



# South St. Paul

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**MAYOR/COUNCIL WORKSESSION**  
SSP City Hall  
125 3<sup>rd</sup> Avenue North

Monday, July 25, 2016  
7:00 p.m.

AGENDA:

1. Presentation of 2015 Financial Report – MMKR Jim Eichten – Verbal Only
2. Budget Discussion – Mayor & Council, Administration, Human Resources, Attorney, IT, Finance



**COUNCIL WORKSESSION REPORT**

**DATE: July 25, 2016**

**DEPARTMENT: Finance**

**ADMINISTRATOR: SPK**

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**AGENDA ITEM: Proposed 2017 Program Budgets: Mayor & Council, City Attorney, City Administration, Human Resources, IT and Finance**

**DESIRED MEETING OUTCOMES:**

- Review and discuss proposed 2017 General Fund budget requests and requested 2017 Capital expenditures associated with Mayor & Council, City Attorney, City Administration, HR, IT and Finance Departmental Budgets
- Provide direction to Staff regarding inclusion in draft 2017 budget calculations and/or specify additional information requested for consideration and decisions on these budget proposals.

***Attached are a number of items relating to this discussion:***

1. Proposed General Fund program budgets for the specific departments noted above.

**OVERVIEW:**

The General Government program budgets (Mayor & Council, City Attorney, City Administration, HR, IT, and Finance) have various increases and decreases within these budgets. A major increase is in the IT budget (\$85,000) for contracted services related to the various technology incurred (Fiber JPA, new phone system, internet and microsoft license, GIS services, airwatch) and the second year of implementing the technology equipment replacement charge (\$42,600). The Finance budget has \$45,000 for professional services related to the housing and economic development transition. Other changes in these budgets are a result of salary increases approved through contract or by specific council actions.

**SOURCE OF FUNDS:**

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Mayor and Council	<b>BUSINESS UNIT:</b> 10110
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**Activities and Responsibilities:****The Mayor and Council program is accountable for:**

- the legislative and policy-making activities of the City's government, including regular City Council meetings on the 1st and 3rd Mondays and Council Worksession meeting on the 2nd and 4th Mondays of each month
- the exercise of the Mayor and Council's duties and responsibilities as required by law, the City Charter and City Ordinances the appointment of members to advisory boards and commissions
- the appointment of members to advisory boards and commissions
- Policy and Governance of the EDA & HRA

**Budget Highlights and Changes:****Significant Revisions - 2016 Original vs. 2016 Revisions**

- no significant revisions

**Notable Expenditure Changes**

- No notable expenditure changes

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Mayor and Council	<b>BUSINESS UNIT:</b> 10110
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**Notable Capital Project or Asset Acquisitions**

- None

**CITY OF SOUTH ST PAUL, MN**

**ANNUAL BUDGET**

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> Mayor and Council	<b>BUSINESS UNIT:</b> 10110
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**COMPENSATION INFORMATION**

<b>FTE</b>	<b>POSITION</b>	<b>NAME</b>	<b>REVISED 2016</b>	<b>BUDGET 2017</b>	<b>Change</b>
	<b><u>SALARIES</u></b>				
	Mayor		10,200	12,300	2,100
	Council Member		6,600	8,700	2,100
	Council Member		6,600	8,700	2,100
	Council Member		6,600	8,700	2,100
	Council Member		6,600	8,700	2,100
	Council Member		6,600	8,700	2,100
	Council Member		6,600	8,700	2,100
			49,800	64,500	14,700
	Temporary Employees		-	-	-
	<b>Total Salaries</b>		49,800	64,500	14,700

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> Mayor and Council	<b>BUSINESS UNIT:</b> 10110
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**COMPENSATION INFORMATION**

	Name	PENSION		INSURANCE			TOTAL
		FICA	PERA	HEALTH	DENTAL	LIFE & DIS	
	<b>FRINGE BENEFITS</b>						
	Total Fringe Benefits	3,971	3,008	-	-	-	-
		GENERAL LEDGER DISTRIBUTION		ACCOUNT	REVISED 2016	BUDGET 2017	CHANGE
		Salaries of regular employees		6101	49,800	64,500	14,700
		Salaries-temp. employees		6104	-	-	-
		Employer contribution for pension		6120	6,135	6,978	843
		Employer contribution for insurance		6130	-	-	-
		Retiree contributions		6135	-	-	-
					55,935	71,478	15,543

MAYOR AND COUNCIL SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>10110 - MAYOR AND COUNCIL EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	48,700	49,800	49,800	20,750	49,800	64,500	
6120 - EMPLOYER CONTR FOR RETIREMENT	5,983	6,135	6,135	2,556	6,135	6,978	
6150 - WORKERS COMPENSATION	275	375	182	134	182	182	
<b>TOTAL PERSONNEL SERVICES</b>	<b>54,958</b>	<b>56,310</b>	<b>56,117</b>	<b>23,440</b>	<b>56,117</b>	<b>71,660</b>	
<b>SUPPLIES</b>							
6245 - CLOTHING ALLOWANCE		308	450	0	450	450	
<b>TOTAL SUPPLIES</b>		<b>308</b>	<b>450</b>	<b>0</b>	<b>450</b>	<b>450</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6331 - CONFERENCES, TRAINING, TRAVEL	367	5,950	6,500	1,005	6,500	7,500	
6361 - INSURANCE	22,039	20,915	20,855	11,542	20,855	20,855	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>30,098</b>	<b>26,865</b>	<b>27,355</b>	<b>12,547</b>	<b>27,355</b>	<b>28,355</b>	
<b>MISCELLANEOUS</b>							
6430 - MISCELLANEOUS	1,237	2,297	2,000	115	2,000	2,000	
6471 - DUES & SUBSCRIPTIONS	23,093	23,771	23,675	7,306	23,675	24,385	
6486 - MAYOR'S CONTINGENCY EXP	0	200	0	0	0		
<b>TOTAL MISCELLANEOUS</b>	<b>24,330</b>	<b>26,268</b>	<b>25,675</b>	<b>7,421</b>	<b>25,675</b>	<b>26,385</b>	
<b>TOTAL EXPENDITURES</b>	<b>109,386</b>	<b>109,751</b>	<b>109,597</b>	<b>43,408</b>	<b>109,597</b>	<b>126,850</b>	
<b>CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>17,253</b>
<b>PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>15.74%</b>

MAYOR AND COUNCIL DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SUPPLIES</b>					
6245	CLOTHING ALLOWANCE	Council Shirts	450	450	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES		0		
6331	CONFERENCES, TRAINING, TRAVEL	National Conf for 2 Councilmembers (\$5000); Local Conferences (\$2500)	6,500	7,500	
6361	INSURANCE		20,855	20,855	
<b>MISCELLANEOUS</b>					
6430	MISCELLANEOUS	Community Events (\$2000)	2,000	2,000	
6471	DUES & SUBSCRIPTIONS	LMC (\$16820); Metro Cities (\$7525); MN Mayors Assoc (\$40)	23,675	24,385	
6486	MAYOR'S CONTINGENCY EXP		0		

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> City Attorney	<b>BUSINESS UNIT:</b> 10130
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**Activities and Responsibilities:****The City Attorney program provides for:**

- The engagement of a chief legal advisor to the Mayor and City Council, and all offices, departments and agencies and of all city officers and employees in matters relating to their official powers and duties
- Representation for the City in all legal proceedings
- Special counsel for representation of the City in matters requiring special expertise (e.g. labor relations)
- Prosecution Services

**Budget Highlights and Changes:****Significant Revisions - 2016 Original vs. 2016 Revisions**

- No significant revisions needed

**Notable Expenditure Changes**

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<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> City Attorney	<b>BUSINESS UNIT:</b> 10130
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**Notable Capital Project or Asset Acquisitions**

- 2015 program budget contains no new significant capital expenditures.

