60	122,972.00	109,926.00	Actual Average
40	40		40	40	40	4	46					46	40		40	Hrs/ Week
-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	+/-Diff
	Equal	Equal	Equal			Equal	Equal	Equal	Equal	Equal	Equal		Equal		Equal	Degree Of Match
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City Clerk	City Manager	City Manager	City Manager	City Administrator	City Administrator	City Manager	City Manager	City Manager	City Manager	City Manager	City Administrator	City Administrator	City Administrator	CITY ADMINISTRATOR	City Administrator	Reports To
																Data Entry Date

City Manager	No No City Manage		N <sub>o</sub>		Equal	-N/A-	40	129,584.00	129,584.00	129,584.00	145,766.40	104,124.80 145,766.40 129,584.00 129,584.00 129,584.00	_	Community Development Director	Metro	62,536	Eden Prairie
City Administrat	G	9	8	8	Equal No No	-N/A-	40	128,024.00	128,024.00	128,024.00	128,024.00	108,804.80 128,024.00 128,024.00 128,024.00 128,024.00	_	Director of Community Development	Metro	65,933	Eagan
City Manager	0	0	8	Z <sub>0</sub>	Equal No No	-N/A-	46	103,000.00	103,000.00	103,000.00	125,474.60	97,591.38 125,474.60 103,000.00 103,000.00 103,000.00	-	Community Development Director	Metro	22,014	Crystal

City Administrator

Minnetonka	Meirose	Maple Grove	Mankato	Luverne	Lino Lakes	Lakeville	Lake Shore	Jackson	Isanti	Inver Grove Heights	Hutchinson	Hopkins	Hermantown	Hastings	Granite Falls	Grand Rapids	Fridley	Fergus Falls	Edina	Organization
51,451	3,401	62,660	37,032	4,573	20,305	55,772	1,030	3,413	5,569	34,461	14,073	17,290	9,526	22,491	2,947	10,576	26,347	13,733	49,491	Population
Metro	Central	Metro	Southeast	Southwest	Metro	Metro	Central	Southwest	Central	Metro	Central	Metro	Northeast	Metro	Central	Northeast	Metro	Central	Metro	Region
Community Development Director	Community Planning/Economic Development Director	Community Development Director	Director of Community Development	Economic Development Director	Community Development Director	Community/Economic Development Director	City Admin/Planning & Zoning Admin	Economic Developer	Community Development Director	Director of Community Development	Economic Development Director	Planning & Economic Development Director	Community Development Director	Community Development Director	Economic Development Director	Community Development Director	Director of Community Development	Community Development Director	Director of Community Development	Organization's Job Title
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112,598.90 125,109.90 125,109.90 125,109.90 125,109.90	51,854.00	98,396.00	97,489.60	45,843.20	83,200.00	98,217.60	42,911.00	50,523.20	59,300.80	99,500.00	67,758.08	76,960.00		78,083.20		64,958.40	95,929.60	61,838.40	93,849.60	Range Minimum
125,109.90	70,073.00	122,995.00	112,964.80	77,625.60	104,000.00	117,832.00	65,799.00	75,275.20	73,216.00	124,300.00	97,402.24	103,667.00		78,083.20		80,163.20	122,532.80	86,632.00	117,312.00	Range Maximum
125,109.90	70,073.00	122,995.00	112,964.80	56,513.60	104,000.00	117,832.00	65,799.00	75,275.20	68,577.60	124,300.00	67,758.08	103,667.00	74,484.80	97,614.40	45,000.00	81,494.40	122,532.80	86,632.00	117,312.00	Actual Low
125,109.90	70,073.00	122,995.00	112,964.80	56,513.60	104,000.00	117,832.00	65,799.00	75,275.20	68,577.60	124,300.00	67,758.08	103,667.00	74,484.80	97,614.40	45,000.00	81,952.00	122,532.80	86,632.00	117,312.00	Actual High
125,109.90	70,073.00	122,995.00	112,964.80	56,513.60	104,000.00	117,832.00	65,799.00	75,275.20	68,577.60	124,300.00	67,758.08	103,667.00	74,484.80	97,614.40	45,000.00	81,952.00	122,532.80	86,632.00	117,312.00	Actual Average
40	40	40	40		40	40		40	46			-	40	40	40	40	40	40	40	Hrs/ Week
-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	+/-Diff
Equal	Equal	Equal		Less		Equal	Equal			Greater	Equal	Less	Equal	Less	Equal	Equal	Equal			Degree Or Match
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ω	7	O			Ch	Ch .	10		7	C)		10	12	Ch		0	10	œ	į	# of Yrs to max of range
									None											Licenses
City Manager	City Administrator	City Administrator	CITY MANAGER	City Administrator	City Administrator	City Administrator	City Council	Mayor & Administrator	City Administrator	City Administrato	City Administrator	City Manager	City Administrator	City Administrator	City Manager	City Administrator	City Manager	City Administrator	City Manager	Reports To
																				Data Entry Date

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St. Cloud	Shakopee	Roseville	Rosemount	Richfield	Ramsey	Princeton	Plymouth	Perham	Ortonville	Orano	Northfield	Nisswa	New Ulm	New Hope	Mountain Lake	Mound	Moorhead	Monticello	Montevideo	Organization
65,741	34,691	34,178	21,521	33,859	23,272	4,518	71,930	2,767	1,900	7,980	19,786	2,061	13,396	20,718	1,990	9,787	36,962	11,501	5,416	Population
Central	Metro	Metro	Metro	Metro	Metro	Central	Metro	Central	Central	Metro	Central	Central	Southwest	Metro	Southwest	Metro	Northwest	Central	Southwest	Region
Community Development Director	Economic Development Coordinator	Community Development Director	Community Development Director	Community Development Director	Community Development Director	Community Development Planner	Community Development Director	Econonmic Devleopment Director	EDA Secretary	Community Development Director	Community Development Director	Planning & Zoning Administrator	Community Development Director	Director of Community  Development	Economic Development Coordinator	Community Development/Planning Director	Director of Community Services/Deputy City Manager	Community Development Director	COMMUNITY DEVELOPMENT DIRECTOR	Organization's Job Tille
_	_	_	_	-	-	_	_	_	-	-		_	_	_	_	-		-	_	# Emps
89,460.80	74,357.00	100,276.80	89,469.00	102,793.60	85,446.41	53,504.00	101,641.00	47,798.40	37,814.40	66,936.38	83,948.80		70,075.20	88,400.00	42,619.21	80,605.00	99,431.03	63,447.00	57,616.00	Range Minimum
110,177.60	92,946.00	120,806,40	111,833.00	132,163.20	106,808.00	66,881.00	131,535.00	62,192.00	49,816.00	89,248.50	104,936.00		75,691.20	107,556.80	50,129.66	100,237.00	135,192.00	82,481.00	68,348.80	Range Maximum
105,934.40	78,074.00	109,928.00	111,833.00	131,060.80	86,403.20	56,182.00	131,535.00	63,440.00	44,678.40	66,936.38	92,352.00	42,494.40	75,691.20	103,417.60	50,129.66	100,237.00	115,940.90	72,966.00	65,104.00	Actual Low
105,934.40	78,074.00	109,928.00	111,833.00	131,060.80	86,403.20	56,182.00	131,535.00	63,440.00	44,678.40	66,936.38	92,352.00	42,494.40	75,691.20	103,417.60	50,129.66	100,237.00	115,940.90	72,966.00	65,104.00	Actual High
105,934.40	78,074.00	109,928.00	111,833.00	131,060.80	86,403.20	56,182.00	131,535.00	63,440.00	44,678.40	66,936.38	92,352.00	42,494.40	75,691.20	103,417.60	50,129.66	100,237.00	115,940.90	72,966.00	65,104.00	Actual Average
40	40	40		40	40	40	40	40	40	40	40	40	40	40					40	Hrs/ Week
-N/A-	NA	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	+/-Diff
	Less	Equal	Equal	Equal		Equal	Equal	Equal			Equal	Equal		Equal	Greater	Equal	Greater	Greater		Degree Of Match
No.	No	No	Z	No.	NA	N <sub>o</sub>	N <sub>o</sub>	Š	Z o	NA	No	Yes	N <sub>O</sub>	N <sub>o</sub>	Z	N <sub>o</sub>	No	S <sub>o</sub>	S <sub>o</sub>	Union FLSA
Z	No	No	Z	Z	NA	Z	Z o	Z	Yes	NA	20	Yes	Z o	S	, S	S	8	20	Z o	FLSA
6	6	7	o		6	Ø	œ	9	10	89	=		7	6	4	6	, ±	æ	O	# of Steps in Salary
20	Ch	ຜ	ຜ		ຜ	ഗ		ø	10	œ	10		o	ເກ	N	o	=	თ	4	# of Yrs to max of range
																				Licenses
City Administrator	City Administrator	City Mgr.	City Administrator	City Manager	City Administrator	City Administrator	City Manager	City Manager	EDA Board	City Admistrator	City Administrator	Council/Mayor	City Manager	City Manager	ClerkAdmin	City Manager	City Manager	City Administrator		Reports To
																				Data Entry Date

### **Job Summaries**

#### **Director Of Planning (Planning Only)**

Job Level: Top position in planning.

Minimum Qualifications: Extensive experience in performing urban/city planning including several years of project responsibility and/or supervision of others.

Duties: Manages and directs all activities in the planning department. Responsible for budget, staff, planning strategies into the future, and broad operational knowledge.

Close

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# Show Header Hide Header

## Salaries

We have compared the salary entered for each Job Title selected utilizing the location matching the criteria indicated.

For multi-job search results, click on a Job Title to jump directly to the search results for that Job Title.

ds.	Your search has returned 20 records.
Show results   Annual Format	Show results
	Organization(s) selected
All city sizes	Organization Size(s) selected All city sizes
All regions	Region(s) selected All regions
City Name	Output Sorted by City Name
Jan-2015	Effective Date Jan-2015
Director Of Planning (Planning Only)	Job Title(s) selected Click on Title to View

http

Director Of Planning (Planning Only)
Manages and directs all activities in the planning department. Responsible for budget, staff, planning strategies into the future, and broad operational knowledge.

Search Results for Director Of Planning (Planning Only). No comparison salary provided.

St. Louis Park	Shorewood	Savage	Plymouth	Moorhead	Minnelonka	Minneapolis	Meeker County	McLeod County	Lakeville	Lake County	Hutchinson	Goodhue County	Fridley	Eden Prairie	Crystal	Bloomington	Anoka	Organization
46,293	7,618	27,567	71,930	36,962	51,451	386,691	23,141	37,289	55,772	10,970	14,073	46,018	26,347	62,536	22,014	84,701	17,966	Population
Metro	Metro	Metro	Metro	Northwest	Metro	Metro	Central	Central	Metro	Northeast	Central	Southeast	Metro	Metro	Metro	Melro	Melro	Region
Planning and Zoning Supervisor	Planning Director	Planning Division Manager	Planning Manager	City Planner/Zoning Administrator	City Planner	Director, Long Range Planning	Planning & Zoning Administrator	Zoning Director	Planning Director	Environmental Services Director	Planning Director	Planner/Zoning	Planning Manager	City Planner	City Planner	Planning Manager	Planning Director	Organization's Job Title
	_			_	_	_	_	_		_		_	-	_	_	_	4	# Emps
94,367.00		77,646.41	78,074.00	67,298.84	94,251.55	108,770.00	51,979.20	63,252.80	98,217.60	67,600.00	67,758.08	52,915.20	72,051.20	92,934.40	60,775.01	88,762.00	78,228.80	Range Minimum
111,020.00		98,280.00	101,037.00	91,503.27	104,724.00	120,219.00	69,763.20	83,116,80	117,832.00	74,360.00	97,402.24	75,712.00	92,040.00	130,145.60	78,139.30	125,967.00	97,780.80	Range Maximum
111,020.00 111,020.00 111,020.00 111,020.00	94,917.00	98,280.00	101,037.00 101,037.00	71,563.79	104,724.00 104,724.00 104,724.00 104,724.00	120,219.00 117,929.00 117,929.00	63,232.00	83,116.80	117,832.00	67,600.00	84,562.39	75,712.00	91,977.60	95,721.60	60,775.01	113,000.00	97,780.80	Actual Low
111,020.00	94,917.00	98,280.00	101,037.00	71,563.79	104,724.00	117,929.00	63,232.00	83,116.80	117,832.00	67,600.00	84,562.39	75,712.00	91,977.60	95,721.60	60,775.01	113,000.00	97,780.80	Actual High
111,020.00	94,917.00	98,280.00	101,037.00	71,563.78	104,724.00	117,929.00	63,232.00	83,116.80	117,832.00	67,600.00	84,562.39	75,712.00	91,977.60	95,721.60	60,775.01	113,000.00	97,780.80	Actual Average
40		40	40		40		40	6	46	40		40	40	40	40		40	Hrs/ Week
-NIA-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	-N/A-	+/-Diff
Equal	Equal	Equal		Greater	Less	Equal	Greater		Equal	Equal	Greater	Equal	Equal	Equal	Less	Equal		Degree Of Match
Z <sub>o</sub>	No	8	S	2	20	Z o	N N	S	No	No.	No No	No	8	No.	Z	8	No	Union
No.	No	No	S	8	8	8	No	No	No	No.	No	Yes	N <sub>O</sub>	8	N	8	No	FLSA
	0	œ	œ	=	5	4	9		6	<b>C</b> h		12	7				6	# of Steps in Salary
	0	6.5		<b>±</b>	ω	6	œ		G	25		1	10				Ch	# of Yrs to max of range
																		Licenses
Community Development Director	City Administrator	City Administrator	Director of Community Development	Planning and Neighborhood Services Dept Director	Community Development Director	Director, Community Planning and Economic Developm	Board of Commissioners	County Administrator	City Administrator	County Administrator	City Administrator	Land Use Management Director	Director of Community Development	Community Development Director	Community Development Director	Director of Community Development	City Manager	Reports To
																		Data Entry Date

Winona

27,474 Southeast

City Planner

70,428.80 70,428.80 70,428.80 40 -N/A-

Yes Yes

Director of Economic Development

www.surveynavigator.com/lmc/survey/salaries/salaryresults\_pt\_\_/showfilter=true&PageNo=1

http

Aged Average	Un-aged Average	Winona County	ion
		50,209	Population
		Southeast	Region
		Community & Environmental Protection Srv Director	Organization's Job Title
		-	# Emps
	\$77,135.06	73,549.00	Range Minimum
	\$98,379,40	101,787.00	Range Maximum
	\$91,149.84	101,787.00	Actual Low
	\$77,135.06 \$98,379.40 \$91,149.84 \$91,149.84 \$91,149.84	73,549,00 101,787.00 101,787.00 101,787.00 101,787.00	Actual High
\$91,149.84	\$91,149.84	101,787.00	Actual Average
		40	Hrs/ Week
	-N/A-	-N/A-	+/-Diff
		Equal	Degree Of Match
			Union FLSA
		N/A N/A	FLSA
		12	# of Steps in Salary range
		10	# of Yrs to max of range
			Licenses
		County Administration	Reports To
			Data Entry Date

#### CITY OF LAKE ELMO

JOB TITLE:

Planning Director

REPORTS TO: City Administrator

#### SUMMARY OF RESPONSIBILITIES

To manage and direct the planning department by providing policy and technical information on all planning, zoning, building and land use related code compliance activities.

To lead a department so it is an integral part of the overall city organization by engaging key staff and consultants to get their input and keep them informed.

To provide the primary staff support to the planning commission and the park commission.

- To develop and maintain systems for the planning, zoning and building processes that exemplify efficiency, accuracy, clear communication and follow through.
- To anticipate, analyze and communicate about current and future community planning and development topics.
- To build positive, respectful internal and external relationships to help promote Lake Elmo's high quality of life through its community land use planning and building activities and decisions.

#### QUALIFICATIONS

#### Education

#### Minimum

A bachelor's degree in planning or a related field from an accredited four-year college.

#### Desirable

A master's degree in planning or a related field from an accredited graduate program.

#### Work Experience

#### Minimum

- 7 years working in a land use-planning field with responsibility for a variety of planning activities, projects and applications with increasing responsibility and independence (a master's degree can substitute for 1 year of experience)
- 5 years of experience reporting to a public land use commission of which 3 years is as a principal planner to a municipal planning commission
- 5 years of experience managing land use planning projects and/or processes of which three years is for a local government
- Experience in comprehensive land use planning, analyzing planning and zoning policies and processing planning applications
- Experience writing and verbally communicating to the planning commission, city council, property owners and the public about land use and community planning topics
- Experience in providing direction and guidance, managing and working with staff and consultants to accomplish key assignments
- Experience working with other municipal governments and with the county, regional and state oversight agencies
- A solid understanding of development, redevelopment and conservation development processes and
- Demonstrated experience developing, organizing, implementing and communicating planning and building processes including internal and external processes

#### Desirable

2 or more years of supervisory experience

 2 years experience as a lead planner for a municipal government with a wide range of land use planning issues

#### Other Required Qualifications

- Holds a valid driver's license
- Able to use a variety of office machines including computers, telephones, (voicemail) copier, fax
- Able to use a variety of software applications including Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, andfamiliar with GIS
- Able to independently travel
- Must be available for evening meetings and for occasional weekend work outside of office hours of 8:00 AM to 4:30 PM, Monday through Friday
- Must be able to demonstrate excellent written and verbal communication skills which includes listening skills in one-on-one meetings as well as group presentations

#### DESIRABLE CHARACTERISTICS

- · Understands, appreciates and enjoys the role of serving the public
- Welcomes the responsibility of managing staff and consultants to get positive results
- · Is comfortable creating and supporting positive change and working with others to understand change
- Sees the big picture and can organize the details to get there
- Flexible
- Can identify and collaboratively bring people/stakeholders/staff/experts together to efficiently and effectively
  present concepts and find solutions to clearly support the need
- Possesses effective verbal and written communication with the ability to demonstrate good judgment about when and how to communicate information
- Has strong analytical skills
- Is a strategic thinker and is able to clearly present the information
- Is engaged and seeks out interaction from others to learn about topics and resolve problems
- · When the opportunity arises, is pro-active rather than reactive
- · Enjoys being a team member, but is willing to be out in front and lead
- Manages crises carefully, strategically and efficiently
- · Has a sense of humor

#### COMPENSATION

Salary range: \$60,000 to \$75,000 (Exempt position).

Benefits: Eligible for city employee benefits including city medical, retirement and leave benefits.

START DATE: To be determined,

## CITY OF BURNSVILLE POSITION DESCRIPTION

POSITION CLASSIFICATION TITLE:

Director of Development/Redevelopment

**DEPARTMENT:** 

Administration & Enterprises

**ACCOUNTABLE TO:** 

City Manager

#### JOB SUMMARY

Under broad direction, is responsible for managerial, administrative, and supervisory work in the areas of Economic Development, Planning and Building Inspections.

#### **ESSENTIAL JOB FUNCTIONS**

- 1. Plan and direct Economic Development, Planning & Building Inspection functions and, through subordinate administrative and supervisory personnel, supervise all activities of the work groups in the Division.
- 2. Establish appropriate short-term and long-term goals and objectives and policies for the assigned areas.
- 3. Assure interdepartmental cooperation in special projects or ongoing operations.
- 4. Evaluate ongoing job assignments, programs, procedures, and operations to identify potential improvements.
- 5. Oversee the development of the departmental budget; direct the keeping of required records and either review or develop administrative reports.
- 6. Develop, maintain and adjust Burnsville's economic development and redevelopment program (yearly plan community involvement, business expansion, job creation, new business).
- 7. Act as facilitator, coordinator and communicator between city and businesses.
- 8. Coordinate all functions of Economic Growth Committee and subcommittees.
- 9. Develop financing package that allows city to be competitive in growth of business and jobs.
- 10. Facilitate other staff to expand support services program throughout organization coordinating the appropriate department and staff resources.
- 11. Responsible for completing employee performance evaluations in conformity with City guidelines and timelines.

Director of Development/Redevelopment Page 2

12. Perform other duties and responsibilities as apparent or assigned.

#### KNOWLEDGE, SKILLS & ABILITIES

Knowledge of and working experience with economic development computer models and software.

Requires a thorough understanding of city functions, policies and practices.

Ability to supervise the work of others and encourage self directed work teams.

Ability to take initiative and develop ideas in solving problems presented.

Ability to communicate effectively orally and in writing.

Ability to develop and maintain effective working relationships with City personnel, staff of other agencies, business organizations, community groups and the general public.

#### **QUALIFICATIONS**

B.A. in Urban Studies, Business, Finance or a related field. M.A. desirable.

Minimum of three years related experience, preferably in a municipal setting.

#### POSITION RESPONSIBILITY DESCRIPTION

Date:

February 1988

**Functional Classification:** 

**Community Development** 

**Position Title:** 

**Director of Community Development** 

Position Designation:

30

#### PRIMARY OBJECTIVE OF THE POSITION:

To promote and help facilitate the orderly, efficient and desired type of development throughout the City, and to provide supervision and technical expertise for all departments of Community Development.

#### MAJOR RESPONSIBILITY AREAS:

- 1. Supervision and direction of all personnel and functions within the department.
- A. Prepare and administer department budget.
- B. Work with the Assistant to the City Manager in writing job vacancy notices.
- C. Interview and recommend candidates for employment.
- D. Assign, review and evaluate departmental work projects.
- E. Discipline department employees.
- F. Conduct yearly employee evaluations.
- G. Conduct departmental staff meetings.
- H. Prepare staff recommendations regarding departmental functions.
- I. Authorize all department purchases.
- 2. Preparation of reports and recommendations regarding long-range planning activities.
- A. Prepare reports and make recommendations in regard to redevelopment activities.
- B. Prepare reports, analyze and make recommendations in regard to the Comprehensive Plan.
- C. Attend seminars, conferences, staff meetings, City Council meetings, Metro Council meetings and various advisory meetings.
- 3. Supervision, direction and participation in current planning reviews.
- A. Participate in initial redevelopment discussions.
- B. Process applications, analyze and prepare reports and recommendation.
- C. Attend all necessary Council and Planning Commission meetings.
- D. Answer requests for information from the general public, developers, the City Council, etc.
- 4. Enforcement of all ordinances and codes pertaining to departmental operations.
- A. Answer questions regarding zoning, environmental health, and building ordinances.
- B. Receive/observe code violations pertaining to zoning, environmental health and building.
- C. Negotiate violation abatements and conduct general follow-up.
- 5. Coordinate community development activities with other city activities.
- A. Attend City staff meetings, City Council meetings, advisory board meetings.
- B. Advise and consult with other departments as necessary.
- C. Prepare special reports for Manager, City Council, and various advisory commissions.
- 6. Performance of any other duties as directed or apparent.
- A. Testify regarding City codes.
- B. Past development discussions.

## Community Development Director Page 2

#### QUALIFICATIONS:

Must have a bachelors degree in Planning, Public Administration, or a related field and four (4) years experience in a public or private planning agency, or have a Masters Degree and two (2) years experience.

#### SUPERVISION/ACCOUNTABILITY:

This position provides general supervision for all departmental employees. The position has direct accountability to the City Manager.

#### STAFF AND PUBLIC CONTACT:

Extensive contact with the staff of other departments.

Extensive contact with the general public.

Extensive contact with City Council, Planning Commission, and Economic Development Commission.

JOB TITLE:

Community Development Director

**DEPARTMENT:** 

Community Development

**EFFECTIVE DATE:** 

October 17, 1994

**FLSA STATUS:** 

Exempt

#### **DESCRIPTION OF WORK:**

General Statement of Duties: Performs advanced administrative, managerial, and professional community development services relative to the provision of planning, land use controls, and building inspection services and coordinates housing and community development activities through the Community Development Work Team; performs related duties as required.

<u>Supervision Received:</u> Works under the general and administrative supervision of the Council Administrator.

<u>Supervision Exercised:</u> Exercises general and technical supervision over subordinate professional certified building inspectors, zoning administration professionals, administrative support and intern staff, as well as consulting planners, architects, landscape architects, consultants, or other professionals on City projects.

<u>TYPICAL DUTIES PERFORMED:</u> (The listed examples may not include all duties performed by all positions in this class.) Duties may vary somewhat from position to position within a class.)

- Supervises staff including interviewing and recommending hire, assigning, reviewing work, adjusting grievances, transfer, reward, coaching and training, and discipline.
- Prepares and implements an annual operating budget and capital improvement plan for division needs for Council Administrator and City Council approval.
- Oversees the operation of the Planning Division and the Building and Zoning Division which provides detailed plan review, permit issuance, field inspections, occupancy permits, contract licensing, community contact, permit records, zoning and subdivision code administration, and subdivision review and all City planning activities.
- Serves as Step 2 designee in the established grievance process; resolves grievances at Step 2 or refers to subsequent steps as appropriate according to the labor agreement.
- Models appropriate supervisory behavior at all times and applies and enforces labor agreements, personnel rules, and statutes.
- Coordinates activities of the Community Development Work Team involving interagency review of economic development projects, housing and community development projects, and other

#### projects.

Rev. 11/18/97

- Coordinates park planning projects facilitating public participation, analysis of park needs, development of plans and specifications, and funding plans.
- Renders technical advice to other City officials and employees regarding community development, design standards, land use, and related aspects of physical, social, and environmental planning.
- Obtains funding from foundations and governmental entities by grant writing for youth, energy conservation, housing and community development, wellness, and numerous related purposes and entities.
- Oversees the City Preservation Program including programs related to historic surveys and designations, design review administration, and public education programs.
- Completes detailed planning reports and studies, creates fiscal impact and tax increment financing packages utilizing spreadsheet software, applies Desktop Publishing and Graphics software in publications and grant presentation media.
- Coordination of annexation process including informational meetings, analysis and development of legal documents, and negotiation with property owners and public officials concerning boundaries, financing, public services, etc.
- Formulates and administers the comprehensive plan.
- Organizes and directs the work of the Planning Division.
- Promotes effective community and media relations by conducting neighborhood meetings, speaking on radio and in newspaper accounts, and promoting planning and technical education at all levels.
- Consults with private builders, developers, property owners, engineers, and department heads in matters requiring technical planning expertise.
- Provides staff support to the Planning Commission and Historic Preservation Commission, prepares agendas, minutes, materials as necessary.
- Provides planning assistance to generic Cannon Valley Trail Board, Youth Outreach Advisory Board, Transitional Housing Boards, Downtown Council, and numerous other community organizations.
- Administers sign code including applications intake, technical assistance, application review and approval.

- Prepares codes and ordinances protecting shoreland, controlling flood plain usage, subdivision platting, zoning regulation, signage, heritage preservation, and related planning matters; recommends amendments, fee structures, etc.
- Directs the work of planners, architects, and consultants in coordination of special projects.
- Attends City Council, Planning Commission, Heritage Preservation Commission, and/or other public meetings on an as-needed basis to address questions, complaints, or concerns on planning issues.
- Determines departmental policies and planning techniques in compliance with accepted planning standards.
- Coordinates and administers land use development regulation programs related to zoning, subdivision, housing projects, economic development, and other public projects.
- Defines and helps plan the long-range capital improvement budget of the municipality and prepares written reports for the City Council.
- Prepares written contracts and specifications for contractual work and issues certificates showing the amount and value of the completed work, proper performance and completion of the contract.
- Supervises requisition and purchase of supplies and equipment to facilitate departmental operations within established appropriations; in conjunction with the Central Services Division.
- Enforces safety policies in accordance with Occupational Safety and Health Administration (OSHA), A Workplace Accident Injury Reduction (AWAIR), etc. May investigate damage claims, accident reports, settlements, judgements, and court orders affecting staff.
- Oversees the maintenance and access of office files for all drawings, maps, profiles, surveys, blueprints and estimates; both current and historical, for public inspection, according to the Minnesota Government Data Practices Act and records retention schedule.

Authors or oversees the writing of articles, maps, pamphlets, reports, publications, and resources.

Represents the City by meeting with visiting officials, delegations, and members of the public; conducts tours of the City.

Creates analytical studies related to retail, labor market, land use, transportation, housing, and other studies as needed.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of methodology relating to demographics, growth projections, economic impacts, zoning review, site and subdivision planning, design review, survey research and planning theory, methods, and practices.
- Considerable knowledge of municipal government operations and the political process.
- Considerable knowledge of State laws, City ordinances and City policies, and established professional design and City planning practices.
- Considerable knowledge of occupational hazards and safety requirements related to planning operations.
- Considerable skill in grantwriting and obtaining funding from foundation and governmental entities.
- Considerable skill in personal computers/peripherals and in planning computer software (spreadsheets, data-base, graphics, and wordprocessing).
- Considerable ability to analyze complex technical and statistical information, interpret the data, and prepare reports and recommendations.
- Considerable ability to communicate effectively, both verbally and in writing (in English) with our internal and external constituencies.
- Considerable ability to incorporate diverse projects into the overall objectives of the City.
- Considerable ability to prepare and administer an annual budget and capital improvement program.
- Considerable analytical ability and visual acuity utilizing color vision to see, read, (in English)
  and interpret correspondence, reports, graphs, maps, blueprints, technical drawings, architectural
  renderings related to construction of public facilities and other buildings; and to gauge quality,
  aesthetics, and completion of planned projects.
- Considerable ability to use telephones, FAX machines, copiers, adding machines, and miscellaneous office equipment requiring fine motor coordination.
- Considerable ability to establish and maintain effective working relationships with City employees, elected and appointed officials, consultants, and the general public and to deal with public relations problems courteously, tactfully, and diplomatically and to maintain strict confidentiality.
- Considerable ability to practice teamwork and to add value to City operations consistent with City Council goals.

