



# ***2019 Adopted Budget***

*For the Fiscal Year Beginning January 1, 2019  
City of Lakeville, Minnesota*

**CITY OF LAKEVILLE, MINNESOTA**  
 2019 Adopted Budget  
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**CITY OF LAKEVILLE, MINNESTOA**  
**OPERATING AND CAPITAL IMPROVEMENT PLAN BUDGET**  
**FISCAL YEAR 2019**

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**Elected Officials**

|                |                         |
|----------------|-------------------------|
| Mayor          | Douglas P. Anderson     |
| Council Member | Bart Davis              |
| Council Member | Luke Hellier            |
| Council Member | Colleen Ratzlaff LaBeau |
| Council Member | Brian Wheeler           |

**Appointed Officials**

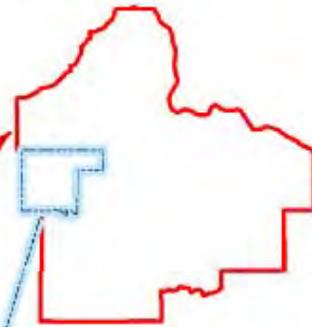
|                                             |                   |
|---------------------------------------------|-------------------|
| City Administrator                          | Justin Miller     |
| Finance Director/Treasurer                  | Jerilyn Erickson  |
| City Clerk                                  | Charlene Friedges |
| Police Chief                                | Jeffrey Long      |
| Fire Chief                                  | Michael Meyer     |
| Interim Public Works Director               | Neil Normandin    |
| Parks and Recreation Director               | John Hennen       |
| Planning Director                           | Daryl Morey       |
| Community and Economic Development Director | David Olson       |
| City Engineer                               | Zach Johnson      |
| Liquor Director                             | Brenda Visnovec   |
| Human Resources Manager                     | Tammy Schutta     |

# **Introduction**

# State of Minnesota



# Dakota County



# City of Lakeville



# CITY OF LAKEVILLE, MINNESOTA

## Community Profile

### Community Description

The City of Lakeville is a suburban community located approximately 20 minutes south of the Minneapolis–Saint Paul metropolitan area within Dakota County. The City has a land area of 38 square miles and serves a community with a population of 61,993 residents based on a recent estimate by the Metropolitan Council. The population of 61,993 is 6,039 or 10.8 percent over the 2010 Federal Census of 55,954.

### History

Back in 1853, Captain William B. Dodd directed construction of a road connecting the military forts in St. Paul and the southern forts in St. Peter and Mankato. That road was later named Dodd Road. In 1855, 250 acres were platted at the halfway point along that route by J.J. Brackett, who used the road to transport travelers and suppliers. This midway point, near beautiful Prairie Lake, was called Lakeville. A settlement was soon established and a post office was constructed to serve the community.

Conveniently located, Lakeville soon grew to include a general store, two hotels, a boarding house, a blacksmith shop, a saloon, and a shoemaker shop. In 1858, Lakeville Township was officially formed, encompassing the rural farming areas surrounding the Lakeville settlement. A variety of ethnic groups settled in the area, including immigrants from Ireland, Scotland, England, and the Scandinavian countries.

When the railroad came through in 1869, railroad officials were unable to purchase the land adjacent to the existing settlement. So, the railroad proceeded to buy 20 acres in Lakeville Township, just east of the existing settlement, and named the area Fairfield. It wasn't long before local businesses moved the short distance to Fairfield where the railroad came through. The first Lakeville

settlement site was soon abandoned. In 1878 the Fairfield site established its own government and officially became the Village of Lakeville.

In 1889, the Village Council appropriated \$1,000 for anyone who would start a creamery to serve the community. In 1890 a creamery was started by a group of farmers from the Lakeville area. In 1891 the Village Council again offered a financial incentive to encourage development - \$1,500 for a mill. By 1892, the Claro Mill, located by the railroad tracks and 208th Street, was up and running. By 1900 the village had grown to a population of 373, and voters approved a bond issue to build a new engine house, lock up, and Village Hall. In 1901 the building opened, complete with a bell tower and bell used to summon people to fight fires.

In 1967, Lakeville Township and the Village of Lakeville merged to form the City of Lakeville. Since then, Lakeville has continued to grow into the dynamic suburban community of today, where government, residents, and businesses continue to work together. Founded by hard-working pioneers, Lakeville government today still maintains a commitment to well-planned growth and development designed to enhance the community.

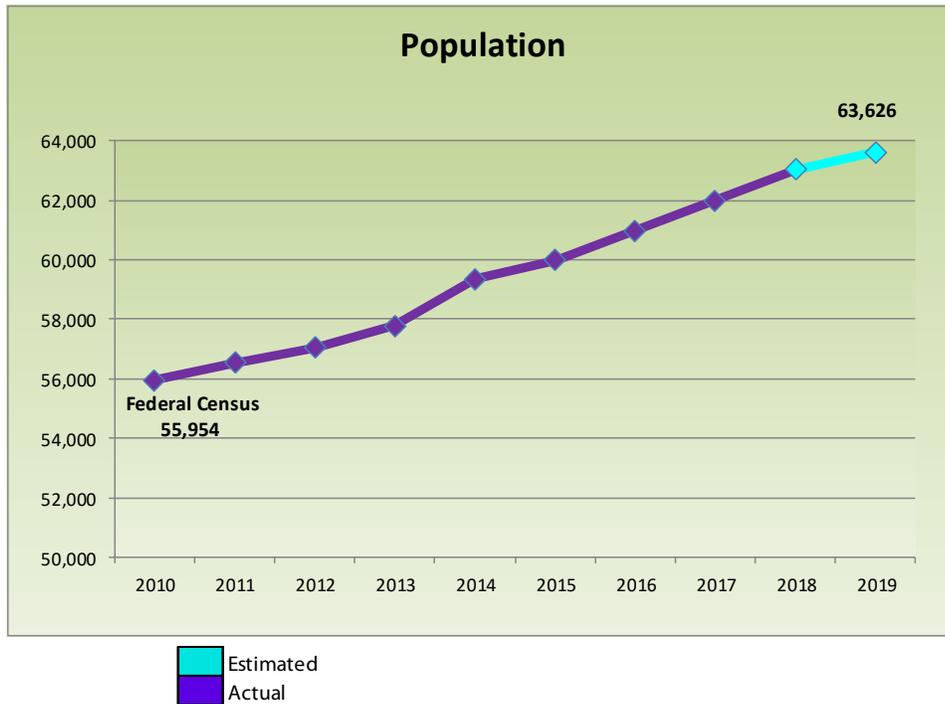
# CITY OF LAKEVILLE, MINNESOTA

## Community Profile

(continued)

### Growth Management

The City has been and is expected to continue to be one of the fastest growing cities in Minnesota.



The Lakeville City Council created a Strategic Growth Management Task Force in 1992. Its goal was to develop strategies regarding the rate, location and types of development that would generate fiscal stability while preserving and enhancing the City's quality of life and services.

The City Council reconvened the Strategic Growth Task Force in 1998 for the purpose of making both short and long-term recommendations or suggestions on strategies relating to how the rate, location and type of residential and commercial/industrial growth can generate fiscal stability and preserve or enhance the quality of services, while minimizing any adverse impacts on City systems and taxpayers.

In December 2010, the City Council approved the 2011-2013 Strategic Plan for Economic Development. The Plan served as a guide for the work of the Economic Development Commission (EDC) and Economic Development Departmental staff to achieve Lakeville's economic development objectives.

The 2014-2016 Strategic Plan for Economic Development, the eighth plan prepared by the EDC since 1995, was approved by the City Council in November 2013. Six Strategic priorities were identified. Based on their priorities, key outcome indicators and strategic initiatives were developed. The 2017-2019 plan was approved by the City Council in March, 2017.

# CITY OF LAKEVILLE, MINNESOTA

## Community Profile

(continued)



The Envision Lakeville report presents a set of community values and a list of strategic priorities for guiding the implementation of the key initiatives outlined in the report over the next 25 years.



**Vision Statement:** *“We envision a thriving, multi-generational community where families, friends and neighbors connect, live, learn, work and play. Great schools; a diverse local economy; exceptional parks, trails, and recreational opportunities; vibrant social and cultural institutions; safe neighborhoods; and responsive and cost-effective public services – together create a place we are proud to call home.”*

### **Community Values:**

- ✓ Diversified Economic Development
- ✓ Good Value for Public Services
- ✓ Safety Throughout the Community
- ✓ Design That Connects the Community
- ✓ High Quality Education
- ✓ A Home for All Ages and Stages of Life
- ✓ A Sense of Community and Belonging
- ✓ Access to a Multitude of Natural Amenities and Recreational Opportunities

### **Strategic Priorities**

- Increase economic sustainability
- Support a high quality education
- Provide services that add value
- Develop a community of choice
- Cultivate a sense of community

**CITY OF LAKEVILLE, MINNESOTA**

Community Profile

*(continued)*

City of Lakeville 2008 actual land use composition and 2030 projection is as follows<sup>1</sup>:

| <u>Land Use</u>                 | <b>2008</b>   | <b>2030</b>       |
|---------------------------------|---------------|-------------------|
|                                 | <u>Actual</u> | <u>Projection</u> |
| • Single family residential     | 20.8%         | 27.6%             |
| • Townhomes, condominiums       | 2.2%          | 10.2%             |
| • Rural agriculture/residential | 36.6%         | 12.0%             |
| • Commercial/industrial         | 7.0%          | 13.2%             |
| • Parks and open space          | 15.0%         | 16.0%             |
| • Public right-of-ways          | 13.4%         | 13.4%             |
| • Public and semi-public        | 3.9%          | 3.8%              |
| • Multifamily residential       | 0.1%          | 3.0%              |
| • Manufactured housing          | 1.0%          | 0.8%              |

City of Lakeville demographic and economic statistics with select unemployment rate comparisons to Dakota County, State of Minnesota, and the United States for the last ten years are as follows:

| <u>Labor Force Unemployment Rate<sup>3</sup></u> |                               |                          |             |                      |             |                       |
|--------------------------------------------------|-------------------------------|--------------------------|-------------|----------------------|-------------|-----------------------|
| <u>Year</u>                                      | <u>Population<sup>2</sup></u> | <u>City of Lakeville</u> |             | <u>Dakota County</u> |             | <u>State of Minn.</u> |
|                                                  |                               | <u>Labor Force</u>       | <u>Rate</u> | <u>Labor Force</u>   | <u>Rate</u> | <u>Rate</u>           |
| 2008                                             | 54,328                        | 30,471                   | 5.6%        | 229,716              | 6.1%        | 6.8%                  |
| 2009                                             | 55,772                        | 30,727                   | 6.4%        | 231,391              | 6.9%        | 7.4%                  |
| 2010                                             | 55,954                        | 30,782                   | 6.0%        | 230,247              | 6.6%        | 6.9%                  |
| 2011                                             | 56,534                        | 31,237                   | 4.8%        | 232,257              | 5.2%        | 5.7%                  |
| 2012                                             | 57,048                        | 31,221                   | 4.5%        | 231,902              | 4.9%        | 5.4%                  |
| 2013                                             | 57,789                        | 32,879                   | 3.6%        | 230,160              | 4.0%        | 4.6%                  |
| 2014                                             | 59,361                        | 33,493                   | 2.9%        | 231,538              | 3.2%        | 3.6%                  |
| 2015                                             | 59,991                        | 33,876                   | 2.7%        | 234,299              | 3.1%        | 3.7%                  |
| 2016                                             | 60,965                        | 33,793                   | 3.0%        | 232,091              | 3.4%        | 4.1%                  |
| 2017                                             | 61,993                        | 34,911                   | 2.5%        | 239,356              | 2.7%        | 3.3%                  |

Source:

<sup>1</sup> City of Lakeville 2010 Comprehensive Plan.

<sup>2</sup> Metropolitan Council as of April 1st of each year, (except for year 2010 Federal Census).

<sup>3</sup> U.S. Department of Commerce Bureau of Economic Analysis as of December 31, 2017.

\*Not seasonally adjusted, information is not available.

# CITY OF LAKEVILLE, MINNESOTA

## Community Profile

(continued)

### Organization

The City's governing body consists of a mayor and four council members, all elected at large. The mayor serves a two-year term of office and council members serve overlapping four-year terms. The present mayor and council members are:

|                         |                | <u>Expiration of Term</u> |
|-------------------------|----------------|---------------------------|
| Douglas P. Anderson     | Mayor          | December 31, 2018         |
| Bart Davis              | Council Member | December 31, 2018         |
| Luke Hellier            | Council Member | December 31, 2020         |
| Colleen Ratzlaff LaBeau | Council Member | December 31, 2018         |
| Brian Wheeler           | Council Member | December 31, 2020         |

The City Administrator is responsible for the daily management of City business and the administration of policy as directed by the Council. Mr. Justin Miller is the City Administrator and has served in this capacity since December 2014. Mr. Miller has 12 years of experience in local government as a city administrator.

### Services

Lakeville provides a full range of services. City functions include general government administration, police and fire protection, street maintenance, engineering, planning and zoning, parks and recreation, and community and economic development services. The City also operates two Enterprise Funds for three off-sale liquor stores and a water, sanitary sewer, street light and environmental resources utility. The three liquor stores are strategically located adjacent to major highways collectively represent the largest municipal liquor operation in Minnesota.

The City's Police Department consists of 59 full-time officers and 25 volunteer police reservists. The Fire Department has four stations and is served by 87 trained volunteers. The City has a fire rating of 3 for insurance purposes. This results in a significant reduction in fire insurance premiums for commercial and industrial buildings and apartments.

Additional City facilities include an Arts Center, Heritage Center, 63 park properties (which include 43 playgrounds), 19 conservation areas and seven greenways, three municipal swimming beaches, 11 outdoor ice rinks which are fully boarded, three indoor ice rinks, approximately 108 miles of paved trails and 76 miles of sidewalks.

The City provides water and sanitary sewer facilities to a majority of its residential areas. The City's present water system includes 19 wells, 3 reservoirs, 6 water storage facilities with a total capacity of 11.85 million gallons and 8 pressure reducing stations. The City's water treatment plant has a production capacity of 26.50 million gallons of water per day. The Metropolitan Council Environmental Service (MCES) is responsible for treatment and disposal of sanitary sewer effluent.

## CITY OF LAKEVILLE, MINNESOTA

### Community Profile

(continued)

### Major employers located in the City of Lakeville

| <u>Employer</u>                  | <u>Number of Employees</u> | <u>Product/Service</u>            |
|----------------------------------|----------------------------|-----------------------------------|
| Independent School District #194 | 1,373                      | Elementary & secondary schools    |
| Hearthside Food Solutions        | 620                        | Food service contractors          |
| Schmitt & Sons                   | 550                        | School & Charter bus service      |
| TreeHouse Private Brands         | 540                        | Food manufacturing                |
| Post Holdings                    | 450                        | Cereal production                 |
| Menasha Corporation              | 406                        | Corrugated & solid fiber box mfg. |
| BTD Manufacturing                | 327                        | Metal manufacturing               |
| Imperial Plastics, Inc           | 260                        | Plastics material & resin mfg.    |
| Super Target                     | 259                        | Retail                            |
| City of Lakeville                | 258                        | City government                   |

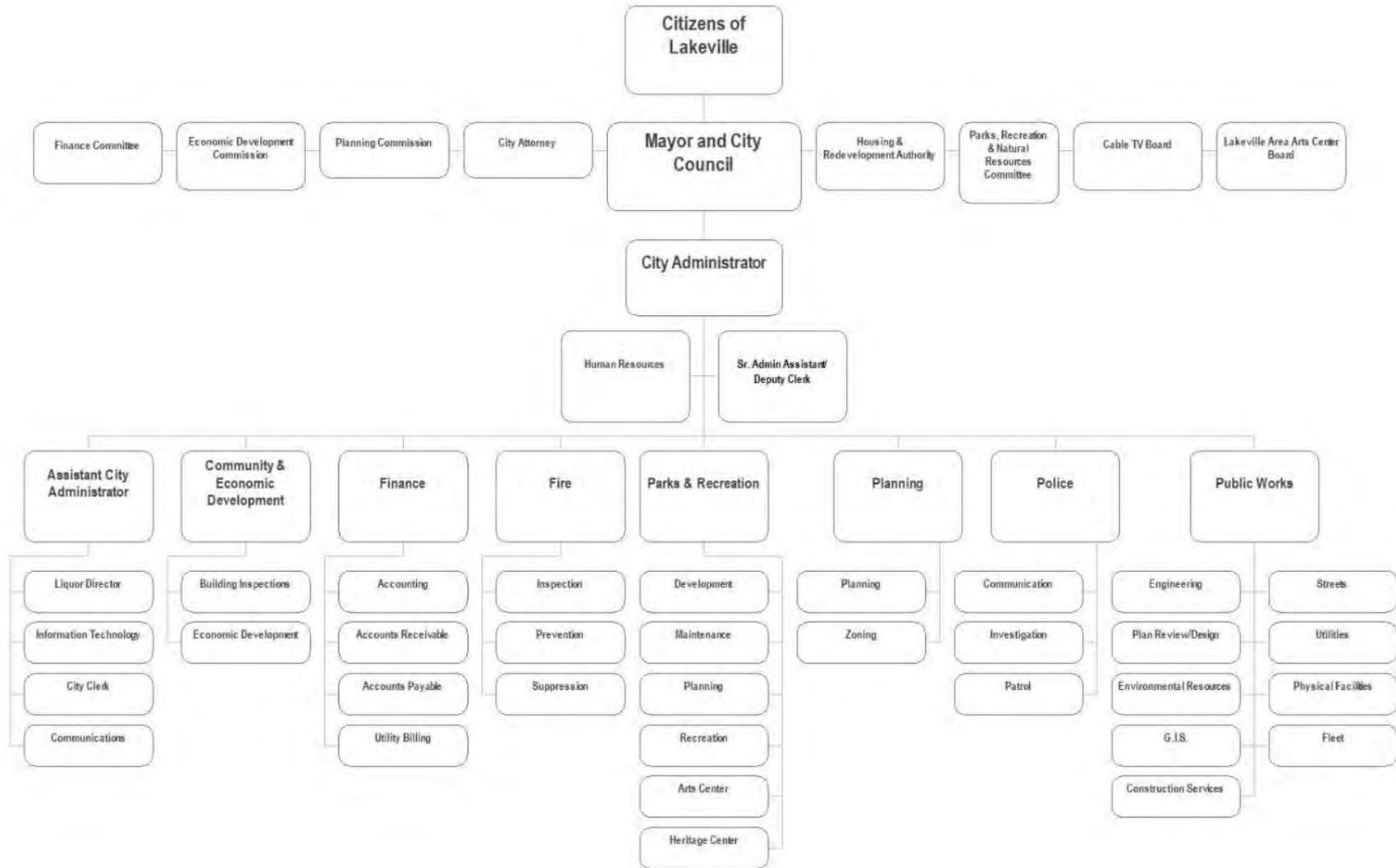
Source: City of Lakeville, Minnesota

### Ten of the Largest Taxpayers in the City of Lakeville

| <u>Taxpayer</u>             | <u>Type of Business</u> | <u>Taxable Net Tax Capacity Value</u> |
|-----------------------------|-------------------------|---------------------------------------|
| Minnegasco, Inc.            | Utility                 | \$ 424,836                            |
| Southfork Apartments LLC    | Apartments              | 419,687                               |
| Dakota Electric Association | Utility                 | 378,216                               |
| Lakeville 2004, LLC         | Commercial              | 316,194                               |
| Inland Argonne Village LLC  | Retail                  | 310,276                               |
| Heritage Commons, LLC       | Retail                  | 283,674                               |
| Fulford Group, LLC          | Agriculture             | 283,244                               |
| Hy-Vee Inc.                 | Commercial              | 280,504                               |
| Walker Highview Hills, LLC  | Apartments              | 261,781                               |
| Target Corporation          | Retail                  | 255,408                               |

Source: Dakota County Auditor and Treasurer's Office 2017/2018 Taxable Net Tax Capacity

**CITY OF LAKEVILLE, MINNESOTA**  
 Organizational Structure  
 December 31, 2018



## DESCRIPTION OF CITY FUNDS AND ACCOUNTING STRUCTURE

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City's fiscal year is the calendar year.

### **Governmental Fund Types**

Budgets are appropriated for the following governmental funds through which functions of the City are financed:

#### **General Fund**

The general fund is the operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

#### **Special Revenue Funds**

The special revenue funds are used to account for the proceeds of specific revenue sources that are designated or legally restricted to expenditures for specified purposes. Special revenue funds utilized by the City include the following:

- Communications
- Economic development

#### **Debt Service Funds**

The debt service funds are used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest and related costs not funded by proprietary fund type operations. Debt service funds utilized by the City include the following:

- General Obligation (G.O.)
- G.O. improvement
- Tax increment
- State-aid Street
- Water revenue
- Arena revenue
- HRA lease revenue

#### **Capital Projects Funds**

The capital projects funds are used to account for financial resources to be used for the acquisition of equipment, construction of major capital facilities and infrastructure, or other long-term projects. The City prepares a 5-year capital improvement plan and adopts the first year of the plan. Once the budget is adopted, the individual capital appropriations do not lapse. In budgeting capital projects funds, the City assumes that all budgeted amounts will be spent on the indicated projects within the fiscal year or shortly thereafter.

## DESCRIPTION OF CITY FUNDS AND ACCOUNTING STRUCTURE

### **Governmental Fund Types** *(continued)*

#### **Capital Projects Funds** *(continued)*

As such, appropriations for uncompleted capital projects are not available for re-appropriation in subsequent years. Capital projects funds utilized by the City include the following:

- Municipal state aid
- Pavement management
- Improvement construction
- Storm water infrastructure
- Water
- Sanitary sewer
- Park dedication
- Park improvement
- Trail improvement
- Tax increment
- Tax abatement
- Building
- Equipment

### **Proprietary Fund Types**

Budgets are appropriated for the following proprietary funds through which functions of the City's proprietary activities are funded primarily through retail sales and user charges.

#### **Enterprise Funds**

The enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are to be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

#### **Internal Service Fund**

The internal service funds are used to account for the financing of goods or services provided by one City department to other City departments. The City utilizes the municipal reserves fund as an internal service fund.

## DESCRIPTION OF CITY FUNDS AND ACCOUNTING STRUCTURE

### MAJOR FUNDS

Major funds are classified according to generally accepted accounting principles as those funds having any one of their total assets, liabilities, revenues or expenditures/expenses equal to or greater than 10% of either total of governmental fund types or proprietary fund types and 5% of the aggregated total for both governmental funds and enterprise funds.

| <u>Fund</u>                | <u>Major Funds</u> |             | <u>Non-Major Funds</u> |             |
|----------------------------|--------------------|-------------|------------------------|-------------|
|                            | Governmental       | Proprietary | Governmental           | Proprietary |
| General                    | X                  |             |                        |             |
| Special Revenue            |                    |             |                        |             |
| Communication              |                    |             | X                      |             |
| Economic Development       |                    |             | X                      |             |
| Debt Service               |                    |             |                        |             |
| General Obligation         | X                  |             |                        |             |
| G.O. Improvement           | X                  |             |                        |             |
| Tax Increment              |                    |             | X                      |             |
| State-Aid Street           |                    |             | X                      |             |
| Water Revenue              |                    |             | X                      |             |
| Arena Revenue              |                    |             | X                      |             |
| HRA Lease Revenue          |                    |             | X                      |             |
| Capital Projects           |                    |             |                        |             |
| Municipal State Aid Street |                    |             | X                      |             |
| Pavement Management        |                    |             | X                      |             |
| Improvement Construction   | X                  |             |                        |             |
| Storm Water Infrastructure |                    |             | X                      |             |
| Water                      |                    |             | X                      |             |
| Sanitary Sewer             |                    |             | X                      |             |
| Park Dedication            |                    |             | X                      |             |
| Park Improvement           |                    |             | X                      |             |
| Trail Improvement          |                    |             | X                      |             |
| Tax Increment              |                    |             | X                      |             |
| Tax Abatement              |                    |             | X                      |             |
| Building                   | X                  |             |                        |             |
| Equipment                  |                    |             | X                      |             |
| Enterprise                 |                    |             |                        |             |
| Liquor                     |                    | X           |                        |             |
| Utility                    |                    | X           |                        |             |
| Internal Service           |                    |             |                        |             |
| Municipal Reserves         |                    |             |                        | X           |

# CITY OF LAKEVILLE, MINNESOTA

Relationships Between Departments and Funds

December 31, 2018

| Funds                          | General Government Admin. | Community and Economic Development | Finance | Police | Fire | Public Works | Parks and Recreation | Off-Sale Liquor |
|--------------------------------|---------------------------|------------------------------------|---------|--------|------|--------------|----------------------|-----------------|
| <b>General Fund</b>            | X                         | X                                  | X       | X      | X    | X            | X                    |                 |
| <b>Special Revenue Funds:</b>  |                           |                                    |         |        |      |              |                      |                 |
| Communications                 | X                         |                                    |         |        |      |              |                      |                 |
| Economic Development           |                           | X                                  |         |        |      |              |                      |                 |
| <b>Debt Service Funds:</b>     |                           |                                    |         |        |      |              |                      |                 |
|                                |                           |                                    | X       |        |      |              |                      |                 |
| <b>Capital Projects Funds:</b> |                           |                                    |         |        |      |              |                      |                 |
| Municipal State-aid            |                           |                                    |         |        |      | X            |                      |                 |
| Pavement Mgmt.                 |                           |                                    |         |        |      | X            |                      |                 |
| Improvement Const.             |                           |                                    |         |        |      | X            |                      |                 |
| Storm Water Infrastructure     |                           |                                    |         |        |      | X            |                      |                 |
| Water                          |                           |                                    |         |        |      | X            |                      |                 |
| Sanitary Sewer                 |                           |                                    |         |        |      | X            |                      |                 |
| Park Dedication                |                           |                                    |         |        |      |              | X                    |                 |
| Trail Improvement              |                           |                                    |         |        |      |              | X                    |                 |
| Tax Increment                  |                           | X                                  | X       |        |      |              |                      |                 |
| Tax Abatement                  |                           | X                                  |         |        |      |              |                      |                 |
| Building                       | X                         |                                    | X       | X      | X    | X            | X                    |                 |
| Equipment                      |                           |                                    |         | X      | X    | X            | X                    |                 |
| <b>Enterprise Funds:</b>       |                           |                                    |         |        |      |              |                      |                 |
| Liquor                         |                           |                                    |         |        |      |              |                      | X               |
| Utility                        |                           |                                    |         |        |      | X            |                      |                 |
| <b>Internal Service Fund:</b>  |                           |                                    |         |        |      |              |                      |                 |
| Municipal Reserves             |                           |                                    | X       |        |      |              |                      |                 |

## FINANCIAL AND BUDGET POLICIES

These policies provide guidelines for the fiscal administration of the City. The budget for the City of Lakeville serves as a comprehensive, rational guide for financial and programmatic decision-making and operations management throughout each fiscal year. The budget is intended to be not only a financial plan but also a performance plan linked to the strategic goals established by the City Council and outlined in the Strategic Budget Goals and Initiatives.

### **Accounting, Auditing and Financial Reporting**

The financial reporting and budgeting systems of the City are organized on a fund basis. A fund is a fiscal and accounting entity with a self-balancing set of accounts. Funds are the control structures that ensure that public monies are spent only for those purposes authorized and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular government function.

- An independent audit will be performed annually.
- The City will produce comprehensive annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP).
- The City will endeavor to maintain the GFOA Certificate of Excellence in Financial Reporting.

### **Budgetary Basis of Accounting**

*Governmental fund budgets* are on a modified accrual basis of accounting consistent with generally accepted accounting principles. Under the modified accrual basis, revenues are recognized when they are susceptible to accrual (i.e., when they become measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Under the modified accrual basis, expenditures are generally recognized when the liability is incurred, except for principal and interest on general long-term debt, which is recognized when due. *Governmental fund budgets* include the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds.

*Proprietary fund budgets* are on an accrual basis of accounting consistent with generally accepted accounting principles except for loans, loan payments, capital expenses, and depreciation, which are budgeted on a cash basis. The focus of accrual accounting is primarily upon the determination of net income and the maintenance of capital. Therefore, included within these funds are all assets and liabilities associated with the fund’s operations. Revenues are recognized when earned and expenses are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt or payment of cash may take place in another accounting period. Expenses are recognized in the accounting period in which the liability is incurred, which also includes depreciation. For budgetary control purposes, the City also appropriates capital acquisitions for the proprietary funds. *Proprietary fund budgets* include the Enterprise Liquor Fund, Utility Fund and the Internal Service Municipal Reserves Fund.

A budget is not adopted for the City’s *Fiduciary Agency Fund*.

## FINANCIAL AND BUDGET POLICIES

*(continued)*

The City's audited financial statement uses the modified accrual basis of accounting for all governmental funds (at the fund level), and uses the accrual basis of accounting for all proprietary funds.

### **Budget Development**

The City's operating budget policy sets forth guidance with respect to balanced operating budgets, with an overriding goal of achieving structural balance over a longer-term period, while recognizing that in certain periods, revenues and expenditures may not be equal. A balanced budget for the General Fund is defined as revenues and other sources equal to or exceeding operating expenditures and other uses. The budget will provide for adequate maintenance of capital facilities and equipment and for their orderly replacement.

The adopted budget will take into consideration the coordinated development of the capital improvement plan with the development of the operating budget. Operating costs associated with new capital improvements will be projected and included in future operating budget forecasts. The impact on the operating budget from any new programs or activities being proposed should be minimized by providing funding with newly created revenues whenever reasonably possible.

Budget amounts are as originally adopted or as amended by City Council. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is at the total expenditures level for the General Fund and Special Revenue Funds. The City Administrator has authorization to expend funds in excess of the appropriation for individual line items.

Balanced budgets for the proprietary enterprise funds are defined as providing sufficient revenues to support the operations of those funds, without subsidy from the General Fund or property taxes. Charges from the proprietary internal service funds shall be sufficient to support such activities. In addition to operating expenses, enterprise funds shall be budgeted to provide for replacement costs of property, plant, and equipment, if appropriate, when establishing rates and charges for services.

The operating budget will describe the major goals to be achieved and the services and programs to be delivered for the level of funding provided. Where possible the City will integrate performance measurement and productivity indicators with the budget.

Budgeted expenditure appropriations lapse at year-end. Supplementary appropriations can be carried forward to the following year if approved by the City Council.

### **Budget Amendment Process**

Budgets that require amending for reasons of a routine nature or special circumstances are amended by the passage of a resolution approved by the City Council. Amendments of a routine nature are typically approved in December of the current fiscal year while amendments due to special circumstances or unexpected events such as emergencies are authorized at the earliest possible City Council meeting date.

## FINANCIAL AND BUDGET POLICIES

*(continued)*

### **Revenue Policies**

Revenue policy elements include:

- The City will project its annual revenues realistically, yet conservatively for budget purposes.
- The City will endeavor to maintain a diversified and stable revenue system to shelter it from annual fluctuations in any one revenue source. All existing and potential revenue sources will be reexamined annually.
- New sources of non-property-tax revenue should be actively explored at all times.
- Where appropriate and not contrary to accepted public policy or statutes, emphasis will be directed toward full cost recovery through user fees. User fees and cost allocation formulas will be updated periodically (annually if needed).
- Ongoing, the City will review the full cost of activities supported by user fees to identify the impact of inflation and other factors. The fees along with the resulting net property tax costs will be reviewed with the City Council during the budget process. Sensitivity to market rates will also be considered in setting fees.
- Intergovernmental grant requests are subject to fiscal review before the application is submitted. This review is to ensure that the grants do not create an obligation for unfunded expenditures by the City relating to the grant's purpose and to provide an overall budgetary review of grant proposals.

### **Investments**

- Investments will be in conformance with the City of Lakeville's Investment Policy. All investments will address safety, liquidity, and yield. All cash balances during the year are invested in securities permitted by State Statute and the Investment Policy.
- It is the City's policy to invest all available monies at competitive interest rates, coordinated with projections of the City's operating and program cash flow needs. Interest earned from investment of available funds will be distributed to the funds annually based on each fund's average monthly cash balance for the year.

### **Capital Improvement Budgets**

- Capital outlay expenditures result in the acquisition of fixed capital assets that have a useful life of greater than one year. They are tangible in nature in that the physical substance does not materially change its form through use.
- The City will adopt a five-year capital improvement plan and update it annually.
- The City will coordinate development of the capital improvement plan with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- The City will project its equipment replacement and maintenance needs for the next five years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and included in the operating budget. In addition,

## FINANCIAL AND BUDGET POLICIES

*(continued)*

the City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

- The City staff will identify the estimated costs and potential funding sources, including the consideration of joint ventures with other cities, for each capital project proposal before it is submitted to the City Council for approval.
- The process will include an evaluation of effective financing for each project.
- Budget balances appropriated in Capital Projects Funds are designated for specific projects and are carried forward as available for expenditure until the project is complete or the balance is transferred to other eligible projects.

### **Debt**

The City's debt policy provides guidance to ensure that long-term debt is utilized appropriately and in a fiscally prudent manner. Elements of the policy include:

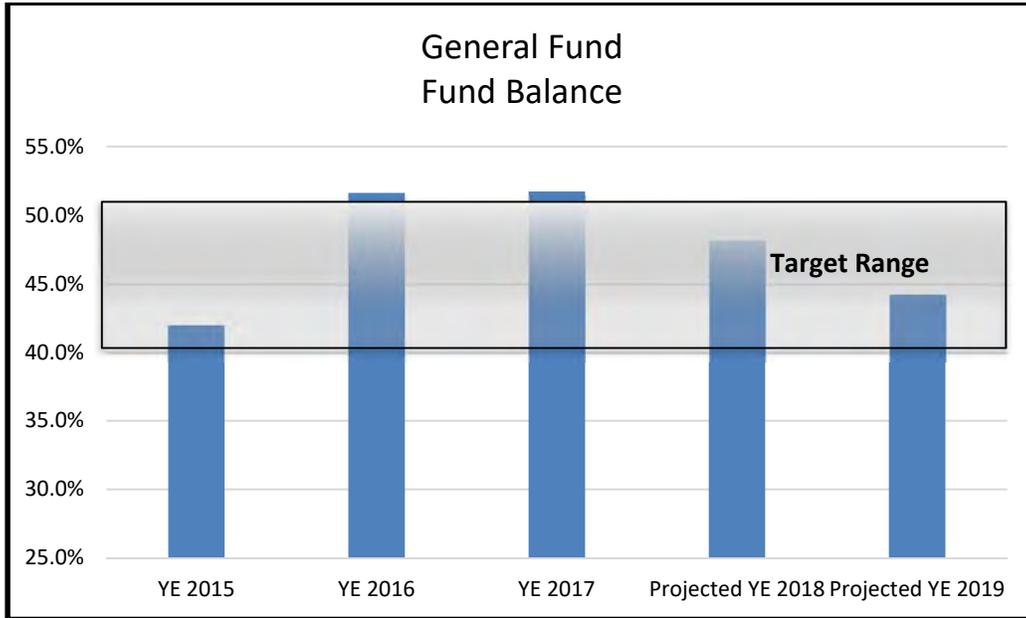
- Limiting long-term borrowing to capital improvements or other long-term projects which cannot, and appropriately should not, be financed from current revenues.
- Final maturity of bonds and notes should not exceed the expected useful life of the underlying project for which it is being issued.
- Where possible, the City will endeavor to pledge special assessments, State-aid or other non-tax revenues to debt service payments.
- Debt will not be used to finance current operations.
- State of Minnesota Statutes limits the legal debt obligations to 3% of the City's taxable market value.

## FINANCIAL AND BUDGET POLICIES

(continued)

### Fund Balance

Fund balance or net assets are terms used to define the difference between a fund's assets and its liabilities. Fund balance is used in governmental fund types and net assets are used in proprietary fund types. The City's General Fund unrestricted fund balance, designated for working capital as of the end of the year, should equal 40% to 50% of the next year's budgeted expenditures.



Fund balance may be used for the following:

- Provide flexibility if State law significantly limits the City's taxing and spending powers. This could include legislation regarding levy limits, property tax freezes, levy referendum requirements, etc.
- Provide flexibility if the State eliminates or reduces State revenue including fire pension aid, police pension aid, aid for streets, or PERA pension aid.
- Provide some protection for future funding needs of the capital improvement plan including possible liquor operations legislation.
- Support the City's bond rating.
- Cover expenses created by natural disaster including flood, fire, or tornadoes and protect against other unforeseen expenditures and any other items.
- Cover a General Fund deficit when actual revenues are less than expenditures and to allow for a reasonable degree of error in budget forecasting.

For budget purposes only the fund balance for the General Fund excludes the nonspendable, restricted and committed fund balance classifications.

The fund balance policy protects the City in the event of temporary revenue shortfalls or unpredicted expenditures and provides time to react to permanent changes in the City's operating environment.

## 2019 BUDGET DEVELOPMENT PROCESS AND CALENDAR

State Statutes, local ordinances, and the City's budget development policy prescribe the process of budget review and adoption for the City of Lakeville. The laws require public input in the budget process, including the publishing of a budget summary in the local media. Public input is also available at the public meetings at which budget information is discussed. The following is a calendar for the 2019 budget process:

### May 2018

- City Administrator directs staff to prepare their budget based on Council goals and objectives.
- Finance Department distributes budget preparation information to all departments.
- The five year Capital Improvement Plan is developed under the guidance and direction of the City Administrator

### June/July 2018

- Proposed budgets are submitted to the City Administrator and Finance Department.
- Budget meetings are held with Department Directors and budget preparers.
- Finance Department reviews budget requests and prepares a proposed budget.
- City Administrator reviews proposed budget and directs revisions based on budget requests and revenue estimates.
- City Council receives a draft of the Capital Improvement Plan and provides comments and direction.

### August 2018

- City Council work session on tax legislation, General Fund budget history, budget requests, debt, property tax levy, and potential tax impacts.
- Staff reviews proposed budget and makes revisions as directed by the City Council.

### September 2018

- City Council approval of preliminary budget and property tax levy on September 17<sup>th</sup>.
- Preliminary property tax levy certified to Dakota County by September 30<sup>th</sup>.

### October 2018

- Planning Commission reviews the Capital Improvement Plan for compliance with the Comprehensive Plan.
- City Council holds public hearing on the proposed Capital Improvement Plan and Adopts Plan.
- City Council work session to review Liquor and Utility Fund budgets.

### November 2018

- City Council work session to review changes to the proposed budget.
- Dakota County sends a notice to taxpayers indicating their property tax and the date of each taxing jurisdiction's budget hearing.

### December 2018

- City Council holds a "Truth in Taxation" public hearing on the final budget and final property tax levy on December 3<sup>rd</sup>.
- After listening to public comment, the City Council closes the public hearing.
- City Council adopts the final budget and final property tax levy on December 3<sup>rd</sup>.
- Final property tax levy certified to Dakota County by December 28<sup>th</sup>.

# PROPERTY TAXES

## Tax Levy

The adopted 2019 tax levy is \$29,948,890 which is a \$1,947,340 (6.95%) increase from the 2018 tax levy. The tax levy increase is primarily the result of debt service (\$1,608,402) and increased costs due to growth in the City for General Fund operations (\$1,264,688). The tax levy for debt service increased as a result of using unspent construction fund bond proceeds to pay debt service payments in 2018.

The adopted 2019 tax levy is as follows:

### Tax Levy - Summary

|                          | <b>2019</b>          |                                 |              |
|--------------------------|----------------------|---------------------------------|--------------|
|                          | <b>Levy</b>          | <b>Increase/<br/>(Decrease)</b> | <b>%</b>     |
| General Fund             | 21,344,070           | 1,264,688                       | 6.30%        |
| Street Reconstruction    | -                    | (50,000)                        | -100.00%     |
| Pavement Management Fund | 1,100,000            | (91,550)                        | -7.68%       |
| Building Fund            | -                    | (400,000)                       | -100.00%     |
| Equipment Fund           | 252,000              | (273,000)                       | -52.00%      |
| Park Improvement Fund    | 175,000              | -                               | 0.00%        |
| Trail Improvement Fund   | -                    | (111,200)                       | -100.00%     |
| Debt Service Funds       | 7,077,820            | 1,608,402                       | 29.41%       |
| <b>Total</b>             | <b>\$ 29,948,890</b> | <b>\$1,947,340</b>              | <b>6.95%</b> |

The tax levy for street reconstruction debt service will be a factor for tax levy increases in 2020 and future years. Benefited property owners are specially assessed for 40% of the typical residential street reconstruction; the remaining 60% of street reconstruction costs is financed with property tax levies. General Obligation Improvement bonds are issued to finance the projects with special assessments and property tax levies pledged to the repayment of the debt.

