

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
DECEMBER 21, 2015  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

**CITIZENS COMMENTS** - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

**COUNCIL COMMENTS**

**CONSENT AGENDA** - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. December 7, 2015 City Council Meeting Minutes
2. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation
3. Verified Claims
4. Purchases
5. License Applications
6. Designation of Official Depositories for 2016

7. Certification of Delinquent Tree Removals
8. Certification of Delinquent Utility Accounts
9. Adoption of Working Capital Targets and Receipt of 2016 to 2020 Five-Year Plan
10. Receipt of 2016 Comprehensive Infrastructure Replacement Plan
11. Developer Escrow Reductions
12. Approve Apportionment of Assessments--#DA072051
13. Final Plat-Oak Hill Montessori School, 4693 Hodgson Road
14. Amendment to City Code—False Alarms
15. Award of Quote—Parks and Recreation Front Counter Renovation
16. Approval of Final Payment—Owasso Street Realignment, CP 09-12

#### **PUBLIC HEARING**

17. Assessment Hearing—Weed Abatements
  - 4324 Snail Lake Boulevard
  - 1565 Lois Drive

#### **GENERAL BUSINESS**

18. Items Related to the Budget and 2016 Tax Levy
  - A. Amend 2016 Debt Levies
  - B. Adopt 2016 Tax Levy (City, HRA and EDA)
  - C. Adopt 2016-2017 Biennial Budget
  - D. Adopt Capital Improvement Program for 2016 through 2021
  - E. Adopt Ordinance Establishing 2016 Utility Rates
19. Amendments to Liquor Regulations

#### **STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

#### **SPECIAL ORDER OF BUSINESS**

#### **ADJOURNMENT**



Lego League Advisor Spencer O'Quinn stated that the name of the team is Team Athena. The theme this year is trash and how to process it better. Team members have done a lot of research and have participated in Shoreview Cleanup Day. Students left a flyer to be posted at City Hall.

### **COUNCIL COMMENTS**

#### **Councilmember Springhorn:**

Recognized other Lego League teams from Shoreview. The Dots won the award for best project and will go to the section competition. The Go Go Gadgets from Chippewa received the Competition Award and the Robot Knights from St. Odilia received the Team Spirit award. He wished all teams well in the competition on December 12, 2015. Also, the Pony Tail Posse and Height Differential teams, who have spoken to the Council previously, have both qualified for further competition.

#### **Councilmember Wickstrom:**

The City is looking for volunteer residents to participate in the water study as part of water conservation. Anyone interested can call the City and get the measurement monitor meter free. She encouraged residents to participate. Detailed information is on the City website.

#### **Councilmember Quigley:**

The next indoor Farmers' Market will be at the Community Center Tuesday, December 15, 2015, from 3:00 to 6:00 p.m.

#### **Councilmember Johnson:**

The Shoreview Community Foundation annual fundraiser last week turned out to be a great event. Northeast Youth and Family Services was one of the grant recipients, an agency that provides services to all ages from youth to seniors. Any non-profits looking for funds are encouraged to apply to the Foundation, as funds will be available with the result of the successful fundraiser.

#### **Mayor Martin:**

The Shoreview Northern Lights Variety Band holiday concert will be Saturday, December 12, 2015, at Bethel Great Hall. She urged everyone to attend and enjoy the beautiful music. Tickets are available at City Hall during the week at a discount. Anyone interested is encouraged to buy tickets ahead, as this concert comes close to selling out.

Residents are encouraged to plan to attend the Speaker Series that will be hosted by the Environmental Quality Committee in 2016. The programs are free and offered once a month. Details are on the City's website.

### **CONSENT AGENDA**

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt the Consent Agenda for December 7, 2015, and all relevant resolutions for item Nos. 1, through 7:



• Public safety contracts (police and fire)	\$151,245
• Capital funds	\$102,417
• Wage and Benefit adjustments	\$101,738
• Election costs	\$ 27,500
• Transfers to the Community Center and Park and Recreation	\$ 20,000
• EDA levy increase	\$ 20,000
• Central Garage	\$ 19,050
• Legal prosecution costs	\$ 7,000

General fund savings to reduce the levy are from:

• No community survey in 2016	\$ 13,000
• Transfers from utility funds back into the general fund	\$ 30,000
• Transfer from Cable TV fund	\$ 33,000
• Reduction in debt levies	\$ 21,000
• All other changes for a net amount of	\$ 47,990

The total levy changes amount to an increase of \$399,940. Total operating expenses for 2016 will increase 2.4% and 2.5% in 2017. This excludes any capital funding, debt refunds or transfers between funds.

The breakdown of budget operating expenses is:

Utilities	24%
Parks and Recreation	23%
Public Safety	14%
General Government	10%
Public Works	8%
Depreciation	8%
Debt Service	7%
Central Garage	3%
Community Development	3%

Projected revenues are estimated to increase 4.5% in 2016 and 4.2% in 2017. Operating revenue comes from the following:

Utility Charges	36%
Property Taxes	31%
Charges for Services	23%
Central Garage Charges	5%
Intergovernment	2%
Licenses & Permits	1%
All Other	2%

The City uses a number of efficiency strategies to reduce the budget, which includes:

- Contracting for police and fire protection services
- Continued use of correctional work crew
- No contingency allowance
- Long-term preventative maintenance to avoid a jump in expenditures for unexpected maintenance items
- Maintain high deductible health insurance plan
- Capitalize on debt refunding opportunities
- Maintain AAA bond rating to reduce interest expenses

Ramsey County has provided information on the impact to homes on market value changes. The largest number of homes (35%) will have an increase in home value of between 0% and 4.99%. The next largest group of homes (22.8%) will have a decrease in home value between 0% to 4.99%. Almost 5% of homes will have no change in home value. Regarding impact of total taxes on homes, 40.7% of Shoreview homes will see a decrease or no change in taxes. Total tax increases on homes break down as follows:

• Increase of \$1 to \$100	22.3%
• Increase of \$101 to \$200	18.1%
• Increase of \$201 to \$300	7%
• Increase of \$301 to \$400	3.9%
• Increase of \$401 to \$500	2.4%
• Increase of more than \$500	5.6%

The median value home in 2015 was \$247,500; in 2016 it will be \$253,800, an increase of 2.5%. The impact of City taxes on a median value home would be an increase of \$25.78 or 3.2% based on the proposed levy. Following are some examples of tax changes based on a 2.5% value increase in 2016:

<b><u>Increase in Value to:</u></b>	<b><u>City Tax Amount</u></b>
\$150,000	\$15.21
\$200,000	\$20.14
\$253,800	\$25.78
\$300,000	\$29.99
\$500,000	\$46.15
\$700,000	\$80.03
\$900,000	\$103.10

The City portion of taxes is approximately 23% of the total tax bill. The largest portion of the tax bill goes to Ramsey County and then to the Mounds View School District. A median valued home based on the 2015 tax rate and compared to other similar sized metropolitan cities shows that Shoreview is 21% below the average of \$1,020. Using the same comparison for total taxes, which include the County and school district, Shoreview ranks 4.9% above the average.

Staff will be recommending adoption of the 2016 budget and tax levy, the 2016 to 2021 Capital Improvement Program, and 2016 utility rates at the Council's regular meeting on December 21, 2015. It is also recommended that the Five-Year Operating Plan and Comprehensive Infrastructure Replacement Plan be accepted at that meeting.

Mayor Martin opened the public hearing.

**Ms. Penny Shodine**, 4065 Wilshire Circle, stated that her tax bill shows a 51% increase. Mr. Schwerm explained that high a tax increase is most likely based on a significant value change on Ms. Shodine's property. One option is to talk to Ramsey County about the property's value. Another option is to apply for a property tax refund. The property tax refund program is for those who experienced an increase in property taxes above 12%. The property tax refund is filed with income taxes.

Mayor Martin stated that the City does not have input on the value that is assessed by the County to any property. There is information at City Hall and on the City's website on the procedure to appeal to the County.

**Ms. Shodine** stated that her property value went up 30%. Mr. Schwerm added that the County bases value on sales activity in the area. He encouraged her to apply for the refund program available through the state. The refund program does not have income limits.

**Ms. Lois Anderson**, 4067 Wilshire Circle, stated that she did not see the percentage of increase for houses valued under \$142,000 in the examples previously shown. Mr. Espe responded that the information he provided came from Ramsey County. That level of detail was not included. He explained that each property is looked at individually to determine value. Mr. Schwerm added that the County has indicated that 189 homes in the City increased in value more than 20% based on area sales. **Ms. Anderson** stated that she has not noticed many sales in her neighborhood.

Councilmember Wickstrom noted that the tax valuation notices sent in the spring indicate the value that is the basis for the tax statement received at this time. It is in the spring when residents should question home value, if there is a concern.

Mayor Martin stated that staff would look at the two individual statements in question.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to close the public hearing at 7:50 p.m.

**VOTE:** Ayes - 5 Nays - 0

Final approval of the budget will be at the December 21, 2015 Council meeting.

**PUBLIC HEARING - VACATION, FINAL PLAT AND FINAL PUD - RAMSEY COUNTY AND MOUNDS VIEW SCHOOL DISTRICT RELATING TO NEW REGIONAL LIBRARY**

**Presentation by City Planner Kathleen Castle**

The vacation requested is for a utility and access easement that transcends the development site. Xcel Energy utilities located in the easement are being relocated. Affected property owners and agencies have been notified, and notice was published in the City's legal newspaper.

The Final Plat requested would be known as the Commons Park Addition. It re-plats three parcels into two lots. Lot 1 will be the existing library that will be used by the Mounds View School District. Lot 2 is for the future library. Easements will be dedicated along Victoria and the Commons Road. Shared parking, access and maintenance will be coordinated between the two lots.

The Final PUD is consistent with previous approvals. Landscape revisions require more diversity in plant species and design.

City Attorney Kelly stated that proper notice has been given for the public hearing.

Mayor Martin opened the public hearing. There were no comments or questions.

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Springhorn to close the public hearing at 7:55 p.m.

**VOTE:** Ayes - 5 Nays - 0

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Quigley to adopt Resolution #15-112 approving the vacation request, and to approve the Final Plat and Planned Unit Development - Final Stage as requested by Ramsey County for the regional library facility at 4560 Victoria Street, all subject to the following conditions:

**Final Plat**

1. Execution of all related cooperative agreements between the City and County for the development, including land transfer, shared access and easements and property maintenance. Said agreements shall be executed prior to the City's release of the Final Plat.

**Planned Unit Development - Final Stage**

1. Approval permits the use of the property by Ramsey County for a regional library.
2. The applicant is required to enter into an amendment to the existing Site Development Agreement with the City, and this Agreement shall be executed prior to the issuance of any permits for this project.

3. The Landscape Plan shall be revised to address the plant materials and design. A landscape surety in the amount of 125% of the cost for the landscape improvements shall be submitted to the City prior to the issuance of the above-grade building permit.

This approval is based on the following findings:

**Vacation:**

1. The property is being re-platted, and the utility and access easements will no longer serve a public interest. Utilities are being relocated as part of this project and new easements dedicated with the Final Plat.

**Planned Unit Development - Final Stage and Final Plat**

1. The proposal supports the policies in the City's Comprehensive Plan relating to land use.
2. The subdivision complies with the City's development code standards for plats.
3. The proposed institutional use will not adversely impact the planned land use of the surrounding property.
4. The Final Plat and Final PUD are consistent with the previous City approvals.

ROLL CALL:           Ayes: Johnson, Quigley, Springhorn, Wickstrom, Martin  
                           Nays: None

**GENERAL BUSINESS**

**APPROVAL OF PROPERTY AND EASEMENT AGREEMENTS WITH RAMSEY COUNTY AND MOUNDS VIEW SCHOOL DISTRICT RELATING TO NEW REGIONAL LIBRARY**

**Presentation by Asst. City Manager/Community Development Director Tom Simonson**

Two agreements are presented for Council approval. One is a property agreement to sell City property to Ramsey County. The second is an Easement Agreement with the City, Ramsey County and the Mounds View School District. Mounds View School District will lease the existing library with intent to purchase for administrative offices. The Easement Agreement allows permanent access rights to respective real property, terms for shared access, shared parking allowing for overflow parking, joint signage and property maintenance. The Agreement allows a small portion of City well property to be used by Ramsey County for some parking and storm water infrastructure. The City agrees to relocate its existing message center monument and replace it with a new joint monument sign identifying the City, County and School District facility location. The City will gain rights for a potential new monument sign near the Ice Arena property. The City's design consultant has been engaged to develop a signage plan for the City, County and School District. The City will provide property maintenance services, including landscaping/turf management, snow plowing and year-round grounds maintenance. The City will be compensated annually in the amount of \$20,000 from Ramsey County and \$15,000 from Mounds View School District. Compensation includes an inflation clause.

Ramsey County purchased the property at 805 Highway 96, and the City purchased the adjacent property at 795 to create a large enough site for the new Regional Library. The Property Agreement provides conveyance of the property at 795 to Ramsey County. The City will be fully reimbursed for all costs associated with the purchase, demolition and hazardous cleanup in the amount of \$296,070.17. This agreement also includes a Deed Restriction should Ramsey County ever cease using the property for a library. At such time, the County must offer to convey the property for fair market value to the City. If the City declines such purchase, the property may only be used for County offices or as a publicly owned building with uses compatible with the City's civic campus as approved by the City.

Staff is recommending approval of the Property Agreement and the Easement Agreement. The Ramsey County Board of Commissioners has approved both agreements. The School Board will be taking action at its next meeting.

Mayor Martin asked if the new message center sign would be shared with Ramsey County and the School District. Mr. Simonson responded that a number of options will be presented to the Council regarding its location. There will be one message center sign controlled by the City.

Mayor Martin asked if the deed restrictions are in a separate agreement with the School District and whether all the properties encompassed into the parcel for the new library have deed restrictions. Mr. Simonson stated that the deed restrictions continue on the existing library property, and deed restrictions have been added to the new library site.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to accept and approve the following agreements relating to the new Shoreview Library:

1. Agreement to Sell City Property (795 Highway 96) to Ramsey County for the total amount of \$296,070.17.
2. Easement Agreement between Ramsey County, Independent School District 621 and the City of Shoreview granting permanent access rights to their respective real property and to agree to responsibility with respect to maintenance of the driveway, shared parking, landscaping and signage.

ROLL CALL: Ayes: Quigley, Springhorn, Wickstrom, Johnson, Martin  
Nays: None

**COMPREHENSIVE SIGN PLAN - PHOENIX SIGNS/PRESBYTERIAN CHURCH OF THE WAY, 3382 LEXINGTON AVENUE**

**Presentation by City Planner Kathleen Castle**

This application is to replace an existing monument sign with a new electronic message center sign. The site consists of 4.96 acres and is developed with a church facility, a single-family residence, and an off-street parking lot with access from Lexington and Cannon Avenues. The property is zoned R1, Detached Residential. Adjacent land uses include commercial to the north,

low density residential to the south, east and west. The City of Arden Hills is immediately to the west.

Current signage includes a wall sign on the west side of the church and a freestanding monument sign. The monument sign is 40 square feet at a height of 5.3 feet with a reader board. The stone base is complimentary to the exterior of the church building.

The proposal is to retain the stone base and replace the sign with a two-sided individual letter sign that has a message center. The area would be 70 square feet with a sign face height of 5.10 feet with a total height of 8 feet. The message center sign area would be 20 square feet. City Code allows a maximum area of 40 square feet with maximum sign face height of 6 feet. Deviations are allowed with certain findings. A Comprehensive Sign Plan is required because the property is adjacent to residential land uses and because a message center sign is proposed.

The proposed sign exceeds the maximum area of 40 square feet permitted. The sign sits parallel to the neighborhood to the south, but distance and vegetation along the southern property line should minimize any impact. The message center sign is in compliance with Code standards. Visual impact is mitigated due to the orientation of homes, existing vegetation, distance, limited display hours and color. Deviation for a larger sign is reasonable because of the proximity of commercial land uses and the fact that the sign is on an arterial roadway, Lexington Avenue.

Property owners within 350 feet were notified of the proposal. One phone call was received from a resident expressing concern about the size of the new sign and its impact to the residential area to the south. No concerns were expressed by Ramsey County or the City of Arden Hills.

The Planning Commission added further limitation to the message center display so that it is turned off from 10:00 p.m. to 6:00 a.m. to address this concern. The proposal was approved on a 6 to 0 vote.

Staff finds that the color, size and materials are consistent throughout the site. The site is on Lexington Avenue, and the sign is not overbearing for this location. The deviation relieves a practical difficulty and results in a unified sign package. Approval of the deviation is not a special privilege. The proposed sign plan is effective, functional, attractive and compatible with the land use and surrounding properties. Staff recommends approval of the proposal subject to the conditions listed in the staff report.

Councilmember Wickstrom stated that she is pleased to see the added landscaping screening required by the Planning Commission.

Planning Commission Chair Steve Solomonson stated that while the sign is bigger, there is less illumination. Only the letters will be illuminated.

Mayor Martin reported being contacted by members of the church who explained that the building does not look like a church. There has been difficulty in identifying the building as a church, and it is hoped this improved signage will alleviate that problem.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Springhorn to approve the Comprehensive Sign Plan submitted by Phoenix Signs on behalf of Presbyterian Church of the Way, 3382 Lexington Avenue North, for a freestanding monument sign with a message center, subject to the following:

1. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The applicant shall obtain a sign permit prior to the installation of any signs on the property.
3. The message center sign shall:
  - a. Display text shall be of a sufficient size so as to be readable by passing motorists to read the entire copy with minimal distraction. The minimum display period for any message shall be 8 seconds.
  - b. The use of audio or pyrotechnics is prohibited.
  - c. Lighting shall be set at a minimum level which the message center sign is intended to be read and shielded to minimize glare.
  - d. The light level shall not exceed 0.3 foot candles as measured in accordance with the Sign Code. Said sign shall comply with the City's standards regarding brightness and dimmer control.
  - e. Messages shall be presented in a static display, and shall not scroll, flash, blink or fade in and out in any manner to imitate movement.
  - f. Display of messages is limited to the events and services offered on-site and time/temperature display.
  - g. The message center sign shall not be operated between the hours of 10:00 p.m. and 6:00 a.m.
  - h. The color of the sign message or display shall be amber.
4. Temporary signs (including banners), with the exception of window signs, sandwich board/T-frame signs placed adjacent to the building and incidental display signs, shall not be placed on the property.
5. Applicant shall install screening along the south property line to screen views of the sign from the property located at 1093 Carlton Drive. City staff shall review proposed screening prior to the issuance of a sign permit.

This approval is based on the following findings of fact:

1. The property is zoned R1, Detached Residential and quasi-public uses are a permitted use.
2. The Sign Code permits freestanding monument signs and message signs on properties that have a quasi-public use. With the exception of sign area, the sign complies with Sign Code requirements.
3. The Comprehensive Sign Plan complies with the findings as stated in Section 203.040 (C) (2) (C).

**ROLL CALL:** Ayes: Springhorn, Wickstrom, Johnson, Quigley, Martin  
Nays: None

**DECLARATION OF HAZARDOUS BUILDING - 229 NORTH OWASSO BOULEVARD****Presentation by City Planner Kathleen Castle**

Abatement of a nuisance/hazardous building is requested for 229 North Owasso Boulevard. The building is a single-family residence built in 1947. Property and maintenance issues were addressed and corrected by the property owner in 2013, and brought the property into compliance. An inspection on October 22, 2015 resulted in the following findings:

- The home is not being maintained per the City's property maintenance code and the County's public health nuisance code.
- The property is posted identifying the hazardous condition of the structure identifying it as a public nuisance and uninhabitable.
- The City and County required that the nuisance conditions and some of the housing maintenance conditions be remedied by November 2, 2015.
- The property owner has failed to attend inspections on November 2nd and on November 16th.
- City and County staff have not been able to access the home and have had difficulty contacting the owner.
- No permits have been issued for the needed repairs.
- A second correction notice was provided to the property owner requiring that the home be brought into compliance by November 23, 2015.
- The City continues to be unable to contact the property owner and, therefore, requests this abatement hearing.

Staff recommends the abatement order of nuisance conditions. The property owner is being noticed to bring the property into compliance by January 6, 2016. If corrections are not made, the abatement order would allow the City to file a motion for a summary enforcement in District Court to provide the City with authority to correct the conditions or remove the structure with costs recovered from the owner.

City Attorney Kelly recommended that the Council make a determination and finding that the structure is a hazard. The recommendations from staff address all the elements of a hazardous building. A determination would mean a finding stated in the minutes that this is a hazardous building, if the Council believes conditions have been met to declare the structure as a hazardous building.

Mayor Martin asked if a separate motion is needed to declare a hazardous building, or if such determination can be included in the motion for the abatement order. Mr. Kelly explained that the determination of hazardous building can be included in the abatement order motion as a first finding and secondly to order the abatement.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Wickstrom finding that the property at 229 North Owasso Boulevard is a hazardous building and to adopt Resolution 15-110 ordering the abatement of the nuisance pertaining to a hazardous building at 229 N. Owasso Boulevard.

**Discussion:**

Councilmember Quigley asked if it would be prudent to try to contact the owner again for another inspection to determine the actual condition of the house at this time. In order to declare the house a hazardous building, he wants to be sure that the findings are significant and detailed enough to make that determination. Ms. Castle responded that staff will try to communicate with and work with the property owner within the next month.

Mayor Martin asked if authorization from the owner for City officials to enter the house is still in effect. Ms. Castle explained that unless the owner is present to let inspectors in, staff does not have a key for access. In order to enter without the owner present, a search warrant would be needed. It is not certain if the owner is living in the house.

City Attorney Kelly stated that the first step is to allow the process for abatement as provided by this resolution. At the end of the period for the property to be brought into compliance, then an application for an administrative search warrant can be submitted and bring a Motion for Summary Enforcement the day after the last date for compliance.

Councilmember Johnson stated that this is a serious situation that is a problem for the neighborhood as well as the City.

ROLL CALL:           Ayes: Wickstrom, Johnson, Quigley, Springhorn, Martin  
                              Nays:

**ADJOURNMENT**

MOTION:    by Councilmember Quigley, seconded by Councilmember Johnson, to adjourn the meeting at 8:30 p.m.

VOTE:                               Ayes - 5                               Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_\_ 2015.

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Terry Schwerm  
City Manager

# Memorandum

**To:** Mayor and City Council Members  
**Cc:** City Manager  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** December 18, 2015  
**Re:** Monthly Report  
- Administration Department  
- Community Development Department

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## **Citizen's Leadership Academy**

The Citizens' Leadership Academy (CLA) planning is underway. Over half the 20 reserved spots have been filled already. The CLA will be held on six consecutive weeks beginning Wednesday, March 30. The program will be a combination of tours, speakers, interactive participation and question and answer sessions. It is designed to provide an overview of city government, to allow residents to become better acquainted with the programs and services and to provide an opportunity to meet new people. There will be a small graduation ceremony prior to the City Council meeting on May 16<sup>th</sup> that Council members are encouraged to attend.

## **Communications**

The *New Views of Shoreview* photo contest will close online voting for the People's Choice award on Friday, December 18<sup>th</sup>. Winners will be notified and announced on Monday, December 21<sup>st</sup>. Top place winners will be presented with their prize and certificates at the January 4<sup>th</sup> City Council meeting.

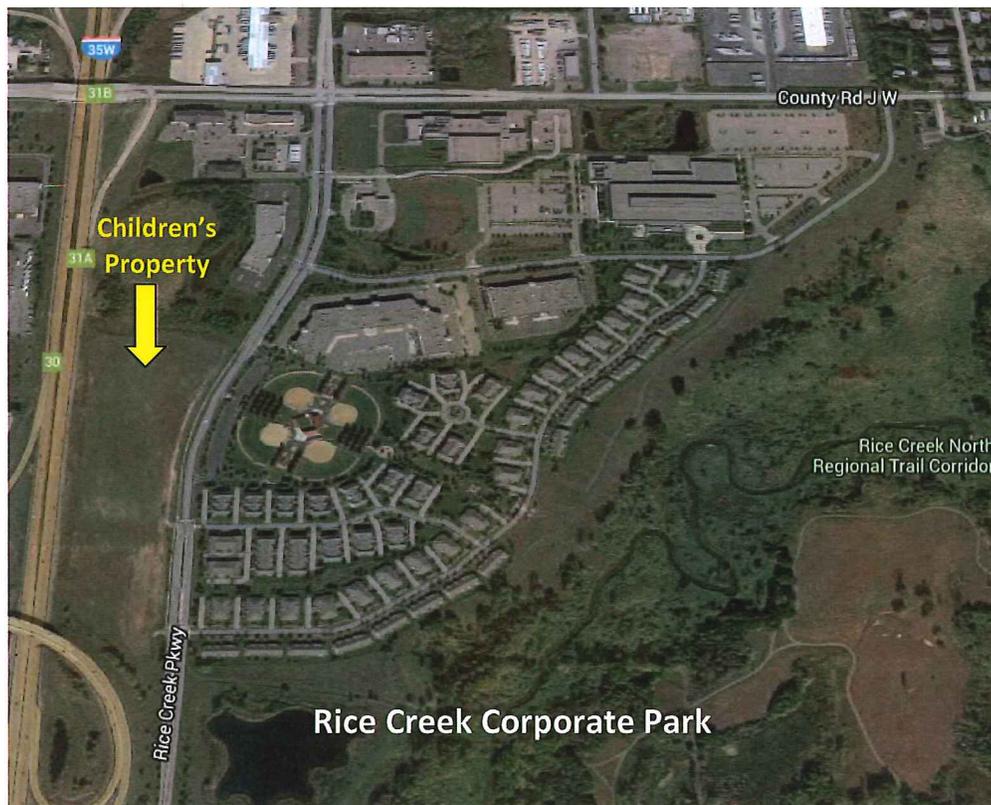
## **Children's Health Care Property (Rice Creek Corporate Park)**

Children's Health Care (Children's Hospital) is actively marketing for sale their 18.56 acre vacant parcel within the Rice Creek Corporate Park. Children's has owned the property since 2001, when they were planning a north metro medical campus, which they have decided not to pursue. Recently, the City was approached by representatives of both Children's Health Care and the commercial broker engaged by Children's, along with a prospective business interested in developing a portion of the site for office/flex space.

The restrictive covenants adopted for the overall PUD guiding development of the corporate campus restricts the Children's property to office type uses. The potential business with interest in relocating

has a mix of office, production, and warehousing components which is more associated with our business park and/or industrial zoned areas. The real estate brokers suggest that the current development market, especially in the north metro area, is very strong for business/office flex space. Conversely, they believe the market is weak for corporate office space.

There is a policy issue for the City to consider as to whether there is a willingness to consider allowing for greater development flexibility (similar to the majority of the other buildings in the Rice Creek Corporate Park) for the largest remaining vacant parcel in the community available for development. There may be some benefits to allowing for business park type uses in order to attract new businesses and also provide new office/flex tenant spaces that are generally lacking in the city.



The Economic Development Authority recently discussed and provided feedback to City staff indicating they could possibly support a broadening of the allowed land use to consider office/flex development if it were master planned for the entire property, well designed, provide significant employment and tax base, be project specific, and have limited industrial type/warehouse uses. Any changes to modify the existing PUD restrictions would require formal action of the Planning Commission and City Council.

#### **Kowalski's Market – Rainbow Foods Property**

City staff has been working closely with the developer representing the ownership group on a redevelopment/repurposing of the vacant Rainbow Foods property. A tentative purchase agreement has been reached between the developer Oppidan and Kowalski's Markets to renovate the building for

a grocery store and related operations. This purchase and proposed investment by Kowalski's is also contingent upon City agreement, along with several key conditions including financial assistance.

Oppidan, Inc. and Kowalski's RE Holdings, LLC, have co-applied for City financial assistance for the reuse and redevelopment of the former Rainbow Foods property at 441 Highway 96 West (northwest of the intersection of Highway 96 and Highway 49/Hodgson Road). The proposal would include the complete renovation of the existing building to accommodate a new Kowalski's Market, which would also include a wine shop and Starbucks, along with all the



other offerings provided in their grocery stores. Kowalski's is also considering consolidating operations to create a new central facility for their bakery, kitchen, and catering operations. The grocery-related components would take approximately 25,000 square feet of the 68,000 square foot building, with the remainder being re-purposed for the company operations. Additionally, the proposal will include a separate parcel in the existing parking lot area near Highway 96 that would be sized to support a 6,000 square foot freestanding restaurant.

Between the purchase of the property and the renovations, Kowalski's will be investing approximately \$20 million for this project. Both the developer (Oppidan) and Kowalski's have identified a funding gap that requires public assistance to make the project feasible based on the sale price of the property, the significant renovation costs associated with an obsolete 20-year old "big box" building. The City and Kowalski's have tentatively agreed on a financing package that provides Kowalski's with assistance from existing City funds, and would not involve any tax abatements or creation of a new tax increment district.

Another critical issue for the project to move forward is the need for a free left-turn lane access into the site from eastbound Highway 96. Kowalski's has indicated that the left-turn access is critical to the project. Oppidan engaged a transportation engineering firm to provide design analysis and estimated traffic counts for the County to review. As of last week, Ramsey County has sent the City a letter indicating that they will approve the left-turn lane and associated access as has been proposed. It is also proposed that the City would manage the left turn lane construction as a public improvement project and pay for the costs out of our Municipal State Aid funds.

Finally, there are some liquor regulation issues that will need to be considered by the City in order to facilitate the project. As part of their plans to relocate business operations, Kowalski's is hoping to move their catering operations to the Shoreview location. The City will need to amend our local liquor regulations to allow for the issuance of an on-sale liquor license for the purpose of securing a catering

permit from the State of Minnesota, and to provide an off-sale liquor license for the proposed wine shop which will be with the grocery store but accessed separately. The City Attorney has now drafted the necessary ordinance amendments for consideration by the City Council.

Staff believes there are significant benefits to support this project, including the proposed financial assistance. There has been strong support expressed by residents for a new grocery store, and the interest and attraction of a high quality and well respected grocery such as Kowalski's Market will be great re-use of a highly visible key commercial site that has been vacant for the past 18 months. Furthermore, the project will provide additional retail services, including a future restaurant, and significant jobs with both the grocery market and company operations locating in the community. The City's financial participation is required to make the project feasible in order to bring Kowalski's into the community, with the public assistance coming from existing City economic development resources, and does not require a new tax increment district or tax abatements so that it directly benefits the tax base.

At their meeting this month, the Economic Development Authority unanimously approved the proposed financial assistance package, subject to the formal financing development agreement to be considered in the next few months by the EDA and City Council. Kowalski's is planning on submitting formal development applications for a revised Planned Unit Development and Plat to create the restaurant pad later this month to be reviewed by the Planning Commission and City Council. We expect Kowalski's to release a public statement on their intent to locate in Shoreview in the next few weeks, once they have executed the purchase agreement with the developer/ownership group.

### **Shoreview Commons Master Plan**

The firm Stantec Consulting Services is leading the City's process for the development of a new master plan for the Shoreview Commons park and civic campus. The City Council identified this project as one of their key goals during their annual goal setting session held earlier this year. The first project meeting with the Council and Parks and Recreation Commission was held in November, and we are tentatively planning on a second meeting to review preliminary concept plans at the January 11<sup>th</sup> workshop meeting. There is also a work team of City staff providing input on the master plan. The process is expected to take about 6 months to complete.

With the addition of a new regional library, conversion of the existing library to school administration, and possible expansion of the Community Center, the City believes it is important to review, update, and develop a new master plan to use as a framework for creating a distinctive campus environment that includes new park features and amenities which reflect the values of the community and best serves residents and visitors of all ages. The master plan would serve as a guide for prioritizing future facility improvements, recreational amenities, other public spaces and civic features.

## Current Developments

- **Applewood Pointe** – The Applewood Pointe of Shoreview senior housing cooperative at 4785 Hodgson Road just opened in early October and is nearly full. According to the developer United Properties, only a couple of the 77 units remain available for purchase.
- **Autumn Meadows** – Only 1 lot remains available for purchase, with 24 of the 25 lots sold in the Pulte Homes single-family residential development. The City has issued 24 building permits for the subdivision, which is located in northern Shoreview near the north water tower.
- **Oak Hill Montessori** – The school parking lot expansion has been completed with the exception of some minor vegetative restoration work remaining that will be completed in the spring. The project not only provides more parking but better traffic flow.
- **Owasso Beach** – Site work continues on the installation of public infrastructure, site grading and erosion control on the 10-lot subdivision between North Owasso Boulevard and Grand Avenue.
- **Shoreview County Library** – Construction continues in earnest and on schedule for the new regional library being built by Ramsey County. Major grading and utility work is completed and footings/foundation work is now underway. Structural steel is expected to be delivered in January to start the building construction. The agreement authorizing the sale of City-purchased property to the County, and an easement agreement establishing terms and conditions including property maintenance, sharing access, overflow parking, and joint signage with both the County and Mounds View School District have been approved and signed off by all the parties. The City's sign consultant, The Lane Design Group, is working on a sign plan for the properties including a new joint monument sign at the Victoria Street/Highway 96 intersection. The City will likely relocate the existing message center sign. Signage plans will be presented to the Council for review.

## Planning Commission

The Planning Commission will hold their next regular meeting on Tuesday, January 26<sup>th</sup>. The meeting could include development applications for the Kowalski's Market/Rainbow Foods redevelopment, and the mixed-used residential/retail redevelopment project from the Elevage Group for property at County Road E and Rice Street. Planning Commission members who are interested in Chair and Vice Chair will notify staff via email. The Council will consider the appointments in January.

## **Housing & Code Enforcement**

There have been 8 new code enforcement cases opened in the last month. The table below summarizes the status of code enforcement activity:

<b>Code Enforcement Activity</b>			
<b>Year</b>	<b>Total Cases</b>	<b>Cases Open</b>	<b>Cases Closed</b>
<b>2015</b>	178	105	73
<b>2014</b>	173	50	123

## Code Enforcement Cases

- A homeowner on Lexington Avenue North was issued citations a few months ago for failure to remove outside storage items from a City-owned property, refuse, and parking and storage of vehicles and equipment for vehicle related violations. The homeowner appeared in court in September and requested a trial hearing, which is now scheduled for December 21<sup>st</sup>. Staff and the City Attorney met with the homeowner recently and came to a possible agreement to avoid a trial hearing.
- A citation was recently issued to a homeowner on Galtier Street for parking and storage of vehicles and outside storage. At a hearing on November 20<sup>th</sup> the homeowner pled guilty to at least one count with the conditions of no same or similar violations for a year.
- Citations were issued to two owners of a home on Hamline Avenue by the Natural Resource Specialist for unauthorized grading work. Planning staff is working with the Natural Resource Specialist on this case and the property remains noncompliant despite City staff efforts to work with the homeowners. No hearing has been scheduled yet.
- A citation was recently issued to the owner of a property on Hamline Avenue for ongoing outside storage violations. The homeowner appeared in court on November 25<sup>th</sup> and pled guilty with a condition of no same or similar violations for one year. The property has been observed to be non-complaint since the court date and a new complaint regarding firewood storage on the property has been made.
- A citation was issued on December 1<sup>st</sup> to a homeowner on Poplar Drive for outside storage, refuse and housing maintenance violations.

## Housing Maintenance Cases

- The City staff continues to work on a case regarding the living conditions in a home located in the southern part of the City. An inspection found that the home was not habitable due to sanitation, rodent infestation, animal waste, water intrusion and an inoperable plumbing system. The house was posted as uninhabitable by the City and the County. The City Council also ordered the abatement of the housing and nuisance related conditions at their December 7<sup>th</sup> meeting. The required corrections have not been made and the home remains uninhabitable. The staff is working to find potential resources to assist the resident.
- Regarding the single-family home in the northern part of the City this week where hoarding conditions were found, the resident and her family have corrected the hoarding conditions but some other housing code issues remain to be corrected. The property owner has stated that the home is being sold by the end of the year. The City Code requires the new owner to correct these deficiencies. The new owner will sign an affidavit indicating that they are aware of correction notice and agree to bring the home into compliance.
- City Staff continues to monitor five property owners that have signed Abatement and Assessment Agreements with the City. Bi-annual inspections are conducted to ensure compliance with the

City's Housing Maintenance standards. Staff will be following up with inspections this fall with everyone that has a signed agreement with the City.

The Hoarding Project holds support groups here at City Hall generally on the 3<sup>rd</sup> and 4<sup>th</sup> Thursdays of every month. Residents who have entered into an agreement with the City have been encouraged to attend. There is also a separate support group meeting for family and friends of hoarders. In addition, information will be available on the City's website regarding hoarding and the resources available to assist residents.

**Rental Licensing.** A record total of 606 General Dwelling Unit (GDU) licenses and nine Multi-Family Dwelling Unit (MFU) licenses are currently issued for the 2015 license year. The following table shows the increase in Rental Licenses over the past 5 years;

Rental Licenses Issued						
Year	2010	2011	2012	2013	2014	2015
Licenses	357	448	550	572	554	606

The week of November 16<sup>th</sup>, rental license renewal letters were mailed to all 2015 rental license holders. Second notices were mailed out on December 2<sup>nd</sup> and final notices were sent out on December 18<sup>th</sup>. Property owners and/or their registered agents are being encouraged to apply online through the City's Web store. Rental License applications received after December 31<sup>st</sup> will also be subject to a late fee of \$75.00.

Inspections of all nine MFU complexes were completed the week of November 16<sup>th</sup>. Approximately 1/3 of the dwelling units within each of the MFU complexes (451 units per year) are inspected for compliance with the City's housing and property maintenance code. Interior common areas were also inspected based on recent changes to our Housing Maintenance Ordinances. These MFU inspections are coordinated with the Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

All of the required 281 units for 2015 have been inspected. Approximately 24 properties remain non-compliant out of the 281 units inspected. The most common corrections for the GDU units are as follows: smoke or C.O. (carbon monoxide) detector deficiencies, caulking in tub and/or shower stall, exterior property maintenance conditions and exterior housing maintenance repairs.

### **Other News and Information**

- The City was recently informed by the corporate office of DJO Global that they are implementing a workforce reduction at their Shoreview facility at 599 Cardigan Road, effective January 18, 2016. DJO is ceasing their EMPI portion of the business, and anticipate that 217 employees will be affected by this action. City staff is attempting to get more information from DJO Global on their future plans for the Shoreview facility.

- The *Business Exchange* holiday social hosted by the City Council and EDC was held on December 9<sup>th</sup> at the newly remodeled and rebranded North Metro Meeting & Event Center at the Hampton Inn at 1000 Gramsie Road.
- The Economic Development Commission held their monthly meeting at Shoreview-based Key Medical Supply at 5910 Rice Creek Parkway (Suite 1000) in the Rice Creek Corporate Park on Tuesday, December 15<sup>th</sup>. Key Medical is included in the City's BRE program.
- Attached is the monthly report on building permit activity from the Building Official.
- Attached are the monthly services reports from the Housing Resource Center.

## Housing Resource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - November 30, 2015

	July- Dec '01	Jan- Dec '02	Jan- Dec '03	Jan- Dec '04	Jan- Dec '05	Jan- Dec '06	Jan- Dec '07	Jan- Dec '08	Jan- Dec '09	Jan- Dec '10	Jan- Dec '11	Jan- Dec '12	Jan- Dec '13	Jan- Dec '14	Jan- Dec '15	Jan- Dec '15	Feb '15	Mar '15	Apr '15	May '15	Jun '15	Jul '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15	Yr-to- Date			
<b>Number of Calls</b>	43	208	589	168	170	240	275	171	130	271	141	101	152	181	4	11	24	24	10	10	10	17	14	20	17	13	0	164	3,004		
<b>MHFA Fix Up Fund//Rehab</b>																															
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	2	3	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2	52	
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	1	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	31	
<b>Shoreview Home Improvement Loan</b>																															
Loan Applications Rec'd								Loan not available		6	5	2	8	1	0	0	1	2	1	0	0	0	0	0	0	0	0	0	4	26	
Loans Closed								Loan not available		5	5	1	5	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	3	19	
<b>Ramsey County Deferred Loan</b>																															
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	4	3	1	0	1	0	1	0	0	1	0	0	0	0	0	0	3	31	
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	3	2	1	0	1	0	1	0	0	0	0	0	1	0	0	0	3	22	
<b>Construction Consultation Report</b>																															
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	117	114	8	4	6	5	6	9	2	6	7	4	7	4	7	0	64	1,065	
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	91	80	5	3	8	9	4	7	1	3	8	7	9	0	0	64	782		
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	4	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	118		
<b>Total SERVICES Provided</b>	53	312	698	300	281	379	499	357	253	488	268	179	387	387	21	18	41	40	21	29	22	23	36	29	29	0	309	5,150			

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service.

**CITY OF SHOREVIEW  
BUILDING INSPECTOR MONTHLY REPORT  
COMPARISON OF YEAR 2015 WITH 2014**

	NOVEMBER 2015		TO DATE 2015		NOVEMBER 2014		TO DATE 2014	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$300,000	15	\$4,571,000	1	\$290,000	18	\$5,107,650
TOWNHOMES			0	\$0			0	\$0
ADDITIONS			23	\$1,020,000			25	\$2,697,300
GARAGES	1	\$55,000	6	\$152,000	1	\$40,000	9	\$217,500
MISCELLANEOUS	47	\$334,758	1001	\$7,315,674	66	\$254,365	883	\$5,244,339
APARTMENTS			0	\$0			1	\$16,705,000
OFFICES			0	\$0			1	\$1,500,000
RETAIL			1	\$1,500,000			0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0			1	\$80,000
PUBLIC BUILDINGS			2	\$1,532,000			0	\$0
COMMERCIAL ADDITIONS			0	\$0			0	\$0
COMMERCIAL ALTER	4	\$103,525	51	\$3,568,062	1	\$3,500	56	\$4,667,554
<b>TOTAL</b>	<b>53</b>	<b>\$793,283</b>	<b>1099</b>	<b>\$19,658,736</b>	<b>69</b>	<b>\$587,865</b>	<b>994</b>	<b>\$36,219,343</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

TO: Terry Schwerm, City Manager  
 FROM: Fred Espe, Finance Director  
 DATE: December 14, 2015  
 RE: Monthly Finance Report

**TAX COLLECTIONS**

The table below provides a summary of 2015 property tax collections, followed by a summary of tax increment (TIF) collections. Shoreview's tax collection rate remains very strong at 98.1% of current year levies, before the final 2015 settlement which is received in January 2016. The rate was also 98.1% at the same time in 2014.

Fund Description	2015 Tax Collections						Adopted Levy	Percent Collected	
	Current	Delinquent	Excess TIF	Mobile Home	Fiscal Disparity	Total Collections		Current	Total
General	\$ 6,234,992	\$ 10,443	\$ 19,152	\$ 4,259	\$ 653,595	\$ 6,922,441	\$ 7,023,335	98.1%	98.6%
EDA	79,898	114	-	52	8,375	88,439	90,000	98.1%	98.3%
HRA	84,382	166	-	50	8,794	93,392	95,000	98.1%	98.3%
2004 CIB Bonds	117,184	211	-	82	12,284	129,761	132,000	98.1%	98.3%
2006 Street Bonds	188,204	342	-	132	19,729	208,407	212,000	98.1%	98.3%
2013 Street Bonds	163,347	256	-	109	17,123	180,835	184,000	98.1%	98.3%
Closed Bonds	-	14	-	2	-	16			
2006 Impr Bonds	14,204	11	-	8	1,489	15,712	16,000	98.1%	98.2%
Community Inv.	-	43	-	6	-	49			
Street Renewal	843,366	1,360	-	568	88,408	933,702	950,000	98.1%	98.3%
GFA Revolving	1,267,342	2,035	-	853	132,852	1,403,082	1,427,583	98.1%	98.3%
Info Technology	22,194	23	-	13	2,327	24,557	25,000	98.1%	98.2%
Central Garage	184,653	286	-	123	19,356	204,418	208,000	98.1%	98.3%
<b>Total City</b>	<b>\$ 9,199,766</b>	<b>\$ 15,304</b>	<b>\$ 19,152</b>	<b>\$ 6,257</b>	<b>\$ 964,332</b>	<b>\$10,204,811</b>	<b>\$10,362,918</b>	<b>98.1%</b>	<b>98.5%</b>

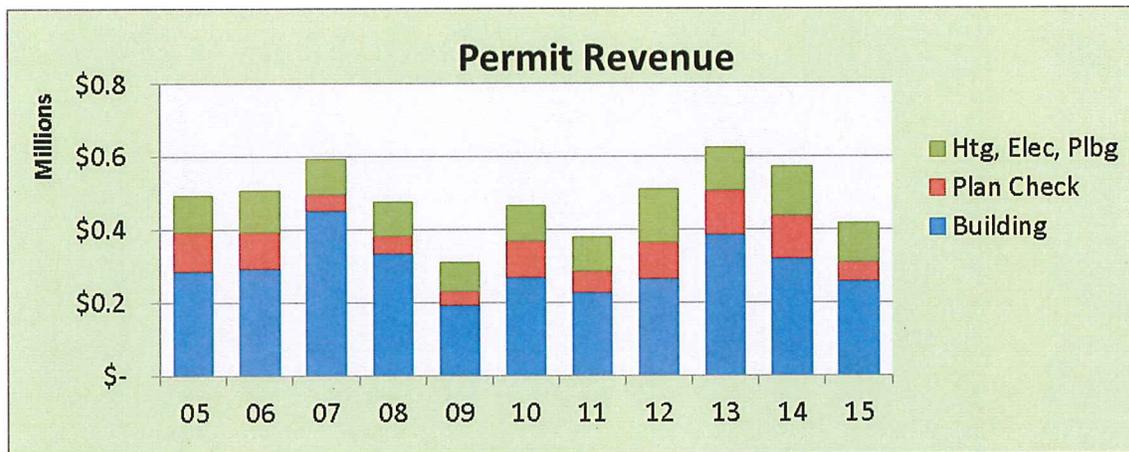
The overall collection rate for tax increment receipts is 100.1% (for all districts combined), and is 100% for four of the districts. Collections are slightly lower for TIF District #6.

2015 TIF Collections			
	Total TIF Collections	Expected Collections	Percent Collected
TIF #2-City Center	\$ 477,606	477,604	100.0%
TIF #4-Scandia Shores	113,995	113,995	100.0%
TIF #6-Gateway	110,824	111,851	99.1%
TIF #7 Shoreview Sr. Living	226,133	223,995	101.0%
TIF #8 Lakeview Terrace	191,609	191,609	100.0%
TIF #9 TSI Inc.	74,456	74,456	100.0%
<b>Total TIF Revenue</b>	<b>\$ 1,194,623</b>	<b>\$ 1,193,510</b>	<b>100.1%</b>

## PERMIT REVENUE

The table below provides a summary of permit revenues through November of 2015 in comparison to revenue received through November in four previous years. Total permit revenue to date in 2015 is \$125,962 higher than budget allowances.

	2011	2012	2013	2014	2015
<b>Revenue Received</b>					
Building permits	\$ 226,559	\$ 265,584	\$ 385,320	\$ 321,665	\$ 259,245
Plan check	60,838	99,146	120,611	115,919	49,202
Heating/electric/plumbing	91,650	144,428	119,642	136,368	109,515
<b>Total Revenue</b>	<b>\$ 379,047</b>	<b>\$ 509,158</b>	<b>\$ 625,573</b>	<b>\$ 573,952</b>	<b>\$ 417,962</b>
<b>Percent of budget allowance</b>	<b>157.3%</b>	<b>197.3%</b>	<b>230.0%</b>	<b>204.3%</b>	<b>143.1%</b>
<b>Budget allowance:</b>					
Building permits	\$ 149,000	\$ 150,000	\$ 150,000	\$ 162,000	\$ 170,000
Plan check	35,000	45,000	50,000	46,000	50,000
Heating/electric/plumbing	57,000	63,000	72,000	73,000	72,000
<b>Total Budget</b>	<b>\$ 241,000</b>	<b>\$ 258,000</b>	<b>\$ 272,000</b>	<b>\$ 281,000</b>	<b>\$ 292,000</b>



## MONTHLY REPORT

Attached is the monthly report for November. Additional explanations are provided below:

### General Fund

- Property tax revenue on this report reflects revenue received through the end of November, therefore it is lower than in the table presented on the previous page (because the final tax payment was received on December 2)
- License and permit revenue exceeds the budget due to higher permit revenue
- Intergovernmental revenue exceeds the budget primarily due to State Fire Aid that is paid directly to the Lake Johanna Fire Department (\$60,037), and Municipal State Aid for street maintenance (\$23,594)

- Charges for service revenue is below budget due to lower engineering and tree charges (\$62,614), as well as capital project administrative charges which are calculated subsequent to year end (\$110,000)
- Fines and forfeits are under budget due to administrative citations which are reported in the financial system subsequent to year end (\$22,000)

#### Cable Television

- Charges for services are over budget due to unbudgeted PEG fees and Equipment grant revenue in 2015 (\$231,171)

#### Utility Funds and Central Garage Fund

- Capital costs appear to exceed the budget due to the manner in which major capital purchases are recorded during the year. As part of the year-end closing process the capital costs are reclassified to asset accounts (and the assets are depreciated over the useful life)

**General Fund**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	7,023,335	3,665,243	3,358,092	52.19	51.08
Licenses & Permits	330,100	442,471	-112,371	134.04	161.64
Intergovernmental	455,032	528,166	-73,134	116.07	293.07
Charges for Services	1,303,810	1,146,867	156,943	87.96	93.88
Fines & Forfeits	48,800	30,779	18,021	63.07	60.84
Interest Earnings	50,000		50,000		
Miscellaneous	26,227	24,543	1,684	93.58	93.27
<b>TOTAL REVENUES</b>	<b>9,237,304</b>	<b>5,838,069</b>	<b>3,399,235</b>	<b>63.20</b>	<b>66.64</b>
<b>EXPENDITURES</b>					
General Government					
Administration	553,955	485,561	68,394	87.65	84.12
Communications	215,944	180,395	35,549	83.54	76.42
Council & commiss	151,925	138,600	13,325	91.23	90.78
Elections	4,000	1,494	2,506	37.35	74.57
Finance/accounting	545,070	469,934	75,136	86.22	81.91
Human Resources	290,010	227,209	62,801	78.35	77.63
Information systems	346,344	304,772	41,572	88.00	89.22
Legal	125,000	95,284	29,716	76.23	79.89
<b>Total General Government</b>	<b>2,232,248</b>	<b>1,903,251</b>	<b>328,997</b>	<b>85.26</b>	<b>82.97</b>
Public Safety					
Emergency services	5,130	2,486	2,644	48.47	39.23
Fire	1,354,780	1,136,194	218,586	83.87	131.36
Police	2,064,925	1,846,067	218,858	89.40	91.45
<b>Total Public Safety</b>	<b>3,424,835</b>	<b>2,984,747</b>	<b>440,088</b>	<b>87.15</b>	<b>104.98</b>
Public Works					
Forestry/nursery	125,989	79,479	46,510	63.08	79.40
Pub Works Adm/Engin	450,210	374,573	75,637	83.20	90.79
Streets	864,238	737,439	126,799	85.33	85.86
Trail mgmt	132,926	97,186	35,740	73.11	91.29
<b>Total Public Works</b>	<b>1,573,363</b>	<b>1,288,677</b>	<b>284,686</b>	<b>81.91</b>	<b>87.21</b>
Parks and Recreation					
Municipal buildings	131,725	126,219	5,506	95.82	95.49
Park Maintenance	1,247,321	1,121,444	125,877	89.91	90.18
Park/Recreation Adm	381,141	350,631	30,510	92.00	83.40
<b>Total Parks and Recreation</b>	<b>1,760,187</b>	<b>1,598,294</b>	<b>161,893</b>	<b>90.80</b>	<b>89.01</b>
Community Develop					
Building Inspection	167,224	155,224	12,000	92.82	94.10
Planning/zoning adm	449,447	396,312	53,135	88.18	87.94
<b>Total Community Develop</b>	<b>616,671</b>	<b>551,537</b>	<b>65,134</b>	<b>89.44</b>	<b>89.57</b>

**General Fund**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,607,304	8,326,506	1,280,798	86.67	92.56
OTHER					
Sale of Asset		1,726	-1,726		
Transfers In	748,000	734,083	13,917	98.14	98.07
Transfers Out	-378,000	-357,500	-20,500	94.58	94.60
TOTAL OTHER	370,000	378,310	-8,310	102.25	102.04
Net change in fund equity		-2,110,128	2,110,128		
Fund equity, beginning		4,447,396			
Fund equity, ending		2,337,268			
Less invested in capital assets					
Net available fund equity		2,337,268			

**Recycling**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	65,000	75,681	-10,681	116.43	102.32
Charges for Services	527,000	271,952	255,048	51.60	53.16
<b>TOTAL REVENUES</b>	<b>592,000</b>	<b>347,633</b>	<b>244,367</b>	<b>58.72</b>	<b>58.96</b>
<b>EXPENDITURES</b>					
Public Works					
Recycling	544,287	457,939	86,348	84.14	82.92
Total Public Works	544,287	457,939	86,348	84.14	82.92
<b>TOTAL EXPENDITURES</b>	<b>544,287</b>	<b>457,939</b>	<b>86,348</b>	<b>84.14</b>	<b>82.92</b>
Net change in fund equity	47,713	-110,306	158,019		
Fund equity, beginning		266,654			
Fund equity, ending		156,348			
Less invested in capital assets					
Net available fund equity		156,348			

**STD Self Insurance**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	7,164	336	95.52	92.85
Interest Earnings	500		500		
<b>TOTAL REVENUES</b>	<b>8,000</b>	<b>7,164</b>	<b>836</b>	<b>89.55</b>	<b>87.60</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	8,000	4,988	3,012	62.35	90.63
<b>Total Miscellaneous</b>	<b>8,000</b>	<b>4,988</b>	<b>3,012</b>	<b>62.35</b>	<b>90.63</b>
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>	<b>4,988</b>	<b>3,012</b>	<b>62.35</b>	<b>90.63</b>
Net change in fund equity		2,176	-2,176		
Fund equity, beginning		41,948			
Fund equity, ending		44,124			
Less invested in capital assets					
Net available fund equity		44,124			

**Community Center**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,443,830	2,121,820	322,010	86.82	86.97
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	2,275	10,225	18.20	3.17
<b>TOTAL REVENUES</b>	<b>2,461,330</b>	<b>2,124,095</b>	<b>337,235</b>	<b>86.30</b>	<b>86.24</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,763,411	2,395,587	367,824	86.69	87.33
<b>Total Parks and Recreation</b>	<b>2,763,411</b>	<b>2,395,587</b>	<b>367,824</b>	<b>86.69</b>	<b>87.33</b>
<b>TOTAL EXPENDITURES</b>	<b>2,763,411</b>	<b>2,395,587</b>	<b>367,824</b>	<b>86.69</b>	<b>87.33</b>
<b>OTHER</b>					
Sale of Asset		610	-610		
Transfers In	366,000	335,500	30,500	91.67	91.67
<b>TOTAL OTHER</b>	<b>366,000</b>	<b>336,110</b>	<b>29,890</b>	<b>91.83</b>	<b>91.80</b>
Net change in fund equity	63,919	64,618	-699		
Fund equity, beginning		1,193,542			
Fund equity, ending		1,258,160			
Less invested in capital assets					
Net available fund equity		1,258,160			

**Recreation Programs**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,472,088	1,335,735	136,353	90.74	88.27
Interest Earnings	2,000		2,000		
Miscellaneous		250	-250		
<b>TOTAL REVENUES</b>	<b>1,474,088</b>	<b>1,335,985</b>	<b>138,103</b>	<b>90.63</b>	<b>88.01</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	97,923	103,790	-5,867	105.99	105.17
Aquatics	153,384	123,089	30,295	80.25	75.57
Community programs	100,472	92,406	8,066	91.97	88.04
Drop-in Child Care	64,130	55,412	8,718	86.41	80.80
Fitness Programs	202,764	154,338	48,426	76.12	81.78
Park/Recreation Adm	389,800	375,898	13,902	96.43	79.73
Preschool Programs	92,433	84,442	7,991	91.35	65.73
Summer Discovery	208,991	275,833	-66,842	131.98	100.45
Youth/Teen	34,287	24,202	10,085	70.59	65.10
<b>Total Parks and Recreation</b>	<b>1,344,184</b>	<b>1,289,408</b>	<b>54,776</b>	<b>95.92</b>	<b>83.63</b>
<b>TOTAL EXPENDITURES</b>	<b>1,344,184</b>	<b>1,289,408</b>	<b>54,776</b>	<b>95.92</b>	<b>83.63</b>
<b>OTHER</b>					
Transfers In	72,000	72,000		100.00	100.00
Transfers Out	-120,000	-110,000	-10,000	91.67	91.67
<b>TOTAL OTHER</b>	<b>-48,000</b>	<b>-38,000</b>	<b>-10,000</b>	<b>79.17</b>	<b>72.22</b>
Net change in fund equity	81,904	8,577	73,327		
Fund equity, beginning		971,783			
Fund equity, ending		980,360			
Less invested in capital assets					
Net available fund equity		980,360			

**Cable Television**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	318,000	493,472	-175,472	155.18	79.34
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	23,061	-21,861	1,921.7	91.67
<b>TOTAL REVENUES</b>	<b>320,900</b>	<b>516,533</b>	<b>-195,633</b>	<b>160.96</b>	<b>78.99</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	167,993	122,971	45,022	73.20	96.90
Total General Government	167,993	122,971	45,022	73.20	96.90
Capital Outlay					
Cable television	25,000	38,285	-13,285	153.14	
Total Capital Outlay	25,000	38,285	-13,285	153.14	
<b>TOTAL EXPENDITURES</b>	<b>192,993</b>	<b>161,256</b>	<b>31,737</b>	<b>83.56</b>	<b>99.91</b>
<b>OTHER</b>					
Transfers Out	-167,000	-153,083	-13,917	91.67	91.67
<b>TOTAL OTHER</b>	<b>-167,000</b>	<b>-153,083</b>	<b>-13,917</b>	<b>91.67</b>	<b>91.67</b>
Net change in fund equity	-39,093	202,193	-241,286		
Fund equity, beginning		192,160			
Fund equity, ending		394,353			
Less invested in capital assets					
Net available fund equity		394,353			

**Econ Devel Auth/EDA**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000	46,622	43,378	51.80	50.85
TOTAL REVENUES	90,000	46,622	43,378	51.80	50.85
EXPENDITURES					
Community Develop					
Econ Development-EDA	85,880	85,162	718	99.16	90.20
Total Community Develop	85,880	85,162	718	99.16	90.20
TOTAL EXPENDITURES	85,880	85,162	718	99.16	90.20
Net change in fund equity	4,120	-38,540	42,660		
Fund equity, beginning		209,176			
Fund equity, ending		170,636			
Less invested in capital assets					
Net available fund equity		170,636			

**HRA Programs of EDA**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	95,000	49,328	45,672	51.92	50.83
TOTAL REVENUES	95,000	49,328	45,672	51.92	50.83
EXPENDITURES					
Community Develop					
Housing Programs-HRA	85,618	73,366	12,252	85.69	86.85
Total Community Develop	85,618	73,366	12,252	85.69	86.85
TOTAL EXPENDITURES	85,618	73,366	12,252	85.69	86.85
Net change in fund equity	9,382	-24,037	33,419		
Fund equity, beginning		87,943			
Fund equity, ending		63,906			
Less invested in capital assets					
Net available fund equity		63,906			

**Liability Claims**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	8,260	21,740	27.53	51.44
<b>TOTAL REVENUES</b>	<b>32,200</b>	<b>8,260</b>	<b>23,940</b>	<b>25.65</b>	<b>48.08</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Insurance Claims	32,000	32,776	-776	102.42	434.56
Total Miscellaneous	32,000	32,776	-776	102.42	434.56
<b>TOTAL EXPENDITURES</b>	<b>32,000</b>	<b>32,776</b>	<b>-776</b>	<b>102.42</b>	<b>434.56</b>
Net change in fund equity	200	-24,516	24,716		
Fund equity, beginning		207,885			
Fund equity, ending		183,369			
Less invested in capital assets					
Net available fund equity		183,369			

**Slice SV Event**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	26,500	27,535	-1,035	103.91	95.52
Miscellaneous	32,000	30,459	1,541	95.18	103.61
<b>TOTAL REVENUES</b>	<b>58,500</b>	<b>57,995</b>	<b>505</b>	<b>99.14</b>	<b>99.99</b>
<b>EXPENDITURES</b>					
General Government					
Slice of Shoreview	67,485	67,588	-103	100.15	96.76
<b>Total General Government</b>	<b>67,485</b>	<b>67,588</b>	<b>-103</b>	<b>100.15</b>	<b>96.76</b>
<b>TOTAL EXPENDITURES</b>	<b>67,485</b>	<b>67,588</b>	<b>-103</b>	<b>100.15</b>	<b>96.76</b>
<b>OTHER</b>					
Transfers In	10,000	10,000		100.00	100.00
<b>TOTAL OTHER</b>	<b>10,000</b>	<b>10,000</b>		<b>100.00</b>	<b>100.00</b>
Net change in fund equity	1,015	407	608		
Fund equity, beginning		76,351			
Fund equity, ending		76,758			
Less invested in capital assets					
Net available fund equity		76,758			

**Water Fund**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		5,771	-5,771		
Intergovernmental	975	973	2	99.77	93.75
Utility Charges	2,818,000	2,282,638	535,362	81.00	82.16
Late fees		36,224	-36,224		
Water meters	4,000	5,852	-1,852	146.30	185.04
Other prop charges	11,000	28,116	-17,116	255.60	83.04
Interest Earnings	38,000	34	37,966	.09	-.15
<b>TOTAL REVENUES</b>	<b>2,871,975</b>	<b>2,359,607</b>	<b>512,368</b>	<b>82.16</b>	<b>82.88</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,538,027	1,310,822	227,205	85.23	86.59
<b>Total Proprietary</b>	<b>1,538,027</b>	<b>1,310,822</b>	<b>227,205</b>	<b>85.23</b>	<b>86.59</b>
<b>TOTAL EXPENDITURES</b>	<b>1,538,027</b>	<b>1,310,822</b>	<b>227,205</b>	<b>85.23</b>	<b>86.59</b>
<b>OTHER</b>					
Contributed Assets		11,550	-11,550		
Depreciation	-651,000	-596,750	-54,250	91.67	91.67
Transfers Out	-345,000	-345,000		100.00	100.00
GO Revenue Bonds	-142,903	-207,418	64,515	145.15	117.02
<b>TOTAL OTHER</b>	<b>-1,138,903</b>	<b>-1,137,618</b>	<b>-1,285</b>	<b>99.89</b>	<b>97.65</b>
Net change in fund equity	195,045	-88,833	283,878		
Fund equity, beginning		13,592,659			
Fund equity, ending		13,503,826			
Less invested in capital assets		9,427,325			
Net available fund equity		4,076,501			

**Sewer Fund**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		6,284	-6,284		
Intergovernmental	775	775		99.99	93.79
Charges for Services	1,000	795	205	79.52	171.47
Utility Charges	3,939,000	3,475,961	463,039	88.24	88.65
Late fees		62,165	-62,165		
Facility/area chgs	4,000	7,156	-3,156	178.89	724.63
Other prop charges	2,500		2,500		
Interest Earnings	27,000	27	26,973	.10	-.07
<b>TOTAL REVENUES</b>	<b>3,974,275</b>	<b>3,553,162</b>	<b>421,113</b>	<b>89.40</b>	<b>90.39</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,299,094	3,067,475	231,619	92.98	95.92
<b>Total Proprietary</b>	<b>3,299,094</b>	<b>3,067,475</b>	<b>231,619</b>	<b>92.98</b>	<b>95.92</b>
<b>TOTAL EXPENDITURES</b>	<b>3,299,094</b>	<b>3,067,475</b>	<b>231,619</b>	<b>92.98</b>	<b>95.92</b>
<b>OTHER</b>					
Contributed Assets		12,000	-12,000		
Depreciation	-348,000	-319,000	-29,000	91.67	91.67
Transfers Out	-181,000	-181,000		100.00	100.00
GO Revenue Bonds	-52,857	-76,437	23,580	144.61	110.27
<b>TOTAL OTHER</b>	<b>-581,857</b>	<b>-564,437</b>	<b>-17,420</b>	<b>97.01</b>	<b>87.70</b>
Net change in fund equity	93,324	-78,750	172,074		
Fund equity, beginning		7,807,994			
Fund equity, ending		7,729,244			
Less invested in capital assets		4,725,848			
Net available fund equity		3,003,396			

**Surface Water Mgmt**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,223	-1,223		
Intergovernmental	280	282	-2	100.79	93.68
Utility Charges	1,407,000	1,248,837	158,163	88.76	88.68
Late fees		20,006	-20,006		
Lake Impr Dist chgs	44,757	49,133	-4,376	109.78	70.80
Other prop charges	5,000	9,680	-4,680	193.60	229.20
Interest Earnings	9,000	10	8,990	.11	
<b>TOTAL REVENUES</b>	<b>1,466,037</b>	<b>1,329,170</b>	<b>136,867</b>	<b>90.66</b>	<b>89.48</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	28,572	12,390	16,182	43.36	214.76
Surface Water Oper	824,564	594,006	230,558	72.04	74.90
<b>Total Proprietary</b>	<b>853,136</b>	<b>606,396</b>	<b>246,740</b>	<b>71.08</b>	<b>79.51</b>
<b>TOTAL EXPENDITURES</b>	<b>853,136</b>	<b>606,396</b>	<b>246,740</b>	<b>71.08</b>	<b>79.51</b>
<b>OTHER</b>					
Contributed Assets		2,240	-2,240		
Depreciation	-266,000	-243,833	-22,167	91.67	91.67
Transfers Out	-152,000	-152,000		100.00	100.00
GO Revenue Bonds	-71,747	-90,860	19,113	126.64	118.63
<b>TOTAL OTHER</b>	<b>-489,747</b>	<b>-484,453</b>	<b>-5,294</b>	<b>98.92</b>	<b>98.87</b>
Net change in fund equity	123,154	238,322	-115,168		
Fund equity, beginning		8,387,421			
Fund equity, ending		8,625,743			
Less invested in capital assets		6,135,855			
Net available fund equity		2,489,888			

**Street Light Utility**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		133	-133		
Utility Charges	513,000	460,491	52,509	89.76	88.59
Late fees		8,027	-8,027		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>516,000</b>	<b>468,651</b>	<b>47,349</b>	<b>90.82</b>	<b>89.74</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	271,742	213,766	57,976	78.67	83.32
<b>Total Proprietary</b>	<b>271,742</b>	<b>213,766</b>	<b>57,976</b>	<b>78.67</b>	<b>83.32</b>
Capital Outlay					
Street lighting		148,614	-148,614		
<b>Total Capital Outlay</b>		<b>148,614</b>	<b>-148,614</b>		
Capital Outlay					
Capital Projects		5,658	-5,658		
<b>Total Capital Outlay</b>		<b>5,658</b>	<b>-5,658</b>		
<b>TOTAL EXPENDITURES</b>	<b>271,742</b>	<b>368,039</b>	<b>-96,297</b>	<b>135.44</b>	<b>142.55</b>
<b>OTHER</b>					
Depreciation	-66,000	-60,500	-5,500	91.67	91.67
Transfers Out	-22,400	-22,400		100.00	100.00
<b>TOTAL OTHER</b>	<b>-88,400</b>	<b>-82,900</b>	<b>-5,500</b>	<b>93.78</b>	<b>93.83</b>
Net change in fund equity	155,858	17,712	138,146		
Fund equity, beginning		1,363,118			
Fund equity, ending		1,380,830			
Less invested in capital assets		432,561			
Net available fund equity		948,269			

**Central Garage Fund**  
For Year 2015 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	208,000	107,910	100,090	51.88	50.88
Intergovernmental	6,410	6,413	-3	100.05	93.59
Cent Garage chgs	1,256,090	1,254,840	1,250	99.90	99.81
Interest Earnings	10,500	170	10,330	1.62	
<b>TOTAL REVENUES</b>	<b>1,481,000</b>	<b>1,369,333</b>	<b>111,667</b>	<b>92.46</b>	<b>92.92</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	621,453	502,128	119,325	80.80	90.32
<b>Total Proprietary</b>	<b>621,453</b>	<b>502,128</b>	<b>119,325</b>	<b>80.80</b>	<b>90.32</b>
Capital Outlay					
Central Garage Oper		503,881	-503,881		
<b>Total Capital Outlay</b>		<b>503,881</b>	<b>-503,881</b>		
<b>TOTAL EXPENDITURES</b>	<b>621,453</b>	<b>1,006,008</b>	<b>-384,555</b>	<b>161.88</b>	<b>169.56</b>
<b>OTHER</b>					
Sale of Asset		23,248	-23,248		311.56
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-660,000	-605,000	-55,000	91.67	91.67
Transfers Out	-14,000		-14,000		
GO CIP Bonds	-202,411	-202,193	-218	99.89	100.91
<b>TOTAL OTHER</b>	<b>-757,011</b>	<b>-664,545</b>	<b>-92,466</b>	<b>87.79</b>	<b>84.77</b>
Net change in fund equity	102,536	-301,220	403,756		
Fund equity, beginning		4,314,764			
Fund equity, ending		4,013,544			
Less invested in capital assets		3,228,575			
Net available fund equity		784,969			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 11-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
1,224	PMA Securities, Inc.	CD	91	09-30-15	12-30-15	249,117.74	.399900
1,225	PMA Securities, Inc.	CD	91	09-30-15	12-30-15	249,117.74	.399900
1,226	PMA Securities, Inc.	CD	91	09-30-15	12-30-15	249,086.89	.249900
1,223	PMA Securities, Inc.	CD	99	09-23-15	12-31-15	1,249,500.00	.101400
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,229	Dain Rauscher Investment Services	CD	1,461	10-28-15	10-28-19	247,000.00	1.998600
1,230	Dain Rauscher Investment Services	CD	1,461	10-30-15	10-30-19	153,000.00	1.400000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 25						6,846,822.37	
<hr/>							
FEDERAL HOME LN BK							
<hr/>							
1,217	Dain Rauscher Investment Services	FH	1,095	01-30-15	01-29-18	651,599.00	1.333300
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,228	Morgan Stanley Smith Barney LLC	FH	30,83	10-20-15	10-20-2020	500,000.00	.277200
1,215	Dain Rauscher Investment Services	FH	31,93	12-30-14	12-30-2022	500,000.00	3.122900
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 5						2,634,724.00	

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 11-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
FEDERAL NATL MTG							
<hr/>							
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
Total Number Of Investments: 2						2,007,347.00	
<hr/>							
FED HM MORTG POOL							
<hr/>							
1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
1,219	Dain Rauscher Investment Services	HP	30,83	02-27-15	02-27-2020	500,000.00	2.748500
Total Number Of Investments: 3						1,460,000.00	
<hr/>							
TAX EXMPT MNCPL BOND							
<hr/>							
1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
Total Number Of Investments: 2						314,770.75	
<hr/>							
TAXABLE MUNCPL BONDS							
<hr/>							
1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,222	Dain Rauscher Investment Services	TM	1,357	08-13-15	05-01-19	1,173,586.50	2.324700
1,227	Dain Rauscher Investment Services	TM	1,307	10-02-15	05-01-19	512,050.00	2.402400
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
Total Number Of Investments: 10						4,616,570.95	

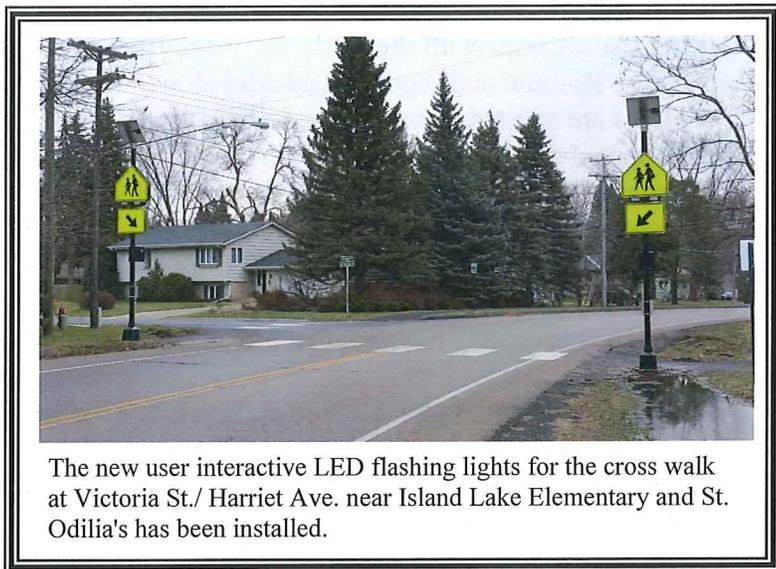
INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 11-30-15

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					17,880,235.07	
					1,466,622.27	
					13,358,910.27	
					8,440.35	
					156,667.29	
					4,011.96	
					62,254.13	
					32,937,141.34	
					32,937,141.34	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: DECEMBER 18, 2015  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### RECTANGULAR RAPID FLASH BEACON (RRFB) PEDESTRIAN CROSSING

This past fall the City was involved in a dialog with Mounds View School District officials and Ramsey County concerning pedestrian safety at the trail crossing of Victoria Street near Island Lake School. Parents were concerned for the safety of school children using Shoreview's sidewalks and trails in the area when they crossed Victoria Street, which is a relatively high volume Ramsey County facility with sight distance and road curvature issues. After discussing a number of alternatives to raise driver awareness of the crossing, the City acted to provide an improvement similar to that which had been installed in 2014 near Emmet Williams Elementary School on County Road D.



The RRFB system was installed at the cross walk located on Victoria Street north of Harriet Avenue near Island Lake Elementary and St. Odilia's. The system was activated last week and is in use. The RRFB system consists of pedestrian warning signs and amber flashing LED lights that are activated by a manual push button. The LED lights are powered by a solar panel and battery back-up. RRFBs use an irregular flash pattern that is similar to emergency flashers on police vehicles. An analysis of the RRFB system has shown that motorists are more likely to yield to pedestrians when an RRFB system is installed and activated. Research in this general area shows that while driver compliance isn't 100%, the devices do provide a fairly cost-effective improvement for high profile, concentrated pedestrian crossings.

**“Big Thanks to the City of  
Shoreview!! I have already been told  
by a few people they noticed them  
and have positive reviews.”**

*Deputy Tim Picha, Ramsey County  
Sheriff's Office*

## **MAINTENANCE ACTIVITIES**

This season has produced one snow fall event requiring plowing. Crews have been out salting and de-icing after two other freezing rain or sleet events as well. The plowing event really came at the most inopportune time, making it necessary to plow during work hours and then come in and plow through the early morning hours of the following work day. As with each plowing event, equipment and vehicles are inspected and repaired after plowing has been completed. Trails and sidewalks were cleared before the school day began. Once the weather cleared, sod damage and mailbox repairs were necessary. The weather also cleared enough that crews were sent out sweeping to clear catch basins of leaves and debris build up.

Utility Crews inspect all the wells, the sanitary sewer lift stations, the towers and the booster station each day. Routine and regularly scheduled maintenance is performed at each site. Any potential problems are spotted during these daily inspections and repairs are made as necessary. Water samples are collected daily and analysis is performed in accordance with Minnesota Department of Health requirements. Crews also continue to mark city utilities within proposed excavation sites. Any location requests called into Gopher State One-Call are dispatched to our crews to respond by either marking underground utilities or noting the city is all clear. These daily activities are addressed 7 days a week, 365 days a year. Most location requests come in during working hours but we are required to respond to “emergency location” requests that are called in during the weekends or holidays.

Utility crews repaired one water main break on Highland Dr. near the intersection of Heather Dr. They have repaired two hydrants that were damaged by motorists during the one snow fall of the season. This crew also continues with manhole inspections and flushing the sanitary sewer system. They are painting the insides of the well houses and are cleaning lift station panels. The ten largest commercial account meters were inspected, tested and recalibrated as necessary.

Street crews have begun the winter tree trimming along the boulevards. They have been cleaning up the old County site and hauling out scrap material and metals from the Maintenance Center yard as well. The unseasonably warm weather has allowed for continued street and trail sweeping. Crews were also able to complete some additional pavement markings and cross walk painting this past month. They continue with general sign maintenance and necessary repairs. Data collection (GPS) of new signs throughout the City continues as time allows. Street crews also completed some patching around manholes and gate valves that were high and the plows hit during snow plowing.

The Department of Corrections crew has gone back to cleaning the maintenance facility three times a week. When it is necessary to plow snow during the work week, the DOC crew will complete the necessary hand work at the maintenance center, at bus stops and along the trail system where equipment cannot be used. They have been trimming trees and removing brush along trails and in the parks. They also worked with the street crew cleaning up the former Ramsey County site.

## **ENVIRONMENTAL SERVICES**

### **Forestry**

The City continuing its partnership in detecting and managing Emerald Ash Borer with the Minnesota Department of Agriculture (MDA) with branch sampling and removal coordinated through a Joint Powers Agreement. This is a part of the 3 year study to gauge the population spread of Emerald Ash

Borer conducted by the MDA and it is the last year of the study. Samples will be analyzed this spring to determine how far EAB has spread from the original outbreak. Overall, the population of the invasive insect is growing in Minnesota- in 2014 alone, 7 counties were added to the quarantine. This winter staff will conduct walking surveys to monitor for Emerald Ash Borer. Primary signs are D shaped exit holes on the tree and increased woodpecker activity that opens cavities in the infested trees, revealing the distinct galleries the larva leave.

**Tree Contractor**

To control and prevent the spread of tree diseases such as Dutch elm disease, oak wilt, and Emerald Ash Borer, the City has maintained a diseased tree removal program through the Public Works Department.

The removal program includes utilizing a combination of private tree service contractors and in-house resources for removing trees on public property. The contractor may also be utilized to remove diseased trees on private properties, offering residents a reduced price for tree removal work. The City is currently accepting proposals from tree contractors for public and private tree removals for the 2016 calendar year. Proposals will be accepted through December 28th.

**2015 Diseased Tree Program Summary**

In 2015, 96 trees were removed because of a managed tree disease or it was in some way a hazard. Oak wilt in red oaks was the most common cause for removal, however it is expected in upcoming years that Emerald Ash Borer will become a growing threat to the City’s tree population. Surveys will be conducted this winter to identify EAB-infected trees.

**2015 Diseased Tree Program Removals**

Ownership	Oak Wilt	Dutch Elm Disease	Emerald Ash Borer	Other (Dead, Right of Way, Sightline issues, Storms)
Public	4	7	0	31*
Private	43	7	3	1
<b>Total</b>	<b>47</b>	<b>14</b>	<b>3</b>	<b>32</b>

\*13 of the 31 were boulevard ash trees that were significantly declining in health and were preemptively removed as outlined in the City’s EAB Management Plan.

**Environmental Quality Committee (EQC)**

The Environmental Quality Committee is currently advertising it’s 2016 Speaker Series. The series is held at 7:00pm the 3<sup>rd</sup> Wednesday of each month, January through April in the City Council Chambers.

The Committee will offer four sessions as follows: Recycling Myths and Mysteries Solved, Rice Creek Commons: Neighborhood of the Future Right Next Door, Shoreview’s Innovative Responses to Infrastructure Challenges, and Shoreview’s State of the Waters.

**Water Conservation Program update**

The Shoreview Water Conservation Program is seeing continued community support, with over half of the volunteer base recruited. To date, 253 out of the needed 400 volunteers have signed up to participate in the program known as “Know Your Flow”. Approximately two-thirds of the residents in single family homes have received direct invitations to participate through their most recent water utility bill from the City. The remaining one-third will receive their notice to participate in the December billing cycle for their part of the City.

Participants receive a free wireless display for their water meter, bimonthly-monthly water use data from the City, and water conservation ideas and tips. The program will run for 2 years, through 2016 and 2017, and is funded by a grant from the Environment and Natural Resources Trust Fund.

## **PROJECT UPDATES**

**Water Treatment Plant – Project 14-02** – Placement of concrete and masonry blocks for the building is expected to be complete by the end of the year. Exterior brick is completely installed on the south side of the building and the remainder of the building has brick installed up 5-feet from the ground. The contractor has started the installation of some of the interior treatment equipment, including the aerator units and filters. The contractor is planning to start the installation of the roof in the next few weeks and would like to have the building fully enclosed by the end of January.

**Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01** – The new LED street lights installed on Turtle Lane East and West were energized and are in service. XCEL has been notified and we are waiting for them to remove their old overhead lights. All work for both project areas are complete except for a few minor items.

**Relocation of Water Main – I694 3<sup>rd</sup> Lane – Project 15-10** – The consultant has started the preparation of the plans and specifications for the project. It is anticipated the final plans and specifications will be presented to the Council in January.

**Virginia/Dennison/Lilac Reconstruction – Project 16-01** – Staff has started to work on items required to complete the feasibility report. It is anticipated the feasibility report will be presented to the Council in February. An informational meeting for residents concerning the proposed project was held on November 12<sup>th</sup>. The meeting was well attended and overall support for the project was positive.

**Grand Avenue Reconstruction & Extension – Project 16-02** – Staff has started to work on items required to complete the feasibility report. It is anticipated the feasibility report will be presented to the Council in February.

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: DECEMBER 17, 2015**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

**DEPARTMENT ACTIVITY**

During December, our Parks Maintenance crews typically begin to flood ice rinks for the winter skating season. However, due to the unseasonably warm weather, this activity has not yet started. The longer range forecast continues to show warmer daytime temperatures through next week, so it is unlikely that ice rinks will be open until January.

Staff is preparing for the annual Family New Year's Eve celebration that will be held from 5:30 pm to 8:00 pm on December 31<sup>st</sup>. The Community Center will close early on that day to allow staff to decorate for this year's Caribbean Carnival themed event. In recent years, this annual celebration has attracted more than 500 people.

The consulting firm StanTec is continuing to work on alternative master plans for the Shoreview Commons area. The City Council and Parks and Recreation Commission are tentatively scheduled to hold another joint meeting to review Master Plan options in January.

**COMMUNITY CENTER**

The Community Center celebrated its 25<sup>th</sup> anniversary this past month. On November 20<sup>th</sup> the start of the celebration began with a Dive In Movie "The Little Mermaid". There were over 250 people using water noodles and the floatable sea creatures while watching the 1990's feature film. On Saturday, November 21<sup>st</sup>, guests enjoyed 1990 "rollback" daily prices, as well as inflatables in the gymnasium and face painters. There were nearly 500 daily passes purchased and an additional 1200 members that enjoyed the activities and amenities at the Community Center that day.

The Wave Café also offered special prices on several food items during the 25<sup>th</sup> anniversary celebration. One of the more popular items sold was a newly introduced pulled pork sandwich. Staff has implemented a few healthier options including salads, fresh wraps, vegetables, and fruit. A new local distributor called Core-Mark is being utilized to introduce these new items. This company works directly with convenience stores and does not require ordering in bulk. This makes it easier to try these new products on a trial basis.

A membership special “25 days for 25 dollars was offered instead of the usual “30 days for 30 dollars” to accompany the 25<sup>th</sup> anniversary theme. This special was sold at the anniversary party and for the following week. Staff has decided to extend this special to accommodate students coming home from college for the holidays. There were 130 of these membership specials sold the weekend of the celebration. There were 302 total memberships sold during the month of November. The most popular membership category was the resident family membership, followed by the resident adult membership and the resident monthly category. Staff has had to spend a significant amount of time with monthly installment billing. As a result of credit cards going to the new chip system, there were over 80 credit cards declined this month.

The Fitness Center remains busy which is typical for this time of the year. Staff has been doing frequent meetings with Master Link Sports in an attempt to keep all equipment in good operating order throughout the high usage time of the year. It becomes increasingly difficult to keep all the equipment and the fitness center clean during the winter months. Fortunately, due to the mild weather, staff has not been battling the salt and snow issues on the machines. There were only 15 new member equipment orientations. This number will likely double next month. There were 78 personal training sessions redeemed in November which is comparable to last year. A new trainer has been hired and will be working on some future group trainings.

The makeup fitness class passes have been implemented for an entire year. The fitness participants have appreciated having this flexible option allowing those who travel for work the ability to attend a different class when they miss a class for which they are registered. There were more than 50 makeup class passes redeemed during the fall session. Staff will evaluate if this is still the best process for participants who travel for work. Another option being evaluated is to offer a 30% discount on punch cards for members. Community Center members do receive a 30% discount on fitness classes but punch cards which are typically used for additional classes are not discounted for members.

A variety of holiday parties, corporate events, and receptions were held in the banquet rooms this past month. Some of the corporate events include G.T.S Educational, Children’s Mental Health Associates, Context Financial, Breitenfeldt, and UCare Minnesota. The Shoreview Room revenue increased 36% while the Richard Wedell Room revenue increased 18% compared to last year.

The meeting rooms were also well used hosting 69 meetings, 59 birthday parties, and an additional 53 nonprofit groups. The themed poolside birthday party rooms hosted 25 birthday party packages and 6 poolside parties. The rental team has also stayed busy receiving nearly 500 calls on the rental phone and reserving receptions and events for future dates. The Haffeman Pavilion has already been reserved every weekend in June. There were more than 260 reservations booked this past month.

