



**Agenda**  
**Minnetonka City Council**  
**Study Session**  
**Monday, Nov. 15, 2021**  
**6:30 p.m.**  
**Minnetonka Community Center – Dining Room**

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1. Reports from City Manager & Council Members
2. 2022 Budget Related Items:
  - 1.) 2022 Detailed Budget
  - 2.) Review 2022 Utility Rates
  - 3.) Organics and Recycling Plan
3. Discussion of Noise Regulation
4. Adjournment

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.



**Study Session Agenda Item #2  
Meeting of Nov. 15, 2021**

**Title:** **2022 Budget Related Items:**  
**1.) 2022 Detailed Budget**  
**2.) Review 2022 Utility Rates**  
**3.) Organics and Recycling Plan**

**Report From:** Darin Nelson, Finance Director

**Submitted through:** Mike Funk, Acting City Manager  
Will Manchester, P.E., Public Works Director

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**Action Requested:** Review 2022 budget, levies, utility rates and organic recycling options and provide feedback

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**Summary Statement**

This report assists the city council with reviewing the 2022 levy and budget consistent with the city's strategic goals and community values. Within that framework, the budget recommendations presented are both forward-looking and responsive to the community and the city council's priorities, specifically to ensure that city services are maintained. The proposal aligns with the reaffirmation by a considerable majority of Minnetonka community survey respondents that they would support an increase in taxes to maintain city services. The recommendations are built using long-term forecasts, including conservativeness as changes in the national economy and technology occur.

As always, the City of Minnetonka will continue to provide the excellent services our residents and businesses have come to expect, and at a reasonable value, both in 2022 and well into the future.

**Strategic Profile Relatability**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" type="checkbox"/> Safe & Healthy Community           |
| <input checked="" type="checkbox"/> Sustainability & Natural Resources          | <input checked="" type="checkbox"/> Livable & Well-Planned Development |
| <input checked="" type="checkbox"/> Infrastructure & Asset Management           | <input checked="" type="checkbox"/> Community Inclusiveness            |

N/A

The annual budget affects each of the city's six strategic priorities.

**1. 2022 Detailed Budget**

The purpose of this study session is to review detailed budget recommendations and to provide direction for the 2022 budget prior to the public meeting and final budget and levy adoption by the city council on Dec. 6, 2021. If substantial changes are needed based on feedback at the public discussion on December 6, adoption may be delayed until the city council meeting on December 20.

In addition, council is requested to review and provide feedback on the 2022 proposed utility rates, including adding compost hauling to residential properties. A public hearing will be held on December 6 to further review the 2022 proposed utility rates.

At the Sept. 13, 2021 council meeting, council adopted a preliminary levy increase of no more than 5.6 percent for 2022. Since that council meeting, staff have been inputting the detailed line items into the budget. In addition, supplemental budget information has become available to better estimate the revised 2021 and proposed 2022 budgets.

As discussed at both the August 16 council study session and the September 13 council meeting which set the preliminary levy and budget, the proposed 2022 levy and budget are consistent with the city's strategic goals and community values.

Staff estimates that the impact of this proposed levy increase on a median-valued home is an annual increase of \$97. For comparison, this year's taxes resulted in a \$5 decrease for a median-valued home, despite the levy increasing 3.5 percent. The city's proposed levy increase of 5.6 percent will place Minnetonka's levy increase in the middle of a group of similar metro cities.

### **Public Process**

Minnetonka always encourages input on its budget from the public. In addition to the public budget discussion scheduled and published on proposed tax notices by Hennepin County for December 6, residents and businesses will again have the opportunity to provide feedback via multiple avenues, all of which are publicized on the city's website and in the *Minnetonka Memo*. Comments will be shared with council as budget options are considered, and updated information will consistently be posted in the *Memo* and on the city's website.

### **Ensuring Minnetonka's Position of Fiscal Responsibility**

As detailed in the city's Strategic Profile, the City of Minnetonka ensures financial strength and maintains a long-term positive financial position by balancing revenues and expenditures for operations, debt management and capital investments. Decisions are made with the future in mind to ensure the city's ongoing ability to provide quality services at a reasonable price. The reaffirmation of the city's Aaa bond rating by Moody's reflects this responsible approach.

The COVID-19 pandemic directly impacted the development of the budget. The city was guarded in the preparation of the 2021 budget, not knowing what immediate or long-term effects would impact residents and businesses. Prior to the pandemic, long-range projections estimated the 2021 levy increase would be 5.6 percent. Understanding that many residents and businesses were likely to experience severe financial pressures, the city made a prudent decision to reduce the levy increase for 2021 to 3.5 percent. This was made possible by delaying specific capital purchases and improvements and by utilizing federal Coronavirus Relief Funds (CRF) to offset current and future levies.

During last year's budget process, the levy projection for 2022 also called for a 5.6 percent increase; the 2022 proposed budget remains consistent with that projection. The city is cognizant that the pandemic and its fallout still affects many residents and businesses and that a tax increase adds to that burden. However, this levy increase is required to maintain the city's quality level of services and maintain infrastructure investments.

### **General Fund Overview**

**Current revenues.** License and permit revenue is anticipated to exceed the 2021 original budget by \$655,000. This is largely due to a couple of large multi-family building projects approved for permitting the latter half of the year. The intergovernmental revenue revised 2021 budget includes the entire \$4.7 million allotment of the federal American Recovery Plan Act (ARPA) grant. Even though the city only received the first half of the award this past June, the second half is accounted for as a receivable and subsequent revenue in 2021, due to the city having earned the entire grant award in 2021. As a reminder and under ARPA reporting guidance, the city is reporting the ARPA funds as lost revenue.

As previously reviewed with the council, the ARPA funds are being redirected towards a number of funds for a variety of purposes including replenishing fund balances in various capital funds, housing and/or business subsidies and property tax relief, including \$1 million to reduce the 2022 levy increase.

**Current expenditures.** 2021 General Fund (GF) expenditures mirror the original budget with only slight variations between various departments.

**Fund balance.** The City of Minnetonka adopts a balanced GF operating budget each year whereby revenue is typically equal to expenditures. With adoption of the annual budget, the city council also affirms and/or amends the first year of the adopted Capital Improvements Program (CIP), which may include transfers from the GF fund balance to capital funds for planned costs. After revenue and spending balances are known, the net change to the GF fund balance for 2020 compared to 2021 is projected below:

(\$ thousands)	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>
Excess revenues	\$3,931	\$0	\$5,369
Remaining expenditure budgets	2,880	0	88
Capital transfers (CIP)	(1,600)	(2,455)	(2,455)
CRF Transfers (CARES Funding)	(2,574)	N/A	N/A
ARPA Transfer	N/A	N/A	(1,375)
<b>Net change GF fund balance</b>	<b>\$2,637</b>	<b>(\$2,455)</b>	<b>(\$1,627)</b>

The city planned to reduce GF fund balance levels in 2020 and 2021, and the council-adopted CIPs for 2021-2025 and 2022-2026 anticipated that plan. In fact, the decrease forecasted above is less than originally projected.

**Revenue Projections.** While generally using historical trends to forecast permit revenue over the next five-year period, staff analyzes current development projects planned and in progress as the basis for next year's revenue forecast of permit revenue. After experiencing back-to-back record years in permit revenue in 2018 and 2019, staff anticipated that 2020 and beyond would return to more historical averages. At the onset of the pandemic, it appeared building permits would slow dramatically. Permit revenue did slow initially but quickly recovered. 2020 license and permit revenue for the year ended at \$4.2 million, which is only about \$600,000 less than the previous year's record high. Even though there are potentially a handful of large multi-tenant projects in the near future, permit revenues are still anticipated to return to more historical averages in 2022 and into the future. 2022 license and permit revenue is budgeted at \$3.1 million.

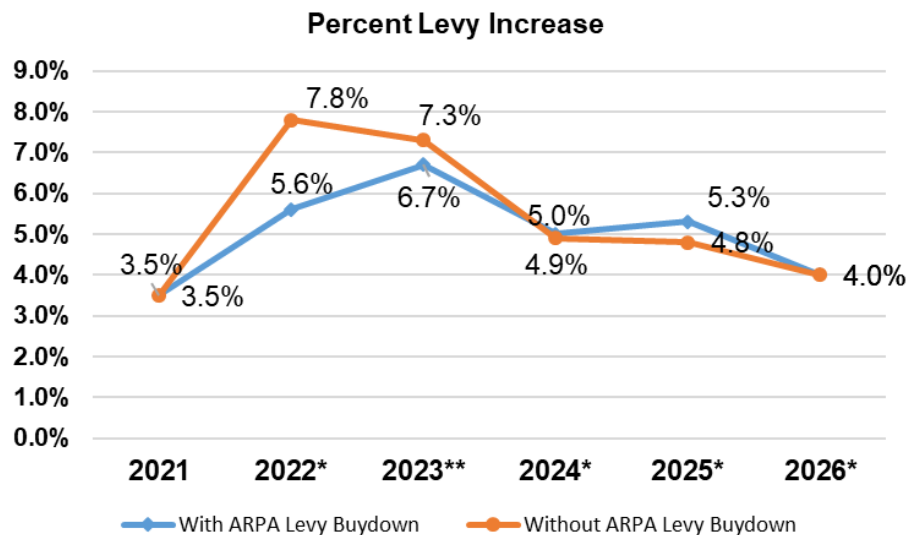
Staff is anticipating user fees and charges to increase in 2022 to approximately \$2.1 million, which is similar to the 2019 actuals. Again, the pandemic has been causing a drop in recreational programming participation over the last almost two years. 2022 is expected to return to more normal levels of programming participation.

**Expenditure projections.** Staff has anticipated additional ongoing operating costs over the next four years due to projects and programs already approved and in the pipeline, as well as future costs due to known service pressures. The most significant of these estimated costs and their dates of rollout include:

- Reinstatement of the previously planned transfer of I.T. and communications staffing from Cable TV to the General Fund. This was delayed in the 2021 as part of the levy reduction measures (2023);
- General elections (2024, 2026); and
- Potential of additional fire staffing depending upon results of fire modeling study. (2025-2026).

Staff assumes current staffing levels and makes very rough estimates on salary and inflationary pressures across the five years using current union contracts and the information known about contracts in other comparable metro cities.

As a result of this analysis, staff currently projects that the property tax levy would require the following increases over the next five years, with diminishing pressure on the later years.



\*\* The 2023 levy estimates exclude the decertification of the Boulevard Gardens TIF district. This district is estimated to provide approximately \$500,000 of additional levy capacity without having an impact on existing taxpayers. This would effectively decrease the levy impact by about 1.1 percent for both of the 2023 levy estimates.

\* Unknown programming or capital changes could affect future levy estimates.

## **Strategic Profile and Budget Impacts**

As previously mentioned, the annual budget impacts each of the city's six strategic priorities. Each strategic priority, its purpose and its budget impact are detailed below.

### **Financial Strength and Operational Excellence**

This strategic priority focuses on the long-term financial position and providing innovative, responsive, quality city services at a level that reflects community values and is supported by available resources.

The preliminary GF 2022 budget \$43.8 million, an increase of 8.1 percent or \$3.3 million. Over three-quarters of the city's GF operating expenses is the cost of its greatest assets, its employees. The cost of living adjustment (COLA) has been preliminarily set at two percent, with the potential of an additional market increase dependent upon each position's comparable wages in other cities. Preliminary estimates indicate a total compensation increase of approximately 2.7 percent or \$646,000. Again, these are preliminary estimates. The council will ultimately determine final COLA adjustments that are either already set by existing union contracts or will be set through upcoming union contract negotiations, and finally by approving all 2022 non-union wage adjustments in December.

In 2021, the city exited the LOGIS healthcare consortium to bid its own health insurance carrier. The bidding environment was very favorable and as a result the city saw a decrease in premiums for 2021 with a cap on rates for 2022, which limits the city's exposure in the second year of the contract. This move saved the city about \$585,000 in 2021.

Unfortunately, the city's claims for this year are running higher than anticipated. Our insurance broker notified us that negotiations for 2022 have resulted in a 12.5 percent rate increase, which is the rate cap. Staff had assumed this increase while building the preliminary budget.

Last year with the reduction in health care carrier premiums, the city held the employees' city benefit contribution flat with the notion that employees would benefit greater than the city in 2021. However, the expectation was that if premiums increased for 2022, employees would then bear a portion of the burden. Before any of the proposed personnel changes, the GF impact for existing personnel is about \$330,000, with city employees covering a similar increase through increased cost sharing. Even with this increase in 2022, the city and its employees are in a better financial position after two years with the current health insurance carrier.

Approximately 2.3 percent of the 5.6 percent levy increase is related to the Capital Improvements Program (CIP). This increase restores a portion of the capital levy that was reduced last year. Staff delayed the purchase of fleet vehicles scheduled for replacement in 2021 to 2022 for all vehicles except for patrol and heavy-duty fire vehicles. Rather than just delaying the fleet purchases for one year, and subsequently requiring two years of purchases in 2022, staff determined that delaying or pushing back the entire fleet replacement schedule for one year was feasible.

The 2022 budget requests the addition of two information technology (I.T.) staff to aid in the ever-increasing need and reliance on both I.T. infrastructure and software applications. The conversion to a citywide telework model and the new public safety facility has also added to the workload. These two positions add approximately \$192,000 to the 2022 budget, which includes wages, benefits and equipment.

The budget is also built with a two percent inflationary factor for non-personnel costs. The September Twin Cities Consumer Price Index (CPI) is up 5.4 percent from a year ago. It is anticipated that prices will moderate as we move into 2022. In comparison to this time last year, the CPI was 1.9 percent. The 2021 budget was built with a zero percent inflationary factor for supplies and other services charges.

Lastly, the Ice Arena has operated as an enterprise fund since its inception back in the 1970s. Enterprise funds operate in a similar manner to private businesses. They are supposed to be self-sustaining by providing revenue to cover both operations and capital expenses. The city's Utility, Williston Center and Grays Bay Marina are prime examples of true enterprise funds. The Williston Center, since its remodel a number of years ago, has operated as a true enterprise fund, with little to no assistance from other governmental funds. Both Grays Bay Marina and the Utility fund are also completely self-sufficient.

The Ice Arena has received a small operating subsidy for the last several years and more importantly all the capital expenditures have historically been funded through other city funds, such as the Capital Improvement fund or the Community Investment fund. The city's philosophy over the years is that the ice arenas are valuable community assets that the city should preserve and maintain in a similar manner as other city assets. This philosophy is perfectly acceptable, but the capital contributions from other funds skews the enterprise fund designation.

A better financial reporting designation for the Ice Arena fund is as a special revenue fund. Special revenue funds are governmental funds that have a specific revenue source, which the ice arena obviously has with its ice rental fees. This change in reporting between fund types does not change the financial position of the Ice Arena. The city would continue to provide capital contributions and a small operating subsidy. The financial reporting of the ice arena will be the only difference. Special revenue funds do not report depreciation. Whereas, enterprise funds require depreciation to be reported as an operating expense. Depreciation is a non-cash operating expense, so it does not affect the fund's cash position, but it does affect the fund's operating income. Since the Ice Arena receives capital contributions from other funds, it is essentially reporting depreciation on assets it did not contribute to the facility, which skews the bottom line of the fund.

Beginning on Jan. 1, 2022, the Ice Arena fund will be reported as a special revenue fund. This requires us to close the current enterprise fund and open a new special revenue fund, which is why the budget includes an Ice Arena budget under both fund types. Again, this reporting change does not change the operations or financial positioning of the ice area.

### Safe and Healthy Community

This strategic priority focuses on developing programs, policies and procedures that enhance the community's well-being and partner with the community to provide engagement opportunities and build trust. It also focuses on sustaining prevention programs, hazard mitigation and rapid emergency response.

Fire. The fire department applied for a federal Staffing for Adequate Fire and Emergency Response (SAFER) grant increasing the number of full-time employees from 11 to 24, and strengthening response times and providing additional staff to ensure effective operations. The grant would have provided 100 percent funding for 13 firefighters for three years. After that point, the city would have been responsible for the annual cost. Unfortunately, the city was informed in October that it did not receive the grant award.



Given the grant award was not successful, the fire department is still dealing with staffing and response-time challenges. Understanding that the cost of thirteen firefighters has a significant budget impact, staff is proposing to move forward with hiring nine full-time firefighters. This has a budget impact of about \$950,000 for 2022.

Police. The police department added a second school resource officer in September 2021 at the request of the Minnetonka School District. The existing annual agreement was amended and the school district funded the position through the end of the year. In addition to their duties within the schools, the two officers are responsible for traffic control at the high school and middle schools. This removes the burden of trying to fill these traffic details with officers at an overtime rate. The school district and police department would like to extend the agreement in 2022 and will be bringing forward an agreement in December. The school district pays approximately \$116,000 or 10 months of each officer's salary and benefits. The remaining cost to the city for each officer is approximately \$23,000. During the summer months, the officers are reassigned to backfill patrol and investigations.

As part of police reform initiatives, the department will be implementing a mandatory annual check in with a mental health professional for all officers. The "Check Up from the Neck Up" program promotes officer wellness and provides the necessary support to carry out the department's mission. The annual cost is approximately \$25,000.

In 2020, the police department experienced an increase in mental health crisis-related incidents. This trend is expected to continue into the future. Currently, the city in partnership with the City of Plymouth and Hennepin County are sharing the cost of one full-time social worker. The City of Plymouth is pursuing a dedicated social worker, which would require Minnetonka to pick up Plymouth's current one-third share of the existing social worker at a cost of \$30,000. This program change by the City of Plymouth would benefit Minnetonka's police department by having more available social worker hours dedicated to incidents in our city.

Recreation. Recreational services has been experiencing an increasingly difficult time filling a number of seasonal part-time positions. The department hires about 250 of these positions each year. The demand for seasonal part-time employees is high across all sectors of various service industries. Starting wages for these positions in other industries is often at or above \$15 per hour. The city's starting wage for various seasonal jobs is below this threshold. Staff is recommending increasing the starting wage for seasonal part-time employees to \$15 per hour to better compete for seasonal staff that are vital for ensuring that the city maintains a full range of recreational programs, services and available amenities. The General Fund impact for this adjustment is approximately \$146,000.

#### Sustainability and Natural Environment

This strategic priority focuses on supporting long and short-term initiatives that lead to the protection and enhancement of our unique and natural environment while mitigating climate change.

The 2022 budget includes an increase of \$40,000 for the natural resources division dedicated to additional contracted services related to addressing requests of park environmental groups. In addition, staff is requesting a part-time natural resources position be moved to full-time at a cost of \$40,000.



The 2020 budget established funding of \$100,000 for sustainability efforts. The 2021 budget added an additional \$50,000 to be used for a part-time communications position and additional funding within the Cable TV special revenue fund to support the functions of the new sustainability commission. In 2021, an existing planner position transitioned into the role of sustainability coordinator that focuses on supporting the commission and the city's sustainability program.

Funding for this position is from the initial \$100,000 established in 2020 with no additional impact for 2022. A planner position would then be hired to backfill the vacated planning position, again with no impact to the 2022 budget. The 2022 budget includes \$50,000 of additional funding for sustainability led studies or initiatives arising from the sustainability commission's work plan.

#### *Livable and Well-Planned Development*

This strategic priority aims to balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community interests.

The 2022 budget requests a housing and economic development assistant position. This position will focus on researching, developing and administering new housing programs, policies and initiatives. The General Fund impact for this position is \$112,500.

#### *Infrastructure and Asset Management*

This strategic priority focuses on providing safe, efficient, sustainable, cost-effective and well-maintained infrastructure and transportation systems. It also aims to build, maintain and manage capital assets to preserve long-term investment and ensure reliable services.

As previously mentioned, the 2022 budget and levy restores a portion of the CIP levy that was reduced in 2021, specifically related to the annual replacement of fleet vehicles. The budget also includes an additional \$55,000 for temporary seasonal salaries to aid in park maintenance. As the city adds additional trail segments, streetscaping and Ridgedale Commons Park, additional seasonal staffing is required to maintain these assets and improvements.

Prior levy forecasts had also planned for additional operating costs related to the new public safety facility. The 2021 budget included an additional \$76,000 related to additional utility costs and custodial needs as the building became operational this fall. The 2022 budget includes an additional \$119,700 for a full-time building maintenance position and additional utility costs.

The fire department is requesting \$40,000 for a one-time station location study. As the department begins moving towards more of a balanced combination department, with the potential of a completely full-time department at some point in the future, operating five fire stations may not be needed. Identifying the appropriate station locations for a more balanced combination or potential full-time department is crucial in providing timely responses to the entire geographic area of the city.

Lastly, the Water and Sewer Utility Fund is requesting an additional utility operator to assist in sewer televising and cleaning at a cost of \$112,900 including wages and benefits. This is in conjunction with the purchase of a sewer televising van, which will be used to televise sanitary sewer pipes, evaluate the condition of the pipes, and evaluate cleaning and maintenance needs. This fleet purchase is included in the 2022-2026 draft CIP and is contingent upon hiring

of an additional employee to operate. This vehicle and the employee will be paid from water and sewer user fees and has no impact on the General Fund or tax levy.

Community Inclusiveness

This strategic priority focuses on creating a community that is engaged, tolerant and compassionate about everyone. It also aims to embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive and equitable city for all.

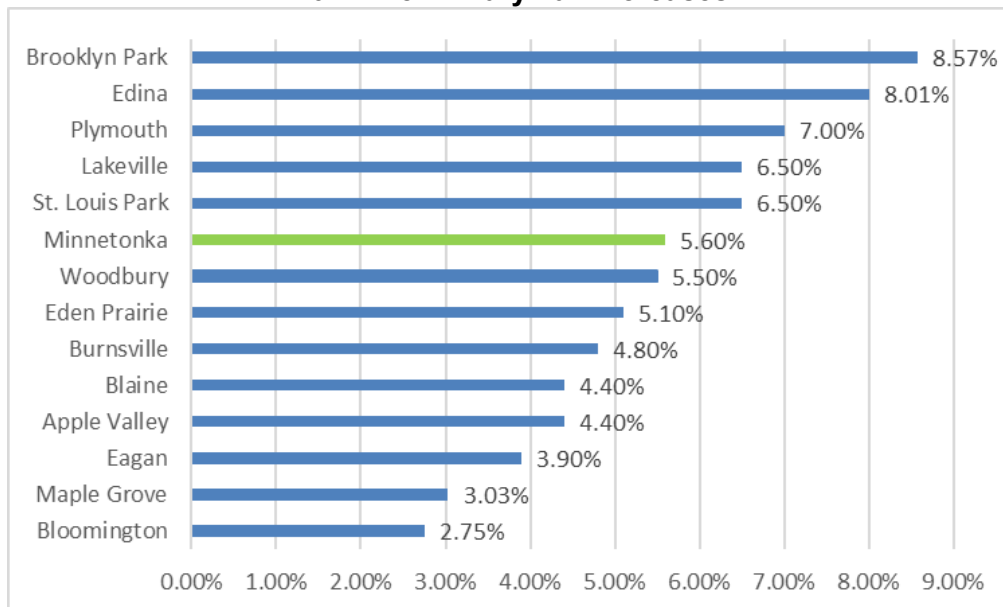
The 2021 budget included \$150,000 of new, dedicated funding for diversity, equity and inclusion (DEI) efforts. Expected expenditures included consulting/facilitation, educational initiatives and the likely hiring of city staff dedicated to DEI initiatives. City staff has been working with the DEI task force committee on recruiting and hiring a DEI coordinator. However, due to the high demand for qualified candidates in both the private and public sectors, the market rate of this type of position is steadily increasing. In order to compete against other cities and private businesses, the advertised salary range of this position has increased. To ensure this initiative has sufficient resources to not only hire a DEI coordinator, but have sufficient programming dollars to support DEI efforts, the 2022 budget includes an additional \$25,000.

**General Fund Budget Summary**

**Comparisons with Other Cities.** The proposed 2022 city levy increase will place Minnetonka in the middle of its comparable cities. These percentages are preliminary levy increases and may change between now and December when final levies are adopted. As a reminder, each city is unique and their tax levies can vary for a number of reasons. For example, last year Minnetonka was in the lower third of its comparable cities with a 3.5 percent increase.

Similar to all our comparable cities except for one, Minnetonka does not and will not receive LGA in 2022. Equally important, unlike many of these other cities, the city does not rely upon special assessments to fund street reconstruction and maintenance.

**2022 Preliminary Tax Increases**



**Homeowner Impacts.** New development and redevelopment in the city again increased the city's property tax base last year as reported in March by the city assessor. Over the last eight years, the city's assessed market value has increased by 40 percent. A portion of that increase is the result of improved real estate as opposed to market forces alone.

The table below outlines the growth (including new improvements) in the market value by major property type.

	<b>Overall Growth</b>	<b>Total Change (millions)</b>
Single-family Residential	3.7%	\$209.8
Lakeshore	3.2%	\$12.5
Townhouses	5.4%	\$34.7
Condominiums	6.5%	\$36.5
Commercial	-0.7%	(\$11.7)
Industrial	4.1%	\$15.0
Apartments	10.6%	\$101.0
Other Property Types	9.0%	\$23.5
<b>Total Change</b>	<b>3.9%</b>	<b>\$421.1</b>

The varying growth rates of the different types of property classifications equates to a shift in property tax burden. Most notably for taxes payable 2022 is the slight reduction in commercial valuations which will cause a shift in tax burden to all the other property classes. Apartments are expected to bear the greatest burden of this shift due to a growth that is more than double any of the other property classifications. However, the apartment growth is mostly due to new construction which adds to the tax base and helps alleviate some of the tax burden for all other existing taxpayers.

Calculating the impact of changes in property taxes to homeowners in Minnesota requires a complicated mix of data and information that changes each year, some of which depends upon legislatively defined formulas, such as the state Fiscal Disparities program. Estimates indicate that a median-valued home increasing in value 3.7 percent to \$405,400 will experience a tax increase of \$97.

2022 preliminary property valuation estimates indicate that single-family residents are likely to see approximately a twelve (12) percent increase in valuation for taxes payable 2023. The commercial market is likely to stay flat which will cause a substantial shift in tax burden for 2023. Staff is cognizant of this shift and will be working diligently on reducing the 2023 tax levy impact over the next year.

### **2022 Levy**

Since recovering from the recession beginning in 2014, the city's community survey has shown our taxpayers' consistent recognition of the value of city services and remarkable support to increase taxes in order to maintain city services. In the 2021 survey, 81 percent of those who stated an opinion still favored such an increase.

The 2022 proposed operating and capital budgets require an overall net increase in the city property tax levy of 5.6 percent primarily to maintain city services. This includes \$1 million in ARPA funds to subsidize the levy increase. The largest increase of 4.3 percent is associated with adding personnel including 9 full-time firefighters. The adding of full-time firefighters is a

change of philosophy, but to maintain appropriate response times, a shift in staffing is required. Other staffing changes were previously noted and are needed to maintain quality services or are a direct result of new initiatives over the last couple years. The other largest change is the restoration of the CIP levy, which was reduced in 2021 to mitigate the impacts of COVID-19.

Although appearing separately on property tax statements, the HRA levy would increase by \$25,000, which equates to a 0.06 percent increase in the city's overall property tax levy impact.

<b>Levy (thousands)</b>	<b>2021</b>	<b>2022</b>	<b>Change</b>
City property taxes, current services	\$42,442	\$41,949	(1.1)%
Elimination of prior one-time additions		(282)	(0.7)%
Fire staffing		950	2.2%
Other staffing changes		870	2.1%
New non-personnel initiatives		352	0.8%
CIP change		976	2.3%
<b>Total</b>	<b>\$42,442</b>	<b>\$44,815</b>	<b><u>5.6%</u></b>
HRA	\$300	\$325	

**Discussion Question**

- ***Does the council agree that \$44,815,229 (overall 5.6 percent increase) should be certified as the city's general levy for 2022?***

## HRA LEVY

The city's first levy for housing and redevelopment began in 2009. State law limits levies, and the maximum rate is 0.0185 percent of a city's taxable market value. This equals approximately \$2 million for Minnetonka in 2022. On June 21, the city council reviewed the 2022–2026 Economic Improvement Program (EIP) in a study session, which recommended the 2022 HRA levy increase by \$25,000 for a total levy of \$325,000. The indicated uses of the funds are: SW Light Rail (\$75,000); Housing Programs (\$100,000); Business Outreach (\$25,000); and affordable housing (\$125,000).

- The Economic Development Advisory Commission (EDAC) has reviewed the HRA budget and levy at both its September 9 and November 4 meetings, and continues to support the HRA levy at \$325,000. Their recommendation included the following: SW Light Rail (\$75,000); Housing Programs (\$100,000); Business Outreach (\$25,000) and Homes Within Reach (\$125,000). Commissioners noted that it is one tool to maintain long-term homeownership for lower-income buyers. The commission further commented that rehabbing the homes prior to the buyer purchasing the home is attractive and the long-term reach of the program makes it a worthwhile investment.
- The city council also requested the EDAC review a wealth-building program similar to St. Louis Park. The commission discussed the information at its meeting on [Nov. 4, 2021](#) and noted the following:
  - Expand the current down-payment assistance program with some of the following changes:
    - Up to \$60,000 in assistance (some mention of capping the assistance at 15% of the purchase price with buyer contributing 5% at closing)
      - Repaid if sold or refinanced.
    - Broaden the eligible home price to the previous year's median income. IE: 2020 was \$399,000 (The current limit is restricting home many homes are available to buyers)
    - Keep the income at 120% AMI for eligibility.
    - Utilize the existing balance of HRA levy funds. If needed, utilize AHTF to expand the program in the future.
    - Commissioners did not support the idea of wealth building built into the program (i.e. loan forgiveness). There was discussion about the public policy issues with redirecting tax dollars for the benefit of a specific sector of homeowners. The commission thought it was too restrictive on who would be served and preferred a broader approach to expand the current offerings.

### **Discussion Question:**

- ***Does the city council agree with the recommendation of the EDAC?***
  
- ***Does the council agree with the general recommendation on expansion of the down payment assistance program?***

## **2. 2022 Utility Rates**

A public hearing is also scheduled for the council's December 6 meeting to review the city's various utility rates.

### **2022 Water and Sewer Rates**

In 2014 and 2015, the council convened a number of study sessions regarding critical maintenance and reconstruction of the city's \$500 million water and sewer system assets, which has now grown to \$600 million. Subsequently, the council proactively adopted a long-term bonding and user rate plan to support the ongoing costs required to keep the aging systems in appropriate working order.

Under this plan, the city has sold \$27.5 million in General Obligation (G.O.) revenue bonds in 2015, 2016 and 2018, and annual debt service on the oldest of these bonds began in 2016. The next bond sale is occurring later this month on November 30. That bond will add \$10 million to the city's outstanding utility fund debt.

Last fall, staff requested that Baker Tilly update its initial 2014 rate study to confirm the city is still on track to ensure financial stability of the city's utility system. For its assumptions, Baker Tilly took into consideration the city's most recent CIP, current budget, number of utility accounts, projections on new users to the systems, and current utility rates.

With an ever-aging utility system, capital outlay continues to be the driving factor in rates. Staff is estimating \$126.6 million of projected capital outlay through 2035. Paying for this capital outlay will be through a combination of cash reserves and debt issuances. Fortunately, the city's current rate structure plan of annual increases of 3.75 percent will continue to meet the city's needs into the future. As a result, the city's water and sewer rates are among the highest of our comparable cities. However, Baker Tilly believes Minnetonka is among a small minority of communities that are taking a proactive approach to addressing aging infrastructure and extensive replacement costs. By doing so the city will incur rate increases, but is preparing for a stable future for its ratepayers.

The adopted rates and financial plan continue to be consistent with the city's historic and appropriate financing structures for the city's utilities. It uses a Pay-As-You-Use approach for financing the major infrastructure of these enterprises and does not specially assess properties.

Over the last number of years, rates have been increasing at 3.75 percent across both the variable and fixed-rate fee types. For 2022, staff is recommending that water variable rate increase continue at approximately 3.75 percent. However, staff is recommending the sewer variable rate increase from \$2.61 to \$2.80 per thousand gallons, which is an increase of 7.8 percent. The \$2.80 per thousand gallons fee will match the pass-through rate that Metropolitan Council Environmental Services (MCES) charges the city for its processing services. This will allow the city to break-even on the variable rate fee. To offset this larger variable rate increase, staff is recommending the base infrastructure fee of \$73.65 per quarter remain unchanged for 2022.

This modification to the 2022 water and sewer rates for low to average water users will result in rate increases between two and three percent. For example, residents with average quarterly water consumption of 19,000 gallons can expect the water and sewer portion of their quarterly



bill to increase \$6.60 or 2.88 percent, while residents consuming 9,000 gallons per quarter, can expect the water and sewer portion of their quarterly utility bill to increase \$3.48 or 2.06 percent.

### **2022 Storm Water Fees**

The storm water rate is budgeted to increase three (3.0) percent for 2022. The 2022-26 CIP projects a fund balance deficit in the fund by 2023, mainly due to intensive street reconstruction projects in 2021 through 2023. The fund is projected to rebound in future years with annual three percent rate increases. Staff will continue to monitor this fund into the future to ensure its sustainability.

### **Discussion Question:**

- ***Does the city council agree on the proposed 2022 utility rate increases?***

### 3. Organics and Recycling Plan

At the May 24, 2021 council meeting, staff reviewed organics recycling options regarding the future county directive. Since that time, staff has followed up on council's feedback with various vendors to work on implementation of the city's organics recycling program, as well as extension of the city's recycling services. At the council meeting, staff indicated they would bring the item back in the fall to make a final recommendation on the three options discussed. The options included:

<b>Organics Collection Option</b>	<b>Description</b>
<b>Option A</b>	Require all licensed garbage haulers to offer organic waste collection to customers along with their garbage service.
<b>Option B</b>	Select a single hauler to provide organics waste collection to residents on a subscription basis.
<b>Option C</b>	Select a single hauler to provide citywide organics waste collection in which every household pays for the service similar to the current recycling program.

Staff is recommending Option A collection for organics in the city of Minnetonka as outlined below. For a comparison to other cities with a population over 10,000, the cities of Plymouth, Maple Grove, Brooklyn Park, Hennepin Recycling Group (Brooklyn Center, Crystal and New Hope), Eden Prairie and Rogers are using Option A to meet the requirements of the ordinance. Similar to Minnetonka, all of these cities are open haul cities with respect to garbage collection. The cities of Minneapolis, Bloomington, Edina, St Louis Park, Richfield, Champlin, Golden Valley, Robbinsdale and Hopkins are using either Option B or Option C. These cities have an organized collection of garbage with the exception of Edina and Golden Valley.

#### **Organics Collection**

##### Option A (recommended option)

The city currently has an open garbage collection system, which allows residents to choose from a list of licensed vendors and contract with them directly for service. In Option A, the city would impose a condition of licensure of waste collection vehicles to be contingent on the business offering curbside organics recycling to its customers. This option forces haulers to offer organics recycling while allowing residents to determine if they choose to participate and be co-collected with trash. The cost range for this subscription based service is approximately \$70-\$90 per year per household or approximately \$76,500 for collection service at 5 percent participation.

##### Option B

In this scenario, organics recycling would be included and bid with or separate from the city's recycling contract renewal. Organics recycling service would be a subscription service offered for all of the residents. Cost for the offering would be based on the number of subscriptions. Its likely subscriptions would be spaced throughout the city with less participants increasing the cost to each resident. The cost range for this subscription based service is approximately \$130-\$150 per year per household or approximately \$127,500 for the collection service at 5 percent participation.

Option C

This option allows organic recycling to be included and bid with or separate from the renewal of the recycling contract. Organics recycling service would be a required service for all of the residents. All residents would pay for this option whether they participate or not. This option would likely promote organics recycling further.

Cost for the offering is typically around \$5-10 per month if it is citywide; however, in response to feedback from council, staff has negotiated a tiered system based on participation as an additional option, which would allow for better customer rates for the program. In order to move forward with an option of this type, an increase in recycling fees would be necessary in the range of \$2.50-\$2.75 per month per household. The cost range for this mandatory service to each household would be \$30-\$33 per year initially or approximately \$500,000 for the collection service at 5 percent participation.

Participation %	Price
5%	\$2.50
7%	\$2.75
10%	\$3.00
15%	\$3.25
20%	\$3.75
25%	\$4.25
30%	\$4.75
35%	Re-evaluate and negotiate

While the recommended Option A may increase truck traffic, staff did evaluate the potential for additional deterioration and based on the city's pavement management program, does not find this would accelerate or show noticeable signs of expedited pavement deterioration.

For the past four years, a one year of free service grant program has been offered to residents that begin home organics recycling. Approximately 850 homes (5%) are currently participating; however, the number of homes that continue to compost after the grant expires is disappointing. The city would continue to offer this grant opportunity for new customers to organics recycling. Further, an organics drop off site is included in the city's recycling center for residents preferring to drop off their organics.

In discussions with the city's communications manager and Hennepin County, staff is proposing to continue and increase its communications plan over the next several years to educate residents of single and multi-family as well as businesses of Minnetonka on the benefits and need for organics recycling. Promotional tools have included and will continue to include:

- Social media
- Minnetonka Memo
- Website
- Utility bill inserts
- Hennepin County resources
- Video storytelling
- Multifamily and business partnerships

### Recycling Contract Amendment Extension

The city's comprehensive recycling contract with Republic Services is due to expire at the end of the year. This contract provides for residential curbside pickup of mixed recyclables, which includes various types of paper, cartons, glass, plastic and metal. In addition, the contract also provides for a 24-hour drop off center for recyclables at the city's public works facility.

Staff has negotiated recycling pricing for the next three years. Staff did review a full Request for Proposal (RFP) process in conjunction with the negotiation discussions with Republic Services, and based on review of adjacent city RFP actual prices received combined with favorable proposed prices provided by Republic Services, is recommending the contract amendment.

There are two components to the pricing structure, which includes the curbside collection fee and the 24-hour recycling drop-off center. In January of 2018, the major recycling importer outside of the United States (US) enacted strict contamination limits for their imported recycled content, which in turn increased the costs for US recyclers to process their materials. Currently, there is no revenue for cities from the sale of recyclables due to these increased processing costs. Previous contract agreements included revenue share from the sale of recycled materials. Given the state of the recycling market since 2018 with little to no market value, this contract amendment excludes revenue share and as a result eliminates the processing fee which is currently \$1.65/month/household.

Currently, the city has twelve 8-cubic yard containers that are serviced 7-days a week at the 24-hour drop off center. If cardboard volumes require adjustment of the containers, additional containers can be added for a fee.

The contract extension pricing per month for curbside household recycling is as follows below with a \$0.35 decrease to the city beginning in 2022.

Year	Collection Rate	Processing Fee	Total Rate
2021 (current)	\$3.10	\$1.65	\$4.75
2022	\$4.40	No fee	\$4.40
2023	2022+inflation adjustment.	No fee	TBD
2024	2023+inflation adjustment	No fee	TBD

### Costs

The 2022 recycling fee to residential properties would be recommended with no increase from 2021 and remain at \$6.60/month which would cover curbside collection fee (\$900,000), 24-hour recycling center drop-off (\$70,000) and leaf and brush drop off site (\$160,000). Staff would not recommend a reduction in the costs to residents at this time but allow any savings to be included in upcoming fund balances and re-evaluated prior to 2023.

Below is a curbside collection fee comparison with other metro cities.

City	Recycling (cost per month)	Organics ( cost per month)	Brush and Yard Waste Drop Off	Recycling Drop Off
Bloomington	\$6.11	\$5.50 (Option C)	No	No
Brooklyn Park	\$3.45	Option A	Yes	No
Champlin	\$4.88	(5.50) Option B	No	No
Eden Prairie	\$3.45	Option A	Yes	No
Edina	\$3.70	\$5.50 (Option C)	No	No
Fridley	\$3.94	\$10.61 (Option B)	No	No
Golden Valley	\$5.66	\$5.66 (Option C)	No	No
Hennepin Recycling Group	\$3.75	Option A	Yes	No
Hopkins	\$5.25	\$5.50 (Option C)	Yes – Pay per load	Yes – Partner with Minnetonka
Maple Grove	\$4.50	Option A	Yes	Yes (not 24-hour)
Minnetonka	\$6.60	Option A	Yes	Yes
Plymouth	\$3.45	Option A	Yes	Yes
Richfield	\$7.00	\$5.00 (Option C)	No	No
St. Louis Park	\$3.14	\$5.00 (Option C)	Yes	No
Rogers	\$3.50	Option A	Yes – Partner with Maple Grove (\$25/year fee)	No

**Discussion Question:**

- ***Does the city council agree with the recommended option of allowing residents to choose from a list of licensed vendors and contract with them directly?***
- ***Does the city council agree with extending the contract with Republic Services for three additional years and maintaining the current recycling rate fee for 2022?***



CITY OF  
**MINNETONKA**

# 2022 Budget

**Minnetonka, Minnesota**

*Preliminary*

**City Council:**

Brad Wiersum, Mayor  
Deb Calvert, Councilmember At Large  
Susan Carter, Councilmember At Large  
Brian Kirk, Councilmember Ward 1  
Rebecca Schack, Councilmember Ward 2  
Bradley Schaeppi, Councilmember Ward 3  
Kissy Coakley, Councilmember Ward 4

**Staff:**

Mike Funk, Acting City Manager  
Darin Nelson, Finance Director/Treasurer  
Scott Boerboom, Chief of Police  
Corrine Heine, City Attorney  
Will Manchester, Public Works Director  
Kelly O'Dea, Recreation Services Director  
John Vance, Fire Chief  
Julie Wischnack, Community  
Development Director





CITY OF  
**MINNETONKA**

**City of Minnetonka**  
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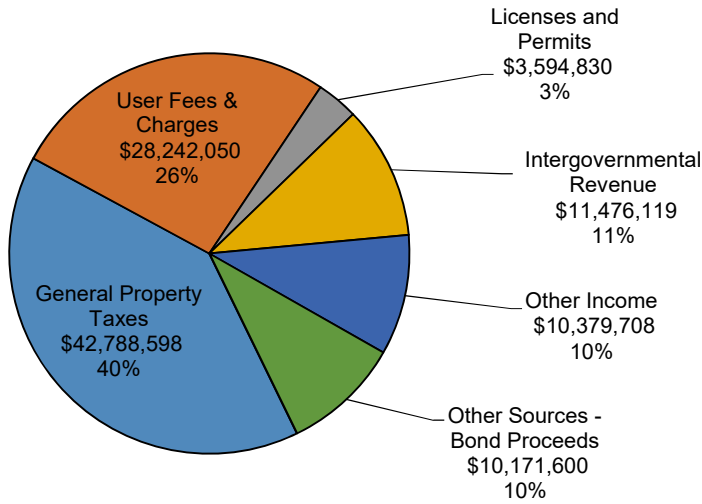
### Consolidated Budgets Summary - All Funds

	<b>2021 Revised</b>	<b>2022 Budget</b>
<b><u>Revenue</u></b>		
General Property Taxes	\$ 42,788,598	\$ 45,064,229
User Fees & Charges	28,242,050	28,668,000
Licenses and Permits	3,594,830	3,081,900
Intergovernmental Revenue	11,476,119	3,295,900
Other Income	10,379,708	7,637,300
Other Sources - Bond Proceeds	10,171,600	-
<b>Total Revenue</b>	<b>\$ 106,652,905</b>	<b>\$ 87,747,329</b>
<b><u>Expenditures</u></b>		
<b>By Program:</b>		
General Government	\$ 7,703,900	\$ 8,358,450
Public Safety	29,419,123	20,075,950
Streets & Utilities	53,478,683	43,468,550
Parks & Environment	13,002,700	7,652,100
Recreation	7,202,810	7,383,550
Development	7,790,337	9,747,500
<b>Total Expenditures by Program</b>	<b>\$ 118,597,553</b>	<b>\$ 96,686,100</b>
<b>By Category:</b>		
Personnel	\$ 36,250,600	\$ 39,657,300
Supplies	3,967,961	3,991,450
Services & Charges	17,948,774	19,967,550
Capital Outlay	56,041,985	29,574,800
Debt Service	4,388,233	3,495,000
<b>Total Expenditures by Category</b>	<b>\$ 118,597,553</b>	<b>\$ 96,686,100</b>

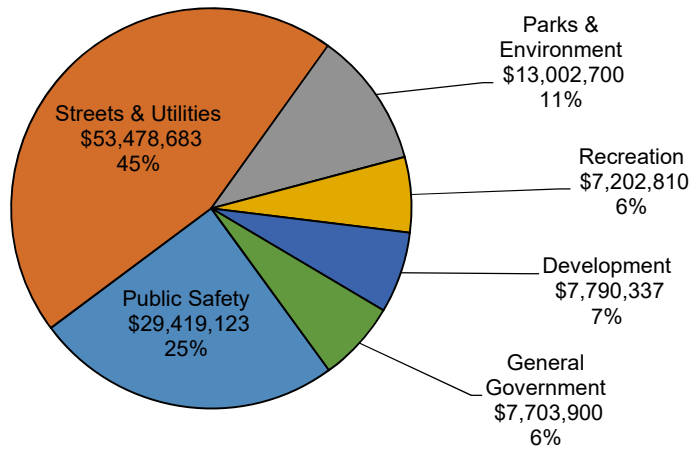
Note: Internal service fund budgets are accounted for twice in this summary to better reflect costs by program and category. They appear once from the internal service fund and once from the respective fund incurring the charge for service.

