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# 2019 Annual Budget

## for the City of Shakopee, Minnesota

SHAKOPEE

SHAKOPEE | MN

COMMUNITY PRIDE SINCE 1857

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# City of
# Shakopee, Minnesota

# 2019 Budget

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# Shakopee Mission Statement

***The Mission of the City of Shakopee is to provide the opportunity to live, work and play in a community with a proud past, promising future, and small-town atmosphere within a metropolitan setting.***

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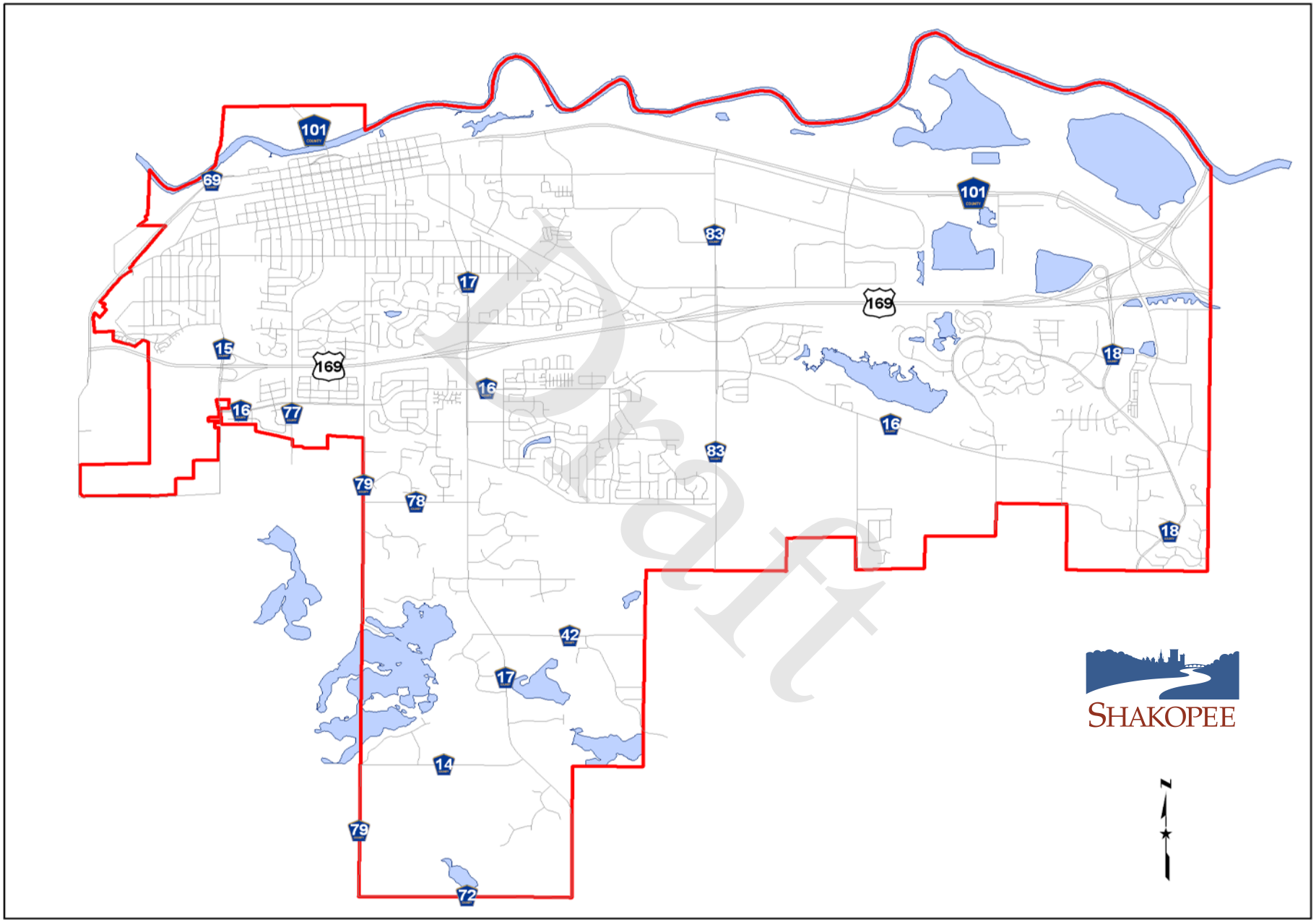


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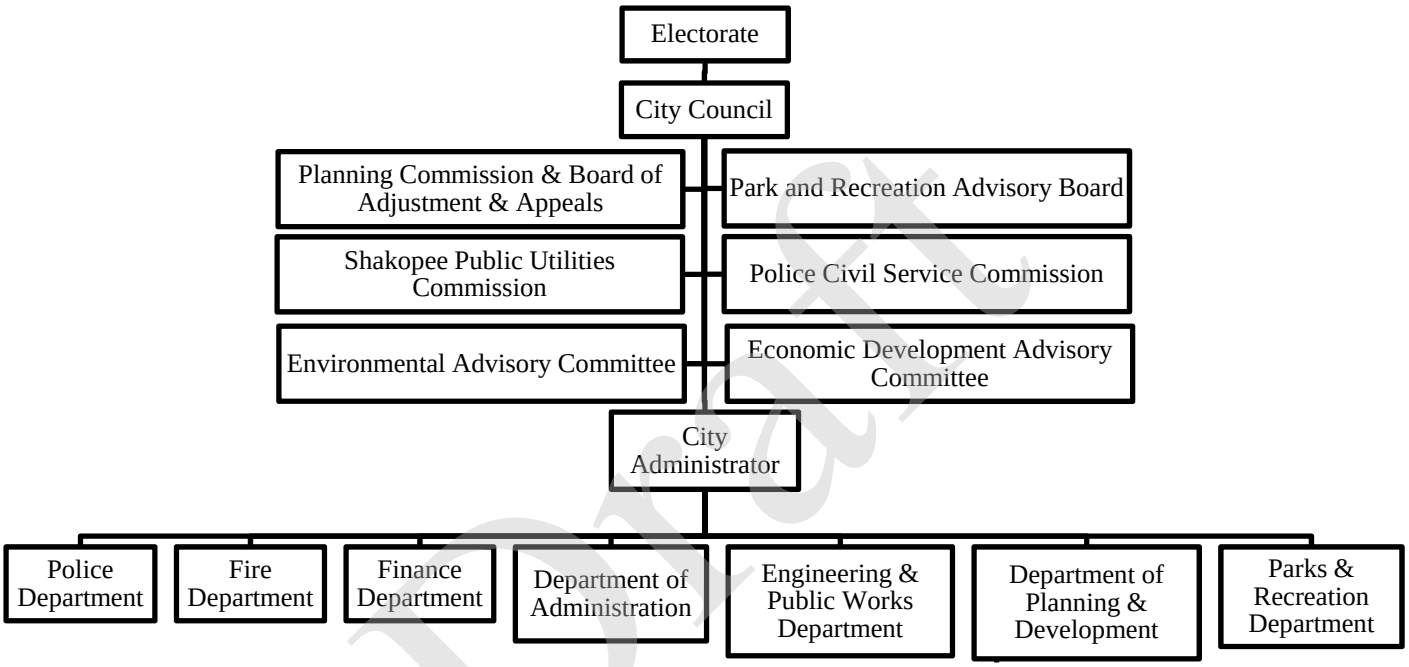
Electorate
City Council
Planning Commission & Board of Adjustment & Appeals
Park and Recreation Advisory Board
Shakopee Public Utilities Commission
Police Civil Service Commission
Environmental Advisory Committee
Economic Development Advisory Committee
City Administrator
Police Department
Fire Department
Finance Department
Department of Administration
Engineering & Public Works Department
Department of Planning & Development
Parks & Recreation Department

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# City Officials

## Elected

| | |
|---|---|
| **Mayor** | **William Mars** |
| **Councilor** | **Matthew Lehman** |
| **Councilor** | **Kathleen Mocol** |
| **Councilor** | **Michael Luce** |
| **Councilor** | **Jay Whiting** |

## Appointed

| | |
|---|---|
| **City Administrator** | **William H. Reynolds** |
| **Assistant Administrator** | **Nathan Burkett** |
| **Finance Director** | **Darin Nelson** |
| **Police Chief** | **Jeff Tate** |
| **Fire Chief** | **Rick Coleman** |
| **Engineering/Public Works Director** | **Steve Lillehaug** |
| **Planning and Development Director** | **Michael Kerski** |
| **Park and Recreation Director** | **Jay Tobin** |

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## Profile of the Government

The City of Shakopee was incorporated initially in 1857 and for the second time in 1870 and is located about 25 miles southwest of Minneapolis. Bounded by the Minnesota River on the north, Shakopee is in the northern part of Scott County and is the county seat. The City is one of the most rapidly growing communities of the state. The 2010 population of the City was 37,076 as of the 2010 census and the land area covered is approximately 29.4 square miles. The 2019 estimated population is about 42,519. The City is empowered to levy a property tax on both real and personal property located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation, which occurs periodically.

Shakopee is organized in Minnesota under Plan A, which includes a City Administrator, but the City Council retains most decision making authority such as policy setting, adopting ordinances and budget and staffing. The City Council has four members who serve staggered terms of four years plus the Mayor who serves a two-year term. All council positions are non-partisan, part-time and members are elected at large.

The City provides the normal municipal services such as police and fire protection, street and infrastructure construction and maintenance, parks and recreation, planning and zoning. Also provided are sewer and storm drainage utilities, and organized refuse collection and recycling. Electric and water utilities are operated by Shakopee Public Utilities Commission which is appointed by the City Council. Housing, economic development and redevelopment are controlled by the Shakopee Economic Development Authority. The Authority is comprised of City Council members and is included as an integral part of the City's budget.

| | |
|---|---|
| Date of Incorporation | 1870 |
| Form of Government | Council/Mayor |
| Fiscal Year | Calendar |
| Area of City | 29.4 Square Miles |
| | |
| Population | 42,519 |
| Average Home Market Value | 255,000 (Scott County) |
| Total Taxable Market Value | 4,342,662,600 (Scott County) |
| | |
| Miles of Roadway | 158 |
| | |
| Fire Stations | 2 |
| Number of Full-Time Employees | 8 |
| Paid on Call Firefighters | 46 |
| Police Stations | 1 |
| Sworn Officers | 51 |
| Civilian Employees | 13 |
| | |
| Recreation Seasonal Employees | 75 |
| Municipal Pools | 2 |
| Ice Arena | 1 |
| | |
| Employees | |
| Full Time | 157 |
| Part Time | 150 |

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SHAKOPEE

To: Mayor and Council Members

From: Darin Nelson, Finance Director

Cc: Bill Reynolds, City Administrator

Date: November 20, 2018

Re: 2019 Budget Workshop

**Background**

Each year the city must prepare a budget and property tax levy for the following year. Staff has been analyzing revenues, expenditure information and initiatives to prepare a preliminary budget and levy for your consideration.

For the past two years, staff proposed budgets with minimal or no impact to residents. This year has an even more significant effect for taxpayers. Due to new growth and a decrease in the 2019 levy, most residents will see a city tax decrease. Absent any change in value, homeowners can expect a tax decrease of about $62 or about 7.2 percent.

Even factoring in an increase in value, 7,147 residential properties will receive a tax cut. The average market value of homes in Shakopee increased by 5.3 percent from $242,1000 to $255,00 for 2019. The estimated annual city tax impact for homes that increased in value from 0 to 5 percent will be a tax decrease of about $39 or about 4.5 percent. The proposed budget also decreases our current tax rate, lowering it from 37.971 percent to an estimated 35.231 percent.

Last year's budget focused on right-sizing our organization in several key areas to fit our growing city of more than 41,000. The 2018 budget was also the last year of a three-year transformative budget process that set the foundation to achieve the council's ultimate goals of low taxes, financial stability and a stable tax rate. The 2019 budget is a direct reflection of those prior years' efforts. Future budgets will continue to build upon this foundation and keep these goals in play for the foreseeable future absent a major recessionary period.

The 2019 budget also continues focusing on fiscal transparency, long-term financial stability and ensuring our budget accurately reflects how we spend tax dollars.

The last few years have been more than just a time of change in our budget process. During the first two years of this budgetary transformation, we addressed multiple challenges that in and of themselves could be considered noteworthy. This included successfully inculcating the Community Center debt bond payment, establishment of a franchise fee, realignment of our liability insurance premiums and separation of our insurance from SPUC, creation of a fund to pave the way for future self-insurance and adjustment of internal service fund rent shortfalls.

Through all this change and challenge we still had our bond rating upgraded – a remarkable achievement as well. The city is currently rated Aa1 by Moody's Investors, which is one step below the top bond rating of AAA and ranks the city in the top 7 percent of cities nationwide. Staff is diligently working on setting the stage to achieve that AAA bond rating and place itself in

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the top 3 percent of the cities nationwide. In effect, the city is in outstanding financial shape and will continue to be so due to both staff efforts and our steady growth.

Development is expected to continue at a rapid pace through the next several years due in part to a renegotiated annexation agreement with Jackson Township. Redevelopment in the downtown district and Canterbury area is expected to spur additional economic opportunities within the city. These developments help account for new growth in the city's tax base that helps reduce the tax burden of current residents and businesses.

Prudent planning and a strong economy have afforded the city the ability to reduce its property tax levy for 2019. The city is experiencing budget pressures, most notably from increasing infrastructure construction and maintenance costs and from general personnel costs, neither of which are unique to Shakopee nor other local governments. Fortunately, these pressures are mitigated by our previous work to financially position our budgets and by right-sizing our operations.

**Schedule for budget and property tax levy development**

| Date | Who | What |
|---|---|---|
| July 17, 2018 | Council/Staff | Review Preliminary Capital Improvement Plan (CIP) |
| September 4, 2018 | Council/Staff | Review Maximum Levy, review initiatives and requests |
| September 18, 2018 | Council | Adopt proposed maximum tax levy for City and EDA. Adopt final 2019-2023 CIP |
| September 30, 2018 | Staff | Certify maximum tax levy to the County which will be used for proposed property tax notices |
| November | County | Proposed tax notices sent to owners |
| November | Council/Staff | Work session to review budget document |
| December 4, 2018 | Council | Hold public meeting to discuss levy and budget. Review and approve utility rates for 2018. |
| December 18, 2018 | Council | Adopt final tax levy and budget |
| December 28, 2018 | Staff | Certify final tax levy and budget to County and State |

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**Budget Impact Issues**

**Wages and benefits**

All three union contracts went into effect on Jan. 1, 2017, and include 3 percent cost of living adjustments for 2017, 2018 and 2019, respectively. Non-union wage increases typically mirror

the union increases. The 2019 budget is calculated with a 3-percent-across-the-board wage increase, which is approximately $411,000.

After experiencing a 19-percent increase in health insurance last year, the city is anticipating health insurance rates to remain virtually flat for next year. The city also set aside funds at the end of the 2017 fiscal year to aid in transitioning toward self-insurance funding for health insurance. City staff is still considering all health insurance options and will be bringing more information forward once a plan has been formulated. The preliminary budget includes a 1-percent increase, or about $14,000, dedicated toward health insurance. For comparison purposes, the 2018 budget included an additional $240,000 to account for the large cost increase last year.

The 2018 Legislature passed an amendment to the State of Minnesota Police and Fire pension plan to help ensure the fund's long-term sustainability. Part of this legislation includes mandatory employee and employer contribution increases. The 2019 budget impact amounts to about $41,000.

Additional 2019 personnel changes include the elimination of election judge salaries due to no election taking place in 2019, and the full-year funding for two new police officers that are budgeted to begin on October 1, 2018. These changes amount to a reduction of $43,000 and an addition of $132,000, respectively.

No other benefit changes are anticipated or legislated for the upcoming year.

After essentially right-sizing the organization last year to meet the growing needs of our city, there remains a need to add one additional public works maintenance operator in the streets division to maintain current service levels. The city last added to its public works operational staff in 2014, with the addition of a maintenance operator in both streets/utilities and parks. Public works streets/utilities maintenance operators split their time between streets, sanitary sewer and storm drainage. Due to this allocation of time, the General Fund impact of adding an additional maintenance operator in the streets division is $38,225.

**Internal Charges**

During this summer's CIP workshop, staffed noted the need to increase the rents on equipment with life expectancies of 10 years or more. Department rent charges have been historically based on the original purchase price of the asset amortized over the life of the asset. The problem we are running into is that the replacement cost of equipment 10 to 20 years after the original purchase is exponentially higher, which will ultimately cause a shortfall in the Equipment Replacement Fund. This is most evident with our latest fire engine replacements. The original fire engines were purchased for $340,000 each in 1998. The replacement cost of those two engines is now more than $600,000 each.

Staff is recommending equipment with life expectancies of 10 years or more be charged a rent rate equal to the estimated future replacement cost. This change will ensure the long-term sustainability of the Equipment Replacement Fund. Staff is also recommending we step into full funding of this change over the next four years. Twenty-five percent of this change equates to $73,900 in additional equipment rent for 2019.

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**Other Services & Charges**

There are no additional new funds required for other expenditures outside of personnel and rent charges. There are specific line items that require additional funds such as building credit card fees and the west end AUAR study, but these increases are offset by reductions from other areas.

**Revenues**

Typically, governmental revenues such as grants, charges for service, and fees and permits are constant with little fluctuation from one year to the next. Obviously, the economy is typically the biggest factor in revenue fluctuations. The city's building permits have been strong over the past couple years with the influx of commercial development. Those strong permits are expected to continue with the recent housing developments taking shape.

It is fiscally responsible to budget conservatively for building permit revenue. However, we do not want to be ultra-conservative on our forecasts since that can lead to unnecessary tax collections. That being said, we have been steadily increasing our building permits budget to more closely match the increasing actual permits for the last couple years. For 2019, we are increasing the building permit revenue budget by $295,000 or approximately 25 percent. The 2019 building permit budget is $1.3 million, which is about $340,000 below the three-year average. However, we are not expecting to have as many large commercial/industrial building permits issued as available land is becoming scarce.

The community center and ice arena revenues for 2019 are expected to increase by about 4.5 percent from $2.1 million to $2.2 million. These additional revenues aid in offsetting operational costs.

**Economic Development Authority**

Part of the budget discussions last year involved the implementation of a dedicated EDA levy which is separate from the city's general levy. EDA's have the statutory authority to levy a small percentage (up to 0.01813%) of the city's estimated market value, which for 2019 would be a maximum of approximately $834,400. The EDA and City Council can set the levy at any amount up to this cap.

This move to increase transparency is a budget neutral change. Prior to 2018, annual transfers were made from the General Fund to the EDA to cover EDA operational costs, façade loan funds and other development related activities. This EDA levy eliminates this transfer from the General Fund, thus reducing the city's general levy.

The EDA levy is identified on property tax statements as a separate local tax outside of the city's general property tax. Staff is recommending an EDA levy of $350,000 for 2019, which is the same levy amount as 2018. This levy has been calculated into our overall levy decrease.

**Debt Service**

Staff is anticipating that the city's total debt service payments to remain stable at approximately $2.2 million annually. Staff will need the council to approve debt service reduction resolutions on Sept. 18 due to available fund balances in existing debt service funds. A breakdown and comparison of the individual debt levies can be viewed on the next page.

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## Levy Request & Impact

Staff is recommending a preliminary city levy of $19,230,500, which is decrease of $30,000 over last year, and a preliminary EDA levy of $350,000, which is identical to last year. The preliminary levy is the maximum the city can levy; the final levy may be less than the preliminary levy but may not be more.

Since the levy is decreasing, homeowners will see a tax decrease if their property value increases up to 5.3 percent. The city experienced 6.80 percent growth in tax capacity for taxes payable 2019. This is on top of 8-percent growth from the previous two years. New construction accounts for about 16 percent or $634,600 of additional tax capacity. In terms of levy dollars, the new construction tax capacity allows for the city to increase the levy by $225,000 without having a tax impact on existing properties.

The breakdown and comparison of the proposed preliminary 2019 levy is as follows:

**City of Shakopee**
**Preliminary Levy Analysis**
**September 4, 2018**

| | 2018 Final | 2019 Preliminary | Increase/ (Decrease) | % Change |
|---|---|---|---|---|
| **City Levy** | | | | |
| General Fund | **$ 16,694,500** | **$ 16,677,400** | **$ (17,100)** | **-0.10%** |
| Abatements | **182,400** | **169,500** | **(12,900)** | **-7.07%** |
| Capital Improvement Levy | **200,000** | **200,000** | **-** | **0.00%** |
| Debt Service | | | | |
| 2008 A Improve | 135,448 | - | (135,448) | -100% |
| 2010 A Improve | 105,940 | 115,000 | 9,060 | 9% |
| 2016 Abatement | 1,942,260 | 2,068,600 | 126,340 | 7% |
| Total Debt Service | **2,183,648** | **2,183,600** | **(48)** | **0%** |
| Total City Levy | **$ 19,260,548** | **$ 19,230,500** | **$ (30,048)** | **-0.16%** |
| **Shakopee EDA Special Levy** | **$ 350,000** | **$ 350,000** | **$ -** | **0.00%** |
| **Total City and EDA Levies** | **$ 19,610,548** | **$ 19,580,500** | **$ (30,048)** | **-0.15%** |

Items to note with the 2019 preliminary levy include:

- Levy decrease of $30,048.
- Flat preliminary levy for the Shakopee EDA.
- The 2008 A Improvement Bond will be paid off in February 2019. The levy savings from this bond levy are being redirected towards the 2016 Abatement Bonds. This redirection of levy was anticipated in the original 2016 Abatement Bond repayment schedule.

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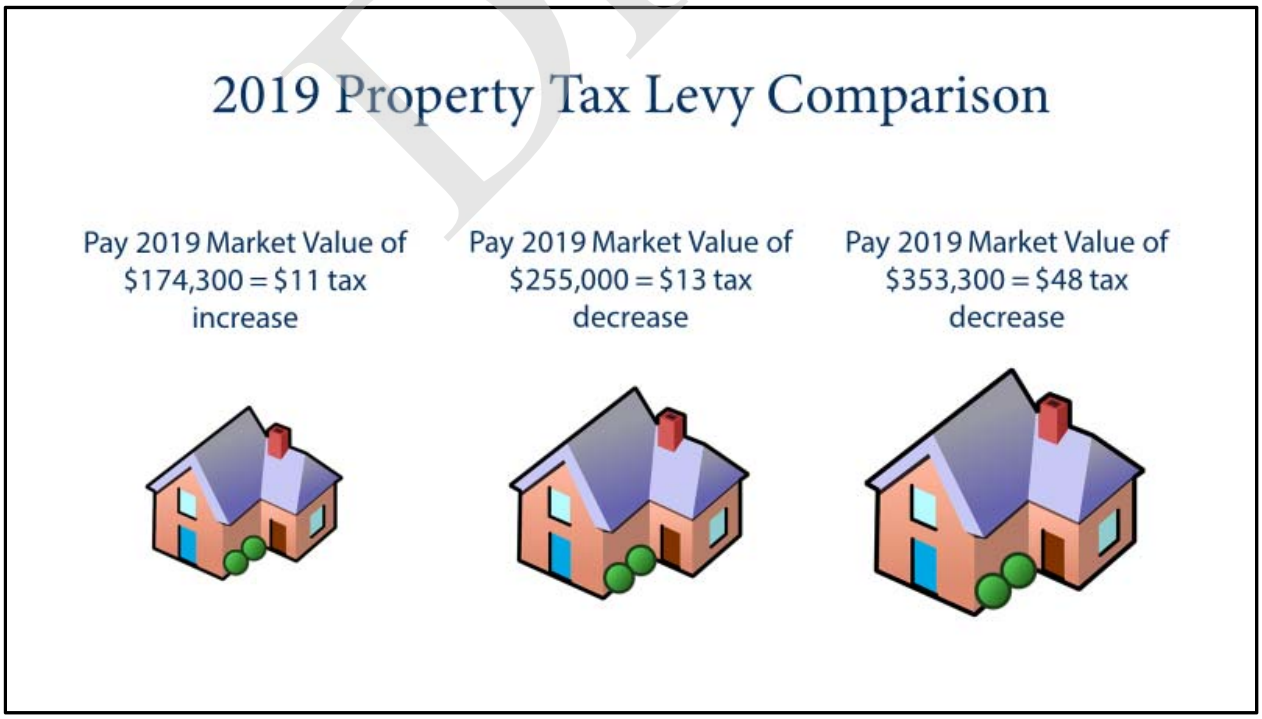
Scott County provides the staff with tax impact estimates for residential homestead properties. Residential property values increased on average 5.3 percent from Jan. 1, 2017, to Jan. 1, 2018, for taxes payable 2019. The average market value home in Shakopee increased from $242,100 to $255,000. Residential values are increasing for taxes payable 2018.

The chart below provides the average percentage change in value for residential properties from taxes payable 2018 to taxes payable 2019. These percentage changes are strictly the averages within each value range. Individual properties valuations will likely be more or less than the averages.

| Payable 2018 Value | Properties in Category | Average of Net % Change for pay 2019 |
|---|---|---|
| <$100,000 | 147 | 4.1% |
| 100000-149999 | 1,377 | 10.5% |
| 150000-199999 | 3,428 | 8.0% |
| 200000-249999 | 2,478 | 5.0% |
| 250000-299999 | 1,597 | 3.9% |
| 300000-399999 | 2,279 | 3.3% |
| 400000-499999 | 582 | 2.4% |
| 500000-699999 | 150 | 2.8% |
| 700000-999999 | 7 | 10.7% |
| >$999,999 | 2 | 8.3% |
| **Grand Total** | **12,047** | **5.3%** |

The chart below provides a comparison of the proposed 2019 levy for three different valued homes including the average value home of $255,000.

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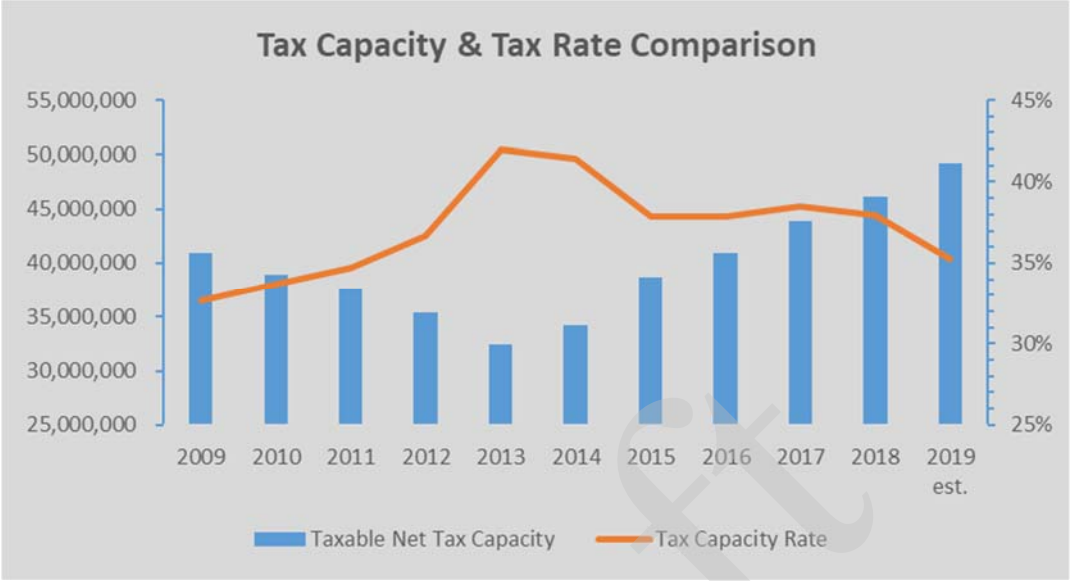
The proposed tax levy will drop the city's tax rate from 37.971 percent to 35.231 percent, a decrease of 2.74 percent. These tax rates include the proposed Shakopee EDA levy. Below is a chart comparing the city's tax capacity and rate over the past 11 years, including the 2019 preliminary levy.




Staff is still working on receiving preliminary levy estimates from our comparable cities. Staff will have this information available at the council meeting on Sept. 18.

**Summary**

The draft budget includes the General fund, EDA Special Revenue Fund, Debt Service Funds, Capital Project Funds, Enterprise Funds and Internal Service Funds.

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# BUDGET DEVELOPMENT

## Fund Structure

The financial matters of the City of Shakopee are arranged into groups called funds. Each fund is a separate accounting activity. The funds are;

### Governmental Funds using modified accrual accounting:

General Fund is the main operating fund and accounts for the usual activities of general government (administration, finance, city clerk, and information technology), public safety (police, fire and building inspection), public works (engineering, streets and fleet) and culture/recreation (park maintenance, recreation and natural resources).

Special Revenue Funds are for resources received for specific purposes and include Revolving Loan, Forfeitures and the Economic Development Authority.

Debt Service Funds are to account for money dedicated to paying the city's bonded debt.

Capital Project Funds are to account for the larger construction projects in the city. Ongoing funds are the Capital Improvement and Park Reserve Funds. Other funds exist for the life of the projects financed by that fund.

### Proprietary Funds using accrual accounting:

Enterprise Funds account for business-like activities of the city. There are three enterprise funds. The City operates the Sewer and Storm Drainage Funds with the Shakopee Public Utility Commission providing billing services for those two funds. The City also operates the Refuse Fund which provide refuse and recycling carts to Shakopee residents.

Internal Service Funds account for providing goods or services to various city divisions. These are the Building Fund for a majority of city and recreation services buildings, Capital Equipment Fund for major pieces of mobile equipment, Park Asset Fund for replacement of park assets, Information Technology Fund for certain hardware and software items, the Employee Benefit Fund for compensated absences and Self Insurance Fund for liability and worker compensation insurance coverage.

## Major Funds

Major funds are the funds of the city that are larger in terms of assets, liabilities, revenues or expenditures. The General Fund is always a major fund and the two enterprise funds, Sewer and Storm Drainage are classed as major funds. Individual special revenue, debt service or capital projects funds may be determined to be major funds for one or more years depending on the activity in that fund.

## Budget Process

Scott County assessor sets property values during the previous year. The county sends valuation notices early in the current year for the next year's taxes. In May and June the local Board of Review and County Board of Equalization meet to consider appeals of property values from owners. June through March – Tax Court petitions must be filed to appeal previous year assessment.

The City's, budget process starts in the spring for the following year. The Five Year Capital Improvement Plan is prepared by departments and brought to the City Council in mid-July. This document is approved by the City Council in September.

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Public input meetings are held in May and June at places throughout the City. In July, departments discuss big picture issues and new initiatives. Forecasts are prepared for compensation, revenues, utilities and internal service fund allocations. These items are used to prepare the preliminary tax levy.

Management and City Council review the proposed budget and preliminary levy in late August and the maximum tax levy is certified to the county auditor by September 30th. In September and October, departments finalize budgets and revise prior year budgets if necessary. In mid-November, tax payers receive a notice of the proposed amount of property taxes they would be billed for in the following year. Early in December a public meeting on the budget and tax levy is held and the final tax levy and budget are adopted.

Budgets are legally adopted for all Funds through this budget document. The Economic Development Authority is a legally separate entity but is blended in as a special revenue fund because the City Council also serves as the Board for the EDA.

Budgets are legally adopted at the division level for the General Fund. Staff may shift budget amounts within divisions but governing body action is needed to change division or fund totals. The current year budget is amended with the following year's budget approval and can also be amended at any point with council action. General fund appropriations lapse at the year's end.

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# FINANCIAL MANAGEMENT POLICIES

The City of Shakopee has an important responsibility to its citizens to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities, to manage municipal finances and resources wisely, and to carefully account for public funds. The City strives to ensure that it is capable of adequately funding and providing local government services needed by the community. The City will maintain or improve its infrastructure on a systematic basis to maintain quality neighborhoods. These policies provide the framework for fiscal management and guide the decision making process. The policies operate independently of changing circumstances and conditions.

**Objectives**

1. To protect the Council's policy-making ability by ensuring that important decisions are not controlled by financial problems or emergencies.
2. To enhance the Council's policy-making ability by providing accurate information on the cost of various authority or service levels.
3. To assist sound management of the City government by providing accurate and timely information on financial condition.
4. To provide sound principles to guide the important decisions of the Council and of management which have significant fiscal impact.
5. To set forth operational principals which minimize the cost of local government, to the extent consistent with services desired by the public, and which minimize financial risk.
6. To employ revenue policies and forecasting tools to prevent undue or unbalanced reliance on certain revenues, especially property taxes, which distribute the cost of municipal services fairly, and which provide adequate funds to operate desired programs.
7. To provide essential public facilities and prevent deterioration of the City's infrastructure including its various facilities.
8. To protect and enhance the City's credit rating and prevent default on any municipal debts.
9. Ensure the legal use and protection of all City funds through a good system of financial and accounting controls.
10. Manage risk through loss awareness, loss prevention, loss control and loss financing.

# OPERATING BUDGET POLICY

The operating budget policies ensure that the City's annual operating expenditures are consistent with past expenditures and respond to long-term objectives rather than short-term benefits. The policies allow the City to maintain a stable level of service, expenditures and tax levies over time. These policies are most critical to programs funded with property tax revenue because accommodating large fluctuations in this revenue source can be difficult.

1. The City will adopt a balanced operating budget for the General Fund with current revenues equal or greater than current expenditures. It is not the policy to finance ongoing operations with one-time revenues or fund balance. One time revenues and fund balance will only be used for one-time expenditures.
2. An objective analytical process will be used to forecast revenues.
3. Opportunities for other revenue sources will be explored to reduce property tax levels.
4. The City will avoid postponing expenditures and provide for the adequate maintenance, replacement and improvement of the City’s physical assets in order to protect the capital investment and minimize future maintenance and replacement costs.
5. To protect against unforeseen events, the City will budget a contingency and maintain fund balances according to the City’s policies.
6. The City will apportion its administrative and general government costs to all its funds as appropriate and practical.

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7. The City staff will monitor revenues and expenditures to adhere to their budgeted amounts. Monthly reports comparing budget with revenues and expenditures will be prepared. Line items within a division may be over spent as long as the total division budget is not over spent.
8. Appropriations will be included in the operating budgets to keep internal service fund resources at an appropriate level.
9. Appropriations lapse at year end.

## FUND BALANCE/EQUITY POLICY

Fund balance is the difference between the assets and liabilities in a governmental fund. A governmental fund generally involves tax support and the focus of accounting is the flow or control of money. The General, Special Revenue, Debt Service and Capital Projects funds are governmental funds.

Fund equity is similar to fund balance but applies to enterprise and internal services fund and has a longer term focus including fixed assets, accumulated depreciation and long term debt.

**General Fund**:

- This Fund Balance Policy applies to unrestricted fund balances comprised of committed, assigned, unassigned amounts.
- The City Council can assign fund balance by expressing its intent or the Finance Director is hereby authorized to assign fund balance.
- When more than one category of fund balance can be used to fund an expenditure, the highest (most restrictive) level shall be used first.
- The target level of unassigned fund balance is 40 to 45% of expenditures. This is to provide working capital for cash flow, unexpected decline in revenue such as state aid unallotment and unforeseen expenditures such as natural disasters.
- Unassigned fund balance can be spent down by City Council action or appropriation or due to emergency situations.
- Replenishing fund balance when it falls below the target level shall be accomplished by inter-fund transfers or budgeting for expenditures and other uses to be less than revenue and other sources over a period not to exceed three years.
- Annually the City Council will decide what to do with the General Fund unreserved fund balance that exceeds 45% of expenditures and transfers out.

**Special Revenue Funds**: These funds shall maintain sufficient fund balance to provide for working capital.

**Debt Service Funds:** These funds shall maintain sufficient fund balance to provide for the timely payment of principal, interest and service charges.

**Capital Project Funds**: There are no fund balance requirements for these funds.

**Enterprise Funds**: These funds shall have sufficient equity and liquid assets to provide for three to five months operating costs and to have at least as much as the amount of accumulated depreciation.

**Internal Service Funds**: These funds shall have sufficient equity to smooth out the “peaks and valleys” of major expenditures over the long term and to provide full funding for employee compensated absences and other post-employment benefits.

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## REVENUE AND EXPENDITURE POLICY

The revenue policy is designed to ensure; 1) diversified and stable revenue sources, 2) adequate long-term funding by using specific revenue sources to fund related programs and services, and 3) funding levels to accommodate needed City services and programs equitably.

1. The City will provide long-term financial stability through sound short and long term financial planning. The City will maintain a diversified and stable revenue system in order to avoid short-term fluctuations in a single revenue source.
2. The City will conservatively estimate its annual revenues. All existing and potential revenue sources will be re-examined annually.
3. The City will use one-time or special purpose revenue for capital expenditures or for expenditures required by the revenue, and not to subsidize recurring personnel, operation and maintenance costs.
4. The City will establish all fees and charges at a level related to the cost of providing the services, or as adjusted for particular program goals. The City will review the full cost of activities supported by fees and charges to identify the impact of inflation and other cost increases and will review these fees and charges along with resulting net property tax costs with the Council at budget time.
5. The City will seek a balanced tax base through support of a sound mix of residential, commercial, and industrial development.
6. The City will set enterprise fund fees at a level that fully supports the total direct and indirect cost of the activity (net of any grants or similar revenues), including depreciation of capital assets and debt service, to maintain a positive cash flow and provide adequate working capital. Replacement (or bonding for replacement) of enterprise infrastructure will be paid for from accumulated (or annual) earnings of the particular fund.
7. The City will offset reduced revenues with reduced expenditures.
8. Department heads are responsible to monitor their respective budget and control spending so that the budget is not exceeded. Expenditures over $25,000 will have prior council approval. Any unauthorized expenditure or exceeding the budget may be a personal obligation of the person incurring the obligation.

## ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY

The accounting, auditing and financial reporting policy are designed to maintain a system of financial monitoring, control and reporting for all operations and funds in order to provide effective means of ensuring that overall City goals and objectives will be met and to assure the City's residents and investors that the City is well managed and fiscally sound.

1. The City will adhere to a policy of full and open public discourse of all financial activity. The proposed budget will be prepared in a manner to maximize its understanding by citizens and elected officials. Copies of financial documents will be made available to all interested parties. Opportunities will be provided for full citizen participation prior to adopting the budget.
2. The City will maintain its accounting records and report on its financial condition and results of operations in accordance with City, State and Federal law and regulations, and Generally Accepted Accounting Principles (GAAP), and standards established by the Governmental Accounting Standard Board (GASB). Budgetary reporting will be in accordance with City and State budget laws.
3. An independent firm of certified public accountants will annually perform a financial and compliance audit of the City's financial statements. Their opinions will be contained in the City's Comprehensive Annual Financial Report (CAFR).

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4. As an additional independent confirmation of the quality of the City's financial reporting, the City will annually seek to obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The CAFR will be presented in a way designed to communicate with citizens about the financial affairs of the City.

# INVESTMENT POLICY

**I. Scope**

This policy applies to the investment portfolio under the authority and control of the Finance Director/City Treasurer of the City of Shakopee. This policy shall be reviewed on an annual basis. Any changes must be approved by the City Council.

**II. General Objectives**

The primary objectives, in priority order, on investment activities shall be:

1. Safety
   Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

2. Liquidity
   The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in local government investment pools, which offer same-day liquidity for short-term funds.

3. Yield
   The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities should not be sold prior to maturity with the following exceptions:
   a. A security with declining credit may be sold early to minimize the loss of principal.
   b. A security swap would improve the quality, yield, or target duration in the portfolio.
   c. Liquidity needs of the portfolio require that the security be sold.
   d. There is a definite economic benefit to be realized.

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## III. Standards of Care

1. Prudence
   The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations and the sale of securities are carried out in accordance with the terms of this policy.

   Investments shall be made with judgment and care, under circumstances then prevailing, for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. Ethics and Conflicts of Interest
   Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business.

3. Delegation of Authority
   Authority and responsibility for the operation of the investment program is hereby delegated to the Finance Director/Treasurer. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The use of an independent third party investment manager is authorized.

4. Investing fees
   The General Fund shall be reimbursed from interest earnings for the cost of an investment manager and safe keeping fees.

## IV. Safekeeping and Custody

1. Authorized Financial Dealer and Institution
   Security broker/dealers are selected by creditworthiness (minimum capital requirement $10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

   All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:
   - Audited financial statements
   - Proof of National Association of Securities Dealers (NASD) certification
   - Proof of state registration

2. Internal Controls
   The cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

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a. *Custodial safekeeping*. Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping. All trades where applicable will be executed by delivery vs. payment (DVP). This ensures that securities are deposited with the custodian prior to the release of funds.

b. *Clear delegation of authority to subordinate staff members*. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff position and their respective responsibilities.

c. *Written confirmation of telephone transactions for investments*. Due to the potential of error and improprieties arising from telephone transactions, all telephone transaction should be supported by written communications. Written communications may be via fax or Email.

**V. Suitable and Authorized Investments**

1. Investment Types

   The following investments will be permitted by this policy and are those defined by state law where applicable;

   a. U.S. Government obligations, U.S. Government agency obligations, and U.S. Government instrumentality obligations, which have a liquid market with a readily determinable market value. This includes mortgage-backed pass-through securities issued by any U.S. Government agency.
   b. Canadian government obligations (payable in local currency).
   c. Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated A-1, P-1, F-1 or higher by at least two nationally recognized rating agencies.
   d. Investment-grade obligations of state and local governments and public authorities.
   e. Repurchase agreements whose underlying purchased securities consist of the foregoing.
   f. Money market mutual funds regulated by the Security and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
   g. The purpose of an investment pool is to allow political subdivisions to pool available funds in order to achieve a potentially higher yield. Authorized investment pools are the 4M Fund administered by the League of Minnesota Cities and the "sweep" pool administered by the investment custodian
   h. Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation.
   i. Investment in derivatives or high-risk mortgage-backed securities is not authorized.

2. Repurchase Agreements

   Repurchase agreements shall be consistent with state statutes and GFOA Recommended Practices on Repurchase Agreements.

**VI. Investment Parameters**

Pooling of Funds

Except for cash in certain restricted and special funds, the City of Shakopee will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

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1. Diversification
   The aggregate investment portfolio shall be diversified by:
   - Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding securities back by the US government).
   - Limiting investment in securities that have higher credit risks.
   - Investing in securities with varying maturities.
   - Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
   - All investments other than in direct obligations or agencies of the United States, secured by collateral, or repurchase agreements, shall not exceed fifty percent of the aggregate investment portfolio. Mortgage-backed securities shall not exceed thirty percent of the aggregate investment portfolio, at time of purchase.
   - Investment in any one corporation for commercial paper, repurchase agreements or certificates of deposit shall not exceed five percent of the aggregate investment portfolio.

2. Performance Standards
   The Longer-Term Core funds shall be managed in accordance with the parameters specified within this policy and shall be regularly evaluated against a benchmark. The benchmark will be a blend of eighty percent of the Merrill Lynch 1-5 Year U.S. Treasury index and twenty percent of the Merrill Lynch Mortgage, GNMA, All 15 Year index. This benchmark shall, at a minimum, be reviewed every year to ensure consistency with the City of Shakopee's investment policy and risk tolerances.

3. Maximum Maturities
   To the extent possible, the City of Shakopee shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Shakopee will not directly invest in securities maturing more than ten (10) years from the date of purchase. Longer-term funds shall not be invested in securities exceeding 10 years in modified duration, at time of purchase.

**VII. Reporting**

The Finance Director shall prepare an investment report at least quarterly. Included in the report shall be the following:

- A listing of individual securities held at the end of the reporting period listed by maturity date.
- The carrying basis, the current calculated accreted basis and the current market value.
- Weighted average yield.
- Total return performance measured against the selected benchmark for the Longer-Term funds.

**VIII. Depositories**

Pursuant to Minnesota Statures, Section 118A.02, the Finance Director is authorized to designate as a depository of city funds such national, insured state banks or thrift institutions as defined in MSA 51A.02, Subdivision 23, as deemed proper.

The Finance Director is authorized by City Council to approve of the arrangements for safekeeping of pledged collateral in accordance with MSA 118A.03. The depository may at its discretion furnish a bond and/or collateral aggregating the required amount. The City will not accept mortgages as collateral.

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The City will regularly analyze its cash flow needs of all funds. The City will collect, disburse, and deposit funds on a regular basis. Interest earnings and market value adjustments will be credited to the source of the invested monies based on the average cash balance.

## DEBT POLICY

The debt policy ensures that the City's debt 1) does not weaken the City's financial structure; and 2) provide limits on debt to avoid problems in servicing debt. This policy is critical for maintaining the best possible credit rating.

1. The City will not use long-term debt for current operations.
2. The City will avoid the issuance of short-term debt such as, Budget, Tax and Revenue Anticipation Notes.
3. The City will confine long-term borrowing to capital improvements, equipment or projects that have a life of more than 5 years and cannot be financed from current revenues.
4. The City will use special assessments, revenue bonds, and/or any other available self-liquidating debt measures instead of general obligation bonds where and when possible, applicable and practical.
5. The City will pay back debt within a period not to exceed the expected life of the project.
6. Tax supported debt such as building bonds shall not exceed a term of twenty years unless there are extraordinary reasons.
7. Debt supported by special assessments shall have a term of ten years or less depending on the size of the assessments.
8. Special assessments financed internally will bear 8% or lower interest, based on the current market.
9. The City will not exceed 3 percent of the market value of taxable property for pure general obligation debt per state statutes.
10. The City will maintain good communications with bond rating agencies about its financial condition and will follow a policy of full disclosure in every financial report and bond prospectus. The City will comply with Securities Exchange Commission (SEC) reporting requirements.
11. The City will follow a policy of full disclosure on financial reports and bond prospectus.
12. The City may refinance or call any debt issue when beneficial for future savings.
13. Inter-fund loans will not exceed two years duration and interest earning on the investment portfolio will determine the interest rate to be paid to the lending fund.
14. Business/development subsidy financing will be based on pay as you go financing to the greatest extent possible.
15. The maturity of direct debt shall have 50% maturity in ten years or less.
16. The terms of the debt shall not exceed the life of the asset financed.

## CAPITAL ASSET THRESHOLD

Fixed asset capitalization threshold is $10,000 and a life of more than two years. Items such as lengths of fire hose and firefighter’s turn out gear or non-major software are not capitalized. Significant software that the city uses is not purchased outright. Items purchased in lots where the individual items are less than $10,000 are not capitalized. For infrastructure or buildings, repairs/additions of less than $20,000 or not materially improving or extending the life of the assets are not capitalized.

Developer contributions of infrastructure items shall have 15% added to the estimated construction cost for indirect costs.

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## CAPITAL EQUIPMENT POLICY

The purpose of the City's capital equipment program is to plan for the replacement of obsolete equipment and the purchase of new items without needing significant changes in the tax levy.

1. The City will plan for the purchase of any vehicles and mobile equipment costing over $20,000 and a life of 1 year or more as part of the City's ten-year capital equipment program.
2. The City will plan the capital equipment program and revenues to assure that funds remain in the capital equipment fund to accrue interest.
3. The City will anticipate equipment replacements and additions based on realistic asset life expectancies and cash balances.
4. The City will project any future operating costs of purchases into the upcoming operating budgets. For example, the addition of park equipment might require more maintenance expenditures in future years.
5. The City will maintain its assets to protect its capital investment and to minimize future capital expenditures.
6. The City will use the least expensive financing method for all capital equipment purchases including multiple cost estimates and bids when appropriate and required by law.

## CAPITAL IMPROVEMENT PROGRAM POLICY

The purpose of the capital improvement policy is to plan for the construction, replacement and maintenance of the City's infrastructure with as little impact to City funds as possible.

1. The City will develop a 5 year plan for capital improvements and update it annually.
2. The City will identify the estimated cost and potential funding sources for each capital project.
3. The City will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in the operating budget.
4. The City will use inter-governmental assistance to finance those capital improvements that are consistent with the capital improvement plan and City priorities.
5. The City will maintain all its assets at a level adequate to protect the City's and its citizens' capital investment and to minimize future maintenance and replacement costs.
6. Federal, State and other intergovernmental and private funding sources of a special revenue nature shall be sought out and used as available to assist in financing capital improvements.

## RISK MANAGEMENT POLICY

The risk management policy assures proper insurance coverage of City assets while minimizing risk and cost.

1. Insurance policies will be analyzed regularly to assure proper coverage on City assets.
2. The City will maintain the highest deductible amount considered prudent in light of the relationship between the cost of insurance, the estimated deductible to be paid and the City's ability to sustain the loss.
3. The City will insure that contractors, license holders and parties using city facilities have appropriate insurance to protect the City.

