

12/11/2017



2018 budget and tax levy



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Table of Contents

Budget Message	Error! Bookmark not defined.
Resolution.....	5
Adopted 2017 Budget and Proposed 2018 Budget	8
Tax Capacity Tax Rate Comparison	9
Distribution of proposed 2018 Property Tax Levy	10
Active Presentation Working Draft 2018 Budget	11
Department Narratives	16
General – Mayor and Council.....	16
Mayor and Council Budget.....	17
General – Elections.....	18
Elections Budget	19
General – Administration.....	20
Administration Budget.....	22
General – Assessor	23
Assessor Budget	24
General – Human Resources.....	25
Human Resources Budget.....	27
General – City Attorney.....	28
City Attorney Budget	29
General – Community Development	30
Community Development Budget	32
General – General Government	34
General – General Government Budget.....	36
General – Public Safety - Police	39
Animal Control	41

General Governance – Public Safety- Police/Animal Control - Budget	42
General – Public Safety – Fire.....	45
General – Public Safety – Fire Budget	46
General – Public Safety – Emergency Management	48
General – Public Safety – Emergency Management Budget	49
General – Public Works – Streets and Stormwater	50
General – Public Works – Streets and Stormwater Budget	51
General - Community Development – City Engineer	55
General - Community Development – City Engineer Budget.....	56
General – Recreation/Runestone Community Center	57
General – Recreation/RCC Budget.....	58
General – Recreation/Lakes Area Recreation	60
General – Recreation/Alexandria Senior Center.....	61
General – Recreation Lakes Area Recreation and Senior Center Budget	62
General – Public Works – Parks and Facilities.....	63
General – Public Works – Parks and Facilities Budget.....	64
General – Airport.....	67
General – Airport Budget.....	68

Dear Mayor Carlson and City Council Members:

I present to you the City of Alexandria 2018 Budget and Tax Levy. The presentation of this budget and tax levy marks the first step in a multi-year process to change the budget process of the City to reflect the priorities of the City Council, as established in the Strategic Plan. The budgeting technique that will be the end result of this process is called priority-based budgeting. Another key element of the new process is to make the budget more accessible to citizens and easier to understand. To this end, this budget document contains information on the cost of city services per dollar of property tax levy.

OVERALL SUMMARY

The total General Fund operating budget for 2018 is \$9,277,968. This is an increase of 3.67% from the 2017 budget. The total budget for the General Fund and other tax-capacity based levies is \$12,060,430.

The City's financial policies require that the City maintain a minimum unrestricted fund balance of at least five months, or 42% of its General Fund operating expenditures, as recommended by the Office of the State Auditor.

The proposed property tax levy for 2018 is a 4.01% increase from 2017 and equates to a total levy of \$6,725, 676. The proposed tax rate for is 40.77%, which is a decrease from the 2017 tax rate of 40.93%. More details on what this means for the average taxpayer are described later in this document.

STRATEGIC PLANNING

The City Council, staff Leadership Team, and other key partners completed a two-day strategic planning workshop in late September. Six Strategic Priorities emerged from that process:

- Operational Excellence
- Long-Term Planning
- Economic Vitality
- Sustainable Infrastructure
- Safe Community
- Communications

Staff has been working with the consultant on finalizing the final Strategic Plan document for presentation to the City Council in January. These strategic priorities shall be the focus on Council and Staff goals and budget priorities moving forward.

2018 CAPITAL INVESTMENTS

A separate document contains the 2018-2022 Capital Improvement Plan. The City Council has prioritized the following projects for 2018 that will be funded all or in part from the City's Capital Improvement Fund.

- \$75,000 City Hall Roof Replacement
- \$125,000 Big Ole Central Park Restroom
- \$75,000 Comprehensive Plan Update
- \$20,000 Police Interrogation Room Audio/Video
- Police Department Parking Lot Paver Replacement (cost estimate pending)
- \$10,000 Speed Trailer
- \$450,000 Reconstruction of Runestone Community Center/Fairgrounds Parking Lot approximately \$150,000 of storm sewer/drainage improvement for this project will be funded through the Stormwater Utility Fund)
- Purchase of Used Zamboni for the Runestone Community Center (approximately one-half of this project will be funded through the RCC Equipment Fund)

There are other capital projects/equipment acquisitions scheduled for 2018 using funds from other sources. Highlights include the following:

- Fire Department Chief's Vehicle
- Edraulics/Jaws of Life
- Snowbird Park Playground
- Replacement Police Squad Cars
- Replacement Public Works Payloader and one-ton trucks
- Geneva Crest Reclaim
- Agnes Boulevard Reclaim and Trail Construction

The City also will continue to pursue state bonding funds for the expansion of the Runestone Community Center and repair of the roof at the Bellanca Building at the Alexandria Municipal Airport.

LONG-TERM FINANCIAL OBLIGATIONS

The City Council strategically issues bonds to pay for improvements. Depending on the project, repayment is made from assessment revenue from property owners and annual debt service levies. The total debt retirement levy for 2018 is \$1,609,141. In addition, the City Council has allocated \$300,000 in excess general fund reserve for debt service payments in 2018. Finally, there is a portion of debt retirement payments that will be made using excess funds in existing debt service accounts.

Projects completed by the City that require payment in 2018 include the following:

- 2009 RCC Improvements
- 2011 Police Station
- 2009-2015 Orderly Annexation Waterline Projects (Phase III, Parts 1 and 2, Phase IV, Parts 1 through 3)
- 2009 Park Department Building
- 2016 Street Reconstruction Projects (Victoria Heights, Rosewood Lane, Kenwood Drive, Eighth Avenue)
- 2016 Energy Project (Citywide Improvements)

This budget packet contains the following information:

- 1) Resolution Adopting the Preliminary 2018 Budget and Tax Levy
- 2) Comparison of 2017 and 2018 budgets
- 3) 2014-2018 Tax Capacity and Tax Rate Comparison
- 4) Department Narrative and Budget General Fund Departments

The narrative is a new document for the 2018 budget. Department heads described the core functions and mission of their department, staffing levels, and provided information on the 2018 budget proposal. In addition, revenue sources are noted for each department.

- 5) Distribution of Property Taxes in City Budget

Council and staff took the step of detailing how all city revenue is distributed across departments. The result is a document that attempts to answer questions citizens may have about the property tax levy.

I would like to express my appreciation to the City Council, Budget Committee, and staff for their dedication to the crafting of this budget.

Sincerely,

Martin Schultz

Martin Schultz
City Administrator

Resolution

RESOLUTION ADOPTING THE PROPOSED BUDGET FOR THE CITY OF ALEXANDRIA FOR THE YEAR 2018 AND ESTABLISHING THE TAX LEVY FOR THE YEAR PAYABLE IN 2018

BE IT RESOLVED, the City Council of the City of Alexandria, Minnesota, does ordain as follows:

1. The budget for the City of Alexandria for the calendar year 2018 is hereby adopted as hereinafter set forth, and funds are hereby appropriated therefore.

GENERAL FUND

General Government	2,483,235
Police Protection	3,137,600
Fire Protection	403,168
Emergency Management	8,250
Animal Control	22,100
Public Works/Street	1,291,750
Engineering	50,000
Conservation of Health/Building	287,310
Recreation	80,900
Senior Center	12,500
Runestone Community Center	604,605
Public Works/Parks	718,920
Airport	<u>176,880</u>
TOTAL GENERAL FUND	<u>\$9,277,968</u>

2. Estimated receipts other than General Tax Levy are hereby established as hereinafter set forth.

GENERAL FUND

Franchise Tax & Delinquent Taxes	\$ 475,000
Licenses & Permits	488,850
Intergovernmental Revenue	1,832,513
Charges for Services	1,102,391
Fines & Forfeits	122,500
ALP – Payment in lieu of taxes	1,000,000
Other Financing Sources	88,500
Transfers	<u>225,000</u>
TOTAL ESTIMATED RECEIPTS	<u>\$5,334,754</u>

3. That there be levied upon all taxable real and personal property in the City of Alexandria, a tax rate sufficient to produce the amounts hereinafter set forth.

NET TAX CAPACITY BASED LEVIES

General Fund	\$3,943,214
Firemen's Relief Assn.	20,000
Debt Retirement	1,609,141
RCC Floor Bond Tax Abatement	55,000
Employee Benefit	20,000
Plans and Studies	20,000
Alexandria Lakes Area Sanitary District Interceptor Debt Retirement	613,321
Street Paving Program	125,000
Street Reconstruction Program	50,000
Public Works Equipment Fund	90,000
Park and Recreation Development Fund	35,000
Fire Equipment Fund	17,500
Police Equipment Fund	45,000
RCC Equipment Fund	25,000
Airport Improvement Fund	12,500
IT Equipment Fund	45,000

TOTAL NET TAX CAPACITY BASED LEVIES **\$6,725,676**

TOTAL CERTIFIED LEVY \$6,725,676

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Douglas County, Minnesota.

ADOPTED by the City Council of the City of Alexandria, Minnesota this 11th day of December, 2017, by the following vote:

YES:

NO:

ABSENT:

Sara Carlson, Mayor

ATTEST: _____

Martin D. Schultz, City Administrator

Adopted 2017 Budget and Proposed 2018 Budget

	2017 BUDGET	2018 PRELIMINARY	2018 FINAL	
General Government	\$ 2,404,850	\$ 2,476,235	\$ 2,483,985	GENERAL GOVERNMENT DEPARTMENTS
Police	\$ 2,988,975	\$ 3,154,740	\$ 3,137,600	Mayor & City Council 132,100
Fire Protection	\$ 401,450	\$ 403,168	\$ 403,168	Elections 32,600
Emergency Management	\$ 8,500	\$ 8,250	\$ 8,250	Administration 689,800
Animal Control	\$ 25,100	\$ 22,100	\$ 22,100	Assessor 183,220
Street	\$ 1,224,300	\$ 1,279,580	\$ 1,291,750	Legal 434,290
Engineering	\$ 50,000	\$ 50,000	\$ 50,000	Human Resources 81,070
Storm Sewer	\$ -			Community Development 160,600
Conservation of Health (Building)	\$ 276,905	\$ 287,310	\$ 287,310	Community Development : Plann 5,005
Recreation (LAR)	\$ 80,001	\$ 80,900	\$ 80,900	General Government 762,300
Public Transit	\$ -			Insurance-Damage claims 3,000
Senior Center	\$ 12,500	\$ 12,500	\$ 12,500	2,483,985
Runestone Community Center	\$ 629,500	\$ 603,605	\$ 604,605	
Parks	\$ 712,100	\$ 749,400	\$ 718,920	
Airport	\$ 161,000	\$ 176,580	\$ 176,880	
TOTAL GENERAL FUND BUDGET	\$ 8,975,181	\$ 9,304,368	\$ 9,277,968	General Fund
Firefighters' Relief Association	\$ 5,000	\$ 20,000	\$ 20,000	
Energy Savings Debt Retirement	\$ 216,100	\$ 206,641	\$ 206,641	
Debt Retirement	\$ 1,575,000	\$ 1,402,500	\$ 1,402,500	
RCC Floor Bond Tax Abatement	\$ 50,000	\$ 55,000	\$ 55,000	
Employee Benefit	\$ 20,000	\$ 20,000	\$ 20,000	
Plans and Studies		\$ 20,000	\$ 20,000	
ALASD	\$ 606,941	\$ 613,321	\$ 613,321	
Street Paving Program	\$ 75,000	\$ 125,000	\$ 125,000	
Street Reconstruction Program	\$ 50,000	\$ 50,000	\$ 50,000	
Street Equipment Fund				
Park and Recreation Dev. Fund	\$ 30,000	\$ 35,000	\$ 35,000	
Public Works Equipment Fund	\$ 75,000	\$ 90,000	\$ 90,000	
Fire Equipment Fund	\$ 10,000	\$ 17,500	\$ 17,500	
Police Equipment Fund	\$ 40,000	\$ 45,000	\$ 45,000	
RCC Equipment Fund	\$ 15,000	\$ 25,000	\$ 25,000	
Airport Improvement Fund	\$ 15,000	\$ 12,500	\$ 12,500	
Capital Improvement Fund	\$ -	\$ -	\$ -	
IT Equipment Fund	\$ 50,000	\$ 45,000	\$ 45,000	
Total Budget	\$ 11,808,222	\$ 12,086,830	\$ 12,060,430	
Less Estimated Receipts				
Franchise & Delinquent Taxes	\$ 446,000	\$ 450,000	\$ 475,000	
Licenses & Permits	\$ 488,850	\$ 488,850	\$ 488,850	
Intergovernmental Revenue	\$ 1,761,353	\$ 1,815,513	\$ 1,832,513	
Charges For Services	\$ 1,153,217	\$ 1,105,791	\$ 1,102,391	
Fines & Forfeits	\$ 117,500	\$ 117,500	\$ 122,500	
ALP - Payment in lieu of taxes	\$ 1,070,000	\$ 1,070,000	\$ 1,000,000	
Other Revenues	\$ 80,000	\$ 88,500	\$ 88,500	
Transfers	\$ 225,000	\$ 225,000	\$ 225,000	
Total Receipts	\$ 5,341,920	\$ 5,361,154	\$ 5,334,754	
Total Certified Levy	\$ 6,466,302	\$ 6,725,676	\$ 6,725,676	
Percent Levy Change	2.75%	4.01%	4.01%	

Tax Capacity Tax Rate Comparison

	2014	2015	2016	2017	2018
Total Tax Capacity	14,970,048	15,350,597	16,159,667	16,846,862	17,588,187
Captured TIF Tax Capacity^	895,076	943,179	950,894	1,045,854	1,087,503
JOBZ/BIO Tax Capacity	230,218	219,482	222,458		
Powerline			2,730	2,769	2,803
Taxable Tax Capacity	13,844,754	14,187,936	14,983,585	15,798,239	16,497,881
Net Property Tax Levy*	5,763,239	6,022,910	6,293,125	6,466,302	6,725,676
Average City Tax Rate	41.63%	42.45%	42.00%	40.93%	40.77%
Non-Phase IV Tax Rate	43.26%	43.44%	n/a	n/a	n/a
Phase IV Tax Rate	27.47%	33.24%	n/a	n/a	n/a
Percent Levy Change		4.51%	4.49%	2.75%	4.01%
City Tax on home with \$150,000 TMV*	\$648.90	\$651.60	\$630.00	\$613.96	\$611.50
City Tax on home with \$154,500 TMV (3% increase)					\$629.85
Home Value after 3% Increase				\$150,000.00	\$154,500.00
City Tax on \$300,000 commercial property	\$2,271.15	\$2,280.60	\$2,205.01	\$2,148.85	\$2,140.26
City Tax on \$1,000,000 commercial property	\$8,327.55	\$8,362.20	\$8,085.02	\$7,879.13	\$7,847.63
Tax Change (No Value Increase)		0.42%	-3.31%	-2.55%	-0.40%
Tax Change (3% Residential Value Increase)				-100.00%	2.59%

TMV=Taxable Market Value

The tax capacity for residential homestead property is 1.0% of value.

The tax capacity for commercial property is 1.5% of value up to 150,000 and 2.0% for value over \$150,000.

Distribution of proposed 2018 Property Tax Levy

PROPOSED PROPERTY TAX LEVY	\$6,725,676
PROPERTY TAX LEVY SUPPORT TO THE GENERAL FUND	\$3,943,214

What do the above numbers mean for the property owner of a house valued at \$150,000?