## 2021 Revised Consolidated Budgets Charts - All Funds

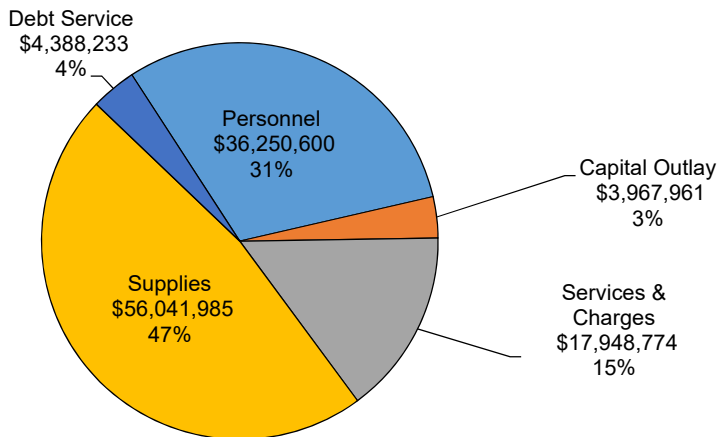
### Revenue



### Expenditures by Program

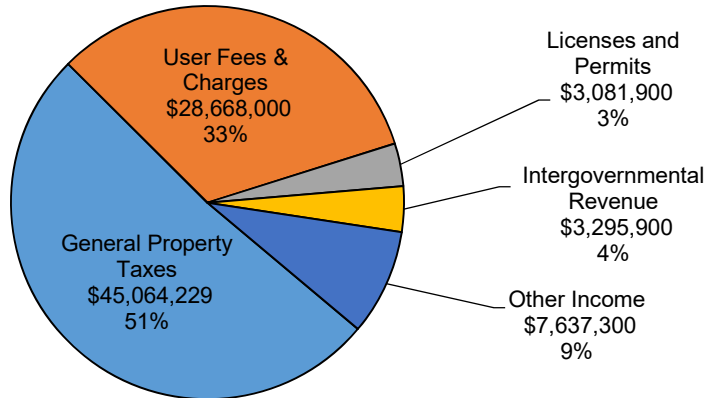


### Expenditures by Category

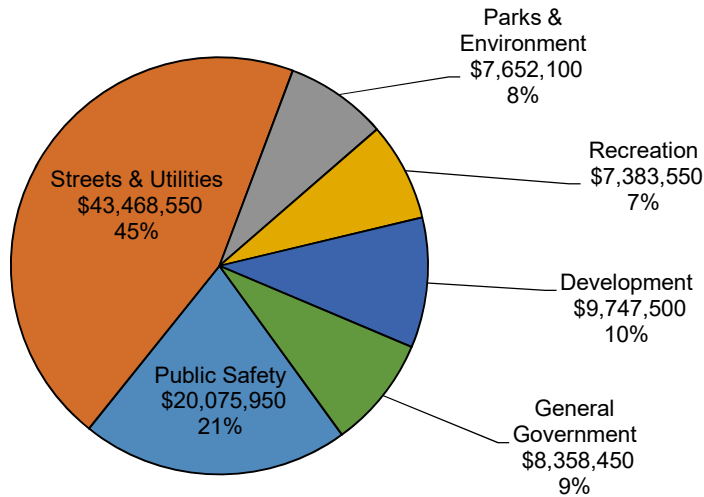


## 2022 Consolidated Budgets Charts - All Funds

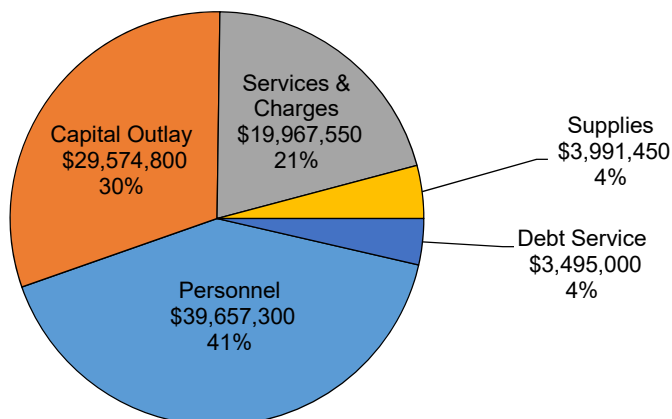
### Revenue



### Expenditures by Program



### Expenditures by Category





**Tax Levies**

<b>Tax Base</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	
Real Estate	\$ 118,491,431	\$ 124,183,480	\$ 131,633,164	\$ 136,021,628	Estimate
Personal Property	1,051,367	1,008,773	1,105,657	447,613	Estimate
Fiscal Disparities Contribution	(14,554,550)	(15,396,403)	(15,706,327)	(16,360,158)	Estimate
Fiscal Disparities Distribution	4,745,337	5,076,458	5,413,170	5,853,063	Estimate
Tax Increment	(3,182,771)	(3,211,119)	(3,479,997)	(4,016,614)	Estimate
<b>Total Tax Capacity</b>	<b>\$ 106,550,814</b>	<b>\$ 111,661,189</b>	<b>\$ 118,965,667</b>	<b>\$ 121,945,532</b>	<b>Estimate</b>
<b>Taxable Referendum Market Value</b>	<b>\$ 9,698,923,450</b>	<b>\$ 10,166,460,750</b>	<b>\$ 10,743,355,100</b>	<b>\$ 11,106,248,450</b>	<b>Estimate</b>
<b>City Tax Levy</b>					
General Fund	\$ 26,438,176	\$ 29,671,100	\$ 32,368,800	\$ 33,760,800	
Street Improvement Fund	5,380,000	5,680,000	5,880,000	6,080,000	
Capital Replacement Fund	3,295,000	2,155,000	806,000	1,517,100	
Park & Trail Improvement Fund	650,000	650,000	650,000	650,000	
Technology Development Fund	600,000	600,000	600,000	650,000	
Forestry Fund	93,000	118,000	118,000	133,000	
Public Safety Fund	450,000	550,000	550,000	550,000	
Ridgedale Tax Abatement	60,000	65,000	70,000	75,000	
Debt Service (Public Safety Facility)	-	1,230,062	1,116,668	1,114,989	
Tax Capacity Tax Levy	\$ 36,966,176	\$ 40,719,162	\$ 42,159,468	\$ 44,530,889	
Market Value Tax Levy (Park Bonds)	1,389,255	283,815	284,130	284,340	
<b>Total Tax Levy</b>	<b>\$ 38,355,431</b>	<b>\$ 41,002,977</b>	<b>\$ 42,443,598</b>	<b>\$ 44,815,229</b>	
<b>City Tax Rates</b>					
<b>City Tax Capacity Tax Rate</b>	<b>34.676</b>	<b>36.552</b>	<b>35.556</b>	<b>36.566</b>	<b>Estimate</b>
<b>City Market Value Tax Rate</b>	<b>0.01451</b>	<b>0.00279</b>	<b>0.00265</b>	<b>0.00265</b>	<b>Estimate</b>
<b>HRA Tax Levy</b>					
<b>HRA Tax Capacity Tax Rate</b>	<b>\$ 300,000</b>	<b>\$ 225,000</b>	<b>\$ 300,000</b>	<b>\$ 325,000</b>	
<b>HRA Tax Capacity Tax Rate</b>	<b>0.282</b>	<b>0.202</b>	<b>0.252</b>	<b>0.267</b>	<b>Estimate</b>
HRA Tax Levy % of Market Value	0.003093%	0.002213%	0.002792%	0.002926%	

## 2022 Annual Budget - Governmental Funds Summary

	General Fund	Special Revenue Funds	Capital Project Funds	Debt Service Funds	Total Governmental Funds
<b>Revenues:</b>					
General Property Taxes	\$ 33,584,800	\$ 325,000	\$ 9,755,100	\$ 1,399,329	\$ 45,064,229
User Fees & Charges	2,121,300	-	-	-	2,121,300
Licenses and Permits	3,081,900	-	-	-	3,081,900
Intergovernmental Revenue	1,211,300	127,500	1,867,100	-	3,205,900
Other Income	1,309,300	3,166,000	2,641,400	-	7,116,700
Total Revenues	<u>\$ 41,308,600</u>	<u>\$ 3,618,500</u>	<u>\$ 14,263,600</u>	<u>\$ 1,399,329</u>	<u>\$ 60,590,029</u>
<b>Expenditures</b>					
General Government	\$ 6,056,050	\$ 1,074,200	\$ 584,200	\$ -	\$ 7,714,450
Public Safety	18,580,450	-	440,300	1,055,200	20,075,950
Streets & Utilities	7,285,850	610,000	13,703,600	-	21,599,450
Parks	4,037,300	-	2,013,300	268,200	6,318,800
Recreation	3,529,850	959,400	-	-	4,489,250
Development	4,288,300	1,492,500	3,796,200	170,500	9,747,500
Total Expenditures	<u>\$ 43,777,800</u>	<u>\$ 4,136,100</u>	<u>\$ 20,537,600</u>	<u>\$ 1,493,900</u>	<u>\$ 69,945,400</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>\$ (2,469,200)</u>	<u>\$ (517,600)</u>	<u>\$ (6,274,000)</u>	<u>\$ (94,571)</u>	<u>\$ (9,355,371)</u>
<b>Other Financing Sources (Uses)</b>					
Transfers In	\$ 1,469,200	\$ 350,000	\$ 2,438,000	\$ -	\$ 4,257,200
Transfers Out	(2,888,000)	(71,000)	(171,000)	-	(3,130,000)
Total Other Financing Sources (Uses)	<u>\$ (1,418,800)</u>	<u>\$ 279,000</u>	<u>\$ 2,267,000</u>	<u>\$ -</u>	<u>\$ 1,127,200</u>
Net Change in Fund Balance	<u><u>\$ (3,888,000)</u></u>	<u><u>\$ (238,600)</u></u>	<u><u>\$ (4,007,000)</u></u>	<u><u>\$ (94,571)</u></u>	<u><u>\$ (8,228,171)</u></u>



CITY OF  
**MINNETONKA**

## General Fund Summary

	2019 Actual	2020 Actual	2021 Budget	2021 Revised	2022 Budget
<b>Revenues</b>					
General Property Taxes	\$ 26,410,974	\$ 29,765,807	\$ 32,053,800	\$ 32,063,800	\$ 33,584,800
Licenses & Permits	4,887,308	4,283,869	2,939,800	3,594,830	3,081,900
Intergovernmental Revenue	1,176,053	5,245,070	1,153,800	5,893,920	1,211,300
Transfers	1,437,400	1,447,500	1,457,800	1,457,800	1,469,200
User Fees & Charges	2,044,475	1,385,825	1,745,900	1,747,300	2,121,300
Other Income	1,570,638	1,197,409	1,259,000	1,222,250	1,309,300
<b>Total Revenues</b>	<b>\$ 37,526,848</b>	<b>\$ 43,325,480</b>	<b>\$ 40,610,100</b>	<b>\$ 45,979,900</b>	<b>\$ 42,777,800</b>
<b>Expenditures</b>					
Mayor & City Council	\$ 241,786	\$ 320,637	\$ 299,000	\$ 254,800	\$ 303,100
General Administration	1,673,725	2,396,991	2,796,200	2,950,200	3,151,600
Information Technology	1,017,886	1,056,030	1,088,300	1,088,000	1,374,500
Finance	964,829	1,020,876	1,124,400	1,120,750	1,176,850
Assessing	810,930	823,894	886,800	876,800	919,000
<i>Subtotal, General Government</i>	<i>4,709,156</i>	<i>5,618,428</i>	<i>6,194,700</i>	<i>6,290,550</i>	<i>6,925,050</i>
Police	10,174,472	11,022,970	11,593,100	11,593,100	11,882,050
Fire	3,387,891	3,852,330	4,240,500	4,279,522	5,293,200
Legal	810,572	880,360	979,000	962,950	1,007,800
Environmental Health	438,089	393,504	391,500	388,200	397,400
<i>Subtotal, Public Safety</i>	<i>14,811,024</i>	<i>16,149,164</i>	<i>17,204,100</i>	<i>17,223,772</i>	<i>18,580,450</i>
Engineering	1,128,883	1,249,142	1,460,600	1,460,600	1,512,900
Street Maintenance	3,589,786	3,343,356	3,954,900	3,954,900	4,041,450
Building Maintenance	1,450,241	1,338,021	1,460,600	1,460,600	1,731,500
<i>Subtotal, Streets &amp; Utilities</i>	<i>6,168,910</i>	<i>5,930,519</i>	<i>6,876,100</i>	<i>6,876,100</i>	<i>7,285,850</i>
Parks & Trails	1,741,477	1,863,058	2,027,800	2,027,800	2,171,500
Natural Resources	1,407,048	1,599,334	1,599,200	1,599,200	1,865,800
<i>Subtotal, Parks &amp; Environment</i>	<i>3,148,525</i>	<i>3,462,392</i>	<i>3,627,000</i>	<i>3,627,000</i>	<i>4,037,300</i>
Joint Recreation	1,579,814	1,136,975	1,708,000	1,682,150	1,870,850
Minnetonka Recreation	616,811	588,603	718,600	747,000	625,100
Senior Services	426,126	331,184	401,800	356,800	412,900
Community Center	458,002	457,628	596,900	568,100	621,000
<i>Subtotal, Recreation</i>	<i>3,080,753</i>	<i>2,514,390</i>	<i>3,425,300</i>	<i>3,354,050</i>	<i>3,529,850</i>
Planning	684,203	627,694	773,100	652,700	858,800
Community Development	2,209,012	2,211,783	2,346,800	2,335,100	2,510,500
<i>Subtotal, Development</i>	<i>2,893,215</i>	<i>2,839,477</i>	<i>3,119,900</i>	<i>2,987,800</i>	<i>3,369,300</i>
Contingency	-	-	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>\$ 34,811,583</b>	<b>\$ 36,514,370</b>	<b>\$ 40,497,100</b>	<b>\$ 40,409,272</b>	<b>\$ 43,777,800</b>
Surplus of Revenues over Expenditures	\$ 2,715,265	\$ 6,811,110	\$ 113,000	\$ 5,570,628	\$ (1,000,000)
Transfer to Capital Replacement Fund	(1,200,000)	(2,448,000)	(355,000)	(355,000)	(400,000)
Transfer to Other Funds	(1,673,051)	(1,726,608)	(2,213,000)	(3,588,000)	(2,488,000)
<b>Beginning Fund Balance</b>	<b>23,893,709</b>	<b>23,735,923</b>	<b>26,372,425</b>	<b>26,372,425</b>	<b>28,000,053</b>
<b>Ending Fund Balance</b>	<b>\$ 23,735,923</b>	<b>\$ 26,372,425</b>	<b>\$ 23,917,425</b>	<b>\$ 28,000,053</b>	<b>\$ 24,112,053</b>
Nonspendable Balances - Inventories	588,242	371,290	175,000	375,000	375,000
Unrestricted Balances					
Committed for Compensated Absences	1,070,000	1,070,000	1,070,000	1,460,000	1,460,000
Assigned for Federal ARPA Awards	-	-	-	3,575,000	1,450,000
Assigned for POC Fire Pensions	265,900	315,900	365,900	365,900	415,900
Assigned for Rec Scholarships & Sr. Ctr.	15,000	15,000	15,000	15,000	15,000
Assigned as Budget Stabilization*	14,909,200	16,198,900	16,780,100	17,511,200	18,089,000
Unassigned	6,887,581	8,401,335	5,511,425	4,697,953	2,307,153
<b>Ending Fund Balance</b>	<b>\$ 23,735,923</b>	<b>\$ 26,372,425</b>	<b>\$ 23,917,425</b>	<b>\$ 28,000,053</b>	<b>\$ 24,112,053</b>
Budget Stabilization Balance Policy Goal	40.8%	40.0%	38.3%	40.0%	40.0%

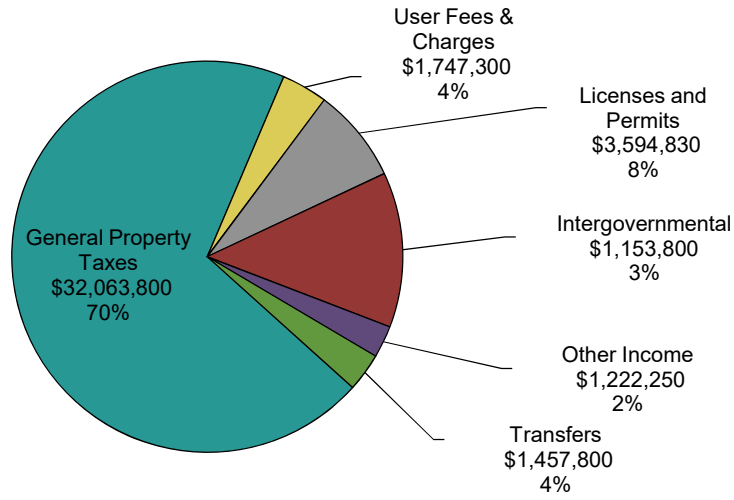
\*Budget Stabilization amount above is 40% of next years budget.

## General Fund Revenues

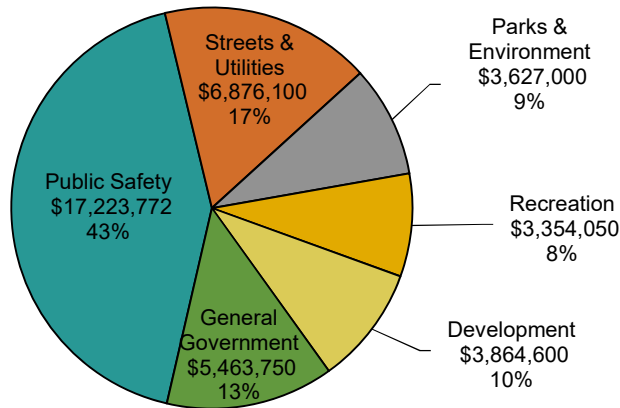
	2019 Actual	2020 Actual	2021 Budget	2021 Revised	2022 Budget
<b>General Property Taxes</b>					
Ad Valorem Tax Levy	\$ 26,299,849	\$ 29,560,970	\$ 32,368,800	\$ 32,368,800	\$ 33,760,800
Abatements & Cancellations	87,500	180,502	(325,000)	(325,000)	(200,000)
Other, incl. Tax Forfeit Sale Revenue	269	-	-	-	-
Penalties & Interest	23,356	24,335	10,000	20,000	24,000
<i>Subtotal, General Property Taxes</i>	<b>\$ 26,410,974</b>	<b>\$ 29,765,807</b>	<b>\$ 32,053,800</b>	<b>\$ 32,063,800</b>	<b>\$ 33,584,800</b>
<b>Licenses &amp; Permits</b>					
Building Permits	\$ 2,590,659	\$ 2,232,863	\$ 1,500,000	\$ 2,100,000	\$ 1,610,000
Plumbing Permits	420,289	315,631	225,000	210,000	225,000
Electrical Permits	610,739	496,383	300,000	310,000	285,000
Heating Permits	552,270	591,944	380,000	390,000	375,000
Liquor Licenses	245,014	230,745	192,600	223,200	233,500
Food Handlers Licenses	224,526	234,843	190,000	190,000	195,000
All Other Licenses & Permits	243,811	181,460	152,200	171,630	158,400
<i>Subtotal, Licenses &amp; Permits</i>	<b>\$ 4,887,308</b>	<b>\$ 4,283,869</b>	<b>\$ 2,939,800</b>	<b>\$ 3,594,830</b>	<b>\$ 3,081,900</b>
<b>Intergovernmental Revenue</b>					
Public Safety State Aid	\$ 899,213	\$ 953,925	\$ 899,200	\$ 953,900	\$ 953,900
MSA Maintenance	76,740	76,740	76,700	76,700	76,700
Federal Grants	1,282	4,092,116	-	4,733,320	40,000
Other Grants/Aid	198,818	122,289	177,900	130,000	140,700
<i>Subtotal, Intergovernmental Revenue</i>	<b>\$ 1,176,053</b>	<b>\$ 5,245,070</b>	<b>\$ 1,153,800</b>	<b>\$ 5,893,920</b>	<b>\$ 1,211,300</b>
<b>Transfers</b>					
Transfer From Utility Fund	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Transfer From Spec. Assess. Fund	41,000	41,700	42,400	42,400	43,100
Transfer From Ice Arena Fund	33,700	34,300	34,900	34,900	35,500
Transfer From Cable TV Fund	33,700	34,300	34,900	34,900	35,500
Transfer From Development Fund	65,400	66,500	67,700	67,700	68,900
Transfer From Environmental Fund	205,800	209,400	213,100	213,100	216,800
Transfer From Forestry Fund	58,000	58,000	58,000	58,000	59,000
Transfer From Williston Center	50,600	51,500	52,400	52,400	53,300
Transfer From Gray's Bay Marina	11,800	12,000	12,200	12,200	12,400
Transfer From Storm Water Fund	137,400	139,800	142,200	142,200	144,700
<i>Subtotal, Transfers</i>	<b>\$ 1,437,400</b>	<b>\$ 1,447,500</b>	<b>\$ 1,457,800</b>	<b>\$ 1,457,800</b>	<b>\$ 1,469,200</b>
<b>User Fees &amp; Charges</b>					
Recreation Receipts	\$ 1,162,435	\$ 564,566	\$ 950,000	\$ 1,024,500	\$ 1,193,900
Community Center Rental	112,180	(1,730)	80,000	36,800	99,500
School Liaison Reimbursement	149,831	239,000	113,100	113,000	232,000
Tower Antenna Rental	620,029	583,989	602,800	573,000	595,900
<i>Subtotal, User Fees &amp; Charges</i>	<b>\$ 2,044,475</b>	<b>\$ 1,385,825</b>	<b>\$ 1,745,900</b>	<b>\$ 1,747,300</b>	<b>\$ 2,121,300</b>
<b>Other Income</b>					
Court Fines	\$ 323,539	\$ 204,465	\$ 278,500	\$ 183,500	\$ 253,500
Investment Income	600,709	483,688	550,000	550,000	575,000
Miscellaneous Income	399,438	327,221	430,500	488,750	480,800
Change in Value of Investments	246,952	182,035	-	-	-
<i>Subtotal, Other Income</i>	<b>\$ 1,570,638</b>	<b>\$ 1,197,409</b>	<b>\$ 1,259,000</b>	<b>\$ 1,222,250</b>	<b>\$ 1,309,300</b>
<b>TOTAL REVENUES</b>	<b>\$ 37,526,848</b>	<b>\$ 43,325,480</b>	<b>\$ 40,610,100</b>	<b>\$ 45,979,900</b>	<b>\$ 42,777,800</b>
Non-levy revenue	\$ 11,116,143	\$ 13,559,673	\$ 8,556,300	\$ 13,916,100	\$ 9,193,000

## 2021 Revised General Fund Operating Revenues & Expenditures

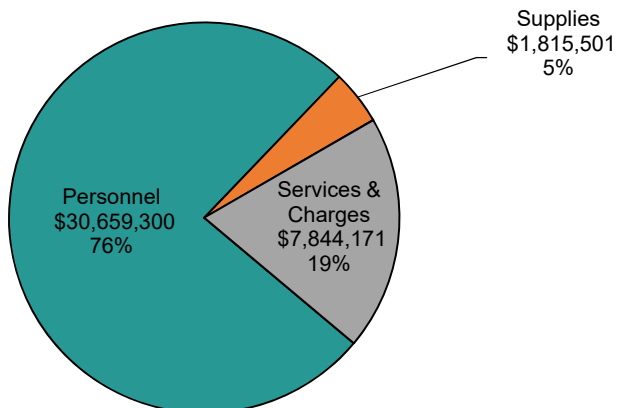
### Revenues



### Expenditures by Program

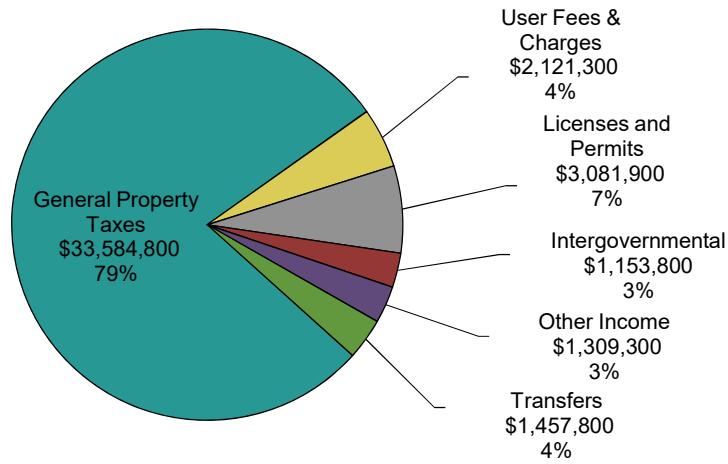


### Expenditures by Category

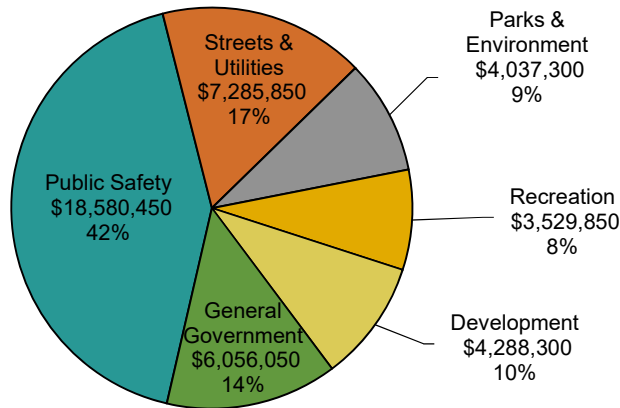


## 2022 General Fund Operating Revenues & Expenditures

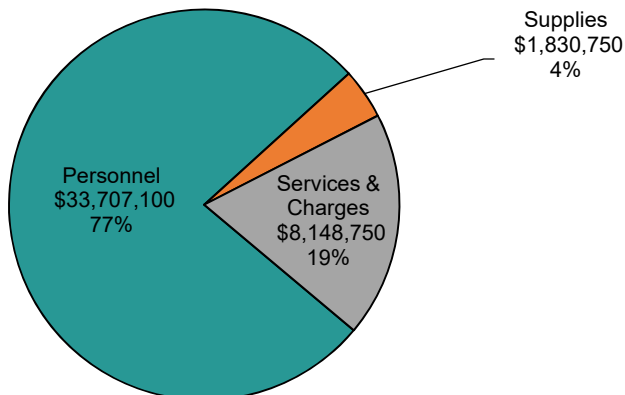
### Revenues



### Expenditures by Program



### Expenditures by Category





CITY OF  
**MINNETONKA**





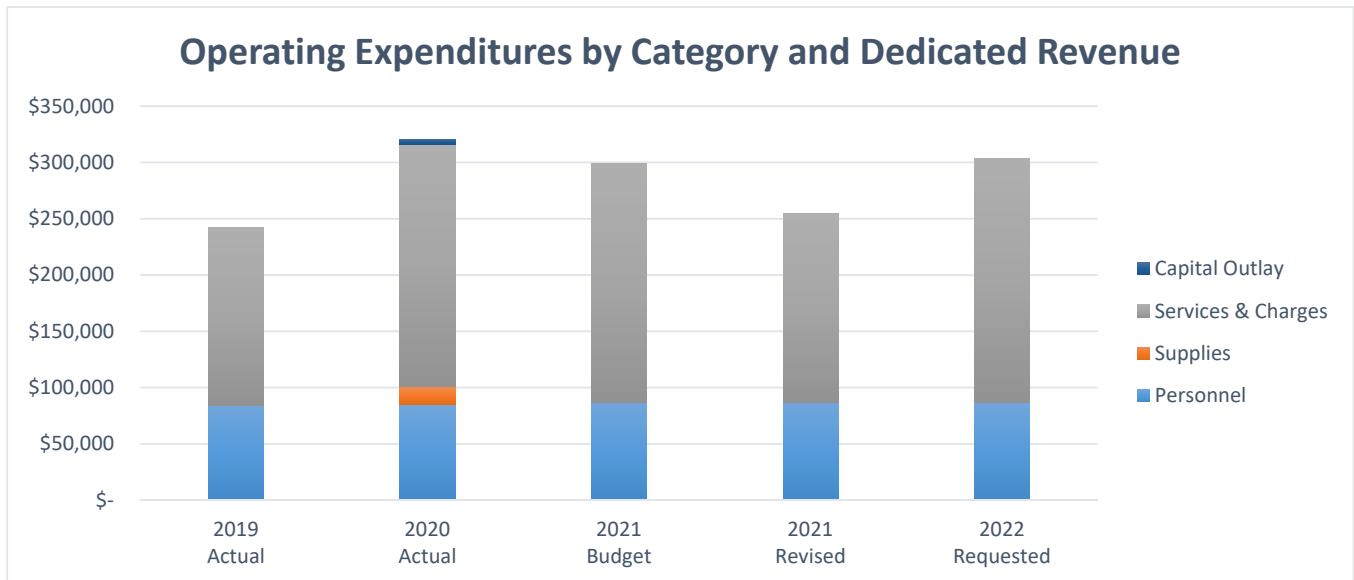
Division: **Mayor & City Council Division**  
 Fund Type: **General Fund**

**Description of Services:**

The mayor and six council members are the city’s elected representatives and the governing body. The city’s charter and code of ordinances provide that they be paid a modest salary and reimbursed for reasonable expenses, which are included within this budget. Also included in this budget are the city’s memberships and dues in various metro, state and national organizations through which the city’s interests are represented and/or the city receives benefits and services.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Operating Expenditures by Category					
Personnel	\$ 83,728	\$ 85,050	\$ 86,900	\$ 86,900	\$ 86,800
Supplies	62	15,611	100	100	100
Services & Charges	157,996	215,276	212,000	167,800	216,200
Capital Outlay	-	4,699	-	-	-
Total Operating Expenditures	<u>\$ 241,786</u>	<u>\$ 320,636</u>	<u>\$ 299,000</u>	<u>\$ 254,800</u>	<u>\$ 303,100</u>



**Key Measures:**

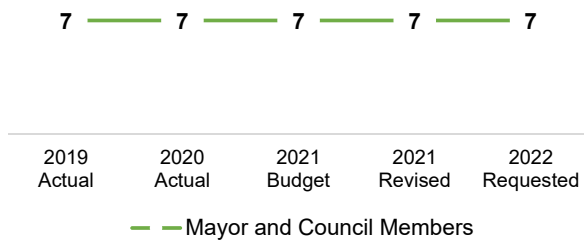
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Residents rating "Quality of Life" in city as "good" or "excellent"	99%	99%	98%	99%
City council meeting dates (reg and study sessions)	31	48	33	32
Board, commission and task force appointments / reappointments	9	13	24	12
BIPOC Boards & Commission members	N/A	N/A	39%	42%

**Budget Comments/Issues:**

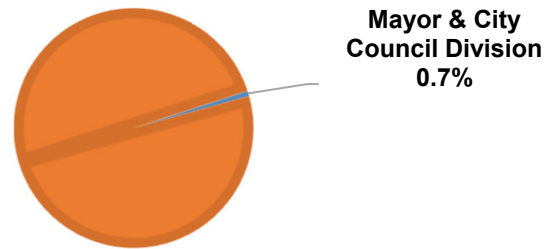
There are no significant changes to this budget for 2022 compared to 2021.

- Savings of \$29,622 in 2021 due to Bassett Creek Watershed District dues being paid in December of 2020 in stead of 2021.
- The 2020 increase in "other services and charges" are related to an increase in dues for organizational memberships, an increased interest from elected officials to attend regional and national conferences, and strategic planning consultant fees.

Employees



Percent of General Fund Expenditures





Division:  
 Responsible Department:  
 Fund Type:

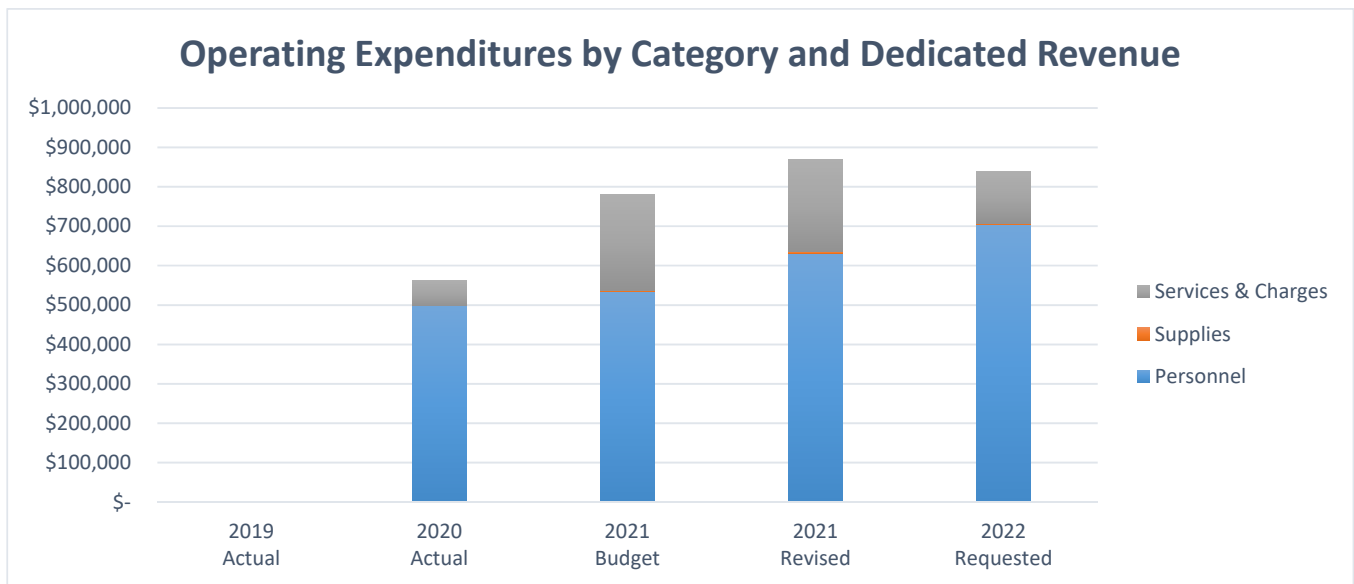
**City Manager Division**  
 Administrative Services Department  
 General Fund

**Description of Services:**

The city manager communicates with the mayor and council members, administers the city's policies and procedures and reviews, approves city council agendas, prepares the annual operating budget and capital improvements program and serves as the city's liaison to outside agencies.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Operating Expenditures by Category					
Personnel	\$ -	\$ 497,633	\$ 535,300	\$ 631,600	\$ 704,900
Supplies	-	-	1,400	3,600	1,900
Services & Charges	-	63,761	244,800	233,800	132,000
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 561,394</b>	<b>\$ 781,500</b>	<b>\$ 869,000</b>	<b>\$ 838,800</b>



**Key Measures:**

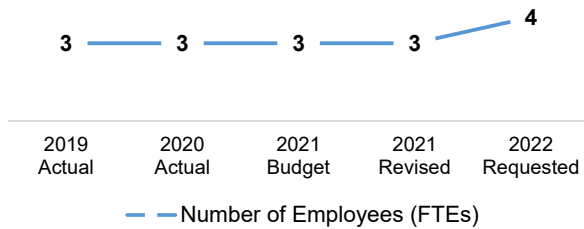
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Internal Diversity Committee meetings	0	2	11	11
Diversity, Equity & Inclusion Task force meetings	0	0	6	8
Action steps in strategic plan	0	0	84	85

**Budget Comments/Issues:**

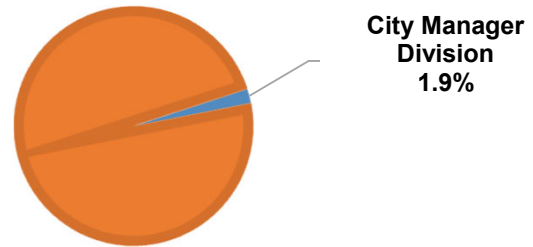
The proposed 2022 budget reflects increased efforts of Diversity Equity and Inclusive, including the salary of the 1 FTE, and accounts for the hiring and onboarding of City Manager.

- The 2021 and 2022 budget reflects costs associated with the creation of and ongoing learning for the Internal Diversity Committee (IDC).
- The 2021 budget includes the addition of 1 FTE. This new position in administration will serve as the Senior Diversity, Equity & Inclusion Coordinator. The 2022 funds for this position are reflected in personnel costs.
- The 2021 and 2022 budget reflects costs associated with the External Diversity, Equity and Inclusion task force.
- The 2021 budget reflects the retirement of a long term employee.
- The 2022 budget anticipates unknown in staffing.

Employees



Percent of General Fund Expenditures





Department:  
Responsible Department:  
Fund Type:

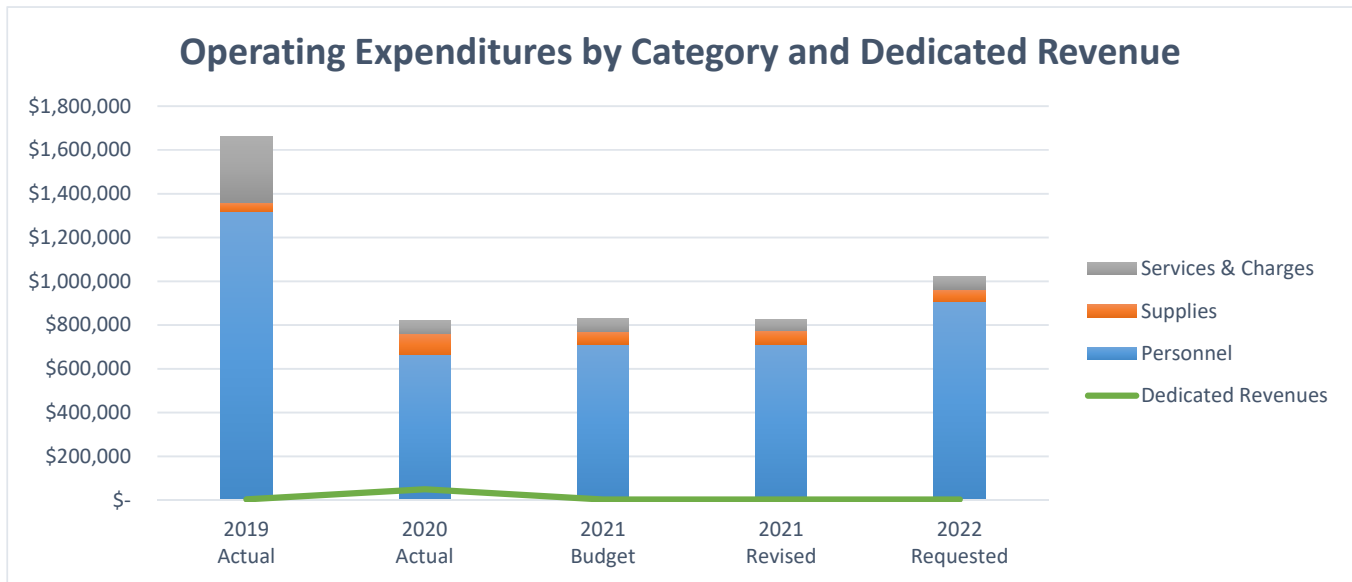
**Administrative Services Department**  
Administrative Services Department  
General Fund

**Description of Services:**

To provide exceptional front line customer service; ensure City records are accurate and accessible by managing and placing records pursuant to State law; to hold fair elections by coordinating the election process pursuant to charter and law; to administer the administrative citation hearing process as an alternative to the court system; and to ensure the cities liability, property and auto insurance is current and accurate.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 3,871	\$ 50,260	\$ 3,500	\$ 3,500	\$ 3,500
Operating Expenditures by Category					
Personnel	\$ 1,317,003	\$ 664,214	\$ 711,000	\$ 711,000	\$ 906,300
Supplies	40,897	95,463	60,100	62,400	56,600
Services & Charges	304,825	60,220	58,300	50,800	60,400
Total Operating Expenditures	<u>\$ 1,662,725</u>	<u>\$ 819,897</u>	<u>\$ 829,400</u>	<u>\$ 824,200</u>	<u>\$ 1,023,300</u>



## Key Measures:

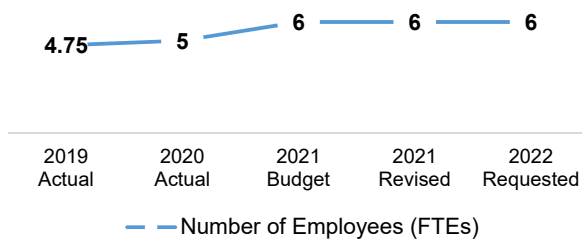
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Information desk phone calls	23,262	23,870	23,500	24,000
Total number of ballots cast	5,695	37,602	10,100	32,500
Registered voter turnout (percentage)	N/A	N/A	28%	85%
Data Practice Requests	133	115	156	164

## Budget Comments/Issues:

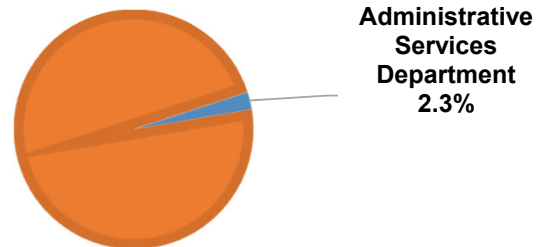
The division's budget, for personnel services in particular, fluctuates with the occurrence of elections. In a year like 2022 that includes state elections, workload responsibilities and corresponding information desk calls increase, which in turn increases costs.

- The 2021 budget includes \$25,000 to assist with the transition to ranked choice voting.
- The 2021 budget includes the addition of 1 FTE additional staff. The elections specialist position was dependent on the passage of the ranked choice vote ballot question passing on November 3.
- The Office of the Secretary of State (OSS) received funding through the 2020 CARES Act "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." Minnesota Laws 2020, Chapter 77, authorized the use of these funds within Minnesota, including allowing for distributing these funds to local governments for use consistent with the state and federal requirements. Note that this is a separate pool of funds from the larger CARES Act money that Minnetonka received. These funds can only be spent on elections-related costs. The City of Minnetonka received a total of \$40,203. Due to a required 20% match, an addition of \$48,243.60 was added to the line item.

Employees



Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

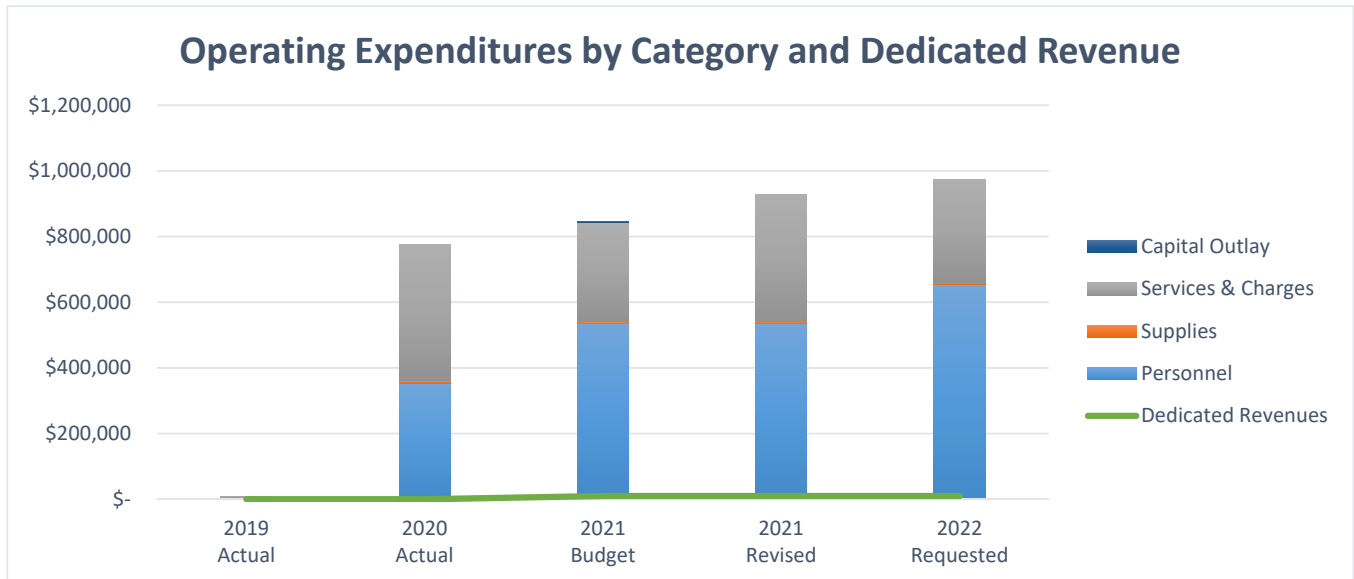
**Human Resources Division**  
Administrative Services Department  
General Fund

**Description of Services:**

Through strategic and customer service oriented partnerships and collaboration, Human Resources designs and supports systems to attract, develop, and retain a high performing, inclusive and diverse workforce and fosters a healthy, safe and engaged workforce focused on maximizing individual potential, expanding organizational capacity and positioning the City of Minnetonka as a premier employer.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Operating Expenditures by Category					
Personnel	\$ 2,926	\$ 353,243	\$ 534,500	\$ 534,500	\$ 654,500
Supplies	-	7,335	7,400	7,500	5,500
Services & Charges	6,898	416,604	300,600	386,100	312,200
Capital Outlay	-	-	3,000	-	-
Total Operating Expenditures	<u>\$ 9,824</u>	<u>\$ 777,182</u>	<u>\$ 845,500</u>	<u>\$ 928,100</u>	<u>\$ 972,200</u>



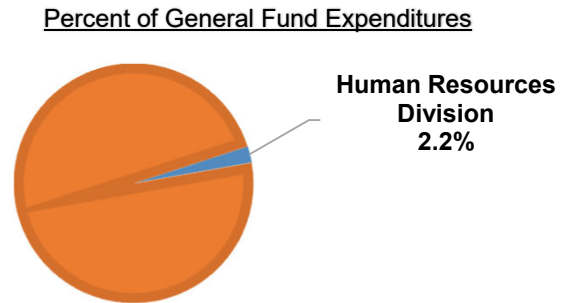
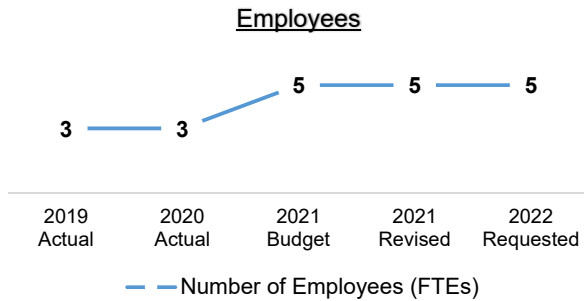
**Key Measures:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
City positions - Reg FT, PT & POC	339	341	345	361
Employee turnover rate (FT, PT & POC)	11%	8.1%	7.0%	7.0%
Workers Compensation Mod Factor	0.72	0.73	0.55	0.70
Annual health insurance premium increase / (decrease)	5.6%	13%	-10%	12.5%
BIPOC city employees - Reg FT, PT & POC	N/A	6.3%	7.0%	7.0%
BIPOC city employees - Seas, Temp, Flex PT	N/A	8.9%	12.2%	9.0%

**Budget Comments/Issues:**

The division's budget saw a drastic increase in 2020 and 2021 due to the impacts from COVID-19, staffing turnover both in division and city wide and increased efforts to recruit and retain employees, while staying competitive with benefits and compensation.

- The 2021 budget include 2 full-time employees in the Human Resource Division.
- The 2021 budget exceeds budgeted costs as staffing turnover resulted in the hiring of temp staff to continue the ongoing workload and additional workload to accommodate for continued COVID-19 related tracking and focus.
- The 2021 budget reflects the need to purchase software to modernize and streamline the onboarding of new employees and performance management throughout organization.
- In 2022 health insurance premiums are to increase by an average of 12.5%. This will be a shared costs between employees and the city. City-wide personnel budgets are reflective of this increase.







Division:  
 Responsible Department:  
 Fund Type:

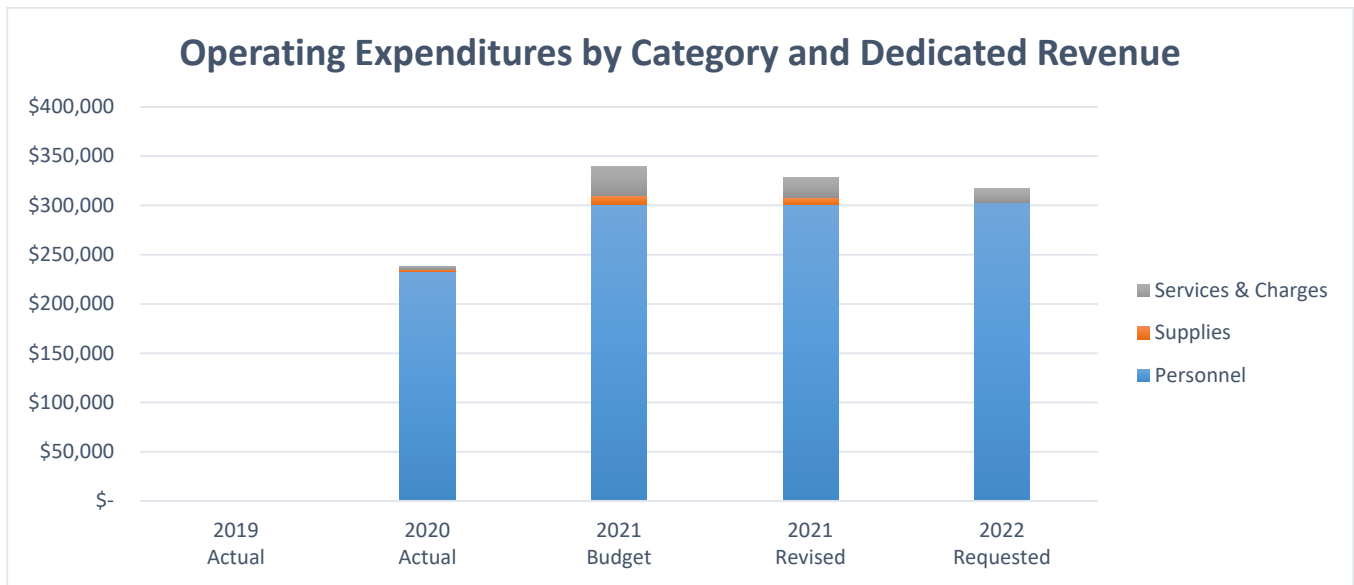
**Communications Division**  
 Administrative Services Department  
 General Fund

**Description of Services:**

The communications team is responsible for all external and internal communications, including: media relations, crisis communications, publications, website, social media, brand and image management, and marketing.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Operating Expenditures by Category					
Personnel	\$ -	\$ 233,383	\$ 301,200	\$ 301,200	\$ 303,400
Supplies	-	1,615	9,000	6,800	-
Services & Charges	-	3,513	29,600	20,900	13,900
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 238,511</b>	<b>\$ 339,800</b>	<b>\$ 328,900</b>	<b>\$ 317,300</b>



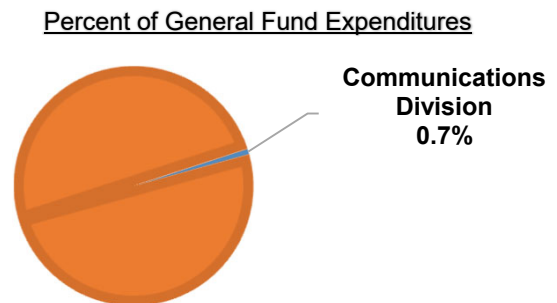
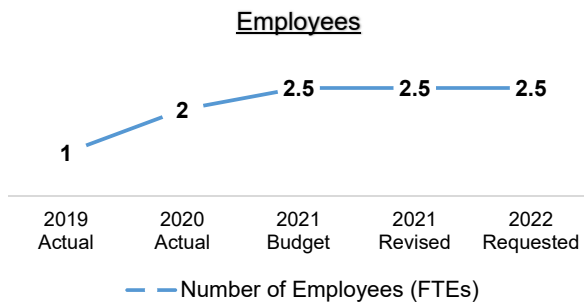
**Key Measures:**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
City email subscribers	N/A	21,671	26,500	28,000
Minnetonka Memo as preferred communicaton	55%	59%	56%	55%
Social media engagement rate	N/A	2.5%	2.5%	3.0%
Videos content produced	N/A	10	50	100

**Budget Comments/Issues:**

This divisions budget reflects the growing need to increase communication and engagement across various platforms. Email subscribers and digital engagement grew at a high rate during the pandemic. Subscriber growth and engagement remains steady at the midpoint of 2021. On average, 74% of recipients have opened an email from the city on a quarterly basis which reflect year-upon-year growth.

- The 2021 budget reflects the cost of the MinnetonkaMatters.com website and regular video reports (i.e.: Minnetonka Moment). These tools are aimed at increasing engagement and attracting new subscribers.
- The 2021 budget reflects a .5 additional staff in the Communications Division who will focus on developing engagement content.
- The 2021 budget sees a cost savings as conferences and training were all held remotely due to the current pandemic.