CITY ATTORNEY							
SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>10130 - CITY ATTORNEY EXPENDITURES</b>							
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	57,185	44,112	52,000	13,255	52,000	52,000	
6304 - PROFESSIONAL SVCS-CRIMINAL	148,708	154,736	157,000	68,305	157,000	162,000	
6306 - PROFESSIONAL SVCS - RETAINER	18,000	18,000	18,000	6,000	18,000	18,000	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>223,893</b>	<b>216,847</b>	<b>227,000</b>	<b>87,560</b>	<b>227,000</b>	<b>232,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>223,893</b>	<b>216,847</b>	<b>227,000</b>	<b>87,560</b>	<b>227,000</b>	<b>232,000</b>	
<b>CHANGE 2016 REVISED TO 2017 PROPOSED PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>5,000 2.20%</b>

CITY ATTORNEY					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>EXPENDITURES</b>					
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES		52,000	52,000	
6304	PROFESSIONAL SVCS-CRIMINAL		157,000	162,000	
6306	PROFESSIONAL SVCS - RETAINER		18,000	18,000	

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> City Administration	<b>BUSINESS UNIT:</b> 10120
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**Activities and Responsibilities:****The City Administration program is accountable for:**

- providing general management for all City operations and intergovernmental relations
- advising the City Council on matters pertaining to or affecting the operation of City government
- supporting the City Administrator as the chief management and administrative officer of the City
- coordinating and monitoring response to citizen concerns
- ensuring that the laws, ordinances, resolutions, policies and programs of the City Council are enforced and implemented
- preparation of weekly Council agenda and informational packets and other communications to and from the City
- publishing the City's quarterly newsletter

**Budget Highlights and Changes:****Significant Revisions - 2016 Original vs. 2016 Revisions**

- No significant revisions

**Notable Expenditure Changes for 2017**

- No notable changes

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> City Administration	<b>BUSINESS UNIT:</b> 10120
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**Notable Capital Project or Asset Acquisitions**

- No notable capital project or asset acquisitions

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> City Administration	<b>BUSINESS UNIT:</b> 10120
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**COMPENSATION INFORMATION**

FTE	POSITION			REVISED 2016	BUDGET 2017	Change
	<b><u>SALARIES</u></b>					
1	City Administrator			144,539	151,480	6,941
0.45	Asst. City Administrator/HR Director			45,765	48,907	3,142
0.75	Executive Assistant			39,734	42,393	2,659
				230,038	242,780	12,742
	Service Recognition			13,691	-	(13,691)
	<b>Total Salaries</b>			243,729	242,780	(949)

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> City Administration	<b>BUSINESS UNIT:</b> 10120
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**COMPENSATION INFORMATION**

		PENSION		INSURANCE			TOTAL
		FICA	PERA	HEALTH	DENTAL	LIFE & DIS	
	<b>FRINGE BENEFITS</b>						
	Total Fringe Benefits	19,271	18,208	25,435	1,132	1,156	27,723

	GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED 2016	BUDGET 2015	CHANGE
	Salaries of regular employees	6101	230,038	242,780	12,742
	Service Recognition	6112	13,691	-	(13,691)
	Employer contribution for pension	6120	37,724	37,479	(245)
	Employer contribution for insurance	6130	27,684	27,723	39
	Retiree contributions	6135	-	-	-
	Accumulated Vacation/Comp	6108	10,450	9,130	(1,320)
	Employer Cont to HCSP	6170	9,195	8,335	(860)
			328,782	325,447	(3,335)

**CITY ADMINISTRATION  
SUMMARY OF EXPENDITURES**

Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>10120 - CITY ADMINISTRATION EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	252,805	221,795	220,488	85,709	222,408	242,780	
6108 - ACCUMULATED VACATION/COMP LEAV	11,271	9,533	6,957	0	8,767	9,130	
6120 - EMPLOYER CONTR FOR RETIREMENT	36,886	32,145	33,935	12,877	34,365	37,479	
6130 - EMPLOYER PAID INSURANCE	30,939	25,209	23,726	17,772	23,937	27,723	
6150 - WORKERS COMPENSATION	3,034	3,920	1,813	1,362	1,813	1,813	
6170 - EMPLOYER CONTR TO HCSP	7,023	3,611	8,370	273	9,296	8,335	
<b>TOTAL PERSONNEL SERVICES</b>	<b>341,958</b>	<b>296,213</b>	<b>295,289</b>	<b>117,993</b>	<b>300,586</b>	<b>327,260</b>	
<b>SUPPLIES</b>							
6201 - OFFICE SUPPLIES	3,039	2,426	5,000	787	5,000	5,000	
6230 - BOOKS, MATERIALS & PERIODICALS	0	47	100	0	100	100	
6240 - MINOR EQUIPMENT AND FURNITURE	1,641	3,317	1,000	177	1,000	1,000	
6245 - CLOTHING ALLOWANCE						200	
<b>TOTAL SUPPLIES</b>	<b>4,680</b>	<b>5,791</b>	<b>6,100</b>	<b>964</b>	<b>6,100</b>	<b>6,300</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	15,190	20,547	20,916	19,402	20,916	21,000	
6331 - CONFERENCES, TRAINING, TRAVEL	29,347	11,588	10,350	3,304	10,350	10,350	
6341 - ADVERTISING	0	35		0			
6344 - NEWSLETTER/BROCHURE	19,274	0	17,200	8,444	17,200	18,000	
6375 - OTHER CONTRACTED SERVICES	37	832	800	2,242	800	1,200	
6388 - TECHNOLOGY EQUIP CHARGE			790		790	1,322	
6390 - POSTAGE AND TELEPHONE	2,111	1,622	1,800	585	1,800	1,800	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>65,959</b>	<b>34,624</b>	<b>51,856</b>	<b>33,976</b>	<b>51,856</b>	<b>53,672</b>	
<b>MISCELLANEOUS</b>							
6412 - CREDIT CARD/ACH/BANK FEE			0		0		
6430 - MISCELLANEOUS	2,260	70	500	0	500	500	
6471 - DUES & SUBSCRIPTIONS	2,319	1,850	1,833	1,165	1,833	1,881	
<b>TOTAL MISCELLANEOUS</b>	<b>4,579</b>	<b>1,920</b>	<b>2,333</b>	<b>1,165</b>	<b>2,333</b>	<b>2,381</b>	
<b>TOTAL EXPENDITURES</b>	<b>417,176</b>	<b>338,548</b>	<b>355,578</b>	<b>154,098</b>	<b>360,875</b>	<b>389,613</b>	
<b>CHANGE 2016 REVISED TO 2017 PROPOSED PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>28,738 7.96%</b>