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| Employees by Function | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|
| **Governmental Funds** | | | | |
| **General Government** | | | | |
| Administration | | | | |
| City Administrator | 1 | 1 | 1 | 1 |
| Assistant City Administrator | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| Grants & Special Projects Coordinator | 1 | 1 | 1 | 1 |
| HR Manager | 1 | 1 | 1 | 1 |
| Payroll & Benefits Specialist | 1 | 0 | 0 | 0 |
| HR Specialist | 1 | 2 | 2 | 2 |
| Communications Coordinator | 1 | 1 | 1 | 1 |
| Communications Specialist | 0 | 0 | 0.6 | 0.6 |
| IT Director | 1 | 1 | 1 | 1 |
| IT Coordinator | 1 | 1 | 1 | 1 |
| IT Specialist | 2 | 3 | 3 | 3 |
| Technology Support Assistant | 1 | 0 | 0 | 0 |
| **Total** | **13** | **13** | **13.6** | **13.6** |
| City Clerk | | | | |
| City Clerk | 1 | 1 | 1 | 1 |
| Deputy Clerk | 0 | 0 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 0 | 0 |
| Records Clerk | 0 | 0 | 0.5 | 0 |
| City Hall Receptionist | 1 | 1 | 1 | 1 |
| **Total** | **3** | **3** | **3.5** | **3** |
| Finance | | | | |
| Finance Director | 1 | 1 | 1 | 1 |
| Accounting Manager | 1 | 1 | 1 | 1 |
| Accounting Clerk | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| **Total** | **4** | **4** | **4** | **4** |
| Planning & Development | | | | |
| Director of Planning & Development | 0.4 | 0.4 | 0.4 | 0.4 |
| Planning Manager | 1 | 0 | 0 | 0 |
| Senior Planner | 2 | 3 | 3 | 3 |
| Planner | 1 | 0 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 0 |
| Economic Development Specialist | 0 | 0 | 0.25 | 0.25 |
| **Total** | **5.4** | **4.4** | **5.65** | **4.65** |
| Facilities | | | | |
| Facilities Supervisor | 1 | 1 | 1 | 1 |
| Maintenance Worker | 1 | 1 | 1 | 1 |
| Custodian | 1 | 1 | 0 | 0 |
| **Total** | **3** | **3** | **2** | **2** |

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| Employees by Function | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|
| **Public Safety** | | | | |
| Police | | | | |
| Police Chief | 1 | 1 | 1 | 1 |
| Captain | 2 | 2 | 2 | 2 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| Sergeant | 8 | 8 | 9 | 9 |
| Investigator | 5 | 5 | 5 | 5 |
| School Resource | 3 | 3 | 3 | 3 |
| Victim & Community Services Coordinator | 1 | 1 | 1 | 1 |
| Patrol Officer | 29 | 29 | 31 | 31 |
| Records Supervisor | 1 | 1 | 1 | 1 |
| Records Technician | 2 | 2 | 2 | 2 |
| Records Specialist | 2 | 2 | 2 | 2 |
| CSO | 1 | 1 | 1 | 1 |
| Evidence Technician | 0.5 | 0.5 | 0.5 | 0.5 |
| Crime Prevention Specialist | 1 | 1 | 1 | 1 |
| Investigative Aide | 0 | 1 | 1 | 1 |
| Code Compliance Officer | 0 | 0 | 1 | 1 |
| Receptionist | 1 | 1 | 1 | 1 |
| **Total** | **58.5** | **59.5** | **63.5** | **63.5** |
| Fire | | | | |
| Fire Chief | 1 | 1 | 1 | 1 |
| Assistant Fire Chief | 0 | 0 | 1 | 1 |
| Fire Marshal | 1 | 1 | 1 | 1 |
| Fire Captain | 0 | 0 | 1 | 1 |
| Office Service Worker | 1 | 1 | 0 | 0 |
| Full-Time Firefighter | 4 | 4 | 4 | 4 |
| **Total** | **7** | **7** | **8** | **8** |
| Building Inspection | | | | |
| Director of Planning & Development | 0.1 | 0.1 | 0.1 | 0.1 |
| Building Official | 1 | 1 | 1 | 1 |
| Building Inspector | 2 | 2 | 2 | 2 |
| Permit Coordinator | 0 | 1 | 1 | 2 |
| Administrative Assistant | 2 | 1 | 1 | 1 |
| **Total** | **5.1** | **5.1** | **5.1** | **6.1** |
| **Public Works** | | | | |
| Engineering | | | | |
| Public Works Director/Engineer | 1 | 1 | 1 | 1 |
| Assistant City Engineer | 1 | 1 | 1 | 1 |
| Project Engineer | 1 | 1 | 1 | 1 |
| Project Coordinator | 1 | 1 | 1 | 1 |
| Senior Engineering Technician | 1 | 1 | 1 | 1 |
| Engineering Technician | 1 | 1 | 1 | 1 |
| GIS Specialist | 1 | 1 | 1 | 1 |
| Administrative Assistant | 0.75 | 1 | 1 | 1 |
| **Total** | **7.75** | **8** | **8** | **8** |

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| Employees by Function | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|
| Street | | | | |
| Public Works Superintendant | 1 | 1 | 1 | 1 |
| Street/Utility Supervisor | 1 | 1 | 1 | 1 |
| Street Foreman | 1 | 1 | 1 | 1 |
| Senior Public Works Technician | 1 | 1 | 1 | 1 |
| Maintenance Operator | 4 | 4 | 4 | 5 |
| **Total** | **8** | **8** | **8** | **9** |
| Fleet | | | | |
| Lead Mechanic | 1 | 1 | 1 | 1 |
| Mechanic | 2 | 2 | 2 | 2 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| **Total** | **4** | **4** | **4** | **4** |
| **Park and Recreation** | | | | |
| Park Maintenance | | | | |
| Park Supervisor | 1 | 1 | 1 | 1 |
| Park Lead | 1 | 1 | 1 | 1 |
| Maintenance Operator | 7 | 7 | 7 | 7 |
| **Total** | **9** | **9** | **9** | **9** |
| Natural Resources | | | | |
| Natural Resource Technician | 1 | 1 | 0 | 0 |
| Water Resources/Environmental Engineer | 0 | 0 | 0.2 | 0.2 |
| **Total** | **1** | **1** | **0.2** | **0.2** |
| Recreation | | | | |
| Park & Recreation Director | 1 | 1 | 1 | 1 |
| Recreation Supervisor | 5 | 5 | 5 | 5 |
| Facility Manager | 0 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| Lifeguard | 0 | 0 | 1 | 1 |
| Arena Lead Worker | 0 | 2 | 2 | 2 |
| Building Maintenance Manager | 1 | 1 | 1 | 1 |
| Maintenance Worker | 1 | 1 | 2 | 2 |
| **Total** | **9** | **12** | **14** | **14** |
| **Economic Development** | | | | |
| EDA Fund | | | | |
| Director of Planning & Development | 0 | 0 | 0.5 | 0.5 |
| Economic Development Coordinator | 1 | 1 | 0 | 0 |
| Economic Development Specialist | 0 | 0 | 0.75 | 0.75 |
| **Total** | **1** | **1** | **1.25** | **1.25** |
| **Enterprise Funds** | | | | |
| Sewer Fund | | | | |
| Utility Foreman | 0.5 | 0.5 | 0.5 | 0.5 |
| Maintenance Operator | 3 | 3 | 3 | 3 |
| **Total** | **3.5** | **3.5** | **3.5** | **3.5** |
| Storm Drainage Fund | | | | |
| Utility Foreman | 0.5 | 0.5 | 0.5 | 0.5 |
| Maintenance Operator | 2 | 2 | 2 | 2 |
| Water Resources/Environmental Engineer | 0 | 0 | 0.8 | 0.8 |
| **Total** | **2.5** | **2.5** | **3.3** | **3.3** |
| **Total Employees** | **144.75** | **148.00** | **156.60** | **157.10** |

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# Resolution No. R2018-110

A RESOLUTION SETTING PROPOSED MAXIMUM 2018 PROPERTY TAX LEVY COLLECTIBLE IN 2019

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAKOPEE, MINNESOTA, that the following amounts be levied as the proposed maximum tax levy in accordance with existing law for the current year upon the taxable property in the City of Shakopee;

| | 2019 Requested |
|---|---|
| **General Fund** | $ 16,677,400 |
| **Abatements** | 169,500 |
| **Capital Improvement Fund** | 200,000 |
| **Debt Service** | |
| **2010A** | 115,000 |
| **2016A** | 2,068,600 |
| **Total Property Taxes** | $ 19,230,500 |

BE IT FURTHER RESOLVED, the public input meeting on the tax levy and budget is set for December 4, 2018 at 7:00 pm, located at City Hall, 485 Gorman Street.

Adopted in regular session of the City Council for the City of Shakopee, Minnesota held this 18th day of September 2018.

Mayor of the City of Shakopee

ATTEST:

City Clerk

Draft

**RESOLUTION NO. R2018-111**

A RESOLUTION CANCELING DEBT SERVICE LEVIES FOR TAXES PAYABLE IN 2019

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAKOPEE, COUNTY OF SCOTT, MINNESOTA, that the following debt service levies are cancelled:

| | | |
|---|---|---|
| 2012A | GO Refunding Bonds | $ 538,020 |
| 2016A | GO Tax Abatement Bonds | $ 171,923 |

BE IT FURTHER RESOLVED that the following irrevocable transfer is made from the Building Internal Service Fund to the 2012A GO Refunding Debt Service Fund, in the amount of $300,000.00, with the difference required for payment of annual debt service needs to be paid from the fund balance in the debt service fund.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota held this 18th day of September 2018.

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Mayor of the City of Shakopee

ATTEST:

City Clerk

Draft

**CITY OF SHAKOPEE, MINNESOTA**

**RESOLUTION NO. R2018-112**

**APPROVING THE LEVY OF A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES, SECTION 469.033, SUBDIVISION 6 BY THE ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF SHAKOPEE, MINNESOTA**

WHEREAS, pursuant to Resolution No. 4206, adopted by the City Council of the City of Shakopee, Minnesota (the "City"), on April 4, 1995, as amended by Resolution No. 4381, adopted by the City Council of the City on February 6, 1996, and Minnesota Statutes, Sections 469.090 through 469.1082, the City created the Economic Development Authority for the City of Shakopee, Minnesota (the "Authority"); and

WHEREAS, the Authority has the ability to exercise all powers and duties of a housing and redevelopment authority under the provisions of Minnesota Statutes, Sections 469.001 through 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, subdivision 6 of the HRA Act provides that all of the territory included within the area of operation of a housing and redevelopment agency (the entire City) shall be a taxing district for the purpose of collecting special benefit taxes; and

WHEREAS, Section 469.033, subdivision 6 of the HRA Act permits the Authority to levy and collect a special benefit tax of up to 0.0185% of estimated market value of taxable property within the City, levied upon all taxable real property within the City; and

WHEREAS, the special benefit tax levy authorized by Section 469.033, subdivision 6 of the HRA Act is separate and distinct from the City's levy and is not subject to levy limits; and

WHEREAS, the Authority desires to levy a special benefit tax in the amount of $350,000, which is less than 0.0185% of the estimated market value of taxable property within the City; and

WHEREAS, on the date hereof, the Board of Commissioners of the Authority adopted a resolution (the "Authority Resolution") approving the levy a special benefit tax in the amount of $350,000; and

WHEREAS, pursuant to the Authority Resolution, the Authority has adopted a budget for fiscal year 2019 that provides for levy of the special benefits tax in an amount of $350,000 to be used for the Authority's economic development and redevelopment activities; and

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "City Council") of the City of Shakopee, Minnesota as follows:

1. The City Council hereby accepts the preliminary budget submitted by the Authority for fiscal year 2019.

2. The City Council hereby approves the preliminary levy by the Authority of a special benefit tax pursuant to Section 469.033, subdivision 6 of the HRA Act in the amount equal to the lesser of a levy at a rate of 0.0185% of the estimated market value of taxable property within City or $350,000 with respect to taxes payable in calendar year 2019.

3. Notwithstanding the City's approval of the Authority's levy, the City Council may determine to decrease the Authority's levy when finalizing the City's levy for 2019.

Approved by the City Council of the City of Shakopee, Minnesota this 18th day of September 2018.

Mayor

ATTEST:

City Clerk

Draft

RESOLUTION NO. R2018-XXX

A RESOLUTION SETTING 2018 PROPERTY TAX LEVY COLLECTIBLE IN 2019

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAKOPEE, MINNESOTA, that the following amounts be levied as the tax levy in accordance with existing law for the current year upon the taxable property in the City of Shakopee;

| | | |
|---|---|---|
| **General Fund** | $ | 16,677,400 |
| **Abatements** | | 169,500 |
| **Capital Improvement Fund** | | 200,000 |
| **Debt Service** | | |
| **2010A** | | 115,000 |
| **2016A** | | 2,068,600 |
| **Total Property Taxes** | $ | 19,230,500 |

BE IT FURTHER RESOLVED, THAT THE City clerk is hereby instructed to transmit a certified copy to this resolution to the County Auditor of Scott County, Minnesota

Adopted in regular session of the City Council of the City of Shakopee, Minnesota held this 18th day of December, 2018.

Mayor of the City of Shakopee

ATTEST:

City Clerk

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**RESOLUTION NO. R2018-XXX**

**APPROVING THE LEVY OF A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES, SECTION 469.033, SUBDIVISION 6 BY THE ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF SHAKOPEE, MINNESOTA**

WHEREAS, pursuant to Resolution No. 4206, adopted by the City Council of the City of Shakopee, Minnesota (the "City"), on April 4, 1995, as amended by Resolution No. 4381, adopted by the City Council of the City on February 6, 1996, and Minnesota Statutes, Sections 469.090 through 469.1082, the City created the Economic Development Authority for the City of Shakopee, Minnesota (the "Authority"); and

WHEREAS, the Authority has the ability to exercise all powers and duties of a housing and redevelopment authority under the provisions of Minnesota Statutes, Sections 469.001 through 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, subdivision 6 of the HRA Act provides that all of the territory included within the area of operation of a housing and redevelopment agency (the entire City) shall be a taxing district for the purpose of collecting special benefit taxes; and

WHEREAS, Section 469.033, subdivision 6 of the HRA Act permits the Authority to levy and collect a special benefit tax of up to 0.0185% of estimated market value of taxable property within the City, levied upon all taxable real property within the City; and

WHEREAS, the special benefit tax levy authorized by Section 469.033, subdivision 6 of the HRA Act is separate and distinct from the City's levy and is not subject to levy limits; and

WHEREAS, the Authority desires to levy a special benefit tax in the amount of $350,000, which is less than 0.0185% of the estimated market value of taxable property within the City; and

WHEREAS, on the date hereof, the Board of Commissioners of the Authority adopted a resolution (the "Authority Resolution") approving the levy, a special benefit tax, in the amount of $350,000; and

WHEREAS, pursuant to the Authority Resolution, the Authority has adopted a levy of the special benefits tax in amount of $350,000 to be used for the Authority's economic development and redevelopment activities; and

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "City Council") of the the City of Shakopee, Minnesota as follows:

1. The City Council hereby approves the levy by the Authority of a special benefit tax pursuant to Section 469.033, subdivision 6 of the HRA Act in the amount equal to the lesser of a levy at a rate of 0.0185% of the estimated market value of taxable property within the City or $350,000 with respect to taxes payable in calendar year 2019.

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Adopted in regular session of the City Council of the City of Shakopee, Minnesota held this 18th day of December, 2018.

Mayor of the City of Shakopee

ATTEST:

City Clerk

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RESOLUTION NO. R2018-XXX

A RESOLUTION CANCELING DEBT SERVICE LEVIES FOR TAXES PAYABLE IN 2019

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAKOPEE, COUNTY OF SCOTT, MINNESOTA, that the following debt service levies are cancelled:

| | | | |
|---|---|---|---|
| 2012A | GO Refunding Bonds | $ | 538,020.00 |
| 2016A | GO Tax Abatement Bonds | $ | 171,923.00 |

BE IT FURTHER RESOLVED that the following irrevocable transfer is made from the Building Internal Service Fund to the 2012A GO Refunding Debt Service Fund, in the amount of $300,000.00, with the difference required for payment of annual debt service needs to be paid from the fund balance in the debt service fund.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota held this 18th day of December, 2018.

Mayor of the City of Shakopee

ATTEST:

City Clerk

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RESOLUTION NO. R2018-XXX

A RESOLUTION ADOPTING THE 2019 BUDGET AND A REVISED BUDGET FOR 2018

WHEREAS, the City Administrator and Finance Director have presented to the City Council a proposed 2019 budget and a revised 2018 budget.

WHEREAS, The City Council has held a public meeting and has concluded the budget as prepared is appropriate;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY COUNCIL OF THE CITY OF SHAKOPEE, MINNESOTA that the 2019 Budget and the 2018 Revised Budget are hereby approved and adopted with the official copy being on file with the City Clerk.

Adopted in regular session of the City Council of the City of Shakopee, Minnesota held this 18th day of December, 2018.

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Mayor of the City of Shakopee

ATTEST:

_____

City Clerk

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# COMBINED BUDGET SUMMARY

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# 2019 Annual Budget
## GOVERNMENT WIDE FUNDS

| | GENERAL FUND | SPECIAL REVENUE FUNDS | DEBT SERVICE FUNDS | CAPITAL PROJECTS FUNDS | TOTAL |
|---|---|---|---|---|---|
| **REVENUES:** | | | | | |
| TAXES | $16,727,400 | $350,000 | $2,183,600 | $200,000 | $19,461,000 |
| SPECIAL ASSESSMENTS | 7,300 | 0 | 194,300 | 409,000 | 610,600 |
| LICENSES AND PERMITS | 2,207,200 | 0 | 0 | 2,765,000 | 4,972,200 |
| INTERGOVERNMENTAL | 1,431,600 | 0 | 0 | 1,845,000 | 3,276,600 |
| CHARGES FOR SERVICES | 6,395,700 | 12,000 | 0 | 0 | 6,407,700 |
| FINES AND FORFEITURES | 1,000 | 0 | 0 | 0 | 1,000 |
| MISCELLANEOUS | 198,000 | 1,000 | 200 | 8,870,000 | 9,069,200 |
| TOTAL REVENUES | 26,968,200 | 363,000 | 2,378,100 | 14,089,000 | 43,798,300 |
| **EXPENDITURES:** | | | | | |
| GENERAL GOVERNMENT | (4,714,600) | 0 | 0 | 0 | (4,714,600) |
| PUBLIC SAFETY | (12,518,400) | 0 | 0 | 0 | (12,518,400) |
| PUBLIC WORKS | (3,641,300) | 0 | 0 | (21,554,000) | (25,195,300) |
| PARK AND RECREATION | (6,190,400) | 0 | 0 | (3,000,000) | (9,190,400) |
| ECONOMIC DEVELOPMENT | 0 | (362,500) | 0 | 0 | (362,500) |
| UNALLOCATED | (131,300) | 0 | 0 | 0 | (131,300) |
| DEBT SERVICE | (22,200) | 0 | (3,004,040) | 0 | (3,026,240) |
| TOTAL EXPENDITURES | (27,218,200) | (362,500) | (3,004,040) | (24,554,000) | (55,138,740) |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | (250,000) | 500 | (625,940) | (10,465,000) | (11,340,440) |
| **OTHER FINANCING:** | | | | | |
| TRANSFERS IN | 250,000 | 0 | 300,000 | 1,360,000 | 1,910,000 |
| BOND PROCEEDS | 0 | 0 | 0 | 7,964,000 | 7,964,000 |
| **EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES** | **$0** | **$500** | **($325,940)** | **($1,141,000)** | **($1,466,440)** |
| PROPERTY TAX LEVY REQUIRED TO SUPPORT THIS BUDGET | $16,846,900 | $350,000 | $2,183,600 | $200,000 | $19,580,500 |

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# 2019 Annual Budget
## ENTERPRISE FUNDS

| | SEWER FUND | SURFACE WATER FUND | REFUSE FUND | TOTAL |
|---|---|---|---|---|
| **REVENUES:** | | | | |
| OPERATING REVENUES | $3,931,300 | $1,210,300 | $105,000 | $5,246,600 |
| **EXPENSES:** | | | | |
| OPERATING EXPENSES | 3,269,400 | 1,001,800 | 0 | 4,271,200 |
| DEPRECIATION | 0 | 0 | 117,000 | 117,000 |
| **OPERATING INCOME (LOSS)** | **661,900** | **208,500** | **(12,000)** | **858,400** |
| NON-OPERATING INCOME | 201,000 | 240,000 | (1,000) | 440,000 |
| NON-OPERATING EXPENSES | (1,332,000) | (1,377,200) | (6,400) | (2,715,600) |
| **NET INCOME (LOSS) BEFORE TRANSFERS** | **(469,100)** | **(928,700)** | **(19,400)** | **(1,417,200)** |
| CAPITAL CONTRIBUTION | 0 | 2,500 | 0 | 2,500 |
| TRANSFERS IN | 0 | 0 | 0 | 0 |
| TRANSFERS OUT | (240,000) | (1,370,000) | 0 | (1,610,000) |
| **NET INCOME (LOSS)** | **(709,100)** | **(2,296,200)** | **(19,400)** | **(3,024,700)** |

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## GENERAL FUND

The General Fund is used to account for revenues and expenditures necessary to carry out the basic functions of city government. Divisions within the General Fund include general government, public safety, public works and park and recreation. These basic functions include police and fire protection, planning, administration, etc. Appropriations are made from this fund annually.

Revenues are recorded by source, i.e. taxes, intergovernmental, charges for services, etc. Expenditures are recorded by object and are primarily for day-to day operating expenses and equipment. Capital expenditures for large scale public improvements are accounted for within the Capital Projects Funds.

General Fund budgets tend to be consistent from year-to-year. However, there are costs drivers that effect every department. Below are the 2019 General Fund cost drivers. Individual division narratives provide greater detail on variances specific to each division.

- Overall wages increased 3%.
- Health insurance rates for 2019 are remaining flat.
- Equipment rents were increased as a result of using estimated future replacement cost instead of actual purchase cost of the asset as the base in the calculation. This will be a phased change over the next four years therefore 25% of this change was included in 2019.

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# 2019 Annual Budget
# GENERAL FUND SUMMARY

| | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| TAXES | 17,437,731.06 | 16,771,524.02 | 17,529,000.00 | 17,183,000.00 | 17,174,900.00 |
| SPECIAL ASSESSMENTS | 15,817.76 | 3,874.61 | 7,000.00 | 7,300.00 | 7,300.00 |
| LICENSES AND PERMITS | 2,149,201.61 | 2,391,941.59 | 1,416,000.00 | 1,952,700.00 | 1,759,700.00 |
| INTERGOVERNMENTAL | 1,344,279.22 | 1,369,027.55 | 1,486,100.00 | 1,286,200.00 | 1,431,600.00 |
| CHARGES FOR SERVICES | 4,750,514.28 | 5,653,773.86 | 5,699,800.00 | 6,254,000.00 | 6,395,700.00 |
| FINES AND FORFEITURES | 11,213.08 | 2,718.80 | 1,500.00 | 800.00 | 1,000.00 |
| MISCELLANEOUS | 218,733.94 | 163,615.83 | 206,500.00 | 276,900.00 | 198,000.00 |
| **TOTAL REVENUES** | **25,927,490.95** | **26,356,476.26** | **26,345,900.00** | **26,960,900.00** | **26,968,200.00** |
| GENERAL GOVERNMENT | (3,965,116.02) | (4,387,638.96) | (4,922,900.00) | (4,881,500.00) | (4,714,600.00) |
| PUBLIC SAFETY | (10,585,899.22) | (11,004,434.14) | (11,972,200.00) | (11,890,900.00) | (12,518,400.00) |
| PUBLIC WORKS | (4,840,832.19) | (5,032,230.39) | (5,670,000.00) | (5,623,700.00) | (5,924,400.00) |
| RECREATION | (2,452,507.54) | (3,111,739.77) | (3,792,300.00) | (3,812,400.00) | (3,907,300.00) |
| UNALLOCATED | (34,835.56) | (27,619.38) | (216,300.00) | (216,400.00) | (131,300.00) |
| DEBT SERVICE | 0.00 | (16,605.00) | (22,200.00) | (22,200.00) | (22,200.00) |
| CAPITAL OUTLAY | (37,422.57) | (93,341.00) | 0.00 | (175,000.00) | 0.00 |
| **TOTAL EXPENDITURES** | **(21,916,613.10)** | **(23,673,608.64)** | **(26,595,900.00)** | **(26,622,100.00)** | **(27,218,200.00)** |
| TRANSFERS IN | 250,000.00 | 250,000.00 | 250,000.00 | 250,000.00 | 250,000.00 |
| PROCEEDS FROM SALE OF ASSETS | 9,133.93 | 4,660.88 | 0.00 | 0.00 | 0.00 |
| BOND PROCEEDS | 0.00 | 79,100.00 | 0.00 | 0.00 | 0.00 |
| TRANSFERS OUT | (3,348,754.50) | (1,800,000.00) | 0.00 | 0.00 | 0.00 |
| **TOTAL OTHER FINANCING** | **(3,089,620.57)** | **(1,466,239.12)** | **250,000.00** | **250,000.00** | **250,000.00** |
| **NET** | **921,257.28** | **1,216,628.50** | **0.00** | **588,800.00** | **0.00** |

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# 2019 Annual Budget
# Company: 01000- GENERAL FUND

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **01000 - GENERAL FUND** | | | | | |
| REVENUES: | | | | | |
| TAXES: | | | | | |
| 4011 - CURRENT PROPERTY TAX | (14,907,747.56) | (14,158,097.35) | (14,772,000.00) | (14,772,000.00) | (14,607,000.00) |
| 4013 - MARKET VALUE CREDIT | (1,960.23) | (2,070.32) | 0.00 | 0.00 | 0.00 |
| 4015 - FISCAL DISPARITIES | (1,807,791.98) | (1,894,575.64) | (2,104,900.00) | (2,104,900.00) | (2,239,900.00) |
| 4020 - MOBIL HOME TAX | (249.12) | (270.87) | 0.00 | 0.00 | 0.00 |
| 4025 - PAYMENT IN LIEU OF TAXES | (26,007.34) | (30,301.05) | (27,000.00) | (29,000.00) | (30,000.00) |
| 4031 - EXCESS TAX INCREMENT | (2,946.93) | (4,633.26) | 0.00 | (1,100.00) | (3,000.00) |
| 4032 - TAX ABATEMENT | 142,627.20 | 159,551.00 | 182,400.00 | 169,500.00 | 169,500.00 |
| 4035 - OTHER TAXES | (17,856.11) | (20,903.04) | 0.00 | (8,000.00) | (12,000.00) |
| 4040 - AGGREGATE TAX | (11,899.58) | (10,828.73) | (8,500.00) | (8,500.00) | (5,000.00) |
| 4050 - LODGING TAX | (388,371.92) | (364,114.33) | (370,000.00) | 0.00 | 0.00 |
| 4202 - CABLE FRANCHISE | (398,259.89) | (427,685.93) | (412,000.00) | (412,000.00) | (430,000.00) |
| 4203 - TRACK FRANCHISE | (17,267.60) | (17,594.50) | (17,000.00) | (17,000.00) | (17,500.00) |
| **TAXES** | **(17,437,731.06)** | **(16,771,524.02)** | **(17,529,000.00)** | **(17,183,000.00)** | **(17,174,900.00)** |
| SPECIAL ASSESSMENT: | | | | | |
| 4110 - SPECIAL ASSESSMENT PRINCIPAL | (12,143.09) | (1,998.37) | (5,000.00) | (5,300.00) | (5,300.00) |
| 4111 - SPEC ASSESSMENT INTEREST | (2,405.69) | (1,157.81) | (2,000.00) | (2,000.00) | (2,000.00) |
| 4112 - SA PENALTIES & INTEREST | (718.98) | (243.43) | 0.00 | 0.00 | 0.00 |
| 4120 - SA PREPAY | (550.00) | (475.00) | 0.00 | 0.00 | 0.00 |
| **SPECIAL ASSESSMENT** | **(15,817.76)** | **(3,874.61)** | **(7,000.00)** | **(7,300.00)** | **(7,300.00)** |
| LICENSES AND PERMITS: | | | | | |
| 4220 - LIQUOR LICENSE | (139,517.50) | (160,963.00) | (145,000.00) | (160,500.00) | (160,500.00) |
| 4230 - BEER LICENSE | (105.00) | (5,977.00) | 0.00 | (2,600.00) | (2,600.00) |
| 4240 - CIGARETTE LICENSE | (5,750.00) | (6,627.00) | (5,400.00) | (5,400.00) | (5,400.00) |
| 4242 - DOG LICENSES | (20,660.00) | (19,180.00) | (15,000.00) | (15,000.00) | (15,000.00) |
| 4243 - MISC BUSINESS LICENSE | (12,436.00) | (14,511.00) | (12,000.00) | (12,000.00) | (12,000.00) |
| 4244 - MISC NON-BUSINESS LICENSE | (100.00) | (60.00) | 100.00 | 0.00 | 0.00 |
| 4251 - BUILDING PERMITS | (485,175.83) | (774,554.49) | (360,000.00) | (565,000.00) | (550,000.00) |
| 4255 - RE-ROOF PERMIT | (143,661.29) | (140,745.28) | (125,000.00) | (196,000.00) | (125,000.00) |
| 4256 - WINDOWS-DOORS-RESIDING | (27,100.00) | (22,000.00) | (24,000.00) | (24,000.00) | (24,000.00) |
| 4259 - PLAN REVIEW FEE | (331,457.24) | (518,142.91) | (185,000.00) | (385,000.00) | (215,000.00) |
| 4261 - PLUMBING PERMITS | (175,231.33) | (134,963.44) | (100,000.00) | (132,000.00) | (100,000.00) |
| 4265 - MECHANICAL PERMITS | (473,322.60) | (199,271.47) | (150,000.00) | (102,000.00) | (150,000.00) |
| 4267 - ELECTRICAL PERMITS | (108,329.60) | (81,156.25) | (75,000.00) | (75,000.00) | (85,000.00) |
| 4272 - SEWER & WATER PERMITS | (56,045.89) | (35,085.63) | (30,000.00) | (30,000.00) | (30,000.00) |
| 4274 - FIRE INSPECTION PERMITS | (39,748.79) | (39,593.74) | (45,000.00) | (40,000.00) | (40,000.00) |
| 4275 - INSPECTIONS | (17,986.54) | (3,500.00) | (2,500.00) | 0.00 | (2,500.00) |
| 4276 - FENCE PERMITS | (4,240.00) | (160.00) | 0.00 | 0.00 | 0.00 |
| 4280 - ROW PERMITS | (106,584.00) | (125,705.75) | (110,000.00) | (110,000.00) | (115,000.00) |
| 4282 - WOODLAND MANAGEMENT FEE | (1,750.00) | (2,450.00) | (1,200.00) | (1,200.00) | (1,200.00) |
| 4284 - MISC BUSINESS PERMITS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4299 - ELECTRONIC RECOVERY FEE | 0.00 | (107,294.63) | (31,000.00) | (97,000.00) | (126,500.00) |
| **LICENSES AND PERMITS** | **(2,149,201.61)** | **(2,391,941.59)** | **(1,416,000.00)** | **(1,952,700.00)** | **(1,759,700.00)** |
| INTERGOVERNMENTAL: | | | | | |
| 4410 - FEDERAL GRANTS | (30,173.86) | (22,210.38) | (20,000.00) | (20,000.00) | (20,000.00) |
| 4450 - STATE GRANTS & AIDS | (88,491.85) | (130,242.66) | (173,000.00) | (69,700.00) | (89,200.00) |
| 4455 - PERA AID | (18,170.00) | (18,170.00) | (18,100.00) | (18,100.00) | (18,100.00) |
| 4460 - STATE AID - MAINT | (554,026.00) | (519,624.00) | (454,900.00) | (477,700.00) | (480,000.00) |
| 4462 - STATE AID - FIRE | (246,910.37) | (250,336.24) | (253,800.00) | (259,400.00) | (258,000.00) |

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# 2019 Annual Budget
## Company: 01000- GENERAL FUND

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| 4465 - STATE AID - POLICE | (390,012.05) | (398,171.83) | (398,100.00) | (398,100.00) | (398,100.00) |
| 4467 - POLICE TRAINING REIMBURSEMENT | (14,995.09) | (14,942.56) | (43,200.00) | (43,200.00) | (43,200.00) |
| 4480 - OTHER GRANTS/AIDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4482 - COUNTY GRANTS/AIDS | 0.00 | (2,829.88) | 0.00 | 0.00 | 0.00 |
| 4490 - OTHER LOCAL GRANTS/AIDS | (1,500.00) | (12,500.00) | (125,000.00) | 0.00 | (125,000.00) |
| **INTERGOVERNMENTAL** | **(1,344,279.22)** | **(1,369,027.55)** | **(1,486,100.00)** | **(1,286,200.00)** | **(1,431,600.00)** |
| CHARGES FOR SERVICES: | | | | | |
| 4511 - ADMINISTRATIVE CHARGES | (26,539.05) | (27,286.00) | (22,200.00) | (39,900.00) | (38,700.00) |
| 4513 - SALE OF DOCUMENTS | (1,011.75) | (1,038.15) | (900.00) | (1,000.00) | (900.00) |
| 4516 - ASSESSMENT SEARCHES | (725.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| 4527 - RECORDING FEE | 0.00 | 0.00 | 100.00 | (100.00) | 0.00 |
| 4540 - CONDUIT DEBT ADMIN FEE | 0.00 | 0.00 | 0.00 | (50,000.00) | 0.00 |
| 4571 - APPEAL | (350.00) | (900.00) | (300.00) | 0.00 | 0.00 |
| 4572 - SIGNS | (13,920.00) | (17,450.00) | (11,600.00) | (14,000.00) | (14,000.00) |
| 4573 - CONCEPT REVIEWS | 0.00 | (800.00) | 0.00 | 0.00 | 0.00 |
| 4574 - REZONE/COMP PLAN | (1,800.00) | (1,600.00) | (600.00) | 0.00 | 0.00 |
| 4575 - ZONING LETTER | (800.00) | (1,250.00) | (800.00) | 0.00 | 0.00 |
| 4576 - LAND DIVISION ADMIN/ANNEXATIO | 0.00 | (1,460.00) | (1,000.00) | 0.00 | 0.00 |
| 4577 - EAW | 0.00 | (1,000.00) | 0.00 | 0.00 | (50,000.00) |
| 4579 - P U D | (8,400.00) | (13,300.00) | (2,500.00) | 0.00 | 0.00 |
| 4581 - PRELIMINARY PLAT | (15,100.00) | (9,100.00) | (7,500.00) | 0.00 | 0.00 |
| 4582 - FINAL PLAT | (9,300.00) | (18,600.00) | (10,000.00) | 0.00 | 0.00 |
| 4583 - MINOR SUBDIVISION | (650.00) | (650.00) | (1,000.00) | 0.00 | 0.00 |
| 4584 - VACATION | (950.00) | (6,650.00) | (2,500.00) | 0.00 | 0.00 |
| 4585 - VARIANCE | (2,125.00) | (1,000.00) | (1,000.00) | 0.00 | 0.00 |
| 4586 - CUP | (3,575.00) | (9,000.00) | (4,000.00) | 0.00 | 0.00 |
| 4587 - PLANNING/ZONING APPLICATIONS | (250.00) | (250.00) | 0.00 | (60,000.00) | (40,400.00) |
| 4589 - SIGN ADJUSTMENT | (650.00) | (720.00) | (3,500.00) | 0.00 | 0.00 |
| 4620 - ENGINEER FEE - PRIVATE | (89,517.94) | (329,199.69) | (125,000.00) | (383,300.00) | (390,000.00) |
| 4621 - ENGINEER FEE - PUBLIC | (368,224.14) | (311,324.24) | (350,000.00) | (350,000.00) | (350,000.00) |
| 4622 - PARK FEE - PUBLIC | (20,827.34) | (178.32) | (5,000.00) | (1,000.00) | (1,000.00) |
| 4630 - GRADE FEE | (103,761.74) | (85,350.17) | (86,000.00) | (97,500.00) | (91,000.00) |
| 4642 - POLICE SERVICES | (511,596.89) | (553,324.34) | (502,600.00) | (486,000.00) | (496,000.00) |
| 4643 - VALLEY FAIR | 0.00 | 0.00 | (45,000.00) | (45,000.00) | (45,000.00) |
| 4646 - FALSE ALARMS | (15,570.00) | (16,300.00) | (8,700.00) | (8,000.00) | (8,000.00) |
| 4647 - TRIBAL CONTRIBUTION | (95,000.00) | (100,000.00) | (105,000.00) | (105,000.00) | (110,000.00) |
| 4660 - FIRE SERVICES | (162,772.32) | (163,791.00) | (164,000.00) | (183,000.00) | (185,000.00) |
| 4680 - MISC PUBLIC WORKS | (150.00) | 0.00 | 0.00 | (200.00) | (200.00) |
| 4681 - CAR/TRUCK WASHES | (3,998.00) | (3,397.00) | (4,500.00) | (4,000.00) | (17,500.00) |
| 4683 - NATURAL RESOURCE PLANTINGS | (3,089.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| 4684 - STREET SIGNS | (330.00) | 200.00 | 0.00 | 0.00 | 0.00 |
| 4705 - ELECTRIC (SPUC) | (2,110,766.14) | (2,248,051.83) | (2,125,000.00) | (2,275,000.00) | (2,350,000.00) |
| 4751 - REFUSE CHARGES | (20,432.97) | (21,439.12) | (15,000.00) | (15,000.00) | (15,000.00) |
| 4761,4762 - MEMBERSHIPS | (232,104.30) | (370,030.48) | (590,000.00) | (681,000.00) | (683,300.00) |
| 4766 - GENERAL ADMISSIONS | (195,370.36) | (254,909.74) | (262,000.00) | (290,000.00) | (300,000.00) |
| 4770 - LESSONS | (71,322.00) | (92,173.85) | (110,000.00) | (85,000.00) | (95,000.00) |
| 4774 - ICE RENTAL - PRIME TAXABLE | (92,143.08) | (145,579.09) | (160,000.00) | (160,000.00) | (170,000.00) |
| 4775 - ICE RENTAL - PRIME EXEMPT | (215,266.66) | (462,788.87) | (440,000.00) | (440,000.00) | (460,000.00) |
| 4780 - YOUTH ACTIVITIES | (178,614.55) | (96,889.33) | (216,000.00) | (123,000.00) | (123,000.00) |
| 4781 - YOUTH SPORTS ASSOCATIONS | 0.00 | (65,136.00) | (70,000.00) | (65,000.00) | (65,000.00) |
| 4794 - ADULT SPORTS | 0.00 | (630.00) | (40,000.00) | (40,000.00) | (40,000.00) |
| 4795 - ADULT ACTIVITIES | (43,757.72) | (54,522.74) | (20,000.00) | (10,500.00) | (10,500.00) |

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# 2019 Annual Budget
## Company: 01000- GENERAL FUND

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| 4796 - ROOM RENTALS | (11,265.81) | (48,369.00) | (54,000.00) | (41,500.00) | (41,500.00) |
| 4797 - ROOM RENTAL- NONTAXABLE/EXEM | 0.00 | (6,599.16) | 0.00 | (58,500.00) | (58,500.00) |
| 4798 - PARK FACILITY RENTAL | (40,273.16) | (41,673.20) | (36,500.00) | (36,000.00) | (36,000.00) |
| 4799 - PARK FIELD RENTALS | 0.00 | (649.90) | (600.00) | (800.00) | (600.00) |
| 4800 - SKATE SHARPENING | (3,005.69) | (9,895.00) | (6,000.00) | (8,000.00) | (8,000.00) |
| 4801 - DAMAGE DEPOSIT | (700.00) | (2,664.89) | (1,500.00) | (1,500.00) | (1,500.00) |
| 4808 - PARK FAC. RENT - NONTAX/EXEMPT | (585.00) | (1,270.00) | (800.00) | 0.00 | 0.00 |
| 4810 - CONCESSION STANDS | (35,994.44) | (37,955.53) | (34,100.00) | (36,400.00) | (36,400.00) |
| 4812 - VENDING CONCESSION COMMISSION | (4,700.56) | (6,857.38) | (7,200.00) | (8,700.00) | (8,700.00) |
| 4816 - NON-RESIDENT FEE/TOWNSHIP PYMT | 0.00 | (1,730.00) | (1,500.00) | (1,500.00) | (1,500.00) |
| 4817 - ARENA ADVERTISING | (30,144.71) | (658.57) | (40,000.00) | (40,000.00) | (45,000.00) |
| 4818 - OTHER RECREATION FEES | (3,083.96) | (8,581.27) | (4,500.00) | (8,600.00) | (8,500.00) |
| **CHARGES FOR SERVICES** | **(4,750,514.28)** | **(5,653,773.86)** | **(5,699,800.00)** | **(6,254,000.00)** | **(6,395,700.00)** |
| FINES & FORFEITS: | | | | | |
| 4821 - FINES & FORFEITS | (11,213.08) | (2,718.80) | (1,500.00) | (800.00) | (1,000.00) |
| **FINES & FORFEITS** | **(11,213.08)** | **(2,718.80)** | **(1,500.00)** | **(800.00)** | **(1,000.00)** |
| MISCELLANEOUS: | | | | | |
| 4833 - INTEREST | (158,520.56) | (158,856.15) | (150,000.00) | (150,000.00) | (174,000.00) |
| 4834 - CHANGE IN FAIR MARKET VALUE | 39,756.63 | 39,975.32 | 0.00 | 0.00 | 0.00 |
| 4530 - ANTENNA RENTAL | (9,459.54) | (9,837.89) | (10,000.00) | (10,000.00) | (10,300.00) |
| 4843 - COMMISSIONS | (11,118.43) | (720.04) | 0.00 | (300.00) | (300.00) |
| 4845 - CONTRIBUTIONS | (7,266.09) | (17,600.00) | (16,800.00) | (34,500.00) | (500.00) |
| 4850 - MISCELLANEOUS | (14,220.95) | (16,577.07) | (29,700.00) | (82,100.00) | (12,900.00) |
| 4852 - INSURANCE DIVIDENDS/FEES | (55,000.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| 4853 - INSURANCE REIMBURSEMENT | (2,905.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS** | **(218,733.94)** | **(163,615.83)** | **(206,500.00)** | **(276,900.00)** | **(198,000.00)** |
| **REVENUES** | **(25,927,490.95)** | **(26,356,476.26)** | **(26,345,900.00)** | **(26,960,900.00)** | **(26,968,200.00)** |
| EXPENDITURES: | | | | | |
| WAGES & BENEFITS: | | | | | |
| 6002 - WAGES | 9,606,013.42 | 10,238,911.56 | 11,271,900.00 | 11,230,700.00 | 11,796,200.00 |
| 6005 - OVERTIME-FT | 419,731.21 | 444,865.02 | 439,200.00 | 505,700.00 | 483,900.00 |
| 6010 - PREMIUM PAY | 10,869.65 | 11,807.53 | 9,000.00 | 12,500.00 | 12,500.00 |
| 6015 - WAGES - PART TIME/TEMP | 900,417.16 | 1,043,643.32 | 1,424,300.00 | 1,414,300.00 | 1,505,700.00 |
| 6017 - OVERTIME-PART TIME/TEMP | 9,266.33 | 21,299.84 | 14,100.00 | 37,500.00 | 15,600.00 |
| **WAGES** | **10,946,297.77** | **11,760,527.27** | **13,158,500.00** | **13,200,700.00** | **13,813,900.00** |
| 6122 - PERA | 1,174,493.41 | 1,244,044.41 | 1,310,000.00 | 1,314,000.00 | 1,426,900.00 |
| 6124 - FICA | 490,320.79 | 541,189.95 | 701,400.00 | 704,600.00 | 741,000.00 |
| 6135 - HEALTH | 1,057,406.31 | 1,185,878.33 | 1,480,200.00 | 1,474,000.00 | 1,518,600.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 54,483.62 | 56,167.48 | 61,400.00 | 60,700.00 | 62,000.00 |
| 6140 - LIFE/LTD | 30,915.89 | 28,780.34 | 32,600.00 | 32,400.00 | 34,000.00 |
| 6145 - DENTAL | 61,186.92 | 62,199.28 | 73,500.00 | 72,700.00 | 74,300.00 |
| 6160 - UNEMPLOYMENT | 14,777.88 | 1,451.74 | 0.00 | 0.00 | 0.00 |
| 6170 - WORKERS COMPENSATION | 417,074.03 | 355,901.19 | 402,100.00 | 410,900.00 | 424,500.00 |
| 6180 - COMPENSATED ABSENCES | 231,551.37 | 132,878.32 | 208,400.00 | 207,900.00 | 220,800.00 |
| 6186 - PENSION EXPENSE | 69,345.00 | 49,375.00 | 120,000.00 | 54,000.00 | 54,000.00 |
| **BENEFITS** | **3,601,555.22** | **3,657,866.04** | **4,389,600.00** | **4,331,200.00** | **4,556,100.00** |
| **WAGES & BENEFITS** | **14,547,852.99** | **15,418,393.31** | **17,548,100.00** | **17,531,900.00** | **18,370,000.00** |
| SUPPLIES AND SERVICES: | | | | | |
| 6202 - OPERATING SUPPLIES | 394,900.89 | 376,942.98 | 435,900.00 | 424,000.00 | 414,600.00 |

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# 2019 Annual Budget
# Company: 01000- GENERAL FUND

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| 6203 - TOOLS | 87.09 | 0.00 | 500.00 | 0.00 | 7,500.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 73,141.62 | 36,464.40 | 3,000.00 | 9,200.00 | 0.00 |
| 6205 - GRANT EXPENDITURES | 3,053.93 | 0.00 | 0.00 | 7,800.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 25,172.29 | 30,405.94 | 29,100.00 | 23,100.00 | 21,000.00 |
| 6211 - RECREATION SUPPLIES | 41,630.64 | 6,742.46 | 0.00 | 0.00 | 0.00 |
| 6212 - UNIFORMS/CLOTHING | 59,401.58 | 101,875.07 | 99,400.00 | 90,200.00 | 81,900.00 |
| 6213 - FOOD | 8,323.91 | 9,200.01 | 12,150.00 | 14,800.00 | 10,900.00 |
| 6215 - MATERIALS | 185,978.34 | 121,423.87 | 175,000.00 | 181,000.00 | 175,500.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 146,923.41 | 152,408.55 | 183,800.00 | 209,600.00 | 198,100.00 |
| 6230 - BUILDING MAINT SUPPLIES | 52,425.27 | 62,495.15 | 74,000.00 | 71,200.00 | 71,500.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 109,596.55 | 77,071.80 | 121,800.00 | 130,600.00 | 140,000.00 |
| 6250 - MERCHANDISE | 23,471.10 | 21,152.51 | 24,350.00 | 17,300.00 | 19,800.00 |
| 6282 - PURCHASE OF SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6310 - ATTORNEY | 52,876.59 | 53,051.31 | 71,400.00 | 69,300.00 | 47,900.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 18,384.25 | 34,138.44 | 19,000.00 | 10,000.00 | 10,000.00 |
| 6314 - COMPUTER SERVICES | 0.00 | 402.50 | 500.00 | 0.00 | 0.00 |
| 6315 - BUILDING MAINT. | 168,157.26 | 207,944.83 | 167,500.00 | 194,900.00 | 168,400.00 |
| 6316 - EQUIPMENT MAINTENANCE | 190,614.87 | 154,931.68 | 171,750.00 | 149,300.00 | 140,700.00 |
| 6318 - FILING FEES | 1,728.00 | 772.00 | 2,300.00 | 1,200.00 | 1,200.00 |
| 6320 - LODGING TAX | 368,110.41 | 346,751.53 | 351,500.00 | 0.00 | 0.00 |
| 6322 - PAVEMENT PRESERVATION | 402,217.66 | 464,969.15 | 480,000.00 | 482,000.00 | 490,000.00 |
| 6324 - TRANSPORTATION | 6,779.46 | 6,801.12 | 0.00 | 0.00 | 0.00 |
| 6325 - PERFORMERS/ INSTRUCTORS | 14,091.21 | 1,336.00 | 0.00 | 0.00 | 0.00 |
| 6326 - CLEANING SERVICES | 87,398.95 | 137,731.89 | 200,800.00 | 200,800.00 | 202,200.00 |
| 6327 - OTHER PROF SERVICES | 872,594.61 | 974,337.99 | 1,053,500.00 | 1,119,800.00 | 972,600.00 |
| 6332 - POSTAGE | 32,119.80 | 24,758.26 | 32,850.00 | 32,500.00 | 33,500.00 |
| 6334 - TELEPHONE | 78,386.37 | 86,145.21 | 79,000.00 | 77,800.00 | 79,900.00 |
| 6336 - PRINTING/PUBLISHING | 111,922.13 | 104,862.99 | 95,900.00 | 104,100.00 | 102,900.00 |
| 6338 - ADVERTISING | 7,867.16 | 1,620.93 | 9,100.00 | 7,100.00 | 5,000.00 |
| 6339 - COMPUTER ACCESS | 9,195.04 | 10,991.70 | 8,900.00 | 9,700.00 | 10,500.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 386,150.00 | 375,500.00 | 390,000.00 | 400,200.00 | 388,600.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6360 - UTILITY SERVICE | 0.00 | 3,373.02 | 2,800.00 | 3,000.00 | 2,800.00 |
| 6362 - ELECTRIC | 498,881.42 | 546,493.92 | 618,000.00 | 619,500.00 | 621,000.00 |
| 6364 - WATER | 38,442.84 | 52,625.89 | 57,500.00 | 52,200.00 | 53,500.00 |
| 6365 - GAS | 98,747.95 | 161,780.23 | 170,300.00 | 211,800.00 | 208,400.00 |
| 6366 - SEWER | 10,696.58 | 16,819.85 | 18,100.00 | 17,700.00 | 18,200.00 |
| 6367 - REFUSE | 2,382.20 | 4,565.45 | 10,200.00 | 4,000.00 | 5,000.00 |
| 6368 - STORM | 32,061.95 | 35,254.53 | 33,700.00 | 36,200.00 | 33,800.00 |
| 6400 - RENTALS | 0.00 | 700.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 215,348.84 | 290,517.14 | 280,100.00 | 308,100.00 | 313,200.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 349,800.00 | 365,700.00 | 384,100.00 | 384,100.00 | 403,200.00 |
| 6420 - EQUIPMENT RENT | 3,523.78 | 35,584.12 | 53,700.00 | 48,100.00 | 43,600.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 612,867.96 | 789,300.00 | 889,300.00 | 889,300.00 | 988,600.00 |
| 6430 - BUILDING RENT (IS FUND) | 723,509.88 | 804,900.12 | 895,300.00 | 895,300.00 | 999,000.00 |
| 6435 - OTHER RENT | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 |
| 6435 - OTHER RENT | 12,112.74 | 15,427.15 | 10,500.00 | 9,500.00 | 9,500.00 |
| 6440 - PARK RENT (IS FUND) | 128,750.04 | 372,000.00 | 427,400.00 | 427,400.00 | 449,600.00 |
| 6471 - WELLNESS PROGRAM | 12,425.49 | 11,644.42 | 12,000.00 | 8,000.00 | 12,000.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 109,947.60 | 94,383.66 | 122,350.00 | 117,000.00 | 132,100.00 |
| 6475 - TRAVEL/SUBSISTENCE | 56,080.17 | 46,267.82 | 68,100.00 | 60,700.00 | 64,500.00 |
| 6480 - DUES | 165,754.91 | 176,887.13 | 182,800.00 | 189,200.00 | 185,000.00 |

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# 2019 Annual Budget
# Company: 01000- GENERAL FUND

