



COON
RAPIDS
Minnesota

Annual Budget

For the Year Beginning
January 1, 2017

ANNUAL BUDGET
OF THE
CITY OF COON RAPIDS
MINNESOTA

For the fiscal year beginning January 1, 2017

2017 DIRECTORY OF OFFICIALS

ELECTED OFFICIALS

Jerry Koch	Mayor
Brad Greskowiak	Councilmember Ward 1
Bill Kiecker	Councilmember Ward 2
Wade Demmer	Councilmember Ward 3
Jennifer Geisler	Councilmember Ward 4
Brad Johnson	Councilmember Ward 5
Steve Wells	Councilmember At Large

MANAGEMENT TEAM

Matt Stemwedel	City Manager
Tim Anderson	Golf Pro/Manager
Dave Brodie	City Attorney
Grant Fernelius	Community Development Director
Tim Himmer	Public Works Director
Sharon S. Legg	Finance Director
Joan Lenzmeier	City Clerk
John Piper	Fire Chief
Brad Wise	Police Chief

CITY OF COON RAPIDS
MINNESOTA

2017 BUDGET*

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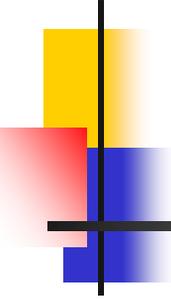
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Introduction

- Budget Award
- City Manager's Overview
- General Information about City
- Budget Development Process
- Budget Calendar
- Financial Policies



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Coon Rapids
Minnesota**

For the Fiscal Year Beginning

January 1, 2016

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Coon Rapids, Minnesota for its annual budget for the fiscal year beginning January 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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OFFICE OF THE MAYOR

January 2, 2017

Dear Citizens of Coon Rapids:

The 2017 budget adopted by the City Council identifies how City resources are allocated in 2017. It is the City's financial management plan and has been designed to be responsive to the public's service demands. Our City faces both short and long term challenges, which require an allocation of resources to provide the high level of services our citizens have come to expect while maintaining the infrastructure of the City. We feel the City has been able to address these challenges.

The tax levy for 2017 is \$25.6 million which is an increase of about 3.0 percent compared to 2016. As in 2016, this includes the levy for the park bonds authorized by the 2013 referendum.

This budget includes all of the funding for the on-going operations of the City. In addition to maintaining services at past levels, a large emphasis on infrastructure improvements is included in the 2017 budget:

- Based on the positive result of the \$17 million park improvement referendum held in 2013, the City began major park and trail renovations in 2014 and completed the first of the projects in 2015. Improvements funded under this referendum will continue into 2017. This investment will further enhance the attractiveness of the City to current and future generations thereby growing the tax base which is always essential to the vision of the City. The 2017 improvements include trail extensions along Coon Rapids Boulevard as well as to the Coon Rapids Dam. Another trail from Bunker Hills Park to Wilderness Park will be built and two other parks (Crooked Lake and Riverwind) will be re-designed.
- Following the program for street maintenance and reconstruction based on a comprehensive rating of all streets in the City, 10.5 miles of City streets will be reconstructed and 18-24 miles will be seal coated. Funding includes a combination of assessments, tax levies and bonding.
- A Water Master Plan was updated in 2014 to prioritize when and what improvements to the water system are necessary within the next ten years. Included in this budget is \$385,000 for well rehabilitation and \$325,000 to repair and paint the water tower on Hanson Boulevard. Additionally, water mains will be replaced as needed in the street reconstruction area estimated at a cost of \$3.2 million.

January 2, 2017

Page 2

Property values continue on an upward trend and the City's commercial/retail and industrial sectors are strong with very little vacancy. Additionally, as pointed out by Moody's Investors Service, Inc. in October 2016, when assigning a Aa1 rating to a bond issue, "The Aa1 rating reflects the City's mature residential tax base that benefits from its favorable location near the Twin Cities metro area; strong financial operations with ample liquidity, average debt levels, and moderate unfunded pension liabilities related to its participation in state cost sharing plans."

It is my hope this budget will meet the expectations and needs of our Coon Rapids citizens. I am confident our community is well positioned to meet future challenges with leadership, innovation, and teamwork. My sincere thanks are extended to the City Council and staff for their time and effort in the preparation of this document.

Sincerely,

A handwritten signature in black ink that reads "Jerry Koch". The signature is written in a cursive, flowing style.

Jerry Koch
Mayor



TO: Mayor, City Councilmembers
and Residents of Coon Rapids

FROM: Matt Stemwedel, City Manager

SUBJECT: 2017 Budget

DATE: January 2, 2017

INTRODUCTION

Section 1-705 of the City Charter requires an annual budget to be submitted to the Council by the first regular Council meeting in September. Additionally, State law requires the Council approve a preliminary budget and certify a proposed levy to the Anoka County Property Records and Taxation Division by September 30th. In response to these requirements, the proposed budget was submitted to the City Council on August 3, 2016 and a workshop with the City Council was held on August 10th to accommodate a thorough review by the City Council and interested City residents. It was adopted on December 6, 2016 after a public hearing was held.

The 2017 budget continues the implementation of the long term strategic vision approved by the City Council. A summary of the City's strategic vision is attached at the end of this letter. The general theme for the 2017 budget can be described as "maintaining while strengthening." In other words, staff has focused on developing a budget that maintains funding for high quality services while also seeking opportunities to improve operations and services where possible. This was accomplished by reviewing each department's needs and expenditures to ensure the proposed budget aligns with City priorities. Staff then sought to fund new initiatives that will help to strengthen operations and services. The funding for these new initiatives doesn't simply come from new revenues or increases to the tax levy; rather, staff first focused on re-prioritizing existing revenues to achieve these objectives when feasible. While overall service levels are fairly consistent with past years, there is added attention to infrastructure improvements in 2017. Furthermore, under the "2017 Budget Highlights" section of this letter, you will find a description of any significant proposal for a new budget appropriation or area of emphasis.

This budget document should be viewed as more than just a collection of financial data. Additionally, it includes information on the City organization, descriptions of programs and services, as well as a variety of selected measures. Furthermore, the budget is a reflection of the City's plans, policies, procedures and objectives regarding the services to be provided in 2017. The selected measures allow the public to make informed decisions about the value of a service and also provide staff with much needed information to provide service in more cost effective manners. These measures also provide guidance to allocate resources during budget development. The City recently expanded the initiative for additional measures to use data to make better policy decisions, review current practices and make organizational improvements.

As part of the comprehensive budgeting process, the City Management Team prioritized the City's needs and then balanced the allocation of the City's human and financial resources against those needs, incorporating goals set by the City Council.

Some of the key factors that guided the preparation of this budget were:

- 1) Initiating the goals set out in the long term strategic plan and a reinvestment strategy for the future quality of life in the community;
- 2) Acknowledging the need to ensure adequate reinvestment in the City's transportation infrastructure that allows for safe and efficient traffic flow throughout the community;
- 3) A commitment to continue the highest possible service level with a tax levy comparable to the prior year to pay for existing services;
- 4) A fiscal goal which establishes the relationship between the estimated General Fund unassigned fund balance and the planned General Fund expenditures at no less than 45 percent. Typically the year-end fund balance is at the highest level of the year due to the receipt of the second half of property taxes in December and complying with this goal requires planning to allow for sustainability going forward;
- 5) A comprehensive review of the condition of capital equipment to ensure the most cost-effective replacement schedule is followed;
- 6) A team approach which encourages strategic planning to meet immediate and long-term operational, infrastructure and facility needs;
- 7) A management philosophy which actively supports the implementation of Council policies and goals and recognizes the need to be responsive to changing community conditions and concerns;
- 8) A focus on quality of life enhancements for citizens and stakeholders of the City as well as community reinvestment making Coon Rapids the place where people want to be.

SIGNIFICANT EVENTS

Overall noteworthy events and activities for 2016 include:

- 1) River North Senior Apartments completed construction of 167-unit senior apartment building and opened. The project represents a major step forward in development efforts in the Port Campus Square district and along the Coon Rapids Boulevard corridor. The site previously contained an unused parking lot and two older houses. The City played an active role in facilitating this project, including selling the land, providing a loan and providing tax-increment financing.
- 2) Four 'Summer in the City' neighborhood meetings were hosted throughout Coon Rapids with over 400 residents attending. They included displays representing most of the City departments; a fire truck, squad car and a front end loader for youth enjoyment; music and ice cream; and a presentation from Council about current projects and events in the City. Opportunity is also given for a question and answer session between residents and City representatives.

- 3) Phase II of the Home for Generations program, which provides architectural assistance and incentive grants for homeowners making significant home improvements, continued in 2016. During 2016, there were 55 new applications, 53 architectural consultations and 21 participation agreements signed with homeowners, with over \$1.2 million in improvements completed.
- 4) Construction of a new 3,500 square foot Superamerica convenience store located in the City's Port Riverwalk redevelopment district was completed and opened in January 2016. The store replaced an older car wash building on the site that sat vacant for several years.
- 5) The City participated with Anoka County and neighboring cities on the second annual Upriver Commercial Real Estate Summit, which promotes the region and educates commercial real estate brokers on tools and resources for completing projects in Coon Rapids and Anoka County. In addition, staff participated in the 2016 Minnesota Commercial Real Estate Association (MNCAR) annual expo in November to promote development opportunities within the City.
- 6) The Open to Business program, which provides prospective and existing entrepreneurs in Coon Rapids with one-on-one counseling advice from a business advisor, continued in 2016. This opportunity can help business owners with planning and organizing business ideas, financial management, marketing, regulatory compliance and leasing or purchasing property.
- 7) Participated in the 18th Annual North Suburban Home Improvement Show.
- 8) Conducted the 17th annual Senior Safety Camp to teach seniors about topics such as falls, injuries, poisoning due to mixing medications, car safety and road rage.
- 9) Final crime data maintained by the MN Bureau of Criminal Apprehension showed Part I crimes in Coon Rapids rose slightly in 2015. Even with this increase, Coon Rapids still is experiencing the lowest crime rates since the 1960's.
- 10) Taught several Crime Free Multi-housing training courses throughout 2016 to ensure landlords are properly equipped to manage rental properties in Coon Rapids.
- 11) Taught the Drug Abuse Resistance Education (D.A.R.E.) program in all eight elementary schools (public and private). D.A.R.E. is a nationally recognized program giving youth the tools to avoid drug use.
- 12) Held the 21st annual Youth Safety Camp to teach youth about automobile, water and bike safety as well as many other topics.
- 13) Hosted two successful "Movie in the Park" events with over 400 attendees each.
- 14) Received the Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- 15) Received Tree City USA Award for the 36th consecutive year.
- 16) Completed reconstruction of 7.5 miles of high volume collector streets including installation of 4.4 miles of new watermain pipe and related appurtenances. The projects included the installation of numerous new fire hydrants, valves, sanitary sewer manhole castings, storm sewer pipes and catch basins. Primary streets and watermains in each of the City's industrial parks were replaced. New LED street lighting and more than a mile of new concrete sidewalk was installed in the Evergreen business park as well as more than

- 1,000 feet of new concrete sidewalk was installed on Crooked Lake Boulevard. Enhanced communication with property owners during project planning and construction activities (informative mailings, open houses, weekly progress updates, etc.) resulted in fewer inquiries as compared to prior years.
- 17) The intersection of Northdale Boulevard and Redwood Street, which serves as the new entrance to the Sand Creek Athletic Complex, was upgraded with turn lanes, sidewalks, and a new traffic signal. This project was performed on an Anoka County road, and coordinated and led by City staff.
 - 18) Performed seal coating on 16.2 miles of City streets, including 51 cul-de-sacs, as part of the City-administered multi-city Street Maintenance Program.
 - 19) Constructed a new trail segment along the south side of 85th Avenue from East River Road east to the BNSF railway tracks.
 - 20) Constructed a new trail segment within Peppermint Stick Park and reconstructed trail segments north of Riverview Park.
 - 21) Replaced the narrow pedestrian bridge located in Erlandson Park with a new wider and more accessible bridge.
 - 22) The Public Works department and City of Coon Rapids won the national Sustainability Practices award from the American Public Works Association. The award was presented at the national Public Works Expo held at the Minneapolis convention center on August 29, 2016.
 - 23) Reconstructed five parks: Sand Creek Athletic Complex, Mason, Delta, Pheasant Ridge, Woodcrest and Woodview.
 - 24) Phase One of the disc-golf course construction was completed which included clearings for hole establishment, basket installs and signage.
 - 25) Hosted the 7th Annual Green Expo which allowed exhibitors a chance to expose attendees to alternative ways to save the environment.
 - 26) Began paper shred program at the Recycling Center.
 - 27) Completed rehabilitation of four wells and two sewer lift stations, upgraded the SCADA and security at the water treatment plants and wells, and lined approximately eight miles of clay sewer pipe.
 - 28) The City of Coon Rapids with the Anoka County Growers Association continued hosting a weekly farmer's market at the Coon Rapids Ice Center from July to October.
 - 29) Opened a new outdoor skating track on the west side of the ice arena.
 - 30) Hosted first annual Family Funday at Coon Rapids Ice Center as part of the 2016 Snowflake days celebration.
 - 31) CTN Studios received a number of award recognitions including four national honors in various categories from the National Association of Telecommunications Officers and Advisors (NATOA).
 - 32) Hosted the Minnesota State Publinks Combo Championship and the Minnesota State High School Boys and Girls Championships at Bunker Hills Golf Course.
 - 33) Renovated the Civic Center which is available for events as well as serving as a senior center during the day. The renovation included a new sound system, carpet, wallpaper, movable walls, etc.

TOTAL BUDGET OVERVIEW

REVENUES

<u>Fund Type</u>	<u>2016 Adopted</u>	<u>2017 Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
General Fund	\$29,374,201	\$30,241,338	\$867,137	3.0%
Special Revenue Funds	2,600,659	2,691,474	90,815	3.5%
Debt Service Funds	4,704,212	4,846,869	142,657	3.0%
Capital Projects Funds	4,632,873	6,406,671	1,773,798	38.3%
Enterprise Funds	20,121,570	21,641,855	1,520,285	7.6%
Internal Service Funds	263,000	266,000	3,000	1.1%
Total	<u>\$61,696,515</u>	<u>\$66,094,207</u>	<u>\$4,397,692</u>	<u>7.1%</u>

Total budgeted revenues increased \$4,397,692 or 7.1% from 2016 to 2017. The most significant change was in the Capital Projects Funds (\$1,773,798 or 38.3%) primarily due to an added \$1,500,000 in land sales which would entail the City buying and reselling land to a developer for an apartment complex. In addition, rate increases in water and sewer in 2016 and a proposed additional five percent in sewer for 2017 increase revenue by \$60,000 and \$315,200, respectively. Restaurant revenues in the Golf Fund are projected to increase by \$1,129,371. The majority of the increase in the General Fund is in property taxes (\$710,320 or 3.7% over 2016).

EXPENDITURES/EXPENSES

<u>Fund Type</u>	<u>2016 Adopted</u>	<u>2017 Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
General Fund	\$28,739,814	\$29,295,990	\$556,176	1.9%
Special Revenue Funds	2,323,681	2,424,213	100,532	4.3%
Debt Service Funds	3,338,019	4,738,174	1,400,155	41.9%
Capital Projects Funds	22,288,839	17,654,729	(4,634,110)	(20.8)%
Enterprise Funds	20,381,846	21,456,522	1,074,676	5.3%
Internal Service Funds	919,000	1,027,786	108,786	11.8%
Total	<u>\$77,991,199</u>	<u>\$76,597,414</u>	<u>\$(1,393,785)</u>	<u>(1.8)%</u>

Total budgeted expenditures/expenses decreased \$1,393,785 or 1.8% from 2016 to 2017. The most significant decrease was in the Capital Projects Funds primarily due to \$14 million in state aid street construction projects completed in 2016. The 2017 budget proposes \$6 million in residential street reconstruction. This was offset by an increase of \$2.3 million for the purchase of land to be sold to a developer for apartments accounted for in the Housing and Redevelopment Authority Fund. The increase in the Enterprise Funds is mainly due to an increase of \$973,940 for the restaurant operation at Bunker Hills Golf Club due to higher sales. Other significant increases include \$555,334 for personal services in the General Fund over the 2016 budget.

Further information on the total budget can be found in the summary section and detailed fund information can be found in the fund sections of this document.

GENERAL FUND OVERVIEW

The General Fund finances the widest range of essential public services in the budget. Most operations, other than those that operate similar to a private business with revenues generated primarily through customer charges, are included in this fund.

General Fund Revenues

<u>2016 Budget</u>	<u>2017 Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
\$29,374,201 Adopted	\$30,241,338	\$ 867,137	3.0%
\$29,439,801 Amended	\$30,241,338	\$ 801,537	2.7%

The 2017 General Fund revenues total \$30,241,338. This is a 3.0 percent increase of \$867,137 from the 2016 adopted budget of \$29,374,201 and a 2.7 percent increase of \$801,537 over the 2016 budget as amended of \$29,439,801. Revenues from 2008 to 2017 are shown below and reflect an annual increase of about 2.3 percent compounded annually. Property taxes compose 66 percent of the General Fund revenue.

	<u>Revenues</u> <u>Before Transfers</u>	<u>% Change</u> <u>from Prior Year</u>
2008 Actual	24,735,257	3.3%
2009 Actual	25,621,267	3.6%
2010 Actual	25,381,039	(0.9%)
2011 Actual	26,047,126	2.6%
2012 Actual	26,370,912	1.2%
2013 Actual	26,684,846	1.2%
2014 Actual	28,705,277	7.6%
2015 Actual	28,302,386	(1.4%)
2016 Adopted Budget	29,374,201	3.8%
2016 Amended Budget	29,439,801	4.0%
2017 Adopted Budget	30,241,338	2.7%

General Fund Expenditures

<u>2016 Budget</u>	<u>2017 Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
\$28,739,814 Adopted	\$29,295,990	\$556,176	1.9%
\$28,923,874 Amended	\$29,295,990	\$372,116	1.3%

The 2017 General Fund expenditures total \$29,295,900. This is a 1.9 percent increase of \$556,176 from the 2016 adopted budget of \$28,739,814 and a 1.3 percent increase of \$372,116 over the 2016 budget as amended of \$28,923,874. The chart below shows the General Fund expenditures for a ten year period. The increase from 2008 to 2017 is approximately 2.2 percent compounded annually.

	<u>Expenditures</u> <u>Before Transfers</u>	<u>% Change</u> <u>from Prior Year</u>
2008 Actual	24,153,579	6.0%
2009 Actual	23,143,325	(4.2%)
2010 Actual	23,724,167	2.5%
2011 Actual	23,880,554	0.7%
2012 Actual	24,811,321	3.9%
2013 Actual	25,243,314	1.7%
2014 Actual	26,553,455	5.2%
2015 Actual	26,823,356	1.0%
2016 Adopted Budget	28,739,814	7.1%
2016 Amended Budget	28,923,874	7.8%
2017 Adopted Budget	29,295,990	1.3%

The 2017 General Fund revenues are \$945,348 over expenditures. After transfers in from the Lodging Tax Fund of \$14,000, the Senior Activity Fund of \$10,000, and the Revolving Construction Fund of \$17,000, and transfers out to the Retirement Insurance Fund of \$525,000 and the Compensated Absences Fund of \$155,000, the budget will reflect an increase of \$306,348 in fund balance. The estimated fund balance unassigned and designated for working capital as of December 31, 2017 is \$13,889,120 which is 45 percent of the estimated 2018 expenditures and transfers out.

2017 BUDGET HIGHLIGHTS

The 2017 Budget was prepared anticipating needs for the next year as well as positioning the City for many years to come. The City Council continually tries to engage the public through neighborhood meetings and surveys to help shape the future direction of the community. The budget incorporates projects and funds striving to meet these goals. The following highlights of the 2017 budget emphasize City Council direction in setting the vision for the City as well as necessary operational activities.

Public Safety – The City must remain vigilant and proactive when it comes to funding police services even though the City of Coon Rapids continues to experience a relatively low crime rate. The crime rate in 2013 was the lowest it had been since 1980 and the crime rate for 2014 was the lowest in the City since 1969. While the City’s crime rates are historically low, since 2014 there has been an uptick in crime trends both in Coon Rapids and generally throughout the country.

The 2017 Police Department budget was prepared with a focus on continuing to reduce the crime rate where possible as well as positively impacting the perception of crime. The department continues to invest in the training and education of officers and staff to ensure all are highly skilled in the latest crime prevention strategies to deal with challenging situations the City may face. In 2016, the department completed training in de-escalation strategies which better address citizens experiencing mental health crises and also completed implicit bias training. The department will continue to build on the latest intelligence based policing techniques through the use of the county-wide Public Safety Data System (PSDS), fully implemented in 2016 allowing the department to better address crime trends. The 2017 budget contains funds for additional overtime to be more actively involved in the more significant criminal investigations that are currently handled by the Anoka County Sheriff’s Office.

It is the goal of the City’s Fire Department to provide professional and timely emergency service delivery for fires, medical emergencies and other dangerous conditions. To accomplish this, training programs are continuously improved by participating in joint specialty teams in the area as well as utilizing technology. Continuous training will enhance the safety of citizens as well as the safety of the personnel responding to calls. Included in the 2017 budget is \$187,000 for an alerting system from Anoka County dispatch which will allow call information to be sent to the three fire stations even faster than the present dispatch system. It will also eliminate the physical stress to firefighters for the harsh wake-up signal that is presently in place by activating it at gradual pace.

Transportation -- Given the age of the transportation system, complicated by more frequent freeze/thaw cycles, local, county and state aid streets are deteriorating at a faster pace than the replacement cycles of the past. Based on a comprehensive rating of all streets within the City, a three to five year program outlines the near future for street maintenance. The rating system is evaluated annually in an effort to most efficiently perform the proper repairs at the most opportune time in order to further extend pavement life cycles. In 2017, the City will continue to carry out its aggressive street maintenance program, reconstructing and rehabilitating nearly 10.5 miles of

streets and seal coating approximately 18 to 24 miles. Funds in the amount of \$850,000 have again been included in the 2017 budget to continue the seal coat program, signal painting and asphalt patching in addition to the aggressive street reconstruction program funded by assessments and taxes. The primary emphasis will be on the reconstruction of local streets, contrary to 2016, when state aid streets were reconstructed. To accomplish the added workload of engineering, design and inspection of street projects, consultants will be utilized as needed.

Additionally, the City has included \$1,280,000 to cover the City share of costs to build railroad overpass on Hanson Boulevard. City officials have been working with state legislators as well as Burlington Northern Railroad to design and fund an overpass improving public safety. This project requires funding from the State of Minnesota which seems likely to be approved in 2017.

Park Improvements – In 2013, a referendum passed which contemplated a \$17.4 million dollar bond issue and outlined specific improvements to be upgraded. Referendum approved funds (\$2,751,000) have been included in the 2017 budget for the improvements outlined in the Park Improvement Fund in addition to the \$1,995,044 completed in 2016. The third full year of tax levy per the referendum has been included in the levy. It is anticipated that \$5,000,000 of park bonds will be issued in 2017 to pay for the parks included in the program through 2017. The 2017 budget includes approximately \$300,000 for additional park/trail improvements. The budget also includes additional funds for seasonal employees and maintenance expenses for Sand Creek Park, which will be fully operational in 2017. In addition, staff is proposing to implement summer programming for youth at Sand Creek Park, the cost of which will be offset by additional revenues.

Housing/Neighborhoods – The City has made significant strides over recent years with its neighborhood reinvestment program. In addition to proactive code enforcement, other activities are also working to support the City's housing and neighborhood goals. Proactive efforts are made to assure the integrity of the housing stock and to help maintain stable and safe neighborhoods in the City. Programs are offered to provide incentives to residents and future residents to update the City's housing stock, such as the second phase of the Homes for Generations Program, which offers low interest loans, architectural fee assistance and building permit rebates.

Planning/Redevelopment – The City and HRA will continue to implement redevelopment plans along Coon Rapids Boulevard and market HRA-owned properties to attract development. The City has been working with the Anoka County Regional Rail Authority (ACRRA) since late 2014 to actively market a 15 acre site adjacent to the Northstar commuter rail station near the Riverdale shopping center. In 2015, Minneapolis-based Sherman Associates emerged as the lead developer for a multi-family apartment project on the site. In early 2017, the project will be presented for formal consideration by the City Council. If approved, the City would close on the land with the ACRRA and then convey about half the site to Sherman Associates. The developer proposes to build 190 units of market rate and 48 units of workforce housing during the first phase of the project. The City will also be focusing on redevelopment efforts at PORT Riverwalk, which is generally located on the south side of Coon Rapids Boulevard between Egret Boulevard and Avocet Street. The City is currently working with a developer that is creating a proposal to include detached townhomes. This project (if approved) would start in late 2017.

In addition to these projects, the City will conduct several economic development marketing initiatives, including participating in the Minnesota Marketing Partners and sponsorship of the Minnesota Commercial Association of Realtors (MNCAR) to promote development in the City. The City will also continue to facilitate business retention and expansion. A revolving loan fund is included in the Housing and Redevelopment Authority Fund to aid commercial ventures involving acquisition and renovation of properties.

Finally, a great deal of focus will be placed on updating the City's comprehensive plan in 2017-2018. This update is required by state law and is overseen by the Metropolitan Council, the regional planning authority. This process will require the City to review and update all aspects of the comprehensive plan document, including: basic demographic information, land use, transportation, water supply, sanitary and storm water systems, parks and open space, solar access protection, housing and wetlands protections. Funds have been budgeted to pay for the cost of updating this plan, including a \$32,000 grant from the Metropolitan Council that is intended to offset the cost this update.

Citizen Engagement – Neighborhood meetings are held in the parks to inform citizens of improvements and issues underway in the City and to solicit input on matters of importance to them, allowing City Council and staff to get into the neighborhoods to create an even stronger community feeling. This continues in 2017. A citizen survey conducted in the later part of 2016 will provide insight into what areas citizens are satisfied with and if there are areas needing improvement. The 2017 budget includes reprioritizing funds formally used for an internship position and dedicates it for a regular part-time communications position. This position will provide continued and additional resources for expanded communication to residents and businesses.

Excellence in Government – Community expectations are attempted to be met in every service area with professionalism and excellence. Given the current and expected future economic condition impacting the City's ability to continue current service levels, excellence will also be defined by how well the City can demonstrate improved efficiency and effectiveness in the services delivered. Future expectations will demand increased accountability and demonstrated value in how tax dollars are spent. To be successful in this effort, the City's technology tools need to be kept current and employee training and investment needs to be a priority. Funds have been included to continue this priority.

Cable Television – The Public Communications Fund will continue to make payments on a \$750,000 internal loan originating in 2011 used to purchase of a van to allow broadcasting in high definition. There will be three years left on the loan at the end of 2017. The Fund will also continue to make payments on a 2016 internal \$650,000 City loan to help cover the cost of upgrading to high definition technology. That loan will end in 2025.

Golf Club – The golf operation continues the bunker restoration plan whereby the bunkers will be replaced over time with smaller, more manageable bunkers with Ohio's best sand. The first phase of the project was completed in 2016 with overwhelmingly positive feedback.

Kendall's, the City owned restaurant at the course, continues to expand opportunities to draw patrons by offering a dinner theatre in both the spring and holiday season. Plans are in the works to offer other entertainment options such as live music at the restaurant. The restaurant received an award for a "Best Patio" in the St. Paul Pioneer Press and continues to receive glowing reviews. Plans in 2017 include an enchanting lighted drive creating memories especially for winter weddings and holiday events.

PERSONNEL

The 2017 Budget provides for 231 full-time employees, an increase of one full-time position formerly a part-time employee at the ice arena, over 2016.

Retirement Insurance Reserve Fund – Annually funds are transferred from the General Fund to fund anticipated police and fire retirements. In addition to the \$525,000 needed from the General Fund in 2017, interest earnings from the Insurance Reserve Fund in the amount of \$49,000 have been designated to amortize the funding requirements over 30 years.

PERA – City contribution rates to the PERA retirement plan, in accordance with state law, remain at 7.5% for coordinated employees 16.2% for police and fire.

Health Insurance – Overall, health insurance premiums are anticipated to decrease by approximately 9% percent from 2016. The City participates in a larger group (LOGIS) for health insurance coverage. City premiums are determined by the group's as well as the City's claims tiered by claim experience, with the lower claim tiers experiencing less of a premium increase, or in the City's case, a greater decrease. The City has been actively promoting healthy lifestyle initiatives to reduce premium increases and offers two types of high deductible health insurance plan options, a health reimbursement arrangement (HRA) and a health savings account (HSA).

CAPITAL OUTLAY

Capital outlay items to be purchased directly from the General Fund in 2017 amount to \$276,112. Capital purchases in the Capital Equipment Fund, which supports the General Fund, total \$1,058,253 consisting of eight police vehicles (\$322,201), a pick-up truck for fire, two trailers for the parks department as well as two grounds masters, two field groomers, two ATV type vehicles and a seed spreader and sweeper. Streets has funds for a 2.5 ton dump truck (\$204,480) and two pick-up trucks. Additionally, there is also a car budgeted for code enforcement.

Capital purchases in 2017 for the Public Communications Fund total \$85,500. Capital purchases in the Enterprise Funds total \$6,465,376 of which \$3,866,858 is for various water, sewer and storm water drainage upgrades in street reconstruction areas, \$758,278 is for various well, pump and water tower rehabilitation projects, \$1,200,000 is for various sanitary sewer lining projects, \$202,000 is for a replacement wheel loader, \$225,000 is for a replacement street sweeper and \$96,000 is for mowers at the golf course, and \$67,500 is for bunker size reductions at Bunker Hills golf course. These funds are self-supporting, whereby revenues other than taxes, pay for operations.

The Facility Construction Fund includes funds in the amount of \$473,048. This includes \$187,348 to replace the fire station alerting system. Most of the other items are to replace or update existing building doors, lifts, lights, trash areas, etc.

A list of the 2017 capital outlay requests is included in the appendix of this document.

The ten-year capital equipment replacement schedule has again been updated to project future needs. It is anticipated that if the present level of funding is maintained in the Capital Equipment Fund, capital needs will be covered for the next ten years. Obviously, assumptions were made to replacement costs and frequency, which will continually be monitored and updated to assure the vehicle fleet will be maintained in the most cost effective manner.

UTILITY RATES AND INFRASTRUCTURE

Water Utility- The 2017 budget does not anticipate an increase in water rates. However, water rates will be reviewed early in 2017 to determine if an increase is necessary. Water rates were last increased effective May 1, 2016 to \$2.00 from \$1.80 per 1,000 gallons for the first 20,000 gallons, \$2.45 from \$2.20 for 20,001 to 80,000 gallons and to \$2.65 from \$2.40 for 80,001 gallons and above. Pumping through the first eleven months of 2016 was down 1.6 percent from 2015 due to the wet summer and, conservation efforts, including the rate structure and water saving devices along with weather patterns have caused water usage generally to decline.

To maintain infrastructure, \$385,000 has been included in the Water Fund for various well rehabilitations as well as \$325,000 for repairing the exterior coating of the 2.5 MG water tower on Hanson Boulevard. Beginning in 2014, the City started replacing water-mains where needed in street reconstruction areas. This budget anticipates \$3.2 million to replace mains. These mains are depreciated over a 75 year period.

In 2014, the City undertook a Water Master Plan which proposes infrastructure improvements for the next ten years. It anticipated \$10 million in costs which are re-prioritized annually. The City is well underway in completing projects outlined in the Plan.

Sewer Utility- The 2017 budget reflects an increase of five percent in sewer rates. However, as with water, sewer operating results will be reviewed in early 2017. Rates were last increased May 1, 2016.

Roughly 66 percent of the expenditures in the Sewer Fund are attributable to disposal fees paid to Metropolitan Council Environmental Services (MCES) similar to 2016. MCES anticipates a five percent budget increase for 2017 which is allocated to the contributing jurisdictions based on the corresponding portion of flow for the twelve months ending on June 30 of the previous year. Coon Rapids experienced a decrease in flow volume. Therefore, Coon Rapids will pay a lower portion of the MCES budget in 2017, but a net increase of three percent from 2016.

As mentioned in the Capital Section, the City has again allocated \$1,200,000 for relining sewer lines thereby avoiding line failures or total replacements. This completes the relining.

Storm Drain Utility- No increase in rates has been included in the 2017 budget to fund storm drainage related expenses. The current rate for a single family residence is \$10.40 per quarter and has not been increased since 2010. As with the other two utilities, operating results will be further reviewed in the early part of 2017 to assure that this fund is operating as anticipated. This fund pays for compliance with the Pollution Control Agency permit requirements related to the City's Municipal Separate Storm Sewer System (MS4) permit and associated Storm Water Pollution Prevention Plan (SWPPP) as well as monitoring, water testing, ditch and catch basin repairs, water quality improvements and street sweeping. Additionally, several projects have been identified to solve localized flooding concerns in neighborhoods that have experienced problems over the past few years with the intense rainfalls that have occurred.

CITY GROWTH

The City of Coon Rapids is essentially fully developed. In 2010, the population was 61,476 with the City nearly fully developed. Although the population of the City has held at that level, the needs of the citizens are changing over time. And, due to the nationwide economy, there is pressure on our citizens. Therefore, demands of the City have increased. The following chart illustrates the growth that has occurred over time.

	<u>1980</u>	<u>2000</u>	<u>2016</u>
Population	35,826	61,607	62,527
Streets (miles)	148.1	215.4	217.0
Cul-de-sacs	160	401	415
Storm Drain (miles)			
Pipe	36.0	90.5	111.1
Ditch	3.2	8.5	8.5
Water Main (miles)	153.2	277.1	300.4
Sanitary Sewer Pipe (miles)	149.0	240.0	249.2
Parks (acres)			
Developed	322	N/A	484.97
Undeveloped	185	N/A	417.07
Police Activities			
Vehicle Accidents	1,067	2,035	2,012 *
Crimes Reported	5,910	11,000	5,922 *
Fire Department Runs	1,173	3,834	5,154
Housing Units	10,731	22,527	24,023 *

*2015 #s

CITY REAL ESTATE TAXES

The estimated market value of the City is anticipated to increase about five percent over the prior year due to the rebound in housing prices after the housing crisis that started in 2008. Coon Rapids is nearly fully developed with new development generated by re-development.

The proposed levy was increased \$739,240 from the 2016 levy equating to a tax capacity rate of 44.286. A table of the tax levy by fund is included in the summary section of this document.

Major changes in the tax levy include:

General Fund operations	\$710,320
Street reconstruction	(151,549)
Capital equipment	159,148

The levy includes \$988,503 to pay the debt service on Coon Rapids Ice Center bonds issued in 2011. This is the seventh year of a 25 year levy requirement to retire the bonds. The debt levies to pay for the City share of street reconstruction decreased due to the decreased pace of replacing state aid streets. Following is a table showing the increase in market value for various properties and their corresponding anticipated tax capacity values.

RESIDENTIAL

PROPERTY NUMBER	<u>TAX YEAR MARKET VALUE</u>			<u>TAX YEAR TAX CAPACITY VALUE*</u>		
	2016 EST. MV	2017 EST. MV	% INC (DEC)	2016	2017	% INC (DEC)
1	98,600	114,700	16.3	702	878	25.1
2	144,000	148,900	3.4	1,197	1,251	4.5
3	191,300	189,900	(.7)	1,713	1,698	(.9)
4	204,500	206,400	.9	1,857	1,877	1.1
5	277,600	283,800	2.2	2,653	2,721	2.6
6	375,500	384,100	2.3	3,721	3,814	2.5

*after market value exclusion

COMMERCIAL

PROPERTY NUMBER	<u>TAX YEAR MARKET VALUE</u>			<u>TAX YEAR TAX CAPACITY VALUE</u>		
	2016 EST. MV	2017 EST. MV	% INC (DEC)	2016	2017	% INC (DEC)
7	1,282,100	1,371,500	7.0	24,892	26,680	7.2
8	2,030,400	2,085,100	2.7	39,858	40,952	2.7
9	9,925,000	9,676,800	(2.5)	197,750	192,786	(2.5)

The tax impact is still a rough estimate at this time. The tax on commercial properties only includes the City tax, after subtracting the portion of the value that is deducted and taxed at the fiscal disparity revenue sharing rate.

PROPERTY NUMBER	2016 ACTUAL CITY TAX	2017 CITY ESTIMATED TAX
1	315	388
2	538	553
3	769	750
4	834	829
5	1,192	1,202
6	1,671	1,684
7*	7,257	7,456
8*	11,620	11,444
9*	57,649	53,875

*does not include fiscal disparity

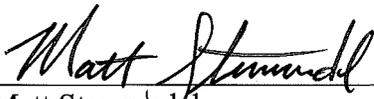
In addition to the City tax, Coon Rapids also levied a tax for the Housing and Redevelopment Authority (HRA) for redevelopment activities. Included in this budget is \$725,000, the same level as 2016. According to Minnesota State Statutes, an HRA is allowed to tax up to .0185 percent of the Estimated Market Value.

The median single family residential assessed market value in Coon Rapids is approximately \$175,700 for taxes payable 2017. This includes both homestead and non-homestead properties. Some of the services provided by the City property tax include:

- ❖ 24 hour, 7 days per week police, fire and emergency medical assistance protection
- ❖ Snow/ice control and sweeping of approximately 220 miles of streets
- ❖ Maintenance of 48 parks covering over 850 acres, 45 playgrounds, 68 sports fields and 48 tennis courts
- ❖ Administration of numerous Public Works projects involving streets, sidewalks and tree maintenance
- ❖ Strong and proactive neighborhood stability and reinvestment efforts
- ❖ Fire and crime prevention programs
- ❖ Senior services and programs five days a week
- ❖ Ice arena
- ❖ Professional administration, including financial management, legal services, information technology, records management, elections, human resources, City management, property assessment, building inspection and code enforcement.

SUMMARY

As in past years, the budget is the product of the collective efforts of the Management Team and numerous City employees. They have worked diligently to ensure tax dollars are spent wisely and essential services are maintained with an eye toward the future. I am appreciative of the commitment, good judgment and expertise each of them contributed to the budget process.



 Matt Stemwedel
 City Manager



Community strength ... for generations

CITY COUNCIL'S STRATEGIC VISION

Transportation

The City will have an efficient and well maintained system of roads, sidewalks, and trails supported by a comprehensive and connected mass transportation system.

Community Development and Redevelopment

The development of the City will be diversified and sustainable with a growing economic base that supports a high quality of life in neighborhoods and a strong, progressive business sector.

Housing/Neighborhoods

Neighborhoods will be stable, safe, and connected with predominantly owner-occupied and well maintained life cycle housing options.

Quality of Life

Coon Rapids is a community in which people of all generations decide to invest themselves and their resources and communicate their community pride.

Civic Involvement

Residents and businesses are engaged in the community through civic opportunities, partnerships and technology.

Community Diversity

The community embraces diversity by supporting a high quality of life for all residents.

Public Safety

Individuals, neighborhoods, businesses and the community are considered safe with proactive, well-trained and respectful Police Officers and Firefighters ensuring professional and timely administrative and emergency service delivery.

Excellence in Government

The City of Coon Rapids follows a formal strategic direction established and continually monitored by the City Council that is implemented and managed with excellence, operational efficiency and with a long term view of organizational and environmental sustainability.

Outstanding Customer Service

The City of Coon Rapids and its employees have a mission of providing outstanding leadership and service that strengthen the community with a respectful, collaborative and innovative employee culture.

GENERAL INFORMATION CONCERNING THE CITY

The City of Coon Rapids, with a population of 62,527 is a northern suburb of the Minneapolis/Saint Paul metropolitan area, situated in southwestern Anoka County. The City's area is approximately 23 square miles (14,400 acres).

Governmental Organizations and Services

Coon Rapids was incorporated as a village in 1952 and became a Home Rule City in 1959. The City operates under a Council/Manager form of government. Effective January 1, 1994, membership of the City Council increased from five to seven members, consisting of the Mayor, five members elected by ward and one member elected at large.

City functions are divided into eight departments including administration, legal, city clerk, finance, community development, police, fire and public works. In 2016, there are 230 full-time employees included in the budget plus 23 part-time employees that work more than 17.5 hours per week (and therefore earn leave benefits). Part-time and seasonal positions in total equal 64.3 full-time equivalents. Citizen involvement includes participation in nine commissions and boards including planning, adjustment and appeal, safety, parks and recreation, arts, charter, historical, civil service and sustainability.

The City provides protective services through its Police Department, comprised of 74 full-time employees and 15 police reserves, and the Fire Department, which has 32 full-time employees and 18 part-time paid-on-call firefighters.

Municipal Services

The City of Coon Rapids City Center houses all City administrative offices, including police and fire administration, and provides community space for seniors and other community groups. The City also maintains an ice arena and a 36-hole golf course which currently hosts the Minnesota State Open.

The City provides municipal water and sewer services to all of the developed areas of the City. Water is supplied by City wells and the City has a storage capacity of 12 million gallons. The sewer lateral system is operated and maintained by the City. Interceptor sewer lines and wastewater treatment plants in the seven-county metropolitan area are under the jurisdiction of the Office of Environmental Services (OES) of the Metropolitan Council. OES finances its operations through user charges based on volume. The City also operates a storm drainage utility to provide funding for programs to protect surface and ground water, and to enhance maintenance programs for storm water facilities.

Education

Coon Rapids is within Anoka-Hennepin Independent School District 11, the largest school district in the State, which has a total enrollment of 37,853 students. Independent School District 11 has seven elementary schools, two middle schools, three alternative schools and one senior high school located within the City of Coon Rapids.

Three private schools are located in the City of Coon Rapids. Epiphany School serves grades K-8, Coon Rapids Christian School serves K-12 and Cross of Christ serves K-8. Total enrollment for the three schools is approximately 660 students.

As of July 1, 1995, the Anoka Technical College became part of a State College and University system, governed by the Minnesota Higher Education Coordinating Board. The Technical College has an estimated enrollment of approximately 2,600.

Anoka-Ramsey Community College is located in the City. The student body consists of approximately 12,500 full and part-time students. The College opened in 1965 and has eight buildings.

Medical Facilities

Mercy Hospital (Allina Health System) is located in Coon Rapids and has 271 general hospital beds and a 44-bed psychiatric care unit. In 2003, an \$18 million cardiac treatment area was added. In 2015, a \$30 million Mother Baby Center was completed. This center features the only Level II special care nursery in the north metro with the capacity to accommodate 3,500 births annually.

Additional medical facilities located in the community include the 99-bed Park River Estates Care Center, the 94-bed Camilia Rose Care Center, the 29-bed Camilia Rose Group Home, the 24-bed Community Living, Inc., a supervised living facility and the 6-bed REM Minnesota Community Services Inc., a supervised living facility.

Employment

Large employers located in the City are:

<u>Employer</u>	<u>Product/Service</u>	<u>Approximate Number of Employees</u>
Mercy Hospital (Allina Health System)	Hospital and Medical care	1,860
Independent School District 11	Elementary & Secondary Education	1,238*
RMS Company	Medical Device Manufacturing	672
Honeywell Aerospace	Commercial Aircraft Flight Systems	600
Anoka-Ramsey Community College	Post-secondary Education	403

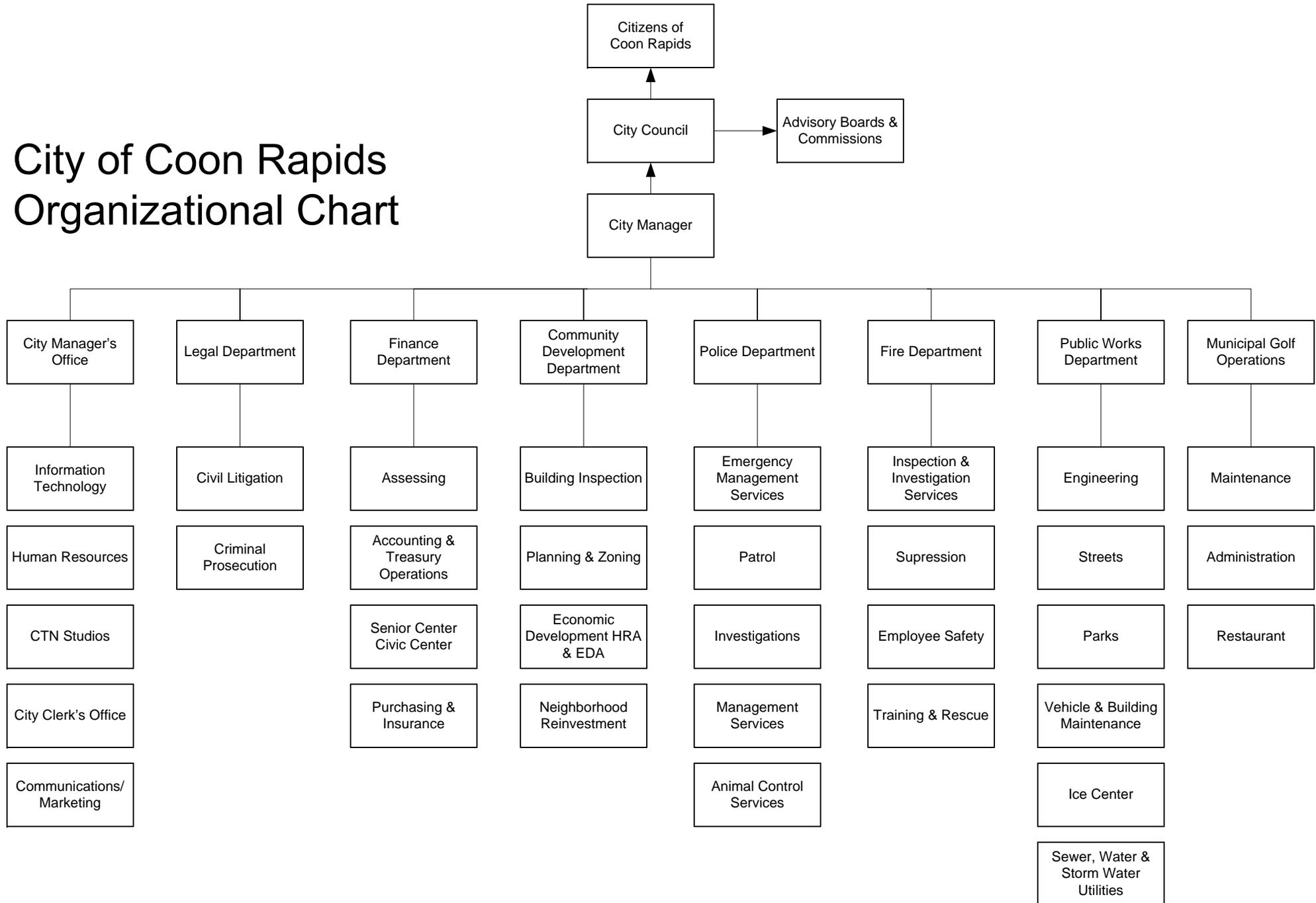
*Includes full-time, part-time and seasonal employees that work in the City.

Major Taxpayers

The ten largest taxpayers in the City are:

<u>Taxpayer</u>	<u>Type of Property</u>	<u>Percent of City's Total Net Tax Capacity</u>
DDR MDT Riverdale Village Outer Ring LLC	Commercial	1.92%
DDR MDT Riverdale Village Inner Ring LLC	Commercial	1.64%
Riverdale 2005 LLC	Commercial	1.02%
Inland Riverdale Commons LLC	Commercial	0.87%
Inland Village Ten LLC	Commercial	0.87%
Xcel Energy	Utility	0.84%
GPC Acquisitions LLC	Industrial	0.63%
Target Corporation	Commercial	0.62%
Minnegasco Inc.	Utility	0.57%
Allina Health System	Commercial	<u>0.56%</u>
Total		9.53%

City of Coon Rapids Organizational Chart



2017 DIRECTORY OF ADVISORY BOARDS AND COMMISSIONS

January 2017

Planning Commission

Kathie Casey
Denise Hosch
Ray Knoblauch
Mary Schmolke
Wayne Schwartz - Chair
Zachary Stephenson
Julia Stevens
Grant Fernelius – Staff Liaison

Board of Adjustment and Appeals

Ronald Bradley
Teri Spano-Madden
Patricia Thorup
Aaron Vande Linde - Chair
Tracy Wigen
Cheryl Bennett - Staff Liaison
Melissa Westervelt – Staff Liaison

Parks and Recreation Commission

Tim Arntson - Chair
Michael Jacobson
Neal Livermore
Tim Matsche
Ryan McAlpine
Gen Sand
Valerie Weaver
Gregg Engle – Staff Liaison
Ryan Gunderson - Staff Liaison

Sustainability Commission

Chris Backes
Marcia Baudino
Ed Dedman
Stacey Demmer - Chair
Rebecca Holmlund
Robert Krahn
Christy Lamoreaux
Tim Lockgrem
Colleen Sinclair - Staff Liaison
Amanda Bednar – Staff Liaison

Safety Commission

Arnie Alderman
Wayne Baumgart
Al Hofstedt - Chair
Bradley Janowski
Maurice McKee
Cindy Nutter
Tracy Wigen
Jeremy Wyttenback
John Piper - Staff Liaison
Jon Urquhart – Staff Liaison

Arts Commission

Donna Carson
Ellen Feuling
Mary Ann Kehn – Chair
John Kocon
Charlie Pitts
Elaine Stulc
Jim Ulwelling
Stephanie Lincoln - Staff Liaison

Historical Commission

Jackie Dingley
Tracy Ekberg
Lyle Goff
LuAnn Koskinen
James Marsolais
Boo Mills - Chair
Bill Peterson
Robert Powell
Ronald Wendel
Ned Storla - Staff Liaison

Charter Commission

Elizabeth Dhennin
Timothy Farmer
Isla Fichtner
Milo Hartmann
Al Hofstedt – Chair
Caroline LaCoursiere
Stephanie Masteller
Maurice McKee
Glenda Meixell
Jerry Nelson – Vice Chair
Jerry Splinter
Norman Werner
Dave Brodie - Staff Liaison
Leah Hattstrom – Staff Liaison

Police and Fire Civil Service Commission

Al Hofstedt
Bruce Sanders - Chair
Robert Thistle
Matt Stemwedel - Staff Liaison

DEMOGRAPHIC STATISTICS

POPULATION (1)

YEAR	POPULATION	HOUSING UNITS THROUGH 2015	
1960	15,974	Single family	15,407
1970	30,505	Duplex	95
1975	34,949	Townhouse	2,519
1980	35,826	Quad Home	488
1985	42,870	Mobile Home	231
1990	52,978	Condos	1,693
1995	59,688	Apartments	3,673
2000	61,607	Total	24,106
2005	62,983		
2010	61,476		
2015	62,527		

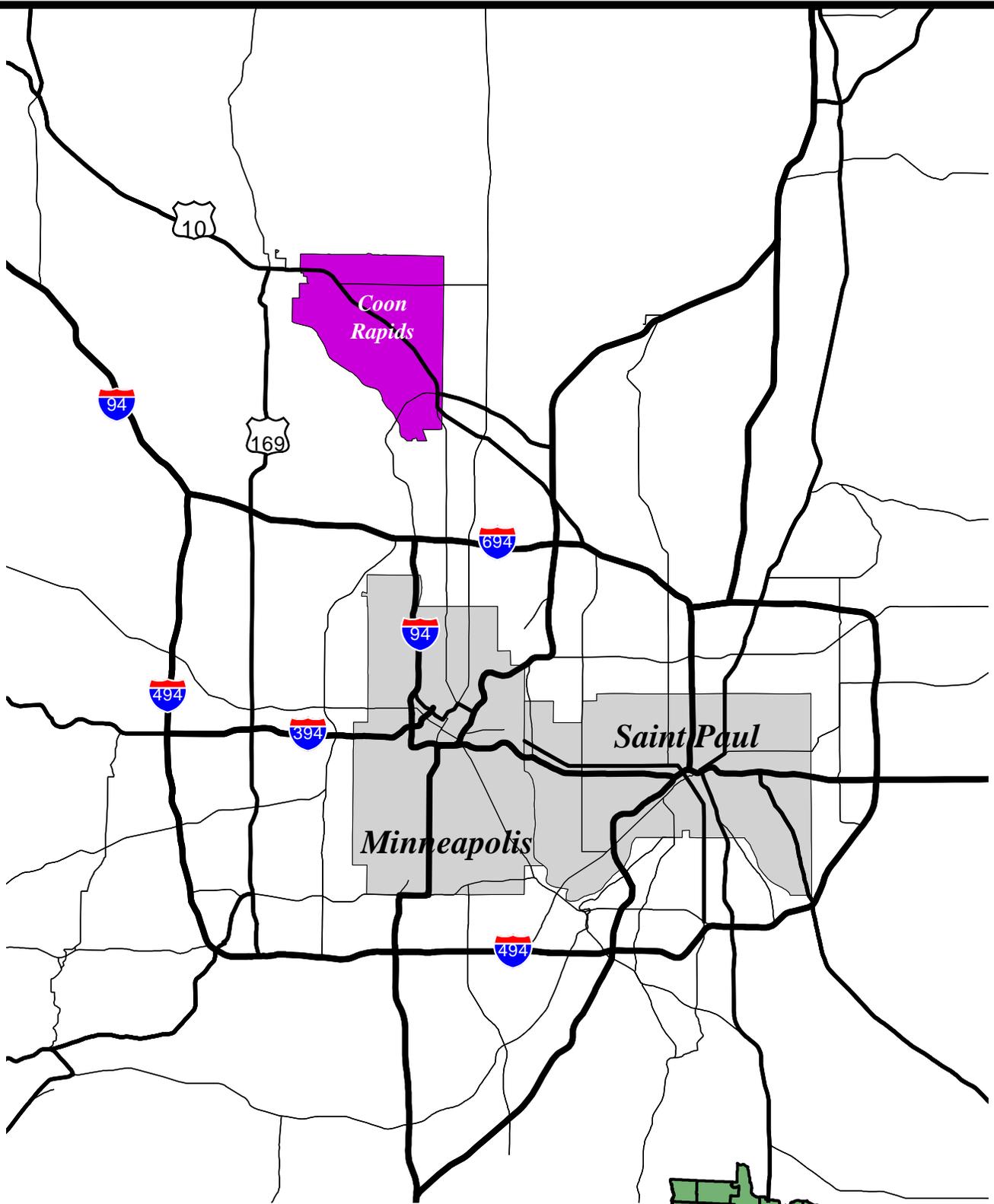
COMPARATIVE PERCENTAGES OF HOUSING UNITS

Type	1990	2000	2015
Low density	71.0%	66.7%	64.3%
Moderate density	10.5%	16.2%	19.5%
High density	17.0%	16.0%	15.2%
Mobile Homes	1.5%	1.1%	1.0%

HOUSEHOLD SIZE

Year	People/Household	Source of Estimate
1960	4.30	U.S. Census
1970	4.40	U.S. Census
1980	3.34	U.S. Census
1990	3.00	U.S. Census
2000	2.72	U.S. Census
2010	2.60	U.S. Census

(1) Estimates as prepared by the Metropolitan Council except 1960, 1970, 1980, 1990, 2000 and 2010 which are U.S. Census figures.



*City of Coon Rapids
Minnesota*



BUDGET DEVELOPMENT PROCESS

The Budget Process

Chapter 1-700 of the City Charter of the City of Coon Rapids sets forth the requirements for preparation of the annual budget. Minnesota Statutes 275 as amended mandates budget approval and certification requirements that are different than the City Charter. Where Minnesota Statutes are in conflict with charter requirements, the Minnesota Statutes prevail. Therefore, the budget must receive preliminary approval by the City Council, along with preliminary approval of the property tax levy resolution, prior to September 15 of each year. Preliminary tax levies must be certified to the County Auditor by September 30.

By September 30th, the City Council must select a hearing date and a possible continued hearing date. The final budget and tax levy must be adopted at one of these two hearings (hearings which must be held between November 29th and December 20th).

The budget is prepared on a fiscal year beginning January 1st and ending December 31st.

Policies are set by the City Council in one of two ways:

- 1) Policies are initiated by actions of the City Council at its regular Council meetings through adoption of ordinances, resolutions, or motions.
- 2) Policies are also initiated, studied, and reviewed at special work sessions called for that purpose.

The City Manager and City staff address the Council's concerns in the preparation of the budget and evaluate the financial costs of the implementations of these policies and include them into the budget where economically feasible.

In summary, policy issues are identified by the City Council, evaluated, and costed out by the Manager and staff, and returned to the City Council for appropriations if necessary. If no appropriation is necessary, the new policy is implemented immediately.

Each activity manager is given a monthly financial report of expenditures compared to the adopted budget. Activity managers may not exceed appropriations without approval of the City Council.

Budgeting for City Operations

The City is required to account for revenues and expenditures in accordance with generally accepted accounting principles. Because fund accounting is required for financial reporting, the appropriation budgets are organized and presented in a like manner. The summary information section presents a summary of revenues and expenditures of each fund. A brief description of each fund type can be found at the beginning of each section.

Each fund consists of one or more activities. An activity is a cost center for recording charges for services delivered or functions performed. Legal budgetary control is at the expenditure category level within each activity. Expenditure categories consist of personal services, charges and services, supplies, and capital outlay.

Basis of Accounting for Budgeting

The financial reporting and budgeting systems of the City are organized on a fund basis. A fund is a fiscal and accounting entity with a self balancing set of accounts. All funds in the budget were prepared using the following basis of accounting which is consistent with the accounting methods used for financial reporting:

Governmental Funds. All governmental funds are maintained on a modified accrual basis with revenues recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, except for principal and interest payments on long-term debt and capital expenditures which are recognized as expenditures when due.

Proprietary Funds. Proprietary funds, which include the enterprise and internal service funds, are maintained on the accrual basis. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period in which the liability is incurred. The payment of principal on long-term debt in the proprietary funds is not reflected in the budgeted expenses as it is a balance sheet transaction affecting bonds payable and cash. Interest on long-term debt in these funds is budgeted for the period that the payments are covering. Capital items are depreciated over their useful life with the depreciation amounts included in the budgeted expenses.

Budget Monitoring and Amendments

Section 1-700 of the City Charter sets forth the process for monitoring and amending the budget as follows:

Enforcement of the Budget. It shall be the duty of the City Manager to strictly enforce the provisions of the budget. The City Manager shall only approve orders upon the City Treasury for expenditures for which an appropriation has been made in the budget resolution and for which there is sufficient unexpended balance in the appropriated fund after deducting the total past expenditures and the sum of all outstanding orders and encumbrances against such fund. No officer or employee of the City shall place any order or make any purchase except for a purpose and to the amount authorized in the budget resolution. Any obligation incurred by any person in the employ of the City for any purpose not authorized in the budget resolution or for any amount in excess of the amount therein authorized shall be a personal obligation upon the person incurring the expenditure.

Alterations in the Budget. Upon adoption of the budget resolution the Council may increase the amounts fixed in the budget resolution only if and to the extent that the actual revenues exceed the funds available. The Council may at any time, by resolution approved by a majority of its members, reduce the sums appropriated for any purpose by the budget resolution. By a vote of four members, the Council may authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes. Management may not make transfers between funds or amend the budget without Council approval.

By a resolution approved by four members, the Council may authorize the expenditure of other unappropriated funds, known as unencumbered fund balance; provided, however, that if the proposed expenditure for a single purpose exceeds 20 percent of the fund balance, the Council shall, prior to approving the expenditure, conduct a public hearing following published notice given at least 10 days prior to the hearing. The public shall be given the opportunity to be heard at the public hearing.

Determination of Revenue Estimates

The Finance Department is responsible for all revenue estimates contained in the budget proposal. Estimates are arrived at by studying all relevant revenue history along with economic trends and indices when available. Discussion regarding specific revenue sources can be found in the summary information section of the budget.

Distribution of Budget Information

Copies of the budget are available to the general public on the City's website and in the offices of the City Manager, City Clerk, and Finance Director. Notices of the public hearings are published in the official City newspaper, the Coon Rapids Herald, along with notices posted in the City Center, the local public library, and the City's website. Citizens are invited to provide written or oral comments at the public hearings.

The County Property Records and Taxation Division is required to notify each property owner of the impact of the proposed tax levy upon each individual parcel of property along with the final budget hearing dates.

Reader's Notes:

CITY OF COON RAPIDS, MINNESOTA
BUDGET CALENDAR
2017 BUDGET

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
<u>April</u> 27	Update and distribute budget forms for personal services	Finance
	Update and distribute activity budget pages and budget forms for services & supplies and capital outlay requests.	
<u>April</u> 8 – <u>May</u> 6	Prepare budget requests for personal services	Department Heads/ Activity Managers
<u>April</u> 27 – <u>May</u> 20	Prepare budget requests for services, supplies and capital outlay. Prioritize increases and capital outlay requests.	Department Heads/ Activity Managers
<u>May</u> 20	Deadline for updated workload measures to Finance.	Department Heads/ Activity Managers
<u>May</u> 20	Current year estimates, final services, supplies and capital outlay requests due.	Department Heads/ Activity Managers
<u>May</u> 20 - <u>June</u> 10	Compile and prepare documents for Management Team review.	Finance
<u>June</u> 13-17	Budget requests prioritized and finalized.	City Manager/ Management Team
<u>July</u> 5 – <u>July</u> 29	Preparation of final draft of proposed budget.	Finance
<u>July</u> 29	Distribution of Proposed Budget	Finance

August

3	City Council officially receives Proposed Budget and sets workshop dates and times.	City Council
10	City Council work session	City Council/Staff

September

6	City to adopt proposed property tax levy.	City Council
30	Proposed public hearing dates and tax levy must be certified to County.	Finance

November

7-18	County Treasurer to mail parcel specific truth in taxation notices.	County
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December

6	City holds public hearing and adopts Budget and final tax levy.	City Council
30	Deadline for staff to certify tax levy to State and County.	Finance

January

27	Adopted budget information sent to newspaper for publication.	Finance
31	State budget form completed.	Finance

February

28	Budget award application sent in (Due 90 days after budget adoption)	Finance
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CITY OF COON RAPIDS, MINNESOTA

FINANCIAL POLICIES

Fund Balance Policies

- It is the policy of the City to maintain a General Fund unassigned fund balance that is at least 45% of the upcoming year's expenditures and transfers out. In the General Fund, where expenditures are typically increasing from year to year due to inflationary factors, this policy increases the unassigned fund balance maintained in order to meet the increasing cash flow needs in the upcoming year.
- The unassigned fund balance will be used to meet cash flow needs until the first property tax and state aid payments are received at mid-year and to provide for unanticipated expenditures, revenue shortfalls, and emergency situations which may occur.
- The City shall not use tax anticipation borrowings to cover operating expenses.

Debt Policies

- The City will only issue long-term debt for capital improvements or projects that cannot be financed from current revenues, fund balances, or retained earnings. Long-term debt will not be used to fund current operations.
- The life of a bond issue shall not exceed the expected life of the improvement or project financed.
- The City will not exceed three percent of the market value of taxable property for general obligation debt per state statutes.
- Where possible, the City will use special assessment or other self-supporting bonds instead of general obligation ad valorem bonds.
- All debt issues will be reviewed at least annually to determine if refinancing or calling of any issue would be financially beneficial.
- The City will consider the impact that financial decisions have on bond ratings and will strive to make decisions which have a positive effect on those ratings.
- A policy of full disclosure on every financial report and bond prospectus will be followed.
- The City complies with arbitrage regulations for both bond proceeds and earnings. Aggressive pay-down of debt is utilized to avoid arbitrage earnings.

Investment Policies

- Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

- Only investments allowed under state statutes will be purchased.
- Investments must be insured or registered under the City's name and held by the City or its agent.
- The investment portfolio shall be designed to be sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- Before any investment is purchased, consideration will be given to market conditions, composition of current investment holdings, and cash flow needs. The goal of this evaluation will be to maintain diversification of the portfolio, earn a competitive yield, and avoid future cash shortages which could result in the forced sale of an investment in an unfavorable environment.
- Interest earnings will be spread to all funds on a quarterly basis based on month-end cash balances.
- Reports detailing investment transactions, month-end holdings by type and length of investment, and year-to-date yield of the portfolio will be prepared.
- All investment transactions will be reconciled to the accounting system by an individual separate from the investing activity.

Accounting, Auditing and Financial Reporting Policies

- The City of Coon Rapids will account for transactions and prepare financial reports in accordance with generally accepted governmental accounting principles.
- Internal reports will be generated on a monthly basis for all activity managers and the City Council.
- Financial statements for the Enterprise Funds and a narrative financial discussion for other funds will be presented to the City Council quarterly.
- The City will strive to maintain the Certificate of Achievement for Excellence in Financial Reporting Award presented by the Government Finance Officers Association.
- An annual audit will be performed by an independent auditing firm and will be completed by April following year-end.

Capital Improvement Budget Policies

- The City will project its equipment replacement and maintenance needs for the next ten years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and included in the operating budget. In addition, the City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- The City staff will identify the estimated costs and potential funding sources, including the consideration of joint ventures with other cities, for each capital project proposal before it is submitted to the City Council for approval.

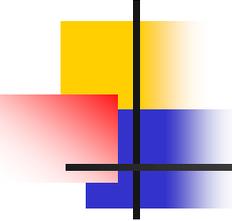
- The City will determine the least costly financing method considering the life of the asset.

Budget Policies

- The City will estimate its annual revenue by a conservative and analytical process.
- Whenever user charges and fees are determined to be appropriate and the direct benefits are identifiable, the City will establish and revise annually all user charges and fees at a level related to the cost of providing the service.
- The City will set fees and user charges for each Enterprise Fund, including water, sewer, storm water drainage and golf, at a level which fully supports the total operating and non-operating costs of the fund.
- The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that rely on accumulated fund balances to meet current obligations.
- The budget will provide for adequate funding of all retirement systems.
- A budget will be considered balanced when revenues and other financing sources equal expenditures/expenses and other financing uses, and in the case of the General Fund, when an unassigned fund balance of 45% of the upcoming year's expenditures and transfers as described in the Fund Balance Policies section is also met.
- In certain funds (particularly Debt Service and Capital Project funds), revenues and other financing sources may not always equal expenditures and other financing uses in a given year due to the timing of incoming sources and the use of those funds. However, funding requirements throughout the multi-year life of a bond issue, capital project, or similar funding need are to be offset by funding sources over that time period.
- The City will strive to maintain the Distinguished Budget Presentation Award presented by the Government Finance Officers Association.

Risk Management Policies

- The City will maintain a Risk Management Program that will minimize the impact of legal liabilities, natural disasters or other emergencies.
- The City will maintain an active Safety Committee comprised of City employees.
- The City will periodically conduct educational safety and risk avoidance programs, through its Safety Committee and with the participation of its insurers, within its various departments.
- The City will maintain the highest deductible amount, considering the relationship between the cost and the City's ability to sustain the loss. Sufficient funds to cover deductibles will be maintained.



Summary Information

- Fund Organization Chart
- Revenue Sources and Assumptions
- Revenue and Expenditure Summaries
- Property Tax Levy

CITY OF COON RAPIDS, MINNESOTA

BUDGETED FUND TYPES

GOVERNMENTAL FUNDS

GENERAL FUND – The General Fund is the primary operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund finances the widest range of essential public services in the city budget. Revenues in this fund are comprised of property taxes, intergovernmental, charges for services, licenses and permits, fines and forfeitures, interest earnings and a variety of other sources. Expenditures in this fund support the primary core of governmental services from administrative, financial and legislative functions to infrastructure maintenance, recreation and public safety services.

SPECIAL REVENUE FUNDS – Special Revenue Funds are used to account for the proceeds of certain specific revenue sources that are restricted to expenditures for specified purposes. They are usually required by statute, charter provision, or local ordinance to finance particular functions or activities of government.

DEBT SERVICE FUNDS – Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general obligation long-term debt principal, interest, and related costs. Repayment of issued debt in the form of principal and interest payments to bond holders is backed up by the full faith and credit of the government unit. Debt for the Enterprise Funds is accounted for directly in those funds.

CAPITAL PROJECTS FUNDS – Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital improvement projects other than those financed by Proprietary Funds. Projects in this category are financed primarily through debt issuance, special assessments, tax levies, tax-increment financing, intergovernmental aids and/or grants and dedicated fees.