CITY ADMINISTRATION					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SUPPLIES</b>					
6201	OFFICE SUPPLIES	General Office Supplies	5,000	5,000	
6230	BOOKS, MATERIALS & PERIODICALS		100	100	
6240	MINOR EQUIPMENT AND FURNITURE		1,000	1,000	
6245	CLOTHING ALLOWANCE	**NEW - CLOTHING ALLOWANCE: 2 x 100 (\$200)		200	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Professional Services (\$5000); Website Annual Maintenance (\$4500); Webstreaming NDC4 & Granicus (\$11,500)	20,916	21,000	
6331	CONFERENCES, TRAINING, TRAVEL	Car Allowance (\$6600); Conferences/Travel (\$3750)	10,350	10,350	
6344	NEWSLETTER/BROCHURE	City Newsletter Printing and Postage	17,200	18,000	
6375	OTHER CONTRACTED SERVICES	Water Cooler	800	1,200	
6388	TECHNOLOGY EQUIP CHARGE		790	1,322	
6390	POSTAGE AND TELEPHONE		1,800	1,800	
<b>MISCELLANEOUS</b>					
6430	MISCELLANEOUS		500	500	
6471	DUES & SUBSCRIPTIONS	River Hts Chamber (\$182); MCMA (\$282); ICMA (\$1156); Citizens League (\$160); Other (\$100)	1,833	1,881	

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Human Resources	<b>BUSINESS UNIT:</b> 10125
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**Activities and Responsibilities:****The Human Resources program is accountable for:**

- Negotiation and administration of labor contracts
- Recruitment and retention of employees
- Classification and pay strategies
- Performance management
- Employee relations
- Coordinate selection and administration of employee benefits including insurances and wellness program
- Coordinate employee safety program and workplace environmental risk management
- Coordinate training and network opportunities for employees
- Compliance with State and Federal labor laws

**Budget Highlights and Changes:****Significant Revisions - 2016 Original vs. 2016 Revisions**

- No significant revisions

**Notable Expenditure Changes for 2017**

- No notable changes

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Human Resources	<b>BUSINESS UNIT:</b> 10125
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**Notable Capital Project or Asset Acquisitions**

- No notable changes

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> Human Resources	<b>BUSINESS UNIT:</b> 10125
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**COMPENSATION INFORMATION**

FTE	POSITION	NAME		REVISED 2016	BUDGET 2017	Change
	<b><u>SALARIES</u></b>					
0.5	Asst. City Administrator/HR Director			50,851	54,341	3,490
0.25	Executive Assistant			13,245	14,131	886
				64,096	68,472	4,376
	Temporary Employees			-	-	-
	Total Salaries			64,096	68,472	4,376

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> Human Resources	<b>BUSINESS UNIT:</b> 10125
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**COMPENSATION INFORMATION**

Name	PENSION		INSURANCE			TOTAL
	FICA	PERA	HEALTH	DENTAL	LIFE & DIS	
<b>FRINGE BENEFITS</b>						
Total Fringe Benefits	5,371	5,136	7,794	386	346	8,526

	GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED 2016	BUDGET 2017	CHANGE
	Salaries of regular employees	6101	64,096	68,472	4,376
	Salaries-temp. employees	6104	-	-	-
	Employer contribution for pension	6120	9,979	10,507	528
	Employer contribution for insurance	6130	8,279	8,526	247
	Retiree contributions	6135	-	-	-
	Accumulated Vacation/Comp	6108	1,623	1,732	109
	Employer Cont to HCSP	6170	759	1,088	329
			84,736	90,325	5,589

<b>HUMAN RESOURCES</b>							
<b>SUMMARY OF EXPENDITURES</b>							
Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>10125 - HUMAN RESOURCES</b>							
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG		59,827	62,677	24,359	64,095	68,472	
6108 - ACCUMULATED VACATION/COMP LEAV		2,312	1,587	0	1,622	1,732	
6120 - EMPLOYER CONTR FOR RETIREMENT		9,064	9,616	3,668	9,834	10,507	
6130 - EMPLOYER PAID INSURANCE		7,386	8,047	3,279	8,278	8,526	
6150 - WORKERS COMPENSATION			499	110	499	499	
6170 - EMPLOYER CONTR TO HCSP		493	450	171	759	1,088	
<b>TOTAL PERSONNEL SERVICES</b>		<b>79,082</b>	<b>82,876</b>	<b>31,586</b>	<b>85,087</b>	<b>90,824</b>	
<b>SUPPLIES</b>							
6201 - OFFICE SUPPLIES		1,380	1,500	0	1,500	1,500	
6240 - MINOR EQUIPMENT AND FURNITURE		500	500	0	500	500	
6245 - CLOTHING ALLOWANCE						500	
<b>TOTAL SUPPLIES</b>		<b>1,880</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,500</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES		3,474	6,300	924	6,300	6,300	
6331 - CONFERENCES, TRAINING, TRAVEL		3,999	8,400	1,671	8,400	8,400	
6341 - ADVERTISING		32		0			
6344 -NEWSLETTER/BROCHURE		16,161	0	0	0		
6388 - TECHNOLOGY EQUIP CHARGE			257		257	484	
6390 - POSTAGE AND TELEPHONE		449	450	154	450	450	
<b>TOTAL OTHER SERVICES AND CHARGES</b>		<b>24,114</b>	<b>15,407</b>	<b>2,748</b>	<b>15,407</b>	<b>15,634</b>	
<b>MISCELLANEOUS</b>							
6430 - MISCELLANEOUS		1,100	3,000	0	3,000	3,000	
6471 - DUES & SUBSCRIPTIONS		349	700	25	700	700	
<b>TOTAL MISCELLANEOUS</b>		<b>1,449</b>	<b>3,700</b>	<b>25</b>	<b>3,700</b>	<b>3,700</b>	
<b>CAPITAL OUTLAY</b>							
6572 - COMPUTER SOFTWARE			30,000	0	30,000	2,000	
<b>TOTAL CAPITAL OUTLAY</b>			<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>2,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>106,525</b>	<b>133,983</b>	<b>34,359</b>	<b>136,194</b>	<b>114,658</b>	
<b>CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>(21,536)</b>
<b>PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>-15.81%</b>

<b>HUMAN RESOURCES</b>					
<b>DETAIL OF EXPENDITURES</b>					
<b>CODE NO.</b>	<b>ITEMS</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF REQUEST</b>	<b>2016 Revised Budget</b>	<b>2017 Requested Budget</b>	<b>2017 Final Budget</b>
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SUPPLIES</b>					
6201	OFFICE SUPPLIES	Toner	1,500	1,500	
6230	BOOKS, MATERIALS & PERIODICALS		0		
6240	MINOR EQUIPMENT AND FURNITURE	Printer / Chair	500	500	
6245	CLOTHING ALLOWANCE	*NEW (6245) CLOTHING ALLOWANCE: 5 X 100 (\$500)		500	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Random Drug Testing & Employment Physicals (\$2300) / EAP (\$2000) / Wellness Initiatives (\$2000)	6,300	6,300	
6331	CONFERENCES, TRAINING, TRAVEL	Regional Safety Training (\$2400) / Staff Development (\$2500) / HR Conferences (\$3500)	8,400	8,400	
6388	TECHNOLOGY EQUIP CHARGE		257	484	
6390	POSTAGE AND TELEPHONE	Cell Phone	450	450	
<b>MISCELLANEOUS</b>					
6430	MISCELLANEOUS	Employee Recognition	3,000	3,000	
6471	DUES & SUBSCRIPTIONS	IPMA HR Memberships / HR Magazine Subscription	700	700	
<b>CAPITAL OUTLAY</b>					
6572	COMPUTER SOFTWARE	BanKoe Annual Maintenance Support Fee	30,000	2,000	

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Information Technology	<b>BUSINESS UNIT:</b> 10160
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### Activities and Responsibilities:

**The Information Technology program is accountable for:**

- providing technical desktop and other technology support to City staff for computer hardware and software
- maintaining local server network systems for the City operations
- researching and recommending new or improved technologies for the City
- assisting in implementation of new technology for all city operations
- serving as primary representative for City membership in LOGIS
- serving as primary representative for City participation in countywide broadband/fiber I-Net and C-Net systems and applications
- serving as chief resource for input and advice to Mayor/City Council, City Administrator and Management Team for technology considerations

### Budget Highlights and Changes:

**Significant Revisions - 2017 Original vs. 2017 Revisions**

- No notable or significant budget revisions are anticipated.