- Considerable ability to hire, train, supervise, and evaluate staff.
- Considerable ability to sit, walk, and stand, sometimes for long periods.
- Considerable ability to push, pull, twist, and turn to retrieve documents from file cabinets and other areas.
- Considerable ability to sit for long periods of time at the personal computer entering or accessing data, writing grants; and frequently using repetitive movements.

  Working ability to regularly lift and carry objects weighing 10 20 pounds from floor to knee, knee to waist, and waist to shoulder.

#### **SUPERVISORY RESPONSIBILITIES:**

Employees in this classification have the authority to assign and/or direct work, discipline and/or suspend for just cause, adjust grievances, reward employees under their supervision and transfer employees.

#### **QUALIFICATIONS:**

Minimum Qualifications: Master's Degree in Planning, Urban Affairs, Community Development or a related field and three years experience as a manager/supervisor of a planning department is required. Certification of A.I.C.P. (American Institute of Certified Planners) is desirable. Demonstrated computer literacy using planning software packages at a level of 60 words per minute is required. Must possess a valid Minnesota Class D driver's license or equivalent.

• NOTE: Bulleted items are essential functions of the job.

#### CITY OF MAPLE GROVE 1997

POSITION: Economic Development LEVEL: Department Director

Director

DEPARTMENT: Economic Development SALARY RANGE:

#### POSITION OBJECTIVE

Under administrative direction, this position is responsible for establishing a positive environment to promote economic development in the City.

#### **EXAMPLES OF WORK PERFORMED**

- \*Consults with financial consultants, banks, mortgage companies, and government agencies to determine financing methods for project and operational funding.
- \*Evaluates identified financing alternatives, and recommends and secures financing for projects.
- \*Visits sites to gather information for projects.
- \*Presents reports on studies and plans to citizen groups, commissions, and the City Council.
- \*Provides information and assistance to other staff members regarding plans and studies.
- \*Develops strategies for the allocation and delivery of City financial assistance resources.
- \*Develops long-range plans and work programs for economic development activities.
- \*Plans implementation procedures for economic development programs.
- \*Evaluates economic development programs and revises programs as required.
- \*Prepares economic development marketing strategies.
- \*Identifies prospective clients for expansion or relocation.
- \*Contacts prospective businesses to encourage expansion or relocation to the City.
- \*Facilitates businesses' relocation or expansion within the City.
- \*Assigns tasks/projects or areas of responsibilities to employees to meet completion schedules.
- \*Assesses employee performance.
- \*Responds to media inquiries and releases information to the public or the media.
- \*Writes informational materials such as newsletters, bulletins, and news/press releases.

#### KNOWLEDGE, SKILLS AND ABILITIES

- -Thorough knowledge of economic development techniques and practices.
- -In depth knowledge of financial strategies for development.
- -Ability to establish and maintain excellent working relationships with developers, councils, commissions, City staff, and the general public.
- -Ability to communicate effectively, both orally and in writing.

#### \*INDICATES ESSENTIAL JOB FUNCTION

(cont. page 2) economic development director

#### MINIMUM REQUIREMENTS

-Demonstrated ability to work with developers and community groups is required.

#### DESIRABLE TRAINING AND EXPERIENCE

- -Bachelor's Degree in Public Administration, Urban Studies, Planning, or related field is desired. Two years of experience may be substituted for each year of degree.
- -Minimum of two years experience working in economic development for a local government is desired.

#### EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Works independently under the general guidance of the City Administrator.

#### RESPONSIBILITY FOR PUBLIC CONTACT

Extensive public contact requiring tact and courtesy.

#### SUPERVISION OF OTHERS

(See Community Development Director job description)

Position Description Approved:	
By Department Director	Date Approved

Human Resources

## CITY OF CRYSTAL POSITION DESCRIPTION

Position Title: As

Assistant City Manager/

Community Development Director

FLSA Status: Exempt

Department:

Administration

Salary Range: OTA20

#### POSITION OBJECTIVE

To assist the City Manager in the overall administration of City affairs. To oversee the functions of: Human Resources, Labor Relations, and General Administration/Special Projects, Communications, and MIS/Computers. To plan and direct community development functions including, economic development, planning and zoning, assessing, recycling, building, housing and environmental health inspection programs.

#### **DUTIES AND RESPONSIBILITIES**

#### Administration

- Assists City Manager in all operational activities as needed.
- Represents the City in working with various governmental and community agencies in program development and public relations.
- Attends City Council, Commission and other meetings as needed.
- May act as City Manager in City Manager's absence.
- Performs special assignments as assigned by City Manager.
- Prepares and oversees budgets.
- Oversees Human Resources activities.
- Oversees City and Employee Newsletter.
- Oversees Cable Generator and local organization productions.
- Responsible for City telephone/voice mail system.
- Oversees MIS functions.

#### Planning

- Oversees short and long-range planning, administration of zoning ordinances and enforcement's.
- Plans, directs and coordinates economic development functions.
- Coordinates annual update of five-year Capital Improvement functions.
- Oversees administration and maintenance of the Comprehensive Plan.
- Attends Planning Commission meetings and coordinates activities as necessary.

#### Community Development

- Plans, directs and coordinates special development studies and projects, such as housing for the aged, redevelopment projects, EDA functions, alternate transportation studies, etc.
- Works with outside individuals/agencies involved in development and redevelopment of the City.
- Represents City to other government agencies.
- Serves as staff liaison to the Economic Development Commission.
- Responsible for the preparation of grant proposals.
- Coordinates community development projects with city staff, other communities, and agencies as appropriate.

#### Supervisory

- Directly supervises Community Development Department staff and HR Manager.
- Administers policies and enforcement of building, housing, zoning, assessing, recycling and environmental health inspection functions.
- Supervises employees, assigning tasks, evaluates performance, providing training, etc.
- Works with staff in all city departments to ensure coordination of work.

#### **General**

- Prepares annual budget and monitors expenditures For Community Development and Administration Departments; Reviews overall budget.
- Attends City Council, Planning Commission, and EDA meetings and events as necessary.
- Attends other public meetings as needed.
- Responsible for following and complying with City of Crystal Affirmative Action Programs and Policy.
- Performs other duties as assigned.

#### **POSITION ANALYSIS**

#### Essential Knowledge, Skills and Abilities

<u>Communications:</u> Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda and directives. Must be able to effectively represent the organization, department and administrative operations to management and the public. Must have ability to give effective presentations at public meetings.

<u>Decision Making</u>: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have a knowledge of administrative processes as it directly relates to City operations. Seven years experience in municipal government, with a Master's Degree in Public Administration, Planning or related fields. Experience in planning and zoning.

<u>Interpersonal Relationships</u>: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to effectively supervise staff in department.

<u>Professional Attitude</u>: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact. Must have ability to establish and maintain an effective and respected working relationship with City Manager, department heads, elected official and other agencies.

<u>Quality of Work</u>: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

<u>Technical Knowledge</u>: Must have sound working knowledge of local government and services provided, knowledge of operations of government agencies, public human resources management programs including labor relations. Knowledge and skills in computer systems. Ability to act as City Manager when City Manager is not available. Ability to formulate, initiate, administer policies and

procedures. Ability to work as a team member. Must have Bachelor's Degree in Public Administration, Business Administration, or related field.

<u>Physical Abilities</u>: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station for up to eight hours at a time with appropriate breaks within that time frame.

#### DESIRABLE TRAINING AND EXPERIENCE

- Masters Degree in Public Administration, Industrial Relations or related field.
- Seven years experience in municipal government.
- Two years supervisory experience and/or two years as a Department Head.
- Ability to resolve conflicts with public or within work place.
- Five years experience in Human Resources/Labor Relations.
- Five years experience in planning and zoning.

#### MINIMUM REQUIREMENTS

- A Bachelor's Degree in Public Administration, Business Administration or other related field.
- Five years experience in municipal government with at least two years as a department head or extremely responsible assistant department head level.
- Familiarity with labor relations and human resources programs.
- One year experience with word processing and spreadsheet software applications in a windows environment.
- Valid Driver's License.

#### EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Work is performed in close cooperation with and under the direction of the City Manager. A great deal of independent judgment is required.

#### RESPONSIBILITY FOR PUBLIC CONTACT

Extensive public contact. Responsible to establish and maintain an effective working relationship with contractors, public officials, staff and the public.

#### SUPERVISION OF OTHERS

Supervises staff in the City Manager's Office. In absence of City Manager, may be responsible for all employees.

Posi	tion Description Approved:		
Ву_			
	City Manager	Date	
Ву			
S 850	Department Director	Date	
Ву_			
	Human Resources	Date	
Rece	eived by Employee:		

#### CITY OF ISANTI JOB DESCRIPTION

JOB TITLE:

Economic Development Director

DEPARTMENT:

Administration

SUPERVISION:

City Administrator

**EFFECTIVE DATE:** 

10-20-2009

FLSA STATUS:

Exempt

HOURS WORKED:

40/wkplus

#### **DEFINITION:**

<u>General Statement of Duties:</u> Responsible for economic development activities and programs for the City of Isanti. Serves as staff for the EDA. Serves as the liaison to the Chamber of Commerce, business community, and related economic development groups.

#### SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

#### **SUPERVISORY FUNCTIONS:**

This position has none.

#### **EQUIPMENT/JOB LOCATION**

Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, printer, fax machine, copy machine, digital camera, motorized vehicle, and document camera.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Assesses and prioritizes needs for economic development programs, promotions, etc. and determines funding available to meet those needs.
- Develops and recommends to the City Administrator an annual budget consistent with department goals and projected revenue resources.
- Participates in budget preparation, accounting and financial management for the EDA.
- Evaluates programs and services on an annual basis.

- Assures that all required reports and documents are forwarded to the EDA, City Council, staff, funding, and regulatory agencies, and that reports are timely and accurate.
- Establishes and maintains good working relationships with community groups, service agencies, and local, State and Federal governmental agencies.
- Serves as the responsible staff person for the Isanti Economic Development Authority (EDA) by preparing agendas, resolutions, reports, and minutes for their activities. Conducts research or special projects as requested.
- Acts as a liaison to the Isanti Area Chamber of Commerce, Isanti County EDA, ECRDC, and other economic development groups.
- Develop an effective promotion program to attract the interest of potential businesses.
- Meets with potential clients, provides information and assists as necessary to develop commercial and industrial investment in the City of Isanti.
- Oversees the management, marketing, subdivision sales, contractual arrangements for Industrial Park Property. Works with legal and city staff on development agreements.
- Oversees loans, contracts, and legal requirements for revolving loan funds and
  ensures compliance with TIF, tax abatement and business subsidies; works with
  Finance Director on financial reporting. Coordinates private and public financing.
- Provides consultation to new or expanding businesses throughout the development process including financial, legal, contractual, marketing, project evaluation.
- Prepares and submits grant applications; assists in administering and monitoring grants received.
- Provides tours, visits businesses on a regular basis, assists in annual business retention visits.
- Identifies and solicits new business and development prospects; works with City staff to develop strategies for attracting, retaining and expanding businesses; may assist businesses in preparing business plans and analyzing financing sources.
- Prepares and updates the community profile, MNPRO/City websites and maintains, provides information about available land and buildings.
- Prepares a variety of written reports, correspondence, documents, applications, etc.
- Coordinates and processes incentives with EDA, the City Council, County Board and School Board as needed.

#### OTHER DUTIES AND RESPONSIBILITIES

· Performs other related duties as assigned or apparent.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices and techniques of economic development and community development.
- Considerable knowledge of public and private funding sources for grants and loans.
- Considerable knowledge of traditional and innovative development tools (tax increment, community development block grants, Small Business Administration loans, tax abatements, etc.)
- Considerable ability to establish and maintain effective and credible working relationships with community organizations, businesses, agencies, boards, and the general public.
- Considerable ability to communicate effectively, both orally and in writing, including making formal presentations.
- Considerable ability to quickly assess economic development opportunities and make sound judgments and recommendations.
- Considerable ability to read, assemble, organize and interpret statistical, financial and factual information derived from a variety of original and secondary sources.
- Considerable ability to work independently and to effectively plan and organize work, projects, and programs.
- Considerable ability to operate a telephone and calculator and to hear staff, elected officials and the public.
- Considerable ability to see and read computer screens and documents and operate a personal computer with word processing and spreadsheet applications.
- Considerable ability to exercise resourcefulness in solving economic development problems.
- Considerable ability to provide advice, staff support and technical direction to community groups and others.
- Working ability to safely operate a motor vehicle on City streets.

#### PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands that are described herein are representative of those that must be met by the employee to successfully perform the essential functions of this job. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.

- The employee is frequently required to sit and talk or hear and occasionally use large motor skills to bend, stoop, crouch, kneel push and pull.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain
- Ability to conduct field investigations throughout the year and during all weather conditions.
- Ability to occasionally lift and carry objects weighing up to 50 pounds for tasks such as carrying supply boxes, files and equipment.

- Specific vision abilities required by this position include close vision, distant vision, peripheral vision and ability to focus as it relates to such tasks as reading documents, processing paperwork, reviewing plans, and viewing a computer monitor.
- Office environment: sitting for extended periods at a personal computer using repetitive movements and small motor skills. The noise level in the office environment is usually moderate.
- Field Inspections: occasional exposure to extreme hot and cold as well as other types of inclement weather conditions and exposure to loud noises from machinery and equipment at construction sites.

#### MINIMUM QUALIFICATIONS:

Minimum Qualifications: Must possess a valid Minnesota Class C driver's license or equivalent out-of-state license. Bachelor's degree with major coursework in economic development, local and urban affairs, planning or knowledge equivalent to a Bachelor's degree in a related field or considerable experience including, but not limited to, successful grant writing, public relations, financial and statistical analysis and active community involvement.

#### PREFERRED QUALIFICATIONS

Prefer experience working with economic development programs, writing and administering grants. Previous experience working with a wide range of boards, volunteers, governmental agencies, organizations, businesses and individuals is highly desirable.

- · Masters degree is desirable in Planning, Urban Studies, or Public Administration
- National Development Certified (NDC)

#### NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work peljormed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

Position Title:

COMMUNITY DEVELOPMENT DIRECTOR

Department:

COMMUNITY DEVELOPMENT

Accountable to:

CITY ADMINISTRATOR

Status:

**FLSA EXEMPT** 

#### PRIMARY OBJECTIVE OF POSITION

Under limited supervision performs a variety of routine and complex administrative, technical and professional work in the preparation and implementation of economic and community development plans, planning and zoning administration, annexation, housing plans and programs, and special projects.

#### **ESSENTIAL FUNCTIONS**

Duties shall include but are not limited to:

- Reviews applications for all permits under the zoning ordinance. Communicates with applicants to ensure they understand the process and status of their application.
- Serves as staff specialist for the Economic Development Authority. Prepares agendas, staff reports, and material for meetings. Represents the EDA as required with developers and other agencies or organizations.
- Serves as staff specialist for the Planning Commission. Prepares agendas, staff reports, and material for meetings. Represents the Planning Commission as required with developers and other agencies.
- Performs site inspections to ensure compliance with ordinances. Works in conjunction with building inspector, police department, and city attorney to enforce ordinances.
- Responds to complaints related to zoning, general code enforcement, and other nuisances.
- Ensures all relevant ordinances are kept up to date.
- Develops maps of city zoning and infrastructure using GIS and electronic mapping technology.
- Working knowledge of related federal and state programs, and the ability to work with federal, state, and local agencies related to planning, zoning, annexation and economic development such as HUD, DTED, MPCA, DNR, Minnesota Planning, etc.
- Reviews development regulations, provides recommendations, and drafts ordinances.
- Prepares staff reports for the Planning Commission, EDA, and City Council and makes presentations.
- Provides leadership for long-range land use planning for the organization.
- Provides education for Planning Commissioners and Economic Development Authority members.
- Prepares studies related to land use planning such as traffic, parking, land use, etc.
- Maintains relevant demographic data to assist with planning efforts.
- Works with the city engineer to ensure that development projects are completed according to approved plans.
- Develops a positive business climate for the city and promotes housing and economic development growth.
- · Performs other duties as assigned or as apparent.

### MINIMUM REQUIREMENTS

- Bachelors degree in Planning, Urban Studies, Public Administration or related field. Masters degree preferred.
- 3 years experience in urban planning and zoning administration and economic development activities.
- MN driver's license.
- Ability to clearly read, write, and speak English.
- Working knowledge of standard office machines, including computers, telephone, fax, and copy machine.
- Ability to conduct on-site inspections.
- Knowledge of GIS computer and electronic mapping applications

### RESPONSIBILITY FOR THE WORK OF OTHERS

May supervise support staff.

### CITY OF ANDOVER POSITION DESCRIPTION

Position Title COMMUNITY DEVELOPMENT DIRECTOR

Department: Community Development

Accountable To: City Administrator

Status: Exempt

### PRIMARY OBJECTIVE OF POSITION:

To strengthen the overall health and vitality of the City of Andover through developing, managing and evaluating community development programs, including planning, development review, redevelopment, housing rehabilitation and inspection, building plan review and inspection, and code enforcement.

### SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Administrator.

### SUPERVISION EXERCISED:

Exercises supervision over all community development staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Manage and direct the operations of the Community Development Department.
- 2. Initiate, develop and administer community development programs and services pursuant to policy direction from City Council and City Administrator adopted plans, regulations and budgets.
- 3. Provide professional planning, development advice, and consultation to elected and appointed officials, developers and citizens; makes presentations to City Council, boards, commissions, civic groups and the general public.

### **Department Operations**

- Manage and supervise community development operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, develop, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Assure that assigned areas of responsibility are performed within budget; monitor revenues and expenditures in assigned areas to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Issue written and oral instructions; assign duties and examine work for thoroughness, accuracy, and conformance to policies and procedures. Conduct staff training sessions.
- Maintain harmony among workers and resolve grievances; assist subordinates in performing duties; identify training needs and address staff development issues; correct errors and complaints.
- Execute timely performance evaluations of community development employees.
- Delegate work assignments to responsible employees as needed.

### Community Planning and Intergovernmental Coordination

- Has thorough knowledge of the principles, practices and methods of city planning and planning administration.
- Manage the development, maintenance, and adherence to the Andover Comprehensive Plan to insure the future stability of the community.
- Provide leadership and direction in the development of short and long range plans related to growth management, land use, housing, transportation, park, trails and open space systems, public facilities, solid waste or other related issues to meet the City's needs and the requirements of intergovernmental agreements or State legislation.
- Gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Recommend and implement strategies needed to accomplish City community development goals.
- Coordinate and schedule comprehensive plan activities with the Metropolitan Council plan, state and county planning activities, and various special jurisdictions' planning activities.
- Identify strategic opportunities for use of tax increment financing and other resources to attract and shape development in order to strengthen the City's economic base and overall community health.
- Supervise the evaluation of land use proposals for conformity to established plans and ordinances; evaluate developmental impacts as they relate to adopted plans of the city and makes recommendations.
- Monitor inter-governmental and legislative decisions affecting department operations and follow through with appropriate action.
- Serve on various boards, commissions, task forces and committees as assigned. Serve as City's representative to intergovernmental planning efforts and joint powers groups.

### **Development Review**

- Supervise the development review process from submittal of rezoning, subdivision, special use permit and site plan applications, through analysis of project proposals, preparation of staff reports and recommendations, review of construction drawings and issuance of building permits, and building inspections. Interpret and apply City codes, and exercise judgment in applying requirements to cases which do not fit norms.
- Deal with developers, design professionals, contractors, business people, citizens, and property owners on an on-going basis. Handle controversial issues and situations related to the review of development projects. Assume responsibility for developing alternatives and solutions to complex and difficult issues and situations.
- Insure the maintenance of accurate and complete records of departmental activities related to licenses, permits, development projects and special studies, and the production of related maps and diagrams.
- Interpret and apply development regulations; identify gaps in ordinance provisions and recommends ways to address these gaps; prepares ordinance revisions for consideration by City Council.
- Assure accurate collection of fees.
- Has familiarity with basic engineering and building construction principles and concepts.
- Act as the arbiter when code provisions are confusing or vague.

### Housing & Neighborhood Improvement

- Supervise the evaluation of the City's housing stock and its neighborhoods, and the development and implementation of programs to address problems. Assemble resources and develops methods of financing to support such programs.
- Assure the continuing implementation of the annual rental housing inspection program.

### Code Enforcement

- Supervise the enforcement of zoning, housing, building, and nuisance codes including the receiving of complaints, field investigations, preparation of notification letters and court orders, and possible testimony in court hearings, in order to achieve code compliance.
- Develop methods for dealing with chronic code violations and problem properties.

### PERIPHERAL DUTIES:

- 1. Attend professional development workshops and conferences to keep abreast of trends and developments in the field of city planning.
- 2. Assist in designs for parks, streetscapes, landscapes and other municipal projects.

### MINIMUM QUALIFICATIONS:

Education and Experience:

- A) Education from a four-year college or university with a degree in land-use planning, urban planning, public administration or a closely related field;
- B) A minimum of five (5) years of progressively responsible community development work;
- C) Preferably Four (4) years of supervisory experience.
- D) Municipal Experience preferred.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- 1. Extensive knowledge of community development programs and process, and the typical operations of a community development department. Ability to use computers in accomplishing the work of the department.
- 2. Ability to supervise a complex set of department functions which involve several technical disciplines, and to manage a complicated work program so that demands are matched to resources and work assignments are completed in a thorough, complete manner within established time frames. Ability to handle numerous projects which often have demanding requirements and tight time schedules.
- 3. Ability to think in a creative and strategic manner, to develop alternatives and specific program proposals designed to achieve effective results consistent with community goals.
- 4. Thorough knowledge of how to formulate, implement and apply comprehensive plans and special studies related to community development issues.
- 5. Thorough knowledge of how to develop, interpret and apply development regulations, and to conduct code enforcement activities.
- 6. Familiarity with the Community Development Block Grant program and other federal and state housing programs.
- 7. Familiarity with engineering and building construction principles and concepts.
- 8. Familiarity with geographic information systems, and how to utilize them in the operation of a community development department.
- 9. Ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions. Ability to develop a course of action and maintain momentum to reach successful conclusions in a variety of program areas.

- 10. Ability to communicate orally and in writing with design professionals, contractors, developers, business people, property owners, citizens, elected and appointed officials, and the general public; ability to produce effective presentations and reports including research, synthesis of information, preparing text, graphs, charts and graphics. Ability to write clearly, concisely and legibly.
- 11. Ability to maintain effective working relationships with the Administrator, other department heads and staff members, Council and Commission members, citizens, property owners, developers and others.
- 12. Ability to follow verbal and written instructions.
- 13. Ability to handle stressful situations and effectively deal with difficult or angry people.

### SPECIAL REQUIREMENTS:

Valid Minnesota State Driver's License or ability to obtain one.

### TOOLS AND EQUIPMENT USED:

Skill in the operation of a personal computer, including the use of work processing and spreadsheet software; a motor vehicle; calculator; phone; and copy and fax machine.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A majority of the work is performed in an office setting, with occasional visits to field sites. Sufficient mobility is necessary to navigate natural terrain and construction sites. Visual acuity sufficient to evaluate field conditions, plans and drawings is necessary, as is the ability to communicate orally in person and over the telephone. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to sit, stand, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls, and to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

### WORK ENVIRONMENT:

Position may entail stressful conditions when dealing with concerned residents and/or developers and when needing to meet deadlines.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works in an office setting, with occasional visits to field sites. When in the field, the employee is exposed to outside weather conditions, experiencing exposure to wet and/or humid conditions, fumes or airborne particles. Situations may occur where the employee is dealing with people who are angry, upset or belligerent. The noise level in the work environment is usually moderate. **SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Date: Approval: City Administrator

g: data/staff/patj/jobdescr/planning/comdev

### CITY OF CRYSTAL POSITION DESCRIPTION

Position Title: Assistant City Manager/

Community Development Director

FLSA Status: Exempt

Department:

Administration

Salary Range: OTA20

### POSITION OBJECTIVE

To assist the City Manager in the overall administration of City affairs. To oversee the functions of: Human Resources, Labor Relations, and General Administration/Special Projects, Communications, and MIS/Computers. To plan and direct community development functions including, economic development, planning and zoning, assessing, recycling, building, housing and environmental health inspection programs.

### **DUTIES AND RESPONSIBILITIES**

### Administration

- Assists City Manager in all operational activities as needed.
- Represents the City in working with various governmental and community agencies in program development and public relations.
- Attends City Council, Commission and other meetings as needed.
- May act as City Manager in City Manager's absence.
- Performs special assignments as assigned by City Manager.
- · Prepares and oversees budgets.
- Oversees Human Resources activities.
- Oversees City and Employee Newsletter.
- Oversees Cable Generator and local organization productions.
- Responsible for City telephone/voice mail system.
- Oversees MIS functions.

### Planning

- Oversees short and long-range planning, administration of zoning ordinances and enforcement's.
- Plans, directs and coordinates economic development functions.
- Coordinates annual update of five-year Capital Improvement functions.
- Oversees administration and maintenance of the Comprehensive Plan.
- Attends Planning Commission meetings and coordinates activities as necessary.

### Community Development

- Plans, directs and coordinates special development studies and projects, such as housing for the aged, redevelopment projects, EDA functions, alternate transportation studies, etc.
- Works with outside individuals/agencies involved in development and redevelopment of the City.
- Represents City to other government agencies.
- Serves as staff liaison to the Economic Development Commission.
- Responsible for the preparation of grant proposals.
- Coordinates community development projects with city staff, other communities, and agencies as appropriate.

### Supervisory

• Directly supervises Community Development Department staff and HR Manager.

• Administers policies and enforcement of building, housing, zoning, assessing, recycling and environmental health inspection functions.

• Supervises employees, assigning tasks, evaluates performance, providing training, etc.

• Works with staff in all city departments to ensure coordination of work.

### General

 Prepares annual budget and monitors expenditures For Community Development and Administration Departments; Reviews overall budget.

Attends City Council, Planning Commission, and EDA meetings and events as necessary.

Attends other public meetings as needed.

 Responsible for following and complying with City of Crystal Affirmative Action Programs and Policy.

Performs other duties as assigned.

### POSITION ANALYSIS

### Essential Knowledge, Skills and Abilities

<u>Communications:</u> Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda and directives. Must be able to effectively represent the organization, department and administrative operations to management and the public. Must have ability to give effective presentations at public meetings.

<u>Decision Making</u>: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have a knowledge of administrative processes as it directly relates to City operations. Seven years experience in municipal government, with a Master's Degree in Public Administration, Planning or related fields. Experience in planning and zoning.

<u>Interpersonal Relationships</u>: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to effectively supervise staff in department.

<u>Professional Attitude</u>: Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact. Must have ability to establish and maintain an effective and respected working relationship with City Manager, department heads, elected official and other agencies.

<u>Quality of Work</u>: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

<u>Technical Knowledge</u>: Must have sound working knowledge of local government and services provided, knowledge of operations of government agencies, public human resources management programs including labor relations. Knowledge and skills in computer systems. Ability to act as City Manager when City Manager is not available. Ability to formulate, initiate, administer policies and

procedures. Ability to work as a team member. Must have Bachelor's Degree in Public Administration, Business Administration, or related field.

<u>Physical Abilities</u>: Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station for up to eight hours at a time with appropriate breaks within that time frame.

### DESIRABLE TRAINING AND EXPERIENCE

- Masters Degree in Public Administration, Industrial Relations or related field.
- Seven years experience in municipal government.
- Two years supervisory experience and/or two years as a Department Head.
- Ability to resolve conflicts with public or within work place.
- Five years experience in Human Resources/Labor Relations.
- Five years experience in planning and zoning.

### MINIMUM REQUIREMENTS

- A Bachelor's Degree in Public Administration, Business Administration or other related field.
- Five years experience in municipal government with at least two years as a department head or extremely responsible assistant department head level.
- Familiarity with labor relations and human resources programs.
- One year experience with word processing and spreadsheet software applications in a windows environment.
- Valid Driver's License.

### EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Work is performed in close cooperation with and under the direction of the City Manager. A great deal of independent judgment is required.

### RESPONSIBILITY FOR PUBLIC CONTACT

Extensive public contact. Responsible to establish and maintain an effective working relationship with contractors, public officials, staff and the public.

### SUPERVISION OF OTHERS

Position Description Approved

Supervises staff in the City Manager's Office. In absence of City Manager, may be responsible for all employees.

