

**City Manager's
2017**

Budget Message

(Including budget and levy recommendations)

**CITY OF COLUMBIA HEIGHTS
CITY MANAGER'S 2017 BUDGET MESSAGE
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OVERVIEW

Form of Government

The City of Columbia Heights (the City) is located within Anoka County in the State of Minnesota. The City operates under a council-manager form of government, pursuant to a home-rule city charter adopted by the qualified voters of the City. All policy decisions and legislative activities of the City are the responsibility of the City Council, but administrative duties are delegated to the City Manager by the City Council. One of the many administrative duties delegated to the City Manager is to prepare an annual budget for approval by the City Council.

Budget Process

Each May, the annual budget process begins with each city department analyzing objectives for the coming calendar year and preparing budget requests to accomplish those objectives. During the month of June, this departmental data is integrated into the City's centralized accounting system by the Finance Department and reviewed. During the month of July, the City Manager, together with the Finance Director, meets with each department to further review their budget requests and discuss any changes proposed by the City Manager. The Finance Department then incorporates any such changes into the City's centralized accounting system, and assembles the City Manager-proposed budget for distribution at a regular City Council meeting in August, as required under the City's charter. This City Manager-proposed budget includes the proposed property tax levy necessary to finance the budget.

Under state statute, the City Council must approve a proposed budget and proposed City property tax levy by September 30th of each year. This allows the Anoka County Auditor sufficient time to prepare and mail to each property owner a notice by November 24th, listing the tax proposed for their property and the date of the public hearing on the budget. This county notice includes similar information for each taxing district within which a property lies (county, school district, special districts). If the City Council does not adopt a proposed budget and city levy by September 30th, state statute sets the proposed amounts equal to the current year budget and levy.

Between the first Monday in September, and the first Monday in December, work sessions are held with the City Council and city staff to consider the proposed budget in greater detail than is generally practical at regular semi-monthly City Council meetings. Between November 30th and December 20th of each year, the City Council holds a public hearing on the proposed budget and tax levy.

Following the public hearing, the City Council approves what is referred to as the adopted budget and final tax levy. By state statute, the final levy can be less than the proposed levy, but it cannot be greater than the proposed levy. In the following year, the County collects the tax levy on behalf of the City, along with the property taxes levied by other taxing districts (county, school district, special districts). If the City Council does not approve an adopted budget and final levy by December 20th, state statute sets the adopted budget and final levy as equal to the proposed budget and levy.

Budget Format

The City of Columbia Heights proposed budget is prepared and distributed in a single volume format that includes narrative information highlighting department activities, objectives, and budget changes, in addition to dollar amounts for all budgeted revenues and expenses. The format is designed to provide the reader with a useful amount of explanation of the budget. For City Council work sessions, a separate detail budget workbook is also distributed for each of the ten functional areas within the budget. These workbooks include much of the same information as the single volume proposed budget, but also include additional detail on expected purchases included within the expense categories in the budget. After City Council approval of the adopted budget, a single volume adopted budget is prepared and distributed. This is substantially the same as the proposed budget, but it incorporates additional graphics and any changes to the proposed budget made by the City Council. This volume is the permanent record of the budget for general-purpose public use.

Budget Organization

The City, like states and other local governments, uses fund accounting to demonstrate compliance with finance-related legal requirements. A fund is a group of related accounts that are used to maintain control over resources that have been segregated for specific activities or purposes. The legal level of budgetary control for the City is at the fund level. Any transfers between funds require authorization by the City Council. If a budgeted fund's annual expenses were to exceed the level authorized by the City Council in any one year, it would be a violation of a finance-related legal requirement.

To further control expenses, each fund is subdivided into one or more departments. For example, within the Liquor Fund there is a separate department for each of the three municipal liquor stores operated by the City. Within each department, the major categories of expenses are as follows:

Personal Services

This includes all employee costs paid by the City, including salaries, over-time, PERA and FICA contributions, workers' compensation insurance, hospitalization and other benefits.

Supplies

This includes all consumable items such as office, computer, janitorial, and program supplies. Also included are minor equipment, uniforms, protective clothing, library materials, vehicle parts and fuel. Additionally, the cost of goods and services purchased for resale is included here, such as the Metropolitan Council sewer disposal charges and the cost of water purchased from the City of Minneapolis.

Other Services & Charges

This includes all items not included in the other expense categories. It covers such services as liability insurance, utilities, repair and maintenance costs, training and travel costs, telephone, postage, advertising, and contracted services such as legal fees, auditing fees, and other expert and professional contracts.

Capital Outlay

This includes all vehicles and equipment over \$5,000 per item, major improvements to buildings, and major improvements to streets or other infrastructure. Equipment under \$5,000 per item is generally classified under supplies.

Contingencies and Transfers

Contingencies are an allowance in the budget for expenses that are unknown or not estimable.

Transfers are resources initially obtained by one fund that are budgeted for use by another fund.

To help the reader understand the level of city services provided by the budget, and to promote management accountability, the City's various funds and departments are grouped within the budget documents based on their function. For example, all of the portions of the budget that provide police services are grouped together within a given section of the budget documents. The ten functional areas used to group funds and departments within the budget documents are as follows:

Administration	Liquor
Community Development	Police
Finance	Public Works
Fire	Recreation
General Government (for items not included in other functions)	
Library	

CITY OF COLUMBIA HEIGHTS CITY MANAGER'S 2017 BUDGET MESSAGE

Recommendation

Based on current analysis, the City Manager judges that the proposed 2017 budget and levy, as detailed in this document, supports the goals of the long-term financial plan. Accordingly, the City Manager recommends the City Council approve this proposed 2017 budget and levy. Key points of the supporting analysis are explained below.

Financial Plan

The City's financial plan based on the following broad goals:

- Maintain current service levels by providing for expected inflationary growth in operating expenses.
- Transition state funding from use in the operating and annual debt service budgets to use for capital funding. This strategy reduces the exposure of on-going basic city services to swings in state funding over which local residents have little control.
- Gradually increase capital funding to sustainable levels for equipment, buildings and infrastructure. The need for this goal is a result of three factors. First, almost all types of work increasingly require relatively greater investments in more technologically-advanced equipment than in the past. Second, the City has significant amounts of infrastructure beyond its expected useful life. Third, the city hall building is obsolete in design, and in several respects is in poor condition. Any significant improvements to the building to address these issues would be of questionable value.
- Keep property taxes to the minimum level necessary to support the above goals, while avoiding single-year spikes up or down in property taxes.

In general, this approach results annual increases in the gross property tax levy which are somewhat more than the long-term rate of inflation. For each particular year however, the budget and tax levy are also adjusted for specific circumstances not addressed by these long-term goals. Specific information for 2017 is detailed below.

Governmental Funds Revenue

The proposed increase to the City's gross tax levy for 2017 is 3.25%. The gross tax levy includes both the share of the tax levy paid by local taxpayers and the metro area-wide fiscal disparities levy. Historically, the metro area-wide fiscal disparities levy has subsidized 25%-35% of the gross tax levy, to the benefit of local taxpayers. The portion which will be subsidized for 2017 could not be determined at the time this report was prepared, but it will be known before the City Council makes its final decision on the 2017 tax levy. Staff will provide updates on this matter as they become available during the budget process.

In 2017, the City will receive approximately \$1,526,000 in state aid to local government (LGA). Under the long-term financial plan, \$875,000 of this LGA is proposed to be used within the 2017 operating and debt service budgets. The remainder is allocated to governmental funds for equipment (\$200,000), buildings (\$250,000), and infrastructure/park improvements (\$201,000); where it is committed for capital outlays that would otherwise be paid for with property taxes.

August 22, 2016

**CITY OF COLUMBIA HEIGHTS
CITY MANAGER'S 2017 BUDGET MESSAGE**

Governmental Funds Operating Expenses

The proposed increase to the governmental funds operating expense budget for 2017 is 3.4%. This includes the following components:

2.5% Inflationary increase to existing services under long-term financial plan	\$297,500
Market adjustments to compensation range of nine staff positions	41,800
Other increases - public safety	48,700
Shift of existing information systems costs from utility funds to tax-supported funds	64,900
(Decrease) to City Clerk budget for no election costs in 2017	<u>(47,600)</u>
2017 tax-supported operating expense increase	<u>\$405,300</u>
2017 tax-supported operating expense increase as a percentage of the 2016 budget	3.4%

The proposed market adjustments apply to the compensation ranges of nine non-union supervisory positions which, in the aggregate, affect functions throughout the budget. In addition to the impact of \$41,800 shown above for the tax-supported budget, these market adjustments increase the 2017 budget of the City's enterprise funds by approximately \$27,000. Until now, the City has not established a procedure for the incremental recurring review of non-union positions to determine if the salaries for these positions are within the competitive range for similar positions in the area/market. The scope of the market adjustments proposed is primarily a result of the past deferral of this process until now. Whereas the union contract process, which recurs approximately every two years, regularly addresses this issue for union positions.

Note that all of the City's existing labor agreements are available to be negotiated by the various bargaining units for new terms effective January 1, 2017. At the time this report was prepared, negotiations had begun with some bargaining units. It is unlikely however, that new terms will be settled for all bargaining units before the City Council must adopt the 2017 budget and tax levy in December 2016.

The \$64,900 shift of existing information systems costs from the utility funds to the tax-supported funds only reflects a change in the relative proportion of the City computer network support used by each department. The combined total charges to all user department budgets for this internal service are still proposed at the same level of \$335,000 for 2017 as was budgeted for 2016 and for 2015.

CITY OF COLUMBIA HEIGHTS CITY MANAGER'S 2017 BUDGET MESSAGE

Fund Balance of the General Fund

Resolution 95-40 established a target fund balance for the general fund of 45% of the general fund budget for each following fiscal year. At December 31, 2015, this fund balance of the general fund was 63% of the 2016 budget. The budgets proposed for 2016-2017 will intentionally reduce this fund balance to approximately 58% of the budget by December 31, 2017. The long-term financial plan includes the assumption that a large optional prepayment will be made in 2018 to redeem up to \$2 million in outstanding bonded debt. This would reduce the fund balance of the general fund to approximately 44% of the 2019 budget, and would reduce annual debt service costs thereafter.

Utility Funds

The annual budget process tends to focus on the decisions that affect the property tax levy and the tax-supported funds, because most of the major factors in the utility fund budgets are established through separate processes. Utility rates are periodically developed through engineering rate studies, which form the basis for rate resolutions adopted by the City Council. These resolutions generally establish rate increases for a three to five year period. The following increases to the average family water/sewer/refuse quarterly bill have been established by the City Council:

2015	\$0.00	0.0%
2016	\$6.24	3.0%
2017	\$13.24	6.2%
2018	\$7.90	3.5%
2019	\$8.21	3.5%
5 year average	\$7.12	3.2%

The primary supplier costs for water and sanitary sewer are periodically increased by the City of Minneapolis and the Metropolitan Council, respectively, with little influence from the City of Columbia Heights. The hauler contract for refuse is publicly bid approximately every five years, but the City has limited options for the separate dump fees at the refusal disposal sites.

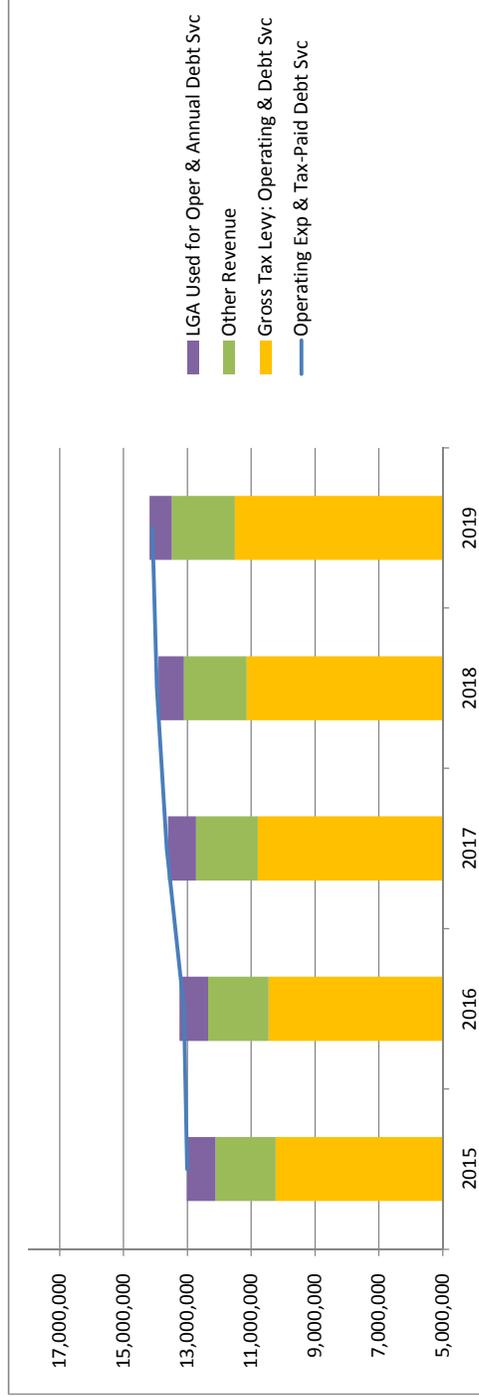
Financing is one aspect of the utility funds addressed in the annual budget process. The proposed 2017 budget assumes that the City Council will approve, through separate action, the deferral of certain 2016 and 2017 internal loan payments from the water and storm sewer funds to the City's equipment replacement fund. The City has been transitioning its utility funds from debt financing (bonds) towards greater use of pay-as-go financing. The annual bonded debt service of the utility funds decreases significantly in 2018. Deferring the internal loan payments until then will better match the timing of the loan payments to available cash flow.

Other Factors

In February 2017, the outstanding \$3.7 million of bonds used to construct two liquor stores in 2008 will become eligible for refunding at significantly lower interest rates. It is expected however, that the 2017 issuance costs to refund these bonds will offset the 2017 savings in interest expense. Therefore, the annual net savings in this area of the liquor fund budget will not begin until 2018.

August 22, 2016

CITY OF COLUMBIA HEIGHTS
 FIVE-YEAR FINANCIAL PLAN FOR TAX-SUPPORTED OPERATING and DEBT SERVICE BUDGET
 Revision date 08/22/16



% Change in Tax Levy	3.25%	2.17%	3.25%	3.25%	3.25%
% Change in Other Revenue	2.96%	0.57%	2.32%	1.00%	1.00%
% Change in Operating Expenses	3.04%	-0.27%	3.39%	2.50%	2.50%
LGA Used for Oper & Annual Debt Svc	900,000	900,000	875,000	800,000	700,000
Debt Prepayment From LGA	-	-	-	550,000	-
Debt Prepayment From Fund Balance	236,000	-	-	1,450,000	-

Gen Fund Balance assigned/unassigned	6,917,000	6,873,000	6,788,000	5,288,000	5,374,000
General Fund Balance as % of Budget	63%	60%	58%	44%	44%
LGA available for CIP	592,000	617,000	651,000	176,000	826,000

RESOLUTION 2016-67

A resolution of the City Council for the City of Columbia Heights, Minnesota, adopting a proposed budget for the year 2017, approving a tax rate increase, and establishing a budget hearing date for property taxes payable in 2017.

Now, therefore, in accordance with all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

ORDER OF COUNCIL

Section A. The budget for the City of Columbia Heights for the year 2017 is hereby approved and adopted with appropriations for each of the funds listed below.

	<u>Expense</u>		
Governmental Funds			
General Fund	11,389,877		
Planning & Inspections	440,675		
Economic Development Authority Admin.	302,018		
Cable Television	143,459		
Library	878,079		
After School Programs	44,000		
Special Project Fund	25,000		
Public Safety - Other	111,955		
Capital Project Funds	2,262,519		
Debt Service Funds	2,015,700		
Proprietary Funds			
Water Fund	2,798,419	<u>Capital</u>	<u>Bond</u>
Sewer Fund	2,630,788	<u>Assets</u>	<u>Principal</u>
Refuse Fund	2,050,851	325,000	185,800
Storm Sewer Fund	687,738	-	35,000
Liquor Fund	8,884,000	-	-
Central Garage	758,959	385,000	111,600
Building Maintenance	196,831	-	-
Information Systems	381,761	-	-
Total Including Interfund Transfers	36,002,629	<u>710,000</u>	<u>527,400</u>

Section B. The estimated gross revenues to fund the budget of the City of Columbia Heights for all funds, including general ad valorem tax levies and use of fund balances, as hereinafter set forth for the year 2017.

	<u>Revenue</u>
Governmental Funds	
General Fund	11,304,877
Planning & Inspections	440,675
Economic Development Authority Admin.	297,018
Cable Television	227,400
Library	878,079
After School Programs	22,000
Special Project Funds	25,000
Public Safety - Other	-
Capital Project Funds	1,745,005
Debt Service Funds	2,038,123

Proprietary Funds	
Water Fund	3,230,800
Sewer Fund	2,236,750
Refuse Fund	1,993,750
Storm Sewer Fund	912,600
Liquor Fund	8,964,700
Central Garage	692,915
Building Maintenance	206,500
Information Systems	335,000
Use of Fund Balance	<u>451,437</u>
Total Including Interfund Transfers	36,002,629

Section C. The following sums of money are levied for the current year, collectable in 2017 upon the taxable property in said City of Columbia Heights, for the following purposes:

Estimated General Fund Levy	8,925,000
Estimated Library Levy	845,111
Estimated EDA Fund Levy	<u>84,000</u>
Total	<u>9,854,111</u>

Section D. The City Council of the City of Columbia Heights hereby approves the Housing and Redevelopment Authority Tax Levy for the fiscal year 2017 in the amount of \$209,468.

BE IT FURTHER RESOLVED: That the public budget hearing is scheduled for December 12, 2016 at approximately 7:00 p.m. in the City Council Chambers.

BE IT FURTHER RESOLVED: That the County Auditor is authorized to fix a property tax rate for taxes payable in the year 2017 that is higher than the tax rate calculated for the City for taxes levied in 2015 collectable in 2016.

BE IT FURTHER RESOLVED: That the City, pursuant to Resolution 2015-07, has previously called and redeemed all bond principal and interest payments on General Obligation Bond Series 2007A applicable for taxes payable in 2017 in the amount of \$136,992 and that the County Auditor is authorized to cancel the related Bond Levy in its entirety for taxes payable 2017.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2008B in the amount of \$430,000 and that the County Auditor is authorized to cancel \$430,000 of the related Bond Levy for taxes payable in 2017, leaving a balance of \$227,434 to be levied for taxes payable in 2017 for Series 2008B.

BE IT FURTHER RESOLVED: That the City, pursuant to Resolution 2009-74, has previously certified to the County Auditor an initial debt levy schedule for all years applicable to the General Obligation Bond Series 2009A, and that the City hereby confirms the amount of \$234,289 to be levied for taxes payable in 2017, as listed therein for Series 2009A.

BE IT FURTHER RESOLVED: That the City has adequate fund balances and reserves to pay bond principal and interest payments on General Obligation Bond Series 2015A in the amount of \$2,436 and that the County Auditor is authorized to cancel \$2,436 of the related Bond Levy for taxes payable in 2017, leaving a balance of \$480,000 to be levied for taxes payable in 2017 for Series 2015A.

The Finance Director/Treasurer is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Anoka County, Minnesota.

Approved this _____ day of _____

Offered By:
Seconded By:
Roll Call: Ayes:
 Nays:

Mayor Gary L. Peterson

Katie Bruno
City Clerk/Council Secretary

DRAFT

**City of Columbia Heights
Property Taxes
2008 - 2017**

Property Taxes	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	Adopted	Adopted	Proposed							
Library	551,699	573,215	738,393	757,620	765,195	777,000	784,770	804,389	813,999	845,111
EDA	78,622	80,000	83,971	84,811	84,811	84,811	84,000	84,000	78,023	84,000
General Fund	6,286,574	6,560,902	7,229,778	7,724,711	7,590,129	7,973,404	8,328,896	8,673,000	8,641,452	8,925,000
Subtotal - Operating Levy	6,916,895	7,214,117	8,052,142	8,567,142	8,440,135	8,835,215	9,197,666	9,561,389	9,533,474	9,854,111
Debt Levy	128,475	488,246	1,023,283	859,619	696,571	701,491	714,040	672,317	922,281	941,723
Total Gross Levy Certified	7,045,370	7,702,363	9,075,425	9,426,761	9,136,706	9,536,706	9,911,706	10,233,706	10,455,755	10,795,834
Adjust for changes from base year:										
Decertified TIF district used for debt levy	-	-	-304,000	-	-	-	-	-	-	-
Elimination of MV Homestead Credit*	-	-	-	-	665,055	-	-	-	-	-
Levy - adjusted for method changes	7,045,370	7,702,363	8,771,425	9,426,761	9,801,761	9,536,706	9,911,706	10,233,706	10,455,755	10,795,834
Change from Prior Year	544,757	656,993	1,069,062	351,336	375,000	400,000	375,000	322,000	222,049	340,079
Percentage Change from Prior Year	8.38%	9.33%	13.88%	3.87%	3.98%	4.38%	3.93%	3.25%	2.17%	3.25%

*The levies certified for 2008 - 2011 include Market Value Homestead Credit.
The levies certified for 2012 - 2017 do not include Market Value Homestead Credit.