**Notable Expenditure Changes**

- New expenses for the phone system and contracted GIS services as well as Microsoft agreement caused an increase to the "Other Contractual Services" line.
- Technology Equipment Charge - Amortizes replacement cost of computer equipment. Deferred to 2017 start
- Membership costs for a Dakota County Fiber JPA account for the increase in the professional services line item.

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Information Technology	<b>BUSINESS UNIT:</b> 10160
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**Notable Capital Project or Asset Acquisitions**

- The City maintains a capital project fund for the replacement of desktop, laptops, network equipment, software and other technology equipment for the City.  
for the replacement of desktop, server and network equipment.

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> Information Technology	<b>BUSINESS UNIT:</b> 10160
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**COMPENSATION INFORMATION**

FtE	POSITION	NAME	REVISED 2016	BUDGET 2017	Change
	<b><u>SALARIES</u></b>				
100	Network Administrator		76,610	82,094	5,484
10	Maintenance Support/Custodian		5,799	5,945	146
5	HR Director/Asst City Admin.		5,085	5,434	349
					-
			87,494	93,473	5,979
	Temporary Employees		-	-	-
	Total Salaries		87,494	93,473	5,979

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> Information Technology	<b>BUSINESS UNIT:</b> 10160
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**COMPENSATION INFORMATION**

Name	PENSION		INSURANCE			
	FICA	PERA	HEALTH	DENTAL	LIFE & DIS	TOTAL
<b>FRINGE BENEFITS</b>						
Total Fringe Benefits	7,224	7,011	12,303	592	488	13,383

	GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED 2016	BUDGET 2017	CHANGE
	Salaries of regular employees	6101	87,494	93,473	5,979
	Salaries-temp. employees	6104	-	-	-
	Employer contribution for pension	6120	13,541	14,235	694
	Employer contribution for insurance	6130	12,828	13,383	555
	Accumulated Vacation/Comp	6108	905	954	49
	Employer Cont to HCSP	6170	2,605	3,378	773
			117,373	125,423	8,050

**INFORMATION TECHNOLOGY  
SUMMARY OF EXPENDITURES**

Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>10160 - INFORMATION TECHNOLOGY EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	77,838	84,985	88,365	33,624	87,494	93,473	
6108 - ACCUMULATED VACATION/COMP LEAV	2,670	2,791	905	0	3,729	954	
6120 - EMPLOYER CONTR FOR RETIREMENT	11,618	12,878	12,621	5,092	13,541	14,235	
6130 - EMPLOYER PAID INSURANCE	12,790	12,819	12,261	5,262	12,828	13,383	
6150 - WORKERS COMPENSATION			1,145	252	1,145	1,145	
6170 - EMPLOYER CONTR TO HCSP	1,686	1,873	3,157	262	2,605	3,378	
<b>TOTAL PERSONNEL SERVICES</b>	<b>106,603</b>	<b>115,346</b>	<b>118,454</b>	<b>44,491</b>	<b>121,342</b>	<b>126,568</b>	
<b>SUPPLIES</b>							
6210 - OPERATING SUPPLIES	500	2,538	3,600	1,034	3,600	3,600	
6220 - REPAIR & MAINTENANCE SUPPLIES	5,614	1,732	5,000	46	5,000	5,000	
6240 - MINOR EQUIPMENT AND FURNITURE	2,104	9,229	4,000	3,287	4,000	4,000	
6245 - CLOTHING ALLOWANCE	45	45	30	0	30	30	
<b>TOTAL SUPPLIES</b>	<b>8,263</b>	<b>13,544</b>	<b>12,630</b>	<b>4,368</b>	<b>12,630</b>	<b>12,630</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	4,564	5,237	16,000	1,533	16,000	25,000	
6331 - CONFERENCES, TRAINING, TRAVEL	0	310	2,000	41	2,000	2,000	
6375 - OTHER CONTRACTED SERVICES	49,000	55,265	65,000	62,145	65,000	141,000	
6378 - COPIER MAINTENANCE AGREEMENT	4,402	5,229	3,000	1,194	3,000	3,000	
6388 - TECHNOLOGY EQUIP CHARGE			10,690		10,690	53,302	
6390 - POSTAGE AND TELEPHONE	1,113	1,112	1,055	354	1,055	1,055	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>59,079</b>	<b>67,153</b>	<b>97,745</b>	<b>65,267</b>	<b>97,745</b>	<b>225,357</b>	
<b>TOTAL EXPENDITURES</b>	<b>173,945</b>	<b>196,044</b>	<b>228,829</b>	<b>114,126</b>	<b>231,717</b>	<b>364,555</b>	
<b>CHANGE 2016 REVISED TO 2017 PROPOSED PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>132,838 57.33%</b>

INFORMATION TECHNOLOGY DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SUPPLIES</b>					
6210	OPERATING SUPPLIES	Printer cartridges	3,600	3,600	
6220	REPAIR & MAINTENANCE SUPPLIES	Replacement hard drives, cables, monitors or other hardware not covered under warranty. Replacement UPS batteries.	5,000	5,000	
6240	MINOR EQUIPMENT AND FURNITURE	New Misc hardware, power strips, tools, cables, adapters	4,000	4,000	
6245	CLOTHING ALLOWANCE	Portion of J. Elg based on salary allocation	30	30	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	LOGIS network support and Fiber JPA	16,000	25,000	
6331	CONFERENCES, TRAINING, TRAVEL	Misc training sessions	2,000	2,000	
6375	OTHER CONTRACTED SERVICES	MNIT(internet) \$1000/mo; Msft Ent agreements \$30000; webfilter/antivirus \$7000; Laserfiche \$25000; Phone Services \$26000; GIS Services \$30000; Email Filter: \$6000; Airwatch \$5000	65,000	141,000	
6378	COPIER MAINTENANCE AGREEMENT		3,000	3,000	
6388	TECHNOLOGY EQUIP CHARGE	Amortization of technology equipment	10,690	53,302	
6390	POSTAGE AND TELEPHONE	Smart phone reimbursement (Hardie,5%Anderson,10%Elg)	1,055	1,055	

# Capital Improvement Plan

2017 *thru* 2021

City of South St. Paul, Minnesota

**Department** Information Technology

**Contact** Ian Hardie

**Type** Equipment

**Useful Life** 6

**Category** Computer Equipment & Softw

**Priority** n/a

<b>Project #</b>	IT - 12-100
<b>Project Name</b>	IT Equipment (replacement program)

**Finance Priority**

<b>Description</b>	<b>Total Project Cost:</b> \$413,230
Ongoing replacement of Equipment and Software for City programs and computers	

<b>Justification</b>
Each piece of equipment has a specified replacement schedule in order to maintain optimum efficiency nad productivity for City's computer and servers.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
163,430	Equip/Vehicles/Furnishings	45,800	91,600	112,400			249,800
<b>Total</b>	<b>Total</b>	<b>45,800</b>	<b>91,600</b>	<b>112,400</b>			<b>249,800</b>