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 4,458.37 | 5,200.76 | 5,900.00 | 5,200.00 | 5,300.00 |
| **SUPPLIES AND SERVICES** | **7,008,493.11** | **7,812,855.48** | **8,535,150.00** | **8,323,800.00** | **8,342,500.00** |
| MISCELLANEOUS EXPENSE: | | | | | |
| 6610 - AWARDS & DAMAGES | 5,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 6620 - PROPERTY TAX/SPECIAL ASSESS | 3,854.72 | 1,103.04 | 0.00 | 0.00 | 0.00 |
| 6630 - PAYMENT TO FIRE RELIEF | 246,910.37 | 251,336.24 | 253,800.00 | 261,400.00 | 258,000.00 |
| 6640 - DESIGNATED MISCELLANEOUS | 39,411.52 | 20,024.91 | 100,000.00 | 100,000.00 | 54,100.00 |
| 6645 - SERVICE AWARDS | 2,749.62 | 4,290.53 | 3,500.00 | 5,000.00 | 3,800.00 |
| 6650 - CREDIT CARD FEES | 23,162.50 | 53,622.52 | 20,000.00 | 84,100.00 | 90,000.00 |
| 6660 - BANK FEES- NSF FEE | 109.12 | 449.96 | 500.00 | 0.00 | 0.00 |
| 6661 - CASH SHORT | 86.08 | 118.65 | 150.00 | 200.00 | 100.00 |
| 6670 - RECREATION SCHOLARSHIPS | 1,560.50 | 1,358.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 6671 - DONATED GIFT CARDS | 0.00 | 110.00 | 0.00 | 0.00 | 0.00 |
| 6681 - CONTINGENCY | 0.00 | 0.00 | 110,000.00 | 110,000.00 | 75,000.00 |
| **MISCELLANEOUS EXPENSE** | **322,844.43** | **332,413.85** | **490,450.00** | **569,200.00** | **483,500.00** |
| CAPITAL OUTLAY: | | | | | |
| 6740 - EQUIPMENT | 37,422.57 | 79,100.00 | 0.00 | 175,000.00 | 0.00 |
| 6760 - IMPROVEMENTS | 0.00 | 13,528.95 | 0.00 | 0.00 | 0.00 |
| 6765 - IMPROVEMENTS/INFRASTRUCTURE | 0.00 | 712.05 | 0.00 | 0.00 | 0.00 |
| **CAPITAL OUTLAY** | **37,422.57** | **93,341.00** | **0.00** | **175,000.00** | **0.00** |
| DEBT SERVICE: | | | | | |
| 6830 - CAPITAL LEASE PAYMENT | 0.00 | 13,769.59 | 16,400.00 | 16,400.00 | 16,400.00 |
| 6890 - DEBT SERVICE - OTHER CHARGES | 0.00 | 2,835.41 | 5,800.00 | 5,800.00 | 5,800.00 |
| **DEBT SERVICE** | **0.00** | **16,605.00** | **22,200.00** | **22,200.00** | **22,200.00** |
| **EXPENDITURES** | **21,916,613.10** | **23,673,608.64** | **26,595,900.00** | **26,622,100.00** | **27,218,200.00** |
| OTHER FINANCING: | | | | | |
| TRANSFERS IN: | | | | | |
| 8010 - OPERATING TRANSFERS IN | (250,000.00) | (250,000.00) | (250,000.00) | (250,000.00) | (250,000.00) |
| **TRANSFERS IN** | **(250,000.00)** | **(250,000.00)** | **(250,000.00)** | **(250,000.00)** | **(250,000.00)** |
| TRANSFERS OUT: | | | | | |
| 8053 - TRANSFERS OUT | 75,000.00 | 1,100,000.00 | 0.00 | 0.00 | 0.00 |
| 8054 - OPERATING TRANSFER/DEBT SERV | 170,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8056 - OPERATING TRANSFER/CAPITAL FD | 2,200,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8058 - OPERATING TRANSFER SPEC REV | 903,754.50 | 700,000.00 | 0.00 | 0.00 | 0.00 |
| **TRANSERS OUT** | **3,348,754.50** | **1,800,000.00** | **0.00** | **0.00** | **0.00** |
| GAIN/LOSS ON DISPOSAL OF ASSET: | | | | | |
| 4855 - SALE OF ASSETS | (9,133.93) | (4,660.88) | 0.00 | 0.00 | 0.00 |
| **GAIN/LOSS ON DISPOSAL OF ASSET** | **(9,133.93)** | **(4,660.88)** | **0.00** | **0.00** | **0.00** |
| PROCEEDS FROM DEBT/LEASES ISSUED: | | | | | |
| 4962 - CAPITAL LEASE ISSUED | 0.00 | (79,100.00) | 0.00 | 0.00 | 0.00 |
| **PROCEEDS FROM DEBT ISSUED** | **0.00** | **(79,100.00)** | **0.00** | **0.00** | **0.00** |
| **OTHER FINANCING** | **3,089,620.57** | **1,466,239.12** | **(250,000.00)** | **(250,000.00)** | **(250,000.00)** |
| **Total 01000 - GENERAL FUND** | **(921,257.28)** | **(1,216,628.50)** | **0.00** | **(588,800.00)** | **0.00** |

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# 2019 Annual Budget
# Company: 01000- GENERAL FUND EXPENDITURES

| Division | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **01000 - GENERAL FUND** | | | | | |
| 11 - MAYOR & COUNCIL | 171,877.04 | 173,657.94 | 169,300.00 | 186,800.00 | 193,800.00 |
| 12 - ADMINISTRATION | 1,430,284.70 | 1,619,391.24 | 1,835,300.00 | 1,883,700.00 | 1,966,500.00 |
| 13 - CITY CLERK | 327,234.59 | 291,284.92 | 405,400.00 | 399,500.00 | 364,200.00 |
| 15 - FINANCE | 1,194,484.70 | 1,237,510.39 | 1,265,700.00 | 914,200.00 | 937,400.00 |
| 17 - PLANNING & DEVELOPMENT | 470,494.14 | 681,744.00 | 848,400.00 | 896,200.00 | 657,200.00 |
| 18 - FACILITIES | 370,740.85 | 384,050.47 | 398,800.00 | 601,100.00 | 595,500.00 |
| 31 - POLICE DEPARTMENT | 7,795,470.53 | 8,027,246.89 | 8,694,400.00 | 8,727,100.00 | 8,988,800.00 |
| 32 - FIRE | 2,112,184.09 | 2,148,623.17 | 2,467,200.00 | 2,465,200.00 | 2,530,100.00 |
| 33 - BUILDING INSPECTIONS | 715,667.17 | 828,564.08 | 810,600.00 | 873,600.00 | 999,500.00 |
| 41 - ENGINEERING | 630,109.57 | 676,594.23 | 817,600.00 | 881,500.00 | 907,400.00 |
| 42 - STREET MAINTENANCE | 1,982,738.98 | 1,882,591.58 | 2,201,700.00 | 2,189,200.00 | 2,269,200.00 |
| 44 - FLEET | 448,324.34 | 414,654.47 | 464,200.00 | 431,000.00 | 464,700.00 |
| 46 - PARK MAINTENANCE | 1,601,390.25 | 1,889,509.67 | 2,060,300.00 | 2,039,600.00 | 2,150,000.00 |
| 66 - NATURAL RESOURCES | 178,269.05 | 183,121.44 | 126,200.00 | 82,400.00 | 133,100.00 |
| 67 - RECREATION | 2,452,507.54 | 3,207,444.77 | 3,814,500.00 | 3,834,600.00 | 3,929,500.00 |
| 91 - UNALLOCATED | 34,835.56 | 27,619.38 | 216,300.00 | 216,400.00 | 131,300.00 |
| **Total 01000 - GENERAL FUND** | **21,916,613.10** | **23,673,608.64** | **26,595,900.00** | **26,622,100.00** | **27,218,200.00** |

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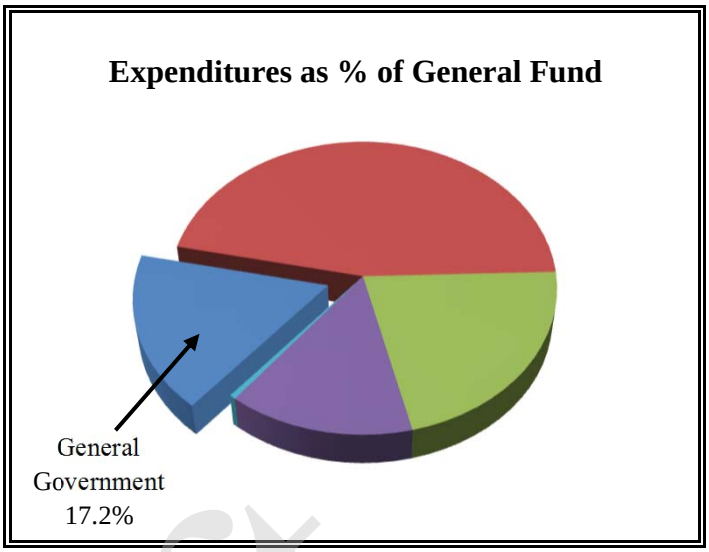
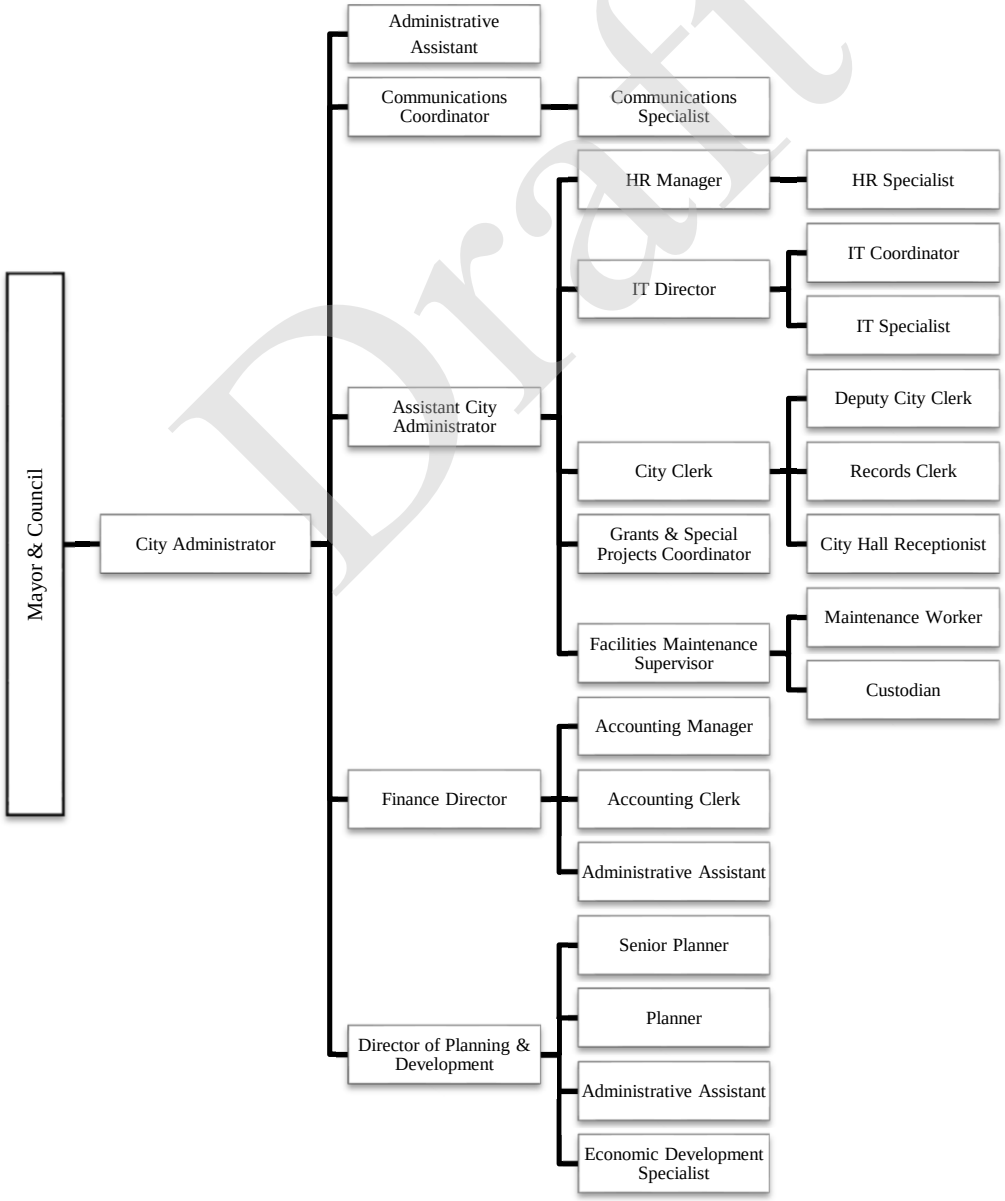
## General Government

**Divisions:**

The main divisions under General Government consist of the following:

- Mayor and Council
- Administration
- Clerk
- Finance
- Planning & Development
- Facilities

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Division: **Mayor & Council**
Category: General Government

## Description of Services:

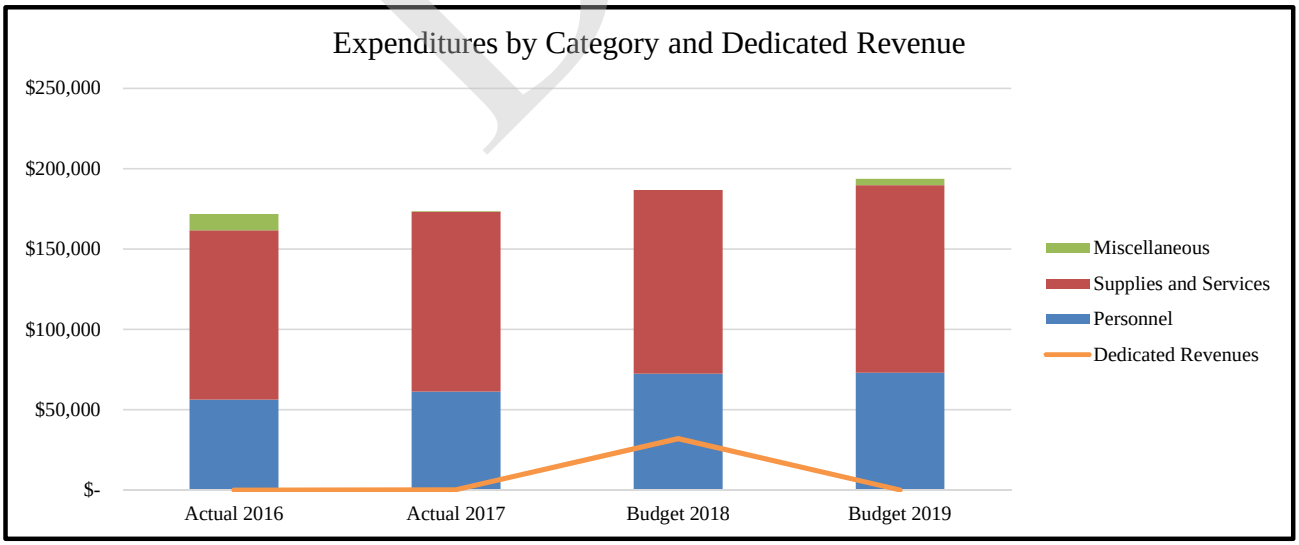
As the elected policy-making body for the City of Shakopee, the mayor and City Council are here for you, the residents of Shakopee. The mayor and City Council are regularly asked to make difficult decisions based on information and recommendations provided to them by staff, as well as input from the community. The job is not always easy, but they are public servants who accept the responsibility to do all they can to make Shakopee an even better place to live, work and play.

The mayor and council are responsible for adopting ordinances, setting policy, adopting budgets and reviewing certain projects, as well as providing oversight to the administration. They typically meet as a group on the first and third Tuesdays of every month, but due to the nature of city business, they may be called in for special meetings or workshops. In addition to regular meetings as a council, they are assigned committees to serve on; this helps them maintain relationships with community, regional, state-wide and national-level groups to ensure that Shakopee's voice is heard.

The mayor and City Council members are elected for staggered four-year terms. The mayor serves as chief executive officer of the city and chairman of the City Council. The mayor attends many events throughout the year as ambassador of the city. The mayor is a voting member of the City Council but has no veto power.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 56,447 | $ 61,409 | $ 59,400 | $ 72,600 | $ 73,200 |
| Supplies and Services | 105,342 | 111,854 | 109,900 | 114,200 | 116,500 |
| Miscellaneous | 10,088 | 395 | - | - | 4,100 |
| Totals | $ 171,877 | $ 173,658 | $ 169,300 | $ 186,800 | $ 193,800 |
| | | | | | |
| Dedicated Revenues | $ - | $ 250 | $ - | $ 32,000 | $ - |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Council Meetings & Work Sessions | 31 | 27 | 27 | 27 |

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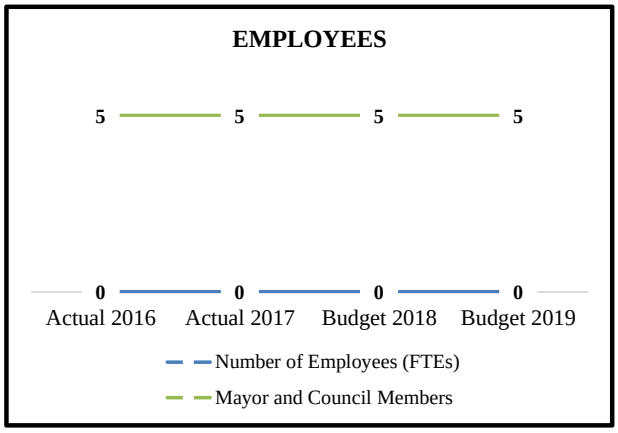
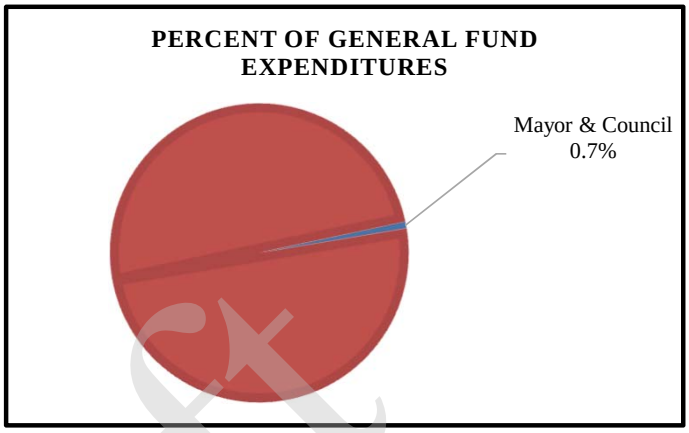
## Budget Impact:

The 2019 Mayor and City Council budget is similar to previous years with only minor changes. The largest portion of the mayor and council budget are membership dues to various organizations. Membership provides value to the city in terms of connection with other agencies and opportunity for collaboration. Among the organizations we actively engage with are the Scott County Association for Leadership and Efficiency (SCALE), the League of Minnesota Cities and the Association of Metropolitan Municipalities. Each relationship helps the mayor, City Council and city staff improve efficiency, stay atop of issues at the state and federal level and ensure that Shakopee's voice is heard on important issues outside the city limits.

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# 2019 Annual Budget
## Division: 11- MAYOR & COUNCIL

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **11 - MAYOR & COUNCIL** | | | | | |
| 6002 - WAGES | 50,049.89 | 47,549.89 | 51,500.00 | 51,500.00 | 51,500.00 |
| 6005 - OVERTIME-FT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6015 - WAGES - PART TIME/TEMP | 0.00 | 7,064.75 | 0.00 | 12,200.00 | 12,700.00 |
| **WAGES** | **50,049.89** | **54,614.64** | **51,500.00** | **63,700.00** | **64,200.00** |
| 6122 - PERA | 2,502.67 | 2,423.94 | 3,900.00 | 3,900.00 | 3,900.00 |
| 6124 - FICA | 3,828.74 | 4,197.94 | 3,900.00 | 4,800.00 | 4,900.00 |
| 6170 - WORKERS COMPENSATION | 65.79 | 172.52 | 100.00 | 200.00 | 200.00 |
| **BENEFITS** | **6,397.20** | **6,794.40** | **7,900.00** | **8,900.00** | **9,000.00** |
| **WAGES & BENEFITS** | **56,447.09** | **61,409.04** | **59,400.00** | **72,600.00** | **73,200.00** |
| 6202 - OPERATING SUPPLIES | 904.60 | 127.00 | 1,200.00 | 0.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 60.87 | 164.37 | 200.00 | 0.00 | 0.00 |
| 6212 - UNIFORMS/CLOTHING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6213 - FOOD | 197.57 | 122.19 | 400.00 | 400.00 | 400.00 |
| 6310 - ATTORNEY | 14,240.00 | 15,100.89 | 15,000.00 | 18,000.00 | 15,000.00 |
| 6327 - OTHER PROF SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6336 - PRINTING/PUBLISHING | 333.55 | 67.50 | 400.00 | 100.00 | 100.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 220.00 | 270.00 | 300.00 | 300.00 | 200.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 15,530.04 | 17,300.04 | 15,900.00 | 15,900.00 | 23,600.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 832.53 | 855.00 | 1,400.00 | 400.00 | 800.00 |
| 6475 - TRAVEL/SUBSISTENCE | 103.46 | 799.46 | 2,000.00 | 800.00 | 1,000.00 |
| 6480 - DUES | 72,919.75 | 77,047.50 | 73,100.00 | 78,300.00 | 75,400.00 |
| **SUPPLIES AND SERVICES** | **105,342.37** | **111,853.95** | **109,900.00** | **114,200.00** | **116,500.00** |
| 6640 - DESIGNATED MISCELLANEOUS | 10,087.58 | 394.95 | 0.00 | 0.00 | 4,100.00 |
| **MISCELLANEOUS EXPENSE** | **10,087.58** | **394.95** | **0.00** | **0.00** | **4,100.00** |
| **Total 11 - MAYOR & COUNCIL** | **171,877.04** | **173,657.94** | **169,300.00** | **186,800.00** | **193,800.00** |

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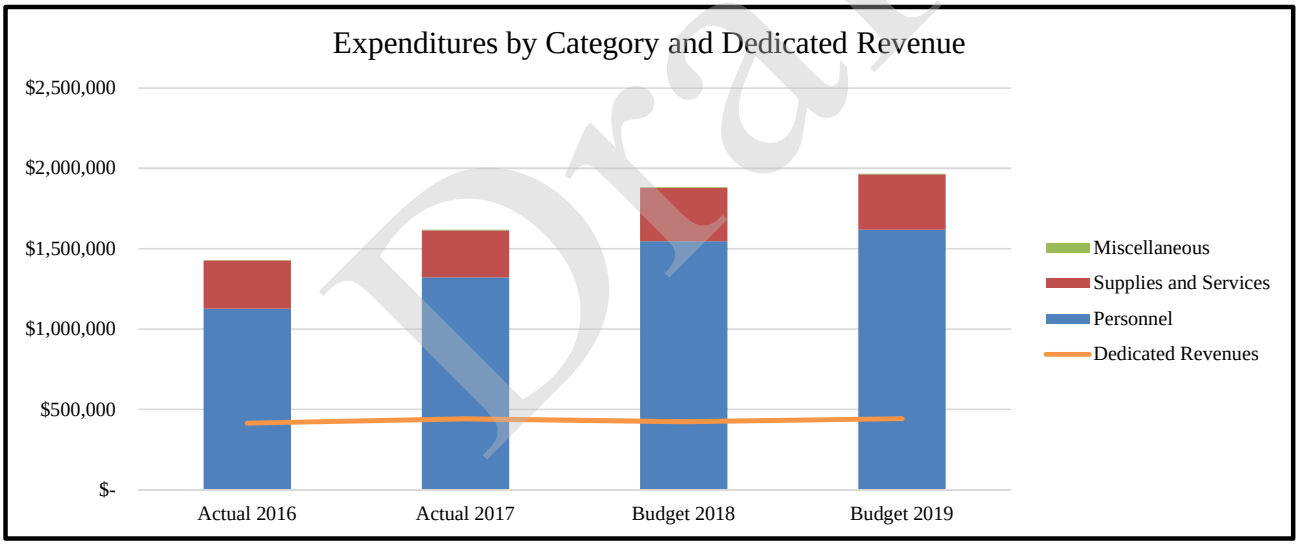
Division: **Administration**
Category: General Government

## Description of Services:

The Department of Administration is responsible for the direction and coordination of all city departments in carrying out the policies established by the City Council, preparation of the annual budget and recommendations to the council regarding existing and new policies and programs. The Department is also responsible for all personnel matters, including payroll and benefits; communications activities, such as the city's website and newsletter; and telecommunications functions, including operation of the Government Access Channel. Information Technology and Facilities Maintenance are also part of the Department of Administration.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 1,126,218 | $ 1,321,614 | $ 1,525,500 | $ 1,546,600 | $ 1,618,800 |
| Supplies and Services | 301,317 | 293,486 | 306,300 | 332,100 | 343,900 |
| Miscellaneous | 2,750 | 4,291 | 3,500 | 5,000 | 3,800 |
| Totals | $ 1,430,285 | $ 1,619,391 | $ 1,835,300 | $ 1,883,700 | $ 1,966,500 |
| | | | | | |
| Dedicated Revenues | $ 414,520 | $ 441,731 | $ 419,000 | $ 424,700 | $ 442,700 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| New Hires (Full & Part Time, Election Judges, Seasonal) | 121 | 80 | 123 | 85 |
| Computers and Equipment Supported by IT | 654 | 718 | 819 | 885 |
| Help desk tickets | 1,100 | 1,200 | 1,500 | 1,600 |
| Software Apps Supported | 56 | 78 | 102 | 105 |
| Website Visits | 280,438 | 283,962 | 285,000 | 290,000 |
| Facebook Likes | 14,655 | 18,213 | 20,000 | 22,000 |
| Twitter Followers | 8,500 | 10,146 | 11,000 | 12,000 |
| Hometown Messenger and Email Newsletters | 75 | 27 | 27 | 25 |
| Video Productions (started in 2018) | 0 | 0 | 6 | 36 |

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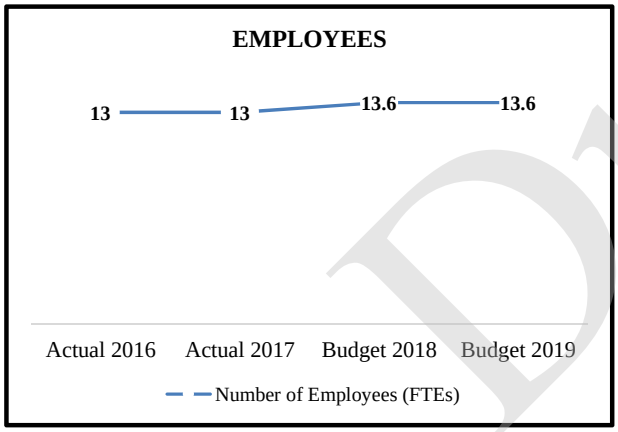
## Budget Impact:

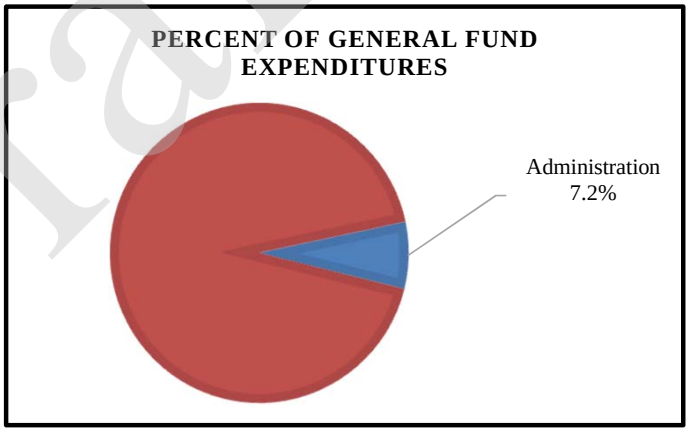
The Department of Administration serves those who serve you. Much of our work is ensuring staff in other departments can serve you as efficiently and effectively as possible. We strive to provide an example of excellence in customer service throughout our organization. We have learned a great deal in 2018 about what great customer service is, and we will be continuing to learn and measure customer service in 2019.

In the past two years, the number of technology devices and software apps supported by our IT team has increased by more than 25 percent. These devices and apps, such as body cameras for police and software tools to improve efficiency in permitting, help our organization work smarter. One of the really exciting things that we are doing in IT to help all of our departments in the implementation of a software called Laserfiche Forms. Using Laserfiche we can improve our ability to manage workflow and eventually make it easier for our customers to apply for permits and get information from the city from our website!

Our Human Resources team supports management and our employees to ensure we have a workforce that is engaged and trained. 2018 was a year of growth for our human resources team. We have been working to improve our processes to make sure we have the most qualified, well trained and engaged staff here to serve you. We expect to work on our performance management process and employee engagement through 2019 and 2020.

In today's world, communication is becoming increasingly important. You expect to have information available at your fingertips when you come to our website or look at social media. In 2018 we added a full time communications specialist so that we can get you even more information, especially using social media and video. We are looking forward to seeing all of the new information coming out so that we can be as transparent as possible!

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# 2019 Annual Budget
## Division: 12- ADMINISTRATION

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **12 - ADMINISTRATION** | | | | | |
| 6002 - WAGES | 864,520.57 | 1,028,604.82 | 1,113,400.00 | 1,138,600.00 | 1,196,000.00 |
| 6005 - OVERTIME-FT | 3,639.69 | 23.14 | 0.00 | 0.00 | 0.00 |
| 6015 - WAGES - PART TIME/TEMP | 4,618.79 | 2,947.34 | 56,800.00 | 58,600.00 | 61,500.00 |
| **WAGES** | **872,779.05** | **1,031,575.30** | **1,170,200.00** | **1,197,200.00** | **1,257,500.00** |
| 6122 - PERA | 64,355.24 | 76,666.02 | 87,400.00 | 89,400.00 | 93,900.00 |
| 6124 - FICA | 62,525.84 | 74,305.24 | 89,500.00 | 91,500.00 | 96,100.00 |
| 6135 - HEALTH | 74,159.47 | 104,063.96 | 136,600.00 | 126,100.00 | 127,200.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 4,595.76 | 5,365.92 | 5,500.00 | 5,400.00 | 5,500.00 |
| 6140 - LIFE/LTD | 2,222.55 | 2,875.46 | 3,100.00 | 3,200.00 | 3,300.00 |
| 6145 - DENTAL | 3,822.00 | 4,746.00 | 6,600.00 | 6,500.00 | 6,600.00 |
| 6160 - UNEMPLOYMENT | 0.00 | 7.85 | 0.00 | 0.00 | 0.00 |
| 6170 - WORKERS COMPENSATION | 6,519.60 | 4,750.13 | 5,600.00 | 5,800.00 | 6,100.00 |
| 6180 - COMPENSATED ABSENCES | 26,996.17 | 15,132.50 | 21,000.00 | 21,500.00 | 22,600.00 |
| 6186 - PENSION EXPENSE | 8,242.00 | 2,126.00 | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **253,438.63** | **290,039.08** | **355,300.00** | **349,400.00** | **361,300.00** |
| **WAGES & BENEFITS** | **1,126,217.68** | **1,321,614.38** | **1,525,500.00** | **1,546,600.00** | **1,618,800.00** |
| 6202 - OPERATING SUPPLIES | 670.23 | 998.85 | 1,700.00 | 5,000.00 | 1,300.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 7,694.49 | 2,950.00 | 0.00 | 0.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 2,122.69 | 3,289.22 | 2,500.00 | 1,600.00 | 1,400.00 |
| 6212 - UNIFORMS/CLOTHING | 0.00 | 712.00 | 0.00 | 100.00 | 0.00 |
| 6213 - FOOD | 295.00 | 99.97 | 200.00 | 1,600.00 | 1,600.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 615.58 | 573.39 | 700.00 | 1,100.00 | 1,100.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 1,358.87 | 398.84 | 500.00 | 700.00 | 500.00 |
| 6310 - ATTORNEY | 10,149.84 | 11,478.45 | 15,000.00 | 30,300.00 | 15,000.00 |
| 6316 - EQUIPMENT MAINTENANCE | 0.00 | 383.74 | 1,600.00 | 400.00 | 1,400.00 |
| 6327 - OTHER PROF SERVICES | 61,787.41 | 40,910.79 | 40,600.00 | 53,800.00 | 27,600.00 |
| 6332 - POSTAGE | 10,661.25 | 9,476.06 | 10,400.00 | 10,100.00 | 12,200.00 |
| 6334 - TELEPHONE | 8,476.42 | 10,074.67 | 8,700.00 | 9,400.00 | 9,800.00 |
| 6336 - PRINTING/PUBLISHING | 21,016.67 | 20,037.50 | 18,400.00 | 31,300.00 | 32,300.00 |
| 6338 - ADVERTISING | 410.29 | 14.52 | 100.00 | 100.00 | 0.00 |
| 6339 - COMPUTER ACCESS | 105.03 | 120.83 | 0.00 | 300.00 | 0.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 6,440.00 | 5,880.00 | 6,100.00 | 8,900.00 | 8,700.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 59,631.30 | 58,496.27 | 61,700.00 | 58,600.00 | 68,900.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 30,799.92 | 32,200.08 | 33,900.00 | 33,900.00 | 35,500.00 |
| 6420 - EQUIPMENT RENT | 279.14 | 234.26 | 0.00 | 0.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 23,490.00 | 45,000.00 | 41,300.00 | 41,300.00 | 61,400.00 |
| 6435 - OTHER RENT | 19.96 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 38,268.59 | 25,364.96 | 36,900.00 | 23,000.00 | 39,200.00 |
| 6475 - TRAVEL/SUBSISTENCE | 2,114.99 | 8,154.87 | 9,200.00 | 7,300.00 | 9,000.00 |
| 6480 - DUES | 2,395.04 | 4,614.46 | 4,600.00 | 5,200.00 | 4,900.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 89.20 | 378.18 | 200.00 | 100.00 | 100.00 |
| 6471 - WELLNESS PROGRAM | 12,425.49 | 11,644.42 | 12,000.00 | 8,000.00 | 12,000.00 |
| **SUPPLIES AND SERVICES** | **301,317.40** | **293,486.33** | **306,300.00** | **332,100.00** | **343,900.00** |
| 6610 - AWARDS & DAMAGES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6645 - SERVICE AWARDS | 2,749.62 | 4,290.53 | 3,500.00 | 5,000.00 | 3,800.00 |
| **MISCELLANEOUS EXPENSE** | **2,749.62** | **4,290.53** | **3,500.00** | **5,000.00** | **3,800.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 12 - ADMINISTRATION** | **1,430,284.70** | **1,619,391.24** | **1,835,300.00** | **1,883,700.00** | **1,966,500.00** |

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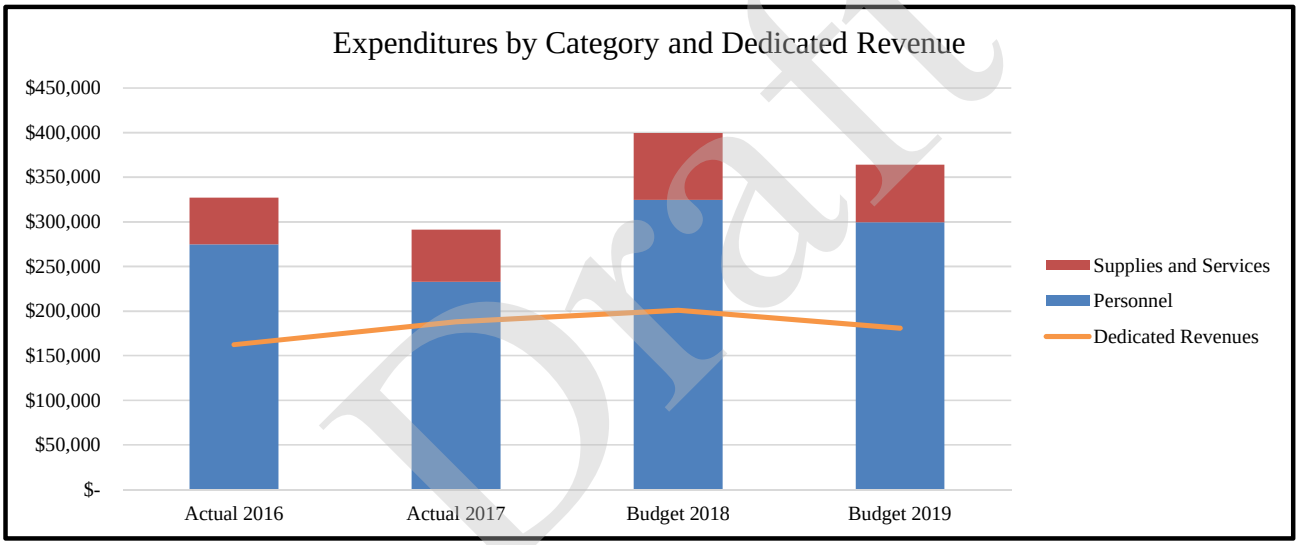
Division: **City Clerk**
Category: General Government

## Description of Services:

The City Clerk's office is responsible for administering elections, issuance of licenses, preparation of Council minutes, assistance in the preparation of agendas, maintenance of official records, publication of legal notices, as well as a consistent standard of providing customer service to the public.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 274,743 | $ 233,082 | $ 320,400 | $ 324,800 | $ 299,500 |
| Supplies and Services | 52,492 | 58,203 | 85,000 | 74,700 | 64,700 |
| Totals | $ 327,235 | $ 291,285 | $ 405,400 | $ 399,500 | $ 364,200 |
| | | | | | |
| Dedicated Revenues | $ 162,409 | $ 188,138 | $ 183,200 | $ 201,100 | $ 181,000 |

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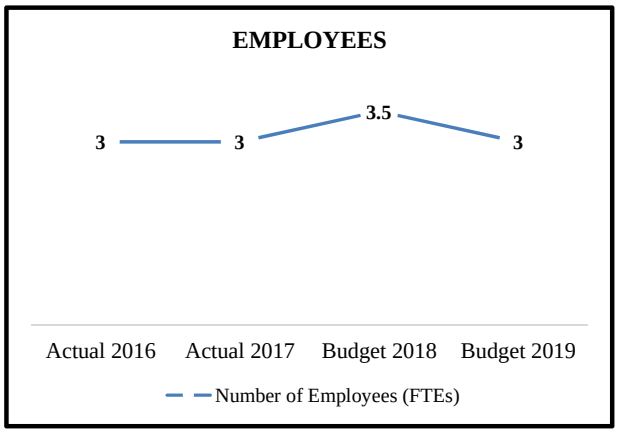
## Key Measures:

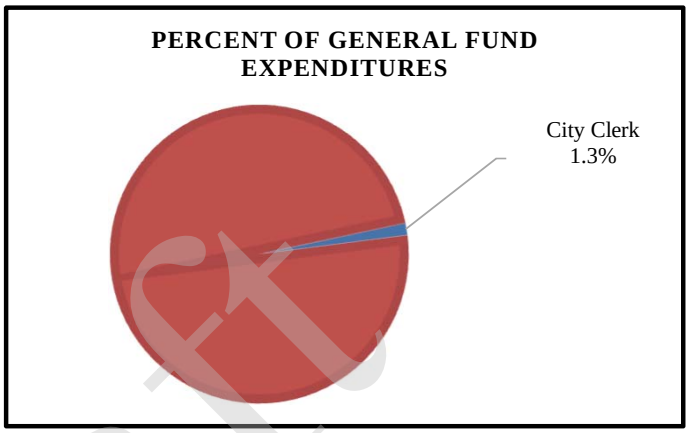
| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of licenses issued | 200 | 232 | 185 | 200 |
| Registered Voters | 21,383 | No Elections | 21,375 | No Elections |
| Voter Turnout | 19,230 | No Elections | 17,522 | No Elections |
| Election Judges | 175 | No Elections | 107 | No Elections |
| Documents scanned for retention | Not Available | 291,191 | 266,045 | 300,000 |

## Budget Impact:

Among the primary objectives of the city are to provide excellent customer service to you and to work as efficiently as possible. The City Clerk's office is a major player for both objectives, as it serves as a hub for information throughout the city.

When you walk in the door at the city hall or call city hall's general phone number, typically the person you see or speak to first is from the city clerk's office. Our customer service staff is the helpful person who greets you and gets you where you need to go, but so much more is going on in the background. Our staff is also taking payments, scanning and filing documents into our electronic repository and transcribing meeting minutes.

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# 2019 Annual Budget
## Division: 13- CITY CLERK

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **13 - CITY CLERK** | | | | | |
| 6002 - WAGES | 151,452.05 | 157,543.17 | 185,400.00 | 203,700.00 | 200,900.00 |
| 6005 - OVERTIME-FT | 2,126.48 | 0.00 | 1,500.00 | 1,500.00 | 0.00 |
| 6015 - WAGES - PART TIME/TEMP | 64,354.15 | 24,564.99 | 65,600.00 | 50,100.00 | 28,900.00 |
| 6017 - OVERTIME-PART TIME/TEMP | 203.79 | 0.00 | 0.00 | 0.00 | 0.00 |
| **WAGES** | **218,136.47** | **182,108.16** | **252,500.00** | **255,300.00** | **229,800.00** |
| 6122 - PERA | 13,277.78 | 14,009.35 | 16,100.00 | 16,200.00 | 17,100.00 |
| 6124 - FICA | 13,379.73 | 13,218.05 | 19,300.00 | 19,400.00 | 17,600.00 |
| 6135 - HEALTH | 20,004.71 | 21,825.40 | 23,900.00 | 25,400.00 | 26,200.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 1,097.54 | 1,093.11 | 1,300.00 | 1,300.00 | 1,300.00 |
| 6140 - LIFE/LTD | 469.74 | 490.54 | 500.00 | 600.00 | 600.00 |
| 6145 - DENTAL | 1,008.00 | 1,008.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 6170 - WORKERS COMPENSATION | 1,903.97 | 1,016.56 | 1,500.00 | 1,400.00 | 1,300.00 |
| 6180 - COMPENSATED ABSENCES | 5,464.59 | (1,687.34) | 3,800.00 | 3,700.00 | 4,100.00 |
| **BENEFITS** | **56,606.06** | **50,973.67** | **67,900.00** | **69,500.00** | **69,700.00** |
| **WAGES & BENEFITS** | **274,742.53** | **233,081.83** | **320,400.00** | **324,800.00** | **299,500.00** |
| 6202 - OPERATING SUPPLIES | 0.00 | 0.00 | 10,000.00 | 4,700.00 | 0.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 1,932.73 | 1,079.54 | 5,000.00 | 1,100.00 | 1,000.00 |
| 6213 - FOOD | 2,170.77 | 0.00 | 4,000.00 | 4,000.00 | 0.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 6310 - ATTORNEY | 1,491.00 | 716.50 | 300.00 | 2,600.00 | 600.00 |
| 6314 - COMPUTER SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6316 - EQUIPMENT MAINTENANCE | 0.00 | 109.89 | 0.00 | 0.00 | 0.00 |
| 6318 - FILING FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6327 - OTHER PROF SERVICES | 3,339.50 | 4,547.46 | 5,500.00 | 5,600.00 | 4,700.00 |
| 6332 - POSTAGE | 517.00 | 281.05 | 500.00 | 800.00 | 600.00 |
| 6334 - TELEPHONE | 94.65 | 72.57 | 100.00 | 0.00 | 0.00 |
| 6336 - PRINTING/PUBLISHING | 13,781.35 | 9,847.56 | 10,500.00 | 3,100.00 | 3,500.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 1,360.00 | 1,250.00 | 1,300.00 | 1,500.00 | 1,500.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 2,535.00 | 13,702.00 | 20,500.00 | 24,800.00 | 18,000.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 8,799.96 | 9,200.04 | 9,700.00 | 9,700.00 | 10,200.00 |
| 6420 - EQUIPMENT RENT | 79.07 | 41.27 | 0.00 | 0.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 10,479.96 | 10,400.04 | 9,500.00 | 9,500.00 | 14,200.00 |
| 6435 - OTHER RENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 2,159.96 | 2,247.00 | 3,000.00 | 2,600.00 | 4,500.00 |
| 6475 - TRAVEL/SUBSISTENCE | 3,341.11 | 4,149.17 | 4,100.00 | 4,000.00 | 5,200.00 |
| 6480 - DUES | 410.00 | 445.00 | 500.00 | 500.00 | 500.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 0.00 | 114.00 | 0.00 | 200.00 | 200.00 |
| **SUPPLIES AND SERVICES** | **52,492.06** | **58,203.09** | **85,000.00** | **74,700.00** | **64,700.00** |
| 6660 - BANK FEES- NSF FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 13 - CITY CLERK** | **327,234.59** | **291,284.92** | **405,400.00** | **399,500.00** | **364,200.00** |

Draft

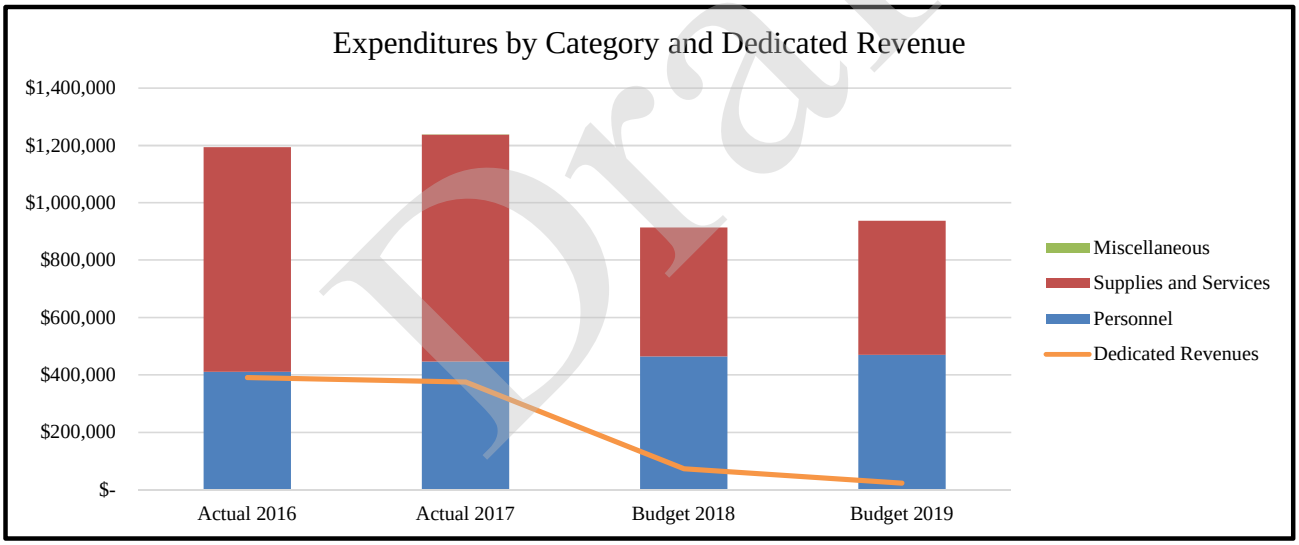
Division: **Finance**
Category: General Government

## Description of Services:

The major activities of the Finance Department encompass accounts payable, cash management, accounts receivable, financial reports, special assessments, debt service management and oversight, annual financial report, budget preparation, insurance and many other work tasks of importance. As the economic development of the area continues to expand, the coordination of the potential projects, requests for business subsidies, review and impact of tax increment financing and tax abatement concerns also flow through this department. The oversight and review of the Internal Service funds allows for a consistent funding source to meet the needs of a growing staff and community.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 411,669 | $ 447,324 | $ 464,400 | $ 464,800 | $ 470,900 |
| Supplies and Services | 782,842 | 790,182 | 801,300 | 449,400 | 466,500 |
| Miscellaneous | (26) | 4 | - | - | - |
| Totals | $ 1,194,485 | $ 1,237,510 | $ 1,265,700 | $ 914,200 | $ 937,400 |
| | | | | | |
| Dedicated Revenues | $ 390,892 | $ 375,545 | $ 372,800 | $ 73,500 | $ 23,500 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Checks Issued | 4,401 | 5,057 | 5,097 | 5,150 |
| Rate of Return on Pooled Cash/ Investments | 1.06% | 1.10% | 1.87% | 1.80% |
| Amount of Pcards Processed | $271,781 | $307,292 | $306,900 | $310,000 |
| Average Days to Process Invoices | 18.5 | 17.1 | 13.3 | 13.0 |

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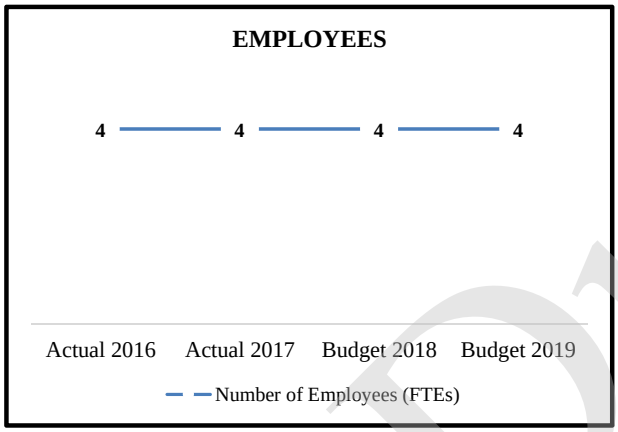
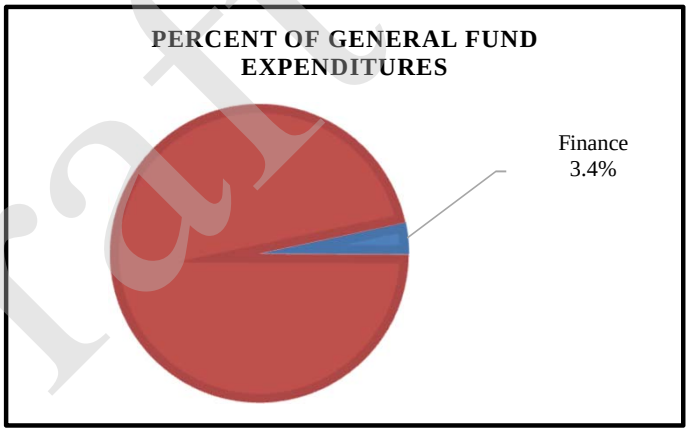
## Budget Impact:

The Finance Department has been busy the last couple years implementing several initiatives to increase financial transparency, enhance internal control procedures and solidify the financial position of the city. Part of those initiatives includes:

- Revamping the budget document and creating a stand-alone Capital Improvement Plan to provide clear and concise information.
- Implementing a paperless accounts payable process to enhance internal controls and safeguard the city assets.
- Establishing an Economic Development Authority levy dedicated to economic development activities rather than a transfer from the city's general fund.
- Implementing gas and electric franchise fees dedicated to capital improvement related projects.

After the original 2018 budget was approved the finance department received council approval to create a Lodging Tax Special Revenue Fund. Prior to the creation of this fund, all lodging tax receipts and the subsequent payments to the Convention and Visitors Bureau were accounted for within the General Fund and specifically the finance department. Creating a stand-alone fund for this activity provides more fiscal transparency within both funds. The revised 2018 and 2019 budgets eliminate the lodging tax line item in the amount of $351,500.