Division:  
 Responsible Department:  
 Fund Type:

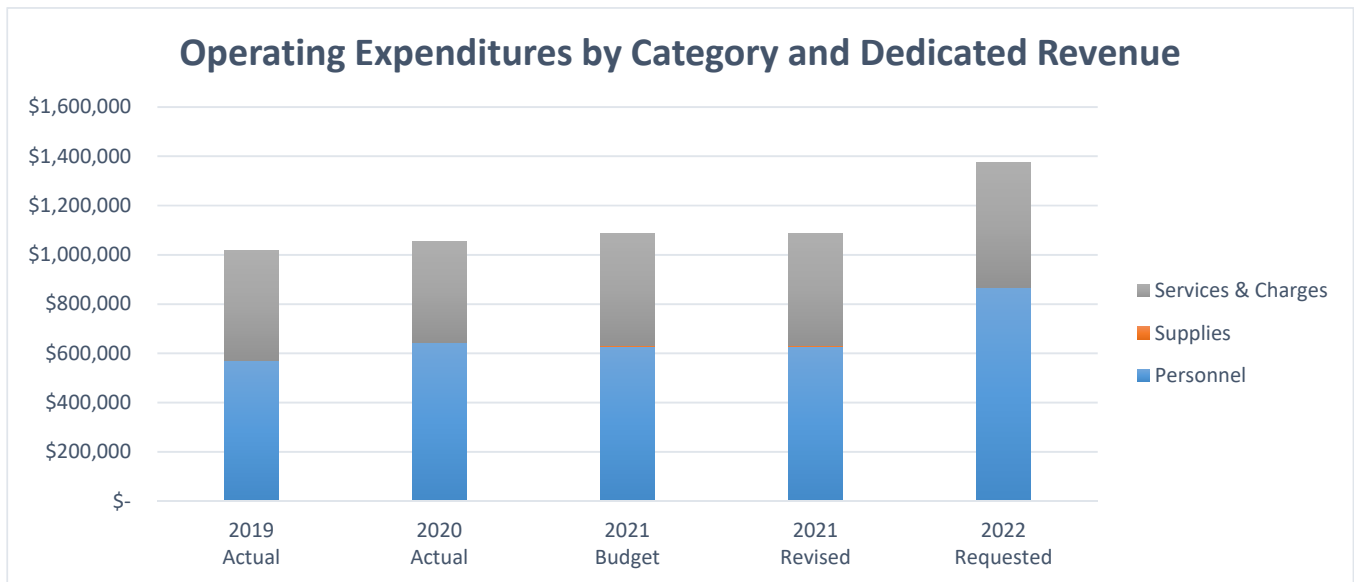
**Information Technology Division**  
 Administrative Services Department  
 General Fund

**Description of Services:**

The Information Technology Division provides internal consulting and end-user support for technology to all city departments. Specifically, the division is responsible for implementing and maintaining the network infrastructure, desktop and mobile support, telephone system, pagers, cell phones, office equipment and audio visual equipment at 18 city locations.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Operating Expenditures by Category					
Personnel	\$ 570,979	\$ 643,693	\$ 628,900	\$ 628,900	\$ 866,000
Supplies	951	885	900	900	2,400
Services & Charges	445,956	411,450	458,500	458,200	506,100
Total Operating Expenditures	<u>\$ 1,017,886</u>	<u>\$ 1,056,028</u>	<u>\$ 1,088,300</u>	<u>\$ 1,088,000</u>	<u>\$ 1,374,500</u>



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Help Desk requests	2,589	2,739	3,300	3,750
Field & home remote connections supported	360*	360*	500*	535*
Technology projects completed	34	49	65	65

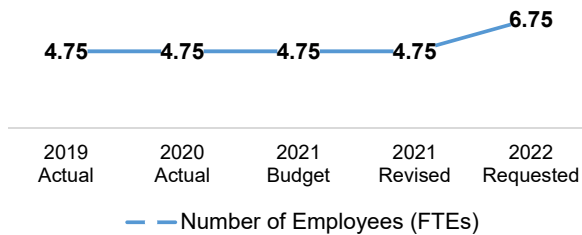
\* Field & home remote connections now include all mobile devices (iPads, iPhones, & home remote)

## Budget Comments/Issues:

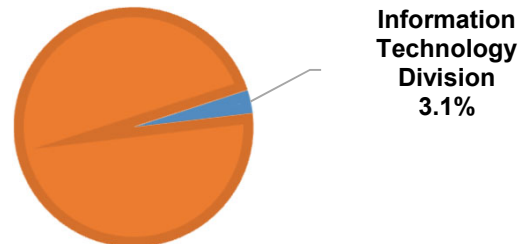
The 2022 budget recognizes an increase in minimal inflation, particularly in personnel. Help desk tickets and project initiatives continue to trend upward which will require evaluation of staff resources for 2022 with a request of two additional FTE's.

- In 2022, the budget included additional mid-level information technology staff person to handle the increased technology demands on the city.
- The 2020 budget includes a \$15,000 increase in "professional services" to support the hiring of a strategic planning consultant. A long-term strategic plan will position the IT division to continue providing efficient, forward-thinking customer service to the organization in the midst of an ever-changing industry.
- The 2019 budget was consistent with the 2018 budget and included increased service demands to support the city hall remodel and police and fire facility project.
- The number of remote connections and hand held devices continues to grow requiring additional support of an increasingly mobile workforce.
- The COVID-19 pandemic shifted a vast majority of office staff to working remotely & create a higher demand for virtual tools. In 2022, support of a hybrid environment will continue.

Employees



Percent of General Fund Expenditures





Department:  
 Responsible Department:  
 Fund Type:

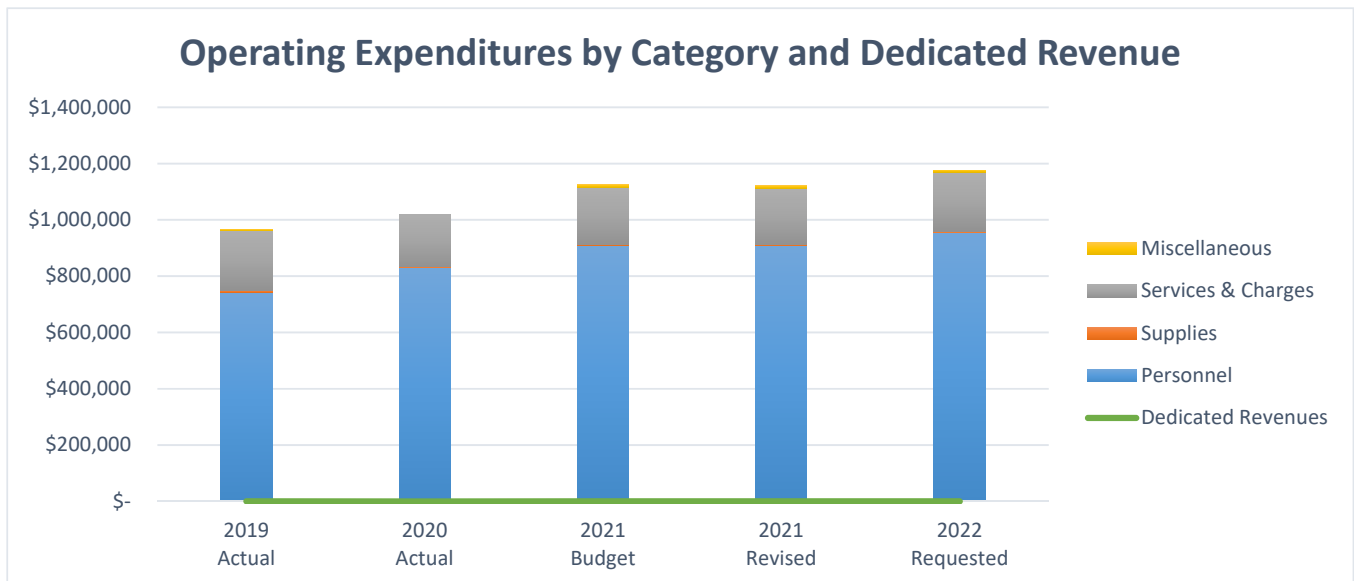
**Finance Department**  
 Finance Department  
 General Fund

**Description of Services:**

The mission of the Finance Department is to protect and safely manage the assets of the city and to provide accurate, timely and complete financial information in an understandable and friendly manner to the public and staff. The department is responsible for the functions of preparation of budgets, payroll, utility billing, purchasing, investing city funds, debt, financial reporting, and managing as well as safeguarding other city assets as requested by city council and/or the city manager and in compliance with federal, state and local legal requirements. It assists other city departments in developing appropriate recommendations for fee schedules, fiscal analysis including examination of program costs and benefits, and other financial evaluations as needed.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 467	\$ (312)	\$ -	\$ -	\$ -
Operating Expenditures by Category					
Personnel	\$ 743,608	\$ 829,174	\$ 908,800	\$ 908,800	\$ 954,200
Supplies	6,093	3,817	4,800	3,650	4,500
Services & Charges	212,809	187,885	202,600	200,100	209,950
Miscellaneous	2,319	-	8,200	8,200	8,200
Total Operating Expenditures	<u>\$ 964,829</u>	<u>\$ 1,020,876</u>	<u>\$ 1,124,400</u>	<u>\$ 1,120,750</u>	<u>\$ 1,176,850</u>



## Key Measures:

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Utility customer accounts	17,083	17,134	17,200	17,230
Utility customers using city online billing	17%	20%	25%	28%
Utility customers paying electronically	65%	65%	69%	69%
Average monthly vendor payments	739	612	740	700
Vendor payments paid electronically	27%	35%	35%	36%
Average payroll count (FT,PT,seasonals,firefighters)	586	518	595	595
Annual rate of return on investments	2.2%	1.8%	1.2%	1.8%
Moody's credit rating	Aaa	Aaa	Aaa	Aaa
GFOA Award for Excellence in Financial Reporting	Awarded	Awarded	Awarded	Awarded

## Budget Comments/Issues:

The 2022 budget for the finance department maintains current operations and service levels.

- The department continues to move towards greater efficiencies through electronic transactions, and staff continues to promote their use to realize cost efficiencies. Over the past several years, the department has implemented systems for citywide accounts payable processing and invoice filing as well as electronic payment of vendors. The current online utility billing and payment software was replaced January 2021 with a more modern and customer friendly application that provides real-time account information, multiple modes of communication including optional text messages and several payment options.
- The city's current financial, human resources management and utility billing applications are 20+ years old. The city currently utilizes the LOGIS consortium for these and several other applications city-wide. LOGIS and its members have decided that due to the age and required updates of these applications it is beneficial to RFP for the suite of applications. This conversion project will require significant staff time, including potential temporary or permanent staffing during and/or after the project is complete. This project was kicked off in May 2021 and is anticipated to be completed towards the end of 2024. Staff is anticipating additional capital costs directly related to this implementation that will need to be accounted for within the CIP. These costs are unknown at this time.

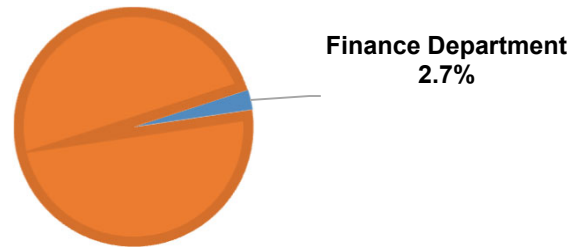
### Employees

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2019 Actual	2020 Actual	2021 Budget	2021 Revised	2022 Requested
7	7	7	7	7

— Number of Employees (FTEs)

### Percent of General Fund Expenditures





Division:  
 Responsible Department:  
 Fund Type:

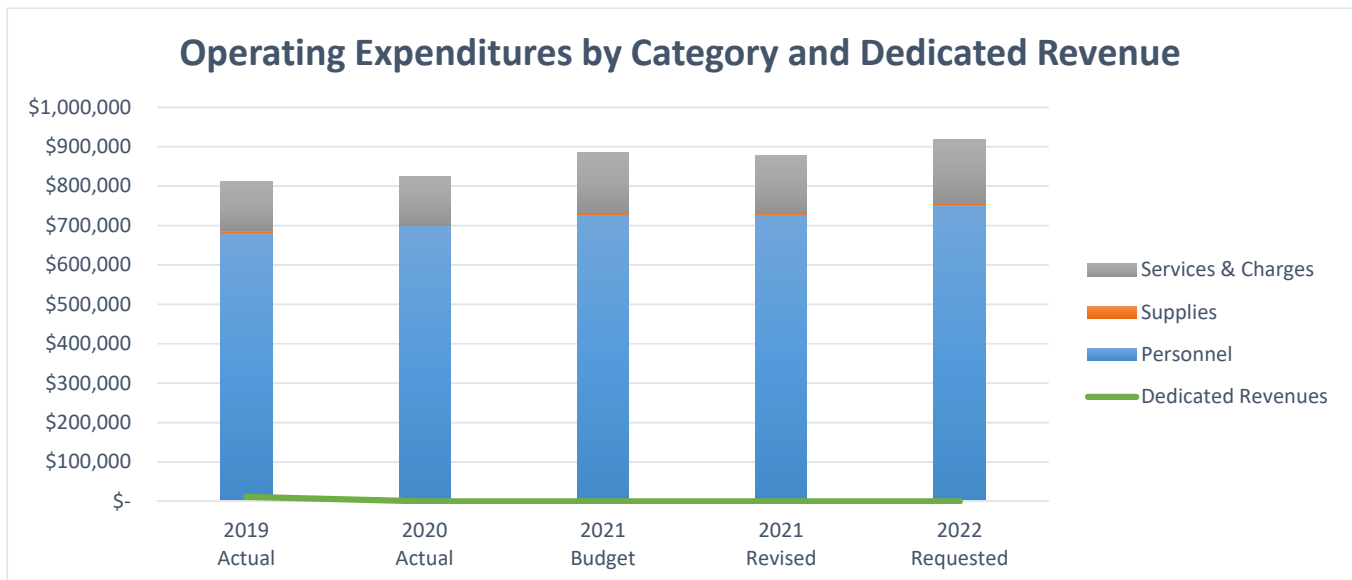
**Assessing Division**  
 Finance Department  
 General Fund

**Description of Services:**

The mission of the Assessing Division is to establish accurate and equitable market values by recording property characteristics and conducting sales analyses of the approximately 20,600 parcels in the city, including real and personal property, residential, industrial, and tax exempt. After the division values parcels of real property in the city, as required by state law, it mails value notices to property owners in March. Property owners' concerns or appeals are addressed by staff and by the city council sitting as the Local Board of Appeal and Equalization in April. The council has local real estate professionals advise them when considering market value appeals, while staff works with commercial property owners regarding their petitions to State Tax Court. The division also administers the homestead classification, special assessments, and serves as the repository for current and historical property information within the city.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 11,453	\$ 20	\$ -	\$ -	\$ -
Operating Expenditures by Category					
Personnel	\$ 681,212	\$ 699,800	\$ 727,600	\$ 727,600	\$ 754,000
Supplies	5,344	1,399	4,100	2,400	3,800
Services & Charges	124,374	122,695	155,100	146,800	161,200
Total Operating Expenditures	<u>\$ 810,930</u>	<u>\$ 823,894</u>	<u>\$ 886,800</u>	<u>\$ 876,800</u>	<u>\$ 919,000</u>



**Key Measures:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Total market values	\$10.19 billion	\$10.77 billion	\$11.19 billion	\$11.75 billion
Sales ratio (targets revised annually by county)	96.0%	96.8%	96.0%	96.0%
Coefficient of dispersion (Less than 10 is "good.")	6.4	6.4	5.3	6.5
Survey rating "excellent" or "good" from on-site appraisal visits	97%	N/A	97%	97%
Commercial tax court petitions (payable year)	54	64	83	85

**Budget Comments/Issues:**

The 2022 budget for the Assessing Division supports current services of the division. Fluctuation in the real estate market can increase the workload of the division with required revaluation of properties due to new developments, other improvements and sales.

- Because the city experienced a precipitous rise in special assessment requests for information in 2015 and 2016, the division purchased the use of software to make special assessment information by parcel available to the public online. As a result, such needs required significantly less staff time in 2017 and 2018.
- The Assessing Division has developed an internship program to educate and encourage new workers in the public appraisal field. The seasonal interns in the program likewise serve a critical role in managing the division's workload. Due to the COVID pandemic, the internship program did not take place in 2020 or 2021.
- Commercial property values have shown steady growth from 2015 through 2020. Due to the COVID pandemic, there was a slight decline in commercial values for 2021 which resulted in an increase in property tax appeals. Staff proactively seeks multiyear agreements that include the current year before taxes are levied.

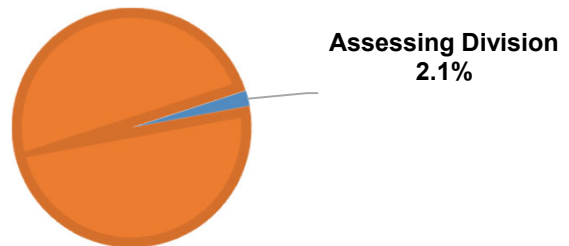
Employees

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2019 Actual	2020 Actual	2021 Budget	2021 Revised	2022 Requested
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— Number of Employees (FTEs)

Percent of General Fund Expenditures







Division:  
Responsible Department:  
Fund Type:

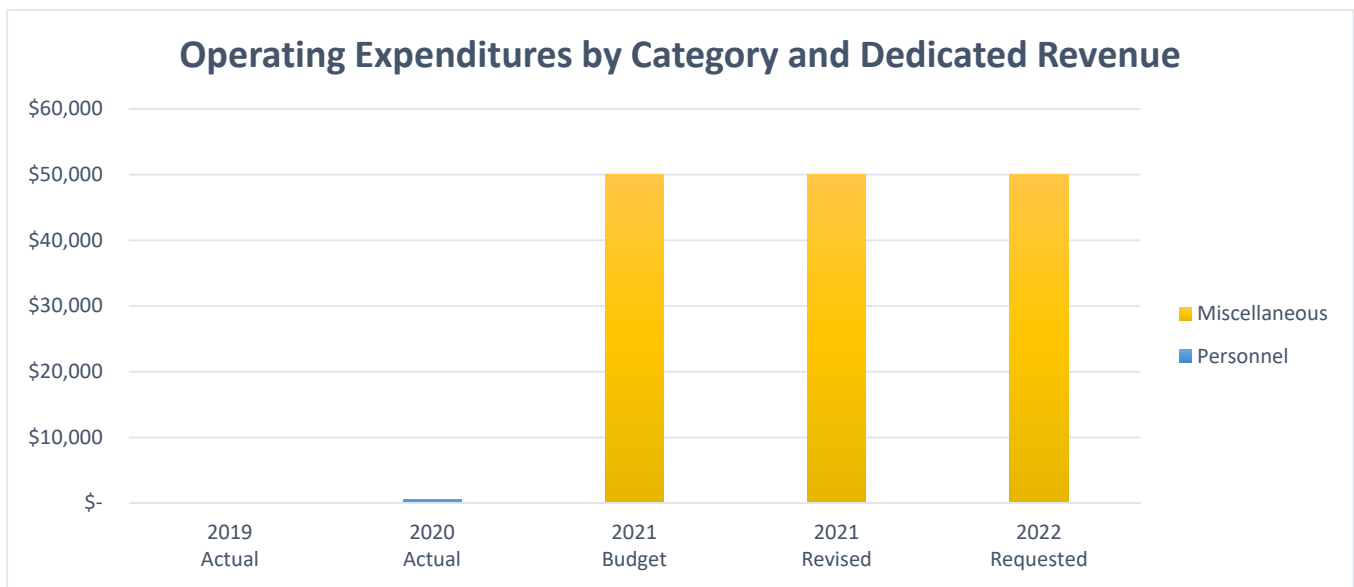
**Contingency Budget Division**  
Finance Department  
General Fund

**Description of Services:**

The city budgets a targeted amount for contingency in the event that unanticipated expenses arise during the fiscal year that require additional funding. If the monies are not required, they are returned to the fund balance of the General Fund.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Operating Expenditures by Category					
Personnel	\$ -	\$ 592	\$ -	\$ -	\$ -
Miscellaneous	-	-	50,000	50,000	50,000
<b>Total Operating Expenditures</b>	<u>\$ -</u>	<u>\$ 592</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>



**Budget Comments/Issues:**

Over time, the amount budgeted for contingency has been revised up and down to reflect current conditions. The city has not required its use in recent history.



CITY OF  
**MINNETONKA**



Department:  
Responsible Department:  
Fund Type:

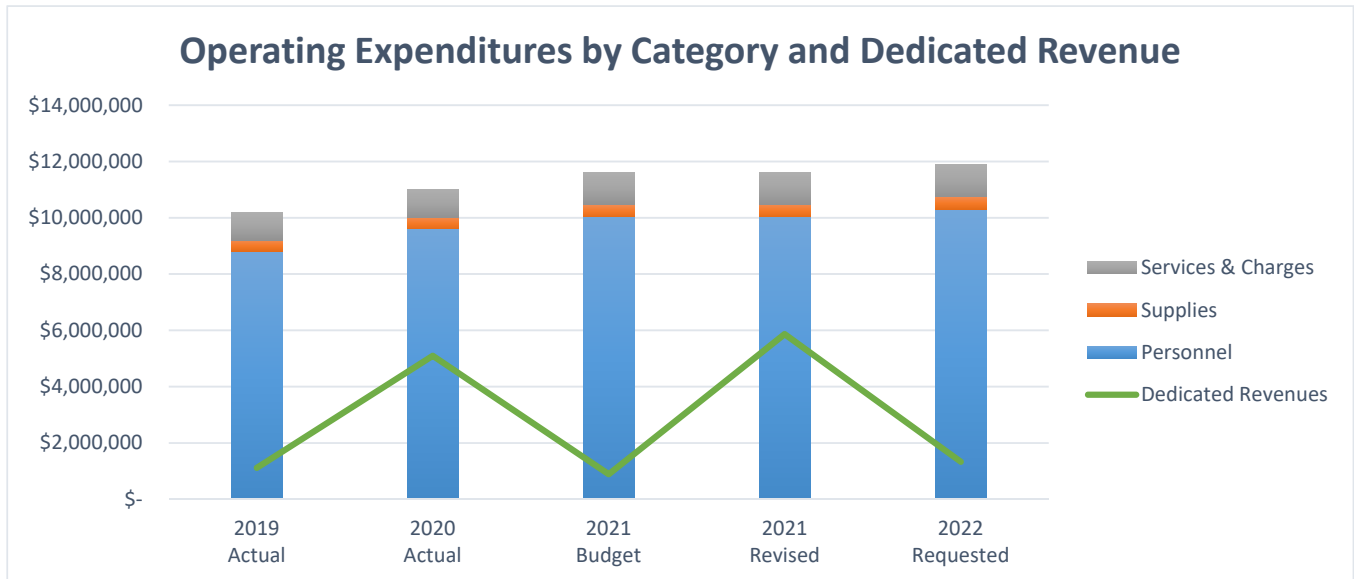
**Police Department**  
Police Department  
General Fund

**Description of Services:**

The police department is responsible for providing police services to the community. This includes: emergency response, investigative services, homeland security, crime prevention, and proactive and reactive patrol. The department works collaboratively with other city departments, three school districts and community partners to include other law enforcement agencies to maximize its effectiveness. The city complies with all state and federal reporting requirements for the maintenance of police records and data relevant to the criminal justice requirements.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 1,115,246	\$ 5,095,885	\$ 889,700	\$ 5,867,120	\$ 1,332,500
Operating Expenditures by Category					
Personnel	\$ 8,804,669	\$ 9,613,027	\$ 10,035,700	\$ 10,035,700	\$ 10,301,400
Supplies	404,488	404,981	431,000	446,000	440,800
Services & Charges	965,315	1,004,372	1,126,400	1,111,400	1,139,850
Total Operating Expenditures	<u>\$ 10,174,472</u>	<u>\$ 11,022,380</u>	<u>\$ 11,593,100</u>	<u>\$ 11,593,100</u>	<u>\$ 11,882,050</u>



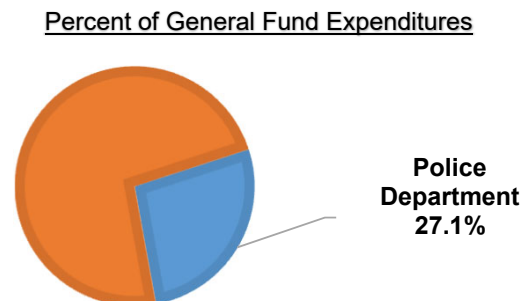
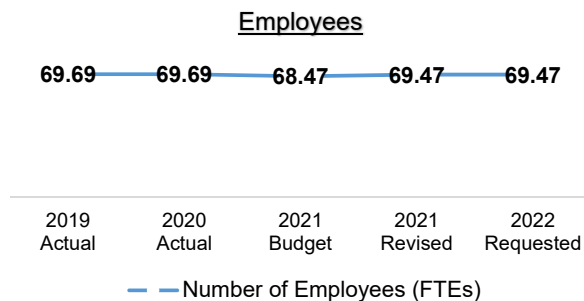
## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Community Survey Satisfaction	99%	98%	98%	98%
Calls for service	41,946	40,509	39,000	41,000
Criminal offenses - Part I & II	1,697	1,089	1,300	1,400
Medicals	2,780	2,559	2,900	2,900
Traffic Stops	9,239	4,738	2,400	4,300
Traffic Citations	4,606	1,407	1,200	2,100
Mental Health Crisis	411	449	460	475
Training Hours	4,957	3,605	4,200	4,900

## Budget Comments/Issues:

Police reform and accountability continue to be the focus in 2022 and the department has identified several initiatives to improve the profession. A Professional Standard's position at the rank of captain was created to enhance current procedures and to navigate new initiatives. Specifically, policy review, early warning system, data collection and management of complaints. Mental health calls for service continue to increase and additional resources have been identified for 2022 to manage the increase. The department continues to place an increased emphasis on community engagement, specifically race and equity.

- In 2020, the police department experienced an increase in mental health crisis related incidents and it's expected this will be consistent in future years. As the workload of the shared Hennepin County social worker with Plymouth Police Department increases, staff at each department will be pursuing a dedicated social worker for each department. The department currently shares the cost of the social worker with Plymouth and Hennepin County and a dedicated full-time social worker would cost an additional \$30,000 per year.
- As the department continues to improve its transparency to build trust with those served, the department started to collect race and gender data on proactive police activity in early 2021. This data will identify benchmarks and be used in policy decisions and officer performance evaluations. The data will also be shared with the community.
- Civil asset forfeiture legislation continues to change and the department has experienced a significant reduction in revenue from DWI and drug forfeitures. These funds have typically funded several expenses, including emergency vehicle operating course training for patrol officers and community service officers; tasers; radars; body and squad cameras; and other equipment not otherwise funded by the General Fund. This will require shifting these expenses to the CIP and General Fund.
- With the implementation of body-worn cameras, the police department continues to track data related to its use - such as total number owned and maintained, daily record of BWCs deployed by officers, total amount of recorded data collected, monthly supervisory audit results and any other data which is determined to be beneficial.
- As part of the police reform initiatives, the department will be implementing a mandatory annual check-in with a mental health professional for all officers. This program "Check Up from the Neck Up" promotes officer wellness and provides the necessary support to carry out the department's mission. The annual cost is approximately \$25,000.
- The Minnetonka School District has requested a second school resource officer in 2022 and the district will be responsible for 10 months of the officer's salary and benefits.





Department:  
Responsible Department:  
Fund Type:

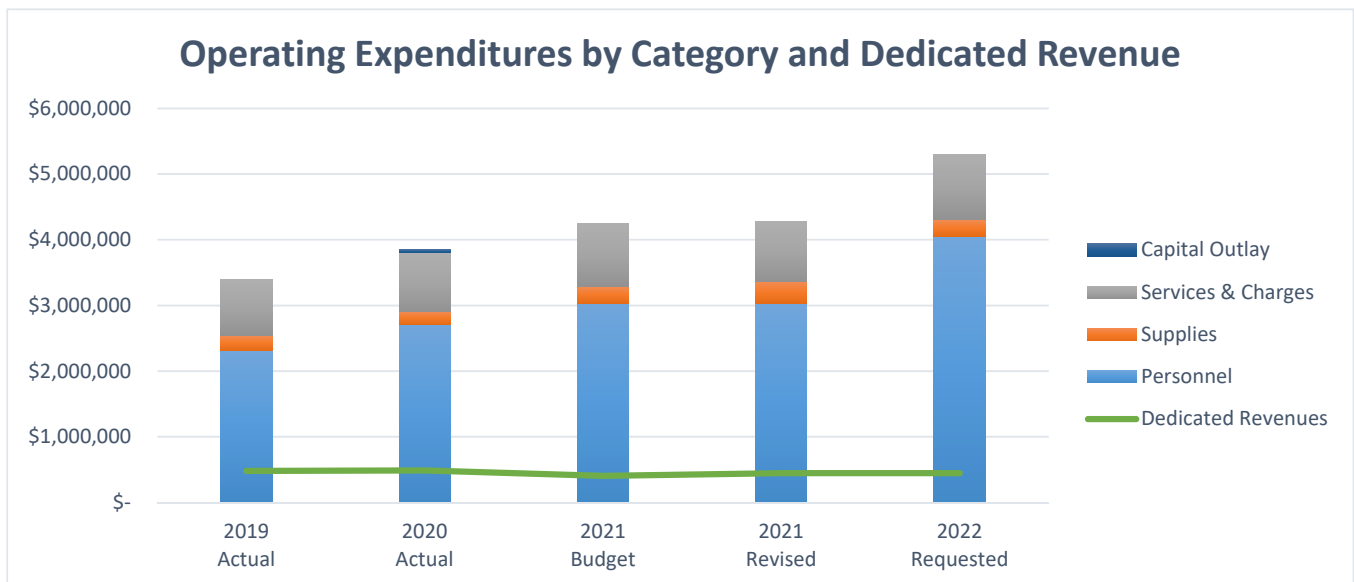
**Fire Department**  
Fire Department  
General Fund

**Description of Services:**

The Fire Department's mission is to continuously protect and preserve life and property through quality education, prevention, disaster preparedness, and rapid emergency response. The department provides key services to the city that include: firefighting, emergency medical services (EMS), hazardous material response (hazmat), fire code inspection/enforcement, equipment maintenance, and emergency management. The fire department is regarded as an all-hazards, all-risk service provider by developing and maintaining strategic community partnerships, hiring and training exceptional people, developing efficiencies in service provision to ensure sustainability for the entire organization and maintaining our core infrastructure. The fire department has an authorized strength of 80 paid-on-call firefighters and 12 full-time employees. The fire department's most recent evaluation by the Insurance Service Office (ISO) has maintained a rating of 3. This translates into lower insurance premiums for some Minnetonka businesses and residents.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 482,124	\$ 487,865	\$ 404,600	\$ 447,800	\$ 447,800
Operating Expenditures by Category					
Personnel	\$ 2,317,838	\$ 2,713,633	\$ 3,035,700	\$ 3,035,700	\$ 4,054,800
Supplies	221,788	190,065	249,800	323,951	253,600
Services & Charges	848,265	896,781	955,000	919,871	984,800
Capital Outlay	-	51,849	-	-	-
Total Operating Expenditures	<u>\$ 3,387,891</u>	<u>\$ 3,852,328</u>	<u>\$ 4,240,500</u>	<u>\$ 4,279,522</u>	<u>\$ 5,293,200</u>



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Average response time to structure fires (minutes)*	5.59	8.19	8.31	9.12
Paid-on-call firefighters	78	79	80	80
Total fire calls, excluding medicals	1,113	1,075	1,060	1,120
Number of false alarms	346	291	350	310
Medical calls	2,536	2,359	2,524	2,700
Firefighter calls outs	121	76	90	100
Non-duty crew training hours	15,471	12,273	14,000	16,000

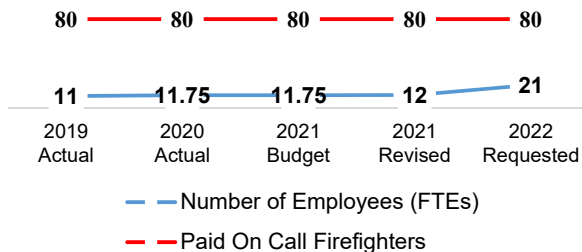
\* Arrival of first unit

## Budget Comments/Issues:

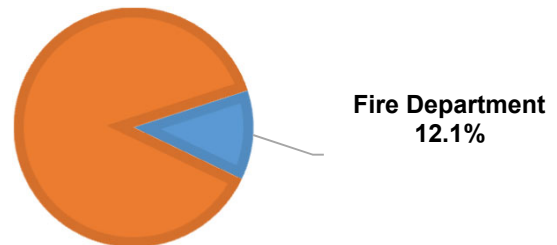
Changing workforce dynamics continue to challenge the city and other fire departments around the country to adapt fire service management structures in order to maintain public safety services. This budget addressed the continued evolution of these services as the city attempts to be proactive to maintain the current service level.

- As the department continues to be challenged with turnover and maintaining a basic level of coverage, the hiring of a minimal amount of career staffing to cover duty crew shifts should be considered in 2021. With the additional career staffing, the POC staffing will remain at 80.
- To insure quality service, transparency, planning and in order to make informed operational changes that are data driven the fire department will begin the accreditation process through the Center for Public Safety Excellence.
- Will look for council to adopt a standard of cover in 2021.
- In 2022, staff will study station location and staffing, particularly on the north and south sides of the city in order to assure equitable fire department coverage throughout the city.
- Station 3/Opus area is increasing in responses and response time, staffing of Station 3 should be a priority.
- The fire and life safety division will work to ensure access to safety instructions and prevention measures are delivered to all groups in our community.

### Employees



### Percent of General Fund Expenditures





Department:  
Responsible Department:  
Fund Type:

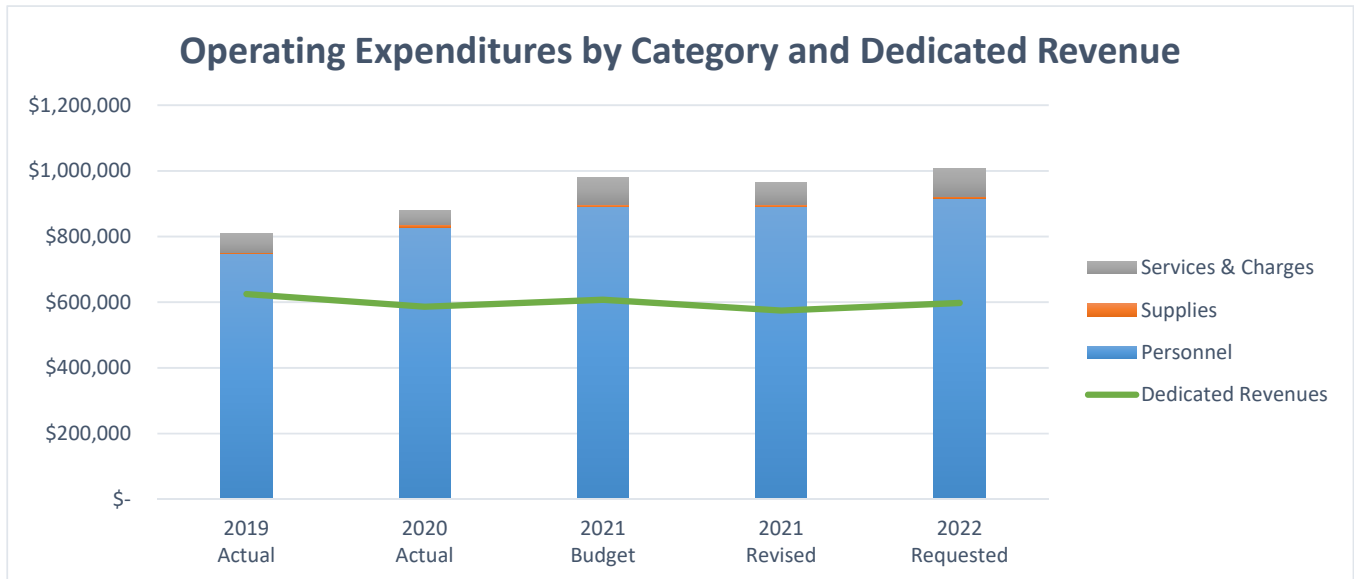
**Legal Department**  
Legal Department  
General Fund

**Description of Services:**

The Minnetonka City Attorney’s Office provides legal work in two primary areas. The office prosecutes petty misdemeanor, misdemeanor, and gross misdemeanor criminal cases for violations occurring in the City of Minnetonka. The office is also responsible for all non-criminal legal matters involving the city, including providing legal advice to the city council and staff, answering questions of citizens regarding city ordinances, providing staff support to the Charter Commission, and representing the city in uninsured litigation.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 624,949	\$ 586,504	\$ 607,300	\$ 574,500	\$ 597,900
Operating Expenditures by Category					
Personnel	\$ 747,666	\$ 827,885	\$ 890,600	\$ 890,600	\$ 915,600
Supplies	3,259	8,135	7,050	7,300	7,050
Services & Charges	59,647	44,342	81,350	65,050	85,150
Total Operating Expenditures	<u>\$ 810,572</u>	<u>\$ 880,362</u>	<u>\$ 979,000</u>	<u>\$ 962,950</u>	<u>\$ 1,007,800</u>



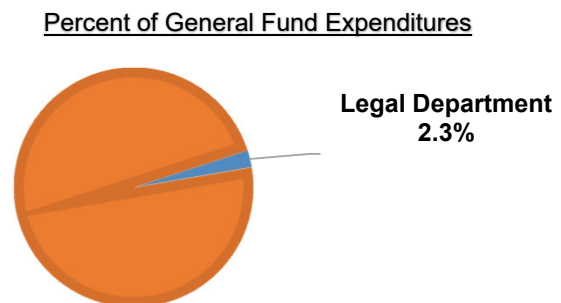
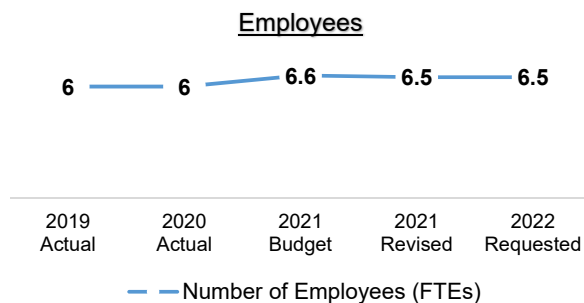
## Key Measures:

	2019 Actual	2020 Actual	2021 Estimated	2022 Projected
Minnetonka cases in court				
All cases	632	454	600	650
DWI cases	57	83	90	100
Domestic violence cases	70	21	55	60
Cases opened and processed by staff:	655	632	750	800
Contracts drafted or reviewed	N/A	121	95	95
Customers rating staff at "above average" or "excellent"	99%	100%	95%	95%
Charter Commission rating staff at "above average" or "excellent"	100%	88%	95%	95%

## Budget Comments/Issues:

The COVID-19 pandemic had a dramatic impact on the criminal division's workload. The number of cases dropped during the pandemic and courtrooms were closed for several months. The decrease in cases was offset by the work associated with repeated preparation for and rescheduling of hearings and trials. The courts are following a phased approach to reopening, with full reopening projected for January 2022. In the meantime, courts face a large backlog of cases from the pandemic period, and new cases appear to be increasing toward pre-pandemic levels.

- The dedicated revenues consist almost exclusively of rental fees from antenna leases on water towers.
- The Key Measures on cases in court have changed, due to a change in statistical reports available from the court. Beginning in 2020, the numbers for "cases in court" will include only cases heard by a judge and will not include cases disposed of on the court's payables calendar (in general, those cases disposed of as petty misdemeanors).
- The department continues to monitor the impacts from the Hennepin County District Court's changes in scheduling criminal cases, as well as the pandemic backlog of cases. Funds have been included in the 2022 budget for outside legal services to cushion against those impacts.
- The number of vehicle forfeitures decreased in 2020, likely due to the combination of a reduction in driving offenses during the pandemic and legislative restrictions on forfeitures. The legislature's adoption of an ignition interlock exception to DWI vehicle forfeitures has increased the administrative workload of verifying compliance with the requirements of the exception. Forfeiture proceedings are civil, not criminal, and are not reflected in the caseload reported in Key Measures above.
- The 2022 budget continues to include funds for a part-time law clerk/intern to assist with general legal services, under a program through the League of Minnesota Cities. The intern is not a city employee and not included in the number of department FTEs.







Division:  
Responsible Department:  
Fund Type:

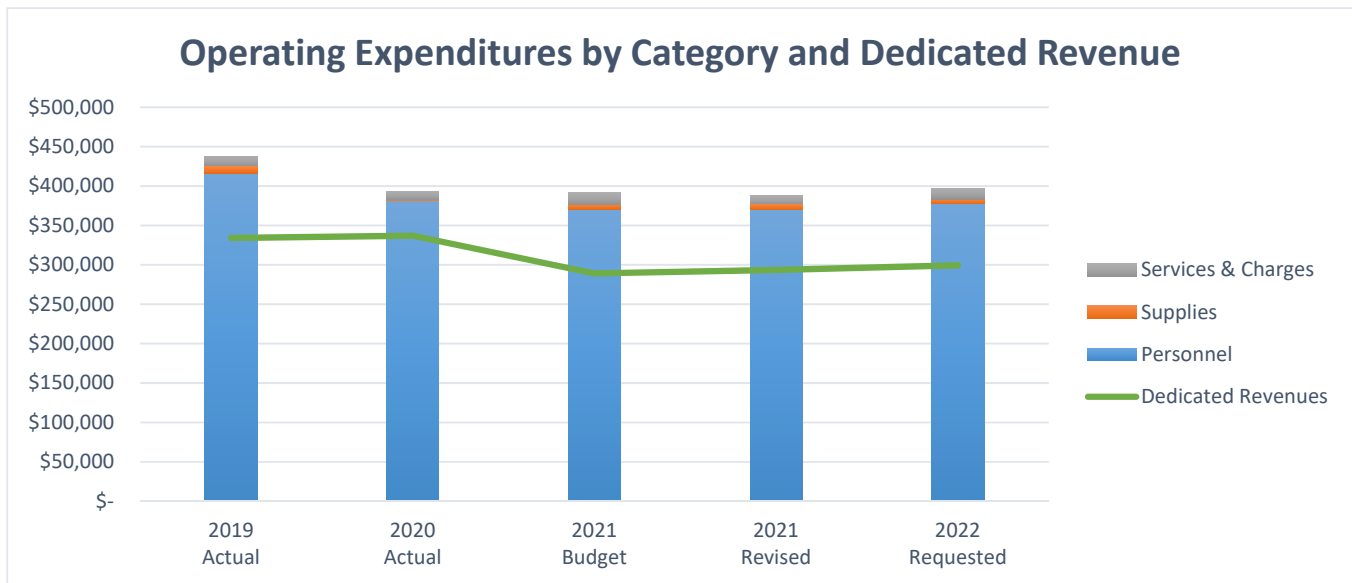
**Environmental Health Division**  
Community Development Department  
General Fund

**Description of Services:**

The mission of the Environmental Health Division is to ensure a safe and healthful community by inspecting all licensed establishments and investigating public health and nuisance complaints. The division is responsible for plan review and inspections of all licensed food, beverage, lodging, and massage establishments as well as all public swimming pools, refuse haulers, and vending machines. Lastly, the division is responsible for the investigation of all public health complaints and food borne illnesses and is the clearing house for the city's nuisance program, which includes the inspection/investigation of hundreds of violations each year.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 334,224	\$ 336,943	\$ 289,100	\$ 293,530	\$ 299,400
Operating Expenditures by Category					
Personnel	\$ 416,369	\$ 380,902	\$ 370,600	\$ 370,600	\$ 377,800
Supplies	9,313	1,818	6,500	6,650	5,650
Services & Charges	12,407	10,784	14,400	10,950	13,950
Total Operating Expenditures	<u>\$ 438,089</u>	<u>\$ 393,504</u>	<u>\$ 391,500</u>	<u>\$ 388,200</u>	<u>\$ 397,400</u>



**Key Measures:**

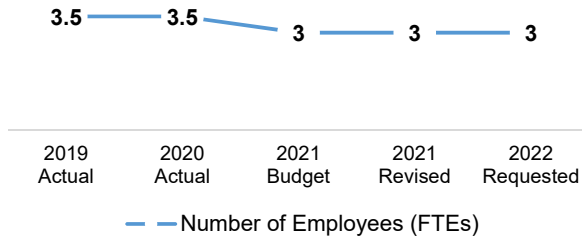
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Licensed establishments	673	610	620	625
Number of routine food inspections	608	610	580	590
Number of follow-up food inspections	143	137	125	130
Nuisance complaints	578	522	590	610
Average number of days to resolve each nuisance complaint	23	30	37	25

**Budget Comments/Issues:**

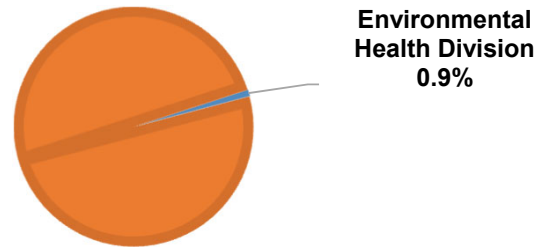
The 2022 Budget for the Environmental Health Division considers the impacts of services provided to outside agencies.

- The city will continue its contract with the City of Wayzata to conduct health inspections.
- The aftermath of COVID impacts is unknown at this time, but the city expects possible changes to some facilities in 2022.

Employees



Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

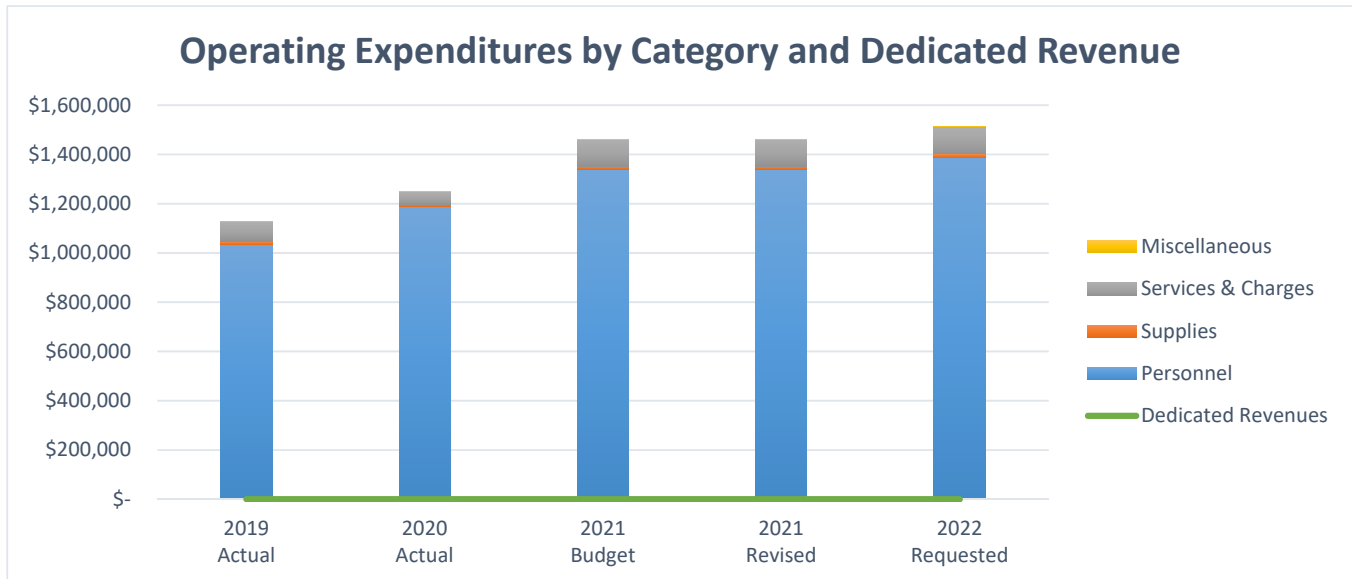
**Engineering Division**  
Engineering Department  
General Fund

**Description of Services:**

The Engineering Division manages and oversees most of the city's major capital construction projects, including all streets and many public facilities. The division's specific services include surveying, design, and construction administration and inspection. The division regularly coordinates its activities with other departments, other agencies and responds to general public inquiries, which include storm drainage problems and traffic complaints.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 315	\$ 16	\$ -	\$ -	\$ -
Operating Expenditures by Category					
Personnel	\$ 1,035,987	\$ 1,189,364	\$ 1,337,800	\$ 1,337,800	\$ 1,387,300
Supplies	9,755	9,344	14,700	14,700	15,100
Services & Charges	82,791	50,083	107,100	107,100	109,500
Miscellaneous	350	350	1,000	1,000	1,000
Total Operating Expenditures	<u>\$ 1,128,883</u>	<u>\$ 1,249,141</u>	<u>\$ 1,460,600</u>	<u>\$ 1,460,600</u>	<u>\$ 1,512,900</u>



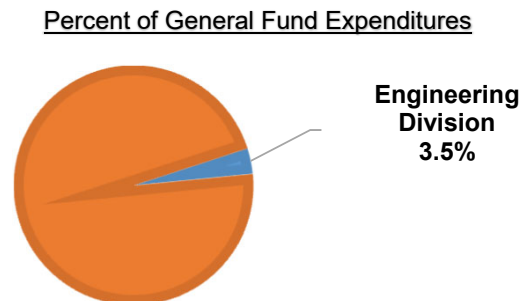
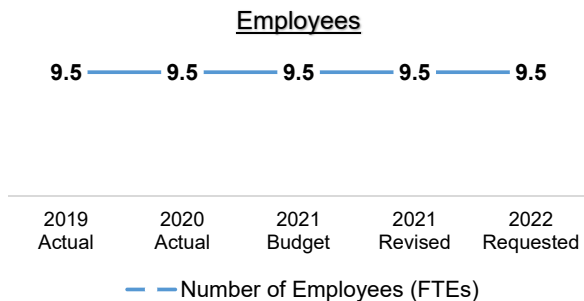
**Key Measures:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Neighborhood meetings held	7	5	2	4
Project newsletters mailed/emailed	1594/2383	1282/3205	2750/7500	3000/9000
Property acquisitions for construction projects	11	31	6	25
Construction contracts started	7	12	6	8
Construction projects completed	5	6	6	5
Customer service surveys sent out/received	614/39	531/31	500/125	300/75
Responding customers satisfied with project (rated as "average" or greater)	83%	86%	75%	75%

**Budget Comments/Issues:**

In 2019, the Public Works Department added engineering as a division in an effort to combine functions and provide improved collaboration between these areas of the city. In 2021, the engineering administrative assistant position was eliminated as part of the combination with Public Works and a project engineer added to better meet workload demand.