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
163,430	Equipment Replacement Fund (IT)	45,800	91,600	112,400			249,800
<b>Total</b>	<b>Total</b>	<b>45,800</b>	<b>91,600</b>	<b>112,400</b>			<b>249,800</b>

<b>Budget Impact/Other</b>

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Information Technology  
**Contact** Ian Hardie  
**Type** Improvement  
**Useful Life** 30  
**Category** Unassigned  
**Priority** n/a

**Project #** IT - 13-103  
**Project Name** Fiber Network Project

**Finance Priority**

**Description** **Total Project Cost:** \$623,220  
 Installation of Fiber optic network to allow connectivity between all City facilities. This project will be coordinated with Dakota County fiber installation  
 Pushed all funding from 2014 to 2015 as work has been done, but the County has not yet billed. County agreed to a 20 year pay back which matches the costs to benefits

**Justification**  
 Leased lines from Comcast expire in 2015 and will likely not be renewed or could be expensive. This project may allow us to connect City buildings and increase the speed of the network.

Prior	Expenditures	2017	2018	2019	2020	2021	Total	Future
83,580	Construction/Maintenance	29,980	29,980	29,980	29,980	29,980	149,900	389,740
<b>Total</b>	<b>Total</b>	<b>29,980</b>	<b>29,980</b>	<b>29,980</b>	<b>29,980</b>	<b>29,980</b>	<b>149,900</b>	<b>Total</b>

Prior	Funding Sources	2017	2018	2019	2020	2021	Total	Future
83,580	Capital Program Funds	29,980	29,980	29,980	29,980	29,980	149,900	389,740
<b>Total</b>	<b>Total</b>	<b>29,980</b>	<b>29,980</b>	<b>29,980</b>	<b>29,980</b>	<b>29,980</b>	<b>149,900</b>	<b>Total</b>

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Information Technology  
**Contact** Ian Hardie  
**Type** Equipment  
**Useful Life** 6  
**Category** Computer Equipment & Softw  
**Priority** n/a

**Project #** IT - 14-108  
**Project Name** Security Cameras

**Finance Priority**

**Total Project Cost:** \$75,000

**Description**  
 Ongoing replacement and addition of security cameras at city facilities

**Justification**  
 The current security cameras are aging and need replacement. Public safety personnel have indicated that greater coverage by security cameras would greatly assist them when investigating various incidents. This is an ongoing project as security cameras are expensive.

Prior	Expenditures	2017	2018	2019	2020	2021	Total
45,000	Equip/Vehicles/Furnishings	15,000	15,000				30,000
<b>Total</b>	<b>Total</b>	15,000	15,000				30,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
45,000	Equipment Replacement Fund (IT)	15,000	15,000				30,000
<b>Total</b>	<b>Total</b>	15,000	15,000				30,000

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Information Technology  
**Contact** Ian Hardie  
**Type** Equipment  
**Useful Life** 10  
**Category** Computer Equipment & Softw  
**Priority** n/a

**Project #** IT-15-111  
**Project Name** Council Chambers Updates

**Finance Priority**

**Description** **Total Project Cost:** \$30,000  
 Replace the monitors at the desks, run new cables capable of handling HD video, upgrade/replace the podium, replace the document camera, replace video equipment in control room.

**Justification**  
 The current monitors are reaching the end of their useful life. they do not support HD quality video. The cabling and podium upgrades will need to be done when/if the new cable franchise agreement includes high definition public access channels.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings		30,000				30,000
<b>Total</b>		30,000				30,000

Funding Sources	2017	2018	2019	2020	2021	Total
Equipment Replacement Fund (IT)		30,000				30,000
<b>Total</b>		30,000				30,000

**Budget Impact/Other**

**Capital Improvement Plan**  
**City of South St. Paul, Minnesota**

2017 *thru* 2021

**Department** Information Technology

**Contact** Ian Hardie

**Type** Unassigned

**Useful Life**

**Category** Unassigned

**Priority** n/a

<b>Project #</b>	IT-17-1
<b>Project Name</b>	Fiber Study

**Finance Priority**

**Total Project Cost:** \$20,000

<b>Description</b>
Conduct a basic design and cost estimate for connecting city water and parks resources to the existing fiber optic network.

<b>Justification</b>
Connecting the city's critical water resources to a secure, private network will help to ensure the resources are protected and work together at optimal performance. The plan will enable staff to budget and plan for connecting these resources with fiber. The fiber will also be available for other uses should the need arise.

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design	20,000					20,000
<b>Total</b>	<b>20,000</b>					<b>20,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Program Funds	20,000					20,000
<b>Total</b>	<b>20,000</b>					<b>20,000</b>

<b>Budget Impact/Other</b>

# Capital Improvement Plan

2017 *thru* 2021

## City of South St. Paul, Minnesota

**Department** Information Technology

**Contact** Ian Hardie

**Type** Unassigned

**Useful Life** 6

**Category** Unassigned

**Priority** n/a

**Project #** IT-17-2  
**Project Name** Network Upgrades

**Finance Priority**

**Total Project Cost:** \$15,000

### Description

Upgrade and clean up old wiring, add wifi access points and add another switch.

### Justification

This will complete the modernization of the city's physical IT infrastructure. The wiring in some buildings is several decades old, much is abandoned and some should be relocated. Wifi coverage is almost complete with a new switch and 4 new access points the infrastructure should be completed.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	15,000					15,000
<b>Total</b>	<b>15,000</b>					<b>15,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Capital Program Funds	15,000					15,000
<b>Total</b>	<b>15,000</b>					<b>15,000</b>

### Budget Impact/Other

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Finance	<b>BUSINESS UNIT:</b> 10150
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**Activities and Responsibilities:****The Finance program is accountable for:**

- Facilitating the development and administration of the City's annual budget.
- Developing and communicating the City's Long-term financial plans, including the City's Capital Improvement Plan
- Preparing interim and annual financial reports
- Managing and Safeguarding of the City's financial resources and assets
- Providing fiscal analysis and counsel in support of the Mayor, City Council, Administrator and Management Team
- Ongoing financial support services (investments, payroll, receivables, and disbursements)

**Budget Highlights and Changes:****Significant Revisions - 2016 Original vs. 2016 Revisions**

- Only revisions were for settled contracts and benefits

**Notable Expenditure Changes**

- Requesting new Accountant position (part time) to handle EDA/HRA finances and help Finance to expand service delivery in the policy area and internal audit. Cost of position is charged to the Housing Program
- Professional services increased for additional financial services that may be necessary for housing transition.

<b>FUNCTION:</b> General Government	<b>DEPT. &amp; DIV:</b> Finance	<b>BUSINESS UNIT:</b> 10150
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**Notable Capital Project or Asset Acquisitions**

- No notable capital asset acquisitions in 2017.