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# 2019 Annual Budget
## Division: 15- FINANCE

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **15 - FINANCE** | | | | | |
| 6002 - WAGES | 313,532.38 | 338,995.66 | 350,200.00 | 349,300.00 | 353,500.00 |
| 6005 - OVERTIME-FT | 62.44 | 42.88 | 800.00 | 800.00 | 800.00 |
| **WAGES** | **313,594.82** | **339,038.54** | **351,000.00** | **350,100.00** | **354,300.00** |
| 6122 - PERA | 23,474.57 | 25,307.15 | 26,300.00 | 26,300.00 | 26,600.00 |
| 6124 - FICA | 22,394.30 | 24,038.60 | 26,800.00 | 26,800.00 | 27,100.00 |
| 6135 - HEALTH | 33,830.64 | 40,320.93 | 47,500.00 | 48,700.00 | 49,700.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 1,638.75 | 1,676.33 | 1,700.00 | 1,700.00 | 1,700.00 |
| 6140 - LIFE/LTD | 828.48 | 938.30 | 900.00 | 900.00 | 1,000.00 |
| 6145 - DENTAL | 1,512.00 | 1,512.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 6170 - WORKERS COMPENSATION | 2,172.97 | 1,870.49 | 1,900.00 | 2,000.00 | 2,000.00 |
| 6180 - COMPENSATED ABSENCES | 12,222.34 | 12,621.61 | 6,300.00 | 6,300.00 | 6,500.00 |
| **BENEFITS** | **98,074.05** | **108,285.41** | **113,400.00** | **114,700.00** | **116,600.00** |
| **WAGES & BENEFITS** | **411,668.87** | **447,323.95** | **464,400.00** | **464,800.00** | **470,900.00** |
| 6202 - OPERATING SUPPLIES | 601.00 | 34.18 | 300.00 | 500.00 | 300.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 306.24 | 0.00 | 700.00 | 700.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 941.18 | 2,207.78 | 1,500.00 | 1,500.00 | 1,500.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 29.26 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6310 - ATTORNEY | 729.50 | 2,386.75 | 2,500.00 | 1,200.00 | 1,000.00 |
| 6320 - LODGING TAX | 368,110.41 | 346,751.53 | 351,500.00 | 0.00 | 0.00 |
| 6327 - OTHER PROF SERVICES | 336,882.86 | 319,124.98 | 330,300.00 | 326,100.00 | 339,100.00 |
| 6332 - POSTAGE | 2,322.93 | 2,691.46 | 2,700.00 | 2,700.00 | 2,800.00 |
| 6334 - TELEPHONE | 149.02 | 211.66 | 300.00 | 300.00 | 900.00 |
| 6336 - PRINTING/PUBLISHING | 1,765.92 | 2,260.91 | 3,000.00 | 2,000.00 | 2,000.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 2,680.00 | 2,770.00 | 2,900.00 | 2,900.00 | 2,800.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 48,570.00 | 83,104.25 | 76,700.00 | 82,100.00 | 80,500.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 8,799.96 | 9,200.04 | 9,700.00 | 9,700.00 | 10,200.00 |
| 6420 - EQUIPMENT RENT | 354.35 | 395.21 | 0.00 | 0.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 7,770.00 | 13,899.96 | 12,700.00 | 12,700.00 | 18,900.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 855.42 | 1,678.60 | 2,000.00 | 2,500.00 | 2,000.00 |
| 6475 - TRAVEL/SUBSISTENCE | 1,464.12 | 2,771.17 | 3,500.00 | 3,500.00 | 3,500.00 |
| 6480 - DUES | 510.00 | 370.00 | 700.00 | 700.00 | 700.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 0.00 | 324.00 | 300.00 | 300.00 | 300.00 |
| **SUPPLIES AND SERVICES** | **782,842.17** | **790,182.48** | **801,300.00** | **449,400.00** | **466,500.00** |
| 6660 - BANK FEES- NSF FEE | (26.34) | 3.96 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **(26.34)** | **3.96** | **0.00** | **0.00** | **0.00** |
| **DEBT SERVICE** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 15 - FINANCE** | **1,194,484.70** | **1,237,510.39** | **1,265,700.00** | **914,200.00** | **937,400.00** |

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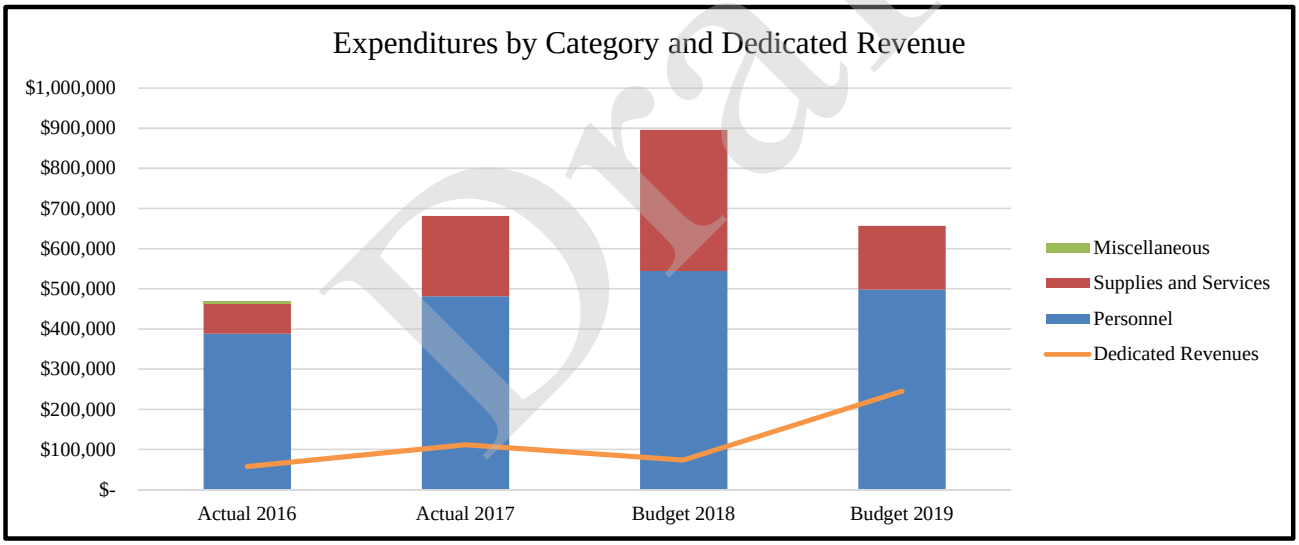
Division: **Planning & Development**
Category: General Government

## Description of Services:

Provide efficient and inclusive planning and management for the city's ongoing development in concert with the City Council and various boards and commissions. This includes providing land use, zoning, and related information to the city's residents, businesses, city clients and other units of government. Also prepares and updates the city's Comprehensive Plan as well as other special planning studies. Provides planning and design services for the placement and improvements to the city's park system. Planning staff also serves as the liaisons to the City Council, Planning Commission, Board of Adjustments and the Parks & Recreation Advisory Board.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 388,316 | $ 481,814 | $ 588,100 | $ 544,800 | $ 498,900 |
| Supplies and Services | 75,904 | 199,930 | 260,300 | 351,400 | 158,300 |
| Miscellaneous | 6,274 | - | - | - | - |
| Totals | $ 470,494 | $ 681,744 | $ 848,400 | $ 896,200 | $ 657,200 |
| | | | | | |
| Dedicated Revenues | $ 58,044 | $ 112,320 | $ 215,900 | $ 74,000 | $ 245,400 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Case Files | 49 | 63 | 53 | Not Available |
| Number of Plats | 7 | 12 | 16 | Not Available |

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## Budget Impact:

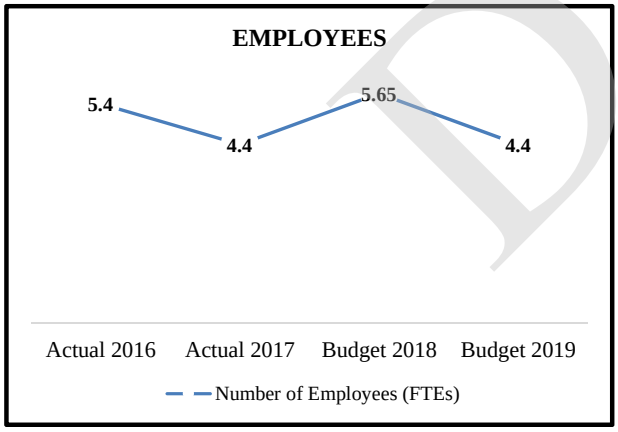
The Planning Division sets the stage for future development of the community through the Comprehensive Plan. Staff spent the last year receiving input from more than 3,000 citizens for Envision Shakopee. The plan has twelve big ideas that were generated by the community. The draft plan has been sent out to surrounding communities for comments and the final plan will be adopted sometime in 2019.

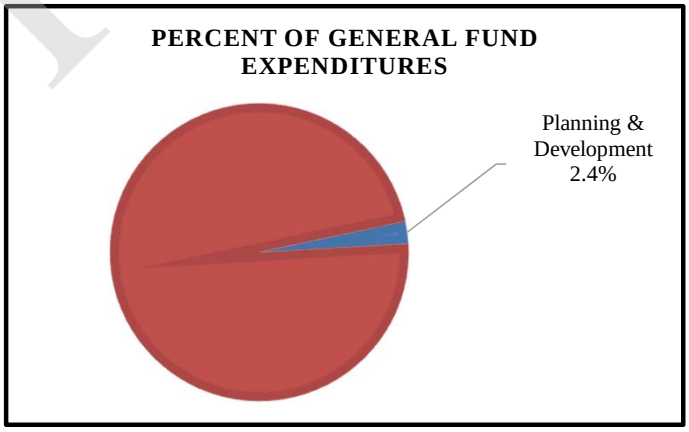
The City of Shakopee is expected to grow to more than 60,000 residents by 2040 with much of that growth occurring the Jackson Township. The city has an Orderly Annexation Agreement with Jackson Township that allows 250 acres to be annexed annually by the city with additional property at the property owner's request.

Windermere, the largest subdivision in the western end of the city, has been adding land for new development that includes a mixture of housing types including single family, townhomes, apartments and a world-class senior living facility by BHS. This area will also include the latest additions to the city's parks and trails system.

Planning staff also processed numerous apartment developments for the community including Trio in Southbridge, a 300+ unit market rate development; the Sixton, a 133-unit market rate development adjacent to HyVee. Staff also worked on a number of single-family subdivisions including Ridge Creek, a 103 unit single family home development by Lennar and Stagecoach Estates, a 60 unit single family subdivision with a new city park.

The planning staff also took over park planning in 2018. The Planning Commission, Parks & Rec Advisory Board and City Council now review how Park Dedication Fees collected can be used to directly benefit a development when there already isn't an existing nearby park and also has been looking at ways to link the existing park system. As part of that planning, the city retained Confluence Design to complete a Parks, Trails, and Recreation Master Plan that will be completed in 2019. The plan will look at the long-term park build out citywide along with ongoing operation and maintenance of parks and facilities. The plan has already received substantial public input with the appointment of a 15-member oversight committee of residents and members of the business community. There will be additional public meetings in 2019 as the plan begins to develop implementation strategies and financial models for the parks, recreation and trail system.

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# 2019 Annual Budget
## Division: 17- PLANNING & DEVELOPMENT

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **17 - PLANNING & DEVELOPMENT** | | | | | |
| 6002 - WAGES | 299,737.98 | 370,375.17 | 443,600.00 | 412,200.00 | 378,200.00 |
| 6015 - WAGES - PART TIME/TEMP | 3,409.00 | 0.00 | 4,600.00 | 0.00 | 0.00 |
| **WAGES** | **303,146.98** | **370,375.17** | **448,200.00** | **412,200.00** | **378,200.00** |
| 6122 - PERA | 22,285.88 | 27,582.52 | 33,300.00 | 30,900.00 | 28,400.00 |
| 6124 - FICA | 22,131.42 | 26,939.32 | 34,200.00 | 31,500.00 | 28,900.00 |
| 6135 - HEALTH | 28,835.17 | 34,554.58 | 53,200.00 | 51,800.00 | 46,300.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 1,614.77 | 1,862.65 | 2,500.00 | 2,400.00 | 2,100.00 |
| 6140 - LIFE/LTD | 795.76 | 1,003.07 | 1,500.00 | 1,300.00 | 1,300.00 |
| 6145 - DENTAL | 1,880.45 | 2,137.37 | 3,000.00 | 2,900.00 | 2,500.00 |
| 6170 - WORKERS COMPENSATION | 2,073.15 | 2,059.71 | 2,900.00 | 2,800.00 | 2,700.00 |
| 6180 - COMPENSATED ABSENCES | 5,552.00 | 15,299.36 | 9,300.00 | 9,000.00 | 8,500.00 |
| **BENEFITS** | **85,168.60** | **111,438.58** | **139,900.00** | **132,600.00** | **120,700.00** |
| **WAGES & BENEFITS** | **388,315.58** | **481,813.75** | **588,100.00** | **544,800.00** | **498,900.00** |
| 6202 - OPERATING SUPPLIES | 1,531.81 | 71.00 | 0.00 | 1,000.00 | 1,000.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 3,594.10 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6205 - GRANT EXPENDITURES | 0.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 1,122.16 | 796.30 | 900.00 | 1,200.00 | 1,200.00 |
| 6213 - FOOD | 40.14 | 182.50 | 0.00 | 400.00 | 400.00 |
| 6310 - ATTORNEY | 19,058.32 | 18,162.97 | 25,000.00 | 5,000.00 | 4,000.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 0.00 | 1,770.00 | 0.00 | 0.00 | 0.00 |
| 6316 - EQUIPMENT MAINTENANCE | 187.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6318 - FILING FEES | 1,682.00 | 934.00 | 2,300.00 | 1,200.00 | 1,200.00 |
| 6327 - OTHER PROF SERVICES | 6,578.50 | 119,078.10 | 175,500.00 | 279,300.00 | 85,000.00 |
| 6332 - POSTAGE | 1,267.58 | 2,111.56 | 2,000.00 | 1,200.00 | 1,200.00 |
| 6334 - TELEPHONE | 747.56 | 1,008.87 | 300.00 | 200.00 | 200.00 |
| 6336 - PRINTING/PUBLISHING | 7,546.19 | 9,849.32 | 0.00 | 4,500.00 | 4,500.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 2,560.00 | 2,170.00 | 2,200.00 | 2,600.00 | 2,600.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 2,316.97 | 4,060.00 | 13,400.00 | 13,400.00 | 12,300.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 11,000.04 | 11,499.96 | 12,100.00 | 12,100.00 | 12,700.00 |
| 6420 - EQUIPMENT RENT | 203.71 | 310.06 | 0.00 | 0.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 13,080.00 | 20,799.96 | 15,900.00 | 15,900.00 | 23,600.00 |
| 6435 - OTHER RENT | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 972.00 | 3,857.16 | 5,000.00 | 2,500.00 | 3,500.00 |
| 6475 - TRAVEL/SUBSISTENCE | 287.90 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 6480 - DUES | 1,605.00 | 2,583.49 | 2,900.00 | 2,900.00 | 2,900.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 522.68 | 585.00 | 800.00 | 0.00 | 0.00 |
| **SUPPLIES AND SERVICES** | **75,904.16** | **199,930.25** | **260,300.00** | **351,400.00** | **158,300.00** |
| **DEPRECIATION** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6640 - DESIGNATED MISCELLANEOUS | 6,274.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **6,274.40** | **0.00** | **0.00** | **0.00** | **0.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 17 - PLANNING & DEVELOPMENT** | **470,494.14** | **681,744.00** | **848,400.00** | **896,200.00** | **657,200.00** |

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Division: **Facilities**
Category: General Government

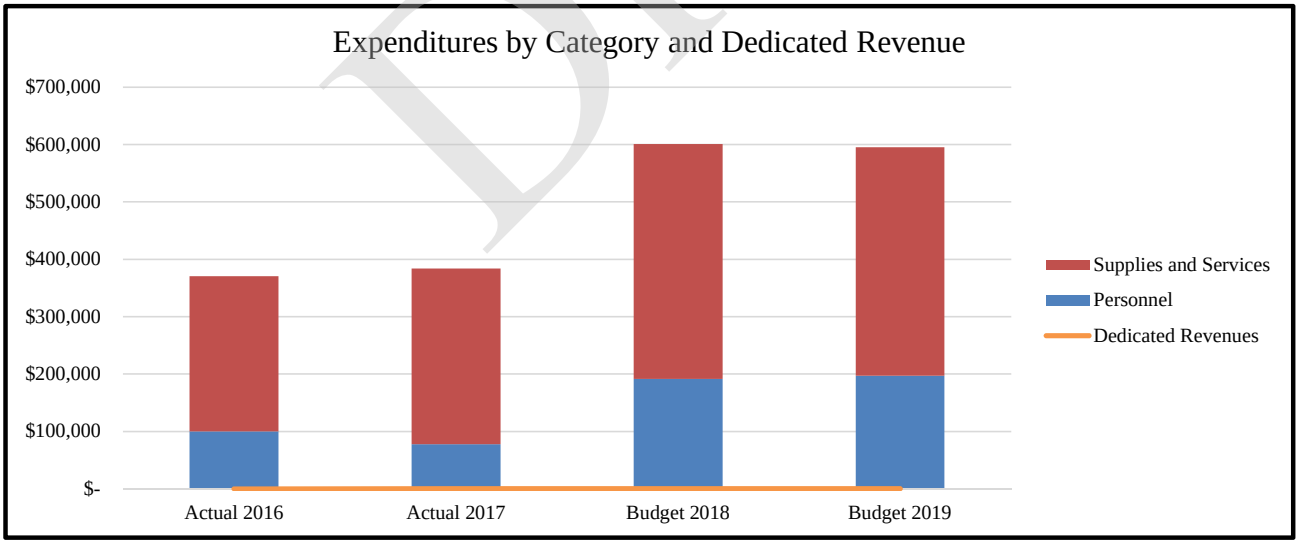
## Description of Services:

The Facilities Division budget provides for the operation and maintenance of City Hall and the Library. In addition, staffing provided through the Facilities budget also provides for maintenance of the Fire Stations, Police Station, Public Works Buildings, Community Center and Youth Building. Operating costs for these buildings as well as staff time are charged to the respective division budgets.

With the opening of the new City Hall and completion of the Community Center and Ice Arena in 2018, our facilities team has really learned a lot of new equipment over the last year. We made a couple of big changes to the way the facilities division operates and how the budget is aligned. First, we consolidated all our facilities staff as one group. Certain staff who work primarily at the community center still have their wages allocated to that budget but our team will be working together to provide better and more cost effective maintenance services to all of our buildings. Another change that was actually made during 2018 is the consolidation of multiple budgets in to the facilities division budget. The increase in the budget is actually a neutral change – with budgets in other departments being reduced and re-allocated to this division budget.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 100,550 | $ 78,121 | $ 97,000 | $ 191,700 | $ 197,300 |
| Supplies and Services | 270,191 | 305,929 | 301,800 | 409,400 | 398,200 |
| Totals | $ 370,741 | $ 384,050 | $ 398,800 | $ 601,100 | $ 595,500 |
| Dedicated Revenues | $ 356 | $ 364 | $ - | $ 300 | $ 300 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Square Feet Maintained | 46,922 | 50,940 | 50,940 | 50,940 |

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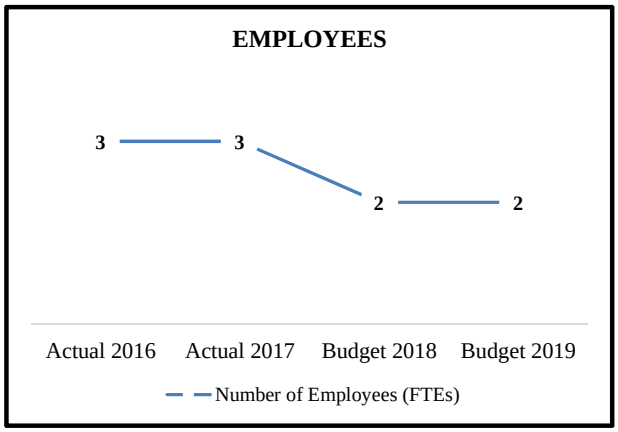
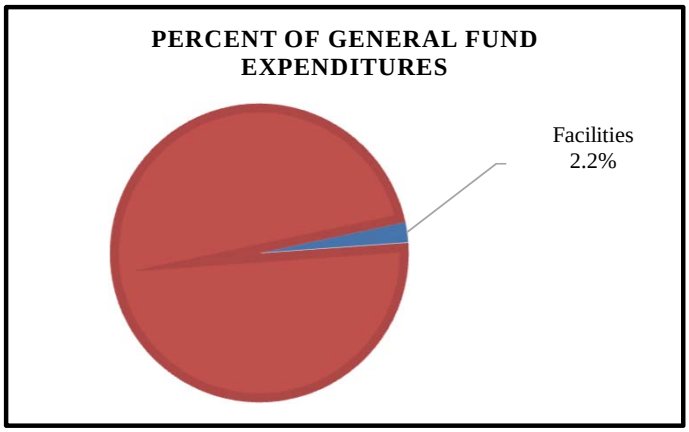
## Budget Impact:

There have been no significant changes to the facilities division budget for 2019 with the exception of reallocation of funds from other budgets to this division.

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# 2019 Annual Budget
## Division: 18- FACILITIES

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **18 - FACILITIES** | | | | | |
| 6002 - WAGES | 69,952.95 | 75,131.93 | 68,300.00 | 133,300.00 | 137,700.00 |
| 6005 - OVERTIME-FT | 859.14 | 1,485.51 | 500.00 | 3,200.00 | 3,200.00 |
| 6015 - WAGES - PART TIME/TEMP | 0.00 | 0.00 | 700.00 | 0.00 | 0.00 |
| **WAGES** | **70,812.09** | **76,617.44** | **69,500.00** | **136,500.00** | **140,900.00** |
| 6122 - PERA | 5,245.95 | 5,746.18 | 5,100.00 | 10,200.00 | 10,600.00 |
| 6124 - FICA | 4,870.50 | 5,250.54 | 5,200.00 | 10,400.00 | 10,700.00 |
| 6135 - HEALTH | 10,080.94 | 11,937.19 | 10,300.00 | 24,500.00 | 24,800.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 478.23 | 531.29 | 800.00 | 800.00 | 800.00 |
| 6140 - LIFE/LTD | 212.39 | 278.20 | 400.00 | 400.00 | 400.00 |
| 6145 - DENTAL | 559.15 | 587.01 | 1,000.00 | 1,000.00 | 1,000.00 |
| 6170 - WORKERS COMPENSATION | 5,439.19 | 3,073.24 | 2,300.00 | 5,500.00 | 5,600.00 |
| 6180 - COMPENSATED ABSENCES | 2,851.53 | (25,900.10) | 2,400.00 | 2,400.00 | 2,500.00 |
| **BENEFITS** | **29,737.88** | **1,503.55** | **27,500.00** | **55,200.00** | **56,400.00** |
| **WAGES & BENEFITS** | **100,549.97** | **78,120.99** | **97,000.00** | **191,700.00** | **197,300.00** |
| 6202 - OPERATING SUPPLIES | 4,750.79 | 3,573.55 | 5,200.00 | 16,000.00 | 7,000.00 |
| 6210 - OFFICE SUPPLIES | 78.92 | 188.19 | 100.00 | 0.00 | 100.00 |
| 6212 - UNIFORMS/CLOTHING | 991.19 | 800.98 | 800.00 | 700.00 | 800.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 1,253.71 | 1,147.29 | 1,500.00 | 2,000.00 | 2,000.00 |
| 6230 - BUILDING MAINT SUPPLIES | 6,511.77 | 4,802.48 | 9,000.00 | 18,000.00 | 20,000.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 378.73 | 433.47 | 600.00 | 600.00 | 800.00 |
| 6315 - BUILDING MAINT. | 27,649.00 | 56,020.36 | 30,000.00 | 108,000.00 | 95,000.00 |
| 6316 - EQUIPMENT MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6326 - CLEANING SERVICES | 34,536.00 | 38,214.89 | 57,600.00 | 57,600.00 | 57,500.00 |
| 6327 - OTHER PROF SERVICES | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 6334 - TELEPHONE | 4,005.00 | 3,885.25 | 3,800.00 | 3,400.00 | 3,800.00 |
| 6336 - PRINTING/PUBLISHING | 53.46 | 213.95 | 100.00 | 100.00 | 100.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 8,440.00 | 11,220.00 | 11,700.00 | 12,100.00 | 11,700.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 64,607.02 | 61,126.20 | 56,000.00 | 62,000.00 | 62,000.00 |
| 6364 - WATER | 633.37 | 528.06 | 700.00 | 0.00 | 700.00 |
| 6365 - GAS | 10,092.49 | 21,576.60 | 14,900.00 | 18,400.00 | 20,000.00 |
| 6366 - SEWER | 352.78 | 354.01 | 500.00 | 0.00 | 500.00 |
| 6368 - STORM | 481.65 | 675.16 | 500.00 | 800.00 | 1,100.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 4,400.04 | 4,599.96 | 4,800.00 | 4,800.00 | 5,000.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 3,216.00 | 5,900.04 | 6,500.00 | 6,500.00 | 6,900.00 |
| 6430 - BUILDING RENT (IS FUND) | 97,479.96 | 90,500.04 | 97,100.00 | 97,100.00 | 101,800.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6475 - TRAVEL/SUBSISTENCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6480 - DUES | 110.00 | 0.00 | 200.00 | 100.00 | 200.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 169.00 | 169.00 | 200.00 | 200.00 | 200.00 |
| **SUPPLIES AND SERVICES** | **270,190.88** | **305,929.48** | **301,800.00** | **409,400.00** | **398,200.00** |
| **MISCELLANEOUS EXPENSE** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 18 - FACILITIES** | **370,740.85** | **384,050.47** | **398,800.00** | **601,100.00** | **595,500.00** |

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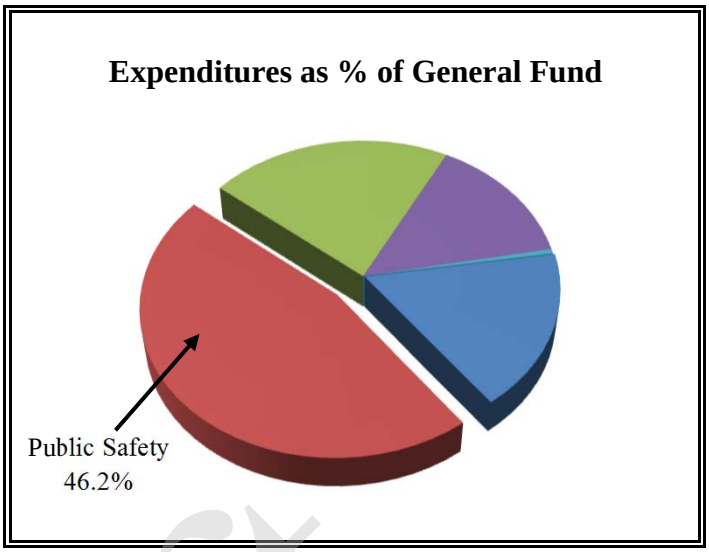
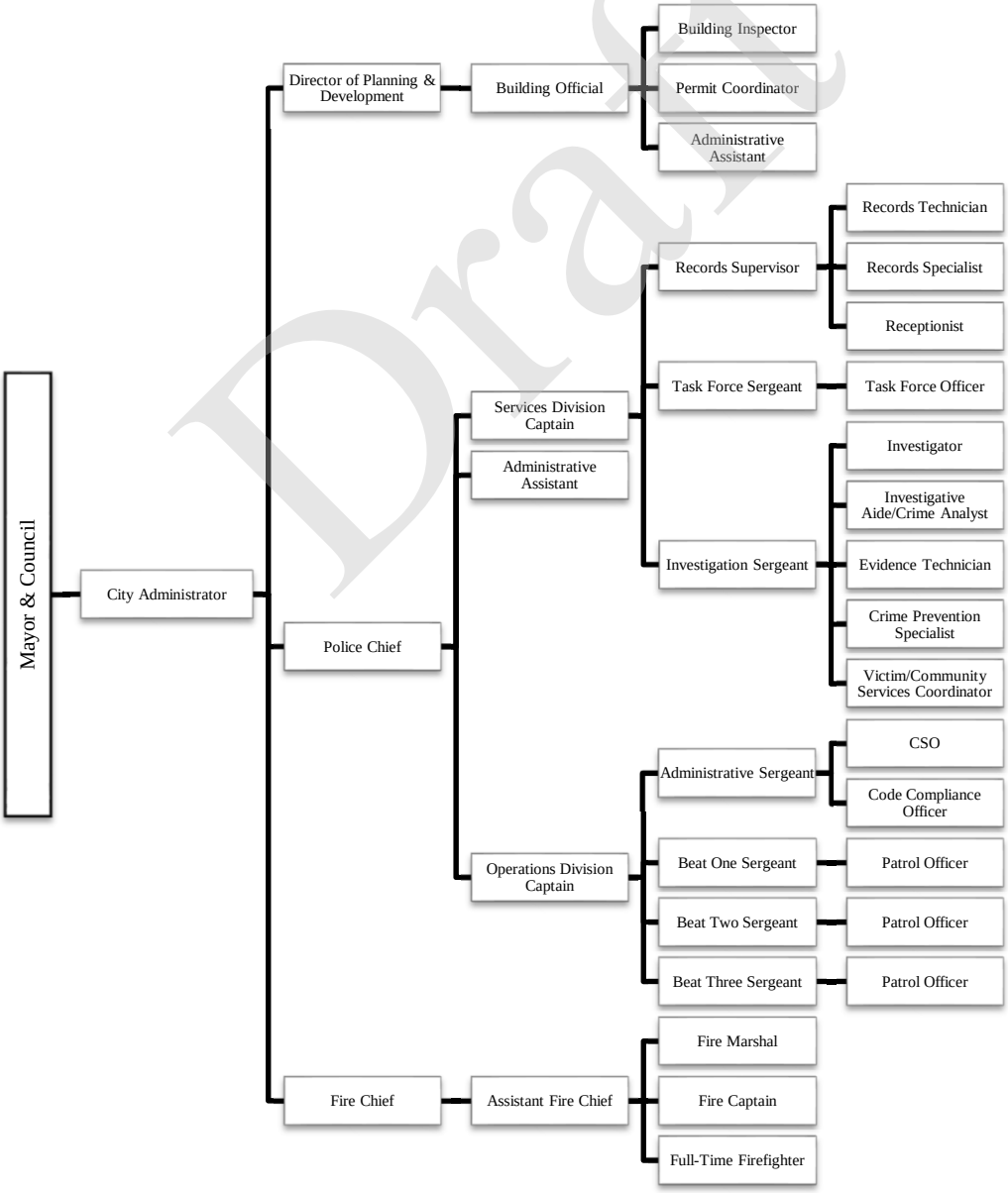
## Public Safety

**Divisions:**

The main divisions under Public Safety consist of the following:

- Police
- Fire
- Building Inspections

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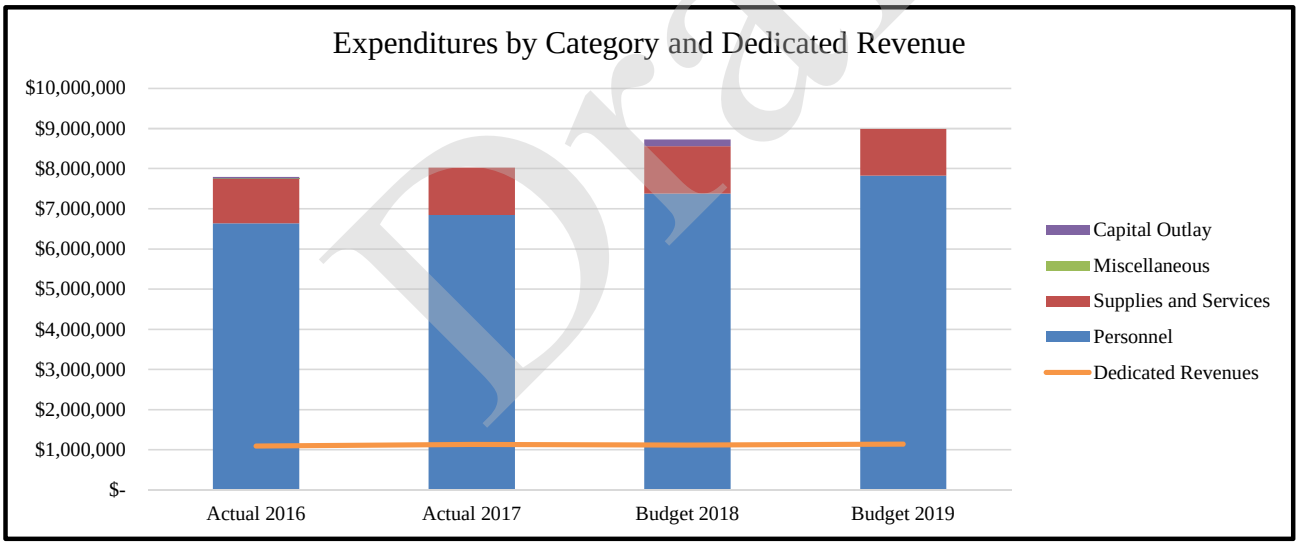
Division: **Police Department**
Category: Public Safety

## Description of Services:

It is the mission of the Shakopee Police Department to provide services with integrity and professionalism, to protect citizens through enforcement of the law and to work in partnership with our community to enhance the quality of life in the City of Shakopee. The primary services of the Police Department are heavily focused in safety. This includes the prevention of crime and hazards through education and citizen involvement; the timely response to life threatening, hazardous, suspicious, or in progress criminal activity; followed by the investigation of these events to prevent their reoccurrence, seek prosecution and reassure the community of its safety.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 6,644,984 | $ 6,846,594 | $ 7,491,600 | $ 7,378,800 | $ 7,826,300 |
| Supplies and Services | 1,110,564 | 1,180,652 | 1,202,800 | 1,183,300 | 1,162,500 |
| Miscellaneous | 2,500 | - | - | - | - |
| Capital Outlay | 37,423 | - | - | 165,000 | - |
| Totals | $ 7,795,471 | $ 8,027,246 | $ 8,694,400 | $ 8,727,100 | $ 8,988,800 |
| | | | | | |
| Dedicated Revenues | $ 1,096,132 | $ 1,139,665 | $ 1,153,700 | $ 1,127,400 | $ 1,146,600 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Calls for Services | 21,117 | 21,632 | TBD | TBD |
| Crimes | 873 | 834 | TBD | TBD |
| Shakopee Crime Rate (Per 100,000 people) | 6.25% | 6.06% | TBD | TBD |
| DWI Arrests | 195 | 146 | TBD | TBD |
| Ordinance Calls | 844 | 1,366 | TBD | TBD |
| Percent of Crimes Cleared | 54% | 49% | TBD | TBD |
| Metro Average % of Crimes Cleared | 44% | 44% | TBD | TBD |
| Sworn Officers (budgeted) | 48 | 48 | 50 | 50 |

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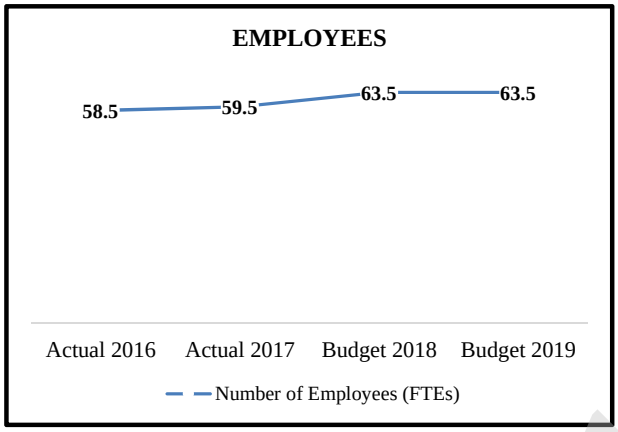
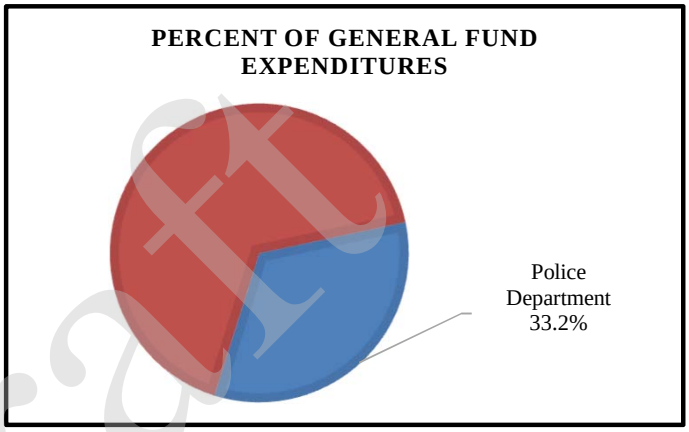
## Budget Impact:

It's easy to say our goal is to keep people in Shakopee safe. While certainly true, our goal is also to exceed your expectations and be known as the best police department in Minnesota. To do that, we must put together a budget that provides the staffing, training and equipment necessary to reach these goals. This budget does just that.

Our department consistently trains well-beyond industry minimums. Couple that with our commitment to unparalleled customer service and you can see why our department has been recognized with several state and national awards. Our department has recently received the IACP's Excellence in Victim Services Award.

While our population and calls for service continue to increase, our last five years have been the lowest crime rates in our city's history. Last year we added three positions to the police department. The first was a full-time Code Compliance Specialist. The other two were full-time patrol officers. These positions were added throughout the year in 2018. The full-year cost of these positions is reflected in the 2019 budget.

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# 2019 Annual Budget
# Division: 31- POLICE DEPARTMENT

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **31 - POLICE DEPARTMENT** | | | | | |
| 6002 - WAGES | 4,528,630.67 | 4,660,167.15 | 5,086,700.00 | 5,039,600.00 | 5,366,600.00 |
| 6005 - OVERTIME-FT | 339,105.76 | 368,653.58 | 363,000.00 | 362,200.00 | 362,200.00 |
| 6010 - PREMIUM PAY | 10,869.65 | 11,807.53 | 9,000.00 | 12,500.00 | 12,500.00 |
| 6015 - WAGES - PART TIME/TEMP | 40,528.93 | 37,842.49 | 42,900.00 | 42,600.00 | 32,000.00 |
| **WAGES** | **4,919,135.01** | **5,078,470.75** | **5,501,600.00** | **5,456,900.00** | **5,773,300.00** |
| 6122 - PERA | 734,542.25 | 759,873.23 | 777,000.00 | 780,100.00 | 859,400.00 |
| 6124 - FICA | 103,631.81 | 106,193.79 | 156,900.00 | 158,200.00 | 169,500.00 |
| 6135 - HEALTH | 469,212.72 | 507,479.46 | 604,800.00 | 597,000.00 | 619,300.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 24,607.46 | 24,309.87 | 25,400.00 | 25,200.00 | 26,200.00 |
| 6140 - LIFE/LTD | 12,859.38 | 13,130.36 | 14,200.00 | 14,100.00 | 14,900.00 |
| 6145 - DENTAL | 28,601.12 | 28,176.46 | 30,500.00 | 30,200.00 | 31,500.00 |
| 6160 - UNEMPLOYMENT | 14,257.92 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6170 - WORKERS COMPENSATION | 198,000.91 | 166,249.81 | 169,500.00 | 171,800.00 | 181,000.00 |
| 6180 - COMPENSATED ABSENCES | 93,435.27 | 118,482.75 | 91,700.00 | 91,300.00 | 97,200.00 |
| 6186 - PENSION EXPENSE | 46,700.00 | 44,228.00 | 120,000.00 | 54,000.00 | 54,000.00 |
| **BENEFITS** | **1,725,848.84** | **1,768,123.73** | **1,990,000.00** | **1,921,900.00** | **2,053,000.00** |
| **WAGES & BENEFITS** | **6,644,983.85** | **6,846,594.48** | **7,491,600.00** | **7,378,800.00** | **7,826,300.00** |
| 6202 - OPERATING SUPPLIES | 69,862.49 | 65,941.87 | 49,500.00 | 49,500.00 | 49,500.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 18,753.75 | 98.84 | 0.00 | 0.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 10,426.48 | 15,599.75 | 8,000.00 | 8,000.00 | 8,000.00 |
| 6212 - UNIFORMS/CLOTHING | 13,869.34 | 18,941.67 | 18,000.00 | 18,000.00 | 15,000.00 |
| 6213 - FOOD | 2,175.21 | 4,745.72 | 3,100.00 | 4,500.00 | 5,100.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 61,535.15 | 74,535.07 | 80,200.00 | 90,000.00 | 91,000.00 |
| 6230 - BUILDING MAINT SUPPLIES | 5,177.60 | 4,523.81 | 7,000.00 | 0.00 | 0.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 30,431.46 | 27,136.73 | 25,000.00 | 25,000.00 | 25,000.00 |
| 6250 - MERCHANDISE | 0.00 | 50.00 | 0.00 | 0.00 | 0.00 |
| 6282 - PURCHASE OF SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6310 - ATTORNEY | 3,895.43 | 1,804.25 | 7,000.00 | 7,000.00 | 7,000.00 |
| 6315 - BUILDING MAINT. | 30,882.20 | 35,366.26 | 24,000.00 | 0.00 | 0.00 |
| 6316 - EQUIPMENT MAINTENANCE | 14,144.03 | 24,041.46 | 43,000.00 | 23,000.00 | 21,000.00 |
| 6324 - TRANSPORTATION | (80.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| 6326 - CLEANING SERVICES | 0.00 | 2,304.00 | 23,400.00 | 23,400.00 | 24,000.00 |
| 6327 - OTHER PROF SERVICES | 78,684.31 | 81,847.43 | 86,000.00 | 86,000.00 | 86,000.00 |
| 6332 - POSTAGE | 5,004.37 | 717.14 | 4,000.00 | 4,000.00 | 4,000.00 |
| 6334 - TELEPHONE | 27,928.22 | 32,472.19 | 28,200.00 | 28,200.00 | 28,200.00 |
| 6336 - PRINTING/PUBLISHING | 21,144.60 | 14,818.79 | 15,000.00 | 15,000.00 | 15,000.00 |
| 6339 - COMPUTER ACCESS | 1,317.20 | 2,671.00 | 2,500.00 | 3,000.00 | 3,000.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 134,320.00 | 139,900.00 | 145,400.00 | 149,800.00 | 145,400.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 45,413.30 | 34,349.15 | 43,000.00 | 43,000.00 | 43,000.00 |
| 6364 - WATER | 765.57 | 2,083.02 | 3,000.00 | 3,000.00 | 3,000.00 |
| 6365 - GAS | 9,443.59 | 13,329.43 | 20,000.00 | 20,000.00 | 20,000.00 |
| 6366 - SEWER | 364.78 | 447.28 | 400.00 | 500.00 | 500.00 |
| 6368 - STORM | 1,431.82 | 1,241.40 | 2,300.00 | 1,100.00 | 1,100.00 |
| 6400 - RENTALS | 0.00 | 700.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 31,270.63 | 34,669.38 | 0.00 | 12,000.00 | 12,000.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 138,600.00 | 144,900.00 | 152,100.00 | 152,100.00 | 159,800.00 |
| 6420 - EQUIPMENT RENT | 665.50 | 3,875.91 | 0.00 | 4,500.00 | 0.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 158,309.04 | 223,500.00 | 208,300.00 | 208,300.00 | 191,500.00 |
| 6430 - BUILDING RENT (IS FUND) | 112,059.96 | 102,699.96 | 112,200.00 | 112,200.00 | 112,200.00 |
| 6435 - OTHER RENT | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 |
| 6435 - OTHER RENT | 0.00 | 10.00 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 28,650.83 | 13,841.06 | 25,200.00 | 25,200.00 | 25,200.00 |
| 6475 - TRAVEL/SUBSISTENCE | 7,109.77 | 7,453.41 | 8,000.00 | 8,000.00 | 8,000.00 |
| 6480 - DUES | 46,683.00 | 49,466.71 | 58,400.00 | 58,400.00 | 58,400.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 324.48 | 369.72 | 600.00 | 600.00 | 600.00 |
| **SUPPLIES AND SERVICES** | **1,110,564.11** | **1,180,652.41** | **1,202,800.00** | **1,183,300.00** | **1,162,500.00** |
| 6610 - AWARDS & DAMAGES | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6660 - BANK FEES- NSF FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **2,500.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6740 - EQUIPMENT | 37,422.57 | 0.00 | 0.00 | 165,000.00 | 0.00 |
| **CAPITAL OUTLAY** | **37,422.57** | **0.00** | **0.00** | **165,000.00** | **0.00** |
| **Total 31 - POLICE DEPARTMENT** | **7,795,470.53** | **8,027,246.89** | **8,694,400.00** | **8,727,100.00** | **8,988,800.00** |

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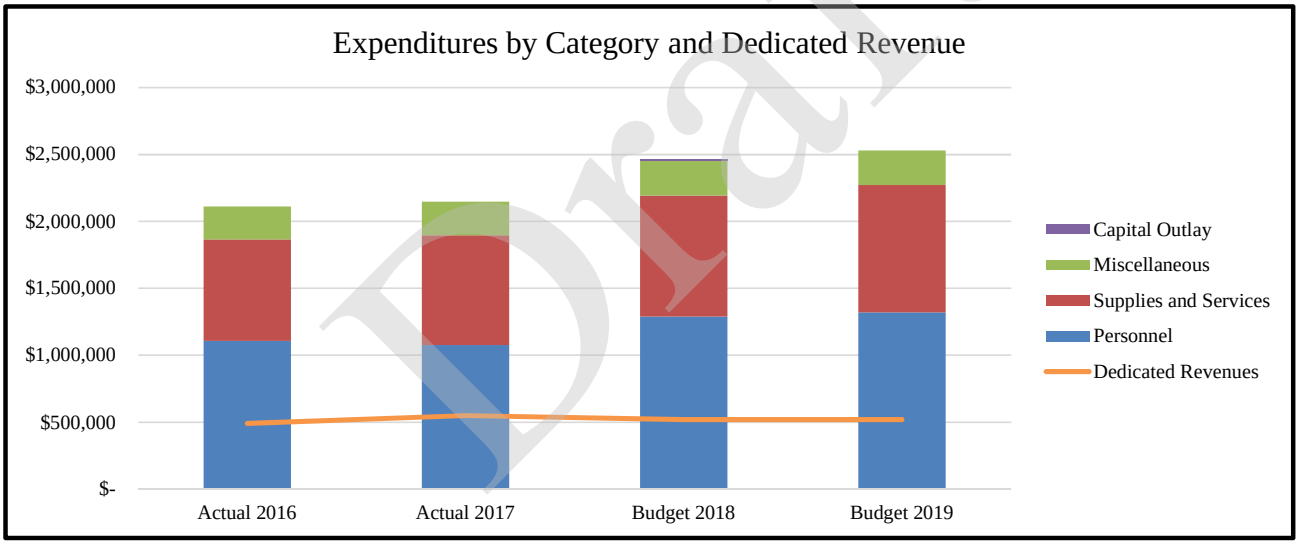
Division: **Fire**
Category: Public Safety

## Description of Services:

The mission of the Shakopee Fire Department is to provide cost effective, efficient, and state-of-the-art fire and rescue protection for the citizens and businesses within the Shakopee Fire District. In addition to fire suppression, the fire department provides emergency medical services, technical rescue, inspections, fire prevention education, and in-house training of firefighters.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 1,108,334 | $ 1,077,285 | $ 1,319,600 | $ 1,289,700 | $ 1,321,800 |
| Supplies and Services | 756,939 | 820,001 | 893,800 | 904,100 | 950,300 |
| Miscellaneous | 246,911 | 251,337 | 253,800 | 261,400 | 258,000 |
| Capital Outlay | - | - | - | 10,000 | - |
| Totals | $ 2,112,184 | $ 2,148,623 | $ 2,467,200 | $ 2,465,200 | $ 2,530,100 |
| | | | | | |
| Dedicated Revenues | $ 491,913 | $ 550,341 | $ 500,900 | $ 520,600 | $ 520,600 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Fire District Population | 43,561 | 43,940 | 44,370 | 44,870 |
| Fire Calls | 92 | 108 | 125 | 129 |
| Rescue/Medical Calls | 239 | 347 | 350 | 353 |
| Hazard Calls | 87 | 114 | 125 | 130 |
| Public Assistance Calls | 374 | 239 | 310 | 313 |
| Total Number of Calls | 792 | 808 | 910 | 925 |
| Miles to Furthest City Dwelling | 6 | 6 | 6 | 6 |

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## Budget Impact:

The fire department goes well beyond its mission of providing cost effective, efficient, and state-of-the-art fire and rescue protection for citizens and businesses within our fire district. The department is consistently praised and receives high marks from citizens and citizen surveys and does so while maintaining a fiscally responsible budget. We still utilize primarily paid-on-call firefighters to complete services supported by eight full-time staff. We budget for 46 paid-on-call firefighters and currently have 42, recruitment and retention still being a major issue. We have not increased paid-on-call staff and have only increased full-time staff from seven to eight since 2013. During this same time period, the fire district population has increased from approximately 38,000 to nearly 45,000 and fire calls have gone from under 600 to approximately 900 projected in 2018.

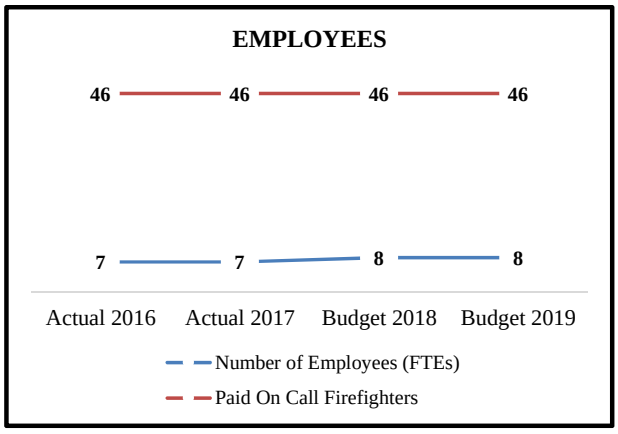
The fire department has historically trained its own firefighters. That continues today but with a much greater emphasis on qualified and certified trainers. In 2018, a full-time Assistant Fire Chief was hired to oversee all firefighter training. This is a huge step for the fire department and for the City to not only have highly trained firefighters but ensuring that the training provided and received is up to today's standards. We're pleased that our training is on the right track. Besides the full-time Assistant Chief and Captain, the department uses mostly paid-on-call staff as instructors to complete their training.

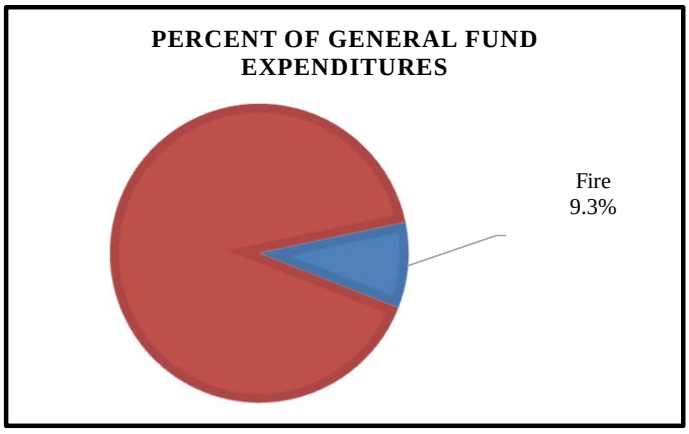
Plan reviews and inspections are a large part of the operations of the fire department. In 2017, 141 fire permits were issued which include fire alarm, fire sprinkler systems, special hazard fire systems, kitchen hood and kitchen suppression systems, tent, event, and fireworks sales and shows. We are on track for 170 fire permits in 2018. All of which require plan review and approval and most require multiple inspections before a permit can be finalized. The fire department also inspects all commercial buildings prior to occupancy, over 100 in 2017, to ensure there are no fire or life safety hazards. The department utilizes full-time staff for all plan reviews and inspections.

Fire prevention and public education are also an extremely valuable function of the fire department and we have seen this area grow over the last five years more than any other area. In 2017, the fire department performed over 75 public education activities or events which reached over 3,000 adults and 6,000 children. We're on track for even higher numbers in 2018. The importance of public education and fire prevention cannot be overstated. By preventing the emergency from happening in the first place, the community is a much safer place. The department utilizes both full-time and paid-on-call staff to complete public education.

The fire department continually seeks grants and donations to support our budget. In 2018, we have received approximately $10,000 for training reimbursement from the Minnesota Board of Firefighter Training and Education, a $10,000 donation from the Rahr Malting Corporation towards the purchase of new rescue air bags, and a $2,600 grant from FM Global towards the purchase of pre-fire planning software. The department actively seeks grants and donations in order to preserve fiscal accountability.

Since 2012, the Shakopee Fire Department Relief Association has not required any monetary support from the City toward the paid-on-call firefighter pension fund. We anticipate this to continue with the bylaw changes that were approved by Council in 2017.

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# 2019 Annual Budget
## Division: 32- FIRE

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **32 - FIRE** | | | | | |
| 6002 - WAGES | 538,698.10 | 527,600.96 | 664,900.00 | 643,300.00 | 664,000.00 |
| 6005 - OVERTIME-FT | 9,664.89 | 8,759.40 | 8,000.00 | 8,000.00 | 8,000.00 |
| 6015 - WAGES - PART TIME/TEMP | 291,095.28 | 294,726.56 | 306,200.00 | 309,000.00 | 309,000.00 |
| **WAGES** | **839,458.27** | **831,086.92** | **979,100.00** | **960,300.00** | **981,000.00** |
| 6122 - PERA | 77,374.54 | 79,241.13 | 105,900.00 | 104,300.00 | 112,700.00 |
| 6124 - FICA | 15,451.70 | 13,104.94 | 35,700.00 | 34,200.00 | 34,600.00 |
| 6135 - HEALTH | 66,354.07 | 65,085.53 | 84,500.00 | 80,700.00 | 81,600.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 3,117.59 | 2,804.52 | 3,400.00 | 3,400.00 | 3,400.00 |
| 6140 - LIFE/LTD | 5,368.28 | 1,419.86 | 1,900.00 | 1,900.00 | 1,900.00 |
| 6145 - DENTAL | 3,709.49 | 3,330.76 | 4,000.00 | 4,000.00 | 4,000.00 |
| 6170 - WORKERS COMPENSATION | 91,119.92 | 72,225.19 | 93,400.00 | 89,200.00 | 90,500.00 |
| 6180 - COMPENSATED ABSENCES | 6,380.56 | 8,986.64 | 11,700.00 | 11,700.00 | 12,100.00 |
| **BENEFITS** | **268,876.15** | **246,198.57** | **340,500.00** | **329,400.00** | **340,800.00** |
| **WAGES & BENEFITS** | **1,108,334.42** | **1,077,285.49** | **1,319,600.00** | **1,289,700.00** | **1,321,800.00** |
| 6202 - OPERATING SUPPLIES | 146,140.37 | 90,090.34 | 121,500.00 | 116,500.00 | 116,700.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 0.00 | 19,078.00 | 0.00 | 0.00 | 0.00 |
| 6205 - GRANT EXPENDITURES | 3,053.93 | 0.00 | 0.00 | 1,800.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 1,983.18 | 698.15 | 1,800.00 | 800.00 | 500.00 |
| 6212 - UNIFORMS/CLOTHING | 4,807.86 | 45,556.88 | 35,800.00 | 42,000.00 | 35,000.00 |
| 6213 - FOOD | 1,147.19 | 2,180.70 | 2,500.00 | 2,500.00 | 2,000.00 |
| 6215 - MATERIALS | 130.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 14,554.61 | 15,957.51 | 20,000.00 | 18,000.00 | 16,000.00 |
| 6230 - BUILDING MAINT SUPPLIES | 3,534.85 | 3,941.40 | 3,500.00 | 500.00 | 500.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 7,443.71 | 15,940.54 | 7,200.00 | 27,000.00 | 18,000.00 |
| 6310 - ATTORNEY | 502.50 | 0.00 | 600.00 | 500.00 | 500.00 |
| 6315 - BUILDING MAINT. | 12,787.59 | 18,787.73 | 20,000.00 | 2,500.00 | 2,500.00 |
| 6316 - EQUIPMENT MAINTENANCE | 32,250.35 | 50,371.02 | 40,000.00 | 40,000.00 | 40,000.00 |
| 6327 - OTHER PROF SERVICES | 28,880.11 | 24,077.49 | 19,000.00 | 22,600.00 | 23,000.00 |
| 6332 - POSTAGE | 3,621.33 | 2,629.12 | 3,500.00 | 3,500.00 | 3,000.00 |
| 6334 - TELEPHONE | 5,966.67 | 6,581.72 | 5,100.00 | 5,100.00 | 5,100.00 |
| 6336 - PRINTING/PUBLISHING | 3,103.98 | 4,485.38 | 3,000.00 | 5,000.00 | 4,000.00 |
| 6338 - ADVERTISING | 0.00 | 2.05 | 0.00 | 0.00 | 0.00 |
| 6339 - COMPUTER ACCESS | 5,648.46 | 6,727.25 | 5,300.00 | 5,300.00 | 6,000.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 26,590.00 | 23,500.00 | 24,400.00 | 18,200.00 | 17,600.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 47,993.33 | 34,399.74 | 37,000.00 | 37,000.00 | 37,000.00 |
| 6364 - WATER | 3,562.19 | 2,964.65 | 3,000.00 | 3,000.00 | 3,000.00 |
| 6365 - GAS | 15,200.88 | 19,357.20 | 17,000.00 | 17,000.00 | 17,000.00 |
| 6366 - SEWER | 711.10 | 580.51 | 500.00 | 500.00 | 500.00 |
| 6367 - REFUSE | 506.93 | 130.37 | 0.00 | 0.00 | 0.00 |
| 6368 - STORM | 2,141.62 | 1,976.88 | 1,800.00 | 1,800.00 | 1,800.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 3,958.00 | 4,309.00 | 4,000.00 | 11,100.00 | 18,800.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 26,400.00 | 27,600.00 | 29,000.00 | 29,000.00 | 30,500.00 |
| 6420 - EQUIPMENT RENT | 113.95 | 25.33 | 0.00 | 0.00 | 0.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 177,954.96 | 213,999.96 | 287,700.00 | 287,700.00 | 352,600.00 |
| 6430 - BUILDING RENT (IS FUND) | 84,050.04 | 99,300.00 | 108,600.00 | 108,600.00 | 108,600.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 20,376.41 | 29,431.45 | 26,000.00 | 36,600.00 | 30,000.00 |
| 6475 - TRAVEL/SUBSISTENCE | 36,629.99 | 17,941.49 | 30,000.00 | 25,000.00 | 25,000.00 |
| 6480 - DUES | 33,304.00 | 34,947.50 | 34,000.00 | 33,000.00 | 33,000.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 1,889.00 | 2,431.80 | 2,000.00 | 2,000.00 | 2,100.00 |
| **SUPPLIES AND SERVICES** | **756,939.09** | **820,001.16** | **893,800.00** | **904,100.00** | **950,300.00** |
| 6630 - PAYMENT TO FIRE RELIEF | 246,910.37 | 251,336.24 | 253,800.00 | 261,400.00 | 258,000.00 |
| 6650 - CREDIT CARD FEES | 0.21 | 0.28 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **246,910.58** | **251,336.52** | **253,800.00** | **261,400.00** | **258,000.00** |
| 6740 - EQUIPMENT | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **10,000.00** | **0.00** |
| **Total 32 - FIRE** | **2,112,184.09** | **2,148,623.17** | **2,467,200.00** | **2,465,200.00** | **2,530,100.00** |

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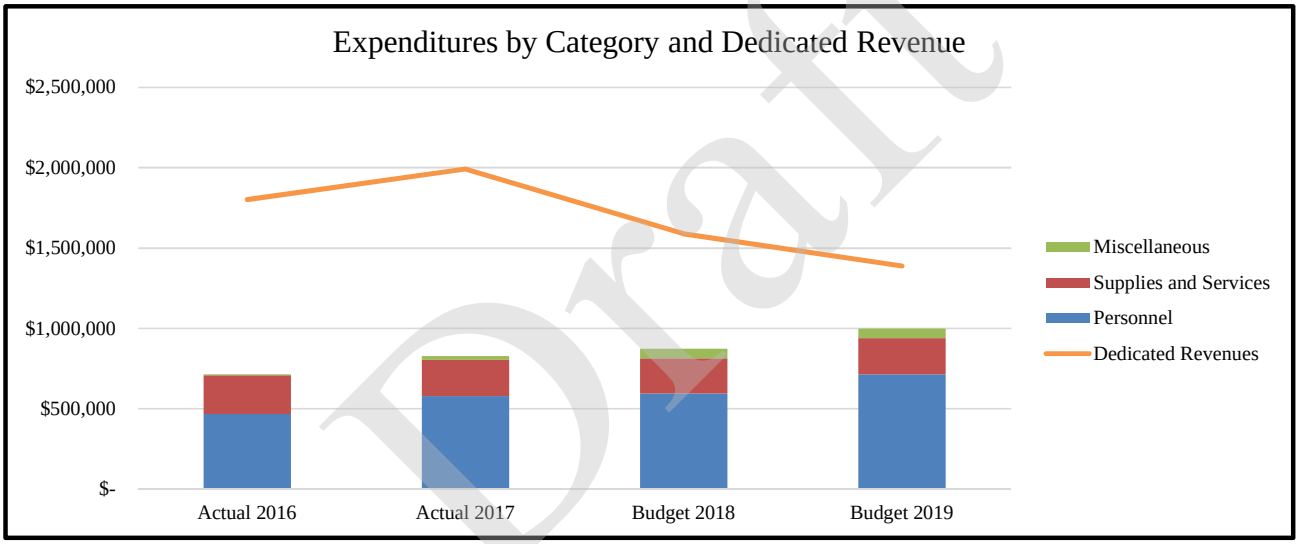
Division: **Building Inspections**
Category: Public Safety

## Description of Services:

Provide effective and timely review of building permit and other building related applications and inspections to the City's constituents and outside parties.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 468,591 | $ 579,617 | $ 584,600 | $ 594,800 | $ 715,600 |
| Supplies and Services | 241,054 | 223,958 | 226,000 | 218,800 | 223,900 |
| Miscellaneous | 6,022 | 24,990 | - | 60,000 | 60,000 |
| Totals | $ 715,667 | $ 828,565 | $ 810,600 | $ 873,600 | $ 999,500 |
| | | | | | |
| Dedicated Revenues | $ 1,802,282 | $ 1,991,623 | $ 1,063,000 | $ 1,588,000 | $ 1,388,000 |

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## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Inspections | 5,130 | 6,333 | 6,831 | 6,800 |
| Number of Permits | 2,845 | 3,455 | 3,669 | 3,600 |
| Average Inspection/Employee | 1,283 | 1,583 | 1,707 | 1,700 |

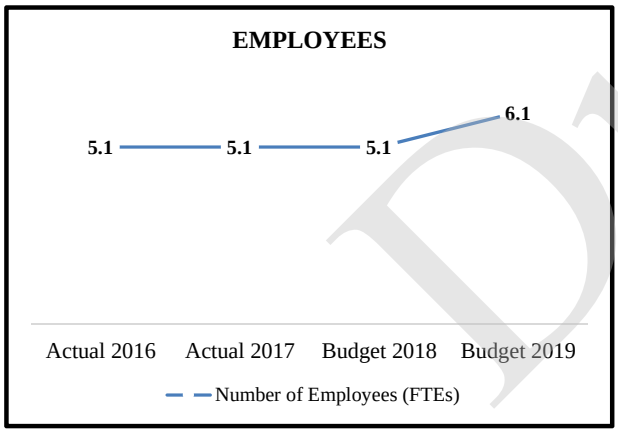
## Budget Impact:

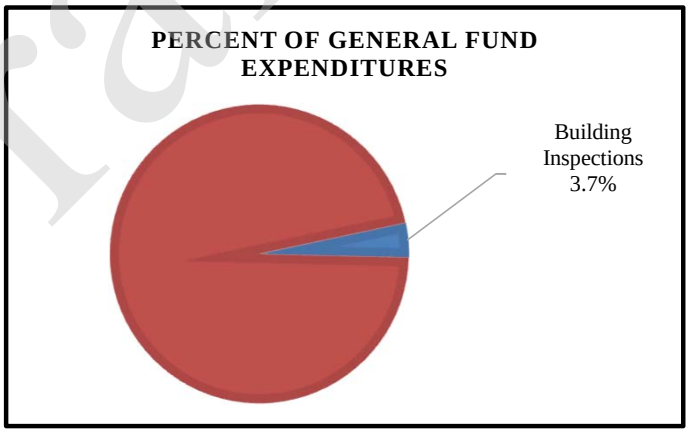
Just think about all the items that inspectors look at every day to ensure the publics' safety, whether it's for a homeowner getting a water heater or a deck installed or a developer working for a major manufacturer. Inspectors are in the field whether it is a beautiful summer day or it's twenty degrees and snowing. This past year, to address accessibility in even the worst conditions, inspectors were assigned retired all-wheel drive police vehicles to ensure that they can access construction sites.

Building plans used to stock empty cubicles in the old city hall. Some plan sets weighed more than 50 pounds and were literally carted around to reviewers. Last year, the city eliminated all paper applications and plan submittals by switching to ePermits and ProjectDox. This allows anyone to apply for a permit twenty-four hour a day, seven days a week. Plans are routed by the Permit Coordinator to all city staff along with public utilities. This has reduced permit review time and allows applicants to see comments in real time and get updates on permits online. Drawings are electronically "marked up" with comments allowing for faster turnaround for changes.

During 2019 the city will be exploring integrating our financial software, permitting software and permit tracking into one seamless system. This would allow for easier online payments along with online scheduling of inspections. The city has finalized testing in 2018 of infield approvals for inspectors, allowing them to spend more time in the field. In 2019, the goal is to allow inspectors additional time in the field through additional mobile inspections and inspection card reports to be printed out in their vehicles.

The city's ultimate goal is to have inspectors spend almost all of their time in the field, paperless, and to allow customers to schedule inspections on line and make real time changes. During 2019, we will continue to improve our systems to meet the demands of our customers.

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# 2019 Annual Budget
## Division: 33- BUILDING INSPECTIONS

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **33 - BUILDING INSPECTIONS** | | | | | |
| 6002 - WAGES | 353,463.41 | 440,249.33 | 438,000.00 | 439,300.00 | 531,100.00 |
| 6005 - OVERTIME-FT | 1,026.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6015 - WAGES - PART TIME/TEMP | 0.00 | 385.62 | 0.00 | 0.00 | 0.00 |
| **WAGES** | **354,490.16** | **440,634.95** | **438,000.00** | **439,300.00** | **531,100.00** |
| 6122 - PERA | 26,905.10 | 33,617.61 | 33,500.00 | 33,600.00 | 40,400.00 |
| 6124 - FICA | 25,125.53 | 30,610.40 | 33,100.00 | 33,200.00 | 40,200.00 |
| 6135 - HEALTH | 43,833.73 | 63,831.11 | 65,600.00 | 74,500.00 | 86,300.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 2,000.30 | 2,391.73 | 2,100.00 | 2,000.00 | 2,500.00 |
| 6140 - LIFE/LTD | 998.57 | 1,226.80 | 1,100.00 | 1,100.00 | 1,400.00 |
| 6145 - DENTAL | 2,354.08 | 2,832.04 | 2,500.00 | 2,500.00 | 3,000.00 |
| 6170 - WORKERS COMPENSATION | 2,352.58 | 2,457.00 | 1,700.00 | 1,700.00 | 2,200.00 |
| 6180 - COMPENSATED ABSENCES | 10,531.23 | 2,015.15 | 7,000.00 | 6,900.00 | 8,500.00 |
| **BENEFITS** | **114,101.12** | **138,981.84** | **146,600.00** | **155,500.00** | **184,500.00** |
| **WAGES & BENEFITS** | **468,591.28** | **579,616.79** | **584,600.00** | **594,800.00** | **715,600.00** |
| 6202 - OPERATING SUPPLIES | 4,756.35 | 3,017.67 | 1,100.00 | 3,200.00 | 2,500.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 5,259.56 | 12,356.06 | 0.00 | 2,500.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 364.92 | 393.58 | 500.00 | 500.00 | 500.00 |
| 6212 - UNIFORMS/CLOTHING | 2,273.44 | 239.19 | 2,000.00 | 1,500.00 | 2,000.00 |
| 6213 - FOOD | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 1,812.59 | 2,006.06 | 2,200.00 | 2,500.00 | 3,000.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 1,377.21 | 1,951.19 | 500.00 | 2,500.00 | 2,500.00 |
| 6310 - ATTORNEY | 430.00 | 706.25 | 700.00 | 0.00 | 0.00 |
| 6314 - COMPUTER SERVICES | 0.00 | 402.50 | 500.00 | 0.00 | 0.00 |
| 6316 - EQUIPMENT MAINTENANCE | 0.00 | 289.99 | 5,000.00 | 0.00 | 0.00 |
| 6327 - OTHER PROF SERVICES | 142,487.34 | 114,443.98 | 100,000.00 | 100,000.00 | 100,000.00 |
| 6332 - POSTAGE | 447.96 | 579.01 | 600.00 | 400.00 | 500.00 |
| 6334 - TELEPHONE | 2,673.85 | 3,262.56 | 2,500.00 | 2,500.00 | 2,500.00 |
| 6336 - PRINTING/PUBLISHING | 2,804.64 | 3,674.10 | 2,700.00 | 2,500.00 | 200.00 |
| 6339 - COMPUTER ACCESS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 4,710.00 | 4,940.00 | 5,200.00 | 6,300.00 | 6,100.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 36,038.00 | 39,002.00 | 56,300.00 | 56,300.00 | 57,600.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 11,000.04 | 11,499.96 | 12,100.00 | 12,100.00 | 12,700.00 |
| 6420 - EQUIPMENT RENT | 65.04 | 85.02 | 10,000.00 | 0.00 | 0.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 5,541.96 | 5,600.04 | 2,500.00 | 2,500.00 | 2,600.00 |
| 6430 - BUILDING RENT (IS FUND) | 12,950.04 | 17,300.04 | 15,900.00 | 15,900.00 | 23,600.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 3,627.13 | 1,371.24 | 3,000.00 | 3,000.00 | 3,000.00 |
| 6475 - TRAVEL/SUBSISTENCE | 550.06 | 353.49 | 1,100.00 | 3,000.00 | 3,000.00 |
| 6480 - DUES | 695.00 | 483.74 | 900.00 | 900.00 | 900.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 1,188.49 | 0.00 | 700.00 | 600.00 | 700.00 |
| **SUPPLIES AND SERVICES** | **241,053.62** | **223,957.67** | **226,000.00** | **218,800.00** | **223,900.00** |
| 6650 - CREDIT CARD FEES | 6,048.16 | 24,989.62 | 0.00 | 60,000.00 | 60,000.00 |
| 6660 - BANK FEES- NSF FEE | (26.05) | 0.00 | 0.00 | 0.00 | 0.00 |
| 6661 - CASH SHORT | 0.16 | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **6,022.27** | **24,989.62** | **0.00** | **60,000.00** | **60,000.00** |
| **Total 33 - BUILDING INSPECTIONS** | **715,667.17** | **828,564.08** | **810,600.00** | **873,600.00** | **999,500.00** |

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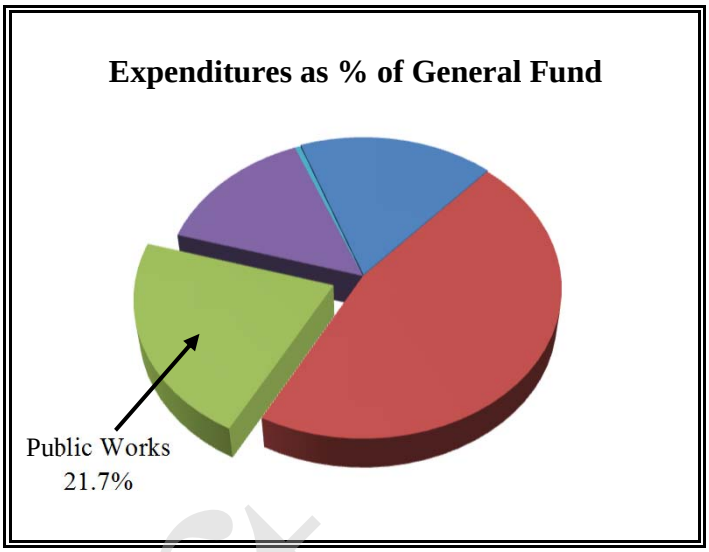
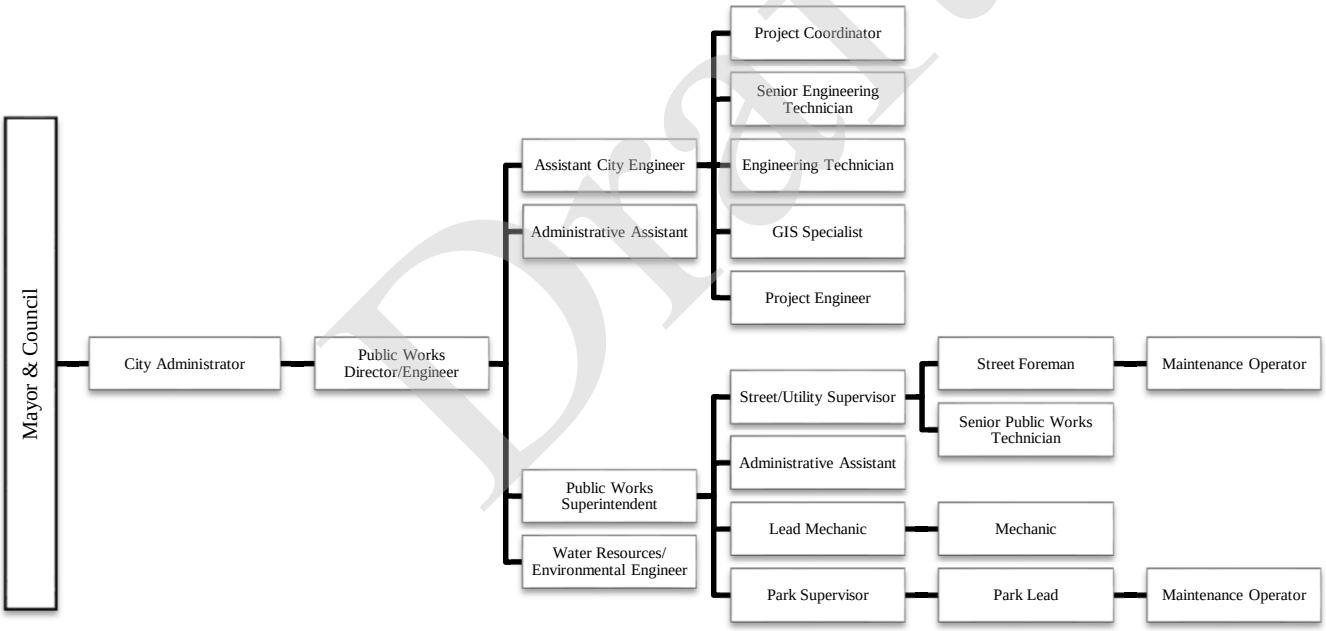
## Public Works

**Divisions:**

The main divisions under Public Works consist of the following:

- Engineering
- Street
- Fleet
- Park Maintenance
- Natural Resources

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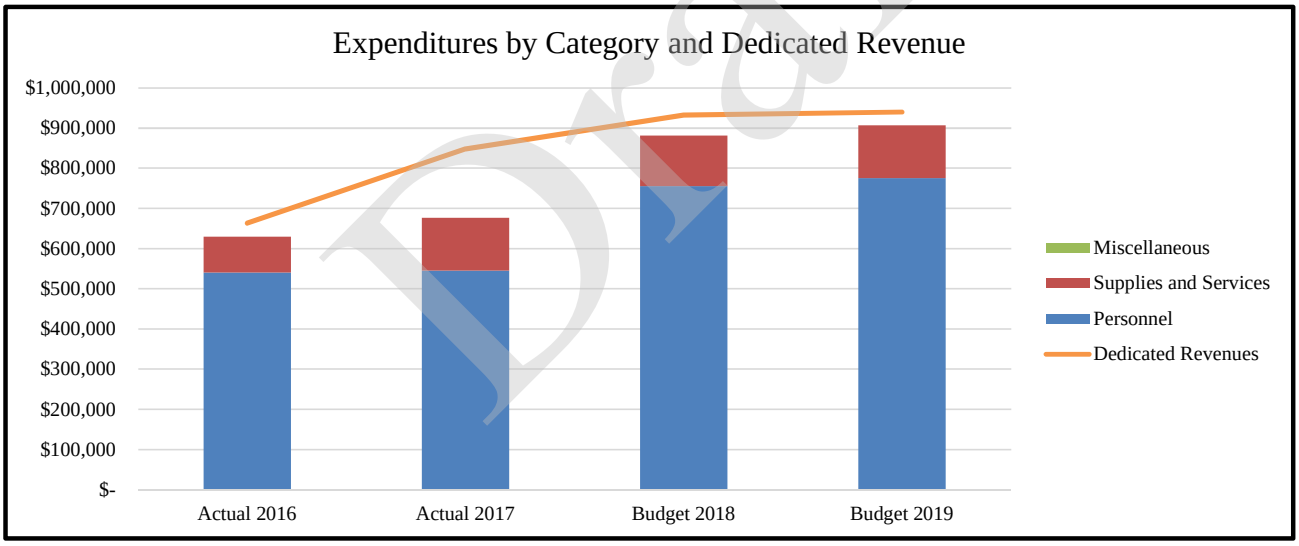
Division: **Engineering**
Category: Public Works

## Description of Services:

Conduct field investigations, collect engineering data and specify the criteria for the investigations. Furnish designs, drawings, specifications and criteria. Secure bids, assist with contract rewards, and oversee and inspect construction. Testing and approving all sanitary sewer, storm sewer and roadway construction projects. Prepare all reports and studies required to preserve Municipal State Aid Funding received by the City. Review all public facilities proposed in the City, Wetland Conservation Act administration, review of building permits, Right of Way Management and Permitting, providing engineering assistance to other Departments, review technical engineering material and provide for City Council, City staff, City Commissions and Committees.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 540,392 | $ 545,153 | $ 689,600 | $ 755,800 | $ 776,000 |
| Supplies and Services | 89,743 | 131,441 | 128,000 | 125,700 | 131,400 |
| Miscellaneous | (26) | - | - | - | - |
| Totals | $ 630,109 | $ 676,594 | $ 817,600 | $ 881,500 | $ 907,400 |
| | | | | | |
| Dedicated Revenues | $ 663,355 | $ 848,160 | $ 666,000 | $ 932,300 | $ 940,000 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Projects | 6 | 15 | 9 | 10 |
| Value of Projects | $2,451,000 | $10,421,000 | $6,686,000 | $24,655,000 |
| Number of Private Subdivision Permits Issued | 2 | 3 | 8 | 5 |
| Number of Private Grading Permits Issued | 12 | 4 | 11 | 10 |
| Number of ROW Permits Issued | 670 | 642 | 630 | 650 |

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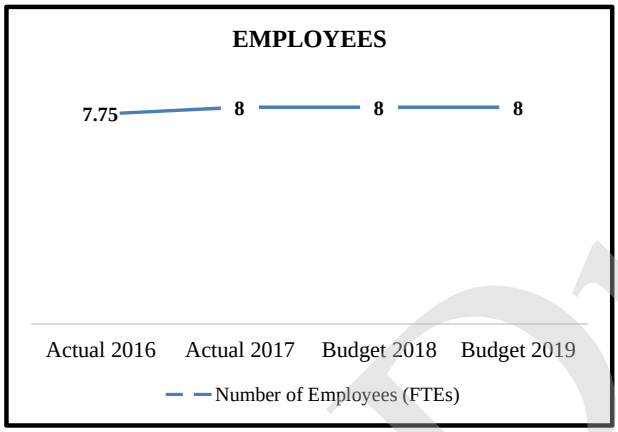
## Budget Impact:

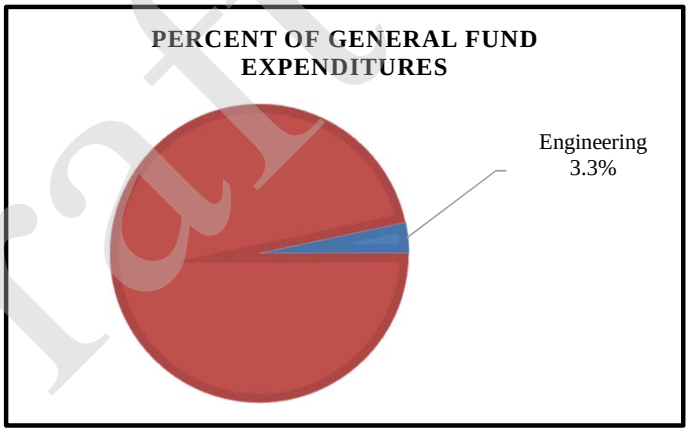
If your patience survived a city's reconstruction projects in your neighborhood, CONGRATULATIONS! Road and utility construction projects equate to one big nuisance: roads closed, detours, access issues, noise, dust, periodic loss of water service, etc. How more disrupting can we be to your everyday life for a summer?

Keeping the city's infrastructure maintained to a sustainable level keeps a community viable. The Engineering Division carries out the strategic infrastructure planning to do so from concept to design, from construction management to asset management. Engineering staff are consistently challenged with being experts in a wide range of infrastructure management and design, traffic safety, transportation planning, materials testing, project management, natural resources, contract management, underground utilities, surveying, private development and the many different multi-jurisdictional layers of laws, rules and regulations that the city must abide by.

Our department consistently seeks the continuing education to ensure we stay sharp in our expertise and all the latest and greatest technologies. Thank you in advance for your patience in all that we do.

With a new building and recent staff changes, our division is continuing to improving our system service and internal systems in 2019. We anticipate this will be a year of improvements in how we do business internally and in our partnership with other city departments, particularly the Department of Planning and Development.

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# 2019 Annual Budget
## Division: 41- ENGINEERING

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **41 - ENGINEERING** | | | | | |
| 6002 - WAGES | 393,961.17 | 421,838.06 | 489,900.00 | 489,400.00 | 507,900.00 |
| 6005 - OVERTIME-FT | 21,006.61 | 30,727.14 | 12,000.00 | 55,700.00 | 54,500.00 |
| 6015 - WAGES - PART TIME/TEMP | 5,310.42 | 18,351.69 | 6,000.00 | 19,300.00 | 17,600.00 |
| 6017 - OVERTIME-PART TIME/TEMP | 78.09 | 2,463.12 | 0.00 | 1,300.00 | 1,500.00 |
| **WAGES** | **420,356.29** | **473,380.01** | **507,900.00** | **565,700.00** | **581,500.00** |
| 6122 - PERA | 30,972.83 | 33,786.79 | 37,600.00 | 37,700.00 | 39,100.00 |
| 6124 - FICA | 30,590.25 | 34,527.76 | 38,900.00 | 40,100.00 | 41,400.00 |
| 6135 - HEALTH | 38,933.02 | 45,553.38 | 81,000.00 | 81,800.00 | 83,000.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 2,258.71 | 2,298.08 | 3,400.00 | 3,400.00 | 3,400.00 |
| 6140 - LIFE/LTD | 1,122.12 | 1,148.54 | 1,900.00 | 1,900.00 | 2,000.00 |
| 6145 - DENTAL | 2,328.75 | 2,378.48 | 4,000.00 | 4,000.00 | 4,000.00 |
| 6170 - WORKERS COMPENSATION | 2,336.43 | 2,236.36 | 3,000.00 | 9,000.00 | 9,000.00 |
| 6180 - COMPENSATED ABSENCES | 4,417.83 | (51,620.17) | 11,900.00 | 12,200.00 | 12,600.00 |
| 6186 - PENSION EXPENSE | 7,076.00 | 1,464.00 | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **120,035.94** | **71,773.22** | **181,700.00** | **190,100.00** | **194,500.00** |
| **WAGES & BENEFITS** | **540,392.23** | **545,153.23** | **689,600.00** | **755,800.00** | **776,000.00** |
| 6202 - OPERATING SUPPLIES | 1,136.20 | 8,102.96 | 6,000.00 | 5,200.00 | 6,000.00 |
| 6210 - OFFICE SUPPLIES | 2,541.31 | 2,364.27 | 2,700.00 | 2,700.00 | 2,700.00 |
| 6212 - UNIFORMS/CLOTHING | 0.00 | 49.50 | 300.00 | 300.00 | 600.00 |
| 6213 - FOOD | 260.83 | 396.97 | 200.00 | 200.00 | 200.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 1,455.59 | 2,726.07 | 2,500.00 | 3,500.00 | 2,500.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 383.38 | 599.99 | 2,000.00 | 1,000.00 | 2,000.00 |
| 6310 - ATTORNEY | 791.25 | 1,054.00 | 4,300.00 | 3,700.00 | 4,300.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 18,384.25 | 29,391.38 | 19,000.00 | 10,000.00 | 10,000.00 |
| 6316 - EQUIPMENT MAINTENANCE | 578.15 | 379.98 | 0.00 | 0.00 | 0.00 |
| 6318 - FILING FEES | 46.00 | (162.00) | 0.00 | 0.00 | 0.00 |
| 6327 - OTHER PROF SERVICES | 22.00 | 493.00 | 3,500.00 | 1,500.00 | 3,500.00 |
| 6332 - POSTAGE | 807.05 | 592.80 | 1,000.00 | 1,500.00 | 1,000.00 |
| 6334 - TELEPHONE | 5,152.29 | 6,240.81 | 5,300.00 | 6,200.00 | 6,900.00 |
| 6336 - PRINTING/PUBLISHING | 2,755.17 | 3,862.91 | 2,000.00 | 2,700.00 | 2,000.00 |
| 6339 - COMPUTER ACCESS | 1,257.93 | 1,017.49 | 600.00 | 600.00 | 1,000.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 6,560.00 | 6,250.00 | 6,500.00 | 8,700.00 | 8,500.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 7,986.57 | 11,159.75 | 14,400.00 | 20,400.00 | 15,700.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 21,999.96 | 23,000.04 | 24,200.00 | 24,200.00 | 25,400.00 |
| 6420 - EQUIPMENT RENT | 101.39 | 58.73 | 0.00 | 0.00 | 0.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 8,067.96 | 10,299.96 | 11,500.00 | 11,500.00 | 16,600.00 |
| 6430 - BUILDING RENT (IS FUND) | 5,109.96 | 19,400.04 | 16,900.00 | 16,900.00 | 16,900.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 1,888.80 | 3,164.00 | 3,500.00 | 3,500.00 | 4,000.00 |
| 6475 - TRAVEL/SUBSISTENCE | 1,946.22 | 326.80 | 600.00 | 200.00 | 600.00 |
| 6480 - DUES | 437.75 | 420.49 | 800.00 | 1,100.00 | 800.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 73.28 | 250.95 | 200.00 | 100.00 | 200.00 |
| **SUPPLIES AND SERVICES** | **89,743.29** | **131,440.89** | **128,000.00** | **125,700.00** | **131,400.00** |
| 6650 - CREDIT CARD FEES | 0.05 | 0.11 | 0.00 | 0.00 | 0.00 |
| 6660 - BANK FEES- NSF FEE | (26.00) | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **(25.95)** | **0.11** | **0.00** | **0.00** | **0.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 41 - ENGINEERING** | **630,109.57** | **676,594.23** | **817,600.00** | **881,500.00** | **907,400.00** |

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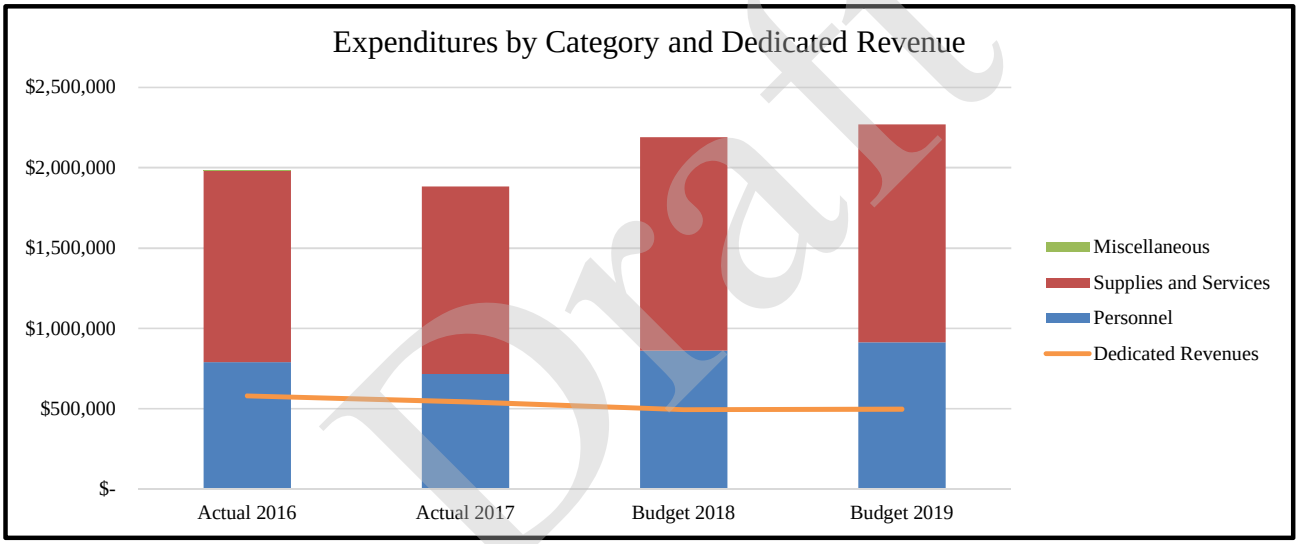
Division: **Street Maintenance**
Category: Public Works

## Description of Services:

Maintain bituminous and gravel roadways/alleys, traffic signs/striping, snowplowing/ice control, street sign fabrication/installation, boulevard tree trimming/removal, and disease tree prevention.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 789,355 | $ 716,685 | $ 868,500 | $ 861,100 | $ 912,800 |
| Supplies and Services | 1,190,884 | 1,165,906 | 1,333,200 | 1,328,100 | 1,356,400 |
| Miscellaneous | 2,500 | - | - | - | - |
| Totals | $ 1,982,739 | $ 1,882,591 | $ 2,201,700 | $ 2,189,200 | $ 2,269,200 |
| | | | | | |
| Dedicated Revenues | $ 580,075 | $ 543,167 | $ 471,900 | $ 494,500 | $ 496,800 |

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## Key Measures:

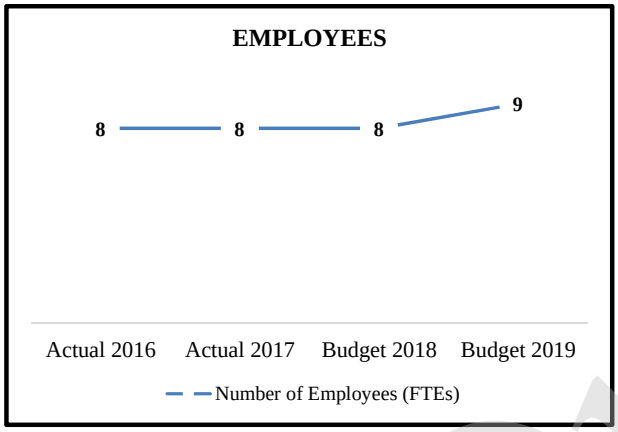
| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Street Miles | 154.3 | 155.2 | 156.5 | 158.0 |
| Streets Sealcoated (in CL-Miles) | 10.3 | 13.3 | 12.5 | 12.0 |
| Alley Miles | 10.3 | 10.3 | 10.3 | 10.3 |
| Alleys Paved (Miles) | 1.90 | 2.01 | 2.28 | 2.28 |
| Number of Street Lights | 2,348 | 2,348 | 2,400 | 2,425 |
| Number of Street lights replaced (Poles/Light Fixtures/Lights Repaired) | 14/12/13 | 8/9/6 | 22/600/10 | 25/600/15 |
| Number of Signs | 4,222 | 4,312 | 4,416 | 4,500 |
| Number of Signs replaced | 372 | 151 | 150 | 150 |
| Snowplowing Occurrences | 11 | 14 | 18 | 15 |

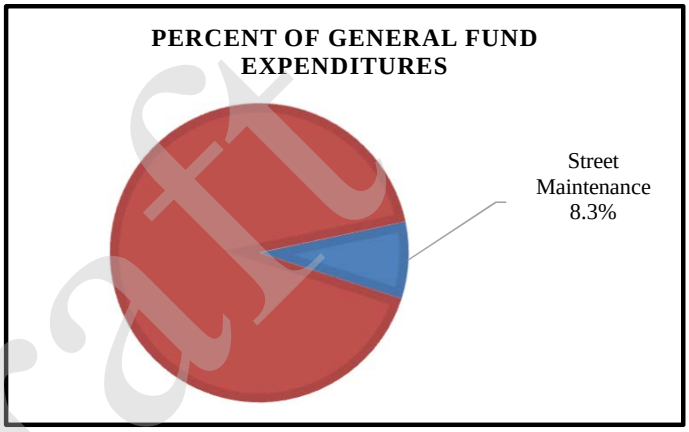
## Budget Impact:

If there is a pothole in the street, who do you call? Tree that blew down across the road? Sign knocked down by an errant vehicle? Mailbox knocked over by a snowplow? Another pass by the snowplow that filled in your driveway again (insert expletive here)? Old mattress and garbage dumped on city property? Yep, most of these issues are addressed by the Streets Maintenance Division.

The city has 11 crews assigned to the Streets Maintenance Division, Sewer and Surface Water Divisions that maintain the 156.5 miles of city streets and utilities. Thanks to strategic planning by the city, the condition of Shakopee's streets is among the top cities throughout the metro and state.

When it comes to snow and ice control events, it is "all hands-on deck." In addition to the streets crews, the parks crews and mechanics also jump in the equipment to plow more than 250 miles of streets, alleys, trails and sidewalks in addition to the many city facility parking lots. Although it doesn't snow like it did back in the day, stay tuned. We're bound to get a whopper snow storm every now and again.

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# 2019 Annual Budget
## Division: 42- STREET MAINTENANCE

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **42 - STREET MAINTENANCE** | | | | | |
| 6002 - WAGES | 527,106.03 | 487,069.83 | 559,800.00 | 553,200.00 | 599,700.00 |
| 6005 - OVERTIME-FT | 30,999.28 | 20,755.02 | 37,500.00 | 53,900.00 | 38,000.00 |
| 6015 - WAGES - PART TIME/TEMP | 19,152.58 | 15,641.63 | 28,200.00 | 18,700.00 | 27,400.00 |
| 6017 - OVERTIME-PART TIME/TEMP | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| **WAGES** | **577,257.89** | **523,466.48** | **625,500.00** | **625,900.00** | **665,100.00** |
| 6122 - PERA | 41,858.12 | 38,022.31 | 44,800.00 | 45,500.00 | 49,000.00 |
| 6124 - FICA | 40,812.87 | 36,929.50 | 47,500.00 | 47,700.00 | 51,900.00 |
| 6135 - HEALTH | 77,857.10 | 69,649.59 | 93,800.00 | 86,400.00 | 91,400.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 3,482.30 | 3,024.38 | 3,500.00 | 3,500.00 | 3,700.00 |
| 6140 - LIFE/LTD | 1,634.72 | 1,392.81 | 1,700.00 | 1,700.00 | 1,900.00 |
| 6145 - DENTAL | 4,282.34 | 3,537.90 | 4,300.00 | 4,300.00 | 4,600.00 |
| 6170 - WORKERS COMPENSATION | 24,949.95 | 29,237.09 | 36,700.00 | 35,400.00 | 33,600.00 |
| 6180 - COMPENSATED ABSENCES | 17,219.80 | 11,425.24 | 10,700.00 | 10,700.00 | 11,600.00 |
| **BENEFITS** | **212,097.20** | **193,218.82** | **243,000.00** | **235,200.00** | **247,700.00** |
| **WAGES & BENEFITS** | **789,355.09** | **716,685.30** | **868,500.00** | **861,100.00** | **912,800.00** |
| 6202 - OPERATING SUPPLIES | 53,222.45 | 48,278.64 | 52,000.00 | 52,500.00 | 52,000.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 270.67 | 1,981.50 | 0.00 | 100.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 903.76 | 196.50 | 300.00 | 600.00 | 500.00 |
| 6212 - UNIFORMS/CLOTHING | 12,610.54 | 11,104.81 | 13,000.00 | 6,000.00 | 7,000.00 |
| 6213 - FOOD | 663.03 | 261.53 | 300.00 | 200.00 | 200.00 |
| 6215 - MATERIALS | 148,589.63 | 86,829.17 | 134,500.00 | 140,000.00 | 134,500.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 27,318.64 | 26,885.89 | 40,700.00 | 55,000.00 | 45,000.00 |
| 6230 - BUILDING MAINT SUPPLIES | 3,909.56 | 6,166.98 | 7,000.00 | 0.00 | 0.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 37,412.04 | 18,611.45 | 30,000.00 | 45,000.00 | 45,000.00 |
| 6250 - MERCHANDISE | 0.00 | 62.15 | 0.00 | 0.00 | 0.00 |
| 6310 - ATTORNEY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 0.00 | 2,400.00 | 0.00 | 0.00 | 0.00 |
| 6315 - BUILDING MAINT. | 18,756.34 | 24,561.71 | 26,000.00 | 400.00 | 400.00 |
| 6316 - EQUIPMENT MAINTENANCE | 98,934.24 | 54,835.43 | 55,000.00 | 55,000.00 | 50,000.00 |
| 6322 - PAVEMENT PRESERVATION | 359,346.26 | 404,969.15 | 420,000.00 | 420,000.00 | 430,000.00 |
| 6326 - CLEANING SERVICES | 0.00 | 1,549.00 | 18,600.00 | 18,600.00 | 19,500.00 |
| 6327 - OTHER PROF SERVICES | 49,565.45 | 78,118.55 | 81,500.00 | 87,300.00 | 101,500.00 |
| 6332 - POSTAGE | 42.09 | 13.31 | 100.00 | 100.00 | 100.00 |
| 6334 - TELEPHONE | 4,732.94 | 4,793.00 | 4,700.00 | 4,400.00 | 4,400.00 |
| 6336 - PRINTING/PUBLISHING | 2,824.50 | 3,530.39 | 3,300.00 | 2,800.00 | 3,300.00 |
| 6338 - ADVERTISING | 0.00 | 34.07 | 0.00 | 0.00 | 0.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 45,540.00 | 40,560.00 | 42,100.00 | 39,800.00 | 38,600.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 81,432.13 | 60,443.09 | 69,000.00 | 69,000.00 | 69,000.00 |
| 6364 - WATER | 5,777.30 | 6,543.96 | 6,000.00 | 6,000.00 | 6,000.00 |
| 6365 - GAS | 19,649.38 | 21,783.60 | 30,000.00 | 30,000.00 | 25,000.00 |
| 6366 - SEWER | 4,555.52 | 4,708.50 | 4,000.00 | 4,000.00 | 4,000.00 |
| 6367 - REFUSE | 1,772.38 | 3,373.17 | 10,200.00 | 4,000.00 | 5,000.00 |
| 6368 - STORM | 4,249.70 | 3,922.80 | 0.00 | 2,700.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 902.50 | 902.50 | 1,000.00 | 1,000.00 | 1,000.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 21,999.96 | 23,000.04 | 24,200.00 | 24,200.00 | 25,400.00 |
| 6420 - EQUIPMENT RENT | 1,217.45 | 1.95 | 0.00 | 0.00 | 0.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 153,216.00 | 188,200.08 | 214,300.00 | 214,300.00 | 243,600.00 |
| 6430 - BUILDING RENT (IS FUND) | 28,119.96 | 33,699.96 | 40,200.00 | 40,200.00 | 40,200.00 |
| 6435 - OTHER RENT | 0.00 | 50.71 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 2,878.60 | 2,723.00 | 4,400.00 | 4,200.00 | 4,400.00 |
| 6475 - TRAVEL/SUBSISTENCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6480 - DUES | 349.75 | 500.62 | 500.00 | 500.00 | 500.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 121.12 | 309.07 | 300.00 | 200.00 | 300.00 |
| **SUPPLIES AND SERVICES** | **1,190,883.89** | **1,165,906.28** | **1,333,200.00** | **1,328,100.00** | **1,356,400.00** |
| 6610 - AWARDS & DAMAGES | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **2,500.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 42 - STREET MAINTENANCE** | **1,982,738.98** | **1,882,591.58** | **2,201,700.00** | **2,189,200.00** | **2,269,200.00** |

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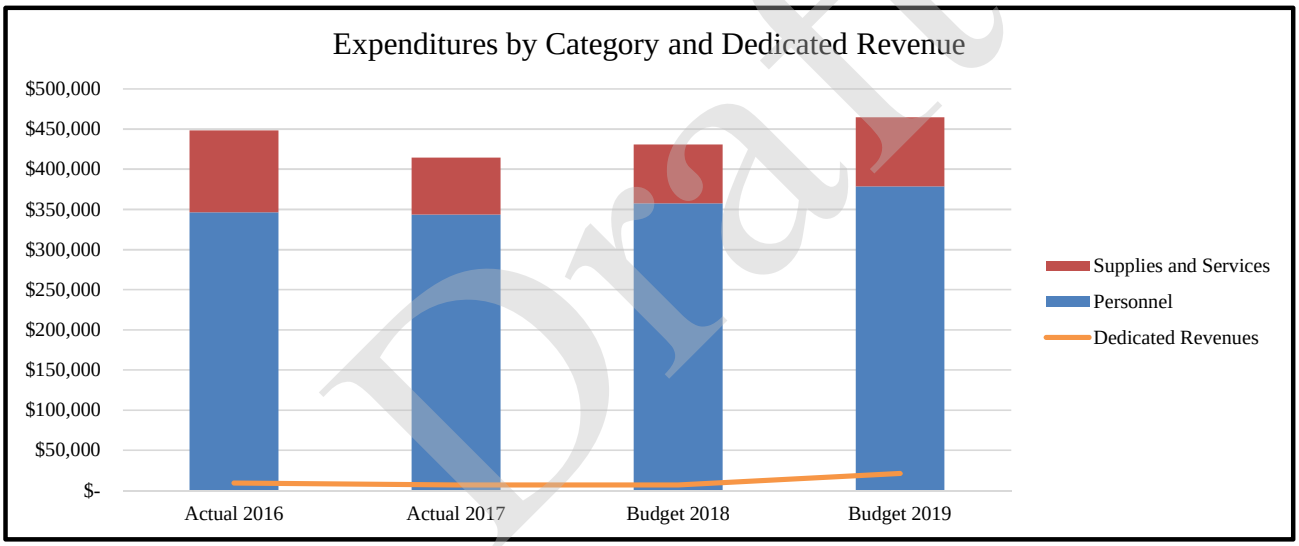
Division: **Fleet**
Category: Public Works

## Description of Services:

Maintain vehicles/equipment in streets, park, administration, police, fire and other fleet areas, by preparing vehicle evaluation reports for all departments. Repairs for vehicles and equipment are billed to the respective departments. The Fleet area also operate a car and truck wash for government vehicles and operate fueling stations for city, county, school district, CDA and SPUC vehicles.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 346,370 | $ 343,621 | $ 375,500 | $ 357,400 | $ 378,700 |
| Supplies and Services | 101,954 | 71,034 | 88,700 | 73,600 | 86,000 |
| Totals | $ 448,324 | $ 414,655 | $ 464,200 | $ 431,000 | $ 464,700 |
| | | | | | |
| Dedicated Revenues | $ 9,683 | $ 7,148 | $ 9,500 | $ 7,000 | $ 21,300 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Vehicles/Pieces of Equipment | 369 | 373 | 364 | 368 |
| Gallons of Diesel Used | 38,609 | 35,740 | 38,500 | 38,500 |
| Gallons of Unleaded Used | 55,868 | 55,110 | 56,000 | 56,000 |
| Car/Truck Washes | 1,541 | 1,500 | 1,600 | 1,600 |

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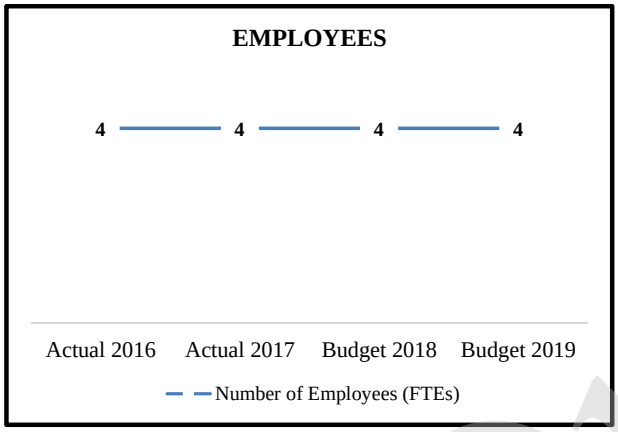
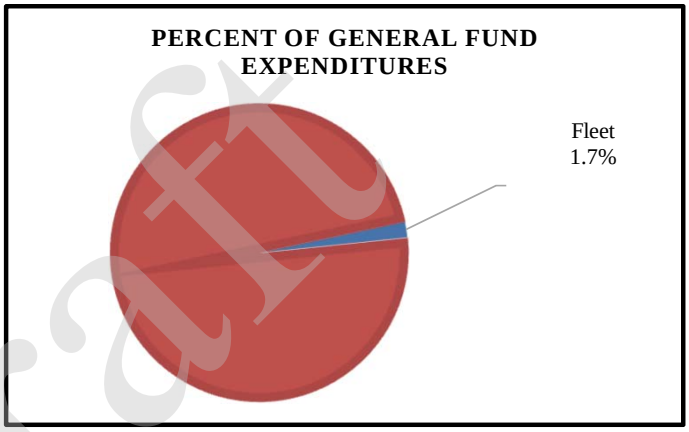
## Budget Impact:

Police squads. Fire trucks. Lawn mowers. Gas weed whips. Staff vehicles. Street sweepers. Loaders. Snowplow trucks. Snow Blowers. The city has nearly 400 pieces of equipment and vehicles in its inventory. It takes a lot of equipment to support the many functions of the city. To some people's surprise, only three mechanics at the city's full-service garage maintain this very diverse vehicle and equipment inventory, keeping a very high standard of maintenance.

In addition to thousands of maintenance and repair services throughout the year, the city's garage runs a fuel dispensary system that provides fuel to the city's fleet, as well as Scott County, the Shakopee School District and Shakopee Public Utilities vehicles. About 95,000 gallons of fuel is dispensed annually.

If you see a city vehicle that is dirty, we hope it is headed to the city's car wash. The city has an automatic car wash, with a count of almost 1,600 washes in 2018. In addition to the car wash, the city operates an automatic truck wash. After every snow and ice-control event, the trucks head through the truck wash to wash off the salt and grime, helping to extend the service life of the city's trucks. We all know what salt does to our vehicles in Minnesota.

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# 2019 Annual Budget
## Division: 44- FLEET

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **44 - FLEET** | | | | | |
| 6002 - WAGES | 236,025.06 | 242,005.58 | 250,900.00 | 239,100.00 | 250,700.00 |
| 6005 - OVERTIME-FT | 923.00 | 2,868.48 | 1,700.00 | 1,900.00 | 1,900.00 |
| 6015 - WAGES - PART TIME/TEMP | 2,665.60 | 3,888.72 | 7,800.00 | 3,300.00 | 8,700.00 |
| **WAGES** | **239,613.66** | **248,762.78** | **260,400.00** | **244,300.00** | **261,300.00** |
| 6122 - PERA | 17,772.20 | 18,355.50 | 18,900.00 | 18,100.00 | 19,000.00 |
| 6124 - FICA | 16,391.45 | 16,621.93 | 19,900.00 | 18,800.00 | 20,100.00 |
| 6135 - HEALTH | 40,322.68 | 45,094.38 | 59,700.00 | 59,700.00 | 61,500.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 1,473.66 | 1,460.02 | 1,700.00 | 1,700.00 | 1,700.00 |
| 6140 - LIFE/LTD | 683.19 | 702.98 | 800.00 | 800.00 | 800.00 |
| 6145 - DENTAL | 1,736.67 | 1,753.49 | 2,000.00 | 2,000.00 | 2,000.00 |
| 6160 - UNEMPLOYMENT | 519.96 | 1,268.78 | 0.00 | 0.00 | 0.00 |
| 6170 - WORKERS COMPENSATION | 9,723.93 | 6,730.27 | 7,200.00 | 7,100.00 | 7,100.00 |
| 6180 - COMPENSATED ABSENCES | 18,132.84 | 2,870.74 | 4,900.00 | 4,900.00 | 5,200.00 |
| **BENEFITS** | **106,756.58** | **94,858.09** | **115,100.00** | **113,100.00** | **117,400.00** |
| **WAGES & BENEFITS** | **346,370.24** | **343,620.87** | **375,500.00** | **357,400.00** | **378,700.00** |
| 6202 - OPERATING SUPPLIES | 8,947.84 | 6,974.53 | 10,200.00 | 8,800.00 | 9,900.00 |
| 6203 - TOOLS | 87.09 | 0.00 | 500.00 | 0.00 | 7,500.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 26,781.24 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 113.74 | 153.97 | 200.00 | 300.00 | 200.00 |
| 6212 - UNIFORMS/CLOTHING | 4,762.68 | 3,576.24 | 5,000.00 | 2,500.00 | 2,500.00 |
| 6213 - FOOD | 168.22 | 25.57 | 100.00 | 0.00 | 0.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 5,220.49 | 529.15 | 700.00 | 800.00 | 800.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | (7,635.32) | (11,043.46) | 12,000.00 | (12,700.00) | 700.00 |
| 6250 - MERCHANDISE | 2,629.88 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6315 - BUILDING MAINT. | 0.00 | 270.16 | 0.00 | 0.00 | 0.00 |
| 6316 - EQUIPMENT MAINTENANCE | 5,669.50 | 8,931.40 | 8,300.00 | 21,800.00 | 10,300.00 |
| 6327 - OTHER PROF SERVICES | 158.00 | 327.75 | 500.00 | 500.00 | 500.00 |
| 6332 - POSTAGE | 19.18 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6334 - TELEPHONE | 2,002.41 | 2,039.87 | 2,000.00 | 1,700.00 | 2,000.00 |
| 6336 - PRINTING/PUBLISHING | 1,141.24 | 477.35 | 1,000.00 | 1,000.00 | 1,000.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 2,650.00 | 3,060.00 | 3,100.00 | 3,800.00 | 3,700.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 3,535.95 | 3,066.40 | 3,000.00 | 3,000.00 | 3,000.00 |
| 6364 - WATER | 581.00 | 587.31 | 500.00 | 500.00 | 500.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 5,443.75 | 25,750.86 | 11,600.00 | 10,600.00 | 10,600.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 11,000.04 | 11,499.96 | 12,100.00 | 12,100.00 | 12,700.00 |
| 6420 - EQUIPMENT RENT | 72.36 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 28,119.96 | 14,000.04 | 17,000.00 | 17,000.00 | 17,000.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 446.85 | 732.00 | 800.00 | 1,500.00 | 3,000.00 |
| 6475 - TRAVEL/SUBSISTENCE | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6480 - DUES | 30.00 | 25.00 | 100.00 | 100.00 | 100.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 0.00 | 49.50 | 0.00 | 300.00 | 0.00 |
| **SUPPLIES AND SERVICES** | **101,954.10** | **71,033.60** | **88,700.00** | **73,600.00** | **86,000.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 44 - FLEET** | **448,324.34** | **414,654.47** | **464,200.00** | **431,000.00** | **464,700.00** |

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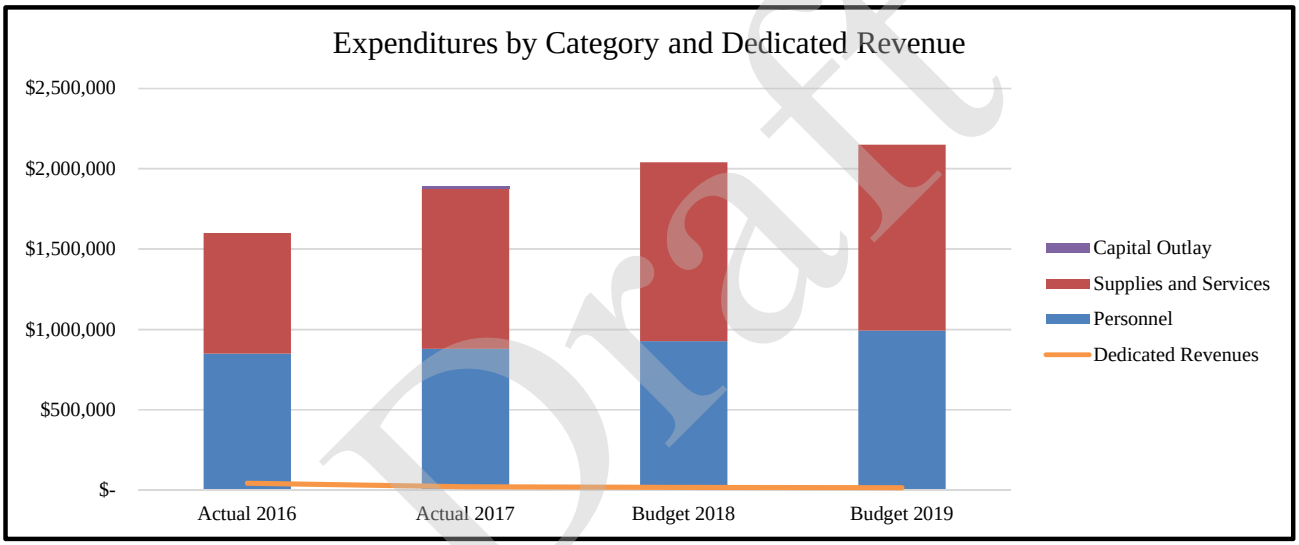
Division: **Park Maintenance**
Category: Public Works

## Description of Services:

Provide public services to maintain the investment of infrastructure in parks and public grounds.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 849,495 | $ 880,690 | $ 933,400 | $ 927,500 | $ 993,900 |
| Supplies and Services | 751,895 | 994,579 | 1,126,900 | 1,112,100 | 1,156,100 |
| Capital Outlay | - | 14,241 | - | - | - |
| Totals | $ 1,601,390 | $ 1,889,510 | $ 2,060,300 | $ 2,039,600 | $ 2,150,000 |
| | | | | | |
| Dedicated Revenues | $ 43,806 | $ 21,923 | $ 20,000 | $ 18,000 | $ 16,000 |

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## Key Measures:

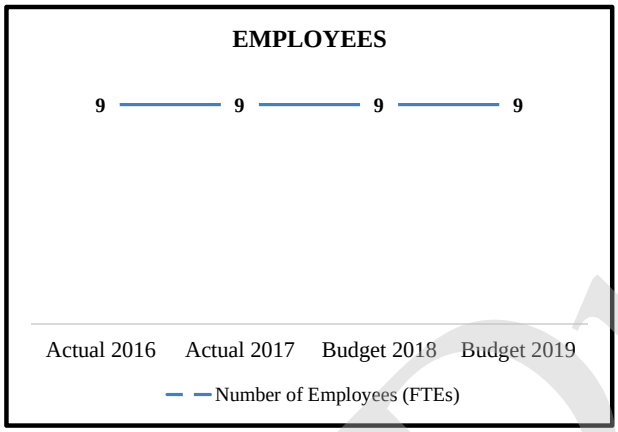
| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Acres of Land Mowed | 194 | 194 | 197 | 197 |
| Playgrounds | 27 | 27 | 27 | 27 |
| Outdoor Ice Rinks Maintained | 10 | 12 | 12 | 12 |
| Sports Fields Maintained | 93 | 93 | 94 | 94 |
| Park Facility Restrooms Maintained | 14 | 14 | 14 | 14 |

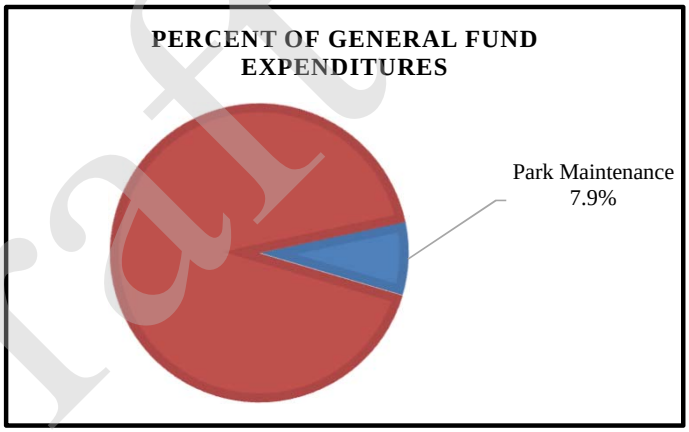
## Budget Impact:

It takes a lot to maintain the facilities and grounds for one of the largest property owners in Shakopee – the city. How do you maintain 662.4 acres of parks/open space land with 43 parks, 27 playgrounds, 93 sports fields and 194 acres to be mowed. With great and efficient staff! The Parks Maintenance Division consists of nine full-time and 14 seasonal staff that do it all.

In 2018 public works supported several public events that made our great City shine. Some were sporting events that brought hundreds of teams and thousands of spectators. City staff supported many tournaments including soccer, lacrosse, softball, youth softball, youth baseball and most notably co-hosted the 2018 State Amateur Championship with Jordan and New Prague. Over 17,000 fans attended the finals over 3 weekends.

Public works also supported several community events including Rhythm on the Rails, Taste of Shakopee, Shakopee Fire Relief, Budweiser Clydesdales, South Metro 5k, Wheelies Event, River Valley Festival, Pumpkins in the Park, American Cancer Society, Night to Unite, International Festival, Historical Society and a few Clubs, Lions Boy Scouts, Shakopee Ski Team, Pickle Ball, Pop-up Garden, Deer Hunters Association and Adopt-a-Park. These events also touch thousands and public works anchored these events along with other City Departments to meet our City goals and objectives. Our goal is to serve our citizens and we work hard at it with a knowledgeable dedicated staff.

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# 2019 Annual Budget
# Division: 46- PARK MAINTENANCE

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **46 - PARK MAINTENANCE** | | | | | |
| 6002 - WAGES | 573,731.27 | 598,254.89 | 600,500.00 | 596,300.00 | 615,400.00 |
| 6005 - OVERTIME-FT | 9,679.09 | 7,344.47 | 12,300.00 | 16,400.00 | 12,700.00 |
| 6015 - WAGES - PART TIME/TEMP | 42,023.21 | 56,765.37 | 84,200.00 | 78,800.00 | 119,600.00 |
| **WAGES** | **625,433.57** | **662,364.73** | **697,000.00** | **691,500.00** | **747,700.00** |
| 6122 - PERA | 43,617.82 | 45,170.11 | 46,200.00 | 45,900.00 | 47,200.00 |
| 6124 - FICA | 45,037.41 | 47,501.27 | 53,500.00 | 52,800.00 | 57,500.00 |
| 6135 - HEALTH | 70,200.77 | 79,894.48 | 90,400.00 | 90,100.00 | 90,700.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 3,834.55 | 3,881.84 | 3,800.00 | 3,800.00 | 3,800.00 |
| 6140 - LIFE/LTD | 1,667.45 | 1,735.92 | 1,700.00 | 1,700.00 | 1,800.00 |
| 6145 - DENTAL | 4,525.19 | 4,667.20 | 4,500.00 | 4,500.00 | 4,500.00 |
| 6170 - WORKERS COMPENSATION | 38,426.85 | 25,591.86 | 25,900.00 | 26,600.00 | 29,800.00 |
| 6180 - COMPENSATED ABSENCES | 16,751.51 | 9,882.11 | 10,400.00 | 10,600.00 | 10,900.00 |
| **BENEFITS** | **224,061.55** | **218,324.79** | **236,400.00** | **236,000.00** | **246,200.00** |
| **WAGES & BENEFITS** | **849,495.12** | **880,689.52** | **933,400.00** | **927,500.00** | **993,900.00** |
| 6202 - OPERATING SUPPLIES | 31,117.93 | 46,506.35 | 45,700.00 | 37,700.00 | 45,700.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 6,750.00 | 0.00 | 0.00 | 3,900.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 155.62 | 35.52 | 100.00 | 100.00 | 100.00 |
| 6212 - UNIFORMS/CLOTHING | 15,514.51 | 13,158.62 | 15,000.00 | 8,000.00 | 10,000.00 |
| 6213 - FOOD | 214.50 | 134.86 | 200.00 | 200.00 | 200.00 |
| 6215 - MATERIALS | 25,697.88 | 34,539.50 | 40,000.00 | 41,000.00 | 41,000.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 25,560.35 | 26,490.82 | 34,500.00 | 34,500.00 | 34,500.00 |
| 6230 - BUILDING MAINT SUPPLIES | 2,504.28 | 2,595.97 | 2,500.00 | 7,200.00 | 2,500.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 33,098.58 | 16,080.77 | 35,000.00 | 30,000.00 | 35,000.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 0.00 | 577.06 | 0.00 | 0.00 | 0.00 |
| 6315 - BUILDING MAINT. | 11,031.31 | 10,360.09 | 10,000.00 | 10,000.00 | 10,000.00 |
| 6316 - EQUIPMENT MAINTENANCE | 31,457.43 | 7,318.07 | 8,200.00 | 4,000.00 | 8,200.00 |
| 6322 - PAVEMENT PRESERVATION | 42,871.40 | 60,000.00 | 60,000.00 | 62,000.00 | 60,000.00 |
| 6327 - OTHER PROF SERVICES | 29,218.99 | 35,503.50 | 44,500.00 | 44,500.00 | 44,500.00 |
| 6334 - TELEPHONE | 4,067.25 | 4,388.03 | 4,000.00 | 4,000.00 | 5,700.00 |
| 6336 - PRINTING/PUBLISHING | 394.93 | 590.98 | 500.00 | 500.00 | 500.00 |
| 6338 - ADVERTISING | 0.00 | 34.04 | 0.00 | 5,000.00 | 0.00 |
| 6339 - COMPUTER ACCESS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 99,030.00 | 91,920.00 | 95,500.00 | 91,800.00 | 89,200.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 74,144.04 | 54,695.18 | 61,000.00 | 61,000.00 | 61,000.00 |
| 6364 - WATER | 15,163.90 | 16,112.30 | 15,600.00 | 17,000.00 | 15,600.00 |
| 6365 - GAS | 4,952.76 | 5,571.04 | 10,000.00 | 5,000.00 | 5,000.00 |
| 6366 - SEWER | 824.82 | 671.25 | 800.00 | 800.00 | 800.00 |
| 6367 - REFUSE | 102.89 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6368 - STORM | 16,588.13 | 15,227.79 | 17,500.00 | 17,500.00 | 17,500.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 502.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 19,800.00 | 20,700.00 | 21,700.00 | 21,700.00 | 22,800.00 |
| 6420 - EQUIPMENT RENT | 326.93 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 92,186.04 | 118,299.96 | 127,600.00 | 127,600.00 | 147,100.00 |
| 6430 - BUILDING RENT (IS FUND) | 28,119.96 | 31,500.00 | 38,200.00 | 38,200.00 | 38,200.00 |
| 6435 - OTHER RENT | 7,649.74 | 8,692.91 | 9,000.00 | 9,000.00 | 9,000.00 |
| 6440 - PARK RENT (IS FUND) | 128,750.04 | 372,000.00 | 427,400.00 | 427,400.00 | 449,600.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 4,017.80 | 475.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 6480 - DUES | 0.00 | 180.00 | 200.00 | 300.00 | 200.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 81.12 | 219.54 | 200.00 | 200.00 | 200.00 |
| **SUPPLIES AND SERVICES** | **751,895.13** | **994,579.15** | **1,126,900.00** | **1,112,100.00** | **1,156,100.00** |
| **MISCELLANEOUS EXPENSE** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6740 - EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6760 - IMPROVEMENTS | 0.00 | 13,528.95 | 0.00 | 0.00 | 0.00 |
| 6765 - IMPROVEMENTS/INFRASTRUCTURE | 0.00 | 712.05 | 0.00 | 0.00 | 0.00 |
| **CAPITAL OUTLAY** | **0.00** | **14,241.00** | **0.00** | **0.00** | **0.00** |
| **Total 46 - PARK MAINTENANCE** | **1,601,390.25** | **1,889,509.67** | **2,060,300.00** | **2,039,600.00** | **2,150,000.00** |

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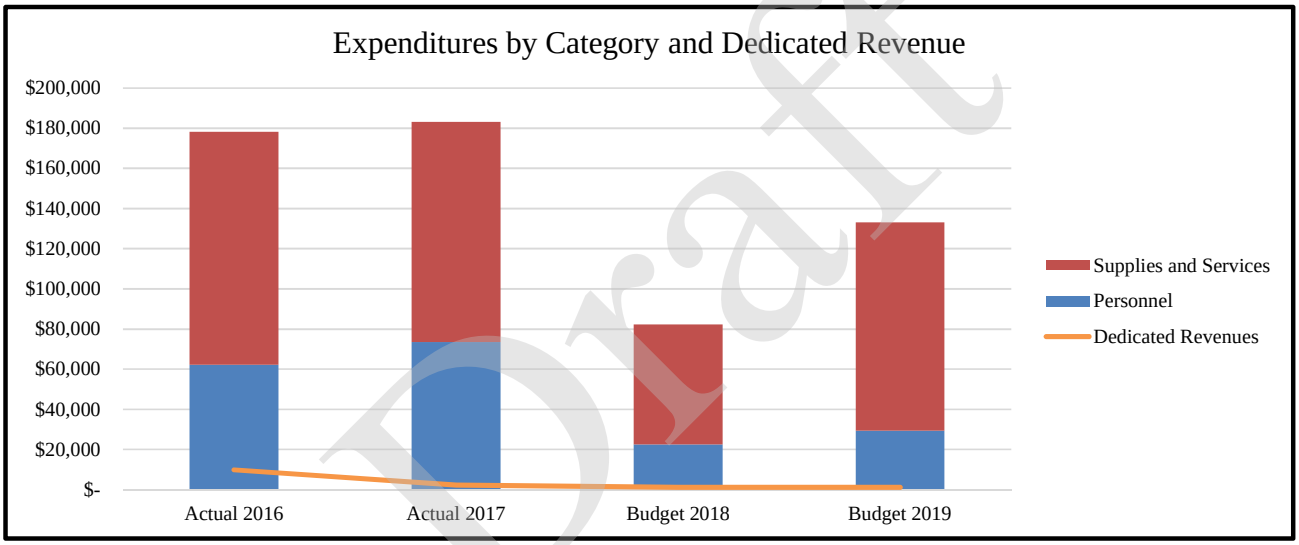
Division: **Natural Resources**
Category: Public Works

## Description of Services:

Identify, recommend, develop, and coordinate ecologically sound development and management practices. Manage trees through pruning and the City's Emerald Ash Borer treatment program

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 62,245 | $ 73,603 | $ 21,400 | $ 22,600 | $ 29,500 |
| Supplies and Services | 116,024 | 109,518 | 104,800 | 59,800 | 103,600 |
| Totals | $ 178,269 | $ 183,121 | $ 126,200 | $ 82,400 | $ 133,100 |
| | | | | | |
| Dedicated Revenues | $ 9,939 | $ 2,450 | $ 1,200 | $ 1,200 | $ 1,200 |

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## Key Measures:

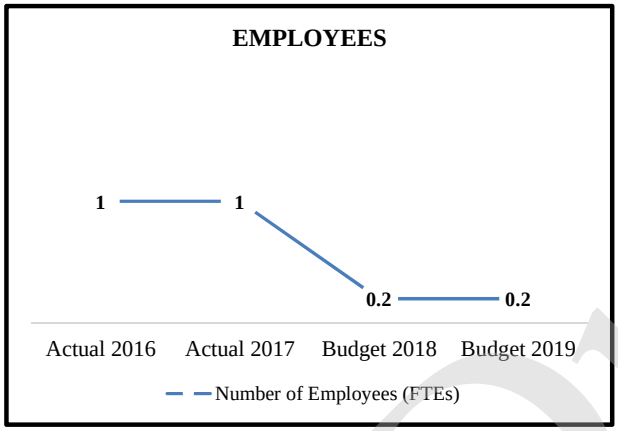
| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Trees Pruned | 701 | 940 | 400 | 700 |
| Ash Trees Treated | 210 | 185 | 155 | 210 |
| Trees Planted | 306 | 398 | 382 | 100 |
| Trees Sold at Tree Sale | 136 | 157 | 120 | 150 |
| Acres Stormwater Pond Buffer Managed | 15 | 15 | 15 | 15 |

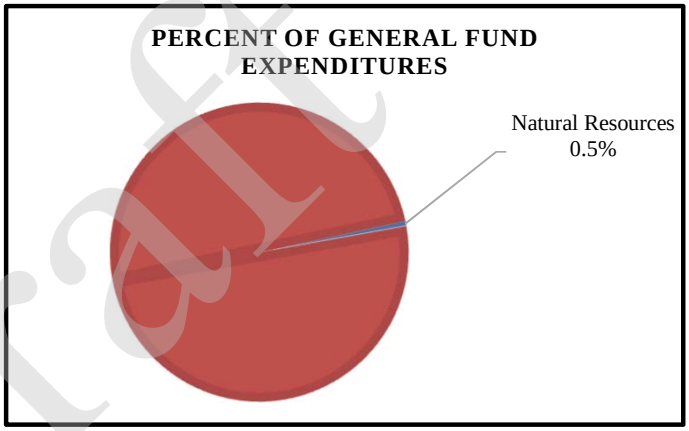
## Budget Impact:

Natural Resources can be destroyed in a matter of seconds by nature and developers but can take years and decades to restore. A key initiative to avoid this destruction was to create the Natural Resources Division. This division is tasked with implementing initiatives to preserve and protect the city's urban forest, wetlands, plantings in open spaces, buffers around water bodies, invasive plant management and public education on natural resource/environment with conservation in mind.

The city's tree stock is such a significant and valuable resource. Trees give us oxygen, absorb storm water and carbon dioxide, store carbon, stabilize the soil, absorb pollutants, prevent flooding and soil erosion, provide shade from solar radiation, reduce noise and wind speed, lower stress and blood pressure, increase property values and so much more. Maintaining safe, healthy trees takes significant efforts, and the city is dedicated to these efforts. Shakopee has received the "Tree City USA" designation for the past nine years for the city's efforts and commitment to its urban forest management. Contact the Public Works Department for information about purchasing a tree at our annual spring tree sale.

In 2018, the city added a new full-time water resources/environmental engineer to spearhead a variety of environmental projects, including natural resources. This position will continue to ensure we are good stewards of our community's great resources.

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# 2019 Annual Budget
## Division: 66- NATURAL RESOURCES

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **66 - NATURAL RESOURCES** | | | | | |
| 6002 - WAGES | 45,402.65 | 50,317.38 | 11,900.00 | 13,000.00 | 16,600.00 |
| 6005 - OVERTIME-FT | 0.00 | 1,876.41 | 500.00 | 0.00 | 500.00 |
| 6015 - WAGES - PART TIME/TEMP | 5,445.13 | 6,822.79 | 6,700.00 | 7,100.00 | 8,800.00 |
| **WAGES** | **50,847.78** | **59,016.58** | **19,100.00** | **20,100.00** | **25,900.00** |
| 6122 - PERA | 3,329.55 | 3,816.57 | 900.00 | 1,000.00 | 1,200.00 |
| 6124 - FICA | 3,855.18 | 4,498.74 | 1,400.00 | 1,500.00 | 2,000.00 |
| 6135 - HEALTH | 4,193.10 | 5,232.23 | 0.00 | 0.00 | 0.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 293.84 | 330.41 | 0.00 | 0.00 | 0.00 |
| 6140 - LIFE/LTD | 129.04 | 145.67 | 0.00 | 0.00 | 0.00 |
| 6145 - DENTAL | 352.83 | 370.81 | 0.00 | 0.00 | 0.00 |
| 6170 - WORKERS COMPENSATION | 273.23 | 798.00 | 0.00 | 0.00 | 400.00 |
| 6180 - COMPENSATED ABSENCES | (1,029.97) | (605.73) | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **11,396.80** | **14,586.70** | **2,300.00** | **2,500.00** | **3,600.00** |
| **WAGES & BENEFITS** | **62,244.58** | **73,603.28** | **21,400.00** | **22,600.00** | **29,500.00** |
| 6202 - OPERATING SUPPLIES | 4,678.80 | 466.16 | 500.00 | 500.00 | 500.00 |
| 6210 - OFFICE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6213 - FOOD | 117.83 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6215 - MATERIALS | 3,884.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 730.35 | 638.82 | 0.00 | 1,000.00 | 1,000.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 84.00 | 23.00 | 0.00 | 0.00 | 0.00 |
| 6310 - ATTORNEY | 291.25 | 35.00 | 0.00 | 0.00 | 0.00 |
| 6316 - EQUIPMENT MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6327 - OTHER PROF SERVICES | 95,443.01 | 95,677.52 | 96,000.00 | 50,000.00 | 96,000.00 |
| 6332 - POSTAGE | 342.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6334 - TELEPHONE | 765.42 | 617.38 | 0.00 | 0.00 | 0.00 |
| 6336 - PRINTING/PUBLISHING | 855.04 | 39.86 | 300.00 | 400.00 | 400.00 |
| 6339 - COMPUTER ACCESS | 385.11 | 455.13 | 0.00 | 500.00 | 500.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 940.00 | 740.00 | 800.00 | 200.00 | 200.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 4,400.04 | 4,599.96 | 4,800.00 | 4,800.00 | 5,000.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 1,992.00 | 2,199.96 | 2,400.00 | 2,400.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 0.00 | 3,500.04 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 400.00 | 294.71 | 0.00 | 0.00 | 0.00 |
| 6475 - TRAVEL/SUBSISTENCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6480 - DUES | 715.62 | 230.62 | 0.00 | 0.00 | 0.00 |
| **SUPPLIES AND SERVICES** | **116,024.47** | **109,518.16** | **104,800.00** | **59,800.00** | **103,600.00** |
| **Total 66 - NATURAL RESOURCES** | **178,269.05** | **183,121.44** | **126,200.00** | **82,400.00** | **133,100.00** |

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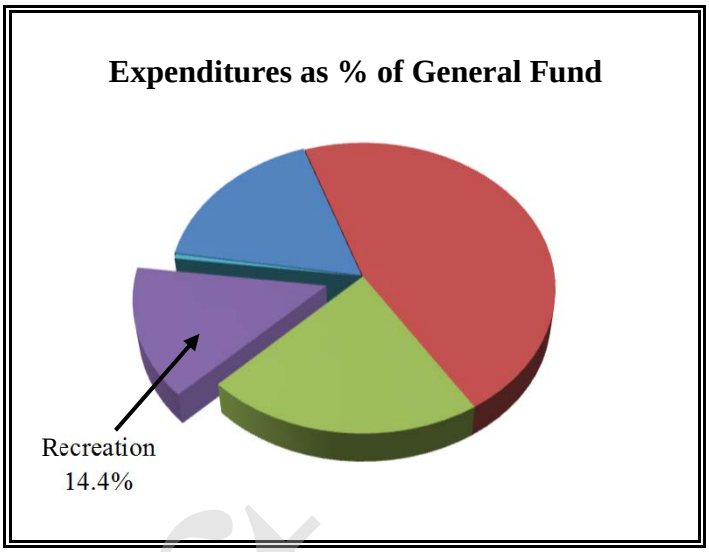
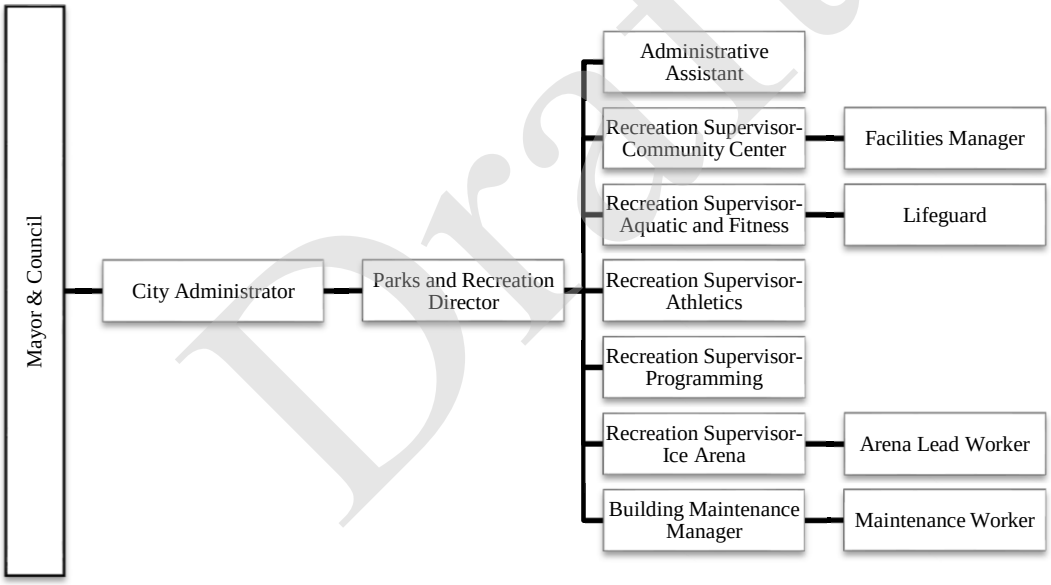
## Recreation

**Divisions:**

The main division under Recreation consist of the following:

- Recreation

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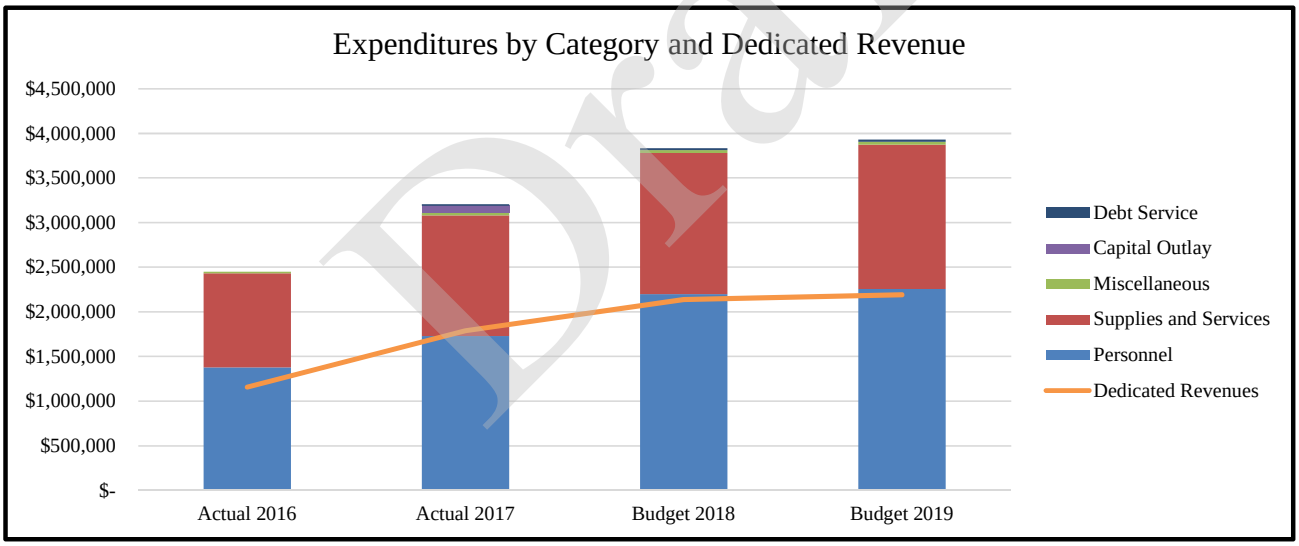
Division: **Recreation**
Category: Recreation

## Description of Services:

Recreation provides resources for the administration of comprehensive leisure services, recreation facilities, and park design and construction administration. This includes the coordination and scheduling of park and athletic field use; coordinating preschool, youth, teen, adult, and senior programs and special event activities; managing the operation of the Community Center, Ice Arena, Aquatic Park, and Youth Building; and conducting park land acquisition and development.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 1,379,793 | $ 1,731,144 | $ 2,209,100 | $ 2,198,900 | $ 2,256,800 |
| Supplies and Services | 1,053,766 | 1,349,931 | 1,560,050 | 1,580,700 | 1,617,900 |
| Miscellaneous | 18,948 | 30,665 | 23,150 | 32,800 | 32,600 |
| Capital Outlay | - | 79,100 | - | - | - |
| Debt Service | - | 16,605 | 22,200 | 22,200 | 22,200 |
| Totals | $ 2,452,507 | $ 3,207,445 | $ 3,814,500 | $ 3,834,600 | $ 3,929,500 |
| | | | | | |
| Dedicated Revenues | $ 1,157,746 | $ 1,787,747 | $ 2,098,500 | $ 2,137,900 | $ 2,193,200 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| # of Members | 2,492 | 6,581 | 6,745 | 7,000 |
| # of Memberships | 997 | 2,085 | 2,137 | 2,200 |
| Daily Admissions to CC | 114,158 | 130,000 | 133,250 | 136,500 |
| Program Participation | 17,717 | 16,970 | 15,610 | 16,000 |
| SandVenture Membership | 176 | 160 | 185 | 200 |
| SandVenture Admissions | 22,690 | 19,276 | 19,799 | 20,300 |
| Ice Rental Hours | 1,734 | 2,834 | 3,231 | 3,500 |

* 2017 had quite a few cold and rainy days for the outdoor pool.

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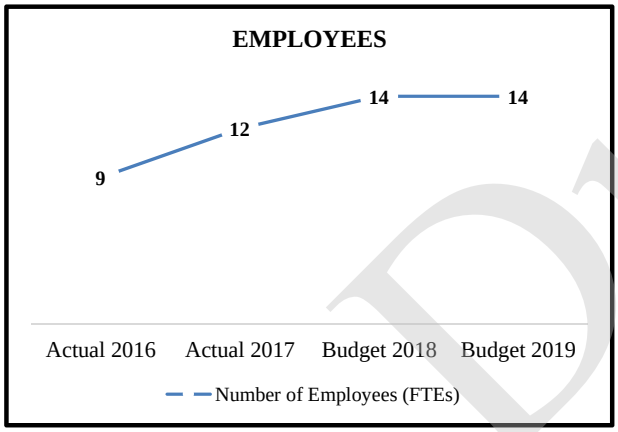
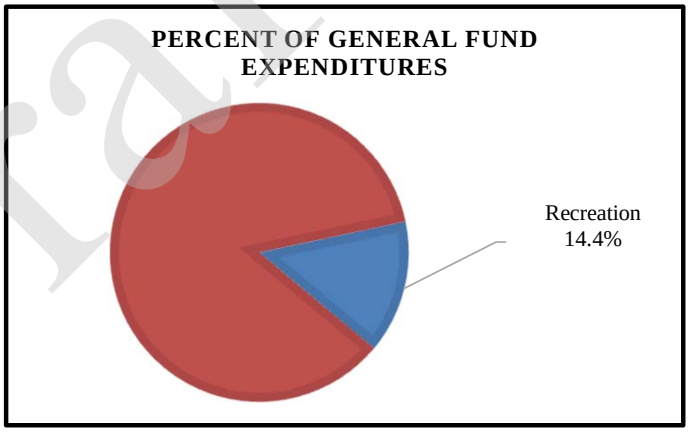
## Budget Impact:

Shakopee's parks, trails, and recreation facilities improve the local tax base and increase property values. National studies cite quality parks and recreation as key factors that businesses and prospective homeowners consider when making relocation decisions. Consequently, Shakopee's parks, trails, and recreation facilities are a tangible reflection of the high quality of life available to citizens in the community. Shakopee is a community that affords residents access to programs and places which can help reduce stress, lower health care costs, and deepen connections with others, as well as opportunities and spaces to explore the community and recreate outdoors in nature.

The trending growth in Community Center and Ice Arena key measures reflect the positive return on investment in these critical facilities. Memberships and rental hours translate to increased revenues for both facilities in 2018 and are expected to continue growing in 2019. Parks and Recreation Staff constantly strive to ensure that customers have a great experience every time they step into a facility, participate in a program, or attend an event in a Shakopee park. Some staffing positions have a tremendous amount of turnover and filling those vacancies is very difficult with such a competitive market in today's economy. Staffing will remain a constant challenge because it is the key to quality customer service and to maintaining quality programs and facilities.

Shakopee has a strong reputation in the field of parks and recreation having been featured in magazines and recognized with awards at the local and state level in the past few years. The amazing partnerships and sponsors that have proven critical to serving our residents and building that reputation will continue to be key players as we move forward with the new master plan. Incredible opportunities await to add new partnerships and further grow Shakopee's sense of public pride and cohesion in our community.

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# 2019 Annual Budget
# Division: 67- RECREATION

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **67 - RECREATION** | | | | | |
| 6002 - WAGES | 659,665.54 | 793,207.74 | 956,900.00 | 928,900.00 | 926,400.00 |
| 6005 - OVERTIME-FT | 476.05 | 1,885.85 | 1,400.00 | 2,100.00 | 2,100.00 |
| 6015 - WAGES - PART TIME/TEMP | 421,769.27 | 574,587.03 | 814,600.00 | 814,600.00 | 879,500.00 |
| 6017 - OVERTIME-PART TIME/TEMP | 8,984.45 | 18,836.72 | 14,100.00 | 36,100.00 | 14,100.00 |
| **WAGES** | **1,090,895.31** | **1,388,517.34** | **1,787,000.00** | **1,781,700.00** | **1,822,100.00** |
| 6122 - PERA | 66,960.47 | 80,392.77 | 73,100.00 | 70,900.00 | 78,400.00 |
| 6124 - FICA | 80,272.38 | 103,215.08 | 135,600.00 | 133,700.00 | 138,500.00 |
| 6135 - HEALTH | 79,588.19 | 91,311.08 | 128,900.00 | 127,300.00 | 130,600.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 3,988.85 | 5,137.33 | 6,300.00 | 6,100.00 | 5,900.00 |
| 6140 - LIFE/LTD | 1,924.22 | 2,291.26 | 2,900.00 | 2,800.00 | 2,700.00 |
| 6145 - DENTAL | 4,514.85 | 5,160.18 | 7,600.00 | 7,300.00 | 7,100.00 |
| 6160 - UNEMPLOYMENT | 0.00 | 175.11 | 0.00 | 0.00 | 0.00 |
| 6170 - WORKERS COMPENSATION | 31,696.22 | 37,411.32 | 50,400.00 | 52,400.00 | 53,000.00 |
| 6180 - COMPENSATED ABSENCES | 12,625.67 | 15,975.56 | 17,300.00 | 16,700.00 | 18,500.00 |
| 6186 - PENSION EXPENSE | 7,327.00 | 1,557.00 | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **288,897.85** | **342,626.69** | **422,100.00** | **417,200.00** | **434,700.00** |
| **WAGES & BENEFITS** | **1,379,793.16** | **1,731,144.03** | **2,209,100.00** | **2,198,900.00** | **2,256,800.00** |
| 6202 - OPERATING SUPPLIES | 66,580.03 | 102,759.88 | 131,000.00 | 122,900.00 | 122,200.00 |
| 6204 - FURNISHINGS (NOT CAPITALIZED) | 3,731.57 | 0.00 | 2,300.00 | 2,000.00 | 0.00 |
| 6210 - OFFICE SUPPLIES | 2,424.73 | 3,238.80 | 5,300.00 | 4,700.00 | 3,300.00 |
| 6211 - RECREATION SUPPLIES | 41,630.64 | 6,742.46 | 0.00 | 0.00 | 0.00 |
| 6212 - UNIFORMS/CLOTHING | 4,572.02 | 7,735.18 | 9,500.00 | 11,100.00 | 9,000.00 |
| 6213 - FOOD | 873.62 | 1,050.00 | 1,150.00 | 700.00 | 800.00 |
| 6215 - MATERIALS | 7,676.83 | 55.20 | 500.00 | 0.00 | 0.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 6,866.35 | 918.48 | 800.00 | 1,200.00 | 1,200.00 |
| 6230 - BUILDING MAINT SUPPLIES | 30,787.21 | 40,464.51 | 45,000.00 | 45,500.00 | 48,500.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 5,234.63 | 6,939.28 | 8,500.00 | 11,500.00 | 10,500.00 |
| 6250 - MERCHANDISE | 20,841.22 | 21,040.36 | 24,350.00 | 17,300.00 | 19,800.00 |
| 6310 - ATTORNEY | 1,297.50 | 1,606.25 | 1,000.00 | 1,000.00 | 500.00 |
| 6315 - BUILDING MAINT. | 67,050.82 | 62,578.52 | 57,500.00 | 74,000.00 | 60,500.00 |
| 6316 - EQUIPMENT MAINTENANCE | 7,393.67 | 8,270.70 | 10,650.00 | 5,100.00 | 9,800.00 |
| 6324 - TRANSPORTATION | 6,859.46 | 6,801.12 | 0.00 | 0.00 | 0.00 |
| 6325 - PERFORMERS/ INSTRUCTORS | 14,091.21 | 1,336.00 | 0.00 | 0.00 | 0.00 |
| 6326 - CLEANING SERVICES | 52,862.95 | 95,664.00 | 101,200.00 | 101,200.00 | 101,200.00 |
| 6327 - OTHER PROF SERVICES | 39,547.13 | 60,187.44 | 70,600.00 | 61,600.00 | 60,200.00 |
| 6332 - POSTAGE | 7,067.06 | 5,666.75 | 8,050.00 | 8,200.00 | 8,100.00 |
| 6334 - TELEPHONE | 11,624.67 | 10,496.63 | 14,000.00 | 12,400.00 | 10,400.00 |
| 6336 - PRINTING/PUBLISHING | 32,400.89 | 31,106.49 | 35,700.00 | 33,100.00 | 34,000.00 |
| 6338 - ADVERTISING | 7,456.87 | 1,536.25 | 9,000.00 | 2,000.00 | 5,000.00 |
| 6339 - COMPUTER ACCESS | 481.31 | 0.00 | 500.00 | 0.00 | 0.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 36,530.00 | 34,820.00 | 36,200.00 | 46,900.00 | 45,500.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6360 - UTILITY SERVICE | 0.00 | 3,373.02 | 2,800.00 | 3,000.00 | 2,800.00 |
| 6362 - ELECTRIC | 181,755.65 | 298,414.16 | 349,000.00 | 344,500.00 | 346,000.00 |
| 6364 - WATER | 11,959.51 | 23,806.59 | 28,700.00 | 22,700.00 | 24,700.00 |
| 6365 - GAS | 39,408.85 | 80,162.36 | 78,400.00 | 121,400.00 | 121,400.00 |
| 6366 - SEWER | 3,887.58 | 10,058.30 | 11,900.00 | 11,900.00 | 11,900.00 |
| 6367 - REFUSE | 0.00 | 1,061.91 | 0.00 | 0.00 | 0.00 |
| 6368 - STORM | 7,169.03 | 12,210.50 | 11,600.00 | 12,300.00 | 12,300.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 16,194.12 | 15,361.13 | 20,500.00 | 17,800.00 | 17,800.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 30,800.04 | 32,199.96 | 33,700.00 | 33,700.00 | 35,300.00 |
| 6420 - EQUIPMENT RENT | 44.89 | 30,556.38 | 43,700.00 | 43,600.00 | 43,600.00 |
| 6425 - EQUIPMENT RENT (IS FUND) | 12,384.00 | 21,300.00 | 28,500.00 | 28,500.00 | 27,700.00 |
| 6430 - BUILDING RENT (IS FUND) | 257,150.04 | 285,600.00 | 353,900.00 | 353,900.00 | 398,800.00 |
| 6435 - OTHER RENT | 4,443.04 | 6,573.53 | 1,500.00 | 500.00 | 500.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 4,572.68 | 8,348.48 | 9,150.00 | 10,000.00 | 10,500.00 |
| 6475 - TRAVEL/SUBSISTENCE | 2,524.55 | 4,317.96 | 7,600.00 | 6,900.00 | 7,200.00 |
| 6480 - DUES | 5,590.00 | 5,572.00 | 5,900.00 | 7,200.00 | 6,500.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 |
| **SUPPLIES AND SERVICES** | **1,053,766.37** | **1,349,930.58** | **1,560,050.00** | **1,580,700.00** | **1,617,900.00** |
| 6610 - AWARDS & DAMAGES | 0.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 6650 - CREDIT CARD FEES | 17,114.08 | 28,632.51 | 20,000.00 | 24,100.00 | 30,000.00 |
| 6660 - BANK FEES- NSF FEE | 187.51 | 446.00 | 500.00 | 0.00 | 0.00 |
| 6661 - CASH SHORT | 85.92 | 118.65 | 150.00 | 200.00 | 100.00 |
| 6670 - RECREATION SCHOLARSHIPS | 1,560.50 | 1,358.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 6671 - DONATED GIFT CARDS | 0.00 | 110.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **18,948.01** | **30,665.16** | **23,150.00** | **32,800.00** | **32,600.00** |
| 6740 - EQUIPMENT | 0.00 | 79,100.00 | 0.00 | 0.00 | 0.00 |
| **CAPITAL OUTLAY** | **0.00** | **79,100.00** | **0.00** | **0.00** | **0.00** |
| 6830 - CAPITAL LEASE PAYMENT | 0.00 | 13,769.59 | 16,400.00 | 16,400.00 | 16,400.00 |
| 6890 - DEBT SERVICE - OTHER CHARGES | 0.00 | 2,835.41 | 5,800.00 | 5,800.00 | 5,800.00 |
| **DEBT SERVICE** | **0.00** | **16,605.00** | **22,200.00** | **22,200.00** | **22,200.00** |
| **Total 67 - RECREATION** | **2,452,507.54** | **3,207,444.77** | **3,814,500.00** | **3,834,600.00** | **3,929,500.00** |

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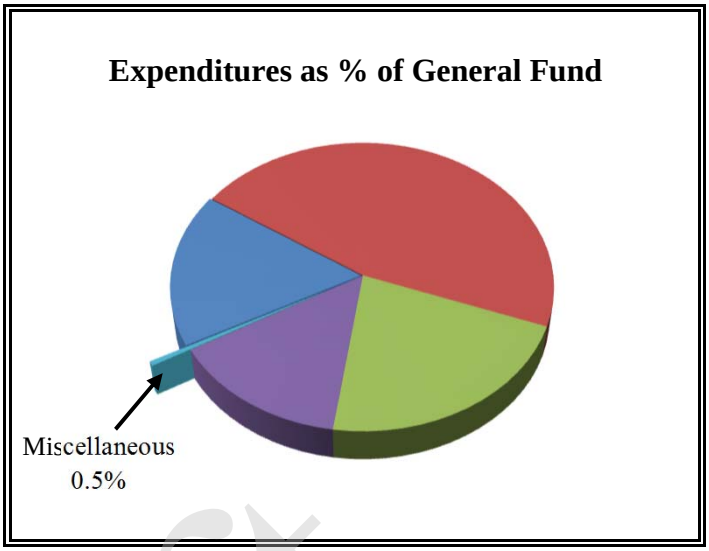
## Miscellaneous

**Divisions:**

The main divisions under Miscellaneous consist of the following:

- Provision for unfunded liability costs
- Contingency as needed for community projects or unanticipated needs

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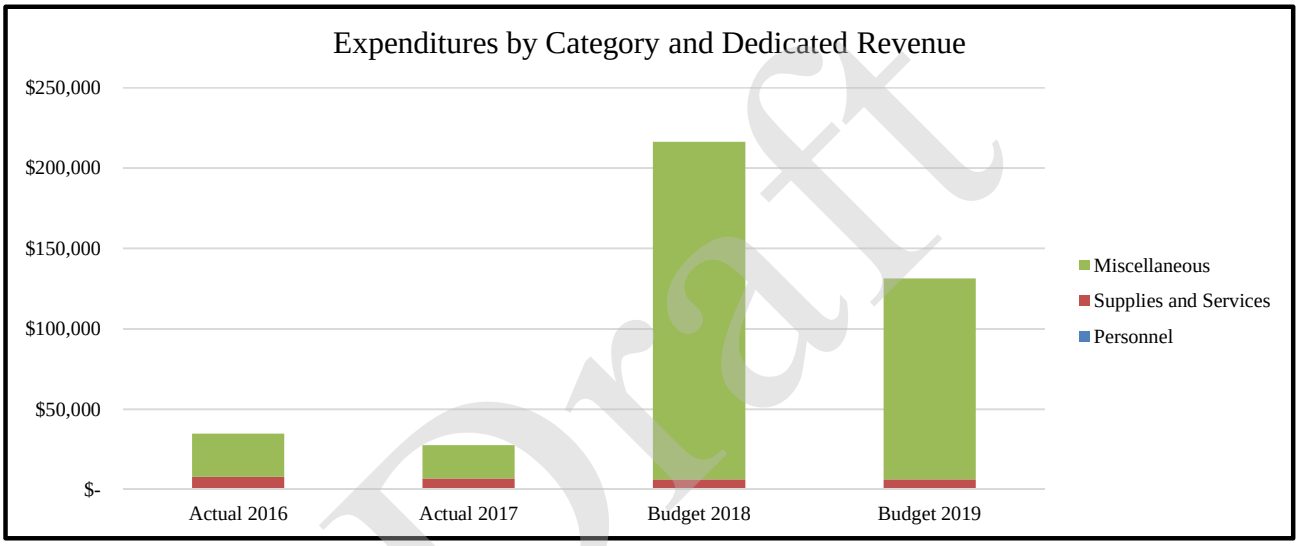
Division: **Unallocated**
Category: Miscellaneous

## Description of Services:

This division accounts for costs not readily chargeable to other departments, and transfers to other funds.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 351 | $ 636 | $ - | $ - | $ - |
| Supplies and Services | 7,580 | 6,250 | 6,300 | 6,400 | 6,300 |
| Miscellaneous | 26,904 | 20,733 | 210,000 | 210,000 | 125,000 |
| Totals | $ 34,835 | $ 27,619 | $ 216,300 | $ 216,400 | $ 131,300 |




## Budget Impact:

Unallocated provides for projects that will be presented to City Council for consideration that could not have been added to the specific areas of the budget, but are deemed necessary to the effective functioning of the City.