- The 2022 budget for the Engineering Division provides funding to manage and fulfill workload demand services. Hundreds of project communication texts and emails will continue to be sent out keeping residents informed of daily activities. New methods of communication will continue to be explored for future projects to continue to improve customer service.
- In 2022, the division will continue with an on-going program to survey sections of the city for speed compliance. The results will assist the Police Department with its enhanced traffic enforcement program. Speed counts are taken based on requests from the Police Department and concerned residents. In 2019, legislation was passed providing cities with authority of speeds on residential streets. Staff explored the impacts of this change in 2020 and will continue to do so in 2021. Further staff began work in 2021 on determining best practices for this legislation change which will be reviewed with Council.
- The city performs 32 bridge inspections for all road bridges and large culverts every two years. The Rowland Road railroad bridge and Libbs Lake bridge get inspected every year.





Division:  
Responsible Department:  
Fund Type:

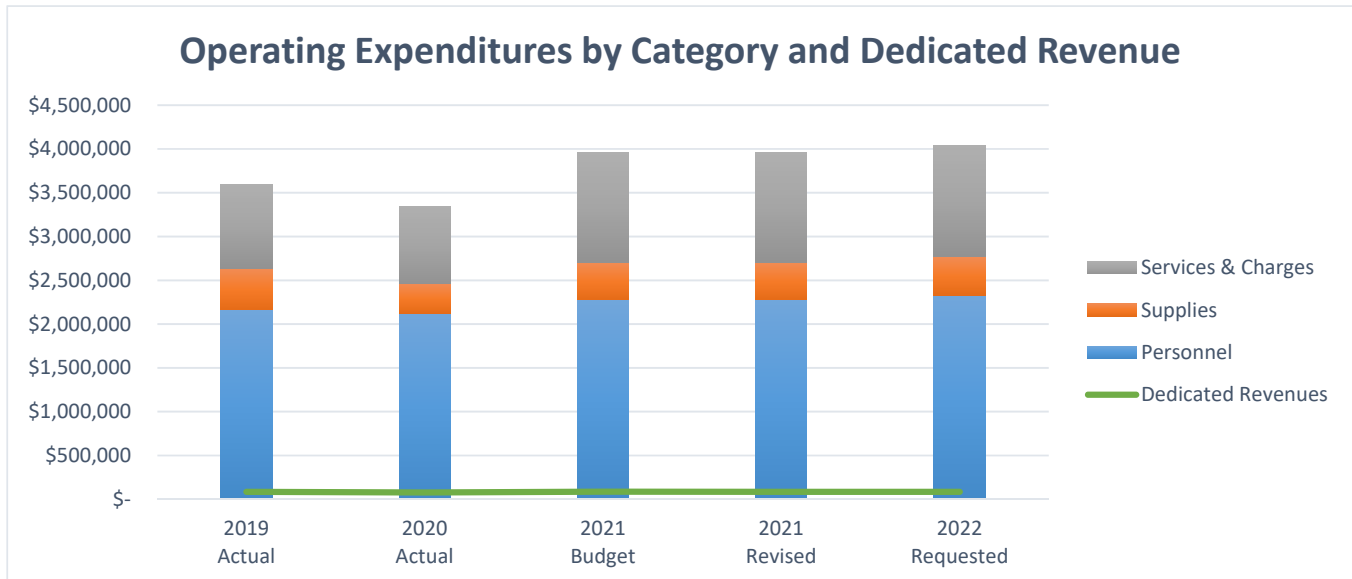
**Street Maintenance Division**  
Public Works Department  
General Fund

**Description of Services:**

The Street Maintenance Division of the Public Works Department is responsible for maintenance of 254 centerline miles of municipal right-of-way including pavement maintenance, snow and ice control, drainage, pavement markings, street signs, intersection traffic signals, street lighting, roadside mowing and tree trimming. Swings in climatic conditions dramatically affect seasonal maintenance expenditures on a year-to-year basis along with energy pricing that affects fuel, supplies and machine repair costs.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 84,881	\$ 77,623	\$ 86,700	\$ 84,200	\$ 84,200
Operating Expenditures by Category					
Personnel	\$ 2,161,236	\$ 2,123,144	\$ 2,278,600	\$ 2,278,600	\$ 2,327,500
Supplies	474,230	335,031	427,700	427,700	446,300
Services & Charges	954,320	885,180	1,248,600	1,248,600	1,267,650
Total Operating Expenditures	<u>\$ 3,589,786</u>	<u>\$ 3,343,355</u>	<u>\$ 3,954,900</u>	<u>\$ 3,954,900</u>	<u>\$ 4,041,450</u>



**Key Measures:**

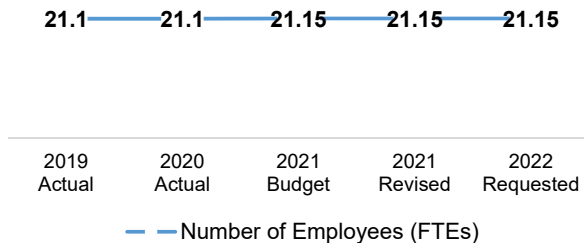
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Full-scale plowing events required	8	5	10	10
Tons of salt used	2,100	1,900	2,250	2,250
Tons of bituminous mix laid	13,900	15,250	10,500	12,000
Miles of maintenance overlays	6.1	7.3	5.5	9.8
Signs installed	800	800	900	900
Miles of neighborhood refurbishment	2.0	1.9	3.0	1.5
Maintained streetscape area (sq. ft.)	112,370	117,000	120,000	140,000

**Budget Comments/Issues:**

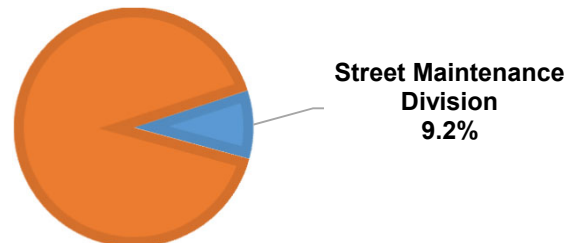
The 2022 budget maintains current service levels. Streetscape maintenance is currently provided by contract under an annual agreement. The contract will be extended again in 2022 to include Shady Oak Road and CR 101 projects.

- This division is responsible for the neighborhood street pavement preservation program. The program uses a variety of pavement maintenance technologies to preserve streets after initial construction or thin overlay in order to extend their asset life and serviceability. In 2022, the focus of street preservation will be a number of areas throughout the city. Materials are funded through the Capital Improvement Program (CIP) by the Street Improvement Fund.
- The division is responsible for storm water drainage maintenance and collaborates with the Engineering Department to assure compliance with National Pollution Discharge Elimination System (NPDES) permit requirements. Projects are coordinated with the Water Resources Engineer and Natural Resources Manager.
- Winter road maintenance uses liquid salt brine along with crystal salt for winter snow and ice control. Liquid salt solutions increase crystal salt effectiveness and reduce the total amount of salt used on roadways which minimizes chloride ions that end up in storm water and wetlands. This road maintenance technology addresses environmental concerns which are increasingly important. The city manufactures brine (liquid salt) for its own use and also sells product to Hennepin County and other neighboring cities and school districts which offsets city purchasing and operational costs.
- The city's snowplow trucks have been outfitted with automated vehicle location (AVL) and digital salt spreader controllers that allow drivers to precisely control the amount and location of salt that is applied on streets and records the total the amount of salt that is used for each plowing or sanding event. Supervisors then use the data for jurisdictional reporting such as watershed districts, Hennepin County and the State of Minnesota.
- The operating budget for the division is highly impacted by seasonal climatic variations and the cost of fossil fuel energy, which affect the cost and amount of fuel, street lighting, road maintenance/construction supplies and machine repair parts.

Employees



Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

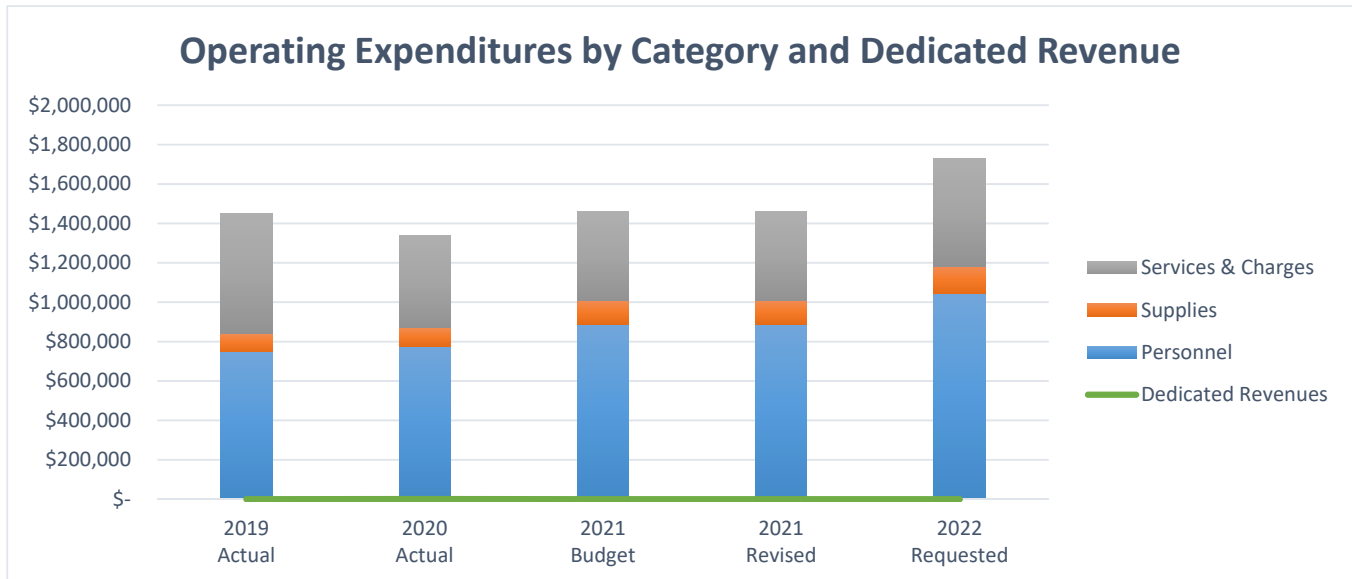
**Building Maintenance Division**  
Public Works Department  
General Fund

**Description of Services:**

The Building Maintenance Division of the Public Works Department is responsible for the maintenance and repair of the city's 14 community buildings and their component systems such as heating, ventilation, air conditioning, electrical, plumbing and mechanical. The division oversees and coordinates capital building improvement projects as outlined in the city's Capital Improvements Program (CIP). It also supports the city's enterprise fund facilities such as the ice arenas, Williston Center, water treatment facilities, marina and parks buildings.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 28	\$ 1,350	\$ -	\$ -	\$ -
Operating Expenditures by Category					
Personnel	\$ 747,491	\$ 775,769	\$ 888,900	\$ 888,900	\$ 1,041,300
Supplies	92,017	94,023	118,100	118,100	141,600
Services & Charges	610,733	468,231	453,600	453,600	548,600
Total Operating Expenditures	<u>\$ 1,450,241</u>	<u>\$ 1,338,023</u>	<u>\$ 1,460,600</u>	<u>\$ 1,460,600</u>	<u>\$ 1,731,500</u>



## Key Measures:

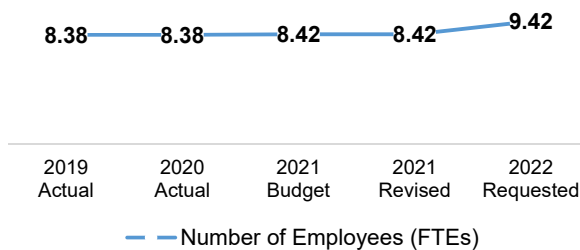
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Work orders completed	2,955	1,980	2,900	3,200
Heat energy - cost	\$195,111	\$120,000	\$228,750	\$230,000
Heat energy used (THM)	317,750	222,570	375,000	385,000
Electrical energy - cost	\$443,162	\$367,700	\$530,030	\$565,000
Electrical energy used (kWh)	4,514,979	3,720,186	5,400,000	5,500,000
Solar Garden Savings (all bldgs.)	\$53,597	\$60,850	\$100,000	\$120,000

## Budget Comments/Issues:

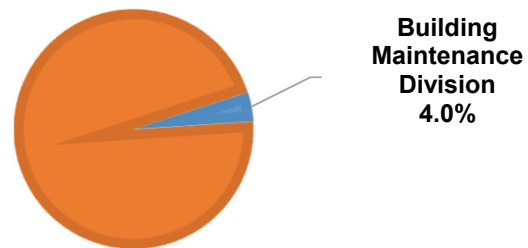
The 2022 budget for the Building Maintenance Division maintains current service levels. The first contracted solar garden came online in April of 2017, and the remaining contract will come online by the end of 2021. An emphasis on project management and implementation of the sustainability goals for the Public Safety project will be an increasing focus.

- The anticipated construction of a new fire station on the civic center campus and the renovation of the police and fire station started in spring of 2020 is expected to increase construction management activities, electrical energy use, and building maintenance resources as divisions are relocated for operations.
- Multi-year phased replacement mechanical equipment and computerized building environmental control system will continue in 2022. The improvements allow for remote observation and control of the various heating, ventilating and air conditioning systems as well as other systems associated with the buildings such as generators and lighting.
- A number of the city's building air conditioning and heating units are approaching the end of their useful life. Replacement of the units typically reduce operating, maintenance and energy costs. The units will be replaced in a phased approach based on prioritized need.
- The city was able to utilize the federal CARES act Coronavirus Relief Funds (CRF) to update several HVAC units throughout city facilities. These units were installed in late fall 2020 and provide enhanced air flow and filtration as well as providing virus/ionization removal and disinfection as recommended by the CDC.
- The two final solar contract agreements were approved in 2019 and are also the largest solar agreements entered into by the city. Initially the solar facilities were expected to go online in 2019, but are now expected go online in the beginning of 2022.

Employees



Percent of General Fund Expenditures







Division:  
Responsible Department:  
Fund Type:

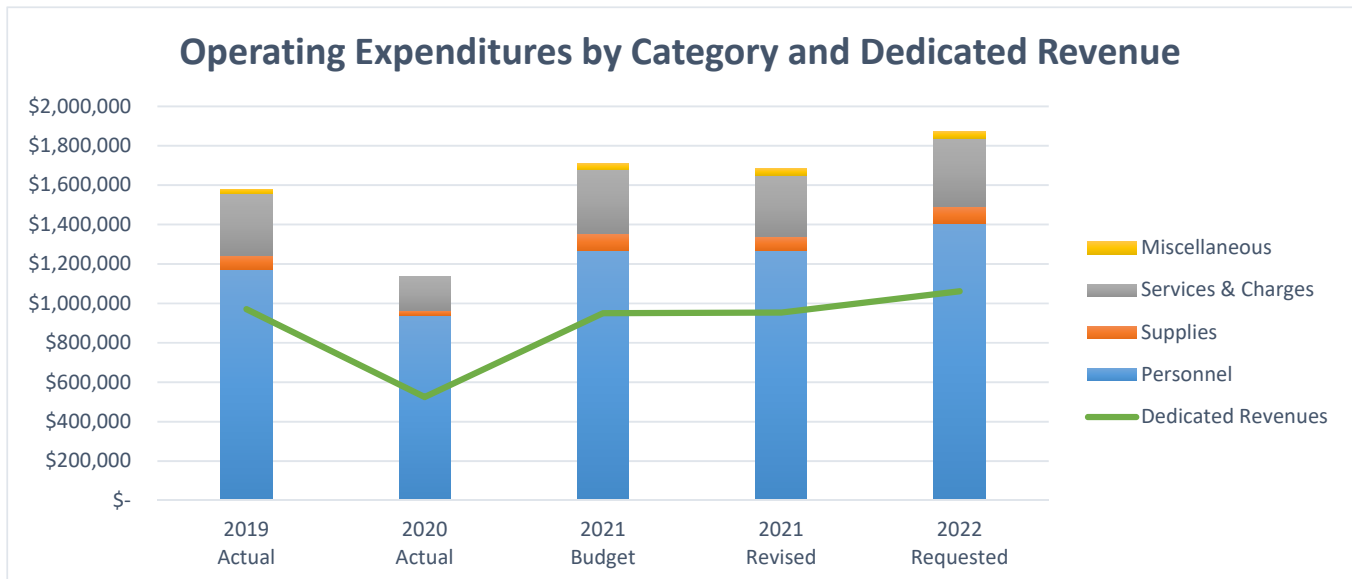
**Joint Recreation Division**  
Recreation Services Department  
General Fund

**Description of Services:**

The mission of the Joint Recreation Division of the Recreation Services Department is to develop, provide and promote programs and facilities in anticipation of and in response to the recreational needs and interests of our community. The division administers a wide variety of programs and services for residents of Minnetonka and Hopkins. The net cost of the joint recreation program is shared by Minnetonka (67%) and the city of Hopkins (33%). Programs are offered in over 40 areas of interest for participants from infants to senior citizens. This division also oversees the operation of Shady Oak Beach, attended by approximately 25,000 people annually.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 970,616	\$ 524,820	\$ 950,000	\$ 953,600	\$ 1,061,900
Operating Expenditures by Category					
Personnel	\$ 1,172,421	\$ 937,662	\$ 1,269,700	\$ 1,269,700	\$ 1,406,700
Supplies	73,069	27,185	85,800	69,050	86,900
Services & Charges	310,416	172,122	322,500	312,300	345,250
Miscellaneous	23,910	-	30,000	31,100	32,000
Total Operating Expenditures	<u>\$ 1,579,816</u>	<u>\$ 1,136,969</u>	<u>\$ 1,708,000</u>	<u>\$ 1,682,150</u>	<u>\$ 1,870,850</u>
Other Financing Sources (Uses)					
Transfers Out	\$ (10,051)	\$ (8,008)	\$ -	\$ -	\$ -



## Key Measures:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Program participants	43,633	10,459	27,000	40,000
Adult sports teams registered	393	258	280	350
Youth sports participation	801	369	540	750
Expenses covered by fee revenues*	79.4%	56.6%	65%	79.0%
Shady Oak Beach season passes sold	3,209	0	3,931	3,000
Scholarships approved	118	43	75	75
Total value of scholarships approved	\$8,109	\$4,300	\$7,500	\$7,500

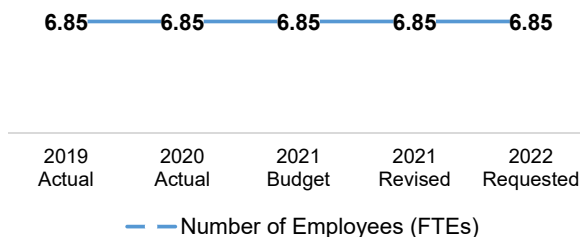
\* Includes all recreational programming, facility rentals, and all enterprises under the management of the department.

## Budget Comments/Issues:

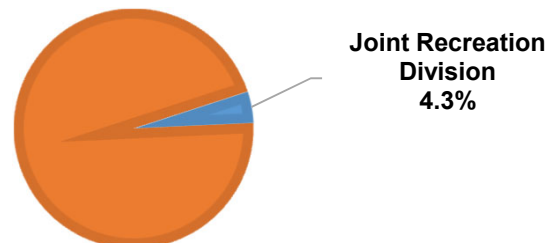
Joint Recreation programs were severely impacted by the pandemic in 2020, with the cancellation of many activities.

- In order to attract quality seasonal employees and stay competitive with surrounding cities, minimum hourly rates were increased for some summer positions in 2021. Increases for additional positions is under consideration for 2022.
- Shady Oak Beach was open to the public in 2020, but no fees were charged. Regular operations have resumed for the 2021 season. In an effort to simplify the pricing structure, a standard price for resident and non-resident season passes went into effect in 2021.
- Qualified scholarship applicants receive \$100 annually to apply towards eligible programs of their choosing. With many program cancellations taking place in 2020, fewer requests were received. All scholarship requests in 2021 were granted.
- Both youth and adult sports registrations saw a large decline in 2020 due to COVID-19. The youth basketball program was canceled entirely in 2020 and 2021. We anticipate a return to more normal registration numbers for all leagues in the 2022 season.
- An annual goal for the department's budget is to cover 80% of expenses with the fees collected. Due to COVID-19, only 56.6% of expenditures were covered in 2020. We anticipate getting closer to this goal in 2021 and 2022 as registrations continue to increase.

### Employees



### Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

**Minnetonka Recreation Division**  
Recreation Services Department  
General Fund

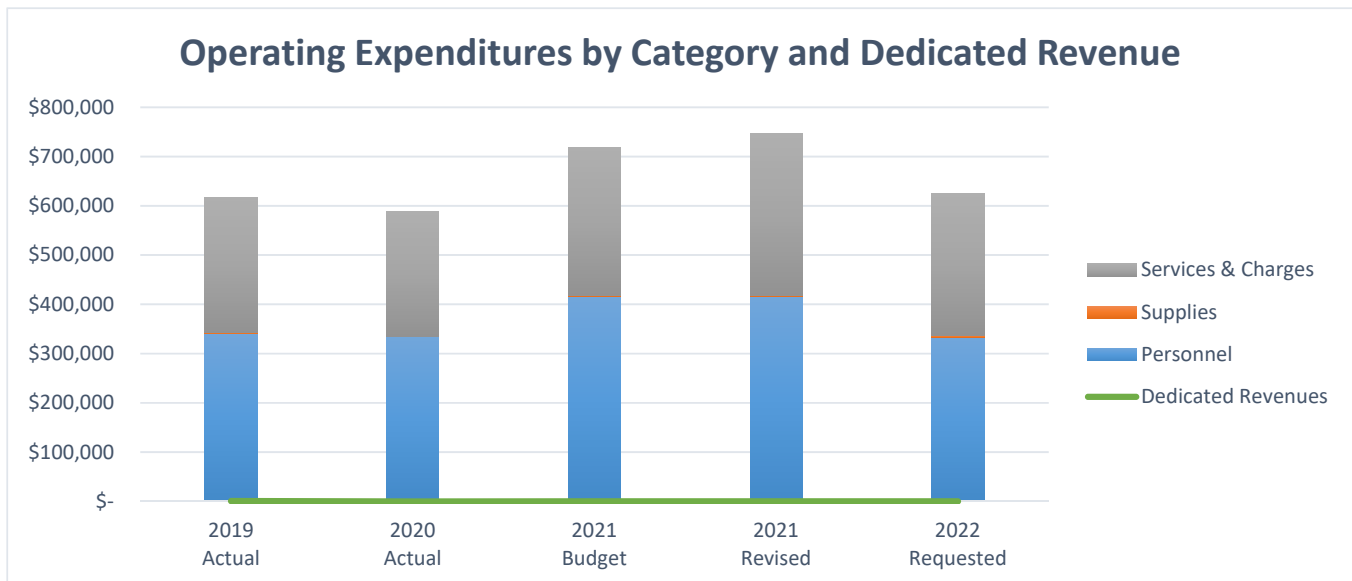
2022 Annual Budget

**Description of Services:**

The mission of the Minnetonka Recreation Division is to develop, provide and promote programs and facilities in anticipation of and in response to the recreational needs and interests of Minnetonka residents. Recreational amenities and programs included in this budget are primarily intended to serve residents of Minnetonka and include the Lindbergh Center, Music Association of Minnetonka programs, Libbs Lake Beach, outdoor ice rink operations, the Adopt-A-Sign program and six summer playground program locations.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 613	\$ (83)	\$ -	\$ -	\$ -
Operating Expenditures by Category					
Personnel	\$ 340,631	\$ 333,782	\$ 415,800	\$ 415,800	\$ 333,300
Supplies	1,593	711	2,550	2,500	3,600
Services & Charges	274,590	254,110	300,250	328,700	288,200
Total Operating Expenditures	<u>\$ 616,814</u>	<u>\$ 588,603</u>	<u>\$ 718,600</u>	<u>\$ 747,000</u>	<u>\$ 625,100</u>
Other Financing Sources (Uses)					
Transfers Out	\$ (113,000)	\$ (113,000)	\$ (113,000)	\$ (113,000)	\$ (113,000)



**Key Measures:**

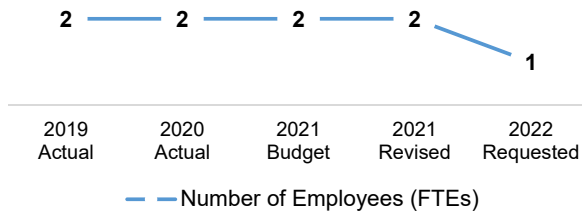
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Minnetonka playground registrations	665	0	931	925
Warming house days of operation	53	0	50	50
Music Association of Minnetonka (MAM) participants	207	0	200	200
Adopt-A-Sign locations	39	42	51	50
Music/Theater in the Park attendance	3,435	0	4,720	4,500

**Budget Comments/Issues:**

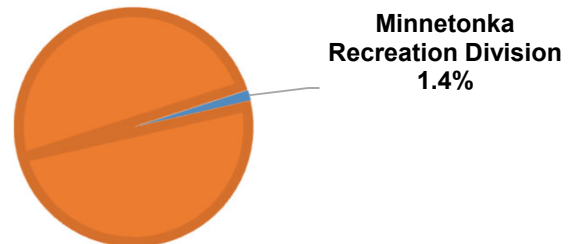
Minnetonka Recreation programming is annually reviewed and adjusted to provide programming that is desired by the community at the present time.

- A new registration process for the Park Adventures program was implemented in 2021. Rather than registering for the entire season, participants now register for each week to encourage more consistent attendance.
- Outdoor ice rinks are provided at six city park locations as well as Glen Lake Elementary School. The weather was favorable for skating conditions throughout the majority of the 2020-21 season. Sites were monitored by staff, but shelters were not open to the public due to COVID-19. Regular operations are planned for the 2021-2022 season.
- Tuesday evening Music in the Park concerts at the Amphitheater are a popular destination for city residents. Concerts are scheduled to begin at 6:30 p.m. in 2021 rather than 7 p.m. to overlap with the city's Farmers Market. Theater in the park was scheduled over two weekends in 2021.
- MAM programs were canceled in 2020. The following groups will resume providing entertainment options for audiences in 2021: Youth Choir (2-5), Da Capo Choir (K-1), Civic Orchestra, Symphony Orchestra, Chorus a la Carte, Concert Band and Senior Chorale.

Employees



Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

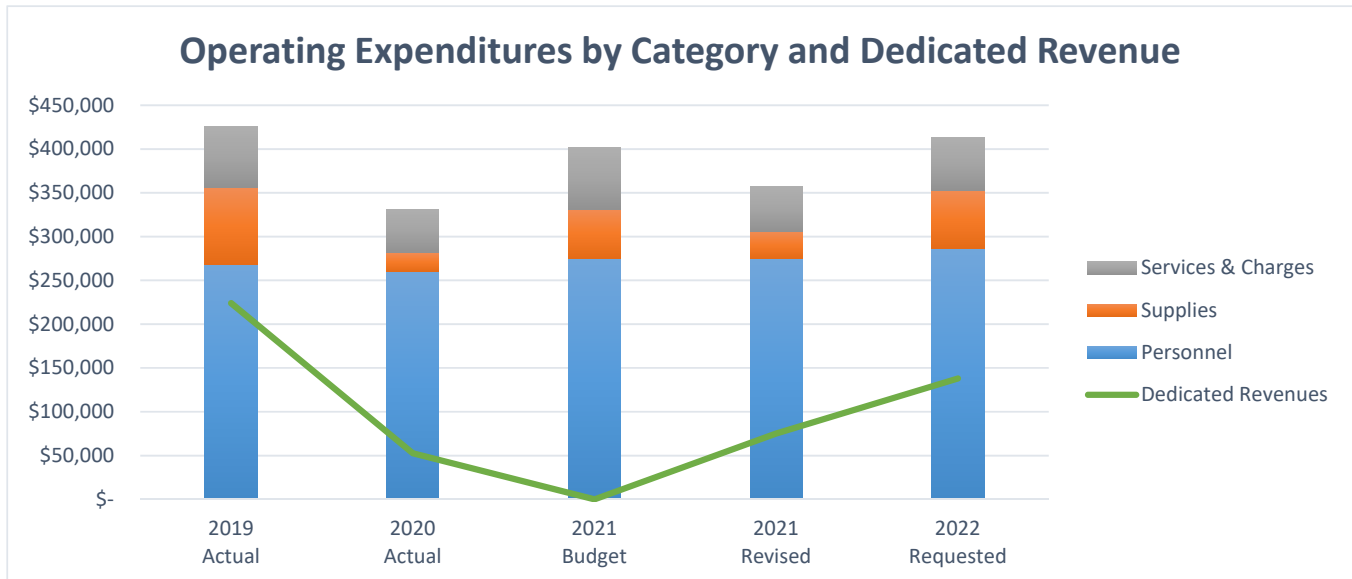
**Senior Services Division**  
Recreation Services Department  
General Fund

**Description of Services:**

The goals of Senior Services are to: broaden the knowledge and involvement of older residents; offer diverse programs and services; promote independent living; and encourage volunteerism. Senior Services provides a wide range of leisure-time activities serving a diverse senior population as well as addressing day-to-day living experiences. Senior programming includes day-trips, group education classes, fitness classes, defensive driving, outreach/insurance consultation, and meal/entertainment experiences. In addition, there are 41 special interest groups/clubs offered to residents. Some services are provided through contracts with private or non-profit organizations, and a portion of the costs for programs is recovered through fees.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 224,043	\$ 52,666	\$ -	\$ 75,100	\$ 138,000
Operating Expenditures by Category					
Personnel	\$ 268,448	\$ 260,722	\$ 275,000	\$ 275,000	\$ 286,800
Supplies	87,702	21,309	56,400	30,800	66,100
Services & Charges	69,975	49,153	70,400	51,000	60,000
Total Operating Expenditures	<u>\$ 426,125</u>	<u>\$ 331,184</u>	<u>\$ 401,800</u>	<u>\$ 356,800</u>	<u>\$ 412,900</u>



**Key Measures:**

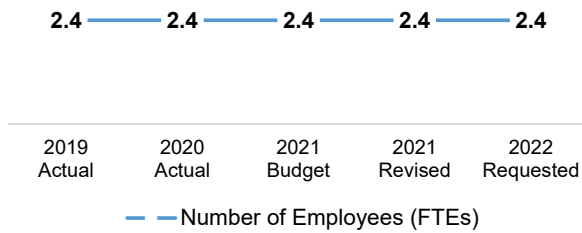
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Program participants	11,784	4,293	7,000	9,500
Program participants visits	47,629	11,954	24,000	38,000
Program offered	334	137	200	280
Senior volunteers used	245	100	70	150
Volunteer hours donated	16,400	3,500	1,500	5,000

**Budget Comments/Issues:**

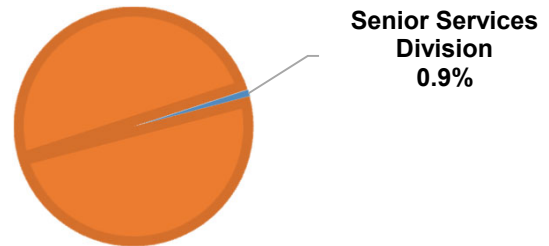
Senior Services staff provide programs and services designed to meet the needs of the growing 55+ demographic.

- Volunteer hours donated by Senior Services participants were reduced dramatically in 2020 and 2021 due to COVID-19.
- Senior Services key measures are significantly reduced in 2020 and 2021 due to COVID-19. It is expected to rebound somewhat in 2021, but will be dependent on an improved COVID-19 environment for seniors.
- Senior Services continues to offer dementia programming such as Memory Café resulting in over 600 visits in 2019. This program continued virtually on a smaller scale while senior services were limited due to COVID-19. In-person dementia programming returned fall 2021.

Employees



Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

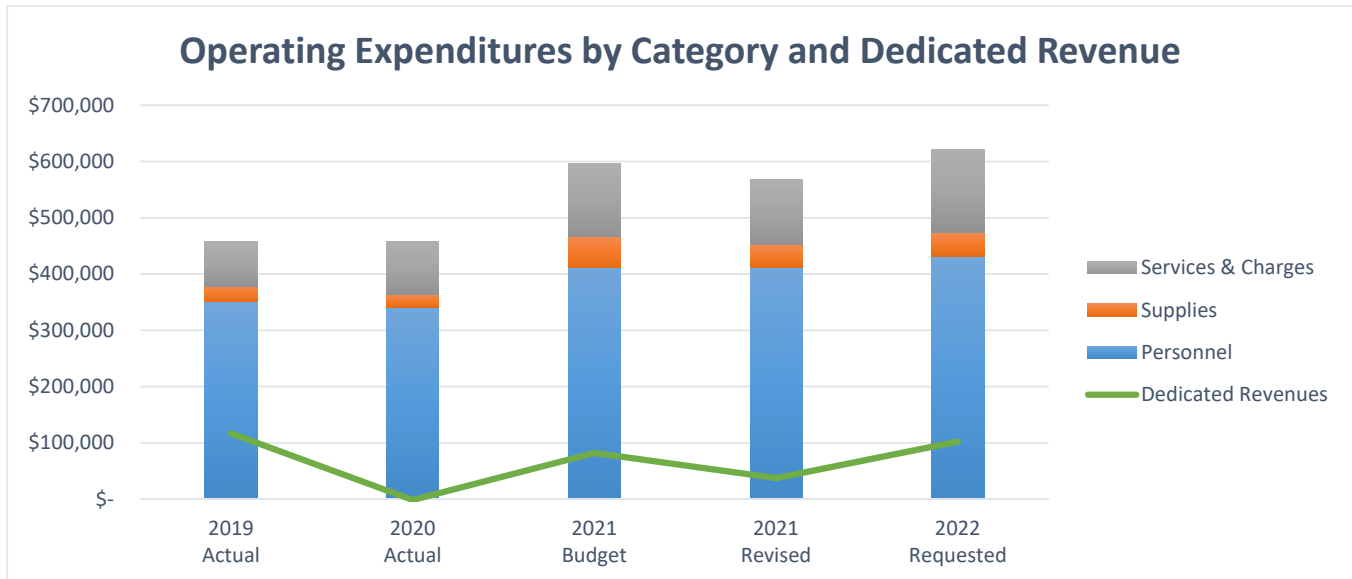
**Community Facilities Division**  
Recreation Services Department  
General Fund

**Description of Services:**

Community Facilities manages city-owned facilities including the Community Center, Glen Lake Activity Center, ten picnic shelters, athletic fields, Lindbergh Center and the Shady Oak Lake Cemetery. Except for the cemetery, all of the facilities offer a variety of rental spaces for community use. Fees vary dependent on the facility and type of group (resident, non-resident, non-profit). Picnic shelter permits are issued for Gro Tonka, Lone Lake and Shady Oak Park shelters in Minnetonka; and Burnes, Central, Cottageville, Oakes, and Valley Park shelters in Hopkins.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 116,965	\$ (1,211)	\$ 82,200	\$ 37,500	\$ 102,500
Operating Expenditures by Category					
Personnel	\$ 350,732	\$ 341,421	\$ 410,900	\$ 410,900	\$ 431,300
Supplies	27,550	21,701	55,500	41,800	41,800
Services & Charges	79,720	94,504	130,500	115,400	147,900
Total Operating Expenditures	<u>\$ 458,002</u>	<u>\$ 457,626</u>	<u>\$ 596,900</u>	<u>\$ 568,100</u>	<u>\$ 621,000</u>



**Key Measures:**

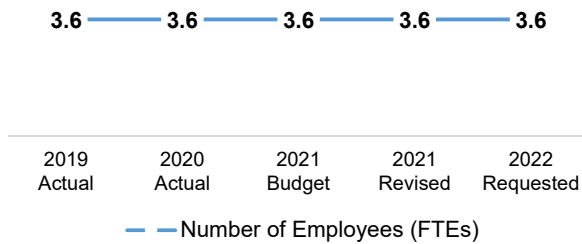
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Community Center rental revenue	\$116,965	(\$1,211)	\$28,500	\$102,000
Community Center hours reserved	11,424	4,722	6,500	10,000
Satellite facility hours reserved	67	233	340	350
Picnic shelter permits issued	310	183	472	350
Field fee revenue	\$30,457	\$24,268	\$28,000	\$30,000

**Budget Comments/Issues:**

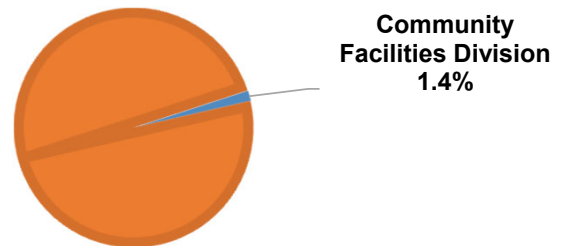
The 2022 budget for the Community Facilities Division provides current level services.

- Consistent with the city council's strategic plan, a market study is completed annually to determine fees for use of the Community Center and other recreational facilities.
- Community Center use hours were reduced in 2019 due to the city hall remodel project. One room was not available for use and another room was held for city staff to be reserved for additional meeting space.
- Community Center rental revenue and use hours are significantly lower in 2020 and 2021 because of cancelled events and meetings due to COVID-19. Revenue and use hours show a rebound in 2022 which is dependent on COVID-19 and customer's comfort level in returning to larger gatherings.
- Total satellite facility hours were significantly lower in 2019 since city staff was housed at the Glen Lake Activity Center during the city hall remodel.
- The picnic shelter permits issued in 2020 were significantly lower due to COVID-19 restrictions limiting outdoor social gatherings to 25 or less. In 2021 and 2022, reservations are expected to rebound back to pre-pandemic levels.

Employees



Percent of General Fund Expenditures







Division:  
Responsible Department:  
Fund Type:

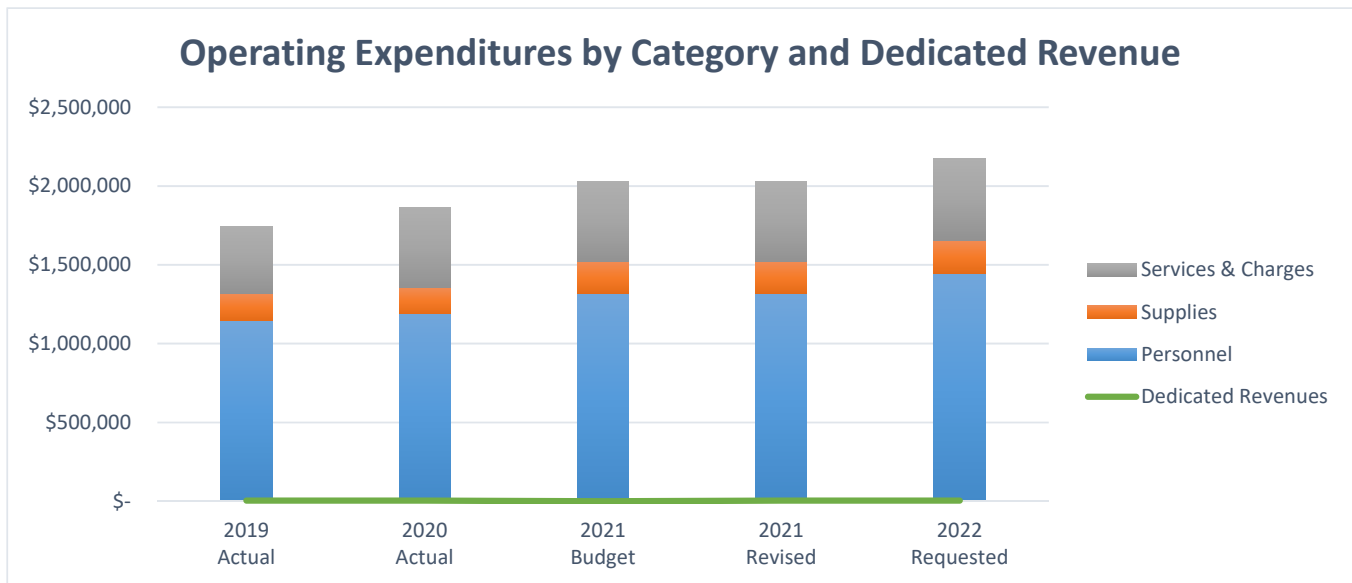
**Parks & Trails Division**  
Public Works Department  
General Fund

**Description of Services:**

The Parks and Trails Division of the Public Works Department is responsible for all park, trail & sidewalk maintenance, planning and development. This includes: park and open space turf areas, 11 athletic fields, 16 ice rinks, over 100 miles of trails & sidewalks and 26 play structures at 50 parks. Future development decisions regarding parks and open space actively include community users, Recreation Department staff, the Minnetonka Park Board and the City Council. In the future, the increase in trail and sidewalk mileage will require that equipment and personnel be added to meet maintenance needs.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 4,866	\$ 4,560	\$ -	\$ 4,500	\$ 4,500
Operating Expenditures by Category					
Personnel	\$ 1,145,421	\$ 1,189,929	\$ 1,318,100	\$ 1,318,100	\$ 1,446,300
Supplies	170,591	165,206	201,000	201,000	208,200
Services & Charges	425,465	507,923	508,700	508,700	517,000
Total Operating Expenditures	<u>\$ 1,741,477</u>	<u>\$ 1,863,058</u>	<u>\$ 2,027,800</u>	<u>\$ 2,027,800</u>	<u>\$ 2,171,500</u>



## Key Measures:

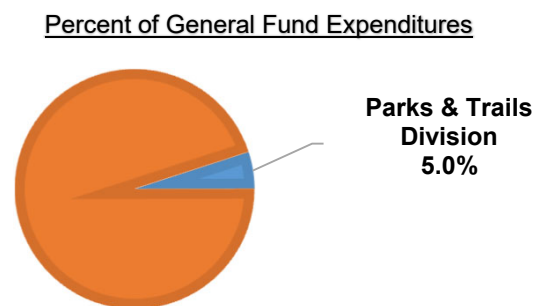
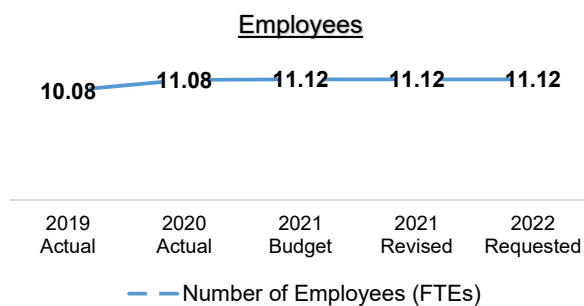
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Park acreage maintained	1,298	1,298	1,298	1,298
Level 1 - Maintenance Areas (# /acres)*	7/429	7/429	7/429	7/429
Level 2 - Maintenance Areas (# /acres)*	12/211	12/211	12/211	13/211
Levels 3 & 4 - Maintenance Areas (# /acres)*	32/662	32/662	32/662	32/662
Trails and sidewalks maintained (miles)	106	108	108	108.5

\* Level 1 = High use, high maintenance;  
 Level 2 = Moderate maintenance, some grooming 1x / week;  
 Level 3 = Low to moderate maintenance;  
 Level 4 = Minimal maintenance

## Budget Comments/Issues:

The 2022 budget provides for an increasing level of service compared to 2021 in order to accommodate an expanding inventory of city park amenities and trails and sidewalks which require additional maintenance. In 2021, 1.8 miles of trails were added. In 2019 new pickle ball courts were added in Lone Lake Park along with 1.3 miles of trails and sidewalks. In 2018, an additional 1.7 miles of trails of sidewalks were added.

- In 2018, trails were added on Woodhill Road from TH 7 to Excelsior Boulevard, Plymouth Road from Hilloway Road to Amy Lane and sidewalk in the Ridgehaven Lane realignment. In 2019, the trail on Plymouth Road was completed to Minnetonka Boulevard from Ridgedale Drive and sidewalks were installed on Ridgedale Drive in 2019 and 2020 as part of the road reconstruction. Further in 2020, trail and sidewalks were constructed on Excelsior Boulevard and Parkers Lake Road/Twelve Oaks Center Drive.
- The number of miles of trails and sidewalks maintained as indicated above excludes seasonal maintenance by the city of approximately seven miles of trails owned by Three Rivers Park District that are located inside city limits.
- Additional funding in the 2019 budget (\$60,000) was added for winter maintenance of sidewalks and trails.
- Robinwood Park is a mini park that will be constructed in 2021, located at the cul-de-sac of Royzelle Lane. This Level 2 park will be mowed weekly and the playground area and equipment will be added to the schedule of safety inspections performed by the Park staff.
- One FTE was budgeted to be added in 2020. This position was added to assist with snow removal on the expanded trail system. Additionally, the Opus area trails will move from Third Priority to First Priority snow removal due to the rapid growth of residential development and SWLRT.





Division:  
Responsible Department:  
Fund Type:

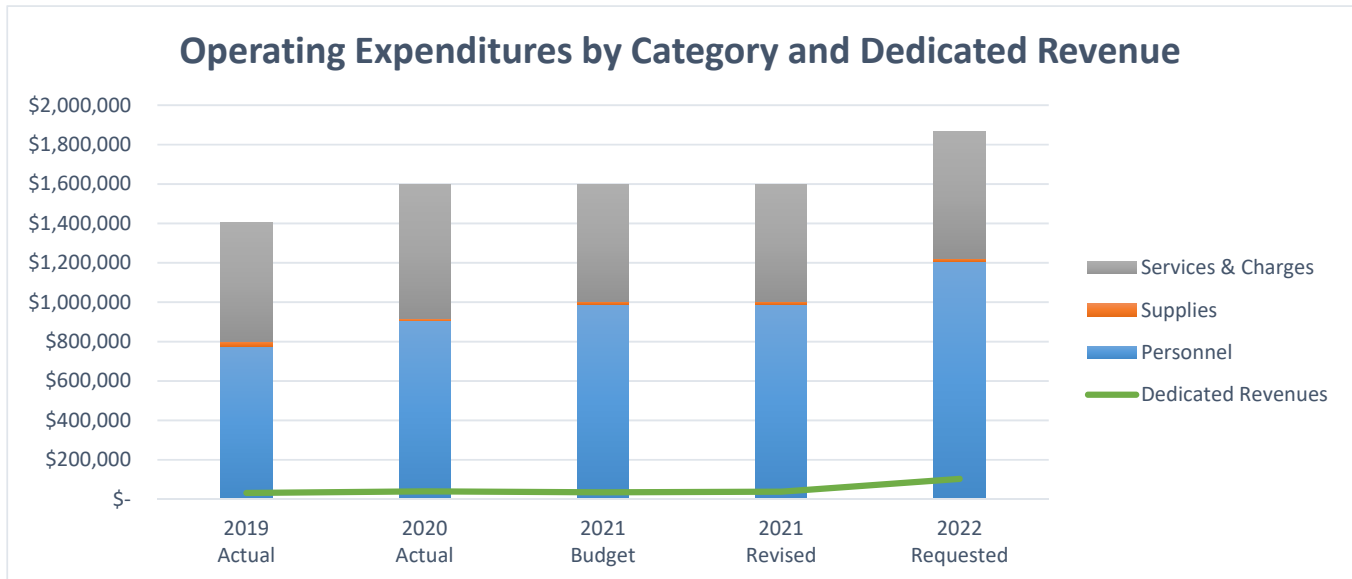
**Natural Resources Division**  
Public Works Department  
General Fund

**Description of Services:**

The Natural Resources Division manages the planning, development and stewardship of the community's natural resources. The division is responsible for urban forest management, natural resource conservation and protection, enforcement of natural resource ordinances, public land stewardship and ecosystem restoration of 310 acres of public land, and environmental education and community engagement through volunteers, public seminars, events, and resident consultations.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 32,071	\$ 40,296	\$ 35,000	\$ 38,500	\$ 103,700
Operating Expenditures by Category					
Personnel	\$ 776,872	\$ 905,708	\$ 988,400	\$ 988,400	\$ 1,206,200
Supplies	25,955	11,126	17,000	17,000	17,300
Services & Charges	604,221	682,500	593,800	593,800	642,300
Total Operating Expenditures	<u>\$ 1,407,048</u>	<u>\$ 1,599,334</u>	<u>\$ 1,599,200</u>	<u>\$ 1,599,200</u>	<u>\$ 1,865,800</u>



## Key Measures:

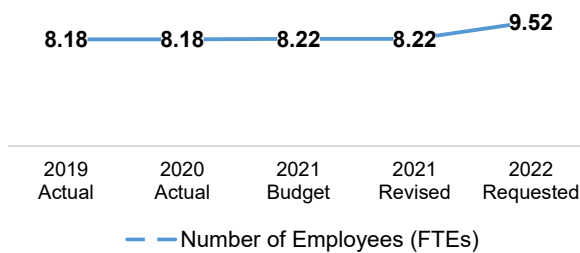
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Diseased trees removed (Oak & Elm)	405	295	658	650
Public trees planted (reforestation/restoration)	140/45	120/33	10/93	100/75
Private trees planted through city's tree sale	850	925	758	800
Permits inspected for natural resource compliance / ongoing inspections	330/425	305/400	325/425	325/425
Development projects reviewed	72	71	56	70
Volunteer programs conducted / hours donated	49/1,490	20/400	56/795	45/1,500
Enforcement actions taken	32	25	20	30
Wetland Conservation Act decisions/contacts	12/240	10/210	16/150	15/175

## Budget Comments/Issues:

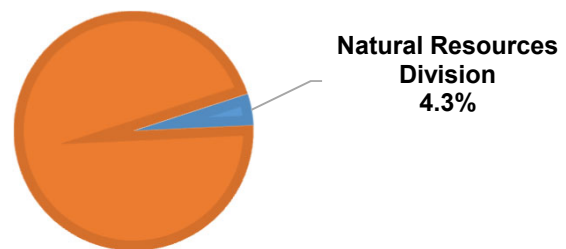
The 2022 budget for the Natural Resources Division anticipates an increased level of activity, as emerald ash borer (EAB) has been found within the Minnetonka city limits. The effects of EAB infestation will generally not be noticeable for 3-4 years when larger scale removal will be required. A financial action plan was developed in 2013 and has been implemented for the past several years. In 2022, staff will continue the removal of right-of-way ash trees which will be funded by the Forestry Fund and continue tree inspections for EAB, along with heightened community education.