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

FUNCTION: General Government		PROGRAM: Finance		BUSINESS UNIT: 10150		
COMPENSATION INFORMATION						
FTE	POSITION	NAME		REVISED 2016	BUDGET 2017	Change
	<b><u>SALARIES</u></b>					
0.8	Finance Director			83,278	89,072	5,794
0.8	Assistant Finance Director			75,538	77,426	1,888
0.8	Mgmt and Budget Support Specialist			41,583	44,495	2,912
0.8	Mgmt and Budget Support Specialist			37,473	40,232	2,759
	NEW Accountant - Salary & Benefits- part time (Charged to Housing Fund)				-	
				237,872	251,225	13,353
	Temporary Employees			3,000	-	(3,000)
	Total Salaries			240,872	251,225	10,353

<b>FUNCTION:</b> General Government	<b>PROGRAM:</b> Finance	<b>BUSINESS UNIT:</b> 10150
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**COMPENSATION INFORMATION**

Name	PENSION		INSURANCE			TOTAL
	FICA	PERA	HEALTH	DENTAL	LIFE & DIS	
<b>FRINGE BENEFITS</b>						
Total Fringe Benefits	19,618	18,841	33,598	1,646	1,294	36,538

GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED	BUDGET	CHANGE
		2016	2017	
Salaries of regular employees	6101	237,872	251,225	13,353
Salaries-temp. employees	6104	-	-	-
Employer contribution for pension	6120	36,510	38,459	1,949
Employer contribution for insurance	6130	36,301	36,538	237
Retiree contributions	6135	-	-	-
Accumulated Vacation/Comp	6135	6,183	6,515	332
Employer Cont to HCSP	6135	6,961	7,336	375
		323,827	340,073	16,246

## FINANCE

## SUMMARY OF EXPENDITURES

Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>10150 - FINANCE EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	229,806	223,698	244,887	72,197	237,872	251,225	
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,704	317		18			
6104 - TEMPORARY EMPLOYEES-REG			3,000		3,000	3,000	
6108 - ACCUMULATED VACATION/COMP LEAV	16,430	11,598	6,047	0	6,183	6,515	
6112 - SERVICE RECOGNITION	4,680	0		0			
6120 - EMPLOYER CONTR FOR RETIREMENT	36,139	34,766	37,563	10,940	36,510	38,459	
6130 - EMPLOYER PAID INSURANCE	37,016	35,952	36,059	11,093	35,711	36,538	
6150 - WORKERS COMPENSATION	1,835	1,427	1,944	784	1,944	1,944	
6170 - EMPLOYER CONTR TO HCSP	8,204	6,956	7,245	598	6,961	7,336	
<b>TOTAL PERSONNEL SERVICES</b>	<b>335,815</b>	<b>314,714</b>	<b>336,745</b>	<b>95,631</b>	<b>328,181</b>	<b>345,017</b>	
<b>SUPPLIES</b>							
6201 - OFFICE SUPPLIES	4,718	3,743	4,100	706	4,100	4,400	
6210 - OPERATING SUPPLIES	168	0		238			
6240 - MINOR EQUIPMENT AND FURNITURE	119	1,510	0	0	0	0	
<b>TOTAL SUPPLIES</b>	<b>5,006</b>	<b>5,253</b>	<b>4,100</b>	<b>944</b>	<b>4,100</b>	<b>4,900</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	15,331	11,020	8,000	9,357	8,000	54,300	
6331 - CONFERENCES, TRAINING, TRAVEL	3,609	5,807	6,905	2,509	6,905	6,905	
6341 - ADVERTISING	606	676	700	66	700	700	
6371 - REPAIRS & MAINT CONTRACTUAL	2,248	2,639	2,640	1,100	2,640	2,640	
6375 - OTHER CONTRACTED SERVICES	66,786	61,759	87,315	27,828	87,315	84,764	
6388 - TECHNOLOGY EQUIP CHARGE			1,095		1,095	1,495	
6390 - POSTAGE AND TELEPHONE	4,257	3,757	3,900	1,770	3,900	3,900	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>92,837</b>	<b>85,657</b>	<b>110,555</b>	<b>42,629</b>	<b>110,555</b>	<b>154,704</b>	
<b>MISCELLANEOUS</b>							
6412 - CREDIT CARD/ACH/BANK FEE	201	319	50	24	50	50	
6430 - MISCELLANEOUS	5,216	5,374	5,700	4,849	5,700	5,700	
6471 - DUES & SUBSCRIPTIONS	495	495	600	495	600	600	
<b>TOTAL MISCELLANEOUS</b>	<b>5,912</b>	<b>6,188</b>	<b>6,350</b>	<b>5,368</b>	<b>6,350</b>	<b>6,350</b>	
<b>CAPITAL OUTLAY</b>							
6580 - OTHER EQUIPMENT	1,278	0	0	0	0		
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,278</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL EXPENDITURES</b>	<b>440,848</b>	<b>411,812</b>	<b>457,750</b>	<b>144,572</b>	<b>449,186</b>	<b>510,471</b>	



<b>FINANCE</b>					
<b>DETAIL OF EXPENDITURES</b>					
<b>CODE NO.</b>	<b>ITEMS</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF REQUEST</b>	<b>2016 Revised Budget</b>	<b>2017 Requested Budget</b>	<b>2017 Final Budget</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICES</b>					
6104	TEMPORARY EMPLOYEES-REG	For Laserfiche scanning	3,000	3,000	
<b>MATERIALS &amp; SUPPLIES</b>					
6201	OFFICE SUPPLIES	Checks(\$1,000), Envelopes (\$1,000), Postage Meter Supplies (\$1,000), Copy Paper (\$500), Banker Boxes (\$100), Plan-It software license (\$750), Misc (\$50)	4,100	4,400	
<b>SERVICES AND OTHER CHARGES</b>					
6302	PROFESSIONAL SERVICES	Audit \$7,800; update FinMgmt Plan \$1,500; Financial services in support of Housing transition \$45,000	8,000	54,300	
6331	CONFERENCES, TRAINING, TRAVEL	Local training and mileage (\$545), LOGIS user group meetings (\$450),MNGFOA Conference - FD & AFD (\$1,410), Natl GFOA-Denver- FD &AFD (4,000), OSA,Ehlers, Springsted (\$500)	6,905	6,905	
6341	ADVERTISING	Publish CAFR and Budget	700	700	
6371	REPAIRS & MAINT CONTRACTUAL	Postage and folding machine rental payments	2,640	2,640	
6375	OTHER CONTRACTED SERVICES	Flex spending admin (\$2,200), Shredding (\$600), LOGIS Finance System charges-JDE Finance, HR/Payroll, Hubble Licenses and System Development (\$81,964)- no purchase of Hubble needed	87,315	84,764	
6388	TECHNOLOGY EQUIP CHARGE		1,095	1,495	
6390	POSTAGE AND TELEPHONE	Postage and Smart phone (\$75/month for FD and AFD=\$1,800)	3,900	3,900	
<b>MISCELLANEOUS</b>					
6412	CREDIT CARD/ACH/BANK FEE	Part of credit card machine costs	50	50	
6430	MISCELLANEOUS	Dakota Cty Assmt fees (\$3,750) TNT costs (\$1,500) GFOA Certificate of excellence (\$450)	5,700	5,700	
6471	DUES & SUBSCRIPTIONS	MNGFOA dues \$120, GFOA dues \$380, Notary \$100	600	600	

MAJOR CHANGES in 2017 BUDGET - affecting City Tax Levy Supported Funds

**NEW POSITIONS REQUESTED**

Police - 2 part time CSO	43,000	.44%
Parks Fac & Maint-2 full time (net of \$20,000 reduction)	122,000	1.24%
Planning & Zoning-1/4 of PT Clerical	11,300	0.11%

**CHANGES ACROSS MULTIPLE LEVY SUPPORTED DEPARTMENTS**

Settled Union Contracts/Insurance	183,800	1.87%
Central Garage Surcharge Increases		
Maint & Equipment Replacement	88,800	0.90%
Technology Equipment Charge - 2nd year implementation increases	52,500	0.53%