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for All Appropriated Fund Types  
 Combined Schedule of Revenues, Expenditures, and Changes in Fund Balances and Net Assets  
 For the Year Ending December 31, 2019

|                                              | <b>2017</b>           | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|----------------------------------------------|-----------------------|-----------------------|------------------------|-----------------------|
|                                              | <b><u>Actual</u></b>  | <b><u>Amended</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                              |                       | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                       |                       |                       |                        |                       |
| General property taxes                       | \$ 26,828,843         | \$ 27,977,754         | \$ 27,982,334          | \$ 29,932,247         |
| Tax increment                                | 572,352               | 564,406               | 551,314                | 686,497               |
| Licenses and permits                         | 3,988,190             | 3,075,355             | 3,624,015              | 3,078,338             |
| Intergovernmental                            | 3,944,828             | 4,137,899             | 4,068,896              | 6,742,161             |
| Charges for services                         | 22,960,521            | 21,290,291            | 23,011,071             | 22,321,217            |
| Court fines                                  | 392,514               | 425,000               | 331,000                | 346,000               |
| Special assessments                          | 2,812,587             | 1,727,423             | 1,624,963              | 2,112,355             |
| Investment income                            | 688,959               | 436,368               | 518,391                | 518,051               |
| Donations                                    | 9,479,444             | 1,295,000             | 1,385,681              | 1,197,500             |
| Miscellaneous                                | 1,177,583             | 1,445,414             | 1,363,519              | 1,522,331             |
| Gross profit                                 | <u>3,578,269</u>      | <u>3,696,362</u>      | <u>3,715,383</u>       | <u>3,777,278</u>      |
| Total revenues                               | <u>76,424,090</u>     | <u>66,071,272</u>     | <u>68,176,567</u>      | <u>72,233,975</u>     |
| <b><u>Expenditures and expenses</u></b>      |                       |                       |                        |                       |
| General government                           | 5,835,915             | 7,222,727             | 7,104,062              | 6,931,261             |
| Public safety                                | 12,215,659            | 13,322,405            | 13,106,724             | 13,663,225            |
| Public works                                 | 4,240,756             | 4,896,479             | 4,634,303              | 4,744,244             |
| Parks and recreation                         | 3,767,646             | 3,992,379             | 3,952,111              | 4,178,823             |
| Other (contingency)                          | -                     | (43,090)              | -                      | 79,466                |
| Debt service                                 | 13,641,392            | 11,926,979            | 12,018,863             | 12,424,314            |
| Capital outlay                               | 17,871,849            | 26,256,328            | 23,116,937             | 27,694,230            |
| Operating expenses                           | <u>17,043,688</u>     | <u>19,682,402</u>     | <u>20,698,411</u>      | <u>21,877,677</u>     |
| Total expenditures and expenses              | <u>74,616,905</u>     | <u>87,256,609</u>     | <u>84,631,411</u>      | <u>91,593,240</u>     |
| <b><u>Other financing sources (uses)</u></b> |                       |                       |                        |                       |
| Transfer from other funds                    | 8,400,675             | 5,332,675             | 5,882,254              | 4,390,112             |
| Transfer to other funds                      | (8,400,675)           | (5,332,675)           | (5,882,254)            | (4,390,112)           |
| Disposal of assets                           | (17,728)              | 1,809,351             | 1,565,332              | (20,000)              |
| Issuance of debt                             | 9,732,171             | 11,007,698            | 8,411,683              | 13,108,089            |
| Refunding bonds issued                       | 2,255,000             | -                     | 3,115,000              | -                     |
| Payment on refunded bonds called             | (11,185,000)          | (1,740,000)           | (5,060,000)            | -                     |
| Premium on bonds issued                      | 1,309,907             | -                     | 283,652                | -                     |
| Total other financing sources (uses)         | <u>2,094,350</u>      | <u>11,077,049</u>     | <u>8,315,667</u>       | <u>13,088,089</u>     |
| Net change in fund balance and net position  | 3,901,535             | (10,108,288)          | (8,139,177)            | (6,271,176)           |
| Fund balance and net position, January 1     | <u>213,586,238</u>    | <u>200,424,240</u>    | <u>217,487,773</u>     | <u>209,348,596</u>    |
| Fund balance and net position, December 31   | <u>\$ 217,487,773</u> | <u>\$ 190,315,952</u> | <u>\$ 209,348,596</u>  | <u>\$ 203,077,420</u> |
| Enterprise capital outlay acquisitions       | <u>\$ 404,546</u>     | <u>\$ 256,567</u>     | <u>\$ 130,886</u>      | <u>\$ 199,053</u>     |
| Enterprise bond proceeds                     | <u>\$ 1,665,000</u>   | <u>\$ 1,066,190</u>   | <u>\$ 445,000</u>      | <u>\$ 1,430,000</u>   |
| Enterprise debt principal                    | <u>\$ 190,000</u>     | <u>\$ 380,000</u>     | <u>\$ 380,000</u>      | <u>\$ 480,000</u>     |

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for Appropriated Fund Types  
 Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances and Net Assets  
 For the Year Ending December 31, 2019

|                                             | <b>2019 Adopted Budget</b> |                            |                         |                             |                          |                       |                                            |                       |
|---------------------------------------------|----------------------------|----------------------------|-------------------------|-----------------------------|--------------------------|-----------------------|--------------------------------------------|-----------------------|
|                                             | <b>Governmental Funds</b>  |                            |                         |                             | <b>Proprietary Funds</b> |                       |                                            |                       |
|                                             | <b>General<br/>Fund</b>    | <b>Special<br/>Revenue</b> | <b>Debt<br/>Service</b> | <b>Capital<br/>Projects</b> | <b>Enterprise</b>        |                       | <b>Internal Service<br/>Municipal Res.</b> | <b>Total</b>          |
|                                             |                            |                            |                         | <b>Liquor</b>               | <b>Utility</b>           |                       |                                            |                       |
| <b>Revenues</b>                             |                            |                            |                         |                             |                          |                       |                                            |                       |
| General property taxes                      | \$ 21,327,427              | \$ -                       | \$ 7,077,820            | \$ 1,527,000                | \$ -                     | \$ -                  | \$ -                                       | \$ 29,932,247         |
| Tax increment                               | -                          | -                          | 404,000                 | 282,497                     | -                        | -                     | -                                          | 686,497               |
| Licenses and permits                        | 2,390,498                  | 687,840                    | -                       | -                           | -                        | -                     | -                                          | 3,078,338             |
| Intergovernmental                           | 989,590                    | 516                        | 731,339                 | 4,740,892                   | 3,900                    | 275,924               | -                                          | 6,742,161             |
| Charges for services                        | 2,734,249                  | 57,948                     | 292,100                 | 4,524,213                   | -                        | 14,264,978            | 447,729                                    | 22,321,217            |
| Court fines                                 | 346,000                    | -                          | -                       | -                           | -                        | -                     | -                                          | 346,000               |
| Special assessments                         | -                          | -                          | 1,858,235               | 254,120                     | -                        | -                     | -                                          | 2,112,355             |
| Investment income                           | 120,000                    | 2,237                      | 91,237                  | 216,066                     | 19,110                   | 66,431                | 2,970                                      | 518,051               |
| Donations                                   | -                          | -                          | -                       | 97,500                      | -                        | 1,100,000             | -                                          | 1,197,500             |
| Miscellaneous                               | 47,163                     | -                          | -                       | 1,240,522                   | 2,816                    | 231,830               | -                                          | 1,522,331             |
| Gross profit                                | -                          | -                          | -                       | -                           | 3,777,278                | -                     | -                                          | 3,777,278             |
| Total revenues                              | <u>27,954,927</u>          | <u>748,541</u>             | <u>10,454,731</u>       | <u>12,882,810</u>           | <u>3,803,104</u>         | <u>15,939,163</u>     | <u>450,699</u>                             | <u>72,233,975</u>     |
| <b>Expenditures and expenses</b>            |                            |                            |                         |                             |                          |                       |                                            |                       |
| General government                          | 6,131,151                  | 800,110                    | -                       | -                           | -                        | -                     | -                                          | 6,931,261             |
| Public safety                               | 13,663,225                 | -                          | -                       | -                           | -                        | -                     | -                                          | 13,663,225            |
| Public works                                | 4,744,244                  | -                          | -                       | -                           | -                        | -                     | -                                          | 4,744,244             |
| Parks and recreation                        | 4,178,823                  | -                          | -                       | -                           | -                        | -                     | -                                          | 4,178,823             |
| Other (contingency)                         | 79,466                     | -                          | -                       | -                           | -                        | -                     | -                                          | 79,466                |
| Debt service                                | -                          | -                          | 12,098,800              | -                           | -                        | 325,514               | -                                          | 12,424,314            |
| Capital outlay                              | -                          | 59,500                     | -                       | 27,634,730                  | -                        | -                     | -                                          | 27,694,230            |
| Operating expenses                          | -                          | -                          | -                       | -                           | 2,988,241                | 18,343,187            | 546,249                                    | 21,877,677            |
| Total expenditures and expenses             | <u>28,796,909</u>          | <u>859,610</u>             | <u>12,098,800</u>       | <u>27,634,730</u>           | <u>2,988,241</u>         | <u>18,668,701</u>     | <u>546,249</u>                             | <u>91,593,240</u>     |
| <b>Other financing sources (uses)</b>       |                            |                            |                         |                             |                          |                       |                                            |                       |
| Transfer from other funds                   | 766,482                    | 140,242                    | 1,814,784               | 1,619,914                   | -                        | 48,690                | -                                          | 4,390,112             |
| Transfer to other funds                     | (630,000)                  | (80,866)                   | -                       | (1,193,785)                 | (1,335,968)              | (1,099,493)           | (50,000)                                   | (4,390,112)           |
| Disposal of assets                          | -                          | -                          | -                       | -                           | -                        | (20,000)              | -                                          | (20,000)              |
| Issuance of debt                            | -                          | -                          | -                       | 13,108,089                  | -                        | -                     | -                                          | 13,108,089            |
| Total other financing sources (uses)        | <u>136,482</u>             | <u>59,376</u>              | <u>1,814,784</u>        | <u>13,534,218</u>           | <u>(1,335,968)</u>       | <u>(1,070,803)</u>    | <u>(50,000)</u>                            | <u>13,088,089</u>     |
| Net change in fund balance and net position | (705,500)                  | (51,693)                   | 170,715                 | (1,217,702)                 | (521,105)                | (3,800,341)           | (145,550)                                  | (6,271,176)           |
| Fund balance and net position, January 1    | 14,970,310                 | 516,699                    | 17,246,322              | 32,611,074                  | 5,957,645                | 137,452,644           | 593,902                                    | 209,348,596           |
| Fund balance and net position, December 31  | <u>\$ 14,264,810</u>       | <u>\$ 465,006</u>          | <u>\$ 17,417,037</u>    | <u>\$ 31,393,372</u>        | <u>\$ 5,436,540</u>      | <u>\$ 133,652,303</u> | <u>\$ 448,352</u>                          | <u>\$ 203,077,420</u> |
| Enterprise capital outlay acquisitions      | \$ -                       | \$ -                       | \$ -                    | \$ -                        | \$ 79,785                | \$ 119,268            | \$ -                                       | \$ 199,053            |
| Enterprise bond proceeds                    | \$ -                       | \$ -                       | \$ -                    | \$ -                        | \$ -                     | \$ 1,430,000          | \$ -                                       | \$ 1,430,000          |
| Enterprise debt principal                   | \$ -                       | \$ -                       | \$ -                    | \$ -                        | \$ -                     | \$ 480,000            | \$ -                                       | \$ 480,000            |

For a complete discussion of changes in fund balances and net assets, and percentages, see individual fund type sections.

# **General Fund**

The General Fund accounts for all revenues and expenditures necessary to provide a full range of services, including general government administration, community and economic development, public safety, public works, and parks and recreation.

**CITY OF LAKEVILLE, MINNESOTA**

General Fund  
Fund Balance Discussion

The Fund Balance Policy states *“The City will endeavor to maintain an unrestricted (committed, assigned and unassigned) fund balance in the General Fund of an amount not less than 40% and not greater than 50% of the next year’s budgeted expenditures of the General Fund.”*

The fund balance represents the amount of funds required to operate during the first six months of the year. The City’s most significant revenue sources – taxes and intergovernmental revenue – do not provide appreciable revenues until the second half of the year.

A healthy financial position also allows the City to avoid volatility in tax rates; allows for the adequate consistent funding of services, repairs and unexpected costs; and can be a factor in determining the City’s bond rating and resulting interest costs.

|                                                 |                                  |
|-------------------------------------------------|----------------------------------|
|                                                 | 2019<br>Adopted<br><u>Budget</u> |
| Revenues and other financing sources            | \$ 28,721,409                    |
| Expenditures and other financing uses           | <u>29,426,909</u>                |
| Net increase/(decrease)                         | (705,500)                        |
| Fund balance, January 1                         | <u>14,970,310</u>                |
| Fund balance, December 31                       | <u>\$ 14,264,810</u>             |
| Adj. fund balance, Dec 31(Net of Restricted)    | <u><u>\$ 13,150,435</u></u>      |
| Ratio: Fund balance to next year's expenditures | 44.3%                            |

The preliminary 2019 budget includes the use of reserves for one-time or long-term purchases as follows:

| <b>Use of Fund Balance</b>                  |                          |
|---------------------------------------------|--------------------------|
| Park Improvement Fund                       | \$ 150,000               |
| Equipment Fund                              |                          |
| Equipment replacement                       | 350,000                  |
| Police - Body worn cameras                  | 74,000                   |
| Police - In squad video                     | 56,000                   |
| Park Maintenance-2018 projects carried over | 42,500                   |
| Zoning ordinance updates                    | 33,000                   |
|                                             | <u><u>\$ 705,500</u></u> |

**CITY OF LAKEVILLE, MINNESOTA**  
 General Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                     | 2017               | 2018              | 2018              | 2018              | 2019              | Change from         |                | Change from    |                |           |
|-----------------------------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------|----------------|----------------|-----------|
|                                                     | Actual             | Adopted Budget    | Amended Budget    | Estimate          | Adopted Budget    | 2018 Amended Budget | (Amount)       | (Percent)      | 2018 Estimate  | (Percent) |
| <b>Revenues</b>                                     |                    |                   |                   |                   |                   |                     |                |                |                |           |
| General property taxes                              | \$ 18,967,562      | \$ 20,055,586     | \$ 20,055,586     | \$ 20,060,167     | \$ 21,327,427     | \$ 1,271,841        | 6.3%           | \$ 1,267,260   | 6.3%           |           |
| Licenses and permits                                | 3,306,526          | 2,356,882         | 2,386,882         | 2,939,597         | 2,390,498         | 3,616               | 0.2%           | (549,099)      | -18.7%         |           |
| Intergovernmental                                   | 1,143,174          | 1,005,921         | 1,041,887         | 1,114,566         | 989,590           | (52,297)            | -5.0%          | (124,976)      | -11.2%         |           |
| Charges for services                                | 2,733,938          | 2,926,300         | 3,139,050         | 3,273,049         | 2,734,249         | (404,801)           | -12.9%         | (538,800)      | -16.5%         |           |
| Court fines                                         | 392,514            | 425,000           | 425,000           | 331,000           | 346,000           | (79,000)            | -18.6%         | 15,000         | 4.5%           |           |
| Investment income                                   | 116,686            | 90,071            | 90,071            | 108,000           | 120,000           | 29,929              | 33.2%          | 12,000         | 11.1%          |           |
| Miscellaneous                                       | 75,639             | 47,303            | 57,303            | 68,333            | 47,163            | (10,140)            | -17.7%         | (21,170)       | -31.0%         |           |
| <b>Total revenues</b>                               | <b>26,736,039</b>  | <b>26,907,063</b> | <b>27,195,779</b> | <b>27,894,712</b> | <b>27,954,927</b> | <b>759,148</b>      | <b>2.8%</b>    | <b>60,215</b>  | <b>0.2%</b>    |           |
| <b>Expenditures</b>                                 |                    |                   |                   |                   |                   |                     |                |                |                |           |
| <b>General government</b>                           |                    |                   |                   |                   |                   |                     |                |                |                |           |
| Mayor and council                                   | 97,636             | 107,230           | 107,230           | 99,467            | 113,250           | 6,020               | 5.6%           | 13,783         | 13.9%          |           |
| Committees and commissions                          | 93,156             | 87,600            | 97,600            | 93,718            | 68,218            | (29,382)            | -30.1%         | (25,500)       | -27.2%         |           |
| City administration                                 | 407,945            | 478,570           | 478,570           | 478,413           | 477,506           | (1,064)             | -0.2%          | (907)          | -0.2%          |           |
| City clerk                                          | 136,540            | 201,157           | 215,157           | 208,412           | 148,586           | (66,571)            | -30.9%         | (59,826)       | -28.7%         |           |
| Legal counsel                                       | 77,936             | 80,000            | 80,000            | 78,296            | 81,000            | 1,000               | 1.3%           | 2,704          | 3.5%           |           |
| Planning                                            | 513,016            | 585,768           | 585,768           | 584,833           | 580,515           | (5,253)             | -0.9%          | (4,318)        | -0.7%          |           |
| Community and econ. development                     | 310,486            | 366,222           | 388,122           | 380,724           | 375,237           | (12,885)            | -3.3%          | (5,487)        | -1.4%          |           |
| Inspections                                         | 1,166,972          | 1,225,953         | 1,255,953         | 1,233,038         | 1,273,544         | 17,591              | 1.4%           | 40,506         | 3.3%           |           |
| General government facilities                       | 512,854            | 557,962           | 569,862           | 572,346           | 607,324           | 37,462              | 6.6%           | 34,978         | 6.1%           |           |
| Finance                                             | 738,472            | 781,534           | 781,534           | 780,120           | 804,429           | 22,895              | 2.9%           | 24,309         | 3.1%           |           |
| Information technology                              | 541,210            | 673,236           | 673,236           | 667,261           | 788,545           | 115,309             | 17.1%          | 121,284        | 18.2%          |           |
| Human resources                                     | 460,502            | 511,685           | 523,685           | 527,906           | 527,997           | 4,312               | 0.8%           | 91             | 0.0%           |           |
| Insurance                                           | 285,000            | 285,000           | 425,000           | 425,000           | 285,000           | (140,000)           | -32.9%         | (140,000)      | -32.9%         |           |
| <b>Public safety</b>                                |                    |                   |                   |                   |                   |                     |                |                |                |           |
| Police                                              | 10,398,139         | 11,259,374        | 11,432,212        | 11,225,440        | 11,628,288        | 196,076             | 1.7%           | 402,848        | 3.6%           |           |
| Fire                                                | 1,817,520          | 1,855,127         | 1,890,193         | 1,881,284         | 2,034,937         | 144,744             | 7.7%           | 153,653        | 8.2%           |           |
| <b>Public works</b>                                 |                    |                   |                   |                   |                   |                     |                |                |                |           |
| Engineering                                         | 802,194            | 974,588           | 974,588           | 859,429           | 881,757           | (92,831)            | -9.5%          | 22,328         | 2.6%           |           |
| Construction services                               | 473,480            | 587,152           | 587,152           | 497,083           | 573,870           | (13,282)            | -2.3%          | 76,787         | 15.4%          |           |
| Streets                                             | 2,994,968          | 3,194,298         | 3,363,298         | 3,306,350         | 3,288,617         | (74,681)            | -2.2%          | (17,733)       | -0.5%          |           |
| <b>Parks and recreation</b>                         |                    |                   |                   |                   |                   |                     |                |                |                |           |
| Parks                                               | 2,471,209          | 2,643,982         | 2,643,982         | 2,604,956         | 2,744,963         | 100,981             | 3.8%           | 140,007        | 5.4%           |           |
| Recreation                                          | 653,443            | 700,028           | 709,778           | 709,786           | 745,137           | 35,359              | 5.0%           | 35,351         | 5.0%           |           |
| Heritage center                                     | 114,983            | 129,549           | 129,549           | 128,307           | 138,674           | 9,125               | 7.0%           | 10,367         | 8.1%           |           |
| Arts center                                         | 539,879            | 510,370           | 518,370           | 518,362           | 550,049           | 31,679              | 6.1%           | 31,687         | 6.1%           |           |
| Other                                               | -                  | (43,090)          | (43,090)          | -                 | 79,466            | 122,556             | -284.4%        | 79,466         | 0%             |           |
| <b>Total expenditures</b>                           | <b>25,607,540</b>  | <b>27,753,295</b> | <b>28,387,749</b> | <b>27,860,531</b> | <b>28,796,909</b> | <b>409,160</b>      | <b>1.4%</b>    | <b>936,378</b> | <b>3.4%</b>    |           |
| Excess (deficiency) of revenues over expenditures   | 1,128,499          | (846,232)         | (1,191,970)       | 34,181            | (841,982)         | 349,988             | -29.4%         | (876,163)      | -2563.3%       |           |
| <b>Other financing sources (uses)</b>               |                    |                   |                   |                   |                   |                     |                |                |                |           |
| Transfer from other funds                           | 782,654            | 765,232           | 765,232           | 765,232           | 766,482           | 1,250               | 0.2%           | 1,250          | 0.2%           |           |
| Transfer to other funds                             | (1,858,730)        | (660,864)         | (958,026)         | (958,026)         | (630,000)         | 328,026             | -34.2%         | 328,026        | -34.2%         |           |
| <b>Total other financing sources (uses)</b>         | <b>(1,076,076)</b> | <b>104,368</b>    | <b>(192,794)</b>  | <b>(192,794)</b>  | <b>136,482</b>    | <b>329,276</b>      | <b>-170.8%</b> | <b>329,276</b> | <b>-170.8%</b> |           |
| Net change in fund balance                          | 52,423             | (741,864)         | (1,384,764)       | (158,613)         | (705,500)         | 679,264             | -49.1%         | (546,887)      | 344.8%         |           |
| Fund balance, January 1                             | 15,076,500         | 14,288,353        | 15,128,923        | 15,128,923        | 14,970,310        | (158,613)           | -1.0%          | (158,613)      | -1.0%          |           |
| Committed Fund Balance                              | -                  | -                 | -                 | -                 | -                 | -                   | 0%             | -              | 0%             |           |
| Fund balance, December 31                           | \$ 15,128,923      | \$ 13,546,489     | \$ 13,744,159     | \$ 14,970,310     | \$ 14,264,810     | \$ 520,651          | 3.8%           | (705,500)      | -4.7%          |           |
| <i>Adj Fund Balance, Dec 31 (net of restricted)</i> | \$ 14,214,548      | \$ 12,850,659     | \$ 13,048,329     | \$ 13,855,935     | \$ 13,150,435     |                     |                |                |                |           |
| Ratio: Fund balance to CY expenditures              | 54.8%              | 46.3%             | 46.0%             | 49.7%             | 45.7%             |                     |                |                |                |           |
| Ratio: Fund balance to NY expenditures              | 51.0%              | 44.6%             | 45.3%             | 48.1%             | 44.3%             |                     |                |                |                |           |

**General Fund**  
Schedule of Revenues and Other Financing Sources (Uses)

|                               | <b>2017<br/>Actual</b> | <b>2018<br/>Adopted<br/>Budget</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> | <b>Change from<br/>2018 Amended<br/>Budget</b> |       | <b>Change from<br/>2018<br/>Estimate</b> |        |
|-------------------------------|------------------------|------------------------------------|------------------------------------|--------------------------|------------------------------------|------------------------------------------------|-------|------------------------------------------|--------|
| <u>General property taxes</u> |                        |                                    |                                    |                          |                                    |                                                |       |                                          |        |
| Ad valorem taxes - current    | \$ 15,969,830          | \$ 17,001,286                      | \$ 17,001,286                      | \$ 17,001,286            | \$ 18,162,309                      | \$ 1,161,023                                   |       | 1,161,023                                | 6.8%   |
| Ad valorem taxes - delinquent | 174,173                | 110,000                            | 110,000                            | 110,000                  | 130,000                            | 20,000                                         | 18.2% | 20,000                                   | 18.2%  |
| Fiscal disparities            | 2,727,192              | 2,877,909                          | 2,877,909                          | 2,877,909                | 2,968,727                          | 90,818                                         | 3.2%  | 90,818                                   | 3.2%   |
| Penalties and interest        | 50,287                 | 16,156                             | 16,156                             | 16,156                   | 16,156                             | -                                              | 0.0%  | -                                        | 0.0%   |
| Manufactured home tax         | 43,670                 | 47,825                             | 47,825                             | 47,825                   | 47,825                             | -                                              | 0.0%  | -                                        | 0.0%   |
| Gravel tax                    | 2,410                  | 2,410                              | 2,410                              | 6,991                    | 2,410                              | -                                              | 0.0%  | (4,581)                                  | -65.5% |
| Total general property taxes  | <u>18,967,562</u>      | <u>20,055,586</u>                  | <u>20,055,586</u>                  | <u>20,060,167</u>        | <u>21,327,427</u>                  | <u>1,271,841</u>                               | 6.3%  | <u>1,267,260</u>                         | 6.3%   |

**General Fund**  
Schedule of Revenues and Other Financing Sources (Uses)

|                             | <b>2017</b>      | <b>2018</b>      | <b>2018</b>      | <b>2018</b>      | <b>2019</b>      | <b>Change from</b>  |               | <b>Change from</b> |                 |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|---------------------|---------------|--------------------|-----------------|
|                             | <b>Actual</b>    | <b>Adopted</b>   | <b>Amended</b>   | <b>Estimate</b>  | <b>Adopted</b>   | <b>2018 Amended</b> | <b>Budget</b> | <b>2018</b>        | <b>Estimate</b> |
| <u>Licenses and permits</u> |                  |                  |                  |                  |                  |                     |               |                    |                 |
| <u>Licenses</u>             |                  |                  |                  |                  |                  |                     |               |                    |                 |
| Tobacco                     | \$ 9,600         | \$ 10,800        | \$ 10,800        | \$ 10,200        | \$ 10,200        | \$ (600)            | -5.6%         | -                  | 0.0%            |
| Trash removal               | 2,975            | 3,825            | 3,825            | 2,975            | 2,975            | (850)               | -22.2%        | -                  | 0.0%            |
| Dog                         | 10,406           | 11,000           | 11,000           | 9,000            | 9,000            | (2,000)             | -18.2%        | -                  | 0.0%            |
| Signs                       | 8,775            | 7,250            | 7,250            | 8,700            | 8,700            | 1,450               | 20.0%         | -                  | 0.0%            |
| On-sale liquor              | 173,300          | 167,200          | 167,200          | 167,450          | 167,450          | 250                 | 0.1%          | -                  | 0.0%            |
| Sunday liquor               | 5,400            | 4,600            | 4,600            | 4,800            | 4,800            | 200                 | 4.3%          | -                  | 0.0%            |
| Non-intoxicating liquor on  | 900              | 900              | 900              | 900              | 900              | -                   | 0.0%          | -                  | 0.0%            |
| Non-intoxicating liquor off | 4,500            | 4,500            | 4,500            | 4,500            | 4,500            | -                   | 0.0%          | -                  | 0.0%            |
| Wine                        | 2,400            | 2,400            | 2,400            | 2,400            | 2,400            | -                   | 0.0%          | -                  | 0.0%            |
| Fireworks                   | 1,950            | 1,850            | 1,850            | 1,850            | 1,850            | -                   | 0.0%          | -                  | 0.0%            |
| Massage                     | 4,025            | 1,975            | 1,975            | 4,025            | 3,950            | 1,975               | 100.0%        | (75)               | -1.9%           |
| Miscellaneous               | 6,656            | 5,275            | 5,275            | 5,350            | 5,350            | 75                  | 1.4%          | -                  | 0.0%            |
| Total licenses              | <u>230,887</u>   | <u>221,575</u>   | <u>221,575</u>   | <u>222,150</u>   | <u>222,075</u>   | <u>500</u>          | <u>0.2%</u>   | <u>(75)</u>        | <u>0.0%</u>     |
| <u>Permits</u>              |                  |                  |                  |                  |                  |                     |               |                    |                 |
| Plan review fees            | 673,920          | 447,481          | 447,481          | 583,485          | 499,265          | 51,784              | 11.6%         | (84,220)           | -14.4%          |
| Building                    | 1,723,662        | 1,230,082        | 1,230,082        | 1,567,069        | 1,139,252        | (90,830)            | -7.4%         | (427,817)          | -27.3%          |
| Plumbing                    | 174,853          | 109,670          | 109,670          | 124,038          | 120,770          | 11,100              | 10.1%         | (3,268)            | -2.6%           |
| Water/sewer                 | 60,681           | 47,438           | 47,438           | 58,880           | 47,520           | 82                  | 0.2%          | (11,360)           | -19.3%          |
| Mechanical                  | 145,427          | 97,786           | 97,786           | 120,050          | 124,035          | 26,249              | 26.8%         | 3,985              | 3.3%            |
| Grading/filling             | 600              | 1,000            | 1,000            | 1,000            | 1,000            | -                   | 0.0%          | -                  | 0.0%            |
| Excavating/gravel           | 1,025            | 1,025            | 1,025            | 1,025            | 1,025            | -                   | 0.0%          | -                  | 0.0%            |
| Driveway                    | 50               | 700              | 700              | 700              | 700              | -                   | 0.0%          | -                  | 0.0%            |
| Zoning                      | 9,660            | 3,800            | 3,800            | 9,000            | 9,000            | 5,200               | 136.8%        | -                  | 0.0%            |
| Right-of-way                | 46,608           | 35,000           | 35,000           | 55,000           | 35,000           | -                   | 0.0%          | (20,000)           | -36.4%          |
| Fire burning                | 1,225            | 1,250            | 1,250            | 1,250            | 1,250            | -                   | 0.0%          | -                  | 0.0%            |
| Electrical                  | 235,663          | 159,325          | 189,325          | 193,350          | 187,006          | (2,319)             | -1.2%         | (6,344)            | -3.3%           |
| Miscellaneous               | 2,265            | 750              | 750              | 2,600            | 2,600            | 1,850               | 246.7%        | -                  | 0.0%            |
| Total permits               | <u>3,075,639</u> | <u>2,135,307</u> | <u>2,165,307</u> | <u>2,717,447</u> | <u>2,168,423</u> | <u>3,116</u>        | <u>0.1%</u>   | <u>(549,024)</u>   | <u>-20.2%</u>   |
| Total licenses and permits  | <u>3,306,526</u> | <u>2,356,882</u> | <u>2,386,882</u> | <u>2,939,597</u> | <u>2,390,498</u> | <u>3,616</u>        | <u>0.2%</u>   | <u>(549,099)</u>   | <u>-18.7%</u>   |

**General Fund**  
Schedule of Revenues and Other Financing Sources (Uses)

|                                       | <b>2017<br/>Actual</b> | <b>2018<br/>Adopted<br/>Budget</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> | <b>Change from<br/>2018 Amended<br/>Budget</b> |              | <b>Change from<br/>2018<br/>Estimate</b> |               |
|---------------------------------------|------------------------|------------------------------------|------------------------------------|--------------------------|------------------------------------|------------------------------------------------|--------------|------------------------------------------|---------------|
| <u>Intergovernmental</u>              |                        |                                    |                                    |                          |                                    |                                                |              |                                          |               |
| State-aid police                      | \$ 450,655             | \$ 450,820                         | \$ 450,820                         | \$ 464,005               | \$ 464,005                         | \$ 13,185                                      | 2.9%         | -                                        | 0.0%          |
| State-aid fire relief                 | 347,635                | 347,676                            | 361,742                            | 363,851                  | 363,851                            | 2,109                                          | 0.6%         | -                                        | 0.0%          |
| State-aid pensions                    | 89,750                 | 21,303                             | 21,303                             | 21,303                   | 21,303                             | -                                              | 0.0%         | -                                        | 0.0%          |
| State POST Board grant                | 17,168                 | 16,885                             | 16,885                             | 53,592                   | 53,000                             | 36,115                                         | 213.9%       | (592)                                    | -1.1%         |
| State Drug Task Force grant           | 2,363                  | 2,010                              | 2,010                              | 946                      | 946                                | (1,064)                                        | -52.9%       | -                                        | 0.0%          |
| State Police protective vests grant   | 24,682                 | 6,600                              | 6,600                              | 13,200                   | 10,800                             | 4,200                                          | 63.6%        | (2,400)                                  | -18.2%        |
| State Police grants                   | -                      | 3,853                              | 3,853                              | -                        | -                                  | (3,853)                                        | -100.0%      | -                                        | 0%            |
| State fire training grant             | 21,968                 | 22,900                             | 22,900                             | 21,850                   | 20,675                             | (2,225)                                        | -9.7%        | (1,175)                                  | -5.4%         |
| State snowmobile trail maint. grant   | 200                    | 200                                | 200                                | 200                      | 200                                | -                                              | 0.0%         | -                                        | 0.0%          |
| Federal traffic safety project        | 18,773                 | 24,000                             | 24,000                             | 19,000                   | 19,000                             | (5,000)                                        | -20.8%       | -                                        | 0.0%          |
| Federal DUI enforcement grant         | 75,179                 | 48,990                             | 48,990                             | 89,353                   | -                                  | (48,990)                                       | -100.0%      | (89,353)                                 | -100.0%       |
| Art Center CDP Grant                  | 52,235                 | -                                  | -                                  | -                        | -                                  | -                                              | 0%           | -                                        | 0%            |
| Met Council Comp Plan Grant           | 16,000                 | 16,000                             | 16,000                             | 16,000                   | -                                  | (16,000)                                       | -100.0%      | (16,000)                                 | -100.0%       |
| CDBG - DT Devel. Guide/Strategic Plan | 9,488                  | 34,500                             | 34,500                             | 34,500                   | 6,000                              | (28,500)                                       | -82.6%       | (28,500)                                 | -82.6%        |
| CDBG - DARTS Senior busing            | 4,083                  | 10,184                             | 17,084                             | 8,766                    | 21,810                             | 4,726                                          | 27.7%        | 13,044                                   | 148.8%        |
| CDBG - Senior Chores & Repairs        | -                      | -                                  | 15,000                             | 8,000                    | 8,000                              | (7,000)                                        | -46.7%       | -                                        | 0.0%          |
| Market value homestead credit         | 2,565                  | -                                  | -                                  | -                        | -                                  | -                                              | 0%           | -                                        | 0%            |
| Other grants - Police                 | 6,025                  | -                                  | -                                  | -                        | -                                  | -                                              | 0%           | -                                        | 0%            |
| Other grants - Fire                   | 1,540                  | -                                  | -                                  | -                        | -                                  | -                                              | 0%           | -                                        | 0%            |
| Other grants - Recreation             | 2,865                  | -                                  | -                                  | -                        | -                                  | -                                              | 0%           | -                                        | 0%            |
| <b>Total intergovernmental</b>        | <b>1,143,174</b>       | <b>1,005,921</b>                   | <b>1,041,887</b>                   | <b>1,114,566</b>         | <b>989,590</b>                     | <b>(52,297)</b>                                | <b>-5.0%</b> | <b>(124,976)</b>                         | <b>-11.2%</b> |

**General Fund**  
Schedule of Revenues and Other Financing Sources (Uses)

|                                       | 2017<br>Actual | 2018<br>Adopted<br>Budget | 2018<br>Amended<br>Budget | 2018<br>Estimate | 2019<br>Adopted<br>Budget | Change from<br>2018 Amended<br>Budget |               | Change from<br>2018<br>Estimate |               |
|---------------------------------------|----------------|---------------------------|---------------------------|------------------|---------------------------|---------------------------------------|---------------|---------------------------------|---------------|
| <u>Charges for services</u>           |                |                           |                           |                  |                           |                                       |               |                                 |               |
| General government                    |                |                           |                           |                  |                           |                                       |               |                                 |               |
| Rezoning fees                         | \$ 2,500       | \$ 2,000                  | \$ 2,000                  | \$ 3,000         | \$ 2,500                  | \$ 500                                | 25.0%         | (500)                           | -16.7%        |
| Platting fees                         | 14,100         | 12,000                    | 12,000                    | 12,500           | 12,500                    | 500                                   | 4.2%          | -                               | 0.0%          |
| Variance fees                         | 4,300          | 2,000                     | 2,000                     | 3,400            | 3,000                     | 1,000                                 | 50.0%         | (400)                           | -11.8%        |
| PUD application fees                  | 3,000          | 1,000                     | 1,000                     | 1,500            | 2,000                     | 1,000                                 | 100.0%        | 500                             | 33.3%         |
| CUP fees                              | 10,000         | 7,000                     | 7,000                     | 10,000           | 7,000                     | -                                     | 0.0%          | (3,000)                         | -30.0%        |
| Home occupation fees                  | 100            | -                         | -                         | -                | -                         | -                                     | 0%            | -                               | 0%            |
| Planner fees                          | 49,728         | 44,000                    | 44,000                    | 44,000           | 44,000                    | -                                     | 0.0%          | -                               | 0.0%          |
| Reinspection fees                     | 4,100          | 3,800                     | 3,800                     | 3,300            | 4,000                     | 200                                   | 5.3%          | 700                             | 21.2%         |
| Inspection department fees            | 27,278         | 25,640                    | 25,640                    | 33,653           | 27,653                    | 2,013                                 | 7.9%          | (6,000)                         | -17.8%        |
| General government service charge POP | 17,500         | 7,500                     | 7,500                     | 7,500            | 7,500                     | -                                     | 0.0%          | -                               | 0.0%          |
| General government service charge     | 21,360         | 4,544                     | 4,544                     | 18,094           | 27,094                    | 22,550                                | 496.3%        | 9,000                           | 49.7%         |
| Landscape escrow fund administration  | 22,478         | 16,000                    | 16,000                    | 22,000           | 22,000                    | 6,000                                 | 37.5%         | -                               | 0.0%          |
| Lodging tax fee                       | 12,541         | 11,250                    | 11,250                    | 12,500           | 12,500                    | 1,250                                 | 11.1%         | -                               | 0.0%          |
| Fiscal Agent - Dakota Comm. Ctr.      | 66,900         | 68,238                    | 68,238                    | 68,352           | 69,719                    | 1,481                                 | 2.2%          | 1,367                           | 2.0%          |
| Fiscal Agent - Arenas                 | 32,292         | 32,938                    | 32,938                    | 33,000           | 33,660                    | 722                                   | 2.2%          | 660                             | 2.0%          |
| Investment management fees            | 29,000         | 33,000                    | 33,000                    | 33,000           | 33,000                    | -                                     | 0.0%          | -                               | 0.0%          |
| Sale of maps/copies                   | 9              | 20                        | 20                        | 20               | 20                        | -                                     | 0.0%          | -                               | 0.0%          |
| Finance charges                       | 1,253          | 1,500                     | 1,500                     | 1,500            | 1,500                     | -                                     | 0.0%          | -                               | 0.0%          |
| Total general government              | <u>318,439</u> | <u>272,430</u>            | <u>272,430</u>            | <u>307,319</u>   | <u>309,646</u>            | <u>37,216</u>                         | <u>13.7%</u>  | <u>2,327</u>                    | <u>0.8%</u>   |
| Public safety                         |                |                           |                           |                  |                           |                                       |               |                                 |               |
| Police department charges             | 230,787        | 209,050                   | 404,050                   | 392,701          | 180,103                   | (223,947)                             | -55.4%        | (212,598)                       | -54.1%        |
| SRO - ISD 194 contributions           | 232,373        | 241,688                   | 241,688                   | 234,146          | 244,407                   | 2,719                                 | 1.1%          | 10,261                          | 4.4%          |
| Animal pickup                         | 1,975          | 2,000                     | 2,000                     | 1,600            | 1,600                     | (400)                                 | -20.0%        | -                               | 0.0%          |
| Animal storage                        | 3,775          | 3,200                     | 3,200                     | 3,200            | 3,200                     | -                                     | 0.0%          | -                               | 0.0%          |
| Animal rabies                         | 695            | 700                       | 700                       | 500              | 500                       | (200)                                 | -28.6%        | -                               | 0.0%          |
| Restitution                           | 571            | 1,400                     | 1,400                     | 3,192            | 500                       | (900)                                 | -64.3%        | (2,692)                         | -84.3%        |
| Forfeiture - sale of assets           | 23,153         | 42,000                    | 42,000                    | 20,000           | 20,000                    | (22,000)                              | -52.4%        | -                               | 0.0%          |
| Fire contracts                        | 39,150         | 40,170                    | 40,170                    | 40,170           | 42,200                    | 2,030                                 | 5.1%          | 2,030                           | 5.1%          |
| Fire department charges               | 4,513          | 800                       | 800                       | 6,800            | 5,300                     | 4,500                                 | 562.5%        | (1,500)                         | -22.1%        |
| ALF Ambulance - admin. charge         | 4,938          | 4,944                     | 4,944                     | 4,944            | 5,000                     | 56                                    | 1.1%          | 56                              | 1.1%          |
| Total public safety                   | <u>541,930</u> | <u>545,952</u>            | <u>740,952</u>            | <u>707,253</u>   | <u>502,810</u>            | <u>(238,142)</u>                      | <u>-32.1%</u> | <u>(204,443)</u>                | <u>-28.9%</u> |