## **RECREATION PROGRAMS**

Winter registration has begun with more than 1200 registrations processed in the first two weeks. Nearly 60% of the registrations were done on line. Nearly 900 of those registrations were a combination of Fitness and Aquatics. A few new fitness classes that were added during the winter session are "Yoga for Everybody" which is a chair yoga class which is good for people with limited flexibility or those recovering from injury. Another new yoga class starting in winter session is "Pajama Yoga". This class is designed for children 4 to 8 years old and encompasses a "winding down from the weekend" focus. The class will be held early Sunday evenings. There are already 10 participants registered.

Other new fitness class offerings are Music in Motion which is a parent and child class and themed spin classes. These classes will be previewed during the winter break. Participants can pay a \$5.00 class fee to sample a variety of new class offerings. There are 30 different class offerings during the break this year.

The Girls Volleyball League is entering its 6<sup>th</sup> season at Shoreview Parks and Recreation. There are currently 12 teams registered. This is a collaborative program with Arden Hills and Mounds View. Eight of the twelve teams are registered through Shoreview. All teams have coaches assigned and will be having their coaches meeting on December 16<sup>th</sup>.

Some of the senior events this past month were pumpkin pie and bingo that was held before Thanksgiving. This event had 20 participants that enjoyed turkey bingo and a slice of pumpkin pie. Prizes included Cub gift cards. Staff is also preparing for several holiday events including the Holiday Shopping Spree, Holiday Cookie Decorating, and Breakfast with Santa.

The aquatics staff offered a Super Sitter babysitting class this past month. This season, staff combined two classes into one. This allowed a group of 10 participants to practice first aide with one another as well as learn the responsibilities of child care, child proofing, and basic nutrition. Other aquatic specialty classes were the Thanksgiving Day Aqua Fit Class. This class had 32 participants who enjoyed working out in the pool before Thanksgiving dinner.

## **PARKS MAINTENANCE**

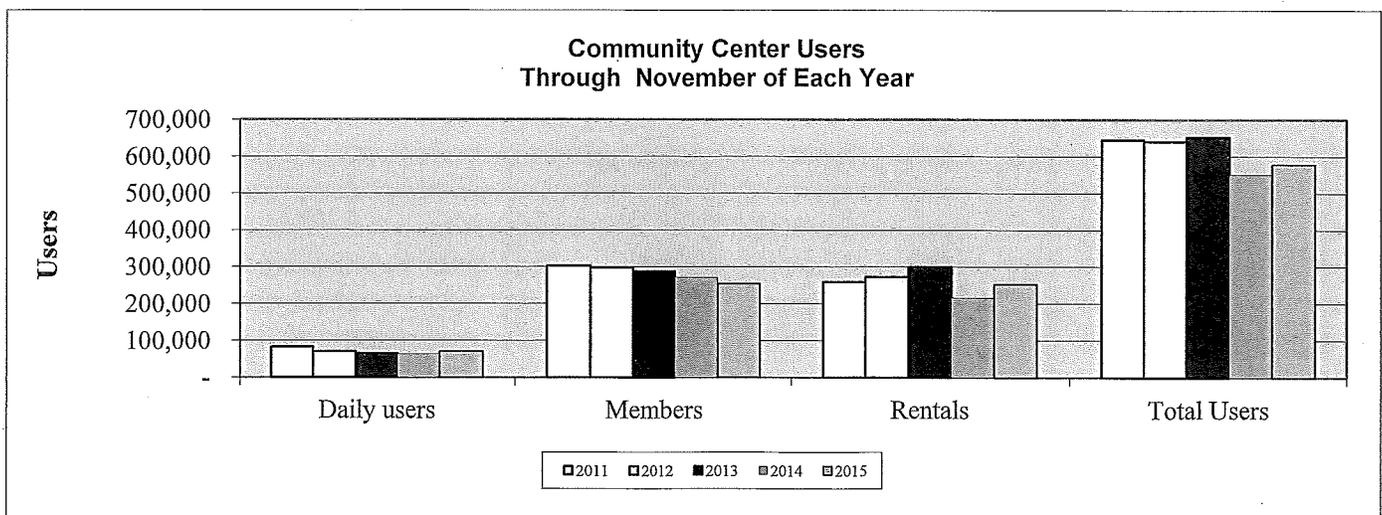
The crew has set up the boardwalk at Wilson Park, delivered all the hockey rink gate planks and nets, and cleaned all of the park buildings that are used for warming houses in preparation for the winter skating season. Unfortunately, due to the warm weather and rains, they haven't been able to start flooding the rinks yet. The crews have been able to trim trees at several parks, something they normally don't have time to do in most years. Parking lots have been plowed twice so far this season and sidewalks around the Community Center and library have been cleared and salted a few times.

## **COMMUNITY CENTER MAINTENANCE**

The lighting retrofit project is ongoing. A contractor has replaced many of the lights on the lower level of the Community Center with new LED fixtures. The new fixtures have greatly increased the light levels in the lobby and Wave Café area on the lower level of the Community Center. Additional work still needs to be completed in the locker rooms and in the gymnasium. Repairs were completed on leaks that occurred with our main pool pumps and in the upper level boiler room. The custodians have been keeping the building on its regular cleaning schedule.

**Community Center Activity Year-to-date  
Through November Each Year**

	2011	2012	2013	2014	2015
<b>Number of Users:</b>					
Daily users	82,731	69,789	64,870	63,048	70,697
Members	303,367	297,488	287,283	271,722	254,965
Rentals	258,926	273,023	300,156	216,262	252,748
<b>Total Users</b>	<b>645,024</b>	<b>640,300</b>	<b>652,309</b>	<b>551,032</b>	<b>578,410</b>
<b>Revenue:</b>					
Admissions	\$ 533,654	\$ 504,926	\$ 534,700	\$ 545,067	\$ 586,917
Memberships-annual	821,982	849,863	854,807	861,354	809,226
Memberships-seasonal	86,783	83,754	80,711	89,420	77,814
Room rentals	227,192	233,850	275,566	278,178	299,153
Wave Café	181,350	174,893	194,375	198,642	201,419
Commissions	14,503	14,184	11,873	13,359	14,040
Locker/vending/video	24,609	21,087	20,105	18,199	17,400
Merchandise	13,092	13,601	13,378	10,978	12,518
Other miscellaneous	1,196	192	(19)	649	3,229
Building charge	97,000	100,000	101,687	100,000	103,000
Transfers in	272,250	275,000	286,000	310,750	335,500
<b>Total Revenue</b>	<b>2,273,611</b>	<b>2,271,350</b>	<b>2,373,183</b>	<b>2,426,596</b>	<b>2,460,216</b>
<b>Expenditures:</b>					
Personal services	1,166,737	1,263,616	1,322,768	1,315,159	1,384,180
Supplies	396,022	377,223	410,809	451,448	430,063
Contractual	505,978	525,618	557,796	563,370	581,347
Other	-	5,727	-	-	-
<b>Total Expenditures</b>	<b>2,068,737</b>	<b>2,172,184</b>	<b>2,291,373</b>	<b>2,329,977</b>	<b>2,395,590</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 204,874</b>	<b>\$ 99,166</b>	<b>\$ 81,810</b>	<b>\$ 96,619</b>	<b>\$ 64,626</b>



**Community Center Monthly Activity  
For the Year 2015**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	3,832	6,026	-	70,697
Members	29,987	26,451	25,972	23,249	21,047	21,655	22,777	21,973	18,619	20,808	22,427	-	254,965
Rentals	9,409	10,595	10,055	9,993	12,980	43,404	54,139	44,304	14,652	29,619	13,598	-	252,748
<b>Total Users</b>	<b>47,536</b>	<b>44,739</b>	<b>42,854</b>	<b>39,010</b>	<b>40,979</b>	<b>71,536</b>	<b>83,879</b>	<b>74,465</b>	<b>37,102</b>	<b>54,259</b>	<b>42,051</b>	<b>-</b>	<b>578,410</b>
<b>Revenue:</b>													
Admissions	\$ 64,470	\$ 61,080	\$ 73,343	\$ 45,755	\$ 44,604	\$ 49,396	\$ 51,073	\$ 54,765	\$ 27,777	\$ 28,756	\$ 36,021	\$ -	\$ 537,040
Indoor playground	7,111	6,914	6,776	4,086	3,336	2,950	2,931	4,353	2,614	3,359	5,447	-	49,877
Memberships	131,331	85,661	83,759	64,783	60,711	71,901	62,697	72,933	71,878	79,230	102,156	-	887,040
Room rentals	32,082	29,658	30,567	25,627	27,718	27,973	24,441	26,934	21,102	28,085	24,966	-	299,153
Wave Café	21,724	21,683	27,356	17,451	16,751	17,198	17,027	19,678	13,612	13,833	15,106	-	201,419
Commissions	784	-	-	-	470	655	2,085	1,711	3,625	3,049	1,661	-	14,040
Locker/vending/video	1,100	1,398	2,243	1,506	1,449	1,442	1,783	2,040	1,283	1,806	1,350	-	17,400
Merchandise	1,085	772	1,226	1,292	1,403	1,479	1,609	1,643	644	686	679	-	12,518
Other miscellaneous	(29)	(80)	52	1,664	27	127	31	34	36	32	1,335	-	3,229
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	-	335,500
<b>Total Revenue</b>	<b>290,158</b>	<b>237,586</b>	<b>255,822</b>	<b>192,664</b>	<b>186,969</b>	<b>306,621</b>	<b>194,177</b>	<b>214,591</b>	<b>173,071</b>	<b>189,336</b>	<b>219,221</b>	<b>-</b>	<b>2,460,216</b>
<b>Expenditures:</b>													
Personal services	84,628	125,924	121,283	119,613	161,920	100,242	123,539	128,780	122,694	177,024	118,533	-	1,384,180
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	32,373	30,528	-	430,063
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	106,691	40,890	-	581,347
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>102,641</b>	<b>215,607</b>	<b>249,819</b>	<b>220,673</b>	<b>248,674</b>	<b>189,992</b>	<b>218,812</b>	<b>210,097</b>	<b>233,236</b>	<b>316,088</b>	<b>189,951</b>	<b>-</b>	<b>2,395,590</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 187,517</b>	<b>\$ 21,979</b>	<b>\$ 6,003</b>	<b>\$ (28,009)</b>	<b>\$ (61,705)</b>	<b>\$ 116,629</b>	<b>\$ (24,635)</b>	<b>\$ 4,494</b>	<b>\$ (60,165)</b>	<b>\$ (126,752)</b>	<b>\$ 29,270</b>	<b>\$ -</b>	<b>\$ 64,626</b>
<b>Rev less Exp (Ytd)</b>	<b>\$ 187,517</b>	<b>\$ 209,496</b>	<b>\$ 215,499</b>	<b>\$ 187,490</b>	<b>\$ 125,785</b>	<b>\$ 242,414</b>	<b>\$ 217,779</b>	<b>\$ 222,273</b>	<b>\$ 162,108</b>	<b>\$ 35,356</b>	<b>\$ 64,626</b>	<b>\$ 64,626</b>	<b>\$ 64,626</b>

**Community Center Monthly Activity  
For the Year 2014**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,204	6,661	10,413	5,480	4,230	5,389	4,858	5,232	2,251	4,010	6,320	6,651	69,699
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	26,013	297,735
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	9,476	225,738
<b>Total Users</b>	<b>49,709</b>	<b>41,646</b>	<b>49,605</b>	<b>43,938</b>	<b>44,301</b>	<b>72,650</b>	<b>68,970</b>	<b>70,042</b>	<b>31,013</b>	<b>37,598</b>	<b>41,560</b>	<b>42,140</b>	<b>593,172</b>
<b>Revenue:</b>													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ 41,447	\$ 46,543	\$ 541,138
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,160	5,177	55,649
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,899	168,388	1,119,162
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	29,456	307,634
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,617	18,391	217,033
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	243	13,602
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	3,843	22,042
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	622	713	11,691
Other miscellaneous	(42)	(95)	(43)	29	1	296	56	42	18	21	366	12,697	13,346
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	-	113,615
Interest	-	-	-	-	-	-	-	-	-	-	-	-	65,924
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	339,000
<b>Total Revenue</b>	<b>285,948</b>	<b>212,120</b>	<b>294,275</b>	<b>198,736</b>	<b>175,207</b>	<b>302,334</b>	<b>188,386</b>	<b>188,100</b>	<b>164,946</b>	<b>192,002</b>	<b>224,542</b>	<b>393,240</b>	<b>2,819,836</b>
<b>Expenditures:</b>													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	113,176	160,824	1,475,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	76,904	528,552
Contractual	8,229	39,893	48,847	45,114	28,652	81,027	33,283	79,182	73,306	76,445	49,392	107,123	670,493
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>104,579</b>	<b>205,899</b>	<b>209,723</b>	<b>214,625</b>	<b>216,959</b>	<b>234,617</b>	<b>185,053</b>	<b>264,278</b>	<b>210,920</b>	<b>291,427</b>	<b>191,897</b>	<b>344,851</b>	<b>2,674,828</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 181,369</b>	<b>\$ 6,221</b>	<b>\$ 84,552</b>	<b>\$ (15,889)</b>	<b>\$ (41,752)</b>	<b>\$ 67,717</b>	<b>\$ 3,333</b>	<b>\$ (76,178)</b>	<b>\$ (45,974)</b>	<b>\$ (99,425)</b>	<b>\$ 32,645</b>	<b>\$ 48,389</b>	<b>\$ 145,008</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 181,369</b>	<b>\$ 187,590</b>	<b>\$ 272,142</b>	<b>\$ 256,253</b>	<b>\$ 214,501</b>	<b>\$ 282,218</b>	<b>\$ 285,551</b>	<b>\$ 209,373</b>	<b>\$ 163,399</b>	<b>\$ 63,974</b>	<b>\$ 96,619</b>	<b>\$ 145,008</b>	

**Community Center Monthly Activity  
For the Year 2013**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	5,986	5,703	70,573
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	25,962	26,112	313,395
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	15,574	14,768	314,924
<b>Total Users</b>	<b>54,559</b>	<b>49,185</b>	<b>60,580</b>	<b>53,877</b>	<b>48,164</b>	<b>85,038</b>	<b>84,255</b>	<b>79,725</b>	<b>44,037</b>	<b>45,367</b>	<b>47,522</b>	<b>46,583</b>	<b>698,892</b>
<b>Revenue:</b>													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ 36,362	\$ 40,843	\$ 524,169
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	6,268	5,289	56,663
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	112,181	169,305	1,104,823
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,022	22,878	21,760	21,612	27,645	303,211
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	15,558	16,485	210,860
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	3,074	144	152	12,025
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	1,743	1,490	4,093	24,198
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	811	627	14,005
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	14,278	14,259
Building charge	-	-	-	-	-	101,687	-	-	-	-	-	-	101,687
Interest	-	-	-	-	-	-	-	-	-	-	-	(42,835)	(42,835)
Transfers in	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	312,000
<b>Total Revenue</b>	<b>256,960</b>	<b>213,646</b>	<b>283,180</b>	<b>213,610</b>	<b>176,653</b>	<b>293,851</b>	<b>178,377</b>	<b>191,896</b>	<b>159,338</b>	<b>185,246</b>	<b>220,426</b>	<b>261,882</b>	<b>2,635,065</b>
<b>Expenditures:</b>													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	150,736	1,473,504
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	67,635	478,444
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	43,524	66,349	624,145
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>105,372</b>	<b>216,031</b>	<b>198,160</b>	<b>237,287</b>	<b>265,666</b>	<b>203,635</b>	<b>208,739</b>	<b>229,772</b>	<b>192,339</b>	<b>194,000</b>	<b>240,372</b>	<b>284,720</b>	<b>2,576,093</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 151,588</b>	<b>\$ (2,385)</b>	<b>\$ 85,020</b>	<b>\$ (23,677)</b>	<b>\$ (89,013)</b>	<b>\$ 90,216</b>	<b>\$ (30,362)</b>	<b>\$ (37,876)</b>	<b>\$ (33,001)</b>	<b>\$ (8,754)</b>	<b>\$ (19,946)</b>	<b>\$ (22,838)</b>	<b>\$ 58,972</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 151,588</b>	<b>\$ 149,203</b>	<b>\$ 234,223</b>	<b>\$ 210,546</b>	<b>\$ 121,533</b>	<b>\$ 211,749</b>	<b>\$ 181,387</b>	<b>\$ 143,511</b>	<b>\$ 110,510</b>	<b>\$ 101,756</b>	<b>\$ 81,810</b>	<b>\$ 58,972</b>	

# MOTION SHEET

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To approve the following payment of bills as presented by the finance department.

Date	Description		
12/09/15	Accounts payable	\$	62,070.63
12/10/15	Accounts payable	\$	326,843.73
12/17/15	Accounts payable		\$45,538.23
12/21/15	Accounts payable		\$203,676.50
	<b>Sub-total Accounts Payable</b>	<b>\$</b>	<b>638,129.09</b>
12/11/15	Payroll (including direct deposits)	\$	156,468.38
	<b>Sub-total Payroll</b>	<b>\$</b>	<b>156,468.38</b>
	<b>Total</b>	<b>\$</b>	<b>794,597.47</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

12/21/2015 Council Meeting

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
DIAMOND VOGEL PAINT	TRAFFIC PAINT	101	42200	2180		004		-\$81.00	-\$81.00
A-1 HYDRAULICS SALES & SERVICE	HYD CYL JD1585 SNOWBLOWER ATTACHMENT	701	46500	2220		002		\$186.10	\$186.10
A-1 HYDRAULICS SALES & SERVICE	HYD. FITTINGS UNIT JD1585 BLOWER	701	46500	2220		002		\$17.79	\$17.79
ACE SOLID WASTE	DUMPSTER SERVICE FOR CC AND PARKS	220	43800	3640				\$1,296.84	\$1,296.84
ARCAS TECHNOLOGY INC	TWO AVAYA PHONE HANDSETS	422	40550	5800		016		\$585.00	\$585.00
BEISSWENGERS HARDWARE	PRUNING SEALER/PAINT	101	43710	2240				\$60.21	\$60.21
BEISSWENGERS HARDWARE	ANCHOR BOLTS AND SCREWS FOR LIGHT GUARDS	220	43800	2240				\$24.48	\$24.48
BOYER TRUCK PARTS INC.	BATTERY FOR UNIT 215/LESS CORE CM1014891	701	46500	2220		001		\$290.12	\$290.12
CORPORATE CONNECTION	CARHARTT JACKET FOR JUSTIN	101	42200	3970		001		\$110.24	\$110.24
CRYTEEL TRUCK EQUIPMENT	PLOW CUTTING EDGES UNITS 304 & 603	701	46500	2220		001		\$680.40	\$680.40
CRYTEEL TRUCK EQUIPMENT	TRUCK PLOW CONTROL UNIT 211	701	46500	2220		001		\$304.56	\$304.56
CRYTEEL TRUCK EQUIPMENT	LIGHT ADAPTER,RELAY KIT & RETURN	701	46500	2220		001		\$22.32	\$22.32
CRYTEEL TRUCK EQUIPMENT	RELAY KIT RETURN	701	46500	2220		001		-\$42.12	-\$42.12
DIAMOND VOGEL PAINT	PAVEMENT MARKING PAINT STRIPER	701	46500	5800				\$5,200.00	\$5,200.00
DULTMEIER SALES	CLORIDE TANK FITTINGS	701	46500	2220		001		\$45.29	\$45.29
GARELICK STEEL COMPANY	STEEL TO MAKE VENTS FOR BUCHER BLDG	101	43710	2240				\$48.00	\$48.00
GARELICK STEEL COMPANY	MISC. STEEL	701	46500	2220		003		\$720.00	\$720.00
GENERAL REPAIR SERVICE	GREASE SEAL FOR BLUE WATER PUMP	701	46500	2220		002		\$88.34	\$88.34
GRAINGER, INC.	EXIT SIGN W/EMERGENCY LIGHTS	220	43800	3810				\$238.97	\$238.97
GRAINGER, INC.	RATCHETING COMBO WRENCH	101	43710	2400				\$17.45	\$17.45
GRAINGER, INC.	SMOKE AND CARBON MONOXIDE ALARM-PAVILION	101	43710	2240				\$65.84	\$65.84
GREEN MILL	VOLUNTEER DINNER/LESS CM1311	101	40100	4890		001		\$72.00	\$72.00
HACH COMPANY	POCKET COLORIMETER	701	46500	2400		003		\$497.67	\$497.67
HUMMINGBIRD FLORAL/FLORATIF	CENTERPIECES FOR VOLUNTEER DINNER	101	40100	4890		001		\$250.95	\$250.95
KENNEDY & GRAVEN, CHARTERED	CENTURYLINK FRANCHISE	230	40900	3190				\$43.75	\$43.75
MÁSTER-LINK SPORTS INC	REPAIR STAIRMASTER SCREEN CONSOLE	220	43800	3890				\$585.00	\$585.00
MENARDS CASHWAY LUMBER **FRIDL	SAND TUBES FOR TRUCK	101	43710	2240				\$14.76	\$14.76
MIDWEST TESTING	TESTING OF BIG METERS	601	45050	3190		001		\$2,830.00	\$2,830.00
MINNESOTA EQUIPMENT	FUEL SENDER & KEY FOR GATOR #1	701	46500	2220		002		\$41.12	\$41.12
MINNESOTA EQUIPMENT	WIPER BLADE AND ARM FOR JD1585 MOWER	701	46500	2220		002		\$206.78	\$206.78
MN TECHNOLOGY OF PARTICIPATION	HRC FACILITATION SUPPLIES	101	40100	4890		002		\$65.00	\$65.00
NAPA AUTO PARTS	HATCH FOR UTILITIES JACKHAMMER	701	46500	2220		002		\$8.49	\$8.49
OFFICE DEPOT	GENERAL OFFICE SUPPLY	101	43400	2010				\$13.07	\$13.07
ON SITE SANITATION INC	TOILET RENTAL FOR BUCHER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR RICE CREEK FIELDS	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SHAMROCK PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR BOBBY THEISEN PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR WILSON PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	RELOCATE TOILET AT BUCHER PARK	101	43710	3950				\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT MCCULLOUGH PARK	101	43710	3950				\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT SHAMROCK PARK	101	43710	3950				\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT SITZER PARK	101	43710	3950				\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT BOBBY THEISEN PARK	101	43710	3950				\$20.00	\$20.00
ON SITE SANITATION INC	RELOCATE TOILET AT WILSON PARK	101	43710	3950				\$20.00	\$20.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL FOR COMM CNTR	220	43800	3190				\$169.39	\$169.39
ORKIN EXTERMINATING CO INC.	PEST CONTROL FOR LARSON HOUSE	101	43710	3190				\$82.54	\$82.54
OXYGEN SERVICE COMPANY	TOOLS	701	46500	2400		006		\$1,582.26	\$1,582.26
OXYGEN SERVICE COMPANY	FORKLIFT GAS	701	46500	2220		003		\$229.05	\$229.05

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PLUMBMASTER, INC	FAUCET HANDLES	220	43800	3810				\$300.59	\$300.59
PLUMBMASTER, INC	CASCADE AERATORS	220	43800	3810				\$65.12	\$65.12
RAMSEY COUNTY	LAW ENFORCEMENT DECEMBER 2015	101	41100	3190		001		\$168,576.78	\$168,576.78
REINDERS, INC.	FERTILIZER FOR PARKS AND GROUNDS	101	43710	2260				\$9,040.50	\$9,040.50
SAFE-FAST INC	GLOVES FOR TREE TRIMMING	101	42200	2180		001		\$63.80	\$63.80
SAFELITE FULFILLMENT, INC	WINDSHEILD FOR CROSSWINDS SWEEPER	701	46500	3190		001		\$180.49	\$180.49
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$159.01	\$159.01
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$1,614.76	\$1,614.76
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$402.54	\$402.54
SUPPLYWORKS	CLEANING SUPPLIES-MICROFIBER CLOTHS	220	43800	2110				\$32.50	\$32.50
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$1,295.01	\$1,295.01
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$319.36	\$319.36
TERMINAL SUPPLY CO	HEAD LIGHTS AND RELAYS	701	46500	2220		003		\$62.48	\$62.48
TESSMAN SEED CO	WEED KILLER FOR BUCKTHORN	701	46500	2220		003		\$205.73	\$205.73
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970				\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR	220	43800	3970				\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.44	\$173.75
		601	45050	3970		001		\$43.44	
		602	45550	3970		001		\$43.44	
		603	45850	3970		001		\$21.71	
		701	46500	3970		001		\$21.72	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970				\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR	220	43800	3970				\$60.11	\$60.11
UNITED GLASS INC	REPLACE BROKEN MIRRORS IN FITNESS CENTER	220	43800	3190				\$1,007.00	
WW GOETSCH ASSOCIATES INC	REPAIR MAIN POOL PUMP	220	43800	3190				\$1,335.00	\$1,335.00
WW GOETSCH ASSOCIATES INC	REPAIR POOL SLIDE PUMP	220	43800	3190				\$556.25	\$556.25
YALE MECHANICAL INC	INSPECT ALL PARK BLDG FURNACES	101	43710	3190				\$718.75	\$718.75
ZAHL-PETROLEUM MAINTENANCE CO	TANK MARKERS FOR FUEL TANKS	701	46500	2220		003		\$18.52	\$18.52
Total of all invoices:								\$203,676.50	=====

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MBPTA	EDUCATION - MARY LUCHT	101	44300	4500			-\$85.00	-\$85.00
MBPTA	EDUCATION - CECY LUKOSKIE	101	44300	4500			-\$75.00	-\$75.00
GENESIS EMPLOYEE BENEFITS INC	ADMINISTRATION FEE: OCTOBER	101	20416				-\$365.20	-\$365.20
ALLEN, DEANNE	EDA MINUTES - 12/7/15	240	44400	3190		002	\$200.00	\$200.00
ALLEN, DEANNE	CC MINUTES - 12/7/15	101	40200	3190		001	\$200.00	\$200.00
ARC MINNESOTA	RSV# 1072772 REFUND REFUND	220	22040				\$500.00	\$500.00
BECKY'S DAYCARE	RSV# 1079789 REFUND REFUND	220	22040				\$25.00	\$25.00
BENDICKSON, DONALD	REFUND CARDIO SESSIONS	220	22040				\$351.19	\$351.19
BERG, AMY	RSV# 1079809 REFUND REFUND	220	22040				\$25.00	\$25.00
BIERSCHBACH, TASHA	RSV# 1079796 REFUND REFUND	220	22040				\$25.00	\$25.00
BOY SCOUT TROOP #494	RSV# 1079759 REFUND REFUND	220	22040				\$100.00	\$100.00
BRADLEY & DEIKE, PA	GENERAL ECONOMIC DEVELOPMENT	240	44400	3190			\$51.00	\$51.00
BRADLEY & DEIKE, PA	KOWALSKI'S	307	44100	4890			\$459.00	\$459.00
C & E HARDWARE	FAUCET	601	45050	2280		001	\$11.99	\$11.99
C & E HARDWARE	PAINT TRAYS	601	45050	2280		005	\$17.94	\$17.94
CAMBATA, SHERNAZ	MIND/BODY YOGA	220	22040				\$85.40	\$85.40
CENTRAL RESTAURANT PRODUCTS	BREAK ROOM MICROWAVE	101	40800	2180			\$297.00	\$297.00
CENTRAL RESTAURANT PRODUCTS	WAVE CAFE MICROWAVE	220	43800	2590		002	\$529.25	\$529.25
COMCAST	CABLE TELEVISION	220	43800	3190		001	\$368.78	\$368.78
CRUZ, ANGELIA	RSV# 1079815 REFUND REFUND	220	22040				\$25.00	\$25.00
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$136.70	\$136.70
DIAMOND VOGEL PAINT	PAINT FOR WELLS	601	45050	2280		005	\$119.89	\$119.89
DIGRE, EMMA	RSV# 1079812 REFUND REFUND	220	22040				\$25.00	\$25.00
ETZELL, JOHN	PUNCH CARD REFUND	220	22040				\$115.70	\$115.70
GOPHER	COMMUNITY CENTER BASKETBALLS	220	43800	2180		003	\$536.68	\$536.68
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GREEN MILL	BUSINESS EXCHANGE	240	44400	2180			\$644.04	\$644.04
HARMON, LEE	IT SYMPOSIUM REIMBURSEMENT	101	40550	3270		002	\$35.30	\$35.30
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$354.90	\$354.90
JEFF SMITH LLC	FALL B SESSION OF TAE KWON DO	225	43530	3190			\$2,388.75	\$2,388.75
KHAN, FATIMA	RSV# 1077737 REFUND REFUND	220	22040				\$214.25	\$214.25
KLASSEN, BRIAN	IT SYMPOSIUM REIMBURSEMENT	101	40550	3270		002	\$20.12	\$20.12
LETOURNEAU, SAMANTHA	PASS APREGF REFUND: ANNUAL MEMBERSHIP	220	22040				\$544.11	\$544.11
LYNCH, NANCY	RSV# 1079781 REFUND REFUND	220	22040				\$100.00	\$100.00
MACON, KENISHA	RSV# 1079814 REFUND REFUND	220	22040				\$25.00	\$25.00
MENARDS CASHWAY LUMBER *MAPLEW	MAILBOX AND POST SUPPLIES	101	42200	2180		001	\$127.47	\$127.47
MENARDS CASHWAY LUMBER *MAPLEW	SHOVELS FOR TRUCKS	101	42200	2180		001	\$59.56	\$59.56
MILLER, JENNIFER	RSV# 1079817 REFUND REFUND	220	22040				\$25.00	\$25.00
MINNESOTA METRO NORTH TOURISM	OCTOBER 2015 HOTEL/MOTEL TAX	101	22079				\$27,163.40	\$25,805.23
		101	38420				-\$1,358.17	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$199.78	\$199.78
MOUNDS VIEW PUBLIC SCHOOLS	POOL RENTAL 11/18/2015	225	43520	3190			\$41.25	\$41.25

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
NOEL, KRISTIE	RSV# 1079807 REFUND REFUND	220	22040					\$25.00	\$25.00
OLDING, TALIA	RSV# 1079805 REFUND REFUND	220	22040					\$25.00	\$25.00
PARROTS, AVALON OR KHAN, SABRA	INDOOR FARMERS MARKET	220	22040					\$20.00	\$20.00
PARTY AMERICA CORPORATE OFFICE	SANTAS WORKSHOP/NYE/KIDS SHOPPING SPREE	225	43580	2172		001		\$28.88	\$145.94
		225	43580	2172		001		\$89.03	
		225	43580	2172		002		\$28.03	
PETERSON, SARAH	RSV# 1079810 REFUND REFUND	220	22040					\$25.00	\$25.00
PRATT, BRIAN	RSV# 1079770 REFUND REFUND	220	22040					\$25.00	\$25.00
PROJECT ENHANCE	RSV# 1079773 REFUND REFUND	220	22040					\$500.00	\$500.00
RICOH USA INC.	MAINTENANCE: RICOH COPIERS 10/23-11/22	101	40200	3850		002		\$173.45	\$173.45
RICOH USA INC.	RICOH 821DN PRINTER/11-28-15/2-27-16	101	40550	3860		004		\$67.08	\$67.08
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 12/2015-1/2016	101	40200	3930		002		\$1,947.00	\$1,947.00
SAINT PAUL HMONG ALLINACE CHUR	RSV# 1079777 REFUND REFUND	220	22040					\$500.00	\$500.00
SAM'S CLUB DIRECT	SANTAS WORKSHOP SUPPLIES	225	43580	2172		001		\$166.79	\$166.79
SHORT ELLIOTT HENDRICKSON, INC	OWASSO, VICTORIA, CR E FINAL CONSULT	571	47000	5910				\$159.95	\$159.95
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5593 GROTTO ST	604	42600	3810		002		\$3,056.49	\$3,056.49
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5730 POND DR	604	42600	3810		003		\$209.05	\$209.05
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-4025 EVERGREEN LN	604	42600	3810				\$209.05	\$209.05
TEIGEN, DANIEL	RSV# 1079802 REFUND REFUND	220	22040					\$25.00	\$25.00
TURTLE LAKE HOMEOWNERS ASSN	INVASIVE AQUATIC PLANT FUNDING	603	45850	4890				\$2,000.00	\$2,000.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$164.00	\$164.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$800.40	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$159.43	\$159.43
WEGNER, SHANNON	RSV# 1079954 REFUND REFUND	220	22040					\$494.13	\$494.13
WU, XIAOPING	MINI KICKERS SOCCER (AGE 3-5)	220	22040					\$70.00	\$70.00
XIONG, ANNY	RSV# 1079766 REFUND REFUND	220	22040					\$25.00	\$25.00
YANG, MAI	RSV# 1079787 REFUND REFUND	220	22040					\$100.00	\$100.00

Total of all invoices: \$45,538.23

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## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
BEISSWENGERS HARDWARE	SNOW SHOVELS FOR RINKS	101	43710	2400				\$218.84	\$218.84
BEISSWENGERS HARDWARE	LOCK LUBRICANTS FOR PARK BUILDINGS	101	43710	2240				\$17.77	\$17.77
BRIN NORTHWESTERN GLASS CO. IN CDW GOVERNMENT, INC	GLAZING LABOR	220	43800	3190				\$199.50	\$199.50
CHESSE	APC UPS BATTERY REPLACEMENTS	101	40550	3860		004		\$130.63	\$130.63
COMMISSIONER OF REVENUE- WH TA	MAINTENANCE PLAN NOVEMBER	101	40210	3190		007		\$625.00	\$625.00
COMMUNITY HEALTH CHARITIES - M CULLIGAN	WITHHOLDING TAX - PAYDATE 12-11-15	101	21720					\$9,352.42	\$9,352.42
COMMUNITY HEALTH CHARITIES - M CULLIGAN	EMPLOYEE CONTRIBUTIONS: 12-11-15	101	20420					\$137.00	\$137.00
ESS BROTHERS & SONS INC.	FILTER SERVICE	220	43800	3190				\$88.00	\$88.00
GENESIS EMPLOYEE BENEFITS INC	MANHOLE COVERS	602	45550	2280		003		\$4,200.00	\$4,200.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 12-11-15	101	20431					\$1,453.44	\$1,453.44
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS:12-11-15	101	20418					\$5,865.00	\$5,865.00
GREENHAVEN PRINTING	VOLUNTEER DINNER INVITE	101	40100	4890		001		\$164.00	\$164.00
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL - DEC. 2015	101	41100	3190		003		\$1,287.25	\$1,287.25
HUGO EQUIPMENT COMPANY	COMMERCIAL LEAF BLOWER	101	43710	2400				\$491.18	\$491.18
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 12-11-15	101	21750					\$8,223.30	\$8,223.30
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:12-11-15	101	20430					\$980.00	\$980.00
IDENTISYS	ACCESS CARD PRINTER RIBBON/CLEANERS	220	43800	2180		002		\$176.55	\$176.55
JACOBSON, NATHAN	REFUND CLOSING OVRPYMT-4258 SYLVIA LN N	601	36190			003		\$170.00	\$170.00
LAKE JOHANNA FIRE DEPT	REIMBURSEMENT - REPLACE RECLINERS	405	41200	3190				\$5,079.84	\$5,079.84
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360				\$181.70	\$181.70
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001		\$3,941.87	\$3,941.87
MANSFIELD OIL COMPANY	DIESEL FUEL	701	46500	2120		002		\$4,485.36	\$4,485.36
MCCAREN DESIGNS INC	MONTHLY HORTICULTURE SERVICES/JAN 2016	220	43800	3190				\$1,196.00	\$1,196.00
METROPOLITAN COUNCIL	SEWER SERVICE-JANUARY 2016	602	45550	3670				\$149,121.81	\$149,121.81
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 12-11-15	101	20435					\$141.50	\$141.50
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: NOV 2015	101	20802					\$525.39	\$500.39
		101	34060					-\$25.00	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 12-11-15	101	20420					\$35.00	
MINNESOTA GIS/LIS CONSORTIUM	2015 ANNUAL CONFERENCE J.HAAS	101	42050	4500				\$515.00	\$515.00
MSSA	MEMBER DUES FOR Shaughnessy/Curley	101	42200	4500				\$100.00	\$100.00
POPE ASSOCIATES INC	COMM CNTR RECEPTION AREA REMODEL	405	43800	3810				\$2,195.19	\$2,195.19
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001		\$450.00	
		601	45050	3220		001		\$450.00	
PRESS PUBLICATIONS	POOL COORDINATOR AD - 1 WEEK	101	40210	3360		001		\$153.00	\$153.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 12-11-15	101	21740					\$30,361.56	
QUALITY FLOW SYSTEMS INC	KSB SUBMERSIBLE LIFT STATION PUMP	441	47000	5900				\$8,790.00	\$8,790.00
QUALITY FLOW SYSTEMS INC	INSTALL VFDS ON TURTLE LAKE LIFT STATION	441	47000	5900				\$3,860.00	\$3,860.00
QUALITY FLOW SYSTEMS INC	LC150 CONTROLLERS FOR LIFT STATIONS	441	47000	5900				\$6,400.00	\$6,400.00
RAMSEY COUNTY	CAD SERVICES - NOVEMBER	101	41100	3190				\$1,546.45	\$1,546.45
RAMSEY COUNTY	911 SERVICES - NOVEMBER	101	41100	3190		001		\$8,139.50	\$8,139.50
REGENTS OF THE UNIVERSITY OF M ST. PAUL, CITY OF	AWARDS LUNCH FOR UTILITIES CREW	601	45050	4500		003		\$150.00	\$150.00
ST. PAUL, CITY OF	REPROGRAM RADIOS AND NEW BATTERIES	701	46500	3190				\$1,121.50	\$1,121.50
STAR TRIBUNE	STAFF ENGINEER	101	40210	3360		002		\$238.40	\$238.40
SUPPLYWORKS	CLEANING SQUEEGEE	220	43800	2110				\$87.84	\$87.84
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$63.54	\$63.54
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$1,274.67	\$1,274.67
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$340.94	\$340.94
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$59.33	\$59.33
SUPPLYWORKS	CLEANING SUPPLIES	220	43800	2110				\$1,026.61	\$1,026.61
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 12-11-15	101	21710					\$23,323.27	\$57,509.77
		101	21730					\$27,382.02	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
		101	21735				\$6,804.48	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT	101	43710	3970			\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR	220	43800	3970			\$60.11	\$60.11
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$43.06	\$172.25
		601	45050	3970		001	\$43.06	
		602	45550	3970		001	\$43.06	
		603	45850	3970		001	\$21.54	
		701	46500	3970		001	\$21.53	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 12-11-15	101	20420				\$73.00	
YALE MECHANICAL INC	POOL BOILER REPAIRS	220	43800	3190			\$3,172.88	
							Total of all invoices:	\$326,843.73

## COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AGUILERA	RSV# 1039816 REFUND REFUND	220	22040					-\$25.00	-\$25.00
AARP C/O RAY MURRAY	AARP SMART DRIVER 8 HOUR CLASS	225	43590	3174		003		\$315.00	\$315.00
ANTHONY-POWELL, JENNIFER	REFUND CLOSING OVRPYMT-800 GRAMSIE ROAD	601	36190			003		\$197.22	
ANTTILA, RYAN	RSV# 1072522 REFUND REFUND	220	22040					\$25.00	\$25.00
BATTERIES PLUS	BATTERY FOR HOT SPOT	601	45050	2280		001		\$34.95	\$34.95
BOY SCOUT TROOP 212	RSV# 1072513 REFUND REFUND	220	22040					\$25.00	\$25.00
CLARK, MARY	SENIORFIT STRENGTHTR	220	22040					\$124.00	\$124.00
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001		\$513.72	\$513.72
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/OCT STMT/17@6	307	44100	4890				\$102.00	\$102.00
CUB SCOUT PACK 8	RSV# 1072539 REFUND REFUND	220	22040					\$100.00	\$100.00
DUTT, VISHAL	RSV# 1072494 REFUND REFUND	220	22040					\$500.00	\$500.00
FACTORY HARDWOOD LLC	WOOD FOR DUMP TRUCK SIDES UNIT 210	701	46500	2220		001		\$90.00	\$90.00
FERGUSON, KASEY	RSV# 1072550 REFUND REFUND	220	22040					\$25.00	\$25.00
FLANAGAN, DANIELLE	RSV# 1072508 REFUND REFUND	220	22040					\$25.00	\$25.00
GOLDFINE, DANIELA	RSV# 1072542 REFUND REFUND	220	22040					\$25.00	\$25.00
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.94	\$16.94
HAWKS, JENNIFER	RSV# 1072503 REFUND REFUND	220	22040					\$25.00	\$25.00
HERMAN, KAREN	RSV# 1072500 REFUND REFUND	220	22040					\$25.00	\$25.00
HOFFARD, THERESA	MILEAGE TO RAMSEY COUNTY ELECTIONS	101	40200	4890				\$14.38	
HOME DEPOT CREDIT SERVICES	HAMMER DRILL/IMPACT DRIVER	101	43710	2400				\$399.00	\$399.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/DECEMBER 2015	220	43800	3960		004		\$1,320.00	\$1,320.00
KELLY & LEMMONS, P.A.	NOV 2015 LEGAL FEES	101	40600	3020				\$4,085.41	\$8,938.07
		101	40600	3030				\$4,852.66	
KIRCH, DARLENE	PASS APRESA TYPE: ANNUAL MEMBERSHIPS PA	220	22040					\$64.00	\$64.00
LEE, YOUA	RSV# 1072505 REFUND REFUND	220	22040					\$25.00	\$25.00
MACCANI, PAM	RSV# 1072553 REFUND REFUND	220	22040					\$100.00	\$100.00
MAYER ARTS, INC	WISH UPON A BALLET	225	43580	3170				\$660.00	
MCDONALD, MARY ROSE	RSV# 1072493 REFUND REFUND	220	22040					\$500.00	\$500.00
MEDIN, JAMES OR BILLIE JO	REFUND CLOSING OVRPYMT-4129 RICE STREET	601	36190			003		\$17.88	\$17.88
MENARDS CASHWAY LUMBER *MAPLE	PED SIGN SUPPLIES	101	42200	2180		003		\$42.96	\$42.96
METERING & TECHNOLOGY SOLUTION	METER BASES AND ORION HEADS	601	45050	2510		001		\$5,232.00	\$5,232.00
METRO BLOOMS	BLUE THUMB PARTNER 2016 FEES	603	45850	4890				\$375.00	\$375.00
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR NOV 2015	602	20840					\$2,485.00	\$2,460.15
		602	34060					-\$24.85	
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: NOVEMBER 2015	101	40500	4890		001		\$90.00	
		220	43800	4890		001		\$90.00	\$360.00
		601	45050	4890		001		\$90.00	
		602	45550	4890		001		\$90.00	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$361.35	\$361.35
MONSON, SILVIA	RSV# 1072547 REFUND REFUND	220	22040					\$25.00	\$25.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR-FALL SOCCER CLASS	225	43510	3190		015		\$54.00	\$54.00
NEOGOV	NEOGOV SOFTWARE 2015 ANNUAL MAINTENANCE	101	40550	3860		007		\$2,520.00	\$2,520.00
NORTHERN TOOL/BLUE TARP FINANC	EQUIP. JD1585 BLOWER	701	46500	2220		002		\$9.98	\$9.98
NORTHERN TOOL/BLUE TARP FINANC	RECOVERY STRAPS	101	43710	2400				\$99.98	\$99.98
NORTHLAND CAPITAL FINANCIAL SE	FITNESS EQUIPMENT LEASE-NOVEMBER 2015	220	43800	3960		005		\$1,388.62	\$1,388.62

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
PLUG'N PAY TECHNOLOGIES INC.	OCT 2015/RETAIL/CC FEES	220	43800	4890		002		\$174.55	\$209.40
		225	43400	4890				\$34.85	
PLUG'N PAY TECHNOLOGIES INC.	OCT 2015/ECOMM/CC FEES	220	43800	4890		002		\$3.92	
		225	43400	4890				\$11.08	\$15.00
PMA FINANCIAL NETWORK, INC POTOSKY, LAURA	OCTOBER 2015 BANK FEES RSV# 1072540 REFUND REFUND	101	40500	4890		004		\$164.86	\$164.86
		220	22040					\$25.00	\$25.00
PRECISION DYNAMICS CORPORATION PRESS PUBLICATIONS	COMMUNITY CENTER WRISTBANDS CC FULL PG AD/SILVER LINING ACTIVE LIFE	220	43800	3390		001		\$1,941.60	\$1,941.60
		225	43590	2174		002		\$389.50	\$1,533.00
		225	43400	3390				\$389.50	
PULTE HOMES OF MN LLC 1009 QUINN, MICHELLE RAMSEY COUNTY TREASURER	REFUND CLOSING OVRPYMT-1176 BUCHER AVE RSV# 1072497 REFUND REFUND LIFE INSURANCE: DECEMBER 2015	601	36190			003		\$146.31	\$146.31
		220	22040					\$100.00	\$100.00
		101	20414					\$2,684.87	\$2,879.87
		101	20417				\$195.00		
RICHFIELD BUS COMPANY INC	SENIOR DAY TRIP 12/02/2015	225	43590	3174		004		\$467.50	
RICOH USA INC.	MAINTENANCE: RICOH COPIERS MPC6502SP	101	40200	3850		002		\$3,233.83	\$3,233.83
RIESE, JUDITH	REFUND CLOSING OVRPYMT-4163 SHIRLEE LN S	601	36190			003		\$18.10	\$18.10
SAMPOANG, DESSERAY	RSV# 1072516 REFUND REFUND	220	22040					\$25.00	\$25.00
SESCA	GAMBLING LICENSE FOR TASTE OF SHOREVIEW	270	40250	2180		001		\$100.00	\$100.00
SHORT ELLIOTT HENDRICKSON, INC	SHOREVIEW ANTENNA PROJECTS	601	22015					\$2,272.29	\$2,272.29
SHORT ELLIOTT HENDRICKSON, INC	SHOREVIEW ANTENNA PROJECTS	601	22015					\$3,929.17	\$3,929.17
SHORT ELLIOTT HENDRICKSON, INC	SHOREVIEW ANTENNA PROJECTS	601	22015					\$134.08	\$134.08
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5765 LAMETTI LN	604	42600	3810		003		\$227.77	\$227.77
SIGNATURE LIGHTING INC	STREET LIGHT REPAIR-5849 EVERGREEN LN	604	42600	3810		003		\$187.70	\$187.70
SIGNATURE LIGHTING INC	ST LIGHT CONSULTING FEE PROJ 15-04	604	42600	5300				\$1,757.50	\$1,757.50
SYSO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$559.00	\$559.00
T-MOBILE	WATER TOWER CARD-10/27-11/26/15	601	45050	3190				\$60.23	\$60.23
TETZLAFF, DALE	SANTA - REMAINING BALANCE	225	43580	2172		001		\$75.00	
TOKLE INSPECTIONS INC	INSPECTION SERVICES NOVEMBER 2015	101	44300	3090				\$3,702.68	\$3,702.68
U S BANK CREDIT CARD FEES	OCTOBER 2015 CREDIT CARD FEES	220	43800	4890		002		\$3,059.29	\$3,820.64
		225	43400	4890				\$761.35	
UNIVERSITY OF MINNESOTA	ICC REGISTRATION: NELSON/LUKOSKIE/LUCHT	101	44300	4500				\$110.00	\$770.00
		101	44300	4500				\$550.00	
		101	44300	4500				\$110.00	
US BANK	2015 SERVICE AWARDS	101	40210	4890		004		\$3,063.20	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$1,476.74	\$1,476.74
WELLER, ASHLI	RSV# 1072532 REFUND REFUND	220	22040					\$25.00	\$25.00
WILCOX, TANYA	RSV# 1072545 REFUND REFUND	220	22040					\$25.00	\$25.00
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610				\$43.18	\$43.18
XCEL ENERGY	LIFT STATIONS: ELECTRIC	602	45550	3610				\$673.73	\$673.73
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610				\$892.10	\$1,193.57
		101	43710	2140				\$301.47	

Total of all invoices: \$62,070.63

=====

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	53,138		
Vendor number	01337 2	2015	
Vendor name	RAMSEY COUNTY		
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097		

Date	Comment line on check	Invoice number	Amount
12-07-15	LAW ENFORCEMENT DECEMBER 2015	SHRFL-001450	\$168,576.78

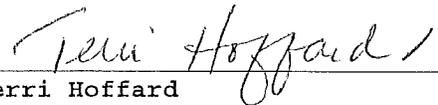
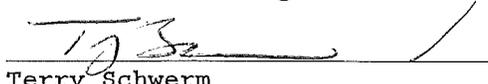
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41100 3190 001	\$168,576.78

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$ /
Reviewed by: (signature required) Terri Hoffard	
Approved by: (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
4600 Victoria Street North  
Shoreview MN 55126

*change to year 2015 2016*

Voucher Number	53,046
Vendor number	00416 1
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
12-02-15	SEWER SERVICE-JANUARY 2016	1050198	\$149,121.81

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

Purchase was made through the state's cooperative purchasing venture.

Purchase was made through another source. The state's cooperative purchasing venture was considered.

Cooperative purchasing venture consideration requirement does not apply.

Return to: \_\_\_\_\_

Account Coding	Amount
602 45550 3670	\$149,121.81

Prepaid for year 2016  
Needs JV written and reversed.  
JV#  
JV#

Is sales tax included on invoice?	<u>Not</u> Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Debbie Engblom</u> (signature required) Debbie Engblom	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	53,134
Vendor number	01308 1 <span style="float: right;">2015</span>
Vendor name	MINNESOTA METRO NORTH TOURISM
Address	CITY OF BLAINE FINANCE DEPARTMENT 10801 TOWN SQUARE DRIVE BLAINE, MN 55449

Date	Comment line on check	Invoice number	Amount
10-31-15	OCTOBER 2015 HOTEL/MOTEL TAX	OCTOBER 2015	\$25,805.23

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

0. <input type="checkbox"/>
10,257.27 <input type="checkbox"/>
5,444.35 <input type="checkbox"/>
10,961.78 <input type="checkbox"/>
27,163.40 <input type="checkbox"/>
27,163.40 <input checked="" type="checkbox"/>
5.00 <input checked="" type="checkbox"/>
1,358.17 *
25,805.23 <input checked="" type="checkbox"/>

Return to:	
------------	--

Account Coding	Amount
101 22079	\$27,163.40
101 38420	-\$1,358.17

Is sales tax included on invoice?	Not Taxable <input checked="" type="checkbox"/>
If no, amount subject to sales use tax	\$

Reviewed by: *D. Maloney*  
 (signature required) Deborah Maloney

Approved by: *T. Schwerm*  
 (signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000. If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

**LICENSE APPLICATIONS**

**MOVED BY COUNCILMEMBER \_\_\_\_\_**

**SECONDED BY COUNCILMEMBER \_\_\_\_\_**

To approve the License Applications as listed on the attached report dated December 21, 2015.

<b>ROLL CALL:</b>	<b>AYES</b> _____	<b>NAYS</b> _____
<b>JOHNSON</b>	_____	_____
<b>QUIGLEY</b>	_____	_____
<b>SPRINGHORN</b>	_____	_____
<b>WICKSTROM</b>	_____	_____
<b>MARTIN</b>	_____	_____

December 21, 2015  
Regular City Council Meeting

**CITY OF SHOREVIEW – LICENSE APPLICATIONS  
DECEMBER 21, 2015**

<b>LICENSE #</b>	<b>BUSINESS NAME</b>	<b>TYPE</b>
2016-00011	Ace Solid Waste	Rubbish Hauler
2016-00012	Aspen Waste Systems, Inc.	Rubbish Hauler
2016-00013	Keith Krupenny & Sons Disposal	Rubbish Hauler
2016-00014	Ray Anderson & Sons Co. Inc.	Rubbish Hauler
2016-00015	Republic Services	Rubbish Hauler
2016-00016	Twin City Refuse & Recycling & Transfer	Rubbish Hauler
2016-00017	Walters Recycling & Refuse	Rubbish Hauler
2016-00018	Waste Management of MN Inc.	Rubbish Hauler
2016-00019	Advanced Disposal Services	Rubbish Hauler
16-T01	Jonathon Robert Fielding & Co.	Tobacco
16-T02	Croix Oil Company	Tobacco
16-T03	Gramsie Corner Mart	Tobacco
16-T04	Gas Plus #16	Tobacco
16-T05	Gas Plus #11	Tobacco
16-T06	Quik Stop	Tobacco
16-T07	Freedom Valu Center	Tobacco
16-T08	Shoreview BP Group	Tobacco
16-T09	North Suburban BP	Tobacco
16-T10	Automotive Ventures Group	Tobacco
16-T11	Bacchus Wine & Spirits	Tobacco
2016-00001	Ken's Tree Service	Tree Trimmer
2016-00002	S&S Tree & Horticultural Specialists, Inc.	Tree Trimmer
2016-00004	True Tree Solutions	Tree Trimmer
2016-00005	Langer Tree Service LLC	Tree Trimmer
2016-00007	Precision Landscapes & Tree Inc.	Tree Trimmer
2016-00008	Morgan's Tree Service	Tree Trimmer
	Northview Therapeutic Massage Clinic	Massage Establishment
	Gretchen West Massage Therapy	Massage Establishment
	Kids Abilities	Massage Establishment
	Massage Retreat & Spa	Massage Establishment
	Vita Day Spa	Massage Establishment
	ELEVATED massage + bodywork	Massage Establishment
	Steffen Chiropractic Center	Massage Establishment
2016-00001	Gramsie Corner Mart	Filling Station
2016-00002	Gas Plus #11	Filling Station
2016-00003	Gas Plus #16	Filling Station

PROPOSED MOTION

MOVED BY COUNCILMEMBER: \_\_\_\_\_

SECONDED BY COUNCILMEMBER : \_\_\_\_\_

To adopt resolution 15-114 designating official depositories for Shoreview City funds for the year 2016.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
DECEMBER 21, 2015

TO: City Manager, Terry Schwerm  
Mayor and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: December 14, 2015

SUBJECT: 2016 Official Depositories

INTRODUCTION

According to state law, cities must designate the official depositories for city funds each year. Our official depository for daily banking services is US Bank Shoreview. On a daily basis, excess funds are swept from our checking account at US Bank into the 4M fund and invested in allowable investments. This enables the City to earn a higher rate of interest on its daily cash balance.

DISCUSSION

During the year, additional investments are made with Morgan Stanley, LLC; Oppenheimer & Co, Inc.; PMA Financial Network Incorporated; RBC Capital Markets Incorporated; Stifel Nicolaus & Co, Inc.; Wells Fargo Securities, LLC; and Wells Fargo Bank. All of the City's investments are in accordance with Minnesota statutes and the City's investment policy adopted by the City Council on January 4, 1999.

RECOMMENDATION

Staff recommends approval of resolution 15-114 designating official depositories for Shoreview City funds for the year 2016.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 15, 2014**

\* \* \* \* \*

Pursuant to due call and notice thereof, a Regular meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 P.M. The following members were present:

---

and the following members were absent: \_\_\_\_\_

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION 15-114**

**RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR  
SHOREVIEW CITY FUNDS FOR THE YEAR 2016  
AND PROVIDING FOR AN INVESTMENT PROGRAM FOR IDLE FUNDS**

WHEREAS, Minnesota Statutes, section 427.01 requires that the City Council of any city designate a depository for city funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shoreview that the below listed ten (10) institutions be and hereby are designated as the official depositories for the City of Shoreview, Minnesota, demand and time deposit funds for the year 2016.

1. RBC Capital Markets, Incorporated
2. Voyager Asset Management Inc / PMA Financial Network, Inc. (4M Fund)
3. Wells Fargo Securities, LLC
4. Wells Fargo Bank
5. Morgan Stanley, LLC
6. US Bancorp
7. US Bank Corporate Trust Services
8. US Bank Shoreview
9. Stifel Nicolaus & Co, Inc.
10. Oppenheimer & Co. Inc.

RESOLUTION 15-114

Page Two

BE IT FURTHER RESOLVED that the City Treasurer is directed to invest City funds in those approved securities or deposits in other permitted financial institutions as authorized by Minnesota Statutes Chapter 118A and other statutory authority in order to provide the City with a flexible, sound investment program, and to authorize the Finance Director/Treasurer to substitute acceptable forms of collateral as needed at US Bank - Shoreview.

The motion for the adoption of the foregoing resolution was duly supported by Councilmember \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_.

and the following voted against same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December 2015.

RESOLUTION 15-114  
Page Three

STATE OF MINNESOTA )  
 )  
COUNTY OF RAMSEY )  
 )  
CITY OF SHOREVIEW )

I, the undersigned, being the duly qualified and City Manager of the City of Shoreview of Ramsey County Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 21st day of December, 2015, with the original thereof on file in my office and same is a full, true, and complete transcript therefrom insofar as the same relates to Designating Official Depositories for Shoreview City Funds for the Year 2016 and Providing for an Investment Program for Idle Funds.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota, this 21st day of December 2015.

---

Terry Schwerm  
City Manager

SEAL

**PROPOSED MOTION**

**MOVED BY:** \_\_\_\_\_

**SECONDED :** \_\_\_\_\_

To adopt Resolution 15-115 directing the County Auditor to extend the amount of delinquent tree removal charges to be collected with property taxes payable in 2016 as indicated on the attached listing.

<b>Roll Call:</b>	<b>AYES</b>	<b>NAYS</b>
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

Regular Council Meeting  
December 21, 2015

TO: City Manager, Terry Schwerm  
Mayor and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: December 14, 2015

SUBJECT: 2015 Delinquent Tree Removal Charges

In October, a notice was sent to all properties with a tree removal account 120 days past due. The notice informed all properties the past due amount would be certified on their 2016 property taxes, if payment was not received by December 1, 2015.

Attached is a listing of delinquent tree removal charges to be certified to the County Auditor for property taxes payable in 2015. This list represents outstanding accounts as of December 14, 2015. The amount to be certified is \$2,645.99.

Staff recommends adoption of resolution 15-115 certifying delinquent tree removal charges to the County Auditor.

EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 P.M. The following members were present:

\_\_\_\_\_.

And the following members were absent: \_\_\_\_\_.

\_\_\_\_\_ introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-115  
RESOLUTION AUTHORIZING THE COLLECTION OF DELINQUENT  
TREE REMOVAL BILLS

WHEREAS, certain Tree Removal charges are now, and have been delinquent and are owing to the City of Shoreview, and

WHEREAS, due and proper notice has been given, and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of these delinquent accounts, together with a legal description of the premises served.

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of such delinquent accounts as part of the tax levy on the premises served to be collected during the ensuing year.

The motion for the adoption of the foregoing resolution was duly supported by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_.

And the following voted against same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted.

See the attached list.

CITY OF SHOREVIEW

DELINQUENT TREE REMOVAL CHARGES

<b>PIN #</b>	<b>ADDRESS</b>	<b>AMOUNT</b>
25.30.23.11.0086	242 Nichols Ct	\$ 2,645.99
	<b>TOTAL</b>	<b><u>\$2,645.99</u></b>



**PROPOSED MOTION**

MOVED BY COUNCILMEMBER \_\_\_\_\_

SUPPORTED BY COUNCILMEMBER \_\_\_\_\_

to adopt resolution 15-116 directing the County Auditor to certify delinquent sewer, water, surface water and street light utility accounts for collection with property taxes payable in 2016 as indicated by the attached listing.

ROLL CALL:	AYES	NAYS
Jóhnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Regular Council Meeting  
December 21, 2015

TO: Terry Schwerm, City Manager  
Mayor and City Council

FROM: Terese Roesler, Accounting Clerk

DATE: December 16, 2015

SUBJECT: Certification of Delinquent Utility Accounts

In October, a notice was sent to all utility customers with a delinquent balance greater than \$100 and over 90 days past due (three months overdue). The notice informed the customer that the past due amount would be certified to their 2016 property tax bill if payment was not received by December 2, 2015.

Attached is a list of utility accounts that remained delinquent as of December 16, 2015.

The table below provides a listing of amounts certified annually for the past five years, in comparison to 2015 delinquent accounts.

Year	Number of Accounts	Amount Certified
2010	213	148,420.47
2011	216	158,898.01
2012	210	158,765.37
2013	203	154,188.13
2014	187	147,578.72
2015	193	154,556.23

Staff recommends adoption of Resolution 15-116 certifying delinquent utility accounts to the County Auditor.

EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 P.M. The following members were present: \_\_\_\_\_

And the following members were absent: \_\_\_\_\_

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-116

RESOLUTION AUTHORIZING THE COLLECTION OF DELINQUENT  
UTILITY ACCOUNTS

WHEREAS, certain utility charges are now, and have been delinquent and are owed to the City of Shoreview, and

WHEREAS, due and proper notice has been given, and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized and directed to certify to the County Auditor the amount of these delinquent accounts, together with a legal description of the premises served.

IT IS FURTHER RESOLVED, that the County Auditor is hereby requested to enter the amount of such delinquent accounts as part of the tax levy on the premises served to be collected during the ensuing year.

The motion for the adoption of the foregoing resolution was duly supported by Councilmember \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

And the following voted against: \_\_\_\_\_

WHEREUPON, said resolution was declared duly passed and adopted.

See the attached 8 pages.

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
124925	1	PIN: 013023210015	492 COUNTY ROAD J W	1,033.74
124974	1	PIN: 023023110016	684 COUNTY ROAD J W	721.92
125542	1	PIN: 023023110061	5903 HODGSON ROAD	1,101.38
126862	1	PIN: 023023110010	655 EMIL AVENUE	886.61
126870	1	PIN: 023023110101	5914 CARLSON STREET	999.65
128744	1	PIN: 043023430068	1733 PINEWOOD DRIVE	1,312.43
128991	1	PIN: 043023430091	5573 FAIRVIEW AVENUE N	804.83
129148	1	PIN: 043023410065	1684 HILLVIEW ROAD	958.81
129817	1	PIN: 043023420018	1779 LOIS DRIVE	942.02
130179	1	PIN: 043023420010	1763 LOIS DRIVE	1,171.38
130252	2	PIN: 043023430013	1783 OAKWOOD DRIVE	638.84
130310	2	PIN: 043023430076	1724 PINEWOOD DRIVE	428.84
130419	1	PIN: 043023420030	5762 SCHUTTA ROAD	718.81
130484	1	PIN: 043023430052	1724 TERRACE DRIVE	923.36
130963	1	PIN: 043023440023	5628 ALDINE STREET	1,096.06
131193	1	PIN: 043023430051	1718 TERRACE DRIVE	1,606.23
141465	1	PIN: 013023320197	5723 DONEGAL DRIVE	841.27
141754	1	PIN: 033023120023	1295 ROYAL OAKS DRIVE W	1,707.39
143966	1	PIN: 013023430002	5630 TURTLE LAKE ROAD	806.68
150805	1	PIN: 033023320068	1500 OAKWOOD DRIVE	170.90
152041	1	PIN: 033023330028	5615 PASCAL STREET	458.52
153908	1	PIN: 033023320041	1565 LOIS DRIVE	571.62
154526	3	PIN: 023023240120	934 LAWNVIEW AVENUE	761.38
154526	2	PIN: 023023240120	934 LAWNVIEW AVENUE	174.88
154872	1	PIN: 033023340033	5535 KNOLL DRIVE	1,083.50

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
155465	1	PIN: 013023210038	5910 DAVID COURT	170.23
155754	1	PIN: 023023240199	826 SHERWOOD ROAD	895.68
156885	1	PIN: 033023340027	5544 KNOLL DRIVE	1,044.57
157032	1	PIN: 033023340071	5607 SHELDON STREET	142.70
157248	1	PIN: 013023330164	5570 DONEGAL DRIVE	1,005.60
157644	1	PIN: 013023210025	5888 STEPHEN CIRCLE	1,070.61
157982	1	PIN: 033023340028	5540 KNOLL DRIVE	968.60
158741	2	PIN: 033023320009	1527 SHERWOOD ROAD	166.26
158782	1	PIN: 033023340013	1381 KNOLL DRIVE	467.73
159376	1	PIN: 033023310016	1406 WILLOW CREEK LANE	1,611.50
159855	4	PIN: 033023310091	1365 VIEWCREST ROAD	110.41
160325	1	PIN: 023023110047	715 EMIL AVENUE	908.84
160689	1	PIN: 023023220052	5910 OXFORD STREET	299.86
161570	1	PIN: 033023320061	1570 HILLVIEW ROAD	874.35
163873	1	PIN: 013023240004	412 BUCHER AVENUE	1,896.70
163956	1	PIN: 023023410012	5753 HODGSON ROAD	1,406.46
165548	1	PIN: 033023320065	1520 OAKWOOD DRIVE	1,822.15
166942	2	PIN: 013023420085	5695 DEER TRAIL W	563.51
167353	1	PIN: 023023320042	5653 CHATSWORTH STREET N	820.49
167650	1	PIN: 023023210049	5985 ROBIN OAK COURT	1,993.96
167858	3	PIN: 023023110132	5926 ALAMEDA STREET	176.18
168773	1	PIN: 013023210073	5973 TURTLE LAKE ROAD	1,716.44
168930	1	PIN: 023023110037	692 DORIS AVENUE	148.57
169185	1	PIN: 013023430011	335 OAKWOOD DRIVE	1,193.34
169243	2	PIN: 013023210002	394 COUNTY ROAD J W	346.90

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
169268	2	PIN: 013023230055	589 SHERWOOD ROAD	370.59
169847	2	PIN: 033023310077	1387 WILLOW CREEK LANE	312.27
172221	1	PIN: 013023420008	344 SHERWOOD ROAD	1,427.32
172395	1	PIN: 033023240019	5765 RIDGE CREEK ROAD	1,137.22
172965	1	PIN: 033023440010	1181 LEPAK COURT	1,100.92
173161	1	PIN: 033023420226	1302 SUNVIEW COURT	810.58
173955	1	PIN: 023023330083	5597 CHATSWORTH STREET N	1,103.79
173989	1	PIN: 023023210008	5955 HIGHVIEW PLACE	1,634.88
177352	1	PIN: 023023440041	735 TERRACE DRIVE	849.89
179630	2	PIN: 033023130037	1218 RAVENSWOOD COURT	145.63
180349	1	PIN: 033023210100	5931 LEXINGTON AVENUE N	889.43
206417	1	PIN: 233023310095	4266 SYLVIA LANE N	333.94
214619	1	PIN: 233023320006	4447 VICTORIA STREET N	605.03
215400	1	PIN: 133023330072	559 HWY 96 W	890.88
216010	1	PIN: 143023220062	4984 TURTLE LANE W	640.69
217125	1	PIN: 233023440036	4094 BRIGADOON DRIVE	820.39
217919	1	PIN: 233023220035	4486 LEXINGTON AVENUE N	653.70
219907	1	PIN: 233023420031	4257 HIGHLAND DRIVE	461.79
220384	1	PIN: 233023340291	4192 NANCY PLACE	799.38
222141	1	PIN: 233023340253	4156 NANCY PLACE	821.31
222646	1	PIN: 143023320159	1094 CARMEL COURT	764.38
223123	2	PIN: 143023320199	1066 CARMEL COURT	161.78
223206	1	PIN: 233023340212	4168 SHIRLEE LANE S	274.01
223305	1	PIN: 233023340222	4140 SHIRLEE LANE S	199.00
223396	1	PIN: 143023320058	1030 CARMEL COURT	658.44

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
223461	1	PIN: 143023320177	993 CARMEL COURT	786.95
223867	1	PIN: 143023320119	959 CARMEL COURT	878.79
224162	1	PIN: 143023320134	986 CARMEL COURT	312.71
225219	1	PIN: 143023310258	956 CARMEL COURT	373.32
225573	1	PIN: 233023340270	4137 NANCY PLACE	234.98
225987	1	PIN: 113023120007	814 COUNTY ROAD I W	1,206.61
226548	1	PIN: 233023340235	890 NANCY CIRCLE	546.25
226761	1	PIN: 113023220044	5486 LAKE AVENUE	195.60
228163	1	PIN: 113023320001	1090 NELSON DRIVE	1,644.47
231548	1	PIN: 113023110029	640 TAYLOR AVENUE	875.69
233106	1	PIN: 143023310180	885 MONTEREY DRIVE	1,013.50
234997	1	PIN: 143023230034	1082 CHURCHILL CIRCLE	1,099.85
235143	2	PIN: 233023220054	1048 BRIDGE STREET	122.54
235382	1	PIN: 143023410085	4762 DEBRA CIRCLE	1,443.21
235788	2	PIN: 143023310138	860 MONTEREY DRIVE	729.44
236943	1	PIN: 143023410080	4745 DEBRA LANE	1,319.08
237289	1	PIN: 143023310144	882 MONTEREY DRIVE	283.15
237297	1	PIN: 133023230021	545 KENT COURT	1,087.40
237719	1	PIN: 143023310208	931 MONTEREY COURT N	580.13
238428	1	PIN: 143023310141	872 MONTEREY DRIVE	842.71
239731	1	PIN: 233023220135	4474 CHURCHILL STREET	776.49
242909	1	PIN: 233023230103	1037 AMBLE ROAD	374.89
244319	1	PIN: 133023320063	4765 KENT STREET	1,003.54
245613	1	PIN: 233023230070	4385 CHATSWORTH STREET N	848.75
245944	1	PIN: 233023340195	4123 SYLVIA LANE S	742.58

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
245985	1	PIN: 233023340132	4170 SYLVIA LANE S	440.16
246769	1	PIN: 233023340177	4157 SYLVIA COURT	862.95
247056	1	PIN: 233023340145	4140 SYLVIA LANE S	888.89
247122	1	PIN: 233023340140	4154 SYLVIA LANE S	911.05
248054	1	PIN: 233023230228	4364 CHATSWORTH STREET N	843.38
248534	1	PIN: 233023230206	4334 CHATSWORTH CIRCLE	835.98
249664	1	PIN: 133023310009	4707 HODGSON ROAD	1,115.41
250589	1	PIN: 233023210015	4458 CHATSWORTH COURT E	851.93
251785	5	PIN: 133023330077	597 HWY 96 W	95.24
251793	3	PIN: 143023420114	4777 AVON STREET	366.21
252486	1	PIN: 133023340007	4664 MACKUBIN COURT	918.60
253377	1	PIN: 233023340044	4185 SYLVIA LANE S	660.70
253443	1	PIN: 233023340050	4195 SYLVIA LANE S	673.18
256594	1	PIN: 133023320057	4794 KENT STREET	1,216.00
257444	1	PIN: 233023310130	4217 SYLVIA LANE S	153.19
259150	2	PIN: 233023310103	4250 SYLVIA LANE N	634.90
282913	1	PIN: 113023220017	5475 LAKE AVENUE	967.44
300038	1	PIN: 353023330060	1016 GLENHILL ROAD	150.31
300319	1	PIN: 263023330011	1065 ISLAND LAKE AVENUE	999.09
300327	1	PIN: 353023330008	1035 EDGEWATER AVENUE	1,123.23
300368	1	PIN: 263023330003	1009 ISLAND LAKE AVENUE	703.27
300525	1	PIN: 353023330062	1002 GLENHILL ROAD	474.40
301853	1	PIN: 363023140009	3457 SOO STREET	611.08
301861	1	PIN: 363023410037	256 OWASSO BOULEVARD N	1,545.51
302174	1	PIN: 253023440020	205 ST MARIE STREET	927.69

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
302398	1	PIN: 363023110006	3547 RICE STREET N	1,343.51
302521	1	PIN: 353023320051	1047 INGERSON ROAD	942.62
302588	1	PIN: 353023330036	1069 GLENHILL ROAD	211.64
303032	1	PIN: 353023330027	1056 EDGEWATER AVENUE	996.82
303594	3	PIN: 363023410040	225 OWASSO BOULEVARD N	462.63
303594	2	PIN: 363023410040	225 OWASSO BOULEVARD N	222.80
304014	1	PIN: 363023410028	189 JERROLD AVENUE	572.43
304436	1	PIN: 353023230063	1000 CANNON AVENUE	391.86
304642	1	PIN: 353023410058	727 TIMBER LANE	1,151.36
304675	1	PIN: 353023140009	3417 DALE STREET N	1,064.98
304766	1	PIN: 363023140012	3455 SOO STREET	875.88
304915	2	PIN: 353023140044	3396 VICTORIA STREET N	171.11
305268	2	PIN: 353023420059	3308 VICTORIA ST N	167.53
305565	1	PIN: 363023140039	3365 SOO STREET	969.50
305706	3	PIN: 353023140001	632 HARRIET AVENUE	709.70
306456	1	PIN: 363023440031	168 OWASSO LANE E	799.68
307405	1	PIN: 353023310057	932 COBB ROAD	193.58
307447	1	PIN: 353023320001	979 TILLER LANE	1,049.09
307488	1	PIN: 353023320109	1066 CARLTON DRIVE	1,146.84
307736	1	PIN: 353023320003	993 TILLER LANE	708.11
307843	1	PIN: 243023430031	286 FLORAL DRIVE	894.88
308593	1	PIN: 243023420055	329 LILAC LANE	349.66
308833	1	PIN: 243023440079	179 COUNTY ROAD F W	906.68
309278	1	PIN: 243023440025	4161 RUSTIC PLACE	1,039.52
309674	1	PIN: 243023440005	177 HAWES AVENUE	1,018.24

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
309732	1	PIN: 243023130026	4429 HODGSON ROAD	1,331.95
309781	1	PIN: 243023140003	235 JANSAS DRIVE	2,320.24
309831	1	PIN: 243023410033	163 DAWN AVENUE	722.10
310128	1	PIN: 243023140028	4414 GALTIER STREET	1,014.97
311860	1	PIN: 243023140091	4343 RICE STREET N	786.68
311878	1	PIN: 243023410005	191 COLLEEN AVENUE	758.29
312561	1	PIN: 353023410005	3291 OWASSO HEIGHTS ROAD	970.33
313718	1	PIN: 243023130047	4355 HODGSON ROAD	783.04
315523	1	PIN: 353023140057	3464 OWASSO STREET	1,226.94
317594	3	PIN: 243023440026	4155 RUSTIC PLACE	578.42
317610	1	PIN: 243023440006	185 HAWES AVENUE	1,032.07
317651	1	PIN: 243023440045	4161 RICE STREET N	305.62
318584	1	PIN: 253023110086	242 NICHOLS COURT	536.83
318618	1	PIN: 253023220020	580 SUZANNE AVENUE	701.02
318915	3	PIN: 353023410004	3306 OWASSO BOULEVARD W	1,074.59
320176	1	PIN: 243023120014	269 BRIDGE STREET	217.67
320606	1	PIN: 353023320082	1001 COBB ROAD	1,056.92
327155	3	PIN: 263023330025	1028 ISLAND LAKE AVENUE	418.84
327221	1	PIN: 243023310009	4270 SNAIL LAKE BOULEVARD	992.27
327395	2	PIN: 263023130005	780 GRAMSIE ROAD	722.54
328070	1	PIN: 353023240002	3469 VIVIAN AVENUE	1,159.38
328294	2	PIN: 243023140086	4345 GALTIER STREET	622.26
328377	2	PIN: 243023140064	4322 RUSTIC PLACE	725.90
328666	1	PIN: 253023330009	3680 KENT STREET	399.62
332726	2	PIN: 353023210007	910 COUNTY ROAD E W	703.91

UTILITY SYSTEM  
COUNCIL CERTIFICATION REGISTER

Acct#	Res	PIN	Service Address	Total
333757	1	PIN: 363023230256	3400 DALE STREET N	1,299.18
340521	1	PIN: 363023230042	508 LAKE COVE COURT	993.74
341115	1	PIN: 243023410050	217 DENNISON AVENUE	353.85
343038	1	PIN: 363023210094	489 HARRIET AVENUE	660.18
343046	1	PIN: 363023210093	491 HARRIET AVENUE	542.38
343087	4	PIN: 363023210090	497 HARRIET AVENUE	150.43
343798	2	PIN: 363023230036	536 LAKE COVE COURT	103.35
346064	1	PIN: 363023310041	441 MAPLE LANE	984.11
349308	3	PIN: 363023210010	3561 COHANSEY STREET	1,168.10
351627	1	PIN: 243023110060	195 GALTIER PLACE	149.74
352633	1	PIN: 243023110045	4544 GALTIER STREET	775.97
355313	1	PIN: 243023110082	222 GALTIER PLACE	930.80
360909	1	PIN: 353023330072	1017 GLEN PAUL COURT	1,221.21
363291	1	PIN: 243023110134	170 BRIDGE STREET	713.59
363747	1	PIN: 363023210049	405 HARRIET CIRCLE	1,091.34
373670	1	PIN: 363023240019	464 LAKE WABASSO COURT	550.39
376301	1	PIN: 363023210096	390 CARDIGAN ROAD	851.45
388215	1	PIN: 253023220061	584 LAKE RIDGE DRIVE	2,591.02

Total Delinquent Accounts: 193

Total Crt: 154,556.23

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt resolution number 15-125 to establish working capital targets as outlined in the Five-Year Operating Plan and formally receive the Five-Year Operating Plan for the years 2016 through 2020.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 21, 2015  
Council meeting

TO: Terry Schwerm, City Manager  
Mayor and City Council

FROM: Fred Espe, Finance Director

DATE: December 16, 2015

RE: Five-Year Operating Plan

## **BACKGROUND**

Following the workshop review of the Five-Year Operating Plan (FYOP) the proposed resolution formally accepts the FYOP and adopts the working capital targets outlined on page 12. This is the fifth issuance of the City's FYOP.

A summary of the concepts behind the plan, the reason for reserves, and financial management strategies employed by the City is provided in the first 13 pages of the document. The summary also provides projected tax levies, property values, and planned debt issuance for the next 5 years.

## **WORKING CAPITAL TARGETS**

Working capital targets for each operating fund are established and used to evaluate and establish tax levies and user fees during the City's budget process, and to assist the City in determining how one-time revenues may serve the City to improve fund balances, or support one-time capital costs in an effort to reduce demands on permanent capital project funds.

Depending on the timing of receipts for each fund, and the impact of debt payments and capital cost on cash flow, working capital targets generally fall into 4 different levels: governmental funds maintain 5 to 6 months coverage if revenue is received semi-annually, and 3 months if revenue is received monthly or quarterly; enterprise and internal service funds maintain 6 to 8 months coverage, and 2 to 3 years if the primary expense for the fund results from insurance claim losses.

## **RECOMMENDATION**

Staff recommends adoption of the proposed resolution.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 p.m. The following members were present: \_\_\_\_\_; and the following members were absent: \_\_\_\_\_.

Council member \_\_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NUMBER 15-125  
ESTABLISHING WORKING CAPITAL TARGETS FOR  
OPERATING FUNDS AS OUTLINED IN THE  
FIVE-YEAR OPERATING PLAN FOR THE YEARS 2016-2020**

WHEREAS, it is a sound financial practice to plan for operating revenue, expense and fund balance levels beyond the typical budget cycle, and

WHEREAS, preparation of the Five-Year Operating Plan is an important step in protecting the financial flexibility and health of the City, and

WHEREAS, success is evaluated in how well the City is able to:

- Adapt to changing conditions
- Avoid temporary solutions that cannot be sustained
- Respond to unanticipated events and challenges
- Support operations with limited new development
- Ensure continuation of essential services
- Protect asset condition
- Navigate economic cycles
- Secure and maintain a high bond rating, thereby reducing borrowing costs
- Prepare for the future
- Moderate changes in tax levies and user fees
- Avoid short-term borrowing to support operations

WHEREAS, fund balance goals are established considering the unique circumstances of each fund, and are designed to:

- Provide working capital for operations and capital costs
- Develop financial flexibility
- Preserve flexibility for unanticipated events

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that working capital targets are established in the table below for all operating funds, and

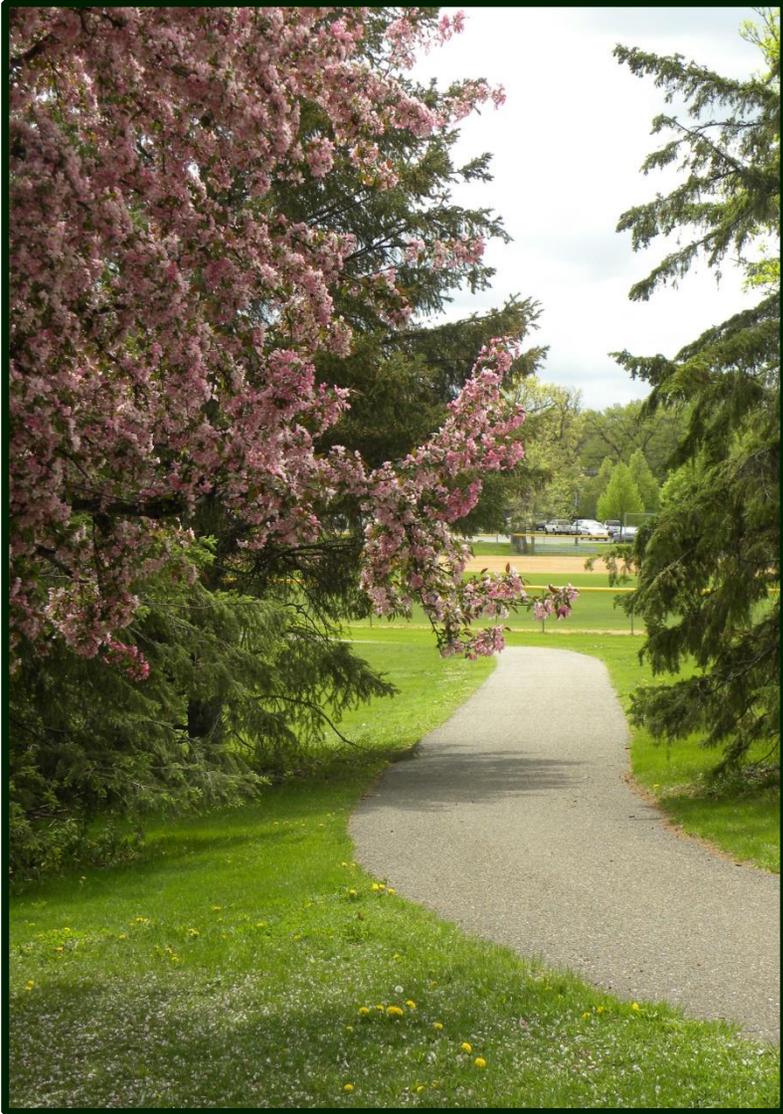
Fund	Basis	Target	Actual			Estim.	Budget	
			2012	2013	2014	2015	2016	2017
General Fund	months	5.0	5.7	5.6	5.5	5.5	5.3	5.1
Special Revenue Funds								
Recycling	months	5.0	3.9	4.8	6.0	7.1	7.8	8.2
Community Center	months	3.0	4.6	4.7	5.4	5.9	6.3	5.9
Recreation Programs	months	3.0	6.3	7.5	8.7	8.5	8.4	6.8
Cable TV	months	3.0	7.9	6.6	6.8	13.4	18.2	23.3
EDA	months	5.0	6.1	4.8	5.6	4.5	4.7	5.2
HRA	months	5.0	12.3	11.5	12.6	12.8	13.2	13.5
Slice of Shoreview	months	6.0	11.1	12.2	13.6	13.7	13.8	13.7
Debt Funds (combined)	months	6.0	14.1	15.9	21.7	24.6	24.2	18.0
Enterprise Funds								
Water	months	8.0	13.3	14.1	11.3	16.1	15.1	14.3
Sewer	months	6.0	6.4	7.1	8.1	8.4	8.8	9.3
Surface Water *	months	6.0	3.2	8.0	6.1	9.3	8.5	9.6
Street Lighting	months	6.0	7.7	7.5	7.1	7.2	6.4	6.1
Internal Service Funds								
Central Garage	months	6.0	7.9	7.5	11.3	10.1	10.3	10.9
Short-term Disability	years	3.0	5.2	5.4	5.5	5.4	5.2	5.1
Liability Claims	years	2.0	4.4	4.5	4.1	4.1	4.1	4.1

\* Temporary decrease due to timing differences between debt proceeds and capital costs.

That receipt of the Five-Year Operating Plan for the years 2016 through 2020 is acknowledged.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_; and the following voted against the same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December 2015.



**Five-year**

## **Operating Plan**

Including fund-specific  
working capital targets

**City of Shoreview, Minnesota**

**December 2015**

Prepared by Department of Finance



## EXECUTIVE SUMMARY

### Introduction

Long-term financial planning has been a part of the normal business process in Shoreview for more than two decades. It started in the late 1980s with a street replacement plan, and expanded into a comprehensive infrastructure replacement policy by 1992. Through the City's annual Comprehensive Infrastructure Replacement Plan (CHIRP) the City routinely updates capital replacement estimates for a minimum of 40 years; identifies revenue sources to support capital costs; and evaluates the impact of capital costs on inter-fund charges, property tax levies and user fees. The CHIRP policy ensures that capital replacement planning remains a vital and ongoing effort.

Beginning in 2009 Shoreview expanded its long-term financial planning efforts to include a Five-year Operating Plan (FYOP), and adopted its first biennial budget in December of 2011 (for calendar years 2012 and 2013).

This Five-year Operating Plan (FYOP) document contains 3 years of history for each fund, a revised estimate for the current year (2015) and projections for the next 5 years (2016 through 2020). The document also:

- Provides a comprehensive summary and strategy for each fund
- Serves as a supplement to the Biennial Budget, Capital Improvement Program (CIP), and CHIRP
- Estimates potential debt issuance
- Determines necessary tax levy support
- Evaluates future changes in user fees
- Measures the impact of capital projects on operating budgets
- Outlines fund balance goals (an important component of financial stability)
- Predicts fund performance
- Analyzes working capital levels (fund balances) and establishes working capital targets

These long-term financial planning efforts are important steps in protecting the financial flexibility and health of the City through policies that support decision-making, practices that prevent the use of one-time revenues to support ongoing operating expenses, analysis that considers long-term maintenance and operating costs when planning and evaluating capital projects, and document how the City implements its commitment to balanced operations where revenues support operating costs.

Whether these efforts are successful is reflected in how well the City:

- Adapts to changing conditions
- Avoids temporary solutions that cannot be sustained
- Responds to unanticipated events and challenges
- Supports operations with limited new development
- Ensures continuation of essential services
- Protects asset condition
- Navigates economic cycles
- Secures and maintains a high bond rating, thereby reducing borrowing costs
- Prepares for the future
- Moderates changes in tax levies and user fees
- Avoids short-term borrowing to support operations

### Fund Balances

Management of fund balance levels is an important part of long-range financial planning, therefore a basic understanding about what fund balances are is helpful in order to understand fund goals. From an accounting perspective, fund balances are simply the difference between assets and liabilities. In general, fund balances give an indication of financial resources available to support ongoing operations. Historically, many terms have been used to describe fund balance, and Governmental Accounting Standards prescribe the use of different terms within the annual financial report. In addition, the terms are changing as financial reporting standards evolve. Some of the terms used now or in the past include: net assets, fund equity, and fund balance; and terms used to describe specific components may include designated, assigned, reserved, committed, etc.

Regardless of the terms used, determining adequate fund balance levels can be a challenging task for both policy makers and management professionals.

Shoreview's fund balance goals are established considering the unique circumstances of each fund, with the goal of protecting the provision of City services to the public. Fund balance goals are stated as working capital targets, and are designed to:

1. Provide working capital for operations and capital costs
2. Develop financial flexibility
3. Preserve flexibility for unanticipated events

Working capital needs create special circumstances in some operating funds. For instance, property tax receipts in the General Fund provide 77% of total revenue, and are received twice per year (July and December). Consequently, the General Fund supports ongoing operations for nearly 6 months of the year before the first receipt of its largest revenue source. In this case, fund balances provide necessary working capital to avoid cash deficits and short-term borrowing. For the purpose of measuring working capital in this document, fund balances are evaluated by the number of months or years of operating coverage. This calculation includes operating and debt service costs, and may also include capital outlay and transfers to other funds, if they have a significant impact on the fund.

Financial flexibility provides benefits such as financing a portion of capital costs without borrowing, providing interest income for operating and capital funds, and insulating the City from temporary revenue shortfalls or unexpected one-time costs. These benefits help the City moderate changes in levies and user fees over time, and protect service levels from cuts dictated by one-time events.

Unanticipated events or emergencies can create temporary cash flow challenges for a City. Examples for Shoreview included state aid cuts, emergency utility system repairs, community-wide cleanup associated with storm damage, extended periods of drought, sustained periods of heavy rainfall, and economic conditions/pressures.

## Operating Assumptions

As stated earlier, the process of determining appropriate fund balances involves an examination of past performance as well as future operating projections. By understanding the challenges of the past and future, coupled with potential opportunities, a strong set of operating goals and objectives can emerge and guide decision-making.

Since any set of projections also employs the use of assumptions, it is important to note that projections were based on several key factors. These include actual contribution rates where known, industry estimates, anticipated contract changes, capital projections, expected debt issuance and inflationary factors. In general, costs were inflated between 0% and 10%. Some of the key assumptions used to assemble these projections include:

- No new development is projected in the next 5 years
- Population remains stable due to a slight decline in residents per household
- Full-time wage adjustments are limited to 2% for 2016, and a tentative estimate of 2.5% for 2016 and 3% for 2017 - 2020
- Health insurance costs rise an average of 10% annually, and account for 22% of the increase in personal service costs
- Workers compensation insurance premiums drop an average of 13% for 2016 and rise an average of 4.5% per year thereafter
- Most contractual costs are expected to rise between 0% and 4% per year
- Property values are projected to increase 3% for 2016, and all subsequent years

The format of this document includes a discussion for each fund, a set of projections (in table form), graphs to help illustrate operating results, a brief narrative examination of past performance, and specific goals/targets tailored for the fund.

## Levy, Value and Tax Rate Projections

A number of factors determine the final property tax bill, including the tax levies for each local jurisdiction, state aids and credits, levy limits, special levies, property values, metro-wide pooling of commercial/industrial values (known as fiscal disparities), and tax rates. This section provides a brief overview of these factors.

Property tax levies provide support for General Fund operations, general obligation debt, and capital funds. The table on the next page provides a four-year historical review of levy and value changes as well as consolidated predictions based on individual fund projections included in this document.

Homestead Market Value Exclusion (HMVE)—Beginning in 2012 the State of Minnesota replaced the Market Value Homestead Credit (MVHC) program with a Homestead Market Value Exclusion (HMVE) program, which excludes a portion of homestead property value from property taxes. The amount of excluded value is equal to 40% of the first \$76,000 in home value, less 9% of the value over \$76,000 but less than \$413,800. No exclusion is given for homes above \$413,800.

Home Value	Excluded Value	Percent of Value Excluded
\$ 76,000	\$30,400	40.0%
\$100,000	\$28,240	28.2%
\$150,000	\$23,740	15.8%
\$200,000	\$19,240	9.6%
\$235,700	\$16,027	6.8%
\$250,000	\$14,740	5.9%
\$300,000	\$10,240	3.4%
\$350,000	\$ 5,740	1.6%
\$400,000	\$ 1,240	0.3%
\$413,800	\$ -	0.0%

Levy Limits—During some years State statutes place restrictions on local government levies through levy limits. In the recent past, the levy limit formula has provided special levy authority outside of the levy limit for the cost of police and fire, increased contributions to PERA, debt payments and certain other special levies. For 2016 the City is not subject to a levy limits.

Tax Levy—Even though the largest share of the tax levy is allocated to the General fund, the General Fund share of the tax levy has declined from a high of 75% in 2006 to a low of 68% for 2016, while the combined debt service and capital project funds share of the tax levy has risen from 25% in 2006 to 30% for 2016. This trend is expected to continue in the future due to increased repair and replacement costs.

Property Values—From 2006 to 2008, property values increased an average of 4% per year. From 2009 to 2013 the economic climate resulted in declining property values at an average rate of 6% per year, 2014 and 2015 property values have increased an average rate of 5% per year. Preliminary information from the county assessor indicates that property values for 2016 taxes are expected to increase about 3%. The projections in this document assume values will increase 3% per year thereafter.

Fiscal Disparities—The fiscal disparities formula, provided in State Statutes, takes 40% of the value of new commercial and industrial development in the metro area and redistributes the value back to each community based on a formula. The result is either a net gain or net loss in tax dollars from the pool. Shoreview’s share of the metro-wide fiscal disparities pool is projected to decline in 2016 and grow slightly over the next four years.

Tax Rates—The tax rate measures the change in tax levies in relation to the change in taxable values. Because values generally grew faster than the tax levy through 2007, the tax rate dropped. From 2008 to 2014, values dropped and levies increased, resulting in growth in the tax rate. Increases in taxable value resulted in a decrease in the City’s tax rate in 2015. For 2016, the expected modest growth in market values and a 3.9% rise in the City’s levy are expected to result in a .21% increase in the City’s tax rate. The tax rate is expected to change between (.1%) and 2.5% for the period 2017 through 2020.

<b>Levy and Value Projections</b>	2012 Adopted	2013 Adopted	2014 Adopted	2015 Adopted	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Tax Levy</b>									
General fund	\$ 6,467,060	\$ 6,639,567	\$ 6,837,154	\$ 7,023,335	\$ 7,321,858	\$ 7,638,713	\$ 8,130,535	\$ 8,379,653	\$ 8,718,850
EDA	55,000	60,000	80,000	90,000	110,000	115,000	120,000	125,000	130,000
HRA	70,000	75,000	90,000	95,000	100,000	105,000	110,000	115,000	120,000
Debt-All Debt Funds (combined)	442,026	501,000	548,000	544,000	547,000	549,000	545,000	538,000	425,000
Debt-Central Garage Fund	216,000	184,000	184,000	208,000	184,000	184,000	184,000	184,000	184,000
Capital project-Street Renewal Fund	800,000	850,000	900,000	950,000	1,000,000	1,060,000	1,124,000	1,191,000	1,262,000
Capital project-General Fixed Asset Fund	1,200,000	1,250,000	1,350,000	1,427,583	1,475,000	1,495,000	1,505,000	1,515,000	1,525,000
Capital project-Capital Acquis Fund (IT)	-	-	20,000	25,000	30,000	35,000	40,000	40,000	50,000
Capital project-Capital Impr. Fund	110,000	120,000	-	-	-	-	-	-	-
<b>Total Levy</b>	<b>\$ 9,360,086</b>	<b>\$ 9,679,567</b>	<b>\$ 10,009,154</b>	<b>\$ 10,362,918</b>	<b>\$ 10,767,858</b>	<b>\$ 11,181,713</b>	<b>\$ 11,758,535</b>	<b>\$ 12,087,653</b>	<b>\$ 12,414,850</b>
Market Value (millions)	\$ 2,568.6	\$ 2,404.9	\$ 2,412.9	\$ 2,640.7	\$ 2,714.2	\$ 2,796.9	\$ 2,881.0	\$ 2,967.0	\$ 3,056.0
Taxable Value (millions)	\$ 25.4	\$ 23.7	\$ 24.0	\$ 26.7	\$ 27.9	\$ 28.7	\$ 29.6	\$ 30.5	\$ 31.4
Fiscal Disparities/City	\$ 838,214	\$ 845,000	\$ 939,450	\$ 965,979	\$ 927,390	\$ 930,000	\$ 940,000	\$ 950,000	\$ 950,000
Fiscal Disparities/HRA	\$ 5,407	\$ 6,457	\$ 7,350	\$ 8,891	\$ 8,585	\$ 8,600	\$ 8,600	\$ 8,600	\$ 8,600
Tax Rate/City	33.252	36.970	37.490	34.873	34.945	35.314	36.184	36.160	36.134
Tax Rate/HRA	0.254	0.289	0.345	0.323	0.328	0.336	0.343	0.349	0.355
<b>Annual Change in City Tax Levy</b>									
General fund	\$ 123,077	\$ 172,507	\$ 197,587	\$ 186,181	\$ 298,523	\$ 316,855	\$ 491,822	\$ 249,118	\$ 339,197
EDA and HRA (combined)	40,000	10,000	35,000	15,000	25,000	10,000	10,000	10,000	10,000
Debt (all funds combined)	33,026	26,974	47,000	20,000	(21,000)	2,000	(4,000)	(7,000)	(113,000)
Capital project funds-replacements	100,000	100,000	150,000	127,583	97,417	80,000	74,000	77,000	81,000
Capital project funds-improvements	10,000	10,000	(100,000)	5,000	5,000	5,000	5,000	-	10,000
<b>Total Change in Tax Levy</b>	<b>\$ 306,103</b>	<b>\$ 319,481</b>	<b>\$ 329,587</b>	<b>\$ 353,764</b>	<b>\$ 404,940</b>	<b>\$ 413,855</b>	<b>\$ 576,822</b>	<b>\$ 329,118</b>	<b>\$ 327,197</b>
<b>Percent Change/Tax Data</b>									
Market Value	-9.51%	-6.37%	0.33%	9.44%	2.78%	3.05%	3.01%	2.99%	3.00%
Taxable Value	-8.05%	-6.78%	1.09%	11.36%	4.50%	3.08%	3.00%	3.00%	3.00%
Fiscal Disparities	-3.31%	0.81%	11.18%	2.82%	-3.99%	0.28%	1.08%	1.06%	0.00%
City Tax Levy	3.38%	3.41%	3.40%	3.53%	3.91%	3.84%	5.16%	2.80%	2.71%
City Tax Rate	8.42%	11.18%	1.41%	-6.98%	0.21%	1.06%	2.46%	-0.07%	-0.07%
HRA Tax Levy		7.14%	20.00%	5.56%	5.26%	5.00%	4.76%	4.55%	4.35%
HRA Tax Rate		13.78%	19.38%	-6.38%	1.55%	2.44%	2.08%	1.75%	1.72%

## Debt Policy

Outstanding debt and the annual payment of principal and interest is an important long-term obligation that must be managed within available resources. This includes balancing debt levels, determining the timing for debt issuance, and managing the resources dedicated to debt payment.

The issuance of debt is an important tool in financing large capital costs, and enables the City to balance the present need for capital spending with the benefit provided to existing and future citizens. If all capital costs were financed only through current revenue sources, the cost to current residents would represent an unnecessarily high burden, because assets that will serve the community well into the future would be paid for with fees and levies collected in the current year. Conversely, if all capital costs were supported exclusively by the issuance of debt, then debt balances rise to much higher levels, and interest costs take up a larger share of the operating budget. Therefore, balancing current resources and long-term financing is an important aspect of debt management.

Shoreview's debt policy states that the City will:

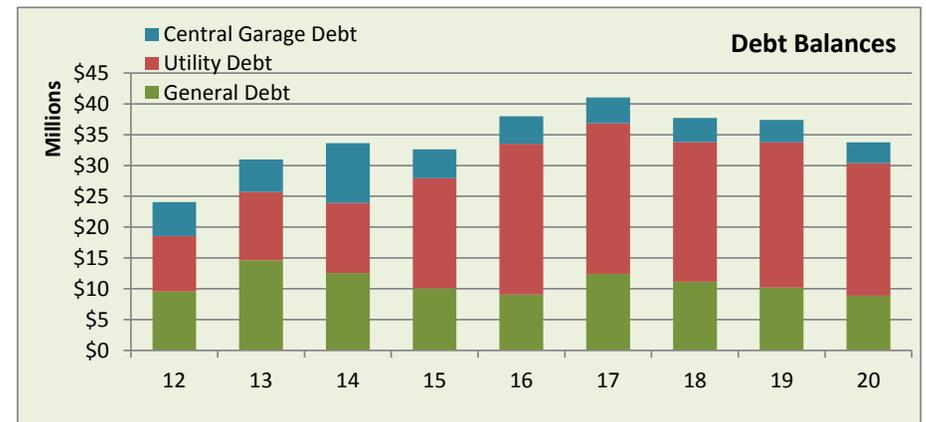
- Remain in compliance with statutory debt limits
- Plan and direct use of debt so that payments are manageable
- Seek to maintain the highest possible credit rating without compromising the delivery of essential services
- Prepare long-term financial planning
- Take advantage of lower interest rates through debt restructuring when appropriate
- Provide developer assistance through the use of "pay as you go financing" in the form of tax increment financing (TIF) notes, and that TIF debt will be issued only for the construction of City assets and where a consistent and reliable revenue stream is identified in advance

The debt policy also addresses debt structure, professional advisors, and debt management practices (investment of proceeds, financial disclosure, arbitrage rebate and monitoring).

## Debt Projections

Debt Balances—The list and graph below provide a summary of outstanding debt as of December 31, 2015.

G.O. Improvement Bonds (assessments)	\$ 2,680,000
G.O. Capital Plan Bonds (fire stations)	630,000
G.O. Street Improvement Bonds (streets)	3,510,000
Certificates of Participation (comm. center)	3,275,000
G.O. Capital Plan Bonds (maint. center)	4,670,000
G.O. Revenue Bonds (utility systems)	<u>17,835,000</u>
<b>Total Existing Debt</b>	<b>\$32,600,000</b>



More information about the change in debt levels and the projected balance at the end of each year of the FYOP is provided on pages 8 and 9.

Planning for future debt issuance enables the City to identify the revenue sources necessary to support debt payments well in advance to minimize sharp changes in the tax levies and utility fees dedicated to debt repayment. Maintaining stable revenue sources and sufficient fund balances allows the City to finance some projects internally, and therefore promotes flexibility.

Projected debt issuance over the next 5 years includes:

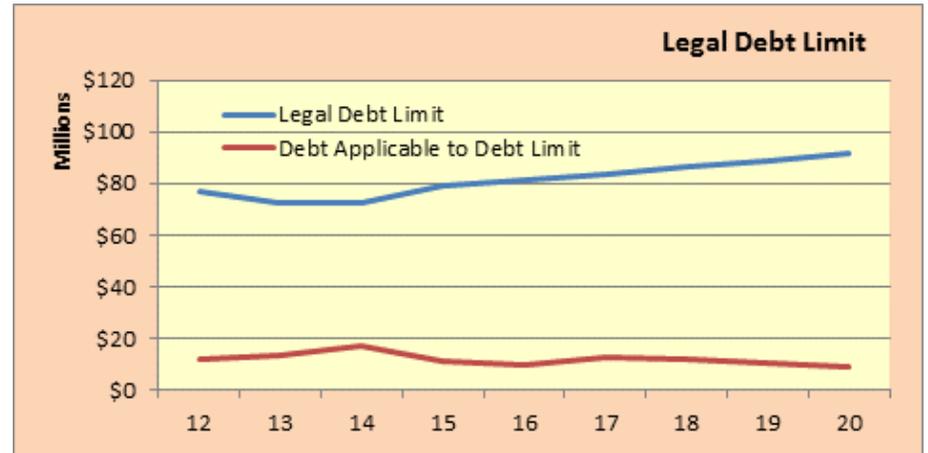
G.O. Improvement Bonds (assessments)	\$ 630,000
G.O. Community Center expansion	4,080,000
G.O. Revenue Bonds (water treatment plant)	6,075,000
G.O. Revenue Bonds (utility systems)	<u>5,770,000</u>
Total Planned Debt	\$16,555,000

The City anticipates issuing debt in 2016, 2017 and 2019 to finance projects in the proposed Capital Improvement Program.

**Debt Levy**—The debt portion of the tax levy supports principal and interest payments on general obligation bonds, including: fire station bonds, street bonds, and the tax-supported share of the maintenance center bonds. As shown in the graph below, the debt share of the property tax levy is projected to remain stable over the next 5 years.



**Debt Limit**—Minnesota statutes limit the amount of debt a City may issue for general obligation purposes. Shoreview’s current debt is 14% of the debt limit. This leaves 86% of the debt limit available



The stability of this favorable measure, even with projected debt issuance, provides an indication of Shoreview’s financial flexibility (historically using debt to finance a relatively small share of the costs planned in the CIP).

Issuance and retirement of debt is shown in the table below.

Outstanding debt balances by type, for the end of each year, are presented on the next page.

<b>Debt Issued and Retired</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Budget	Projected	Projected	Projected	Projected	Projected
Debt Balance, beginning of year	\$26,440,000	\$24,055,000	\$30,965,000	\$33,625,000	\$32,600,000	\$37,995,000	\$41,025,000	\$37,710,000	\$37,393,000
<b>Debt Issued</b>									
Improvement bonds	-	2,010,000	100,000	295,000	-	260,000	-	370,000	-
Fire Station	-	750,000	-	-	-	-	-	-	-
Street Improvements	-	3,795,000	-	-	-	-	-	-	-
COPs (refunding)	-	-	-	-	-	-	-	-	-
G.O. Community Center	-	-	-	-	-	4,080,000	-	-	-
Water bonds	-	1,690,000	915,000	6,885,000	6,995,000	890,000	-	200,000	-
Sewer bonds	-	285,000	730,000	1,650,000	230,000	260,000	-	1,720,000	-
Surface Water bonds	-	1,305,000	265,000	860,000	380,000	360,000	-	810,000	-
Maintenance Center	-	-	4,670,000	-	-	-	-	-	-
<b>Total Bonds Issued</b>	-	9,835,000	6,680,000	9,690,000	7,605,000	5,850,000	-	3,100,000	-
<b>Debt Paid</b>									
Improvement bonds	285,000	295,000	260,000	235,000	200,000	175,000	185,000	197,000	212,000
Tax Increment bonds	510,000	630,000	340,000	350,000	-	-	-	-	-
Fire Station	100,000	105,000	870,000	120,000	120,000	120,000	130,000	130,000	130,000
Street Improvements	150,000	155,000	305,000	1,690,000	345,000	340,000	340,000	350,000	350,000
COPs (commun center)	290,000	345,000	350,000	360,000	365,000	375,000	390,000	400,000	415,000
G.O. Community Center	-	-	-	-	-	-	220,000	225,000	235,000
Water bonds	550,000	460,000	965,000	1,410,000	450,000	960,000	1,115,000	1,150,000	1,175,000
Sewer bonds	145,000	275,000	325,000	915,000	175,000	230,000	265,000	275,000	365,000
Surface Water bonds	255,000	415,000	360,000	610,000	335,000	360,000	400,000	410,000	460,000
Maintenance Center	100,000	245,000	245,000	5,025,000	220,000	260,000	270,000	280,000	285,000
<b>Total Bonds Issued</b>	2,385,000	2,925,000	4,020,000	10,715,000	2,210,000	2,820,000	3,315,000	3,417,000	3,627,000
Debt Balance, end of year	\$24,055,000	\$30,965,000	\$33,625,000	\$32,600,000	\$37,995,000	\$41,025,000	\$37,710,000	\$37,393,000	\$33,766,000

Includes refunding bond activity

<b>Debt Balances (at each year end)</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Budget	Projected	Projected	Projected	Projected	Projected
<b>Debt Balances</b>									
General Obligation Bonds									
Improvement	\$ 1,065,000	\$ 2,780,000	\$ 2,620,000	\$ 2,680,000	\$ 2,480,000	\$ 2,565,000	\$ 2,380,000	\$ 2,553,000	\$ 2,341,000
Tax Increment	1,320,000	690,000	350,000	-	-	-	-	-	-
Fire Stations	975,000	1,620,000	750,000	630,000	510,000	390,000	260,000	130,000	-
Street Improvements	1,865,000	5,505,000	5,200,000	3,510,000	3,165,000	2,825,000	2,485,000	2,135,000	1,785,000
Community Center Expansion G.O.	-	-	-	-	-	4,080,000	3,860,000	3,635,000	3,400,000
Total General Bonds	5,225,000	10,595,000	8,920,000	6,820,000	6,155,000	9,860,000	8,985,000	8,453,000	7,526,000
General Obligation Bonds									
Maintenance Center	5,515,000	5,270,000	9,695,000	4,670,000	4,450,000	4,190,000	3,920,000	3,640,000	3,355,000
General Obligation Revenue Bonds									
Water Improvement	4,700,000	5,930,000	5,880,000	11,355,000	17,900,000	17,830,000	16,715,000	15,765,000	14,590,000
Sewer Improvement	1,985,000	1,995,000	2,400,000	3,135,000	3,190,000	3,220,000	2,955,000	4,400,000	4,035,000
Surface Water Improvement	2,300,000	3,190,000	3,095,000	3,345,000	3,390,000	3,390,000	2,990,000	3,390,000	2,930,000
Total Utility Bonds	8,985,000	11,115,000	11,375,000	17,835,000	24,480,000	24,440,000	22,660,000	23,555,000	21,555,000
Total Bonded Debt	19,725,000	26,980,000	29,990,000	29,325,000	35,085,000	38,490,000	35,565,000	35,648,000	32,436,000
Community Center Expansion	4,330,000	3,985,000	3,635,000	3,275,000	2,910,000	2,535,000	2,145,000	1,745,000	1,330,000
<b>Total Combined Debt Balances</b>	<b>\$ 24,055,000</b>	<b>\$ 30,965,000</b>	<b>\$ 33,625,000</b>	<b>\$ 32,600,000</b>	<b>\$ 37,995,000</b>	<b>\$ 41,025,000</b>	<b>\$ 37,710,000</b>	<b>\$ 37,393,000</b>	<b>\$ 33,766,000</b>
<b>Debt Limit Information</b>									
Market value (millions)	\$ 2,568.6	\$ 2,404.9	\$ 2,412.9	\$ 2,640.7	\$ 2,715.5	\$ 2,796.9	\$ 2,881.0	\$ 2,967.0	\$ 3,056.0
Debt Limit Rate	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Debt Limit	\$ 77,057,010	\$ 72,148,140	\$ 72,386,490	\$ 79,220,790	\$ 81,463,800	\$ 83,907,720	\$ 86,430,000	\$ 89,010,000	\$ 91,680,000
Debt Applicable to Debt Limit	\$ 11,798,714	\$ 13,168,149	\$ 16,872,663	\$ 11,093,597	\$ 10,065,370	\$ 13,053,748	\$ 11,716,859	\$ 10,335,955	\$ 9,048,804
Debt Margin Available	\$ 65,258,296	\$ 58,979,991	\$ 55,513,827	\$ 68,127,193	\$ 71,398,430	\$ 70,853,972	\$ 74,713,141	\$ 78,674,045	\$ 82,631,196
Percent Debt Margin Used	15.3%	18.3%	23.3%	14.0%	12.4%	15.6%	13.6%	11.6%	9.9%
Percent Debt Margin Available	84.7%	81.7%	76.7%	86.0%	87.6%	84.4%	86.4%	88.4%	90.1%
<b>Debt Levy by Type of Debt</b>									
Improvement -existing	\$ 67,026	\$ -	\$ 8,000	\$ 16,000	\$ 14,000	\$ 14,000	\$ 10,000	\$ 3,000	\$ 21,000
Fire Station-existing	143,000	143,000	132,000	132,000	132,000	132,000	132,000	132,000	-
Street Improvements-existing	232,000	358,000	408,000	396,000	401,000	403,000	403,000	403,000	404,000
Maintenance Center-existing	216,000	184,000	184,000	208,000	184,000	184,000	184,000	184,000	184,000
<b>Total Debt Levies</b>	<b>\$ 658,026</b>	<b>\$ 685,000</b>	<b>\$ 732,000</b>	<b>\$ 752,000</b>	<b>\$ 731,000</b>	<b>\$ 733,000</b>	<b>\$ 729,000</b>	<b>\$ 722,000</b>	<b>\$ 609,000</b>
<b>Change in Debt Levies</b>	<b>\$ 33,026</b>	<b>\$ 26,974</b>	<b>\$ 47,000</b>	<b>\$ 20,000</b>	<b>\$ (21,000)</b>	<b>\$ 2,000</b>	<b>\$ (4,000)</b>	<b>\$ (7,000)</b>	<b>\$ (113,000)</b>

## Debt Retirement Rate

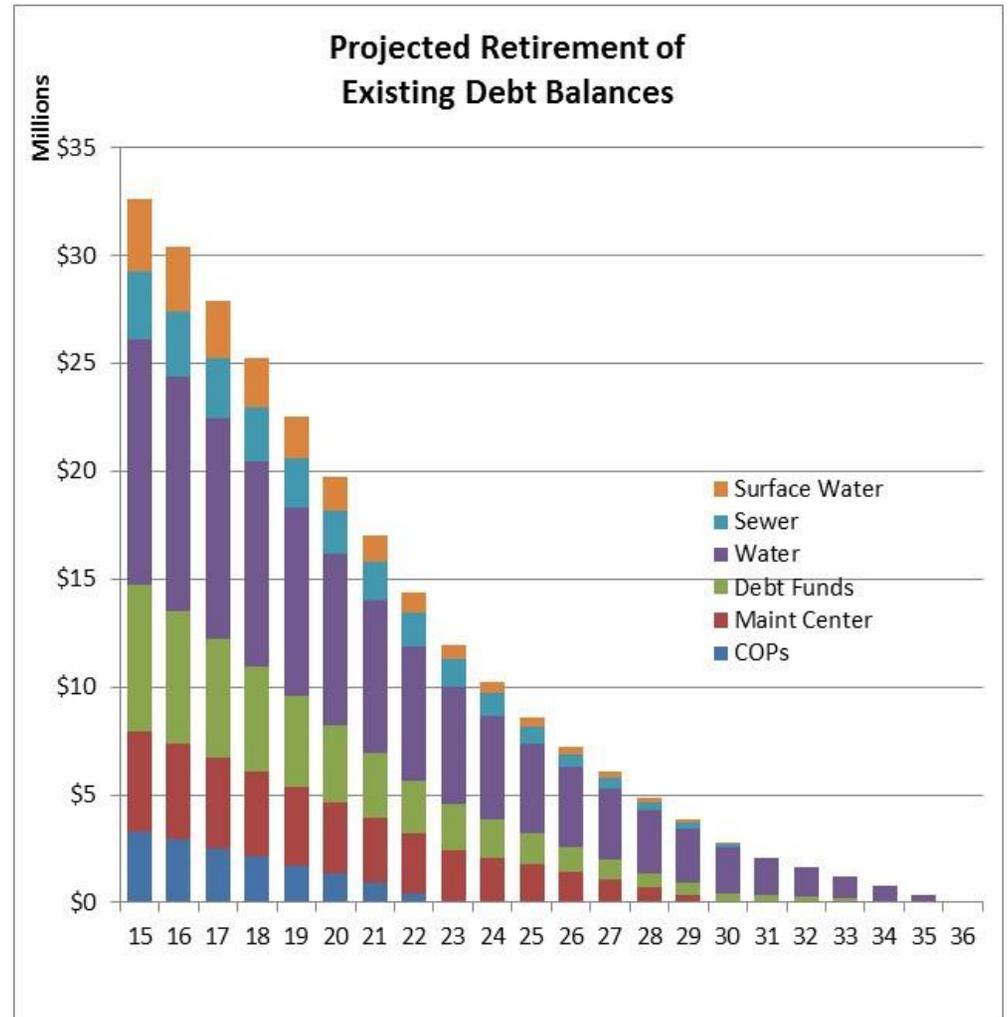
Shoreview's rate of debt retirement is a very favorable indicator. When considering the retirement for all debt combined, about 39% of the City's current outstanding debt will be retired over the next 5 years, and more than 73% will be retired within 10 years.

General Obligation Improvement Debt is being retired over the next 20 years due to the 2013 issuance of improvement bonds for the realignment of Owasso Street. The assessment and debt repayment are amortized over 20 years.

Certificate of Participation Debt (COP) was issued to finance the last community center expansion in 2002. The final payment will occur in 2022 (within 7 years).

About 52% of combined governmental debt (General Obligation Improvement and COPs) is retired over the next 5 years, and 86% is retired within 10 years.

Proprietary Debt (Enterprise utility fund and Internal Service maintenance center debt) is being retired over the next 20 years due to the 2015 Water Treatment Plant debt, with 34% retired over the next five years and 68% retired within 10 years.



Retirement of existing debt is shown in the table below.

Year	Debt Balances as of Year End									Percent Paid		
	Proprietary Debt					Governmental/COP				Proprietary Debt	Govern and COP Debt	Total All Debt
	G.O. Water Revenue	G.O. Sewer Revenue	G.O. Surface Water Revenue	G.O. Maintenance Center	Total Proprietary Debt	G.O. Improvement Debt Funds	COP's Debt Funds	Total Govern and COP Debt	Total All Debt			
2015	\$ 11,355,000	\$ 3,135,000	\$ 3,345,000	\$ 4,670,000	\$ 22,505,000	\$ 6,820,000	\$ 3,275,000	\$ 10,095,000	\$ 32,600,000			
2016	10,905,000	2,960,000	3,010,000	4,450,000	21,325,000	6,155,000	2,910,000	9,065,000	30,390,000	5.2%	10.2%	6.8%
2017	10,250,000	2,745,000	2,670,000	4,190,000	19,855,000	5,520,000	2,535,000	8,055,000	27,910,000	11.8%	20.2%	14.4%
2018	9,500,000	2,510,000	2,315,000	3,920,000	18,245,000	4,865,000	2,145,000	7,010,000	25,255,000	18.9%	30.6%	22.5%
2019	8,720,000	2,265,000	1,950,000	3,640,000	16,575,000	4,210,000	1,745,000	5,955,000	22,530,000	26.3%	41.0%	30.9%
2020	7,925,000	2,020,000	1,575,000	3,355,000	14,875,000	3,540,000	1,330,000	4,870,000	19,745,000	33.9%	51.8%	39.4%
2021	7,110,000	1,775,000	1,185,000	3,055,000	13,125,000	2,985,000	900,000	3,885,000	17,010,000	41.7%	61.5%	47.8%
2022	6,270,000	1,515,000	920,000	2,745,000	11,450,000	2,435,000	460,000	2,895,000	14,345,000	49.1%	71.3%	56.0%
2023	5,470,000	1,270,000	645,000	2,425,000	9,810,000	2,120,000	-	2,120,000	11,930,000	56.4%	79.0%	63.4%
2024	4,800,000	1,045,000	520,000	2,100,000	8,465,000	1,790,000	-	1,790,000	10,255,000	62.4%	82.3%	68.5%
2025	4,140,000	810,000	415,000	1,770,000	7,135,000	1,445,000	-	1,445,000	8,580,000	68.3%	85.7%	73.7%
2026	3,675,000	625,000	325,000	1,430,000	6,055,000	1,155,000	-	1,155,000	7,210,000	73.1%	88.6%	77.9%
2027	3,300,000	505,000	265,000	1,085,000	5,155,000	895,000	-	895,000	6,050,000	77.1%	91.1%	81.4%
2028	2,920,000	385,000	200,000	730,000	4,235,000	625,000	-	625,000	4,860,000	81.2%	93.8%	85.1%
2029	2,525,000	260,000	135,000	370,000	3,290,000	540,000	-	540,000	3,830,000	85.4%	94.7%	88.3%
2030	2,125,000	130,000	70,000	-	2,325,000	450,000	-	450,000	2,775,000	89.7%	95.5%	91.5%
2031	1,710,000	-	-	-	1,710,000	365,000	-	365,000	2,075,000	92.4%	96.4%	93.6%
2032	1,390,000	-	-	-	1,390,000	280,000	-	280,000	1,670,000	93.8%	97.2%	94.9%
2033	1,060,000	-	-	-	1,060,000	190,000	-	190,000	1,250,000	95.3%	98.1%	96.2%
2034	720,000	-	-	-	720,000	95,000	-	95,000	815,000	96.8%	99.1%	97.5%
2035	365,000	-	-	-	365,000	-	-	-	365,000	98.4%	100.0%	98.9%
2036	-	-	-	-	-	-	-	-	-	100.0%	100.0%	100.0%

## Working Capital Targets

Working capital targets are established for each operating fund based on the timing of revenue, and the impact of debt payments and capital costs on cash flow. The fund targets are used when establishing tax levies and user fees during the budget process, and they assist the City in determining how one-time revenues may serve the City to improve fund balances, or support one-time capital costs in an effort to reduce demands on permanent capital project funds.

Working capital targets generally fall into 4 different targeted levels.

Governmental Funds maintain 5 to 6 months coverage if revenue is received semi-annually, and 3 months of coverage if revenue is received monthly or quarterly. Enterprise and Internal Service Funds maintain 6 to 8 months coverage, and 2 to 3 years if the primary expense for the fund results from insurance claims. Examples of factors that influence working capital targets include:

- Property tax revenues are received in July and December of each year, which means funds which derive a large portion of revenue from the property tax must operate for half of the year before receiving a major revenue source
- Debt payments occur two times per year
- Utility revenue is received on a monthly basis, however utility funds have higher repair, maintenance and capital costs to keep the systems in proper working order

Fund	Basis	Target	Actual			Estim.	Budget	
			2012	2013	2014	2015	2016	2017
General Fund	months	5.0	5.7	5.6	5.5	5.5	5.3	5.1
Special Revenue Funds								
Recycling	months	5.0	3.9	4.8	6.0	7.1	7.8	8.2
Community Center	months	3.0	4.6	4.7	5.4	5.9	6.3	5.9
Recreation Programs	months	3.0	6.3	7.5	8.7	8.5	8.4	6.8
Cable TV	months	3.0	7.9	6.6	6.8	13.4	18.2	23.3
EDA	months	5.0	6.1	4.8	5.6	4.5	4.7	5.2
HRA	months	5.0	12.3	11.5	12.6	12.8	13.2	13.5
Slice of Shoreview	months	6.0	11.1	12.2	13.6	13.7	13.8	13.7
Debt Funds (combined)	months	6.0	14.1	15.9	21.7	24.6	24.2	18.0
Enterprise Funds								
Water	months	8.0	13.3	14.1	11.3	16.1	15.1	14.3
Sewer	months	6.0	6.4	7.1	8.1	8.4	8.8	9.3
Surface Water *	months	6.0	3.2	8.0	6.1	9.3	8.5	9.6
Street Lighting	months	6.0	7.7	7.5	7.1	7.2	6.4	6.1
Internal Service Funds								
Central Garage	months	6.0	7.9	7.5	11.3	10.1	10.3	10.9
Short-term Disability	years	3.0	5.2	5.4	5.5	5.4	5.2	5.1
Liability Claims	years	2.0	4.4	4.5	4.1	4.1	4.1	4.1

\* Temporary decrease due to timing differences between debt proceeds and capital costs.

## Summary

The remainder of this document contains 5-year projections for each operating fund. These estimates inform and help formulate the City's long-term strategies and influence development of the City's Biennial Budget (for 2016 and 2017). The financial planning strategies are intended to:

- Further develop and preserve Shoreview's financial resiliency
- Guide the City through difficult economic times
- Exert greater control over outcomes through each Biennial Budget
- Deliver a consistent program of public services
- Maintain the trust and confidence of the citizens and business owners throughout Shoreview
- Preserve favorable comparisons to surrounding communities

The FYOP is reviewed by the City Council as part of the budget process. Formal acceptance of the plan and adoption of the working capital targets occurs in December.

We thank all departments and the Shoreview City Council for their diligence and commitment to long-term planning.

Fred Espe, Finance Director  
Terry Schwerm, City Manager

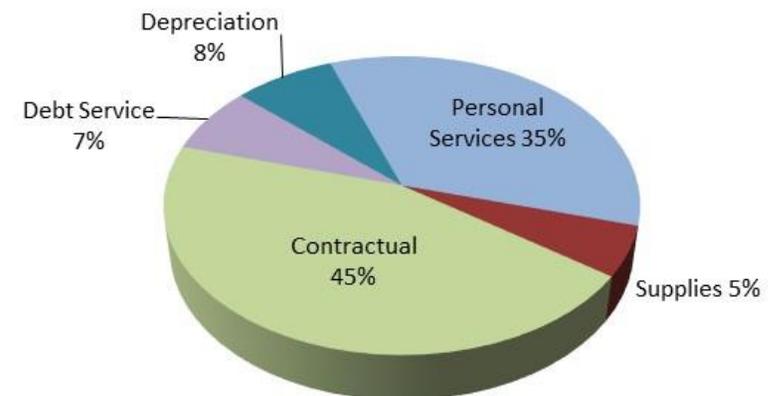
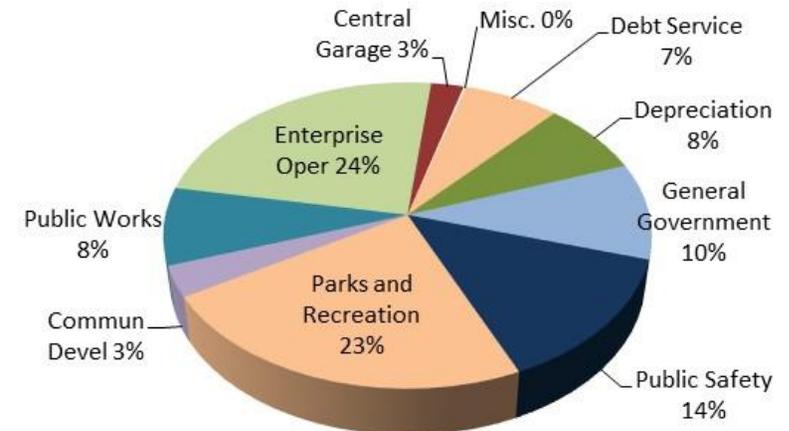
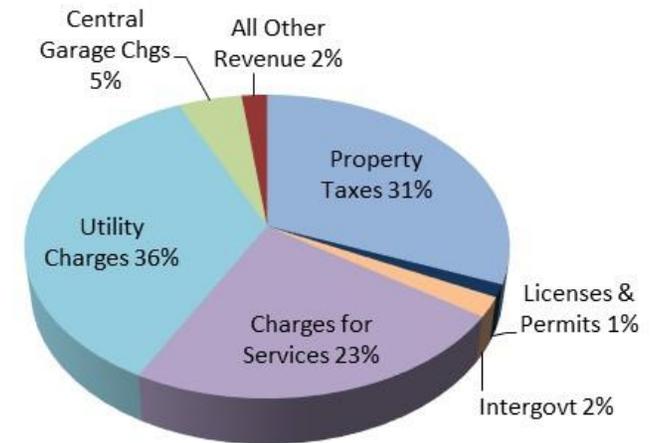
## Total Operating Funds

Combined revenue and expense for all operating funds is presented in the table below. Total expense (excluding capital project funds and transfers between funds) is projected to rise 3.6% over the 2015 revised estimate (1.9% over the 2015 budget), and will rise between 2.9% and 5.6% from 2017 through 2020. It should be noted that the property tax totals in the table below exclude tax levies for capital funds. For instance, the 2016 levy in the table below (\$8,262,858) plus capital fund levies of \$2,505,000 equal a total levy of \$10,767,858.

Revenue for 2016 (shown in the top pie chart at right) is derived from a combination of sources including: 36% from utility charges, 31% from property taxes, 23% from charges for service (including inter-fund charges), 5% from central garage charges, 2% from intergovernmental revenue, 1% from licenses and permits, and 2% for all other sources combined.

Expense for 2016 (shown in the middle pie chart at right) shows that public works accounts for the largest share at 32% (enterprise 24% and other public works functions 8%). Parks and recreation operations accounts for 23%, and includes maintenance of parks and park buildings, park administration, community center operations and recreation programs. Public safety accounts for 14% (police, fire, animal control and emergency services). General government and debt service account for 10% and 7%, followed by depreciation at 8%, and central garage and community development each at 3%.

Total 2016 costs by classification are shown in the bottom chart at right. The largest class of expense is for contractual services at 44%. The most significant contractual costs include police and fire contracts, sewage treatment, central garage charges, administrative charges, recycling, electric and insurance. Personal services accounts for 35% of total expense, 7% for debt service, 8% for depreciation of utility and central garage assets, and 6% for supplies.



Total Operating Funds	2012	2013	2014	2015		2016	2017	2018	2019	2020
	Actual	Actual	Actual	Budget	Estimate					
<b>Revenue</b>										
Property Taxes	\$ 7,147,896	\$ 7,439,259	\$ 7,579,552	\$ 7,960,335	\$ 7,960,335	\$ 8,262,858	\$ 8,591,713	\$ 9,089,535	\$ 9,341,653	\$ 9,577,850
Special Assessments	174,842	122,226	251,555	199,945	202,884	203,008	203,595	217,141	233,141	266,264
Licenses & Permits	540,755	648,306	628,033	330,100	375,625	354,000	317,700	278,200	264,700	273,700
Intergovernmental	376,158	568,629	744,647	529,052	617,592	556,091	549,622	560,122	560,122	573,622
Charges for Services	5,689,999	6,178,809	6,039,583	6,099,728	6,296,523	6,200,276	6,333,081	6,464,706	6,608,810	6,739,300
Fines & Forfeits	67,000	52,440	49,430	48,800	45,770	42,500	42,500	42,500	42,500	42,500
Utility Charges	8,086,327	8,161,186	8,197,649	8,748,257	8,555,090	9,425,003	10,042,038	10,502,081	10,922,544	11,360,227
Central Garage Chgs	1,143,847	1,207,379	1,240,763	1,256,090	1,262,430	1,281,150	1,338,660	1,379,780	1,410,600	1,444,870
Interest Earnings	185,417	(553,847)	820,014	160,070	164,240	165,000	181,540	181,310	198,000	196,160
Other Revenues	174,000	125,913	236,480	102,427	122,750	101,150	101,350	102,550	102,750	102,950
Total Revenue	23,586,241	23,950,300	25,787,706	25,434,804	25,603,239	26,591,036	27,701,799	28,817,925	29,684,820	30,577,443
<b>Expense</b>										
General Government	2,243,504	2,446,016	2,313,708	2,492,726	2,440,665	2,642,012	2,583,463	2,713,068	2,746,562	2,862,588
Public Safety	2,706,424	3,069,177	3,326,747	3,424,835	3,459,450	3,570,920	3,691,870	3,806,210	3,913,260	4,032,810
Public Works	1,864,122	1,934,892	1,987,837	2,117,650	2,059,836	2,125,901	2,181,316	2,259,905	2,348,583	2,430,596
Parks and Recreation	5,282,365	5,388,707	5,588,910	5,867,782	5,830,244	5,997,291	6,136,753	6,482,298	6,685,832	6,900,400
Commun Development	612,405	687,099	749,016	788,169	798,622	845,766	871,191	907,796	943,702	985,717
Enterprise Oper	5,244,732	5,378,371	5,543,821	5,961,999	5,728,194	6,189,264	6,301,543	6,503,212	6,866,386	7,077,869
Central Garage	550,659	568,179	633,542	621,453	605,046	638,373	651,523	683,362	682,177	713,577
Miscellaneous	67,522	24,290	177,780	40,000	41,000	41,000	41,000	41,000	41,000	41,000
Debt Service	2,331,187	2,486,746	2,332,838	2,066,335	2,054,428	1,882,370	1,956,434	2,333,901	2,283,300	2,333,557
Depreciation	1,813,983	1,863,625	1,913,615	1,991,000	1,968,000	2,024,000	2,189,000	2,351,000	2,414,000	2,482,000
Total Expense	22,716,903	23,847,102	24,567,814	25,371,949	24,985,485	25,956,897	26,604,093	28,081,752	28,924,802	29,860,114
<b>Other Sources (Uses)</b>										
Sale of Asset-Gain	26,311	56,763	78,722	-	-	32,000	43,000	46,000	75,000	52,000
Debt Refunded	-	(135,000)	(860,000)	(1,490,000)	(1,490,000)	-	-	-	-	-
Debt Proceeds	-	2,653,739	105,822	10,000	7,867	-	7,700	-	10,640	-
Contrib Cap Assets	194,313	791,470	304,122	-	-	-	-	-	-	-
Transfers In	2,063,714	2,280,009	2,675,045	2,130,321	2,199,582	1,868,145	1,909,400	2,317,400	2,381,400	2,425,591
Transfers Out	(1,374,262)	(1,691,230)	(1,926,240)	(1,429,400)	(1,485,604)	(1,528,145)	(1,961,200)	(1,607,400)	(1,667,200)	(1,715,991)
Net Change	\$ 1,779,414	\$ 4,058,949	\$ 1,597,363	\$ (716,224)	\$ (150,401)	\$ 1,006,139	\$ 1,096,606	\$ 1,492,173	\$ 1,559,858	\$ 1,478,929
Expense percent change	-14.8%	5.0%	3.0%		1.7%	2.3%	2.5%	5.6%	3.0%	3.2%

## General Fund Operations

The General Fund is the primary operating fund of the City, accounting for all operations not otherwise accounted for in separate funds. In 2016, property taxes provide 77.1% of revenues for the fund (excluding transfers from other funds).

The City's fund balance policy addresses General Fund cash flow needs by designating 50% of the ensuing year tax levy as a minimum fund balance and by designating up to 10% of the ensuing year budgeted expense to provide additional protection against unanticipated events.

### Impacts

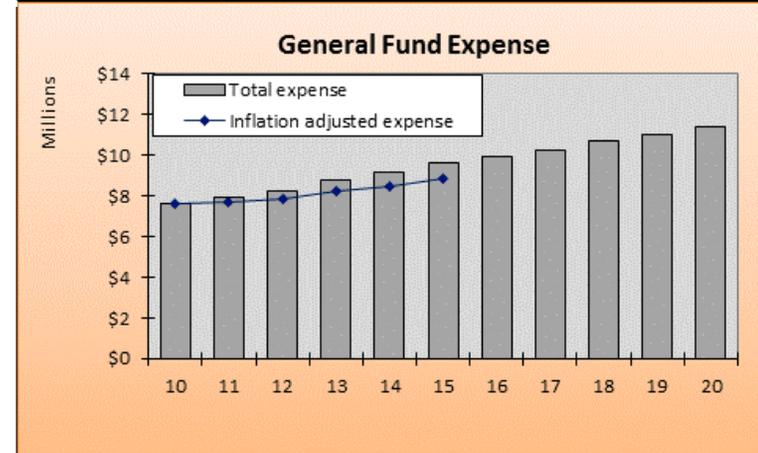
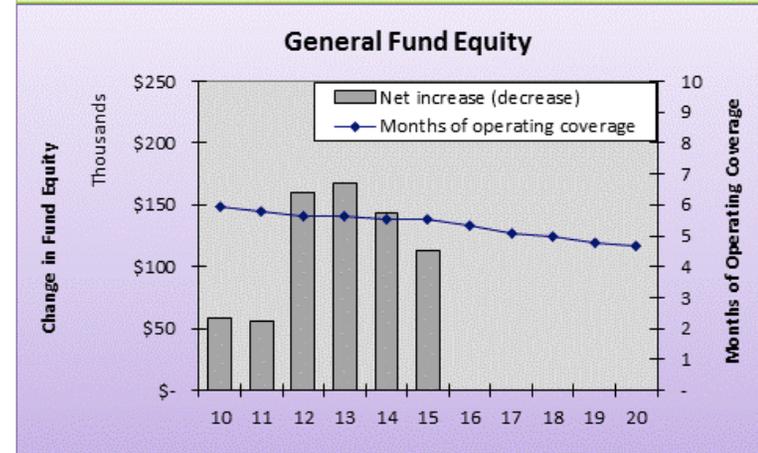
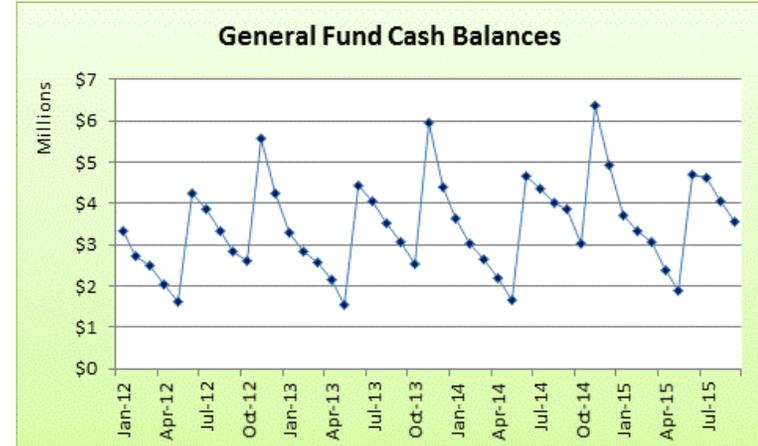
- Shoreview receives less aid than cities of similar size, making it more challenging to maintain competitive property tax levels
- Property taxes are increasing as a percent of total General Fund revenue, providing 77.1% of total revenue in 2016 and 89.7% in 2020
- Property tax collections occur in July and December, creating cash flow challenges for the fund

### Performance/History

- Strong fund balances between 46% and 47% of current expense
- Operating coverage greater than 5 months in most years
- Internal decisions account for over 90% of revenue sources in most years

### Fund Goals/Targets

- To manage cash flow needs, preserve working capital allocation equal to 50% of the ensuing year levy (minimum fund equity per City policy)
- To provide flexibility in addressing future budget challenges, preserve the unanticipated event allocation equal to 10% of the ensuing year budget where possible (per City policy)
- Maintain operating coverage equal to 5 months through retention of future operating surplus when available and through levy adjustments when necessary to meet working capital targets



<b>General Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Property Taxes	\$ 6,374,969	\$ 6,623,723	\$ 6,698,037	\$ 7,023,335	\$ 7,321,858	\$ 7,638,713	\$ 8,130,535	\$ 8,379,653	\$ 8,718,850
Licenses & Permits	540,755	648,306	628,033	375,625	354,000	317,700	278,200	264,700	273,700
Intergovernmental	187,149	395,433	574,419	529,222	480,622	480,622	490,622	490,622	502,622
Charges for Services	1,262,088	1,619,489	1,352,056	1,256,160	1,224,520	1,252,000	1,275,050	1,295,500	1,321,050
Fines & Forfeits	67,000	52,440	49,430	45,770	42,500	42,500	42,500	42,500	42,500
Interest Earnings	47,253	(118,405)	197,442	50,000	50,000	55,000	55,000	60,000	60,000
Other Revenues	52,529	31,532	28,974	25,250	25,450	25,650	26,850	27,050	27,250
<b>Total Revenue</b>	<b>8,531,743</b>	<b>9,252,518</b>	<b>9,528,391</b>	<b>9,305,362</b>	<b>9,498,950</b>	<b>9,812,185</b>	<b>10,298,757</b>	<b>10,560,025</b>	<b>10,945,972</b>
<b>Expense</b>									
General Government	2,037,850	2,112,852	2,085,152	2,199,002	2,353,929	2,394,470	2,531,624	2,560,338	2,669,986
Public Safety	2,706,424	3,069,177	3,326,747	3,459,450	3,570,920	3,691,870	3,806,210	3,913,260	4,032,810
Public Works	1,389,113	1,437,557	1,473,395	1,527,403	1,559,750	1,597,377	1,657,044	1,726,247	1,789,688
Parks and Recreation	1,594,152	1,576,576	1,690,438	1,824,119	1,781,505	1,892,649	2,049,630	2,104,911	2,178,541
Community Development	517,777	577,796	598,321	621,884	645,846	664,819	692,249	718,269	750,947
<b>Total Expense</b>	<b>8,245,316</b>	<b>8,773,958</b>	<b>9,174,053</b>	<b>9,631,858</b>	<b>9,911,950</b>	<b>10,241,185</b>	<b>10,736,757</b>	<b>11,023,025</b>	<b>11,421,972</b>
<b>Other Sources (Uses)</b>									
Sale of Asset-Gain	-	-	203	-	-	-	-	-	-
Transfers In	481,000	519,000	692,000	817,404	811,000	837,000	863,000	900,000	925,000
Transfers Out	(607,830)	(829,963)	(902,749)	(378,000)	(398,000)	(408,000)	(425,000)	(437,000)	(449,000)
<b>Net Change</b>	<b>159,597</b>	<b>167,597</b>	<b>143,792</b>	<b>112,908</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Equity, beginning	3,976,412	4,136,009	4,303,606	4,447,398	4,560,306	4,560,306	4,560,306	4,560,306	4,560,306
Fund Equity, ending	\$ 4,136,009	\$ 4,303,606	\$ 4,447,398	\$ 4,560,306	\$ 4,560,306	\$ 4,560,306	\$ 4,560,306	\$ 4,560,306	\$ 4,560,306
Fund equity percent of expense	47.1%	46.9%	46.2%	46.0%	44.5%	42.5%	41.4%	39.9%	38.8%
Months of operating coverage	5.7	5.6	5.5	5.5	5.3	5.1	5.0	4.8	4.7
Transfers out (in) per fund bal policy	\$ 207,403	\$ 417,963	\$ 533,749	\$ (69,404)					
Expense percent change	3.8%	6.4%	4.6%	5.0%	2.9%	3.3%	4.8%	2.7%	3.6%
Average annual percent change				4.9%					3.5%
Tax Levy percent change	1.7%	3.9%	1.1%	4.9%	4.3%	4.3%	6.4%	3.1%	4.0%
Average annual percent change				2.9%					4.4%
Percent revenue/internal decisions	90.1%	89.2%	85.5%	91.0%	92.0%	92.6%	93.2%	93.5%	93.6%
Percent revenue/external decisions	9.9%	10.8%	14.5%	9.0%	8.0%	7.4%	6.8%	6.5%	6.4%

## Recycling Fund Operations

The Recycling Fund accounts for the City's curbside recycling program, through a joint powers agreement with Ramsey County. User fees are collected with property tax payments in July and December.

### Impacts

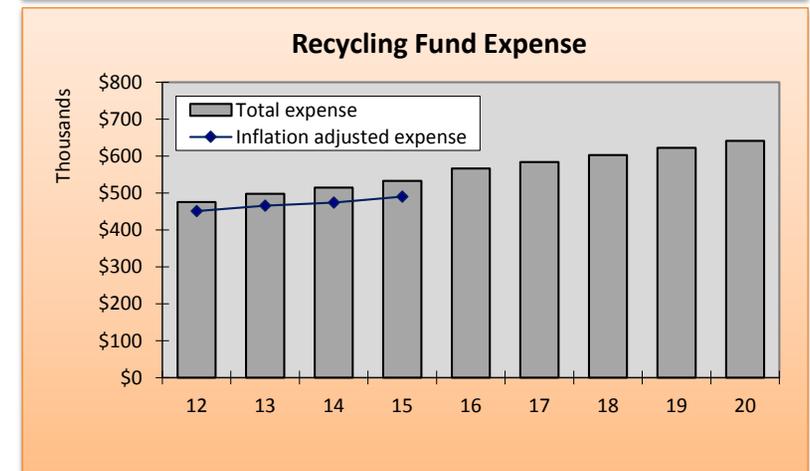
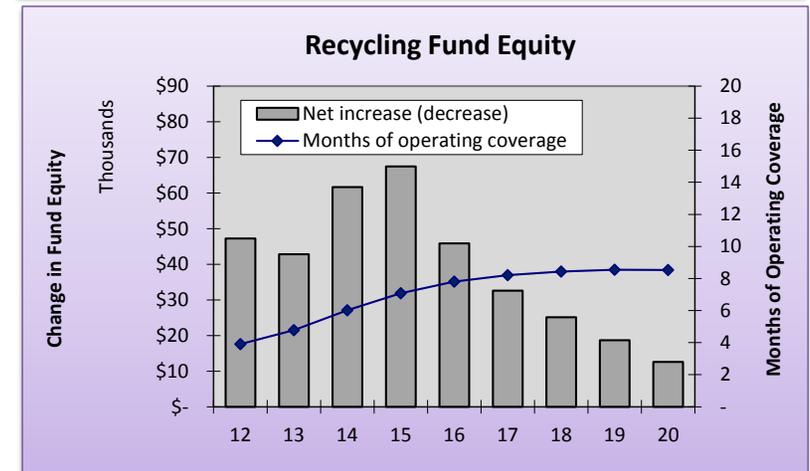
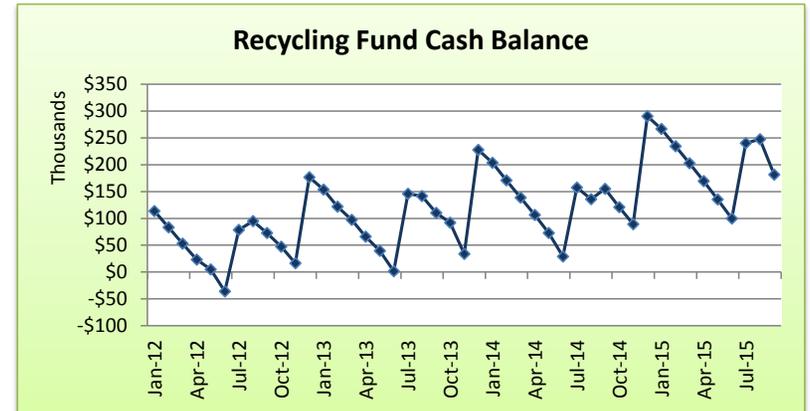
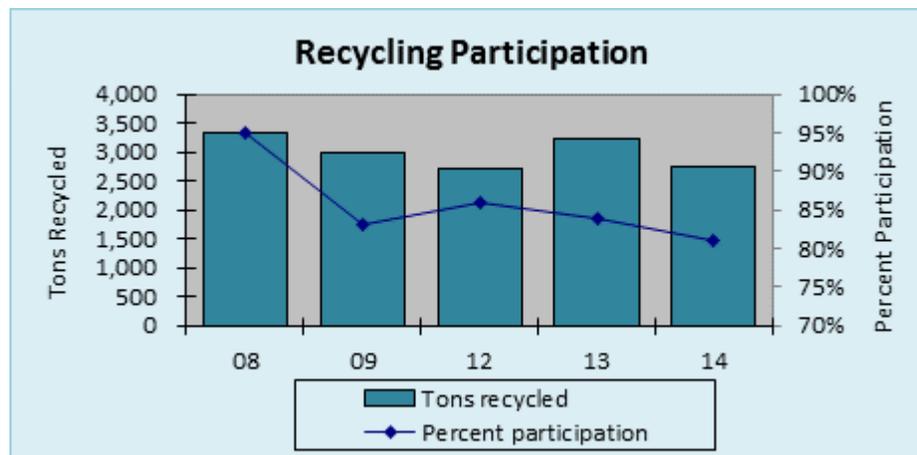
- SCORE grant funding has grown at a slower pace than program costs, and provides between 8.6% and 10.2% of revenue
- Reductions in newspaper circulation have significantly reduced the tons of materials recycled in recent years
- User fees provide between 88% and 89% of revenue, and are received in July and December, creating cash flow challenges for the fund

### Performance/History

- Operating coverage of less than 2 months in 1 of the last 5 years
- Eliminated periodic negative cash balances due to the timing of revenue from user fees

### Fund Goals/Targets

- Gradually build fund balance and improve cash flow performance
- Establish recycling fees sufficient to generate and maintain operating coverage of 5 months



<b>Recycling Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Intergovernmental									
SCORE Grant	\$ 51,883	\$ 51,827	\$ 51,930	\$ 66,350	\$ 62,469	\$ 56,000	\$ 56,000	\$ 56,000	\$ 57,000
Other Local Governments	14,911	16,383	15,598	13,000	13,000	13,000	13,500	13,500	14,000
Charges for Services									
Recycling Charges	434,962	460,222	494,099	509,000	525,000	536,000	547,000	559,000	570,000
Cleanup Day Charges	19,590	15,494	7,301	11,500	11,500	11,500	11,500	12,500	12,500
Interest Earnings	885	(3,790)	7,185	-	-	-	-	-	-
<b>Total Revenue</b>	<b>522,231</b>	<b>540,136</b>	<b>576,113</b>	<b>599,850</b>	<b>611,969</b>	<b>616,500</b>	<b>628,000</b>	<b>641,000</b>	<b>653,500</b>
<b>Expense</b>									
Public Works									
Personal Services	24,583	26,366	22,128	21,143	39,331	41,209	44,221	47,266	49,178
Supplies	2,804	681	6,177	1,000	1,500	1,500	1,500	1,500	1,500
Contractual Services	447,622	470,288	486,137	510,290	525,320	541,230	557,140	573,570	590,230
<b>Total Expense</b>	<b>475,009</b>	<b>497,335</b>	<b>514,442</b>	<b>532,433</b>	<b>566,151</b>	<b>583,939</b>	<b>602,861</b>	<b>622,336</b>	<b>640,908</b>
<b>Net Change</b>	<b>47,222</b>	<b>42,801</b>	<b>61,671</b>	<b>67,417</b>	<b>45,818</b>	<b>32,561</b>	<b>25,139</b>	<b>18,664</b>	<b>12,592</b>
Fund Equity, beginning	114,960	162,182	204,983	266,654	334,071	379,889	412,450	437,589	456,253
<b>Fund Equity, ending</b>	<b>\$ 162,182</b>	<b>\$ 204,983</b>	<b>\$ 266,654</b>	<b>\$ 334,071</b>	<b>\$ 379,889</b>	<b>\$ 412,450</b>	<b>\$ 437,589</b>	<b>\$ 456,253</b>	<b>\$ 468,845</b>
Fund equity percent of expense	32.6%	39.8%	50.1%	59.0%	65.1%	68.4%	70.3%	71.2%	71.1%
Months of operating coverage	3.9	4.8	6.0	7.1	7.8	8.2	8.4	8.5	8.5
Expense percent change	5.8%	4.7%	3.4%	3.5%	6.3%	3.1%	3.2%	3.2%	3.0%
Average annual percent change				4.4%					3.8%
Annual charge per parcel/unit	\$ 40.00	\$ 42.00	\$ 45.00	\$ 46.00	\$ 47.00	\$ 48.00	\$ 49.00	\$ 50.00	\$ 51.00
Change in rate-dollars	\$ 2.50	\$ 2.00	\$ 3.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Change in rate-percent	6.7%	5.0%	7.1%	2.2%	2.2%	2.1%	2.1%	2.0%	2.0%
Average annual percent change				5.3%					2.1%
Cost per collection	\$ 1.54	\$ 1.62	\$ 1.73	\$ 1.77	\$ 1.81	\$ 1.85	\$ 1.88	\$ 1.92	\$ 1.96
Participation rate	86.0%	84.0%	81.0%						
Tons recycled	2,696	3,242	2,762						
Number of units	10,897	10,966	10,968	11,090	11,172	11,172	11,172	11,172	11,172

## Community Center Fund Operations

The Community Center Fund accounts for the operation and maintenance of the fitness center and studios, the Tropics Indoor Water Park, Tropical Adventure indoor play area, banquet and meeting rooms, birthday party rooms, gymnasium, locker facilities, picnic pavilion and concessions.

### Impacts

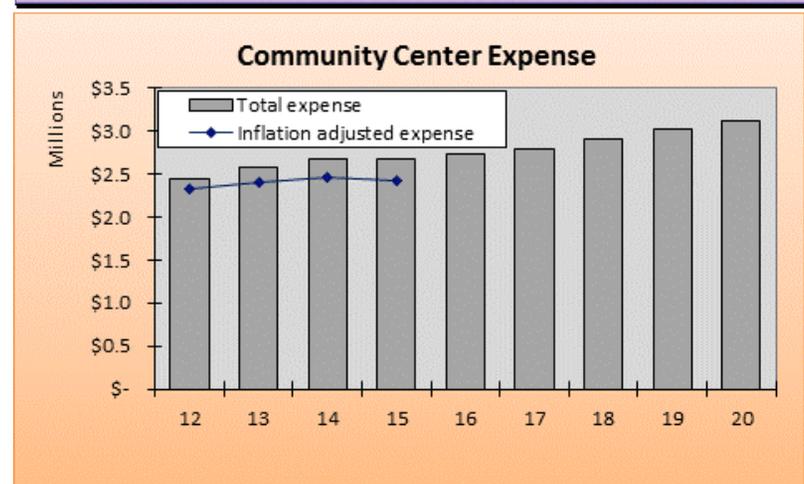
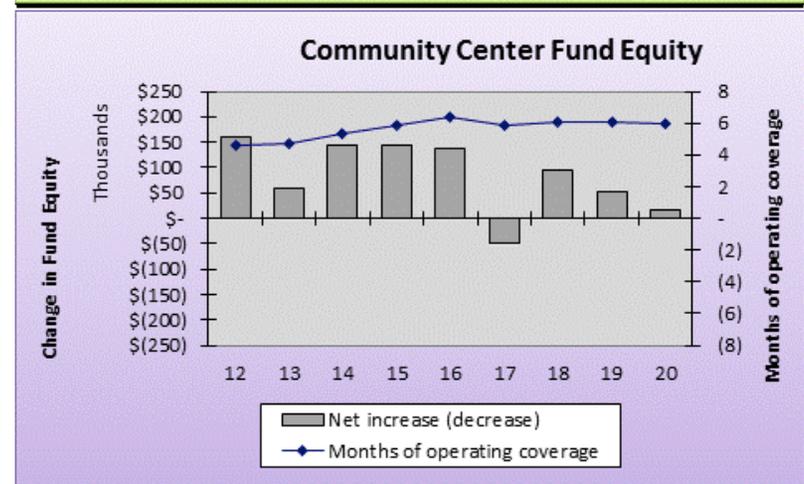
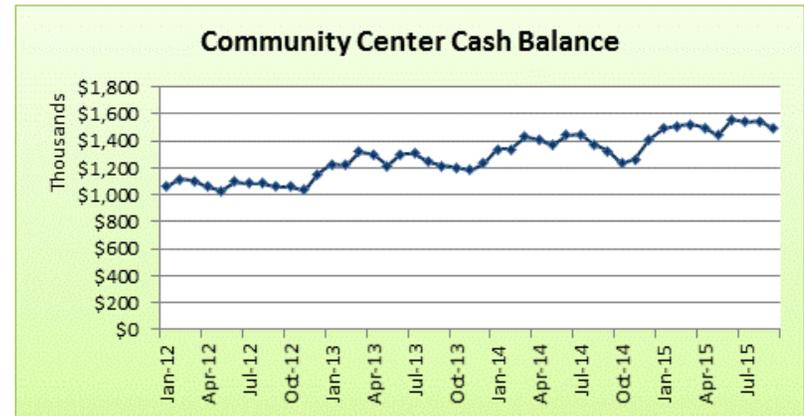
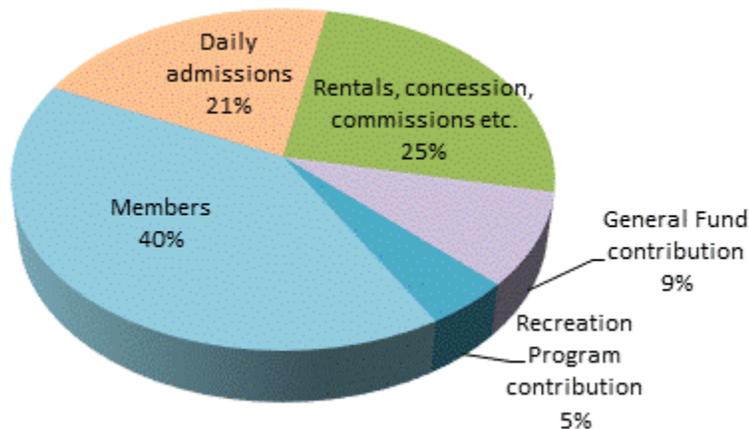
- User fees provide 87% of revenue (memberships, admissions and room rentals)
- General Fund provides \$254,000 in support of operations for 2016 through an inter-fund transfer
- Recreation Programs Fund provides \$130,000 in support for use of the facility
- Planned \$200,000 contribution to the community center expansion in 2017
- State mandated minimum wage increases

### Performance/History

- Enrollment in automatic monthly billing by members has declined slightly from a high of 39% of total membership revenue in 2013
- Insurance incentive credits have decreased slightly from a high of \$199,091 in 2013
- Working capital coverage equal to 4 to 6 months in all years
- Positive cash flows

### Fund Goals/Targets

- Adjust rates and operating expense to maintain operating coverage of 3 months
- Increase General Fund support approximately 3% per year



<b>Community Center Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Charges for Services									
Memberships	\$ 1,137,711	\$ 1,104,821	\$ 1,119,163	\$ 1,142,000	\$ 1,162,000	\$ 1,177,000	\$ 1,200,000	\$ 1,213,000	\$ 1,240,000
Daily Admissions	555,209	580,832	596,787	599,000	597,500	612,000	619,500	626,000	630,000
Room Rentals	255,186	303,205	307,632	315,030	326,865	337,700	348,540	359,380	370,200
Concessions & Commissions	221,418	236,890	242,324	262,300	269,500	276,700	284,000	292,300	299,500
All Other Charges	128,821	125,740	135,475	112,500	112,350	114,900	117,550	120,200	122,950
Interest Earnings	14,100	(42,835)	65,924	5,000	5,000	6,000	6,000	7,000	7,000
Other Revenues	60	14,750	13,529	12,500	12,500	12,500	12,500	12,500	12,500
Total Revenue	2,312,505	2,323,403	2,480,834	2,448,330	2,485,715	2,536,800	2,588,090	2,630,380	2,682,150
<b>Expense</b>									
Parks and Recreation									
Personal Services	1,399,967	1,473,504	1,475,984	1,563,045	1,623,772	1,682,460	1,772,382	1,835,438	1,902,741
Supplies	446,078	478,443	528,352	492,217	511,522	525,394	541,858	560,006	574,700
Contractual	599,684	624,253	670,495	614,270	598,611	579,090	598,185	620,395	642,770
Capital Outlay	5,727	-	-	-	-	-	-	-	-
Total Expense	2,451,456	2,576,200	2,674,831	2,669,532	2,733,905	2,786,944	2,912,425	3,015,839	3,120,211
<b>Other Sources (Uses)</b>									
Transfers In	300,000	312,000	339,000	366,000	384,000	402,000	420,000	437,000	454,000
Transfers Out	-	-	-	-	-	(200,000)	-	-	-
Net Change	161,049	59,203	145,003	144,798	135,810	(48,144)	95,665	51,541	15,939
Fund Equity, beginning	828,287	989,336	1,048,539	1,193,542	1,338,340	1,474,150	1,426,006	1,521,671	1,573,212
Fund Equity, ending	\$ 989,336	\$ 1,048,539	\$ 1,193,542	\$ 1,338,340	\$ 1,474,150	\$ 1,426,006	\$ 1,521,671	\$ 1,573,212	\$ 1,589,151
Fund equity committed to building impr	345,286	379,831	524,834	654,864	777,414	697,900	767,711	793,159	787,314
Fund equity percent of expense	38.4%	39.2%	44.7%	49.0%	52.9%	49.0%	50.5%	50.4%	49.5%
Months of operating coverage	4.6	4.7	5.4	5.9	6.3	5.9	6.1	6.1	5.9
Tax support as percent of expense	9.2%	9.0%	8.9%	9.2%	9.3%	9.4%	9.3%	9.2%	9.1%
Revenue percent change	-0.9%	0.5%	6.8%	-1.3%	1.5%	2.1%	2.0%	1.6%	2.0%
Average annual percent change/rev				1.3%					1.8%
Expense percent change	2.1%	5.1%	3.8%	-0.2%	2.4%	1.9%	4.5%	3.6%	3.5%
Average annual percent change/exp				2.7%					3.2%
Insurance credits (memberships)	\$ 193,512	\$ 199,091	\$ 186,114	\$ 178,780					
Annual membership rev billed monthly	\$ 427,000	\$ 431,692	\$ 424,061	\$ 414,000					
Rate change, daily admissions	1.8%	2.2%	3.3%	2.2%	2.5%	2.0%	2.0%	2.0%	2.0%
Rate change, memberships	3.3%	2.2%	3.0%	2.0%	1.7%	2.0%	2.0%	2.0%	2.0%

## Recreation Program Fund Operations

The Recreation Programs Fund accounts for a variety of recreational and social programs offered throughout the City on a fee basis. Financial support, through an inter-fund transfer, is provided to the Community Center fund to partially cover use of the facility.

### Impacts

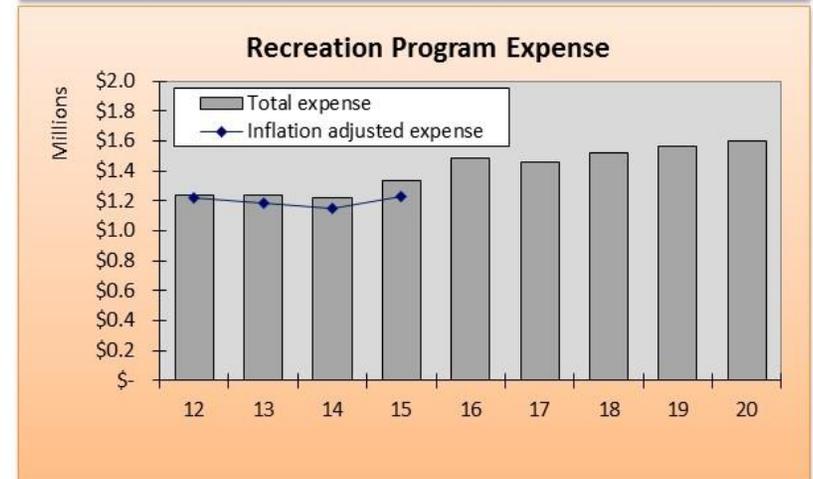
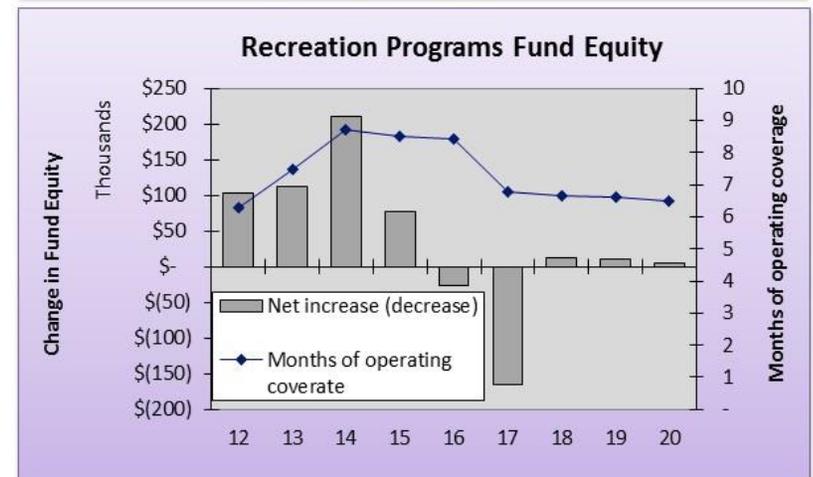
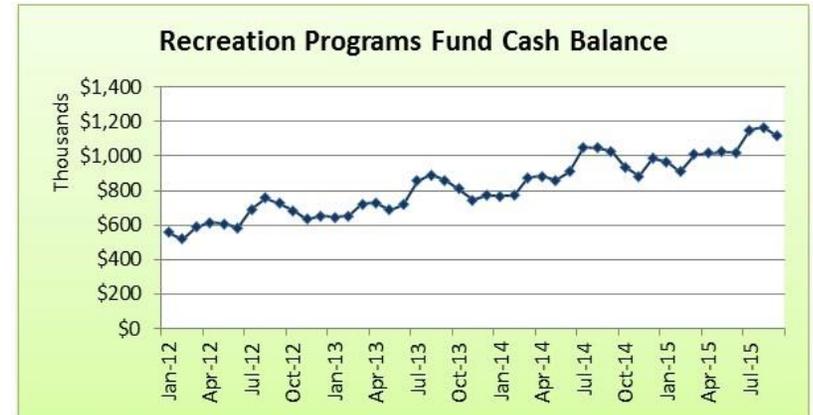
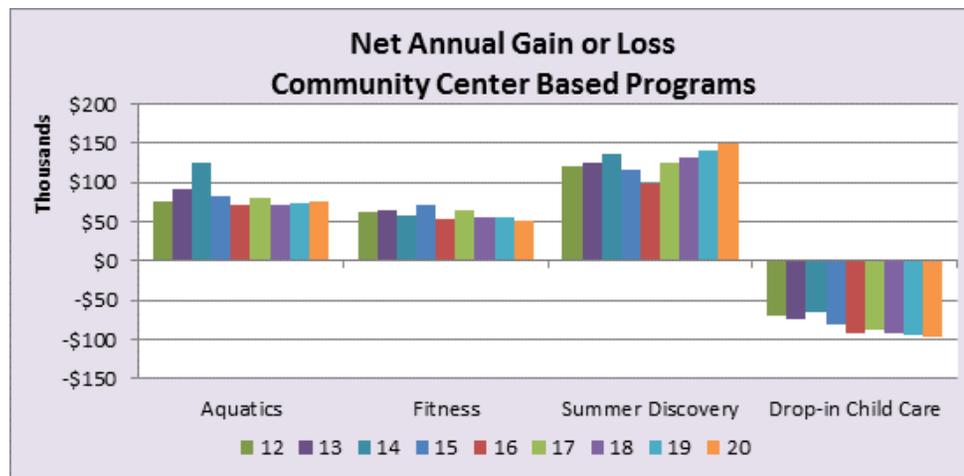
- User fees provide 95% of revenue
- State mandated minimum wage increases
- General Fund provides support for community-oriented programs through an annual transfer
- Planned \$200,000 contribution to the community center expansion in 2017

### Performance/History

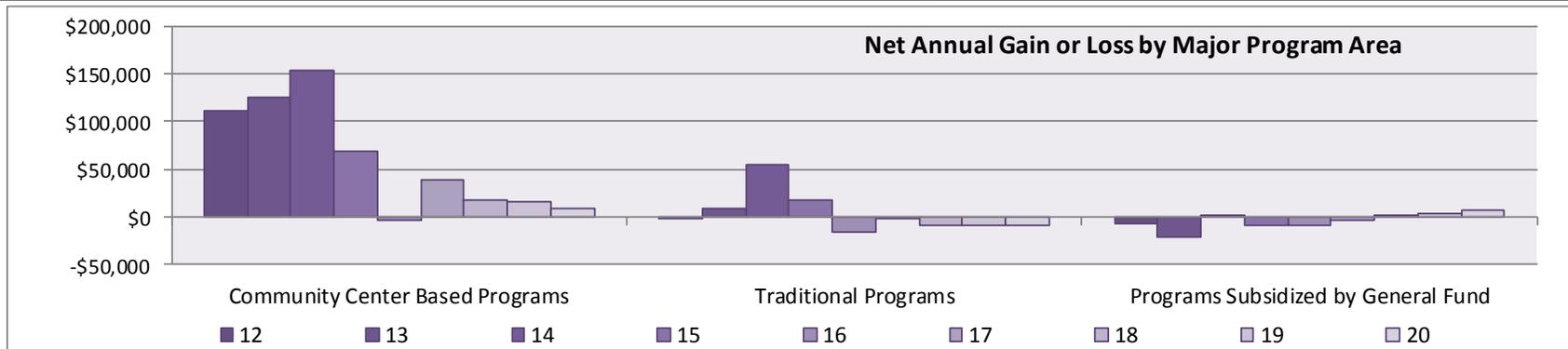
- Operating coverage equal to 6 to 8 months
- Positive cash flows

### Fund Goals/Targets

- Preserve 3 months operating coverage through user fee adjustments
- Hold General Fund support to the rate of inflation or less
- Cover cost increases through operating efficiencies where possible/practical



Recreation Programs Fund	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>									
Charges for Services	\$1,340,831	\$1,385,140	\$1,419,065	\$1,460,033	\$1,500,041	\$1,543,711	\$1,584,446	\$1,633,245	\$1,669,500
Interest Earnings	8,388	(26,234)	44,575	2,000	2,000	2,500	2,500	3,000	3,000
Other Revenues	972	121	48	-	-	-	-	-	-
Total Revenue	1,350,191	1,359,027	1,463,688	1,462,033	1,502,041	1,546,211	1,586,946	1,636,245	1,672,500
<b>Expense</b>									
Parks and Recreation									
Parks Administration	389,800	366,652	473,302	465,365	483,813	505,067	524,177	-	-
Program Costs	846,957	869,279	750,339	871,228	998,068	952,093	996,066	1,565,082	1,601,648
Total Expense	1,236,757	1,235,931	1,223,641	1,336,593	1,481,881	1,457,160	1,520,243	1,565,082	1,601,648
<b>Other Sources (Uses)</b>									
Transfers In	65,000	70,000	70,000	72,000	84,000	86,000	95,000	100,000	105,000
Transfers Out	(75,000)	(80,000)	(100,000)	(120,000)	(130,000)	(340,000)	(150,000)	(160,000)	(170,000)
Net Change	103,434	113,096	210,047	77,440	(25,840)	(164,949)	11,703	11,163	5,852
Fund Equity, beginning	545,205	648,639	761,735	971,782	1,049,222	1,023,382	858,433	870,136	881,299
Fund Equity, ending	\$ 648,639	\$ 761,735	\$ 971,782	\$ 1,049,222	\$1,023,382	\$ 858,433	\$ 870,136	\$ 881,299	\$ 887,151
Fund equity committed to bldg impr	\$ 339,656	\$ 455,825	\$ 637,634	\$ 678,752	\$ 659,092	\$ 478,372	\$ 478,866	\$ 480,887	\$ 477,498
Fund equity percent of expense	52.5%	62.3%	72.7%	70.8%	70.2%	56.5%	55.6%	55.0%	54.1%
Months of operating coverage	6.3	7.5	8.7	8.5	8.4	6.8	6.7	6.6	6.5
Revenue percent change	2.6%	0.7%	7.7%	-0.1%	2.7%	2.9%	2.6%	3.1%	2.2%
Average annual percent change				2.7%					2.7%
Expense percent change	5.4%	-0.1%	-1.0%	9.2%	10.9%	-1.7%	4.3%	2.9%	2.3%
Average annual percent change				3.4%					3.8%
Percent of revenue from user fees	94.7%	96.9%	92.5%	95.2%	94.6%	94.6%	94.2%	94.1%	93.9%
Percent of revenue from Gen Fund	4.6%	4.9%	4.6%	4.7%	5.3%	5.3%	5.6%	5.8%	5.9%



## Cable TV Fund Operations

At the end of 2014, the City withdrew from the North Suburban Cable Commission (NSCC). NSCC was previously responsible for the management and administration of the City's cable franchise and public access programming in Shoreview. The City has negotiated the renewal of the cable franchise with Comcast for 10 years. Revenue for the cable fund is obtained through a 5% franchise fee that is paid by Shoreview cable subscribers to Comcast and through a Public, Educational, and Government (PEG) fee that is also paid by subscribers. This franchise fee and PEG revenue fund the City's management and administration of the cable franchise, staff costs to cablecast City Council and Planning Commission meetings, acquisition and maintenance of cable equipment for the Council Chambers and City Hall, and operating transfers that are used to finance City communication activities.

### Impacts

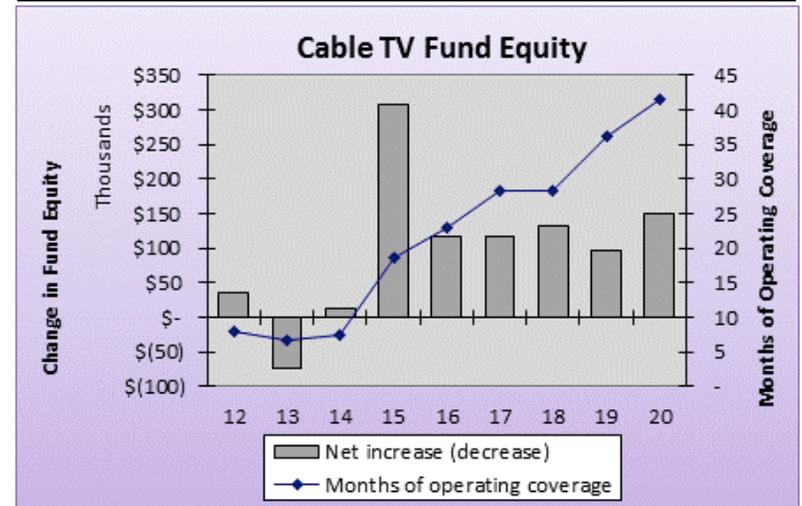
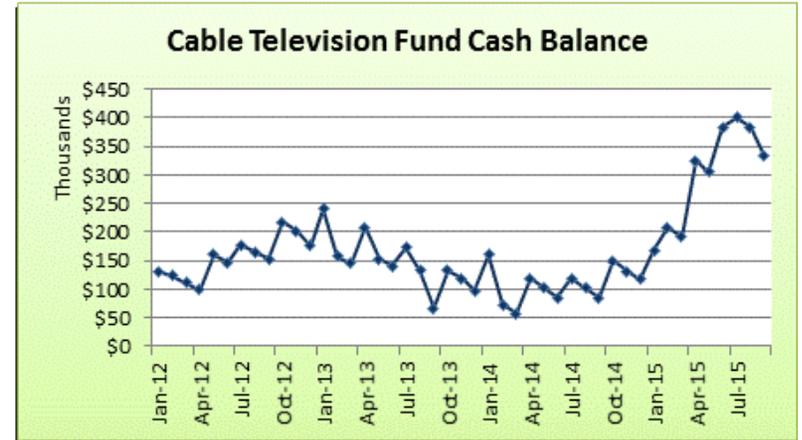
- Cable franchise fees and PEG fees provide more than 99% of revenue
- Contractual costs decrease significantly due to withdrawal from the NSCC
- Transition to in-house production, broadcasting and web streaming of cable programming
- Transfers to the General Fund provide support for communication activities

### Performance/History

- Operating coverage equal to 7 to 8 months
- Positive cash flows

### Fund Goals/Targets

- Preserve minimum operating coverage of 3 and up to 6 months when anticipated capital costs dictate higher balances
- Monitor fund balance changes



<b>Cable Television Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Charges for Services	\$301,530	\$313,336	\$331,328	\$593,500	\$435,000	\$435,000	\$440,000	\$460,000	\$ 465,000
Interest Earnings	2,056	(5,218)	5,303	1,700	1,700	1,800	1,800	1,900	1,900
Other Revenues	1,100	2,199	1,100	23,000	1,200	1,200	1,200	1,200	1,200
Total Revenue	304,686	310,317	337,731	618,200	437,900	438,000	443,000	463,100	468,100
<b>Expense</b>									
General Government									
Personal Services	31,128	31,994	33,834	35,048	47,653	48,653	38,324	39,598	40,972
Supplies	1,367	-	-	200	500	500	500	500	500
Contractual	109,242	112,905	119,142	83,930	72,030	71,470	72,970	75,080	77,180
Capital Outlay	-	120,922	10,775	55,000	100,000	-	-	-	-
Total Expense	141,737	265,821	163,751	174,178	220,183	120,623	111,794	115,178	118,652
<b>Other Sources (Uses)</b>									
Transfers Out	(127,989)	(116,941)	(160,000)	(167,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Net Change	34,960	(72,445)	13,980	277,022	17,717	117,377	131,206	147,922	149,448
Fund Equity, beginning	215,664	250,624	178,179	192,159	469,181	486,898	604,275	735,481	883,403
Fund Equity, ending	\$250,624	\$178,179	\$192,159	\$469,181	\$486,898	\$604,275	\$735,481	\$883,403	\$1,032,851
Fund equity percent of expense and transfers out	65.5%	55.0%	56.3%	111.7%	151.9%	193.8%	233.4%	277.2%	320.9%
Months of operating coverage (for expense and transfers out)	7.9	6.6	6.8	13.4	18.2	23.3	28.0	33.3	38.5
Franchise fee percent change	5.0%	3.9%	5.7%	79.1%	-26.7%	0.0%	1.1%	4.5%	1.1%
Average annual percent change				23.4%					-4.0%

## Economic Development Authority Fund Operations

The Economic Development Authority (EDA) was created in 2008 with an initial \$50,000 transfer from the General Fund and \$2,025 from the former Economic Development Fund. The City's previous deposit in the Twin Cities Community Capital Fund was returned to the City in 2010 (\$165,777). Because the funds are legally restricted to economic development and business assistance (as governed by Minnesota statutes), the EDA is exploring other options for a business loan program. The funds will be invested until a loan program is selected or developed.

### Impacts

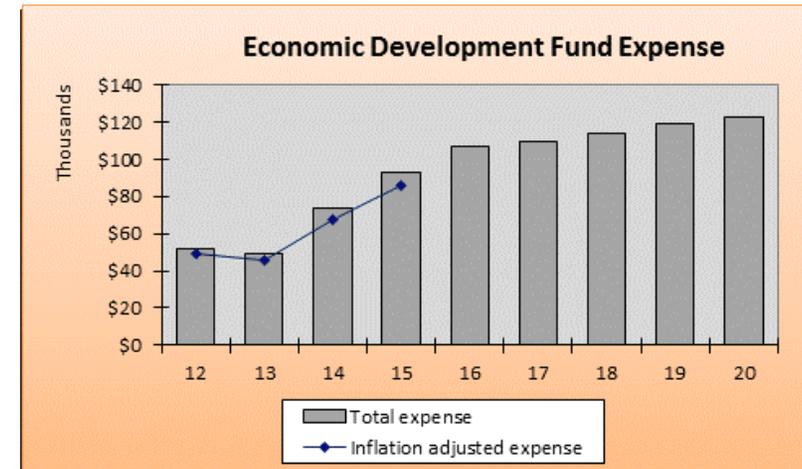
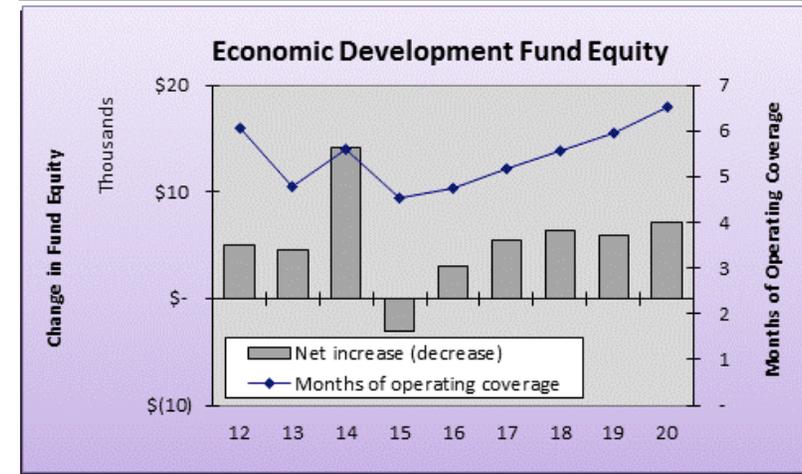
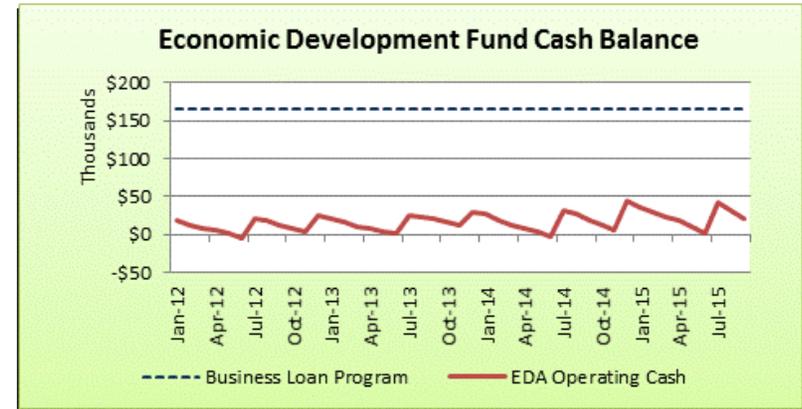
- First tax levy in 2011
- Levy authority is within the City's levy limit, when levy limits are in effect
- Property tax collections occur in July and December, creating cash flow challenges for the fund
- Covers 25% of the Assistant City Manager/Community Development Director position
- Covers 25% of the Economic Development and Planning Associate position

### Performance/History

- Operating coverage equal to 5 to 6 months

### Fund Goals/Targets

- Establish and maintain 5 months of operating coverage
- Monitor fund balance changes



<b>Economic Development Authority Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Property Taxes	\$ 54,358	\$ 59,653	\$ 78,507	\$ 90,000	\$ 110,000	\$ 115,000	\$ 120,000	\$ 125,000	\$ 130,000
Interest Earnings	2,367	(6,377)	9,066	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-	-	-
Total Revenue	56,725	53,276	87,573	90,000	110,000	115,000	120,000	125,000	130,000
<b>Expense</b>									
Community Development									
Personal Services	27,698	25,963	40,035	50,548	60,513	62,801	65,966	69,113	72,143
Supplies	2,583	2,336	2,253	4,000	4,300	3,500	3,500	3,750	3,750
Contractual Services	21,484	20,498	31,072	38,535	42,200	43,225	44,100	46,250	47,010
Total Expense	51,765	48,797	73,360	93,083	107,013	109,526	113,566	119,113	122,903
<b>Other Sources (Uses)</b>									
Transfers In	-	-	-	-	-	-	-	-	-
Net Change	4,960	4,479	14,213	(3,083)	2,987	5,474	6,434	5,887	7,097
Fund Equity, beginning	185,524	190,484	194,963	209,176	206,093	209,080	214,554	220,988	226,875
Fund Equity, ending	\$ 190,484	\$ 194,963	\$ 209,176	\$ 206,093	\$ 209,080	\$ 214,554	\$ 220,988	\$ 226,875	\$ 233,972
<b>Fund Equity Breakdown</b>									
Business loan program fund balance	\$ 165,777	\$ 165,777	\$ 165,777	\$ 165,777	\$ 165,777	\$ 165,777	\$ 165,777	\$ 165,777	\$ 165,777
Non loan program fund balance	\$ 24,707	\$ 29,186	\$ 43,399	\$ 40,316	\$ 43,303	\$ 48,777	\$ 55,211	\$ 61,098	\$ 68,195
Months of operating coverage (excluding balances restricted for business loan program)	6.1	4.8	5.6	4.5	4.7	5.2	5.6	6.0	6.5
Tax levy percent change	119.0%	9.7%	31.6%	14.6%	22.2%	4.5%	4.3%	4.2%	4.0%
Annual average percent change				37.9%					7.9%

## Housing Redevelopment Authority Fund Operations

The Housing Redevelopment Authority (HRA) was created in 2009 to account for housing-related activities of the EDA, with the first year of operation in 2010.

### Impacts

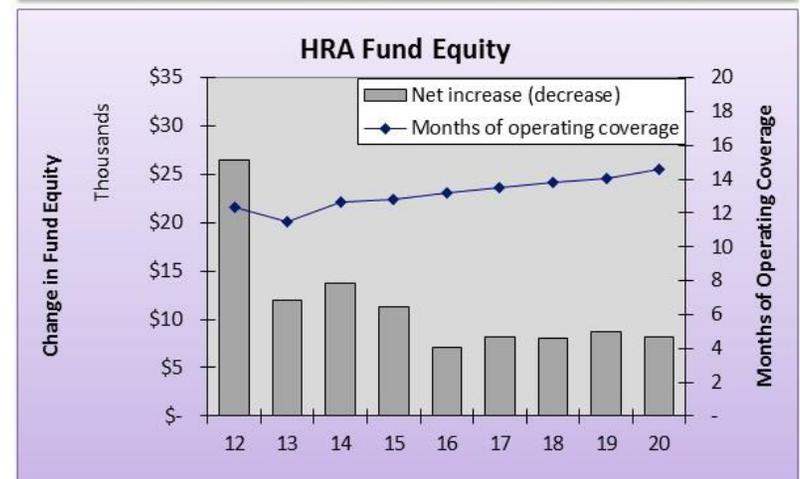
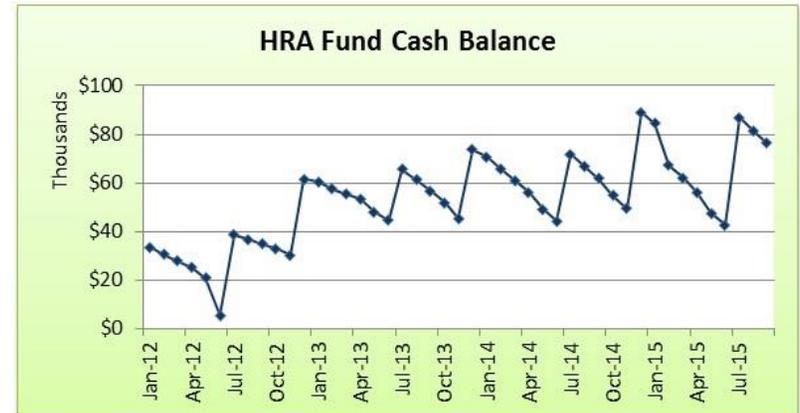
- First tax levy in 2010
- Levy authority for the HRA is outside the City's levy limit
- Covers 25% of the Assistant City Manager/Community Development Director position cost
- Covers 35% of the Economic Development and Planning Associate

### Performance/History

- Operating coverage from 11 to 13 months

### Fund Goals/Targets

- Maintain 5 months of operating coverage
- Monitor fund balance changes



<b>Housing Redevelopment Authority</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Property Taxes	\$ 68,909	\$ 74,513	\$ 87,998	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000	\$ 115,000	\$ 120,000
Interest Earnings	424	(1,980)	3,083	-	-	-	-	-	-
Total Revenue	69,333	72,533	91,081	95,000	100,000	105,000	110,000	115,000	120,000
<b>Expense</b>									
Community Development									
Personal Services	29,344	47,289	62,776	65,905	68,107	70,846	74,631	78,420	81,967
Contractual Services	13,519	13,217	14,559	17,750	24,800	26,000	27,350	27,900	29,900
Debt Service	-	-	-	-	-	-	-	-	-
Total Expense	42,863	60,506	77,335	83,655	92,907	96,846	101,981	106,320	111,867
<b>Other Sources (Uses)</b>									
Transfers In	-	-	-	-	-	-	-	-	-
Net Change	26,470	12,027	13,746	11,345	7,093	8,154	8,019	8,680	8,133
Fund Equity, beginning	35,700	62,170	74,197	87,943	99,288	106,381	114,535	122,554	131,234
Fund Equity, ending	\$ 62,170	\$ 74,197	\$ 87,943	\$ 99,288	\$ 106,381	\$ 114,535	\$ 122,554	\$ 131,234	\$ 139,367
Fund equity percent of expense	102.8%	95.9%	105.1%	106.9%	109.8%	112.3%	115.3%	117.3%	121.8%
Months of operating coverage	12.3	11.5	12.6	12.8	13.2	13.5	13.8	14.1	14.6
Taxable Value (millions)	\$ 25.4	\$ 23.7	\$ 24.0	\$ 26.7	\$ 27.9	\$ 28.7	\$ 29.6	\$ 30.5	\$ 31.4
Tax Rate (HRA)	0.254%	0.289%	0.345%	0.323%	0.328%	0.336%	0.343%	0.349%	0.355%
Change in tax rate	28.3%	13.8%	19.4%	-6.4%	1.5%	2.4%	2.1%	1.7%	1.7%
Average annual percent change				13.8%					1.9%
Expense percent change	-8.4%	41.2%	27.8%	8.2%	11.1%	4.2%	5.3%	4.3%	5.2%
Average annual percent change				17.2%					6.0%

## Slice of Shoreview Fund Operations

The Slice of Shoreview Fund accounts for costs, donations, sponsorships and vendor fees associated with the Slice of Shoreview event.

### Impacts

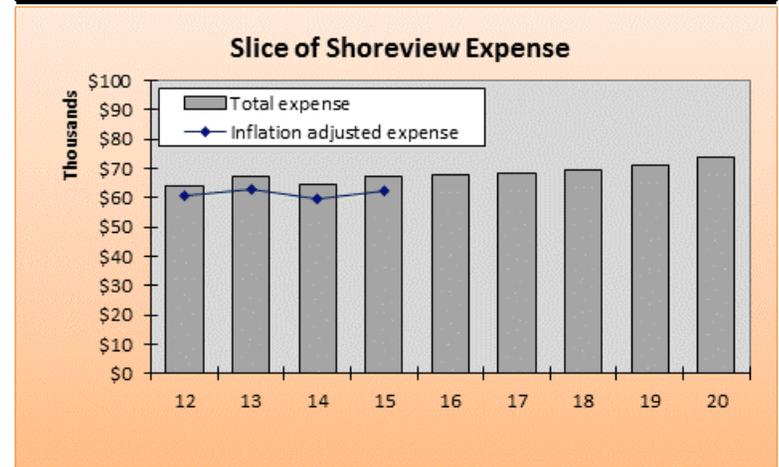
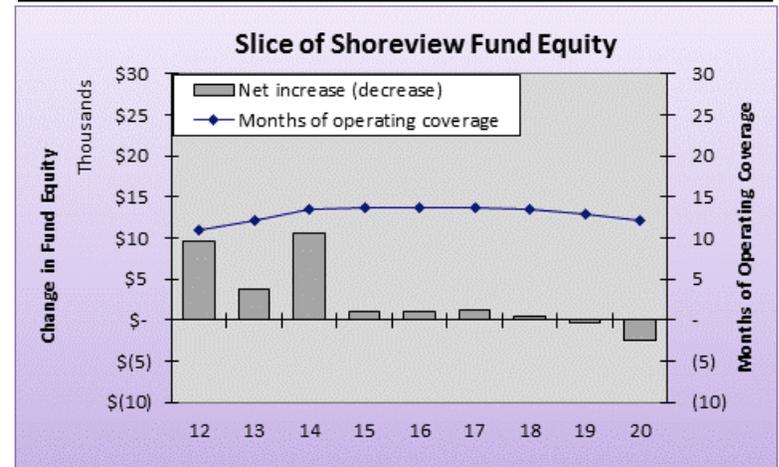
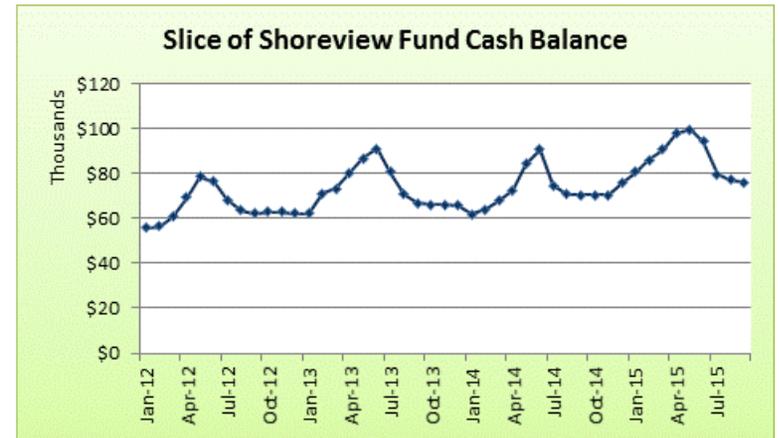
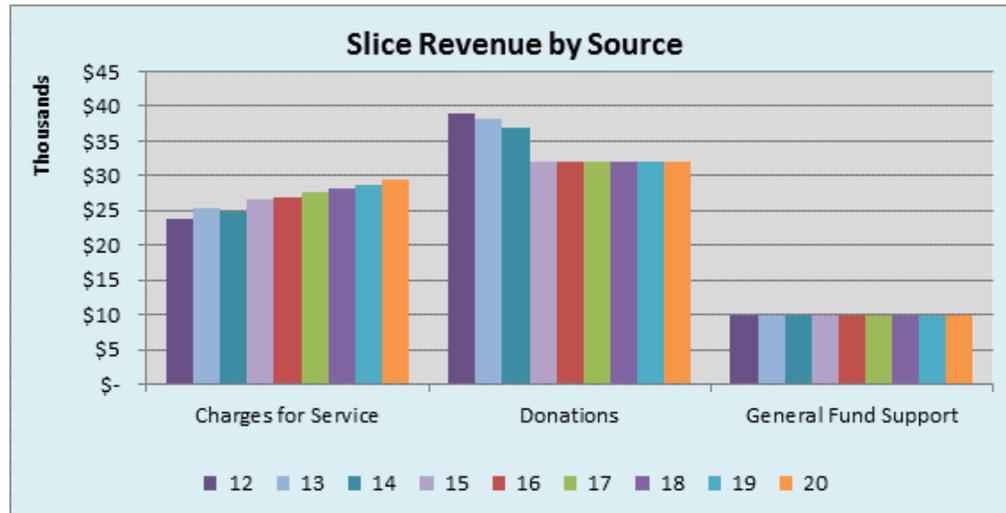
- For 2016, support for the event is provided by donations (46%), fees (39%), and General Fund support (15%)

### Performance/History

- Operating coverage equal to 11 to 14 months

### Fund Goals/Targets

- Preserve 6 to 12 months of operating coverage to ensure adequate coverage of event costs in the event of a decline in donations
- Hold General Fund support to the rate of inflation or less



<b>Slice of Shoreview Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Charges for Services	\$ 23,720	\$ 25,397	\$ 24,836	\$ 26,500	\$ 27,000	\$ 27,570	\$ 28,120	\$ 28,685	\$ 29,500
Interest Earnings	853	(2,537)	3,557	-	-	-	-	-	-
Other Revenues (donations)	38,896	38,190	36,946	32,000	32,000	32,000	32,000	32,000	32,000
Total Revenue	63,469	61,050	65,339	58,500	59,000	59,570	60,120	60,685	61,500
<b>Expense</b>									
General Government	63,917	67,343	64,805	67,485	67,900	68,370	69,650	71,046	73,950
Total Expense	63,917	67,343	64,805	67,485	67,900	68,370	69,650	71,046	73,950
<b>Other Sources (Uses)</b>									
Transfers In	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Net Change	9,552	3,707	10,534	1,015	1,100	1,200	470	(361)	(2,450)
Fund Equity, beginning	52,558	62,110	65,817	76,351	77,366	78,466	79,666	80,136	79,775
Fund Equity, ending	\$ 62,110	\$ 65,817	\$ 76,351	\$ 77,366	\$ 78,466	\$ 79,666	\$ 80,136	\$ 79,775	\$ 77,325
Fund equity percent of expense	92.2%	101.6%	113.1%	113.9%	114.8%	114.4%	112.8%	107.9%	100.5%
Months of operating coverage	11.1	12.2	13.6	13.7	13.8	13.7	13.5	12.9	12.1
Expense percent change	12.8%	5.4%	-3.8%	4.1%	0.6%	0.7%	1.9%	2.0%	4.1%
Annual average percent change				4.6%					1.9%

## Combined Debt Service Funds

Debt Service funds account for revenue dedicated to the payment of debt as well as the principal and interest payments (excluding debt accounted for in utility or internal service funds).

### Impacts

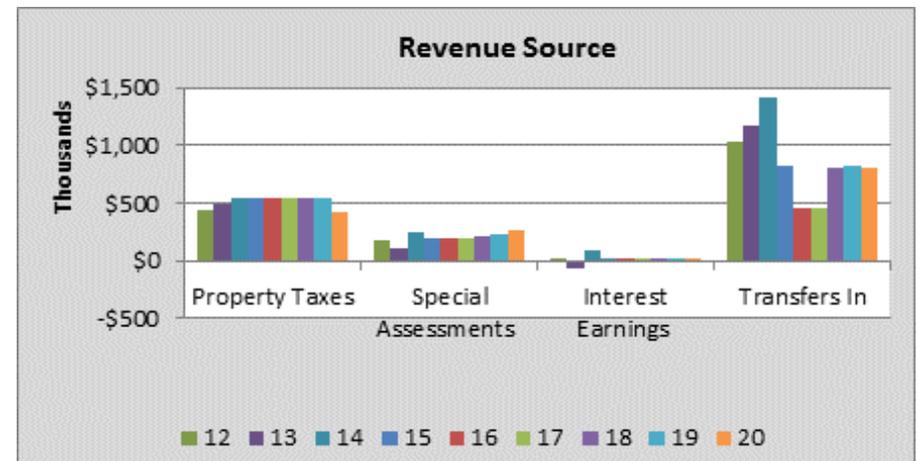
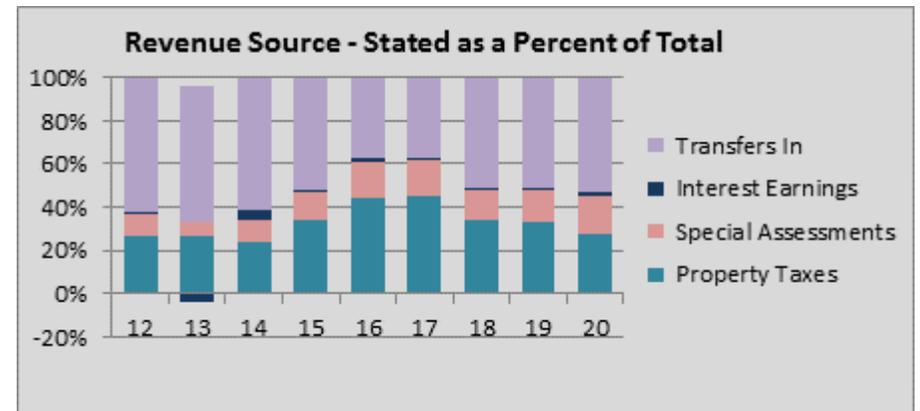
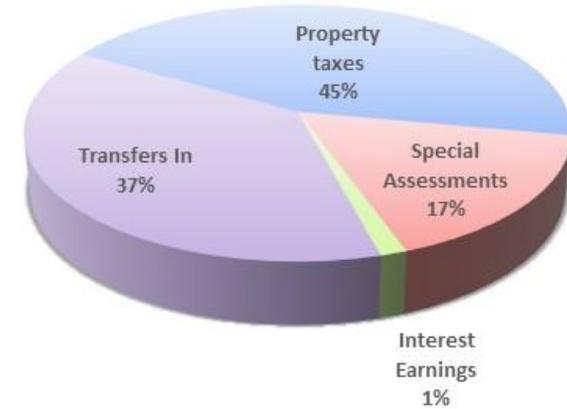
- Revenue in support of debt payments for 2016 is derived from transfers in (37%), property taxes (45%), special assessments (17%) and interest earnings (1%)
- Transfers for debt payments are from the General Fund (\$50,000), General Fixed Asset Replacement Fund (\$180,000) and the Community Investment Fund (\$175,000)
- Transfers to or from the Closed Debt Fund are intended to close out balances for retired debt (\$4,745), or to provide reductions in the debt portion of the tax levy (\$50,000)
- The increase in transfers into Debt Funds in 2018 is due to the planned issuance of Community Center expansion debt in 2017

### Performance/History

- Operating coverage equal to 14 to 25 months
- Advance refunding of the 2002 Certificates of Participation in 2011, saving more than \$200,000 in interest costs on a net present value basis
- Crossover refunding of the 2004 and 2006 G.O. Improvement, Utility, Street and Capital Improvement Plan Bonds (for fire station improvements) during 2013. The combined refunding saves \$280,000 in interest costs on a net present value basis. The crossover refunding transactions occurred on the call dates during 2013, 2014 and 2015.
- Advance refunding of the 2010 G.O. Improvement, Utility and Capital Improvement Plan (Public Works facility) Bonds in 2014, saving more than \$364,000 in interest cost on a net present value basis.

### Fund Goals/Targets

- Preserve a minimum of 6 months of operating coverage
- Hold General Fund support for debt payments to \$50,000 per year until retirement of the community center expansion debt, then reduce General Fund support to zero in 2023



<b>Debt Funds</b>	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>									
Property Taxes	\$ 435,278	\$ 498,259	\$ 535,765	\$ 544,000	\$ 547,000	\$ 549,000	\$ 545,000	\$ 538,000	\$ 425,000
Special Assessments	171,872	115,885	243,735	202,884	203,008	203,595	217,141	233,141	266,264
Intergovernmental	1,330	1,256	1,180	580	-	-	-	-	-
Interest Earnings	22,458	(66,683)	93,768	15,840	16,600	17,190	16,960	18,700	16,860
Other Revenues	16,294	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>647,232</b>	<b>548,717</b>	<b>874,448</b>	<b>763,304</b>	<b>766,608</b>	<b>769,785</b>	<b>779,101</b>	<b>789,841</b>	<b>708,124</b>
<b>Expense</b>									
Debt Service	1,742,823	1,851,794	1,678,465	1,604,006	1,303,301	1,258,476	1,637,286	1,635,910	1,653,243
<b>Total Expense</b>	<b>1,742,823</b>	<b>1,851,794</b>	<b>1,678,465</b>	<b>1,604,006</b>	<b>1,303,301</b>	<b>1,258,476</b>	<b>1,637,286</b>	<b>1,635,910</b>	<b>1,653,243</b>
<b>Other Sources (Uses)</b>									
Debt Proceeds	-	2,653,739	105,822	7,867	-	7,700	-	10,640	-
Debt Refunded	-	(135,000)	(860,000)	(1,490,000)	-	-	-	-	-
Transfers In	1,027,114	1,168,109	1,410,014	814,778	459,745	455,000	810,000	815,000	812,191
Transfers Out	(9,114)	(50,000)	(67,599)	(119,404)	(54,745)	(50,000)	(50,000)	(50,000)	(52,191)
<b>Net Change</b>	<b>(77,591)</b>	<b>2,333,771</b>	<b>(215,780)</b>	<b>(1,627,461)</b>	<b>(131,693)</b>	<b>(75,991)</b>	<b>(98,185)</b>	<b>(70,429)</b>	<b>(185,119)</b>
Fund Equity, beginning	2,257,347	2,179,756	4,513,527	4,297,747	2,670,286	2,538,593	2,462,602	2,364,417	2,293,988
<b>Fund Equity, ending</b>	<b>\$ 2,179,756</b>	<b>\$ 4,513,527</b>	<b>\$ 4,297,747</b>	<b>\$ 2,670,286</b>	<b>\$ 2,538,593</b>	<b>\$ 2,462,602</b>	<b>\$ 2,364,417</b>	<b>\$ 2,293,988</b>	<b>\$ 2,108,869</b>
Fund equity percent of expense	117.7%	268.9%	267.9%	204.9%	201.7%	150.4%	144.5%	138.8%	135.5%
Months of operating coverage	14.1	15.9	21.7	24.6	24.2	18.0	17.3	16.7	16.3
Unspent bond proceeds	\$ -	\$ 2,289,635	\$ 1,397,098	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense percent change	-2.5%	6.3%	-9.4%	-4.4%	-18.7%	-3.4%	30.1%	-0.1%	1.1%
Average annual percent change				-2.5%					1.8%
Tax Levy percent change	-16.3%	14.5%	7.5%	1.5%	0.6%	0.4%	-0.7%	-1.3%	-21.0%
Average annual percent change				1.8%					-4.4%

## Water Fund Operations

The Water Fund accounts for the distribution of water to residences and businesses, and operation and maintenance of the water system. Fluctuations in water consumption and revenue are expected from year to year, therefore projections use a “base year” approach to estimate gallons sold. Rates are set to support operating costs in a typical “base year,” removing the impact of drought or high rainfall years.

### Impacts

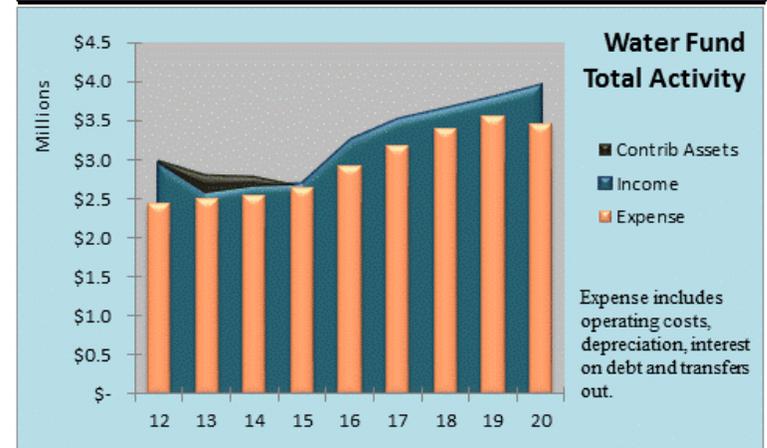
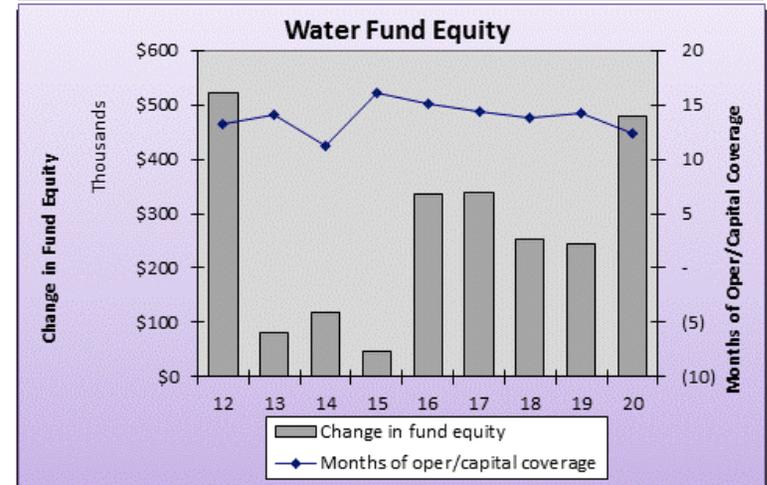
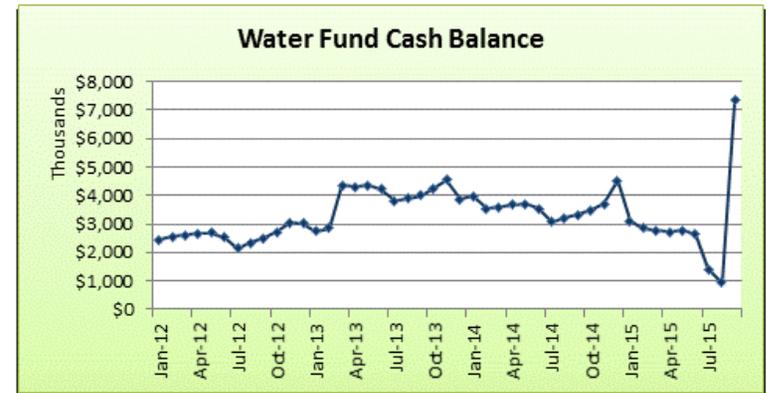
- Average household water consumption continues to decline
- Water use fluctuates significantly based on rainfall during the growing season
- Contributions for maintenance center debt payments began in 2011
- Planned water treatment plant at an estimated cost of \$12,100,000 (2015-2017)

### Performance/History

- Operating coverage equal to 11 to 14 months of operating and capital costs
- Stable cash balances
- Operating income generated each year
- Projected base gallons established at 880 million gallons
- In 2012 the lowest residential billing tier was split into two tiers resulting in revenue increases
- Negative debt capacity in 2014 and 2015 as a result of called bonds associated with advance refunding

### Fund Goals/Targets

- Preserve a minimum of 8 months of operating and capital coverage
- Increased water rates to achieve overall gains and meet additional debt service requirements associated with the Water Treatment Plant
- Maintain positive debt capacity reserves after scheduled transfers



<b>Water Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Special Assessments	\$ 1,002	\$ 2,275	\$ 2,847	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Charges	2,832,809	2,577,315	2,325,701	2,620,000	3,185,000	3,442,000	3,579,000	3,722,000	3,869,000
Late Fees/Utility Charges	45,780	45,772	44,619	-	-	-	-	-	-
Water Facility Charges	13,420	39,811	77,198	8,000	8,000	9,000	9,000	10,000	10,000
Other Charges	25,011	29,786	30,966	29,500	25,500	26,000	26,000	26,500	26,500
Other Revenues	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>2,918,022</b>	<b>2,694,959</b>	<b>2,481,331</b>	<b>2,657,500</b>	<b>3,218,500</b>	<b>3,477,000</b>	<b>3,614,000</b>	<b>3,758,500</b>	<b>3,905,500</b>
<b>Expense</b>									
Enterprise Operations	1,405,259	1,403,838	1,432,452	1,472,457	1,581,485	1,569,265	1,659,916	1,833,422	1,760,087
Miscellaneous	1,901	-	-	-	-	-	-	-	-
Depreciation	614,991	622,826	634,561	649,000	669,000	799,000	923,000	922,000	919,000
<b>Total Expense</b>	<b>2,022,151</b>	<b>2,026,664</b>	<b>2,067,013</b>	<b>2,121,457</b>	<b>2,250,485</b>	<b>2,368,265</b>	<b>2,582,916</b>	<b>2,755,422</b>	<b>2,679,087</b>
<b>Operating Income (Loss)</b>	<b>895,871</b>	<b>668,295</b>	<b>414,318</b>	<b>536,043</b>	<b>968,015</b>	<b>1,108,735</b>	<b>1,031,084</b>	<b>1,003,078</b>	<b>1,226,413</b>
<b>Other Sources (Uses)</b>									
Interest Earnings	35,077	(121,490)	175,102	38,000	38,000	42,000	42,000	45,000	45,000
Sale of Asset-Gain	-	-	114	-	-	-	-	-	-
Contributed Capital Assets	31,823	248,000	145,430	-	-	-	-	-	-
Intergovernmental	13,198	11,992	11,699	975	-	-	-	-	-
Debt Service	(183,921)	(213,477)	(178,732)	(184,164)	(307,431)	(437,926)	(438,305)	(411,093)	(389,928)
Transfers Out	(240,000)	(263,057)	(303,136)	(345,400)	(363,000)	(376,400)	(383,000)	(393,400)	(403,000)
<b>Net Change</b>	<b>552,048</b>	<b>330,263</b>	<b>264,795</b>	<b>45,454</b>	<b>335,584</b>	<b>336,409</b>	<b>251,779</b>	<b>243,585</b>	<b>478,485</b>
Fund Equity, beginning	12,445,554	12,997,602	13,327,865	13,592,660	13,638,114	13,973,698	14,310,107	14,561,886	14,805,471
Fund Equity, ending	\$ 12,997,602	\$ 13,327,865	\$ 13,592,660	\$ 13,638,114	\$ 13,973,698	\$ 14,310,107	\$ 14,561,886	\$ 14,805,471	\$ 15,283,956
Months of operating coverage	13.3	14.1	11.3	16.1	15.1	14.3	13.7	14.2	12.4
Cash balance	\$ 3,023,577	\$ 4,385,756	\$ 4,507,826	\$ 4,039,068	\$ 4,731,652	\$ 4,943,661	\$ 4,937,440	\$ 5,023,625	\$ 4,576,110
Capital costs	\$ 405,814	\$ 678,734	\$ 740,087	\$ 6,643,400	\$ 6,857,000	\$ 853,400	\$ 66,000	\$ 129,400	\$ 670,000
Unspent bond proceeds	\$ 34,027	\$ 606,359	\$ 1,011,961	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General transfer percent of assets	0.70%	0.73%	0.97%	0.90%	0.79%	0.80%	0.82%	0.84%	0.85%
Rate Increase	15.0%	3.0%	4.2%	7.0%	12.0%	8.0%	4.0%	4.0%	4.0%
Change in utility charge revenue	35.7%	-9.0%	-9.8%	12.7%	21.6%	8.1%	4.0%	4.0%	3.9%
Debt issued	\$ -	\$ 1,690,000	\$ 915,000	\$ 6,885,000	\$ 6,995,000	\$ 890,000	\$ -	\$ 200,000	\$ -
Debt payments (principal)	\$ 550,000	\$ 460,000	\$ 965,000	\$ 1,410,000	\$ 450,000	\$ 960,000	\$ 1,115,000	\$ 1,150,000	\$ 1,175,000
Debt balance (year end)	\$ 2,925,000	\$ 4,155,000	\$ 4,105,000	\$ 9,580,000	\$ 16,125,000	\$ 16,055,000	\$ 14,940,000	\$ 13,990,000	\$ 12,815,000
Debt Capacity after transfers	\$ 572,018	\$ 233,097	\$ (222,887)	\$ (716,521)	\$ 554,584	\$ 175,409	\$ 59,779	\$ 15,585	\$ 222,485
Gallons of water sold (000)	1,019,393	911,078	796,545	817,362	880,000	880,000	880,000	880,000	880,000
Quarterly residential gallons (avg)	20,590	18,249	15,606	18,400					
Quarterly multi-family gallons (avg)	10,179	9,843	9,439	9,600					

## Sewer Fund Operations

The Sewer Fund accounts for the collection and treatment of wastewater (sewage) from homes and businesses throughout the City. Sewage is routed or pumped into facilities owned and operated by Metropolitan Council Environmental Services. Because sewage treatment costs are more than half of operating costs, rates are designed to charge high volume customers more because they contribute more flow to the system.

### Impacts

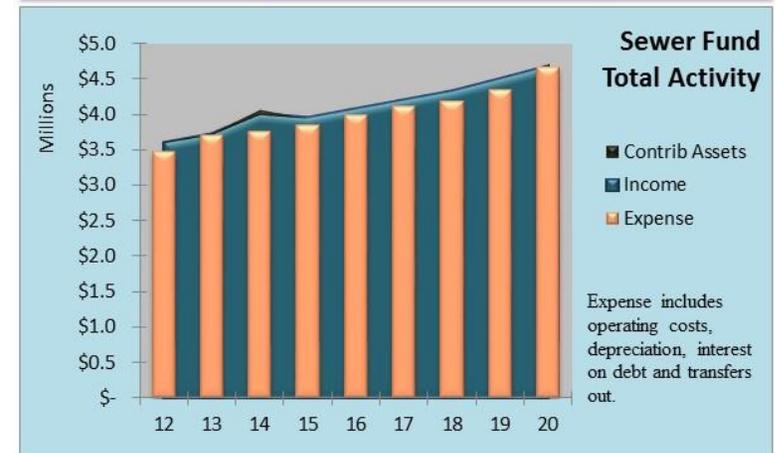
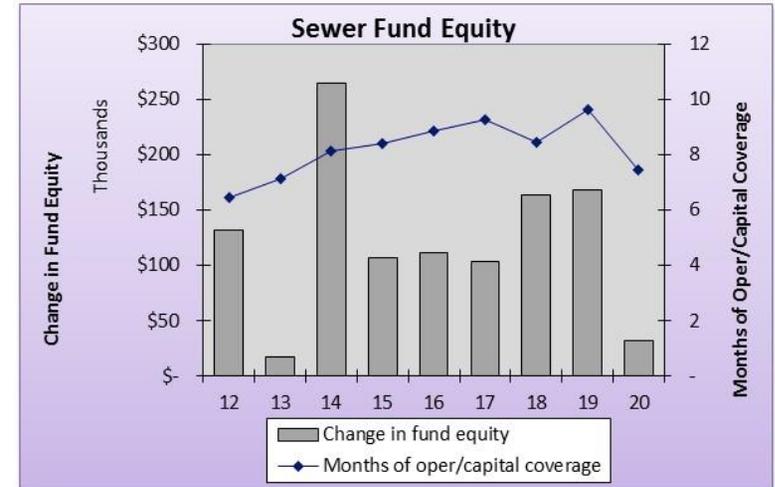
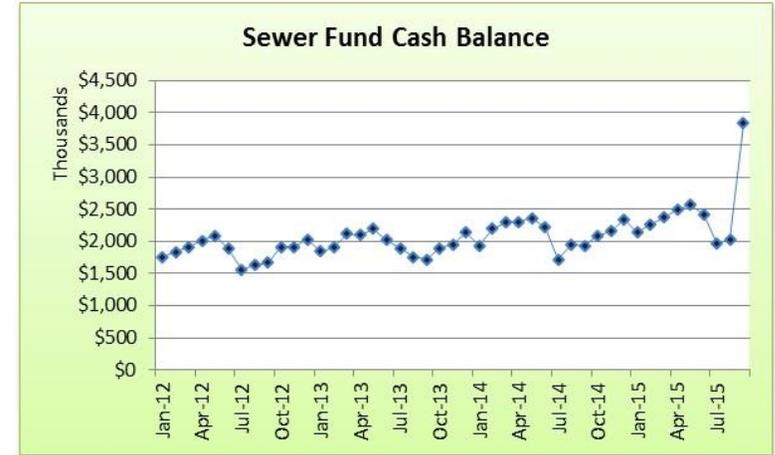
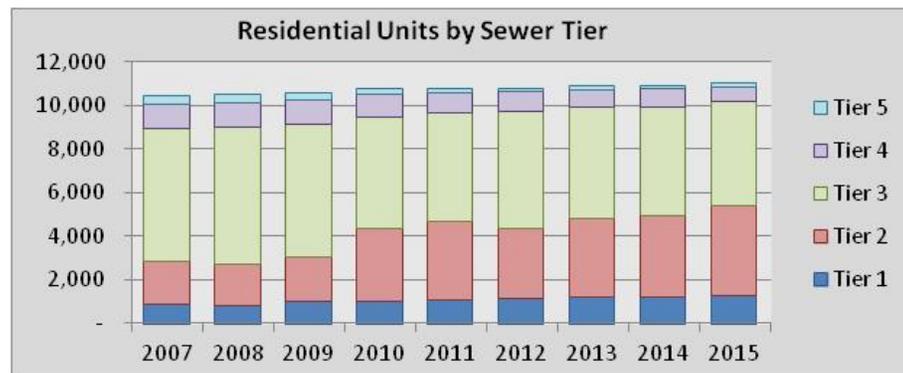
- Residential sewer bills are based on winter water consumption
- Average winter household consumption in the last 5 years is approximately 1% higher than the previous 5-year period (likely influenced by the installation of new water meters in 2008/2009)
- Inflow and infiltration elimination projects allow the City to avoid an annual sewage treatment surcharge
- Contributions for maintenance center debt payments began in 2011
- Sewage treatment costs decline for 2012, allowing the City to hold sewer rates constant and mitigate the impact of higher water rates

### Performance/History

- Operating coverage equal to 6 to 8 months
- Stable cash balances (apart from spending down of bond proceeds)
- Operating income in all of the last 3 years
- Increase in overall net assets in all of the last 3 years

### Fund Goals/Targets

- Preserve 6 months operating and capital coverage



<b>Sewer Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Special Assessments	\$ 1,525	\$ 3,196	\$ 3,858	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	1,325	703	1,913	1,500	1,500	1,500	1,500	1,500	1,600
Utility Charges	3,479,384	3,670,838	3,752,760	3,917,000	4,051,000	4,172,000	4,296,000	4,463,000	4,642,000
Late Fees/Utility Charges	72,948	66,762	67,830	-	-	-	-	-	-
Sewer Facility Charges	4,238	33,946	31,185	4,000	4,000	5,000	5,000	5,000	5,000
Other Charges	9,357	1,907	2,093	2,500	2,500	2,500	2,500	2,500	2,500
<b>Total Revenue</b>	<b>3,568,777</b>	<b>3,777,352</b>	<b>3,859,639</b>	<b>3,925,000</b>	<b>4,059,000</b>	<b>4,181,000</b>	<b>4,305,000</b>	<b>4,472,000</b>	<b>4,651,100</b>
<b>Expense</b>									
Enterprise Operations	2,893,667	3,100,871	3,163,229	3,269,570	3,359,142	3,497,181	3,565,725	3,706,721	3,944,520
Depreciation	317,853	326,338	329,430	340,000	354,000	348,000	337,000	357,000	377,000
<b>Total Expense</b>	<b>3,211,520</b>	<b>3,427,209</b>	<b>3,492,659</b>	<b>3,609,570</b>	<b>3,713,142</b>	<b>3,845,181</b>	<b>3,902,725</b>	<b>4,063,721</b>	<b>4,321,520</b>
<b>Operating Income (Loss)</b>	<b>357,257</b>	<b>350,143</b>	<b>366,980</b>	<b>315,430</b>	<b>345,858</b>	<b>335,819</b>	<b>402,275</b>	<b>408,279</b>	<b>329,580</b>
<b>Other Sources (Uses)</b>									
Interest Earnings	24,964	(68,517)	104,576	27,000	27,000	30,000	30,000	33,000	33,000
Sale of Asset-Gain	-	-	210	-	-	-	-	-	-
Contributed Capital Assets	25,068	20,000	65,457	-	-	-	-	-	-
Intergovernmental	10,516	9,555	9,321	775	-	-	-	-	-
Debt Service	(72,489)	(73,840)	(70,243)	(54,869)	(78,764)	(75,469)	(77,566)	(70,597)	(122,568)
Transfers In	-	-	34,631	-	-	-	-	-	-
Transfers Out	(188,000)	(200,567)	(181,136)	(181,400)	(183,000)	(190,400)	(191,000)	(203,400)	(208,400)
<b>Net Change</b>	<b>157,316</b>	<b>36,774</b>	<b>329,796</b>	<b>106,936</b>	<b>111,094</b>	<b>99,950</b>	<b>163,709</b>	<b>167,282</b>	<b>31,612</b>
Fund Equity, beginning	7,284,109	7,441,425	7,478,199	7,807,995	7,914,931	8,026,025	8,125,975	8,289,684	8,456,966
Fund Equity, ending	<b>\$7,441,425</b>	<b>\$7,478,199</b>	<b>\$7,807,995</b>	<b>\$7,914,931</b>	<b>\$8,026,025</b>	<b>\$8,125,975</b>	<b>\$8,289,684</b>	<b>\$8,456,966</b>	<b>\$8,488,578</b>
Months of operating coverage	6.4	7.1	8.1	8.4	8.8	9.3	8.5	9.6	7.5
Cash balance	\$ 2,029,363	\$ 2,306,334	\$ 3,096,944	\$ 3,561,242	\$ 3,057,336	\$ 3,281,886	\$ 3,107,595	\$ 3,852,477	\$ 3,045,689
Capital costs	\$ 151,918	\$ 65,426	\$ 294,019	\$ 716,400	\$ 1,024,000	\$ 253,400	\$ 410,000	\$ 1,224,400	\$ 850,400
Unspent bond proceeds	\$ -	\$ -	\$ -	\$ 781,065	\$ -	\$ -	\$ -	\$ -	\$ -
General transfer percent of assets	0.92%	0.92%	1.00%	0.95%	0.90%	0.91%	0.91%	0.92%	0.90%
Rate Increase (middle tier)	0.0%	6.0%	3.0%	3.0%	3.0%	3.0%	3.0%	4.0%	4.0%
Change in utility charge revenue	1.8%	5.5%	2.2%	4.4%	3.4%	3.0%	3.0%	3.9%	4.0%
Debt issued	\$ -	\$ 285,000	\$ 730,000	\$ 1,650,000	\$ 230,000	\$ 260,000	\$ -	\$ 1,720,000	\$ -
Debt payments (principal)	\$ 145,000	\$ 275,000	\$ 325,000	\$ 915,000	\$ 175,000	\$ 230,000	\$ 265,000	\$ 275,000	\$ 365,000
Debt balance (year end)	\$ 1,985,000	\$ 1,995,000	\$ 2,400,000	\$ 3,135,000	\$ 3,190,000	\$ 3,220,000	\$ 2,955,000	\$ 4,400,000	\$ 4,035,000
Debt Capacity after transfers	\$ 294,585	\$ 58,557	\$ 224,607	\$ (468,839)	\$ 290,094	\$ 217,950	\$ 235,709	\$ 249,282	\$ 43,612
Commercial gallons (000)	94,092	93,718	86,804	86,500	86,500	86,500	86,500	86,500	86,500
Winter gallons-residential (avg)	12,660	12,432	12,017	11,754					
Winter gallons-multi-family (avg)	9,113	8,588	9,513	8,378					

## Surface Water Management Fund Operations

The Surface Water Management Fund accounts for the City's storm sewers and surface water ponds. The storm system collects and directs surface water runoff and provides protections for ground water quality.

### Impacts

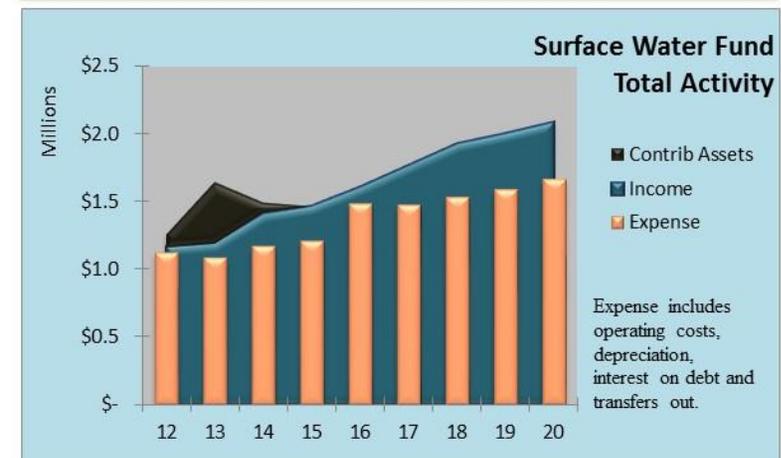
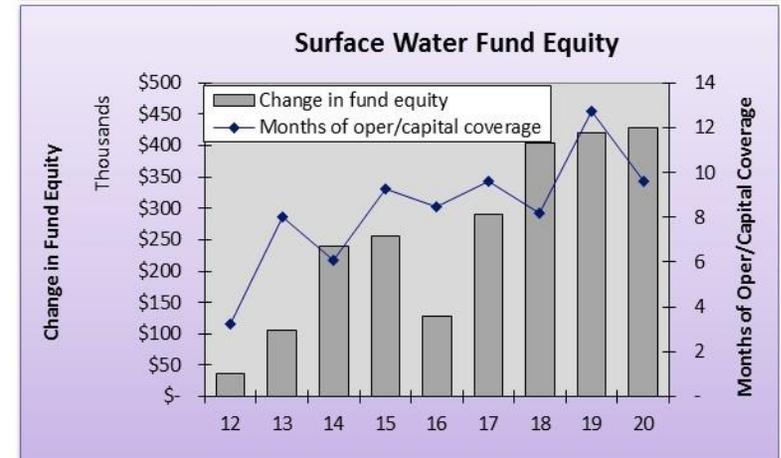
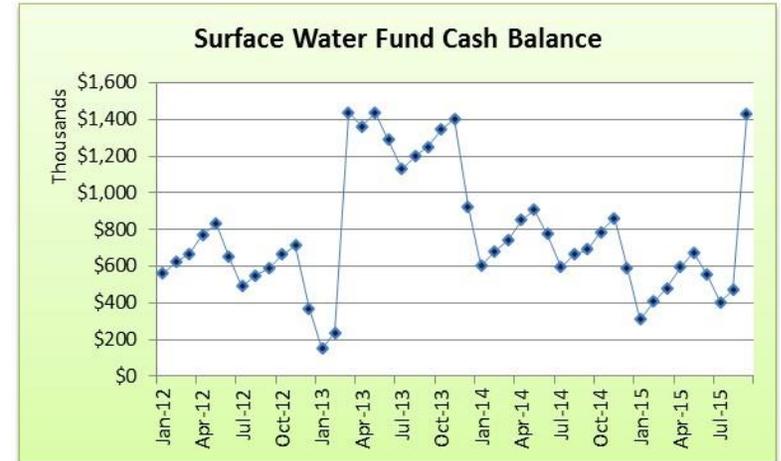
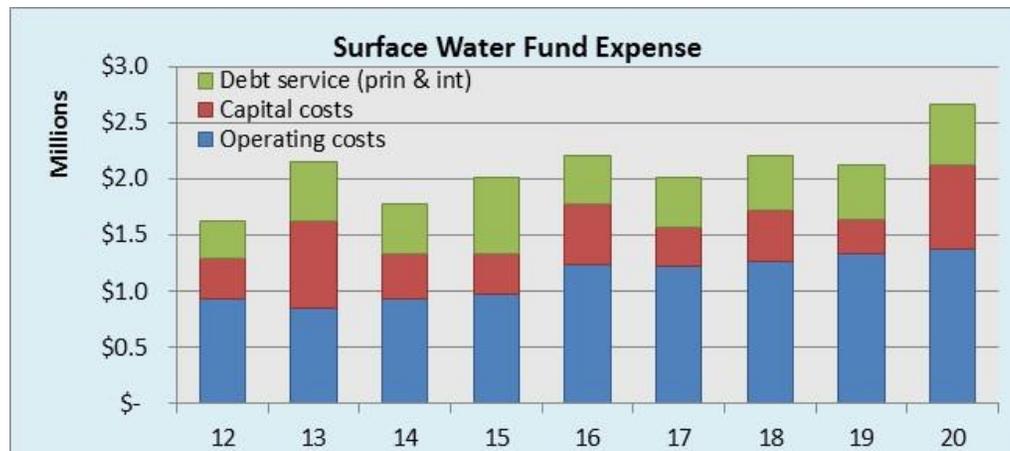
- Contributions for maintenance center debt payments began in 2011

### Performance/History

- Operating coverage equal to 3 to 8 months
- Stable cash balances
- Operating increase in each of the last 3 years
- Increase in overall net assets in each of the last 3 years

### Fund Goals/Targets

- Establish and preserve 6 months operating and capital coverage (excluding timing differences for project costs and debt issuance)
- Expected operating gain in each of the next 5 years
- Monitor cash and equity balances closely
- Increase rates to reestablish operating/capital coverage within 4 years



<b>Surface Water Fund</b>	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>									
Special Assessments	\$ 303	\$ 662	\$ 813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Charges	1,048,852	1,156,567	1,273,438	1,407,000	1,546,000	1,699,000	1,867,000	1,941,000	2,018,000
Late Fees/Utility Charges	17,422	18,842	19,512	-	-	-	-	-	-
Snail Lake Augmentation Chgs	43,089	37,042	62,362	39,990	44,503	45,038	45,081	45,544	46,227
Other Charges	37,873	7,934	15,040	7,100	7,500	7,500	7,500	8,000	8,000
<b>Total Revenue</b>	<b>1,147,539</b>	<b>1,221,047</b>	<b>1,371,165</b>	<b>1,454,090</b>	<b>1,598,003</b>	<b>1,751,538</b>	<b>1,919,581</b>	<b>1,994,544</b>	<b>2,072,227</b>
<b>Expense</b>									
Enterprise Operations	710,054	621,960	695,548	721,882	969,519	947,460	983,715	1,029,434	1,064,885
Depreciation	221,177	228,865	243,125	259,000	269,000	277,000	286,000	298,000	314,000
<b>Total Expense</b>	<b>931,231</b>	<b>850,825</b>	<b>938,673</b>	<b>980,882</b>	<b>1,238,519</b>	<b>1,224,460</b>	<b>1,269,715</b>	<b>1,327,434</b>	<b>1,378,885</b>
<b>Operating Income (Loss)</b>	<b>216,308</b>	<b>370,222</b>	<b>432,492</b>	<b>473,208</b>	<b>359,484</b>	<b>527,078</b>	<b>649,866</b>	<b>667,110</b>	<b>693,342</b>
<b>Other Sources (Uses)</b>									
Interest Earnings	8,476	(36,414)	36,711	9,000	9,000	10,000	10,000	11,000	11,000
Sale of Asset-Gain	-	-	52	-	-	-	-	-	-
Contributed Capital Assets	92,979	452,270	75,484	-	-	-	-	-	-
Intergovernmental	3,815	3,472	3,394	280	-	-	-	-	-
Debt Service	(84,797)	(104,508)	(86,406)	(74,698)	(82,239)	(79,061)	(80,625)	(70,981)	(84,387)
Transfers Out	(107,000)	(126,900)	(147,000)	(152,000)	(159,000)	(168,000)	(176,000)	(186,000)	(191,000)
<b>Net Change</b>	<b>129,781</b>	<b>558,142</b>	<b>314,727</b>	<b>255,790</b>	<b>127,245</b>	<b>290,017</b>	<b>403,241</b>	<b>421,129</b>	<b>428,955</b>
Fund Equity, beginning	7,384,772	7,514,553	8,072,695	8,387,422	8,643,212	8,770,457	9,060,474	9,463,715	9,884,844
Fund Equity, ending	\$7,514,553	\$8,072,695	\$8,387,422	\$8,643,212	\$8,770,457	\$9,060,474	\$9,463,715	\$9,884,844	\$10,313,799
Months of oper/capital coverage	3.2	8.0	6.1	9.3	8.5	9.6	8.2	12.7	9.6
Cash balance	\$ 367,602	\$ 925,041	\$ 867,975	\$1,281,349	\$1,177,594	\$1,399,611	\$1,234,852	\$2,040,981	\$1,584,976
Capital costs	\$ 356,424	\$ 777,827	\$ 392,146	\$ 350,500	\$ 545,000	\$ 345,000	\$ 454,000	\$ 313,000	\$ 738,960
Unspent bond proceeds	\$ -	\$ -	\$ 23,289	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General transfer percent of assets	0.53%	0.60%	0.89%	0.91%	0.92%	0.95%	0.97%	1.01%	0.94%
Rate Increase	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	4.0%	4.0%
Change in utility charge revenue	10.2%	10.3%	10.1%	10.5%	9.9%	9.9%	9.9%	4.0%	4.0%
Debt issued	\$ -	\$1,305,000	\$ 265,000	\$ 860,000	\$ 380,000	\$ 360,000	\$ -	\$ 810,000	\$ -
Debt payments (principal)	\$ 255,000	\$ 415,000	\$ 360,000	\$ 610,000	\$ 335,000	\$ 360,000	\$ 400,000	\$ 410,000	\$ 460,000
Debt balance (year end)	\$2,300,000	\$3,190,000	\$3,095,000	\$3,345,000	\$3,390,000	\$3,390,000	\$2,990,000	\$3,390,000	\$2,930,000
Debt Capacity after transfers	\$ (836)	\$ (83,735)	\$ 118,922	\$ (95,490)	\$ 61,245	\$ 207,017	\$ 289,241	\$ 309,129	\$ 282,955

## Street Lighting Fund Operations

The Street Lighting Fund accounts for street light operations in support of safe vehicle and pedestrian traffic throughout the community. The system includes lights owned by Xcel Energy and the City.

### Impacts

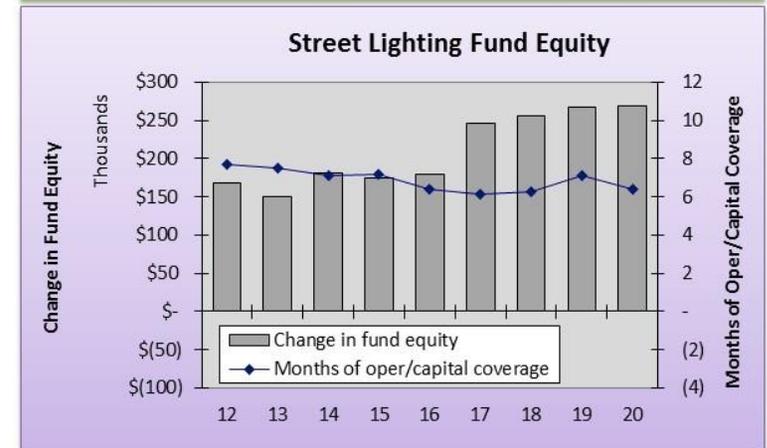
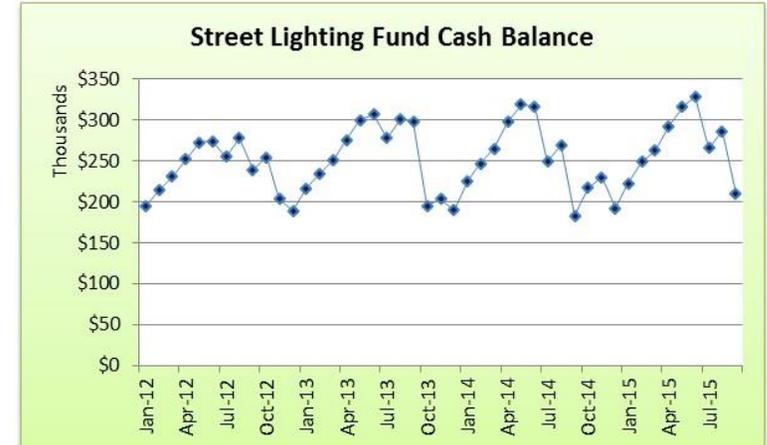
- Street light repair and replacement costs place increasing demands on street light fees, largely due to the scheduled replacement of about 30 street lights per year
- Contributions for maintenance center debt repayment began in 2011

### Performance/History

- Fund was created in 2004
- Operating coverage equal to 5 to 7 months
- Operating gain and an increase in net assets in each of the last 3 years

### Fund Goals/Targets

- Maintain 6 months operating and capital coverage
- Expected operating and overall gain in each of the next 5 years, which is needed to offset anticipated capital costs (street light replacements)



<b>Street Lighting Fund</b>	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>									
Special Assessments	\$ 140	\$ 208	\$ 302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Charges	448,265	466,085	486,290	520,000	551,000	634,000	665,000	699,000	733,000
Late Fees/Utility Charges	7,879	8,579	8,655	-	-	-	-	-	-
Other Revenues	-	-	120	-	-	-	-	-	-
<b>Total Revenue</b>	<b>456,284</b>	<b>474,872</b>	<b>495,367</b>	<b>520,000</b>	<b>551,000</b>	<b>634,000</b>	<b>665,000</b>	<b>699,000</b>	<b>733,000</b>
<b>Expense</b>									
Enterprise Operations	235,752	251,702	252,592	264,285	279,118	287,637	293,856	296,809	308,377
Miscellaneous	-	-	992	-	-	-	-	-	-
Depreciation	40,041	44,484	51,959	61,000	69,000	75,000	85,000	100,000	117,000
<b>Total Expense</b>	<b>275,793</b>	<b>296,186</b>	<b>305,543</b>	<b>325,285</b>	<b>348,118</b>	<b>362,637</b>	<b>378,856</b>	<b>396,809</b>	<b>425,377</b>
<b>Operating Income (Loss)</b>	<b>180,491</b>	<b>178,686</b>	<b>189,824</b>	<b>194,715</b>	<b>202,882</b>	<b>271,363</b>	<b>286,144</b>	<b>302,191</b>	<b>307,623</b>
<b>Other Sources (Uses)</b>									
Interest Earnings	3,114	(8,726)	12,148	2,500	2,500	2,700	2,700	2,900	2,900
Contributed Capital Assets	23,693	71,200	17,751	-	-	-	-	-	-
Transfers Out	(15,600)	(19,000)	(20,400)	(22,400)	(25,400)	(28,400)	(32,400)	(37,400)	(42,400)
<b>Net Change</b>	<b>191,698</b>	<b>222,160</b>	<b>199,323</b>	<b>174,815</b>	<b>179,982</b>	<b>245,663</b>	<b>256,444</b>	<b>267,691</b>	<b>268,123</b>
Fund Equity, beginning	749,938	941,636	1,163,796	1,363,119	1,537,934	1,717,916	1,963,579	2,220,023	2,487,714
Fund Equity, ending	\$ 941,636	\$ 1,163,796	\$ 1,363,119	\$ 1,537,934	\$ 1,717,916	\$ 1,963,579	\$ 2,220,023	\$ 2,487,714	\$ 2,755,837
Months of oper/capital coverage	7.7	7.5	7.1	7.2	6.4	6.1	6.3	7.1	6.4
Cash balance	\$ 189,614	\$ 190,337	\$ 192,640	\$ 208,341	\$ 193,323	\$ 193,986	\$ 207,210	\$ 252,671	\$ 239,384
Capital costs	\$ 179,169	\$ 182,951	\$ 234,182	\$ 220,000	\$ 264,000	\$ 320,000	\$ 328,220	\$ 322,230	\$ 398,410
General transfer percent of assets	0.71%	0.78%	0.85%	0.85%	0.88%	0.88%	0.91%	0.96%	0.95%
Rate Increase	25.0%	4.0%	4.0%	4.0%	6.0%	15.0%	5.0%	5.0%	5.0%

## Central Garage Fund Operations

The Central Garage Fund accounts for the operation, replacement and maintenance of the central garage facility (maintenance center) and all equipment. City services supported by the facility pay inter-fund charges that are designed to recover operating costs and provide for future replacements.

### Impacts

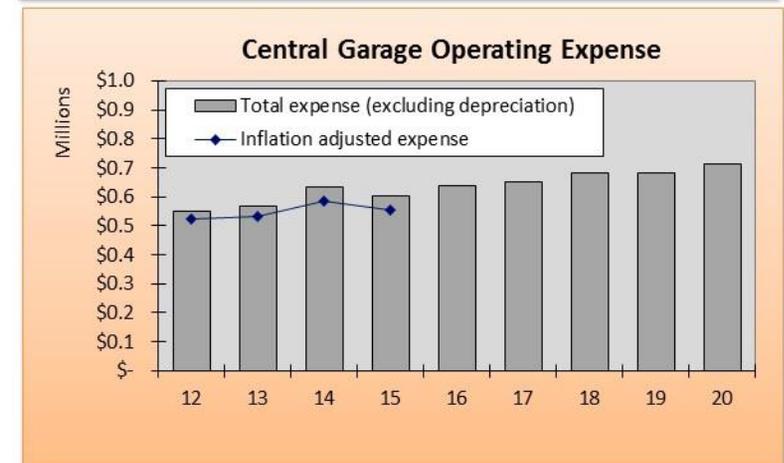
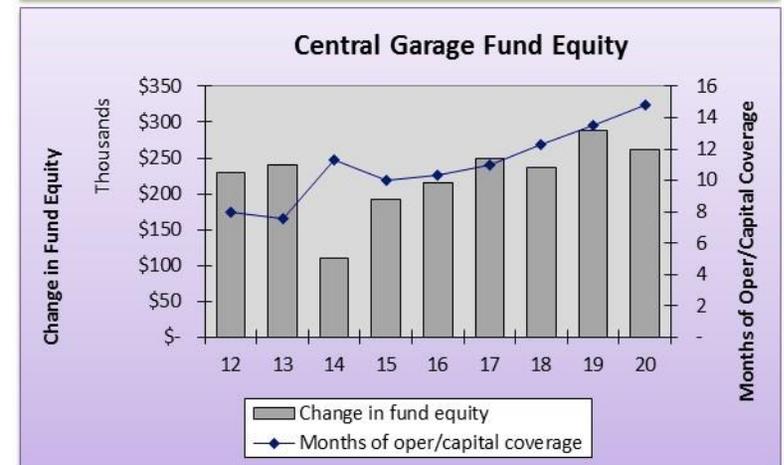
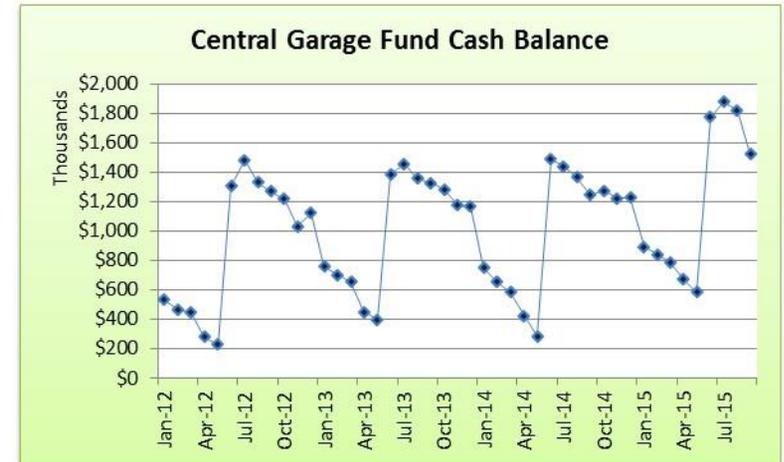
- Capital costs place increasing demands on inter-fund charges
- Fuel costs are expected to rise between 2% and 4% in the future
- Maintenance center debt refunded in 2014, resulted in a present value debt service savings of \$309,777
- Debt payments for maintenance center debt began in 2011

### Performance/History

- Operating coverage equal to 8 to 11 months
- Temporary periods of cash decline due to the timing of inter-fund charges and capital costs
- Overall gain in each of the last 3 years

### Fund Goals/Targets

- Preserve 6 to 12 months of operating and capital coverage
- Maintain inter-fund charges sufficient to generate an overall gain in each of the next 5 years
- Maintain sufficient cash balance to support debt payments



<b>Central Garage Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Central Garage Charges	\$ 1,143,847	\$ 1,207,379	\$ 1,240,763	\$ 1,262,430	\$ 1,281,150	\$ 1,338,660	\$ 1,379,780	\$ 1,410,600	\$ 1,444,870
Total Revenue	1,143,847	1,207,379	1,240,763	1,262,430	1,281,150	1,338,660	1,379,780	1,410,600	1,444,870
<b>Expense</b>									
Central Garage Operations	550,659	568,179	633,542	605,046	638,373	651,523	683,362	682,177	713,577
Depreciation	619,921	641,112	654,540	659,000	663,000	690,000	720,000	737,000	755,000
Total Expense	1,170,580	1,209,291	1,288,082	1,264,046	1,301,373	1,341,523	1,403,362	1,419,177	1,468,577
<b>Operating Income (Loss)</b>	(26,733)	(1,912)	(47,319)	(1,616)	(20,223)	(2,863)	(23,582)	(8,577)	(23,707)
<b>Other Sources (Uses)</b>									
Property Taxes	214,382	183,111	179,245	208,000	184,000	184,000	184,000	184,000	184,000
Interest Earnings	12,008	(35,588)	49,848	10,500	10,500	11,500	11,500	12,500	12,500
Other Revenues	1,642	6,068	161	-	-	-	-	-	-
Sale of Asset-Gain (Loss)	5,470	56,763	60,959	-	32,000	43,000	46,000	75,000	52,000
Contributed Capital Assets	20,750	-	-	-	-	-	-	-	-
Intergovernmental	93,356	78,711	77,106	6,410	-	-	-	-	-
Debt Service	(247,157)	(243,127)	(318,992)	(136,691)	(110,635)	(105,502)	(100,119)	(94,719)	(83,431)
Transfers In	180,600	200,900	119,400	119,400	119,400	119,400	119,400	119,400	119,400
Transfers Out	(3,729)	(4,802)	(9,589)	-	(15,000)	-	-	-	-
Net Change	250,589	240,124	110,819	206,003	200,042	249,535	237,199	287,604	260,762
Fund Equity, beginning	3,713,231	3,963,820	4,203,944	4,314,763	4,520,766	4,720,808	4,970,343	5,207,542	5,495,146
Fund Equity, ending	\$ 3,963,820	\$ 4,203,944	\$ 4,314,763	\$ 4,520,766	\$ 4,720,808	\$ 4,970,343	\$ 5,207,542	\$ 5,495,146	\$ 5,755,908
Months of oper/cap coverage	7.9	7.5	11.3	10.1	10.3	10.9	12.3	13.5	14.8
Cash balance	\$ 1,122,633	\$ 1,164,652	\$ 6,043,678	\$ 1,369,886	\$ 1,467,928	\$ 1,615,963	\$ 1,833,162	\$ 2,063,766	\$ 2,308,528
Capital costs	\$ 484,765	\$ 691,976	\$ 534,047	\$ 583,408	\$ 585,000	\$ 565,000	\$ 503,000	\$ 547,000	\$ 523,000
Expense percent change	15.0%	3.3%	6.5%	-1.9%	3.0%	3.1%	4.6%	1.1%	3.5%
Average annual percent change				8.7%					3.1%
Unspent bond proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund charges percent change	7.8%	5.6%	2.8%	1.7%	1.5%	4.5%	3.1%	2.2%	2.4%
Average annual percent change				3.9%					2.7%
Debt issued	\$ -	\$ -	\$ 4,670,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt payments (principal)	\$ 100,000	\$ 245,000	\$ 245,000	\$ 5,025,000	\$ 220,000	\$ 260,000	\$ 270,000	\$ 280,000	\$ 285,000
Debt balance (year end)	\$ 5,515,000	\$ 5,270,000	\$ 9,695,000	\$ 4,670,000	\$ 4,450,000	\$ 4,190,000	\$ 3,920,000	\$ 3,640,000	\$ 3,355,000

## Short-term Disability Fund Operations

The Short-term Disability Fund accounts for premiums received and losses incurred in providing short-term disability insurance benefits to regular employees on a self-insured basis. Monthly premiums are paid by employees through payroll deduction.

### Impacts

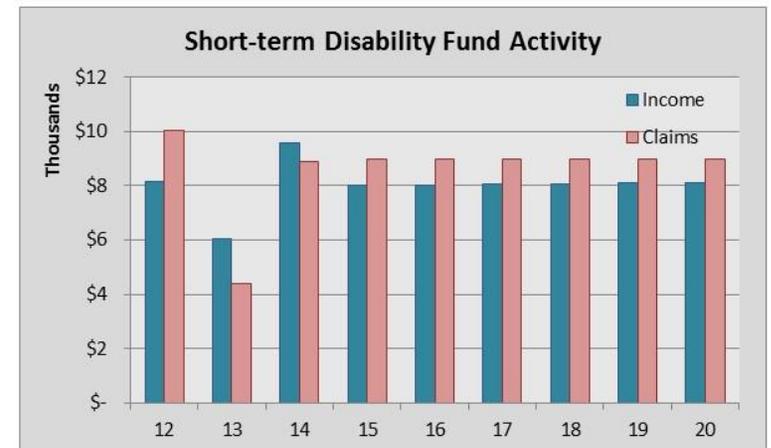
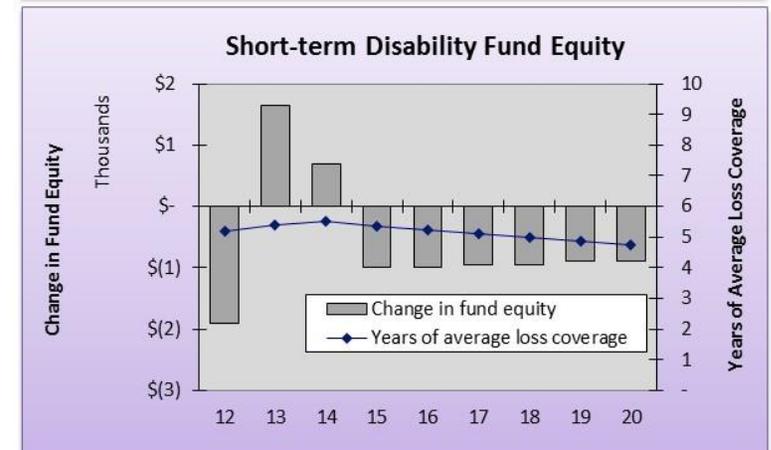
- Losses vary greatly between fiscal years, due to the number and length of employee absences resulting from temporary disabilities
- Monthly premiums have remained at \$8 per employee per month since 1999

### Performance/History

- Net assets provide approximately 5 years of average loss coverage
- Premiums and fund balances have been sufficient to offset historical losses

### Fund Goals/Targets

- Monitor and evaluate claims and net asset balances for potential premium adjustments (reductions or increases) in the future
- Preserve a minimum of 3 to 4 years average loss coverage



<b>Short-term Disability Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Charges for Services	\$ 7,608	\$ 7,540	\$ 7,604	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Interest Earnings	536	(1,471)	1,997	500	500	550	550	600	600
Total Revenue	8,144	6,069	9,601	8,000	8,000	8,050	8,050	8,100	8,100
<b>Expense</b>									
Miscellaneous									
Personal Services (claims)	10,043	4,416	8,910	9,000	9,000	9,000	9,000	9,000	9,000
Total Expense	10,043	4,416	8,910	9,000	9,000	9,000	9,000	9,000	9,000
Net Change	(1,899)	1,653	691	(1,000)	(1,000)	(950)	(950)	(900)	(900)
Fund Equity, beginning	41,503	39,604	41,257	41,948	40,948	39,948	38,998	38,048	37,148
Fund Equity, ending	\$ 39,604	\$ 41,257	\$ 41,948	\$ 40,948	\$ 39,948	\$ 38,998	\$ 38,048	\$ 37,148	\$ 36,248
Years of average loss coverage [1]	5.2	5.4	5.5	5.4	5.2	5.1	5.0	4.9	4.8
[1] Using inflation adjusted average annual claims									
Monthly premium	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Participants (annual average)	79.3	78.5	79.2	78.1	78.1	78.1	78.1	78.1	78.1

## Liability Claims Fund Operations

The Liability Claims Fund accounts for losses not covered by insurance deductibles. Dividends received annually from the League of Minnesota Cities Insurance Trust are deposited into this fund to cover future losses.

### Impacts

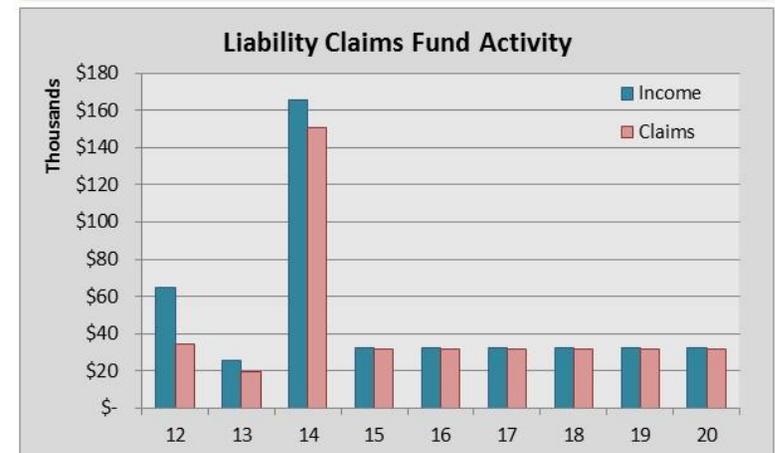
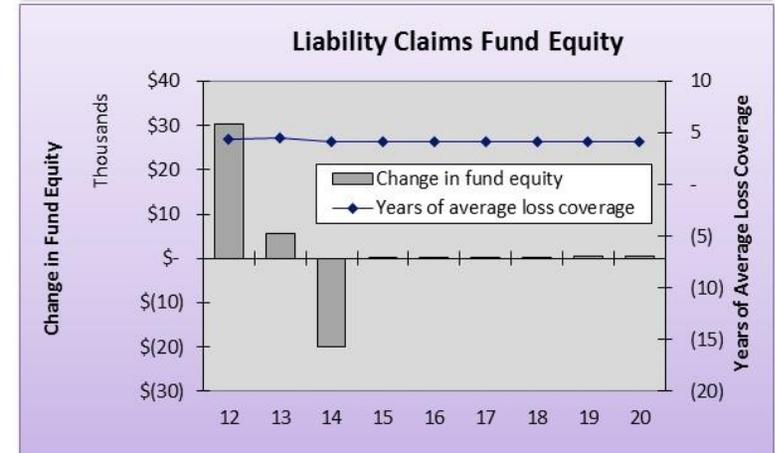
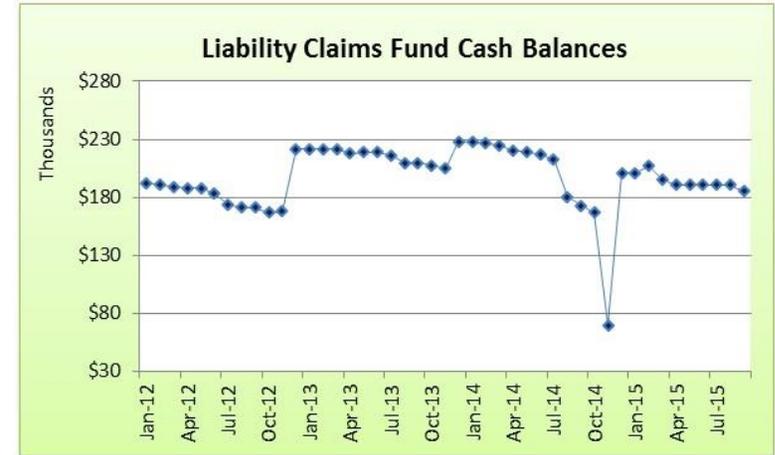
- Losses from internal and outside claims vary between fiscal years due to the number and type of claims

### Performance/History

- Higher than normal losses and deductible recovery in 2014 due to the Community Center fire
- Insurance claims surcharge assessed to operating funds in 2009 to restore fund equity
- Net assets provide 3 to 5 years of average annual loss coverage

### Fund Goals/Targets

- Monitor and evaluate claims and net asset balances for periodic claims surcharge
- Preserve a minimum of 2 years average annual loss coverage



<b>Liability Claims Fund</b>	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Estimate	Budget	Budget	Projected	Projected	Projected
<b>Revenue</b>									
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	2,458	(7,582)	9,729	2,200	2,200	2,300	2,300	2,400	2,400
Other Revenues	62,507	33,053	155,602	30,000	30,000	30,000	30,000	30,000	30,000
<b>Total Revenue</b>	<b>64,965</b>	<b>25,471</b>	<b>165,331</b>	<b>32,200</b>	<b>32,200</b>	<b>32,300</b>	<b>32,300</b>	<b>32,400</b>	<b>32,400</b>
<b>Expense</b>									
Miscellaneous	34,737	19,874	150,694	32,000	32,000	32,000	32,000	32,000	32,000
<b>Total Expense</b>	<b>34,737</b>	<b>19,874</b>	<b>150,694</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
<b>Other Sources (Uses)</b>									
Transfers Out	-	-	(34,631)	-	-	-	-	-	-
<b>Net Change</b>	<b>30,228</b>	<b>5,597</b>	<b>(19,994)</b>	<b>200</b>	<b>200</b>	<b>300</b>	<b>300</b>	<b>400</b>	<b>400</b>
Fund Equity, beginning	192,054	222,282	227,879	207,885	208,085	208,285	208,585	208,885	209,285
Fund Equity, ending	\$ 222,282	\$ 227,879	\$ 207,885	\$ 208,085	\$ 208,285	\$ 208,585	\$ 208,885	\$ 209,285	\$ 209,685
Years of average loss coverage	4.4	4.5	4.1	4.1	4.1	4.1	4.1	4.2	4.2
[1] Using inflation adjusted average annual claims									

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## Public Safety

In an emergency .....	Dial 911
Ramsey County Sheriff, non-emergency.....	651-484-3366
Lake Johanna Fire Dept, non-emergency.....	651-481-7024

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To receive the 2016 Comprehensive Infrastructure Replacement Plan

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 21, 2015  
Council meeting

TO: Terry Schwerm, City Manager  
Mayor and City Council

FROM: Fred Espe, Finance Director

DATE: December 16, 2015

RE: Comprehensive Infrastructure Replacement Plan

## **INTRODUCTION**

The completed 2016 Comprehensive Infrastructure Replacement Plan (CHIRP) is attached. Although the City's Infrastructure Replacement Policy does not require the City Council to adopt the plan, it is presented to the City Council for formal receipt. If the City Council would like an opportunity to discuss this plan in greater detail, staff recommends adding it to a future workshop agenda.

## **BACKGROUND**

In 1992 the City adopted a formal policy governing asset replacement costs. The policy, and the annual plan it requires, is designed to:

- Create a permanent program to address replacement needs
- Address replacement needs well in advance in an effort to protect the condition of the City's assets on behalf of its citizens and business owners
- Estimate the impact of replacement needs on user fees, tax levies and cash balances
- Require consideration of future replacement costs when establishing current tax levies and user fees
- Strategically plan for any new debt
- Avoid special assessing property owners twice for the same improvement
- Maintain healthy financial condition

Meeting each of these objectives becomes more important as assets age. Since budgets focus on operating costs and capital improvement plans (CIP) typically cover five years, the long-term impact of asset replacements is not routinely considered during a normal budget process. Budgets and CIPs are certainly important components of financial planning for a City, but they do little to help a community to plan and prepare for trends arising from the age of assets and the resulting replacement needs on a long-term basis.

Decreases in development activity also strengthen the need for long-term planning for infrastructure replacement. It is unlikely that future new development will offset rising replacement costs. It is important to plan for these costs well in advance to avoid the three most common practices used when cities are met with unanticipated replacement costs:

- 1) Assessing property owners a second time for improvements
- 2) Sharp increases in tax levies or user fees to pay for replacement costs
- 3) Routine issuance of debt to finance replacement costs

## **IMPACT ON TAX LEVY**

The objectives of the plan include a desire to:

- Moderate changes in tax levies and user fees
- Manage debt levels
- Predict and carefully plan for future debt issuance
- Maintain quality services
- Provide stable tax levies and user fees
- Limit the use of special assessments to finance replacement costs

Projections indicate that over the next 6 years, changes in the replacement portion of the City's levy will impact the total City levy an average of .6 percent per year (including existing and future street bonds as well as maintenance center bonds). After 2021, the impact on the total levy is expected to drop to an average of .2 percent per year.

## **SUMMARY**

The CHIRP is a planning document, and does not authorize any of the projects included in the plan. Approvals for any project or capital expenditure are subject to the same purchasing requirements as outlined in state statutes, and the City's purchasing policy.

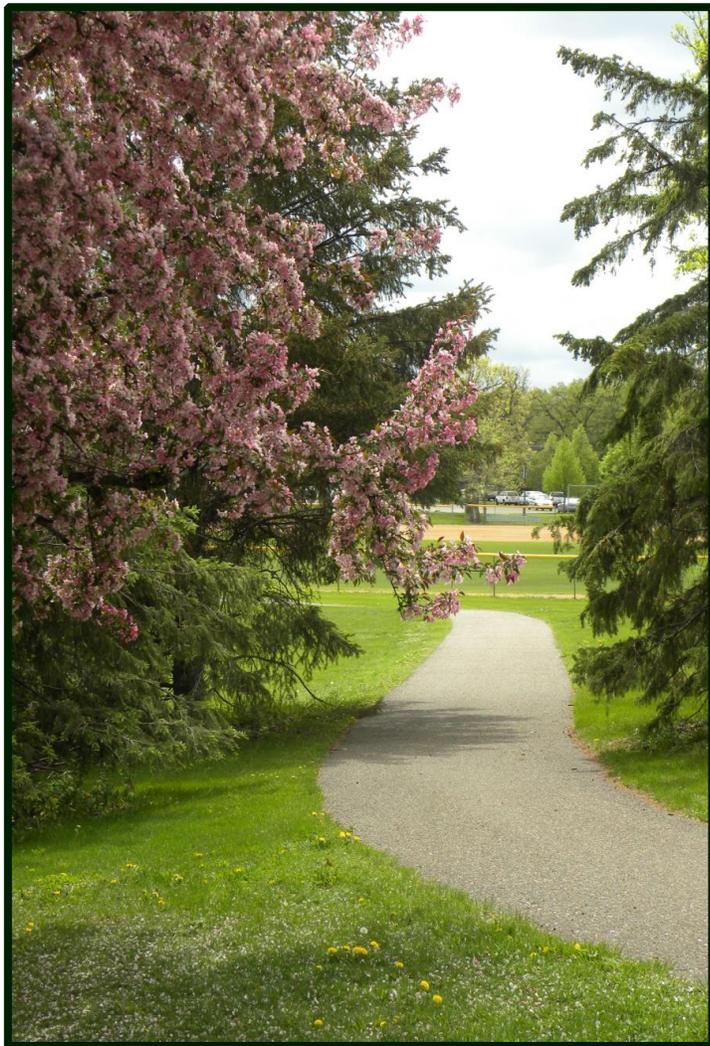
A copy of the City's infrastructure replacement policy, adopted in 1992 and revised in 1996, is provided within the plan, as well as 5-year operating projections for the City's utility funds. Since the document is quite lengthy, a summary of policy requirements is provided on page 11 of the report.

Staff recommends receipt of the Comprehensive Infrastructure Replacement Plan.

City of Shoreview, Minnesota

## *2016 Comprehensive Infrastructure Replacement Plan and Policy*

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December 21, 2015



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# Overview

## Comprehensive Infrastructure Replacement Plan

### Introduction

Planning and providing financing for capital replacement costs is a difficult challenge that involves evaluating assets and their expected useful lives, determining appropriate repair and replacement strategies (including timing), projecting repair and replacement costs, examining financing options, determining bonding levels, estimating user fees and tax levies, and evaluating the impact on property owners.

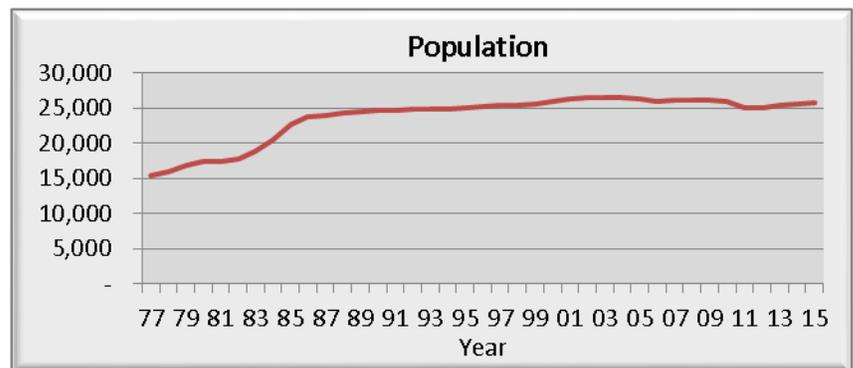
Government entities across the country address this issue in different ways. Some governments plan for capital repair and replacement costs on an annual basis through the budget process; while others plan for replacement needs through a broader capital improvement program (CIP) that typically covers five to six years. Both of these approaches are important components of any capital planning process; but neither provides enough information about future replacement needs to completely evaluate the long-term impact on citizens and property owners.

To expand the discussion and improve long-term planning efforts, the Shoreview City Council adopted a Comprehensive Infrastructure Replacement Policy in 1992. The policy requires the preparation of an annual Comprehensive Infrastructure Replacement Plan (CHIRP) addressing estimated replacement costs (for a minimum of 40 years) and an analysis of the impact on financing sources (primarily tax levies and user fees). The plan provides an ongoing analytical framework for capital projections (replacements and additions) as well as the resulting impact on tax levies and user fees. This document contains the current result of that analysis.

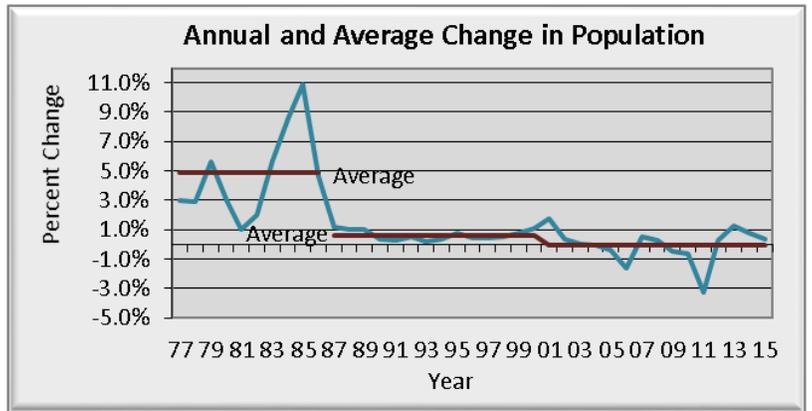
### Community Profile

Shoreview offers a full range of services to its 25,000 residents. The annual operating budget is \$25 million, including debt service funds (and excluding transfers between funds). Of that amount, the general fund budget is \$9 million. These budget levels are low in comparison to communities of similar size in the metro area and result in City property taxes and spending per capita well below the average for comparison cities. This puts additional pressure on the City to plan ahead for capital costs in an effort to avoid sharp increases in taxes and user fees.

From 1970 to 1986 Shoreview experienced high population growth, with an average annual change near 5% per year. Growth in total property value during these years provided substantial increases in revenues which helped the City develop high quality community services and facilities.



In more recent years the City has moved closer toward full development. For instance, population growth slowed to an annual average of less than one percent per year from the mid 1980s through the year 2000, and since the year 2000 population has decreased an average of .05 percent annually.



Because Shoreview has been near full development for more than two decades, repair and replacement costs account for approximately 81 percent of total capital costs (excluding the water treatment facility, and proposed Community Center expansion) in the most recent 5-year CIP. Recognizing this shift in the City’s life cycle in the 1980s (from a developing community to fully developed), adopting policies designed to address the changing emphasis, and executing the plan on an annual basis has been essential to maintaining a quality infrastructure system that meets the needs of the community.

## Policy Objectives

Shoreview’s CHIRP policy and plan are designed to achieve several objectives including:

- **Create a permanent program** – For more than two decades, the City has incorporated infrastructure replacement estimates into short and long-term financial planning; in part, because examining capital needs well in advance helps identify trends, creates opportunities to carefully consider financing strategies and helps the City maintain quality systems that support services.
- **Moderate changes in the tax levy and user fees** – Sharp changes in tax levies and user fees are unacceptable to citizens, business owners and elected officials. Since large unanticipated capital costs would likely force significant changes in these revenue sources, Shoreview’s policy emphasizes the examination of capital replacement needs on a long-term basis which allows the City to adjust levies and user fees in a more gradual manner.
- **Plan carefully for new debt** – By considering capital costs over the long term, the City has greater ability to balance the use of current resources versus bonded debt well in advance. This allows the City to accumulate necessary resources in advance, avoiding bonding for capital costs in some instances, which reduces reliance on bonded debt where appropriate.
- **Limit special assessments** – Shoreview’s strict assessment policy limits the use of property assessments to once per improvement type, due to the belief the entire community shares the responsibility for the replacement of infrastructure. Therefore, tax levies and user fees (rather than future special assessments) are designed to support replacement costs.

To ensure Shoreview’s long-term planning is successful in meeting these objectives, the infrastructure replacement policy also requires:

- Disclosure of proposed financing mechanisms
- Compliance with the City’s fund balance policy and the fund balance objectives stated in the policy
- Analysis of revenue sources used to finance capital replacements, including tax levies, utility rates, user charges and inter-fund charges

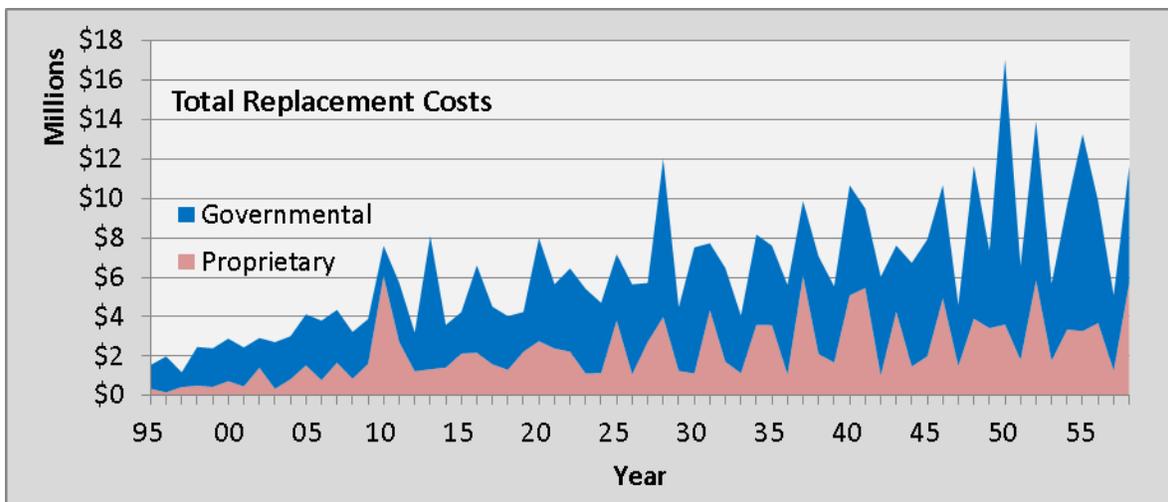
The City’s infrastructure replacement policy identifies potential funding sources for each class of asset, provides restrictions for resources dedicated to replacement costs, and establishes a formal process to authorize a deviation from the policy. In order to deviate from the restrictions outlined in the CHIRP policy, the City Council must follow one of two procedures: 1) declare a financial emergency by at least a four-fifths vote, or 2) conduct a public hearing to declare its intent and invite public input. Notice of the hearing must be provided to the public in each newspaper of general circulation throughout Shoreview at least 30 days prior to the hearing, and the notice must also include the amount and intended purpose of the proposed expenditure.

The policy also defines eligible replacement costs for each fund and establishes a structure for the accumulation of resources dedicated to replacement costs. Capital project funds, enterprise funds and an internal service fund account for capital replacement costs. These funds are described in the next section.

### Capital Replacements

Replacement projections and the associated funding mechanisms are separated into two sections, governmental assets (formerly referred to as general fixed assets) and proprietary assets. Replacement of governmental assets is accounted for within capital project funds, and proprietary assets are accounted for within enterprise and internal service funds.

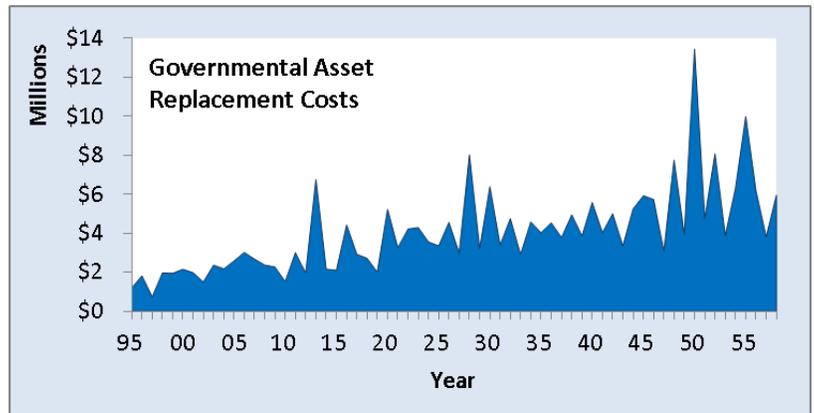
Over the next 40 years this plan provides for the replacement of \$194 million in governmental assets and \$109 million in proprietary assets, for a total of \$303 million in asset replacements. The graph below shows historical and projected replacement estimates.



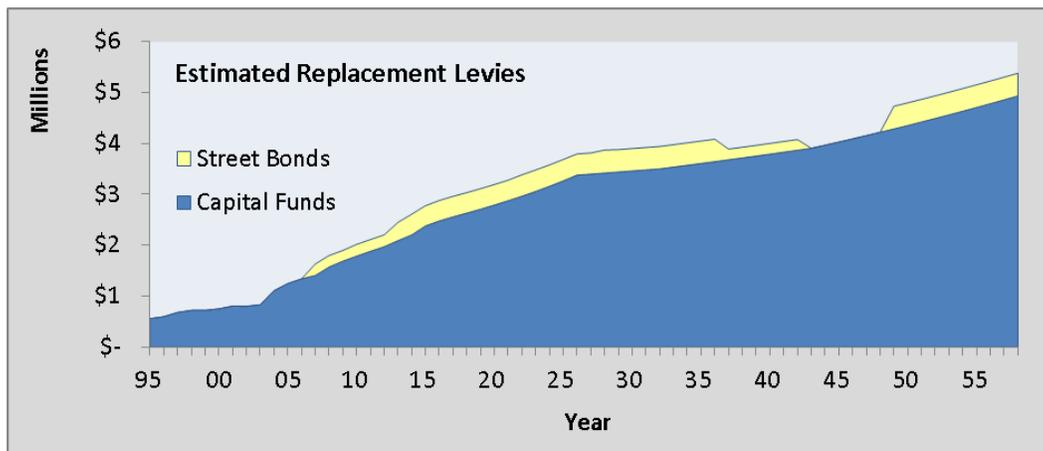
### Governmental Assets

Governmental asset replacement costs are accounted for within three capital project revolving funds: the Street Renewal Fund, MSA Fund, and the General Fixed Asset Fund. Replacement costs include residential streets, public safety buildings, public safety equipment, city hall and community center remodeling, furnishings, mechanical systems, data processing systems, park buildings, park improvements and trails. Because expenditures for these assets are accounted for within governmental funds, depreciation is recorded at the entity-wide level only.

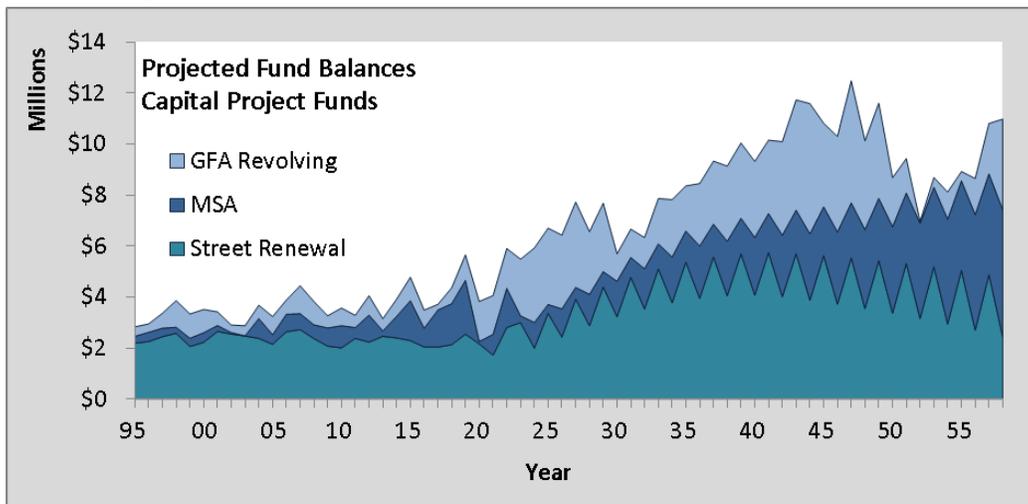
Projections indicate that this plan provides for the replacement of \$81 million in general assets during the first twenty years and another \$113 million in the next 20 year period. As shown in the graph at right, projected replacement costs vary greatly between years (due to the size and nature of specific projects). Resources and fund balances are designed to provide a stable source of funds to finance capital costs.



Primary sources of funds for governmental asset replacements include tax levies, MSA (state aid for collector streets), investment interest earnings and street improvement bonds. Over the next 6 years, changes in the replacement portion of the City's levy (including levies for street bonds) cause an average annual increase in the total tax of .6 percent annually. After 2021, the average impact drops to about .2 percent per year. The portion of the annual property tax levy dedicated to replacement costs is shown in the graph below.

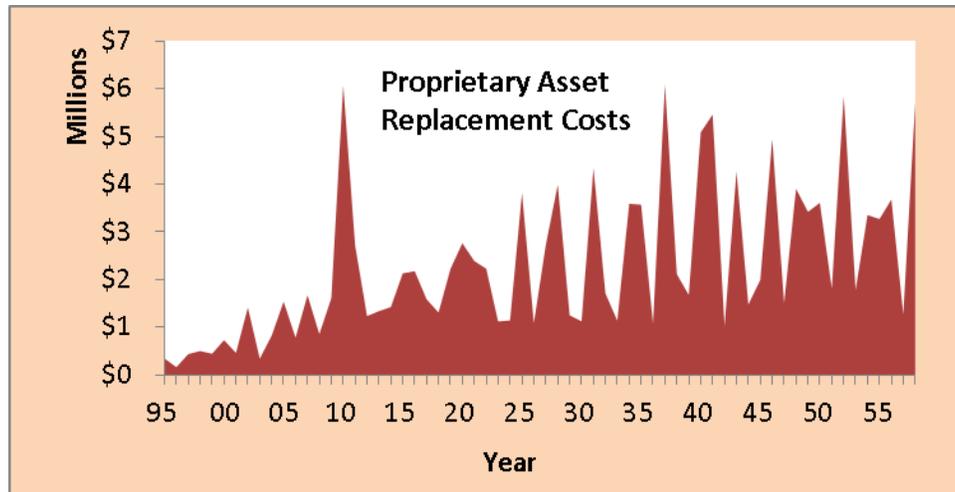


Fund balances in governmental funds are maintained at or above policy objectives, despite capital costs that vary dramatically from year to year, and tax levies that grow at modest rates. The graph below illustrates combined fund balances for the Infrastructure Reserve (street renewal), MSA and General Fixed Asset Revolving Funds.



## Proprietary Assets

Replacements of proprietary assets are accounted for within four enterprise funds and one internal service fund. Eligible replacement costs include all water, sewer, surface water, street lighting, buildings, vehicles and equipment owned by each fund. Projections indicate this plan provides for the replacement of \$45 million in proprietary assets during the first twenty years and another \$64 million in the next twenty year period. As with governmental assets, the size and nature of some improvements cause total replacement costs to vary greatly from year to year. The graph below shows historical and projected proprietary asset replacement costs. Detailed replacement projections for all proprietary assets are presented later in this report.



To ensure adequate funding of proprietary asset replacements, the City's policy requires the preparation of a 20-year operating plan at least once every five years. The plan must include examination of operating projections, capital replacement costs, estimated debt issuance, and capital additions, and the information must be used to analyze and recommend future utility rates and inter-fund charges. As a practical matter, the City prepares 5-year operating projections as part of the Biennial Budget and Five-Year Operating Plan (FYOP).

For 2016, the projected annual change in the average total utility bill is 6.6 percent (covering water, sewer, surface water, and street lighting). A one-time 12 percent adjustment to water rates is proposed for 2016 to accommodate debt service associated with the construction of the water treatment plant.

Operating projections for the Central Garage Fund (an internal service fund), including inter-fund charges, are included in this plan. The inter-fund charges are designed to support operating costs of the maintenance center facility, as well as repair and maintenance of the building, vehicles and equipment. Projections, which are updated annually, indicate rental fees are projected to be at or below inflation rates over the next twenty years.

## Bonded Debt

This infrastructure replacement plan assumes the use of bonding to support a portion of replacement costs, and for the addition of a water treatment facility. Estimated debt issuance (excluding \$4.1 million of proposed Community Center expansion debt) over the next 6 years (2016 – 2021) is as follows:

- \$ 3.56 million Water system replacements
- \$ 6.07 million Water treatment facility added
- \$ 3.76 million Sewer system replacements
- \$ 2.77 million Surface water system replacements
- \$ 1.43 million Special assessment debt, added improvements
- \$17.59 million Total Projected 10-Year Debt Issuance

During this same period, the City will retire \$15.09 million in replacement related debt.

## Summary

The City Council has, through the adoption of the infrastructure replacement policy, demonstrated their commitment to maintaining quality services and facilities through regular long-term financial planning efforts. This support has been essential to achieving this goal, and will be a key component in the future as assets continue to age.

Over the last 20 years Shoreview has funded replacement costs and preserved high quality services while maintaining lower tax rates and user fees. To evaluate how Shoreview compares to 28 metro area cities (of similar size), a Community Benchmarks booklet is prepared annually for property tax, tax rate and spending comparisons. The 2015 data indicates that Shoreview is 5<sup>th</sup> lowest among comparison cities for the city-share of the property tax bill, is 6<sup>th</sup> lowest for the city property tax rate, and is 10% below the average per capita total spending. Shoreview's emphasis on long-range planning will help the City maintain this favorable comparison into the future, and remain an attractive location for area businesses and homeowners.

We hope our efforts to provide for infrastructure replacement will encourage other government jurisdictions to be innovative in planning for the future financing of government services and facilities.

Cities are often being challenged to run their organizations more like a business. Because proprietary operations are the only funds that record depreciation expense within the fund, this infrastructure replacement plan was developed to pick up where traditional accounting leaves off. We believe government must plan and budget beyond yearly budget cycles or periodic economic fluctuations to avoid jumping from crisis to crisis.

This infrastructure replacement plan helps the City identify current and future resources needed to maintain quality facilities for Shoreview citizens. This, in turn, helps maintain reasonable tax levies and user fees, strong financial condition, moderate debt levels, and high bond ratings in the future.

# Comprehensive Infrastructure Replacement Policy

## Summary of Policy Requirements and Provisions

Policy Adopted November 16, 1992, Resolution #92-1984 and Revised October 21, 1996, Resolution #96-119

An abbreviated summary of the City's replacement policy is provided in the table below and on the facing page. It should be noted that in all cases investment interest remains in the fund, and inter-fund loans are subject to Council approval (repaid with interest).

Description	Governmental (General) Assets		
	Infrastructure Reserve (Street Renewal)	General Fixed Asset Revolving	Internal Service Assets
			Central Garage
Replacement projections	40 years	40 years	40 years
New improvement projections	Not applicable	Not applicable	10 years
Operating projections	40 years	40 years	20 years
Source of revenue	Property taxes Investment interest Other future revenues	Property taxes Investment interest Other future revenues	Rental fees Investment interest All other revenues
Eligible expenditures	Street reconstruction Street resurfacing Sealcoating Crack filling	Public safety equipment, public safety buildings, street lights, city hall building, furnishings and mechanical systems, data processing system, park buildings and improvements and trails	Central garage equipment, buildings and other central garage fund assets
Minimum fund or cash balance	Two million dollars	None	Half of operating costs
Targeted working capital target	2-3 years	1 year	4 months
Debt restrictions	Declare replacement monies as source of funding when bonds are authorized and/or Council approves transfers to the debt fund.		Equipment certificates allowed, however current resources are preferred
Procedure required to deviate from definition of eligible costs	4/5 vote of City Council or public notice and public hearing		Not applicable

Description	Enterprise Assets			
	Enterprise Assets			
	Water	Sewer	Surface Water	Street Lighting
Replacement projections	40 years	40 years	40 years	40 years
New improvement projections	10 years	10 years	10 years	10 years
Operating projections	20 years	20 years	20 years	20 years
Source of revenue	User fees Interest earnings Area charges Other revenue	User fees Interest earnings Area charges Other revenue	User fees Interest earnings All other revenues Other revenue	User fees Interest earnings All other revenues Other revenue
Eligible expenditures	Water systems and other water fund assets	Sewer systems and other sewer fund assets	Surface water systems and other surface water fund assets	Street lighting systems and other street lighting fund assets
Minimum fund or cash balance	One million minimum, and desired cash balance over two million dollars.	One million minimum, and desired cash balance over two million dollars.	None	None
Minimum operating, capital, debt coverage	8 months	6 months	5 months	4 months
Debt restrictions	No restrictions	No restrictions	No restrictions	No restrictions
Procedure required to deviate from definition of eligible costs	Not applicable	Not applicable	Not applicable	Not applicable

## Governmental Funds

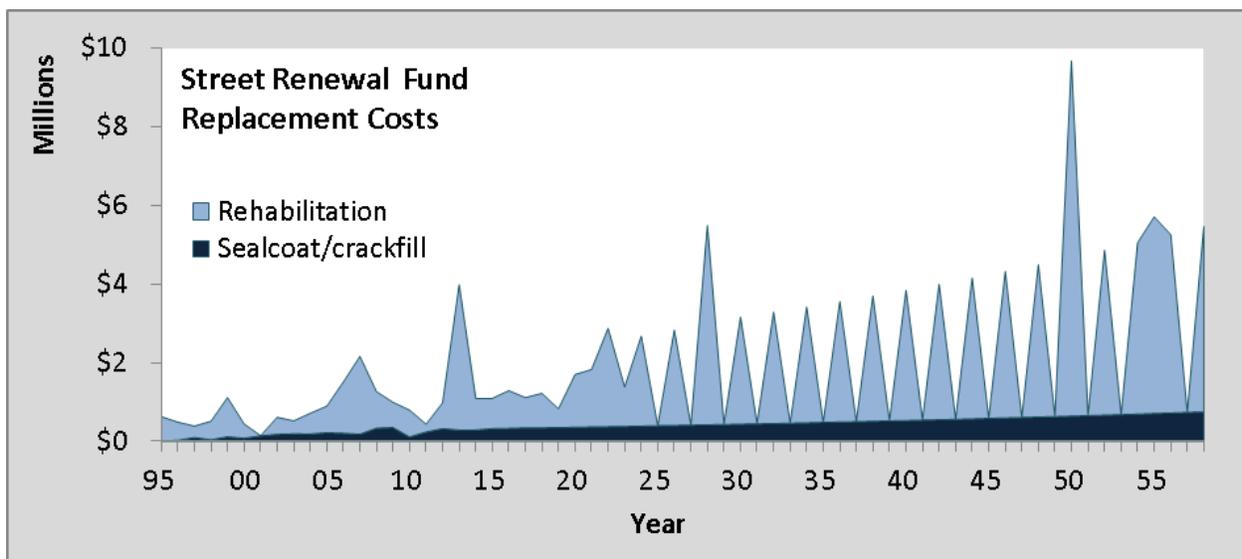
Replacement of governmental assets is accounted for within three capital project funds: the Street Renewal Fund, MSA Fund, and the General Fixed Asset Fund. This section of the CHIRP provides operating and capital projections for these funds.

### Street Renewal Fund

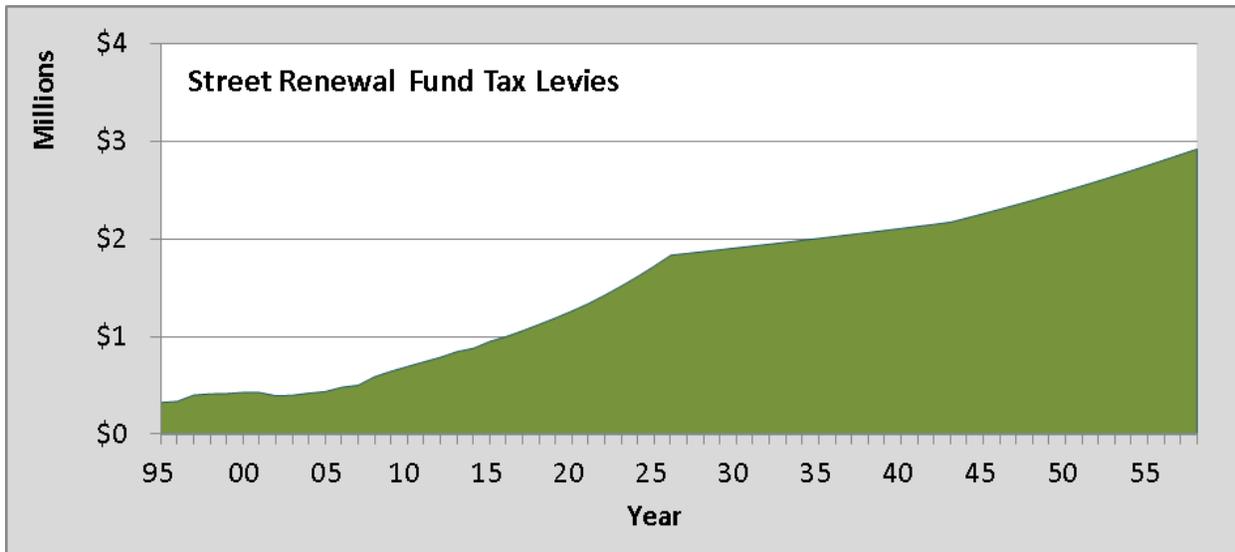
The City's Street Renewal Fund is an ongoing capital fund used to manage, finance and implement street rehabilitation efforts. The fund was created in 1985 with an initial contribution of two million dollars (obtained from bond defeasance savings) and this initial contribution is maintained as a minimum fund balance to provide an ongoing revenue stream from investment earnings. Allowable costs from the Street Renewal Fund include: street reconstruction, rehabilitation (resurfacing or full depth reclamation), seal coating and crack filling.

Long term projections indicate that the City's street rehabilitation strategies will shift away from replacements and toward pavement rehabilitation starting in 2022, because all City streets will be brought up to modern City standards by 2021. By the year 2045, the strategy will shift back to reconstruction because the concrete curb and gutter for most streets will be in excess of 50 years old, and the pavement surface will have been rehabilitated twice. To ensure adequate funding for street reconstruction (given the expected 25-year life of streets), street bonds are proposed every 5 years beginning in 2050 (at \$5 million for each bond issue). Between the annual tax levy and the street bonds the City will endeavor to replace each City street by the year 2070.

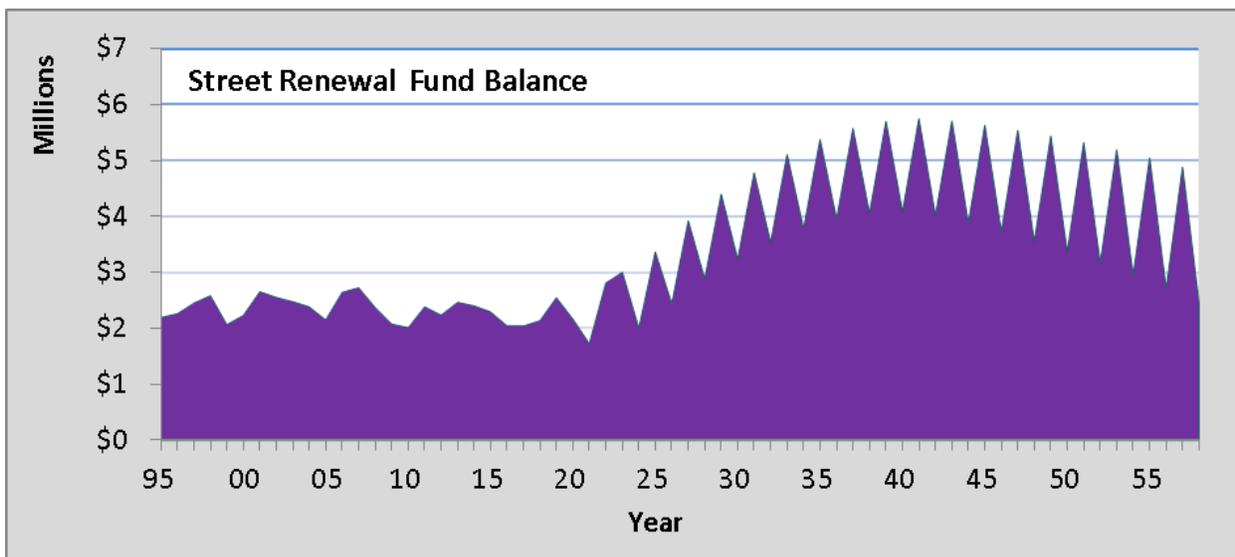
To put the scale of the street rehabilitation into perspective, over the next twenty years the Street Renewal Fund will provide for approximately \$36 million in street renewal efforts. The graph below illustrates historical and anticipated replacement costs, including those financed by street bonds.



Annual property tax levies, interest earnings and street bonds are the primary revenue sources for street rehabilitation and street replacement costs. Taxing levels for the street renewal portion of the replacement program are established to provide a predictable revenue stream with moderate increases in this portion of the tax levy, so resources are available to support rehabilitation efforts when needed.



Moderate changes in the street renewal portion of the annual tax levy provide sufficient annual revenues to maintain minimum fund balances at or above minimum requirements, and support replacement costs, even though rehabilitation needs fluctuate between years, and strategies shift between rehabilitation and complete replacement. The graph below shows historical and projected Street Renewal Fund balances.



**Street Renewal Fund  
Operating Summary**

Year	Property Taxes	Revenue Interest Earnings	Special Assessments	Street Bonds	Total Replacement Costs	Fund Balance
2015	\$ 950,000	\$ 23,000	\$ 12,931	\$ -	\$ 1,092,620	\$ 2,293,445
2016	1,000,000	28,000	12,696	-	1,289,400	2,044,741
2017	1,060,000	33,000	12,696	-	1,111,700	2,038,737
2018	1,124,000	34,000	159,496	-	1,221,200	2,135,033
2019	1,191,000	42,000	6,880	-	827,200	2,547,713
2020	1,262,000	47,000	6,880	-	1,699,300	2,164,293
2021	1,338,000	41,000	6,880	-	1,826,200	1,723,973
2022	1,425,000	34,500	-	2,500,000	2,875,300	2,808,173
2023	1,518,000	56,200	-	-	1,382,100	3,000,273
2024	1,617,000	60,000	-	-	2,676,100	2,001,173
2025	1,722,000	40,000	-	-	399,300	3,363,873
2026	1,834,000	67,300	-	-	2,829,500	2,435,673
2027	1,852,000	48,700	-	-	415,000	3,921,373
2028	1,871,000	78,400	-	2,500,000	5,490,500	2,880,273
2029	1,890,000	57,600	-	-	430,300	4,397,573
2030	1,909,000	88,000	-	-	3,161,100	3,233,473
2031	1,928,000	64,700	-	-	447,200	4,778,973
2032	1,947,000	95,600	-	-	3,286,400	3,535,173
2033	1,966,000	70,700	-	-	464,700	5,107,173
2034	1,986,000	102,100	-	-	3,417,200	3,778,073
2035	2,006,000	75,600	-	-	484,900	5,374,773
2036	2,026,000	107,500	-	-	3,555,800	3,952,473
2037	2,046,000	79,000	-	-	502,900	5,574,573
2038	2,066,000	111,500	-	-	3,697,100	4,054,973
2039	2,087,000	81,100	-	-	522,500	5,700,573
2040	2,108,000	114,000	-	-	3,843,100	4,079,473
2041	2,129,000	81,600	-	-	542,900	5,747,173
2042	2,150,000	114,900	-	-	3,995,900	4,016,173
2043	2,172,000	80,300	-	-	563,100	5,705,373
2044	2,215,000	114,100	-	-	4,154,500	3,879,973
2045	2,259,000	77,600	-	-	587,100	5,629,473
2046	2,304,000	112,600	-	-	4,321,900	3,724,173
2047	2,350,000	74,500	-	-	608,900	5,539,773
2048	2,397,000	110,800	-	-	4,494,200	3,553,373
2049	2,445,000	71,100	-	-	632,600	5,436,873
2050	2,494,000	108,700	-	5,000,000	9,672,300	3,367,273
2051	2,544,000	67,300	-	-	657,300	5,321,273
2052	2,595,000	106,400	-	-	4,858,400	3,164,273
2053	2,647,000	63,300	-	-	681,900	5,192,673
2054	2,700,000	103,900	-	-	5,052,500	2,944,073
2055	2,754,000	58,900	-	5,000,000	5,710,400	5,046,573
2056	2,809,000	100,900	-	-	5,254,600	2,701,873
2057	2,865,000	54,000	-	-	738,100	4,882,773
2058	2,922,000	97,700	-	-	5,463,800	2,438,673

**Street Renewal Fund  
Capital Summary**

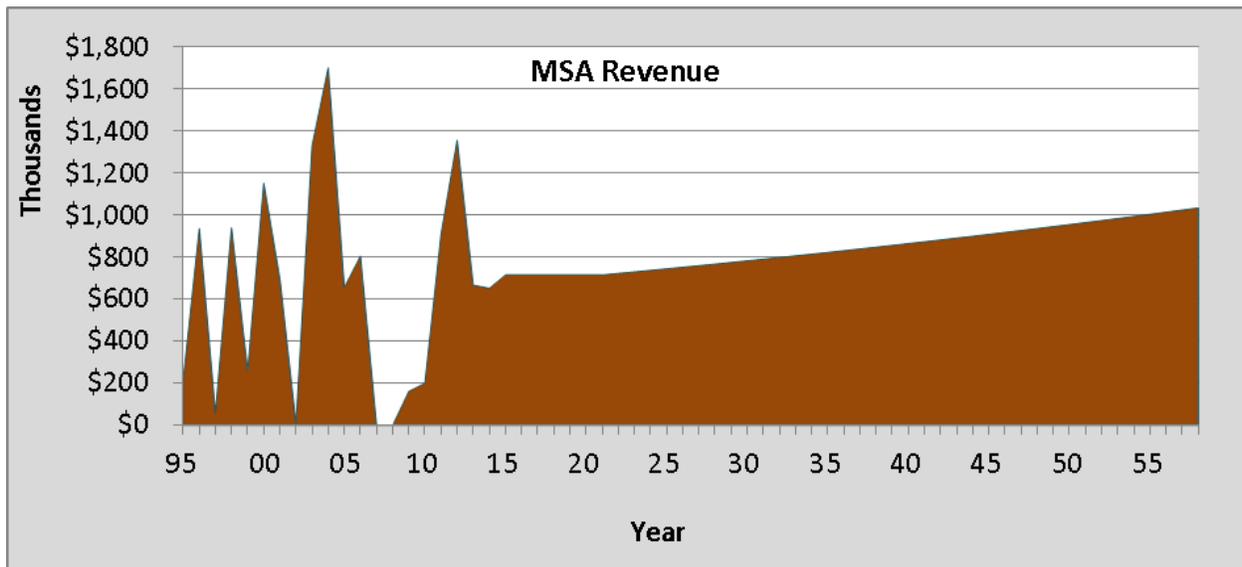
Year	Maintenance			Rehabilitation and Reconstruction			Total Capital Repl Costs
	Street Condition Survey	Cent Gar Equip Chgs	Seal Coat and Crack Fill	Street Bonds	Street Renewal	Neighborhood/Project	
2015	\$ 8,000	\$ 11,000	\$ 306,500		\$ 767,120	Turtle Lane/RR xing's	\$ 1,092,620
2016	8,000	11,000	314,400		956,000	Windward Hts/Grand Ave	1,289,400
2017	8,500	11,000	325,700		766,500	Windward Heights	1,111,700
2018	8,500	13,000	326,700		873,000	Bridge, Lion	1,221,200
2019	9,000	13,000	333,000		472,200	Wabasso Neigh.	827,200
2020	9,000	13,000	339,500		1,337,800	Edgetown Acres	1,699,300
2021	9,500	13,000	346,100		1,457,600	Edgetown Acres	1,826,200
2022	9,500	13,000	352,800	2,500,000			2,875,300
2023	9,500	13,000	359,600		1,000,000		1,382,100
2024	10,500	13,000	366,600		2,286,000		2,676,100
2025	10,500	15,000	373,800				399,300
2026	10,500	15,000	381,000		2,423,000		2,829,500
2027	11,500	15,000	388,500				415,000
2028	11,500	15,000	396,000	2,500,000	2,568,000		5,490,500
2029	11,500	15,000	403,800				430,300
2030	12,500	15,000	411,600		2,722,000		3,161,100
2031	12,500	15,000	419,700				447,200
2032	12,500	15,000	427,900		2,831,000		3,286,400
2033	13,500	15,000	436,200				464,700
2034	13,500	15,000	444,700		2,944,000		3,417,200
2035	14,500	17,000	453,400				484,900
2036	14,500	17,000	462,300		3,062,000		3,555,800
2037	14,500	17,000	471,400				502,900
2038	15,500	17,000	480,600		3,184,000		3,697,100
2039	15,500	17,000	490,000				522,500
2040	15,500	17,000	499,600		3,311,000		3,843,100
2041	16,500	17,000	509,400				542,900
2042	16,500	17,000	519,400		3,443,000		3,995,900
2043	16,500	17,000	529,600				563,100
2044	16,500	17,000	540,000		3,581,000		4,154,500
2045	17,500	19,000	550,600				587,100
2046	17,500	19,000	561,400		3,724,000		4,321,900
2047	17,500	19,000	572,400				608,900
2048	18,500	19,000	583,700		3,873,000		4,494,200
2049	18,500	19,000	595,100				632,600
2050	18,500	19,000	606,800	5,000,000	4,028,000		9,672,300
2051	19,500	19,000	618,800				657,300
2052	19,500	19,000	630,900		4,189,000		4,858,400
2053	19,500	19,000	643,400				681,900
2054	20,500	19,000	656,000		4,357,000		5,052,500
2055	20,500	21,000	668,900	5,000,000			5,710,400
2056	20,500	21,000	682,100		4,531,000		5,254,600
2057	21,500	21,000	695,600				738,100
2058	21,500	21,000	709,300		4,712,000		5,463,800

## MSA Fund

The MSA Fund receives the construction portion of the state-collected highway user tax, to be used for the rehabilitation and construction of collector routes within the City. The maintenance portion of the allocation is received by the City's General Fund (for street maintenance efforts on collector routes).

Although projections indicate little growth in the City's share of the highway user tax in the future, over the next twenty years the MSA Fund will provide for approximately \$15 million for the rehabilitation of collector routes, on an every other year rotation.

Operating and capital projections in the table at right indicate the City will have sufficient funding for a rehabilitation project approximately every other year in the future.



**MSA Fund**

**Operating and Capital Summary**

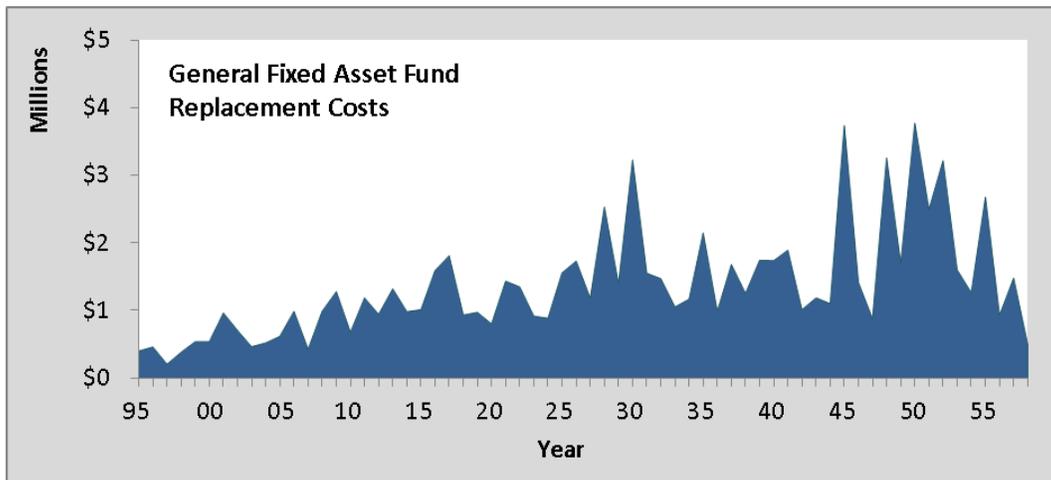
Year	Revenue			Expense	Fund Balance
	MSA Received	Investment Interest	Total Revenue	Project Costs	
2015	\$ 715,783	\$ 6,000	\$ 721,783	\$ -	\$ 1,565,598
2016	715,783	3,000	718,783	1,550,000	734,381
2017	715,783	6,000	721,783	-	1,456,164
2018	715,783	7,000	722,783	570,000	1,608,947
2019	715,783	2,000	717,783	218,000	2,108,730
2020	715,783	-	715,783	2,730,000	94,513
2021	715,783	2,000	717,783	-	812,296
2022	722,941		722,941	-	1,535,237
2023	730,170		730,170	2,000,000	265,407
2024	737,472		737,472	-	1,002,879
2025	744,847		744,847	1,400,000	347,726
2026	752,295		752,295	-	1,100,021
2027	759,818		759,818	1,400,000	459,839
2028	767,416		767,416	-	1,227,255
2029	775,090		775,090	1,400,000	602,345
2030	782,841		782,841	-	1,385,186
2031	790,669		790,669	1,400,000	775,855
2032	798,576		798,576	-	1,574,431
2033	806,562		806,562	1,400,000	980,993
2034	814,628		814,628	-	1,795,621
2035	822,774		822,774	1,400,000	1,218,395
2036	831,002		831,002	-	2,049,397
2037	839,312		839,312	1,600,000	1,288,709
2038	847,705		847,705	-	2,136,414
2039	856,182		856,182	1,600,000	1,392,596
2040	864,744		864,744	-	2,257,340
2041	873,391		873,391	1,600,000	1,530,731
2042	882,125		882,125	-	2,412,856
2043	890,946		890,946	1,600,000	1,703,802
2044	899,855		899,855	-	2,603,657
2045	908,854		908,854	1,600,000	1,912,511
2046	917,943		917,943	-	2,830,454
2047	927,122		927,122	1,600,000	2,157,576
2048	936,393		936,393	-	3,093,969
2049	945,757		945,757	1,600,000	2,439,726
2050	955,215		955,215	-	3,394,941
2051	964,767		964,767	1,600,000	2,759,708
2052	974,415		974,415	-	3,734,123
2053	984,159		984,159	1,600,000	3,118,282
2054	994,001		994,001	-	4,112,283
2055	1,003,941		1,003,941	1,600,000	3,516,224
2056	1,013,980		1,013,980	-	4,530,204
2057	1,024,120		1,024,120	1,600,000	3,954,324
2058	1,034,361		1,034,361	-	4,988,685

## General Fixed Asset Replacement Fund

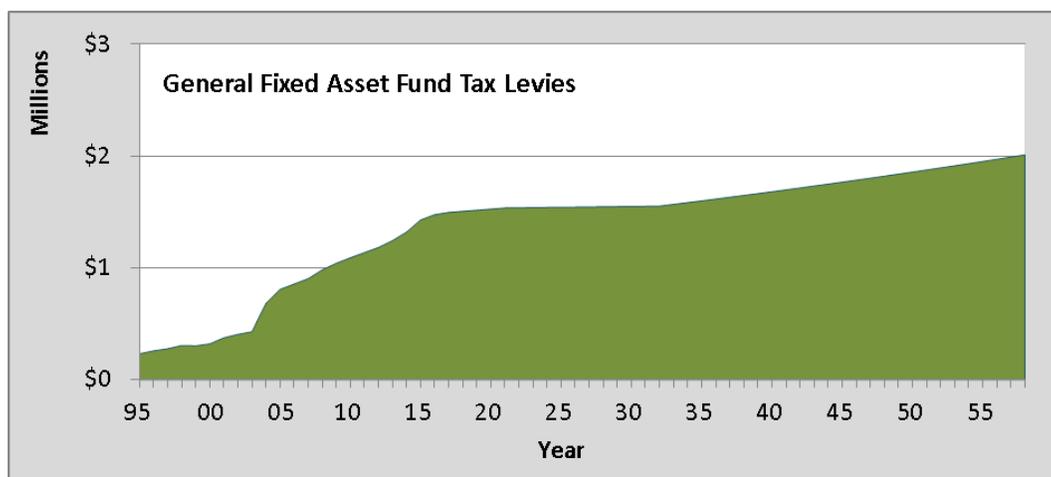
The General Fixed Asset Replacement (GFAR) Fund created in 1989, finances the replacement of all governmental assets. These include fire stations, fire equipment and warning sirens; street signs; community center and city hall buildings and furnishings; building mechanical systems; computer hardware and software; park buildings and improvements; as well as trails and pathways.

Annual tax levies and investment income are designed to cover annual capital replacement costs as well as to build sufficient fund balances for major replacement costs in the future. This approach enables the City to gradually increase tax levies, to accumulate fund balances as a long-term strategy in support replacement costs, and help avoid the issuance of large amounts of debt to finance most replacement needs. The City may choose to issue debt for large scale replacement costs, such as building replacements, because of the cash flow benefits.

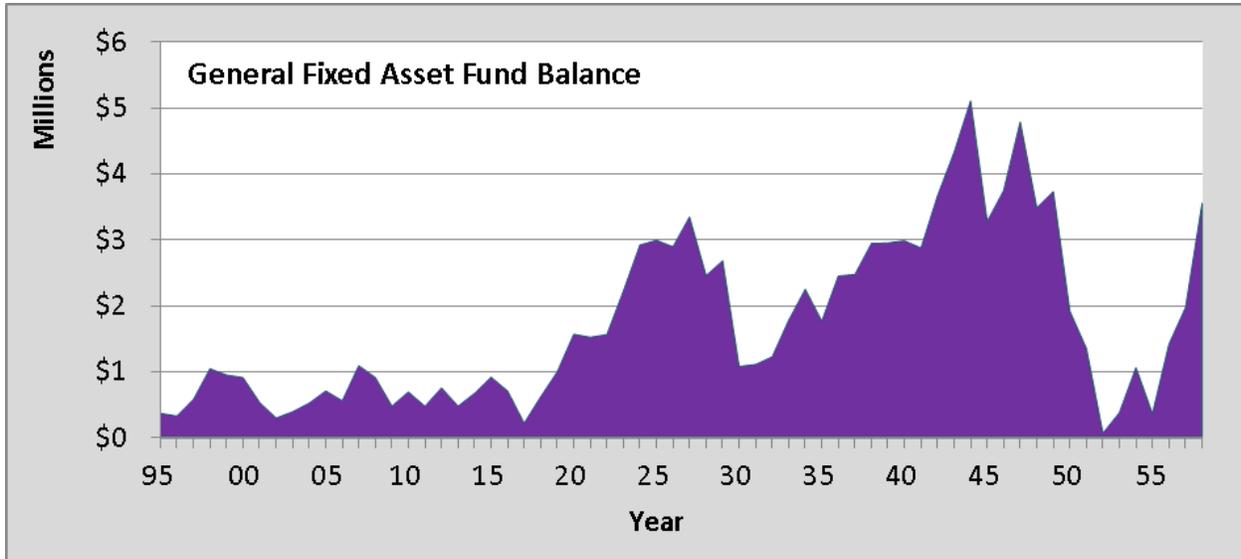
Over the next twenty years, the GFAR Fund will provide for approximately \$30 million in general fixed asset replacements, and will provide an additional \$1.3 million for debt service payments on governmental asset replacements. The first graph below illustrates historical and anticipated replacement costs.



Despite replacement costs that rise and fall sharply, the growth in the GFAR portion of the tax levy is predictable and stable. The next graph (below) illustrates the historical and future GFAR tax levies.



These taxing levels provide a predictable revenue stream with moderate increases in this portion of the tax levy, while fund balance is allowed to fluctuate. As shown in the graph below, despite varying needs for capital replacements, and slow predictable growth in the GFAR portion of the tax levy, the City is able to support projected replacement costs and increase the fund balance to a level that will improve the City's flexibility with regard to the timing of replacement costs.



Because projected capital costs are less certain further into the future, it is likely that long-term fund balance projections will be lower.

**General Fixed Asset Replacement Fund  
Operating Summary**

Year	Revenue			Expense		Fund Balance
	Tax Levy	Other, Refunds & Transfers In	Interest Earnings	Replacement Costs	Transfers Out	
2015	\$ 1,427,583	\$ -	\$ 8,000	\$ 1,010,003	\$ 180,000	\$ 920,882
2016	1,475,000	75,000	10,000	1,591,417	180,000	709,465
2017	1,495,000	-	7,000	1,810,392	180,000	221,073
2018	1,505,000	-	7,000	930,052	180,000	623,021
2019	1,515,000	-	14,000	970,550	180,000	1,001,471
2020	1,525,000	-	25,000	800,960	180,000	1,570,511
2021	1,535,000	-	32,000	1,433,440	180,000	1,524,071
2022	1,536,500	-	31,000	1,347,100	180,000	1,564,471
2023	1,538,000	-	33,000	913,700	-	2,221,771
2024	1,539,500	-	46,000	883,887	-	2,923,384
2025	1,541,000	-	88,000	1,557,600	-	2,994,784
2026	1,542,500	-	89,000	1,730,400	-	2,895,884
2027	1,544,000	-	88,000	1,179,718	-	3,348,166
2028	1,545,500	-	97,000	2,532,000	-	2,458,666
2029	1,547,000	-	74,000	1,394,200	-	2,685,466
2030	1,548,500	-	76,000	3,229,600	-	1,080,366
2031	1,550,000	-	32,000	1,550,470	-	1,111,896
2032	1,551,600	-	34,000	1,469,400	-	1,228,096
2033	1,567,100	-	38,000	1,051,500	-	1,781,696
2034	1,582,800	-	55,000	1,166,882	-	2,252,614
2035	1,598,600	-	66,000	2,148,300	-	1,768,914
2036	1,614,600	-	55,000	985,300	-	2,453,214
2037	1,630,700	-	73,000	1,681,200	-	2,475,714
2038	1,647,000	-	75,000	1,251,090	-	2,946,624
2039	1,663,500	-	88,000	1,743,300	-	2,954,824
2040	1,680,100	-	88,000	1,736,400	-	2,986,524
2041	1,696,900	-	89,000	1,893,300	-	2,879,124
2042	1,713,900	-	88,000	1,009,990	-	3,671,034
2043	1,731,000	-	112,000	1,186,500	-	4,327,534
2044	1,748,300	-	132,000	1,099,700	-	5,108,134
2045	1,765,800	-	147,000	3,740,187	-	3,280,747
2046	1,783,500	-	100,000	1,415,000	-	3,749,247
2047	1,801,300	-	115,000	877,500	-	4,788,047
2048	1,819,300	-	139,000	3,259,553	-	3,486,794
2049	1,837,500	-	105,000	1,694,500	-	3,734,794
2050	1,855,900	-	106,000	3,775,500	-	1,921,194
2051	1,874,500	-	56,000	2,494,900	-	1,356,794
2052	1,893,200	-	37,000	3,217,526	-	69,468
2053	1,912,100	-	3,000	1,601,900	-	382,668
2054	1,931,200	-	13,000	1,262,600	-	1,064,268
2055	1,950,500	-	30,000	2,678,721	-	366,047
2056	1,970,000	-	14,000	928,300	-	1,421,747
2057	1,989,700	-	44,000	1,478,900	-	1,976,547
2058	2,009,600	-	64,000	493,300	-	3,556,847

**General Fixed Asset Replacement Fund**  
**Capital Summary**

Year	Estimated Replacements							Transfer Out to Debt Funds	Total Expense
	Fire Stations & Equip	Warning Sirens	Info. Systems	Municipal Buildings	Park Facilities	Trails & Pathways	Total Costs		
2015	\$ 134,840	\$ 20,000	\$ 190,659	\$ 381,597	\$ 207,907	\$ 75,000	\$ 1,010,003	\$ 180,000	\$ 1,190,003
2016	114,917	20,000	534,500	515,000	285,000	122,000	1,591,417	180,000	1,771,417
2017	571,392	29,000	94,000	441,000	548,000	127,000	1,810,392	180,000	1,990,392
2018	89,652	-	150,000	237,400	373,000	80,000	930,052	180,000	1,110,052
2019	26,350	31,000	185,000	425,000	223,200	80,000	970,550	180,000	1,150,550
2020	128,960	-	156,000	230,000	206,000	80,000	800,960	180,000	980,960
2021	646,040	22,000	152,000	427,600	105,800	80,000	1,433,440	180,000	1,613,440
2022	472,500	-	94,000	390,000	209,000	181,600	1,347,100	180,000	1,527,100
2023	40,000	22,000	89,000	501,000	178,500	83,200	913,700	-	913,700
2024	33,387	23,000	107,000	535,000	100,600	84,900	883,887	-	883,887
2025	40,000	-	89,000	905,000	437,000	86,600	1,557,600	-	1,557,600
2026	1,142,000	-	94,000	266,000	140,100	88,300	1,730,400	-	1,730,400
2027	41,518	-	167,000	355,000	526,100	90,100	1,179,718	-	1,179,718
2028	1,515,000	25,000	94,000	439,000	367,100	91,900	2,532,000	-	2,532,000
2029	287,500	-	389,000	277,000	347,000	93,700	1,394,200	-	1,394,200
2030	28,000	-	107,000	2,727,000	147,000	220,600	3,229,600	-	3,229,600
2031	295,370	-	89,000	766,200	302,400	97,500	1,550,470	-	1,550,470
2032	451,900	-	94,000	550,000	274,000	99,500	1,469,400	-	1,469,400
2033	108,000	-	102,000	488,700	251,300	101,500	1,051,500	-	1,051,500
2034	31,882	-	94,000	640,000	297,500	103,500	1,166,882	-	1,166,882
2035	1,178,000	-	89,000	488,000	287,700	105,600	2,148,300	-	2,148,300
2036	98,000	-	107,000	470,000	202,600	107,700	985,300	-	985,300
2037	687,400	15,000	154,000	375,000	339,900	109,900	1,681,200	-	1,681,200
2038	135,190	-	94,000	627,000	142,800	252,100	1,251,090	-	1,251,090
2039	140,000	16,000	102,000	760,000	611,000	114,300	1,743,300	-	1,743,300
2040	89,800	33,000	102,000	886,000	352,000	273,600	1,736,400	-	1,736,400
2041	852,500	34,000	94,000	684,600	109,300	118,900	1,893,300	-	1,893,300
2042	197,890	35,000	112,000	418,000	125,800	121,300	1,009,990	-	1,009,990
2043	51,000	-	97,000	470,500	444,300	123,700	1,186,500	-	1,186,500
2044	257,500	35,000	102,000	395,000	184,000	126,200	1,099,700	-	1,099,700
2045	148,787	-	107,000	2,001,000	1,180,700	302,700	3,740,187	-	3,740,187
2046	337,700	35,000	99,000	463,000	349,000	131,300	1,415,000	-	1,415,000
2047	162,000	-	162,000	330,000	89,600	133,900	877,500	-	877,500
2048	489,653	40,000	115,000	411,900	2,066,400	136,600	3,259,553	-	3,259,553
2049	148,000	45,000	462,000	635,000	265,200	139,300	1,694,500	-	1,694,500
2050	117,900	-	101,000	3,076,000	338,500	142,100	3,775,500	-	3,775,500
2051	1,690,800	-	111,000	300,000	248,200	144,900	2,494,900	-	2,494,900
2052	1,363,026	-	104,000	1,176,000	236,700	337,800	3,217,526	-	3,217,526
2053	164,900	-	96,000	616,700	573,500	150,800	1,601,900	-	1,601,900
2054	40,000	-	115,000	580,000	373,800	153,800	1,262,600	-	1,262,600
2055	826,821	-	101,000	1,014,000	370,000	366,900	2,678,721	-	2,678,721
2056	41,000	-	106,000	435,000	186,300	160,000	928,300	-	928,300
2057	941,600	-	180,000	80,000	114,100	163,200	1,478,900	-	1,478,900
2058	42,000	-	103,000	126,000	55,800	166,500	493,300	-	493,300

**General Fixed Asset Replacement Fund**  
**Capital Summary - Fire Equipment, Vehicles and Stations**

Year	Shoreview share 60.7%			Breathing Apparatus	Radio System	Other Equipment	Vehicles	Total Fire Equipment & Buildings
	Buildings	Parking/Driveways						
		Station #3	Station #4					
2015	\$ 17,835	\$ 50,430	\$ -	\$ -	\$ -	\$ 60,425	\$ 6,150	\$ 134,840
2016	12,400	-	-	-	41,540	60,977	-	114,917
2017	38,440	-	-	-	41,540	4,712	486,700	571,392
2018	9,300	-	-	-	41,540	2,232	36,580	89,652
2019	23,560	-	-	2,790	-	-	-	26,350
2020	-	-	-	-	-	-	128,960	128,960
2021	27,900	-	-	-	-	-	618,140	646,040
2022	24,000	-	-	-	-	-	448,500	472,500
2023	40,000	-	-	-	-	-	-	40,000
2024	25,000	4,977	-	-	-	3,410	-	33,387
2025	40,000	-	-	-	-	-	-	40,000
2026	26,000	-	-	-	-	-	1,116,000	1,142,000
2027	40,000	-	1,518	-	-	-	-	41,518
2028	27,000	-	-	-	-	-	1,488,000	1,515,000
2029	40,000	-	-	-	75,000	8,000	164,500	287,500
2030	28,000	-	-	-	-	-	-	28,000
2031	40,000	6,070	-	241,300	-	8,000	-	295,370
2032	29,000	-	-	-	-	-	422,900	451,900
2033	40,000	-	-	-	-	9,000	59,000	108,000
2034	30,000	-	1,882	-	-	-	-	31,882
2035	40,000	-	-	-	-	9,000	1,129,000	1,178,000
2036	31,000	-	-	-	-	-	67,000	98,000
2037	40,000	-	-	-	-	10,000	637,400	687,400
2038	32,000	103,190	-	-	-	-	-	135,190
2039	40,000	-	-	90,000	-	10,000	-	140,000
2040	33,000	-	-	-	-	-	56,800	89,800
2041	40,000	-	-	-	-	11,000	801,500	852,500
2042	34,000	-	163,890	-	-	-	-	197,890
2043	40,000	-	-	-	-	11,000	-	51,000
2044	35,000	-	-	-	-	-	222,500	257,500
2045	40,000	9,287	-	-	-	12,000	87,500	148,787
2046	36,000	-	-	301,700	-	-	-	337,700
2047	40,000	-	-	-	110,000	12,000	-	162,000
2048	37,000	-	2,853	-	-	-	449,800	489,653
2049	40,000	-	-	-	-	13,000	95,000	148,000
2050	38,000	-	-	-	-	-	79,900	117,900
2051	40,000	-	-	110,000	-	13,000	1,527,800	1,690,800
2052	39,000	10,926	-	-	-	-	1,313,100	1,363,026
2053	40,000	-	-	-	-	14,000	110,900	164,900
2054	40,000	-	-	-	-	-	-	40,000
2055	40,000	-	3,521	-	-	14,000	769,300	826,821
2056	41,000	-	-	-	-	-	-	41,000
2057	41,000	-	-	-	-	15,000	885,600	941,600
2058	42,000	-	-	-	-	-	-	42,000

**General Fixed Asset Replacement Fund  
Capital Summary - Warning Sirens**

By Siren Number and Location												
Year	#1	#2	#3	#4	#5	#6	#7	#8	LC		VH	Total Siren Costs
	Maint Center	Sherwd Road	Lake Judy	Victoria & 694	Turtle Lake School	Well #6	Rice Crk Park/ Pkvw Dr	Shamrock Park	50% of cost		Rice & Rice & Country Dr Snl Lk Rd	
2015	\$ -	\$ -	\$ -	\$20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,000
2016	-	-	-	-	20,000	-	-	-	-	-	-	20,000
2017	-	-	20,000	-	-	-	-	-	-	9,000	-	29,000
2018	-	-	-	-	-	-	-	-	-	-	-	-
2019	-	22,000	-	-	-	-	-	-	-	-	9,000	31,000
2020	-	-	-	-	-	-	-	-	-	-	-	-
2021	-	-	-	-	-	22,000	-	-	-	-	-	22,000
2023	-	-	-	-	-	-	22,000	-	-	-	-	22,000
2024	23,000	-	-	-	-	-	-	-	-	-	-	23,000
2028	-	-	-	-	-	-	-	25,000	-	-	-	25,000
2037	-	-	-	-	-	-	-	-	15,000	-	-	15,000
2039	-	-	-	-	-	-	-	-	-	16,000	-	16,000
2040	-	-	-	33,000	-	-	-	-	-	-	-	33,000
2041	-	-	-	-	34,000	-	-	-	-	-	-	34,000
2042	-	-	35,000	-	-	-	-	-	-	-	-	35,000
2044	-	35,000	-	-	-	-	-	-	-	-	-	35,000
2046	-	-	-	-	-	35,000	-	-	-	-	-	35,000
2048	-	-	-	-	-	-	-	40,000	-	-	-	40,000
2049	45,000	-	-	-	-	-	-	-	-	-	-	45,000

**General Fixed Asset Replacement Fund**  
**Capital Summary - Information Systems**

Year	Computers	Printers	Servers	Security Systems	Recovery/ Backup	Communica- tions	LAN/ Network	Specialized Software	Other	Estimated Replacement Cost
2015	\$ 15,000	\$ 2,000	\$ 32,661	\$ 12,650	\$ 78,000	\$ 16,040	\$ 25,308	\$ 5,000	\$ 4,000	\$ 190,659
2016	10,000	2,000	12,700	6,000	57,000	34,800	51,000	357,000	4,000	534,500
2017	10,000	4,000	30,000	4,000	-	2,000	30,000	5,000	9,000	94,000
2018	10,000	6,000	-	23,000	-	27,000	68,000	12,000	4,000	150,000
2019	10,000	18,000	30,000	6,000	100,000	2,000	9,000	5,000	5,000	185,000
2020	10,000	2,000	-	12,000	-	2,000	57,000	62,000	11,000	156,000
2021	10,000	6,000	30,000	6,000	50,000	32,000	8,000	5,000	5,000	152,000
2022	22,000	12,000	30,000	2,000	-	7,000	8,000	-	13,000	94,000
2023	22,000	12,000	25,000	2,000	-	7,000	8,000	-	13,000	89,000
2024	24,000	12,000	30,000	2,000	11,000	7,000	8,000	-	13,000	107,000
2025	24,000	12,000	25,000	2,000	-	5,000	8,000	-	13,000	89,000
2026	24,000	12,000	30,000	2,000	-	5,000	8,000	-	13,000	94,000
2027	24,000	12,000	25,000	2,000	9,000	7,000	8,000	-	80,000	167,000
2028	24,000	12,000	30,000	2,000	-	5,000	8,000	-	13,000	94,000
2029	26,000	12,000	25,000	2,000	-	7,000	4,000	300,000	13,000	389,000
2030	26,000	12,000	30,000	2,000	9,000	7,000	8,000	-	13,000	107,000
2031	26,000	12,000	25,000	2,000	-	5,000	6,000	-	13,000	89,000
2032	26,000	12,000	30,000	2,000	-	5,000	6,000	-	13,000	94,000
2033	26,000	12,000	25,000	2,000	9,000	7,000	8,000	-	13,000	102,000
2034	28,000	12,000	30,000	2,000	-	4,000	5,000	-	13,000	94,000
2035	28,000	12,000	25,000	2,000	-	4,000	5,000	-	13,000	89,000
2036	28,000	12,000	30,000	2,000	7,000	7,000	8,000	-	13,000	107,000
2037	28,000	12,000	23,000	2,000	-	4,000	5,000	-	80,000	154,000
2038	28,000	12,000	30,000	2,000	-	4,000	5,000	-	13,000	94,000
2039	30,000	12,000	25,000	2,000	5,000	7,000	8,000	-	13,000	102,000
2040	30,000	12,000	30,000	2,000	-	7,000	8,000	-	13,000	102,000
2041	30,000	12,000	25,000	2,000	-	7,000	5,000	-	13,000	94,000
2042	30,000	12,000	30,000	2,000	13,000	7,000	5,000	-	13,000	112,000
2043	30,000	12,000	25,000	2,000	-	7,000	8,000	-	13,000	97,000
2044	32,000	12,000	30,000	2,000	-	5,000	8,000	-	13,000	102,000
2045	32,000	12,000	25,000	2,000	11,000	7,000	5,000	-	13,000	107,000
2046	32,000	12,000	30,000	2,000	-	5,000	5,000	-	13,000	99,000
2047	32,000	12,000	23,000	2,000	-	5,000	8,000	-	80,000	162,000
2048	32,000	12,000	30,000	2,000	11,000	7,000	8,000	-	13,000	115,000
2049	34,000	12,000	25,000	2,000	-	5,000	5,000	366,000	13,000	462,000
2050	34,000	12,000	30,000	2,000	-	5,000	5,000	-	13,000	101,000
2051	34,000	12,000	25,000	2,000	12,000	5,000	8,000	-	13,000	111,000
2052	34,000	12,000	30,000	2,000	-	5,000	8,000	-	13,000	104,000
2053	34,000	12,000	25,000	2,000	-	5,000	5,000	-	13,000	96,000
2054	36,000	12,000	30,000	2,000	12,000	5,000	5,000	-	13,000	115,000
2055	36,000	12,000	25,000	2,000	-	5,000	8,000	-	13,000	101,000
2056	36,000	12,000	30,000	2,000	-	5,000	8,000	-	13,000	106,000
2057	36,000	12,000	25,000	2,000	15,000	5,000	5,000	-	80,000	180,000
2058	36,000	12,000	30,000	2,000	-	5,000	5,000	-	13,000	103,000

**General Fixed Asset Replacement Fund  
Capital Summary - Municipal Buildings (including city hall and community center)**

Year	Mechanicals, Roof & Exterior	Carpet	Banquet Rooms	Pool Equip Water Treatment Pool Stairs Water Features	All Other Equipment	Locker Rooms and Other Replacement Allowances	Total Building Replacement Costs
2015	\$ 13,500	\$ 18,725	\$ 13,865	\$ 24,836	\$ 86,971	\$ 223,700	\$ 381,597
2016	50,000	-	15,000	50,000	90,000	310,000	515,000
2017	-	78,000	190,000	100,000	73,000	-	441,000
2018	-	87,000	20,000	80,400	50,000	-	237,400
2019	180,000	-	20,000	95,000	130,000	-	425,000
2020	-	-	90,000	20,000	30,000	90,000	230,000
2021	-	-	20,000	30,000	70,000	307,600	427,600
2022	-	-	15,000	235,000	45,000	95,000	390,000
2023	50,000	-	-	121,000	30,000	300,000	501,000
2024	-	102,000	60,000	43,000	30,000	300,000	535,000
2025	550,000	-	70,000	20,000	45,000	220,000	905,000
2026	-	-	-	-	111,000	155,000	266,000
2027	-	-	-	10,000	45,000	300,000	355,000
2028	-	184,000	15,000	50,000	30,000	160,000	439,000
2029	-	-	50,000	32,000	30,000	165,000	277,000
2030	281,000	-	90,000	126,000	30,000	2,200,000	2,727,000
2031	-	56,000	129,000	106,000	260,000	215,200	766,200
2032	-	-	-	330,000	50,000	170,000	550,000
2033	-	-	-	243,700	30,000	215,000	488,700
2034	300,000	65,000	15,000	55,000	30,000	175,000	640,000
2035	-	95,000	60,000	20,000	50,000	263,000	488,000
2036	-	-	-	-	170,000	300,000	470,000
2037	-	-	75,000	65,000	50,000	185,000	375,000
2038	-	161,000	75,000	-	206,000	185,000	627,000
2039	525,000	-	-	10,000	35,000	190,000	760,000
2040	-	-	115,000	316,000	265,000	190,000	886,000
2041	-	-	-	95,000	35,000	554,600	684,600
2042	-	105,000	-	58,000	60,000	195,000	418,000
2043	-	-	15,000	220,500	35,000	200,000	470,500
2044	-	60,000	-	-	35,000	300,000	395,000
2045	1,331,000	68,000	215,000	10,000	60,000	317,000	2,001,000
2046	-	-	85,000	73,000	100,000	205,000	463,000
2047	-	-	-	65,000	55,000	210,000	330,000
2048	-	65,000	-	101,900	35,000	210,000	411,900
2049	-	110,000	15,000	260,000	35,000	215,000	635,000
2050	255,000	58,000	120,000	228,000	200,000	2,215,000	3,076,000
2051	-	-	-	45,000	35,000	220,000	300,000
2052	-	72,000	95,000	724,000	65,000	220,000	1,176,000
2053	-	-	80,000	276,700	35,000	225,000	616,700
2054	-	70,000	-	-	110,000	400,000	580,000
2055	89,000	115,000	85,000	10,000	365,000	350,000	1,014,000
2056	-	-	-	-	35,000	400,000	435,000
2057	-	-	-	20,000	60,000	-	80,000
2058	-	76,000	15,000	-	35,000	-	126,000

**General Fixed Asset Replacement Fund  
Capital Summary - Park Facilities**

Year	Buildings	Picnic Shelters	Playground Equipment	Pavement				Misc. Items	Total All Parks
				Courts	Parking/ Driveway	Fencing/ Backboards	Lights		
2015	\$ 28,152	\$ -	\$ 45,000	\$ 87,525	\$ 9,400	\$ 20,400	\$ -	\$ 17,430	\$ 207,907
2016	50,000	-	-	-	195,000	20,000	-	20,000	285,000
2017	-	30,000	100,000	-	98,000	-	-	320,000	548,000
2018	60,000	-	195,000	40,000	50,000	-	28,000	-	373,000
2019	15,000	-	120,000	40,000	4,200	44,000	-	-	223,200
2020	13,000	-	120,000	40,000	5,000	-	28,000	-	206,000
2021	-	-	-	40,000	5,800	60,000	-	-	105,800
2022	15,000	-	100,000	35,000	5,000	25,000	29,000	-	209,000
2023	-	-	-	40,000	14,500	-	24,000	100,000	178,500
2024	18,000	-	-	40,000	42,600	-	-	-	100,600
2025	62,000	-	-	-	375,000	-	-	-	437,000
2026	-	-	-	-	5,100	35,000	-	100,000	140,100
2027	-	-	-	45,000	381,100	-	-	100,000	526,100
2028	15,000	-	100,000	85,000	7,100	-	-	160,000	367,100
2029	27,000	20,000	-	55,000	200,000	45,000	-	-	347,000
2030	30,000	-	-	40,000	24,000	-	-	53,000	147,000
2031	15,000	-	120,000	45,000	22,400	-	27,000	73,000	302,400
2032	33,000	-	-	45,000	69,000	60,000	-	67,000	274,000
2033	-	-	185,000	-	6,300	-	-	60,000	251,300
2034	55,000	-	135,000	-	7,500	-	-	100,000	297,500
2035	52,000	-	95,000	90,000	8,700	-	42,000	-	287,700
2036	-	-	-	95,000	7,600	-	-	100,000	202,600
2037	15,000	-	142,000	61,000	21,900	-	-	100,000	339,900
2038	-	-	-	65,000	27,800	-	-	50,000	142,800
2039	-	89,000	142,000	50,000	190,000	140,000	-	-	611,000
2040	35,000	38,000	-	50,000	-	164,000	-	65,000	352,000
2041	-	-	-	-	9,300	-	-	100,000	109,300
2042	-	-	115,000	-	10,800	-	-	-	125,800
2043	15,000	-	-	60,000	269,300	-	-	100,000	444,300
2044	33,000	-	-	110,000	-	-	41,000	-	184,000
2045	84,000	-	-	73,000	811,700	-	-	212,000	1,180,700
2046	15,000	-	-	60,000	164,000	-	36,000	74,000	349,000
2047	-	-	-	80,000	9,600	-	-	-	89,600
2048	49,000	-	142,000	60,000	1,715,400	-	-	100,000	2,066,400
2049	64,000	30,000	-	-	13,200	60,000	98,000	-	265,200
2050	20,000	-	142,000	-	11,500	165,000	-	-	338,500
2051	-	-	-	75,000	33,200	-	40,000	100,000	248,200
2052	75,000	-	-	120,000	41,700	-	-	-	236,700
2053	-	-	265,000	80,000	128,500	-	-	100,000	573,500
2054	-	-	200,000	80,000	93,800	-	-	-	373,800
2055	96,000	-	125,000	85,000	14,000	-	-	50,000	370,000
2056	-	-	-	70,000	16,300	-	-	100,000	186,300
2057	-	-	-	-	14,100	-	-	100,000	114,100
2058	15,000	-	-	-	40,800	-	-	-	55,800

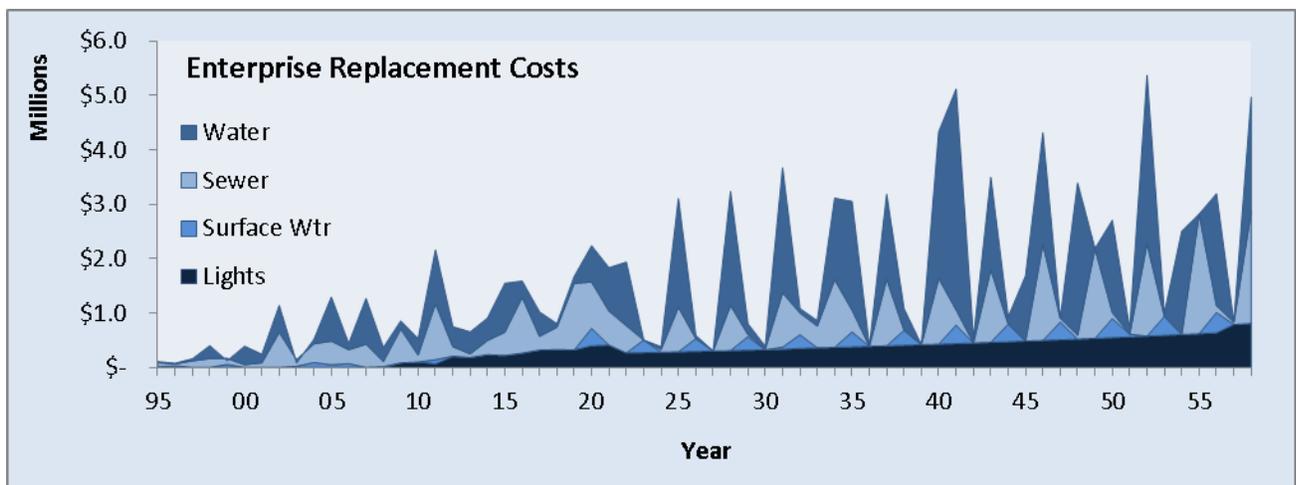
**General Fixed Asset Replacement Fund**  
**Capital Summary - Trails and Pathways**

Year	Park	Description	Trail Rehabilitation & Replacement		Total Cost
			Rehab.	Replace	
2015	Center section	Asphalt path	\$ 75,000	\$ -	\$ 75,000
2016	Windward Hgts neighborhood	Asphalt path	-	47,000	47,000
2017	Windward Hgts neighborhood	Asphalt path	-	47,000	47,000
2016	Allowance	Asphalt path	75,000	-	75,000
2017	Allowance	Asphalt path	80,000	-	80,000
2018	Allowance	Asphalt path	80,000	-	80,000
2019	Allowance	Asphalt path	80,000	-	80,000
2020	Allowance	Asphalt path	80,000	-	80,000
2021	Allowance	Asphalt path	80,000	-	80,000
2022	Allowance	Asphalt path	81,600	100,000	181,600
2023	Allowance	Asphalt path	83,200	-	83,200
2024	Allowance	Asphalt path	84,900	-	84,900
2025	Allowance	Asphalt path	86,600	-	86,600
2026	Allowance	Asphalt path	88,300	-	88,300
2027	Allowance	Asphalt path	90,100	-	90,100
2028	Allowance	Asphalt path	91,900	-	91,900
2029	Allowance	Asphalt path	93,700	-	93,700
2030	Allowance	Asphalt path	95,600	125,000	220,600
2031	Allowance	Asphalt path	97,500	-	97,500
2032	Allowance	Asphalt path	99,500	-	99,500
2033	Allowance	Asphalt path	101,500	-	101,500
2034	Allowance	Asphalt path	103,500	-	103,500
2035	Allowance	Asphalt path	105,600	-	105,600
2036	Allowance	Asphalt path	107,700	-	107,700
2037	Allowance	Asphalt path	109,900	-	109,900
2038	Allowance	Asphalt path	112,100	140,000	252,100
2039	Allowance	Asphalt path	114,300	-	114,300
2040	Allowance	Asphalt path	116,600	157,000	273,600
2041	Allowance	Asphalt path	118,900	-	118,900
2042	Allowance	Asphalt path	121,300	-	121,300
2043	Allowance	Asphalt path	123,700	-	123,700
2044	Allowance	Asphalt path	126,200	-	126,200
2045	Allowance	Asphalt path	128,700	174,000	302,700
2046	Allowance	Asphalt path	131,300	-	131,300
2047	Allowance	Asphalt path	133,900	-	133,900
2048	Allowance	Asphalt path	136,600	-	136,600
2049	Allowance	Asphalt path	139,300	-	139,300
2050	Allowance	Asphalt path	142,100	-	142,100
2051	Allowance	Asphalt path	144,900	-	144,900
2052	Allowance	Asphalt path	147,800	190,000	337,800
2053	Allowance	Asphalt path	150,800	-	150,800
2054	Allowance	Asphalt path	153,800	-	153,800
2055	Allowance	Asphalt path	156,900	210,000	366,900
2056	Allowance	Asphalt path	160,000	-	160,000
2057	Allowance	Asphalt path	163,200	-	163,200
2058	Allowance	Asphalt path	166,500	-	166,500

## Proprietary Funds

Proprietary operations are accounted for through enterprise funds (for utility operations) and internal service funds (for operation of the maintenance center). The infrastructure replacement policy requires preparation of 20-year operating projections at least every 5 years. City staff prepares the analysis in most years, and on occasion an outside consultant is hired to prepare a utility rate study. Both methods include a comprehensive twenty-year analysis of operations and capital costs; and provide a recommendation for utility rates and inter-fund charges (in support of Internal Service operations). The 2015 utility rate study was prepared by staff, and the last study prepared by an outside consultant occurred in 2002.

Enterprise capital costs are financed through a combination of debt issuance and the use of current resources. Over the next twenty years enterprise funds will provide for the replacement of approximately \$32 million in water, sewer and surface water system replacements. The following graph provides an illustration of historical and anticipated replacement costs.



The replacement projections for utility assets, presented in this document, are prepared in aggregate considering the overall age and condition of the assets. Repair and replacement projections are not prepared for specific neighborhoods or projects until the anticipated project is included in the five-year capital improvement program. For example, a review of water and sewer lines indicates that materials used during different stages of Shoreview's development resulted in different expected lives. Lines installed in the 1960's and early 1970's were made of materials that cannot be expected to last as long as the lines installed later in the 1970's and in the 1980's. Newer materials and construction techniques allow us to assume longer life spans for lines installed during the latter stages of the rapid residential growth.

The City's Enterprise Funds include:

- Water Fund
- Sewer Fund
- Surface Water Management Fund
- Street Lighting Fund

Factors considered as part of the annual utility analysis, the FYOP, and periodic 20-year operating projections include:

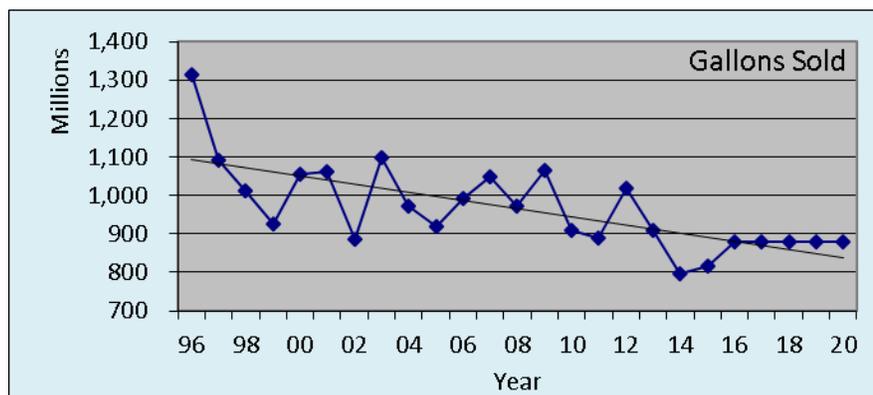
- Cash balances and cash balance objectives
- Debt levels, future debt issuance and debt payments
- New connections to utility services
- Capital costs (additions, repairs and replacements)
- Water consumption trends
- Sewage flows and treatment costs
- Operating costs
- Maintenance strategies

Operating projections provided on the following pages were prepared as part of the City's FYOP, and were compiled based on a number of assumptions; including the rate of inflation, water consumption levels, estimated replacement costs and others. These projections, in conjunction with historical activity, help identify and address potential changes in advance, provide the basis for the operating projections, and influence utility rate adjustments. Establishing utility rates as a long-term strategy helps the City adjust rates gradually whenever possible, reducing the impact in any single year.

## Usage Trends

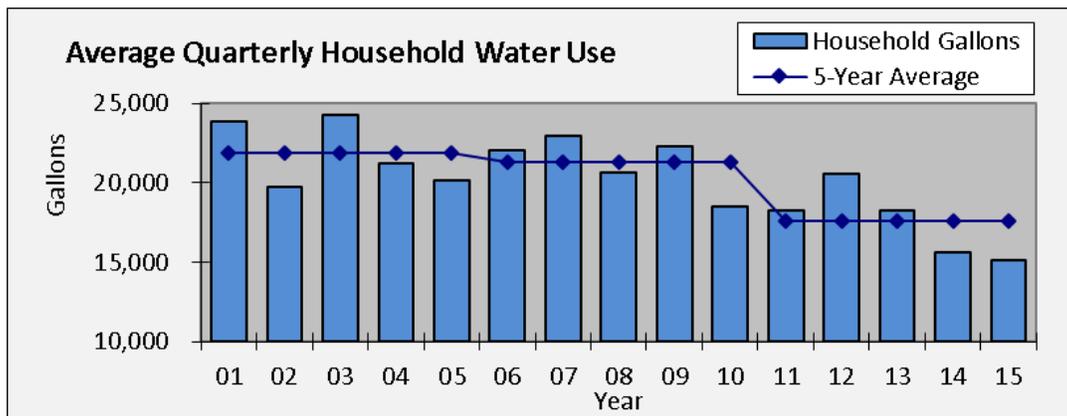
In recent years a combination of weather (rainfall), an aging population, and changes in usage patterns have contributed to an overall decline in average household water use. Although the City expects variations in water consumption from year to year, mainly due to rainfall fluctuations and timing, a trend among residential customers in winter months also demonstrates reduced water consumption.

The graph at right shows the fluctuations in total water use from year to year, and also illustrates an overall trend toward lower water consumption. Major changes from year to year are primarily the result of rainfall, because 50% of water is sold during the four months that make up the growing season.

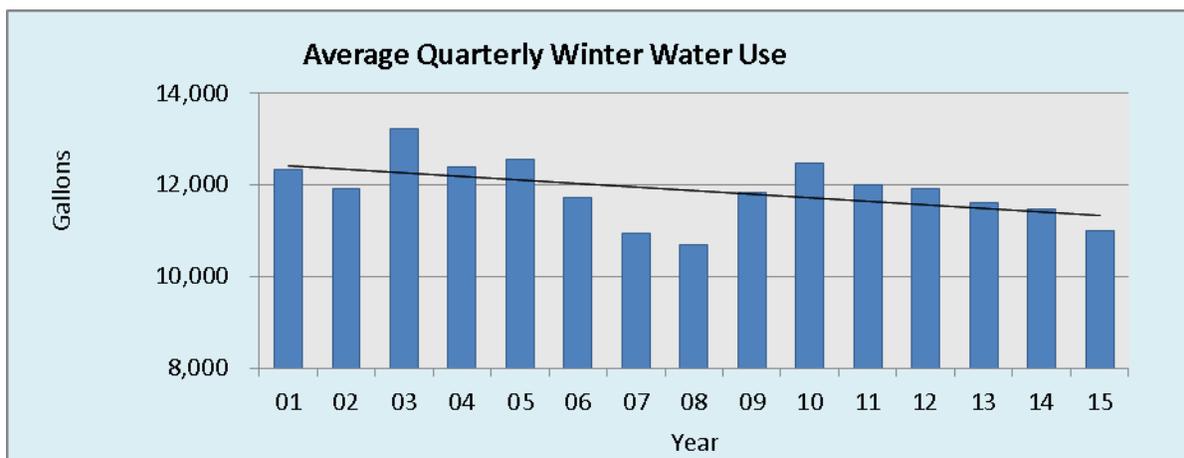


Over the last seventeen years household water use has accounted for 68% to 76% of total gallons consumed. Two graphs provided on the next page illustrate a decline in quarterly household water use.

Average quarterly household water use in the last five years (2009 to 2013) is approximately 8.4 percent lower than the previous 5 years, and about 20.4 percent lower than the late 1990s.



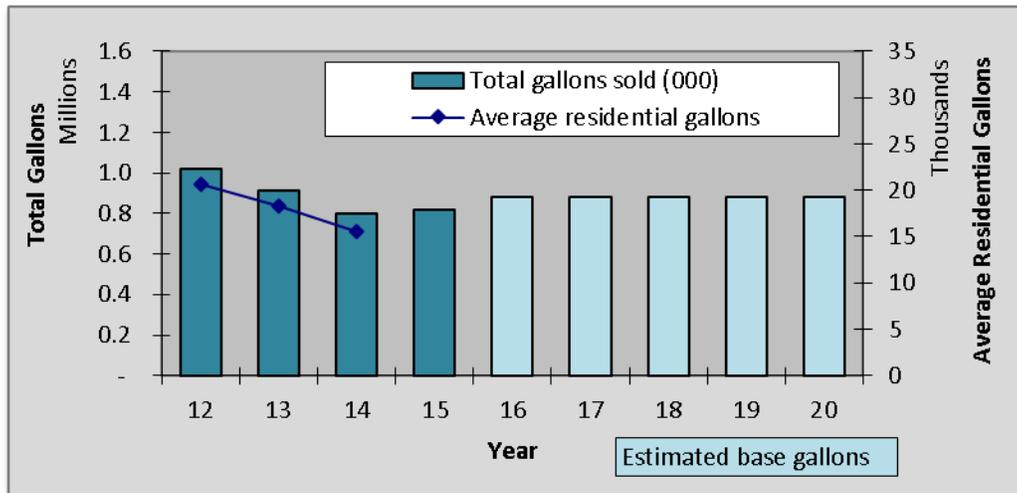
Overall, average quarterly household water use during winter months is also declining. The graph below shows average quarterly winter water use as well as a trend line for winter consumption since 2001.



## Water Fund

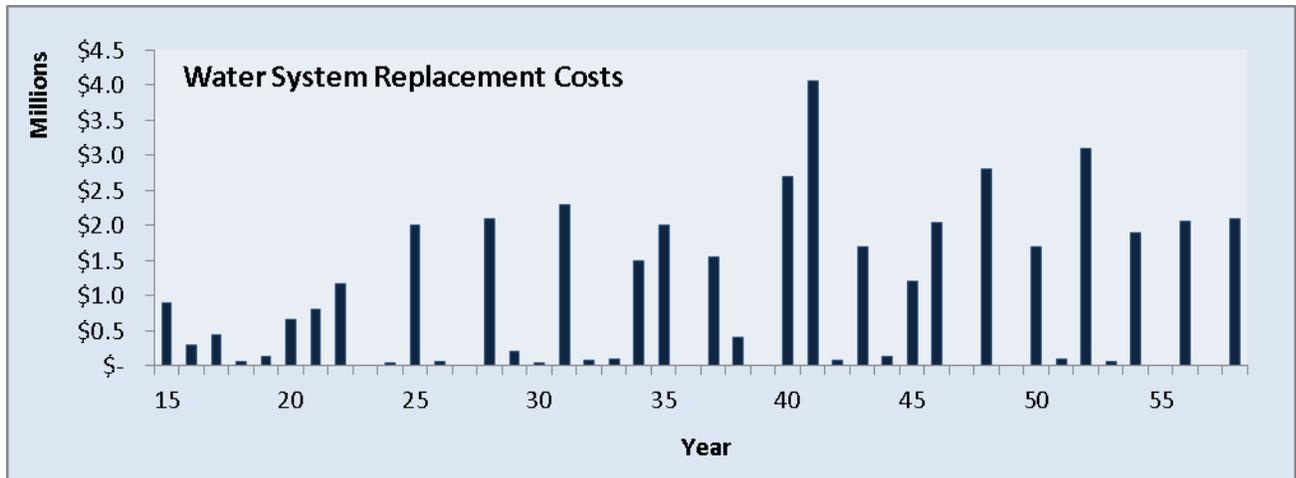
In setting water rates the City expects fluctuations in water consumption from year to year, and the resulting fluctuations in water revenue. Revenue projections utilize a “base year” approach for estimating gallons sold, which enables the City to set rates at levels that support operations, without allowing temporary fluctuations in revenue to increase gallon projections.

Due to the historical trend toward reduced water consumption, the “base year” gallon estimate is set near record low water consumption, and is projected to remain low in the future.



Despite the challenges that fluctuating water consumption can cause, the operating projections on the next page show that planned adjustments to the City’s water rates will adequately support operations and capital costs with operating and overall net gains in all years.

Significant water system costs for the near future include water line replacements, rehabilitation of the north tower and the addition of a water treatment plant.



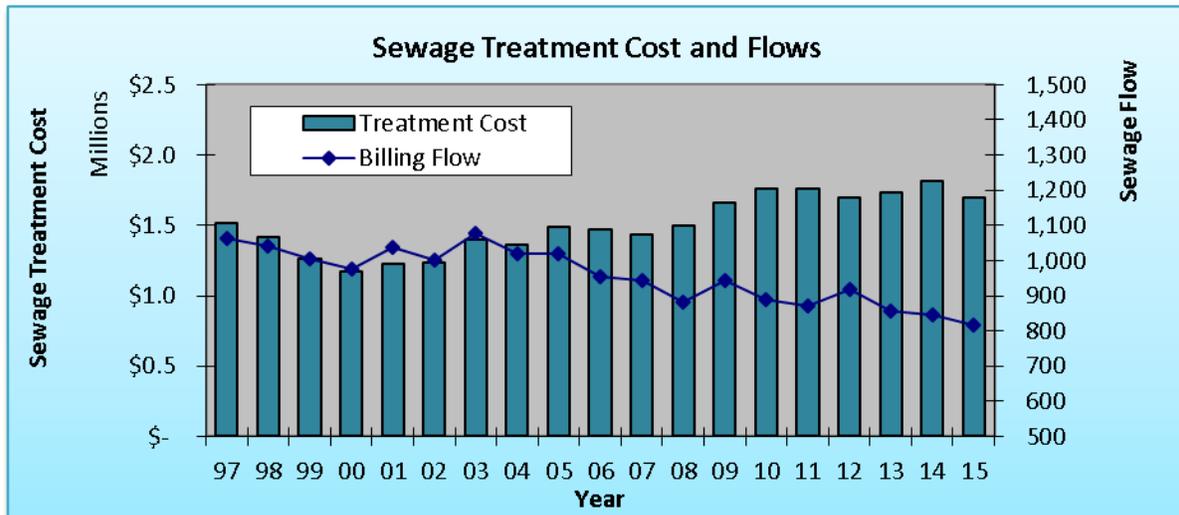
<b>Water Fund</b>	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>						
Special Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Charges	2,620,000	3,185,000	3,442,000	3,579,000	3,722,000	3,869,000
Late Fees/Utility Charges	-	-	-	-	-	-
Water Facility Charges	8,000	8,000	9,000	9,000	10,000	10,000
Other Charges	29,500	25,500	26,000	26,000	26,500	26,500
Other Revenues	-	-	-	-	-	-
<b>Total Revenue</b>	<b>2,657,500</b>	<b>3,218,500</b>	<b>3,477,000</b>	<b>3,614,000</b>	<b>3,758,500</b>	<b>3,905,500</b>
<b>Expense</b>						
Enterprise Operations	1,472,457	1,581,485	1,569,265	1,659,916	1,833,422	1,760,087
Miscellaneous	-	-	-	-	-	-
Depreciation	649,000	669,000	799,000	923,000	922,000	919,000
<b>Total Expense</b>	<b>2,121,457</b>	<b>2,250,485</b>	<b>2,368,265</b>	<b>2,582,916</b>	<b>2,755,422</b>	<b>2,679,087</b>
<b>Operating Income (Loss)</b>	<b>536,043</b>	<b>968,015</b>	<b>1,108,735</b>	<b>1,031,084</b>	<b>1,003,078</b>	<b>1,226,413</b>
<b>Other Sources (Uses)</b>						
Interest Earnings	38,000	38,000	42,000	42,000	45,000	45,000
Sale of Asset-Gain	-	-	-	-	-	-
Contributed Capital Assets	-	-	-	-	-	-
Intergovernmental	975	-	-	-	-	-
Debt Service	(184,164)	(307,431)	(437,926)	(438,305)	(411,093)	(389,928)
Transfers Out	(345,400)	(363,000)	(376,400)	(383,000)	(393,400)	(403,000)
<b>Net Change</b>	<b>45,454</b>	<b>335,584</b>	<b>336,409</b>	<b>251,779</b>	<b>243,585</b>	<b>478,485</b>
Fund Equity, beginning	13,592,660	13,638,114	13,973,698	14,310,107	14,561,886	14,805,471
Fund Equity, ending	\$ 13,638,114	\$ 13,973,698	\$ 14,310,107	\$ 14,561,886	\$ 14,805,471	\$ 15,283,956
Months of operating coverage	16.1	15.1	14.3	13.7	14.2	12.4
Cash balance	\$ 4,039,068	\$ 4,731,652	\$ 4,943,661	\$ 4,937,440	\$ 5,023,625	\$ 4,576,110
Capital costs	\$ 6,643,400	\$ 6,857,000	\$ 853,400	\$ 66,000	\$ 129,400	\$ 670,000
Unspent bond proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General transfer percent of assets	0.90%	0.79%	0.80%	0.82%	0.84%	0.85%
Rate Increase	7.0%	12.0%	8.0%	4.0%	4.0%	4.0%
Change in utility charge revenue	12.7%	21.6%	8.1%	4.0%	4.0%	3.9%
Debt issued	\$ 6,885,000	\$ 6,995,000	\$ 890,000	\$ -	\$ 200,000	\$ -
Debt payments (principal)	\$ 1,410,000	\$ 450,000	\$ 960,000	\$ 1,115,000	\$ 1,150,000	\$ 1,175,000
Debt balance (year end)	\$ 9,580,000	\$ 16,125,000	\$ 16,055,000	\$ 14,940,000	\$ 13,990,000	\$ 12,815,000
Debt Capacity after transfers	\$ (716,521)	\$ 554,584	\$ 175,409	\$ 59,779	\$ 15,585	\$ 222,485
Gallons of water sold (000)	817,362	880,000	880,000	880,000	880,000	880,000
Quarterly residential gallons (avg)	18,400					
Quarterly multi-family gallons (avg)	9,600					

**Water Fund  
Capital Summary**

Year	Replacements					Misc. Capital	Total Capital Costs
	Water Lines	Treatment Plant	Wells, Generator, & Controls	Towers/ Reservoir	Additions		
2015	\$ 871,000	\$ -	\$ 29,000	\$ -	\$ 5,743,000	\$ -	\$ 6,643,000
2016	300,000	-	-	-	6,557,000	-	6,857,000
2017	450,000	-	-	-	400,000	-	850,000
2018	66,000	-	-	-	-	-	66,000
2019	129,000	-	-	-	-	-	129,000
2020	670,000	-	-	-	-	-	670,000
2021	100,000	-	-	700,000	-	-	800,000
2022	1,100,000	-	-	70,000	75,000	-	1,245,000
2023	-	-	-	-	-	-	-
2024	-	-	50,000	-	-	-	50,000
2025	1,100,000	-	-	900,000	-	-	2,000,000
2026	-	-	60,000	-	-	-	60,000
2027	-	-	-	-	-	-	-
2028	1,300,000	-	-	800,000	3,000,000	-	5,100,000
2029	-	200,000	-	-	-	-	200,000
2030	-	-	50,000	-	-	-	50,000
2031	1,300,000	-	-	1,000,000	-	-	2,300,000
2032	-	-	-	80,000	-	-	80,000
2033	-	-	100,000	-	-	-	100,000
2034	1,500,000	-	-	-	-	-	1,500,000
2035	-	-	2,000,000	-	-	-	2,000,000
2036	-	-	-	-	-	-	-
2037	1,500,000	-	60,000	-	-	-	1,560,000
2038	-	-	400,000	-	-	-	400,000
2039	-	-	-	-	-	-	-
2040	1,700,000	-	-	1,000,000	-	-	2,700,000
2041	-	4,000,000	60,000	-	-	-	4,060,000
2042	-	-	-	85,000	-	-	85,000
2043	1,700,000	-	-	-	-	-	1,700,000
2044	-	-	130,000	-	-	-	130,000
2045	-	-	-	1,200,000	-	-	1,200,000
2046	2,000,000	-	50,000	-	-	-	2,050,000
2047	-	-	-	-	-	-	-
2048	1,600,000	-	-	1,200,000	-	-	2,800,000
2049	-	-	-	-	3,500,000	-	3,500,000
2050	1,700,000	-	-	-	-	-	1,700,000
2051	-	-	-	100,000	-	-	100,000
2052	1,800,000	-	-	1,300,000	-	-	3,100,000
2053	-	-	60,000	-	-	-	60,000
2054	1,900,000	-	-	-	-	-	1,900,000
2055	-	-	-	-	-	-	-
2056	2,000,000	-	60,000	-	-	-	2,060,000
2057	-	-	-	-	-	-	-
2058	2,100,000	-	-	-	-	-	2,100,000

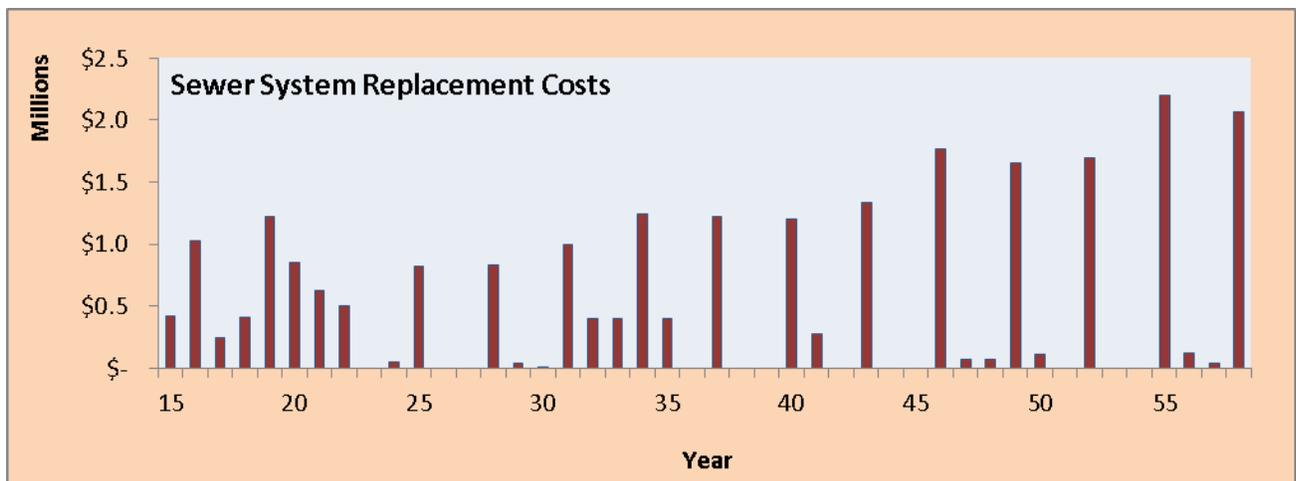
## Sewer Fund

The City's Sewer Fund accounts for the collection and treatment of wastewater (sewage) from homes and businesses throughout the community. Sewage is routed or pumped into facilities owned and operated by Metropolitan Council Environmental Services. Sewer rates are designed to reward low volume customers with lower sewer rates, and to charge high volume customers more due to contributing more flow to the sewer system. As shown in the graph below, even though sewage flow has declined, sewage treatment costs have not declined at the same rate.



Groundwater infiltration and storm water inflow, particularly during periods of heavy rain, impact the volume of sewage flow as well. Cracks in sewer lines, openings in manholes, and connections of roof drains to the sewer system allow water to flow directly into sewer pipes, driving up flows and sewage treatment costs. In an effort to reduce sewage flow the City is actively working to evaluate sewer lines and is using relining techniques to repair lines more effectively. The City completed a commercial roof and residential sump pump inspection program in an effort to identify inappropriate discharge into the sewer system and further reduce sewage flows.

The operating projections on the following page show planned adjustments to the City's sewer rates will adequately support operations and capital costs.



<b>Sewer Fund</b>	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>						
Special Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	1,500	1,500	1,500	1,500	1,500	1,600
Utility Charges	3,917,000	4,051,000	4,172,000	4,296,000	4,463,000	4,642,000
Late Fees/Utility Charges	-	-	-	-	-	-
Sewer Facility Charges	4,000	4,000	5,000	5,000	5,000	5,000
Other Charges	2,500	2,500	2,500	2,500	2,500	2,500
<b>Total Revenue</b>	<b>3,925,000</b>	<b>4,059,000</b>	<b>4,181,000</b>	<b>4,305,000</b>	<b>4,472,000</b>	<b>4,651,100</b>
<b>Expense</b>						
Enterprise Operations	3,269,570	3,359,142	3,497,181	3,565,725	3,706,721	3,944,520
Depreciation	340,000	354,000	348,000	337,000	357,000	377,000
<b>Total Expense</b>	<b>3,609,570</b>	<b>3,713,142</b>	<b>3,845,181</b>	<b>3,902,725</b>	<b>4,063,721</b>	<b>4,321,520</b>
<b>Operating Income (Loss)</b>	<b>315,430</b>	<b>345,858</b>	<b>335,819</b>	<b>402,275</b>	<b>408,279</b>	<b>329,580</b>
<b>Other Sources (Uses)</b>						
Interest Earnings	27,000	27,000	30,000	30,000	33,000	33,000
Sale of Asset-Gain	-	-	-	-	-	-
Contributed Capital Assets	-	-	-	-	-	-
Intergovernmental	775	-	-	-	-	-
Debt Service	(54,869)	(78,764)	(75,469)	(77,566)	(70,597)	(122,568)
Transfers In	-	-	-	-	-	-
Transfers Out	(181,400)	(183,000)	(190,400)	(191,000)	(203,400)	(208,400)
<b>Net Change</b>	<b>106,936</b>	<b>111,094</b>	<b>99,950</b>	<b>163,709</b>	<b>167,282</b>	<b>31,612</b>
Fund Equity, beginning	7,807,995	7,914,931	8,026,025	8,125,975	8,289,684	8,456,966
<b>Fund Equity, ending</b>	<b>\$7,914,931</b>	<b>\$8,026,025</b>	<b>\$8,125,975</b>	<b>\$8,289,684</b>	<b>\$8,456,966</b>	<b>\$8,488,578</b>
Months of operating coverage	8.4	8.8	9.3	8.5	9.6	7.5
Cash balance	\$3,561,242	\$3,057,336	\$3,281,886	\$3,107,595	\$3,852,477	\$3,045,689
Capital costs	\$716,400	\$1,024,000	\$253,400	\$410,000	\$1,224,400	\$850,400
Unspent bond proceeds	\$781,065	\$-	\$-	\$-	\$-	\$-
General transfer percent of assets	0.95%	0.90%	0.91%	0.91%	0.92%	0.90%
Rate Increase (middle tier)	3.0%	3.0%	3.0%	3.0%	4.0%	4.0%
Change in utility charge revenue	4.4%	3.4%	3.0%	3.0%	3.9%	4.0%
Debt issued	\$1,650,000	\$230,000	\$260,000	\$-	\$1,720,000	\$-
Debt payments (principal)	\$915,000	\$175,000	\$230,000	\$265,000	\$275,000	\$365,000
Debt balance (year end)	\$3,135,000	\$3,190,000	\$3,220,000	\$2,955,000	\$4,400,000	\$4,035,000
Debt Capacity after transfers	\$ (468,839)	\$290,094	\$217,950	\$235,709	\$249,282	\$43,612
Commercial gallons (000)	86,500	86,500	86,500	86,500	86,500	86,500
Winter gallons-residential (avg)	11,754					
Winter gallons-multi-family (avg)	8,378					

**Sewer Fund  
Capital Summary**

Year	Replacements				Total Capital Costs
	Sewer Lines	Relining- Televising	Lift Stations	Additions	
2015	\$ 316,000	\$ 65,000	\$ 45,000	\$ 290,000	\$ 716,000
2016	224,000	800,000	-	-	1,024,000
2017	220,000	-	30,000	-	250,000
2018	380,000	-	30,000	-	410,000
2019	244,000	950,000	30,000	-	1,224,000
2020	850,000	-	-	-	850,000
2021	550,000	-	75,000	-	625,000
2022	-	471,000	30,000	-	501,000
2023	-	-	-	-	-
2024	-	-	50,000	-	50,000
2025	-	760,000	60,000	-	820,000
2026	-	-	-	-	-
2027	-	-	-	-	-
2028	-	831,000	-	-	831,000
2029	-	-	40,000	-	40,000
2030	-	-	15,000	-	15,000
2031	-	909,000	90,000	-	999,000
2032	-	-	400,000	-	400,000
2033	-	-	400,000	-	400,000
2034	-	993,000	250,000	-	1,243,000
2035	-	-	400,000	-	400,000
2036	-	-	-	-	-
2037	-	1,086,000	140,000	-	1,226,000
2038	-	-	-	-	-
2039	-	-	-	-	-
2040	-	1,188,000	20,000	-	1,208,000
2041	-	-	280,000	-	280,000
2042	-	-	-	-	-
2043	-	1,299,000	40,000	-	1,339,000
2044	-	-	-	-	-
2045	-	-	-	-	-
2046	-	1,419,000	350,000	-	1,769,000
2047	-	-	70,000	-	70,000
2048	-	-	70,000	-	70,000
2049	-	1,552,000	100,000	-	1,652,000
2050	-	-	110,000	-	110,000
2051	-	-	-	-	-
2052	-	1,696,000	-	-	1,696,000
2053	-	-	-	-	-
2054	-	-	-	-	-
2055	-	1,852,000	350,000	-	2,202,000
2056	-	-	125,000	-	125,000
2057	-	-	40,000	-	40,000
2058	-	2,023,000	40,000	-	2,063,000

## Surface Water Management Fund

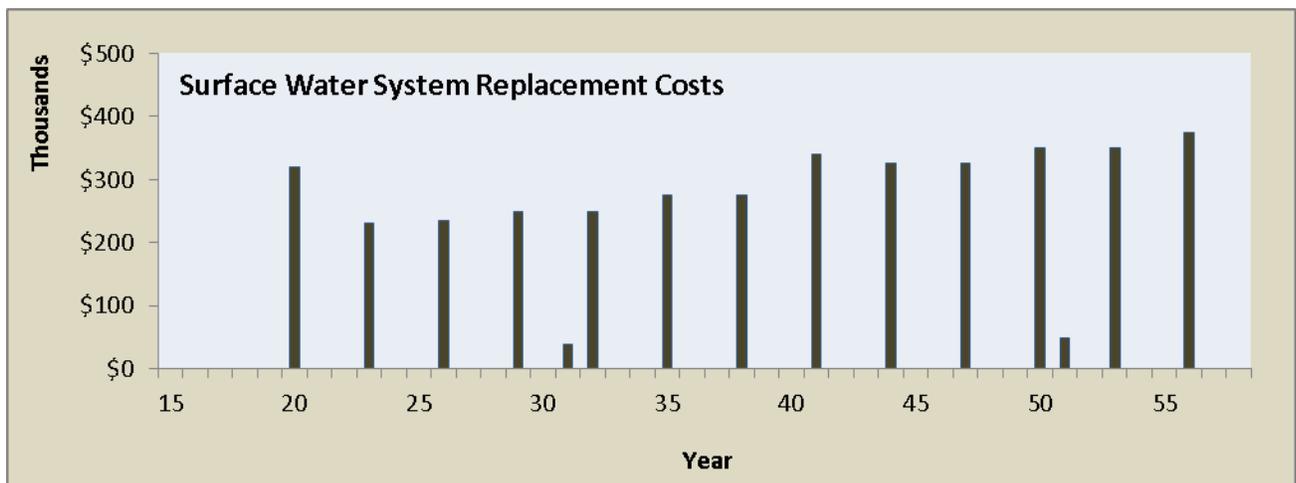
The City's surface water system collects and directs storm water runoff and provides protections for ground water quality. The program is designed to preserve and use natural water storage and retention systems, as much as practical, to reduce capital expenditures necessary to:

- Control excessive volumes and reduce the rate of ground water runoff
- Improve ground water quality
- Prevent flooding and erosion from surface water flows
- Promote ground water recharge
- Protect and enhance fish and wildlife habitat
- Protect lake water quality

The program seeks to prevent flooding and improve ground water quality through utilization of wetlands, ponds and artificial detention areas. Wetland management allows the City to improve water quality and reduce City maintenance efforts through efforts such as sediment removal.

The operating projections, on the next page, show planned adjustments to the City's surface water rates will adequately support operating and capital costs.

Significant surface water system costs planned for the near future include: storm system repairs and replacements, improvements, pond dredging, lift station controls, and storm improvements in conjunction with street renewal projects.



<b>Surface Water Fund</b>	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>						
Special Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Charges	1,407,000	1,546,000	1,699,000	1,867,000	1,941,000	2,018,000
Late Fees/Utility Charges	-	-	-	-	-	-
Snail Lake Augmentation Chgs	39,990	44,503	45,038	45,081	45,544	46,227
Other Charges	7,100	7,500	7,500	7,500	8,000	8,000
<b>Total Revenue</b>	<b>1,454,090</b>	<b>1,598,003</b>	<b>1,751,538</b>	<b>1,919,581</b>	<b>1,994,544</b>	<b>2,072,227</b>
<b>Expense</b>						
Enterprise Operations	721,882	969,519	947,460	983,715	1,029,434	1,064,885
Depreciation	259,000	269,000	277,000	286,000	298,000	314,000
<b>Total Expense</b>	<b>980,882</b>	<b>1,238,519</b>	<b>1,224,460</b>	<b>1,269,715</b>	<b>1,327,434</b>	<b>1,378,885</b>
<b>Operating Income (Loss)</b>	<b>473,208</b>	<b>359,484</b>	<b>527,078</b>	<b>649,866</b>	<b>667,110</b>	<b>693,342</b>
<b>Other Sources (Uses)</b>						
Interest Earnings	9,000	9,000	10,000	10,000	11,000	11,000
Sale of Asset-Gain	-	-	-	-	-	-
Contributed Capital Assets	-	-	-	-	-	-
Intergovernmental	280	-	-	-	-	-
Debt Service	(74,698)	(82,239)	(79,061)	(80,625)	(70,981)	(84,387)
Transfers Out	(152,000)	(159,000)	(168,000)	(176,000)	(186,000)	(191,000)
<b>Net Change</b>	<b>255,790</b>	<b>127,245</b>	<b>290,017</b>	<b>403,241</b>	<b>421,129</b>	<b>428,955</b>
Fund Equity, beginning	8,387,422	8,643,212	8,770,457	9,060,474	9,463,715	9,884,844
Fund Equity, ending	\$8,643,212	\$8,770,457	\$9,060,474	\$9,463,715	\$9,884,844	\$10,313,799
Months of oper/capital coverage	9.3	8.5	9.6	8.2	12.7	9.6
Cash balance	\$ 1,281,349	\$ 1,177,594	\$ 1,399,611	\$ 1,234,852	\$ 2,040,981	\$ 1,584,976
Capital costs	\$ 350,500	\$ 545,000	\$ 345,000	\$ 454,000	\$ 313,000	\$ 738,960
Unspent bond proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General transfer percent of assets	0.91%	0.92%	0.95%	0.97%	1.01%	0.94%
Rate Increase	10.0%	10.0%	10.0%	10.0%	4.0%	4.0%
Change in utility charge revenue	10.5%	9.9%	9.9%	9.9%	4.0%	4.0%
Debt issued	\$ 860,000	\$ 380,000	\$ 360,000	\$ -	\$ 810,000	\$ -
Debt payments (principal)	\$ 610,000	\$ 335,000	\$ 360,000	\$ 400,000	\$ 410,000	\$ 460,000
Debt balance (year end)	\$3,345,000	\$3,390,000	\$3,390,000	\$2,990,000	\$3,390,000	\$ 2,930,000
Debt Capacity after transfers	\$ (95,490)	\$ 61,245	\$ 207,017	\$ 289,241	\$ 309,129	\$ 282,955

**Surface Water Management Fund  
Capital Summary**

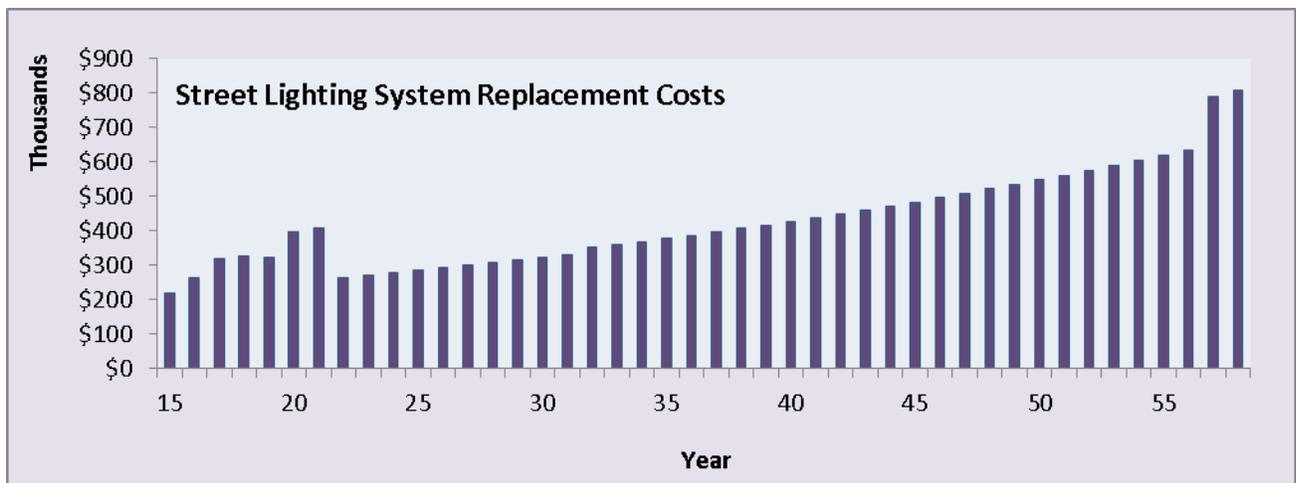
Year	Replacements			Total Capital Costs
	Storm Systems	Controls	Additions	
2015	\$ -	\$ -	\$ 350,500	\$ 350,500
2016	-	-	545,000	545,000
2017	-	-	345,000	345,000
2018	-	-	454,000	454,000
2019	-	-	313,000	313,000
2020	320,000	-	418,960	738,960
2021	-	-	422,320	422,320
2022	-	-	-	-
2023	230,000	-	-	230,000
2024	-	-	-	-
2025	-	-	-	-
2026	235,000	-	-	235,000
2027	-	-	-	-
2028	-	-	-	-
2029	250,000	-	-	250,000
2030	-	-	-	-
2031	-	40,000	-	40,000
2032	250,000	-	-	250,000
2033	-	-	-	-
2034	-	-	-	-
2035	275,000	-	-	275,000
2036	-	-	-	-
2037	-	-	-	-
2038	275,000	-	-	275,000
2039	-	-	-	-
2040	-	-	-	-
2041	300,000	40,000	-	340,000
2042	-	-	-	-
2043	-	-	-	-
2044	325,000	-	-	325,000
2045	-	-	-	-
2046	-	-	-	-
2047	325,000	-	-	325,000
2048	-	-	-	-
2049	-	-	-	-
2050	350,000	-	-	350,000
2051	-	50,000	-	50,000
2052	-	-	-	-
2053	350,000	-	-	350,000
2054	-	-	-	-
2055	-	-	-	-
2056	375,000	-	-	375,000
2057	-	-	-	-
2058	-	-	-	-

## Street Lighting Fund

Street lighting operations provide support for safe vehicle and pedestrian traffic throughout the community. The system includes lights owned by the City; as well as lights leased from Xcel Energy. The City's Street Lighting Fund was created in 2004 in an effort to recover operating and replacement costs through user fees. Operation and maintenance of the street lighting system includes periodic rewiring of lights, energy costs, street light repairs, and complete replacement of lights.

Street light additions, replacements, repairs and energy costs have the most significant impact on the street lighting budget and rates. Repair and energy costs account for two-thirds of the street lighting budget, and replacement costs are expected to increase steadily as the oldest lights in the City are replaced.

The operating projections on the next page show planned adjustments to the City's street lighting rates will adequately support operating and capital costs.



<b>Street Lighting Fund</b>	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>						
Special Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Charges	520,000	551,000	634,000	665,000	699,000	733,000
Late Fees/Utility Charges	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Total Revenue	520,000	551,000	634,000	665,000	699,000	733,000
<b>Expense</b>						
Enterprise Operations	264,285	279,118	287,637	293,856	296,809	308,377
Miscellaneous	-	-	-	-	-	-
Depreciation	61,000	69,000	75,000	85,000	100,000	117,000
Total Expense	325,285	348,118	362,637	378,856	396,809	425,377
<b>Operating Income (Loss)</b>	194,715	202,882	271,363	286,144	302,191	307,623
<b>Other Sources (Uses)</b>						
Interest Earnings	2,500	2,500	2,700	2,700	2,900	2,900
Contributed Capital Assets	-	-	-	-	-	-
Transfers Out	(22,400)	(25,400)	(28,400)	(32,400)	(37,400)	(42,400)
Net Change	174,815	179,982	245,663	256,444	267,691	268,123
Fund Equity, beginning	1,363,119	1,537,934	1,717,916	1,963,579	2,220,023	2,487,714
Fund Equity, ending	\$ 1,537,934	\$ 1,717,916	\$ 1,963,579	\$ 2,220,023	\$ 2,487,714	\$ 2,755,837
Months of oper/capital coverage	7.2	6.4	6.1	6.3	7.1	6.4
Cash balance	\$ 208,341	\$ 193,323	\$ 193,986	\$ 207,210	\$ 252,671	\$ 239,384
Capital costs	\$ 220,000	\$ 264,000	\$ 320,000	\$ 328,220	\$ 322,230	\$ 398,410
General transfer percent of assets	0.85%	0.88%	0.88%	0.91%	0.96%	0.95%
Rate Increase	4.0%	6.0%	15.0%	5.0%	5.0%	5.0%

**Street Lighting Fund  
Capital Summary**

Year	Replacements		Total Capital Costs
	Allowance	Street Projects	
2015	\$ 150,000	\$ 70,000	\$ 220,000
2016	150,000	114,000	264,000
2017	235,000	85,000	320,000
2018	241,220	87,000	328,220
2019	247,230	75,000	322,230
2020	253,410	145,000	398,410
2021	259,740	150,000	409,740
2022	266,240	-	266,240
2023	272,900	-	272,900
2024	279,710	-	279,710
2025	286,720	-	286,720
2026	293,890	-	293,890
2027	301,250	-	301,250
2028	308,770	-	308,770
2029	316,480	-	316,480
2030	324,380	-	324,380
2031	332,480	-	332,480
2032	351,450	-	351,450
2033	360,230	-	360,230
2034	369,240	-	369,240
2035	378,480	-	378,480
2036	387,950	-	387,950
2037	397,650	-	397,650
2038	407,590	-	407,590
2039	417,780	-	417,780
2040	428,240	-	428,240
2041	438,930	-	438,930
2042	449,920	-	449,920
2043	461,180	-	461,180
2044	472,700	-	472,700
2045	484,510	-	484,510
2046	496,620	-	496,620
2047	509,030	-	509,030
2048	521,760	-	521,760
2049	534,800	-	534,800
2050	548,160	-	548,160
2051	561,860	-	561,860
2052	575,920	-	575,920
2053	590,300	-	590,300
2054	605,060	-	605,060
2055	620,170	-	620,170
2056	635,680	-	635,680
2057	789,800	-	789,800
2058	809,560	-	809,560

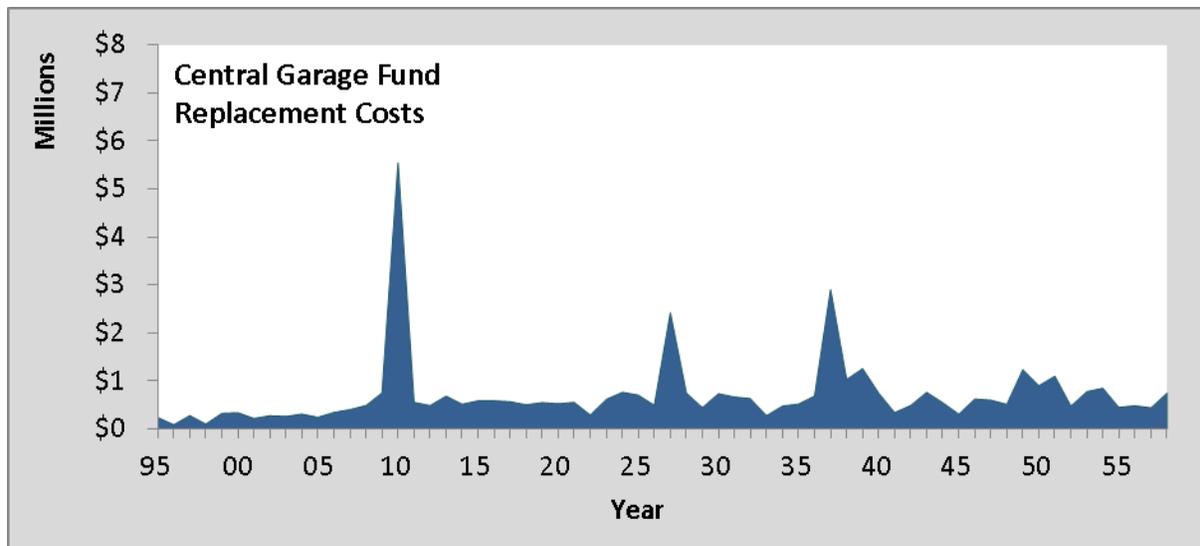
## Central Garage Fund

The Central Garage Fund supports operating costs, acquisition and replacement of vehicles and equipment, and maintenance of the garage facility. In turn, activities which use equipment pay inter-fund charges (equipment and building fees) to the fund. These charges are reviewed annually and are set based on projected operating costs, capital replacement needs, and anticipated capital additions.

When establishing equipment and building fees, the City's strategy is to consider a long-range view. Therefore, fees are designed to increase gradually over time. Since capital needs vary yearly, it is desirable to smooth out the impact on operating funds to avoid sharp increases and decreases in the resources which ultimately finance rental charges. For this reason, fund equity and cash balances are expected to rise and fall from year to year. In order to ensure that adequate balances are preserved, the City has established a minimum guideline for the Central Garage Fund cash balances equal to one half of annual operating costs.

Over the next twenty years the Central Garage Fund will provide for the replacement of approximately \$13 million in garage assets. The graph below shows historical and projected replacement costs.

Operating projections are presented on the next page.



<b>Central Garage Fund</b>	2015 Estimate	2016 Budget	2017 Budget	2018 Projected	2019 Projected	2020 Projected
<b>Revenue</b>						
Central Garage Charges	\$ 1,262,430	\$ 1,281,150	\$ 1,338,660	\$ 1,379,780	\$ 1,410,600	\$ 1,444,870
Total Revenue	1,262,430	1,281,150	1,338,660	1,379,780	1,410,600	1,444,870
<b>Expense</b>						
Central Garage Operations	605,046	638,373	651,523	683,362	682,177	713,577
Depreciation	659,000	663,000	690,000	720,000	737,000	755,000
Total Expense	1,264,046	1,301,373	1,341,523	1,403,362	1,419,177	1,468,577
<b>Operating Income (Loss)</b>	(1,616)	(20,223)	(2,863)	(23,582)	(8,577)	(23,707)
<b>Other Sources (Uses)</b>						
Property Taxes	208,000	184,000	184,000	184,000	184,000	184,000
Interest Earnings	10,500	10,500	11,500	11,500	12,500	12,500
Other Revenues	-	-	-	-	-	-
Sale of Asset-Gain (Loss)	-	32,000	43,000	46,000	75,000	52,000
Contributed Capital Assets	-	-	-	-	-	-
Intergovernmental	6,410	-	-	-	-	-
Debt Service	(136,691)	(110,635)	(105,502)	(100,119)	(94,719)	(83,431)
Transfers In	119,400	119,400	119,400	119,400	119,400	119,400
Transfers Out	-	(15,000)	-	-	-	-
Net Change	206,003	200,042	249,535	237,199	287,604	260,762
Fund Equity, beginning	4,314,763	4,520,766	4,720,808	4,970,343	5,207,542	5,495,146
Fund Equity, ending	\$ 4,520,766	\$ 4,720,808	\$ 4,970,343	\$ 5,207,542	\$ 5,495,146	\$ 5,755,908
Months of oper/cap coverage	10.1	10.3	10.9	12.3	13.5	14.8
Cash balance	\$ 1,369,886	\$ 1,467,928	\$ 1,615,963	\$ 1,833,162	\$ 2,063,766	\$ 2,308,528
Capital costs	\$ 583,408	\$ 585,000	\$ 565,000	\$ 503,000	\$ 547,000	\$ 523,000
Expense percent change	-1.9%	3.0%	3.1%	4.6%	1.1%	3.5%
Average annual percent change	8.7%					3.1%
Unspent bond proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund charges percent change	1.7%	1.5%	4.5%	3.1%	2.2%	2.4%
Average annual percent change	3.9%					2.7%
Debt issued	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt payments (principal)	\$ 5,025,000	\$ 220,000	\$ 260,000	\$ 270,000	\$ 280,000	\$ 285,000
Debt balance (year end)	\$ 4,670,000	\$ 4,450,000	\$ 4,190,000	\$ 3,920,000	\$ 3,640,000	\$ 3,355,000

**Central Garage Fund  
Capital Summary**

Year	Estimated Replacement Costs				Total Capital Costs
	Buildings		Machinery, Vehicles Equipment	Other	
	Buildings	Parking/ Driveways			
2015			\$ 533,408	\$ 50,000	\$ 583,408
2016			520,000	65,000	585,000
2017			515,000	50,000	565,000
2018			453,000	50,000	503,000
2019			497,000	50,000	547,000
2020			473,000	50,000	523,000
2021			482,000	70,000	552,000
2022			230,000	60,000	290,000
2023			556,000	60,000	616,000
2024	50,000		652,000	60,000	762,000
2025		16,000	627,000	60,000	703,000
2026			433,000	60,000	493,000
2027	1,500,000		860,000	60,000	2,420,000
2028	55,000		633,000	60,000	748,000
2029			384,000	60,000	444,000
2030			674,000	60,000	734,000
2031	60,000		543,000	60,000	663,000
2032		19,500	551,000	60,000	630,500
2033			216,000	60,000	276,000
2034	65,000		351,000	60,000	476,000
2035			457,000	60,000	517,000
2036			615,000	70,000	685,000
2037	2,000,000		834,000	70,000	2,904,000
2038			960,000	70,000	1,030,000
2039			1,187,000	70,000	1,257,000
2040	75,000	300,000	304,000	70,000	749,000
2041			270,000	70,000	340,000
2042			417,000	70,000	487,000
2043	80,000		613,000	70,000	763,000
2044			477,000	70,000	547,000
2045			238,000	70,000	308,000
2046	85,000	28,500	439,000	70,000	622,500
2047			528,000	70,000	598,000
2048			441,000	70,000	511,000
2049	90,000		1,074,000	70,000	1,234,000
2050			830,000	70,000	900,000
2051			1,029,000	70,000	1,099,000
2052			405,000	70,000	475,000
2053		35,000	672,000	70,000	777,000
2054			777,000	70,000	847,000
2055	75,000		302,000	70,000	447,000
2056			412,000	70,000	482,000
2057			368,000	70,000	438,000
2058			676,000	70,000	746,000

# Comprehensive Infrastructure Replacement Policy (Adopted October 15, 1996)

## Introduction

The City of Shoreview is nearing full development, making replacement of its aging infrastructure of critical importance. Council members and management staff have deemed it necessary to adopt this comprehensive infrastructure replacement policy in order to facilitate the financial planning necessary to accommodate the timely replacement of assets, and to accommodate the following concerns.

- Providing for future replacements of infrastructure is a priority incorporated into the City of Shoreview's short and long term financial planning.
- Financing replacement costs is a difficult challenge for governmental entities throughout the country.
- Implementing replacement efforts at the appropriate time is considered necessary for national economic recovery.
- Maintaining reasonable tax levies and user fees, strong financial condition, moderate debt levels, and high bond ratings are priorities of the City.

## I. Objectives - This infrastructure replacement plan is designed to:

- A. Create a permanent program** including a plan that shall be updated annually during the budget process. The replacement estimates and cash flow projections in the plan will be used to determine tax levies and user fees.
- B. Moderate annual increases in the tax levy and user fees** by taking a long-term view of the revenue sources used to finance capital replacements.
- C. Carefully plan for new debt** by requiring a long-term emphasis on rate setting because capital costs fluctuate from year to year. The long-term emphasis is desirable because capital replacement costs if funded exclusively through current revenues, would cause the citizens and business owners to experience dramatic annual changes in tax and utility bills.
- D. Avoid assessing property owner twice** for the same improvement. Special assessments for any given improvement will be levied against a property only once. The City, as a whole, is primarily responsible for the payment of replacement and rehabilitation costs. The maximum cost to be assessed for any reconstruction and/or rehabilitation improvement is limited to the cost of added improvements plus a proportionate share of project engineering and administrative costs. The street renewal policy, attached, specifically addresses special assessments against benefited properties for street reconstruction, rehabilitation and resurfacing.

## II. General Assets - Capital costs associated with the replacement of general assets are accounted for in two capital project revolving funds, including the Street Renewal Fund, and the General Fixed Asset Replacement (GFAR) Fund. These funds accumulate resources dedicated for eligible capital replacements. Annual appropriations are made in the capital improvement program.

- A. Requirements** which apply to both the Street Renewal and GFAR Funds include:
  1. Expenditures shall be limited to eligible capital replacement costs as described for each fund.
  2. Replacement projections shall be prepared for a minimum of forty years.

3. Investment interest earned within each fund shall remain in the fund.
  4. Inter-fund loans are subject to City Council approval and must be repaid with interest at the average rate of return on the City's investment portfolio. The finance department will determine the annual interest rate to be charged on inter-fund loans.
  5. Expenditures for purposes outside of the eligible costs for general assets are allowed only under one of the following two procedures:
    - The City Council declares a financial emergency by at least a four fifths vote, or
    - The City Council conducts a public hearing to declare its intent and to invite public input. Notice must be provided to the public and to each newspaper of general circulation throughout the City at least 30 days prior to the hearing. The notice shall include the amount and intended purpose of the proposed expenditure.
- B. **Street Renewal** - The Street Renewal fund was created in 1985 with an initial contribution of two million dollars from savings realized from a major bond defeasance in 1984. The fund provides a permanent program to manage, finance and implement the reconstruction, rehabilitation and resurfacing of residential streets within the City. The street renewal policy attached outlines design standards and the use of special assessments for new improvements. The following requirements are established for the Street Renewal Fund:
1. **Eligible capital costs** include the reconstruction, rehabilitation and resurfacing of residential streets. Property owners shall be assessed the estimated cost of added improvements and the street replacement cost shall be paid by the street renewal fund. Costs associated with the construction of new streets, water, sewer or storm improvements are not eligible capital costs in this fund.
  2. **Sources of revenue** include property taxes, investment interest and any additional monies the City may dedicate to residential street replacement in the future.
  3. **Minimum fund balances** of two million dollars shall be reserved and maintained so that an ongoing revenue stream from investment interest will be available. Capital replacement costs, which would cause a drop in fund balance below the initial contribution of two million dollars, shall not be allowed.
  4. **Use of bonding.** The street renewal fund shall have no direct outstanding debt. It is the intent of the City to finance the street renewal share of capital costs through the use of current resources. Transfers may be made to a debt service fund for the street renewal share of any project which is financed through the use of bonds provided that:
    - The street renewal monies are shown as a source of funding when the bond sale is authorized, and/or
    - The transfer is approved by the City Council in the budget document or through separate authorization.
- C. **General Fixed Asset Replacement Fund (GFAR)** was created in 1989 to collect revenues dedicated to the replacement and/or rehabilitation of general fixed assets. The fund provides a permanent program to manage and finance the replacement of assets accounted for in the general fixed asset account group. The following requirements are established for the GFAR fund:

1. **Eligible capital costs** include any replacement or rehabilitation costs for general fixed assets. Capital costs for new assets, or operating costs are not eligible. Assets reported in this account group include:
  - Public safety buildings and equipment
  - City hall building and furnishings
  - Community center building, furnishings and mechanical systems
  - Data processing systems
  - Park improvements and buildings
  - Trails
2. **Sources of revenue** include property taxes, investment interest and any additional monies the City may dedicate to general fixed asset replacements in the future.
3. **Minimum fund balances** are not required for the GFAR fund. Because of dramatic shifts in capital costs from year to year, no minimum fund balance is specified. However, capital costs, which would create a deficit, shall not be allowed.
4. **Use of bonding.** The GFAR fund shall have no direct outstanding debt. It is the intent of the City to finance most general fixed asset replacement costs through the use of current resources. However, on occasion the City may finance certain capital costs through the use of bonds, certificates of participation, equipment certificates, capital leases or some other financing mechanism. In these instances transfers may be made from the GFAR Fund to a debt service fund for the replacement portion of general fixed assets provided that:
  - The GFAR Fund is shown as a source of funding when the debt issue is authorized, and/or
  - The transfer is approved by the City Council in the budget document or through separate authorization.

**III. Proprietary Assets** - Capital costs associated with the replacement of proprietary assets are accounted for within three enterprise funds and one internal service fund. User fees charged by enterprise and internal service funds are designed to support operating and debt service expenses as well as capital replacements, additions and improvements that provide a citywide benefit.

- A. **Requirements** for the enterprise and internal service funds are general in nature because asset replacement is only one aspect of enterprise and internal service fund operations. For these funds the objective of this policy is to encourage long range thinking when establishing current user fees.
  1. **Replacement costs** shall be projected for a minimum of forty years.
  2. **Future system expansion** estimates (new improvements) shall be prepared for a minimum of ten years.
  3. **Operating projections** shall be prepared at least once every five years, and shall cover a period of twenty years.
  4. **User fees** shall be established each year based on operating, debt service and capital cost projections.

- B. **Enterprise Funds** account for the operations of utility services in a manner similar to private business enterprises. Each fund is designed so that the costs of providing goods and services to the public are recovered primarily through user charges, and depreciation is recognized for all assets. The City's enterprise funds include the Water Fund, Sewer Fund and the Surface Water Management (SWM) Fund. The following requirements are established for the City's enterprise funds:
1. **Sources of revenue** include all revenues collected by the enterprise funds. These typically include users fees (water, sewer and surface water), connection charges, area charges, investment interest and any additional monies the City may dedicate to enterprise operations.
  2. **Minimum cash balances** of one million dollars each in the Water and Sewer Funds are required. However, it is the City's intent to maintain Water and Sewer Fund cash balances in the amount of two million dollars or more for the majority of the years covered in the operating projections. Because the SWM fund has been in operation for less than one year, no minimum cash balance is required at this time.
  3. **Use of bonding.** It is the intent of the City to utilize operating and cash flow projections to determine the appropriate level of bonding in enterprise funds for capital costs on an annual basis. Capital cost projections, minimum cash balance requirements and projected increases in user fees will provide the basis for projected debt levels. Most capital costs financed through the use of general obligation revenue bonds will be repaid over ten to fifteen years. However, revenue bonds issued for large capital costs such as water towers, treatment facilities, trunk lines etc. may be repaid over twenty years if projected user fees, as a result of ten to fifteen year bonds, would be substantially higher than the rate of inflation.
- C. **Internal Service Fund.** The Central Garage Fund was created in 1984 to provide for the operation of the maintenance garage, as well as the operation, maintenance, replacement and acquisition of central garage equipment. The Central Garage Fund charges motor pool and building charges to all departments on a cost-reimbursement basis for the use of equipment and the maintenance facility. The following requirements are established for the Central Garage Fund:
1. **Sources of revenue** include investment interest and fees charged to departments, funds and outside organizations.
  2. **Minimum cash balances** equal to one half of annual operating costs are required.
  3. **Use of bonding.** It is the intent of the City to finance most central garage capital costs through the use of current resources. However, when financing large capital costs with current resources would cause the cash balance of the fund to drop below two hundred thousand, or when projected increases in user fees would be substantially higher than the rate of inflation the City may choose to finance capital costs with general obligation equipment certificates. Equipment certificates will be repaid over a period of no more than five years, as provided by state statutes.

## Street Renewal Policy (Amended October 21, 1996)

### I. Intent

It is the intent and purpose of this policy to maintain a permanent program to manage, finance and implement the reconstruction or rehabilitation of the streets within the City of Shoreview. This policy is intended to allow the City to adequately plan for the major capital costs that will ultimately occur as the City's existing streets age and deteriorate. It is also the intent of this policy to create a financing and payment system that will be fair and equitable to all property owners within the City during future years as it becomes necessary to reconstruct or rehabilitate the City's street system.

### II. Eligible Projects

Street improvement projects eligible under this policy consist of improvements to existing paved public streets within the City, which are in public use and which are maintained by the City. Unimproved, unmaintained public rights-of-way are not eligible. Street improvements to Ramsey County roadways or State highways located within the City, which are performed as a joint City/County or City/State project, under the terms of an agreement that obligates the City to participate in the cost of the improvement, are also eligible for this policy.

No street improvement project shall be initiated under this policy until all underground utilities that are or will be located within the roadway area have been inspected and determined to be adequate, or have been repaired or rehabilitated to a condition that will provide a projected useful life of the utility in excess of the anticipated useful life of the new or rehabilitated roadway. In addition, all future publicly-owned underground utility systems that will be required for the ultimate development and service of the project area must be installed prior to the implementation of street improvements under this policy.

The rehabilitation, replacement, or installation of new sanitary sewer, water systems or storm drainage systems, which are required to satisfy this policy, shall not be considered as an element of the street improvement program. Such underground utility improvements, which are required in advance or at the time of the street improvement project, shall be implemented by the City under the prevailing policies and regulations for such utility improvements, and the costs involved in such utility improvements shall not be included as a cost of the street improvement project. Minor modifications to utility systems, which are required to facilitate the new street, such as manhole, catch basin, and valve adjustments, shall be considered as an element of the street project.

The City shall perform a detailed inventory of all City streets that are eligible for improvement under this policy, and maintain such information in an automated Pavement Management Program (PMP). The PMP shall measure and document the condition of all City streets, taking into account such factors as surface texture and wear, the extent of cracking, the roughness, adequacy of drainage and such other factors that will assist in the evaluation of the roadway. The data collected by the PMP shall be evaluated by the City Engineer and, based on that evaluation; the City shall prepare a comprehensive schedule and cost estimate for the anticipated street improvements. In addition, a Capital Improvement Program (CIP) shall be prepared which shall identify the estimated cost, sequence, and schedule in which projects should be implemented. The PMP shall be reviewed and updated every four years, and a new cost estimate, rating, and CIP shall be prepared with each update of the PMP.

### III. Design Standards

All City streets, except those streets on the Municipal State Aid Street System (MSA) shall be designed to a uniform performance standard. The basic standards shall be a 32-foot width measured from face of curb, a pavement and base section adequate for a 7-ton loading based upon the characteristics of the underlying sub grade soils, and it shall include concrete curb and gutter. In areas where platted right-of-ways and/or existing land uses make the consideration of 32-foot-wide streets impractical, the City shall analyze the feasibility of narrower streets. Such analysis shall include emergency service needs, existing topography, access issues, cost, and other factors deemed appropriate. The specific design details, specifications and material standards used for a street improvement project shall generally conform to the City's ordinances and procedures, applicable at the time the project is implemented.

To the maximum extent possible, the existing streets and in-place materials shall be used or left in place. Seal coating, crack-filling and pavement overlay strategies will be used to rehabilitate roadways when deemed cost-effective through analysis of the City's Pavement Management Program. Existing concrete curb shall be left in place if its condition is adequate for the anticipated life of the new or rehabilitated pavement. In-place pavement and aggregate base materials shall be recycled and reused when it is determined that it is the most cost-effective method.

Design standards for City streets that are on the MSA system shall be as required by the MSA regulations. Design standards for Ramsey County or Mn/DOT roadways shall be determined by each respective agency.

### IV. Payment and Financial Program

It is the intent of this policy that the City, as a whole, is primarily responsible for the payment of the street replacement and rehabilitation program. It is also the intent of this policy to identify the specific benefits that are created by the street improvements to the adjacent properties, specifically the enhancement of property values as a result of the adjacent street improvements.

The financial program shall consist of the following elements:

- A. The City shall designate, to the maximum extent possible, all of its available MSA mileage allocation, with the objective of security the maximum amount of MSA funds for use in conjunction with the Street Renewal Program.
- B. The City will maintain a permanent Street Renewal Fund from which the majority of the cost of the street renewal program shall be paid. The Street Renewal Fund shall be reviewed periodically, and adjustments to the policy shall be made where necessary to assure the adequacy of the fund.
- C. The City shall levy special assessments on adjacent benefiting properties when the street improvement project includes the installation of concrete curb and gutter in locations where concrete curb and gutter did not exist prior to the improvement.

The cost to be assessed to abutting properties shall be a portion of the cost to bring the street up to a modern standard, being approximately equal to the cost of new concrete curb and gutter, including a proportionate share of all project Engineering and Administrative costs of the improvement. The assessment rate shall be computed on a per-lot unit basis, with a lot unit being defined as a platted single-family residential lot or equivalent which, according to current Shoreview code, cannot be further subdivided for R-1 detached residential. A lot unit dimension may be set as the average width based on detached residential/R-1 lots within the improvement area.

In computing the assessable units, consideration shall be given to properties that can be further subdivided into lot units. All properties other than single family residential (R-1 detached residential) such as parks, attached and detached residential, high-density, residential, churches, schools, offices, commercial and industrial properties shall be superficially subdivided to determine the assessable lot units or part thereof. To reflect the number of increased traffic generation by commercial, industrial, and high-density residential properties, a factor of 2 will be applied to determine the rate of assessment for properties of these types.

Benefits from street renewal improvements shall be considered to extend a minimum of 130 feet each side of the street right-of-way. A half-unit width shall be considered on corner lots where both streets are not currently being improved. Lots fronting on or immediately adjacent to more than one improved public street shall not be doubly assessed.

If a street renewal project is requested to be constructed to a greater width and/or thickness than the standard by the abutting property owners, then the excess cost above that of the standard reconstruction cost shall be fully assessed to those properties.

If a property has been assessed on a lot unit basis for a public improvement, and subsequently a property division is made creating additional lot units, then a supplemental charge shall be made to the property at the same rate which applied under the original assessments.

The assessment process shall be carried out in accordance with Minnesota Statutes Chapter 429. The assessment rate shall be on a per-lot unit basis and shall be calculated and processed in accordance with the current City Street Renewal Program and Unit Assessment Policy.

No special assessments shall be levied in situations with existing concrete curb and gutter.

## V. Implementation Procedures

- A. Consideration of a street for improvement under this policy shall be initiated by any of the following:
  1. Petition by the adjacent property owners.
  2. Recommendation by the City staff based upon the Capital Improvement Program (CIP) and/or the Pavement Management Program (PMP).
  3. Request by Ramsey County and/or Mn/DOT for City participation in a joint improvement.
  4. Initiation by City Council.
  
- B. If the City Council determines that it is desirable to consider the project, an engineering feasibility study shall be prepared. The study shall examine the need for the project, its relative priority to other streets that are in need of improvement, the extent of utility repairs and improvements required in advance of the street improvement, and the cost and financial considerations. If the proposed project includes special assessments, all subsequent work and activities shall be performed in accordance with the applicable provisions of the MSA regulations, current City policy, and Minnesota Statutes Chapter 429.
  
- C. Following the Public Hearing, the Council will either order the work or reject the project.

Adopted by the Shoreview City Council on the 21st day of October 1996.

PROPOSED MOTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to approve Resolution No. 15-117 reducing the following escrows:

Development Cash Deposits for the following properties in the amounts listed:

5796 Fairview Ave	Harvey Brothers Const	\$ 1,000.00
1000 Cannon Ave	APL Landscape Inc	\$ 500.00
990 Chatsworth Pl	Lee Homes/Exceptional Homes	\$ 2,000.00
1000 Chatsworth Pl	Lee Homes/Exceptional Homes	\$ 4,000.00
715 Arbogast St	Lee Homes/Exceptional Homes	\$ 1,250.00
Turtle Lake Rd	Michels Corporation	\$ 1,000.00
Autumn Meadows	Pulte Group	\$ 28,125.00
1176 Bucher Ave	Pulte Homes	\$ 4,000.00
1182 Bucher Ave	Pulte Homes	\$ 3,000.00
1185 Bucher Ave	Pulte Homes	\$ 1,000.00
1188 Bucher Ave	Pulte Homes	\$ 3,000.00
1194 Bucher Ave	Pulte Homes	\$ 3,000.00
1200 Bucher Ave	Pulte Homes	\$ 3,000.00
1206 Bucher Ave	Pulte Homes	\$ 1,000.00
1211 Bucher Ave	Pulte Homes	\$ 3,000.00
1212 Bucher Ave	Pulte Homes	\$ 3,000.00
1217 Bucher Ave	Pulte Homes	\$ 1,000.00
1226 Bucher Ave	Pulte Homes	\$ 4,000.00
1184 Woodcrest Ave	Pulte Homes	\$ 1,000.00
5934 Woodcrest Way	Pulte Homes	\$ 4,000.00
5935 Woodcrest Way	Pulte Homes	\$ 1,000.00
5940 Woodcrest Way	Pulte Homes	\$ 3,000.00
5941 Woodcrest Way	Pulte Homes	\$ 3,000.00
5947 Woodcrest Way	Pulte Homes	\$ 3,000.00
5953 Woodcrest Way	Pulte Homes	\$ 1,000.00

Letters of Credit for the following properties in the amounts listed below:

Autumn Meadows	Pulte Homes/Pulte Group Inc	
	Wells Fargo LOC – ISO155685U	\$ 50,000.00
	Wells Fargo LOC – ISO155680U	\$110,238.75

<b>ROLL CALL:</b>	<b>AYES</b> _____	<b>NAYS</b> _____
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
DECEMBER 21, 2015

t:/development/erosion\_general/erosion122115

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: DECEMBER 17, 2015  
SUBJECT: DEVELOPER ESCROW REDUCTIONS

### INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

### BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

5796 Fairview Ave	Erosion Control completed
1000 Cannon Ave	Erosion Control completed
990 Chatsworth Pl	Curb completed
1000 Chatsworth Pl	Erosion & Curb completed
715 Arbogast St	Grading Cert & Tree completed
Turtle Lake Rd	Erosion Control completed
Autumn Meadows	Erosion Control completed
1176 Bucher Ave	Erosion, Grading & Trees completed
1182 Bucher Ave	Erosion & Trees completed
1185 Bucher Ave	Trees completed
1188 Bucher Ave	Erosion, Grading & Trees completed
1194 Bucher Ave	Erosion & Trees completed
1200 Bucher Ave	Erosion & Trees completed
1206 Bucher Ave	Trees completed
1211 Bucher Ave	Erosion & Trees completed
1212 Bucher Ave	Erosion & Trees completed
1217 Bucher Ave	Trees completed
1226 Bucher Ave	Erosion, Grading & Trees completed
1184 Woodcrest Ave	Trees completed
5934 Woodcrest Way	Erosion, Grading & Trees completed
5935 Woodcrest Way	Trees completed
5940 Woodcrest Way	Erosion, Grading & Trees completed
5941 Woodcrest Way	Erosion, Grading & Trees completed
5947 Woodcrest Way	Erosion, Grading & Trees completed
5953 Woodcrest Way	Trees completed

The Developer has completed all or portions of items contained in the following Letters of Credit for the development listed below:

Autumn Meadows

Pulte Homes/Pulte Group Inc  
 Wells Fargo LOC – ISO155685U      Landscaping completed  
 Wells Fargo LOC – ISO15568OU      Street, Utilities & Boulevard Sod completed

RECOMMENDATION

It is recommended that the City Council approve releasing all or portions of the escrows for the following properties in the amounts listed below:

5796 Fairview Ave	Harvey Brothers Const	\$ 1,000.00
1000 Cannon Ave	APL Landscape Inc	\$ 500.00
990 Chatsworth Pl	Lee Homes/Exceptional Homes	\$ 2,000.00
1000 Chatsworth Pl	Lee Homes/Exceptional Homes	\$ 4,000.00
715 Arbogast St	Lee Homes/Exceptional Homes	\$ 1,250.00
Turtle Lake Rd	Michels Corporation	\$ 1,000.00
Autumn Meadows	Pulte Group	\$ 28,125.00
1176 Bucher Ave	Pulte Homes	\$ 4,000.00
1182 Bucher Ave	Pulte Homes	\$ 3,000.00
1185 Bucher Ave	Pulte Homes	\$ 1,000.00
1188 Bucher Ave	Pulte Homes	\$ 3,000.00
1194 Bucher Ave	Pulte Homes	\$ 3,000.00
1200 Bucher Ave	Pulte Homes	\$ 3,000.00
1206 Bucher Ave	Pulte Homes	\$ 1,000.00
1211 Bucher Ave	Pulte Homes	\$ 3,000.00
1212 Bucher Ave	Pulte Homes	\$ 3,000.00
1217 Bucher Ave	Pulte Homes	\$ 1,000.00
1226 Bucher Ave	Pulte Homes	\$ 4,000.00
1184 Woodcrest Ave	Pulte Homes	\$ 1,000.00
5934 Woodcrest Way	Pulte Homes	\$ 4,000.00
5935 Woodcrest Way	Pulte Homes	\$ 1,000.00
5940 Woodcrest Way	Pulte Homes	\$ 3,000.00
5941 Woodcrest Way	Pulte Homes	\$ 3,000.00
5947 Woodcrest Way	Pulte Homes	\$ 3,000.00
5953 Woodcrest Way	Pulte Homes	\$ 1,000.00

Letters of Credit for the following properties in the amounts listed below:

Autumn Meadows	Pulte Homes/Pulte Group Inc	
	Wells Fargo LOC – ISO155685U	\$ 50,000.00
	Wells Fargo LOC – ISO15568OU	\$110,238.75



**STATEMENT OF REQUIRED IMPROVEMENTS AND SECURITY  
 AUTUMN MEADOWS - PULTE HOMES**

**REDUCTION NO. 2**

**A. MAJOR IMPROVEMENTS**

	<u>Balance</u> <u>12/1/2014</u>	<u>Reduction</u> <u>12/21/2015</u>	<u>Balance</u> <u>12/21/2015</u>
1. Street and Public Utilities	\$81,327.00	\$81,327.00	\$0.00
2. Street Lights	0.00	0.00	0.00
3. Street Signs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	\$81,327.00	\$81,327.00	\$0.00
Per Ordinance	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
	\$101,658.75	\$101,658.75	\$0.00

**B. MISCELLANEOUS IMPROVEMENTS**

1. Boulevard Sod	\$6,864.00	\$6,864.00	\$0.00
2. Seal Coating	4,788.00	0.00	4,788.00
3. As-built Drawing	<u>8,500.00</u>	<u>0.00</u>	<u>8,500.00</u>
	\$20,152.00	\$6,864.00	\$13,288.00
Per Ordinance	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
	\$25,190.00	\$8,580.00	\$16,610.00

**TOTAL A** \$101,658.75 \$101,658.75 \$0.00

**TOTAL B** \$25,190.00 \$8,580.00 \$16,610.00

**GRAND TOTAL** LOC-ISO15568OU \$126,848.75 \$110,238.75 \$16,610.00

**LANDSCAPE** LOC-ISO155685U \$50,000.00 \$50,000.00 \$0.00

NOTES: Completion Date for Major Improvements - October 1, 2014  
 Completion Date for Misc. Improvements - October 1, 2016

Prepared by: Tom Hammitt

Date: 12/17/15

**\*PROPOSED\***

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD DECEMBER 21, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-117

RESOLUTION ORDERING ESCROW REDUCTIONS  
AT VARIOUS LOCATIONS IN THE CITY

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

5796 Fairview Ave	Harvey Brothers Const	\$ 1,000.00
1000 Cannon Ave	APL Landscape Inc	\$ 500.00
990 Chatsworth Pl	Lee Homes/Exceptional Homes	\$ 2,000.00
1000 Chatsworth Pl	Lee Homes/Exceptional Homes	\$ 4,000.00
715 Arbogast St	Lee Homes/Exceptional Homes	\$ 1,250.00
Turtle Lake Rd	Michels Corporation	\$ 1,000.00
Autumn Meadows	Pulte Group	\$ 28,125.00
1176 Bucher Ave	Pulte Homes	\$ 4,000.00
1182 Bucher Ave	Pulte Homes	\$ 3,000.00
1185 Bucher Ave	Pulte Homes	\$ 1,000.00
1188 Bucher Ave	Pulte Homes	\$ 3,000.00
1194 Bucher Ave	Pulte Homes	\$ 3,000.00
1200 Bucher Ave	Pulte Homes	\$ 3,000.00

1206 Bucher Ave	Pulte Homes	\$ 1,000.00
1211 Bucher Ave	Pulte Homes	\$ 3,000.00
1212 Bucher Ave	Pulte Homes	\$ 3,000.00
1217 Bucher Ave	Pulte Homes	\$ 1,000.00
1226 Bucher Ave	Pulte Homes	\$ 4,000.00
1184 Woodcrest Ave	Pulte Homes	\$ 1,000.00
5934 Woodcrest Way	Pulte Homes	\$ 4,000.00
5935 Woodcrest Way	Pulte Homes	\$ 1,000.00
5940 Woodcrest Way	Pulte Homes	\$ 3,000.00
5941 Woodcrest Way	Pulte Homes	\$ 3,000.00
5947 Woodcrest Way	Pulte Homes	\$ 3,000.00
5953 Woodcrest Way	Pulte Homes	\$ 1,000.00

Letters of Credit for the following properties in the amounts listed below:

Autumn Meadows	Pulte Homes/Pulte Group Inc	
	Wells Fargo LOC – ISO155685U	\$ 50,000.00
	Wells Fargo LOC – ISO15568OU	\$ 110,238.75

The motion for the adoption of the foregoing resolution was duly seconded by  
Member            and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day  
of December, 2015.





TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: DECEMBER 17, 2015  
SUBJECT: REAPPORTIONMENT OF ASSESSMENTS (1)  
DIVISION DK072051

### INTRODUCTION

When property is platted, split or combined new descriptions are created. Any existing assessments are required to be reapportioned by the City. The City Council must approve the reapportionment of assessments for improvement projects by resolution to Ramsey County.

### BACKGROUND

The property 5825 Buffalo Lane is being split into two parcels

### RECOMMENDATION

It is recommended that the City Council approve the appropriate resolution to reapportion assessments.

tlh



**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD DECEMBER 21, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015, at 7:00 p.m. The following members were present:

and the following members were absent:

Member                      introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-118  
RESOLUTION RELATING TO APPORTIONMENT OF ASSESSMENTS  
BUFFALO LANE RECONSTRUCTION PROJECT 11-09**

WHEREAS, the assessment roll for Buffalo Lane Reconstruction Project 11-09 finally amended and adopted by Resolution No. 12-80 on September 17, 2012, was certified to the County Auditor of Ramsey County, Minnesota; and

WHEREAS, since that date a number of parcels of property contained in said assessment roll as amended have been divided and conveyed by previous owners; and

WHEREAS, the County Auditor of Ramsey County, Minnesota, requires that apportionment of the original assessment against each original tract where it has later been divided, sold or conveyed be made by the City Council of the City of Shoreview, Minnesota, in order that the proper assessment can be extended by the County Auditor of Ramsey County, Minnesota, against each parcel of property thereafter.

NOW, THEREFORE, the City Council of the City of Shoreview, Minnesota does hereby make the following apportionment of the original assessments as contained in said assessment roll of September 17, 2012, against the following described properties:

REAPPORTIONMENT OF ASSESSMENTS

Resolution No. 15-118 Division No. DK072051

Name of Assessment BUFFALO LN RECONSTRUCTION PROJECT 11-09

Auditor's No. N/A D/P No. 8313119B

<u>Original Assessment</u>	<u>Total Assessment</u>
A) 03-30-23-13-0181 EX W 560 FT AND EX E 360 FT; S 219 FT OF N 771 FT OF PART LYING WLY OF C/L OF RD DESC IN DOC NO. 1924234 IN SW1/4 OF NE 1/4 (SUBJ TO ESMTS) IN SEC 03 TN 30 RN 23	\$14,489.00
Total	\$14,489.00

Reapportionment

1) 03-30-23-13-0184 THAT PT OF S 122 FT OF N 771 FT OF SW ¼ OF NE ¼ LYING E OF W 560 FT AND 30 W OF FOL DESC L BEG AT A PT ON N L OF SD ¼ ¼ 825 FT E OF NW COR TH SLY PAR WITH W L 326.83 FT TH ALONG A TANGENTIAL CURVE CONCAVE TO W HAVING A R OF 410.57 FT A CENTRAL ANGLE OF 13 DEG 53 MIN 12 SEC A DIST OF 99.51 FT TO A PT OF REVERSE CURVATURE TH ALONG A 410.57 FT RADIUS CURVE CONCAVE TO THE E HAVING A CENTRAL ANGLE OF 13 DEG 53 MIN 12 SEC A DIST OF 99.51 FT TH SLY AND TANGENT TO SD CURVE TO THE S L OF N 771 FT OF SD ¼ ¼ AND THERE TERM ( SUBJ TO ESMTS) ALL IN SEC 03 TN 30 RN 23	\$ 0.00
---	---------

RESOLUTION 15-118

Page Three

1)	03-30-23-13-0185	\$14,489.00
	EX W 560 FT AND EX E 360 FT AND EX S 122 FT ; S 219 FT OF N 771 FT OF PART LYING WLY OF CL OF RD DESC IN DOC NO. 1924234 IN SW 1/4 OF NE 1/4 (SUBJ TO ESMETS) IN SEC 3 TN 30 RN 23	
	Total	<u>\$14,489.00</u>

The City Manager of the said City of Shoreview is hereby authorized to prepare a certified copy of this resolution and to certify the same to the County Auditor of Ramsey County, Minnesota.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December, 2015.

STATE OF MINNESOTA    )  
                                  )  
COUNTY OF RAMSEY    )  
                                  )  
CITY OF SHOREVIEW     )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 21<sup>st</sup> day of December, 2015, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the apportionment of assessments.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 22<sup>nd</sup> day of December, 2015.

---

Terry Schwerm  
City Manager

SEAL

**PROPOSED MOTION**

**MOVED BY COUNCIL MEMBER** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER** \_\_\_\_\_

To approve the Final Plat, Oak Hill Montessori Second Addition, submitted by Oak Hill Montessori School, subject to the following:

1. Execution of all related cooperative agreements between this Plat and the adjoining Oak Hill Montessori Plat addressing shared access, parking and maintenance. Said agreements shall be executed prior to the City's release of the Final Plat.
2. The applicant shall submit a Vacation request to vacate the existing drainage and utility easement dedicated per Document Number 4575493 when Site and Building Plan review approval is requested for Phase 2 of the parking lot.

ROLL CALL:     AYES \_\_\_\_\_     NAYS \_\_\_\_\_

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

**Regular City Council Meeting**  
December 21, 2015

**TO:** Mayor, City Council, City Manager

**FROM:** Kathleen Castle, City Planner

**DATE:** December 21, 2015

**SUBJECT:** File 2601-15-42, Final Plat – Oak Hill Montessori School, 4693 Hodgson Road

### **Introduction**

Earlier this fall, Oak Hill Montessori School received several approvals related to the conversion of the home at 4693 Hodgson Road into office space and expansion of the parking lot. These approvals included a preliminary plat re-platting two properties owned by the School into one parcel. Oak Hill is seeking the approval of the Final Plat.

### **Site Characteristics**

The school property includes three parcels, 4665, 4685 and 4693 Hodgson Road. The school facility and related improvements (outdoor play areas, off-street parking lot, and stormwater ponding) are located at 4665 Hodgson Road. This property has an area of 4.52 acres.