TOTAL PROPOSED PROPERTY TAXES	\$611.50
PROPERTY TAXES SUPPORTING THE GENERAL FUND:	\$358.52

PROPERTY TAX SUPPORT BY DEPARTMENT:

• Mayor and Council	\$12.01
• Elections	\$2.96
• Administration	\$61.08
• Assessor	\$16.66
• Legal	\$39.26
• Human Resources	\$7.37
• Community Development	\$1.70
• Building	\$0.00
• Engineering	\$2.73
• General Government	\$21.31
• Insurance-Damage Claims	\$0.27
• Police	\$121.17
• Animal Control	\$1.59
• Fire	\$11.96
• Emergency Management	\$0.75
• Street	\$0.00
• Runestone Community Center	\$1.87
• Recreation	\$7.36
• Senior Center	\$1.14
• Parks	\$44.66
• Airport	\$2.68

How does the City pay for the rest of the operating expenses to run City government?

The 2018 budget includes \$5,334,754 in General Fund non-property tax revenue. This accounts for 57.50% of the general fund. The largest single sources are Local Government Aid (\$1,519,893) and payment in lieu of taxes from the city-owned municipal utility (ALP Utilities). That amount is \$1,000,000.

How does the City use the remainder of property tax revenue?

The rest of the property tax revenue is used to pay for debt service for projects such as the police station constructed in 2011, Park Building constructed in 2009, and the waterline projects built as part of the orderly annexation agreement with Alexandria Township that ended in 2014. Other uses include funds for purchase of equipment such as fire trucks, police vehicles, public works vehicles, and park equipment. As a member of the Alexandria Lakes Area Sanitary District (ALASD), the City also pays for a portion of debt service accumulated by ALASD.

Active Presentation Working Draft 2018 Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposal
General Fund Revenues				
Taxes				
Current Ad Valorem Taxes	3,716,233.39	3,633,261.00	1,883,268.98	3,943,214.00
Delinquent Ad Valorem Taxes	53,626.94	50,000.00	14,407.23	50,000.00
Other Taxes	0.00	0.00	0.00	0.00
Franchise Tax - Natural Gas	262,653.55	275,000.00	234,931.47	300,000.00
Franchise Tax - Cable TV	121,550.58	121,000.00	30,358.98	125,000.00
TOTAL	4,154,064.46	4,079,261.00	2,162,966.66	4,418,214.00
Franchise & Deliq. Taxes	437,831.07	446,000.00	0.00	475,000.00
Assessments				
Assessment Principal	\$2,043.24	0.00	2,764.78	0.00
Assessment Interest	\$134.34	0.00	400.58	0.00
Delinquent Assessment + Int	\$133.27	0.00	1,269.59	0.00
TOTAL	2,310.85	0.00	4,434.95	0.00
Licenses & Permits				
Beer Licenses-On & Off Sale	\$4,240.00	4,500.00	750.00	4,500.00
Club Liquor Licenses	\$0.00	0.00	0.00	0.00
Wine Licenses	\$2,625.00	2,000.00	375.00	2,000.00
On-Sale Liquor License	\$75,100.00	75,000.00	5,100.00	75,000.00
Set-Up License	\$225.00	450.00	0.00	450.00
Temp Liquor License	\$800.00	1,000.00	1,200.00	1,000.00
Garbage Haulers License	\$500.00	600.00	0.00	600.00
Taxi Licenses	\$500.00	600.00	245.00	600.00
Sidewalk Cafe License	\$0.00	0.00	0.00	0.00
Raceway License	\$500.00	600.00	495.00	600.00
Fireworks License(Sale Of)	\$1,250.00	1,600.00	1,400.00	1,600.00
Tobacco Licenses	\$3,640.00	4,000.00	0.00	4,000.00
Transient Merchant Permit	\$1,200.00	1,200.00	1,000.00	1,200.00
Beer License Transfer	\$0.00	0.00	0.00	0.00
Massuer License	\$1,600.00	1,200.00	450.00	1,200.00
Pawnbrokers License	\$300.00	300.00	0.00	300.00
Building Permits	\$395,557.46	375,000.00	280,554.72	375,000.00
Conditional Use Permit	\$2,500.00	2,000.00	2,080.00	2,000.00
Sign Permits	\$788.30	500.00	294.20	500.00

Variance Permit	\$0.00	0.00	0.00	0.00
Zoning Applications/Permits	\$0.00	250.00	250.00	250.00
Subdivision Permits	\$1,810.00	500.00	1,670.00	500.00
Street/Alley Vacation	\$0.00	0.00	100.00	0.00
Fence Permits	\$375.00	200.00	175.00	200.00
Fire Suppression System Permit	\$900.00	500.00	950.00	500.00
Excavator s License	\$2,525.00	2,250.00	300.00	2,250.00
Heating License	\$5,968.32	5,000.00	1,700.00	5,000.00
Mechanical Proficiency Exam	\$2,355.00	2,000.00	420.00	2,000.00
Sign Hangers License	\$900.00	1,000.00	400.00	1,000.00
Dog Licenses	\$2,020.00	1,500.00	2,020.00	1,500.00
Parking Permits	\$360.00	0.00	0.00	0.00
Special Use Vehicle Permits	\$625.00	600.00	650.00	600.00
Excavation Permit	\$6,050.00	4,500.00	3,950.00	4,500.00
TOTAL	515,214.08	488,850.00	306,528.92	488,850.00
Intergovernmental Revenues				
Market Value Credit-Homestead	\$0.00	0.00	0.00	0.00
Market Valule Credit-Ag	\$532.65	0.00	0.00	0.00
Market Valule Credit-Mobile Hm	\$0.00	0.00	0.00	0.00
Other Federal Revenue-Gen Gov	\$0.00	0.00	0.00	0.00
Other Federal Revenue-Elections	\$0.00	0.00	0.00	0.00
Other Federal Revenue - Police	\$9,318.28	10,000.00	4,935.07	10,000.00
Other Federal Revenue - Fire	\$0.00	0.00	78,387.00	0.00
Other Federal Revenue - Building	\$0.00	0.00	0.00	0.00
Local Government Aid	1,471,798.00	1,475,493.00	737,743.50	1,519,653.00
State Training Reimbursement - Police	\$0.00	7,000.00	7,312.32	21,000.00
State Training Reimbursement - Fire	\$4,800.00	5,000.00	23,428.06	6,500.00
State Training Reimbursement -Em.Mgmt.	\$5,000.00	0.00	0.00	0.00
Muni State Aid St Maintenance	\$660.00	3,000.00	0.00	3,000.00
State-Airport Maintenance	\$71,110.00	71,110.00	71,110.00	71,110.00
Police State Aid	\$173,644.94	173,000.00	0.00	192,000.00
Other State Revenue - Gen Gov.	\$7,582.00	15,000.00	3,791.00	7,500.00
Other State Revenue-Police	\$8,449.80	1,500.00	437.00	1,500.00
Other State Revenue-Fire	\$1,200.00	0.00	0.00	0.00
Other State Revenue-PW Street	\$0.00	0.00	0.00	0.00
State Revenue RCC	\$293.00	250.00	146.50	250.00
County Aid for Highways	\$0.00	0.00	0.00	0.00
Other Grants and Aids-Planning	\$0.00	0.00	0.00	0.00
Other Grants and Aids-Gen Gov.	\$500.00	0.00	0.00	0.00
Other Grants and Aids-Police	\$1,108.38	0.00	0.00	0.00
Other Grants and Aids-Fire	\$1,458.38	0.00	0.00	0.00
Other Grants and Aids-Em. Mgmt.	\$6,783.24	0.00	0.00	0.00
TOTAL	1,764,238.67	1,761,353.00	927,290.45	1,832,513.00
Charges for Services				
City Hall Rent Revenue	108.34	50.00	125.73	50.00

Assessment Search-Release	4,600.00	4,500.00	2,790.00	4,500.00
Notarizing Fees	0.00	0.00	0.00	0.00
NSF Service Charge	0.00	0.00	0.00	0.00
Sale of Maps	45.00	0.00	15.00	0.00
Lodging Tax Admin Fees	15,077.25	15,000.00	10,094.10	15,000.00
Administration Fees	7,330.29	4,000.00	251.75	4,000.00
Admin Charges to Other Funds	115,539.04	110,000.00	0.00	110,000.00
Postage	61.30	50.00	19.02	50.00
Copies-Planning	0.00	0.00	0.00	0.00
Copies-Gen Gov	847.06	500.00	591.15	500.00
Copies-Police	0.00	0.00	0.00	0.00
Copies-Fire	27.80	0.00	0.00	0.00
Tax Abatement App fee	500.00	0.00	0.00	0.00
Special Police Service	112,012.29	115,000.00	4,104.00	115,000.00
Township Fire Levies	88,344.25	92,233.00	46,116.50	89,607.00
Accident Reports	1,442.41	500.00	355.30	500.00
Dog Impounding & Care	371.00	600.00	423.57	600.00
Dog Catcher Services	1,502.50	2,500.00	1,865.00	2,500.00
Special Fire Services	600.00	300.00	0.00	300.00
Downtown Sidewalk Maintenance	19,014.00	19,000.00	17,952.00	19,000.00
Street Sweeping	0.00	6,500.00	7,000.00	6,500.00
Property Clean-up Fees-Gen Gov.	0.00	0.00	0.00	0.00
Property Clean-up Fees-PW Street	0.00	500.00	0.00	500.00
Property Clean-up Fees-Parks	5,335.40	500.00	450.00	500.00
RCC Facility Revenue	38,918.50	33,000.00	31,253.25	33,000.00
RCC User Fees	8,525.00	6,000.00	0.00	6,000.00
Park Services	2,235.60	0.00	2,030.62	2,200.00
RCC Advertising Income	25,151.60	25,000.00	7,804.90	25,000.00
RCC Ice Rental	366,366.11	475,000.00	269,700.51	475,000.00
RCC Adult Hockey	4,987.10	4,800.00	0.00	4,800.00
RCC Hockeyfest	47,524.50	50,000.00	0.00	0.00
RCC Turf Rental	4,407.50	3,400.00	0.00	0.00
RCC Concession sales	7,122.55	15,000.00	9,084.85	15,000.00
RCC Open Skating	822.50	1,000.00	592.14	1,000.00
RCC HF Clothing Sales	3,605.00	4,000.00	0.00	4,000.00
RCC Curling	11,398.00	12,000.00	0.00	12,000.00
RCC Special Events	3,732.30	5,000.00	4,828.17	5,000.00
Gas Commissions-Airport	6,397.00	7,000.00	3,016.09	7,000.00
Bldg Dept Surcharge Retained	801.25	800.00	0.00	800.00
Rental Registration Fee	41,532.50	39,000.00	7,270.00	42,000.00
Admin Fees-IRB Applications	0.00	0.00	0.00	0.00
Township Inspection fees	48,266.86	20,000.00	25,432.73	20,000.00
Contractor Training Revenue	10,935.00	10,000.00	8,920.00	10,000.00
Leases-Gen Gov.	1,200.00	1,200.00	0.00	1,200.00
Leases-Park	0.00	0.00	0.00	0.00

Leases-Airport	40,531.74	69,284.00	48,238.41	69,284.00
KN Stadium Rent	390.00	0.00	0.00	0.00
Equipment Rent-Fire	0.00	0.00	0.00	0.00
Equipment Rent-PW Street	0.00	0.00	0.00	0.00
TOTAL	1,047,608.54	1,153,217.00	510,324.79	1,102,391.00
Fines & Forfeits				
Court Fines	88,340.83	90,000.00	67,661.41	95,000.00
Parking Fines	1,355.00	5,000.00	1,205.00	5,000.00
Forfeitures-Revenue	25,960.02	20,000.00	12,568.80	20,000.00
Storage/Impound fees	0.00	0.00	0.00	0.00
Prosecution Revenue	2,621.94	2,500.00	2,623.95	2,500.00
TOTAL	118,277.79	117,500.00	84,059.16	122,500.00
Other Revenues				
RCC Misc Income	3,690.38	3,000.00	2,210.08	3,000.00
Miscellaneous Revenues-Gen Gov.	1,529.88	0.00	35.72	0.00
Miscellaneous Revenues-Police	256.92	0.00	537.53	0.00
Miscellaneous Revenues-Fire	0.00	0.00	0.00	0.00
Miscellaneous Revenues-Building	0.00	0.00	0.00	0.00
Miscellaneous Revenues-PW Street	213.42	0.00	561.90	0.00
Miscellaneous Revenues-PW Park	0.00	0.00	15.21	0.00
Miscellaneous Revenues-Airport	28.08	0.00	22.83	0.00
Mkt Value Adj - Interest	1,629.76	0.00	0.00	0.00
Interest Earnings	24,408.64	15,000.00	83,933.74	22,500.00
Contributions and Donations-Mayor and CC	0.00	0.00	0.00	0.00
Contributions and Donations-Gen Gov.	500.00	0.00	500.00	0.00
Contributions and Donations-Police	550.00	0.00	1,460.00	0.00
Contributions and Donations-Fire	100.00	0.00	225.00	0.00
Contributions and Donations-RCC	200.00	0.00	0.00	0.00
Contributions and Donations-PW Park	0.00	0.00	0.00	0.00
Charitable Gambling Cont	54,184.51	55,000.00	35,717.06	55,000.00
Material Sold-PW Street	2,243.39	0.00	1,353.49	0.00
Material Sold-PW Park	0.00	0.00	0.00	0.00
Election Filing Fees	6.00	0.00	0.00	0.00
HRA-Pymt in Lieu of Taxes	7,278.74	7,000.00	10,937.59	8,000.00
ALP-Pymt in Lieu of Taxes	1,045,076.84	1,070,000.00	570,072.96	1,000,000.00
DARE Donations	0.00	0.00	0.00	0.00
Cash Over	1.00	0.00	0.00	0.00
TOTAL	1,141,897.56	1,150,000.00	707,583.11	1,088,500.00
Other Financing Sources				
Insurance Proceeds-Gen Gov	0.00	0.00	0.00	0.00
Insurance Proceeds-Police	15,598.54	0.00	0.00	0.00
Insurance Proceeds-Fire	0.00	0.00	0.00	0.00
Insurance Proceeds-PW Street	0.00	0.00	0.00	0.00

Insurance Proceeds-RCC	0.00	0.00	0.00	0.00
Insurance Proceeds-PW Park	924.82	0.00	0.00	0.00
Insurance Proceeds-Airport	0.00	0.00	20,787.00	0.00
Transfers	225,000.00	225,000.00	225,000.00	225,000.00
Transfers-Airport	0.00		0.00	
TOTAL	241,523.36	225,000.00	245,787.00	225,000.00
TOTAL REVENUES	8,985,135.31	8,975,181.00	4,948,975.04	9,277,968.00
Revenues Less Current Ad Valorem Taxes	5,268,901.92	5,341,920.00	3,065,706.06	5,334,754.00

Department Narratives

General - Mayor and Council

Fund: General	Department Summary	Mayor and Council
Fund Type: General Government	Supervisor: N/A	41110

Description

Mission

The Mayor and Council Department provides funding for the activities the Mayor and City Council. The mission of this department is to provide adequate funding to ensure the Mayor and Council obtain education and training in addition to paying the wages for service on the City Council. In addition, this budget of this department provides for membership fees and dues for organization that benefit the city as a whole.

Core Duties/Functions

- Payment of Salary and Wages for the Mayor and City Council. This salary is adopted by the City Council every two years during a general election year
- Conferences, educational sessions, and other training opportunities and related costs are part of the annual budget
- The City is a member of the League of Minnesota Cities and the Coalition of Greater Minnesota Cities, which makes up just over 70% of the dues and subscriptions portion of this department
- The Neighborhood Partner Projects are a new initiative in 2017 that provides matching funding for improvements to public areas proposed by private individuals or groups.