**General Fund**  
Schedule of Revenues and Other Financing Sources (Uses)

|                                          | 2017<br>Actual   | 2018<br>Adopted<br>Budget | 2018<br>Amended<br>Budget | 2018<br>Estimate | 2019<br>Adopted<br>Budget | Change from<br>2018 Amended<br>Budget | Change from<br>2018<br>Estimate |                  |               |
|------------------------------------------|------------------|---------------------------|---------------------------|------------------|---------------------------|---------------------------------------|---------------------------------|------------------|---------------|
| <b>Charges for services (continued)</b>  |                  |                           |                           |                  |                           |                                       |                                 |                  |               |
| <b>Public works</b>                      |                  |                           |                           |                  |                           |                                       |                                 |                  |               |
| Engineering platting - preliminary       | \$ 32,103        | \$ -                      | \$ -                      | \$ 19,582        | \$ -                      | \$ -                                  | 0%                              | (19,582)         | -100.0%       |
| Engineering platting - final             | 7,751            | 3,500                     | 3,500                     | 9,456            | 3,000                     | (500)                                 | -14.3%                          | (6,456)          | -68.3%        |
| Engineering plan review                  | 1,840            | 1,000                     | 1,000                     | -                | -                         | (1,000)                               | -100.0%                         | -                | 0%            |
| Engineering developer insp. fees         | -                | 5,000                     | 5,000                     | -                | -                         | (5,000)                               | -100.0%                         | -                | 0%            |
| Engineering developer cont. admin.       | 231,720          | 107,800                   | 107,800                   | 530,000          | 206,899                   | 99,099                                | 91.9%                           | (323,101)        | -61.0%        |
| Engineering Imp. Proj. design            | 64,672           | 170,309                   | 170,309                   | 134,668          | 134,668                   | (35,641)                              | -20.9%                          | -                | 0.0%          |
| Engineering Imp. Proj. const. inspect.   | 438,558          | 674,619                   | 674,619                   | 399,363          | 399,363                   | (275,256)                             | -40.8%                          | -                | 0.0%          |
| Engineering Imp. Proj. administration    | 165,654          | 224,873                   | 224,873                   | 193,686          | 193,686                   | (31,187)                              | -13.9%                          | -                | 0.0%          |
| Engineering G.I.S. fees                  | 30,855           | 25,170                    | 25,170                    | 55,940           | 33,600                    | 8,430                                 | 33.5%                           | (22,340)         | -39.9%        |
| Special assessment admin. charge         | 51,482           | 39,208                    | 39,208                    | 38,273           | 43,234                    | 4,026                                 | 10.3%                           | 4,961            | 13.0%         |
| Special assessment searches              | 25               | 100                       | 100                       | 25               | 25                        | (75)                                  | -75.0%                          | -                | 0.0%          |
| Document/map sales                       | 225              | -                         | -                         | 204              | 50                        | 50                                    | 0%                              | (154)            | -75.5%        |
| Bid plan/spec. deposits                  | 910              | 100                       | 100                       | 300              | 500                       | 400                                   | 400.0%                          | 200              | 66.7%         |
| Street department charges                | 10,488           | 16,000                    | 16,000                    | 16,000           | 16,000                    | -                                     | 0.0%                            | -                | 0.0%          |
| Credit River - Judicial Road maint.      | 980              | 2,700                     | 2,700                     | 2,700            | 2,700                     | -                                     | 0.0%                            | -                | 0.0%          |
| Developer street signs installation      | 27,836           | 30,000                    | 30,000                    | 35,000           | 30,000                    | -                                     | 0.0%                            | (5,000)          | -14.3%        |
| Total public works                       | <u>1,065,099</u> | <u>1,300,379</u>          | <u>1,300,379</u>          | <u>1,435,197</u> | <u>1,063,725</u>          | <u>(236,654)</u>                      | <u>-18.2%</u>                   | <u>(371,472)</u> | <u>-25.9%</u> |
| <b>Parks, recreation and arts center</b> |                  |                           |                           |                  |                           |                                       |                                 |                  |               |
| Brochure advertising                     | 10,800           | 10,000                    | 10,000                    | 10,000           | 10,000                    | -                                     | 0.0%                            | -                | 0.0%          |
| Youth activities                         | 165,996          | 171,946                   | 176,696                   | 189,083          | 192,083                   | 15,387                                | 8.7%                            | 3,000            | 1.6%          |
| Youth activities donations               | 48               | -                         | -                         | -                | -                         | -                                     | 0%                              | -                | 0%            |
| Youth sport surcharge                    | 31,145           | 32,600                    | 32,600                    | 32,600           | 32,600                    | -                                     | 0.0%                            | -                | 0.0%          |
| Youth special events                     | 12,967           | 16,659                    | 16,659                    | 18,627           | 18,627                    | 1,968                                 | 11.8%                           | -                | 0.0%          |
| Youth special events donations           | 3,058            | 1,200                     | 1,200                     | -                | -                         | (1,200)                               | -100.0%                         | -                | 0%            |
| Adult activities                         | 56,234           | 50,578                    | 50,578                    | 50,038           | 50,398                    | (180)                                 | -0.4%                           | 360              | 0.7%          |
| Puppet wagon donations                   | 5,290            | 5,000                     | 5,000                     | 4,815            | 4,815                     | (185)                                 | -3.7%                           | -                | 0.0%          |
| Safety Camp                              | 4,819            | 2,730                     | 2,730                     | 3,718            | 3,718                     | 988                                   | 36.2%                           | -                | 0.0%          |
| Safety Camp donations                    | -                | 1,000                     | 1,000                     | 1,000            | 1,000                     | -                                     | 0.0%                            | -                | 0.0%          |
| Active Adults donations                  | 2,081            | 2,200                     | 2,200                     | 2,200            | 2,200                     | -                                     | 0.0%                            | -                | 0.0%          |
| Active Adults Brochure Ad Revenue        | 7,360            | 2,500                     | 2,500                     | 2,500            | 4,400                     | 1,900                                 | 76.0%                           | 1,900            | 76.0%         |
| Active Adults program fees               | 44,099           | 20,150                    | 25,150                    | 20,150           | 25,250                    | 100                                   | 0.4%                            | 5,100            | 25.3%         |
| Active Adults membership surcharge       | 27,686           | 21,000                    | 21,000                    | 21,000           | 21,000                    | -                                     | 0.0%                            | -                | 0.0%          |
| Active Adults special events             | -                | 16,000                    | 16,000                    | 16,000           | 16,000                    | -                                     | 0.0%                            | -                | 0.0%          |
| Active Adults Club Fundraising           | 15,854           | -                         | -                         | -                | -                         | -                                     | 0%                              | -                | 0%            |
| Active Adults excursions                 | -                | 11,000                    | 11,000                    | 11,000           | 14,000                    | 3,000                                 | 27.3%                           | 3,000            | 27.3%         |
| Ritter Farm Park ELC                     | 4,822            | 9,183                     | 9,183                     | 4,956            | 6,984                     | (2,199)                               | -23.9%                          | 2,028            | 40.9%         |
| Excursions                               | 6,045            | 8,000                     | 8,000                     | 8,000            | 8,000                     | -                                     | 0.0%                            | -                | 0.0%          |
| Tennis lessons                           | 19,845           | 17,815                    | 17,815                    | 17,815           | 17,815                    | -                                     | 0.0%                            | -                | 0.0%          |
| Total recreation programs                | <u>418,149</u>   | <u>399,561</u>            | <u>409,311</u>            | <u>413,502</u>   | <u>428,890</u>            | <u>19,579</u>                         | <u>4.8%</u>                     | <u>15,388</u>    | <u>3.7%</u>   |
| Park rental/maint./tournament fees       | 45,819           | 32,250                    | 32,250                    | 32,250           | 32,250                    | -                                     | 0.0%                            | -                | 0.0%          |
| Tree sales (net)                         | (1,597)          | 1,597                     | 1,597                     | 1,597            | 1,597                     | -                                     | 0.0%                            | -                | 0.0%          |
| Senior/Heritage Center rentals           | 60,494           | 64,831                    | 64,831                    | 58,831           | 54,831                    | (10,000)                              | -15.4%                          | (4,000)          | -6.8%         |
| Total parks and recreation               | <u>522,865</u>   | <u>498,239</u>            | <u>507,989</u>            | <u>506,180</u>   | <u>517,568</u>            | <u>9,579</u>                          | <u>1.9%</u>                     | <u>11,388</u>    | <u>2.2%</u>   |
| Arts center program fees                 | 116,808          | 114,695                   | 114,695                   | 107,500          | 109,000                   | (5,695)                               | -5.0%                           | 1,500            | 1.4%          |
| Arts center on-sale                      | 9,657            | 17,000                    | 17,000                    | 12,900           | 12,800                    | (4,200)                               | -24.7%                          | (100)            | -0.8%         |
| Arts center rental/event admissions      | 159,140          | 177,605                   | 185,605                   | 196,700          | 218,700                   | 33,095                                | 17.8%                           | 22,000           | 11.2%         |
| Total arts center                        | <u>285,605</u>   | <u>309,300</u>            | <u>317,300</u>            | <u>317,100</u>   | <u>340,500</u>            | <u>23,200</u>                         | <u>7.3%</u>                     | <u>23,400</u>    | <u>7.4%</u>   |
| Total parks, recreation and arts center  | <u>808,470</u>   | <u>807,539</u>            | <u>825,289</u>            | <u>823,280</u>   | <u>858,068</u>            | <u>32,779</u>                         | <u>4.0%</u>                     | <u>34,788</u>    | <u>4.2%</u>   |
| Total charges for services               | <u>2,733,938</u> | <u>2,926,300</u>          | <u>3,139,050</u>          | <u>3,273,049</u> | <u>2,734,249</u>          | <u>(404,801)</u>                      | <u>-12.9%</u>                   | <u>(538,800)</u> | <u>-16.5%</u> |

**General Fund**  
Schedule of Revenues and Other Financing Sources (Uses)

|                                                   | <b>2017</b>   | <b>2018</b>    | <b>2018</b>    | <b>2018</b>     | <b>2019</b>    | <b>Change from</b>  |               | <b>Change from</b> |                 |
|---------------------------------------------------|---------------|----------------|----------------|-----------------|----------------|---------------------|---------------|--------------------|-----------------|
|                                                   | <b>Actual</b> | <b>Adopted</b> | <b>Amended</b> | <b>Estimate</b> | <b>Adopted</b> | <b>2018 Amended</b> | <b>Budget</b> | <b>2018</b>        | <b>Estimate</b> |
| <u>Court fines</u>                                | \$ 392,514    | \$ 425,000     | \$ 425,000     | \$ 331,000      | \$ 346,000     | \$ (79,000)         | -18.6%        | \$ 15,000          | 4.5%            |
| <u>Investment income</u>                          | 116,686       | 90,071         | 90,071         | 108,000         | 120,000        | 29,929              | 33.2%         | 12,000             | 11.1%           |
| <u>Miscellaneous</u>                              |               |                |                |                 |                |                     |               |                    |                 |
| Disposal of assets                                | 3,017         | 4,440          | 4,440          | 4,140           | 4,140          | (300)               | -6.8%         | -                  | 0.0%            |
| Donations                                         | 40,957        | 10,500         | 20,500         | 29,009          | 9,690          | (10,810)            | -52.7%        | (19,319)           | -66.6%          |
| Antenna site leases                               | 31,963        | 32,363         | 32,363         | 35,184          | 33,333         | 970                 | 3.0%          | (1,851)            | -5.3%           |
| Other                                             | (298)         | -              | -              | -               | -              | -                   | 0%            | -                  | 0%              |
| Total miscellaneous                               | 75,639        | 47,303         | 57,303         | 68,333          | 47,163         | (10,140)            | -17.7%        | (21,170)           | -31.0%          |
| <u>Other financing sources (uses) - Transfers</u> |               |                |                |                 |                |                     |               |                    |                 |
| Special Revenue                                   |               |                |                |                 |                |                     |               |                    |                 |
| From Communications Fund                          | 75,429        | 78,663         | 78,663         | 78,663          | 80,866         | 2,203               | 2.8%          | 2,203              | 2.8%            |
| To Communications Fund                            | (181,957)     | (260,864)      | (260,864)      | (260,864)       | -              | -                   | -100.0%       | 260,864            | -100.0%         |
| Capital Projects                                  |               |                |                |                 |                |                     |               |                    |                 |
| To Improvement Construction Fund                  | (1,179)       | -              | (150,000)      | (150,000)       | -              | 150,000             | -100.0%       | 150,000            | -100.0%         |
| To Building Fund                                  | (200,000)     | (300,000)      | (322,162)      | (322,162)       | -              | 322,162             | -100.0%       | 322,162            | -100.0%         |
| To Equipment Fund                                 | (1,475,594)   | -              | -              | -               | (480,000)      | (480,000)           | 0%            | (480,000)          | 0%              |
| To Park Improvement Fund                          | -             | -              | (125,000)      | (125,000)       | (150,000)      | (25,000)            | 20.0%         | (25,000)           | 20.0%           |
| To Trail Improvement Fund                         | -             | (100,000)      | (100,000)      | (100,000)       | -              | 100,000             | -100.0%       | 100,000            | -100.0%         |
| Enterprise                                        |               |                |                |                 |                |                     |               |                    |                 |
| From Liquor Fund                                  | 198,819       | 194,866        | 194,866        | 194,866         | 158,573        | (36,293)            | -18.6%        | (36,293)           | -18.6%          |
| From Utility Fund                                 | 455,349       | 441,703        | 441,703        | 441,703         | 477,043        | 35,340              | 8.0%          | 35,340             | 8.0%            |
| Internal Service                                  |               |                |                |                 |                |                     |               |                    |                 |
| From Municipal Reserve Fund                       | 53,057        | 50,000         | 50,000         | 50,000          | 50,000         | -                   | 0.0%          | -                  | 0.0%            |
| Total other financing (net)                       | (1,076,076)   | 104,368        | (192,794)      | (192,794)       | 136,482        | 329,276             | -170.8%       | 329,276            | -170.8%         |

# MAYOR AND COUNCIL

## Program Description:

The Mayor and City Council are the legislative and governing body of the City of Lakeville. The Mayor and four City Council Members are elected at-large; the Mayor and each Council Member is elected to a four-year term. Council Member elections are staggered so that two Council Members are elected every two years.

The Mayor and Council Members represent the entire community and they are empowered by law to legislate City-wide policy. This includes the authority to pass and enforce ordinances, establish public and administrative policies, create advisory boards and commissions, and manage the City's financial operations including preparing a budget, auditing expenditures, and transacting other City business as required by law. The City Council also serves as the Housing and Redevelopment Authority (HRA) for the City. The City Council appoints a City Administrator who directs City staff on implementation of Council decisions and provides day-to-day City operations.

## Services:

- Represents the People of Lakeville.
- Exercises legislative authority through the enactment of ordinances, policies, and resolutions.
- Conducts the City's intergovernmental affairs. The Council may make agreements for the joint exercise of powers through agreements with other units of government, appoint people to serve on intergovernmental bodies, conduct City business with State and Federal agencies, and participate in intergovernmental programs and the work of municipal associations such as the League of Minnesota Cities.
- Has the full authority over the City's financial affairs, including but not limited to levying taxes, adopting a budget, disbursement of public monies, and issuance of debt.
- Formulates policies that will help the City prepare for the future and adjust to social and economic trends which require long-range planning regarding City facilities, needs and services.
- Directs the enforcement of City ordinances.
- Appoints members of the advisory boards.
- Provides leadership by promoting ideas and programs which serve the community.

# MAYOR AND COUNCIL

## Budget Summary:

|                              | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Personnel services           | \$ 49,305              | \$ 49,041                          | \$ 48,938                | \$ 62,561                          |
| Commodities                  | -                      | 50                                 | 90                       | 50                                 |
| Other charges and services   | 48,331                 | 58,139                             | 50,439                   | 50,639                             |
| Total                        | \$ 97,636              | \$ 107,230                         | \$ 99,467                | \$ 113,250                         |
| <br><u>Revenue sources</u>   |                        |                                    |                          |                                    |
| Taxes and other public funds | \$ 97,636              | \$ 107,230                         | \$ 99,467                | \$ 113,250                         |

# COMMITTEES AND COMMISSIONS

**Program Description:**

- The City has a number of committees which provide recommendations to the City Council relating primarily to policy issues. Committees include Planning, Economic Development, Finance, Lakeville Area Arts Center, Parks Recreation and Natural Resources, Lakeville Yellow Ribbon, Cable TV Board and the Pan-O-Prog community celebration.

**Services:**

- Advise City Council relative to policy issues.
- Staff support of the annual Pan-O-Prog community celebration.

**Budget Summary:**

| <u>Function</u>            | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Preliminary<br/>Budget</u> |
|----------------------------|------------------------|------------------------------------|--------------------------|----------------------------------------|
| Planning Commission        | \$ 3,812               | \$ 4,715                           | \$ 4,746                 | \$ 4,700                               |
| Economic Development       | 664                    | 1,115                              | 704                      | 800                                    |
| Parks, Recreation and N.R. | 2,081                  | 2,833                              | 2,077                    | 2,350                                  |
| Finance Committee          | 503                    | 715                                | 663                      | 700                                    |
| Lakeville Area Arts Center | 789                    | 865                                | 840                      | 850                                    |
| Pan-O-Prog                 | 85,307                 | 87,357                             | 84,688                   | 58,818                                 |
| Total                      | <u>\$ 93,156</u>       | <u>\$ 97,600</u>                   | <u>\$ 93,718</u>         | <u>\$ 68,218</u>                       |

| <u>Expenditures</u>        | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|----------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| Personnel services         | \$ 69,868              | \$ 71,902                          | \$ 69,258                | \$ 53,388                          |
| Commodities                | 2,550                  | 1,630                              | 1,630                    | 1,630                              |
| Other charges and services | 20,738                 | 24,068                             | 22,830                   | 13,200                             |
| Total                      | <u>\$ 93,156</u>       | <u>\$ 97,600</u>                   | <u>\$ 93,718</u>         | <u>\$ 68,218</u>                   |

| <u>Revenue sources</u>       | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| Charges for services         | \$ 17,500              | \$ 7,500                           | \$ 7,500                 | \$ 7,500                           |
| Miscellaneous                | -                      | 10,000                             | 10,000                   | -                                  |
| Taxes and other public funds | 75,656                 | 80,100                             | 76,218                   | 60,718                             |
| Total                        | <u>\$ 93,156</u>       | <u>\$ 97,600</u>                   | <u>\$ 93,718</u>         | <u>\$ 68,218</u>                   |

# CITY ADMINISTRATION

**Program Description:**

The City Administration Department, under the direction of the City Administrator, is charged with implementing policy and direction established by the City Council. It is the responsibility of the City Administrator to provide the overall direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to ensure that City operations are conducted efficiently and effectively such that City Council and citizen concerns are addressed. The department also develops recommendations to the City Council regarding programs, operations and policies. In addition, the City Administrator presents, reviews and monitors the annual operating budget for the City. This leadership helps to ensure that the City of Lakeville operates within the boundaries of prudence and ethics as set forth in the Lakeville Policy Manual and City Code of Ordinances.

**Services:**

- Provide complete and objective information and recommendations to the City Council.
- Attends and participates in discussions at all meetings of the City Council and other official bodies as directed by the Council.
- Oversee and support City departments as they provide the best possible services to the community at the lowest possible cost.
- Handles personnel matters for the City in accordance with policy as established by the City Council. Negotiates or delegates the negotiation of terms and conditions of employee labor contracts for presentation to the City Council. Conducts annual evaluations and review of work performance for all department heads.
- Provide comprehensive vision and leadership for the City organization so that desires and needs of the community and City Council goals are achieved.
- Recommends from time to time the adoption of such measures as deemed necessary for the health, safety and welfare of the community or for the improvement of the administration.
- Prepare and provide to the City Council a fiscally responsible budget to finance City operations in support of community desires and City Council goals.

**Staffing:**

| Position (FTE)                                | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|-----------------------------------------------|----------------|----------------|------------------|----------------|
| City Administrator                            | 1.0            | 1.0            | 1.0              | 1.0            |
| Assistant City Administrator                  | 1.0            | 1.0            | 1.0              | 1.0            |
| Senior Administrative Assistant/ Deputy Clerk | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>Total</b>                                  | <b>3.0</b>     | <b>3.0</b>     | <b>3.0</b>       | <b>3.0</b>     |

# CITY ADMINISTRATION

*(continued)*

## Budget Summary:

|                                         | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|-----------------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>                     |                        |                                    |                          |                                    |
| Personnel services                      | \$ 391,691             | \$ 423,716                         | \$ 426,323               | \$ 455,248                         |
| Commodities                             | 811                    | 1,200                              | 1,600                    | 1,600                              |
| Other charges and services              | 15,443                 | 52,154                             | 48,990                   | 20,658                             |
| Capital outlay                          | -                      | 1,500                              | 1,500                    | -                                  |
| Total                                   | \$ 407,945             | \$ 478,570                         | \$ 478,413               | \$ 477,506                         |
| <br><u>Revenues and other financing</u> |                        |                                    |                          |                                    |
| <u>Revenue sources</u>                  |                        |                                    |                          |                                    |
| Other financing sources                 | \$ 56,411              | \$ 60,478                          | \$ 60,619                | \$ 63,357                          |
| Taxes and other public funds            | 351,534                | 418,092                            | 417,794                  | 414,149                            |
| Total                                   | \$ 407,945             | \$ 478,570                         | \$ 478,413               | \$ 477,506                         |

# CITY CLERK

**Program Description:**

The City Clerk is a statutory office that is responsible for City records management, election administration, legal notification to the public, the issuance of licenses and permits, and the preparation and retention of the official minutes. The office is also the primary source of information for citizen questions and public records requests. The City Clerk is responsible for election administration including staffing and adherence to all election laws of the State of Minnesota and the Federal government. The duties and responsibilities of the City Clerk are described in Minnesota Statute 412.591.

**Services:**

- Preparation of Council meeting agendas.
- Administration of records management system in accordance with Minnesota Data Retention Act.
- Attend all Council meetings and record meeting minutes.
- Elections administration.
- Administration of ordinance codification.
- Issuance and renewal of licenses.

**Staffing:**

| <b>Position (FTE)</b> | <b>2017<br/>Actual</b> | <b>2018<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Budget</b> |
|-----------------------|------------------------|------------------------|--------------------------|------------------------|
| City Clerk            | 1.0                    | 1.0                    | 1.0                      | 1.0                    |
| <b>Total</b>          | <b>1.0</b>             | <b>1.0</b>             | <b>1.0</b>               | <b>1.0</b>             |

# CITY CLERK

(continued)

## Budget Summary:

|                              | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Personnel services           | \$ 110,217             | \$ 115,980                         | \$ 115,286               | \$ 114,305                         |
| Commodities                  | 215                    | 4,100                              | 3,600                    | 300                                |
| Other charges and services   | 26,108                 | 95,077                             | 89,526                   | 33,981                             |
| Total                        | <u>\$ 136,540</u>      | <u>\$ 215,157</u>                  | <u>\$ 208,412</u>        | <u>\$ 148,586</u>                  |
| <br><u>Revenue sources</u>   |                        |                                    |                          |                                    |
| Taxes and other public funds | <u>\$ 136,540</u>      | <u>\$ 215,157</u>                  | <u>\$ 208,412</u>        | <u>\$ 148,586</u>                  |
| Total                        | <u>\$ 136,540</u>      | <u>\$ 215,157</u>                  | <u>\$ 208,412</u>        | <u>\$ 148,586</u>                  |

# LEGAL COUNSEL

**Program Description:**

The City Attorney’s office has the statutory responsibility for the administration of all legal services for the City of Lakeville. The work involves serving as the legal advisor and providing legal services to the Council, the committees, commissions and boards of the City, and all City departments. The responsibilities of the office also include substantial involvement in City projects, liability issues, and contractual agreements.

The City of Lakeville retains the services of Campbell Knutson, P.A., to handle the City’s legal affairs including questions of law, court actions and prosecutions. Funding for prosecution is provided for in the Police Department budget.

**Services:**

- Acts as legal counsel at meetings of the City Council and Planning Commission.
- Represents the City, its boards and officers, in civil claims and litigation.
- Drafts and revises local ordinances and resolutions.
- Drafts and reviews development agreements.
- Researches and writes legal opinions and memoranda for elected officials and City departments.
- Negotiates and drafts City contracts, leases and indemnification agreements.
- Administration of all real estate activity.

**Budget Summary:**

|                              | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Other charges and services   | \$ 77,936              | \$ 80,000                          | \$ 78,296                | \$ 81,000                          |
| <u>Revenue sources</u>       |                        |                                    |                          |                                    |
| Taxes and other public funds | \$ 77,936              | \$ 80,000                          | \$ 78,296                | \$ 81,000                          |

# PLANNING

**Program Description:**

The Planning Department offers a variety of services to preserve and enhance the quality of life for those who live and work in the community. The department guides the physical development of Lakeville in a manner that promotes sustained and managed growth and protects the health, safety and general welfare of its residents. The department oversees all the short and long term land use, zoning and development activities as required by State Statute. The Planning Department provides technical support to the Planning Commission and City Council.

**Services:**

- Administer comprehensive planning and development regulations and policies as adopted by the City of Lakeville and the laws of the State of Minnesota.
- Coordinate development review with other City departments and outside agencies.
- Administer development review and process permits consistent with land use, subdivision and environmental regulations.
- Initiate dialogue in response to emerging community issues.
- Process applications in a timely, thorough and accurate manner.
- Respond to public inquiries accurately and in a timely manner.

**Staffing:**

| Position (FTE)                 | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|--------------------------------|----------------|----------------|------------------|----------------|
| Planning Director              | 1.0            | 1.0            | 1.0              | 1.0            |
| Associate Planner              | 2.0            | 2.0            | 2.0              | 2.0            |
| Planning & Zoning Specialist * | 0.7            | 1.0            | 1.0              | 1.0            |
| Administrative Assistant       | 0.5            | 0.5            | 0.5              | 0.5            |
| <b>Total</b>                   | <b>4.2</b>     | <b>4.5</b>     | <b>4.5</b>       | <b>4.5</b>     |

\*Position title changed in 2019

# PLANNING

(continued)

## Budget Summary:

|                              | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Personnel services           | \$ 477,104             | \$ 518,211                         | \$ 517,963               | \$ 538,195                         |
| Commodities                  | 1,079                  | 2,291                              | 2,041                    | 2,041                              |
| Other charges and services   | 34,833                 | 65,266                             | 64,829                   | 40,279                             |
| Total                        | <u>\$ 513,016</u>      | <u>\$ 585,768</u>                  | <u>\$ 584,833</u>        | <u>\$ 580,515</u>                  |
| <u>Revenue sources</u>       |                        |                                    |                          |                                    |
| Intergovernmental            | \$ 16,000              | \$ 16,000                          | \$ 16,000                | \$ -                               |
| Charges for services         | 83,737                 | 68,020                             | 74,420                   | 71,020                             |
| Taxes and other public funds | 413,279                | 501,748                            | 494,413                  | 509,495                            |
| Total                        | <u>\$ 513,016</u>      | <u>\$ 585,768</u>                  | <u>\$ 584,833</u>        | <u>\$ 580,515</u>                  |

# COMMUNITY AND ECONOMIC DEVELOPMENT

**Program Description:**

The Community and Economic Development Department is responsible for services that promote business and development that supports the overall economic vitality of the community. Department services include business development, redevelopment, promotion and business retention; real estate sale and acquisitions, economic development strategic planning, and transportation improvement advocacy including transit facilities and service.

**Services:**

- Coordinate with the Dakota County CDA to administer HUD funded Community Development Block Grant programs and other housing and redevelopment programs.
- Serve as a liaison to the business community.
- Coordinate special projects, studies, and development projects related to economic development.
- Staff and coordinate the activities of the Economic Development Commission (EDC).
- Coordinate with State and local agencies to provide assistance to new and expanding businesses.
- Provide development updates, statistics, and demographics for the City Council, Economic Development Commission and City departments.
- Provide high-level City development strategies.
- Coordinate Manufacturers Week activities.
- Respond to inquiries and assist developers and businesses to navigate through the City’s development process.
- Coordinate public information activities regarding local economic development issues.

**Staffing:**

| Position (FTE)                    | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|-----------------------------------|----------------|----------------|------------------|----------------|
| Community and Econ. Dev. Director | 1.0            | 1.0            | 1.0              | 1.0            |
| Economic Development Specialist   | 0.9            | 1.0            | 1.0              | 1.0            |
| Administrative Assistant          | 0.5            | 0.5            | 0.5              | 0.5            |
| <b>Total</b>                      | <b>2.4</b>     | <b>2.5</b>     | <b>2.5</b>       | <b>2.5</b>     |

# COMMUNITY AND ECONOMIC DEVELOPMENT

(continued)

## Budget Summary:

|                                         | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|-----------------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>                     |                        |                                    |                          |                                    |
| Personnel services                      | \$ 273,882             | \$ 294,620                         | \$ 294,307               | \$ 307,121                         |
| Commodities                             | 242                    | 250                                | 250                      | 250                                |
| Other charges and services              | 36,362                 | 93,252                             | 86,167                   | 67,866                             |
| Total                                   | \$ 310,486             | \$ 388,122                         | \$ 380,724               | \$ 375,237                         |
| <br><u>Revenues and other financing</u> |                        |                                    |                          |                                    |
| <u>Revenue sources</u>                  |                        |                                    |                          |                                    |
| Intergovernmental                       | \$ 13,571              | \$ 66,584                          | \$ 51,266                | \$ 35,810                          |
| Miscellaneous                           | 3,317                  | 2,500                              | 14,734                   | 5,690                              |
| Other financing sources                 | 15,000                 | 15,000                             | 15,000                   | 15,000                             |
| Taxes and other public funds            | 278,598                | 304,038                            | 299,724                  | 318,737                            |
| Total                                   | \$ 310,486             | \$ 388,122                         | \$ 380,724               | \$ 375,237                         |

# INSPECTIONS

## Program Description:

The primary responsibility of the Inspections Department is for enforcement of the adopted building codes. The department is also responsible for code enforcement to preserve the livability and integrity of residential and commercial districts and prevent deterioration and blighted influences within the community.

## Services:

- Process applications, perform plan review and issue permits for residential commercial, industrial and institutional projects.
- Provide up-to-date handouts for homeowners regarding new deck construction and basement remodeling projects.
- Assist design professionals, contractors and homeowners with interpretations on code related questions.
- Respond to customer complaints concerning construction sites, property maintenance, code enforcement.
- Perform building related inspections.
- Respond to complaints of vacant homes and inspect home's condition prior to occupancy.
- Issue Certificates of Occupancy for permits which meet or exceed permit requirements.
- Perform code compliance inspections.
- Coordinate records, consolidate plans and archives.
- Participate in the development and amendments to State and local code requirements both nationally and locally.
- Provide information regarding code requirements.

## Staffing:

| Position (FTE)                    | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|-----------------------------------|----------------|----------------|------------------|----------------|
| Building Official                 | 1.0            | 1.0            | 1.0              | 1.0            |
| Assistant Building Official       | 0.6            | 1.0            | 1.0              | 1.0            |
| Senior Administrative Assistant   | 1.0            | 1.0            | 1.0              | 1.0            |
| Administrative Assistant          | 1.0            | 1.0            | 1.0              | 1.0            |
| Sr. Plumbing/Mechanical Inspector | 1.0            | 1.0            | 1.0              | 1.0            |
| Sr. Building Inspector            | 1.4            | 1.0            | 1.0              | 1.0            |
| Building Inspector                | 2.4            | 3.0            | 3.0              | 3.0            |
| <b>Total</b>                      | <b>8.4</b>     | <b>9.0</b>     | <b>9.0</b>       | <b>9.0</b>     |

# INSPECTIONS

(continued)

**Budget Summary:**

|                              | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Personnel services           | \$ 873,780             | \$ 973,050                         | \$ 959,054               | \$ 1,003,209                       |
| Commodities                  | 13,708                 | 13,792                             | 13,792                   | 13,792                             |
| Other charges and services   | 252,948                | 269,111                            | 260,192                  | 256,543                            |
| Capital outlay               | 26,536                 | -                                  | -                        | -                                  |
| Total                        | \$ 1,166,972           | \$ 1,255,953                       | \$ 1,233,038             | \$ 1,273,544                       |
| <br><u>Revenue sources</u>   |                        |                                    |                          |                                    |
| Licenses and permits         | \$ 3,084,414           | \$ 2,172,557                       | \$ 2,726,147             | \$ 2,177,123                       |
| Charges for services         | 31,378                 | 29,440                             | 36,953                   | 31,653                             |
| Taxes and other public funds | (1,948,820)            | (946,044)                          | (1,530,062)              | (935,232)                          |
| Total                        | \$ 1,166,972           | \$ 1,255,953                       | \$ 1,233,038             | \$ 1,273,544                       |

# GENERAL GOVERNMENT FACILITIES

## Program Description:

The General Government Facilities Department is responsible for the maintenance and operating costs of City Hall, a storage facility and a radio communications building. This department is also responsible for the landscape maintenance and snowplowing of the Heritage Library.

This department provides staffing for planning, implementing, coordinating and evaluating a comprehensive program of improvements including project management for the following buildings that are budgeted within their respective departments.

| <u>Facility</u>                             | <u>Location</u>                    | <u>Square Footage</u> |
|---------------------------------------------|------------------------------------|-----------------------|
| <u>General Government Facilities Budget</u> |                                    |                       |
| City Hall                                   | 20195 Holyoke Avenue               | 32,600                |
| Storage Facility                            | 7773 214 <sup>th</sup> Street      | 25,000                |
| Radio Communications Building               | 17900 Jacquard Avenue              | 800                   |
| <u>Other Budgets</u>                        |                                    |                       |
| Police Station                              | 9237 183 <sup>rd</sup> Street      | 68,569                |
| Fire Station #1                             | 20190 Holyoke Avenue               | 8,700                 |
| Fire Station #2                             | 16720 Dodd Boulevard               | 5,724                 |
| Fire Station #3                             | 17490 Kenrick Avenue               | 5,500                 |
| Fire Station #4                             | 9465 185 <sup>th</sup> Street      | 13,830                |
| Central Maintenance Facility                | 7570 179 <sup>th</sup> Street West | 110,000               |
| Heritage Center                             | 20110 Holyoke Avenue               | 16,406                |
| Arts Center                                 | 20965 Holyoke Avenue               | 8,200                 |
| Water Treatment Facility                    | 18400 Ipava Avenue                 | 47,125                |
| Liquor Store Kenrick                        | 16179 Kenrick Avenue               | 9,714                 |
| Liquor Store Galaxie                        | 16000 Galaxie Avenue               | 11,300                |
| Liquor Store Heritage                       | 20164 Heritage Drive               | 8,960                 |

## Services:

- Protect the investment the City and the Community have made in its facilities by developing and implementing long term facility maintenance programs to keep life cycle costs of the facilities as low as possible.
- Plan for and procure services, equipment, tools and supplies necessary for effective and efficient operations.
- Plan, organize, coordinate, assign, and monitor work of facilities maintenance and cleaning staff necessary to perform required job functions.
- Manage facilities maintenance and repair projects.
- Administer contracts and direct contractors for HVAC, generator maintenance, electrical, plumbing, etc.
- Preventive maintenance programs.

# GENERAL GOVERNMENT FACILITIES

(continued)

**Staffing:**

| Position (FTE)                     | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|------------------------------------|----------------|----------------|------------------|----------------|
| Facilities Supervisor*             | 1.0            | 1.0            | 1.0              | 1.0            |
| Facility Attendant                 | 2.5            | 3.3            | 4.0              | 4.2            |
| City Hall Receptionist             | 1.6            | 1.6            | 1.6              | 1.6            |
| City Hall Administrative Assistant | 0.4            | 0.4            | 0.4              | 0.4            |
| <b>Total</b>                       | <b>5.5</b>     | <b>6.3</b>     | <b>7.0</b>       | <b>7.2</b>     |

\*Position title changed in 2019

**Budget Summary:**

|                                         | 2017<br>Actual | 2018<br>Amended<br>Budget | 2018<br>Estimate | 2019<br>Adopted<br>Budget |
|-----------------------------------------|----------------|---------------------------|------------------|---------------------------|
| <u>Expenditures</u>                     |                |                           |                  |                           |
| Personnel services                      | \$ 325,674     | \$ 365,090                | \$ 371,500       | \$ 399,147                |
| Commodities                             | 22,268         | 26,243                    | 23,914           | 22,174                    |
| Other charges and services              | 164,912        | 178,529                   | 176,932          | 186,003                   |
| Total                                   | \$ 512,854     | \$ 569,862                | \$ 572,346       | \$ 607,324                |
| <br><u>Revenues and other financing</u> |                |                           |                  |                           |
| <u>Revenue sources</u>                  |                |                           |                  |                           |
| Miscellaneous                           | \$ 31,963      | \$ 32,363                 | \$ 35,184        | \$ 33,333                 |
| Other financing sources                 | 72,727         | 73,905                    | 73,596           | 85,422                    |
| Taxes and other public funds            | 408,164        | 463,594                   | 463,566          | 488,569                   |
| Total                                   | \$ 512,854     | \$ 569,862                | \$ 572,346       | \$ 607,324                |

# FINANCE

## Program Description:

The Finance Department is responsible for the overall financial management, accounting and reporting activity of the City. This department also provides financial controls and treasury management of other City departments to help ensure proper stewardship of public funds. The Finance Department coordinates the annual operating and capital budget process for all City operations.

## Services:

- Financial reporting. Coordinate and prepare the annual audit and Comprehensive Annual Financial Report (CAFR). Maintain high quality audit results and minimize audit costs. Preparation of required State, Federal and other government agency reports. Maintain general ledger and fixed capital asset systems and perform various accounting functions such as reconciliation of various accounts.
- Treasury management including investment of City funds, accounts payable function, debt management and reporting and manage bank agreements and transactions to minimize costs and maximize efficiency.
- Billing and collection for City services including but not limited to development related services, licenses, public safety activities and quarterly water, sanitary sewer, street light services and environmental resources. Manage utility billings to provide high quality customer service and timely deposit of collections.
- Fiscal agent for ALF Ambulance, Dakota Communications Center, and Lakeville Arenas. Services include preparation of Comprehensive Annual Financial Report, interim financial reports, accounts payable functions, treasury management, budgeting, and debt management.
- Budget administration including the Capital Improvement Plan.
- Supervision of City risk management program.

## Staffing:

| Position (FTE)              | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|-----------------------------|----------------|----------------|------------------|----------------|
| Finance Director            | 1.0            | 1.0            | 1.0              | 1.0            |
| Assistant Finance Director  | 1.0            | 1.0            | 1.0              | 1.0            |
| Senior Financial Analyst *  | 3.0            | 3.0            | 3.0              | 3.0            |
| Financial Analyst *         | 1.0            | 1.0            | 1.0              | 1.0            |
| Accounts Payable Technician | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>Total</b>                | <b>7.0</b>     | <b>7.0</b>     | <b>7.0</b>       | <b>7.0</b>     |

\*Position title changed in 2019

# FINANCE

(continued)

**Budget Summary:**

|                                         | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|-----------------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>                     |                        |                                    |                          |                                    |
| Personnel services                      | \$ 659,046             | \$ 696,628                         | \$ 691,737               | \$ 716,653                         |
| Commodities                             | 2,426                  | 3,500                              | 3,514                    | 3,525                              |
| Other charges and services              | 77,000                 | 81,406                             | 82,369                   | 84,251                             |
| Total                                   | \$ 738,472             | \$ 781,534                         | \$ 780,120               | \$ 804,429                         |
| <br><u>Revenues and other financing</u> |                        |                                    |                          |                                    |
| <u>Revenue sources</u>                  |                        |                                    |                          |                                    |
| Charges for services                    | \$ 129,445             | \$ 135,676                         | \$ 135,852               | \$ 137,879                         |
| Other financing sources                 | 53,057                 | 50,000                             | 50,000                   | 50,000                             |
| Taxes and other public funds            | 555,970                | 595,858                            | 594,268                  | 616,550                            |
| Total                                   | \$ 738,472             | \$ 781,534                         | \$ 780,120               | \$ 804,429                         |

# INFORMATION TECHNOLOGY

**Program Description:**

The Information Technology Department is responsible for providing and supporting the electronic information systems of other City departments. The services provided by the Department include network infrastructure support; desktop computer support; and planning, analysis and implementation of information systems technology.

**Services:**

- Provide 24/7 access to the City’s website.
- Provide support for users of City information systems.
- Establish and maintain network systems to allow efficient flow of information.
- Coordinate future systems development.
- Maintain and support the City’s local area networks.
- Assist with the maintenance and development of the City’s wide area network.
- Perform maintenance and repair work on city-owned computing equipment.
- Perform installation, maintenance, and upgrades of city-owned computer software, and VoIP telephones.
- Provide training and software support to City personnel.
- Maintain and assist in development of the City’s World Wide Web and Intranet sites.
- Coordinate and monitor Internet access for City employees.
- Coordinate with City staff and LOGIS on the deployment and operation of applications.
- Provide desktop support to City staff.
- Provide maintenance and support for document imaging solution.
- Development and implementation of City data security plan and disaster recovery.

**Staffing:**

| Position (FTE)                       | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|--------------------------------------|----------------|----------------|------------------|----------------|
| Information Technology (IT) Manager* | 1.0            | 1.0            | 1.0              | 1.0            |
| IT Administrator*                    | 1.0            | 1.0            | 1.0              | 1.0            |
| IT Technician*                       | 1.8            | 2.0            | 2.0              | 2.0            |
| <b>Total</b>                         | <b>3.8</b>     | <b>4.0</b>     | <b>4.0</b>       | <b>4.0</b>     |

\*Position title changed in 2019

# INFORMATION TECHNOLOGY

*(continued)*

**Budget Summary:**

|                                         | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|-----------------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>                     |                        |                                    |                          |                                    |
| Personnel services                      | \$ 371,062             | \$ 430,046                         | \$ 417,744               | \$ 443,618                         |
| Commodities                             | 4,617                  | 2,995                              | 3,675                    | 4,425                              |
| Other charges and services              | 165,531                | 240,195                            | 245,842                  | 340,502                            |
| Total                                   | \$ 541,210             | \$ 673,236                         | \$ 667,261               | \$ 788,545                         |
| <br><u>Revenues and other financing</u> |                        |                                    |                          |                                    |
| <u>Revenue sources</u>                  |                        |                                    |                          |                                    |
| Other financing sources                 | \$ 125,539             | \$ 125,793                         | \$ 125,853               | \$ 133,770                         |
| Taxes and other public funds            | 415,671                | 547,443                            | 541,408                  | 654,775                            |
| Total                                   | \$ 541,210             | \$ 673,236                         | \$ 667,261               | \$ 788,545                         |

# HUMAN RESOURCES

**Program Description:**

The City Human Resources Department is responsible for development, recommendation and implementation of policies related to human resources issues. The Department provides guidance and assistance to City leadership and employees regarding recruitment, employee satisfaction and development. The Human Resources function strives to retain and support a workforce committed to high quality, efficient services and respectful working relationships.