1 Ostrion Description Approved.	
Ву	
City Manager	Date
Ву	
Department Director	Date
Ву	
Human Resources	Date
Received by Employee:	

Date

### CITY OF CRYSTAL POSITION DESCRIPTION

Position Title: City Planner

FLSA Status: Exempt

### POSITION OBJECTIVE

To serve as the city's principal planner and advise the department director in land use issues affecting redevelopment and economic development. To be a resource to residents, developers, Planning Commission, City Council, Economic Development Authority (EDA) and co-workers on land use and redevelopment matters. To coordinate housing redevelopment programs and to serve as a resource for commercial redevelopment activities.

### **DUTIES AND RESPONSIBILITIES**

### **Planning**

- Serves as Zoning Administrator.
- Assumes primary responsibility for all zoning interpretations and is the city's primary contact for the public on zoning inquiries.
- Prepare and present staff reports to City Council, commissions, boards and committees.\*
- Coordinate projects with other departments and ensure the exchange of information.
- Responsible for long range planning and implementation of the Comprehensive Plan.\*
- Manage process to amend and update the Comprehensive Plan.\*
- Ensure city compliance with the Comprehensive Plan.\*
- Supervise the development review process.
- Perform and oversee grant writing activities related to planning activities.
- Serve as the city's staff liaison for Station Area Planning and other land use processes related to the Bass Lake Road station on the proposed extension of the Blue Line LRT.
- Provide professional planning advice to the City Council, Planning Commission, EDA and other advisory groups as necessary.
- Assist with the siting and design of development projects.
- Maintain effective working relationships with elected and appointed officials, city staff, citizens, developers and representatives of other jurisdictions and agencies.
- Represent the city and department at meetings and on boards, agencies and organizations, as assigned.
- Revise and develop ordinance amendments, policies and procedures implementing long-range land use plans.\*
- Assist with administration and enforcement of Zoning Ordinance, as needed.
- Act as principal staff liaison to Planning Commission.

### Redevelopment

- Coordinate the Community Development Block Grant Program.\*
- Manage incentive programs for residential rehabilitation including the Home Improvement Incentive Rebate and other programs provided by other agencies for the city.

- Coordinate redevelopment projects with department staff to ensure they are consistent with City zoning and land use regulations.\*
- Administer various financing/grant programs.\*
- Develop and maintain information on development and redevelopment projects and prospects.
- Manage scattered site acquisition and residential redevelopment.\*
- Assist director in implementation of commercial redevelopment projects.
- Investigate and make recommendations to the Director on funds available for projects.
- Provide staff support to the EDA, including preparation of staff reports, presentations and recommendations for action.

### General

- Assist the Director and City Manager in all areas, as needed.
- Attend meetings of the Planning Commission, EDA and City Council, as well as various boards, committees and public meetings as needed; may include weekend and evening meetings.\*
- Make presentations to boards, committees, EDA, City Council, public and other agencies on all areas of planning, housing/redevelopment, code enforcement and Community Development.
- Prepare correspondence, reports; compile data and make presentations as needed.
- Perform other related duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

Communications: Must have the ability to actively listen to others for understanding of their needs and situations. Must have the ability to speak and write English clearly and be able to read and understand correspondence, memoranda and directives. Must be able to effectively represent the organization, department and its operations to management and the public in a positive manner. Must be able to give effective presentations to the public.

**Decision Making:** Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

Interpersonal Relationships: Must be consistent in dealing with people. Must exclude personal biases from work performance. Must have the ability to accept and learn from criticism and/or discipline. Must be effective in the use of tact and diplomacy. Must strive to promote a cooperative atmosphere in the department. Must exhibit a positive attitude. Must be able to establish and maintain effective and respected working relationship with staff, management, boards and public. Must demonstrate the ability to work as a team member in the department and organization.

**Professional Attitude:** Must demonstrate a commitment to the organization. Must demonstrate a willingness to take initiative, be dependable, and exhibit self confidence and maturity in relationships with others. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and professional attitude in all electronic, telephone and personal contact. Must maintain positive work atmosphere by behaving and communicating in a professional manner that fosters positive contact with customers, co-workers and supervisors.

<sup>\*</sup>Denotes an essential function

Quality of Work: Must be able to produce high-quality, accurate work. Must be able to detect and correct errors. Must utilize work time properly and productively, including prioritizing work.

Technical Knowledge: Must have sound working knowledge of zoning and planning principles. Must accurately administer and follow codes, statutes, and other technical data needed in land use related matters. Must have general knowledge of redevelopment laws and tax increment financing. Must have working knowledge of computers. Must have advanced knowledge of urban land use principles and trends and extensive knowledge of community development programs, processes and operations of a community development department. Must have the ability to supervise multiple department functions to accomplish the department work program on time. Must possess the ability to think in a creative manner in order to develop alternative programs to achieve results consistent with community goals. Must possess thorough knowledge of how to develop and implement a municipal comprehensive plan and be familiar with writing and administration of development-related grants. Must possess a generous knowledge of various software packages, benefits and applications for geographic information systems and other data management systems. Must have the ability to gather data and develop clear and concise reports.

### PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; this work does not require any specialized sensory utilization; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### MINIMUM REQUIREMENTS

- Bachelor's degree in Planning, Geography, Urban Studies, or related field.
- Minimum five years experience in municipal planning, community development and/or redevelopment.
- Extensive knowledge of local zoning codes and ordinances.
- Experience administering residential redevelopment efforts and programs.
- Experience in making presentations to Planning Commission and City Council.
- Knowledge of Tax Increment Financing and CDBG programs.
- Computer experience using software programs (MS Office Products) in a Windows environment.
- Valid driver's license.

### DESIRABLE TRAINING AND EXPERIENCE

- Seven years progressively responsible experience in municipal planning and/or redevelopment.
- Master's Degree in planning, geography, urban studies, public administration or closely related field.
- Experience administering Tax Increment Financing and CDBG programs.
- Supervisory experience.

### EXTENT OF SUPERVISION OR GUIDANCE PROVIDED

Under direct supervision of the Director, position has extensive leeway for judgment in matters relating to interpretation and administration of land use regulations and applicable city code provisions, as well as residential redevelopment and overall department objectives. Works closely with other departments.

### RESPONSIBILITY FOR PUBLIC CONTACT

High level of public contact both in person and over the phone responding to routine inquiries, reviewing proposals and presenting information.

Last Updated: January 2015		
Position Description Approved:		
ByCity Manager	 Date	***************************************
By	 Date	
ByHuman Resources	Date	
Received by:		
Employee	 Date	

### CITY OF SAVAGE SENIOR PLANNER

### **FUNCTION**

Performs technical and professional planning work; provide support to the Planning Commission.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the professional planning series. Employees within this class are distinguished from the Associate Planner by the variety and greater technical difficulty of work performed.

### SUPERVISION RECEIVED

Work is performed independently under the general supervision of the Planning Division Manager.

### SUPERVISION EXERCISED

None

### **ESSENTIAL FUNCTIONS**

Research, analyze and prepare planning reports for proposed land use developments including: variances, conditional use permits, rezoning, comprehensive plan amendments, ordinances, code revisions, resolutions, plats, and other planning issues.

Provide information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Prepare and provide technical and professional advice; assemble technical and detailed background material for presentations to supervisors, boards, commissions, civic groups, and the general public.

Review development and related land use permit applications, site plans, variance applications, etc.; examine applications for compliance with established plans and ordinances and applicable local, State or Federal regulations; solicit input from appropriate staff; schedules hearings and actions; monitor applications through the approval process; enforce compliance with regulations; prepare reports and related data as required.

Participate as an active member of the development review committee.

Assist city staff in the enforcement of local ordinances and in the interpretation of City codes.

Maintain appropriate planning files and related background material.

May represent the city at local, metropolitan, and state agency meetings.

Prepare studies and performs research required as part of the revision of the Comprehensive Plan.

Prepare planning reports and supporting data, including recommendations on various land use proposal; prepare minutes of meetings.

Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Assist in the preparation of grants for planning and related purposes.

Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Attend meetings and serve on committees as needed.

### NON-ESSENTIAL FUNCTIONS

Perform related work as assigned.

### WORK CONTACTS

Considerable contact with public officials, contractors, developers, outside agencies, City departments, employees and the general public. Contacts require tact and diplomacy.

### CONDITIONS OF WORK

Light physical activity in normal office environment. Refer also to Physical Demands Supplement for additional information.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the modern principles, practices, and methods involved in urban planning; of local ordinances and policies; of data gathering and analysis methods; of data review, reporting and presentation; of development issues and concerns and of the development process. Skill in performing graphic communications including freehand drawing and mechanical drafting for presentation of development proposals including site planning and map making. Skill in the use of computers and software applications. The ability to perform the following work activities with or without reasonable accommodations.

- Establish priorities.
- Organize data and conduct research.
- Review and analyze information.
- Use computers and related software applications.
- Communicate clearly and concisely, both orally and in writing.
- Communicate using diplomacy and tact.
- Gather information and prepare accurate reports and informational materials.
- Establish and maintain effective working relationships with staff, Council, boards, commissions, community groups, the general public and other agencies and organizations.
- Maintain regular attendance.

### ACCEPTABLE EXPERIENCE AND TRAINING

Four (4) years progressively responsible experience in planning or community development and enforcement of municipal or county zoning codes, and Bachelor's Degree from an accredited college or university in urban planning, architecture, geography or a related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

City of Savage Senior Planner

### DESIRABLE EXPERIENCE AND TRAINING

Certification with the American Institute of Certified Planners is highly desirable.

### SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Minnesota driver's license.

### **EMPLOYMENT STATUS**

Salaried, exempt from the provisions of the Fair Labor Standards Act.

The functions/tasks provided are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.

### NON-DISCRIMINATION POLICY

The City of Savage will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

### THE CITY OF SAVAGE PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

### WORK ENVIRONMENT

- Normal shift = eight (8) hours for five (5) consecutive days. 1.)
- Works indoors in controlled environment. 2.)

### PHYSICAL DEMANDS

Type of Activity	Frequency	
Walking/standing:	О	
Sitting:	S	
Standing in One Place:	О	
Climbing:	О	
Pulling/Pushing:	О	
Crawling/Kneeling/Squatting:	О	
Bending/Stooping:	О	
Twisting/Turning:	О	
Repetitive movement:	О	
Lifting waist to shoulder:	О	
Lifting knee to waist:	О	
Lifting floor to knee:	О	
C - Cignificant M - M - J O	0 1	

S = Significant M = Moderate

O= Occasional

### CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: (

City Planner

Department:

Community Development

Reports To:

Community Development Director

**Salary:** Min #50.018

Mid Performance Max

\$59,918 \$74,897

\$82,387

Date:

September 2013

### PRIMARY OBJECTIVE OF POSITION

Manage planning and zoning activities for the City in the areas of city planning, zoning administration, comprehensive land use planning, zoning subdivision and ordinance enforcement and plan implementation, and residential/commercial/industrial project development. Prepare reports, recommendations and research as necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for review and evaluation of proposed development plans, subdivisions, zoning variances, conditional use permits, planned unit developments.

- Administer applications in compliance with applicable regulations, policies and directives.
- Primary liaison to the Planning Commission administering matters such as agendas and minutes of Commission meetings to assure that they are prepared in an accurate and timely manner.
- Coordinate with other divisions and departments and prepare memoranda, staff reports and resolutions relating to planning and zoning applications and special studies for presentation to the City Council, Planning Commission and the general public.
- Facilitate the Development Review Committee meetings and work with other City departments on a variety of planning and development related topics and projects.
- Assist the public by telephone, in writing, and in person, providing technical information and assistance regarding planning issues, zoning case information, land use regulations and City codes.

Conduct specialized studies related to community development, city planning and zoning as assigned.

- Perform City, airport and park planning, including developing and administering city, airport and park comprehensive master plan, and conduct research for City, airport, and park planning.
- Prepare reports, as requested, on various aspects of City planning, or developments within the City for presentation such as Capital Improvements Program, Comprehensive Plan, Growth Management Plan, Land Use Studies, etc.

Monitor professional innovation, planning trends, demographic trends, and applicable legislation.

· Provide and obtain planning advice for the City.

Coordinate Zoning Administration activities and functions.

- Coordinate the processing and enforcement of zoning code and/or general code violations through customer complaint response.
- Enforce and apply the Zoning and Sign Ordinances, research and update the Zoning and Sign Ordinance as necessary, prepare and present code amendments to the Planning Commission.
- Assist in processing permit applications. Meet with applicants to identify specific permit requirements, provide applicants with appropriate information, materials and deadlines.
- Process applications in accordance with state and local regulations.

Coordinate GIS programs and plans in association with the Engineering Department.

 Design, compose and edit material, both graphic and written using the standard variety of market software packages.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Two (2) years related full time professional experience; or
- Any equivalent combination of education and experience.
- · Possession of a Minnesota driver's license.

### **DESIRABLE QUALIFICATIONS**

Necessary Knowledge, Skills and Abilities

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- · Knowledge of GIS software.
- · Master's Degree in planning or related field

### SUPERVISON RECEIVED/EXERCISED

This position receives supervision from the Community Development Director.

Supervises employees within the assigned program or division.

### **Necessary Knowledge, Skills and Abilities**

- Ability to consistently demonstrate courtesy and effectiveness in dealing with the petitioners, the public, and fellow employees.
- Assure timeliness and completeness of proposal processing.
- Possession of an understanding of municipal land regulations, development plan review and approval process.
- Ability to become completely familiar with City land use policies, regulations, ordinances, and procedures; remain aware of current developments and writings in planning field.
- Demonstrated ability in reviewing and interpreting development proposals and site plans.
- Demonstrated ability in displaying tact and professional decorum relating to public officials.
- Consistently demonstrate high standards of verbal, graphic and written communications in English.
- Demonstrated skill in an automated office environment, including dictation and applicable computer software. Strong skill level in GIS software.
- Meets or exceeds departmental standards when evaluated.
- Ability to accurately record and maintain records.

### **TOOLS AND EQUIPMENT USED**

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is usually quiet.

### **OTHER**

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, and handicap status in the employment or the provision of services.

This document does not constitute an employment agreement, implied or otherwise, other than "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.



### MAYOR AND COUNCIL COMMUNICATION

DATE:

10/20/15

REGULAR

ITEM:

#15

AGENDA ITEM:

WAC/SAC "Proforma" Projection Model

SUBMITTED BY:

Clark Schroeder

THROUGH:

Clark Schroeder

REVIEWED BY:

Clark Schroeder

### SUGGESTED ORDER OF BUSINESS:

-1	Introduction of Item	
_	Report/Presentation	
		Mayor Facilitates
-	Public Input, if Appropriate	
-0	Call for Motion	
		Mayor & City Council
-	Action on Motion	

### **PUBLIC POLICY STATEMENT: NONE**

### **BACKGROUND AND STAFF REPORT:**

At recent council meetings, there have been discussions surrounding the "profroma" projection model which is used to forecast future activity in the enterprise funds (water, sewer and storm water). There were questions related to the spread sheets presented at the meeting. In reviewing the spread sheets, when they were printed, one of the columns did not print (2014 actual activity). This resulted in the numbers printed not adding up to the total listed on the spread sheet. Another question was asked on why certain numbers were not exactly divisible by the set WAC fees per rec of \$4,000. As a result of special prepaid water agreements with Lake Elmo Avenue land owners, some of which were not directly driven by a set number of Rec units, cause that math to not be exact. Changing any of the assumptions (# and timing of build outs; residential or commercial, etc) can impact the projected revenue by millions of dollars; up or down.

The Pro-forma projection models are not new. They are long term projections which are done when there is any significant development activity planned. Models have been found dating back as far as 2004 and were updated in 2007, 2009, 2010 and 2011 by the Finance staff at that time.

In 2012 it was decided to hire Northland Financial Services to do an independent model which they did do and present to the City Council on 10/2/12 (see attachment). All of the statistical information was compiled and provided to Northland services by the City Finance Department.

In 2013, Northland services was again hired to update the model to determine if the fees being charged in the Utility funds were reasonable and consistent with other Cities. Their proposal was presented to the City Council on 2/28/13 (see attachment), suggesting the current utility fee structure which is in place today. (Changed the development fee structure from one \$3,900 fee due at build out to a \$4,000 fee of

which a \$3,000 water access fee is due by the developer at plat with the remaining \$1,000 water connection fee being due at the time of the building permit.)

In 2013, the Finance Committee decided that a new Proforma model should be developed which would look at each line of the proposed water loop (I94 vs Lake Elmo Avenue vs Old Village) to determine whether each line would fund itself. This model was built focusing on those lines and provided information specific to those lines. This model was presented to the City Council as a basis for deciding whether to approve the Lake Elmo Avenue water and sewer lines. At this meeting, the City Council decided that the independent lines were not relevant as it was all part of the larger water "loop". The new model then became obsolete as it was set up by water line as a decision making tool for expansion and once the expansion was under way it needed to be revamped and streamlined.

In 2015, the Finance Director built a new condensed version of the proforma projection model, utilizing key linked worksheets (CIP, Debt service etc) and adding in new components which were previously not incorporated into the model (special assessment collections, new prepaid water contracts with parties in the I94/Lake Elmo Avenue area etc). This model was first shared with the City Council on 2/5/15. It needs to be noted that the special assessments receivable changed significantly when the development activity increased due to the large 100% infrastructure assessment projects (Section 34 etc). This new model is the version being discussed today.

### Accounting Information/Clarification

The enterprise funds are classified as "Business-Type" funds which are intended to be self-sufficient and not impacted by, nor funded by, the General Levy Funds (taxpayers). All activity in each of the enterprise funds (water, sewer and storm water) is audited each year by the City external auditors and is reported separately within the annual Comprehensive Annual Financial Report (reports available on the City website). However, if for some reason the Enterprise funds cannot cover their expenses, the bonds are backed by the City.

The Enterprise activity is comprised of two distinct components; Infrastructure and Operations. Infrastructure fees (Water and Sewer Access fees) are charged to be used for the expense of building and maintaining the infrastructure. Operational fees (Water and Sewer Connection fees) are charged to be used for the operating expenses to provide the services to the users (staffing, water meters, etc).

The challenge is in determining the level of infrastructure fees needed to be retained in reserve to cover the long term maintenance and replacement of the water and sewer infrastructure.

The operating fund balance needs to be sufficient to cover the operating costs while not charging an unreasonable fee to the users. Now that the water system is being expanded and new users are coming on board, there should be some relief coming to the water rates (tiers) which were initially developed in response to the state water conservation initiative. Any decisions being made need to factor in this ongoing water conservation initiative and penalties if water usage exceeds the mandated per capita water consumption levels.

### RECOMMENDATIONS:

Move to a proforma software package to simplify the projections.

Obtain a cost estimate to have an Engineer develop a system analysis of our infrastructure, looking at long term funding needs.

### ATTACHMENTS:

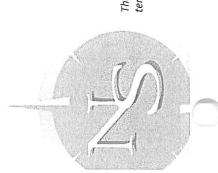
	2.	Northland Utility Infrastructure Plan presented to the City Council on 10/2/12  Northland Financial Management Plan for Enterprise Funds presented to the City Council on 2/28/13  9/4/15 Proforma with all columns shown
	υ.	57 W 15 T OTOTAL WITH ALL COLUMNS SHOWN
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### Conclusions and Recommendations City of Lake Elmo **Utility Report**

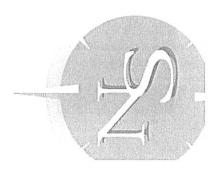
October 2, 2012



Member FINRA and SIPC



- Tammy Omdal, Northland Securities
- Paul Donna, Northland Securities



### C

## Presentation Overview

- Study overview and approach
- Conclusions
- Recommendations
- Capital Improvement Plans
- **Debt Service**
- Utility Rates
- **Projected Growth**
- Financial Plans

## Study Overview

- Guide for financial management of utility funds
- Key factors
- Projections on growth
- Timing of capital projects / debt service
- Future levels for fees and charges
- Increase in operational spending

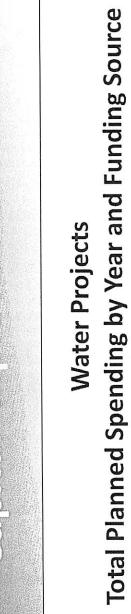


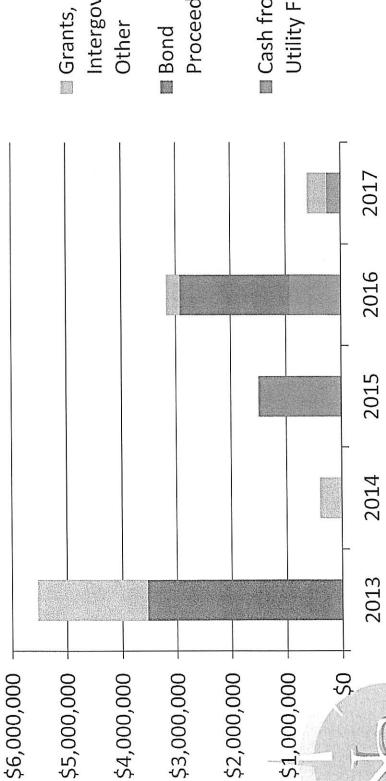
- Demand to expand the capacity of the system
- Higher utility fees for all customers if growth in customers doesn't expand at projected levels
- Combination of projected growth in customers and increase to utility fees is projected to provide sufficient cash to the utility funds



## 

- Adopt new charge for the cost of connecting to sewer and increase the amount for connection to water
- Charges should be based on cost for infrastructure
- Uniform availability charge, collected when service becomes available
- Alternative to special assessment
- Structure debt service around anticipated timing of development
- Adopt a formal fund balance policy for the utility funds

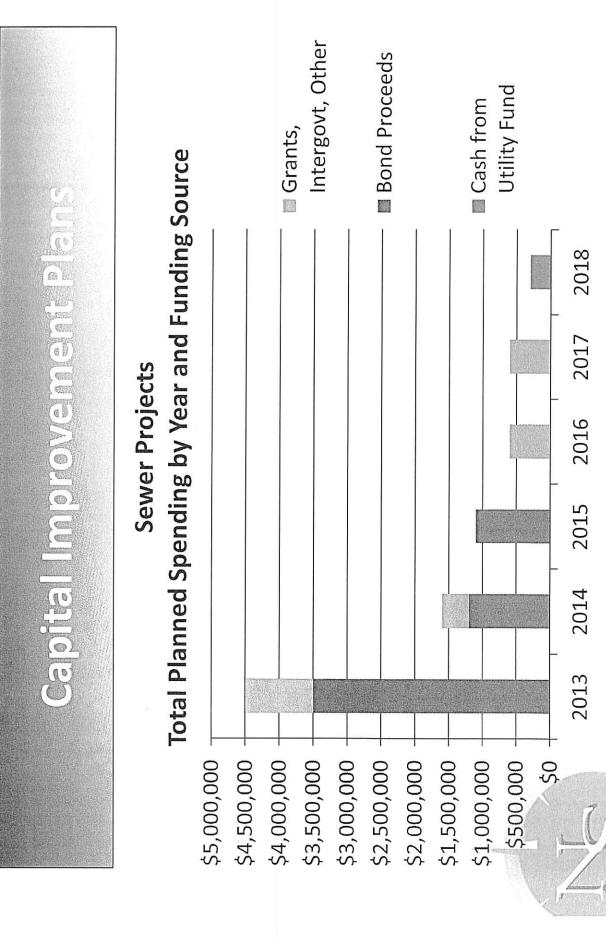




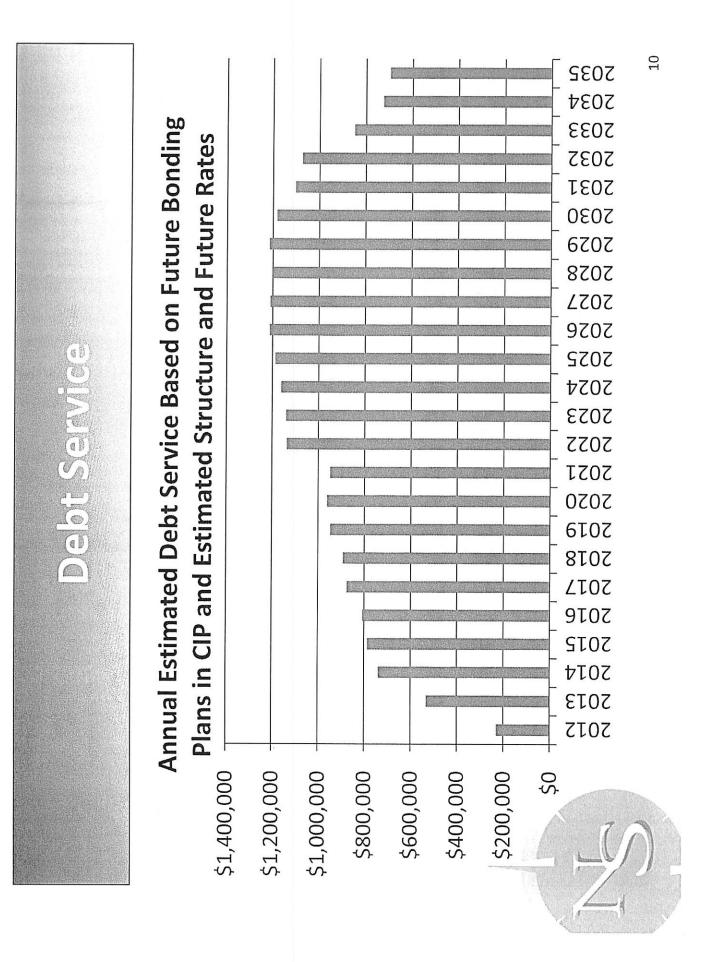
Intergovt, **Proceeds** Other Bond Bond

**Utility Fund** Cash from

### œ



- finance water and sanitary sewer projects CIP anticipates the issuance of bonds to over the next five years
- \$5.54 million in G.O. water revenue bonds
- \$5.80 million in G.O. sewer revenue bonds
- Revenue from the utility funds is projected to support annual debt service (no property tax levy)



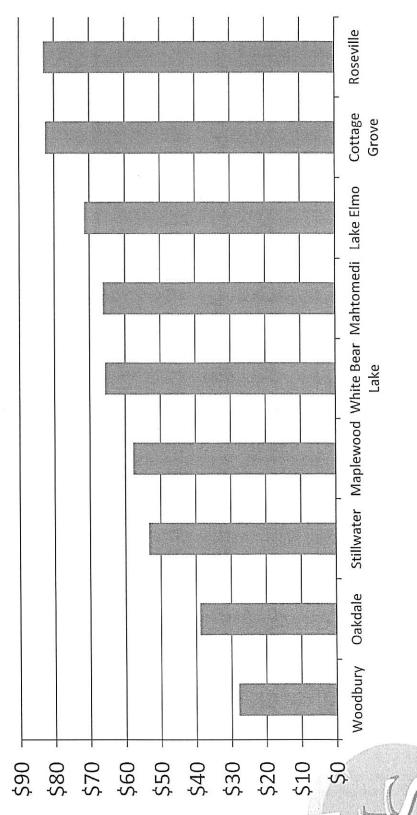
- both operating and non-operating (capital and Utility fees and charges will need to cover debt service)
- Fees based on service and volume activity are shown to increase by 3% per year
- Actual fee increases will depend on operating performance and amount of actual revenue collected from SAC/WAC (development)

- collection of connection and availability charges significant revenue to the utility funds through Future development is shown to provide
- revenue from availability and connection charges Growth projections drive the estimates for
- impacted (positively or negatively) if projected Utility rates for existing customers may be growth varies from projections