- The street tree pruning program will continue in 2022 at an annual cost of \$60,000. This work is necessary in order to keep pace with street reconstructions and neighborhood street renovations.
- In 2021, natural resources staff along with the engineering staff implemented new requirements for the Municipal Separate Storm Sewer System (MS4) permit. This is a comprehensive update/revision to the city's federal storm water permit, with a significant increase in public education requirements. Employee education, identifying and reducing the occurrence of illicit discharges, reducing pet waste, limiting yard waste in storm drains, and reduction of chloride use by businesses, commercial facilities, and institutions are initiatives to be addressed in the coming year.

Employees



Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

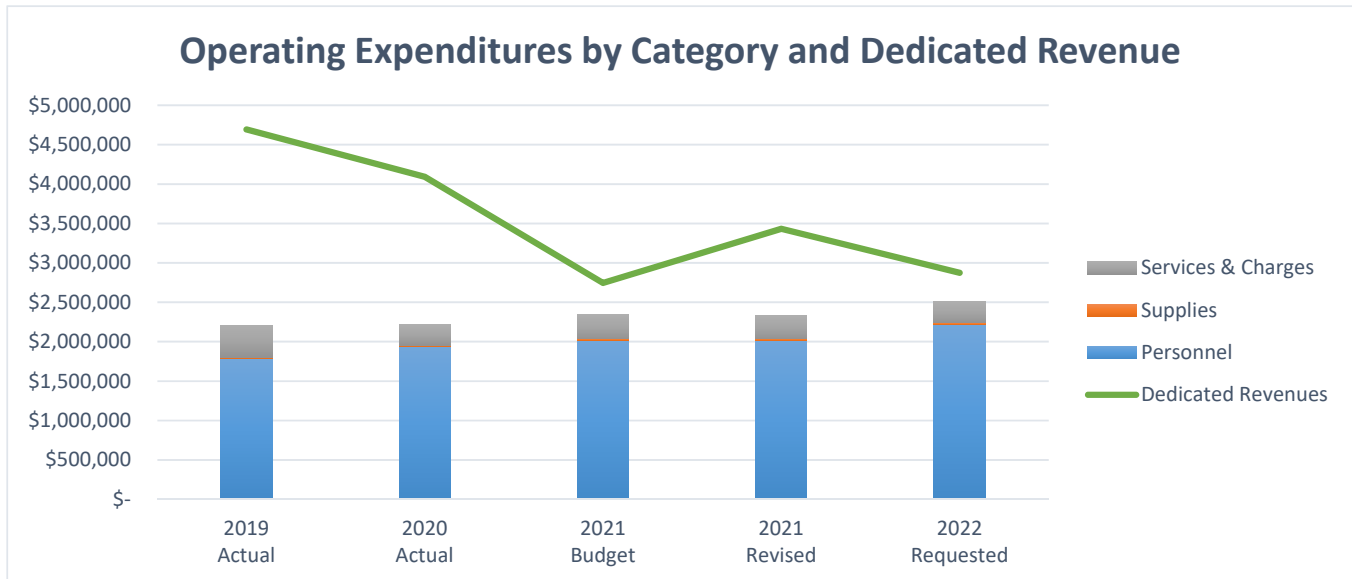
**Community Development Division**  
Community Development Department  
General Fund

**Description of Services:**

The mission of the Community Development Department is to promote building safety through education and inspections, and to promote community vitality through housing, redevelopment, and transit. The department educates residents and businesses about code compliance and assists them in developing a safer, healthier community by sharing clear, timely information with residents and businesses. Community Development also provides housing and redevelopment services for the city, and coordinates certain transit services, including the Minnetonka Dial-A-Ride. Building inspections are provided to Deephaven, Woodland and Greenwood via a contract for services.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 4,692,295	\$ 4,092,295	\$ 2,745,100	\$ 3,431,600	\$ 2,874,100
Operating Expenditures by Category					
Personnel	\$ 1,787,012	\$ 1,940,025	\$ 2,017,300	\$ 2,017,300	\$ 2,218,300
Supplies	17,150	14,387	20,300	18,800	19,600
Services & Charges	404,850	257,369	309,200	299,000	272,600
Total Operating Expenditures	<u>\$ 2,209,012</u>	<u>\$ 2,211,781</u>	<u>\$ 2,346,800</u>	<u>\$ 2,335,100</u>	<u>\$ 2,510,500</u>



## Key Measures:

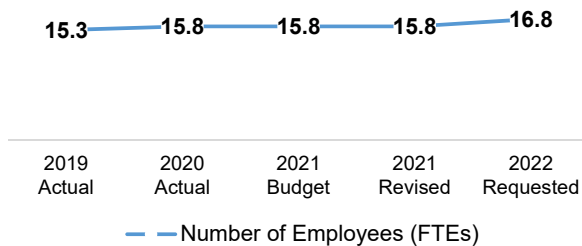
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Permits issued	8,139	8,024	5,325	7,000
Building construction value	\$306 Million	\$236 Million	\$132 Million	\$220 Million
Residential building plan reviews completed	644	1,131	525	589
Agenda items prepared	252	184	180	210
# of annual inspections	14,982	18,267	15,300	16,300

## Budget Comments/Issues:

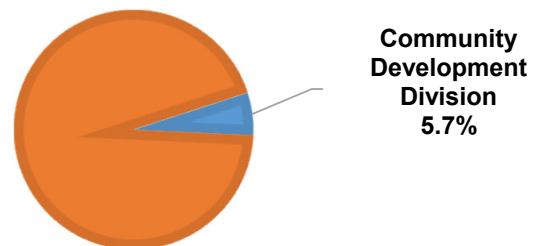
Construction activity in 2022 will likely be increased due to higher economic confidence especially for larger multiple family residential and commercial projects. No additional full-time inspectors will be requested for 2022, however; a new position of Housing Coordinator will be added.

- The number of permits issued is expected to increase in 2022. There is some uncertainty with some projects due to continued high material costs.
- Increased permit activity transactions by credit card has increased city costs over time. The department will likely implement LOGIS echeck technology in 2022. It remains uncertain how credit card charges will be affected but the goal is to reduce these costs.
- The 2022 budget temporary salaries remain the same from the 2021 budget. Part-time mechanical plan review/inspections may be needed on more complex projects. This may have a more neutral overall budget impact if permit revenues follow.
- An additional housing staff person is being requested for 2022 to assist with council directed housing initiatives. This position could be funded through HRA/EDA levy, General Fund, or the American Rescue Plan Fund.

Employees



Percent of General Fund Expenditures





Division:  
Responsible Department:  
Fund Type:

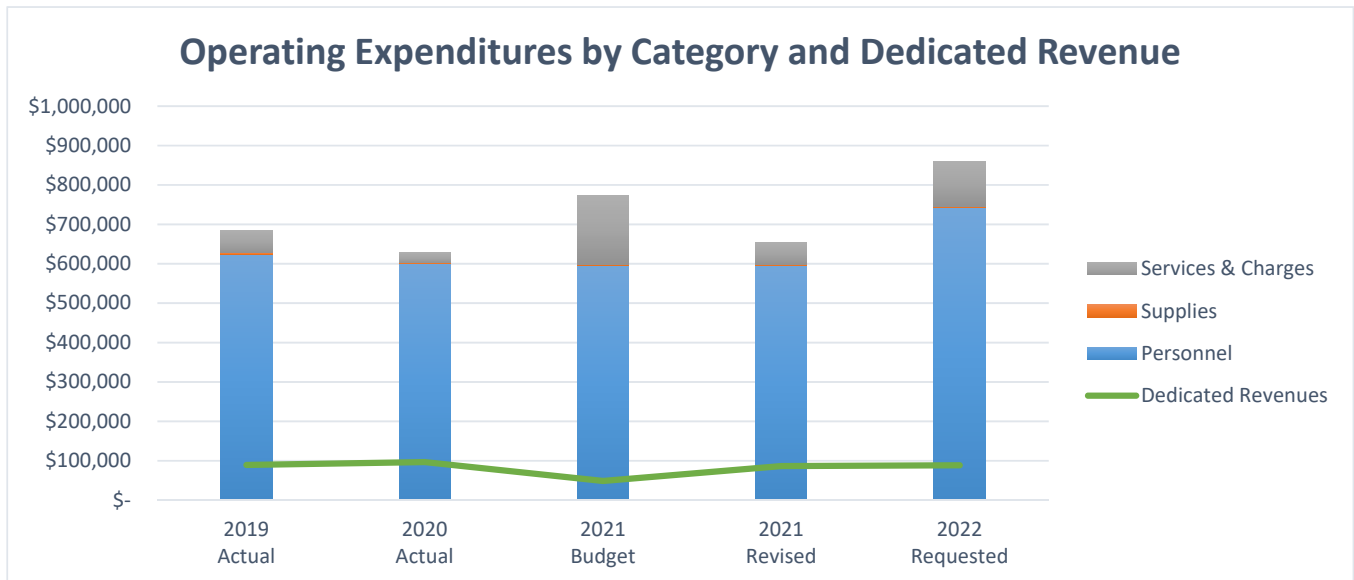
**Planning Division**  
Community Development Department  
General Fund

**Description of Services:**

The mission of the Planning Division is to champion the values of the community by guiding development and protecting the environment. The division serves Minnetonka by providing a long-range plan for the city, reviewing new development applications to ensure that development standards are met, and providing information and assistance to residents, businesses, other city departments, and developers.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 89,350	\$ 96,787	\$ 49,000	\$ 86,850	\$ 88,800
Operating Expenditures by Category					
Personnel	\$ 624,177	\$ 601,361	\$ 595,700	\$ 595,700	\$ 742,400
Supplies	3,348	1,209	3,400	2,800	2,350
Services & Charges	56,678	25,126	174,000	54,200	114,050
Total Operating Expenditures	<u>\$ 684,203</u>	<u>\$ 627,696</u>	<u>\$ 773,100</u>	<u>\$ 652,700</u>	<u>\$ 858,800</u>



## Key Measures:

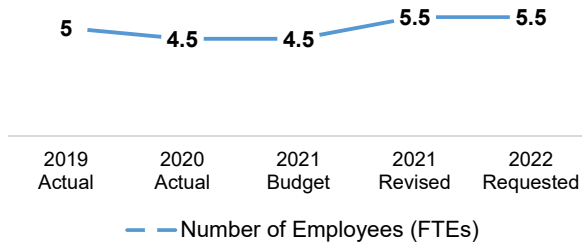
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Planning applications received	136	110	85	125
Building permits reviewed	780	618	900	950
Grading permits issued	10	12	6	8
Public meetings	76	73	35	75

## Budget Comments/Issues:

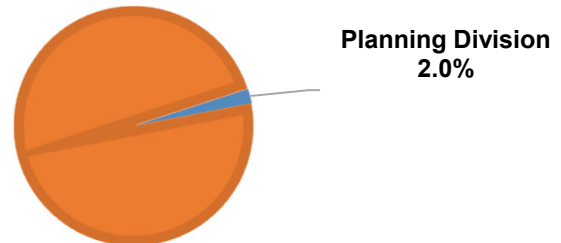
The Planning Division is fully staffed and continues to experience a steady work flow as a result of development requests and related responses to COVID-19.

- The overall number of planning applications is expected to increase as a result of pent up demand and increased economic confidence.
- Staff anticipates projects requiring more time and public interaction will be received in the coming years as redevelopment around Ridgedale continues and the Green Line Extension (SWLRT) is constructed.
- In 2020, the city has adopted the Xcel Energy's Partners in Energy (PiE) Energy Action Plan. The plan will be finished in the first half of 2022.
- A planner will be hired backfill the position that moved into the sustainability position in 2021, as identified in the sustainability report for the June 29, 2020 council study session.

Employees



Percent of General Fund Expenditures







CITY OF  
**MINNETONKA**

**2022 Annual Budget - Special Revenue Funds**

	Affordable Housing Trust Fund	Cable Television	Community Development Block Grant	Electric Franchise Fees	Housing & Redevelopment Authority	Ice Arena Fund	Total Special Revenue Funds
<b>Revenues:</b>							
General Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ 325,000
Intergovernmental Revenue	-	-	127,500	-	-	-	127,500
Other Income	-	901,500	40,000	1,198,000	17,500	1,009,000	3,166,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 901,500</b>	<b>\$ 167,500</b>	<b>\$ 1,198,000</b>	<b>\$ 342,500</b>	<b>\$ 1,009,000</b>	<b>\$ 3,618,500</b>
<b>Expenditures</b>							
General Government	\$ -	\$ 1,074,200	\$ -	\$ -	\$ -	\$ -	\$ 1,074,200
Streets & Utilities	-	-	-	610,000	-	-	610,000
Recreation	-	-	-	-	-	959,400	959,400
Development	1,000,000	-	167,500	-	325,000	-	1,492,500
<b>Total Expenditures</b>	<b>\$ 1,000,000</b>	<b>\$ 1,074,200</b>	<b>\$ 167,500</b>	<b>\$ 610,000</b>	<b>\$ 325,000</b>	<b>\$ 959,400</b>	<b>\$ 4,136,100</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(1,000,000)</b>	<b>(172,700)</b>	<b>-</b>	<b>588,000</b>	<b>17,500</b>	<b>49,600</b>	<b>(517,600)</b>
<b>Other Financing Sources (Uses)</b>							
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
Transfers Out	-	(35,500)	-	-	-	(35,500)	(71,000)
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ (35,500)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 314,500</b>	<b>\$ 279,000</b>
<b>Net Change in Fund Balance</b>	<b>\$ (1,000,000)</b>	<b>\$ (208,200)</b>	<b>\$ -</b>	<b>\$ 588,000</b>	<b>\$ 17,500</b>	<b>\$ 364,100</b>	<b>\$ (238,600)</b>
Ending Fund Balance as of 12/31/2020	(1,108)	1,804,120	98,681	4,050,184	891,363	1,726,409	
2021 Revised Budget Change in Fund Balance	4,128,680	(196,450)	-	85,000	90,000	414,940	
2022 Committed Fund Balance	-	(714,800)	-	(2,146,923)	-	-	
<b>Anticipated Ending Available Fund Balance for 2022</b>	<b>\$ 3,127,572</b>	<b>\$ 684,670</b>	<b>\$ 98,681</b>	<b>\$ 2,576,261</b>	<b>\$ 998,863</b>	<b>\$ 2,505,449</b>	



Fund:  
Responsible Department:  
Fund Type:

**Affordable Housing Trust Fund**  
Community Development Department  
Special Revenue Fund

**Description of Services:**

On Nov. 23, 2020, the city council adopted an ordinance (City Ordinance 2020-22) to establish an affordable housing trust fund (AHTF). The AHTF is the only mechanism that allows the city to spend dollars on rental assistance and other eligible housing activities.

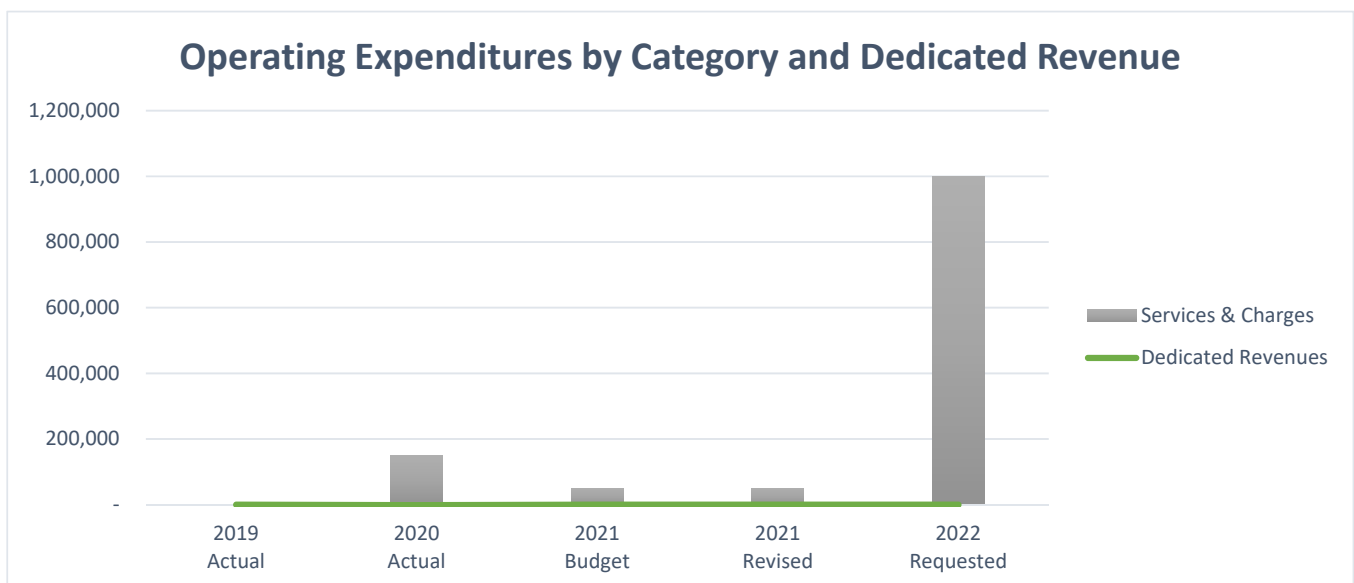
State Statute 462C.16 provides authority for local governments to establish an AHTF for the purposes of:

- Making grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing;
- Matching other funds from federal, state, or private resources for housing projects;
- Providing down payment assistance, rental assistance, and homebuyer counseling services;
- And to pay for administrative expenses, up to 10 percent of the balance of the fund.

Under the statute, cities can finance the trust fund with any money available to the local government. Sources of these funds include, but are not limited to: donations, bond proceeds, grants and loans from state, federal, or private sources, appropriations by local government to the fund, investment earnings of the fund, and housing and redevelopment authority levies.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ -	\$ (1,108)	\$ -	\$ -	\$ -
Operating Expenditures by Category					
Services & Charges	\$ -	\$ 150,000	\$ 50,000	\$ 50,000	\$ 1,000,000
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 150,000	\$ 50,000	\$ 5,011,680	\$ -
Transfers Out	-	-	-	(833,000)	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 50,000</u>	<u>\$ 4,178,680</u>	<u>\$ -</u>



**Key Measures:**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Households assisted	0	75	68	50
Average cost of rental assistance provided	\$0	\$1,300	\$1,300	\$1,200

**Budget Comments/Issues:**

In April 2020, \$150,000 was reallocated from the development fund to provide rental assistance to households impacted by COVID-19. In Nov. 2020, the council adopted the ordinance to create a permanent affordable housing trust fund.

- The 2021 HRA funded an additional \$50,000 for rental assistance in 2021, this was transferred to the affordable housing trust fund to continue to provide rental assistance for households impacted by Covid-19. The assistance was provided through a collaboration with ICA Food Shelf.
- The city received special legislation in 2021 and acted on that legislation by adopting Council Resolution 2021-093, which allowed the city to transfer its existing tax increment pooling balance to the affordable housing trust fund. The city council approved the transfer of \$4,961,680 on Sept. 13, 2021.



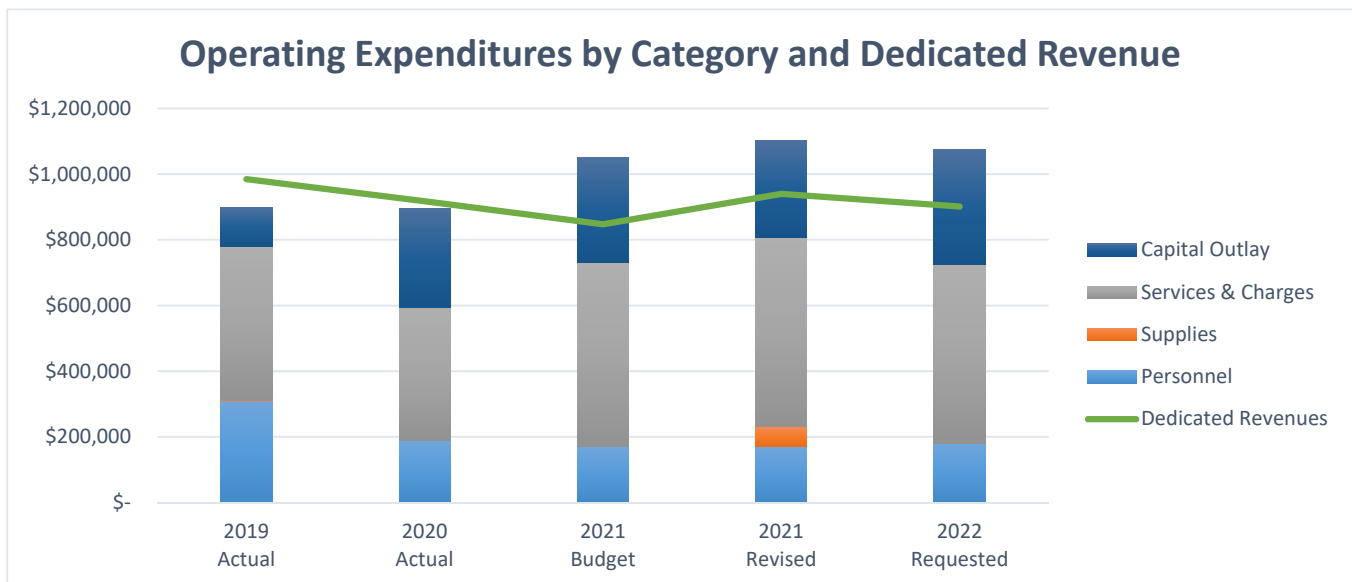
Fund: **Cable Television Fund**  
 Responsible Department: Administrative Services Department  
 Fund Type: Special Revenue Fund

**Description of Services:**

The Cable Television Fund was created in 1984 to enhance city communications both with the community and within the city's organization. It is primarily financed by franchise fees paid to the city by two cable companies in exchange for use of the city's rights-of-way. The fund finances numerous activities and events to inform and educate the public and city employees as well as to strengthen residents' sense of community, including broadcast of public meetings and special events; publication of the Minnetonka Memo (circulation of 26,000); upkeep of the city's website and intranet; and hosting city events for residents such as Summer Festival and City Open House. Fiber for the city's technology infrastructure is also budgeted in this fund.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 984,891	\$ 917,473	\$ 847,300	\$ 940,000	\$ 901,500
Operating Expenditures by Category					
Personnel	\$ 312,383	\$ 187,497	\$ 169,800	\$ 169,800	\$ 180,100
Supplies	876	834	1,000	61,200	500
Services & Charges	467,554	406,505	559,000	575,350	543,500
Capital Outlay	117,836	301,953	319,500	295,200	350,100
Total Operating Expenditures	<u>\$ 898,649</u>	<u>\$ 896,789</u>	<u>\$ 1,049,300</u>	<u>\$ 1,101,550</u>	<u>\$ 1,074,200</u>
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 47,300	\$ -	\$ -	\$ -
Transfers Out	(33,700)	(734,300)	(34,900)	(34,900)	(35,500)
Total Other Financing Sources (Uses)	<u>\$ (33,700)</u>	<u>\$ (687,000)</u>	<u>\$ (34,900)</u>	<u>\$ (34,900)</u>	<u>\$ (35,500)</u>



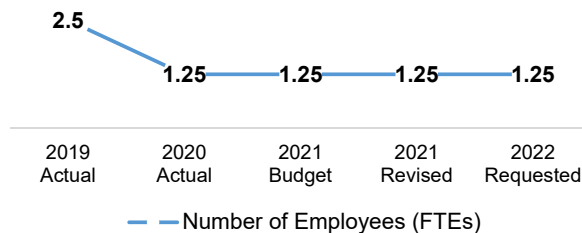
## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
# of subscribers to email/text notification system	23,265	25,030	27,000	28,000
Average # of unique monthly website visits	31,000	44,321	46,000	47,000
Visitors - Open House, Summer Fest/Ice Cream Social & Burwell Spooktacular	8,300	0	2,500	8,500
Miles of fiber	20	20	22	24
IT supported broadcast events (city and private)	99	110	95	125
# of graphic projects completed	134	140	155	165

## Budget Comments/Issues:

- The 2022 budget includes the cost of revamping our current intranet, used to communicate with employees. This cost will include purchase, implementation and have an annual ongoing fee.
- The 2021 budget reflects \$75K added for consulting services to provide technical support due to increased work load associated with approved projects.
- The 2020 budget reflects cost savings due to many city wide events canceled, summer fest and Burwell Spooktacular, due to the pandemic.
- The 2020 budget includes an increase in "service contracts" to account for an increase in annual costs for existing services (such as the city's email/text service). The increase also supports a new annual subscription to a more efficient content management system for the city's website. The new site will make it easier for residents to find important information online.
- Continued efforts will be made to transition items to the General Fund, including the remaining 1.25 FTEs. This transition was postponed in 2021 due to the pandemic. Staff is planning to propose reinstating this transition with the 2023 budget.

### Employees



## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



Fund:  
Responsible Department:  
Fund Type:

**2022 Annual Budget**

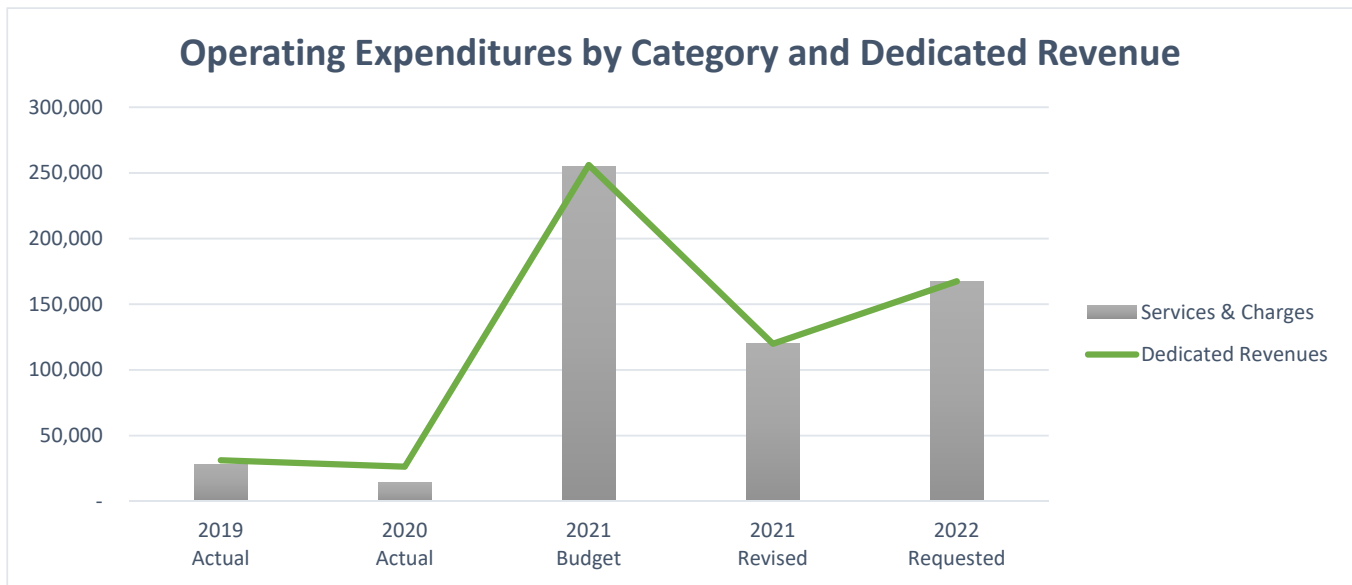
**Community Development Block Grant Fund**  
Community Development Department  
Special Revenue Fund

**Description of Services:**

Since 1975, the Community Development Block Grant (CDBG) fund has accounted for revenues and expenditures made under the federal CDBG program. Minnetonka typically uses these funds for housing projects and programs (such as housing rehab, affordable housing, and supportive housing) and supportive services (such as senior chore programs, sliding fee day care assistance, and others). The CDBG grant revenues vary from year to year based on funding decisions made by the federal government. Because CDBG funding distribution and the federal fiscal year do not coincide with the city's fiscal year, expenditures and revenue figures may seem lower or higher than the allocation, which also affects the key measure comparison. A typical CDBG timeline is the award notification by the Federal government is provided in February, the funds become available in July of that year. This budget is prepared approximately one year ahead of the actual knowledge of funds received.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 31,245	\$ 26,400	\$ 256,000	\$ 120,000	\$ 167,500
Operating Expenditures by Category					
Services & Charges	\$ 28,384	\$ 14,300	\$ 255,000	\$ 120,000	\$ 167,500



**Key Measures:**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Average cost of rehabilitation project	\$17,383	\$0	\$7,500	\$7,500
Rehabilitation projects completed	4	X	X	X
HWR Rehabilitation projects	X	0	12	12

**Budget Comments/Issues:**

In July of 2018, the city switched to participate in Hennepin County's Urban County CDBG program. This change streamlines public service funding requests and assists the city with administration of the various programs. The city anticipates that this Federal fund will not continue for the long term.

- Housing Rehabilitation expenditures above include the program income from the Minnetonka Entitlement repayments from loans made prior to 2018. The city receives approximately \$40,000 in loan repayments through this program.
- In 2020, the city council approved a new program that provides forgivable loans (up to \$7,500) for residents of Homes Within Reach homes to make emergency repairs. There is a balance of approximately \$80,000 remaining to make new loans in 2022.





Fund:  
Responsible Department:  
Fund Type:

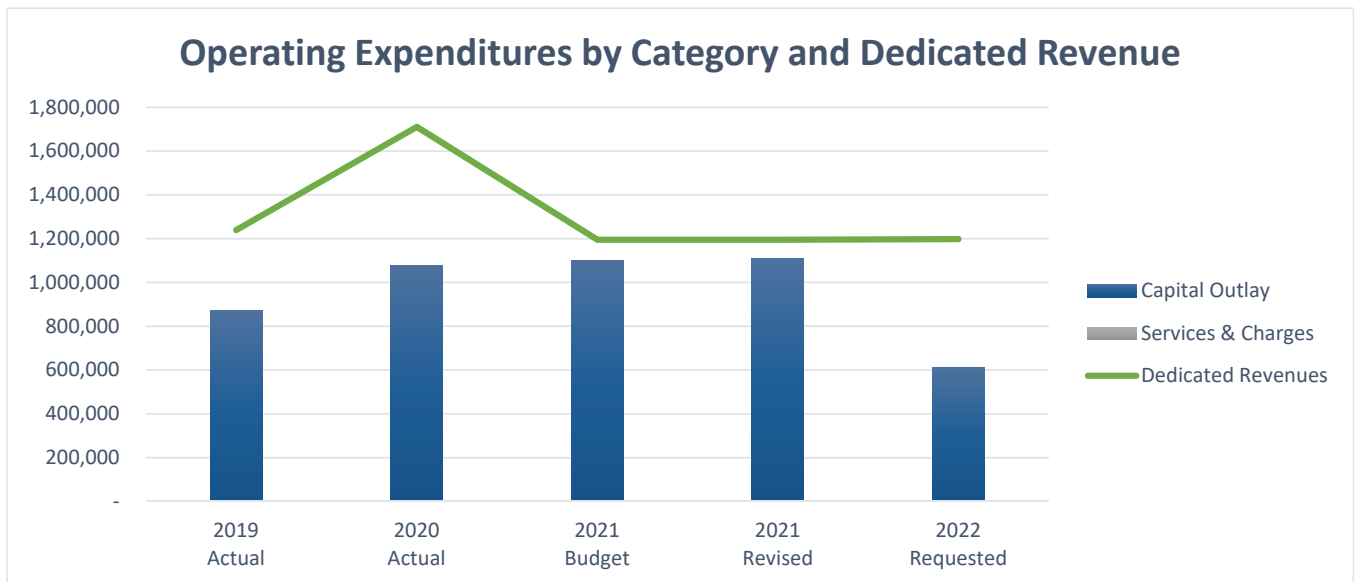
**Electric Franchise Fees Special Revenue Fund**  
Engineering Department  
Special Revenue Fund

**Description of Services:**

The 2003 City of Minnetonka Community Survey indicated that the residents of the city supported the burial of overhead utility lines on major streets. In 2005, the city adopted a franchise fee ordinance under which the city charges Xcel Energy a monthly fee per customer to support the project. Fee revenue and costs associated with the project are financed through the Electric Franchise Fees Special Revenue Fund. The schedule for burying lines is developed and frequently updated to coincide with plans for upgrading major roads within the city. Generally, Xcel Energy collects the fees monthly and submits the revenues to the city on a quarterly basis. The company then buries the lines for the city under contract and bills the city for these services.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 1,239,228	\$ 1,710,668	\$ 1,195,000	\$ 1,195,000	\$ 1,198,000
Operating Expenditures by Category					
Services & Charges	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Capital Outlay	871,063	1,075,674	1,100,000	1,100,000	600,000
Total Operating Expenditures	<u>\$ 871,063</u>	<u>\$ 1,075,674</u>	<u>\$ 1,100,000</u>	<u>\$ 1,110,000</u>	<u>\$ 610,000</u>
Other Financing Sources (Uses)					
Transfers Out	\$ -	\$ (117,994)	\$ -	\$ -	\$ -



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Miles of utility line buried	0.3	0.5	0.5	0.6
LED Street Lighting - new & retrofits	9	40	5	10

## Budget Comments/Issues:

The 2019 budget incorporated an adopted increase in the electric franchise fee of \$2 per residential account, of which \$1 is for burial of electric lines and \$1 is for trail construction. The electric franchise fees associated with trail construction are recorded in the Trail System Expansion Fund along with 100% of the gas franchise fees.

- Additional overhead utility burial, energy savings retrofits of street lights associated with various street projects, and decorative light installations currently in progress or planned include Ridgedale Drive, Plymouth Road in the Ridgedale area, Excelsior Boulevard, and Minnetonka Boulevard.
- Reserve for Delayed Projects are costs associated with County Road 101 (CR 62 - CR 3) & (CR 5 - Th 12) and Cartway Lane.
- New energy LED decorative street lighting and retrofits are reviewed in conjunction with county and city street reconstruction projects, redevelopment interests and individual lighting projects, to provide long term energy savings and efficiencies. Current LED street light installations completed, in progress or programmed for installation include the reconstruction of the Ridgedale Area and the Opus area.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



Fund:  
Responsible Department:  
Fund Type:

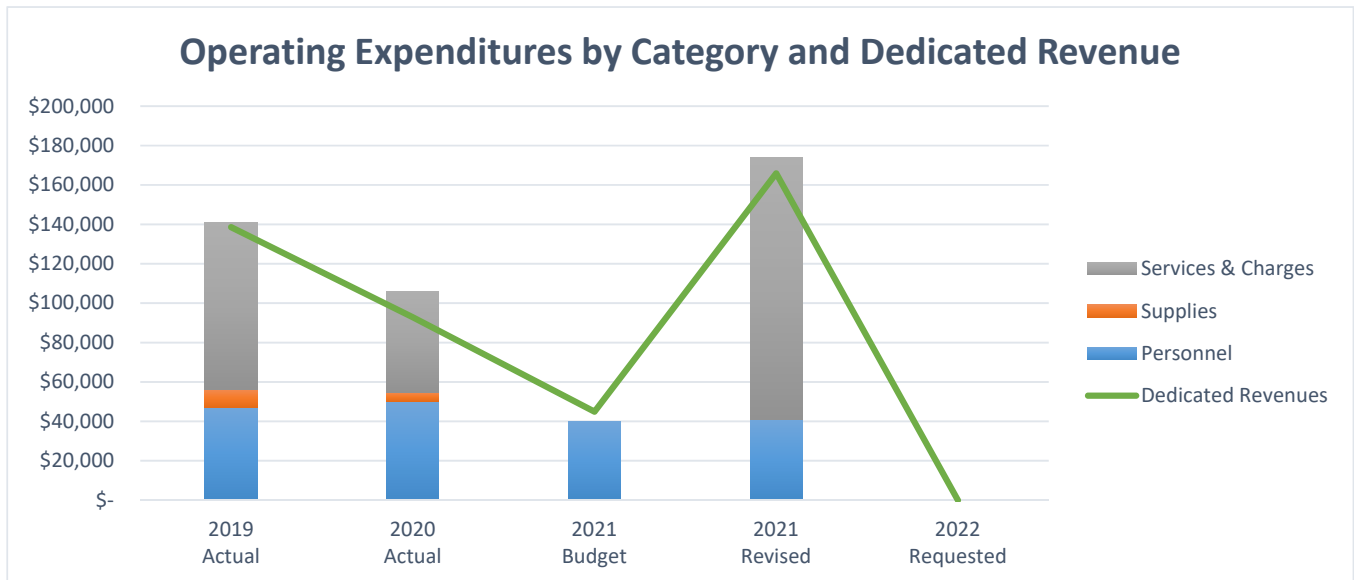
**Grants Special Revenue Fund**  
Finance Department  
Special Revenue Fund

**Description of Services:**

The Grants Special Revenue Fund accounts for significant special grants received by the city from outside sources that are not otherwise associated with a major city capital project or program. Each generally requires special accounting and reporting by the city, and the recipient departments are responsible for program reporting to the funding agency.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 138,525	\$ 92,810	\$ 45,000	\$ 165,866	\$ -
Operating Expenditures by Category					
Personnel	\$ 47,268	\$ 50,250	\$ 40,000	\$ 41,000	\$ -
Supplies	9,098	4,602	-	-	-
Services & Charges	84,834	51,259	-	132,866	-
Total Operating Expenditures	<u>\$ 141,200</u>	<u>\$ 106,111</u>	<u>\$ 40,000</u>	<u>\$ 173,866</u>	<u>\$ -</u>



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Federal grant programs	2	2	2	0
Other grant programs*	2	2	0	0

\* Denotes local and other grants within only this fund.

## Budget Comments/Issues:

The city seeks opportunities on an ongoing basis to apply and receive grants to support city projects and services.

- For the last 10 years, the city's Toward Zero Death (TZD) program and bulletproof vest reimbursements have been accounted for within the Grants Special Revenue Fund. Starting in 2021, these grants will be accounted for within the city's General Fund under the police department.
- In 2019 and 2021, the city received four Hennepin County Youth Sports Grants (HCYSG): (1) to purchase youth sports equipment for Guilliam field, \$7,758, (2) for new gymnasium space at Eagle Ridge Academy, \$125,000, (3) for a multi-use mountain bike trail at Lone Lake Park, \$140,000, and (4) to purchase a Toro Sand Pro and tarps for Guilliam field, \$7,866. The grant funds and associated expenditures for the multi-use mountain bike trail are recognized in the Park & Trail Improvement fund.
- At this time there are no one-time grants anticipated for this fund in 2022.



Fund:  
Responsible Department:  
Fund Type:

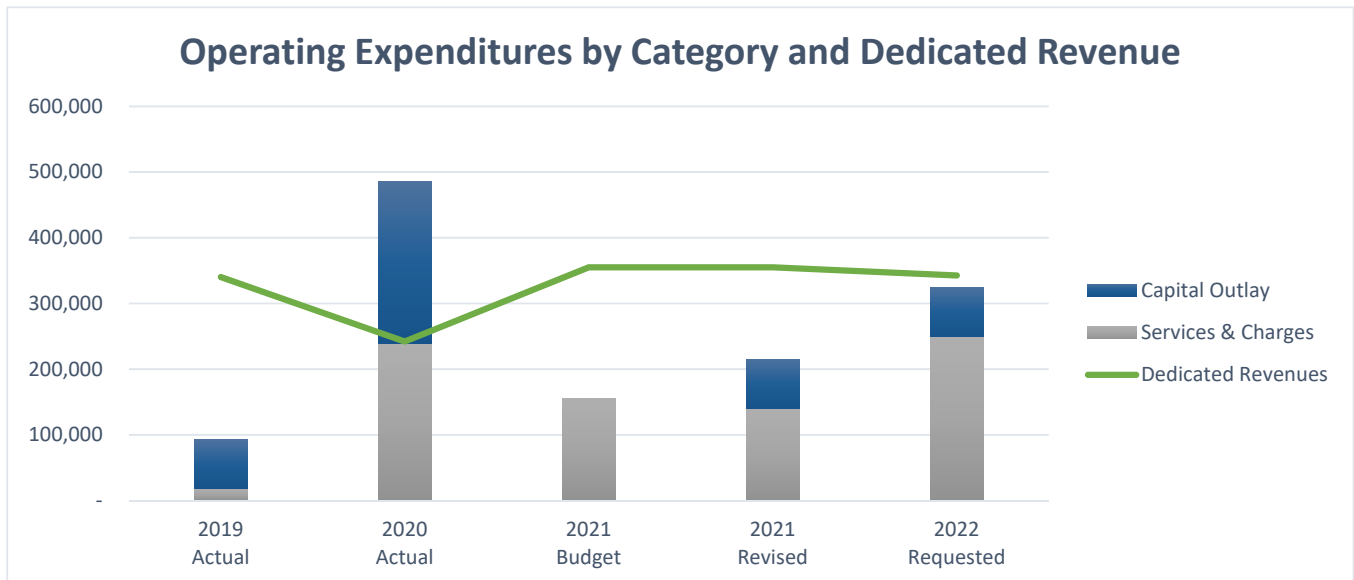
**Housing Redevelopment & Authority Fund**  
Community Development Department  
Special Revenue Fund

**Description of Services:**

Minnesota Statutes 469.033, Subd. 6 authorizes housing and redevelopment authorities (HRAs) the power to levy a tax upon all property within its district to finance housing and redevelopment programs subject to the consent of the city council. In 1988 and amended in 1994 and 2010, the Minnetonka City Council established the Economic Development Authority (EDA) of the City of Minnetonka and transferred to the EDA the control, authority and operation of all projects and programs of the city's HRA. The law and council resolutions further require the EDA to file a budget in accordance with the budget procedure of the city in the same manner as required of executive departments of the city and all actions of the authority to be approved by the city council.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 340,143	\$ 242,070	\$ 355,000	\$ 355,000	\$ 342,500
Operating Expenditures by Category					
Services & Charges	\$ 17,985	\$ 239,223	\$ 155,000	\$ 140,000	\$ 250,000
Capital Outlay	75,000	246,667	-	75,000	75,000
Total Operating Expenditures	<u>\$ 92,985</u>	<u>\$ 485,890</u>	<u>\$ 155,000</u>	<u>\$ 215,000</u>	<u>\$ 325,000</u>
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 225,000	\$ -	\$ -	\$ -
Transfers Out	(100,000)	(150,000)	(50,000)	(50,000)	-
Total Other Financing Sources (Uses)	<u>\$ (100,000)</u>	<u>\$ 75,000</u>	<u>\$ (50,000)</u>	<u>\$ (50,000)</u>	<u>\$ -</u>



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Housing rehab loan issued <\$15,000	3	0	2	3
Average amount of rehab loan	\$11,715	\$0	\$15,000	\$15,000
Down payment assistance provided <\$10,000	4	5	5	5
Average amount of down payment loans	\$7,673	\$9,591	\$10,000	\$10,000

## Budget Comments/Issues:

The 2022 Housing and Redevelopment Authority (HRA) budget includes funding for Homes Within Reach, Business Outreach, supplemental funding for the city's two housing loan programs, and the city's seventh year of a ten-year payback for its commitment the Southwest Light Rail Transit project. The annual budget of the HRA Fund is reviewed by the Economic Development Advisory Commission (EDAC) and as identified in the adopted Economic Improvement Program (EIP).

- In 2020, the city committed \$225,000 of the existing fund balance from the Welcome to Minnetonka and Minnetonka Home Enhancement Program to assist those impacted by COVID-19. The city offered forgivable loans up to \$7,500 to assist businesses with covering expenses such as payroll, lease payments, and taxes/utilities. The city did not issue any rehab loans in 2020.
- The city launched two housing improvement programs in June 2011, Minnetonka Home Enhancement (rehab) and Welcome to Minnetonka (down payment assistance). Additional dollars are included in the EIP recommendations for the 2022 levy to fund the program in future years.
- In 2021, no funding was recommended for Homes Within Reach. The preliminary budget included \$125,000 for affordable housing. A determination must be made as to whether this includes funding for Homes within Reach.
- The Center for Energy and Environment manages the Welcome To Minnetonka and Minnetonka Home Enhancement programs on behalf of the city. Community Reinvestment Fund (CRF) continues to service the loans for the city. Five Welcome to Minnetonka loans were disbursed in 2020, and no loans for housing rehab through this program in 2020.
- Reserve for delayed projects includes funding for Housing programs, Business Outreach, SWLRT and marketing.
- HRA levies are specifically covered as separate levies under state law, proposed property tax notices and invoices to property owners identify the levy as a "special taxing district" separate from the city.
- An additional housing staff person is being requested for 2022 to assist with council directed housing initiatives. This position could be funded through HRA/EDA levy, General Fund, or the American Rescue Plan Fund (5 year eligibility).