**Services:**

- Employee wage and benefit packages administration.
- Partner in recruitment and performance management with all departments.
- Payroll administration.
- Personnel records management.
- Workers compensation claims processing.
- Compensation and classifications system administration.
- FMLA, extended leave administration

**Staffing:**

| Position (FTE)              | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|-----------------------------|----------------|----------------|------------------|----------------|
| Human Resources Manager     | 1.0            | 1.0            | 1.0              | 1.0            |
| Human Resources Specialist* | 1.0            | 1.0            | 1.0              | 1.0            |
| Payroll Specialist*         | 2.0            | 2.0            | 2.0              | 2.0            |
| <b>Total</b>                | <b>4.0</b>     | <b>4.0</b>     | <b>4.0</b>       | <b>4.0</b>     |

\*Position title changed in 2019

# HUMAN RESOURCES

*(continued)*

**Budget Summary:**

|                                         | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|-----------------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>                     |                        |                                    |                          |                                    |
| Personnel services                      | \$ 364,391             | \$ 387,122                         | \$ 397,384               | \$ 416,092                         |
| Commodities                             | 1,853                  | 2,913                              | 2,552                    | 3,865                              |
| Other charges and services              | 94,258                 | 133,650                            | 127,970                  | 108,040                            |
| Total                                   | \$ 460,502             | \$ 523,685                         | \$ 527,906               | \$ 527,997                         |
| <br><u>Revenues and other financing</u> |                        |                                    |                          |                                    |
| <u>Revenue sources</u>                  |                        |                                    |                          |                                    |
| Other financing sources                 | \$ 129,481             | \$ 130,089                         | \$ 130,197               | \$ 128,587                         |
| Taxes and other public funds            | 331,021                | 393,596                            | 397,709                  | 399,410                            |
| Total                                   | \$ 460,502             | \$ 523,685                         | \$ 527,906               | \$ 527,997                         |

# INSURANCE

**Program Description:**

The Insurance Department is responsible for property and liability insurance, workers compensation, the Employee/Management Safety Committee, and related health and safety programs (OSHA, DOT, and EPA).

The City uses the Internal Service Municipal Reserves Fund for accounting, reporting and allocation of related insurance costs. Under this model, operating departments within the various City funds receive a charge from the Municipal Reserves Fund, and all costs (premiums, claims, and related) are reflected in a single fund. This allows for better accounting and monitoring of the City’s risk management costs. Workers compensation costs are charged to the various City funds and allocated to their individual departments based on employee salaries. The Insurance Department represents the General Fund’s share of the risk management activities.

**Services:**

- Manage potential risk and loss from unforeseen events. Tactics include aggressive case management, promoting safe behaviors, and ensuring safe environments.

**Budget Summary:**

|                              | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Other charges and services   | \$ 285,000             | \$ 425,000                         | \$ 425,000               | \$ 285,000                         |
| <br><u>Revenue sources</u>   |                        |                                    |                          |                                    |
| Taxes and other public funds | \$ 285,000             | \$ 425,000                         | \$ 425,000               | \$ 285,000                         |

# POLICE

## Program Description:

The primary function of the Police Department is to safeguard and protect the lives, health and property of the Citizens of Lakeville. The Department includes a wide array of public safety functions including patrol, investigations, proactive drug enforcement, animal control, canine unit, community service, police reservists, Chaplaincy, park ranger and Emergency Management Preparedness.

## Services:

- **Patrol.** Provide 9-1-1 uniformed patrol response 24 hours a day, 7 days a week including traffic safety and code enforcement, conflict resolution team, MAAG team and special operations team.
- **Dispatching.** City of Lakeville is a member of the Dakota Communications Center Joint Powers Organization which provides dispatching services for all police, fire and emergency management services in the County.
- **Investigations.** Adult and juvenile investigations of criminal activity. Includes crime scene investigation unit and one officer assigned to the South Metro Drug Task Force. Provide background and compliance checks for licensing functions.
- **Administrative Services.** The support staff is responsible for maintenance of police records in accordance with State and Federal data practice laws.
- **Outside Services.** Creating a sense of community and belonging through National Night Out, mental health outreach, safety camp participation, Police cable TV programming and other programs.
- **Courts and prosecution.** City attorney prosecutes those who face criminal charges brought forth by the City of Lakeville.
- **School Resource Liaisons.** Two police officers are assigned to the senior high and middle schools during the school year.
- **Emergency Management.** Function includes civil defense siren system and preparation for possible community emergencies.
- **Animal Control.** Function includes dog licensing and animal code enforcement.
- **Community Service Officer (CSO).** Provide assistance to sworn officers. Responsible for maintenance of facility and vehicles. During the summer, the department employs seasonal CSOs who maintain order at the Lake Marion boat launch and enforce park regulations.
- **Police Reserves.** The Police Reserves unit is comprised of non-sworn volunteers who assist the police officers with special events and community emergencies.

# POLICE

(continued)

**Staffing:**

| Position (FTE)                  | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|---------------------------------|----------------|----------------|------------------|----------------|
| Sworn Officer                   |                |                |                  |                |
| Chief                           | 1.0            | 1.0            | 1.0              | 1.0            |
| Deputy Chief                    | 1.0            | 1.0            | 1.0              | 1.0            |
| Lieutenant                      | 4.0            | 4.0            | 4.0              | 4.0            |
| Sergeant                        | 5.0            | 5.0            | 5.0              | 6.0            |
| Investigator                    | 6.0            | 6.0            | 6.0              | 6.0            |
| Narcotics Task Force Officer    | 1.0            | 1.0            | 1.0              | 1.0            |
| DUI Enforcement Grant           | 1.0            | 0.8            | 0.8              | 0.0            |
| Patrol Officer                  | 37.0           | 39.4           | 37.2             | 40.0           |
| <b>Total Sworn Officers</b>     | <b>56.0</b>    | <b>58.2</b>    | <b>56.0</b>      | <b>59.0</b>    |
| Business Manager                | 1.0            | 1.0            | 1.0              | 1.0            |
| Evidence Technician             | 1.0            | 1.0            | 1.0              | 1.0            |
| Community Service Officer       | 5.7            | 4.8            | 5.1              | 4.8            |
| Records Analyst                 | 1.0            | 1.0            | 1.0              | 1.0            |
| Police Administrative Assistant | 4.7            | 4.7            | 4.7              | 5.0            |
| <b>Total</b>                    | <b>69.4</b>    | <b>71.7</b>    | <b>68.8</b>      | <b>71.8</b>    |

# POLICE

(continued)

## Budget Summary:

| <u>Program</u>               | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Preliminary<br/>Budget</u> |
|------------------------------|------------------------|------------------------------------|--------------------------|----------------------------------------|
| Police patrol                | \$ 5,505,202           | \$ 6,239,300                       | \$ 6,135,800             | \$ 6,268,624                           |
| Investigations               | 1,177,590              | 1,178,808                          | 1,147,530                | 1,261,670                              |
| Dispatching                  | 1,014,168              | 1,152,792                          | 1,152,792                | 1,217,272                              |
| Administration               | 415,588                | 416,738                            | 423,451                  | 437,783                                |
| Records management           | 693,332                | 812,670                            | 799,325                  | 866,037                                |
| Vehicle and equipment maint. | 224,466                | 240,041                            | 240,141                  | 240,341                                |
| Courts and prosecution       | 222,679                | 229,361                            | 229,361                  | 236,242                                |
| K-9 unit                     | 266,157                | 283,846                            | 279,401                  | 293,779                                |
| Facility maintenance         | 203,052                | 194,462                            | 185,568                  | 209,172                                |
| Community Service Officers   | 244,814                | 269,220                            | 256,986                  | 286,151                                |
| School Resource Officers     | 268,946                | 237,309                            | 234,146                  | 240,407                                |
| DUI Grant Officer            | 95,055                 | 116,626                            | 85,259                   | -                                      |
| Animal control               | 7,590                  | 14,000                             | 10,100                   | 10,100                                 |
| Police reserves              | 27,182                 | 15,231                             | 15,040                   | 30,565                                 |
| Crime prevention             | 4,032                  | 3,325                              | 3,325                    | 3,630                                  |
| Other                        | 28,286                 | 28,483                             | 27,215                   | 26,515                                 |
| Total                        | <u>\$ 10,398,139</u>   | <u>\$ 11,432,212</u>               | <u>\$ 11,225,440</u>     | <u>\$ 11,628,288</u>                   |

| <u>Expenditures</u>        | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|----------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| Personnel services         | \$ 8,198,697           | \$ 9,038,216                       | \$ 8,815,848             | \$ 9,083,175                       |
| Commodities                | 379,387                | 396,022                            | 402,243                  | 401,462                            |
| Other charges and services | 1,820,055              | 1,997,974                          | 2,007,349                | 2,143,651                          |
| Total                      | <u>\$ 10,398,139</u>   | <u>\$ 11,432,212</u>               | <u>\$ 11,225,440</u>     | <u>\$ 11,628,288</u>               |

| <u>Revenue sources</u>       | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| Licenses                     | \$ 220,162             | \$ 212,475                         | \$ 211,600               | \$ 211,525                         |
| Intergovernmental            | 594,845                | 553,158                            | 640,096                  | 547,751                            |
| Charges for services         | 493,329                | 695,038                            | 655,339                  | 450,310                            |
| Court fines                  | 392,514                | 425,000                            | 331,000                  | 346,000                            |
| Miscellaneous                | 14,322                 | 4,000                              | 4,275                    | 4,000                              |
| Taxes and other public funds | 8,682,967              | 9,542,541                          | 9,383,130                | 10,068,702                         |
| Total                        | <u>\$ 10,398,139</u>   | <u>\$ 11,432,212</u>               | <u>\$ 11,225,440</u>     | <u>\$ 11,628,288</u>               |

# FIRE

## Program Description:

The City of Lakeville Fire Department is a dedicated team of firefighters providing a predictable, reliable, professional response striving to eliminate loss of life and property due to fire, accident or disaster. The department is staffed by pay-per-hour firefighters that respond to emergencies when needed and voluntary fill duty crews (effective 2015). The Department is responsible for fire emergency response, disaster preparedness, fire code compliance/enforcement, fire investigations, fire prevention and education. The City also maintains mutual aid agreements with neighboring communities which provide Lakeville with additional resources to meet the demands of a large-scale emergency.

## Services:

### ➤ Emergency Response

- Fire suppression.
- Emergency Medical Response (EMS).
- Vehicle extrication – rescue.
- Ice and water rescue.
- Domestic security and emergency management.
- Hazardous condition and disaster mitigation.

### ➤ Prevention

- Plan review.
- Alarm and suppression system acceptance testing.
- Occupancy inspections.
- Fire prevention inspections.

### Fire Investigation

- Fire cause determination.

### ➤ Education

- Firefighters’ initial and continued education and certification.
- Safety Camp.
- National Night Out.
- Fire prevention visits to schools.
- Fire Department open house.
- Station tours.
- Public and employee fire extinguisher training.

## Staffing:

| Position (FTE)                  | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|---------------------------------|----------------|----------------|------------------|----------------|
| Fire Chief                      | 1.0            | 1.0            | 1.0              | 1.0            |
| Assistant Fire Chief            | 1.0            | 1.0            | 1.0              | 1.0            |
| Fire Marshal                    | 1.0            | 1.0            | 1.0              | 1.0            |
| Fire Inspector                  | 1.0            | 1.0            | 1.0              | 1.0            |
| Senior Administrative Assistant | 1.0            | 1.0            | 1.0              | 1.0            |
| Administrative Assistant        | 0.5            | 0.6            | 0.6              | 0.6            |
| <b>Total</b>                    | <b>5.5</b>     | <b>5.6</b>     | <b>5.6</b>       | <b>5.6</b>     |

# FIRE

(continued)

## Budget Summary:

|                              | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Personnel services           | \$ 1,378,273           | \$ 1,466,869                       | \$ 1,458,085             | \$ 1,609,135                       |
| Commodities                  | 156,257                | 151,407                            | 149,631                  | 153,816                            |
| Other charges and services   | <u>282,990</u>         | <u>271,917</u>                     | <u>273,568</u>           | <u>271,986</u>                     |
| Total                        | <u>\$ 1,817,520</u>    | <u>\$ 1,890,193</u>                | <u>\$ 1,881,284</u>      | <u>\$ 2,034,937</u>                |
| <br><u>Revenue sources</u>   |                        |                                    |                          |                                    |
| Licenses                     | \$ 1,950               | \$ 1,850                           | \$ 1,850                 | \$ 1,850                           |
| Intergovernmental            | 371,143                | 384,642                            | 385,701                  | 384,526                            |
| Charges for services         | 48,601                 | 45,914                             | 51,914                   | 52,500                             |
| Miscellaneous                | 19,564                 | -                                  | -                        | -                                  |
| Taxes and other public funds | <u>1,376,262</u>       | <u>1,457,787</u>                   | <u>1,441,819</u>         | <u>1,596,061</u>                   |
| Total                        | <u>\$ 1,817,520</u>    | <u>\$ 1,890,193</u>                | <u>\$ 1,881,284</u>      | <u>\$ 2,034,937</u>                |

## Program Description:

The Engineering Department is responsible for planning, designing, surveying, inspecting, and constructing new public infrastructure including streets, wastewater collection system, water supply, storage and distribution system, storm water management system, bike and pedestrian trails, street signs, street lighting, and traffic signals. The Department also includes the Geographic Information System (GIS) function which is responsible for the management of data relating to parcels, parcel boundaries, utilities, streets, and other infrastructure.

## Services:

- **Public infrastructure.** Provide design services; project oversight and management for streets, sanitary sewers, drainage and water projects to include wetland mitigation plans. Provide management of the public assessments and other property data. Prepare feasibility studies for new public projects that are assessed.
- **New development.** Review proposed, preliminary and final plats related to new residential, commercial and industrial development construction projects. Process ensures that plans are in conformance with Comprehensive Plans, ordinances and City of Lakeville Standard Specifications.
- **Comprehensive Plans.** Prepare and provide technical oversight and review of the Comprehensive Plans for Surface Water Management, Sanitary Sewer, Water Distribution System, and Transportation.
- **Customer service.** Assist residents and provides technical assistance for drainage problems, grading issues, erosion control and drain tile. Includes review of residential, commercial, industrial and institutional surveys and construction plans (Site, Grading, Erosion Control, Street and Utility). Includes inspection for general compliance to the approved survey and subdivision plans. Respond to resident inquiries regarding drainage alteration and flood zones. Manages the public rights of way for all City streets.
- **Records Management.** The department maintains the official City base maps, as-builts, plans, records and property data relating to special assessments.
- **Geographic Information System (GIS).** Develop and maintain the City's GIS database. Coordinate the maintenance, development, and application of GIS system. Manage the comprehensive inventory of City utilities. Manage the information conduit between Dakota County GIS and the City.

# ENGINEERING

(continued)

**Staffing:**

| Position (FTE)           | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|--------------------------|----------------|----------------|------------------|----------------|
| <b>Engineering</b>       |                |                |                  |                |
| City Engineer            | 1.0            | 1.0            | 1.0              | 1.0            |
| Assistant City Engineer  | 0.0            | 1.0            | 1.0              | 1.0            |
| Senior Project Engineer  | 2.0            | 0.0            | 0.0              | 0.0            |
| Project Engineer         | 0.6            | 1.0            | 1.0              | 1.0            |
| Civil Engineer           | 1.0            | 1.0            | 1.0              | 1.0            |
| Administrative Assistant | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>GIS</b>               |                |                |                  |                |
| GIS Manager*             | 1.0            | 1.0            | 1.0              | 1.0            |
| GIS Technician           | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>Total</b>             | <b>7.6</b>     | <b>7.0</b>     | <b>7.0</b>       | <b>7.0</b>     |

\*Position title changed in 2019

**Budget Summary:**

|                                         | 2017<br>Actual | 2018<br>Amended<br>Budget | 2018<br>Estimate | 2019<br>Adopted<br>Budget |
|-----------------------------------------|----------------|---------------------------|------------------|---------------------------|
| <u>Expenditures</u>                     |                |                           |                  |                           |
| Personnel services                      | \$ 679,094     | \$ 745,625                | \$ 729,275       | \$ 769,706                |
| Commodities                             | 6,911          | 8,476                     | 8,476            | 12,966                    |
| Other charges and services              | 116,189        | 220,487                   | 121,678          | 99,085                    |
| Total                                   | \$ 802,194     | \$ 974,588                | \$ 859,429       | \$ 881,757                |
| <br><u>Revenues and other financing</u> |                |                           |                  |                           |
| <u>Revenue sources</u>                  |                |                           |                  |                           |
| Charges for services                    | \$ 356,911     | \$ 181,878                | \$ 653,780       | \$ 287,308                |
| Other financing sources                 | 138,340        | 142,942                   | 142,942          | 150,702                   |
| Taxes and other public funds            | 306,943        | 649,768                   | 62,707           | 443,747                   |
| Total                                   | \$ 802,194     | \$ 974,588                | \$ 859,429       | \$ 881,757                |

# CONSTRUCTION SERVICES

**Program Description:**

The Construction Services Department is responsible for the rehabilitation and maintenance of the City’s infrastructure systems including: pavement management, water main, sanitary sewer and storm sewer systems.

**Services:**

- **Pavement Management.** Complete annual pavement ratings and analysis of the City’s street system. The results of these ratings will be used to determine the City’s Overall Condition Index (OCI), which serves as a tool for prioritizing and programming the City’s Street Reconstruction Projects.
- **Collector Roadway Rehabilitation Projects.** Survey, design, administer the contract and perform inspection duties for collector roadway rehabilitation projects. This includes compliance with all State Statute 429 requirements associated with specially assessing benefiting properties within the project areas, such as: preparation of the feasibility report, public hearing materials and notices, special assessment rolls and assessment hearing materials.
- **Street Reconstruction Program.** Manage consultant(s) working to design the City’s annual Street Reconstruction Projects. Prepare materials associated with the 429 Special Assessment Process and for inspection duties during the construction of the projects.
- **Public infrastructure.** Provide design services; project oversight and management for other pavement management and utility rehabilitation projects, such as: The City’s annual Miscellaneous Roadway Repair Project, trail reconstruction projects and City parking lot improvement projects.
- **Collector Roadway Financing.** Provide annual updates to the City’s Collector Roadway Financing budget based on current funding priorities and updated construction cost estimates for use with future budgetary planning.

**Staffing:**

| Position (FTE)                       | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|--------------------------------------|----------------|----------------|------------------|----------------|
| O & M Construction Coordinator       | 0.4            | -              | -                | -              |
| O & M Engineer Coordinator           | 0.4            | -              | -                | -              |
| Construction Services Superintendent | 0.4            | 1.0            | 1.0              | 1.0            |
| Senior Construction Representative   | 1.6            | 2.0            | 1.0              | 2.0            |
| Construction Representative          | 0.2            | 1.0            | 0.7              | 1.0            |
| Graduate Engineer                    | 0.3            | 1.0            | 1.0              | 1.0            |
| <b>Total</b>                         | <b>3.3</b>     | <b>5.0</b>     | <b>3.7</b>       | <b>5.0</b>     |

# CONSTRUCTION SERVICES

*(continued)*

**Budget Summary:**

|                              | <b>2017<br/>Actual</b> | <b>2018<br/>Amended<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Adopted<br/>Budget</b> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Expenditures</u>          |                        |                                    |                          |                                    |
| Personnel services           | \$ 423,947             | \$ 538,730                         | \$ 449,716               | \$ 552,065                         |
| Commodities                  | 7,293                  | 8,515                              | 7,915                    | 7,915                              |
| Other charges and services   | 12,354                 | 11,348                             | 10,893                   | 13,890                             |
| Capital outlay               | 29,886                 | 28,559                             | 28,559                   | -                                  |
| Total                        | \$ 473,480             | \$ 587,152                         | \$ 497,083               | \$ 573,870                         |
| <u>Revenue sources</u>       |                        |                                    |                          |                                    |
| Charges for services         | \$ 668,884             | \$ 1,069,801                       | \$ 727,717               | \$ 727,717                         |
| Taxes and other public funds | (195,404)              | (482,649)                          | (230,634)                | (153,847)                          |
| Total                        | \$ 473,480             | \$ 587,152                         | \$ 497,083               | \$ 573,870                         |

# STREETS

**Program Description:**

The Streets Department is responsible for the safe and reliable maintenance of the City’s infrastructure systems including pavement management, snow and ice removal, traffic control and signage, street lights, boulevard trees, boulevard mowing and storm sewer systems as well as the support systems such as fleet management.

**Services:**

- **Snow removal and ice control.** Plow snow and apply deicing chemicals to City streets during snow and ice events to maintain a safe driving surface.
- **Fleet management.** Perform routine maintenance and repairs for the entire city fleet of vehicles, power tools and mobile equipment.
- **Street signs and striping.** Inventory, manage, and install regulatory and informational street signs as well as traffic control striping of roadways, crosswalks and symbols.
- **Pavement Management.** Manage contractors in the crack sealing of 300 centerline miles of streets within Lakeville’s pavement management districts. This includes patching and other repairs to streets and sidewalks.
- **Boulevard trees and mowing.** Maintain 9,500 boulevard trees to include trimming, removal, and replacement as needed. Mow 87 miles of boulevards, road ditches and City-owned parcels four times annually.
- **Storm sewer maintenance.** Assist with inspection of 20 percent of the City’s storm sewer outfalls each year to control water pollution by locating and correcting point sources that discharge pollutants.
- **Gravel road maintenance.** Regular grading and shaping of road surfaces and the application of gravel and chemicals to reduce dust and stabilize the roadway.
- **Streetlights.** Inspect streetlights throughout the City and manage the repair or replacement of damaged or inoperative lights.

**Staffing:**

| Position (FTE)                  | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|---------------------------------|----------------|----------------|------------------|----------------|
| Streets & Fleet Superintendent* | 1.0            | 1.0            | 1.0              | 1.0            |
| Streets Supervisor              | 1.0            | 1.0            | 1.0              | 1.0            |
| Streets Lead Maintenance        | 0.9            | 1.0            | 1.0              | 1.0            |
| Streets Maintenance II          | 11.8           | 12.0           | 12.0             | 12.0           |
| Fleet Supervisor                | 1.0            | 1.0            | 1.0              | 1.0            |
| Fleet Service Technician Lead   | 1.0            | 1.0            | 1.0              | 1.0            |
| Fleet Service Technician        | 4.0            | 4.0            | 4.0              | 4.0            |
| Administrative Assistant        | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>Total</b>                    | <b>21.7</b>    | <b>22.0</b>    | <b>22.0</b>      | <b>22.0</b>    |

\*Position title changed in 2019

# STREETS

(continued)

## Budget Summary:

| <u>Program</u>                | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Amended</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Preliminary</u><br><u>Budget</u> |
|-------------------------------|------------------------------|------------------------------------------------|--------------------------------|----------------------------------------------------|
| Administration                | \$ 440,632                   | \$ 564,121                                     | \$ 506,771                     | \$ 532,806                                         |
| Snow removal and ice control  | 710,625                      | 826,312                                        | 856,457                        | 737,159                                            |
| Fleet management              | 561,071                      | 638,164                                        | 624,524                        | 645,137                                            |
| Signs and striping            | 314,961                      | 348,491                                        | 320,792                        | 339,485                                            |
| Pavement management           | 211,082                      | 239,539                                        | 224,579                        | 229,600                                            |
| Central Maintenance Facility  | 111,517                      | 119,199                                        | 115,120                        | 122,552                                            |
| Boulevard trees and mowing    | 170,549                      | 167,884                                        | 189,007                        | 195,547                                            |
| Storm sewer systems           | 127,150                      | 147,945                                        | 130,004                        | 133,710                                            |
| Street sweeping               | 154,841                      | 135,206                                        | 156,843                        | 164,618                                            |
| Gravel roads and dust control | 132,981                      | 125,437                                        | 129,001                        | 133,963                                            |
| Traffic signal systems        | 16,279                       | 19,413                                         | 20,005                         | 19,898                                             |
| Sidewalks, curbs and gutters  | 11,842                       | 8,505                                          | 11,651                         | 12,288                                             |
| Other                         | 31,438                       | 23,082                                         | 21,596                         | 21,854                                             |
| Total                         | <u>\$ 2,994,968</u>          | <u>\$ 3,363,298</u>                            | <u>\$ 3,306,350</u>            | <u>\$ 3,288,617</u>                                |

| <u>Expenditures</u>        | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Amended</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Adopted</u><br><u>Budget</u> |
|----------------------------|------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------|
| Personnel services         | \$ 1,876,234                 | \$ 2,120,785                                   | \$ 2,070,265                   | \$ 2,183,894                                   |
| Commodities                | 819,315                      | 891,838                                        | 895,490                        | 746,573                                        |
| Other charges and services | 299,419                      | 350,675                                        | 340,595                        | 358,150                                        |
| Total                      | <u>\$ 2,994,968</u>          | <u>\$ 3,363,298</u>                            | <u>\$ 3,306,350</u>            | <u>\$ 3,288,617</u>                            |

### Revenues and other financing

| <u>Revenue sources</u>       | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Amended</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Adopted</u><br><u>Budget</u> |
|------------------------------|------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------|
| Charges for services         | \$ 39,304                    | \$ 48,700                                      | \$ 53,700                      | \$ 48,700                                      |
| Other financing sources      | 112,774                      | 91,653                                         | 91,653                         | 101,958                                        |
| Taxes and other public funds | 2,842,890                    | 3,222,945                                      | 3,160,997                      | 3,137,959                                      |
| Total                        | <u>\$ 2,994,968</u>          | <u>\$ 3,363,298</u>                            | <u>\$ 3,306,350</u>            | <u>\$ 3,288,617</u>                            |

# PARKS

## Program Description:

The City of Lakeville provides a comprehensive community-wide array of park facilities and open spaces. The Parks Department is committed to the effective and responsible management of parks, open space, facilities and resources to satisfy the needs of the community.

## Services:

- Parks administration is responsible for planning, management and supervision of various program functions including park maintenance, recreation, the Lakeville Area Arts Center, and the Lakeville Active Adults.
- Manage and maintain ten hockey and pleasure skating areas.
- Planning, administering and managing resources for park maintenance, improvements and development.
- Collaborate with and assist various community groups and civic organizations as well as three school districts to plan, organize, promote and enhance other activities and opportunities within the City of Lakeville.
- Provide routine maintenance of all athletic fields and facilities including Central Maintenance Facility, Heritage Center, Arts Center and the Ritter Farm Park Environmental Learning Center.
- Assists with the organization and implementation of community-centered special events such as Household Hazardous Waste Drop-Off Day, Annual Tree Sale, Fourth of July Celebration, Pan-O-Prog, Lakeville Art Festival, and numerous youth athletic tournaments.
- Provide routine maintenance to all neighborhood parks and associated support facilities.

## Staffing:

| Position (FTE)                  | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|---------------------------------|----------------|----------------|------------------|----------------|
| <b>Administration</b>           |                |                |                  |                |
| Parks and Recreation Director   | 1.0            | 1.0            | 1.0              | 1.0            |
| Senior Administrative Assistant | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>Parks Maintenance</b>        |                |                |                  |                |
| Parks Superintendent            | 1.0            | 1.0            | 1.0              | 1.0            |
| Parks Supervisor                | 1.0            | 1.0            | 1.0              | 1.0            |
| Parks Lead Maintenance          | 1.0            | 1.0            | 1.0              | 1.0            |
| Parks Maintenance II            | 9.1            | 10.0           | 10.0             | 10.0           |
| Administrative Assistant        | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>Total</b>                    | <b>15.1</b>    | <b>16.0</b>    | <b>16.0</b>      | <b>16.0</b>    |

# PARKS

(continued)

## Budget Summary:

| <u>Program</u>                      | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Preliminary<br/>Budget</u> |
|-------------------------------------|------------------------|------------------------------------|--------------------------|----------------------------------------|
| Park maintenance                    | \$ 1,486,846           | \$ 1,577,649                       | \$ 1,538,283             | \$ 1,637,337                           |
| Administration                      | 423,200                | 422,516                            | 441,150                  | 455,077                                |
| Park equipment maintenance          | 316,099                | 341,219                            | 333,689                  | 345,874                                |
| Hockey and skating rinks            | 125,516                | 173,844                            | 152,685                  | 157,099                                |
| Central maintenance facility        | 73,914                 | 81,515                             | 89,350                   | 95,307                                 |
| Trail lighting                      | 45,634                 | 47,239                             | 49,799                   | 54,269                                 |
| Total                               | <u>\$ 2,471,209</u>    | <u>\$ 2,643,982</u>                | <u>\$ 2,604,956</u>      | <u>\$ 2,744,963</u>                    |
|                                     |                        |                                    |                          |                                        |
|                                     | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u>     |
| <u>Expenditures</u>                 |                        |                                    |                          |                                        |
| Personnel services                  | \$ 1,742,703           | \$ 1,854,298                       | \$ 1,845,047             | \$ 1,925,115                           |
| Commodities                         | 269,936                | 291,804                            | 295,586                  | 296,140                                |
| Other charges and services          | 455,845                | 492,080                            | 460,643                  | 523,708                                |
| Capital outlay                      | 2,725                  | 5,800                              | 3,680                    | -                                      |
| Total                               | <u>\$ 2,471,209</u>    | <u>\$ 2,643,982</u>                | <u>\$ 2,604,956</u>      | <u>\$ 2,744,963</u>                    |
|                                     |                        |                                    |                          |                                        |
| <u>Revenues and other financing</u> |                        |                                    |                          |                                        |
| <u>Revenue sources</u>              |                        |                                    |                          |                                        |
| Intergovernmental                   | \$ 200                 | \$ 200                             | \$ 200                   | \$ 200                                 |
| Charges for services                | 44,222                 | 33,847                             | 33,847                   | 33,847                                 |
| Miscellaneous                       | 3,456                  | 4,000                              | -                        | -                                      |
| Taxes and other public funds        | 2,423,331              | 2,605,935                          | 2,570,909                | 2,710,916                              |
| Total                               | <u>\$ 2,471,209</u>    | <u>\$ 2,643,982</u>                | <u>\$ 2,604,956</u>      | <u>\$ 2,744,963</u>                    |

# RECREATION

## Program Description:

The Recreation Department is responsible for providing year round recreational programs and activities for all age groups. The department also collaborates with and assists numerous Lakeville groups, organizations, clubs and school districts to provide recreation services throughout the community.

## Services:

- **Active Adults.** The city maintains a facility to serve the senior population. Recreation and social programs are provided year around through the facility.
- **Youth activities.** A variety of programs are provided including summer camps, sports camps, Kamp Kermit, Learn to Skate, music together, lunch camps and youth enrichment.
- **Adult activity.** Leagues are organized through the Recreation Department that include basketball, softball, volleyball, broomball, dodgeball, dance, fitness, golf as well as the Ground Pounders Running Series.
- **Youth special events.** Programs include egg hunts, scrabble, fishing contests, haunted forest, Pan-O-Prog programs, Santa calls and letters, Santa's secret store.
- **Tennis and pickleball lessons** and tournaments.
- **Ritter Farm Park ELC.** The Environmental Learning Center is located in one of the metropolitan area's most pristine nature areas. Nature programs provide participants with educational opportunities in a natural environment.
- **Puppet Wagon.** The Lakeville Lions sponsor a mobile puppet show that travels to various community parks during the summer season.
- **Safety Camp.** A program that is offered exclusively to 3<sup>rd</sup> and 4<sup>th</sup> graders, with the support of Lakeville Police and Fire, Dakota Electric and the National Guard.

## Staffing:

| Position (FTE)                         | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|----------------------------------------|----------------|----------------|------------------|----------------|
| Recreation Manager*                    | 1.0            | 1.0            | 1.0              | 1.0            |
| Recreation Program Coordinator         | 2.0            | 2.0            | 2.0              | 2.0            |
| Recreation Administrative Assistant    | 1.0            | 1.0            | 1.0              | 1.0            |
| Active Adults Administrative Assistant | 1.0            | 1.0            | 1.0              | 1.0            |
| <b>Total</b>                           | <b>5.0</b>     | <b>5.0</b>     | <b>5.0</b>       | <b>5.0</b>     |

\*Position title changed in 2019

# RECREATION

(continued)

**Budget Summary:**

| <u>Program</u>            | <b>2017</b>       | <b>2018</b>       | <b>2018</b>       | <b>2019</b>       |
|---------------------------|-------------------|-------------------|-------------------|-------------------|
|                           | <u>Actual</u>     | <u>Amended</u>    | <u>Estimate</u>   | <u>Adopted</u>    |
|                           |                   | <u>Budget</u>     |                   | <u>Budget</u>     |
| Recreation administration | \$ 248,188        | \$ 269,507        | \$ 267,405        | \$ 281,343        |
| Active Adults             | 204,023           | 225,719           | 222,124           | 241,617           |
| Youth activities          | 130,144           | 138,533           | 147,712           | 150,852           |
| Adult activities          | 25,221            | 29,246            | 29,176            | 26,491            |
| Youth special events      | 14,923            | 13,167            | 13,081            | 13,058            |
| Ritter Farm Park ELC      | 3,799             | 6,938             | 3,620             | 4,828             |
| Excursions                | 4,962             | 6,500             | 6,500             | 6,500             |
| Tennis lessons            | 15,329            | 13,393            | 13,393            | 13,393            |
| Puppet wagon              | 5,098             | 4,815             | 4,815             | 4,815             |
| Safety camp               | 1,756             | 1,960             | 1,960             | 2,240             |
| Total                     | <u>\$ 653,443</u> | <u>\$ 709,778</u> | <u>\$ 709,786</u> | <u>\$ 745,137</u> |

| <u>Expenditures</u>        | <b>2017</b>       | <b>2018</b>       | <b>2018</b>       | <b>2019</b>       |
|----------------------------|-------------------|-------------------|-------------------|-------------------|
|                            | <u>Actual</u>     | <u>Amended</u>    | <u>Estimate</u>   | <u>Adopted</u>    |
|                            |                   | <u>Budget</u>     |                   | <u>Budget</u>     |
| Personnel services         | \$ 369,112        | \$ 399,504        | \$ 398,952        | \$ 419,055        |
| Commodities                | 31,498            | 35,971            | 36,044            | 35,577            |
| Other charges and services | 252,833           | 274,303           | 274,790           | 290,505           |
| Total                      | <u>\$ 653,443</u> | <u>\$ 709,778</u> | <u>\$ 709,786</u> | <u>\$ 745,137</u> |

| <u>Revenue sources</u>       | <b>2017</b>       | <b>2018</b>       | <b>2018</b>       | <b>2019</b>       |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                              | <u>Actual</u>     | <u>Amended</u>    | <u>Estimate</u>   | <u>Adopted</u>    |
|                              |                   | <u>Budget</u>     |                   | <u>Budget</u>     |
| Charges for services         | \$ 402,295        | \$ 409,311        | \$ 413,502        | \$ 428,890        |
| Intergovernmental            | 2,865             | -                 | -                 | -                 |
| Taxes and other public funds | 248,283           | 300,467           | 296,284           | 316,247           |
| Total                        | <u>\$ 653,443</u> | <u>\$ 709,778</u> | <u>\$ 709,786</u> | <u>\$ 745,137</u> |

# HERITAGE CENTER

## Program Description:

The Heritage Center is a facility that is the home for the Lakeville Area Historical Society, Yellow Ribbon and the Lakeville Active Adults. The Heritage Center program accounts for all costs related to operating the facility including utilities, maintenance, repairs and operation of the facility.

## Services:

- Facilities for the educational, social, and recreational programs for senior citizens.
- Facilities for the Lakeville Area Historical Society.
- Facilities for the Lakeville Active Adults.
- Facility rental opportunities for community, private or business events.
- Facilities for the Lakeville Yellow Ribbon.

## Staffing:

| Position (FTE)                           | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|------------------------------------------|----------------|----------------|------------------|----------------|
| Heritage Center Administrative Assistant | 0.4            | 0.4            | 0.4              | 0.4            |
| Facility Attendant (part-time)           | 1.1            | 1.1            | 1.1              | 1.1            |
| <b>Total</b>                             | <b>1.5</b>     | <b>1.5</b>     | <b>1.5</b>       | <b>1.5</b>     |

## Budget Summary:

|                              | 2017<br>Actual | 2018<br>Amended<br>Budget | 2018<br>Estimate | 2019<br>Adopted<br>Budget |
|------------------------------|----------------|---------------------------|------------------|---------------------------|
| <u>Expenditures</u>          |                |                           |                  |                           |
| Personnel services           | \$ 57,499      | \$ 64,261                 | \$ 66,425        | \$ 71,576                 |
| Commodities                  | 8,589          | 12,578                    | 9,463            | 9,358                     |
| Other charges and services   | 48,895         | 52,710                    | 52,419           | 57,740                    |
| Total                        | \$ 114,983     | \$ 129,549                | \$ 128,307       | \$ 138,674                |
| <br><u>Revenue sources</u>   |                |                           |                  |                           |
| Charges for services         | \$ 76,348      | \$ 64,831                 | \$ 58,831        | \$ 54,831                 |
| Taxes and other public funds | 38,635         | 64,718                    | 69,476           | 83,843                    |
| Total                        | \$ 114,983     | \$ 129,549                | \$ 128,307       | \$ 138,674                |

# ARTS CENTER

## Program Description:

The Lakeville Area Arts Center is a community facility that provides entertainment, educational, and recreational programs involving the visual and performing arts.

## Services:

- The Arts Center offers a series of performing art classes involving a diverse variety of talent appealing to a wide range of audience members. Professional singers, instrumentalists, comedians, and actors are scheduled as part of the series.
- The pottery program offers classes for adults, youth, and special programs during the school day for home schooled youth.
- “Expressions Community Theater” is comprised of area performers that produce four shows per year.
- Art classes are provided for a diverse spectrum of interests including silversmithing, glass lampworking, batik, seasonal ornaments, mixed media, and jewelry.
- Art camps provide educational visual arts sessions for the area youth.
- The Arts Center facility is also available for rent for family gatherings, educational training sessions or business presentations.
- Painting classes are offered in acrylics, oils, and watercolors.

## Staffing:

| <b>Position (FTE)</b>          | <b>2016<br/>Actual</b> | <b>2017<br/>Budget</b> | <b>2017<br/>Estimate</b> | <b>2018<br/>Budget</b> |
|--------------------------------|------------------------|------------------------|--------------------------|------------------------|
| Arts Center Coordinator        | 1.0                    | 1.0                    | 1.0                      | 1.0                    |
| Recreation Program Coordinator | 0.0                    | 1.0                    | 1.0                      | 1.0                    |
| Administrative Assistant       | 1.0                    | 0.0                    | 0.0                      | 0.0                    |
| Facility Attendant (part-time) | 1.9                    | 1.5                    | 1.5                      | 1.5                    |
| Pottery Manager                | 0.7                    | 0.2                    | 0.2                      | 0.2                    |
| <b>Total</b>                   | <b>4.6</b>             | <b>3.7</b>             | <b>3.7</b>               | <b>3.7</b>             |

# ARTS CENTER

(continued)

## Budget Summary:

| <u>Program</u>                | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|-------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| Arts Center administration    | \$ 204,628             | \$ 206,082                         | \$ 201,907               | \$ 217,837                         |
| Arts Center facility          | 107,562                | 147,488                            | 142,505                  | 146,762                            |
| Performing arts events        | 40,548                 | 48,250                             | 60,450                   | 55,750                             |
| Arts Center grant             | 49,525                 | -                                  | -                        | -                                  |
| Event and building rentals    | 61,337                 | 36,000                             | 36,000                   | 51,300                             |
| Art camp                      | 23,839                 | 22,100                             | 22,600                   | 22,600                             |
| Pottery classes               | 33,488                 | 31,250                             | 31,500                   | 31,500                             |
| Expressions Community Theater | 10,026                 | 15,850                             | 16,350                   | 16,950                             |
| Painting classes              | 6,708                  | 9,950                              | 4,750                    | 4,750                              |
| Art classes                   | 2,218                  | 1,400                              | 2,300                    | 2,600                              |
| Total                         | <u>\$ 539,879</u>      | <u>\$ 518,370</u>                  | <u>\$ 518,362</u>        | <u>\$ 550,049</u>                  |

| <u>Expenditures</u>        | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|----------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| Personnel services         | \$ 271,929             | \$ 281,985                         | \$ 280,993               | \$ 299,614                         |
| Commodities                | 31,073                 | 39,720                             | 36,067                   | 40,020                             |
| Other charges and services | 227,734                | 193,165                            | 201,302                  | 210,415                            |
| Capital outlay             | 9,143                  | 3,500                              | -                        | -                                  |
| Total                      | <u>\$ 539,879</u>      | <u>\$ 518,370</u>                  | <u>\$ 518,362</u>        | <u>\$ 550,049</u>                  |

| <u>Revenue sources</u>       | <u>2017<br/>Actual</u> | <u>2018<br/>Amended<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| Intergovernmental            | \$ 52,235              | \$ -                               | \$ -                     | \$ -                               |
| Charges for services         | 285,605                | 317,300                            | 317,100                  | 340,500                            |
| Taxes and other public funds | 202,039                | 201,070                            | 201,262                  | 209,549                            |
| Total                        | <u>\$ 539,879</u>      | <u>\$ 518,370</u>                  | <u>\$ 518,362</u>        | <u>\$ 550,049</u>                  |

# **Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are either legally restricted or committed by City Council to expenditures of specific purposes. Establishment of such funds also enables the City to more effectively manage its resources and minimize tax levies.

## **Communications Fund**

This fund accounts for franchise fees from cable TV operations. Expenditures and other financing uses are used to finance the City's Cable TV and Public Communications functions, including long-term replacement of equipment.

## **Economic Development Fund**

The administrative fees received from issuance of conduit debt in 2008 and the Minnesota Department of Trade and Economic Development (DTED) Economic Recovery Grant are committed to economic development initiatives.

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for All Special Revenue Funds  
 Combined Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Amended</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| Licenses                                             | \$ 681,664           | \$ 688,473            | \$ 684,418             | \$ 687,840            |
| Intergovernmental                                    | 516                  | 516                   | 516                    | 516                   |
| Charges for services                                 | 64,601               | 85,365                | 58,308                 | 57,948                |
| Investment income                                    | 2,822                | 3,420                 | 1,924                  | 2,237                 |
| Total revenues                                       | <u>749,603</u>       | <u>777,774</u>        | <u>745,166</u>         | <u>748,541</u>        |
| <b><u>Expenditures</u></b>                           |                      |                       |                        |                       |
| General government                                   | 520,726              | 1,052,510             | 978,528                | 800,110               |
| Capital outlay                                       | 112,827              | 51,350                | 60,000                 | 59,500                |
| Total expenditures                                   | <u>633,553</u>       | <u>1,103,860</u>      | <u>1,038,528</u>       | <u>859,610</u>        |
| Excess (deficiency) of revenues<br>over expenditures | <u>116,050</u>       | <u>(326,086)</u>      | <u>(293,362)</u>       | <u>(111,069)</u>      |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from other funds                            | 238,912              | 465,720               | 429,266                | 140,242               |
| Transfer to other funds                              | <u>(85,213)</u>      | <u>(253,663)</u>      | <u>(253,663)</u>       | <u>(80,866)</u>       |
| Net change in fund balance                           | 269,749              | (114,029)             | (117,759)              | (51,693)              |
| Fund balance, January 1                              | <u>364,709</u>       | <u>629,646</u>        | <u>634,458</u>         | <u>516,699</u>        |
| Fund balance, December 31                            | <u>\$ 634,458</u>    | <u>\$ 515,617</u>     | <u>\$ 516,699</u>      | <u>\$ 465,006</u>     |

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for Special Revenue Funds  
 Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2019 Adopted Budget</b> |                                 |                   |
|------------------------------------------------------|----------------------------|---------------------------------|-------------------|
|                                                      | <b>Communications</b>      | <b>Economic<br/>Development</b> | <b>Total</b>      |
| <b>Revenues</b>                                      |                            |                                 |                   |
| Licenses                                             | \$ 687,840                 | \$ -                            | \$ 687,840        |
| Intergovernmental                                    | 516                        | -                               | 516               |
| Charges for services                                 | 57,948                     | -                               | 57,948            |
| Investment income                                    | 2,058                      | 179                             | 2,237             |
| Total revenues                                       | <u>748,362</u>             | <u>179</u>                      | <u>748,541</u>    |
| <b>Expenditures</b>                                  |                            |                                 |                   |
| General government                                   | 787,310                    | 12,800                          | 800,110           |
| Capital outlay                                       | 59,500                     | -                               | 59,500            |
| Total expenditures                                   | <u>846,810</u>             | <u>12,800</u>                   | <u>859,610</u>    |
| Excess (deficiency) of revenues<br>over expenditures | <u>(98,448)</u>            | <u>(12,621)</u>                 | <u>(111,069)</u>  |
| <b>Other financing sources (uses)</b>                |                            |                                 |                   |
| Transfer from other funds                            | 140,242                    | -                               | 140,242           |
| Transfer to other funds                              | <u>(80,866)</u>            | <u>-</u>                        | <u>(80,866)</u>   |
| Net change in fund balance                           | (39,072)                   | (12,621)                        | (51,693)          |
| Fund balance, January 1                              | <u>498,704</u>             | <u>17,995</u>                   | <u>516,699</u>    |
| Fund balance, December 31                            | <u>\$ 459,632</u>          | <u>\$ 5,374</u>                 | <u>\$ 465,006</u> |

# COMMUNICATIONS FUND

## Fund Description:

The **Communications Fund** is responsible for the City's primary sources of information and communication including City bi-weekly newspaper advertorial, City website, social media channels, business informational pieces and Lakeville Government Television (Frontier cable channel 184 and Charter cable channel 180). The Communications Department also manages Lakeville Public Access Television (Frontier and Charter cable channel 187) and develops new content for the station, which is also used across multiple Communications channels. The department's mission is to provide timely information regarding municipal programs and services, urgent announcements, as well as events, in a quality and cost-effective manner that engages the community and enhances the City's image locally, regionally and nationally.

## Services:

- **Lakeville Government Television (LGTV) Channels 180 and 184.** The Communications Department is responsible for creating government television programs for these channels. The Department produces and directs broadcasts of live meetings as well as prepares for rebroadcast on cable channels. Other services include updating the electronic message board on cable channels and working with other departments to create and produce unique and original content, such as police and fire programming, environmental services and economic development updates. The department also monitors Cable Franchise agreements and facilitates the Cable TV Board.
- **Lakeville Public Access Television Channel 187.** The public access television cable channel 187 is managed by the Communications Department.
- **Website.** The City's website is maintained by the Communications Department. The department also coordinates website content with the objectives of other departments. The department also maintains and promotes the employee intranet.
- **Publications.** The department prepares "*Focus on Lakeville,*" the City's bi-weekly advertorial. Special publications, catalogs and flyers are produced on a needed basis across City departments. Marketing campaign plans and focused communications are prepared for projects or programs such as Comprehensive Land Use Plan, water conservation, dog ordinance, etc. Press releases are a responsibility of the department as well as responding to public inquiries. Developing and promoting the style and image standards for communications pieces are also a primary activity.
- **Social media.** The department establishes and maintains City listservs for automatic e-mail delivery of City publications. They also participate in developing content and editing social media pages on multiple social platforms for the City and various departments within the City.
- **Event planning.** The department is responsible for planning and coordination of special events and planned events for Liquor Operations.

# COMMUNICATIONS FUND

(continued)

## Staffing:

| <b>Position (FTE)</b>                   | <b>2017<br/>Actual</b> | <b>2018<br/>Budget</b> | <b>2018<br/>Estimate</b> | <b>2019<br/>Budget</b> |
|-----------------------------------------|------------------------|------------------------|--------------------------|------------------------|
| Communications Manager                  | 1.0                    | 1.0                    | 1.0                      | 1.0                    |
| Communications Specialist*              | 1.0                    | 1.0                    | 1.0                      | 1.0                    |
| Marketing Specialist/Events Coordinator | 0.5                    | 1.0                    | 1.0                      | 1.0                    |
| Video Production & Tech Specialists     | 2.0                    | 2.0                    | 1.6                      | 2.0                    |
| <b>Total</b>                            | <b>4.5</b>             | <b>5.0</b>             | <b>4.6</b>               | <b>5.0</b>             |

\*Position title changed in 2019

# COMMUNICATIONS FUND

(continued)

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Special Revenue - Communications Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <u>2017</u>       | <u>2018</u>       | <u>2018</u>       | <u>2019</u>       |
|------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                                      | <u>Actual</u>     | <u>Amended</u>    | <u>Estimate</u>   | <u>Adopted</u>    |
|                                                      |                   | <u>Budget</u>     |                   | <u>Budget</u>     |
| <u>Revenues</u>                                      |                   |                   |                   |                   |
| Licenses - Franchise fee                             | \$ 681,664        | \$ 688,473        | \$ 684,418        | \$ 687,840        |
| Intergovernmental                                    | 516               | 516               | 516               | 516               |
| Charges for services-PEG fees/Other                  | 62,101            | 82,865            | 58,908            | 57,948            |
| Investment income                                    | 2,503             | 3,155             | 1,611             | 2,058             |
| Total revenues                                       | <u>746,784</u>    | <u>775,009</u>    | <u>745,453</u>    | <u>748,362</u>    |
| <u>Expenditures - General government</u>             |                   |                   |                   |                   |
| Personnel services                                   | 368,635           | 446,728           | 448,013           | 461,880           |
| Commodities                                          | 8,751             | 9,279             | 11,724            | 14,900            |
| Other charges and services                           | 135,574           | 583,503           | 505,791           | 310,530           |
| Capital outlay                                       | 112,827           | 51,350            | 60,000            | 59,500            |
| Total expenditures                                   | <u>625,787</u>    | <u>1,090,860</u>  | <u>1,025,528</u>  | <u>846,810</u>    |
| Excess (deficiency) of revenues<br>over expenditures | <u>120,997</u>    | <u>(315,851)</u>  | <u>(280,075)</u>  | <u>(98,448)</u>   |
| <u>Other financing (uses)/sources - Transfers</u>    |                   |                   |                   |                   |
| To General Fund                                      | (75,429)          | (78,663)          | (78,663)          | (80,866)          |
| To Improvement Constr Fund                           | -                 | (175,000)         | (175,000)         | -                 |
| From General Fund                                    | 181,957           | 260,864           | 260,864           | -                 |
| From Enterprise Funds                                | 56,955            | 204,856           | 168,402           | 140,242           |
| Total other financing (uses)/sources                 | <u>163,483</u>    | <u>212,057</u>    | <u>175,603</u>    | <u>59,376</u>     |
| Net change in fund balance                           | 284,480           | (103,794)         | (104,472)         | (39,072)          |
| Fund balance, January 1                              | <u>318,696</u>    | <u>603,176</u>    | <u>603,176</u>    | <u>498,704</u>    |
| Fund balance, December 31                            | <u>\$ 603,176</u> | <u>\$ 499,382</u> | <u>\$ 498,704</u> | <u>\$ 459,632</u> |
| <u>Fund Balance</u>                                  |                   |                   |                   |                   |
| Restricted                                           | 67,901            | 73,717            | 75,365            | 79,212            |
| Committed                                            | <u>535,275</u>    | <u>425,665</u>    | <u>423,339</u>    | <u>380,420</u>    |
| Fund balance, December 31                            | <u>\$ 603,176</u> | <u>\$ 499,382</u> | <u>\$ 498,704</u> | <u>\$ 459,632</u> |

# ECONOMIC DEVELOPMENT FUND

*(continued)*

**Fund Description:**

The **Economic Development Fund** was created to account for the State of Minnesota Department of Trade and Economic Development (DTED) Economic Recovery Grant and administrative fees for conduit debt. The funds are appropriated to economic development initiatives.

**Services:**

Promote economic development activities by providing financial incentives to business which are considering locating to or expanding in the City of Lakeville.

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Special Revenue - Economic Development Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                   | <u>2017</u>      | <u>2018</u>      | <u>2018</u>      | <u>2019</u>     |
|---------------------------------------------------|------------------|------------------|------------------|-----------------|
|                                                   | <u>Actual</u>    | <u>Amended</u>   | <u>Estimate</u>  | <u>Adopted</u>  |
|                                                   |                  | <u>Budget</u>    |                  | <u>Budget</u>   |
| <u>Revenues</u>                                   |                  |                  |                  |                 |
| Charges for services                              | \$ 2,500         | \$ 2,500         | \$ (600)         | \$ -            |
| Investment income                                 | 319              | 265              | 313              | 179             |
| Total revenues                                    | <u>2,819</u>     | <u>2,765</u>     | <u>(287)</u>     | <u>179</u>      |
| <u>Expenditures - General Government</u>          |                  |                  |                  |                 |
| Other charges and services                        | <u>7,766</u>     | <u>13,000</u>    | <u>13,000</u>    | <u>12,800</u>   |
| <u>Other financing (uses)/sources - Transfers</u> |                  |                  |                  |                 |
| To Capital Projects Fund                          | <u>(9,784)</u>   | <u>-</u>         | <u>-</u>         | <u>-</u>        |
| Net change in fund balance                        | (14,731)         | (10,235)         | (13,287)         | (12,621)        |
| Fund balance, January 1                           | <u>46,013</u>    | <u>26,470</u>    | <u>31,282</u>    | <u>17,995</u>   |
| Fund balance, December 31                         | <u>\$ 31,282</u> | <u>\$ 16,235</u> | <u>\$ 17,995</u> | <u>\$ 5,374</u> |

# **Debt Service Funds**

These funds account for the accumulation of resources for the payment of long-term debt principal and interest, but excluding debt issued for and serviced by an Enterprise Fund.

## **General Obligation (G.O.) Fund**

Debt approved by voter referendum, certificates of indebtedness, capital improvement and street reconstruction bonds. Revenues are provided primarily from property taxes.

## **G.O. Improvement Fund**

Debt issued to finance construction of public improvements. The special assessments levied against benefited property owners are pledged toward the repayment of the principal and interest on these bonds.

## **Tax Increment Fund**

Debt issued to finance construction of public improvements in accordance with approved tax increment plans. Property tax increments received from designated tax increment financing districts are pledged to the payment of the bonds.

## **State-aid Street Fund**

Debt issued to finance construction of State-aid street projects within the City. The primary revenue source is municipal street State-aid allotments from the State of Minnesota Department of Transportation.

## **Water Revenue Fund**

Debt issued to finance the construction of wells, pump houses, towers, water main systems, and the City's water treatment facility. Water connection fees are pledged toward the repayment of the principal and interest on these bonds.

## **Arena Revenue Fund**

Debt issued for the construction of the Lakeville Ames Ice Arena first and second sheet of ice, spectator seating and locker rooms. Revenue sources include donations from net operating ice arena revenues and other sources pledged to the payment of the bonds. The Ice Arena Revenue Refunding Bonds, Series 2008 A is a general obligation backed by the full-faith and credit of the City. The Gross Revenue Recreation Facility Bonds of 1999 are not general obligations.

# **Debt Service Funds**

*(Continued)*

## **HRA Revenue Fund**

The Lakeville Housing and Redevelopment Authority (HRA) issued Lease Revenue Refunding Bonds (Ice Arena Project), Series 2016, to refinance the HRA Ice Arena Lease Revenue Bonds, Series 2006, resulting in approximately \$1 million in interest savings. Debt service will be payable from property taxes and lease payments to be made to the City pursuant to the lease agreement between the HRA and Independent School District 194. These HRA bonds are not general obligations and, accordingly, are not backed by the full-faith and credit of the City.

The HRA issued Lease Revenue Liquor Enterprise Refunding Bonds, Series 2017A, to refinance the Liquor Revenue Bonds, Series 2007, resulting in approximately \$.3 million in interest savings. Debt service will be payable from liquor revenues.

## DEBT SERVICE FUNDS

### Fund Description:

**Debt Service Funds** are established to account for the accumulation of resources for the payment of general long-term principal, interest and related costs also referred to as the “Government Activities Bonds.” Not included is the debt issued for and serviced by the Utility Fund.

As of December 31, 2018, the City of Lakeville has approximately \$113.91 million of governmental activities debt outstanding. The total of all debt, including Utility revenue bonds is \$121.72 million.

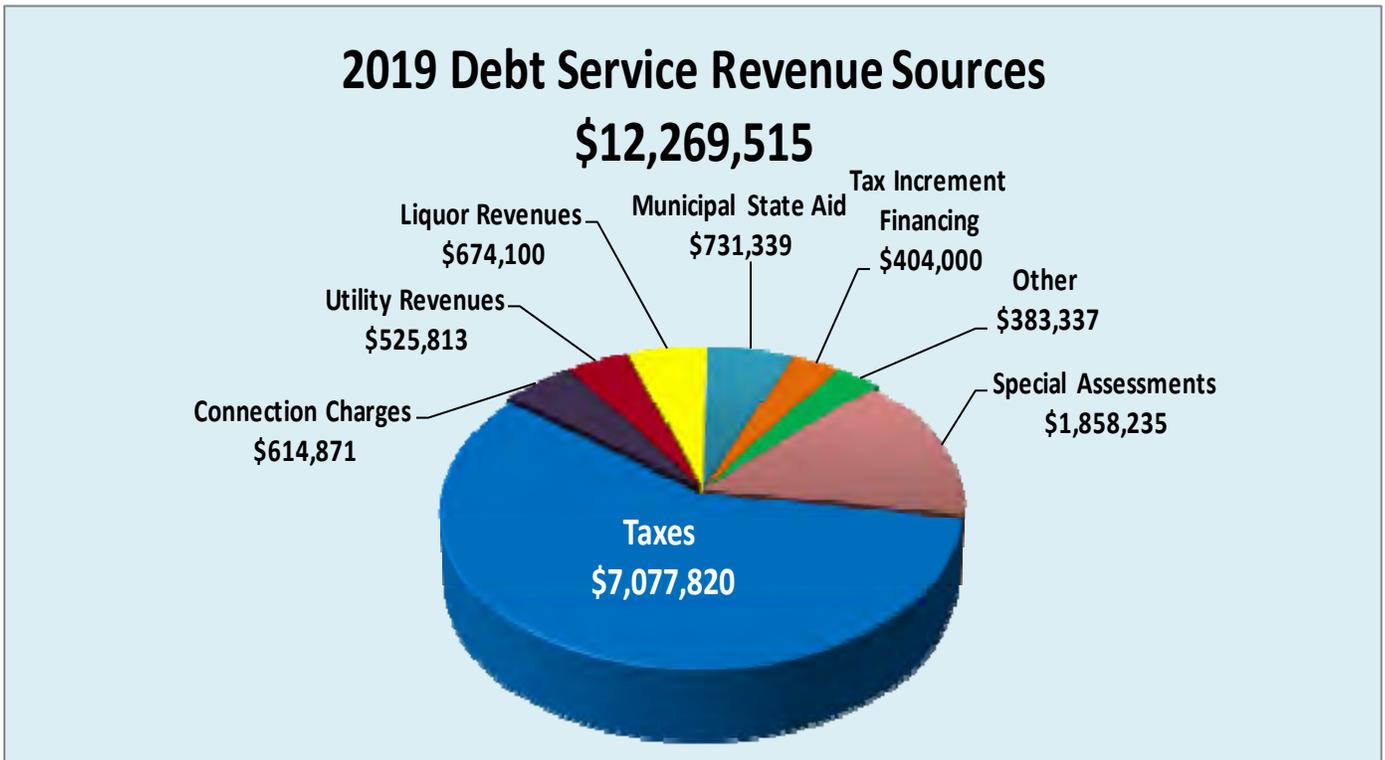
|                                        | <b><u>Outstanding</u></b><br><b><u>December 31, 2018</u></b> |
|----------------------------------------|--------------------------------------------------------------|
| <b><u>Governmental Activities</u></b>  |                                                              |
| General Obligation Bonds               | \$ 34,555,000                                                |
| G.O. Improvement Bonds                 | 56,650,000                                                   |
| Tax increment bonds                    | 1,010,000                                                    |
| State-aid street revenue bonds         | 5,235,000                                                    |
| Water connection revenue bonds         | 7,595,000                                                    |
| Arena revenue bonds                    | 170,000                                                      |
| HRA lease revenue bonds                | <u>8,695,000</u>                                             |
| Total governmental activity bonds      | 113,910,000                                                  |
| <b><u>Business-type Activities</u></b> |                                                              |
| Water revenue bonds                    | 7,030,000                                                    |
| Sewer revenue bonds                    | 440,000                                                      |
| Street light revenue bonds             | <u>335,000</u>                                               |
| Total bonded indebtedness              | <u>\$ 121,715,000</u>                                        |

Depending on the purpose and financing source of repayment, the City will, in consultation with its financial advisor, select the repayment period and type of debt refinance which best meets its financial objectives. Interest costs have been reduced in recent years with the refinancing of eligible issues. The 2019-2023 Capital Improvement Plan is an important planning document utilized for debt management.

The debt is repaid from a myriad of revenue sources including but not limited to special assessments, connection charges, liquor fund revenues, utility fund revenues, ice arena revenues, tax increments, State Aid street payments and property taxes. Approximately 58% of the debt is paid for from property taxes with the remaining 42% paid from non-tax sources. Revenues of \$12.30 million are required to pay the debt obligations and related expenses in 2019.

**DEBT SERVICE FUNDS**

*(continued)*



The following is a summary of the principal and interest debt service payments for the coming years for Governmental Activities. The schedule shown below does not include any new debt, debt refinancing or advanced debt retirement which may or may not occur after December 31, 2018.

**Government Activity Bonds  
Principal and Interest Payments**

| <u>Year</u>  | <u>General<br/>Obligation</u> | <u>G.O.<br/>Improvement</u> | <u>Tax<br/>Increment</u> | <u>State-aid<br/>Roads</u> | <u>Water<br/>Revenue</u> | <u>Arena<br/>Revenue</u> | <u>Public<br/>Facility<br/>Lease<br/>Obligations</u> | <u>Total</u>          |
|--------------|-------------------------------|-----------------------------|--------------------------|----------------------------|--------------------------|--------------------------|------------------------------------------------------|-----------------------|
| 2019         | \$ 3,636,305                  | \$ 5,780,706                | \$ 276,761               | \$ 730,889                 | \$ 614,325               | \$ 179,180               | \$ 853,250                                           | \$ 12,071,416         |
| 2020         | 3,664,576                     | 6,428,232                   | 271,908                  | 725,345                    | 610,700                  | -                        | 862,850                                              | 12,563,611            |
| 2021         | 3,729,336                     | 6,216,836                   | 276,493                  | 416,379                    | 611,200                  | -                        | 871,825                                              | 12,122,069            |
| 2022         | 3,682,650                     | 5,985,205                   | 270,565                  | 331,144                    | 610,700                  | -                        | 878,900                                              | 11,759,164            |
| 2023         | 3,707,700                     | 5,917,686                   | -                        | 331,394                    | 609,200                  | -                        | 879,100                                              | 11,445,080            |
| 2024-2028    | 16,696,336                    | 23,052,725                  | -                        | 1,667,570                  | 3,012,975                | -                        | 4,083,475                                            | 48,513,081            |
| 2029-2033    | 7,047,386                     | 13,173,374                  | -                        | 1,670,635                  | 2,901,275                | -                        | 2,397,500                                            | 27,190,170            |
| 2034-2038    | -                             | 4,492,322                   | -                        | 999,376                    | 578,550                  | -                        | -                                                    | 6,070,248             |
| <b>Total</b> | <b>\$ 42,164,289</b>          | <b>\$ 71,047,086</b>        | <b>\$ 1,095,727</b>      | <b>\$ 6,872,732</b>        | <b>\$ 9,548,925</b>      | <b>\$ 179,180</b>        | <b>\$ 10,826,900</b>                                 | <b>\$ 141,734,839</b> |

The City is in compliance with all bond covenants.

## DEBT SERVICE FUNDS

(continued)

### Legal Debt Limits

Minnesota Statutes §475 limits the amount of general obligation debt which is financed solely from property tax levies including Equipment Certificates, Capital Improvement Bonds, Street Reconstruction Bonds and debt approved by referendum. The debt cannot exceed 3% of the taxable market value of the City. Debt excluded from limitations are those for which some other source of revenue is pledged as security including but not limited to improvement bonds, tax increment bonds, utility revenue bonds and revenue bonds. The debt limit calculations are as follows:

|                                               | <b>As of</b><br><b><u>December 31, 2018</u></b> |
|-----------------------------------------------|-------------------------------------------------|
| Included in debt limits                       |                                                 |
| G.O. Street Reconstruction Bonds              | \$ 12,885,000                                   |
| G.O. Capital Improvement Bonds                | 21,670,000                                      |
| HRA Ice Arena Lease Revenue Bonds             | 6,440,000                                       |
| HRA Lease Revenue Liquor Enterprise Ref Bonds | <u>2,255,000</u>                                |
| Total debt subject to debt limits             | <u>43,250,000</u>                               |
| <br>                                          |                                                 |
| Excluded from debt limits                     |                                                 |
| G.O. Improvement Bonds                        | 56,650,000                                      |
| G.O. State-aid Street Bonds                   | 5,235,000                                       |
| G.O. Tax Increment Bonds                      | 1,010,000                                       |
| G.O. Water Revenue Bonds                      | 7,595,000                                       |
| Business-Type Revenue Bonds                   | 7,805,000                                       |
| Ice Arena debt                                | <u>170,000</u>                                  |
| Total debt excluded from debt limits          | <u>78,465,000</u>                               |
| Total bonded indebtedness                     | <u>\$ 121,715,000</u>                           |
| <br>                                          |                                                 |
| Taxable Market Value (Lakeville, 2018) *      | 6,702,242,762                                   |
| Multiply by 3%                                | 3%                                              |
| Legal debt limit (3% of Taxable market value) | <u>\$ 201,067,283</u>                           |
| Less: G.O. Debt subject to limit              | <u>(43,250,000)</u>                             |
| Legal debt margin                             | <u>\$ 157,817,283</u>                           |

\* Source: Dakota County, Payable 2018. Values

## DEBT SERVICE FUNDS

(continued)

### Credit Rating

# Aa1

Moody's Investors Services has affirmed Aa1 underlying rating on the City of Lakeville's outstanding long-term general obligation debt and the Aa3 underlying rating on the City's lease revenue debt. In its most recent analysis, Moody's Investor Service credit report stated "*The City of Lakeville (Aa1) benefits from a large and growing tax base located in the Twin Cities metropolitan area, above average resident income indices and a healthy financial profile. The credit attributes are balanced by above average leverage related to long-term debt and pension liabilities. Both of which contribute to higher fixed costs.*"

### Refunding Debt

In August 2018, the City issued \$3.115 million of refunding debt to refinance the G.O. Street Reconstruction Bonds of 2009A. The refinancing has resulted in a net present value savings of \$.167 million over the 12-year life of the debt.

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for All Debt Service Funds  
 Combined Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| General property taxes                               | \$ 5,809,864         | \$ 5,469,418          | \$ 5,469,417           | \$ 7,077,820          |
| Tax increment                                        | 411,366              | 404,000               | 404,000                | 404,000               |
| Intergovernmental                                    | 1,248,595            | 1,234,234             | 980,196                | 731,339               |
| Charges for services                                 | 375,220              | 427,744               | 381,126                | 292,100               |
| Special assessments                                  | 2,737,377            | 1,651,164             | 1,549,867              | 1,858,235             |
| Investment income                                    | 137,497              | 70,728                | 95,430                 | 91,237                |
| Donations                                            | 95,000               | 95,000                | 142,500                | -                     |
| Miscellaneous                                        | (188)                | -                     | -                      | -                     |
| Total revenues                                       | <u>10,814,731</u>    | <u>9,352,288</u>      | <u>9,022,536</u>       | <u>10,454,731</u>     |
| <b><u>Expenditures - debt service</u></b>            |                      |                       |                        |                       |
| Principal maturities                                 | 6,885,000            | 7,680,000             | 7,680,000              | 8,135,000             |
| Interest on debt                                     | 4,064,324            | 3,925,190             | 3,948,998              | 3,936,413             |
| Fiscal charges                                       | 2,384,157            | 27,503                | 83,397                 | 27,387                |
| Total expenditures                                   | <u>13,333,481</u>    | <u>11,632,693</u>     | <u>11,712,395</u>      | <u>12,098,800</u>     |
| Excess (deficiency) of revenues<br>over expenditures | <u>(2,518,750)</u>   | <u>(2,280,405)</u>    | <u>(2,689,859)</u>     | <u>(1,644,069)</u>    |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from other funds                            | 3,599,458            | 1,436,869             | 1,598,789              | 1,814,784             |
| Transfer to other funds                              | (256,078)            | -                     | (260)                  | -                     |
| Issuance of debt                                     | 1,530,000            | -                     | 115,645                | -                     |
| Refunding bonds issued                               | 2,255,000            | -                     | 3,115,000              | -                     |
| Payment on refunded bonds                            | (11,185,000)         | (1,740,000)           | (5,060,000)            | -                     |
| Premium on bonds issued                              | 327,887              | -                     | 283,652                | -                     |
| Total other financing sources (uses)                 | <u>(3,728,733)</u>   | <u>(303,131)</u>      | <u>52,826</u>          | <u>1,814,784</u>      |
| Net change in fund balance                           | (6,247,483)          | (2,583,536)           | (2,637,033)            | 170,715               |
| Fund balance, January 1                              | <u>26,130,838</u>    | <u>18,168,417</u>     | <u>19,883,355</u>      | <u>17,246,322</u>     |
| Fund balance, December 31                            | <u>19,883,355</u>    | <u>\$ 15,584,881</u>  | <u>\$ 17,246,322</u>   | <u>\$ 17,417,037</u>  |

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for Debt Service Funds  
 Combined Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2019 Adopted Budget</b>         |                             |                          |                   |                          |                          |                              | <b>Total</b>         |
|------------------------------------------------------|------------------------------------|-----------------------------|--------------------------|-------------------|--------------------------|--------------------------|------------------------------|----------------------|
|                                                      | <b>Debt Supported Primarily by</b> |                             |                          |                   |                          |                          |                              |                      |
|                                                      | <b>General<br/>Obligation</b>      | <b>G.O.<br/>Improvement</b> | <b>Tax<br/>Increment</b> | <b>State-aid</b>  | <b>Water<br/>Revenue</b> | <b>Arena<br/>Revenue</b> | <b>HRA Lease<br/>Revenue</b> |                      |
| <b>Revenues</b>                                      |                                    |                             |                          |                   |                          |                          |                              |                      |
| General property taxes                               | \$ 3,238,879                       | \$ 3,546,841                | \$ -                     | \$ -              | \$ -                     | \$ -                     | \$ 292,100                   | \$ 7,077,820         |
| Tax increment                                        | -                                  | -                           | 404,000                  | -                 | -                        | -                        | -                            | 404,000              |
| Intergovernmental                                    | -                                  | -                           | -                        | 731,339           | -                        | -                        | -                            | 731,339              |
| Charges for services                                 | -                                  | -                           | -                        | -                 | -                        | -                        | 292,100                      | 292,100              |
| Special assessments                                  | 14,258                             | 1,843,977                   | -                        | -                 | -                        | -                        | -                            | 1,858,235            |
| Investment income                                    | 13,215                             | 59,512                      | 10,057                   | 3,685             | -                        | 916                      | 3,852                        | 91,237               |
| Total revenues                                       | <u>3,266,352</u>                   | <u>5,450,330</u>            | <u>414,057</u>           | <u>735,024</u>    | <u>-</u>                 | <u>916</u>               | <u>588,052</u>               | <u>10,454,731</u>    |
| <b>Expenditures - debt service</b>                   |                                    |                             |                          |                   |                          |                          |                              |                      |
| Principal maturities                                 | 2,445,000                          | 3,790,000                   | 240,000                  | 550,000           | 365,000                  | 170,000                  | 575,000                      | 8,135,000            |
| Interest on debt                                     | 1,191,304                          | 1,990,704                   | 36,761                   | 180,889           | 249,325                  | 9,180                    | 278,250                      | 3,936,413            |
| Fiscal charges                                       | 2,057                              | 17,902                      | 2,750                    | 1,290             | 546                      | 450                      | 2,392                        | 27,387               |
| Total expenditures                                   | <u>3,638,361</u>                   | <u>5,798,606</u>            | <u>279,511</u>           | <u>732,179</u>    | <u>614,871</u>           | <u>179,630</u>           | <u>855,642</u>               | <u>12,098,800</u>    |
| Excess (deficiency) of revenues<br>over expenditures | (372,009)                          | (348,276)                   | 134,546                  | 2,845             | (614,871)                | (178,714)                | (267,590)                    | (1,644,069)          |
| <b>Other financing sources (uses)</b>                |                                    |                             |                          |                   |                          |                          |                              |                      |
| Transfer from other funds                            | 400,000                            | 525,813                     | -                        | -                 | 614,871                  | -                        | 274,100                      | 1,814,784            |
| Net change in fund balance                           | 27,991                             | 177,537                     | 134,546                  | 2,845             | -                        | (178,714)                | 6,510                        | 170,715              |
| Fund balance, January 1                              | <u>3,327,667</u>                   | <u>9,251,094</u>            | <u>2,904,315</u>         | <u>490,959</u>    | <u>-</u>                 | <u>184,462</u>           | <u>1,087,825</u>             | <u>17,246,322</u>    |
| Fund balance, December 31                            | <u>\$ 3,355,658</u>                | <u>\$ 9,428,631</u>         | <u>\$ 3,038,861</u>      | <u>\$ 493,804</u> | <u>\$ -</u>              | <u>\$ 5,748</u>          | <u>\$ 1,094,335</u>          | <u>\$ 17,417,037</u> |

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Debt Service - General Obligation Debt Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| General property taxes                               | \$ 3,218,208         | \$3,244,731           | \$3,244,730            | \$ 3,238,879          |
| Intergovernmental                                    |                      |                       |                        |                       |
| Federal Build America Bonds credit                   | 61,513               | 58,302                | 58,742                 | -                     |
| Special assessments                                  | 16,999               | 15,467                | 14,742                 | 14,258                |
| Investment income                                    | <u>27,346</u>        | <u>13,563</u>         | <u>15,476</u>          | <u>13,215</u>         |
| Total revenues                                       | <u>3,324,066</u>     | <u>3,332,063</u>      | <u>3,333,690</u>       | <u>3,266,352</u>      |
| <b><u>Expenditures - debt service</u></b>            |                      |                       |                        |                       |
| Principal maturities                                 | 2,195,000            | 2,355,000             | 2,355,000              | 2,445,000             |
| Interest on debt                                     | 1,717,329            | 1,385,594             | 1,409,402              | 1,191,304             |
| Fiscal charges                                       | <u>22,052</u>        | <u>2,069</u>          | <u>56,901</u>          | <u>2,057</u>          |
| Total expenditures                                   | <u>3,934,381</u>     | <u>3,742,663</u>      | <u>3,821,303</u>       | <u>3,638,361</u>      |
| Excess (deficiency) of revenues<br>over expenditures | <u>(610,315)</u>     | <u>(410,600)</u>      | <u>(487,613)</u>       | <u>(372,009)</u>      |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from                                        |                      |                       |                        |                       |
| Enterprise - Liquor Fund                             | 346,360              | 300,000               | 300,000                | 400,000               |
| Transfer to                                          |                      |                       |                        |                       |
| Debt Service Funds                                   | (39,283)             | -                     | -                      | -                     |
| Issuance of refunding debt                           | 1,530,000            | -                     | 3,115,000              | -                     |
| Payment on refunded bonds called                     | (11,185,000)         | (1,740,000)           | (5,060,000)            | -                     |
| Premium on bonds issued                              | <u>231,329</u>       | <u>-</u>              | <u>283,652</u>         | <u>-</u>              |
| Total other financing sources (uses)                 | <u>(9,116,594)</u>   | <u>(1,440,000)</u>    | <u>(1,361,348)</u>     | <u>400,000</u>        |
| Net change in fund balance                           | (9,726,909)          | (1,850,600)           | (1,848,961)            | 27,991                |
| Fund balance, January 1                              | <u>14,903,537</u>    | <u>5,155,734</u>      | <u>5,176,628</u>       | <u>3,327,667</u>      |
| Fund balance, December 31                            | <u>\$ 5,176,628</u>  | <u>\$3,305,134</u>    | <u>\$3,327,667</u>     | <u>\$ 3,355,658</u>   |

**Budget Summary:****CITY OF LAKEVILLE, MINNESOTA**

Debt Service - General Obligation Improvement (Special Assessments) Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| General property taxes                               | \$ 2,298,106         | \$ 1,932,187          | \$ 1,932,187           | \$ 3,546,841          |
| Special assessments                                  | 2,720,378            | 1,635,697             | 1,535,125              | 1,843,977             |
| Investment income                                    | 77,166               | 43,668                | 62,026                 | 59,512                |
| Total revenues                                       | <u>5,095,650</u>     | <u>3,611,552</u>      | <u>3,529,338</u>       | <u>5,450,330</u>      |
| <b><u>Expenditures - debt service</u></b>            |                      |                       |                        |                       |
| Principal maturities                                 | 2,715,000            | 3,260,000             | 3,260,000              | 3,790,000             |
| Interest on debt                                     | 1,538,734            | 1,729,370             | 1,729,370              | 1,990,704             |
| Fiscal charges                                       | 23,549               | 16,258                | 19,068                 | 17,902                |
| Total expenditures                                   | <u>4,277,283</u>     | <u>5,005,628</u>      | <u>5,008,438</u>       | <u>5,798,606</u>      |
| Excess (deficiency) of revenues<br>over expenditures | <u>818,367</u>       | <u>(1,394,076)</u>    | <u>(1,479,100)</u>     | <u>(348,276)</u>      |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from                                        |                      |                       |                        |                       |
| Capital Projects                                     |                      |                       |                        |                       |
| Improvement Construction Fund                        | 1,644,142            | -                     | -                      | -                     |
| Water Fund                                           | -                    | -                     | 114,000                | -                     |
| Enterprise Funds                                     |                      |                       |                        |                       |
| Water Operating Fund                                 | 524,794              | 524,419               | 524,419                | 525,813               |
| Transfer to                                          |                      |                       |                        |                       |
| Capital Projects                                     | (48,228)             | -                     | (260)                  | -                     |
| Issuance of debt                                     | -                    | -                     | 115,645                | -                     |
| Total other financing sources (uses)                 | <u>2,120,708</u>     | <u>524,419</u>        | <u>753,804</u>         | <u>525,813</u>        |
| Net change in fund balance                           | 2,939,075            | (869,657)             | (725,296)              | 177,537               |
| Fund balance, January 1                              | <u>7,037,315</u>     | <u>8,676,092</u>      | <u>9,976,390</u>       | <u>9,251,094</u>      |
| Fund balance, December 31                            | <u>\$ 9,976,390</u>  | <u>\$ 7,806,435</u>   | <u>\$ 9,251,094</u>    | <u>\$ 9,428,631</u>   |

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Debt Service - State Aid Street Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>       | <b>2018</b>       | <b>2018</b>       | <b>2019</b>       |
|------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                                      | <b>Actual</b>     | <b>Adopted</b>    | <b>Estimate</b>   | <b>Adopted</b>    |
|                                                      | <b>Actual</b>     | <b>Budget</b>     | <b>Estimate</b>   | <b>Budget</b>     |
| <b>Revenues</b>                                      |                   |                   |                   |                   |
| Intergovernmental - State-aid                        | \$ 1,187,082      | \$ 1,175,932      | \$ 921,454        | \$ 731,339        |
| Investment income                                    | 4,586             | 159               | 3,640             | 3,685             |
| Total revenues                                       | <u>1,191,668</u>  | <u>1,176,091</u>  | <u>925,094</u>    | <u>735,024</u>    |
| <b>Expenditures - debt service</b>                   |                   |                   |                   |                   |
| Principal maturities                                 | 940,000           | 970,000           | 970,000           | 550,000           |
| Interest on debt                                     | 241,084           | 205,932           | 205,932           | 180,889           |
| Fiscal charges                                       | 2,040             | 1,623             | 1,290             | 1,290             |
| Total expenditures                                   | <u>1,183,124</u>  | <u>1,177,555</u>  | <u>1,177,222</u>  | <u>732,179</u>    |
| Excess (deficiency) of revenues<br>over expenditures | <u>8,544</u>      | <u>(1,464)</u>    | <u>(252,128)</u>  | <u>2,845</u>      |
| <b>Other financing sources (uses)</b>                |                   |                   |                   |                   |
| Transfer from:                                       |                   |                   |                   |                   |
| Debt Service Fund                                    | 39,283            | -                 | -                 | -                 |
| Capital Projects Fund                                | 420,679           | -                 | 3,151             | -                 |
| Total other financing sources (uses)                 | <u>459,962</u>    | <u>-</u>          | <u>3,151</u>      | <u>-</u>          |
| Net change in fund balance                           | 468,506           | (1,464)           | (248,977)         | 2,845             |
| Fund balance, January 1                              | <u>271,430</u>    | <u>269,974</u>    | <u>739,936</u>    | <u>490,959</u>    |
| Fund balance, December 31                            | <u>\$ 739,936</u> | <u>\$ 268,510</u> | <u>\$ 490,959</u> | <u>\$ 493,804</u> |

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
Debt Service - Tax Increment Fund  
Schedule of Revenues, Expenditures, and Changes in Fund Balances  
For the Year Ending December 31, 2019