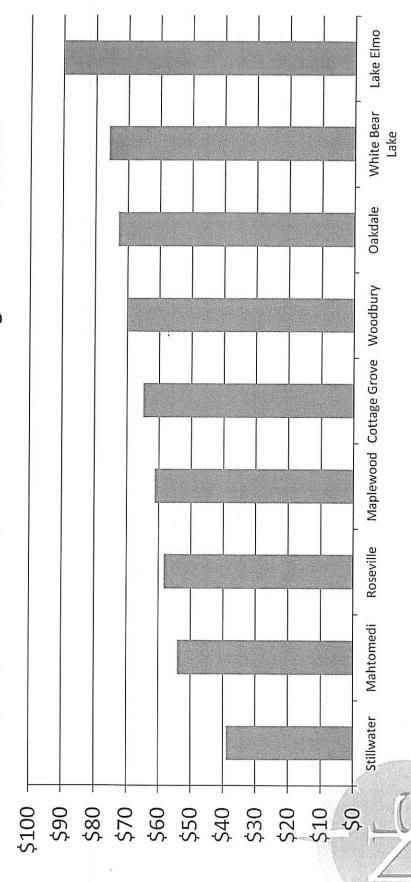
## Utility Rates



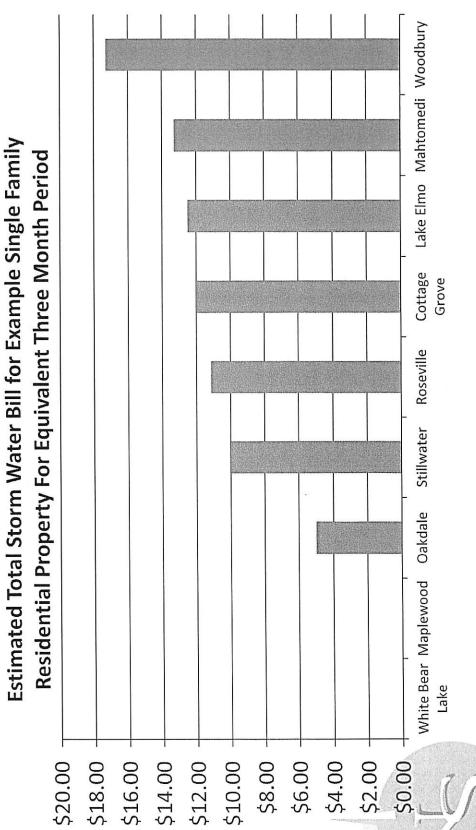


## Utility Rates

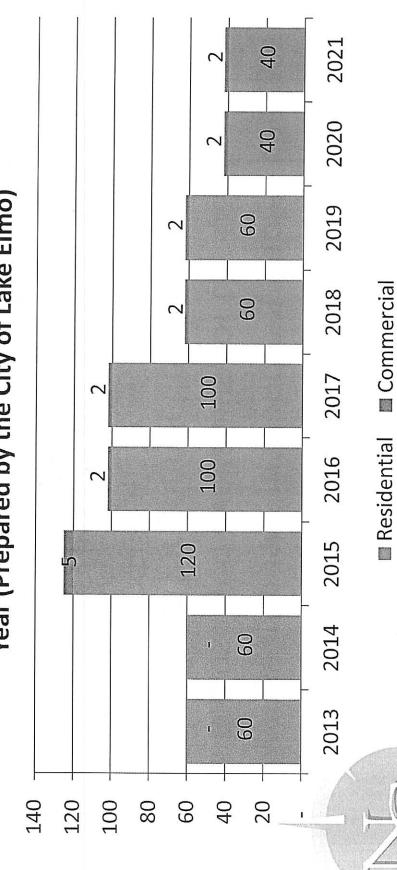
Property with Total 20,000 Gal of Water Usage in 3 Month Period Estimated Total Sewer Bill for Example Single Family Residential



## UTILITY Rates





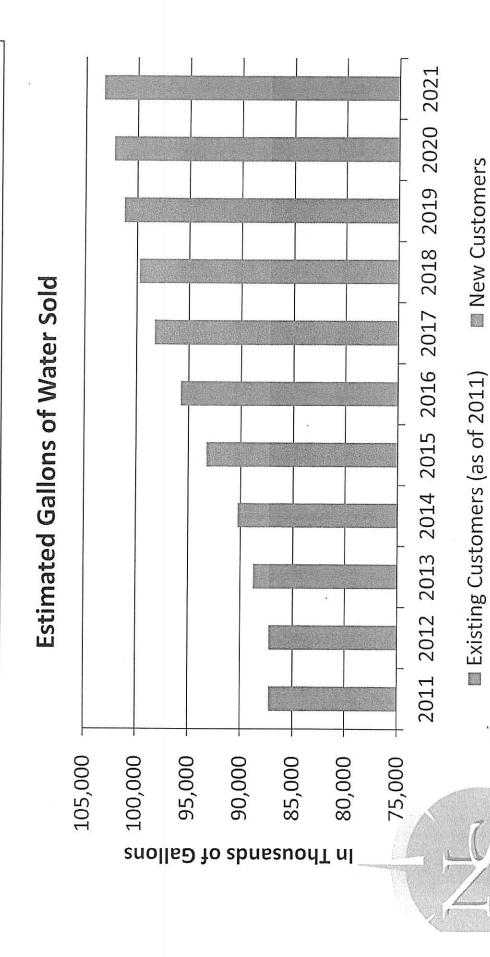


## Projected Growth

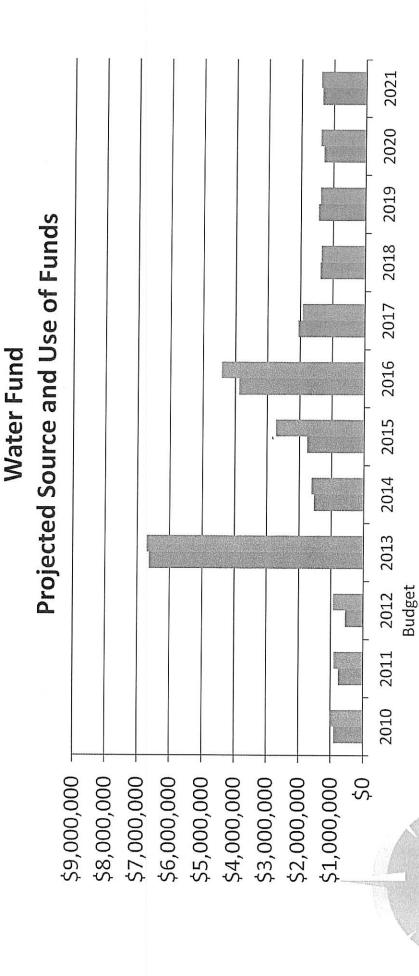
- systems and for connection to the systems (MN City may impose "just and equitable" charges for the use and availability of the utility Statute 444.075, Subd. 3)
- cities collect revenue to pay for infrastructure Varies across cities in the amount and how
- availability charges, special assessments, other Basis of consumption, connection charges,

sources

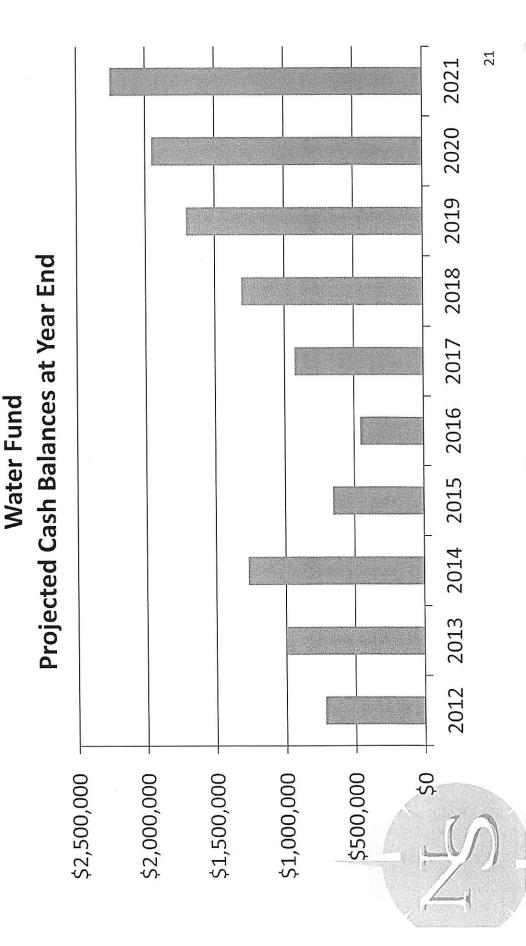
## Projected Grown

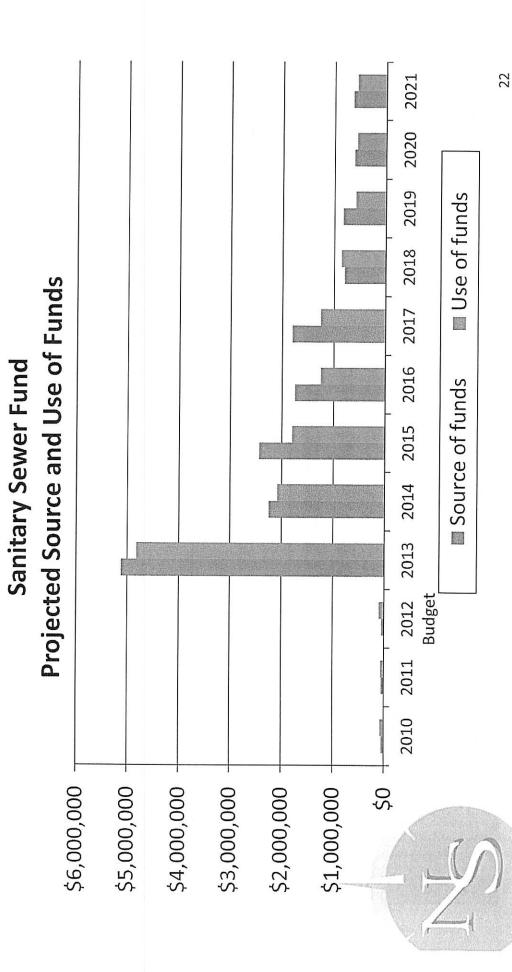


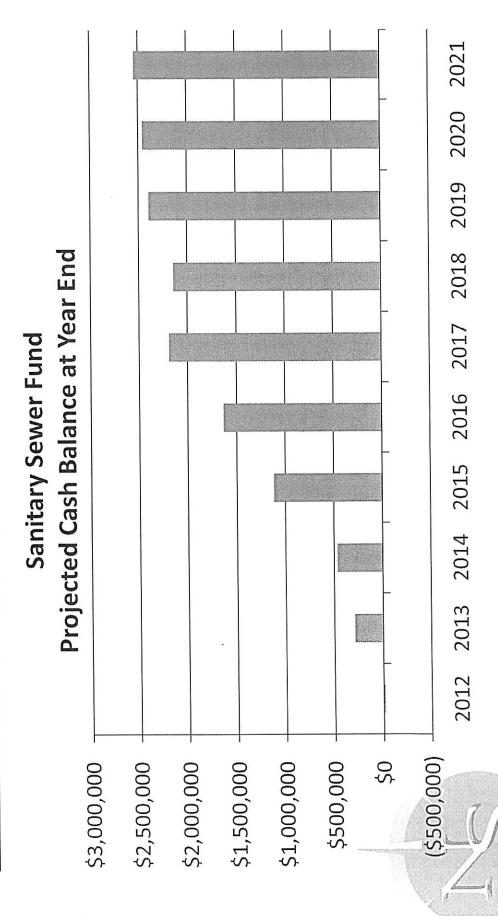
- Multi-year financial plans prepared for water, sanitary sewer, and storm water funds
- equivalent to 50% of operating expenditure Goal of having minimum cash balance
- minimum based on assumptions for rates and projected growth, operating expenses, capital Projections show cash balances in excess of spending and debt service



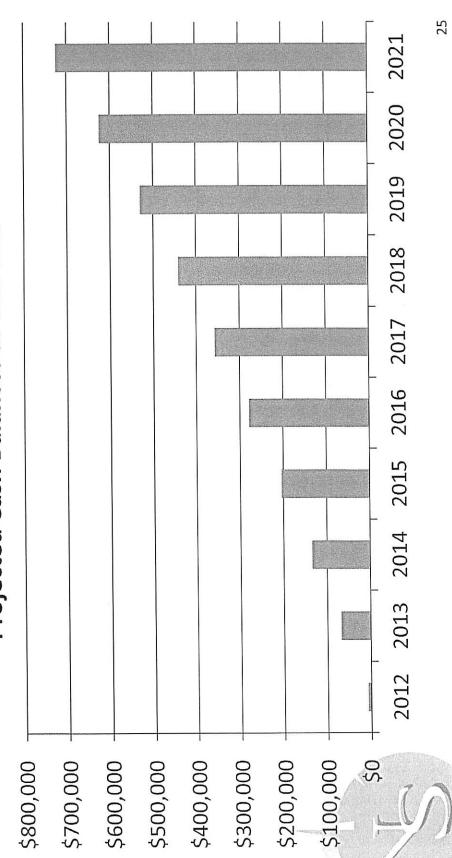
■ Source of funds ■ Use of funds











## Questions and Answers

- Study overview and approach
- Conclusions
- Recommendations
- Capital Improvement Plans
- **Debt Service**
- **Utility Rates**
- Projected Growth
- Financial Plans



### Water, Sanitary Sewer, and Storm Sewer Services Financial Management Plan For City of Lake Elmo, MN

#### 2013 REPORT

As of February 28, 2013



NORTHLANDSTRATEGIES
Special Projects Group

The information presented in the report is intended solely for financial planning purposes. Northland Securities is not providing advice on the timing, terms, structure or similar matters related to a specific band issue.

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Executive Summary	Summary	<del></del>	
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Background		4	
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Capital Imp	Capital Improvement Plan	2	
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Debt	Debt Service		
Capi	Capital Improvement Plan Sanitary Sewer		
Debt	Debt Service Summary Years 2012 to 20219		
Wate	Water Fund - Future Debt Service		
Com			
Outs	Outstanding Debt Obligations Estimated for Future Years		
Utility Rates		14	
Annı	ney rattols		
Metr	Metropolitan Council Environmental Services14		
Annt	Annual Capital Expenditures14		
Grow	Growth in Customers		
Avail	Available Other Revenue Sources		
Futu	Future Utility Rates		
Proje Table	Projected Volumes of Water Sold and Sanitary Sewer Billed		
Table	Table of Projected Future Utility Rates		
Table	Table of Projected Volumes of Water Sold and Sanitary Sewer Billed		
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Financial Plans		22	
Key <i>F</i> Wate	Key Assumptions		

	26										
Sanitary Sewer Fund	Appendix	Water Fund Projected Cash Balances26	Sanitary Sewer Fund Projected Cash Balances27	Storm Sewer Fund Projected Cash Balances28	Water Fund Sources and Uses29	Sanitary Sewer Fund Sources and Uses30	Storm Sewer Fund Sources and Uses31	Example Residential Water and Sanitary Sewer Bill32	Example Commercial Water and Sanitary Sewer Bill	Comparison of Estimated Utility Bill to Other Cities34	Projected Growth in Units from Land Development

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February 28, 2013

Dean Zuleger City Administrator Lake Elmo City Hall 3800 Laverne Avenue North Lake Elmo, MN 55042 RE: Updated Financial Management Plan for City Utility Funds

Dear Dean:

Northland was hired for financial planning services for utility system user charges and rates. Services include performing a utility Northland Securities, Inc. is pleased to present you with an update to the 2012 Financial Management Plan for City Utility Funds. adequacy of current revenues, and provides recommendation on future rates which reflect projected future expense and capital rate analysis for the Water, Sanitary Sewer, and Storm Water Utility Systems of the City of Lake Elmo. The analysis and report includes a review of the past financial performance, projected growth in residential equivalent connections, determines the

We appreciate the opportunity to work with the City of Lake Elmo.

oncerely,

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Tammy Omdal Manager of Northland Strategies/Senior Vice President 45 South 7th Street, Suite 2000, Minneapolis, MN 55402 Main: (612) 851-5900 / Direct: (612) 851-4992 / Email: rfifield@northlandsecurities.com Member FINRA and SIPC

The report is presented as an update to the October 2, 2012 Financial Management Plan for Water, Sanitary Sewer, and Storm Water presented to the Lake Elmo City Council. The City requested an update to the 2012 Report to consider the financial impact of revised growth projections for the City.

The report and financial management plan is intended to serve as a guide for the financial management of the City's utility services. The report contains information on capital improvement plans to increase capacity of the utility systems, estimated future utility rates needed to support operations and capital improvement plans, and multi-year financial plans for each of the three utility funds that includes projected sources and uses of funds and estimated cash balances by year.

The financial plans included in the report are built around identified key assumptions, including growth projections, cost drivers, and projected utility rates. To the extent the assumptions in the report change in the months and years ahead, which they will, the City will need to continue to adjust its financial plans accordingly.

#### Study Approach

The report was prepared by Northland Securities. The following steps were taken as part of the study pro-

City provided information on historical spending and revenues, volume of water sold by different tiers and customer, capital improvement plans, and prior years budget information.

- City provided information on projected growth from future residential and commercial develop-
- Information provided by the City was organized, analyzed, and used to support the development of financial plans.
- Once the initial financial plans were developed different scenarios were considered and analyzed to determine impact on utility rates.
- City staff offered input and feedback on the assumptions and desired outcomes.

It is also important to note aspects of financial performance not reviewed as part of this study:

- The validity of the assumptions and figures provided by the City on future growth was not reviewed.
- Analysis of the basis for the City's determination of prior sewer and water availability charges was not reviewed.
- The report does not include identification of project costs for construction of lateral utility line build outs. The City anticipates that future lateral build outs will be financed 100 percent through special assessments to benefiting property.
- The financial impact to the City of potential changes to the existing customer tier structure for charging for water and sanitary sewer services was not reviewed as part of this study.

#### Conclusions from Study

The following conclusions were identified as a result of this study:

- 1. To meet projected service demands, the City will need to expand its capacity to deliver water and sanitary sewer services. This is driven by the City's projections for future development; the addition of housing and commercial units. The City plans to pay for the improvements through a combination of projected available cash, issuance of debt, grants and other intergovernmental proceeds.
- 2. Higher utility service fees for existing customers will be needed if new development does not occur at projected rate of growth. The issuance of debt to finance the identified improvements for water and sanitary sewer will require increased revenue to cover annual debt service. The City anticipates an increase in revenue driven by new development. If development occurs at a slower pace than projected, it may require the City to adjust the rates shown in the report. To be conservative, the study and report assume 50 percent of the total estimated annual growth (development) of residential and commercial units is realized for the purpose of estimating future revenue.
- 3. Projected future year-end cash balances in the utility funds is estimated to be at or greater than 50 percent of operating expenditures. The fees and charges included in the report, combined with the projected historical volume of water sold, plus the projected "new" revenue from new residential equivalent connections (REC) will provide the cash needed to operate and maintain the utilities and to cover debt service.

#### Recommendations

The following recommendations are offered based on the Conclusions from the Study.

- 1. The City should adopt a new charge for the cost of connecting to municipal sanitary sewer and increase the amount it presently charges for connection to municipal water. This charge should reflect the City's cost of infrastructure for providing service. This new and increased charge is included in the report and reflected in the revenue shown in the financial plans. The charge will be collected with the building permit.
- 2. The City should implement a uniform trunk line availability charge for water and sanitary sewer services. The charge will be collected from property owners/developers when property is developed; it will be collected with the development contract for new development. The report does not include the cost of lateral build outs of utility lines. The study anticipates the City will assess 100 percent of lateral lines to benefiting property.
- 3. The City should plan to structure future debt in a conservative manner to provide the City with time for future development to occur and the flexibility to restructure debt if necessary. This may include delaying certain maturities and earlier call dates. An issuance of debt into the public market will require an credit rating review. The City's general obligation debt is currently rated Aa2 by Moody's Investors Service. The City's current debt profile is viewed by Moody's as "moderate". Even though general obligation revenue bonds are planned to be self supporting from enterprise revenues, the debt will be fully accounted for in the G.O. debt

cal, current, and future proposed rates necessary to maintain a positive financial condition for the utility funds. Information is provided in the Appendix mean to customers. Comparison to other cities is Utility Rates provided in the report include historiof the report on what proposed rate increases will 4

cial plans and information on projected growth in Appendix provides charts of data from the finan-

#### Using the Report

growth and development of the community) and

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financial status of the City's utility funds.

Capital Improvement Plan provides information on the City's plans for expanding the capacity of the water and sanitary sewer systems. This in-

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going management of the City's utility funds. Much of the information in the report has enduring value and will serve to continue to guide management decisions over a number of years. However, management of enterprise funds is a dynamic system. Customer base changes, statutes and rules change, cost of labor and materials and supplies will vary from assumptions from year-to-year. The report should continue to This report is intended to be a practical guide for onbe the foundation of an annual review an update.

> cludes estimates on project costs and sources of funds to pay for the improvements. The time hori

The City anticipates capital spending after year 2018 but the specific projects and estimated costs have not yet been identified. Information on debt

zon for the capital plan is years 2013 through 2017.

service is included in the report for planned bond

- included. supporting revenues. Based on previous Moody's reports, the City has the capacity to absorb the terioration of the City's tax base or weakening of increased debt ratios so long as there is not a dethe demographic profile and the City does not experience a material decline in financial reserves in The City should adopt a formal fund balance poli-
- ment plans and rate structure. (The capital improvements plans included in the report are for Sanitary Sewer Fund, and Storm Sewer Fund. The financial plans provide both historical, current, years 2013-2017; the City anticipates future capital projects after year 2017 but has not yet identified Financial Plans are provided for the Water Fund, and future projected sources and uses of funds. Financial plans take into account capital improvethe specific projects or cost estimates.) Б.

management and will inform future decisions on adjustments to utility fees and charges. The report is based on direction from City staff to plan

for achieving a cash balance at 50 percent of antici-

pated annual operating expenditures.

Organization of Report

The report is organized into five sections:

cy. This policy will provide guidance for financial

4

comparison to similar rated cities.

residential and commercial customers. 6. Executive Summary provides information on the organization of the report, study approach, using the report, and conclusions and recommendations. Background discusses the historical context (i.e.,

#### BACKGROUND

The City of Lake Elmo is located on the eastern edge of the Twin Cities metropolitan area. The City's 2030 Comprehensive Plan forecasts and provides for approximately eight times the growth in households and population during the 2000-2030 planning period than was experienced during the 1980-2000 period.

The City reports an estimated 2010 population of 8,069 and 2,774 households (2010 Census). Population is estimated to increase to 18,403 by 2020 and households to 6,324 (2030 Comprehensive Plan). The land area for the City encompasses approximately 15,250 acres.

The City's 2030 Comprehensive Plan provides guidance on the City's plans for managing future demand for utility infrastructure.

The City's 2011 financial statements were used as the basis for the report, along with the 2012 budget. The 2012 financial statements were not available for input for the report.

#### Water Utility

Lake Elmo owns, operates and maintains a municipal water supply and distribution system. The City has a goal to serve existing population desiring public water supply while preparing the system to allow people to connect as development occurs or existing areas request service. This policy guides the City's capital improvement planning and the need to maintain a flexible and responsive water system. Capital planning includes projects to correct existing deficiencies and to expand the system.

The City uses an enterprise fund to account for its wa-

ter operations. The unrestricted assets in the Water Fund totaled \$1,072,022 and a cash balance of \$752,658 at December 31, 2011. There were no significant transactions to report for the year ended December 31, 2011. (The 2012 financial statements are not yet available to include in this report.)

#### Sanitary Sewer Utility

Property owners in the City are served by individual sewer systems or in limited areas by municipal sewer. Capital plans will provide for an increase in the number of properties to be served by municipal sewer and connection to the Regional Sewer System. The Metropolitan Council Environmental Services (MCES) plans to extend regional sewer service to serve a greater area of the City.

The City uses an enterprise fund to account for its sewer operations. The unrestricted assets in the Sewer Fund totaled \$62,994 and a cash balance of \$27,062 at December 31, 2011. There were no significant transactions to report for the year ended December 31, 2011.

#### Storm Sewer Utility

The City operates a storm sewer utility. The system of conveyances is owned and operated by the City and designed for collecting or conveying storm water, and that is not used for collecting or conveying sewer. The City collects an annual fee from property owners that is used to pay for the cost of constructing and maintaining the system.

#### CAPITAL IMPROVEMENT PLAN AND DEBT SERVICE

The City has developed a multi-year (2013-2017) capital project plan for its utilities. The Capital Improvement Plan (CIP) provides details on project costs by year and proposed funding sources. Identified funding sources include the planned issuance of debt.

The City anticipates additional capital project spending after year 2017 but the specific projects and cost estimates have not been identified and are therefore not included in the report.

The CIP provides important input for the financial plans included in the report. The financial plans are inclusive of all sources and uses of funds, both operating and non-operating, including capital spending plans.

At this time the City does not anticipate any capital improvements for the storm sewer utility in the next five years. A CIP summary is therefore not included in the report for storm sewer projects.

#### Capital Projects

The projects included in the CIP include projects to expand the capacity and correct deficiencies of the water and sanitary sewer systems. The City of Lake Elmo is a developing community with significant utility expansion needs.

Projects include expansion of the City's water supply capacity and distribution system. Sanitary sewer services will be expanded through the construction of connections to the Regional Sewer System.

As a developing community, the City's capital improvement plans focus on expansion and does not presently include capital spending for maintenance of existing systems. This will need future consideration by the City as the community develops and infrastructure ages and requires major maintenance and/or replacement.

## Source of Funding for Capital Projects

The source of funding for the planned capital projects includes either one of the following sources or a combination thereof: cash balance from Water Fund and Sewer Fund; bond proceeds; levying of special assessments; grants, tax increment revenue collections, and intergovernmental revenue.

To the extent future development expectations exceed or fall short of the City's projections, the City may want to adjust the amount of water project costs to be paid for with bond proceeds versus cash.

#### Debt Service

The current CIP for water and sanitary sewer utilities anticipates the use of bonds to undertake needed improvements while keeping fees as low as possible.

The projections assume that the City will issue general obligation bonds and use utility revenues to pay all principal and interest. This approach provides the lowest cost of debt. The bonds will not count against the City's debt limit. Debt management is an important factor in the City's ongoing capital improvements planning.

The City has the authority to issue pure revenue bonds for these improvements. With general obligation bonds, the City pledges to levy property taxes to cover any shortfall in utility revenues. Revenue bonds are

backed solely by utility revenues. The alternative use of revenue bonds without a general obligation pledge would have several financial implications for the City:

- Interest rates will be higher. The difference will depend on the terms of the issue and the operation of the Utility.
- The City will be required to set fees that will create revenues that produce net income in excess of debt service. Any scenarios with ongoing annual deficits would not be viable.
- The bond issue would include a debt service reserve fund. A portion of the bond proceeds would be set aside to make payments in the event of revenue shortfalls.

As a result, higher fees will be required with the use of revenue bonds to finance planned improvements.

The finance plans and related fee schedules included in the report anticipate the issuance of general obligation (G.O.) revenue bonds to finance certain capital improvements. The estimates for debt service are based on bonds to be paid generally over 20 years or less. The estimated interest rates used to calculate annual debt service were conservatively estimated based on today's current rate environment (today's rates for a Aa2 rating plus 25 basis points for anticipated 2013 bonding and 50 basis points for later years). The actual interest rates will depend on final structure and market conditions at time of issuance.

Beginning on page 9, a summary of estimated annual debt service is provided for years 2012 to 2021 which is the planning horizon for the financial plans. On pages 10 and 11, detail on the annual estimated debt service for future water and sanitary sewer bond issuances is shown. The chart on page 12 provides a longer term

view of projected annual debt service for years 2012 through 2035, or over the life of the City's existing bonds and the life of future estimated bond issuances included in the report.

The timing of principal payments shown in the report is structured to match estimated future revenue.

Based on the debt structure and assumptions for the bined cash balance in the water and sewer funds that is port is structured to match estimated future revenue. study and report, by year 2021 the City will have comnearly equivalent to 90% of the estimated outstanding debt obligations. Actual future growth (development) will greatly impact these estimates. The City will have options at time of bond issuance to consider debt reis included in this report, if future revenue and cash balances suggest a more aggressive schedule is feasible. The City will have the option to structure bond sions can be made on an issuance by issuance basis in payment schedules that are more aggressive than what call dates that will provide the City with the greatest amount of flexibility to manage its debt. These decithe future.

Elmo	
Lake El	
ot La	
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Water Fund

Summary of Capital Improvement Plan (CIP)

	of innining	and made		,						
						City has no	t identified b	City has not identified but does anticipate there will be future	ipate there w	ill be future
							projects	projects in years 2018-2021.	8-2021.	
	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
Water supply well No. 4 and pumphouse /connection	1,500,000									1,500,000
Keats Ave 16" trunk watermain extension	1,050,000									1,050,000
Phase I: Western 194 Corridor (Inwood to Keats)										
Segment I. Water booster pump	000'019									610,000
Segment 2: Inwood Ave 16" trunk watermain extension	1,600,000									1,600,000
Segment 3. 10th St to EP Bus Park 16" trunk watermain ext	780,000									780,000
Alt Segment 3: Azur Prop 16" trunk watermain extension										•
Alt Segment 5: 12" trunk watermain to non-contiguous East		400,000								400,000
Alt Segment 7: Ground storage tank			000'009							000'009
Phase II: Eastern 194 Corridor (Lake Elmo Ave. to Manning)										
Segment 4. Lake Elmo Ave 12" trunk watermain extension				2,775,000						2,775,000
Phase IIIb: Village Area (East to Village Parkway)										
Replace/upgrade watermains as streets disturbed			000'006							000'006
Village Parkway/39th Street				400,000	000'009					1,000,000
Total	5,540,000	400,000	1,500,000	3,175,000	000'009			1		11,215,000
Funding Source for Water Capital Projects										
Cash from Water Fund	•		1,500,000	925,000	250,000					7,6/5,000
Bond proceeds	3,540,000			2,000,000						5,540,000
Grants	1,000,000									1,000,000
Intergovernmental	1,000,000									1,000,000
Tax Increment /Developer Contribution		400,000		250,000	350,000					1,000,000
Total	5,540,000	400,000	1,500,000	3,175,000	000'009		-	-		11,215,000
							1		7	

Capital Improvement	Plan and Debt Service
U	۵.