**City of Columbia Heights, Minnesota
Various Properties with Various Values
TAX LEVIES PAYABLE 2014 - 2016**

	Taxable Market Value After Exclusions	Local Share Only City Tax	\$\$ Change	% Change
PAYABLE 2014	84,731	662.15	(55.44)	-7.7%
PAYABLE 2015	115,142	818.00	155.85	23.5%
PAYABLE 2016	117,431	878.64	60.64	7.4%
PAYABLE 2014	83,859	655.91	(60.89)	-8.5%
PAYABLE 2015	105,223	747.63	91.72	14.0%
PAYABLE 2016	112,308	840.47	92.84	12.4%
PAYABLE 2014	101,953	797.42	(189.22)	-19.2%
PAYABLE 2015	124,189	882.65	85.23	10.7%
PAYABLE 2016	130,293	975.16	92.51	10.5%
PAYABLE 2014	100,863	788.82	(95.23)	-10.8%
PAYABLE 2015	124,843	886.93	98.11	12.4%
PAYABLE 2016	131,492	984.16	97.23	11.0%
PAYABLE 2014	103,697	810.67	(76.49)	-8.6%
PAYABLE 2015	129,966	923.86	113.19	14.0%
PAYABLE 2016	132,800	993.89	70.03	7.6%
PAYABLE 2014	109,486	856.02	(15.76)	-1.8%
PAYABLE 2015	144,890	1,029.76	173.74	20.3%
PAYABLE 2016	148,801	1,113.62	83.86	8.1%
PAYABLE 2014	120,919	945.16	(52.79)	-5.3%
PAYABLE 2015	157,216	1,117.20	172.04	18.2%
PAYABLE 2016	158,851	1,189.23	72.03	6.4%
PAYABLE 2014	139,231	1,088.21	(94.93)	-8.0%
PAYABLE 2015	176,182	1,252.20	163.99	15.1%
PAYABLE 2016	177,381	1,327.68	75.48	6.0%
PAYABLE 2014	168,225	1,314.92	(118.11)	-8.2%
PAYABLE 2015	200,162	1,422.76	107.84	8.2%
PAYABLE 2016	201,361	1,507.29	84.53	5.9%
PAYABLE 2014	177,599	1,388.43	(193.39)	-12.2%
PAYABLE 2015	202,560	1,439.81	51.38	3.7%
PAYABLE 2016	201,906	1,511.03	71.22	4.9%

**City of Columbia Heights
2017 Budget
History of State Aid Reductions**

	Year	Local Government Aid	Market Value Homestead Credit	Annual Aid Total	(Annual Reduction)	Cumulative (Reductions)
Aid Certified	2003	2,651,999	607,324	3,259,323	-	-
Aid After 2003 Legislative Reductions	2003	1,955,299	607,324	2,562,623	(696,700)	(696,700)
Actual Aid	2004	1,603,203	587,319	2,190,522	(1,068,801)	(1,765,501)
Actual Aid	2005	1,058,477	572,742	1,631,219	(1,628,104)	(3,393,605)
Actual Aid	2006	1,028,487	517,322	1,545,809	(1,713,514)	(5,107,119)
Actual Aid	2007	1,238,594	473,173	1,711,767	(1,547,556)	(6,654,675)
Actual Aid	2008	921,280	451,574	1,372,854	(1,886,469)	(8,541,144)
Actual Aid	2009	1,122,959	452,948	1,575,907	(1,683,416)	(10,224,560)
Actual Aid	2010	895,180	171,455	1,066,635	(2,192,688)	(12,417,248)
Actual Aid	2011	895,180	172,810	1,067,990	(2,191,333)	(14,608,581)
Actual Aid	2012	895,180	-	895,180	(2,364,143)	(16,972,724)
Actual Aid	2013	895,180	-	895,180	(2,364,143)	(19,336,867)
Actual Aid	2014	1,404,176	-	1,404,176	(1,855,147)	(21,192,014)
Actual Aid	2015	1,491,541	-	1,491,541	(1,767,782)	(22,959,796)
Actual Aid	2016	1,517,539	-	1,517,539	(1,741,784)	(24,701,580)
Aid Certified	2017	1,526,355	-	1,526,355	(1,732,968)	(26,434,548)

**City of Columbia Heights
Budget 2017**

Tax Supported Operating Revenue

General Fund	Actual 2014	Actual 2015	Adopted 2016	City Manager's Proposed 2017	Change from 2016 to 2017 Proposed
Taxes	8,551,643	8,781,534	8,641,452	8,925,000	283,548
Licenses and Permits	199,108	213,408	221,800	226,100	4,300
Intergovernmental Revenue	1,558,815	1,666,890	905,300	913,800	8,500
Charges for Services	629,631	592,598	555,800	566,000	10,200
Fines and Forfeits	123,633	96,551	125,000	110,000	-15,000
Miscellaneous	337,184	127,231	88,120	89,560	1,440
Sales and Related Charges	-1	6	0	0	0
Transfers and Non Rev Receipts	428,651	417,106	441,196	474,417	33,221
Total Revenue	11,828,665	11,895,325	10,978,668	11,304,877	326,209
Library					
Taxes	784,770	804,389	813,999	845,111	31,112
Licenses and Permits	0	0	0	0	0
Intergovernmental Revenue	0	0	0	0	0
Charges for Current Services	9,679	10,510	10,547	8,718	-1,829
Fines and Forfeits	14,459	13,118	15,000	13,000	-2,000
Miscellaneous	27,500	4,200	6,385	250	-6,135
Sales and Related Charges	0	0	0	0	0
Transfers and Non Rev Receipts	0	0	0	11,000	11,000
Total Revenue	836,408	832,216	845,931	878,079	32,148
Economic Development Auth.					
EDA and HRA Levy	266,777	260,066	283,500	293,468	9,968
Licenses and Permits	0	0	0	0	0
Intergovernmental Revenue	0	0	0	0	0
Charges for Current Services	30	0	50	50	0
Fines and Forfeits	0	0	0	0	0
Miscellaneous	11,398	4,300	10,500	3,500	-7,000
Sales and Related Charges	0	0	0	0	0
Transfers and Non Rev Receipts	0	0	0	0	0
Total Revenue	278,205	264,366	294,050	297,018	2,968

City of Columbia Heights, Minnesota
Tax Supported Operating Expenditures
2014 - 2017

	Actual 2014	Actual 2015	Adopted 2016	City Manager's Proposed 2017	Incr/Decr from 2016
General Fund					
41110 Mayor-Council	137,695	137,177	148,305	159,057	10,752
41320 City Manager	416,360	430,983	450,654	469,689	19,035
41410 City Clerk	91,801	50,346	101,529	60,419	(41,110)
41510 Finance	771,577	800,892	826,200	853,900	27,700
41550 Assessing	124,571	122,792	126,518	126,043	(475)
41610 Legal Services	167,182	166,589	175,579	175,392	(187)
41940 City Hall	152,680	132,556	157,300	161,500	4,200
42100 Police	3,792,118	3,984,891	4,145,551	4,317,525	171,974
42200 Fire	1,288,397	1,334,645	1,307,508	1,376,415	68,907
42300 Property Inspections	166,812	174,931	188,592	200,242	11,650
43100 Engineering	303,684	353,081	377,118	380,615	3,497
43121 Streets	861,248	872,186	883,498	853,794	(29,704)
43160 Street Lighting	144,186	140,055	166,825	157,982	(8,843)
43170 Traffic Signs & Signals	92,091	104,921	96,581	94,327	(2,254)
45000 Recreation Administration	188,342	192,799	207,485	218,646	11,161
45001 Youth Athletics	30,928	33,173	38,304	39,661	1,357
45003 Adult Athletics	22,636	23,420	26,215	26,443	228
45004 Youth Enrichment	38,760	40,058	67,093	68,413	1,320
45005 Travel Athletics	29,000	28,061	33,604	34,435	831
45030 Trips & Outings	39,013	38,278	44,077	45,101	1,024
45040 Senior Citizens	80,528	83,769	84,035	89,127	5,092
45050 Recognition/Special Events	38,392	37,810	40,900	40,900	0
45129 Murzyn Hall	180,388	180,517	225,059	231,049	5,990
45130 Hylander Center	61,790	58,912	88,236	89,090	854
45200 Parks	775,813	849,060	828,225	920,706	92,481
46102 Urban Forestry	136,397	160,965	156,677	164,406	7,729
49200 Contingencies	19,689	40,375	31,000	35,000	4,000
49300 Transfers	700,000	1,684,000	0	0	0
Total General Fund	10,852,075	12,257,243	11,022,668	11,389,877	367,209
Economic Development Authority					
46314 Econ Development Authority	194,449	204,096	295,216	302,018	6,802
Total EDA	194,449	204,096	295,216	302,018	6,802
Library					
45500 Library	742,997	739,290	845,931	878,079	32,148
Total Library	742,997	739,290	845,931	878,079	32,148

City of Columbia Heights
Summary Financial Information
For the Year Ended December 2015

Fund	Fund No.	CAFR pg no.	Revenue and Other Sources	Expenditures and Other Uses	Interfund Transfers (Net)	Increase in Fund Balance/ Net Position	Fund Balance/ Net Position 12/31/15	Cash Balance 12/31/15
1	General	40	\$11,478,217	\$10,549,610	(\$1,290,525)	(\$361,918)	\$7,011,902	\$7,245,087
2	Special Revenue:							
3	Planning and Inspections Fund	113	417,023	278,846	(13,756)	124,421	326,739	335,872
4	Cable Television	112	232,057	45,636	(367,614)	(181,193)	523,650	474,879
5	Police Forfeiture	112	14,398	1,344	-	13,054	46,631	63,570
6	Library	112	832,217	704,409	(34,881)	92,927	506,887	543,762
7	Special Projects	113	99,195	19,347	(500,000)	(420,152)	199,569	244,732
8	After-School Programs	113	21,611	50,391	-	(28,780)	171,763	174,671
9	Public Safety Grants - Other	112	49,945	49,945	-	-	-	65
10	Recreation Contributed Projects	113	20,315	17,791	-	2,524	149,264	151,304
11	Contributed Projects	113	3,107	12,093	-	(8,986)	200,087	202,905
12	Anoka County Comm. Dev. Programs	113	604,544	349,601	(551,317)	(296,374)	(24,102)	446
13	Housing and Redevelopment Authority:							
14	Parkview Villa North and South	41	676,597	1,498,400	-	(821,803)	1,020,251	1,937,849
15	EDA:							
16	Economic Development Authority Admin	113	264,367	190,340	(13,756)	60,271	414,031	367,893
17	Debt Service:							
18	G.O. Street Rehabilitation Bonds 2007	128	121,533	364,433	236,000	(6,900)	125,313	123,442
19	G.O. Housing Improvement Area Bonds 2008A	128	110,825	97,331	-	13,494	207,383	207,284
20	G.O. Public Safety Center Bonds 2008B	128	616,723	621,984	-	(5,261)	466,338	461,611
21	G.O. Public Facilities Bonds 2009A	128	231,706	289,441	68,134	10,399	259,908	256,643
22	G.O. Improvement/Revenue 2013A	128	230	119,112	378,850	259,968	346,985	346,855
23	G.O. Library Bonds 2015A	129	140	83,088	183,790	100,842	100,842	100,762
24	EDA:							
25	Sheffield TIF Redevelopment	123				-		
26	Tax Increment Bonds	129	2,700	160,121	-	(157,421)	526,154	192,883
27	Multi-Use Redevelopment Plan	129	26,031	11,679	-	14,352	78,287	83,384
28	TIF Transition Block	129	43,034	39,409	-	3,625	57,600	76,486

City of Columbia Heights
Summary Financial Information
For the Year Ended December 2015

	Fund	Fund No.	CAFR pg no.	Revenue and Other Sources	Expenditures and Other Uses	Interfund Transfers (Net)	Increase in Fund Balance/ Net Position	Fund Balance/ Net Position 12/31/15	Cash Balance 12/31/15
29	TIF 47th and Central Avenue	371	129	64,388	77,330	-	(12,942)	613,467	355,435
30	EDA TIF Revenue 2007	373	129	210	206,356	216,000	9,854	268,288	268,158
31	TIF Huset Park Area Fund	372	129	371,829	131,616	(216,000)	24,213	319,281	315,490
32	TIF Scattered Site	391	129	7,451	-	-	7,451	(67,938)	7,113
33	Capital Project:								
34	MSA State Aid Street	212	40	\$1,047,238	\$678,950	\$300,000	668,288	\$1,089,787	\$294,567
35	EDA Housing Maintenance Fund	408	128	-	-	(336,365)	(336,365)	21,113	-
36	Capital Improvements General Government Buildings	411	41	16,600	22,715	22,500	16,385	1,168,978	1,167,138
37	Capital Equipment Replacement General Government	431	40	76,915	743,438	550,000	(116,523)	4,237,895	4,065,295
38	Capital Improvements PIR Fund	415	41	1,031,520	858,235	(745,853)	(572,568)	561,514	571,714
39	Capital Improvement Development	420	133	121,400	48,132	(425,717)	(352,449)	1,567,667	1,041,199
40	Capital Improvement Parks	412	133	257,646	724,999	250,000	(217,353)	99,937	80,914
41	Infrastructure Replacement	430	133	16,300	301,340	100,000	(185,040)	920,967	918,867
42	Capital Equipment Fire	439	133	400	36,277	-	(35,877)	17,786	20,655
43	Capital Equipment Cable TV	440	133	1,000	-	-	1,000	71,000	70,900
44	Capital Building Library	450	128	7,209,701	4,151,842	2,499,609	5,557,468	6,040,834	7,054,119
45	Enterprise:								
46	Water	601	46	2,744,046	2,321,650	(131,017)	291,379	5,744,793	951,626
47	Sewer	602	46	1,714,127	1,572,855	(131,016)	10,256	4,091,540	1,065,067
48	Refuse	603	46	2,012,048	1,702,296	(119,277)	190,475	1,781,163	1,504,837
49	Storm Sewer	604	47	1,127,567	542,688	-	584,879	2,268,581	709,362
50	Liquor	609	47	8,400,034	8,077,289	(202,789)	119,956	3,685,981	838,522
51	Internal Service:								
52	Central Garage	701	151	790,168	750,970	(35,000)	4,198	1,771,636	693,216
53	Information Systems	720	151	10,300	341,511	335,000	3,789	557,977	715,855
54	Insurance	884	151	638,640	600,190	(25,000)	13,450	1,181,394	1,166,122
55	Compensated Absences	890	151	-	-	-	-	-	1,020,705
56	Total			\$43,526,043	\$39,445,030	\$0	\$4,081,013	\$50,729,123	\$38,489,261

RatingsDirect®

Summary:

Columbia Heights, Minnesota; General Obligation

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Summary:

Columbia Heights, Minnesota; General Obligation

Credit Profile

US\$7.14 mil GO lib bnds ser 2015A dtd 03/04/2015 due 02/01/2036

<i>Long Term Rating</i>	AA/Stable	New
Columbia Hgts GO		
<i>Long Term Rating</i>	AA/Stable	Affirmed

Rationale

Standard & Poor's Ratings Services assigned its 'AA' long-term rating to Columbia Heights, Minn.'s series 2015A general obligation (GO) library bonds. At the same time, we affirmed our 'AA' long-term rating on the city's existing GO bonds. The outlook on all ratings is stable.

The bonds will be GOs of the city for which its full faith, credit, and taxing powers are pledged without limitations as to rate or amount. The bonds will be used to construct a new library.

The rating reflects our assessment of the city's:

- Adequate economy, which benefits from participation in the broad and diverse economy of the Minneapolis-St. Paul (the Twin Cities) metropolitan statistical area (MSA);
- Very strong budgetary flexibility, with 2013 audited available reserves at 123.3% of general fund expenditures;
- Adequate budgetary performance, which takes into account the operating deficit for the total governmental budget;
- Very strong liquidity, which provides very strong cash levels to cover both debt service and expenditures;
- Strong management, with good financial policies and consistent ability to maintain balanced budgets;
- Weak debt and contingent liabilities position, mostly reflecting the city's high carrying charges and high net direct debt as a percent of total governmental funds revenue; and
- Strong institutional framework.

Adequate economy

Residents benefit, in our opinion, from participation in the broad and diverse Minneapolis-St. Paul-Bloomington, Minn.-Wis. MSA, which we view as a credit strength. Columbia Heights is in Anoka County and has an adequate local economy, despite its access to the Twin Cities MSA. We view the city's close proximity to the larger MSA as a credit strength. According to U.S. Bureau of Labor Statistics, the unemployment rate in the county was 5.1% last year. The city has per capita incomes that we consider adequate, but residents also have access jobs in neighboring areas. The city has projected per capita effective buying income of 93% of the national level. Per capita market value for the city was \$53,700 for fiscal 2013. Assessed value (AV) decreased by an 8.8% average annual rate between 2011 and 2013, reflecting an overall downturn in the economy and changes with the market value homestead exclusion. However, AV is expected to stabilize, given recent residential and commercial development in the city, which it appears to have done in 2014 with flat AV compared to the prior year.

Very strong budget flexibility

In our opinion, the city's budgetary flexibility remains very strong, maintaining reserves above 30% of expenditures for the past several years and no plans to significantly spend them down. The city anticipates reserves for 2014 will be higher compared with 2013 levels. For audited fiscal 2013 (ended Dec. 31), available general fund reserves were \$6.3 million or 63% of expenditures. However, the city maintains separate governmental funds, which, when added to the general fund, total \$12.7 million in cash, equal to 123% of the 2013 general fund expenditures. These funds are used for building repairs, vehicle replacements, and many other capital projects, as well as the liquor and several other governmental funds. However, the funds are legally available for any use, and the council views the funds as an extension of the general fund, which increases the city's available liquidity considerably. The city has indicated that it expects these combined funds to remain above 75% of general fund expenditures, which we view as a positive credit factor.

Adequate budgetary performance

We view Columbia Heights' budgetary performance as adequate, with surpluses of 2.7% for the general fund and 7.2% for the total governmental funds in fiscal 2013. For the general fund, the city is projecting a surplus, after transfers, for fiscal 2014. The 2014 reflected better-than-budget supported by a gain from closing a tax-increment financing district, not filling a vacant position, and generally conservative budgeting practices. However, 2015 is reflecting an operating deficit for total governmental funds. The city does not rely heavily on local government aid, similar to a lot of cities in Minnesota, but tax revenues are the city's leading revenue source at 75%. Tax revenues have been increasing in recent years, primarily due to the city's participation in a seven-county revenue-sharing agreement. Otherwise, during the past three years, its operating levy has increased modestly. Currently, given the city's historic budget-to-actual performance, we do not anticipate a change in our assessment of its general fund performance. However, should tax revenues decline, we believe the city will be in a good position to maintain at least adequate performance.

Very strong liquidity

Supporting the city's finances is liquidity we consider very strong, with total government available cash at 208% of total governmental fund expenditures and well over 1,000% of debt service. We believe the city has strong access to external liquidity. It has issued bonds frequently during the past 15 years, primarily GO and revenue bonds.

Strong management conditions

We view the city's management conditions as strong, with good financial practices. Management provides the city council with monthly reports on its budget-to-actual performance. The city maintains a five-year capital improvement plan and performs long-term financial forecasts that the city council reviews at least annually. The city has formalized a reserve policy with an unassigned general fund balance target of 45% of expenditures.

Very weak debt and contingent liability profile

Columbia Heights' debt and contingent liabilities profile is very weak, in our opinion. Net direct debt is 159.1% of total governmental fund revenue and total governmental fund debt service is 16.4% of total governmental fund expenditures. The city does not have plans to issue additional debt in the near term. It has self-supporting debt from the GO bonds that are payable from water and sewer utility revenues. In our view, mitigating the weak debt profile is that roughly 35% of the city's debt is supported by special assessments. In our view, the debt amortizes at an average pace with 49% of debt to be retired in 10 years.

All full-time and certain part-time city employees are covered by defined-benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Fund (GERF) and the Public Employees' Police and Fire Fund (PEPFF), cost-sharing, multiemployer retirement plans. The city also contributes to the Columbia Heights Fire Department Relief Association, a single-employer retirement system maintained for the paid on-call members of the fire department. The city provides health insurance for retired city employees. Eligible retirees are responsible for 100% of the premiums. As such, this is an implicit subsidy of the city and is funded on a pay-as-you-go-basis. The city has contributed 100% of its annual required contribution (ARC) in each of the past three years. The combined ARC pension costs and other postemployment benefit (OPEB) pay-as-you-go costs in fiscal 2013 were \$790,000 and equated to 5% of expenditures; the city does not anticipate these costs will increase substantially in the near term.

Strong institutional framework

We consider the Institutional Framework score for Minnesota cities strong.

Outlook

The stable outlook reflects our view of the city's consistent financial performance, which is supported by strong management policies. We do not anticipate changing the rating in the next two years because we believe the city will maintain very strong reserves.

However, if economy indicators and total governmental performance improve over a sustained period, we could raise the rating. The city's access to the broad and diverse Minneapolis-St. Paul MSA provides rating stability.

Related Criteria And Research

Related Criteria

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013

Related Research

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Institutional Framework Overview: Minnesota Local Governments

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City of Columbia Heights, Minnesota

BUDGET 2017

Summary by Fund

	Actual 2014	Actual 2015	Adopted 2016	CM Proposed 2017
Revenues				
101 General Fund	11,828,665	11,895,325	10,978,668	11,304,877
201 Planning & Inspections	226,074	417,023	293,533	440,675
204 EDA	278,205	264,366	294,050	297,018
212 State Aid Maintenance	269,507	235,584	186,750	182,150
225 Cable Television	221,778	232,057	230,900	227,400
226 Downtown Parking	141,104	99,195	25,000	25,000
240 Library	836,408	832,216	845,931	878,079
261 After School Programs	59,568	21,611	0	22,000
272 Public Safety Grants - Other	0	49,945	169,412	0
315 Sull-Shores: TX GO Bonds 2008A	104,975	110,826	105,600	105,600
341 G.O. Street Rehab Bonds 2007A	130,986	357,533	100	0
343 GO Public Safety Ctr. Bonds 2008B	656,190	616,723	602,975	627,534
344 GO Public Facilities Bonds 2009A	301,481	299,839	298,022	260,389
345 GO Improv/Rev Bonds 2013	129,795	379,080	134,150	127,100
346 GO Library 2015	0	183,930	480,000	480,000
371 TIF T4: 4747 Central	65,156	64,388	700	65,000
372 Huset Park Area TIF (T6)	292,663	371,829	0	372,500
373 EDA TIF Revenue Bonds 2007	207,100	216,210	207,400	0
376 Tax Increment Bonds	59,688	16,141	0	0
377 Sheffield	67,251	0	0	0
385 Multi-Use Redevelopment	27,483	26,031	0	0
389 R8: Transition Block	44,414	43,034	0	0
402 Total State Aid Construction	193,008	1,111,654	1,950,000	750,000
411 Capital Improvements-Gen Govt Bldg	78,500	39,100	339,585	283,000
412 Capital Improvements Parks	261,100	507,646	322,310	163,855
430 Infrastructure Fund	151,500	116,300	161,000	110,000
431 Cap Equip Replacement-General Fund	271,212	626,915	337,539	256,000
432 Cap Equip Replacement - Sewer	37,600	30,200	27,800	28,000
433 Cap Equip Replacement - Water	116,830	108,346	26,500	107,000
434 Cap Equip Replacement - Garage	6,200	4,700	4,400	4,400
437 Cap Equip Replacement - Data Proc	20,700	6,300	0	0
438 Cap Equip Replacement-Storm Sewer	5,000	5,000	5,000	5,000
439 Cap Equip Replacement - Fire	3,000	400	0	0
601 Water Utility	2,977,950	2,775,216	2,915,800	2,961,600
602 Sewer Utility	1,627,073	1,699,397	1,772,200	1,893,750
603 Refuse Fund	2,034,259	2,012,048	1,928,500	1,993,750
604 Storm Sewer Fund	383,681	379,701	411,500	429,500
609 Liquor	8,417,371	8,399,945	9,080,800	8,575,400
631 Water Fund Debt Service	287,300	256,160	268,100	162,200
632 Sewer Fund Debt Service	47,130	37,020	40,000	41,000
634 Storm Sewer Debt Service	141,790	142,070	133,100	93,100
639 Liquor Fund Debt Service	385,230	380,091	392,250	389,300
651 Water Construction Fund	187,942	137,997	0	0
652 Sewer Construction Fund	159,587	224,510	9,500	274,000
653 Storm Sewer Construction Fund	83,479	748,242	160,000	385,000
701 Central Garage	667,127	641,870	703,970	688,515
705 Building Maintenance	0	147,600	163,500	206,500
720 Information Systems	343,100	339,000	335,000	335,000
Total Revenue	34,836,163	37,610,313	36,341,545	35,551,192

City of Columbia Heights, Minnesota
BUDGET 2017

Summary by Fund

		Actual 2014	Actual 2015	Adopted 2016	CM Proposed 2017
Expenses					
General Fund					
101.41110	Mayor-Council	137,695	137,177	148,305	159,057
101.41320	City Manager	416,360	430,983	450,654	469,689
101.41410	City Clerk	91,801	50,346	101,529	60,419
101.41510	Finance	771,577	800,892	826,200	853,900
101.41550	Assessing	124,571	122,792	126,518	126,043
101.41610	Legal Services	167,182	166,589	175,579	175,392
101.41940	City Hall	152,680	132,556	157,300	161,500
101.42100	Police	3,792,118	3,984,891	4,145,551	4,317,525
101.42200	Fire	1,288,397	1,334,645	1,307,508	1,376,415
101.42300	Property Inspections	166,812	174,931	188,592	200,242
101.42700	Animal Control	49	0	0	0
101.43100	Engineering	303,684	353,081	377,118	380,615
101.43121	Streets	861,248	872,186	883,498	853,794
101.43160	Street Lighting	144,186	140,055	166,825	157,982
101.43170	Traffic Signs & Signals	92,091	104,921	96,581	94,327
101.45000	Recreation Administration	188,342	192,799	207,485	218,646
101.45001	Youth Athletics	30,928	33,173	38,304	39,661
101.45003	Adult Athletics	22,636	23,420	26,215	26,443
101.45004	Youth Enrichment	38,760	40,058	67,093	68,413
101.45005	Travel Athletics	29,000	28,061	33,604	34,435
101.45030	Trips & Outings	39,013	38,278	44,077	45,101
101.45040	Senior Citizens	80,528	83,769	84,035	89,127
101.45050	Recognition/Special Events	38,392	37,810	40,900	40,900
101.45129	Murzyn Hall	180,388	180,517	225,059	231,049
101.45130	Hylander Center	61,790	58,912	88,236	89,090
101.45200	Parks	775,813	849,060	828,225	920,706
101.46102	Urban Forestry	136,397	160,965	156,677	164,406
101.49200	Contingencies	19,689	40,375	31,000	35,000
101.49300	Transfers	700,000	1,684,000	0	0
101	Total	10,852,124	12,257,243	11,022,668	11,389,877