The property at 4685 Hodgson Road was until recently improved with a single-family home. This home has been removed. The property at 4693 Hodgson Road was also developed with a single family home but this home has been retained and converted into administrative office space for the school. The parking lot for the school has been expanded onto these properties.

### **Final Plat**

The plat known as Oak Hill Montessori Second Addition re-plats the properties into one parcel and is consistent with the previous preliminary plat. The proposed parcel has an area of 1.83 acres and a width of 219.64' along Hodgson Road. Drainage and utility easements are provided along the property lines. Agreements for shared driveway, parking and maintenance between this parcel and the main Oak Hill parcel, 4665 Hodgson Road, will be executed prior to the City's release of the Final Plat.

### **Recommendation**

Staff has reviewed the application and found the plat to comply with the previous approval. Staff recommends the Council approve the Final Plat subject to the following conditions.

### ***Final Plat***

1. Execution of all related cooperative agreements between this Plat and the adjoining Oak Hill Montessori Plat addressing shared access, parking and maintenance. Said agreements shall be executed prior to the City's release of the Final Plat.

2. The applicant shall submit a Vacation request to vacate the existing drainage and utility easement dedicated per Document Number 4575493 when Site and Building Plan review approval is requested for Phase 2 of the parking lot.

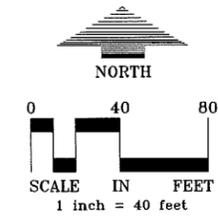
Attachments:

1. Location Map
2. Submitted plans
3. Motion

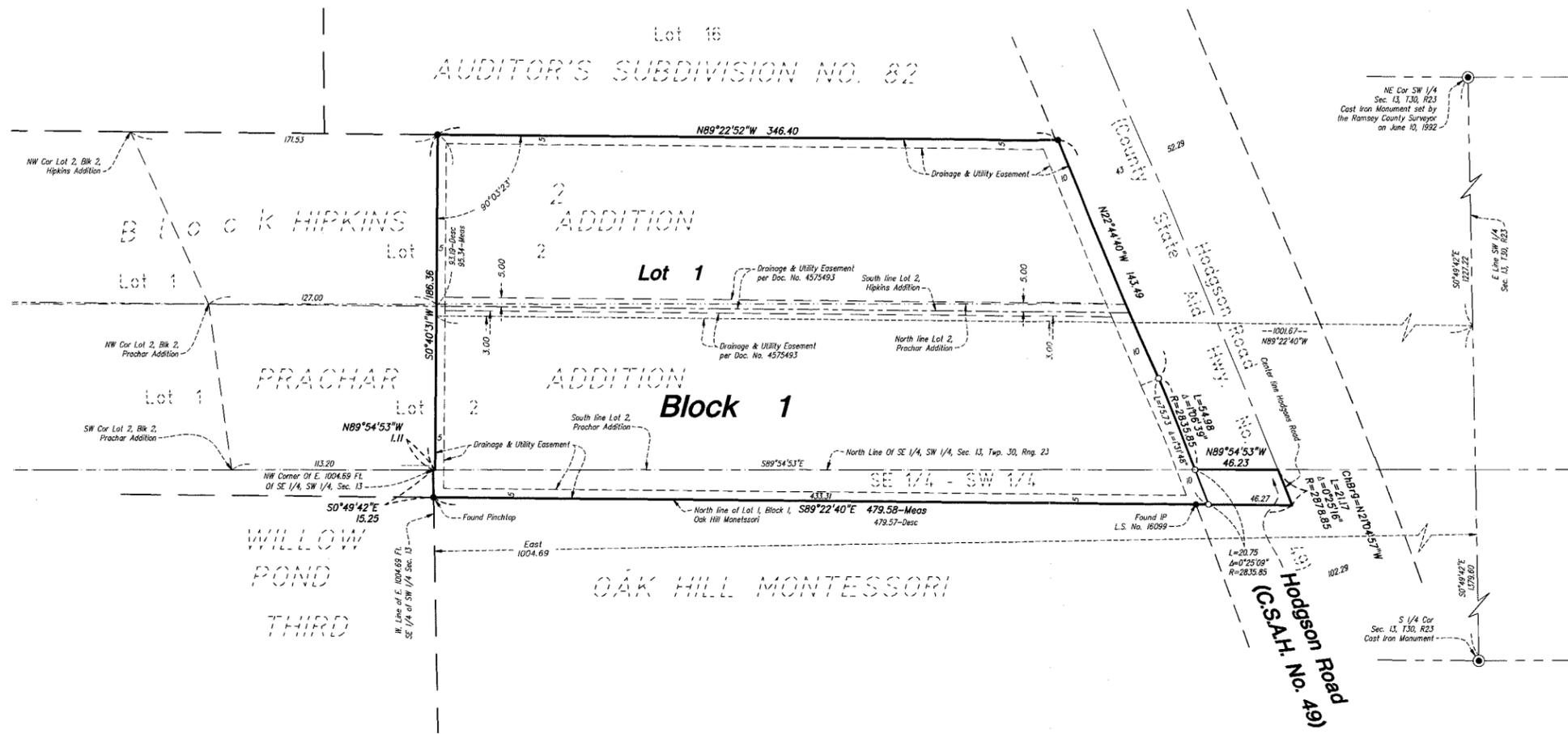
T:/2015pcf/2601-15-44 OakHill/ccreport



# OAK HILL MONTESSORI SECOND ADDITION



○ DENOTES 1/2 INCH X 1/4 INCH IRON PIPE MONUMENT SET, MARKED "RLS 17255"  
 ● DENOTES IRON PIPE MONUMENT FOUND AND MARKED BY LICENSE NO. 44900 UNLESS OTHERWISE SHOWN



## SURVEYORS CERTIFICATION

I, Henry D. Nelson, Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

Henry D. Nelson, Professional Land Surveyor  
 Minnesota License No. 17255

State of Minnesota  
 County of Hennepin

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_ by Henry D. Nelson, a Professional Land Surveyor.

Notary Public Hennepin County, Minnesota  
 My Commission Expires January 31, 2020

## CITY OF SHOREVIEW

We do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_, the City Council of the City of Shoreview, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

## DEPARTMENT OF PROPERTY RECORDS AND REVENUE

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year \_\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

Property Records and Revenue \_\_\_\_\_

By \_\_\_\_\_, Deputy

## COUNTY SURVEYOR

Pursuant to Minnesota Statutes, Section 383A.42, this plat is approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

Craig W. Hinzman, L.S.  
 Ramsey County Surveyor

## COUNTY RECORDER, County of Ramsey, State of Minnesota

I hereby certify that this plat of OAK HILL MONTESSORI SECOND ADDITION was filed in the office of the County Recorder for public record on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and was duly filed in Book \_\_\_\_\_

\_\_\_\_\_ of Plats, Page \_\_\_\_\_, as Document No. \_\_\_\_\_.

Deputy County Recorder \_\_\_\_\_

**KNOW ALL PERSONS BY THESE PRESENTS:** That Oak Hill Montessori, a Minnesota non-profit corporation, fee owner of the following described property situated in the City of Shoreview, County of Ramsey, State of Minnesota:

That part of Lot 2, Block 2, HIPKINS ADDITION, Ramsey County, Minnesota, lying Easterly of a line described as commencing at the Northwest corner of said Lot 2; thence Easterly, along the North line of said Lot 2, a distance of 171.53 feet to the point of beginning of the line to be described; thence Southerly deflecting right 90 degrees, 03 minutes, 23 seconds 93.19 feet to the South line of said Lot 2 and said line there terminating;

Together with:

That part of Lot 2, Block 2, PRACHAR ADDITION, Ramsey County, Minnesota, lying Easterly of a line beginning at a point on the South line of said Lot 2, 113.2 feet East from the Southwest corner thereof and ending at a point on the North line of said Lot 2, distant 127.0 feet East of the Northwest corner thereof, lying Northerly of a line described as commencing at the Northeast corner of the Southwest Quarter of Section 13, Township 30, Range 23, being a cast iron monument set by the Ramsey County Surveyor on June 10, 1992 in the location of a found granite monument; thence South 0 degrees, 49 minutes, 42 seconds East, assumed bearing along the East line of said Southwest Quarter of Section 13 a distance of 1227.22 feet to the point of beginning of the line to be described; thence North 89 degrees, 22 minutes 40 seconds West a distance of 1001.67 feet to the West line of the above described property and said line there terminating.

Together with:

That part of Lot 2, Block 2, PRACHAR ADDITION, Ramsey County, Minnesota, lying Easterly of a line beginning at a point on the South line of said Lot 2, Block 2, PRACHAR ADDITION, distant 113.2 feet East from the Southwest corner thereof and ending at a point on the North line of said Lot 2, distant 127.0 feet East of the Northwest corner thereof; EXCEPT the following:

That part lying Northerly of a line described as commencing at the Northeast corner of the Southwest Quarter of Section 13, Township 30, Range 23, being a cast iron monument set by the Ramsey County Surveyor on June 10, 1992 in the location of a found granite monument; thence South 0 degrees, 49 minutes, 42 seconds East, assumed bearing along the East line of said Southwest Quarter of Section 13 a distance of 1227.22 feet to the point of beginning of the line to be described; thence North 89 degrees, 22 minutes 40 seconds West a distance of 1001.67 feet to the West line to the West line of the above described property and said line there terminating.

Together with:

That part of the East 1004.69 feet of the Southeast Quarter of the Southwest Quarter of Section 13, Township 30, Range 23, Ramsey County, Minnesota, lying Westerly of the centerline of Hodgson Road, and lying Northerly of a line described as beginning at a point on the West line of said East 1004.69 feet of the Southeast Quarter of the Southwest Quarter of Section 13 distant 15.25 feet South of the Northwest corner of said East 1004.69 feet of the Southeast Quarter of the Southwest Quarter of Section 13; thence South 89 degrees 22 minutes 40 second East (assuming the North line of said Southeast Quarter of the Southwest Quarter of Section 13 has a bearing of South 89 degrees 54 minutes 53 seconds East) a distance of 479.57 feet to said Centerline of Hodgson Road and said line there terminating.

Has caused the same to be surveyed and platted as OAK HILL MONTESSORI SECOND ADDITION and does hereby dedicate or donate to the public for public use forever the public way and the drainage and utility easements as shown on this plat.

In witness whereof said Oak Hill Montessori, a Minnesota non-profit corporation, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

Signed: OAK HILL MONTESSORI

\_\_\_\_\_, Its \_\_\_\_\_  
 (signature)

State of Minnesota  
 County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_ by \_\_\_\_\_ of Oak Hill Montessori, a Minnesota non-profit corporation, on behalf of the corporation.

\_\_\_\_\_  
 (printed name)  
 Notary Public \_\_\_\_\_ County, Minnesota  
 My Commission Expires \_\_\_\_\_

**PROPOSED MOTION**

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

To approve Ordinance No. 938 amending Chapter 605, False Alarms, of the City Code.

ROLL CALL:	AYES	_____	NAYS	_____
JOHNSON		_____		_____
QUIGLEY		_____		_____
SPRINGHORN		_____		_____
WICKSTROM		_____		_____
MARTIN		_____		_____

Regular Council Meeting  
December 21, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: DECEMBER 12, 2015**

**SUBJECT: AMENDMENT TO CHAPTER 605, FALSE ALARMS**

In August of 1998, the City Council approved Ordinance No. 691 amending the number of false alarms an alarm user can have before they are charged a fee. During a recent review of Section 605, Alarm Systems, it was discovered that there were inconsistencies in the code. Section 605.050 was never amended and still referred to penalties upon receipt of the second false alarm received, rather than the third false alarm which has been the City's practice for many years.

Attached is Ordinance No. 938 which shows the changes needing to be made. Staff is recommending that the City Council approve Ordinance No. 938 correcting the inconsistencies found in this section.

*Underlined text is proposed for addition*  
*Stricken text is proposed for deletion*

STATE OF MINNESOTA  
COUNTY OF RAMSEY  
CITY OF SHOREVIEW

ORDINANCE NO. 938

AN ORDINANCE AMENDING CHAPTER 600, GENERAL REGULATIONS, SECTION 605,  
PERTAINING TO FALSE ALARMS

**The Shoreview City Council ordines that Section 605.050 of the Shoreview Municipal Code is amended to read as follows:**

**605 Alarm Systems**

**605.010 Purpose.** The purpose of this ordinance is to ensure the availability of the City's public safety services for appropriate public safety needs and to encourage alarm users to adequately maintain and utilize alarm systems.

**605.020 Definitions.**

- (A) Alarm System. An alarm installation designed to be used for the prevention or detection of burglary, robbery, or fire and located in or on a building, structure or facility.
- (B) Alarm User. The legal entity in control of any building, structure or facility wherein or whereon an alarm system is located.
- (C) False Alarm. An alarm signal eliciting a response by personnel of the City's Law Enforcement Agency when a situation requiring a response does not, in fact, exist, and which is caused by the activation of an alarm system through mechanical failure, movement, alarm malfunction, improper installation or the inadvertence of the alarm user or its employees, family or agents. A false alarm does not include an alarm caused by climatic conditions such as tornadoes, thunderstorms, utility line mishaps, violent conditions of nature, or any other conditions which are clearly beyond the control of the alarm manufacturer, installer or user.
- (D) Law Enforcement Agency. An agency or a person designated by the City Manager.

**605.030 False Alarm Reports.** The City Manager shall cause the law enforcement agency to report all false alarms occurring within the City. The report shall include the identification of the alarm user and the date, time and location of the false alarm.

- 605.040** **User Fees.** An alarm user whose alarm system has resulted in the recording of more than two (2) false alarms within 365 consecutive days shall be charged in accordance with the City Council's adopted resolution.
- 605.050** **Notice.** Upon notice of the ~~first~~ first and second false alarm reports for a particular alarm system, the City shall, by U.S. certified mail, notify the alarm user that a false alarm has been reported. The notice shall include a copy of the City's false alarm regulations. Upon receipt of the ~~third~~ second and subsequent false alarm reports for a particular alarm system, the City Manager shall, by U.S. certified mail, notify the alarm user that, within ten (10) days of the date of the City's notice, the appropriate user fee must be paid to the City Finance Department.
- 605.060** **Collection of Delinquent Fees.** All delinquent charges for user fees shall be certified by the City Manager to the Ramsey County Department of Property Taxation for collection with taxes due against the property on which the alarm system is located. This certification process shall occur annually on or before October 10 of each year.
- 605.070** **Excessive Alarm Report.** When the operation of an alarm system has resulted in five (5) or more false alarms within 365 days, the City Manager shall request the alarm user to provide the City with a written report indicating the actions taken or to be taken by the alarm user to discover and eliminate the cause of the false alarms. Failure to submit the written report within the time limits provided by the City Manager shall be considered a violation of this ordinance.
- 605.080** **Confidentiality.** All information submitted in compliance with this ordinance shall be held in confidence and shall be deemed a confidential report exempt from discovery to the extent permitted by law. Subject to the requirements of confidentiality, the City Manager shall develop statistics for the purpose of ongoing alarm system evaluation.

**PROPOSED MOTION**

**MOVED BY COUNCILMEMBER** \_\_\_\_\_

**SECONDED BY COUNCILMEMBER** \_\_\_\_\_

To award the quote for the renovation/remodel of the Parks and Recreation front counter area to Schreiber Mullaney in the amount of \$98,890.

<b>ROLL CALL:</b>	<b>AYES</b> _____	<b>NAYS</b> _____
<b>JOHNSON</b>	_____	_____
<b>QUIGLEY</b>	_____	_____
<b>SPRINGHORN</b>	_____	_____
<b>WICKSTROM</b>	_____	_____
<b>MARTIN</b>	_____	_____

Regular City Council Meeting  
December 21, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: DECEMBER 15, 2015**

**SUBJECT: AWARD OF QUOTE—PARKS AND RECREATION FRONT DESK RENOVATION**

### **INTRODUCTION**

The 2015 Capital Improvement Program includes funding for the renovation/remodel of the front desk at the Parks and Recreation office. Council action is now required to award the quote for this renovation work.

### **BACKGROUND**

Several years ago, the City remodeled the service desk counters on the upper and lower levels of City Hall to insure that they meet accessibility requirements. The remodeling included renovation to the counters as well as the replacement of the gates to close access to City Hall during non-office hours. The 2015 Capital Improvement Program included a project that includes the renovation of the front counter of the Parks and Recreation offices to meet current accessibility requirements.

The City hired Pope Architects to assist in developing plans for the renovation of the front counter. After reviewing the functions of the Department and the needs of the staff at the service desk, plans were developed that include:

- Reconstruction of the front desk area to meet current accessibility requirements.
- Replacement of the original gates (25 years old) to the office area with gates similar to those used on the City Hall side of the building.
- Construction of a new office near the front desk to better use space in this area and provide a location for staff to meet guests interested in renting banquet or meeting room space.

Attached is a copy of the plan for the front counter and new office area.

The City solicited quotes for this work and they were recently opened at City Hall. Due to the limited scale of the project, only one quote was received for this work. The quote that was received was from Schreiber Mullaney Construction in the amount of \$98,890. After reviewing

the quote, staff felt that the quote received was reasonable and in line with the cost estimate for the project, \$85,000-\$90,000. The City has worked with Schreiber Mullaney in the past and they have performed well on several projects throughout the Community Center. Funding for the project is from the City's Fixed Asset Revolving Fund.

**RECOMMENDATION**

Based on the foregoing information, it is recommended that the City Council award the quote for the renovation/remodel of the Parks and Recreation front counter area to Schreiber Mullaney in the amount of \$98,890.

**DOCUMENT 00 4100 - BID FORM**

**DATE:** 12/02/15

**NAME OF BIDDER:** Schreiber Mullaney Construction

**PROJECT: SHOREVIEW COMMUNITY CENTER RECEPTION AREA REMODEL**  
Shoreview, Minnesota

**Bids are due Wednesday December 2, 2015 at 10:00 AM delivered in a sealed envelope to the:**

**CITY OF SHOREVIEW**  
Attention: Michelle Majkozak  
4600 Victoria Street North  
Shoreview, Minnesota 55126

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and in accordance with the Contract Documents, and stated herein.

In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

1. BIDDER has examined copies, and hereby acknowledges receipt, of all the Contract Documents and the Instructions to Bidders, and of the Addenda as stated in the appropriate place on this Bid Form;
2. BIDDER has visited the site and become familiar with the general, local, and site conditions where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary;
3. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for BIDDER any advantage over any other Bidder or over OWNER.

Bidder hereby acknowledge receipt of the following Addenda:

No. 1 Date 11/25/15 No. \_\_\_\_\_ Date \_\_\_\_\_

**LUMP SUM CONTRACT PRICE - COMPLETE CONSTRUCTION:** All labor, materials service and equipment necessary for completion of the Work as shown on the Drawings and in the Project Manual:

Ninety Eight Thousand Eight Hundred Ninety and \_\_\_\_\_ Dollars (\$ 98,890.00 )  
00/100-----

**BREAKDOWN OF VALUES: Base Bid for Complete Construction**

<b><u>DIVISION</u></b>	<b><u>TOTALS</u></b>
01 GENERAL REQUIREMENTS .....	1,120.00
02 SITE WORK .....	
03 CONCRETE .....	
04 MASONRY .....	
05 METAL .....	
06 WOOD, PLASTICS, AND COMPOSITES .....	44,079.00
07 THERMAL AND MOISTURE PROTECTION .....	
08 DOORS AND WINDOWS .....	12,665.00
09 FINISHES .....	12,175.00
10 SPECIALTIES .....	
11 EQUIPMENT .....	
12 FURNISHINGS .....	
13 SPECIAL CONSTRUCTION .....	
14 CONVEYING SYSTEMS .....	
15 MECHANICAL .....	11,660.00
16 ELECTRICAL .....	5,106.00
<b>TOTAL ALL DIVISIONS .....</b>	<b>86,805.00</b>
<b>CONTRACTOR'S FEE</b>	<b>9,000.00</b>
<b>BUILDING PERMIT</b>	<b>2,100.00</b>
<b>COST OF PAYMENT AND PERFORMANCE BONDS</b>	<b>985.00</b>
	Dollars .....
<b>TOTAL BID FOR COMPLETE CONSTRUCTION</b>	<b>98,890.00</b>

**SUBCONTRACTOR (COMPANY NAME) INCLUDED IN BASE BID:**

Mechanical: Yale Mechanical

Electrical: Northern Electric

**OTHER CONDITIONS**

The following documents are attached to and made a condition of this Bid

- Required Bid Security in the form of Bid Bond
- Signed Responsible Contractor Certification
- List of first-tier Subcontractors that the contractor intends to retain for work on this project.

In submitting this Bid, we understand that the Owner reserves the right to accept or reject any/or all Bids, to waive irregularities, and to accept any bid other than the lowest bid, at his direction. This Bid shall remain open and may not be withdrawn for a period of forty (40) calendar days after the bid date.

BIDDER acknowledges that the cost of the **Building Permit** and all required fees and charges **ARE** included in the Bid amount.

**BIDDER**

Name: Bruce Schreiber

Firm: Schreiber Mullaney Construction

Address: 1286 Hudson Road

City State Zip: St. Paul, MN 55106

Telephone: (651) 774-9440

Signed By: 

Title: Vice President

Date: 12/02/15

Bidder is:  [Individual]  [Partnership]  [Corporation]  [Joint Venture]  [Other \_\_\_\_\_]

**END OF DOCUMENT 00 4100**

**RESPONSIBLE CONTRACTOR CERTIFICATION**

City Of Shoreview  
4600 Victoria Street North  
Shoreview, Minnesota 55126

By signing this document, I certify that I am an owner or officer of the Contractor and am verifying under oath that:

1. Contractor is in compliance with Minnesota Statutes, Section 16C.285.
2. I have attached a list of first-tier Subcontractors that the Contractor intends to retain for work on the project.

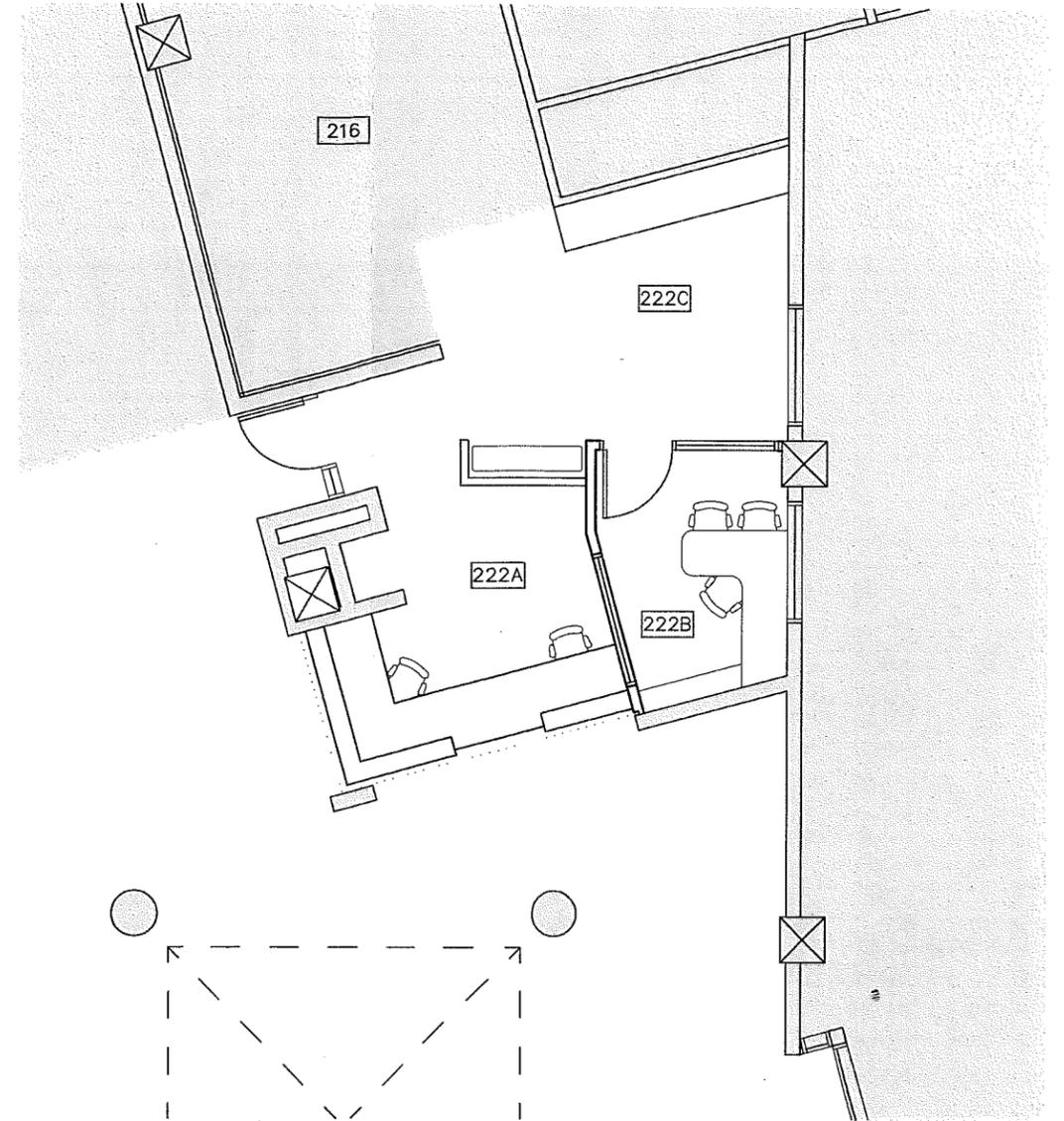
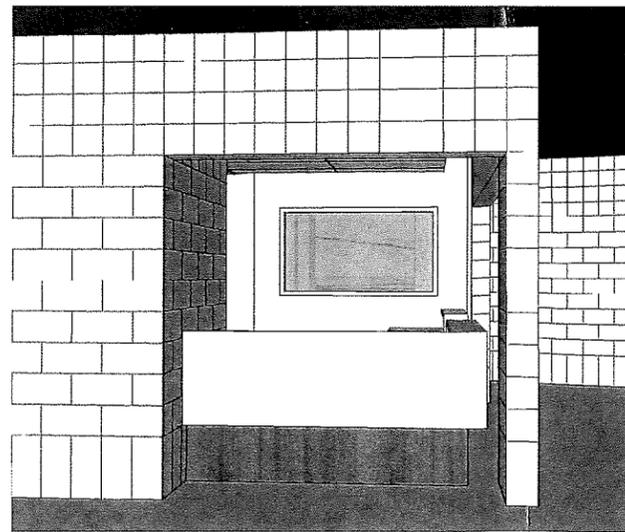
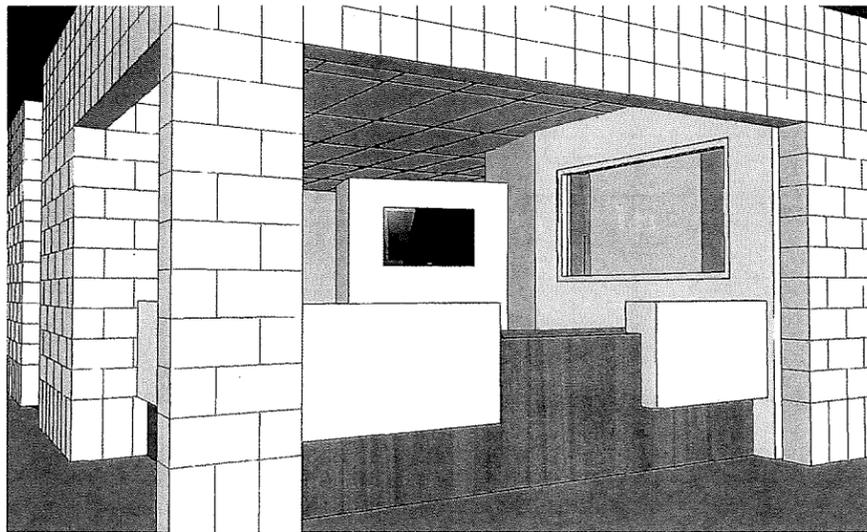
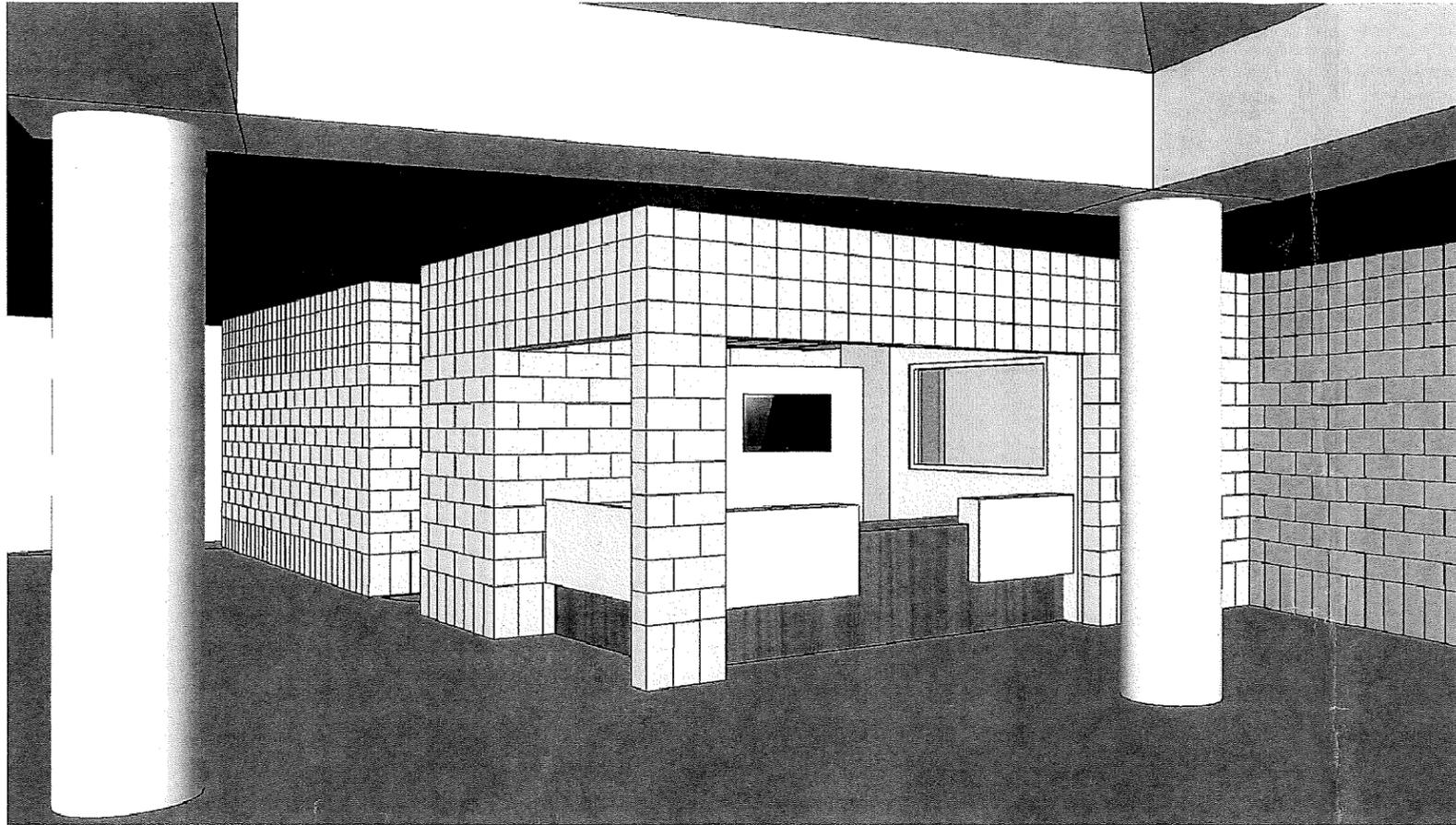
  
\_\_\_\_\_  
Authorized Signature of Owner or Officer

Vice President  
\_\_\_\_\_  
Title

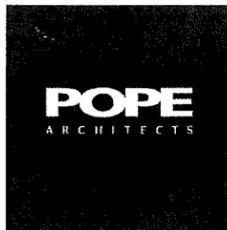
Schreiber Mullaney Construction  
\_\_\_\_\_  
Company Name

Bruce Schreiber  
\_\_\_\_\_  
Printed Name

12/02/15  
\_\_\_\_\_  
Date



FLOOR PLAN - CONCEPT A  
1/8" = 1'-0"



# Shoreview Community Center Reception Desk Remodel - CONCEPT A

Shoreview, MN  
8-28-15 | COMM#73562-15127



PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

to adopt Resolution No.15-120, approving Payment No.8 (Final) for the Owasso Street Realignment, City Project No.09-12

ROLL CALL:      AYES \_\_\_\_\_ NAYS \_\_\_\_\_

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
DECEMBER 21, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: TOM WESOLOWSKI - CITY ENGINEER  
DATE: DECEMBER 16, 2015  
SUBJECT: OWASSO STREET REALIGNMENT  
CITY PROJECT 09-12, PAYMENT NO.8 (FINAL)

### INTRODUCTION

The attached Payment No.8 (Final) has been prepared by the City's Consultant for the project SEH, reviewed by staff, and must be approved by Council. A copy of the payment is attached at the end of this report.

### BACKGROUND

On May 20, 2013, the City Council awarded a contract to Arnt Construction Co. Inc. in the amount of \$1,768,830.49 for the Owasso Street Realignment, City Project 09-12 and authorized the Mayor and City Manager to sign said contract. As part of the same resolution, Change Order No. 1 in the amount \$410,425.55.00, was approved by the City Council for a revised contract amount of \$2,179,259.04.

### DISCUSSION

The project was constructed in accordance with the approved plans and specifications, Arnt Construction Co. has submitted all the required paperwork, and SEH is recommending final payment.

### RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Payment No.8 (Final) for the Owasso Street Realignment, City Project 09-12.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 pm. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-120  
APPROVING PAYMENT NO.8 (FINAL)  
FOR THE  
OWASSO STREET REALIGNMENT  
CITY PROJECT 09-12

WHEREAS, On May 20, 2013 the City Council awarded a contract to Arnt Construction Co. Inc. for the Owasso Street Realignment, City Project 09-12 and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$1,768,830.49, and

WHEREAS, Change Order No. 1, in the amount of \$410,428.55 was approved by the City Council on May 20, 2013, which increased the contract amount to \$2,179,259.04, and

WHEREAS, Payment No.8 (Final), in the amount of \$10,860.86, will result in a total amount of work completed of \$2,172,173.27, and

WHEREAS, the Director of Public Works has recommended approval of proposed Payment No.8 (Final)

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, that Payment No. 8 (Final) in the amount of \$10,860.86 for a total amount of work completed of \$2,172,173.27 is hereby approved.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December, 2015.

STATE OF MINNESOTA    )  
  )  
COUNTY OF RAMSEY    )  
  )  
CITY OF SHOREVIEW     )

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 21<sup>st</sup> day of December, 2015, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Payment No.8 (Final), for the Owasso Street Realignment, C.P #09-12.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 22<sup>nd</sup> day of December, 2015.

---

Terry C. Schwerm  
City Manager

SEAL



PARTIAL PAYMENT NO. **8 - Final**  
 DATE: 12/15/15

PROJECT NO.: S.A.P. 62-615-029  
 S.A.P. 62-952-019  
 City Project No. 09-12  
 SEH Project No. SHORE 118739

PROJECT: Owasso, Co Rd E and Victoria

CONTRACTOR: Arnt Construction Company  
 ADDRESS: 2190 Phelps Rd., PO Box 549  
 Hugo, MN 55038  
 651-426-1296

OWNER: City of Shoreview  
 ADDRESS: 4580 Victoria Street North  
 Shoreview, MN 55126  
 651-490-4700

REVISED CONTRACT \$ 2,179,259.04  
 ORIGINAL CONTRACT \$ 1,768,830.49  
 PERCENT COMPLETED: 99.67%

TOTAL VALUE OF WORK - ROADWAY		\$	2,008,356.01
TOTAL VALUE OF EXTRA WORK		\$	163,817.25
MATERIALS ON HAND		\$	-
TOTAL VALUE OF WORK CERTIFIED PERIOD ENDING:	February 28, 2014	\$	2,172,173.27
LESS RETAINED	0.00%	\$	-
AMOUNT DUE		\$	2,172,173.27
LESS PREVIOUSLY APPROVED PAYMENTS			\$2,161,312.40
<b>ALLOWABLE PAYMENT THIS PARTIAL</b>			<b>\$10,860.86</b>

THIS IS TO CERTIFY THAT I HAVE EXAMINED THE WORK ON THIS PROJECT AND FIND THE WORK LISTED BELOW HAS BEEN PERFORMED IN ACCORDANCE WITH THE PLANS.

\_\_\_\_\_  
 DATE PROJECT ENGINEER

\_\_\_\_\_  
 DATE CONTRACTOR

Partial payment No.	1	\$146,739.09
Partial payment No.	2	\$726,746.94
Partial payment No.	3	\$576,377.33
Partial payment No.	4	\$391,092.62
Partial payment No.	5	\$47,067.94
Partial payment No.	6	\$15,783.30
Partial payment No.	7	\$257,505.18
Partial payment No.	8	
Partial payment No.	9	
Partial payment No.	10	
Partial payment No.	11	
Partial payment No.	12	
Partial payment No.	13	
Partial payment No.	14	
Partial payment No.	15	
Partial payment No.	16	
Partial payment No.	17	
Partial payment No.	18	
Partial payment No.	19	
Partial payment No.	20	
Partial payment No.	21	
Partial payment No.	22	
Partial payment No.	23	
Partial payment No.	24	
Partial payment No.	25	
		\$2,161,312.40

PREPARED BY: TJM  
 ENTERED BY: TJM

**APPLICATION FOR PAYMENT - Continued**

Total Contract Amount	<u>\$2,179,259.04</u>	Total Contract Amount Earned	<u>\$ 2,008,356.01</u>
Material Suitably Stored on Site, Not Incorporated into Work		Total MOH	<u>\$ -</u>
Work Orders	<u>\$ 161,372.56</u>	Total Extra Work:	<u>\$ 163,817.25</u>
Change Orders	<u>\$ -</u>		
		GROSS AMOUNT DUE	<u>\$2,172,173.27</u>
		LESS <u>0.00%</u> RETAINAGE	<u>\$0.00</u>
		AMOUNT DUE TO DATE	<u>\$2,172,173.27</u>
		LESS PREVIOUS APPLICATIONS	<u>\$2,161,312.40</u>
		AMOUNT DUE THIS APPLICATION	<u>\$10,860.86</u>

**CONTRACTOR'S AFFIDAVIT**

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, **Owasso St., County Road E and Victoria St., Shoreview, Minnesota**, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date \_\_\_\_\_ 20\_\_\_\_ Arnt Construction Company  
 \_\_\_\_\_  
 (Contractor)

COUNTY OF \_\_\_\_\_ )  
 STATE OF \_\_\_\_\_ ) SS By \_\_\_\_\_  
 \_\_\_\_\_  
 (Name and Title)

Before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, known to be, who being duly sworn did depose and say that he/she is the \_\_\_\_\_ (office) of the Contractor above mentioned, that he/she executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My commission expires: \_\_\_\_\_  
 \_\_\_\_\_  
 (Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connection with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the amount due.

**SHORT ELLIOTT HENDRICKSON, INC.**

**City of Shoreview**

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



No.	Mn/DOT No.	Item	Unit	Unit Price	Est. Quantity	Quantity to Date	Total
1	2021.501	MOBILIZATION	LS	\$59,000.00	1.05	1.0500	\$ 61,950.00
2	2021.501	FIELD OFFICE	EACH	\$6,000.00	1.0	0.50	\$ 3,000.00
3	2101.501	CLEARING	ACRE	\$6,000.00	0.22	0.45	\$ 2,700.00
4	2101.502	CLEARING	TREE	\$400.00	33	67	\$ 26,800.00
5	2101.506	GRUBBING	ACRE	\$4,000.00	0.44	0.45	\$ 1,800.00
6	2101.507	GRUBBING	TREE	\$50.00	33	67	\$ 3,350.00
7	2102.502	PAVEMENT MARKING REMOVAL	LIN FT	\$2.20	258	955.00	\$ 2,101.00
8	2104.501	REMOVE WATER MAIN	LIN FT	\$3.00	1854	1,744.00	\$ 5,232.00
9	2104.501	REMOVE STEEL CASING	LIN FT	\$25.00	36	38.00	\$ 950.00
10	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	\$9.20	283	337.00	\$ 3,100.40
11	2104.501	REMOVE CONCRETE CURB & GUTTER	LIN FT	\$2.00	2975	2,788.00	\$ 5,576.00
12	2104.501	REMOVE BITUMINOUS CURB	LIN FT	\$2.00	192	195.00	\$ 390.00
13	2104.501	REMOVE SEWER PIPE (SANITARY)	LIN FT	\$29.10	641	264.00	\$ 7,682.40
14	2104.503	REMOVE MODULAR CONCRETE BLOCK RETAINING WALL	SF	\$5.00	200	200.00	\$ 1,000.00
15	2104.503	PAVEMENT MARKING REMOVAL	SF	\$0.64	7050	6,792.00	\$ 4,346.88
16	2104.505	REMOVE BITUMINOUS PAVEMENT (ANY THICKNESS)	SY	\$2.80	4885	5,844.00	\$ 16,363.20
17	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$4.00	200	34.00	\$ 136.00
18	2104.509	REMOVE CATCH BASIN	EACH	\$288.00	4	6.00	\$ 1,728.00
19	2104.509	REMOVE MANHOLE (STORM)	EACH	\$320.00	3	5.00	\$ 1,600.00
20	2104.509	REMOVE MANHOLE (SANITARY)	EACH	\$524.00	4	3.00	\$ 1,572.00
21	2104.509	REMOVE PIPE APRON	EACH	\$115.00	2	2.00	\$ 230.00
22	2104.509	REMOVE GATE VALVE & BOX	EACH	\$172.00	4	5.00	\$ 860.00
23	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$5.00	70	91.00	\$ 455.00
24	2104.513	SAWING BITUMINOUS PAVEMENT	LIN FT	\$3.00	2423	4,091.00	\$ 12,273.00
25	2104.523	SALVAGE SIGN	EACH	\$25.00	20	20.00	\$ 500.00
26	2104.523	SALVAGE CASTING	EACH	\$120.00	7	12.00	\$ 1,440.00
27	2104.523	SALVAGE HYDRANT AND VALVE ASSEMBLY	EACH	\$230.00	7	5.00	\$ 1,150.00
28	2104.523	SALVAGE CURB STOP AND BOX	EACH	\$292.00	1	1.00	\$ 292.00
29	2105.501	COMMON EXCAVATION (P)	CY	\$18.90	8239	8,239.00	\$ 155,717.10
30	2105.507	SUBGRADE EXCAVATION (EV) (P)	CY	\$18.90	5961	5,961.00	\$ 112,662.90
31	2105.522	SELECT GRANULAR BORROW - MOD. 7% (CV)	CY	\$15.52	5308	8,691.00	\$ 134,864.32
32	2105.523	COMMON BORROW (CV)	CY	\$15.52	1281	1,281.00	\$ 19,881.12
33	2105.525	TOPSOIL BORROW (CV)	CY	\$0.01	1033	1,033.00	\$ 10.33
34	2105.601	TEMPORARY ROAD	LS	\$9,940.00	1	1.00	\$ 9,940.00
35	2105.607	LIGHT-WEIGHT AGGREGATE (CV)	CY	\$100.00	1134	582.00	\$ 56,200.00
36	2111.501	TEST ROLLING	RD STA	\$40.00	40	16.00	\$ 640.00

Quantity This Pay	Cost	Percent of Original
0.00	\$ -	100.20%
0.00	\$ -	50.00%
0.00	\$ -	204.55%
0.00	\$ -	203.03%
0.00	\$ -	102.27%
0.00	\$ -	203.03%
0.00	\$ -	370.16%
0.00	\$ -	94.07%
0.00	\$ -	105.56%
0.00	\$ -	119.08%
0.00	\$ -	93.71%
0.00	\$ -	101.56%
0.00	\$ -	41.19%
0.00	\$ -	100.00%
0.00	\$ -	96.34%
0.00	\$ -	119.63%
0.00	\$ -	17.00%
0.00	\$ -	150.00%
0.00	\$ -	166.67%
0.00	\$ -	75.00%
0.00	\$ -	100.00%
0.00	\$ -	125.00%
0.00	\$ -	130.00%
0.00	\$ -	168.84%
0.00	\$ -	100.00%
0.00	\$ -	171.43%
0.00	\$ -	71.43%
0.00	\$ -	100.00%
0.00	\$ -	100.00%
0.00	\$ -	100.00%
0.00	\$ -	163.73%
0.00	\$ -	100.00%
0.00	\$ -	100.00%
0.00	\$ -	51.32%
0.00	\$ -	40.00%

No.	Mn/IDOT No.	Item	Unit	Unit Price	Est. Quantity	Quantity to Date	Total
37	2112.501	SUBGRADE PREPARATION	RD STA	\$125.00	3	0.00	\$ -
38	2123.610	TRACTOR MOUNTED BACKHOE	HOUR	\$170.00	20	0.00	\$ -
39	2123.610	STREET SWEEPER W/PICK-UP BROOM	HOUR	\$30.00	70	30.00	\$ 900.00
40	2130.501	WATER FOR DUST CONTROL	MGAL	\$40.00	30	0.00	\$ -
41	2211.501	AGGREGATE BASE CL 5	TON	\$10.90	2867	4,520.12	\$ 49,269.31
42	2232.501	MILL BITUMINOUS SURFACE 2"	SY	\$1.52	5651	4,254.00	\$ 6,466.08
43	2331.604	TEMPORARY PAVING	SQ YD	\$22.80	500	0.00	\$ -
44	2331.604	BITUMINOUS PAVEMENT BREAKUP REPAIR	SQ YD	\$36.00	100	0.00	\$ -
45	2350.501	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	\$83.60	407	437.42	\$ 36,568.31
46	2350.501	TYPE SP 12.5 WEARING COURSE MIXTURE (4,F)	TON	\$88.60	1161	1,176.60	\$ 104,246.76
47	2350.502	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	\$64.60	372	376.15	\$ 24,299.29
48	2350.502	TYPE SP 12.5 NON WEARING COURSE MIXTURE (4,B)	TON	\$58.60	1000	614.38	\$ 36,002.67
49	2360.505	TYPE SP12.5 MIXTURE FOR PATCHING (4,F)	TON	\$94.60	425	257.16	\$ 24,327.34
50	2411.521	GRANULAR BACKFILL (CV) (P)	CY	\$19.60	481	481.00	\$ 9,427.60
51	2411.618	WET-CAST BLOCK RETAINING WALL	SF	\$28.90	1725	1,209.22	\$ 34,946.46
52	2451.603	CRUSHED ROCK PIPE FOUNDATION	LIN FT	\$19.00	1660	75.00	\$ 1,425.00
53	2501.515	15" RCP APRON W/TRASH GUARD	EACH	\$764.00	1	1.00	\$ 764.00
54	2501.515	21" RCP APRON W/TRASH GUARD	EACH	\$1,100.00	1	1.00	\$ 1,100.00
55	2502.541	4" PERF. PE PIPE DRAIN W/GEOTEXTILE FILTER SOCK & F	LIN FT	\$9.00	1400	1,773.00	\$ 15,957.00
56	2503.541	12" RC PIPE SEWER DES 3006 CL V	LIN FT	\$27.50	440	416.00	\$ 11,440.00
57	2503.541	15" RC PIPE SEWER DES 3006 CL V	LIN FT	\$29.00	164	165.00	\$ 4,765.00
58	2503.541	18" RC PIPE SEWER DES 3006 CL V	LIN FT	\$34.00	35	70.00	\$ 2,380.00
59	2503.541	21" RC PIPE SEWER DES 3006 CL III	LIN FT	\$47.00	17	0.00	\$ -
60	2503.541	24" RC PIPE SEWER DES 3006 CL III	LIN FT	\$37.00	46	46.00	\$ 1,702.00
61	2503.541	30" RC PIPE SEWER DES 3006 CL III	LIN FT	\$52.00	185	195.00	\$ 10,140.00
62	2503.541	36" RC PIPE SEWER DES 3006 CL III	LIN FT	\$85.00	10	0.00	\$ -
63	2503.602	CONNECT TO EXISTING STORM SEWER STRUCTURE	EACH	\$575.00	1	0.00	\$ -
64	2503.602	CONNECT TO EXISTING STORM SEWER PIPE	EACH	\$230.00	8	10.00	\$ 2,300.00
65	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	\$381.00	1	0.00	\$ -
66	2503.602	8" X 6" PVC WYE	EACH	\$183.00	1	0.00	\$ -
67	2503.602	8" X 8" PVC WYE	EACH	\$307.00	1	0.00	\$ -
68	2503.603	6" PVC SANITARY SEWER PIPE, SDR 26 (ALL DEPTHS)	LIN FT	\$40.30	60	0.00	\$ -
69	2503.603	6" PVC SANITARY SEWER PIPE RISER PIPE, SDR 26	LIN FT	\$46.60	10	0.00	\$ -
70	2503.603	8" PVC SANITARY SEWER PIPE, SDR 35 (ALL DEPTHS)	LIN FT	\$52.00	302	200.00	\$ 10,400.00
71	2504.601	TEMPORARY WATER SERVICE	LS	\$2,000.00	1	1.00	\$ 2,000.00
72	2504.602	ADJUST GATE VALVE & BOX	EACH	\$300.00	3	0.00	\$ -

Quantity This Pay	Cost	Percent of Original
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	42.86%
0.00	\$ -	0.00%
0.00	\$ -	157.66%
0.00	\$ -	75.28%
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	107.47%
0.00	\$ -	101.34%
0.00	\$ -	101.12%
0.00	\$ -	61.44%
0.00	\$ -	60.51%
0.00	\$ -	100.00%
0.00	\$ -	70.10%
0.00	\$ -	4.52%
0.00	\$ -	100.00%
0.00	\$ -	100.00%
0.00	\$ -	126.64%
0.00	\$ -	94.55%
0.00	\$ -	100.61%
0.00	\$ -	200.00%
0.00	\$ -	0.00%
0.00	\$ -	100.00%
0.00	\$ -	105.41%
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	125.00%
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	0.00%
0.00	\$ -	66.23%
0.00	\$ -	100.00%
0.00	\$ -	0.00%

Over 1.25%

No.	Mn/IDOT No.	Item	Unit	Unit Price	Est. Quantity	Quantity to Date	Total
73	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$2,360.00	8	6.00	\$ 14,160.00
74	2504.602	FURNISH & INSTALL GATE VALVE AND BOX (6" OR 8")	EACH	\$2,152.00	15	12.00	\$ 25,824.00
75	2504.602	WATER MAIN OFFSET	EACH	\$2,150.00	1	1.00	\$ 2,150.00
76	2504.602	HYDRANT	EACH	\$3,710.00	7	6.00	\$ 22,260.00
77	2504.602	2" CORPORATION STOP	EACH	\$582.00	1	1.00	\$ 582.00
78	2504.602	2" CURB STOP AND BOX	EACH	\$976.00	1	1.00	\$ 976.00
79	2504.603	2" TYPE K COPPER WATER SERVICE	LIN FT	\$47.30	60	45.00	\$ 2,128.50
80	2504.603	6" WATER MAIN DUCTILE IRON (CLASS 53)	LIN FT	\$44.90	31	80.00	\$ 3,592.00
81	2504.603	6" WATER MAIN DUCTILE IRON (CLASS 53) - OWASSO STR	LIN FT	\$50.50	137	44.00	\$ 2,222.00
82	2504.603	8" WATER MAIN DUCTILE IRON (CLASS 53)	LIN FT	\$53.10	866	825.00	\$ 43,807.50
83	2504.603	12" WATER MAIN DUCTILE IRON (CLASS 53)	LIN FT	\$103.00	30	5.00	\$ 515.00
84	2504.603	WATER MAIN HDPE (FUSED) 8" DIPS	LIN FT	\$41.60	860	784.00	\$ 32,614.40
85	2504.603	HYDRANT EXTENSION	LIN FT	\$665.00	2	2.50	\$ 1,662.50
86	2504.603	REPAIR GATE VALVE BOX	LIN FT	\$76.00	3	0.00	\$ -
87	2504.604	4" POLYSTYRENE INSULATION	SY	\$46.00	70	10.50	\$ 483.00
88	2504.608	DIP WATER MAIN FITTINGS	LBS	\$6.00	885	942.00	\$ 5,652.00
89	2506.501	CONSTRUCT DRAINAGE STRUCTURE DES G	LIN FT	\$248.00	19	25.50	\$ 6,324.00
90	2506.501	CONSTRUCT DRAINAGE STRUCTURE 48-4020	LIN FT	\$340.00	32	25.10	\$ 8,534.00
91	2506.501	CONSTRUCT DRAINAGE STRUCTURE 54-4020	LIN FT	\$388.00	15	13.00	\$ 5,044.00
92	2506.501	CONSTRUCT DRAINAGE STRUCTURE 60-4020	LIN FT	\$328.00	24	23.00	\$ 7,544.00
93	2506.501	CONSTRUCT DRAINAGE STRUCTURE 84-4020	LIN FT	\$650.00	7	7.00	\$ 4,550.00
94	2506.502	CONSTRUCT DRAINAGE STRUCTURE SPECIAL	EACH	\$74,600.00	1	1.00	\$ 74,600.00
95	2506.503	MINOR STRUCTURE REPAIR	LIN FT	\$176.00	10	0.00	\$ -
96	2506.602	ADJUST FRAME RING & CASTING (ALL TYPES)	EACH	\$432.00	19	5.00	\$ 2,160.00
97	2506.602	CASTING ASSEMBLY, R-3246	EACH	\$522.00	16	16.00	\$ 8,352.00
98	2506.602	CASTING ASSEMBLY R-1733 (SANITARY)	EACH	\$1,080.00	3	3.00	\$ 3,240.00
99	2506.602	CASTING ASSEMBLY, R-1733B (STORM)	EACH	\$690.00	5	6.00	\$ 4,140.00
100	2506.602	CONSTRUCT SANITARY SEWER MANHOLE (ALL DEPTHS)	EACH	\$2,650.00	3	3.00	\$ 7,950.00
101	2506.603	RECONSTRUCT CATCH BASIN OR MANHOLE (STORM & SA	LIN FT	\$290.00	3	0.00	\$ -
102	2511.501	RANDOM RIPRAP CLASS III	CY	\$120.00	4	4.00	\$ 480.00
103	2511.515	GEO TEXTILE FABRIC TYPE III	SY	\$2.00	75	79.00	\$ 158.00
104	2521.501	4" CONCRETE WALK	SF	\$3.84	6415	8,114.00	\$ 31,157.76
105	2521.501	4" CONCRETE WALK - MEDIANS	SF	\$3.84	1174	479.00	\$ 1,839.36
106	2521.501	4" CONCRETE WALK SPECIAL	SF	\$7.82	4363	2,279.00	\$ 17,821.78
107	2531.501	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	\$12.80	673	0.00	\$ -
108	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$14.00	2225	2,278.00	\$ 31,892.00

Quantity This Pay	Cost	Percent of Original
0.00	\$ -	75.00%
0.00	\$ -	80.00%
0.00	\$ -	100.00%
0.00	\$ -	85.71%
0.00	\$ -	100.00%
0.00	\$ -	100.00%
0.00	\$ -	75.00%
0.00	\$ -	258.06%
0.00	\$ -	32.12%
0.00	\$ -	95.27%
0.00	\$ -	16.67%
0.00	\$ -	91.16%
0.00	\$ -	125.00%
0.00	\$ -	0.00%
0.00	\$ -	15.00%
0.00	\$ -	106.44%
0.00	\$ -	134.21%
0.00	\$ -	78.44%
0.00	\$ -	86.67%
0.00	\$ -	95.83%
0.00	\$ -	100.00%
0.00	\$ -	100.00%
0.00	\$ -	0.00%
0.00	\$ -	26.32%
0.00	\$ -	100.00%
0.00	\$ -	100.00%
0.00	\$ -	120.00%
0.00	\$ -	100.00%
0.00	\$ -	0.00%
0.00	\$ -	100.00%
0.00	\$ -	105.33%
0.00	\$ -	126.48%
0.00	\$ -	40.80%
0.00	\$ -	52.23%
0.00	\$ -	0.00%
0.00	\$ -	102.38%





Payment No. 8 - Final

Project Name: Owasso, Co Rd E and Victoria

Application Date December 15, 2015

Project Number: S.A.P. 62-615-029

For Period Ending February 28, 2014

SEH Project Number SHORE 118739

Contract Amount: \$2,179,259.04

Over 1.25%

No.	Mn/DOT No.	Item	Unit	Unit Price	Est. Quantity	Quantity to Date	Total
		TOTAL WORK TO DATE					\$ 2,008,356.01
		TOTAL EXTRA WORK TO DATE					\$ 163,817.25
		TOTAL TO DATE					\$ 2,172,173.27
		0.00% RETAINAGE					\$ -
		TOTAL PAYMENT TO DATE					\$ 2,172,173.27
		PREVIOUS PAYMENTS					\$2,161,312.40
		PAYMENT THIS PAY					\$ 10,860.86

Quantity This Pay	Cost	Percent of Original

**PUBLIC HEARING AGENDA**  
**4324 SNAIL LAKE BOULEVARD, 1565 LOIS DRIVE**

Purpose: ASSESSMENT HEARING

Published Time: 7:00 P.M.

Published Date: NOVEMBER 15, 2015

Affidavit of Publication: NOVEMBER 15, 2015

Affidavit of Mailing: DECEMBER 4, 2015

Review of Affidavits of Mailing and  
Publication by City Attorney: DECEMBER 21, 2015

Open Public Hearing - Time:

Hearing Discussion: ASSESSMENT COSTS RELATED TO  
VEGETATIVE GROWTH ABATEMENT

CLOSE THE PUBLIC HEARING at \_\_\_\_\_ P.M.

MOVE TO CLOSE BY COUNCILMEMBER \_\_\_\_\_

SECONDED BY COUNCILMEMBER \_\_\_\_\_

ROLL CALL:	AYE	NAY
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
DECEMBER 21, 2015

**PROPOSED MOTION  
ABATEMENT OF NUISANCE**

**MOTION BY COUNCILMEMBER \_\_\_\_\_**

**SECONDED BY COUNCILMEMBER \_\_\_\_\_**

To adopt Resolution No. 15-119, pursuant Section 210.03(C), approving the assessments related to the abatement of vegetative growth for the properties located at:

4324 Snail Lake Boulevard  
1565 Lois Drive

<b>ROLL CALL:</b>	<b>AYES</b>	<b>NAYS</b>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Regular City Council Meeting  
December 21, 2015

**TO:** Mayor, City Council, City Manager  
**FROM:** Kathleen Castle, City Planner  
**DATE:** December 21, 2015  
**SUBJECT:** Assessment Hearing- Vegetative Growth Abatement

#### INTRODUCTION

The City Council will hold a Public Hearing on December 21, 2015 to hear all comments, objections and concerns with regard to assessing the following properties for the cost of vegetative growth abatement:

1. 4324 Snail Lake Boulevard
2. 1565 Lois Drive

The property owners of record have been notified of the assessment hearing and proper notice was published in the City's legal newspaper.

#### DISCUSSION – VEGETATIVE GROWTH ASSESSMENTS

Violations of exterior property maintenance related to vegetative growth existed on the above mentioned properties. By order of the City Council a contractor was hired to abate the nuisance(s) on these properties, and the work was performed this summer. An abatement assessment public hearing is required before the City can assess the costs against the property.

##### 4324 Snail Lake Boulevard

- Abatement hearing was held before the City Council on June 16, 2014.
- The City Council adopted Resolution 14-37 to abate vegetative growth and to charge the property owner, for the cost of abatement, including administrative costs. The amount proposed to be assessed to the property, is \$126.36.
- The property owner was billed for the costs of the abatement and has not paid the bill.

##### 1565 Lois Drive

- Abatement hearing was held before the City Council on June 15, 2015.
- The City Council adopted Resolution 15-47 to abate vegetative growth and to charge the property owner, for the cost of abatement, including administrative costs. The amount proposed to be assessed to the property, is \$578.33.
- The property owner was billed for the costs of the abatement and has not paid the bill.

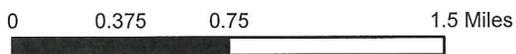
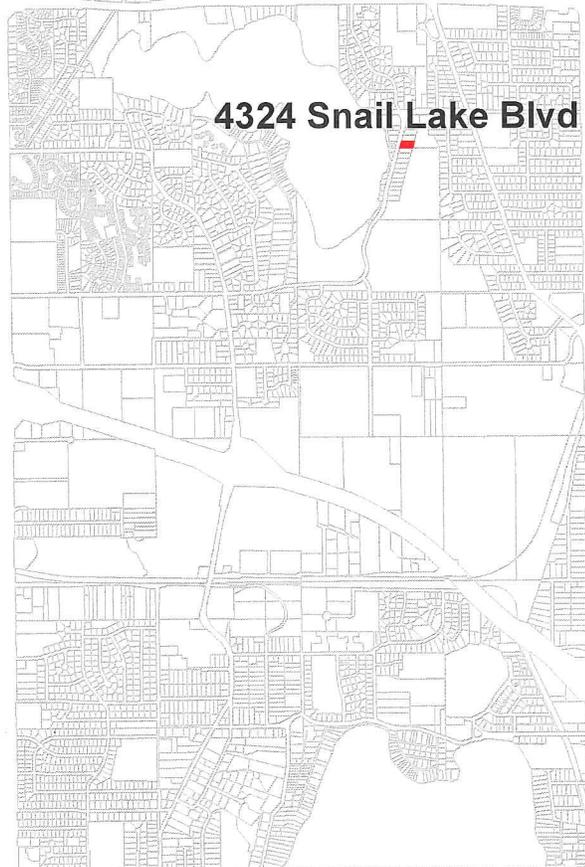
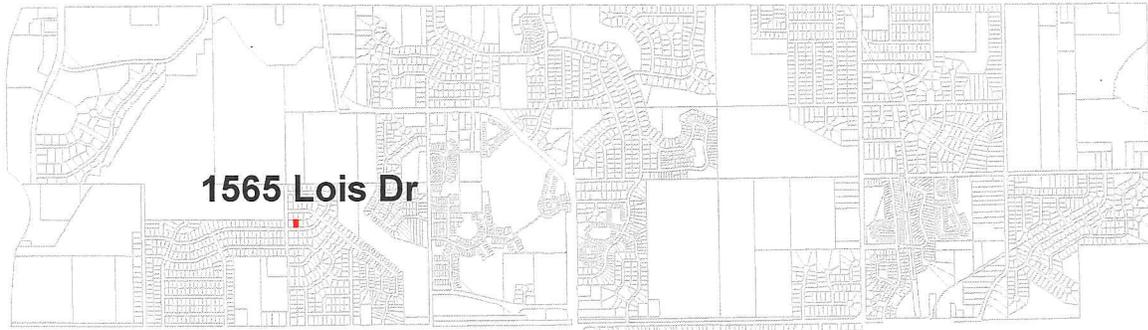
#### RECOMMENDATION

Staff recommends the City Council conduct the hearing and approve Resolution 15-119 adopting the assessments for vegetative growth abatements as outlined above.

Attachments:

- 1) Motion
- 2) Location Map
- 3) Property Files -Invoice
- 4) Resolution No. 15-119

# Weed Abatements 12/21/2015





CITY OF SHOREVIEW

4600 Victoria Street North  
Shoreview, MN 55126-5817

Invoice

Invoice Number	5636
Account Number	102882
Webstore ID	229401710962
Due Date	12-03-15
Amount Due	\$126.36

BURNS, LAURA & JAMES  
4324 SNAIL LAKE RD  
SHOREVIEW, MN 55126

00005636000000012636

Charges for goods and/or services as follows:

TALL GRASS/WREED ABATEMENT 6/4/15: \$90.50  
STAFF TIME: \$35.86

Billing Charge 90.50  
ABATEMENT BILLING 35.86

TOTAL DUE: \$126.36

Please make check payable to: City of Shoreview

Questions may be directed to (651)490-4629.

Please Retain This Portion For Your Records

Invoice Number	5636
Account Number	102882
Webstore ID	229401710962
Due Date	12-03-15
Amount Due	\$126.36

<--Pay by this date to avoid late fees



CITY OF SHOREVIEW

4600 Victoria Street North  
Shoreview, MN 55126-5817

Invoice

Invoice Number	5635
Account Number	100618
Webstore ID	089491700989
Due Date	12-03-15
Amount Due	\$578.33

JERECZEK, BRIAN  
1565 LOIS DRIVE  
SHOREVIEW, MN 55126

00005635000000057833

Charges for goods and/or services as follows:

TALL GRASS/WEED ABATEMENTS:

6/19/15: \$248.50      7/23/15: \$105.25      9/14/15: \$117.00

STAFF TIME COSTS: \$107.58

ABATEMENT BILLING      470.75

ABATEMENT BILLING      107.58

TOTAL DUE:      \$578.33

Please make check payable to: City of Shoreview

Questions may be directed to (651)490-4629.

Please Retain This Portion For Your Records

Invoice Number	5635
Account Number	100618
Webstore ID	089491700989
Due Date	12-03-15
Amount Due	\$578.33

<--Pay by this date to avoid late fees

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

**HELD DECEMBER 21, 2015**

\* \* \* \* \*

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on December 21, 2015, at 7:00 p.m.

The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-119**

**RESOLUTION ADOPTING THE ASSESSMENT  
FOR THE COST OF VEGETATIVE GROWTH ABATEMENT.**

WHEREAS, the City Council of the City of Shoreview, Minnesota, pursuant to proper mailed and published notice in accordance with Minnesota State Statute 429.061, has held a public hearing to consider the proposed assessment for the cost of nuisance and/or vegetative growth abatement.

WHEREAS, the City Council has received and passed upon all written and oral objections presented to it with regard to said proposed assessment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

Resolution 15-119  
Assessment for Costs related to Abatements

1. The proposed assessment is hereby accepted and shall constitute a special assessment against the properties located at:

ADDRESS	PID #	COUNTY ASSESMENT. #	AMOUNT
4324 Snail Lake Boulevard	PID #24-30-23-24-0033	83160038	\$126.36
1565 Lois Drive	PID #03-30-23-32-0041	83160038	\$578.33

2. The assessment for the cost of nuisance and/or vegetative growth abatement, on the property, is to be paid in single installments.
3. The owner of the property so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the entire amount of the assessment on such property with interest accrued to the date of payment to the City Treasurer, except that no interest shall be charged if said assessment is paid within thirty (30) days from the date of the adoption of this Resolution.
4. The City Manager shall transmit a certified copy of this assessment to the County Auditor to be extended on the property tax list of the County Auditor and such assessment shall be collected and paid over the same manner as other municipal taxes.

The motion for the adoption of the foregoing Resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

WHEREUPON, said Resolution was declared duly passed and adopted this 21st day of December 2015.



**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt proposed resolution number 15-121 reducing debt levies for fiscal year 2016 per Minnesota Statutes.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 21, 2015  
Regular Council Meeting

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 16, 2015

RE: Tax Levies for Bonded Indebtedness

The finance department prepares cash flow projections for all debt service funds on an annual basis for the purpose of monitoring cash flow activity and determining necessary tax support. Tax levies in support of debt payments are established annually as part of the budget process. The proposed motion and attached resolution revise the scheduled debt levies (as recorded at the County) from \$1,627,953.22 down to \$731,000.00 for 2016. Below is a list of the scheduled and proposed levies by debt issue.

Bond Issue	Original Principal	Scheduled		Debt Levy
		Debt Levy	Added (Reduced)	
2004 C GO Cap Impr Plan Bonds	\$ 1,600,000	\$ 147,945.00	\$(147,945.00)	\$ -
2006 A GO Impr Bonds	1,335,000	10,098.00	(10,098.00)	-
2006 B GO Street Impr Bonds	2,500,000	241,164.00	(241,164.00)	-
2009 A GO Impr Bonds	1,415,000	5,394.77	(5,394.77)	-
2013 B GO Cap Impr Plan Refunding Bonds	750,000	136,710.00	(4,710.00)	132,000.00
2013 B GO Street Impr Refunding Bonds	1,380,000	224,280.00	(12,280.00)	212,000.00
2013 B GO GO Impr Refunding Bonds	100,000	15,963.03	(1,963.03)	14,000.00
2013 A GO Street Impr Bonds	4,150,000	201,987.20	(12,987.20)	189,000.00
2013 C GO Impr Bonds	2,270,000	14,750.13	(14,750.13)	-
2014 A GO Cap Impr Plan Refunding Bonds	4,670,000	400,798.13	(216,798.13)	184,000.00
2014 A GO GO Impr Refunding Bonds	100,000	7,746.09	(7,746.09)	-
2014 A GO GO Water Refunding Bonds	915,000	106,942.50	(106,942.50)	-
2014 A GO GO Sewer Refunding Bonds	730,000	86,401.87	(86,401.87)	-
2014 A GO GO Surface Wtr Refunding Bonds	265,000	27,772.50	(27,772.50)	-
	<u>\$ 22,180,000</u>	<u>\$ 1,627,953</u>	<u>\$ (896,953)</u>	<u>\$ 731,000</u>

- The levy is eliminated for three GO Improvement debt funds and reduced to \$14,000 for one fund because the originally scheduled levy is not needed at this time. This often occurs due to special assessment prepayments in previous years.
- The levy is rounded to \$132,000 for the 2013 capital improvement plan refunding bonds (for fire station improvements) so that the levy is more consistent from year to year.
- The levy is rounded to \$212,000 for the 2013 street refunding bonds to provide levy consistency from year to year.
- The levy is rounded to \$189,000 for the 2013 street bonds to provide levy consistency from year to year.
- The levy is reduced to \$184,000 for the maintenance center bonds because of the allocated share of debt payments provided by utility funds.

- The levy is eliminated for the 2004C, 2006A and 2006B bonds because these bonds were refunded by the 2013B refunding bonds and the 2004C and 2006A bonds were called on 2/1/14, and the 2006B bonds were called on 2/1/15.
- The 2014A Water, Sewer and Surface Water Refunding bonds levies are eliminated because these debt issues are being repaid with utility revenue.

This proposed action to amend debt levies is consistent with the proposed tax levy and the revised budget as presented under separate items in this agenda. Staff recommends adoption of the proposed resolution.

File: t:\data\word\taxes\Council Rpts and Resolu\Pay 2016 Debt levy memo

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 p.m. The following members were present: \_\_\_\_; and the following members were absent: \_\_\_\_.

Council member \_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 15-121  
REDUCING THE DEBT LEVY**

WHEREAS, the City of Shoreview has determined that the scheduled tax levies for certain bond issues is to be amended for fiscal year 2016.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota, a tax levy has been appropriated to be levied in 2015 and collected in 2016 for the following bonds heretofore issued by this municipality. In accordance with Minnesota Statutes, the County Auditor of Ramsey County, is hereby authorized and directed to amend the tax that would otherwise be included in the rolls for the year 2015, collectible in the year 2016 as follows:

Bond Issue	Original Principal	Scheduled		Debt Levy
		Debt Levy	Added (Reduced)	
2004 C GO Cap Impr Plan Bonds	\$ 1,600,000	\$ 147,945.00	\$(147,945.00)	\$ -
2006 A GO Impr Bonds	1,335,000	10,098.00	(10,098.00)	-
2006 B GO Street Impr Bonds	2,500,000	241,164.00	(241,164.00)	-
2009 A GO Impr Bonds	1,415,000	5,394.77	(5,394.77)	-
2013 B GO Cap Impr Plan Refunding Bonds	750,000	136,710.00	(4,710.00)	132,000.00
2013 B GO Street Impr Refunding Bonds	1,380,000	224,280.00	(12,280.00)	212,000.00
2013 B GO GO Impr Refunding Bonds	100,000	15,963.03	(1,963.03)	14,000.00
2013 A GO Street Impr Bonds	4,150,000	201,987.20	(12,987.20)	189,000.00
2013 C GO Impr Bonds	2,270,000	14,750.13	(14,750.13)	-
2014 A GO Cap Impr Plan Refunding Bonds	4,670,000	400,798.13	(216,798.13)	184,000.00
2014 A GO GO Impr Refunding Bonds	100,000	7,746.09	(7,746.09)	-
2014 A GO GO Water Refunding Bonds	915,000	106,942.50	(106,942.50)	-
2014 A GO GO Sewer Refunding Bonds	730,000	86,401.87	(86,401.87)	-
2014 A GO GO Surface Wtr Refunding Bonds	265,000	27,772.50	(27,772.50)	-
	<u>\$ 22,180,000</u>	<u>\$ 1,627,953</u>	<u>\$ (896,953)</u>	<u>\$ 731,000</u>

The City Manager of the City of Shoreview, Minnesota, is hereby authorized and directed to furnish a copy of this resolution to the County Auditor of Ramsey County forthwith.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_; and the following voted against the same: \_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December 2015.

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt proposed resolution number 15-122 adopting a City tax levy of \$10,667,858 and an HRA tax levy of \$100,000 for taxes payable in 2016.

Note: The above levy is the amount necessary to support the 2016 budget as presented under separate report.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
Regular Council Meeting  
December 21, 2015

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 16, 2015

RE: Proposed 2016 Property Tax Levy

The attached resolution provides for the adoption of the 2016 Property Tax Levy, and the table below provides a two-year comparison of the tax levy for all funds. As shown, the largest change in the levy occurs in the General Fund, where the increase in police and fire costs account for most of the increase (\$151,245 of the \$298,523 increase in the General Fund tax levy is due to increased police and fire costs). The City's total tax levy increases \$399,940, and the HRA levy increases \$5,000.

Description	2015 Adopted Levy	2016 Adopted Preliminary	2016 Manager Final Levy	Change over 2014 Adopted Levy		Impact on Total Levy *
				Dollars	Percent	
General fund	\$ 7,023,335	\$ 7,321,858	\$ 7,321,858	\$ 298,523	4.25%	2.91%
EDA	90,000	110,000	110,000	20,000	22.22%	0.19%
Debt (including Cent Garage)	752,000	731,000	731,000	(21,000)	-2.79%	-0.20%
Street Renewal fund	950,000	1,000,000	1,000,000	50,000	5.26%	0.49%
General Fixed Asset Repl fund	1,427,583	1,475,000	1,475,000	47,417	3.32%	0.46%
Capital Acquisition Fund (IT)	25,000	30,000	30,000	5,000	20.00%	0.05%
<b>Total City Levy</b>	<b>\$10,267,918</b>	<b>\$10,667,858</b>	<b>\$ 10,667,858</b>	<b>\$ 399,940</b>	<b>3.90%</b>	<b>3.90%</b>
HRA tax levy	\$ 95,000	\$ 100,000	\$ 100,000	\$ 5,000	5.26%	
<b>Total Levy (City and HRA)</b>	<b>\$10,362,918</b>	<b>\$10,767,858</b>	<b>\$ 10,767,858</b>	<b>404,940</b>	<b>3.91%</b>	
Taxable value (estim for 2016)	\$26,673,745	\$27,873,580	\$ 27,873,580	\$ 1,199,835	4.50%	
City tax rate (estim for 2016)	34.873%	34.945%	34.945%	0.072%	0.21%	
HRA tax rate (estim for 2016)	0.323%	0.328%	0.328%	0.005%	1.55%	
Fiscal disparity City (estim for 2016)	\$ 965,979	\$ 927,390	\$ 927,390	\$ (38,589)	-3.99%	
Net tax paid by property owners	\$ 9,301,939	\$ 9,740,468	\$ 9,740,468	\$ 438,529	4.71%	
<b>Change in Tax Paid by Prop Owners</b>	<b>3.59%</b>	<b>4.71%</b>	<b>4.71%</b>			

\* Percent change in this column is computed as the impact on the "Total City Levy"

The fiscal disparities share of the levy decreases \$38,589 (a 3.99% decrease).

Staff recommends adoption of the attached resolution.

T: data\word\taxes\Council Rpts\Levy adopt memo

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 p.m. The following members were present, \_\_\_\_; and the following members were absent: \_\_\_\_.

Council member \_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 15-122  
DIRECTING THE COUNTY AUDITOR TO LEVY  
TAXES UPON THE TAXABLE PROPERTY IN THE CITY  
OF SHOREVIEW FOR THE FISCAL YEAR 2016**

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota as follows:

The County Auditor of Ramsey County, State of Minnesota shall levy taxes upon the taxable property in the City of Shoreview, County of Ramsey, State of Minnesota, for the fiscal year 2016 for the purpose of operating the City of Shoreview, Minnesota as follows:

General fund	\$ 7,321,858
EDA	110,000
Capital project funds	<u>2,505,000</u>
Sub-total General Levy	9,936,858
Debt service	
Debt funds	547,000
Central Garage (debt)	<u>184,000</u>
Sub-total Debt Levy	<u>731,000</u>
Total City Tax Levy	\$ 10,667,858
HRA levy	\$ <u>100,000</u>
Total Certified Levy	<u>\$ 10,767,858</u>

The City Manager of the City of Shoreview, Minnesota, is hereby authorized and directed to prepare a certified copy of this resolution and to certify the same to the County Auditor of Ramsey County, Minnesota.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_; and the following voted against the same: \_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December 2015.

## PROPOSED MOTION

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt resolution number 15-123 approving the biennial budget for the years 2016 and 2017, and to approve the benefits and job classification system and pay plan as detailed on the attached pages; and to authorize the City Manager to submit all necessary pay equity reports to Minnesota Management and Budget as required by law.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
Regular Council Meeting  
December 21, 2015

TO: City Manager, Mayor and Councilmembers

FROM: Fred Espe, Finance Director

DATE: December 16, 2015

RE: Resolution Adopting the 2016-2017 Biennial Budget and to approve the benefits and job classification system and pay plan

## **DISCUSSION**

### **2016-2017 Biennial Budget**

The City Council reviewed the budget at workshop meetings from August to November, and the budget hearing was held on December 7. According to State Law, the budget and tax levy must be adopted and certified to the State of Minnesota and the County Auditor no later than December 28, 2015.

The attached resolution provides for the adoption of the proposed 2016-2017 Biennial Budget for the General and Special Revenue Funds. These funds meet the definition in State Statutes of funds that must have budgets and that are "legally adopted" by resolution. For practical purposes however, the City prepares budgets for all of the remaining operating funds (debt, utility and internal service) as part of the City's annual budget document.

The attached table provides a 3-year comparison of budgeted expense and transfers from operating funds (for the years 2015, 2016 and 2017). Total expense (including transfers and payments related to a crossover refunding) decreases 2.9%. Once transfers out and payments to retire refunded debt are excluded, total expense increases 2.3%.

### **Insurance & VEBA Contribution**

The City added a second family health plan option that included a much higher deductible and lower premium for 2016. Even with this added plan, health insurance premiums saw a significant increase and staff has recommended a \$60 increase to the City insurance contribution level for 2016. The City contribution increase is about 40% of the overall premium increase to employees with the lowest cost family health plan. This contribution level was included in the 2016 budget and was previously discussed at budget workshop meetings. No changes are recommended for the 2016 VEBA (HRA) contributions.

### **Job Classification Plan and Wage Adjustment**

A 2.0% wage adjustment has been included in the proposed 2016 budget for all regular employees. The proposed motion makes the increase effective on December 19, 2015 in conjunction with the start of the pay period that includes January 1, 2016. This is the first pay period that 2016 insurance premium amounts will be deducted from an employee's pay.

One position is being recommended for a pay grade adjustment based on both external market comparisons and internal equity evaluations. The Building Official position is being moved from Grade P021 to Grade P022. This grade change would go into effect on January 2, 2016.

Two of our Sr. Engineering Tech positions have had title changes to reflect the work being emphasized in the position. One position is now a GIS Coordinator and the other is a Staff Engineer. Having accurate job titles is important for the recruiting and hiring process.

The attached 2016 Job Classification and Pay Plan includes the above changes.

### **Pay Equity**

The City must file a pay equity report with Minnesota Management and Budget by January 31, 2016. Based on our data analysis, staff believes the City will be found in compliance with the pay equity law when our report is submitted to the State early next year.

### **RECOMMENDATION**

Staff recommends adoption of the attached resolution adopting budgets for the General and Special Revenue Funds for 2016 and 2017; and to approve the benefits and job classification system and pay plan effective December 19, 2015; and to authorize the City Manager to submit all necessary pay equity reports to Minnesota Management and Budget. Per the City's budget policy, the 2016 budget becomes spendable on January 1, 2016, and the 2017 budget does not become spendable until reaffirmed or amended during the normal budget process next year.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 p.m. The following members were present: \_\_\_\_;

and the following members were absent: \_\_\_\_.

Council member \_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 15-123  
ADOPT 2016-2017 BIENNIAL BUDGET, AND TO APPROVE THE BENEFITS AND JOB  
CLASSIFICATION SYSTEM AND PAY PLAN, AND AUTHORIZE THE CITY MANAGER TO SUBMIT  
ALL NECESSARY REPORTS TO MINNESOTA MANAGEMENT AND BUDGET**

WHEREAS, it is desirable to collect certain revenues and establish certain expenditure limits for operating the City of Shoreview for the fiscal year 2016, and

WHEREAS, it is a sound financial practice to plan beyond single year budget cycles, and

WHEREAS, the City's budget policy provides for a biennial budget.

WHEREAS, the City Council annually considers wage and classification adjustments to the City's job classification system and pay plan, as well as adjustments to the City's insurance contribution.

WHEREAS, the City must file a pay equity report with Minnesota Management and Budget by January 31, 2016.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that anticipated revenue and expenditure limits be established for fiscal year 2016 for those funds contained on the following attached page, and

That a plan is established for the 2017 revenue and expenditure limits that is not considered spendable until the City amends or reaffirms the 2017 budget limits as part of the normal budget process during the calendar year 2016, and

That inter-fund transfers be approved according to the following attached page entitled "2016 Budgeted Transfers Between Funds", and

That a 2% wage adjustment to the job classification system, and the recommended position title changes included on the attached page entitled "2016 Job Classification And Pay Plan" and a \$60/month increase in the City insurance contribution level be approved effective December 19, 2015, and

That the recommended position pay grade adjustment be effective on January 2, 2016, and

That the City Manager is authorized to submit all necessary pay equity reports to Minnesota Management and Budget as required by law.

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_;

and the following voted against same: \_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December 2015.

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	2015		2016 Budget	2017 Budget	Percent Change	
	Budget	Estimate			2016	2017
<b>General Fund</b>						
General Government	\$ 2,232,248	\$ 2,199,002	\$ 2,353,929	\$ 2,394,470	5.5%	1.7%
Public Safety	3,424,835	3,459,450	3,570,920	3,691,870	4.3%	3.4%
Public Works	1,573,363	1,527,403	1,559,750	1,597,377	-0.9%	2.4%
Parks and Recreation	1,760,187	1,824,119	1,781,505	1,892,649	1.2%	6.2%
Commun Development	616,671	621,884	645,846	664,819	4.7%	2.9%
Total General Fund	9,607,304	9,631,858	9,911,950	10,241,185	3.2%	3.3%
<b>Special Revenue Funds</b>						
Recycling Fund	544,287	532,433	566,151	583,939	4.0%	3.1%
Community Center Fund	2,763,411	2,669,532	2,733,905	2,786,944	-1.1%	1.9%
Recreation Programs Fund	1,344,184	1,336,593	1,481,881	1,457,160	10.2%	-1.7%
Cable Television Fund	192,993	174,178	220,183	120,623	14.1%	-45.2%
EDA Fund	85,880	93,083	107,013	109,526	24.6%	2.3%
HRA Fund	85,618	83,655	92,907	96,846	8.5%	4.2%
Slice of Shoreview Fund	67,485	67,485	67,900	68,370	0.6%	0.7%
Total Special Revenue Funds	5,083,858	4,956,959	5,269,940	5,223,408	3.7%	-0.9%
Transfers Out (budgeted funds)	665,000	665,000	728,000	1,148,000	9.5%	57.7%
Total Budgeted Funds	15,356,162	15,253,817	15,909,890	16,612,593	3.6%	4.4%
<b>Debt Service Funds</b>						
Debt refunded in Debt Funds	1,596,417	1,604,006	1,303,301	1,258,476	-18.4%	-3.4%
<b>Enterprise Funds</b>						
Water Fund	1,538,027	1,472,457	1,581,485	1,569,265	2.8%	-0.8%
Debt Service	142,903	184,164	307,431	437,926	115.1%	42.4%
Depreciation	651,000	649,000	669,000	799,000	2.8%	19.4%
Sewer Fund	3,299,094	3,269,570	3,359,142	3,497,181	1.8%	4.1%
Debt Service	52,857	54,869	78,764	75,469	49.0%	-4.2%
Depreciation	348,000	340,000	354,000	348,000	1.7%	-1.7%
Surface Water Fund	853,136	721,882	969,519	947,460	13.6%	-2.3%
Debt Service	71,747	74,698	82,239	79,061	14.6%	-3.9%
Depreciation	266,000	259,000	269,000	277,000	1.1%	3.0%
Street Lighting Fund	271,742	264,285	279,118	287,637	2.7%	3.1%
Depreciation	66,000	61,000	69,000	75,000	4.5%	8.7%
Total Enterprise Funds	7,560,506	7,350,925	8,018,698	8,392,999	6.1%	4.7%
<b>Internal Service Funds</b>						
Central Garage Fund	621,453	605,046	638,373	651,523	2.7%	2.1%
Debt Service	202,411	136,691	110,635	105,502	-45.3%	-4.6%
Depreciation	660,000	659,000	663,000	690,000	0.5%	4.1%
Short-term Disability Fund	8,000	9,000	9,000	9,000	12.5%	0.0%
Liability Claims Fund	32,000	32,000	32,000	32,000	0.0%	0.0%
Total Internal Service Funds	1,523,864	1,441,737	1,453,008	1,488,025	-4.6%	2.4%
Transfers Out (all other funds)	764,400	820,604	800,145	813,200	4.7%	1.6%
Total Expense All Funds	\$ 28,291,349	\$ 27,961,089	\$ 27,485,042	\$ 28,565,293	-2.9%	3.9%

CITY OF SHOREVIEW, MINNESOTA

2016 Budget for General and Special Revenue Funds

2016

	General Fund	Recycling Fund	Community Center Fund	Recreation Programs Fund	Cable Television Fund	Economic Development Authority Fund	HRA Programs of the EDA	Slice of Shoreview Event Fund	Total General and Special Revenue Funds
<u>Revenues</u>									
Taxes and fiscal disparities	\$ 7,321,858	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 100,000	\$ -	\$ 7,531,858
Licenses & permits	354,000	-	-	-	-	-	-	-	354,000
Intergovernmental	480,622	75,469	-	-	-	-	-	-	556,091
Charges for services	1,224,520	536,500	2,468,215	1,500,041	435,000	-	-	27,000	6,191,276
Fines & forfeits	42,500	-	-	-	-	-	-	-	42,500
Interest earnings	50,000	-	5,000	2,000	1,700	-	-	-	58,700
Miscellaneous	25,450	-	12,500	-	1,200	-	-	32,000	71,150
Transfers in	811,000	-	384,000	84,000	-	-	-	10,000	1,289,000
<b>Total Revenues</b>	<b>\$ 10,309,950</b>	<b>\$ 611,969</b>	<b>\$ 2,869,715</b>	<b>\$ 1,586,041</b>	<b>\$ 437,900</b>	<b>\$ 110,000</b>	<b>\$ 100,000</b>	<b>\$ 69,000</b>	<b>\$ 16,094,575</b>
<u>Expenditures</u>									
General government	\$ 2,353,929	\$ -	\$ -	\$ -	\$ 220,183	\$ -	\$ -	\$ 67,900	\$ 2,642,012
Public safety	3,570,920	-	-	-	-	-	-	-	3,570,920
Public works	1,559,750	566,151	-	-	-	-	-	-	2,125,901
Parks and recreation	1,781,505	-	2,733,905	1,481,881	-	-	-	-	5,997,291
Community development	645,846	-	-	-	-	107,013	92,907	-	845,766
Transfers out	398,000	-	-	130,000	200,000	-	-	-	728,000
<b>Total Expenditures</b>	<b>\$ 10,309,950</b>	<b>\$ 566,151</b>	<b>\$ 2,733,905</b>	<b>\$ 1,611,881</b>	<b>\$ 420,183</b>	<b>\$ 107,013</b>	<b>\$ 92,907</b>	<b>\$ 67,900</b>	<b>\$ 15,909,890</b>
Net Increase (Decrease)	\$ -	\$ 45,818	\$ 135,810	\$ (25,840)	\$ 17,717	\$ 2,987	\$ 7,093	\$ 1,100	\$ 184,685

CITY OF SHOREVIEW, MINNESOTA  
 2017 Budget for General and Special Revenue Funds

2017

	General Fund	Recycling Fund	Community Center Fund	Recreation Programs Fund	Cable Television Fund	Economic Development Authority Fund	HRA Programs of the EDA	Slice of Shoreview Event Fund	Total General and Special Revenue Funds
<b>Revenues</b>									
Taxes and fiscal disparities	\$ 7,638,713	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ 105,000	\$ -	\$ 7,858,713
Licenses & permits	317,700	-	-	-	-	-	-	-	317,700
Intergovernmental	480,622	69,000	-	-	-	-	-	-	549,622
Charges for services	1,252,000	547,500	2,518,300	1,543,711	435,000	-	-	27,570	6,324,081
Fines & forfeits	42,500	-	-	-	-	-	-	-	42,500
Interest earnings	55,000	-	6,000	2,500	1,800	-	-	-	65,300
Miscellaneous	25,650	-	12,500	-	1,200	-	-	32,000	71,350
Transfers in	837,000	-	402,000	86,000	-	-	-	10,000	1,335,000
<b>Total Revenues</b>	<b>\$ 10,649,185</b>	<b>\$ 616,500</b>	<b>\$ 2,938,800</b>	<b>\$ 1,632,211</b>	<b>\$ 438,000</b>	<b>\$ 115,000</b>	<b>\$ 105,000</b>	<b>\$ 69,570</b>	<b>\$ 16,564,266</b>
<b>Expenditures</b>									
General government	\$ 2,394,470	\$ -	\$ -	\$ -	\$ 120,623	\$ -	\$ -	\$ 68,370	\$ 2,583,463
Public safety	3,691,870	-	-	-	-	-	-	-	3,691,870
Public works	1,597,377	583,939	-	-	-	-	-	-	2,181,316
Parks and recreation	1,892,649	-	2,786,944	1,457,160	-	-	-	-	6,136,753
Community development	664,819	-	-	-	-	109,526	96,846	-	871,191
Transfers out	408,000	-	200,000	340,000	200,000	-	-	-	1,148,000
<b>Total Expenditures</b>	<b>\$ 10,649,185</b>	<b>\$ 583,939</b>	<b>\$ 2,986,944</b>	<b>\$ 1,797,160</b>	<b>\$ 320,623</b>	<b>\$ 109,526</b>	<b>\$ 96,846</b>	<b>\$ 68,370</b>	<b>\$ 16,612,593</b>
Net increase (Decrease)	\$ -	\$ 32,561	\$ (48,144)	\$ (164,949)	\$ 117,377	\$ 5,474	\$ 8,154	\$ 1,200	\$ (48,327)

**2016 Budgeted Transfers Between Funds  
Based on the Budget and Capital Improvement Program**

Adopted Budget	From Fund	To Fund	Description
\$ 254,000	101 General fund	220 Community center	General fund contrib/community support
84,000	101 General fund	225 Recreation programs	General fund contrib/recreation programs
10,000	101 General fund	270 Slice of Shoreview	General fund contrib/Slice of Shoreview event
50,000	101 General fund	318 Refunding Cert of Particip 2011	General fund contrib/comm cntr expansion debt service
130,000	225 Recreation programs	220 Community center	Recr Programs contrib/community center operations
200,000	230 Cable television	101 General	Cable TV contrib/communication costs
50,000	351 Closed Bond fund	318 Refunding Cert of Particip 2011	Closed Bond fund contrib/comm cntr expansion debt svc
4,745	351 Closed Bond fund	376 2004 GO Impr Bonds	Closed Bond fund contrib/final debt service
175,000	401 Community Investment Fund	318 Refunding Cert of Particip 2011	Comm Inv Fund contrib/comm cntr exp debt service
1,550,000	402 MSA Fund	[1] Street Rehabilitation	MSA Fund contrib/project costs
453,000	404 Street Renewal	449 Grand Avenue	Street Renewal Fund contrib/project costs
503,000	404 Street Renewal	[1] Windward Heights	Street Renewal Fund contrib/project costs
534,500	405 General fixed asset revolving	422 Capital Acquisition/IS	Computer/technology capital costs
180,000	405 General fixed asset revolving	318 Refunding Cert of Particip 2011	Capital Impr contrib/comm cntr expansion debt serv
320,000	601 Water	101 General	Water contrib/general fund
43,000	601 Water	701 Central Garage	Water contrib/maintenance center debt
140,000	602 Sewer	101 General	Sewer contrib/general fund
43,000	602 Sewer	701 Central Garage	Sewer contrib/maintenance center debt
128,000	603 Surface Water Mgmt	101 General	Surface Water contrib/general fund
31,000	603 Surface Water Mgmt	701 Central Garage	Surface water contrib/maintenance center debt
23,000	604 Street Lighting	101 General	Street Lighting contrib/general fund
2,400	604 Street Lighting	701 Central Garage	Street Lighting contrib/maintenance center debt
15,000	701 Central Garage	422 Capital Acquisition/IS	Central Garage contrib/computer systems

\$ 4,923,645

	Transfers Out	Transfers In
\$	1,528,145	\$ 1,868,145
	3,395,500	3,055,500
\$	<u>4,923,645</u>	<u>4,923,645</u>

Operating fund transfers  
Non-operating transfers

Transfers to and from capital funds are not shown in the operating budget.

City of Shoreview

2016 JOB CLASSIFICATION AND PAY PLAN

Effective December 19, 2015

Grade	Job Class	2015 Salary Range			2016 Salary Range		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P016	Accountant	52,765	61,781	68,125	53,820	63,017	69,488
P011	Accounting Tech I	41,520	48,627	53,613	42,350	49,600	54,685
P013	Accounting Tech II	45,720	53,528	59,044	46,634	54,599	60,225
P013	Administrative Tech	45,720	53,528	59,044	46,634	54,599	60,225
P011	Aquatics Coordinator	41,520	48,627	53,613	42,350	49,600	54,685
P017	Aquatics Manager	56,668	66,385	73,195	57,801	67,713	74,659
P015	Aquatics Supervisor	50,239	58,790	64,858	51,244	59,966	66,155
P013	Assistant Mechanic	45,720	53,528	59,044	46,634	54,599	60,225
P016	Associate Planner	52,765	61,781	68,125	53,820	63,017	69,488
P026	Asst City Mgr/CD Director	99,248	119,615	131,561	101,233	122,007	134,192
P015	Asst Community Center Mgr	50,239	58,790	64,858	51,244	59,966	66,155
P005	Asst Customer Service Rep	27,156	31,781	34,985	27,699	32,417	35,685
P023	Asst Finance Director	76,505	92,226	101,455	78,035	94,071	103,484
P021	Asst Information Systems Mgr	68,995	80,770	89,044	70,375	82,385	90,825
P019	Asst to the City Manager	62,905	73,683	81,214	64,163	75,157	82,838
P014	Building Maintenance Tech	48,224	56,435	62,226	49,188	57,564	63,471
P022	Building Official	71,732	86,455	95,111	73,167	88,184	97,013
P022	Buildings & Grounds Supt	71,732	86,455	95,111	73,167	88,184	97,013
P024	City Engineer	82,509	99,440	109,368	84,159	101,429	111,555
P027	City Manager	121,886	-	147,408	124,324	-	150,356
P023	City Planner	76,505	92,226	101,455	78,035	94,071	103,484
P015	Communications Coordinator	50,239	58,790	64,858	51,244	59,966	66,155
P010	Community Center Coordinator	39,737	46,506	51,258	40,532	47,436	52,283
P023	Community Center General Mgr	76,505	92,226	101,455	78,035	94,071	103,484
P018	Community Center Manager	59,511	69,652	76,823	60,701	71,045	78,359
P007	Community Center Specialist	32,333	37,828	41,626	32,980	38,585	42,459
P008	Custodian	34,900	40,862	45,041	35,598	41,679	45,942
P007	Customer Service Rep	32,333	37,828	41,626	32,980	38,585	42,459
P016	Econ Devel & Planning Assoc	52,765	61,781	68,125	53,820	63,017	69,488
P014	Exec Secretary/Deputy Clerk	48,224	56,435	62,226	49,188	57,564	63,471
P026	Finance Director	99,248	119,615	131,561	101,233	122,007	134,192
P014	Housing & Code Enf Officer	48,224	56,435	62,226	49,188	57,564	63,471
P025	Human Resources Director	88,492	106,653	117,282	90,262	108,786	119,628
P017	GIS Coordinator	56,668	66,385	73,195	57,801	67,713	74,659
P015	IS Analyst	50,239	58,790	64,858	51,244	59,966	66,155
P023	IS Manager	76,505	92,226	101,455	78,035	94,071	103,484
P013	Lead Custodian	45,720	53,528	59,044	46,634	54,599	60,225
M005	Maintenance Worker	41,328	53,528	59,023	42,155	54,599	60,203
P015	Management Assistant	50,239	58,790	64,858	51,244	59,966	66,155
P014	Mechanic	48,224	56,435	62,226	49,188	57,564	63,471
P020	Maintenance Supervisor	65,748	76,971	84,843	67,063	78,510	86,540
P013	Natural Resources Specialist	45,720	53,528	59,044	46,634	54,599	60,225
P010	Office Tech	39,737	46,506	51,258	40,532	47,436	52,283

*City of Shoreview*

**2016 JOB CLASSIFICATION AND PAY PLAN**

Effective December 19, 2015

Grade	Job Class	2015 Salary Range			2016 Salary Range		
		Step 1 (Start)	Step 6	Merit Max*	Step 1 (Start)	Step 6	Merit Max*
P025	Parks & Recreation Director	88,492	106,653	117,282	90,262	108,786	119,628
P026	Public Works Director	99,248	119,615	131,561	101,233	122,007	134,192
P023	Public Works Superintendent	76,505	92,226	101,455	78,035	94,071	103,484
P013	Recreation Program Coordinator	45,720	53,528	59,044	46,634	54,599	60,225
P020	Recreation Program Manager	65,748	76,971	84,843	67,063	78,510	86,540
P015	Recreation Program Supervisor	50,239	58,790	64,858	51,244	59,966	66,155
P011	Sr Community Center Coord	41,520	48,627	53,613	42,350	49,600	54,685
P017	Senior Engineering Tech	56,668	66,385	73,195	57,801	67,713	74,659
P018	Senior IS Analyst	59,511	69,652	76,823	60,701	71,045	78,359
P018	Senior Planner	59,511	69,652	76,823	60,701	71,045	78,359
P017	Staff Engineer	56,668	66,385	73,195	57,801	67,713	74,659

\* Employees reach Step 6 after four years of service. The Merit Max column is 10% above the step 6 wage. In order to be eligible for Merit Pay, an employee must be at Step 6 for one year, have at least two years of total experience with the City, and a consistent performance rating of "exceeds expectations" or "distinguished performer." Merit can be awarded in increments of 1-5%.

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt resolution number 15-124 approving the capital improvement program for the years 2016 through 2021 as detailed on the attached pages.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 21, 2015  
Regular Council Meeting

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: December 16, 2015

RE: Capital Improvement Program

The attached resolution adopts the Capital Improvement Program (CIP) for the years 2016 through 2021. Adoption of this plan does not authorize the construction of individual projects because Council approval is required for any expenditure (including projects) in excess of \$25,000 under the City's purchasing policy.

Annual project costs by project type, during the 6 years covered by the CIP, are summarized in the following table, and in the pages attached to the proposed resolution.

Description	2016	2017	2018	2019	2020	2021	Total
Collector St	\$ 1,600,000	\$ -	\$ 420,000	\$ 497,000	\$ 3,730,000	\$ -	\$ 6,247,000
Streets	2,470,400	2,386,700	2,548,200	1,568,000	3,231,500	3,358,600	15,563,400
Park Impr	350,000	548,000	438,000	973,200	206,000	855,800	3,371,000
Trail Impr	185,000	80,000	80,000	80,000	80,000	80,000	585,000
Buildings	700,960	8,529,440	296,700	498,560	280,000	505,500	10,811,160
Utility Impr	7,627,000	665,000	271,220	1,227,230	573,410	1,034,740	11,398,600
Major Equip	1,261,857	1,265,152	740,252	766,590	823,760	1,427,940	6,285,551
	<u>\$14,195,217</u>	<u>\$13,474,292</u>	<u>\$ 4,794,372</u>	<u>\$ 5,610,580</u>	<u>\$ 8,924,670</u>	<u>\$ 7,262,580</u>	<u>\$ 54,261,711</u>

Staff recommends adoption of the proposed resolution.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD DECEMBER 21, 2015**

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota, was duly called and held at the Shoreview City Hall in said City on December 21, 2015 at 7:00 p.m. The following members were present: \_\_\_\_\_; and the following members were absent: \_\_\_\_\_.

Council member \_\_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION NO. 15-124  
ADOPTION OF CAPITAL IMPROVEMENT PROGRAM  
FOR THE YEARS 2016 TO 2021**

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Shoreview, Ramsey County, Minnesota that the capital improvement program for the years 2016 through 2021 be established as follows:

Description	2016	2017	2018	2019	2020	2021	Total
Collector St	\$ 1,600,000	\$ -	\$ 420,000	\$ 497,000	\$ 3,730,000	\$ -	\$ 6,247,000
Streets	2,470,400	2,386,700	2,548,200	1,568,000	3,231,500	3,358,600	15,563,400
Park Impr	350,000	548,000	438,000	973,200	206,000	855,800	3,371,000
Trail Impr	185,000	80,000	80,000	80,000	80,000	80,000	585,000
Buildings	700,960	8,529,440	296,700	498,560	280,000	505,500	10,811,160
Utility Impr	7,627,000	665,000	271,220	1,227,230	573,410	1,034,740	11,398,600
Major Equip	1,261,857	1,265,152	740,252	766,590	823,760	1,427,940	6,285,551
	<u>\$ 14,195,217</u>	<u>\$ 13,474,292</u>	<u>\$ 4,794,372</u>	<u>\$ 5,610,580</u>	<u>\$ 8,924,670</u>	<u>\$ 7,262,580</u>	<u>\$ 54,261,711</u>

The motion for the adoption of the foregoing resolution was duly supported by Council member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_; and the following voted against the same: \_\_\_\_\_.

WHEREUPON, said resolution was declared duly passed and adopted this 21<sup>st</sup> day of December 2015.

Project Costs							
Description	Year 2015	Year 2016	Year 2017	Year 2018	Year 2019	Year 2020	Year 2021
<b>Collector Streets</b>							
Street Rehabilitation	\$ -	\$ 1,550,000	\$ -	\$ -	\$ -	\$ -	\$ -
Lexington Ave Reconstruction	-	50,000	-	-	-	-	-
Rice Street/I-694 Interchange	-	-	-	420,000	-	-	-
Highway 49/Hodgson (H96-Gramsie)	-	-	-	-	497,000	-	-
Owasso Boulevard N Reconstruction	-	-	-	-	-	3,730,000	-
Total Collector Streets	-	1,600,000	-	420,000	497,000	3,730,000	-
<b>Street Improvements</b>							
Sealcoat Streets	325,500	333,400	345,200	348,200	355,000	361,500	368,600
Railroad Crossing Quiet Zones	520,000	-	-	-	-	-	-
Turtle Lane Neighborhood	2,056,500	-	-	-	-	-	-
Grand Avenue Reconstruction	-	650,000	-	-	-	-	-
Windward Heights Neighborhood	-	1,487,000	2,041,500	-	-	-	-
Bridge, Lion Neighborhood	-	-	-	2,200,000	-	-	-
Wabasso Neighborhood	-	-	-	-	1,213,000	-	-
Edgetown Acres-Schutta/Lois/Hillview	-	-	-	-	-	2,870,000	2,990,000
Total Street Improvements	2,902,000	2,470,400	2,386,700	2,548,200	1,568,000	3,231,500	3,358,600
<b>Park Improvements</b>							
Park Facility Replacements	82,830	40,000	420,000	223,000	164,000	148,000	60,000
Park Facility Improvements	72,890	65,000	-	65,000	750,000	-	750,000
Parking & Driveways	9,400	195,000	98,000	50,000	4,200	5,000	5,800
Tennis & Basketball Court Pavement	87,525	-	-	40,000	40,000	40,000	40,000
Park Building Rehabilitation	28,152	50,000	30,000	60,000	15,000	13,000	-
Total Park Improvements	280,797	350,000	548,000	438,000	973,200	206,000	855,800
<b>Trail Rehabilitation and Extensions</b>							
	125,000	185,000	80,000	80,000	80,000	80,000	80,000
<b>Municipal Buildings</b>							
Fire Stations	98,216	35,960	38,440	9,300	23,560	-	27,900
General Government Buildings	55,000	160,000	-	-	-	-	-
Community Center Rehabilitation	255,925	360,000	133,000	52,000	180,000	90,000	95,000
Banquet Facility	13,865	15,000	190,000	55,000	20,000	90,000	20,000
Pool & Locker Room Areas	24,836	50,000	45,000	80,400	95,000	20,000	242,600
Furniture & Equipment	86,971	30,000	73,000	50,000	130,000	30,000	70,000
Community Center Improvements	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Community Center Expansion	-	-	8,000,000	-	-	-	-
Total Municipal Buildings	584,813	700,960	8,529,440	296,700	498,560	280,000	505,500
<b>Utility Improvements</b>							
Water Systems	480,000	600,000	-	-	-	-	700,000
Water Treatment Plant	5,743,000	5,957,000	400,000	-	-	-	-
Sanitary Sewer Rehabilitation	65,000	800,000	-	-	950,000	-	-
Sewer Lift Stations	335,000	-	30,000	30,000	30,000	-	75,000
Pretreatment Structures	-	120,000	-	-	-	320,000	-
Residential Street Lights	150,000	150,000	235,000	241,220	247,230	253,410	259,740
Total Utility Improvements	6,773,000	7,627,000	665,000	271,220	1,227,230	573,410	1,034,740
<b>Major Equipment</b>							
Fire Equipment	36,624	78,957	532,952	80,352	2,790	128,960	618,140
Warning Sirens	20,000	20,000	29,000	-	31,000	-	22,000
Computer Systems	193,344	592,900	138,200	156,900	185,800	171,800	235,800
Central Garage Equipment	583,408	570,000	565,000	503,000	547,000	523,000	552,000
Total Major Equipment	833,376	1,261,857	1,265,152	740,252	766,590	823,760	1,427,940
Total Capital Projects	\$ 11,498,986	\$ 14,195,217	\$ 13,474,292	\$ 4,794,372	\$ 5,610,580	\$ 8,924,670	\$ 7,262,580

\* 2015 shown for comparison purposes only

**PROPOSED MOTION**

Moved by Council member \_\_\_\_\_

Seconded by Council member \_\_\_\_\_

To adopt the attached ordinance number 939 establishing a utility fee schedule effective January 1, 2016.

ROLL CALL:	<u>AYES</u>	<u>NAYS</u>
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

Fred Espe  
Finance Director  
December 21, 2015  
Regular Council Meeting

TO: Terry Schwerm, City Manager  
Mayor and City Council

FROM: Fred Espe, Finance Director

DATE: December 16, 2015

RE: Utility Rate Adjustment

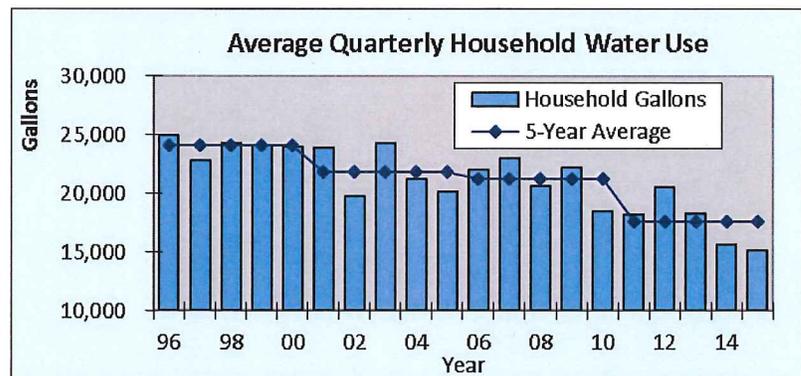
## INTRODUCTION

Each year a financial analysis of utility funds is conducted to consider changes in utility rates for the coming year. The analysis considers cash balances, debt levels, debt payments (current and future), operating costs, growth projections (new connections), water consumption trends, sewage flows, capital costs (additions, repairs and replacements) and maintenance strategies.

## WATER OPERATIONS

In recent years it has been clear that a combination of weather (rainfall), an aging population, and changes in consumption habits have contributed to an overall decline in average water usage. Although the City expects variations in water consumption from year to year (due to rainfall fluctuations), and expects a net loss in some years and a net gain in others, the overall trend is toward reduced consumption levels. Therefore the water rate structure is designed to use periods of temporary higher profits (due to higher gallons sold) to have a modest reduction in future rates by providing funding for planned capital, operating and debt costs.

Water Use Trends - Average quarterly water consumption by residential customers has been in a downward trend since the late 1990s. Average quarterly use for the years 2001 to 2005 was 21,857 gallons, and declined 2.6% to 21,287 gallons in the years 2006 to 2010. Over the last 5 years average quarterly use declined an additional 17.5% to 17,562 gallons.



Unfortunately, fewer gallons sold has little impact on operating costs because the primary water cost related to gallons sold is for electricity, which represents only 6% of Water Fund operating costs. This means that necessary operating income must be generated through changes to the rate structure instead of higher gallons sold.

Base Gallons - For two decades the City has used a “base year” approach for estimating the gallons of water sold. The theory behind this approach is that it enables the City to set rates at levels that support operations, without allowing temporary fluctuations in revenue to increase the gallon projections. Revenue projections for 2016 are based on the assumption that gallons sold will drop back to 2011 levels (a near record low year).

Water Rates –The proposed Five-year Operating Plan recommends a 12% and 8% increase in water rates for the years 2016 and 2017 respectively. The larger increase in 2016 is related to the water treatment plant. The financial model used to calculate water utility rates includes assumptions related to operations, capital and debt. Staff recommends adopting a 12% water rate adjustment for 2016 which will provide the necessary cash flow to meet operating capital and debt service needs.

Residential					
2015 Rates			2016 Rates		
Gallons	Rate		Gallons	Rate	Basis
Avail chg	\$ 14.94		Avail chg	\$ 16.73	Per unit
Tier 1	5,000 \$ 1.21		Tier 1	5,000 \$ 1.36	Per thousand gallons
Tier 2	5,000 \$ 1.94		Tier 2	5,000 \$ 2.17	Per thousand gallons
Tier 3	20,000 \$ 2.69		Tier 3	20,000 \$ 3.01	Per thousand gallons
Tier 4	remainder \$ 4.42		Tier 4	remainder \$ 4.95	Per thousand gallons

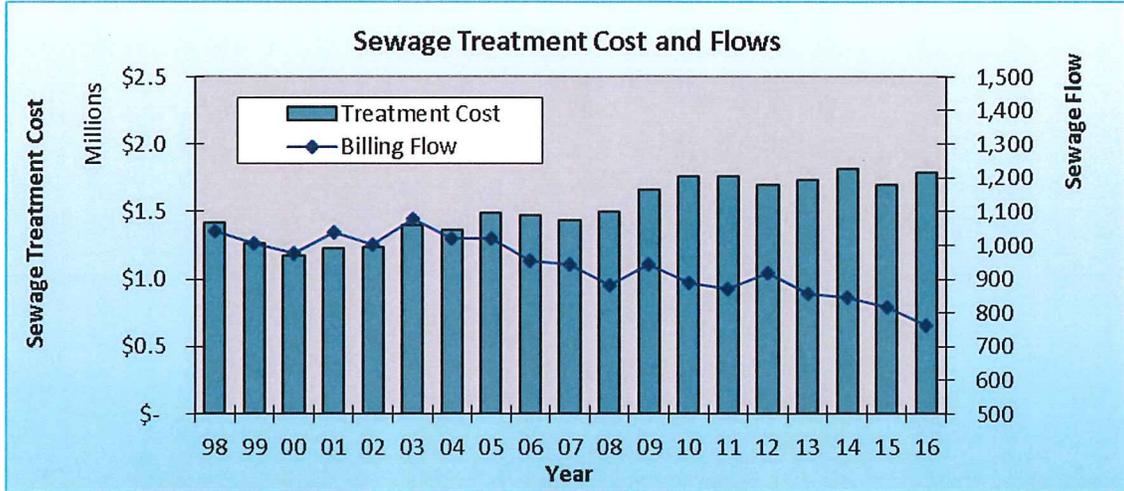
As shown in the table above, for 2015 the water availability charge will increase \$1.79 per quarter, and tiered rates per thousand gallons will increase 15 cents for tier 1, 23 cents for tier 2, 32 cents for tier 3, and 53 cents for tier 4.

Water Projections - The proposed water rates outlined above are expected to generate a net profit in 2016.

**SEWER OPERATIONS**

Sewage Flow - Sewage flow is metered by MCES on a quarterly basis, and is used to compute the City’s sewage treatment bills in the following year. The table at right and the graph below show a history of sewage flow and treatment costs. It is important to note that sewage flow is impacted by water consumption as well as rainfall because heavy extended periods of rain can increase groundwater infiltration. For 2016, a sewage flow decrease of 6.62% and a rate increase of 12.66%, results in a \$88,000 increase in 2016 sewage treatment costs (roughly a 5.2% cost increase).

Year	Billing Flow (millions)	Rate Per Million Gallons	Annual Cost (millions)
2007	943	\$ 1,527	\$ 1.438
2008	883	\$ 1,697	\$ 1.497
2009	945	\$ 1,754	\$ 1.657
2010	888	\$ 1,981	\$ 1.758
2011	871	\$ 2,026	\$ 1.764
2012	917	\$ 1,854	\$ 1.699
2013	856	\$ 2,029	\$ 1.737
2014	846	\$ 2,142	\$ 1.812
2015	816	\$ 2,084	\$ 1.701
2016	762	\$ 2,348	\$ 1.789



**Sewer Rates** – The proposed Five-year Operating Plan provides for a 3% adjustment to 2016 and 2017 sewer rates, and staff is recommending that the planned sewer rate increase for 2016 remain at 3%. A two-year comparison of residential sewer rates is provided in the table below.

Description	2015	2016	Basis
Avail chg	\$ 40.22	\$ 41.43	Per quarter
Tier 1 < 5,000 gallons	\$ 17.00	\$ 17.51	Per quarter
Tier 2 From 5,000 to 10,000 gallons	\$ 29.26	\$ 30.14	Per quarter
Tier 3 From 10,000 to 20,000 gallons	\$ 44.87	\$ 46.22	Per quarter
Tier 4 From 20,000 to 30,000 gallons	\$ 61.03	\$ 62.86	Per quarter
Tier 5 More than 30,000 gallons	\$ 79.28	\$ 81.66	Per quarter

**Sewer Projections** - The proposed sewer rates outlined above are expected to generate a net profit in 2016.

**SURFACE WATER OPERATIONS**

**Surface Water Rates** - Projected operating costs, debt payments, and capital costs indicate the need for a 10% adjustment to surface water rates for 2016 and 2017 (largely due to storm sewer improvement costs). The single-family rate will increase \$2.34 per quarter, the multi-family rate will increase \$2.48 per quarter, and the rate for all other customers will increase \$19.56 per acre per quarter.

Description	2015	2016	Basis
Single-family	\$ 23.39	\$ 25.73	Per unit
Multi-family	\$ 24.77	\$ 27.25	Per unit
All other	\$ 195.57	\$ 215.13	Per acre

**Surface Water Projections** - The proposed surface water rates outlined above are expected to generate a net profit for the Surface Water Fund in 2016.

## STREET LIGHTING OPERATIONS

Street Lighting Rates - Estimated operating costs and continued capital replacement costs indicates the need for a 6% and 15% adjustment to lighting rates for 2016 and 2017 respectively. The residential rate will increase 61 cents per unit per quarter; the condominium, apartment and mobile home rate will increase 46 cents per unit per quarter; and the rate for all other customers will increase \$1.84 per acre per quarter.

Description	2015	2016	Basis
Residential	\$ 10.24	\$ 10.85	Per unit
Condo,apartment and mobile home	\$ 7.68	\$ 8.14	Per unit
All other	\$ 30.74	\$ 32.58	Per acre

Street Lighting Projections – The proposed street lighting rates outlined above are expected to generate a profit for the Street Light Fund in 2016.

## IMPACT ON RESIDENTIAL CUSTOMERS

The change in the total utility bill will vary based on the amount of water used by each customer, and by the type of customer. To put the rate change into perspective, two tables are presented to estimate the change for residential customers at various water usage levels.

For the average residential customer (using an average of 15,000 gallons of water per quarter, and 12,000 gallons in the winter) the total utility bill will increase \$10.80 per quarter. The majority of the increase is for water charges.

Average User	2015	2016	Change
Water	\$ 44.14	\$ 49.43	\$ 5.29
Sewer	85.09	87.65	2.56
Surface water	23.39	25.73	2.34
Street lighting	10.24	10.85	0.61
State fee	1.59	1.59	-
<b>Total</b>	<b>\$ 164.45</b>	<b>\$ 175.25</b>	<b>\$ 10.80</b>

The table below shows the change in the utility bill for residential customers at 6 different usage levels. The second column of the table shows the percentage of residential customers that fall within each usage level.

Use Level	% of Homes	Water Gallons	Sewer Gallons	Total Utility Bill		Change in Quarterly Bill	Percent Change
				2015	2016		
Very low	13%	5,000	4,000	\$ 113.43	\$ 120.64	\$ 7.21	6.4%
Low	27%	10,000	10,000	\$ 135.39	\$ 144.12	\$ 8.73	6.4%
Average	40%	15,000	12,000	\$ 164.45	\$ 175.25	\$ 10.80	6.6%
Above avg	16%	25,000	22,000	\$ 207.51	\$ 221.99	\$ 14.48	7.0%
High	2%	55,000	26,000	\$ 331.46	\$ 360.79	\$ 29.33	8.8%
Very high	2%	80,000	34,000	\$ 460.21	\$ 503.34	\$ 43.13	9.4%

A summary of financial activity by fund incorporating the recommended rate increases is attached.

## **SUMMARY**

Staff recommends adoption of the attached proposed ordinance providing for increases in utility rates effective January 1, 2016. The ordinance will be published after adoption.

CITY OF SHOREVIEW

ORDINANCE NO. 939

AN ORDINANCE DETERMINING A UTILITY FEE SCHEDULE FOR  
THE CITY OF SHOREVIEW, EFFECTIVE JANUARY 1, 2016  
OF THE CODE OF THE CITY OF SHOREVIEW

THE COUNCIL OF THE CITY OF SHOREVIEW ORDAINS:

**Section 1.** Pursuant to Minnesota Law, and the Shoreview City Code, and upon review and analysis of City Enterprise Funds, a fee schedule for City Utility Services is hereby adopted.

**2016 Utility Fee Schedule**

(a) The Code of the City of Shoreview establishes that certain fees be set from time to time by the Shoreview City Council.

(b) City staff has reviewed the current Utility Fee Schedule for the City of Shoreview and is hereby recommending that the 2016 Utility Fee Schedule, hereto attached as Exhibit A, be adopted.

(c) Upon consideration and review of the Shoreview City Council, the 2016 Utility Fee Schedule, hereto attached as Exhibit A, is hereby adopted and becomes effective January 1, 2016.

**Section 2:** This ordinance shall become effective one day after publication.

---

Sandra C. Martin, Mayor

Adopted December 21, 2015  
Published December 23, 2015  
Effective January 1, 2016

**EXHIBIT A  
2016 UTILITY FEE SCHEDULE  
QUARTERLY UTILITY RATES  
CITY OF SHOREVIEW, MINNESOTA**

**Water Charges:**

<b>Single, multi-family, town home, condo, apartment, mobile home</b>		
Water availability charge	\$ 16.73	per unit
Water usage charge:		
Tier 1 - 5,000 gallons of water per unit	\$ 1.36	per 1,000 gallons
Tier 2 - 5,000 gallons of water per unit	\$ 2.17	per 1,000 gallons
Tier 3 - 20,000 gallons of water per unit	\$ 3.01	per 1,000 gallons
Tier 4 - All remaining water	\$ 4.95	per 1,000 gallons
<b>Water standby - service available but not in use</b>		
Water availability charge	\$ 16.73	per unit
<b>Commercial, industrial, hotel, motel, public institution, religious/charitable, residential irrigation-only accounts</b>		
Water availability charge	\$ 16.73	per account
Water usage charge:		
Tier 1 - First 50,000 gallons of water	\$ 2.17	per 1,000 gallons
Tier 2 - Next 1,150,000 gallons of water	\$ 3.01	per 1,000 gallons
Tier 3 - All remaining water	\$ 4.95	per 1,000 gallons
<b>Automatic sprinkler system inspection charge</b>		
Fireline	\$ 6.00	per account

**Sewer Charges:**

<b>Single, multi-family, town home, condo, apartment</b>		
Sewer availability charge	\$ 41.43	per unit
Sewer usage charge (based on winter water consumption per unit):		
Tier 1 - Up to 5 thousand gallons per unit	\$ 17.51	per unit
Tier 2 - Between 5,001 and 10,000 gallons per unit	\$ 30.14	per unit
Tier 3 - Between 10,001 and 20,000 gallons per unit	\$ 46.22	per unit
Tier 4 - Between 20,001 and 30,000 gallons per unit	\$ 62.86	per unit
Tier 5 - More than 30,000 gallons per unit	\$ 81.66	per unit
Note: Winter readings are billed in February, March and April. Winter consumption is divided by units for multiple-unit buildings.		
<b>Sewer standby - service available but not in use</b>		
Sewer availability charge per unit	\$ 41.43	per unit
<b>Sewer only single-family and mobile home (availability and use charge combined)</b>		
Sewer usage charge (middle residential tier)	\$ 87.65	per unit
<b>Commercial, industrial, hotel, motel, public institution, religious/charitable</b>		
Sewer availability charge	\$ 41.43	per account
Sewer usage charge (based on current water consumption):		
All remaining water consumed	\$ 4.43	per 1,000 gallons

**Surface Water Management Charges:**

<b>Single-family</b>		
Surface water charge:	\$ 25.73	per unit
<b>Multi family, town home</b>		
Surface water charge:	\$ 27.25	per unit
<b>Condominium, apartment, mobile home, hotel, motel, commercial, industrial, public institution, religious/charitable</b>		
Surface water charge:	\$215.13	per acre
<b>Parks</b>		
Surface water charge:	\$ -	per acre

**Street Lighting System Charges:**

<b>Single, multi-family, town home</b>		
Street lighting system charge	\$ 10.85	per unit
<b>Condominium, apartment, mobile home</b>		
Street lighting system charge	\$ 8.14	per unit
<b>Hotel, motel, commercial, industrial, public institution, religious/charitable</b>		
Street lighting system charge	\$ 32.58	per acre
<b>Parks</b>		
Street lighting system charge	\$ -	per acre

<b>Water Fund</b>	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget	2017 Budget
<b>Revenue</b>							
Special Assessments	\$ 1,002	\$ 2,275	\$ 2,847	\$ -	\$ -	\$ -	\$ -
Intergovernmental	13,198	11,992	11,699	975	975	-	-
Utility Charges	2,917,020	2,692,684	2,478,484	2,833,000	2,657,500	3,218,500	3,477,000
Interest Earnings	35,077	(121,490)	175,102	38,000	38,000	38,000	42,000
Other Revenues	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>2,966,297</b>	<b>2,585,461</b>	<b>2,668,132</b>	<b>2,871,975</b>	<b>2,696,475</b>	<b>3,256,500</b>	<b>3,519,000</b>
<b>Expense</b>							
Enterprise Operations	1,405,259	1,403,838	1,432,452	1,538,027	1,472,457	1,581,485	1,569,265
Miscellaneous	1,901	-	-	-	-	-	-
Debt Service	183,921	213,477	178,732	142,903	184,164	307,431	437,926
Depreciation	614,991	622,826	634,561	651,000	649,000	669,000	799,000
<b>Total Expense</b>	<b>2,206,072</b>	<b>2,240,141</b>	<b>2,245,745</b>	<b>2,331,930</b>	<b>2,305,621</b>	<b>2,557,916</b>	<b>2,806,191</b>
<b>Other Sources (Uses)</b>							
Transfers Out	(240,000)	(263,057)	(303,136)	(345,000)	(345,400)	(363,000)	(376,400)
<b>Net Change</b>	<b>520,225</b>	<b>82,263</b>	<b>119,365</b>	<b>195,045</b>	<b>45,454</b>	<b>335,584</b>	<b>336,409</b>
[excludes contributed assets]							

<b>Sewer Fund</b>	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget	2017 Budget
<b>Revenue</b>							
Special Assessments	\$ 1,525	\$ 3,196	\$ 3,858	\$ -	\$ -	\$ -	\$ -
Intergovernmental	10,516	9,555	9,321	775	775	-	-
Charges for Services	1,325	703	1,913	1,000	1,500	1,500	1,500
Utility Charges	3,565,927	3,773,453	3,853,868	3,945,500	3,923,500	4,057,500	4,179,500
Interest Earnings	24,964	(68,517)	104,576	27,000	27,000	27,000	30,000
<b>Total Revenue</b>	<b>3,604,257</b>	<b>3,718,390</b>	<b>3,973,536</b>	<b>3,974,275</b>	<b>3,952,775</b>	<b>4,086,000</b>	<b>4,211,000</b>
<b>Expense</b>							
Enterprise Operations	2,893,667	3,100,871	3,163,229	3,299,094	3,269,570	3,359,142	3,497,181
Debt Service	72,489	73,840	70,243	52,857	54,869	78,764	75,469
Depreciation	317,853	326,338	329,430	348,000	340,000	354,000	348,000
<b>Total Expense</b>	<b>3,284,009</b>	<b>3,501,049</b>	<b>3,562,902</b>	<b>3,699,951</b>	<b>3,664,439</b>	<b>3,791,906</b>	<b>3,920,650</b>
<b>Other Sources (Uses)</b>							
Transfers Out	(188,000)	(200,567)	(181,136)	(181,000)	(181,400)	(183,000)	(190,400)
<b>Net Change</b>	<b>132,248</b>	<b>16,774</b>	<b>264,339</b>	<b>93,324</b>	<b>106,936</b>	<b>111,094</b>	<b>99,950</b>
[excludes contributed assets]							

<b>Surface Water Fund</b>	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget	2017 Budget
<b>Revenue</b>							
Special Assessments	\$ 303	\$ 662	\$ 813	\$ -	\$ -	\$ -	\$ -
Intergovernmental	3,815	3,472	3,394	280	280	-	-
Utility Charges	1,147,236	1,220,385	1,370,352	1,456,757	1,454,090	1,598,003	1,751,538
Interest Earnings	8,476	(36,414)	36,711	9,000	9,000	9,000	10,000
<b>Total Revenue</b>	<b>1,159,830</b>	<b>1,188,105</b>	<b>1,411,270</b>	<b>1,466,037</b>	<b>1,463,370</b>	<b>1,607,003</b>	<b>1,761,538</b>
<b>Expense</b>							
Enterprise Operations	710,054	621,960	695,548	853,136	721,882	969,519	947,460
Debt Service	84,797	104,508	86,406	71,747	74,698	82,239	79,061
Depreciation	221,177	228,865	243,125	266,000	259,000	269,000	277,000
<b>Total Expense</b>	<b>1,016,028</b>	<b>955,333</b>	<b>1,025,079</b>	<b>1,190,883</b>	<b>1,055,580</b>	<b>1,320,758</b>	<b>1,303,521</b>
<b>Other Sources (Uses)</b>							
Transfers Out	(107,000)	(126,900)	(147,000)	(152,000)	(152,000)	(159,000)	(168,000)
<b>Net Change</b>	<b>36,802</b>	<b>105,872</b>	<b>239,243</b>	<b>123,154</b>	<b>255,790</b>	<b>127,245</b>	<b>290,017</b>
[excludes contributed assets]							

<b>Street Lighting Fund</b>	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Estimate	2016 Budget	2017 Budget
<b>Revenue</b>							
Special Assessments	\$ 140	\$ 208	\$ 302	\$ -	\$ -	\$ -	\$ -
Utility Charges	456,144	474,664	494,945	513,000	520,000	551,000	634,000
Interest Earnings	3,114	(8,726)	12,148	2,500	2,500	2,500	2,700
Other Revenues	-	-	120	500	-	-	-
<b>Total Revenue</b>	<b>459,398</b>	<b>466,146</b>	<b>507,515</b>	<b>516,000</b>	<b>522,500</b>	<b>553,500</b>	<b>636,700</b>
<b>Expense</b>							
Enterprise Operations	235,752	251,702	252,592	271,742	264,285	279,118	287,637
Miscellaneous	-	-	992	-	-	-	-
Depreciation	40,041	44,484	51,959	66,000	61,000	69,000	75,000
<b>Total Expense</b>	<b>275,793</b>	<b>296,186</b>	<b>305,543</b>	<b>337,742</b>	<b>325,285</b>	<b>348,118</b>	<b>362,637</b>
<b>Other Sources (Uses)</b>							
Transfers Out	(15,600)	(19,000)	(20,400)	(22,400)	(22,400)	(25,400)	(28,400)
<b>Net Change</b>	<b>168,005</b>	<b>150,960</b>	<b>181,572</b>	<b>155,858</b>	<b>174,815</b>	<b>179,982</b>	<b>245,663</b>
[excludes contributed assets]							



Utility Operations and  
2016 Utility Rates



Water, Sewer,  
Surface Water, and  
Street Lighting

## **What is Safe Drinking Water Worth to You?**

Our water towers and pipes below the street need constant attention in order to keep the drinking water that supports our daily lives flowing at the right pressure without fail. Consistent access to safe water helps:

- Keep us healthy
- Fight fires
- Support our economy
- Enhance our high quality of life

Ensuring continued access to safe water also involves the proper collection and treatment of waste water (sewage), and it doesn't stop there. In order to protect the quality of our lakes and streams it is also necessary to properly collect and direct storm water through the use of storm sewer systems and ponds, and remove debris and other contaminants from surface water runoff.

The process of protecting our varied and numerous water assets requires a coordinated effort to manage each of the resources carefully and to comply with increasing regulations that govern these activities. This document is intended to provide an overview of Shoreview's utility systems and utility rates in an effort to describe what it takes to run the City's utility operations.

The revenue generated by utility bills covers maintenance and replacement efforts, to keep the system strong and reliable.

## **Water Operations**

Shoreview's water system provides drinking water to about 9,000 homes and businesses within City limits, and provides limited service (at higher billing rates) to neighboring communities through service agreements.

The City's water system includes:

- 1,330 fire hydrants
- 6 wells
- 2 elevated storage tanks (water towers)
- 1 underground water reservoir
- 103 miles of water lines

In recent years, watering restrictions have become necessary to reduce the peak in daily demand for water, and to more evenly spread water use over different days. This enables the City to avoid the high cost of constructing additional wells and water storage capacity.

Operating and maintaining the system so that water is always available requires managing the following activities:

- Pump and store water
- Treat water (including a future water treatment facility)
- Operate distribution pumps
- Flush water mains (semi-annually)
- Repair, replace and maintain water system infrastructure
- Read meters (quarterly) and replace meters as needed
- Sample and test water per Department of Natural Resources and Minnesota Department of Health requirements

Hydrant flushing is performed by utility maintenance crews each spring and fall to remove mineral buildup in the system and to ensure the reliability of hydrants and water valves. The systematic and controlled flushing of the system improves the overall quality of water, assists in overall system maintenance, helps remove sediment and stale water, and maintains chlorine residuals.

The City is currently constructing a water treatment plant to address rising levels of iron and manganese in the City's water supply. The Environmental Protection Agency has established secondary drinking water standards and the City's manganese levels now exceed these standards. High iron and manganese levels can cause taste and odor problems within the water system.

## Water Rates

Minnesota law requires the City to bill all water customers on a conservation-based rate structure (tiered rates). Further, the law requires billing each residential unit the same allocation of gallons per tier at the same water rates. This means that apartments and condominiums are billed the same rates and with the same allocation of gallons per unit as single-family homes.

Residential water rates are set in 2 components: a quarterly availability charge of \$16.73

(up \$1.79 from 2015), and 4 tiered rates for water used in the preceding quarter. Tiered rates for 2016 are shown at right, and are described below:

Residential Water Rates (quarterly)		
Water Tiers	Cost Per Thousand Gallons	Gallons Per Penny
Tier 1 (5,000 gal per unit)	\$ 1.36	7.35
Tier 2 (5,000 gal per unit)	\$ 2.17	4.61
Tier 3 (20,000 gal per unit)	\$ 3.01	3.32
Tier 4 (remaining water)	\$ 4.95	2.02

- The first 5 thousand gallons per unit is billed at \$1.36 per thousand gallons (about 7.35 gallons for each penny).
- The second 5 thousand gallons per unit is billed at \$2.17 per thousand gallons (4.61 gallons per penny).
- The next 20 thousand gallons per unit is billed at \$3.01 per thousand gallons (3.32 gallons per penny).
- Remaining water is billed at the highest rate of \$4.95 per thousand gallons (2.02 gallons per penny).

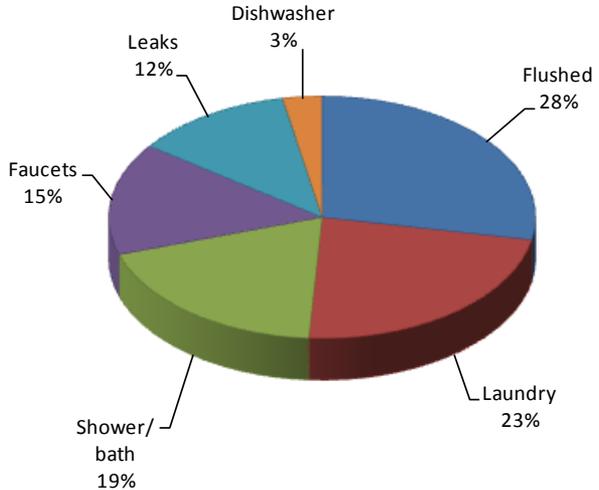
Commercial customers are billed the same tiered rates, excluding the lowest tier (which is for residential customers only).

Tap water is quite inexpensive compared to bottled water. For instance, a gallon of self-serve spring water costs about 30-cents while 30-cents buys 221 gallons of Shoreview tap water at the lowest tier, and even at the highest tier buys 61 gallons of water.

## Household Water Use

According to the American Water Works Association (AWWA), about half of household water use is for flushing and laundry.

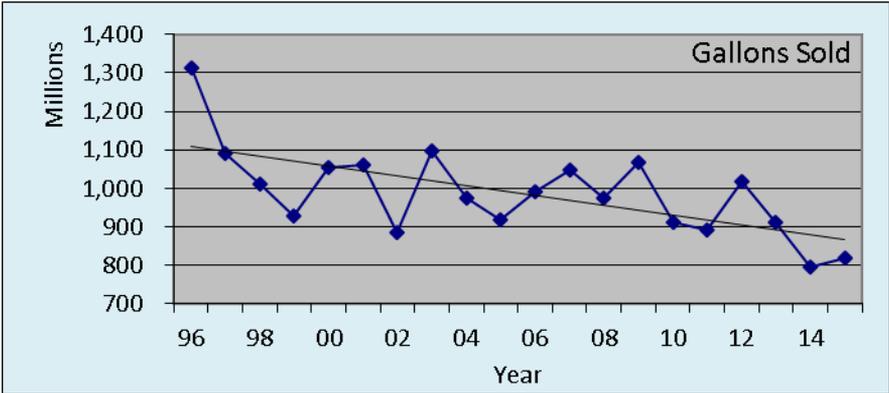
The pie chart at right illustrates average household water consumption. Some easy ways to reduce water consumption may include:



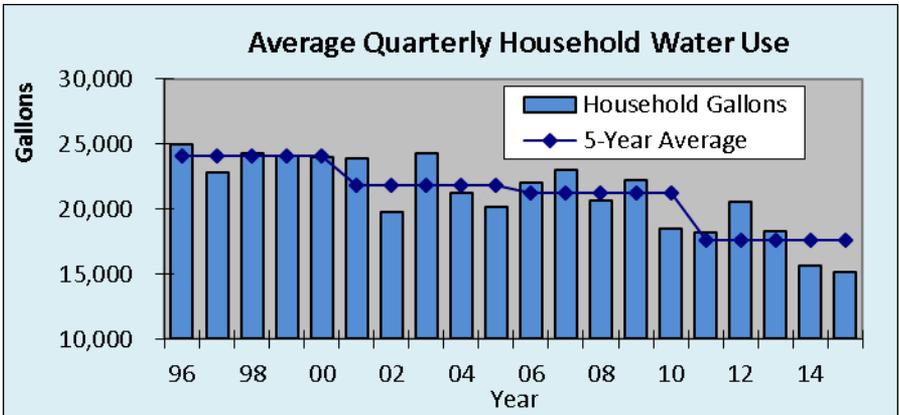
- Turn the water off while washing dishes by hand
- Run the clothes washer only when full, or upgrade to a high efficiency washing machine
- Use a water-efficient shower head (saves 750 gallons a month)
- Shorten shower time (1 to 2 minutes shorter saves 25 gallons a month)
- Upgrade older toilets with water efficient models
- Use sprinklers that deliver big drops of water close to the ground; smaller water drops and mist evaporate more quickly before reaching the ground
- Adjust sprinklers so only the lawn is watered, and not the house, sidewalk or street
- Water the lawn and garden in the morning or evening when temperatures are cooler, minimizing evaporation
- Check soil moisture to determine when to water rather than following set watering schedules
- Set a timer when watering, as a reminder to stop; a running hose can discharge up to 10 gallons a minute
- Adjust the lawn mower to a higher setting, allowing longer grass to shade the root system and hold soil moisture better

## Water Use Trends

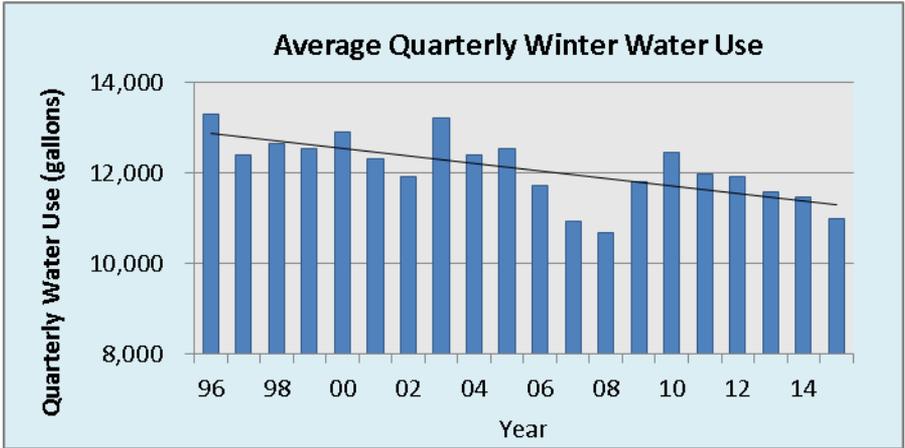
Water use fluctuates from year to year, primarily due to differences in rainfall. About 50% of the water sold is consumed during the four months of the growing season.



Other factors that reduce household water use include water conservation efforts, an aging population, new plumbing fixtures, and fewer people per household. The graph below shows average quarterly water consumption per home (estimated gallons are shown for 2015). Because this graph shows total average consumption throughout the year, both rainfall and water conservation efforts impact these results.



Examining winter water consumption is the easiest way to measure inside household water use (without the impact of summer watering). The graph below shows the decline in average quarterly winter water use over more than a decade.



Even though water conservation protects the long-term viability of the City’s water source, it also means that water revenues decline in some years despite an increase in water rates. If the downward water trend in water use continues, existing customers need to pay more for the same level of service in order to sufficiently cover ongoing fixed operating costs.

### **Water System Assets**

The historical cost of building the water system is amortized over the life of the system and expensed as annual depreciation (\$669,000 for 2016). In the last 5 years the water fund has spent \$3.0 million on water system repairs, replacements, improvements to system controls and water meter replacements. Over the next 5 years the City expects to spend \$8.6 million on water system assets, which includes \$6.4 million of water treatment facility costs. Other capital costs are primarily repairs and maintenance of existing assets (wells, towers and water lines).

## Water Budget

Water rates are set with the knowledge that predicting water income is far more difficult than predicting expenses and capital costs. In setting rates the City expects fluctuations in water consumption from year to year, and therefore expects a net loss in some years and a net gain in others. The rate setting process is designed to make gradual changes in rates whenever possible, focusing on a long-term strategy.

The table below provides a 4-year history of water fund activity. In all of the last 4 years the City's water fund ended with a net gain (excluding the value of contributed assets). This means water income was sufficient to offset operating costs.

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
<b>Revenue</b>				
Special Assessments	\$ 1,002	\$ 2,275	\$ 2,847	\$ -
Intergovernmental	13,198	11,992	11,699	975
Utility Charges	2,917,020	2,692,684	2,478,484	2,657,500
Interest Earnings	35,077	(121,490)	175,102	38,000
Other Revenues	-	-	-	-
Total Revenue	<u>2,966,297</u>	<u>2,585,461</u>	<u>2,668,132</u>	<u>2,696,475</u>
<b>Expense</b>				
Enterprise Operations	1,405,259	1,403,838	1,432,452	1,472,457
Miscellaneous	1,901	-	-	-
Debt Service	183,921	213,477	178,732	184,164
Depreciation	614,991	622,826	634,561	649,000
Total Expense	<u>2,206,072</u>	<u>2,240,141</u>	<u>2,245,745</u>	<u>2,305,621</u>
<b>Other Sources (Uses)</b>				
Sale of Asset-Gain	-	-	114	-
Transfers Out	(240,000)	(263,057)	(303,136)	(345,400)
Net Change	<u>\$ 520,225</u>	<u>\$ 82,263</u>	<u>\$ 119,365</u>	<u>\$ 45,454</u>

Once lower water consumption becomes a trend rather than a temporary fluctuation, it will become necessary to adjust rates more significantly to maintain the positive gap between income and expense.

The table below shows estimated water fund activity for the 2016-2017 biennial budget. The 2016 budget is based on the expectation that water consumption will continue at base levels.

Operating Summary	2016 Budget	2017 Budget
<b>Revenue</b>		
Utility Charges	\$ 3,218,500	\$ 3,477,000
Interest Earnings	38,000	42,000
Total Revenue	<u>3,256,500</u>	<u>3,519,000</u>
<b>Expense</b>		
Enterprise Operations	1,581,485	1,569,265
Debt Service	307,431	437,926
Depreciation	669,000	799,000
Total Expense	<u>2,557,916</u>	<u>2,806,191</u>
<b>Other Sources (Uses)</b>		
Transfers Out	<u>(363,000)</u>	<u>(376,400)</u>
Net Change	<u>\$ 335,584</u>	<u>\$ 336,409</u>

Over the next 5 years, significant water system costs include:

- Install natural gas/alternate power backup for well #6
- Install raw water line from well #6 to the existing raw water header piping
- Adding a water treatment plant to address rising levels of iron and manganese in the City’s water supply (in process)
- Repair and replace water lines

## **Sewer Operations**

Shoreview operates a sanitary sewer system that collects and directs waste water discharged from homes and businesses throughout the City. The City's sewer system includes:

- 18 lift (pumping) stations
- 108 miles of sanitary sewer lines
- 2,500 manholes

Operating and maintaining the sewer system so that it functions adequately and consistently includes:

- Operating, maintaining and inspecting lift stations daily
- Treating collected sewage (performed by Metropolitan Council Environmental Services)
- Relining sewer pipes
- Replacing, repairing and maintaining sewer system infrastructure
- Inspecting sewer lines
- Cleaning sewer lines

## **Sewer Rates**

Sewer rates are set in 2 components: a quarterly sewer availability charge of \$41.43 per unit plus one of 5 tiered rates for water used in the winter quarter (because winter water use provides the best measure of water entering the sewer lines). The sewer availability charge is billed regardless of whether sewer discharge occurs because the City must maintain, repair, operate and replace the sewer system.

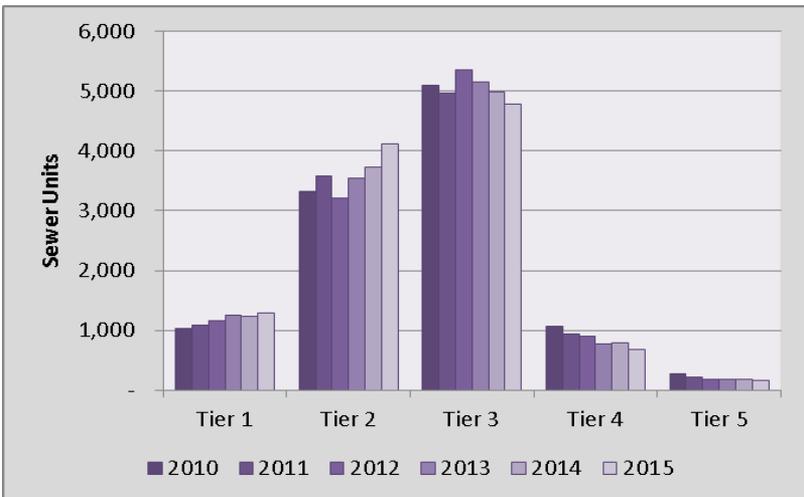
Tiered rates for 2016 are shown in the table at right, and are described at the top of the next page.

Residential Sewer Rates (quarterly)	
Sewer Tiers	Sewer Tiers
Tier 1 (up to 5,000 gal per unit)	\$ 17.51
Tier 2 (5,001-10,000 gal per unit)	\$ 30.14
Tier 3 (10,001-20,000 gal per unit)	\$ 46.22
Tier 4 (20,001-30,000 gal per unit)	\$ 62.86
Tier 5 (more than 30,000 gal per unit)	\$ 81.66

- Tier 1— homes using up to 5 thousand gallons in the winter quarter pay \$17.51 per quarter.
- Tier 2— homes using between 5 and 10 thousand gallons in the winter quarter pay \$30.14 per quarter.
- Tier 3— homes using between 10 and 20 thousand gallons in the winter quarter pay \$46.22 per quarter.
- Tier 4— homes using between 20 and 30 thousand gallons in the winter quarter pay \$62.86 per quarter.
- Tier 5— homes using more than 30 thousand gallons in the winter quarter pay \$81.66 per quarter.

Sewer rates are designed to reward low volume customers with lower fees, and to charge high volume customers more since they contribute more flow to the sewer system. Further, rates are designed to treat single-family homes and multi-family units equally by establishing the multi-family cost on a per unit basis. Sewer only customers are billed at the middle tier since actual use cannot be established.

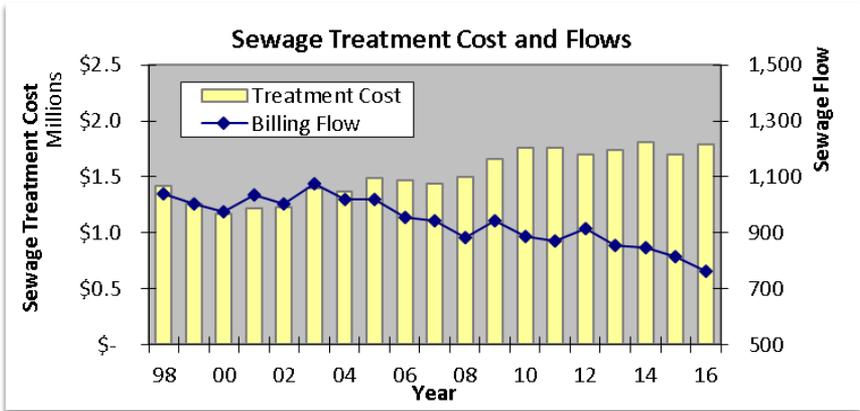
The graph below illustrates the number of residential sewer customers billed in each of the 5 sewer tiers over the last 6 years. As shown, the majority of homes are billed at tier 3, and the fewest number of homes are billed at tier 5. The number of customers in the first 2 tiers is generally rising, while the number of customers in tiers 3 through 5 is declining.



## Sewage Treatment

Sewage is collected in City-owned sanitary sewer mains and is routed or pumped into facilities owned and operated by the Metropolitan Council Environmental Services Division (MCES). Sewage flows are monitored and metered by MCES for the purpose of determining the City's sewage treatment costs. These costs are dependent on the amount of flow contributed to the system, and therefore water use impacts the City's sewage treatment costs.

Unfortunately, even when sewage flow declines (as it has since 2003) sewage treatment costs don't necessarily follow because the rate charged by the MCES continues to rise. As shown in the table below, sewage flow has generally declined in recent years, while sewage treatment costs have risen in most years. Shoreview's share of treatment costs will increase 5.2 percent for 2016.



Sewage flows can also be impacted by groundwater infiltration and storm water inflow, particularly during periods of heavy downpours. Cracks in sewer lines, openings in manholes, and illegal connections of roof drains and/or sump pumps to the sewer system allow water to flow directly into sewer pipes, which in turn drives up sewer flows and sewage treatment costs.

In an effort to reduce sewage flow, the City is actively working to evaluate and reline sewers where ground water infiltration occurs. The City also completed a commercial roof and residential sump pump inspection program to eliminate illegal discharges into the sewer system.

The table at right provides a 10-year summary of the City’s sewage treatment costs. The sewage flow estimate for the 2016 bill is 19% lower than 2007 flows. Conversely, the 2016 rate per million gallons is 54% higher than the rate charged in 2007. The net result is a sewage treatment bill that is \$1,789,462 (24% higher than 2007). If sewage flows had continued to grow, the cost would have been even higher.

Year	Billing Flow (millions)	Rate Per Million Gallons	Annual Cost (millions)
2007	943	\$ 1,527	\$ 1.438
2008	883	\$ 1,697	\$ 1.497
2009	945	\$ 1,754	\$ 1.657
2010	888	\$ 1,981	\$ 1.758
2011	871	\$ 2,026	\$ 1.764
2012	917	\$ 1,854	\$ 1.699
2013	856	\$ 2,029	\$ 1.737
2014	846	\$ 2,142	\$ 1.812
2015	816	\$ 2,084	\$ 1.701
2016	762	\$ 2,348	\$ 1.789

Since 2007 the MCES has considered charging an inflow/infiltration surcharge for the estimated increase in sewage flows generated by ground water infiltration. So far, Shoreview has avoided this cost because of the City’s efforts to reduce inflow and infiltration of ground and storm water into the system.

**Sewer System Assets**

The historical cost of building the sanitary sewer system is amortized over the life of the system and expensed as annual depreciation (\$354,000 for 2016). In the last 5 years the sewer fund has spent \$1.8 million on sewer system repairs, replacements, improvements to system controls and new sewer lines, and expects to spend \$3.8 million over the next 5 years.

## Sewer Budget

Establishing sewer rates and predicting sewer revenue is somewhat easier than predicting water revenue, because winter water consumption is used to determine residential sewer charges. Regardless, the gradual decline in water use also impacts sewer revenue because declining winter water use shifts more customers into lower sewer tiers.

The table below provides a 4-year history of sewer fund activity. In all of the last 4 years the City's sewer fund ended with a net gain (excluding the value of contributed assets). This means that sewer income was sufficient to offset operating costs.

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
<b>Revenue</b>				
Special Assessments	\$ 1,525	\$ 3,196	\$ 3,858	\$ -
Intergovernmental	10,516	9,555	9,321	775
Charges for Services	1,325	703	1,913	1,500
Utility Charges	3,565,927	3,773,453	3,853,868	3,923,500
Interest Earnings	24,964	(68,517)	104,576	27,000
<b>Total Revenue</b>	<b>3,604,257</b>	<b>3,718,390</b>	<b>3,973,536</b>	<b>3,952,775</b>
<b>Expense</b>				
Enterprise Operations	2,893,667	3,100,871	3,163,229	3,269,570
Debt Service	72,489	73,840	70,243	54,869
Depreciation	317,853	326,338	329,430	340,000
<b>Total Expense</b>	<b>3,284,009</b>	<b>3,501,049</b>	<b>3,562,902</b>	<b>3,664,439</b>
<b>Other Sources (Uses)</b>				
Sale of Asset-Gain	-	-	210	-
Transfers In	-	-	34,631	-
Transfers Out	(188,000)	(200,567)	(181,136)	(181,400)
<b>Net Change</b>	<b>\$ 132,248</b>	<b>\$ 16,774</b>	<b>\$ 264,339</b>	<b>\$ 106,936</b>

Rates are designed to change gradually whenever possible, focusing on a long-term strategy. However, as lower consumption becomes a trend, it may become necessary to charge higher rates for the same level of service to offset operating expenses.

The table below shows estimated sewer fund activity for the 2016-2017 biennial budget. Both years are based on the expectation that winter water consumption will continue at current levels, and estimates indicate a net profit in each year.

Operating Summary	2016 Budget	2017 Budget
<b>Revenue</b>		
Charges for Services	\$ 1,500	\$ 1,500
Utility Charges	4,057,500	4,179,500
Interest Earnings	27,000	30,000
Total Revenue	<u>4,086,000</u>	<u>4,211,000</u>
<b>Expense</b>		
Enterprise Operations	3,359,142	3,497,181
Debt Service	78,764	75,469
Depreciation	354,000	348,000
Total Expense	<u>3,791,906</u>	<u>3,920,650</u>
<b>Other Sources (Uses)</b>		
Transfers Out	<u>(183,000)</u>	<u>(190,400)</u>
Net Change	<u>\$ 111,094</u>	<u>\$ 99,950</u>

Over the next 5 years, significant sewer system costs include:

- Repair and replace sewer lines
- Sanitary sewer relining
- Rehabilitate 3 lift stations

## **Surface Water Operations**

The City of Shoreview maintains a storm water system that collects and directs storm water runoff and provides protection for surface and ground water quality. The City's surface water system includes:

- 4 storm water lift (pumping) stations
- 202 storm water ponds
- 485 storm inlets/outlets
- 35 miles of storm lines
- 50 structural pollution control devices

The purpose of the surface water management program is to preserve and use natural water storage and retention systems, as much as is practical, and to reduce the amount of public capital expenditures necessary to:

- Control excessive volumes and runoff rates
- Improve water quality
- Prevent flooding and erosion from surface water flows
- Promote ground water recharge
- Protect and enhance fish and wildlife habitat and water recreational facilities (lakes, streams, etc.)

The City's surface water management program seeks to prevent flooding and improve ground water quality through the best possible utilization of wetlands and artificial detention areas. Wetland management allows the City to maintain the integrity of its wetlands, improve water quality and reduce City maintenance efforts. Emphasis is placed on both sediment removal and storm water infiltration, as the primary methods of water quality improvement.

Operating the surface water system includes these activities:

- Maintain, inspect, replace and improve storm sewer systems (including storm lines)
- Maintain storm sewer lift stations (pumping stations)
- Maintain and inspect storm water ponds
- Construct new storm water ponds
- Collect debris from City streets through street sweeping
- Provide technical support to water management organizations
- Implement Surface Water Management Plan

### Surface Water Rates

Surface water charges are set by type of property, considering the amount of impervious surface typically present (in an attempt to address varying levels of rainfall runoff). The table below shows 2016 surface water rates for all classes of property. Townhomes pay a slightly higher

rate because they have more impervious surface area and therefore generate more rainfall runoff.

Surface Water Rates (quarterly)			
Property Type	Rate	Basis	
Residential	\$ 25.73	per unit	
Townhomes	\$ 27.25	per unit	
Condo, apartment, commercial, industrial, school, church	\$ 215.13	per acre	

### Surface Water System Assets

The historical cost of building the storm sewer system is amortized over the life of the system and expensed as annual depreciation (\$269,000 for 2016). In the last 5 years the surface water fund has spent \$2.3 million on storm system repairs, replacements, and improvements (including pond development), and expects to spend \$3.6 million over the next 5 years.

## Surface Water Management Budget

The table below provides a 4-year history of surface water fund activity. As shown, the surface water fund has ended all of the last 4 years with a net gain (excluding the value of contributed assets).

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
<b>Revenue</b>				
Special Assessments	\$ 303	\$ 662	\$ 813	\$ -
Intergovernmental	3,815	3,472	3,394	280
Utility Charges	1,147,236	1,220,385	1,370,352	1,454,090
Interest Earnings	8,476	(36,414)	36,711	9,000
Total Revenue	<u>1,159,830</u>	<u>1,188,105</u>	<u>1,411,270</u>	<u>1,463,370</u>
<b>Expense</b>				
Enterprise Operations	710,054	621,960	695,548	721,882
Debt Service	84,797	104,508	86,406	74,698
Depreciation	221,177	228,865	243,125	259,000
Total Expense	<u>1,016,028</u>	<u>955,333</u>	<u>1,025,079</u>	<u>1,055,580</u>
<b>Other Sources (Uses)</b>				
Sale of Asset-Gain	-	-	52	-
Transfers Out	(107,000)	(126,900)	(147,000)	(152,000)
Net Change	<u>\$ 36,802</u>	<u>\$ 105,872</u>	<u>\$ 239,243</u>	<u>\$ 255,790</u>

The operating surplus generated in any given year is used to partially support anticipated storm sewer capital costs as mandated by the City's Surface Water Management Plan.

The table below shows estimated surface water fund activity for the 2016-2017 biennial budget. As shown, a net profit is anticipated for both years.

Operating Summary	2016 Budget	2017 Budget
<b>Revenue</b>		
Utility Charges	\$ 1,598,003	\$ 1,751,538
Interest Earnings	9,000	10,000
Total Revenue	1,607,003	1,761,538
<b>Expense</b>		
Enterprise Operations	969,519	947,460
Debt Service	82,239	79,061
Depreciation	269,000	277,000
Total Expense	1,320,758	1,303,521
<b>Other Sources (Uses)</b>		
Transfers Out	(159,000)	(168,000)
Net Change	\$ 127,245	\$ 290,017

Over the next 5 years, significant surface water system costs include:

- Repair and replace storm systems
- Improve and expand the storm system as part of street projects
- Construct a pretreatment structure at the East shore of Shoreview Lake

## **Street Lighting Operations**

The City of Shoreview operates a street lighting system throughout the community in support of safe vehicle, bicycle and pedestrian traffic. The City's street light system includes lighting owned by the City or leased from Xcel Energy.

- 731 city-owned street lights
- Leased street lights

Operation and maintenance of the City's street light system includes:

- Periodic rewiring of existing lights
- Energy costs associated with operation of the lighting system
- Installation of new street lights
- Repair and replacement of existing poles and/or light fixtures

## **Street Lighting Rates**

Street lighting user charges are based upon property type. The table below shows 2016 street lighting rates for all classes of property. Apartments and mobile homes pay a lower fee than homes because there are significantly more homes per acre in those developments. All properties in Shoreview, regardless of locations or types of street light fixtures, pay street light charges. All properties receive benefit from the street light system through illumination of streets, which in turn enhances safety for drivers and pedestrians.

Street Lighting Rates (quarterly)		
Property Type	Rate	Basis
Residential, townhome	\$ 10.85	per unit
Apartment, condo, mobile home	\$ 8.14	per unit
Comm, industrial, school, church	\$ 32.58	per acre

## Street Lighting Assets

The historical cost of building the street lighting system is amortized over the life of the system and expensed as annual depreciation (\$69,000 for 2016, not including lights owned by Xcel Energy). Over the last 5 years the City has spent \$763,000 on lighting repairs and replacements, and expects to spend \$1.9 million over the next 5 years due to the age of many of the lights in the system.

## Street Lighting Budget

The table below provides a history of street lighting fund activity for the last 4 years. As shown, the fund ended with a net gain in each year. An operating gain is necessary because the fund lacks sufficient cash balances to absorb the annual impact of street lighting replacement costs. These costs create an immediate drain on street light fund cash while impacting depreciation expense over the useful life of the assets.

Operating Summary	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
<b>Revenue</b>				
Special Assessments	\$ 140	\$ 208	\$ 302	\$ -
Utility Charges	456,144	474,664	494,945	520,000
Interest Earnings	3,114	(8,726)	12,148	2,500
Other Revenues	-	-	120	-
<b>Total Revenue</b>	<b>459,398</b>	<b>466,146</b>	<b>507,515</b>	<b>522,500</b>
<b>Expense</b>				
Enterprise Operations	235,752	251,702	252,592	264,285
Miscellaneous	-	-	992	-
Depreciation	40,041	44,484	51,959	61,000
<b>Total Expense</b>	<b>275,793</b>	<b>296,186</b>	<b>305,543</b>	<b>325,285</b>
<b>Other Sources (Uses)</b>				
Transfers Out	(15,600)	(19,000)	(20,400)	(22,400)
<b>Net Change</b>	<b>\$ 168,005</b>	<b>\$ 150,960</b>	<b>\$ 181,572</b>	<b>\$ 174,815</b>

The table below shows estimated street lighting fund activity for the 2016-2017 biennial budget. The planned operating surplus is intended to partially offset street light replacements of \$270,000 in 2016, and \$320,000 in 2017.

In the next 5 years, energy, street light repair, and street light replacement costs will be the primary driving force when establishing street lighting charges.

Operating Summary	2016 Budget	2017 Budget
<b>Revenue</b>		
Utility Charges	\$ 551,000	\$ 634,000
Interest Earnings	2,500	2,700
Total Revenue	<u>553,500</u>	<u>636,700</u>
<b>Expense</b>		
Enterprise Operations	279,118	287,637
Depreciation	69,000	75,000
Total Expense	<u>348,118</u>	<u>362,637</u>
<b>Other Sources (Uses)</b>		
Transfers Out	<u>(25,400)</u>	<u>(28,400)</u>
Net Change	<u>\$ 179,982</u>	<u>\$ 245,663</u>

- Energy costs account for 64% of operating expense in 2016 and 2017 (the largest expense for the fund)
- Repair costs are expected to rise in the future as street lights continue to age

## What Does This Mean for My Utility Bill?

The impact of the 2016 utility rates on any individual customer depends on the amount of water consumed because rates are based on the philosophy that customers putting greater demands on the system should pay more than customers with lesser demand. The table below provides a breakdown of residential customers in 6 usage levels.

As shown, 40% of residential customers fall into the “average” category (using an average of 15,000 gallons of water per quarter, and using about 12,000 gallons per quarter in the winter months).

Use Level	Water Gallons	(winter) Sewer Gallons	Percent of Residential Customers *
Very low	5,000	4,000	13%
Low	10,000	10,000	27%
Average	15,000	12,000	40%
Above average	25,000	22,000	16%
High	55,000	26,000	2%
Very high	80,000	34,000	2%

\* Based on Water consumption

The table at right illustrates the change in utility bills for 2016 in each of the usage levels, assuming that the same amount of water is used in each year.

Use Level	Total Quarterly Utility Bill		Quarterly Change	
	2015	2016	\$	%
Very low	\$ 113.43	\$ 120.64	\$ 7.21	6.4%
Low	\$ 135.39	\$ 144.12	\$ 8.73	6.4%
Average	\$ 164.45	\$ 175.25	\$ 10.80	6.6%
Above avg	\$ 207.51	\$ 221.99	\$ 14.48	7.0%
High	\$ 331.46	\$ 360.79	\$ 29.33	8.8%
Very high	\$ 460.21	\$ 503.34	\$ 43.13	9.4%

The cost estimates shown above include a water connection fee of \$1.59 per quarter, mandated by and paid to the State of Minnesota.

## **Available Payment Methods**

The City of Shoreview provides a variety of payment methods for utility bills, including:

- On line via the City's website ("Online Payments")
- Automatic credit card withdrawal
- Direct debit (from your bank account)
- By mail
- Drop box at the city hall entrance
- City hall front desk during office hours (8 a.m. to 4:30 p.m.)
- Credit card, by calling utility billing

## **Contact Information**

Utility billing questions information

- Phone - (651) 490-4630
- Email - [utilities@shoreviewmn.gov](mailto:utilities@shoreviewmn.gov)

Utility maintenance questions

- Phone - (651) 490-4688 (customer service representative)
- Phone - (651) 490-4661 (utilities supervisor)
- Email - [kchmielewski@shoreviewmn.gov](mailto:kchmielewski@shoreviewmn.gov)

Water and sewer emergencies

- Mon-Fri, 7:00 a.m.-3:30 p.m. (651) 490-4661
- Evenings, weekends and holidays, call the Ramsey County Sheriff (651) 484-3366. The Sheriff's office will contact the utility maintenance person on call.

We hope this information has been helpful  
in explaining the City's utility systems.

Shoreview Utility Department  
4600 Victoria Street North  
Shoreview, MN 55126  
[www.shoreviewmn.gov](http://www.shoreviewmn.gov)



**PROPOSED MOTION**

**MOVED BY COUNCILMEMBER \_\_\_\_\_**

**SECONDED BY COUNCILMEMBER \_\_\_\_\_**

To approve Ordinance No. 937 amending liquor regulations relating to the hours of sale for on-sale liquor licenses, distance requirements for liquor establishments and definition of restaurant.

<b>ROLL CALL:</b>	<b>AYES</b> _____	<b>NAYS</b> _____
<b>JOHNSON</b>	_____	_____
<b>QUIGLEY</b>	_____	_____
<b>SPRINGHORN</b>	_____	_____
<b>WICKSTROM</b>	_____	_____
<b>MARTIN</b>	_____	_____

Regular Council Meeting  
December 21, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: DECEMBER 1, 2015**

**SUBJECT: CODE AMENDMENT—LIQUOR REGULATIONS**

### **INTRODUCTION**

The City Council is being asked to approve Ordinance No. 937 amending Chapter 800, Liquor and Beer. There are three revisions being suggested. These revisions include changing the definition of a restaurant, the hours for on-sale liquor sales on Sundays, and deleting the distance requirements from any school, church, playground or public place or building for a liquor license.

### **BACKGROUND**

The definition of restaurant in State law is: "Restaurant" is an establishment, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises and served at tables to the general public, and having a minimum seating capacity for guests as prescribed by the appropriate license issuing authority. Currently, Shoreview's regulations require seating for at least 100 people to qualify for an intoxicating on-sale license. Staff is recommending that this requirement be changed to 40 people to allow smaller restaurants to qualify for a liquor license. This change would allow smaller specialty restaurants to obtain an on-sale liquor license.

State law was recently changed to allow Sunday on-sale liquor sales to begin at 8 am rather than 10 am. In order to keep our ordinance in line with State law, the City needs to change its regulations. Currently, there are four establishments that have Sunday on-sale liquor licenses:

- Green Mill Restaurant
- Meister's Bar and Grill
- Hilton Garden Inn
- Red Robin Gourmet Burger and Spirits

The third revision that staff is suggesting is to the license eligibility requirements for the issuance of a liquor license. According to current City Code, no license shall be issued for a premise which is within 300 feet of the property line of any school, church, playground, or public place or building. In order to help facilitate development of the Highway 49/96 intersection (the old Rainbow Foods site), staff is suggesting that this requirement be removed from the code. Our current regulations would not allow any interested business to hold an on-sale or off-sale liquor license at this location.

**RECOMMENDATION**

Staff is recommending that the City Council adopt Ordinance No. 937 revising the City's liquor regulations as stated above.

CITY OF SHOREVIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

ORDINANCE NO. 937

AN ORDINANCE RELATING TO THE DEFINITION OF A RESTAURANT, HOURS FOR ON-SALE LIQUOR ESTABLISHMENTS, AND DISTANCE REQUIREMENTS FOR LIQUOR ESTABLISHMENTS

The Shoreview City Council hereby ordains that Chapter 800 of the Shoreview City Code is amended to read as follows:

**801.010 Definitions.**

(13)Restaurant. "Restaurant" means any establishment, other than a hotel, having appropriate facilities for the serving of meals to not less than ~~one hundred (100) forty (40)~~ guests at one time if applying for an intoxicating on-sale license, ~~or forty (40) guests at one time if applying for~~ a 3.2 on-sale license or wine on-sale license. Except as hereinafter provided, an establishment shall satisfy the following criteria in order to qualify as a restaurant:

(a) Meals shall be regularly prepared on the premise and furnished at tables to the general public, in consideration of payment therefor.

**801.130 License Eligibility - Premises.**

(A) No license shall be issued for a premise upon which taxes, assessments or other financial claims of the City are delinquent and unpaid.

~~(1) — Which is within three hundred feet of the property line of any school, church, playground, or public place or building.~~

**801.150 Hours**

(A) Intoxicating Liquor On-Sale. Accept as hereinafter provided, no sale of intoxicating liquor for consumption on the licensed premises may be made during the following hours:

(1) Between 1 a.m. and 8 a.m. on the days of Monday through Saturday.

(2) After 1 a.m. on Sunday.

(3) Between 8 p.m. on December 24 and 8 a.m. on December 25.

Licensees who have been issued Intoxicating Liquor Sunday Sale licenses may sell the type of intoxicating liquor authorized by such license, for consumption on the premises in connection with the sale of food, between the hours of 8 ~~10~~ a.m. on Sunday and 1 a.m. on Monday provided that the licensee is in conformance with the Minnesota Clean Air Act.

**The City Council of the City of Shoreview, Minnesota ordains that Chapter 800 of the City Code is hereby amended.**

**Effective Date:** This ordinance becomes effective from and after its passage and publication.

**Adoption Date.** Adopted by the City Council of the City of Shoreview, Minnesota, this 21<sup>st</sup> day of December, 2015.

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Sandra C. Martin, Mayor

ATTEST:

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Terry Schwerm, City Manager

**Publication Date:** This Ordinance or a summary of the Ordinance was published on the \_\_\_\_\_ day of December, 2015.