City of Lake Elmo Sanitary Sewer Fund

	Summary o	of Capital Impr	Summary of Capital Improvement Plan (CIP)	(db)						
						City has not	identified bu projects	City has not identified but does anticipate there will be future projects in years 2018-2021.	pate there w 8-2021.	ill be future
	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
Seament 4: New lift station at Hudson & Keats. Connecting FM	,	000 006	ı			,		i	9	000 000
Segment 6: Hudson Blvd lift station replacement, connecting FM to WONE	•				•	300,000	,			300,000
Phase II: Easter 194 Corridor (Lake Elmo Ave. to Manning)	•	3.1 9	×	0,	í	-	ī	•	•	7
Option A: 27/30" trunk sewer extension from MCES connectoin										•
Option B: 18/27" trunk sewer extension from MCES connection	700,000	200,000								1,200,000
Option B: Future lift statoin west of Lake Elmo Ave.		200,000								200,000
Phase IIIb: Village Area (East to Village Parkway)										
Village lift station and forcemain	3,800,000									3,800,000
Segment 1: Lake Elmo Ave & 30th St & 39th St			1,100,000							1,100,000
Segment 2. Village Parkway to TH5	٠			000'009	000'009					1,200,000
Total	4,500,000	1,600,000	1,100,000	000'009	000'009	300,000				8,700,000
Funding Source for Sanitary Sewer Capital Projects					***************************************					
Cash from Sewer Fund	2					300,000				300,000
Bond proceeds	3,500,000	1,200,000	1,100,000							5,800,000
Grants	1,000,000	,			i			·	E	1,000,000
Intergovernmental	ž	1	1	180,000	180,000	·		,	•	360,000
Tax Increment/Developer Contribution (future TIF districts and development)		400,000		420,000	420,000	r		٠		1,240,000
Total	4,500,000	1,600,000	1,100,000	000'009	000'009	300,000				8,700,000
									α	

#### Plan and Debt Service Capital Improvement

Water, Sanitary Sewer, Storm Sewer Funds
Debt Service and General Obligation (G.O.) Revenue Bonds Outstanding City of Lake Elmo

	Summary	of Future Del	ot Service and	d General Obl	Summary of Future Debt Service and General Obligation (G.O.) Revenue Bonds Outstanding	Revenue Bor	ıds Outstandii	βι		Vears 2022	
	2013	2014	2015	2016	2017	2018	2019	2020	2021	to 2035	Total
DEBT SERVICE											
GO Water Rev Bond 2005A	300,025	320,650	315,250	ε	i	ï	t	t	1	9	935,925
GO Ref Bond 2009A (Refund 2002B)	53,680	52,480	51,280	49,880	53,680	52,128	52,575	53,850	51,925	, j.	474,478
GO Ref Bond 2012A (Refund 2005A)		1	ı	281,043	272,143	293,343	284,043	279,843	270,643	3,139,756	4,820,814
EST GO Water Rev 2013 Bonds	856'56	125,958	125,778	125,568	125,313	124,998	164,623	163,573	167,383	4,121,230	5,340,378
EST GO Water Rev 2016 Bonds				41,250	341,250	337,350	232,850	229,350	225,450	931,100	2,338,600
Total	449,663	499,088	492,308	497,741	792,386	807,818	737,091	726,616	715,401	8,192,086	13,910,194
SANITARY SEWER UTILITY FUND	86.285	186.285	185.685	184,985	184,135	183,085	181,835	180,335	228,635	3,434,280	5,035,545
COLOR CIENT TO COLOR COL		25,625	75,625	75,150	74.600	73,950	123,200	121,450	119,500	759,775	1,448,875
EST GO Sewer Rev 2014 Bonds		1	74,950	74,475	73,925	73,275	72,525	121,650	119,700	765,975	1,376,475
Total	86,285	211,910	336,260	334,610	332,660	330,310	377,560	423,435	467,835	4,960,030	7,860,895
STORM SEWER UTLITY FUND  No existing or anticipated oustanding debt  TOTAL ANNUAL COMBINED DEBT SERVICE							,				000 175 10
Combined Total	535,948	710,998	828,568	832,351	1,125,046	1,138,128	1,114,651	1,150,051	1,183,236	13,152,116	21,771,089
DEBT OUTSTANDING											
WATER OUTSTANDING DEBT As of 12/31/2012	4,695,000	4,505,000	4,315,000	4,080,000	3,845,000	3,585,000	3,325,000	3,065,000	2,810,000		0
Estimated Future Debt	3,630,000	3,600,000	3,570,000	5,600,000	5,270,000	4,940,000	4,670,000	4,400,000	4,125,000		0
Total	8,325,000	8,105,000	7,885,000	000'089'6	9,115,000	8,525,000	7,995,000	7,465,000	6,935,000	ı	0
SANITARY SEWER OUTSTANDING DEBT	c	C	c	C	0	0	0	0	0		0
AS 01 12/31/2012	3 605 000	4 755 000	5 705 000	5.505.000	5,305,000	5,105,000	4,855,000	4,555,000	4,205,000	,	0
Estimated rutule Cebt	3,605,000	4,755,000	5,705,000	5,505,000	5,305,000	5,105,000	4,855,000	4,555,000	4,205,000	Ĭ.	0
<u>STORM SEWER UTLLTY FUND</u> No existing or anticipated oustanding debt											
TOTAL DEBT OUTSTANDING									000		
Combined Total	11,930,000	12,860,000	13,590,000	15,185,000	14,420,000	13,630,000	12,850,000	12,020,000	11,140,000	V.	

Notes:

EST (estimated) amounts are shown for bonds with dates after 2012. Estimates are based on the capital improvement plan included in the report. Annual debt service figures are preliminary. Actual structure may vary depending on financial management decisions made by the City. Interest rates and terms will vary. Detail on estimated interest rates and terms are provided on pages 10 and 11.

#### Plan and Debt Service Capital Improvement

#### City of Lake Elmo

## Estimated Future G.O. Water Revenue Bonds

# Analysis of Possible Future Estimated Debt Service Based on Capital Improvement Plan (CIP)

(Terms shown including maturites and rates are for preliminary planning purposes only)

2016 G.O. Water Revenue Bonds

spu
Bonds
nue
Revenue
Water
0.5
2013 G.O.
7

	Outstanding	Balance	\$2,060,000				\$2,060,000	\$1,760,000	\$1,460,000	\$1,260,000	\$1,060,000	\$860,000	\$660,000	\$460,000	\$360,000	\$260,000	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0\$					
	Total Debt	Service		\$0	\$0	\$0	\$41,250	\$341,250	\$337,350	\$232,850	\$229,350	\$225,450	\$221,250	\$216,750	\$112,050	\$109,600	\$107,050	\$164,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,338,600		\$2,000,000	\$5,060,000	
		Interest					\$41,250	\$41,250	\$37,350	\$32,850	\$29,350	\$25,450	\$21,250	\$16,750	\$12,050	\$9,600	\$7,050	\$4,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$278,600				
Fct	Interest	Rates		0.80%	0.85%	0.95%	1.10%	1.30%	1.50%	1.75%	1.95%	2.10%	2.25%	2.35%	2.45%	2.55%	2.65%	2.75%	2.85%	2.95%	3.05%	3.15%	3.25%	3.35%	3.45%	3.55%		Funds:		ounding	
		Principal		\$0	\$0	\$0	\$0	\$300,000	\$300,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000	\$160,000									\$2,060,000	Application of Funds:	Construction	Other Costs/Rounding Total	
							٦	7	m	4	5	9	7	œ	6	10	11	12	13	14	15	16	17	18	19	20		~	0	0 F	
		Year	Beg	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total				
																											<b>—</b>				
	Outstanding	Balance	\$3,630,000	\$3,630,000	\$3,600,000	\$3,570,000	\$3,540,000	\$3,510,000	\$3,480,000	\$3,410,000	\$3,340,000	\$3,265,000	\$3,115,000	\$2,965,000	\$2,815,000	\$2,665,000	\$2,515,000	\$2,365,000	\$2,165,000	\$1,965,000	\$1,765,000	\$1,390,000	\$1,015,000	\$640,000	\$315,000	0\$					
	ot	Service		\$95,958	\$125,958	\$125,778	\$125,568	\$125,313	\$124,998	\$164,623	\$163,573	\$167,383	\$240,995	\$237,995	\$234,845	\$231,545	\$228,095	\$224,495	\$270,745	\$265,545	\$260,145	\$429,545	\$418,670	\$407,420	\$345,795	\$325,395	\$5,340,378		\$3,540,000	\$3,630,000	
		Interest		\$95,958	\$95,958	\$95,778	\$92,568	\$95,313	\$94,998	\$94,623	\$93,573	\$92,383	\$66'06\$	\$87,995	\$84,845	\$81,545	\$78,095	\$74,495	\$70,745	\$65,545	\$60,145	\$54,545	\$43,670	\$32,420	\$20,795	\$10,395	\$1,710,378				
Est	Interest	Rates		0.55%	0.60%	0.70%	0.85%	1.05%	1.25%	1.50%	1.70%	1.85%	2.00%	2.10%	2.20%	2.30%	2.40%	2.50%	2.60%	2.70%	2.80%	2.90%	3.00%	3.10%	3.20%	3.30%		ds:		5 Lin	
		Principal		\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$70,000	\$70,000	\$75,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$200,000	\$200,000	\$200,000	\$375,000	\$375,000	\$375,000	\$325,000	\$315,000	\$3,630,000	Application of Funds:	Construction	Other Costs/Rounding Total	
		I		н	7	m	4	Ŋ	9	7	8	6	10	11	12	13	14	15	16	17	18	19	20	21	22	23		A	υć	Οĕ	
		Year	Beg	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027			2030	2031	2032	2033	2034	2035	otal				

Total

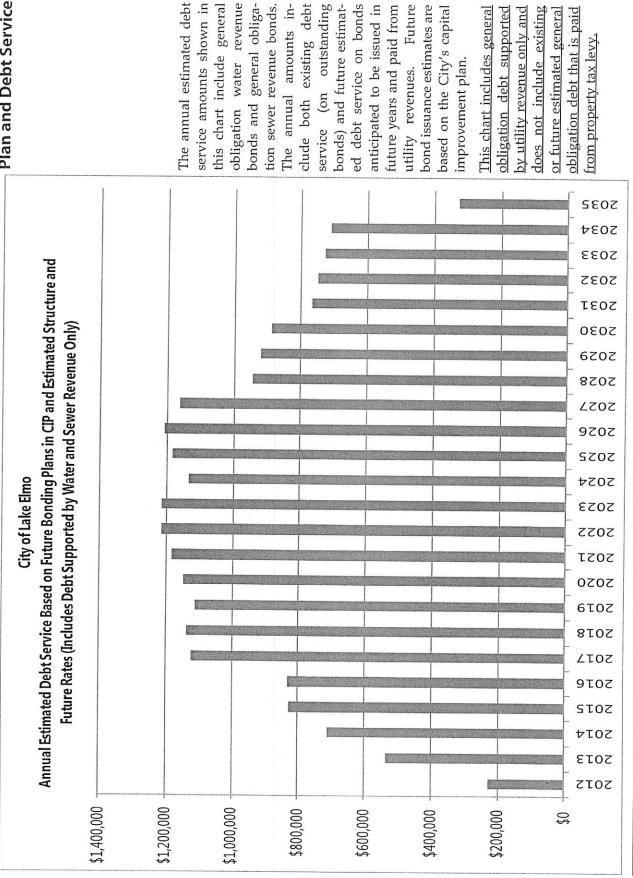
City of Lake Elmo

Estimated Future G.O. Sewer Revenue Bonds

Analysis of Possible Future Estimated Debt Service Based on Capital Improvement Plan (CIP)

(Terms shown including maturites and rates are for preliminary planning purposes only)

Particol																	
Total Dept		Est						Est						Est			:
Sec. 25   Sec.		Interest			Outstanding			Interest	-		Jutstanding						Outstanding
566,286         51,260,000         Beg         51,200,000         Beg         51,200,000         Beg         51,200,000         2013         \$60,000         \$	ipal	Rates	Interest		Balance	Year	Principal		nterest	Service	Balance		Princip			Service	Balance
586,285         51,660,500         2013         50         088%         50         60         60         50         60         50         60         50         60         50         60         50         60         50         60         50         60         50         60         88         50         60         88         50         60         88         50         60         88         50         60         88         50         60         88         50         88         50         88         50         88         50         88         50         88         50         88         50         88         50         88         50         88         50         88         50         88         50         88         50         88         50         80         88         50         80         88         50         80         88         50         80 <td></td> <td></td> <td></td> <td></td> <td>\$3,605,000</td> <td>Beg</td> <td></td> <td></td> <td></td> <td></td> <td>\$1,250,000</td> <td>Beg</td> <td></td> <td></td> <td></td> <td></td> <td>\$1,150,000</td>					\$3,605,000	Beg					\$1,250,000	Beg					\$1,150,000
586,286         51,50,500         2014         1         60,85%         51,50,500         2014         50,085%         60,85%         51,50,500         2014         50,085         60,85%         51,50,500         2014         50,085         60,85%         51,50,500         2015         5         50,000         150%         54,495         57,495         57,500         50,000         2015         5         50,000         150%         52,500         10,000         2015         5         50,000         150%         52,515         57,120,000         2015         5         50,000         150%         52,515         57,120,000         2015         5         50,000         150%         52,515         51,100,000         2015         5         50,000         150%         52,515         51,100,000         2015         5         50,000         150%         52,450         51,100,000         2015         5         50,000         150%         52,450         51,100,000         2015         5         50,000         175%         52,550         51,100,000         2015         5         50,000         175%         52,550         51,100,000         2015         5         50,000         175%         52,550         51,100,000         2015	\$0		\$86,285	\$86,285	23,605,000	2013	\$0	0.80%		80		2013			%	\$0	
58.568         118.568         31.465,000         2015         2 55,000         2015         2 55,000         1019         25,4450         57,4950         57,	0.00		\$86,285	\$186,285	\$3,505,000	2014 1	\$0	0.85%	\$25,625	\$25,625	\$1,250,000	2014			%	\$0	
584,985         5184,986         513,05,000         2016         3         550,000         110%         511,50,000         2017         3         500,000         110%         514,475         514,000         120%         512,526         512,525         512,522	000'00		\$85,685	\$185,685	\$3,405,000	2015 2	\$50,000	0.95%	\$25,625	\$75,625	\$1,200,000	2015	1 \$50,0				\$1,100,000
58,4135         518,046         21,046         51,100,000         2017         3         550,000         130%         513,925         573,925<	00000		\$84,985	\$184,985	\$3,305,000	2016 3	\$50,000	1.10%	\$25,150	\$75,150	\$1,150,000	2016	2 \$50,0				\$1,050,000
\$80.33         \$183.065         \$13.05,000         \$2018         \$ \$13.000         \$15.960         \$17.390         \$17.350         \$17.250	000'00		\$84,135	\$184,135	\$3,205,000	2017 4	\$50,000	1.30%	\$24,600	\$74,600	\$1,100,000	2017	3 \$50,0				21,000,000
\$181,835         \$13,005,000         2019         \$ 190,000         1.7%         \$12,525         <	000'00	-	\$83,085	\$183,085	\$3,105,000	2018 5	\$50,000	1.50%	\$23,950	\$73,950	\$1,050,000	2018	4 \$50,0				\$950,000
\$80,335         \$1,290,500         \$20,0         \$15,460         \$11,450         \$11,450         \$20,000         \$20,0         \$11,450 <th< td=""><td>000'00</td><td>-</td><td>\$81,835</td><td>\$181,835</td><td>\$3,005,000</td><td>2019 6</td><td>\$100,000</td><td>1.75%</td><td>\$23,200</td><td>\$123,200</td><td>2950,000</td><td>2019</td><td>2 \$50,0</td><td></td><td></td><td></td><td>\$900,000</td></th<>	000'00	-	\$81,835	\$181,835	\$3,005,000	2019 6	\$100,000	1.75%	\$23,200	\$123,200	2950,000	2019	2 \$50,0				\$900,000
57.8 635         5.228,635         5.275,500         2021         8 110,000         2.10%         5119,500         575,000         2.022         7 110,000         2.10%         5119,700         5119,700         2.10%         519,700         2.10%         5119,700         5119,700         5119,700         2.10%         519,700         2.10%         519,700         5119,700         5119,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         5119,700         2.10%         519,700         2.10%         519,700         5119,700         2.10%         519,700         2.10%         519,700         5119,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         519,700         2.10%         2.10%         2.10%         2.10%         2.10%         2.10%         2.10%         2.10% </td <td>000'00</td> <td></td> <td>\$80,335</td> <td>\$180,335</td> <td>\$2,905,000</td> <td>2020 7</td> <td>\$100,000</td> <td>1.95%</td> <td>\$21,450</td> <td>\$121,450</td> <td>\$850,000</td> <td>2020</td> <td>6 \$100,0</td> <td></td> <td></td> <td></td> <td>\$800,000</td>	000'00		\$80,335	\$180,335	\$2,905,000	2020 7	\$100,000	1.95%	\$21,450	\$121,450	\$850,000	2020	6 \$100,0				\$800,000
573,860         517,860         2175,860         517,860         2175,860         517,860         517,600         225%         517,600         217,600         517,500         517,500         517,500         517,500         517,500         518,500         517,500 <th< td=""><td>150,000</td><td></td><td>\$78,635</td><td>\$228,635</td><td>\$2,755,000</td><td>2021 8</td><td>\$100,000</td><td>2.10%</td><td>\$19,500</td><td>\$119,500</td><td>\$750,000</td><td>2021</td><td>7 \$100,0</td><td></td><td></td><td></td><td>\$700,000</td></th<>	150,000		\$78,635	\$228,635	\$2,755,000	2021 8	\$100,000	2.10%	\$19,500	\$119,500	\$750,000	2021	7 \$100,0				\$700,000
\$173,860         \$12,32,860         \$12,32,860         \$100,000         \$13,500         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$115,350         \$113,000         \$130,000	100,000		\$75,860	\$175,860	\$2,655,000	2022 9	\$100,000	2.25%	\$17,400	\$117,400	\$650,000	2022	8 \$100,0				\$600,000
\$17,706         \$10,500         \$2,455,000         \$20,455,000         \$20,455,000         \$20,455,000         \$20,455,000         \$20,455,000         \$20,455,000         \$20,455,000         \$20,450         \$20,400         \$20,41         \$20,400         \$20,400         \$20,41         \$20,400         \$20,400         \$20,51         \$20,500	100,000	5.55	\$73,860	\$173,860	\$2,555,000			2.35%	\$15,150	\$115,150	\$550,000	2023	9 \$100,0				\$500,000
69,560         \$169,560         \$1,235,000         \$2,255,000 <td>100,000</td> <td></td> <td>\$71,760</td> <td>\$171,760</td> <td>\$2,455,000</td> <td>2024 11</td> <td>\$150,000</td> <td>2.45%</td> <td>\$12,800</td> <td>\$162,800</td> <td>\$400,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$400,000</td>	100,000		\$71,760	\$171,760	\$2,455,000	2024 11	\$150,000	2.45%	\$12,800	\$162,800	\$400,000						\$400,000
64/80         \$14/80         \$2.255,000         2026         13         \$2.00,000         2.65%         \$5,000         2.65%         \$5,000         2.65%         \$5,000         \$2.55%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$100,000         \$2.75%         \$2.75%         \$100,000         \$2.75%         \$2.75%         \$100,000         \$2.75%         \$2.75%         \$100,000         \$2.75%         \$2.75%         \$2.75%         \$100,000         \$2.75%	100,000		\$69,560	\$169,560	\$2,355,000	2025 12	\$150,000	2.55%	\$9,125	\$159,125	\$250,000	2025	1 \$150,0				\$250,000
564,860         \$134,860         \$2,005,000         2027         14         2.75%         \$0         \$50,000         2027         13         \$100,000         2.75%         \$2,750         \$102,750           \$156,100         \$1308,110         \$1,755,000         2029         15         \$260,000         2029         15         \$265,000         \$2029         15         \$265,000         \$2029         15         \$260,000         \$2029         15         \$265,000         \$2029         16         \$260,000         \$2029         15         \$265,000         \$2029         16         \$260,000         \$2029         15         \$265,000         \$2029         16         \$260,000         \$2029         16         \$260,000         \$2029         15         \$265,000         \$2029         16         \$260,000         \$2029         16         \$260,000         \$2029         16         \$260,000         \$2029         16         \$260,000         \$2029         18         \$260,000         \$2029         18         \$260,000         \$2029         18         \$260,000         \$2039         18         \$260,000         \$2039         18         \$260,000         \$2039         18         \$260,000         \$2039         18         \$260,000         \$2039 <td>100,000</td> <td></td> <td>\$67,260</td> <td>\$167,260</td> <td>\$2,255,000</td> <td>2026 13</td> <td>\$200,000</td> <td>2.65%</td> <td>\$5,300</td> <td>\$205,300</td> <td>\$50,000</td> <td>2026 1</td> <td>2 \$150,0</td> <td></td> <td></td> <td></td> <td>\$100,000</td>	100,000		\$67,260	\$167,260	\$2,255,000	2026 13	\$200,000	2.65%	\$5,300	\$205,300	\$50,000	2026 1	2 \$150,0				\$100,000
\$18,80         \$1,75,000         2028         14         2.85%         \$0         \$0           \$22,110         \$308,610         \$1,755,000         2029         15         \$50,000         2029         15         \$295%         \$0         \$0           \$45,300         \$205,110         \$1,505,000         2031         18         \$1,505,000         2031         18         \$1,505,000         \$2031         17         \$1,505,000         \$0	250,000		\$64,860	\$314,860	\$2,005,000			2.75%	\$0	\$0	\$50,000					\$102,7	\$0
\$52,110         \$1,505,000         2029         16         2,95%         \$0         \$60,000         2029         15         2,95%         \$0         \$0           \$45,360         \$205,360         \$1,255,000         2031         17         3,15%         \$0         \$0           \$33,360         \$325,360         \$205,000         \$2031         18         3,15%         \$0         \$0         \$2030         16         3,05%         \$0         \$0           \$20,660         \$323,360         \$205,000         \$2031         18         3,15%         \$0         \$50,000         \$2031         17         3,15%         \$0         \$0           \$20,660         \$323,660         \$325,000         \$0         \$0         \$50,000         \$2031         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,200,000         \$2032         \$1         \$1,100,000         \$2032         \$1         \$1,100,000	250,000			\$308,610	\$1,755,000			2.85%	\$0	80	\$50,000		4	2.85			\$0
\$45,360         \$295,360         \$1,255,000         \$203         \$1         \$3.05%         \$0         \$0           \$38,360         \$328,360         \$295,000         \$203         \$1         \$1.25%         \$0         \$0           \$38,360         \$328,360         \$205,000         \$203         \$1         \$1.25%         \$0         \$0         \$203         \$1         \$1.25%         \$0         \$0           \$20,660         \$329,660         \$325,000         \$203         \$1         \$1.25%         \$0         \$0         \$203         \$1         \$1.25%         \$0         \$0           \$11,360         \$356,060         \$203,000         \$203         \$1         \$1.448,875         \$1.448,875         \$1.448,875         \$1.448,875         \$1.448,875         \$1.448,875         \$1.448,875         \$1.150,000         \$2034         \$2.130,000         \$2034         \$2.130,000         \$2034         \$2.130,000         \$2.256,475         \$1.376,475         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$2.130,000         \$	250,000			\$302,110	\$1,505,000		W-2	2.95%	\$0	80	\$50,000		5	2.95			20
\$138,360         \$955,000         2031         17         3.15%         \$0         \$0           \$29,660         \$329,660         \$655,000         2032         18         3.15%         \$0         \$0           \$20,660         \$329,660         \$655,000         2033         19         3.25%         \$0         \$0           \$11,360         \$320,660         \$325,600         2034         20         \$3.45%         \$0	250,000		\$45,360	\$295,360	\$1,255,000			3.05%	\$0	20	\$50,000		9	3.05			20
\$29,660         \$329,660         \$655,000         \$203         \$18         \$3.5%         \$0         \$0           \$10,660         \$320,660         \$320,660         \$320,660         \$320,660         \$203         \$20         \$203         \$20         \$6         \$6000         \$203         \$19         \$3.5%         \$0         \$0         \$0         \$10	\$300,000		\$38,360	\$338,360	\$955,000			3.15%	\$0	\$0	\$50,000		7	3.15			S
\$20,660 \$320,660 \$355,000 2033 20 3.35% \$0 \$0 \$50,000 2033 19 3.35% \$0 \$0 \$0 \$1,200,000 2034 20 3.45% \$0 \$0 \$0 \$1,200,000 \$2034 20 3.45% \$0 \$0 \$0 \$0 \$1,200,000 \$2034 20 3.45% \$0 \$0 \$0 \$0 \$1,200,000 \$2035,545 \$1,200,000 \$2036,475 \$1,276,475 \$1,376,475 \$1,276,000 \$203	300,000		\$29,660	\$329,660	\$655,000			3.25%	, \$0	20	\$50,000		∞	3.25			20
\$11,360 \$366,360 \$0 2034 21 3,45% \$0 \$0 \$50,000 2034 20 3,45% \$0 \$0 \$0 \$1,1360 \$1,1360,000	300,000		\$20,660	\$320,660	\$355,000			3.35%	\$0	\$0	\$50,000		on.	3.35			05
\$1,430,545 \$5,035,545 Total \$1,200,000 \$248,875 \$1,448,875 Total \$1,150,000 \$226,475 \$1  Application of Funds:  \$1,200,000 Construction \$1,200,000 Other Costs/Rounding \$50,000 Other Costs/Rounding \$1,250,000 Total \$1,250,000 Total	355,000			\$366,360	0\$			3.45%	\$0	20	\$50,000					0\$ (	20
S3,500,000         Construction         \$1,200,000         Construction         \$1,200,000           \$105,000         Other Costs/Rounding         \$50,000         Other Costs/Rounding         \$1,250,000           \$3,605,000         Total         \$1,250,000         Total         \$1,250,000	\$3,605,000		\$1,430,545	\$5,035,545		Total	\$1,200,000			\$1,448,875		Total	\$1,150,0	000	\$226,475	5 \$1,376,475	
\$3,500,000         Construction         \$1,200,000         Construction         \$1           \$105,000         Other Costs/Rounding         \$50,000         Other Costs/Rounding         \$1,250,000           \$3,605,000         Total         \$1,250,000         Total         \$1,250,000	olication	of Funds:					Application	of Funds:					Applicat	ion of Fund	Ы		
\$105,000 Other Costs/Rounding \$50,000 Other Costs/Rounding \$1,250,000 Total \$1,250,000 Total \$1,250,000	nstructio	ē		83,500,000			Construction			\$1,200,000			Constru	ction		\$1,100,000	
\$3,605,000 Total \$1,250,000 Total	ner Cost	3/Rounding		\$105,000			Other Costs/	Rounding		\$50,000			Other C	osts/Roundi	ing	\$50,000	
	-			\$3,605,000			Total			\$1,250,000			Total			\$1,150,000	



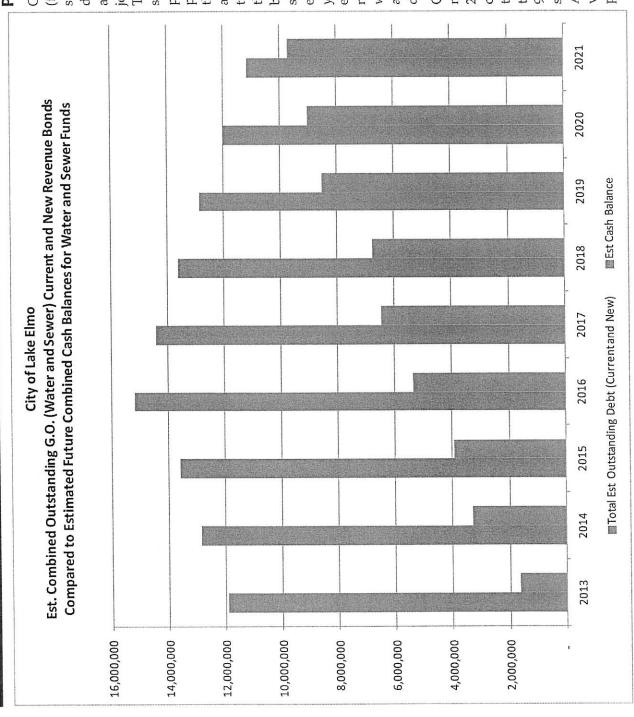
(on outstanding

obligation debt that is paid from property tax levy.

#### Capital Improvement Plan and Debt Service

year. This is driven by the sewer funds combined is nue from new development will exceed the growth in annual expense (including (from 2013 to 2016) the outstanding general obligation suance of debt to support planned infrastructure exthis same period, based on the estimated annual cash balance for the water and estimated to increase each estimate that annual reve-Over the next four years debt supported by water and sewer revenues is proected to increase each year. The City anticipates the isassumptions and information included in the study, debt service expense). pansion projects.

Current financial plan estimates project that by year 2021 the City will have combined cash balance in the water and sewer funds that is nearly equivalent to 90% of the estimated outstanding debt obligations. Actual future growth (development) will greatly impact these estimates.