Budget Narrative

Revenue

The revenue source associated with this department is the property tax levy.

Expenses

The salary of the Mayor and Council was set for 2018 through action taken in October 2016. There is no increase from 2017 to 2018.

The training and travel budget increased in 2017 to allow for payment of \$50 each to the Mayor and City Council for work sessions. The decrease in travel and training for 2018 is based on trends of less City Council expenditures on conferences and training from 2014 to 2016.

The Neighborhood Partner Project budget is reduced from 20,000 to 5,000. While there have been inquiries, no funding has been distributed to date in 2017.

The Coalition of Greater Minnesota Cities once again has a voluntary assessment program for environmental efforts in 2018. The City Council chose to provide \$4,669 in funding in 2017. The per capita suggested contribution for 2018 is \$4,751. This request is funded at \$2,400 in the budget.

Personnel

Title	2015	2016	2017	Net Change	2018
N/A					
TOTAL					

Mayor and Council Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
MAYOR AND COUNCIL				
Current Ad Valorem Taxes				132,100.00
Delinquent Ad Valorem Taxes				0.00
Local Government Aid				0.00
Contributions and Donations	0.00	0.00	0.00	0.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
				0.00
TOTAL	0.00	0.00	0.00	132,100.00

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Part-Time Employees	40,921.00	45,100.00	33,760.50	45,100.00
PERA	0.00	0.00	0.00	0.00
FICA	3,130.56	3,400.00	3,011.04	4,000.00
Voice/Data/Internet Access	452.85	600.00	383.06	600.00
Training/Travel Expense	11,747.87	20,000.00	18,179.23	18,500.00
Miscellaneous	1,119.60	1,500.00	888.77	1,500.00
Dues and Subscriptions	35,154.00	57,700.00	32,539.48	57,400.00
Cultural Inclusiveness Comm	0.00	0.00	0.00	0.00
Arts Advisory Committee	0.00	0.00	0.00	0.00
Neighborhood Partner Projects	0.00	20,000.00	0.00	5,000.00
TOTAL	92,525.88	148,300.00	88,762.08	132,100.00

DUES AND SUBSCRIPTIONS

	2017	2018
LMC	12,067	12,219
CGMC	24,829	27,527
CGMC Vol Assessment	4,669	2,400
Greater MN Partnership	1,500	1,500
Transportation Alliance	495	495
MN Mayor's Association	30	30
Alliance for Innovation	2,000	2,000
National League of Cities	0	0
Learning Management	1,000	1,000
West Central Initiative	8,000	8,000
	56,607	57,189

General - Elections

Fund: General	Department Summary	Elections
Fund Type: General Government	Supervisor: N/A	41410

Description

Mission

The City has a budget category to track election expenditures. The mission of staff on the Elections Team is to efficiently conduct the general election that occurs during even numbered years.

Core Duties/Functions

- Plan, set-up, and provided oversight to election day process
- Payment of wages for election judges
- Supplies for elections
- Rental Fees for election locations

Douglas County has overall responsibility for elections, including the core equipment and software used by cities and townships. The City has an Elections Team responsible for the coordination of city election functions and cooperation with Douglas County. Staff from the Administration and Assessing Department are primary members of the Elections Team. Other City Hall staff and members of the Public Works Department assist with setup and teardown of the polling locations.

Budget Narrative

Revenue

The revenue source associated with this department is the property tax levy. Grant programs from time to time are available for election equipment.

Expenses

The budget for this department is typically minimal in odd-numbered years. 2018 is a general election year so the budget is significantly increased.

Budgeted wages for election judges were set at \$2,500 more than in 2016. The pay in 2016 was \$10 per hour for an election judge, \$12 for a health care facility judge, and \$15 for a head judge. Staff reviewed pay for judges in neighboring townships and discovered the City's election judge pay was below average.

Personnel

Title	2015	2016	2017	Net Change	2018
N/A					
TOTAL					

Elections Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
ELECTIONS				
Current Ad Valorem Taxes				32,600.00
Delinquent Ad Valorem Taxes				0.00
Other Federal Revenue			0.00	0.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
				0.00
TOTAL	0.00	0.00	0.00	32,600.00
	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Part-Time Employees	25,537.25	0.00	0.00	27,500.00
General Supplies	789.66	1,200.00	0.00	1,200.00
Printing & Publishing	1,434.44	0.00	0.00	1,500.00
Rent-Election Wards	1,980.00	0.00	0.00	2,400.00
Other Equipment	0.00	0.00	0.00	0.00
TOTAL	29,741.35	1,200.00	0.00	32,600.00
				0.00

General - Administration

Fund: General	Department Summary	Administration
Fund Type: General Government	Supervisor: City Administrator	41510

Description

Mission

The Administration Department consists of staff who perform the central administrative, finance, and communications functions of the City. The mission of this department is to provide innovative financial and administrative service and leadership to all City Departments, carry out the citywide strategic initiatives of the City Council, and creatively deliver communications to the community

Core Duties

Working in teams or individually, the members of the Administration department perform the following core duties:

- Receive broad goals and objectives from the City Council and provides leadership and direction in the day to day operations of the City
- Develop and submit, in consultation with the Budget Committee, the annual budget to the City Council
- Preparation of long-range financial management plans and annual forecasts
- Facilitates the implementation of the strategic plan
- Responsibility for all accounting functions of the City
- Management of city investments
- Provides day-to-day key accounting services including but not limited to accounts payable, accounts receivable, payroll
- Leads planning, coordination, and implementation of all internal and external communications
- Maintains content and design of city website and social media initiatives
- Provides leadership and direction to Cable TV Commission and public access television operations
- Provides all non-building and planning licensing services to businesses and individuals
- Prepare long-range plans and annual forecasts to create a strategic context for evaluating the City's annual budget and for measuring the long-term effect of budgetary decisions.

For 2018, the name of this department in budget documents changed to Administration from Municipal Clerk. The staff in the department currently carry out Administration, Finance, and Communications functions. In addition, the Assistant Administrator/Human Resources position is currently divided in the budget between Administration and Human Resources.

Cable TV Commission expenses moved into this department from general government.

The planning and execution of the implementation of a new Enterprise Resource Planning (accounting) software is the most significant new initiative for 2018. The City also is planning for the acceptance of credit, debit and e-checks in the near future.

Budget Narrative

Revenue

The primary revenue source for this department is the property tax levy. The only other revenue source is Cable TV Franchise Fees, which support the activity of the Cable TV Commission.

Expenses

There are several major undertakings that have begun in 2017 that will shape and change the budget of this department in 2018 and beyond.

The implementation of new Enterprise Resource Planning Software (ERP), expected to be online in mid-2018, will enable staff provide improved internal and external financial management service delivery. The first year of maintenance and support is included in the agreement with the proposed vendor. This annual cost (12,400 for the first three years) will first appear in the 2019 budget. In the current budget system, these annual fees would be budgeted from the General Government department as the ERP benefits multiple city departments.

The development and implementation of a new city website is currently underway. The 2018 budget will include annual maintenance for the website. This is part of the contracted services in the General Government department.

The 2018 budget includes a new full-time Finance Accountant position. The City Council recently authorized a hiring process for this position. The estimated start date is approximately March 1.

The budget for training and travel contemplates attendance of 1-2 staff members at the Alliance for Innovation annual conference, which takes place in April in Tacoma, Washington. This will be out-of-state travel that must be authorized by the City Council.

The budget for Community Awareness will increase from \$500 to \$5,000. This will allow the Communications Coordinator to have a larger budget for marketing and public relations supplies in order to perform her duties.

Personnel

Title	2015	2016	2017	Net Change	2018
City Administrator	1	1	1	0	1
Assistant City Administrator/HR Director	0.4	0.4	0.4	0	0.4
Finance Director	1	1	1	0	1
Finance Accountant	0	0	0.5	0.5	1
Finance Clerk	1	1	1	0	1
Communications Coordinator	0	0.5	1	0	1
Admin Asst-Council & General Gov.	1	1	1	0	1
Office/Receptionist	0.7	0.7	0.7	0	0.7
TOTAL	5.1	5.6	6.6	0.5	7.1

Administration Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
ADMINISTRATION				
Current Ad Valorem Taxes				671,800.00
Delinquent Ad Valorem Taxes				0.00
Local Government Aid				0.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
Franchise Fee-Cable TV				18,000.00
TOTAL	0.00	0.00	0.00	689,800.00

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular	352,521.25	415,300.00	315,990.74	457,700.00
Full-Time Employees Overtime	0.00	0.00	5,195.58	2,000.00
Part-Time Employees	20,364.72	21,100.00	14,786.17	22,000.00
PERA	27,966.20	32,800.00	25,198.04	36,150.00
FICA	26,550.88	33,400.00	23,650.99	37,140.00
Early Retirement Incent Prog	12,336.00	12,350.00	10,280.00	9,000.00
Employer Paid Health	56,973.23	73,100.00	53,748.18	80,670.00
Employer Paid Life	452.32	575.00	402.57	440.00
General Supplies	50.79	300.00	218.50	300.00
Cable TV Commission Exp	18,109.06	18,000.00	11,397.20	18,000.00
Training/Travel Expense	3,839.95	7,000.00	6,328.11	7,500.00
Printing & Publishing	7,528.62	9,000.00	4,649.25	8,500.00
Legal Notices Publishing	0.00	0.00	0.00	0.00
Miscellaneous	0.00	100.00	0.00	100.00
Dues and Subscriptions	4,387.50	5,000.00	4,416.10	4,500.00
Clothing	175.00	300.00	0.00	300.00
Community Awareness	0.00	500.00	0.00	5,000.00
Other Equipment	599.99	500.00	0.00	500.00
TOTAL	531,855.51	629,325.00	476,261.43	689,800.00

General - Assessor

Fund: General	Department Summary	Assessing
Fund Type: General Government	Supervisor: City Assessor	41550

Description

Mission

The Assessing Department directs and manages the valuation and classification of all real property in the City, consistent with Minnesota Statutes and acceptable assessment practices with the goal of excellence in accuracy, transparency, and efficiency.

Core Duties

- View, physically inspect, measure and value parcels of property in accordance with a five year viewing plan and as otherwise necessary.
- Review building permits, inspect new construction to establish valuations for tax purposes.
- Prepare information for the annual Local Board of Appeal and Equalization and represent the City at the local and county processes as needed.
- Answer questions from the general public, private appraisers, realtors, and/or City employees regarding ownership, property characteristics, assessment laws, property classification and the valuation process (both verbally and in report form) and develop tax estimates.
- Analyze, compare, and maintain current sales data on all classes of property for support of the assessment, prepare and analyze sales ratio reports and neighborhood trends and annually adjust valuations accordingly to assure a uniform and equalized assessment.
- Advise the City Administrator and City Council on matters of tax levy impacts, proposed tax legislation, value issues relating to proposed purchases and leases of real estate, and significant issues or developments in the field of assessing.
- Represent the City in tax court legal proceedings and/or appeals.
- Prepare value estimates for TIF projects and supply data to the Economic Development Director for TIF reporting.
- Keep the public informed of legal requirements and policies related to property assessment, represent the City at meetings of the City Council, citizen groups, and State Board of Equalization when necessary or appropriate.
- Establish, maintain, and assign addresses within the City's addressing system, in coordination with the County's E-911 system address administrator.
- Prepare long-range plans and annual forecasts to create a strategic context for evaluating the City's annual budget and for measuring the long-term effect of budgetary decisions.

Budget Narrative

Revenue

The revenue source associated for this department is the property tax levy.

Expenses

As part of the Assessing Department's continuing initiative to utilize technology and electronic storage in place of paper records, we are investigating the purchase of a desktop scanner for more efficient conversion of documents into electronic format. There is a possibility this expense could be shared with the Record Retention and Election funds, as the Assessing Records & Technician would use it for all of those areas.

No other significant budget modifications are anticipated.

Personnel

Title	2015	2016	2017	Net Change	2018
City Assessor	1	1	1	0	1
Assessing & Records Technician	1	1	1	0	1

Assessor Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
ASSESSOR				
Current Ad Valorem Taxes				183,220.00
Delinquent Ad Valorem Taxes				0.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
				0.00
TOTAL	0.00	0.00	0.00	183,220.00
	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular	124,860.74	127,200.00	103,621.60	133,000.00
Full-Time Employees Overtime	1,340.82	1,000.00	0.00	0.00
Temporary Employees Regular	0.00	0.00	0.00	0.00
PERA	9,465.11	9,700.00	7,771.62	10,100.00
FICA	8,730.85	9,800.00	7,227.39	10,300.00
Employer Paid Health	24,938.62	24,900.00	20,594.13	25,600.00
Employer Paid Life	184.60	200.00	149.10	140.00
General Supplies	161.32	0.00	148.54	200.00
Training/Travel Expense	1,349.24	2,500.00	1,771.46	2,380.00
Miscellaneous	77.24	300.00	37.26	300.00
Dues and Subscriptions	690.00	1,000.00	865.50	1,000.00
Clothing	121.83	200.00	16.69	200.00
TOTAL	171,920.37	176,800.00	142,203.29	183,220.00

General - Human Resources

Fund General	Department Summary	Human Resources
Fund Type General Government	Supervisor Assistant City Administrator/HR Director	41800

Description

The Human Resources position is responsible for the implementation and coordination of the City's human resources programming and functions. Related responsibilities include:

Workforce Planning and Employment:

- Develops and revises job descriptions, establishes minimum qualifications, evaluates classification and compensation issues
- Manages the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background investigations
- Provides organizational development and succession planning advice and recommendations, assists with change management

Benefit Administration:

- Manages the insurance enrollment, renewal and change processes
- Oversees employee leaves of absences (FMLA, Parenting Leave, Military Leave, etc.) and administers COBRA
- Serves as staff liaison to the Personnel Committee, ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPAA Privacy Officer for health plans

Employee Development:

- Develops and oversees City-wide performance evaluation system
- Serves as internal contact for supervisors, provides advice and coaching to employees and department heads and other staff members by providing technical assistance and advice in personnel and labor relations matters and consistent interpretation and application of policies
- Coordinates training, performance evaluations and grievance procedures including policy development, organizational development and employee programming

Risk Management

- Reviews and analyzes state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability
- Coordinates the City employee safety programming and assists in ensuring compliance with relevant laws, rules and regulations
- Coordinates and directs employee safety and wellness programs
- Administers the City's drug and alcohol testing programs
- Oversees the worker's compensation program including investigating and processing claims, reviewing claims for trends and identifies actions to reduce the number and severity of injuries

Safety Committee Expenses move into this department from General Government. The HR Director oversees this contract expense with Lake Country Service Cooperative.

There is a Wellness special revenue fund that is used to support Human Resources activities. This is not part of the general fund budget as these funds come through the City's group health insurance.

Citywide, the HR Director has coordinated the use of Gallup's Strength Finder as an employee development tool. This will be an ongoing effort.

Budget Narrative

Revenue

The property tax levy is the only source of revenue for this department.

Expenses

There are no significant changes to this budget for 2018. However, the HR Director will be lead staff involved with the Classification and Compensation Study, which is budgeted in the Capital Improvement Plan under Plans and Studies.

Personnel

Title	2015	2016	2017	Net Change	2018
Assistant City Administrator/HR Director	0.6	0.6	0.6	0	0.6
Totals:	0.6	0.6	0.6	0	0.6

Human Resources Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
HUMAN RESOURCES				
Current Ad Valorem Taxes				81,070.00
Delinquent Ad Valorem Taxes				0.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
TOTAL	0.00	0.00	0.00	81,070.00

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular	50,997.60	50,600.00	40,999.68	52,600.00
PERA	3,824.94	3,800.00	3,074.94	4,100.00
FICA	3,320.81	3,900.00	2,667.42	4,200.00
Employer Paid Health	9,724.26	9,800.00	8,034.21	10,000.00
Employer Paid Life	55.38	50.00	44.73	30.00
General Supplies	724.64	300.00	22.50	300.00
Training/Travel Expense	347.40	3,500.00	3,464.86	3,290.00
Printing and Publishing	0.00	350.00	332.60	350.00
Dues and Subscriptions	0.00	200.00	0.00	200.00
Safety Committee Expenses	5,993.99	6,000.00	0.00	6,000.00
TOTAL	74,989.02	78,500.00	58,640.94	81,070.00

General - City Attorney

Fund: General	Department Summary	City Attorney
Fund Type: General Government	Supervisor: City Attorney	41610

Description

Mission

The City Attorney department provides legal services in both criminal and civil areas.

Core Duties/Functions

The Swenson Lervick Law Firm provides contract legal services for the City of Alexandria. Thomas Jacobson is the designated City Attorney with the other attorneys at the firm all serving as Assistant City Attorneys.

The firm handles prosecution of all misdemeanors and selected gross misdemeanor offenses. Civil work is performed as directed by the City Council and staff and varies in cost due to the unpredictability of issues that may come before the City.

Budget Narrative

Revenue

A small amount of revenue for this department comes from work on forfeitures. The majority of revenue associated with this department is the property tax levy.

Expenses

As 2017 has progressed, the trend indicates that the actual expenses for Legal Fees (prosecution) will be less than anticipated. Given this, and the final 2016 expenses, the budget has been reduced by \$35,000.

Civil expenses have seen an increase in the last several years. There have been several complex situations that have required the more attention by the City Attorney. The budget has an increase of \$7,500 for this line item.

Personnel

Title	2015	2016	2017	Net Change	2018
N/A					

City Attorney Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
CITY ATTORNEY				
Current Ad Valorem Taxes				431,790.00
Delinquent Ad Valorem Taxes				0.00
Prosecution Revenue	2,621.94	2,500.00	4,244.95	2,500.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
TOTAL	2,621.94	2,500.00	4,244.95	434,290.00

	2016 Expenses	2017 Budget	2017 YTD (Sept)	2018 Proposed
Office Supplies	2,821.96	3,500.00	1,888.35	3,290.00
Legal Fees	266,461.83	325,000.00	206,060.83	290,000.00
Attorney's Secretarial Expense	67,500.00	67,500.00	50,625.00	67,500.00
Civil-General Matters	80,808.08	62,500.00	51,263.91	70,000.00
Training/Travel Expense	470.24	1,000.00	784.72	1,000.00
Miscellaneous	0.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	2,500.00	0.00	2,500.00
TOTAL	418,062.11	462,000.00	310,622.81	434,290.00

General - Community Development

Fund: General	Department Summary	Community Development
Fund Type: Community Development	Supervisor: Community Development Director	41900

Description

Mission

The core programs within the Community Development (Planning/Planning and Zoning) Department provide land use planning-related services for the City, as well as supervisory services for the Building Department. Planning-related activities are conducted primarily through the City's Planning Commission, in coordination with the Legislative Committee, engineering consultants, and administrative and public works staff.

Core Duties

- Initiates, develops and administers community development programs and services pursuant to policy direction from the Planning Commission and/or City Council adopted plans, regulations and budgets
- Oversees the operations of the Planning and Building Codes Divisions which provides detailed plan review, permit issuance, field inspections, occupancy permits, contractor licensing, community contact, permit records, zoning and subdivision code administration and subdivision review and all planning activities
- Develops, recommends and administers the City's comprehensive planning program and develops specific plans to accomplish goals and objectives of the Comprehensive Plan
- Represents the City on community development matters, participates in joint City, Township and County planning efforts, works with community and neighborhood groups, and provides liaison with state and regional planning agencies to implement City Council and/or Planning Commission objectives
- Provides leadership to and serves as principal staff for the Planning Commission, prepares Planning Commission agendas, memos, packets, along with relevant City Council packet information, ordinances and resolutions
- Establishes and coordinates plan review procedures, analyzes and reviews land use proposals for conformity to established plans and ordinances, evaluates proposals' impacts as they relate to the adopted plans of the City and makes recommendations for the Planning Commission and/or City Council
- Administers and enforces zoning, subdivision and shoreland ordinances and provides technical assistance and ordinance interpretation to contractors, developers and landowners to assure ordinance compliance
- Revises, updates and develops ordinances as required
- Administers procedures relating to public nuisance complaints, ranging from tall grass/noxious weeds, junk/garbage and hazardous buildings, etc.
- Oversees the administration and implementation of the City's rental housing inspection program

As noted above, the name of this department transitions to Community Development for 2018.

The process of rental registration and inspection is managed by the Community Development Director. The expenses and revenue for this process move to the Community Development Department in 2018.

Budget Narrative

Revenue

Just over 20% of the 2018 budget of the Community Development Department is allocated to the property tax levy. Building permit fees, rental registration fees, and other permits/license fees are allocated to this department and make up the remainder of the revenue allocated. The Community Development Director and City Engineer spend considerable time working with developers on projects in advance of building permits.

Expenses

As part of the Community Development (Planning/Planning and Zoning) Department's continuing initiative to update technology, we are planning the implementation of on-line permitting for building, land-use, and sign permits, as well as providing tablets for Building Department field staff. These items will also appear in the Building Department narrative.

The intern position budgeted for 2017 was removed from the 2018 budget. The City was not able to fill this position.

Personnel

Title	2015	2016	2017	Net Change	2018
Community Development Director	1	1	1	0	1
Admin Asst.-Building and Planning	0.4	0.4	0.4	0	0.4
Assistant Planner	0	0	0	0	0

Community Development Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
COMMUNITY DEVELOPMENT				
Current Ad Valorem Taxes				18,665.00
Delinquent Ad Valorem Taxes				0.00
Building Permits				100,490.00
Conditional Use Permit	2,500.00	2,000.00	2,580.00	2,000.00
Sign Permits	788.30	500.00	354.20	500.00
Variance Permit	0.00	0.00	0.00	0.00
Zoning Applications/Permits	0.00	250.00	250.00	250.00
Subdivision Permits	1,810.00	500.00	1,670.00	500.00
Street/Alley Vacation	0.00	0.00	100.00	0.00
Fence Permits	375.00	200.00	250.00	200.00
Sign Hangers License	900.00	1,000.00	400.00	1,000.00
Other Grants and Aids	0.00	0.00	0.00	0.00
Copies	0.00	0.00	0.00	0.00
Rental Registration Fee	41,532.50	39,000.00	20,272.50	42,000.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
TOTAL	47,905.80	43,450.00	25,876.70	165,605.00
	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular	103,294.58	105,100.00	85,387.51	110,000.00
Full-Time Employees Overtime			1,849.59	
Part-Time Employees	0.00	3,600.00	0.00	0.00
PERA	7,747.13	8,200.00	6,542.81	8,300.00
FICA	7,691.72	8,400.00	6,502.22	8,500.00
Employer Paid Health	12,203.79	12,500.00	10,068.40	12,500.00
Employer Paid Life	129.22	150.00	104.37	100.00
Consultants Fees	0.00	0.00	0.00	0.00
Training/Travel Expense	80.00	200.00	0.00	200.00
Miscellaneous	16.63	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	0.00	0.00
Rental Inspection Fees	15,561.25	21,000.00	21,251.43	21,000.00
SUB-TOTAL	146,724.32	159,150.00	131,706.33	160,600.00

PLANNING COMMISSION				
Part-Time Employees	2,900.00	2,900.00	0.00	2,900.00
FICA	221.85	250.00	0.00	230.00
Training/Travel Expense	0.00	200.00	60.00	200.00
Printing & Publishing	2,802.54	1,500.00	1,117.50	1,400.00
Recording Fees	552.00	275.00	414.00	275.00
SUB-TOTAL	6,476.39	5,125.00	1,591.50	5,005.00
TOTAL	153,200.71	164,275.00	133,297.83	165,605.00

General - General Government

Fund: General	Department Summary	General Government
Fund Type: Administration	Supervisor: City Administrator	41940

Description

The General Government department generally consists of revenues and expenses that benefit all city departments (taxes, insurance, postage) or operating expenses directly attributable to City Hall (utilities, repair and maintenance).

There are no personnel costs in this department other than the budget for performance pay increases. This amount is then distributed to the departmental budget after the increases are made effective.

As part of the update to the budget process, there are several items to consider with this department.

Budget Narrative

Revenue

This department has a variety of revenue sources. ALP payment-in-lieu of taxes, license and fee revenue, and the property tax levy are the three largest revenue sources. In addition, TIF administration fees, charitable gambling revenues and delinquent taxes provide revenue to this department.

Expenses

A detailed review of actual and projected performance increases indicate that the budget for this line item should be \$75,000 and not \$55,000 as proposed in the initial budget. We began full year budgeting for this item in 2016 with 80,000 and moved it to \$55,000 for 2017. It appears that projection was too low. This line item is budgeted in General Government with the expense spread across all departments as performance increases are implemented.

The City's insurance expense is netted at the end of the year with the dividend received from the League of Minnesota Cities Insurance Trust. After review of 2017 premium costs and historical dividends, the budget increases by \$10,000 for 2018. The dividend revenue will no longer be netted beginning with the 2017 dividend received in December.

There are several new budget items considered but not included in the 2018 budget. These items will be part of the 2019 budget review.

- \$35,000 in additional costs for contracting with ALP for a part-time IT staff person in the computer programming line item. Further discussion with ALP is needed before this could proceed. The Budget Committee also discussed whether it would be preferable for the City to hire their own full-time IT Coordinator. This would likely be a \$70,000-\$80,000 increase to the budget.
- A new category called tax court expenses was added to this department. The budget does not contain funding for this in 2018. The City Council has yet to formally agree to share the costs of a pending tax court case with Douglas County. In a worst-case scenario, it's possible that contesting multiple tax court cases and the resulting settlements could cost more than \$100,000. The City has reserve funds available to pay for tax court expenses if necessary in 2018.

An important factor to consider in the 2018 budget is that this is the final year of the township tax rebate for Alexandria Township relating to the Orderly Annexation Agreement. This will result in a reduction to the budget of between 115,000 and 130,000 in 2019.

Personnel

Title	2015	2016	2017	Net Change	2018
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NONE
TOTAL

General - General Government Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
GENERAL GOVERNMENT				
Current Ad Valorem Taxes	3,716,233.39	3,633,261.00	1,883,268.98	234,350.00
Delinquent Ad Valorem Taxes	53,626.94	50,000.00	14,407.23	50,000.00
Market Value Credit-Homestead	0.00	0.00	0.00	0.00
Market Value Credit-Ag	532.65	0.00	0.00	0.00
Market Value Credit-Mobile Hm	0.00	0.00	0.00	0.00
Other Taxes	0.00	0.00	0.00	0.00
Franchise Tax - Natural Gas	262,653.55	275,000.00	267,076.84	0.00
Franchise Tax - Cable TV	121,550.58	121,000.00	61,418.74	0.00
Beer Licenses-On & Off Sale	4,240.00	4,500.00	750.00	4,500.00
Club Liquor Licenses	0.00	0.00	0.00	0.00
Wine Licenses	2,625.00	2,000.00	375.00	2,000.00
On-Sale Liquor License	75,100.00	75,000.00	5,100.00	75,000.00
Set-Up License	225.00	450.00	0.00	450.00
Temp Liquor License	800.00	1,000.00	1,200.00	1,000.00
Garbage Haulers License	500.00	600.00	0.00	600.00
Taxi Licenses	500.00	600.00	245.00	600.00
Sidewalk Cafe License	0.00	0.00	0.00	0.00
Raceway License	0.00	600.00	495.00	600.00
Fireworks License(Sale Of)	1,250.00	1,600.00	1,400.00	1,600.00
Tobacco Licenses	3,640.00	4,000.00	0.00	4,000.00
Peddlers Permit	1,200.00	1,200.00	1,000.00	1,200.00
Beer License Transfer	0.00	0.00	0.00	0.00
Massuer License	1,600.00	1,200.00	500.00	1,200.00
Pawnbrokers License	300.00	300.00	0.00	300.00
Excavator s License	2,525.00	2,250.00	300.00	2,250.00
Heating License	5,968.32	5,000.00	1,750.00	5,000.00
Parking Permits	360.00	0.00	0.00	0.00
Special Use Vehicle Permits	625.00	600.00	650.00	600.00
Other Federal Revenue	0.00	0.00	0.00	0.00
Local Government Aid	1,471,798.00	1,475,493.00	737,743.50	0.00
Other State Revenue	7,582.00	15,000.00	3,791.00	7,500.00
Other Grants and Aids	500.00	0.00	0.00	0.00
City Hall Rent Revenue	108.34	50.00	148.98	50.00
Assessment Search-Release	4,600.00	4,500.00	3,720.00	4,500.00
Notarizing Fees	0.00	0.00	0.00	0.00
NSF Service Charge	0.00	0.00	60.00	0.00
Sale of Maps	45.00	0.00	15.00	0.00
Lodging Tax Admin Fees	15,077.25	15,000.00	13,772.20	15,000.00
Administration Fees	7,330.29	4,000.00	251.75	4,000.00
Admin Charges to Other Funds	115,539.04	110,000.00	0.00	110,000.00
Postage	61.30	50.00	19.02	50.00
Copies	847.06	500.00	668.62	500.00
Tax Abatement Application Fee	500.00	0.00	0.00	0.00
Property Clean-up Fees	0.00	0.00	0.00	0.00
Admin Fees-IRB Applications	0.00	0.00	0.00	0.00
Assessment Principal	2,043.24	0.00	2,764.78	0.00
Assessment Interest	134.34	0.00	400.58	0.00

Delinquent Assessment + Int	133.27	0.00	1,269.59	0.00
Miscellaneous Revenues	1,529.88	0.00	78.49	0.00
Mkt Value Adj - Interest	1,629.76	0.00	0.00	0.00
Interest Earnings	24,408.64	15,000.00	110,485.70	22,500.00
Leases	1,200.00	1,200.00	20.00	1,200.00
Contributions and Donations	500.00	0.00	500.00	0.00
Charitable Gambling Cont	54,184.51	55,000.00	44,501.60	55,000.00
Election Filing Fees	6.00	0.00	0.00	0.00
HRA-Pymt in Lieu of Taxes	7,278.74	7,000.00	10,937.59	8,000.00
ALP-Pymt in Lieu of Taxes	1,045,076.84	1,070,000.00	745,414.23	148,750.00
Cash Over	1.00	0.00	0.00	0.00
Insurance Proceeds	0.00	0.00	0.00	0.00
Transfers	225,000.00	225,000.00	225,000.00	0.00
TOTAL	7,243,169.93	7,177,954.00	4,141,499.42	762,300.00

GENERAL GOVERNMENT	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Performance Evaluation Pool	0.00	55,000.00	0.00	75,000.00
Contract Labor	0.00		0.00	0.00
ACA fees	0.00	500.00	348.04	500.00
Unemployment Benefit Payments	297.88	2,000.00	132.44	2,000.00
Office Supplies	11,368.72	11,500.00	8,560.91	10,500.00
General Supplies	5,659.18	5,000.00	3,869.81	5,000.00
Motor Fuels	330.64	750.00	262.42	750.00
Auto Repair & Maintenance	32.00	250.00	0.00	250.00
Auditing and Acct'g Services	25,555.00	32,000.00	23,000.00	32,000.00
Record Retention	0.00	10,000.00	4,657.18	10,000.00
Janitor Contract	24,437.52	25,000.00	20,364.60	26,000.00
Labor Negotiating Fees	4,562.04	3,000.00	0.00	3,000.00
Tax Court Expenses				0.00
Contracted Services	8,511.33	15,000.00	11,402.40	15,000.00
Computer Programming	10,668.75	11,000.00	12,502.20	11,000.00
Consultants Fees	100.00	100.00	100.00	100.00
Telephone	4,056.65	4,100.00	3,686.53	4,500.00
Postage	9,057.00	9,750.00	6,000.00	9,750.00
Voice/Data/Internet Access	3,340.37	3,300.00	3,113.69	3,000.00
Tuition Reimbursement	7,061.00	5,000.00	0.00	5,000.00
Recording Fees	230.00	500.00	392.00	500.00
Insurance	174,896.20	230,000.00	315,314.45	240,000.00
Water and Sewer Charges	1,361.79	2,000.00	767.15	1,000.00
Electric Utilities	10,875.13	8,400.00	9,412.99	9,400.00
Water Softener	574.50	600.00	444.50	600.00
Gas Utilities	6,261.20	6,500.00	4,294.62	6,500.00
Refuse/Garbage Disposal	1,128.01	1,500.00	414.16	600.00
Storm Water Utility Fees	43,374.36	43,500.00	38,634.80	46,000.00
Building Repair & Maintenance	4,077.45	7,500.00	6,154.10	7,500.00
Equipment Repair & Maintenance	19,969.00	21,400.00	16,658.28	16,000.00
Leases	1,200.00	1,200.00	2,400.00	1,200.00

Miscellaneous	590.63	250.00	704.75	250.00
Bank Investment Fees	10,264.17	10,000.00	9,069.44	11,000.00
Pest Control	0.00	400.00	0.00	400.00
Real Estate taxes	7,412.00	6,550.00	1,388.00	2,000.00
Nuisance Complaint Expense	1,279.40	2,000.00	1,574.49	2,000.00
Licenses	336.00	400.00	341.00	400.00
Tax Abatement	15,426.13	10,500.00	5,399.34	10,500.00
TIF Administration	45,736.23	52,000.00	24,950.80	50,000.00
Township Tax Rebate	118,839.22	123,000.00	125,872.99	130,000.00
I D Checks	63.91	0.00	100.00	100.00
Buildings and Structures	0.00	0.00	0.00	0.00
Other Equipment	275.00	10,000.00	0.00	3,000.00
Other L-T Debt Interest	0.00	0.00	0.00	0.00
Transfers	1,639,598.00	10,000.00	0.00	10,000.00
TOTAL	2,218,806.41	741,450.00	662,288.08	762,300.00

**Insurance Damage
Claims**

Damage Claims	6,551.77	3,000.00	1,396.89	3,000.00
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General - Public Safety - Police

Fund: General	Department Summary	Police
Fund Type: Public Safety	Supervisor: Chief of Police	42100, 42105

Description

Mission

It is the Mission of the Alexandria Police Department to create and maintain a Partnership with the Community it serves to provide police services beyond expectations, as well as an opportunity for citizen involvement. It is our goal to maintain professionalism with pride, enrichment to employees, fairness and consistency to the public, and maintain an environment to which every citizens' rights will be protected and reserved in the quest for peace and safety for all.

Core Duties

- Keeps the Mayor and City Council informed of developments within the City and provides support to them in their roles as elected officials
- Keeps the City Administrator informed of progress and problems on a regular basis, coordinating Police Department functions with other city operations, recommending new or revised ordinances as appropriate, performing or directing the performance of special studies, etc.
- Continuously evaluates the law enforcement processes and services, develops options for improving or matching services to community needs and directs implementation of adopted changes within designated timelines and budgets
- Maintains effective relationships and communication with external organizations, agencies and individuals, including public boards and commissions, local governments, state agencies, legislators, consultants and trade associations
- Serves as communication liaison to Council, providing information to citizens and the media, responding to emergencies and representing the City in dealings with external organizations
- Works to facilitate collaborative efforts with other municipal, county, and regional organizations to ensure maximum efficiencies
- Analyzes crime patterns, develops preventative measures and works with other area law enforcement agencies to keep abreast of problems and develops cooperative agreements and plans
- Project a positive, public service image by promoting cooperative relations between police employees, other City departments, community service groups and other governmental units
- Meets with elected or appointed officials, other emergency service officials, community and business representatives and the public on all aspects of the Department's activities
- Attends conferences and meetings to keep abreast of current trends in the Police fields; represents the City Police Department in a variety of local, County, State and other meetings
- Prepares press releases, interviews and public education and serves as the public relations director of the Police Department, including meets with civic organizations, Drug Task Force, City Council, and other City leaders and organizations
- Directs public information activities, develops proper relations with community groups, ensures that services provided meet community needs and ensures proper investigation and handling of Police Department matters

Description of Objective: The Police Departments primary objective is to provide safety to all citizens and represent victims of crimes. To accomplish this is through a balance between education and enforcement. From traffic enforcement and education to drug enforcement and education. Many staff hours are put into building community partnerships and being accessible to all the public. We want to be approachable, knowledgeable, strict enough when necessary and fair to all. This is what we call professional. Your police department is professional! They have this "balance" going on and the objective is to help make Alexandria a

safe and secure place with a positive “wave at you attitude” Our community night out and citizens police academy are two examples. What is not seen is the everyday one on one with the public with those same concepts. We have and continue to build positive relationships with businesses and organizations. Behind the obvious is continued training to be prepared and capable of the bad things that are happening in our world. Things are becoming faster and real-time. We don’t take this as status quo. To us it means working every day to be prepared and not become complacent. Complacency on an officer level will kill them. Complacencies on a community level will likely result in the same.

Budget Narrative

Revenue

The Police Department is a core service of the City of Alexandria. Therefore, approximately 89.5% of Local Government Aid (\$1,344,893) is allocated to the Police Department. A nearly equal amount of revenue (\$1,332,707) comes from property taxes, with the remaining revenue coming from Police State Aid, Special Police Services, Fines and Forfeits and other fees and reimbursements.

Expenses

The Police Department budget considerations are ongoing and would be in-line with the annual budget categories. With that said, each of those categories have been and continue to be fine tuned on a need basis as opposed to a “status-quo” basis. Technology continues to be the best solution to accomplish our strategic plan with regards to being efficient and effective. An upcoming larger purchase and a proper business plan regarding body camera’s for each police officer will be the next necessary step to consider. This initiative will cost approximately \$40,000 annually beginning in 2019 should the City Council elect to proceed. Staffing numbers are currently adequate for 2018 with consideration for an increase on the horizon as needed. A new full-time clerical position was budgeted to begin on July 1, 2017 and is presently included in the 2018 budget. That position will be filled in spring 2018.

Squad cars are another expense that must be addressed annually. Again, that goal is to be efficient without being foolish. Our police force has a good reputation within the community and state. Hiring qualified officers will be the next challenge. “Retention is part of Recruitment”. I can’t say it any louder we are grateful to have the quality of officers we do and this should not be taken for granted. Replacement of officers is ridiculously hard in the communities going through this. It is not a desired career at the moment. This is not the time to be cheap or non-competitive. When people leave it is contagious. This comes with younger officers. We have a younger police force. I am proud of our city and our police force. Training is noted in the line items. I am asking for a significant increase in training dollars to accommodate the new required training by the state. Community policing, use of force, and racial bias are the areas for mandated training. The good news is the amount I am asking for in an increase is less than the amount the state will be giving to the city for reimbursement. No other significant budget modifications are anticipated for 2018.

Personnel

Title	2015	2016	2017	Net Change	2018
Chief of Police	1	1	1	0	1
Captain of Police	1	1	1	0	1
Sergeant	5	5	5	0	5
Patrol Officer	14	15	15	0	15
School Resource Officer	1	2	2	0	2
Police Support Specialists/Clerical	3	3	4	0	4
Maintenance	1	1	1	0	1

Animal Control

Fund: General	Department Summary	Animal Control
Fund Type: Public Safety	Supervisor: City Administrator/Police Chief	42700

Description

<p>Mission The City of Alexandria has determined it is in the best interests of the City to partner with the Lakes Area Humane Society to ensure that animal control services are provided within the city limits.</p> <p>Core Duties The City no longer has a staff person specifically devoted to animal control duties. When a call comes in for a stray animal, officers from the Alexandria Police Department are dispatched to address the situation.</p> <p>The City pays for the cost of housing unclaimed animals picked up within the city limits and for the euthanasia of these animals.</p>
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Budget Narrative

<p>Revenue The primary revenue source for this department is the property tax levy. Approximately 20% of the budget is funded through dog license fees and reimbursements for dog impounding and dog catcher services.</p> <p>Expenses The budget for this department has been declining in recent years as a very effective spay and neuter program sponsored by LAHS has reduced the number of animals picked up within the city limits.</p> <p>The total budget is proposed to decrease \$3,000 for 2018.</p>
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Personnel

Title	2015	2016	2017	Net Change	2018
N/A					
TOTAL	0	0	0	0	0

General Governance - Public Safety- Police/Animal Control - Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
POLICE				
Current Ad Valorem Taxes				1,332,707.00
Delinquent Ad Valorem Taxes				0.00
Local Government Aid				1,344,893.00
Other Federal Revenue	9,318.28	10,000.00	8,772.11	10,000.00
State - Training Reimbursement	6,878.55	7,000.00	7,312.32	21,000.00
Police State Aid	173,644.94	173,000.00	192,438.05	192,000.00
Other State Revenue	1,571.25	1,500.00	437.00	1,500.00
Other Grants and Aids	1,108.38	0.00	0.00	0.00
Copies	0.00	0.00	0.00	0.00
Special Police Service	112,012.29	115,000.00	4,959.00	115,000.00
Accident Reports	1,442.41	500.00	480.85	500.00
Court Fines	88,340.83	90,000.00	87,563.89	95,000.00
Parking Fines	1,355.00	5,000.00	1,280.00	5,000.00
Forfeitures-Revenue	25,960.02	20,000.00	13,357.80	20,000.00
Storage/Impound fees	0.00	0.00	0.00	0.00
Miscellaneous Revenues	256.92	0.00	687.53	0.00
Contributions and Donations	550.00	0.00	1,460.00	0.00
DARE Donations	0.00	0.00	0.00	0.00
Insurance Proceeds	15,598.54	0.00	0.00	0.00
TOTAL	438,037.41	422,000.00	318,748.55	3,137,600.00
ANIMAL CONTROL				
Current Ad Valorem Taxes				
Dog Licenses		1,500.00	2,340.00	1,500.00
Dog Impounding & Care		600.00	596.57	600.00
Dog Catcher Services		2,500.00	2,770.00	2,500.00
TOTAL	0.00	4,600.00	5,706.57	4,600.00

POLICE	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular	1,609,323.65	1,683,800.00	1,392,780.70	1,774,000.00
Full-Time Employees Overtime	44,653.99	60,000.00	47,458.85	60,000.00
PERA	267,863.35	282,500.00	233,592.29	298,000.00
FICA	22,445.23	25,300.00	19,452.63	27,500.00
Employer Paid Health	324,570.99	319,200.00	276,749.67	328,000.00
Employer Paid Life	2,146.10	2,300.00	1,789.20	1,650.00
Office Supplies	5,705.13	5,250.00	5,748.11	6,000.00
Training and Instruction	15,751.00	20,000.00	15,417.56	30,000.00
Licensing & Testing	5,378.00	2,500.00	1,106.00	2,500.00
General Supplies	16,723.40	19,000.00	14,943.80	18,000.00
Motor Fuels	25,629.31	41,000.00	25,772.04	35,000.00
County Technical Support	10,800.00	13,000.00	9,528.45	13,000.00
Forfeiture Processing Fees	6,788.74	7,000.00	5,517.62	7,000.00
Investigation Fees	370.04	500.00	1,280.14	1,000.00
Telephone	16,686.00	20,000.00	13,854.35	21,000.00
Voice/Data/Internet Access	3,750.68	3,600.00	3,148.00	3,600.00
DARE Program	3,777.54	3,200.00	2,636.59	3,200.00
Training/Travel Expense	6,739.01	7,500.00	4,711.30	12,500.00
Printing & Publishing	276.55	600.00	0.00	0.00
Water and Sewer Charges	1,236.24	1,300.00	1,092.15	1,300.00
Electric Utilities	23,508.29	22,000.00	18,584.34	22,000.00
Gas Utilities	6,145.22	15,000.00	9,709.27	15,000.00
Refuse/Garbage Disposal	1,134.72	1,300.00	917.20	1,300.00
Building Repair & Maintenance	19,330.11	22,000.00	5,667.57	19,500.00
Equipment Repair & Maintenance	38,461.08	28,500.00	16,169.56	26,000.00
Leases	12,401.28	13,000.00	0.00	13,000.00
Miscellaneous	424.92	750.00	194.86	750.00
Dues and Subscriptions	1,559.39	1,000.00	510.00	1,000.00
Clothing	31,455.88	30,000.00	14,086.01	31,000.00
Citizens Police Academy Expense	1,246.50	1,200.00	572.06	1,200.00
Drug Task Force	1,000.00	1,500.00	0.00	1,500.00
Community Night Out	543.19	1,000.00	541.81	1,000.00
Tipline Expenses	0.00	250.00	0.00	0.00
Other Equipment	40,123.47	30,000.00	7,994.27	27,500.00
Transfers	0.00		0.00	0.00
SUB-TOTAL	2,567,949.00	2,685,050.00	2,151,526.40	2,804,000.00
POLICE-CIVIL EMPLOYEES				
Full-Time Employees Regular	187,441.44	213,900.00	156,122.40	235,250.00
Full-Time Employees Overtime	454.51	1,000.00	195.44	1,000.00
Part-Time Employees	0.00		0.00	0.00
PERA	14,092.19	16,200.00	11,723.84	17,650.00
FICA	14,215.88	16,500.00	11,762.24	18,140.00
Employer Paid Health	34,824.80	42,900.00	28,730.72	48,235.00
Employer Paid Life	369.20	425.00	298.20	325.00
Dispatching Services	13,111.00	12,000.00	0.00	12,000.00
Clothing	156.31	1,000.00	594.65	1,000.00
				0.00
SUB-TOTAL	264,665.33	303,925.00	209,427.49	333,600.00

ANIMAL CONTROL				
Contracted Services	20,444.50	25,000.00	11,668.00	22,000.00
Miscellaneous	56.40	100.00	64.04	100.00
SUB-TOTAL	20,500.90	25,100.00	11,732.04	22,100.00
TOTAL	2,853,115.23	3,014,075.00	2,372,685.93	3,159,700.00

General - Public Safety - Fire

Fund: General	Department Summary	Fire
Fund Type: Public Safety	Supervisor: Fire Chief	42210

Description

Mission

The Alexandria Fire Department (AFD) is a full service department that provides life safety to 21,000+ people who live, work and play in our city. A full-time Chief and 30 volunteer fire fighters work toward the AFD motto of "Professional...Dedicated...Role Models". We are driven by life safety, incident stabilization, and property conservation while maintaining a strong community spirit and service. The firefighters of AFD provide and protect life safety, fire suppression, fire prevention and education, technical rescue, fire system inspections, disaster response and mitigation, and emergency management plans and procedures.

We deliver this variety of emergency services through our most valuable resource, the firefighters themselves. One of our strong areas is fire prevention. We are committed to the safety and prevention in the Community. Our efforts include; tours, poster contests, Safety Day Camp, Life Safety teaching at the middle and high schools, Operation Graduation, numerous visits to school classrooms, day cares-ECFE, YMCA, Assisted living facilities, Open House, City Night Out, Big Vehicle Day. We attend construction plan reviews, new and existing building inspections.

Core Duties

Provide overall administration for the fire department. Provide timely and effective fire department responses to emergency incidents.

Provide direction related to Policy and procedure development, professional demeanor, training of fire firefighters, emergency management, fire prevention education, public information and media relations, branding and community awareness, ISO Standards, stay up to date with current trends in the Fire Industry, handle community requests and much more.

Utilize data driven information, such as ImageTrend, to provide or improve the efficiency or the safety of the emergency response.

Utilize financial resources fairly, efficiently and effectively to provide the core public safety services.

Improve services and responses by communicating and collaborating with county and regional partnerships and departments.

Research and implement innovative solutions for delivery of services.

Coordinate and implement comprehensive emergency preparedness responses and plans.

The budget provides for all daily operational needs which include but are not limited to; equipment, building and station maintenance, training and education.

Budget Narrative

Revenue

The Fire Department is considered a core service of the City of Alexandria. Approximately 11.5% of the total LGA revenue of the City is assigned to the Fire Department. The tax levy and the township fire levies from seven townships make up the majority of the remaining revenue assigned to the Fire Department. Factors involved in calculating the township fire levy include fire department operating expenses, vehicle equipment cost, other equipment cost, building cost, five-year call average, and amount of valuation protected.

Expenses

There are no significant changes to the budget. The largest changes are a \$10,000 decrease in General Supplies and a \$5,000 increase in Other Equipment.

Personnel

Title	2015	2016	2017	Net Change	2018
Fire Chief	1(Vol)	1(FTE)	1(FTE)	0	1
Station Maintenance	0.6	0.6	0.6	0	1

General - Public Safety - Fire Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
FIRE				
Current Ad Valorem Taxes				131,501.00
Delinquent Ad Valorem Taxes				0.00
Local Government Aid				174,760.00
Fire Suppression System Permit	900.00	500.00	1,100.00	500.00
Other Federal Revenue	0.00	0.00	78,387.00	0.00
State - Training Reimbursement	4,800.00	5,000.00	23,428.06	6,500.00
Other State Revenue	1,200.00	0.00	0.00	0.00
Other Grants and Aids	1,458.38	0.00	0.00	0.00
Copies	27.80	0.00	0.00	0.00
Township Fire Levies	88,344.25	92,233.00	46,116.50	89,607.00
Special Fire Services	600.00	300.00	0.00	300.00
Miscellaneous Revenues	0.00	0.00	0.00	0.00
Equipment Rent	0.00	0.00	0.00	0.00
Contributions and Donations	100.00	0.00	225.00	0.00
Insurance Proceeds	0.00	0.00	0.00	0.00
TOTAL	97,430.43	98,033.00	149,256.56	403,168.00

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular	83,669.20	86,600.00	69,974.40	89,300.00
Part-Time Employees	20,141.88	22,900.00	16,285.92	23,100.00
PERA	15,065.02	15,800.00	12,557.34	16,200.00
FICA	2,770.77	8,400.00	2,191.41	3,100.00
Employer Paid Health	16,209.21	16,300.00	13,411.45	16,700.00
Employer Paid Life	92.30	100.00	74.55	68.00
Office Supplies	2,271.55	2,250.00	1,061.39	2,250.00
Training and Instruction	18,972.78	17,000.00	55.02	16,000.00
General Supplies	6,971.15	20,000.00	3,699.45	10,000.00
Motor Fuels	3,438.60	7,750.00	2,860.72	6,000.00
Small Tools	1,153.95	1,750.00	750.61	1,750.00
Physicals/Drug Testing	4,214.49	5,000.00	1,579.90	8,800.00
Consultants Fees	2,400.00	0.00	400.00	2,800.00
Telephone	2,065.55	2,500.00	3,349.88	4,000.00
Voice/Data/Internet Access	691.26	1,200.00	1,252.43	1,900.00
Officer Allowance	26,849.75	24,700.00	27,100.00	27,500.00
Training/Travel Expense	49,899.97	56,900.00	36,463.81	51,000.00
Water and Sewer Charges	1,576.14	1,200.00	1,651.08	1,800.00
Electric Utilities	8,001.26	10,000.00	6,153.00	7,500.00
Gas Utilities	3,994.97	7,000.00	3,098.03	5,000.00
Refuse/Garbage Disposal	480.36	600.00	847.00	1,000.00
Building Repair & Maintenance	9,233.40	27,000.00	26,176.15	27,000.00
Equipment Repair & Maintenance	59,626.10	42,500.00	100,360.02	44,000.00
Miscellaneous	17.30	0.00	32.00	0.00
Dues and Subscriptions	3,713.50	3,000.00	3,363.30	3,400.00
Clothing	8,315.48	16,000.00	9,364.86	16,000.00

Appropriation	0.00	0.00	0.00	0.00
Community Awareness	9,592.11	5,000.00	14,142.57	12,000.00
Other Equipment	10,936.19	0.00	1,850.00	5,000.00
Transfers (to Relief Ass.)	0.00		0.00	0.00
				0.00
TOTAL	372,364.24	401,450.00	360,106.29	403,168.00

General - Public Safety - Emergency Management

Fund: General	Department Summary	Emergency Management
Fund Type: Public Safety	Supervisor: Fire Chief	42500

Description

Mission

- There are eight goals for Emergency Management (EM) strategy for City using Police, Fire and Administrative Services:
 1. Serve as the leading city experts in EM strategies and policies.
 2. Enhance communication and coordination with city departments to provide accountability in emergency preparedness activities and eliminate redundancy of city wide efforts.
 3. Ensure that all departments are up to date and consistent.
 4. Ensure all city staff has access to training relevant to EM and preparation. (Ex. NIMS)
 5. Ensure training and exercises are implemented to provide awareness, improve capabilities, operational readiness, preparedness, plans and strategies in a pre EM scenario (Risk Free Environment). (Ex. Tabletop Drill)
 6. Coordinate and expand community awareness and outreach by branding/Social Media and cultivating community partnerships with community leaders.
 7. Develop and train CERT (Community or Citizen Emergency Response Team).
 8. Search out and establish an Emergency Operations Fund.

Budget Narrative

Revenue

The only ongoing revenue source for this department is the property tax levy. In 2016, the City received grants and reimbursements for a one-time training opportunity.

Expenses

The budget provides for all daily operational needs which include but are not limited to; equipment, training and education, outdoor siren testing and maintenance.

Douglas County receives funding from the EMP grant from the State that is based on a per capita basis.

Additional revenues for Emergency Management projects and training can come from grants, and/or storm mitigation recovery programs provided the city and county would reach the threshold for assistance. After storm events we look to what damage occurred during the assessment period. This is documented and logged and the Region IV coordinator is contacted to verify the document and assessment.

Personnel

Title	2015	2016	2017	Net Change	2018
Emergency Management Director City	0	1	1	1	1
Deputy EM Director City/County	1	0	0	-1	-1

General - Public Safety - Emergency Management Budget

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
FIRE MARSHAL				
Full-Time Employees Regular	16,220.24	0.00	0.00	0.00
PERA	1,216.52	0.00	0.00	0.00
FICA	1,634.74	0.00	0.00	0.00
Employer Paid Health	2,199.79	0.00	0.00	0.00
Employer Paid Life	16.71	0.00	0.00	0.00
Training/Travel Expense	418.10	0.00	0.00	0.00
TOTAL	21,706.10	0.00	0.00	0.00
EMERGENCY MANAGEMENT				
Part-Time Employees	0.00	0.00	0.00	0.00
PERA	0.00	0.00	0.00	0.00
FICA	0.00	0.00	0.00	0.00
Employer Paid Health	0.00	0.00	0.00	0.00
Employer Paid Life	0.00	0.00	0.00	0.00
Training/Travel Expense	12,535.43	1,500.00	2,387.60	2,000.00
Electric Utilities	2,515.54	2,000.00	1,983.00	2,500.00
Equipment Repair & Maintenance	1,707.90	5,000.00	1,360.37	3,750.00
Miscellaneous	0.00	0.00	0.00	0.00
TOTAL	16,758.87	8,500.00	5,730.97	8,250.00

TOTAL	38,464.97	8,500.00	5,730.97	8,250.00
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General - Public Works - Streets and Stormwater

Fund: General	Department Summary	Street
Fund Type: Public Works	Supervisor: Street and Stormwater Division Director	Multiple

Description

Mission

The Public Works Department strives to efficiently provide essential services to the community. They are often a first point of contact for citizens as they are called upon to take care of issues with streets, sidewalks, special events, and more. They take special pride in working as a team to complete the snow removal process as quickly as possible.

Core Duties

Working in teams or individually, the members of the Public Works department perform the following core duties:

- Provide vital services to residents
- Keep streets cleaned up in the winter
- Keep streets swept in the summer
- Repair streets
- Repair sidewalks
- Management of key city investments
- Set up for special events
- Set up holiday lights
- Maintain the storm water system
- Stripe roads
- Create and maintain signs
- Set up and create pilot projects

Budget Narrative

Revenue

In assigning revenue to this department, staff reviewed what sources of revenue could be associated with work within the right-of-way. This is the area maintained by the Street and Stormwater Division within Public Works. 85% of payment in lieu of taxes from ALP, 100% of Natural Gas Franchise Fees, and over 90% of Cable TV franchise fees account for nearly all of the Street budget. Using this model, property tax revenues do not support the Street Department budget.

Expenses

The blacktop repair budget was reduced from to 67,000. The 2016 budget was 110,000. The budget, however, includes an increase of \$50,000 to the City contribution for the Municipal State Aid maintenance project for 2018. The budget for street lighting has increased by \$20,000 to account for street lights that were not in the initial count performed when the energy budget was calculated. ALP will also be refunding the City approximately \$11,000 that was overbilled for street lights in early 2017.

Personnel

Title	2015	2016	2017	Net Change	2018
Street and Stormwater Division Director	1	1	1	0	1
Public Works Maintenance Mechanic	1	1	1	0	1
Public Works Operator	8	8	8	0	8
TOTAL	10	10	10	0	10

General - Public Works - Streets and Stormwater Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
STREET				
Current Ad Valorem Taxes				0.00
Delinquent Ad Valorem Taxes				0.00
Local Government Aid				0.00
ALP-Pymt in Lieu of Taxes				851,250.00
Franchise Tax - Natural Gas	262,653.55	275,000.00	163,330.74	300,000.00
Franchise Tax - Cable TV	121,550.58	121,000.00	30,358.98	107,000.00
				0.00
Other State Revenue	0.00	0.00	0.00	0.00
				0.00
Excavation Permit	6,050.00	4,500.00	4,700.00	4,500.00
Muni State Aid St Maintenance	660.00	3,000.00	0.00	3,000.00
County Aid for Highways	0.00	0.00	0.00	0.00
Sidewalk Maintenance	19,014.00	19,000.00	18,792.00	19,000.00
Street Sweeping	0.00	6,500.00	7,000.00	6,500.00
Property Clean-up Fees	0.00	500.00	0.00	500.00
Miscellaneous Revenues	213.42	0.00	758.60	0.00
Equipment Rent	0.00	0.00	0.00	0.00
Material Sold	2,243.39	0.00	1,856.03	0.00
Insurance Proceeds	0.00	0.00	0.00	0.00
TOTAL	412,384.94	429,500.00	226,796.35	1,291,750.00

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Traffic Signs and Signals				
Full-Time Employees Regular	79,173.99	75,700.00	38,790.90	563,500.00
PERA	5,938.06	6,100.00	2,909.33	42,300.00
FICA	6,042.48	6,200.00	2,921.57	43,300.00
Employer Paid Health	13,219.56	15,400.00	5,586.52	112,500.00
Employer Paid Life	138.04	150.00	65.26	680.00
General Supplies	10,783.57	18,000.00	11,437.21	15,000.00
Electric Utilities	20,466.70	10,000.00	6,994.47	9,000.00
Equipment Repair&Maintenance	902.50	2,500.00	132.33	1,500.00
Other Equipment	0.00	2,000.00	51.41	2,000.00
SUBTOTAL	136,664.90	136,050.00	68,889.00	789,780.00

Blacktop Repair				
Full-Time Employees Regular	5,576.29	43,300.00	2,052.64	0.00
Full-Time Employees Overtime	18.58	0.00	0.00	0.00
Part-Time Employees	0.00	0.00	0.00	0.00
PERA	419.62	3,500.00	153.95	0.00
FICA	321.09	3,600.00	139.60	0.00
Employer Paid Health	1,660.20	8,800.00	444.17	0.00
Employer Paid Life	10.48	100.00	3.62	0.00
General Supplies	183,179.42	110,000.00	132,480.76	67,000.00
Equipment Rent	0.00	2,000.00	0.00	1,000.00
SUBTOTAL	191,185.68	171,300.00	135,274.74	68,000.00
Highways, Streets, and Alleys				
Full-Time Employees Regular	287,821.49	237,700.00	241,160.15	0.00
Full-Time Employees Overtime	331.77	600.00	58.39	0.00
Part-Time Employees	0.00	0.00	0.00	0.00
Part-Time Employees Overtime	0.00	0.00	0.00	0.00
Full-Time Employees Other Pay	9,950.78	21,400.00	6,905.74	0.00
PERA	22,357.83	19,100.00	18,609.34	0.00
FICA	21,056.50	19,500.00	17,594.83	0.00
Employer Paid Health	62,134.53	48,200.00	47,832.37	0.00
Employer Paid Life	492.87	450.00	405.90	0.00
Office Supplies	266.83	400.00	0.00	400.00
General Supplies	21,158.16	18,000.00	19,452.52	15,000.00
Motor Fuels	32,465.71	50,000.00	25,255.78	45,000.00
Gravel Restoration	19,464.86	11,000.00	6,548.16	11,000.00
Physicals/Drug Testing	389.00	1,800.00	164.00	1,800.00
Voice/Data/Internet Access	1,051.72	1,200.00	949.88	1,200.00
Training/Travel Expense	1,150.14	4,000.00	1,276.72	2,500.00
Printing & Publishing	1,660.00	500.00	1,650.00	500.00
Miscellaneous	0.00	0.00	0.00	0.00
Flood Water Joint Powers Agmnt		0.00	7,808.17	0.00
Dues and Subscriptions	5,010.13	7,000.00	0.00	7,000.00
Clothing	1,208.22	2,000.00	476.77	2,000.00
SUBTOTAL	487,970.54	442,850.00	396,148.72	86,400.00
Dust Control				
General Supplies	-	3,000.00	3,657.86	3,000.00
SUBTOTAL	0.00	3,000.00	3,657.86	3,000.00
Sidewalks and Curbs				
Equipment Repair&Maintenance	7,683.51	500.00	5,187.00	500.00
Sidewalk Replacement	29,733.40	25,000.00	28,820.82	28,000.00
Curb Replacement	11,065.42	4,000.00	4,176.50	5,000.00
Miscellaneous				0.00
SUBTOTAL	48,482.33	29,500.00	38,184.32	33,500.00

Snow and Ice Control				
Full-Time Employees Regular	36,300.25	37,900.00	58,926.92	0.00
Full-Time Employees Overtime	7,400.41	8,600.00	6,083.29	15,000.00
Part-Time Employees	7,032.17	6,000.00	2,812.50	6,000.00
PERA	3,593.44	3,100.00	4,875.76	1,700.00
FICA	3,713.69	3,100.00	4,920.21	1,800.00
Employer Paid Health	9,236.86	7,700.00	21,716.82	0.00
Employer Paid Life	73.17	75.00	100.82	0.00
General Supplies	98,398.57	70,000.00	71,006.27	70,000.00
Contracted Services	0.00	3,000.00	0.00	3,500.00
Printing & Publishing	0.00	500.00	0.00	500.00
Equipment Repair & Maintenance	17,666.55	20,000.00	4,526.29	20,000.00
Equipment Rent	0.00		0.00	0.00
SUBTOTAL	183,415.11	159,975.00	174,968.88	118,500.00
Equipment Repair & Maintenance				
Full-Time Employees Regular	52,088.59	64,900.00	42,885.36	0.00
Full-Time Employees Overtime	0.00	0.00	0.00	0.00
Part-Time Employees	0.00	0.00	0.00	0.00
PERA	3,906.66	5,200.00	3,216.40	0.00
FICA	3,811.93	5,300.00	3,154.48	0.00
Employer Paid Health	9,358.95	13,200.00	6,621.40	0.00
Employer Paid Life	89.97	125.00	71.88	0.00
Office Supplies	43.17	1,000.00	0.00	1,000.00
General Supplies	13,989.35	15,000.00	11,535.94	15,000.00
Vehicle Licenses	528.00	600.00	0.00	600.00
Small Tools	2,694.49	3,000.00	2,303.98	3,000.00
Janitor Contract	0.00	0.00	0.00	0.00
Telephone	2,913.61	3,500.00	2,703.76	3,500.00
Water and Sewer Charges	1,817.32	1,800.00	1,380.44	1,800.00
Electric Utilities	7,637.92	6,000.00	4,947.87	6,000.00
Gas Utilities	5,280.51	10,000.00	5,900.24	10,000.00
Refuse/Garbage Disposal	2,606.38	4,000.00	3,770.14	4,000.00
Building Repair & Maintenance	2,598.71	4,250.00	1,632.85	4,000.00
Equipment Repair & Maintenance	36,700.88	45,000.00	26,644.26	45,000.00
Community Awareness	0.00		0.00	0.00
Other Equipment	11,132.82	4,500.00	4,640.41	5,000.00
SUBTOTAL	157,199.26	187,375.00	121,409.41	98,900.00
Street Lighting				
Electric Utilities	137,812.64	60,000.00	87,545.93	81,670.00
Hydrants	80,015.04	0.00	0.00	0.00
Utility Adjustment-HRA		0.00	0.00	0.00
Well Closures		0.00	0.00	0.00
SUBTOTAL	217,827.68	60,000.00	87,545.93	81,670.00

Weed Eradication				
Full-Time Employees Regular	5,635.82	16,200.00	10,707.21	0.00
Full-Time Employees Overtime	0.00	0.00	0.00	0.00
PERA	422.68	1,300.00	803.03	0.00
FICA	431.14	1,400.00	819.11	0.00
Employer Paid Health	876.32	3,300.00	1,585.46	0.00
Employer Paid Life	10.24	50.00	18.52	0.00
General Supplies	9,320.70	12,000.00	9,794.18	12,000.00
SUBTOTAL	16,696.90	34,250.00	23,727.51	12,000.00
TOTAL	1,439,442.40	1,224,300.00	1,049,806.37	1,291,750.00

General - Community Development - City Engineer

Fund: General	Department Summary	Engineering
Fund Type: Community Development	Supervisor: City Engineer	43100

Description

Mission

The City Engineer plans, designs and manages public infrastructure within the City. The mission of this department is to provide strategically planned, sustainable infrastructure as cost effectively as possible. The City Engineer works directly with the Administration, Planning, Street, Building and other departments to plan and coordinate projects, budgets and activities. The Engineer provides assistance and expertise to these departments as needed.

The City Engineer is an appointed consultant position currently held by Tim Schoonhoven of Widseth Smith Nolting.

Core Duties

- Plan, design and inspect capital improvement projects.
- Manage the City's Municipal State System of streets.
- Review site plan submittals.
- Prepare and present the Capital Improvement Program.
- Schedule and conduct Highway Committee Meetings.
- Review and comment on land use applications.
- Respond to questions and concerns from the general public.
- Research and prepare grant applications.
- Assist the building department with stormwater compliance issues and provide inspection.
- Represent the City at statewide conferences, workshops, and task forces.
- Serve on various MnDOT boards and committees on behalf of the City.
- Schedule and conduct Stormwater Management Committee meetings.
- Coordinate work with ALP and ALASD.
- Initiate partnerships/joint projects with townships and other governmental agencies.
- Manage and maintain a GIS database of local street conditions.
- Create and maintain an ADA compliance transition plan
- Coordinate airport work with the City's airport consultant.
- Be available to provide information and expertise to City Council members.
- Be available and provide information to local media regarding public works issues.
- Attend City Council and planning commission meetings.

Many of the duties above are performed as part of Engineering Agreements and projects not funded through the General Fund. Within the General Fund, the City Engineer department exists to fund special project engineering services not otherwise contemplated in an existing engineering agreement.

Budget Narrative

Revenue

The City Engineer reviews all building permit applications that require engineering review. Time and expenses are tracked and reported to the City on an annual basis. These expenses are charged to the Engineering Department.

In 2016, the total amount of engineering work related to a building or grading permit was approximately \$19,000. Given this, the revenue assignment for this department is \$20,000 to building permit revenue and \$30,000 to the property tax levy.

Expenses

The budget for this line item remains at \$50,000 for 2018. The City Engineer provides a detailed report to the City annually accounting for billed/unbilled time for this department.

As proposed in the Capital Improvement Plan, the City will undertake several major capital improvement projects in 2018. These projects include the Agnes Boulevard/Curt Felt Drive street and trail project (MSA funding) and a major reclaim project in the northeast areas of the City. These streets were identified as part of a comprehensive, long-term street overlay and reconstruction plan.

We have also identified several streets to be overlaid in the northern areas of the City per our 5-year plan. Other projects include coordinated City/ALP water main system improvement projects.

In 2017 the City undertook the first steps in developing an ADA transition plan per the requirements of MnDOT and the Federal Highway Administration. This work consisted primarily of creating a GIS map and database of existing ramps and sidewalks, evaluating these items for compliance and creating a compliance schedule. The work will continue in 2018.

Personnel

Title	2015	2016	2017	Net Change	2018
N/A					

General - Community Development - City Engineer Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
ENGINEERING				
Current Ad Valorem Taxes	0.00			30,000.00
Delinquent Ad Valorem Taxes				0.00
HRA-Pymt in Lieu of Taxes				0.00
ALP-Pymt in Lieu of Taxes				0.00
Building Permit Fees				20,000.00
TOTAL	0.00	0.00	0.00	50,000.00

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Engineering Fees	57,251.00	50,000.00	55,243.50	50,000.00
TOTAL	57,251.00	50,000.00	55,243.50	50,000.00

General - Recreation/Runestone Community Center

Fund: General	Department Summary	Runestone Community Center
Fund Type: Recreation	Supervisor: RCC Manager	45120

Description

Mission and History

The Runestone Community Center is a multi-use facility. The primary purposes of the RCC are to provide a home for recreation such as hockey, figure skating, curling, and soccer and to serve as a regional event center for dry floor events of many types. Over 20,000 people annually attend dry floor events at the RCC. A floor cover was purchased in 2017 to increase flexibility between dry floor and ice events.

The Runestone Community Center was built in 1976 and the West Rink was built in 1994 by the Alexandria Area Hockey Association. The city purchased the West Rink and added the link between the two buildings in 1996. In 2009, a new floor was installed in the RCC main arena. In 2016 a new floor was installed in the West Rink and a new compressor system was added to run both existing ice sheets and to take care of future needs. The Runestone Community Center Commission provides guidance and support to RCC staff and the City Council.

Core duties

- Create a schedule of events that best serves the needs of the community
- Keep a clean and respectful facility
- Keep the RCC Commission informed on projects and events
- Keep an accurate revenue and expense report for the commission
- Continue to look at new ideas and advise the commission and City Council
- Continue to survey the use of the RCC and advise the RCC commission and City of changes and modifications to facility use
- Work with our user groups to continue to keep harmony between the groups
- Make sure part-time staff is trained and scheduled
- Staying up on all safety regulations
- Make sure all equipment is kept in good working order
- Keep good supplies on hand for equipment and bathrooms and locker rooms
- Prepare long range plan for the RCC

Budget Narrative

Revenue

The proposed budget for the RCC shows 96.7% of revenue needed to support the operating budget of the facility comes from user fees and concession sales. The remaining revenue assigned to the RCC is from the property tax levy.

The vast majority of RCC revenue comes from ice rental. The 2018 budget projects that revenue in April and May increases in the second season of ice availability during these months. The first season of April-May rental did not meet budget.

Expenses

The major change to the budget is the elimination of both expenses and revenue for Hockeyfest. Beginning in 2017, the City no longer operates the series of summer tournaments. The Alexandria Blizzard operate the tournaments and the City now only rents the ice.

Staff continues to monitor utility expenses following the installation of the new energy efficient equipment in 2016 and 2017. The budget for electric and gas utilities has been increased for 2018. The contractor is continuing to evaluate system performance in order to maximize efficiency.

Personnel

Title	2015	2016	2017	Net Change	2018
Manager	1	1	1	0	1
Operations Lead	1	1	1	0	1
Maintenance Worker	1	1	1	0	1
Part-Time Worker	12	12	14	2	14

General - Recreation/RCC Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
RUNESTONE COMMUNITY CENTER				
Current Ad Valorem Taxes				20,555.00
Delinquent Ad Valorem Taxes				0.00
State Revenue	293.00	200.00	146.50	250.00
RCC Facility Revenue	38,918.50	33,000.00	34,034.00	40,000.00
RCC User Fees	8,525.00	6,000.00	0.00	8,000.00
RCC Advertising Income	25,151.60	25,000.00	7,804.90	25,000.00
RCC Ice Rental	366,366.11	475,000.00	315,618.18	475,000.00
RCC Adult Hockey	4,987.10	4,800.00	4,917.00	4,800.00
RCC Hockeyfest	47,524.50	50,000.00	0.00	0.00
RCC Turf Rental	4,407.50	3,400.00	0.00	0.00
RCC Concession sales	7,122.55	15,000.00	9,084.85	10,000.00
RCC Misc Income	3,690.38	3,000.00	3,329.60	3,000.00
RCC Open Skating	822.50	1,000.00	679.14	1,000.00
RCC HF Clothing Sales	3,605.00	4,000.00	0.00	0.00
RCC Curling	11,398.00	12,000.00	8,384.00	12,000.00
RCC Special Events	3,732.30	5,000.00	4,828.17	5,000.00
Donations	200.00	0.00	0.00	0.00
HRA-Pymt in Lieu of Taxes			0.00	0.00
ALP-Pymt in Lieu of Taxes			0.00	0.00
Insurance Proceeds	0.00	0.00	0.00	0.00
SUBTOTAL	526,744.04	637,400.00	388,826.34	604,605.00

RUNESTONE COMMUNITY CENTER	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular	179,028.35	187,300.00	170,724.26	177,200.00
Full-Time Employees Overtime	8,167.53	7,000.00	6,673.31	7,000.00
Part-Time Employees	71,864.88	85,000.00	59,773.75	85,000.00
PERA	20,349.93	21,000.00	14,917.05	20,300.00
FICA	18,390.98	21,400.00	15,069.03	20,700.00
Employer Paid Health	40,859.39	42,500.00	35,003.70	42,400.00
Employer Paid Life	274.94	300.00	237.49	205.00
Office Supplies	185.57	500.00	226.08	500.00
General Supplies	5,951.74	10,000.00	5,325.40	10,000.00
Motor Fuels	4,889.32	5,000.00	2,921.06	5,000.00
Cleaning Supplies	6,473.36	7,500.00	4,700.51	6,500.00
Vehicle Licenses	16.00	0.00	0.00	0.00
Small Tools	397.91	500.00	457.42	500.00
Legal Fees	0.00	500.00	0.00	500.00
Physicals/Drug Testing	0.00	0.00	66.00	0.00
Contracted Services	4,252.60	6,000.00	3,343.04	5,000.00
Telephone	6,747.36	7,500.00	5,609.21	7,000.00
Postage	0.00	200.00	10.55	0.00
Voice/Data/Internet Access	3,310.96	3,000.00	4,094.21	3,000.00
Training/Travel Expense	1,690.40	2,500.00	1,422.05	2,500.00
Advertising	1,676.46	1,000.00	701.86	1,000.00
Water and Sewer Charges	11,056.88	8,500.00	7,964.82	8,500.00
Electric Utilities	96,582.28	65,000.00	71,198.80	81,000.00
Gas Utilities	16,823.81	16,000.00	20,003.14	25,000.00
Refuse/Garbage Disposal	1,480.05	2,500.00	4,332.32	4,000.00
Building Repair & Maintenance	42,215.77	34,000.00	25,827.00	34,000.00
Equipment Repair & Maintenance	24,895.67	44,000.00	23,292.58	42,000.00
Concession Stand Exp	3,983.02	10,000.00	6,979.32	10,000.00
Hockeyfest	31,858.78	32,000.00	0.00	0.00
Hockey Fest Clothing	2,004.25	3,000.00	0.00	0.00
Miscellaneous	356.70	0.00	0.00	
Uncollected Revenue	18.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	200.00	205.34	200.00
Clothing	124.55	600.00	156.12	600.00
Other Equipment	20,505.52	5,000.00	8,752.00	5,000.00
Transfers	0.00	0.00	0.00	0.00
TOTAL	626,432.96	629,500.00	499,987.42	604,605.00

General - Recreation/Lakes Area Recreation

Fund: General	Department Summary	Recreation
Fund Type: Recreation	Supervisor: N/A	45000

Description

Mission

The City is a founding unit of government of Lakes Area Recreation (LAR). The mission statement of Lakes Area Recreation is to provide recreation and leisure time activities in the broadest sense to all residents of School District #206, using school district, city, and township facilities and funding, along with private resources when available.

The below information is from the website of LAR:

Lakes Area Recreation was formed in 1989 as a non-profit joint powers organization comprised of four entities, School District #206, City of Alexandria, Alexandria Township and the LaGrand Township. The board that oversees the Lakes Area Recreation is made up of two representatives from each of the four entities. Another sixteen surrounding cities and townships voluntarily contribute to Lakes Area Recreation. Approximately 30% of the budget is received from public funding and the other 70% of the budget is received through user fees and grants.

LAR is in the process of completing a strategic planning process that began earlier this year.

Budget Narrative

Revenue

The City contribution to LAR has no corresponding revenue source other than the property tax levy.

Expenses

LAR has a per capita funding formula that their Board recommends annually. Letters are sent to cities and townships each February requesting the annual contribution. Beginning with the 2017 budget, LAR requested an increase from \$5.50 to \$6.50 per capita. The City Council did not approve the requested increase, which would have resulting in an approximately a \$14,000 increase in the contribution.

LAR requested an increase in city funding to \$6.50 per capita for 2018. The preliminary budget keeps the contribution at \$5.50.

In addition to the per capita contribution, the City also contributes ½ of the funding for lifeguards at LeHomme Dieu Beach. This change was made following the 2012 annexation of a portion of the beach area. The City shares this expense with Alexandria Township. The budget for lifeguard services is \$7,500.

Personnel

Title	2015	2016	2017	Net Change	2018
N/A					
TOTAL					

General - Recreation/Alexandria Senior Center

Fund: General	Department Summary	Senior Center
Fund Type: Recreation	Supervisor: N/A	45186

Description

Mission

The Alexandria Senior Center provides services to the senior community and the community as a whole. The center has made significant programming and financial strides since 2013-2014, when there was a change in staff and board leadership.

Budget Narrative

Revenue

The City contribution to the Senior Center has no corresponding revenue source other than the property tax levy.

Expenses

At the high point, the City's contribution to the Senior Center was \$18,000 from 2007-2011. The low point was reached in 2014 when the City did not fund the center due to concerns about the operational viability of the center.

With demonstrated improvements to all aspects of the health of the Senior Center, the City began funding the center at \$12,500 annually. The Senior Center requested an increase in city funding to 18,000 for 2018. The current budget has the contribution remaining at \$12,500.

Personnel

Title	2015	2016	2017	Net Change	2018
N/A					
TOTAL					

General - Recreation Lakes Area Recreation and Senior Center Budget

	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
SENIOR CITIZENS				
Appropriation	12,500.00	12,500.00	6,250.00	12,500.00
PUBLIC TRANSIT				
	0.00	0.00	0.00	0.00
RECREATION				
Appropriation	79,247.52	80,001.00	79,247.52	80,900.00

Senior Center	12,500.00	12,500.00	6,250.00	12,500.00
Rainbow Rider	0.00	0.00	0.00	0.00
TOTAL				93,400.00

General - Public Works - Parks and Facilities

Fund: General	Department Summary	Park
Fund Type: Public Works	Supervisor: Parks and Facilities Director	Multiple

Description

Mission

The Public Works – Parks and Facilities Division strives to efficiently provide essential services to the community. They are often a first point of contact for citizens and are responsible for the maintenance of Parks, Downtown streetscape, nuisance complaints, miscellaneous building issues, special events, and more.

Staff takes pride in working together to making all the parks a place for residents and visitors of all ages a place to enjoy.

Core Duties

Working in teams or individually, the members of the Public Works department perform the following core duties:

- Provide vital services to our residents
- Maintain all 22 parks plus grounds maintenance of police, fire, liquor stores and city hall buildings including mowing, flowers and trees.
- Maintain all boulevard trees, including trimming, removals and replacements
- Operate and Maintain outdoor ice skating rinks and open ice at Noonan's, Legion and Fred Foslien Parks
- Assist with the snow removal process in the winter
- Maintain snow removal duties on Broadway sidewalks from 3rd to 8th Aves
- Maintain all the downtown landscaping and irrigation systems
- Storm cleanup as they happen – both day or night
- Mitigate all nuisance complaints that come in
- Perform any general maintenance repairs of all city facilities
- Work with department heads on any major repairs building repair or upgrades
- Management of key city investments
- Set up for special events
- Assist in set up and maintenance of pilot projects

Budget Narrative

Revenue

\$225,000 in revenue from the Municipal Liquor Stores is assigned to the Park Department. This constitutes the entire transfer to the General Fund budgeted from the Liquor Stores. There is some revenue associated with rental and park shelters and stadium rental. Other than that, the majority of the department is funded through the property tax levy.

Expenses

The major change in expenses is the addition of several different sub-departments in the 2017 budget. Moving forward, there will now be separate tracking for Recreational Ice, Flowers/Landscaping, and Mowing. Knute Nelson Stadium was added to the budget as an individually tracked item in 2016. Finally, all snow and ice removal time performed by staff in this division will coded to the Snow and Ice Removal line item in the Streets budget. The purpose of this effort is to provide staff and elected official with more information on which to base future decision on service and budget priorities.

An additional expense for 2018 is budgeting an entire year for one of the operator positions. The Council elected to delay replacement of a retiring employee for six months in the 2017 budget. The new person was hired in October 2017. One Maintenance position is not currently filled and the funding in the budget has been reduced to 0.5 FTE. The position will be evaluated in 2018.

Personnel

Title	2015	2016	2017	Net Change	2018
Parks and Facilities Division Director	1	1	1	0	1
Public Works Lead	1	1	1	0	1
Public Works Operator	3	3	2.5	-.5	3
Public Works Maintenance	3	3	3	0	2.5

General - Public Works - Parks and Facilities Budget

PARKS	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
Knute Nelson Park				
Current Ad Valorem Taxes				25,000.00
KN Stadium Rent	390.00	0.00	0.00	0.00
Parks				0.00
Current Ad Valorem Taxes				466,220.00
Delinquent Ad Valorem Taxes				0.00
Property Clean-up Fees	5,335.40	500.00	2,225.00	500.00
Park Services	2,235.60	0.00	2,049.25	2,200.00
Miscellaneous Revenues	0.00	0.00	15.21	0.00
Leases	0.00	0.00	0.00	0.00
Contributions and Donations	0.00	0.00	0.00	0.00
Material Sold	0.00	0.00	0.00	0.00
HRA-Pymt in Lieu of Taxes			0.00	0.00
ALP-Pymt in Lieu of Taxes			0.00	0.00
Insurance Proceeds	924.82	0.00	0.00	0.00
Transfers	225,000.00	225,000.00	225,000.00	225,000.00
TOTAL	233,885.82	225,500.00	229,289.46	718,920.00

Knute Nelson Park	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
Full-Time Employees Regular		5,000.00	1,106.27	0.00
Full-Time Employees Overtime	-	0.00	0.00	0.00
Part-Time Employees		0.00	0.00	0.00
PERA		400.00	82.97	0.00

FICA	-	400.00	82.80	0.00
Employer Paid Health	-	0.00	155.73	0.00
Employer Paid Life	-	0.00	1.82	0.00
General Supplies	918.70	4,000.00	0.00	3,000.00
Management Fees	8,000.00	9,500.00	9,500.00	11,000.00
Water & Sewer charges	-		852.59	1,000.00
Electric Utilities	-	0.00	2,835.48	3,000.00
Building Repair&Maintenance	1,756.30	7,000.00	233.57	5,000.00
Equipment Repair&Maintenance	127.98	2,000.00	1,477.32	2,000.00
TOTAL	10,802.98	28,300.00	16,328.55	25,000.00

Mowing				
Full-Time Employees Regular		0.00	23,553.02	0.00
Full-Time Employees Overtime		0.00	0.00	0.00
Part-Time Employees		0.00	2,844.00	0.00
PERA		0.00	1,766.49	0.00
FICA		0.00	2,000.12	0.00
Employer Paid Health		0.00	3,817.86	0.00
Employer Paid Life		0.00	44.79	0.00
General Supplies		0.00	0.00	0.00
Equipment Repair & Maintenance		0.00	273.48	0.00
TOTAL	0.00	0.00	34,299.76	0.00

Flowers/Landscaping				
Full-Time Employees Regular		0.00	13,163.62	0.00
Full-Time Employees Overtime		0.00	0.00	0.00
Part-Time Employees		0.00	60.00	0.00
PERA		0.00	987.30	0.00
FICA		0.00	950.73	0.00
Employer Paid Health		0.00	2,279.04	0.00
Employer Paid Life		0.00	26.63	0.00
General Supplies		0.00	21,707.78	21,000.00
TOTAL	0.00	0.00	39,175.10	21,000.00

Recreational Ice				
Full-Time Employees Regular		0.00	13,073.58	0.00
Full-Time Employees Overtime		0.00	260.40	0.00
Part-Time Employees		0.00	790.00	0.00

PERA		0.00	1,000.06	0.00
FICA		0.00	1,035.43	0.00
Employer Paid Health		0.00	2,193.11	0.00
Employer Paid Life		0.00	25.63	0.00
General Supplies		0.00	0.00	0.00
Building Repair&Maintenance		0.00	0.00	0.00
Equipment Repair&Maintenance		0.00	0.00	0.00
TOTAL	0.00	0.00	18,378.21	0.00

Parks				
Full-Time Employees Regular	399,845.97	380,800.00	250,776.11	394,100.00
Full-Time Employees Overtime	497.88	2,000.00	198.27	2,000.00
Part-Time Employees	9,385.00	12,000.00	14,073.42	12,000.00
PERA	30,025.78	29,600.00	18,714.68	30,740.00
FICA	30,471.15	30,200.00	19,708.29	31,310.00
Employer Paid Health	69,540.24	68,900.00	43,732.57	67,000.00
Employer Paid Life	737.12	700.00	442.80	520.00
Office Supplies	724.31	1,000.00	731.50	1,000.00
General Supplies	31,264.97	32,000.00	25,549.41	31,000.00
Motor Fuels	11,891.16	13,000.00	11,525.71	12,000.00
Vehicle Licenses	240.00	0.00	0.00	350.00
Small Tools	3,530.66	5,000.00	2,661.32	5,000.00
Physicals/Drug Testing	0.00	1,000.00	191.00	1,000.00
Telephone	2,347.12	2,500.00	1,686.88	2,500.00
Voice/Data/Internet Access	950.58	1,000.00	1,419.96	1,000.00
Training/Travel Expense	374.32	1,200.00	868.70	1,000.00
Water and Sewer Charges	6,216.61	5,500.00	3,762.98	5,500.00
Electric Utilities	20,287.69	19,000.00	11,596.03	15,000.00
Gas Utilities	6,496.25	10,000.00	6,993.68	10,000.00
Refuse/Garbage Disposal	2,375.91	2,500.00	3,344.90	3,500.00
Building Repair & Maintenance	11,274.91	7,000.00	10,133.98	8,000.00
Equipment Repair & Maintenance	35,240.34	29,000.00	23,675.09	27,000.00
Tree Removal & Replacement	26,081.05	23,000.00	1,129.71	4,000.00
Miscellaneous	0.00	300.00	0.00	300.00
Dues and Subscriptions	324.00	400.00	99.00	400.00
Clothing	788.24	1,200.00	656.52	1,200.00
Community Awareness	0.00	0.00	27.33	500.00
Other Equipment	1,462.50	5000	3,250.00	5,000.00
Transfers	0.00		0.00	0.00
TOTAL	702,373.76	683,800.00	456,949.84	672,920.00

General - Airport

Fund: General	Department Summary	Airport
Fund Type: Airport	Supervisor: Airport Manager	49810

Description

Mission

To plan, direct, and coordinate the operations, construction, and maintenance of airport facilities in accordance with government and commission laws, rules, regulations, and policies.

Core Duties

Directs the regular operations of the airport.

Recommends, develops, and implements airport policies and procedures. Consults with Airport commission members, government officials and representatives concerning such matters as development of land and facilities.

Ensures that operations maximize safety considerations, and that proper and adequate training is provided to carry out procedures.

Supervises the maintenance, technical, and professional staff in carrying out their prescribed functions.

Preparation of budget, and monitors expenditures to ensure proper and efficient management of funds.

Inspects and reviews inspection reports of airport facilities to determine long-term development needs in order to meet projected increases with improved efficiency.

Represents airport before civic and community groups as well as government agencies.

Negotiates concerning leases and operation of facilities.

Prepare long-range plans and annual forecasts to create a strategic context for evaluating the City's annual budget and for measuring the long-term effect of budgetary decisions.

The City contracts with Alexandria Aviation, Inc. to serve as the Fixed Base Operator (FBO) at the Airport. The management fees paid by the City allow for Todd Roth to serve as Airport Manager. Mr. Roth is the liaison to the Alexandria Airport Commission, a three-member commission that provides recommendations to the City Council on the operations at the Airport.

Budget Narrative

Revenue

The City receives an annual Operations and Maintenance Grant from the Minnesota Department of Transportation. The grant amount for 2018 and 2019 is \$71,110 annually.

In addition, the city receives lease income in the general fund Airport budget from aviation-related businesses at the airport and from the newly acquired Bellanca Building. Lease income from hangar rentals to private plane owners is placed in the Airport Development Fund, a special revenue fund not part of the general fund.

Approximately 16% of the revenue associated with the Airport for 2018 is expected to come from the property tax levy

Expenses The addition of the Bellanca Building in 2017 budget has implications for 2018 and beyond. The additional improvements required to bring the building to acceptable condition for leasing is a challenge when the funds for such extensive capital improvements are not yet fully budgeted. The current tenants make the status quo revenue/cost neutral. This status is temporarily acceptable while outside funding sources are sought including both State and private. Higher revenues from crop rent will continue for 2018 and beyond.

No other significant budget modifications are anticipated.

Staffing

There City has one part-time employee at the Airport. This employee is shared with Alexandria Aviation, Inc. and performs duties such as mowing and snow plowing. Public Works staff will assist at the airport if needed.

General - Airport Budget

	2016 Revenues	2017 Budget	2017 YTD	2018 Proposed
AIRPORT				
Current Ad Valorem Taxes				29,486.00
Delinquent Ad Valorem Taxes				0.00
State-Airport Maintenance	71,110.00	71,110.00	71,110.00	71,110.00
Gas Commissions	6,397.00	7,000.00	5,095.95	7,000.00
Miscellaneous Revenues	28.08	0.00	22.83	0.00
Leases	40,531.74	69,284.00	60,205.42	69,284.00
Insurance Proceeds	0.00	0.00	52,437.00	0.00
Transfers	0.00	0.00	0.00	0.00
TOTAL	118,066.82	147,394.00	188,871.20	176,880.00
	2016 Expenses	2017 Budget	2017 YTD	2018 Proposed
AIRPORT				
Full-Time Employees Regular	0.00		0.00	0.00
Full-Time Employees Overtime	0.00		0.00	0.00
Part-Time Employees	9,052.75	12,000.00	7,314.87	12,000.00
PERA	674.76	1,200.00	524.02	930.00
FICA	692.54	1,200.00	559.60	950.00
Employer Paid Health	0.00	0.00	0.00	0.00
Employer Paid Life	0.00	0.00	0.00	0.00
General Supplies	2,118.89	3,500.00	2,658.19	3,000.00
Motor Fuels	2,007.78	4,500.00	1,321.74	4,500.00
Management Fees	21,348.00	21,850.00	17,790.00	21,850.00
Janitor Contract	6,818.52	7,250.00	5,113.89	7,250.00
Mowing Contract/Ag Lease	0.00	0.00	0.00	0.00
Training/Travel Expense	0.00	600.00	0.00	600.00
Water and Sewer Charges	3,948.56	5,300.00	4,831.20	5,500.00
Electric Utilities	23,365.05	40,100.00	28,017.70	40,000.00
Gas Utilities	16,259.07	34,200.00	26,233.99	50,000.00
Refuse/Garbage Disposal	524.04	600.00	1,122.00	1,300.00
Building Repair & Maintenance	5,189.70	11,700.00	16,989.85	12,000.00
Hangar repair	2,263.00	6,000.00	890.68	6,000.00
Equipment Repair & Maintenance	22,295.19	6,000.00	7,567.79	6,000.00
Tree Removal	0.00		0.00	0.00

Miscellaneous	1,462.10	2,000.00	492.39	2,000.00
Buildings and Structures	0.00		0.00	0.00
Other Equipment	14,277.15	3,000.00	1,233.79	3,000.00
				0.00
TOTAL	132,297.10	161,000.00	122,661.70	176,880.00