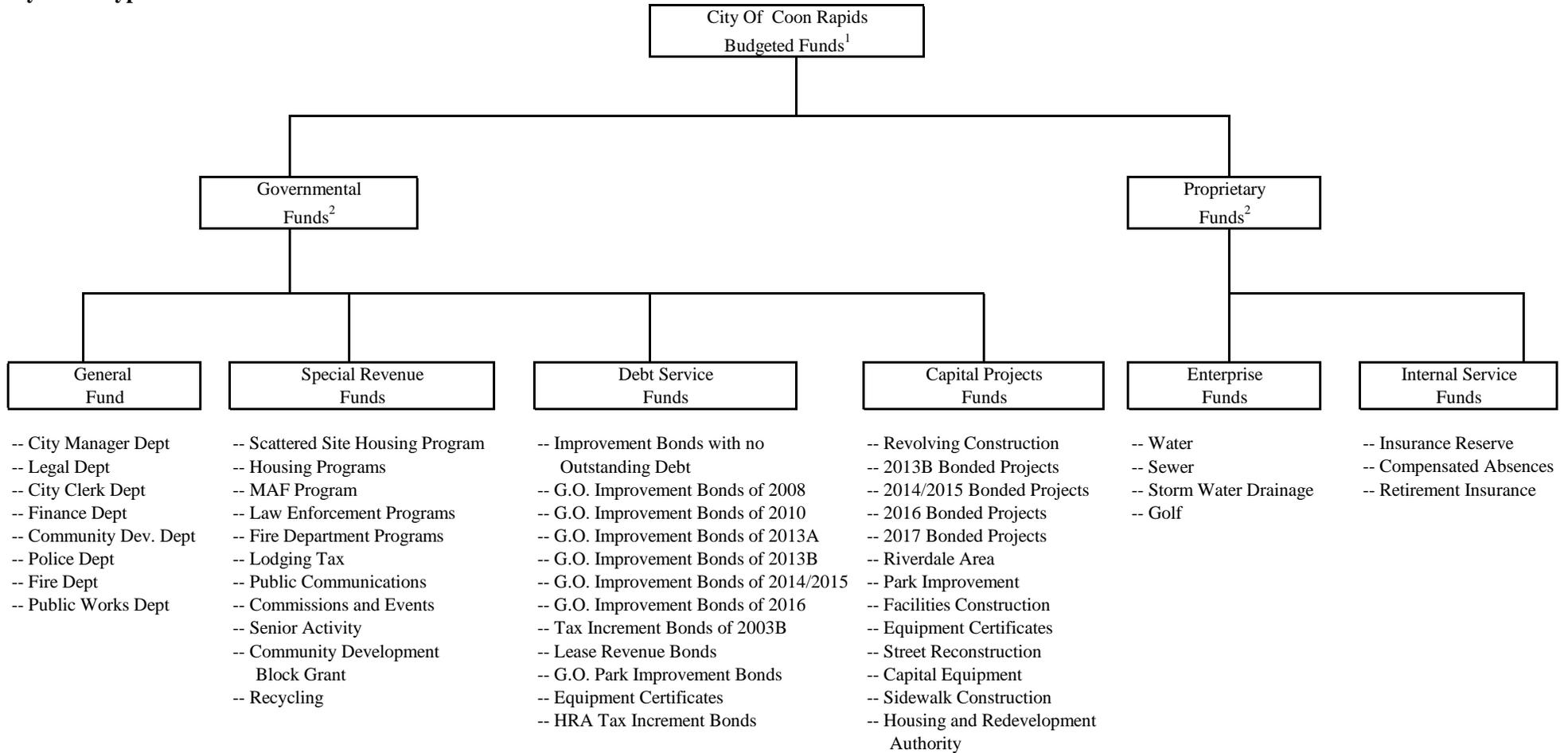
PROPRIETARY FUNDS

ENTERPRISE FUNDS - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation and interest) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

INTERNAL SERVICE FUNDS – Internal Service Funds are used to account for any activity that provides goods or services to other funds or departments of the governmental unit on a cost-reimbursement basis.

Fund Organization Chart

By Fund Type



¹With the exception of the Agency Fund (which accounts for monies held for individuals or businesses until certain conditions are met), all funds included in the annual audited financial statements are budgeted.

²The basis of accounting for budgeting for the governmental and proprietary fund types is explained under the Budget Development Process in the Introduction section.

CITY OF COON RAPIDS, MINNESOTA

2017 REVENUE SOURCES AND ASSUMPTIONS – ALL FUNDS*

GENERAL PROPERTY TAXES - Property taxes are a revenue source in the General, Debt Service, and Capital Projects Funds. This revenue source is primarily used in the General Fund and is determined on the basis of the availability of other revenue sources and the expenditure level necessary to conduct City business in accordance with Council directives. Property taxes for 2017 are 2.9% over the 2016 budgeted amount.

PENALTIES AND INTEREST - This represents penalties on delinquent utility bills. Penalties in the Utility Funds are projected to remain at the 2016 level.

TAX INCREMENT COLLECTIONS - Tax increments are a revenue source in the Housing and Redevelopment Authority Fund. The 2017 budgeted amount is based on 2016 captured tax increment. Tax increment is used primarily to pay debt service related to development within the districts.

SPECIAL ASSESSMENTS - Special assessments are a revenue source in the Special Assessment Debt Service Funds for the payment of bonds issued for related projects and in certain Capital Projects Funds for projects on which no debt was issued. The 2017 budgeted amount is based on projections of actual assessments payable in 2017.

LICENSES AND PERMITS - This revenue source is found only in the General Fund. Fee rates for construction related items and those set by the State of Minnesota have been left at 2016 levels while other rates have been increased 2.5%. The 2017 budgeted amount from this source is projected to increase .27% over the 2016 budgeted amount.

FINES AND FORFEITURES - Moving violation fines are collected by the County and remitted monthly to the City. This category also includes parking fines and fines collected under the Citizen's Awareness Project. This is projected to decrease 2.1% from the amount budgeted in 2016 based on current trends in court case rulings for restitution and a decrease in the crime rate.

INVESTMENT INCOME - Interest earned on investments is allocated quarterly to all funds based on average cash balances. Revenue from this source is dependent on interest rates, cash balances available for investment, and unrealized gains or losses due to fair value adjustments. The 2017 budgeted amount is based on projected cash balances and a 1.75% average interest rate on investments.

INTERGOVERNMENTAL REVENUE - In the General Fund, this source of revenue consists of \$2,326,343 for various intergovernmental revenue including local government aid, highway maintenance aid, police department aid, and grants. This revenue source is projected to increase \$68,839 in the General Fund from the 2016 budget primarily due to an increase in Police State Aid from the State of Minnesota in the amount of \$19,000, Local Government Aid from the State of Minnesota in the amount of \$9,622, and a new Joint Law Enforcement grant in the amount of \$32,000.

CHARGES FOR SERVICES - Charges for services come from a number of different sources for the General Fund. The rates for construction related items have been left at 2016 levels while other fees have been increased 2.5% and administrative charges to the Enterprise Funds were adjusted based on a study of related costs. In the Enterprise Funds, charges for services come from utility charges and golf course fees. Rates in the Water and Storm Water Drainage Fund are planned to remain at 2016 levels. Rates in the Sewer Fund are planned to increase 5% resulting in an increase in revenue of \$315,200 over the 2016 budget. A rate study in 2017 will determine the final amount of the utility rates. Revenue in the Golf Fund is projected to increase \$1,145,371 which is primarily due to an increase in planned restaurant revenue.

OTHER REVENUES - This revenue source consists primarily of the utility franchise fee in the General Fund, cable TV franchise fees and lodging tax in the Special Revenue Funds, and miscellaneous revenues in all funds. The 4% utility franchise fee is applied to the gross operating revenues of suppliers of electrical service and natural gas within the City and a charge to the Water, Sewer, and Storm Water Drainage Funds based on operating revenues. This revenue source is projected to increase 1.9% from the amount budgeted for 2016. Cable TV franchise and PEG fees, paid by the cable TV provider based on sales, are projected to increase 8.5% over 2016 due to an additional franchise agreement. Miscellaneous revenues are also part of the other revenues category and consist of items which do not fit any other revenue source classification and which individually represent a small portion of total revenues and/or occur infrequently.

**The above sources and assumptions cover the City as a whole. More revenue details and history for the General Fund (the primary operating fund of the City) are included in General Fund section.*

CITY OF COON RAPIDS, MINNESOTA
2017 BUDGET SUMMARY

REVENUES BY TYPE -- ALL FUNDS

REVENUE TYPE	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	2017 ADOPTED BUDGET	2016 ADOPTED BUDGET
General Property Taxes	\$ 19,888,000		\$ 3,354,311	\$ 3,095,689			\$ 26,338,000	\$ 25,598,760
Penalties and Interest					\$ 213,000		213,000	220,000
Tax Increment Collections				164,028			164,028	189,702
Special Assessments			1,216,282	381,446			1,597,728	1,425,827
Licenses and Permits	1,691,700						1,691,700	1,687,140
Fines and Forfeitures	314,000						314,000	320,500
Investment Income	217,000	\$ 163,923	115,743	571,325	145,936	\$ 155,000	1,368,927	1,099,290
Intergovernmental Revenues	2,326,343	502,551	160,533				2,989,427	2,775,681
Charges for Services	1,855,200				21,081,619		22,936,819	21,473,888
Other Revenues	3,949,095	2,025,000		2,194,183	201,300	111,000	8,480,578	6,905,727
Total Revenues	\$ 30,241,338	\$ 2,691,474	\$ 4,846,869	\$ 6,406,671	\$ 21,641,855	\$ 266,000	\$ 66,094,207	\$ 61,696,515

EXPENDITURES BY TYPE -- ALL FUNDS

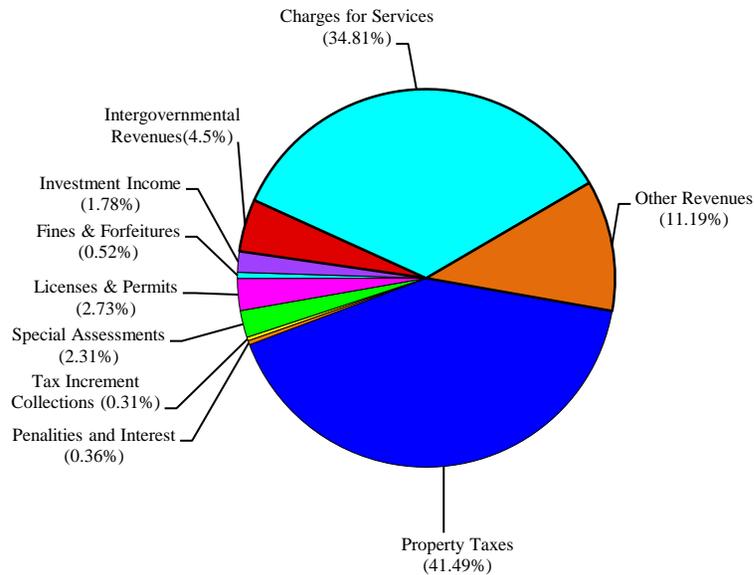
EXPENDITURE TYPE	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	2017 ADOPTED BUDGET	2016 ADOPTED BUDGET
Personal Services	\$ 23,500,612	\$ 906,037		\$ 761,906	\$ 2,832,452	\$ 196,000	\$ 28,197,007	\$ 27,463,891
Contract Labor					2,120,381		2,120,381	1,756,034
Charges and Services	4,261,042	872,265		1,804,167	4,359,060	831,786	12,128,320	12,057,418
Supplies	1,196,224	70,980			862,023		2,129,227	2,150,945
Disposal Charges					4,503,193		4,503,193	4,369,425
Capital Outlay & Improvements	276,112	85,500		12,232,231	(1)		12,593,843	20,009,362
Depreciation					4,617,415		4,617,415	4,379,116
Principal			\$ 3,580,000		(2)		3,580,000	2,240,000
Interest			1,126,884		687,696		1,814,580	1,693,041
Other	62,000	489,431	31,290	2,856,425	1,474,302		4,913,448	1,871,967
Total Expenditures	\$ 29,295,990	\$ 2,424,213	\$ 4,738,174	\$ 17,654,729	\$ 21,456,522	\$ 1,027,786	\$ 76,597,414	\$ 77,991,199

(1) The payment of capital outlay items in the Enterprise Funds is a balance sheet transaction (increases capital assets and decreases cash) and does not affect expenses at the time of purchase. Capital assets are then depreciated over time and depreciation expense of \$4,617,415 is budgeted for 2017. Capital outlay items to be purchased by the Enterprise Funds in 2017 total \$6,465,376.

(2) The payment of principal in the Enterprise Funds is a balance sheet transaction (decreases bonds payable and cash) and does not affect expenses. Principal payments in the Enterprise Funds will be \$2,065,000 in 2017.

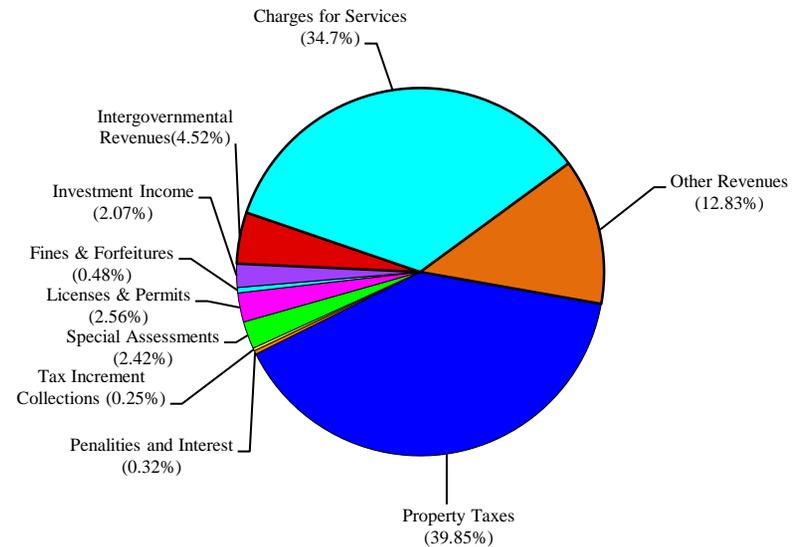
**BUDGET SUMMARY
REVENUES BY TYPE - ALL FUNDS**

2016 BUDGET



Property Taxes	\$25,598,760
Penalties and Interest	220,000
Tax Increment Collections	189,702
Special Assessments	1,425,827
Licenses & Permits	1,687,140
Fines & Forfeitures	320,500
Investment Income	1,099,290
Intergovernmental Revenues	2,775,681
Charges for Services	21,473,888
Other Revenues	6,905,727
Total	<u><u>\$ 61,696,515</u></u>

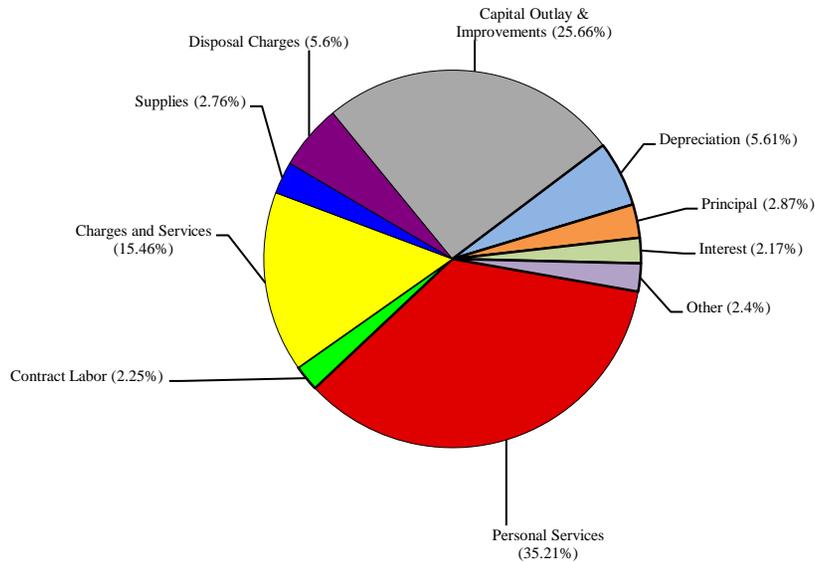
2017 BUDGET



Property Taxes	\$ 26,338,000
Penalties and Interest	213,000
Tax Increment Collections	164,028
Special Assessments	1,597,728
Licenses & Permits	1,691,700
Fines & Forfeitures	314,000
Investment Income	1,368,927
Intergovernmental Revenue	2,989,427
Charges for Services	22,936,819
Other Revenues	8,480,578
Total	<u><u>\$66,094,207</u></u>

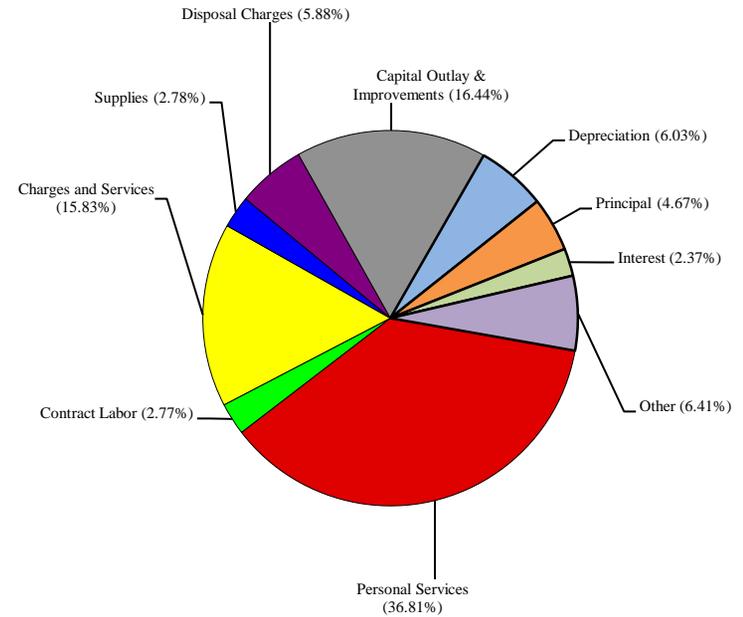
BUDGET SUMMARY EXPENDITURES BY TYPE - ALL FUNDS

2016 BUDGET



Personal Services	\$ 27,463,891
Contract Labor	1,756,034
Charges and Services	12,057,418
Supplies	2,150,945
Disposal Charges	4,369,425
Capital Outlay & Improvements	20,009,362
Depreciation	4,379,116
Principal	2,240,000
Interest	1,693,041
Other	1,871,967
	<hr/>
Total	<u><u>\$ 77,991,199</u></u>

2017 BUDGET



Personal Services	\$ 28,197,007
Contract Labor	2,120,381
Charges and Services	12,128,320
Supplies	2,129,227
Disposal Charges	4,503,193
Capital Outlay & Improvements	12,593,843
Depreciation	4,617,415
Principal	3,580,000
Interest	1,814,580
Other	4,913,448
	<hr/>
Total	<u><u>\$ 76,597,414</u></u>

CITY OF COON RAPIDS, MINNESOTA

BUDGET SUMMARY
REVENUES--ALL FUNDS

FUND	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
General Fund	\$ 28,705,277	\$ 28,302,386	\$ 29,439,801	\$ 10,795,481	\$ 28,815,964	\$ 30,241,338
Special Revenue Funds:						
Scattered Site Housing Program Fund	6,176	2,940	1,000	868	3,502	3,582
Housing Program Fund	435,389	321,815	390,000	99,845	300,000	300,000
MAF Program Fund	182,819	57,585	55,000	18,209	38,236	45,278
Law Enforcement Programs Fund	57,726	287,723	28,800	22,044	50,762	29,893
Fire Department Programs Fund	10,941	8,974	10,175	8,186	10,125	10,125
Lodging Tax Fund	260,335	276,672	265,000	100,778	280,000	280,000
Public Communications Fund	1,110,023	1,272,376	1,147,982	438,716	1,288,101	1,327,695
Commissions and Events Fund	11,319	7,301	12,225	3,735	12,175	12,150
Senior Activity Fund	141,687	155,414	132,900	68,446	140,800	140,800
Community Development Block Grant Fund	298,445	286,015	283,207		306,780	270,616
Recycling Fund	299,123	323,369	274,370	35,337	274,370	271,335
Total Special Revenue Funds	2,813,983	3,000,184	2,600,659	796,164	2,704,851	2,691,474
Debt Service Funds:						
Improvement Bonds	1,142,816	962,235	247,776	29,608	220,860	204,145
G.O. Improvement Bonds of 2008	258,180	218,556	205,810	56,930	219,959	203,300
G.O. Improvement Bonds of 2010	392,633	349,479	225,807	40,860	220,097	220,736
G.O. Improvement Bonds of 2013A	600,169	515,682	384,364	83,781	364,357	159,797
G.O. Improvement Bonds of 2013B	419,402	429,268	379,144	85,864	368,411	373,870
G.O. Improvement Bonds of 2014/2015	290,344	860,050	833,297	254,052	850,334	860,402
G.O. Improvement Bonds of 2016				448,265	449,097	425,415
Tax Increment Bonds 2003B	104,184	38,322	29,957	14,330	30,089	
Lease Revenue Bonds	1,001,161	987,861	1,001,297	360,427	989,530	1,003,200
G.O. Park Improvement Bonds	543,968	1,219,586	1,221,475	441,801	1,208,037	1,220,694
Equipment Certificates	309,154	240,034	175,285	63,325	173,512	175,310
HRA Tax Increment Bonds	204,355	42,835				
Total Debt Service Funds	5,266,366	5,863,908	4,704,212	1,879,243	5,094,283	4,846,869

(Continued)

CITY OF COON RAPIDS, MINNESOTA

BUDGET SUMMARY
REVENUES--ALL FUNDS

FUND	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Capital Projects Funds:						
Revolving Construction Fund	2,103,793	657,339	869,932	109,101	971,983	603,389
2013B Bonded Projects Fund	100,502	7,056				
2014/2015 Bonded Projects Fund	1,544,662	2,779,069	1,700	16,431	28,103	
2016 Bonded Projects Fund		(350)		(2,231)	20,874	27,322
2017 Bonded Projects Fund						
Riverdale Area Fund	66,743	23,617	21,535	8,828	18,540	21,629
Park Improvement Fund	474,302	687,983	338,603	135,355	338,980	569,318
Facilities Construction Fund	146,090	117,395	83,305	50,257	94,748	20,570
Equipment Certificate Fund	34,618	(20,812)	(15,990)	(5,718)	(13,765)	(13,268)
Street Reconstruction Fund	1,076,289	1,063,882	1,047,606	300,135	1,062,474	1,095,513
Capital Equipment Fund	1,103,713	940,314	1,081,328	353,711	1,069,634	1,176,297
Sidewalk Construction Fund	207,841	133,450	129,507	48,648	131,117	133,352
Housing & Redevelopment Authority Fund	2,087,559	2,639,413	1,075,347	434,897	1,253,126	2,772,549
Total Capital Projects Funds	8,946,112	9,028,356	4,632,873	1,449,414	4,975,814	6,406,671
Enterprise Funds:						
Water Fund	5,253,198	5,562,638	6,025,830	2,775,992	5,874,455	6,104,134
Sewer Fund	6,522,425	6,311,199	6,613,267	3,193,604	6,601,022	6,864,466
Storm Water Drainage Fund	1,597,641	1,462,245	1,423,196	715,153	1,425,010	1,467,715
Golf Fund	2,762,712	5,464,813	6,059,277	3,072,557	6,857,153	7,205,540
Total Enterprise Funds	16,135,976	18,800,895	20,121,570	9,757,306	20,757,640	21,641,855
Internal Service Funds:						
Insurance Reserve Fund	382,822	369,363	142,000	112,982	145,905	140,000
Compensated Absences	127,690	44,743	42,000	17,025	35,000	41,000
Retirement Insurance	155,531	85,738	79,000	25,152	79,000	85,000
Total Internal Service Funds	666,043	499,844	263,000	155,159	259,905	266,000
Total All Funds	\$ 62,533,757	\$ 65,495,573	\$ 61,762,115	\$ 24,832,767	\$ 62,608,457	\$ 66,094,207

Note: The revenues do not include proceeds from sale of bonds.

CITY OF COON RAPIDS, MINNESOTA

BUDGET SUMMARY
EXPENDITURES--ALL FUNDS

FUND	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
General Fund	\$ 26,553,455	\$ 26,823,356	\$ 28,923,874	\$ 13,316,185	\$ 28,318,972	\$ 29,295,990
Special Revenue Funds:						
Scattered Site Housing Program Fund	57,367	69,074	60,000	28,613	60,000	60,000
Housing Program Fund	446,883	308,984	410,000	90,215	310,000	310,000
MAF Program Fund	390	320	3,000			
Law Enforcement Programs Fund	68,539	282,999		33,921	83,000	
Fire Department Programs Fund	11,460	9,354	9,500	5,885	9,500	9,500
Lodging Tax Fund	247,408	262,923	251,000	98,513	266,000	266,000
Public Communications Fund	886,506	1,894,398	1,023,304	533,527	1,023,216	1,079,975
Commissions and Events Fund	12,022	11,145	15,000	10,770	15,000	15,000
Senior Activity Fund	125,986	146,078	101,100	68,212	132,000	132,000
Community Development Block Grant Fund	298,445	286,015	283,207		306,780	270,616
Recycling Fund	233,068	376,187	274,370	167,339	276,316	281,122
Total Special Revenue Funds	2,388,074	3,647,477	2,430,481	1,036,995	2,481,812	2,424,213
Debt Service Funds:						
Improvement Bonds with no Outstanding Debt	747,952	1,536,505	25,182	393	13,666	31,290
G.O. Improvement Bonds of 2008	210,643	174,242	168,370	158,171	168,370	497,038
G.O. Improvement Bonds of 2010	345,675	339,037	340,775	325,175	340,775	1,068,275
G.O. Improvement Bonds of 2013A	422,750	420,600	423,300	398,500	423,300	401,050
G.O. Improvement Bonds of 2013B	52,091	349,900	356,725	320,462	356,725	353,250
G.O. Improvement Bonds of 2014/2015		58,559	590,906	510,144	590,906	843,275
G.O. Improvement Bonds of 2016						186,033
Lease Revenue Bonds	934,194	938,506	936,944	684,159	936,944	933,500
G.O. Park Improvement Bonds			495,817	428,874	495,817	424,463
Equipment Certificates						
HRA Tax Increment Bonds						
Total Debt Service Funds	2,713,305	3,817,349	3,338,019	2,825,878	3,326,503	4,738,174

(Continued)

CITY OF COON RAPIDS, MINNESOTA

BUDGET SUMMARY
EXPENDITURES--ALL FUNDS

FUND	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Capital Projects Funds:						
Revolving Construction Fund	1,356,411	590,081	1,329,652	271,346	734,771	1,694,388
2013B Bonded Projects Fund	58,597					
2014/2015 Bonded Projects Fund	5,604,868	5,113,782		17,031	17,031	
2016 Bonded Projects Fund		135,129	14,000,000		10,919,680	
2017 Bonded Projects Fund						6,069,930
Riverdale Area Fund	60,698	222				12,000
Park Improvement Fund	2,039,538	7,237,817	3,034,018	863,065	3,711,989	3,084,905
Facilities Construction Fund	425,239	580,940	345,082	49,342	386,508	473,048
Equipment Certificate Fund	555,316					
Street Reconstruction Fund	902,299	1,159,589	1,380,528	243,263	1,321,431	1,336,532
Capital Equipment Fund	1,381,274	928,833	1,174,584	566,120	1,112,577	1,058,253
Sidewalk Construction Fund	41,505	20,547	250,000	90	145,023	300,000
Housing & Redevelopment Authority Fund	1,272,096	2,030,610	826,057	271,001	1,902,754	3,625,673
Total Capital Projects Funds	13,697,841	17,797,550	22,339,921	2,281,258	20,251,764	17,654,729
Enterprise Funds:						
Water Fund	6,035,765	5,696,229	6,018,885	2,554,519	5,802,184	5,896,583
Sewer Fund	6,186,902	6,099,061	6,666,577	3,391,074	6,651,519	6,852,614
Storm Water Drainage Fund	1,227,908	1,256,949	1,424,544	637,573	1,429,700	1,508,885
Golf Fund	3,178,509	6,301,257	6,271,840	3,440,715	7,049,818	7,198,440
Total Enterprise Funds	16,629,084	19,353,496	20,381,846	10,023,881	20,933,221	21,456,522
Internal Service Funds:						
Insurance Reserve Fund	1,125,279	205,091	168,200	141,645	207,000	175,000
Compensated Absences	241,453	244,592	195,000		188,000	196,000
Retirement Insurance	539,667	570,656	555,800	138,655	658,886	656,786
Total Internal Service Funds	1,906,399	1,020,339	919,000	280,300	1,053,886	1,027,786
Total All Funds	\$ 63,888,158	\$ 72,459,567	\$ 78,333,141	\$ 29,764,497	\$ 76,366,158	\$ 76,597,414

CITY OF COON RAPIDS, MINNESOTA

SUMMARY OF CHANGES IN FUND BALANCE
ALL FUNDS

FUND	ESTIMATED FUND BALANCE (DEFICIT)* 12/31/2016	2017 BUDGET			ESTIMATED FUND BALANCE (DEFICIT)* 12/31/2017	CHANGE IN FUND BALANCE*	
		REVENUES	EXPENDITURES/ EXPENSES	OTHER FINANCING SOURCES (USES)		\$	%
General Fund (1)	\$ 14,288,772	\$ 30,241,338	\$ 29,295,990	\$ (639,000)	\$ 14,595,120	\$ 306,348	2.1%
Special Revenue Funds:							
Scattered Site Housing Program Fund	204,712	3,582	60,000		148,294	(56,418)	-27.6%
Housing Program Fund	3,810,950	300,000	310,000		3,800,950	(10,000)	-0.3%
MAF Program Fund	2,587,316	45,278			2,632,594	45,278	1.7%
Law Enforcement Programs Fund	218,588	29,893			248,481	29,893	13.7%
Fire Department Programs Fund	9,209	10,125	9,500		9,834	625	6.8%
Lodging Tax Fund		280,000	266,000	(14,000)			
Public Communications Fund	(235,140)	1,327,695	1,079,975		12,580	247,720	105.4%
Commissions and Events Fund	8,874	12,150	15,000		6,024	(2,850)	-32.1%
Senior Activity Fund	44,632	140,800	132,000	(10,000)	43,432	(1,200)	-2.7%
Community Development Block Grant Fund		270,616	270,616				
Recycling Fund	9,787	271,335	281,122			(9,787)	
Total Special Revenue Funds	6,658,928	2,691,474	2,424,213	(24,000)	6,902,189	243,261	3.7%
Debt Service Funds:							
Improvement Bonds	1,722,523	204,145	31,290	(1,336,137)	559,241	(1,163,282)	-67.5%
G.O. Improvement Bonds of 2008	239,991	203,300	497,038	56,137	2,390	(237,601)	-99.0%
G.O. Improvement Bonds of 2010	613,458	220,736	1,068,275		(234,081)	(847,539)	-138.2%
G.O. Improvement Bonds of 2013A	1,131,233	159,797	401,050		889,980	(241,253)	-21.3%
G.O. Improvement Bonds of 2013B	465,129	373,870	353,250		485,749	20,620	4.4%
G.O. Improvement Bonds of 2014/2015	1,095,273	860,402	843,275		1,112,400	17,127	1.6%
G.O. Improvement Bonds of 2016	1,664	425,415	186,033		241,046	239,382	14385.9%
Tax Increment Bonds 2003B							
Lease Revenue Bonds	839,838	1,003,200	933,500		909,538	69,700	8.3%
G.O. Park Improvement Bonds	425,774	1,220,694	424,463	(760,000)	462,005	36,231	8.5%
Equipment Certificates	17,721	175,310		(175,000)	18,031	310	1.7%
HRA Tax Increment Bonds							
Total Debt Service Funds	6,552,604	4,846,869	4,738,174	(2,215,000)	4,446,299	(2,106,305)	-32.1%

(Continued)

CITY OF COON RAPIDS, MINNESOTA
SUMMARY OF CHANGES IN FUND BALANCE
ALL FUNDS

FUND	ESTIMATED	2017 BUDGET			ESTIMATED	CHANGE IN	
	FUND BALANCE (DEFICIT)* 12/31/2016	REVENUES	EXPENDITURES/ EXPENSES	OTHER FINANCING SOURCES (USES)	FUND BALANCE (DEFICIT)* 12/31/2017	\$	%
Capital Projects Funds:							
Revolving Construction Fund	9,499,067	603,389	1,694,388	1,007,000	9,415,068	(83,999)	-0.9%
2013B Bonded Projects Fund							
2014/2015 Bonded Projects Fund							
2016 Bonded Projects Fund	(180,247)	27,322			(152,925)	27,322	-15.2%
2017 Bonded Projects Fund			6,069,930	6,069,930			
Riverdale Area Fund	1,254,312	21,629	12,000		1,263,941	9,629	0.8%
Park Improvement Fund (1)	(2,060,979)	569,318	3,084,905	5,760,000	1,183,434	3,244,413	157.4%
Facilities Construction Fund	579,687	20,570	473,048		127,209	(452,478)	-78.1%
Equipment Certificate Fund	(758,157)	(13,268)		175,000	(596,425)	161,732	21.3%
Street Reconstruction Fund	1,682,777	1,095,513	1,336,532	256,000	1,697,758	14,981	0.9%
Capital Equipment Fund	1,159,817	1,176,297	1,058,253		1,277,861	118,044	10.2%
Sidewalk Construction Fund	477,248	133,352	300,000		310,600	(166,648)	-34.9%
Housing & Redevelopment Authority Fund (1)	23,885,916	2,772,549	3,625,673		23,032,792	(853,124)	-3.6%
Total Capital Projects Funds	35,539,441	6,406,671	17,654,729	13,267,930	37,559,313	2,019,872	5.7%
Enterprise Funds:							
Water Fund (1)	44,991,182	6,104,134	5,896,583		45,198,733	207,551	0.5%
Sewer Fund (1)	37,641,613	6,864,466	6,852,614		37,653,465	11,852	0.0%
Storm Water Drainage Fund (1)	14,343,146	1,467,715	1,508,885		14,301,976	(41,170)	-0.3%
Golf Fund (1)	5,806,969	7,205,540	7,198,440		5,814,069	7,100	0.1%
Total Enterprise Funds	102,782,910 *	21,641,855	21,456,522		102,968,243 *	185,333 *	0.2%
Internal Service Funds:							
Insurance Reserve Fund	3,147,909	140,000	175,000	(49,000)	3,063,909	(84,000) *	-2.7%
Compensated Absences		41,000	196,000	155,000			
Retirement Insurance	(398,539)	85,000	656,786	574,000	(396,325)	2,214	0.6%
Total Internal Service Funds	2,749,370 *	266,000	1,027,786	680,000	2,667,584 *	(81,786)	-3.0%
Total All Funds	\$ 168,572,025	\$ 66,094,207	\$ 76,597,414	\$ 11,069,930	\$ 169,138,748	\$ 566,723	0.3%

*Net assets for Enterprise and Internal Service Funds.

(1) This is a major fund for financial reporting purposes. A major fund is defined as a fund whose revenues, expenditures/expenses, assets, or liabilities are at least 10% of the corresponding total for all funds of that type and at least 5% of the corresponding total for all governmental and enterprise funds combined.

Significant Changes in Fund Balance:

Significant changes are defined as increases or decreases of more than 10% for any major fund or the nonmajor funds in aggregate. The Park Improvement Fund will have an increase in fund balance of \$3,244,413 or 157.4%. This increase is primarily due to bond proceeds of \$5,000,000 in 2017 for park improvement projects as detailed in the Park Improvement Fund budget in the Capital Projects Fund section of this document. The other major funds will each have a change of less than 10%. The nonmajor funds in aggregate will have a decrease in fund balance of \$2,316,247 or 7.8%.

CITY OF COON RAPIDS, MINNESOTA

2017 SUMMARY BUDGET STATEMENT
ALL FUND TYPES

	GOVERNMENTAL FUND TYPES				PROPRIETARY FUND TYPES		TOTALS (MEMORANDUM ONLY)		
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	2017	2016	2015
							ADOPTED BUDGET	ADOPTED BUDGET	ACTUAL
Revenues:									
General Property Tax	\$ 19,888,000		\$ 3,354,311	\$ 3,095,689			\$ 26,338,000	\$ 25,598,760	\$ 24,785,417
Penalties and Interest					\$ 213,000		213,000	220,000	212,873
Tax Increment Collections				164,028			164,028	189,702	190,799
Special Assessments			1,216,282	381,446			1,597,728	1,425,827	2,210,103
Licenses & Permits	1,691,700						1,691,700	1,687,140	1,471,009
Fines & Forfeitures	314,000						314,000	320,500	310,455
Investment Income	217,000	\$ 163,923	115,743	571,325	145,936	\$ 155,000	1,368,927	1,099,290	1,635,806 (1)
Intergovernmental Revenues	2,326,343	502,551	160,533				2,989,427	2,775,681	6,190,367 (2)
Charges for Services	1,855,200				21,081,619		22,936,819	21,473,888	20,024,287
Other Revenues	3,949,095	2,025,000		2,194,183	201,300	111,000	8,480,578	6,905,727	7,307,820
Total Revenues	30,241,338	2,691,474	4,846,869	6,406,671	21,641,855	266,000	66,094,207	61,696,515	64,338,936
Expenditures:									
General Government	4,237,955	1,360,975		473,048			6,071,978	5,659,482	6,128,287
Public Safety	15,189,940	9,500		372,201			15,571,641	15,521,900	14,993,749
Community Services	579,490	132,000		23,796			735,286	680,236	657,273
Community Development	2,068,410	640,616		3,625,673			6,334,699 (3)	3,605,457	4,173,210
Maintenance Services	7,220,195	281,122		662,256			8,163,573	7,891,061	7,475,305
Contingency									
Project Costs				12,497,755			12,497,755	20,019,380 (4)	14,838,107
Water Fund Operations					5,446,165		5,446,165	5,642,127	5,217,800
Sewer Fund Operations					6,852,614		6,852,614	6,666,577	6,099,061
Storm Water Drainage Operations					1,494,814		1,494,814	1,408,882	1,241,418
Golf Course Fund Operations					6,975,233		6,975,233	6,044,056	6,077,273
Insurance Reserve Operations						175,000	175,000	168,200	205,091
Compensated Absences						196,000	196,000	195,000	244,592
Retirement Insurance						656,786	656,786	555,800	570,656
Debt Service:									
Principal Retirement			3,580,000		(6)		3,580,000 (5)	2,240,000	2,965,000
Interest & Other Charges			1,158,174		687,696		1,845,870	1,693,041	1,470,108
Total Expenditures	29,295,990	2,424,213	4,738,174	17,654,729	21,456,522	1,027,786	76,597,414	77,991,199	72,356,930
Excess (Deficiency) of Revenues Over Expenditures	945,348	267,261	108,695	(11,248,058)	185,333	(761,786)	(10,503,207)	(16,294,684)	(8,017,994)
Other Financing Sources (Uses):									
Bond proceeds				11,069,930			11,069,930	17,675,000	8,759,065
Sale of capital assets									1,054,000
Operating transfers in (out)	(639,000)	(24,000)	(2,215,000)	2,198,000		680,000			
Total Other Financing Sources (Uses)	(639,000)	(24,000)	(2,215,000)	13,267,930		680,000	11,069,930	17,675,000	9,813,065
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	306,348	243,261	(2,106,305)	2,019,872	185,333	(81,786)	566,723	1,380,316	1,795,071
Fund Equity at Beginning of Year	14,288,772	6,658,928	6,552,604	35,539,441	102,782,910	2,749,370	168,572,025	170,747,264	172,012,655
Fund Equity at End of Year	\$ 14,595,120	\$ 6,902,189	\$ 4,446,299	\$ 37,559,313	\$ 102,968,243	\$ 2,667,584	\$ 169,138,748	\$ 172,127,580	\$ 173,807,726

(1) Investment income in 2015 includes an increase of \$342,760 for the change in the fair value of investments held.

(2) Intergovernmental revenues in 2015 include state aid payments of \$2,743,917 for street reconstruction.

(3) Includes \$2,300,000 for a land purchase to be made in the HRA Fund for economic development as discussed in the City Manager's budget overview in the Introduction Section.

(4) The 2016 budget included \$14,000,000 for street reconstruction as compared to approximately \$6,000,000 in the 2017 budget. The amount in 2016 included an increase in the reconstruction of state aid streets funded by state aid bonds.

(5) Includes \$1,165,000 in bonds that will become callable on February 1, 2017. Since the interest on these bonds is above market rates, the call option is anticipated to be exercised.

(6) The issuance of debt and payment of principal in the Enterprise Funds are balance sheet transactions and do not affect the above statement. Increases or decreases to bonds payable are offset by changes in cash resulting in no change to fund equity. No new debt is included in the 2017 budget for the Enterprise Funds and principal payments will be \$2,065,000 in 2017.

CITY OF COON RAPIDS, MINNESOTA

2017 BUDGET SUMMARY
EXPENDITURES BY DEPARTMENT AND FUND TYPE

DEPARTMENT	GOVERNMENTAL FUND TYPES				PROPRIETARY FUND TYPES		TOTALS	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	2017 BUDGET	2016 BUDGET
Administration	\$ 2,271,390	\$ 1,345,975		\$ 82,300		\$ 16,400	\$ 3,716,065	\$ 3,420,593
Legal	883,286					8,945	892,231	867,604
City Clerk	151,319	15,000				1,491	167,810	443,775
Finance	2,045,863	132,000			\$ 331,521	23,885	2,533,269	2,486,548
Community Development	2,068,410	640,616		3,649,469		22,984	6,381,479 (1)	3,622,439
Police	9,989,261			367,601		575,578	10,932,440	10,381,652
Fire	4,625,282	9,500		237,348		294,513	5,166,643	5,366,418
Public Works	7,261,179	281,122	\$ 1,158,174	13,318,011	13,926,561	74,063	36,019,110 (2)	42,883,784
Golf					7,198,440	9,927	7,208,367 (3)	6,278,386
Principal			3,580,000 (4)				3,580,000	2,240,000
Total Expenditures/Expenses	<u>\$ 29,295,990</u>	<u>\$ 2,424,213</u>	<u>\$ 4,738,174</u>	<u>\$ 17,654,729</u>	<u>\$ 21,456,522</u>	<u>\$ 1,027,786</u>	<u>\$ 76,597,414</u>	<u>\$ 77,991,199</u>

(1) Includes \$2,300,000 for a land purchase to be made in the HRA Fund for economic development as discussed in the City Manager's budget overview in the Introduction Section.

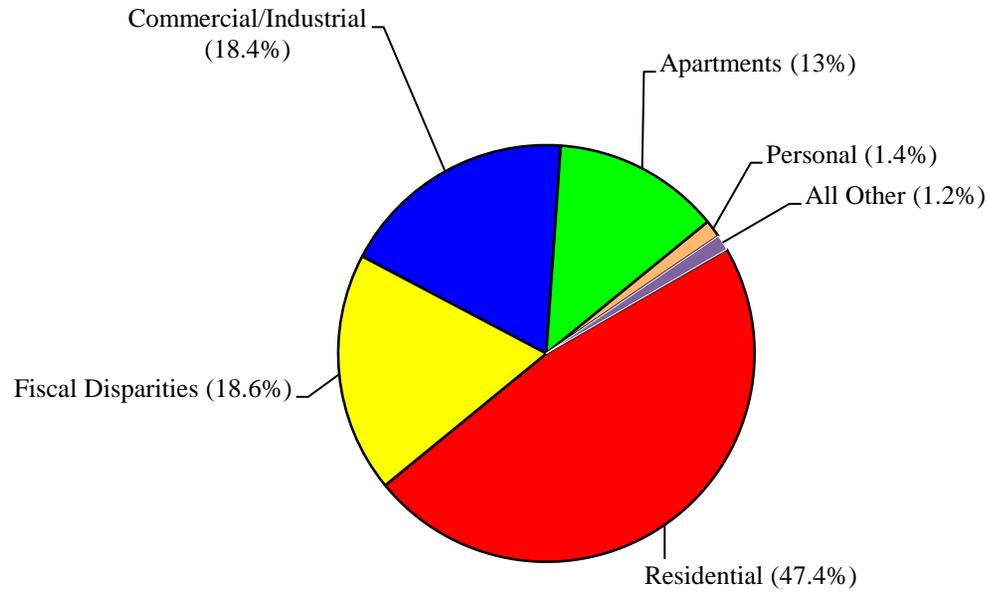
(2) The 2016 budget included \$14,000,000 for street reconstruction as compared to approximately \$6,000,000 in the 2017 budget. The amount in 2016 included an increase in the reconstruction of state aid streets funded by state aid bonds.

(3) Includes an increase of \$973,940 in golf course restaurant operating expenses. This is offset by a budgeted increase in restaurant operating revenues of \$1,129,371.

(4) Interest on debt is allocated to the departments, however, principal in the governmental funds is not allocated since the related projects (for which the principal portion of the debt was issued) were budgeted and expended in prior years.

(5) The issuance of debt and payment of principal in the Enterprise Funds are balance sheet transactions and do not affect the above statement. Increases or decreases to bonds payable are offset by changes in cash resulting in no change to fund equity. No new debt is included in the 2017 budget for the Enterprise Funds and principal payments will be \$2,065,000 in 2017.

SOURCE OF 2016 PROPERTY TAXES



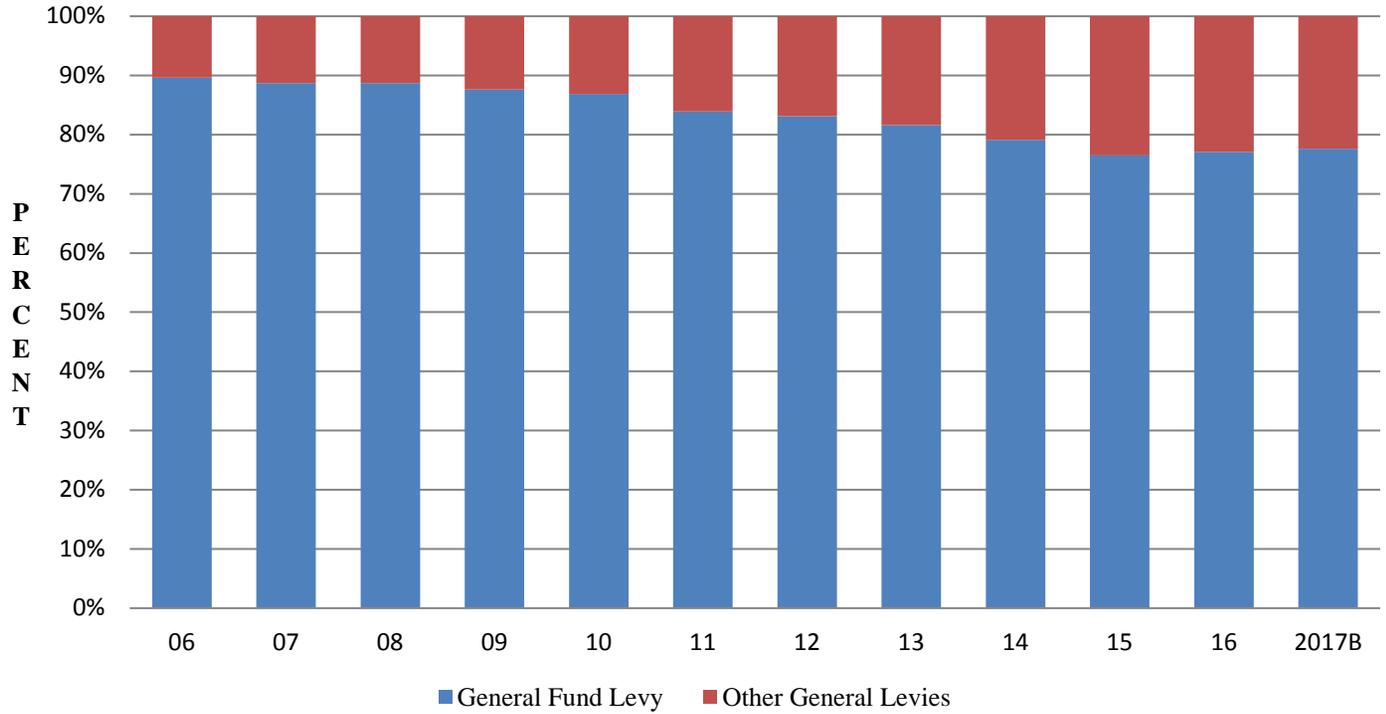
In 2016, \$24,873,760 was levied to Coon Rapids properties for City tax levies of which distribution from fiscal disparities to taxpayers in Coon Rapids amounted to \$4,632,339.

CITY OF COON RAPIDS, MINNESOTA

PROPERTY TAX LEVY

	2014	2015	2016	2017
10000 - General Fund	\$ 18,097,916	\$ 18,560,853	\$ 19,177,680	\$ 19,888,000
Debt Service Funds				
31910 - Special Assessment against City property	30,000	20,000	20,000	33,000
32060 - G.O. Bonds of 2008	150,370	144,280	153,788	152,000
32090 - G.O. Bonds of 2010	189,750	189,750	84,934	85,000
32110 - G.O. Bonds of 2013A	200,570	263,510	188,388	
32140 - G.O. Bonds of 2013B	206,326	207,215	203,645	207,730
32150 - G.O. Bonds of 2014		327,500	300,555	296,985
32150 - G.O. Bonds of 2015			200,855	202,850
44000 - EDA Lease Revenue Bonds	990,878	990,485	987,597	988,503
45000 - G.O. Park Improvement Bonds	540,916	1,211,847	1,210,943	1,213,243
47000 - Equipment Certificates of 2010	132,300	66,150		
47000 - Equipment Certificates of 2012	100,000	100,000	100,000	100,000
47000 - Equipment Certificates of 2014	75,000	75,000	75,000	75,000
Total Debt Service	2,616,110	3,595,737	3,525,705	3,354,311
Capital Projects Funds				
61000 - Park Improvement Fund	335,000	345,050	362,303	380,418
64000 - Street Reconstruction Fund	800,000	774,000	797,220	820,271
65000 - Capital Equipment Fund	835,000	860,050	885,852	1,045,000
67000 - Sidewalk Improvement Fund	195,000	125,000	125,000	125,000
Total Capital Projects	2,165,000	2,104,100	2,170,375	2,370,689
Total City Levy	22,879,026	24,260,690	24,873,760	25,613,000
69000 - HRA Levy	700,000	725,000	725,000	725,000
Total Levy	\$ 23,579,026	\$ 24,985,690	\$ 25,598,760	\$ 26,338,000
Tax Capacity Rate	47.508	44.754	44.908	44.286
Total City Levy	22,879,026	24,260,690	24,873,760	25,613,000
LGA	934,354	1,074,756	1,118,313	1,127,926
Total Levy and LGA	23,813,380	25,335,446	25,992,073	26,740,926

GENERAL PROPERTY TAX LEVY



The above graph includes the general levy only and does not include special district levies or the HRA levy. For 2017, the total general levy is \$25,613,000 of which \$19,888,000 (77.6%) is for the General Fund and \$5,725,000 (22.4%) is for other funds.

COMPARISON OF CITY PROPERTY TAX LEVIES
TAX RATES AND VALUATION

<u>Year</u>	<u>Property Tax Levy (1)</u>				<u>Net Tax Capacity (2)</u>	<u>Tax Rate</u>		
	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>					
2006	15,433,322	1,786,525	17,219,847	(3)	48,941,546	30.586		
2007	16,557,500	2,110,163	18,667,663	(3)	52,766,903	30.526		
2008	17,718,730	2,255,670	19,974,400	(3)	55,311,107	30.731		
2009	18,552,896	2,619,966	21,172,862	(3)	54,627,289	32.706		
2010	18,513,382	2,793,480	21,306,862	(3)	50,905,778	34.468		
2011	18,464,188	3,537,133	22,001,321	(3)	46,084,282	38.951		
2012	17,839,056	3,630,297	21,469,353	(4)	40,149,484	(5) 42.824		
2013	18,302,200	4,124,378	22,426,578	(4)	36,683,154	(5) 48.835		
2014	18,097,916	4,781,110	22,879,026	(4)	37,256,659	(5) 47.508	(6)	
2015	18,560,853	5,699,837	24,260,690	(4)	42,738,415	(5) 44.754	(6)	
2016	19,177,680	5,696,080	24,873,760	(4)	45,073,466	(5) 44.908	(6)	
2017	19,888,000	5,725,000	25,613,000	(4)	47,024,438	(5) 44.286	(6)	

(1) For all City purposes. Does not include HRA Levy or special districts.

(2) After Fiscal Disparities and Tax Increment Adjustments.

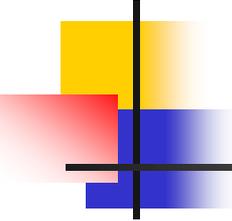
(3) Market Value Homestead Credit Aid (MVHC) (new in 2002) is included in the levy amount since it is included in calculating the tax rate.

(4) No longer includes MVHC.

(5) Value reduced for Market Value exclusion adopted by the State of Minnesota beginning payable 2012.

(6) Includes park bond referendum

Reader's Notes:



General Fund

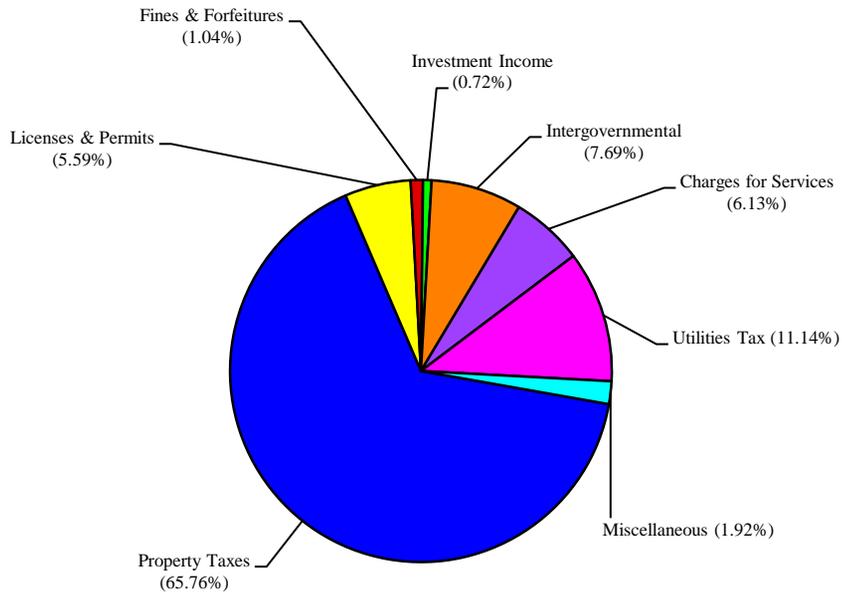
- The General Fund finances the widest range of essential public services in the city budget. Revenues in this fund are comprised of property taxes, intergovernmental transfers, charges for services, licenses and permits, fines and forfeitures, interest earnings and a variety of other sources. Expenditures in this fund support the primary core of governmental services from administrative, financial and legislative functions to infrastructure maintenance, recreation and public safety services.

Revenue and Expenditure Summary Information	57
General Government Program	87
Public Safety Program	105
Community Services Program	123
Community Development Program	129
Maintenance Services Program	137

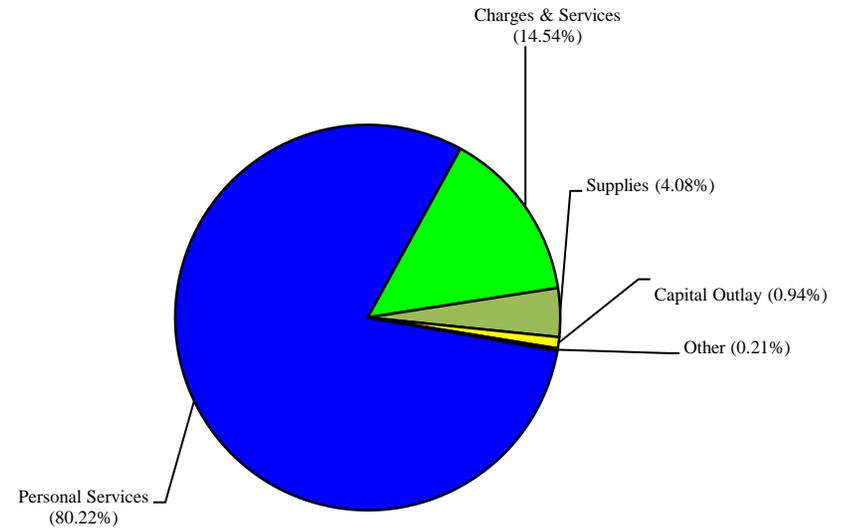
Reader's Notes:

GENERAL FUND
2017 BUDGET

Revenues by Source



Expenditures by Use



Property Taxes	\$ 19,888,000
Licenses & Permits	1,691,700
Fines & Forfeitures	314,000
Investment Income	217,000
Intergovernmental	2,326,343
Charges for Services	1,855,200
Utilities Tax	3,367,760
Miscellaneous	581,335
	<hr/>
Total	<u><u>\$ 30,241,338</u></u>

Personal Services	\$ 23,500,612
Charges & Services	4,261,042
Supplies	1,196,224
Capital Outlay	276,112
Other	62,000
	<hr/>
Total	<u><u>\$29,295,990</u></u>

CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 17,970,504	\$ 18,414,562	\$ 19,177,680	\$ 6,954,288	\$ 18,985,900	\$ 19,888,000
Licenses and permits	1,753,373	1,471,009	1,687,140	872,320	1,567,705	1,691,700
Fines and forfeitures	287,596	310,455	320,500	139,228	309,000	314,000
Investment income	609,201	226,964	221,000	85,385	186,000	217,000
Intergovernmental	1,920,785	2,187,847	2,260,604	244,031	2,256,935	2,326,343
Charges for services	2,108,112	1,914,358	1,919,840	799,625	1,787,795	1,855,200
Utilities Tax	3,560,820	3,244,295	3,303,137	1,429,867	3,158,052	3,367,760
Miscellaneous	494,886	532,896	549,900	270,737	564,577	581,335
Total Revenues	28,705,277	28,302,386	29,439,801	10,795,481	28,815,964	30,241,338
Expenditures:						
General government	3,704,303	3,581,443	4,274,121	1,833,905	4,135,806	4,237,955
Public safety	13,675,433	14,067,653	14,784,974	6,954,815	14,681,949	15,189,940
Community services	481,982	511,195	579,136	188,805	561,973	579,490
Community development	1,786,755	1,788,399	2,023,193	926,798	1,968,004	2,068,410
Maintenance services	6,904,982	6,874,666	7,262,450	3,411,862	6,971,240	7,220,195
Total Expenditures	26,553,455	26,823,356	28,923,874	13,316,185	28,318,972	29,295,990
Excess (Deficiency) of Revenues over Expenditures	2,151,822	1,479,030	515,927	(2,520,704)	496,992	945,348
Other Financing Sources (Uses):						
Transfer in from Lodging Tax Fund	12,927	13,749	14,000		14,000	14,000
Transfer in from Senior Activity Fund	16,000	16,000	16,000		16,000	10,000
Transfer in from Revolving Construction Fund		16,928	17,000		17,000	17,000
Transfer in from Insurance Reserve Fund	19,000	10,000				
Transfer out to Facility Construction Fund	(1,100,000)	(300,000)				
Transfer out to Compensated Absences Fund	(109,529)	(195,148)	(153,000)		(153,000)	(155,000)
Transfer out to Retirement Insurance Fund	(540,471)	(525,000)	(525,000)		(525,000)	(525,000)
Total Other Financing Sources (Uses)	(1,702,073)	(963,471)	(631,000)		(631,000)	(639,000)
Net Change in Fund Balances	449,749	515,559	(115,073)	(2,520,704)	(134,008)	306,348
Fund Balance at Beginning of Year	13,457,472	13,907,221	14,316,349	14,422,780	14,422,780	14,288,772
Fund Balance at End of Year	\$ 13,907,221	\$ 14,422,780	\$ 14,201,276	\$ 11,902,076	\$ 14,288,772	\$ 14,595,120

CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND
COMPONENTS OF FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED	2017 BUDGET
Fund Balance:						
Nonspendable:						
Inventory	\$ 296,065	\$ 210,962	\$ 300,000		\$ 300,000	\$ 300,000
Prepaid items	142,231	140,156	150,000		150,000	150,000
Advance to other funds	84,505	133,403	100,000		100,000	100,000
Total Nonspendable	<u>522,801</u>	<u>484,521</u>	<u>550,000</u>		<u>550,000</u>	<u>550,000</u>
Restricted:						
Contract Grants	21,864	27,989		31,325	25,000	31,000
Donation	7,500					
Total Restricted	<u>29,364</u>	<u>27,989</u>		<u>31,325</u>	<u>25,000</u>	<u>31,000</u>
Assigned:						
Encumbrances	<u>112,120</u>	<u>118,300</u>	<u>125,000</u>		<u>125,000</u>	<u>125,000</u>
Unassigned	<u>13,242,936</u>	<u>13,791,970</u>	<u>13,526,276</u>	<u>11,870,751</u>	<u>13,588,772</u>	<u>13,889,120</u>
Total Fund Balance	<u>\$ 13,907,221</u>	<u>\$ 14,422,780</u>	<u>\$ 14,201,276</u>	<u>\$ 11,902,076</u>	<u>\$ 14,288,772</u>	<u>\$ 14,595,120</u>
Percent of unassigned fund balance to next year adopted budget expenditures and transfers	46.5%	46.9%	45.0%		45.3%	45.0%

(1) The 2016 estimated fund balance which is unassigned is \$13,588,772 which is 45.3% of the 2017 budgeted expenditures and transfers out of \$29,975,990. Since 73% of the General Fund revenue is from property taxes and certain intergovernmental revenues which are received at mid-year and year-end, this portion of the fund balance is necessary to meet cash flow needs during the first six months of the year. This portion of the fund balance is also needed for any emergency situations or unanticipated costs during the year. The current estimate for the 2018 budget for expenditures and transfers out is \$30,875,000 (3.0% increase). Based on this estimate, the 2017 estimated unassigned fund balance designated for working capital of \$13,889,120 would be 45.0% of the 2018 expenditures and transfers out.