City of Columbia Heights, Minnesota
BUDGET 2017

Summary by Fund

		Actual 2014	Actual 2015	Adopted 2016	CM Proposed 2017
	Planning & Inspections				
201.42400	Planning & Inspections	246,115	292,601	293,533	440,675
201.46310	Community Development Adm	603	0	0	0
	Economic Development Authority				
204.46314	Econ Development Authority	194,449	204,096	295,216	302,018
	State Aid Maintenance				
212.43190	State Aid Maintenance	113,291	80,750	185,279	221,536
212.43191	State Aid Gen'l Construction	0	0	310,000	130,000
	Cable Television				
225.49844	Cable Television	95,398	413,250	134,122	143,459
	Special Projects				
226.46317	Downtown Parking	0	9,353	25,000	25,000
	Library				
240.45500	Library	742,997	739,290	845,931	878,079
	After School Programs				
261.45029	Program Revenue Expended	1,894	50,295	44,000	44,000
	Public Safety Grant - Other				
272.42202	Safer Grant 2015 - 2017	0	49,945	169,412	111,955
	Bonds				
315.47000	Sull-Shores: TX GO Bonds 2008A	99,751	97,330	99,170	101,400
341.47000	GO Street Rehab Bonds	127,538	364,433	123,907	0
343.47000	GO Public Safety Ctr. Bonds 2008B	625,870	621,984	621,843	622,800
344.47000	G.O. Public Facilities Bonds	294,099	289,441	298,443	293,000
345.47000	GO Improv/Rev Bonds 2013	3,434	119,113	121,645	117,800
346.47000	GO Library 2013	0	83,088	202,788	460,000
	TIF Districts				
371.47000	TIF T4: 4747 Central	80,027	85,730	78,935	85,300
372.47000	Huset Park Area TIF (T6)	207,586	347,616	0	335,400
373.47000	EDA TIF Revenue Bonds 2007	203,239	206,355	208,438	0
376.46800	TIF Districts	60,170	172,995	0	0
376.47000	Tax Increment Bonds	740	567	0	0
377.47000	Sheffield - DS	217,549	0	0	0
385.47000	Multi-Use Redevelopment Bonds	18,715	11,680	0	0
389.47000	R8: Transition Block	38,900	39,408	0	0
402	Total State Aid Construction	178,706	161,371	1,960,000	750,000
	Capital Improvements-Gen Govt Bldg				
411.41940	General Government Buildings	0	22,715	37,750	0
411.42100	Police	0	0	1,200	0
411.42200	Fire	0	0	1,200	0
411.45129	Murzyn Hall	0	0	0	0
411.45500	Library	0	0	55,300	0
411.49950	Central Garage	0	0	400	65,000
	Capital Improvements Parks				
412.45200	Parks	661	0	156,500	350,000
	Infrastructure Fund				
430.46323	Capital Improvement Expense	0	301,340	340,966	258,452
	Cap Equip Replacement-General Fund				
431.41940	General Government Buildings	52,018	0	0	28,000
431.42100	Police	108,804	159,188	140,563	133,531
431.42200	Fire	0	494,982	116,000	110,000
431.42400	Protective Inspection	0	0	0	0
431.43100	Engineering	0	0	0	25,000
431.43121	Streets	0	42,078	28,875	178,000

**City of Columbia Heights, Minnesota
BUDGET 2017**

Summary by Fund

		Actual 2014	Actual 2015	Adopted 2016	CM Proposed 2017
431.45000	Recreation Administration	0	0	0	0
431.45050	Recognition/Special Events	0	0	0	0
431.45200	Parks	28,110	47,190	0	13,000
431.46310	Community Development Adm Cap Equip Replacement - Sewer	0	0	0	0
432.49499	Non-Operating Cap Equip Replacement - Water	0	0	0	0
433.49449	Non-Operating Cap Equip Replacement - Garage	0	0	0	0
434.49950	Central Garage Cap Equip Replacement - IS	0	0	0	0
437.49980	Data Processing	0	9,180	27,000	22,000
437.41510	Finance Cap Equip Replacement	0	0	0	0
438.49699	Storm Sewer Non-Operating Cap Equip Replacement-Fire	0	0	0	0
439.42200	Fire Water Utility	9,375	36,277	20,000	0
601.49400	Source of Supply	1,200,008	1,221,185	1,369,192	1,333,397
601.49430	Distribution	914,006	889,418	1,030,765	1,063,922
601.49440	Administration & General	153,372	162,662	161,800	160,300
601.49449	Non-Operating	455,400	395,985	268,000	162,000
602.49450	Collections	544,613	508,232	772,452	785,697
602.49480	Disposal	975,068	974,822	1,097,791	1,097,791
602.49490	Administration & General	153,171	170,011	161,799	160,300
602.49499	Non-Operating	164,087	255,158	40,000	306,000
603.49510	Refuse Disposal	1,493,372	1,532,417	1,703,477	1,760,794
603.49520	Collection & Disposal	142,217	149,435	143,239	150,102
603.49530	Recycling	121,972	127,997	125,999	128,881
603.49540	Hazardous Waste	9,550	11,723	9,276	11,074
604.49650	Collections	304,931	432,557	370,976	386,138
604.49690	Administration & General	1,065	960	1,000	1,200
604.49699	Non-Operating	141,000	142,446	133,000	93,000
609.49791	Liquor Store #1	3,693,257	3,718,536	3,925,500	3,836,100
609.49792	Liquor Store #2	3,045,623	2,950,203	3,345,800	3,014,400
609.49793	Liquor Store #3	1,141,771	1,204,861	1,250,200	1,296,400
609.49794	Liquor Non-Operating	599,574	586,249	550,818	549,200
631.47000	Water Fund Debt Service Water Fund Bonds	30,494	26,151	18,285	18,800
632.47000	Sewer Fund Debt Service Bonds	6,320	5,680	5,542	6,000
634.47000	Storm Sewer Debt Service Storm Sewer Bonds	15,142	13,885	11,649	12,400
639.47000	Liquor Debt Service	207,738	200,235	195,343	187,900

**City of Columbia Heights, Minnesota
BUDGET 2017**

Summary by Fund		Actual 2014	Actual 2015	Adopted 2016	CM Proposed 2017
Water Construction Fund					
651.49449	Non-Operating	0	0	225,000	60,000
Sewer Construction Fund					
652.49499	Non-Operating	0	0	275,000	275,000
Storm Sewer Construction					
653.49699	Storm Sewer Construction Fund	0	100,000	265,000	195,000
Central Garage					
701.49950	Central Garage	654,321	645,363	715,088	758,959
Building Maintenance					
705.49970	Building Maintenance	0	144,609	163,432	196,831
Information Systems					
720.49980	Information Systems	302,151	332,331	345,452	359,761
Total Expense		<u>31,072,386</u>	<u>34,713,993</u>	<u>36,646,959</u>	<u>36,002,629</u>

Proprietary Fund Information

<i>Capital Assets</i>	<i>710,000</i>
<i>Bond Principal</i>	<i>527,400</i>

City of Columbia Heights, Minnesota

BUDGET 2017

Administration

	Mayor-Council	City Manager	City Clerk	Assessing	Legal Services	Cable TV
	101	101	101	101	101	225
Revenue						
30999 Taxes	148,215	437,676	7,193	115,122	121,505	0
31999 Licenses & Permits	0	0	0	0	0	0
32999 Intergovernmental	8,230	24,314	400	6,395	6,750	0
33999 Charge for Services	0	0	0	2,500	0	0
34999 Fines & Forfeits	0	0	0	0	45,000	0
35999 Miscellaneous	1,197	3,531	58	929	980	227,400
36999 Sales and Related Charges	0	0	0	0	0	0
39199 Transfers & Non Rev Receipts	0	0	52,700	0	0	0
Total Revenue	157,642	465,521	60,351	124,946	174,235	227,400
Expenses						
0999 Personal Services	97,609	437,937	50,896	7,510	0	5,715
1999 Supplies	700	3,500	2,000	65	0	0
2999 Other Services and Charges	55,248	28,252	7,523	118,468	175,392	44,044
4999 Capital Outlay	0	0	0	0	0	30,000
6999 Contingencies & Transfers	5,500	0	0	0	0	63,700
Total Expenses	159,057	469,689	60,419	126,043	175,392	143,459
Change to Fund Balance	-1,415	-4,168	-68	-1,097	-1,157	83,941

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: MAYOR-COUNCIL							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
41110	MAYOR-COUNCIL	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item Description		2014	2015	2016	2017	2017	2017
0999	Personal Services	97,668	89,428	94,040	97,609	97,609	-
1999	Supplies	4,358	366	700	700	700	-
2999	Other Services & Charges	34,283	45,904	49,265	51,648	55,248	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	1,386	1,479	4,300	5,500	5,500	-
TOTALS: MAYOR-COUNCIL		137,695	137,177	148,305	155,457	159,057	-

Activity Description

The City Council is the legislative branch of city government. The Council is responsible for the establishment of policies and the adoption of local ordinances and resolutions. The Council has full authority over the financial affairs of the city and provides for the collection of all revenue and other assets, the auditing and settlements of accounts, and the safekeeping and disbursement of public monies. They appoint the City Manager and members of various advisory boards and commissions. The Council consists of a Mayor who is elected for a two-year term and four Councilmembers who are elected at large for staggered four-year terms.

Objectives

1. To provide quality services with limited funding.
2. To understand and adapt to the demographic changes taking place in the City.
3. Promote the City in a positive and professional way.

Budget Comments on Proposed Budget

The Mayor Council Budget increased by \$7,152 from 2016 to 2017. Personal Services increased by \$3,569, due to an increase in Insurance and Workers Comp Insurance, and an allowance for possible cost increases in COLA/fringe due to possible future contract changes. Other Services and Charges had an overall increase of \$2,383. Significant changes include an increase of \$1,852 for Insurance & Bonds, an additional \$1,600 was added for IS Services. Commission & Boards decreased by \$800. As well as incidental decreases totaling \$419.

Other Financing Uses increased by \$1200, due to an increase in contingencies.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CITY MANAGER							
101 41320	GENERAL CITY MANAGER	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	394,767	408,670	425,147	437,937	437,937	-
	1999 Supplies	2,559	2,356	1,350	3,500	3,500	-
	2999 Other Services & Charges	19,034	19,957	24,157	28,252	28,252	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CITY MANAGER	416,360	430,983	450,654	469,689	469,689	-

Activity Description

This Department is responsible for the administration of all activities, functions, and programs of the City in accordance with the policies and guidelines adopted by the City Council. Duties of the Department include planning, organizing, directing, and coordinating the operations of all Departments, with the exception of the Police Department. This Department is responsible for human resources, labor relations, and employee relations functions of the City.

Objectives

1. Improve communications with employees via intranet and all employee meetings.
2. Establish new Human Resources Information System.
3. Continue to provide employee benefits information electronically, including online policy review and acknowledgement systems.
4. Continue to implement streamlined records retention program.

Budget Comments on Proposed Budget

The City Manager budget increased by \$19,035 from 2016 to 2017. Personal Services increased by \$12,790, due to wage adjustments and insurance increases. Supplies increased \$2,150 due the purchase of two computers and monitors. Other Services and Charges saw an overall increase of \$4,095 which includes a \$100 increase in postage, and a reallocation of internal IS services in the amount of \$4,300.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CITY CLERK							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
41410	CITY CLERK	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	85,467	45,947	92,236	50,896	50,896	-
1999	Supplies	1,328	304	1,750	2,000	2,000	-
2999	Other Services & Charges	5,006	4,096	7,543	7,523	7,523	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CITY CLERK		91,801	50,346	101,529	60,419	60,419	-

Activity Description

The City Clerk provides assistance to the Mayor, City Council, and City Manager; organizes and directs elections, serves as the responsible authority for compliance with the MN Date Practices Act, maintains the City Code, prepares and assembles Council meeting agendas and materials, takes and transcribes minutes of the City Council meetings, maintains records and files of official city documents, oversees the boards and commissions, serves Sunshine Fun Coordinator, serves as backup to the Administrative Assistant, and is the department liaison to the Sister City Committee. With the exception of special elections, elections are only held in even numbered years. This is the reason for the significant difference from one year to the next.

Objectives

1. Serve the Mayor, City Council and City Manager in a support capacity.
2. Review and revise, as needed, the Data Practices Policy.
3. Maintain city contracts.
4. Update the City's record retention policy, maintain & destroy records in accordance with the schedule.
5. Keep current on election laws and regulations. Recruit and assist with training election judges.

Budget Comments on Proposed Budget

The City Clerk's budget decreased by \$41,110 from 2016 to 2017. This decrease can mostly be attributed to the fact that there is not an election scheduled for 2017. For comparison purposes, the following changes are based on the differences between the 2015 and 2017 budget, both for non-election years. Personal Services increased by \$4,950. The City Clerk salary increased by \$1,776 due to COLA adjustments and step increases. Insurance and benefits increased by \$295. There was a savings (reduction) in 2015 for vacation and sick and unemployment compensation of \$1,999. Supplies increased by \$1,696, primarily due to a \$1,500 increase in computer supplies to purchase a desktop computer for the City Clerk. Other Services and Charges increased by \$3,427. Expert and Professional Services increased by \$1,300, to cover the cost of code updates through American Legal Publishing. In 2015 this was paid from the City Clerk's budget. Training increased by \$291, the City Clerk will attend two conferences in 2017. There is an internal service amount for Information Systems of \$1,100. Repair and maintenance service increased by \$238 due to an increase in the City's portion for Anoka County for election equipment maintenance agreement. There is an increase in rents and leases from 2015 of \$491.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: ASSESSING							
101 41550	GENERAL ASSESSING	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item Description							
	0999 Personal Services	7,358	6,835	7,318	7,510	7,510	-
	1999 Supplies	31	17	65	65	65	-
	2999 Other Services & Charges	117,182	115,940	119,135	118,468	118,468	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: ASSESSING	124,571	122,792	126,518	126,043	126,043	-

Activity Description

The Assessing Department provides tax and homestead information, and processes homestead applications. Through a joint powers agreement with Anoka County, the County provides for the assessment of property in Columbia Heights. the City contracted with the County for special assessment billing services beginning in 2003.

Objectives

Research feasibility of public web access to Special Assessment information.

Budget Comments on Proposed Budget

The Assessing budget decreased by \$475 from 2016 to 2017. Personal Services increased by \$192, due to increases in wages, PERA, insurance and workers compensation premiums allocated to this Department for Public Works clerical staff. Postage decreased by \$200 to more accurately reflect current expenditures, and repair and maintenance costs were reduced to \$0.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: LEGAL SERVICES							
101 41610	GENERAL LEGAL SERVICES	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item Description							
0999 Personal Services		-	-	-	-	-	-
1999 Supplies		-	-	-	-	-	-
2999 Other Services & Charges		167,182	166,589	175,579	175,392	175,392	-
4999 Capital Outlay		-	-	-	-	-	-
6999 Contingencies & Transfers		-	-	-	-	-	-
TOTALS: LEGAL SERVICES		167,182	166,589	175,579	175,392	175,392	-

Activity Description

The Legal Services Department handles all civil lawsuits and prosecutions for the City. These services are currently under retainer with the law firm of Barna, Buzy, and Steffen, Ltd. This Department also budgets for outside labor attorney services.

Objectives

Maintain current service level under current contract terms.

Budget Comments on Proposed Budget

The Legal Services budget decreased by \$187 from 2016 to 2017 due to city-wide allocation calculations.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CABLE TELEVISION							
225 49844	CABLE TELEVISION	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	1,950	2,699	5,850	5,715	5,715	-
	1999 Supplies	1,989	465	-	-	-	-
	2999 Other Services & Charges	23,823	42,472	82,389	44,044	44,044	-
	4999 Capital Outlay	-	-	16,700	30,000	30,000	-
	6999 Contingencies & Transfers	67,636	367,614	29,183	63,700	63,700	-
	TOTALS: CABLE TELEVISION	95,398	413,250	134,122	143,459	143,459	-

Activity Description

This activity administers the Columbia Heights' cable franchise ordinance, which includes rate regulation activities, franchise renewals, transfers of ownerships, enforcement of customer service standards, and ensuring compliance of the cable companies with the terms and conditions of the franchises. Additionally, information is placed and programming is produced on the government access channel.

Objectives

1. Administer franchise ordinance.
2. Finish upgrading City's cable broadcasting hardware and software equipment.
3. Expand the amount of information and programming on the government access channel.
4. Enhance staff training and technical services on the cable broadcasting software and hardware.

Budget Comments on Proposed Budget

The Cable Television budget increased by \$9337 from 2016 to 2017. Personal Services decreased by \$304, to better reflect current hours worked by part time staff. Other Services and Charges decreased by \$38,345 from 2016 to 2017, the large decrease is due to a change in how internal IS services are billed. Expert and professional services decreased \$1300 and training and education activities increased \$900 due to moving Tightrope and Government Access training from expert and professional services to training and education activities. Other communications and insurance and bonds were decreased by \$16 and \$129 respectively due to citywide allocations. Repair and maintenance services increased by \$2,300 due to the inclusion of a \$5000 annual maintenance fee for the Neogov online application program and a \$300 increase to website support, with a \$3000 reduction in cable equipment and repair. Capital Outlay increased by \$30,000 to allow for purchase of a new human resource information system as the City's previous Access based system was nonfunctional. Transfers out for labor decreased by \$5,483. Transfers out to Information Systems increased by \$40,000 due to the reallocation that is shown as a decrease in Other Services and Charges.

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City of Columbia Heights, Minnesota

BUDGET 2017

Community Development

	Planning & Inspections	EDA	Downtown Parking
	201	204	226
Revenue			
30999 Taxes	0	293,468	0
31999 Licenses & Permits	299,709	0	0
32999 Intergovernmental	0	0	0
33999 Charge for Services	0	50	0
34999 Fines & Forfeits	0	0	0
35999 Miscellaneous	7,800	3,500	25,000
36999 Sales and Related Charges	0	0	0
39199 Transfers & Non Rev Receipts	133,166	0	0
Total Revenue	440,675	297,018	25,000
Expenses			
0999 Personal Services	411,528	139,753	0
1999 Supplies	1,100	0	0
2999 Other Services and Charges	12,497	13,549	25,000
4999 Capital Outlay	0	0	0
6999 Contingencies & Transfers	15,550	148,716	0
Total Expenses	440,675	302,018	25,000
Change to Fund Balance	0	-5,000	0

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: PLANNING & INSPECTIONS							
201 42400	PLANNING & INSPECTIONS PLANNING & INSPECTIONS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	215,005	258,991	263,707	411,528	411,528	-
	1999 Supplies	2,578	3,863	1,150	1,100	1,100	-
	2999 Other Services & Charges	14,873	15,991	13,512	12,497	12,497	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	13,659	13,756	15,164	15,550	15,550	-
	TOTALS: PLANNING & INSPECTIONS	246,115	292,601	293,533	440,675	440,675	-

Activity Description

1. Maintain effective, thorough and timely building inspections.
2. Maintain housing stock through rental, vacant and abandoned property inspections.
3. Maintain neighborhood stability through building and zoning enforcement.
4. Provide project management services within the City for private development requests.
5. Provide licensing services to community businesses.
6. Provide staff support to the Planning and Zoning Commission.

Objectives

1. Keep Columbia Heights a vibrant, urban community through careful planning and attention to safety and quality in the built environment.
2. Ensure that Columbia Heights has a well-planned network of roads, transit corridors, trails and bikeways.
3. Continue to allow neighborhoods and commercial areas to thrive by actively seeking to keep zoning and other ordinances relevant.
4. Ensure quality business development by through licensing and interaction with the business community.
5. Enhance Columbia Heights' positive image through effective communication measures.

Budget Comments on Proposed Budget

1. Increase in salary expense due to reallocation of responsibilities within positions between Fund 201 and Fund 204 (Fund 204 expenses have decreased), as well as standard cost of living and step increases.
2. Decrease in supplies due to completion of department remodeling project.
3. Decrease in Other Services and Charges due to less need for professional services due to in-house staff and decrease in Training and Activities. (There are many free and reduced cost trainings available.)
4. Fund 201 does not rely on General Fund, levy or Local Government Aid (LGA). From year to year, revenue/expenditure amounts vary greatly.
4. Revenue was increased due to increased construction and permitting activity, as well as a transfer from Fund 204.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: ECONOMIC DEVELOPMENT AUTHORITY							
204 46314	COMMUNITY DEVELOPMENT ECONOMIC DEVELOPMENT AUTH	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	154,801	176,374	213,097	139,753	139,753	-
1999	Supplies	4,037	1,079	300	-	-	-
2999	Other Services & Charges	21,953	12,888	13,204	13,549	13,549	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	13,658	13,756	68,615	148,716	148,716	-
TOTALS: ECONOMIC DEVELOPMENT AUTHORITY		194,449	204,096	295,216	302,018	302,018	-

Activity Description

1. Implement goals and objectives of the Economic Development Authority.
2. Monitor and implement housing programs to ensure that neighborhood stability is maintained.
3. Develop and implement programs that work to increase assessed property values.
4. Manage branding and communication activities for the City.
5. Enhance business opportunities within the City.

Objectives

1. Create opportunities for businesses to thrive in Columbia Heights.
2. Actively monitor and identify areas that are prime for redevelopment.
3. Collaborate with local, regional, state and federal government agencies to ensure viable funding opportunities are identified and received.
4. Reinvest in single-family and multi-family housing throughout the community.
5. Improve the tax base of the community through productive measures that increase overall property values.

Budget Comments on Proposed Budget

1. Decrease in salary expense due to reallocation of responsibilities within the positions between Fund 201 and Fund 204.
2. Decrease in supplies due to completion of department remodeling project and continued integration of paperless technologies into the work environment.
3. Decrease in Other Services and Charges due to the department being fully staffed and therefore having less reliance on outside consultants to accomplish economic development and public financing-related tasks.
4. Market rate increase to Economic Development Manager salary.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: DOWNTOWN PARKING							
226	SPECIAL PROJECTS	Actual	Actual	Adopted	Department	City Manager	Council
46317	DOWNTOWN PARKING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	9,353	25,000	25,000	25,000	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: DOWNTOWN PARKING		-	9,353	25,000	25,000	25,000	-

Activity Description

This fund is for the operation and maintenance of municipal parking ramps.

Objectives

To provide for the operation and maintenance of municipal parking ramps.

Budget Comments on Proposed Budget

Operation & Maintenance Agreement with Columbia Park Properties, LLP.
Property insurance premiums for municipal parking ramps.