#### **UTILITY RATES**

#### Key Factors

To project future utility rates necessary to maintain the financial stability of the City's utility operations requires development and analysis of the following key factors:

- Estimates for future annual operating expenditures, including personnel, materials and supplies, cost of electricity, and other operating expenses.
- Metropolitan Council Environmental Service (MCES) sewer fee charged to the City by the Metropolitan Council for regional collection and treatment of waste water. This is an operating expense that the City does not have direct control over.
- Annual capital expenditure to maintain and improve the existing systems.
- Annual debt service on bonds issued to finance capital improvements.
- Growth in customers using and paying for the systems. Future growth will provide additional revenue but will also create additional demand for services.
- Available other revenue sources other than fees and charges to users of the water and sanitary sewer services.

## Annual Operating Expenditures

Costs incurred in operating the water and sewer systems, which are used up in the period in which acquired, are recorded as operating expenditures. Annual growth in operating expenditures, not including the MCES charge, has been modest. It is anticipated that growth in future years will be about 2 percent per year. Approximately a third of the operating expense (not including depreciation) is for personnel costs (labor) and the balance for materials, supplies, and other operating expense.

Depreciation is shown under operating expenditures and is the process of allocating the costs of an asset over its useful life in a systematic and rational manner. Depreciation is shown to remain constant over the financial planning horizon for the study. Estimate for future depreciation was not part of the study. It will be important for future updates to the financial plans to consider funding of depreciation and replacement of infrastructure.

#### Metropolitan Council Environmental Services (MCES)

The MCES charge to cities for regional collection and treatment has been volatile in recent years. MCES has experienced revenue loss from the significant drop in regional development which has caused a corresponding decline in revenue collected by the Council for Sewer Availability Charges (a one time fee for new connections). For projection purposes, the study assumes that future charges paid to MCES for collection and treatment will increase by 2 percent annually. This is shown as an annual operating expense to the City's Sewer Fund which is paid from revenue collected from the City's utility customers.

### **Annual Capital Expenditures**

The City anticipates paying for future capital improvement project costs with a combination of revenue sources. The City anticipates future development will provide revenue to pay for utility expansion through the collection of trunk line availability fees and connection fees. The City may reduce the amount of planned bonding to pay for capital improvements to the extent cash from collection of these charges is available in the utility funds to do so.

Paying for annual planned capital improvement projects with cash may be a sound strategy depending on the details of the project. It avoids incurring costs of issuance and annual interest expense. However, this strategy requires advance planning and implementation of utility fees and charges that provide adequate cash flow.

For large (non-routine) capital expenditures or unanticipated capital expenditures, the use of bonding to fund capital minimizes annual rate increases that otherwise would be necessary. It also allows the City to charge future customers the cost of infrastructure with a longer useful life, versus putting the entire burden on today's customers. The City's CIP does anticipate bonding for certain project costs. The resulting annual debt service on the bonds is included in the financial plans.

#### Debt Service

Debt service in the Water and Sanitary Sewer Funds is paid from revenue collected from utility fees and availability and connection charges. Presently the City has debt outstanding in the Water Fund but does not report debt outstanding in the Sanitary Sewer or

Storm Water Funds. The CIP anticipates the City will issue debt in the next five years that will be supported by revenue collected in the Water Fund and Sanitary Sewer Fund.

All current and future debt is accounted for in the financial plans that are included in this report. The estimated debt service is based on generally 20 years or less for bonds payable at estimated interest rates. Future estimated utility fees and charges reflect the cost of the estimated increase for debt service.

#### **Growth in Customers**

Growth in customers from future land development is a major factor in determining the projections for future utility rates. New development will bring an increase in revenue to the City's utility funds through the collection of availability and connection charges and fees collected for service. Availability charges and connection charges are one time charges collected at the time of development and building permit. Estimating the increase in future customers from growth in residential and commercial development is the most volatile factor in developing financial projections for the utility funds. The last page of the report, page 35, in the Appendix Section, includes information on the assumed growth in residential equivalent connections nual growth in REC's was established by City staff and ("REC") from future development. The projected anprovided to Northland for the study and report.

Growth in customers will allow the City to spread existing fixed costs, including overhead, over more units and volume. Growth in customers will allow the City to minimize future increases in utility fees that otherwise will be necessary.

#### **Available Other Revenues**

There is limited other revenues that provide a source of funding for utility services. The majority of the cost to operate and maintain the system is paid from fees and charges collected from those using the system. Other revenue includes interest income on cash balances, special assessments, grants, and rents.

#### Historical Utility Rates

Information on historical rates is provided on page 18. This includes a summary of prior years approved utility rates for years 2007 - 2012. Rates shown are billed quarterly, with the exception of the storm water fee which is billed to customers receiving this charge on an annual basis. The City charges a basic service fee for water only.

#### **Future Utility Rates**

Information on future projected utility rates for years 2013 to 2021 is provided on page 19. The projected future rates reflect the rates necessary to maintain adequate cash balances in the utility funds. These rates (applied against the estimated volumes on page 19) were used to calculate the annual estimated operating revenue that is shown in the financial plans for each

The tier structure the City uses for charging customers for water, based on volume of water sold, was not reviewed as part of this study and report.

## Connection and Trunk Line Availability Charges

Water and Sewer connection charges are estimated to be collected at time of building permit. The charges are to cover the cost of constructing and maintaining the utility systems.

The City presently does not have a connection charge for sanitary sewer. A charge is included for future years beginning with a rate of \$1,000 in year 2013 and inflated annually at 3-percent; this rate is necessary to maintain sufficient revenue to pay for debt service on capital projects. This is reflected in the revenue shown in the financial plans for the Sanitary Sewer Fund.

In addition, the report and financial plans are based on the City increasing the amount it charges for connection to municipal water to a level needed to fund infrastructure expansion. The amount is shown at \$1,000 for year 2013, which is an increase from the \$140 presently charged. This amount is shown to increase annually by 3-percent. Water and Sewer Trunk Line Availability Charges are estimated to be collected at time of development of property (with the development contract). The charge is necessary to pay for the cost of constructing and maintaing the trunk lines and related infrastructure of the systems.

Beginning with year 2013, the following is estimated for develpoment related charges for one residential equivalent connection (REC) unit:

#### Projected Volume of Water Sold and Sanitary Sewer Billed

Annual estimated volume of water sold by tier and estimated sanitary sewer billed by year is included on

page 20. The chart on page 21 provides a break-down of the increase in volume of water sold comparing the estimated amount sold by year to existing customers, which is based on 2011 volumes, to the estimated amount that is attributed to growth in the customer base from future projected development. Information on the projected increase in residential equivalent connections (REC) by year is provided on page 35, the last page of the report.

City of Lake Elmo Fee Schedule for Prior Years

	2007	2008	2009	2010	2011 20	2011 2012 Budget
WATER AND SEWER SERVICE						
Residential						
Water Basic Service fee (per meter or per unit/qtr)	\$23.50	\$23.75	\$25.00	\$25.00	\$25.00	\$25.00
Sewer Basic Service fee (per meter or per unit/qtr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water (per meter or per unit per 1,000 gallons):					-8	
Tier 1: Water usage per first 15,000 gallons	\$1.80	\$2.05	\$2.15	\$2.10	\$2.14	\$2.14
Tier 2: Water usage +15,000 gallons to 30,000 gallons	\$1.80	\$2.05	\$2.15	\$2.80	\$2.86	\$2.86
Tier 3: Water usage +30,000 gallons to 50,000 gallons	\$1.80	\$2.05	\$2.15	\$3.70	\$3.77	\$3.77
Tier 4: Water usage +50,000 gallons to 80,000 gallons	\$1.80	\$2.05	\$2.15	\$4.90	\$5.00	\$5,00
Tier 5: Water usage +80,000 gallons	\$1.80	\$2.05	\$2.15	\$6.50	\$6.63	\$6.63
Sewer (per 1,000 gallons)	\$2.75	\$3.71	\$4.08	\$4.35	\$4.50	\$4.50
Commercial and Industrial						
Water Basic Service fee (per meter or per unit/qtr)	\$23.50	\$23.75	\$25.00	\$25.00	\$25,00	425.00
Sewer Basic Service fee (per meter or per unit/qtr)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water (per meter or per unit per 1,000 gallons):		ar and an		)	9	200
Tier 1: Water usage per first 10,000 gallons	\$2.75	\$3.00	\$3.10	\$3.05	\$3.11	\$3.11
Tier 2: Water usage +10,000 gallons to 25,000 gallons	\$2.75	\$3.00	\$3.10	\$3.20	\$3.26	\$3.26
Tier 3: Water usage +25,000 gallons	\$2.75	\$3.00	\$3.10	\$3.70	\$3.77	\$3.77
Tier 4: Water usage +29,000 gallons to next Tier	\$2.75	\$3.00	\$3.10	\$4.90	\$5.00	\$5.00
Tier 5: Water usage +36,000 gallons to next Tier	\$2.75	\$3.00	\$3.10	\$6.50	\$6.63	\$6.63
Sewer (per 1,000 gallons)	\$2.75	\$3.71	\$4.08	\$4.35	\$4.50	\$4.50
SURFACE WATER						
Residential (flat fee charged annually)	\$30.00	\$30.00	\$35.00	\$40.00	\$50.00	\$50.00
Non-Residential (flat fee charged annually based on equivalent res. unit)	\$30.00	\$30.00	\$35.00	\$40.00	\$50.00	\$50.00
SEWER CONNECTION CHARGES (collected with permit)						
Single family, duplex, townhouse, mobile home (per unit)	\$0	\$0	\$0	U\$	Ŷ	¢,
Comm/industrial, churches, schools, hospitals, nursing homes (per unit)	\$0	\$0	\$0	\$0	20\$	0\$
WATER CONNECTION CHARGES (collected with permit)						
Meter	\$275	\$275	\$285	¢300	\$300	¢300
Single family, duplex, townhouse, mobile home (per unit)	\$140	\$175	\$130	\$140	\$140	4140
Comm/industrial, churches, schools, hospitals, nursing homes (per unit)	\$140	* \$175	\$130	\$140	\$140	\$140
TRUNK LINE AVAILABILITY CHARGES (collected at time of development)						
Sewer availability charge per unit	\$3,500	\$3,500	\$3,500	\$3.300	\$3,500	43 500
MCES connection charge (per unit)	\$2,150	\$2,150	\$2,150	\$2,150	42 230	42,230
Water availability charge for new development per unit	\$3,675	\$3,675	\$3,675	\$3,900	\$3,900	43,230
Water availability charge for existing structures within Old Village	\$800	\$800	\$800	\$800	\$800	\$800
					,	
					0	

2021

\$32.62

\$2.79 \$3.73 \$4.92 \$6.52 \$8.65 \$5.87

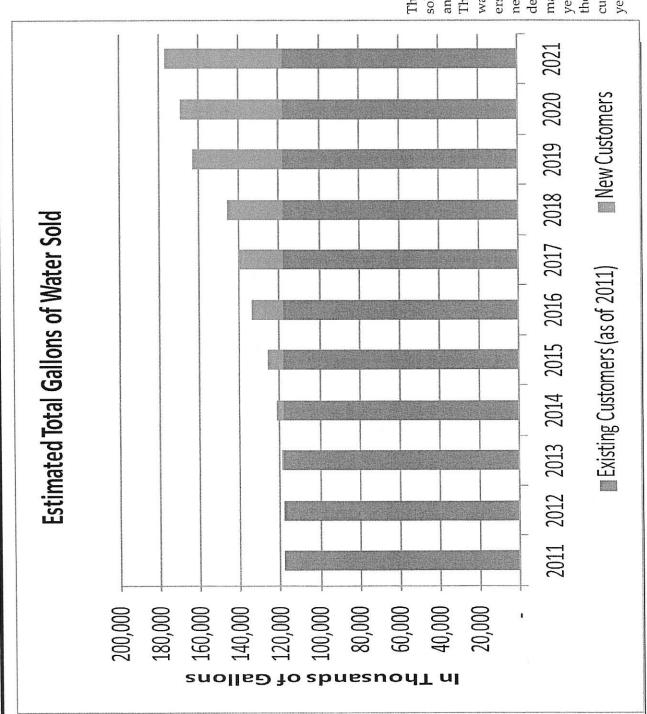
	City of Lake Elmo	ske Elmo							
Fee	Fee Schedule Estimated for Future Years	ted for Futu	re Years						
	Annual % Incr Beg Yr 2013	2013	2014	2015	2016	2017	2018	2019	2020
WATER AND SEWER SERVICE									
Residential									;
Water Basic Service fee (per meter or per unit/qtr)	3.0%	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98	\$29.85	\$30.75	\$31.67
Sewer Basic Service fee (per meter or per unit/qtr)	3.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water (per meter or per unit per 1,000 gallons):						4	,	4763	17.00
Tier 1: Water usage per first 15,000 gallons	3.0%	\$2.20	\$2.27	\$2.34	\$2.41	\$2.48	\$2.56	\$2.63	\$2.71
Tier 2: Water usage +15,000 gallons to 30,000 gallons	3.0%	\$2.95	\$3.03	\$3.13	\$3.22	\$3.32	\$3.41	\$3.52	\$3.62
Tier 3: Water usage +30,000 gallons to 50,000 gallons	3.0%	\$3.88	\$4.00	\$4.12	\$4.24	\$4.37	\$4.50	\$4.64	\$4.78
Tier 4: Water usage +50,000 gallons to 80,000 gallons	3.0%	\$5,15	\$5.30	\$5.46	\$5.63	\$5.80	\$5.97	\$6.15	\$6.33
Tier 5: Water usage +80,000 gallons	3.0%	\$6.83	\$7.03	\$7.24	\$7.46	\$7.69	\$7.92	\$8.15	\$8.40
Sewer (per 1,000 gallons)	3.0%	\$4.64	\$4.77	\$4.92	\$5.06	\$5.22	\$5.37	\$5.53	\$5.70
Commercial and Industrial	ı	1	7	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	71000	00000	170.95	430.75	43167
Water Basic Service fee (per meter or per unit/qtr)	3.0%	\$25.75	\$26.52	\$21.32	\$28.14	220.30	\$25.03	430.73	10.10¢
Sewer Basic Service fee (per meter or per unit/qtr)	3.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water (per meter or per unit per 1,000 gallons):		4		0,00	43 69	40.61	4271	43.83	£3 9A
Tier 1: Water usage per first 10,000 gallons	3.0%	\$3.20	\$3.30	\$3.40	\$3.50	\$5.0T	43.71	20.04	4 6 10. 4
Tier 2: Water usage +10,000 gallons to 25,000 gallons	3.0%	\$3.36	\$3.46	\$3.56	\$3.67	\$3.78	43.89	\$4.01	\$4.13
Tier 3: Water usage +25,000 gallons	3.0%	\$3.88	\$4.00	\$4.12	\$4.24	\$4.37	\$4.50	\$4.64	\$4.78
Tier 4: Water usage +29,000 gallons to next Tier	3.0%	\$5.15	\$5.30	\$5.46	\$5.63	\$5.80	\$5.97	\$6.15	\$6.33
Tier 5: Water usage +36.000 gallons to next Tier	3.0%	\$6.83	\$7.03	\$7.24	\$7.46	\$7.69	\$7.92	\$8.15	\$8.40
Sewer (per 1,000 gallons)	3.0%	\$4.64	\$4.77	\$4.92	\$5.06	\$5.22	\$5.37	\$5.53	\$5.70
•									
SURFACE WATER	700	5	452.05	45161	456.28	457 96	459 70	\$61.49	\$63 34
Residential (flat fee charged annually)	3.0%	35T.50	400.00	10.4.04	400.20	0 0	1 1	0,000	46004
Non-Residential (flat fee charged annually based on equivalent res. unit)	3.0%	\$51.50	\$53.05	\$54.64	\$56.28	\$57.3¢	\$59.70	\$61.49	\$65.54
SEWER CONNECTION CHARGES (collected with permit)				,		,		0	
Single family, duplex, townhouse, mobile home (per unit)	3.0%	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,23U
Comm/industrial, churches, schools, hospitals, nursing homes (per unit)	3.0%	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230
WATER CONNECTION CHARGES (collected with permit)						,		,	6
Meter	3.0%	\$309	\$318	\$328	\$338	\$348	\$358	\$369	\$380
Single family, duplex, townhouse, mobile home (per unit)	3.0%	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230
Comm/industrial, churches, schools, hospitals, nursing homes (per unit)	3.0%	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230
TRUNK LINE AVAILABILITY CHARGES (collected at time of development)			0		7	42 277	62 470	42 582	43 690
Sewer availability charge per unit	3.0%	\$3,000	43,090	45,165	40,270	110,04	074,04	CAT C3	42,797
MCES connection charge (per unit)	2.0%	\$2,435	\$2,484	42,033	\$2,004	42,050	42,000	53,582	43,690
Water availability charge for new development per unit	3.0%	\$5,000	45,030	4077	4000	4007	4955	4984	\$1.013
Water availability charge for existing structures within Old Village	3.0%	<b>\$</b> 824	0000	1/04	000	1700	7		
									2

\$32.62

\$4.06 \$4.25 \$4.92 \$6.52 \$8.65 \$5.87 \$65.24 \$65.24 \$1,267 \$1,267 \$391 \$1,267 \$1,267 \$3,800 \$2,853 \$3,800 \$1,044

City of Lake Elmo Customer Equivalent Units, Volume of Water and Sanitary Sewer Service Billed

						Future Estim	Future Estimates for Financial Plans	cial Plans			
		1	2	m	4	2	9	7	00	6	10
	2011 2	2011 2012 Budget	2013	2014	2015	2016	2017	2018	2019	2020	2021
Volume figures below are annual amounts and shown in 1,000 of Gallons											
Residential											
Water Basic Service fee (per meter or per unit/qtr)	874	874	881	910	948	1,012	1,058	1,109	1.260	1311	1 369
Sewer Basic Service fee (per meter or per unit/qtr)	874	874	881	910	948	1.012	1.058	1 109	1.760	1311	1 360
Water (per meter or per unit):									2	4104	COCH
Tier 1: Water usage per first 15,000 gallons	52,440	52,440	52,860	54,580	56,905	60,715	63,490	66,565	75.610	78 655	82 150
Tier 2: Water usage +15,000 gallons to 30,000 gallons	7,500	7,500	7,560	7,806	8,139	8,683	080'6	9,520	10.814	11 249	11 749
Tier 3: Water usage +30,000 gallons to 50,000 gallons	2,000	2,000	5,040	5,204	5,426	5,789	6,054	6,347	7,209	7.500	7,833
Tier 4: Water usage +50,000 gallons to 80,000 gallons	6,841	6,841	968'9	7,120	7,423	7,921	8,283	8,684	9,864	10.261	717.01
Tier 5: Water usage +80,000 gallons	15,500	15,500	15,624	16,133	16,820	17,946	18,766	19,675	22,348	23,249	24.282
Total Water Volume Sold	87,281	87,281	87,980	90,843	94,713	101,054	105,673	110,791	125,845	130,913	136,730
Sewer (per 1,000 gallons)	2,337	2,337	2,356	2,432	2,536	2,706	2,829	2,966	3,369	3,505	3,661
Commercial and Industrial											
Water Basic Service fee (per meter or per unit/qtr)	109	109	109	109	112	114	120	124	132	135	143
Sewer Basic Service fee (per meter or per unit/qtr)	109	109	109	109	112	114	120	124	132	135	143
Water (per meter or per unit):											
Tier 1: Water usage per first 10,000 gallons	6,540	6,540	6,540	6,540	069'9	6,840	7,215	7,440	7,890	8,115	8.565
Tier 2: Water usage +10,000 gallons to 25,000 gallons	1,000	1,000	1,000	1,000	1,023	1,046	1,103	1,138	1,206	1.241	1,310
Tier 3: Water usage +25,000 gallons	1,000	1,000	1,000	1,000	1,023	1,046	1,103	1.138	1.206	1 741	1 310
Tier 4: Water usage +29,000 gallons to next Tier	3,000	3,000	3,000	3,000	3,069	3,138	3,310	3.413	3,619	377	3 979
Tier 5: Water usage +36,000 gallons to next Tier	19,416	19,416	19,416	19,416	19,861	20,307	21,420	22,088	23,424	24 092	75.478
Total Water Volume Sold	30,956	30,956	30,956	30,956	31,666	32,376	34,151	35,216	37,346	38,411	40,541
Sewer (per 1,000 gallons)	10,000	10,000	10,000	10,000	10,229	10,459	11,032	11,376	12,064	12,408	13,096
TOTAL ESTIMATED WATER RILLED IN 1 000 OF GALLONS	110 227	750 011	200 011	טטר ורו	סבר זכו	007					
יסיאר בין ישואים האודה מודבט (יוז ביססס כן סארוסונס)	/C7 <sup>1</sup> 011	10,627	116,930	171,799	126,379	133,430	139,824	146,007	163,191	169,324	177,771
									•	20	



The chart includes water sold to both commercial and residential property. The increase in volume of water sold to new customers is based on the projected new connections (from new development) that is estimated to occur in the future years. The analysis assumes the volume sold to existing customers (2011 is the base year) remains constant.

# **FINANCIAL PLANS**

Based on historical financial performance, current utility rates and structure, and anticipated future capital projects, the following financial plans (pro forma)have been prepared for the utility funds.

# Key Assumptions

The financial plans for each of the utility funds was developed based on several key assumptions which are as follows:

- Operating expenditures, including personnel costs and materials supplies and all other operating expense will increase by 2 percent per year.
- No change in existing tier structure for fees and charges.
- Popreciation is held constant in the financial plans. Future depreciation expense will increase with the addition of infrastructure assets but for the purposes of this report the amount was held constant. Future updates to the financial plans will need to consider funding of depreciation and replacement of infrastructure.
- Current capital improvement plan will be implemented at estimated project costs and sources of funding. This includes an increase in future debt service for payment on bonds to be issued.
- Water) are shown to increase at the rate of 3 percent per year for years 2013 to 2021. The percent increase is across all elements of the City's current rate structure, including the base and tier rates.

Actual year to year activity (i.e., volume of water sold, operating expenditures, etc) and actual expenditure on capital projects will determine what actual rates will need to be set at in order to maintain adequate cash in the utility funds.

- Connection and availability charges are shown to increase at the rate of 3 percent per year. Revenue from these charges will be needed to pay for the expansion of the system and the planned capital projects and related debt service.
- Water connection charge is increased from \$140 in 2012 to \$3,000 beginning in year 2013. The water connection charge is than adjusted annually at the rate of 3 percent.
- Sewer connection charge is implemented beginning in year 2013. The City presently does not charge for sewer connection. Initially shown to be set at \$3,000 than adjusted annually at the rate of 3 percent.
- Metropolitan Council Environmental Services (MCES) connection charge is shown to increase by an estimated 2 percent per year. The actual annual amounts will be set by MCES.
- The proposed future utility fees and charges are shown to increase at a level that is adequate to maintain a positive cash balance in the funds and to meet a goal of maintaining cash balance at 50 percent of operating expenditures.

	PLAN
LAKE ELMO	FINANCIAL
CITY OF	WATER FUND

				WAIER	WALER FOIND TINAINCIAL FEAT	Ne Len		۵	Projected				
				н	2	3	4	s	9	7	89	6	* 10
	Notes	2010	2011 2	2011 2012 Budget	2013	2014	2015	2016	2017	2018	2019	2020	2021
SOURCE OF FUNDS:													
Operating:			777	440,000	392 823	500 242	650 341	705 369	761 748	818 466	938.372	1.002,178	1,081,357
Customer Billing Revenue	ADJ TOTAL	502,464	511,474	440,000	507,875	25,500	0009	6,000	0009	6,000	6.000	6.000	000'9
Bulk water sales	FLAT		/99'9		000'9	000,0	0000	4,000	4 000	4 000	4000	4 000	4,000
Special assessments	SEE AUDIT	3,774	(327)	2,500	4,000	-4,000	מטט,ר	200,5	535.53	55753	55.344	57 005	58715
Water meter sales	SEE SCHED	11,121	9,165	2,000	8,652	31,615	43,212	73,946	101,26	257,55	יורכיניני	104,491	20000
Trunk Line Fees	SEE SCHED	78,000	74,100	48,000	600,000	927,000	1,129,859	1,096,552	759,718	347,782	358,216	184,481	190,016
Connection Fees	SEE SCHED				28,000	118,107	175,049	288,480	236,357	255,040	755,835	268,113	333,161
Investment parnings	1%	10,580	9,903	4,000	7,199	11,596	20,174	16,956	20,982	25,230	28,436	38,626	42,981
Rents	1%	45,226	48,555	36,000	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600
Total Constinut Sources		651.165	659,537	535,500	1,260,216	1,735,160	2,056,294	2,218,902	1,868,573	1,537,851	2,173,803	1,588,003	1,743,829
Total Operating Sources													
Non-Operating:		סנטיני	2000		2 540 000	34	,	2 000 000		×	ï		r
Bond Proceeds	SEE CIP	23,928	56,226	,	3,540,000			2,000,000					
Grants	SEE CIP				1,000,000			ī		e.	Ĉ		
Intergovernmental	SEE CIP				1,000,000	1	,			c			60 H
Trsf In from Other/TIF/Developer	SEE CIP					400,000	ī	250,000	350,000				
Assessment/Litigation judgment	ESTIMATE												
Trsf In from Other/Due From Oth Funds	SEE AUDIT	20,000	20,000	25,000	ï	×	10			100	4	,	SV.
Contribution of capital assets	SEE AUDIT	187,401											
Total Non-Op Sources		261,329	106,226	25,000	5,540,000	400,000		2,250,000	350,000	э	4		
Total Source of Funds		912,494	765,763	260,500	6,800,216	2,135,160	2,056,294	4,468,902	2,218,573	1,537,851	2,173,803	1,588,003	1,743,829
USE OF FUNDS:													
Operating:												B	
Personnel	2%	102,711	103,651	103,845	105,922	108,040	110,201	112,405	114,653	116,946	119,285	121,671	124,104
NonPersonnel	5%	272,216	220,119	259,725	264,920	270,218	275,622	281,135	286,757	292,493	298,342	304,309	310,395
Depreciation*	21%	324,818	324,192	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000
Increase in O&M from future Improv	2%					The second discountry				000	000 000	080 105	774 500
Total Operating Uses		699,745	647,962	703,570	710,841	718,258	725,823	733,540	741,411	/49,439	879'/S/	086,547	114,300
Non-Operating:					20000	000 000	1 500,000	2 175 000	000 009	City baca't ide	and but doe	ad live state of the property of the state o	ad lliw a
Capital improvements/acquisition	SEE CIP	33,320	12,831	,	5,540,000	000,004	7,300,000	2001211		future canit	al spending in v	future canital spending in years 2018 to 2021 not	21 not
Surface Water Loan Payment	SEE CIP	56,226									accounted for here.	or here.	
GO Water Rev Bond 2002B	SEE CE		700 700	350 35	300000	039 066	315 250		J				
GO Water Rev Bond 2005A	SEE CIP	1/5,025	175,025	175,023	300,023	720,030	000 13	U86 0V	53.680	52128	55 575	53.850	51.925
GO Ref Bond 2009A (Refund 2002B)	SEE CIP	51,131	690,55	54,680	03,660	004,26	007'11	200,000	ED1. C.C.C	202 202	284 043	279 843	270.643
GO Ref Bond 2012A (Refund 2005A)	SEE CIP					010 10.	טרג זרי	260,1043	466 563	462.348	397.473	347 423	342 833
Future Debt Service on Bonds	SEE DEBT			:	826,26	125,958	5/1/571	010,001	525,004	777.3	7769	6277	6277
Bond Discount Amortization*	SEE CIP	7,418	7,418	7,418	6,277	6,211	117'9	6,277	0,217	0,210	0,277	0,2,0	0,710
Other (Adjustments)	REC TO AUDIT	2,402	11,818										
Trsf out to Other/Due to Oth Funds	SEE AUDIT			551750	0 000 040	365	1 999 585	3 679 018	1 398 663	814.095	743.368	732,893	721,678
Total Non-Operating		325,522	797,191	C21,1C2	חוים כבפינ	coc'coc	0000000	2000000	2140.073	1 563 534	י נחת ממנ	1 409 973	1 496 177
Total Use of Funds		1,025,267	910,123	940,693	6,706,781	1,623,623	2,124,408	4,412,337	5,10,041,2	FCC,50C,1	1,000,000		
NET DIFFERENCE SOURCES AND USES		(112,773)	(144,360)	(380,193)	93,435	511,537	(668,114)	56,344	78,500	(25,683)	672,808	89,130	247,651
CASH BALANCE													