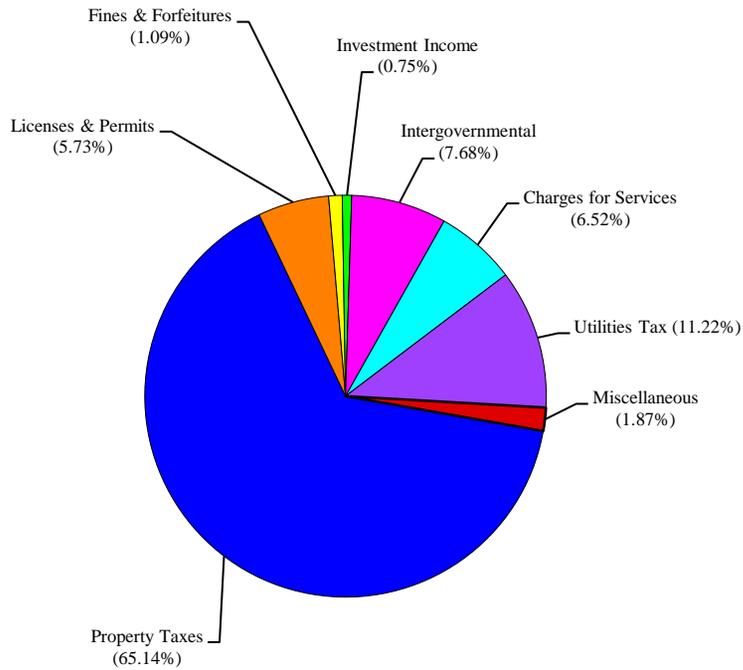
CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND REVENUES

SOURCE	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
General Property Taxes	\$ 17,970,504	\$ 18,414,562	\$ 19,177,680	\$ 6,954,288	\$ 18,985,900	\$ 19,888,000
Licenses and Permits:						
Business regulatory licenses	614,639	602,557	649,440	457,828	594,505	561,400
Non-business licenses and permits	1,138,734	868,452	1,037,700	414,492	973,200	1,130,300
Total	1,753,373	1,471,009	1,687,140	872,320	1,567,705	1,691,700
Fines and Forefeitures	287,596	310,455	320,500	139,228	309,000	314,000
Investment Income	609,201	226,964	221,000	85,385	186,000	217,000
Intergovernmental Revenue:						
Local government aid	934,541	1,074,756	1,118,313		1,118,304	1,127,926
Highway maintenance	122,745	122,745	122,745	61,373	122,745	126,425
Police department aid	494,995	514,812	510,700		512,000	531,000
Other	368,504	475,534	508,846	182,658	503,886	540,992
Total	1,920,785	2,187,847	2,260,604	244,031	2,256,935	2,326,343
Charges for Current Services:						
General government	15,750	24,595	15,000	7,797	15,460	16,000
Public safety	488,821	355,407	336,740	139,717	315,000	360,000
Recreation	110,739	79,010	75,000	49,317	68,300	125,000
Administration and special assessment fees	62,100	92,646	56,000		65,000	65,000
Other administration	926,009	785,791	920,200	315,350	815,335	786,100
Ice arena	504,693	576,909	516,900	287,444	508,700	503,100
Total	2,108,112	1,914,358	1,919,840	799,625	1,787,795	1,855,200
Utilities tax	3,560,820	3,244,295	3,303,137	1,429,867	3,158,052	3,367,760
Miscellaneous	494,886	532,896	549,900	270,737	564,577	581,335
Total Revenues	\$ 28,705,277	\$ 28,302,386	\$ 29,439,801	\$ 10,795,481	\$ 28,815,964	\$ 30,241,338

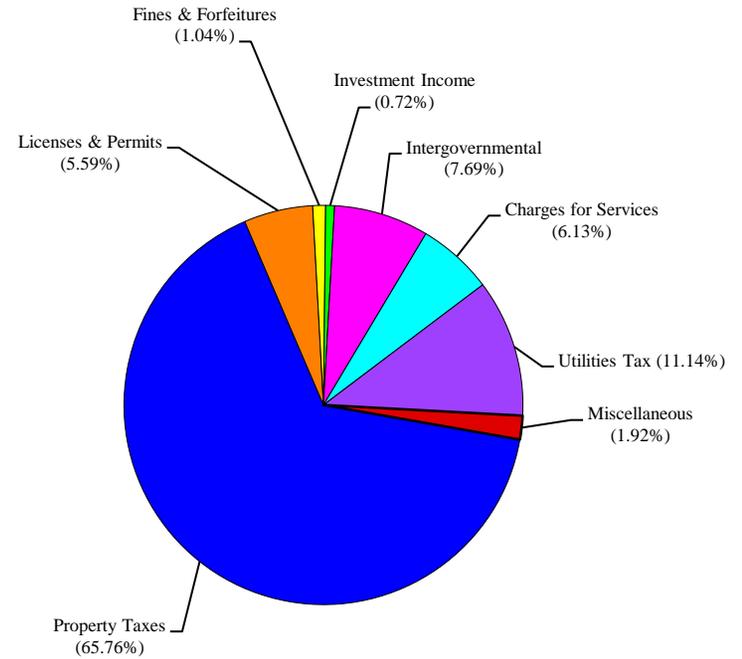
GENERAL FUND REVENUES BY SOURCE

2016 BUDGET AS AMENDED



Property Taxes	\$19,177,680
Licenses & Permits	1,687,140
Fines & Forfeitures	320,500
Investment Income	221,000
Intergovernmental Revenue	2,260,604
Charges for Services	1,919,840
Utilities Tax	3,303,137
Miscellaneous	549,900
	<hr/>
Total	<u><u>\$ 29,439,801</u></u>

2017 BUDGET



Property Taxes	\$ 19,888,000
Licenses & Permits	1,691,700
Fines & Forfeitures	314,000
Investment Income	217,000
Intergovernmental Revenue	2,326,343
Charges for Services	1,855,200
Utilities Tax	3,367,760
Miscellaneous	581,335
	<hr/>
Total	<u><u>\$ 30,241,338</u></u>

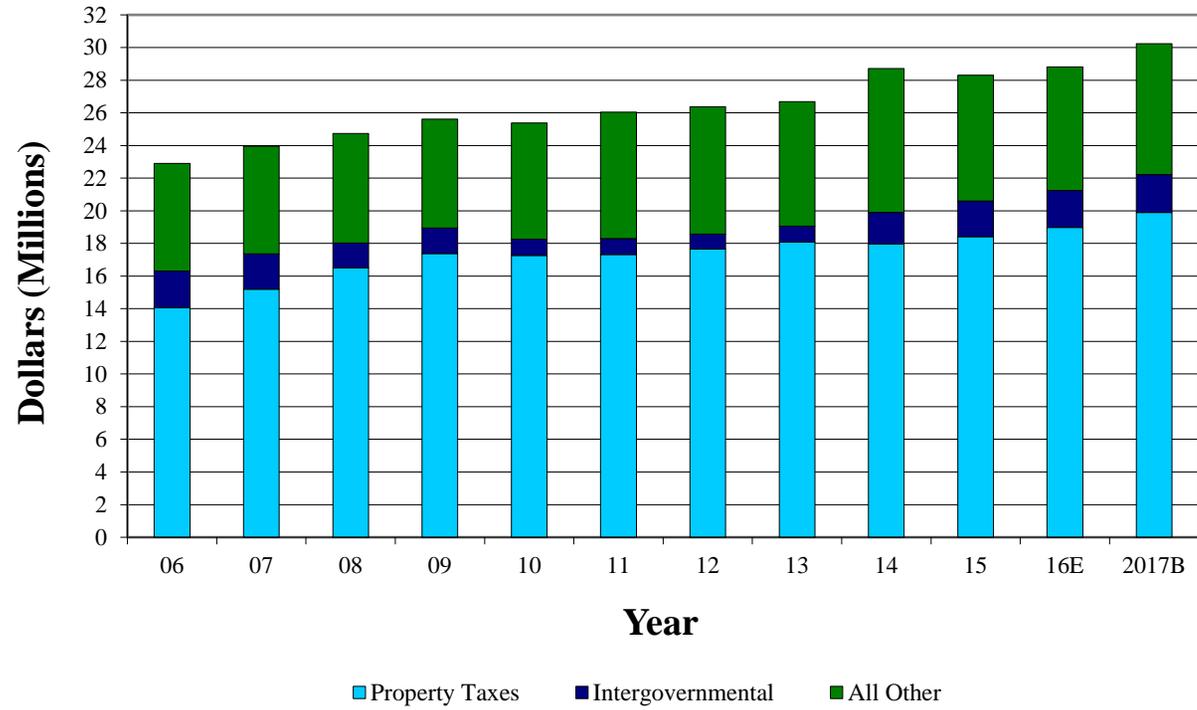
CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND REVENUES BY SOURCE
LAST TEN FISCAL YEARS, 2016 AMENDED BUDGET & ESTIMATE AND 2017 BUDGET

FISCAL YEAR	TAXES		LICENSES AND PERMITS		FINES AND FOR- FEITURES		INVESTMENT INCOME		INTER- GOVERNMENTAL REVENUE		CHARGES FOR SERVICES		UTILITIES TAX		OTHER REVENUE		TOTAL GENERAL FUND	% CHANGE PER YEAR
		%		%		%		%		%		%		%		%		
2006	14,064,908	61	1,439,640	6	367,922	2	347,683	1	2,241,327	10	1,118,121	5	3,115,710	14	196,834	1	22,892,145	8.68%
2007	15,200,159	63	1,155,241	5	400,630	2	531,883	2	2,166,553	9	1,112,025	5	3,170,746	13	216,363	1	23,953,600	4.64%
2008	16,498,457	67	1,144,260	5	373,785	1	458,023	2	1,523,615	6	1,246,337	5	3,300,327	13	190,453	1	24,735,257	3.26%
2009	17,384,655	68	1,250,448	5	453,689	2	206,436	1	1,561,951	6	1,449,710	5	3,066,512	12	247,866	1	25,621,267	3.58%
2010	17,262,731	68	1,424,439	6	405,998	2	202,897	1	999,146	4	1,667,886	6	3,066,328	12	351,614	1	25,381,039	-0.94%
2011	17,324,186	67	1,561,369	6	477,264	2	383,723	1	979,504	4	1,793,530	7	3,148,840	12	378,710	1	26,047,126	2.62%
2012	17,652,498	67	1,674,470	6	403,251	1	196,268	1	926,524	4	2,012,797	7	3,056,729	12	448,375	2	26,370,912	1.24%
2013	18,075,070	67	1,833,910	7	334,526	1	(367,948)	-1	990,065	4	2,087,697	8	3,261,517	12	470,009	2	26,684,846	1.19%
2014	17,970,504	63	1,753,373	6	287,596	1	609,201	2	1,920,785	7	2,108,112	7	3,560,820	12	494,886	2	28,705,277	7.57%
2015	18,414,562	65	1,471,009	5	310,455	1	226,964	1	2,187,847	8	1,914,358	7	3,244,295	11	532,896	2	28,302,386	-1.40%
2016 Budget	19,177,680	65	1,687,140	6	320,500	1	221,000	1	2,260,604	8	1,919,840	6	3,303,137	11	549,900	2	29,439,801	4.02%
2016 Estimate	18,985,900	66	1,567,705	5	309,000	1	186,000	1	2,256,935	8	1,787,795	6	3,158,052	11	564,577	2	28,815,964	1.81%
2017 Budget	19,888,000	66	1,691,700	6	314,000	1	217,000	1	2,326,343	7	1,855,200	6	3,367,760	11	581,335	2	30,241,338	2.72%

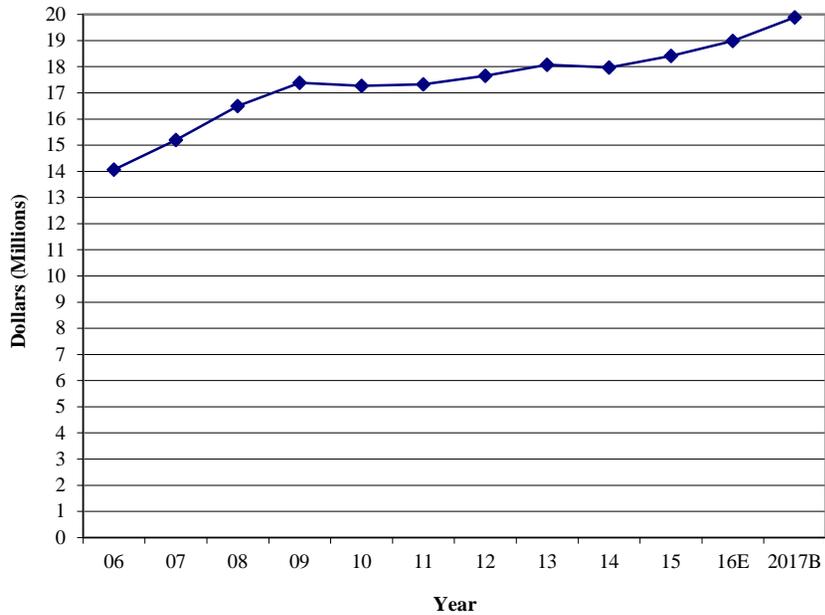
GENERAL FUND
Total Revenues by Type

Revenue by Year

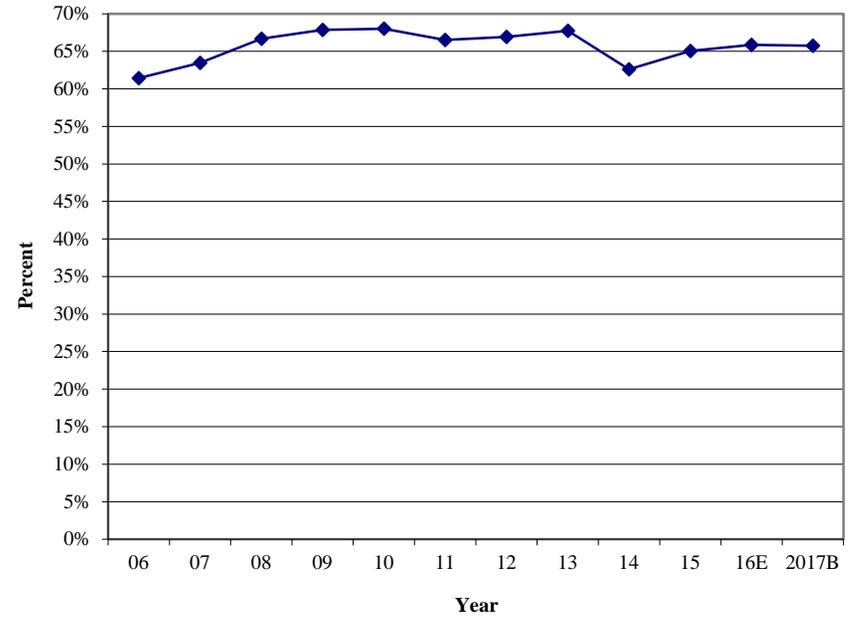


GENERAL FUND REVENUES
General Property Taxes

Revenue by Year



% of Total Revenues*

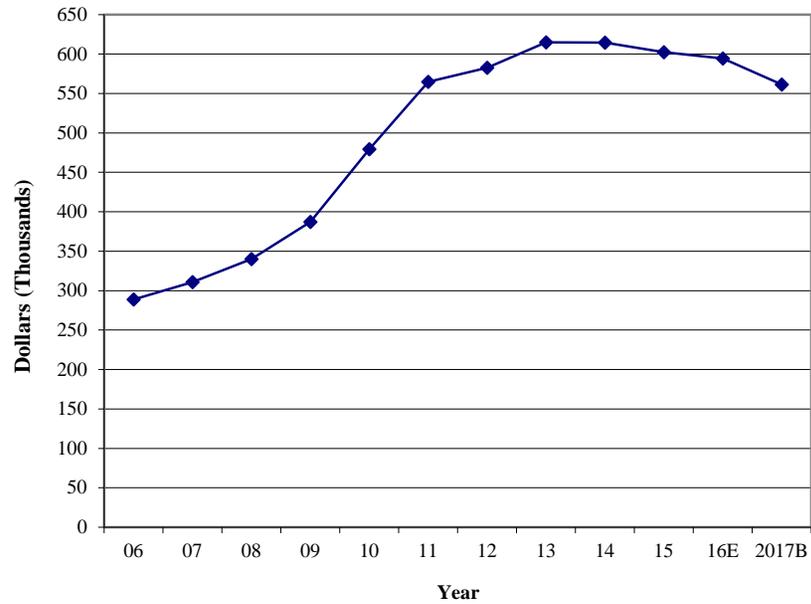


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

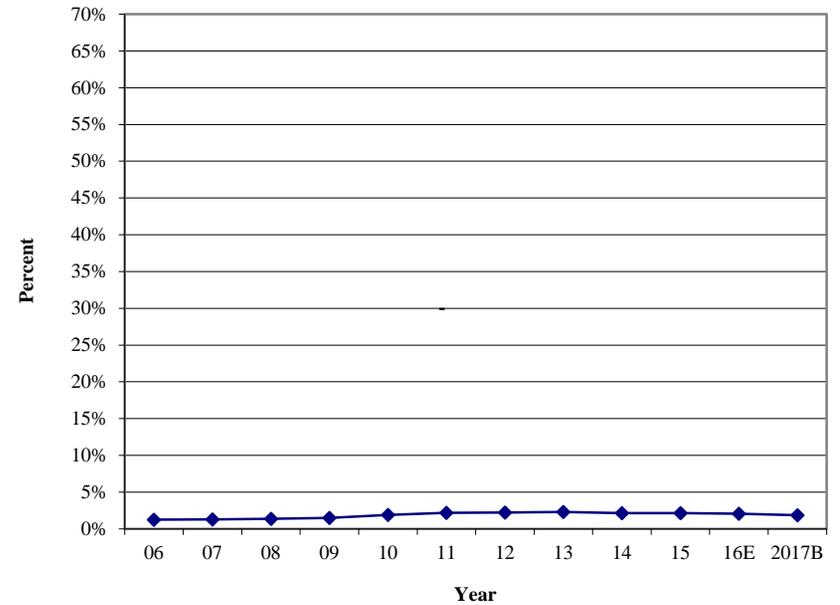
General property taxes make up the largest source of revenue for the General Fund. The Market Value Homestead Credit aid program was reduced beginning in 2008 with final elimination in 2010. The elimination of this State Aid program was partially offset by an increase in property taxes in those years as allowed by the State. In 2014, Local Government Aid was reinstated resulting in a slight decrease in the property tax levy that year. The 2017 General fund budget includes \$19,888,000 in revenue from general property taxes which is 65.8% of the total General Fund revenues compared to \$19,177,680 and 65.3% in the 2016 budget.

GENERAL FUND REVENUES
Business Regulatory Licenses

Revenue by Year



% of Total Revenues*

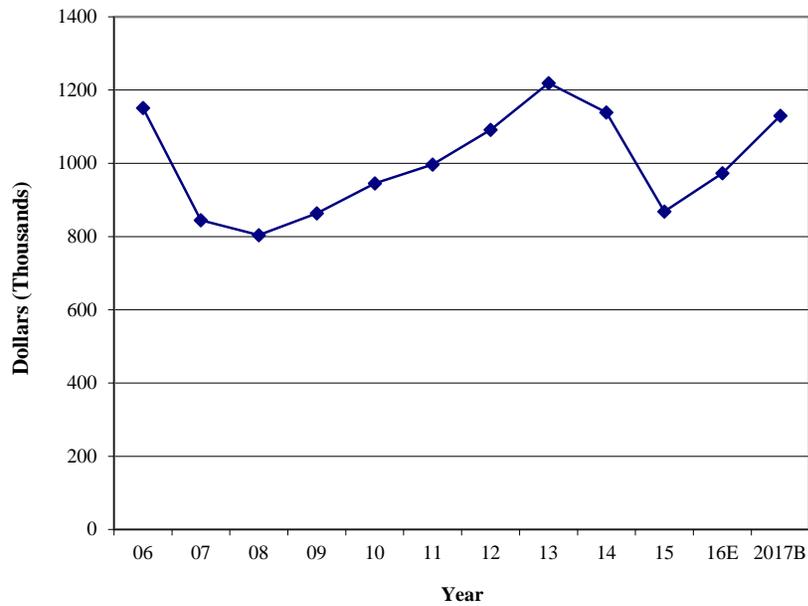


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

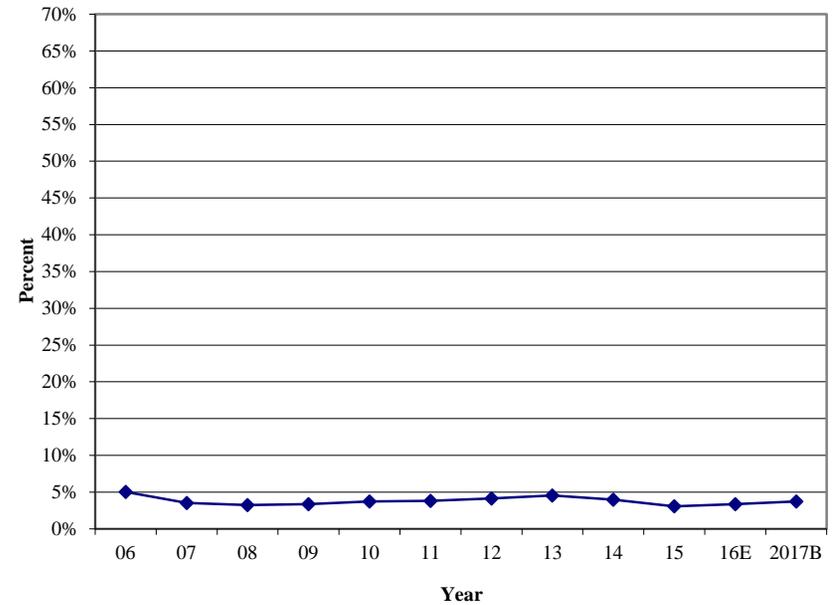
Business regulatory licenses primarily consist of liquor, cigarette, pawn, rental dwelling, and waste removal licenses. The significant increases from 2009-2011 were due to the implementation of rental dwelling licenses to offset inspection costs and other service demands of residential rentals. The 2017 budget includes \$561,400 in revenue from this source which is about 1.9% of the total General Fund revenues.

GENERAL FUND REVENUES
Non-Business Licenses & Permits

Revenue by Year



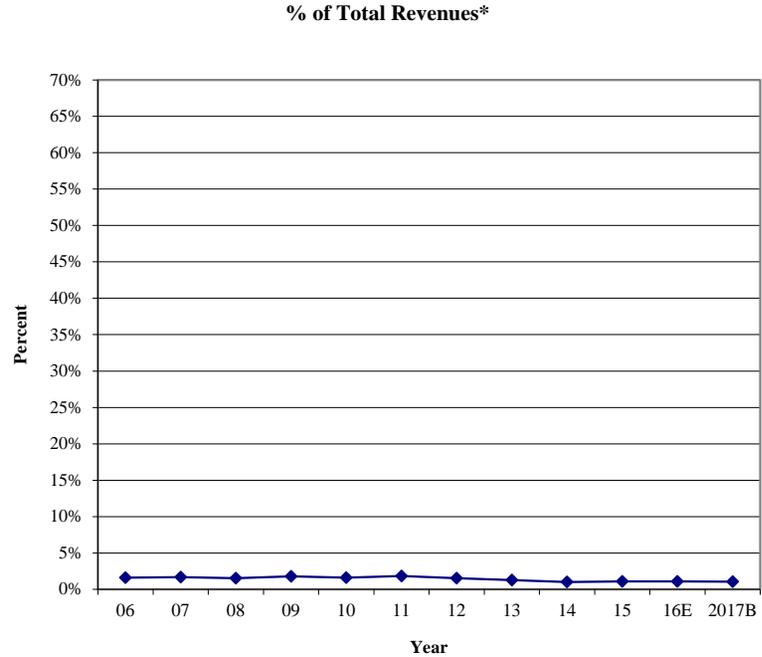
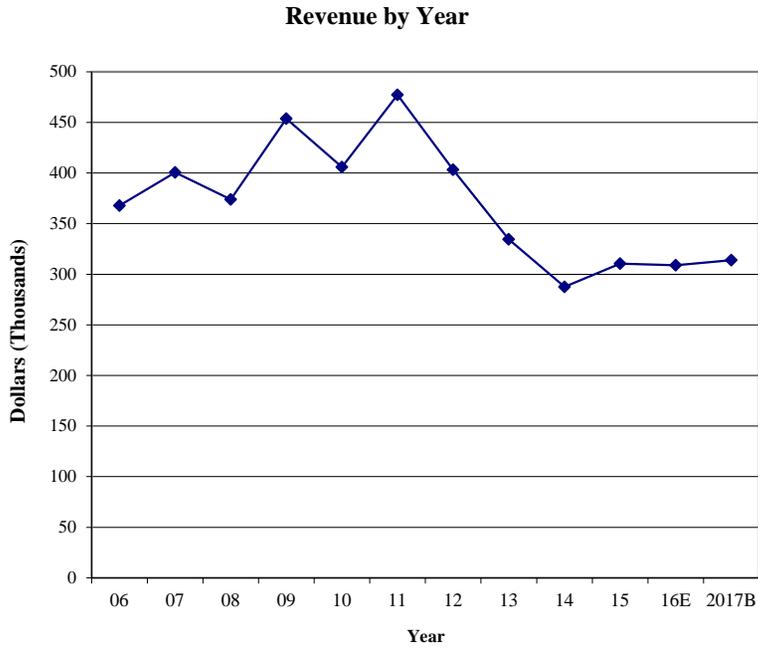
% of Total Revenues*



*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

Annual inflationary adjustments are made to these license and permit rates except for building related permits which are computed according to the Uniform Building Code. The 2017 budget includes \$1,130,300 in revenue from non-business licenses and permits which represents 3.8% of the total General Fund revenues.

GENERAL FUND REVENUES
Fines and Forfeitures

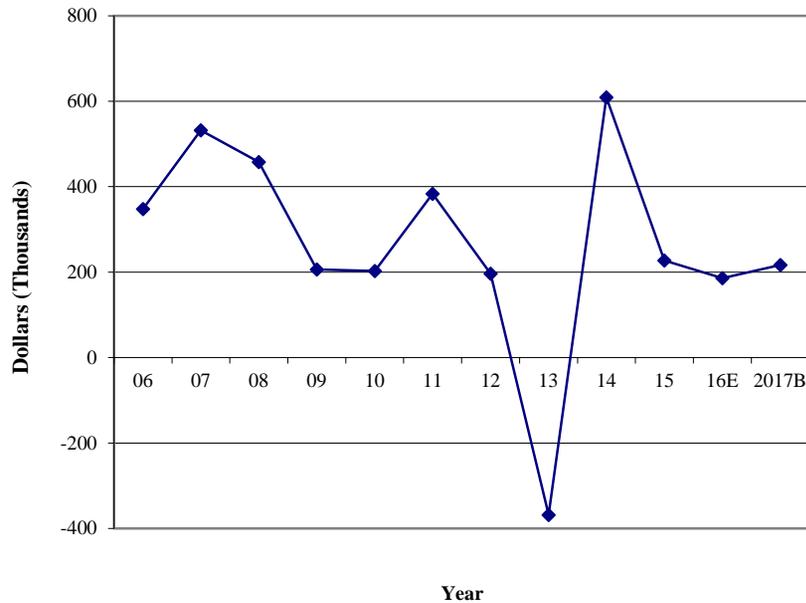


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

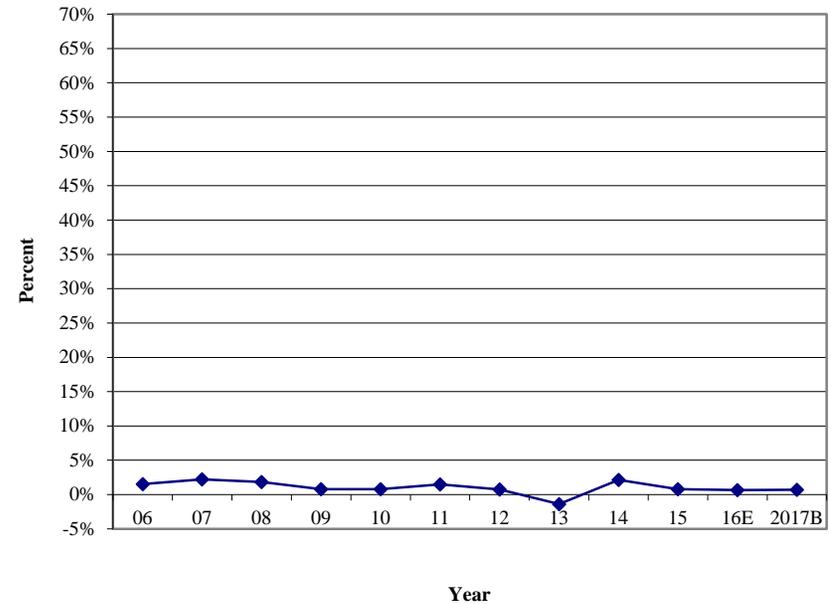
This revenue consists of court fines and fines collected by the City. In 2009, the City replaced certain civil fines and penalties with an administrative citation program. Revenue for this program is included in the amounts of \$55,000 for the 2016 estimate and \$60,000 for the 2017 budget. The 2017 budget includes \$314,000 in revenue from all fines and forfeitures, which is about 1.0% of the total General Fund revenues.

GENERAL FUND REVENUES
Investment Income

Revenue by Year



% of Total Revenues*

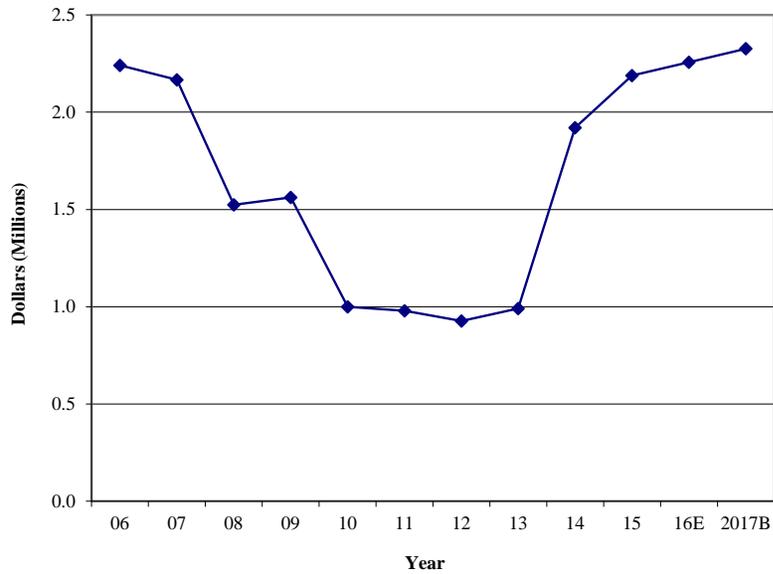


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

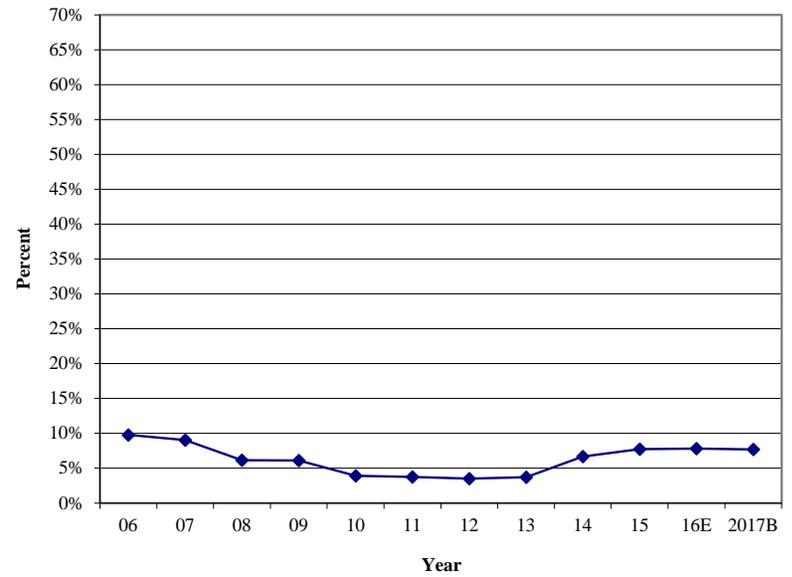
This revenue source consists of interest earnings from the General Fund cash balance and excess interest earned in the Deposit Fund. Revenue from interest on investments is dependent on interest rates, the cash balances available for investment, and an adjustment for the change in the fair value of investments over the previous year. During 2013, there was interest revenue of \$175,588 offset by a fair value decrease in investments held of \$543,536 resulting in negative investment income of \$367,948 for the General Fund. During 2014, there was interest revenue of \$182,928 and a fair value increase of \$426,273 resulting in investment income of \$609,201. The City's policy is to typically hold investments to maturity. Unless the City liquidates any investments prior to maturity, any fair value adjustment will be temporary and will be offset in subsequent periods. The 2017 budget includes \$217,000 in revenue from this source, which is about 0.7% of the total General Fund revenues.

GENERAL FUND REVENUES
Intergovernmental Revenue

Revenue by Year



% of Total Revenues*

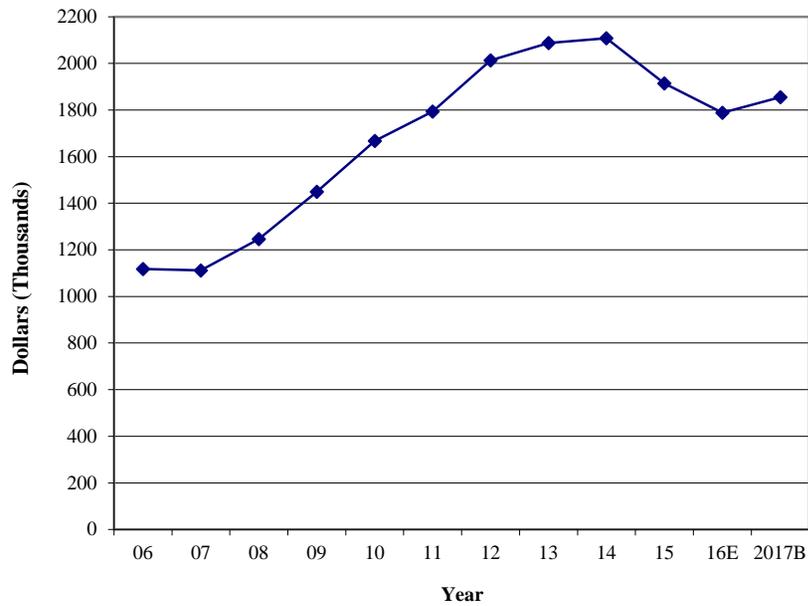


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

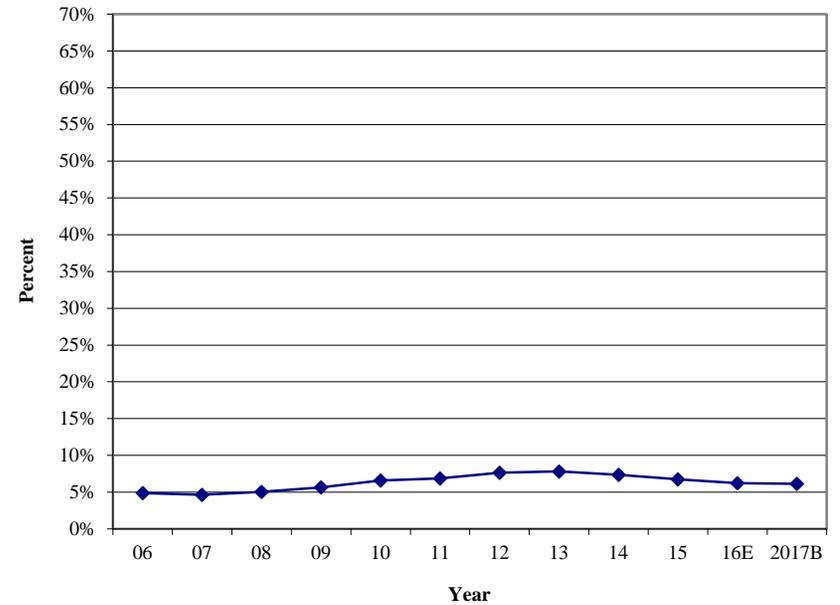
Intergovernmental revenues consist of grant and aid payments received from other governmental units. The Market Value Homestead Credit aid program, which was \$1,096,000 in 2007, was reduced beginning in 2008 with final elimination in 2010. The elimination of this State Aid program was partially offset by an increase in property taxes in those years as allowed by the State. In 2014, Local Government aid was reinstated in the amount of \$934,541 and continues in 2017 in the amount \$1,127,926. The primary sources of intergovernmental revenue for 2017 are police state aid (\$509,000), state highway maintenance aid (\$126,425), school district payments for the school liaison program (\$267,492), and local government aid (\$1,127,926). The 2017 budget includes \$2,326,343 from all intergovernmental revenue which is 7.7% of the total General Fund revenues.

GENERAL FUND REVENUES
Charges for Services

Revenue by Year



% of Total Revenues*

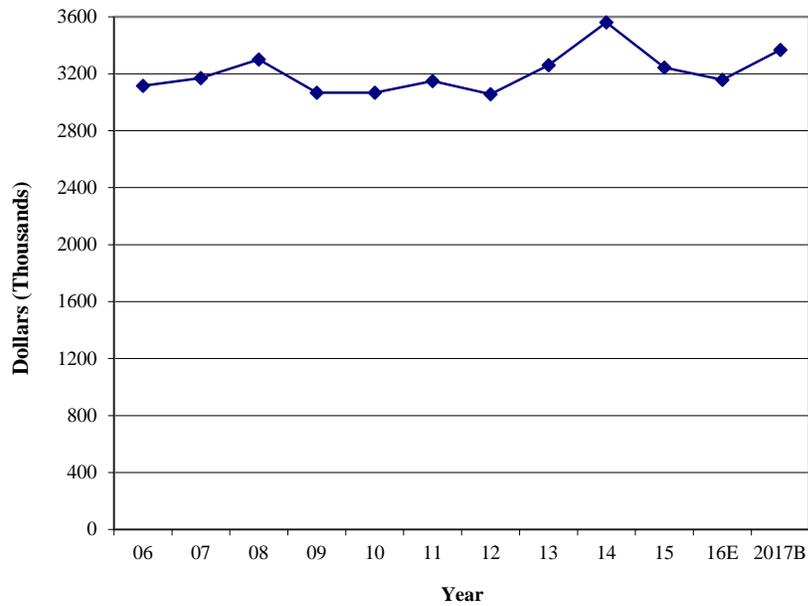


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

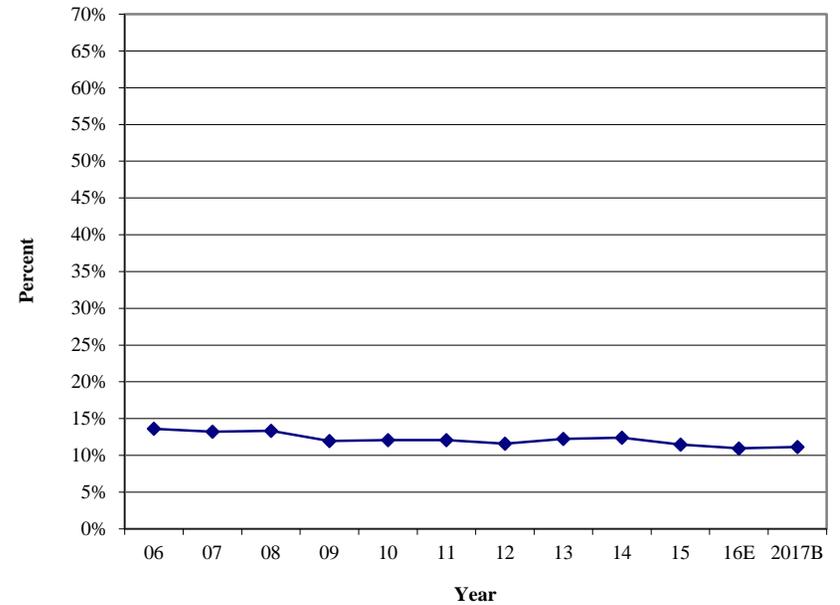
Charges for services comes from a number of different areas including planning and inspection fees, special police service fees, ice arena and recreation fees, public works charges, and special assessment fees. The 2017 budget includes \$1,855,200 in revenue from charges for services which is about 6.1% of the total General Fund revenues.

GENERAL FUND REVENUES
Utilities Tax

Revenue by Year



% of Total Revenues*

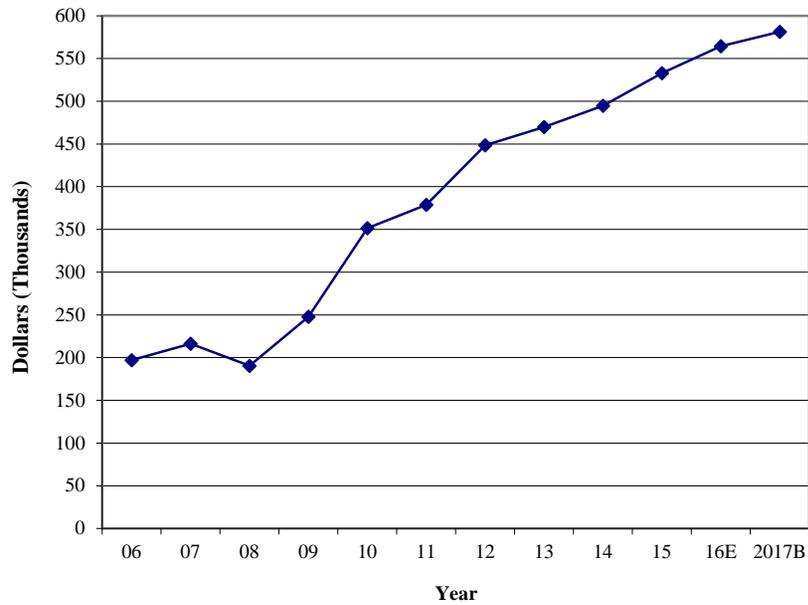


*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

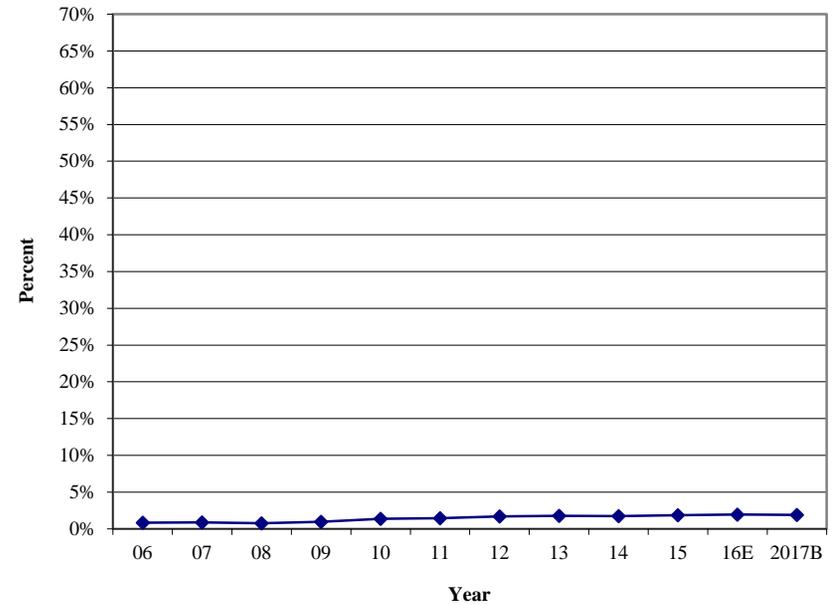
This revenue source consists of a 4% tax on the gross operating revenues of electric service and natural gas supplied within the City as well as a charge to the Water, Sewer, and Storm Water Drainage Funds based on operating revenues. The amount of revenue from this source is dependent upon a large number of factors including number and types of users, utility rates, weather conditions, and conservation practices. The 2017 budget includes \$3,367,760 in revenue from this source which is 11.1% of the total General Fund revenues.

GENERAL FUND REVENUES
Miscellaneous

Revenue by Year



% of Total Revenues*



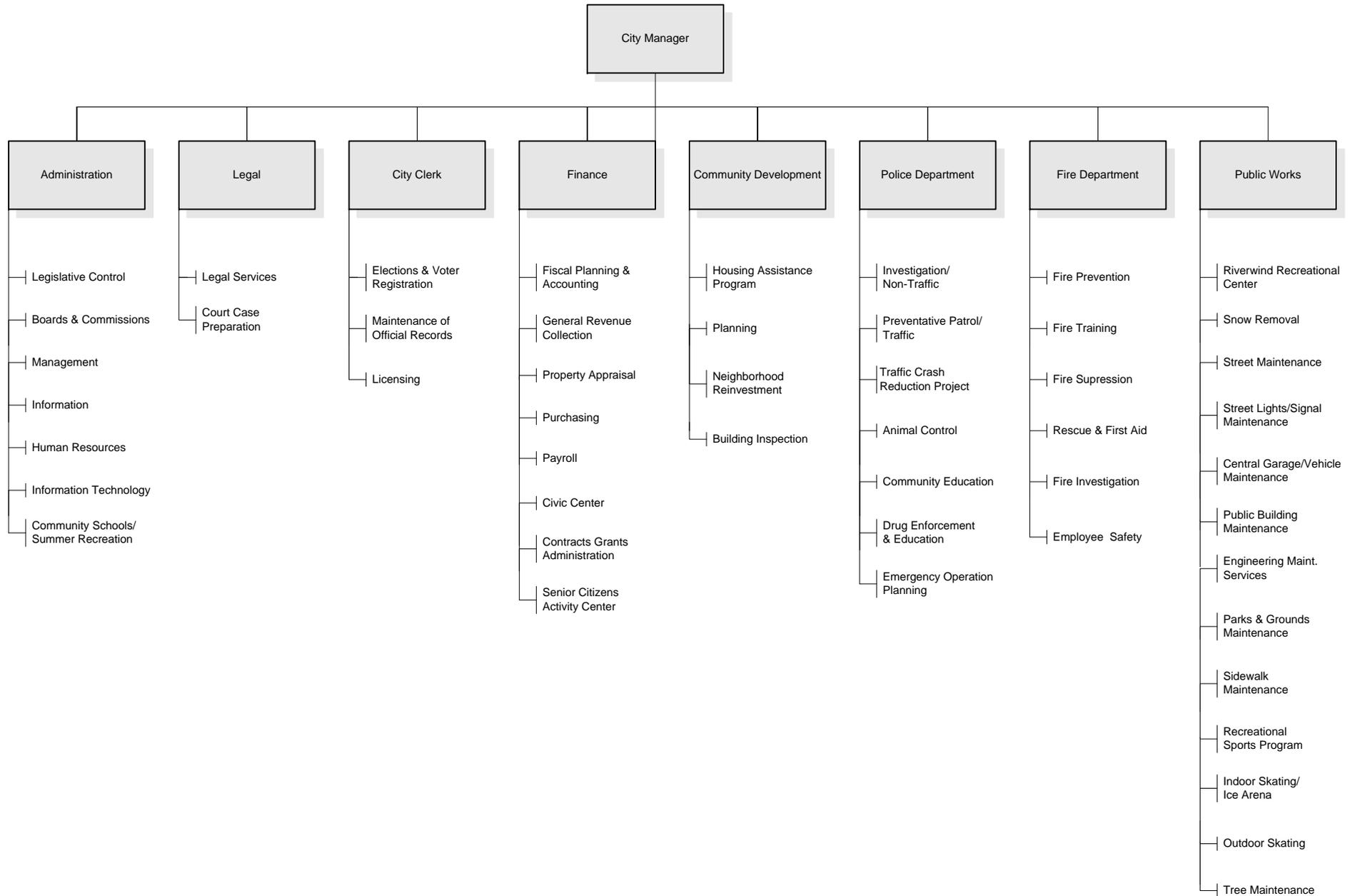
*Scaling for all revenue categories as a % of total revenues in this section is the same for comparability purposes.

Miscellaneous revenue is made up of items which do not fit into any of the other revenue source classifications. Individually these items represent a small portion of the total revenues and/or occur infrequently. This revenue source can fluctuate to a large extent because of the infrequent nature of some of the items such as refunds and the sale of fixed assets. The increase from 2008-2011 was primarily the result of increased antenna lease income due to an increase in the number of antennas installed by telecommunication companies. The total revenue in the 2017 budget from these leases is \$338,000. The 2017 budget includes \$581,335 in revenue in the miscellaneous category which is about 1.9% of the total General Fund revenues.

Reader's Notes:

Organizational Structure

General Fund Department Activities



CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND EXPENDITURES
SUMMARY BY DEPARTMENT

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
SUMMARY BY DEPARTMENT						
City Manager Department	\$ 1,916,011	\$ 1,860,619	\$ 2,242,060	\$ 904,686	\$ 2,152,532	\$ 2,271,390
Legal Department	697,353	748,076	859,525	360,804	854,552	883,286
City Clerk Department	186,399	124,417	223,043	80,677	222,117	151,319
Finance Department	1,808,381	1,788,630	2,048,967	878,644	1,986,549	2,045,863
Community Development Department	1,786,755	1,788,399	2,023,193	926,798	1,968,004	2,068,410
Police Department	8,982,414	9,213,145	9,655,166	4,557,559	9,590,414	9,989,261
Fire Department	4,261,087	4,395,408	4,566,980	2,176,273	4,533,149	4,625,282
Public Works Department	6,915,055	6,904,662	7,304,940	3,430,744	7,011,655	7,261,179
Total Expenditures	<u>\$ 26,553,455</u>	<u>\$ 26,823,356</u>	<u>\$ 28,923,874</u>	<u>\$ 13,316,185</u>	<u>\$ 28,318,972</u>	<u>\$ 29,295,990</u>

GENERAL FUND EXPENDITURES
SUMMARY BY DEPARTMENT

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
CITY MANAGER DEPARTMENT						
101 Legislative Control	\$ 202,527	\$ 191,622	\$ 261,188	\$ 147,426	\$ 241,145	\$ 246,267
102 Boards & Commissions	22,852	20,698	45,685	15,182	45,846	42,618
122 Information	256,374	188,674	205,636	101,146	226,313	248,134
123 Management	357,961	354,184	369,939	156,968	316,029	348,860
141 Human Resources	259,264	256,639	364,507	136,228	344,110	371,197
143 Information Technology	649,280	665,567	804,177	327,152	799,871	820,496
305 Comm.School/Summer Rec.	116,336	94,046	96,862	35	96,840	99,634
323 Contract Grants	51,417	89,189	94,066	20,549	82,378	94,184
Total	1,916,011	1,860,619	2,242,060	904,686	2,152,532	2,271,390
LEGAL DEPARTMENT						
103 Legal Services	265,421	288,976	296,697	139,821	296,166	307,889
201 Court Case/Prep & Appearance	431,932	459,100	562,828	220,983	558,386	575,397
Total	697,353	748,076	859,525	360,804	854,552	883,286
CITY CLERK DEPARTMENT						
104 Elections & Voter Regis.	113,684	36,409	134,939	33,855	134,405	59,450
121 Maintenance of Records	49,563	51,711	41,820	28,837	41,454	43,375
124 Licensing	23,152	36,297	46,284	17,985	46,258	48,494
Total	186,399	124,417	223,043	80,677	222,117	151,319
FINANCE DEPARTMENT						
142 Fiscal Planning & Accounting	781,861	796,553	864,201	415,798	868,055	888,388
144 General Revenue Collection	79,043	82,448	97,675	30,082	102,358	111,581
147 Property Appraisal	403,968	388,024	474,277	168,353	414,840	441,305
148 Purchasing	109,985	86,236	125,778	51,617	118,777	114,993
149 Payroll	129,368	137,405	141,318	63,455	140,179	144,908
320 Civic Center	85,442	82,875	108,956	43,838	108,654	107,147
324 Senior Citizens Activity Center	218,714	215,089	236,762	105,501	233,686	237,541
Total	1,808,381	1,788,630	2,048,967	878,644	1,986,549	2,045,863
COMMUNITY DEVELOPMENT DEPARTMENT						
401 Planning	434,088	439,274	456,147	223,671	431,938	477,052
407 Neighborhood Reinvestment	465,996	489,439	559,293	257,444	538,167	552,631
421 Building Inspection	886,671	859,686	1,007,753	445,683	997,899	1,038,727
Total	\$ 1,786,755	\$ 1,788,399	\$ 2,023,193	\$ 926,798	\$ 1,968,004	\$ 2,068,410

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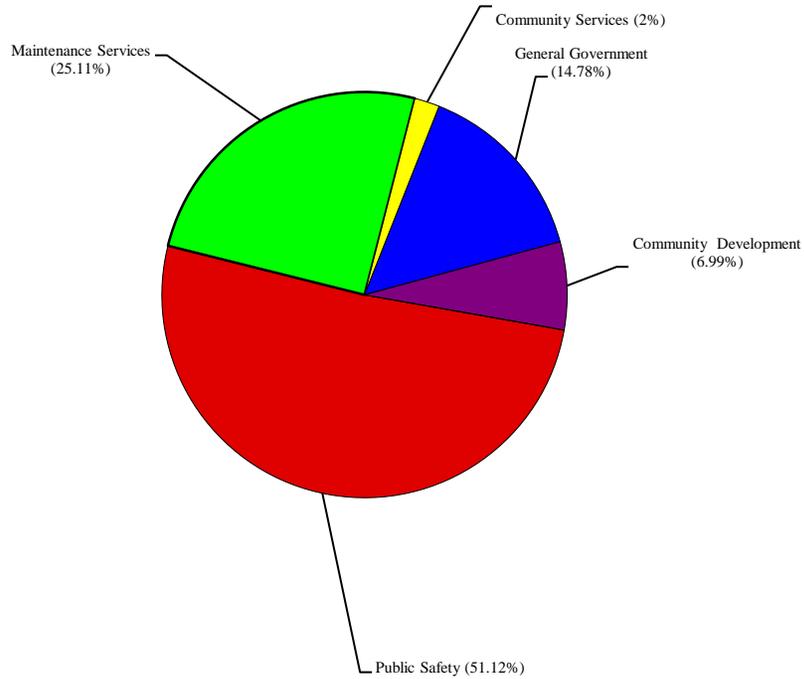
GENERAL FUND EXPENDITURES
SUMMARY BY DEPARTMENT

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
POLICE DEPARTMENT						
202 Investigation/Non-traffic	\$ 1,129,510	\$ 1,083,761	\$ 1,584,922	\$ 517,161	\$ 1,510,196	\$ 1,581,840
203 Preventative Patrol/Traffic	6,637,701	6,825,922	6,652,625	3,377,633	6,534,145	6,828,603
204 Traffic Crash Reduction Project	45,739	52,924	119,575	41,426	158,832	161,130
205 Animal Control	88,752	87,540	63,141	43,788	62,628	64,982
206 Community Education	763,695	832,034	773,679	408,297	875,282	889,091
207 Drug Enforcement & Education	283,009	303,976	391,151	150,041	380,126	390,989
208 Emergency Operation Planning	34,008	26,988	70,073	19,213	69,205	72,626
Total	<u>8,982,414</u>	<u>9,213,145</u>	<u>9,655,166</u>	<u>4,557,559</u>	<u>9,590,414</u>	<u>9,989,261</u>
FIRE DEPARTMENT						
221 Fire Prevention	443,158	429,863	465,036	235,643	439,448	436,194
222 Fire Training	347,322	378,999	404,231	216,437	401,212	410,691
223 Fire Suppression	2,887,604	3,015,114	2,983,504	1,401,650	2,981,483	3,068,173
224 Rescue and First Aid	547,901	533,551	648,599	301,092	645,033	646,673
225 Fire Investigation	15,180	14,340	39,291	8,168	39,590	40,898
251 Employee Safety	19,922	23,541	26,319	13,283	26,383	22,653
Total	<u>4,261,087</u>	<u>4,395,408</u>	<u>4,566,980</u>	<u>2,176,273</u>	<u>4,533,149</u>	<u>4,625,282</u>
PUBLIC WORKS DEPARTMENT						
302 Riverwind Recreational Center	10,073	29,996	42,490	18,882	40,415	40,984
500 Snow Removal	396,468	305,168	488,222	228,246	438,041	448,017
501 Street Maintenance	941,416	963,222	978,243	412,977	930,637	950,041
503 Streetlight/Signal Maintenance	692,954	629,910	647,869	274,578	610,114	613,752
506 Central Garage/Vehicle Maint	683,783	673,018	694,673	309,065	648,791	652,486
507 Public Building Maintenance	638,485	584,350	601,146	285,619	566,993	587,554
508 Geographic Information System	201,443	220,850	265,418	145,549	256,729	257,192
509 Engineering Maint. Service	317,412	309,698	317,279	152,265	310,138	318,560
510 Parks & Grounds Maintenance	1,766,932	1,924,797	1,953,257	982,058	1,906,728	1,989,438
511 Sidewalk Maintenance	75,843	57,840	57,615	9,280	54,244	56,192
514 Recreational Sports Program	56,728	47,016	55,059	29,101	55,158	104,768
515 Indoor Skating/Ice Arena	712,130	744,949	726,519	378,455	719,033	751,913
516 Outdoor Skating	140,675	71,633	161,645	39,590	164,122	170,902
521 Tree Maintenance	280,713	342,215	315,505	165,079	310,512	319,380
Total	<u>6,915,055</u>	<u>6,904,662</u>	<u>7,304,940</u>	<u>3,430,744</u>	<u>7,011,655</u>	<u>7,261,179</u>
Total Expenditures	<u>\$ 26,553,455</u>	<u>\$ 26,823,356</u>	<u>\$ 28,923,874</u>	<u>\$ 13,316,185</u>	<u>\$ 28,318,972</u>	<u>\$ 29,295,990</u>

Reader's Notes:

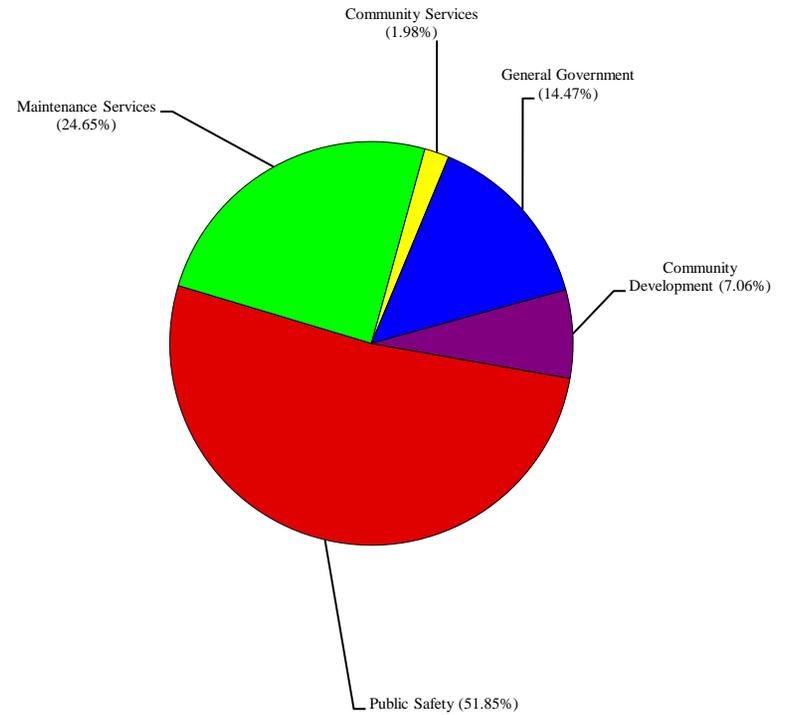
GENERAL FUND EXPENDITURES BY PROGRAM

2016 BUDGET AS AMENDED



General Government	\$ 4,274,121
Public Safety	14,784,974
Community Services	579,136
Community Development	2,023,193
Maintenance Services	<u>7,262,450</u>
Total	<u><u>\$ 28,923,874</u></u>

2017 BUDGET



General Government	\$ 4,237,955
Public Safety	15,189,940
Community Services	579,490
Community Development	2,068,410
Maintenance Services	<u>7,220,195</u>
Total	<u><u>\$ 29,295,990</u></u>

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CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND EXPENDITURES
SUMMARY BY PROGRAM

ACTIVITY NUMBER	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
GENERAL GOVERNMENT PROGRAM							
101	Legislative Control	\$ 202,527	\$ 191,622	\$ 261,188	\$ 147,426	\$ 241,145	\$ 246,267
102	Boards and Commissions	22,852	20,698	45,685	15,182	45,846	42,618
103	Legal Services--General	265,421	288,976	296,697	139,821	296,166	307,889
104	Elections and Voter Registration	113,684	36,409	134,939	33,855	134,405	59,450
121	Maintenance of Official Records	49,563	51,711	41,820	28,837	41,454	43,375
122	Information	256,374	188,674	205,636	101,146	226,313	248,134
123	Management	357,961	354,184	369,939	156,968	316,029	348,860
124	Licensing	23,152	36,297	46,284	17,985	46,258	48,494
141	Human Resources	259,264	256,639	364,507	136,228	344,110	371,197
142	Fiscal Planning and Accounting	781,861	796,553	864,201	415,798	868,055	888,388
143	Information Technology	649,280	665,567	804,177	327,152	799,871	820,496
144	General Revenue Collections	79,043	82,448	97,675	30,082	102,358	111,581
147	Property Appraisal	403,968	388,024	474,277	168,353	414,840	441,305
148	Purchasing	109,985	86,236	125,778	51,617	118,777	114,993
149	Payroll	129,368	137,405	141,318	63,455	140,179	144,908
	Program Total	<u>3,704,303</u>	<u>3,581,443</u>	<u>4,274,121</u>	<u>1,833,905</u>	<u>4,135,806</u>	<u>4,237,955</u>
PUBLIC SAFETY PROGRAM							
201	Court Case/Preparation and Appearance	431,932	459,100	562,828	220,983	558,386	575,397
202	Investigation/Non-Traffic	1,129,510	1,083,761	1,584,922	517,161	1,510,196	1,581,840
203	Preventative Patrol/Traffic and All Other	6,637,701	6,825,922	6,652,625	3,377,633	6,534,145	6,828,603
204	Traffic Crash Reduction Project	45,739	52,924	119,575	41,426	158,832	161,130
205	Animal Control	88,752	87,540	63,141	43,788	62,628	64,982
206	Community Education	763,695	832,034	773,679	408,297	875,282	889,091
207	Drug Enforcement and Education	283,009	303,976	391,151	150,041	380,126	390,989
208	Emergency Operation Planning	34,008	26,988	70,073	19,213	69,205	72,626
221	Fire Prevention	443,158	429,863	465,036	235,643	439,448	436,194
222	Fire Training	347,322	378,999	404,231	216,437	401,212	410,691
223	Fire Suppression	2,887,604	3,015,114	2,983,504	1,401,650	2,981,483	3,068,173
224	Rescue and First Aid	547,901	533,551	648,599	301,092	645,033	646,673
225	Fire Investigation	15,180	14,340	39,291	8,168	39,590	40,898
251	Employee Safety	19,922	23,541	26,319	13,283	26,383	22,653
	Program Total	<u>\$ 13,675,433</u>	<u>\$ 14,067,653</u>	<u>\$ 14,784,974</u>	<u>\$ 6,954,815</u>	<u>\$ 14,681,949</u>	<u>\$ 15,189,940</u>

(Continued)

GENERAL FUND EXPENDITURES
SUMMARY BY PROGRAM

ACTIVITY NUMBER	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
COMMUNITY SERVICES PROGRAM							
302	Riverwind Recreational Center	\$ 10,073	\$ 29,996	\$ 42,490	\$ 18,882	\$ 40,415	\$ 40,984
305	Community School/Summer Recreation	116,336	94,046	96,862	35	96,840	99,634
320	Facilities Rental	85,442	82,875	108,956	43,838	108,654	107,147
323	Contract Grants	51,417	89,189	94,066	20,549	82,378	94,184
324	Senior Citizens Activity Center	218,714	215,089	236,762	105,501	233,686	237,541
	Program Total	481,982	511,195	579,136	188,805	561,973	579,490
COMMUNITY DEVELOPMENT PROGRAM							
401	Planning	434,088	439,274	456,147	223,671	431,938	477,052
407	Neighborhood Reinvestment	465,996	489,439	559,293	257,444	538,167	552,631
421	Building Inspection	886,671	859,686	1,007,753	445,683	997,899	1,038,727
	Program Total	1,786,755	1,788,399	2,023,193	926,798	1,968,004	2,068,410
MAINTENANCE SERVICES PROGRAM							
500	Snow Removal	396,468	305,168	488,222	228,246	438,041	448,017
501	Street Maintenance	941,416	963,222	978,243	412,977	930,637	950,041
503	Streetlight/Traffic Signal Maintenance	692,954	629,910	647,869	274,578	610,114	613,752
506	Central Garage Vehicle Maintenance	683,783	673,018	694,673	309,065	648,791	652,486
507	Public Building Maintenance	638,485	584,350	601,146	285,619	566,993	587,554
508	Geographic Information System	201,443	220,850	265,418	145,549	256,729	257,192
509	Engineering Maintenance Services	317,412	309,698	317,279	152,265	310,138	318,560
510	Parks and Ground Maintenance	1,766,932	1,924,797	1,953,257	982,058	1,906,728	1,989,438
511	Sidewalk Maintenance	75,843	57,840	57,615	9,280	54,244	56,192
514	Recreational Sports Program	56,728	47,016	55,059	29,101	55,158	104,768
515	Indoor Skating/Ice Arena	712,130	744,949	726,519	378,455	719,033	751,913
516	Outdoor Skating	140,675	71,633	161,645	39,590	164,122	170,902
521	Tree Maintenance	280,713	342,215	315,505	165,079	310,512	319,380
	Program Total	6,904,982	6,874,666	7,262,450	3,411,862	6,971,240	7,220,195
	Total Expenditures	\$ 26,553,455	\$ 26,823,356	\$ 28,923,874	\$ 13,316,185	\$ 28,318,972	\$ 29,295,990

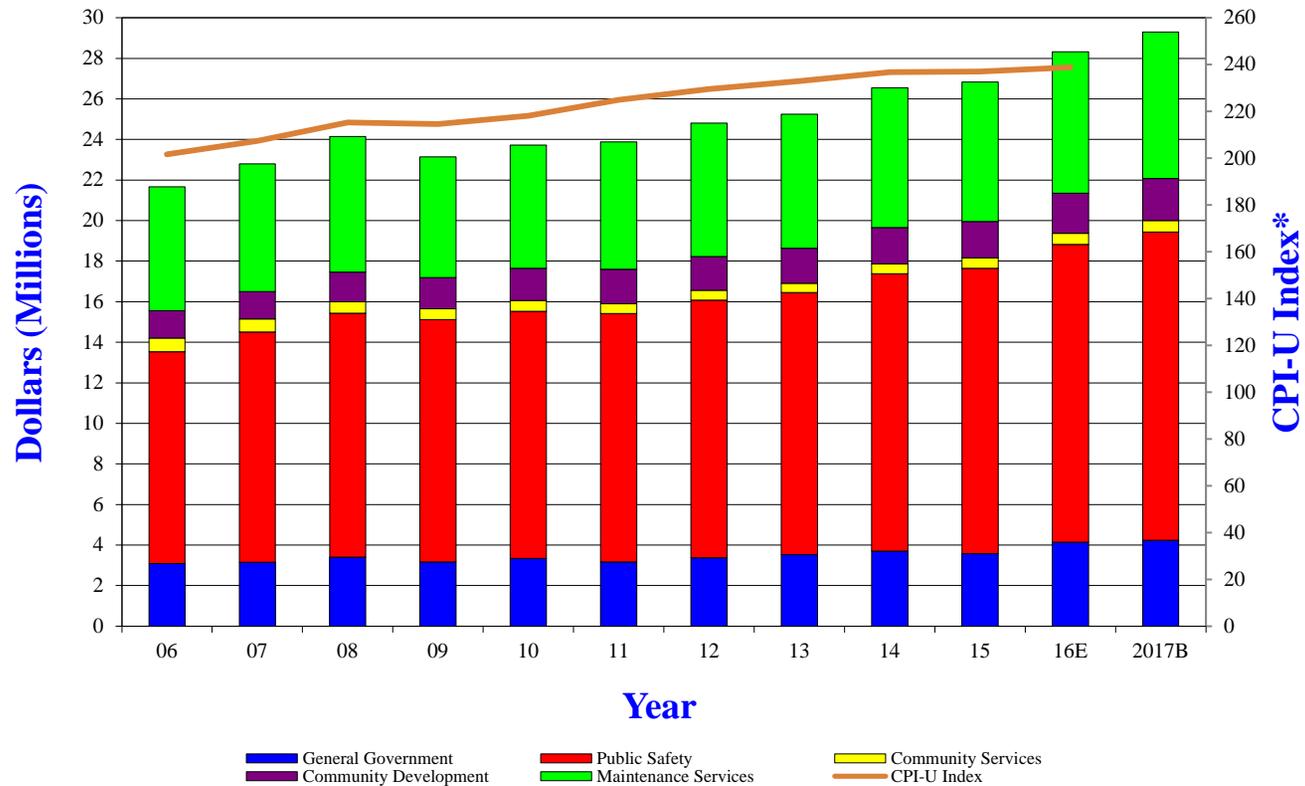
CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND EXPENDITURES BY FUNCTION
LAST TEN FISCAL YEARS, 2016 AMENDED BUDGET & ESTIMATE AND 2017 BUDGET

	GENERAL GOVERNMENT		PUBLIC SAFETY		COMMUNITY SERVICES		COMMUNITY DEVELOPMENT		MAINTENANCE SERVICES		TOTAL GENERAL FUND	% CHANGE PER YEAR
2006	3,096,988	14	10,432,281	48	684,948	3	1,347,986	6	6,106,087	29	21,668,290	4.42%
2007	3,154,619	14	11,350,950	50	636,580	3	1,361,298	6	6,290,443	27	22,793,890	5.19%
2008	3,409,041	14	12,023,752	50	559,869	2	1,463,846	6	6,697,071	28	24,153,579	5.97%
2009	3,168,892	14	11,953,438	52	536,257	2	1,535,190	7	5,949,548	25	23,143,325	-4.18%
2010	3,338,310	14	12,180,379	51	535,288	2	1,585,516	7	6,084,674	26	23,724,167	2.51%
2011	3,172,248	14	12,241,961	51	492,008	2	1,689,517	7	6,284,820	26	23,880,554	0.66%
2012	3,375,189	13	12,700,954	51	488,578	2	1,664,398	7	6,582,202	27	24,811,321	3.90%
2013	3,522,637	14	12,935,777	51	456,129	2	1,715,769	7	6,613,002	26	25,243,314	1.74%
2014	3,704,303	13	13,675,433	52	481,982	2	1,786,755	7	6,904,982	26	26,553,455	5.19%
2015	3,581,443	13	14,067,653	52	511,195	2	1,788,399	7	6,874,666	26	26,823,356	1.02%
2016 Amended Budget	4,274,121	15	14,784,974	51	579,136	2	2,023,193	7	7,262,450	25	28,923,874	8.93%
2016 Estimate	4,135,806	14	14,681,949	52	561,973	2	1,968,004	7	6,971,240	25	28,318,972	5.58%
2017 Budget	4,237,955	14	15,189,940	52	579,490	2	2,068,410	7	7,220,195	25	29,295,990	1.29%

GENERAL FUND
Total Expenditures by Program

Expenditures by Year



*CPI-U: Consumer Price Index for all urban consumers (annual average)
(source: U.S. Bureau of Labor Statistics)

Note: Major equipment purchases for the General Fund are in the Capital Equipment Fund.

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CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND EXPENDITURES
SUMMARY BY ACCOUNT

ACCT.	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
6110	Salaries - Full Time	\$ 13,861,782	\$ 14,332,044	\$ 15,315,238	\$ 6,950,589	\$ 15,093,012	\$ 15,798,977
6120	Overtime - Full Time	564,685	566,766	565,250	243,485	618,839	647,016
6130	Salaries - Part Time	624,678	760,869	783,184	389,599	753,482	689,812
6131	Overtime - Part Time	50	197		864		
6135	Salaries - Seasonal Temporary	335,644	211,272	514,842	96,239	469,664	527,334
6140	Pensions	1,740,053	1,891,339	2,001,655	913,167	1,985,199	2,075,787
6145	FICA & Medicare	641,163	663,316	763,741	320,877	752,313	783,260
6150	Insurance	2,467,133	2,204,525	2,290,827	1,079,121	2,318,853	2,162,409
6155	Workers Comp	580,922	624,012	682,276	327,368	700,128	729,452
6160	Uniform Allowance	82,414	89,140	86,565	72,094	86,565	86,565
6165	Other Allowances		1,040		1,650		
	Total Personal Services	20,898,524	21,344,520	23,003,578	10,395,053	22,778,055	23,500,612
6210	Prof. and Consulting Services	604,413	450,905	598,312	251,480	572,102	665,111
6215	Software Charges	307,893	355,691	442,346	280,641	437,709	464,699
6221	Telephone Charges	113,283	114,480	117,654	51,725	116,438	120,142
6222	Postage	52,821	45,280	54,850	24,041	51,746	59,000
6230	Travel/Schools/Conferences	144,796	144,663	225,013	114,845	195,080	210,438
6240	Advertising & Legal Notices	51,906	51,252	62,717	33,742	58,454	62,210
6250	Insurance and Bonds	196,180	208,785	203,605	198,623	198,623	211,212
6255	Unemployment Insurance	13,146	12,832	22,500	7,387	29,887	22,500
6260	Utility Services	960,469	874,515	934,291	420,386	795,911	834,700
6271	M & R Bldgs/Structures - Contr	249,138	241,804	221,891	115,633	218,600	220,691
6272	M & R Equipment - Contractual	459,616	414,396	407,706	181,174	415,151	422,701
6273	M & R Other Imps - Contractual	541,440	654,399	522,529	263,440	522,529	532,935
6281	Dues/Memberships/Subscriptions	112,252	109,489	126,320	98,300	119,721	125,850
6282	Rent	77,223	91,396	88,056	45,208	74,447	88,056
6283	Waste Removal	21,785	24,144	24,750	8,815	26,600	26,650
6284	Awards & Judgements	4,623	1,931	27,600	216	13,100	24,700
6285	Licenses & Taxes	33,053	31,577	37,037	31,306	40,071	37,037
6289	Miscellaneous	117,394	103,250	141,910	46,694	136,115	132,410
	Total Other Charges and Services	\$ 4,061,431	\$ 3,930,789	\$ 4,259,087	\$ 2,173,656	\$ 4,022,284	\$ 4,261,042

(Continued)

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CITY OF COON RAPIDS, MINNESOTA

GENERAL FUND EXPENDITURES
SUMMARY BY ACCOUNT

ACCT.	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
6310	Office Supplies	\$ 40,326	\$ 40,169	\$ 52,414	\$ 19,322	\$ 50,040	\$ 56,264
6320	Small Tools & Equipment	67,444	86,859	47,920	47,190	50,389	59,600
6330	Motor Fuels & Lubricants	392,336	241,275	316,900	92,945	175,314	198,800
6341	M & R Building - By City	12,898	9,648	13,900	5,645	15,960	15,900
6342	M & R Equipment - By City	259,699	265,474	235,700	95,295	234,012	235,700
6343	M & R Other Imps - By City	79,785	71,606	93,900	8,802	93,800	93,900
6370	General Supplies	438,318	528,068	499,060	370,331	503,440	519,760
6371	Care & Subsidies of Animals	2,377	3,680	1,800	2,303	1,800	3,000
6380	Safety Items	10,939	14,037	11,500	8,377	11,434	13,300
	Total Supplies	<u>1,304,122</u>	<u>1,260,816</u>	<u>1,273,094</u>	<u>650,210</u>	<u>1,136,189</u>	<u>1,196,224</u>
6542	Buildings & Structures	5,862		8,679		5,379	3,650
6543	Furniture & Equipment	215,432	193,754	278,130	69,513	275,137	256,783
6544	Machinery & Automotive	12,030	33,863	14,306	1,855	14,928	15,679
6545	Other Improvements			25,000		25,000	
	Total Capital Outlay	<u>233,324</u>	<u>227,617</u>	<u>326,115</u>	<u>71,368</u>	<u>320,444</u>	<u>276,112</u>
5510	Concession Merchandise for Resale	45,441	45,123	50,000	25,898	50,000	50,000
5520	Merchandise or Serv for Resale	3,577	12,466	12,000		12,000	12,000
5610	Gas for Chargeback	(42)	(2,172)				
5630	Parts & O/H Items for Chrgback	7,078	4,197				
	Total Other Disbursements	<u>56,054</u>	<u>59,614</u>	<u>62,000</u>	<u>25,898</u>	<u>62,000</u>	<u>62,000</u>
	Total Expenditures	<u>\$ 26,553,455</u>	<u>\$ 26,823,356</u>	<u>\$ 28,923,874</u>	<u>\$ 13,316,185</u>	<u>\$ 28,318,972</u>	<u>\$ 29,295,990</u>

Reader's Notes:

GENERAL GOVERNMENT PROGRAM

The General Government Program provides administrative, legislative, financial and support services to all programs and funds of the City. The activities within the General Government Program are those activities that are legislative in nature; that are necessary to implement legislation; and that are supportive of all activities within the City.