City of Columbia Heights, Minnesota

BUDGET 2017

Finance

	Finance	Water	Sewer	Sewer	IS	Cap. Equip Finance	Cap. Equip IS
	101	601	602	604	720	437	437
Revenue							
30999 Taxes	410,554	0	0	0	0	0	0
31999 Licenses & Permits	600	0	0	0	0	0	0
32999 Intergovernmental	22,807	0	0	0	0	0	0
33999 Charge for Services	0	884	0	0	0	0	0
34999 Fines & Forfeits	0	0	0	0	0	0	0
35999 Miscellaneous	3,312	802	372	8	0	0	0
36999 Sales and Related Charges	0	172,877	128,818	1,064	335,000	0	0
39199 Transfers & Non Rev Receipts	412,717	0	0	0	0	0	0
Total Revenue	849,990	174,563	129,190	1,072	335,000	0	0
Expenses							
0999 Personal Services	790,500	0	0	0	282,763	0	0
1999 Supplies	6,800	1,200	1,200	0	3,490	0	0
2999 Other Services and Charges	56,600	66,200	66,300	1,200	68,508	0	0
4999 Capital Outlay	0	0	0	0	0	0	17,000
6999 Contingencies & Transfers	0	92,900	92,800	0	5,000	0	5,000
Total Expenses	853,900	160,300	160,300	1,200	359,761	0	22,000
Change to Fund Balance	-3,910	14,263	-31,110	-128	-24,761	0	-22,000
Proprietary Fund Information							
Capital Asset Purchases	n/a	0	0	0	0	0	0

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: FINANCE							
101	GENERAL	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
41510	FINANCE	2014	2015	2016	2017	2017	2017
Line Item	Description						
0999	Personal Services	726,172	747,478	770,400	790,500	790,500	-
1999	Supplies	5,300	8,036	6,600	6,800	6,800	-
2999	Other Services & Charges	40,104	45,378	49,200	56,600	56,600	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: FINANCE		771,577	800,892	826,200	853,900	853,900	-

Activity Description

The purpose of the Finance Department is to account for all financial operations of the City and to report on those operations. The Finance department is responsible for budgeting, financial reporting, accounts payable and receivable, payroll, utility billing, purchasing, liquor operations, and information systems within city operations.

Objectives

The department's ongoing objective is to continually improve its work processes. The assistant finance director position turned over in mid-2016. The department expects to use this as an opportunity to update the documentation of its work processes and policies. This improved documentation will aid the ability of potential vendors to prepare accurate proposals for the eventual replacement of the City's existing, but obsolete, financial software.

Budget Comments on Proposed Budget

The proposed budget for 2017, net of a \$5,200 reallocation of information systems internal costs from other departments, is an increase of \$22,500 or 2.7% over the 2016 budget. \$20,800 of this increase is for possible for cost-of- living increases in new labor agreements currently under negotiation.

Employee insurance costs under the existing labor agreements already approved the city council are expected to increase for 2017 by another \$4,800, in addition to the above increase for new contracts. To absorb this \$4,800 increase, the remainder of the budget was reduced by a net of \$3,100.

This reduction in results in nothing budgeted for unexpected technical consultations with outside professionals, or unscheduled software /hardware purchases. Any such items that arise will need to be charged to the general fund's limited budget for all city contingencies (department 101.49200).

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: WATER UTILITY							
601 49440	WATER UTILITY ADMINISTRATION & GENERAL	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	661	1,537	1,004	1,200	1,200	-
2999	Other Services & Charges	22,730	30,108	70,400	66,200	66,200	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	129,980	131,017	90,396	92,900	92,900	-
TOTALS: WATER UTILITY		153,372	162,662	161,800	160,300	160,300	-

Activity Description

The Administration Department of the Water Utility Fund accounts for 33.3% of the costs associated with the utility billing process costs associated with meter reading. The remaining costs for utility billing are allocated to the Sewer Utility Fund - 33.3% and the Refuse Utility Fund 33.3%; the remaining costs for meter reading are allocated to the Sewer Utility Fund.

Objectives

The department's ongoing objective is to continually improve its work processes. In 2017, the department will focus particularly on improving its processes for managing chronically delinquent customer accounts.

Budget Comments on Proposed Budget

The proposed budget for 2017 is a decrease of \$1,500 or 1% under the 2016 budget. This decrease reflects \$11,200 of information systems internal costs reallocated for 2017 to other departments, offset by the following increases:

- \$5,300 increase to credit card fees from more customers choosing to pay through the City's website.
- \$2,400 increase to the transfer to the general fund for administrative labor
- \$900 increase to the audit fee because the triennial actuarial study is require in 2017
- \$800 increase to repair and maintenance because the initial warranty period expire for the Neptune brand meter reading equipment obtained in 2014.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: SEWER UTILITY ADMINISTRATION & GENERAL							
602 49490	SEWER UTILITY ADMINISTRATION & GENERAL	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	646	1,777	1,004	1,200	1,200	-
2999	Other Services & Charges	22,545	37,218	70,400	66,300	66,300	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	129,979	131,016	90,395	92,800	92,800	-
TOTALS: SEWER UTILITY		153,171	170,011	161,799	160,300	160,300	-

Activity Description

The Administration Department of the Sewer Utility Fund accounts for 33.3% of the costs associated with the utility billing process and one-half of the costs associated with meter reading. The remaining costs for utility billing are allocated to the Water Utility Fund - 33.3% and the Refuse Utility Fund 33.3%; the remaining costs for meter reading are allocated to the Water Utility Fund.

Objectives

The department's ongoing objective is to continually improve its work processes. The department's ongoing objective is to continually improve its work processes. In 2017, the department will focus particularly on improving its processes for managing chronically delinquent customer accounts.

Budget Comments on Proposed Budget

The proposed budget for 2017 is a decrease of \$1,500 or 1% under the 2016 budget. This decrease reflects \$11,200 of information systems internal costs reallocated for 2017 to other departments, offset by the following increases:

- \$5,300 increase to credit card fees from more customers choosing to pay through the City's website.
- \$2,400 increase to the transfer to the general fund for administrative labor
- \$900 increase to the audit fee because the triennial actuarial study is require in 2017
- \$800 increase to repair and maintenance because the initial warranty period expires for the Neptune brand meter reading equipment obtained in 2014.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STORM SEWER ADMINISTRATION & GENERAL							
604	STORM SEWER	Actual	Actual	Adopted	Department	City Manager	Council
49690	ADMINISTRATION & GENERAL	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	1,065	960	1,000	1,200	1,200	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: STORM SEWER		1,065	960	1,000	1,200	1,200	-

Activity Description

The Administration Department of the Sewer Utility Fund accounts for costs directly associated with this fund. At this time, there are no allocated costs for the utility billing process or meter reading in this fund.

Objectives

The Storm Sewer Administration Department is only a passive collecting point in the accounting system for certain direct costs. As such, it does not have objectives other than to fulfill this record keeping role. It is not a department that is staffed directly or indirectly (such as through a labor allocation.)

Budget Comments on Proposed Budget

The proposed budget for 2017 is the same as the 2016 budget. The only item in this budget is a share of the annual audit costs.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: INFORMATION SYSTEMS							
720	INFORMATION SYSTEMS	Actual	Actual	Adopted	Department	City Manager	Council
49980	INFORMATION SYSTEMS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	251,469	264,832	271,027	282,763	282,763	-
1999	Supplies	2,604	16,441	3,568	3,490	3,490	-
2999	Other Services & Charges	48,077	51,058	65,857	68,508	68,508	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	5,000	5,000	5,000	-
TOTALS: INFORMATION SYSTEMS		302,151	332,331	345,452	359,761	359,761	-

Activity Description

The IS Department provides information system implementation, management, support and training to the City employees. With the City's dependence on IS, it is imperative to have staff on hand to support and develop the system. Modern information technologies and training increase city employees' productivity and reduce overall cost of information system ownership.

Major IS components:

1. Servers and data storage devices.
2. Network devices, including wireless networks and Internet access.
3. Phone and voice mail systems.
4. Desktop PCs, portable computers and other mobile devices.
5. Printers, networked copiers/scanners and other output devices.
6. Databases.
7. Laserfiche document imaging system.
8. Office applications (word processing, spreadsheets, presentations, e-mail and scheduling).
9. Special departmental applications.

Objectives

1. Ensure efficient, secure, and reliable operation of the City information system.
2. Support city Librarians and patrons.
3. Provide Internet access to the public documents in Laserfiche system.
4. Provide reliable and secure Internet access for city employees.
5. Train users and IS staff to better use City information system.

Budget Comments on Proposed Budget

The proposed 2017 budget for this department, including proposed salary increase for the IS Director position, is 4.1% more than 2016 budget (3% more without accounting for the salary increase).

Major changes:

- "Personal Expenses" are \$11,736 more due to \$3,900 proposed salary increase for the IS Director position to bring it closer to market rates, and \$7,300 budgeted for COLA adjustments pertains to whole department.
- "Expert & Professional Services" are \$1,400 less.
- "Repair & Maintenance Services" are \$3,919 more, mostly due to increased costs of vendor support contracts. Whenever feasible IS Department purchases multi-year maintenance contracts to decrease annual costs.

Combined 2017 budgets for 720.49980 and 437.49980 are 2.5% more than combined 2016 budgets.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: IS CAPITAL EQUIPMENT REPLACEMENT							
437	I.S. CAPITAL EQUIPMENT	Actual	Actual	Adopted	Department	City Manager	Council
49980	INFORMATION SYSTEMS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	9,180	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	20,000	17,000	17,000	-
6999	Contingencies & Transfers	-	-	7,000	5,000	5,000	-
TOTALS: IS CAP EQUIP REPLACEMENT		-	9,180	27,000	22,000	22,000	-

Activity Description

Capital Equipment Replacement fund is used for IS hardware and software purchases with a cost of a unit in the amount set by the city procedures for fixed assets or more and a life expectancy of one year or longer.

Objectives

1. Replace or upgrade network servers to support additional IS functions.
2. Replace other IS components that are no longer supported by vendors and are not compatible with newer components.
3. Keep using existing IS components as long as they can be efficiently supported.

Budget Comments on Proposed Budget

This department is within a proprietary fund. Beginning in 2015, proprietary funds are using the full accrual method for budgetary accounting, which is the same method proprietary funds use for actual accounting.

The proposed 2017 budget includes \$17,000 for servers replacement and upgrade, and \$5,000 in contingencies.

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City of Columbia Heights, Minnesota
BUDGET 2017

Fire

	Fire	Property Inspections	Public Safety Grant - Other	Cap Equip Replacement Fire	Cap Equip Fire
	101	101	272	431	439
Revenue					
30999 Taxes	1,123,723	7,680	0	0	0
31999 Licenses & Permits	500	180,000	0	0	0
32999 Intergovernmental	157,425	427	0	45,125	0
33999 Charge for Services	75,000	12,000	0	0	0
34999 Fines & Forfeits	0	0	0	0	0
35999 Miscellaneous	9,065	62	0	10,830	0
36999 Sales and Related Charges	0	0	0	0	0
39199 Transfers & Non Rev Receipts	0	0	0	1,805	0
Total Revenue	1,365,713	200,169	0	57,760	0
Expenses					
0999 Personal Services	1,117,912	190,578	111,955	0	0
1999 Supplies	62,500	1,500	0	0	0
2999 Other Services & Charges	196,003	8,164	0	0	0
4999 Capital Outlay	0	0	0	110,000	0
6999 Contingencies & Transfers	0	0	0	0	0
Total Expenses	1,376,415	200,242	111,955	110,000	0
Change to Fund Balance	(10,702)	(73)	(111,955)	(52,240)	0

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: FIRE							
101 42200	GENERAL FIRE	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	1,081,638	1,072,325	1,073,002	1,158,220	1,117,912	-
	1999 Supplies	56,065	62,225	46,500	62,500	62,500	-
	2999 Other Services & Charges	150,694	200,094	188,006	196,003	196,003	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: FIRE	1,288,397	1,334,645	1,307,508	1,416,723	1,376,415	-

Activity Description

The Fire Department provides medical care, fire suppression, public education, and inspection services for the citizens of Columbia Heights. The Fire Department also supplies the City of Hilltop with fire and medical service through a contract agreement. The Fire Department will continue to work with neighboring communities to share resources through auto aid and mutual aid agreements along with sharing of personnel for County and regional teams. Emergency Management works side by side with the U.S. Department of Homeland Security, Minnesota Department of Homeland Security and Emergency Management, and the Anoka County Emergency Manager to provide emergency management for the protection of public safety, health, and welfare in our City during emergencies and natural disasters.

Objectives

Continue our pro-active approach in fire and EMS services.
 Continue our involvement in County and regional teams and sharing of resources with neighboring communities. This includes moving fire and inspection computer data base over to County wide system.
 Continue our involvement in the emergency management organizations and training to keep current with government requirements and programs.
 Look at future staffing, recruitment, and retention issues for our Paid-on-Call Firefighter division.

Budget Comments on Proposed Budget

The increases in the number of emergency calls, requests for fire services, rental properties and the need for property inspections is outpacing the abilities of the current Fire Department staffing model to complete everything in a timely manner. The addition of the two SAFER Grant firefighters has made a dramatic difference in the ability to fulfill our Fire Department missions. The grant period ends at the beginning of September 2017. The Department proposed budget includes keeping these two week day firefighter positions as permanent. The City Manager proposed budget discontinues these two additional positions when the grant ends. In addition, the Department and the City Manager both recommend no longer responding to non-emergency medical calls. More information about this change in service will be presented in a budget work session.

Due to the Affordable Care Act the City has had to make changes to employee hours for workers that work part time over 30 hours a week. The proposed budget moves the Fire Secretary position from 35 hours a week to a full time position.

Other increases of note are, a market value adjustment to the salary range of the position of assistant fire chief, and costs associated with computer software - as many of the programs used by the Fire Department are moving to web-based programs. The annual costs associated with the County wide data system are still rising as the system is being built and implemented.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: PROPERTY INSPECTIONS							
101 42300	GENERAL PROPERTY INSPECTIONS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	163,898	168,495	180,186	194,433	190,578	-
1999	Supplies	235	953	2,200	1,500	1,500	-
2999	Other Services & Charges	2,678	5,482	6,206	8,164	8,164	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: PROPERTY INSPECTIONS		166,812	174,931	188,592	204,097	200,242	-

Activity Description

Property Inspections incorporates all rental property licensing and inspections, long grass/weed inspections, nuisance inspections and property maintenance inspections under one budget.

Objectives

Provide timely and efficient inspection services in order to maintain property values.
 Continue partnering with other City departments to provide coordinated inspection services.
 Continue to evaluate staffing needs and upgrade software and computer equipment to operate an efficient program.
 Continue with summer seasonal inspection help during busier summer inspection months.

Budget Comments on Proposed Budget

The number of rental properties and licensing inspections continues to grow and the need for property maintenance inspections continues to remain high. Staffing needs will be continually evaluated in order to provide the necessary staff to do the inspections in a timely and efficient manner while also allowing the fire staff to complete their fire/EMS responsibilities.

The Department proposed budget includes keeping the two grant-paid firefighter positions as permanent, after the grant ends in September 2017. A portion of each of these two positions is charged to the property inspections budget. The City Manager proposed budget discontinues these two additional positions when the grant ends.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: SAFER GRANT 2015 - 2017							
272 42202	PUBLIC SAFETY GRANTS - OTHER SAFER GRANT 2015 - 2017	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item Description							
	0999 Personal Services	-	49,945	169,412	111,955	111,955	-
	1999 Supplies	-	-	-	-	-	-
	2999 Other Services & Charges	-	-	-	-	-	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: SAFER GRANT 2015 - 2017	-	49,945	169,412	111,955	111,955	-

Activity Description

The increases in the number of emergency calls, requests for fire services, rental properties and the need for property inspections is outpacing the abilities of the current fire department staffing model to complete everything in a timely manner. Staff looked at alternative staffing models in order to fulfill core missions but all would include the need for additional staff and increased budget. The Fire Department applied for, and was awarded a Staffing for Adequate Fire and Emergency Response (SAFER) grant through FEMA. The SAFER Grant provides for the hiring of full-time firefighters to meet the needs of the community and national firefighting deployment standards.

Objectives

To provide the needed weekday staffing to cover the shortage of daytime Paid-on-Call staff, meeting NFPA 1720 standards for deployment of fire suppression operations, provide staffing for the increasing number of inspections and requests for public education events, and allow firefighters to conduct fire duties displaced by the increasing inspection demands.

Budget Comments on Proposed Budget

The Fire Department was awarded a SAFER Grant in the amount of \$335,282. The grant is for the hiring of two full-time weekday firefighters for a period of two-years. Grant award covers 100% of the cost of regular wages and fringe for the two-year period. There are no financial match requirements or requirements at the end of the two-year period. The addition of the two firefighters will allow us to meet the objectives laid out above.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAP EQUIP REPLACEMENT GENERAL							
431 42200	CAP EQUIP REPLACEMENT GENE FIRE	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	-	-	-	-	-	-
	2999 Other Services & Charges	-	-	-	-	-	-
	4999 Capital Outlay	-	494,982	116,000	110,000	110,000	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CAP EQUIP REPLACEME	-	494,982	116,000	110,000	110,000	-

Activity Description

The Fire Capital Equipment Replacement - General Fund was established to fund the long term ongoing capital equipment needs in the general fund. This was accomplished by preparing, and maintaining, a detailed 20 year projection of the City's equipment needs and scheduling long term replacement.

Objectives

Replace equipment as needed in accordance with the Fire Department replacement schedule.

Budget Comments on Proposed Budget

Rescue 3 (2012 Chevy Suburban) will be five years old and replaced in 2017 per the Fire Department Capital Replacement schedule. The suburban will then be used by the Assistant Chief and replace the 2001 Ford Expedition which will be taken out of service. Cost of vehicle approximately \$60,000.

Rescue 1 is a 1990 heavy rescue vehicle that was purchased for the exclusive need to carry heavy rescue and extrication equipment. Over the years this type of rescue equipment has become smaller and lighter. The Aerial and new pumper were purchased with these smaller, lighter tools so there is no need for a specialized vehicle like this. Replacement for a similar vehicle would be in the \$250,000 range. The budget proposes to purchase a 1/2 ton, 4-door pick up with a lift gate in place of a heavy rescue vehicle. Cost of vehicle approximately \$50,000. The old rescue vehicle could be sold unless Public Works has an interest in it.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: FIRE CAPITAL EQUIPMENT							
439 42200	FIRE CAPITAL EQUIPMENT FIRE	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	9,375	32,725	20,000	-	-	-
	2999 Other Services & Charges	-	3,552	-	-	-	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: FIRE CAPITAL EQUIPMEN	9,375	36,277	20,000	-	-	-

Activity Description

The Fire Capital Equipment Replacement Fund was established to fund the long term ongoing capital equipment needs using State refunded excess PERA funds.

Objectives

Replace equipment as needed in accordance with the Fire Department replacement schedule if funds are still available in 2017.

Budget Comments on Proposed Budget

It is believed that there will be little, to no funds left in this account by 2017. If there are any funds available they will be used to purchase minor equipment as in years past.

City of Columbia Heights, Minnesota
BUDGET 2017

General Government

	City Hall 101	Recognition/ Spec Events 101	Contingencies 101	Transfers 101	Cap Equip. Repl Gen. Gov Bldgs. 431
Revenue					
30999 Taxes	134,130	38,113	32,615	0	0
31999 Licenses & Permits	0	0	0	0	0
32999 Intergovernmental	7,452	2,117	1,812	0	41,938
33999 Charge for Services	0	0	0	0	0
34999 Fines & Forfeits	0	0	0	0	0
35999 Miscellaneous	18,642	307	263	0	10,066
36999 Sales and Related Charges	0	0	0	0	1,678
39199 Transfers & Non Rev Receipts	0	0	0	0	0
Total Revenue	160,224	40,537	34,690	0	53,682
Expenses					
0999 Personal Services	0	0	0	0	0
1999 Supplies	13,000	300	0	0	0
2999 Other Services & Charges	148,500	40,600	0	0	0
4999 Capital Outlay	0	0	0	0	28,000
6999 Contingencies & Transfers	0	0	35,000	0	0
Total Expenses	161,500	40,900	35,000	0	28,000
Summary					
Total Revenue	160,224	40,537	34,690	0	53,682
Total Expenses	161,500	40,900	35,000	0	28,000
Change to Fund Balance	(1,276)	(363)	(310)	0	25,682

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CITY HALL							
101 41940	GENERAL CITY HALL	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	43,232	886	-	-	-	-
	1999 Supplies	10,025	13,014	13,700	13,000	13,000	-
	2999 Other Services & Charges	99,423	118,656	143,600	148,500	148,500	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: CITY HALL	152,680	132,556	157,300	161,500	161,500	-

Activity Description

This department accounts for the general maintenance of City Hall. This department was previously named "general government buildings". The major expenses in this budget are utilities, janitorial expenses, building maintenance, and HVAC.

For the years 2012-2014, this is also the home department for the facility maintenance supervisor and part-time janitorial staff used for all city buildings. Beginning in 2015 however, these personnel costs are budgeted in a new internal service fund (#705) created specifically for this purpose.

Objectives

The on-going objective of this department is to maintain City Hall in a condition that is safe and respectable. Due to the age of the building, it is susceptible to significant unplanned emergency maintenance over time. Additionally, a significant portion of the department's budget is for weather-dependent utility costs. These greater risk factors, relative to many other departments, are considered when estimating the next year's budget.

Budget Comments on Proposed Budget

The proposed budget for 2017, net of a \$2,600 reclassification of the internal charges for information systems costs from other funds, is an increase of \$1,600 or 1% over the 2016 budget. This \$1,600 consists of a \$3,700 increase in the internal charges for custodian and maintenance supervisors costs offset by reductions in other line items.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: RECOGNITION/SPECIAL EVENTS							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
45050	RECOGNITION/SPECIAL EVENTS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	264	232	300	300	300	-
2999	Other Services & Charges	38,128	37,578	40,600	40,600	40,600	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: RECOGNITION/SPECIAL		38,392	37,810	40,900	40,900	40,900	-

Activity Description

This department was established to budget and account for various activities that do not specifically fall under other departments. Examples of these activities are employee and volunteer recognition events, fireworks at the Jamboree, the City Beautification program, and the City newsletter.

Objectives

The newsletter provides essential information to residents.

The plants and flowers in our parks and public areas clearly beautify the City and show a heightened sense of community pride, improving the impression our city makes on visitors, new residents, and long-time residents.

The fireworks display at the Jamboree generally provides the capstone activity to the largest community event of the year.

Budget Comments on Proposed Budget

The total budget proposed for 2017 for this department is the same as for 2016.

The \$1,400 budgeted in 2016 in line item 4376 Miscellaneous Civic Affairs was for use by the Arts Commission. For 2017, \$1,000 of this amount is reclassified to line item 3440 Newsletter, for possible changes in price or format, and \$400 is reclassified to line item 4374 Employee Recognition.

Additional Note: The Recreation portion of the newsletter is prepared and edited by the Recreation Department. The general City portion of the newsletter is contracted out at a current cost of \$5,000 as shown on the Summary of Cost Factors page within this book.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CONTINGENCIES							
101 49200	GENERAL CONTINGENCIES	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	-	-	-	-	-	-
	2999 Other Services & Charges	19,689	40,375	-	-	-	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	31,000	35,000	35,000	-
	TOTALS: CONTINGENCIES	19,689	40,375	31,000	35,000	35,000	-

Activity Description

This department was established to budget and account for activities not budgeted under other departments.

Objectives

The objective of the Contingency department is to allow for sufficient flexibility in the overall budget to adapt to items which cannot be projected/forecasted with sufficient certainty to be detailed in the budget.