NET DIFFERENCE SOURCES AND USES	(112,773)	(144,360)	(380,193)	93,435	511,537	(668,114)	30,344	10,300	(52,002)	012,000	00,100	-
CASH BALANCE												
Available Cash Balance Purposes:												
Maintain 50% of properties averages as receive	323,981	351,785	355,421	359,129	362,912	366,770	370,705	374,719	378,814	382,990	387,250	398,867
Maintain John of Operating Species of Carrier	241 427	400.873	364.462	800.466	1,654,497	1,328,802	1,727,488	2,148,250	2,464,750	3,479,658	3,910,805	4,493,116
Net available for capital	141.141.4	2000			007 1100	4 505 530	5010000	070 553 5	2042 563	2867648	7 298 055	A 891 984
Ending Cash Balance	565,408	752,658	719,883	1,159,595	2,017,409	1,695,572	2,036,193	2,322,310	2,043,303	3,002,010	20,003,1	TO A CO.
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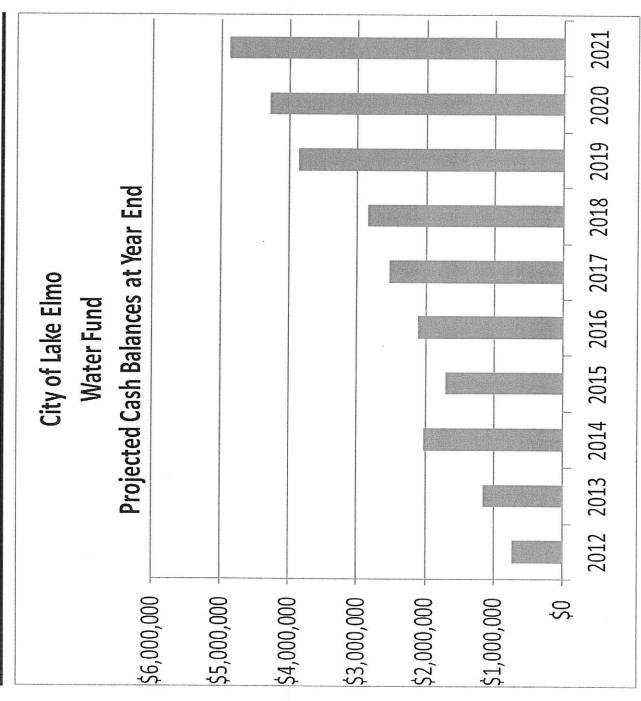
CITY OF LAKE ELMO SANITARY SEWER FINANCIAL PLAN

				l					Projected				
	Notes	2010	2011 2	1 2011 2012 Budget	2 2013	3 2014	2015	<b>5</b> 2016	2017	7 2018	8 2019	9	100
												200	1000
SOURCE OF FUNDS:													
Operating:													
Customer Billing Revenue		48,508	53,012	20,000	57,268	59,352	62.770	66.674	172 311	77 065	85.416	51200	00 280
Interest income	1%	631	417	100	(166)	4,865	12,863	22.311	32 689	855 65	34171	76.704	96,369
Special assessments	SEE AUDIT				SE SE					הליה י	7/1/00	TO ZÔT	41,210
Trunk Line fees	SEE SCHED	2,400	1,785	9	600,000	927,000	1.129.859	1 096 552	759 718	C87 745	316 835	104 401	210.001
Connection fees	SEE SCHED				28 000	118107	175,049	788.490	735 357	257,752	336,216	104,401	190,016
MCES fee collected					446,000	730 500	881 714	847.414	581 400	UPU,665	758 844	268,113	333,161
Total Operating Sources		51,539	55,214	50.100	1131101	1 839 873	2 262 253	057175	בטר,דטנ	276,602	7 500,644	137,110	139,852
Non-Operating:						03000	2,202,230	2,321,430	1,002,403	307/13/	1,507,481	121,121	808,688
Bond Proceeds	SEE CIP	c		,	3,500,000	1,200,000	1,100,000				,		
Grants	SEE CIP	5.		1	1,000,000						( )		
Intergovernmental	SEE CIP				,		,	180,000	180,000	3			13
Trsf In from Other/TIF/Develaper	SEE CIP		,			400.000	,	420,000	420,000				
Total Non-Op Sources					4,500,000	1,600,000	1,100,000	000'009	000'009				
Total Source of Funds		51,539	55,214	50,100	5,631,101	3,439,823	3,362,253	2,921,430	2,282,485	982,797	1,507,481	727,121	808.688
USE OF FUNDS:													
Operating:													
Personnel	2%	22,996	22,837	23,403	23,871	24,348	24,835	25.332	25.839	26.356	76 883	27.470	070 060
NonPersonnel	2%	777,62	41,521	70,400	71,808	73,244	74,709	76.203	17.77	79.787	80.867	87.485	200,72
MCES Payment (offset by fee collected)					446,000	730.500	881.714	847 414	581 409	263 572	100'00 100'00	011751	130 051
Depreciation	2%	8,740	000'6	9,200	9.200	9.200	9.200	9 200	9 200	מטנים	מטני ס	077,751	759,657
Increase in O&M from future Improv	2%									00310	2,200	0,200	2,200
Total Operating Uses		61,513	73,358	103,003	550,879	837,293	990,458	958,149	694.175	378.410	385 794	216 275	351 156
Non-Operating:										L	101000	27077	001,100
Capital	SEE CIP				4,500,000	1,600,000	1,100,000	600.000	600 000	000 005	City hasn't ident	City hasn't identified but does anticipate	nticipate
Existing Debt Service	SEE DEBT										there will be future capital spending in years	e capital spendin	ig in years
Future Debt Service on Bonds to be Issued	SEE DEBT				86,285	211,910	336,260	334,610	332,660	330,310	2019 to 2021 r	2019 to 2021 not accounted for here.	r here.
	REC TO AUDIT	17,015	(6,980)										
Trsf out to Other/Due to Oth Funds	NONE												
Total Non-Operating		17,015	(6,980)		4,586,285	1,811,910	1,436,260	934,610	932,660	630,310	377.560	473 435	467.835
Total Use of Funds		78,528	66,378	103,003	5,137,164	2,649,203	2,426,718	1,892,759	1,626,835	1,008,720	763,354	059'629	728,991
NET DIFFERENCE SOURCES AND USES		(26,989)	(11,164)	(52,903)	493,937	790,621	935,535	1,028,671	655,649	(25,922)	744,127	47,470	79,697
CASH BALANCE													
Available Cash Balance Purposes:													
Estimate of 50% of operating expense for reserve		36,679	51,502	275,440	418,646	495,229	479,074	347,088	189,205	192,897	128.108	130.578	134 495
Net available for capital		(7,453)	(24,440)	(292,081)	67,850	791,088	1,751,978	2,921,836	3,744,568	3,724,153	4,542,270	4,596,470	4.681.449
Ending Cash Balance		29,226	27,062	(16,641)	486,496	1,286,317	2,231,052	3,268,923	3,933,773	3,917,050	4,670,377	4,727,047	4,815,944

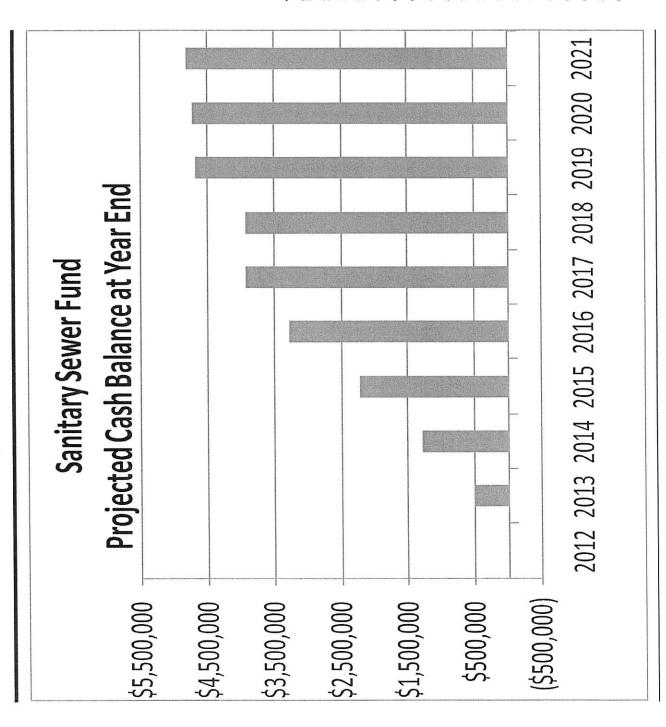
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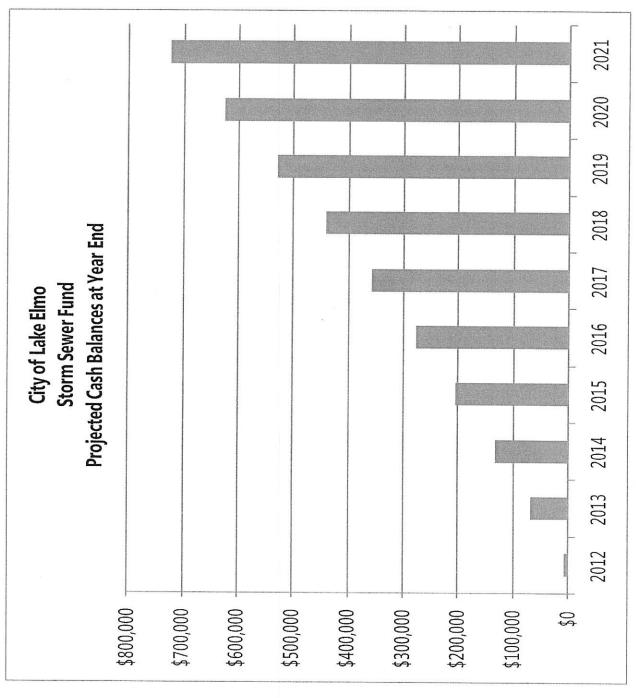
				ANOIC .	S I ORIVI SEVVEN FILVAINGLAL TEAN	MAL THIN			Projected				
					2	m	4	25	9	7	80	6	10
	Notes	2010	2011 2	2011 2012 Budget	2013	2014	2015	2016	2017	2018	2019	2020	2021
SOURCE OF FUNDS:													
Operating:		185 245	235 252	150.000	228.378	235.229	242,286	249,554	257,041	264,752	272,695	280,876	289,302
Interest income	1%		468		17	989	1,341	2,040	2,783	3,574	4,413	5,304	6,247
Other Miscellaneous	SEE AUDIT	32,721	17,000	17,500		a.		3				٠	1
Total Operating Sources		217,883	252,720	167,500	228,449	235,914	243,627	251,594	259,825	268,326	277,108	286,179	295,549
Non-Operating:													
Bond Proceeds	SEE CIP		·						•	•		ř	
Grants	SEE CIP	·	1			31	•	i	*		•	•	1
Trsf In from Other/TIF/Developer	SEE CIP		•		•					,			
Total Non-Op Sources					,		,	,					
Total Source of Funds		217,883	252,720	167,500	228,449	235,914	243,627	251,594	259,825	268,326	277,108	286,179	295,549
USE OF FUNDS:													
Operating:											į		
Personnel	2%	39,855	41,134	40,532	41,343	42,169	43,013	43,873	44,751	45,646	46,559	47,490	48,439
NonPersonnel	2%	96,341	95,062	123,200	125,664	128,177	130,741	133,356	136,023	138,743	141,518	144,348	147,235
Depreciation	2%	15,188	15,188	15,188	15,188	15,188	15,188	15,188	15,188	15,188	15,188	15,188	15,188
Total Operating Uses		151,384	151,384	178,920	182,195	185,535	188,942	192,417	195,961	199,577	203,265	207,026	210,863
Non-Operating:													
Capital	SEE CIP								١				
Existing Debt Service	NONE									City hasn't ide	City hasn't identified but does anticipate there will be future capital chanding in years 2018 to 2021 not	anticipate there v ars 2018 to 2021	vill De
Future Debt Service on Bonds to be Issued	SEE DEBT									וחנתוב בפליונים	accounted for here.	here.	
Other (Adjustments)	REC TO AUDIT	81,687	113,197										
Trsf out to Other/Due to Oth Funds	NONE								ı	1	22	1	
Total Non-Operating		81,687	113,197				.	.			200000	200 000	20000
Total Use of Funds		233,071	264,581	178,920	182,195	185,535	188,942	192,417	195,961	199,577	203,265	970'/07	710,863
NET DIFFERENCE SOURCES AND USES		(15,188)	(11,861)	(11,420)	46,254	50,380	54,685	59,177	63,863	68,749	73,844	79,153	84,686
CASH BALANCE													
Available Cash Balance Purposes:		75 692	89.460	91 097	L92 Cb	94 471	96.208	97,981	99.788	101,632	103,513	105,431	108,594
Estimate of 50% of operating expense for reserve.		(75,692)	(86,133)	(84,002)	(24,230)	39,634	107,770	180,363	257,606	339,700	426,851	519,274	615,985
Ending Cash Balance			3,327	7,095	68,537	134,105	203,978	278,343	357,395	441,332	530,364	624,705	724,579
										I		25	



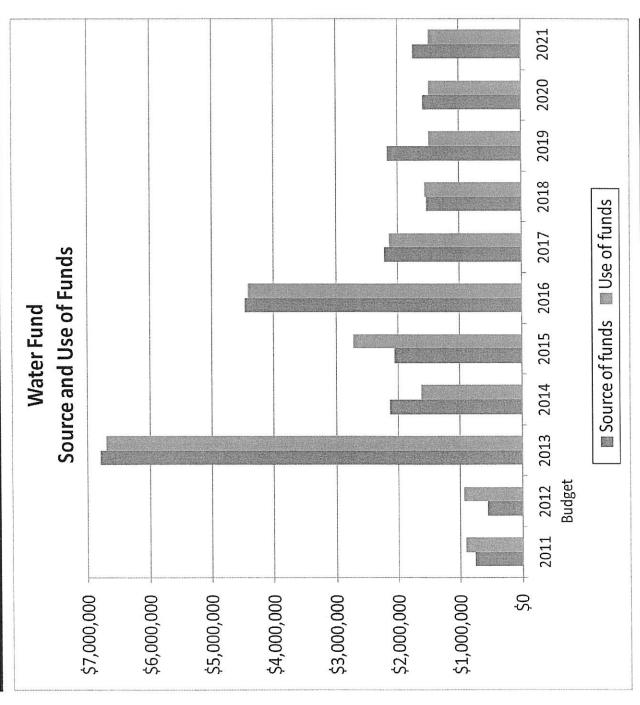
The Capital Improvement Plan anticipates the use of cash in years 2015, 2016, and 2017 for capital projects in lieu of bonding. Year 2015 includes the largest use of The City may determine cash for capital, estimated at \$1.5 million in this year. to increase or decrease the planned issuance of bonds amount of cash available in the in future years to pay for project costs or future debt service. The decision of cash available which is a factor of the rate of growth from new development and depending on the actual the timing of collection of connection and availability will depend on the amount charges and capital spend-



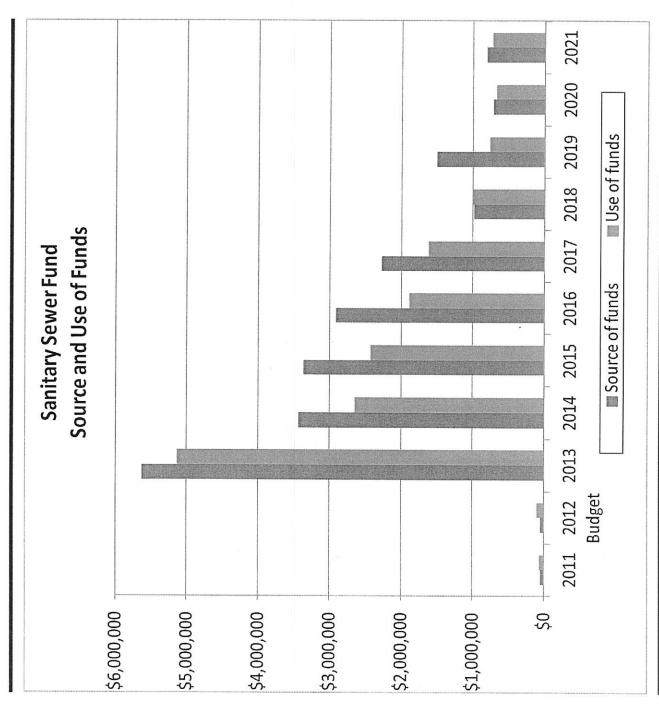
The City's CIP anticipates the exception of \$300,000 crease the planned issuance of bonds depending on the able in the in future years to pay for project costs or future debt service. The decision will depend on the amount of cash available which is a factor of the rate of growth from new development and the timing of bonding to pay for capital improvement projects, with in year 2018. The City may actual amount of cash availdetermine to increase or decollection of connection and availability charges capital spending.



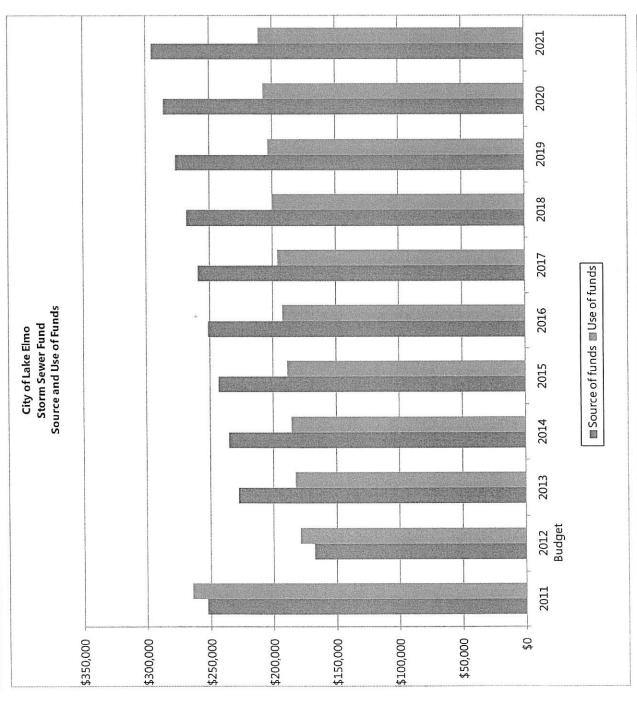
The steady increase in cash balance in the Storm Sewer Fund is due to the assumption that the annual charge for service will increase growth in expenditures will nually. The Storm Sewer Fund has no outstanding for capital improvements at this time. Possible addition of capital spending in the future will impact the determine that future rate by 3 percent annually and increase by 2 percent andebt or planned use of cash there is no future introducprojected cash balances. If tion of plans for capital improvements, the City may increases may not be necessary at the level included in



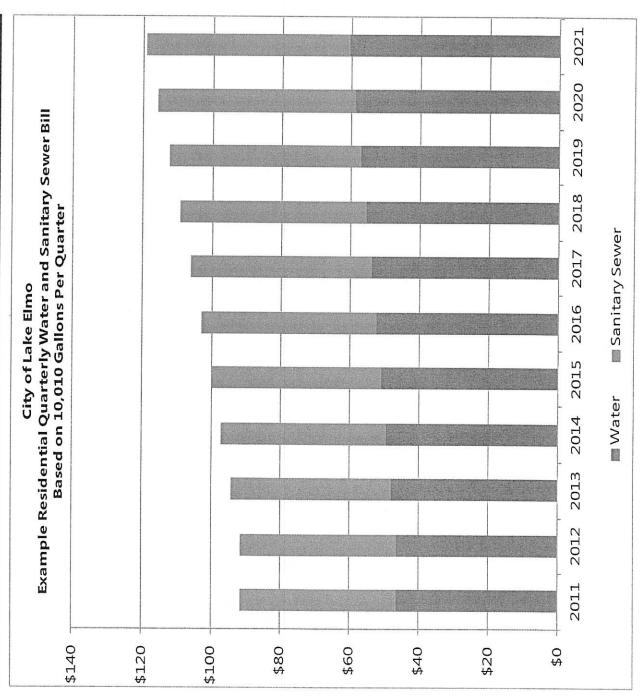
The annual projected source and use of funds varies due to the timing of capital improvement projects and planned use of cash. The other major factor is payment of debt service. For example, in year 2015 and 2016, the City plans to use \$1,500,000 and \$925,000 of cash for capital improvements, respectively by year.



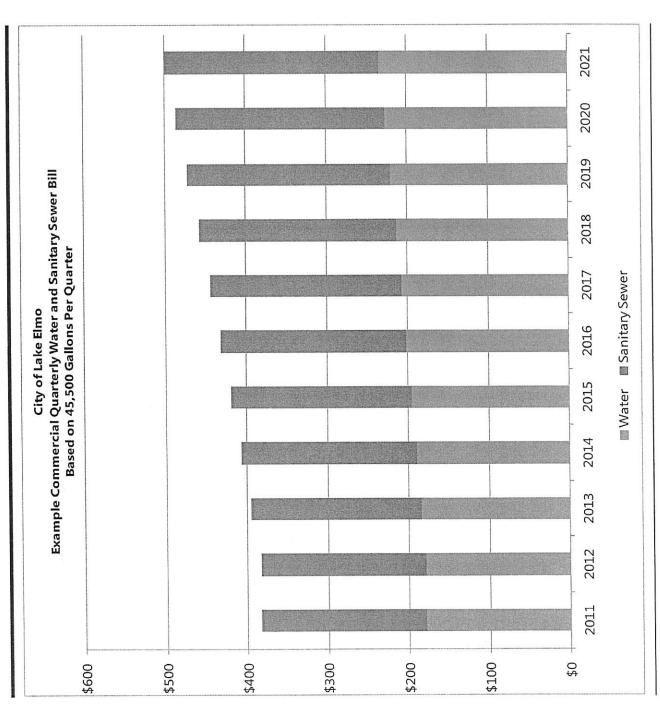
Projected source of funds exceeds use of funds, with the exception of year 2018. In year 2018, the City anticipates the use of \$300,000 of cash from the fund for capital improvements.



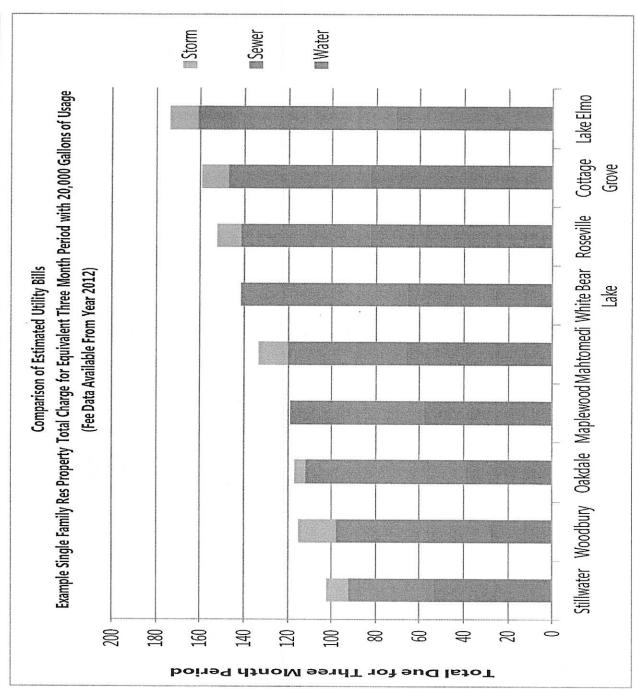
jected to exceed the use of funds each year due to the projected 3 percent increase in the fee charged and 2 percent increase in annual operating expen-Fund has no outstanding debt or planned use of cash for capital improvements at this time. Possible addithe future will impact the mine to reduce the planned The source of funds is proditures. The Storm Sewer tion of capital spending in projected cash balances and the draw-down of fund balance. The City may deterincrease in the fee depending on actual expenditures.



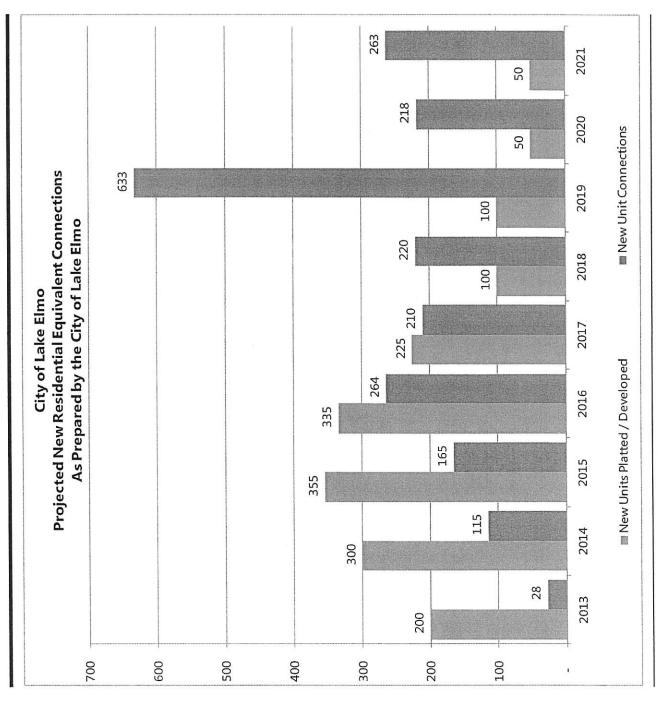
The quarterly charge amounts shown in this chart are based on the fee schedule shown on page 19. The estimated volume of 10,010 is for household water usage. Property with a sprinkler system will have a higher average volume.



The quarterly charge amounts shown in this chart are based on the fee schedule shown on page 19.



As the City of Lake Elmo's number of customers and volume of water sold increases, the City will have more customer units (and volume) to spread its fixed costs over and as a result the City of Lake Elmo's utility rates should begin to align more closely with other more developed cities utility rates over time.



City staff identified total possible new residential equivalent units to be platted / developed by year. To be conservative, for financial planning purposes, the study assumes that approximately 50% of the total possible units will be platted /developed. The figures shown in the chart are the units assumed for financial planning purposes.

The "spike" in unit connections in year 2019 can be attributed to anticipated connections for units in Cimmaron Park.

Water and sewer availability charges will be collected at time of plat or development.

Water and sewer connection charges will be collected at time of building permit / connection to the systems.