Fund:  
Responsible Department:  
Fund Type:

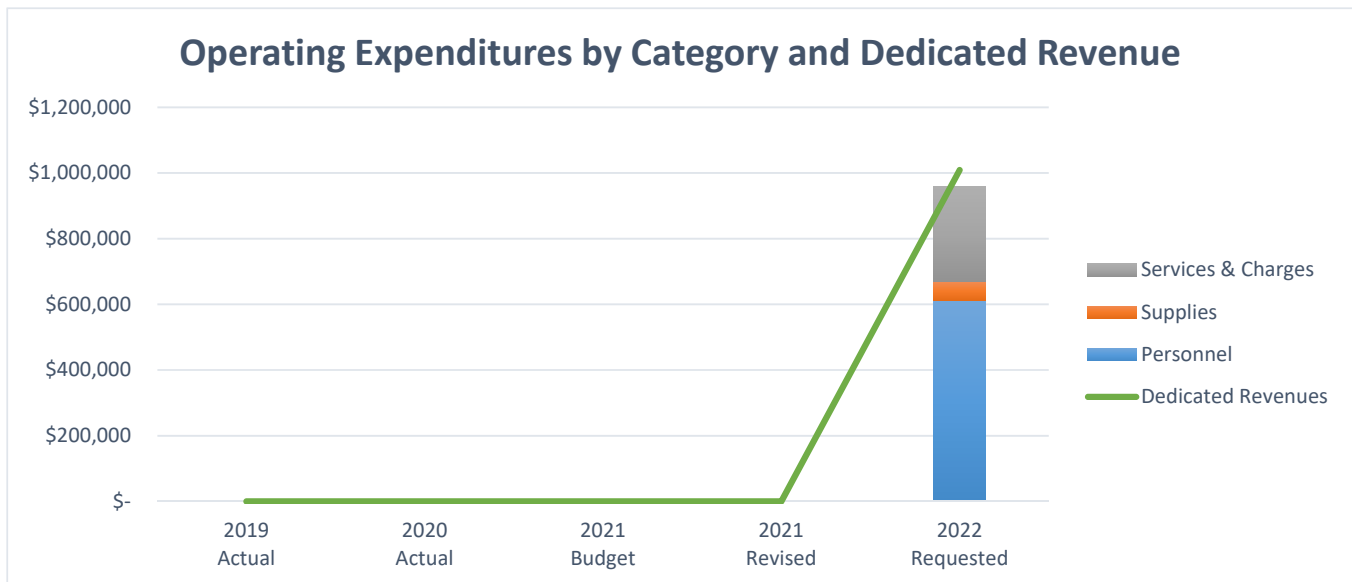
**Ice Arena Special Revenue Fund**  
Recreation Services Department  
Special Revenue Fund

**Description of Services:**

The Minnetonka Ice Arena, under the management of the Recreation Services Department, provides ice time and programs to the surrounding community, as well as local special interest groups and individuals for the purpose of ice related recreational activities. Programs and activities include, but are not limited to hockey, figure skating, learn-to-skate programs and public skate sessions. Fees charged to users support the operation of the facility.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ -	\$ -	\$ -	\$ -	\$ 1,009,000
Operating Expenditures by Category					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 612,300
Supplies	-	-	-	-	56,200
Services & Charges	-	-	-	-	290,900
Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 959,400
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Transfers Out	-	-	-	-	(35,500)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ 314,500



**Key Measures:**

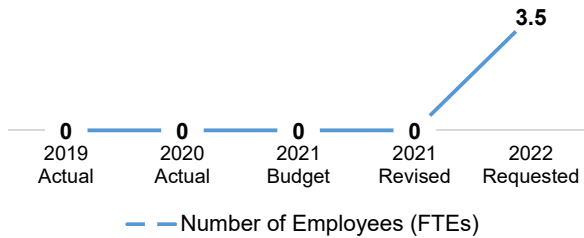
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Ice rental hours sold	0	0	0	3,000
Skating lesson participants	0	0	0	1,100
Public skating/hockey hours offered	0	0	0	450
Public skating/hockey participants	0	0	0	6,500
Adult hockey teams utilizing facility	0	0	0	36
Total days of operation	0	0	0	340
Operating expenses covered by revenue and transfers in	0	0	0	100%

**Budget Comments/Issues:**

As of January 1, 2022, the Ice Arena operations will convert from an enterprise fund to a special revenue fund. The Ice Arena truly function as a special revenue fund with its major source of revenue coming from ice rental fees. Capital improvements for the facility are financed from other governmental funds and not from its own revenue generation, which would is typically indicative of a true enterprise fund. This change in fund reporting will not impact the bottom line, but it will present a more transparent picture of the facilities operations and funding sources. The 2022 budget contains two Ice Arena pages, one within the enterprise fund section that includes actuals and budget information through 2021 and another within the special revenue fund section that includes only the 2022 budget.

- Consistent with the Council's Strategic Plan, a market study is completed annually to determine fees for use of the Ice Arena and other recreational facilities.

Employees







CITY OF  
**MINNETONKA**



CITY OF  
**MINNETONKA**

**2022 Annual Budget - Capital Projects Funds**

	Capital Replacement	Community Investment	Development Fund	Forestry Fund	Livable Communities	Municipal State Aid	Parks and Trails
<b>Revenues:</b>							
General Property Taxes	\$ 1,517,100	\$ -	\$ -	\$ 133,000	\$ -	\$ -	\$ 650,000
Intergovernmental Revenue	-	-	-	-	-	1,867,100	-
Other Income	65,000	325,000	-	8,700	-	-	299,600
<b>Total Revenues</b>	<b>\$ 1,582,100</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ 141,700</b>	<b>\$ -</b>	<b>\$ 1,867,100</b>	<b>\$ 949,600</b>
<b>Expenditures</b>							
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	-	-	-	-	-	-	-
Streets & Utilities	2,248,600	-	-	-	-	-	-
Parks	-	-	-	175,000	-	-	938,300
Development	-	-	3,296,200	-	500,000	-	-
<b>Total Expenditures</b>	<b>\$ 2,248,600</b>	<b>\$ -</b>	<b>\$ 3,296,200</b>	<b>\$ 175,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 938,300</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>\$ (666,500)</b>	<b>\$ 325,000</b>	<b>\$ (3,296,200)</b>	<b>\$ (33,300)</b>	<b>\$ (500,000)</b>	<b>\$ 1,867,100</b>	<b>\$ 11,300</b>
<b>Other Financing Sources (Uses)</b>							
Transfers In	\$ 400,000	\$ 63,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Transfers Out	-	-	(68,900)	(59,000)	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 400,000</b>	<b>\$ 63,000</b>	<b>\$ (68,900)</b>	<b>\$ (59,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,000</b>
<b>Net Change in Fund Balance</b>	<b>\$ (266,500)</b>	<b>\$ 388,000</b>	<b>\$ (3,365,100)</b>	<b>\$ (92,300)</b>	<b>\$ (500,000)</b>	<b>\$ 1,867,100</b>	<b>\$ 236,300</b>
Actual Ending Fund Balance as of 12/31/2020	3,577,592	22,298,659	5,406,621	1,066,594	802,424	(2,843,824)	7,827,722
2021 Revised Budget Change in Fund Balance	(932,100)	(212,000)	524,439	(75,000)	(590,000)	1,783,000	(928,400)
2022 Committed Fund Balance	(740,400)	(983,000)	-	-	-	-	(4,420,300)
<b>Anticipated Ending Available Fund Balance for 2022</b>	<b>\$ 1,638,592</b>	<b>\$ 21,491,659</b>	<b>\$ 2,565,960</b>	<b>\$ 899,294</b>	<b>\$ (287,576)</b>	<b>\$ 806,276</b>	<b>\$ 2,715,322</b>

## 2022 Annual Budget - Capital Projects Funds

	Public Safety	Ridgedale Tax Abatement	Special Assessment Construction	Street Improvements	Technology Development	Trail System Expansion Fund	Total Capital Projects Funds
Revenues:							
General Property Taxes	\$ 650,000	\$ 75,000	\$ -	\$ 6,080,000	\$ 650,000	\$ -	\$ 9,755,100
Intergovernmental Revenue	-	-	-	-	-	-	1,867,100
Other Income	5,000	-	-	-	5,400	1,932,700	2,641,400
Total Revenues	<u>\$ 655,000</u>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ 6,080,000</u>	<u>\$ 655,400</u>	<u>\$ 1,932,700</u>	<u>\$ 14,263,600</u>
Expenditures							
General Government	\$ -	\$ -	\$ -	\$ -	\$ 584,200	\$ -	\$ 584,200
Public Safety	440,300	-	-	-	-	-	440,300
Streets & Utilities	-	-	-	11,455,000	-	-	13,703,600
Parks	-	-	-	-	-	900,000	2,013,300
Development	-	-	-	-	-	-	3,796,200
Total Expenditures	<u>\$ 440,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,455,000</u>	<u>\$ 584,200</u>	<u>\$ 900,000</u>	<u>\$ 20,537,600</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>\$ 214,700</u>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ (5,375,000)</u>	<u>\$ 71,200</u>	<u>\$ 1,032,700</u>	<u>\$ (6,274,000)</u>
Other Financing Sources (Uses)							
Transfers In	\$ 250,000	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 2,438,000
Transfers Out	-	-	(43,100)	-	-	-	(171,000)
Total Other Financing Sources (Uses)	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ (43,100)</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,267,000</u>
Net Change in Fund Balance	\$ 464,700	\$ 75,000	\$ (43,100)	\$ (3,875,000)	\$ 71,200	\$ 1,032,700	<u>\$ (4,007,000)</u>
Actual Ending Fund Balance as of 12/31/2020	873,952	313,417	7,965,609	10,657,271	579,213	3,395,187	
2021 Revised Budget Change in Fund Balance	(504,000)	70,000	(42,400)	(7,184,000)	538,400	893,500	
2022 Committed Fund Balance	<u>(317,000)</u>	<u>-</u>	<u>-</u>	<u>(7,802,872)</u>	<u>(146,700)</u>	<u>(2,134,900)</u>	
Anticipated Ending Available Fund Balance for 2022	<u>\$ 517,652</u>	<u>\$ 458,417</u>	<u>\$ 7,880,109</u>	<u>\$ (8,204,601)</u>	<u>\$ 1,042,113</u>	<u>\$ 3,186,487</u>	



Fund:  
Responsible Department:  
Fund Type:

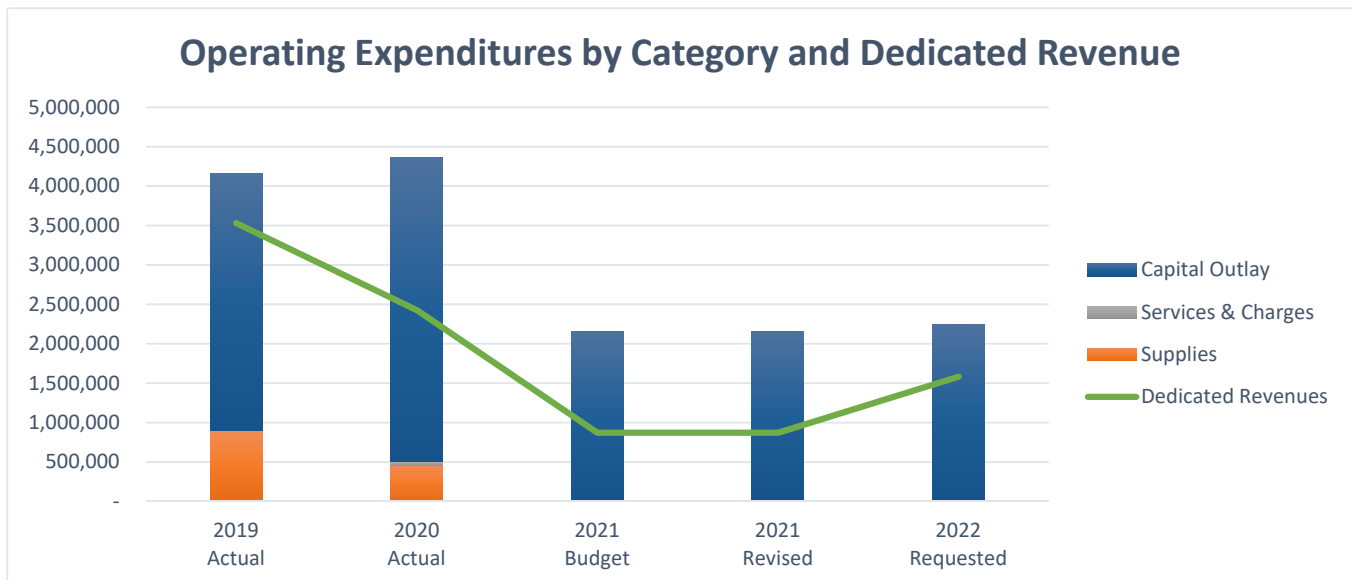
**Capital Replacement Fund**  
Finance Department  
Capital Projects Fund

**Description of Services:**

The Capital Replacement Fund (CRF) was created in 1983 for the purpose of funding replacement or repair of major capital items that are expected to exceed \$5,000 in cost. The primary source of revenue for the fund is tax levy proceeds, but the fund also receives earnings from the auction of surplus city property as well as investment interest. Administrative policies provide for the replacement of general vehicles after eight years, marked police vehicles after 100,000 miles, heavy public works equipment and vehicles after 10-15 years, and fire equipment after 20-25 years with refurbishment after ten years.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 3,530,546	\$ 2,427,977	\$ 871,000	\$ 871,000	\$ 1,582,100
Operating Expenditures by Category					
Supplies	\$ 900,662	\$ 454,538	\$ -	\$ -	\$ -
Services & Charges	-	48,551	-	-	-
Capital Outlay	3,262,531	3,857,494	2,158,100	2,158,100	2,248,600
Total Operating Expenditures	<u>\$ 4,163,193</u>	<u>\$ 4,360,583</u>	<u>\$ 2,158,100</u>	<u>\$ 2,158,100</u>	<u>\$ 2,248,600</u>
Other Financing Sources (Uses)					
Transfers In	<u>\$ 1,200,000</u>	<u>\$ 2,448,000</u>	<u>\$ 355,000</u>	<u>\$ 355,000</u>	<u>\$ 400,000</u>



## Key Measures:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
General light-duty vehicles in fleet	108	110	110	110
Marked police vehicles in fleet	23	24	24	24
Heavy equipment and trucks in fleet	65	65	65	65
Deprec. value of buildings & structures (millions \$)	\$15.7	\$15.9	\$45.0	\$45.0
Deprec. value of furniture & equipment (millions \$)	\$7.1	\$7.3	\$7.5	\$7.5

## Budget Comments/Issues:

The adopted 2022-26 Capital Improvements Program (CIP) incorporates 2020 and 2021 funding from the CRF for the last phase of the major refurbishment of city hall (\$564,300), which includes expensive elevator car improvements and tile floor replacement. Total funding from this source for the City Hall project is \$4.5 million and is being completed over a multi-year period from 2018 to 2022. A portion of the project was first adopted as part of the 2017-2022 CIP.

- Substantial purchases approved in the 2022-26 CIP for the fund include: dump/plow truck replacement (\$255,400), fleet vehicles (\$867,900); electric ice resurfacer (\$162,100); a variety of building components (\$565,000), including energy conservation improvements, building automation upgrades and community center improvement. Additionally, \$110,000 is included as the city's partnership costs for improvements to the Lindbergh Center located at Hopkins high school.
- The 2018-2021 CRF budgets include a \$1.5 million transfer in each year from the General Fund balance, which is adopted by council under the city's fund balance policy. The transfer is scheduled as part of the adopted five-year CIP with an additional \$400,000 transfer scheduled in 2022. Like all capital funds, the CRF is managed over a five-year horizon as part of the adopted CIP.
- An additional 2020 General Fund transfer of \$1,248,000 reimburses the CRF for HVAC improvements related to mitigating the spread of COVID-19. The early replacement of these units provide cleaner and increased air circulation throughout city facilities.
- The tax levy revenue was reduced in 2021 due to delaying the purchase of \$1.35 million in fleet vehicles, electric ice resurfacer and previously mentioned HVAC improvements. 2022 restores approximately \$710,000 of the previous levy reduction.
- The value of building and structures increased in 2021 due to the completion of the public safety facility remodel and expansion project.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



Fund:  
Responsible Department:  
Fund Type:

**Community Investment Fund**  
Finance Department  
Capital Projects Fund

**Description of Services:**

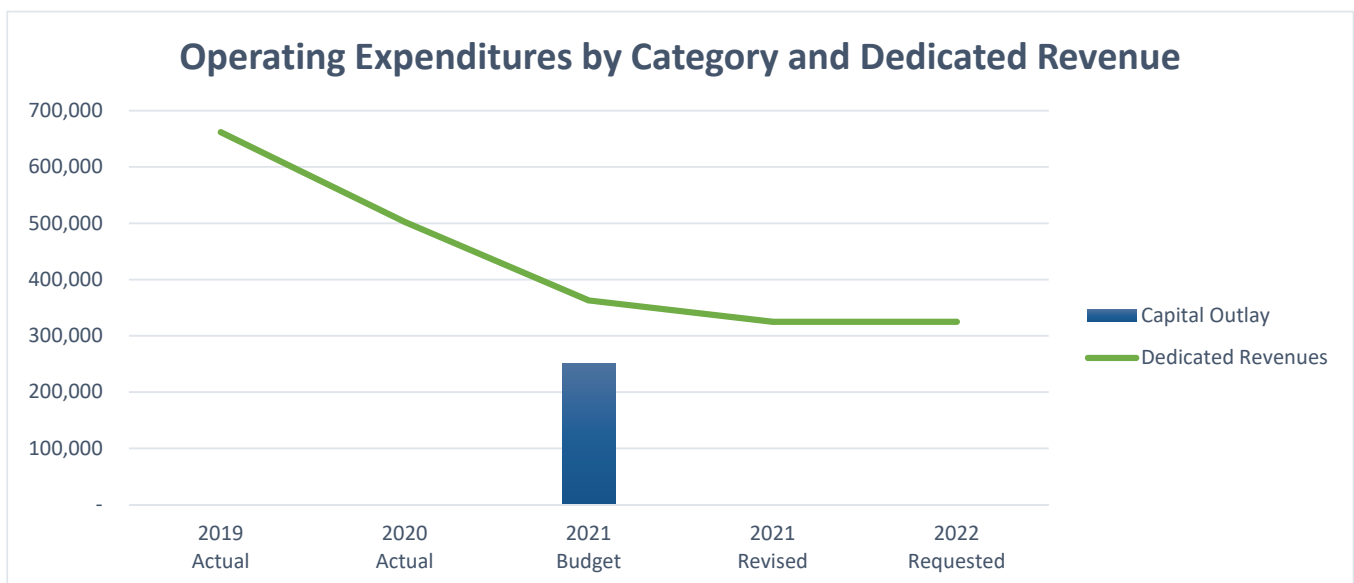
The Community Investment Fund was created in 1989 to be used solely to pay the capital costs for projects of general benefit to the City of Minnetonka. The city charter provides that the principal of the fund will be increased by ten percent of the investment income each year, and if the principal is used for a project, it must either be repaid or other projects may not be funded until the principal is restored to its previous amount plus ten percent of investment earnings.

City ordinance establishes that the following priorities are to be used in determining which projects should be financed by the fund: First, projects that can be funded within the amount of the available investment earnings; second, projects that use principal funds and that have the capacity to repay the principal amount borrowed; and third, projects that use principal funds, have no other reasonable funding source, are non-revenue producing, require significant funding, and will provide otherwise unattainable community benefit.

In the past, the Community Investment Fund was used to assist in financing the construction and/or renovation of city facilities that include: the Lindbergh Center, Williston Center, the Ice Arena, Shady Oak Beach, the Arts Center, Gray's Bay Marina, and the Public Works Building on Minnetonka Boulevard.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 661,684	\$ 502,233	\$ 363,000	\$ 325,000	\$ 325,000
Operating Expenditures by Category					
Capital Outlay	\$ -	\$ -	\$ 250,000	\$ -	\$ -
Other Financing Sources (Uses)					
Transfers In	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Transfers Out	(300,000)	-	-	(600,000)	-
Total Other Financing Sources (Uses)	<u>\$ (237,000)</u>	<u>\$ 63,000</u>	<u>\$ 63,000</u>	<u>\$ (537,000)</u>	<u>\$ 63,000</u>



## Key Measures:

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Estimated</u>	<u>2022</u> <u>Projected</u>
Annual net investment earnings	\$661,684	\$502,233	\$325,000	\$325,000

## Budget Comments/Issues:

The low interest rate environment continues to limit the funds ability to generate significant investment earnings. As a result, balances available, as projected in the 2022-26 Capital Improvements Program (CIP), for future capital projects are projected to continue at a conservative level compared to historical highs. The adopted capital budget also provides a list of other projects for future consideration to be financed from the fund, including park and open space purchases, skate park improvements and potentially a recreational pool.

- The 2022-26 CIP includes \$1 million from the Community Investment Fund (CIF) in 2023 for the cost to replace the refrigeration system in the city's Ice Arena B. The fund supported replacement of the Ice Arena A system as part of the 2015 Ice Arena Improvement Project.
- The 2021 revised budget includes a transfer out of \$600,000 for a payment on an interfund loan with the Special Assessment Construction Fund related to 2015 Ice Arena A improvements. This transfer combines 2020 and 2021 payments. A final payment \$50,000 on this interfund loan is due in 2024.
- Other revenue to the fund includes \$63,000 annually transferred in from the General Fund until the year 2048 for ownership conveyance of the Arts Center on 7 to the Minnetonka Independent School District in 2010.





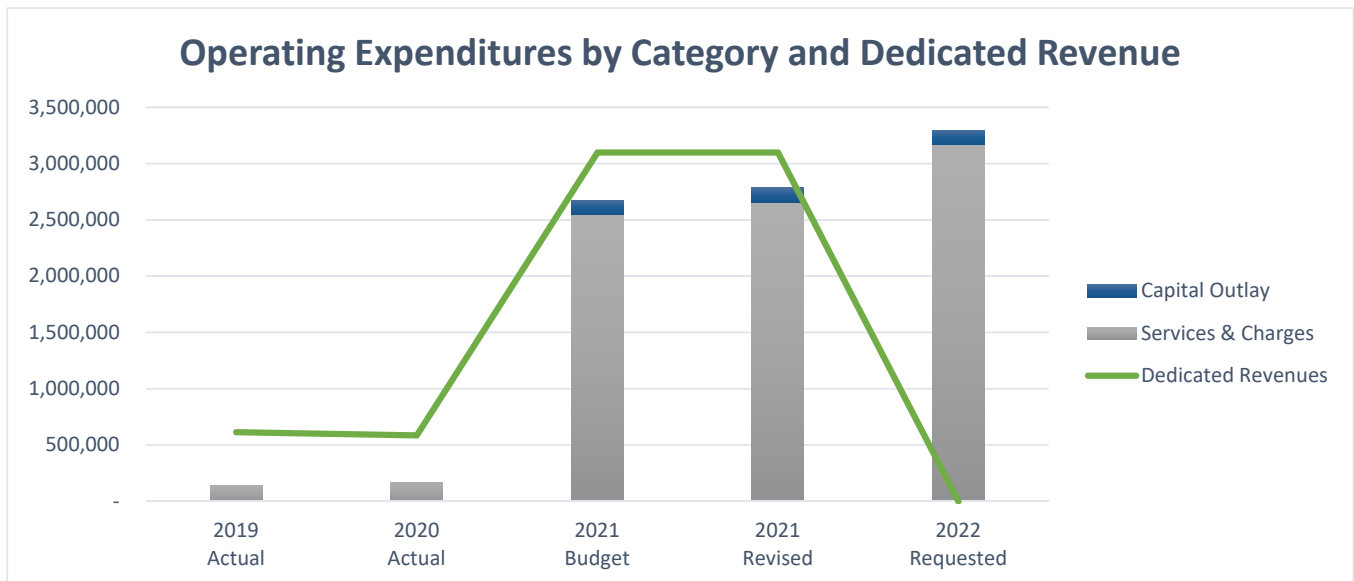
Fund: **Development Fund**  
 Responsible Department: Community Development Department  
 Fund Type: Capital Fund

**Description of Services:**

The Development Fund was created with funds remaining after retiring the bonds of a single Tax Increment Finance (TIF) district in 1993. Under provisions of the TIF contract and law, the Development Fund may only be used for costs associated with Minnetonka's redevelopment and economic development activities. The city's Economic Development Authority initiates projects appropriate to these activities.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 614,713	\$ 586,039	\$ 3,098,500	\$ 3,098,500	\$ -
Operating Expenditures by Category					
Services & Charges	\$ 141,968	\$ 168,743	\$ 2,550,000	\$ 2,658,437	\$ 3,171,200
Capital Outlay	-	-	125,000	125,000	125,000
Total Operating Expenditures	<u>\$ 141,968</u>	<u>\$ 168,743</u>	<u>\$ 2,675,000</u>	<u>\$ 2,783,437</u>	<u>\$ 3,296,200</u>
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 1,067,252	\$ -	\$ -	\$ -
Transfers Out	(262,666)	(234,064)	(67,700)	(67,700)	(68,900)
Total Other Financing Sources (Uses)	<u>\$ (262,666)</u>	<u>\$ 833,188</u>	<u>\$ (67,700)</u>	<u>\$ (67,700)</u>	<u>\$ (68,900)</u>



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Development/redevelopment projects in progress	14	14	11	15
Predevelopment contacts	22	26	20	20

## Budget Comments/Issues:

In 2020, the city council approved an allocation of \$150,000 to assist with funding a temporary affordable housing trust fund to provide rental assistance to households impacted by COVID-19. The \$150,000 was the available cash balance of conduit debt application fees that the city has collected over time and could be used for this purpose.

- The 2021 revenue to the Development Fund includes additional dollars, which is a temporary funding stream of returned tax increment proceeds from Boulevard Gardens Tax Increment Finance (TIF) District. The annual amount has increased due to improved market values of the district ends in 2021.
- In 2020, the city council approved \$400,000 for 801 Carlson "The Pointe" to assist with providing affordable units.
- In 2012, the city approved establishment of the Cedar Ridge Housing Improvement Area (HIA). Revenues to offset these costs that were incurred in 2012 and 2013 will be realized over time through special assessments to the property owners. Annual income for Cedar Ridge in 2022 is expected to be approximately \$40,000.
- In 2019, the city issued bonds for the Housing Improvement Area at Cloud 9 Sky Flats. The repayment of the bonds will be approximately \$175,000, beginning in 2021 over a 20-year payback.
- Expenditures under economic development programs are used to fund the Open to Business program, which is administered by a third-party contractor. Also included is the city's GreaterMSP membership costs.
- Approximately \$2.5M dollars are included in this budget to document various Met Council, DEED and Hennepin County redevelopment and business development related grants that are passed through the city as revenues and subsequent expenditures. Those funds are anticipated to be expended by the end of 2021.
- Federal grant dollars through the American Rescue Plan Act may flow through this fund to support business or housing efforts.



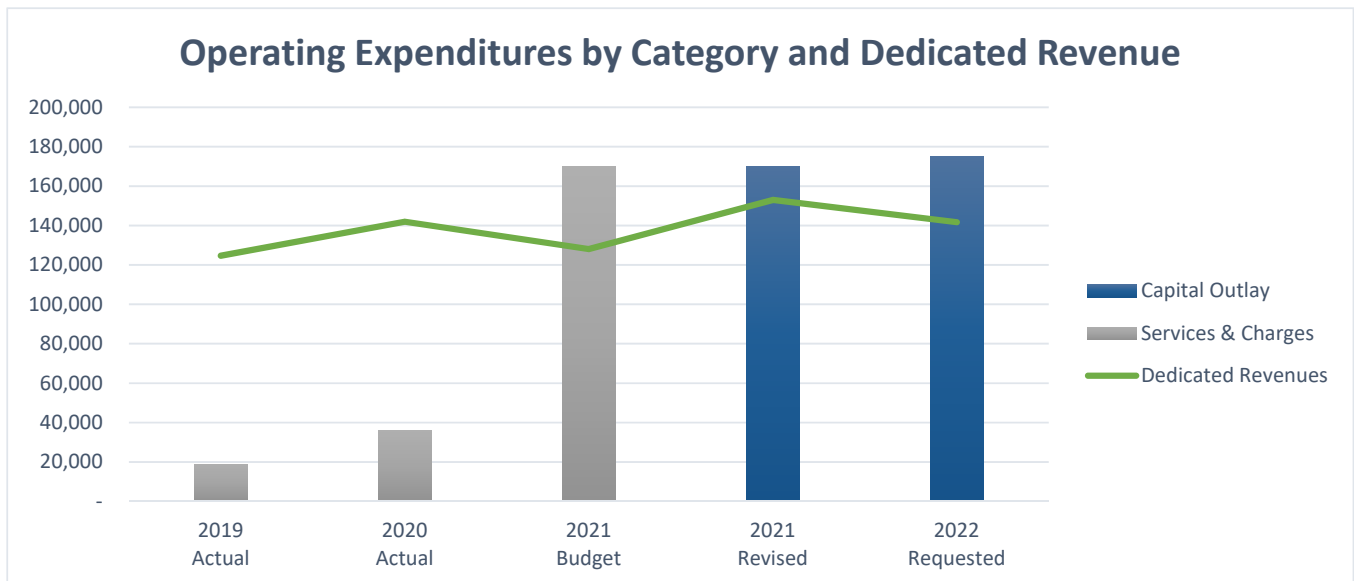
Fund: **Forestry Fund**  
 Responsible Department: Public Works Department  
 Fund Type: Capital Projects Fund

**Description of Services:**

The Forestry Fund was established at the beginning of 2014 to finance asset-related costs associated with the arrival of the Emerald Ash Borer (EAB) insect. The insect was first detected in the Twin Cities in 2009 and was discovered in Minnetonka in 2019. EAB will eventually infest and kill most, if not all, native ash trees which comprise about seven percent of all tree species in Minnesota. Inventories of the city suggest there are approximately 60,000 ash trees in the city limits (includes those in private yard areas, public parks, out-lots and public rights-of-way).

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 124,653	\$ 141,961	\$ 128,000	\$ 153,000	\$ 141,700
Operating Expenditures by Category					
Services & Charges	\$ 18,806	\$ 36,037	\$ 170,000	\$ -	\$ -
Capital Outlay	-	-	-	170,000	175,000
Total Operating Expenditures	<u>\$ 18,806</u>	<u>\$ 36,037</u>	<u>\$ 170,000</u>	<u>\$ 170,000</u>	<u>\$ 175,000</u>
Other Financing Sources (Uses)					
Transfers Out	<u>\$ (58,000)</u>	<u>\$ (58,000)</u>	<u>\$ (58,000)</u>	<u>\$ (58,000)</u>	<u>\$ (59,000)</u>



## Key Measures:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Ash trees removed	350	536	600	610
Park trees replanted	175	112	100	120
Stumps ground	42	36	30	25
High value ash trees treated (city trees)	90	90	90	90

## Budget Comments/Issues:

Costs in the Forestry Fund reflect only the capital budget portion of the EAB program, which includes tree removal, stump grinding, equipment purchases and reforestation. The 2019 budget incorporated funds to begin removal of right-of-way trees as directed by the Mayor and City Council. As part of the ramp-up, \$58,000 is transferred to the General Fund to support the costs of hiring one additional full-time employee in the Natural Resources Division to assist in administering the program as part of the multi-year action plan.

- At the end of 2018 the city completed the removal of all poorly formed and unhealthy ash trees from the maintained areas of parks and city owned properties (water towers, fire stations, etc.). Tree replacement numbers are anticipated to hold steady because of replanting in woodland areas to replace ash trees that are preemptively removed.
- Only the highest priority, city-owned ash trees have had bi-annual injection treatments since 2015.
- The city has solicited a bulk rate for injection and has extended the pricing to residents that want to inject their elm and ash trees in order to protect them from Dutch elm disease and EAB. In 2018, 455 ash trees were treated using this program.
- Staff costs are reflected within the General Fund and are part of the previously approved city plan. The level of service will likely continue to increase going forward due to the identification of EAB for the first time within the City in 2019.
- In 2014, almost \$900,000 was received as a settlement for tree loss that was sustained in three parks as a result of the use of Imprelis, a broadleaf herbicide, used to control weeds. The city has begun to use a portion of the settlement deposited in the Forestry Fund for reforestation efforts to replace these lost trees. The residual effects of the chemical are not well understood at this time so planting of new trees will be cautiously slow.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



Fund:  
Responsible Department:  
Fund Type:

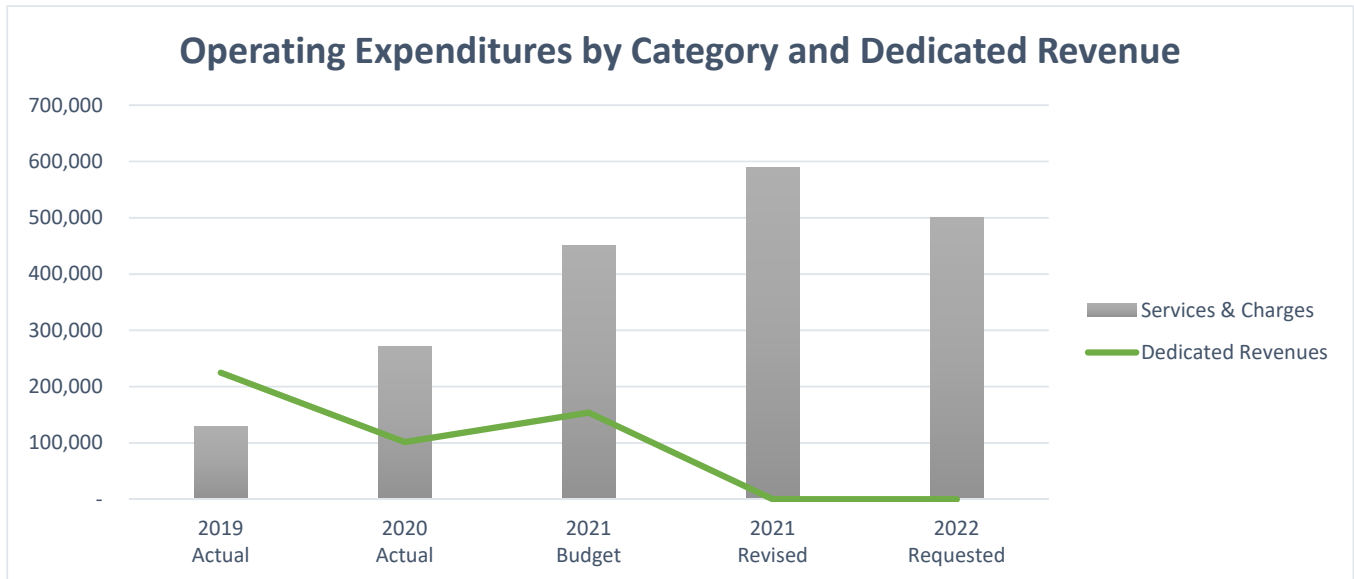
**Livable Communities Fund**  
Community Development Department  
Capital Fund

**Description of Services:**

The Livable Communities fund was created after receiving special legislation to develop an account from the revenues of a closed Tax Increment Finance (TIF) district. The legislation specifically restricts the use of these funds for affordable housing programs. Standards for affordability are consistent with the Metropolitan Council's income, rent and sales price limits. Uses of the fund are annually recommended by the city's Economic Development Advisory Commission (EDAC) and adopted by the city council.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 224,728	\$ 101,586	\$ 154,000	\$ -	\$ -
Operating Expenditures by Category Services & Charges	\$ 129,522	\$ 271,215	\$ 450,000	\$ 590,000	\$ 500,000
Other Financing Sources (Uses) Transfers In	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Total WHAHLT units in Minnetonka	59	59	60	62
Average sales price of WHAHLT unit	NA	\$0	\$175,000	\$0
Median value of Minnetonka home	\$378,500	\$390,000	\$405,400	\$410,000
Change from previous year	5.2%	0.0%	3.9%	0.0%

## Budget Comments/Issues:

Due to use of the fund balance, the Livable Communities Fund balance is projected to decrease over time. In 2009, the city's Economic Development Authority (EDA) and the Minnetonka city council adopted a Housing & Redevelopment Authority (HRA) levy to potentially supplement this fund for the purposes of affordable housing.

- In 2020, the Metropolitan Council requested that the city return \$100,000 in LHIA funds that were repaid to the city following the sale of Minnetonka Heights.
- In 2020, the city council approved \$400,000 for 801 Carlson "The Pointe" to assist with providing affordable units. The \$300,000 in the Livable Communities fund that was committed was an EDA loan that was repaid to Minnetonka following the sale of Minnetonka Heights. The remaining \$100,000 was contributed through the development fund. These funds will be disbursed to the Pointe project in 2021.
- The city provides annual financial support to the West Hennepin Affordable Housing Land Trust (WHAHLT), or Homes Within Reach. The city generally provided around \$225,000 annually through 2016, and WHAHLT has two years to use each year's allotment. "Reserve for prior obligations" are the portion of the prior year WHAHLT allotment that may still be spent in the current fiscal year. Per the adopted Economic Improvement Program (EIP), it is anticipated that balances will be exhausted in this fund in 2022.
- Revenue and expenditures include a pass-through annual grant for WHAHLT from the Metropolitan Council, which the non-profit is using to fund scattered-site affordable housing.



Fund:  
Responsible Department:  
Fund Type:

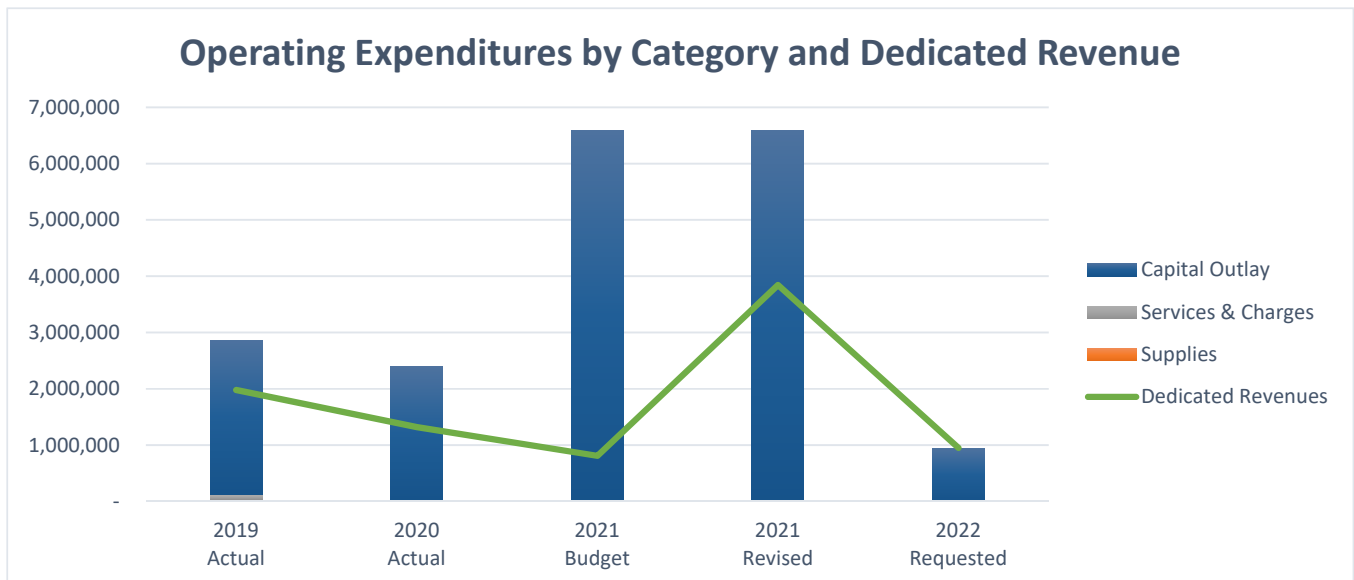
**Park & Trail Improvement Fund**  
Public Works Department  
Capital Projects Fund

**Description of Services:**

The Park & Trail Improvement Fund was created to account for the purchase and development of parks and trails throughout the city. Because park dedication fees are a revenue source for this fund, state law requires it to be segregated and used only for park and trail acquisition and development. Athletic field fees are collected annually and reserved for future capital needs at each specific field. Trails along roadways are also funded through the Trail System Expansion Fund. Their construction often coincides with road construction projects and neighborhood developments.

**Budget:**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Revised</b>	<b>2022 Requested</b>
Dedicated Revenues	\$ 1,978,585	\$ 1,318,102	\$ 809,600	\$ 3,843,600	\$ 949,600
Operating Expenditures by Category					
Supplies	\$ 34,089	\$ 4,641	\$ -	\$ -	\$ -
Services & Charges	87,867	10,840	-	-	-
Capital Outlay	2,745,632	2,379,373	6,597,000	6,597,000	938,300
Total Operating Expenditures	\$ 2,867,588	\$ 2,394,854	\$ 6,597,000	\$ 6,597,000	\$ 938,300
Other Financing Sources (Uses)					
Transfers In	\$ 1,560,051	\$ 8,008	\$ 1,600,000	\$ 1,825,000	\$ 225,000



## Key Measures:

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Estimated</u>	<u>2022</u> <u>Projected</u>
Miles of new trails constructed	0.00	7.42	0.60	0.00
Miles of trails refurbished	1.70	0.76	2.90	1.30

## Budget Comments/Issues:

As indicated in the 2022-2026 CIP, the 2022 budget includes funds to continue community supported investments in the existing trail system and city parks, including improvements to and maintenance of Shady Oak Beach and infrastructure improvements to parks and trails.

- For 2022, park improvements include Shady Oak Beach maintenance and patio amenity improvements, a skate park feasibility study, new playground equipment at Linner and Ford parks, and updated park monument signs at all city parks including wayfinding.
- For 2021, park development includes the new park at Ridgedale, improvements at Crane Lake Preserve and place making & wayfinding initiatives in the Opus area.
- For 2020, the trail budget includes funding for Parkers Lake Road (Twelve Oaks Dr to Plymouth city limits) Lone Lake Park Multi-Use Mountain Bike Trail and Excelsior Blvd (Phase I). Park development includes Robinwood Park.
- For 2019, the budget included significant funding for construction of the Plymouth Road trail, Big Willow Park LED lighting for the ball fields, Ridgedale area park planning and road-adjacent amenities, and Purgatory Park improvements.
- Revenues to the Parks & Trails Fund in 2017 through 2021 reflect a significant rise in the number of development projects in the city, which contribute park dedication fees compared to past years. New construction may also contribute in-kind natural and/or public park improvements.
- New trail construction is primarily accounted for within the Trail Expansion Fund.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.





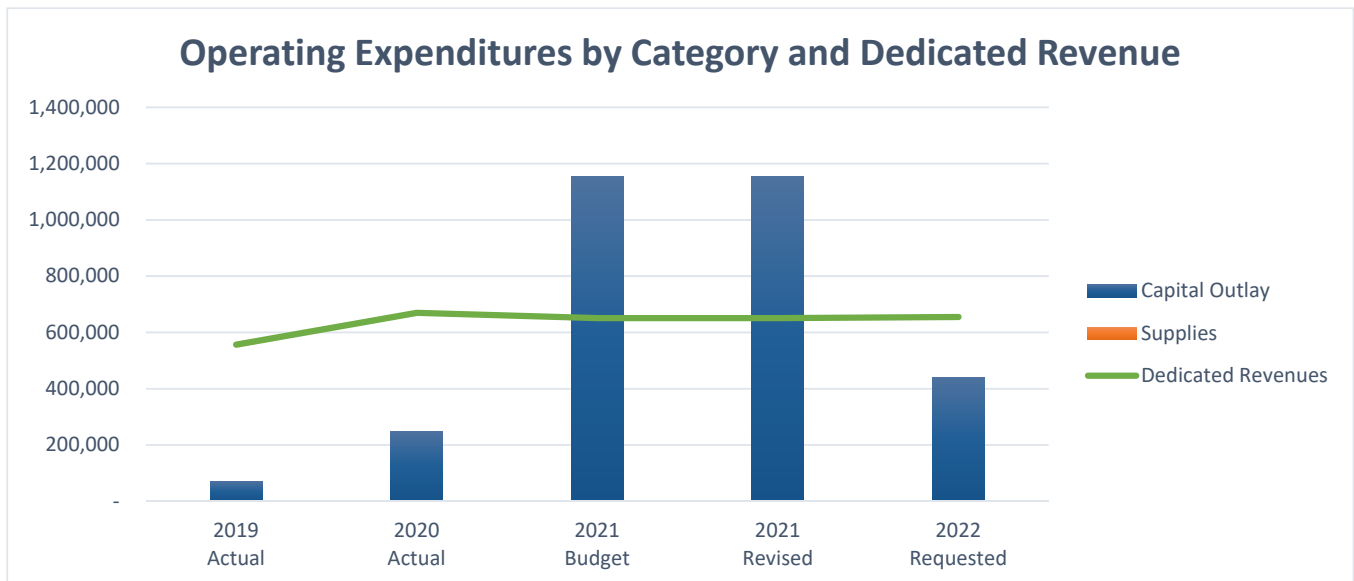
Fund: **Public Safety Fund**  
 Responsible Department: Finance Department/Police Department  
 Fund Type: Capital Fund

**Description of Services:**

The Public Safety Fund, originally coined the Fire Apparatus Fund, was created in 2011 to finance the recurring, essential replacement of costly fire and other public safety capital items on a timely basis. While regular vehicles such as patrol cars are funded through the Capital Replacement Fund, the city maintains the following fire apparatus: 8 engines, 3 ladders, 2 grass rigs, 2 utility units, a mobile air support truck, 2 light rescue trucks and one boat. Other high-cost purchases to be supported by this fund include public safety technology items like specialized radios and fire fighting, self-contained breathing apparatus (SCBA) as well as police equipment.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 556,799	\$ 669,652	\$ 651,000	\$ 651,000	\$ 655,000
Operating Expenditures by Category					
Supplies	\$ -	\$ 3,958	\$ -	\$ -	\$ -
Capital Outlay	69,647	245,110	1,155,000	1,155,000	440,300
Total Operating Expenditures	<u>\$ 69,647</u>	<u>\$ 249,068</u>	<u>\$ 1,155,000</u>	<u>\$ 1,155,000</u>	<u>\$ 440,300</u>
Other Financing Sources (Uses)					
Transfers In	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Average age of pumper trucks	12.8	13.8	12.25	13.25
Average age of ladder trucks	7.3	8.3	9.3	10

## Budget Comments/Issues:

The 2022 budget for the Public Safety Fund includes funds for refurbishing ladder truck #4. This refurbishment program is intended to extend the life of the fire department apparatus while lowering ongoing maintenance costs and ensuring these vehicles are highly reliable as critical emergency response vehicles.

- The ongoing plan for fire equipment includes reducing the number of large rigs, which has decreased the fleet's average age and has provided enhanced maintenance of pumpers and trucks. The replacement and refurbishment schedule of the fire fleet allows it to remain highly reliable by rotating apparatus from a higher use location to lower use locations, thereby balancing the fleet and extending the life of each apparatus.
- Other costs to the Public Safety Fund budgeted in 2022 include: \$48,000 for fire small tool replacement, \$50,000 for fire training props, \$60,000 for station alerting, \$42,300 for patrol vehicle radars.
- Annual levy revenue to the Public Safety Fund includes an additional \$100,000 above the adopted capital levy. This temporary funding stream is associated with returned tax increment proceeds from one of the city's Tax Increment Finance (TIF) districts, and the annual amount is scheduled to continue through the life of the district, which ends 2022.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



Fund:  
Responsible Department:  
Fund Type:

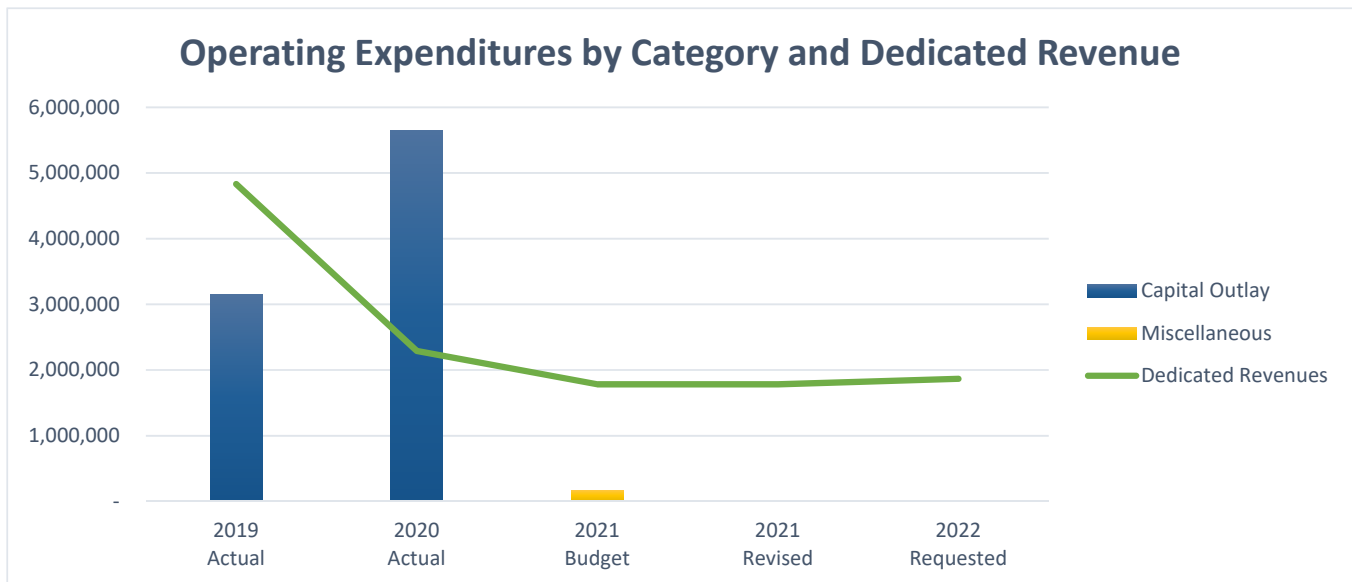
**Municipal State Aid Fund**  
Engineering Department  
Capital Projects Fund

**Description of Services:**

The Municipal State Aid (MSA) Fund accounts for state revenues and related expenses for the construction and maintenance of county state aid road and MSA street systems in Minnetonka. The state generates these funds from two major highway user taxes, the gasoline tax and the motor vehicle registration fees. The state then divides the great majority of these tax revenues between the state (62%), counties (29%), and municipalities with populations over 5,000 (9%). The part allocated to the cities is then apportioned amongst those municipalities, 50% based upon need, as determined by estimated construction and maintenance costs over a 25-year period, and 50% based upon census population data.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 4,832,063	\$ 2,290,031	\$ 1,783,000	\$ 1,783,000	\$ 1,867,100
Operating Expenditures by Category					
Miscellaneous	\$ -	\$ -	\$ 173,000	\$ -	\$ -
Capital Outlay	3,150,812	5,652,967	-	-	-
Total Operating Expenditures	<u>\$ 3,150,812</u>	<u>\$ 5,652,967</u>	<u>\$ 173,000</u>	<u>\$ -</u>	<u>\$ -</u>
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 979,893	\$ -	\$ -	\$ -



**Key Measures:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Construction projects underway	2	1	0	0
Construction projects completed	1	1	1	0

**Budget Comments/Issues:**

Per the adopted 2020-2024 Capital Improvements Program (CIP), the MSA Fund financed significant improvements to the Ridgedale area. Due to major improvement projects over the last several years, the MSA fund has a negative cash balance. There are no immediate projects in the 2022-2026 CIP as the funds works on replenishing its cash balance.