Budget Comments on Proposed Budget

The proposed budget is a \$4,000 increase over the current budget.

Any of the total proposed contingency of \$35,000 that is not required for unexpected items in 2017, will add to the fund balance available for early redemption of the public safety building bonds in 2018.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: TRANSFERS							
101 49300	GENERAL TRANSFERS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	-	-	-	-	-	-
	2999 Other Services & Charges	-	-	-	-	-	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	700,000	1,684,000	-	-	-	-
	TOTALS: TRANSFERS	700,000	1,684,000	-	-	-	-

Activity Description

This department was established to account for budgeted transfers-out from the General Fund to other city funds

Objectives

Prior to 2016, the objective of this department was to gradually fund replacement of infrastructure, buildings , and equipment, over time using a portion of the annual property tax revenue received by the general fund.

Beginning in 2016, this routine annual funding is budgeted throught the use of local government aid recognized directly in the various capital project funds. Therefore, this department is only now used on a case-by-case basis to transfer one-time items as they occur.

Budget Comments on Proposed Budget

There are no budgeted items proposed for this department for 2016 or 2017.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAPITAL EQUIP. GENERAL GOVERNMENT BLDGS.							
431	CAPITAL EQUIPMENT REPLACEMENT FUND	Actual	Actual	Adopted	Department	City Manager	Council
41940	GENERAL GOVERNMENT BUILDINGS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	30,376	-	-	-	-	-
	2999 Other Services & Charges	-	-	-	-	-	-
	4999 Capital Outlay	21,642	-	-	28,000	28,000	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: GENERAL GOVERNMENT BUILDING:	52,018	-	-	28,000	28,000	-

Activity Description

This department was established to account for periodic purchases of equipment that are not included in the budgets of other functional areas, such as equipment used by multiple functional areas, or equipment purchased as a group for the benefit of multiple functional areas.

Objectives

Cost effectively add or replace equipment used by multiple functional areas, or equipment purchased as a group for the benefit of multiple functional areas. Also, on a case-by-case basis, transfer one-time items as they occur.

Budget Comments

The only item in this budget for 2017 is the replacement of four multifunction copiers. These are located at city hall, the police department, the municipal service center (public works), and the Top Valu I liquor store. These machines were purchased in 2011.

The standard life cycle for such machines is five years. After five years, the cost to renew the maintenance agreements typically increases significantly. After seven years, the manufacturer typically stops making replacement parts.

City of Columbia Heights, Minnesota

2017

Library

Revenue	
30999 Taxes	845,111
31999 Licenses & Permits	0
32999 Intergovernmental	0
33999 Charge for Services	8,718
34999 Fines & Forfeits	13,000
35999 Miscellaneous	250
36999 Sales and Related Charges	0
39199 Transfers & Non Rev Receipts	11,000
Total Revenue	878,079
Expenses	
0999 Personal Services	611,750
1999 Supplies	103,650
2999 Other Services and Charges	148,362
4999 Capital Outlay	0
6999 Contingencies & Transfers	14,317
Total Expenses	878,079
Change to Fund Balance	0

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: LIBRARY							
240 LIBRARY	Actual	Actual	Adopted	Department	City Manager	Council	
45500 LIBRARY	Expense	Expense	Budget	Proposed	Proposed	Adopted	
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	559,897	528,589	610,607	611,750	611,750	-
1999	Supplies	91,565	92,733	102,300	103,650	103,650	-
2999	Other Services & Charges	58,856	83,087	119,045	148,362	148,362	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	32,679	34,881	13,979	14,317	14,317	-
TOTALS: LIBRARY		742,997	739,290	845,931	878,079	878,079	-

Activity Description

The Library serves a diverse community's needs for access to resources, information, and technology in a welcoming environment. The library collects and lends materials in multiple formats including books, magazines, newspapers, music, and videos. It provides educational programs and services including literacy-based storytimes, adult language learning and literacy programs, reading programs for all ages, discussion groups, arts and cultural events, home delivery of materials, internet access, access to online research databases and computer instruction. Library staff provide customer service during 54 open hours per week. The Library contracts with Anoka County Library for inclusion in an integrated library system which manages patron information and collection inventory, delivery of materials, and access to electronic resources such as databases, e-books, e-magazines, and downloadable audiobooks. It participates in the Metropolitan Library Service Agency (as an Associate Library), the Minitex multi-state interlibrary loan program, the Statewide Borrowers' Compact, and METRONET. These cooperative agreements enable Columbia Heights patrons to gain access to library materials, special services, and electronic resources available throughout the state of Minnesota. They also provide staff with professional training and development opportunities.

Objectives

In striving to meet the Library's mission in 2017 the staff will continue to provide the services described in the Activity description. Namely, they will connect visitors with the information and materials they need; provide a safe and welcoming space to study, work, and connect with neighbors; offer educational and entertaining programming for children and adults; and discover and address the unique information and continuing education needs of the Columbia Heights community. 2017 will be the first full year in the Central Avenue facility and HVAC and electrical systems will continue to be adjusted to maximize energy efficiency. Library technology, including RFID-enabled self-check stations and security gates and automated materials handling equipment, will save labor costs which will be offset by increased annual maintenance charges. Increased numbers of public computers and printers will result in additional annual costs.

Budget Comments on Proposed Budget

The proposed budget for 2016 includes a 3.8% increase over 2016 adopted. The overall budget includes a 1.7% increase outside of the 82% increase for information services. The proposed budget incorporates the following changes:

Personnel:
Personnel comprises 70% of the overall library budget. It is essentially unchanged from adopted 2016 budget. No labor contracts had been settled for 2017 at time of budget preparation. Part-time Page positions have been reduced from 2.6 to 2 full-time equivalent because of anticipated labor savings due to patron self check technology and automated materials handling equipment. Four of six full-time staff are progressing through the steps of approved compensation ranges. Staffing is minimally sufficient to enable 54 hours of public service per week.

Library Narrative Continued on Next Page

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

Library Narrative Continued

Supplies:

Supplies section incorporates a 1.3% increase over 2016.

Decreases were made in lines 2011(computer supplies) because all computers were replaced in 2016. In 2017 the line will be used to replace broken keyboards, mice, or monitors as needed. A slight decrease was made in line 2025 (ILS supplies) due to elimination of electro-magnetic security tags which are more expensive than RFID tags.

Slight increases are projected in line 2000 (supplies); 2010 (minor equipment) to provide staff with office tools and equipment they need to function in a new space; 2170 (program supplies) to allow the children's librarian to prepare in-house programs rather than contracting with external vendors; 2181 (newspapers and magazines) to reflect double-digit increases in subscription costs for the *Star Tribune* and *Pioneer Press* newspapers; 2183 (e-books) to grow the electronic book collection; 2185 (compact discs) to refresh the collection of adult CD books; 2189 (dvds) to build the video collection in new library; and 2990 (commodities purchased for resale) to purchase book bags and earbuds to re-sell to library patrons.

Other Services and Charges:

This section includes a 24.6% increase.

Decreases are projected in lines 3210 (telephone), 3430 (advertising), 3600 (insurance and bonds), 3810 (electricity), 3830 (gas), and 4050 (garage, labor burden) per budget prep manual estimates. Electricity, gas, water, and sewer charges were anticipated at 10% over 2015 actual costs. As experience is gained in the new building, systems will be adjusted to maximize efficiency.

Increases are projected in 3050 (expert and professional)in anticipation of increased charges from Anoka County Library for use of Integrated Library System software and delivery services. Slight increase was made to 3105 (training) to send three librarians to the annual association conference and to provide training for support staff. A slight increase was anticipated in 3220 (postage). The increase in 3250 (other communications) results from an increase in number of computers requiring internet connections and anti-virus software. Increase in 3310 (local travel) reflects actual expenditures in 2015. Slight projected increases in 3820 (water) and 3850 (sewer) were calculated at 10% over 2015 actuals. Increases to 4000 (repair and maintenance) include annual maintenance charges for two printers and two copiers, three new self check stations, and an automated materials handler in the new building. Increase to 4010 (building maintenance - labor and burden) is due to a slight increase in custodian hours for cleaning a larger building. Increase in 4020 (building maintenance) reflects the anticipated need for carpet cleaning and window cleaning, and annual maintenance charges for HVAC system and monitoring controls (Setpoint). After a year and a half of daily use, the building and site will need painting and landscape updates to keep the 21st century building looking and functioning well. Line 4020 also includes minimal amounts for any needed plumbing , electrical, or miscellaneous repairs after initial construction and system warranties expire. Increased charges for 4040 (information services) are based on the library's use of IS staff resources and are partially offset by a transfer of cable TV revenue. Slight increase in 4330 (subscription memberships) reflect announced rate increases. Increase in 4375 (volunteer recognition) reflects 2015 actual expenditures.

Capital Outlay:

No capital outlay anticipated for 2017.

Other Financing Uses:

2.4% increase over 2016 for library share of city administration labor.

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City of Columbia Heights, Minnesota

BUDGET 2017

Liquor Operating

	Store #1	Store #2	Store #3
	609	609	609
Revenue			
30999 Taxes	0	0	0
31999 Licenses & Permits	0	0	0
32999 Intergovernmental	0	0	0
33999 Charge for Services	0	0	0
34999 Fines & Forfeits	0	0	0
35999 Miscellaneous	9,200	7,000	3,200
36999 Sales and Related Charges	4,029,000	3,132,000	1,395,000
39199 Transfers & Non Rev Receipts	0	0	0
Total Revenue	4,038,200	3,139,000	1,398,200
<i>Cost of Goods Sold</i>	<i>3,047,500</i>	<i>2,379,000</i>	<i>1,079,000</i>
<i>Gross Profit</i>	<i>990,700</i>	<i>760,000</i>	<i>319,200</i>
Expenses			
0999 Personal Services	504,500	405,000	154,000
1999 Supplies, including cost of goods	3,067,300	2,395,400	1,086,500
2999 Other Services and Charges	264,300	214,000	55,900
4999 Capital Outlay	0	0	0
6999 Contingencies & Transfers	0	0	0
Total Expenses	3,836,100	3,014,400	1,296,400
Change to Fund Balance	202,100	124,600	101,800
Proprietary Fund Information			
<i>Capital Asset Purchases</i>	<i>0</i>	<i>0</i>	<i>0</i>

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: LIQUOR STORE #1						
609 LIQUOR	Actual	Actual	Adopted	Department	City Manager	Council
49791 LIQUOR STORE #1	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item Description	2014	2015	2016	2017	2017	2017
0999 Personal Services	465,284	483,806	473,300	504,500	504,500	-
1999 Supplies	2,982,020	2,995,066	3,194,100	3,067,300	3,067,300	-
2999 Other Services & Charges	245,952	239,664	258,100	264,300	264,300	-
4999 Capital Outlay	-	-	-	-	-	-
6999 Contingencies & Transfers	-	-	-	-	-	-
TOTALS: LIQUOR STORE #1	3,693,257	3,718,536	3,925,500	3,836,100	3,836,100	-

Activity Description

Municipal liquor stores started after Prohibition as a means for cities to control the distribution of alcohol in their communities. Later, cities found their municipal liquor stores could also be a method of generating needed non-tax revenue. Today, the primary purpose of municipal liquor stores is to control the distribution of alcohol - while simultaneously generating income for the community.

Since 1984, the Top Valu I store has had the further goal of providing the community with an outstanding selection of products at very competitive prices through a high-volume low-price strategy. Additionally, when the current Top Valu I facility was constructed in 2007-2008 at 4950 Central Avenue NE, the City Council chose to construct the building to very strict design guidelines, so that this store will be a leading example for other businesses in the community for many years.

Our City's three-store municipal liquor operation is the 5th largest in Minnesota, and growing. It has provided funds for City infrastructure, equipment, and mitigation of the negative effects of alcohol in the community through activities such as D.A.R.E.

Objectives

The main objective for Top Valu I for 2017 will be to maintain stable sales by continuing to establish the Top Valu brand as a point-of-destination shopping experience for wine, beer and spirits.

This will be achieved primarily by continuing to offer one of the best product selections in the state, at attractive stores with a comfortable environment. Various promotions, tastings, and other special events developed in recent years have proven to be very popular with customers and will be continued in 2016. In addition, the Top Valu stores are consistently developing new strategies to engage and educate more customers on a day-to-day basis apart from the special events.

Budget Comments on Proposed Budget

- Within the Supplies category, the cost of goods sold for the liquor operation is budgeted each year to reflect the most recent sales projections available.
- Apart from the cost of goods sold, proposed operating expenses for all three stores combined show an increase of 2.1% or \$34,000 over the current year budget. This is split about equally between increases in the personnel and increases in the other services and charges category.
- For 2017, some budgeted personnel costs will shift from Heights Liquor to Top Valu 1 to more closely match actual staffing.
- The increase in other services and charges is primarily for advertising, credit card fees and internal charges for building maintenance.
- Beginning in 2016, the internal charge to the Liquor Fund for information services is shown separately within each individual store's budget. Whereas prior to 2016, the combined information services cost for all three stores was budgeted within the single department budget of 609.49794 Liquor Non-Operating.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: LIQUOR STORE #2

609 LIQUOR	Actual	Actual	Adopted	Department	City Manager	Council
49792 LIQUOR STORE #2	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item Description	2014	2015	2016	2017	2017	2017
0999 Personal Services	398,682	383,829	402,500	405,000	405,000	-
1999 Supplies	2,444,307	2,374,418	2,734,100	2,395,400	2,395,400	-
2999 Other Services & Charges	202,634	191,956	209,200	214,000	214,000	-
4999 Capital Outlay	-	-	-	-	-	-
6999 Contingencies & Transfers	-	-	-	-	-	-
TOTALS: LIQUOR STORE #2	3,045,623	2,950,203	3,345,800	3,014,400	3,014,400	-

Activity Description

Municipal liquor stores started after Prohibition as a means for cities to control the distribution of alcohol in their communities. Later, cities found their municipal liquor stores could also be a method of generating needed non-tax revenue. Today, the primary purpose of municipal liquor stores is to control the distribution of alcohol - while simultaneously generating income for the community.

Since 1983, the Top Valu II store has had the further goal of providing the community with an outstanding selection of products at very competitive prices through a high-volume low-price strategy. Additionally, when the current Top Valu II facility was constructed in 2007-2008 at 2105 37th Avenue NE, the City Council chose to construct the building to very strict design guidelines, so that this store will be a leading example for other businesses in the community for many years.

Our City's three-store municipal liquor operation is the 5th largest in Minnesota, and growing. It has provided funds for City infrastructure, equipment, and mitigation of the negative effects of alcohol in the community through activities such as D.A.R.E.

Objectives

The main objective for Top Valu II for 2017 will be to maintain stable sales by continuing to establish the Top Valu brand as a point-of-destination shopping experience for wine, beer and spirits.

This will be achieved primarily by continuing to offer one of the best product selections in the state, at attractive stores with a comfortable environment. Various promotions, tastings, and other special events developed in recent years have proven to be very popular with customers and will be continued in 2016. In addition, the Top Valu stores are consistently developing new strategies to engage and educate more customers on a day-to-day basis apart from the the special events.

Budget Comments on Proposed Budget

- Within the Supplies category, the cost of goods sold for the liquor operation is budgeted each year to reflect the most recent sales projections available.
- Apart from the cost of goods sold, proposed operating expenses for all three stores combined show an increase of 2.1% or \$34,000 over the current year budget. This is split about equally between increases in the personnel and increases in the other services and charges category.
- The increase in other services and charges is primarily for advertising, credit card fees and internal charges for building maintenance.
- Beginning in 2016, the internal charge to the Liquor Fund for information services is shown separately within each individual store's budget. Whereas prior to 2016, the combined information services cost for all three stores was budgeted within the single department budget of 609.49794 Liquor Non-Operating.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: LIQUOR STORE #3						
609 LIQUOR 49793 LIQUOR STORE #3	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item Description						
0999 Personal Services	130,196	130,959	170,500	154,000	154,000	-
1999 Supplies	961,952	1,020,583	1,028,800	1,086,500	1,086,500	-
2999 Other Services & Charges	49,623	53,319	50,900	55,900	55,900	-
4999 Capital Outlay	-	-	-	-	-	-
6999 Contingencies & Transfers	-	-	-	-	-	-
TOTALS: LIQUOR STORE #3	1,141,771	1,204,861	1,250,200	1,296,400	1,296,400	-

Activity Description

Municipal liquor stores started after Prohibition as a means for cities to control the distribution of alcohol in their communities. Later, cities found their municipal liquor stores could also be a method of generating needed non-tax revenue. Today, the primary purpose of municipal liquor stores is to control the distribution of alcohol - while simultaneously generating income for the community.

The store operated under the name Heights Liquor is located at 5225 University Avenue NE. It is much smaller and older than our high-volume stores operated under the Top Valu brand. Heights Liquor is run profitably as a small neighborhood convenience operation.

Our City's three-store municipal liquor operation is the 5th largest in Minnesota, and growing. It has provided funds for City infrastructure, equipment, and mitigation of the negative effects of alcohol in the community through activities such as D.A.R.E.

Objectives

The main objective for Heights Liquor for 2017 will be to maintain stable growth by continuing its neighborhood convenience store model.

This will be achieved primarily by tailoring the limited number of products that can be stocked in this small facility specifically to the store's customer base. The discount purchasing opportunities created by the high volumes at the other two stores are utilized by this store, when applicable.

Budget Comments on Proposed Budget

- Within the Supplies category, the cost of goods sold for the liquor operation is budgeted each year to reflect the most recent sales projections available.
- Apart from the cost of goods sold, proposed operating expenses for all three stores combined show an increase of 2.1% or \$34,000 over the current year budget. This is split about equally between increases in the personnel and increases in the other services and charges category.
- For 2017, some budgeted personnel costs will shift from Heights Liquor to Top Valu 1 to more closely match actual staffing.
- The increase in other services and charges is primarily for advertising, credit card fees and internal charges for building maintenance.
- Beginning in 2016, the internal charge to the Liquor Fund for information services is shown separately within each individual store's budget. Whereas prior to 2016, the combined information services cost for all three stores was budgeted within the single department budget of 609.49794 Liquor Non-Operating.

City of Columbia Heights, Minnesota

BUDGET 2017

Liquor Non-Operating

	Non-Operating
	609
Revenue	
30999 Taxes	0
31999 Licenses & Permits	0
32999 Intergovernmental	0
33999 Charge for Services	0
34999 Fines & Forfeits	0
35999 Miscellaneous	0
36999 Sales and Related Charges	0
39199 Transfers & Non Rev Receipts	0
Total Revenue	0
Expenses	
0999 Personal Services	0
1999 Supplies, including cost of goods	0
2999 Other Services and Charges	0
4999 Capital Outlay	0
6999 Contingencies & Transfers	549,200
Total Expenses	549,200
Change to Fund Balance	-549,200

Proprietary Fund Information

Capital Asset Purchases 0

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: LIQUOR NON-OPERATING							
609 LIQUOR	Actual	Actual	Adopted	Department	City Manager	Council	
49794 LIQUOR NON-OPERATING	Expense	Expense	Budget	Proposed	Proposed	Adopted	
Line Item Description	2014	2015	2016	2017	2017	2017	2017
0999 Personal Services	-	-	-	-	-	-	-
1999 Supplies	-	-	-	-	-	-	-
2999 Other Services & Charges	16,188	3,460	-	-	-	-	-
4999 Capital Outlay	-	-	-	-	-	-	-
6999 Contingencies & Transfers	583,386	582,789	550,818	549,200	549,200	-	-
TOTALS: LIQUOR NON-OPERATING	599,574	586,249	550,818	549,200	549,200	-	-

Activity Description

To improve the analysis of results at each of the three stores, activity that is not a function of store operations is accounted for separately in the non-operating department 49794. These nonoperating activities routinely include acquisition of equipment over \$5,000; construction of building or parking lot improvements; debt service; and transfers to other City funds.

Objectives

The main objective for this department for 2017 is to continue funding other departments at the 2016 Levels, including :

- The Infrastructure Fund 430 at \$50,000.
- D.A.R.E. and other police community programs at \$9,000 within the General Fund.
- Transfer to the Liquor Debt Service Fund 639 of \$389,000 for principal, interest, and paying agent fees on the 2007 construction costs of the Top Valu I and II stores.

Budget Comments on Proposed Budget

The amount calculated for debt service in this budget is based on the outstanding 2007 bonds. After the February 1, 2017, debt service payment is issued, the 2007 bonds will be eligible for refunding at significantly lower interest rates.

Refunding with a new bond issue would likely reduce the August 1, 2017, interest payment to less than the \$90,000 included in this budget, depending on how payments are structured for the new bond issue.

City of Columbia Heights, Minnesota
BUDGET 2017

Police

	Police	Police Capital Equipment
	101	431
Revenue		
30999 Taxes	3,405,907	0
31999 Licenses & Permits	37,000	0
32999 Intergovernmental	491,705	54,778
33999 Charge for Services	249,000	0
34999 Fines & Forfeits	65,000	0
35999 Miscellaneous	27,476	13,147
36999 Sales and Related Charges	0	0
39199 Transfers & Non Rev Receipts	9,000	2,191
Total Revenue	4,285,088	70,116
Expenses		
0999 Personal Services	3,768,127	0
1999 Supplies	180,068	23,000
2999 Other Services & Charges	369,330	0
4999 Capital Outlay	0	110,531
6999 Contingencies & Transfers	0	0
Total Expenses	4,317,525	133,531
 Change to Fund Balance	 (32,437)	 (63,415)

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: POLICE							
101 42100	GENERAL POLICE	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	3,371,941	3,534,527	3,598,033	3,768,127	3,768,127	-
1999	Supplies	161,929	165,062	175,676	180,068	180,068	-
2999	Other Services & Charges	254,175	283,746	360,322	369,330	369,330	-
4999	Capital Outlay	4,073	1,557	-	-	-	-
6999	Contingencies & Transfers	-	-	11,520	-	-	-
TOTALS: POLICE		3,792,118	3,984,891	4,145,551	4,317,525	4,317,525	-

Activity Description

This is the general budget for day-to-day operations in the Police Department, including personnel costs, general supply costs, and other services and charges.

The Police Department provides public safety and crime prevention services to the citizens of Columbia Heights and Hilltop. This includes police patrol, investigations, community policing activities, the Street Crimes unit, a Drug Task Force officer, School Liaison Officers (District #13), traffic enforcement, code enforcement, and administration.

Objectives

The Police Department's Mission Statement is:

The Columbia Heights Police Department is committed to active partnerships with the community in order to protect life and property, innovatively solve problems, and enhance the safety and quality of life in the communities we serve.

Each year, the Police Department participates in planning to develop a Strategic Plan for the coming year. The strategies, objectives and action plan outlined in that plan form the framework for the department's activities in the areas of Problem Oriented Policing, Community Oriented Policing/Partnerships and Communication, Accountability, and Training. Further, budgetary planning and spending decisions are based on this plan, particularly in terms of resource allocations, spending for community-related programs, and training.

Budget Comments on Proposed Budget

Personnel: Personnel costs for all employees were calculated based on actual 2016 amounts, plus expected movement through salary and longevity steps. Line item 1810 Cola Allowance was included in the amount of \$97,100.

The fifth sergeant position is currently open, however this position is reflected on the department's Form B with a dollar amount that reflects the difference between top patrol wage/fringe and the wage/fringe of a sergeant. The promotion process is anticipated for early winter 2017.