Northland Securities, Inc.
45 South 7th Street , Suite 2000
Minneapolis, MN 55402
Toll Free 1-800-851-2920 Main 612-851-5900
www.northlandsecurities.com
Member FINRA and SIPC

The information presented is intended solely for Imaneial planning purposes

City of Lake Elmo Growth Projections Roll up of Residential and Commercial Revenue vs Debt Service Payments Water Fund 2015-2020 (7-10 year absorption rate)

I+d p+l 1231 600 1831 992,362 48,492,612 (11,277,950) (161,861) (17,138,294) (4,772,797) (161,861) (7,302,161) 8,402,034 20,584,500 20,584,500 54,352 20,638,852 15,470,000 11,445,750 26,915,750 938,009 27,853,759 15,470,000 32,030,250 47,500,250 (6,505,153) Total 1,406,183 (451,208) 598,000 2,854,650 3,452,650 45,133 3,497,783 (842,683) (1,272,819) 2,091,600 2,091,600 (391,475) (577,672) 598,000 763,050 1,361,050 2029 598,000 2,794,650 3,392,650 45,133 3,437,783 (842,683) 45,133 1,406,183 (451,208) (704,594) 250,381 2,031,600 (391,475) (595,781) (1,300,375) 598,000 763,050 1,361,050 2,031,600 2028 598,000 2,734,650 3,332,650 45,133 3,377,783 (842,683) 0 1,971,600 (391,475) 0 0 0 45,133 1,406,183 (451,208) 009,179,1 (613,890) 598,000 763,050 1,361,050 (701,232) 2027 598,000 763,050 1,361,050 45,133 1,406,183 (451,208) (391,475) 598,000 2,674,650 3,272,650 45,133 3,317,783 (842,683) 00 009,1116,1 (631,999) (1,346,047) (1,323,499) 1,069,053 1,151,601 (691,500) 2026 598,000 2,614,650 3,212,650 45,133 (842,683) 588,000 763,050 1,361,050 45,133 1,406,183 (451,208) (695,938) 0 1,851,600 1,851,600 0 1,851,600 (391,475) 810,016 00 2025 613,000 # 763,030 1,376,030 45,133 (451,208) (684,688) 285,287 (1,352,906) 45,133 3,203,783 (842,683) 0 1,782,600 (391,475) (668,218) 00 1,782,600 613,000 2,545,650 3,158,650 2024 (1,389,204) 618,000 2,533,650 3,151,650 51,245 3,202,895 (842,683) 0 1,770,600 (391,475) 618,000 763,050 1,381,050 51,245 1,432,295 (451,208) (702,877) 278,210 009,077,1 (686,327) 0 0 2023 (704,436) 2,470,642 1,698,600 1,698,600 (391,475) \$2,744 4,722,394 (842,683) 2,208,000 763,050 2,971,050 52,744 3,023,794 (451,208) 00 1,867,953 009,869,1 2022 698,000 763,050 1,461,050 52,744 1,513,794 (451,208) (629,343) 433,243 698,000 2,299,650 2,997,650 60,509 3,058,159 (842,683) (1,351,888) 0 1,536,600 1,536,600 7,765 1,544,365 (391,475) 430,345 120 2021 0 1,281,600 1,281,600 7,765 1,289,365 (391,475) 60,509 3,247,159 (829,541) (1,050,917) 1,142,000 763,050 1,905,050 52,744 1,957,794 (438,066) (406,974) 875,785 1,142,000 2,044,650 3,186,650 210 2020 0 1,050,600 1,050,600 7,765 1,058,365 (391,475) (1,057,283) 1,348,000 1,813,650 3,161,650 60,509 3,222,159 (816,781) (403,740) 70 1,348,000 763,050 2,1111,050 52,744 2,163,794 (425,306) (653,543) 1,084,945 2019 1,374,000 1,552,650 2,926,650 60,509 2,987,159 (546,226) 210 1,374,000 763,050 2,137,050 52,189,794 (412,919) 0 789,600 7,765 797,365 (133,305) 303,202 1,911,000 1,224,150 3,135,150 60,509 3,195,659 (534,199) 1,911,000 763,050 2,674,050 52,744 2,726,794 (400,892) 0 461,100 461,100 7,765 468,865 (133,307) (279,614) (632,093) 210 2017 2,146,667 (389,219) (574,285) 1,183,163 1,273,000 1,041,150 2,314,150 118,381 2,432,531 (522,526) (574,285) 0 278,100 278,100 7,765 130 (133,307) 1,273,000 763,050 2,036,050 152,558 2016 0 77,100 77,100 7,765 84,865 (66,651) (143,647) 1,295,000 763,050 2,058,050 188,884 2,246,934 (377,879) (459,124) 1,409,931 1,295,000 840,150 2,135,150 196,649 2,331,799 (444,530) (161,861) (459,124) 100 2015 PROJECTED IMPACT WITH FULL DOWNTOWN PROJECT
New Water Fund Verenne (Non-usage)
New Water Fund Usage Revenue
Total Annual Water Fund Revenue
New annual suscensionati revenue
Total New Available Funding
New Operating Exprasss

New Operating Exprasss

X 3.4 2014 Combined Other Fund Revenue (Non-usage)
Combined Water Fund Usage Revenue
Combined Water Fund Usage Revenue
Combined Annual Certified Debt Service - Levied
Combined Annual accessment revenue
Combined Annual accessment revenue
Combined Available Funding
Combined Available Funding
Combined Available Funding
Combined Available Funding
Combined Coperating Expenses
Combined Coperating Expenses Existing Water Fund Revenue (Non-usage) Existing Water Fund Usage Revenue Existing Operating Expenses
Existing Debt service (P+1) - Water Fund
Existing Net Cash Flow - Water Fund EXISTING -WATER FUND (8/25/15) Oversizing watermains
New Debt Service (P+I) - Water Fund
New Cash Flow - Water Fund REVENUE IMPACT Total Existing Available Funding Total Annual Existing Revenue Buildouts Residential Commercial

9/4/2015

ormation presented is intended solely for financial planning purposes

City of Linke Linio Growin Projections	9/4/20
Roll up of Residential and Commercial	
Revenue vs Debt Service Payments	The infor
Sewer Fund	
2015-2020	
(7-10 year absorption rate)	

		SACS	Ŧ	:						P+I												
Total	2086	13,070,000	14,570,000	16,686,968	(2,215,358)	8,991,251		0	15,478,500	3,164,850	18,643,350	(1,139,072)	16,700,638		13,070,000	16,978,500	30,048,500	5,281,818	35,330,318	(3,354,430)	(6,283,999)	700,170,62
2029	001	538,000	638,000	727,844	(179,878)	181,689	,	0	1,495,800	210,990	1,706,790	(92,637)	1,550,625		538,000	1,595,800	2,133,800	300,834	2,434,634	(272,515)	(429,805)	+15,251,1
2028	001	538,000	638,000	727,844	(174,639)	186,928	,	0	1,465,800	210,990	1,676,790	(89,939)	1,523,323		538,000	1,565,800	2,103,800	300,834	2,404,634	(264,577)	(429,805)	107,011,1
2027	001	538,000	638,000	727,844	(169,552)	192,015	,	0 0 3 2 7 7 1	1,435,800	210,990	1,646,790	(87,319)	1,495,943		538,000	1,535,800	2,073,800	300,834	2,374,634	(256,871)	1 687 957	1,001,100,1
2026	001	538,000	638,000	727,844	(164,614)	196,953	¢	1 405 900	1,405,800	210,990	1,616,790	(84,776)	1,468,486		538,000	1,505,800	2,043,800	300,834	2,344,634	(249,390)	1 665 439	- special state
2025	001	538,000	638,000	727,844	(159,819)	201,747	•	0 375 1	1,375,800	210,990	1,586,790	(82,307)	1,440,955		538,000	1,475,800	2,013,800	300,834	2,314,634	(242,126)	1 6427,803)	and the order
2024	0 0	553,000	653,000	742,844	(366,277)	221,402	ć	1 141 300	1,341,300	210,990	1,552,290	(963 528)	1,408,852		553,000	1,441,300	1,994,300	300,834	2,295,134	(235,074)	1 630 755	
2023	120	618,000	718,000	807,844	(366,277)	290,922	c	1 305 300	1,305,300	210,990	1,516,290	(83 528)	1,375,180		618,000	1,405,300	2,023,300	200,034	2,324,134	(122,822)	1,666,102	
2022	120	000,001	718,000	807,844	(366,277)	295,309	c	1 269 300	1,269,300	210,990	1,480,290	(61 522)	1,341,440		618,000	000,000,1	300,834	+60,000	2,288,134	(6/5,122)	1.636,749	The street of th
2021	120	578,000	678,000 89,844	767,844	(366,277)	259,569	c	1.203.300	1,203,300	210,990	1,414,290	(63,528)	1,277,633		578,000	חחביבחביו	1,881,300	100,000	2,182,134	(470 905)	1,537,203	
2020	210	1,043,000	1,143,000 89,844	1,232,844	(371,199)	723,783	c	1.011.300	1,011,300	210,990	1,222,290	(65,189)	1,086,102		1,043,000	000,111,1	300 834	2 455 134	100 900	(416,000)	1,809,886	
2019	210	1,219,000	1,319,000	1,408,844	(368,217)	182,906	c	843,300	843,300	210,990	1,054,290	(66,850)	605'816		1,219,000	000000000	300 834	2 462 134	127, 505,	(435.067)	1,825,290	
2018	210	1,314,000	1,414,000	1,503,844	(373,010)	1,000,886	c	645,300	645,300	210,990	856,290	(68,511)	720,856		1,314,000	000,000	300,834	2 360 134	(028 961)	(441 571)	1,721,742	
2017	210	1,665,000	1,765,000	1,854,844	(372,703)	1,355,978	0	379,800	379,800	210,990	590,790	(15,505)	510,311		1,665,000	2 144 900	300.834	2 445 634	(191 136)	(388 208)	1,866,289	
2016	130	1,339,000	1,439,000	1,867,688	(372,347)	1,372,853	0	235,800	235,800	210,990	446,790	(15,833)	367,876		1,339,000	1 674 900	639,678	2 314 478	(185 569)	(388,180)	1,740,729	
2015	100	1,433,000	1,533,000	2,053,313	(326,390)	1,604,435	0	64,800	64,800	210,990	(61 244)	0	214,546		1,433,000	1 507 800	731,303	2 329 103	(183,732)	(326,390)	186'818'1	
2014	41 35	* *	×	×	×		N PROJECT x	×	×		*	. *										
REVENUE IMPACT	Buildouts Residential Commercial	EXISTING -SEWER FUND (8/25/15) Existing Sewer Fund Revenue (Non-usage) Existing Sewer Fund Usage Revenue	Total Annual Existing Revenue Existing Assessment Revenue	I otal Existing Available Funding Existing Operating Expenses	Existing Debt service (P+I) - Sewer Fund	Existing Net Cash Flow - Sewer Fund	PROJECTED IMPACT WITH FULL DOWNTOWN PROJECT New Sewer Fund Revenue (Mon-usage) x	New Sewer Fund Usage Revenue	Total Annual Sewer Fund Revenue	Total New Available Euroface	New Operating Expenses	New Debt Service (P+I) - Sewer Fund	New Cash Flow - Sewer Fund	Combined	Combined Sewer Fund Revenue (Non-usage) Combined Sewer Fund Usage Revenue	Combined Annual Debt Service - Sewer	Combined annual assessment revenue	Combined Available Funding	Combined Operating Expenses	Combined Debt Service (P+I) - Sewer Fund	Combined Cash Flow - Sewer Fund	

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# MAYOR AND COUNCIL COMMUNICATION

DATE:

10/20/15

REGULAR

ITEM:

#16

**AGENDA ITEM:** 

Lake Elmo Water Rate Analysis

SUBMITTED BY:

Julie Fliflet

THROUGH:

Cathy Bendel

**REVIEWED BY:** 

Cathy Bendel

### **SUGGESTED ORDER OF BUSINESS:**

_	Introduction of Item	Julie Fliflet
-	Report/Presentation	
-	Questions from Council to Staff	Mayor Facilitates
-	Public Input, if Appropriate	Mayor Facilitates
	Call for Motion	
-	Discussion	Mayor & City Council
-	Action on Motion	Mayor Facilitates

## **PUBLIC POLICY STATEMENT:** NONE

### **BACKGROUND AND STAFF REPORT:**

In 2010 due to the State mandated water conservation initiative, the City of Lake Elmo moved to a tiered rate structure. Council Member Fliflet, as Finance Committee Chair and the City Finance Director have done some initial high level analysis and feel there is a potential to reduce the rates in the near future. Additional analysis needs to be done to determine what modifications can and should be made to the current rate structure.

### **RECOMMENDATIONS**:

Move to direct the City Finance Committee to further review and provide to the City Council their recommendation related to the possibility of reducing the water rates, proposed options for change and the timing of the proposed changes.



Combined Combined Sewer Fund Revenue (Non-usage) Combined Sewer Fund Usage Revenue Combined Annual Debt Service - Sewer Combined annual assessment revenue Combined Available Funding Combined Operating Expenses Combined Operating Expenses Combined Oeht Service (P+1) - Sewer Fund Combined Cash Flow - Sewer Fund	PROJECTED IMPACT WITH FULL DOWNTOWN PROJECT New Sewer Fund Revenue (Non-usage) New Sewer Fund Usage Revenue Total Annual Sewer Fund Revenue Total Annual Sewer Fund Revenue New annual assessment revenue Total New Azuliable Funding New Operating Expenses New Operating Expenses New Oeth Service (P+1) - Sewer Fund New Cash Flow - Sewer Fund New Cash Flow - Sewer Fund	EXISTING -SEWER FUND (8/25/15) Existing Sewer Fund Revenue (Non-usage) Existing Sewer Fund Usage Revenue Total Annual Existing Revenue Existing Assessment Revenue Total Existing Avuilable Funding Existing Operating Expenses Existing Debt service (P+1) - Sewer Fund Existing Net Cash Flow - Sewer Fund	Buildouts Residential Commercial	REVENUE IMPACT
1,433,000 164,800 1,597,800 1,303 2,329,103 (183,732) (326,390) 1,818,981	VN PROJECT  x 64,800  x 64,800  x 64,800  210,990  275,790  x (61,244)  x 214,546	x 1,433,000 x 100,000 1,533,000 x 520,313 2,053,313 x (122,488) x (326,390) 1,604,435	100 94	2015
1,339,000 335,800 1,674,800 639,678 2,314,478 (185,569) (388,180) 1,740,729	235,800 235,800 235,800 210,990 446,790 (63,081) (15,833) 367,876	1,339,000 1,00,000 1,439,000 428,688 1,867,688 (122,488) (372,447) 1,372,853	130 70	2016
1,665,000 479,800 2,144,800 300,834 2,445,634 (191,136) (388,208) 1,866,289	0 379,800 379,800 210,990 590,790 (64,974) (15,505) 510,311	1,665,000 100,000 1,765,000 89,844 (126,163) (372,703) 1,355,978	210 135	2017
1,314,000 745,300 2,059,300 300,834 2,360,134 (196,870) (441,521) 1,721,742	645,300 645,300 210,990 856,290 (66,923) (68,511) 720,856	1,314,000 1,00,000 1,414,000 89,844 1,503,844 (129,948) (373,010)	210 90	2018
1,219,000 943,300 2,162,300 300,834 2,463,134 (202,777) (435,067) 1,825,290	0 843,300 843,300 210,990 1,054,290 (68,931) (66,850) 918,509	1,219,000 100,000 1,319,000 89,844 1,408,844 (133,846) (368,217) 906,781	210 70	2019
1,043,000 1,111,300 2,154,300 300,834 2,455,134 (208,860) (436,388) 1,809,886	0 1,011,300 1,011,300 210,990 1,222,290 (70,999) (65,189) 1,086,107	1,043,000 100,000 1,143,000 89,844 1,232,844 (137,861) (371,199) 723,783	210 86	2020
578,000 1,303,300 1,881,300 300,834 2,182,134 (215,126) (429,805) 1,537,203	0 1,203,300 1,203,300 210,990 1,414,290 (73,129) (63,228) 1,277,633	578,000 100,000 678,000 89,844 767,844 (141,997) (366,277) 259,569	120 20	2021
618,000 1,369,300 1,987,300 300,834 2,288,134 (221,579) (429,805) 1,636,749	0 1,269,300 1,269,300 210,990 1,480,290 (75,322) (63,528) 1,341,440	618,000 100,000 718,000 89,844 807,844 (146,257) (366,277) 295,309	120	2022
618,000 1,405,300 2,023,300 300,834 2,324,134 (228,227) (429,805) 1,666,102	0 1,305,300 210,990 1,516,290 (77,882) (63,528) 1,375,180	618,000 100,000 718,000 89,844 807,844 (150,645) (366,277) 290,922	120 0	2023
553,000 1,441,300 1,994,300 300,834 2,295,134 (235,074) (429,805) 1,630,255	0 1,341,300 210,990 1,552,290 (79,910) (63,528) 1,408,852	553,000 100,000 653,000 89,844 742,844 (155,164) (366,277) 221,402	115	2024
538,000 1,475,800 2,013,800 300,834 2,314,634 (242,126) (429,805) 1,642,703	0 1,375,800 210,990 1,586,790 (82,307) (63,528) 1,440,955	538,000 100,000 638,000 89,844 727,844 (159,819) (366,277) 201,747	000	2025
538,000 1,505,800 2,043,800 300,834 2,344,634 (249,390) (429,805) 1,665,439	1,405,800 1,405,800 210,990 1,616,790 (84,776) (63,528) 1,468,486	538,000 100,000 638,000 89,844 727,844 (164,614) (366,277) 196,933	000	2026
538,000 1,535,800 2,073,800 300,834 2,374,634 (256,871) (429,805) 1,687,957	1,435,800 1,435,800 210,990 1,646,790 (87,319) (63,528) 1,495,943	538,000 100,000 638,000 89,844 727,844 (169,552) (366,277) 192,015	000	2027
538,000 1,565,800 2,103,800 300,834 2,404,634 (264,577) (429,805) 1,716,251	1,465,800 1,465,800 210,990 1,676,790 (89,939) (63,528) 1,523,323	538,000 100,000 638,000 89,844 727,844 (174,639) (366,277) 186,928	000	2028
538,000 1,595,800 2,133,800 300,834 2,434,634 (272,515) (429,805) 1,732,314	1,495,800 1,495,800 210,990 1,706,790 (92,637) (63,528) 1,550,625	538,000 100,000 638,000 89,844 727,844 (179,878) (366,277) 181,689	001	2029
13,070,000 16,978,500 30,048,500 5,281,818 35,330,318 (3,354,430) (6,283,999) 25,691,889	15,478,500 15,478,500 3,164,850 P+l 18,643,550 (1,139,072) (803,640) 16,700,638	13,070,000 SACS 1,500,000 14,570,000 2,116,968 P+1 16,686,968 (2,215,358) (5,480,359) 8,991,251	2086 600	Total

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Combined Combined Water Fund Revenue (Non-usage) Combined Water Fund Usage Revenue Combined Annual Certified Debt Service - Levied Combined Annual sessament revenue Combined Available Funding Combined Available Funding Combined Waternains Combined Debt Service (P+I) - Water Fund Combined Cash Flow - Water Fund	PROJECTED IMPACT WITH FULL DOWNTOWN PROJECT	EXISTING -WATER FUND (8/25/15) Existing Water Fund Revenue (Non-usage) Existing Water Fund Usage Revenue Total Armual Existing Revenue Existing Assessment Revenue Existing Assessment Revenue Existing Operating Expenses Existing Operating Expenses Existing Debt service (P+1) - Water Fund Existing Non-Water Fund	Buildouts Residential Commercial	(7-10 year absorption rate)  REVENUE IMPACT
1,295,000 840,150 2,135,150 196,649 2,331,799 (444,330) (161,861) (459,124) 1,266,284	PROJECT 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1,295,000 763,050 2,058,050 188,884 2,246,934 (377,879) (459,124) 1,409,931	100 35	2015
1,273,000 1,041,150 2,314,150 118,381 2,432,531 (522,526) (574,283)	278,100 278,100 278,100 7,765 285,865 (133,307) 0 0 0	1,273,000 763,050 2,036,050 110,617 2,146,667 2,146,667 (389,219) (574,285) 1,183,163	130 31	2016
1,911,000 1,224,150 3,135,150 60,509 3,195,659 (534,199) (911,707) 1,749,733	0 461,100 461,000 7,765 468,865 (133,907) 0 (279,614) 55,944	1,911,000 7,33,050 2,674,050 52,744 2,726,794 (400,892) (632,093) 1,693,809	210 51	2017
1,374,000 1,552,650 2,926,650 60,509 2,987,159 (546,226) (1,024,049) 1,416,884	789,600 789,600 789,600 7,765 797,365 (133,307) 0 (360,856) 363,202	1,374,000 763,050 2,137,050 52,744 2,189,794 (412,919) (663,193) 1,113,682	210 55	2018
1,348,000 1,813,650 3,161,650 60,509 3,222,159 (816,781) (1,057,283) 1,348,095	0 1,050,600 1,050,600 7,765 1,058,365 (,1958,365 (,1958,365 (,1958,365 (,1958,365 (,1958,365) (,1958,365 (,1958,365)	1,348,000 763,050 2,111,050 52,744 2,163,794 (425,306) (653,543) 1,084,945	210 35	2019
1,142,000 2,044,650 3,186,650 60,509 3,247,159 (829,541) (1,050,917)	0 1,281,600 1,281,600 1,765 1,289,365 (391,475) 0 (406,974) 490,916	1,142,000 763,050 1,905,050 52,744 1,957,794 (438,066) (643,943) 875,785	210 53	2020
698,000 2,999,650 2,997,650 60,509 3,058,159 (842,681) (1,351,888) 863,388	1,536,600 1,536,600 1,5436,600 1,544,365 1,544,365 (391,475) 0 (722,545) 430,345	698,000 763,050 1,461,050 52,744 1,513,794 (451,208) (629,343) 433,243	120 20	2021
2,208,000 2,461,650 4,669,650 4,722,394 (842,683) (1,409,069) 2,470,642	0 1,698,600 1,698,600 0 1,698,600 0 1,698,600 (391,475) 0 (704,436) 602,689	2,208,000 763,050 2,971,050 52,744 3,023,794 (451,208) (704,633) 1,867,933	40	2022
618,000 2,533,650 3,151,650 51,245 3,202,895 (842,683) (1,389,204) 971,008	1,770,600 1,770,600 1,770,600 (391,475) (686,327) 692,798	618,000 763,050 1,381,050 51,245 1,432,295 (451,208) (702,877) 278,210	40	2023
613,000 2,545,650 3,138,650 45,133 3,203,783 (842,683) (1,352,906) 1,008,194	1,782,600 1,782,600 1,782,600 1,782,600 (391,475) 0 (668,218)	613,000 # 763,050 1,376,050 45,113 1,421,183 (451,208) (684,688) 285,287	40	2024
598,000 2,614,650 3,212,650 45,133 3,257,783 (842,683) (1,346,047) 1,069,053	1,851,600 1,851,600 0 1,851,600 (391,475) 0 (650,109)	4 598,000 763,050 1,361,050 45,133 1,406,183 (45,238) (695,938)	0 0	2025
598,000 2,674,650 3,272,650 45,133 3,317,783 3,317,783 (842,683) (1,323,499) 1,151,601	1,911,600 1,911,600 0 1,911,600 0 1,911,600 (391,475) 0 (631,999) 888,126	598,000 763,050 1,361,050 45,133 1,406,183 (451,208) (691,500) 263,475	0 0	2026
598,000 2,734,650 3,332,650 45,133 3,377,783 (842,683) (1,315,122) 1,219,978	1,971,600 1,971,600 1,971,600 0 1,971,600 (391,475) 0 (613,890) 966,235	598,000 763,050 1,361,050 45,133 1,406,183 (451,208) (701,232) 253,743	0 0	2027
598,000 2,794,650 3,392,650 45,13 3,437,783 (842,683) (1,300,375) 1,294,725	2,031,600 2,031,600 2,031,600 0 2,031,600 (391,475) 0 (593,781) 1,044,344	598,000 763,050 1,361,050 45,133 1,406,183 (451,208) (704,594) 259,381	0	2028
598,000 2,854,650 3,452,650 45,133 3,497,783 (842,683) (1,272,819) 1,382,281	2,091,600 2,091,600 2,091,600 (391,475) 0 (577,672) 1,122,453	598,000 763,050 1,361,050 45,133 1,406,183 (451,208) (695,147) 259,828	0 0	2029
15,470,000 32,030,250 47,500,250 99,362 48,492,612 (11,277,950) (11,277,950) (11,186,194) 19,914,507	20,584,500 20,584,500 54,352 20,638,852 (4,772,97) (161,861) (7,302,161) 8,402,034	15,470,000 11,445,750 26,915,750 938,009 27,851,759 (6,505,153) (9,836,133)	1231 435	Total
7   5   5   5   5   5   5   5   5   5	<b>1</b> 63341-4	P +	231 435 1666	

Combined Combined Venter Fund Revenue (Non-usage) Combined Water Fund Usage Revenue Combined Annual Certified Debt Service - Levied Combined Annual ussessment revenue Combined Available Funding Combined Operating Expenses Combined Debt Service (P+1) - Water Fund Combined Debt Service (F+1) - Water Fund	PROJECTED BAPACT WITH FULL DOWNTOWN PROJECT New Water Fund Revenue (Non-unage) New Water Fund Ulagga Revenue Total Annual Water Fund Revenue New sanual accessinent revenue Total Annual Engennes New Operating Engennes New Operating Engennes New Operating Engennes New Cade Flaw - Water Fund New Cade Flaw - Water Fund	EXISTING .WATER FUND Entering Water Fund Revenue (Non-tengo) Existing Water Fund Unage Revenue Total Annual Entering Revenue Existing Assessment Revenue Existing Assessment Revenue Total Entiting Available Funding Existing Operating Expenses Existing Operating Expenses Existing Debt service (P-4) - Water Fund Fudding New Cash Flow - Water Fund		City of Labs Elmo Growth Projections Roll un of Residential and Commercial Revenue as Debt Service Fayments Waster Fund 2014-2020 (7-10 year absorption rate)
1,254,000 1,031,850 2,285,850 113,329 2,399,179 (444,530) (500,142) 1,454,507	1,254,000 268,800 1,522,800 7,765 1,530,565 (66,651) 0	763,050 763,050 105,265 168,615 (377,879) (500,142)	132 75	2/3/2015
1,403,000 1,201,050 2,504,050 98,616 2,702,666 (\$22,526) (707,529)	1,403,000 438,000 1,841,000 7,785 1,848,765 (133,307) (114,487) 1,600,971	0 763,050 763,050 90,851 833,901 (389,219) (593,042)	232 55	2016
2,118,000 1,483,650 3,601,650 98,616 3,700,266 (534,199) (869,625) 3,296,442	2,118,000 720,000 2,938,660 7,763 2,846,345 (133,307) (255,426) 2,447,632	0 763,059 763,059 90,251 853,901 (604,199) (151,190)	421 20	3017
1,450,000 1,766,850 3,216,850 98,616 3,315,466 (546,226) (949,723) 1,819,517	1,450,000 1,013,900 2,453,905 7,765 2,461,565 (133,307) (133,517) 2,093,741	763,050 763,050 90,851 833,901 (626,206) (185,224)	372 40	2018
1,322,000 1,958,850 3,260,850 98,616 3,379,466 (464,451) (1,018,944) 1,896,071	1,322,000 1,195,800 2,517,800 7,765 2,525,565 (39,145) (401,881) 2,994,539	0 763,050 763,050 90,851 833,961 (617,963) (188,468)	270 20	2019
1,036,000 2,104,850 3,144,850 98,516 3,243,464 (829,541) (1,371,510) 1,042,415	1,036,000 1,345,890 2,381,800 7,785 2,389,365 (391,475) (762,138) 1,235,883	0 763,650 763,950 90,851 853,901 (438,046) (609,382) (193,547)	250 0	2020
722,000 2,243,250 2,965,250 98,618 3,063,866 (842,683) (1,337,565) 983,618	722,000 1,480,200 2,302,200 7,765 2,209,965 2,209,475) (391,475) (142,304)	0 763,050 763,050 90,851 853,901 (451,208) (595,261) (192,568)	224 0	2021
9,305,000 11,794,350 21,095,350 705,025 21,304,375 (4,184,155) (6,755,038)	9,108,000 6,453,000 18,758,000 54,352 15,812,352 (1,288,667) (2,609,743) 11,913,942	0 5,341,350 5,341,350 5,92,173 5,922,023 (2,895,489) (4,145,295) (1,048,761)	1942 245 2167	Total
	P+1	至	77	

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City of Lake Elmo Growth Protections Roll up of Realdential and Commercial Revenue as Debt Service Fayments Server Fund 2014-2020 (7-10 year absorption rate)

Combined Sewer Fund flevenue (Nen-usage) Combined Sewer Fund Usage Revenue Combined Annual Debt Service - Sewer Combined Annual Debt Service - Sewer Combined Available Funding Combined Operating Expenses Combined Operating Expenses Combined Debt Service (P-H) - Sewer Fund Combined Chalt Flow - Sewer Fund	PROJECTED IMPACT WITH FULL DOWN FOWN PROJECT New Sewer Fund Revenue (Non-utage) New Sewer Fund Utage Revenue Total Annual Sewer Fund Revenue Total Annual Sewer Fund Revenue Total New Anniable Funding New Operating Expenses New Operating Expenses New Operating Expenses New Operating Expenses New Cash Flow - Sewer Fund New Cash Flow - Sewer Fund	EXISTING -SEWER FUND Existing Sewer Fund Revenue (Non-usage) Existing Sewer Fund Usage Revotus Total Annual Existing Revenue Existing Assessment Revenue Total Existing Available Funding Existing Operating Expanses Existing Debt service (1+1) - Sewer Fund Existing Net Cash Flow - Sewer Fund	Buildouts Rushkenial Conumercial	REVENUE IMPACT 2014
_1 = 1 =	_   _   _	-1 1	35	
1,308,000 116,900 1,624,900 198,877 2,023,777 (103,732) (326,390) 1,563,655	,348,000 216,900 1,524,900 210,990 1,735,890 (61,244) 0	0 100,000 190,000 187,887 287,887 (122,488) (122,488) (160,991)	75	2015
1,340,000 416,500 1,756,500 1,756,500 398,877 2,155,377 (185,569) (388,180)	1,340,000 116,500 1,656,300 2,10,990 1,867,890 (63,081) (,15,833) 1,786,576	0 160,000 187,887 287,887 (122,488) (372,347) (266,948)	232 55	2016
1,668,000 572,800 2,246,800 398,877 2,639,677 (191,136) (388,208) 2,060,332	1,668,000 472,800 2,140,500 210,990 2,351,790 (64,974) (15,503) 2,271,311	0 100,000 187,887 287,887 (126,163) (372,703) (280,979)	421 20	2017
1,321,000 744,400 2,065,400 398,877 2,464,277 (196,870) (441,521) 1,325,885	1,321,009 644,400 1,965,400 2,10,999 2,176,390 (66,923) (68,511) 2,040,956	0 100,000 100,000 187,887 267,887 (129,948) (215,971)	372 40	2018
1,184,060 855,400 2,039,400 398,877 2,438,277 (202,777) (435,067) 1,600,433	1.184,000 753,400 1,939,400 210,999 2,150,390 (68,859) 2,014,609	0 100,000 100,000 187,887 287,887 (1133,846) (368,217) (214,176)	270 20	2019
899,000 939,440 1,828,400 398,877 2,227,277 (208,860) (436,388) 1,592,429	898,000 830,400 1,728,400 210,990 1,939,390 (70,999) (65,189)	0 100,000 100,000 187,887 287,887 (137,861) (371,199) (221,173)	250 0	2020
662,000 997,600 1,659,600 398,877 2,058,477 (215,126) (429,805) 1,413,546	662,000 897,600 1,359,600 210,990 1,770,990 (73,159) (63,539,933	0 100,000 100,000 187,887 287,887 (141,997) (360,377) (226,387)	224 0	2021
8,381,000 4,834,000 13,215,000 2,792,138 16,007,138 (1,384,070) (2,845,559) 11,777,509	8,381,500 4,134,000 12,515,000 1,476,930 13,991,930 (469,280) (295,416) 13,227,234	700,500 700,500 1,315,208 2,015,208 (914,791) (2,550,143)	1942 245 2187	Total
3	P+4	¥	87	