ACTIVITY NUMBER DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
GENERAL GOVERNMENT PROGRAM						
101 Legislative Control	\$ 202,527	\$ 191,622	\$ 261,188	\$ 147,426	\$ 241,145	\$ 246,267
102 Boards and Commissions	22,852	20,698	45,685	15,182	45,846	42,618
103 Legal Services--General	265,421	288,976	296,697	139,821	296,166	307,889
104 Elections and Voter Registration	113,684	36,409	134,939	33,855	134,405	59,450
121 Maintenance of Official Records	49,563	51,711	41,820	28,837	41,454	43,375
122 Information	256,374	188,674	205,636	101,146	226,313	248,134
123 Management	357,961	354,184	369,939	156,968	316,029	348,860
124 Licensing	23,152	36,297	46,284	17,985	46,258	48,494
141 Human Resources	259,264	256,639	364,507	136,228	344,110	371,197
142 Fiscal Planning and Accounting	781,861	796,553	864,201	415,798	868,055	888,388
143 Information Technology	649,280	665,567	804,177	327,152	799,871	820,496
144 General Revenue Collections	79,043	82,448	97,675	30,082	102,358	111,581
147 Property Appraisal	403,968	388,024	474,277	168,353	414,840	441,305
148 Purchasing	109,985	86,236	125,778	51,617	118,777	114,993
149 Payroll	129,368	137,405	141,318	63,455	140,179	144,908
Program Total	<u>\$ 3,704,303</u>	<u>\$ 3,581,443</u>	<u>\$ 4,274,121</u>	<u>\$ 1,833,905</u>	<u>\$ 4,135,806</u>	<u>\$ 4,237,955</u>
Percent of General Fund Total	14.0%	13.4%	14.8%	13.8%	14.6%	14.5%

Reader's Notes:

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	103,017	102,103	133,560	64,789	133,601	135,639
Charges & Services	99,386	88,565	126,528	82,608	106,794	109,528
Supplies	124	954	1,100	29	750	1,100
Activity Total	<u>202,527</u>	<u>191,622</u>	<u>261,188</u>	<u>147,426</u>	<u>241,145</u>	<u>246,267</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for the 6 Councilmembers, the Mayor and support staff
 Charges & Services – Provides for travel and conferences--\$15,000; contract secretary and consulting fees--\$8,000;
 League of Minnesota Cities--\$32,000; North Metro Mayors Association--\$25,000; Metro Cities--\$13,500; National League
 of Cities--\$5,500; dues, memberships and subscriptions --\$6,100; insurance--\$128; postage --\$200; telephone--\$500;
 software charges--\$3,600
 Supplies - Provides for general & offices supplies--\$1,100

STAFFING	2016 BUDGET	2017 BUDGET
City Council	3.6	3.6
City Staff - Full Time	<u>0.4</u>	<u>0.4</u>
Total	4.0	4.0

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

As the elected representatives of the community, the City Council exercises the legislative power of the City to set policies as stipulated by the City Charter. Council exercises budgetary control through the adoption of an annual budget. Council appoints various citizen committees to render advice on legislative and City policy-related matters. In addition, Council also gives general direction to the City Manager and administrative staff.

In 1980, the City Council established the Housing and Redevelopment Authority and in 1987 the Economic Development Authority was created. The City Council was appointed to act as the governing body of each. The two authorities meet upon call of the Chairperson or President, respectively.

PROCESS USED

As provided by the City Charter, the City Council performs a legislative, regulatory and quasi-judicial function. The Council meets regularly to consider ordinances, resolutions and other actions as may be required by law and circumstance. In addition to the two regularly planned meetings per month, the City Council commits itself to work sessions as needed for in-depth study and analysis of special issues. The various issues and concerns which are brought before Council for consideration may be initiated by Councilmembers, advisory commissions, administrative staff or residents of the community. The City Manager and appropriate staff attend Council meetings to provide information and other forms of support for Council deliberations.

The City Council is committed to improving the quality of life of the community, maximizing the effectiveness of public service delivery, providing professional and respectful services and in maintaining a stable tax levy while ensuring proactive and responsible reinvestment in the community. To accomplish this, the City Council participates with various local, state and national associations as well as training and conferences.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Participate in on-boarding new City Councilmembers.
2. Involve itself with updating the City's Comprehensive Plan.
3. Meet in a retreat format to develop the Council's vision and goals.
4. Develop a legislative platform to further the City's priorities.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	13,913	17,075	35,460	13,435	35,429	36,993
Charges & Services	8,413	2,764	9,325	1,264	9,517	4,725
Supplies	526	859	900	483	900	900
Activity Total	22,852	20,698	45,685	15,182	45,846	42,618

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for awards--\$700; dues--\$200; rent- -\$400; advertising--\$900; insurance--\$75; postage--\$250; misc.--\$1,200; licenses and taxes--\$500; winter concerts--\$500
 Supplies – Provides for office and general supplies--\$900

Expenditures by Commission:	Personal Services	All Other	Total
Arts	6,121	5,425	11,546
Historical	634	200	834
Safety	4,672		4,672
Sustainability	25,566		25,566
Total	36,993	5,625	42,618

STAFFING	2016 BUDGET	2017 BUDGET
Administrative Assistant	0.2	0.2
City Staff	0.4	0.4
Total	0.6	0.6

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

Advisory Commissions covered by this activity include Arts, Charter, Historical, Safety and Sustainability. The Commissions perform in an advisory capacity on policy-related matters.

PROCESS USED

Topics to be addressed by Advisory Commissions come from the strategic direction approved by the City Council based on a strong liaison and good communications between Council and Commissions.

Regular meetings and public hearings are conducted to consider the issues related to the particular advisory function. Recommendations of proposed actions are made to Council and/or to City staff.

The Arts Commission promotes and presents cultural activities such as concerts in the parks.

The Charter Commission reviews and recommends amendments to the City Charter.

The Historical Commission preserves and presents history of the city with plaques, displays, events and informational presentations.

The Safety Commission reviews public safety issues.

The Sustainability Commission researches ideas for sustainable living.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Under the Arts Commission, implement a chalk art contest in the summer of 2017. This would be in addition to the current holiday lighting and photo contests.
2. Under the Historical Commission, collect original floor plan information for homes built by Orrin Thompson and do presentations on how to modernize those homes while maintaining the original architectural character.

SERVICE ACTIVITY: 103 – Legal Services, General
 ORGANIZATIONAL DEPARTMENT: Legal
 FUND: General

GENERAL GOVERNMENT

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	247,274	270,817	274,817	127,816	274,597	287,709
Charges & Services	12,495	11,699	14,230	8,579	13,919	12,530
Supplies	5,652	6,460	7,650	3,426	7,650	7,650
Activity Total	<u>265,421</u>	<u>288,976</u>	<u>296,697</u>	<u>139,821</u>	<u>296,166</u>	<u>307,889</u>

ACTIVITY MANAGER: City Attorney

GENERAL ACTIVITY DESCRIPTION

This Activity serves as legal counsel for the City on civil and municipal law matters. Legal advice is provided to the City Council, City Manager, other City departments, advisory boards and commissions and, to a limited extent, the general public to assure to the extent possible, the legality of City actions and to reduce litigation. Represents the City in civil litigation either as chief counsel or as co-counsel with outside attorneys in insurance matters or cases requiring special expertise.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for consulting services--\$750; phone services--\$880; postage--\$1,250; travel and conferences—\$3,500; insurance & bonds--\$2,700; dues, subscriptions & membership--\$3,100; misc-- \$50; printer maintenance--\$300
 Supplies – Provides for office and general supplies--\$7,650

PROCESS USED

Regularly attends City Council, Board of Adjustment/Appeals and Planning Commission meetings and other advisory commission or committee meetings as needed. Meets with members of the City staff and, in certain situations, the public as requested. Conducts research and provides opinions relative to civil legal issues involving the City. Conducts research for and drafts ordinances, resolutions, contracts and agreements. Conducts certain civil litigation for the City including researching issues, preparing pleadings, pretrial negotiations, discovery, trial preparation and trials. Works closely with and assists outside attorneys representing the City in civil legal matters.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Hours of service provided	4,744	4,767	4,700	4,700	4,725
2 Gross department cost per hour of service	55.95	60.62	63.13	63.01	65.67

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue to implement efficiencies of Efiling mandated by the State Court system that became effective July 1, 2016.
2. Be proactive in advising City departmental activities legally to maintain a modification factor of 86 percent or less of what is considered standard for liability claims.

STAFFING	2016 BUDGET	2017 BUDGET
City Attorney	0.9	0.9
Assistant Attorney	0.3	0.3
Secretary	0.9	0.9
Paralegal	0.1	0.1
Total	2.2	2.2

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	101,440	22,803	116,276	19,429	115,840	45,237
Charges & Services	11,915	13,606	18,463	14,021	18,065	14,213
Supplies	329		200	405	500	
Activity Total	113,684	36,409	134,939	33,855	134,405	59,450

ACTIVITY MANAGER: City Clerk

GENERAL ACTIVITY DESCRIPTION

Special, primary and general municipal elections are conducted and supervised. During even year elections, polling places are prepared for election judges. This activity trains election judges and tests election equipment.

PROCESS USED

Federal, State, County and Municipal elections are conducted in accordance with the City Charter and Minnesota Election law requirements.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Work with Anoka County Elections to Research Replacement of Automark Ballot Marking Machines.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for Secretary of State required training--\$200; insurance--\$13; rental of voting equipment--\$14,000

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Registered voter turnout	58.0%	N/A	75%	75%	N/A
2 Registered voters	36,684	38,000	38,000	38,000	38,000
3 Registration on election day	1,158	N/A	1,500	1,500	N/A
4 Election judges trained	185	N/A	250	250	N/A
5 Number of ballots cast	21,197	N/A	27,500	27,500	N/A
6 Absentee ballots processed	1,485	N/A	3,420	3,420	N/A
7 Accuracy rate per random state audit	100%	N/A	100%	100%	N/A
8 % Voting absentee	7%	N/A	15%	15%	N/A

STAFFING	2016 BUDGET	2017 BUDGET
Administrative Assistant	0.1	0.1
City Clerk	0.3	0.3
Deputy Clerk	0.1	0.1
Election Judges	3.6	0.1
Total	4.1	0.6

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	42,458	39,125	25,629	19,411	25,616	25,634
Charges & Services	6,899	12,247	15,541	8,883	15,488	17,091
Supplies	206	339	650	543	350	650
Activity Total	49,563	51,711	41,820	28,837	41,454	43,375

ACTIVITY MANAGER: City Clerk

GENERAL ACTIVITY DESCRIPTION

Official records consist of ordinances, resolutions, Charter amendments, minutes of meetings of the City Council, advisory boards, commissions; and such other legal documents as defined by law. Documents are either in hard copy or electronic format readily available for inspection by or duplication for the public.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for postage--\$400; travel and conferences--\$3,000; printing and advertising--\$3,000; insurance & bonds--\$141; dues, subscriptions--\$550; rent for storage of back up computer tapes and microfilm--\$3,000; on-line codification of City Code--\$1,000; professional & consulting services--\$5,000; Microfiche scanned image conversion--\$1,000
 Supplies – Provides for copier chargeback--\$350; general supplies--\$300

PROCESS USED

Records are stored on a Laser Fiche imaging system and are searchable and accessible with minimal retrieval time. The Central Records Center monitors the storage and destruction of all City records according to retention schedules which includes optical imaging of archival records. Legal notices are published. Central Records Center is maintained with less than 1% filing error. Retention schedule is maintained on an ongoing basis.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Ordinances and resolutions processed	131	173	140	140	150
2 Legal notices published	95	75	80	80	60
3 % of records available electronically	92%	93%	95%	95%	95%

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue imaging of archival documents.
2. Conduct annual Clean Sweep Day to purge or image documents in accordance with Records Retention Schedule.

STAFFING	2016 BUDGET	2017 BUDGET
Deputy Clerk	0.2	0.2
Total	0.2	0.2

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	133,989	141,365	152,886	69,527	173,745	192,326
Charges & Services	120,391	47,150	51,550	31,141	51,540	55,108
Supplies	1,994	160	1,200	478	1,028	700
Activity Total	<u>256,374</u>	<u>188,675</u>	<u>205,636</u>	<u>101,146</u>	<u>226,313</u>	<u>248,134</u>

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

The citizens of Coon Rapids are kept informed about the activities of City government and community events through the publication and distribution of newsletters, the web site, brochures and various other resources. General inquiries are handled by telephone, e-mail or in person.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for newsletter layout & design--\$4,000; telephone--\$300; postage--\$20,000; advertising & printing--\$20,000; insurance--\$43; web hosting service with CivicPlus--\$10,765
 Supplies - Provides for other supplies--\$200; small tools--\$500

PROCESS USED

The City newsletter is written, printed and distributed and other information is released including miscellaneous reports, informational studies and news releases. Telephone inquiries are responded to at the switchboard or are transferred to the appropriate City department for any necessary action or response. The web site is updated regularly with current information and reviewed for clarity, content and style.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Enhance and standardize the appearance of City publications, marketing materials and external documents.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Newsletters published	4	4	4	4	4

STAFFING	2016 BUDGET	2017 BUDGET
Management Intern (from 123)	-	0.6
Marketing Coordinator	1.0	1.0
Information Specialist/Cashier	0.5	0.5
Total	1.5	2.1

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	334,626	305,448	323,628	133,456	273,520	296,249
Charges & Services	22,253	47,847	44,311	23,353	41,209	46,011
Supplies	1,082	889	2,000	159	1,300	6,600
Activity Total	<u>357,961</u>	<u>354,184</u>	<u>369,939</u>	<u>156,968</u>	<u>316,029</u>	<u>348,860</u>

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

As provided by the City Charter, the City Manager serves as Chief Administrative Officer of the City controlling and directing City's affairs; assuring that the Charter, laws, ordinances and resolutions of the City are enforced; recommending to Council the adoption of measures deemed necessary for the welfare of the people and the efficient administration of the City's affairs; and keeping Council fully advised as to the financial condition and needs of the City.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for telephone charges--\$1,200; postage--\$500; provides for travel, conferences, and schools--\$13,500; insurance and other--\$611; dues and memberships--\$7,700; misc.--\$700; Process Improvement study--\$10,000; Professional services--\$6,100; maintenance & repair-contractual--\$4,800; software charges--\$400; misc rentals--\$500
 Supplies – Provides for office and general supplies--\$1,500; conference room chairs--\$5,100

PROCESS USED

The City Manager's Office is responsible for implementing the goals, policies and programs adopted by the City Council for the year. The City Manager provides the City Council with timely information necessary for effective decision making and represents the City on issues that affect the community. Furthermore, the City Manager is responsible for providing direction to the Management Team and organizational development and improvement efforts.

STAFFING	2016 BUDGET	2017 BUDGET
City Manager	1.0	1.0
Assistant to the City Manager	0.5	0.5
Management Intern	0.5	-
Administrative Assistant	0.4	0.4
City Clerk	<u>0.4</u>	<u>0.4</u>
Total	2.8	2.3

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Expand the City's use of performance metrics, including participation in the ICMA Insights program and further develop the City's internal metrics program.
2. Conduct an orientation for new City Councilmembers and provide onboarding support.
3. Plan and implement a retreat for the City Council for the purpose of establishing the Council's vision and goals.
4. Participate in the City's Comprehensive Plan update.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	18,479	33,409	40,126	15,638	40,091	42,336
Charges & Services	3,308	2,546	4,658	1,982	4,667	4,658
Supplies	1,365	342	1,500	365	1,500	1,500
Activity Total	<u>23,152</u>	<u>36,297</u>	<u>46,284</u>	<u>17,985</u>	<u>46,258</u>	<u>48,494</u>

ACTIVITY MANAGER: City Clerk

GENERAL ACTIVITY DESCRIPTION

Issues licenses in accordance with the City Code.

PROCESS USED

Applications are accepted, audited for compliance with Code requirements, submitted for investigation, forwarded to the proper approving authority and, after approval, the official license is prepared and signed. Continue to license solicitors/peddlers. Monitor gambling reports and file report with Council two times yearly.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for advertising--\$450; Insurance--\$8; credit card fees--\$1,500; Cityworks mod. for licensing—\$2,000; postage--\$700
 Supplies – Provides for office supplies--\$1,500

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Conduct rabies vaccination clinics in 3 locations at least once a year.
2. Review of Title 5 licensing, including liquor license, of City Code by end of quarter one.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Business license fees (includes rental dwelling)	614,639	602,557	649,440	594,505	561,400

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Licenses issued:					
- New dog licenses	446	499	500	500	500
- Solicitor/Peddler licenses	74	72	50	50	50
- Alcoholic beverage licenses	109	116	120	120	120
- Tobacco licenses	53	49	45	45	45
- All other licenses (massage therapist, etc.)	89	67	100	100	100
2 Rabies clinics conducted	3	3	3	3	3
3 Gambling reports monitored	24	36	25	36	36

STAFFING	2016 BUDGET	2017 BUDGET
Deputy Clerk	<u>0.6</u>	<u>0.6</u>
Total	0.6	0.6

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	170,207	166,557	207,437	91,800	211,670	215,997
Charges & Services	87,393	88,650	152,670	43,173	127,641	151,300
Supplies	1,664	1,432	1,900	1,255	4,400	3,900
Capital Outlay			2,500		399	
Activity Total	<u>259,264</u>	<u>256,639</u>	<u>364,507</u>	<u>136,228</u>	<u>344,110</u>	<u>371,197</u>

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for Employee physicals--\$13,000; random drug testing--\$5,600; psychological evaluations--\$4,500; Hepatitis B vaccines--\$1,250; provides for legal expenses--\$10,000; health promotion program--\$10,000; police & fire testing- \$4,000; supervisory training--\$10,000; employee assistance program--\$3,910; benefits administration--\$17,000; LOGIS services--\$13,770; postage--\$1,000; travel and conferences--\$4,000; advertising expense--\$6,000; insurance and bonds--\$250; dues and memberships--\$1,020; employee recognition program--\$9,500; performance and merit pay--\$10,000; unemployment insurance--\$22,500; wellness program--\$500; misc--\$3,500

Supplies – Provides for office and general supplies--\$1,900; ergonomic office equipment--\$2,000

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of full-time openings processed	23	20	18	15	15
2 Turnover rate for FT positions	8.37%	7.02%	8.00%	7.25%	7.50%
3 Number of FT separations processed	19	16	18	5	7

STAFFING	2016 BUDGET	2017 BUDGET
Assistant to the City Manager	0.5	0.5
Human Resources Coordinator	1.0	1.0
Human Resource Assistant	0.7	1.0
Total	2.2	2.5

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

The Human Resources Activity supports the mission of the City through recruitment, selection, development, training and assessment of human resource needs. Administers employee benefits and compensation; implements and assures compliance with Federal and State employment laws; and, provides staff support and research to the Civil Service Commission for Police and Fire personnel employment vacancies. Labor relations services such as negotiations, labor contract administration and processing of employee grievances are provided by staff supplemented by a labor relations consultant. Organizational personnel policies are administered and communicated through the Employee Handbook and City Administrative Orders.

PROCESS USED

Staffing needs are continually reviewed by City departments and appropriated for in the City budget. The Human Resources Activity administers the hiring process through advertisements, candidate testing and interviews, and clerical processing for all City employees. Meeting materials are prepared for the Civil Service Commission and staff provides support in all employment matters affecting the commission. Civil Service employment for the Police and Fire Departments is established through candidate testing, job interviews and development of an employee roster.

The Human Resources Activity includes training, preparation and maintenance of the Employee Handbook, exit interviews, benefit administration, job description development and analysis, pay equity, compensation administration, grievance resolution and labor negotiations.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Conduct Civil Service examinations as needed to maintain appointment rosters.
2. Plan and coordinate required training programs and additional supervisory trainings.
3. Continue improving the health and wellness program to lower health insurance premiums and reduce work related injuries

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	665,198	681,074	734,593	345,984	738,450	755,232
Charges & Services	113,580	114,309	128,258	69,526	128,255	131,806
Supplies	3,083	1,170	1,350	288	1,350	1,350
Activity Total	<u>781,861</u>	<u>796,553</u>	<u>864,201</u>	<u>415,798</u>	<u>868,055</u>	<u>888,388</u>

ACTIVITY MANAGER: Manager of Accounting/Treasurer

GENERAL ACTIVITY DESCRIPTION

The Fiscal Planning, Control and Accounting Activity ensures the proper handling of all fiscal matters within the City by the initiation, implementation and control of financial plans with follow-up accounting to record these transactions. An independent auditing firm is hired to audit the City's records and financial statements in accordance with generally accepted auditing standards.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for General Fund audit--\$21,000¹; banking services--\$20,000; software charges--\$72,456; postage--\$3,750; GFOA conferences, travel and conferences--\$6,900; newspaper publications--\$1,900; insurance--\$975; dues and memberships--\$1,375; GFOA budget and financial report certificate fees--\$950; printer maintenance--\$2,500
 Supplies – Provides for office copies, supplies, including covers and dividers for financial reports and budgets--\$1,350

PROCESS USED

This activity assists with the preparation of the annual budget and also monitors revenues and expenditures. Financial statements are issued to management and the City Council on a periodic basis. Advice is provided to the City Manager, Council and departments regarding financial matters. Investment income is maximized by investing all available money. The payment of all accounts payable and invoicing of accounts receivable are handled by this activity.

¹Total budgeted audit cost for all funds is \$35,000.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Interest on investments					
General Fund only	609,201	226,964	221,000	186,000	217,000
Administrative Charges from					
Other Funds	615,200	579,600	614,200	614,200	585,100
	<u>1,224,401</u>	<u>806,564</u>	<u>835,200</u>	<u>800,200</u>	<u>802,100</u>

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Investigate expanded use of imaging after implementation of the Laserfiche upgrade.
2. Expand the use of electronic payments by implementing mandatory ACH payments for employee reimbursements.
3. Implement Government Accounting Standards Board (GASB) Statement No. 72, Fair Value Measure and Application for the fiscal year ending December 31, 2016.
4. Implement GASB Statement No. 73, Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of Statement No. 68 and Amendments to Statement No. 68 for the fiscal year ending December 31, 2016.
5. Prepare for implementation of GASB Statement No. 74, Financial Reporting for Postemployment Benefit Plans other than Pension Plans for the fiscal year ending December 31, 2017.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 City annual investment interest rate	1.46%	1.56%	1.75%	1.50%	1.75%
2 City annual investment return	5.32%	2.00%	1.75%	1.50%	1.75%
3 Investment yield over (under) 5 yr Treasury avg	3.68%	0.47%	N/A	0.15%	N/A
4 1 year Treasury yield (12 month average)	0.12%	0.32%	N/A	0.55%	N/A
5 5 year Treasury yield (12 month average)	1.64%	1.53%	N/A	1.35%	N/A
6 Number of bond issues/refundings executed	1/0	1/0	1/0	1/0	1/1
7 Bond rating Moody's	Aa1	Aa1	Aa1	Aa1	Aa1
8 Consecutive Years Certificate of Achievement in Financial Reporting received	39	40	41	41	42
9 Consecutive Years Distinguished Budget Presentation Award received	30	31	32	32	33
10 Unmodified audit opinion received	Yes	Yes	Yes	Yes	Yes
11 Negative audit comments regarding Minnesota Legal Compliance	None	None	None	None	None

SERVICE ACTIVITY: 142 – Fiscal Planning, Control, and Accounting
ORGANIZATIONAL DEPARTMENT: Finance
FUND: General

GENERAL GOVERNMENT

STAFFING	<u>2016</u> <u>BUDGET</u>	<u>2017</u> <u>BUDGET</u>
Finance Director	1.0	1.0
Manager of Accounting/Treasurer	1.0	1.0
Accounting Supervisor	1.0	1.0
Accounting Technicians	2.0	2.0
Accounting Clerk & Payroll Specialist	<u>1.1</u>	<u>1.1</u>
Total	6.1	6.1

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	441,203	449,884	463,548	218,744	463,030	461,357
Charges & Services	103,154	110,384	146,329	83,860	142,541	160,979
Supplies	5,621	7,643	7,650	3,829	7,650	7,650
Capital Outlay	99,302	97,656	186,650	20,719	186,650	190,510
Activity Total	<u>649,280</u>	<u>665,567</u>	<u>804,177</u>	<u>327,152</u>	<u>799,871</u>	<u>820,496</u>

ACTIVITY MANAGER: IT Manager

GENERAL ACTIVITY DESCRIPTION

Provide computer support and expertise to system users to ensure provision of the best service possible to City customers. Administer, support and manage local and wide area networks. Coordinate the maintenance and troubleshooting of computer hardware. Identify needs for new and upgraded hardware and establish acquisition standards. Provide on-going end-user support for citywide and departmental applications. Monitor and regulate computer usage by defining standards for documentation and development, expansion and disaster recovery and establishing a computer protocol policy. Manage the land line phone systems for City hall and remote locations.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for professional and consulting services and security audit--\$12,500; software charges--\$123,820; technical training--\$8,050; insurance and bonds--\$709; maintenance of hardware/software contracts--\$10,000; dues and subscriptions--\$400; waste removal--\$150; telephone--\$5,350
 Supplies – Provides for computer equipment parts--\$1,500; general supplies--\$2,100; office supplies--\$350; small tools--\$3,700
 Capital Outlay – Provides for (60) desktop computers--\$35,400; (10) laptop/notebook computers--\$13,000; (10) tablet computers--\$5,000; Network switch for Ice Arena--\$6,200; departmental printers--\$15,500; Voice over IP phones & licenses--\$15,900; (5) wireless access points--\$3,660; wireless access point controller--\$6,200; 10GB network interface devices--\$4,100; network firewalls for Fire Station--\$9,000; VMware SRM--\$5,200; network Data storage--\$67,000; (6) laserfiche name user software licenses--\$4,350

PROCESS USED

Respond to customer requests in a timely fashion. Facilitation of this process involves the IT Steering Committee comprised of representatives from various departments that provide information and review user feedback on computing conditions in the departments. Committee goals include identification of potential areas where new technology may be applied to improve services to the public. Efficiency, usability, accuracy and/or speed of in-house processes will be prime Information Technology (IT) considerations. Respond to customer requests "in person" as necessary.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of computers supported	325	360	360	370	380
2 Number of printers supported	67	58	65	55	55
3 Completed requests for service	798 *	796	1,400	876	900
4 O & M expenditure per device supported	\$1,250	\$1,358	\$1,400	\$1,400	\$1,464

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Migration of city email systems to Microsoft Exchange.
2. Upgrade disaster recovery hardware/software.

*Based on tickets generated (may not have created tickets for all requests)

STAFFING	2016 BUDGET	2017 BUDGET
IT Manager	1.0	1.0
Network Administrator	0.9	0.9
IT Tech	1.0	1.0
PC Specialist	1.0	1.0
Total	3.9	3.9

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	59,230	62,669	58,631	29,741	71,323	72,537
Charges & Services	19,310	18,449	38,344	160	30,335	38,344
Supplies	503	1,330	700	181	700	700
Activity Total	<u>79,043</u>	<u>82,448</u>	<u>97,675</u>	<u>30,082</u>	<u>102,358</u>	<u>111,581</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

This activity records and receipts all revenues received by the City. This activity also notifies property owners of improvement and assessment hearings and administers the certification and collection of special assessments.

PROCESS USED

Payments to the City come to several different departments in the City which are then turned over the receptionist for deposit. Invoice payments, as well as everyday payments such as licenses, utility bills, special assessment and golf are receipted throughout the working day when received and funds are deposited daily. Searches on special assessments are sent out to the parties that request a formal search and payment is made for the search.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Use a new more efficient and supported computer LOGIS Special Assessment program. This conversion will be completed in 2017.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for County fee for special assessment processing--\$21,800; conferences, training and travel--\$200 insurance and bonds--\$44; maintenance & repair--\$300; Special Assessment application LOGIS charges--\$16,000
 Supplies – Provides for office and general supplies--\$200; small tools--\$500

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Assessing Search Fees	1,185	980	700	700	700

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Assessments prepaid	193	202	200	200	200
2 Number of parcels with new assessments	2,771	2,627	2,800	2,800	2,800
3 Special assessment divisions made	15	5	15	5	5
4 Cost per outstanding assessment to monitor	13.93	14.18	17.14	17.96	19.61

STAFFING	2016 BUDGET	2017 BUDGET
Assessing Clerks	0.6	0.8
Cashier	<u>0.3</u>	<u>0.3</u>
Total	0.9	1.1

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	381,301	376,077	431,583	160,441	372,664	410,511
Charges & Services	19,416	10,238	38,824	6,721	38,684	27,224
Supplies	3,251	1,709	3,870	1,191	3,492	3,570
Activity Total	403,968	388,024	474,277	168,353	414,820	441,305

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for professional & consulting services--\$16,000; postage--\$1,900; travel and conferences--\$2,640; insurance and bonds--\$799; maintenance of equipment--\$1,600; dues and memberships--\$3,985; postcards--\$300
 Supplies – Provides for office supplies--\$970; small tools & equipment--\$200; motor fuels/lubrication--\$800; maintenance and repair of equipment--\$1,600

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Parcels reinspected	5,068	5,454	5,200	5,200	5,200
2 Parcels reassessed	22,810	21,920	22,810	22,810	22,810
3 Building permits inspected	1,290	1,305	1,300	1,305	1,305
4 Real estate divisions/combinations made	9	8	10	10	10
5 New homestead requests approved	57	41	50	50	50
6 Residential coefficient of dispersion	6.1	5.7	6.25	5.75	5.75
7 Residential sales ratio median	93.5	93.6	93.5	93.5	93.5

STAFFING	2016 BUDGET	2017 BUDGET
City Assessor	1.0	1.0
Appraiser I	2.0	2.0
Seasonal Appraiser	0.7	0.7
Assessment Clerk	0.8	0.6
Total	4.5	4.3

ACTIVITY MANAGER: City Assessor

GENERAL ACTIVITY DESCRIPTION

All taxable real property is identified and placed on the tax rolls with estimates of market values. Appraisals of new construction, reappraisals of existing buildings, land value calculations, homestead administration, property classification, sales information and maintenance of property files are tasks performed by this activity.

PROCESS USED

New buildings and plats are added to the tax rolls each year as of January 2. All existing taxable property, by statute, is physically inspected at least once every five years to be revalued to market value for the year following inspection using current sales information and construction cost schedules provided by the County Assessing office and other national cost manual services. Un-inspected property is updated annually by the same method except for the reflection of abnormal depreciation or minor construction completed after the last physical inspection.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Assist the Anoka County Assessing Department migrate the Coon Rapids assessing data to a new more efficient computer system. This conversion will be done in 2017 into 2018 allowing for additional analysis of market data, more efficient updating of records and longevity of the system.
2. Complete the inspection of the annual quintile of properties by October 31.
3. Inspect new building permits by December 31.
4. Update outstanding electronic eCRV's (Certificate of Real Estate Value) monthly.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	61,183	42,667	67,475	26,906	71,184	71,933
Charges & Services	37,763	26,541	30,560	19,685	26,550	30,560
Supplies	9,889	13,568	12,500	5,026	12,500	12,500
Capital Outlay	1,150	3,460	15,243		8,543	
Activity Total	<u>109,985</u>	<u>86,236</u>	<u>125,778</u>	<u>51,617</u>	<u>118,777</u>	<u>114,993</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Purchasing Division seeks competitive pricing on products and services in conjunction with department needs and coordinates risk management activities and renewal of insurance policies. This activity includes the mailroom and main copier functions.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for City telephone service--\$12,000; postage--\$1,700; travel, conferences and schools--\$300; receptionist mileage--\$620; advertising--\$860; insurance and liability--\$3,600; maintenance and repair of equipment--\$11,200; dues and memberships--\$250; licenses & taxes on vehicles--\$30
 Supplies – Provides for office supplies--\$12,500

PROCESS USED

The Purchasing Division processes and monitors legal and budget compliance on most purchases made within the City. The Purchasing staff also maintains stock on items such as office supplies and photocopy materials which are used by all departments. All office maintenance contracts are managed by the Purchasing Division. The Purchasing Division participates in cooperative purchasing contracts with Hennepin and Anoka Counties and the State of Minnesota to make quantity discounts available. All bid specifications for materials and office maintenance contracts are processed through the Purchasing Division. If City Council action is required, all pertinent data is collected and presented to City Council with a recommendation of action. If bids are required, specifications are prepared and advertised.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Experience rating factor for liability insurance premium	0.99	* 0.884	N/A	0.865	N/A
2 Insured property in millions	117.1	120.5	120.5	123.5	123.5
3 Number of vehicles/trailers	191	204	204	199	199
4 Claims paid	220,404	167,000	N/A	N/A	N/A
5 Three year average expenditures (\$ million)	55.2	54.1	X	66.1	N/A

The Purchasing Division is responsible for insurance renewals and claims processing. Claims are filed with the League of Minnesota Cities Insurance Trust and information is regularly communicated to the various departments so that precautions can be taken to prevent future claims. The LMCIT uses five key factors: number of households, sewer connections, city employees, police officers and overall city expenditures. Experience shows that these categories consistently accounted for most of the LMCIT's liability loss costs.

STAFFING	2016 BUDGET	2017 BUDGET
Purchasing Clerk	1.0	1.0
Total	1.0	1.0

The Purchasing Division is also responsible for processing all outgoing mail, licensing and registering all City vehicles and providing backup coverage for the front desk.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Complete implementation of fleet maintenance system allowing the licensing and insuring of vehicles to be automated via the maintenance system. Presently separate spreadsheets are maintained. This will make the process much more efficient.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	77,416	84,113	83,489	35,587	83,425	84,429
Charges & Services	51,418	52,780	57,259	27,659	56,184	59,909
Supplies	534	512	570	209	570	570
Activity Total	129,368	137,405	141,318	63,455	140,179	144,908

ACTIVITY MANAGER: Manager of Accounting/Treasurer

GENERAL ACTIVITY DESCRIPTION

Payroll processes the City's payroll. Prompt, accurate paychecks are provided with proper deductions and leave time accruals for all City employees.

PROCESS USED

Based on payroll authorizations received from Human Resources, payroll information is entered into the payroll system for processing of paychecks and payroll related reports. Computer runs are audited for accuracy.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for LOGIS payroll system charges--\$59,597; postage--\$250; insurance--\$62
 Supplies – Provides for copies and general office supplies--\$570

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Work with Human Resources to implementation of the new automated benefits system.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of W-2's issued	495	499	480	500	510
2 Activity 149 expenditures per \$1,000 personal service expenditures	5.13	5.34	5.18	5.17	5.18

STAFFING	2016 BUDGET	2017 BUDGET
Payroll Specialist	0.9	0.9
Secretaries	0.1	0.1
Total	1.0	1.0

PUBLIC SAFETY PROGRAM

The Public Safety Program provides protection to the citizens of Coon Rapids. The Police activities protect people and property from criminal activity, and the Fire activities protect people and property from fire. The Emergency Operation/Planning activity has as its goal the preparedness for natural and man-made disasters.

ACTIVITY NUMBER	DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
PUBLIC SAFETY PROGRAM							
201	Court Case/Preparation & Appearance	\$ 431,932	\$ 459,100	\$ 562,828	\$ 220,983	\$ 558,386	\$ 575,397
202	Investigation/Non-Traffic	1,129,510	1,083,761	1,584,922	517,161	1,510,196	1,581,840
203	Preventative Patrol/Traffic & All Other	6,637,701	6,825,922	6,652,625	3,377,633	6,534,145	6,828,603
204	Traffic Crash Reduction Project	45,739	52,924	119,575	41,426	158,832	161,130
205	Animal Control	88,752	87,540	63,141	43,788	62,628	64,982
206	Community Education	763,695	832,034	773,679	408,297	875,282	889,091
207	Drug Enforcement and Education	283,009	303,976	391,151	150,041	380,126	390,989
208	Emergency Operation Planning	34,008	26,988	70,073	19,213	69,205	72,626
221	Fire Prevention	443,158	429,863	465,036	235,643	439,448	436,194
222	Fire Training	347,322	378,999	404,231	216,437	401,212	410,691
223	Fire Suppression	2,887,604	3,015,114	2,983,504	1,401,650	2,981,483	3,068,173
224	Rescue and First Aid	547,901	533,551	648,599	301,092	645,033	646,673
225	Fire Investigation	15,180	14,340	39,291	8,168	39,590	40,898
251	Employee Safety	19,922	23,541	26,319	13,283	26,383	22,653
	Program Total	<u>\$ 13,675,433</u>	<u>\$ 14,067,653</u>	<u>\$ 14,784,974</u>	<u>\$ 6,954,815</u>	<u>\$ 14,681,949</u>	<u>\$ 15,189,940</u>
	Percent of General Fund Total	51.5%	52.4%	51.1%	52.2%	51.8%	51.8%

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	413,677	442,512	542,009	216,036	538,194	551,628
Charges & Services	12,222	10,087	12,669	2,555	12,042	15,619
Supplies	6,033	6,501	8,150	2,392	8,150	8,150
Activity Total	<u>431,932</u>	<u>459,100</u>	<u>562,828</u>	<u>220,983</u>	<u>558,386</u>	<u>575,397</u>

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for overtime--\$18,784; standby--\$18,791
 Charges & Services - Provides for travel and schools--\$500; professional & consulting services--\$11,500; insurance & bonds--\$269;
 telephone charges--\$900; misc--\$2,000; software charges--\$450
 Supplies - Provides for research materials for prosecution--\$7,800; office supplies--\$350

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of formal complaints issued:	747	767	750	750	775
2 Number of files opened	2,364	2,493	2,700	2,700	2,700
3 Number of cases proceeding to jury trial setting	164	145	300	200	200
4 Number of police officer court appearances	34	16	75	30	30
5 Number of police officer standby notices	314	295	375	375	375
7 Number of cases dismissed, including CWOP	526	571	550	550	600
8 Number of attorney court appearances*	3,494	3,781	3,800	4,200	4,000
9 Number of individuals who applied for CAP	886	928	1,200	1,100	1,100
10 Percent of individuals qualified for CAP	74.4	73.5	79.2	73.0	74.0

*Excludes arraignments

STAFFING	2016 BUDGET	2017 BUDGET
City Attorney	0.1	0.1
Assistant Attorney	1.7	1.7
Police & Sergeants	0.8	0.8
Legal Secretary	1.0	1.0
Paralegal	0.9	0.9
Secretary	0.1	0.1
Total	4.6	4.6

ACTIVITY MANAGER: City Attorney/Police Captain

GENERAL ACTIVITY DESCRIPTION

The Legal Department prepares cases for prosecution and complaints and the Police Department notifies and schedules officers for court appearances, requiring close cooperation between the Police Department and County and City Attorneys.

PROCESS USED

Court appearances and testimony, as well as conferences with prosecutors and/or the City/County Attorney prior to a court appearance are necessary. Court case preparation involves additional investigation, legal research and the processing of complaints and evidence, as well as other related activities performed after the notification of a not guilty plea or the arrest of a felon or gross misdemeanor. All cases to which a not guilty plea has been entered are reviews and recommendations for additional evidence and documents are made. Victims and witnesses are notified of court dates complying with notice requirements. Police officers are updated and instructed on all new laws and decisions affecting Police operations.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue to implement efficiencies of Efiling mandated by the State Court system that became effective July 1, 2016.
2. Preparation/planning for development of next generation of case management software.
3. Review CAP program to determine long term viability in lieu of state law changes.

2017 MANAGEMENT NOTES

- o Files are not formally opened by the office until after the arraignment. Approximately 50 additional cases per week are reviewed for arraignment calendars.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	1,089,485	1,037,447	1,517,462	499,529	1,448,933	1,514,380
Charges & Services	38,103	39,346	58,760	15,944	52,563	58,760
Supplies	1,922	6,968	8,700	1,688	8,700	8,700
Activity Total	<u>1,129,510</u>	<u>1,083,761</u>	<u>1,584,922</u>	<u>517,161</u>	<u>1,510,196</u>	<u>1,581,840</u>

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

This activity primarily involves the investigation of felony offenses but also includes case preparation for in-custody arrests, preparation and execution of search warrants, pawn activity monitoring, coordination and communication with local, state and federal law enforcement agencies and other city departments/divisions regarding missing persons, vehicle forfeitures, recovered stolen property, arson/fire investigation and social service investigations.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$67,141
 Charges & Services - Provides for pawn shop transaction charges--\$44,900; postage--\$3,750; seminars--\$9,500; insurance & bonds--\$610
 Supplies - Provides for film, fingerprint and evidence supplies--\$4,400; tools to aid investigations--\$4,300
 Capital Outlay*

PROCESS USED

Follow-up investigations of major crimes are performed using up-to-date investigative techniques and tools. Crime trends are identified and a proactive response includes surveillance and the use of informants. Suspects are developed by sharing information with local, state and federal authorities to stop criminal activity. Consults with City and County attorneys for case preparation for court and other criminal and civil proceedings. Utilize crime analytics to predict and respond to crime trends quickly and efficiently.

*The Capital Equipment Fund includes \$39,938 for Dodge Durango SUV (P48) for investigative work; \$45,263 for GMC Canyon (P53) for investigative work

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Pawn Shop Transaction Fees	52,872	60,363	57,000	51,000	51,000

Investigations are prioritized specific to the needs of the community.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of Part I offenses	1,868	1,978	2,100	2,100	2,100
2 Rate per 1,000 population	30.1	31.78	34.0	34.0	34.0
3 Number of Part II offenses	3,835	3,944	4,900	4,900	4,900
4 Rate per 1,000 population	61.9	62.1	79.0	79.0	79.0
5 Average clearance rate for Part I offenses	46.25	62.09	40.0	40.0	40.0
6 Average clearance rate for Part II offenses	82.7	78.6	82.0	82.0	82.0

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Begin to handle felony crimes that occur after normal business hours which were previously done by Anoka County. Additional overtime hours have been included to manage this.
2. Enhanced de-escalation training to better address citizens experiencing mental health crisis and implicit bias training.

Part I offenses - Homicide, Robbery, Criminal Sexual Misconduct, 1st-3rd degree Assaults, Arson, Burglaries, vehicle thefts
 Part II offenses - Domestic Assaults, Forgeries, Crimes against family, traffic-DWIs, Disturbing the Peace, Property Damage

STAFFING	2016 BUDGET	2017 BUDGET
Police Sergeant	1.0	1.0
Police Chief	0.2	0.3
Police Deputy Chief	0.8	0.7
Police Captain	1.0	1.0
Police Detectives	5.0	4.3
Police Officers	1.1	1.1
School Liaison	0.7	0.8
Assistant System Manager	-	0.5
Support Staff	<u>4.0</u>	<u>4.0</u>
Total	13.8	13.7

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	6,061,863	6,279,846	6,052,425	3,029,223	5,990,658	6,205,153
Charges & Services	287,993	304,866	350,500	246,891	349,153	386,850
Supplies	260,612	222,056	249,700	101,519	194,334	208,600
Capital Outlay	27,233	19,154				28,000
Activity Total	<u>6,637,701</u>	<u>6,825,922</u>	<u>6,652,625</u>	<u>3,377,633</u>	<u>6,534,145</u>	<u>6,828,603</u>

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for uniform allowance--\$52,754; holiday sell back--\$130,133; overtime--\$218,572
 Charges & Services - Provides for State terminal charges--\$130,800; telephone charges--\$36,900; travel and conferences--\$55,000;
 Insurance & bonds--\$70,000; fire extinguisher refills, maintenance and repair of equipment--\$60,200; dues and memberships--\$2,400;
 copier rental--\$8,000; officers licenses--\$3,500; advertising & printing--\$1,800; software charges--\$13,250; professional & consulting
 services--\$5,000
 Supplies - Provides for office supplies--\$6,000; motor fuels and oil--\$98,500; Maintenance and repair of equipment by City--\$60,000;
 general supplies--\$32,200; K-9 care--\$3,000; small tools & equipment--\$3,800; handguns--\$4,000; hearing tests--\$1,100
 Capital Outlay* - Provides for (7) Panasonic toughbooks--\$28,000

*The Capital Equipment Fund includes \$237,000 for (6) new marked police vehicles (Units #P1, P9, P12, P15, P16, P17).
 *The Facilities Construction Fund includes \$37,000 to replace slide card door access with prox-card system

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Aid to Police Insurance Rebate	475,364	494,488	488,700	490,000	509,000
Traffic Crash Reports	8,263	4,471	7,000	5,000	5,000
Police Training Reimbursement	19,630	20,324	22,000	22,000	22,000
Special Police Services	114,310	96,553	98,000	101,000	101,000
Fines (Also supports Activities 202, 204)	287,596	310,455	320,500	309,000	314,000
	<u>905,163</u>	<u>926,291</u>	<u>936,200</u>	<u>927,000</u>	<u>951,000</u>

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

Patrol Response/Traffic involves the patrol of the city enforcing traffic and criminal laws, response to emergencies and non-emergencies, apprehension of fugitives, identify/report/mitigate dangerous or nuisance conditions, provide traffic and crowd control at large events.

PROCESS USED

Responds to all calls for service and patrols in marked patrol vehicles. Unallocated officer time is spent on proactive or directive patrol. Communicates with local, state and federal authorities to coordinate activities, participate in task forces and saturation detail. Management is accomplished by patrol officers under the direction of patrol sergeants for 24 hour service. The activity is assisted by a civilian police reserve unit as well as community service officers and uses services of professional and consulting services such as Mediation Services, credit reporting agencies, towing services and software assistance. Utilizes analytics to monitor call response times to ensure adequate staffing and distribution of resources to priority calls in addition to identifying trends and environments that contribute to crime.

Coordinates with the investigations division and other agencies to develop crime suppression strategies. Place a strong emphasis on traffic enforcement as a means to impact crash rates and suppress criminals that operate county and metro-wide.

Detailed reports on criminal and non-criminal calls for service are prepared. Instructional/informational public speaking presentations are given to citizen groups.

The Neighborhood Watch and Police Explorer Post programs are coordinated by various officers under the direction of a supervisor.

The Anoka Ramsey Community College contracts with the police department to provide security services utilizing police reserve officers.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Send more officers to Crisis Intervention Training to effectively address the increase in mental health related police calls for service.
2. Actively engage diverse citizen groups by means of participation in Transformative Circle, which is a citizen's forum whose goal is to better understand race relations.

SERVICE ACTIVITY: 203 – Patrol Response/Traffic Management and All Others
 ORGANIZATIONAL DEPARTMENT: Police
 FUND: General

PUBLIC SAFETY

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Total calls for service	35,071	35,134	37,000	37,000	37,000
2 Number of traffic crashes	2,097	2,119	2,000	2,000	2,000
3 Number of traffic citations issued (does not include parking)	5,383	6,108	7,000	7,000	7,000
4 Number of Residential Burglaries	105	116	90	141	120

STAFFING	2016 BUDGET	2017 BUDGET
Police Chief	0.7	0.7
Police Captain	0.8	0.8
Police Sergeants	5.9	5.9
Police Officers	38.6	38.5
School Liaison	0.2	0.2
Support Staff	3.7	3.7
Assistant System Manager	-	0.5
Network Administrator	0.1	0.1
CSO's	2.7	2.7
Total	52.7	53.1

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	45,723	52,541	119,555	41,383	158,789	161,110
Charges & Services	16	383	20	43	43	20
Activity Total	<u>45,739</u>	<u>52,924</u>	<u>119,575</u>	<u>41,426</u>	<u>158,832</u>	<u>161,130</u>

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

The Traffic Crash Reduction Project enforces traffic laws with special emphasis on speed enforcement, impaired drivers and motorists not wearing seatbelts.

PROCESS USED

Directed patrol is primarily used to enforce traffic laws with special emphasis on speeding violations, impaired drivers and seatbelt use. Crash and DUI data is used to focus on locations and conditions that contribute to vehicle collisions. Organize and participate in traffic enforcement operations and public education events.

EXPENDITURE HIGHLIGHTS

Personal Services – Patrol overtime (contingent upon receipt of grant funds in 2017).

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
TZD (Toward Zero Deaths) Grant	45,366	44,611	45,000	46,000	46,000
DWI Grant		94,156	142,000	104,000	107,000
	<u>45,366</u>	<u>138,767</u>	<u>187,000</u>	<u>150,000</u>	<u>153,000</u>

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Reduce traffic crashes by two percent by focusing on removing impaired drivers from the roads, suppressing speed violations and other traffic violations that are proven factors contributing to vehicle crashes.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 DWI arrests by category:					
DWI	87	136	130	153	160
Gross - misdemeanor	102	128	130	87	90
2 Seat belt citations	245	144	400	400	400
3 Speed citations	1,136	1,390	2,500	2,500	2,500

STAFFING	2016 BUDGET	2017 BUDGET
Police Officers	1.0	1.0
Police Officers (overtime hours)	<u>0.3</u>	<u>0.3</u>
Total	1.3	1.3

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	76,094	79,397	49,111	40,159	48,537	50,952
Charges & Services	12,600	8,113	13,530	3,060	13,522	13,530
Supplies	58	30	500	569	569	500
Activity Total	88,752	87,540	63,141	43,788	62,628	64,982

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

Animal Control enforces animal ordinances.

PROCESS USED

Community Service Officers respond to citizen complaints, transport animals to a designated shelter and issue citations/warnings as appropriate. Primarily responds to animal at large complaints, animal bite complaints and ordinance violations in marked patrol vehicles.

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for 2,000 hours of part time for CSO's--\$51,075
 Charges & Services - Provides for insurance & bonds--\$30; misc. animal control contract--\$13,500
 Supplies – Provides for general supplies--\$500

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Effective, efficient response to all calls for service involving animal complaints through education and enforcement, capture and/or mitigation of all known potentially dangerous or nuisance animals.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of animal complaints	1,148	1,153	1,000	960	1,100
2 Number of animals impounded	43	129	50	50	100
3 Number of citations issued	71	52	50	50	60
4 Number of animal bite complaints	76	73	70	80	75

STAFFING	2016 BUDGET	2017 BUDGET
C.S.O.	1.0	1.0
Total	1.0	1.0

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	748,686	818,800	758,107	393,103	859,662	873,519
Charges & Services	10,284	9,326	11,872	11,494	11,920	11,872
Supplies	4,725	3,908	3,700	3,700	3,700	3,700
Activity Total	<u>763,695</u>	<u>832,034</u>	<u>773,679</u>	<u>408,297</u>	<u>875,282</u>	<u>889,091</u>

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

The School Liaison Program (SLO) is a partnership with the Coon Rapids schools to provide law enforcement services in the schools, enhancing security of the school buildings and building relationships with school staff and students. Community Education includes the Community Orientated Policing and Problem Solving unit which tackles longer term community problems primarily in single family rental properties, multi-family rental properties and retail establishments. This activity also coordinates Night to Unite and Neighborhood Watch.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$13,945, seasonal--\$32,652
 Charges & Services - Provides for mediation services contracts--\$7,001; travel and conferences--\$4,500; insurance & bonds--\$371
 Supplies - Provides for Crime Watch general supplies--\$3,700

PROCESS USED

The school district contracts with the police department to provide school liaison officer services. SLO's work in the schools to investigate crime and social service/family issues. They also provide educational assistance on public safety topics. Three permanent plain clothes SLO's and one uniformed SLO provide police presence in the high school, both middle schools and the River Trail Learning Center during the school year, Monday through Friday during school hours and frequently after hours at school functions. The SLO's also visit the elementary schools.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
School District Levy	251,975	257,107	262,246	262,248	267,492

The SLO's investigate all levels of crime that occur on school property and provide a deterrent to criminal behavior on school property. They identify and investigate social service/family issues, juvenile status offenses, adult missing persons and gang activity.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Juvenile non-traffic arrests	420	372	480	480	450
2 Public speaking	129	102	120	120	120
3 Neighborhood Watch meetings held	6	6	6	6	6

These activities include instructional/informational public speaking presentations to neighborhood groups, church groups, school and civic groups. Officers provide informational literature and reference material on a wide variety of public safety topics.

Community Oriented Policing is accomplished by three officers under the direction of one detective sergeant. These officers perform background checks on business license applicants; assist multi-housing managers and retail businesses by providing training, police service and support. They work with social service agencies to assist the mentally ill or vulnerable and ensure rental properties are in compliance with City Code.

STAFFING	2016 BUDGET	2017 BUDGET
Security	0.4	0.4
School Liaison Officers	3.0	3.0
Police Officers	<u>3.1</u>	<u>3.9</u>
Total	6.5	7.3

The Anoka Ramsey Community College is served by police reserve offices that provide security on the college grounds under the direction of the Deputy Chief/Patrol Captain.

Citizen groups and schools are solicited to attend presentations by officers on public safety topics which the department identifies as relevant to its mission. In addition, the Department receives requests to provide instructional presentations on various public safety topics.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Identify crime trends and threats to our schools through analysis, building cooperative relationships with school staff and students, monitoring social media for information harmful to the safety of school staff and students.
2. Promote and organize Night to Unite gatherings, provide current public safety information, listen to and respond to citizen concerns.

SERVICE ACTIVITY: 207 – Drug Enforcement and Education
 ORGANIZATIONAL DEPARTMENT: Police
 FUND: General

PUBLIC SAFETY

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	270,477	288,158	373,697	138,382	364,236	373,535
Charges & Services	11,851	11,396	11,954	11,080	10,390	11,954
Supplies	681	4,422	5,500	579	5,500	5,500
Activity Total	<u>283,009</u>	<u>303,976</u>	<u>391,151</u>	<u>150,041</u>	<u>380,126</u>	<u>390,989</u>

ACTIVITY MANAGER: Police Captain

GENERAL ACTIVITY DESCRIPTION

This activity funds drug enforcement by paying the cost of Coon Rapids Detectives assigned to work in the Anoka Hennepin Narcotics and Violent Crimes Task Force (AHNVCTF) and also funds our Drug Abuse and Resistance Education (DARE) program in Coon Rapids schools.

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for overtime--\$49,662
 Charges & Services - Provides for Drug task force match--\$10,250; seminars--\$1,500; insurance & bonds--\$204
 Supplies - Provides for DARE and crime scene supplies--\$5,500

PROCESS USED

Narcotics investigations are initiated via information received from citizens of our city or from information developed through pro-active policing efforts of patrol officers. This information is forwarded to the detectives assigned to the AHNVCTF for resolutions. Narcotics investigators use information from the public, confidential informants, other law enforcement officers, surveillance activities and other sources to identify, arrest and prosecute narcotics violators.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Narcotic Cases Coon Rapids	112	161	140	168	150
2 DARE Classes Instructed	25	27	25	25	25

Educational programs provided to schools via DARE is the single best opportunity for Coon Rapids officers to build a personal relationship with children. While the DARE program at its core is about teaching the harmful effects illicit drugs, it is much more than that. DARE officers work in partnership with parents and guardians to support strategies to confront negative influences that can lead to drug abuse or other criminal behavior. The police department values the safety and security our schools as critically important to the vitality of our city.

STAFFING	2016 BUDGET	2017 BUDGET
Police Officers	3.0	3.0
Police Officers (overtime hours)	<u>0.3</u>	<u>0.3</u>
Total	3.3	3.3

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue to coordinate the activities of the AHNVCTF with other local, state and federal agencies in the identification of ever evolving drug crime trends and dangerous offenders. Maintain DARE program in all Coon Rapids elementary schools to ensure an opportunity to engage on a personal level with children and staff. The latest in dangers of drug trends will be included in curriculum..
2. Train officers and the community on spotting drug activity and trends.

SERVICE ACTIVITY: 208 – Emergency Operation/Planning
 ORGANIZATIONAL DEPARTMENT: Police
 FUND: General

PUBLIC SAFETY

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	21,423	14,483	54,714	6,668	54,821	57,267
Charges & Services	12,585	12,505	15,259	12,545	14,284	15,259
Supplies			100		100	100
Activity Total	<u>34,008</u>	<u>26,988</u>	<u>70,073</u>	<u>19,213</u>	<u>69,205</u>	<u>72,626</u>

ACTIVITY MANAGER: Police Chief

GENERAL ACTIVITY DESCRIPTION

Emergency preparedness is the actual planning, documenting and implementing of safety procedures in case of a local, regional or national emergency or disaster affecting the community. It includes training personnel in best practices and coordinating with other neighboring agencies. Certain mandates are required by the Federal government to qualify for disaster relief funding. This activity ensures these mandates are met.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for seminars and dues--\$600; insurance & bonds--\$759; utilities--\$700; maintenance of sirens--\$13,000; dues and memberships--\$200
 Supplies - Provides for other supplies--\$100

PROCESS USED

Situations involving the potential for emergency or disaster are identified and assessed. Pre-planning includes determining what personnel, equipment and resources will be needed to cope with the situation before and after the event. Periodic tabletop or simulated exercises are carried out to prepare for real life emergencies.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Prepare and update emergency plan each year	Yes	Yes	Yes	Yes	Yes
2 Maintain outdoor warning system	Yes	Yes	Yes	Yes	Yes
3 Maintain acceptable level of preparedness and certification	Yes	Yes	Yes	Yes	Yes
4 Exercise emergency plan	Yes	Yes	Yes	Yes	Yes

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Preparation for emergency or disaster through planning, education, training, acquiring equipment and coordination with city staff and other agencies.
2. Conduct disaster training coordinating a multi-agency response using emergency management software of the county-wide Public Safety Data System.

STAFFING	2016 BUDGET	2017 BUDGET
Police Chief	0.3	0.3
Secretary	<u>0.2</u>	<u>0.2</u>
Total	0.5	0.5

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	334,838	316,963	324,997	152,765	325,708	332,255
Charges & Services	74,742	71,922	105,639	60,532	83,564	87,239
Supplies	20,677	18,167	19,400	6,976	15,176	16,700
Capital Outlay	12,901	22,811	15,000	15,370	15,000	
Activity Total	<u>443,158</u>	<u>429,863</u>	<u>465,036</u>	<u>235,643</u>	<u>439,448</u>	<u>436,194</u>

ACTIVITY MANAGER: Fire Marshal

GENERAL ACTIVITY DESCRIPTION

Fire Prevention Bureau provides information and responds to complaints regarding a variety of subjects as emergency planning, hazardous materials storage, fire and life safety hazards, outdoor burning, and permits. The Bureau completes final inspection of building fire alarm and Fire sprinkler systems. The small number of structure fires fought annually in Coon Rapids is an indication of the prevention bureau's efficacy.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$15,570
 Charges & Services - Provides for software charges--\$27,000; telephone--\$16,540; postage--\$1,400; fire prevention schools & training--\$6,900; insurance & bonds--\$199; utility services--\$32,900; dues and memberships--\$2,300
 Supplies - Provides for motor fuels--\$5,300; fire prevention supplies--\$11,400

PROCESS USED

Public Education: Programs are created and delivered to secondary grade students, and the general public. Programs include fire prevention week, children's and senior safety camp. Participates in Night to Unite.

Fire Inspections: Buildings are inspected as follows: a) Apartment buildings are inspected annually. b) Bars, churches and restaurants are inspected annually. c) Special hazard buildings are inspected annually. d) The remaining buildings are inspected on a rotating basis.

Maintenance of Records: Records of all inspections, fire prevention programs and fire and medical run reports.

Promote fire sprinkler use.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Start a smoke alarm program for the older homes with mailings to targeted audiences to promote the use of alarms with a wireless interconnect and replacement of detectors every ten years.
2. Promote safe smoking by distributing metal buckets with a safety message.
3. Initiate paperless apartment fire inspections.
4. Update emergency plans for senior housing.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Fire inspections of existing buildings	976	520	1,000	297	800
Plan review of fire sprinklers, alarms, new buildings	119	54	120	60	80
3 Number of Residents in Public Education Programs					
a. Fire station tours	70	45	70	20	50
b. Fire Prevention week (K-5)	5,600	6,000	6,000	6,000	6,000
Fire Prevention week (Adults)	600	600	600	600	600
c. Apartment prevention talks	12	15	25	10	25
4 % commercial occupancy required fire inspections completed	25%	25%	25%	25%	25%
5 Inspections of clutter homes	100	35	110	10	50

STAFFING	2016 BUDGET	2017 BUDGET
Fire Marshal	0.7	0.7
Fire Inspector	1.5	1.6
Firefighters	0.5	0.4
Secretary	0.2	0.2
Total	2.9	2.9

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	321,489	342,567	377,303	193,423	377,393	391,599
Charges & Services	19,784	17,299	25,728	22,360	22,619	14,753
Supplies	6,049	19,133	1,200	654	1,200	1,200
Capital Outlay						3,139
Activity Total	<u>347,322</u>	<u>378,999</u>	<u>404,231</u>	<u>216,437</u>	<u>401,212</u>	<u>410,691</u>

ACTIVITY MANAGER: Assistant Fire Chief

GENERAL ACTIVITY DESCRIPTION

Training is provided to all members of the Fire Department, tailored to positions and needs. Chief Officers are trained in interpersonal and leadership skills, new regulations affecting the department and new technologies in fire protection. Officers attend courses to improve their management skills as well as their command and control at emergency events. Fire prevention personnel must maintain firefighting proficiency, fire code interpretation and the professional delivery of education programs. Firefighters are trained in firefighting, EMS, tactics, incident management system, hazardous materials, specialized rescue operations, etc.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$58,957; seasonal--\$43,868
 Charges & Services - Provides for travel, schools, and conferences--\$10,600; insurance & bonds--\$153; dues and subscriptions--\$1,500;
 Injury Prevention program--\$2,500
 Supplies – Provides for general supplies--\$1,200
 Capital Outlay – Provides for a Bullex Extrication SmartDummy--\$3,139

PROCESS USED

Career firefighters spend time each shift training under the supervision of the Assistant Chief and duty captain. Paid On Call members train bi-monthly under the supervision of the Assistant Chief. Training involves classroom work as well as “hands-on” drills. Specialized classes are attended with the permission of the Assistant Chief. Officers and firefighters in degree fire protection or business/public administration programs are reimbursed if qualified under the City policy.

Officers and firefighters are also encouraged to attend resident courses at the National Fire Academy in Maryland. These programs are subsidized by the federal government and are highly specialized in the areas of administration, hazardous materials, fire prevention and fire investigation.

Additional training is provided through sectional/state fire schools and on-line training programs.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Hours of training provided career firefighters	5,415	6,417	5,000	6,500	6,500
2 Hours of training provided on-call firefighters	1,560	1,588	2,000	2,000	2,000

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Revise new paid-on-call firefighter training manual to match the Career training manual.
2. Work with outside vendor to create on-line fitness app for firefighters promoting 24 hours access to workout routines (health and wellness).
3. Pursue land lease from Anoka County for county-wide fire training/academy site (compost site).
4. Expand monthly on-line training for all members.

STAFFING	2016 BUDGET	2017 BUDGET
Fire Chief	0.1	0.1
Assistant Fire Chief	0.5	0.5
Fire Marshal	0.1	0.1
Fire Inspector	0.2	0.2
Firefighters	2.1	2.1
On-Call Firefighters	0.5	0.5
Secretary	0.1	0.1
Total	3.6	3.6

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	2,596,692	2,735,632	2,720,425	1,299,733	2,730,606	2,801,635
Charges & Services	155,963	157,162	133,034	52,619	130,342	133,034
Supplies	124,938	113,785	130,045	49,298	120,535	126,625
Capital Outlay	10,011	8,534				6,879
Activity Total	<u>2,887,604</u>	<u>3,015,113</u>	<u>2,983,504</u>	<u>1,401,650</u>	<u>2,981,483</u>	<u>3,068,173</u>

ACTIVITY MANAGER: Fire Chief

GENERAL ACTIVITY DESCRIPTION

All fire calls in the City are accounted for in this activity. This includes responding to fires in structures of all types, as well as vehicle, railroad and grass fires. Firefighters respond to all hazardous material incidents and correctly stabilize the situation.

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for uniform allowance--\$21,969; holiday sell-back--\$189,977; overtime--\$88,229; sick leave incentive--\$10,592; FLSA--\$33,924; seasonal--\$14,821
 Charges & Services - Provides for professional & consulting--\$2,550; travel and conferences--\$3,000; insurance--\$14,024; repairs and maintenance of equipment and buildings--\$106,480; dues and memberships--\$2,730; waste removal and cleaning--\$2,000; solid waste charge--\$2,000; telephone--\$250
 Supplies - Provides for office supplies--\$3,500; motor fuels--\$9,400; repair and maintenance of equipment and stations by City--\$50,400; station repairs and maintenance by firefighters--\$2,100; fire fighting related supplies--\$13,425; personal protective gear--\$30,000; cleaning supplies--\$5,000; small tools--\$12,800
 Capital Outlay* - Provides for (1) Zero-turn lawn movers for Fire Station--\$6,879

*The Facilities Construction Fund includes \$187,348 for Replacement of Fire Station Emergency Alerting system.

PROCESS USED

All fire alarms are received through the Anoka County Central Communications - 911 System. Upon receiving the call, the dispatcher immediately contacts the Coon Rapids Fire Department by radio informing them of the location and nature of the emergency. Call information is received at all fire stations on computers listing special hazards and instructions needed at the scene. The on-duty Captain then assigns the personnel and equipment needed to deal with the emergency. All radio transmissions are time-recorded for future use in submitting reports and verifying accounts of the incident.

Participates in training and exercises related to emergency planning and homeland security requirements.

Jointly meets with other city departments to enhance the working relationship relating to emergency operations center.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Install the fire station emergency alerting system in the three fire stations which will enable faster response times, while reducing the stress related to the current harsh alerting system. The present system is aged and lacking technical support. The system will provide both a monotone alert as well as a visual display.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Structural fires per 1,000	0.61	0.85	0.70	0.80	0.80
2 Car fires	32	16	30	30	30
3 False alarms	397	397	400	400	400
4 Other (1)	1,063	1,215	1,100	1,100	1,100
5 Total Fire Calls	1,688	1,731	1,700	1,700	1,700
6 Average calls per day (total calls/365 days)	13.6	14.1	13.8	14.0	14.0
7 Average fleet expenditures per vehicle	9,347	10,817	9,000	9,000	9,000

STAFFING	2016 BUDGET	2017 BUDGET
Fire Chief	0.4	0.4
Assistant Fire Chief	0.1	0.1
Fire Inspectors	1.9	1.9
Firefighters	18.7	18.7
On-Call Firefighters	0.2	0.2
Secretary	0.4	0.4
Total	21.7	21.7

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	477,986	484,162	576,716	261,450	578,074	598,417
Charges & Services	14,794	19,704	22,187	8,418	22,341	22,187
Supplies	33,776	27,885	26,995	14,394	21,917	22,395
Capital Outlay	21,345	1,800	22,701	16,830	22,701	3,674
Activity Total	<u>547,901</u>	<u>533,551</u>	<u>648,599</u>	<u>301,092</u>	<u>645,033</u>	<u>646,673</u>

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for overtime--\$7,785
 Other Charges - Provides for EMS training/conferences--\$5,500; medical directorship--\$14,000; insurance & bonds--\$287; maintenance and repair of equipment--\$2,400
 Supplies - Provides for motor fuel--\$4,900; general supplies--\$13,795; small tools & equipment--\$3,700
 Capital Outlay – Provides for wireless communication system for boat--\$3,674

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Medical Alarms	3,520	3,468	3,900	3,957	4,000

STAFFING	2016 BUDGET	2017 BUDGET
Assistant Fire Chief	0.4	0.4
Firefighters	3.7	3.7
Fire Inspectors	0.4	0.4
Secretary	0.1	0.1
Fire Chief	<u>0.5</u>	<u>0.5</u>
Total	5.1	5.1

ACTIVITY MANAGER: Assistant Fire Chief

GENERAL ACTIVITY DESCRIPTION

Firefighters provide emergency medical services to victims of illness or injuries. This includes providing pre-hospital medical care as well as extrication of patients from vehicles, machinery, confined space and other life threatening situations.

PROCESS USED

Emergency calls are received through the Anoka County Central Communications 911 telephone system and are dispatched to fire, police and private ambulance service. The first arriving agency evaluates the situation, informs other responders and begins the appropriate level of medical care and treatment. Medical care and treatment provided by the Fire Department can include using an automatic external defibrillator, airway management, CPR, IV therapy, neck and spinal immobilization, bleeding control and the administration of oxygen and other medications approved by the department's medical director and EMS protocols.

Career firefighters maintain certification as Emergency Medical Technicians with approved variances while Paid On Call members maintain certification as Emergency Medical Technicians or First Responders.

EMS training is provided through monthly in service drills administered through a contract with Allina Medical Transportation.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Switch all firefighters over to National Registry certification for Emergency Medical Technician and complete bi-annual recertification due to Federal mandate.
2. Support Specialized Rescue Team by replacing outdated equipment through grant funding and move team oversight to the Anoka County Fire Protection Council for more countywide participation.

SERVICE ACTIVITY: 225 – Fire Investigation
 ORGANIZATIONAL DEPARTMENT: Fire
 FUND: General

PUBLIC SAFETY

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	10,613	8,636	34,074	5,465	34,141	35,081
Charges & Services	2,938	1,983	3,417	2,188	3,649	4,017
Supplies	1,629	3,721	1,800	515	1,800	1,800
Activity Total	15,180	14,340	39,291	8,168	39,590	40,898

ACTIVITY MANAGER: Fire Marshal

GENERAL ACTIVITY DESCRIPTION

Fires are investigated by Fire Department personnel to determine the cause and origin. If arson is determined, proper law enforcement agencies are notified and assisted.

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for overtime--\$7,785
 Charges & Services - Provides for travel and conferences--\$3,000; insurance & bonds-- \$17; dues & memberships--\$500; misc.--\$500
 Supplies – Provides for general supplies and tools--\$1,800

PROCESS USED

Fires are investigated to determine their cause and origin using department equipment and personnel. If the investigation indicates that the fire's cause was due to arson or from a violation of existing codes or ordinances, prosecution will be pursued. The Fire Department will assist other City departments (i.e., Police and Legal) as well as County, State and Federal agencies in the prosecution of those responsible for the fire. Records consisting of, but not limited to fire reports, pictures, videos and evidence will be maintained. Five members of the department are on the Anoka County Fire Investigation Team (ACFIT).