Supplies: Most changes in the Supplies section are minor ones between line items to more closely account for expenditures based on previous years' actual expenditures. The increase over 2016 is 2.5%.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

Police Narrative Continued

Budget Comments on Proposed Budget

Other Services and Charges: Line item 3050 Expert and Professional Services reflects a decrease of \$8,500 primarily due to cost savings realized through a new animal control contract with Pet Central, located at 2700 Central Avenue in Minneapolis. Dr. Nelson of Pet Central believes helping with animal impounds is a service he can provide to the community, and the terms of the contract were reconfigured from the previous vendor (Brighton Vet, who no longer wished to provide this service). Our experience with Pet Central so far has been very good, and the change has been beneficial both in terms of cost and proximity.

We are budgeting \$37,000 for Anoka County Shared Costs for the Public Safety Data System. Although we have not yet been notified of our amount for 2017, it's anticipated that we will see another increase from this year's amount of \$33,078.

Also of note in this section is the addition of a new line item to denote City I.S. expenses. Our share of this expense has been noted as \$31,700, and is calculated on the number of computers in use within the PD. We are also including \$3,900 in line item 4000 Repair and Maintenance Services for our new POSS schedule system. A schedule system had been included with the new PSDS, but the County determined that it was not working as anticipated and agencies were directed to discontinue its use. This left us in the position of having to research and implement a system for tracking time for scheduling and payroll purposes. POSS was found to be the most effective and cost effective option. We are in the process of implementing it now with good results so far.

Line item 3120 Educational Reimbursement has been reduced to \$1,500 due to anticipated number of employees attending college.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: POLICE CAPITAL EQUIPMENT							
431	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
42100	POLICE CAPITAL EQUIPMENT	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	9,169	46,795	22,750	23,000	23,000	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	99,635	112,393	117,813	110,531	110,531	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: POLICE CAPITAL EQUIPMENT		108,804	159,188	140,563	133,531	133,531	-

Activity Description

The Capital Equipment budget for 2017 includes two marked vehicles and one unmarked vehicle, as well as various equipment for those vehicles and related set-up costs.

Objectives

The Police Department's objectives as they relate to Capital Equipment are to obtain and maintain vehicles and capital equipment in a way that meets the needs and requirements of the department, while utilizing best practices to obtain the highest value and affordability.

Budget Comments on Proposed Budget

As a part of the Police Department Capital Equipment replacement plan to maintain a safe and dependable vehicle fleet, the Police Department requests authorization to purchase two Ford Police Interceptor patrol vehicles. The purchase of two marked squad cars per year allows the department to keep the fleet in better working order, and aids in controlling costs on replacement parts. This also allows the marked squads to be rotated out of the police fleet after four years of service, and rotated into another department in the city, who in turn get a better operating vehicle for conventional uses.

The police department is budgeting for the purchase of two of the Ford Utility vehicles this year. The Utility vehicle has fuel efficiency nearly identical to the Sedan (16 MPG in city v. 17 MPG). The advantages presented by the Utility include the added space for occupants and gear, and it offers increased maneuverability in poor weather conditions. The added room will be used to better store and carry police equipment and supplies to include entry tools, first aid equipment and tactical gear. In addition, the increased size of the passenger compartment in the Utility vehicle offers better room and comfort for our larger and taller officers. The vehicle will be purchased from the dealership awarded under the State of Minnesota Cooperative Purchasing Venture (CPV)

Police Capital Equipment Narrative Continued on Next Page

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2017

Police Capital Equipment Narrative Continued

Budget Comments on Proposed Budget

In addition, the police department is budgeting to replace one unmarked vehicle in 2017. The vehicle scheduled for replacement is a 2007 Ford Escape with over 73,000 miles on it. The age and mileage make this an unsafe vehicle for use in police emergency driving. The police department has researched and selected a 2017 Chevy Impala, or similarly priced and equipped vehicle, listed on the CPV. This vehicle has comparable pricing and fuel economy when compared to past vehicle purchases, and is roomier and better equipped to carry needed police equipment. The total for vehicles is \$80,316.

The Police Department is also budgeting to expend up to \$13,900.00 for the purchase of replacement mobile radios for the cars listed above. This replacement is in preparation for the current radios to be unsupported by Motorola effective December of 2018. These radios will be purchased through Anoka County and will utilize the vendor listed on the CPV. This inclusion of the radios in the yearly squad builds is meant as a way to defray the costs of updating the radios over several years. In addition, the current listening technology has made police radio communications easily monitored by the public. The encryption of the radios will allow radio communications to be made private which increases officer safety and police effectiveness.

The police department is also budgeting to expend up to \$39,915.00 outfitting and setting up these vehicles for patrol use. This amount includes the standard set-up as has been done in the past, plus the purchase of necessary equipment for the squads including laptop computers. This number is in line with the 2016 expenditure, and reflects the need to purchase replacement equipment that is unable to be reused due to Ford discontinuing the Crown Victoria. We have had our current squad equipment reviewed to determine if it can be reused. The squad outfitting will be awarded to the vendor listed on the State of MN CPV or a comparable vendor.

The total budgeted for squad cars and set-up in 2017 is \$133,531. This is a 5.0% decrease from the 2016 number due to the ability to begin to reuse some of the prior squad equipment.

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City of Columbia Heights, Minnesota
 BUDGET 2017
 Public Works

	Central Garage		Building Maint.		Building Cap Imp		Parks Cap Imp		Garage Cap Equip		Storm Sewer Cap Equip		Water Construct. Fund		Sewer Construct. Fund	
	701	705	411	412	434	438	651	652	653							
Revenue																
30999 Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31999 Licenses & Permits	0	0	0	7,500	0	0	0	0	0	0	0	0	0	0	0	0
32999 Intergovernmental	0	0	250,000	151,355	0	0	0	0	0	0	0	0	0	0	0	0
33999 Charge for Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
34999 Fines & Forfeits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35999 Miscellaneous	10,000	0	10,000	5,000	400	0	0	0	0	0	0	0	9,000	0	0	0
36999 Sales and Related Charge	658,515	186,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0
39199 Transfers & Non Rev Rec	20,000	20,000	23,000	0	4,000	5,000	0	0	0	0	0	0	265,000	0	0	385,000
Total Revenue	688,515	206,500	283,000	163,855	4,400	5,000	0	274,000	0	274,000	0	274,000	0	274,000	0	385,000

Expenses	
0999 Personal Services	282,518 185,705 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
1999 Supplies	207,011 5,933 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2999 Other Services and Char	230,930 5,193 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
4999 Capital Outlay	14,500 0 65,000 350,000 0 0 0 0 0 0 0 0 0 0 0 0 0
6999 Contingencies & Transfe	24,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Total Expenses	758,959 196,831 65,000 350,000 0 0 0 0 0 0 0 0 0 0 0 0 0

Change to Fund Balance -70,444 9,669 218,000 -186,145 4,400 5,000 -60,000 -1,000 190,000

Proprietary Fund Information
 Capital Asset Purchases 0 0 n/a n/a 0 135,000 325,000 0 250,000

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: ENGINEERING							
101 43100	GENERAL ENGINEERING	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	181,133	222,945	295,588	310,007	310,007	-
1999	Supplies	20,932	18,156	19,320	16,001	16,001	-
2999	Other Services & Charges	78,037	66,793	62,210	54,607	54,607	-
4999	Capital Outlay	23,582	45,188	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: ENGINEERING		303,684	353,081	377,118	380,615	380,615	-

Activity Description

This department provides engineering services for public improvement projects. These activities include feasibility analysis, construction design, assessments, construction contract administration and project inspection. A major change has been the addition of the administration of the NPDES Phase III requirements; TMDL reporting; and assuming all responsibilities of the assessing department/functions. Other activities include general engineering, technical and public record keeping, GIS implementation, digital and hardcopy of file maintenance, and public contact.

Objectives

1. Continue updating and development of the computerized pavement management program for street zone work.
2. Continue updating of City Works software for automation of utility records, maintenance and complaint tracking program at Public Works.
3. Implementation of NPDES Phase III requirements along with TMDL implementation measures and reporting.
4. Develop networking and sharing of other database sources for increased accuracy of owner information.
5. Continue the development of a rehabilitation and/or a maintenance plan for severely deteriorated alleys City-wide.
6. Continue the review and maintenance strategies for state-aid streets

Budget Comments on Proposed Budget

The proposed 2017 Engineering budget is \$380,615, a 1.0% or 3,497 increase from the 2016 budget. Major sections and items contributing to the increase:

1. Personnel increased by 4.88% or \$14,419 to account for COLA and market adjustment wage increases.
2. Other line items of the budget have remained flat or had reductions.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STREETS							
101 43121	GENERAL STREETS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	485,292	478,484	519,520	501,428	501,428	-
1999	Supplies	161,531	128,601	168,894	160,572	160,572	-
2999	Other Services & Charges	175,111	213,970	190,484	191,794	191,794	-
4999	Capital Outlay	39,314	50,000	4,600	-	-	-
6999	Contingencies & Transfers	-	1,131	-	-	-	-
TOTALS: STREETS		861,248	872,186	883,498	853,794	853,794	-

Activity Description

The street department provides for the maintenance of city Rights-of-Ways including streets, alleys and storm sewer. These services include patching, surface repairs, bituminous paving, street sweeping, snow plowing and removal, ice control, miscellaneous projects as required, and public contact. In 2006 public storm sewer maintenance was added to the street dept. to manage the NPDES Phase III requirements.

Objectives

1. Continue crack sealing asphalt streets in prior street rehab zones.
2. Continue street repair/patching in prior zones of the street rehab program.
3. Review the alley maintenance program for both bituminous and concrete alleys.
4. Continue evaluation of the equipment used and application rates of straight salt for salt use reduction and street ice control cost effectiveness.

Budget Comments on Proposed Budget

The overall 2017 budget for the Street Department is \$853,496, a 3.4% or \$29,704 decrease from 2016.
Major line items contributing to the decrease:

1. Personnel decreased by 3.5% or an increase of \$18,092 as a maintenance worker position was shifted over to Parks.
2. Supplies decreased by \$8,322 with other areas of the Streets budget remaining relatively flat to maintain minimal budget increases

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STREET LIGHTING							
101 43160	GENERAL STREET LIGHTING	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	1,240	2,984	6,224	6,039	6,039	-
1999	Supplies	-	-	980	1,005	1,005	-
2999	Other Services & Charges	142,946	137,071	159,621	150,938	150,938	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: STREET LIGHTING		144,186	140,055	166,825	157,982	157,982	-

Activity Description

This activity provides for the energy costs related to intersection, mid-block, and alley lighting. This activity also includes maintenance and repair of city -owned street lights.

Objectives

1. Review street lighting along 40th and 41st Avenues for upgrades, replacement or as a minimum, needed repairs.
2. Evaluate replacement of city -owned and maintained lights in Labelle, Sullivan and Prestemon Parks.
3. Initiate review/evaluation of retrofitting City owned street lights to LED's.

Budget Comments on Proposed Budget

The 2017 proposed Street Lighting budget is \$157,892 a decrease of 5.3% or \$8,843 from 2016.

1. Electric costs are projected down by \$8,650 from 2016 budgeted amounts to better reflect actual costs

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: TRAFFIC SIGNS & SIGNALS							
101 43170	GENERAL TRAFFIC SIGNS & SIGNALS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	69,433	76,120	66,619	63,894	63,894	-
1999	Supplies	8,948	10,238	14,472	13,717	13,717	-
2999	Other Services & Charges	13,711	18,564	15,490	16,716	16,716	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: TRAFFIC SIGNS & SIGNALS		92,091	104,921	96,581	94,327	94,327	-

Activity Description

This activity provides for the installation and maintenance of city controlled signs and traffic signals under MNDOT or county agreements. This account group also provides for street striping, curb and parking lot striping and traffic counting.

Objectives

1. Complete the physical coordinate location (GPS'ing) and development of a computerized sign inventory.
2. Continue Federally mandated Traffic Sign Maintenance Program approved in 2014.
3. Continue programmed replacement of regulatory signs in street rehab zones consistent with approved plan.
4. Upgrade regulatory signs to high intensity-VIP diamond grade on State Aid Streets Street Zone work areas.
5. Begin program of repainting of Trunk Highway signals for proper maintenance and improved appearance on Central and University Avenues.

Budget Comments on Proposed Budget

The overall budget proposed in 2017 is \$94,327 a 2.3% or a \$2,254 decrease from the 2016 adopted budget. Major line items contributing to the increase:

1. Personnel decreased by \$2,725 based to reflect time spent projections.
2. Other line items of the budget have decreased or remained relatively flat to maintain minimal budget increases.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: PARKS							
101 45200	GENERAL PARKS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	461,088	487,566	508,991	601,337	601,337	-
	1999 Supplies	77,140	79,516	96,324	95,364	95,364	-
	2999 Other Services & Charges	235,472	221,444	221,410	222,505	222,505	-
	4999 Capital Outlay	-	59,590	-	-	-	-
	6999 Contingencies & Transfers	2,114	944	1,500	1,500	1,500	-
	TOTALS: PARKS	775,813	849,060	828,225	920,706	920,706	-

Activity Description

This activity provides for the maintenance of:

- A. 15 city parks
- B. 2 public wading pools
- C. 3 skating and 3 hockey rinks;
- D. 12 softball/baseball diamonds
- E. 2 tennis courts
- F. 12 buildings and other recreational facilities
- G. All Park trails.
- H. Landscape maintenance for all municipal buildings, other city-owned properties, Public Art areas, easement areas, and the planning, implementation and construction of various park improvements.
- I. 1 Splash pad
- J. 5 Basketball courts

Objectives

1. Continue park redevelopment based upon approved Master Plans and available funding.
2. Continue Master Planning for parks and engage public input/review process.
3. Continue pursuing State Grant and other funding for park redevelopment, focusing on future wading pool replacement.
4. Continue to develop/encourage neighborhood input regarding park improvements.
5. Improve the turf condition of athletic fields - including drainage and weed control.

Budget Comments on Proposed Budget

The 2017 Parks proposed budget is \$920,706, an increase of 11.2% or \$92,481, from the 2016 adopted budget. Major line item increases include:

1. Personnel increased \$92,346 to account for shifting a position from Streets (need based), COLA increases, and step system movement.
2. Other line items of the budget have decreased or remained relatively flat.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: URBAN FORESTRY							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
46102	URBAN FORESTRY	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	54,506	66,234	76,868	80,441	80,441	-
1999	Supplies	1,836	5,476	4,455	4,455	4,455	-
2999	Other Services & Charges	80,055	89,255	75,354	79,510	79,510	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: URBAN FORESTRY		136,397	160,965	156,677	164,406	164,406	-

Activity Description

This activity provides for tree trimming, removal of hazardous, diseased, or dead trees (on city-owned properties except for parks), and replanting of new trees. It includes shaping and maintaining boulevard trees in a healthy condition, removal of downed branches, and clearing obstructed signs. It also provides for disease eradication, hazardous tree inspections, corner visibility, and brush in the alley inspections. An Emerald Ash Borer (EAB) Program was approved by the Council in 2014 to proactively manage the threat of EAB.

This activity also provides inspection and removal of diseased Elm, Oak, and Ash trees on private trees. The city pays 25% of the City Contractor's removal cost, the property owner pays 75%.

Objectives

1. An EAB Program was established for the treatment of City owned Ash trees consistent with the approved EAB Plan.
2. Concentrate on boulevard tree trimming by residential street rehabilitation zones.
3. Trim sidewalk and street sign locations, focusing on Street Rehab Zone work.
4. Contractual trimming at parks with paved walking paths to maintain safe pathways.
5. Contractual training (Arborists) for improving staff tree trimming techniques.
6. Focus management of the tree inspection program to maximize eradication, control the spread of tree diseases, and impose safety with limited funding.
7. Continue the tree care program along the Huset Parkway area and University service drive plantings.
8. Care and development of newly planted trees at the new Library.

Budget Comments on Proposed Budget

The proposed 2017 Tree Care and Maintenance budget is \$164,406 an increase of 4.9% or \$7,729 from the adopted 2016 budget. Major line item contributing to the increase:

1. Personnel increased \$3,573 to account for projects COLA wage increases and market rate adjustments.
2. Expert & Professional Services increased over \$1,800 for continued EAB services.
3. Repair and Maintenance Services increased by \$2,000 for tree removal services.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STATE AID MAINTENANCE							
212	STATE AID MAINTENANCE	Actual	Actual	Adopted	Department	City Manager	Council
43190	STATE AID MAINTENANCE	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	59,608	40,367	63,873	81,097	81,097	-
1999	Supplies	7,717	3,203	17,085	16,085	16,085	-
2999	Other Services & Charges	36,663	37,180	104,321	109,354	109,354	-
4999	Capital Outlay	-	-	-	15,000	15,000	-
6999	Contingencies & Transfers	9,302	-	-	-	-	-
TOTALS: STATE AID MAINTENANCE		113,291	80,750	185,279	221,536	221,536	-

Activity Description

This activity provides for the maintenance and repair of state aid streets and ROW as designated within the City and is funded by the Municipal State Aid system.

Objectives

1. Continue the implementation of the 5-year Capital Improvement Program, originally developed in 1999, and periodically updated, as part of the certified status of local streets.
2. Maintain 'certified' complete status for our local MSAS; inspected and recertified by MNDOT every two years, which provides funding for our local roads.
3. Integrate street ratings performed in 2013 into the City pavement management system to update the S-A CIP.
4. Crack seal state aid streets (Joint Multi-City contract)

Budget Comments on Proposed Budget

The proposed 2016 budget is \$221,536 an increase of \$36,257 from 2015.

1. Personnel increased \$17,224 to account for increased staff time to address maintenance needs, COLA increases, and step system movement.
2. Capital Outlay increased by \$15,000 to for the replacement of Backlit Street signs to LED on Central.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STATE AID GEN'L CONSTRUCTION							
212	STATE AID MAINTENANCE	Actual	Actual	Adopted	Department	City Manager	Council
43191	STATE AID GEN'L CONSTRUCTION	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	310,000	130,000	130,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: STATE AID GEN'L CONSTRU		-	-	310,000	130,000	130,000	-

Activity Description

This fund is used for major maintenance projects on the City's municipal state aid streets. In 1999, the City was asked by the Office of State Aid to provide a detailed five year program, explaining how Columbia Heights plans on spending MSA fund balance. Consistent with that request, a 5-year plan was developed and updated on 5-year cycles.

Objectives

1. Continue rating of State Aid Streets for annual routine maintenance and/or major repair projects as needed.
2. Continue maintain 'certified' complete status for our local MSAS; inspected and recertified by MNDOT every two years, which provides funding for our local roads.
3. Crack sealing of SA Streets not recommended for rehabilitation.

Budget Comments on Proposed Budget

1. Extensive program of crack sealing SA Streets based on condition index.
2. Replacement existing backlit street name signs with new LED signs.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STATE AID CONSTRUCTION							
402	STATE AID CONSTRUCTION	Actual	Actual	Adopted	Department	City Manager	Council
43191	STATE AID GEN'L. CONSTRUCTION	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	161,370	-	-	-	-
4999	Capital Outlay	178,706	-	1,960,000	750,000	750,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: STATE AID CONSTRUCTION		178,706	161,370	1,960,000	750,000	750,000	-

Activity Description

This fund is used for capital improvement projects on the City's municipal state aid streets. In 1999, the City was asked by the Office of State Aid to provide a detailed five year program, explaining how Columbia Heights plans on spending down its excessive MSA fund balance. Consistent with that request, a 5-year plan was developed and updated on 5-year cycles.

Objectives

1. Continue rating of State Aid Streets for annual rehabilitation and/or major repair projects as needed.
2. Develop plan for major rehab of shared street segments with adjoining cities - Minneapolis for 37th and Fridley for 53rd.

Budget Comments on Proposed Budget

1. Mill & Overlay State Aid streets based on 2014/2015 pavement findings.
2. Safety improvements along 53rd Avenue from Central Avenue to Medtronic west entrance (MnDOT Cooperative Agreement Grant)

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAP IMP GEN GOV BLDG - CITY HALL							
	411 CAPITAL IMP-GEN GOVT. BLDG 41940 GENERAL GOVERNMENT BUILDIN	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	-	260	-	-	-	-
	2999 Other Services & Charges	-	22,455	-	-	-	-
	4999 Capital Outlay	-	-	37,750	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTAL: GENERAL GOVERNMENT B	-	22,715	37,750	-	-	-

Activity Description

Fund 411 was established to account for building improvements and major maintenance not included in operating budgets. The City Council has committed funds here as they have become available over time, creating a fund balance available for building improvements. Recently, the City has taken steps to incorporate building improvements and major maintenance into its Capital Improvement Program (CIP), similar to the planning process used for city infrastructure.

Objectives

The objective for each of the departments within fund 411 is to fund building improvements, when they are necessary, without burdening annual operating budgets to do so.

Budget Comments on Proposed Budget

No activity for 2017.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAPITAL IMP POLICE							
411	CAPITAL IMP GEN GOV BLDG.	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
42100	POLICE	2014	2015	2016	2017	2017	2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	1,000	-	-	-
4999	Capital Outlay	-	-	200	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAPITAL IMP GEN GOV BLDG.		-	-	1,200	-	-	-

Activity Description

Fund 411 was established to account for building improvements and major maintenance not included in operating budgets. The City Council has committed funds here as they have become available over time, creating a fund balance available for building improvements. Recently, the City has taken steps to incorporate building improvements and major maintenance into its Capital Improvement Program (CIP), similar to the planning process used for city infrastructure.

Objectives

The objective for each of the departments within fund 411 is to fund building improvements, when they are necessary, without burdening annual operating budgets to do so.

Budget Comments on Proposed Budget

No activity for 2017.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAPITAL IMP FIRE							
411	CAPITAL IMP GEN GOV BLDG.	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
42200	FIRE	2014	2015	2016	2017	2017	2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	1,000	-	-	-
4999	Capital Outlay	-	-	200	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAPITAL IMP GEN GOV BLDG.		-	-	1,200	-	-	-

Activity Description

Fund 411 was established to account for building improvements and major maintenance not included in operating budgets. The City Council has committed funds here as they have become available over time, creating a fund balance available for building improvements. Recently, the City has taken steps to incorporate building improvements and major maintenance into its Capital Improvement Program (CIP), similar to the planning process used for city infrastructure.

Objectives

The objective for each of the departments within fund 411 is to fund building improvements, when they are necessary, without burdening annual operating budgets to do so.

Budget Comments on Proposed Budget

No activity for 2017.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAP IMP GEN GOV BLDG - LIBRARY							
411 45500	CAPITAL IMP-GEN GOVT. BLDG LIBRARY	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	55,300	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTAL: CAP IMP GEN GOV BLDG		-	-	55,300	-	-	-

Activity Description

Fund 411 was established to account for building improvements and major maintenance not included in operating budgets. The City Council has committed funds here as they have become available over time, creating a fund balance available for building improvements. Recently, the City has taken steps to incorporate building improvements and major maintenance into its Capital Improvement Program (CIP), similar to the planning process used for city infrastructure.

Objectives

The objective for each of the departments within fund 411 is to fund building improvements, when they are necessary, without burdening annual operating budgets to do so.

Budget Comments on Proposed Budget

No activity for 2017.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAPITAL IMP CENTRAL GARAGE							
411	CAPITAL IMP GEN GOV BLDG.	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
49950	CENTRAL GARAGE						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	400	65,000	65,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAPITAL IMP GEN GOV BLDG.		-	-	400	65,000	65,000	-

Activity Description

Fund 411 was established to account for building improvements and major maintenance not included in operating budgets. The City Council has committed funds here as they have become available over time, creating a fund balance available for building improvements. Recently, the City has taken steps to incorporate building improvements and major maintenance into its Capital Improvement Program (CIP), similar to the planning process used for city infrastructure.

Objectives

The objective for each of the departments within fund 411 is to fund building improvements, when they are necessary, without burdening annual operating budgets to do so.