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|                                                             | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|-------------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                             | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                             |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                                      |                      |                       |                        |                       |
| Tax increment                                               | \$ 411,366           | \$ 404,000            | \$ 404,000             | \$ 404,000            |
| Investment income                                           | <u>24,480</u>        | <u>8,958</u>          | <u>9,049</u>           | <u>10,057</u>         |
| Total revenues                                              | <u>435,846</u>       | <u>412,958</u>        | <u>413,049</u>         | <u>414,057</u>        |
| <b><u>Expenditures - debt service</u></b>                   |                      |                       |                        |                       |
| Principal maturities                                        | 220,000              | 230,000               | 230,000                | 240,000               |
| Interest on debt                                            | 55,160               | 46,161                | 46,161                 | 36,761                |
| Fiscal charges                                              | <u>4,331</u>         | <u>2,600</u>          | <u>2,750</u>           | <u>2,750</u>          |
| Total expenditures                                          | <u>279,491</u>       | <u>278,761</u>        | <u>278,911</u>         | <u>279,511</u>        |
| Excess (deficiency) of revenues<br>over expenditures        | <u>156,355</u>       | <u>134,197</u>        | <u>134,138</u>         | <u>134,546</u>        |
| <b><u>Other financing sources (uses)</u></b>                |                      |                       |                        |                       |
| Transfer to<br>Capital Projects<br>Improvement Construction | <u>(146,707)</u>     | <u>-</u>              | <u>-</u>               | <u>-</u>              |
| Total other financing sources (uses)                        | <u>(146,707)</u>     | <u>-</u>              | <u>-</u>               | <u>-</u>              |
| Net change in fund balance                                  | 9,648                | 134,197               | 134,138                | 134,546               |
| Fund balance, January 1                                     | <u>2,760,529</u>     | <u>2,723,940</u>      | <u>2,770,177</u>       | <u>2,904,315</u>      |
| Fund balance, December 31                                   | <u>\$ 2,770,177</u>  | <u>\$ 2,858,137</u>   | <u>\$ 2,904,315</u>    | <u>\$ 3,038,861</u>   |

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
Debt Service - Water Revenue Fund  
Schedule of Revenues, Expenditures, and Changes in Fund Balances  
For the Year Ending December 31, 2019

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|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| Miscellaneous                                        | \$ (188)             | \$ -                  | \$ -                   | \$ -                  |
| <b><u>Expenditures - debt service</u></b>            |                      |                       |                        |                       |
| Principal maturities                                 | 340,000              | 345,000               | 345,000                | 365,000               |
| Interest on debt                                     | 284,200              | 267,075               | 267,075                | 249,325               |
| Fiscal charges                                       | 546                  | 375                   | 546                    | 546                   |
| Total expenditures                                   | <u>624,746</u>       | <u>612,450</u>        | <u>612,621</u>         | <u>614,871</u>        |
| Excess (deficiency) of revenues<br>over expenditures | <u>(624,934)</u>     | <u>(612,450)</u>      | <u>(612,621)</u>       | <u>(614,871)</u>      |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from                                        |                      |                       |                        |                       |
| Capital Projects - Water Fund                        | <u>624,200</u>       | <u>612,450</u>        | <u>612,621</u>         | <u>614,871</u>        |
| Total other financing sources (uses)                 | <u>624,200</u>       | <u>612,450</u>        | <u>612,621</u>         | <u>614,871</u>        |
| Net change in fund balance                           | (734)                | -                     | -                      | -                     |
| Fund balance, January 1                              | <u>734</u>           | <u>-</u>              | <u>-</u>               | <u>-</u>              |
| Fund balance, December 31                            | <u>\$ -</u>          | <u>\$ -</u>           | <u>\$ -</u>            | <u>\$ -</u>           |

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
Debt Service - Arena Revenue Fund  
Schedule of Revenues, Expenditures, and Changes in Fund Balances  
For the Year Ending December 31, 2019

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|                                                      | <b>2017</b>       | <b>2018</b>       | <b>2018</b>       | <b>2019</b>     |
|------------------------------------------------------|-------------------|-------------------|-------------------|-----------------|
|                                                      | <b>Actual</b>     | <b>Adopted</b>    | <b>Estimate</b>   | <b>Adopted</b>  |
|                                                      |                   | <b>Budget</b>     |                   | <b>Budget</b>   |
| <u>Revenues</u>                                      |                   |                   |                   |                 |
| Charges for services                                 | \$ 88,626         | \$ 88,626         | \$ 88,626         | \$ -            |
| Investment income                                    | 1,113             | 1,216             | 1,394             | 916             |
| Donations                                            | <u>95,000</u>     | <u>95,000</u>     | <u>142,500</u>    | <u>-</u>        |
| Total revenues                                       | <u>184,739</u>    | <u>184,842</u>    | <u>232,520</u>    | <u>916</u>      |
| <u>Expenditures - debt service</u>                   |                   |                   |                   |                 |
| Principal maturities                                 | 155,000           | 165,000           | 165,000           | 170,000         |
| Interest on debt                                     | 26,305            | 18,090            | 18,090            | 9,180           |
| Fiscal charges                                       | <u>96</u>         | <u>178</u>        | <u>450</u>        | <u>450</u>      |
| Total expenditures                                   | <u>181,401</u>    | <u>183,268</u>    | <u>183,540</u>    | <u>179,630</u>  |
| Excess (deficiency) of revenues<br>over expenditures | 3,338             | 1,574             | 48,980            | (178,714)       |
| Fund balance, January 1                              | <u>132,144</u>    | <u>135,473</u>    | <u>135,482</u>    | <u>184,462</u>  |
| Fund balance, December 31                            | <u>\$ 135,482</u> | <u>\$ 137,047</u> | <u>\$ 184,462</u> | <u>\$ 5,748</u> |

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Debt Service - HRA Lease Revenue Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| General property taxes                               | \$ 293,550           | \$ 292,500            | \$ 292,500             | \$ 292,100            |
| Charges for services                                 | 286,594              | 339,118               | 292,500                | 292,100               |
| Investment income                                    | <u>2,806</u>         | <u>3,164</u>          | <u>3,845</u>           | <u>3,852</u>          |
| Total revenues                                       | <u>582,950</u>       | <u>634,782</u>        | <u>588,845</u>         | <u>588,052</u>        |
| <b><u>Expenditures - debt service</u></b>            |                      |                       |                        |                       |
| Principal maturities                                 | 320,000              | 355,000               | 355,000                | 575,000               |
| Interest on debt                                     | 201,512              | 272,968               | 272,968                | 278,250               |
| Fiscal charges/Other                                 | <u>2,331,543</u>     | <u>4,400</u>          | <u>2,392</u>           | <u>2,392</u>          |
| Total expenditures                                   | <u>2,853,055</u>     | <u>632,368</u>        | <u>630,360</u>         | <u>855,642</u>        |
| Excess (deficiency) of revenues<br>over expenditures | <u>(2,270,105)</u>   | <u>2,414</u>          | <u>(41,515)</u>        | <u>(267,590)</u>      |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from                                        |                      |                       |                        |                       |
| Enterprise - Liquor Fund                             | -                    | -                     | 44,598                 | 274,100               |
| Transfer to                                          |                      |                       |                        |                       |
| Enterprise - Liquor Fund                             | (21,860)             | -                     | -                      | -                     |
| Payment on refunded bonds called                     | -                    | -                     | -                      | -                     |
| Issuance of refunding debt                           | 2,255,000            | -                     | -                      | -                     |
| Premium on bonds issued                              | <u>96,558</u>        | <u>-</u>              | <u>-</u>               | <u>-</u>              |
| Total other financing sources (uses)                 | <u>2,329,698</u>     | <u>-</u>              | <u>44,598</u>          | <u>274,100</u>        |
| Net change in fund balance                           | 59,593               | 2,414                 | 3,083                  | 6,510                 |
| Fund balance, January 1                              | <u>1,025,149</u>     | <u>1,207,204</u>      | <u>1,084,742</u>       | <u>1,087,825</u>      |
| Fund balance, December 31                            | <u>\$1,084,742</u>   | <u>\$1,209,618</u>    | <u>\$1,087,825</u>     | <u>\$ 1,094,335</u>   |

CITY OF LAKEVILLE, MINNESOTA  
 COMBINED SCHEDULE OF BONDED INDEBTEDNESS  
 DECEMBER 31, 2018

|                                                             | <u>Interest Rates %</u> | <u>Issue Date</u> | <u>Call Date</u> | <u>Maturity Date</u> | <u>12/31/2018 Outstanding</u> | <u>Due in 2019</u> |                  |
|-------------------------------------------------------------|-------------------------|-------------------|------------------|----------------------|-------------------------------|--------------------|------------------|
|                                                             |                         |                   |                  |                      |                               | <u>Principal</u>   | <u>Interest</u>  |
| <b>Governmental Activities:</b>                             |                         |                   |                  |                      |                               |                    |                  |
| General Obligation Bonds:                                   |                         |                   |                  |                      |                               |                    |                  |
| Capital Improvement Refunding Bonds 2012 E                  | 2.00-4.00               | Aug-15-12         | Feb-01-22        | Feb-01-30            | \$ 11,160,000                 | 635,000            | 342,650          |
| Capital Improvement Refunding Bonds 2014 E                  | 1.75-5.00               | Aug-20-14         | Feb-01-24        | Feb-01-32            | 10,510,000                    | 580,000            | 401,613          |
| Street Reconstruction Refunding Bonds of 2012 B             | 2.00-4.00               | Aug-15-12         | Feb-01-22        | Feb-01-26            | 6,910,000                     | 765,000            | 216,050          |
| Street Reconstruction Refunding Bonds of 2014 B             | 1.75-5.00               | Aug-20-14         | Feb-01-24        | Feb-01-26            | 1,330,000                     | 140,000            | 54,113           |
| Improvement Bonds of 2017 A (Refunding of 2007 H)           | 3.00-5.00               | Sep-07-17         | Feb-01-27        | Feb-01-28            | 1,530,000                     | 100,000            | 66,500           |
| Street Reconstruction Bonds of 2018B (Refunding of 2009 A)  | 3.00-5.00               | Aug-16-18         | Feb-01-28        | Feb-01-30            | 3,115,000                     | 225,000            | 110,379          |
| Total Capital and Street Bonds                              |                         |                   |                  |                      | <u>34,555,000</u>             | <u>2,445,000</u>   | <u>1,191,305</u> |
| <b>Total General Obligation Bonds</b>                       |                         |                   |                  |                      | <u>34,555,000</u>             | <u>2,445,000</u>   | <u>1,191,305</u> |
| G.O. Improvement Bonds:                                     |                         |                   |                  |                      |                               |                    |                  |
| Improvement Bonds of 2008 A                                 | 2.70-3.75               | Oct-01-08         | n/a              | Feb-01-19            | 30,000                        | 30,000             | 563              |
| Improvement Refunding Bonds of 2009 E                       | 2.00-3.00               | Dec-30-09         | n/a              | Feb-01-20            | 515,000                       | 360,000            | 10,050           |
| Improvement Refunding Bonds of 2011 A                       | 0.50-3.50               | Dec-01-11         | Feb-01-21        | Feb-01-32            | 1,085,000                     | 190,000            | 25,963           |
| Improvement Refunding Bonds of 2012 A                       | 2.00-4.00               | Aug-15-12         | Feb-01-22        | Feb-01-33            | 4,095,000                     | 550,000            | 121,825          |
| Improvement Bonds of 2013 A                                 | 2.00-4.00               | Aug-15-13         | Feb-01-23        | Feb-01-34            | 3,305,000                     | 370,000            | 89,250           |
| Improvement Bonds of 2014 A                                 | 2.00-3.50               | Aug-20-14         | Feb-01-24        | Feb-01-35            | 6,465,000                     | 705,000            | 215,975          |
| Improvement Bonds of 2015 A                                 | 1.75-5.00               | Aug-20-15         | Feb-01-25        | Feb-01-36            | 10,855,000                    | 510,000            | 394,350          |
| Improvement Bonds of 2016 B                                 | 1.50-5.00               | Jul-21-16         | Feb-01-26        | Feb-01-37            | 15,145,000                    | 640,000            | 482,594          |
| Improvement Bonds of 2017 A                                 | 3.00-5.00               | Sep-07-17         | Feb-01-27        | Feb-01-38            | 7,465,000                     | 435,000            | 312,806          |
| Improvement Bonds of 2018 A                                 | 2.50-5.00               | Jul-25-18         | Feb-01-27        | Feb-01-29            | 7,690,000                     | -                  | 337,330          |
| <b>Total G.O. Improvement Bonds</b>                         |                         |                   |                  |                      | <u>56,650,000</u>             | <u>3,790,000</u>   | <u>1,990,706</u> |
| Tax Increment Bonds:                                        |                         |                   |                  |                      |                               |                    |                  |
| Tax Increment Refunding Bonds of 2007 A                     | 4.00-4.20               | Feb-01-07         | Feb-01-16        | Feb-01-22            | 1,010,000                     | 240,000            | 36,761           |
| <b>Total Tax Increment Bonds</b>                            |                         |                   |                  |                      | <u>1,010,000</u>              | <u>240,000</u>     | <u>36,761</u>    |
| State-aid Street Revenue Bonds:                             |                         |                   |                  |                      |                               |                    |                  |
| State-aid Street Bonds of 2007 G                            | 4.00                    | Dec-15-07         | Apr-01-16        | Apr-01-18            | -                             | -                  | -                |
| State-aid Street Refunding Bonds of 2010 A                  | 2.00-4.00               | Jan-01-10         | n/a              | Apr-01-20            | 605,000                       | 300,000            | 17,075           |
| State-aid Street Refunding Bonds of 2011 B                  | 0.50-2.15               | Dec-01-11         | n/a              | Apr-01-21            | 230,000                       | 75,000             | 3,989            |
| State-aid Street Bonds of 2015 A                            | 1.75-5.00               | Aug-20-15         | Feb-01-25        | Feb-01-36            | 4,400,000                     | 175,000            | 159,825          |
| <b>Total State-aid Street Revenue Bonds</b>                 |                         |                   |                  |                      | <u>5,235,000</u>              | <u>550,000</u>     | <u>180,889</u>   |
| Water Connection Revenue Refunding Bonds of 2016 A          | 2.00-5.00               | Feb-25-16         | Feb-01-24        | Feb-01-34            | 7,595,000                     | 365,000            | 249,325          |
| Arena Revenue Bonds:                                        |                         |                   |                  |                      |                               |                    |                  |
| Gross Revenue Recreation Facility Bonds of 1999             | 5.30-5.40               | Apr-01-99         | Callable         | Aug-01-19            | 170,000                       | 170,000            | 9,180            |
| <b>Total Arena Revenue Bonds</b>                            |                         |                   |                  |                      | <u>170,000</u>                | <u>170,000</u>     | <u>9,180</u>     |
| HRA Lease Revenue Bonds:                                    |                         |                   |                  |                      |                               |                    |                  |
| HRA Ice Arena Lease Revenue Refunding Bonds of 2016         | 2.00-4.00               | Sep-22-16         | Feb-01-26        | Feb-01-32            | 6,440,000                     | 360,000            | 219,600          |
| HRA Lease Revenue Liquor Enterprise Refunding Bonds of 2017 | 2.00-3.00               | Nov-08-17         | Feb-01-25        | Feb-01-27            | 2,255,000                     | 215,000            | 58,650           |
| <b>Total HRA Lease Revenue Bonds</b>                        |                         |                   |                  |                      | <u>8,695,000</u>              | <u>575,000</u>     | <u>278,250</u>   |
| <b>Total Governmental Activity Bonds</b>                    |                         |                   |                  |                      | <u>113,910,000</u>            | <u>8,135,000</u>   | <u>3,936,416</u> |

# **Capital Projects Funds**

The Capital Projects Funds account for financial resources appropriated to the replacement or construction of infrastructure, construction or improvements of capital facilities and the acquisition of equipment, except those financed by Enterprise Funds.

## **Municipal State-aid Street Fund**

This fund accounts for an annual allotment from the State of Minnesota Municipal State-aid street construction account.

## **Pavement Management Fund**

The Pavement Management Fund's primary purpose is to account for pavement management activities relating to cracksealing, patching, and overlays. These major maintenance projects are financed with property taxes.

## **Improvement Construction Fund**

This fund accounts for the construction of certain public improvements, such as streets, storm sewers, water and sanitary sewer trunk lines. Construction contracts involve multiple financing resources from the City and other government entities. Construction projects usually extend over several years before completion.

## **Storm Water Infrastructure Fund**

This fund accounts for fees and area charges to land developers to manage, preserve and protect public storm water system infrastructure.

## **Water Fund**

This fund accounts for revenues derived primarily from connection charges collected at the time building permits are issued. Funds are appropriated towards the construction costs of water supply lines, wells and water storage facilities and the debt service for bonds issued to finance the construction of the City's water treatment facility and other infrastructure improvements.

## **Sanitary Sewer Fund**

This fund accounts for sewer connection and area fees charged to land developers for connecting to the City's sanitary sewer system. Appropriations are applied to the construction of sanitary sewer infrastructure.

## **Park Dedication Fund**

This fund accounts for park development fees charged to land developers. The expenditures consist of acquiring and developing new City parks and trails.

# **Capital Projects Funds**

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*(Continued)*

## **Park Improvement Fund**

This fund accounts for the long term maintenance, repairs and replacement of the City parks. The primary revenue source is property taxes, intergovernmental grants and donations.

## **Trail Improvement Fund**

This fund accounts for the long term maintenance, repairs and replacement of the City trails. The primary revenue source is property taxes.

## **Tax Increment Fund**

This fund accounts for revenue received from tax increment property that does not require debt financing. The expenditures are for current and future development of tax increment property.

## **Tax Abatement Fund**

This fund accounts for economic development assistance provided to local businesses. The expenditures are for current and future economic development incentives.

## **Building Fund**

This fund accounts for the accumulation and disbursement of funds for the construction or improvement of public buildings.

## **Equipment Fund**

This fund accounts for the purchase of public safety, street and park maintenance equipment. The most significant capital acquisitions are related to replacing vehicles, heavy machinery, and technology.

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for All Capital Projects Funds  
 Combined Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Amended</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| General property taxes                               | \$ 2,051,417         | \$ 2,452,750          | \$ 2,452,750           | \$ 1,527,000          |
| Tax increment                                        | 160,986              | 160,406               | 147,314                | 282,497               |
| Intergovernmental                                    | 1,379,601            | 1,621,098             | 1,922,272              | 4,740,892             |
| Charges for services                                 | 6,838,068            | 4,493,134             | 5,752,027              | 4,524,213             |
| Special assessments                                  | 75,210               | 76,259                | 75,096                 | 254,120               |
| Investment income                                    | 340,695              | 194,080               | 227,519                | 216,066               |
| Donations                                            | 87,387               | 100,000               | 143,181                | 97,500                |
| Miscellaneous                                        | <u>926,947</u>       | <u>1,241,374</u>      | <u>1,060,540</u>       | <u>1,240,522</u>      |
| Total revenues                                       | <u>11,860,311</u>    | <u>10,339,101</u>     | <u>11,780,699</u>      | <u>12,882,810</u>     |
| <b><u>Expenditures - Capital outlay</u></b>          |                      |                       |                        |                       |
| General government                                   | 668,804              | 835,581               | 770,613                | 169,020               |
| Public safety                                        |                      |                       |                        |                       |
| Police                                               | 297,432              | 913,592               | 904,802                | 904,766               |
| Fire                                                 | 330,060              | 218,502               | 213,897                | 15,300                |
| Public works                                         | 14,740,021           | 19,494,899            | 17,865,433             | 22,913,998            |
| Parks and recreation                                 | <u>1,654,415</u>     | <u>4,703,045</u>      | <u>3,260,333</u>       | <u>3,631,646</u>      |
| Total expenditures                                   | <u>17,690,732</u>    | <u>26,165,619</u>     | <u>23,015,078</u>      | <u>27,634,730</u>     |
| Excess (deficiency) of revenues<br>over expenditures | <u>(5,830,421)</u>   | <u>(15,826,518)</u>   | <u>(11,234,379)</u>    | <u>(14,751,920)</u>   |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from other funds                            | 2,947,241            | 2,385,982             | 2,856,522              | 1,619,914             |
| Transfer to other funds                              | (3,674,610)          | (1,824,154)           | (2,285,374)            | (1,193,785)           |
| Issuance of debt                                     | 8,202,171            | 11,007,698            | 8,296,038              | 13,108,089            |
| Premium on bonds issued                              | <u>982,020</u>       | <u>-</u>              | <u>-</u>               | <u>-</u>              |
| Total other financing sources (uses)                 | <u>8,456,822</u>     | <u>11,569,526</u>     | <u>8,867,186</u>       | <u>13,534,218</u>     |
| Net change in fund balance                           | 2,626,401            | (4,256,992)           | (2,367,193)            | (1,217,702)           |
| Fund balance, January 1                              | <u>32,351,866</u>    | <u>29,319,470</u>     | <u>34,978,267</u>      | <u>32,611,074</u>     |
| Fund balance, December 31                            | <u>\$ 34,978,267</u> | <u>\$ 25,062,478</u>  | <u>\$ 32,611,074</u>   | <u>\$ 31,393,372</u>  |

**CITY OF LAKEVILLE, MINNESOTA**  
 Budgetary Summary for Capital Projects Funds  
 Combined Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                   | <b>2019 Adopted Budget</b> |                   |                     |                  |                  |                |                   |                    |                    |                  |                  |                  |                   |                   |
|---------------------------------------------------|----------------------------|-------------------|---------------------|------------------|------------------|----------------|-------------------|--------------------|--------------------|------------------|------------------|------------------|-------------------|-------------------|
|                                                   | <u>Municipal</u>           | <u>Pavement</u>   | <u>Improvement</u>  | <u>Storm</u>     | <u>Sanitary</u>  | <u>Park</u>    | <u>Park</u>       | <u>Trail</u>       | <u>Tax</u>         | <u>Tax</u>       | <u>Building</u>  | <u>Equipment</u> | <u>Total</u>      |                   |
|                                                   | <u>State-aid</u>           | <u>Management</u> | <u>Construction</u> | <u>Sewer</u>     | <u>Water</u>     | <u>Sewer</u>   | <u>Dedication</u> | <u>Improvement</u> | <u>Improvement</u> | <u>Increment</u> | <u>Abatement</u> |                  |                   |                   |
| <b>Revenues</b>                                   |                            |                   |                     |                  |                  |                |                   |                    |                    |                  |                  |                  |                   |                   |
| General property taxes                            | \$ -                       | \$ 1,100,000      | \$ -                | \$ -             | \$ -             | \$ -           | \$ -              | \$ 175,000         | \$ -               | \$ -             | \$ -             | \$ -             | \$ 252,000        | \$ 1,527,000      |
| Tax increment                                     | -                          | -                 | -                   | -                | -                | -              | -                 | -                  | -                  | 282,497          | -                | -                | -                 | 282,497           |
| Intergovernmental                                 | 3,508,892                  | 120,000           | 1,077,000           | -                | -                | -              | -                 | -                  | -                  | -                | -                | 35,000           | 4,740,892         |                   |
| Charges for services                              | -                          | -                 | -                   | 1,052,264        | 1,734,300        | 306,900        | 1,430,749         | -                  | -                  | -                | -                | -                | 4,524,213         |                   |
| Special assessments                               | -                          | -                 | -                   | 198              | 239,922          | 14,000         | -                 | -                  | -                  | -                | -                | -                | 254,120           |                   |
| Investment income                                 | 15,800                     | 3,200             | -                   | 34,200           | 59,800           | 36,700         | 17,800            | -                  | 5,300              | 200              | -                | 24,735           | 216,066           |                   |
| Donations                                         | -                          | -                 | -                   | -                | -                | -              | 97,500            | -                  | -                  | -                | -                | -                | 97,500            |                   |
| Miscellaneous                                     | 231,510                    | -                 | 460,655             | -                | -                | -              | -                 | 24,916             | -                  | -                | -                | 429,141          | 1,240,522         |                   |
| <b>Total revenues</b>                             | <b>3,756,202</b>           | <b>1,223,200</b>  | <b>1,537,655</b>    | <b>1,086,662</b> | <b>2,034,022</b> | <b>357,600</b> | <b>1,546,049</b>  | <b>199,916</b>     | <b>5,300</b>       | <b>282,697</b>   | <b>-</b>         | <b>453,876</b>   | <b>12,882,810</b> |                   |
| <b>Expenditures - Capital outlay</b>              |                            |                   |                     |                  |                  |                |                   |                    |                    |                  |                  |                  |                   |                   |
| General government                                | -                          | -                 | -                   | -                | -                | -              | -                 | -                  | -                  | -                | 13,125           | 48,245           | 107,650           | 169,020           |
| Public safety                                     | -                          | -                 | -                   | -                | -                | -              | -                 | -                  | -                  | -                | -                | 140,935          | 763,831           | 904,766           |
| Police                                            | -                          | -                 | -                   | -                | -                | -              | -                 | -                  | -                  | -                | -                | 15,300           | -                 | 15,300            |
| Fire                                              | -                          | -                 | -                   | -                | -                | -              | -                 | -                  | -                  | -                | -                | 246,325          | 579,064           | 22,913,998        |
| Public works                                      | 4,698,325                  | 1,249,494         | 15,014,658          | 651,132          | 400,000          | 75,000         | -                 | -                  | -                  | -                | -                | 101,530          | 171,290           | 3,631,646         |
| Parks and recreation                              | -                          | -                 | -                   | -                | -                | -              | 2,453,500         | 225,000            | 429,058            | 251,268          | -                | -                | -                 | -                 |
| <b>Total expenditures</b>                         | <b>4,698,325</b>           | <b>1,249,494</b>  | <b>15,014,658</b>   | <b>651,132</b>   | <b>400,000</b>   | <b>75,000</b>  | <b>2,453,500</b>  | <b>225,000</b>     | <b>429,058</b>     | <b>251,268</b>   | <b>13,125</b>    | <b>552,335</b>   | <b>1,621,835</b>  | <b>27,634,730</b> |
| Excess (deficiency) of revenues over expenditures | (942,123)                  | (26,294)          | (13,477,003)        | 435,530          | 1,634,022        | 282,600        | (907,451)         | (25,084)           | (423,758)          | 31,429           | (13,125)         | (98,459)         | (1,222,204)       | (14,751,920)      |
| <b>Other financing sources (uses)</b>             |                            |                   |                     |                  |                  |                |                   |                    |                    |                  |                  |                  |                   |                   |
| Transfer from other funds                         | 190,000                    | -                 | 368,914             | -                | -                | -              | -                 | 150,000            | -                  | -                | -                | -                | 911,000           | 1,619,914         |
| Transfer to other funds                           | -                          | -                 | -                   | (315,000)        | (878,785)        | -              | -                 | -                  | -                  | -                | -                | -                | -                 | (1,193,785)       |
| Issuance of debt                                  | -                          | -                 | 13,108,089          | -                | -                | -              | -                 | -                  | -                  | -                | -                | -                | -                 | 13,108,089        |
| <b>Total other financing sources (uses)</b>       | <b>190,000</b>             | <b>-</b>          | <b>13,477,003</b>   | <b>(315,000)</b> | <b>(878,785)</b> | <b>-</b>       | <b>-</b>          | <b>150,000</b>     | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>911,000</b>    | <b>13,534,218</b> |
| Net change in fund balance                        | (752,123)                  | (26,294)          | -                   | 120,530          | 755,237          | 282,600        | (907,451)         | 124,916            | (423,758)          | 31,429           | (13,125)         | (98,459)         | (311,204)         | (1,217,702)       |
| Fund balance, January 1                           | 2,043,144                  | 633,077           | 478,284             | 7,679,028        | 7,968,108        | 7,343,311      | 3,551,828         | 143,758            | 1,097,980          | 27,059           | (415,576)        | 1,198,111        | 862,962           | 32,611,074        |
| Fund balance, December 31                         | \$ 1,291,021               | \$ 606,783        | \$ 478,284          | \$ 7,799,558     | \$ 8,723,345     | \$ 7,625,911   | \$ 2,644,377      | \$ 268,674         | \$ 674,222         | \$ 58,488        | \$ (428,701)     | \$ 1,099,652     | \$ 551,758        | \$ 31,393,372     |

# MUNICIPAL STATE-AID STREET FUND

## Fund Description:

The **Municipal State-aid Street Fund** accounts for an annual allotment from the State of Minnesota Municipal State-aid street construction account.

## Budget Summary:

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Municipal State-aid Street Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>         | <b>2018</b>               | <b>2018</b>         | <b>2019</b>               |
|------------------------------------------------------|---------------------|---------------------------|---------------------|---------------------------|
|                                                      | <b>Actual</b>       | <b>Amended<br/>Budget</b> | <b>Estimate</b>     | <b>Adopted<br/>Budget</b> |
| <u>Revenues</u>                                      |                     |                           |                     |                           |
| Intergovernmental revenues                           | \$ 919,905          | \$ 893,598                | \$ 1,489,272        | \$ 3,508,892              |
| Charges for services                                 | 262,535             | -                         | -                   | -                         |
| Investment income (charges)                          | 38,846              | 15,400                    | 20,700              | 15,800                    |
| Miscellaneous                                        | 240,635             | 462,050                   | 475,080             | 231,510                   |
| Total revenues                                       | <u>1,461,921</u>    | <u>1,371,048</u>          | <u>1,985,052</u>    | <u>3,756,202</u>          |
| <u>Expenditures - Capital outlay</u>                 |                     |                           |                     |                           |
| Public works                                         | 2,295,266           | 3,995,078                 | 3,540,686           | 4,698,325                 |
| Parks and recreation                                 | -                   | -                         | -                   | -                         |
| Total expenditures                                   | <u>2,295,266</u>    | <u>3,995,078</u>          | <u>3,540,686</u>    | <u>4,698,325</u>          |
| Excess (deficiency) of revenues<br>over expenditures | <u>(833,345)</u>    | <u>(2,624,030)</u>        | <u>(1,555,634)</u>  | <u>(942,123)</u>          |
| <u>Other financing sources (uses)</u>                |                     |                           |                     |                           |
| Transfer from Capital Projects:                      |                     |                           |                     |                           |
| Water Trunk Fund                                     | 83,389              | -                         | -                   | -                         |
| Storm Sewer Trunk Fund                               | 336,101             | 110,204                   | 326,098             | 190,000                   |
| Pavement Management Fund                             | -                   | -                         | 106,374             | -                         |
| Transfer from Enterprise Funds:                      |                     |                           |                     |                           |
| Sanitary Sewer Operating Fund                        | 3,223               | -                         | -                   | -                         |
| Liquor Fund                                          | 1,289               | -                         | -                   | -                         |
| Water Operating Fund                                 | 3,223               | -                         | -                   | -                         |
| Environmental Resources Fund                         | -                   | -                         | 16,230              | -                         |
| Transfer from General Fund                           | 24,495              | -                         | -                   | -                         |
| Transfers to: Capital Projects:                      |                     |                           |                     |                           |
| Improvement Construction Fund                        | (35,505)            | -                         | -                   | -                         |
| Transfers to: Debt Service Fund                      |                     |                           |                     |                           |
| State Aid Street Bonds                               | (420,679)           | -                         | -                   | -                         |
| Total other financing sources (uses)                 | <u>(4,464)</u>      | <u>110,204</u>            | <u>448,702</u>      | <u>190,000</u>            |
| Net change in fund balance                           | (837,809)           | (2,513,826)               | (1,106,932)         | (752,123)                 |
| Fund balance, January 1                              | <u>3,987,885</u>    | <u>3,087,930</u>          | <u>3,150,076</u>    | <u>2,043,144</u>          |
| Fund balance, December 31                            | <u>\$ 3,150,076</u> | <u>\$ 574,104</u>         | <u>\$ 2,043,144</u> | <u>\$ 1,291,021</u>       |

# MUNICIPAL STATE AID STREET FUND

**CITY OF LAKEVILLE, MINNESOTA**  
Capital Projects - Municipal State-aid Street Fund  
Schedule of Capital Outlay

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| <u>Projects</u>                                          | <u>2019</u>         |
|----------------------------------------------------------|---------------------|
| CR 50 Recon (CSAH 60 to CSAH 9)                          | \$ 1,000,000        |
| CSAH 9/Dodd Blvd & Flagstaff Ave                         | 1,850,000           |
| 179th St & Flagstaff Ave                                 | 540,000             |
| Dodd Blvd/CSAH 9 and Glacier Way                         | 450,000             |
| CSAH 70/210th St (E of Kensington Blvd -<br>Holyoke Ave) | 656,250             |
| Dodd Blvd/Gerdine Path                                   | 102,075             |
| CR 50 Recon (Holyoke Ave to Cedar Ave)                   | <u>100,000</u>      |
| Total                                                    | <u>\$ 4,698,325</u> |

# PAVEMENT MANAGEMENT FUND

## Fund Description:

The **Pavement Management Fund** primary purpose is to account for major maintenance projects which are financed with property taxes. Accounting for pavement management activities in a designated fund enables the City Council to establish a relatively stable tax levy. The fund activities account for maintenance costs which would otherwise be accounted for in the operating budget. The Pavement Management Fund enables the City to establish a long-term maintenance program and financing plan which, when taken into consideration with the street reconstruction program, enables the City to develop a consistent long-term financing plan for one of the community's most significant infrastructure assets.

## Budget Summary:

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Pavement Management Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Amended</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| General property taxes                               | \$ 1,191,550         | \$ 1,191,550          | \$ 1,191,550           | \$ 1,100,000          |
| Intergovernmental revenue                            | 120,000              | 120,000               | 120,000                | 120,000               |
| Special assessments                                  | 5,025                | -                     | -                      | -                     |
| Investment income (charges)                          | 9,897                | 4,200                 | 4,200                  | 3,200                 |
| Total revenues                                       | <u>1,326,472</u>     | <u>1,315,750</u>      | <u>1,315,750</u>       | <u>1,223,200</u>      |
| <b><u>Expenditures - Capital outlay</u></b>          |                      |                       |                        |                       |
| Public works                                         | 1,193,191            | 1,431,155             | 1,431,155              | 1,249,494             |
| Total expenditures                                   | <u>1,193,191</u>     | <u>1,431,155</u>      | <u>1,431,155</u>       | <u>1,249,494</u>      |
| Excess (deficiency) of revenues<br>over expenditures | 133,281              | (115,405)             | (115,405)              | (26,294)              |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer to Equipment Fund                           | (100,000)            | (85,000)              | (85,000)               | -                     |
| Transfer to MSA Fund                                 | -                    | -                     | (106,374)              | -                     |
| Transfer to Improv. Const Fund                       | (244,142)            | -                     | -                      | -                     |
| Total other financing sources (uses)                 | <u>(344,142)</u>     | <u>(85,000)</u>       | <u>(191,374)</u>       | <u>-</u>              |
| Net change in fund balance                           | (210,861)            | (200,405)             | (306,779)              | (26,294)              |
| Fund balance, January 1                              | 1,150,717            | 848,372               | 939,856                | 633,077               |
| Fund balance, December 31                            | <u>\$ 939,856</u>    | <u>\$ 647,967</u>     | <u>\$ 633,077</u>      | <u>\$ 606,783</u>     |

# PAVEMENT MANAGEMENT FUND

*(continued)*

**CITY OF LAKEVILLE, MINNESOTA**  
Capital Projects - Pavement Management Fund  
Schedule of Capital Outlay

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| <u>Projects</u>           | <u>2019</u>         |
|---------------------------|---------------------|
| Patching & minor overlays | \$ 829,302          |
| Safety improvements       | 30,000              |
| Crack sealing             | 152,082             |
| Velocity patching         | 118,110             |
| Other                     | <u>120,000</u>      |
| Total                     | <u>\$ 1,249,494</u> |

## IMPROVEMENT CONSTRUCTION FUND

### **Fund Description:**

The **Improvement Construction Fund** accounts for the construction of certain public improvements, such as streets and storm sewers. The City Council has approved a street reconstruction program that replaces aging street infrastructure. Benefited property owners are specially assessed for 40% of the cost with the remaining 60% paid by the City with property taxes. The financing of the improvements is accomplished with the issuance of General Obligation Improvement Bonds. The special assessments and taxes are pledged to the repayment of the debt. The debt is proposed to be amortized over a 10-year period to mitigate the impact of tax increases on business and residents.

# IMPROVEMENT CONSTRUCTION FUND

(continued)

## Budget Summary:

### CITY OF LAKEVILLE, MINNESOTA

Capital Projects - Improvement Construction Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ending December 31, 2019

|                                                      | <u>2017</u>        | <u>2018</u>         | <u>2018</u>        | <u>2019</u>         |
|------------------------------------------------------|--------------------|---------------------|--------------------|---------------------|
|                                                      | <u>Actual</u>      | <u>Amended</u>      | <u>Estimate</u>    | <u>Adopted</u>      |
|                                                      |                    | <u>Budget</u>       |                    | <u>Budget</u>       |
| <u>Revenues</u>                                      |                    |                     |                    |                     |
| General property taxes                               | \$ 50,000          | \$ 50,000           | \$ 50,000          | \$ -                |
| Intergovernmental                                    | 335,460            | 457,500             | -                  | 1,077,000           |
| Charges for services                                 | -                  | -                   | 9,799              | -                   |
| Escrow                                               | -                  | 165,815             | -                  | 460,655             |
| Investment income (charges)                          | 20,226             | -                   | 24,639             | -                   |
| Total revenues                                       | <u>405,686</u>     | <u>673,315</u>      | <u>84,438</u>      | <u>1,537,655</u>    |
| <u>Expenditures - Capital outlay</u>                 |                    |                     |                    |                     |
| Public works                                         | 9,100,353          | 12,086,013          | 9,359,862          | 15,014,658          |
| Total expenditures                                   | <u>9,100,353</u>   | <u>12,086,013</u>   | <u>9,359,862</u>   | <u>15,014,658</u>   |
| Excess (deficiency) of revenues<br>over expenditures | <u>(8,694,667)</u> | <u>(11,412,698)</u> | <u>(9,275,424)</u> | <u>(13,477,003)</u> |
| <u>Other financing sources (uses)</u>                |                    |                     |                    |                     |
| Transfer from General Fund                           | 1,179              | 150,000             | 150,000            | -                   |
| Transfer from Capital Projects                       |                    |                     |                    |                     |
| Municipal State-aid Fund                             | 35,506             | -                   | -                  | -                   |
| Sanitary Sewer Trunk Fund                            | -                  | -                   | -                  | -                   |
| Storm Water Infrastructure Fund                      | 7,447              | -                   | 67,185             | 105,000             |
| Water Trunk Fund                                     | -                  | -                   | -                  | 263,914             |
| Tax Increment Fund                                   | 304,852            | -                   | -                  | -                   |
| Pavement Management Fund                             | 244,142            | -                   | -                  | -                   |
| Transfer from Enterprise Funds                       |                    |                     |                    |                     |
| Sanitary Sewer Operating Fund                        | -                  | -                   | 14,498             | -                   |
| Water Operating Fund                                 | -                  | 230,000             | 254,099            | -                   |
| Transfer from Debt Service                           | 48,228             | -                   | 260                | -                   |
| Transfer from Special Revenue                        |                    |                     |                    |                     |
| Communications Fund                                  | -                  | 175,000             | 175,000            | -                   |
| Transfer to Enterprise Funds                         |                    |                     |                    |                     |
| Water Operating Fund                                 | -                  | -                   | (137,445)          | -                   |
| Transfer to Debt Service                             | (1,644,142)        | -                   | (3,151)            | -                   |
| Issuance of debt                                     | 8,202,171          | 11,007,698          | 7,574,355          | 13,108,089          |
| Premium on bonds issued                              | 982,020            | -                   | 721,683            | -                   |
| Total other financing sources (uses)                 | <u>8,181,403</u>   | <u>11,562,698</u>   | <u>8,816,484</u>   | <u>13,477,003</u>   |
| Net change in fund balance                           | (513,264)          | 150,000             | (458,940)          | -                   |
| Fund balance, January 1                              | <u>1,450,488</u>   | <u>937,224</u>      | <u>937,224</u>     | <u>478,284</u>      |
| Fund balance, December 31                            | <u>\$ 937,224</u>  | <u>\$ 1,087,224</u> | <u>\$ 478,284</u>  | <u>\$ 478,284</u>   |

# IMPROVEMENT CONSTRUCTION FUND

(continued)

**CITY OF LAKEVILLE, MINNESOTA**  
Capital Projects - Improvement Construction Fund  
Schedule of Capital Outlay

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| <u>Projects</u>               | <u>2019</u>          |
|-------------------------------|----------------------|
| Street Reconstruction         | \$ 8,217,794         |
| Collector Road Reconstruction | <u>6,796,864</u>     |
| Total                         | <u>\$ 15,014,658</u> |

# STORM WATER INFRASTRUCTURE FUND

## Fund Description:

The **Storm Water Infrastructure Fund** accounts for fees and area charges to land developers to manage, preserve and protect public storm water system infrastructure.