**NEW INITIATIVES OR NEW REQUESTS**

Police - Body Cameras	31,500	0.32%
ADA Transition Plan - Engineering, Pools, Buildings	40,000	0.41%
EAB Assmts- Engineering, Public Works, Parks Maint.	50,000	0.51%
Finance-Professional Svcs for Hsg Transition	45,000	0.46%
IT - New Contracted Svcs: Fiber JPA, Phone system, GIS services, Airwatch	70,000	0.71%
Public Works - New Vehicle 50% in Streets & Parks Maintenance	14,000	0.14%
Blds - Tables& chairs for worksession room, landscape&mulch, new furniture & carpet for PW Bldg	45,000	0.46%
Parks Facilities - new equipment requested and mulching at parks	124,928	1.27%
Pools - Interior painting NV-Splash & floor refinish at Splash	4,500	0.05%

**INCREASED COSTS**

IT - Svcs: Internet, Microsoft, Laserfiche, email increases	15,045	0.15%
Police - Training, Copier, Squad computers	10,200	0.10%
Fire - personnel & capital (adding 1 position)	166,930	1.70%
Public Works - tree trim-removal, moved costs from CIP for misc Fence/ Concrete/Asphalt Repairs	40,000	0.41%
Planning & Zoning - comp plan consultant increase from 2016 amt	30,000	0.31%
Parks Admin - Admin support fee to CSCC inc due to staff costs in CSCC	8,166	0.08%
Major expense changes only (not all changes)	<u>1,196,669</u>	12.18%

**REVENUE CHANGES**

Removed Tax Rate generated off TIF parcels	-280,000	2.85%
Franchise fees reduced based on history	-35,000	0.36%
LGA for general fund (increased CIP fund	-19,000	0.19%
MSA increased	21,000	-0.21%
Admin Support Charges	20,100	-0.20%
Transfers In - HRA/EDA	-53,800	0.55%
Woog Arena revenues	-47,533	0.48%
Larger revenue changes - other than tax levy	<u>-394,233</u>	3.53%

**TAX LEVY CHANGES**

General Fund	1,333,642	
Library Fund	31,913	
Doug Woog Arena	64,000	
Debt Service	<u>18,027</u>	
	<u>1,447,582</u>	14.73%

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1% levy increase = \$98,276

**SPENDING AND TAXES  
ALL TAX LEVY SUPPORTED FUNDS**

	Revised	Revised	Prelim	16 TO 17	
	Budget	Budget	Budget	CHANGE	
	2015	2016	2017	\$	%
<u>TAXES</u>					
General Fund	\$7,291,431	\$7,574,557	\$8,908,199	\$1,333,642	
Library	707,493	713,287	745,200	31,913	
Doug Woog Arena	206,534	254,061	318,061	64,000	
Capital Program	-	-	-	-	
Debt Service	1,072,606	1,285,704	1,303,731	18,027	
<b>TOTAL</b>	<b>\$9,278,064</b>	<b>\$9,827,609</b>	<b>\$11,275,191</b>	<b>\$1,447,582</b>	<b>14.73%</b>
<u>SPENDING</u>					
General Fund	\$12,707,554	\$13,602,396	\$14,526,157	\$923,761	6.79%
Library	720,000	724,987	756,900	31,913	4.40%
Doug Woog Arena	928,585	984,742	1,001,209	16,467	1.67%
Capital Program	881,720	881,720	900,000	18,280	2.07%
Debt Service	1,072,606	1,285,704	1,303,731	18,027	1.40%
<b>TOTAL</b>	<b>\$16,310,465</b>	<b>\$17,479,549</b>	<b>\$18,487,997</b>	<b>\$1,008,448</b>	<b>5.77%</b>

Total Tax Increase by Category:

Operations	14.55%
Debt Service on Voter approved Referendum	0.18%
	<hr/> 14.73%

## 2016 BUDGET SUMMARY

## ALL TAX LEVY SUPPORTED FUNDS

	2017						Revised	16 TO 17 Change	
	General	Library	Doug Woog Arena	Capital Programs	Debt	Total Budget	2016 Budget		
<b>REVENUES:</b>									
Property Tax Levy:									
Property Taxes	8,908,199	745,200	318,061	-	1,303,731	11,275,191	9,827,609	1,447,582	14.73%
Total Property Taxes	8,908,199	745,200	318,061	-	1,303,731	11,275,191	9,827,609	1,447,582	14.73%
Tax Rate off TIF parcels	-					-	280,000	(280,000)	-100.00%
Local Government Aid (LGA)	1,504,587	-	-	900,000	-	2,404,587	2,397,914	6,673	0.28%
Fees and Fines	1,632,900	8,000	-	-	-	1,640,900	1,659,570	(18,670)	-1.12%
Intergovernmental	683,928	-	-	-	-	683,928	663,422	20,506	3.09%
Charges for Services	1,475,043	1,700	683,148	-	-	2,159,891	2,157,414	2,477	0.11%
Miscellaneous	96,500	2,000	-	-	-	98,500	86,400	12,100	14.00%
Transfers In	225,000	-	-	-	-	225,000	278,822	(53,822)	-19.30%
<b>TOTAL REVENUES</b>	<b>14,526,157</b>	<b>756,900</b>	<b>1,001,209</b>	<b>900,000</b>	<b>1,303,731</b>	<b>18,487,997</b>	<b>17,351,151</b>	<b>1,136,846</b>	<b>6.55%</b>
<b>APPROPRIATIONS</b>									
General Government	1,903,682	-	-	-	-	1,903,682	1,675,898	227,784	13.59%
Public Safety	7,499,524	-	-	-	-	7,499,524	7,081,593	417,931	5.90%
Public Works	3,445,746	-	-	-	-	3,445,746	2,950,527	495,219	16.78%
Community Development	738,952	-	-	-	-	738,952	673,383	65,569	9.74%
Recreation and Library	818,253	756,900	841,313	-	-	2,416,466	2,297,392	119,074	5.18%
Contingency	100,000	-	-	-	-	100,000	300,000	(200,000)	-66.67%
Debt Service (external)	-	-	159,896	-	1,303,731	1,463,627	1,448,937	14,690	1.01%
Capital Improvements	-	-	-	900,000	-	900,000	903,421	(3,421)	-0.38%
Transfers Out	20,000	-	-	-	-	20,000	20,000	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>14,526,157</b>	<b>756,900</b>	<b>1,001,209</b>	<b>900,000</b>	<b>1,303,731</b>	<b>18,487,997</b>	<b>17,351,151</b>	<b>1,136,846</b>	<b>6.55%</b>

## GENERAL FUND

## SUMMARY OF REVENUE

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017	
			ORIGINAL	REVISED	Request	Proposed	\$	%
			PROPERTY TAXES					
Total Property Taxes	7,051,119	7,348,256	7,574,557	7,564,997	8,908,199	8,908,199	1,343,202	17.76%
TOTAL PROPERTY TAXES	7,051,119	7,348,256	7,574,557	7,564,997	8,908,199	8,928,199	1,343,202	17.76%
OTHER TAXES								
Tax Rate generated off TIF parcels	354,677	364,183	280,000	280,000	-	-	(280,000)	-100.00%
FEES AND FINES							-	
Franchise Fees	866,070	831,283	1,138,500	1,138,500	1,107,000	1,107,000	(31,500)	-2.77%
Fines and Forfeits	102,268	107,954	97,600	97,600	107,100	107,100	9,500	9.73%
License and Permits - Business	104,973	117,849	112,070	112,070	117,900	117,900	5,830	5.20%
License and Permits - Non-business	287,235	313,886	303,400	303,400	300,900	300,900	(2,500)	-0.82%
TOTAL FEES AND FINES	1,360,546	1,370,972	1,651,570	1,651,570	1,632,900	1,632,900	(18,670)	-1.13%
INTERGOVERNMENTAL REVENUE								
State Grants and Aid (includes LGA)	1,882,036	2,008,015	1,973,194	1,973,194	1,982,617	1,982,617	9,423	0.48%
County Grants and Payments	58,390	59,347	58,305	58,305	59,275	59,275	970	1.66%
Local Grants and Payments	181,256	139,647	148,117	148,117	146,623	116,623	(31,494)	-21.26%
TOTAL INTERGOVERNMENTAL	2,121,682	2,207,009	2,179,616	2,179,616	2,188,515	2,158,515	(21,101)	-0.97%

GENERAL FUND

SUMMARY OF REVENUE

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017	
			ORIGINAL	REVISED	Request	Proposed	\$	%
			<b>CHARGES FOR SERVICES</b>					
Administration Charge (includes TIF)	391,047	466,559	444,375	444,375	464,552	464,552	20,177	4.54%
Internal Service Charge	20,657	20,657	20,657	20,657	20,657	20,657	-	0.00%
PILOT (Payment in Lieu of tax)	36,375	37,000	39,108	39,108	37,000	37,000	(2,108)	-5.39%
Administration-Construction	35,462	38,680	5,000	5,000	5,000	5,000	-	0.00%
Engineering Project Fees	217,900	192,263	180,000	180,000	190,000	190,000	10,000	5.56%
Parks and Recreation	187,855	202,199	190,700	190,700	193,800	193,800	3,100	1.63%
Rents	108,698	114,731	77,266	77,266	77,810	77,810	544	0.70%
Planning & Code Enforcement	56,201	69,734	50,500	50,500	55,500	55,500	5,000	9.90%
Public Safety	4,406	2,912	3,500	3,500	3,500	3,500	-	0.00%
Public Works - Streets	1,500	3,193	1,500	1,500	1,500	1,500	-	0.00%
Antenna and Other Charges	217,066	239,315	250,000	250,000	260,000	260,000	10,000	4.00%
Barge Terminal & Mooring Fees	146,501	152,411	155,467	155,467	158,154	158,154	2,687	1.73%
Other	16,560	15,973	6,960	6,960	7,570	7,570	610	8.76%
<b>TOTAL CHARGES FOR SERVICE</b>	<b>1,440,228</b>	<b>1,555,627</b>	<b>1,425,033</b>	<b>1,425,033</b>	<b>1,475,043</b>	<b>1,475,043</b>	<b>50,010</b>	<b>3.51%</b>
<b>MISCELLANEOUS</b>								
Interest on Investments	(29,384)	154,260	60,000	60,000	75,000	75,000	15,000	25.00%
Other	49,286	102,731	24,400	24,400	21,500	21,500	(2,900)	-11.89%
<b>TOTAL MISCELLANEOUS</b>	<b>19,902</b>	<b>256,991</b>	<b>84,400</b>	<b>84,400</b>	<b>96,500</b>	<b>96,500</b>	<b>12,100</b>	<b>14.34%</b>

GENERAL FUND

SUMMARY OF REVENUE

Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017	
			ORIGINAL	REVISED	Request	Proposed	\$	%
			TRANSFERS IN					
Transfers in Storm Water Fee	40,000	40,000	40,000	40,000	40,000	40,000	-	0.00%
Transfers in Water/Sewer	100,000	100,000	100,000	100,000	100,000	100,000	-	0.00%
Transfers In Street Light Utility	20,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
Transfer from HRA/EDA					65,000	65,000	65,000	100.00%
TOTAL TRANSFERS IN	160,000	160,000	160,000	160,000	225,000	225,000	65,000	40.63%
TOTAL REVENUES	12,508,154	13,263,038	13,355,176	13,345,616	14,526,157	14,555,297	1,150,541	8.61%
Surplus/(Deficit)	462,912	983,828	(118,822)	(256,780)	-			
<b><u>DETAIL OF TAX LEVY</u></b>								
Current and Delinquent	4,712,177	5,117,942	5,389,960	5,380,400	6,723,602	-	(5,380,400)	-100.00%
Fiscal Disparities	2,338,942	2,230,314	2,184,597	2,184,597	2,184,597	-	(2,184,597)	-100.00%
General Fund Levy	7,051,119	7,348,256	7,574,557	7,564,997	8,908,199	-	(7,564,997)	-100.00%

GENERAL FUND								
SUMMARY OF EXPENDITURES								
Description	2014 ACTUAL	2015 ACTUAL	2016		2017		Revised 2016 vs 2017	
			Original	Revised	Request	Proposed	\$	%
<b>GENERAL GOVERNMENT</b>								
Mayor and Council	109,386	109,751	109,597	109,597	126,850	126,850	17,253	15.74%
City Administration	417,176	338,548	355,578	360,875	389,613	389,613	28,738	7.96%
Human Resources	-	106,525	133,983	136,194	114,658	114,658	(21,536)	-15.81%
City Attorney	223,893	216,847	227,000	227,000	232,000	232,000	5,000	2.20%
City Clerk	175,005	160,722	120,354	130,402	126,656	126,656	(3,746)	-2.87%
Finance	440,848	411,812	457,750	449,186	510,471	510,471	61,285	13.64%
Information Technology	173,945	196,044	228,829	231,717	364,555	364,555	132,838	57.33%
Recycling	45,515	46,905	42,807	43,612	38,879	38,879	(4,733)	-10.85%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,585,768</b>	<b>1,587,153</b>	<b>1,675,898</b>	<b>1,688,583</b>	<b>1,903,682</b>	<b>1,903,682</b>	<b>215,099</b>	<b>12.74%</b>
<b>PUBLIC SAFETY</b>								
Police Protection	4,672,985	4,804,470	4,977,276	5,049,898	5,226,724	5,226,724	176,826	3.50%
Fire Department	1,942,657	2,078,821	2,104,317	2,104,709	2,272,800	2,272,800	168,091	7.99%
<b>TOTAL PUBLIC SAFETY</b>	<b>6,615,643</b>	<b>6,883,291</b>	<b>7,081,593</b>	<b>7,154,607</b>	<b>7,499,524</b>	<b>7,499,524</b>	<b>344,917</b>	<b>4.82%</b>
<b>PUBLIC WORKS</b>								
Engineering	385,327	409,424	472,380	489,454	495,079	495,079	5,625	1.15%
Streets, Alleys and Boulevards	1,419,660	1,331,725	1,543,473	1,562,032	1,656,221	1,656,221	94,189	6.03%
Buildings	266,553	220,006	288,416	291,498	329,539	329,539	38,041	13.05%
Parks Facilities and Maintenance	577,168	611,488	646,258	653,167	964,907	964,907	311,740	47.73%
<b>TOTAL PUBLIC WORKS</b>	<b>2,648,708</b>	<b>2,572,643</b>	<b>2,950,527</b>	<b>2,996,151</b>	<b>3,445,746</b>	<b>3,445,746</b>	<b>449,595</b>	<b>15.01%</b>