Budget Comments on Proposed Budget

1. Replacement/repairs of window that are failing and leaking on north side of building.
2. Repairs to exterior block and spot painting of building.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAP IMP PARKS							
412	CAPITAL IMPROVEMENT PARKS	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
45200	PARKS	2014	2015	2016	2017	2017	2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	661	-	-	-	-	-
4999	Capital Outlay	-	-	156,500	350,000	350,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAP IMP PARKS		661	-	156,500	350,000	350,000	-

Activity Description

This activity provides for capital improvements in the City's park system, including major improvements and major repairs/replacements to park buildings, playgrounds, recreational facilities, and park amenities.

Objectives

1. Continued development of Master Planning in Parks selected by the Park & Rec Commission
2. Investigate funding alternatives for Parks Capital Improvements
3. Update Parks 5-year CIP

Budget Comments on Proposed Budget

Keyes Park improvements.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: INFRASTRUCTURE FUND							
	430 INFRASTRUCTURE FUND 46323 CAP IMP EXPENSE	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	133,116	140,202	140,202	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	1,184	7,850	18,250	18,250	-
4999	Capital Outlay	-	300,157	200,000	100,000	100,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: INFRASTRUCTURE FUND	-	301,340	340,966	258,452	258,452	-

Activity Description

The City's street rehabilitation program was initiated with funding from liquor funds in 1996, and with annual transfers, will perpetuate the continued investment into the maintenance and improvements of the City's streets. An additional source of revenue was secured in 2000, on a 2-year renewable cycle, with the certification of the City State-Aid Street System, making available limited state aid funding. 2017 will focus on MSA streets.

Objectives

The Infrastructure Fund supports city costs to perpetuate the city-wide street rehab program. Two entire cycles of the city-wide zones has been completed. The 3rd cycle of the has now completed Zones 1, 2 & 3 located east of Central Avenue. 2017 will be an off year with Zone work beginning in 2018 in Zone 4.

Budget Comments on Proposed Budget

The Infrastructure Fund budget for 2017 is \$258, 451 a decrease of \$82,515 from 2016 .

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAPITAL EQUIPMENT REPLACEMENT ENGINEERING							
431	CAP EQUIP REPLACEMENT	Actual	Actual	Adopted	Department	City Manager	Council
43100	ENGINEERING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	-	25,000	25,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT		-	-	-	25,000	25,000	-

Activity Description

The Capital Equipment fund was established to fund long-term capital equipment needs in the General fund. This was accomplished by preparing a detailed 20-year projection of the City's equipment needs and scheduling of long term replacement. Thus, the City can set aside an equal amount of funding to provide a reserve for future years when larger, more costly equipment will need to be purchased. This, in turn, eliminates the highs and lows of budgeting as an equal dollar amount is set aside each year.

Objectives

To maintain the Public Works fleet of vehicles and equipment while evaluating equipment use and condition to maximize the service life of each piece of equipment

Budget Comments on Proposed Budget

Item & Projected Cost

The following requests have been made for Engineering Capital Equipment Replacement:

1. Replacement of the Wide Format Printer/Copier and Plotter into a single machine. Cost = \$25,000

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAP EQUIP REPLACEMENT STREETS							
431	CAP EQUIP REPLACEMENT	Actual	Actual	Adopted	Department	City Manager	Council
43121	STREETS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	42,078	28,875	178,000	178,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT S		-	42,078	28,875	178,000	178,000	-

Activity Description

The Capital Equipment fund was established to fund long-term capital equipment needs in the General fund. This was accomplished by preparing a detailed 20-year projection of the City's equipment needs and scheduling of long term replacement. Thus, the City can set aside an equal amount of funding to provide a reserve for future years when larger, more costly equipment will need to be purchased. This, in turn, eliminates the highs and lows of budgeting as an equal dollar amount is set aside each year.

Objectives

To maintain the Public Works fleet of vehicles and equipment while evaluating equipment use and condition to maximize the service life of each piece of equipment

Budget Comments on Proposed Budget

Item & Projected Cost
 The following requests have been made for Streets Capital Equipment Replacement:

1. Replace Elgin Crosswind Sweeper - costs split evenly between the Streets and Storm Sewer departments. Cost = \$135,000.
2. Replace 4x4 pickup with a 4x2 pickup. Cost = \$25,000.
3. Replacement of a snow plow and box. Cost = \$18,000

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAP EQUIP REPLACEMENT PARKS							
431	CAP EQUIP REPLACEMENT	Actual	Actual	Adopted	Department	City Manager	Council
45200	PARKS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	28,110	47,190	-	13,000	13,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT PARKS		28,110	47,190	-	13,000	13,000	-

Activity Description

This activity provides for the maintenance of:

- A. 15 city parks
- B. 3 public wading pools
- C. 4 skating and 4 hockey rinks;
- D. 12 softball/baseball diamonds
- E. 2 tennis courts
- F. 12 buildings and other recreational facilities
- G. park trails. This department also provides landscape maintenance for all municipal buildings, other city -owned properties, easement areas, and the planning, implementation and construction of various park improvements.

Objectives

To maintain the Public Works fleet of vehicles and equipment while evaluating equipment use and condition to maximize the service life of each piece of equipment

Budget Comments on Proposed Budget

Item & Projected Cost

The following requests have been made for Parks Capital Equipment Replacement:

1. Replacement of our Zero Turn mower with similar Z-Turn mower. Cost = \$ 13,000.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CAP EQUIP REPLACEMENT STORM SEWER							
438	CAP EQUIP REPLACEMENT STORM SE	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
49699	NON-OPERATING	2014	2015	2016	2017	2017	2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: CAP EQUIP REPLACEMENT S		-	-	-	-	-	-

Activity Description

The Capital Equipment fund was established to fund long-term capital equipment needs in the Storm Sewer fund. This was accomplished by preparing a detailed 20-year projection of the City's equipment needs and scheduling long-term replacement. Thus, the City can set aside an equal amount of funding to provide a reserve for future years when large, more costly equipment will need to be purchased, eliminating the highs and lows in budgeting as an equal amount is set aside each year.

Objectives

To maintain the Public Works fleet of vehicles and equipment while evaluating equipment use and condition to maximize the service life of each piece of equipment.

Budget Comments on Proposed Budget

Item & Projected Cost
The following requests have been made for Storm Sewer Capital Equipment Replacement:

1. . Replace Elgin Crosswind Sweeper - costs split evenly between the Streets and Storm Sewer departments. Cost = \$135,000.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: WATER UTILITY SOURCE OF SUPPLY							
601 49400	WATER UTILITY SOURCE OF SUPPLY	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	1,200,008	1,221,185	1,369,192	1,333,397	1,333,397	-
	2999 Other Services & Charges	-	-	-	-	-	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: WATER UTILITY SOURCE C	1,200,008	1,221,185	1,369,192	1,333,397	1,333,397	-

Activity Description

This department covers potable water purchased from the City of Minneapolis for resale to the residents of Columbia Heights. Amounts will vary from year to year based upon demand. In 2004, the City entered into a long-term contract with the City of Minneapolis establishing rates for the next 30 years. The Contract was updated in 2014 based on an updated Cost of Service Study as detailed in the Contract.

Objectives

1. The City completed our third utility rate study with 2017 being the 2nd year of implementation - continue to monitor revenue vs. expense forecasts from the study.
2. Continue valving/isolation and directional flushing of our system zones distribution piping to improve water quality issues.
3. Continue to participate in the Minneapolis Water Advisory Board with other Cities provided drinking water by the MWW.

Budget Comments on Proposed Budget

The estimated cost of water purchased from the City of Minneapolis is \$ 1,333,397, a 2.6% decrease from 2016 budgeted. Staff estimates annual consumption based upon past usage and the contract rates with Minneapolis, and we have been experiencing a slight decline in water consumption throughout the City.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: WATER UTILITY DISTRIBUTION							
601	WATER UTILITY	Actual	Actual	Adopted	Department	City Manager	Council
49430	DISTRIBUTION	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	373,491	338,189	405,480	418,428	418,428	-
1999	Supplies	90,293	70,050	101,278	93,978	93,978	-
2999	Other Services & Charges	425,223	456,179	499,007	521,016	521,016	-
4999	Capital Outlay	-	-	-	5,500	5,500	-
6999	Contingencies & Transfers	25,000	25,000	25,000	25,000	25,000	-
TOTALS: WATER UTILITY DISTRIBUTION		914,006	889,418	1,030,765	1,063,922	1,063,922	-

Activity Description

This activity provides for the operation and maintenance of the City's entire water distribution system, including the water tower, water mains, hydrants, valves, meters, pump stations (2), sprinkler systems (3), and providing locate services for City utilities as required by the Gopher State One Call system.

Objectives

1. Continuation of the annual watermain cleaning and lining program, performed cooperatively with the City of Minneapolis to improve water quality and flow.
2. Completion of the three year Cleaning and Lining Program approved in 2014 and initiated in 2015.
3. Continue tracking and documenting water quality complaints and develop remedial response alternatives.
4. Perform C-factor testing on segments of water system to develop the next 3 yr. program area of cleaning and lining.
5. Maintain system by leak detecting, testing water samples, repair water main breaks , pumps, valves hydrants, etc.
6. Continue and refine our directional hydrant flushing program.

Budget Comments on Proposed Budget

The proposed 2017 budget is \$1,063,922 an increase of 3.2% or \$33,157 from the 2016 adopted budget. Major line items contributing to the increase:

1. Personnel increased \$12,948 to account for a project COLA increase and contract step increases.
2. Increases in employee training (new/ inexperienced staff).
3. Equipment, building and infrastructure depreciation increased over \$15,269.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: WATER UTILITY NON-OPERATING							
601 49449	WATER UTILITY NON-OPERATING	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	3,158	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	455,400	392,827	268,000	162,000	162,000	-
TOTALS: WATER UTILITY NON-OPERATING		455,400	395,985	268,000	162,000	162,000	-

Activity Description

This budget primarily accounts for transfers to the Water debt service fund.

Objectives

This budget primarily accounts for transfers to the Water debt service fund.

Budget Comments on Proposed Budget

This budget primarily accounts for transfers to the Water debt service fund, \$162,000 budgeted for 2017.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: SEWER UTILITY COLLECTIONS							
602 49450	SEWER UTILITY COLLECTIONS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	184,415	191,594	354,061	343,935	343,935	-
	1999 Supplies	43,691	24,744	59,833	56,833	56,833	-
	2999 Other Services & Charges	291,507	266,894	333,558	349,929	349,929	-
	4999 Capital Outlay	-	-	-	10,000	10,000	-
	6999 Contingencies & Transfers	25,000	25,000	25,000	25,000	25,000	-
	TOTALS: SEWER UTILITY COLLECTIONS	544,613	508,232	772,452	785,697	785,697	-

Activity Description

This activity provides for the operation and maintenance of the City's sanitary sewer collection system. Included in this activity are inspections and repairs of manholes, trunk and main sewer lines, and lift stations (4). Annual sewer flows are between 500 and 555 million gallons to MCES treatment facilities.

Objectives

1. Continue I/I program development in Collection District 3, and possibly District 2 for the removal of clear water flows in our Collection System - in response to the MCES' Ongoing I/I Program.
2. Continue aggressive sanitary sewer cleaning program on a 3-year repeating cycle city-wide, and trouble lines - annually.
2. Continue sanitary sewer system evaluations through the new televising and reporting program.
3. Continue annual sanitary sewer lining program.
4. Continue manhole inspections with televising inspection reports resulting in the rehab of existing sewer line structures throughout the City.
5. Continuation of the private line inspection program in 2017 as part of our I/I Program.

Budget Comments on Proposed Budget

The 2017 Sewer Collections proposed budget is \$785,698 which is a increase of 1.7% or \$13,246 from 2016. Major line items contributing to the increase:

1. Insurance and bonds increased \$5,770
2. Repair and Maintenance services increased \$10,000 to address increased repairs

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: SEWER UTILITY DISPOSAL							
602 49480	SEWER UTILITY DISPOSAL	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	-	-	-	-	-	-
	1999 Supplies	975,068	974,822	1,097,791	1,097,791	1,097,791	-
	2999 Other Services & Charges	-	-	-	-	-	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: SEWER UTILITY DISPOSAL	975,068	974,822	1,097,791	1,097,791	1,097,791	-

Activity Description

This department provides for fees paid to the Metropolitan Council Environmental Services for sewage treatment disposal. Costs will vary from year to year based upon flows.

Objectives

Rates from the MCES have begun a modest increase over the last decade. Rates began climbing in 2004 and it is anticipated that rates will continue to increase by 3.5% to 5.5% over the next several years.

Budget Comments on Proposed Budget

The proposed 2017 Sewage Disposal budget is \$1,097,791. This represents a 0% increase from the 2016 adopted budget to account for lower water consumption in our estimated sewage flows.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: SEWER UTILITY NON-OPERATING							
602	SEWER UTILITY	Actual	Actual	Adopted	Department	City Manager	Council
49499	NON-OPERATING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line	Item Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	3,158	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	164,087	252,000	40,000	306,000	306,000	-
TOTALS: SEWER UTILITY NON-OPERATING		164,087	255,158	40,000	306,000	306,000	-

Activity Description

This budget primarily accounts for transfers to the Sewer debt service fund. Sewer bonds outstanding are from the 2013 Bond issue.

Objectives

This budget primarily accounts for transfers to the Sewer debt service fund.

Budget Comments on Proposed Budget

This budget primarily accounts for transfers to the Sewer debt service fund, with \$41,000 budgeted for 2017

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: REFUSE DISPOSAL							
603	REFUSE FUND	Actual	Actual	Adopted	Department	City Manager	Council
49510	REFUSE DISPOSAL	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	1,493,372	1,532,417	1,703,477	1,760,794	1,760,794	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: REFUSE DISPOSAL		1,493,372	1,532,417	1,703,477	1,760,794	1,760,794	-

Activity Description

Contracted costs and billings for refuse, single sort recycling, yard waste collection, and disposal are separated and accounted for in this department to enable tracking of actual costs for the contract, and to facilitate accurate reporting to state and county agencies as required. The City negotiated a three year extension to contract with Advanced Disposal (formerly Veolia ES) through December 2017. Under this contract, the hauler provides all households and multi-dwelling properties with garbage carts, dumpsters, and single sort recycling. Residents may request a change of service level by calling city staff, which bills the properties for refuse service.

Objectives

1. Promote responsible waste practices, through training and education, to reduce municipal solid waste tonnages and the resulting tipping fee costs.
2. Provide cost-effective options for disposal of problem items.
3. Publicize the disposal options available for residents.
4. The refuse/recycling contract ends in December 2017 with the current provider, Advanced Disposal (formerly Veolia).
5. Manage process for a new Contract RFP in 2017.

Budget Comments on Proposed Budget

The Refuse Disposal Budget is \$1,760,794, a 3.4% increase of \$57,317 from 2016.

This increase reflects a contractual 3% increase over 2016 with Advanced Disposal, and to reflect an estimated 4% increase of tipping fees at the Anoka County RRT owned by GRE (Great River Energy).

The Refuse line item #2910 accounts for both Contractor service costs and tipping fees for disposal of solid waste. Typically 40% of the total is tipping fees and 60% is contractor charges.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: REFUSE COLLECTION & DISPOSAL							
603	REFUSE FUND	Actual	Actual	Adopted	Department	City Manager	Council
49520	REFUSE COLLECTION AND DISPOSAL	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	45,532	51,840	41,121	43,307	43,307	-
1999	Supplies	572	80	534	534	534	-
2999	Other Services & Charges	15,071	15,378	62,535	66,061	66,061	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	81,041	82,138	39,049	40,200	40,200	-
TOTALS: REFUSE COLLECTION & DISPOSAL		142,217	149,435	143,239	150,102	150,102	-

Activity Description

This activity manages the total refuse collection and disposal program and includes expenses other than the contract costs. Contracted costs are separated for clarity in tracking and reporting; however, they do remain a function of this budget as a whole.

Objectives

1. Manage the total refuse collection and disposal operations and the Advanced Disposal (AD) performance of contract.
2. Resolve property owners and residents service issues.
2. Encourage a greater use of the low-volume option for those who require only the very basics in disposal services.
3. Work with owner/managers/caretakers and tenants of multi-unit facilities and rental properties to provide all the disposal services they need in the most cost-effective manner, thereby reducing the number of complaints from and about these buildings.
4. Promote the unique aspects of the City Refuse Contract and encourage residents to effectively use the services available to them as Columbia Heights residents.

Budget Comments on Proposed Budget

The Refuse Collection & Disposal budget is \$ 145,787 a 1.8% increase of \$2,548 from 2016.

Major changes to budget:
 Personnel costs increased over 1,800
 Finance labor transfer increased over \$1,100

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: REFUSE FUND RECYCLING							
603 49530	REFUSE FUND RECYCLING	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	37,392	38,972	44,945	46,381	46,381	-
	1999 Supplies	6,040	7,794	4,399	4,399	4,399	-
	2999 Other Services & Charges	42,501	44,092	37,606	37,901	37,901	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	36,040	37,139	39,049	40,200	40,200	-
	TOTALS: REFUSE FUND RECYCLING	121,972	127,997	125,999	128,881	128,881	-

Activity Description

This activity provides management of the recycling contract between the City and Advanced Disposal. The City contracts with the hauler to collect items in the single sort collection program, plus tires and scrap metal at the recycling drop-off center. The City continues to manage the SCORE grant program and all other recycling operations.

Objectives

1. Manage the total recycling/yard waste operations and the AD performance of Refuse and Recycling Contract and other recycling service provider/vendor operations.
2. Continue to educate residents to all the items that can be recycled curbside, and at our Recycling Drop-off Center, and the numerous other options available within the area.
3. Continue to work with multiple dwelling units in our community to educate renters and owners alike to all the recycling opportunities available.
4. Work closely with service organizations and residents to effectively utilize our Recycling Center.
5. Continue review of an organics recycling service and research best practices to execute curbside, most likely combined with yard waste, . Evaluate initiating a pilot area in 2017 if not in 2016 (will be brought forward as a separate project if determined to be feasible).
6. Plan waste reduction (to generate savings from less trash disposal tipping fees) and recycling programs, plus manage SCORE grant requirements which are increasing (see SCORE agreement Attachment 'B' for summary of subsidized programs).

Budget Comments on Proposed Budget

The Recycling budget for 2017 is \$128,512 a 2.0% increase of \$2,513 from 2016.

Major line items that contributed to the increase:

1. Personnel increase \$1,300
2. Labor transfer to finance increased \$1,200

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: REFUSE FUND HAZARDOUS WASTE							
603 49540	REFUSE FUND HAZARDOUS WASTE	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	693	1,881	3,171	3,269	3,269	-
	1999 Supplies	-	-	605	605	605	-
	2999 Other Services & Charges	8,857	9,842	5,500	7,200	7,200	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS:	9,550	11,723	9,276	11,074	11,074	-

Activity Description

This activity administers the handling of hazardous waste generated by the City of Columbia Heights residential properties. Such items include fluorescent lamps, solvents, waste and automotive fluids, paints /chemicals, and illegally dumped electronic and other problem materials. Anoka County provides household hazardous waste services primarily through a year-round drop-off facility located in Blaine that serves the entire county.

Objectives

1. Manage the HHW (Household Hazardous Waste) operations and AD performance of Refuse and Recycling contract including other recycling service provider/vendor operations.
2. Continue to manage collection of fluorescent bulbs from residents, small businesses, and city buildings to facilitate proper disposal. Administer Xcel energy grant to pay for operations.
3. Promote and encourage residents to use the Anoka County Household Hazardous Waste drop-off facility.
4. Educate residents to those items that are hazardous, costly to dispose of, and accepted only at a licensed disposal facility, and what options may be available to purchase more wisely.
5. Continue to provide SCORE subsidized monthly electronics collection.
6. Work with Anoka County to certify the CH recycling center for HHW collection.

Budget Comments on Proposed Budget

The Hazardous Waste budget increased by 19.4% or \$1,798 from 2016.

Major changes to budget:

1. Other service and charges increased \$1700 for electronics and household battery disposal

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STORM SEWER UTILITY COLLECTIONS							
604 49650	STORM SEWER UTILITY COLLECTIONS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	107,990	109,258	133,271	145,049	145,049	-
	1999 Supplies	9,082	17,094	50,209	51,625	51,625	-
	2999 Other Services & Charges	182,860	301,205	182,496	184,464	184,464	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	5,000	5,000	5,000	5,000	5,000	-
	TOTALS: STORM SEWER UTILITY C	304,931	432,557	370,976	386,138	386,138	-

Activity Description

This department provides for the operation and maintenance of the City's storm sewer system, including NPDES Phase III permit requirements (pollution prevention), annual MS4 reporting - including TMDL reporting for Silver Lake, inspection and repair of storm sewer pipes, catch basins, manholes, and drainage ponds, and surface water related activities and inspections of land disturbing activities for erosion control.

Objectives

1. Implement NPDES Phase III requirements for activities and reporting system - 3rd Generation Plan was approved by the MPCA in 2013. First report under the 3rd generation permit now includes TMDL reporting - Silver Lake
2. Complete the Water Resource Management Plan (WRMP), meeting the standards of the MWMO and the updated RCWD plan.
3. Support and coordinate with the maintenance activities in the Streets Department.
4. Rehab existing structures and/or main lines throughout the City.
5. Storm sewer system evaluation: conduct televising and inspections of storm sewer lines.

Budget Comments on Proposed Budget

The proposed 2017 budget is \$386,138 an increase of 4.1% or \$ 15,162 from the 2016 adopted budget. Major line items contributing to the increase:

1. Personnel increased \$11,778 to account for the Streets/Parks Super's time spent and a projected COLA increase.
2. Other line items remained flat or had minor increases.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STORM SEWER UTILITY NON-OPERATING							
604	STORM SEWER UTILITY	Actual	Actual	Adopted	Department	City Manager	Council
49699	NON-OPERATING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	141,000	142,446	133,000	93,000	93,000	-
TOTALS: STORM SEWER UTILITY NON-OPEF		141,000	142,446	133,000	93,000	93,000	-

Activity Description

This budget primarily accounts for transfers to the Storm Sewer debt service fund.

Objectives

This budget primarily accounts for transfers to the Storm Sewer debt service fund.

Budget Comments on Proposed Budget

This budget primarily accounts for transfers to the Storm Sewer debt service fund, \$93,000 budgeted for 2017

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: WATER CONSTRUCTION FUND NON-OPERATING							
651 49449	WATER CONSTRUCTION FUND NON-OPERATING	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	225,000	60,000	60,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: WATER CONSTRUCTION FUND N		-	-	225,000	60,000	60,000	-

Activity Description

This fund covers capital improvements to the City's water distribution system and the reconstruction and/or repairs to the distribution system including mains, pumping stations, water tower, and operational control valves.

Objectives

1. Coordinate repair/replacement of water mains that are in the street reconstruction zones or major improvement projects.
2. Continue cooperative Water Main Cleaning and Lining Program with the City of Minneapolis annual program.
3. Continue updates to major components of water distribution system.

Budget Comments on Proposed Budget

1. Annual Water Main cleaning and lining program for water distribution and quality improvement, based on approved 3-year program.
2. Miscellaneous repairs to address an aging water system.

CITY OF COLUMBIA HEIGHTS, MINNESOTA

BUDGET 2017

DEPARTMENT: SEWER CONSTRUCTION FUND NON-OPERATING							
652 49499	SEWER CONSTRUCTION FUND NON-OPERATING	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	-	275,000	275,000	275,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: SEWER CONSTRUCTION	-	-	275,000	275,000	275,000	-

Activity Description

This fund supports capital improvements to the City's sanitary sewer system and major repairs in the sanitary sewer collection system including mains, lift stations, and manholes.

Objectives

1. Coordinate repair/replacement of sewer mains that are in the street reconstruction zones or major improvement projects.
2. Implement specific measures to reduce I/I as directed by MCES (Metro Council Environmental Services, i.e. the sewage treatment disposal operator), In Collection Districts that are experiencing peak surcharging, currently Districts 2 and 3.

Budget Comments on Proposed Budget

1. Annual Sanitary Sewer Lining sewer cleaning, disposal, and system improvements in collection district 3.
2. Measures to reduce I/I as directed by MCES (Metro Council Environmental Services, i.e. the sewage treatment plant operator).
3. Annual pipe replacement or structural repairs, to address an aging collection system.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: STORM SEWER CONSTRUCTION FUND							
653	STORM SEWER CONSTRUCTION FUND	Actual	Actual	Adopted	Department	City Manager	Council
49699	NON-OPERATING	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	-	-	-	-	-
1999	Supplies	-	-	-	-	-	-
2999	Other Services & Charges	-	-	-	-	-	-
4999	Capital Outlay	-	100,000	265,000	195,000	195,000	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: STORM SEWER CONSTRUCTION FL		-	100,000	265,000	195,000	195,000	-

Activity Description

This fund supports capital improvements and major repairs in the storm sewer collection system, flood mitigation, water quality improvements, and other surface water related activities.

Objectives

1. Continue the annual program of replacing or upgrading catch basins, manholes and storm pipe in the street rehabilitation zones.
2. Continue to address localized flooding issues throughout the City.
3. Implement 5 year CIP improvements as approved by the MWMO.

Budget Comments on Proposed Budget

1. (2016 carryover) The Storm Water runoff into Silver Lake requires pond reconstruction for pollution control, prevent erosion leading to the lake, and eliminate short circuiting. Total cost \$320,000 with RCWD and State Legacy funding half for \$160,000.
2. Storm water pipe from Central to Labelle Pond deteriorated and subject to flooding. Improvement to prevent further flooding and potential collapse.
3. Rehab or Replacement of Storm CB's or MH's in annual Street Rehab zones.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CENTRAL GARAGE							
701 49950	CENTRAL GARAGE CENTRAL GARAGE	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	221,131	210,641	245,084	282,518	282,518	-
	1999 Supplies	226,447	184,518	221,770	207,011	207,011	-
	2999 Other Services & Charges	166,266	211,204	229,734	230,930	230,930	-
	4999 Capital Outlay	1,478	-	14,500	14,500	14,500	-
	6999 Contingencies & Transfers	39,000	39,000	4,000	24,000	24,000	-
	TOTALS: CENTRAL GARAGE	654,321	645,363	715,088	758,959	758,959	-

Activity Description

Central Garage provides preventive general maintenance and repair for all city -owned vehicles and equipment. The City currently has over 300 pieces of equipment that are maintained on a regular basis. This is an internal service fund with revenue generated by charges to other departments for all repair and maintenance services performed by members of this department. This department budget also covers regular maintenance costs for the MSC Building.

Objectives

1. Maintain the MSC building for central equipment servicing for various City departments.
2. Provide cost effective purchasing of vehicle parts, petroleum, oil, lubricants, and services for City vehicles and equipment.
3. Continue participation in the Metro Fuel Purchasing Program to establish a fixed per gallon price for the entire year for approximately 70% of our annual fuel purchases JPA of over 40 Cities and Counties providing stable, low-cost fuel pricing.
4. Maintain shop equipment with low inventory.
5. Complete bituminous resurfacing modifications in the rear yard.

Budget Comments on Proposed Budget

The Public Works garage and MSC operating budget proposed for 2017 is \$738,959 which is a 3.3% increase or \$23,871 from the 2016 budget. Major line items contributing to the decrease:

1. Personnel increased \$37,434 to account for projected COLA increases and an added mechanic in the dept.
2. The new line item (Building Mnt labor 4010) increased \$2,800,
3. Projected fuel costs decreased over \$14,000

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: CENTRAL GARAGE							
705	BUILDING MAINTENANCE	Actual	Actual	Adopted	Department	City Manager	Council
49970	BUILDING MAINT. INTERNAL SERVICES	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	-	141,652	154,972	185,705	185,705	-
1999	Supplies	-	21	3,915	5,933	5,933	-
2999	Other Services & Charges	-	2,937	4,545	5,193	5,193	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: BUILDING MAINT. INTERNAL S		-	144,609	163,432	196,831	196,831	-

Activity Description

This department was transferred to Public Works in 2014. The department provides building maintenance services to City buildings. This includes both custodial services provided by part-time custodians, as well as analysis and coordination by the full-time Facilities Maintenance Supervisor of more technical building systems maintenance and repair requests. Costs of this department are allocated proportionately to use by each respective building/department. This is reflected as an internal charge in the budgets of the user departments.

Note that the Recreation Department - Murzyn Hall budget (101.45129) includes additional part-time custodians, serving solely at Murzyn Hall, which are not included in this 701.49970 internal service department budget.

Objectives

This department's two main objectives is professional coordination of the maintenance and repair of all City buildings. The second main objective to provide cost-effective custodial services for four of those buildings:

- 1) City Hall
- 2) Public Safety Center
- 3) Library
- 4) Municipal Service Center

Budget Comments on Proposed Budget

(New) Prior to 2015, these internal services were budgeted within the personnel section of each user department budget, as interdepartmental labor. Beginning in 2015, all costs of this internal service are collected in fund/department 701.49970. Within each user department's 2015 budget, their respective allocable share of the cost is reflected under the new line item 4010 Building Maintenance - Internal Services. The 2017 budget includes a market rate adjustment to the Facilities Supervisor.

City of Columbia Heights, Minnesota
BUDGET 2017

Recreation

	Recreation 101	Youth Athletics 101	Adult Athletics 101	Youth Enrichment 101	Traveling Athletics 101	Trips & Outings 101	Senior Citizens 101	Murzyn Hall 101	Hylander Center 101	After School Programs 261
Revenue										
30999 Taxes	194,425	18,321	12,527	51,636	26,962	30,845	75,598	127,708	70,904	0
31999 Licenses & Permits	0	0	0	0	0	0	0	0	0	0
32999 Intergovernmental	10,801	1,018	696	2,868	1,498	1,714	4,199	7,095	3,939	0
33999 Charge for Services	10,000	20,000	13,000	13,000	5,500	12,000	8,000	94,000	13,000	20,000
34999 Fines & Forfeits	0	0	0	0	0	0	0	0	0	0
35999 Miscellaneous	1,568	148	101	417	218	249	610	1,030	572	2,000
36999 Sales and Related Charges	0	0	0	0	0	0	0	0	0	0
39199 Transfers & Non Rev Receipts	0	0	0	0	0	0	0	0	0	0
Total Revenue	216,794	39,487	26,324	67,921	34,178	44,808	88,407	229,833	88,415	22,000

Expenses

0999 Personal Services	173,961	24,960	14,014	48,712	17,718	21,124	68,080	105,754	37,049	23,000
1999 Supplies	11,800	2,200	1,100	2,350	2,925	350	3,250	19,150	1,500	3,000
2999 Other Services and Charges	32,885	12,501	11,329	17,351	13,792	23,627	17,797	46,783	50,541	18,000
4999 Capital Outlay	0	0	0	0	0	0	0	36,362	0	0
6999 Contingencies & Transfers	0	0	0	0	0	0	0	23,000	0	0
Total Expenses	218,646	39,661	26,443	68,413	34,435	45,101	89,127	231,049	89,090	44,000

Change to Fund Balance	(1,852)	(174)	(119)	(492)	(257)	(293)	(720)	(1,216)	(675)	(22,000)
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CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: RECREATION ADMINISTRATION							
101 45000	GENERAL RECREATION ADMINISTRATION	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item Description							
	0999 Personal Services	161,870	164,963	168,670	173,961	173,961	-
	1999 Supplies	6,600	8,463	11,800	11,800	11,800	-
	2999 Other Services & Charges	19,872	19,372	27,015	32,885	32,885	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: RECREATION ADMINISTI	188,342	192,799	207,485	218,646	218,646	-

Activity Description

This activity provides recreational opportunities and services to the residents of Columbia Heights. The Recreation Department is comprised of eight main areas in which the Director, fifty percent full time Clerk-Typist II, and one half-time Recreation Clerk disperse their time. Each of the nine areas has its own separate budget. This category provides salaries for the department as well as supplies and contractual services for the department. Recreation Administration also funds space allocation to the Murzyn Hall budget for office space.

Objectives

1. Continue to improve customer service to our very diverse and ever changing community.
2. Promote our recreation programs by utilizing local papers, social media and schools to get advertising out to members of our community.

Budget Comments on Proposed Budget

The Recreation Administration total budget has increased by \$11,161. Personal Services has had an increase of \$4,600 for cola allowance. Insurance has had a slight increase of \$219. Information Systems has been increased by \$5900. This budget provides \$3,029 for Murzyn Hall office space allocation.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: YOUTH ATHLETICS							
101 45001	GENERAL YOUTH ATHLETICS	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	17,417	18,074	24,449	24,960	24,960	-
1999	Supplies	1,070	1,589	2,200	2,200	2,200	-
2999	Other Services & Charges	12,442	13,510	11,655	12,501	12,501	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: YOUTH ATHLETICS		30,928	33,173	38,304	39,661	39,661	-

Activity Description

This activity classification encompasses recreational programs provided to youth. These programs consist of children and adolescents K-12. Programs fall under several sport-specific headings, including baseball, softball, basketball, football, soccer, volleyball, and wrestling. All programs are participation-oriented, with the focus on fun, socialization, and athletic skill development. These particular programs provide the youth of Columbia Heights with supervised play opportunities at local gym facilities and neighborhood parks. This category also provides one-fourth of the Recreation Coordinator salary, gym supervisors and officials. Youth Athletics also provides office space to the J.P.M. budget.

Objectives

1. Work with our varsity coaches to help develop our youth sports programs.
2. Explore options of creating additional sports programs for younger age youth.

Budget Comments on Proposed Budget

The 2017 Youth Athletics budget has increased \$1,357. Cola allowance added \$700. 25% of the Recreation Coordinator salary is included within this budget. One reason this budget has not had major increases is due to the significant donation of athletic equipment made by the Columbia Heights Athletic Boosters Association. The Youth Athletic budget also provides \$2,986 for space allocation to J.P.M.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: ADULT ATHLETICS							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
45003	ADULT ATHLETICS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item Description		2014	2015	2016	2017	2017	2017
0999	Personal Services	13,114	13,360	13,865	14,014	14,014	-
1999	Supplies	74	266	1,100	1,100	1,100	-
2999	Other Services & Charges	9,448	9,794	11,250	11,329	11,329	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: ADULT ATHLETICS		22,636	23,420	26,215	26,443	26,443	-

Activity Description

This activity encompasses recreational programs provided to adults in Columbia Heights. Leagues are administered in Summer and Fall. An annual Summer softball tournament is held during the Columbia Heights Jamboree. This activity also provides one-fourth of the Recreation Coordinator salary and covers costs of umpires and referees. J.P.M. budget is also paid for space allocation for office space and storage space.

Objectives

1. Explore healthy options for adult programs to be held at the Hylander Center.
2. Continue to coordinate a very organized and competitive adult softball program.

Budget Comments on Proposed Budget

The total Adult Athletics budget for 2017 has a slight increase of \$228. Murzyn Hall budget also received space allocation from Adult Athletics in the amount of \$2,986. This budget also provides one-fourth of the Recreation Coordinator salary. Cola has added \$400 to the 2017 budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: YOUTH ENRICHMENT							
101 45004	GENERAL YOUTH ENRICHMENT	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
0999	Personal Services	19,084	22,783	47,860	48,712	48,712	-
1999	Supplies	3,307	1,112	2,350	2,350	2,350	-
2999	Other Services & Charges	16,369	16,162	16,883	17,351	17,351	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: YOUTH ENRICHMENT		38,760	40,058	67,093	68,413	68,413	-

Activity Description

This activity classification encompasses recreational, academic, athletic, and enrichment programs provided to the youth age 3-13. These offerings are participation-oriented, with the focus on fun, socialization, achievement, and skill development. Dance and Tumbling runs throughout the fall, winter, and spring sessions. Special events that are family-oriented and run throughout the year are Bunny Brunch, Safety Camp, Halloween Spooktacular, and Breakfast with Santa. The Traveling Puppet Wagon, which was funded through a grant from the Medtronic Foundation in 1998 has been operating for the last eighteen years. The Puppet Wagon travels to neighborhood parks and performs a variety of family-based puppet shows. Youth Enrichment funds office, storage and program space within the Murzyn Hall budget. This budget also provides one-fourth of the Recreation Coordinator salary.

Objectives

1. Continue to create classes, programs and special events that provide more opportunities to meet our diverse community needs.
2. Expand our gymnastics and dance programs to align with our current year-round martial arts programs

Budget Comments on Proposed Budget

The Youth Enrichment budget has an increase of \$1,320. This budget has seasonals to cover the loss of the youth program grant. Cola has been added in the amount of \$1,300. This budget provides \$16,185 for space allocation to the Murzyn Hall budget. One-fourth of the Recreation Coordinator salary is paid from this budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: TRAVELING ATHLETICS							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
45005	TRAVELING ATHLETICS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
0999	Personal Services	13,136	13,360	17,448	17,718	17,718	-
1999	Supplies	2,496	564	2,925	2,925	2,925	-
2999	Other Services & Charges	13,368	14,137	13,231	13,792	13,792	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: TRAVELING ATHLETICS		29,000	28,061	33,604	34,435	34,435	-

Activity Description

This activity classification encompasses competitive athletic opportunities offered to Columbia Heights' youth in grades 3-12. Teams are formed in basketball, baseball, and softball, with players selected by ability after pre-season tryouts. Teams are organized and equipped through the Recreation Department, which is unique in the metro area. Teams compete within Minnesota Youth Athletic Services sanctioned leagues. This category also provides one-fourth of the Athletic Coordinator salary as well as league fees for team memberships. Traveling Athletics also has money budgeted for space allocation for office space and storage space to the Murzyn Hall budget.

Objectives

1. Continue to participate in more competitive youth leagues that play at a higher level.
2. Work with surrounding communities to create youth sports leagues which are more beginner level at the younger ages.

Budget Comments on Proposed Budget

Traveling Athletics budget has had a increase of \$831 for 2017. Cola has added \$500 to this budget. Twenty-five percent of the Recreation Coordinator's salary is budgeted under Personal Services. Sanction fees has been increased by \$500 to cover team registrations. Space allocation of \$2,986 was also provided to the Murzyn Hall budget.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: TRIPS & OUTINGS							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
45030	TRIPS & OUTINGS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
	0999 Personal Services	18,893	19,838	20,101	21,124	21,124	-
	1999 Supplies	-	-	350	350	350	-
	2999 Other Services & Charges	20,120	18,440	23,626	23,627	23,627	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: TRIPS & OUTINGS	39,013	38,278	44,077	45,101	45,101	-

Activity Description

Trips and Outings include one-day and extended trips for senior citizens. These are advertised through quarterly trip flyers mailed to participants. It continues to be one of our most popular offerings and is a self-sustaining program. This activity provides twenty-five percent of the Senior Citizen Coordinator salary. Trips and Outings also budgets monies for office space allocation to Murzyn Hall.

Objectives

1. Provide seniors with a well-planned and well-executed trip schedule of both one-day extended trips and small group excursions.
2. Offer seniors a wide variety of well thought out and professionally executed trips that are extended trip options and ones closer to home.

Budget Comments on Proposed Budget

Trips and Outings budget has increased \$1,024. Cola has added \$500. Twenty-five percent of the Senior Citizen Coordinator salary is budgeted within the Trips and Outings budget. The Murzyn Hall budget also received \$2,395 for space allocation.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: SENIOR CITIZENS							
101	GENERAL	Actual	Actual	Adopted	Department	City Manager	Council
45040	SENIOR CITIZENS	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item Description		2014	2015	2016	2017	2017	2017
0999	Personal Services	62,906	63,908	64,786	68,080	68,080	-
1999	Supplies	1,178	3,193	1,800	3,250	3,250	-
2999	Other Services & Charges	16,444	16,668	17,449	17,797	17,797	-
4999	Capital Outlay	-	-	-	-	-	-
6999	Contingencies & Transfers	-	-	-	-	-	-
TOTALS: SENIOR CITIZENS		80,528	83,769	84,035	89,127	89,127	-

Activity Description

The Senior Center is located in Murzyn Hall and provides a wide variety of programs to individuals 55 years and older in the community. The Center is open Monday through Friday from 9:00 a.m. to 4:00 p.m. This program provides seventy-five percent of the Senior Citizen Coordinator salary. The Senior Citizen budget also provides space allocation for Murzyn Hall for office, storage and Senior Center space.

Objectives

1. To provide social, educational, and recreational programs to seniors in the community.
2. To serve as a center that provides resource information regarding senior issues and concerns.
3. To continue to provide the opportunity for senior exercise programs.
4. Offer seniors a variety of options in programs that address social, educational and recreational needs.

Budget Comments on Proposed Budget

The total Senior Citizens budget has increased by \$5,092. Cola has added \$1,700. Seventy-five percent of the Senior Coordinator salary is budgeted under this budget. General supplies increased \$950 and Food supplies added \$500. There was a charge of \$12,856 for space allocation to Murzyn Hall.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: MURZYN HALL							
101 45129	GENERAL MURZYN HALL	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	102,770	104,381	101,973	105,754	105,754	-
	1999 Supplies	14,756	17,088	19,150	19,150	19,150	-
	2999 Other Services & Charges	40,363	36,548	44,574	46,783	46,783	-
	4999 Capital Outlay	-	-	36,362	36,362	36,362	-
	6999 Contingencies & Transfers	22,500	22,500	23,000	23,000	23,000	-
	TOTALS: MURZYN HALL	180,388	180,517	225,059	231,049	231,049	-

Activity Description

In an average year, Murzyn Hall (JPM) is used approximately 2,500 hours for classes/ activities, 1,500 hours for weddings, and 1,000 hours for meetings. Approximately 20% of the users are charged while the remaining 80% are fee waived or charged a minimal fee to offset custodial costs. JPM operates seven days a week and runs near full capacity throughout the year. Murzyn Hall budget provides salaries for part-time custodians, and fifty percent of the Clerk-Typist II position.

Objectives

1. Continue to provide renters a first rate facility for special events.

Budget Comments on Proposed Budget

The Murzyn Hall budget has increased \$5,990. Cola added \$2,800. Maintenance Supervisor is budgeted at \$7400. Information Services has an increase of \$1,700. A space allocation credit received from the recreation budgets is \$43,422. Capital Improvements has \$36,362 for parking lot repairs. A transfer out to bonds is also included in the Murzyn Hall budget for the Honeywell project in the amount of \$23,000.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: HYLANDER CENTER							
101 45130	GENERAL HYLANDER CENTER	Actual Expense 2014	Actual Expense 2015	Adopted Budget 2016	Department Proposed 2017	City Manager Proposed 2017	Council Adopted 2017
Line Item	Description						
	0999 Personal Services	15,768	13,988	35,844	37,049	37,049	-
	1999 Supplies	564	-	1,500	1,500	1,500	-
	2999 Other Services & Charges	45,458	44,924	50,892	50,541	50,541	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: HYLANDER CENTER	61,790	58,912	88,236	89,090	89,090	-

Activity Description

The Hylander Center budget covers the staff and utilities to maintain and operate the Hylander Center gym and fitness room. This budget includes utilities and cleaning that is serviced by the School District and then paid from this account.

Objectives

1. Promote the facility to gain additional users.
2. Continue to expand revenue by operating tournaments.

Budget Comments on Proposed Budget

The Hylander Center budget increased \$854. Cola has been added in the amount of \$1,000. Insurance decreased by \$351 to now be budgeted at \$541.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2017

DEPARTMENT: PROGRAM REVENUE EXPENDED							
261	AFTER SCHOOL PROGRAMS	Actual	Actual	Adopted	Department	City Manager	Council
45029	PROGRAM REVENUE EXPENDED	Expense	Expense	Budget	Proposed	Proposed	Adopted
Line Item	Description	2014	2015	2016	2017	2017	2017
	0999 Personal Services	1,294	30,703	23,000	23,000	23,000	-
	1999 Supplies	-	3,020	3,000	3,000	3,000	-
	2999 Other Services & Charges	601	16,572	18,000	18,000	18,000	-
	4999 Capital Outlay	-	-	-	-	-	-
	6999 Contingencies & Transfers	-	-	-	-	-	-
	TOTALS: PROGRAM REVENUE EX	1,894	50,295	44,000	44,000	44,000	-

Activity Description

Within fund 261, a separate expense department was created for each separate grant contract obtained in the past. The expense department shown here, 45029 Program Income Expended, is only used within Fund 261 when an active grant is not available. This activity covers Summer programs and school out day programs.

Objectives

1. To use existing fund balance to continue to provide services at previous levels for approximately three years, in accordance with the terms of the past grants received for this activity.
2. To review options for obtaining future grants for this type of youth programming.

Budget Comments on Proposed Budget

Within fund 261, a separate expense department was created for each separate grant contract obtained in the past. The expense department shown here, 45029 Program Income Expended, is only used within Fund 261 when an active grant is not available.

This is why very little prior history appears in the budget for this particular department, although the activity is budgeted for 2017 at approximately the same dollar amount as has been expended under the related grant in past years.

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City of Columbia Heights, Minnesota
BUDGET 2017

Bonds

	2008A G.O.	2008B	2009A	2013	2015	TIF T4:		Water		Liquor	
	315	343	344	345	346	371	372	631	632	634	639
	Sull. Shores Public Safety	Public Facility	GO Improve	GO Library	Central Ave	Central Ave	TIF (T6)	Service	Debt Service	Debt Service	Debt Service
Revenue											
30999 Taxes	0	227,434	234,289	0	336,000	64,000	370,000	0	0	0	0
31999 Licenses & Permits	0	0	0	0	0	0	0	0	0	0	0
32999 Intergovernmental	0	400,000	0	0	0	0	0	0	0	0	0
33999 Charge for Services	0	0	0	0	0	0	0	0	0	0	0
34999 Fines & Forfeits	0	0	0	0	0	0	0	0	0	0	0
35999 Miscellaneous	105,600	100	100	100	144,000	1,000	2,500	200	41,000	100	300
36999 Sales and Related Charges	0	0	0	0	0	0	0	0	0	0	0
39199 Transfers & Non Rev Receipts	0	0	26,000	127,000	0	0	0	162,000	0	93,000	389,000
Total Revenue	105,600	627,534	260,389	127,100	480,000	65,000	372,500	162,200	41,000	93,100	389,300

Expenses

0999 Personal Services	0	0	0	0	0	0	0	0	0	0	0
1999 Supplies	0	0	0	0	0	0	0	0	0	0	0
2999 Other Services and Charges	0	0	0	0	0	3,000	140,000	0	0	0	0
4999 Capital Outlay/Debt Service	101,400	622,800	293,000	117,800	460,000	82,300	195,400	18,800	6,000	12,400	187,900
6999 Contingencies & Transfers	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	101,400	622,800	293,000	117,800	460,000	85,300	335,400	18,800	6,000	12,400	187,900

Change to Fund Balance

	4,200	4,734	-32,611	9,300	20,000	-20,300	37,100	143,400	35,000	80,700	201,400
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Proprietary Fund Information

Capital Additions	n/a	185,800	35,000	111,600	195,000						
Bond & Loan Principal											