Decision to utilize these funds are discussed and approved by City Council.

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# 2019 Annual Budget
## Division: 91- UNALLOCATED

| Object Account | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **91 - UNALLOCATED** | | | | | |
| 6002 - WAGES | 83.70 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6005 - OVERTIME-FT | 162.03 | 443.14 | 0.00 | 0.00 | 0.00 |
| 6015 - WAGES - PART TIME/TEMP | 44.80 | 54.34 | 0.00 | 0.00 | 0.00 |
| **WAGES** | **290.53** | **497.48** | **0.00** | **0.00** | **0.00** |
| 6122 - PERA | 18.44 | 33.23 | 0.00 | 0.00 | 0.00 |
| 6124 - FICA | 21.68 | 36.85 | 0.00 | 0.00 | 0.00 |
| 6135 - HEALTH | 0.00 | 45.03 | 0.00 | 0.00 | 0.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 1.31 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6140 - LIFE/LTD | 0.00 | 0.57 | 0.00 | 0.00 | 0.00 |
| 6145 - DENTAL | 0.00 | 1.58 | 0.00 | 0.00 | 0.00 |
| 6170 - WORKERS COMPENSATION | 19.34 | 21.64 | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **60.77** | **138.90** | **0.00** | **0.00** | **0.00** |
| **WAGES & BENEFITS** | **351.30** | **636.38** | **0.00** | **0.00** | **0.00** |
| 6210 - OFFICE SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6213 - FOOD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6336 - PRINTING/PUBLISHING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 7,580.00 | 6,250.00 | 6,300.00 | 6,400.00 | 6,300.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6420 - EQUIPMENT RENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **SUPPLIES AND SERVICES** | **7,580.00** | **6,250.00** | **6,300.00** | **6,400.00** | **6,300.00** |
| 6620 - PROPERTY TAX/SPECIAL ASSESS | 3,854.72 | 1,103.04 | 0.00 | 0.00 | 0.00 |
| 6640 - DESIGNATED MISCELLANEOUS | 23,049.54 | 19,629.96 | 100,000.00 | 100,000.00 | 50,000.00 |
| 6681 - CONTINGENCY | 0.00 | 0.00 | 110,000.00 | 110,000.00 | 75,000.00 |
| **MISCELLANEOUS EXPENSE** | **26,904.26** | **20,733.00** | **210,000.00** | **210,000.00** | **125,000.00** |
| **CAPITAL OUTLAY** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Total 91 - UNALLOCATED** | **34,835.56** | **27,619.38** | **216,300.00** | **216,400.00** | **131,300.00** |

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**SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for the proceeds of specific revenue sources designed to finance particular activities as required by law or administrative regulations.

Economic Development Authority (EDA) Fund (2190) accounts for the activities of EDA, which is comprised of the five members of the City Council.

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# 2019 ANNUAL BUDGET
# SPECIAL REVENUE FUND SUMMARY

| | ECONOMIC DEVELOPMENT AUTHORITY |
|---|---|
| TAXES | 350,000.00 |
| CHARGES FOR SERVICES | 12,000.00 |
| MISCELLANEOUS | 1,000.00 |
| **TOTAL REVENUES** | **363,000.00** |
| ECONOMIC DEVELOPMENT | (362,500.00) |
| **TOTAL EXPENDITURES** | **(362,500.00)** |
| **EXCESS (DEFICIENCY) OF REV. OVER EXP.** | **500.00** |
| **FUND BALANCE, JANUARY 1** | **275,100.00** |
| **FUND BALANCE, DECEMBER 31** | **275,600.00** |

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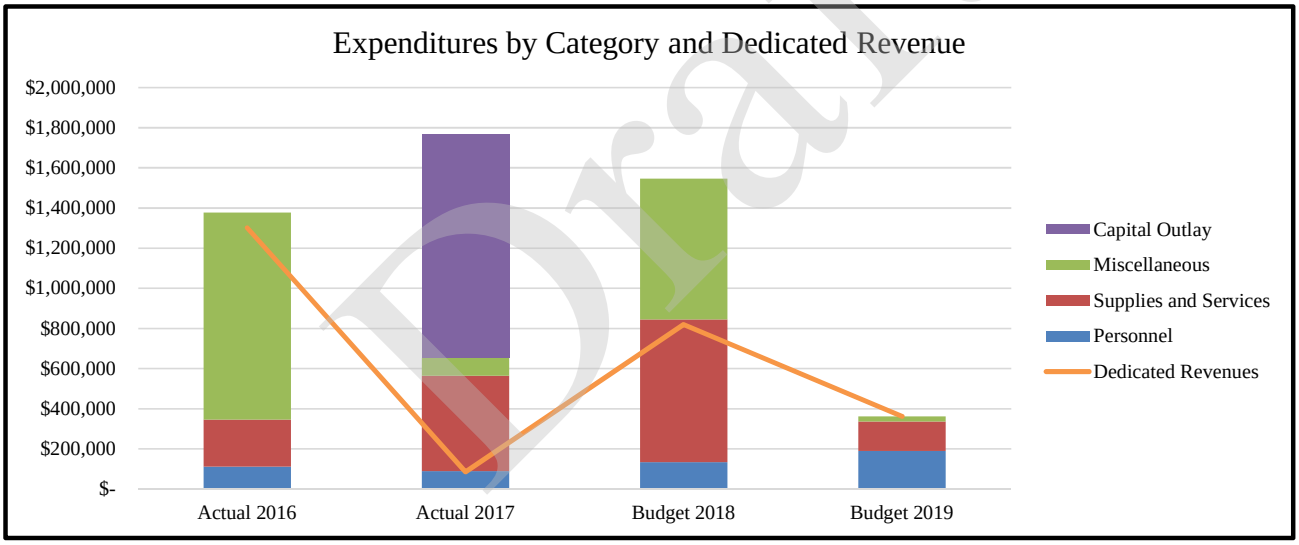
Fund: **Economic Development Authority**

## Description of Services:

The EDA does not currently constitute a separate department, but instead represents a number of services offered by the City related to economic development. These services are overseen by the Planning and Development Director with the help of other staff as required. The EDA is comprised of the City Council Members. The City Administrator is also the Executive Director of the EDA.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 113,784 | $ 90,319 | $ 144,000 | $ 135,600 | $ 190,800 |
| Supplies and Services | 233,037 | 474,813 | 185,400 | 710,300 | 146,700 |
| Miscellaneous | 1,030,920 | 90,120 | 25,000 | 700,300 | 25,000 |
| Capital Outlay | - | 1,111,393 | - | - | - |
| Totals | $ 1,377,741 | $ 1,766,645 | $ 354,400 | $ 1,546,200 | $ 362,500 |
| | | | | | |
| Dedicated Revenues | $ 1,300,829 | $ 87,061 | $ 361,000 | $ 820,300 | $ 363,000 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Employees (FTEs) | 1 | 1 | 1.25 | 1.5 |
| Overall Improvement Value of Façade Loans | $697,000 | $242,916 | $765,000 | $250,000 |
| Façade Loans Granted | $146,764 | $38,958 | $35,000 | $1,000,000 |
| # of Façade Loans | 1 | 2 | 5 | 5 |
| Grants Received for Economic Development | $1,029,810 | $0 | TBD | TBD |

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## Budget Impact:

Currently only about twenty percent of Shakopee residents work in our community. The largest portion of our community works across the river in Eden Prairie, Edina and Minneapolis/St. Paul. But Shakopee is home to thousands of jobs. How does the community reach a balance where people can live and work in their community? This is something that the community and the region has been talking about as part of the city and county's 2040 Comprehensive Plans. The EDA is working with high wage employers to join other great employers here including Shutterfly, Entrust Datacard, Emerson and others. We are also working to grow our existing local businesses. During 2018 and into 2019, the EDA staff working with the city's public information office has been working to create videos about Shakopee's local businesses to educate and highlight what they do. With will help our local workforce to become familiar with these companies and let residents to better understand our very diverse economy.

Redevelopment was the operative word for 2018. One of the big ideas that came out of the Envision Shakopee plan from residents was to restore the downtown as the community's central core and to make it more of a twenty-four-hour area. Last year the city invested more than $2 million in public infrastructure including signage, plazas and a revamped Lewis Street parking lot that could be used for multiple purposes. It hosted a record-breaking summer of concerts as part of the Chamber and Visitor's Bureau's Rhythm on the Rails and also the new Downtown Sunday Farmers' Market.

Two development proposals were also approved. A 125-unit market rate apartment complex with a second story restaurant with patio on Levee Drive and Scott by the Gaughan Companies. The $23 million development will remove the power lines along the river while also cleaning up a hundred-year-old dump site on the bluff. The former city hall site will be redeveloped by Enclave Development into 83 units of housing with commercial space on Holmes Street along with underground parking. The development will also complete streetscape improvements on Holmes and Second streets.

The other major redevelopment project is the start of Canterbury Commons. The $400 million private development includes $33 million in TIF funded roads including the reconstruction of 12th Avenue. The private development already announced includes the Triple Crown, a 600-unit highly amenitized apartment development and Primrose School. Other parts of the development could include corporate headquarters, hotels, retail and restaurant space.

The EDA contributed to the connection of Vierling Drive and County Highway 69. Now considered the West End Gateway, the project included enhanced landscaping and a roundabout at the new Lincoln Drive off of Vierling. The EDA also put under contract for development its entire 32 acres of land that will include a new facility for Doggie Doos, a treatment facility for 40 adults, an apartment complex and a new business park to be developed by OPUS.

The EDA board also approved a feasibility study in cooperation with Scott County, the Scott County CDA and the region's cities for a university-based innovation center. Supported in concept by Minnesota State University-Mankato, the project could include classrooms, coworking space and supportive space for local entrepreneurs along with training space for local companies. The feasibility study will be completed in 2019.

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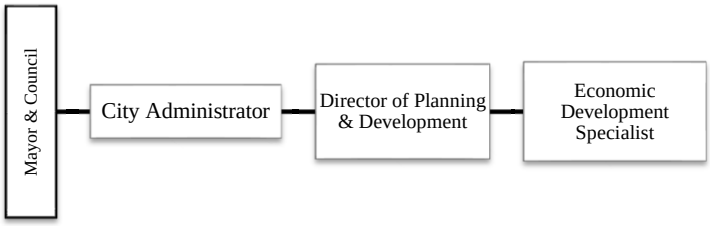
## Organization Chart:



# 2019 Annual Budget
# Company: 02190- ECONOMIC DEVELOPMENT AUTHORITY

| Object Account | Actual 2016 | Actual 2017 | Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **02190 - ECONOMIC DEVELOPMENT AUTHORITY** | | | | | |
| **REVENUES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 4011 - CURRENT PROPERTY TAX | (6.16) | (2.11) | (350,000.00) | (350,000.00) | (350,000.00) |
| 4015 - FISCAL DISPARITIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4020 - MOBIL HOME TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4025 - PAYMENT IN LIEU OF TAXES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4040 - AGGREGATE TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **TAXES** | **(6.16)** | **(2.11)** | **(350,000.00)** | **(350,000.00)** | **(350,000.00)** |
| **LICENSES AND PERMITS** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 4450 - STATE GRANTS & AIDS | (1,000,000.00) | 0.00 | 0.00 | (400,000.00) | 0.00 |
| 4482 - COUNTY GRANTS/AIDS | (29,810.18) | 0.00 | 0.00 | 0.00 | 0.00 |
| **INTERGOVERNMENTAL** | **(1,029,810.18)** | **0.00** | **0.00** | **(400,000.00)** | **0.00** |
| 4512 - DEVELOPMENT REIMBURSEMENT | 0.00 | (8,520.00) | 0.00 | (7,600.00) | 0.00 |
| 4588 - BUSINESS SUBSIDY APP FEE | (6,000.00) | (12,000.00) | (6,000.00) | (24,000.00) | (12,000.00) |
| **CHARGES FOR SERVICES** | **(6,000.00)** | **(20,520.00)** | **(6,000.00)** | **(31,600.00)** | **(12,000.00)** |
| 4833 - INTEREST | (19,557.75) | (21,176.40) | (5,000.00) | (2,000.00) | (1,000.00) |
| 4834 - CHANGE IN FAIR MARKET VALUE | 4,857.45 | 4,637.24 | 0.00 | 0.00 | 0.00 |
| 4840 - RENTS | 0.00 | 0.00 | 0.00 | (36,700.00) | 0.00 |
| 4845 - CONTRIBUTIONS | 0.00 | (50,000.00) | 0.00 | 0.00 | 0.00 |
| 4850 - MISCELLANEOUS | (250,311.99) | 0.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS** | **(265,012.29)** | **(66,539.16)** | **(5,000.00)** | **(38,700.00)** | **(1,000.00)** |
| **REVENUES** | **(1,300,828.63)** | **(87,061.27)** | **(361,000.00)** | **(820,300.00)** | **(363,000.00)** |
| **EXPENDITURES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6002 - WAGES | 86,179.31 | 72,576.25 | 116,200.00 | 111,000.00 | 151,700.00 |
| 6015 - WAGES - PART TIME/TEMP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **WAGES** | **86,179.31** | **72,576.25** | **116,200.00** | **111,000.00** | **151,700.00** |
| 6122 - PERA | 6,463.24 | 5,382.02 | 8,700.00 | 8,300.00 | 11,400.00 |
| 6124 - FICA | 5,550.33 | 5,178.54 | 8,900.00 | 8,500.00 | 11,600.00 |
| 6135 - HEALTH | 12,905.12 | 7,823.60 | 7,400.00 | 5,700.00 | 13,100.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 432.13 | 290.67 | 400.00 | 300.00 | 400.00 |
| 6140 - LIFE/LTD | 239.52 | 173.87 | 200.00 | 100.00 | 300.00 |
| 6145 - DENTAL | 510.82 | 361.16 | 500.00 | 400.00 | 500.00 |
| 6170 - WORKERS COMPENSATION | 602.17 | 408.33 | 400.00 | 300.00 | 400.00 |
| 6180 - COMPENSATED ABSENCES | 492.80 | (1,946.68) | 1,300.00 | 1,000.00 | 1,400.00 |
| 6186 - PENSION EXPENSE | 409.00 | 71.00 | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **27,605.13** | **17,742.51** | **27,800.00** | **24,600.00** | **39,100.00** |
| **WAGES & BENEFITS** | **113,784.44** | **90,318.76** | **144,000.00** | **135,600.00** | **190,800.00** |
| 6202 - OPERATING SUPPLIES | 872.55 | 0.00 | 500.00 | 500.00 | 500.00 |
| 6210 - OFFICE SUPPLIES | 49.68 | 203.67 | 500.00 | 500.00 | 500.00 |
| 6310 - ATTORNEY | 4,035.99 | 35,144.97 | 10,000.00 | 55,700.00 | 10,000.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 828.30 | 171,258.37 | 7,000.00 | 85,700.00 | 7,000.00 |
| 6315 - BUILDING MAINT. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6318 - FILING FEES | 736.00 | 148.90 | 200.00 | 200.00 | 200.00 |
| 6327 - OTHER PROF SERVICES | 213,222.37 | 252,906.83 | 155,000.00 | 557,000.00 | 118,500.00 |
| 6332 - POSTAGE | 166.83 | 180.69 | 100.00 | 100.00 | 100.00 |
| 6334 - TELEPHONE | 590.42 | 305.44 | 600.00 | 600.00 | 100.00 |
| 6336 - PRINTING/PUBLISHING | 853.83 | 2,940.23 | 2,500.00 | 1,000.00 | 1,000.00 |
| 6338 - ADVERTISING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 1,380.00 | 3,290.00 | 3,400.00 | 2,900.00 | 2,800.00 |

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# 2019 Annual Budget
# Company: 02190- ECONOMIC DEVELOPMENT AUTHORITY

| Object Account | Actual 2016 | Actual 2017 | Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 6364 - WATER | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 6365 - GAS | 0.00 | 38.67 | 0.00 | 100.00 | 0.00 |
| 6366 - SEWER | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 6368 - STORM | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 2,199.96 | 2,300.04 | 2,400.00 | 2,400.00 | 2,500.00 |
| 6420 - EQUIPMENT RENT | 25.88 | 26.53 | 0.00 | 0.00 | 0.00 |
| 6430 - BUILDING RENT (IS FUND) | 3,230.04 | 3,500.04 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 1,690.47 | 940.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 6475 - TRAVEL/SUBSISTENCE | 1,734.54 | 1,003.32 | 1,000.00 | 1,000.00 | 1,000.00 |
| 6480 - DUES | 1,370.00 | 625.00 | 700.00 | 700.00 | 1,000.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 50.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| **SUPPLIES AND SERVICES** | **233,037.06** | **474,812.70** | **185,400.00** | **710,300.00** | **146,700.00** |
| 6610 - AWARDS & DAMAGES | 1,000,000.00 | 0.00 | 0.00 | 400,000.00 | 0.00 |
| 6616 - PAYMENT OF SAC | 5,920.00 | 65,120.00 | 0.00 | 186,500.00 | 0.00 |
| 6620 - PROPERTY TAX/SPECIAL ASSESS | 0.00 | 0.00 | 0.00 | 13,800.00 | 0.00 |
| 6640 - DESIGNATED MISCELLANEOUS | 25,000.00 | 25,000.00 | 25,000.00 | 100,000.00 | 25,000.00 |
| **MISCELLANEOUS EXPENSE** | **1,030,920.00** | **90,120.00** | **25,000.00** | **700,300.00** | **25,000.00** |
| 6710 - LAND | 0.00 | 11,687.29 | 0.00 | 0.00 | 0.00 |
| 6730 - BUILDINGS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6760 - IMPROVEMENTS | 0.00 | 1,099,706.04 | 0.00 | 0.00 | 0.00 |
| **CAPITAL OUTLAY** | **0.00** | **1,111,393.33** | **0.00** | **0.00** | **0.00** |
| **EXPENDITURES** | **1,377,741.50** | **1,766,644.79** | **354,400.00** | **1,546,200.00** | **362,500.00** |
| **OTHER FINANCING:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| TRANSFERS IN | (905,920.00) | (961,763.40) | 0.00 | (186,500.00) | 0.00 |
| TRANSERS OUT | 0.00 | 429,508.84 | 0.00 | 777,000.00 | 0.00 |
| GAIN/LOSS ON DISPOSAL OF ASSET | 0.00 | 0.00 | 0.00 | (1,100,000.00) | 0.00 |
| **OTHER FINANCING** | **(905,920.00)** | **(532,254.56)** | **0.00** | **(509,500.00)** | **0.00** |
| **Total 02190 - ECONOMIC DEVELOPMENT AUTHO** | **(829,007.13)** | **1,147,328.96** | **(6,600.00)** | **216,400.00** | **(500.00)** |

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## DEBT SERVICE FUNDS

Debt Service Funds are established to account for the activity of servicing general obligation debt, paid for by tax levy and special assessments. Any residual balances in debt service funds are transferred to the Capital Improvement Fund. Debt Service Prepayments from special assessments and the use of existing cash position have allowed for reductions in previous and current year levies. Future budgets will require increased debt service levies to meet future payment obligations.

G.O. Improvement Bonds, Series 2008A (3041) was issued for $2,170,000 and matures on February 01, 2019. The bond was issued to fund the following construction projects: Reconstruction, Overlay and Beckrich Project.

G.O. Improvement Bonds, Series 2010A (3042) was issued for $1,555,000 and matures on February 01, 2021. The bond was issued to fund the following construction projects: 2009 Reconstruction, 2010 Reconstruction, Bituminous Overlay and church addition road.

G.O. Improvement Refunding Bonds, Series 2012A (3043) was issued for $4,865,000 and matures on February 01, 2025. The bond was issued to Refund 2004A & 2004D 2004A was issued to fund the following construction projects: West Dean Lake, Vierling/CR 15 & Valley View, 2004D was issued to fund the following construction project: PW building construction.

G.O. Tax Abatement Bonds, Series 2016A (3044) was issued for $29,500,000 and matures on February 01, 2036. The bond was issued to fund the following construction projects: Community/Ice Arena Construction.

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**CITY OF SHAKOPEE, MINNESOTA**
**2019 ANNUAL BUDGET**
**DEBT SERVICE FUNDS**

| | 2008A Improve 3041 | 2010A Improve 3042 | 2012A Refunding 3043 | 2016 Abatement 3044 | Total |
|---|---|---|---|---|---|
| **Original Issuance** | **2,170,000** | **1,555,000** | **4,865,000** | **29,500,000** | **38,090,000** |
| **Maturity Date of Debt** | **2/1/2019** | **2/1/2021** | **2/1/2025** | **2/1/2036** | |
| Estimated Cash Balance at 12/31/18 | 228,705 | 181,272 | 1,620,939 | 1,142,938 | 3,173,854 |
| Estimated Deferred Revenue for SA 12/31/18 | 6,642 | 25,892 | 951,990 | - | 984,524 |
| Estimated (Current & Future) Available Funds | 235,347 | 207,164 | 2,572,929 | 1,142,938 | 4,158,378 |
| | | | | | |
| Principal Payments Remaining | 215,000 | 370,000 | 3,305,000 | 28,460,000 | 32,350,000 |
| Interest Remaining | 8,600 | 19,615 | 237,450 | 9,389,322 | 9,654,987 |
| | | | | | |
| **Levy 2017 Collected 2018** | | | | | |
| Debt Levy Per Debt Issuance | 149,448 | 105,940 | 558,285 | 2,240,260 | 3,053,933 |
| Debt Levy Cancellation | 14,000 | | 558,285 | 298,000 | 870,285 |
| Staff Recommendation for 2018 Levy | 135,448 | 105,940 | - | 1,942,260 | 2,183,648 |
| General Fund Levy- Through Building Rent | - | - | 300,000 | - | 300,000 |
| | | | | | |
| **Levy 2018 Collected 2019** | | | | | |
| Debt Levy Per Debt Issuance | - | 114,950 | 538,020 | 2,240,523 | 2,893,493 |
| Debt Levy Cancellation | | | 538,020 | 172,000 | 710,020 |
| Staff Recommendation for 2019 Levy | - | 114,950 | - | 2,068,523 | 2,183,473 |
| General Fund Levy- Through Building Rent | - | - | 300,000 | - | 300,000 |
| | | | | | |
| **Levy 2019 Collected 2020** | | | | | |
| Debt Levy Per Debt Issuance | - | 69,941 | 538,965 | 2,237,898 | 2,846,804 |

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# 2019 ANNUAL BUDGET
# DEBT SERVICE FUNDS SUMMARY

| | 2008A GO IMP BONDS | 2010A GO IMP BONDS | 2012A GO REFUNDING BOND | 2016A GO TAX ABATEMENT BOND | TOTAL DEBT SERVICE |
|---|---|---|---|---|---|
| TAXES | 0.00 | 115,000.00 | 0.00 | 2,068,600.00 | 2,183,600.00 |
| SPECIAL ASSESSMENTS | 0.00 | 19,900.00 | 174,400.00 | 0.00 | 194,300.00 |
| MISCELLANEOUS | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 |
| **TOTAL REVENUES** | **200.00** | **134,900.00** | **174,400.00** | **2,068,600.00** | **2,378,100.00** |
| DEBT SERVICE | (224,100.00) | (145,690.00) | (527,550.00) | (2,106,700.00) | (3,004,040.00) |
| **TOTAL EXPENDITURES** | **(224,100.00)** | **(145,690.00)** | **(527,550.00)** | **(2,106,700.00)** | **(3,004,040.00)** |
| TRANSFERS IN | 0.00 | 0.00 | 300,000.00 | 0.00 | 300,000.00 |
| **TOTAL OTHER FINANCING** | **0.00** | **0.00** | **300,000.00** | **0.00** | **300,000.00** |
| **EXCESS (DEFICIENCY) OF REV. OVER EXP.** | **(223,900.00)** | **(10,790.00)** | **(53,150.00)** | **(38,100.00)** | **(325,940.00)** |
| **FUND BALANCE, JANUARY 1** | **195,900.00** | **182,100.00** | **1,624,700.00** | **172,200.00** | **2,174,900.00** |
| **FUND BALANCE, DECEMBER 31** | **(28,000.00)** | **171,310.00** | **1,571,550.00** | **134,100.00** | **1,848,960.00** |

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## CAPITAL PROJECT FUNDS

Capital Project Funds are established to account for the construction of major capital facilities. Projects resources are a combination of several revenue sources such as bond proceeds, inter-fund transfers, intergovernmental revenue, grants, etc. These funds provide the means for administrators to ensure that designated revenues are appropriately utilized.

Park Reserve Fund (4020) is for park acquisition and improvements.

Capital Improvement Fund (4021) is for various infrastructure projects in the City.

Individual project sheets for both Park Reserve and Capital Improvement Funds are included. These sheets provide a summary of each project, location, description, source of funds and use of funds. They are located at the end of the budget book, under the tab "Capital Improvement Programs".

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**2019 BUDGET**
**CAPITAL PROJECTS FUNDS BUDGET SUMMARY**

| | Park Res. Fund | CIF Fund | Total |
|---|---|---|---|
| **Sources** | | | |
| Taxes | $ - | $ 200,000 | $ 200,000 |
| Franchise Fees | - | 765,000 | 765,000 |
| Special Assessments | - | 409,000 | 409,000 |
| Licenses & Permits | 2,000,000 | - | 2,000,000 |
| Intergovernmental | 480,000 | 1,365,000 | 1,845,000 |
| Miscellaneous | 110,000 | 8,730,000 | 8,840,000 |
| Interest | - | 30,000 | 30,000 |
| Total Revenue | 2,590,000 | 11,499,000 | 14,089,000 |
| **Uses** | | | |
| Street and Highway | - | 21,554,000 | 21,554,000 |
| Recreation | 3,000,000 | - | 3,000,000 |
| Total Expenditures | 3,000,000 | 21,554,000 | 24,554,000 |
| Bond Proceeds | - | 7,964,000 | 7,964,000 |
| Transfers in | 870,000 | 490,000 | 1,360,000 |
| Transfers out | - | - | - |
| **Excess (deficiency) of Sources over Uses and Transfers** | $ 460,000 | $ (1,601,000) | $ (1,141,000) |
| **Fund Balance** | $ 3,276,550 | $ 3,300,822 | $ 6,577,372 |

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Fund: **Park Reserve Fund**

## Description of Services:

The park reserve provides for the acquisition and improvements on City Parks. These services are overseen by the Park and Recreation Director with the help of other staff as required.

## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Projects | 1 | 1 | 0 | 1 |
| Park Dedication Collected | $549,594 | $891,553 | $1,699,000 | $2,000,000 |
| Number of Park Facilities | 34 | 35 | 35 | 36 |

## Budget Impact:

The city council hit a pause on major park development in 2018 as it assesses park construction and location. The only park currently in development is Ridge Creek. This area consists of more than 40 acres of wetlands and nature area and includes the outlet channel for Prior Lake. The current configuration is a ninty degree bend that has caused flooding and is not very natural. In cooperation with Lennar Homes, who donated the land and more than $500,000 towards the park development, the channel area is now buffered with natural appearing retention ponds that are already home to significant wildlife. The concept plans for the new park call for a pedestrian boardwalk through a natural wetland area, pond overlooks to observe the diverse spieces of birds, a paved bike trail along the current outlet alignment and a new meandering outlet with sediment ponding with a natural appearance. This park will link to other trails and create a major trail connection for the city including a trailhead. Construction is expected to be completed in 2020.

Confluence Design is examining the entire park and trail system for capital improvements needs and future park locations. The goal is to reach a balance between user experience, maintenance and revenue creation. Confluence and its partners are examining ways that maintenance of areas can be reduced using different plant materials and in other areas, where a user experience can be enhanced with additional amenities like benches, gardens or restrooms.

Future development of the park system will be based on growth, especially in the west end of the city. D.R. Horton's Windermere development has already built several miles of public trails and at full-buildout, the development will include a series of natural park areas linked by a greenway trail system.

The System Plan by Confluence should be completed in mid-2019 and will layout a capital improvement and park development program for the next ten to fifteen years. A committee of sixteen residents, business owners and members of various commissions are providing regular input and feedback. The project will also hold several public outreach meetings in 2019 as concept plans are developed for the system.

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**2019 BUDGET**
**PARK RESERVE FUND**

| | 2016 Actual | 2017 Actual | 2018 Original Budget | 2018 Revised Budget | 2019 Budget |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Park Dedication Fee | $ 549,594 | $ 891,553 | $ 600,000 | $ 1,700,000 | $ 2,000,000 |
| Federal Grant | - | - | 150,000 | - | - |
| State Grant | - | - | - | - | 480,000 |
| Miscellaneous | 2,730 | 2,221 | - | - | 10,000 |
| Interest | 15,674 | 8,186 | 10,000 | 20,000 | - |
| Contributions | 90,000 | 288,133 | 110,000 | 20,000 | 100,000 |
| Total Revenues | 657,998 | 1,190,093 | 870,000 | 1,740,000 | 2,590,000 |
| **Expenditures** | | | | | |
| Park Trail Rec Master Plan | - | - | - | 150,000 | - |
| Quarry Lake Phase 1 (Park) | 1,418,288 | - | - | - | - |
| Quarry Lake Phase 2 (Trails) | - | 62,887 | 1,500,000 | - | - |
| Southbridge Community Park | 2,081 | 79 | - | - | - |
| Jennifer Lane Neighborhood Park | - | - | 250,000 | - | - |
| Tahpah Park Improvements | 6,955 | 489,657 | - | - | - |
| Ridge Creek Park & PL Outlet Channel I | - | - | - | - | 3,000,000 |
| Miscellaneous Property | - | - | - | 2,000 | - |
| Total Expenditures | 1,427,324 | 552,623 | 1,750,000 | 152,000 | 3,000,000 |
| Transfer In | - | - | - | - | 870,000 |
| Transfer Out | (20,261) | - | - | - | - |
| Other Financing Sources (Uses) | (20,261) | - | - | - | 870,000 |
| **Excess (deficiency) of Sources over Uses** | $ (789,587) | $ 637,470 | $ (880,000) | $ 1,588,000 | $ 460,000 |
| **Fund Balance- January 1** | $ 1,380,667 | $ 591,080 | $ 1,228,550 | $ 1,228,550 | $ 2,816,550 |
| **Fund Balance December 31** | $ 591,080 | $ 1,228,550 | $ 348,550 | $ 2,816,550 | $ 3,276,550 |

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Fund: **Capital Improvement Fund**

## Description of Services:

The Capital Improvement Fund is for various infrastructure projects in the City. These services are overseen by the Public Works Director/City Engineer with the help of other staff as required.

## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Projects | 7 | 6 | 5 | 7 |
| Total Overlay Projects | $918,112 | $1,038,000 | $1,100,000 | $2,200,000 |
| Total Reconstruction Projects | $3,293,697 | $1,785,000 | $1,874,000 | $2,300,000 |

## Budget Impact:

Strategic long-term planning results in a viable, sustainable infrastructure. The five-year capital improvement plan is the workhorse for this planning. Under the plan, projects are developed, planned and initiated. Why is this important? Without it, the city's infrastructure would begin to fail beyond a point of no return, which could basically bankrupt a city.

In 2018, the city milled and overlaid 4.3 miles of streets and the community center back parking lot, reconstructed 0.73 miles of utilities and streets, and rehabilitated a large portion of trail along Vierling Drive and the upper valley drainageway. 2019 will be a busy year with the redevelopment of Canterbury, including the construction of Shenandoah Drive and reconstruction of 12th Avenue. A new regional trail along 12th Avenue east of CSAH 83 will connect Quarry Lake Park to the city trail system. Similar mill and overlay and street reconstruction projects are proposed and other sanitary sewer, storm sewer and trail and alley projects are slated for the upcoming year. The City has a well rounded and skilled staff in place to deliver many of these projects internally, while relying on outside consultants as needed.

If you see a roadway with potholes, you can call public works and may find that rehabbing that roadway is in our long-term strategic plan. If not, we need to get it in there.

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**2019 BUDGET**
**CAPITAL IMPROVEMENT FUND**

| | 2016 Actual | 2017 Actual | 2018 Original Budget | 2018 Revised Budget | 2019 Budget |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Capital Improvement Fund Levy | $ - | $ 385,000 | $ 200,000 | $ 200,000 | $ 200,000 |
| Franchise Fees | - | 773,819 | 750,000 | 800,000 | 765,000 |
| Special Assessments | 830,701 | 647,838 | 404,218 | 540,000 | 409,000 |
| Federal Grants | - | - | 1,200,000 | - | - |
| State Aid Construction | 1,039,329 | 1,072,240 | 1,365,000 | 1,365,000 | 1,365,000 |
| Interest | 61,376 | 61,957 | 30,000 | 100,000 | 30,000 |
| Miscellaneous/Donations | | | | | |
| SPUC | 47,000 | 4,012 | 640,000 | 464,000 | 330,000 |
| Other | - | - | | 1,000 | 8,400,000 |
| Total Revenues | 1,978,406 | 2,944,866 | 4,589,218 | 3,470,000 | 11,499,000 |
| **Expenditures** | | | | | |
| Trail Rehabilitation | - | - | 100,000 | 320,000 | 80,000 |
| CR 101 Trail ext. | 759 | (16,215) | - | - | - |
| CR 101 Improvement | - | 271,142 | - | - | - |
| Quarry Lake Trail | 959 | 23,564 | - | - | - |
| Bituminous Overlay | 918,112 | 918,854 | 1,310,000 | 1,380,000 | 2,200,000 |
| Reconstruction Project | 34,170 | 902,494 | 2,740,000 | 1,880,000 | 2,300,000 |
| CSAH 16 Reconstruction | 306,399 | - | - | - | - |
| 3rd Avenue Reconstruction | 1,075,420 | - | - | - | - |
| 4th Avenue Reconstruction | 1,877,708 | 65,711 | - | - | - |
| Reclamation | 317,068 | - | - | - | - |
| Concrete Alleys | - | - | 420,000 | - | - |
| CSAH 17/Vierling Inter. Improv. | 83 | - | - | - | - |
| CSAH 78/79 Trail Extension | - | 138,484 | - | - | - |
| Eagle Creek Blvd - Vierling Dr Round-a-b | - | - | 1,200,000 | 2,662,000 | - |
| Canterbury Commons- City Infrastructure | - | - | - | - | 15,600,000 |
| Canterbury Commons- County Project (Ci | - | - | - | - | 764,000 |
| Lewis Street Alley & Parking Lot | - | 593,426 | - | - | - |
| Southbridge Traffic Signal Modification | 524 | - | - | - | - |
| SPUC Assessment Project | - | 3,587 | - | - | - |
| Street Lighting | 12,415 | 179,075 | - | - | - |
| Valley View Road | - | (22,624) | - | - | - |
| Vierling Dr Extension | - | 365,387 | - | - | - |
| Vierling Drive - C.R. 69 to Taylor St. | - | - | 1,500,000 | - | - |
| Streetlight Wood Pole Replacement | - | - | - | - | 60,000 |
| 12th Avenue Trail | - | - | - | 240,000 | - |
| CSAH 16 School Pedestrian | - | - | - | - | 550,000 |
| Vierling Drive Trail Reconstruction | - | 89,751 | - | - | - |
| Whispering Oaks | - | 70,972 | - | - | - |
| Miscellaneous | 20,708 | 3,100 | - | - | - |
| Total Expenditures | 4,564,325 | 3,586,708 | 7,270,000 | 6,482,000 | 21,554,000 |
| Bond Proceeds | - | - | - | - | 7,964,000 |
| Transfers In: | | | | | |
| General Fund | 1,200,000 | - | - | - | - |
| Amazon TIF Fund | - | 1,892,029 | - | - | - |
| Debt Service Funds | - | 4,934 | - | - | - |
| EDA Fund | - | 429,509 | - | 777,000 | - |
| Tree Replacement Fund | - | 25,000 | - | 84,000 | - |
| Sewer | - | - | 420,000 | 300,000 | 115,000 |
| Storm | - | 138,917 | 535,000 | 160,000 | 375,000 |
| Other Financing Sources (Uses) | 1,200,000 | 2,490,389 | 955,000 | 1,321,000 | 8,454,000 |
| **Excess (deficiency) of Sources over Uses** | (1,385,919) | 1,848,547 | (1,725,782) | (1,691,000) | (1,601,000) |
| **Fund Balance January 1** | 6,130,194 | 4,744,275 | 6,592,822 | 6,592,822 | 4,901,822 |
| **Fund Balance 12/31** | $ 4,744,275 | $ 6,592,822 | $ 4,867,040 | $ 4,901,822 | $ 3,300,822 |

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**ENTERPRISE FUNDS**

The Enterprise Funds are maintained to account for the operation of the sanitary sewer, storm drainage systems and refuse.

Since the operation of these systems is financed by user charges and are self-supporting, they are accounted for in a manner similar to private business. The Storm Drainage Fund was established by Ordinance 176 in 1985.

The intent of the City Council is to have a cash balance to at least equal accumulated depreciation. This follows the City Auditor's recommendation. Accumulated depreciation is a reflection of historical costs of depreciable assets. Replacement cost is expected to be two to two and one half times as much as historical costs. Cash balance is also expected to have approximately 4 months of operating expenditures for cash flow purposes. The City reviews fees annually to determine appropriate revenue levels.

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# 2019 Annual Budget
## ENTERPRISE FUNDS

| | SEWER FUND | SURFACE WATER FUND | REFUSE FUND | TOTAL |
|---|---|---|---|---|
| **REVENUES:** | | | | |
| OPERATING REVENUES | $3,931,300 | $1,210,300 | $105,000 | $5,246,600 |
| **EXPENSES:** | | | | |
| OPERATING EXPENSES | 3,269,400 | 1,001,800 | 0 | 4,271,200 |
| DEPRECIATION | 0 | 0 | 117,000 | 117,000 |
| **OPERATING INCOME (LOSS)** | **661,900** | **208,500** | **(12,000)** | **858,400** |
| NON-OPERATING INCOME | 201,000 | 240,000 | (1,000) | 440,000 |
| NON-OPERATING EXPENSES | (1,332,000) | (1,377,200) | (6,400) | (2,715,600) |
| **NET INCOME (LOSS) BEFORE TRANSFERS** | **(469,100)** | **(928,700)** | **(19,400)** | **(1,417,200)** |
| CAPITAL CONTRIBUTION | 0 | 2,500 | 0 | 2,500 |
| TRANSFERS IN | 0 | 0 | 0 | 0 |
| TRANSFERS OUT | (240,000) | (1,370,000) | 0 | (1,610,000) |
| **NET INCOME (LOSS)** | **(709,100)** | **(2,296,200)** | **(19,400)** | **(3,024,700)** |

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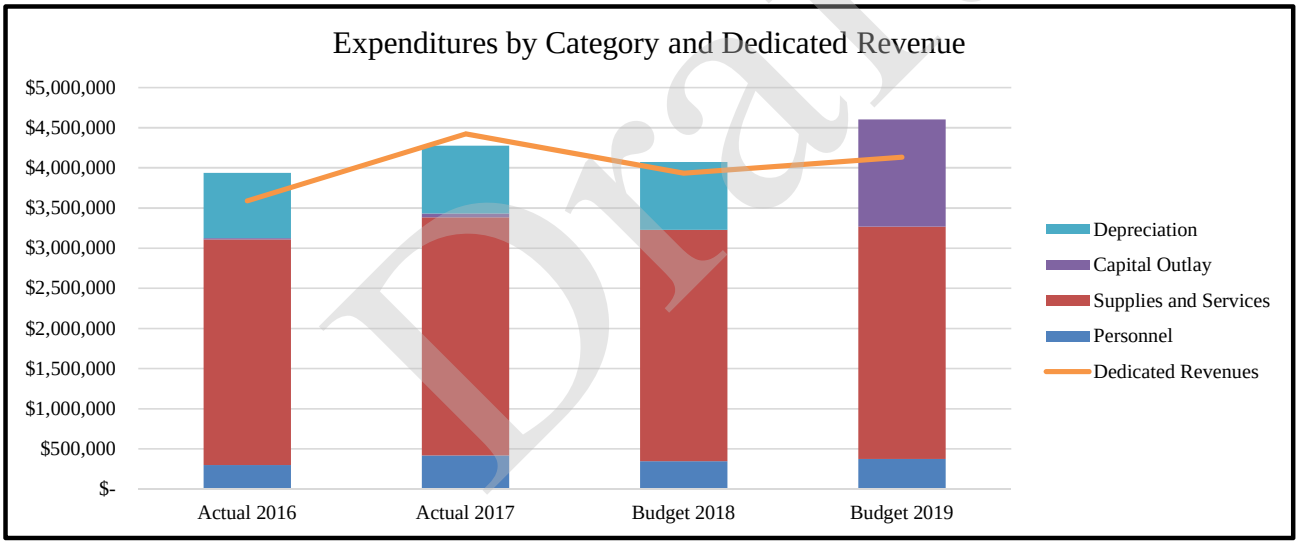
Fund: **Sewer Fund**

## Description of Services:

Activity in this fund reflects the operations of the Municipal Sanitary Sewer System. This includes repair and maintain current sewer lines, manhole rehabilitation/replacement, repairing lines, GIS/GPS hardware.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 302,773 | $ 423,878 | $ 348,200 | $ 351,900 | $ 380,400 |
| Supplies and Services | 2,807,536 | 2,959,588 | 2,945,800 | 2,878,100 | 2,889,000 |
| Capital Outlay | 16,384 | 49,058 | 1,269,000 | - | 1,332,000 |
| Depreciation | 812,027 | 843,756 | - | 843,500 | - |
| Totals | $ 3,938,720 | $ 4,276,280 | $ 4,563,000 | $ 4,073,500 | $ 4,601,400 |
| Dedicated Revenues | $ 3,590,043 | $ 4,423,007 | $ 3,830,499 | $ 3,935,100 | $ 4,132,300 |
| Cash Balances | $ 9,176,744 | $ 8,348,595 | $ 7,071,094 | $ 7,898,695 | $ 7,189,595 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Employees (FTEs) | 3.5 | 3.5 | 3.5 | 3.5 |
| Manholes Repaired | 46 | 22 | 20 | 30 |
| Jetted (LF) | 208,834 | 197,100 | 202,000 | 209,000 |
| Miles of Sewer | 125.7 | 127.8 | 129.5 | 130.5 |
| # of Lift Stations | 3 | 3 | 2 | 2 |
| MCES Treatment Cost (% of budget) * | 75% | 79% | 78% | 78% |

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## Budget Impact:

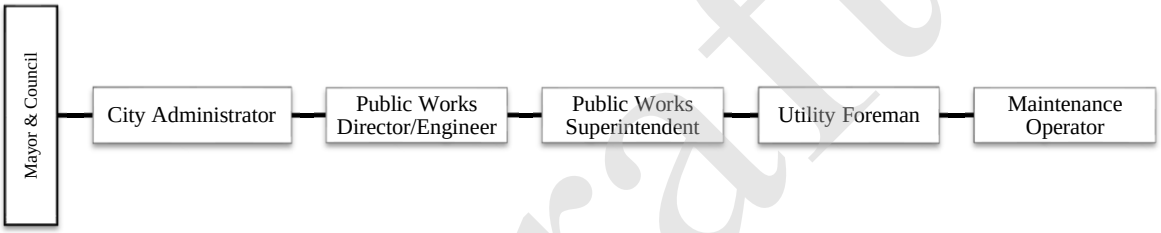
Nothing is more unnoticed than what happens behind the scenes to keep the sewer flowing when you flush your toilet in the morning.

The city's sanitary sewer system consists of 129.5 miles of underground pipe. Most of the sewer system is gravity, flowing downhill towards the Minnesota River where the city has a pumping station. The sewer is then pumped east toward the Metropolitan Council Environmental Service's (MCES) Blue Lake Wastewater Treatment Plant. northeast of the city. Of Shakopee's approximate $5 million sanitary sewer budget, $2.5 million goes directly to MCES for payment of the regional treatment fees.

Pipes often become clogged with grease buildup and debris that shouldn't have been flushed down the toilet. City crews systematically clean the sewer conveyance system to minimize blockages and backups, and crews perform other general inspections to ensure all is flowing clean and unrestricted. Additionally, the pumping station is monitored 24-7 by a telemetry system that alarms city crews with any issues. In 2019, the city plans to improve its telemetry system to better safeguard against potential blockages.

Remember: Help keep the sewer flowing; do not flush foreign substances/items down the toilet!

## Organization Chart:

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# 2019 Annual Budget
# Company: 07100- SEWER FUND

| Object Account | Actual 2016 | Actual 2017 | Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **07100 - SEWER FUND** | | | | | |
| **REVENUES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 4110 - SPECIAL ASSESSMENT PRINCIPAL | (39,644.31) | (24,037.44) | (25,649.00) | (17,900.00) | 0.00 |
| 4111 - SPEC ASSESSMENT INTEREST | (12,334.84) | (13,928.09) | 0.00 | (8,100.00) | 0.00 |
| 4112 - SA PENALTIES & INTEREST | (1,049.18) | 0.00 | 0.00 | (500.00) | 0.00 |
| 4113 - CERTIFIED UNPAID FEES- STORM | (4,577.58) | (411.43) | 0.00 | 0.00 | 0.00 |
| 4120 - SA PREPAY | (130,113.65) | 0.00 | 0.00 | (3,300.00) | 0.00 |
| **SPECIAL ASSESSMENT** | **(187,719.56)** | **(38,376.96)** | **(25,649.00)** | **(29,800.00)** | **0.00** |
| **INTERGOVERNMENTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 4680 - MISC PUBLIC WORKS | (700.20) | 0.00 | 0.00 | 0.00 | 0.00 |
| 4721 - SEWER CHARGES | (2,929,479.74) | (3,099,357.11) | (3,666,450.00) | (3,496,700.00) | (3,769,900.00) |
| 4723 - METRO SAC CHARGES | (7,827.75) | (11,778.90) | (5,000.00) | (5,000.00) | (5,000.00) |
| 4725 - CITY SAC CHARGES | (148,192.04) | (244,717.04) | (25,000.00) | (151,800.00) | (150,000.00) |
| 4735 - TRUNK CHARGE - SANITARY | (191,444.57) | (126,753.82) | (7,400.00) | (143,400.00) | (100,000.00) |
| **CHARGES FOR SERVICES** | **(3,277,644.30)** | **(3,482,606.87)** | **(3,703,850.00)** | **(3,796,900.00)** | **(4,024,900.00)** |
| **FINES & FORFEITS** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 4833 - INTEREST | (153,229.18) | (118,587.64) | (101,000.00) | (101,000.00) | (101,000.00) |
| 4834 - CHANGE IN FAIR MARKET VALUE | 30,526.97 | 20,634.30 | 0.00 | 0.00 | 0.00 |
| 4530 - ANTENNA RENTAL | 0.00 | (15,520.00) | 0.00 | 0.00 | 0.00 |
| 4845 - CONTRIBUTIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4850 - MISCELLANEOUS | (9,943.30) | (8,536.27) | 0.00 | (7,400.00) | (6,400.00) |
| **MISCELLANEOUS** | **(132,645.51)** | **(122,009.61)** | **(101,000.00)** | **(108,400.00)** | **(107,400.00)** |
| 4971 - CAPITAL CONTRIBUTIONS | 7,966.00 | (780,014.01) | 0.00 | 0.00 | 0.00 |
| **CAPITAL CONTRIBUTIONS** | **7,966.00** | **(780,014.01)** | **0.00** | **0.00** | **0.00** |
| **REVENUES** | **(3,590,043.37)** | **(4,423,007.45)** | **(3,830,499.00)** | **(3,935,100.00)** | **(4,132,300.00)** |
| **EXPENDITURES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6002 - WAGES | 213,062.43 | 255,521.29 | 243,100.00 | 248,000.00 | 264,900.00 |
| 6005 - OVERTIME-FT | 2,241.33 | 5,067.34 | 4,000.00 | 4,000.00 | 4,000.00 |
| 6015 - WAGES - PART TIME/TEMP | 4,962.55 | 6,381.04 | 14,700.00 | 13,100.00 | 17,400.00 |
| 6017 - OVERTIME-PART TIME/TEMP | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| **WAGES** | **220,266.31** | **266,969.67** | **261,800.00** | **265,200.00** | **286,300.00** |
| 6122 - PERA | 16,147.44 | 19,522.57 | 18,500.00 | 18,900.00 | 20,200.00 |
| 6124 - FICA | 15,414.99 | 18,726.41 | 20,000.00 | 20,300.00 | 21,900.00 |
| 6135 - HEALTH | 26,978.93 | 33,057.19 | 29,500.00 | 28,800.00 | 30,400.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 1,397.90 | 1,593.01 | 1,200.00 | 1,200.00 | 1,300.00 |
| 6140 - LIFE/LTD | 648.94 | 759.24 | 600.00 | 600.00 | 600.00 |
| 6145 - DENTAL | 1,560.84 | 1,846.22 | 1,400.00 | 1,400.00 | 1,500.00 |
| 6170 - WORKERS COMPENSATION | 11,893.19 | 12,422.32 | 11,700.00 | 12,000.00 | 14,400.00 |
| 6180 - COMPENSATED ABSENCES | 2,903.61 | 760.15 | 3,500.00 | 3,500.00 | 3,800.00 |
| 6185 - OPEB | 5,346.00 | 5,049.00 | 0.00 | 0.00 | 0.00 |
| 6186 - PENSION EXPENSE | 215.00 | 63,172.00 | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **82,506.84** | **156,908.11** | **86,400.00** | **86,700.00** | **94,100.00** |
| **WAGES & BENEFITS** | **302,773.15** | **423,877.78** | **348,200.00** | **351,900.00** | **380,400.00** |
| 6202 - OPERATING SUPPLIES | 23,001.27 | 18,300.73 | 22,300.00 | 20,000.00 | 22,000.00 |
| 6210 - OFFICE SUPPLIES | 3,051.24 | 21.00 | 1,000.00 | 1,100.00 | 1,100.00 |
| 6212 - UNIFORMS/CLOTHING | 5,833.02 | 5,773.25 | 6,000.00 | 4,500.00 | 5,000.00 |
| 6213 - FOOD | 259.24 | 134.85 | 300.00 | 0.00 | 300.00 |
| 6215 - MATERIALS | 421.49 | 1,744.00 | 4,000.00 | 2,000.00 | 3,000.00 |

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# 2019 Annual Budget
# Company: 07100- SEWER FUND

| Object Account | Actual 2016 | Actual 2017 | Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| 6222 - MOTOR FUELS & LUBRICANTS | 4,670.58 | 7,129.47 | 8,300.00 | 8,000.00 | 8,000.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 9,073.33 | 4,562.02 | 10,000.00 | 6,000.00 | 6,000.00 |
| 6310 - ATTORNEY | 122.50 | 0.00 | 1,500.00 | 0.00 | 1,500.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 34,764.23 | 21,164.78 | 80,000.00 | 80,000.00 | 20,000.00 |
| 6315 - BUILDING MAINT. | 0.00 | 61.20 | 0.00 | 0.00 | 0.00 |
| 6316 - EQUIPMENT MAINTENANCE | 12,841.23 | 2,446.24 | 12,000.00 | 5,000.00 | 12,000.00 |
| 6318 - FILING FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6327 - OTHER PROF SERVICES | 75,904.13 | 136,562.11 | 110,000.00 | 110,000.00 | 110,000.00 |
| 6332 - POSTAGE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6334 - TELEPHONE | 1,594.35 | 1,497.01 | 2,500.00 | 1,200.00 | 1,700.00 |
| 6336 - PRINTING/PUBLISHING | 332.78 | 964.03 | 500.00 | 1,000.00 | 1,000.00 |
| 6338 - ADVERTISING | 0.00 | 90.56 | 0.00 | 0.00 | 0.00 |
| 6339 - COMPUTER ACCESS | 770.22 | 876.26 | 900.00 | 900.00 | 500.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 67,060.00 | 66,190.00 | 68,800.00 | 59,600.00 | 57,800.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 27,346.12 | 20,095.37 | 26,000.00 | 26,000.00 | 26,000.00 |
| 6364 - WATER | 112.52 | (431.64) | 500.00 | 500.00 | 500.00 |
| 6366 - SEWER | 51,838.10 | 61,567.67 | 60,000.00 | 20,000.00 | 0.00 |
| 6369 - CURRENT USE CHARGES | 2,443,355.88 | 2,578,133.28 | 2,498,300.00 | 2,498,300.00 | 2,578,800.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 2,857.00 | 3,550.00 | 2,000.00 | 3,000.00 | 3,000.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 6,600.00 | 6,900.00 | 7,200.00 | 7,200.00 | 7,600.00 |
| 6430 - BUILDING RENT (IS FUND) | 31,929.96 | 17,799.96 | 19,000.00 | 19,000.00 | 19,000.00 |
| 6435 - OTHER RENT | 0.00 | 50.68 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 3,014.60 | 3,730.00 | 3,500.00 | 4,100.00 | 3,500.00 |
| 6475 - TRAVEL/SUBSISTENCE | 302.94 | 37.18 | 500.00 | 0.00 | 0.00 |
| 6480 - DUES | 397.75 | 418.00 | 500.00 | 500.00 | 500.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 81.12 | 219.54 | 200.00 | 200.00 | 200.00 |
| **SUPPLIES AND SERVICES** | **2,807,535.60** | **2,959,587.55** | **2,945,800.00** | **2,878,100.00** | **2,889,000.00** |
| 6502 - DEPRECIATION EXPENSE | 812,026.51 | 843,756.05 | 0.00 | 843,500.00 | 0.00 |
| **DEPRECIATION** | **812,026.51** | **843,756.05** | **0.00** | **843,500.00** | **0.00** |
| **MISCELLANEOUS EXPENSE** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6740 - EQUIPMENT | 0.00 | 8,332.00 | 0.00 | 0.00 | 165,000.00 |
| 6760 - IMPROVEMENTS | 16,383.50 | 40,725.53 | 1,269,000.00 | 0.00 | 1,167,000.00 |
| 6765 - IMPROVEMENTS/INFRASTRUCTURE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **CAPITAL OUTLAY** | **16,383.50** | **49,057.53** | **1,269,000.00** | **0.00** | **1,332,000.00** |
| **EXPENDITURES** | **3,938,718.76** | **4,276,278.91** | **4,563,000.00** | **4,073,500.00** | **4,601,400.00** |
| **OTHER FINANCING:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| TRANSFERS IN | 0.00 | (1,518,360.59) | 0.00 | 0.00 | 0.00 |
| TRANSERS OUT | 630,920.00 | 190,120.00 | 545,000.00 | 311,500.00 | 240,000.00 |
| GAIN/LOSS ON DISPOSAL OF ASSET | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **OTHER FINANCING** | **630,920.00** | **(1,328,240.59)** | **545,000.00** | **311,500.00** | **240,000.00** |
| **Total 07100 - SEWER FUND** | **979,595.39** | **(1,474,969.13)** | **1,277,501.00** | **449,900.00** | **709,100.00** |

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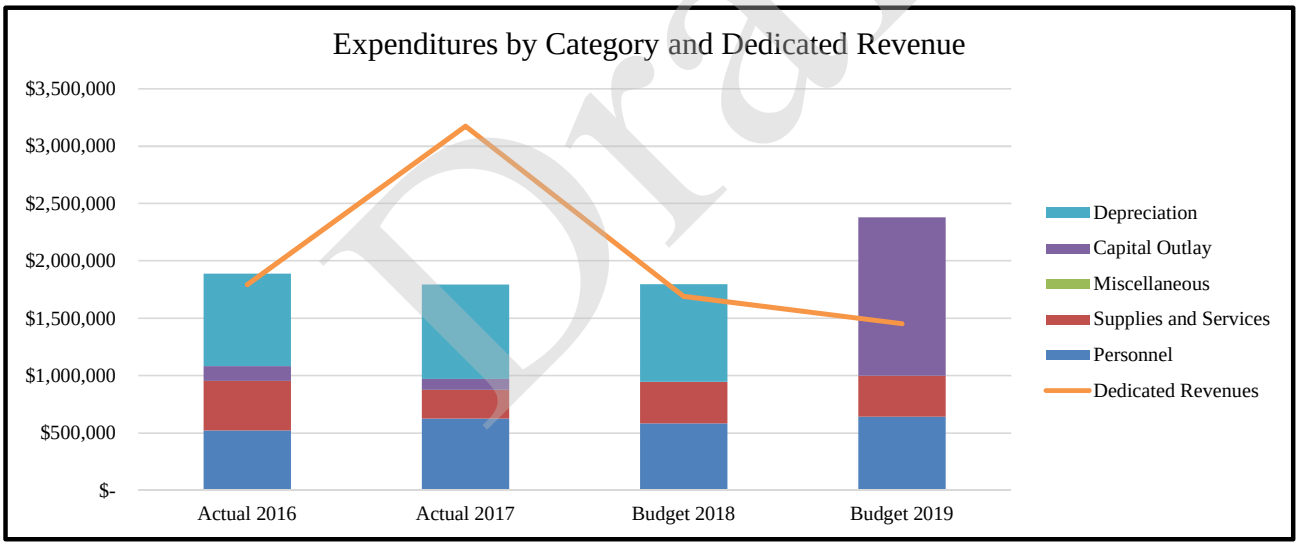
Fund: **Surface Water Fund**

## Description of Services:

The Public Works Department operates and maintains the surface water system for the City of Shakopee which includes 140 miles of storm sewer and 221 ponds. Participate in stormwater and erosion control projects, implement of the City's Surface Water Management Plan and manage the City's MS4 program.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Personnel | $ 524,343 | $ 628,690 | $ 577,700 | $ 586,800 | $ 642,700 |
| Supplies and Services | 432,159 | 250,356 | 341,200 | 359,700 | 359,100 |
| Miscellaneous | 666 | 132 | - | - | - |
| Capital Outlay | 128,062 | 92,449 | 856,600 | - | 1,377,200 |
| Depreciation | 803,609 | 823,470 | - | 851,400 | - |
| Totals | $ 1,888,839 | $ 1,795,097 | $ 1,775,500 | $ 1,797,900 | $ 2,379,000 |
| Dedicated Revenues | $ 1,791,652 | $ 3,173,704 | $ 1,334,560 | $ 1,692,300 | $ 1,452,800 |
| Cash Balances | $ 13,595,766 | $ 12,361,761 | $ 11,260,821 | $ 12,131,161 | $ 9,834,961 |




## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Sweeping Annual Cost | 141,185 | 142,679 | 140,000 | 140,000 |
| Catch Basins Repaired | 16 | 61 | 47 | 50 |
| Ponds Inspected | 58 | 0 | 63 | 45 |
| Number of Ponds (Public & Private) | 207 | 221 | 221 | 230 |
| Acres of Wetlands | 479 | 563 | 570 | 570 |

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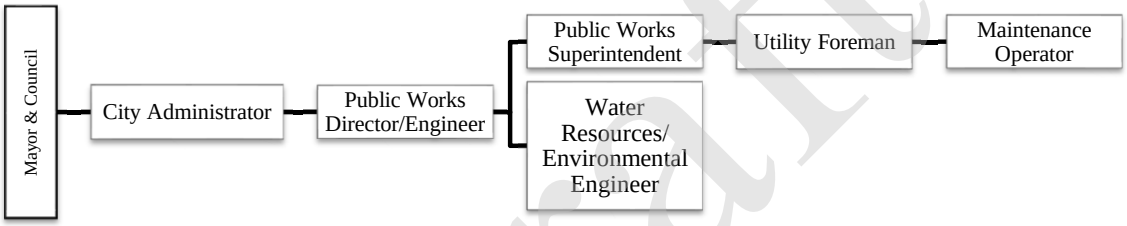
## Budget Impact:

When it rains, water flows downhill and sometimes it floods. Or your pond is green and not as clear and pristine as a lake. Surface water can be challenging to manage, especially with the many unfunded mandates of the Clean Water and Wetland Conservation Acts and the many overlapping jurisdictional authorities from three different watershed districts within the city, Minnesota Board of Water and Soils Resources, Army Corps of Engineers, Minnesota Department of Natural Resources, Minnesota Pollution Control Agency (MPCA), Scott County and the Minnesota Department of Transportation.

The city obtains a permit through the MPCA's National Pollution Discharge and Elimination System to discharge water from the city into downstream water bodies (e.g., the Minnesota River). The permit requires the city to establish a comprehensive storm water management program that includes education and outreach, public participation and involvement, illicit discharge detection and elimination, construction site runoff control, post-construction management, and pollution prevention/good housekeeping.

In 2018, the city is added a full-time position to assist in storm water management. The water resources/environmental engineer will spearhead and manage this sometimes daunting, yet very important work for the city. This position provides internal expertise and is anticipated to be a cost savings for the city, since our Engineering team will have to rely less on outside consultants.

## Organization Chart:

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# 2019 Annual Budget
# Company: 07300- SURFACE WATER FUND

| Object Account | Actual 2016 | Actual 2017 | Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **07300 - SURFACE WATER FUND** | | | | | |
| **REVENUES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 4110 - SPECIAL ASSESSMENT PRINCIPAL | 1,305.59 | 0.00 | 0.00 | 0.00 | (2,500.00) |
| 4112 - SA PENALTIES & INTEREST | 0.00 | (0.53) | 0.00 | 0.00 | 0.00 |
| 4113 - CERTIFIED UNPAID FEES- STORM | (248.92) | (278.06) | 0.00 | (1,300.00) | 0.00 |
| **SPECIAL ASSESSMENT** | **1,056.67** | **(278.59)** | **0.00** | **(1,300.00)** | **(2,500.00)** |
| 4461 - STATE AID - CONSTRUCTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4482 - COUNTY GRANTS/AIDS | 0.00 | (889.82) | 0.00 | 0.00 | 0.00 |
| **INTERGOVERNMENTAL** | **0.00** | **(889.82)** | **0.00** | **0.00** | **0.00** |
| 4680 - MISC PUBLIC WORKS | (22,000.00) | (22,000.00) | 0.00 | 0.00 | 0.00 |
| 4745 - STORM CHARGES | (1,202,004.28) | (1,249,927.04) | (1,181,560.00) | (1,203,600.00) | (1,210,300.00) |
| 4746 - TRUNK CHARGE - STORM | (409,271.10) | (550,159.70) | 0.00 | (334,400.00) | (100,000.00) |
| **CHARGES FOR SERVICES** | **(1,633,275.38)** | **(1,822,086.74)** | **(1,181,560.00)** | **(1,538,000.00)** | **(1,310,300.00)** |
| 4833 - INTEREST | (212,313.89) | (184,558.20) | (153,000.00) | (153,000.00) | (140,000.00) |
| 4834 - CHANGE IN FAIR MARKET VALUE | 44,913.51 | 41,408.86 | 0.00 | 0.00 | 0.00 |
| 4678 - PUBLIC WORKS RENTAL | 0.00 | (300.00) | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS** | **(167,400.38)** | **(143,449.34)** | **(153,000.00)** | **(153,000.00)** | **(140,000.00)** |
| 4971 - CAPITAL CONTRIBUTIONS | 7,967.00 | (1,207,000.00) | 0.00 | 0.00 | 0.00 |
| **CAPITAL CONTRIBUTIONS** | **7,967.00** | **(1,207,000.00)** | **0.00** | **0.00** | **0.00** |
| **REVENUES** | **(1,791,652.09)** | **(3,173,704.49)** | **(1,334,560.00)** | **(1,692,300.00)** | **(1,452,800.00)** |
| **EXPENDITURES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6002 - WAGES | 358,432.59 | 346,427.38 | 409,300.00 | 421,100.00 | 462,100.00 |
| 6005 - OVERTIME-FT | 2,055.53 | 586.07 | 3,000.00 | 3,000.00 | 3,000.00 |
| 6015 - WAGES - PART TIME/TEMP | 16,032.78 | 28,393.09 | 38,600.00 | 36,500.00 | 40,300.00 |
| 6017 - OVERTIME-PART TIME/TEMP | 0.00 | 56.78 | 0.00 | 100.00 | 0.00 |
| **WAGES** | **376,520.90** | **375,463.32** | **450,900.00** | **460,700.00** | **505,400.00** |
| 6122 - PERA | 27,036.10 | 26,006.27 | 30,900.00 | 31,800.00 | 34,900.00 |
| 6124 - FICA | 26,988.10 | 26,830.37 | 34,500.00 | 35,200.00 | 38,700.00 |
| 6135 - HEALTH | 38,380.84 | 41,765.40 | 36,900.00 | 34,800.00 | 37,600.00 |
| 6139 - POST EMPLOYMENT HEALTH PLAN | 2,259.56 | 2,118.40 | 1,600.00 | 1,500.00 | 1,700.00 |
| 6140 - LIFE/LTD | 1,049.09 | 1,008.05 | 800.00 | 700.00 | 900.00 |
| 6145 - DENTAL | 2,591.40 | 2,451.13 | 1,900.00 | 1,800.00 | 2,000.00 |
| 6170 - WORKERS COMPENSATION | 22,978.09 | 18,131.44 | 15,400.00 | 15,600.00 | 16,200.00 |
| 6180 - COMPENSATED ABSENCES | 4,077.19 | 3,009.32 | 4,800.00 | 4,700.00 | 5,300.00 |
| 6185 - OPEB | 5,346.00 | 5,049.00 | 0.00 | 0.00 | 0.00 |
| 6186 - PENSION EXPENSE | 17,116.00 | 126,857.00 | 0.00 | 0.00 | 0.00 |
| **BENEFITS** | **147,822.37** | **253,226.38** | **126,800.00** | **126,100.00** | **137,300.00** |
| **WAGES & BENEFITS** | **524,343.27** | **628,689.70** | **577,700.00** | **586,800.00** | **642,700.00** |
| 6202 - OPERATING SUPPLIES | 33,169.51 | 21,321.46 | 46,000.00 | 46,000.00 | 46,000.00 |
| 6210 - OFFICE SUPPLIES | 3,086.73 | 21.00 | 3,500.00 | 2,000.00 | 3,500.00 |
| 6212 - UNIFORMS/CLOTHING | 6,175.33 | 4,886.38 | 9,000.00 | 4,000.00 | 6,500.00 |
| 6213 - FOOD | 140.80 | 134.86 | 300.00 | 300.00 | 300.00 |
| 6215 - MATERIALS | 51,081.08 | 12,175.93 | 34,000.00 | 21,000.00 | 21,000.00 |
| 6222 - MOTOR FUELS & LUBRICANTS | 12,572.11 | 16,392.71 | 13,500.00 | 15,500.00 | 15,500.00 |
| 6240 - EQUIPMENT MAINT SUPPLIES | 31,734.88 | 26,465.78 | 33,000.00 | 30,500.00 | 30,500.00 |
| 6245 - UTILITY MAINT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6310 - ATTORNEY | 2,067.50 | 2,427.50 | 5,000.00 | 5,000.00 | 5,000.00 |
| 6312 - ENGINEERING/DESIGN CONSULTANT | 117,604.63 | 69,659.50 | 88,500.00 | 88,500.00 | 40,000.00 |
| 6314 - COMPUTER SERVICES | 1,022.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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# 2019 Annual Budget
# Company: 07300- SURFACE WATER FUND

| Object Account | Actual 2016 | Actual 2017 | Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| 6316 - EQUIPMENT MAINTENANCE | 30,454.64 | 3,235.34 | 0.00 | 15,000.00 | 15,000.00 |
| 6318 - FILING FEES | 0.00 | 400.00 | 0.00 | 0.00 | 0.00 |
| 6327 - OTHER PROF SERVICES | 80,938.04 | 38,320.77 | 41,500.00 | 66,500.00 | 106,700.00 |
| 6332 - POSTAGE | 10.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6334 - TELEPHONE | 687.14 | 809.65 | 15,000.00 | 3,000.00 | 2,000.00 |
| 6336 - PRINTING/PUBLISHING | 935.77 | 597.21 | 1,000.00 | 1,000.00 | 1,000.00 |
| 6338 - ADVERTISING | 0.00 | 385.58 | 0.00 | 0.00 | 0.00 |
| 6339 - COMPUTER ACCESS | 770.22 | 910.26 | 1,000.00 | 1,000.00 | 1,700.00 |
| 6351 - INSURANCE PREMIUM (IS FUND) | 12,360.00 | 13,720.00 | 14,300.00 | 13,800.00 | 13,400.00 |
| 6352 - LIABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6362 - ELECTRIC | 650.16 | 722.47 | 0.00 | 1,000.00 | 1,000.00 |
| 6364 - WATER | 0.00 | (287.00) | 0.00 | 0.00 | 0.00 |
| 6367 - REFUSE | 1,265.90 | 7,112.59 | 0.00 | 10,000.00 | 11,500.00 |
| 6410 - SOFTWARE - ANNUAL FEES | 2,888.80 | 3,550.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 6415 - SOFTWARE-ANNUAL FEES (IS FUND) | 6,600.00 | 6,900.00 | 7,200.00 | 7,200.00 | 7,600.00 |
| 6420 - EQUIPMENT RENT | 1,649.00 | 714.12 | 1,500.00 | 1,500.00 | 4,000.00 |
| 6430 - BUILDING RENT (IS FUND) | 31,929.96 | 17,799.96 | 19,000.00 | 19,000.00 | 19,000.00 |
| 6435 - OTHER RENT | 0.00 | 50.68 | 0.00 | 0.00 | 0.00 |
| 6472 - CONFERENCE/SCHOOL/TRAINING | 2,089.60 | 1,550.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 6475 - TRAVEL/SUBSISTENCE | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 |
| 6480 - DUES | 193.75 | 160.00 | 300.00 | 300.00 | 300.00 |
| 6490 - SUBSCRIPTIONS/PUBLICATIONS | 81.12 | 219.54 | 100.00 | 100.00 | 100.00 |
| **SUPPLIES AND SERVICES** | **432,158.87** | **250,356.29** | **341,200.00** | **359,700.00** | **359,100.00** |
| 6502 - DEPRECIATION EXPENSE | 803,608.55 | 823,469.88 | 0.00 | 851,400.00 | 0.00 |
| **DEPRECIATION** | **803,608.55** | **823,469.88** | **0.00** | **851,400.00** | **0.00** |
| 6620 - PROPERTY TAX/SPECIAL ASSESS | 666.00 | 132.00 | 0.00 | 0.00 | 0.00 |
| **MISCELLANEOUS EXPENSE** | **666.00** | **132.00** | **0.00** | **0.00** | **0.00** |
| 6740 - EQUIPMENT | 7,295.00 | 4,302.40 | 0.00 | 0.00 | 327,200.00 |
| 6760 - IMPROVEMENTS | 120,767.11 | 88,146.56 | 856,600.00 | 0.00 | 1,050,000.00 |
| 6765 - IMPROVEMENTS/INFRASTRUCTURE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **CAPITAL OUTLAY** | **128,062.11** | **92,448.96** | **856,600.00** | **0.00** | **1,377,200.00** |
| **DEBT SERVICE** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **EXPENDITURES** | **1,888,838.80** | **1,795,096.83** | **1,775,500.00** | **1,797,900.00** | **2,379,000.00** |
| **OTHER FINANCING:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| TRANSFERS IN | 0.00 | (2,224,520.17) | 0.00 | 0.00 | 0.00 |
| TRANSERS OUT | 625,000.00 | 263,917.06 | 660,000.00 | 125,000.00 | 1,370,000.00 |
| GAIN/LOSS ON DISPOSAL OF ASSET | (1,911.24) | (6,217.31) | 0.00 | 0.00 | 0.00 |
| **OTHER FINANCING** | **623,088.76** | **(1,966,820.42)** | **660,000.00** | **125,000.00** | **1,370,000.00** |
| **Total 07300 - SURFACE WATER FUND** | **720,275.47** | **(3,345,428.08)** | **1,100,940.00** | **230,600.00** | **2,296,200.00** |

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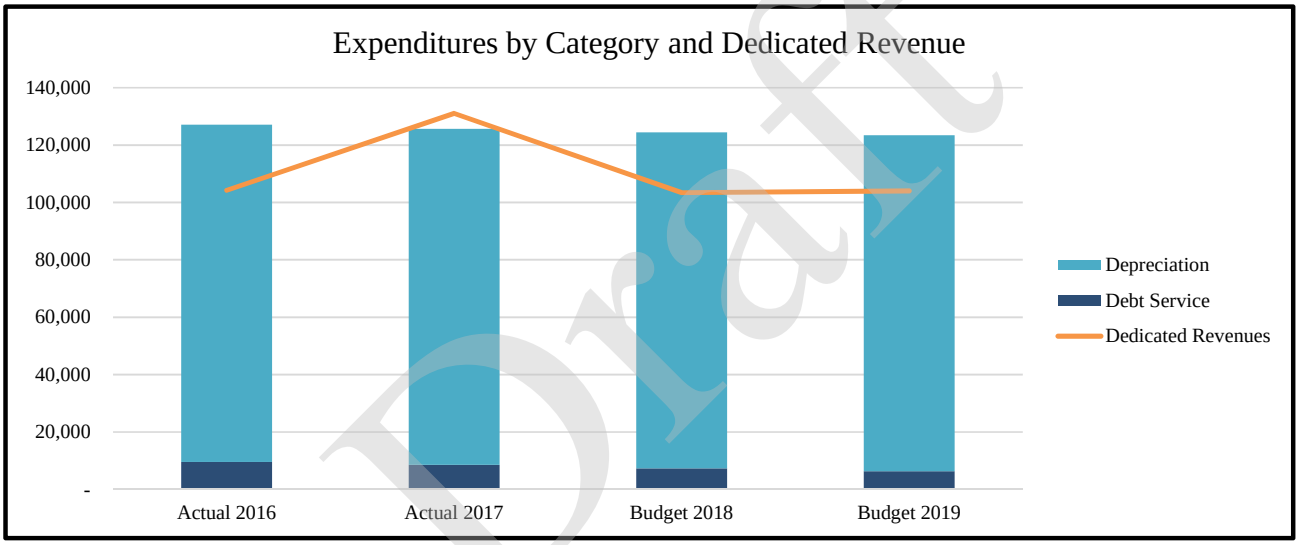
Fund: **Refuse Fund**

## Description of Services:

The City provides refuse and recycling carts to Shakopee residents. The cart ownership is the responsibility of the hauler. The hauler must manage the inventory, delivery and maintain the refuse and recycling carts.

## Budget:

| Expenditures by Category | Actual 2016 | Actual 2017 | Original Budget 2018 | Revised Budget 2018 | Budget 2019 |
|---|---|---|---|---|---|
| Debt Service | 9,603 | 8,536 | 7,400 | 7,400 | 6,400 |
| Depreciation | 117,431 | 117,111 | 117,000 | 117,000 | 117,000 |
| Totals | $ 127,034 | $ 125,647 | $ 124,400 | $ 124,400 | $ 123,400 |
| Dedicated Revenues | $ 104,206 | $ 130,993 | $ 113,400 | $ 103,400 | $ 104,000 |

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## Key Measures:

| | Actual 2016 | Actual 2017 | Projected 2018 | Projected 2019 |
|---|---|---|---|---|
| Number of Garbage Carts Owned | 26,705 | 26,705 | 26,705 | 26,705 |
| Number of Garbage Carts Used | 22,521 | 22,327 | 22,553 | TBD |

## Budget Impact:

The City will continue receiving cart fee revenue under the current contract with Republic Services Inc. This revenue helps to pay down of the interfund loan with the Sewer Fund.

# 2019 Annual Budget
# Company: 07400- REFUSE FUND

| Object Account | Actual 2016 | Actual 2017 | Budget 2018 | Revised Budget 2018 | Requested Budget 2019 |
|---|---|---|---|---|---|
| **07400 - REFUSE FUND** | | | | | |
| **REVENUES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 4751 - REFUSE CHARGES | (105,309.40) | (104,725.55) | (105,000.00) | (105,000.00) | (105,000.00) |
| **CHARGES FOR SERVICES** | **(105,309.40)** | **(104,725.55)** | **(105,000.00)** | **(105,000.00)** | **(105,000.00)** |
| 4833 - INTEREST | 1,295.63 | 991.14 | 1,600.00 | 1,600.00 | 1,000.00 |
| 4834 - CHANGE IN FAIR MARKET VALUE | (192.65) | (231.68) | 0.00 | 0.00 | 0.00 |
| 4850 - MISCELLANEOUS | 0.00 | (27,026.99) | (10,000.00) | 0.00 | 0.00 |
| **MISCELLANEOUS** | **1,102.98** | **(26,267.53)** | **(8,400.00)** | **1,600.00** | **1,000.00** |
| **REVENUES** | **(104,206.42)** | **(130,993.08)** | **(113,400.00)** | **(103,400.00)** | **(104,000.00)** |
| **EXPENDITURES:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **SUPPLIES AND SERVICES** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| 6502 - DEPRECIATION EXPENSE | 117,431.42 | 117,110.57 | 117,000.00 | 117,000.00 | 117,000.00 |
| **DEPRECIATION** | **117,431.42** | **117,110.57** | **117,000.00** | **117,000.00** | **117,000.00** |
| 6890 - DEBT SERVICE - OTHER CHARGES | 9,603.30 | 8,536.27 | 7,400.00 | 7,400.00 | 6,400.00 |
| **DEBT SERVICE** | **9,603.30** | **8,536.27** | **7,400.00** | **7,400.00** | **6,400.00** |
| **EXPENDITURES** | **127,034.72** | **125,646.84** | **124,400.00** | **124,400.00** | **123,400.00** |
| **Total 07400 - REFUSE FUND** | **22,828.30** | **(5,346.24)** | **11,000.00** | **21,000.00** | **19,400.00** |

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## INTERNAL SERVICE FUNDS

The Internal Service Funds are used to account for the financing of major mobile equipment, major buildings (Governmental and Park/Recreation), park assets, Information Technology items and insurance.

- Equipment
- Park and Recreation Asset
- Information Technology
- Government Building Asset
- Self-Insurance

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**2019 Annual Budget**
**Internal Service Funds Budget Summary**

| | Equipment | Park & Recreation Asset | Information Technology | Governmental Building Asset | Governmental Self Insurance | Total |
|---|---|---|---|---|---|---|
| **Sources** | | | | | | |
| Charges for Services | $ 1,062,700 | $ 865,400 | $ 420,900 | $ 651,100 | $ 918,100 | $ 3,918,200 |
| Cost Sharing | - | 330,000 | - | - | - | 330,000 |
| Grants | - | 300,000 | - | - | - | 300,000 |
| Interest | 36,000 | 25,000 | 6,000 | 25,000 | 12,000 | 104,000 |
| Sale of Assets | 15,000 | - | - | - | - | 15,000 |
| Donations | - | 20,000 | - | - | - | 20,000 |
| Miscellaneous | - | - | - | - | 56,700 | 56,700 |
| Total Revenue | 1,113,700 | 1,540,400 | 426,900 | 676,100 | 986,800 | 4,743,900 |
| **Uses** | | | | | | |
| Insurance Payments | - | - | - | - | 825,000 | 825,000 |
| IT Supplies/services | - | - | 165,000 | - | - | 165,000 |
| Capital Expenditures | 823,900 | 995,000 | 270,000 | 144,000 | - | 2,232,900 |
| Total Expenditures | 823,900 | 995,000 | 435,000 | 144,000 | 825,000 | 3,222,900 |
| **Interfund Loan** | - | - | - | (129,300) | - | (129,300) |
| **Transfers** | - | - | - | (420,000) | - | (420,000) |
| **Excess (deficiency) of Sources over Uses** | $ 289,800 | $ 545,400 | $ (8,100) | $ (17,200) | $ 161,800 | $ 1,101,000 |

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SHAKOPEE Fund: Equipment Internal Service Fund

## Description of Services:

This fund finances the multi-year Equipment Plan. Financing to purchase equipment is provided by "rent" payments from the operating departments at rates established annually by the Finance Department as part of the budget process. Equipment for the Sewer and Storm Drainage enterprise funds is not included. The Equipment Fund shall "own" and acquire larger pieces of equipment including but not limited to cars, trucks, graders, loaders, tractors and larger mowers or items generally costing $20,000 or more.

## Key Measures:

| | Actual 2016 | Actual 2017 | Budgeted 2018 | Budgeted 2019 |
|---|---|---|---|---|
| Cost of vehicles added/replaced | $1,681,675 | $1,649,785 | $1,661,850 | $823,900 |
| # Vehicles added/replaced | 14 | 16 | 11 | 11 |
| Vehicles and Equipment in Service | 167 | 323 | 325 | 325 |

## Establishment:

The Equipment Fund was established by Resolution #4077 in 1994.

## Budget Impact:

With nearly 400 pieces of equipment and vehicles, it is important to have a well-planned vehicle replacement program. For the larger, more expensive vehicles (e.g., cars, trucks, police squads, fire engines, etc.), the city charges city departments rent for the replacement of the vehicles. Yes, the city charges the city. The home department/division for the vehicle contributes a rent amount to the Equipment Internal Service Fund to ensure adequate funds are in place for the purchase of the vehicle at time of replacement.

Unlike most consumers who wish they had saved in advance, this is what the city does to avoid borrowing money. Prudent planning with a smart strategic replacement plan ensures vehicles are replaced at the right time. The Finance and Public Works Departments work closely with the city's vehicle users to ensure we meet all the city's vehicle needs.

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**2019 Annual Budget**
**Equipment Internal Service Fund**

| | 2016 Actual | 2017 Actual | 2018 Original Budget | 2018 Final Budget | 2019 Proposed Budget |
|---|---|---|---|---|---|
| **Sources** | | | | | |
| Miscellaneous | | | | | |
| Rentals | $ 612,868 | $ 787,800 | $ 889,100 | $ 889,100 | $ 1,062,700 |
| Sale of Assets | 133,994 | 17,649 | 15,000 | 15,000 | 15,000 |
| Interest | 51,192 | 51,473 | 42,000 | 42,000 | 36,000 |
| Miscellaneous | - | 605 | - | - | - |
| Total Revenue | 798,054 | 857,527 | 946,100 | 946,100 | 1,113,700 |
| **Uses** | | | | | |
| Police | 328,204 | 181,401 | 100,000 | 100,000 | 120,000 |
| Fire | 134,207 | 544,687 | 1,250,000 | 1,250,000 | 50,000 |
| Facilities | 49,948 | 5,475 | - | - | - |
| Street Maintenance | 308,318 | 388,446 | 49,500 | 49,500 | 584,600 |
| Park Maintenance | 266,317 | 315,019 | 227,350 | 227,300 | 69,300 |
| Recreation | 101,136 | 132,631 | 35,000 | 35,000 | - |
| Total Expenditures | 1,188,130 | 1,567,659 | 1,661,850 | 1,661,800 | 823,900 |
| **Excess (deficiency) of Sources over Uses** | (390,076) | (710,132) | (715,750) | (715,700) | 289,800 |
| **Net** | $ (390,076) | $ (710,132) | $ (715,750) | $ (715,700) | $ 289,800 |
| Cash Balance December 31 | $ 4,510,751 | $ 3,800,619 | $ 3,084,869 | $ 3,084,919 | $ 3,374,719 |

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SHAKOPEE Fund: Park and Recreation Asset Internal Service Fund

## Description of Services:

This fund finances the replacement of park assets. Financing to accomplish this is provided by "rental" payments from the park maintenance division at rates established annually by the Finance Department as part of the budget process.

## Key Measures:

| | Actual 2016 | Actual 2017 | Budgeted 2018 | Budgeted 2019 |
|---|---|---|---|---|
| # Park Projects | 10 | 9 | 13 | 7 |

## Establishment:

The Fund was established in 2007.

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**2019 Annual Budget**
**Park and Recreation Asset Internal Service Fund**

| | 2016 Actual | 2017 Actual | 2018 Original Budget | 2018 Final Budget | 2019 Proposed Budget |
|---|---|---|---|---|---|
| **Sources** | | | | | |
| Miscellaneous | | | | | |
| Rentals | $ 386,397 | $ 657,600 | $ 781,200 | $ 781,200 | $ 865,400 |
| Cost Sharing | - | - | 50,000 | - | 330,000 |
| Grants | - | - | 300,000 | - | 300,000 |
| Donations | 366,622 | 60,174 | 10,000 | 5,000 | 20,000 |
| Miscellaneous | - | - | - | 24,400 | - |
| Interest | 24,890 | 18,742 | 25,000 | 25,000 | 25,000 |
| Total Revenue | 777,909 | 736,516 | 1,166,200 | 835,600 | 1,540,400 |
| **Uses** | | | | | |
| Capital | | | | | |
| Arena Scoreboard | - | - | - | - | - |
| Backstops | - | - | - | - | - |
| Benches | - | - | 20,000 | 20,000 | - |
| Bleachers | - | - | 15,000 | 15,000 | - |
| CC Back Parking Lot | - | - | 55,000 | - | - |
| Community Center Basketball Hoop Replacement | - | 46,344 | - | - | - |
| Community Center Building Waterproofing | 68,840 | - | - | - | - |
| Community Center Men Showers/Tile | - | - | 80,000 | - | - |
| Community Center Parking Lot | - | 54,363 | - | - | - |
| Community Center Piping/Paint | - | - | - | - | 50,000 |
| Courts | - | - | 30,000 | 30,000 | 30,000 |
| Fence Replacement | - | - | 15,000 | 15,000 | 15,000 |
| Gazebo Levy Drive | - | 21,164 | - | - | - |
| Lions Park Bathroom | - | - | 80,000 | 80,000 | - |
| Lions Park Fun For All Playground | 383,579 | 9,373 | - | - | - |
| Lions Park Rink and Lights | - | - | 270,000 | - | - |
| Lions Park Warming House | 53,873 | 16,730 | 10,000 | - | - |
| Memorial Park Bridge/Interpretive Trail Signs | 34,994 | 15,968 | 660,000 | 15,000 | 800,000 |
| Playground Equipment- Emerald Lane | 35,812 | 30,306 | - | - | - |
| Playground Equipment- Hiawatha | 63,518 | 38,844 | - | - | - |
| Riverview Fence | - | - | 25,000 | 25,000 | - |
| Scenic Heights Park Building | 1,617 | - | - | - | - |
| Scenic Heights Rink | - | - | 30,000 | 30,000 | - |
| Schleper Painting | - | 78,402 | - | - | - |
| Softball/Baseball Concession Stand Upgrade | 19,145 | - | - | - | - |
| Skate Park | 214,754 | 29,285 | - | - | - |
| Stans Park Playground | 80,477 | - | - | - | - |
| Sand Venture- Main Pool Pump | - | - | - | - | 20,000 |
| SV- Small Drop Slide | - | - | - | - | 15,000 |
| Tahpah Field Improvements | 52,531 | - | - | - | - |
| Tahpah Lighting | 2,280 | - | - | - | - |
| Trail Overlay/Reconstruction | 65,297 | - | 60,000 | 60,000 | 65,000 |
| Youth Building Interior Chinking | - | - | 50,000 | 50,000 | - |
| Total Expenditures | 1,076,717 | 340,779 | 1,400,000 | 340,000 | 995,000 |
| **Excess (deficiency) of Sources over Uses** | (298,808) | 395,737 | (233,800) | 495,600 | 545,400 |
| Transfer In | 30,222 | - | - | - | - |
| **Net** | $ (268,586) | $ 395,737 | $ (233,800) | $ 495,600 | $ 545,400 |
| Cash Balance December 31 | $ 1,813,152 | $ 2,208,889 | $ 1,975,089 | $ 2,704,489 | $ 3,249,889 |

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SHAKOPEE Fund: Information Technology Internal Service Fund

## Description of Services:

This fund finances the replacement and acquisition of information technology including computers, printers, copiers and network items. Financing to accomplish this is provided by charges to benefitting divisions at rates established annually by the Finance Department as part of the budget process.

## Key Measures:

| | Actual 2016 | Actual 2017 | Budgeted 2018 | Budgeted 2019 |
|---|---|---|---|---|
| Deployed Computers | 152 | 170 | 186 | 200 |

## Establishment:

The fund was established in 2010 by Resolution No. 7001.

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**2019 Annual Budget**
**Information Technology Internal Service Fund**

| | 2016 Actual | 2017 Actual | 2018 Original Budget | 2018 Final Budget | 2019 Proposed Budget |
|---|---|---|---|---|---|
| **Sources** | | | | | |
| Rentals | $ 365,200 | $ 381,800 | $ 400,900 | $ 400,900 | $ 420,900 |
| Federal Grants | - | - | - | - | - |
| Interest | 6,894 | 7,208 | 6,000 | 6,000 | 6,000 |
| Miscellanous | - | - | - | | |
| Total Revenue | 372,094 | 389,008 | 406,900 | 406,900 | 426,900 |
| **Uses** | | | | | |
| Supplies | 66,181 | 25,180 | - | - | - |
| Services | 27,392 | 28,233 | - | - | - |
| Software | 224,015 | 141,367 | - | - | - |
| Capital | 17,734 | 73,543 | - | - | - |
| Computer Replacement | - | - | 50,000 | 135,000 | 220,000 |
| Data Center UPS Replacement | - | - | 35,000 | 35,000 | - |
| Microsoft Licensing Renewal | - | - | 65,000 | 65,000 | - |
| Printer Reduction & Replacement | - | - | 25,000 | 25,000 | - |
| Yearly Computer Maintenance | - | - | 90,000 | 140,000 | 165,000 |
| IT Infrastructure | - | - | - | - | 50,000 |
| Total Expenditures | 335,322 | 268,323 | 265,000 | 400,000 | 435,000 |
| **Excess (deficiency) of Sources over Uses** | 36,772 | 120,685 | 141,900 | 6,900 | (8,100) |
| **Net** | $ 36,772 | $ 120,685 | $ 141,900 | $ 6,900 | $ (8,100) |
| Cash Balance December 31 | $ 679,861 | $ 704,753 | $ 846,653 | $ 711,653 | $ 703,553 |

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SHAKOPEE Fund: Governmental Building Asset Internal Service Fund

## Description of Services:

This fund finances the future purchase, major reconstruction, and additions to City owned buildings including City Hall, Library, Public Works, Police, and Fire Stations. Financing to accomplish this is provided by "rental" payments from the operating departments at rates established annually by the Finance Department as part of the budget process. The Building Fund shall "own" and acquire these buildings.

## Key Measures:

| | Actual 2016 | Actual 2017 | Budgeted 2018 | Budgeted 2019 |
|---|---|---|---|---|
| # Projects | 2 | 1 | 7 | 3 |

## Establishment:

Council established the Building Fund in 1998. The scope of the fund was expanded in 2000 to include major repairs defined as those without which the building would be unusable for its intended purpose. It was further expanded in 2008 to include energy savings or green initiatives such as lighting upgrades, boiler modifications, etc.

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**2019 Annual Budget**
**Governmental Building Asset Internal Service Fund**

| | 2016 Actual | 2017 Actual | 2018 Original Budget | 2018 Final Budget | 2019 Proposed Budget |
|---|---|---|---|---|---|
| **Sources** | | | | | |
| Rentals | $ 533,450 | $ 559,214 | $ 579,400 | $ 579,400 | $ 651,100 |
| Interest | 69,685 | 48,929 | 25,000 | 25,000 | 25,000 |
| Miscellaneous | 501 | - | - | - | - |
| Intergovernmental | - | - | - | - | - |
| Gain (loss) on asset disposal | - | - | - | - | - |
| Total Revenue | 603,636 | 608,143 | 604,400 | 604,400 | 676,100 |
| **Uses** | | | | | |
| Capital Construction | | | | | |
| Police Station Carpeting | 80,305 | - | - | - | - |
| Police Station Roof | - | - | 20,000 | - | - |
| Library Roof Maintenance | - | - | - | - | 20,000 |
| Engineering Building Roof | - | 10,204 | - | - | - |
| Engineering Bldg Sign Shop Floor | - | - | 6,000 | 6,000 | - |
| PW - Interior LED Lighting | - | - | 20,000 | - | - |
| PW - Interior Workspace Improv | - | - | - | - | 100,000 |
| Public Works Storage Shed | 6,013 | - | - | - | - |
| Fire Station 1 Parking Lot | - | 130,321 | - | - | - |
| Fire Station 1 Boilers | - | - | 130,000 | - | - |
| Fire Station 1 AC | - | - | 100,000 | 100,000 | - |
| Fire Station 1 Vierling East Roof | 6,600 | - | - | - | - |
| Fire Station 1 Window Replacment | - | - | - | 160,100 | - |
| Fire Station 1&2 Generator Enclosures | | - | - | - | 24,000 |
| City Hall/PD Landscaping & Security | | - | 50,000 | 50,000 | - |
| Total Expenditures | 92,918 | 140,525 | 326,000 | 316,100 | 144,000 |
| **Excess (deficiency) of Sources over Uses** | 510,718 | 467,618 | 278,400 | 288,300 | 532,100 |
| Interfund Loan* | 947,344 | 726,565 | - | (130,600) | (129,300) |
| Transfer Out City Hall Construction | (2,040,000) | (2,721,000) | (170,000) | (120,000) | (120,000) |
| Transfer Out Debt Service | (346,680) | (340,000) | (340,000) | (300,000) | (300,000) |
| **Net** | $ (928,618) | $ (1,866,817) | $ (231,600) | $ (262,300) | $ (17,200) |
| Cash Balance December 31 | $ 3,865,428 | $ 1,998,611 | $ 1,767,011 | $ 1,736,311 | $ 1,719,111 |

* Interfund loan payback from EDA became a funding source of the City Hall construction. The payments received on the interfund loan are transferred to the City Hall Fund as received. Payments Storm Drainage interfund loand are still recognized in the Building Fund.

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SHAKOPEE Fund: Self Insurance Internal Service Fund

## Description of Services:

This fund pays the costs related to the City's workers' compensation and property/casualty insurance policies through charges received from city departments and divisions. Coverage is maintained through the League of Minnesota Cities Insurance Trust (LMCIT).

## Key Measures:

| | Actual 2016 | Actual 2017 | Budgeted 2018 | Budgeted 2019 |
|---|---|---|---|---|
| Workers Compensation: | | | | |
| Deductible | $500 | $10,000 | $25,000 | $25,000 |
| Amount Paid | $7,183 | $22,192 | $23,000 | NA |
| Experience Modification (less than 1.0 is good) | 1.05* | 0.70 | 0.81 | NA |
| General Liability: | | | | |
| Deductible | $50,000 | $50,000 | $50,000 | $50,000 |
| Amount Paid | $10,620 | $19,650 | $5,000 | NA |
| Liability Rating (less than 1.0 is good) | 0.799* | 0.878 | 0.961 | NA |

* City of Shakopee and Shakopee Public Utility Commission were in a combined pool for insurance.

## Establishment:

The Self Insurance Fund was created in 2016 as a result of savings realized from increasing deductible premiums for the property/casualty policy. General liability moved to the self insurance fund at the 7/1/16 renewal. Workers Compensation moved to the self insurance fund at the 1/1/17 renewal. In addition, a 2016 transfer of $75,000 from the General Fund surplus created an inital balance suitable for covering annual deductible claims expenses. The goal of the fund is to establish an appropriate fund balance with the ultimate goal of moving towards a self insurance program, thus realizing the benefit of reduced premiums.

## Budget Impact:

The workers comp mod factor relates to the frequency and severity of an employer's workers compensation claims over a three-year period, and it is used to calculate the premium. A mod factor of 1.00 is considered average for an employer's particular industry; the lower the mod factor, the better.

The liability rating is calculated using a formula that looks at the city's expected liability claim losses compared to the actual losses. Data is used over a three-year period, and it is used to calculate the premium. A liability rating of 1.00 means the city's actual losses equal the expected losses for a city of similar size and expenditures.

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**2019 Annual Budget**
**Self Insurance Internal Service Fund**

| | 2016 Actual | 2017 Actual | 2018 Original Budget | 2018 Final Budget | 2019 Proposed Budget |
|---|---|---|---|---|---|
| **Sources** | | | | | |
| Charges for Services | $ 466,950 | $ 844,509 | $ 840,000 | $ 840,000 | $ 918,100 |
| Reimbursement | - | - | 6,000 | 6,700 | 6,700 |
| Interest | 180 | 2,526 | 6,000 | 10,000 | 12,000 |
| Insurance Dividends | 145,757 | 61,923 | 50,000 | 50,000 | 50,000 |
| Gain (Loss) on Sale of Assets | - | 8,436 | - | - | - |
| Total Revenue | 612,887 | 917,394 | 902,000 | 906,700 | 986,800 |
| **Uses** | | | | | |
| Capital | | | | | |
| Liability Insurance | 134,014 | 612,607 | 685,000 | 707,600 | 775,000 |
| Claims | 5,621 | 41,842 | 40,000 | 40,000 | 50,000 |
| Total Expenditures | 139,635 | 654,449 | 725,000 | 747,600 | 825,000 |
| **Excess (deficiency) of Sources over Uses** | 473,252 | 262,945 | 177,000 | 159,100 | 161,800 |
| Transfer In | 75,000 | 600,000 | - | - | - |
| **Net** | $ 548,252 | $ 862,945 | $ 177,000 | $ 159,100 | $ 161,800 |
| Cash Balance December 31 | $ 362,790 | $ 1,411,197 | $ 1,588,197 | $ 1,570,297 | $ 1,732,097 |

Draft