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of fire investigation hours	237	174	500	61	500
2 Number of arson cases charged	4	3	10	0	10
3 Number of juvenile firesetters counseled	12	20	20	6	300

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. The Fire Investigation Division is responsible for the investigation of all fires that have a suspicious or undetermined cause and origin and/or where a fire death has occurred.
2. The Fire Investigations Division members are part of the Anoka County Fire Investigation Team (ACFIT) that works to fight the crime of arson.
3. The overall goal of this division is to conduct thorough investigations to determine cause, origin, and circumstances of each fire. It is the intent of this division to determine if the fire is a result of carelessness or design.
4. It is the Fire Investigations Divisions' priority to investigate all suspicious fires from time of inception to time of prosecution if needed.
5. Once a fire has been determined to be arson, this division works together on the investigation, collection of evidence, arrest of the suspect, court appearance, and ultimately, and hopefully, conviction of an arsonist.

STAFFING	2016 BUDGET	2017 BUDGET
Fire Inspector	0.1	0.1
Fire Marshal	0.2	0.2
Total	0.3	0.3

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	17,275	16,987	18,512	8,117	18,525	19,034
Charges & Services	1,567	1,647	2,819	907	2,870	2,819
Supplies	1,080	258	800	71	800	800
Capital Outlay		4,649	4,188	4,188	4,188	
Activity Total	<u>19,922</u>	<u>23,541</u>	<u>26,319</u>	<u>13,283</u>	<u>26,383</u>	<u>22,653</u>

ACTIVITY MANAGER: Safety Director (Fire Chief)

GENERAL ACTIVITY DESCRIPTION

Safety training information and supplies are made available. The safety eye glass program is administered.

PROCESS USED

The Safety Director is the staff liaison to the Safety Commission. Safety problems relating to the City are reviewed by the Safety Commission and recommendations sent to the City Council.

OSHA and insurance company inspections are conducted and changes are made as required to obtain compliance. Mandatory training is held for all employees.

The safety eye glass program is administered and monitored.

Conduct "Live Fire" - fire extinguisher training and CPR training for its City employees.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Via the Safety Committee, continue addressing safety issues to increase safety awareness with employees and encourage cooperation to implement solutions.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for insurance & bonds--\$9; dues and memberships--\$200; professional and consulting services--\$2,610
 Supplies - Provides for medical and safety supplies--\$800

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of cases with lost workdays and/or restrictions	4	12	15	15	15
2 Number of cases with lost workdays	3	6	10	8	8
3 Number of days lost	15	202	400	300	300
4 Number of days with restricted duty	163	295	400	400	400
5 Number of deaths	0	0	0	0	0
6 Total number of injuries reported per year	63	43	75	60	60
7 Worker's compensation experience rating	1.21	1.21	1.19	1.18	1.22

STAFFING	2016 BUDGET	2017 BUDGET
Fire Chief	0.1	0.1
Secretary	0.1	0.1
Total	0.2	0.2

Reader's Notes:

COMMUNITY SERVICES PROGRAM

The Community Services Program provides an environment in which citizens of all ages can participate in physical, mental and social activities.

ACTIVITY NUMBER DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
COMMUNITY SERVICES PROGRAM						
302 Riverwind Recreational Center	\$ 10,073	\$ 29,996	\$ 42,490	\$ 18,882	\$ 40,415	\$ 40,984
305 Community School/Summer Recreation	116,336	94,046	96,862	35	96,840	99,634
320 Civic Center	85,442	82,875	108,956	43,838	108,654	107,147
323 Contract Grants	51,417	89,189	94,066	20,549	82,378	94,184
324 Senior Citizens Activity Center	<u>218,714</u>	<u>215,089</u>	<u>236,762</u>	<u>105,501</u>	<u>233,686</u>	<u>237,541</u>
Program Total	<u>\$ 481,982</u>	<u>\$ 511,195</u>	<u>\$ 579,136</u>	<u>\$ 188,805</u>	<u>\$ 561,973</u>	<u>\$ 579,490</u>
Percent of General Fund Total	1.8%	1.9%	2.0%	1.4%	2.0%	2.0%

SERVICE ACTIVITY: 302 – Riverwind Recreational Center
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

COMMUNITY SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services		16,428	29,848	11,257	27,836	29,199
Charges & Services	9,138	9,754	9,872	5,038	8,413	9,015
Supplies	935	3,814	2,770	2,587	4,166	2,770
Activity Total	10,073	29,996	42,490	18,882	40,415	40,984

ACTIVITY MANAGER: Park Supervisor

GENERAL ACTIVITY DESCRIPTION

This activity provides space for public use at the Riverwind Recreational Center. Expenditures reflect the cost of operating the building which houses the Element Teen Center and also is available for public rental.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for telephone--\$540; utility costs--\$2,700; repairs by contractors--\$5,489; insurance--\$5; floor mat rental--\$281
 Supplies – Provides for cleaning supplies--\$970; maintenance and repairs by City employees--\$1,800

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Determine long-term viability of the Teen Center using the Riverwind Building by end of quarter one.

STAFFING	2016 BUDGET	2017 BUDGET
Teen Center Coordinator	0.8	0.8
	0.8	0.8

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Charges & Services	116,336	94,046	96,862	35	96,840	99,634
Activity Total	116,336	94,046	96,862	35	96,840	99,634

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

The City provides supplemental funding for the City-wide summer and school year recreational program for youth and teens that is conducted by Anoka-Hennepin School District. These programs are conducted in the City parks, as well as on school grounds. Activities include a broad scope of youth and teen recreational activities, such as teen trips, youth baseball, sports clinics, craft activities, arts opportunities, special events, open gym activities, youth service and community service.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for program subsidies to the Anoka-Hennepin Community Schools Summer Programs. Youth and Teen programs--\$99,577; insurance & bonds--\$57

PROCESS USED

City Council establishes funding levels and monitors general program focus to be implemented by Anoka-Hennepin District #11 Community Education Department. The Youth Program provides for 24-30 activities per building, per quarter at the seven elementary schools in Coon Rapids. The Teen Program provides for activity nights at Northdale and Coon Rapids Middle School as well as financial support for lower class fees.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Average number of youth programs per building per quarter (City)(1)	30	26	30	25	25
2 Number enrolled in youth programs	6,051	6,330	8,500	8,500	8,600
3 Number enrolled in teen programs	18,844	15,289	20,000	20,000	19,000

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Develop new outreach strategies for effective marketing of youth programs.
2. Monitor participation levels to ensure that programming meets customer recreation needs.

(1) Anoka-Hennepin provides additional funding for 10 more youth programs per quarter.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	55,056	55,138	77,215	27,957	76,915	79,406
Charges & Services	26,743	24,999	24,441	15,029	24,639	24,441
Supplies	3,643	2,738	7,300	852	7,100	3,300
Activity Total	<u>85,442</u>	<u>82,875</u>	<u>108,956</u>	<u>43,838</u>	<u>108,654</u>	<u>107,147</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Civic Center has a large meeting/banquet room with adjacent kitchen facilities, an adjacent training room, conference room, rec room and an arts/craft room which may be scheduled for use by residents, civic groups, non-profit organizations and non-residents. The backyard offers an outdoor grill, pergola and gazebo in a garden setting for use by the public.

EXPENDITURE HIGHLIGHTS

Personal Services – Provides for services, overtime (Civic, Police)--\$10,885
 Charges & Services - Provides for postage--\$100; conferences--\$50; advertising--\$4,000; insurance & bonds--\$116; maintenance and repair of equipment--\$1,000; rent--\$4,525; contractual custodial--\$14,000; software charges--\$200; credit card fees--\$450
 Supplies - Provides for office and general supplies--\$2,400; small tools--\$900

PROCESS USED

As provided by the policy for use of City Center facilities, potential users of the facility file an application through the Coordinator. Applications are reviewed for compatibility with policies before acceptance. Rental fees are collected before confirmation of the space requested.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Room rentals	79,081 ¹	71,551	80,000	70,000	80,000
Miscellaneous rentals	7,480	9,687	7,400	8,000	8,000
Security reimbursement	9,510	4,200	8,000	6,000	6,000
Wedding Expo	3,365	3,710	3,500	2,835	3,500
Provider commissions	1,426	1,653	1,400	1,500	1,700
	<u>100,862</u>	<u>90,801</u>	<u>100,300</u>	<u>88,335</u>	<u>99,200</u>

¹Includes \$6,008 for 2013 and \$4,022 for 2015.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 % of weekend days (Fri-Sunday) rented					
Civic room	75	79	80	80	90
Training room	71	67	75	70	75
Arts/craft room	65	61	70	70	70
2 % of weekday evenings (Mon-Thurs) rented					
Civic room	33	40	50	50	50
Training room	32	34	50	35	40
Arts/craft room	55	61	70	80	75
Conference room #5	41	41	50	50	45

- Accommodate as many users as possible in the given space while still allowing the facilities to be well-maintained and attractive.
- Increase utilization of banquet space during the week days for public gatherings, retirements, graduations, etc.
- By 2017, the Civic Center will have been remodeled to have a fresh, vibrant new look with new carpet and wall coverings. Materials were chosen to reflect both beauty and durability, which should reduce the dollars spent on maintenance. Photos of the new and improved banquet room will be used extensively in advertising and marketing materials.
- The banquet facility will welcome people of the differing cultures that live in and near Coon Rapids by having the website translate into various languages, with major documents translated into Spanish. Other languages, including French and Swahili, will be considered on a needs basis, during 2017
- A goal for 2017, is to rent the three separate spaces at least 5% given soundproofing that was installed with the 2016 renovation allowing groups to conduct events without noise interruption.
- Since most rentals come from referrals and repeat clients, it is a goal to provide outstanding service to users of the facility with testimonials in advertising.
- Marketing will be done via utility bill inserts, mass emails to future brides and Facebook.
- Through decorating, sound-attenuation, translations, and smart advertising, the goal is to increase utilization and revenue by 10% in 2017.

STAFFING	2016 BUDGET	2017 BUDGET
Event Monitors	0.6	0.6
Facilities Coordinator	0.9	0.9
OT - Civic	0.1	0.1
Total	1.6	1.6

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services		19,312	20,750		20,307	20,868
Charges & Services	51,417	64,885	73,316	20,549	62,071	73,316
Supplies		4,992				
Activity Total	<u>51,417</u>	<u>89,189</u>	<u>94,066</u>	<u>20,549</u>	<u>82,378</u>	<u>94,184</u>

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

This activity accounts for the 5% lawful gambling proceeds submitted to the City by local charitable gambling license holders as well as the Member City Marketing Grant from the Twin Cities Gateway Visitors Bureau. Beginning in 2015, the costs for the 4th of July celebration are also in this activity.

EXPENDITURE HIGHLIGHTS

Other Charges – Provides for Community Strength Foundation--\$51,300; insurance--\$16; traffic control barriers for 4th of July Celebration--\$10,000; light rentals for 4th of July celebration--\$12,000; marketing for 4th of July celebration--\$500

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
5% lawful gambling proceeds	40,716	38,843	40,700	38,800	38,800
Twin Cities Gateway Visitors Bureau grant	16,392	16,362	16,300	21,920	21,900
	<u>57,108</u>	<u>55,205</u>	<u>57,000</u>	<u>60,720</u>	<u>60,700</u>

PROCESS USED

Local charitable gambling license holders submit 5% of their lawful gambling proceeds to the City per City Ordinance. Then, 90% of these funds are contributed by the City to the Coon Rapids Community Strength Foundation. Additionally, 90% of the Twin Cities Gateway Visitors Bureau Member City Marketing Grant received by the City is also contributed to the Coon Rapids Community Strength Foundation. The Twin Cities Gateway Visitors Bureau, per agreement, provides community grants to member cities based on lodging tax receipts generated by each respective city. Each member city may choose to use the grant funding for the promotion of community festivals or events or may use it as appropriate to market and promote other facilities or amenities in the community. The Coon Rapids Community Strength Foundation uses the funds that the City contributes from the lawful gambling proceeds and the marketing grant to promote and enhance the quality of life in the City of Coon Rapids by supporting community celebrations and events. The remaining 10% of both these sources is retained by the City for projects deemed appropriate by the City Council within the guidelines of State Statutes.

STAFFING	2016 BUDGET	2017 BUDGET
Overtime - Civic	<u>0.1</u>	<u>0.1</u>
Total	0.1	0.1

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Establish policy for honoring donation requests with City's portion of gambling proceeds.

SERVICE ACTIVITY: 324 – Senior Citizen Services
 ORGANIZATIONAL DEPARTMENT: Finance
 FUND: General

COMMUNITY SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	179,067	184,541	193,119	89,069	193,041	199,572
Charges & Services	21,587	21,629	26,795	9,336	26,512	26,795
Supplies	18,060	8,919	12,274	2,806	9,558	11,174
Capital Outlay			4,574	4,290	4,575	
Activity Total	<u>218,714</u>	<u>215,089</u>	<u>236,762</u>	<u>105,501</u>	<u>233,686</u>	<u>237,541</u>

ACTIVITY MANAGER: Senior Services Program Specialist

GENERAL ACTIVITY DESCRIPTION

The Coon Rapids Senior Services Program is a drop-in program and provides services, activities and information in a cost-effective manner to adults, age 55 and older. The program provides educational, recreational, social and physical activities, both at the Civic Center and off-site. It also provides families and caregivers with resources and referrals, as needed.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for volunteer van driver stipend, speaker fees and volunteer training--\$7,254; telephone charges--\$387; postage--\$5,900; travel and conferences--\$600; insurance and bonds--\$589; maintenance and repair of equipment--\$5,228; dues and subscriptions--\$360; licenses & taxes--\$477; advertising & printing--\$6,000
 Supplies - Provides for office supplies--\$3,974; motor fuels--\$2,100; maintenance and repairs by City--\$500; general supplies--\$4,600

PROCESS USED

The Senior Services Program is available during the business day, twelve months a year in the Civic Center. The high volume of activities is made possible by the use of volunteers who serve as receptionists, drivers, and activity leaders and in a number of other capacities. Through collaboration efforts with other organizations and agencies, Senior Services is able to provide a number of valuable services including tax assistance, foot care, exercise, mental health counseling and social services counseling. A donated van and bus provides transportation for activities.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Senior Activity Donations (newsletter, etc.)	4,702	6,323	2,000	7,000	7,000
Senior Transportation Donations	2,258	2,682	2,500	2,500	2,500

In addition to core activity offerings, new programs are initiated by willing volunteer leaders.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of seniors served in dining (duplicated)	5,273	4,504	5,400	4,000	4,500
2 Average daily dining participants	25	23	30	20	25
3 City funded programs (unduplicated)					
Number of participants	4,191	3,820	4,500	4,000	4,500
Cost per participant	52	56	53	58	53
4 City funded programs (duplicated)					
Number of participants	33,172	33,770	35,000	33,000	34,500
Cost per participant	6.59	6.37	6.76	7.08	6.89
5 Number of seniors served by transportation (unduplicated)	196	170	210	160	200
(duplicated)	2,355	2,673	2,500	2,200	2,400
6 Transportation Program miles	14,198	16,588	17,000	15,500	17,000
7 Number of volunteer hours	33,832	33,143	34,000	32,000	34,000
8 Number of off-site activities	88	99	95	85	95
9 Number of seniors served by senior companions	41	42	44	44	45
10 Number of senior companion volunteer hours	3,912	3,746	4,300	4,000	4,300

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Design more off-site activities, as the space in the Civic Center is used to near capacity.
2. Enhance the senior dining experience by improving the reservation process and making a deliberate effort at daily welcoming and announcements.
3. Seek donations to update and replace outdated Bingo equipment and the upright piano to maximize space utilization.

STAFFING	2016 BUDGET	2017 BUDGET
Program Specialist	1.0	1.0
Program Assistant	1.0	1.0
Chores and More Coordinator	0.1	-
Total	2.1	2.0

COMMUNITY DEVELOPMENT PROGRAM

The Community Development Program provides for the planned, orderly growth of the City.

ACTIVITY NUMBER DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
COMMUNITY DEVELOPMENT PROGRAM						
401 Planning	\$ 434,088	\$ 439,274	\$ 456,147	\$ 223,671	\$ 431,938	\$ 477,052
407 Neighborhood Reinvestment	465,996	489,439	559,293	257,444	538,167	552,631
421 Building Inspection	<u>886,671</u>	<u>859,686</u>	<u>1,007,753</u>	<u>445,683</u>	<u>997,899</u>	<u>1,038,727</u>
Program Total	<u>\$ 1,786,755</u>	<u>\$ 1,788,399</u>	<u>\$ 2,023,193</u>	<u>\$ 926,798</u>	<u>\$ 1,968,004</u>	<u>\$ 2,068,410</u>
Percent of General Fund Total	6.7%	6.7%	7.0%	7.0%	6.9%	7.1%

Reader's Notes:

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	375,378	378,845	392,147	176,640	373,921	381,002
Charges & Services	57,964	58,364	62,400	46,337	56,097	94,400
Supplies	746	2,065	1,600	694	1,920	1,650
Activity Total	<u>434,088</u>	<u>439,274</u>	<u>456,147</u>	<u>223,671</u>	<u>431,938</u>	<u>477,052</u>

EXPENDITURE HIGHLIGHTS

Charges and Services - Provides for consulting services for comp plan update--\$35,000; postage--\$1,000; schools & training--\$5,500; advertising & legal notices--\$2,500; insurance & bonds--\$45,000; copier maintenance--\$1,400; dues and subscriptions--\$2,000; miscellaneous services--\$2,000
 Supplies – Provides for supplies--\$800; fuel--\$350; general supplies--\$500

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Planning and Zoning Fees	11,405	17,785	11,500	9,910	10,500

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of planning cases	20	33	40	24	30
2 Number of new housing units approved:					
-Single Family	2	25	50	15	25
-Multiple Family	0	167	166	0	256
3 Number of projects approved:					
-Residential	2	3	3	3	3
-Commercial/Office	10	4	6	6	5
-Industrial	4	0	1	1	1

STAFFING	2016 BUDGET	2017 BUDGET
Community Development Director	0.5	0.5
Housing & Zoning Coordinator	1.0	1.0
Planner	1.0	1.0
Administrative Supervisor	0.5	0.3
Intern	-	0.3
Total	<u>3.0</u>	<u>3.1</u>

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

The Planning Activity includes day-to-day planning and zoning administration services, such as answering questions and/or providing information to citizens, businesses and developers; processing land use applications; coordinating development project reviews; and preparing staff reports for the Planning Commission, Board of Adjustment and Appeals and City Council. In addition, this activity also includes assistance on policy matters such as research, data collection, analysis and long-range planning on land use, zoning and development projects.

PROCESS USED

The activity provides reports and recommendations to assist the Planning Commission and the City Council maintain the ongoing effectiveness and relevance of the City Comprehensive Plan, land use and development regulations.

The activity processes all requests to the Planning Commission and City Council on proposed Code changes, City Comprehensive Plan and zoning amendments, planned unit developments, preliminary and final plats, lot splits, site plans and conditional use permits.

The activity informs and advises citizens and developers on City zoning and land development regulations.

The activity maintains a current inventory of vacant land in the City and provides information and prepares reports on existing and anticipated physical and demographic conditions in the City.

Upon request of the City Council, Planning Commission or City Manager, the activity conducts special studies on community development issues or mediates development issues.

Provide recommendations to the Planning Commission and the City Council on proposed residential, commercial/office and industrial developments, as well as any changes to maintain the relevance and effectiveness of City development regulations.

Effectively support Board of Adjustment and Appeals activities regarding variances and other matters considered by the Board.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue working on the 2018 Comprehensive Plan update. Significant milestones include: 1) completing a draft of the comp plan, 2) reviewing the draft with the various advisory commissions, 3) conducting public input/engagement and 4) presenting the draft for Council review.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	416,813	437,472	495,315	225,622	474,922	492,065
Charges & Services	42,297	42,821	56,628	29,278	87,007	54,716
Supplies	6,886	9,146	7,350	2,544	6,238	5,850
Activity Total	<u>465,996</u>	<u>489,439</u>	<u>559,293</u>	<u>257,444</u>	<u>568,167</u>	<u>552,631</u>

ACTIVITY MANAGER: Neighborhood Coordinator

GENERAL ACTIVITY DESCRIPTION

This activity enforces various sections of City Codes, including the Nuisance Ordinance, Rental Licensing Ordinance and others. This activity also processes citizen complaints regarding problems with long grass and weeds and other property maintenance issues. City staff mows long grass and weeds and a City vendor abates items in violation of code (inoperable vehicles, exterior storage of items, etc.) when property owners do not comply within the time allowed.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for in house mowing--\$5,926; uniforms--\$1,076
 Charges & Services - Provides for professional and consulting services--\$1,000; software charges--\$30,015; telephone--\$4,926; postage--\$6,600; school & conferences--\$6,025; advertising & legal notices--\$2,000; insurance & bonds--\$1,300; dues and membership--\$400; miscellaneous--\$1,450; maintenance & repair of equipment-contractual--\$1,000
 Supplies - Provides for office supplies--\$2,300; equipment & general supplies--\$1,550; motor fuels and lub--\$2,000

PROCESS USED

Complaints of violations are received from the general public or via inspections by City personnel. Investigations are conducted by the Property Maintenance and Housing Inspectors. Responses to complaints are coordinated with the Building Inspection Division, Engineering/Public Works and Legal Departments. Attempts are made to obtain compliance on a voluntary basis. If this fails, summary abatement procedures or legal action, civil or criminal, are used to secure compliance. Continue to respond to all complaints in a timely manner with a high level of customer service. Provide recommendations to the Board of Adjustment and Appeals, Planning Commission and City Council to maintain the relevance and effectiveness of City zoning regulations and nuisance ordinances.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of complaints received:					
-From public/other sources	939	1,150	1,000	1,000	1,200
-From systematic investigation	2,077	1,789	2,400	2,000	2,000
TOTAL	3,016	2,939	3,400	3,000	3,200
2 Estimated number of complaint inspections performed	1,007	797	1,500	1,200	1,400
3 Number of complaints resolved by:					
-Inspection finding no violations	286	353	275	325	375
-Voluntary compliance	1,783	1,093	2,000	1,800	2,000
-Abatement procedures	128	119	175	150	150
-Formal complaints/citations issued	1,158	1,178	1,500	1,300	1,500
-Appeals process	18	46	50	60	60
4 % of rental licensing inspections completed in 30 days	87%	85%	90%	90%	90%
5 % of property compliance within 30 days of order	86%	61%	90%	85%	90%
6 # of long grass/weed complaints received	884	622	850	800	750
7 # of properties abated for weeds	68	61	80	70	60

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Participate in policy review/discussion in early 2017 with City Council regarding code enforcement/property maintenance practices. Update procedures and practices, as necessary, based on City Council direction. Actively pursue revisions to the nuisance and other City codes to better reflect the needs of the community while also giving the specifics and tools needed to City staff to effectively enforce these codes.
2. Increase education and outreach efforts to residents regarding property maintenance and code related issues using mailings, City newsletter, CTN and City website.

**This number only reflects partial figures for 2015. Due to staff changeover last year, some compliance data was not entered into Cityworks. Actual compliance rate was higher.

SERVICE ACTIVITY: 407 – Neighborhood Reinvestment
ORGANIZATIONAL DEPARTMENT: Community Development
FUND: General

COMMUNITY DEVELOPMENT

STAFFING	2016 BUDGET	2017 BUDGET
Housing Inspectors	4.0	4.0
Neighborhood Coordinator	0.7	0.7
Seasonal In House Mow	0.2	0.2
Administrative Supervisor	0.5	0.3
Administrative Specialist	0.5	0.5
Total	5.9	5.7

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	793,984	779,337	904,637	399,644	913,010	943,318
Charges & Services	76,253	62,123	83,409	32,372	67,580	85,909
Supplies	16,434	18,226	13,300	5,551	9,193	9,500
Capital Outlay			6,407	8,116	8,116	
Activity Total	<u>886,671</u>	<u>859,686</u>	<u>1,007,753</u>	<u>445,683</u>	<u>997,899</u>	<u>1,038,727</u>

ACTIVITY MANAGER: Chief Building Official

GENERAL ACTIVITY DESCRIPTION

Provides that construction of new, expanded and remodeled residential, commercial, industrial, public, semi-public and multiple family residential structures comply with applicable Federal, State and City regulations. Responds to citizen complaints involving building regulations.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for uniform allowance--\$1,884; seasonal--\$19,015
 Charges & Services - Software charges for permits system--\$27,325; cell phone charges--\$8,881; postage--\$1,700; travel and conferences--\$10,653; insurance & bonds--\$1,600; maintenance of equipment--\$2,900; dues and memberships--\$2,230; licenses & taxes--\$860; miscellaneous--\$17,510; seasonal/special inspection services--\$12,000; printing charges--\$250
 Supplies - Provides for general and office supplies--\$3,000; fuel--\$4,300; maintenance & repair equipment--\$1,500; small tools--\$500; Safety items--\$200

PROCESS USED

The activity involves plan review, permit issuance, inspection of phases and certificate of occupancy. All structures being remodeled also receive plumbing, heating and building inspections.

- o Process permit request in a responsive and responsible manner to assure high levels of customer service and effective compliance with building regulation standards.
- o Affirmatively pursue all reported Code violations by actively responding to customer complaints through timely and appropriate actions and obtain Code compliance in all complaints where violations are determined to exist.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Non-business Permits (Building, plumbing, heating, & electrical)	1,087,041	826,021	988,000	932,000	1,076,000
Plan Review Fees	<u>300,270</u>	<u>175,366</u>	<u>162,240</u>	<u>146,000</u>	<u>191,000</u>
	<u>1,387,311</u>	<u>1,001,387</u>	<u>1,150,240</u>	<u>1,078,000</u>	<u>1,267,000</u>

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Cross train building inspectors to complete plan review and answer code questions at the front counter.
2. Cross train plumbing and mechanical inspectors to complete smaller scope residential inspections.
3. Explore electronic plan review software to determine feasibility for use.
4. Track the number of permits issued same day over the counter.
5. Updated protection of the public water supply from contamination by all equipment connected to the system by verifying that proper testing is being performed annually via a permit.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of permits issued:					
-Building	2,035	2,089	2,200	2,000	2,000
-Electric	1,582	1,405	1,600	1,500	1,475
-Plumbing	1,300	1,479	1,300	1,300	1,350
-Mechanical	1,020	1,041	1,100	1,000	1,025
-Excavation & sewer and water	66	68	50	50	45
-Occupancy/vacant property	53	119	75	30	35
2 Number of inspections made	13,650	12,067	13,500	12,500	12,000
3 Number of plans reviewed:					
-Residential	354	300	400	350	300
-Non-residential	98	83	100	75	80
4 Inspection/Inspector/day	10.88	9.62	12	11	10.5
5 % of plan reviews completed:					
Residential (within 5 days)	96%	98%	90%	99%	95%
Commercial (within 10 days)	96%	20%	90%	95%	95%
6 Electrical Inspections	2,230	2,442	2,100	2,200	2,150

SERVICE ACTIVITY: 421 – Building Inspection
ORGANIZATIONAL DEPARTMENT: Community Development
FUND: General

COMMUNITY DEVELOPMENT

STAFFING	<u>2016</u> <u>BUDGET</u>	<u>2017</u> <u>BUDGET</u>
Chief Building Official	1.0	1.0
Inspectors	5.0	5.0
Permit Technician	2.0	2.0
Plans Examiner	1.0	1.0
Administrative Supervisor	-	0.4
Seasonal Inspector	<u>0.4</u>	<u>0.4</u>
Total	9.4	9.8

Reader's Notes:

MAINTENANCE SERVICES PROGRAM

The Maintenance Services Program provides for the maintenance and repair of public facilities and equipment.

ACTIVITY NUMBER DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
MAINTENANCE SERVICES PROGRAM						
500 Snow Removal	\$ 396,468	\$ 305,168	\$ 488,222	\$ 228,246	\$ 438,041	\$ 448,017
501 Street Maintenance	941,416	963,222	978,243	412,977	930,637	950,041
503 Streetlight/Traffic Signal Maint.	692,954	629,910	647,869	274,578	610,114	613,752
506 Central Garage Vehicle Maintenance	683,783	673,018	694,673	309,065	648,791	652,486
507 Public Building Maintenance	638,485	584,350	601,146	285,619	566,993	587,554
508 Geographic Information System	201,443	220,850	265,418	145,549	256,729	257,192
509 Engineering Maintenance Services	317,412	309,698	317,279	152,265	310,138	318,560
510 Parks and Ground Maintenance	1,766,932	1,924,797	1,953,257	982,058	1,906,728	1,989,438
511 Sidewalk Maintenance	75,843	57,840	57,615	9,280	54,244	56,192
514 Recreational Sports Program		47,016	55,059	29,101	55,158	104,768
515 Indoor Skating/Ice Arena	712,130	744,949	726,519	378,455	719,033	751,913
516 Outdoor Skating	140,675	71,633	161,645	39,590	164,122	170,902
521 Tree Maintenance	280,713	342,215	315,505	165,079	310,512	319,380
Program Total	<u>\$ 6,848,254</u>	<u>\$ 6,874,666</u>	<u>\$ 7,262,450</u>	<u>\$ 3,411,862</u>	<u>\$ 6,971,240</u>	<u>\$ 7,220,195</u>
Percent of General Fund Total	25.8%	25.6%	25.1%	25.6%	24.6%	24.6%

Reader's Notes:

SERVICE ACTIVITY: 500 – Snow Removal
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

MAINTENANCE SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	165,589	76,365	263,722	42,096	241,914	251,617
Charges & Services	4,439	11,940	12,800	5,550	13,775	12,800
Supplies	226,440	216,863	211,700	180,600	182,352	183,600
Activity Total	<u>396,468</u>	<u>305,168</u>	<u>488,222</u>	<u>228,246</u>	<u>438,041</u>	<u>448,017</u>

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

The Snow Removal Activity provides snow removal services for City streets providing convenient and safe travel and to maintain reasonable driving conditions in the winter months.

PROCESS USED

Snow plows with wings and salters are used to clear City streets of snow on a systematic basis typically within 24 hours after an average snowstorm of three inches or more. Icy intersections and steep grades are salted within eight hours upon notification. A snow emergency schedule is maintained. A seasonal plow line is created to inform citizens of snow events and plowing procedures and crews respond to citizen requests as timely as possible, in an effort to minimize the number of complaints received.

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for overtime--\$45,034
 Charges & Services - Provides for professional & consulting weather service--\$2,800; travel, schools and conferences--\$3,000; insurance & bonds--\$2,300; maintenance and repair of equipment--\$3,700; contractual other--\$1,000
 Supplies - Provides for motor fuels--\$12,200; maintenance and repair of equipment by City--\$24,000; supplies & salt--\$146,000; safety Items--\$1,000; office supplies--\$400

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Make plow maps for environmentally sensitive areas for salt reduction if necessary (i.e. rivers, creeks, lakes)

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of inches of snowfall (airport)	70	45	60	45	60
2 Number of hours spent plowing & salting	5,163	3,753	4,000	1,300	4,000
3 Number of tons of salt used	1,797	2,697	4,000	2,500	2,500
4 % of snow removal events completed in < 12 hours	100%	100%	100%	100%	100%
5 Annual cost/mile	1,827	1,406	2,250	2,099	2,150
6 Annual cost of chemicals	120,582	177,568	162,000	146,000	146,000

STAFFING	2016 BUDGET	2017 BUDGET
Parks Supervisor	0.1	0.1
Streets Supervisor	0.1	0.1
Street Maintenance	3.1	3.1
Secretary	0.1	0.1
Total	3.4	3.4

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	688,799	699,111	715,123	343,161	676,920	689,493
Charges & Services	137,990	137,037	135,692	32,667	138,471	135,848
Supplies	114,627	101,139	121,200	35,294	109,018	114,700
Capital Outlay		25,935	6,228	1,855	6,228	10,000
Activity Total	<u>941,416</u>	<u>963,222</u>	<u>978,243</u>	<u>412,977</u>	<u>930,637</u>	<u>950,041</u>

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

Maintain all City streets to minimize deterioration. Maintenance includes patching/seal coating, sweeping, and mowing roadsides.

PROCESS USED

Street conditions are continually assessed to determine repair and replacement needs. Calls for service are responded to in a timely manner. Prepare streets to be sealcoated.

Identified maintenance needs are prioritized to proactively address issues before they further deteriorate, including preparation for the annual seal coat program.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Evaluate boulevard mowing practices and identify opportunities to partner with appropriate entities.
2. Track furniture and like items that have been littered or discarded and communicate with Code Enforcement.
3. Inventory long line stripping and messages.
4. 24 miles of streets are proposed to be sealcoated.

EXPENDITURE HIGHLIGHTS

Personal Service - Provides for uniform allowance--\$3,730; overtime--\$5,299; seasonal--\$30,946
 Charges & Services - Provides for professional & consulting services--\$1,500; telephone--\$2,520; schools and conferences--\$3,600; insurance & bonds--\$8,000; repair and maintenance of equipment--\$41,998; repairs & maintenance of streets--\$61,000; membership dues--\$400; rental of equipment--\$5,800; waste removal--\$600; software charges--\$3,803; postage--\$100; licenses & taxes--\$500; miscellaneous--\$1,000; MMUA safety compliance service--\$5,447
 Supplies - Provides for office supplies--\$1,800; small tools--\$5,400; motor fuels--\$16,500; repair and maintenance of equipment--\$31,000; patching materials--\$32,000; supplies for pothole and crack filling--\$25,700; safety supplies--\$2,300
 Capital Outlay* - Provides for (2) dynamic display temporary speed signs--\$10,000

*The Capital Equipment Fund includes \$204,480 for 2.5 ton dump truck (Unit #8) and \$44,166 for 4WD crew cab Silverado (Unit #2).

Seal coating is budgeted in the Street Reconstruction Capital Projects Fund.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
State Highway Maintenance Aid	122,745	122,745	122,745	122,745	126,425

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Miles of streets sealcoated	17	19	30	16	30
2 % of streets sealcoated	8%	9%	14%	7%	14%
3 Number of cul-de-sacs sealcoated	34	40	32	51	50
4 % of cul-de-sacs sealcoated	9%	11%	9%	14%	13%
5 Cost/mile patching/crack filling material	141	108	150	145	145
6 Number of pothole complaints	218	118	200	200	200
7 % of potholes reported in winter	100%	100%	100%	100%	100%
8 % of sign repairs completed in 10 days	99%	99%	99%	99%	99%
9 % of streets in good or fair condition	85%	65%	90%	65%	65%

SERVICE ACTIVITY: 501 – Street Maintenance
ORGANIZATIONAL DEPARTMENT: Public Works
FUND: General

MAINTENANCE SERVICES

STAFFING	<u>2016</u> <u>BUDGET</u>	<u>2017</u> <u>BUDGET</u>
Public Works Director	0.1	0.1
Streets Supervisor	0.5	0.5
Street Maintenance	7.8	7.4
Engineer	0.1	0.1
Secretary	<u>0.1</u>	<u>0.1</u>
Total	8.6	8.2

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	6,112	6,498	16,787	4,908	16,759	33,132
Charges & Services	686,838	623,412	606,082	269,670	568,355	580,620
Supplies	4					
Capital Outlay			25,000		25,000	
Activity Total	<u>692,954</u>	<u>629,910</u>	<u>647,869</u>	<u>274,578</u>	<u>610,114</u>	<u>613,752</u>

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

Provides lighting for the safety of pedestrians and vehicular traffic at intersections and other locations throughout the City. Activities include repainting, re-lamping and repairing of street lights.

PROCESS USED

Streetlights--Existing streetlights are maintained by either the power company or the City, depending upon ownership. The City currently contracts for most maintenance on City-owned lights. Streetlight complaints or repair requests are taken by the Public Works Department and referred to the proper agency for action.

New streetlights are installed in new plats by the developer according to City specifications. The lights are donated to the City and the City maintains them.

Requests for new streetlights on existing streets are evaluated by the Public Works Director.

Traffic Signals--Existing traffic signals are maintained by the City, Anoka County or the Minnesota Department of Transportation. Maintenance responsibility is determined at the time the signal is installed.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Explore energy savings with the use of LED lighting.
2. Complete LED conversion/street light repairs along previously identified critical corridors (Coon Rapids Boulevard/Main).

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for insurance & bonds--\$320; utility costs of streetlights and traffic signals--\$419,800; repair of streetlights and traffic signals--\$160,500

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of City owned streetlights*	1,904	1,904	1,919	1,904	1,906
2 Number of utility owned streetlights	1,641	1,732	1,641	1,732	1,715
3 Number of street light repair requests referred	408	486	600	600	600
4 Number of repairs by outside contracts	128	122	400	400	400
5 Number of traffic signals maintained by City (relamping only)	13	13	14	13	6
6 % of repairs completed within 14 days	67%	84%	90%	90%	90%

*Privately contracted out by City for maintenance and repair work.

STAFFING	2016 BUDGET	2017 BUDGET
Street Supervisor	0.1	0.1
Secretary	0.2	0.2
Total	0.3	0.3

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	585,558	565,071	604,031	247,514	547,866	558,786
Charges & Services	43,421	47,121	48,275	33,512	47,880	48,200
Supplies	47,769	42,836	36,500	28,039	37,080	37,500
Capital Outlay		15,965	5,867		15,965	8,000
Fuel and Parts	7,035	2,025				
Activity Total	<u>683,783</u>	<u>673,018</u>	<u>694,673</u>	<u>309,065</u>	<u>648,791</u>	<u>652,486</u>

ACTIVITY MANAGER: Fleet Maintenance Supervisor

GENERAL ACTIVITY DESCRIPTION

This activity maintains and repairs all City vehicles and equipment for safe and efficient operation. This includes normal maintenance and safety inspections. Most work is accomplished in-house at the City shop, heavy overhauls of engines, transmissions and other major components is performed by qualified vendors. Repairs to computerized engine management systems, front end alignments, and collision repairs are completed by vendors. New units are set-up and prepared in-house except for specialized emergency equipment for Fire and Police units. This activity is responsible for equipment specifications and assists with purchases of new units.

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for uniform allowance--\$2,799; overtime--\$37,216
 Charges & Services – Provides for Nextel phones--\$2,300; postage--\$100; conference and schools--\$2,650; insurance & bonds--\$7,500; utility services--\$5,600; maintenance and repair of equipment--\$12,900; dues and subscriptions--\$3,650; rent welding tanks--\$2,500; waste removal--\$5,000; licenses & taxes--\$1,000; software charges--\$5,000
 Supplies - Provides for office supplies--\$1,000; small tools--\$3,200; motor fuels--\$3,000; maintenance and repairs by City--\$3,000; various supplies--\$25,000; safety--\$2,300
 Capital Outlay* – Provides for automotive on-board diagnostic scanner--\$2,500; PetroVend software upgrade for fuel island--\$5,500

*The Capital Equipment Fund includes \$38,300 for 4WD HD pickup.
 *The Facilities Construction Fund includes \$25,000 for Mohawk 12-ton two post lift with attachments.

PROCESS USED

Provide repairs to all emergency equipment within ten hours if performed in-house. When vendors must be used, ensure repairs are expedited to the greatest extent possible. Perform preventive maintenance on equipment within 20 miles or 20 hours of scheduled service. Maintain service criteria in accordance with manufacturers' recommendations. Provide on-going training for technicians.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Measure and evaluate miles driven for fleet vehicles.
2. Monitor and evaluate scheduled vs unscheduled maintenance cost on equipment.
3. Establish average age for fleet by unit type – pick-ups, SUV's, autos, medium and heavy duty trucks.
4. Evaluate fleet size and utilization for purposes of "right sizing" the City fleet.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Total number of service calls, inspections, services, and repairs, scheduled & unscheduled made on all equipment	2,984	2,744	3,500	3,500	3,000
2 Number of repairs, inspections on emergency equipment	1,523	1,285	1,800	1,800	1,800
3 Pieces of equipment converted per year	43	41	45	45	45
4 Pieces of equipment maintained	385	385	385	385	385
5 Number of licensed motor vehicles in fleet	204	199	210	200	200

STAFFING	2016 BUDGET	2017 BUDGET
Fleet Maintenance Supervisor	0.5	0.5
Maintenance Workers	5.3	5.3
Administrative Secretary	0.9	0.8
Total	6.7	6.6

SERVICE ACTIVITY: 507 – Public Building Maintenance
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

MAINTENANCE SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	130,570	144,979	176,449	66,824	172,450	180,379
Charges & Services	462,974	402,823	393,518	202,902	361,364	375,725
Supplies	33,682	34,147	25,800	15,893	27,800	27,800
Capital Outlay	11,259	2,401	5,379		5,379	3,650
Activity Total	<u>638,485</u>	<u>584,350</u>	<u>601,146</u>	<u>285,619</u>	<u>566,993</u>	<u>587,554</u>

ACTIVITY MANAGER: Facility Maintenance Supervisor

GENERAL ACTIVITY DESCRIPTION

Maintain City Hall, City Hall Garage, Public Works Building and Fire Stations 1, 2 and 3 to ensure a neat, clean and safe environment for employees and the public.

PROCESS USED

Monitor maintenance contracts for compliance and quality of work. Monitor contractor and maintenance employee schedules to ensure maximum coverage to support activities. Use in-house resources as much as possible for maintenance and repairs. Implement regular schedule for carpet cleaning and floor waxing.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Measure and evaluate energy costs (electricity and natural gas).
2. Measure and evaluate in-house repair costs.
3. Measure and evaluate cost for contractor repairs.
4. Measure and evaluate cost for cleaning services.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for overtime--\$5,437; uniform allowance--\$339
 Charges & Services* - Provides for telephone--\$325; travel and conferences--\$500; insurance & bonds--\$8,000; utility services--\$131,100; repair and maintenance of structures--\$148,000; repair and maintenance of equipment--\$70,000; M & R other--\$2,800; rent--\$8,000; waste removal & cleaning--\$6,000; licenses & taxes--\$1,000
 Supplies - Provides for office supplies--\$200; small tools--\$500; maintenance and repair of buildings--\$5,000; repair and maintenance of equipment--\$1,000; maintenance & repair-other improvements--\$500; general supplies--\$20,300; safety items--\$300
 Capital Outlay - Provides for (2) drinking fountains at City Hall/Civic Center--\$2,650; (2) drinking fountains at Police Dept--\$1,000

*The Facilities Construction Fund includes \$15,000 for fire alarm system at PW building; \$8,400 for (4) overhead door operators for Police Department; \$50,000 for UHL HVAC control system server and software for City Hall and Ice Arena; \$13,000 to install secure door hardware/card readers at PW reception and Vehicle Maintenance; \$13,000 for bollard lights at exterior of City Hall facility; \$69,300 to replace exterior, vestibule doors at main entrances to City Hall/Civic Center.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Square feet of buildings maintained	160,000	160,000	160,000	160,000	160,000
2 Cost per square foot	3.99	3.65	3.76	3.54	3.68

STAFFING	2016 BUDGET	2017 BUDGET
Facility Maintenance Supervisor	0.5	0.5
Ice Center Manager	0.1	0.1
Secretary	0.2	0.2
Bldg Maintenance	1.1	1.1
Total	1.9	1.9

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	151,580	161,697	175,626	83,603	179,929	185,434
Charges & Services	48,201	42,486	72,142	60,574	65,550	62,708
Supplies	1,662	1,385	2,650	1,372	2,250	2,650
Capital Outlay		15,282	15,000		9,000	6,400
Activity Total	<u>201,443</u>	<u>220,850</u>	<u>265,418</u>	<u>145,549</u>	<u>256,729</u>	<u>257,192</u>

ACTIVITY MANAGER: IT Manager

GENERAL ACTIVITY DESCRIPTION

Computerized maps, applications, records and analysis of City infrastructure (e.g. water-mains, sanitary sewer, streets, etc), land use and zoning maps. Develop and maintain an infrastructure based information system for Public Works and Engineering. Develop and maintain property based information systems for Assessing, Planning, Police and Fire.

PROCESS USED

Digitize base map information followed by overlays of utility information and other property information.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Incorporate the GIS mapping portal into the everyday workflow of benefiting departments.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for GIS consulting services--\$5,000; software charges-\$53,146; training and conferences--\$4,000; insurance & bonds--\$106; maintenance of equipment--\$256; dues and memberships--\$200
 Supplies - Provides for office supplies--\$1,800; maintenance & repair equipment--\$150; general supplies--\$700
 Capital Outlay – Provides for (2) CAD & GIS workstations & monitors--\$6,400

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Estimated requests for service	125	123	125	125	125
2 Service requests recorded	4,140	3,526	3,000	3,500	3,500
3 Work orders generated	3,896	3,632	3,000	3,500	3,500

STAFFING	2016 BUDGET	2017 BUDGET
GIS Analyst	1.0	1.0
GIS Tech	0.8	0.8
Total	1.8	1.8

Reader's Notes:

SERVICE ACTIVITY: 509 – Engineering Maintenance Services
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

MAINTENANCE SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	206,429	266,812	280,224	138,541	276,770	284,555
Charges & Services	77,834	32,525	29,155	10,137	28,668	27,455
Supplies	5,634	10,361	7,900	3,587	4,700	6,550
Capital Outlay	27,515					
Activity Total	<u>317,412</u>	<u>309,698</u>	<u>317,279</u>	<u>152,265</u>	<u>310,138</u>	<u>318,560</u>

ACTIVITY MANAGER: City Engineer

GENERAL ACTIVITY DESCRIPTION

Maintain as-built records of all City facilities. Provide as-built information to the public for City utilities. Maintain address records. Provide engineering services to other City activities as requested. Issue right-of-way permits to utility companies. Provide general supervision over all activities of the Engineering Division.

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for seasonal--\$789
 Charges & Services- Provides for bridge inspection--\$6,000; telephone--\$4,505; postage--\$2,000; transportation, school, and conferences--\$4,000; insurance & bonds--\$1,450; maintenance and repair of equipment--\$8,500; dues and memberships--\$1,000
 Supplies - Provides for motor fuels & lube--\$2,100; maintenance and repairs--\$2,000; small tools --\$1,200; office supplies--\$1,250

PROCESS USED

Facility as-built information is transferred to permanent records and used to provide information to contractors, builders, the public, etc. Engineering support and design is provided as requested to other City departments/projects. Plans for walkout style houses are reviewed to insure proper drainage away from patio. Engineering strives to complete projects on schedule and that result in a high level of customer satisfaction.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Percent of budget spent on engineering maintenance services*	22.8%	29.1%	30.0%	30.0%	30.0%
2 Number of grading plans for new homes	13	26	18	12	12
3 Number of properties checked for flood plain status	9	8	14	60	30
4 Number of right-of-way permits issued	127	108	80	120	120
5 Number of new units served by sewer/water projects	20	0	14	0	20
6 Number of new commercial/industrial sites served	4	2	6	2	4
7 Number of City projects completed	28	28	15	20	20
8 Total cost of City engineered projects (millions)	11.40	10.00	12	12	12
9 % of projects completed on time/within budget	95%	95%	95%	95%	95%
10 Number of customer surveys conducted on street reconstruction program	N/A	0	1	0	1

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Improve strategies for soliciting public feedback regarding services performed.
2. Focus on early project planning for better scoping and evaluation of the for most cost effective methods.
3. Evaluate total project cost including contractor payments, staffing and other ancillary costs.

*Labor only

STAFFING	2016 BUDGET	2017 BUDGET
Public Works Director	0.5	0.5
Assistant City Engineer	0.4	0.4
Engineer & Techs	1.0	1.1
Secretary	0.4	0.4
Seasonal Intern	0.1	-
Total	2.4	2.4

SERVICE ACTIVITY: 510 – Maintenance of Parks and Building Grounds
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

MAINTENANCE SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	1,207,321	1,272,563	1,353,060	591,816	1,329,385	1,389,087
Charges & Services	306,749	396,703	365,597	262,332	356,913	368,091
Supplies	247,837	255,531	234,600	127,910	220,430	225,200
Capital Outlay	5,025					7,060
Activity Total	<u>1,766,932</u>	<u>1,924,797</u>	<u>1,953,257</u>	<u>982,058</u>	<u>1,906,728</u>	<u>1,989,438</u>

ACTIVITY MANAGER: Parks Supervisor

GENERAL ACTIVITY DESCRIPTION

Maintain developed parks and grounds adjacent to public buildings. The division provides for clean, safe and attractive areas for recreation and leisure enjoyment.

PROCESS USED

Work is scheduled and equipment and personnel are assigned as required to accomplish maintenance of City parks in order to ensure facilities are properly prepared for organized events including softball, soccer, baseball, football and tennis.

A pro-active maintenance schedule is maintained to avoid costly repairs and replacements.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue to work towards full ADA compliance given changing standards.
2. Accomplish special projects approved by the Parks and Recreation Commission.
3. Develop playground inspection protocols for inclusion in asset management system.

EXPENDITURE HIGHLIGHTS

Personal Services - Provides for uniform allowance--\$4,069; overtime--\$12,363; seasonal--\$267,028
 Charges & Services - Provides for contracted mowing of Main St, Crooked Lake Blvd & Coon Rapids Blvd--\$4,900; Riverview Prairie maintenance--\$2,100; Park & Recreation Commission meeting transcription service--\$1,800; Sprint/Nextel--\$4,840; phones in buildings--\$1,100; travel, conferences & schools--\$7,550; insurance & bonds--\$29,000; utility services--\$87,300; plumbing, roofing, locks--\$2,300; repair & maintenance of equipment--\$27,050; weed control and fertilizing--\$45,000; irrigation maintenance & repairs--\$5,400; park lights & electrical repair--\$13,500; dues & memberships--\$1,500; rental of portable restrooms--\$23,000; dumpsters- waste removal--\$9,000; licenses & taxes--\$19,500; park signs--\$1,800; ICWC work crew--\$16,997; advertising/legal notices--\$4,750; software charges--\$3,519; outdoor repairs--\$9,738; Additional ICWC work crew--\$40,000; MMUA safety compliance service--\$5,447; postage--\$1,000
 Supplies - Provides for office supplies--\$1,400; small tools--\$4,100; motor fuels & lubes--\$34,600; repair & maintenance of equipment and buildings--\$47,500; repair costs for maintenance, playground repair and vandalism--\$57,000; herbicides, grass seed, and other supplies--\$75,000; safety program--\$5,600
 Capital Outlay* - Provides for Toro Pro Force pull behind blower--\$7,060

*The Capital Equipment Fund includes \$16,150 for a Aera-Vator with turf seeder and roller; \$44,267 for an Amazone sweeper plus attachments (Unit #106-8); \$109,773 for a Toro Groundsmanager mower (Unit #108); \$32,456 for Cushman Field groomer (Unit #111); \$12,674 for Bison Trailer (Unit #131-8); \$12,674 for Tomahawk trailer (Unit #131-9); \$32,456 for Cushman utility ATV (Unit #132); \$27,158 for Gandy field groomer (Unit #148-1); \$55,246 for Toro groundsmanager (Unit #154); and \$32,456 for Kawasaki mule utility ATV (Unit #170)

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Park Fees	30,677	26,845	25,000	18,000	20,000

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of parks	44	44	44	45	45
2 Cost/developed 485 acres to maintain	325	325	325	325	423
3 Cost/undeveloped 417 acres to maintain	74	74	74	74	90
4 Number of service requests processed	40	35	30	30	30
5 % service requests completed within 48 business hours	100%	100%	100%	100%	100%

SERVICE ACTIVITY: 510 – Maintenance of Parks and Building Grounds
ORGANIZATIONAL DEPARTMENT: Public Works
FUND: General

MAINTENANCE SERVICES

STAFFING	2016 BUDGET	2017 BUDGET
Public Works Director	0.1	0.1
Engineer	0.1	0.1
Parks Supervisor	0.8	0.8
Park Maintenance	10.8	10.8
Maintenance - PT & Seasonal	9.9	10.7
Secretaries	1.1	0.8
Total	22.8	23.3

SERVICE ACTIVITY: 511 – Sidewalk Maintenance
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

MAINTENANCE SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	40,969	23,524	22,797	5,809	22,308	23,174
Charges & Services	11,024	11,528	16,918	476	16,076	16,918
Supplies	23,850	22,788	17,900	2,995	15,860	16,100
Activity Total	<u>75,843</u>	<u>57,840</u>	<u>57,615</u>	<u>9,280</u>	<u>54,244</u>	<u>56,192</u>

ACTIVITY MANAGER: Streets Supervisor

GENERAL ACTIVITY DESCRIPTION

Properly maintains all sidewalks within the City for convenient pedestrian travel as and to extend the life. Maintenance includes snow removal, repair, sweeping and keeping sidewalks clear of obstructions.

PROCESS USED

Sidewalks are repaired and maintained as needed in the summer months. During the winter months, sidewalks are plowed as needed. No salt is used on sidewalks. Repair 100 percent of known damaged concrete sidewalk as budget allows. Check and inspect sidewalks twice annually. Remove snow within 48 hours and clear key intersections of snow for better visibility. Trims trees along all sidewalks to prevent damage to equipment and people.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for insurance & bonds--\$1,318; sidewalk equipment repairs--\$11,000; outsourcing sidewalk repairs--\$4,600
 Supplies - Provides for motor fuels--\$2,200; sidewalk plow repair--\$13,000; general supplies--\$900

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Develop and implement an annual program for installation including gaps in-fill, large maintenance projects and ADA improvements.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Miles of sidewalk	101	101	101	101	101
2 Inches of snow fall measured	30	37	60	45	60
3 % of system inspected twice annually	100%	100%	100%	100%	100%
4 % of system plowed within policy guidelines	100%	100%	100%	100%	100%

STAFFING	2016 BUDGET	2017 BUDGET
Street Maintenance	<u>0.3</u>	<u>0.3</u>
Total	0.3	0.3

SERVICE ACTIVITY: 514 – Recreation Services
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

MAINTENANCE SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	17,491	16,661	22,877	8,778	22,990	24,286
Charges & Services	34,884	27,670	28,262	18,606	28,248	61,862
Supplies	4,353	2,685	3,920	1,717	3,920	18,620
Activity Total	<u>56,728</u>	<u>47,016</u>	<u>55,059</u>	<u>29,101</u>	<u>55,158</u>	<u>104,768</u>

ACTIVITY MANAGER: Recreation Coordinator

GENERAL ACTIVITY DESCRIPTION

Provide recreation activities through park and recreational facilities across all age groups. Schedule regular maintenance activities for various park user groups. Process park special use permits, facility and garden plot rentals.

PROCESS USED

Provide recreation, sport and leisure activities through staff and contracted services.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Expand programs and tournament options with re-opening of Sand Creek Park.
2. Develop new revenue generating programs.
3. Conduct survey and data collection around parks and recreation services.
4. Track and report registrations for all programs.
5. Track and report park building reservations.
6. Start summer playground program at Sand Creek Park.
7. Seek grants for parks and programs.
8. Conduct annual review of program fees and adjust as needed.

EXPENDITURE HIGHLIGHTS

Charges & Services – Provides for umpire fees--\$28,000; postage--\$1,800; insurance--\$34; awards & advancements--\$4,500; ASA & USSSA sanctioning fees--\$3,000; software related charges--\$2,128; advertising & printing--\$2,400; summer playground program--\$20,000
 Supplies – Provides for softballs--\$5,600; outdoor cinema services--\$6,000, summer playground program supplies--\$7,020

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Softball league and recreation fees	80,062	52,073	50,000	50,300	105,000

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of teams	122	68	64	70	112
2 Number of fields used	32	18	16	17	28
3 Games played	1,009	603	575	638	1,032

Note that 2015 numbers for softball is fluid with timing of construction at Sand Creek Park.

STAFFING	2016 BUDGET	2017 BUDGET
Parks - Seasonal	<u>0.3</u>	<u>0.3</u>
Total	0.3	0.3

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	325,683	354,637	349,908	188,724	349,367	377,625
Charges & Services	297,831	305,619	286,433	154,942	280,817	284,938
Supplies	22,015	17,132	16,800	8,891	18,149	18,550
Cost of Merchandise Sold	49,018	57,590	62,000	25,898	62,000	62,000
Capital Outlay	17,583	9,971	11,378		8,700	8,800
Activity Total	<u>712,130</u>	<u>744,949</u>	<u>726,519</u>	<u>378,455</u>	<u>719,033</u>	<u>751,913</u>

ACTIVITY MANAGER: Ice Arena Manager

GENERAL ACTIVITY DESCRIPTION

This activity is responsible for maintaining Coon Rapids Ice Center and for providing quality ice for skating. Coon Rapids Ice Center's indoor sheet is open 50 weeks per year and the outdoor refrigerated sheet is open approximately 14 weeks per season. Skating activities include ice hockey, public skating and instructional skating lessons.

PROCESS USED

Maintenance services are provided for the arena facilities and for installing and grooming the ice surface. Supervision and instructional services are provided for skaters. Police security is provided for high school games.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue to increase ice rentals with non-primary users.
2. Increase primary user ice rentals in off peak season.
3. Promote facility off-ice opportunities to increase room rental revenue.
4. Fine tune product offerings and inventory control procedures to maximize concession and pro shop revenue.
5. Continue to grow Coon Rapids Skating School class offerings and participation by utilizing the Max Galaxy program.
6. Continue to be mindful of staffing expenses to further increase efficiency while continuing to provide the best possible customer service.
7. Maximize facility mechanical and equipment efficiency by creating and adhering to regularly scheduled maintenance programs with internal staff as well as external providers.

EXPENDITURE HIGHLIGHTS

Personal Services - In addition to regular salaries and benefits, provides for seasonal--\$185,031
 Charges & Services - Provides for professional & consulting services--\$6,000; telephone--\$12,330; postage--\$1,250; travel, conference, schools--\$2,200; advertising--\$4,600; insurance & bonds--\$7,167; utilities--\$154,600; maintenance and repair of building--\$45,791; maintenance and repair of equipment--\$27,500; maintenance & repair other--\$800; dues, subscriptions, & memberships--\$3,000; rental of equipment--\$3,800; waste removal--\$3,900; licenses & taxes--\$3,500; software charges--\$6,500; credit card fees--\$2,000
 Supplies - Provides for office supplies and other--\$900; small tools--\$500; motor fuels & lubes--\$550; maintenance and repair of building--\$4,000; maintenance and repair of equipment--\$2,000; maintenance & repair other--\$600; general supplies--\$10,000
 Capital Outlay* - Provides for Zamboni batteries--\$8,800

*The Facilities Construction Fund includes \$40,000 to convert current trash area to snow removal storage and create new trash area and \$15,000 for two light poles for outdoor ice.

RELATED REVENUE	2014	2015	2016 Budget	2016 Estimated	2017 Budget
Ice Rental, Pro Shop, and Vending Sales	504,694	576,909	516,900	508,700	503,100

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Available hours of ice* (50 wks)	5,600	5,250	5,600	5,250	5,250
2 Available hours of ice utilized (50 wks)	2,680	2,734	2,700	2,700	2,700
3 Available hours of outdoor ice (13 wks)	1,410	1,365	1,410	1,365	1,365
4 Available hours of outdoor ice utilized (13 wks)	642	682	600	650	650
5 Number of hours of instructional lessons provided	600	600	600	600	600
6 Average cost per hour to operate excluding staff	\$44.00	\$44.55	\$48.00	\$45.00	\$47.00
7 Average cost per hour to operate including staff	\$81.00	\$85.04	\$85.00	\$86.00	\$87.00
8 Lesson program revenue per hour	\$170.00	\$183.00	\$170.00	\$180.00	\$180.00
9 % of prime time ice rented - indoor	73%	77%	75%	75%	75%
10 % of non-prime ice rented - indoor	18%	35%	20%	30%	25%
11 % of prime time ice rented - outdoor	73%	85%	75%	80%	80%
12 % of non-prime ice rented - outdoor	10%	17%	12%	15%	15%

*assumes 7am to 10:30 pm daily

SERVICE ACTIVITY: 515 – Indoor Skating – Ice Arena
ORGANIZATIONAL DEPARTMENT: Public Works
FUND: General

MAINTENANCE SERVICES

STAFFING	2016 BUDGET	2017 BUDGET
Ice Center Manager	0.9	0.9
Skate Instructors	0.6	0.6
Ice Center Assistant	0.7	1.0
Night/Weekend PT Supervisors	1.2	1.2
Maintenance (FT/PT)	5.3	5.6
Total	8.7	9.3

SERVICE ACTIVITY: 516 – Outdoor Skating
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: General

MAINTENANCE SERVICES

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	123,255	61,652	146,426	34,981	148,914	153,783
Charges & Services	7,680	5,147	10,419	2,502	10,408	4,919
Supplies	9,740	4,834	4,800	2,107	4,800	12,200
Activity Total	<u>140,675</u>	<u>71,633</u>	<u>161,645</u>	<u>39,590</u>	<u>164,122</u>	<u>170,902</u>

ACTIVITY MANAGER: Parks Supervisor

GENERAL ACTIVITY DESCRIPTION

Provide quality ice at outdoor rinks from December through February for outdoor recreational purposes. Skating areas are maintained at the following locations: Sand Creek, Wintercrest, Riverview, Thorp and Delta parks. Assistance is also provided at the Coon Rapids Ice Center (CRIC).

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits provides for warming house attendants--\$15,157
 Charges & Services - Provides for insurance & bonds--\$69; maintenance & repair from vandalism--\$600; rent for portable restrooms at 7 rink locations--\$2,250; telephone--\$2,000
 Supplies-Provides for small tools and equipment--\$7,000; maintenance & repair of warming houses--\$500; maintenance & repair equipment--\$300; maintenance & repair ice rinks--\$900; ice rink supplies--\$3,000; safety supplies--\$500

PROCESS USED

Clear and flood ice, maintain warming houses and enforce skating rules to maintain the safety of participants.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Work with the North Star Lions to provide a family night at Sand Creek Park.
2. Expand ice trail and open skate areas at CRIC.
3. Strengthen recruitment of warming house attendants.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of days rinks open per season	38	51	60	60	60
2 Annual cost per rink site	17,584	8,954	20,206	9,000	20,625
3 Average cost per day open to maintain	3,702	1,405	2,694	2,300	2,750

STAFFING	2016 BUDGET	2017 BUDGET
Parks Supervisor	0.1	0.1
Parks Maintenance	1.3	1.3
Support Staff	0.2	0.2
Warming House Attendants	0.7	0.7
Total	2.3	2.3

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	91,616	110,556	95,272	49,971	100,069	104,147
Charges & Services	167,295	194,642	175,833	88,561	165,909	170,833
Supplies	21,802	37,017	44,400	26,547	44,534	44,400
Activity Total	<u>280,713</u>	<u>342,215</u>	<u>315,505</u>	<u>165,079</u>	<u>310,512</u>	<u>319,380</u>

ACTIVITY MANAGER: Parks Supervisor

GENERAL ACTIVITY DESCRIPTION

Provide and maintain a program to ensure the health of the urban forest in the City.

PROCESS USED

The City Forester manages tree care contracts for tree trimming due to storm damage and emergency trimming of obstructions. Contractual tree and stump removals on public property are monitored. Inspect potentially diseased trees on private property and advise homeowners for proper tree health or removal.

All trees on City owned property are inspected by the City forester and appropriate action is taken.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for telephone charges--\$1,088; postage--\$400; travel and conferences--\$1,600; insurance & bonds--\$155; dues & memberships--\$600; licenses & taxes--\$170; Cityworks--\$720; advertising/printing--\$500; maintenance & repair-contractual--\$165,600
 Supplies - Provides for office supplies--\$200; small tools--\$500; trees and landscape materials--\$43,700

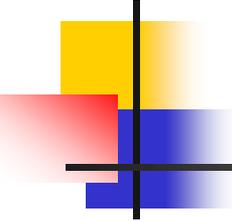
MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of trees removed on private/public property	867	776	900	800	900
2 Number of trees trimmed	1,175	965	1,000	800	1,000
3 Number of trees planted	98	126	175	150	175
4 % of diseased trees removed within statutory timeline	100%	95%	100%	100%	100%
5 Average contractual costs:					
To remove a tree	219.36	239.94	250	240	250
To plant a tree	144.26	220.94	150	200	200
To trim a tree	44.97	66.76	75	65	70
6 Number of requests for service	404	509	500	500	500

1. Inspect 80% of all City trees for disease.
2. Inspect residences in the City for improper Elm tree firewood storage by April 15.
3. Replant boulevard trees where required.
4. Trim trees in street reconstruction area a year before construction.
5. Maintain streetscapes and plant and maintain City landscapes.
6. Conduct annual Arbor Day tree sale.
7. Remove and replace 115 boulevard ash trees as a part of the City's emerald ash borer management plan.
8. Expand buckthorn removal project in Woodland Oaks Park.

STAFFING	2016 BUDGET	2017 BUDGET
Forester	0.9	0.9
Secretaries	0.2	0.2
Total	1.1	1.1

Reader's Notes:



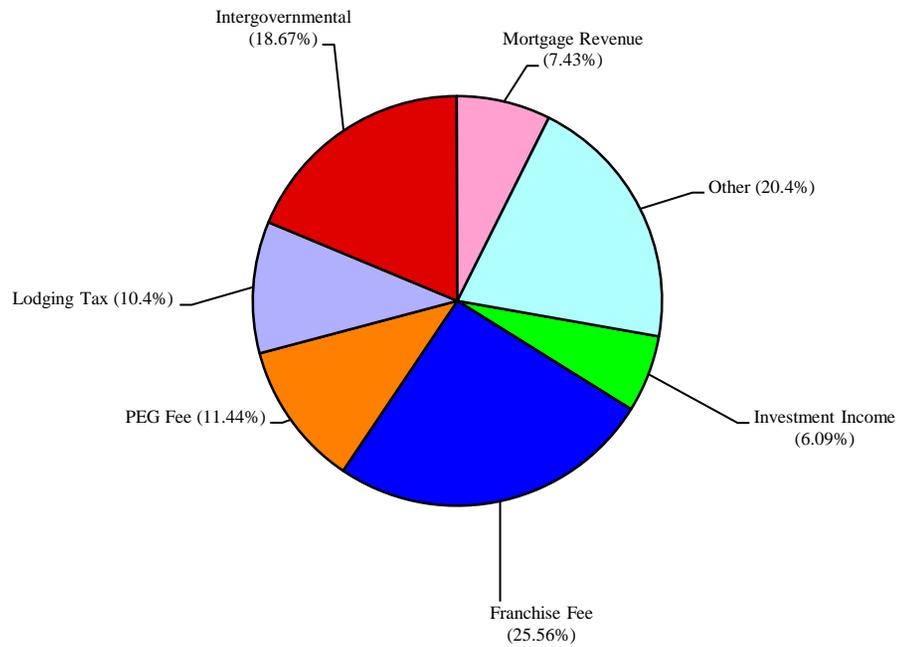
Special Revenue Funds

- Special Revenue Funds are established to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute, charter provision, or local ordinance to finance particular functions or activities of government.