- MSA draws for Ridgedale, Ridgehaven, I-394 Ramp and Opus LRT.
- In 2008, the city issued State-Aid Street bonds to fund a portion of the first half of the costs for the Shady Oak (Bren-Excelsior) project. The debt service for these bonds was to be financed over 15 years, ending in 2024 with the city's MSA allotments. The bond was called and paid in 2021, saving the city approximately \$26,000.00.



Fund:  
Responsible Department:  
Fund Type:

**Street Improvements Fund**  
Engineering Department  
Capital Projects Fund

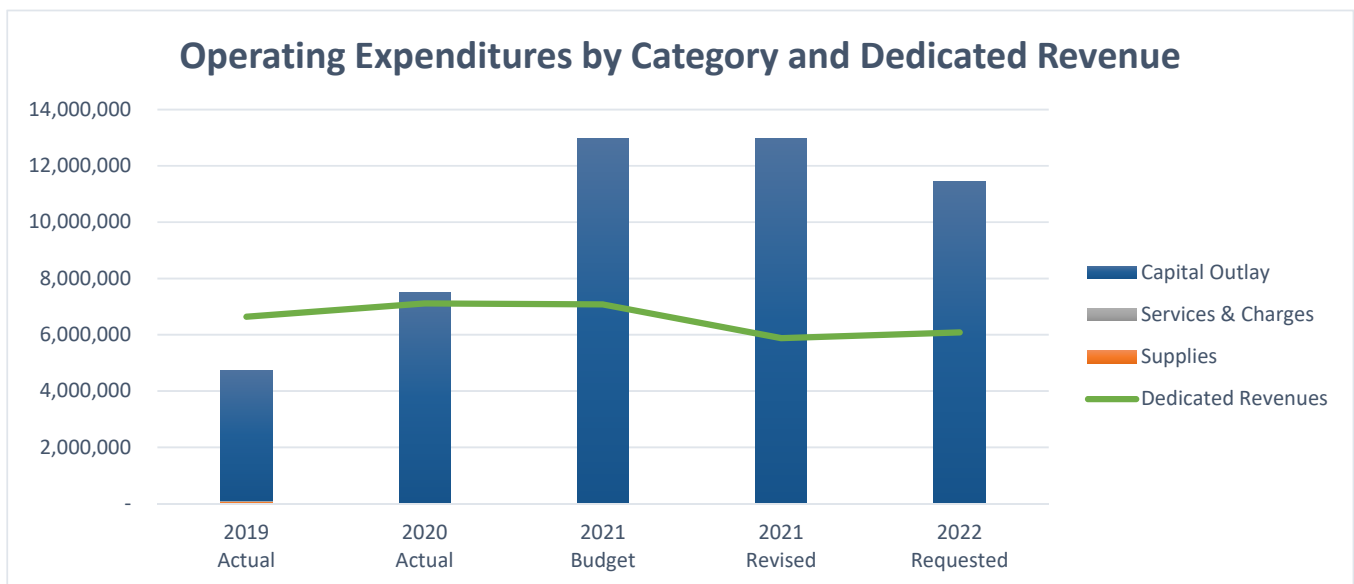
**Description of Services:**

The Street Improvement Fund was created to finance capital projects for the ongoing maintenance and reconstruction of local city streets. Local city streets are defined as those streets not falling into the category of State Aid, county, or state roadways and, therefore, are relegated to the lowest priority for support from state and county funds. Revenue to the fund is derived primarily by property tax levy proceeds.

The city's current Pavement Management Program requires that each city street be tested and rated once every four years. Staff analyzes the test results annually using a pavement management system to determine the most effective and efficient method to maintain the integrity of the road infrastructure within budget constraints. Road quality, as measured by the pavement condition index, can vary depending upon environmental conditions including load and weather as well as the categories of maintenance performed by city crews.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 6,636,560	\$ 7,111,777	\$ 7,075,000	\$ 5,880,000	\$ 6,080,000
Operating Expenditures by Category					
Supplies	\$ 67,859	\$ 14,475	\$ -	\$ -	\$ -
Services & Charges	37,693	-	44,000	-	-
Capital Outlay	4,630,014	7,486,164	12,934,200	12,974,000	11,455,000
Total Operating Expenditures	<u>\$ 4,735,566</u>	<u>\$ 7,500,639</u>	<u>\$ 12,978,200</u>	<u>\$ 12,974,000</u>	<u>\$ 11,455,000</u>
Other Financing Sources (Uses)					
Transfers In	\$ 792,765	\$ 134,621	\$ -	\$ 500,000	\$ 1,500,000
Transfers Out	-	(522,968)	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 792,765</u>	<u>\$ (388,347)</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Miles of streets reconstructed	0.3	0.7	3.2	2.4
Miles of streets thin overlay	8.7	10.9	11.1	12.4
Miles of streets rated for condition (varies by quadrant)	67	71	57	65
Average pavement condition index (Goal=80)	80	80	81	81

## Budget Comments/Issues:

The 2022 budget for the Street Improvement Fund as provided in the Capital Improvement Program (CIP) will continue the city's road rehabilitation and preservation programs.

- Consistent with the city's capital improvements policy, the fund balance for the Street Improvement Fund is managed over a five-year horizon, and some years have higher costs while others have lower costs.
- Reserve for Delayed Projects in 2021 are final costs for various projects including local street rehabilitation, County Road 101, Shady Oak Road, Twelve Oaks and OPUS area improvements.
- A portion of city's state allotment of Municipal State Aid Maintenance is deposited annually to the Street Improvement Fund for MSA street related costs.
- The Local Street Preservation Program includes patching, sealing, plus thin overlays and reconstruction projects.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



Fund:  
Responsible Department:  
Fund Type:

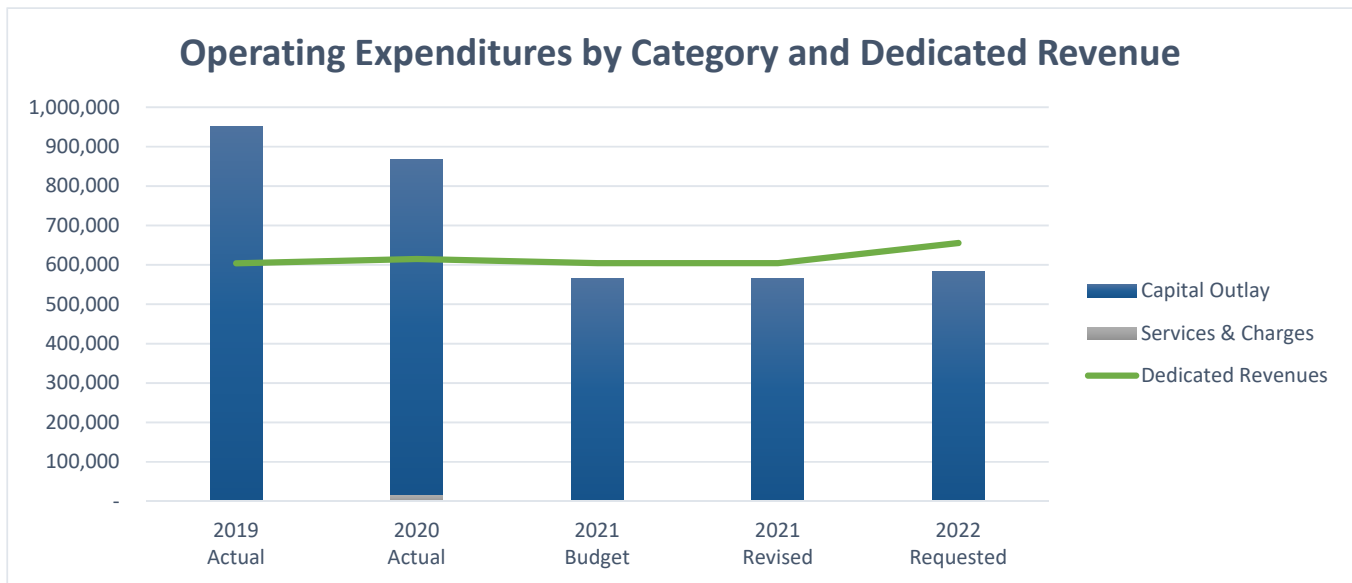
**Technology Development Fund**  
Administrative Services Department  
Capital Fund

**Description of Services:**

The Technology Development fund provides for the purchase of replacement computers, local area and wide area network equipment, printers, peripheral devices, telecommunications improvements and software. It also provides for the purchase of new equipment and software that serves the city as a whole, including major office equipment such as copiers, postage machine, and security card access system enhancements.

**Budget:**

	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Revised</b>	<b>2022 Requested</b>
Dedicated Revenues	\$ 603,988	\$ 614,664	\$ 604,000	\$ 604,000	\$ 655,400
Operating Expenditures by Category					
Services & Charges	\$ 5,274	\$ 17,416	\$ -	\$ -	\$ -
Capital Outlay	945,926	850,292	565,600	565,600	584,200
Total Operating Expenditures	\$ 951,200	\$ 867,708	\$ 565,600	\$ 565,600	\$ 584,200
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 699,600	\$ 500,000	\$ 500,000	\$ -



## Key Measures:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of servers	43	42	45	49
Number of desktop computers	240	237	175	200
Number of laptop computers	140	139	216	231
Number of iPads/tablets	109	110	110	110
Wireless access points	45	46	73	90

## Budget Comments/Issues:

The 2022 budget provides for current services.

- The 2021 increased physical campus footprint has increased the video surveillance, security cameras, wireless & network infrastructure.
- Increases in the number of wireless access points provide better coverage and mobility for wireless devices of city customers/citizens, business partners and city employees.
- The capital replacement of mobile devices, including: iPads, tablets and laptops has seen an increase due to the city's use of mobile devices in the field to capture and document data. In some instances, where an iPad or tablet does not meet the requirements, city staff is opting to switch from a standard desktop device to a laptop.
- Increases in the number of mobile devices such as iPads/tablets and laptops is also due in part to newly remodeled city offices that feature flexible workspaces and promote collaboration.
- The 2020 & 2021 budgets include one-time transfers of \$400,000 and \$500,000 respectively from the General Fund's reserves in excess of the city's budget stabilization policy.
- The 2020 revised budget includes a \$299,600 transfer from the General Fund related to Federal CARES Funding. These funds were used to purchase mobile equipment such as laptops and monitors, which allows city office staff to telework efficiently and maintain expected service levels.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.





Fund:  
Responsible Department:  
Fund Type:

**Trail System Expansion Fund**  
Public Works Department  
Capital Fund

**Description of Services:**

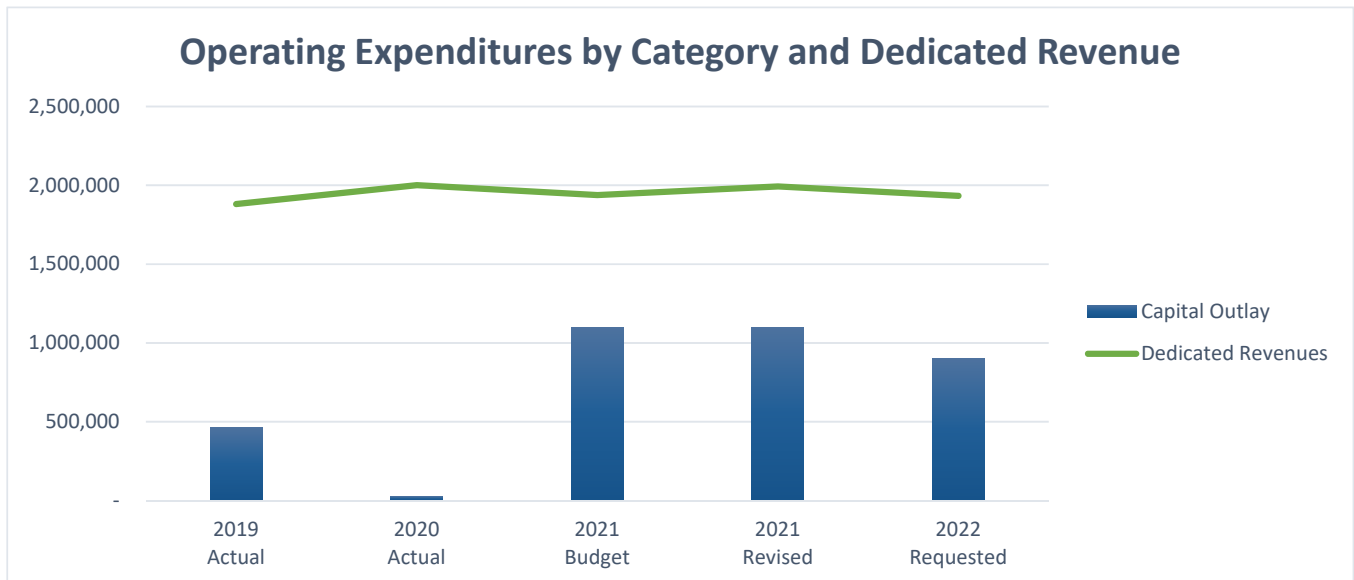
In response to significant results garnered from the City of Minnetonka's annual community survey and the Imagine Minnetonka community engagement process, the city adopted a natural gas franchise fee in 2018 to charge rent to CenterPoint Energy for its use of city rights-of-way. In addition, the electric franchise fee was increased by \$2 per residential account with \$1 dedicated to underground burial and \$1 dedicated to trail expansion. Calculated as a monthly charge per customer, all revenue paid to the city by the gas company and a portion of the revenue paid to the city from the electric company supports costs to expand the city trail system and make sidewalks and streets safer for pedestrians.

Fee revenue and costs associated with the projects are budgeted through the Trail System Expansion Fund. The schedule for constructing these projects is developed as part of the city's five-year Capital Improvements Program (CIP).

This fund was initially named the Gas Franchise Fund. In order to provide a more transparent use of funds and tracking of projects, the portion of electric franchise fees associated with trail development is now accounted for within this Trail Development Fund rather than within the Electric Franchise Fee fund which remain solely used for undergrounding of electrical utilities.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 1,880,768	\$ 2,000,910	\$ 1,938,500	\$ 1,993,500	\$ 1,932,700
Operating Expenditures by Category					
Capital Outlay	\$ 463,611	\$ 22,881	\$ 1,100,000	\$ 1,100,000	\$ 900,000



## Key Measures:

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Miles of new trail segments constructed using gas and electric franchise revenues	1.0	1.0	0.6	0.6

## Budget Comments/Issues:

Revenues from the new natural gas franchise fee, which is equal to \$4.50/month per residential account, in addition to an increase in the electric franchise fee of \$1.00/month per residential are to be solely dedicated to priority trail construction as provided in the adopted CIP. The new revenue is estimated to generate approximately \$1.9 million per year and allow for the completion of approximately eight new priority segments over the next ten years. This includes the addition of the following segments in the 2022-2026 CIP, Ridgedale Drive (White Birch Road to Target), Minnetonka Boulevard (Woodlawn Ave to Tonkawood Rd), Hopkins Crossroad (Cedar Lake Road to Wayzata Blvd) and Minnetonka Blvd (The Marsh to Tonkawood).

- 2019 was the first year of the gas franchise fee and the increased electric franchise fee revenue dedicated to trail expansion. Due to the high cost of priority segments, some monies in 2019 were used to conduct a feasibility study on the highest priority segments in order to better estimate costs for each.
- In 2016, the city's internal trails team updated the feasibility score and reprioritized unscheduled segments which was subsequently approved by the park board and city council. The vision for trail segments uses a score based on: Community Access (40%), Nature of Use (40%), Cost Effectiveness (10%), and Degree of Construction Difficulty (10%). At the same time, the trails team also estimated approximate costs to construct the remaining priority trail network at a projected total of \$58.9 million. Staff used these planning level estimates to develop an approximate idea of funding needed to build out these segments, with the intent to complete feasibility reports as segments are scheduled or get closer to construction to refine the detailed costs. This estimate continues to be updated annually based on current bid climate and is estimated at \$75,350,000.
- Staff continues to recommend delaying Baker Road trail segments from Minnetonka Boulevard to County Road 62 as a part of the above recommendation as Three Rivers Park District (TRPD) has finalized its West Metro Regional Trails master plan and seeks final approvals.

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



CITY OF  
**MINNETONKA**

**2022 Annual Budget - Debt Service Funds**

	2008 State-Aid Street Bonds	2016B GO Open Space Bonds	2019 HIA Bonds	2020A GO CIP Bonds	Total Debt Service Funds
Revenues:					
General Property Taxes	\$ -	\$ 284,340	\$ -	\$ 1,114,989	\$ 1,399,329
Expenditures					
Public Safety	-	-	-	1,055,200	1,055,200
Parks	-	268,200	-	-	268,200
Development	-	-	170,500	-	170,500
Total Expenditures	\$ -	\$ 268,200	\$ 170,500	\$ 1,055,200	\$ 1,493,900
Net Change in Fund Balance	\$ -	\$ 16,140	\$ (170,500)	\$ 59,789	\$ (94,571)
Actual Ending Fund Balance as of 12/31/2020	4,387	925,722	135,792	961,041	
2021 Revised Budget Change in Fund Balance	(2,900)	16,130	(167,300)	(87,732)	
Anticipated Ending Available Fund Balance for 2022	\$ 1,487	\$ 957,992	\$ (202,008)	\$ 933,098	



CITY OF  
**MINNETONKA**

**2022 Annual Budget - Enterprise & Internal Service Funds**

	Business-Type Activities - Enterprise Funds					Total Enterprise Funds	Governmental Activities
	Water and Sewer Utilities	Storm Water	Environmental	Williston Fitness Center	Grays Bay Marina		Total Internal Service Funds
Revenues:							
Operating Revenues	\$ 17,665,300	\$ 2,983,900	\$ 1,407,600	\$ 2,361,000	\$ 265,100	\$ 24,682,900	\$ 2,474,400
Operating Expenses:							
Operating Expenses	\$ 15,961,100	\$ 4,078,250	\$ 1,333,300	\$ 2,657,300	\$ 237,000	\$ 24,266,950	\$ 2,473,750
Non-Operating Revenues (Expenses)							
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
Total Other Financing Uses	(800,000)	(144,700)	(216,800)	(53,300)	(12,400)	(1,227,200)	-
Total Non-Operating Revenues (Expenses)	\$ (800,000)	\$ (144,700)	\$ (216,800)	\$ 46,700	\$ (12,400)	\$ (1,127,200)	\$ -
Change in Net Position	\$ 904,200	\$ (1,239,050)	\$ (142,500)	\$ (249,600)	\$ 15,700	\$ (711,250)	\$ 650
Actual Ending Fund Balance as of 12/31/2020	74,418,024	32,640,166	333,684	4,585,236	1,019,417		2,838,885
2021 Revised Budget Change in Fund Balance	3,930,400	(2,189,300)	(123,300)	(824,350)	31,000		103,150
Anticipated Ending Available Fund Balance for 2022	\$ 79,252,624	\$ 29,211,816	\$ 67,884	\$ 3,511,286	\$ 1,066,117		\$ 2,942,685



Fund:  
Responsible Department:  
Fund Type:

**Utility Division / Utility Fund**  
Public Works Department  
Enterprise Fund

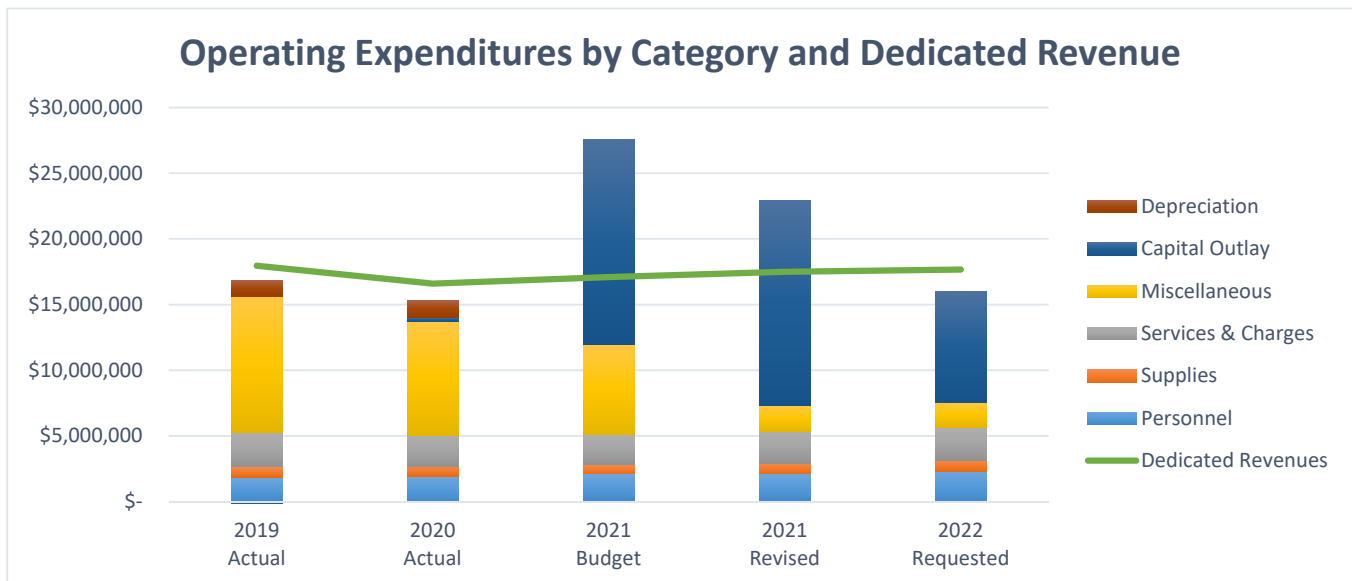
2022 Annual Budget

**Description of Services:**

The Utility Division of the Public Works Department operates and maintains the water system, sewer collection system, city-owned street lighting and civil defense warning sirens in the city. This includes over 300 miles each of water distribution and sewer collection piping, eighteen wells, eight water treatment facilities, ten water storage structures, 38 lift stations, 371 street lights and ten civil defense sirens.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 17,955,097	\$ 16,588,849	\$ 17,091,500	\$ 17,493,200	\$ 17,665,300
Operating Expenditures by Category					
Personnel	\$ 1,827,385	\$ 1,906,101	\$ 2,102,900	\$ 2,102,900	\$ 2,313,100
Supplies	849,654	797,678	719,000	834,000	837,500
Services & Charges	2,549,271	2,352,554	2,280,700	2,408,500	2,510,300
Miscellaneous	10,423,189	8,657,811	6,844,400	1,979,000	1,909,900
Capital Outlay	(164,425)	300,162	15,610,000	15,610,000	8,390,300
Depreciation	1,176,807	1,303,275	-	-	-
Total Operating Expenditures	<u>\$ 16,661,881</u>	<u>\$ 15,317,581</u>	<u>\$ 27,557,000</u>	<u>\$ 22,934,400</u>	<u>\$ 15,961,100</u>
Other Financing Sources (Uses)					
Bond Proceeds	\$ -	\$ -	\$ 9,700,000	\$ 10,000,000	\$ -
Bond Premium	-	-	-	171,600	-
Transfers In	-	128,200	-	-	-
Transfers Out	(925,265)	(840,058)	(800,000)	(800,000)	(800,000)
Total Other Financing Sources (Uses)	<u>\$ (925,265)</u>	<u>\$ (711,858)</u>	<u>\$ 8,900,000</u>	<u>\$ 9,371,600</u>	<u>\$ (800,000)</u>



## Key Measures:

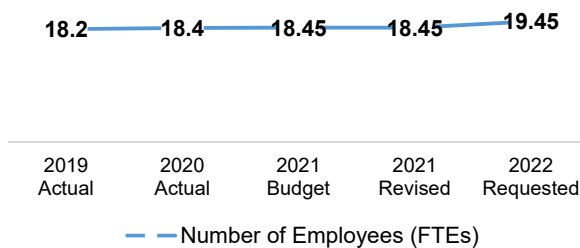
	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Water pumped (million gallons)	1,894	2,013	2,000	2,200
Water main breaks repaired	45	46	50	60
Utility locate requests completed	10,380	10,458	11,000	11,000
Sewer cleaning (miles)	92	98	100	100
Sewer televising (miles)	1	4	5	5
Fire hydrants inspected	2,857	2,877	2,850	2,880

## Budget Comments/Issues:

A comprehensive water system sustainability study was completed in 2014 which focused on scheduled, long-term system improvements needed over the next 20 years for water pumping, treatment, storage, distribution and sewer collection system to meet the demands of the community well into the future. Costs of the improvement plan have necessitated rate increases that will sustain the planned improvements and improvement bonds to be sold at key times to fund a number of planned larger improvements to the systems.

- In 2022, the city will continue its efforts to reduce inflow and infiltration (I&I) in the city's sanitary sewer system to maintain compliance with the Metropolitan Council Environmental Services (MCES) limits and begin phase I of the televising trunk sewer main and televise truck program.
- Rehabilitation of the Main Lift Station, one of the City's largest, occurred in 2020, Williston Lift Station is in 2021 and Burch Lane lift station in 2022.
- Lining of the primary force main from the Williston Lift Station to Guillian Field will complete the sixth and final phase of the Main and Williston lift stations sewer force main improvements in 2021.
- Rising energy prices and MCES waste water treatment costs will continue to increase the cost of operating the sanitary sewer utility. In 2021, MCES announced a 4.0 percent increase in wastewater treatment costs for 2022.
- Continued development/redevelopment of the Opus II area will require improvements and capacity upgrades of the existing sanitary sewer and water systems. An evaluation of the existing systems and strategic planning for future upgrades occurred in 2020 and confirmed the need of a secondary forcemain and rehabilitation of the Opus lift station which will be completed in 2022.
- For 2022, an additional utility operator is requested to assist in sewer televising and cleaning in conjunction with the purchase of a sewer televising van.

### Employees



## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.





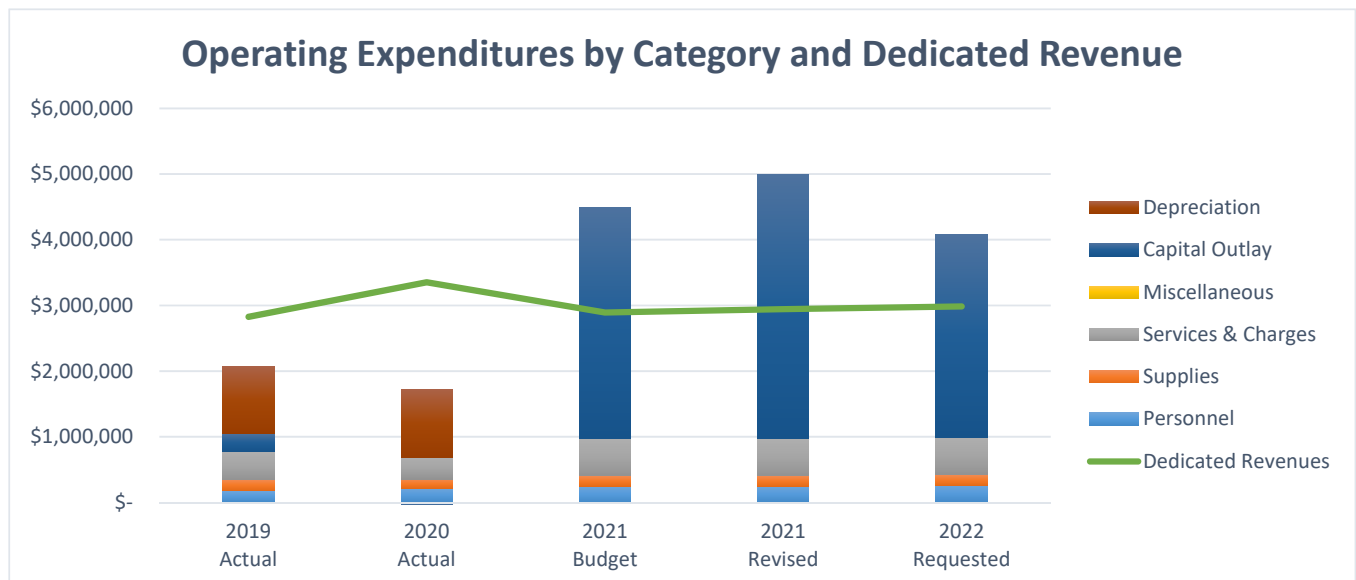
Fund: **Storm Water Fund**  
 Responsible Department: Engineering Department  
 Fund Type: Enterprise Fund

**Description of Services:**

The Storm Water Utility Fund was created in 2003 to finance capital projects and associated operational costs designed to provide flood protection and to protect and improve the quality of the city's water resources. Such projects must be compatible with the city's Water Resources Management Plan. Revenues to the fund are provided through monthly fees to property owners that are based upon parcel acreage, land use and related water runoff, and capital project needs.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 2,826,576	\$ 3,352,466	\$ 2,892,700	\$ 2,942,800	\$ 2,983,900
Operating Expenditures by Category					
Personnel	\$ 185,686	\$ 218,535	\$ 248,500	\$ 248,500	\$ 262,200
Supplies	160,512	136,586	155,900	155,900	158,300
Services & Charges	427,581	333,490	570,500	570,500	572,750
Miscellaneous	2,023	2,028	-	-	-
Capital Outlay	267,896	(234,082)	3,525,000	4,015,000	3,085,000
Depreciation	1,022,298	1,025,099	-	-	-
Total Operating Expenditures	<u>\$ 2,065,996</u>	<u>\$ 1,481,656</u>	<u>\$ 4,499,900</u>	<u>\$ 4,989,900</u>	<u>\$ 4,078,250</u>
Other Financing Sources (Uses)					
Transfers Out	<u>\$ (137,400)</u>	<u>\$ (573,295)</u>	<u>\$ (142,200)</u>	<u>\$ (142,200)</u>	<u>\$ (144,700)</u>



**Key Measures:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Water quality samples taken	7	4	6	5
Storm sewer projects completed	5	3	3	3
Sump catch basins inspected	396	313	300	300
Storm sewer outfalls inspected	103	0	100	30
Drainage ponds inspected	124	101	100	100
Drainage ponds restored	0	0	1	1
Misc. drainage projects completed	27	38	25	30

**Budget Comments/Issues:**

Consistent with the prior three years, the 2022 budget for the Storm Water Fund includes a three percent fee increase to cover funding pressures related to accelerated street reconstruction projects, unfunded mandates, and inflationary costs.

- Other Services & Charges includes ongoing costs for water quality testing, pond maintenance, watershed modeling, and miscellaneous drainage repairs.
- Project scheduling coincides with county, state, and other city projects including residential street reconstruction. High priority projects in the city's Water Resources Management Plan are scheduled as budget limits allow.
- The inspections of sump catch basins, outfalls and ponds are federally mandated to the city's National Pollution Discharge Elimination System (NPDES) permit. All inspections are performed by public works staff and engineering interns, and include inspecting all sump catch basins every year and ponds and outfalls at least once every 5 years.

Employees

1.5 — 1.5 — 1.5 — 1.5 — 1.5

2019 Actual	2020 Actual	2021 Budget	2021 Revised	2022 Requested
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— — Number of Employees (FTEs)

**Capital Improvement Program:**

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.



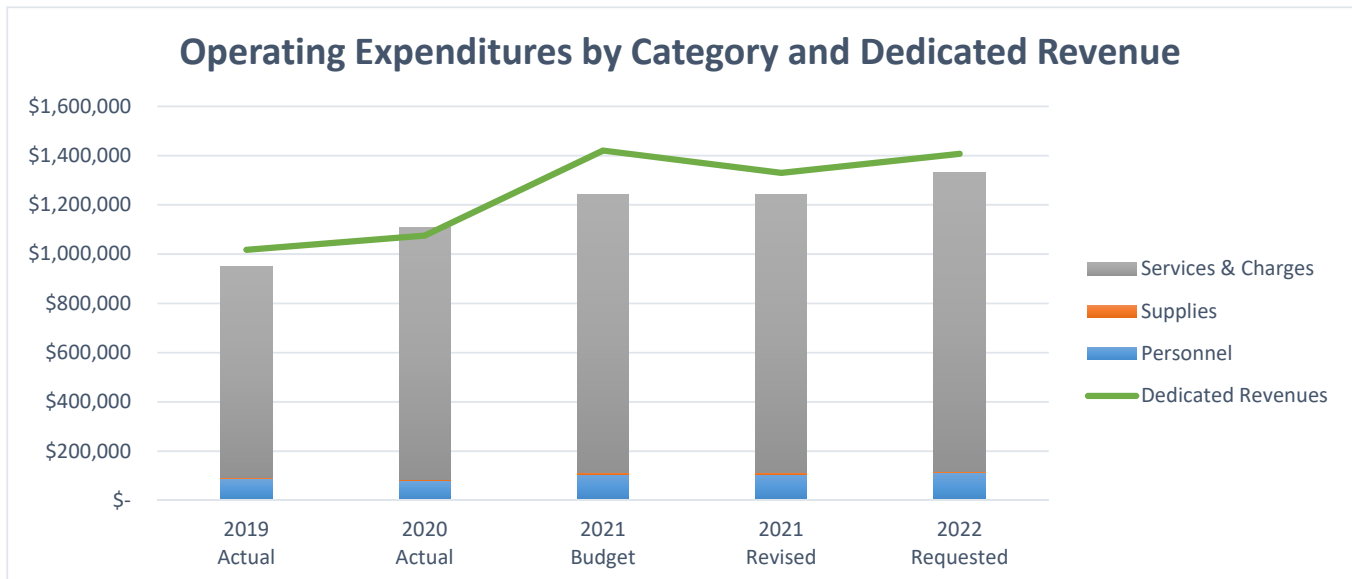
Fund: **Environmental Fund**  
 Responsible Department: Public Works Department  
 Fund Type: Enterprise Fund

**Description of Services:**

The Environmental Fund was created to protect the natural environment of the community through the promotion of local environmental awareness, resource conservation and protection of environmentally sensitive areas. The fund pays for residential curbside recycling collection, a community recycling drop-off center, spring and fall leaf drop-offs, on-going storm and home maintenance related brush drop-offs, and two special household material drop-offs in the summer and fall.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 1,017,775	\$ 1,075,606	\$ 1,420,600	\$ 1,330,500	\$ 1,407,600
Operating Expenditures by Category					
Personnel	\$ 88,230	\$ 80,353	\$ 107,400	\$ 107,400	\$ 111,800
Supplies	4,123	4,215	5,400	5,400	5,500
Services & Charges	855,761	1,025,269	1,127,900	1,127,900	1,216,000
Total Operating Expenditures	<u>\$ 948,114</u>	<u>\$ 1,109,837</u>	<u>\$ 1,240,700</u>	<u>\$ 1,240,700</u>	<u>\$ 1,333,300</u>
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Transfers Out	(205,800)	(209,400)	(213,100)	(213,100)	(216,800)
Total Other Financing Sources (Uses)	<u>\$ (205,800)</u>	<u>\$ (208,400)</u>	<u>\$ (213,100)</u>	<u>\$ (213,100)</u>	<u>\$ (216,800)</u>



## Key Measures:

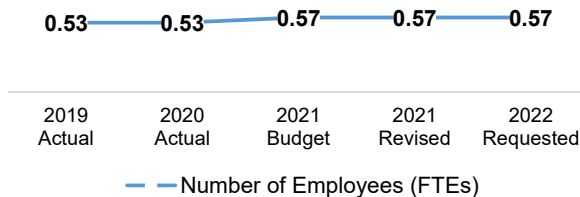
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Curbside recycling picked up (tons)	4,705	4,555	4,800	4,800
Leaf recycling dropped off (cubic yards)	17,935	17,130	18,000	18,000
Special drop-off customers (est.)	2,215	990	2,000	2,100
Customers rating curbside svcs "good" or "excellent"	94%	94%	94%	94%
Households with organics collection	721	820	900	950

## Budget Comments/Issues:

The recycling contract with Republic Services was extended to the end of 2021. This coincides with changes to Hennepin County Ordinance 13 which in 2022 requires some form of required household organics collection. Organics composting is seen as the next step in reducing the volume of solid waste that goes to landfills, and Ordinance 13 will outline those requirements.

- The 2021 budget reflects over a nine percent increase in recycling fees charged by the city's contract vendor, which will increase in residential pickup charge from \$4.35 to \$4.75 per household per month. The city's yard waste program is also experiencing substantial increases in processing costs. To ensure ongoing financial sustainability for the programs, the 2021 budget anticipates an increase in the monthly rate charged to residential properties from \$4.58 to \$6.60.
- In 2021, the city will continue to conduct two special drop off events for Minnetonka residents. This is a convenient opportunity to dispose of household items at a reasonable cost. Spring event was not held in 2020 due to Covid-19.
- 2020 was the final year of the transition of SCORE funds received from Hennepin County. In 2020, 50% of SCORE funds available were applied to recycling collection and 50% of SCORE funds were applied to organics collection. Prior to 2017, 100% of SCORE funds received from Hennepin County was applied to recycling collection. Grant monies received from Hennepin County since 2016 have increased household participation in organics collection from approximately 300 homes to approximately 900 homes by the end of 2020.

### Employees





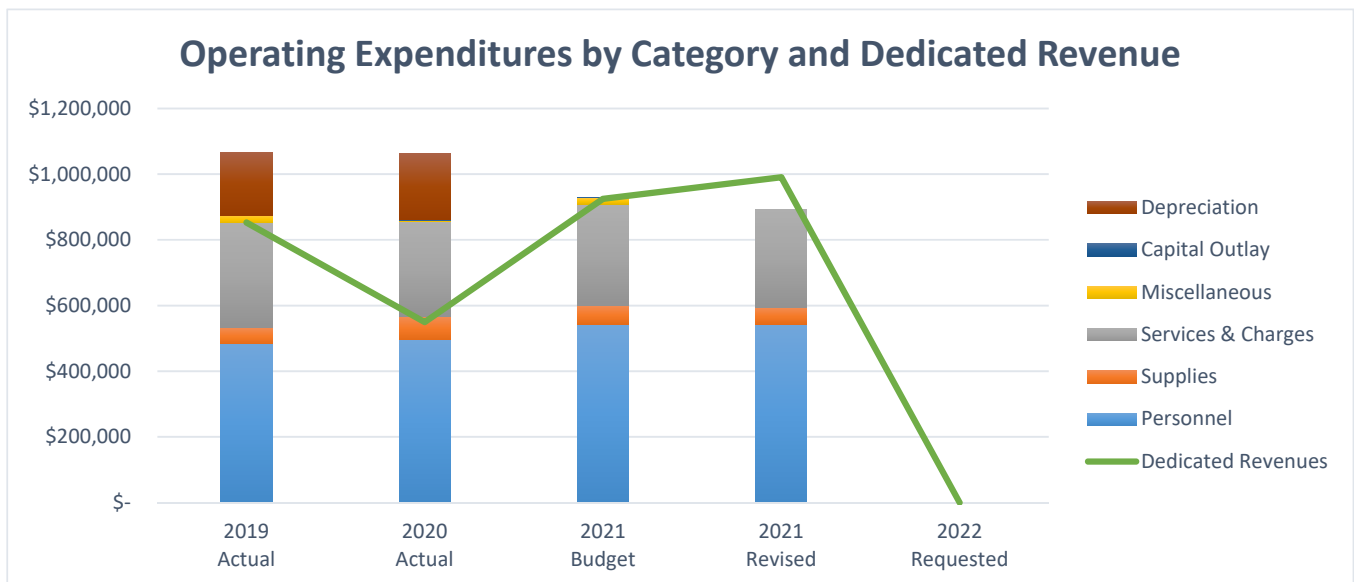
Fund: **Ice Arena Fund**  
 Responsible Department: Recreation Services Department  
 Fund Type: Enterprise Fund

**Description of Services:**

The Minnetonka Ice Arena, under the management of the Recreation Services Department, provides ice time and programs to the surrounding community, as well as local special interest groups and individuals for the purpose of ice related recreational activities. Programs and activities include, but are not limited to hockey, figure skating, learn-to-skate programs and public skate sessions. Fees charged to users support the operation of the facility.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 852,660	\$ 549,482	\$ 925,000	\$ 990,750	\$ -
Operating Expenditures by Category					
Personnel	\$ 483,374	\$ 496,217	\$ 542,700	\$ 542,700	\$ -
Supplies	48,868	69,361	56,200	51,360	-
Services & Charges	319,222	289,371	308,900	296,850	-
Miscellaneous	23,301	5,619	20,000	-	-
Capital Outlay	311	332	2,000	-	-
Depreciation	191,639	201,791	-	-	-
Total Operating Expenditures	<u>\$ 1,066,715</u>	<u>\$ 1,062,691</u>	<u>\$ 929,800</u>	<u>\$ 890,910</u>	<u>\$ -</u>
Other Financing Sources (Uses)					
Capital Contributions In	\$ 162,854	\$ 793,627	\$ -	\$ -	\$ -
Transfers In	50,000	121,700	50,000	350,000	-
Transfers Out	(33,700)	(34,300)	(34,900)	(34,900)	-
Total Other Financing Sources (Uses)	<u>\$ 179,154</u>	<u>\$ 881,027</u>	<u>\$ 15,100</u>	<u>\$ 315,100</u>	<u>\$ -</u>



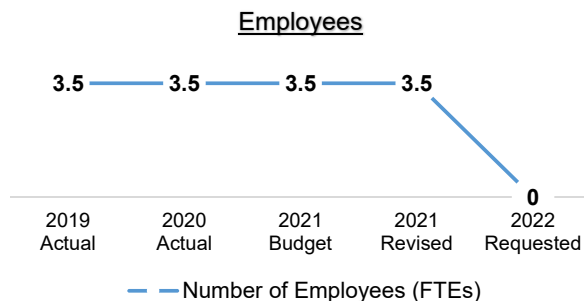
## Key Measures:

	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Estimated</u>	2022 <u>Projected</u>
Ice rental hours sold	2,983	2,022	3,000	0
Skating lesson participants	1,091	893	1,100	0
Public skating/hockey hours offered	453	248	450	0
Public skating/hockey participants	7,000	2,965	6,500	0
Adult hockey teams utilizing facility	36	36	36	0
Total days of operation	339	212	340	0
Operating expenses covered by revenue, transfers in	101%	75%	101%	0

## Budget Comments/Issues:

As of January 1, 2022, the Ice Arena operations will convert from an enterprise fund to a special revenue fund. The Ice Arena truly functions as a special revenue fund with its major source of revenue coming from ice rental fees. Capital improvements for the facility are financed from other governmental funds and not from its own revenue generation, which is typically indicative of a true enterprise fund. This change in fund reporting will not impact the bottom line, but it will present a more transparent picture of the facilities operations and funding sources. The 2022 budget contains two Ice Arena pages, one within the enterprise fund section that includes actuals and budget information through 2021 and another within the special revenue fund section that includes only the 2022 budget.

- Despite its solid record in maintaining strong demand for use of the facility, the Ice Arena has historically struggled to generate enough revenues to meet its annual operating costs. This was in part due to mechanical failures of the aging facility. The city council advanced a capital project from 2018 to 2015 to replace the refrigeration system of Arena A. Additionally, the General Fund provided a one-time cash infusion of \$200,000 to the enterprise fund in 2014 as well as an ongoing annual subsidy of \$50,000 beginning 2015.
- The roof and HVAC system at rink B were replaced in 2020 at a cost of \$890,000. These two projects were planned and earmarked in the 2018, 2019 and 2020 Capital Improvements Program (CIP) and funded through the Capital Replacement Fund. Funding for Ice Arena capital costs is historically through the Capital Replacement Fund.
- Consistent with the Council's Strategic Plan, a market study is completed annually to determine fees for use of the Ice Arena and other recreational facilities.
- Non-prime season hourly rates will increase from \$165/hour to \$175/hour effective June 1, 2022 and prime season rates increased from \$220/hour to \$225/hour effective September 1, 2021.
- 2020 reflects reduced revenues and participation numbers resulting from a 134-day government mandated shutdown due to COVID-19. An additional transfer of \$71,700 from the General Fund is the Ice Arena's share of the federal CARES grant awarded to the city.
- The city council approved the distribution of \$600,000 of the city's federal ARPA award to be directed towards the Ice Arena to aid in eliminating the fund's cash deficit. \$300,000 is recognized.





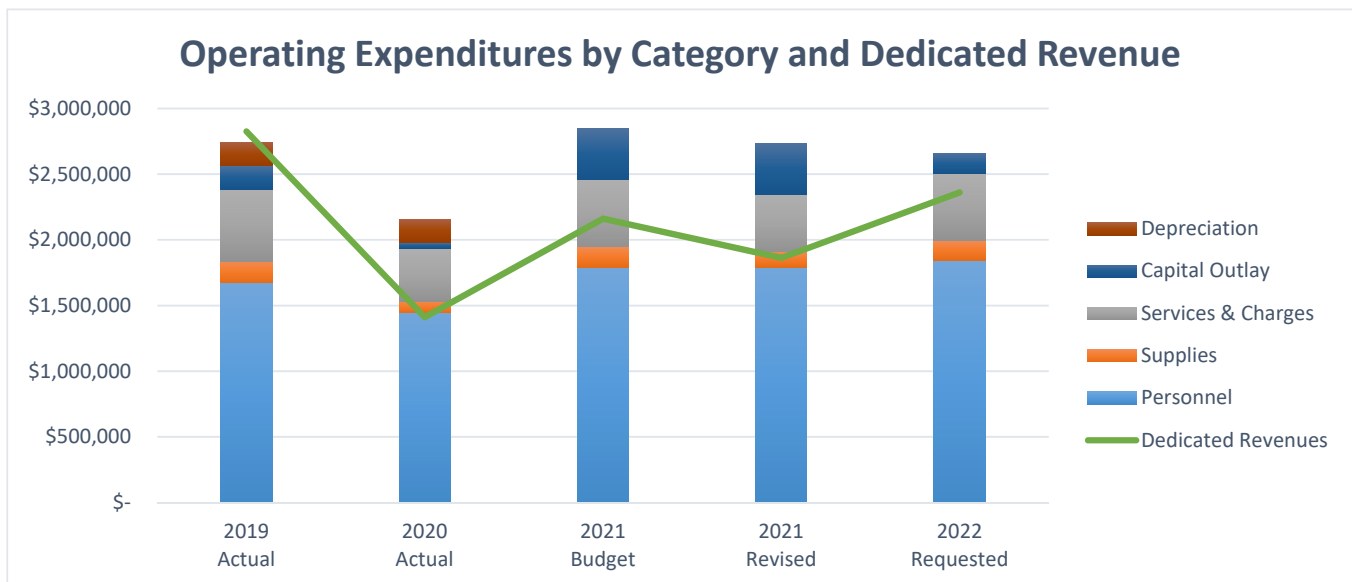
Fund: **Williston Center Fund**  
 Responsible Department: Recreation Services Department  
 Fund Type: Enterprise Fund

**Description of Services:**

Recreational amenities at the Williston Fitness Center include: five indoor tennis courts, a 25-yard swimming pool, indoor splash pad, two aerobics studios, four baseball/softball batting cages, a multi-purpose gymnasium, indoor climbing structure, strength training equipment, cardio vascular equipment, whirlpool, and saunas. Minnetonka residents and non-residents may use the facility by paying a daily fee, or registering for a recreational class. In addition, Minnetonka residents may opt to purchase one of a variety of membership packages. Fees charged to users support the operation of the facility.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 2,825,326	\$ 1,410,921	\$ 2,161,500	\$ 1,862,500	\$ 2,361,000
Operating Expenditures by Category					
Personnel	\$ 1,673,172	\$ 1,443,687	\$ 1,790,600	\$ 1,790,600	\$ 1,845,200
Supplies	164,673	89,561	155,500	119,500	150,000
Services & Charges	547,798	399,219	512,100	434,350	512,100
Capital Outlay	177,338	47,827	390,000	390,000	150,000
Depreciation	180,965	177,955	-	-	-
Total Operating Expenditures	<u>\$ 2,743,946</u>	<u>\$ 2,158,249</u>	<u>\$ 2,848,200</u>	<u>\$ 2,734,450</u>	<u>\$ 2,657,300</u>
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 228,000	\$ -	\$ 100,000	\$ 100,000
Transfers Out	(50,600)	(51,500)	(52,400)	(52,400)	(53,300)
Total Other Financing Sources (Uses)	<u>\$ (50,600)</u>	<u>\$ 176,500</u>	<u>\$ (52,400)</u>	<u>\$ 47,600</u>	<u>\$ 46,700</u>



## Key Measures:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Average active members	9,637	8,281	7,000	7,500
Daily fee (non-member) participants	27,760	8,495	10,500	18,000
Total facility visits	312,262	119,759	140,000	200,000
Total tennis court usage (hours)	18,940	13,644	18,040	19,000
Total recreation program hours	5,120	4,252	4,000	5,000
Total junior tennis enrollment	1,595	1,402	1,600	1,700
% of expenses covered by revenue	105%	79%	74%	100%

## Budget Comments/Issues:

Williston's strong historic financial position will help cover the loss of revenue incurred during the pandemic for the next two years.