## Budget Summary:

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Storm Water Infrastructure Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <u>2017</u>         | <u>2018</u>         | <u>2018</u>         | <u>2019</u>         |
|------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                                      | <u>Actual</u>       | <u>Amended</u>      | <u>Estimate</u>     | <u>Adopted</u>      |
|                                                      |                     | <u>Budget</u>       |                     | <u>Budget</u>       |
| <u>Revenues</u>                                      |                     |                     |                     |                     |
| Intergovernmental                                    | \$ 4,236            | \$ 150,000          | \$ 189,000          | \$ -                |
| Charges for services                                 | 1,255,985           | 1,052,264           | 1,854,451           | 1,052,264           |
| Special assessments                                  | 217                 | 208                 | 104                 | 198                 |
| Investment income                                    | <u>65,596</u>       | <u>28,500</u>       | <u>28,500</u>       | <u>34,200</u>       |
| Total revenues                                       | <u>1,326,034</u>    | <u>1,230,972</u>    | <u>2,072,055</u>    | <u>1,086,662</u>    |
| <u>Expenditures - Capital outlay</u>                 |                     |                     |                     |                     |
| Public works                                         | <u>356,058</u>      | <u>826,132</u>      | <u>1,125,615</u>    | <u>651,132</u>      |
| Excess (deficiency) of revenues<br>over expenditures | <u>969,976</u>      | <u>404,840</u>      | <u>946,440</u>      | <u>435,530</u>      |
| <u>Other financing sources (uses)</u>                |                     |                     |                     |                     |
| Transfer from                                        |                     |                     |                     |                     |
| Enterprise Fund- Env Resources Fund                  | -                   | -                   | 26,000              | -                   |
| Transfer to                                          |                     |                     |                     |                     |
| Capital Proj. - Improv Const                         | (7,447)             | -                   | (67,185)            | (105,000)           |
| Capital Proj. - Municipal State Aid                  | (336,101)           | (110,204)           | (326,098)           | (190,000)           |
| Utility Fund- Environmental Resources                | <u>(20,859)</u>     | <u>(252,000)</u>    | <u>(69,000)</u>     | <u>(20,000)</u>     |
| Total other financing sources (uses)                 | <u>(364,407)</u>    | <u>(362,204)</u>    | <u>(436,283)</u>    | <u>(315,000)</u>    |
| Net change in fund balance                           | 605,569             | 42,636              | 510,157             | 120,530             |
| Fund balance, January 1                              | <u>6,563,302</u>    | <u>5,694,493</u>    | <u>7,168,871</u>    | <u>7,679,028</u>    |
| Fund balance, December 31                            | <u>\$ 7,168,871</u> | <u>\$ 5,737,129</u> | <u>\$ 7,679,028</u> | <u>\$ 7,799,558</u> |

# STORM WATER INFRASTRUCTURE FUND

**CITY OF LAKEVILLE, MINNESOTA**  
Capital Projects - Storm Water Infrastructure Fund  
Schedule of Capital Outlay

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| <u>Projects</u>                                  | <u>2019</u>       |
|--------------------------------------------------|-------------------|
| James Jensen Stormwater Management               | \$ 25,000         |
| Stormwater Conveyance System Expansion (general) | 100,000           |
| Developer credits                                | <u>526,132</u>    |
| Total                                            | <u>\$ 651,132</u> |

# WATER FUND

## Fund Description:

The **Water Fund** accounts for revenues derived primarily from connection charges collected at the time building permits are issued. Funds are committed toward the construction costs of water supply lines, wells and water storage facilities, and provide the debt service for bonds issued to finance the construction of the City's water treatment facility and other infrastructure improvements.

## Budget Summary:

### CITY OF LAKEVILLE, MINNESOTA

#### Capital Projects - Water Fund

#### Schedule of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ending December 31, 2019

|                                                      | <u>2017</u>         | <u>2018</u>         | <u>2018</u>         | <u>2019</u>         |
|------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                                      | <u>Actual</u>       | <u>Amended</u>      | <u>Estimate</u>     | <u>Adopted</u>      |
|                                                      |                     | <u>Budget</u>       |                     | <u>Budget</u>       |
| <u>Revenues</u>                                      |                     |                     |                     |                     |
| Charges for services                                 | \$ 3,143,470        | \$ 1,726,100        | \$ 2,109,450        | \$ 1,734,300        |
| Special assessments                                  | 25,709              | 62,000              | 62,000              | 239,922             |
| Investment income                                    | 66,350              | 37,100              | 37,100              | 59,800              |
| Miscellaneous                                        | 358,937             | -                   | -                   | -                   |
| Total revenues                                       | <u>3,594,466</u>    | <u>1,825,200</u>    | <u>2,208,550</u>    | <u>2,034,022</u>    |
| <u>Expenditures - Capital outlay</u>                 |                     |                     |                     |                     |
| Public works                                         | <u>836,001</u>      | <u>300,000</u>      | <u>1,491,666</u>    | <u>400,000</u>      |
| Excess (deficiency) of revenues<br>over expenditures | <u>2,758,465</u>    | <u>1,525,200</u>    | <u>716,884</u>      | <u>1,634,022</u>    |
| <u>Other financing sources (uses)</u>                |                     |                     |                     |                     |
| Transfer to                                          |                     |                     |                     |                     |
| Debt Service - Water Revenue                         | (624,200)           | (612,450)           | (726,621)           | (614,871)           |
| Capital Proj. - Impr. Constr.                        | -                   | -                   | -                   | (263,914)           |
| Capital Proj. - Municipal State Aid                  | (83,389)            | -                   | -                   | -                   |
| Issuance of debt                                     | -                   | -                   | -                   | -                   |
| Total other financing sources (uses)                 | <u>(707,589)</u>    | <u>(612,450)</u>    | <u>(726,621)</u>    | <u>(878,785)</u>    |
| Net change in fund balance                           | 2,050,876           | 912,750             | (9,737)             | 755,237             |
| Fund balance, January 1                              | <u>5,926,969</u>    | <u>4,952,326</u>    | <u>7,977,845</u>    | <u>7,968,108</u>    |
| Fund balance, December 31                            | <u>\$ 7,977,845</u> | <u>\$ 5,865,076</u> | <u>\$ 7,968,108</u> | <u>\$ 8,723,345</u> |

# WATER FUND

(continued)

## CITY OF LAKEVILLE, MINNESOTA

Capital Projects - Water Fund

Schedule of Capital Outlay

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| <u>Projects</u>   | <u>2019</u>       |
|-------------------|-------------------|
| Well construction | \$ 100,000        |
| Developer credits | <u>300,000</u>    |
| Total             | <u>\$ 400,000</u> |

# SANITARY SEWER FUND

## Fund Description

The **Sanitary Sewer Fund** accounts for sewer connection and area fees charged to land developers for connecting to the City's sanitary sewer system. Appropriations are applied to the construction of sanitary sewer infrastructure.

## Budget Summary:

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Sanitary Sewer Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                      | <u>2017</u>         | <u>2018</u>         | <u>2018</u>         | <u>2019</u>         |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                      | <u>Actual</u>       | <u>Amended</u>      | <u>Estimate</u>     | <u>Adopted</u>      |
|                                      |                     | <u>Budget</u>       | <u>Budget</u>       | <u>Budget</u>       |
| <u>Revenues</u>                      |                     |                     |                     |                     |
| Charges for services                 | \$ 1,017,356        | \$ 348,150          | \$ 724,050          | \$ 306,900          |
| Special assessments                  | 44,204              | 14,000              | 12,941              | 14,000              |
| Investment income (charges)          | 60,014              | 31,000              | 34,400              | 36,700              |
| Total revenues                       | <u>1,121,574</u>    | <u>393,150</u>      | <u>771,391</u>      | <u>357,600</u>      |
| <u>Expenditures - Capital outlay</u> |                     |                     |                     |                     |
| Public works                         | <u>36,327</u>       | <u>230,875</u>      | <u>313,000</u>      | <u>75,000</u>       |
| Net change in fund balance           | 1,085,247           | 162,275             | 458,391             | 282,600             |
| Fund balance, January 1              | <u>5,799,673</u>    | <u>6,193,190</u>    | <u>6,884,920</u>    | <u>7,343,311</u>    |
| Fund balance, December 31            | <u>\$ 6,884,920</u> | <u>\$ 6,355,465</u> | <u>\$ 7,343,311</u> | <u>\$ 7,625,911</u> |

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Sanitary Sewer Fund  
 Schedule of Capital Outlay

| <u>Projects</u>   | <u>2019</u>      |
|-------------------|------------------|
| Developer credits | <u>\$ 75,000</u> |
| Total Projects    | <u>\$ 75,000</u> |

# PARK DEDICATION FUND

**Fund Description:**

The **Park Dedication Fund** accounts for park dedication fees received from land developers. The expenditures consist of acquiring and developing new City parks and trails.

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Park Dedication Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Amended</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| Charges for services                                 | \$ 1,154,433         | \$ 1,366,620          | \$ 1,048,277           | \$ 1,430,749          |
| Special assessments                                  | 55                   | 51                    | 51                     | -                     |
| Investment income                                    | 46,924               | 25,600                | 25,600                 | 17,800                |
| Donations                                            | 87,387               | 100,000               | 80,000                 | 97,500                |
| Miscellaneous                                        | <u>42,743</u>        | <u>-</u>              | <u>-</u>               | <u>-</u>              |
| Total revenues                                       | <u>1,331,542</u>     | <u>1,492,271</u>      | <u>1,153,928</u>       | <u>1,546,049</u>      |
| <b><u>Expenditures - Capital outlay</u></b>          |                      |                       |                        |                       |
| Parks and recreation                                 | <u>649,355</u>       | <u>3,592,000</u>      | <u>2,101,907</u>       | <u>2,453,500</u>      |
| Excess (deficiency) of revenues<br>over expenditures | <u>682,187</u>       | <u>(2,099,729)</u>    | <u>(947,979)</u>       | <u>(907,451)</u>      |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer to:                                         |                      |                       |                        |                       |
| Trail Improvement Fund                               | <u>-</u>             | <u>(764,500)</u>      | <u>(764,500)</u>       | <u>-</u>              |
| Total other financing sources (uses)                 | <u>-</u>             | <u>(764,500)</u>      | <u>(764,500)</u>       | <u>-</u>              |
| Net changes in fund balances                         | 682,187              | (2,864,229)           | (1,712,479)            | (907,451)             |
| Fund balance, January 1                              | <u>4,582,120</u>     | <u>5,129,083</u>      | <u>5,264,307</u>       | <u>3,551,828</u>      |
| Fund balance, December 31                            | <u>\$ 5,264,307</u>  | <u>\$ 2,264,854</u>   | <u>\$ 3,551,828</u>    | <u>\$ 2,644,377</u>   |

# PARK DEDICATION FUND

(continued)

## CITY OF LAKEVILLE, MINNESOTA

### Capital Projects - Park Dedication Fund

#### Schedule of Capital Outlay

---

| <u>Projects</u>            | <u>2019</u>         |
|----------------------------|---------------------|
| Major Construction         |                     |
| King Park drainage systems | \$ 177,000          |
| King Park field irrigation | 230,000             |
| Antlers Park               | 812,500             |
| Quigley Sime Shelter       | 50,000              |
| Land acquisition           |                     |
| Future land acquisition    | 350,000             |
| Trail Construction         |                     |
| Trail connectivity         | 100,000             |
| New trail lighting         | 173,000             |
| Developer credits          | 435,000             |
| Other                      | 126,000             |
| Total                      | <u>\$ 2,453,500</u> |

# PARK IMPROVEMENT FUND

**Fund Description:**

The **Park Improvement Fund** accounts for the long term maintenance, repairs and replacement of the City parks.

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Park Improvement Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Amended</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues</u></b>                               |                      |                       |                        |                       |
| General property taxes                               | \$ 175,000           | \$ 175,000            | \$ 175,000             | \$ 175,000            |
| Investment income                                    | 414                  | -                     | -                      | -                     |
| Miscellaneous                                        | -                    | 24,916                | 24,916                 | 24,916                |
| Total revenues                                       | <u>175,414</u>       | <u>199,916</u>        | <u>199,916</u>         | <u>199,916</u>        |
| <b><u>Expenditures - Capital outlay</u></b>          |                      |                       |                        |                       |
| Parks and recreation                                 | <u>232,817</u>       | <u>190,000</u>        | <u>190,000</u>         | <u>225,000</u>        |
| Excess (deficiency) of revenues<br>over expenditures | <u>(57,403)</u>      | <u>9,916</u>          | <u>9,916</u>           | <u>(25,084)</u>       |
| <b><u>Other financing sources (uses)</u></b>         |                      |                       |                        |                       |
| Transfer from                                        |                      |                       |                        |                       |
| General Fund                                         | <u>-</u>             | <u>125,000</u>        | <u>125,000</u>         | <u>150,000</u>        |
| Total other financing sources (uses)                 | <u>-</u>             | <u>125,000</u>        | <u>125,000</u>         | <u>150,000</u>        |
| Net changes in fund balances                         | (57,403)             | 134,916               | 134,916                | 124,916               |
| Fund balance, January 1                              | <u>66,245</u>        | <u>6,545</u>          | <u>8,842</u>           | <u>143,758</u>        |
| Fund balance, December 31                            | <u>\$ 8,842</u>      | <u>\$ 141,461</u>     | <u>\$ 143,758</u>      | <u>\$ 268,674</u>     |

# PARK IMPROVEMENT FUND

(continued)

## CITY OF LAKEVILLE, MINNESOTA

Capital Projects - Park ImprovementFund

Schedule of Capital Outlay

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| <u>Projects</u>                    | <u>2019</u>       |
|------------------------------------|-------------------|
| Cherryview playground replacement  | \$ 87,500         |
| Dodd Pointe playground replacement | 87,500            |
| Orchard Lake Beach shelter         | <u>50,000</u>     |
| Total                              | <u>\$ 225,000</u> |

# TRAIL IMPROVEMENT FUND

**Fund Description:**

The **Trail Improvement Fund** accounts for the long term maintenance, repairs and replacement of the City trails.

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Trail Improvement Fund  
 Schedule of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Amended</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Adopted</u><br><u>Budget</u> |
|------------------------------------------------------|------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------|
| <u>Revenues</u>                                      |                              |                                                |                                |                                                |
| General property taxes                               | \$ 129,304                   | \$ 111,200                                     | \$ 111,200                     | \$ -                                           |
| Intergovernmental grants                             | -                            | -                                              | 124,000                        | -                                              |
| Investment income                                    | <u>4,860</u>                 | <u>1,600</u>                                   | <u>1,700</u>                   | <u>5,300</u>                                   |
| Total revenues                                       | <u>134,164</u>               | <u>112,800</u>                                 | <u>236,900</u>                 | <u>5,300</u>                                   |
| <u>Expenditures - Capital outlay</u>                 |                              |                                                |                                |                                                |
| Parks and recreation                                 | <u>330,243</u>               | <u>294,200</u>                                 | <u>353,058</u>                 | <u>429,058</u>                                 |
| Total expenditures                                   | <u>330,243</u>               | <u>294,200</u>                                 | <u>353,058</u>                 | <u>429,058</u>                                 |
| Excess (deficiency) of revenues<br>over expenditures | <u>(196,079)</u>             | <u>(181,400)</u>                               | <u>(116,158)</u>               | <u>(423,758)</u>                               |
| <u>Other financing sources (uses)</u>                |                              |                                                |                                |                                                |
| Transfer from General Fund                           | -                            | 100,000                                        | 100,000                        | -                                              |
| Transfer from Park Dedication Fund                   | <u>-</u>                     | <u>764,500</u>                                 | <u>764,500</u>                 | <u>-</u>                                       |
| Total other financing sources (uses)                 | <u>-</u>                     | <u>864,500</u>                                 | <u>864,500</u>                 | <u>-</u>                                       |
| Net change in fund balance                           | (196,079)                    | 683,100                                        | 748,342                        | (423,758)                                      |
| Fund balance, January 1                              | <u>545,717</u>               | <u>329,461</u>                                 | <u>349,638</u>                 | <u>1,097,980</u>                               |
| Fund balance, December 31                            | <u>\$ 349,638</u>            | <u>\$ 1,012,561</u>                            | <u>\$ 1,097,980</u>            | <u>\$ 674,222</u>                              |

# TRAIL IMPROVEMENT FUND

(continued)

## CITY OF LAKEVILLE, MINNESOTA

Capital Projects - Trail Improvement Fund

Schedule of Capital Outlay

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| <u>Projects</u>                                          | <u>2019</u>       |
|----------------------------------------------------------|-------------------|
| Trail sealcoating                                        | \$ 70,000         |
| Trail sealcoating - 2018 Carryover                       | 35,000            |
| Quail Meadows Park Trails (reclamation)                  | 37,500            |
| N Creek Trail- E from Flagstaff to N Creek MHP (reclaim) | 113,875           |
| E side Flagstaff Ave- Firelight Way to Dodd (reclaim)    | 123,250           |
| Engineering costs for reclam./overlay proj 18%           | 49,433            |
| Total                                                    | <u>\$ 429,058</u> |

# TAX INCREMENT FUND

**Fund Description:**

The **Tax Increment Fund** accounts for revenue received from tax increment property that does not require debt financing. The expenditures are for current and future development of tax increment property.

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Tax Increment Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Amended</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Adopted</u><br><u>Budget</u> |
|------------------------------------------------------|------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------|
| <u>Revenues</u>                                      |                              |                                                |                                |                                                |
| Tax increment                                        | \$ 160,986                   | \$ 160,406                                     | \$ 147,314                     | \$ 282,497                                     |
| Charges for services                                 | 4,289                        | -                                              | 6,000                          | -                                              |
| Investment income                                    | 386                          | 200                                            | 200                            | 200                                            |
| Total revenues                                       | <u>165,661</u>               | <u>160,606</u>                                 | <u>153,514</u>                 | <u>282,697</u>                                 |
| <u>Expenditures - Capital outlay</u>                 |                              |                                                |                                |                                                |
| General government                                   | <u>167,441</u>               | <u>155,172</u>                                 | <u>145,349</u>                 | <u>251,268</u>                                 |
| Excess (deficiency) of revenues<br>over expenditures | <u>(1,780)</u>               | <u>5,434</u>                                   | <u>8,165</u>                   | <u>31,429</u>                                  |
| <u>Other financing sources (uses)</u>                |                              |                                                |                                |                                                |
| Transfer from                                        |                              |                                                |                                |                                                |
| Economic Development Fund                            | 9,784                        | -                                              | -                              | -                                              |
| General Fund                                         | 6,099                        | -                                              | -                              | -                                              |
| Transfer to                                          |                              |                                                |                                |                                                |
| Improvement Construction Fund                        | <u>(158,146)</u>             | <u>-</u>                                       | <u>-</u>                       | <u>-</u>                                       |
| Total other financing sources (uses)                 | <u>(142,263)</u>             | <u>-</u>                                       | <u>-</u>                       | <u>-</u>                                       |
| Net change in fund balance                           | (144,043)                    | 5,434                                          | 8,165                          | 31,429                                         |
| Fund balance, January 1                              | <u>162,937</u>               | <u>20,079</u>                                  | <u>18,894</u>                  | <u>27,059</u>                                  |
| Fund balance, December 31                            | <u>\$ 18,894</u>             | <u>\$ 25,513</u>                               | <u>\$ 27,059</u>               | <u>\$ 58,488</u>                               |

# TAX ABATEMENT FUND

**Fund Description:**

The City has two pay-as-you go tax increment financing districts with local businesses to promote economic development within the City. The related revenues and expenditures are accounted for in the **Tax Abatement Fund**.

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Capital Projects - Tax Abatement Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the Year Ending December 31, 2019

|                                                      | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                      | <b><u>Actual</u></b> | <b><u>Amended</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                      |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Revenues*</u></b>                              |                      |                       |                        |                       |
| <b><u>Expenditures - Capital outlay</u></b>          |                      |                       |                        |                       |
| General government                                   | <u>13,124</u>        | <u>13,125</u>         | <u>13,125</u>          | <u>13,125</u>         |
| Excess (deficiency) of revenues<br>over expenditures | <u>(13,124)</u>      | <u>(13,125)</u>       | <u>(13,125)</u>        | <u>(13,125)</u>       |
| Net change in fund balance                           | (13,124)             | (13,125)              | (13,125)               | (13,125)              |
| Fund balance, January 1                              | <u>(389,327)</u>     | <u>(402,452)</u>      | <u>(402,451)</u>       | <u>(415,576)</u>      |
| Fund balance, December 31                            | <u>\$ (402,451)</u>  | <u>\$ (415,577)</u>   | <u>\$ (415,576)</u>    | <u>\$ (428,701)</u>   |

\* Tax abatement revenues are anticipated to commence in 2023.

# BUILDING FUND

## Fund Description:

The **Building Fund** accounts for the accumulation and disbursement of funds for the construction or improvement of public buildings.

## Budget Summary:

### CITY OF LAKEVILLE, MINNESOTA

#### Capital Projects - Building Fund

#### Schedule of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ending December 31, 2019

|                                                      | <u>2017</u>       | <u>2018</u>         | <u>2018</u>         | <u>2019</u>         |
|------------------------------------------------------|-------------------|---------------------|---------------------|---------------------|
|                                                      | <u>Actual</u>     | <u>Amended</u>      | <u>Estimate</u>     | <u>Adopted</u>      |
|                                                      |                   | <u>Budget</u>       |                     | <u>Budget</u>       |
| <u>Revenues</u>                                      |                   |                     |                     |                     |
| General property taxes                               | \$ 150,000        | \$ 400,000          | \$ 400,000          | \$ -                |
| Investment income                                    | 8,397             | 14,076              | 14,076              | 24,735              |
| Donations                                            | -                 | -                   | 63,181              | -                   |
| Miscellaneous                                        | 5,100             | 363,593             | 363,593             | 429,141             |
| Total revenues                                       | <u>163,497</u>    | <u>777,669</u>      | <u>840,850</u>      | <u>453,876</u>      |
| <u>Expenditures - Capital outlay</u>                 |                   |                     |                     |                     |
| General government                                   | 97,973            | 149,500             | 139,791             | 48,245              |
| Public safety                                        |                   |                     |                     |                     |
| Police                                               | 46,233            | 135,648             | 127,354             | 140,935             |
| Fire                                                 | 21,111            | 40,350              | 25,489              | 15,300              |
| Public works                                         | 94,103            | 46,000              | 35,992              | 246,325             |
| Parks and recreation                                 | 199,558           | 365,635             | 349,219             | 101,530             |
| Total expenditures                                   | <u>458,978</u>    | <u>737,133</u>      | <u>677,845</u>      | <u>552,335</u>      |
| Excess (deficiency) of revenues<br>over expenditures | <u>(295,481)</u>  | <u>40,536</u>       | <u>163,005</u>      | <u>(98,459)</u>     |
| <u>Other financing sources (uses)</u>                |                   |                     |                     |                     |
| Transfer from                                        |                   |                     |                     |                     |
| General Fund                                         | <u>200,000</u>    | <u>322,162</u>      | <u>322,162</u>      | <u>-</u>            |
| Total other financing sources                        | <u>200,000</u>    | <u>322,162</u>      | <u>322,162</u>      | <u>-</u>            |
| Net change in fund balance                           | (95,481)          | 362,698             | 485,167             | (98,459)            |
| Fund balance, January 1                              | <u>808,425</u>    | <u>713,008</u>      | <u>712,944</u>      | <u>1,198,111</u>    |
| Fund balance, December 31                            | <u>\$ 712,944</u> | <u>\$ 1,075,706</u> | <u>\$ 1,198,111</u> | <u>\$ 1,099,652</u> |

# BUILDING FUND

(continued)

## CITY OF LAKEVILLE, MINNESOTA

Capital Projects - Building Fund

Schedule of Capital Outlay

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| <u>Projects</u>               | <u>2019</u>       |
|-------------------------------|-------------------|
| City Hall                     | \$ 48,245         |
| Heritage Center               | 37,905            |
| Arts Center                   | 63,625            |
| Police                        | 140,935           |
| Fire                          | 15,300            |
| Central Maintenance Facility  | 179,325           |
| Public Works Storage Facility | <u>67,000</u>     |
| Total                         | <u>\$ 552,335</u> |

## EQUIPMENT FUND

### **Fund Description:**

The **Equipment Fund** accounts for the purchase of public safety, engineering, street and park maintenance equipment. The most significant capital acquisitions are related to replacing vehicles, machinery, and technology.

All departments evaluated the overall condition of the City's fleet and equipment. In many cases, the expected useful life of these assets has been extended on the condition that there was no adverse increase in repairs or operating costs.

Equipment acquisition for general government purposes, such as police, fire, streets, engineering, parks, and technology are financed in part by non-tax revenues such as Liquor Fund contributions and sale of assets.

# EQUIPMENT FUND

(continued)

## Budget Summary:

### CITY OF LAKEVILLE, MINNESOTA

#### Capital Projects - Equipment Fund

#### Schedule of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ending December 31, 2019

|                                                      | <u>2017</u>         | <u>2018</u><br>Amended | <u>2018</u>        | <u>2019</u>                     |
|------------------------------------------------------|---------------------|------------------------|--------------------|---------------------------------|
|                                                      | <u>Actual</u>       | <u>Budget</u>          | <u>Estimate</u>    | <u>Adopted</u><br><u>Budget</u> |
| <b><u>Revenues</u></b>                               |                     |                        |                    |                                 |
| General property taxes                               | \$ 355,563          | \$ 525,000             | \$ 525,000         | \$ 252,000                      |
| Intergovernmental                                    | -                   | -                      | -                  | 35,000                          |
| Investment income                                    | 18,785              | 36,404                 | 36,404             | 18,331                          |
| Miscellaneous                                        | 279,532             | 225,000                | 196,951            | 94,300                          |
| Total revenues                                       | <u>653,880</u>      | <u>786,404</u>         | <u>758,355</u>     | <u>399,631</u>                  |
| <b><u>Expenditures - Capital outlay</u></b>          |                     |                        |                    |                                 |
| General government                                   | 390,266             | 517,784                | 472,348            | 107,650                         |
| Public safety                                        |                     |                        |                    |                                 |
| Police                                               | 251,199             | 777,944                | 777,448            | 763,831                         |
| Fire                                                 | 308,949             | 178,152                | 188,408            | -                               |
| Public works                                         | 828,722             | 579,646                | 567,457            | 579,064                         |
| Parks and recreation                                 | 242,442             | 261,210                | 266,149            | 171,290                         |
| Total expenditures                                   | <u>2,021,578</u>    | <u>2,314,736</u>       | <u>2,271,810</u>   | <u>1,621,835</u>                |
| Excess (deficiency) of revenues<br>over expenditures | <u>(1,367,698)</u>  | <u>(1,528,332)</u>     | <u>(1,513,455)</u> | <u>(1,222,204)</u>              |
| <b><u>Other financing sources (uses)</u></b>         |                     |                        |                    |                                 |
| Transfer from                                        |                     |                        |                    |                                 |
| General Fund                                         | 1,445,000           | -                      | -                  | 480,000                         |
| Pavement Management                                  | 100,000             | 85,000                 | 85,000             | -                               |
| Enterprise -Utility Fund                             | 93,284              | 74,116                 | 74,116             | 31,000                          |
| Enterprise - Liquor Fund                             | -                   | 250,000                | 250,000            | 400,000                         |
| Total other financing sources (uses)                 | <u>1,638,284</u>    | <u>409,116</u>         | <u>409,116</u>     | <u>911,000</u>                  |
| Net change in fund balance                           | 270,586             | (1,119,216)            | (1,104,339)        | (311,204)                       |
| Fund balance, January 1                              | <u>1,696,715</u>    | <u>1,810,211</u>       | <u>1,967,301</u>   | <u>862,962</u>                  |
| Fund balance, December 31                            | <u>\$ 1,967,301</u> | <u>\$ 690,995</u>      | <u>\$ 862,962</u>  | <u>\$ 551,758</u>               |

# Enterprise Funds

Enterprise Funds account for liquor, water, sanitary sewer, street light, and environmental resources operations for the City. They are self-supporting from retail sales and user charges. Operations are managed in much the same way as private enterprises.

## **Liquor Fund**

This fund accounts for revenues and expenses related to the operation of Lakeville's municipal off-sale liquor stores.

## **Utility Fund**

This fund accounts for revenues and expenses related to water service, sanitary sewer service, street lighting, and environmental resources maintenance provided to the community.

# LIQUOR FUND

## Fund Description:

The **Liquor Fund** is responsible for controlling the sale of off-sale alcoholic beverages, while generating revenue for the community. This includes abiding by all State Statutes regarding the legal sale of alcohol, offering competitive pricing, while providing superior product selection and customer service.

Of the 195 cities operating municipal liquor stores in Minnesota, Lakeville continues to have the highest revenues and highest gross profit.

## Services:

- Control the sale of alcoholic beverages. The City is committed to restricting youth access to alcohol. Employees are also trained in how to observe and decline sales to obviously intoxicated individuals.
- Profits are dedicated to the reduction of property taxes. Liquor Fund net proceeds are committed to financing capital improvements which would otherwise be financed with property taxes.
- Lakeville is committed to quality customer service. Product selection is continually evolving and is the lifeblood that drives the industry. Wine specifically is a hallmark for Lakeville. Store ambiance, strategic location of stores and customer satisfaction are deemed a high priority.
- Asset management and inventory integrity plays an essential role in profitability. The retail liquor industry is highly competitive. Inventory controls as well as policies that include well-defined checks and balances ensure assets are controlled, while the management team and point of sale operations enable Lakeville to maintain a high rate of return on investment through effective marketing strategies.

## Staffing:

| Position (FTE)                  | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|---------------------------------|----------------|----------------|------------------|----------------|
| Operations Director             | 1.0            | 1.0            | 1.0              | 1.0            |
| Assistant Operations Director   | 1.0            | 1.0            | 1.0              | 1.0            |
| Administrative Services Manager | 0.4            | 0.0            | 0.0              | 0.0            |
| Store Manager                   | 3.0            | 3.0            | 3.0              | 3.0            |
| Inventory Control Technician    | 1.0            | 1.0            | 1.0              | 1.0            |
| Assistant Store Manager         | 6.0            | 6.0            | 6.0              | 6.0            |
| Lead Sales Associate            | 3.9            | 3.9            | 3.9              | 3.9            |
| Sales Associate                 | 9.8            | 8.9            | 8.9              | 8.9            |
| <b>Total</b>                    | <b>26.1</b>    | <b>24.8</b>    | <b>24.8</b>      | <b>24.8</b>    |

# LIQUOR FUND

(continued)

## Budget Summary:

### CITY OF LAKEVILLE, MINNESOTA

Enterprise - Liquor Fund  
Schedule of Revenues, Expenses and Changes in Net Position  
For the Year Ending December 31, 2019

|                                                         | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Amended</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Adopted</u><br><u>Budget</u> |
|---------------------------------------------------------|------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------|
| <u>Sales and cost of sales</u>                          |                              |                                                |                                |                                                |
| Sales                                                   | \$ 14,583,514                | \$ 15,003,435                                  | \$ 15,089,651                  | \$ 15,360,906                                  |
| Cost of sales                                           | <u>11,005,245</u>            | <u>11,307,073</u>                              | <u>11,374,268</u>              | <u>11,583,628</u>                              |
| Gross profit                                            | <u>3,578,269</u>             | <u>3,696,362</u>                               | <u>3,715,383</u>               | <u>3,777,278</u>                               |
| <u>Operating expenses</u>                               |                              |                                                |                                |                                                |
| Personnel services                                      | 1,540,328                    | 1,693,665                                      | 1,645,269                      | 1,736,357                                      |
| Commodities                                             | 56,273                       | 77,818                                         | 77,110                         | 79,362                                         |
| Other charges and services                              | <u>786,194</u>               | <u>1,037,408</u>                               | <u>990,940</u>                 | <u>1,087,236</u>                               |
| Total operating expenses                                | <u>2,382,795</u>             | <u>2,808,891</u>                               | <u>2,713,319</u>               | <u>2,902,955</u>                               |
| Operating income                                        | <u>1,195,474</u>             | <u>887,471</u>                                 | <u>1,002,064</u>               | <u>874,323</u>                                 |
| <u>Non-operating revenue (expense)</u>                  |                              |                                                |                                |                                                |
| Intergovernmental                                       | 6,716                        | 3,900                                          | 3,900                          | 3,900                                          |
| Investment income                                       | 5,935                        | 19,110                                         | 19,110                         | 19,110                                         |
| Miscellaneous                                           | -                            | 3,600                                          | 2,816                          | 2,816                                          |
| Disposal of assets (net)                                | <u>(7,340)</u>               | <u>1,799,601</u>                               | <u>1,585,332</u>               | <u>-</u>                                       |
| Total non-operating (net)                               | <u>5,311</u>                 | <u>1,826,211</u>                               | <u>1,611,158</u>               | <u>25,826</u>                                  |
| Income before transfers, bond expense, and depreciation | <u>1,200,785</u>             | <u>2,713,682</u>                               | <u>2,613,222</u>               | <u>900,149</u>                                 |
| Transfers to other funds                                | (1,345,322)                  | (884,312)                                      | (921,818)                      | (1,335,968)                                    |
| Transfers from other funds                              | 809,069                      | -                                              | -                              | -                                              |
| Bond expense                                            | (105,176)                    | -                                              | -                              | -                                              |
| Depreciation                                            | <u>(135,482)</u>             | <u>(93,345)</u>                                | <u>(100,088)</u>               | <u>(85,286)</u>                                |
| Total transfers, bond expense and depreciation          | <u>(776,911)</u>             | <u>(977,657)</u>                               | <u>(1,021,906)</u>             | <u>(1,421,254)</u>                             |
| Change in net position                                  | 423,874                      | 1,736,025                                      | 1,591,316                      | (521,105)                                      |
| Net position, January 1                                 | <u>3,942,455</u>             | <u>4,366,329</u>                               | <u>4,366,329</u>               | <u>5,957,645</u>                               |
| Net position, December 31                               | <u>\$ 4,366,329</u>          | <u>\$ 6,102,354</u>                            | <u>\$ 5,957,645</u>            | <u>\$ 5,436,540</u>                            |
| Capital outlay acquisitions                             | <u>\$ 56,272</u>             | <u>\$ 7,300</u>                                | <u>\$ -</u>                    | <u>\$ 79,785</u>                               |
| Bond proceeds                                           | <u>\$ -</u>                  | <u>\$ -</u>                                    | <u>\$ -</u>                    | <u>\$ -</u>                                    |
| Debt principal payments                                 | <u>\$ (190,000)</u>          | <u>\$ -</u>                                    | <u>\$ -</u>                    | <u>\$ -</u>                                    |

# LIQUOR FUND

(continued)

**Contributions (transfers) to other funds:** The Liquor Fund budget will make the following contributions to other funds in the coming year, many of which result in a corresponding decrease in the tax levy:

## Liquor Contributions

|                                                             | <u>2019</u>         |
|-------------------------------------------------------------|---------------------|
| Equipment Fund-various non-liquor store capital equipment   | \$ 400,000          |
| Debt - Police Station bonds                                 | 400,000             |
| Debt- Galaxie store bonds                                   | 274,000             |
| General operations                                          | 159,000             |
| Communicatins Fund (Marketing Specialist and fiber project) | 99,000              |
| Community recycling                                         | <u>5,000</u>        |
|                                                             | <u>\$ 1,337,000</u> |

**Debt:** The Liquor Fund refunded \$2.5 million of debt in 2017. The bonds were refunded with \$2.3 million Housing and Redevelopment Authority (HRA) Lease Revenue Liquor Enterprise Refunding Bond Series, 2017A. The debt is held by the HRA and is not included in the Liquor Fund. All future debt payments will be made by the HRA and funded with lease revenue payments from the Liquor Fund operations.

# UTILITY FUND

## Overall

### Fund Description:

The **Utility Fund** is responsible for the operation of a 26.50 million gallon per day water treatment facility and the associated water collection and distribution system to provide potable water to Lakeville residents and businesses. The City is also responsible for the collection and transmission of sewage to wastewater treatment plants managed by the Metropolitan Council Environmental Services (MCES).

The Utility Fund budget is effectively managed by budgeting water, sanitary sewer, street lighting and environmental resources as separate operations. Individual schedules for revenues, expenses, changes in net assets are provided for each of the respective operations. The combining of these operations comprises the Utility Fund which is presented in the Utility Fund Schedule of Revenues, Expenses and Changes in Net Assets.

### Services:

- **Water.** The water system includes operation and maintenance of 19 wells, 6 water storage facilities with a total capacity of 11.85 million gallons, 8 pressure reducing stations, 3 reservoirs, water treatment plant, and 346 miles of water distribution system.
- **Sanitary sewer.** The sanitary sewer system includes maintenance of 260 miles of sanitary sewer and force mains, and 20 lift stations and 3 grinder stations, which transmit effluent to the MCES Empire Treatment Facility.
- **Street lighting.** The street lighting system is operated and maintained by Xcel Energy and Dakota Electric Association (DEA). The City of Lakeville bills customers on a quarterly basis for lighting.
- **Environmental Resources.** This fund accounts for the surface water management operations and forestry program which manage, promotes and protects the City's natural resources. Recycling programs are also accounted for under this program and promotes education, reduction/reusing and recycling efforts. Recycling programs are funded by a grant from Dakota County.

## UTILITY FUND

### Overall (continued)

#### Staffing:

| Position (FTE)                     | 2017<br>Actual | 2018<br>Budget | 2018<br>Estimate | 2019<br>Budget |
|------------------------------------|----------------|----------------|------------------|----------------|
| Public Works Director              | 1.0            | 1.0            | 1.0              | 1.0            |
| Utilities Superintendent           | 1.0            | 1.0            | 1.0              | 1.0            |
| Utilities Supervisor               | 1.0            | 1.0            | 1.0              | 1.0            |
| P.W. Analyst / Safety Specialist   | 1.0            | 1.0            | 1.0              | 1.0            |
| Utility Lead Maintenance           | 1.0            | 1.0            | 1.0              | 1.0            |
| Utility Maintenance II             | 11.8           | 12.0           | 12.0             | 12.0           |
| Utility Billing Technician         | 2.0            | 2.0            | 2.0              | 2.0            |
| Administrative Assistant           | 1.0            | 1.0            | 1.0              | 1.0            |
| Environmental Resources Manager    | 1.0            | 1.0            | 1.0              | 1.0            |
| Environmental Resources Specialist | 1.0            | 1.0            | 1.0              | 1.0            |
| Environmental Resources Technician | 1.0            | 1.0            | 1.0              | 1.0            |
| Forester (part-time)               | 0.3            | 0.7            | 0.7              | 0.7            |
| <b>Total</b>                       | <b>23.1</b>    | <b>23.7</b>    | <b>23.7</b>      | <b>23.7</b>    |

City staff prepared a Water and Sanitary Sewer rate analysis to determine the appropriate rates. The City Council approved a 2019 rate increase based on the recommendation contained in the analysis.

Customer rate increases are a result of increases in operating costs. Water adjustments will finance upgrades to the water infrastructure. Sewer adjustment will finance upgrades to the sewer infrastructure and the Metropolitan Council's rate increase. Street lighting adjustment will finance the electric company rate increases. The Environmental Resources fee will offset costs associated with environmental and forestry related programs.

| <u>Fee Structure</u>                    | <u>Basis</u> | <b>2019</b>    |                 |
|-----------------------------------------|--------------|----------------|-----------------|
|                                         |              | <u>Adopted</u> | <u>Increase</u> |
| Water base                              | Account      | \$ 7.25        | \$ 0.35         |
| Water tier 1 (<30 thousand gallons)     | Gallonage    | \$ 1.45        | \$ 0.07         |
| Water tier 2 (30 - 49 thousand gallons) | Gallonage    | \$ 2.30        | \$ 0.11         |
| Water tier 3 (>49 thousand gallons)     | Gallonage    | \$ 3.94        | \$ 0.19         |
| State of MN water testing fee           | Connection   | \$ 1.59        | -               |
| Sanitary sewer base                     | Account      | \$ 9.05        | \$ 0.67         |
| Sanitary sewer usage (1,000 gallons)    | Gallonage    | \$ 4.48        | \$ 0.33         |
| Sanitary sewer non-metered accounts     | Account      | \$ 89.69       | \$ 6.59         |
| Street lights (residential)             | Account      | \$ 9.12        | \$ 0.27         |
| Street lights (non-residential)         | Front foot   | \$ 0.2551      | \$ 0.0074       |
| Environmental resources fee             | REU          | \$ 14.38       | \$ 3.96         |

REU – Residential Equivalent Unit

## UTILITY FUND

### **Overall**

*(continued)*

Rates listed above are on a per quarter basis for residential unless noted otherwise. Commercial and industrial rates are similar to residential rates with the exception of irrigation sprinkler accounts are billed at the residential water tier 3.

Environmental Resources management fee is based on the residential equivalent unit. The REU is that portion of a customer's facility that has an impact on the storm sewer system equivalent to a single family residence. The determination of a facility's REU shall be based on dwelling units.

# UTILITY FUND

## Overall (continued)

### Budget Summary – Utility Fund:

#### CITY OF LAKEVILLE, MINNESOTA

Enterprise - Utility Fund  
Schedule of Revenues, Expenses and Changes in Net Position  
For the Year Ending December 31, 2019

|                                                                    | <u>2017<br/>Actual</u> | <u>2018<br/>Adopted<br/>Budget</u> | <u>2018<br/>Estimate</u> | <u>2019<br/>Adopted<br/>Budget</u> |
|--------------------------------------------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| <u>Operating revenues</u>                                          |                        |                                    |                          |                                    |
| User charges for services                                          | \$ 12,369,308          | \$ 12,575,067                      | \$ 12,951,630            | \$ 14,264,978                      |
| Other                                                              | 216,142                | 153,137                            | 231,830                  | 231,830                            |
| Total operating revenue                                            | <u>12,585,450</u>      | <u>12,728,204</u>                  | <u>13,183,460</u>        | <u>14,496,808</u>                  |
| <u>Operating expenses</u>                                          |                        |                                    |                          |                                    |
| Personnel services                                                 | 2,237,784              | 2,425,036                          | 2,356,018                | 2,514,460                          |
| Commodities                                                        | 358,807                | 446,389                            | 439,618                  | 470,650                            |
| Other charges and services                                         | 3,053,876              | 3,219,246                          | 3,133,276                | 3,567,180                          |
| Disposal charges                                                   | 3,509,576              | 4,018,012                          | 4,018,840                | 4,174,432                          |
| Major maintenance                                                  | 463,436                | 2,571,515                          | 3,023,510                | 3,163,114                          |
| Total operating expenses                                           | <u>9,623,479</u>       | <u>12,680,198</u>                  | <u>12,971,262</u>        | <u>13,889,836</u>                  |
| Operating income (expense)                                         | <u>2,961,971</u>       | <u>48,006</u>                      | <u>212,198</u>           | <u>606,972</u>                     |
| <u>Non-operating revenue</u>                                       |                        |                                    |                          |                                    |
| Intergovernmental                                                  | 166,226                | 236,264                            | 47,446                   | 275,924                            |
| Investment income                                                  | 85,537                 | 56,228                             | 63,473                   | 66,431                             |
| Disposal of assets                                                 | (10,388)               | 9,750                              | (20,000)                 | (20,000)                           |
| Total non-operating revenue                                        | <u>241,375</u>         | <u>302,242</u>                     | <u>90,919</u>            | <u>322,355</u>                     |
| Income (loss) before contributions,<br>transfers, and depreciation | <u>3,203,346</u>       | <u>350,248</u>                     | <u>303,117</u>           | <u>929,327</u>                     |
| Contributed capital                                                | 9,256,100              | 1,100,000                          | 1,100,000                | 1,100,000                          |
| Transfers from other funds                                         | 23,341                 | 278,872                            | 232,445                  | 48,690                             |
| Transfers to other funds                                           | (1,127,665)            | (1,362,520)                        | (1,413,113)              | (1,099,493)                        |
| Bond expense                                                       | (202,735)              | (294,286)                          | (306,468)                | (325,514)                          |
| Depreciation                                                       | (4,295,521)            | (3,460,231)                        | (4,372,649)              | (4,453,351)                        |
| Total contributions, transfers, and<br>depreciation (net)          | <u>3,653,520</u>       | <u>(3,738,165)</u>                 | <u>(4,759,785)</u>       | <u>(4,729,668)</u>                 |
| Change in net position                                             | 6,856,866              | (3,387,917)                        | (4,456,668)              | (3,800,341)                        |
| Net position, January 1                                            | <u>135,052,446</u>     | <u>132,265,061</u>                 | <u>141,909,312</u>       | <u>137,452,644</u>                 |
| Net position, December 31                                          | <u>\$ 141,909,312</u>  | <u>\$ 128,877,144</u>              | <u>\$ 137,452,644</u>    | <u>\$ 133,652,303</u>              |
| Capital outlay acquisitions                                        | <u>\$ 348,274</u>      | <u>\$ 249,267</u>                  | <u>\$ 130,886</u>        | <u>\$ 119,268</u>                  |
| Bond proceeds                                                      | <u>\$ 1,665,000</u>    | <u>\$ 1,066,190</u>                | <u>\$ 445,000</u>        | <u>\$ 1,430,000</u>                |
| Debt principal payments                                            | <u>\$ -</u>            | <u>\$ 380,000</u>                  | <u>\$ 380,000</u>        | <u>\$ 480,000</u>                  |

## UTILITY FUND

### Water Operation

#### Program Description:

The **Water Operation** is a collection, treatment, storage, and distribution system that delivers potable water to over 20,800 residential, commercial, institutional, and industrial properties. The system also accounts for all costs related to the operation and maintenance of 19 wells, 8 pressure reducing stations, 6 towers, 3 reservoirs, water treatment plant, and 346 miles of water distribution system.

- **Services – Water Operation:** Collect, treat, and distribute potable water to meet the needs of residential, commercial, institutional, and industrial customers.
- Monitor and ensure water quality and compliance with U.S. Environmental Protection Agency and Minnesota Department of Health requirements.
- Operate and maintain 19 well stations. Treat ground water with chemicals to remove iron and manganese and improve the taste.
- Maintain 346 miles of water main. Repair water main breaks. Inspect and approve new water main construction. Exercise fire hydrants annually.
- Operate a 26.50 million gallon per day water treatment plant.
- Locate underground utility structures, water main, and residential curb stops.
- Enforce water restrictions pursuant to approved operations policy.

# UTILITY FUND

## Water Operation

(continued)

### Budget Summary - Water Operation:

#### CITY OF LAKEVILLE, MINNESOTA

Enterprise - Utility Fund (Water Operation)

Schedule of Revenues, Expenses and Changes in Net Position

For the Year Ending December 31, 2019

|                                                                 | <u>2017</u>          | <u>2018</u>          | <u>2018</u>          | <u>2019</u>          |
|-----------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|
|                                                                 | <u>Actual</u>        | <u>Adopted</u>       | <u>Estimate</u>      | <u>Adopted</u>       |
|                                                                 |                      | <u>Budget</u>        |                      | <u>Budget</u>        |
| <u>Operating revenues</u>                                       |                      |                      |                      |                      |
| User charges for services                                       | \$ 4,782,687         | \$ 4,536,178         | \$ 4,860,843         | \$ 5,144,657         |
| Other                                                           | 216,142              | 153,137              | 231,830              | 231,830              |
| Total operating revenue                                         | <u>4,998,829</u>     | <u>4,689,315</u>     | <u>5,092,673</u>     | <u>5,376,487</u>     |
| <u>Operating expenses</u>                                       |                      |                      |                      |                      |
| Personnel services                                              | 1,091,559            | 1,197,884            | 1,140,819            | 1,215,031            |
| Commodities                                                     | 279,825              | 326,274              | 318,976              | 350,868              |
| Other charges and services                                      | 1,029,288            | 1,233,995            | 1,253,879            | 1,253,016            |
| Major maintenance                                               | 463,436              | 1,901,515            | 1,945,226            | 1,958,114            |
| Total operating expenses                                        | <u>2,864,108</u>     | <u>4,659,668</u>     | <u>4,658,900</u>     | <u>4,777,029</u>     |
| Operating income (loss)                                         | <u>2,134,721</u>     | <u>29,647</u>        | <u>433,773</u>       | <u>599,458</u>       |
| <u>Non-operating revenue</u>                                    |                      |                      |                      |                      |
| Intergovernmental                                               | 11,144               | 1,632                | 1,632                | 1,632                |
| Investment income                                               | 48,078               | 31,486               | 32,386               | 36,308               |
| Disposal of assets                                              | (56,497)             | 4,500                | (10,000)             | (10,000)             |
| Total non-operating revenue                                     | <u>2,725</u>         | <u>37,618</u>        | <u>24,018</u>        | <u>27,940</u>        |
| Income (loss) before contributions, transfers, and depreciation | <u>2,137,446</u>     | <u>67,265</u>        | <u>457,791</u>       | <u>627,398</u>       |
| Contributed capital                                             | 6,663,753            | 600,000              | 600,000              | 600,000              |
| Bond expense                                                    | (187,359)            | (259,886)            | (271,674)            | (294,667)            |
| Transfers from other funds                                      | -                    | -                    | 137,445              | -                    |
| Transfers to other funds                                        | (722,299)            | (950,024)            | (959,006)            | (695,339)            |
| Depreciation                                                    | (2,672,221)          | (2,200,000)          | (2,720,852)          | (2,770,617)          |
| Total contributions, transfers, and depreciation (net)          | <u>3,081,874</u>     | <u>(2,809,910)</u>   | <u>(3,214,087)</u>   | <u>(3,160,623)</u>   |
| Change in net position                                          | 5,219,320            | (2,742,645)          | (2,756,296)          | (2,533,225)          |
| Net position, January 1                                         | <u>86,162,555</u>    | <u>84,173,321</u>    | <u>91,381,875</u>    | <u>88,625,579</u>    |
| Net position, December 31                                       | <u>\$ 91,381,875</u> | <u>\$ 81,430,676</u> | <u>\$ 88,625,579</u> | <u>\$ 86,092,354</u> |
| Capital outlay acquisitions                                     | <u>\$ 107,242</u>    | <u>\$ 139,078</u>    | <u>\$ 52,072</u>     | <u>\$ 67,739</u>     |
| Bond proceeds                                                   | <u>\$ 835,000</u>    | <u>\$ 1,066,190</u>  | <u>\$ 445,000</u>    | <u>\$ 1,430,000</u>  |
| Debt principal payments                                         | <u>\$ -</u>          | <u>\$ 325,000</u>    | <u>\$ 325,000</u>    | <u>\$ 395,000</u>    |

## UTILITY FUND

### Sanitary Sewer Operation

#### **Program Description:**

The **Sanitary Sewer Operation** is a collection and forwarding system that removes wastewater from residential, commercial, institutional, and industrial properties. The system also accounts for all costs associated with the operation and maintenance of lift stations and sanitary sewer mains. The treatment facility operations are the responsibility of the Metropolitan Council Environmental Services (MCES).

#### **Services - Sanitary Sewer Operation:**

- Clean, televise, and evaluate approximately 70-80 miles of sanitary sewer main each year and make repairs as necessary.
- Inspect manholes for groundwater infiltration and seal the structures to eliminate the problem.
- Evaluate portions of the sanitary sewer system for surface water inflow and groundwater infiltration (I&I) problems and perform any necessary repairs to correct the problem.
- Operate and maintain lift stations.

# UTILITY FUND

## Sanitary Sewer Operation

(continued)

### Budget Summary - Sanitary Sewer Operation:

**CITY OF LAKEVILLE, MINNESOTA**  
 Enterprise - Utility Fund (Sanitary Sewer Operation)  
 Schedule of Revenues, Expenses and Changes in Net Position  
 For the Year Ending December 31, 2019

|                                                                | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|----------------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                                                | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                                                |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Operating revenue</u></b>                                |                      |                       |                        |                       |
| User charges for services                                      | \$ 5,711,695         | \$ 6,046,862          | \$ 6,069,287           | \$ 6,608,063          |
| <b><u>Operating expenses</u></b>                               |                      |                       |                        |                       |
| Personnel services                                             | 753,107              | 782,828               | 765,977                | 834,639               |
| Commodities                                                    | 53,018               | 86,715                | 85,976                 | 85,471                |
| Other charges and services                                     | 298,780              | 349,770               | 369,254                | 391,263               |
| Disposal charges                                               | 3,509,576            | 4,018,012             | 4,018,840              | 4,174,432             |
| Major maintenance                                              | -                    | 670,000               | 1,078,284              | 1,205,000             |
| Total operating expenses                                       | <u>4,614,481</u>     | <u>5,907,325</u>      | <u>6,318,331</u>       | <u>6,690,805</u>      |
| Operating income (loss)                                        | <u>1,097,214</u>     | <u>139,537</u>        | <u>(249,044)</u>       | <u>(82,742)</u>       |
| <b><u>Non-operating revenue</u></b>                            |                      |                       |                        |                       |
| Intergovernmental                                              | 2,969                | 26,632                | 1,632                  | 154,000               |
| Investment income                                              | 23,717               | 15,015                | 23,883                 | 24,050                |
| Disposal of assets                                             | 42,814               | 5,250                 | (10,000)               | (10,000)              |
| Total non-operating revenue                                    | <u>69,500</u>        | <u>46,897</u>         | <u>15,515</u>          | <u>168,050</u>        |
| Income (loss) before contributions, transfers and depreciation | <u>1,166,714</u>     | <u>186,434</u>        | <u>(233,529)</u>       | <u>85,308</u>         |
| Contributed capital                                            | 2,592,347            | 500,000               | 500,000                | 500,000               |
| Bond expense                                                   | (12,223)             | (19,325)              | (18,222)               | (15,472)              |
| Transfer from other funds                                      | 23,873               | 23,822                | 23,822                 | 24,165                |
| Transfer to other funds                                        | (201,888)            | (200,012)             | (199,393)              | (174,527)             |
| Depreciation                                                   | (1,609,047)          | (1,248,027)           | (1,635,557)            | (1,666,494)           |
| Total contributions, transfers, and depreciation (net)         | <u>793,062</u>       | <u>(943,542)</u>      | <u>(1,329,350)</u>     | <u>(1,332,328)</u>    |
| Change in net position                                         | 1,959,776            | (757,108)             | (1,562,879)            | (1,247,020)           |
| Net position, January 1                                        | 47,458,058           | 46,544,802            | 49,417,834             | 47,854,955            |
| Net position, December 31                                      | <u>\$ 49,417,834</u> | <u>\$ 45,787,694</u>  | <u>\$ 47,854,955</u>   | <u>\$ 46,607,935</u>  |
| Capital outlay acquisitions                                    | <u>\$ 241,032</u>    | <u>\$ 52,072</u>      | <u>\$ 52,072</u>       | <u>\$ 51,529</u>      |
| Bond proceeds                                                  | <u>\$ 495,000</u>    | <u>\$ -</u>           | <u>\$ -</u>            | <u>\$ -</u>           |
| Debt principal payments                                        | <u>\$ -</u>          | <u>\$ 55,000</u>      | <u>\$ 55,000</u>       | <u>\$ 55,000</u>      |

## UTILITY FUND

### Street Light Operation

#### **Program Description:**

The **Street Light Operation** is designed to protect property, health and safety of the community's residents and businesses. The system is maintained by Xcel Energy and Dakota Electric Association.

#### **Services – Street Light Operation:**

- Perform annual inspections of approximately 5,185 street lights and report any maintenance requirements to responsible electric companies.
- Perform seasonal banner and flag changes on downtown street lights.

# UTILITY FUND

## Street Light Operation

(continued)

### Budget Summary – Street Light Operation:

**CITY OF LAKEVILLE, MINNESOTA**  
 Enterprise - Utility Fund (Street Light Operation)  
 Schedule of Revenues, Expenses and Changes in Net Position  
 For the Year Ending December 31, 2019

|                               | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Adopted</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Adopted</u><br><u>Budget</u> |
|-------------------------------|------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------|
| <u>Operating revenue</u>      |                              |                                                |                                |                                                |
| User charges for services     | \$ 864,736                   | \$ 850,000                                     | \$ 869,032                     | \$ 875,355                                     |
| <u>Operating expenses</u>     |                              |                                                |                                |                                                |
| Personnel services            | 19,059                       | 19,038                                         | 19,538                         | 19,855                                         |
| Commodities                   | 49                           | 33                                             | 33                             | 63                                             |
| Other charges and services    | 1,120,041                    | 740,903                                        | 730,766                        | 761,901                                        |
| Major maintenance projects    | -                            | -                                              | -                              | -                                              |
| Total operating expenses      | <u>1,139,149</u>             | <u>759,974</u>                                 | <u>750,337</u>                 | <u>781,819</u>                                 |
| Operating income (loss)       | <u>(274,413)</u>             | <u>90,026</u>                                  | <u>118,695</u>                 | <u>93,536</u>                                  |
| <u>Non-operating revenue</u>  |                              |                                                |                                |                                                |
| Investment income             | <u>3,740</u>                 | <u>2,576</u>                                   | <u>2,613</u>                   | <u>2,933</u>                                   |
| Income(loss) before transfers | <u>(270,673)</u>             | <u>92,602</u>                                  | <u>121,308</u>                 | <u>96,469</u>                                  |
| Bond Expense                  | <u>(3,153)</u>               | <u>(15,075)</u>                                | <u>(16,572)</u>                | <u>(15,375)</u>                                |
| Transfers to other funds      | <u>(4,384)</u>               | <u>(4,407)</u>                                 | <u>(4,407)</u>                 | <u>(5,001)</u>                                 |
| Change in net position        | (278,210)                    | 73,120                                         | 100,329                        | 76,093                                         |
| Net position, January 1       | <u>318,786</u>               | <u>415,244</u>                                 | <u>40,576</u>                  | <u>140,905</u>                                 |
| Net position, December 31     | <u>\$ 40,576</u>             | <u>\$ 488,364</u>                              | <u>\$ 140,905</u>              | <u>\$ 216,998</u>                              |
| Capital outlay acquisitions   | <u>\$ -</u>                  | <u>\$ -</u>                                    | <u>\$ -</u>                    | <u>\$ -</u>                                    |
| Bond proceeds                 | <u>\$ 335,000</u>            | <u>\$ -</u>                                    | <u>\$ -</u>                    | <u>\$ -</u>                                    |
| Debt principal payments       | <u>\$ -</u>                  | <u>\$ -</u>                                    | <u>\$ -</u>                    | <u>\$ 30,000</u>                               |

## UTILITY FUND

### Environmental Resources

#### Fund Description:

The **Environmental Resources Fund's** purpose is to manage, promote and protect the City's natural resources including lakes, wetlands, streams, prairies and woodlands. The objective is accomplished through public education endeavors, surface water infrastructure management and monitoring the natural resources.

#### Services:

- **Surface water resource monitoring.** Environmental Resources coordinates and manages a variety of water quality research and improvement projects including aquatic plant control and fish management on City water bodies. The department also implements the City of Lakeville's Comprehensive Water Resources Management Plan, Wetland Management Plan, South Creek Management Plan and the City of Lakeville's Storm Water Pollution Prevention Program (SWPPP).
- **Surface water infrastructure management.** In the management of the storm water treatment basins, environmental resources staff works closely with the Engineering and Street department staff to perform the work or to obtain quotes for the removal of the sediments and restoration of the area disturbed. Environmental resources staff also determines which storm water basins must be inspected and cleaned of sediment.
- **Public education and interaction.** Public education and outreach required by State and Federal regulations are carried out with the Wetland Health Evaluation Project, the Vermillion River Watch program, and through presentations to various age groups. This includes coordination and management of the Adopt-a-Pond program, Citizen Assisted Monitoring Program and the Blue Thumb workshops with Dakota County Soil and Water Conservation District to educate and promote water quality stewardship among residents.
- **Watershed management.** Staff reviews wetland delineation and performs a majority of the requirements for being the Responsible Governmental Unit (RGU) and the Local Governmental Unit (LGU) in relationship to environmental permitting. Staff also provides the wetland delineation, mitigation and monitoring plans for public improvement projects.
- **New Development - Residential.** The department ensures that all construction plans for new developments meet NPDES Permit requirements. Staff assists in preparing wetland alteration permits and mitigation plans, obtains leases from the DNR for utility crossing of public waters for City projects, performs many of the duties required by local, State and Federal rules and regulations by being either the Responsible Governmental Unit (RGU) or the Local Governmental Unit (LGU). Inspects tree preservation of all new developments.
- **New Development - Commercial and Industrial.** The department also provides plan review and inspections of all erosion control for industrial, commercial, and institutional building permits. They ensure that the wetland delineations are correct and meet the requirement of the State of Minnesota Wetland Conservation Act, ensure that tree preservation plans are accurate and that a developer takes feasible measures to save significant trees and protect valuable natural resources.

## UTILITY FUND

### Environmental Resources

*(continued)*

**Environmental recycling.** The City of Lakeville join an existing partnership between the Cities of Apple Valley, Burnsville and Eagan in 2017 to provide recycling services. The partnership, named Dakota Valley Recycling (DVR), has existed since 2003 and supports Dakota County's Solid Waste Abatement Program initiatives that promote environmental recycling awareness, such as education and public

outreach. Funding is provided by a grant from Dakota County. Environmental Resources staff serve as the City's liaison to DVR.

# UTILITY FUND

## Environmental Resources

(continued)

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Enterprise - Utility Fund (Environmental Resources)  
 Schedule of Revenues, Expenses and Changes in Net Position  
 For the Year Ending December 31, 2019

|                                          | <b>2017</b>          | <b>2018</b>           | <b>2018</b>            | <b>2019</b>           |
|------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
|                                          | <b><u>Actual</u></b> | <b><u>Adopted</u></b> | <b><u>Estimate</u></b> | <b><u>Adopted</u></b> |
|                                          |                      | <b><u>Budget</u></b>  |                        | <b><u>Budget</u></b>  |
| <b><u>Operating revenue</u></b>          |                      |                       |                        |                       |
| User charges for services                | \$ 1,010,190         | \$ 1,142,027          | \$ 1,152,468           | \$ 1,636,903          |
| <b><u>Operating expenses</u></b>         |                      |                       |                        |                       |
| Personnel services                       | 374,059              | 425,286               | 429,684                | 444,935               |
| Commodities                              | 25,915               | 33,367                | 34,633                 | 34,248                |
| Other charges and services               | 605,767              | 894,578               | 779,377                | 1,161,000             |
| Total operating expenses                 | <u>1,005,741</u>     | <u>1,353,231</u>      | <u>1,243,694</u>       | <u>1,640,183</u>      |
| Operating income                         | <u>4,449</u>         | <u>(211,204)</u>      | <u>(91,226)</u>        | <u>(3,280)</u>        |
| <b><u>Non-operating revenue</u></b>      |                      |                       |                        |                       |
| Intergovernmental                        | 152,113              | 208,000               | 44,182                 | 120,292               |
| Investment income                        | 10,002               | 7,151                 | 4,591                  | 3,140                 |
| Disposal of assets                       | 3,295                | -                     | -                      | -                     |
| Total non-operating revenue              | <u>165,410</u>       | <u>215,151</u>        | <u>48,773</u>          | <u>123,432</u>        |
| Income before transfers and depreciation | <u>169,859</u>       | <u>3,947</u>          | <u>(42,453)</u>        | <u>120,152</u>        |
| Contributed capital                      | -                    | -                     | -                      | -                     |
| Transfers from other funds               | (532)                | 255,050               | 71,178                 | 24,525                |
| Transfers to other funds                 | (199,094)            | (208,077)             | (250,307)              | (224,626)             |
| Depreciation                             | (14,253)             | (12,204)              | (16,240)               | (16,240)              |
| Total transfers and depreciation (net)   | <u>(213,879)</u>     | <u>34,769</u>         | <u>(195,369)</u>       | <u>(216,341)</u>      |
| Change in net position                   | (44,020)             | 38,716                | (237,822)              | (96,189)              |
| Net position, January 1                  | <u>1,113,047</u>     | <u>1,131,694</u>      | <u>1,069,027</u>       | <u>831,205</u>        |
| Net position, December 31                | <u>\$ 1,069,027</u>  | <u>\$ 1,170,410</u>   | <u>\$ 831,205</u>      | <u>\$ 735,016</u>     |
| Capital outlay acquisitions              | <u>\$ -</u>          | <u>\$ 58,117</u>      | <u>\$ 26,742</u>       | <u>\$ -</u>           |

# **Internal Service Fund**

## **Municipal Reserves Fund**

This fund is used to account for the City's risk management program relating to general liability, excess liability, property, and casualty insurance costs which are charged to other City departments on a cost reimbursement basis.

## MUNICIPAL RESERVES FUND

### **Fund Description:**

Under the Governmental Accounting Standards Board (GASB) Statement No. 10, risk management activities of a government entity can be accounted for in either the General Fund or an Internal Service Fund, if one fund is used. The City uses the **Internal Service Municipal Reserves Fund** to budget such costs. Under this model, operating departments within the various City funds receive a charge from the Municipal Reserves Fund, and all costs (premiums, claims, and related expenses) are reflected in a single fund. This allows for better accountability and monitoring of the City's risk management costs.

### **Services:**

- General liability insurance.
- Excess liability insurance.
- Property/casualty insurance.
- Auto physical damage insurance.
- Employment practices liability insurance.
- Workers compensation insurance.

The general liability insurance is provided through the League of Minnesota Cities Insurance Trust, a municipal insurance pool, in which the City retains exposure to losses for liability claims up to \$50,000 per occurrence, with a \$100,000 yearly claims payment maximum; a \$1,000 per claim deductible applies if the City exceeds the \$100,000 maximum.

Risk management charges to various City funds are based on factors such as number of automobiles used, stated value of buildings and contents, and employee salaries. A portion of the City's liability insurance premium is attributable to vehicles and is allocated along with the physical damage premium. The remainder of the liability insurance premium is combined with an estimate of claims costs (including legal and administration) and allocated accordingly to individual funds. Workers compensation costs are charged to the various City funds and allocated to their individual departments based on employee salaries.

# MUNICIPAL RESERVES FUND

(continued)

**Budget Summary:**

**CITY OF LAKEVILLE, MINNESOTA**  
 Internal Service - Municipal Reserves Fund  
 Schedule of Revenues, Expenses and Changes in Net Position  
 For the Year Ending December 31, 2019

|                                        | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Adopted</u><br><u>Budget</u> | <u>2018</u><br><u>Estimate</u> | <u>2019</u><br><u>Adopted</u><br><u>Budget</u> |
|----------------------------------------|------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------|
| <u>Operating revenues</u>              |                              |                                                |                                |                                                |
| Charges for services                   | \$ 400,618                   | \$ 414,931                                     | \$ 554,931                     | \$ 402,729                                     |
| Other                                  | <u>178,768</u>               | <u>155,000</u>                                 | <u>40,000</u>                  | <u>45,000</u>                                  |
| Total operating revenues               | <u>579,386</u>               | <u>569,931</u>                                 | <u>594,931</u>                 | <u>447,729</u>                                 |
| <u>Operating expenses</u>              |                              |                                                |                                |                                                |
| Other charges and services             | <u>606,411</u>               | <u>639,737</u>                                 | <u>541,093</u>                 | <u>546,249</u>                                 |
| Operating income                       | <u>(27,025)</u>              | <u>(69,806)</u>                                | <u>53,838</u>                  | <u>(98,520)</u>                                |
| <u>Non-operating revenue (expense)</u> |                              |                                                |                                |                                                |
| Investment income                      | (213)                        | 2,732                                          | 2,935                          | 2,970                                          |
| Transfer to General Fund               | <u>(53,057)</u>              | <u>(50,000)</u>                                | <u>(50,000)</u>                | <u>(50,000)</u>                                |
| Total non-operating (net)              | <u>(53,270)</u>              | <u>(47,268)</u>                                | <u>(47,065)</u>                | <u>(47,030)</u>                                |
| Change in net position                 | (80,295)                     | (117,074)                                      | 6,773                          | (145,550)                                      |
| Net position, January 1                | <u>667,424</u>               | <u>546,393</u>                                 | <u>587,129</u>                 | <u>593,902</u>                                 |
| Net position, December 31              | <u>\$ 587,129</u>            | <u>\$ 429,319</u>                              | <u>\$ 593,902</u>              | <u>\$ 448,352</u>                              |

**CITY OF LAKEVILLE, MINNESOTA**  
Number of City Employees (Full Time Equivalent)

| <u>Position Title</u>                        | <u>2017<br/>Actual</u> | <u>2018<br/>Budget</u> | <u>2018<br/>Estimated</u> | <u>2019<br/>Budget</u> |
|----------------------------------------------|------------------------|------------------------|---------------------------|------------------------|
| <b><u>General government</u></b>             |                        |                        |                           |                        |
| City Administrator                           | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Assistant City Administrator                 | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Senior Administrative Assistant/Deputy Clerk | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
|                                              |                        |                        |                           |                        |
| Communications Manager                       | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Communications Specialist*                   | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Marketing Specialist                         | 0.5                    | 1.0                    | 1.0                       | 1.0                    |
| Video Production & Tech Specialist           | 2.0                    | 2.0                    | 1.6                       | 2.0                    |
|                                              |                        |                        |                           |                        |
| City Clerk                                   | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
|                                              |                        |                        |                           |                        |
| Planning Director                            | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Associate Planners                           | 2.0                    | 2.0                    | 2.0                       | 2.0                    |
| Planning & Zoning Specialist*                | 0.7                    | 1.0                    | 1.0                       | 1.0                    |
| Planning Administrative Assistant            | 0.5                    | 0.5                    | 0.5                       | 0.5                    |
|                                              |                        |                        |                           |                        |
| Community and Economic Development Director  | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Economic Development Specialist              | 0.9                    | 1.0                    | 1.0                       | 1.0                    |
| Community and Economic Dev. Admin. Assistant | 0.5                    | 0.5                    | 0.5                       | 0.5                    |
|                                              |                        |                        |                           |                        |
| Building Official                            | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Assistant Building Official                  | 0.6                    | 1.0                    | 1.0                       | 1.0                    |
| Senior Inspector                             | 2.4                    | 2.0                    | 2.0                       | 2.0                    |
| Building Inspector                           | 2.4                    | 3.0                    | 3.0                       | 3.0                    |
| Building Senior Administrative Assistant     | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Building Administrative Assistant            | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
|                                              |                        |                        |                           |                        |
| Facilities Supervisor*                       | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Facility Attendant                           | 2.5                    | 3.3                    | 4.0                       | 4.2                    |
| City Hall Receptionist                       | 1.6                    | 1.6                    | 1.6                       | 1.6                    |
| City Hall Administrative Assistant           | 0.4                    | 0.4                    | 0.4                       | 0.4                    |
|                                              |                        |                        |                           |                        |
| Finance Director                             | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Assistant Finance Director                   | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Senior Financial Analyst*                    | 3.0                    | 3.0                    | 3.0                       | 3.0                    |
| Financial Analyst*                           | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Accounts Payable Technician                  | 1.0                    | 1.0                    | 1.0                       | 1.0                    |

**CITY OF LAKEVILLE, MINNESOTA**  
 Number of City Employees (Full Time Equivalent)

| <u>Position Title</u>                 | <u>2017<br/>Actual</u> | <u>2018<br/>Budget</u> | <u>2018<br/>Estimated</u> | <u>2019<br/>Budget</u> |
|---------------------------------------|------------------------|------------------------|---------------------------|------------------------|
| <b>General Government (continued)</b> |                        |                        |                           |                        |
| Information Technology Manager*       | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Information Technology Administrator* | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Information Technology Technician*    | 1.8                    | 2.0                    | 2.0                       | 2.0                    |
|                                       |                        |                        |                           |                        |
| Human Resources Manager               | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Human Resources Specialist*           | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Payroll Specialist*                   | <u>2.0</u>             | <u>2.0</u>             | <u>2.0</u>                | <u>2.0</u>             |
| <b>Total general government</b>       | <b><u>43.8</u></b>     | <b><u>46.3</u></b>     | <b><u>46.6</u></b>        | <b><u>47.2</u></b>     |
| <br><b>Public safety</b>              |                        |                        |                           |                        |
| <b>Police</b>                         |                        |                        |                           |                        |
| <b><u>Sworn officers</u></b>          |                        |                        |                           |                        |
| Chief                                 | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Deputy Chief                          | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Lieutenant                            | 4.0                    | 4.0                    | 4.0                       | 4.0                    |
| Sergeant                              | 5.0                    | 5.0                    | 5.0                       | 6.0                    |
| Investigator                          | 6.0                    | 6.0                    | 6.0                       | 6.0                    |
| Narcotics Task Force Officer          | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| DUI Enforcement Grant                 | 1.0                    | 0.8                    | 0.8                       | 0.0                    |
| Patrol Officer                        | <u>37.0</u>            | <u>40.4</u>            | <u>37.2</u>               | <u>40.0</u>            |
| <b>Total sworn officers</b>           | <b><u>56.0</u></b>     | <b><u>59.2</u></b>     | <b><u>56.0</u></b>        | <b><u>59.0</u></b>     |
| Business Manager                      | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Evidence Technician                   | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Community Service Officer             | 5.7                    | 4.8                    | 5.1                       | 4.8                    |
| Records Analyst                       | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Police Administrative Assistant       | <u>4.7</u>             | <u>4.7</u>             | <u>4.7</u>                | <u>5.0</u>             |
| <b>Total police</b>                   | <b><u>69.4</u></b>     | <b><u>71.7</u></b>     | <b><u>68.8</u></b>        | <b><u>71.8</u></b>     |
| <br><b>Fire</b>                       |                        |                        |                           |                        |
| Fire Chief                            | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Assistant Fire Chief                  | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Fire Marshal                          | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Fire Inspector                        | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Fire Senior Administrative Assistant  | 0.9                    | 1.0                    | 1.0                       | 1.0                    |
| Fire Administrative Assistant         | <u>0.5</u>             | <u>0.6</u>             | <u>0.6</u>                | <u>0.6</u>             |
| <b>Total fire</b>                     | <b><u>5.4</u></b>      | <b><u>5.6</u></b>      | <b><u>5.6</u></b>         | <b><u>5.6</u></b>      |
| <b>Total public safety</b>            | <b><u>74.8</u></b>     | <b><u>77.3</u></b>     | <b><u>74.4</u></b>        | <b><u>77.4</u></b>     |

**CITY OF LAKEVILLE, MINNESOTA**  
 Number of City Employees (Full Time Equivalent)

| <u>Position Title</u>                       | <u>2017</u><br><u>Actual</u> | <u>2018</u><br><u>Budget</u> | <u>2018</u><br><u>Estimated</u> | <u>2019</u><br><u>Budget</u> |
|---------------------------------------------|------------------------------|------------------------------|---------------------------------|------------------------------|
| <b><u>Public works</u></b>                  |                              |                              |                                 |                              |
| <b><u>Engineering</u></b>                   |                              |                              |                                 |                              |
| City Engineer                               | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| Assistant City Engineer                     | 0.0                          | 1.0                          | 1.0                             | 1.0                          |
| Senior Project Engineer                     | 2.0                          | 0.0                          | 0.0                             | 0.0                          |
| Project Engineer                            | 0.6                          | 1.0                          | 1.0                             | 1.0                          |
| Civil Engineer                              | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| Engineering Administrative Assistant        | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| GIS Manager*                                | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| GIS Technician                              | <u>1.0</u>                   | <u>1.0</u>                   | <u>1.0</u>                      | <u>1.0</u>                   |
| <b>Total engineering</b>                    | <b><u>7.6</u></b>            | <b><u>7.0</u></b>            | <b><u>7.0</u></b>               | <b><u>7.0</u></b>            |
| <b><u>Construction Services</u></b>         |                              |                              |                                 |                              |
| Operations and Maintenance (O & M) Engineer | 0.0                          | 0.0                          | 0.0                             | 0.0                          |
| O & M Construction Coordinator              | 0.4                          | 0.0                          | 0.0                             | 0.0                          |
| O & M Engineer Coordinator                  | 0.4                          | 0.0                          | 0.0                             | 0.0                          |
| Construction Services Superintendent        | 0.4                          | 1.0                          | 1.0                             | 1.0                          |
| Senior Construction Representative          | 1.6                          | 2.0                          | 1.0                             | 1.0                          |
| Construction Representative                 | 0.2                          | 1.0                          | 0.7                             | 2.0                          |
| Graduate Engineer                           | <u>0.3</u>                   | <u>1.0</u>                   | <u>1.0</u>                      | <u>1.0</u>                   |
| <b>Total operations and maintenance</b>     | <b><u>3.3</u></b>            | <b><u>5.0</u></b>            | <b><u>3.7</u></b>               | <b><u>5.0</u></b>            |
| <b><u>Streets</u></b>                       |                              |                              |                                 |                              |
| Streets & Fleet Superintendent*             | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| Streets Supervisor                          | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| Streets Lead Maintenance                    | 0.9                          | 1.0                          | 0.9                             | 1.0                          |
| Fleet Supervisor                            | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| Fleet Service Technician Lead               | 1.0                          | 1.0                          | 1.0                             | 1.0                          |
| Streets Maintenance II                      | 11.8                         | 12.0                         | 12.0                            | 12.0                         |
| Fleet Service Technician                    | 4.0                          | 4.0                          | 4.0                             | 4.0                          |
| Streets Administrative Assistant            | <u>1.0</u>                   | <u>1.0</u>                   | <u>1.0</u>                      | <u>1.0</u>                   |
| <b>Total streets</b>                        | <b><u>21.7</u></b>           | <b><u>22.0</u></b>           | <b><u>21.9</u></b>              | <b><u>22.0</u></b>           |
| <b>Total public works</b>                   | <b><u>32.6</u></b>           | <b><u>34.0</u></b>           | <b><u>32.6</u></b>              | <b><u>34.0</u></b>           |

**CITY OF LAKEVILLE, MINNESOTA**  
 Number of City Employees (Full Time Equivalent)

| <u>Position Title</u>                               | <u>2017<br/>Actual</u> | <u>2018<br/>Budget</u> | <u>2018<br/>Estimated</u> | <u>2019<br/>Budget</u> |
|-----------------------------------------------------|------------------------|------------------------|---------------------------|------------------------|
| <b><u>Parks and recreation</u></b>                  |                        |                        |                           |                        |
| <b><u>Parks</u></b>                                 |                        |                        |                           |                        |
| Parks and Recreation Director                       | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Parks Superintendent                                | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Parks Supervisor                                    | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Parks Lead Maintenance                              | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Parks Maintenance II                                | 9.1                    | 10.0                   | 10.0                      | 10.0                   |
| Parks Administrative Assistant                      | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Parks Maintenance Administrative Assistant          | <u>1.0</u>             | <u>1.0</u>             | <u>1.0</u>                | <u>1.0</u>             |
| <b>Total parks</b>                                  | <b><u>15.1</u></b>     | <b><u>16.0</u></b>     | <b><u>16.0</u></b>        | <b><u>16.0</u></b>     |
| <b><u>Recreation</u></b>                            |                        |                        |                           |                        |
| Recreation Manager*                                 | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Recreation Administrative Assistant                 | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Recreation Program Coordinator                      | 2.0                    | 2.0                    | 2.0                       | 2.0                    |
| Active Adults Administrative Assistant              | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| <b>Total recreation</b>                             | <b><u>5.0</u></b>      | <b><u>5.0</u></b>      | <b><u>5.0</u></b>         | <b><u>5.0</u></b>      |
| <b><u>Heritage Center</u></b>                       |                        |                        |                           |                        |
| Heritage Center Facility Attendant                  | 1.1                    | 1.1                    | 1.1                       | 1.1                    |
| Heritage Center Administrative Assistant            | <u>0.4</u>             | <u>0.4</u>             | <u>0.4</u>                | <u>0.4</u>             |
| <b>Total Heritage Center</b>                        | <b><u>1.5</u></b>      | <b><u>1.5</u></b>      | <b><u>1.5</u></b>         | <b><u>1.5</u></b>      |
| <b><u>Arts Center</u></b>                           |                        |                        |                           |                        |
| Arts Center Manager                                 | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Recreation Program Coordinator                      | 0.0                    | 1.0                    | 1.0                       | 1.0                    |
| Arts Center Administrative Assistant                | 1.0                    | 0.0                    | 0.0                       | 0.0                    |
| Arts Center Facility Attendant                      | 1.9                    | 1.5                    | 1.5                       | 1.5                    |
| Pottery Manager                                     | <u>0.7</u>             | <u>0.2</u>             | <u>0.2</u>                | <u>0.2</u>             |
| <b>Total arts center</b>                            | <b><u>4.6</u></b>      | <b><u>3.7</u></b>      | <b><u>3.7</u></b>         | <b><u>3.7</u></b>      |
| <b>Total parks and recreation</b>                   | <b><u>26.2</u></b>     | <b><u>26.2</u></b>     | <b><u>26.2</u></b>        | <b><u>26.2</u></b>     |
| <b>Total general/special revenue fund employees</b> | <b><u>177.4</u></b>    | <b><u>183.8</u></b>    | <b><u>179.8</u></b>       | <b><u>184.8</u></b>    |

**CITY OF LAKEVILLE, MINNESOTA**  
 Number of City Employees (Full Time Equivalent)

| <u>Position Title</u>                               | <u>2017<br/>Actual</u> | <u>2018<br/>Budget</u> | <u>2018<br/>Estimated</u> | <u>2019<br/>Budget</u> |
|-----------------------------------------------------|------------------------|------------------------|---------------------------|------------------------|
| <b><u>Liquor fund</u></b>                           |                        |                        |                           |                        |
| Operations Director                                 | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Assistant Operations Director                       | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Store Manager                                       | 3.0                    | 3.0                    | 3.0                       | 3.0                    |
| Administrative Services Manager                     | 0.4                    | 0.0                    | 0.0                       | 0.0                    |
| Inventory Control Technician                        | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Assistant Store Manager                             | 6.0                    | 6.0                    | 6.0                       | 6.0                    |
| Lead Sales Associate                                | 3.9                    | 3.9                    | 3.9                       | 3.9                    |
| Sales Associate                                     | <u>9.8</u>             | <u>8.9</u>             | <u>8.9</u>                | <u>8.9</u>             |
| <b>Total liquor fund employees</b>                  | <b><u>26.1</u></b>     | <b><u>24.8</u></b>     | <b><u>24.8</u></b>        | <b><u>24.8</u></b>     |
| <b><u>Utility fund</u></b>                          |                        |                        |                           |                        |
| Public Works Director                               | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Utilities Superintendent                            | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Utilities Supervisor                                | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Public Works & Facilities Coordinator               | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Utility Lead Maintenance                            | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Utility Maintenance II                              | 11.8                   | 12.0                   | 12.0                      | 12.0                   |
| Utility Billing Technician                          | 2.0                    | 2.0                    | 2.0                       | 2.0                    |
| Utility Administrative Assistant                    | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Environmental Resources Manager                     | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Environmental Resources Specialist                  | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Environmental Resources Technician                  | 1.0                    | 1.0                    | 1.0                       | 1.0                    |
| Forester                                            | <u>0.3</u>             | <u>0.7</u>             | <u>0.7</u>                | <u>0.7</u>             |
| <b>Total utility fund employees</b>                 | <b><u>23.1</u></b>     | <b><u>23.7</u></b>     | <b><u>23.7</u></b>        | <b><u>23.7</u></b>     |
| <b>Total general/special revenue fund employees</b> | 177.4                  | 183.8                  | 179.8                     | 184.8                  |
| <b>Total liquor fund employees</b>                  | 26.1                   | 24.8                   | 24.8                      | 24.8                   |
| <b>Total utility fund employees</b>                 | <u>23.1</u>            | <u>23.7</u>            | <u>23.7</u>               | <u>23.7</u>            |
| <b>Total City employees</b>                         | <b><u>226.6</u></b>    | <b><u>232.3</u></b>    | <b><u>228.3</u></b>       | <b><u>233.3</u></b>    |

\*Position title changed in 2019