Revenue and Expenditure Summary Information	158
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Recycling Fund	180

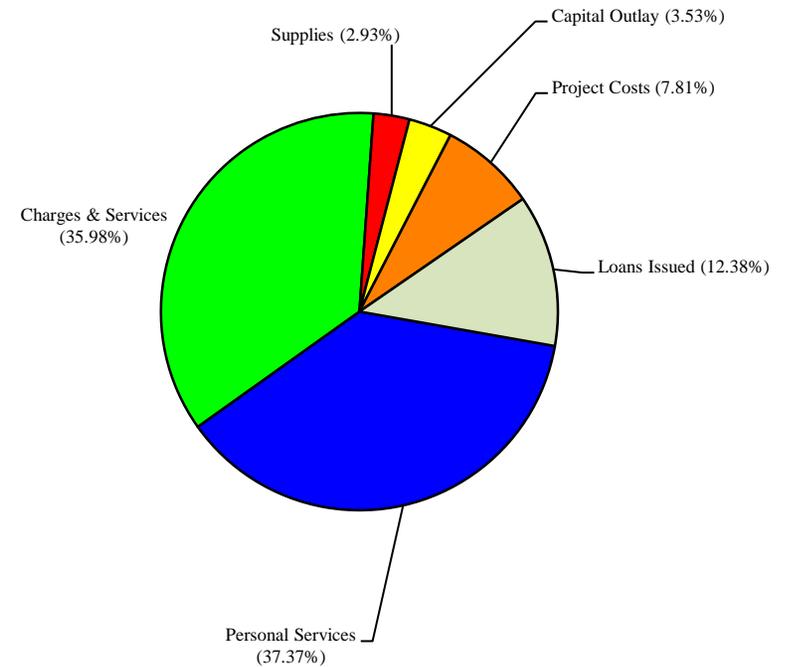
**SPECIAL REVENUE FUNDS
2017 BUDGET**

Revenues by Source



Investment Income	\$ 163,923
Franchise Fee	688,000
PEG Fee	308,000
Lodging Tax	280,000
Intergovernmental	502,551
Mortgage Revenue	200,000
Other	<u>549,000</u>
Total	<u><u>\$ 2,691,474</u></u>

Expenditures by Use



Personal Services	\$ 906,037
Charges & Services	872,265
Supplies	70,980
Capital Outlay	85,500
Project Costs	189,431
Loans Issued	<u>300,000</u>
Total	<u><u>\$2,424,213</u></u>

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Scattered Site Housing Program Fund	\$ 6,176	\$ 2,940	\$ 1,000	\$ 868	\$ 3,502	\$ 3,582
Housing Program Fund	435,389	321,815	390,000	99,845	300,000	300,000
MAF Program Fund	182,819	57,585	55,000	18,209	38,236	45,278
Law Enforcement Programs Fund	57,726	287,723	28,800	22,044	50,762	29,893
Fire Department Programs Fund	10,941	8,974	10,175	8,186	10,125	10,125
Lodging Tax Fund	260,335	276,672	265,000	100,778	280,000	280,000
Public Communications Fund	1,110,023	1,272,376	1,147,982	438,716	1,288,101	1,327,695
Commissions and Events	11,319	7,301	12,225	3,735	12,175	12,150
Senior Activity Fund	141,687	155,414	132,900	68,446	140,800	140,800
Community Development Block Grant Fund	298,445	286,015	283,207		306,780	270,616
Recycling Fund	299,123	323,369	274,370	35,337	274,370	271,335
Total Revenues	2,813,983	3,000,184	2,600,659	796,164	2,704,851	2,691,474
Expenditures:						
Scattered Site Housing Program Fund	57,367	69,074	60,000	28,613	60,000	60,000
Housing Program Fund	446,883	308,984	410,000	90,215	310,000	310,000
MAF Program Fund	390	320	3,000			
Law Enforcement Programs Fund	68,539	282,999		33,921	83,000	
Fire Department Programs Fund	11,460	9,354	9,500	5,885	9,500	9,500
Lodging Tax Fund	247,408	262,923	251,000	98,513	266,000	266,000
Public Communications Fund	886,506	1,894,398	1,023,304	533,527	1,023,216	1,079,975
Commissions and Events	12,022	11,145	15,000	10,770	15,000	15,000
Senior Activity Fund	125,986	146,078	101,100	68,212	132,000	132,000
Community Development Block Grant Fund	298,445	286,015	283,207		306,780	270,616
Recycling Fund	233,068	376,187	274,370	167,339	276,316	281,122
Total Expenditures	2,388,074	3,647,477	2,430,481	1,036,995	2,481,812	2,424,213
Excess (Deficiency) of Revenues Over Expenditures	425,909	(647,293)	170,178	(240,831)	223,039	267,261
Other Financing Sources (Uses):						
Transfers in	500,000	500,000				
Transfers out	(530,292)	(533,812)	(30,000)		(30,000)	(24,000)
Total Other Financing Sources (Uses)	(30,292)	(33,812)	(30,000)		(30,000)	(24,000)
Net Change in Fund Balances	395,617	(681,105)	140,178	(240,831)	193,039	243,261
Fund Balance at Beginning of Year	6,751,377	7,146,994	6,249,773	6,465,889	6,465,889	6,658,928
Fund Balance at End of Year	\$ 7,146,994	\$ 6,465,889	\$ 6,389,951	\$ 6,225,058	\$ 6,658,928	\$ 6,902,189

SERVICE ACTIVITY: Scattered Site Housing Program
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 18000 – Scattered Site Housing Program Fund

SPECIAL REVENUE FUNDS

ACTIVITY MANAGER: Community Development Specialist

GENERAL ACTIVITY DESCRIPTION

To account for the removal of structures in blighted areas in order to sell the property for redevelopment.

PROCESS USED

As blighted properties become available for purchase, the City buys, removes the structures and resells the vacant property.

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
18000 - SCATTERED SITE HOUSING PROGRAM FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 6,176	\$ 2,940	\$ 1,000	\$ 868	\$ 3,502	\$ 3,582
Expenditures: *						
Community Development:						
Other charges	57,367	69,074	60,000	28,613	60,000	60,000
Net Change in Fund Balances	(51,191)	(66,134)	(59,000)	(27,745)	(56,498)	(56,418)
Fund Balance at Beginning of Year	378,535	327,344	268,844	261,210	261,210	204,712
Fund Balance at End of Year	<u>\$ 327,344</u>	<u>\$ 261,210</u>	<u>\$ 209,844</u>	<u>\$ 233,465</u>	<u>\$ 204,712</u>	<u>\$ 148,294</u>
*Expenditures do not include acquisition of property - all acquisitions have been inventoried as property held for resale on the balance sheet.						
Cash at End of Year	\$ 99,283	\$ 108,837	\$ 57,104	\$ 173,665	\$ 124,912	\$ 68,494
Accrued Interest	321	433				
Inventory of Property:						
9065 E. River Road	32,240	32,240	32,240			
8554 E. River Rd.	40,700		40,700			
2208 115th Ave	59,800	59,800	59,800	59,800	59,800	59,800
1607 103rd Ave.	47,000					
12019 Round Lake Blvd	48,000					
807 87th Ln. NW		59,900				
Various Sales			(80,000)		(80,000)	(80,000)
Various Acquisitions			100,000		100,000	100,000
	227,740	151,940	152,740	59,800	79,800	79,800
Total Assets	<u>\$ 327,344</u>	<u>\$ 261,210</u>	<u>\$ 209,844</u>	<u>\$ 233,465</u>	<u>\$ 204,712</u>	<u>\$ 148,294</u>

SERVICE ACTIVITY: Housing Program
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 19000 – Housing Program Fund

SPECIAL REVENUE FUNDS

ACTIVITY MANAGER: Housing and Zoning Coordinator

GENERAL ACTIVITY DESCRIPTION

To account for proceeds from mortgage payments as recommended by the Coon Rapids Mortgage Assistance Foundation (MAF) and approved by the City Council. Funding is provided by the Coon Rapids MAF Program Fund.

PROCESS USED

This fund is to provide assistance to Coon Rapids residents to make necessary repairs or improvements to their homes through various mortgage loan funds.

These funds consist of the:

- (1) Home Improvement Incentive Program
- (2) Home Rehabilitation Assistance Program
- (3) Two-Family Home Rehabilitation Program
- (4) Emergency Home Repair Program
- (5) ReGenerations Loan Program
- (6) Homes for Generations II

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
19000 - HOUSING PROGRAM FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 189,379	\$ 112,884	\$ 90,000	\$ 46,080	\$ 100,000	\$ 100,000
Mortgage revenue	246,010	208,931	300,000	53,765	200,000	200,000
Total Revenues	<u>435,389</u>	<u>321,815</u>	<u>390,000</u>	<u>99,845</u>	<u>300,000</u>	<u>300,000</u>
Expenditures:						
Community Development:						
Other charges (mort.fees & insurance)	12,254	11,174	10,000	3,308	10,000	10,000
Home loans issued*	434,629	297,810	400,000	86,907	300,000	300,000
Total Expenditures	<u>446,883</u>	<u>308,984</u>	<u>410,000</u>	<u>90,215</u>	<u>310,000</u>	<u>310,000</u>
Excess (Deficiency)of Revenues over Expenditures	(11,494)	12,831	(20,000)	9,630	(10,000)	(10,000)
Other Financing Sources:						
Transfers in (MAF Fund)	<u>500,000</u>	<u>500,000</u>				
Net Change in Fund Balances	488,506	512,831	(20,000)	9,630	(10,000)	(10,000)
Fund Balance at Beginning of Year	<u>2,819,613</u>	<u>3,308,119</u>	<u>3,248,119</u>	<u>3,820,950</u>	<u>3,820,950</u>	<u>3,810,950</u>
Fund Balance at End of Year	<u>\$ 3,308,119</u>	<u>\$ 3,820,950</u>	<u>\$ 3,228,119</u>	<u>\$ 3,830,580</u>	<u>\$ 3,810,950</u>	<u>\$ 3,800,950</u>

*The outstanding mortgages receivable for year ended 2014 and 2015 was \$1,469,352 and \$1,543,778, respectively.

SERVICE ACTIVITY: Mortgage Assistance Foundation (MAF) Program
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 20000 – Coon Rapids MAF Program Fund

SPECIAL REVENUE FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for proceeds from mortgage payments funded through the Coon Rapids Mortgage Assistance Foundation (MAF) program.

PROCESS USED

This fund is to provide funding for special projects, programs and purposes related to housing as the City Council may direct with the input from the Coon Rapids Mortgage Assistance Foundation.

Since the inception of this fund, \$1,250,000 has been transferred to the Scattered Site Housing Program Fund and \$4,775,000 has been transferred to the Housing Program Fund (thru December 31, 2015).

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
20000 - COON RAPIDS MAF PROGRAM FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 182,819	\$ 57,585	\$ 55,000	\$ 18,209	\$ 38,236	\$ 45,278
Expenditures:						
Community Development:						
Other charges and services	390	320	3,000			
Excess of Revenues over Expenditures	182,429	57,265	52,000	18,209	38,236	45,278
Other Financing Uses:						
Transfer out to Housing Loan Fund	(500,000)	(500,000)				
Net Change in Fund Balances	(317,571)	(442,735)	52,000	18,209	38,236	45,278
Fund Balance at Beginning of Year	3,309,386	2,991,815	3,038,815	2,549,080	2,549,080	2,587,316
Fund Balance at End of Year	<u>\$ 2,991,815</u>	<u>\$ 2,549,080</u>	<u>\$ 3,090,815</u>	<u>\$ 2,567,289</u>	<u>\$ 2,587,316</u>	<u>\$ 2,632,594</u>

SERVICE ACTIVITY: 744, 746-752 – Police Special Activities
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 21000 – Law Enforcement Programs Fund

SPECIAL REVENUE FUNDS

ACTIVITY MANAGER: Police Chief

GENERAL ACTIVITY DESCRIPTION

These activities account for drug forfeiture, DWI, DARE, Nite to Unite, and grant activities.

PROCESS USED

Because of the nature of the drug forfeiture and DWI activities, a zero budget is adopted and expenditures are made in accordance with applicable Federal and State guidelines on an as needed basis subject to the availability of funds and Police Chief and City Manager approval. Grants are accounted for in separate activities until all funds are expended in accordance with the grant guidelines.

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS

21000 - LAW ENFORCEMENT PROGRAMS FUND - ACTIVITIES 736,744, 746-752
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 13,642	\$ 4,814	\$ 3,800	\$ 1,804	\$ 3,762	\$ 4,893
Intergovernmental	19,210	211,224		1,533	20,000	
Charges for Services		2,420		1,840	2,000	
Other	24,874	69,265	25,000	16,867	25,000	25,000
Total Revenues	<u>57,726</u>	<u>287,723</u>	<u>28,800</u>	<u>22,044</u>	<u>50,762</u>	<u>29,893</u>
Expenditures:						
Public Safety:						
Other charges and services	20,727	219,885		10,429	25,000	
Supplies	33,104	37,855		10,794	33,000	
Capital outlay	14,708	25,259		12,698	25,000	
Total Expenditures	<u>68,539</u>	<u>282,999</u>		<u>33,921</u>	<u>83,000</u>	
Net Change in Fund Balances	(10,813)	4,724	28,800	(11,877)	(32,238)	29,893
Fund Balance at Beginning of Year	<u>256,915</u>	<u>246,102</u>	<u>214,816</u>	<u>250,826</u>	<u>250,826</u>	<u>218,588</u>
Fund Balance at End of Year	<u>\$ 246,102</u>	<u>\$ 250,826</u>	<u>\$ 243,616</u>	<u>\$ 238,949</u>	<u>\$ 218,588</u>	<u>\$ 248,481</u>
Allocation of Fund Balance:						
Restricted for Drug Forfeiture	\$ 50,340	\$ 76,720	\$ 46,287	\$ 77,282	\$ 66,859	\$ 76,003
Restricted for DUI Forfeiture	105,131	89,337	99,883	82,967	77,855	88,502
Committed for DARE	(4,002)	78		79	68	77
Committed for Legal Department	77,989	73,143	77,957	74,569	63,742	72,459
Committed for Law Enforcement Programs	16,644	11,548	19,489	4,052	10,064	11,440
Total Fund Balance	<u>\$ 246,102</u>	<u>\$ 250,826</u>	<u>\$ 243,616</u>	<u>\$ 238,949</u>	<u>\$ 218,588</u>	<u>\$ 248,481</u>

SERVICE ACTIVITY: 753 – Fire Department Special Services
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 22000 – Fire Department Programs Fund

SPECIAL REVENUE FUNDS

ACTIVITY MANAGER: Fire Chief

GENERAL ACTIVITY DESCRIPTION

This activity accounts for special activities performed by the Fire Department such as the safety camp, lock box and smoke alarm programs.

PROCESS USED

Fees are charged to cover the cost of lock boxes installed and safety camp. Donations are received for smoke detectors for residences that are in need of one.

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
22000 - FIRE DEPARTMENT PROGRAMS FUND - ACTIVITY 753
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 661	\$ 206	\$ 175	\$ 87	\$ 125	\$ 125
Other (1)	<u>10,280</u>	<u>8,768</u>	<u>10,000</u>	<u>8,099</u>	<u>10,000</u>	<u>10,000</u>
Total Revenues	<u>10,941</u>	<u>8,974</u>	<u>10,175</u>	<u>8,186</u>	<u>10,125</u>	<u>10,125</u>
Expenditures:						
Public Safety:						
Other charges and services	28	18	20		20	20
Supplies	<u>11,432</u>	<u>9,336</u>	<u>9,480</u>	<u>5,885</u>	<u>9,480</u>	<u>9,480</u>
Total Expenditures (2)	<u>11,460</u>	<u>9,354</u>	<u>9,500</u>	<u>5,885</u>	<u>9,500</u>	<u>9,500</u>
Net Change in Fund Balances	(519)	(380)	675	2,301	625	625
Fund Balance at Beginning of Year	<u>9,483</u>	<u>8,964</u>	<u>9,614</u>	<u>8,584</u>	<u>8,584</u>	<u>9,209</u>
Fund Balance at End of Year	<u>\$ 8,964</u>	<u>\$ 8,584</u>	<u>\$ 10,289</u>	<u>\$ 10,885</u>	<u>\$ 9,209</u>	<u>\$ 9,834</u>
(1) Safety camp donations	\$ 8,110	\$ 7,510	\$ 8,000	\$ 7,400	\$ 8,000	\$ 8,000
Lockbox charges	<u>2,170</u>	<u>1,258</u>	<u>2,000</u>	<u>699</u>	<u>2,000</u>	<u>2,000</u>
	<u>\$ 10,280</u>	<u>\$ 8,768</u>	<u>\$ 10,000</u>	<u>\$ 8,099</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
(2) Safety camp	\$ 8,424	\$ 6,902	\$ 7,500	\$ 5,624	\$ 7,500	\$ 7,500
Lockboxes	<u>3,036</u>	<u>2,452</u>	<u>2,000</u>	<u>261</u>	<u>2,000</u>	<u>2,000</u>
	<u>\$ 11,460</u>	<u>\$ 9,354</u>	<u>\$ 9,500</u>	<u>\$ 5,885</u>	<u>\$ 9,500</u>	<u>\$ 9,500</u>

SERVICE ACTIVITY: Lodging Tax
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 23000 – Lodging Tax

SPECIAL REVENUE FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for lodging taxes submitted by seven hotels and motels in the City and the disbursement of those taxes.

PROCESS USED

Per City ordinance and under authority granted by Minnesota Statutes, hotels and motels located in the City are required to collect a 3% lodging tax for accommodations and submit this tax to the City. Under State Statute 469.190, the City submits 95% of the lodging tax payments to a local convention and tourism bureau and retains 5% to defray administrative expenses in the General Fund. The bureau to which payments are submitted is Minnesota Metro North Tourism (MMNT), also known as Twin Cities Gateway, which is a nonprofit corporation created by member cities for the purpose of promoting and marketing tourism within the northern twin cities metropolitan region. There are currently nine member cities in MMNT.

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
23000 - LODGING TAX FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Lodging tax	\$ 260,335	\$ 276,672	\$ 265,000	\$ 100,778	\$ 280,000	\$ 280,000
Expenditures:						
General Government:						
Other charges and services	247,408	262,923	251,000	98,513	266,000	266,000
Excess of Revenues over Expenditures	12,927	13,749	14,000	2,265	14,000	14,000
Other Financing Uses:						
Transfer out to General Fund	(12,927)	(13,749)	(14,000)		(14,000)	(14,000)
Net Change in Fund Balances				2,265		
Fund Balance at Beginning of Year						
Fund Balance at End of Year	\$	\$	\$	\$ 2,265	\$	\$

EXPENDITURE HIGHLIGHTS

Personal Services – In addition to regular salaries and benefits, provides for uniforms--\$2,000
 Charges & Services - Provides for professional and consulting services--\$41,300; travel and conferences--\$7,300; publication of legal notices--\$2,000; maintenance and repair of building--\$15,000; maintenance of equipment--\$13,000; telephone and postage--\$5,500; dues and memberships--\$6,000; insurance and bonds--\$11,700; utility services--\$20,400; waste removal--\$300; rent--\$1,000; General Fund administrative charge --\$55,400; software charges--\$2,000
 General Supplies - Provides for tapes, batteries, and set accessories--\$12,000; office supplies--\$1,500; maintenance and repair of van by City--\$2,000; motor fuels--\$1,600; small tools--\$1,500
 Capital Outlay - Provides for two small HD field cameras with tripods--\$15,000; dimmable LED lights for field cameras--\$4,500; Graphics 2nd channel card with telestrating board option--\$21,000; construction of a road behind the cable building--\$45,000

ACTIVITY MANAGER: Station Manager

GENERAL ACTIVITY DESCRIPTION

To provide high quality community and government programming for the residents of Coon Rapids. To generate positive recognition of CTN and Coon Rapids through promotional and marketing videos. Keep the citizens of Coon Rapids informed about the activities of City government and community happenings through cable channels, website and social media. Assist other city departments with cable, audio visual and technology needs. The Cable Manager also serves as a consumer advocate for the city's cable subscribers' disputes with the cable providers.

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Community cable programs	264	275	290	278	282
2 Community mobile van shoots	107	109	105	110	110
3 Other community productions	157	166	185	168	172
4 Production services	32	85	40	88	94
5 Non-televised city productions	16	14	15	16	16
6 Total programs produced	306	374	345	382	392

PROCESS USED

Cable TV programs are produced to inform the citizens of services provided and to keep abreast of City and community matters. City Council and Planning Commission meetings are regularly cablecast live and recorded for playback later. Promote non-profit events on community calendar, website and current programs. Utilize mobile production trucks to cover community events. (sports, parades, concerts, graduations)

STAFFING	2016 BUDGET	2017 BUDGET
Station Manager	1.0	1.0
News Director	1.0	1.0
Production Coordinator	1.0	1.0
FT Production Technician	1.0	1.0
Reporter/Producer	0.7	0.7
PT Multi-Media Journalist	0.7	1.3
PT Videographer/Editor I	0.7	1.4
PT Production Assistants	2.8	3.3
PT Sports Commentator	0.3	0.3
PT Sports Announcer	0.3	0.3
PT Reporter	0.3	-
PT Custodian	0.2	0.2
Total	10.0	11.5

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Administer franchise agreement with both cable operators.
2. Begin the renewal process for the Comcast cable franchise which expires in 2019.
3. Expand CTN studios website, Facebook and social media presence.
4. Further develop production services and other revenue generating projects.
5. Develop and manage a new cable subscriber complaint process.

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
24000 - PUBLIC COMMUNICATIONS FUND - ACTIVITY 716
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Franchise fee	\$ 646,804	\$ 678,505	\$ 628,000	\$ 168,780	\$ 685,000	\$ 688,000
PEG fee	220,190	254,276	290,000	76,415	299,000	308,000
Investment income	24,397	9,319	5,382		6,101	9,095
Intergovernmental	562	535	600		600	600
Other	218,070	329,741	224,000	193,521	297,400	322,000
Total Revenue	1,110,023	1,272,376	1,147,982	438,716	1,288,101	1,327,695
Expenditures:						
General Government:						
Personal services	654,991	701,385	722,104	353,968	730,543	784,724
Charges and services *	153,244	177,347	174,400	87,304	176,873	191,151
Supplies	20,100	30,806	19,200	15,700	19,200	18,600
Capital outlay	58,171	984,860	107,600	76,555	96,600	85,500
Total Expenditures	886,506	1,894,398	1,023,304	533,527	1,023,216	1,079,975
Excess (Deficiency) of Revenues Over Expenditures	223,517	(622,022)	124,678	(94,811)	264,885	247,720
Other Financing Uses:						
Transfers out to Compensated Absences Fund	(1,365)	(4,063)				
Net Change in Fund Balances	222,152	(626,085)	124,678	(94,811)	264,885	247,720
Fund Balance (Deficit) at Beginning of Year	(96,092)	126,060	(597,624)	(500,025)	(500,025)	(235,140)
Fund Balance (Deficit) at End of Year	\$ 126,060	\$ (500,025)	\$ (472,946)	\$ (594,836)	\$ (235,140)	\$ 12,580
Cash balance at end year	411,345	347,620	355,712		472,004	576,557
Outstanding interfund loan balance at year-end	478,055	1,055,129	914,628		914,628	771,461

* Includes interest on interfund loan

SELECTED MEASURES		2014	2015	2016	2016	2017
		Actual	Actual	Budget	Estimated Thru 12/31	Budget
1	Number of concerts held	13	13	13	13	13
2	Average concert attendance	750	600	750	600	600

ACTIVITY MANAGER: Arts and Historical Commission Liaisons

GENERAL ACTIVITY DESCRIPTION

The Arts and Historical Commission activities not accounted for in the General Fund are included here.

PROCESS USED

Revenue received from fund raisers, donations, and ticket sales is recorded here. It is expended under the direction of the related commission.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. To collect original sales material for each floor plan of the homes that were built in Coon Rapids by Orrin Thompson.
2. Do more Orrin Thompson rambler presentations with an added new segment on how to modernize the rambler without sacrificing the original architectural character of the home.

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS

26000 - COMMISSIONS AND EVENTS FUND - ACTIVITIES 754, 755

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 698	\$ 232	\$ 225	\$ 52	\$ 175	\$ 150
Other	<u>10,621</u>	<u>7,069</u>	<u>12,000</u>	<u>3,683</u>	<u>12,000</u>	<u>12,000</u>
Total Revenues	<u>11,319</u>	<u>7,301</u>	<u>12,225</u>	<u>3,735</u>	<u>12,175</u>	<u>12,150</u>
Expenditures:						
General Government:						
Other charges and services	<u>12,022</u>	<u>11,145</u>	<u>15,000</u>	<u>10,770</u>	<u>15,000</u>	<u>15,000</u>
Net Change in Fund Balances	(703)	(3,844)	(2,775)	(7,035)	(2,825)	(2,850)
Fund Balance at Beginning of Year	<u>16,246</u>	<u>15,543</u>	<u>12,793</u>	<u>11,699</u>	<u>11,699</u>	<u>8,874</u>
Fund Balance at End of Year	<u>\$ 15,543</u>	<u>\$ 11,699</u>	<u>\$ 10,018</u>	<u>\$ 4,664</u>	<u>\$ 8,874</u>	<u>\$ 6,024</u>
Allocation of Fund Balance:						
Arts Commission	\$ 12,365	\$ 9,688	\$ 7,787	\$ 2,640	\$ 7,349	\$ 4,988
Historical Commission	1,467	468	1,010	471	355	241
Other	<u>1,711</u>	<u>1,543</u>	<u>1,221</u>	<u>1,553</u>	<u>1,170</u>	<u>795</u>
Total Fund Balance	<u>\$ 15,543</u>	<u>\$ 11,699</u>	<u>\$ 10,018</u>	<u>\$ 4,664</u>	<u>\$ 8,874</u>	<u>\$ 6,024</u>

SERVICE ACTIVITY: 757, 758 – Senior Center Special Activities
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 27000 – Senior Activity Fund

SPECIAL REVENUE FUNDS

ACTIVITY MANAGER: Senior Services Program Specialist

GENERAL ACTIVITY DESCRIPTION

These activities account for senior citizen trips and events, the senior center kitchen fund, and the senior citizen transportation account.

PROCESS USED

Senior Citizen activity volunteers generate activity donations and fees. Funds are released upon request of activity volunteers and approval of the Senior Services Program Specialist. Funds not expended for activity and transportation needs are reserved for future purchases or needs.

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS

27000 - SENIOR ACTIVITY FUND - ACTIVITIES 757

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 3,866	\$ 1,377	\$ 900	\$ 427	\$ 800	\$ 800
Other	<u>137,821</u>	<u>154,037</u>	<u>132,000</u>	<u>68,019</u>	<u>140,000</u>	<u>140,000</u>
Total Revenues	<u>141,687</u>	<u>155,414</u>	<u>132,900</u>	<u>68,446</u>	<u>140,800</u>	<u>140,800</u>
Expenditures:						
Community Services:						
Other charges and services	<u>125,986</u>	<u>146,078</u>	<u>101,100</u>	<u>68,212</u>	<u>132,000</u>	<u>132,000</u>
Excess of Revenues over Expenditures	15,701	9,336	31,800	234	8,800	8,800
Other Financing Uses:						
Transfer out (General Fund)	<u>(16,000)</u>	<u>(16,000)</u>	<u>(16,000)</u>	<u></u>	<u>(16,000)</u>	<u>(10,000)</u>
Net Change in Fund Balances	(299)	(6,664)	15,800	234	(7,200)	(1,200)
Fund Balance at Beginning of Year	<u>58,795</u>	<u>58,496</u>	<u>54,396</u>	<u>51,832</u>	<u>51,832</u>	<u>44,632</u>
Fund Balance at End of Year	<u><u>\$ 58,496</u></u>	<u><u>\$ 51,832</u></u>	<u><u>\$ 70,196</u></u>	<u><u>\$ 52,066</u></u>	<u><u>\$ 44,632</u></u>	<u><u>\$ 43,432</u></u>

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

To administer the proceeds from Community Development Block Grants (CDBG).

PROCESS USED

The City Council holds public hearings to consider the allocation of CDBG funds forwarded by Community Development staff and based on Council policy direction. The Council reviews proposed projects and determines the allocation of funds.

Anoka County administers the City's CDBG funding allocation through a Joint Cooperation Agreement. The application of funds adheres to federal program requirements and objectives established in the County's Consolidated Plan.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Implement City Council policy direction on appropriate uses of CDBG Fund

CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
28000 - COMMUNITY DEVELOPMENT BLOCK GRANT - ACTIVITY 737
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Community development grants	\$ 298,445	\$ 286,015	\$ 283,207		\$ 306,780	\$ 270,616
Expenditures:						
Community Development:						
Other charges	80,908	84,962	84,962		84,962	81,185
Project costs	217,537	201,053	198,245		221,818	189,431
Total Expenditures (1)	298,445	286,015	283,207		306,780	270,616
Net Change in Fund Balances						
Fund Balance at Beginning of Year						
Fund Balance at End of Year	\$	\$	\$	\$	\$	\$

(1) For Housing rehab activities

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
Residential Tons Recycled in Coon Rapids					
-Goal	5,758	5,835	5,935	7,300	6,100
-Achieved	6,761	7,486			

STAFFING	2016 BUDGET	2017 BUDGET
Recycling Coordinator	0.8	0.8
Recycling Assistant	0.8	0.8
TOTAL	1.6	1.6

ACTIVITY MANAGER: Public Services Director

GENERAL ACTIVITY DESCRIPTION

Coordinates all City recycling activities, including the City-wide recycling program, a drop-off recycling center operated by staff contracted through Green View, a used oil recycling center, City in-house recycling collection, and scrap metal collection.

PROCESS USED

The City recycling activities are funded through reimbursements provided by Anoka County and under an agreement with funds from the Anoka County Board of Commissioners and State SCORE funds (Select Committee on Recycling and the Environment). The reimbursements from Anoka County come in the form of Municipal Agreements. The amount of reimbursement received is based on \$4.70 per person per household. Expenditures are processed and paid for and then sent to Anoka County for reimbursement.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Enhance City-wide curbside collection and increase recycling volume.
2. Continue City of Coon Rapids Drop Off Recycling Center.
3. Continue comprehensive public education activities for all City recycling activities.
4. Continue other recycling events as needed.
5. Enhance organic recycling.

2017 MANAGEMENT NOTES

- Continue to enhance all recycling efforts.
- Monitor State of Minnesota, Metropolitan Council and Anoka County policies concerning all solid waste abatement matters.
- Research and apply for abatement grants from state and county agencies.

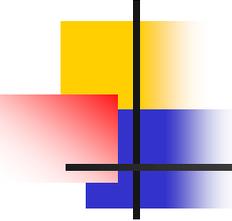
CITY OF COON RAPIDS, MINNESOTA

SPECIAL REVENUE FUNDS
29000 - RECYCLING FUND - ACTIVITY 741
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN BALANCES

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Intergovernmental revenue (1)	\$ 257,122	\$ 262,177	\$ 234,370		\$ 234,370	\$ 231,335
Other	42,001	61,192	40,000	\$ 35,337	40,000	40,000
Total Revenue	<u>299,123</u>	<u>323,369</u>	<u>274,370</u>	<u>35,337</u>	<u>274,370</u>	<u>271,335</u>
Expenditures:						
Maintenance Services:						
Personal services	83,666	104,143	117,995	54,369	117,995	121,313
Other charges and services	100,075	171,130	113,568	84,738	115,590	116,909
Supplies	29,465	41,972	30,700	19,733	30,700	42,900
Capital outlay	19,862	58,942	12,107	8,499	12,031	
Total Expenditures	<u>233,068</u>	<u>376,187</u>	<u>274,370</u>	<u>167,339</u>	<u>276,316</u>	<u>281,122</u>
Excess (Deficiency) of Revenues over Expenditures	66,055	(52,818)		(132,002)	(1,946)	(9,787)
Fund Balance (Deficit) at Beginning of Year	<u>(1,504)</u>	<u>64,551</u>		<u>11,733</u>	<u>11,733</u>	<u>9,787</u>
Fund Balance (Deficit) at End of Year	<u>\$ 64,551</u>	<u>\$ 11,733</u>	<u>\$</u>	<u>\$ (120,269)</u>	<u>\$ 9,787</u>	<u>\$</u>

(1) The program assumes that we will receive SCORE (Select Commission on Recycling and Environment) funds in 2017.

Reader's Notes:



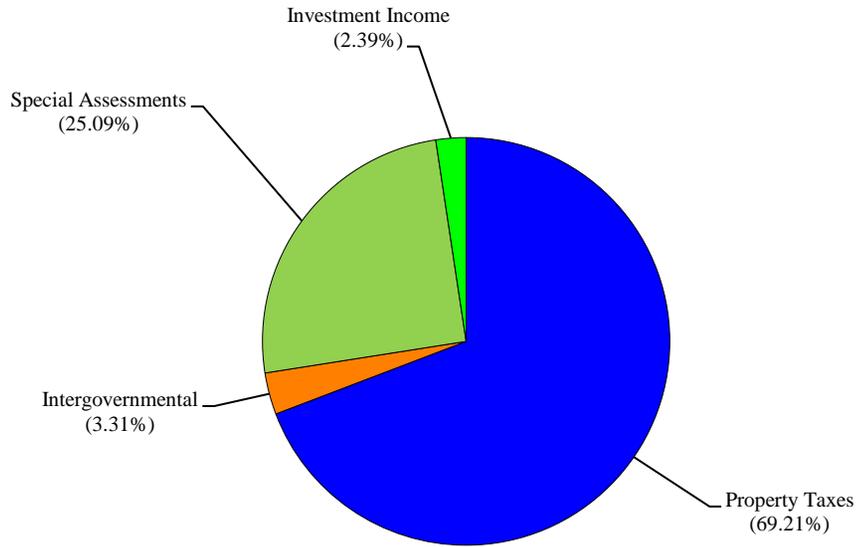
Debt Service Funds

- Debt Service Funds are established to identify and account for long-term, general obligation debt issued by the city other than Enterprise Fund debt which is accounted for in those funds. Repayment of issued debt in the form of principal and interest payments to bond holders is backed up by the full faith and credit of the government unit.

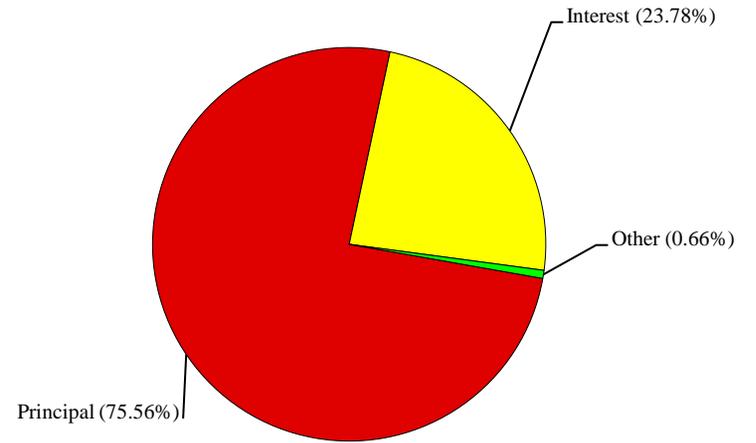
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Tax Increment Bonds 2003B	202
Lease Revenue Bonds	204
Park Improvement Bonds	206
Equipment Certificates	208
Housing & Redevelopment Authority Tax Increment Bonds	210

**DEBT SERVICE FUNDS
2017 BUDGET**

Revenues by Source



Expenditures by Use



Property Taxes	\$ 3,354,311
Intergovernmental	160,533
Special Assessments	1,216,282
Investment Income	115,743
	<hr/>
Total	<u><u>\$ 4,846,869</u></u>

Principal	\$ 3,580,000
Interest	1,126,884
Other	31,290
	<hr/>
Total	<u><u>\$4,738,174</u></u>

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Improvement Bonds with no Outstanding Debt	\$ 1,142,816	\$ 962,235	\$ 247,776	\$ 29,608	\$ 220,860	\$ 204,145
G.O. Improvement Bonds of 2008	258,180	218,556	205,810	56,930	219,959	203,300
G.O. Improvement Bonds of 2010	392,633	349,479	225,807	40,860	220,097	220,736
G.O. Improvement Bonds of 2013A	600,169	515,682	384,364	83,781	364,357	159,797
G.O. Improvement Bonds of 2013B	419,402	429,268	379,144	85,864	368,411	373,870
G.O. Improvement Bonds of 2014/2015	290,344	860,050	833,297	254,052	850,334	860,402
G.O. Improvement Bonds of 2016				448,265	449,097	425,415
Tax Increment Bonds 2003B	104,184	38,322	29,957	14,330	30,089	
Lease Revenue Bonds	1,001,161	987,861	1,001,297	360,427	989,530	1,003,200
G.O. Park Improvement Bonds	543,968	1,219,586	1,221,475	441,801	1,208,037	1,220,694
Equipment Certificates	309,154	240,034	175,285	63,325	173,512	175,310
HRA Tax Increment Bonds	204,355	42,835				
Total Revenues	5,266,366	5,863,908	4,704,212	1,879,243	5,094,283	4,846,869
Expenditures:						
Improvement Bonds with no Outstanding Debt	747,952	1,536,505	25,182	393	13,666	31,290
G.O. Improvement Bonds of 2008	210,643	174,242	168,370	158,171	168,370	497,038
G.O. Improvement Bonds of 2010	345,675	339,037	340,775	325,175	340,775	1,068,275
G.O. Improvement Bonds of 2013A	422,750	420,600	423,300	398,500	423,300	401,050
G.O. Improvement Bonds of 2013B	52,091	349,900	356,725	320,462	356,725	353,250
G.O. Improvement Bonds of 2014/2015		58,559	590,906	510,144	590,906	843,275
G.O. Improvement Bonds of 2016						186,033
Lease Revenue Bonds	934,194	938,506	936,944	684,159	936,944	933,500
G.O. Park Improvement Bonds			495,817	428,874	495,817	424,463
Equipment Certificates						
HRA Tax Increment Bonds						
Total Expenditures	2,713,305	3,817,349	3,338,019	2,825,878	3,326,503	4,738,174
Excess (Deficiency) of Revenues Over Expenditures	2,553,061	2,046,559	1,366,193	(946,635)	1,767,780	108,695
Other Financing Sources (Uses):						
Transfers in	70,059	816,471	18,863		18,863	93,863
Transfers out	(630,511)	(6,157,064)	(1,093,863)		(3,618,224)	(2,308,863)
Total Other Financing Sources (Uses)	(560,452)	(5,340,593)	(1,075,000)		(3,599,361)	(2,215,000)
Net Change in Fund Balances	1,992,609	(3,294,034)	291,193	(946,635)	(1,831,581)	(2,106,305)
Fund Balance at Beginning of Year	9,685,610	11,678,219	8,138,533	8,384,185	8,384,185	6,552,604
Fund Balance at End of Year	<u>\$ 11,678,219</u>	<u>\$ 8,384,185</u>	<u>\$ 8,429,726</u>	<u>\$ 7,437,550</u>	<u>\$ 6,552,604</u>	<u>\$ 4,446,299</u>

Note: Debt for Enterprise Funds is accounted for in those funds. Schedules for all bond issues are included in the appendix of this document.

SERVICE ACTIVITY: Special Assessment Bonds
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 31910 – 32030 - Improvement Bonds

DEBT SERVICE FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects were completed, they were assessed and bonds were sold to replenish the Special Assessment Fund. Benefitting properties paid assessments for the improvements.

Since all debt service has been paid on these bonds, the balance in this fund can be available to finance assessment projects as well as the City portion of street reconstruction projects or to prepay improvement bonds with high interest rates.

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
IMPROVEMENT BONDS WITH NO OUTSTANDING DEBT*
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31**	2017 BUDGET**
Revenues:						
General property taxes	\$ 30,065	\$ 19,271	\$ 20,000	\$ 7,217	\$ 20,000	\$ 33,000
Special assessments	650,377	557,038	187,900	11,424	177,900	141,000
Intergovernmental	376,300	362,100				
Investment income	86,074	23,826	39,876	10,967	22,960	30,145
Total Revenue	<u>1,142,816</u>	<u>962,235</u>	<u>247,776</u>	<u>29,608</u>	<u>220,860</u>	<u>204,145</u>
Expenditures:						
Principal	650,000	1,485,000				
Interest & fiscal charges	70,819	29,094				
Other (Special Assessments on City property)	27,133	22,411	25,182	393	13,666	31,290
Total Expenditures	<u>747,952</u>	<u>1,536,505</u>	<u>25,182</u>	<u>393</u>	<u>13,666</u>	<u>31,290</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>394,864</u>	<u>(574,270)</u>	<u>222,594</u>	<u>29,215</u>	<u>207,194</u>	<u>172,855</u>
Other Financing Sources (Uses):						
Transfers in	70,059	816,471	18,863		18,863	18,863
Transfers out	(12,328)	(771,805)			(42,677)	(1,355,000)
Total Other Financing Sources	<u>57,731</u>	<u>44,666</u>	<u>18,863</u>		<u>(23,814)</u>	<u>(1,336,137)</u>
Net Change in Fund Balances	452,595	(529,604)	241,457	29,215	183,380	(1,163,282)
Fund Balance at Beginning of Year	<u>1,616,152</u>	<u>2,068,747</u>	<u>1,533,382</u>	<u>1,539,143</u>	<u>1,539,143</u>	<u>1,722,523</u>
Fund Balance at End of Year	<u>\$ 2,068,747</u>	<u>\$ 1,539,143</u>	<u>\$ 1,774,839</u>	<u>\$ 1,568,358</u>	<u>\$ 1,722,523</u>	<u>\$ 559,241</u>

*No outstanding debt as of December 31, 2015.

**Schedules by bond year for 2016 estimate and 2017 budget follow this statement.

CITY OF COON RAPIDS, MINNESOTA

SCHEDULE OF IMPROVEMENT BONDS WITH NO OUTSTANDING DEBT*
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY BOND YEAR
2016 ESTIMATE

	Special Assessment Bonds (31910)	G.O. Improvement Bonds of 1993 (31930)	G.O. Improvement Bonds of 1995 (31950)	G.O. Improvement Bonds of 1996 (31960)	G.O. Improvement Bonds of 1997 (31970)	G.O. Improvement Bonds of 1998 (31980)	G.O. Improvement Bonds of 1999/2000 (32000)	G.O. Improvement Bonds of 2002 (32010/32020)	G.O. Improvement Bonds of 2005 (32030)	2016 Estimate
Revenues:										
General property taxes	\$ 20,000									\$ 20,000
Special assessments			\$ 10,700	\$ 13,600	\$ 13,200	\$ 3,450	\$ 4,350		\$ 132,600	177,900
Investment income	5,676	\$ 508	3,990	2,281	1,737	1,805	1,545		5,418	22,960
Total Revenues	25,676	508	14,690	15,881	14,937	5,255	5,895		138,018	220,860
Expenditures:										
Other	13,666									13,666
Excess of Revenues over Expenditures	12,010	508	14,690	15,881	14,937	5,255	5,895		138,018	207,194
Other Financing Sources (Uses):										
Transfers in from 32060 Bonds of 2008	18,863									18,863
Transfers out to Revolving Construction		(34,361)						\$ (8,316)		(42,677)
Total Other Financing Sources (Uses)	18,863	(34,361)						(8,316)		(23,814)
Net Change in Fund Balances	30,873	(33,853)	14,690	15,881	14,937	5,255	5,895	(8,316)	138,018	183,380
Fund Balance at Beginning of Year	378,429	33,853	266,028	152,101	115,843	120,334	103,018	8,316	361,221	1,539,143
Fund Balance at End of Year	\$ 409,302	\$	\$ 280,718	\$ 167,982	\$ 130,780	\$ 125,589	\$ 108,913	\$	\$ 499,239	\$ 1,722,523

*No outstanding debt as of December 31, 2015.

CITY OF COON RAPIDS, MINNESOTA

SCHEDULE OF IMPROVEMENT BONDS WITH NO OUTSTANDING DEBT*
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BY BOND YEAR
2017 BUDGET

	Special Assessment Bonds (31910)	G.O. Improvement Bonds of 1993 (31930)	G.O. Improvement Bonds of 1995 (31950)	G.O. Improvement Bonds of 1996 (31960)	G.O. Improvement Bonds of 1997 (31970)	G.O. Improvement Bonds of 1998 (31980)	G.O. Improvement Bonds of 1999/2000 (32000)	G.O. Improvement Bonds of 2002 (32010/32020)	G.O. Improvement Bonds of 2005 (32030)	2017 Budget
Revenues:										
General property taxes	\$ 33,000									\$ 33,000
Special assessments			\$ 2,800	\$ 11,100	\$ 13,200	\$ 3,450	\$ 4,350		\$ 106,100	141,000
Investment income	7,163		4,913	2,940	2,288	2,198	1,906		8,737	30,145
Total Revenues	40,163		7,713	14,040	15,488	5,648	6,256		114,837	204,145
Expenditures:										
Other	31,290									31,290
Excess of Revenues over Expenditures	8,873		7,713	14,040	15,488	5,648	6,256		114,837	172,855
Other Financing Sources (Uses):										
Transfers in from 32060 Bonds of 2008	18,863									18,863
Transfer out to 32060 Bonds of 2008			(75,000)							(75,000)
Transfer out to Revolving Construction	(437,038)		(213,431)	(182,022)	(146,268)	(131,237)	(115,169)		(54,835)	(1,280,000)
Total Other Financing Sources (Uses)	(418,175)		(288,431)	(182,022)	(146,268)	(131,237)	(115,169)		(54,835)	(1,336,137)
Net Change in Fund Balances	(409,302)		(280,718)	(167,982)	(130,780)	(125,589)	(108,913)		60,002	(1,163,282)
Fund Balance at Beginning of Year	409,302		280,718	167,982	130,780	125,589	108,913		499,239	1,722,523
Fund Balance at End of Year	\$	\$	\$	\$	\$	\$	\$	\$	\$ 559,241	\$ 559,241

*No outstanding debt as of December 31, 2015.

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund. These bonds were issued in 2008.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
G.O. Improvement Bonds, Series 2008A	\$480,000	\$160,000	\$320,000*

*Callable 2/1/17 (interest rates 4.25% to 4.45%); included in 2017 budgeted principal payments.

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
32060 - G.O. IMPROVEMENT BONDS OF 2008
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 150,000	\$ 142,118	\$ 153,788	\$ 55,930	\$ 152,250	\$ 152,000
Special assessments	101,910	74,078	48,970	312	64,600	47,700
Investment income	6,270	2,360	3,052	688	3,109	3,600
Total Revenues	258,180	218,556	205,810	56,930	219,959	203,300
Expenditures:						
Principal	175,000	145,000	145,000	145,000	145,000	480,000
Interest & fiscal charges	35,643	29,242	23,370	13,171	23,370	17,038
Total Expenditures	210,643	174,242	168,370	158,171	168,370	497,038
Excess (Deficiency) of Revenues Over Expenditures	47,537	44,314	37,440	(101,241)	51,589	(293,738)
Other Financing Sources (Uses):						
Transfer from Bonds of 1995						75,000
Transfer to Fund 31910	(57,731)	(44,666)	(18,863)		(18,863)	(18,863)
Total Other Financing Sources (Uses)	(57,731)	(44,666)	(18,863)		(18,863)	56,137
Net Change in Fund Balances	(10,194)	(352)	18,577	(101,241)	32,726	(237,601)
Fund Balance at Beginning of Year	217,811	207,617	203,435	207,265	207,265	239,991
Fund Balance at End of Year	<u>\$ 207,617</u>	<u>\$ 207,265</u>	<u>\$ 222,012</u>	<u>\$ 106,024</u>	<u>\$ 239,991</u>	<u>\$ 2,390</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
G.O. Improvement Bonds, Series 2010B	\$1,040,000	\$195,000	\$845,000*

*Callable 2/1/17 (interest rates 3%); included in 2017 budgeted principal payments.

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
32090 - G.O. IMPROVEMENT BONDS OF 2010
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 188,421	\$ 187,564	\$ 84,934	\$ 30,671	\$ 84,085	\$ 85,000
Special assessments	176,595	151,494	130,170	6,619	125,000	125,000
Investment income	27,617	10,421	10,703	3,570	11,012	10,736
Total Revenues	<u>392,633</u>	<u>349,479</u>	<u>225,807</u>	<u>40,860</u>	<u>220,097</u>	<u>220,736</u>
Expenditures:						
Principal	295,000	295,000	305,000	305,000	305,000	1,040,000
Interest & fiscal charges	50,675	44,037	35,775	20,175	35,775	28,275
Total Expenditures	<u>345,675</u>	<u>339,037</u>	<u>340,775</u>	<u>325,175</u>	<u>340,775</u>	<u>1,068,275</u>
Net Change in Fund Balances	46,958	10,442	(114,968)	(284,315)	(120,678)	(847,539)
Fund Balance at Beginning of Year	<u>676,736</u>	<u>723,694</u>	<u>713,514</u>	<u>734,136</u>	<u>734,136</u>	<u>613,458</u>
Fund Balance (Deficit) at End of Year	<u>\$ 723,694</u>	<u>\$ 734,136</u>	<u>\$ 598,546</u>	<u>\$ 449,821</u>	<u>\$ 613,458</u>	<u>\$ (234,081)</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
G.O. Improvement Bonds, Series 2013A	\$2,480,000	\$355,000	\$2,125,000

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
32110 - G.O. IMPROVEMENT BONDS OF 2013A
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 200,892	\$ 261,786	\$ 188,388	\$ 68,560	\$ 186,504	
Special assessments	355,880	236,486	178,900	8,760	160,000	\$ 140,000
Investment income	43,397	17,410	17,076	6,461	17,853	19,797
Total Revenues	600,169	515,682	384,364	83,781	364,357	159,797
Expenditures:						
Principal	355,000	360,000	370,000	370,000	370,000	355,000
Interest & fiscal charges	67,750	60,600	53,300	28,500	53,300	46,050
Total Expenditures	422,750	420,600	423,300	398,500	423,300	401,050
Net Change in Fund Balances	177,419	95,082	(38,936)	(314,719)	(58,943)	(241,253)
Fund Balance at Beginning of Year	917,675	1,095,094	1,138,425	1,190,176	1,190,176	1,131,233
Fund Balance at End of Year	<u>\$ 1,095,094</u>	<u>\$ 1,190,176</u>	<u>\$ 1,099,489</u>	<u>\$ 875,457</u>	<u>\$ 1,131,233</u>	<u>\$ 889,980</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
G.O. Improvement Bonds, Series 2013B	\$2,505,000	\$285,000	\$2,220,000

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS

32140 - G.O. IMPROVEMENT BONDS OF 2013B

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 203,733	\$ 204,880	\$ 203,645	\$ 73,972	\$ 201,609	\$ 207,730
Special assessments	209,272	220,124	168,440	10,262	160,000	158,000
Investment income	6,397	4,264	7,059	1,630	6,802	8,140
Total Revenues	<u>419,402</u>	<u>429,268</u>	<u>379,144</u>	<u>85,864</u>	<u>368,411</u>	<u>373,870</u>
Expenditures:						
Principal		265,000	280,000	280,000	280,000	285,000
Interest & fiscal charges	52,091	84,900	76,725	40,462	76,725	68,250
Total Expenditures	<u>52,091</u>	<u>349,900</u>	<u>356,725</u>	<u>320,462</u>	<u>356,725</u>	<u>353,250</u>
Net Change in Fund Balances	367,311	79,368	22,419	(234,598)	11,686	20,620
Fund Balance at Beginning of Year	<u>6,764</u>	<u>374,075</u>	<u>403,369</u>	<u>453,443</u>	<u>453,443</u>	<u>465,129</u>
Fund Balance at End of Year	<u>\$ 374,075</u>	<u>\$ 453,443</u>	<u>\$ 425,788</u>	<u>\$ 218,845</u>	<u>\$ 465,129</u>	<u>\$ 485,749</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
G.O. Improvement Bonds, Series 2014A	\$3,690,000	\$420,000	\$3,270,000
G.O. Improvement Bonds, Series 2015A	\$3,105,000	\$270,000	\$2,835,000

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
32150 - G.O. IMPROVEMENT BONDS OF 2014/2015
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes		\$ 324,417	\$ 501,410	\$ 182,224	\$ 496,396	\$ 499,835
Special assessments	\$ 282,730	528,438	318,850	68,141	341,400	341,400
Investment income	7,614	7,195	13,037	3,687	12,538	19,167
Total Revenues	290,344	860,050	833,297	254,052	850,334	860,402
Expenditures:						
Principal			400,000	400,000	400,000	690,000
Interest & fiscal charges		58,559	190,906	110,144	190,906	153,275
Total Expenditures		58,559	590,906	510,144	590,906	843,275
Excess (Deficiency) of Revenues over Expenditures	290,344	801,491	242,391	(256,092)	259,428	17,127
Other Financing Uses:						
Transfers out to Fund 52150	(255,990)					
Net Change in Fund Balances	34,354	801,491	242,391	(256,092)	259,428	17,127
Fund Balance at Beginning of Year		34,354	744,961	835,845	835,845	1,095,273
Fund Balance at End of Year	\$ 34,354	\$ 835,845	\$ 987,352	\$ 579,753	\$ 1,095,273	\$ 1,112,400

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

As improvement projects are completed, bonds are sold to replenish the Capital Projects Fund. The bonds are general obligations of the City for which it pledges its full faith and credit and power to levy general ad valorem taxes without limit as to rate and amount. Benefitting properties pay assessments for the improvements. The City anticipates levying general ad valorem taxes for the retirement of the non-assessable bond issue related to the Street Reconstruction Fund.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
G.O. Improvement Bonds, Series 2016	\$8,600,000*	\$0	\$8,600,000

*Estimate of bonds to be issued in 2016.

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
32160 - G.O. IMPROVEMENT BONDS OF 2016
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Intergovernmental (MSA)						\$ 160,533
Special assessments				\$ 447,433	\$ 447,433	263,182
Investment income				832	1,664	1,700
Total Revenues				448,265	449,097	425,415
Expenditures:						
Interest & fiscal charges						186,033
Excess of Revenues over Expenditures				448,265	449,097	239,382
Other Financing Uses:						
Transfers out to Fund 52160					(447,433)	
Net Change in Fund Balances				448,265	1,664	239,382
Fund Balance at Beginning of Year						1,664
Fund Balance at End of Year	\$	\$	\$	\$ 448,265	\$ 1,664	\$ 241,046

SERVICE ACTIVITY: Tax Increment Bonds of 2003B
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 43000 – Tax Increment Bonds of 2003B

DEBT SERVICE FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

Accounted for the payment of principal and interest on the tax increment bonds issued for the Honeywell project. In 2007, the building that was leased to Honeywell Inc. was sold and the principal balance of the bonds was paid off. Honeywell Inc. continues to lease the building from the new landlord.

The bonds have been paid off. Balances can be transferred to the Housing and Redevelopment Fund.

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
43000 - TAX INCREMENT BONDS 2003B
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 104,184	\$ 38,322	\$ 29,957	\$ 14,330	\$ 30,089	
Other Financing Uses:						
Transfer to HRA Fund					(2,036,001)	
Fund Balance at Beginning of Year	1,863,406	1,967,590	1,997,104	\$ 2,005,912	2,005,912	
Fund Balance at End of Year	<u>\$ 1,967,590</u>	<u>\$ 2,005,912</u>	<u>\$ 2,027,061</u>	<u>\$ 2,020,242</u>	<u>\$</u>	<u>\$</u>

SERVICE ACTIVITY: Lease Revenue Bonds
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 44000 – Lease Revenue Bonds

DEBT SERVICE FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

Lease Revenue Bonds were issued in 2010 to fund the acquisition of the old Target site.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
Lease Revenue Bonds, Series 2010B	\$12,560,000	\$435,000	\$12,125,000

A tax levy pays the debt service on these bonds.

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
44000 - LEASE REVENUE BONDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 982,934	\$ 981,268	\$ 987,597	\$ 358,134	\$ 977,721	\$ 988,503
Investment income	18,227	6,593	13,700	2,293	11,809	14,697
Total Revenues	<u>1,001,161</u>	<u>987,861</u>	<u>1,001,297</u>	<u>360,427</u>	<u>989,530</u>	<u>1,003,200</u>
Expenditures:						
Principal	400,000	415,000	425,000	425,000	425,000	435,000
Interest & fiscal charges	534,194	523,506	511,944	259,159	511,944	498,500
Total Expenditures	<u>934,194</u>	<u>938,506</u>	<u>936,944</u>	<u>684,159</u>	<u>936,944</u>	<u>933,500</u>
Net Change in Fund Balances	66,967	49,355	64,353	(323,732)	52,586	69,700
Fund Balance at Beginning of Year	<u>670,930</u>	<u>737,897</u>	<u>786,221</u>	<u>787,252</u>	<u>787,252</u>	<u>839,838</u>
Fund Balance at End of Year	<u>\$ 737,897</u>	<u>\$ 787,252</u>	<u>\$ 850,574</u>	<u>\$ 463,520</u>	<u>\$ 839,838</u>	<u>\$ 909,538</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

Voters approved a \$17,400,000 general obligation park bond referendum in November 2013. A portion of these bonds were issued in 2015 in an amount of \$5,295,000. Principal and interest payments on these bonds, paid from an annual property tax levy, are accounted for in this fund.

The balance of the bonds will be sold in 2016/2017. The projects are accounted for in the Park Improvement Fund.

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
G.O. Park Improvement Bonds, Series 2015A	\$4,980,000	\$295,000	\$4,685,000

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
45000 - G.O. PARK IMPROVEMENT BONDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 534,232	\$ 1,203,164	\$ 1,210,943	\$ 439,323	\$ 1,198,834	\$ 1,213,243
Investment income	9,736	16,422	10,532	2,478	9,203	7,451
Total Revenues	<u>543,968</u>	<u>1,219,586</u>	<u>1,221,475</u>	<u>441,801</u>	<u>1,208,037</u>	<u>1,220,694</u>
Expenditures:						
Principal			315,000	315,000	315,000	295,000
Interest & fiscal charges			180,817	113,874	180,817	129,463
Total Expenditures			<u>495,817</u>	<u>428,874</u>	<u>495,817</u>	<u>424,463</u>
Excess of Revenues over Expenditures	543,968	1,219,586	725,658	12,927	712,220	796,231
Other Financing Uses:						
Transfers out to Park Improvement Fund		(1,150,000)	(900,000)		(900,000)	(760,000)
Net Change in Fund Balances	543,968	69,586	(174,342)	12,927	(187,780)	36,231
Fund Balance at Beginning of Year		543,968	601,857	613,554	613,554	425,774
Fund Balance at End of Year	<u>\$ 543,968</u>	<u>\$ 613,554</u>	<u>\$ 427,515</u>	<u>\$ 626,481</u>	<u>\$ 425,774</u>	<u>\$ 462,005</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the funding of equipment purchases in the Equipment Certificate Capital Projects Fund.

PROCESS USED

The tax levy pays for the 2016 portion of 2012 and 2014 purchases of equipment in the Equipment Certificate Capital Projects Fund which were funded over a ten year period. This amount will be transferred to the Equipment Certificate Capital Projects fund unless certificates are issued, in which case the certificate proceeds will go to that fund and the levy will stay here to pay principal and interest on the certificates.

The balance of the amount funded is:

	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
2012 fire truck	\$515,876	\$79,708	\$436,168
2014 fire truck	\$427,400	\$55,740	\$371,660

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
47000 - EQUIPMENT CERTIFICATES
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 304,305	\$ 238,584	\$ 175,000	\$ 63,147	\$ 173,250	\$ 175,000
Investment income	<u>4,849</u>	<u>1,450</u>	<u>285</u>	<u>178</u>	<u>262</u>	<u>310</u>
Total Revenues	<u>309,154</u>	<u>240,034</u>	<u>175,285</u>	<u>63,325</u>	<u>173,512</u>	<u>175,310</u>
Other Financing Uses:						
Transfer to Equipment Certificate Fund	<u>(304,462)</u>	<u>(238,600)</u>	<u>(175,000)</u>		<u>(173,250)</u>	<u>(175,000)</u>
Net Change in Fund Balances	4,692	1,434	285	63,325	262	310
Fund Balance at Beginning of Year	<u>11,333</u>	<u>16,025</u>	<u>16,265</u>	<u>17,459</u>	<u>17,459</u>	<u>17,721</u>
Fund Balance at End of Year	<u>\$ 16,025</u>	<u>\$ 17,459</u>	<u>\$ 16,550</u>	<u>\$ 80,784</u>	<u>\$ 17,721</u>	<u>\$ 18,031</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for the payment of principal and interest on long-term debt.

PROCESS USED

The City issues tax increment bonds to finance the redevelopment costs of projects approved by the Housing and Redevelopment Authority and the City Council. The City pledges its full faith and credit and power to levy general ad valorem taxes and also pledges tax increment income from the districts. The City does not anticipate the need to levy general ad valorem taxes for the retirement of any of the tax increment bond issues.

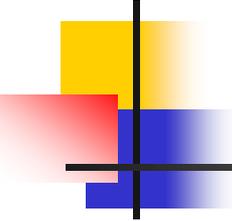
There are no outstanding bonds remaining to be paid. The fund balance is restricted for tax increment eligible projects.

CITY OF COON RAPIDS, MINNESOTA

DEBT SERVICE FUNDS
49000 - HOUSING & REDEVELOPMENT AUTHORITY TAX INCREMENT BONDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 204,355	\$ 42,835				
Other Financing Sources (Uses):						
Transfer to HRA Fund		(3,951,993)				
Net Change in Fund Balances	204,355	(3,909,158)				
Fund Balance at Beginning of Year	3,704,803	3,909,158				
Fund Balance at End of Year	<u>\$ 3,909,158</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Reader's Notes:



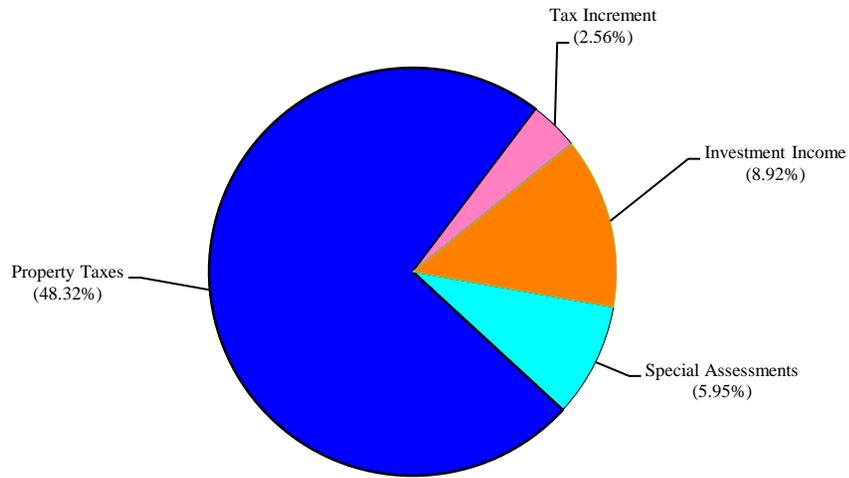
Capital Project Funds

- Capital Project Funds are established to identify and finance capital improvement projects undertaken by the city. Projects in this category are financed primarily through debt issuance, special assessments, tax levies, tax-increment financing, intergovernmental aids and/or grants and dedicated fees.

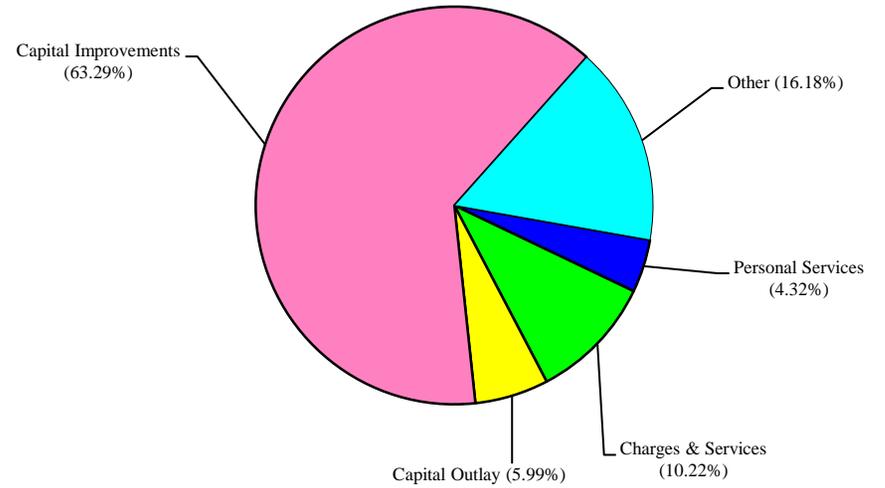
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Housing & Redevelopment Fund	250

**CAPITAL PROJECTS FUNDS
2017 BUDGET**

Revenues by Source



Expenditures by Use



Special Assessments	\$ 381,446
Property Taxes	3,095,689
Tax Increment	164,028
Investment Income	571,325
Other	<u>2,194,183</u>
Total	<u><u>\$ 6,406,671</u></u>

Personal Services	\$761,906
Charges & Services	1,804,167
Capital Outlay	1,058,253
Capital Improvements	11,173,978
Other	<u>2,856,425</u>
Total	<u><u>\$ 17,654,729</u></u>

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET AS AMENDED	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Revolving Construction Fund	\$ 2,103,793	\$ 657,339	\$ 869,932	\$ 109,101	\$ 971,983	\$ 603,389
2013B Bonded Projects Fund	100,502	7,056				
2014/2015 Bonded Projects Fund	1,544,662	2,779,069	1,700	16,431	28,103	
2016 Bonded Projects Fund		(350)		(2,231)	20,874	27,322
2017 Bonded Projects Fund						
Riverdale Area Fund	66,743	23,617	21,535	8,828	18,540	21,629
Park Improvement Fund	474,302	687,983	338,603	135,355	338,980	569,318
Facilities Construction Fund	146,090	117,395	83,305	50,257	94,748	20,570
Equipment Certificate Fund	34,618	(20,812)	(15,990)	(5,718)	(13,765)	(13,268)
Street Reconstruction Fund	1,076,289	1,063,882	1,047,606	300,135	1,062,474	1,095,513
Capital Equipment Fund	1,103,713	940,314	1,081,328	353,711	1,069,634	1,176,297
Sidewalk Construction Fund	207,841	133,450	129,507	48,648	131,117	133,352
Housing & Redevelopment Authority Fund	2,087,559	2,639,413	1,075,347	434,897	1,253,126	2,772,549
Total Revenues	8,946,112	9,028,356	4,632,873	1,449,414	4,975,814	6,406,671
Expenditures:						
Revolving Construction Fund	1,356,411	590,081	1,329,652	271,346	734,771	1,694,388
2013B Bonded Projects Fund	58,597					
2014/2015 Bonded Projects Fund	5,604,868	5,113,782		17,031	17,031	
2016 Bonded Projects Fund		135,129	14,000,000		10,919,680	
2017 Bonded Projects Fund						6,069,930
Riverdale Area Fund	60,698	222				12,000
Park Improvement Fund	2,039,538	7,237,817	3,034,018	863,065	3,711,989	3,084,905
Facilities Construction Fund	425,239	580,940	345,082	49,342	386,508	473,048
Equipment Certificate Fund	555,316					
Street Reconstruction Fund	902,299	1,159,589	1,380,528	243,263	1,321,431	1,336,532
Capital Equipment Fund	1,381,274	928,833	1,174,584	566,120	1,112,577	1,058,253
Sidewalk Construction Fund	41,505	20,547	250,000	90	145,023	300,000
Housing & Redevelopment Authority Fund	1,272,096	2,030,610	826,057	271,001	1,902,754	3,625,673
Total Expenditures	13,697,841	17,797,550	22,339,921	2,281,258	20,251,764	17,654,729
Deficiency of Revenues Over Expenditures	(4,751,729)	(8,769,194)	(17,707,048)	(831,844)	(15,275,950)	(11,248,058)
Other Financing Sources (Uses):						
Bond issuance	4,090,000	8,591,956	17,675,000		8,522,000	11,069,930
Bond premium	79,274	167,109				
Transfers in	2,021,786	7,794,895	2,222,035		6,160,293	2,471,000
Transfers out	(364,203)	(2,171,868)	(1,164,035)		(2,577,932)	(273,000)
Total Other Financing Sources (Uses)	5,826,857	14,382,092	18,733,000		12,104,361	13,267,930
Net Change in Fund Balances	1,075,128	5,612,898	1,025,952	(831,844)	(3,171,589)	2,019,872
Fund Balance at Beginning of Year	32,023,004	33,098,132	34,833,112	38,711,030	38,711,030	35,539,441
Fund Balance at End of Year	\$ 33,098,132	\$ 38,711,030	\$ 35,859,064	\$ 37,879,186	\$ 35,539,441	\$ 37,559,313

2017 BUDGETED CAPITAL EXPENDITURES AND THE EFFECT ON CURRENT AND FUTURE OPERATIONS

FUND	DESCRIPTION	REPLACEMENT		TOTAL	EFFECT ON OPERATING COSTS
		NEW ITEM	ITEM		
50000 - Revolving Construction Fund	Hanson Boulevard railroad overpass	\$ 1,280,000	\$	\$ 1,280,000	This is to construct a bridge over the railroad tracks on Hanson Boulevard. The goal is to free up traffic that is currently blocked by an average of 81 trains per day crossing Hanson Boulevard. The bridge will also reduce response times for emergency vehicles that currently must wait for the trains. Anoka County and Coon Rapids will both fund the project. The bridge will be maintained by Anoka County, so there will be no effect on operating costs.
52170 - 2017 Bonded Projects Fund	2017 street reconstruction program		6,069,930	6,069,930	This is to reconstruct 10.5 miles of street as part of the City's on-going street reconstruction program with the goal of maintaining safe streets and stable operating costs. Although the replaced streets will require less maintenance, other streets will be aging and require additional maintenance, so overall maintenance costs should remain relatively constant.
61000 - Park Improvement Fund	Park and trail redevelopment/renovations		2,341,000	2,341,000	This is to update existing parks and trails and will have no effect on operating costs.
	Coon Rapids Boulevard Trail and Bunker Hills Trail	710,000		710,000	This is to extend the Coon Rapids Boulevard Trail to the Coon Rapids Dam Regional Park, and to extend the Bunker Hills Trail to Wilderness Park. The extension of these trails will require occasional mowing along each side, sweeping, and snowplowing. This can be done within existing staff time for parks.
62000 - Facilities Construction Fund	Replacement of fire station Emergency Alerting System (EAS)		187,348	187,348	No effect on operating costs.
	Replace slide card door access with prox-card system at police entrance		37,000	37,000	No effect on operating costs.
	(2) Vehicle lifts with attachments		25,000	25,000	No effect on operating costs.
	Replace fire alarm system at public works building		15,000	15,000	No effect on operating costs.
	(4) overhead door operators for police dept.		8,400	8,400	No effect on operating costs.
	UHL HVAC control system server and software for city hall and ice arena		50,000	50,000	No effect on operating costs.
	Install card readers for doors at public works	13,000		13,000	These will enhance security at the public works facility
	Replace exterior lights at city hall		13,000	13,000	No effect on operating costs.
	Replace exterior doors at main entrances of city hall		69,300	69,300	No effect on operating costs.
	Convert current trash area to snow removal storage, create new trash area	40,000		40,000	This will create more efficiencies for snow removal storage at the ice arena.
(2) light poles for outdoor ice sheet	15,000		15,000	This will allow for better lighting for use of the outdoor ice sheet at the arena.	
65000 - Capital Equipment Fund	Replacement of various existing equipment		1,058,253	1,058,253	These replacements are part of an on-going equipment replacement program with the goal of maintaining stable operating costs. Although the replacements will require less maintenance than the equipment replaced, other items in the fleet will be aging and require additional maintenance costs, so overall fleet maintenance costs should remain relatively constant.
67000 - Sidewalk Construction Fund	Boulevard Park sidewalks	300,000		300,000	This would construct sidewalks around the newly renovated Boulevard Park, which would represent about 1% of the total sidewalks in the city. This would not require additional costs once constructed unless they are in areas that require sidewalk plowing. If plowing is required, the cost would be approximately \$600 based on 1% of the sidewalk maintenance budget.
Total		\$ 2,358,000	\$ 9,874,231	\$ 12,232,231	

SERVICE ACTIVITY: 790, 791, 792, and 793 – Water, Street and Sewer Construction
ORGANIZATIONAL DEPARTMENT: Public Works
FUND: 50000 – Revolving Construction Fund

CAPITAL PROJECT FUNDS

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties. This fund finances projects until permanent funding is obtained.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS

50000 - REVOLVING CONSTRUCTION FUND - ACTIVITY 759

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Special assessments	\$ 445,382	\$ 442,445	\$ 392,597		\$ 449,859	\$ 381,446
Investment income	527,989	195,923	170,000	\$ 71,964	183,959	201,943
Intergovernmental (1)	1,108,450		281,109	37,059	318,165	
Other	21,972	18,971	26,226	78	20,000	20,000
Total Revenues	2,103,793	657,339	869,932	109,101	971,983	603,389
Expenditures:						
Personal services	11,773	2,082	9,160		9,136	9,388
Other charges and services	1,344,638	455,704	300,000	49,837	400,000	400,000
Supplies		4,543	5,000	992	5,000	5,000
Construction projects (2)		127,752	1,015,492	220,517	320,635	1,280,000
Total Expenditures	1,356,411	590,081	1,329,652	271,346	734,771	1,694,388
Excess (Deficiency) of Revenues Over Expenditures	747,382	67,258	(459,720)	(162,245)	237,212	(1,090,999)
Other Financing Sources (Uses):						
Bond issuance	76,471					
Premium on bonds issued	1,482					
Transfer in from 31930 Improvement Bonds					34,361	
Transfer in from 32010/32020 Improvement Bonds					8,316	
Transfer in from 31910 Improvement Bonds						437,038
Transfer in from 31950 Improvement Bonds						213,431
Transfer in from 31960 Improvement Bonds						182,022
Transfer in from 31970 Improvement Bonds						146,268
Transfer in from 31980 Improvement Bonds						131,237
Transfer in from 32000 Improvement Bonds						115,169
Transfer in from 32030 Improvement Bonds						54,835
Transfer in from 69000 HRA Fund			760,035			
Transfer out to Street Reconstruction	(210,000)	(145,000)	(237,000)		(237,000)	(106,000)
Transfer out to Street Reconstruction (interest)	(151,334)	(158,316)	(150,000)		(156,327)	(150,000)
Transfer out to General Fund		(16,928)	(17,000)		(17,000)	(17,000)
Total Other Financing Sources (Uses)	(283,381)	(320,244)	356,035		(367,650)	1,007,000
Net Change in Fund Balances	464,001	(252,986)	(103,685)	(162,245)	(130,438)	(83,999)
Fund Balance at Beginning of Year	9,418,490	9,882,491	9,689,585	9,629,505	9,629,505	9,499,067
Fund Balance at End of Year	<u>\$ 9,882,491</u>	<u>\$ 9,629,505</u>	<u>\$ 9,585,900</u>	<u>\$ 9,467,260</u>	<u>\$ 9,499,067</u>	<u>\$ 9,415,068</u>

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS

50000 - REVOLVING CONSTRUCTION FUND - ACTIVITY 759

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
(1) Intergovernmental:						
09-33 Foley Blvd Sidewalk S of Main St	\$ 1,041					
11-24 Univ. Ave Upgrade to Main	322,380					
12-02 119th Ave - Blackfoot st to Jonquil St	269,900					
12-03 Street Reconstruction	51,335					
12-22 Foley Blvd Upgrade 10 to Egret	288,022					
12-26 Coon Rapids Blvd & Springbrook	93,186					
12-29 Northdale & Crooked Lk Signals	82,586					
13-06 Signal Upgrand CR & RL Blvds				\$ 37,059	\$ 37,059	
15-15 Northdale and Redwood Signal (JPA w/ Anoka County)			\$ 281,109		281,106	
Total Intergovernmental	\$ 1,108,450	\$	\$ 281,109	\$ 37,059	\$ 318,165	\$
(2) Construction Projects:						
11-24 Univ. Ave Upgrade to Main		\$ 106,876				
12-22 Foley Blvd Upgrade 10 to Egret		19,153				
12-26 Coon Rapids Blvd & Springbrook		420				
13-06 Signal Upgrand CR & RL Blvds				\$ 39,529	\$ 39,529	
13-10 Foley Blvd Upgrade by County		150				
15-11 Misc Bituminous Repairs		1,153				
15-15 Northdale and Redwood Signal (JPA with Anoka County)			\$ 1,015,492	180,988	281,106	
Hanson Blvd Railroad Overpass						\$ 1,280,000
Total Construction Projects	\$	\$ 127,752	\$ 1,015,492	\$ 220,517	\$ 320,635	\$ 1,280,000

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund will be paid for with the bonds of 2013B.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. City Engineering Division designs, prepares specifications for, and constructs projects consisting of singularly or in combination, sanitary sewer, storm drain, watermain, and street construction.
2. Establish a schedule and complete project elements--i.e., feasibility reports and plans and specifications, within the deadline.
3. Limit change orders to less than 5 percent of total project construction costs.
4. Limit error costs to less than 1 percent of total project construction costs.
5. Produce a net annual profit from construction activities engineered by City Engineering Division.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
52140 - 2013B BONDED PROJECTS FUND - ACTIVITY 774
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment Income	\$ 37,997	\$ 7,056				
Intergovernmental	62,505					
Total Revenues	<u>100,502</u>	<u>7,056</u>				
Expenditures:						
Other charges	297					
Capital improvements (1)	58,300					
Total Expenditures	<u>58,597</u>					
Excess of Revenues Over Expenditures	<u>41,905</u>	<u>7,056</u>				
Other Financing Uses:						
Transfers out to 2014/2015 Bonded Project Fund		(650,986)				
Net Change in Fund Balances	41,905	(643,930)				
Fund Balance at Beginning of Year	602,025	643,930				
Fund Balance at End of Year	<u>\$ 643,930</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
(1) Capital Improvements						
(13-01) Street Reconstruction	\$ 3,990					
(13-02) St. Reconstruction Woodcrest Dr.	54,229					
(13-08) Street Rreconstruction Area 2	46					
(13-09) Street Reconstruction Area 3	35					
	<u>\$ 58,300</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Reader's Notes:

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund were paid for with the bonds of 2014/2015.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.