- Williston continues to be on a "non-resident membership freeze" and has been since July 1, 2013.
- Facility visits is a combination of membership scans, daily visits and program participation, which provides an accurate number for usage of the facility.
- The COVID-19 pandemic greatly impacted the facility. Memberships, guest fees, facility visits/usage are anticipated to slowly increase as COVID restrictions are lifted.
- Williston has resumed normal operations and working on marketing strategies to increase memberships.
- Miscellaneous revenue includes personal training and birthday party revenue which declined due to COVID. We anticipate an increase in revenues for 2022.
- New projects for 2021 include 9 new pieces of cardio equipment, dumbbells, weight plates and resurfacing the tennis courts.

### Employees

9.45 — 9.45 — 9.45 — 9.45 — 9.45

2019 Actual	2020 Actual	2021 Budget	2021 Revised	2022 Requested
9.45	9.45	9.45	9.45	9.45

— — Number of Employees (FTEs)

## Capital Improvement Program:

The City prepares a five year capital improvement program (CIP). A separate CIP document was approved by Council on September 13, 2021. The CIP book provides a summary of each project location, description and source and use of funds. The CIP book also provides a cashflow for the fund.





Fund:  
Responsible Department:  
Fund Type:

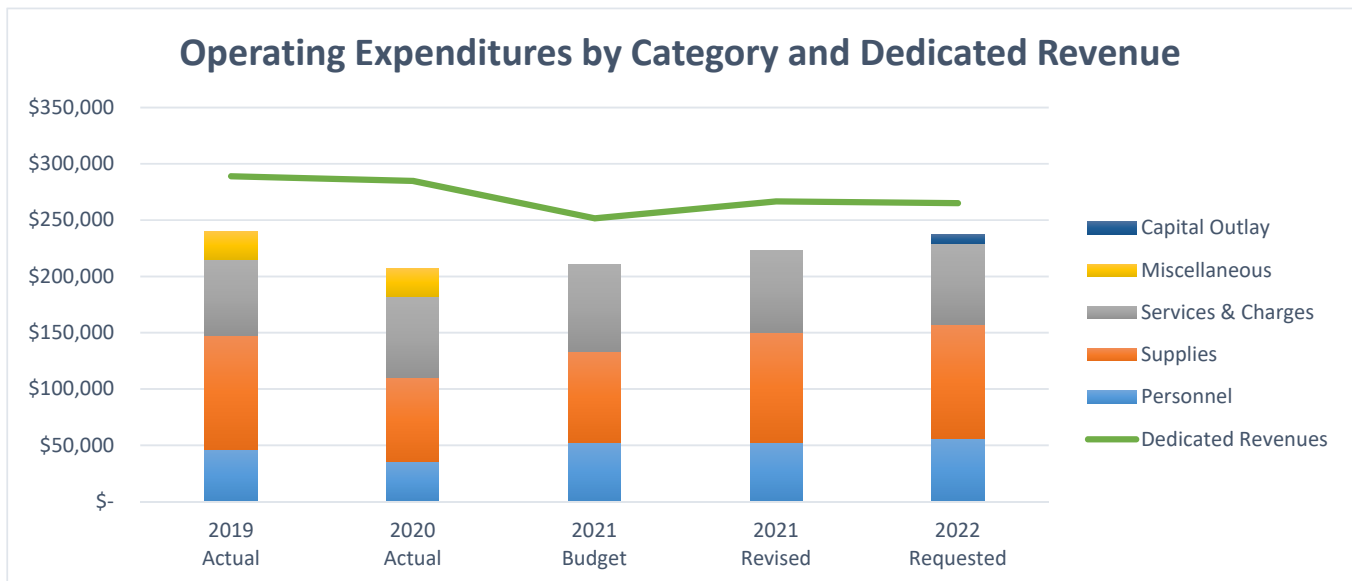
**Gray's Bay Marina Fund**  
Recreation Services Department  
Enterprise Fund

**Description of Services:**

Grays Bay Marina is managed by the Recreation Services Department and is open April 1-October 31, weather and ice-out dates permitting. The facility offers 29 boat slips that are leased to Minnetonka residents only. The site is staffed mid-April through October 31 and offers fuel, pump-out service, restrooms and public launch facilities. Lease fees and gas sales finance operation and maintenance of the facility. Through a joint powers agreement, the City is responsible for all capital outlay for City-owned amenities such as the service building and boat slip/service docks, with the DNR providing funding for public areas of the park such as the public landing, boarding docks, and parking lot.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 288,995	\$ 284,796	\$ 251,600	\$ 266,600	\$ 265,100
Operating Expenditures by Category					
Personnel	\$ 45,902	\$ 35,240	\$ 52,400	\$ 52,400	\$ 56,400
Supplies	101,831	74,622	81,000	97,900	101,000
Services & Charges	67,280	72,129	77,500	73,100	71,600
Miscellaneous	24,651	24,718	-	-	-
Capital Outlay	-	-	-	-	8,000
Total Operating Expenditures	<u>\$ 239,664</u>	<u>\$ 206,709</u>	<u>\$ 210,900</u>	<u>\$ 223,400</u>	<u>\$ 237,000</u>
Other Financing Sources (Uses)					
Transfers In	\$ -	\$ 2,800	\$ -	\$ -	\$ -
Transfers Out	(11,800)	(12,000)	(12,200)	(12,200)	(12,400)
Total Other Financing Sources (Uses)	<u>\$ (11,800)</u>	<u>\$ (9,200)</u>	<u>\$ (12,200)</u>	<u>\$ (12,200)</u>	<u>\$ (12,400)</u>



**Key Measures:**

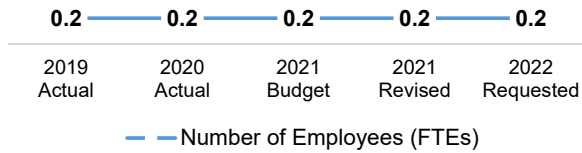
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Projected</b>
Gallons of gas sold	30,673	30,588	28,000	27,000
Days of operation	182	156	170	170
Slip lease rate	\$3,900	\$3,900	\$4,000	\$4,000
Operating expenses covered by revenue	121%	132%	125%	120%

**Budget Comments/Issues:**

The 2022 budget for Grays Bay Marina provides current level services and a strong financial position for the fund.

- 2020 gas sales were strong considering decreased hours of operation.
- Because of the late opening date due to COVID-19 and early snow season late October, 2020 days of operation are lower than an average season.
- Fifty percent of the LMCD dues are funded through the marina operations budget and is shown as "Other Services & Charges", and the remainder is funded by the Natural Resources Division of the Public Works Department.
- Consistent with the Council's Strategic Plan, a market study is completed annually to determine fees for use of the Marina and other recreational facilities. 2021 slip lease rate shows the Park Board approved increase of \$100.

Employees





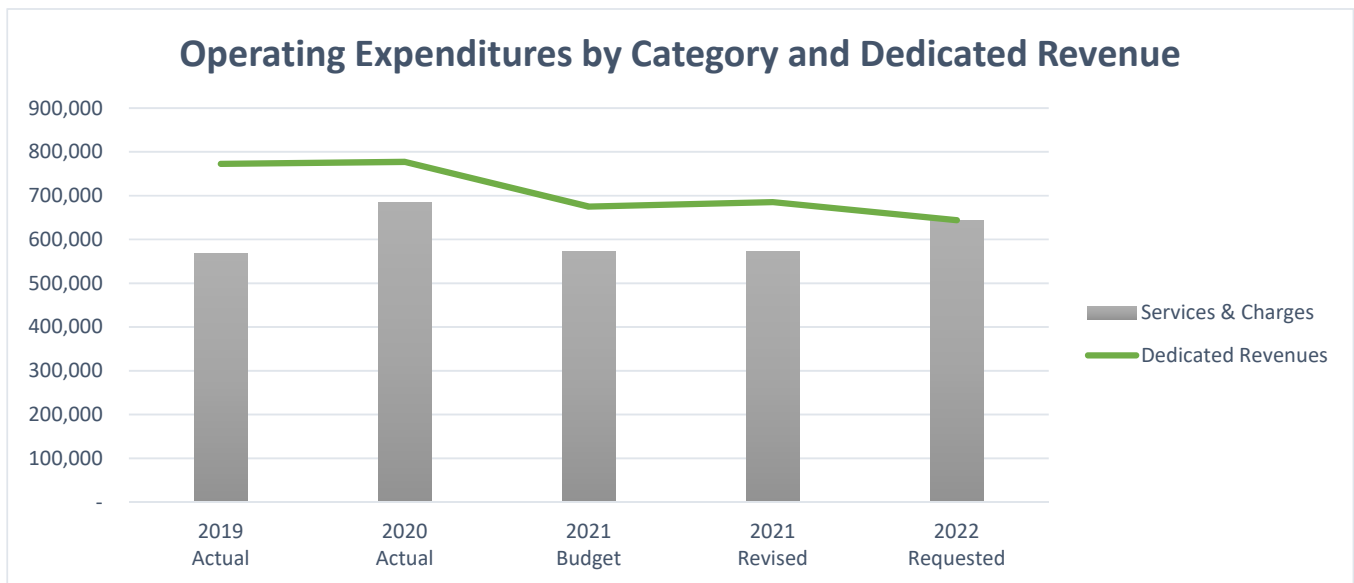
Fund: **Insurance Fund**  
 Responsible Department: Administrative Services Department  
 Fund Type: Internal Service Fund

**Description of Services:**

The Insurance Fund was created in 1986 to ensure that the city retains viable and cost-effective insurance coverage. Other city funds are allocated appropriate portions of the premium costs on an annual basis and transferred into the fund. The fund supports the following: 1) premiums for the city's package policies (general liability, property, boiler, etc.), 2) fees for the city's agent of record, 3) settlements (deductibles) for general liability claims and workers' compensation, and 4) risk management, including some costs for safety training. It does not cover workers' compensation premiums, which are financed by each operating division under personnel costs.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 772,485	\$ 777,127	\$ 675,100	\$ 685,100	\$ 644,050
Operating Expenditures by Category					
Services & Charges	\$ 568,155	\$ 683,567	\$ 573,000	\$ 573,000	\$ 644,000



## Key Measures:

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Liability rating (less than 1.0 is good)	.836	0	0	0
Municipal experience mod factor (less than 1.0 is good)	0	.847	.90	.90
Auto, liability and auto physical damage experience mod factor	0	.927	1.00	.95
Workers comp mod factor (less than 1.0 is good)	.72	.73	.55	.70

## Budget Comments/Issues:

The city's workers compensation experience rating as measured above by the "mod factor" has fluctuated over the last several years due to an aging work force as well as some significant claims "cycling out" of the city's three-year experience window, which also determines the city's insurance premium cost.

- An appropriate fund balance in the Insurance fund should cover the city's maximum total liability under its policy coverage through the League of Minnesota Cities Insurance Trust (LMCIT) as well as a minimum of \$1 million towards any potentially awarded civil rights claim, which would be outside of state liability limitations. Revenues to the Insurance Fund are programmed through the budgets of contributing city divisions in order to maintain such a reserve over time.
- The workers comp mod factor relates to the frequency and severity of an employer's workers compensation claims over a three-year period, and it is used to calculate the premium. A mod factor of 1.00 is considered average for an employer's particular industry; the lower the mod factor, the better.
- The liability rating is calculated by using a formula that looks at the city's expected liability claim losses compared to the actual losses. Data is used over a three-year period, and it is used to calculate the premium. A liability rating of 1.00 means the city's actual losses equal the expected losses for a city of similar size and expenditures.
- During the 2021-2021 insurance renewal, the city enrolled police and fire personnel into LMCIT's certification of non-smoking status for Police and Fire Department members saving the city a total of \$63,000 in premium savings.
- Prior to 2020, liability included auto experience. Beginning in 2020, the categories were redefined as municipal experience and auto, liability and physical damage experience.



Fund:  
Responsible Department:  
Fund Type:

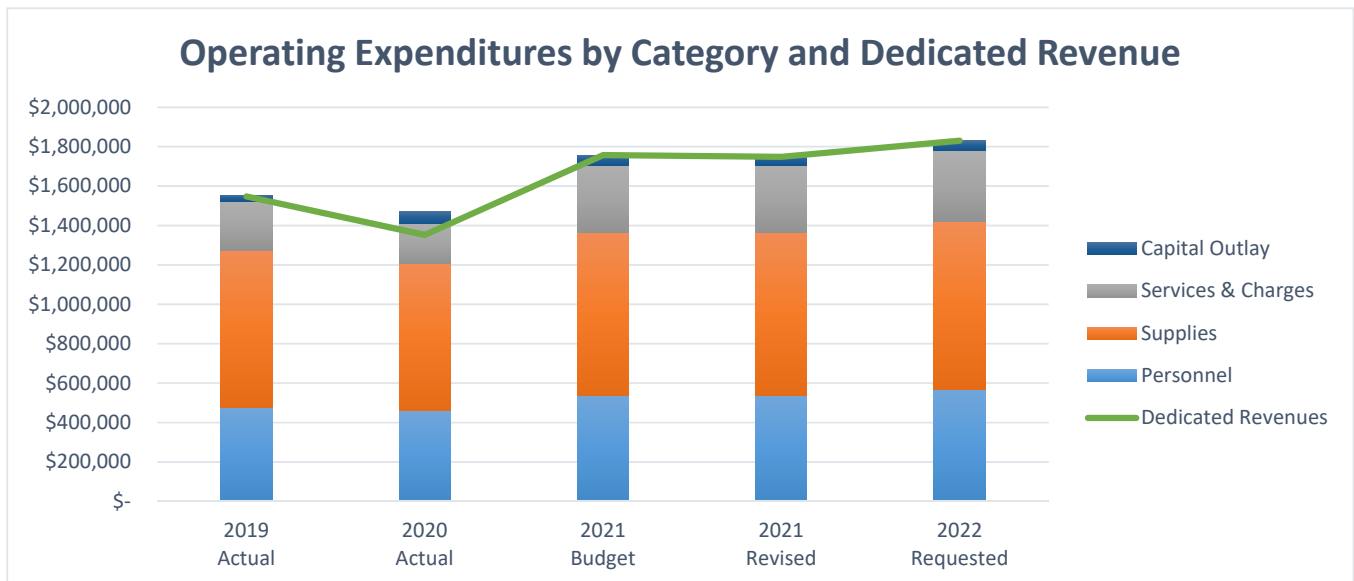
**Fleet Maintenance Fund**  
Public Works Department  
Internal Service Fund

**Description of Services:**

The Fleet Maintenance Division is responsible for the procurement, maintenance, repair and fueling of the city's motorized fleet and support equipment. The fleet consists of approximately 199 mobile vehicles and a similar number of heavy and light support equipment. The costs of the division are allocated to individual city departments with a break-even operating pro-forma. The Fleet Maintenance Fund operates as an internal service revolving fund.

**Budget:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Requested</u>
Dedicated Revenues	\$ 1,547,400	\$ 1,352,365	\$ 1,757,000	\$ 1,748,000	\$ 1,830,350
Operating Expenditures by Category					
Personnel	\$ 476,521	\$ 462,971	\$ 536,000	\$ 536,000	\$ 569,100
Supplies	797,703	745,664	827,200	827,200	851,700
Services & Charges	248,773	199,277	343,750	343,750	358,950
Capital Outlay	29,892	61,232	50,000	50,000	50,000
Total Operating Expenditures	<u>\$ 1,552,889</u>	<u>\$ 1,469,144</u>	<u>\$ 1,756,950</u>	<u>\$ 1,756,950</u>	<u>\$ 1,829,750</u>
Other Financing Sources (Uses)					
Transfers In	<u>\$ -</u>	<u>\$ 22,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



**Key Measures:**

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Projected</u>
Work orders completed	3,250	3,400	3,550	3,600
Gallons of fuel consumed	176,039	165,505	175,000	175,000
Cost to purchase gas/diesel fuels	\$370,320	\$341,800	\$455,000	\$498,750
Average cost per gallon of gas/diesel fuels	\$2.07	\$2.50	\$2.60	\$2.85
Gallons of oil consumed	890	760	800	900

**Budget Comments/Issues:**

The 2022 budget for the Fleet Maintenance Fund maintains current service levels and increases fuel costs by \$0.36 per gallon. Increased costs for repair parts and outside repairs are anticipated. The budget incorporates expenses for the general maintenance and repair of the city's fleet including fire apparatus. Specialized repairs and testing are generally completed by outside vendors and suppliers for efficiency and technological reasons.

- In order to contain operating expenses, fleet services takes a number of actions: extending oil change intervals in gasoline engines by utilizing scheduled oil sampling and testing; purchasing diesel fuel that contains 10% vegetable oil (B-10) and gasoline that contains 10% percent ethanol and regularly analyzing the feasibility of emerging technologies such as hybrids, electric, compressed natural gas, propane and hydrogen fuel cells as motor fuels and vehicle replacement.
- Oil change intervals for engines are continually being evaluated by oil sampling and testing in order to determine if intervals can be extended and whether the purchase of a different oil type will result in decreased maintenance costs of vehicles. Oil change intervals are now 6,000 miles for gasoline and diesel engines by using synthetic oils.
- Greater efficiency in shop repairs and maintenance have been realized by utilizing the staff welder for scheduled maintenance and minor repairs when there is time due to openings in the welding schedule.
- Fuels along with a variety of other supplies and equipment are purchased through the State's Cooperative Purchasing Venture. This program establishes a fixed bid price for motor fuel by combining the motor fuel needs of a number of governmental jurisdictions in the metro area and bidding the collective volume of 8.7M gallons of fuel for the coming year.

Employees

4.38 — 4.38 — 4.42 — 4.42 — 4.42

2019 Actual	2020 Actual	2021 Budget	2021 Revised	2022 Requested
4.38	4.38	4.42	4.42	4.42

— — Number of Employees (FTEs)



CITY OF  
**MINNETONKA**



**MINNETONKA CITY COUNCIL**  
 (Economic Development Authority)

Mayor Brad Wiersum

Council Members at Large:    Board Representation:  
 Seat A: Deb Calvert            Ward 1: Brian Kirk  
 Seat B: Susan Carter            Ward 2: Rebecca Schack  
   Ward 3: Bradley Schaeppi  
   Ward 4: Kissy Coakley

**BOARDS & COMMISSIONS**  
 Charter Commission  
 Planning Commission  
 Economic Development Advisory Commission  
 Park Board  
 Senior Citizen Advisory Board  
 Sustainability Commission  
 Diversity, Equity & Inclusion Task Force

**City Attorney**  
 Corrine Heine

**ACTING CITY  
 MANAGER**  
 Mike Funk



**POLICE**  
 Chief Scott Boerboom

Patrol  
 Investigation  
 Support Services

**PUBLIC WORKS**  
 Will Manchester

Streets  
 Water & Sewer  
 Engineering  
 Parks, Buildings &  
 Grounds  
 Natural Resources  
 Recycling

**RECREATION  
 SERVICES**  
 Kelly O'Dea

Recreation programs  
 Ice Arena  
 Williston Center  
 Gray's Bay Marina  
 Senior Services

**COMMUNITY  
 DEVELOPMENT**  
 Julie Wischnack

Inspections  
 Environmental Health  
 Licensing  
 Planning & Zoning

**ADMINISTRATIVE  
 SERVICES**  
 Moranda Dammann

City Clerk & Elections  
 Human Resources  
 Information Technology  
 Communications  
 Risk Management

**FIRE**  
 Chief John Vance

Emergency Management  
 Inspection  
 Prevention  
 Response

**LEGAL**  
 Corrine Heine

Prosecution  
 Legal advice to the city

**FINANCE**  
 Darin Nelson

Accounting  
 Budget  
 Payroll  
 Utility Billing  
 Assessing  
 Special Assessments



## Full-Time Equivalencies by Department

<b>Employees by Function</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2021 Revised</b>	<b>2022 Budget</b>
<b>Mayor &amp; City Council Division</b>					
Mayor	1.00	1.00	1.00	1.00	1.00
Council members	6.00	6.00	6.00	6.00	6.00
Total Full-Time Equivalent Employees	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<b>City Manager Division</b>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager/Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager/Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Diversity, Equity & Inclusion Coordinator	-	-	-	-	1.00
Total Full-Time Equivalent Employees	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>
<b>Administrative Services Department</b>					
Administration Manager	0.75	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Elections Specialist	1.00	1.00	2.00	2.00	2.00
Receptionist	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Employees	<u>4.75</u>	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<b>Human Resources Division</b>					
Human Resource Manager	1.00	1.00	1.00	1.00	1.00
Human Resource Generalist	1.00	1.00	1.00	1.00	1.00
Human Resource Sr. Specialist	1.00	1.00	1.00	1.00	1.00
Human Resources Coordinator	-	-	1.00	1.00	1.00
Human Resources Specialist	-	-	1.00	1.00	1.00
Total Full-Time Equivalent Employees	<u>3.00</u>	<u>3.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<b>Communications Division</b>					
Marketing and Communications Manager	-	1.00	1.00	1.00	1.00
Senior Communication Coordinator	1.00	1.00	1.00	1.00	1.00
Communications Specialist	-	-	0.50	0.50	0.50
Total Full-Time Equivalent Employees	<u>1.00</u>	<u>2.00</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>
<b>Information Technology Division</b>					
Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00	1.00	1.00
Network Administrator	0.75	0.75	0.75	0.75	0.75
Information Technology Specialist	1.00	1.00	1.00	1.00	2.00
Information Technology Technician	1.00	1.00	1.00	1.00	2.00
Total Full-Time Equivalent Employees	<u>4.75</u>	<u>4.75</u>	<u>4.75</u>	<u>4.75</u>	<u>6.75</u>

### Full-Time Equivalencies by Department

<b>Employees by Function</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2021 Revised</b>	<b>2022 Budget</b>
<b>Finance Department</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Coordinator	1.00	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00	1.00	1.00
Finance Analyst	1.00	-	-	-	-
Senior Accountant	-	1.00	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalent Employees</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Assessing Division</b>					
City Assessor	1.00	1.00	1.00	1.00	1.00
Commercial Appraiser II	1.00	1.00	1.00	1.00	1.00
Residential Appraiser	2.00	1.00	1.00	1.00	1.00
Principal Property Appraiser	0.70	1.70	1.70	1.70	1.70
Property Assessment Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalent Employees</b>	<b>5.70</b>	<b>5.70</b>	<b>5.70</b>	<b>5.70</b>	<b>5.70</b>
<b>Police Department</b>					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Directors / Captains	2.00	2.00	3.00	3.00	3.00
Sergeants	11.00	11.00	11.00	11.00	11.00
Police Officers	43.00	43.00	42.00	43.00	43.00
Community Service Officers	5.09	5.09	4.47	4.47	4.47
Crime Prevention Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.60	1.60	2.00	2.00	2.00
Police Records Specialist	3.00	3.00	2.00	2.00	2.00
Evidence Technician	1.00	1.00	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalent Employees</b>	<b>69.69</b>	<b>69.69</b>	<b>68.47</b>	<b>69.47</b>	<b>69.47</b>

### Full-Time Equivalencies by Department

<u>Employees by Function</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
Fire Department					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00
Assistant Chief	-	1.00	1.00	1.00	1.00
Battalion Chief / Shift Commander	3.00	2.00	2.00	2.00	2.00
Fire Captains - 24 Hour	-	-	-	-	3.00
Fire Fighters - 24 Hour	-	-	-	-	6.00
Fire Inspector	1.00	1.00	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Fire Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Fire Training Officer / Battalion Chief	1.00	1.00	1.00	1.00	1.00
Assistant Training Officer	1.00	1.00	1.00	1.00	1.00
Administrative Assistant-Fire	1.00	1.00	1.00	1.00	1.00
Fire and Life Safety Specialist	-	0.75	0.75	1.00	1.00
Total Full-Time Equivalent Employees	<u>11.00</u>	<u>11.75</u>	<u>11.75</u>	<u>12.00</u>	<u>21.00</u>
District Chief	1.00	1.00	1.00	1.00	1.00
Station Officers (Captains)	5.00	5.00	5.00	5.00	5.00
Lieutenants	10.00	10.00	10.00	10.00	10.00
Firefighters	62.50	64.00	64.00	64.00	64.00
Firefighter Administrative Clerks	1.50	-	-	-	-
Total Paid on Call	<u>80.00</u>	<u>80.00</u>	<u>80.00</u>	<u>80.00</u>	<u>80.00</u>
Total Employees	<u>91.00</u>	<u>91.75</u>	<u>91.75</u>	<u>92.00</u>	<u>101.00</u>
Legal Department					
City Attorney	1.00	1.00	1.00	1.00	1.00
Associate City Attorney	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00	1.00
Legal Support Assistant	1.00	1.00	1.00	1.00	1.00
Administrative Clerk	-	-	0.60	0.50	0.50
Total Full-Time Equivalent Employees	<u>6.00</u>	<u>6.00</u>	<u>6.60</u>	<u>6.50</u>	<u>6.50</u>
Environmental Health Division					
Code Compliance Manager	1.00	1.00	-	-	-
Environmental Health Specialist	2.50	2.50	3.00	3.00	3.00
Total Full-Time Equivalent Employees	<u>3.50</u>	<u>3.50</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

### Full-Time Equivalencies by Department

<u>Employees by Function</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<b>Engineering Division</b>					
City Engineer	1.00	1.00	1.00	1.00	1.00
Assistant Engineer	0.50	0.50	0.50	0.50	0.50
Engineering Project Manager	1.00	1.00	1.00	1.00	1.00
Senior Project Engineer	1.00	1.00	1.00	1.00	1.00
Engineer		-	1.00	1.00	1.00
Engineering Tech IV	4.00	4.00	4.00	4.00	4.00
Engineering Tech III	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	-	-	-
<b>Total Full-Time Equivalent Employees</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>
<b>Street Maintenance Division</b>					
Public Works Director	0.15	0.15	0.15	0.15	0.15
Operations Manager	0.50	0.50	0.50	0.50	0.50
Street Maintenance Field Supervisor	1.00	1.00	1.00	1.00	1.00
Public Service Worker II	18.00	18.00	18.00	18.00	18.00
Public Service Worker IV	1.00	1.00	1.00	1.00	1.00
Administrative Manager	0.15	0.15	0.15	0.15	0.15
Receptionist / Secretary	0.10	0.10	0.15	0.15	0.15
GIS Analyst	0.20	0.20	0.20	0.20	0.20
<b>Total Full-Time Equivalent Employees</b>	<b>21.10</b>	<b>21.10</b>	<b>21.15</b>	<b>21.15</b>	<b>21.15</b>
<b>Building Maintenance Division</b>					
Public Works Director	0.14	0.14	0.14	0.14	0.14
Buildings Manager	1.00	1.00	1.00	1.00	1.00
Public Service Worker II	3.00	3.00	3.00	3.00	3.00
Public Service Worker III	2.00	2.00	2.00	2.00	2.00
Public Service Worker I - Custodian	2.00	2.00	2.00	2.00	3.00
Administrative Manager	0.14	0.14	0.14	0.14	0.14
Receptionist / Secretary	0.10	0.10	0.14	0.14	0.14
<b>Total Full-Time Equivalent Employees</b>	<b>8.38</b>	<b>8.38</b>	<b>8.42</b>	<b>8.42</b>	<b>9.42</b>
<b>Joint Recreation Division</b>					
Recreation Services Director	0.25	0.25	0.25	0.25	0.25
Recreation Services Assistant Director	0.50	0.50	0.50	0.50	0.50
Recreation Superintendent	1.00	1.00	1.00	1.00	1.00
Recreation Program Manager	1.90	1.90	1.90	1.90	1.90
Aquatics & Inclusion Services Program Manager	0.70	0.70	0.70	0.70	0.70
Registration Secretary	2.50	2.50	2.50	2.50	2.50
<b>Total Full-Time Equivalent Employees</b>	<b>6.85</b>	<b>6.85</b>	<b>6.85</b>	<b>6.85</b>	<b>6.85</b>

## Full-Time Equivalencies by Department

<b>Employees by Function</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2021 Revised</b>	<b>2022 Budget</b>
<b>Minnetonka Recreation Division</b>					
Recreation Services Director	0.50	0.50	0.50	0.50	0.50
Recreation Services Assistant Director	0.50	0.50	0.50	0.50	0.50
Park & Trails Planner	1.00	1.00	1.00	1.00	-
Total Full-Time Equivalent Employees	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>
<b>Senior Services Division</b>					
Community Facilities Superintendent	0.15	0.15	0.15	0.15	0.15
Senior Services & Activities Manager	1.00	1.00	1.00	1.00	1.00
Senior & General Programming Manager	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.25	0.25	0.25	0.25	0.25
Total Full-Time Equivalent Employees	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>	<u>2.40</u>
<b>Community Facilities Division</b>					
Recreation Services Director	0.10	0.10	0.10	0.10	0.10
Community Facilities Superintendent	0.80	0.80	0.80	0.80	0.80
Facilities Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.75	0.75	0.75	0.75	0.75
Administrative Assistant I	0.95	0.95	0.95	0.95	0.95
Total Full-Time Equivalent Employees	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>
<b>Parks &amp; Trails Division</b>					
Public Works Director	0.14	0.14	0.14	0.14	0.14
Operations Manager	0.50	0.50	0.50	0.50	0.50
Parks & Trails Field Supervisor	1.00	1.00	1.00	1.00	1.00
Public Service Worker II	8.00	9.00	9.00	9.00	9.00
Administrative Manager	0.14	0.14	0.14	0.14	0.14
Receptionist / Secretary	0.10	0.10	0.14	0.14	0.14
GIS Analyst	0.20	0.20	0.20	0.20	0.20
Total Full-Time Equivalent Employees	<u>10.08</u>	<u>11.08</u>	<u>11.12</u>	<u>11.12</u>	<u>11.12</u>

## Full-Time Equivalencies by Department

<u>Employees by Function</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
<b>Natural Resources Division</b>					
Public Works Director	0.14	0.14	0.14	0.14	0.14
Natural Resources Manager	1.00	1.00	1.00	1.00	1.00
City Forester	1.00	1.00	1.00	1.00	1.00
Natural Resources Specialist	2.70	2.70	2.70	2.70	2.00
Assistant Forester	1.00	-	-	-	-
Forestry Tech	1.00	2.00	2.00	2.00	2.00
Administrative Manager	0.14	0.14	0.14	0.14	0.14
Admin Assistant	0.90	0.90	0.90	0.90	0.90
Receptionist / Secretary	0.10	0.10	0.14	0.14	0.14
GIS Analyst	0.20	0.20	0.20	0.20	0.20
Park & Trails Planner	-	-	-	-	1.00
NR Inspector	-	-	-	-	1.00
Total Full-Time Equivalent Employees	<u>8.18</u>	<u>8.18</u>	<u>8.22</u>	<u>8.22</u>	<u>9.52</u>
<b>Community Development Division</b>					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Chief Building Inspector	1.00	1.00	1.00	1.00	1.00
Economic Development and Housing Manager	1.00	1.00	1.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00	1.00	1.00
Economic Development Coordinator	0.50	1.00	1.00	1.00	1.00
Housing Coordinator	-	-	-	-	1.00
Inspectors	7.00	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Building Permit Technician	2.80	2.80	2.80	2.80	2.80
Total Full-Time Equivalent Employees	<u>15.30</u>	<u>15.80</u>	<u>15.80</u>	<u>15.80</u>	<u>16.80</u>
<b>Planning Division</b>					
City Planner	1.00	1.00	1.00	1.00	1.00
Assistant City Planner	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner / Sustainability Coordinator	-	-	-	1.00	1.00
Planner	1.00	1.00	1.00	1.00	1.00
Economic Development Coordinator	0.50	-	-	-	-
Clerk	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Employees	<u>5.00</u>	<u>4.50</u>	<u>4.50</u>	<u>5.50</u>	<u>5.50</u>
<b>Cable Television Fund</b>					
Senior Information Technology PC/Telecom Technician	0.25	0.25	0.25	0.25	0.25
Administration Manager	0.25	-	-	-	-
Communications and Marketing Manager	1.00	-	-	-	-
Senior Communication Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Employees	<u>2.50</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>

### Full-Time Equivalencies by Department

<b>Employees by Function</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2021 Revised</b>	<b>2022 Budget</b>
<b>Ice Arena Special Revenue Fund</b>					
Ice Arena Manager	-	-	-	-	1.00
Arena Maintenance Technician	-	-	-	-	1.00
Building Supervisors	-	-	-	-	1.00
Registration Secretary	-	-	-	-	0.50
<b>Total Full-Time Equivalent Employees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.50</b>
<b>Utility Division / Utility Fund</b>					
Public Works Director	0.15	0.15	0.15	0.15	0.15
Utility Operations Engineer	1.00	1.00	1.00	1.00	1.00
Utility Field Supervisor	1.00	1.00	1.00	1.00	1.00
Public Service Worker IV	8.00	8.00	8.00	8.00	9.00
Public Service Worker II	3.00	3.00	3.00	3.00	3.00
Public Service Worker I	2.00	2.00	2.00	2.00	2.00
Administrative Manager	0.15	0.15	0.15	0.15	0.15
Receptionist / Secretary	0.10	0.10	0.15	0.15	0.15
Account Clerk	0.40	0.60	0.60	0.60	0.60
Account Technician	1.00	1.00	1.00	1.00	1.00
GIS Analyst	0.40	0.40	0.40	0.40	0.40
GIS Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalent Employees</b>	<b>18.20</b>	<b>18.40</b>	<b>18.45</b>	<b>18.45</b>	<b>19.45</b>
<b>Storm Water Fund</b>					
Assistant City Engineer	0.50	0.50	0.50	0.50	0.50
Water Resources Coordinator	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalent Employees</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>Environmental Fund</b>					
Public Works Director	0.14	0.14	0.14	0.14	0.14
Parks, Buildings & Grounds Field Inspector	0.15	0.15	0.15	0.15	0.15
Administrative Manager	0.14	0.14	0.14	0.14	0.14
Receptionist / Secretary	0.10	0.10	0.14	0.14	0.14
<b>Total Full-Time Equivalent Employees</b>	<b>0.53</b>	<b>0.53</b>	<b>0.57</b>	<b>0.57</b>	<b>0.57</b>
<b>Ice Arena Fund</b>					
Ice Arena Manager	1.00	1.00	1.00	1.00	-
Arena Maintenance Technician	1.00	1.00	1.00	1.00	-
Building Supervisors	1.00	1.00	1.00	1.00	-
Registration Secretary	0.50	0.50	0.50	0.50	-
<b>Total Full-Time Equivalent Employees</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>-</b>

## Full-Time Equivalencies by Department

<u>Employees by Function</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2021 Revised</u>	<u>2022 Budget</u>
Williston Center Fund					
Recreation Services Director	0.15	0.15	0.15	0.15	0.15
Williston Center Manager	1.00	1.00	1.00	1.00	1.00
Williston Center Assistant Manager	1.00	1.00	1.00	1.00	1.00
Aquatics & Inclusion Services Program Manager	0.30	0.30	0.30	0.30	0.30
Fitness Coordinator	1.00	1.00	1.00	1.00	1.00
Williston Clerk	1.00	1.00	1.00	1.00	1.00
Maintenance Technician	2.00	2.00	2.00	2.00	2.00
Tennis Manager	1.00	1.00	1.00	1.00	1.00
Tennis Coordinator	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalent Employees	<u>9.45</u>	<u>9.45</u>	<u>9.45</u>	<u>9.45</u>	<u>9.45</u>
Gray's Bay Marina Fund					
Community Facilities Superintendent	0.05	0.05	0.05	0.05	0.05
Recreation Program Manager	0.10	0.10	0.10	0.10	0.10
Administrative Assistant I	0.05	0.05	0.05	0.05	0.05
Total Full-Time Equivalent Employees	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
Fleet Maintenance Fund					
Public Works Director	0.14	0.14	0.14	0.14	0.14
Auto Mechanic	4.00	4.00	4.00	4.00	4.00
Administrative Manager	0.14	0.14	0.14	0.14	0.14
Receptionist / Secretary	0.10	0.10	0.14	0.14	0.14
Total Full-Time Equivalent Employees	<u>4.38</u>	<u>4.38</u>	<u>4.42</u>	<u>4.42</u>	<u>4.42</u>
Total Employees	<u>339.04</u>	<u>340.99</u>	<u>343.67</u>	<u>345.82</u>	<u>361.12</u>





**Study Session Agenda Item #3  
Meeting of Nov. 15, 2021**

**Title:** Discussion of Noise Regulation

**Report From:** Julie Wischnack, AICP, Community Development Director  
Corrine Heine, City Attorney  
Scott Boerboom, Police Chief  
Susan Thomas, AICP, Assistant City Planner  
Loren Gordon, AICP, City Planner

**Submitted through:** Mike Funk, Acting City Manager

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**Action Requested:** Receive the report and provide feedback

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**Summary Statement**

Recently, there have been a number of questions regarding noise issues. Some of these questions centered on unusual sounds that have created neighborhood tension. The city regulates noise through the city's nuisance ordinance and state rules administered by the Minnesota Pollution Control Agency (MPCA). Staff will provide the city council with an overview of noise regulation, issues in Minnetonka and answer questions.

**Strategic Profile Relatability**

- |  |   |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community           |
| <input type="checkbox"/> Sustainability & Natural Resources          | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management           | <input type="checkbox"/> Community Inclusiveness            |
- N/A

Statement: N/A

**City Noise Ordinance**

The city's [local ordinance regulating noise](#) has had a number of changes over the years. Most notably, the words "unreasonably loud or disturbing to a reasonable person of ordinary sensitivity" were added in various sections (2003) to reflect court case decisions. The city's ordinance must be read with the context of the state regulations to determine technical aspects of noise enforcement.

A recently received noise complaint centered on a motion-detecting, digital sound-emitting device to prevent home damage created by birds. Several staff members have observed the device with a variety of sound monitoring equipment. The device does not violate the decibel level maximums and does not emit sounds continuously.

### **State Noise Regulation**

State law requires the [Minnesota Pollution Control Agency \(MPCA\) to adopt standards](#) establishing maximum noise levels in terms of sound pressure level. The MPCA has established standards based on noise levels that occur over a one-hour monitoring period. Those standards are shown in the following table:

Noise Area Classification	Daytime		Nighttime	
	L <sub>10</sub> (6 mins)	L <sub>50</sub> (30 mins)	L <sub>10</sub> (6 mins)	L <sub>50</sub> (30 mins)
1	65	60	55	50
2	70	65	70	65
3	80	75	80	75
4	N/A	N/A	N/A	N/A

The Noise Area Classification (NAC) corresponds to the land use at the location of the person who hears the noise. For example, residential housing, religious activities, and similar uses are in NAC 1, commercial and similar uses are in NAC 2, and manufacturing and similar uses are in NAC 3. NAC 4 is for vacant land, and there are no standards for vacant land.

Within each NAC, the rules establish daytime and nighttime noise limits. The L<sub>10</sub> refers to a noise level that is exceeded for 10 percent, or six minutes, of one hour, and the L<sub>50</sub> is the noise level exceeded for 50 percent, or 30 minutes, of one hour. The rules do not establish a maximum noise level: a noise of any decibel limit will not violate the rules, so long as the duration is less than six minutes in one hour.

**State law expressly prohibits local governments from setting standards that describe maximum levels of sound pressure that are more stringent than those set by the MPCA. State law gives local law enforcement officials the authority and duty to enforce MPCA noise rules, violation of which carries a criminal penalty.**

Although cities may not establish more stringent noise levels, cities may regulate noise in other ways. For example, city noise regulations typically set hours of operation for certain activities, such as garbage hauling or the use of pneumatic equipment. Cities may also regulate noise as a public nuisance.

The courts have held that for noise to be considered a nuisance, it must *significantly* interfere with the enjoyment of life and property. Slight or occasional noises typically will not constitute a nuisance, nor will ordinary noises, like the operation of an air conditioner or lawnmower. In addition, an ordinance must be worded so that persons know what conduct is prohibited and must have adequate standards to prevent arbitrary enforcement. For example, a Minnesota court determined that an ordinance that prohibited keeping an animal that “by any noise disturb[s] the peace and quiet of any persons in the vicinity” was unconstitutionally vague. For that reason, city ordinances set objective standards (e.g., “a period of at least 15 seconds”) or refer to noises “unreasonably disturbing to a reasonable person of ordinary sensitivity.”

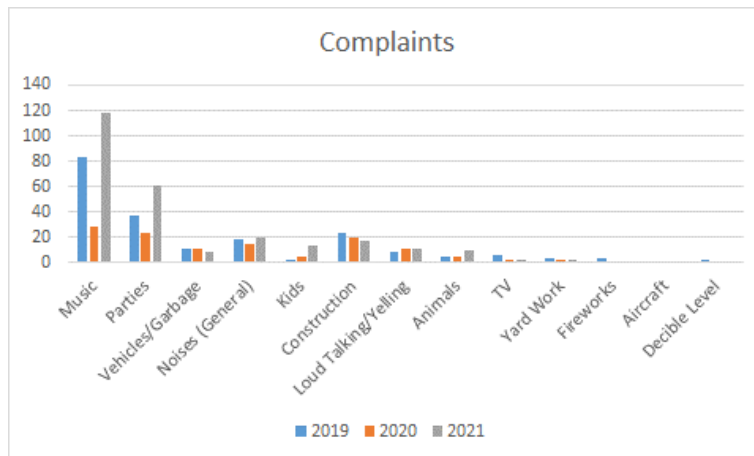
### **Noise Complaints**

Minnetonka’s noise complaints are usually received by the police or via the city’s online website complaint system. The following is a summary of complaints received.

**Police**

The police department takes the majority of all noise complaints received by the city. The large majority of these complaints are loud music/party-related. Those complaints increased as a result of the pandemic. There is also some crossover with the online complaints about construction and service vehicle/garbage noise.

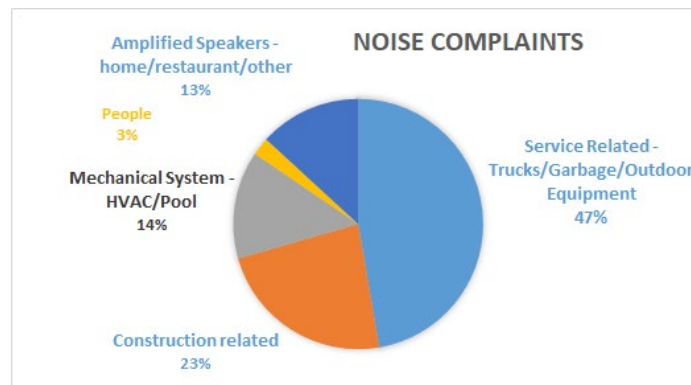
Complaints	2019	2020	2021
Music	83	28	118
Parties	37	23	61
Vehicles/Garbage	11	11	8
Noises (General)	18	15	20
Kids	2	4	13
Construction	23	20	17
Loud Talking/Yelling	8	11	11
Animals	4	5	9
TV	6	2	2
Yard Work	3	2	2
Fireworks	3	1	1
Aircraft	1	0	0
Decibel Level	2	1	1
<b>Total # Of Complaints</b>	<b>201</b>	<b>123</b>	<b>263</b>



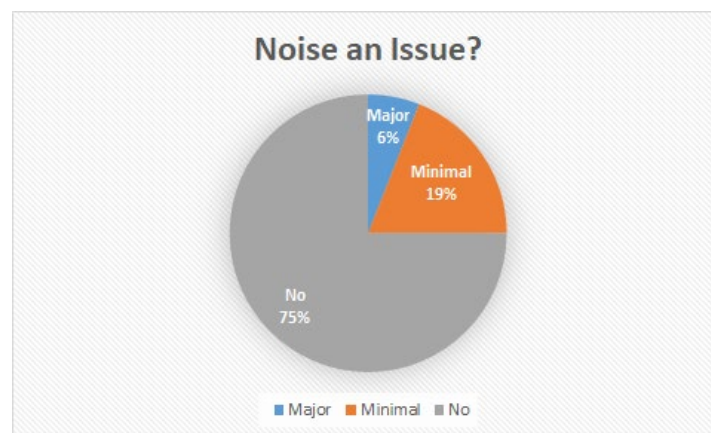
**Online Customer Complaints**

Since 2009 (12 years of data), 129 noise-related complaints have been received (not quite 11 per year) by the online complaint software on the city’s website. Seventy percent of those complaints involve activities related to construction or property services. A smaller percentage involves noisy mechanical systems or amplified sound.

Complaint Type	Number
Service Related - Trucks/Garbage/Outdoor Equipment	61
Construction related	30
Mechanical System - HVAC/Pool	18
People	3
Amplified Speakers - home/restaurant/other	17



The 2020 community survey results show that noise is not a problem for 75 percent of those surveyed. Noise was a minimal issue for 19 percent, and 6 percent of those surveyed found noise to be a major problem.

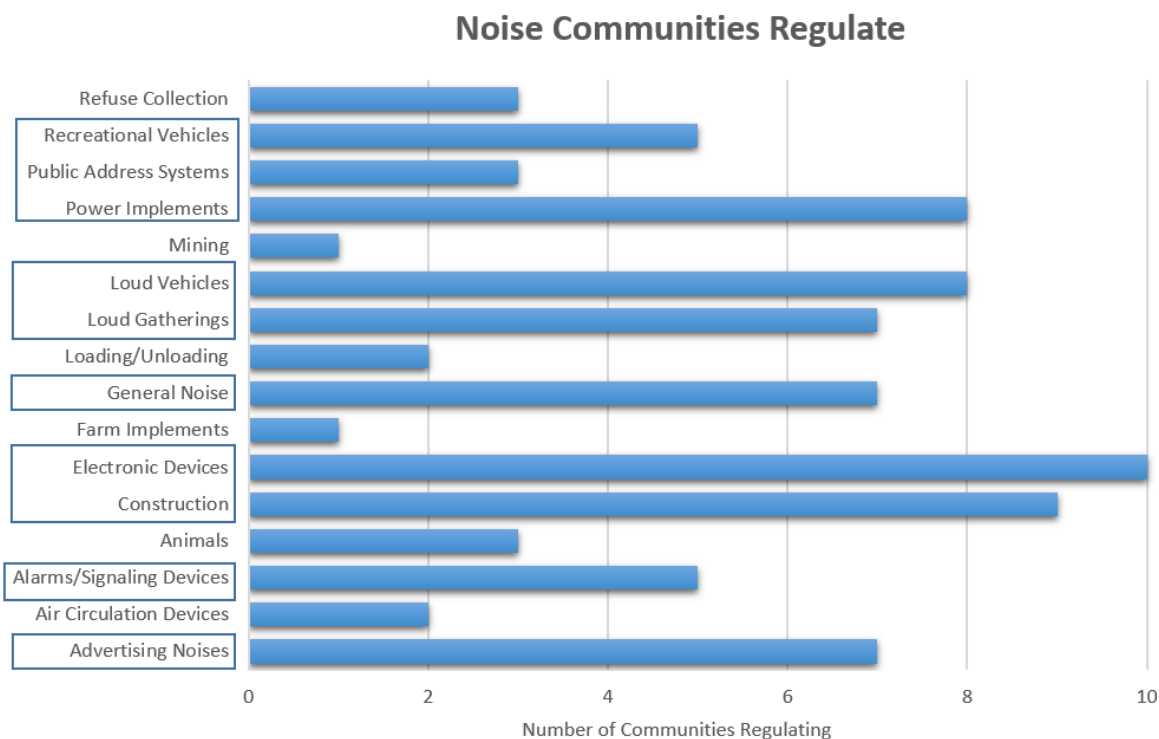


### Noise Ordinances

Staff has reviewed the noise ordinances of ten local communities that are regularly used by staff during the consideration or drafting of Minnetonka ordinances.<sup>1</sup> Though the ordinances all differ

<sup>1</sup> Brooklyn Park, Burnsville, Eagan, Eden Prairie, Edina, Lakeville, Maple Grove, Plymouth, St. Louis Park, and Woodbury.

slightly, each generally recognizes and regulates noises that are considered public nuisances. The chart below notes the type of noises limited by these ordinances. The noises outlined in blue are included in Minnetonka's existing noise ordinance.



Perception of sound is subjective, and what constitutes annoyance noise may vary widely from person to person. For example, some people enjoy the sound of wind chimes, while others find wind chimes irritating. For those that dislike wind chimes, cognitive processes may cause the hearer to focus on the wind chimes while ignoring other sounds in the immediate area.<sup>2</sup> Given this subjectivity, the noises regulated by Minnetonka and the ten communities are noises that:

- Are generally not part of ambient sound, an all-encompassing composite sound from many sources and associated with a given environment.
- May significantly interfere with the enjoyment of life and property.

### **Discussion**

Many of the city's ordinances are based on objective standards. When the city receives noise complaints, the first step of the investigation is to determine if there is a violation of the noise ordinance – the sound level and time of day. Although the noise ordinance does provide objective standards for decibel measurement, many complaints are due to the type of sound perceived by the listener. Regulating the type of sound would be in conflict with MPCA regulations.

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<sup>2</sup> The Frequency Illusion – also called the Baader-Meinhoff phenomenon – occurs when things “recently important to [a person] receive more attentional processing and are therefore more likely to be consciously perceived.” Rodriguez, Alicita (2019, Sept. 24). *City Stories*. CU Denver News. <https://news.ucdenver.edu/what-is-the-frequency-illusion/>

**Discussion Questions**

1. What questions does the council have regarding the noise ordinance?
2. What other information does the council wish to receive regarding noise?