Fund is closed.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
52150 - 2014/2015 BONDED PROJECTS FUND - ACTIVITY 775
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment Income	\$ (72,832)	\$ 35,152	\$ 1,700	\$ 16,431	\$ 28,103	
Intergovernmental (1)	1,617,494	2,743,917				
Total Revenues	1,544,662	2,779,069	1,700	16,431	28,103	
Expenditures:						
Other charges		232				
Bond issuance costs	22,751	18,626				
Capital improvements (2)	5,582,117	5,094,924		17,031	17,031	
Total Expenditures	5,604,868	5,113,782		17,031	17,031	
Excess (Deficiency) of Revenues Over Expenditures	(4,060,206)	(2,334,713)	1,700	(600)	11,072	
Other Financing Sources (Uses):						
Bond issuance	4,013,529	3,105,000				
Bond premiums	77,792	167,109				
Transfers in (3)	255,990	650,986				
Transfer out (4)					(1,884,605)	
Total Other Financing Sources (Uses)	4,347,311	3,923,095			(1,884,605)	
Net Change in Fund Balances	287,105	1,588,382	1,700	(600)	(1,873,533)	
Fund Balance (Deficit) at Beginning of Year	(1,954)	285,151	735,798	1,873,533	1,873,533	
Fund Balance at End of Year	\$ 285,151	\$ 1,873,533	\$ 737,498	\$ 1,872,933	\$	\$
(1) Intergovernmental (MSA)						
(14-02) Street Recon. Round Lake Blvd	\$ 1,617,494					
(15-02) Street Recon. MSA		\$ 2,743,917				
	\$ 1,617,494	\$ 2,743,917	\$	\$	\$	\$

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
52150 - 2014/2015 BONDED PROJECTS FUND - ACTIVITY 775
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
(2) Capital Improvements						
(14-01) Street Recon. East of Blackfoot	\$ 1,196,948	\$ 17,596				
(14-02) Street Recon. Round Lake Blvd	1,446,502	292,572		\$ 3,024	\$ 3,024	
(14-03) Street Recon. By Hanson 107/113th	1,357,340	19,841		714	714	
(14-04) Street Recon. N. of Coon Rapids Blvd	1,444,299	28,212				
(14-23) Crescent Ponds 8th Addition	91,256	17,190				
(15-01) Street Recon. Hanson/121st & Main	17,542	1,108,900				
(15-02) Street Recon. MSA	14,996	2,559,049		8,976	8,976	
(15-03) Street Recon. Egret Area & CRB Rd.	13,234	1,051,564		4,317	4,317	
	<u>\$ 5,582,117</u>	<u>\$ 5,094,924</u>	<u>\$</u>	<u>\$ 17,031</u>	<u>\$ 17,031</u>	<u>\$</u>
(3) Transfers In						
2014/2015 Improvement Bonds	\$ 255,990					
2013B Bonded Project Fund		\$ 650,986				
Total Transfers In	<u>\$ 255,990</u>	<u>\$ 650,986</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
(4) Transfers Out						
2016 Bonded Project Fund	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$ (1,884,605)</u>	<u>\$</u>

SERVICE ACTIVITY: Water, Street, and Sewer Construction
ORGANIZATIONAL DEPARTMENT: Public Works
FUND: 52160 – 2016 Bonded Projects Fund

CAPITAL PROJECT FUNDS

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund will be paid for with the bonds of 2016.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
52160 - 2016 BONDED PROJECTS FUND - ACTIVITY 776
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income		\$ (350)		\$ (2,231)	\$ 20,874	\$ 27,322
Expenditures:						
Capital Improvements (1)		135,129	\$ 14,000,000		10,919,680	
Excess (Deficiency) of Revenues Over Expenditures		(135,479)	(14,000,000)	(2,231)	(10,898,806)	27,322
Other Financing Sources:						
Bond Issuance MSA Road Bonds			14,000,000		8,522,000	
Transfer in from 2016 Improvement Bonds					447,433	
Transfer in from 2014/2015 Bonded Project Fund					1,884,605	
Total Other Financing Sources			14,000,000		10,854,038	
Net Change in Fund Balances		(135,479)		(2,231)	(44,768)	27,322
Fund Deficit at Beginning of Year				(135,479)	(135,479)	(180,247)
Fund Deficit at End of Year	\$	\$ (135,479)	\$	\$ (137,710)	\$ (180,247)	\$ (152,925)
(1) Capital Improvements						
(16-01) Street Recon. Area 1					\$ 3,452,854	
(16-02) Street Recon. Area 2					3,130,715	
(16-03) Street Recon. Area 3					1,686,085	
(16-04) Street Recon. Area 4					2,150,026	
(13-10) Foley Blvd Upgrade by County					500,000	
	\$	\$	\$	\$	\$ 10,919,680	\$

SERVICE ACTIVITY: Water, Street, and Sewer Construction
ORGANIZATIONAL DEPARTMENT: Public Works
FUND: 52170 – 2017 Bonded Projects Fund

CAPITAL PROJECT FUNDS

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of new sanitary sewer, water, storm drain, and street facilities in accordance with City engineering standards as approved by City Council. The projects accounted for in this fund will be paid for with the bonds of 2016.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If feasible, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
 52170 - 2017 BONDED PROJECTS FUND - ACTIVITY 777
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Expenditures:						
Capital Improvements (1)						\$ 6,069,930
Other Financing Sources:						
Bond Issuance						6,069,930
Net Change in Fund Balances						
Fund Balance at Beginning of Year						
Fund Balance at End of Year	\$	\$	\$	\$	\$	\$
(1) Capital Improvements						
(17-01) Egret Blvd & E. of Foley Blvd						\$ 1,286,770
(17-02) 121st Ave, 101st Ave, Shenandoah Blvd						2,334,147
(17-03) Burl Oaks Neighborhood						1,660,348
(17-04) Misc Segments throughout Coon Rapids						788,665
	\$	\$	\$	\$	\$	\$ 6,069,930

SERVICE ACTIVITY: Water, Street, and Sewer Construction
ORGANIZATIONAL DEPARTMENT: Public Works
FUND: 53000 – Riverdale Area Fund

CAPITAL PROJECT FUNDS

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

The construction of infrastructure improvements for the Riverdale project area in accordance with City engineering standards as approved by City Council.

PROCESS USED

The Engineering Division or consultant prepares a feasibility report on order of Council. The project may be initiated by petition of citizens, or developer, or by Council or staff. If required, Council conducts a public hearing and orders preparation of plans and specs which may be prepared by the Engineering Division or by a consultant. After approval by Council, bids are taken and contractor performs the work. Construction is supervised by Engineering Division or the consultant. Costs are assessed against the benefiting properties.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
53000 - RIVERDALE AREA FUND - ACTIVITY 780
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 66,743	\$ 23,617	\$ 21,535	\$ 8,828	\$ 18,540	\$ 21,629
Expenditures:						
Other charges and services (1)	60,698	222				12,000
Net Change in Fund Balances	6,045	23,395	21,535	8,828	18,540	9,629
Fund Balance at Beginning of Year	1,206,332	1,212,377	1,230,447	1,235,772	1,235,772	1,254,312
Fund Balance at End of Year	\$ 1,212,377	\$ 1,235,772	\$ 1,251,982	\$ 1,244,600	\$ 1,254,312	\$ 1,263,941
(1) Other charges and services:						
Other (Insurance and Misc.)		\$ 222				
Reconstruction of City Entrance Sign	\$ 7,400					
Painting Signals on Main Street by Riverdale	53,298					
(2) Battery Back Up River Rapids & Main						\$ 12,000
	\$ 60,698	\$ 222	\$	\$	\$	\$ 12,000

Reader's Notes:

STAFFING	2016 BUDGET	2017 BUDGET
Engineer	0.2	0.2
Engineering Technician	0.1	0.1
Secretary	0.1	0.1
Total	0.4	0.4

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

Construction of parks through land acquisition and development of facilities.

PROCESS USED

Projects may be initiated by petition of citizens, Council, staff, or community school councils. The Engineering Division prepares a report for presentation to the Council. The Council may conduct a public hearing, and order preparation of plans and specifications which may be prepared by the Engineering Division or by a consultant. After approval by Council of plans and specifications, the work may be conducted by the Parks Division or by a contractor after the regular bidding procedure. Construction will be supervised by the Engineering Division. Construction may include the landscaping and development of recreational facilities. If land is to be acquired, negotiations for its acquisition are conducted by the City Attorney in consultation with the City Assessor's office.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Complete approved park improvements.
2. Continue Parks Master Plan implementation (funding approved through referendum).

2017 MANAGEMENT NOTES

- o Continue exploring private funding sources (service clubs, organizations, etc).

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
61000 - PARK IMPROVEMENT FUND - ACTIVITY 794
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 331,580	\$ 341,726	\$ 362,303	\$ 131,707	\$ 358,680	\$ 380,418
Investment income	10,322	10,092	(23,700)	648	(23,700)	(11,100)
Intergovernmental*		65,000				200,000
Platting Fees	132,400	233,660		3,000	4,000	
Other		37,505				
Total Revenues	474,302	687,983	338,603	135,355	338,980	569,318
Expenditures:						
Personal services	43,056	29,060	34,018	15,339	32,859	33,905
Other charges & services (1)	8,217	46,787		1,086	1,086	
Capital improvements (2)	1,988,265	7,161,970	3,000,000	846,640	3,678,044	3,051,000
Total Expenditures	2,039,538	7,237,817	3,034,018	863,065	3,711,989	3,084,905
Deficiency of Revenues Over Expenditures	(1,565,236)	(6,549,834)	(2,695,415)	(727,710)	(3,373,009)	(2,515,587)
Other Financing Sources:						
Bond Proceeds **		5,486,956	3,675,000			5,000,000
Transfer in from Facility Construction		1,200,000			283,000	
Transfer in from Park Improvement Bonds		1,150,000	900,000		900,000	760,000
Total Other Financing Sources:		7,836,956	4,575,000		1,183,000	5,760,000
Net Change in Fund Balances	(1,565,236)	1,287,122	1,879,585	(727,710)	(2,190,009)	3,244,413
Fund Balance (Deficit) at Beginning of Year	407,144	(1,158,092)	(1,354,302)	129,030	129,030	(2,060,979)
Fund Balance (Deficit) at End of Year	<u>\$ (1,158,092)</u>	<u>\$ 129,030</u>	<u>\$ 525,283</u>	<u>\$ (598,680)</u>	<u>\$ (2,060,979)</u>	<u>\$ 1,183,434</u>

*2015 budget includes \$65,000 for a DNR grant for trail through Wilderness Park, 2017 includes \$200,000 for an Anoka County contribution to the Bunker Hills Trail connection to Wilderness Park

** Park Bond Referendum

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
61000 - PARK IMPROVEMENT FUND - ACTIVITY 794
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
(1) Other charges and services						
Disposal of Old Park Equipment	\$ 4,184					
Bond Sale Expense		\$ 33,123				
Project 15-12 misc concrete repairs		3,616				
Signs & Posts		5,250				
Other	4,033	4,798		\$ 1,086	\$ 1,086	
	<u>4,033</u>	<u>4,798</u>		<u>\$ 1,086</u>	<u>\$ 1,086</u>	
Total Other charges and services	<u>\$ 8,217</u>	<u>\$ 46,787</u>	<u>\$</u>	<u>\$ 1,086</u>	<u>\$ 1,086</u>	<u>\$</u>
(2) Capital improvements						
13-18 Sunrise Pond Park	\$ 29,414	\$ 4,524				
13-21 Wilderness Park Trail **	6,846	126,225				
14-09 Riverview Park Redevelopment**	1,562,605	453,290		\$ 624	\$ 624	
14-10 Sand Creek Park Redevelopment**	150,930	5,497,324	\$ 1,000,000	(250,325)	144,420	
14-26 Boulevard Park**	73,359	12,173		4,715	25,000	\$ 490,000
14-27 85th Avenue Trail**	1,841	5,534	300,000	218,552	330,000	
14-28 Peppermint Stick Park	158,122					
15-07 Gazebo and Civic Center Back Yard		76,224				
15-11 Parking lot reconstruction (Al Flynn, Hoover, Lion's Creek, Nelson, & Parkside Parks)		236,709				
15-16 Sand Creek Concession Stand		27,258		92,019	1,483,000	
15-17 Dog Park Improvements		12,249				
15-20 Delta, Pheasant, Mason, & Woodcrest Parks**		110,265	1,300,000	778,194	1,300,000	
15-23/14-24 Coon Rapids Boulevard Trail**	5,148	516,819				
16-08 Misc Trails & Erlandson Bridge				2,861	195,000	
-----Hoover Park (15-25 for trail)**		83,376				
-----Coon Rapids Boulevard Trail Extension**						360,000
-----Coon Rapids Boulevard to the Dam**						1,351,000
-----Bunker Hills Trail to Wilderness**						350,000
-----Crooked Lake Park design**						100,000
-----Riverwind Park design**			100,000			100,000
-----Misc. Park Improvements			200,000		200,000	200,000
-----Misc Trail Improvements			100,000			100,000
	<u>5,148</u>	<u>516,819</u>	<u>1,300,000</u>	<u>2,861</u>	<u>195,000</u>	
Total Capital improvements	<u>\$ 1,988,265</u>	<u>\$ 7,161,970</u>	<u>3,000,000</u>	<u>\$ 846,640</u>	<u>\$ 3,678,044</u>	<u>\$ 3,051,000</u>

SERVICE ACTIVITY: Facilities Construction
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 62000 – Facilities Construction Fund

CAPITAL PROJECTS FUNDS

ACTIVITY MANAGER: City Manager

GENERAL ACTIVITY DESCRIPTION

This fund was established to account for construction of City owned facilities.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
62000 - FACILITIES CONSTRUCTION FUND - ACTIVITY 786
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ 86,534	\$ 46,344	\$ 11,874	\$ 7,555	\$ 17,317	\$ 8,695
Other	<u>59,556</u>	<u>71,051</u>	<u>71,431</u>	<u>42,702</u>	<u>77,431</u>	<u>11,875</u>
Total Revenues	<u>146,090</u>	<u>117,395</u>	<u>83,305</u>	<u>50,257</u>	<u>94,748</u>	<u>20,570</u>
Expenditures:						
Personal services		4,347				
Other charges and services (1)	146,600	118,299	35,272	9,697	34,863	
Capital improvements (2)	<u>278,639</u>	<u>458,294</u>	<u>309,810</u>	<u>39,645</u>	<u>351,645</u>	<u>473,048</u>
Total Expenditures	<u>425,239</u>	<u>580,940</u>	<u>345,082</u>	<u>49,342</u>	<u>386,508</u>	<u>473,048</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(279,149)</u>	<u>(463,545)</u>	<u>(261,777)</u>	<u>915</u>	<u>(291,760)</u>	<u>(452,478)</u>
Other Financing Sources (Uses):						
Transfer in from General Fund	1,100,000	300,000				
Transfer out to Park Fund (Sand Creek Concession Stand)		<u>(1,200,000)</u>			<u>(283,000)</u>	
Total Other Financing Sources (Uses)	<u>1,100,000</u>	<u>(900,000)</u>			<u>(283,000)</u>	
Net Change in Fund Balances	820,851	(1,363,545)	(261,777)	915	(574,760)	(452,478)
Fund Balance at Beginning of Year	<u>1,697,141</u>	<u>2,517,992</u>	<u>791,597</u>	<u>1,154,447</u>	<u>1,154,447</u>	<u>579,687</u>
Fund Balance at End of Year	<u>\$ 2,517,992</u>	<u>\$ 1,154,447</u>	<u>\$ 529,820</u>	<u>\$ 1,155,362</u>	<u>\$ 579,687</u>	<u>\$ 127,209</u>

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
62000 - FACILITIES CONSTRUCTION FUND - ACTIVITY 786
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
(1) Other charges and services:						
Fire Station #3 repairs	\$ 5,427					
Insurance and other	281	\$ 345		\$ 106		
Remodel Riverwind for Teen Center	5,892					
Loan for field lighting to CR Andover Am. League	135,000					
Refinish apparatus bay floor Fire Station #1		28,250				
Refinish apparatus bay floor Fire Station #2		28,000				
Clean & repaint apparatus bay & mezzanine walls Fire Station #3		13,175				
Clean & repaint living quarters and stairwells Fire Station #3		8,975				
Clean & repaint apparatus bay & mezzanine walls Fire Station #1		16,481				
Clean & repaint apparatus bay & mezzanine walls Fire Station #2		14,355				
Install rubber tile in fitness room Fire Station #1		3,756				
Repairs to flat roof on Public Works building & flat roof over office entrance		4,962				
Paint finance ares in City Hall			\$ 5,485		\$ 5,485	
Clean beams in lobby at City Hall			5,787		5,787	
Recoat concrete floor in apparatus bay Fire Station #3			14,000		14,000	
Repaint sidewalk overhead sunscreen at the Public Works facility			10,000	9,591	9,591	
	<u>\$ 146,600</u>	<u>\$ 118,299</u>	<u>\$ 35,272</u>	<u>\$ 9,697</u>	<u>\$ 34,863</u>	<u>\$</u>
(2) Capital improvements:						
Remodel (8) restrooms at City Hall		\$ 96,840				
Replace rooftop units at City Center	\$ 204,269					
Replace boilers at City Center		102,427				
Replace existing fire protections system	34,993					
Security camera system for interior City Hall	12,865					
Security camera system for exterior City Hall	11,999					
Vehicle preemption system at Fire Station #3	8,500					
Furniture for lobby in City Center	6,013					
Remodel Police Department		56,515				
Reconstruction of City Hall parking lot		195,757				
NVR Video Storage		6,755				
Remodel locker rooms and row class room PD				\$ 18,392	\$ 18,392	
Automobile lift for PW Garage			\$ 11,896	10,315	10,315	
Security Equipment in City Hall			10,914	10,938	10,938	
Carpet Replacement in Civic Center			17,000		17,000	
Complete remodel of Civic Center banquet rooms			200,000		225,000	
Divider wall with lock in custodian/storage area			2,500		2,500	
Carpet in front of service windows			5,000		5,000	
Generator for Police/City Hall			35,000		35,000	
Install natural gas line to police storage building			7,500		7,500	
Reconfigure fence at Public Works			20,000		20,000	

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
62000 - FACILITIES CONSTRUCTION FUND - ACTIVITY 786
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Replacement of Fire Station Emergency Alerting System (EAS)						\$ 187,348
Replace slide card door access with prox-card system at PD entrance						37,000
Mohawk 12-Ton two post lift w/ attachments at Central Garage						25,000
Fire alarm system at PW building						15,000
(4) Overhead door operators for PD						8,400
UHL HVAC control system server and software for City Hall and Ice Arena						50,000
Install secure door hardware/card readers at PW reception and Vehicle Maint.						13,000
Bollard lights at exterior of City Hall facility						13,000
Replace exterior, vestibule doors at main entrances to City Hall/Civic Center						69,300
Convert current trash area to snow removal storage, create new trash area						40,000
(2) light poles for outdoor ice sheet						15,000
	<u>\$ 278,639</u>	<u>\$ 458,294</u>	<u>\$ 309,810</u>	<u>\$ 39,645</u>	<u>\$ 351,645</u>	<u>\$ 473,048</u>

SERVICE ACTIVITY: 787 – Equipment Certificate
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 63000 – Equipment Certificate Fund

CAPITAL PROJECTS FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for major capital outlay purchases financed with equipment certificates.

PROCESS USED

Major capital outlay purchases are charged to this activity to be paid for with the issuance of equipment certificates. Only equipment of a significant cost and life are selected for this activity.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
63000 - EQUIPMENT CERTIFICATE FUND - ACTIVITY 787
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Investment income	\$ (65,382)	\$ (20,812)	\$ (15,990)	\$ (5,718)	\$ (13,765)	\$ (13,268)
Other (sale of vehicles)	<u>100,000</u>					
Total Revenues	<u>34,618</u>	<u>(20,812)</u>	<u>(15,990)</u>	<u>(5,718)</u>	<u>(13,765)</u>	<u>(13,268)</u>
Expenditures:						
Capital outlay	<u>555,316</u> (1)					
Deficiency of Revenues Over Expenditures	<u>(520,698)</u>	<u>(20,812)</u>	<u>(15,990)</u>	<u>(5,718)</u>	<u>(13,765)</u>	<u>(13,268)</u>
Other Financing Sources:						
Transfer in from Equipment Certificates Fund 47000	<u>304,462</u>	<u>238,600</u>	<u>175,000</u>		<u>173,250</u>	<u>175,000</u>
Net Change in Fund Balances	(216,236)	217,788	159,010	(5,718)	159,485	161,732
Fund Deficit at Beginning of Year	<u>(919,194)</u>	<u>(1,135,430)</u>	<u>(913,722)</u>	<u>(917,642)</u>	<u>(917,642)</u>	<u>(758,157)</u>
Fund Deficit at End of Year	<u>\$ (1,135,430)</u>	<u>\$ (917,642)</u>	<u>\$ (754,712)</u>	<u>\$ (923,360)</u>	<u>\$ (758,157)</u>	<u>\$ (596,425)</u>

(1) Fire Engine #3

STAFFING	2016 BUDGET	2017 BUDGET
Assistant City Engineer	0.4	0.4
Engineer	0.4	0.4
Engineer Tech	4.2	3.2
Intern	0.3	0.3
Secretary	0.4	0.4
Total	5.7	4.7

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

To address the problem of aging and deteriorating streets.

PROCESS USED

Implementation of pavement management system as it relates to maintenance and reconstruction of streets with a timetable and financing sources.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Review and revise long term reconstruction program to fit projected funding.
2. Repair and seal coat streets based upon a 7 year schedule or as needed.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
64000 - STREET RECONSTRUCTION FUND - ACTIVITY 797
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 794,614	\$ 767,528	\$ 797,220	\$ 289,574	\$ 789,248	\$ 820,271
Special assessments	4					
Investment income	41,291	23,237	20,386	10,561	23,226	25,242
Other	240,380	273,117	230,000		250,000	250,000
Total Revenues	1,076,289	1,063,882	1,047,606	300,135	1,062,474	1,095,513
Expenditures:						
Personal services	446,263	464,347	530,528	237,711	471,431	486,532
Other charges & services (1)	456,036	695,242	850,000	5,552	850,000	850,000
Total Expenditures	902,299	1,159,589	1,380,528	243,263	1,321,431	1,336,532
Excess (Deficiency) of Revenues Over Expenditures	173,990	(95,707)	(332,922)	56,872	(258,957)	(241,019)
Other Financing Sources:						
Transfer in from Revolving Construction Fund	210,000	145,000	237,000		237,000	106,000
Transfer in from Revolving Const. Fund (interest)	151,334	158,316	150,000		156,327	150,000
Total Other Financing Sources	361,334	303,316	387,000		393,327	256,000
Net Change in Fund Balances	535,324	207,609	54,078	56,872	134,370	14,981
Fund Balance at Beginning of Year	805,474	1,340,798	1,359,038	1,548,407	1,548,407	1,682,777
Fund Balance at End of Year	\$ 1,340,798	\$ 1,548,407	\$ 1,413,116	\$ 1,605,279	\$ 1,682,777	\$ 1,697,758
(1) Other Charges & Services:						
Street Maintenance Materials - Seal Coat Projects	\$ 448,111	\$ 491,320	\$ 650,000	\$ 5,058	\$ 650,000	\$ 650,000
Concrete Repair Projects	3,773	495	50,000		50,000	50,000
Landscape Repairs - City Wide			50,000		50,000	50,000
Misc		2,402				
Insurance & Bonding	564	553		494		
Misc Asphalt Repair	3,588	200,472	100,000		100,000	100,000
Total Other Charges & Services	\$ 456,036	\$ 695,242	\$ 850,000	\$ 5,552	\$ 850,000	\$ 850,000

SERVICE ACTIVITY: 788 – Capital Equipment
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 65000 – Capital Equipment Fund

CAPITAL PROJECTS FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

To account for major capital outlay purchases. A replacement schedule anticipates capital needs over the next ten years and a fund balance along with annual appropriations and tax levy at a level dollar amount allows capital equipment to be maintained to the maximum life expectancy before replacement.

PROCESS USED

This fund allows the General Fund to more accurately reflect the cost of operations, without major fluctuations due to the purchase of major capital items.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
65000 - CAPITAL EQUIPMENT FUND - ACTIVITY 788
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 829,203	\$ 854,515	\$ 885,852	\$ 321,148	\$ 876,993	\$ 1,045,000
Investment Income	66,277	17,550	20,876	7,262	18,041	20,297
Other *	208,233	68,249	174,600	25,301	174,600	111,000
Total Revenues	1,103,713	940,314	1,081,328	353,711	1,069,634	1,176,297
Expenditures:						
Capital outlay (1)	1,381,274	928,833	1,174,584	566,120	1,112,577	1,058,253
Net Change in Fund Balances	(277,561)	11,481	(93,256)	(212,409)	(42,943)	118,044
Fund Balance at Beginning of Year	1,468,840	1,191,279	1,192,895	1,202,760	1,202,760	1,159,817
Fund Balance at End of Year	<u>\$ 1,191,279</u>	<u>\$ 1,202,760</u>	<u>\$ 1,099,639</u>	<u>\$ 990,351</u>	<u>\$ 1,159,817</u>	<u>\$ 1,277,861</u>

* Includes proceeds from the sale of used equipment.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
65000 - CAPITAL EQUIPMENT FUND - ACTIVITY 788
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

		2014	2015	2016	2016	2016	2017
		ACTUAL	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
					TO 6/30	THRU 12/31	
(1) Department (Activity):	Item:						
Fire (224)	Water rescue equipment	\$ 1,563					
Police (202)	(1) Chevy Impala (Unit #P50)	27,076					
Police (203)	(7) marked police squads (P5,P6,P13,P15,P16,P17,P18)	246,804					
Police (203)	(1) marked police squad (\$21,375 from Code Enf. + \$8,625 Amendme	35,855					
Fire (222)	(1) Chevy Tahoe 4x4 (unit #3203)	39,440					
Fire (223)	(1) Grass Truck(#3291)	43,696					
Public Works (501)	Sign maintenance truck (unit #4)	39,750					
Public Works (501)	(2) 2.5 ton heavy duty dump trucks w/snow eqpt (#5, #44)	364,361					
Public Works (509)	(1) suburban (unit # 603)	38,205					
Public Works (510)	(1) Cargo van (unit #109)	22,749					
Public Works (510)	(1) 4-wheel drive utility tractor (unit #107)	65,040					
Public Works (510)	(1) Toro Groundsmaster (unit #147)	46,591					
Public Works (510)	(1) Toro sand pro ballfield groomer (unit #148)	16,859					
Public Works (510)	(1) Aeravator with rake, roller and hitch (unit #107-2)	12,322					
Public Works (510)	(1) 3/4 ton regular cab pickup (unit #145)	27,634					
Public Works (510)	(1) 1/2 ton regular cab pickup (unit #143)	27,340					
Public Works (510)	(1) 1-ton truck (unit #114)	28,259					
Public Works (511)	(2) sidewalk tractors w/attachments (unit #47 & #48)	297,730					
Police (203)	(5) marked police squads (unit #P3, P4, P7, P8, P32)		\$ 187,306				
Police (203)	(1) Community Service Truck (marked & lights) replacement (P20)		36,466				
Police (203)	(1) Copier		15,532				
Police (204)	(1) marked police squad for DWI enforcement (Unit #P22)		48,305				
Fire (222)	(1) 3/4 Ton 4x4 crew cab truck (unit #3274)		45,116				
Fire (222)	Additional items for Unit 3203 that was purchased in 2014		4,673				
Fire (223)	Additional items for Unit 3291 that was purchased in 2014		9,119				
Fire (223)	(45) Self contained breathing apparatus harness, etc		289,678				
Community Dev (407)	(1) New vehicle		22,127				
Community Dev (407)	(1) Vehicle (unit #403)		22,173				
Community Dev (421)	(1) Vehicle for inspector (unit #404)		23,886				
Public Works (501)	(1) One ton dump truck (#15)		43,740				
Public Works (501)	(2) hot patch inserts for 1-ton dump trucks		15,095				
Public Works (509)	Additional items for unit 603 that was purchased in 2014		2,231				
Public Works (510)	(1) 1 ton truch (Unit #114) partially paid for in 2014		18,373				
Public Works (510)	Additional items for Unit 143 & 145 that were purchased in 2014		14,938				
Public Works (510)	(1) Pull-behind mower (#107-1)		16,360				
Public Works (510)	(1) Versa-Vac w/rubber finger deck and hand held hose & carrier		25,475				
Public Works (510)	(1) Groundsmaster w/attachable snow blower & sweeper broom (Unit #119)		45,339				
Public Works (515)	(1) Mower and attachments (Unit #124)		42,901				
Police (202)	(1) Chrysler 200 (P41) for investigative division fleet			\$ 27,611	\$ 32,001	\$ 32,001	
Police (202)	(1) Chrysler mini van (P46)			27,930		27,930	
Police (202)	(1) Dodge Charger all wheel drive (P52)			32,190	24,532	29,308	
Police (203)	(3) Marked Ford Utility Squads (P2, P10, P11)			117,000	107,438	118,748	
Police (203)	(2) Dodge Chargers (P14, P21)			78,000	58,863	80,517	
Fire (223)	(1) 3/4-ton, 4x4, crew cab including pump/tank (Unit #3293) - will not be replaced			58,355			
Fire (224)	(2) 4 x 4 crew cabs, lights and radio (Unit #3285, #3286)			460,000	105,586	460,000	
Public Works (501)	(2) hot patch inserts for 1-ton dump trucks				15,095	15,095	
Public Works (510)	Trailer with low bed (Unit #131-1)			6,800	2,899	2,695	
Public Works (510)	Trailer with single axle (Unit #131-2A)			4,800	2,899	2,695	
Public Works (510)	Double axle traler (Unit #131-4)			8,600	5,540	5,175	
Public Works (510)	Double axle traler (Unit #131-6)			8,600	5,540	5,175	
Public Works (510)	(1) 1/2 - ton extended cab pickup truck (Unit #118)			35,000	29,755	34,474	

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
65000 - CAPITAL EQUIPMENT FUND - ACTIVITY 788
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Public Works (510) (1) 1 - Ton dump truck with lift gate and snow plow (Unit #104)			60,000	29,819	58,275	
Public Works (510) John Deere Steer with high lift feature (Unit #183)			50,000		50,602	
Public Works (510) (1) 3/4 - ton truck with HD Chassis and service body (Unit #103)			56,885	28,230	56,885	
Public Works (510) John Deere 4WD tractor with sweeper attachment (Unit #106)			60,000	44,921	60,000	
Public Works (510) (1) 1/2 - ton 4WD pickup (Unit #101)			28,755	29,559	29,559	
Public Works (510) Toro Groundsmaster mower (Unit #146)			54,058	43,443	43,443	
Police (202) (1) Dodge Durango SUV (P48) for investigative work (unmarked)						\$ 39,938
Police (202) (1) GMC Canyon (P53) for investigative work (unmarked)						45,263
Police (203) (6) marked squads replaced (P1, P9, P12, P15, P16, P17)						237,000
Fire (223) (1) SUV (Unit #C-1)						50,000
Community Dev (407) (1) Dodge Stratus (Unit# 414)						23,796
Public Works (501) (1) 2.5 ton dump truck (Unit# 8)						204,480
Public Works (501) (1) 4WD Crew Cab Silverado (Unit# 2)						44,166
Public Works (506) (1) 4WD HD Pick-up (Unit #503A)						38,300
Public Works (510) (1) Aera-Vator with Turf Seeder and Aerifier with Roller						16,150
Public Works (510) (1) Amazone Sweeper plus attachments (Unit# 106-8)						44,267
Public Works (510) (1) Toro Groundsmaster 5910 16' Mower (Unit# 108)						109,773
Public Works (510) (1) Cushman Field Groomer (Unit# 111)						32,456
Public Works (510) (1) Bison Trailer (Unit# 131-8)						12,674
Public Works (510) (1) Tomahawk Trailer (Unit# 131-9)						12,674
Public Works (510) (1) Cushman Utility ATV (Unit# 132)						32,456
Public Works (510) (1) Gandy Field Groomer (Unit# 148-1)						27,158
Public Works (510) (1) Toro 328D Groundsmaster, polar cab, mower, broom, blower (Unit# 154)						55,246
Public Works (510) (1) Kawasaki Mule Utility ATV (Unit# 170)						32,456
	<u>\$ 1,381,274</u>	<u>\$ 928,833</u>	<u>\$ 1,174,584</u>	<u>\$ 566,120</u>	<u>\$ 1,112,577</u>	<u>\$ 1,058,253</u>

ACTIVITY MANAGER: Public Works Director

GENERAL ACTIVITY DESCRIPTION

Construction of sidewalks.

PROCESS USED

Projects may be initiated by petition of citizens or by Council, staff, or the Safety Commission. The Engineering Division prepares a feasibility report and recommendation to Council. If feasible, Council orders preparation of plans and specifications which may be prepared by the Engineering Division or by a consultant. After approval by Council of plans and specifications, the work is constructed by a contractor after the regular bidding procedure. Work is supervised by the City Engineer. If right-of-way has to be acquired, negotiations for its acquisition are conducted by the City Attorney in consultation with the City Assessor's office. Payment for the project is made from funds levied as part of the property tax levy, from special assessment, or other sources.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Design and supervise construction of sidewalks at miscellaneous locations throughout the City within available funding.
2. Review future sidewalk needs.

2017 MANAGEMENT NOTES

- o It is estimated that it will require \$250,000 per year for 10 years for the sidewalk component of the Parks Master Plan. Funding from expired debt service fund should fund this for the next five years.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
67000 - SIDEWALK CONSTRUCTION FUND - ACTIVITY 795
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 192,664	\$ 125,426	\$ 125,000	\$ 45,105	\$ 123,750	\$ 125,000
Investment income	15,177	8,024	4,507	3,543	7,367	8,352
Total Revenues	207,841	133,450	129,507	48,648	131,117	133,352
Expenditures:						
Other charges and services	90	106		90		
Sidewalk Construction (1)	41,415	20,441	250,000		145,023	300,000
Total Expenditures	41,505	20,547	250,000	90	145,023	300,000
Net Change in Fund Balances	166,336	112,903	(120,493)	48,558	(13,906)	(166,648)
Fund Balance at Beginning of Year	211,915	378,251	257,569	491,154	491,154	477,248
Fund Balance at End of Year	<u>\$ 378,251</u>	<u>\$ 491,154</u>	<u>\$ 137,076</u>	<u>\$ 539,712</u>	<u>\$ 477,248</u>	<u>\$ 310,600</u>
(1) Sidewalk Construction						
14-01 Street Reconstruction	\$ 41,415					
Sidewalks around City Hall		\$ 13,265				
150-2 Street Reconstruction		7,176				
16-01 Street Reconstruction					\$ 110,000	
16-03 Street Reconstruction					35,023	
Boulevard Park Area						\$ 300,000
Various Sidewalk Projects			\$ 250,000			
	<u>\$ 41,415</u>	<u>\$ 20,441</u>	<u>\$ 250,000</u>	<u>\$</u>	<u>\$ 145,023</u>	<u>\$ 300,000</u>

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Personal Services	167,295	186,225	219,615	86,842	218,831	232,081
Charges & Services	162,424	395,908	117,305	43,125	121,601	121,305
Supplies		70	1,000	742	1,000	1,000
Land						2,300,000
Transfer-Comp Abs/Sec 8	2,869	638				
Land for Redev/relocation	549,636					
Reallocate to 705 (HFG)	100,000	100,000	100,000		100,000	100,000
Reallocate to 709 (RLF)			250,000		600,000	250,000
Activity Total	<u>982,224</u>	<u>682,841</u>	<u>687,920</u>	<u>130,709</u>	<u>1,041,432</u>	<u>3,004,386</u>

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

This Activity supports the Economic Development and Housing and Redevelopment Authorities. The City Council serves as members of these Authorities. Conducts economic development efforts, consistent with City Council policy direction, provides reviews and inspections of major commercial and industrial developments and related construction activities, and manages the City's Tax Increment Financing Programs.

PROCESS USED

Reports and recommendations are provided on matters involving the Economic Development and Housing and Redevelopment Authorities. Information on available commercial and industrial properties, City development regulations, and possible sources of financial assistance are provided to businesses contacting the City. Development reviews and building inspections related to major commercial and industrial projects are conducted in a proactive, efficient, and responsive manner. Where appropriate, City economic development activities are coordinated with other area economic development organizations. Tax Increment Financing management efforts stress review of assistance requests consistent with adopted Council policies and oversight of operations and finances consistent with State Law and responsible financial practices.

EXPENDITURE HIGHLIGHTS

Charges & Services - Provides for Professional Service--\$75,000; cell phone service--\$1,060; postage--\$7,000; promotional materials & events--\$20,000; travel and conferences--\$8,000; dues and subscriptions--\$4,000; Insurance--\$345; misc. and other--\$1,900; utilities--\$4,000

RELATED REVENUE	2014	2015	2016 BUDGET	2016 ESTIMATE	2017 BUDGET
Property Taxes	694,020	718,608	725,000	717,750	725,000
Property Tax Aid	4	8			
Intergovernmental Revenue	26,029	7,660			
Interest	551,126	227,845		31,000	28,000
Note Repayment	4,800	1,393			
Donations/Misc.	12,108	14,700			1,500,000
	<u>1,288,087</u>	<u>970,214</u>	<u>725,000</u>	<u>748,750</u>	<u>2,253,000</u>

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Responsive attention to business prospects contacting the City for information on opportunities in Coon Rapids.
2. Processing of any Tax Increment Financing assistance requests consistent with Council policies.

FUNDS AVAILABLE FOR ADMINISTRATION:

BALANCES	2014	2015	2016 Budget	2016 Estimate	2017 Budget
Beginning Balance	2,504,389	2,810,252	2,814,779	3,097,625	2,804,943
Revenues	1,288,087	970,214	725,000	748,750	2,253,000
Expenditures	(982,224)	(682,841)	(687,920)	(1,041,432)	(3,004,386)
Balance Available	<u>2,810,252</u>	<u>3,097,625</u>	<u>2,851,859</u>	<u>2,804,943</u>	<u>2,053,557</u>

SERVICE ACTIVITY: 701 – Housing and Redevelopment Authority Administration
ORGANIZATIONAL DEPARTMENT: Community Development
FUND: 69000 – Housing and Redevelopment Authority Fund

CAPITAL PROJECT FUNDS

STAFFING	<u>2016</u> <u>BUDGET</u>	<u>2017</u> <u>BUDGET</u>
Community Dev Director	0.5	0.5
Community Dev Specialist	1.0	1.0
Neighborhood Coordinator	0.3	0.3
Intern	<u>0.3</u>	<u>0.3</u>
Total	2.1	1.8

SERVICE ACTIVITY: 702 – Development Account
 ORGANIZATIONAL DEPARTMENT: Community Development
 FUND: 69000 – Housing and Redevelopment Authority Fund

CAPITAL PROJECT FUNDS

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET	ACTIVITY MANAGER:
Other Charges	28,043	35,938		38,500	38,500	38,500	Community Development Director
Activity Total	28,043	35,938		38,500	38,500	38,500	

RELATED REVENUE	2014	2015	2016 BUDGET	2016 ESTIMATE	2017 BUDGET
Interest				2,800	2,800
TIF/IRB Application Fees		62,040			
Sale of Property		37,358			
Other	27,528	35,000		38,500	38,500
	27,528	134,398		41,300	41,300

FUNDS AVAILABLE FOR ECONOMIC DEVELOPMENT

BALANCES	2014	2015	2016 Budget	2016 Estimate	2017 Budget
Beginning Balance	180,645	180,130	179,976	278,590	281,390
Revenues	27,528	134,398		41,300	41,300
Expenditures	(28,043)	(35,938)		(38,500)	(38,500)
Balance Available	180,130	278,590	179,976	281,390	284,190

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Charges & Services	15,297	17,033	13,000	9,264	13,000	13,000
Remodeling costs	57,941	73,259	75,000	22,230	75,000	75,000
Building Permit Rebates	9,034	10,294	12,000	3,142	12,000	12,000
Activity Total	<u>82,272</u>	<u>100,586</u>	<u>100,000</u>	<u>34,636</u>	<u>100,000</u>	<u>100,000</u>

RELATED REVENUE	2014	2015	2016 BUDGET	2016 ESTIMATE	2017 BUDGET
Grants	10,000	10,000			
Misc	1,000				
Allocated from HRA Admin	100,000	100,000	100,000	100,000	100,000
Interest				650	650
	<u>111,000</u>	<u>110,000</u>	<u>100,000</u>	<u>100,650</u>	<u>100,650</u>

BALANCES	2014	2015	2016 Budget	2016 Estimate	2017 Budget
Beginning Balance	26,807	55,535	46,092	64,949	65,599
Revenues	111,000	110,000	100,000	100,650	100,650
Expenditures	(82,272)	(100,586)	(100,000)	(100,000)	(100,000)
Balance Available	<u>55,535</u>	<u>64,949</u>	<u>46,092</u>	<u>65,599</u>	<u>66,249</u>

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

The City has begun the Home for Generations phase II which is structured to provide resources and financial incentives to homeowners to complete large remodels at their own homes. It is intended that this program will spur private investment to update the City's aging housing stock at a time when the housing economy is starting to rebuild and stabilize.

PROCESS USED

The funding for phase II of this program is proposed to come from both the Housing and Redevelopment Authority (HRA) as well as the Mortgage Assistance Foundation. The funding would cover the architectural and/or design assistance, rebates of 50% of the building permit fees, incentive grants to the homeowners, and marketing expenses.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

A remodeling tour will be organized to showcase some of the models and will replicate the excitement of the open houses hosted throughout phase I of the Home for Generations program. Other projects will be documented by CTN so that residents can see and learn about these remodels on the City's cable channel and on-line. An on-line photo book will also be created of other Coon Rapids remodeling projects to give residents ideas and inspiration. An award program will be developed to give recognition to those projects that exemplify the program's intent and are simply outstanding projects. Specialized events will also be hosted to help kick off the program.

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Remittance to Other Agencies	29,241	29,241	31,062		31,062	32,362
Insurance	7	13				
Activity Total	<u>29,248</u>	<u>29,254</u>	<u>31,062</u>	<u></u>	<u>31,062</u>	<u>32,362</u>

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

This activity tracks loans granted to Coon Rapids businesses encouraging economic development within the City using funds that are obtained from the State of Minnesota.

PROCESS USED

Companies that wish to expand often seek grants from the Minnesota Department of Economic Development to supplement their financing packages. Funds obtained are granted to the City which are then loaned to a qualifying company to be repaid over a number of years. The City reimburses the State once payments are received from the borrower.

The City is able to retain 20% of the loan principal and interest for use as future economic development loans.

The following loans are outstanding:

	Initial Amount	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
Steinwall Inc.	\$170,000	\$53,701	\$18,849	\$34,852
Biovest International	\$250,000	\$192,762	\$10,397	\$182,365

RELATED REVENUE	2014	2015	2016 BUDGET	2016 ESTIMATE	2017 BUDGET
Loan Repayment - Steinwell	16,721	17,402	18,111	18,111	18,849
Loan Repayment - Biovest	10,411	10,674	10,356	10,356	10,397
Interest on loan repayments	9,419	8,475	10,360	10,360	11,207
	<u>36,551</u>	<u>36,551</u>	<u>38,827</u>	<u>38,827</u>	<u>40,453</u>

BALANCES	2014	2015	2016 Budget	2016 Estimate	2017 Budget
Beginning Balance		7,303	14,601	14,600	22,365
Revenues	36,551	36,551	38,827	38,827	40,453
Expenditures	(29,248)	(29,254)	(31,062)	(31,062)	(32,362)
Balance Available	<u>7,303</u>	<u>14,600</u>	<u>22,366</u>	<u>22,365</u>	<u>30,456</u>

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Professional Services	12,321	9,051	14,025	7,298	14,025	20,000
Loan Made	100,000	500,000	230,000		230,000	230,000
Activity Total	<u>112,321</u>	<u>509,051</u>	<u>244,025</u>	<u>7,298</u>	<u>244,025</u>	<u>250,000</u>

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

The Revolving Loan Fund (RLF) was established to provide gap financing for capital improvements that result in job creation, redevelopment, or investment in older commercial districts.

PROCESS USED

1. Projects must be located in Coon Rapids and be a for-profit business.
2. Maximum loan amount of \$100,000, with certain exceptions.
3. At least 50% of project financing must come from a private lender or private equity.
4. Borrowers must have equity injection as determined by fund management.
5. Loan proceeds can be used for fixed assets, including land, building, machinery, and equipment. Working capital is not an allowed use.
6. Interest rates will be determined by market conditions at loan closing.
7. Loan documents will be prepared by local business attorney Bill Goodrich at the expense of the applicant.
8. The HRA will consider all loan documents at its regular meetings and will make the final decision on all loans.

RELATED REVENUE	2014	2015	2016 BUDGET	2016 ESTIMATE	2017 BUDGET
Reimbursements	5,175				
Interest				(2,000)	2,000
Allocated from HRA Admin			250,000	600,000	250,000
Loan Repayment - Simonson's*	4,630	95,370			
Loan Repayment - Chanticlear	961	11,912	12,647	12,647	13,427
Loan Repayment - Magnum Trucking		9,600	15,043	15,043	15,852
Interest on loan repayments	5,314	24,615	30,271	30,271	28,682
	<u>16,080</u>	<u>141,497</u>	<u>307,961</u>	<u>655,961</u>	<u>309,961</u>

*paid off in 2015

BALANCES	2014	2015	2016 Budget	2016 Estimate	2017 Budget
Beginning Balance	259,589	163,348	291,521	(204,206)	207,730
Revenues	16,080	141,497	307,961	655,961	309,961
Expenditures	(112,321)	(509,051)	(244,025)	(244,025)	(250,000)
Balance Available	<u>163,348</u>	<u>(204,206)</u>	<u>355,457</u>	<u>207,730</u>	<u>267,691</u>

The following loans are outstanding:

	Initial Amount	Balance 1/1/2017	2017 Principal Due	Balance 12/31/2017
Chanticlear	\$100,000	\$74,480	\$13,427	\$61,053
Magnum Trucking	\$500,000	\$475,357	\$15,852	\$459,505

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Administration	13,571	164,281	5,211	13,654	14,649	3,553
TIF Notes	87,632	141,957	71,839	31,842	121,484	46,872
TIF 6-1 Holding Costs	39,654	46,896	36,000	14,362	13,919	
Street Improvements		94,792			916,583	500,000
Relocation		325,652			81,100	
Activity Total	<u>140,857</u>	<u>773,578</u>	<u>113,050</u>	<u>59,858</u>	<u>1,147,735</u>	<u>550,425</u>

ACTIVITY MANAGER: Community Development Director

GENERAL ACTIVITY DESCRIPTION

Tax increment financing is used to assist various economic development projects when “but for” the assistance the project could not proceed.

PROCESS USED

Tax increment is returned to the City by capturing real estate taxes in each district rather than distributing to the other jurisdictional districts. There are a number of outstanding obligations that the City has. Tax increment may be available for other tax increment eligible projects after the legal process to authorize expenditure thereof has been followed.

RELATED REVENUE	2014	2015	2016 BUDGET	2016 ESTIMATE	2017 BUDGET
Property Taxes	560,830	190,799	189,702	191,957	164,028
Interest	90,259	3,149	4,369	148,698	205,000
Interest on note (Biovest - EDA)	2,260	2,152	3,221	3,221	3,874
Note Repayment (Biovest - EDA)*	4,289	4,398	4,267	4,267	4,283
Rent	50,675	1,146,255	52,000	19,495	
	<u>708,313</u>	<u>1,346,753</u>	<u>253,559</u>	<u>367,638</u>	<u>377,185</u>

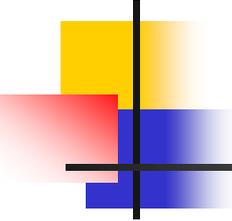
BALANCES	2014	2015	2016 Budget	2016 Estimate	2017 Budget
Beginning Balance	14,155,361	14,722,817	18,497,238	19,247,985	20,503,889
Revenues	708,313	1,346,753	253,559	367,638	377,185
Expenditures	(140,857)	(773,578)	(113,050)	(1,147,735)	(550,425)
Transfer in to close debt fund		3,951,993		2,036,001	
Transfer out			(760,035)		
Balance Available	<u>14,722,817</u>	<u>19,247,985</u>	<u>17,877,712</u>	<u>20,503,889</u>	<u>20,330,649</u>

CITY OF COON RAPIDS, MINNESOTA

CAPITAL PROJECTS FUNDS
69000 - HOUSING AND REDEVELOPMENT AUTHORITY FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2014 ACTUAL	2015 ACTUAL	2016 AMENDED BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
General property taxes	\$ 694,020	\$ 718,608	\$ 725,000	\$ 260,000	\$ 717,750	\$ 725,000
Tax increment collections	560,830	190,799	189,702		191,957	164,028
Investment income	658,378	266,236	48,221	130,541	225,000	282,213
Intergovernmental revenue	26,033	7,668				
Payment on notes	41,812	150,749	60,424	23,296	60,424	62,808
Other revenue	106,486	1,305,353	52,000	21,060	57,995	1,538,500
Total Revenues	2,087,559	2,639,413	1,075,347	434,897	1,253,126	2,772,549
Expenditures:						
Personal services	167,295	186,225	219,615	86,842	218,831	232,081
Other charges and services	453,962	1,443,285	528,392	137,921	630,207	542,167
Administrative	13,571	164,281	5,211	13,654	14,649	3,553
Supplies		70	1,000	742	1,000	1,000
Interest on loan	87,632	141,957	71,839	31,842	121,484	46,872
Land acquisitions & improvements	549,636	94,792			916,583	2,800,000
Total Expenditures	1,272,096	2,030,610	826,057	271,001	1,902,754	3,625,673
Excess (Deficiency) of Revenues Over Expenditures	815,463	608,803	249,290	163,896	(649,628)	(853,124)
Other Financing Sources (Uses):						
Transfers in (1)		3,951,993			2,036,001	
Transfers out (1)	(2,869)	(638)	(760,035)			
Total Other Financing Sources (Uses)	(2,869)	3,951,355	(760,035)		2,036,001	
Net Change in Fund Balances	812,594	4,560,158	(510,745)	163,896	1,386,373	(853,124)
Fund Balance at Beginning of Year	17,126,791	17,939,385	21,844,207	22,499,543	22,499,543	23,885,916
Fund Balance at End of Year	\$ 17,939,385	\$ 22,499,543	\$ 21,333,462	\$ 22,663,439	\$ 23,885,916	\$ 23,032,792
(1) Transfers In & Out						
Transfer in from 43000 Tax Increment Bonds 2013B					\$ 2,036,001	
Transfer out to Revolving Construction Fund (15-15)		\$ 3,951,993	\$ (760,035)			
Transfer out to Compensated Absences Fund	\$ (2,869)	(638)				
	\$ (2,869)	\$ 3,951,355	\$ (760,035)	\$	\$ 2,036,001	\$

Reader's Notes:



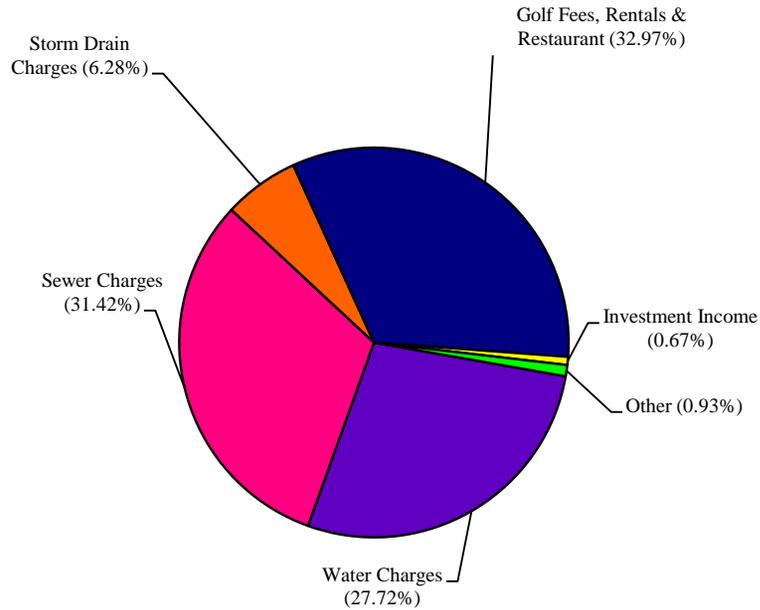
Enterprise Funds

- Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business enterprises. Revenues are generated primarily through customer charges.

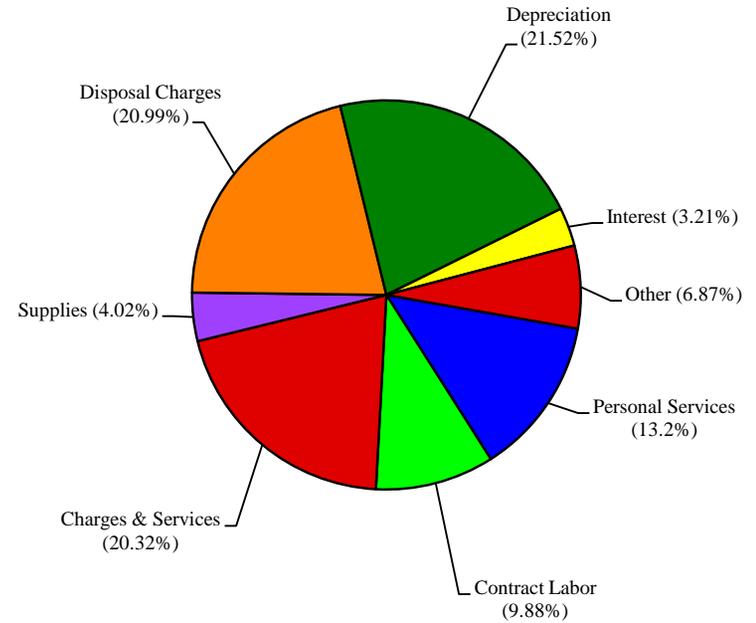
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Water Fund	262
Sewer Fund	266
Storm Water Drainage Fund	268
Golf Fund	270

**ENTERPRISE FUNDS
2017 BUDGET**

Revenues by Source



Expenses by Use



Water Charges	\$6,000,000
Sewer Charges	6,800,000
Storm Drain Charges	1,359,000
Golf Fees, Rentals & Restaurant	7,135,619
Investment Income	145,936
Other	201,300
	<hr/>
Total	<u><u>\$21,641,855</u></u>

Personal Services	\$ 2,832,452
Contract Labor	2,120,381
Charges & Services	4,359,060
Supplies	862,023
Disposal Charges	4,503,193
Depreciation	4,617,415
Interest	687,696
Other	1,474,302
	<hr/>
Total	<u><u>\$21,456,522</u></u>

CITY OF COON RAPIDS, MINNESOTA

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
ALL ENTERPRISE FUND TYPES

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Water Fund	\$ 5,253,198	\$ 5,562,638	\$ 6,025,830	\$ 2,775,992	\$ 5,874,455	\$ 6,104,134
Sewer Fund	6,522,425	6,311,199	6,613,267	3,193,604	6,601,022	6,864,466
Storm Water Drainage Fund	1,597,641	1,462,245	1,423,196	715,153	1,425,010	1,467,715
Golf Fund	2,762,712	5,464,813	6,059,277	3,072,557	6,857,153	7,205,540
Total Revenues	16,135,976	18,800,895	20,121,570	9,757,306	20,757,640	21,641,855
Expenses:						
Water Fund	6,035,765	5,696,229	6,018,885	2,554,519	5,802,184	5,896,583
Sewer Fund	6,186,902	6,099,061	6,666,577	3,391,074	6,651,519	6,852,614
Storm Water Drainage Fund	1,227,908	1,256,949	1,424,544	637,573	1,429,700	1,508,885
Golf Fund	3,178,509	6,301,257	6,271,840	3,440,715	7,049,818	7,198,440
Total Expenses	16,629,084	19,353,496	20,381,846	10,023,881	20,933,221	21,456,522
Change in net position	(493,108)	(552,601)	(260,276)	(266,575)	(175,581)	185,333
Net Position at Beginning of Year, As Previously Stated	105,469,347	104,976,239	104,565,637	102,958,491	102,958,491	102,782,910
Change in Accounting Principle		(1,465,147)				
Net Position at Beginning of Year, Restated	105,469,347	103,511,092	104,565,637	102,958,491	102,958,491	102,782,910
Net Position at End of Year	\$ 104,976,239	\$ 102,958,491	\$ 104,305,361	\$ 102,691,916	\$ 102,782,910	\$ 102,968,243

SIGNIFICANT EXPENDITURES

Personal Service - Provides for overtime--\$31,815; seasonal--\$11,689; uniforms--\$1,890
 Other Charges & Services - Provides for utility services--\$549,300; telephone services--\$13,892 contractual maintenance & repairs--\$691,366; schools and conferences--\$4,200; insurance--\$42,000; advertising of legal notices--\$500; consultant services--\$135,962; permits and fees--\$50,070; postage--\$100; equipment rental--\$8,550; dues and memberships--\$1,686; waste removal--\$7,000; software charges--\$7,666; administrative charges to General Fund--\$259,600
 Supplies - Provides for motor fuels--\$15,800; maintenance and repairs by City--\$51,000; water treatment parts and supplies--\$140,000; small tools--\$4,000; office supplies--\$1,400; safety supplies--\$2,000
 Capital Outlay - Provides for rehabilitation of wells 7, 12, 18, EWTP Booster #2--\$385,000; Repair exterior coating of 2.5 MG water Tower on Hanson--\$325,000; 44" wide format Inkjet plotter--\$7,000; WWTP fluoride transfer pump--\$1,800; replacement of Gas scrubber pumps at East and West water treatment plans--\$46,478, PPE equipment for Fire Dept for confined space rescue--\$6,350; heavy duty wheel loader with snow fighting equipment (#212)--\$202,000; water meters for unmetered parks--\$25,000 Street reconstruction projects--\$3,177,581

40% of utility billing (activity 630) is also included in this activity

SELECTED MEASURES	2014	2015	2016	2016	2017
	Actual	Actual	Budget	Estimated Thru 12/31	Budget
1 Millions of gallons of water pumped	2,433	2,368	2,800	2,600	2,600
2 Miles of watermain	296	296	296	296	296
3 Number of watermain breaks repaired	25	24	30	25	25
4 Cost to produce/per thousand gallons (excluding depreciation)	\$1.55	\$1.38	\$1.24	\$1.30	\$1.22
5 Percent of hydrants operational	99%	100%	99%	100%	100%
6 Number of water quality complaints	17	12	12	10	10
7 % of unscheduled plant downtime	0%	0%	0%	0%	0%
8 % of water tests compliant with government standards	100%	100%	100%	100%	100%

STAFFING	2016	2017
	BUDGET	BUDGET
Public Works Director	0.1	0.1
Plant Operator	1.9	1.9
Maintenance	6.2	6.1
Maintenance - Part Time	0.4	0.5
Office Specialist	0.2	0.4
Engineer & Techs	0.2	0.1
Supervisor	0.6	0.6
Total	9.6	9.7

ACTIVITY MANAGER: Utilities Supervisor

GENERAL ACTIVITY DESCRIPTION

Operate and maintain the City's water system including treatment plants, municipal wells, towers, reservoirs, booster stations and water mains. Provide continuous, adequate, potable, bacteria free water supply at proper pressure level. Maintain customer water meters and respond to other service requests. Maintain water distribution for fire protection system needs. Conform to State & Federal lead-copper rule, provide tours and information to the public.

PROCESS USED

Operate wells, boosters, and water treatment plants in a manner that will insure a safe, clean, and adequate water supply, that will meet the peak daily demand and maintain levels for fire protection. Maintain SCADA System, wells, pumphouses, booster stations, treatment plants and related infrastructure. Operate and maintain chemical feed equipment. Collect, analyze and record water samples on a daily basis to insure water quality. Maintain, test, repair water meters. Respond to customer requests in timely manner. Respond to emergencies 24 hours a day. Work with contractors to locate watermains, locate and operate gate valves, monitor tests during final inspection. Check 24 wells and pumphouses five days per week. Flush watermains each spring. Maintain all hydrants, pump all black cap hydrants each fall. Locate, operate, and clean gate valves. Work with contractor on all watermain breaks and service leaks that need repair.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Produce water supply sufficient to meet the needs of the community.
2. Flush watermains in the spring, maintain hydrants, pump black cap hydrants in the fall.
3. Check all wells and pumphouses five days a week, check water treatment plants and boosters every day of the year.
4. Test 70 water samples per month to insure safe, quality water supply.
5. Respond to all requests for repair in a reasonable time.
6. Complete meter reading requests and meter changes from Utility Billing Division.
7. Monitor water pressure tests on new construction.
8. Monitor water improvement projects and street reconstruction projects.
9. Operate water treatment plants in a safe and efficient manner (2 people).
10. Continue painting hydrants.
11. Continue to check gate valves.
12. Keep informed of and comply with all new state and federal safe drinking water regulations, wellhead protection.
13. Perform preventative maintenance on three wells per year and one booster pump (8 year program to do wells and booster pumps).
14. Clean reclaim tanks.
15. Inspect all filter media in both water treatment plants.
16. Install meters at unmetered park.

2017 MANAGEMENT NOTES

- Preventative maintenance and repair of water facilities on-line and in the field.
- Follow procedures for backfeeding reservoirs for periods of heavy water usage.
- Monitor all repairs with the Engineering Division to ensure the most opportune time for repairs.
- Maximize operation of water treatment plants.
- Monitor compliance with new lead-copper rule.
- Develop training for maintenance workers.

CITY OF COON RAPIDS, MINNESOTA

71000 - WATER FUND - ACTIVITY 601
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Operating Revenues:						
Water charges	\$ 5,133,244	\$ 5,419,015	\$ 5,940,000	\$ 2,741,174	\$ 5,755,000	\$ 6,000,000
Miscellaneous	<u>26,166</u>	<u>33,459</u>	<u>30,000</u>	<u>1,146</u>	<u>30,000</u>	<u>30,000</u>
Total Operating Revenues	<u>5,159,410</u>	<u>5,452,474</u>	<u>5,970,000</u>	<u>2,742,320</u>	<u>5,785,000</u>	<u>6,030,000</u>
Operating Expenses:						
Personal services	970,767	887,454	869,821	431,139	841,988	867,725
Other charges and services	2,572,559	2,138,578	2,360,857	816,929	2,305,514	2,082,236
Supplies	237,025	235,467	237,395	89,036	210,874	215,920
Depreciation	<u>1,869,988</u>	<u>1,920,320</u>	<u>2,124,054</u>	<u>1,008,525</u>	<u>2,017,050</u>	<u>2,230,284</u>
Total Operating Expenses	<u>5,650,339</u>	<u>5,181,819</u>	<u>5,592,127</u>	<u>2,345,629</u>	<u>5,375,426</u>	<u>5,396,165</u>
Operating Income (Loss)	<u>(490,929)</u>	<u>270,655</u>	<u>377,873</u>	<u>396,691</u>	<u>409,574</u>	<u>633,835</u>
Nonoperating Revenues (Expenses):						
Investment income	63,508	76,069	20,830	18,060	54,455	13,634
Sale of water meters	30,280	34,095	35,000	15,612	35,000	35,000
Gain on disposal of fixed assets						25,500
Loss on disposal of fixed assets		(100,185)				
Interest and fiscal charges	(326,788)	(378,244)	(376,758)	(188,379)	(376,758)	(450,418)
Purchase and repair of water meters	<u>(58,638)</u>	<u>(35,981)</u>	<u>(50,000)</u>	<u>(20,511)</u>	<u>(50,000)</u>	<u>(50,000)</u>
Total Nonoperating Revenues (Expenses)	<u>(291,638)</u>	<u>(404,246)</u>	<u>(370,928)</u>	<u>(175,218)</u>	<u>(337,303)</u>	<u>(426,284)</u>
Change in net position	<u>(782,567)</u>	<u>(133,591)</u>	<u>6,945</u>	<u>221,473</u>	<u>72,271</u>	<u>207,551</u>
Net Position at Beginning of Year, As Previously Stated	46,160,657	45,378,090	45,317,921	44,918,911	44,918,911	44,991,182
Change in Accounting Principle		<u>(325,588)</u>				
Net Position at Beginning of Year, Restated	<u>46,160,657</u>	<u>45,052,502</u>	<u>45,317,921</u>	<u>44,918,911</u>	<u>44,918,911</u>	<u>44,991,182</u>
Net Position at End of Year	<u>\$ 45,378,090</u>	<u>\$ 44,918,911</u>	<u>\$ 45,324,866</u>	<u>\$ 45,140,384</u>	<u>\$ 44,991,182</u>	<u>\$ 45,198,733</u>

SERVICE ACTIVITY: 630 – Utility Billing*
 ORGANIZATIONAL DEPARTMENT: Finance
 FUND: Water

ENTERPRISE FUNDS

SIGNIFICANT EXPENDITURES*

Other Charges & Services – Provides for professional and consulting services--\$8,800; LOGIS services--\$113,060; postage--\$37,000; schools and conferences--\$600; rent--\$4,800; utility billing printing--\$8,000; maintenance and repair of equipment--\$600
 Supplies – Provides for office supplies--\$4,000; small tools--\$300

*The dollars for this activity are divided between the Water Fund (40%), Sewer Fund (40%), and the Storm Water Drainage Fund (20%).

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Number of utility accounts	21,150	21,186	21,200	21,200	21,200
2 Number of invoices generated	79,168	79,204	80,000	79,218	79,500
3 Number of delinquent accounts assessed	1,530	1,396	1,550	1,300	1,400

STAFFING	2016 BUDGET	2017 BUDGET
Utility Clerks	2.0	2.0
Receipting	0.3	0.3
Total	2.3	2.3

ACTIVITY MANAGER: City Assessor

GENERAL ACTIVITY DESCRIPTION

To provide for the efficient collection of utility service charges as set by City Code. Utility billing is initiated when a property connects to the municipal water and sewer system.

PROCESS USED

The City is divided into three sectors for utility billing purposes. Utility bills are sent out quarterly for each sector. Therefore, each month one of the sectors is billed. Unpaid delinquent bills are certified to taxes for collection.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Proactively replace water meters that are highly likely to fail based on sequence of serial numbers.
2. Encourage citizens to utilize on-line payment methods as well as billing inquiry.

SERVICE ACTIVITY: 620 – Sanitary Sewer Maintenance
 ORGANIZATIONAL DEPARTMENT: Public Works
 FUND: Sewer - 70000

ENTERPRISE FUNDS

SIGNIFICANT EXPENDITURES

Personal Services – Provides for overtime--\$16,102; seasonal--\$11,689; uniforms--\$1,890
 Other Charges & Services - Provides for telephone--\$4,300; professional & consulting services--\$40,482; insurance--\$93,000; repair and maintenance of equipment--\$35,714; repair and maintenance of other improvements--\$46,997; administrative charges to General Fund--\$82,800; schools and conferences--\$4,000; utilities--\$11,500; waste removal--\$18,300; licenses and taxes--\$950; dues and memberships--\$300; software charges--\$7,666; postage--\$100; rent--\$2,000
 Supplies - Provides for motor fuels--\$8,300; general supplies--\$4,000; maintenance and repair by City--\$20,000; small tools--\$2,000; office supplies--\$500; safety supplies--\$2,500
 Capital Outlay* – Provides for PPE equipment for Fire Department for confined space rescue--\$6,350; Sanitary sewer lining--\$1,200,000; Street reconstruction projects--\$321,428

40% of utility billing (activity 630) is also included in this activity

SELECTED MEASURES	2014	2015	2016	2016	2017
	Actual	Actual	Budget	Estimated Thru 12/31	Budget
1 Number of accounts	21,100	20,466	21,200	21,500	21,500
2 Miles of sewer lines	249.5	247.5	249.5	250.0	250.0
3 Disposal cost/million gallons	\$2,142	\$2,348	\$2,300	\$2,400	\$2,400
4 % of system televised	8%	8%	8%	10%	10%
5 % of system cleaned	33%	33%	33%	33%	33%
6 Number of City sewer back-ups	7	4	6	5	5

STAFFING	2016	2017
	BUDGET	BUDGET
Public Works Director	0.1	0.1
Maintenance	6.0	5.9
Supervisor	0.4	0.4
Secretary	-	0.1
Maintenance-Part Time	0.4	0.5
Engineer & Techs	0.2	0.2
Total	7.1	7.2

ACTIVITY MANAGER: Utilities Supervisor

GENERAL ACTIVITY DESCRIPTION

City sewage is collected and delivered through a pipe and lift station network to large Metro Sewer interceptor pipes that carry it to the Metro Treatment Plant in St. Paul for processing. The Sewer Division inspects, cleans, and maintains the City's collection system which includes sewer pipes, manholes, and lift stations. Sewer backups caused by blockage due to debris or cave-ins are cleaned and/or repaired immediately.

PROCESS USED

Inspect all lift stations 2 days per week. Clean one-third of the City's sewer collection system (80 miles) via jetting and vacuuming each year. Continue a television program of the collection system that will inspect at least 10 miles of sewer line per year. A spot check program checks flows in problem areas. Clean known restaurant problem areas two times per year. Perform root cutting in known problem areas each fall. Respond and record all requests from customer, respond to emergencies 24 hours a day.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Clean one-third of collection system (about 80 miles) per year.
2. Continue television inspection program, inspect at least 10 miles of sewer line.
3. Inspect, clean, repair manholes.
4. Check, maintain 16 Lift Stations, 2 days per week.
5. Spot check known problem areas, once per month, for flow.
6. Respond to all sewer backup calls and requests for service as soon as possible.
7. Perform root cutting in known problem areas each fall.
8. Clean with jetter all known restaurant trouble areas 2 times per year.
9. Keep sewer backups to a minimum.

CITY OF COON RAPIDS, MINNESOTA

70000 - SEWER FUND - ACTIVITY 620
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Operating Revenues:						
Sewer charges	\$ 6,175,769	\$ 6,200,047	\$ 6,484,800	\$ 3,156,255	\$ 6,484,800	\$ 6,800,000
Miscellaneous	<u>885</u>	<u>579</u>	<u>1,000</u>	<u></u>	<u>1,000</u>	<u>1,000</u>
Total Operating Revenues	<u>6,176,654</u>	<u>6,200,626</u>	<u>6,485,800</u>	<u>3,156,255</u>	<u>6,485,800</u>	<u>6,801,000</u>
Operating Expenses:						
Personal services	626,859	636,704	655,304	343,934	647,313	673,020
Other charges and services	685,346	654,559	702,442	396,309	690,898	689,293
Supplies	37,981	36,397	44,845	13,110	37,868	39,020
Disposal charges	4,001,908	3,916,339	4,369,425	2,180,587	4,361,173	4,503,193
Depreciation	<u>834,808</u>	<u>855,062</u>	<u>894,561</u>	<u>457,134</u>	<u>914,267</u>	<u>948,088</u>
Total Operating Expenses	<u>6,186,902</u>	<u>6,099,061</u>	<u>6,666,577</u>	<u>3,391,074</u>	<u>6,651,519</u>	<u>6,852,614</u>
Operating Income (Loss)	<u>(10,248)</u>	<u>101,565</u>	<u>(180,777)</u>	<u>(234,819)</u>	<u>(165,719)</u>	<u>(51,614)</u>
Nonoperating Revenues:						
Investment income	342,551	110,573	77,467	37,349	65,222	63,466
Gain on disposal of capital assets	<u>3,220</u>	<u></u>	<u>50,000</u>	<u></u>	<u>50,000</u>	<u></u>
Total Nonoperating Revenues	<u>345,771</u>	<u>110,573</u>	<u>127,467</u>	<u>37,349</u>	<u>115,222</u>	<u>63,466</u>
Change in net position	<u>335,523</u>	<u>212,138</u>	<u>(53,310)</u>	<u>(197,470)</u>	<u>(50,497)</u>	<u>11,852</u>
Net Position at Beginning of Year, As Previously Stated	37,714,229	38,049,752	38,171,481	37,692,110	37,692,110	37,641,613
Change in Accounting Principle	<u></u>	<u>(569,780)</u>	<u></u>	<u></u>	<u></u>	<u></u>
Net Position at Beginning of Year, Restated	<u>37,714,229</u>	<u>37,479,972</u>	<u>38,171,481</u>	<u>37,692,110</u>	<u>37,692,110</u>	<u>37,641,613</u>
Net Position at End of Year	<u>\$ 38,049,752</u>	<u>\$ 37,692,110</u>	<u>\$ 38,118,171</u>	<u>\$ 37,494,640</u>	<u>\$ 37,641,613</u>	<u>\$ 37,653,465</u>

SIGNIFICANT EXPENDITURES

Personal Services - Provides for overtime--\$2,118; seasonal--\$8,800; uniform allowance--\$315
 Other Charges & Services – Provides for Prof Services--\$65,482; telephone and postage--\$2,862; travel, schools and conferences--\$2,000; advertising and printing --\$200; contractual maintenance and repairs--\$86,387; dues and memberships--\$150; street sweeper rental--\$68,000; administrative charges to General Fund--\$41,300; insurance--\$3,500; software charges--\$10,468
 Supplies- Provides for motor fuel--\$7,200; maintenance and repair by City--\$45,000; small tools--\$500; general supplies--\$4,000; office supplies--\$200; safety supplies--\$1,000
 Capital Outlay – Provides for Street Sweeper (Unit #13)--\$225,000 and upgrade 12 GPS units--\$5,040; Street reconstruction projects--\$367,849

20% of utility billing (activity 630) is also included in this activity

SELECTED MEASURES	2014 Actual	2015 Actual	2016 Budget	2016 Estimated Thru 12/31	2017 Budget
1 Miles of streets	220	220	220	220	220
2 Miles of storm drain lines	117.0	117.0	117.0	117.0	117.0
3 Miles of storm drainage ditches	8.6	8.6	8.6	8.6	8.6
4 Annual cubic yards swept from streets	7,506	10,504	8,000	15,000	8,000
5 % of catch basins repaired	5%	5%	5%	5%	5%
6 % of catch basins inspected	20%	20%	20%	20%	20%
7 % of system cleaned and televised	5.0%	10.0%	10%	10%	10%
8 City repaired catch basins	N/A	N/A	N/A	46	50

STAFFING	2016 BUDGET	2017 BUDGET
Public Works Director	0.1	0.1
Supervisor	0.3	0.3
Assistant City Engineer	0.1	0.1
Secretary	-	0.1
Maintenance	2.9	3.4
Maintenance - Seasonal	0.4	0.4
Engineer	0.2	0.1
Total	4.0	4.5

ACTIVITY MANAGER: Public Services Director

GENERAL ACTIVITY DESCRIPTION

The Storm Water Utility Fund will provide funding for federal, state and city mandates as well as funds for infrastructure capital improvements including catch basins and storm water pipes and enhancements to ponding areas including excavation of sediment and water quality improvements.

PROCESS USED

1. Conduct water sampling/monitoring program.
2. Complete NPDES permit and annual reports.
3. Complete Storm Water Master Plan.
4. Sweep paved streets at least twice annually.
5. Provide 1,160 sweeper hours for leaf removal and spring sweeping.
6. Clean plugged culverts or outfalls.
7. Repair 100% of catch basins from Cityworks repair orders.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Track catch basin repairs that contractors and city repaired.

2017 MANAGEMENT NOTES

- o This fund was established in 2003, funded with a storm drainage utility charge. Prior to 2003, the activity was performed at a lower level through the General Fund.

CITY OF COON RAPIDS, MINNESOTA

72000 - STORM WATER DRAINAGE FUND - ACTIVITY 640
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Operating Revenues:						
Storm water drainage charges	\$ 1,358,018	\$ 1,362,250	\$ 1,359,000	\$ 682,853	\$ 1,359,000	\$ 1,359,000
Miscellaneous	342	16,723	4,000	4,000	4,000	4,000
Total Operating Revenues	<u>1,358,360</u>	<u>1,378,973</u>	<u>1,363,000</u>	<u>682,853</u>	<u>1,363,000</u>	<u>1,363,000</u>
Operating Expenses:						
Personal services	239,533	276,937	338,824	114,600	366,299	380,323
Other charges and services	312,495	284,738	355,557	172,776	345,523	369,441
Supplies	44,451	43,786	62,160	26,670	58,002	58,760
Depreciation	624,708	635,957	652,341	322,107	644,214	686,290
Total Operating Expenses	<u>1,221,187</u>	<u>1,241,418</u>	<u>1,408,882</u>	<u>636,153</u>	<u>1,414,038</u>	<u>1,494,814</u>
Operating Income (Loss)	<u>137,173</u>	<u>137,555</u>	<u>(45,882)</u>	<u>46,700</u>	<u>(51,038)</u>	<u>(131,814)</u>
Nonoperating Revenues (Expenses)						
Investment income	196,970	83,272	60,196	32,300	62,010	69,715
Gain of disposal of capital assets	42,311					35,000
Interest and fiscal charges	(6,721)	(15,531)	(15,662)	(1,420)	(15,662)	(14,071)
Total Nonoperating Revenues (Expenses)	<u>232,560</u>	<u>67,741</u>	<u>44,534</u>	<u>30,880</u>	<u>46,348</u>	<u>90,644</u>
Change in net position	<u>369,733</u>	<u>205,296</u>	<u>(1,348)</u>	<u>77,580</u>	<u>(4,690)</u>	<u>(41,170)</u>
Net Position at Beginning of Year, As Previously Stated	13,935,601	14,305,334	14,273,590	14,347,836	14,347,836	14,343,146
Change in Accounting Principle		(162,794)				
Net Position at Beginning of Year, Restated	<u>13,935,601</u>	<u>14,142,540</u>	<u>14,273,590</u>	<u>14,347,836</u>	<u>14,347,836</u>	<u>14,343,146</u>
Net Position at End of Year	<u>\$ 14,305,334</u>	<u>\$ 14,347,836</u>	<u>\$ 14,272,242</u>	<u>\$ 14,425,416</u>	<u>\$ 14,343,146</u>	<u>\$ 14,301,976</u>

SIGNIFICANT EXPENDITURES

Other Charges & Services – Provides for tree removal/transplants, pond treatment and weed control--\$15,000; alarm and tee time services--\$1,500; contractual maintenance and repairs--\$60,000; waste and snow removal--\$2,000; rental charges--\$19,000; utilities--\$165,300; telephone services--\$20,296; schools and conferences--\$800; dues and memberships--\$3,400; insurance--\$18,000; administrative fee to General Fund--\$146,000; advertising--\$10,000; postage--\$5,000; licenses--\$4,000; credit card fees--\$40,000; software fees for tee times and calendar--\$2,550; restaurant--\$785,578

Supplies – Provides for fertilizer, chemicals and other supplies--\$225,000; fuels--\$27,500; parts for equipment repair--\$45,000; tools--\$500; supplies--\$20,500; restaurant--\$214,862

Capital Outlay - Provides for rough mower--\$64,000; tri-plex walkway mower--\$32,000; Bunker reduction and elimination of liner safety concerns--\$67,500

ACTIVITY MANAGER: Golf Pro/Manager

GENERAL ACTIVITY DESCRIPTION

To provide the best facilities possible for those people who desire to participate in golf with an enjoyable experience at a fair market cost. To present to the community a quality facility hosting golf, simulator golf center and full service restaurant, dinner theater and banquet facility. To generate positive recognition of Bunker Hills and the community through these many activities e.g. the Minnesota State High School championship and Minnesota State Open, Minnesota Golf Hall of Fame.

PROCESS USED

Properly manage and maintain the municipal golf enterprise by providing quality course services to facility users. Provide a full-range of services to users, ensure user fees are market based, promote course facilities for local, regional and national golf championships and maintain a commitment to a quality experience for all users.

MAJOR OBJECTIVES TO BE ACCOMPLISHED IN 2017

1. Continue to promote, market and fully utilize the entire Bunker Hills facility:
 - a. Club house with restaurant, banquet facilities and dinner theater
 - b. 36 holes of golf
 - c. Golf shop merchandise
 - d. Golf simulator activities
 - e. Driving range and practice areas
 - f. Golf club repair
 - g. Golf Instructional programs
2. Coordinate the many championships, tournaments, leagues and Bunker Hills men's and women's clubs.
3. Continued implementation of community based growth of the game initiatives:
 - a. Bunker Hills Friday Couples League
 - b. Bunker Hills Friday Senior League
 - c. Junior League and Instruction
4. Maintain and repair turf
5. Work closely with the Minnesota High School League in presenting the high school championships.

2017 MANAGEMENT NOTES

- o Strive to continue the maximum use of the facilities--while expressing a we care attitude towards customer service and all levels of course users.

SELECTED MEASURES	2014	2015	2016	2016	2017
	Actual	Actual	Budget	Estimated Thru 12/31	Budget
1 Number of adult public rounds	25,235	23,591	28,000	25,500	27,000
2 Number of adult patron rounds	23,489	27,059	27,000	27,500	27,500
3 Number of patron cards sold	1,096	1,061	1,100	1,050	1,050
4 Number of rounds per patron card holder	21.43	25.50	24.55	26.19	26.19
5 Number of senior patron cards sold	820	844	875	860	925

STAFFING	2016	2017
	BUDGET	BUDGET
Golf Pro/Manager	1.0	1.0
Golf Superintendent	1.0	1.0
Golf Maintenance Full Time	1.0	1.0
Golf Maintenance Part Time	8.6	8.6
Golf Administration	5.5	5.7
Golf Asst. Part Time	2.7	2.7
Total	19.8	20.0

MAJOR ACCOMPLISHMENTS

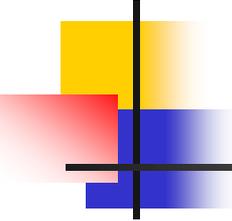
- o Effective November 5, 2014, the City took over the food and beverage operation at Bunker Hills Golf Course through the use of a management company (Morrissey Hospitality Company). Previous to that, the City rented the space to a private operation.
- o Host site for many golf championships including:
 - Minnesota Boys and Girls High School Championships
 - Minnesota State Open Championship
 - Twin Cities Championship
 - MGPA State Combination Championship
- o Bunker Hills rated a top public facility by Minneapolis Star Tribune, Twin City and Tee Time Magazines.

CITY OF COON RAPIDS, MINNESOTA

73000 - GOLF COURSE FUND - ACTIVITY 673
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Operating Revenues:						
Sales, fees, and charges:						
Green Fees	\$ 1,412,958	\$ 1,514,243	\$ 1,634,000	\$ 714,032	\$ 1,594,000	\$ 1,639,000
Driving range	100,060	129,990	135,000	82,562	140,000	145,000
Pro shop	209,413	216,176	225,000	90,172	225,000	225,000
Restaurant	292,322	2,961,175	3,539,848	1,931,859	4,389,112	4,669,219
Rentals:						
Building	279,774	37,024	38,400	20,065	38,400	38,400
Carts	301,436	336,257	338,000	138,106	334,000	339,000
Simulator	91,369	71,473	80,000	51,822	74,000	80,000
Total sales, fees, and charges	<u>2,687,332</u>	<u>5,266,338</u>	<u>5,990,248</u>	<u>3,028,618</u>	<u>6,794,512</u>	<u>7,135,619</u>
Miscellaneous	133	4,203		15,577		
Total Operating Revenues	<u>2,687,465</u>	<u>5,270,541</u>	<u>5,990,248</u>	<u>3,044,195</u>	<u>6,794,512</u>	<u>7,135,619</u>
Operating Expenses:						
Maintenance:						
Personal services	469,184	469,350	487,814	237,708	489,318	502,768
Other charges and services	86,761	90,587	76,300	42,519	73,292	77,100
Supplies	301,663	293,064	299,000	161,658	298,508	299,000
Depreciation	216,280	234,688	236,482	114,178	229,306	238,906
Total Maintenance Expenses	<u>1,073,888</u>	<u>1,087,689</u>	<u>1,099,596</u>	<u>556,063</u>	<u>1,090,424</u>	<u>1,117,774</u>
Administration:						
Personal services	342,240	392,584	384,354	189,174	388,779	408,616
Other charges and services	519,824	461,828	486,725	278,125	372,512	355,412
Supplies	29,292	33,068	19,500	7,848	20,742	19,500
Pro Shop cost of goods sold	128,013	151,251	160,000	63,946	160,000	160,000
Depreciation	363,130	301,334	245,830	143,475	281,624	291,940
Total Administration Expenses	<u>1,382,499</u>	<u>1,340,065</u>	<u>1,296,409</u>	<u>682,568</u>	<u>1,223,657</u>	<u>1,235,468</u>
Restaurant						
Contract Labor	184,427	1,617,856	1,756,034	996,942	2,062,142	2,120,381
Other charges and services	117,837	776,874	608,228	310,941	744,418	785,578
Supplies	64,398	247,040	164,451	115,058	253,142	229,823
Restaurant cost of goods sold	84,541	805,557	893,490	552,006	1,221,761	1,264,302
Depreciation	36,642	202,192	225,848	112,924	225,848	221,907
Total Restaurant Expenses	<u>487,845</u>	<u>3,649,519</u>	<u>3,648,051</u>	<u>2,087,871</u>	<u>4,507,311</u>	<u>4,621,991</u>
Total Operating Expenses	<u>2,944,232</u>	<u>6,077,273</u>	<u>6,044,056</u>	<u>3,326,502</u>	<u>6,821,392</u>	<u>6,975,233</u>
Operating Income (Loss)	<u>(256,767)</u>	<u>(806,732)</u>	<u>(53,808)</u>	<u>(282,307)</u>	<u>(26,880)</u>	<u>160,386</u>
Nonoperating Revenues (Expenses):						
Investment income	12,634	75	2,629	(4,890)	(3,866)	(879)
Intergovernmental income	62,613	27,371	29,880	15,542	31,087	27,821
Intergovernmental income (restaurant)		36,513	36,520	17,710	35,420	36,579
Gain on disposal of assets		130,313				6,400
Bad debt expense	(18,620)					
Interest and fiscal charges (restaurant)		(104,323)	(117,867)	(58,383)	(116,767)	(117,903)
Interest and fiscal charges	(215,657)	(119,661)	(109,917)	(55,830)	(111,659)	(105,304)
Total Nonoperating Revenues (Expenses)	<u>(159,030)</u>	<u>(29,712)</u>	<u>(158,755)</u>	<u>(85,851)</u>	<u>(165,785)</u>	<u>(153,286)</u>
Change in net position	<u>(415,797)</u>	<u>(836,444)</u>	<u>(212,563)</u>	<u>(368,158)</u>	<u>(192,665)</u>	<u>7,100</u>
Net Position at Beginning of Year, As Previously Stated	7,658,860	7,243,063	6,802,645	5,999,634	5,999,634	5,806,969
Change in Accounting Principle		(406,985)				
Net Position at Beginning of Year, Restated	7,658,860	6,836,078	6,802,645	5,999,634	5,999,634	5,806,969
Net Position at End of Year	<u>\$ 7,243,063</u>	<u>\$ 5,999,634</u>	<u>\$ 6,590,082</u>	<u>\$ 5,631,476</u>	<u>\$ 5,806,969</u>	<u>\$ 5,814,069</u>

Reader's Notes:



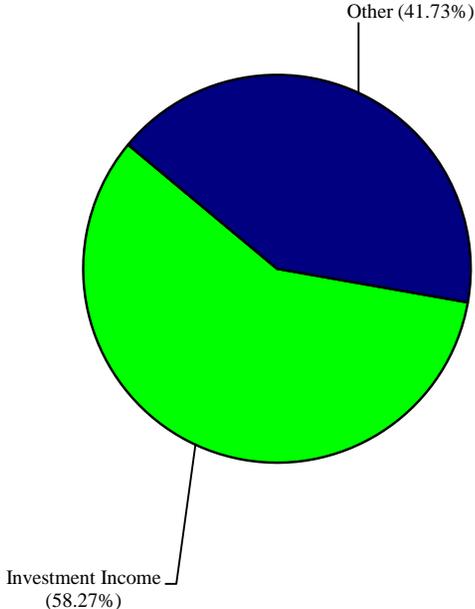
Internal Service Funds

- Internal Service Funds are established to account for the financing of goods or services provided by one department to other departments of the governmental unit.

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Compensated Absences Fund	278
Retirement Insurance Fund	280

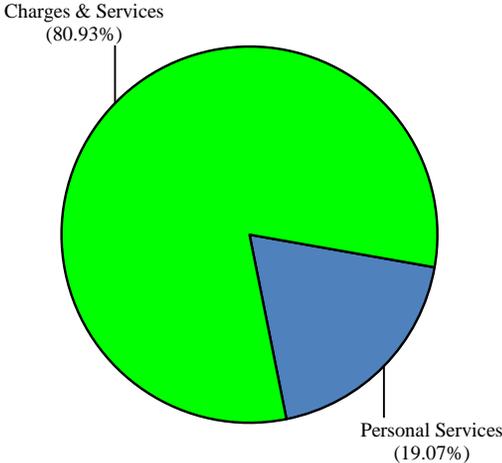
INTERNAL SERVICE FUNDS
2017 BUDGET

Revenues by Source



Investment Income	\$ 155,000
Other	<u>111,000</u>
Total	<u><u>\$ 266,000</u></u>

Expenses by Use



Personal Services	\$ 196,000
Charges & Services	<u>831,786</u>
Total	<u><u>\$ 1,027,786</u></u>

CITY OF COON RAPIDS, MINNESOTA

INTERNAL SERVICE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Revenues:						
Insurance Reserve Fund	\$ 382,822	\$ 369,363	\$ 142,000	\$ 112,982	\$ 145,905	\$ 140,000
Compensated Absences Fund	127,690	44,743	42,000	17,025	35,000	41,000
Retirement Insurance Fund	<u>155,531</u>	<u>85,738</u>	<u>79,000</u>	<u>25,152</u>	<u>79,000</u>	<u>85,000</u>
Total Revenues	<u>666,043</u>	<u>499,844</u>	<u>263,000</u>	<u>155,159</u>	<u>259,905</u>	<u>266,000</u>
Expenses:						
Insurance Reserve Fund	1,125,279	205,091	168,200	141,645	207,000	175,000
Compensated Absences Fund	241,453	244,592	195,000		188,000	196,000
Retirement Insurance Fund	<u>539,667</u>	<u>570,656</u>	<u>555,800</u>	<u>138,655</u>	<u>658,886</u>	<u>656,786</u>
Total Expenses	<u>1,906,399</u>	<u>1,020,339</u>	<u>919,000</u>	<u>280,300</u>	<u>1,053,886</u>	<u>1,027,786</u>
Income (Loss) before transfers	(1,240,356)	(520,495)	(656,000)	(125,141)	(793,981)	(761,786)
Transfers in	748,201	783,924	725,000		725,634	729,000
Transfers out	<u>(112,967)</u>	<u>(69,075)</u>	<u>(47,000)</u>	<u></u>	<u>(47,634)</u>	<u>(49,000)</u>
Change in Net Position	(605,122)	194,354	22,000	(125,141)	(115,981)	(81,786)
Net Position at Beginning of Year	<u>3,276,119</u>	<u>2,670,997</u>	<u>2,643,860</u>	<u>2,865,351</u>	<u>2,865,351</u>	<u>2,749,370</u>
Net Position at End of Year	<u>\$ 2,670,997</u>	<u>\$ 2,865,351</u>	<u>\$ 2,665,860</u>	<u>\$ 2,740,210</u>	<u>\$ 2,749,370</u>	<u>\$ 2,667,584</u>

SERVICE ACTIVITY: 681 – Reserve for Insurance Needs
ORGANIZATIONAL DEPARTMENT: Finance
FUND: 74000 – Insurance Reserve

INTERNAL SERVICE FUNDS

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

This reserve for insurance allows the City to purchase insurance at reduced rates utilizing higher deductibles which are expensed in this fund. The 2016 general liability insurance policy carried a \$50,000 deductible up to an aggregate of \$200,000. Once the annual aggregate is exceeded, a \$1,000 deductible applies to each occurrence.

The City is under a Retrospective Rating Plan for worker's compensation insurance whereby, the City pays a lower minimum premium (roughly 13.8 percent of the standard premium) and incurred losses are paid by the City up to a maximum.

Such plans have resulted in a cost savings to the City through the retaining and investing of reduced premiums as compared to standard policy rates.

CITY OF COON RAPIDS, MINNESOTA

INTERNAL SERVICE FUNDS
74000 - INSURANCE RESERVE FUND - ACTIVITY 681
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Operating Revenues:						
Sales, fees and charges	\$ 49,810	\$ 72,732	\$ 73,000	\$ 70,675	\$ 70,675	\$ 70,000
Miscellaneous (1)	115,343	234,605	15,000	18,318	26,230	15,000
Total Operating Revenues	<u>165,153</u>	<u>307,337</u>	<u>88,000</u>	<u>88,993</u>	<u>96,905</u>	<u>85,000</u>
Operating Expenses (2):						
Other Charges and Services	1,125,279	205,091	168,200	141,645	207,000	175,000
Operating Income (Loss)	(960,126)	102,246	(80,200)	(52,652)	(110,095)	(90,000)
Nonoperating Revenues:						
Investment Income	217,669	62,026	54,000	23,989	49,000	55,000
Income (Loss) before transfers	(742,457)	164,272	(26,200)	(28,663)	(61,095)	(35,000)
Transfer out to General Fund	(19,000)	(10,000)				
Transfer out to Retirement Insurance Fund	(93,967)	(59,075)	(47,000)		(47,634)	(49,000)
Change in Net Position	(855,424)	95,197	(73,200)	(28,663)	(108,729)	(84,000)
Net Position at Beginning of Year	4,016,865	3,161,441	3,023,096	3,256,638	3,256,638	3,147,909
Net Position at End of Year	<u>\$ 3,161,441</u>	<u>\$ 3,256,638</u>	<u>\$ 2,949,896</u>	<u>\$ 3,227,975</u>	<u>\$ 3,147,909</u>	<u>\$ 3,063,909</u>
(1) Miscellaneous Revenues:						
Workers compensation retro refund		\$ 117,306				
Insurance dividend	\$ 73,902	92,726				
Reimbursements	27,963	10,020		\$ 10,406	\$ 10,406	
Agent fee	13,478	14,553	\$ 15,000	7,912	15,824	\$ 15,000
Total	<u>\$ 115,343</u>	<u>\$ 234,605</u>	<u>\$ 15,000</u>	<u>\$ 18,318</u>	<u>\$ 26,230</u>	<u>\$ 15,000</u>
(2) Operating Expenses:						
Workers compensation retro payment	\$ 894,925					
Deductibles	227,909	\$ 205,550	\$ 168,000	\$ 141,645	\$ 207,000	\$ 175,000
Insurance premium (credit)	2,445	(459)	200			
Total	<u>\$ 1,125,279</u>	<u>\$ 205,091</u>	<u>\$ 168,200</u>	<u>\$ 141,645</u>	<u>\$ 207,000</u>	<u>\$ 175,000</u>

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Compensated Absences Fund accounts for accrued vacation and sick leave that employees have earned and that will be paid at the time their employment ends with the City. The liability accounted for in this fund is for governmental fund employees only. The liability for enterprise funds employees is accounted for within those funds.

As employees accrue vacation and sick leave, the liability to the City increases up to a maximum number of hours per employee at their current rate of pay. The increase in liability is covered through investment earnings in this fund and transfers from the governmental funds as needed. When employees end their employment with the City, the City pays the amount of leave time they have accrued and the liability in this fund is decreased; however, any portion that is earned and paid out in the same year is reflected in the appropriate governmental fund.

CITY OF COON RAPIDS, MINNESOTA

INTERNAL SERVICE FUNDS
74001 - COMPENSATED ABSENCES FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Operating Expenses:						
Personal Services	\$ 241,453	\$ 244,592	\$ 195,000		\$ 188,000	\$ 196,000
Nonoperating Revenues:						
Investment Income	127,690	44,743	42,000	\$ 17,025	35,000	41,000
Income (Loss) before transfers	(113,763)	(199,849)	(153,000)	17,025	(153,000)	(155,000)
Transfers in (1)	113,763	199,849	153,000		153,000	155,000
Change in Net Position				17,025		
Net Position at Beginning of Year						
Net Position at End of Year	\$	\$	\$	\$ 17,025	\$	\$
(1) General Fund	\$ 109,529	\$ 195,148	\$ 153,000		\$ 153,000	\$ 155,000
Public Communications Fund	1,365	4,063				
HRA Fund	2,869	638				
Total transfers	\$ 113,763	\$ 199,849	\$ 153,000		\$ 153,000	\$ 155,000

ACTIVITY MANAGER: Finance Director

GENERAL ACTIVITY DESCRIPTION

The Retirement Insurance Fund accounts for other post-employment benefits (OPEB) in the form of health care benefits for retired employees through an implicit subsidy and qualified police and firefighters retirees through a direct subsidy. The implicit subsidy for retired employees is due to the additional cost of insurance as a result of using a blended rate for active employees and retired employees. The direct subsidy for qualified police retirees hired prior to March 1, 2007 and firefighters retirees hired prior to January 1, 2014 is to cover health insurance costs until they reach age 65 or become eligible for Medicare as stipulated in police and fire contracts.

PROCESS USED

An internal review is made each year and an actuarial study every other year to estimate the costs of this program. The implicit subsidy for retirees is funded on a pay-as-you-go basis as employee health insurance premiums are paid. The direct subsidy for qualified police and firefighter retirees is funded through investment earnings in this fund and the Insurance Reserve Fund along with transfers from the General Fund in an amount to cover current year payments and an amortized portion of estimated benefits earned and to be paid in future years.

2017 MANAGEMENT NOTES

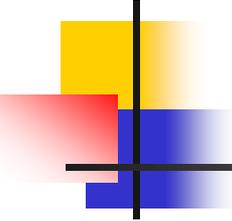
The actuarial study done in 2016 will be updated in 2017.

CITY OF COON RAPIDS, MINNESOTA

INTERNAL SERVICE FUNDS
74002 - RETIREMENT INSURANCE FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 ACTUAL TO 6/30	2016 ESTIMATED THRU 12/31	2017 BUDGET
Operating Revenues:						
Miscellaneous	\$ 18,839	\$ 26,178	\$ 19,000		\$ 26,000	\$ 26,000
Operating Expenses:						
Other charges and services*	539,667	570,656	555,800	\$ 138,655	658,886	656,786
Operating Loss	(520,828)	(544,478)	(536,800)	(138,655)	(632,886)	(630,786)
Nonoperating Revenues:						
Investment Income	136,692	59,560	60,000	25,152	53,000	59,000
Loss before transfers	(384,136)	(484,918)	(476,800)	(113,503)	(579,886)	(571,786)
Transfer in from General Fund	540,471	525,000	525,000		525,000	525,000
Transfer in from Insurance Reserve Fund	93,967	59,075	47,000		47,634	49,000
Change in Net Position	250,302	99,157	95,200	(113,503)	(7,252)	2,214
Net Position at Beginning of Year	(740,746)	(490,444)	(379,236)	(391,287)	(391,287)	(398,539)
Net Position at End of Year	<u>\$ (490,444)</u>	<u>\$ (391,287)</u>	<u>\$ (284,036)</u>	<u>\$ (504,790)</u>	<u>\$ (398,539)</u>	<u>\$ (396,325)</u>
*Implicit Subsidy	\$ 163,517	\$ 174,645	\$ 168,400		\$ 174,645	\$ 174,645
Direct Subsidy	373,911	395,654	385,100	\$ 138,456	481,941	481,941
Other	2,239	357	2,300	199	2,300	200
Total	<u>\$ 539,667</u>	<u>\$ 570,656</u>	<u>\$ 555,800</u>	<u>\$ 138,655</u>	<u>\$ 658,886</u>	<u>\$ 656,786</u>

Reader's Notes:



Appendix

- Personnel Summary
- Glossary of Terms
- Debt Information
- Capital Outlay Requests

**CITY OF COON RAPIDS 2015 – 2017
PERSONNEL BY DEPARTMENT SUMMARY**

Department/Division		2015 Actual	2016 Budget	2016 Actual	2017 Budget	Positions	Comments/Changes 2016-2017
ADMINISTRATION:							
City Manager	FT	5	5	6	6	City Manager, Assisant to CM, HR Coord., City Clerk, Comm. Mktg. Coord., HR Technician	Each City Council member included as 1/2 FTE, Mgt. Intern replaced with Multimedia Comm. Specialist
	PT	5.5	5.5	4.5	4.7	City Council, Arts Commission Events Assistant, Admin Support I, Multimedia Communications Specialist	
Information Technology	FT	5	5	5	5	IT Manager, Local Area Network Administrator, GIS Analyst, Computer Technician, IT Technician	
	PT	0.8	0.8	0.8	0.8	GIS Technician	
Golf Maintenance	FT	2	2	2	2	Greens Superintendent, Maintenance Worker	
	PT	10.3	9.6	9.6	9.6	Seasonal and Part-time employees	
Golf Administration	FT	2	2	2	2	Golf Pro/Manager, Golf Merchandiser	Added 2 PT Driving Range/Parking Lot Attendants
	PT	6.22	6.22	6.22	6.44	Seasonal and part-time employees	
Cable Television	FT	4	4	4	4	Station Manager, News Director, Technology Coordinator, Production Coordinator	Added 1 Multi-Media Graphics Designer in 2016 and 1 Multi-Media Journalist, 1 Videographer/Editor 1 in 2017
	PT	6	6	7	7.5	Seasonal and part-time employees, Reporter/Producer, 2 Videographer/Editor I's, 2 Multi-Media Journalists, Multi-Media Communication Specialist, Multi-Media Graphics Designer	
LEGAL:							
Legal	FT	6	6	6	6	City Attorney, 2 Assistant Attorneys, Legal Assistant, Administrative Assistant III, Administrative Assistant I	
CITY CLERK:							
City Clerk	FT	1	1	1	1	Deputy City Clerk	Presidential Elections in 2016, added .1 Admin Support I
	PT	0.15	3.6	3.7	0.2	Election Judges, (.1) Admin Support I	
FINANCE:							
Finance	FT	8	8	8	8	Finance Director, Manager of Accounting/Treasurer, Accounting Supervisor, 2 Adv. Accounting Technicians, Payroll Specialist, Accounting Clerk II, Information Specialist (2 half time positions)	
Assessing	FT	3	3	3	3	City Assessor, 2 Appraiser I's	
	PT	2.2	2.1	2	2	Appraiser I, Assessment Clerk I, Assessment Clerk II	
Purchasing	FT	1	1	1	1	Administrative Assistant I/Purchasing	
Senior Services/Civic Center	FT	2	2	2	2	Senior Services Program Specialist, Senior Services Program Assistant	
	PT	1.4	1.6	1.6	1.6	Facilities Coordinator, Civic Center Hosts	
Water Administration	FT	2	2	2	2	Lead Utility Billing Clerk, Utility Billing Clerk	
	PT	0.2					
COMMUNITY DEVELOPMENT:							
Planning	FT	5	5	5	5	Community Development Director, Housing and Zoning Coordinator, Economic Development Coordinator, Planner, Administrative Supervisor	
	PT	0.3	0.3	0.3	0.3	Community Development Intern	
Neighborhood Reinvestment	FT	5	5	5	5	Neighborhood Coordinator, 2 Housing Inspectors, 2 Property Maintenance Inspectors	
	PT	0.8	0.67	0.67	0.67	Seasonal Mowing Inspector, Temporary Inspector, Administrative Assist. I	
Building Inspection	FT	9	9	9	9	Chief Building Official, 4 Building Inspectors, Building Inspector Specialist, 2 Permit Technicians, Electrical Inspector	
	PT	0.38	0.37	0.37	0.37	Seasonal Inspector	

**CITY OF COON RAPIDS 2015 – 2017
PERSONNEL BY DEPARTMENT SUMMARY**

Department/Division		2015 Actual	2016 Budget	2016 Actual	2017 Budget	Positions	Comments/Changes 2016-2017
POLICE:							
Police/Civil Defense	FT	73	73	74	74	Police Chief, Deputy Chief, 2 Police Captains, 7 Police Sergeants, 5 Detectives, 4 Detective/School Liaison Officers, 3 Community Oriented Police Officers, 2 K9's, 2 Drug Task Force Officer, 1 DWI Enforcement Officer, 37 Police Officers, Administrative Assist. II, Support Services Supervisor, 5 Police Technicians, Assistant System Manager, Police Information Specialist	Added 1 Assistant System Manager for JLEC in 2016
	PT	4.73	4.73	4.73	4.73	5 Community Service Officers, Reserve Officers, ARCC Security	
FIRE:							
Fire/Safety	FT	32	32	32	32	Fire Chief, Assistant Fire Chief, 3 Captains, Fire Marshal, 3 Firefighter/Inspectors, Inspector/Firefighter, 21 Firefighters, Administrative Assistant II	
	PT	0.95	0.95	0.95	0.95	Paid On Call Firefighters	
PUBLIC WORKS:							
Engineering	FT	10	10	9	9	Public Works Director, Assist. City Engineer, Civil Engineer, 4 Senior Engineering Technicians, Administrative Assistant II, Utilities Locator	Eliminated Engineering Technician II in 2016
	PT	0.4	0.4	0.4	0.4	Seasonal Intern	
Streets	FT	13	14	14	14	Streets Supervisor, 2 Heavy Equipment Operators, Traffic Technician, 8 Maintenance Workers, Recycling Coordinator, Recycling Assistant	
	PT	2.26	1.15	1.15	1.15	Seasonal Maintenance Workers	
Building Maintenance	FT	1	1	1	1	Custodian II	
Vehicle Maintenance	FT	8	8	8	8	Facilities & Fleet Maintenance Supervisor, 5 Mechanics, Administrative Assistant II/Fleet Management, Administrative Assistant I	
Parks	FT	15	15	15	15	Parks Supervisor, City Forester, Landscape Technician, 10 Maintenance Workers, Office Specialist, Recreation Coordinator	Added 2 Temporary Park Rangers
	PT	8.22	11.83	11.5	12.5	Seasonal employees, Teen Center/Program Leaders	
Ice Arena	FT	1	1	1	2	Ice Center Manager, Ice Center Assistant	Ice Center Assistant to FT
	PT	6.22	7.84	8.1	7.6	Seasonal employees, 6 Shift Supervisors, Skating Director	
Water Distribution	FT	7	7	7	7	2 Water Treatment Plant Operators, 5 Maintenance Workers	
	PT	1	0.4	0.4	0.4	Seasonal employees	
Sanitary Sewer	FT	7	7	7	7	Utilities Operations Supervisor, 6 Maintenance Workers	
	PT	0.1	0.4	0.4	0.4	Seasonal employees	
Storm Drain	FT	1	1	1	1	Maintenance Worker	
TOTAL FT		228	229	230	231		
TOTAL PT		58.13	64.46	64.39	62.31		

FT- Includes positions budgeted as full-time (excludes overtime). These are authorized positions and do not allow for vacancies.

PT - Includes part-time and seasonal positions (excludes overtime). Amounts are shown in FTE's (full-time equivalents).

GLOSSARY OF TERMS

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, a budget glossary has been included in the document.

ACTIVITY

A cost center for recording charges for services delivered or functions performed. Each activity has an assigned manager who is responsible for planning and conducting the various approved objectives or workloads. For example, "Snow Removal" is an activity performed as part of the Maintenance Services Program.

ACCRUAL ACCOUNTING

A basis of accounting in which revenues and expenses are recorded at the time they are incurred as opposed to when cash is actually received or spent. All enterprise and internal service funds use the accrual basis of accounting (see "modified accrual accounting" for the accounting basis for governmental funds).

ADA

Americans With Disabilities Act.

AD VALOREM

In proportion to value. A basis for levy of taxes upon property.

APPROPRIATIONS

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

ARBITRAGE

The reinvestment of the proceeds of tax-exempt securities in higher yielding taxable securities.

BALANCED BUDGET

When revenues and other financing sources equal expenditures/expenses and other financing uses.

BUDGET

A Council approved plan for receiving and expending public funds. An estimate of expenditures for a given period and the proposed means of financing them.

Coon Rapids uses two types of budgets.

- 1) Annual Budget - revenues and expenditures for one calendar year.
- 2) Capital Improvement Program (CIP) - a plan of proposed capital expenditures and the means of financing them each year over a period of ten years.

GLOSSARY OF TERMS

(Continued)

BUDGET MESSAGE

The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager.

CAPITAL ASSETS

Items purchased with an expected life of two years or more and a cost of \$5,000 or more which are to be held and used, such as land, building, machinery, furniture, and equipment. For entity-wide financial reporting purposes, these items are included on the statement of net position in the annual financial report and, other than land, are depreciated.

CAPITAL EXPENDITURES

A level of budgetary appropriation which includes land, building, machinery and equipment (capital outlay) and infrastructure (capital improvements) with an expected life of two years or more and a cost of \$1,000 or more. Items which have a cost of \$5,000 or more are also additions to capital assets for financial reporting purposes (see capital assets above).

CURRENT TAXES

Taxes levied and becoming due during the current year, from the time the amount the tax levy becomes due until a penalty for non-payment is attached.

DEBT SERVICE

The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DELINQUENT TAXES

Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT

An organizational unit for purposes of administration and budgeting.

DEPRECIATION

The portion of the cost of a capital asset which is charged as an expense during a particular period.

DIVISION

An organizational unit within a department for purposes of administration and cost accounting.

EDA

Economic Development Authority. The EDA is responsible for the proper management of plans for Tax Increment Financing (TIF) districts in the City and for recommending modifications to these plans. The City Council functions as the EDA and the City Manager serves as Executive Director.

GLOSSARY OF TERMS

(Continued)

EXPENDITURES

Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays. Expenditures occur in governmental funds while expenses (see below) occur in proprietary funds.

EXPENSES

Outflows or other uses of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses occur in proprietary funds while expenditures (see above) occur in governmental funds.

FISCAL DISPARITIES

Local government units within the Twin Cities metropolitan area have participated in a property tax base sharing program known as Metropolitan Fiscal Disparities since 1975. Under this program, a portion of the growth in commercial, industrial, and public utility property value of each community is contributed to a tax base sharing pool. Each community receives a distribution of property value from the pool based on the market value and population of each city.

FUND

An independent fiscal accounting entity with a self-balancing set of accounts for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations or restrictions. A description of each of the fund types is included in the Summary Section and at the beginning of the following sections:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds

FUND BALANCE

The excess of assets over liabilities reported in a governmental fund. Referred to as "Fund Deficit" when liabilities exceed assets. Fund balance consists of the following categories which for the budget are included for the General Fund (if applicable):

- Nonspendable - amounts not in a spendable form or are required to be maintained intact.
- Restricted - amounts subject to externally enforceable legal restrictions.
- Committed - amounts that can be used only for specific purposes determined by formal action of the City Council.
- Assigned - amounts intended for specific purposes as expressed by the Finance Director.
- Unassigned - residual amounts that are available for any purpose in the General Fund.

GLOSSARY OF TERMS

(Continued)

GENERAL FUND

The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, data processing, park and recreation, public works and general administration.

GENERAL OBLIGATION (G.O.) BONDS

Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from the General Fund, and these bonds are backed by the full faith and credit of the issuing government and require a voter referendum.

HIGHWAY MAINTENANCE AID

An intergovernmental revenue from the State to be used for maintenance of the municipal state-aid street system. The money comes from the state gasoline tax and fees from motor vehicle registration.

HRA

Housing and Redevelopment Authority. The HRA may buy, own, and sell land for housing and economic development purposes and engage in other housing and redevelopment activities consistent with Minnesota law. The City Council functions as the HRA and the City Manager serves as Executive Director.

INFRASTRUCTURE

Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems, water and sewer systems, and lighting systems.

INTERGOVERNMENTAL REVENUE

Revenue received from other governments in the form of grants or shared revenues.

LEVY LIMITATION

The maximum amount which is permitted to be levied by a taxing jurisdiction as established by Minnesota Statutes.

LOCAL GOVERNMENT AIDS (LGA)

An intergovernmental revenue from the State to provide tax relief to local units of government.

LOGIS

Local Government Information Systems. A computer service organization formed through joint powers agreement among 22 municipalities within the Twin Cities metropolitan area.

MAJOR FUND

A fund with revenues, expenditures/expenses, assets, or liabilities which are at least 10% of the corresponding total for all funds of that type and at least 5% of the corresponding total for all governmental and enterprise funds combined.

GLOSSARY OF TERMS

(Continued)

MARKET VALUE EXCLUSION

The Market Value Exclusion program replaced the Market Value Homestead Credit program for taxes payable in 2012 and beyond. This program excludes a portion of the market value in accordance with a formula set by the state to determine the taxable value.

MARKET VALUE HOMESTEAD CREDIT (MVHC)

A state paid property tax credit which replaced Homestead and Agricultural Credit Aid in 2002.

MODIFIED ACCRUAL ACCOUNTING

The basis of accounting for governmental fund types. Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred with the exception of long-term debt and capital asset payments which are recognized when due.

NET ASSETS

The excess of assets over liabilities reported in enterprise and internal service funds.

OPERATING BUDGET

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the government are controlled. The operating budget is essential to sound financial management.

OTHER CHARGES

A level of budgetary appropriations which include expenses for outside professional services, advertising, insurance, utility costs, repairs, maintenance and miscellaneous costs.

PEG FEE

Public, Educational, and Government (PEG) Access programming is supported by the PEG fee that is assessed to each cable subscriber. According to state law, these funds must be used only for the production of PEG Access programming.

PERSONAL SERVICES

A level of budgetary appropriations which include expenses for salaries, wages, and related employee benefits such as the City's share of retirement and insurance.

POLICE DEPARTMENT AID

An intergovernmental revenue from the State to be used to maintain the Police Department. A premium tax of two percent is imposed on automobile insurance and apportioned to qualifying cities.

GLOSSARY OF TERMS

(Continued)

PROGRAM

A major unit of organization containing a number of related activities.

PROPERTY TAX LEVY

The amount of dollars to be collected from the taxable property within a taxing district.

REVENUE

Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

STRATEGIC PLANNING

Establishing and prioritizing goals and policy direction.

SUPPLIES

A level of budgetary appropriations which include expenses for commodities which are used such as office supplies, operating supplies, repair and maintenance supplies.

TAX CAPACITY

Replaces the assessed valuation as per 1988 tax law changes. Tax capacity is derived by using the new tax capacity percentages established by State Legislature.

TAX CAPACITY RATE

Replaces the mill rate as per 1988 tax law changes. Will be expressed as percentages.

TZD GRANT

Toward Zero Deaths grant. The revenue received from this grant reimburses the City for overtime patrol hours related to enforcing traffic laws related to speeding violations, impaired drivers and seatbelt use.

UTILITIES TAX

A 4% City imposed gross earnings tax on all natural gas and electric utility sales within the City.

WORKLOADS

A measure of the services provided.

CITY OF COON RAPIDS, MINNESOTA

SCHEDULE OF BONDED INDEBTEDNESS
YEAR ENDED DECEMBER 31, 2016

Description	Fund #	Net Interest Rate	Dated	Final Maturity Date	Callable	Balance January 1, 2016	Issued 2016	Retired 2016	Balance December 31, 2016	Principal Due in 2017	Interest Due in 2017
Debt Service Funds											
13,500,000 - Lease Revenue Bonds 2010B	44000	4.2577%	08/11/10	2/1/2036	02/01/20	\$ 12,985,000		425,000	\$ 12,560,000	\$ 435,000	\$ 498,500
5,295,000 - General Obligation Park Bonds, 2015A	45000	2.1466%	04/15/15	2/1/2030	02/01/24	5,295,000		315,000	4,980,000	295,000	129,463
Total Debt Service Funds						18,280,000		740,000	17,540,000	730,000	627,963
Special Assessment Fund											
1,575,000 - Improvement Bonds 2008A	32060	4.2437%	11/13/08	2/1/2019	02/01/17	625,000		145,000	480,000	480,000 *	17,038
2,520,000 - Improvement Bonds 2010B	32090	2.5253%	06/16/10	2/1/2021	02/01/17	1,345,000		305,000	1,040,000	1,040,000 **	28,275
3,565,000 - Improvement Bonds 2013A	32110	1.3273%	02/14/13	2/1/2023	02/01/20	2,850,000		370,000	2,480,000	355,000	46,050
3,050,000 - Improvement Bonds 2013B	32140	2.1515%	12/30/13	2/1/2024	02/01/21	2,785,000		280,000	2,505,000	285,000	68,250
4,090,000 - Improvement Bonds 2014A	32150	1.7169%	11/18/14	2/1/2025	02/01/22	4,090,000		400,000	3,690,000	420,000	71,125
3,105,000 - Improvement Bonds 2015A	32150	1.8246%	04/15/15	2/1/2026	02/01/24	3,105,000			3,105,000	270,000	82,150
6,100,000 - Improvement Bonds 2016	32160	(to be issued in 2016)					8,600,000		8,600,000		186,033
Total Special Assessment Fund						14,800,000	8,600,000	1,500,000	21,900,000	2,850,000	498,921
Public Utility Funds											
4,120,000 - Water Revenue Refunding Bonds 2007A	71000	3.9197%	11/01/07	2/1/2021	02/01/18	2,470,000		375,000	2,095,000	390,000	76,000
2,755,000 - Water Revenue Bonds 2008A	71000	4.2437%	11/13/08	2/1/2024	02/01/17	1,850,000		175,000	1,675,000	180,000	69,225
2,255,000 - Water Revenue Refunding Bonds 2013A	71000	0.8335%	02/14/13	2/1/2018	No call	1,370,000		450,000	920,000	455,000	13,850
2,590,000 - Water Revenue Bonds 2013B	71000	2.1515%	12/30/13	2/1/2024	02/01/21	2,370,000		235,000	2,135,000	240,000	58,162
4,795,000 - Water Revenue Bonds 2014A	71000	1.7460%	11/18/14	2/1/2025	02/01/22	4,795,000		420,000	4,375,000	450,000	84,931
835,000 - Storm Water Drainage Revenue Bonds 2014A	72000	1.7463%	11/18/14	2/1/2025	02/01/22	835,000		75,000	760,000	80,000	14,738
1,595,000 - Water Revenue Bonds 2015A	71000	1.8224%	04/15/15	2/1/2026	02/01/24	1,595,000			1,595,000	140,000	42,200
Total Public Utility Funds						15,285,000		1,730,000	13,555,000	1,935,000	359,106
Recreational Facility Funds											
4,225,000 - Golf Course Revenue Bonds, Series 2010A	73000	5.1403%	06/16/10	11/1/2036	05/01/18	3,740,000		125,000	3,615,000	130,000	182,648
795,000 - Golf Course Revenue Bonds, Series 2013A	73000	1.8846%	02/14/13	2/1/2028	02/01/20	795,000			795,000		16,165
Total Recreational Facility Funds						4,535,000		125,000	4,410,000	130,000	198,813
Total - All Funds						\$ 52,900,000	\$ 8,600,000	\$ 4,095,000	\$ 57,405,000	\$ 5,645,000	\$ 1,684,803

* Includes \$320,000 callable 2/1/17.

** Includes \$845,000 callable 2/1/17.

CITY OF COON RAPIDS, MINNESOTA

SCHEDULE OF BOND MATURITIES

December 31, 2016

Year	Debt Service Funds		Special Assessment Fund*		Public Utility Funds		Recreational Facility Funds		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	\$ 730,000	\$ 627,963	\$ 2,850,000	\$ 498,921	\$ 1,935,000	\$ 359,106	\$ 130,000	\$ 198,813	\$ 5,645,000	\$ 1,684,803
2018	755,000	605,144	1,720,000	267,596	1,985,000	304,045	180,000	193,568	4,640,000	1,370,353
2019	780,000	582,119	1,735,000	220,795	1,565,000	251,359	190,000	187,448	4,270,000	1,241,721
2020	800,000	558,419	1,615,000	176,700	1,610,000	201,695	200,000	180,695	4,225,000	1,117,509
2021	825,000	531,569	1,595,000	136,300	1,655,000	151,091	210,000	173,355	4,285,000	992,315
2022	855,000	502,606	1,405,000	99,675	1,240,000	108,856	220,000	165,408	3,720,000	876,545
2023	880,000	473,969	1,350,000	67,028	1,280,000	74,728	230,000	157,133	3,740,000	772,858
2024	915,000	444,000	1,085,000	36,775	1,315,000	38,654	235,000	148,580	3,550,000	668,009
2025	945,000	413,406	760,000	14,859	790,000	11,884	245,000	139,030	2,740,000	579,179
2026	975,000	382,556	350,000	3,500	180,000	1,800	255,000	129,088	1,760,000	516,944
2027	1,005,000	350,169					270,000	118,750	1,275,000	468,919
2028	1,035,000	315,344					275,000	107,320	1,310,000	422,664
2029	1,070,000	278,428					190,000	96,570	1,260,000	374,998
2030	1,110,000	239,175					200,000	86,500	1,310,000	325,675
2031	725,000	202,388					205,000	75,900	930,000	278,288
2032	755,000	169,087					215,000	64,625	970,000	233,712
2033	790,000	134,325					225,000	52,800	1,015,000	187,125
2034	825,000	97,987					235,000	40,425	1,060,000	138,412
2035	865,000	59,962					245,000	27,500	1,110,000	87,462
2036	900,000	20,250					255,000	14,025	1,155,000	34,275
TOTAL	\$ 17,540,000	\$ 6,988,866	\$ 14,465,000	\$ 1,522,149	\$ 13,555,000	\$ 1,503,218	\$ 4,410,000	\$ 2,357,533	\$ 49,970,000	\$ 12,371,766

*Excludes 2016 bonds not yet issued

EFFECT OF EXISTING DEBT LEVELS ON CURRENT AND FUTURE OPERATIONS

A discussion of the effect of existing debt levels by the categories of debt shown in the Schedule of Bond Maturities is as follows:

Debt Service Funds - This category includes bond issues for Lease Revenue Bonds and Park Bonds. Lease Revenue Bonds were issued in 2010 to fund land acquisition and the construction of a new ice arena replacing an older obsolete arena. An annual tax levy will repay the bonds issued by the Economic Development Authority with the tax levied by the City. A levy of \$988,503 is included in the 2017 budget. Future levies of a similar amount are planned over the 25 year life of the bonds. Park Bonds in the amount of up to \$17.4 million were approved by a referendum in 2013. The first of the bonds in the amount of \$5.3 million were issued in 2015 with the balance anticipated to be issued in 2017. An annual tax levy of \$1.2 million over 20 years will be used to repay these bonds. The first full year of this levy was in 2015 and it is again included in the levy for 2017.

Special Assessment Fund - Special assessment bonds are repaid from special assessment collections. These collections will be adequate to repay all principal and interest for the existing special assessment bonds.

Public Utility Funds - Water Revenue Bonds are issued to fund water system improvements. Current rates are projected to be adequate to cover debt service on these bonds for 2017. Actual rate changes would be determined as part of an annual evaluation of the projected revenues and expenses in the Water Fund. Storm Water Drainage Bonds in the amount of \$835,000 were issued in 2014 to fund storm water drainage improvements. Current rates are adequate to cover debt service on these bonds.

Recreational Facility Bonds - Recreational Facility Bonds were issued in 2010 to fund a portion of the new golf course clubhouse which replaced the old clubhouse and in 2013 to fund construction of a golf learning center. The 2010 bonds will be repaid over 25 years and the 2013 bonds will be repaid over 15 years from golf course operating revenues.

CITY OF COON RAPIDS, MINNESOTA

LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS

	Fiscal Year									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Debt limit	\$ 98,608,386	\$ 105,586,786	\$ 164,027,202	\$ 162,710,790	\$ 152,060,412	\$ 136,398,921	\$ 118,183,156	\$ 105,677,777	\$ 105,845,473	\$ 120,405,490
Total net debt applicable to limit			57,826	11,865						4,681,446
Legal debt margin	\$ 98,608,386	\$ 105,586,786	\$ 163,969,376	\$ 162,698,925	\$ 152,060,412	\$ 136,398,921	\$ 118,183,156	\$ 105,677,777	\$ 105,845,473	\$ 115,724,044
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.04%	0.01%	0.00%	0.00%	0.00%	0.00%	0.00%	3.89%

Legal Debt Margin Calculation for Fiscal Year 2015

Estimated market value (taxes payable 2015)	<u>\$ 4,013,516,348</u>
Debt limit (1)	<u>\$ 120,405,490</u>
Debt applicable to limit:	
General obligation bonds (2)	5,295,000
Less: Amount set aside for repayment of general obligation debt (3)	<u>(613,554)</u>
Total net debt applicable to limit	<u>4,681,446</u>
Legal debt margin	<u>\$ 115,724,044</u>

- (1) Under state law, no municipality, except a school district or a city of the first class, shall incur or be subject to a net debt in excess of three percent of the market value of taxable property in the municipality.
- (2) General obligation bonds from Table 9 (net of discount/premium)
- (3) Under state law, the general obligation debt subject to the limitation may be offset by amounts set aside for repaying those bonds.

CITY OF COON RAPIDS, MINNESOTA

CAPITAL OUTLAY REQUESTS

FOR 2017

ACTIVITY	REPLACEMENT (R) OR NEW (N)	DESCRIPTION	REVENUE FROM SALE OR TRADE-IN	COST WITHOUT TRADE-IN	TOTAL COST BY ACTIVITY
GENERAL FUND					
143	R	(60) desktop computers		35,400	
143	R	(10) laptop computers		13,000	
143	R	(10) tablet computers (iPads and Toughpads)		5,000	
143	R	(60) Voice-Over-IP office phones		15,900	
143	R	Wireless access point controller		6,200	
143	R	Network Data Storage		67,000	
143	N	(6) Laserfische named user software licenses		4,350	
143	R	Multifunction print, copy, scan unit for IT		9,500	
143	R	Multifunction print, copy, scan unit for Finance		6,000	
143	R	(5) wireless access points (Ice Arena, Fire Stations, City Hall, PW)		3,660	
143	N	10GB network interface devices		4,100	
143	R	Network firewalls for Fire Stations		9,000	
143	R	Network switch for Ice Arena		6,200	
143	N	VMware SRM		5,200	190,510
203	R	(7) Panasonic Toughbooks to replace squad computers		28,000	28,000
222	R	Bullex Extrication SmartDummy		3,139	3,139
223	N	Zero-turn lawn mower w/ bagger for Fire Station		6,879	6,879
224	N	Setcom wireless communication system for Boat 1		3,674	3,674
501	N	(2) Dynamic display temporary speed signs		10,000	
506	N	Automotive On-Board Diagnostic scanner		2,500	
506	R	PetroVend software upgrade for fuel island		5,500	8,000
507	R	(2) Drinking fountains at City Hall/Civic Center		2,650	
507	R	(2) Drinking fountains at PD		1,000	3,650
508	R	(2) Autocad and GIS workstations with dual monitors		6,400	6,400
510	N	(1) Toro Pro Force Pull-Behind Blower		7,060	7,060
515	R	Zamboni batteries		8,800	8,800
TOTAL GENERAL FUND			_____	_____	_____
			=====	=====	276,112

CITY OF COON RAPIDS, MINNESOTA

CAPITAL OUTLAY REQUESTS

FOR 2017

ACTIVITY	REPLACEMENT (R) OR NEW (N)	DESCRIPTION	REVENUE FROM SALE OR TRADE-IN	COST WITHOUT TRADE-IN	TOTAL COST BY ACTIVITY
FACILITY CONSTRUCTION FUND (Activity 786)					
203	R	Replace slide card door access with prox-card system		37,000	
223	R	Replacement of Fire Station Emergency Alerting System (EAS)		187,348	
506	R	Mohawk 12-Ton two post lift w/ attachments		25,000	
507	R	Fire alarm system at PW building		15,000	
507	R	UHL HVAC control system server and software for City Hall and Ice Arena		50,000	
507	R	(4) Overhead door operators for PD		8,400	
507	N	Install secure door hardware/card readers at PW reception and Vehicle Maint.		13,000	
507	R	Bollard lights at exterior of City Hall facility		13,000	
507	R	Replace exterior, vestibule doors at main entrances to City Hall/Civic Center		69,300	
515	N	Convert current trash area to snow removal storage, create new trash area		40,000	
515	N	(2) light poles for outdoor ice sheet		15,000	
TOTAL FACILITY CONSTRUCTION FUND				473,048	
CAPITAL EQUIPMENT FUND (Activity 788)					
202	R	(1) Dodge Durango SUV (P48) for investigative work (unmarked)	2,500	39,938	
202	R	(1) GMC Canyon (P53) for investigative work (unmarked)	1,500	45,263	85,201
203	R	(6) marked squads replaced (P1, P9, P12, P15, P16, P17)	50,000	237,000	237,000
223	R	Fire Dept (Unit C1)		50,000	50,000
407	R	(1) Dodge Stratus (Unit# 414)	3,800	23,796	23,796
501	R	(1) 2.5 ton dump truck (Unit# 8)	30,000	204,480	
501	R	(1) 4WD Crew Cab Silverado (Unit# 2)	1,200	44,166	248,646
506	R	(1) 4WD HD Pick-up (Unit #503A)	500	38,300	38,300
510	R	(1) Aera-Vator with Turf Seeder and Aerifier with Roller	4,000	16,150	
510	R	(1) Amazone Sweeper plus attachments (Unit# 106-8)	2,000	44,267	
510	R	(1) Toro Groundsmaster 5910 16' Mower (Unit# 108)	9,000	109,773	
510	R	(1) Cushman Field Groomer (Unit# 111)	500	32,456	
510	R	(1) Bison Trailer (Unit# 131-8)	1,000	12,674	
510	R	(1) Tomahawk Trailer (Unit# 131-9)	1,000	12,674	
510	R	(1) Cushman Utility ATV (Unit# 132)	500	32,456	

CITY OF COON RAPIDS, MINNESOTA

CAPITAL OUTLAY REQUESTS

FOR 2017

REPLACEMENT (R) OR NEW (N)			REVENUE FROM SALE OR TRADE-IN	COST WITHOUT TRADE-IN	TOTAL COST BY ACTIVITY
ACTIVITY		DESCRIPTION			
510	R	(1) Gandy Field Groomer (Unit# 148-1)	500	27,158	
510	R	(1) Toro 328D Groundsmaster, polar cab, mower, broom, blower (Unit# 154)	1,500	55,246	
510	R	(1) Kawasaki Mule Utility ATV (Unit# 170)	1,500	32,456	375,310
TOTAL CAPITAL EQUIPMENT FUND			<u>111,000</u>		<u>1,058,253</u>
PUBLIC COMMUNICATIONS FUND					
716	R	(2) small HD field cameras with tripods and accessories		15,000	
716	R	Dimmable LED lights for field cameras		4,500	
716	N	Graphics 2nd channel card with telstrating board option		21,000	
716	N	Construction of a road in back of Cable building		45,000	
TOTAL PUBLIC COMMUNICATIONS FUND					<u>85,500</u>
ENTERPRISE FUNDS					
601	R	44" wide format inkjet plotter with 2 roll capacity	500	7,000	
601	R	WWTP fluoride transfer pump		1,800	
601	R	Replacement of gas scrubber pumps at East and Wester water treatment plants		46,478	
601	R	PPE equipment for CR Fire Dept for confined space rescue		6,350	
601	N	Rehabilitation of wells 7,12,18, EWTP Booster #2		385,000	
601	R	Repair exterior coating of 2.5 MG water tower on Hanson		325,000	
601	R	#212 heavy duty wheel loader with snow fighting equipment	25,000	202,000	
601	N	Water meters for unmetered parks		25,000	
601	N	2017 Street Reconstruction Projects		3,177,581	
620	R	PPE equipment for CR Fire Dept for confined space rescue		6,350	
620	N	Sanitary sewer lining		1,200,000	
620	N	2017 Street Recon		321,428	
640	N	(12) GPS automated data collection units		5,040	
640	R	(1) Elgin Pelican Mechanical Street Sweeper (Unit# 13)*	35,000	225,000	
640	N	2017 Street Recon		367,849	
67381	R	Rough mower	4,200	64,000	
67381	R	Tri-plex walkway mower	2,200	32,000	
67382	N	Bunker reduction and elimination of liner safety concerns on the West Nine		67,500	
TOTAL ENTERPRISE FUNDS			<u>66,900</u>		<u>6,465,376</u>

Reader's Notes: