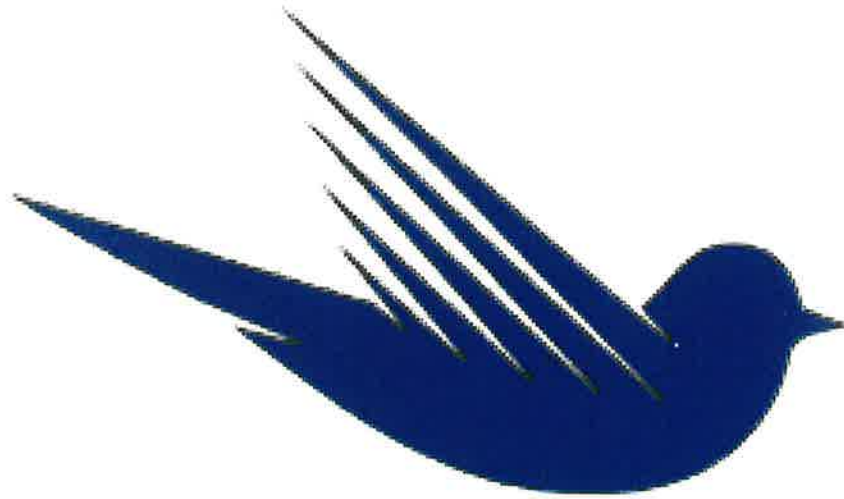


# 2020 BUDGET

## *CITY OF ROBBINSDALE*



4100 LAKEVIEW AVENUE NORTH  
ROBBINSDALE, MINNESOTA 55422



**CITY OF ROBBINSDALE, MINNESOTA  
2020 BUDGET**

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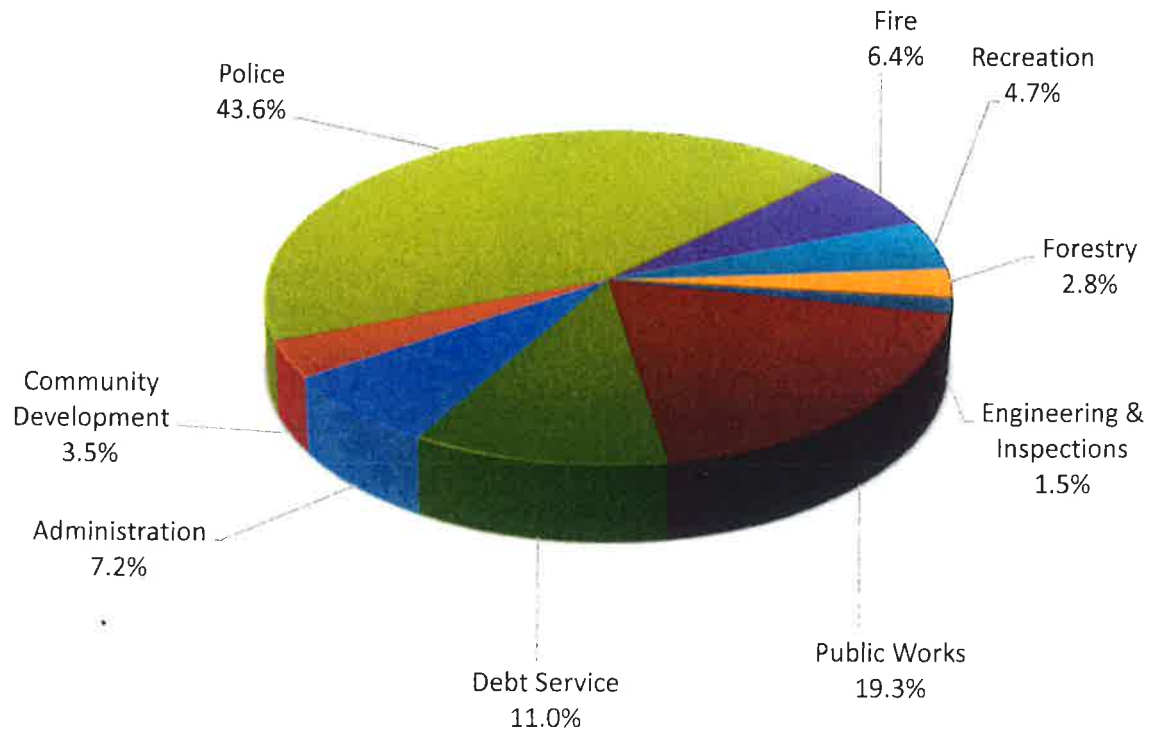
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Note: General Fund Departments, Debt Service, Capital Projects, Enterprise Funds, and Internal Service Funds have a variety of small pie graphs denoting program and category comparisons.

## 2020 City Services Supported By Property Tax Levy - Net of Revenue



### **City property taxes pay for basic services:**

The Pie Graph depicts the distribution of the property taxes received for the following basic services provided:

**Police Protection**

**Community Development (planning & zoning, comprehensive planning, housing programs administration)**

**Administration (council, administration, elections, assessing, finance)**

**Debt Service (outstanding bonds and capital equipment notes)**

**Public Works (street maintenance and park maintenance)**

**Engineering (building inspections, rental housing inspection, code enforcement, engineering administration)**

**Recreation (recreation programming, city band, library building)**

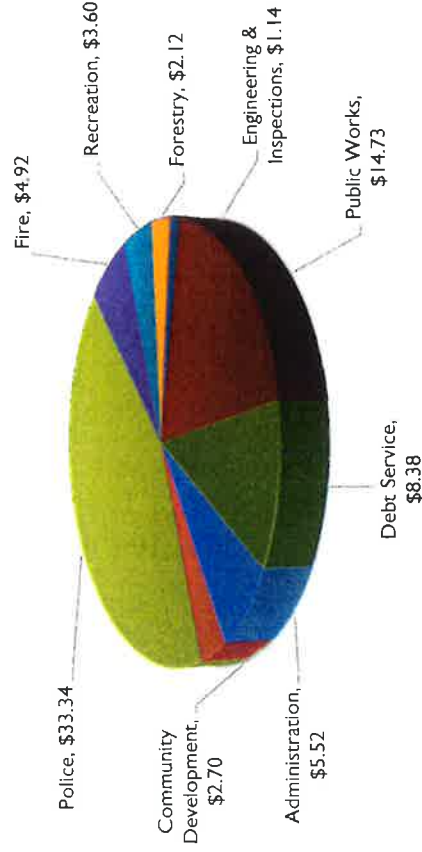
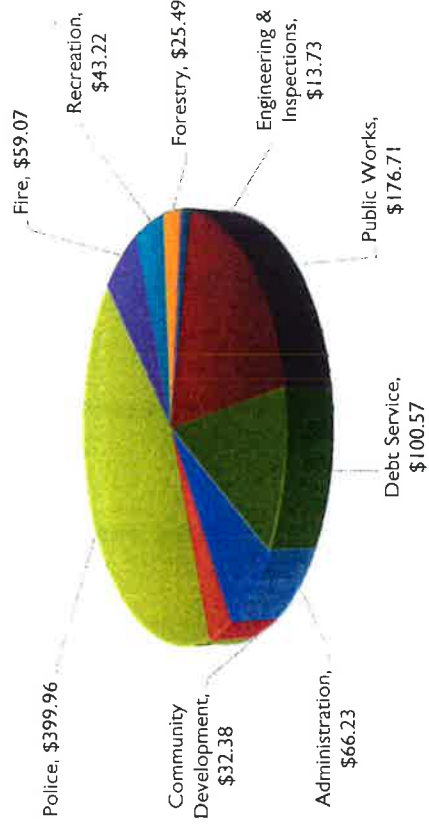
**Fire Protection**

**Forestry (city forest and diseased tree removal)**

## City of Robbinsdale, Minnesota

**Basic Governmental Services Annual Cost  
(\$917.36)  
2020 Estimated Property Taxes  
For a Median Valued Home (\$212,000)**

**Basic Governmental Services Estimated  
Monthly Cost (\$76.45)  
2020 Estimated Property Taxes  
For a Median Valued Home (\$212,000)**



Annual and monthly costs depicted in the pie charts above represent an approximate of how the City portion of the property taxes paid for a median valued home within the City would be spread. The calculation represents the costs of each service less direct revenue and indirect aids. Indirect aids were spread based upon a weighted average of the services expenditure budget.

**CITY OF ROBBINSDALE, MINNESOTA**

**BUDGET SUMMARY  
BY FUND TYPE**

Fund Type	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Fund Balance, January 1</b>	\$ 47,579,785	\$ 50,333,521	\$ 53,365,148	\$ 53,365,148	\$ 54,862,967
<b><u>Revenue and Other Financing Sources</u></b>					
General	9,457,029	10,162,154	10,111,921	10,332,899	10,760,474
Special Revenue	88,058	97,894	99,650	101,009	94,650
Debt Service	999,233	949,829	1,077,084	1,075,584	1,061,400
Capital Projects	2,754,919	3,190,569	2,668,403	1,431,395	3,301,667
Enterprise	11,956,800	12,372,089	13,267,742	12,358,627	12,966,776
Internal Service	2,521,486	3,939,465	3,280,814	3,104,814	3,817,497
Total Revenue	<u>27,777,525</u>	<u>30,712,000</u>	<u>30,505,614</u>	<u>28,404,328</u>	<u>32,002,464</u>
Total Available	<u>75,357,310</u>	<u>81,045,521</u>	<u>83,870,762</u>	<u>81,769,476</u>	<u>86,865,431</u>
<b><u>Expenditures and Other Financing Uses</u></b>					
General	9,289,113	9,949,930	10,397,243	10,186,356	11,003,340
Special Revenue	37,182	78,845	46,400	63,328	48,025
Debt Service	968,836	936,626	885,565	886,515	1,103,603
Capital Projects	2,690,119	3,484,199	4,808,375	1,892,700	4,969,465
Enterprise	9,678,213	10,203,577	11,654,556	11,016,773	11,402,615
Internal Service	2,360,326	3,027,196	2,703,236	2,860,837	2,941,690
Total Expenditures	<u>25,023,789</u>	<u>27,680,373</u>	<u>30,495,375</u>	<u>26,906,509</u>	<u>31,468,738</u>
Residual Equity Transfer Out					
Total Outlays	<u>25,023,789</u>	<u>27,680,373</u>	<u>30,495,375</u>	<u>26,906,509</u>	<u>31,468,738</u>
<b>Fund Balance, December 31</b>	\$ <u>50,333,521</u>	\$ <u>53,365,148</u>	\$ <u>53,375,387</u>	\$ <u>54,862,967</u>	\$ <u>55,396,693</u>

**CITY OF ROBBINSDALE, MINNESOTA**

**BUDGET SUMMARY  
REVENUES -- ALL FUNDS**

Fund	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>General Fund **</b>	\$ 9,457,029	\$ 10,162,154	\$ 10,111,921	\$ 10,332,899	\$ 10,760,474
<b><u>Special Revenue Funds</u></b>					
DARE					
DWI Forfeiture	23,699	23,498	19,500	22,250	23,600
Code Compliance	64,359	74,396	80,150	78,759	71,050
Senior Transportation					
Total Special Revenue Funds	88,058	97,894	99,650	101,009	94,650
<b><u>Debt Service</u></b>					
General Debt Service	999,233	949,829	1,077,084	1,075,584	1,061,400
Total Debt Service	999,233	949,829	1,077,084	1,075,584	1,061,400
<b><u>Capital Projects Funds</u></b>					
Capital Improvement*	380,942	1,384,734	596,612	313,151	391,114
Permanent Improvement*	2,373,977	1,805,835	2,071,791	1,118,244	2,910,553
Total Capital Projects Funds	2,754,919	3,190,569	2,668,403	1,431,395	3,301,667
<b><u>Enterprise Funds</u></b>					
Water Utility	1,761,747	2,340,914	2,039,814	1,973,611	2,131,110
Sanitary Sewer Utility	2,109,629	2,205,505	2,327,677	2,328,984	2,599,993
Storm Sewer Utility*	2,248,667	1,165,128	1,191,284	1,333,398	1,356,433
Solid Waste Utility	1,786,418	1,855,039	1,888,499	1,927,296	2,022,054
Liquor Operations	3,536,313	4,280,335	5,263,220	4,133,191	4,256,887
Deputy Registrar	514,026	525,168	557,248	662,147	600,299
Total Enterprise Funds	11,956,800	12,372,089	13,267,742	12,358,627	12,966,776
<b><u>Internal Service Funds</u></b>					
Central Garage*	920,261	2,282,883	1,533,741	1,403,741	1,925,875
Central Services*	1,016,184	1,065,981	1,078,700	1,078,700	1,216,625
Equipment Replacement*	17,595	18,107	26,000	20,000	21,000
Risk Insurance	567,446	572,494	642,373	602,373	653,997
Total Internal Service Funds	2,521,486	3,939,465	3,280,814	3,104,814	3,817,497
Total All Funds	\$ 27,777,525	\$ 30,712,000	\$ 30,505,614	\$ 28,404,328	\$ 32,002,464

\* - Includes Transfers from other funds

\*\* - General Fund Revenues represented are less prior years carryover



**CITY OF ROBBINSDALE, MINNESOTA**

**BUDGET SUMMARY  
EXPENDITURES -- ALL FUNDS**

Fund	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>General Fund*</b>	\$ 9,289,113	\$ 9,949,930	\$ 10,397,243	\$ 10,186,356	\$ 11,003,340
<b><u>Special Revenue Funds</u></b>					
DARE					
DWI Forfeiture	8,582	35,197	9,900	21,790	11,190
Code Compliance	28,600	43,648	36,500	41,538	36,835
Senior Transportation					
Total Special Revenue Funds	37,182	78,845	46,400	63,328	48,025
<b><u>Debt Service</u></b>					
General Debt Service	968,836	936,626	885,565	886,515	1,103,603
Total Debt Service	968,836	936,626	885,565	886,515	1,103,603
<b><u>Capital Projects Funds</u></b>					
Capital Improvement *	407,517	1,160,489	1,320,800	211,700	1,492,350
Permanent Improvement *	2,282,602	2,323,710	3,487,575	1,681,000	3,477,115
Total Capital Projects Funds	2,690,119	3,484,199	4,808,375	1,892,700	4,969,465
<b><u>Enterprise Funds</u></b>					
Water Utility	1,126,951	1,093,497	1,391,279	1,249,726	1,386,266
Sanitary Sewer Utility	1,740,996	1,740,847	1,915,982	1,945,711	1,975,567
Solid Waste Utility *	1,913,380	1,456,107	1,561,091	1,959,770	1,961,873
Storm Sewer Utility	879,536	946,602	1,136,447	1,173,202	1,202,773
Liquor Operations*	3,536,294	4,461,013	5,106,906	4,149,646	4,283,970
Deputy Registrar*	481,056	505,511	542,851	538,718	592,166
Total Enterprise Funds	9,678,213	10,203,577	11,654,556	11,016,773	11,402,615
<b><u>Internal Service Funds</u></b>					
Central Garage	957,473	981,708	982,996	1,127,722	1,028,952
Central Services	911,736	1,036,663	1,079,915	1,057,204	1,186,454
Equipment Replacement*	55,690	512,973	60,000	66,200	66,000
Risk Insurance*	435,427	495,852	580,325	609,711	660,284
Total Internal Service Funds	2,360,326	3,027,196	2,703,236	2,860,837	2,941,690
Total All Funds	\$ 25,023,789	\$ 27,680,373	\$ 30,495,375	\$ 26,906,509	\$ 31,468,738
Excess (Deficiency) of Revenues over Expenditures	\$ 2,753,736	\$ 3,031,627	\$ 10,239	\$ 1,497,819	\$ 533,726

\* - Includes Transfers to other funds

**CITY OF ROBBINSDALE, MINNESOTA**

**2020 BUDGET SUMMARY  
BY CATEGORY**

Category	Governmental Funds				Propriety Funds		Total Budget
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	
<b>Fund Balance, January 1</b>	\$ 5,707,538	\$ 405,188	\$ 1,659,846	\$ 6,235,059	\$ 31,538,736	\$ 9,316,600	\$ 54,862,967
<b><u>Revenue</u></b>							
General Property Taxes	6,320,973		847,900				7,168,873
Special Assessments			200,000	259,200			459,200
License & Permits	441,700						441,700
Intergovernmental	2,308,457			334,000	40,100	9,500	2,692,057
Charges for Service	622,844			68,988	12,810,316	2,799,497	16,301,645
Fines & Forfeitures	285,500						285,500
Franchise Fees	382,000			382,000			764,000
Investment Earnings	75,000	550	13,500	89,250	116,360	82,500	377,160
Donations	7,000			80,000			87,000
Proceeds from Sale of Debt							
City Code Compliance		71,050					71,050
Miscellaneous	2,000	23,050		35,114		61,000	121,164
<b>Total Operating Revenue</b>	<b>10,445,474</b>	<b>94,650</b>	<b>1,061,400</b>	<b>1,248,552</b>	<b>12,966,776</b>	<b>2,952,497</b>	<b>28,769,349</b>
<b><u>Other Financing Sources</u></b>							
Proceeds from Sale of Debt				1,703,115		865,000	2,568,115
Proceeds from Sale of Assets							
Transfers In	315,000			350,000			665,000
<b>Total Other Financing Sources</b>	<b>315,000</b>			<b>2,053,115</b>		<b>865,000</b>	<b>3,233,115</b>
<b>Total Revenues and Other Financing Sources</b>	<b>10,760,474</b>	<b>94,650</b>	<b>1,061,400</b>	<b>3,301,667</b>	<b>12,966,776</b>	<b>3,817,497</b>	<b>32,002,464</b>
<b>Total Available</b>	<b>16,468,012</b>	<b>499,838</b>	<b>2,721,246</b>	<b>9,536,726</b>	<b>44,505,512</b>	<b>13,134,097</b>	<b>86,865,431</b>
<b><u>Expenditures</u></b>							
General Government	965,123						965,123
Community Development	494,612						494,612
Recreation & Cultural	636,480						636,480
Public Safety	6,141,444	11,190					6,152,634
Public Works	2,755,681			152,350	6,270,479		9,178,510
Human Services	10,000						10,000
Debt Service			1,103,603				1,103,603
City Code Compliance		36,835					36,835
General Services					4,626,136	2,941,690	7,567,826
Improvement Projects				4,658,115			4,658,115
<b>Total Expenditures</b>	<b>11,003,340</b>	<b>48,025</b>	<b>1,103,603</b>	<b>4,810,465</b>	<b>10,896,615</b>	<b>2,941,690</b>	<b>30,803,738</b>
<b><u>Other Financing Uses</u></b>							
Transfers Out				159,000	506,000		665,000
<b>Total Outlays</b>	<b>11,003,340</b>	<b>48,025</b>	<b>1,103,603</b>	<b>4,969,465</b>	<b>11,402,615</b>	<b>2,941,690</b>	<b>31,468,738</b>
<b>Fund Balance, December 31</b>	<b>\$ 5,464,672</b>	<b>\$ 451,814</b>	<b>\$ 1,617,643</b>	<b>\$ 4,567,261</b>	<b>\$ 33,102,897</b>	<b>\$ 10,192,407</b>	<b>\$ 55,396,693</b>

# CITY OF ROBBINSDALE, MINNESOTA

## Summary of Personnel By Full-Time Equivalency (FTE) Factor

<b>Summary by Fund and Department</b>					
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b><u>General Fund</u></b>					
City Council	0.37	0.21	0.43	0.24	0.41
Administration	3.48	4.73	3.70	3.87	4.47
Assessing	0.43	0.44	0.50	0.48	0.52
Finance	4.80	4.68	5.00	5.00	4.98
Community Development	3.94	4.59	4.69	4.51	4.58
Police	33.25	32.96	36.36	34.66	38.24
Fire	<b>Department currently has 29 paid on call firefighters, FTE is not calculated.</b>				
Recreation & Parks	6.24	5.44	6.79	6.64	6.29
Engineering	6.41	6.25	6.34	6.11	6.22
Maintenance	10.70	11.91	12.00	12.29	12.56
Total General Fund	<u>69.62</u>	<u>71.21</u>	<u>75.81</u>	<u>73.80</u>	<u>78.27</u>
<b><u>Special Revenue Funds</u></b>					
Senior Transportation	-----				
<b><u>Enterprise Funds</u></b>					
Water Utility	2.41	2.63	2.97	2.64	3.18
Sanitary Sewer Utility	1.55	1.53	2.12	1.87	1.97
Storm Sewer Utility	1.28	1.68	1.84	1.93	1.95
Liquor Operations	9.98	9.89	9.52	9.93	9.66
Deputy Registrar	5.65	5.83	6.35	5.87	6.36
Total Enterprise Funds	<u>20.87</u>	<u>21.56</u>	<u>22.80</u>	<u>22.24</u>	<u>23.12</u>
<b><u>Internal Service Funds</u></b>					
Central Garage	2.82	2.84	2.94	3.09	2.91
Central Services	1.43	1.54	1.60	1.56	2.60
Total Internal Service Funds	<u>4.25</u>	<u>4.38</u>	<u>4.54</u>	<u>4.65</u>	<u>5.51</u>
<b><u>Total All Funds</u></b>	<u><u>94.74</u></u>	<u><u>97.15</u></u>	<u><u>103.15</u></u>	<u><u>100.69</u></u>	<u><u>106.90</u></u>



**READER'S NOTES:**

# GENERAL FUND

## Introduction

The General Fund was established to account for revenues and expenditures necessary to provide basic governmental activities and services, which are not accounted for in other funds.



**READER'S NOTES:**

**CITY OF ROBBINSDALE, MINNESOTA**

**General Fund**

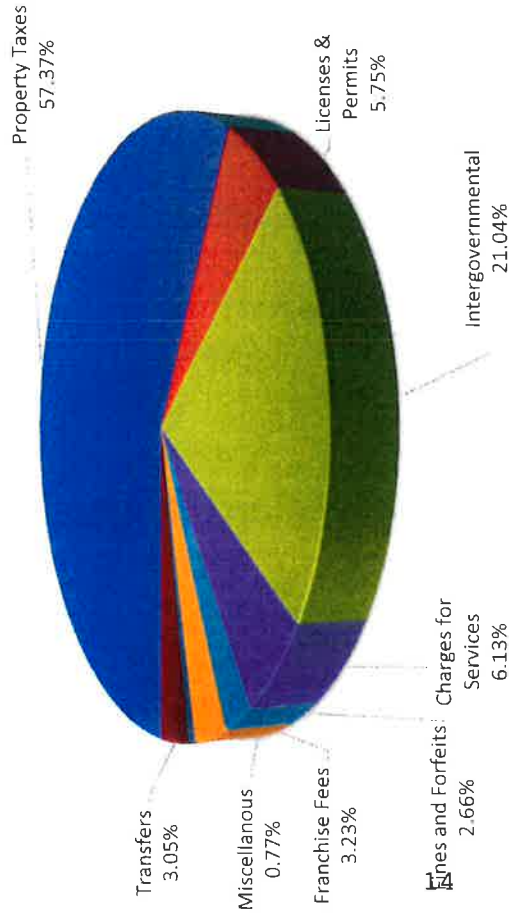
**Summary of Revenues, Expenditures, and Changes in Fund Balance**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b><u>Revenues</u></b>					
Taxes	\$ 5,376,161	\$ 5,561,073	\$ 5,928,473	\$ 5,928,473	\$ 6,320,973
License & Permits	439,231	677,126	424,900	593,661	441,700
Intergovernmental	2,122,031	2,443,801	2,143,557	2,174,288	2,308,457
Charges for Services	597,387	595,143	633,331	633,405	622,844
Fines & Forfeitures	249,679	186,560	278,558	274,770	285,500
Franchise Fees	290,665	320,171	305,602	333,802	382,000
Miscellaneous	85,037	107,285	82,500	79,500	84,000
Total Revenue	<u>9,160,191</u>	<u>9,891,159</u>	<u>9,796,921</u>	<u>10,017,899</u>	<u>10,445,474</u>
<b><u>Other Financing Sources</u></b>					
Transfers from other funds	<u>296,838</u>	<u>270,995</u>	<u>315,000</u>	<u>315,000</u>	<u>315,000</u>
<b>Total Revenues &amp; Other Financing Sources</b>	<u>9,457,029</u>	<u>10,162,154</u>	<u>10,111,921</u>	<u>10,332,899</u>	<u>10,760,474</u>
<b><u>Expenditures</u></b>					
Personal Services	6,665,521	7,100,342	7,628,614	7,443,108	8,108,729
Supplies	312,783	301,356	381,780	368,268	403,300
Other Services & Charges	3,016,287	3,265,516	3,262,927	3,251,068	3,498,112
Capital Outlay	29,198	35,845			
Amounts Charged to Other Funds	<u>(734,676)</u>	<u>(777,708)</u>	<u>(876,078)</u>	<u>(876,088)</u>	<u>(1,006,801)</u>
Total Expenditures	<u>9,289,113</u>	<u>9,925,351</u>	<u>10,397,243</u>	<u>10,186,356</u>	<u>11,003,340</u>
<b><u>Other Financing Uses</u></b>					
Transfers out to other funds		<u>24,579</u>			
<b>Total Expenditures &amp; Other Financing Uses</b>	<u>9,289,113</u>	<u>9,949,930</u>	<u>10,397,243</u>	<u>10,186,356</u>	<u>11,003,340</u>
Deficiency of Revenues and Other Financing Sources Over Expenditure and Other Financing Uses	167,916	212,224	(285,322)	146,543	(242,866)
<b><u>Fund Balance</u></b>					
Beginning of Year	<u>5,180,854</u>	<u>5,348,770</u>	<u>5,560,994</u>	<u>5,560,994</u>	<u>5,707,537</u>
End of Year	<u>\$ 5,348,770</u>	<u>\$ 5,560,994</u>	<u>\$ 5,275,672</u>	<u>\$ 5,707,537</u>	<u>\$ 5,464,671</u>
Fund Balance to Expenditures	57.58%	55.89%	50.74%	56.03%	49.66%

# City of Robbinsdale, Minnesota

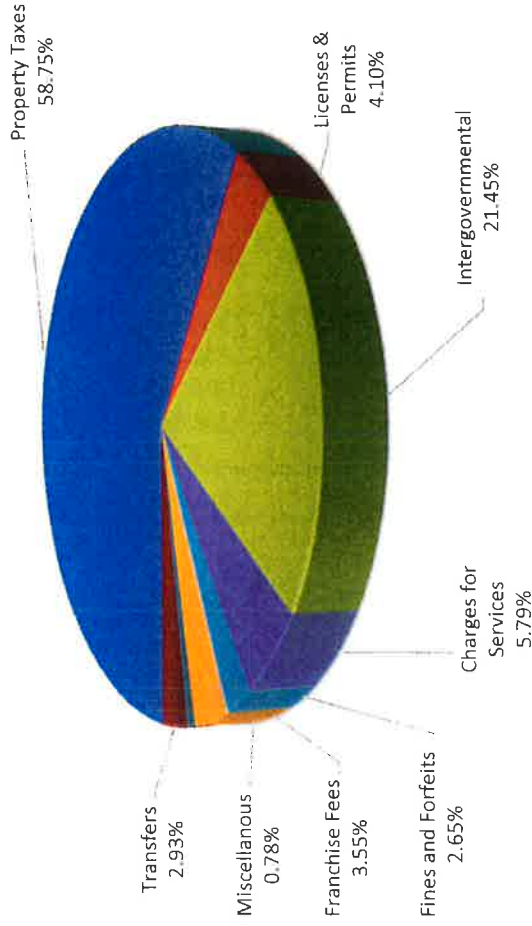
## General Fund Revenues By Source

### 2019 Estimated General Fund Revenues



Property Taxes	\$5,928,473
Licenses & Permits	593,661
Intergovernmental	2,174,288
Charges for Services	633,405
Fines and Forfeits	274,770
Franchise Fees	333,802
Miscellaneous	79,500
Transfers	315,000
Prior Years Carryover	0
<b>Total</b>	<b>\$10,332,899</b>

### 2020 Proposed General Fund Revenue Budget



Property Taxes	\$6,320,973
Licenses & Permits	441,700
Intergovernmental	2,308,457
Charges for Services	622,844
Fines and Forfeits	285,500
Franchise Fees	382,000
Miscellaneous	84,000
Transfers	315,000
Prior Years Carryover	0
<b>Total</b>	<b>\$10,760,474</b>



**CITY OF ROBBINSDALE, MINNESOTA**

**General Fund Summary of Revenues and Other Financing Sources**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b><u>Taxes</u></b>					
General Property	\$ 3,928,346	\$ 4,199,669	\$ 4,563,488	\$ 4,563,488	\$ 4,907,876
Less Reserve for Abatements & Delinq.			(25,000)	(25,000)	(25,000)
Excess Tax Increment	51,688	49,238			
Fiscal Disparities	1,396,127	1,312,166	1,389,985	1,389,985	1,438,097
<b>Total Taxes</b>	<b>5,376,161</b>	<b>5,561,073</b>	<b>5,928,473</b>	<b>5,928,473</b>	<b>6,320,973</b>
<b><u>Special Assessments</u></b>					
Admin Citations	25,444	21,433			
Repeat Nuisance					
<b>Total Special Assessments</b>	<b>25,444</b>	<b>21,433</b>			
<b><u>Licenses &amp; Permits</u></b>					
<b><u>Business</u></b>					
Liquor Licenses	47,342	46,121	45,000	47,000	47,500
Pawn Shop and Second Hand Dealers	3,750		3,500	3,750	3,750
Miscellaneous Business Licenses	32,441	42,087	30,000	40,000	40,000
<b>Total Business Licenses &amp; Permits</b>	<b>83,533</b>	<b>88,208</b>	<b>78,500</b>	<b>90,750</b>	<b>91,250</b>
<b><u>Non-Business</u></b>					
Animal Licenses	2,870	2,813	3,000	6,500	4,000
Pound Fees	4,585	1,105	4,200	2,350	1,250
Building Permits	126,307	233,076	120,000	215,350	120,000
Plan Check Fees	33,587	104,838	32,500	100,192	35,000
Heating & A/C Permits	30,208	75,108	30,000	39,880	30,000
Plumbing Permits	26,332	49,928	20,000	22,874	20,000
Utility Inspection Fees	4,200	4,650	4,000	2,625	4,000
Rental Housing Licenses	109,707	97,936	117,500	90,000	120,000
License Verification Fees	1,945	1,875	2,000	1,850	2,000
Other Permits	14,660	15,880	11,000	15,790	13,000
Surcharges	1,297	1,709	2,200	5,500	1,200
<b>Total Non-Business Licenses &amp; Permits</b>	<b>355,698</b>	<b>588,918</b>	<b>346,400</b>	<b>502,911</b>	<b>350,450</b>
<b>Total Licenses and Permits</b>	<b>439,231</b>	<b>677,126</b>	<b>424,900</b>	<b>593,661</b>	<b>441,700</b>
<b><u>Intergovernmental</u></b>					
<b><u>Federal Grants</u></b>					
Other	2,174	2,732	7,500	2,500	3,000
<b>Total Federal Grants</b>	<b>2,174</b>	<b>2,732</b>	<b>7,500</b>	<b>2,500</b>	<b>3,000</b>
<b><u>State Aids and Grants</u></b>					
Local Government Aid	1,714,165	1,822,775	1,828,941	1,828,941	1,975,457
Market Value Homestead Credit					
Police & Fire Pensions	261,075	268,975	266,297	280,028	285,000
PERA Aid	15,819	15,819	15,819	15,819	
Police Training	7,630		20,000	22,000	20,000
Other Grants & Aids	121,168	333,500	5,000	25,000	25,000
<b>Total State Aids and Grants</b>	<b>2,119,857</b>	<b>2,441,069</b>	<b>2,136,057</b>	<b>2,171,788</b>	<b>2,305,457</b>
<b>Total Intergovernmental</b>	<b>2,122,031</b>	<b>2,443,801</b>	<b>2,143,557</b>	<b>2,174,288</b>	<b>2,308,457</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**General Fund Summary of Revenues and Other Financing Sources**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b><u>Charges for Services</u></b>					
<b><u>General Government</u></b>					
Lease and Rental Fees	\$ 280,108	\$ 291,421	\$ 300,000	304,264	315,000
Robbinsdale EDA	63,646	55,009	77,181	77,181	59,969
IDRB Issuance Fees					
Sale of Maps and Documents	1,793	495	1,800	500	1,800
Assessment searches	100	100	100	100	100
Planning Fees	1,821	3,475	2,000	5,650	2,000
Street Light Fees	654	667	500	725	725
Nuisance Service Fee	(3,800)	275	750	750	750
Point of Sale Inspection/Buyer Fees	18,200	15,850	18,000	15,000	17,000
Notary Fees	1,075	970	500	960	1,100
Other Fees	10,832	15,016	7,000	15,525	10,000
Admin Fee - Special Assessments	18,900	18,150	19,000	19,250	19,000
<b>Total General Government Charges</b>	<b>393,329</b>	<b>401,428</b>	<b>426,831</b>	<b>439,905</b>	<b>427,444</b>
<b><u>Public Safety</u></b>					
Police Services	87,299	75,912	80,000	77,000	80,500
Pawn Shop Fees	14,466	10,182	13,000	13,000	13,000
Police Auction	646	281	1,000	250	500
False Alarms	860	65	250	250	150
Accident Reports					
Other Fees	2	1,162	3,000	3,500	1,250
<b>Total Public Safety Charges</b>	<b>103,273</b>	<b>87,602</b>	<b>97,250</b>	<b>94,000</b>	<b>95,400</b>
<b><u>Recreation</u></b>					
Fitness Center & Open Gym Program	21,004	25,581	25,500	25,500	25,500
Adult Programs	13,259	11,880	24,750	13,000	13,500
General Programs	380	642	500	500	500
Youth / Children Programs	15,248	13,424	14,500	14,500	14,500
Senior Programs	3,376	3,040	3,000	3,000	3,000
Cooperative Programming	23,388	24,751	22,500	22,500	23,000
Facility and Equipment Rental	15,758	21,871	13,000	15,000	14,500
Playground / Wading Pools	1,750				
Park Maintenance Fees	6,622	4,924	5,500	5,500	5,500
<b>Total Recreation Charges</b>	<b>100,785</b>	<b>106,113</b>	<b>109,250</b>	<b>99,500</b>	<b>100,000</b>
<b>Total Charges for Services</b>	<b>597,387</b>	<b>595,143</b>	<b>633,331</b>	<b>633,405</b>	<b>622,844</b>
<b><u>Fines and Forfeitures</u></b>					
Court Fines and Forfeitures	246,059	182,970	272,058	215,000	275,000
Admin Fines	3,370	1,340	6,000	59,270	10,000
Other Fines	250	2,250	500	500	500
<b>Total Fines and Forfeitures</b>	<b>249,679</b>	<b>186,560</b>	<b>278,558</b>	<b>274,770</b>	<b>285,500</b>

**CITY OF ROBBINSDALE, MINNESOTA**

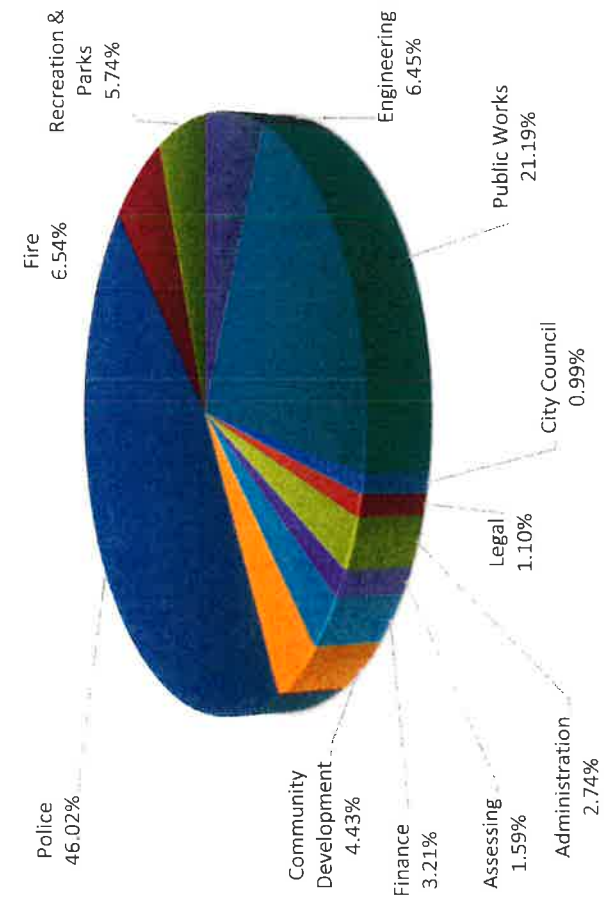
**General Fund Summary of Revenues and Other Financing Sources**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b><u>Franchise Fees</u></b>					
Franchise Fees - Electric	201,346	216,161	225,100	225,100	275,000
Franchise Fees - Gas	89,319	104,010	80,502	108,702	107,000
<b>Total Franchise Fees</b>	<b>290,665</b>	<b>320,171</b>	<b>305,602</b>	<b>333,802</b>	<b>382,000</b>
<b><u>Miscellaneous</u></b>					
Investment Earnings	\$ 52,404	\$ 76,044	\$ 75,000	70,000	75,000
Donations & Gifts	6,645	10,296	5,000	7,000	7,000
Other	544	(488)	2,500	2,500	2,000
<b>Total Miscellaneous</b>	<b>59,593</b>	<b>85,852</b>	<b>82,500</b>	<b>79,500</b>	<b>84,000</b>
<b>Total Revenues</b>	<b>9,160,191</b>	<b>9,891,159</b>	<b>9,796,921</b>	<b>10,017,899</b>	<b>10,445,474</b>
<b><u>Other Financing Sources</u></b>					
<b><u>Transfers from other Funds</u></b>					
Water Fund	42,607	39,381	15,000	15,000	15,000
Sanitary Sewer Fund	42,640	42,496	16,000	16,000	16,000
Storm Sewer	76,607	54,109	25,000	25,000	25,000
Solid Waste	30,000	30,000	50,000	50,000	50,000
PIR Fund	102,149	93,088	159,000	159,000	159,000
Parks	1,040	10,349			
Central Services	1,795				
Liquor Fund			50,000	50,000	50,000
REDA		1,572			
<b>Total Transfers</b>	<b>296,838</b>	<b>270,995</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>
<b>Total Revenue and Financing Sources</b>	<b>\$ 9,457,029</b>	<b>\$ 10,162,154</b>	<b>\$ 10,111,921</b>	<b>\$ 10,332,899</b>	<b>\$ 10,760,474</b>

# City of Robbinsdale, Minnesota

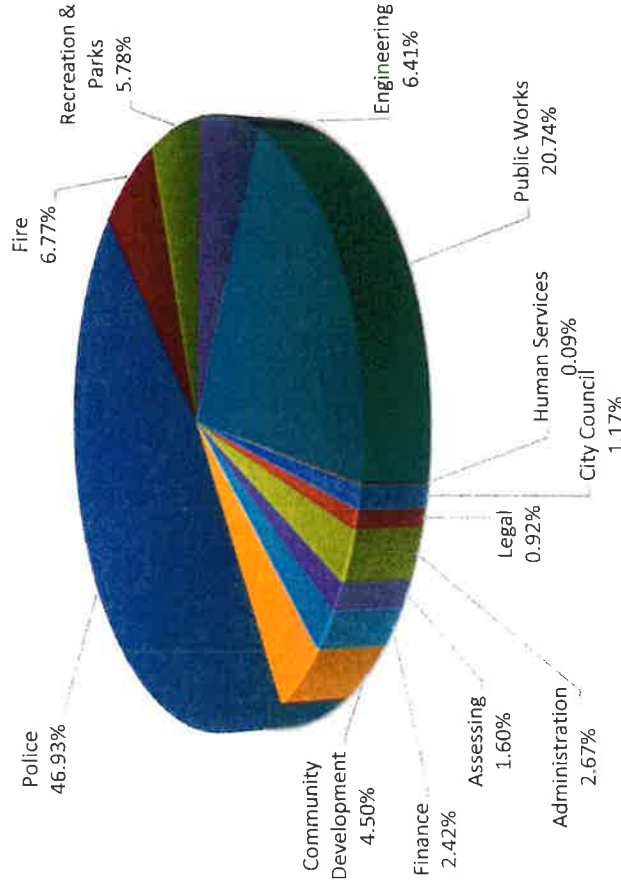
## General Fund Expenditures by Department

2019 Estimated General Fund Expenditures



City Council	\$101,005
Legal	111,563
Administration	279,488
Assessing	162,059
Finance	326,834
Community Development	451,266
Police	4,686,479
Fire	666,631
Recreation & Parks	585,096
Engineering	657,079
Public Works	2,158,856
Human Services	0
Operating Transfers	0
<b>Total</b>	<b>\$10,186,356</b>

2020 Proposed General Fund Expenditure Budget



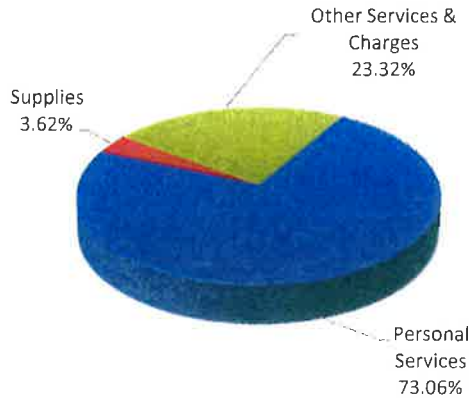
City Council	\$128,219
Legal	100,915
Administration	294,082
Assessing	176,174
Finance	265,733
Community Development	494,612
Police	5,164,680
Fire	745,181
Recreation & Parks	636,480
Engineering	705,617
Public Works	2,281,647
Human Services	10,000
Operating Transfers	0
<b>Total</b>	<b>\$11,003,340</b>

**CITY OF ROBBINSDALE, MINNESOTA**

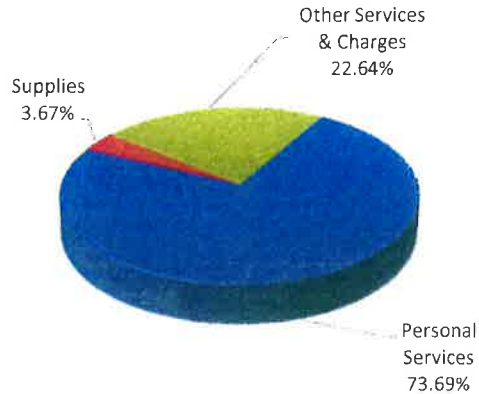
**General Fund Summary of Expenditures and Other Financing Uses**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b><u>Summary by Department</u></b>					
City Council	\$ 121,709	\$ 107,788	\$ 111,978	\$ 101,005	\$ 128,219
Legal	121,255	108,478	107,623	111,563	100,915
Administration	287,522	317,756	273,894	279,488	294,082
Assessing	150,563	155,539	163,123	162,059	176,174
Finance	328,310	324,087	321,393	326,834	265,733
Community Development	487,399	730,720	476,066	451,266	494,612
Police	4,036,575	4,299,296	4,802,818	4,686,479	5,164,680
Fire	681,419	705,880	700,865	666,631	745,181
Recreation & Parks	519,047	521,816	560,842	585,096	636,480
Engineering	655,906	693,775	674,834	657,079	705,617
Public Works	1,899,408	1,960,216	2,203,807	2,158,856	2,281,647
Human Services	0	0	0	0	10,000
<b>Total Expenditures</b>	<b>9,289,113</b>	<b>9,925,351</b>	<b>10,397,243</b>	<b>10,186,356</b>	<b>11,003,340</b>
<b><u>Other Financing Uses</u></b>					
Transfers to Other Funds	0	24,579	0	0	0
<b>Total Expenditures &amp; Other Financing Uses</b>	<b>9,289,113</b>	<b>9,949,930</b>	<b>10,397,243</b>	<b>10,186,356</b>	<b>11,003,340</b>
<b><u>Summary by Category</u></b>					
Personal Services	6,665,521	7,100,342	7,628,614	7,443,108	8,108,729
Supplies	312,783	301,356	381,780	368,268	403,300
Other Services & Charges	3,016,287	3,265,516	3,262,927	3,251,068	3,498,112
Capital Outlay	29,198	35,845	0	0	0
Transfers	0	24,579	0	0	0
Amounts Charged to Other Funds	(734,676)	(777,708)	(876,078)	(876,088)	(1,006,801)
<b>Total Expenditures by Category</b>	<b>\$ 9,289,113</b>	<b>\$ 9,949,930</b>	<b>\$ 10,397,243</b>	<b>\$ 10,186,356</b>	<b>\$ 11,003,340</b>

**2019 Estimated Expenditures By Category**



**2020 Proposed Expenditures By Category**



**CITY OF ROBBINSDALE, MINNESOTA**

**General Fund Summary of Expenditures by Major Objective**

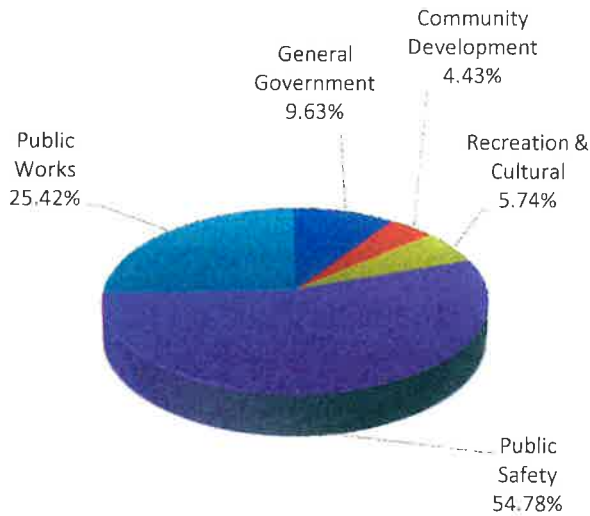
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b><u>General Government</u></b>					
City Council	\$ 121,709	\$ 107,788	\$ 111,978	\$ 101,005	\$ 128,219
Administration	287,522	317,756	273,894	279,488	294,082
Legal	121,255	108,478	107,623	111,563	100,915
Assessing	150,563	155,539	163,123	162,059	176,174
Finance	328,310	324,087	321,393	326,834	265,733
Total General Government	1,009,359	1,013,648	978,011	980,949	965,123
<b><u>Community Development</u></b>					
Planning & Zoning	239,934	468,614	196,091	201,360	199,936
Comprehensive Planning	9,667	13,793	5,261	5,264	8,387
Redevelopment	63,645	55,009	77,181	49,533	60,229
Code Enforcement	114,263	94,228	97,868	68,265	91,622
Rental Licensing	59,890	99,076	99,665	126,844	134,438
Total Community Development	487,399	730,720	476,066	451,266	494,612
<b><u>Recreation &amp; Cultural</u></b>					
Recreation Administration	339,107	345,875	343,422	386,084	391,699
Community Center Operations	57,172	75,739	73,615	70,976	104,001
Adult Programs	1,510	3,259	17,210	3,779	4,029
Adult Softball	2,931	3,228	4,328	4,379	4,730
General Programs	7,921	6,004	10,504	11,009	13,656
Youth / Children Programs	16,209	15,277	20,199	20,514	20,079
Senior Programs	17,161	18,038	22,820	25,804	27,380
Cooperative Programming	23,393	22,247	23,083	20,329	24,237
Playground / Wading Pools	3,103	702	14,235	13,678	14,094
City Band	18,839	20,153	18,680	19,491	19,831
Library Building Operations	31,701	11,294	12,746	9,053	12,744
Park Improvements					
Total Recreation & Cultural	519,047	521,816	560,842	585,096	636,480
<b><u>Public Safety</u></b>					
Police Services	4,036,575	4,299,296	4,802,818	4,686,479	5,164,680
Fire Services	681,419	705,880	700,865	666,631	745,181
Building Inspections	198,181	208,367	211,827	226,142	231,583
Total Public Safety	4,916,175	5,213,543	5,715,510	5,579,252	6,141,444

**CITY OF ROBBINSDALE, MINNESOTA**

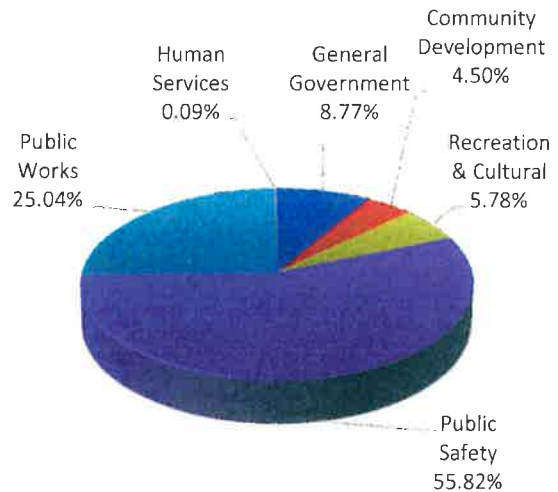
**General Fund Summary of Expenditures by Major Objective**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b><u>Public Works</u></b>					
Engineering Services	\$ 457,725	\$ 485,408	\$ 463,007	\$ 430,937	\$ 474,034
Streets	1,024,752	1,112,001	1,217,650	1,143,266	1,237,307
Forestry	252,496	247,529	270,408	265,762	287,271
Park Maintenance	622,160	600,686	715,749	749,828	757,069
Total Public Works	<u>2,357,133</u>	<u>2,445,624</u>	<u>2,666,814</u>	<u>2,589,793</u>	<u>2,755,681</u>
<b><u>Human Services</u></b>					
Total Expenditures	<u>9,289,113</u>	<u>9,925,351</u>	<u>10,397,243</u>	<u>10,186,356</u>	<u>11,003,340</u>
<b><u>Other Uses</u></b>					
Transfers to Other Funds		24,579			10,000
Total Expenditures and Other Financing Uses	<u>\$ 9,289,113</u>	<u>\$ 9,949,930</u>	<u>\$ 10,397,243</u>	<u>\$ 10,186,356</u>	<u>\$ 11,003,340</u>

**2019 Estimated  
Expenditures By Major Objective**



**2020 Proposed  
Expenditures By Major Objective**





**READER'S NOTES:**



## CITY OF ROBBINSDALE, MINNESOTA

# CITY COUNCIL

### **Department Activities and Responsibilities**

The City Council is made up of four council members and a Mayor. They are responsible for providing government services to all residents. They act as a policy making body and directs the City Manager to carry out its policies and actions. The Council meets the first and third Tuesday of every month, and when necessary to conduct the City's business.

### **Mission**

The City Council's mission is to provide a government that is accountable, accessible, and compassionate; one that seeks to listen to and communicate with its residents; and, one that strives to treat everyone with fairness and equity.

### **Department Objectives:**

- A. Provide a variety of government services to meet the needs of the residents.
- B. Provide for the effective and efficient response to citizens' needs.
- C. Ensure quality public service delivery through the implementation of innovative and progressive programs.
- D. Encourage City staff to provide excellent customer service and customer satisfaction.

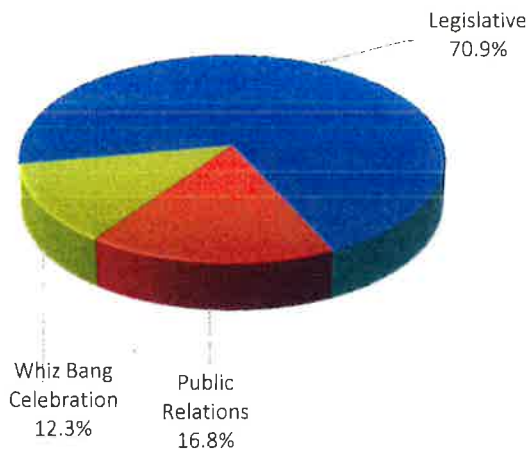
**CITY OF ROBBINSDALE, MINNESOTA**

**Department: City Council**

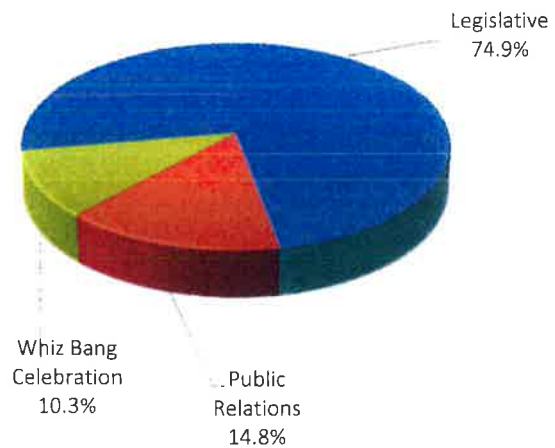
**Fund: General Fund**

<b>Expenditures By Program</b>					
Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Legislative	101,911	\$ 77,620	\$ 88,014	\$ 71,543	\$ 95,991
Public Relations	9,915	19,044	10,825	17,000	19,000
Whiz Bang Celebration	9,883	11,124	13,139	12,462	13,228
<b>Total</b>	<b>\$ 121,709</b>	<b>\$ 107,788</b>	<b>\$ 111,978</b>	<b>\$ 101,005</b>	<b>\$ 128,219</b>

**2019 Estimated  
Expenditures By Program**



**2020 Adopted  
Expenditures By Program**



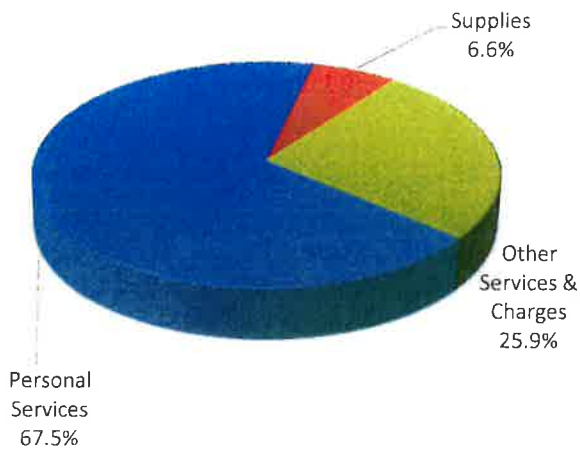
**CITY OF ROBBINSDALE, MINNESOTA**

**Department: City Council**

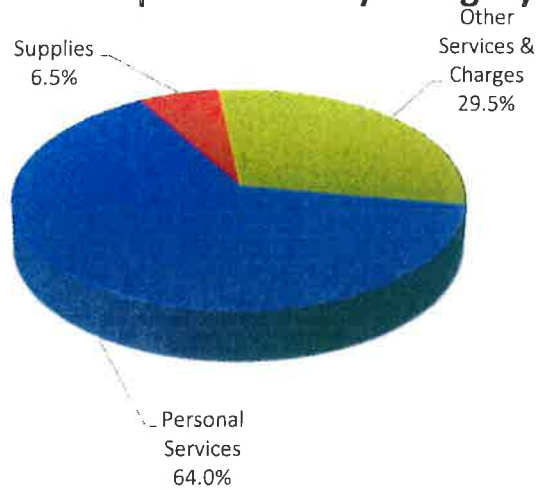
**Fund: General Fund**

Category	Expenditures By Category				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 69,570	\$ 62,639	\$ 80,317	\$ 68,096	\$ 82,030
Supplies	6,301	6,224	5,850	6,700	8,350
Other Services & Charges	113,434	107,265	111,137	111,535	115,994
Capital Outlay					
Amounts Charged to Other Funds	(67,596)	(68,340)	(85,326)	(85,326)	(78,155)
<b>Total</b>	<b>\$ 121,709</b>	<b>\$ 107,788</b>	<b>\$ 111,978</b>	<b>\$ 101,005</b>	<b>\$ 128,219</b>

**2019 Estimated  
Expenditures By Category**



**2020 Adopted  
Expenditures By Category**



## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** City Council  
**Program:** Legislative

**Major Objective:** General Government

### Program Description

Provides for all services related to the administrative operations of the City Council. The City Council is the elected body that exercises the corporate powers of the City, shapes policy, enacts legislation, and oversees the implementation of those policies.

#### Services

- ~ Provides for salaries and ongoing training of City Council members.
- ~ Provides for City Memberships in regional and state wide organizations for promoting the City.
- ~ Provides for all costs associated with City Council Meetings, and all other official capacity events.

Category	<b>Expenditures</b>				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 63,580	\$ 56,094	\$ 71,928	\$ 60,634	\$ 73,802
Supplies	893	998	1,250	1,200	1,850
Other Services & Charges	105,034	88,868	100,162	95,035	98,494
Amounts Charged to Other Funds	<u>(67,596)</u>	<u>(68,340)</u>	<u>(85,326)</u>	<u>(85,326)</u>	<u>(78,155)</u>
<b>Total</b>	<b><u>\$ 101,911</u></b>	<b><u>\$ 77,620</u></b>	<b><u>\$ 88,014</u></b>	<b><u>\$ 71,543</u></b>	<b><u>\$ 95,991</u></b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** City Council  
**Program:** Public Relations

**Major Objective:** General Government

## Program Description

To carry out all proper and necessary communications regarding the activities of the City and City Council through the use of a variety of media outlets.

## Services

- ~ Newsletter to all residents.
- ~ Newspaper ads and legal notices as required to promote the legislative and policy making activity of the City Council.
- ~ Employee recognition events.
- ~ Promotional brochures and other related functions.

## Expenditures

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Supplies	\$ 5,408	\$ 5,226	\$ 4,600	\$ 5,500	\$ 6,500
Other Services & Charges	4,507	13,818	6,225	11,500	12,500
Capital Outlay					
<b>Total</b>	<b>\$ 9,915</b>	<b>\$ 19,044</b>	<b>\$ 10,825</b>	<b>\$ 17,000</b>	<b>\$ 19,000</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** City Council  
**Program:** Whiz Bang Celebration

**Major Objective:** General Government

### Program Description

Whiz Bang Days is the City's celebration that takes place in July of every year. The Celebration is coordinated by a committee of volunteer citizens. The City helps with the promotion of the Celebration.

### Services

- ~ Provide Maintenance and Recreation Staff time for event set up, operation and promotion.
- ~ Provide a way for donations from non-profits to be used for funding the celebration.

Category	<b>Expenditures</b>				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 5,990	\$ 6,545	\$ 8,389	\$ 7,462	\$ 8,228
Supplies					
Other Services & Charges	3,893	4,579	4,750	5,000	5,000
Capital Outlay					
<b>Total</b>	<b>\$ 9,883</b>	<b>\$ 11,124</b>	<b>\$ 13,139</b>	<b>\$ 12,462</b>	<b>\$ 13,228</b>

# CITY OF ROBBINSDALE, MINNESOTA

## LEGAL

### **Department Activities and Responsibilities**

The City Council currently contracts for Criminal Prosecution and General Legal Services. Prosecution fees are based on a monthly retainer plus expenses, and General Legal Services are charged for on an hourly basis. The contracts with the Law Firms are monitored by the City Manager and Police Chief. Responsibilities of this area includes handling all criminal prosecution matters related to the City, and all General Legal Services needed.

### **Mission**

To serve the residents of the community through the successful prosecution of criminal offenses, and through advising the City Council and staff in all other legal matters, in order to minimize exposure to litigation, that may arise.

### **Department Objectives:**

- A. Continue to diligently prosecute all criminal offenses
- B. Provide the City with quality legal services in order to minimize exposure to litigation
- C. Provide legal counsel at City Council meetings when required and advise City Council and staff in matters related to contracts, agreements, ordinances, and employment issues.

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Legal  
**Program:** Legal Services

**Major Objective:** General Government

### Program Description

Account for services associated with the legal needs of the City. Contracts are approved by City Council and monitored by Administration.

#### Services

- ~ Provide criminal prosecution services for the City.
- ~ Provide for General Legal Counsel of all City affairs.

Category	Expenditures				
	2018 Actual	2019 Actual	2019 Budget	2019 Estimated	2020 Adopted
Supplies	\$ 8,454	\$ 4,758	\$ 7,750	\$ 6,000	\$ 7,000
Other Services & Charges	137,953	132,004	132,000	137,700	141,000
Amounts Charged to Other Funds	(25,152)	(28,284)	(32,127)	(32,137)	(47,085)
<b>Total</b>	<b>\$ 121,255</b>	<b>\$ 108,478</b>	<b>\$ 107,623</b>	<b>\$ 111,563</b>	<b>\$ 100,915</b>



## CITY OF ROBBINSDALE, MINNESOTA

# ADMINISTRATION

### **Department Activities and Responsibilities**

The Administration Department is responsible for carrying out the policies and actions of the City Council. The City Manager reports directly to the City Council, while all other departments report directly to the City Manager. Other activities found under Administration include:

- A. City Hall Reception and cashiering.
- B. Human Resources.
- C. City Clerk (Licensing and Elections).
- D. Administrative Support for City Council members.
- E. Preparation of agenda materials and recommendations for City Council Meetings.
- F. Processing of citizen inquiries and service requests.
- G. Work with other agencies of government such as Metropolitan Council, municipal leagues, federal, state, and county governments.
- H. Oversee the City's record management process.

### **Mission**

Ensure that government services, as established by the City Council, are being delivered in an accountable manner that is compassionate and seeks to provide excellent customer service and customer satisfaction to the citizenry.

### **Department Objectives:**

- A. Continue to improve communication of information on City Services effectively with the residents through the use of newsletters, press releases, news notes in the monthly utility bills, new resident packets, and the web page.
- B. Ensure that the policies and actions of the City Council are effectively carried out.
- C. Work with businesses in the community to maintain a positive City image and ensure proper licensing.
- D. Continue to work with State Legislators to identify the impacts of State Legislation and further the initiatives of the City.
- E. Continue efforts to review and update city policies and ordinances regarding fees, human resources, licensing, records management, and others as directed by the City Council
- F. Continue to support all city departments on human resource needs for retention, training, recruitment, and evaluation.
- G. Continue to support all City departments on records retention and data privacy issues.

**CITY OF ROBBINSDALE, MINNESOTA**

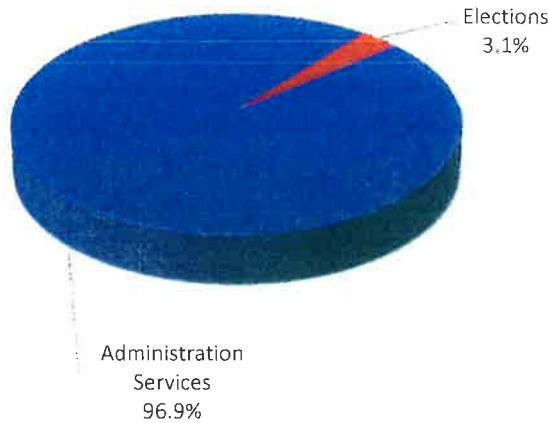
**Department: Administration**

**Fund: General Fund**

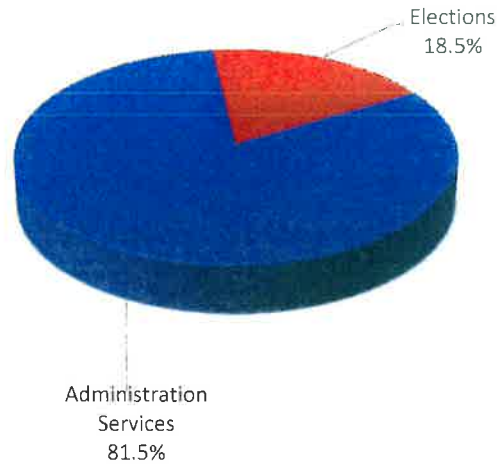
<b>Expenditures By Program</b>					
Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Administration Services	\$ 277,520	\$ 270,583	\$ 265,423	\$ 270,726	\$ 239,678
Elections	10,002	47,173	8,471	8,762	54,404
<b>Total</b>	<b>\$ 287,522</b>	<b>\$ 317,756</b>	<b>\$ 273,894</b>	<b>\$ 279,488</b>	<b>\$ 294,082</b>

<b>Related Revenue By Program</b>					
Administration Services	\$ 101,063	\$ 106,901	\$ 93,750	\$ 113,540	\$ 108,250

**2019 Estimated Expenditures By Program**



**2020 Adopted Expenditures By Program**

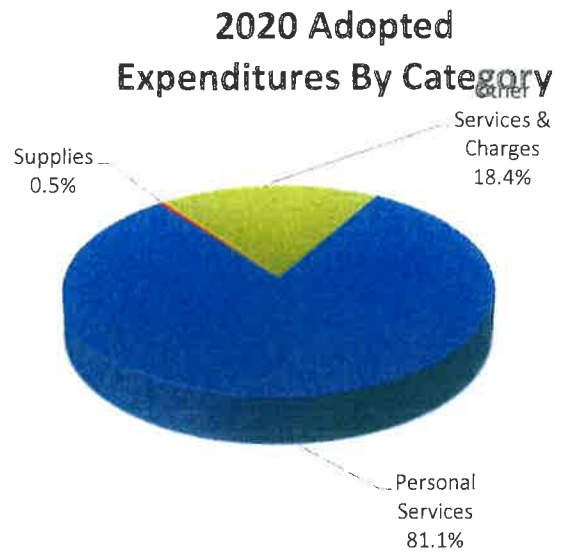
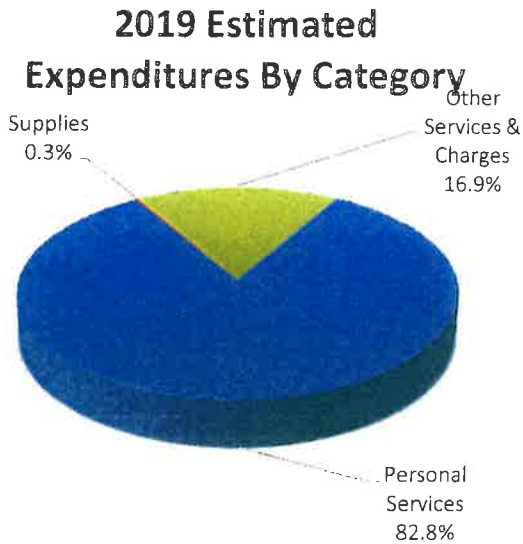


**CITY OF ROBBINSDALE, MINNESOTA**

**Department: Administration**

**Fund: General Fund**

<b>Expenditures By Category</b>					
Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 384,468	\$ 427,023	\$ 423,903	\$ 433,367	\$ 468,989
Supplies	1,676	2,414	1,300	1,400	2,800
Other Services & Charges	95,406	96,435	92,270	88,300	106,551
Amounts Charged to Other Funds	(194,028)	(208,116)	(243,579)	(243,579)	(284,258)
<b>Total</b>	<b>\$ 287,522</b>	<b>\$ 317,756</b>	<b>\$ 273,894</b>	<b>\$ 279,488</b>	<b>\$ 294,082</b>



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Administration  
**Program:** Administration Services

**Major Objective:** General Government

## Program Description

Account for all costs associated with the General Administrative function of the City.

## Services

- ~ Provides general receptionist services for citizens.
- ~ Serves as liaisons to League of Minnesota Cities and a variety of other City related organizations.
- ~ Prepares agenda packets for City Council meetings.
- ~ Oversees all required licensing activities.
- ~ Oversees all operations of the City ensuring that the City Council's adopted policies and actions are carried out.

## Expenditures

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 384,451	\$ 388,930	\$ 423,801	\$ 433,224	\$ 424,959
Supplies	850	746	500	600	800
Other Services & Charges	86,247	89,023	84,701	80,481	98,177
Amounts Charged to Other Funds	(194,028)	(208,116)	(243,579)	(243,579)	(284,258)
<b>Total</b>	<b>\$ 277,520</b>	<b>\$ 270,583</b>	<b>\$ 265,423</b>	<b>\$ 270,726</b>	<b>\$ 239,678</b>

## Related Revenue

### Business Licenses

Liquor Licenses	\$ 47,342	\$ 46,121	\$ 40,000	\$ 47,500	47,500
Pawn Shop and Second Hand Dealers Licenses	3,750		3,500	3,750	3,750
Misc Business Licenses	32,441	42,087	33,250	40,000	40,000
Animal Licenses	2,870	2,813	3,000	6,500	4,000
Other Permits	14,660	15,880	14,000	15,790	13,000
<b>Total</b>	<b>\$ 101,063</b>	<b>\$ 106,901</b>	<b>\$ 93,750</b>	<b>\$ 113,540</b>	<b>\$ 108,250</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Administration  
**Program:** Elections

**Major Objective:** General Government

## Program Description

Accounts for all costs associated with holding any required general or special elections.

## Services

- ~ Provide a place and method for citizens to exercise their constitutional right to vote.
- ~ Provide timely information on voting procedures.
- ~ Maintain voting machines and report results to the County in a timely manner.

Category	<b>Expenditures</b>				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 17	\$ 38,093	\$ 102	\$ 143	\$ 44,030
Supplies	826	1,668	800	800	2,000
Other Services & Charges	9,159	7,412	7,569	7,819	8,374
<b>Total</b>	<b>\$ 10,002</b>	<b>\$ 47,173</b>	<b>\$ 8,471</b>	<b>\$ 8,762</b>	<b>\$ 54,404</b>

Note: General Elections within the City occur every two years.



**READER'S NOTES:**

# ASSESSING

## **Department Activities and Responsibilities**

The City Assessor's office is responsible for the administration of all applicable ad valorem tax laws in the City of Robbinsdale. Beginning in 2012, the City contracts with Hennepin County for the Assessor's office duties.

## **Mission**

To develop and maintain an equalized assessment with the highest degree of accuracy. To administer the property tax statutes of the State of Minnesota justly and equitably whereby no individual will be treated unfairly. To willingly discuss and resolve property owner's questions efficiently and objectively. To communicate assessment law, policies and general information clearly and understandably. Maintain and project a professional image at all times. To maintain adequate education and equipment so that a cost effective assessment system can remain in place.

## **Department Objectives:**

To complete the valuation and classification of all properties within the City for both the annual and cyclical assessment. This includes all new and partial construction projects, and existing properties, real estate, taxable personal property and exempt properties.

To notify the owners of property within the city, in a timely manner, of valuation and classification of their property and of the appeals process available to them.

Prepare and maintain the records both hard copy and electronic, of the market value, property type, homestead classification, special exemptions and taxable status for all properties within the City. To have these records available to the owners, staff and council at all times.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Assessing  
**Program:** Assessing

**Major Objective:** General Government

Program Description

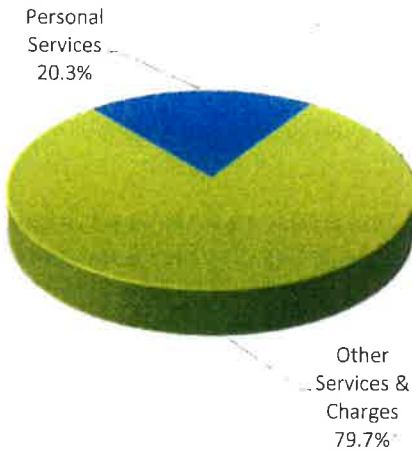
Provides for all services related to the value assessment of real and personal property within the City.

Services

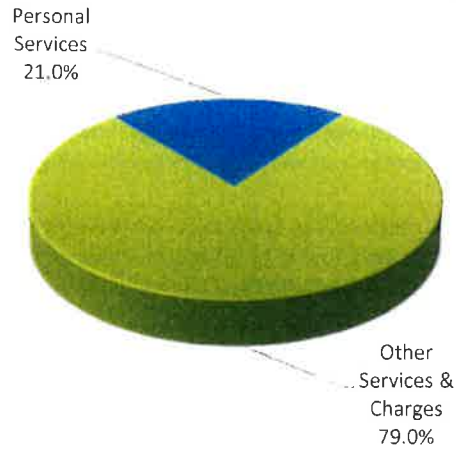
- ~ Appraisal of 20% of the properties every year.
- ~ Estimating the market value of all property within the City.
- ~ Residential homesteading.
- ~ Maintaining and updating sales, classification, and detail data on every property in the City.

Category	Expenditures				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 27,785	\$ 29,418	\$ 34,612	\$ 32,948	\$ 37,031
Supplies	508				
Other Services & Charges	122,270	126,121	128,511	129,111	139,143
<b>Total</b>	<b>\$ 150,563</b>	<b>\$ 155,539</b>	<b>\$ 163,123</b>	<b>\$ 162,059</b>	<b>\$ 176,174</b>

**2019 Estimated  
Expenditures By Category**



**2020 Adopted  
Expenditures By Category**





# FINANCE

## **Department Activities and Responsibilities**

The Finance Department is responsible for Budget Preparation, Accounting and Financial Reporting, Utility Billing, Purchasing, Debt Management, Insurance and Risk Management (Shared with Administration), internal auditing, and investment of all City funds. The Department is also responsible for providing financial and technology services to all other City Departments and the Robbinsdale Economic Development Authority.

## **Mission**

It is the mission of the Finance Department to provide excellent financial and technology services for all customers of the City, and to maintain the integrity of the City's financial assets through the timely, accurate accounting of City Records.

## **Department Objectives:**

To carry out its mission the Finance Department has two programs; Financial Services and Utility Billing Services. The Technology Services it is responsible for are included in the Information Technology Program of the Central Services Internal Service Fund. The main objectives of the Department are listed below:

- A) Apply resources effectively to meet City Goals.
- B) Provide accurate and timely information to City Council and Administration.
- C) Ensure all City operations are in compliance with the Financial Policies established by the City Council.
- D) Maintain investments at a rate of return equal to or above the 90 day treasury bill while providing proper cash flow to meet the City's funding needs as they arise.
- E) Implement GASB financial reporting requirements.
- F) Produce a formal five-year Capital Improvement Program document in cooperation with Engineering, Public Works, and Recreation & Parks Departments.
- G) Produce the Comprehensive Annual Financial Report and submit for GFOA Certificate.
- H) Produce the Budget Document.
- I) Implement banking services and implement needed service changes.

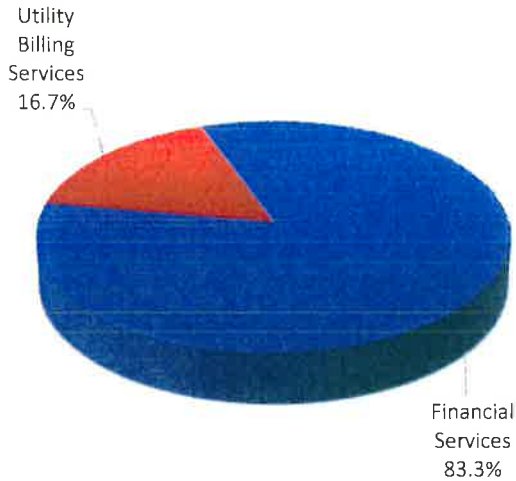
**CITY OF ROBBINSDALE, MINNESOTA**

**Department: Finance**

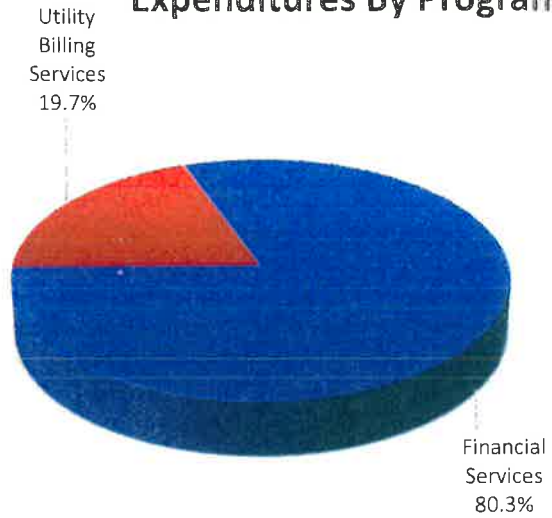
**Fund: General Fund**

<b>Expenditures By Program</b>					
Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Financial Services	\$ 267,261	\$ 274,094	\$ 266,388	\$ 272,252	\$ 213,294
Utility Billing Services	61,049	49,993	55,005	54,582	52,439
<b>Total</b>	<b>\$ 328,310</b>	<b>\$ 324,087</b>	<b>\$ 321,393</b>	<b>\$ 326,834</b>	<b>\$ 265,733</b>

**2019 Estimated  
Expenditures By Program**



**2020 Adopted  
Expenditures By Program**



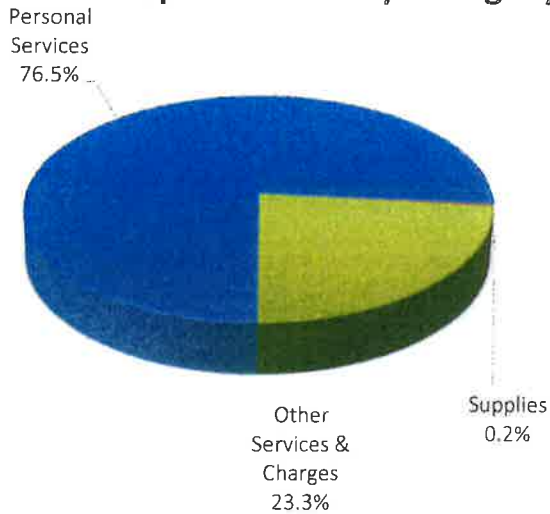
**CITY OF ROBBINSDALE, MINNESOTA**

**Department: Finance**

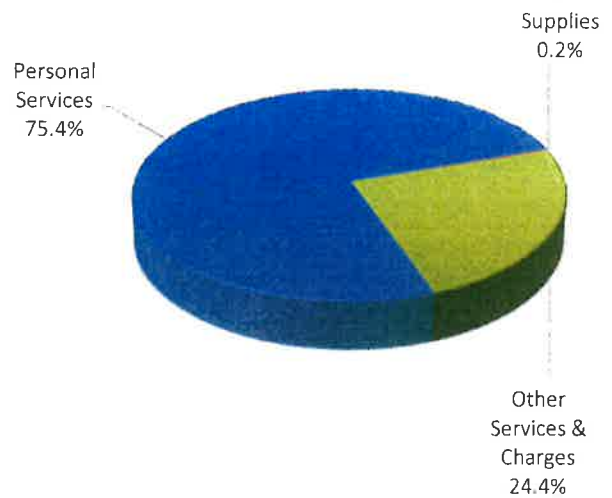
**Fund: General Fund**

Category	Expenditures By Category				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 443,873	\$ 464,824	\$ 498,311	\$ 498,019	\$ 488,555
Supplies	1,371	585	1,750	1,568	1,500
Other Services & Charges	137,418	148,970	146,100	152,015	157,970
Capital Outlay					
Amounts Charged to Other Funds	(254,352)	(290,292)	(324,768)	(324,768)	(382,292)
<b>Total</b>	<b>\$ 328,310</b>	<b>\$ 324,087</b>	<b>\$ 321,393</b>	<b>\$ 326,834</b>	<b>\$ 265,733</b>

**2019 Estimated  
Expenditures By Category**



**2020 Adopted  
Expenditures By Category**



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Finance  
**Program:** Financial Services

**Major Objective:** General Government

## Program Description

Provides for all services related to the management of the City's financial resources.

## Services

- ~ Accounting services for the City (financial reporting, payables, receivables, payroll).
- ~ Investing and debt service management of the City's portfolio.
- ~ Budgeting and financial analysis of all City Operations.
- ~ Produce Annual Budget and Financial Documents for the City Council.
- ~ Manage purchasing, fixed assets.

Category	<b>Expenditures</b>				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 382,824	\$ 414,831	\$ 443,306	\$ 443,437	\$ 436,116
Supplies	1,371	585	1,750	1,568	1,500
Other Services & Charges	137,418	148,970	146,100	152,015	157,970
Amounts Charged to Other Funds	(254,352)	(290,292)	(324,768)	(324,768)	(382,292)
<b>Total</b>	<b>\$ 267,261</b>	<b>\$ 274,094</b>	<b>\$ 266,388</b>	<b>\$ 272,252</b>	<b>\$ 213,294</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General  
**Department:** Finance  
**Program:** Utility Billing Services

**Major Objective:** General Government

### Program Description

Provides for Personal Service Costs related to the Billing of Utility Services for the Water, Sanitary Sewer, Storm Sewer, and Solid Waste Enterprise Fund Operations.

### Services

- ~ Provide monthly billing for all residential and commercial properties within the City.
- ~ Maintain and provide customer service for all utility accounts.
- ~ Read water meters once each month through automated radio read system.
- ~ Provide direct deposit payment and credit card payment options on all utility bills.
- ~ Provide the option of electronic delivery of utility bills to customers.
- ~ Receipt and update utility accounts for all payments received.

Category	<b>Expenditures</b>				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 61,049	\$ 49,993	\$ 55,005	\$ 54,582	\$ 52,439
Supplies					
Other Services & Charges					
<b>Total</b>	<b>\$ 61,049</b>	<b>\$ 49,993</b>	<b>\$ 55,005</b>	<b>\$ 54,582</b>	<b>\$ 52,439</b>



**READER'S NOTES:**

## CITY OF ROBBINSDALE, MINNESOTA

# COMMUNITY DEVELOPMENT

### **Department Activities and Responsibilities**

The Community Development Department is responsible for overseeing the following:

- A. Community development Department is responsible for Planning (both Comprehensive and site specific), Zoning, Housing, and Redevelopment activities. Staff support is provided to the City Council, Planning Commission, and various task forces and community groups.
- B. Rental Licensing, which is responsible for enforcing the housing maintenance code (that requires systematic inspections of all rental property), and the licensing of all rental property within the City.
- C. Code Enforcement, which is responsible for enforcement of the nuisance and zoning codes to protect and improve the appearance of the neighborhoods throughout the City.

### **Mission**

To serve the residents and property owners of the City of Robbinsdale by maintaining and improving the community's physical facilities through planning, official controls, housing programs, and redevelopment projects/programs.

### **Department Objectives:**

Formulate, modify and administer current and long-range plans for the city and promote and facilitate the orderly development and redevelopment of the city.

Improve and maintain the City through the following efforts:

1. Official controls and regulations
2. Housing programs and projects
3. Environmental protection measures and programs
4. Public information and contact
5. Public improvements planning and assistance
6. Preparation and updating of the City's Comprehensive Plan
7. Enforce the building code through the issuance of permits and inspection of properties
8. Enforce the rental licensing code through systematic inspection of property
9. Enforce nuisance and zoning codes through periodic inspections of property, and in response to complaints

**CITY OF ROBBINSDALE, MINNESOTA**

**Department: Community Development**

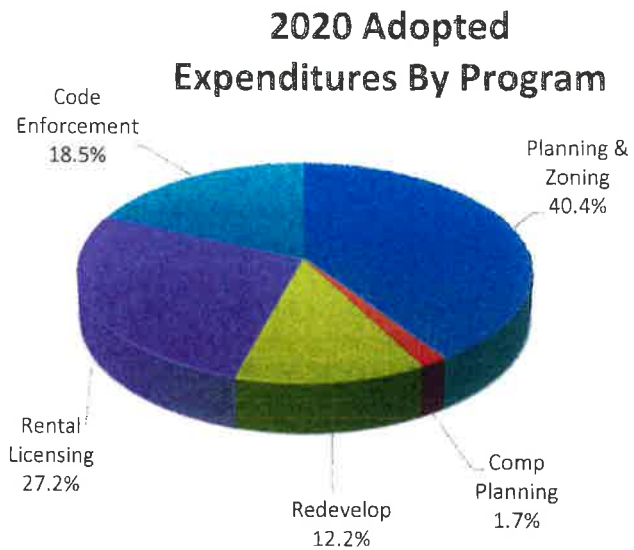
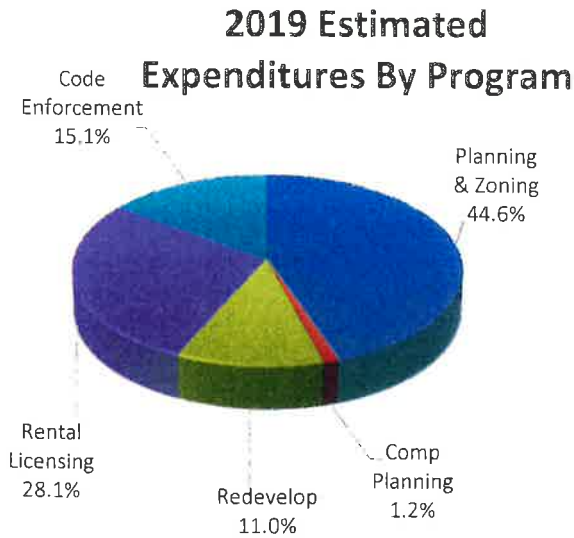
**Fund: General Fund**

**Expenditures By Program**

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Planning & Zoning	\$ 239,934	\$ 468,614	\$ 196,091	\$ 201,360	\$ 199,936
Comprehensive Planning	9,667	13,793	5,261	5,264	8,387
Redevelopment	63,645	55,009	77,181	49,533	60,229
Rental Licensing	59,890	99,076	99,665	126,844	134,438
Code Enforcement	114,263	94,228	97,868	68,265	91,622
<b>Total</b>	<b>\$ 487,399</b>	<b>\$ 730,720</b>	<b>\$ 476,066</b>	<b>\$ 451,266</b>	<b>\$ 494,612</b>

**Related Revenue By Program**

Planning & Zoning	\$ 1,821	\$ 3,475	\$ 2,000	\$ 2,000	\$ 2,000
Redevelopment	63,645	55,009	77,181	49,533	60,229
Rental Licensing	109,707	97,936	117,500	90,000	120,000
Code Enforcement	30,000	30,000	50,000	50,000	50,000
<b>Total</b>	<b>\$ 205,173</b>	<b>\$ 186,420</b>	<b>\$ 246,681</b>	<b>\$ 191,533</b>	<b>\$ 232,229</b>





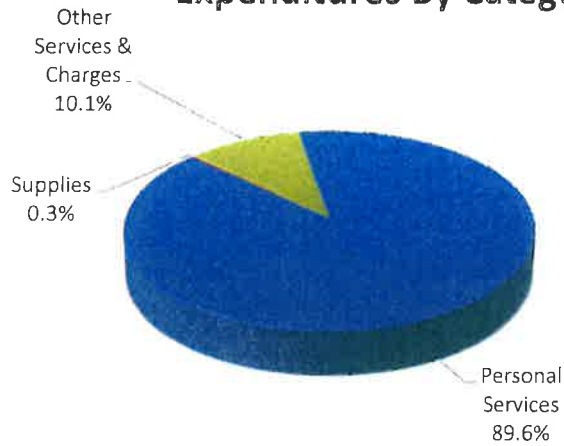
**CITY OF ROBBINSDALE, MINNESOTA**

**Department: Community Development**

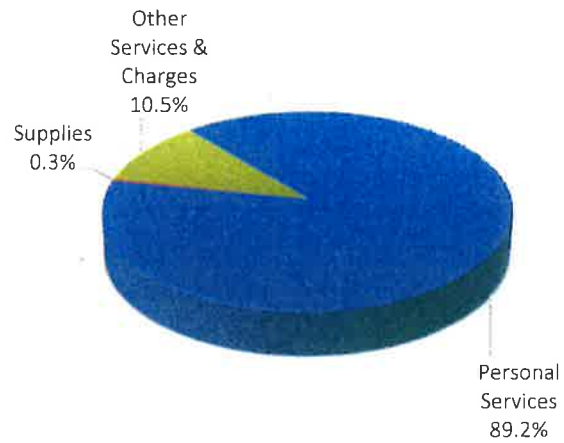
**Fund: General Fund**

Category	Expenditures By Category				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 361,435	\$ 410,906	\$ 428,486	\$ 404,304	\$ 440,872
Supplies	1,097	793	1,750	1,175	1,600
Other Services & Charges	124,867	319,021	45,830	45,787	52,140
<b>Total</b>	<b>\$ 487,399</b>	<b>\$ 730,720</b>	<b>\$ 476,066</b>	<b>\$ 451,266</b>	<b>\$ 494,612</b>

**2019 Estimated  
Expenditures By Category**



**2020 Adopted  
Expenditures By Category**



**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Community Development  
**Program:** Planning & Zoning

**Major Objective:** Community Development

Program Description

Develop and maintain policies regarding the City's land use plans .

Services

- ~ Staff Liaison to the Planning Commission.
- ~ Site and comprehensive planning activities.
- ~ Interprets and enforces City's Zoning Code.
- ~ Represents City on regional planning activities.
- ~ Provide direction and customer service to citizens with regard to land zoning issues and uses.

**Expenditures**

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 138,169	\$ 173,015	\$ 175,393	\$ 180,658	\$ 176,152
Supplies	107		250	250	250
Other Services & Charges	101,658	295,599	20,448	20,452	23,534
Capital Outlay					
<b>Total</b>	<b>\$ 239,934</b>	<b>\$ 468,614</b>	<b>\$ 196,091</b>	<b>\$ 201,360</b>	<b>\$ 199,936</b>

**Related Revenue**

Planning Fees	\$ 1,821	\$ 3,475	\$ 2,000	\$ 2,000	\$ 2,000
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# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Community Development  
**Program:** Comprehensive Planning

**Major Objective:** Community Development

## Program Description

Account for activities associated with the development and maintenance of the City's Comprehensive Plan.

## Services

- ~ Develop and maintain the City's Comprehensive Plan for land use.
- ~ Fulfill the requirements of the Metropolitan Council (regional planning agency).
- ~ Provide open meetings with citizens when necessary to discuss the City's Plan.

<b>Expenditures</b>					
Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 9,667	\$ 13,753	\$ 5,261	5,264	\$ 8,387
Supplies				\$	
Other Services & Charges		40			
<b>Total</b>	<b>\$ 9,667</b>	<b>\$ 13,793</b>	<b>\$ 5,261</b>	<b>\$ 5,264</b>	<b>\$ 8,387</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Community Development  
**Program:** Redevelopment

**Major Objective:** Community Development

Program Description

The Redevelopment Program accounts for the general administrative and internal project support of the Robbinsdale Economic Development Authority.

Services

- ~ Provide administrative support for Robbinsdale Economic Development Authority (REDA) operations.
- ~ Provide project support for REDA.

<b>Expenditures</b>					
Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 62,672	\$ 53,974	\$ 76,074	\$ 48,426	\$ 58,915
Supplies	12				
Other Services & Charges	961	1,035	1,107	1,107	1,314
<b>Total</b>	<b>\$ 63,645</b>	<b>\$ 55,009</b>	<b>\$ 77,181</b>	<b>\$ 49,533</b>	<b>\$ 60,229</b>

<b>Related Revenue</b>					
REDA - TIF Support	\$ 63,645	\$ 55,009	\$ 77,181	\$ 49,533	\$ 60,229

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Community Development  
**Program:** Rental Licensing

**Major Objective:** Community Development

## Program Description

Provide for the licensing and systematic inspection of all rental property for the enforcement of the City's Housing Maintenance Code.

## Services

- ~ Inspection of all rental properties.
- ~ Licensing all rental properties within the City.
- ~ Working with rental property owners to resolve code violations.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 49,229	\$ 89,767	\$ 88,561	\$ 116,579	\$ 122,710
Supplies	978	689	1,250	825	1,250
Other Services & Charges	9,683	8,620	9,854	9,440	10,478
<b>Total</b>	<b>\$ 59,890</b>	<b>\$ 99,076</b>	<b>\$ 99,665</b>	<b>\$ 126,844</b>	<b>\$ 134,438</b>
<b>Related Revenue</b>					
Rental Housing Licenses	\$ 109,707	\$ 97,936	\$ 117,500	\$ 90,000	\$ 120,000

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Community Development  
**Program:** Code Enforcement

**Major Objective:** Public Safety

## Program Description

The Code Enforcement Program serves to protect and improve the appearance and stability of the City's residential neighborhoods through the enforcement of the nuisance and zoning codes.

## Services

- ~ Respond to citizen complaints.
- ~ Periodic neighborhood inspections.
- ~ Working with property owners to achieve compliance.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 101,698	\$ 80,397	\$ 83,197	\$ 53,377	\$ 74,708
Supplies		104	250	100	100
Other Services & Charges	12,565	13,727	14,421	14,788	16,814
<b>Total</b>	<b>\$ 114,263</b>	<b>\$ 94,228</b>	<b>\$ 97,868</b>	<b>\$ 68,265</b>	<b>\$ 91,622</b>
<b>Related Revenue</b>					
Transfer from Solid Waste Fund	\$ 30,000	30,000	\$ 50,000	\$ 50,000	\$ 50,000

## CITY OF ROBBINSDALE, MINNESOTA

# POLICE

### **Department Activities and Responsibilities**

The Police Department is located at 41010 Hubbard Avenue North. The Department is responsible for the Law Enforcement and Emergency Management activities of the City of Robbinsdale.

### **Mission**

To promote a partnership of employees and community working together to create a better quality of life and to preserve the small-town atmosphere for Robbinsdale. Our vision of the Robbinsdale Police Department is of an organization that values its employees and the community it serves. We are committed to integrity, professionalism and dedicated to the compassion and respect of our citizens

### **Department Objectives:**

Community Safety: Ensure the physical well-being, security of personal property and sense of safety among citizens, business, government, employees and visitors.

Creating Partnerships: Develop partnerships with youth, volunteers and neighborhoods to enhance the quality of life in Robbinsdale.

Customer Service: Provide exceptional customer service through interactive management with both internal and external customers.

Utilize Technology: Utilize technology to engage in enforcement activities and projects that will help reduce crime and assist employees in their responsibilities.

**Department: Police**

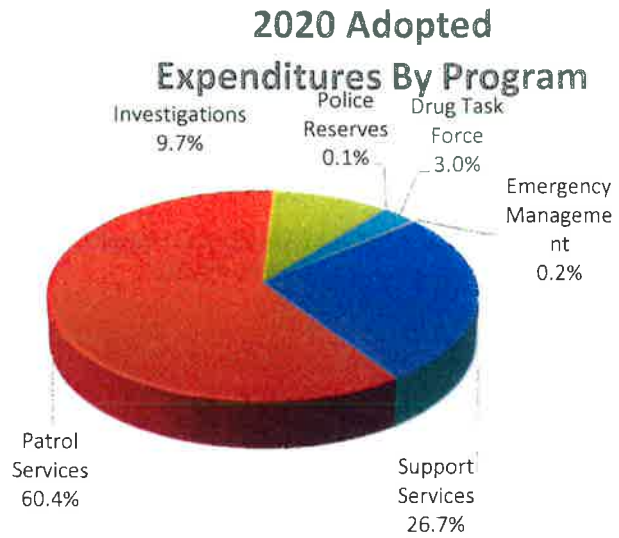
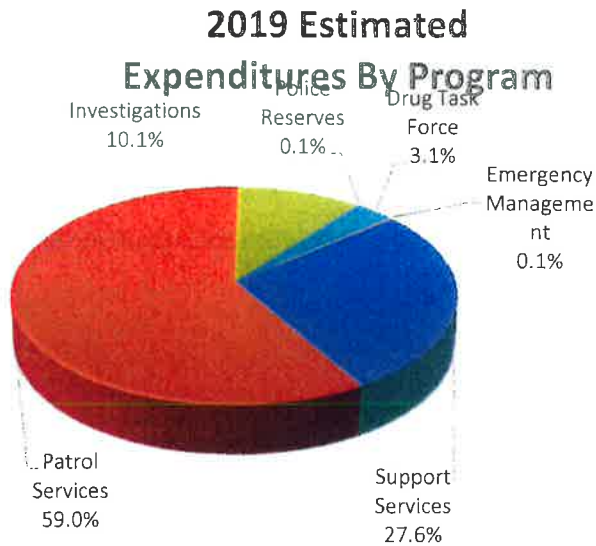
**Fund: General Fund**

**Expenditures By Program**

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Support Services	\$ 897,569	\$ 1,072,079	\$ 1,299,733	\$ 1,294,582	\$ 1,376,779
Patrol Services	2,473,758	2,635,681	2,770,128	2,757,780	3,119,538
Investigations	566,052	575,404	579,494	473,766	502,105
Police Reserves	4,812	5,004	6,000	6,000	6,000
Drug Task Force	89,227	5,337	140,670	147,558	152,472
Emergency Management	5,157	5,791	6,793	6,793	7,786
<b>Total</b>	<b>\$ 4,036,575</b>	<b>\$ 4,299,296</b>	<b>\$ 4,802,818</b>	<b>\$ 4,686,479</b>	<b>\$ 5,164,680</b>

**Related Revenue By Program**

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Support Services	\$	\$	\$	\$	\$
Patrol Services	\$ 37,564	\$ 21,566	\$ 31,750	\$ 28,000	\$ 29,400
Investigations	65,709	66,036	65,500	66,000	66,000
Police Reserves	1,225	850	1,200	1,200	1,200
<b>Total</b>	<b>\$ 104,498</b>	<b>\$ 88,452</b>	<b>\$ 98,450</b>	<b>\$ 95,200</b>	<b>\$ 96,600</b>



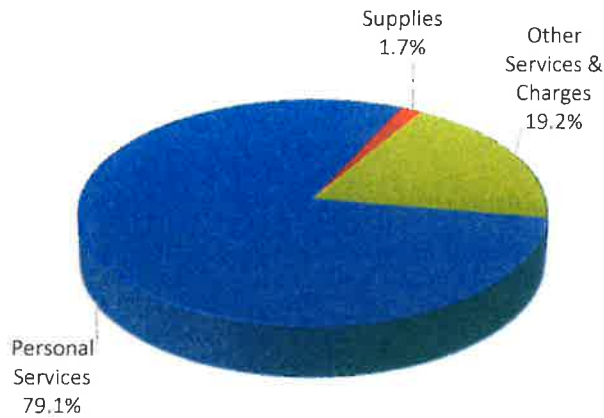


**Department: Police**

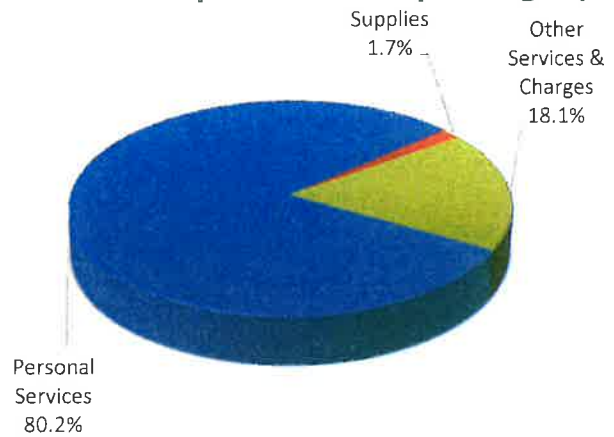
**Fund: General Fund**

<b>Expenditures By Category</b>					
Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 3,250,727	\$ 3,466,612	\$ 3,832,055	\$ 3,708,173	\$ 4,144,231
Supplies	66,196	68,589	76,930	78,450	88,100
Other Services & Charges	803,153	854,637	992,566	998,589	1,050,278
Capital Outlay	18,427	5,902			
Amounts Charged to Other Funds	(101,928)	(96,444)	(98,733)	(98,733)	(117,929)
<b>Total</b>	<b>\$ 4,036,575</b>	<b>\$ 4,299,296</b>	<b>\$ 4,802,818</b>	<b>\$ 4,686,479</b>	<b>\$ 5,164,680</b>

**2019 Estimated  
Expenditures By Category**



**2020 Adopted  
Expenditures By Category**



## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Police  
**Program:** Police Support Services

**Major Objective:** Public Safety

### Program Description

Provide for the administration and support of all Police Department activities.

### Services

- ~ Maintaining department files and records.
- ~ Compiling of statistical data and preparing reports.
- ~ Maintaining the property room and dead storage areas.
- ~ Providing front desk services to the public.
- ~ Coordinating training and court appearances.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 572,187	\$ 740,317	\$ 865,781	\$ 859,380	\$ 951,104
Supplies	39,282	33,498	42,500	42,500	44,000
Other Services & Charges	388,028	388,806	490,185	491,435	499,604
Capital Outlay		5,902			
Amounts Charged to Other Funds	(101,928)	(96,444)	(98,733)	(98,733)	(117,929)
<b>Total</b>	<b>\$ 897,569</b>	<b>\$ 1,072,079</b>	<b>\$ 1,299,733</b>	<b>\$ 1,294,582</b>	<b>\$ 1,376,779</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Police  
**Program:** Patrol Services

**Major Objective:** Public Safety

**Program Description**

Provide for the everyday services associated with maintaining the safety of the public.

**Services**

- ~ Investigation of major and minor crimes at the scene of discovery.
- ~ Respond to medical emergencies.
- ~ Continual observation of the community to determine the need for police assistance.
- ~ Investigations of traffic accidents.
- ~ Enforcement of traffic laws and quell disturbances of the peace.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 2,073,212	\$ 2,209,848	\$ 2,306,073	\$ 2,291,042	\$ 2,607,596
Supplies	23,267	30,786	29,430	30,950	38,800
Other Services & Charges	358,852	395,047	434,625	435,788	473,142
Capital Outlay	18,427				
<b>Total</b>	<b>\$ 2,473,758</b>	<b>\$ 2,635,681</b>	<b>\$ 2,770,128</b>	<b>\$ 2,757,780</b>	<b>\$ 3,119,538</b>

<b>Related Revenue</b>					
Police Services	\$ 21,590	\$ 9,876	\$ 14,500	\$ 11,000	\$ 14,500
Pawn Shop Fees	14,466	10,182	13,000	13,000	13,000
Police Auction	646	281	1,000	250	500
Other Fees	2	1,162	3,000	3,500	1,250
False Alarms	860	65	250	250	150
Accident Reports					
<b>Total</b>	<b>\$ 37,564</b>	<b>\$ 21,566</b>	<b>\$ 31,750</b>	<b>\$ 28,000</b>	<b>\$ 29,400</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Police  
**Program:** Investigations / Special Services

**Major Objective:** Public Safety

## Program Description

Provide for investigative services of both adult and juvenile cases and coordination of the Departments crime prevention program.

## Services

- ~ Investigate crimes as needed.
- ~ Recovery of stolen property.
- ~ Prepare cases for prosecution and the arrest of suspects.
- ~ Protection of dependant children who are victims of crimes.
- ~ Responsibility of handling juvenile who are both perpetrators and victims of crime.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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### Expenditures

Personal Services	\$ 516,025	\$ 511,110	\$ 519,531	\$ 410,193	\$ 433,059
Supplies	1,093	1,349	1,500	1,500	1,800
Other Services & Charges	48,934	62,945	58,463	62,073	67,246
Capital Outlay					
<b>Total</b>	<b>\$ 566,052</b>	<b>\$ 575,404</b>	<b>\$ 579,494</b>	<b>\$ 473,766</b>	<b>\$ 502,105</b>

### Related Revenue

Police Services --					
School Liason Officer	\$ 65,709	\$ 66,036	\$ 65,500	\$ 66,000	\$ 66,000

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Police  
**Program:** Police Reserves

**Major Objective:** Public Safety

## Program Description

Provide funding for an auxillary organization used to augment the regular police force as a back-up unit. Reserves are not licensed and do not carry handguns or the full power of arrest.

## Services

- ~ Provides patrol and security checks of the parking facilities within the City.
- ~ Provides security and traffic control for special events.
- ~ Enforcement of City Ordinances during Snow Emergencies.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Supplies	\$ 2,554	\$ 2,956	\$ 2,500	\$ 2,500	\$ 2,500
Other Services & Charges	2,258	2,048	3,500	3,500	3,500
<b>Total</b>	<b>\$ 4,812</b>	<b>\$ 5,004</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>Related Revenue</b>					
Donations	\$ 1,225	\$ 850	\$ 1,200	\$ 1,200	\$ 1,200

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Police  
**Program:** Drug Task Force

**Major Objective:** Public Safety

### Program Description

Provide for costs associated with membership in the Northwest Metro Drug Enforcement Task Force. The Task Force is partially federally funded and focuses on crimes associated with narcotics violations.

### Services

- ~ The City assigns one officer to participate with the task force.
- ~ Task Force goals are to reduce the number of crimes committed by illicit drug abusers through arresting them for narcotics violations.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 89,227	\$ 5,337	\$ 140,670	\$ 147,558	\$ 152,472
Other Services & Charges					
<b>Total</b>	<b>\$ 89,227</b>	<b>\$ 5,337</b>	<b>\$ 140,670</b>	<b>\$ 147,558</b>	<b>\$ 152,472</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Police  
**Program:** Emergency Management

**Major Objective:** Public Safety

## Program Description

Provides a warning system to alert citizens of an approaching emergency, such as threatening weather or other catastrophic event. It is also for broadcasting emergency public information to residents before, during, and after the emergency. The program is administered by the City Manager; and her designee, the Chief of Police serves as Emergency Management Director.

## Services

- ~ Provides residents with a first alert emergency warning system.
- ~ Coordinates regional efforts with Hennepin County Division of Emergency Preparedness.
- ~ Coordinates Emergency training for all City departments.
- ~ Educates residents on emergency preparedness.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 76	\$	\$	\$	\$
Supplies			1,000	1,000	1,000
Other Services & Charges	5,081	5,791	5,793	5,793	6,786
<b>Total</b>	<b>\$ 5,157</b>	<b>\$ 5,791</b>	<b>\$ 6,793</b>	<b>\$ 6,793</b>	<b>\$ 7,786</b>



**READER'S NOTES:**



## CITY OF ROBBINSDALE, MINNESOTA

# FIRE

### **Department Activities and Responsibilities**

The Fire Department is comprised of all paid on call firefighters. The Fire Department Officers are appointed by the City Manager ( Fire Chief, Assistant Fire Chief, Fire Marshall, Fire Inspector, 2 Captains, and 2 Lieutenants). The Fire Department has one station located at 4101 Hubbard Avenue North. The Department is responsible for fire prevention, inspection, and suppression services to the City.

### **Mission**

The Fire Department is committed to serving the citizens of Robbinsdale by protecting their lives and property through the provision of fire prevention and suppression services.

### **Department Objectives:**

- A . Continue vigorous training for all firefighters.
- B. Increase the awareness level of citizens on the hazards of fire through education and communication.
- C. Continue maintenance and repair of all equipment to ensure compliance with National Standards.
- D. Increase safety inspections of commercial and apartment buildings.
- E. Continue placing firebox entry systems for businesses in the community.
- F. Hold the annual Fire Department Open House as a community service for education and relation purposes.
- G. Continue to support the National Night Out Program.

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General  
**Department:** Fire  
**Program:** Fire Prevention / Suppression

**Major Objective:** Public Safety

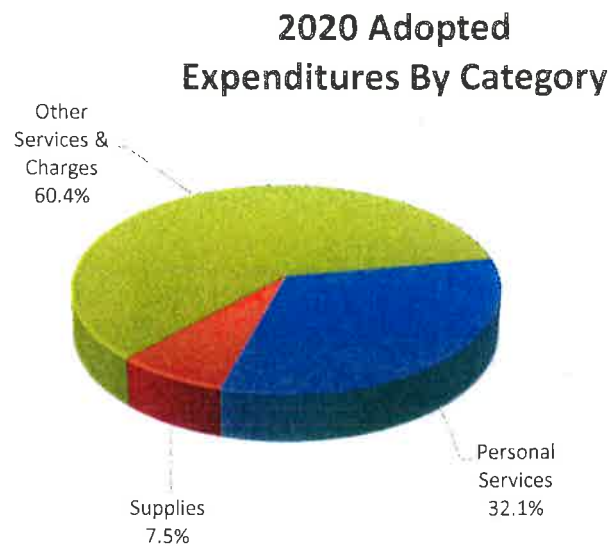
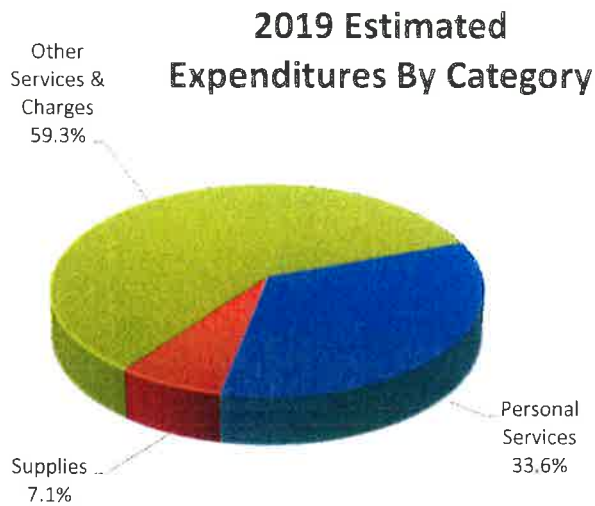
## Program Description

Account for all costs associated with maintaining a paid on call Fire Department.

## Services

- ~ Provide Fire Suppression coverage for the City.
- ~ Provide Fire Inspection services for businesses and multi-family units.
- ~ Provide on-going training for paid on call firefighters.
- ~ Provide support as required by Statute of the Fire Relief Association (Pension for firefighters).
- ~ Educate the Community on fire prevention issues.

Category	Expenditures				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 232,982	\$ 221,020	\$ 222,261	\$ 224,164	\$ 239,243
Supplies	41,673	57,433	55,150	47,100	56,150
Other Services & Charges	406,764	427,427	423,454	395,367	449,788
Capital Outlay					
<b>Total</b>	<b>\$ 681,419</b>	<b>\$ 705,880</b>	<b>\$ 700,865</b>	<b>\$ 666,631</b>	<b>\$ 745,181</b>



# RECREATION & PARKS

## **Department Activities and Responsibilities**

The Recreation & Parks Department is located at Robbinsdale City Hall. The Department is responsible for all recreation programming, Library Building operations, and oversees the City Band. Also, the Director of Administrative and Recreation Services is the staff liaison with the Parks, Recreation, and Forestry Commission. Parks Maintenance and Parks Capital Improvement management has been shifted to Public Works.

## **Mission**

The Recreation Department strives to provide opportunities for residents to participate in a wide variety of leisure activities, which will produce self-fulfilling experiences consistent with the needs, interests, and abilities of all citizens.

## **Department Objectives:**

Recreation Objectives:

- A. Continue to provide a comprehensive program of recreation activities for all ages, sexes, and interests.
- B. Continue to develop more cooperative programs with neighboring cities.
- C. Continue to use electronic registration system with will allow access to program registration in a variety of ways (multiple locations, phone) and with a variety of payment options (credit card, debit card, etc.) Research on-line option.
- D. Explore on-line registration options.
- E. Develop marketing options, such as e-subscribe.

City Band Objective:

- A. Continue to maintain a visibility and high level of participation – by band members and by city and county-wide audience.

Park Improvement Objectives:

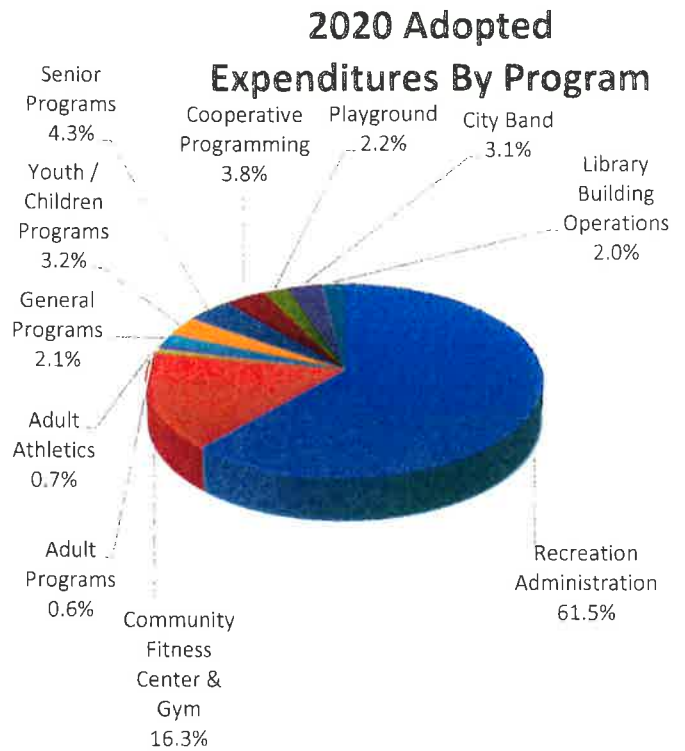
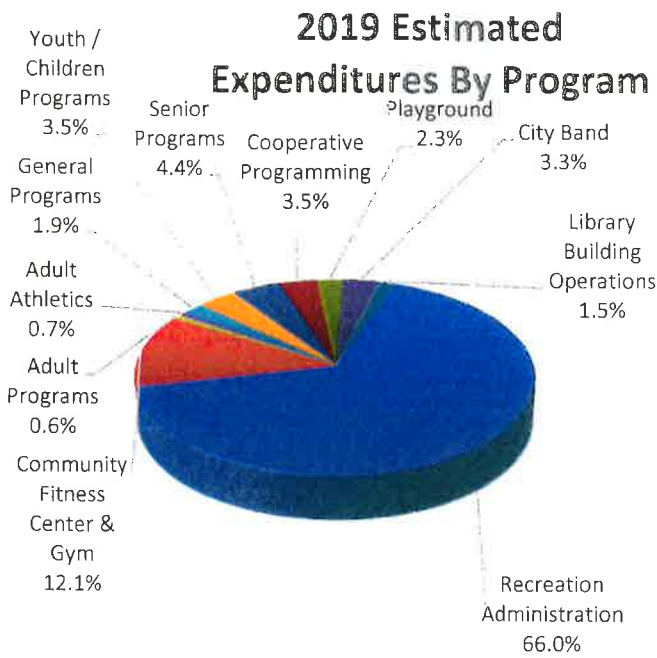
- A. Define a sustainable plan for preserving the city's Park assets and recreational facilities.
- B. Continue to work with the Parks, Recreation, and Forestry Commission.

# CITY OF ROBBINSDALE, MINNESOTA

**Department: Recreation & Parks**

**Fund: General Fund**

<b>Expenditures By Program</b>					
Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Recreation Administration	\$ 339,107	\$ 345,875	\$ 343,422	\$ 386,084	\$ 391,699
Community Fitness Center & Gym	57,172	75,739	73,615	70,976	104,001
Adult Programs	1,510	3,259	17,210	3,779	4,029
Adult Athletics	2,931	3,228	4,328	4,379	4,730
General Programs	7,921	6,004	10,504	11,009	13,656
Youth / Children Programs	16,209	15,277	20,199	20,514	20,079
Senior Programs	17,161	18,038	22,820	25,804	27,380
Cooperative Programming	23,393	22,247	23,083	20,329	24,237
Playground	3,103	702	14,235	13,678	14,094
City Band	18,839	20,153	18,680	19,491	19,831
Library Building Operations	31,701	11,294	12,746	9,053	12,744
<b>Total</b>	<b>\$ 519,047</b>	<b>\$ 521,816</b>	<b>\$ 560,842</b>	<b>\$ 585,096</b>	<b>\$ 636,480</b>



**CITY OF ROBBINSDALE, MINNESOTA**

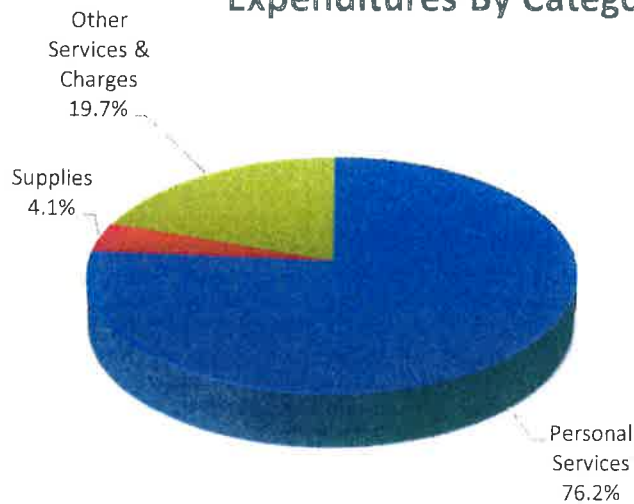
**Department: Recreation & Parks**

**Fund: General Fund**

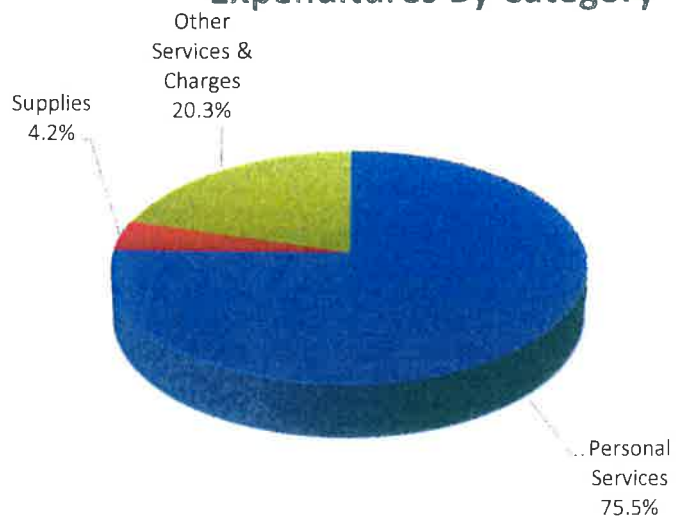
<b>Related Revenue By Program</b>					
Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Community Center Operations	\$ 36,762	\$ 47,452	\$ 38,500	\$ 40,500	\$ 40,000
Adult Programs	13,259	11,880	24,750	13,000	13,500
Adult Softball					
General Programs	380	642	500	500	500
Youth / Children Programs	15,248	13,424	14,500	14,500	14,500
Senior Programs	3,376	3,040	3,000	3,000	3,000
Cooperative Programming	23,388	24,751	22,500	22,500	23,000
Playground / Wading Pools	1,750				
City Band	2,185	3,398	4,200	3,500	3,700
Library Building Operations					
<b>Total</b>	<b>\$ 96,348</b>	<b>\$ 104,587</b>	<b>\$ 107,950</b>	<b>\$ 97,500</b>	<b>\$ 98,200</b>

<b>Expenditures By Category</b>					
Category	2016 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 374,837	\$ 389,323	\$ 413,956	\$ 446,286	\$ 480,274
Supplies	17,329	19,847	24,525	23,800	26,900
Other Services & Charges	123,515	112,646	122,361	115,010	129,306
Capital Outlay	3,366				
<b>Total</b>	<b>\$ 519,047</b>	<b>\$ 521,816</b>	<b>\$ 560,842</b>	<b>\$ 585,096</b>	<b>\$ 636,480</b>

**2019 Estimated Expenditures By Category**



**2020 Adopted Expenditures By Category**



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Recreation Administration

**Major Objective:** Recreation & Cultural

## Program Description

To provide for the planning and implementation of a comprehensive program of recreation activities for the residents of the City.

## Services

- ~ Provides for supervisory support for all programs.
- ~ Provide for ongoing training of employees as needed.
- ~ Provide for the overhead (includes Internal Service Fund Charges) to operate the Department.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 278,729	\$ 280,162	\$ 272,451	\$ 319,015	\$ 316,488
Supplies	1,919	1,881	3,000	2,800	3,600
Other Services & Charges	58,459	63,832	67,971	64,269	71,611
Capital Outlay					
Amounts Charged to Other Funds					
<b>Total</b>	<b>\$ 339,107</b>	<b>\$ 345,875</b>	<b>\$ 343,422</b>	<b>\$ 386,084</b>	<b>\$ 391,699</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Community Fitness Center & Gyms

**Major Objective:** Recreation & Cultural

## Program Description

General Operations of the Community Fitness Center and Community Gyms for members and daily customers. The Community Fitness Center & Gyms are located at the Robbinsdale Area Learning Campus and leased from the Robbinsdale School District

## Services

- ~ Offers daily open gym facilities and exercise room for independent recreation
- ~ Rental of rooms and gyms for a variety of group meetings.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 48,278	\$ 64,684	\$ 68,515	\$ 66,676	\$ 99,301
Supplies	3,423	10,371	3,000	3,200	3,400
Other Services & Charges	2,105	684	2,100	1,100	1,300
Capital Outlay	3,366				
<b>Total</b>	<b>\$ 57,172</b>	<b>\$ 75,739</b>	<b>\$ 73,615</b>	<b>\$ 70,976</b>	<b>\$ 104,001</b>
<b>Related Revenue</b>					
Fitness Center & Open Gym	\$ 21,004	\$ 25,581	\$ 25,500	\$ 25,500	25,500
Facility Rentals	15,758	21,871	13,000	15,000	14,500
<b>Total</b>	<b>\$ 36,762</b>	<b>\$ 47,452</b>	<b>\$ 38,500</b>	<b>\$ 40,500</b>	<b>\$ 40,000</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Adult Programs

**Major Objective:** Recreation & Cultural

Program Description

Provide a wide range of activities for both men and women. Adult Programs are structured so that fees cover all direct costs incurred.

Services

*Current Programs Include:*

- ~ 3 on 3 Basketball.
- ~ Adult Volleyball leagues.
- ~ Walk for Health.
- ~ Karate.
- ~ Out & About.
- ~ Jazzercise.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 13	\$ 532	\$ 13,385	\$ 204	\$ 204
Supplies	75		325	325	325
Other Services & Charges	1,422	2,727	3,500	3,250	3,500
Capital Outlay					
<b>Total</b>	<b>\$ 1,510</b>	<b>\$ 3,259</b>	<b>\$ 17,210</b>	<b>\$ 3,779</b>	<b>\$ 4,029</b>
<b>Related Revenue</b>					
Program Fees	\$ 13,259	\$ 11,880	\$ 24,750	\$ 13,000	\$ 13,500



**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Adult Athletics - Taxable

**Major Objective:** Recreation & Cultural

Program Description

Provide for the Adult Softball League. There are approximately 32 teams that participate on an annual basis.

Services

- ~ Provide umpire services.
- ~ Provide registration and league scheduling.
- ~ Provides a recreation opportunity for adults.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 9	\$ 319	\$ 678	\$ 679	\$ 680
Supplies	604	484	750	600	750
Other Services & Charges	2,318	2,425	2,900	3,100	3,300
<b>Total</b>	<b>\$ 2,931</b>	<b>\$ 3,228</b>	<b>\$ 4,328</b>	<b>\$ 4,379</b>	<b>\$ 4,730</b>
<b>Related Revenue</b>					
Program Fees	\$	\$	\$	\$	\$

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** General Programs

**Major Objective:** Recreation & Cultural

## Program Description

To provide recreation programs that have a broad appeal to persons of all ages.

## Services

- ~ Group trips for various family events throughout the Twin Cities Metropolitan Area.
- ~ Various holiday events (Easter Egg Hunt, Safe & Happy Halloween, etc ...).
- ~ Various other general interest programming.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 4,512	\$ 4,567	\$ 6,104	\$ 6,109	\$ 6,306
Supplies	2,910	1,087	3,000	3,000	5,200
Other Services & Charges	499	350	1,400	1,900	2,150
<b>Total</b>	<b>\$ 7,921</b>	<b>\$ 6,004</b>	<b>\$ 10,504</b>	<b>\$ 11,009</b>	<b>\$ 13,656</b>
<b>Related Revenue</b>					
Program Fees	\$ 380	\$ 642	\$ 500	\$ 500	\$ 500

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Youth \ Children Programs

**Major Objective:** Recreation & Cultural

## Program Description

Provides a wide range of recreation activities for boys and girls ages pre-school through teens.

## Services

- ~ Various Pre-school programming.
- ~ Various Arts & Craft, music, dance, and science classes.
- ~ Various athletic opportunities (t-ball, baseball, soccer, broomball, basketball, and wrestling).
- ~ Lessons for various athletic skills.
- ~ Programming for special populations.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 9,634	\$ 9,453	\$ 11,169	\$ 11,484	\$ 11,199
Supplies	5,060	3,399	6,500	6,500	6,100
Other Services & Charges	1,515	2,425	2,530	2,530	2,780
<b>Total</b>	<b>\$ 16,209</b>	<b>\$ 15,277</b>	<b>\$ 20,199</b>	<b>\$ 20,514</b>	<b>\$ 20,079</b>
<b>Related Revenue</b>					
Recreation Fees	\$ 15,248	\$ 13,424	\$ 14,500	\$ 14,500	\$ 14,500

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Senior Programs

**Major Objective:** Recreation & Cultural

### Program Description

Provide activities that have a broad appeal to older adults. The program is coordinated by a contract employee through Senior Community Services, which is a non-profit social services organization.

### Services

- ~ Friendly Robins Club.
- ~ Golden Agers Club.
- ~ Periodic outings to places of interest throughout the year.
- ~ Various topical interest programs and activities.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 3,088	\$ 4,748	\$ 2,544	6,619	7,338
Supplies	1,165	1,014	6,500	\$ 6,500	\$ 6,500
Other Services & Charges	12,908	12,276	13,776	12,685	13,542
Capital Outlay					
<b>Total</b>	<b>\$ 17,161</b>	<b>\$ 18,038</b>	<b>\$ 22,820</b>	<b>\$ 25,804</b>	<b>\$ 27,380</b>
<b>Related Revenue</b>					
Senior Program Fees	\$ 3,376	\$ 3,040	\$ 3,000	\$ 3,000	\$ 3,000

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Cooperative Programming

**Major Objective:** Recreation & Cultural

Program Description

Provide for the promotion of joint programs with the surrounding communities.

Services

- ~ Just for Kids (After School Program).
- ~ Various events.
- ~ Joint sports leagues and sports camps offerings.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 10,453	\$ 8,505	\$ 10,083	\$ 7,829	\$ 9,737
Supplies	1,529	1,611	1,000	500	500
Other Services & Charges	11,411	12,131	12,000	12,000	14,000
<b>Total</b>	<b>\$ 23,393</b>	<b>\$ 22,247</b>	<b>\$ 23,083</b>	<b>\$ 20,329</b>	<b>\$ 24,237</b>
<b>Related Revenue</b>					
Program Fees	\$ 23,388	\$ 24,751	\$ 22,500	\$ 22,500	\$ 23,000

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Playground \ Wading Pool

**Major Objective:** Recreation & Cultural

Program Description

Provide for the operations of the playground program and wading pools during the summer. Playground programs operate out of Sanborn, Manor, Triangle, and Lee Parks. Wading pool is located at Triangle Park. A splash pad is located at Manor Park.

Services

- ~ Provide a supervised drop in center for youth.
- ~ Provide various activities for youth (Sports, Arts & Crafts, and Games).
- ~ Provide various special events throughout the summer.
- ~ Provide wading pools for families of young children.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 2,967	\$ 702	\$ 14,135	\$ 13,653	\$ 13,819
Supplies	116		100	25	125
Other Services & Charges	20				150
<b>Total</b>	<b>\$ 3,103</b>	<b>\$ 702</b>	<b>\$ 14,235</b>	<b>\$ 13,678</b>	<b>\$ 14,094</b>
<b>Related Revenue</b>					
Program Fees	\$ 1,750	\$	\$	\$	\$

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** City Band

**Major Objective:** Recreation & Cultural

## Program Description

Provides for activities of the City Band, both marching and concert. The Robbinsdale City Band was officially organized in September of 1908, and has represented the City in numerous parades throughout the last century. The Robbinsdale City Band continues to hold a series of concerts throughout the summer at various bandshells around the Twin Cities Metropolitan Area.

## Services

- ~ Provide music activities for residents.
- ~ Provide musical entertainment for the region at large.
- ~ Represent the City in parades and other civic type functions.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 12,882	\$ 12,991	\$ 12,371	\$ 12,332	\$ 12,531
Supplies					
Other Services & Charges	5,957	7,162	6,309	7,159	7,300
<b>Total</b>	<b>\$ 18,839</b>	<b>\$ 20,153</b>	<b>\$ 18,680</b>	<b>\$ 19,491</b>	<b>\$ 19,831</b>
<b>Related Revenue</b>					
Donations	\$ 2,185	\$ 3,398	\$ 4,200	\$ 3,500	\$ 3,700

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Recreation & Parks  
**Program:** Library Building Operations

**Major Objective:** Recreation & Cultural

## Program Description

Provide for the operations of the Historic Library Building. The building houses a museum on Robbinsdale, an art gallery for local artists, and a non-profit organization that works with youth.

## Services

- ~ Operate and maintain the building.
- ~ Provide a museum on Robbinsdale's history for residents (sponsored by the Robbinsdale Historical Society).
- ~ Provide an avenue for local artists to display their work.
- ~ Lease space to non-profit organizations as a service to the community.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 4,272	\$ 2,660	\$ 2,521	\$ 1,686	\$ 2,671
Supplies	528		350	350	400
Other Services & Charges	26,901	8,634	9,875	7,017	9,673
<b>Total</b>	<b>\$ 31,701</b>	<b>\$ 11,294</b>	<b>\$ 12,746</b>	<b>\$ 9,053</b>	<b>\$ 12,744</b>
<b>Related Revenue</b>					
Rentals - Teen Annex	\$	\$	\$	\$	\$





**READER'S NOTES:**

## CITY OF ROBBINSDALE, MINNESOTA

# ENGINEERING

### **Department Activities and Responsibilities**

The Engineering Department is responsible for overseeing the following:

- A. Engineering Services, which involves project management and coordination of infrastructure projects within the City of Robbinsdale including projects at the private, city, county and state level; reviewing and assisting with public works and park activities when the cost of maintenance exceeds the cost of new. The department is also responsible for providing information and maps to other departments, residents, and other public and private agencies.
- B. Building Inspections, which is responsible for the administration of the State of Minnesota building Code, and overseeing all permit applications required by the City.

### **Mission**

It is the mission of the Engineering Department to provide cost effective and timely solutions for infrastructure projects and issues that arise, enforce compliance with State Building Code Standards, and prevent housing conditions that adversely affect the social well being and quality of life for residents within the City.

### **Department Objectives:**

The Engineering Department has established objectives to help us fulfill our responsibilities and support our mission. These objectives are:

1. Engineering design, surveying and inspection
2. Project management and coordination
3. Survey and maintain database of City infrastructure
4. Update and maintain City maps
5. Implement GIS software, mapping and spatial database
6. Provide support services to other City Departments
7. Enforce the building code through the issuance of permits and inspection properties

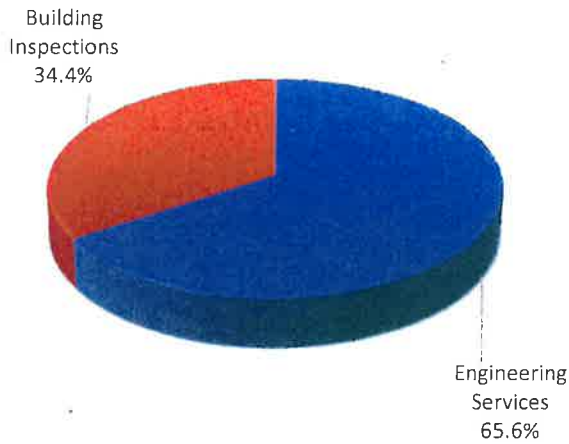
**Department: Engineering**

**Fund: General Fund**

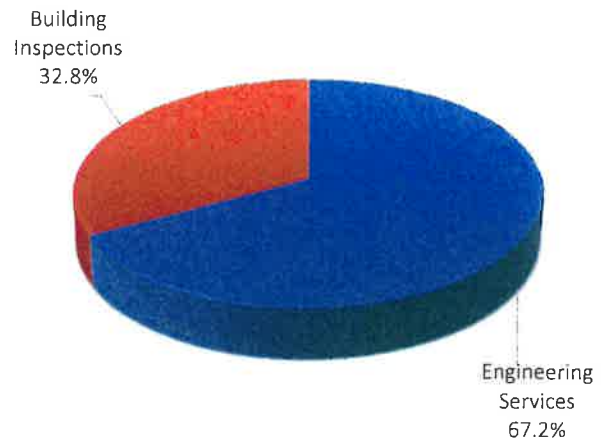
<b>Expenditures By Program</b>					
Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Engineering Services	\$ 457,725	\$ 485,408	\$ 463,007	\$ 430,937	\$ 474,034
Building Inspections	198,181	208,367	211,827	226,142	231,583
<b>Total</b>	<b>\$ 655,906</b>	<b>\$ 693,775</b>	<b>\$ 674,834</b>	<b>\$ 657,079</b>	<b>\$ 705,617</b>

<b>Related Revenue By Program</b>					
Engineering Services	\$ 106,349	\$ 97,738	\$ 163,000	\$ 161,625	\$ 163,000
Building Inspections	216,434	462,950	202,500	378,296	205,000
<b>Total</b>	<b>\$ 322,783</b>	<b>\$ 560,688</b>	<b>\$ 365,500</b>	<b>\$ 539,921</b>	<b>\$ 368,000</b>

**2019 Estimated Expenditures By Program**



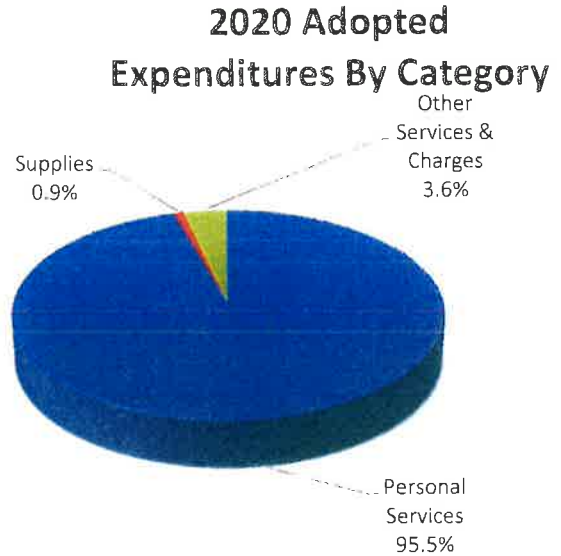
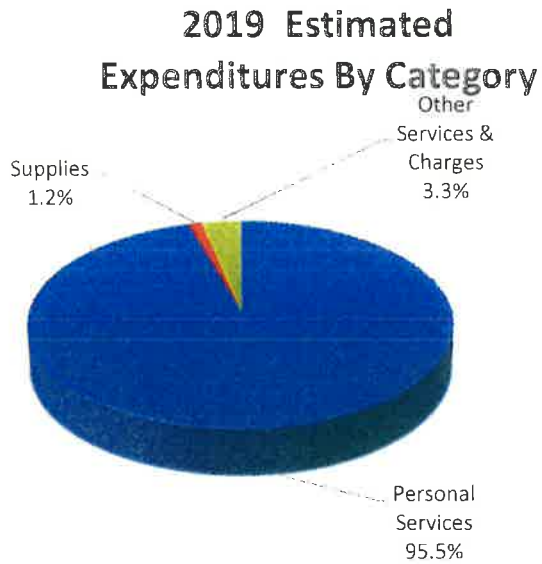
**2020 Adopted Expenditures By Program**



**Department: Engineering**

**Fund: General Fund**

<b>Expenditures By Category</b>					
Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Personal Services	\$ 628,468	\$ 639,315	\$ 647,719	\$ 627,664	\$ 673,832
Supplies	7,103	4,367	7,150	8,050	6,575
Other Services & Charges	111,955	106,382	111,510	112,910	122,292
Capital Outlay		29,943			
Amounts Charged to Other Funds	(91,620)	(86,232)	(91,545)	(91,545)	(97,082)
<b>Total</b>	<b>\$ 655,906</b>	<b>\$ 693,775</b>	<b>\$ 674,834</b>	<b>\$ 657,079</b>	<b>\$ 705,617</b>



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Engineering  
**Program:** Engineering Services

**Major Objective:** Public Works

## Program Description

Provide management and coordination for the City's infrastructure projects, maintain City maps and project files, work with other agencies regarding infrastructure issues, and provide GIS mapping services.

## Services

- ~ Manage all facets of infrastructure projects (feasibility reports, specification review, bidding, contracting, etc..).
- ~ Maintain all project files.
- ~ Develop and maintain maps of the City's infrastructure.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 467,514	\$ 457,805	\$ 465,924	\$ 438,214	\$ 481,750
Supplies	6,456	4,135	6,725	7,725	5,850
Other Services & Charges	75,375	79,757	81,903	76,543	83,516
Capital Outlay		29,943			
Amounts Charged to Other Funds	(91,620)	(86,232)	(91,545)	(91,545)	(97,082)
<b>Total</b>	<b>\$ 457,725</b>	<b>\$ 485,408</b>	<b>\$ 463,007</b>	<b>\$ 430,937</b>	<b>\$ 474,034</b>
<b>Related Revenue</b>					
Utility Inspection Fees	\$ 4,200	\$ 4,650	\$ 4,000	2,625	4,000
Transfer from PIR Fund	102,149	93,088	159,000	\$ 159,000	\$ 159,000
<b>Total</b>	<b>\$ 106,349</b>	<b>\$ 97,738</b>	<b>\$ 163,000</b>	<b>\$ 161,625</b>	<b>\$ 163,000</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Engineering  
**Program:** Building Inspections

**Major Objective:** Public Safety

### Program Description

Provide for the Inspection of properties for compliance with City Ordinances and State Building Codes when permits are issued.

### Services

- ~ Customer service to residents desiring to improve their properties.
- ~ Inspections of projects that require a permit.
- ~ Review of plans prior to permit approval to ensure compliance with codes and ordinances.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 160,954	\$ 181,510	\$ 181,795	\$ 189,450	\$ 192,082
Supplies	647	232	425	325	725
Other Services & Charges	36,580	26,625	29,607	36,367	38,776
Capital Outlay					
Amounts Charged to Other Funds					
<b>Total</b>	<b>\$ 198,181</b>	<b>\$ 208,367</b>	<b>\$ 211,827</b>	<b>\$ 226,142</b>	<b>\$ 231,583</b>

<b>Related Revenue</b>					
Building Permits	126,307	233,076	120,000	215,350	120,000
Heating & A/C Permits	30,208	75,108	30,000	39,880	30,000
Plumbing Permits	26,332	49,928	20,000	22,874	20,000
Plan Check Fees	33,587	104,838	32,500	100,192	35,000
<b>Total</b>	<b>\$ 216,434</b>	<b>\$ 462,950</b>	<b>\$ 202,500</b>	<b>\$ 378,296</b>	<b>\$ 205,000</b>



**READER'S NOTES:**

## CITY OF ROBBINSDALE, MINNESOTA

# PUBLIC WORKS

### **Department Activities and Responsibilities**

The Public Works department is located in the Central Garage at 4601 Toledo Ave N. The Department is responsible for all maintenance related to City Streets, City Parks, Central Garage (Internal Service Fund), and the Utility System (Enterprise Funds). The General Fund is divided into three divisions: Streets and Park Maintenance, and Forestry.

### **Mission**

To provide a cost effective, high level of service in maintaining the City's infrastructure (streets, parks, and utility systems) and Central Garage that serves all residents of Robbinsdale.

### **Department Objectives:**

The following are the objectives as they relate to the Streets and Parks Maintenance Divisions:

Park Maintenance Division:

- A. Continue to maintain the City's Parks in excellent condition for the residents.
- B. Continue to provide information on job activities for developing a cost associated with maintaining each park.
- C. Assist Recreation & Parks Department programs with set up and maintenance services as needed.
- D. Continue to help with the set up of Whiz Bang Days (The City's annual celebration in July).

Streets Division:

- A. Continue to sweep the streets and alleys as appropriate throughout the year.
- B. Provide for snowplowing and removal as needed.
- C. Continue to maintain the alleys, sidewalks, and streets in good working condition.
- D. Stripe the intersections and crosswalks annually.
- E. Prepare streets for any scheduled sealcoating or resurfacing project.



**CITY OF ROBBINSDALE, MINNESOTA**

**Department: Public Works**

**Fund: General Fund**

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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**Expenditures By Program**

**Parks Maintenance Division**

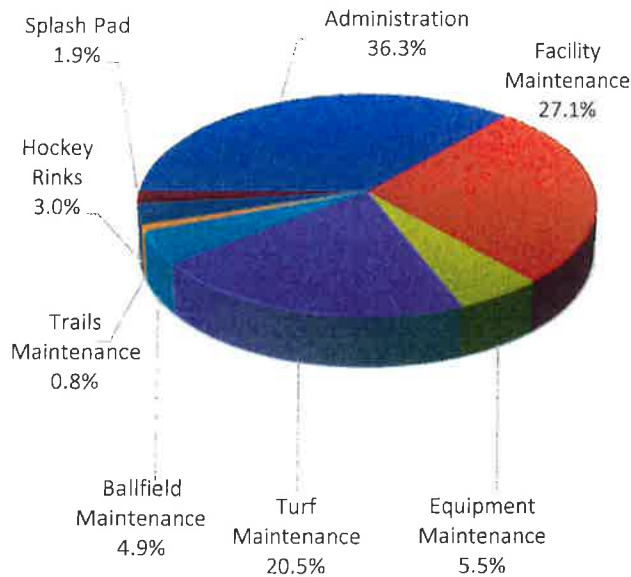
Administration	\$ 194,626	\$ 217,489	\$ 223,024	\$ 272,501	\$ 231,681
Facility Maintenance	183,571	218,269	208,180	203,184	233,921
Equipment Maintenance	32,641	12,937	43,788	41,132	43,896
Turf Maintenance	135,241	92,243	151,930	154,019	155,415
Ballfield Maintenance	38,155	33,282	42,353	36,398	44,904
Trails Maintenance	3,460	3,408	7,501	5,998	7,130
Hockey Rinks	18,948	16,453	24,716	22,237	24,934
Splash Pad	15,518	6,605	14,257	14,359	15,188
<b>Total Parks Maintenance</b>	<b>622,160</b>	<b>600,686</b>	<b>715,749</b>	<b>749,828</b>	<b>757,069</b>

**Related Revenue By Program**

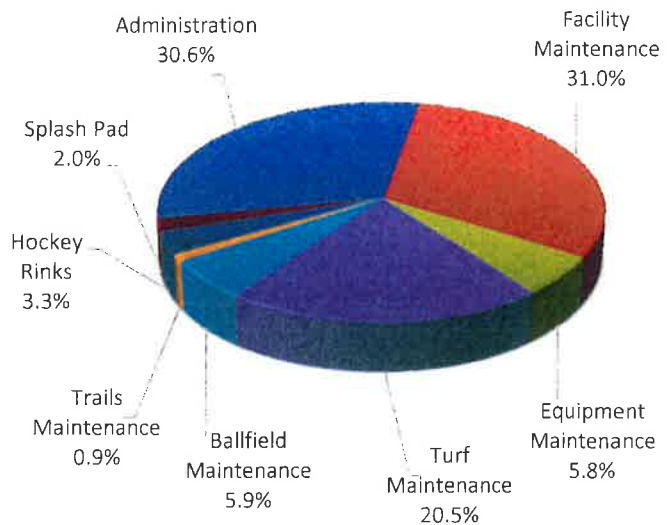
Parks Ballfield Maintenance	\$ 6,622	\$ 4,924	\$ 5,500	\$ 5,500	\$ 5,500
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**Parks Maintenance Division**

**2019 Estimated  
Expenditures By Program**



**2020 Adopted  
Expenditures By Program**



# CITY OF ROBBINSDALE, MINNESOTA

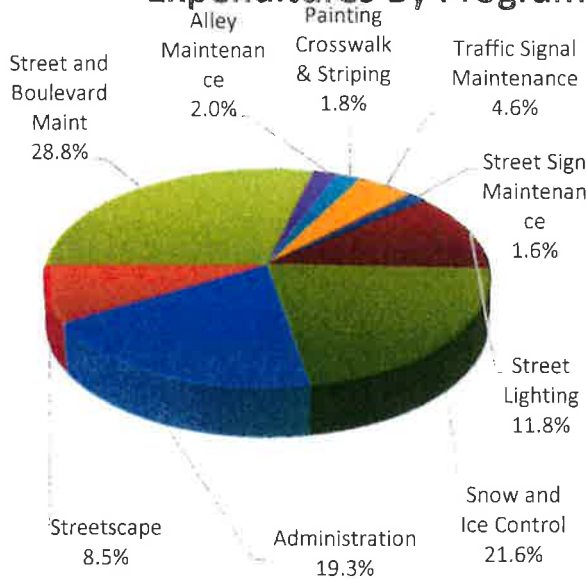
**Department: Public Works**

**Fund: General Fund**

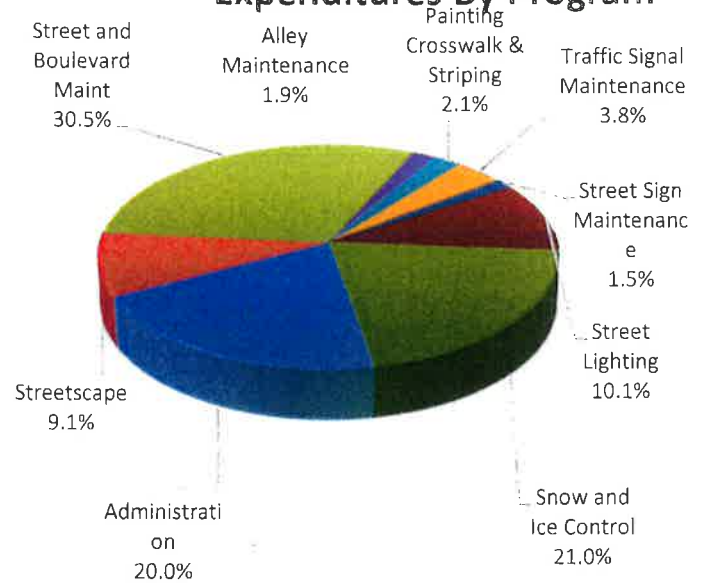
Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures By Program</b>					
<b><u>Streets Division</u></b>					
Administration	\$ 212,478	\$ 242,133	\$ 249,671	\$ 220,593	\$ 247,455
Streetscape	73,631	85,057	117,612	96,781	112,935
Street and Boulevard Maint	329,089	281,297	363,408	329,111	376,945
Alley Maintenance	3,361	3,791	13,508	23,157	23,736
Painting Crosswalk & Striping	20,638	31,630	25,580	20,829	26,288
Traffic Signal Maintenance	50,472	40,778	53,483	52,976	46,399
Street Sign Maintenance	13,223	18,359	16,197	17,753	18,713
Street Lighting	138,990	127,380	127,017	135,180	125,123
Snow and Ice Control	182,870	281,576	251,174	246,886	259,713
<b>Total Streets</b>	<b>1,024,752</b>	<b>1,112,001</b>	<b>1,217,650</b>	<b>1,143,266</b>	<b>1,237,307</b>

## Streets Division

**2019 Estimated  
Expenditures By Program**



**2020 Adopted  
Expenditures By Program**



**CITY OF ROBBINSDALE, MINNESOTA**

**Department: Public Works Fund: General Fund**

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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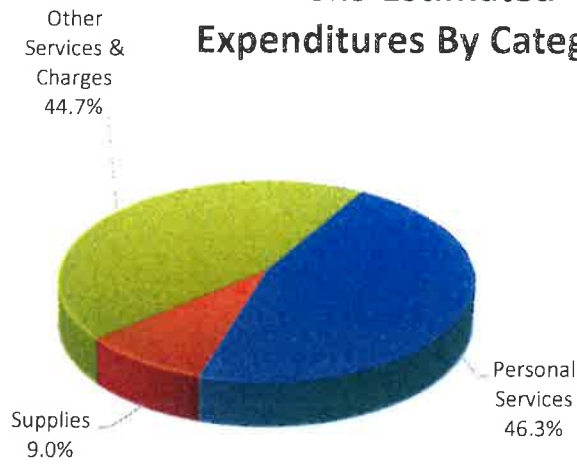
**Expenditures By Program**

<b>Forestry Division</b>					
Forestry	252,496	247,529	270,408	265,762	287,271

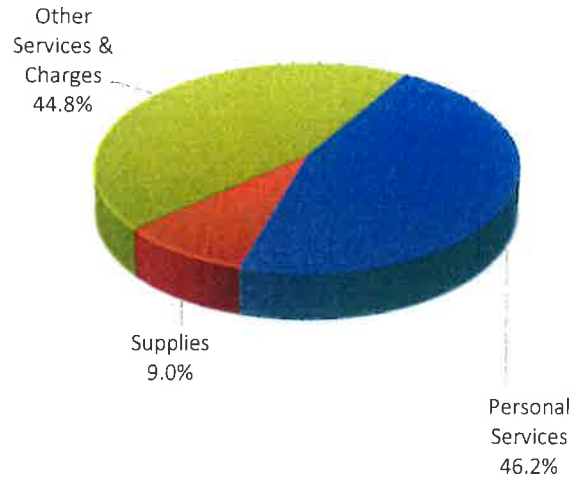
**Expenditures By Category (Combined)**

Personal Services	\$ 891,376	\$ 989,262	\$ 1,046,994	\$ 1,000,087	\$ 1,053,672
Supplies	161,075	136,346	199,625	194,025	204,325
Other Services & Charges	839,552	834,608	957,188	964,744	1,023,650
Capital Outlay	7,405				
<b>Total</b>	<b>\$ 1,899,408</b>	<b>\$ 1,960,216</b>	<b>\$ 2,203,807</b>	<b>\$ 2,158,856</b>	<b>\$ 2,281,647</b>

**2019 Estimated  
Expenditures By Category**



**2020 Adopted  
Expenditures By Category**



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Administration

**Major Objective:** Recreation & Cultural

## Program Description

To provide the administrative support for operating the Park Maintenance Division.

## Services

- ~ Provide for the supervision of Park Maintenance Operations.
- ~ Provide for ongoing training of employees as needed.
- ~ Provide for the overhead (Internal Service Fund Charges) to operate the Division.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 156,714	\$ 173,237	\$ 170,111	\$ 220,975	\$ 179,878
Supplies	3,725	16,311	5,100	4,500	4,500
Other Services & Charges	26,782	27,941	47,813	47,026	47,303
Capital Outlay	7,405				
<b>Total</b>	<b>\$ 194,626</b>	<b>\$ 217,489</b>	<b>\$ 223,024</b>	<b>\$ 272,501</b>	<b>\$ 231,681</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Facility Maintenance

**Major Objective:** Recreation & Cultural

## Program Description

To keep all Park facilities in a safe and good working order.

## Services

- ~ Interior & Exterior maintenance of Park Buildings.
- ~ Snow & Ice Control around Park Buildings.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 77,183	\$ 104,184	\$ 93,562	\$ 81,066	\$ 102,343
Supplies	2,010	4,262	5,000	5,000	5,500
Other Services & Charges	104,378	109,823	109,618	117,118	126,078
<b>Total</b>	<b>\$ 183,571</b>	<b>\$ 218,269</b>	<b>\$ 208,180</b>	<b>\$ 203,184</b>	<b>\$ 233,921</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Equipment Maintenance

**Major Objective:** Recreation & Cultural

### Program Description

Provide the ongoing maintenance of equipment in the Parks.

### Services

~ Maintenance of Equipment in the Parks ( Play structures, benches, trash receptacles and any other miscellaneous equipment that exists).

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 6,315	\$ 6,705	\$ 8,772	\$ 6,366	\$ 9,288
Supplies	21,195	2,090	25,500	25,500	25,500
Other Services & Charges	5,131	4,142	9,516	9,266	9,108
<b>Total</b>	<b>\$ 32,641</b>	<b>\$ 12,937</b>	<b>\$ 43,788</b>	<b>\$ 41,132</b>	<b>\$ 43,896</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Turf Maintenance

**Major Objective:** Recreation & Cultural

Program Description

To provide all areas of service relative to turf maintenance in the City's Parks.

Services

- ~ Fertilizing.
- ~ Weed Control.
- ~ Aerating.
- ~ Mowing.
- ~ Irrigating.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 104,242	\$ 66,150	\$ 110,191	\$ 119,980	\$ 114,327
Supplies	8,070	5,670	10,500	6,000	11,000
Other Services & Charges	22,929	20,423	31,239	28,039	30,088
<b>Total</b>	<b>\$ 135,241</b>	<b>\$ 92,243</b>	<b>\$ 151,930</b>	<b>\$ 154,019</b>	<b>\$ 155,415</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Playing Field Maintenance

**Major Objective:** Recreation & Cultural

Program Description

To maintain the ballfields in a condition suitable to facilitate baseball and softball teams in an organized and professional setting.

Services

- ~ Turf Maintenance
- ~ Infield Maintenance
- ~ Chalking
- ~ Outfield Maintenance

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 17,259	\$ 18,312	\$ 18,302	\$ 14,247	\$ 19,511
Supplies	12,725	7,202	10,500	8,000	11,500
Other Services & Charges	8,171	7,768	13,551	14,151	13,893
<b>Total</b>	<b>\$ 38,155</b>	<b>\$ 33,282</b>	<b>\$ 42,353</b>	<b>\$ 36,398</b>	<b>\$ 44,904</b>
<b>Related Revenue</b>					
Park Maintenance Fees	\$ 6,622	\$ 4,924	\$ 5,500	\$ 5,500	\$ 5,500



## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Trails Maintenance

**Major Objective:** Recreation & Cultural

### Program Description

Accounts for costs associated with the maintenance of the City's park trail system.

### Services

- ~ Snow and ice control of park trails.
- ~ Patching of park trails.
- ~ Seal coating of park trails.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 1,386	\$ 1,219	\$ 2,721	\$ 2,718	\$ 2,909
Supplies	686	90	2,500	1,000	2,000
Other Services & Charges	1,388	2,099	2,280	2,280	2,221
<b>Total</b>	<b>3,460</b>	<b>\$ 3,408</b>	<b>\$ 7,501</b>	<b>\$ 5,998</b>	<b>\$ 7,130</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Hockey Rinks

**Major Objective:** Recreation & Cultural

### Program Description

To provide all maintenance relative to the operation and maintenance of the City's hockey rinks.

### Services

- ~ Board Maintenance.
- ~ Ice Establishment.
- ~ Ice Maintenance.
- ~ Snow Removal.
- ~ Painting.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 13,507	\$ 10,738	\$ 16,850	\$ 14,371	\$ 17,226
Supplies	1,045	9	2,100	2,100	2,100
Other Services & Charges	4,396	5,706	5,766	5,766	5,608
<b>Total</b>	<b>\$ 18,948</b>	<b>\$ 16,453</b>	<b>\$ 24,716</b>	<b>\$ 22,237</b>	<b>\$ 24,934</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Parks Wading Pools

**Major Objective:** Recreation & Cultural

## Program Description

To provide the maintaining of the City's wading pools, giving the community a place for summer time recreation.

### Services

- ~ Maintenance of the pools.
- ~ Maintenance of the building and grounds.
- ~ Maintenance of the facilities and equipment.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 8,787	\$ 17	\$ 7,391	\$ 7,493	\$ 7,780
Supplies	2,294	1,777	1,350	1,350	1,650
Other Services & Charges	4,437	4,811	5,516	5,516	5,758
<b>Total</b>	<b>\$ 15,518</b>	<b>\$ 6,605</b>	<b>\$ 14,257</b>	<b>\$ 14,359</b>	<b>\$ 15,188</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Streets Administration

**Major Objective:** Public Works

Program Description

To administer the day to day operating & maintenance needs required to provide all services related to streets.

Services

- ~ Snow & Ice Control.
- ~ Traffic Signals, Street Signs, & Street Lighting.
- ~ Street Sweeping.
- ~ Streetscape.
- ~ Street, Boulevard, & Alley Maintenance.
- ~ Striping & Painting Crosswalks.
- ~ Storm Sewer Maintenance.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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**Expenditures**

Personal Services	\$ 164,674	\$ 189,844	\$ 191,591	\$ 160,493	\$ 192,930
Supplies	3,050	2,984	4,375	4,375	4,375
Other Services & Charges	44,754	49,305	53,705	55,725	50,150
<b>Total</b>	<b>\$ 212,478</b>	<b>\$ 242,133</b>	<b>\$ 249,671</b>	<b>\$ 220,593</b>	<b>\$ 247,455</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Streetscape

**Major Objective:** Public Works

Program Description

Providing maintenance and up keep along the streetscape areas.

Services

- ~ Sign repair and replacement.
- ~ Cleaning of sidewalks.
- ~ Maintenance and repair of street lighting.
- ~ Removal of garbage along streetscape.
- ~ Maintenance of planters, Kiosk, and fountain.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 14,757	\$ 16,666	\$ 18,483	\$ 14,777	\$ 16,923
Supplies	3,393	9,634	8,500	8,500	8,500
Other Services & Charges	55,481	58,757	90,629	73,504	87,512
<b>Total</b>	<b>\$ 73,631</b>	<b>\$ 85,057</b>	<b>\$ 117,612</b>	<b>\$ 96,781</b>	<b>\$ 112,935</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund **Major Objective:** Public Works  
**Department:** Public Works  
**Program:** Street and Boulevard Maintenance

### Program Description

Contains all work functions of preserving and maintaining the traveled surface of our street system.

### Services

- ~ Repair and patching of asphalt to worn or damaged sections of roadways.
- ~ Seal coat zone preparation.
- ~ Repair service cuts for water and sewer repairs.
- ~ Repair and replacement of curbing.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 163,033	\$ 132,772	\$ 174,101	\$ 138,091	\$ 164,376
Supplies	26,441	22,680	39,650	39,650	39,650
Other Services & Charges	139,615	125,845	149,657	151,370	172,919
Capital Outlay					
<b>Total</b>	<b>\$ 329,089</b>	<b>\$ 281,297</b>	<b>\$ 363,408</b>	<b>\$ 329,111</b>	<b>\$ 376,945</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Alley Maintenance

**Major Objective:** Public Works

### Program Description

Provide for costs to maintain a safe and driveable surface in city alleys.

### Services

- ~ Grading of dirt alley surfaces.
- ~ Building up of alley with materials, as needed, to maintain a smooth surface.
- ~ Repair of concrete alley sections as needed.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 782	\$ 622	\$ 983	\$ 272	\$ 761
Supplies	111		500	500	500
Other Services & Charges	2,468	3,169	12,025	22,385	22,475
<b>Total</b>	<b>\$ 3,361</b>	<b>\$ 3,791</b>	<b>\$ 13,508</b>	<b>\$ 23,157</b>	<b>\$ 23,736</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund **Major Objective:** Public Works  
**Department:** Public Works  
**Program:** Painting Crosswalk & Striping

### Program Description

Provide for costs associated with striping of intersections and crosswalks in order to provide pedestrians a safe and controlled area to cross the street and assists in traffic control.

### Services

- ~ Repainting of existing crosswalks, center lines and traffic symbols.
- ~ Repainting city owned parking lots.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 5,825	\$ 8,180	\$ 6,453	\$ 1,702	\$ 2,912
Supplies	2,002	2,279	3,000	3,000	3,000
Other Services & Charges	12,811	21,171	16,127	16,127	20,376
<b>Total</b>	<b>\$ 20,638</b>	<b>\$ 31,630</b>	<b>\$ 25,580</b>	<b>\$ 20,829</b>	<b>\$ 26,288</b>



**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Traffic Signal Maintenance

**Major Objective:** Public Works

Program Description

To provide and maintain traffic signals in working conditions for the safety of the public.

Services

- ~ Relamping of fixtures.
- ~ Troubleshooting.
- ~ Coordinating repairs as needed with electrical contractors.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 532	\$ 542	\$ 608	\$ 101	\$ 480
Supplies			400	400	400
Other Services & Charges	49,940	40,236	52,475	52,475	45,519
<b>Total</b>	<b>\$ 50,472</b>	<b>\$ 40,778</b>	<b>\$ 53,483</b>	<b>\$ 52,976</b>	<b>\$ 46,399</b>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Street Sign Maintenance

**Major Objective:** Public Works

### Program Description

To provide maintenance and installation of all street signs to ensure all are in good condition.

### Services

- ~ Repair and replacement of signs.
- ~ Installation of new signs.
- ~ Removal of graffiti on signs.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 4,920	\$ 6,554	\$ 6,620	\$ 3,451	\$ 4,289
Supplies	2,785	4,653	3,500	7,000	7,000
Other Services & Charges	5,518	7,152	6,077	7,302	7,424
<b>Total</b>	<b>\$ 13,223</b>	<b>\$ 18,359</b>	<b>\$ 16,197</b>	<b>\$ 17,753</b>	<b>\$ 18,713</b>

**CITY OF ROBBINSDALE, MINNESOTA**

<b>Fund:</b>	General Fund	<b>Major Objective:</b>	Public Works
<b>Department:</b>	Public Works		
<b>Program:</b>	Street Lighting		

Program Description

Provides street lights to enhance visibility throughout the community.

Services

- ~ Service of street lighting is contracted out to the power company and electrical contractors.
- ~ Notify contractors of outages.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 3,330	\$ 3,162	\$ 2,467	\$ 630	\$ 1,953
Supplies		1,679	1,000	1,000	1,000
Other Services & Charges	135,660	122,539	123,550	133,550	122,170
<b>Total</b>	<b>\$ 138,990</b>	<b>\$ 127,380</b>	<b>\$ 127,017</b>	<b>\$ 135,180</b>	<b>\$ 125,123</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Snow and Ice Control

**Major Objective:** Public Works

## Program Description

To provide safe and manageable driving conditions on all city streets and alleys. To maintain city owned lots and walks keeping them free of snow and ice.

## Services

- ~ Plowing and snow removal of roads, alleys and city walks.
- ~ Using salt and sand to maintain safe driving conditions.
- ~ Removal of accumulated snow from previous snow falls.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 66,511	\$ 161,803	\$ 127,310	\$ 123,022	\$ 119,672
Supplies	49,829	34,478	50,450	50,450	50,450
Other Services & Charges	66,530	85,295	73,414	73,414	89,591
<b>Total</b>	<b>\$ 182,870</b>	<b>\$ 281,576</b>	<b>\$ 251,174</b>	<b>\$ 246,886</b>	<b>\$ 259,713</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** General Fund  
**Department:** Public Works  
**Program:** Forestry

**Major Objective:** Public Works

## Program Description

To provide for the City's shade tree management program. The City has an agreement with the City of Crystal for contracting the services of their Forester.

## Services

- ~ Shade tree hazardous and disease control (public and private trees).
- ~ Tree trimming.
- ~ Reforestation.
- ~ Weed inspections.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 81,619	\$ 88,555	\$ 90,478	\$ 90,332	\$ 96,114
Supplies	21,714	20,548	25,700	25,700	25,700
Other Services & Charges	149,163	138,426	154,230	149,730	165,457
<b>Total</b>	<b>\$ 252,496</b>	<b>\$ 247,529</b>	<b>\$ 270,408</b>	<b>\$ 265,762</b>	<b>\$ 287,271</b>



# HUMAN SERVICES

**Department Activities and Responsibilities**

This department involves the support of various non-profit and social service agencies that operate throughout the City. Currently the City is supporting Senior Transportation and Community Services Mediation.

**Mission**

To support programs and services which enrich the quality of life and health of all Robbinsdale residents, to show compassion for the citizens, and to preserve the diversity of Robbinsdale.

**Department Objectives:**

Continue working with various social service agencies to provide services to residents as needs arise.

**CITY OF ROBBINSDALE, MINNESOTA**

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**Fund:** General Fund  
**Department:** Human Services  
**Program:** Human Services

**Major Objective:** Human Services

Program Description

Provide funding for various non-profit and social service agencies that provide services within the City.

Services

- ~ Provide funding to Senior Social Services to help with the needs of the City's senior population.
- ~ Provide funding to various other social agencies based on request and evaluation.

**Expenditures**

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Other Services & Charges	\$	\$	\$	\$	\$ 10,000





**READER'S NOTES:**

# SPECIAL REVENUE FUNDS

These funds are used to account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by the statute, charter provisions, or local ordinance to finance particular functions or activities of government.

## **D.W.I. Forfeiture Fund**

The Minnesota Legislature passed a statute in 1992 relating to the forfeiture of motor vehicles used by persons who are driving while under the influence and have previously had their driving privileges canceled for alcohol related offenses. The Robbinsdale Police Department has aggressively pursued the seizure and forfeiture of these vehicles as allowed by state statute. M.S. 169.1217 articulates the rules and procedures for the forfeiture of these vehicles. Subdivision 8 of this statute defines how these vehicles or the funds obtained for their sale must be distributed. The vehicle can be sold or used for official use. If the vehicle is sold, the proceeds after expenses must be forwarded to the local treasury and must be used for DWI-related enforcement, training, and education.

## **City Code Compliance Fund**

This Fund was established to account for programs related to City Code and emergency issues on private property. The programs are funded through special assessments or charges for services and exist to promote the safety and welfare of the citizens.

- Emergency Sewer & Water
- Forced Tree Removal
- Nuisance Abatements

## **Process**

Each program is designed to aid a property owner in resolving problems regarding private utility services and City Code issues or violations. The City, either through a request by the property owner or an abatement authorized by the City Council related to a City Code order or violation pays a vendor to complete the work required. The cost plus any administrative fees are then assessed to the property. In accordance with the Special Assessment Policy, the Emergency Sewer & Water Program may be assessed up to 10 years, Forced Tree Removal may be assessed up to 3 years, and Nuisance Abatements are to be assessed all in one year.

# CITY OF ROBBINSDALE, MINNESOTA

## City Code Compliance Fund

### Process (continued)

The standard special assessment interest rate is considered to be 8% for these programs. The City Council may at its discretion adjust the term and / or interest rate for each situation.

These programs are to operate as a revolving loan fund through the use of Special Assessments. Any funding deficits will be covered by the utility funds (Emergency Sewer & Water) or the General Fund.

**CITY OF ROBBINSDALE, MINNESOTA**

**COMPARATIVE ANALYSIS OF FUND BALANCE  
SPECIAL REVENUE FUNDS**

Fund Type	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Fund Balance, January 1</b>	\$ 297,582	\$ 348,458	\$ 367,507	\$ 367,507	\$ 405,188
<b><u>Revenue</u></b>					
Intergovernmental					
Fines & Forfeitures					
Investment Earnings	440	665	500	500	550
Donations					
Miscellaneous	23,259	22,833	19,000	21,750	23,050
Transfers In					
City Code Compliance	64,359	74,396	80,150	78,759	71,050
<b>Total Revenue</b>	<b>88,058</b>	<b>97,894</b>	<b>99,650</b>	<b>101,009</b>	<b>94,650</b>
<b>Total Available</b>	<b>385,640</b>	<b>446,352</b>	<b>467,157</b>	<b>468,516</b>	<b>499,838</b>
<b><u>Expenditures</u></b>					
Personal Services					
Supplies	133	23,730	750	15,790	5,190
Other Charges & Services	37,049	55,115	45,650	47,538	42,835
Capital Outlay					
Transfers Out					
<b>Total Expenditures</b>	<b>37,182</b>	<b>78,845</b>	<b>46,400</b>	<b>63,328</b>	<b>48,025</b>
<b>Fund Balance, December 31</b>	<b>\$ 348,458</b>	<b>\$ 367,507</b>	<b>\$ 420,757</b>	<b>\$ 405,188</b>	<b>\$ 451,814</b>

**2020 BUDGET SUMMARY  
REVENUES AND EXPENDITURES BY FUND**

Category	DWI Forefeiture	City Code Compliance	Total Budget
<b>Fund Balance, January 1</b>	\$ 28,931	\$ 376,257	\$ 405,188
<b><u>Revenue</u></b>			
Intergovernmental			
Investment Earnings	550		550
Donations			
Miscellaneous	23,050		23,050
Code Compliance Revenue		71,050	71,050
<b>Total Revenue</b>	<b>23,600</b>	<b>71,050</b>	<b>94,650</b>
<b>Total Available</b>	<b>52,531</b>	<b>447,307</b>	<b>499,838</b>
<b><u>Expenditures</u></b>			
Personal Services			
Supplies	5,190		5,190
Other Charges & Services	6,000	36,835	42,835
Capital Outlay			
<b>Total Expenditures</b>	<b>11,190</b>	<b>36,835</b>	<b>48,025</b>
<b>Fund Balance, December 31</b>	<b>\$ 41,341</b>	<b>\$ 410,473</b>	<b>\$ 451,814</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: D.W.I. Forfeitures**  
**Fund Type: Special Revenue**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Requested
<b>Revenues By Source</b>					
Investment Earnings	\$ 440	\$ 665	\$ 500	\$ 500	\$ 550
Other Fees	23,259	22,833	19,000	21,750	23,050
<b>Total</b>	<b>23,699</b>	<b>23,498</b>	<b>19,500</b>	<b>22,250</b>	<b>23,600</b>
<b>Expenditures By Category</b>					
Supplies	\$ 133	\$ 23,730	\$ 750	\$ 15,790	\$ 5,190
Other Services & Charges	8,449	11,467	9,150	6,000	6,000
Transfers					
Capital Outlay					
<b>Total</b>	<b>8,582</b>	<b>35,197</b>	<b>9,900</b>	<b>21,790</b>	<b>11,190</b>
<b>Fund Equity</b>					
Revenues over (under)					
Expenditures	15,117	(11,699)	9,600	460	12,410
Fund Equity, January 1	25,053	40,170	28,471	28,471	28,931
Fund Equity, December 31	<u>\$ 40,170</u>	<u>\$ 28,471</u>	<u>\$ 38,071</u>	<u>\$ 28,931</u>	<u>\$ 41,341</u>

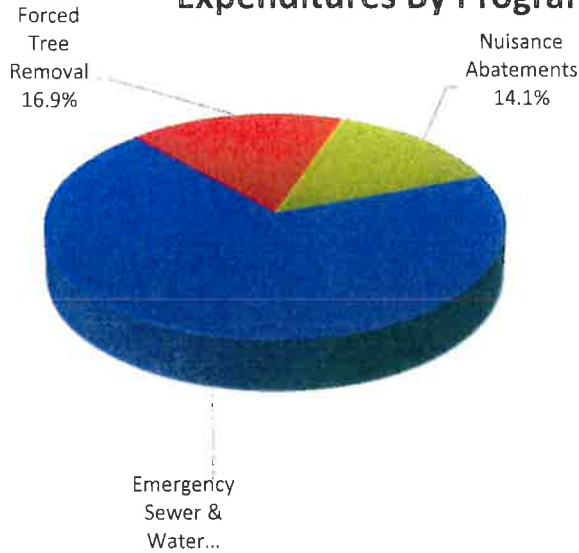
**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: City Code Compliance Fund**

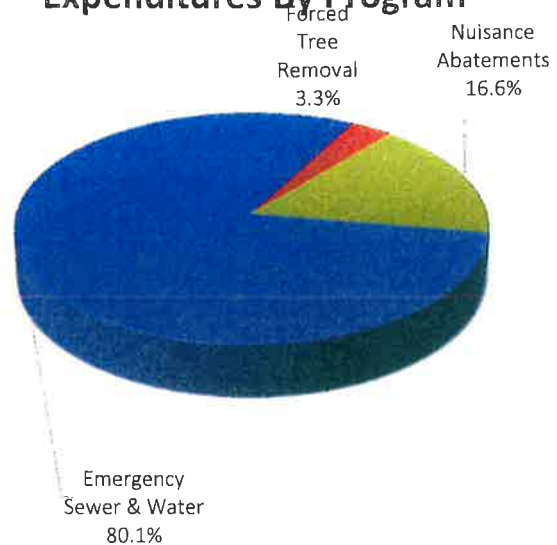
**Fund Type:** Special Revenue Funds

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Revenues and Other Sources by Program</b>					
Emergency Sewer & Water	\$ 56,530	\$ 55,572	\$ 62,000	\$ 57,750	\$ 55,850
Forced Tree Removal	1,147	2,781	5,650	9,709	3,800
Nuisance Abatements	6,682	16,043	12,500	11,300	11,400
<b>Total</b>	<b>64,359</b>	<b>74,396</b>	<b>80,150</b>	<b>78,759</b>	<b>71,050</b>
<b>Expenditures By Program</b>					
Emergency Sewer & Water	\$ 19,850	\$ 37,516	\$ 25,750	\$ 28,650	\$ 29,510
Forced Tree Removal	1,600	859	5,000	7,038	1,225
Nuisance Abatements	7,150	5,273	5,750	5,850	6,100
<b>Total</b>	<b>28,600</b>	<b>43,648</b>	<b>36,500</b>	<b>41,538</b>	<b>36,835</b>
<b>Fund Equity By Program</b>					
Emergency Sewer & Water	130,147	148,203	184,453	177,303	203,644
Forced Tree Removal	38,001	39,923	40,573	42,594	45,169
Nuisance Abatements	140,140	150,910	157,660	156,360	161,660
<b>Fund Equity, December 31</b>	<b>\$ 308,288</b>	<b>\$ 339,036</b>	<b>\$ 382,686</b>	<b>\$ 376,257</b>	<b>\$ 410,473</b>

**2019 Estimated  
Expenditures By Program**



**2020 Adopted  
Expenditures By Program**



**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: City Code Compliance Fund**

**Fund Type:** Special Revenue Funds

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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**Revenues and Other Sources By Source**

Special Assessments	\$ 60,175	\$ 48,901	\$ 62,500	\$ 43,729	\$ 46,400
Charges for Services	1,985	20,161	15,200	32,580	22,075
Investment Income	2,199	5,334	2,450	2,450	2,575
Operating transfers from: DS-Nuisance Abatements Fund					
<b>Total</b>	<b>64,359</b>	<b>74,396</b>	<b>80,150</b>	<b>78,759</b>	<b>71,050</b>

**Expenditures and Other Uses By Category**

Special Revenue: Services to Property	\$ 28,600	\$ 43,648	\$ 36,500	\$ 41,538	\$ 36,835
Operating Transfers Out					
<b>Total</b>	<b>28,600</b>	<b>43,648</b>	<b>36,500</b>	<b>41,538</b>	<b>36,835</b>

**Fund Equity**

Revenues over (under) Expenditures	35,759	30,748	43,650	37,221	34,216
Fund Equity, January 1	272,529	308,288	339,036	339,036	376,257
Fund Equity, December 31	<b>\$ 308,288</b>	<b>\$ 339,036</b>	<b>\$ 382,686</b>	<b>\$ 376,257</b>	<b>\$ 410,473</b>

**CITY OF ROBBINSDALE, MINNESOTA**

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**Fund:** Special Revenue Fund **Major Objective:** Special Revenue  
**Department:** Engineering  
**Program:** Emergency Sewer & Water Improvements

Program Description

Account for costs associated with Emergency Sewer & Water issues on Private Property that are collected through Special Assessments on the property.

Services

- ~ Maintain necessary and immediate sewer and water services for emergencies associated with private property.
- ~ Provide a program to allow affected property owners a way to resolve their emergency sewer and water issues.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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**Program Funding Operating Statement**

**Revenue & Other Financing Sources**

Special Assessments	\$ 55,568	\$ 39,467	\$ 52,000	\$ 40,000	40,000
Charges for Services		13,930	10,000	17,750	15,850
Investment Income	962	2,175			
Operating transfers from: Nuisance Abatements					
Total Operating Transfers					
<b>Total</b>	<b>56,530</b>	<b>55,572</b>	<b>62,000</b>	<b>57,750</b>	<b>55,850</b>

**Expenditures & Other Uses**

Services to Property	19,850	37,516	25,750	28,650	29,510
Operating Transfers To: General Fund					
Total	19,850	37,516	25,750	28,650	29,510

**Designated Fund Balance**

Change in Fund Balance	36,680	18,056	36,250	29,100	26,341
Fund Balance, January 1	93,467	130,147	148,203	148,203	177,303
Fund Balance, December 31	<u>\$ 130,147</u>	<u>\$ 148,203</u>	<u>\$ 184,453</u>	<u>\$ 177,303</u>	<u>\$ 203,644</u>



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Special Revenue Fund  
**Department:** Engineering  
**Program:** Forced Tree Removal

**Major Objective:** Special Revenue

## Program Description

Account for costs associated with the removal of diseased trees from private property per City and State regulations. Costs are to be recouped through direct payment from property owners or through special assessments levied against the property.

## Services

- ~ Preservation of trees throughout the City by controlling the spread of disease.
- ~ Provide a program to allow affected property owners a way to resolve their diseased tree issues.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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## Program Funding Operating Statement

### Revenue & Other Financing Sources

Special Assessments	\$ 316	\$ 1,342	\$ 5,000	\$ 1,929	2,000
Charges for Services	351	775	200	7,330	1,225
Investment Income	480	664	450	450	575
Total	1,147	2,781	5,650	9,709	3,800

### Expenditures & Other Uses

Services to Property	1,600	859	5,000	7,038	1,225
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### Designated Fund Balance

Change in Fund Balance	(453)	1,922	650	2,671	2,575
Fund Balance, January 1	38,454	38,001	39,923	39,923	42,594
Fund Balance, December 31	\$ 38,001	\$ 39,923	\$ 40,573	\$ 42,594	\$ 45,169

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Special Revenue Fund  
**Department:** Engineering  
**Program:** Nuisance Abatements

**Major Objective:** Special Revenue

## Program Description

Account for abatements due to various City Code Violations as defined in the City Charter.

## Services

- ~ Maintain clean and safe neighborhoods throughout the City.
- ~ Provide a program to allow affected property owners a way to resolve their code violation issues.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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## Program Funding Operating Statement

### Revenue & Other Financing Sources

Special Assessments	\$ 3,329	\$ 8,092	\$ 5,500	\$ 1,800	4,400
Charges for Services	1,634	5,456	5,000	7,500	5,000
Investment Income	1,719	2,495	2,000	2,000	2,000
Total	6,682	16,043	12,500	11,300	11,400

### Expenditures & Other Uses

Services to Property	7,150	5,273	5,750	5,850	6,100
Amounts Transferred To Other Funds					
Total	7,150	5,273	5,750	5,850	6,100

### Designated Fund Balance

Change in Fund Balance	(468)	10,770	6,750	5,450	5,300
Fund Balance, January 1	140,608	140,140	150,910	150,910	156,360
Fund Balance, December 31	\$ 140,140	\$ 150,910	\$ 157,660	\$ 156,360	\$ 161,660



**READER'S NOTES:**

**CITY OF ROBBINSDALE, MINNESOTA**

**DEBT SERVICE FUNDS**

The City has one Debt Service Fund that is continuous and accounts for the City's Governmental debt activity.

**General Debt Service Fund**

Established to provide for the repayment of principal and interest on obligations backed by the full faith and credit of the City, other than those accounted for in enterprise funds.

## CITY OF ROBBINSDALE, MINNESOTA

# GENERAL DEBT SERVICE

To provide for the repayment of principal and interest on obligations backed by the full faith and credit of the City, other than those accounted for in enterprise funds.

### **Presentation**

The General Debt Service Fund includes the following:

- Summary of the General Debt Service Fund (The City currently reports all their debt service in one fund)
- Program summary pages for each debt issue
- Schedule of Long Term Debt Issues Payable

### **General Obligation Tax Increment Bond**

In 2010, the City issued \$5,255,000 in General Obligation Tax Increment Bonds to redeem \$5,465,000 of outstanding 2007 Taxable General Obligation Temporary Tax Increment Bonds on their maturity date that had been used for the acquisition and demolition of a school for housing redevelopment purposes. The bonds were issued for a period of 20 years at a net interest cost of 3.58 percent.

### **General Obligation Street Improvement & Reconstruction Bonds**

In 2012, the City issued \$1,470,000 in General Obligation Improvement Bonds to finance the cost of street reconstruction within the City. The bonds mature in February 2023 and have a net interest of 1.38 percent.

In 2013, the City issued \$1,585,000 in General Obligation Improvement Bonds to finance the cost of street reconstruction with the City. The bonds mature in February 2024 and have a net interest of 1.85 percent.

In 2015, the City issued \$3,630,000 in General Obligation Improvement Bonds to finance the cost of street reconstruction within the City. The bonds mature in February 2026 and have a net interest of 1.49 percent.

In 2017, the City issued \$720,000 in General Obligation Improvement Bonds to finance the cost of street reconstruction within the City. The bonds mature in February 2028 and have a net interest of 1.78 percent.

In 2018, the City issued \$760,000 in General Obligation Improvement Bonds to finance the cost of street reconstruction within the City. The bonds mature in February 2029 and have a net interest of 2.59 percent.

**General Obligation Capital Equipment Notes**

In 2018, the City issued \$535,000 in General Obligation Capital Equipment Notes for the purchase of equipment. The Equipment Notes mature in February 2024 and have an interest rate of 2.59 percent.

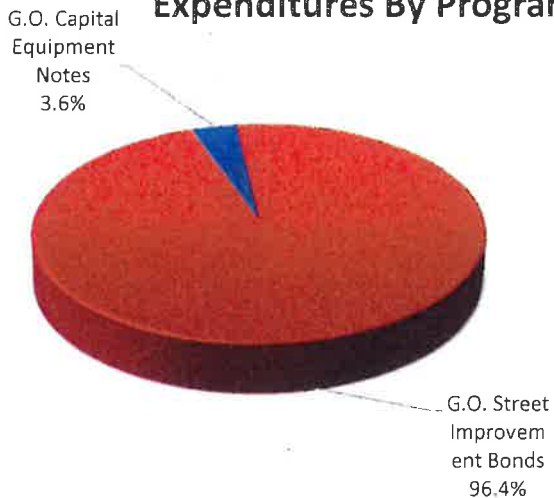
In 2018, the City issued \$465,000 in General Obligation Capital Equipment Notes for the purchase of a fire truck. The Equipment Notes mature in February 2028 and have an interest rate of 2.59 percent.

**CITY OF ROBBINSDALE, MINNESOTA**

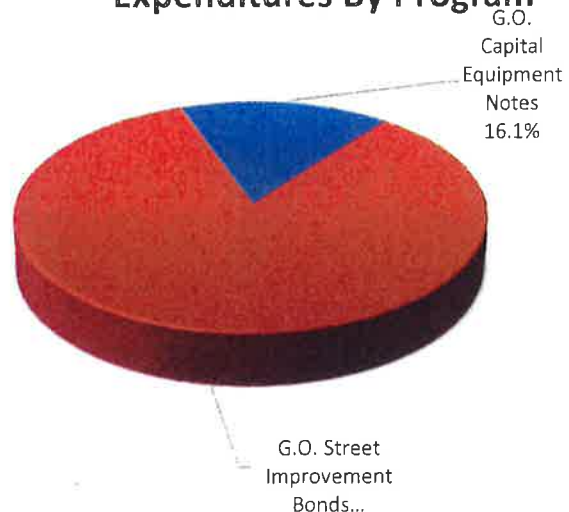
**Fund: General Debt Service**  
**Fund Type: Debt Service**

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Revenues and Other Sources by Program</b>					
G.O. Capital Equipment Notes	\$	\$ 25,041	\$ 200,412	\$ 198,912	\$ 200,528
G.O. Street Improvement Bonds	999,233	924,788	876,672	876,672	860,872
General Obligation Building Bonds					
<b>Total</b>	<b>999,233</b>	<b>949,829</b>	<b>1,077,084</b>	<b>1,075,584</b>	<b>1,061,400</b>
<b>Expenditures By Program</b>					
G.O. Capital Equipment Notes	\$	\$ 24,262	\$ 31,695	\$ 31,945	\$ 177,650
G.O. Street Improvement Bonds	968,836	912,364	853,870	854,570	925,953
General Obligation Building Bonds					
<b>Total</b>	<b>968,836</b>	<b>936,626</b>	<b>885,565</b>	<b>886,515</b>	<b>1,103,603</b>
<b>Fund Equity By Program</b>					
G.O. Capital Equipment Notes		779	169,496	167,746	190,624
G.O. Street Improvement Bonds	1,457,574	1,469,998	1,492,800	1,492,100	1,427,019
General Obligation Building Bonds					
<b>Fund Equity, December 31</b>	<b>\$ 1,457,574</b>	<b>\$ 1,470,777</b>	<b>\$ 1,662,296</b>	<b>\$ 1,659,846</b>	<b>\$ 1,617,643</b>

**2019 Estimated Expenditures By Program**



**2020 Adopted Expenditures By Program**



**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: General Debt Service**  
**Fund Type: Debt Service**

Program	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Revenues By Source</b>					
Property Tax Levy	\$ 572,259	\$ 575,291	\$ 840,964	\$ 840,964	\$ 847,900
Special Assessments	400,842	314,514	222,370	222,370	200,000
Intergovernmental					
Interest	10,699	16,548	13,750	12,250	13,500
Debt Proceeds - Premium on issuance of debt	15,433	43,476			
Transfers In					
<b>Total</b>	<b>999,233</b>	<b>949,829</b>	<b>1,077,084</b>	<b>1,075,584</b>	<b>1,061,400</b>
<b>Expenditures By Category</b>					
Debt Service:					
Principal	\$ 805,000	\$ 630,000	\$ 700,000	\$ 700,000	\$ 915,000
Interest and fiscal charges	160,735	185,874	184,615	184,865	185,403
Other Charges	3,101	4,165	950	1,650	3,200
Transfers Out		116,587			
<b>Total</b>	<b>968,836</b>	<b>936,626</b>	<b>885,565</b>	<b>886,515</b>	<b>1,103,603</b>
<b>Fund Equity</b>					
Revenues over (under)					
Expenditures	30,397	13,203	191,519	189,069	(42,203)
Fund Equity, January 1	1,427,177	1,457,574	1,470,777	1,470,777	1,659,846
Fund Equity, December 31	\$ 1,457,574	\$ 1,470,777	\$ 1,662,296	\$ 1,659,846	\$ 1,617,643



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Debt Service **Major Objective:** Debt Service  
**Program:** General Obligation (G.O.) Capital Equipment Notes

## Program Description

To account for the all of the City's debt related to the issuance of General Obligation Capital Equipment Notes. The debt is being funded through various Ad Valorem Property Tax Levies.

## Services

- Service the debt on the 2009 Capital Equipment Notes issued for the purchase of police equipment, fire engine and other through 2020
- Service the debt on the 2020 Capital Equipment Notes issued for the purchase of police equipment, fire engine and othe equipment through 2028

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Revenue and Other Sources</b>					
Debt Service Levy	\$	\$	\$ 198,912	\$ 198,912	\$ 199,028
Intergovernmental					
Interest Revenue		5	1,500		1,500
Debt Proceeds		25,036			
Operating Transfers In					
<b>Total</b>		<u>25,041</u>	<u>200,412</u>	<u>198,912</u>	<u>200,528</u>
<b>Expenditures</b>					
Debt Service:					
Principal	\$	\$	\$	\$	\$ 135,000
Interest & Fiscal Charges		24,262	31,695	31,945	42,650
Operating Transfers Out					
<b>Total</b>		<u>24,262</u>	<u>31,695</u>	<u>31,945</u>	<u>177,650</u>
<b>Fund Equity</b>					
Revenues over (under)					
Expenditures		779	168,717	166,967	22,878
Fund Equity, January 1			779	779	\$ 167,746
Fund Equity, December 31	\$	<u>\$ 779</u>	<u>\$ 169,496</u>	<u>\$ 167,746</u>	<u>\$ 190,624</u>

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Debt Service **Major Objective:** Debt Service  
**Program:** General Obligation Street Improvement & Reconstruction Bonds

### Program Description

To account for the all of the City's debt related to the issuance of General Obligation Street Improvement Bonds. The debt is being funded through special assessments to affected properties and Ad Valorem property tax levies.

#### Services

- ~ Service the debt on the 2006 Street Reconstruction Bonds.
- ~ Service the debt on the 2012 Street Improvement Bonds.
- ~ Service the debt on the 2013 Street Reconstruction Bonds.
- ~ Service the debt on the 2015 Street Improvement Bonds.
- ~ Service the debt on the 2017 Street Improvement Bonds.
- ~ Service the debt on the 2018 Street Improvement Bonds.

	2017	2018	2019	2019	2020
	Actual	Actual	Budget	Estimated	Adopted
<b>Revenue and Other Sources</b>					
Debt Service Levy	\$ 572,259	\$ 575,291	\$ 642,052	\$ 642,052	\$ 648,872
Special Assessments	400,842	314,514	222,370	222,370	200,000
Interest Revenue	10,699	16,543	12,250	12,250	12,000
Debt Proceeds - Premium on Debt	15,433	18,440			
Operating Transfers In					
<b>Total</b>	<b>999,233</b>	<b>924,788</b>	<b>876,672</b>	<b>876,672</b>	<b>860,872</b>
<b>Expenditures</b>					
Debt Service:					
Principal	\$ 805,000	\$ 630,000	\$ 700,000	\$ 700,000	\$ 780,000
Interest & Fiscal Charges	160,735	161,612	152,920	152,920	142,753
Other Charges	3,101	4,165	950	1,650	3,200
Transfer Out		116,587			
<b>Total</b>	<b>968,836</b>	<b>912,364</b>	<b>853,870</b>	<b>854,570</b>	<b>925,953</b>
<b>Fund Equity</b>					
Revenues over (under)					
Expenditures	30,397	12,424	22,802	22,102	(65,081)
Fund Equity, January 1	1,427,177	1,457,574	1,469,998	1,469,998	1,492,100
Fund Equity, December 31	<b>\$ 1,457,574</b>	<b>\$ 1,469,998</b>	<b>\$ 1,492,800</b>	<b>\$ 1,492,100</b>	<b>\$ 1,427,019</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Schedule of Long-Term Debt Issues Payable  
December 31, 2020**

Year	Interest Rate	Principal Amount	Interest Amount	Total
<b><u>General Obligation Street Improvement &amp; Reconstruction Bonds</u></b>				
<u>Street Reconstruction Bonds of 2012</u>				
2020	1.35%	150,000	9,403	159,403
2021	1.60%	150,000	7,190	157,190
2022	1.80%	155,000	4,595	159,595
2023	2.00%	160,000	1,600	161,600
Total Street Reconstruction Bonds of 2012		<u>\$ 615,000</u>	<u>\$ 22,788</u>	<u>\$ 637,788</u>
<u>Street Reconstruction Bonds of 2013</u>				
2020	3.00%	165,000	20,075	185,075
2021	3.00%	170,000	15,050	185,050
2022	2.13%	180,000	10,588	190,588
2023	2.25%	180,000	6,650	186,650
2024	2.50%	185,000	2,313	187,313
Total Street Reconstruction Bonds of 2013		<u>\$ 880,000</u>	<u>\$ 54,675</u>	<u>\$ 934,675</u>
<u>Street Reconstruction Bonds of 2015</u>				
2020	3.00%	345,000	62,375	407,375
2021	3.00%	360,000	51,800	411,800
2022	3.00%	370,000	40,850	410,850
2023	3.00%	380,000	29,600	409,600
2024	2.00%	390,000	20,000	410,000
2025	2.00%	400,000	12,100	412,100
2026	2.00%	405,000	4,050	409,050
Total Street Reconstruction Bonds of 2015		<u>\$ 2,650,000</u>	<u>\$ 220,775</u>	<u>\$ 2,870,775</u>
<u>Street Reconstruction Bonds of 2017</u>				
2020	3.00%	65,000	17,175	82,175
2021	3.00%	70,000	15,150	85,150
2022	3.00%	70,000	13,050	83,050
2023	3.00%	70,000	10,950	80,950
2024	2.00%	75,000	8,775	83,775
2025	2.00%	75,000	6,525	81,525
2026	2.00%	80,000	4,600	84,600
2027	2.25%	80,000	2,900	82,900
2028	2.50%	80,000	1,000	81,000
Total Street Reconstruction Bonds of 2017		<u>\$ 665,000</u>	<u>\$ 80,125</u>	<u>\$ 745,125</u>

**CITY OF ROBBINSDALE, MINNESOTA**

**Schedule of Long-Term Debt Issues Payable  
December 31, 2020**

Year	Interest Rate	Principal Amount	Interest Amount	Total
<u>Street Reconstruction Bonds of 2018</u>				
2020	4.000%	55,000	32,200	87,200
2021	4.000%	65,000	29,800	94,800
2022	4.000%	70,000	27,100	97,100
2023	5.000%	70,000	23,950	93,950
2024	5.000%	75,000	20,325	95,325
2025	5.000%	75,000	16,575	91,575
2026	5.000%	80,000	12,700	92,700
2027	5.000%	85,000	8,575	93,575
2028	4.000%	90,000	4,650	94,650
2029	3.000%	<u>95,000</u>	<u>1,425</u>	<u>96,425</u>
Total Street Reconstruction Bond of 2018		\$ <u>760,000</u>	\$ <u>177,300</u>	\$ <u>937,300</u>
Total General Obligation Street Improvement Bonds		\$ <u>5,570,000</u>	\$ <u>555,663</u>	\$ <u>6,125,663</u>

**General Obligation Capital Equipment Bonds**

Equipment Certificates of 2018

2020	4.000%	135,000	42,250	177,250
2021	4.000%	150,000	36,550	186,550
2022	4.000%	155,000	30,450	185,450
2023	5.000%	160,000	23,350	183,350
2024	5.000%	165,000	15,225	180,225
2025	5.000%	55,000	9,725	64,725
2026	5.000%	55,000	6,975	61,975
2027	5.000%	60,000	4,100	64,100
2028	4.000%	<u>65,000</u>	<u>1,300</u>	<u>66,300</u>
Total General Obligation Capital Equipment Bonds		\$ <u>1,000,000</u>	\$ <u>169,925</u>	\$ <u>1,169,925</u>



**READER'S NOTES:**

## CITY OF ROBBINSDALE, MINNESOTA

# CAPITAL PROJECT FUNDS

The City has two Capital Project Funds that are continuous and account for the entire City's capital activity.

### **Capital Improvement Fund**

Established to account for construction and/or improvements financed by other City funds, Federal and State grants, or contributions made by other organizations.

The Capital Improvement Fund is funded by grants from government or other organizations, and transfers from other funds. The fund includes the following programs:

- Cable Grant Program
- Government Buildings
- Parks Improvements

### **Permanent Improvement Revolving Fund (PIR)**

The PIR Fund was established under Section 315 of The City Code to finance and account for the construction, maintenance, and repair of street and related infrastructure. The funds allocated to the City as Municipal State Aid for road construction is accounted for in this fund. Under the City Code, all excess resources are to be allocated to the traffic and transportation program.

**CITY OF ROBBINSDALE, MINNESOTA**

**COMPARATIVE ANALYSIS OF FUND BALANCE  
CAPITAL PROJECTS FUNDS**

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Statement of Revenues, Expenditures and Changes in Fund Balance</b>					
<b>Revenues</b>					
Special Assessments	\$ 284,581	\$ 209,091	\$ 350,000	\$ 246,850	\$ 259,200
Intergovernmental	796,383	93,348	520,122	306,122	334,000
Charges for Services	133,753	67,720	62,969	57,487	48,988
Franchise Fees	290,665	320,171	305,602	343,802	382,000
Donation & Gifts		17,888	70,000		80,000
Investment Income	82,236	111,026	90,461	91,000	89,250
Other Income	38,068	37,118	36,134	36,134	55,114
Total	<u>1,625,686</u>	<u>856,362</u>	<u>1,435,288</u>	<u>1,081,395</u>	<u>1,248,552</u>
<b>Other Financing Sources</b>					
Proceeds from the sale of Bonds	744,233	808,301	883,115		1,703,115
Transfers from Other Funds	<u>385,000</u>	<u>466,588</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
Total Other Financing Sources	<u>1,129,233</u>	<u>1,274,889</u>	<u>1,233,115</u>	<u>350,000</u>	<u>2,053,115</u>
Total Revenue & Other Financing Sources	<u>2,754,919</u>	<u>2,131,251</u>	<u>2,668,403</u>	<u>1,431,395</u>	<u>3,301,667</u>
<b>Expenditures</b>					
Other Services & Charges	904,198	990,554	138,300	67,300	152,350
Capital Equipment and Improvements	<u>1,082,732</u>	<u>1,330,890</u>	<u>4,511,075</u>	<u>1,666,400</u>	<u>4,543,115</u>
Total	<u>1,986,930</u>	<u>2,321,444</u>	<u>4,649,375</u>	<u>1,733,700</u>	<u>4,695,465</u>
<b>Other Financing Uses</b>					
Transfers to Other Funds	<u>703,189</u>	<u>103,437</u>	<u>159,000</u>	<u>159,000</u>	<u>159,000</u>
Total	<u>703,189</u>	<u>103,437</u>	<u>159,000</u>	<u>159,000</u>	<u>159,000</u>
Total Expenditures & Other Uses	<u>2,690,119</u>	<u>2,424,881</u>	<u>4,808,375</u>	<u>1,892,700</u>	<u>4,854,465</u>
<b>Designated Fund Balance</b>					
Change in Fund Balance	64,800	(293,630)	(2,139,972)	(461,305)	(1,552,798)
Fund Balance, January 1	<u>6,925,194</u>	<u>6,989,994</u>	<u>6,696,364</u>	<u>6,696,364</u>	<u>6,235,059</u>
Fund Balance, December 31	<u>\$ 6,989,994</u>	<u>\$ 6,696,364</u>	<u>\$ 4,556,392</u>	<u>\$ 6,235,059</u>	<u>\$ 4,682,261</u>

**CITY OF ROBBINSDALE, MINNESOTA**

**2020 BUDGET SUMMARY  
REVENUES AND EXPENDITURES BY FUND**

Category	Cable Grant Fund	Government Buildings Fund	Parks Improvement Fund	Permanent Improvement Revolving Fund	Total Budget
<b>Fund Balance, January 1</b>	\$ 445,658	\$ 77,240	\$ 923,805	\$ 4,788,356	\$ 6,235,059
<b><u>Revenue</u></b>					
Special Assessments				259,200	259,200
Intergovernmental			64,000	270,000	334,000
Charges for Services				48,988	48,988
Franchise Fees				382,000	382,000
Investment Earnings	1,000	1,000	10,000	77,250	89,250
Donations		30,000	50,000		80,000
Miscellaneous				20,000	20,000
IDRB Fees NMMC			35,114		35,114
Proceeds from Sale of Bonds				1,703,115	1,703,115
Transfers from Other Funds			200,000	150,000	350,000
<b>Total Revenue</b>	<b>1,000</b>	<b>31,000</b>	<b>359,114</b>	<b>2,910,553</b>	<b>3,301,667</b>
<b>Total Available</b>	<b>446,658</b>	<b>108,240</b>	<b>1,282,919</b>	<b>7,698,909</b>	<b>9,536,726</b>
<b><u>Expenditures</u></b>					
Other Charges & Services	1,450		25,900	125,000	152,350
Capital Equipment and Improvements	420,000	22,500	1,002,500	3,098,115	4,543,115
Transfers to Other Funds				159,000	159,000
<b>Total Expenditures</b>	<b>421,450</b>	<b>22,500</b>	<b>1,028,400</b>	<b>3,382,115</b>	<b>4,854,465</b>
<b>Fund Balance, December 31</b>	<b>\$ 25,208</b>	<b>\$ 85,740</b>	<b>\$ 254,519</b>	<b>\$ 4,316,794</b>	<b>\$ 4,682,261</b>





**READER'S NOTES:**

## CITY OF ROBBINSDALE, MINNESOTA

# CAPITAL IMPROVEMENT

The Capital Improvement Fund is funded by grants from government or other organizations, and transfers from other funds. The fund includes the following programs:

- Cable Grant Program
- Government Buildings
- Parks Improvements
- Capital Equipment

Descriptions of each of these programs are presented on the program summary pages in this section.

### **Presentation**

The activities of the Fund are presented in the following manner:

- Overall Fund Statement of Revenues, Expenditures, and Changes in Fund Balance by Category and Program.
- Program summary for each program listed above. The program summary includes a description of the program, a program fund operating statement, and a project summary. Descriptions of each project can be found in the Capital Improvement Plan document, which is published separately.

# CITY OF ROBBINSDALE, MINNESOTA

**Fund: Capital Improvement**  
**Fund Type: Capital Projects**

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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## Statement of Revenues, Expenditures and Changes in Fund Balance

**Revenues**

Intergovernmental	\$ 93,994	\$ 50,849	\$ 275,017	\$ 61,017	\$ 64,000
Donations & Gifts		17,888	70,000		80,000
Investment Income	13,880	19,561	15,461	16,000	12,000
Other Income	38,068	37,118	36,134	36,134	35,114
Total	145,942	125,416	396,612	113,151	191,114

**Other Financing Sources**

Bond Proceeds		1,059,318			
Transfers from Other Funds	235,000	200,000	200,000	200,000	200,000
Total	235,000	1,259,318	200,000	200,000	200,000

Total Revenue & Other  
Financing Sources

	380,942	1,384,734	596,612	313,151	391,114
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**Expenditures**

Other Charges & Services	51,989	26,689	13,300	17,300	27,350
Capital Equipment and Improvements	354,488	64,133	1,307,500	194,400	1,465,000
Total	406,477	90,822	1,320,800	211,700	1,492,350

**Other Financing Uses**

Transfers to Other Funds	1,040	1,069,667			
Total	1,040	1,069,667			

Total Expenditures &  
Other Uses

	407,517	1,160,489	1,320,800	211,700	1,492,350
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**Designated Fund Balance**

Change in Fund Balance	(26,575)	224,245	(724,188)	101,451	(1,101,236)
Fund Balance, January 1	1,147,582	1,121,007	1,345,252	1,345,252	1,446,703
Fund Balance, December 31	\$ 1,121,007	\$ 1,345,252	\$ 621,064	\$ 1,446,703	\$ 345,467

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Capital Improvement**

**Fund Type: Capital Projects**

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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**Statement of Revenues, Expenditures and Changes in Fund Balance By Program**

**Revenues & Other Financing Sources**

Cable Grant Program	\$ 39,299	\$ 42,769	\$ 40,478	\$ 41,017	\$ 1,000
Government Buildings -Library	35,981	1,343	231,000	1,000	31,000
Parks Improvements	305,662	281,304	325,134	271,134	359,114
Capital Equipment		1,059,318			
<b>Total</b>	<b>380,942</b>	<b>1,384,734</b>	<b>596,612</b>	<b>313,151</b>	<b>391,114</b>

**Expenditures & Other Financing Uses**

Cable Grant Program	1,364	1,542	1,300	1,300	421,450
Government Buildings	1,403	3,025	272,500		22,500
Parks Improvements	404,750	96,604	1,047,000	210,400	1,048,400
Capital Equipment		1,059,318			
<b>Total</b>	<b>407,517</b>	<b>1,160,489</b>	<b>1,320,800</b>	<b>211,700</b>	<b>1,492,350</b>

**Designated Fund Balance**

Change in Fund Balance	(26,575)	224,245	(724,188)	101,451	(1,101,236)
Fund Balance, January 1	1,147,582	1,121,007	1,345,252	1,345,252	1,446,703
<b>Fund Balance, December 31</b>	<b>\$ 1,121,007</b>	<b>\$ 1,345,252</b>	<b>\$ 621,064</b>	<b>\$ 1,446,703</b>	<b>\$ 345,467</b>

**Cash Availability**

Change in Cash Balance	(120,833)	233,711	(688,055)	137,584	(1,066,122)
Cash Balance, January 1	1,220,049	1,099,216	1,332,927	1,332,927	1,470,511
<b>Cash Balance, December 31</b>	<b>1,099,216</b>	<b>1,332,927</b>	<b>644,872</b>	<b>1,470,511</b>	<b>404,389</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Capital Improvements  
**Department:** Administration  
**Program:** Cable Grant (5005)

**Major Objective:** Capital Improvements

Program Description

As part of the City's involvement in the Northwest Cable TV area franchise, a cable grant is being given to member cities for the purpose of on-going improvements to their audio and video production of City Council Meetings and other government programming for cable television.

Services

~ Provide audio / video equipment to the City for use in communicating its policies and actions to the citizens.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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**Program Funding Operating Statement**

**Revenue**

Other Revenue:					
Cable Grant	\$ 34,968	\$ 36,074	\$ 36,017	\$ 36,017	
Investment Income	4,331	6,695	4,461	5,000	1,000
Miscellaneous Revenue					
<b>Total Revenue</b>	<b>39,299</b>	<b>42,769</b>	<b>40,478</b>	<b>41,017</b>	<b>1,000</b>

**Expenditures**

Personal Services					
Other Charges & Services	1,364	1,542	1,300	1,300	1,450
Capital Equipment and Improvements					420,000
<b>Total</b>	<b>1,364</b>	<b>1,542</b>	<b>1,300</b>	<b>1,300</b>	<b>421,450</b>

**Designated Fund Balance**

Change in Fund Balance	37,935	41,227	39,178	39,717	(420,450)
Fund Balance, January 1	326,779	364,714	405,941	405,941	445,658
<b>Fund Balance, December 31</b>	<b>\$ 364,714</b>	<b>\$ 405,941</b>	<b>\$ 445,119</b>	<b>\$ 445,658</b>	<b>\$ 25,208</b>

**Summary of Projects**

Small Equipment Needs					420,000
City Hall - Council Chambers/Depts Reno					1,450
Service Charges	\$ 1,255	\$ 1,544	1,300	1,300	
<b>Total</b>	<b>1,255</b>	<b>\$ 1,544</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>	<b>\$ 421,450</b>

## CITY OF ROBBINSDALE, MINNESOTA

*Fund:* Capital Improvements                                    *Major Objective:* Capital Improvements  
*Department:* Engineering  
*Program:* Government Building Improvements - Fund 5008

### Program Description

To account for improvement projects related to government owned facilities, other than parks, that are not part of an internal service or enterprise operation. Funding comes from transfers from other funds to pay for the projects.

### Services

~ Maintain and improve City owned facilities needed for the delivery of services to citizens.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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### Program Funding Operating Statement

#### Revenue & Other Financing Sources

Intergovernmental:

State Grants & Aids

200,000

Total Intergovernmental

200,000

Donations & Gifts

30,000

30,000

Investment Income

\$ 981

\$ 1,343

1,000

1,000

1,000

Other Income

Operating transfers from:

Central Garage Fund

35,000

Total operating transfers

35,000

Total

35,981

1,343

231,000

1,000

31,000

#### Expenditures & Other Uses

Capital Equipment and

Improvements

1,403

3,025

272,500

22,500

Operating Transfers to:

General Fund

Total

1,403

3,025

272,500

22,500

#### Designated Fund Balance

Change in Fund Balance

34,578

(1,682)

(41,500)

1,000

8,500

Fund Balance, January 1

43,344

77,922

76,240

76,240

77,240

Fund Balance, December 31

\$ 77,922

\$ 76,240

\$ 34,740

\$ 77,240

\$ 85,740

#### Cash Availability

Beginning Cash Balance

\$ 43,135

\$ 77,455

\$ 75,822

\$ 75,822

\$ 76,822

Change in Cash Balance

34,320

(1,633)

(41,500)

1,000

8,500

Ending Cash Balance

\$ 77,455

\$ 75,822

\$ 34,322

\$ 76,822

\$ 85,322

#### Historic Library Building

Rehabilitation

154 \$

\$

\$

\$

\$

Parking Lot Construction

158

22,500

22,500

PW Block Repair

139

Library - Downstairs Accessibility

184

250,000

Total

\$

\$

\$ 272,500

\$

\$ 22,500

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Capital Improvements      **Major Objective:** Capital Improvements  
**Department:** Recreation & Parks      5010  
**Program:** Park Improvements

## Program Description

Account for project funding of all improvements for the City's park system.

## Services

- ~ Account for improvement projects for the City parks.
- ~ Provide a central location for carrying out the Capital Improvement Plan relating to park improvements.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
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## Program Funding Operating Statement

### Revenue & Other Financing Sources

Intergovernmental:

Federal Grants (CDBG)					
State Grants & Aids	\$ 59,026	\$ 14,775	\$ 39,000	\$ 25,000	\$ 64,000
Total Intergovernmental	59,026	14,775	39,000	25,000	64,000
Donations & Gifts		17,888	40,000	-	50,000
Investment Income	8,568	11,523	10,000	10,000	10,000
Other Income					
IDRB Fees - NMMC	38,068	37,118	36,134	36,134	35,114
Operating transfers from:					
Liquor Operations Fund	150,000	150,000	150,000	150,000	150,000
License Center	50,000	50,000	50,000	50,000	50,000
General Fund Fund					
Total Operating Transfers	200,000	200,000	200,000	200,000	200,000
Total	305,662	281,304	325,134	271,134	359,114

### Expenditures & Other Uses

Other Services & Charges	50,625	25,147	12,000	16,000	25,900
Capital Equipment and Improvements	353,085	61,108	1,035,000	194,400	1,022,500
Operating Transfers to:					
General Fund	1,040	10,349			
Total	404,750	96,604	1,047,000	210,400	1,048,400

### Designated Fund Balance

Change in Fund Balance	(99,088)	184,700	(721,866)	60,734	(689,286)
Fund Balance, January 1	777,459	678,371	863,071	863,071	923,805
Fund Balance, December 31	\$ 678,371	\$ 863,071	\$ 141,205	\$ 923,805	\$ 234,519

### Cash Availability

Beginning Cash Balance	\$ 854,926	\$ 662,377	\$ 856,920	\$ 856,920	\$ 953,787
Change in Cash Balance	(192,549)	194,543	(685,733)	96,867	(654,172)
Ending Cash Balance	\$ 662,377	\$ 856,920	\$ 171,187	\$ 953,787	\$ 299,615

**CITY OF ROBBINSDALE, MINNESOTA**

	Actual	Actual	Budget	Estimated	Proposed
Parkview Park Playground Equipment	232	\$	\$ 70,000	\$	\$ 70,000
Lakeview Terrance Concession St Impro	240		25,000		
Manor Park Playground Equipment	241				
Sanborn and Manor Backstops and Fence	242				75,000
Triangle Park Reconstruction	243				
Fitness Center Equip Replacement	248	76,667	9,000	6,000	5,000
Lakeview Terrace Park Reconstruction	249		2,096	-	598,000
Hollingsworth Park - Repair Fishing Dock	264		28,000		28,000
Hollingsworth Park - Prairie Maintenance	254				2,000
Lakeview Terrace Park-Pavilion	268	268,123	(22,218)		
Norma Kelly Park - Playground Replacemen	272		140,000	132,000	
Lee Trail Connect	275		52,968		
Sanborn Park - Resurface Tennis Courts	276		14,000	14,000	
Spanjers Park - extend irrigation	280		14,000		14,000
Sanborn Park - Replace Hockey Rink	281		60,000	-	60,000
Manor Park - Replace Block Retaining Wall	282		7,000	7,000	
Sanborn Park - Replace Retaining Wall	283		10,000		20,000
Manor Park - replace Blo	284				22,000
Hollingsworth Park - Memorial Garden	285		16,548	40,000	50,000
Hollingsworth Park - Ext of Prairie on Hill	286				3,500
Park Furniture replacement	296		15,000	15,000	15,000
Parks Small Works	297	2,000	11,715	10,000	10,000
Sanborn Park Roof Repair	298				20,000
Satellite Garbage Bin Lifter	8140		28,500	-	30,000
Triangle Park Wading/Splash	231/233	6,295			
Community Space - Sanborn Park				10,400	
<b>Total</b>	<b>\$ 353,085</b>	<b>\$ 61,109</b>	<b>\$ 1,035,000</b>	<b>\$ 194,400</b>	<b>\$ 1,022,500</b>



# PERMANENT IMPROVEMENT REVOLVING FUND

Special assessments, State Aid Highway Funds, Franchise Fees, and some Conduit Bond Fees, are used to finance the Permanent Improvement Revolving Fund. The fund is used to manage the City's Traffic & Transportation Program, which includes:

- Street Reconstruction
- Street Overlay & Sealcoat
- Other Infrastructure
- Alley Overlay & Reconstruction
- Sidewalk Reconstruction

## **Presentation**

The activities of the Fund are presented in the following manner:

- Overall Fund Statement of Revenues, Expenditures, and Changes in Fund Balance by Category and Program.
- Program summary for the Traffic & Transportation Program, which includes a summary of each project being all or partially funded by this Fund. Descriptions of each project can be found in the Capital Improvement Plan document, which is published separately.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Permanent Improvement Revolving Fund**

**Fund Type: Capital Projects**

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Statement of Revenues, Expenditures and Changes in Fund Balance</b>					
<b>Revenues</b>					
Special Assessments	\$ 284,581	\$ 209,091	\$ 350,000	\$ 246,850	\$ 259,200
Intergovernmental	702,389	42,499	245,105	245,105	270,000
Charges for Services	133,753	67,720	62,969	57,487	68,988
Franchise Fees	290,665	320,171	305,602	343,802	382,000
Investment Income	68,356	91,465	75,000	75,000	77,250
Other Income					
Total	<u>1,479,744</u>	<u>730,946</u>	<u>1,038,676</u>	<u>968,244</u>	<u>1,057,438</u>
<b>Other Financing Sources</b>					
Proceeds from the sale of					
Bonds	744,233	808,301	883,115		1,703,115
Transfers from					
Other Funds	<u>150,000</u>	<u>266,588</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
Total Other Financing Sources	<u>894,233</u>	<u>1,074,889</u>	<u>1,033,115</u>	<u>150,000</u>	<u>1,853,115</u>
Total Revenue & Other Financing Sources	<u>2,373,977</u>	<u>1,805,835</u>	<u>2,071,791</u>	<u>1,118,244</u>	<u>2,910,553</u>
<b>Expenditures</b>					
Other Services & Charges	852,209	963,865	125,000	50,000	125,000
Capital Equipment and Improvements	<u>728,244</u>	<u>1,266,757</u>	<u>3,203,575</u>	<u>1,472,000</u>	<u>3,193,115</u>
Total	<u>1,580,453</u>	<u>2,230,622</u>	<u>3,328,575</u>	<u>1,522,000</u>	<u>3,318,115</u>
<b>Other Financing Uses</b>					
Transfers to					
Other Funds	<u>702,149</u>	<u>93,088</u>	<u>159,000</u>	<u>159,000</u>	<u>159,000</u>
Total Expenditures & Other Uses	<u>2,282,602</u>	<u>2,323,710</u>	<u>3,487,575</u>	<u>1,681,000</u>	<u>3,477,115</u>
<b>Designated Fund Balance</b>					
Change in Fund Balance	91,375	(517,875)	(1,415,784)	(562,756)	(566,562)
Fund Balance, January 1	<u>5,777,612</u>	<u>5,868,987</u>	<u>5,351,112</u>	<u>5,351,112</u>	<u>4,788,356</u>
Fund Balance, December 31	<u>\$ 5,868,987</u>	<u>\$ 5,351,112</u>	<u>\$ 3,935,328</u>	<u>\$ 4,788,356</u>	<u>\$ 4,221,794</u>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Permanent Improvement Revolving **Major Objective:** Capital Improvements  
**Department:** Engineering  
**Program:** Traffic & Transportation Program

Program Description

Account for street reconstruction projects and carry out the City's street reconstruction program as presented in the Capital Improvement Program.

Services

- ~ Maintain the City's streets in good working condition for public safety and community access services.
- ~ Provide a central location for carrying out the Capital Improvement Plan relating to street reconstruction.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Program Funding Operating Statement</b>					
<b><u>Revenue &amp; Other Financing Sources</u></b>					
Special Assessments	\$ 284,581	\$ 209,091	\$ 350,000	\$ 246,850	259,200
Intergovernmental:					
State Grants & Aids	702,389	42,499	245,105	245,105	270,000
Total Intergovernmental	<u>702,389</u>	<u>42,499</u>	<u>245,105</u>	<u>245,105</u>	<u>270,000</u>
Charges for Services:					
Street Repair Fees	5,386	8,653	3,500	9,100	7,000
IDRB Bond Fees	128,367	59,067	59,469	48,387	41,988
Sale of maps and documents					
Franchise Fees	290,665	320,171	305,602	343,802	382,000
Investment Income	68,356	91,465	75,000	75,000	77,250
Other Income					20,000
Proceeds from the					
Sale of Bonds	744,233	808,301	883,115		1,703,115
Operating transfers from:					
Debt Service Fund - 2006A		102,036			
Debt Service Fund - 2010A		14,552			
Sanitary Sewer Fund					
Solid Waste Fund	150,000	150,000	150,000	150,000	150,000
Total Operating Transfers	<u>150,000</u>	<u>266,588</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
Total	<u>2,373,977</u>	<u>1,805,835</u>	<u>2,071,791</u>	<u>1,118,244</u>	<u>2,910,553</u>
<b><u>Expenditures &amp; Other Uses</u></b>					
Other Charges and Services	852,209	963,865	125,000	50,000	125,000
Capital Equipment and					
Improvements	728,244	1,266,757	3,203,575	1,472,000	3,193,115
Operating Transfers To:					
General Fund	102,149	93,088	159,000	159,000	159,000
Debt Service 2015A					
Storm Sewer Fund	200,000				
Sanitary Sewer	400,000				
Total	<u>2,282,602</u>	<u>2,323,710</u>	<u>3,487,575</u>	<u>1,681,000</u>	<u>3,477,115</u>
<b><u>Designated Fund Balance</u></b>					
Change in Fund Balance	91,375	(517,875)	(1,415,784)	(562,756)	(566,562)
Fund Balance, January 1	<u>5,777,612</u>	<u>5,868,987</u>	<u>5,351,112</u>	<u>5,351,112</u>	<u>4,788,356</u>
Fund Balance, December 31	<u>\$ 5,868,987</u>	<u>\$ 5,351,112</u>	<u>\$ 3,935,328</u>	<u>\$ 4,788,356</u>	<u>\$ 4,221,794</u>

**CITY OF ROBBINSDALE, MINNESOTA**

**Summary of Projects**

Project	Proj No.	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Hwy 100 Cost Participation	300					
City Hall Entry Monument	188	\$	\$	\$ 50,000	\$	
Lee Park - Trail connections	275					
Alley Paving Program	301			25,000	25,000	150,000
Engineering equipment replacement	302			27,000		30,000
France Avenue - Reconstruction 27th to Low	311					
Noble Avenue - Reconstruction 36th to 41st	318	1,081,890	468,366			
Tree Removal - W Bdwy	333			40,000	40,000	40,000
France-Lowry to Oakdale	344			318,460		
Cty 9 Reconstruction	352	(501,201)				
36th Avenue Video Detect	354			40,000	40,000	40,000
Municipal Parking Lot Reconstruction	199		1,125			
Sunset Park - Park Path Reconstruction	294					50,000
Shoreline/Chowen - CR81 to 43rd	379			100,000		
Josephine Lane	380					
Lee/Major/37th/39th Reconstruction	381			38,000	38,000	
France/Grimes/Hubbard/37-38th	382					
Chowen Avenue- 43rd to Lake	383			883,115		883,115
36th Ave/Regent/Traffic Control	385			25,000		25,000
Toledo Scott 37-39th	389		797,266	185,000	185,000	
Boulevard Native Plantings	391			12,000	12,000	12,000
Downtown Improvements	393			10,000	10,000	10,000
CR81 Light Knockdown	394			5,000	5,000	10,000
Alternate Street Light Trial	396			50,000	50,000	50,000
Small Works Program	397			30,000	30,000	30,000
Road Resheeting Program	398			700,000	822,000	250,000
Sidewalk Repl Program	399			15,000	15,000	15,000
Accelerated Road Resurfacing Prog	401					
Bridge Maint Program	402			10,000	10,000	
Oakdale Ave - Recon W Brdwy to Abbott	430	115		400,000		
June Avenue - Recon 35th to cul-de-sac	431					
Hubbard Ave - Recon 41 1/2 to CR 9	432			50,000	50,000	
40 1/2 Ave - Ped Promenade	433					
41 1/2 Ave - Streetscape Plaza	434			18,000	18,000	18,000
Signal Flashing Left Turn Arrows	435			32,000	32,000	32,000
5324 44th Ave		147,440				
Alley 4100 Block Shoreline/Beard	436			90,000	90,000	
Downtown sidewalk/crosswalk replacement	437			50,000		50,000
Beard Ave - Reconst from 43rd to CR9	438					820,000
Regent Ave - Reconst CR9 to RR	439					150,000
Regent Ave - Reconst 38th to 41st	440					250,000
41st Ave - Reconstruct from RR to Regent	441					150,000
35th Ave - Sidewalk Construction	442					30,000
41st Ave - Trail Connection to Lake Rd	443					3,000
CR9 - Install RRFB at Yates Avenue	444					25,000
West Broadway - Reconst 40th to CR9	445					50,000
41st Ave - Reconstruct RR to CR81	446					20,000
<b>Total</b>		<b>\$ 728,244</b>	<b>\$ 1,266,757</b>	<b>\$ 3,203,575</b>	<b>\$ 1,472,000</b>	<b>\$ 3,193,115</b>



**READER'S NOTES:**

# ENTERPRISE FUNDS

Enterprise funds are established to account for the finance of self-supporting activities of governmental units, which render goods or services to the general public on a user charge basis. Records are maintained on the accrual basis of accounting.

## **Presentation**

Each Fund is presented with the following:

- A fund title page outlining its activities, mission, initiatives, and budget highlights.
- A fund summary that includes an operating statement, non-expensed cash outlay section, cash availability section, expenses by program (if more than one program), staffing in FTE's, service valuation criteria, and graphs.
- A program summary (if needed).

The Non-expensed Cash Outlay represents those items acquired or improvements made that are capitalized and shown as part of fixed assets.

The cash availability section shows the funds level of cash available for operations and improvements. It is designed as a management tool for the determination of future initiatives and rate structures.

## **Services to Property**

### **Water Utility Fund**

The fund was established by the City Charter, Chapter 11, to account for the water system owned and operated by the City.

### **Sanitary Sewer Utility Fund**

The fund was established by the City Charter, Chapter 11, to account for the sanitary sewer system. The City is provided services, for a fee based on usage, by the Metropolitan Council. The City is responsible for all lateral lines, while the Metropolitan Council is responsible for all trunk lines and the treatment and disposal of wastewater.

### **Storm Sewer Utility Fund**

The City Council established this fund under provisions of the utility ordinance, to account for revenue collected and expenditures made to maintain the City's storm drainage system.

## CITY OF ROBBINSDALE, MINNESOTA

### **Solid Waste Management Fund**

The City Council established the fund under provisions of the utility ordinance, to account for revenue collected and expenditures made to provide garbage removal and recycling on a citywide basis.

### **Other Services**

#### **Municipal Liquor Fund**

Minnesota Statute allows municipalities to operate an off-sale liquor establishment to control the sale of alcohol to minors. The City entered this business to control this substance and to provide a source of revenue to the General Fund. Beginning in 2002, profits from the Municipal Liquor Fund will be used to fund Park Improvements.

#### **Deputy Registrar Fund**

The City Council established this fund in 1991 to segregate this self-supporting activity to assure that it was profitable and to provide a source of revenue to the General Fund. The City has a contractual agreement with Hennepin County and the Minnesota Department of Transportation to provide this service. The City collects a fee for each transaction processed.

**CITY OF ROBBINSDALE, MINNESOTA**

**COMPARATIVE OPERATING STATEMENTS  
ENTERPRISE FUNDS**

Fund Type	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b><u>Operating Revenues:</u></b>					
Charges for Services	\$ 10,375,639	\$ 12,165,085	\$ 13,143,442	\$ 12,014,834	\$ 12,810,316
<b><u>Operating Expenses</u></b>					
Cost of Sales	2,585,833	3,152,968	3,996,247	3,006,566	3,096,763
Personal Services	1,254,015	1,387,789	1,488,217	1,533,573	1,581,938
Supplies	149,505	197,878	290,100	286,180	291,205
Other Charges & Services	2,696,091	2,752,147	3,352,276	3,312,638	3,879,521
Waste Water Treatment	890,073	866,527	942,734	942,734	924,214
Depreciation	847,028	906,858	840,000	840,000	870,000
Total Operating Expenses	8,422,545	9,264,167	10,909,574	9,921,691	10,643,641
Operating Income	1,953,094	2,900,918	2,233,868	2,093,143	2,166,675
<b><u>Nonoperating Revenues</u></b>					
Intergovernmental	368,450	41,401	44,000	137,805	40,100
Investment Earnings	87,711	165,603	80,300	105,988	116,360
Total Nonoperating Revenues	456,161	207,004	124,300	243,793	156,460
<b><u>Nonoperating Expenses</u></b>					
Loss on Sale of Assets	21,822	11,987			16,500
Bond Issuance Costs					
Interest and Fiscal Charges	166,992	178,257	238,982	219,082	236,474
Total Nonoperating Expenses	188,814	190,244	238,982	219,082	252,974
Net Income before Operating Transfers	2,220,441	2,917,678	2,119,186	2,117,854	2,070,161
Capital Contributions-govt Transfers From Other Funds	1,125,000			100,000	
Transfers To Other Funds	(1,066,854)	(527,397)	(506,000)	(876,000)	(506,000)
Special Item - loss on liquor lease improve		(221,769)			
Net Income	2,278,587	2,168,512	1,613,186	1,341,854	1,564,161
<b><u>Net Assets</u></b>					
Beginning of Year	25,749,783	28,028,370	30,196,883	30,196,883	31,538,736
End of Year	\$ 28,028,370	\$ 30,196,882	\$ 31,810,069	\$ 31,538,737	\$ 33,102,897
<b><u>Non-Expensed Cash Outlay *</u></b>					
Capital Improvements	\$ 3,719,376	\$ 1,613,863	\$ 10,104,185	\$ 730,800	\$ 21,724,885
Capital Equipment		8,085	330,000	502,500	330,000
Bond and Note Principal Payments	1,205,000	775,000	985,000	985,000	1,115,000
Proceeds from the Sale of Debt	(2,521,670)	(1,257,963)	(9,178,385)		(20,804,885)
Total Non-Expensed Cash Outlay	\$ 2,402,706	\$ 1,138,985	\$ 2,240,800	\$ 2,218,300	\$ 2,365,000
<b><u>Cash Availability</u></b>					
Beginning Cash Balance	\$ 7,645,099	\$ 8,256,913	\$ 10,637,906	\$ 10,637,906	\$ 10,502,580
Cash Receipts	14,105,238	13,950,569	22,457,127	12,309,289	33,771,661
Cash Disbursements	(13,493,424)	(11,569,576)	(22,233,741)	(12,408,104)	(33,702,500)
Ending Cash Balance	\$ 8,256,913	\$ 10,637,906	\$ 10,861,292	\$ 10,539,091	\$ 10,571,741

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.



**CITY OF ROBBINSDALE, MINNESOTA**

**ENTERPRISE FUNDS  
2020 BUDGET SUMMARY  
OPERATING STATEMENT BY FUND**

Category	Water	Sanitary Sewer	Storm Sewer	Solid Waste	Municipal Liquor	License Center	Total Budget
<b><u>Operating Revenues</u></b>							
Charges for Service	\$ 2,091,110	\$ 2,589,993	\$ 1,352,008	\$ 1,939,019	\$ 4,246,887	\$ 591,299	\$ 12,810,316
<b><u>Operating Expenses</u></b>							
Cost of Goods Sold					3,096,763		3,096,763
Personal Services	269,609	168,196	153,869		547,974	442,290	1,581,938
Supplies	101,680	29,800	136,400		17,425	5,900	291,205
Other Services & Charges	721,621	502,164	398,079	1,761,873	401,808	93,976	3,879,521
Waste Water Treatment		924,214					924,214
Depreciation	200,000	250,000	400,000		20,000		870,000
Total Operating Expenses	1,292,910	1,874,374	1,088,348	1,761,873	4,083,970	542,166	10,643,641
Operating Income	798,200	715,619	263,660	177,146	162,917	49,133	2,166,675
<b><u>Nonoperating Revenues</u></b>							
Sale of Equipment							
Intergovernmental				40,100			40,100
Investment Earnings	40,000	10,000	4,425	42,935	10,000	9,000	116,360
Total Nonoperating Revenues	40,000	10,000	4,425	83,035	10,000	9,000	156,460
<b><u>Nonoperating Expenses</u></b>							
Interest and Fiscal Charges	78,356	85,193	89,425				252,974
Net Income before Operating Transfers	759,844	640,426	178,660	260,181	172,917	58,133	2,070,161
Transfers From Other Funds							
Transfers To Other Funds	(15,000)	(16,000)	(25,000)	(200,000)	(200,000)	(50,000)	(506,000)
Net Income (Loss)	744,844	624,426	153,660	60,181	(27,083)	8,133	1,564,161
<b><u>Net Assets</u></b>							
Beginning of Year	11,367,692	8,317,550	7,778,846	2,870,835	769,764	434,049	31,538,736
End of Year	\$ 12,112,536	\$ 8,941,976	\$ 7,932,506	\$ 2,931,016	\$ 742,681	\$ 442,182	\$ 33,102,897
<b><u>Non-Expensed Cash Outlay *</u></b>							
Capital Improvements	\$ 19,529,845	\$ 774,875	\$ 1,345,165			75,000	\$ 21,724,885
Capital Equipment	330,000						330,000
Proceeds from sale of debt	(19,419,660)	(488,625)	(896,600)				(20,804,885)
Bond and Note Principal Payments	350,000	460,000	305,000				1,115,000
Total Non-Expensed Cash Outlay	\$ 790,185	\$ 746,250	\$ 753,565	\$	\$	\$ 75,000	\$ 2,365,000
<b><u>Cash Availability</u></b>							
Beginning Cash Balance	\$ 4,770,246	\$ 1,035,772	\$ 867,099	\$ 2,612,012	\$ 690,633	\$ 526,818	\$ 10,502,580
Cash Receipts	21,550,770	3,088,618	2,253,033	2,022,054	4,256,887	600,299	33,771,661
Cash Disbursements	(21,396,111)	(2,960,442)	(2,452,938)	(1,961,873)	(4,263,970)	(667,166)	(33,702,500)
Ending Cash Balance	\$ 4,924,905	\$ 1,163,948	\$ 667,194	\$ 2,672,193	\$ 683,550	\$ 459,951	\$ 10,571,741

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

# WATER UTILITY

## **Fund Activities and Responsibilities**

The Water Utility Fund is responsible for maintaining the City's Water System. Costs associated with the operations are recovered from customers by billing them for the service. The Water Utility Operations are divided into four programs; Administration, Distribution System Operations, Well and Plant Maintenance and Operations, and Capital Improvements.

## **Mission**

To provide quality water to all utility customers at a reasonable cost and conducting all operations in a safe and efficient manner.

## **Fund Initiatives:**

- A. Continue to maintain the City's water system in good condition.
- B. Review and replace water mains and lines in conjunction with street reconstruction programs.
- C. Continue to bill based on water usage for a reasonable fee to provide funds for operating and capital improvements.
- D. Continue to educate the customer on water conservation issues as it relates to their personal usage.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Water Utility**  
**Fund Type: Enterprise**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Water Usage Charge	\$ 1,018,257	\$ 1,126,525	\$ 1,196,827	\$ 1,124,611	1,214,107
Water Service Charge	413,978	443,418	474,142	474,613	508,646
Capital Surcharge	174,002	195,271	205,312	196,754	212,529
Penalties & Interest	53,246	56,869	55,143	61,388	65,685
Water Standby Charge	45,910	49,304	49,800	47,320	50,633
Other including WAC fees	16,265	397,178	30,590	36,925	39,510
Total Operating Revenues	<u>1,721,658</u>	<u>2,268,565</u>	<u>2,011,814</u>	<u>1,941,611</u>	<u>2,091,110</u>
<b>Operating Expenses</b>					
Personal Services	225,047	233,982	257,724	259,954	269,609
Supplies	57,745	76,314	108,930	108,100	101,680
Other Services & Charges	552,104	481,429	722,063	599,110	721,621
Depreciation	193,703	207,206	205,000	205,000	200,000
Total Operating Expenses	<u>1,028,599</u>	<u>998,931</u>	<u>1,293,717</u>	<u>1,172,164</u>	<u>1,292,910</u>
Operating Income (Loss)	<u>693,059</u>	<u>1,269,634</u>	<u>718,097</u>	<u>769,447</u>	<u>798,200</u>
<b>Nonoperating Revenues</b>					
Intergovernmental	51	890			
Investment Earning	40,038	71,459	28,000	32,000	40,000
Total Nonoperating Revenues	<u>40,089</u>	<u>72,349</u>	<u>28,000</u>	<u>32,000</u>	<u>40,000</u>
<b>Nonoperating Expenses</b>					
Loss on sale of Equipment					
Interest and Fiscal Charges	55,745	55,185	82,562	62,562	78,356
Total Nonoperating Expenses	<u>55,745</u>	<u>55,185</u>	<u>82,562</u>	<u>62,562</u>	<u>78,356</u>
Net Income (loss) before Operating Transfers	<u>677,403</u>	<u>1,286,798</u>	<u>663,535</u>	<u>738,885</u>	<u>759,844</u>
Transfers From Other Funds					
Transfers To Other Funds	(42,607)	(39,381)	(15,000)	(15,000)	(15,000)
Net Income	<u>634,796</u>	<u>1,247,417</u>	<u>648,535</u>	<u>723,885</u>	<u>744,844</u>
<b>Net Assets</b>					
Beginning of Year	8,761,594	9,396,390	10,643,807	10,643,807	11,367,692
End of Year	<u>\$ 9,396,390</u>	<u>\$ 10,643,807</u>	<u>\$ 11,292,342</u>	<u>\$ 11,367,692</u>	<u>\$ 12,112,536</u>
<b>Other Cash Flow Outflow (Inflow) *</b>					
Capital Improvements	\$ 705,370	\$ 394,681	\$ 8,792,345	\$ 111,685	\$ 19,529,845
Capital Equipment		8,085	330,000	502,500	330,000
Principal Payments on Debt	390,000	255,000	315,000	315,000	350,000
Proceeds from Sale of debt	(675,259)	(327,202)	(8,461,160)		(19,419,660)
Total	<u>\$ 420,111</u>	<u>\$ 330,564</u>	<u>\$ 976,185</u>	<u>\$ 929,185</u>	<u>\$ 790,185</u>
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 3,281,992	\$ 3,670,796	\$ 4,770,546	\$ 4,770,546	\$ 4,770,246
Cash Receipts	2,396,475	2,675,899	10,500,974	1,973,611	21,550,770
Cash Disbursements	(2,007,671)	(1,576,149)	(10,623,624)	(1,973,911)	(21,396,111)
Ending Cash Balance	<u>\$ 3,670,796</u>	<u>\$ 4,770,546</u>	<u>\$ 4,647,896</u>	<u>\$ 4,770,246</u>	<u>\$ 4,924,905</u>

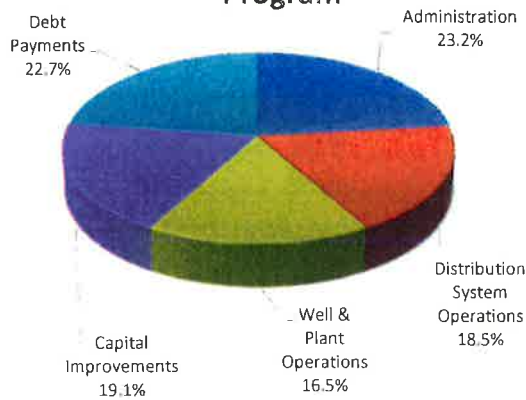
\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

**CITY OF ROBBINSDALE, MINNESOTA**

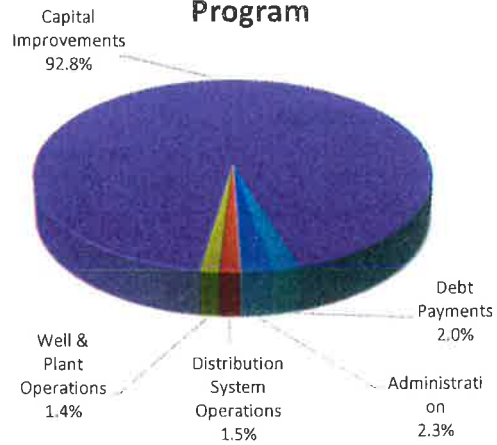
**Fund: Water Utility**  
**Fund Type: Enterprise**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses By Program</b>					
Administration	\$ 400,970	\$ 386,346	\$ 467,551	\$ 386,221	\$ 489,511
Distribution System Operations	260,035	210,552	318,818	306,960	312,787
Well & Plant Operations	210,924	228,784	302,348	273,983	290,612
Capital Improvements	156,670	173,249	205,000	205,000	200,000
<b>Total</b>	<b>\$ 1,028,599</b>	<b>\$ 998,931</b>	<b>\$ 1,293,717</b>	<b>\$ 1,172,164</b>	<b>\$ 1,292,910</b>

**2019 Estimated  
Expenses / Cash Outlay By  
Program**



**2020 Adopted  
Expenses / Cash Outlay By  
Program**



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Water Utility  
**Department:** Public Works & Finance  
**Program:** Water Administration

**Major Objective:** Services to Property

## Program Description

Provide the administrative support for all Water Utility Operations. This includes all billing and direct service of utility customers.

### Services

- ~ Monthly billing of all customers.
- ~ Monthly reading of all meters within the City (Radio Read System was installed in 2097).
- ~ Ongoing service of customers experiencing meter and / or meter read problems.
- ~ Ongoing education of water conservation to the customers.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 105,413	\$ 86,531	\$ 88,363	\$ 80,521	\$ 106,496
Supplies	1,743	2,575	8,680	6,550	6,680
Other Services & Charges	293,814	297,240	370,508	299,150	376,335
Debt Service					
Capital Outlay					
Amounts Charged to Other Funds					
<b>Total</b>	<b>\$ 400,970</b>	<b>\$ 386,346</b>	<b>\$ 467,551</b>	<b>\$ 386,221</b>	<b>\$ 489,511</b>

**CITY OF ROBBINSDALE, MINNESOTA**

*Fund:* Water Utility *Major Objective:* Services to Property  
*Department:* Public Works  
*Program:* Distribution System Operations

Program Description

Provide for the operations and maintenance related to the distribution system (water mains and lines).

Services

~ Repair and maintenance of water mains and lines when needed.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 73,226	\$ 79,769	\$ 103,499	\$ 105,866	\$ 103,366
Supplies	28,236	27,776	44,750	45,550	46,500
Other Services & Charges	158,573	103,007	170,569	155,544	162,921
Capital Outlay Amounts Charged to Other Funds					
<b>Total</b>	<b>\$ 260,035</b>	<b>\$ 210,552</b>	<b>\$ 318,818</b>	<b>\$ 306,960</b>	<b>\$ 312,787</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Water Utility **Major Objective:** Services to Property  
**Department:** Public Works  
**Program:** Well & Plant Operations & Maintenance

## Program Description

Provides for the operations and maintenance of the City's three water plants, five wells, and four water storage facilities.

## Services

- ~ Continually maintain plant equipment to ensure water availability.
- ~ Periodically test water quality to ensure compliance with State and Federal Regulations and for the safety of the residents.
- ~ Maintain wells to ensure proper water flow and quality.
- ~ Maintain water storage facilities (two towers and two ground storage tanks).
- ~ Maintain the 352 Fire Hydrants located throughout the City.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 46,408	\$ 67,682	\$ 65,862	\$ 73,567	\$ 59,747
Supplies	26,074	40,539	55,500	56,000	48,500
Other Services & Charges	138,442	120,563	180,986	144,416	182,365
Capital Outlay					
Amounts Charged to Other Funds					
Total	<u>\$ 210,924</u>	<u>\$ 228,784</u>	<u>\$ 302,348</u>	<u>\$ 273,983</u>	<u>\$ 290,612</u>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Water Utility **Major Objective:** Services to Property  
**Department:** Public Works & Engineering  
**Program:** Capital Improvements

Program Description

Provide for the infrastructure needs of the Water Utility Operation. Includes the addition and replacement of water mains and lines, and the upgrade and additions of treatment plants and wells.

Services

- ~ Provide funding for specialized studies to improve water delivery.
- ~ Provide funding for major improvements to wells.
- ~ Provide funding for replacement of water lines and mains related to street improvements.

Category	Project No.	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>						
Personal Services						
Supplies		\$ 1,692	\$ 5,424			
Other Services & Charges		(38,725)	(39,381)			
Depreciation		193,703	207,206	205,000	205,000	200,000
Debt Service		445,745	310,185	397,562	377,562	428,356
Non-operating Transfers		42,607	39,381	15,000	15,000	15,000
<b>Total</b>		<b>\$ 645,022</b>	<b>\$ 522,815</b>	<b>\$ 617,562</b>	<b>\$ 597,562</b>	<b>\$ 643,356</b>

**Capital Improvements**

*Water Treatment Plants*

Plant #2 - Chem Room Dock 542 \$ \$ \$ 5,000 \$ 5,000 \$

*Wells*

Lakeview Terrace Park - Reconst	249			6,000		6,000
Noble - Recon 36th to 41st	318	663,318	12,314			
City Rd 9 to 81 Parkway	352	3,605		55,685	55,685	55,685
France/Grimes/Hubbard/37th/38th R	382	1,351	1,968			
Chowen Ave -43rd to Lake Dr	383	496	1,439	120,660		119,660
Toledo/Scott - 37th to 39th Recon	389	5,290	348,039			
Beard Ave - Reconst 43rd to CR9	438					146,000
Valve Replacement Program	504			20,000	20,000	20,000
Water - Well No. 3 Seal	507					50,000
Well No 5 - upgrade	508	26,785				
Rcononstruct Tower #1	510					2,300,000
Well No 4 -upgrade	512			27,000	27,000	
Replace City Wide Water Meters	531			500,000		1,900,000
New Gravity Treatment Plants	532	4,525	30,719	6,700,000		13,300,000
Replacement Drinking Water Wells	540			1,354,000		1,354,000
Bottineau Light Rail - Util Rep	536		1,970			300,000
Well/Treatment Plans - Replace Door	537			10,000	10,000	10,000
41st Ave - New Water Crossing	538			287,500	460,000	
Demo/Sealing of Old Water Infrs	539					39,000
Tower 2 (Oakdale) - Rehab	541					30,000
Tower #1 and GST #1 Tank	543			12,500	12,500	
39th Ave - Upgrade Water Crossing	544					14,000
Indiana/36th - Raw Water Line	546					50,000
Tower #1 - Rehabilitation	547					
Tower #2- Replacement Tower	548					20,000
Water Efficiency Grants	549					2,000
Installation of Fiber Routes	550					80,000
Water Plant Equipment	599		6,115	20,000	20,000	20,000
26th Ave - Replace Sanitary	614		202	4,000	4,000	
Dome Field House utility Install	619					43,500
<b>Total</b>		<b>\$ 705,370</b>	<b>\$ 402,766</b>	<b>\$ 9,122,345</b>	<b>\$ 614,185</b>	<b>\$ 19,859,845</b>





**READER'S NOTES:**

## CITY OF ROBBINSDALE, MINNESOTA

# SANITARY SEWER UTILITY

### **Fund Activities and Responsibilities**

The Sanitary Sewer Fund is responsible for maintaining the City's Sanitary Sewer System. Costs associated with this operation are recovered from customers by billing them for the service. The Sanitary Sewer Operations are divided into four programs: Administration, Sewer Maintenance, Lift Station Maintenance, and Capital Improvements.

### **Mission**

To provide a safe and efficient service for the disposal of wastewater through the Sanitary Sewer System.

### **Fund Initiatives:**

- A. Continue to maintain the City's Sanitary Sewer system in good working condition
- B. Review and replace sewer lines in conjunction with street reconstruction programs.
- C. Continue to bill based on winter water usage for a reasonable fee to provide funds for operating and capital improvements.
- D. Maintain and upgrade lift stations as needed.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Sanitary Sewer Utility**  
**Fund Type: Enterprise**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Metro Sewer Charge	\$ 1,273,258	\$ 1,498,841	\$ 1,558,076	1,560,530	1,737,333
Sanitary Sewer Service (Flat)	592,889	653,087	717,962	718,108	808,279
Penalties & Interest	30,166	30,259	34,420	33,213	36,534
Other	6,600	6,600	7,219	7,133	7,847
<b>Total Operating Revenues</b>	<b>1,902,913</b>	<b>2,188,787</b>	<b>2,317,677</b>	<b>2,318,984</b>	<b>2,589,993</b>
<b>Operating Expenses</b>					
Personal Services	147,713	143,034	184,078	211,401	168,196
Supplies	13,089	8,645	25,300	20,760	29,800
Other Services & Charges	334,818	353,324	441,090	447,936	502,164
Waste Water Treatment	890,073	866,527	942,734	942,734	924,214
Depreciation	213,501	254,882	225,000	225,000	250,000
<b>Total Operating Expenses</b>	<b>1,599,194</b>	<b>1,626,412</b>	<b>1,818,202</b>	<b>1,847,831</b>	<b>1,874,374</b>
Operating Income (Loss)	303,719	562,375	499,475	471,153	715,619
<b>Nonoperating Revenues</b>					
Gain On Sale of Equipment					
Proceeds from Sale of Debt					
Intergovernmental	46	722			
Investment Earnings	6,670	15,996	10,000	10,000	10,000
<b>Total Nonoperating Revenues</b>	<b>6,716</b>	<b>16,718</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Nonoperating Expenses</b>					
Interest and Fiscal Charges	74,162	71,939	81,780	81,880	85,193
<b>Total Nonoperating Expenses</b>	<b>74,162</b>	<b>71,939</b>	<b>81,780</b>	<b>81,880</b>	<b>85,193</b>
Net Income (loss) before					
Operating Transfers	236,273	507,154	427,695	399,273	640,426
Tranfers From Other Funds	200,000				
Transfers To Other Funds	(67,640)	(42,496)	(16,000)	(16,000)	(16,000)
<b>Net Income (Loss)</b>	<b>368,633</b>	<b>464,658</b>	<b>411,695</b>	<b>383,273</b>	<b>624,426</b>
<b>Net Assets</b>					
Beginning of Year	7,100,986	7,469,619	7,934,277	7,934,277	8,317,550
End of Year	\$ 7,469,619	\$ 7,934,277	\$ 8,345,972	\$ 8,317,550	\$ 8,941,976
<b>Non-Expensed Other Cash Flow *</b>					
Capital Improvements/Equipment	\$ 940,629	\$ 442,858	\$ 470,875	\$ 337,250	\$ 774,875
Capital Equipment					
Bond and Note Principal Payments	500,000	355,000	420,000	420,000	460,000
Proceeds from Sale of Debt	(759,666)	(386,503)	(260,625)		(488,625)
<b>Total</b>	<b>\$ 680,963</b>	<b>\$ 411,355</b>	<b>\$ 630,250</b>	<b>\$ 757,250</b>	<b>\$ 746,250</b>
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 723,206	\$ 802,079	\$ 1,184,749	\$ 1,184,749	\$ 1,035,772
Cash Receipts	2,894,914	2,670,721	2,588,302	2,328,984	3,088,618
Cash Disbursements	(2,816,041)	(2,288,051)	(2,581,857)	(2,477,961)	(2,960,442)
<b>Ending Cash Balance</b>	<b>\$ 802,079</b>	<b>\$ 1,184,749</b>	<b>\$ 1,191,194</b>	<b>\$ 1,035,772</b>	<b>\$ 1,163,948</b>

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

**CITY OF ROBBINSDALE, MINNESOTA**

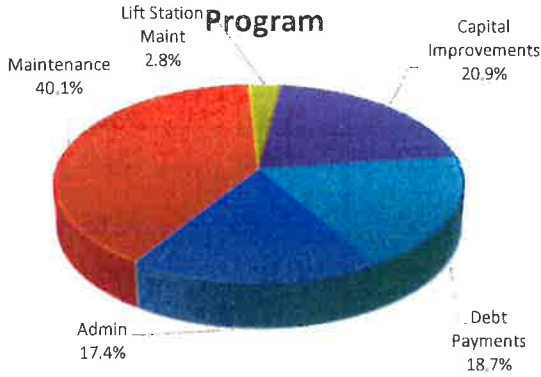
**Fund:** Sanitary Sewer Utility  
**Fund Type:** Enterprise

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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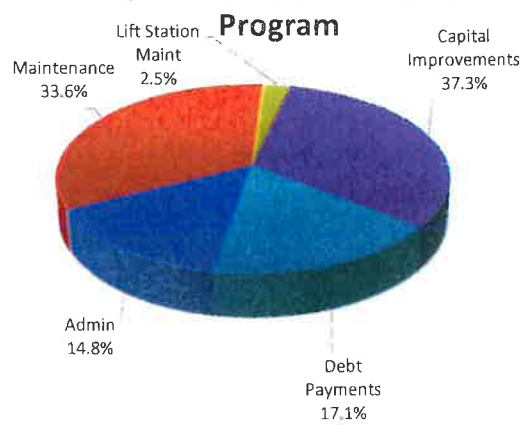
**Expenses By Program**

Administration	\$ 408,383	\$ 410,099	\$ 450,380	\$ 468,051	\$ 471,748
Sewer Maintenance & Operations	946,527	973,319	1,065,925	1,078,734	1,072,799
Lift Station Maintenance & Operations	69,024	30,608	76,897	76,046	79,827
Capital Improvements	175,260	212,386	225,000	225,000	250,000
<b>Total</b>	<b>\$ 1,599,194</b>	<b>\$ 1,626,412</b>	<b>\$ 1,818,202</b>	<b>\$ 1,847,831</b>	<b>\$ 1,874,374</b>

**2019 Estimated  
Expenses/ Cash Outlay By  
Program**



**2020 Adopted  
Expenses / Cash Outlay By  
Program**



# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Sanitary Sewer Utility                      **Major Objective:** Services to Property  
**Department:** Public Works & Engineering  
**Program:** Sanitary Sewer Administration

## Program Description

Provide the administrative support for all Sanitary Sewer Operations. This includes all billing and direct service of utility customers.

### Services

- ~ Monthly billing of all customers.
- ~ Ongoing service of customers experiencing minor sewer problems.
- ~ Sump Pump inspection program (to ensure that sump pumps are not hooked up to the Sanitary Sewer System).

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 102,031	\$ 95,297	\$ 123,055	\$ 147,046	\$ 109,940
Supplies	2,185	1,909	7,900	2,960	8,050
Other Services & Charges	304,167	312,893	319,425	318,045	353,758
Other Interest	444	371			
<b>Total</b>	<b>\$ 408,827</b>	<b>\$ 410,470</b>	<b>\$ 450,380</b>	<b>\$ 468,051</b>	<b>\$ 471,748</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Sanitary Sewer Utility                      **Major Objective:** Services to Property  
**Department:** Public Works & Engineering  
**Program:** Lift Station Operations & Maintenance

Program Description

Provide for the maintenance and operations of the eleven sanitary sewer lift stations throughout the City.

Services

~ Maintain all lift stations in excellent operable condition.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 15,232	\$ 10,075	\$ 16,237	\$ 15,186	\$ 16,793
Supplies	7,268	2,725	9,000	9,200	10,650
Other Services & Charges	46,524	17,808	51,660	51,660	52,384
Total	\$ 69,024	\$ 30,608	\$ 76,897	\$ 76,046	\$ 79,827

## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Sanitary Sewer Utility  
**Department:** Public Works & Engineering  
**Program:** Sanitary Sewer Maintenance

**Major Objective:** Services to Property

### Program Description

Provides for the maintenance of all the City's sewer lines, and for the payments to the Metropolitan Council for the treatment and disposal of all wastewater coming from the City.

### Services

- ~ Maintain all City sewer lines, and repair as needed.
- ~ Work with Metropolitan Council regarding any wastewater issues involving the trunk lines or interceptors.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 30,450	\$ 37,662	\$ 44,786	\$ 49,169	\$ 41,463
Supplies	3,636	4,011	8,400	8,600	11,100
Other Services & Charges	22,368	65,119	70,005	78,231	96,022
Water Treatment	890,073	866,527	942,734	942,734	924,214
<b>Total</b>	<b>\$ 946,527</b>	<b>\$ 973,319</b>	<b>\$ 1,065,925</b>	<b>\$ 1,078,734</b>	<b>\$ 1,072,799</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Sanitary Sewer Utility                      **Major Objective:** Services to Property  
**Department:** Public Works & Engineering  
**Program:** Capital Improvements

Program Description

Provide for the infrastructure needs of the Sanitary Sewer Operation. Includes the addition and replacement of sewer lines, and the addition and upgrade of lift stations.

Services

- ~ Provide funding for specialized studies to improve sanitary sewer service.
- ~ Provide funding for major improvements to lift stations.
- ~ Provide funding for replacement of sewer lines related to street improvements.

**Expenses**

Category	Project No.	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Other Services & Charges		\$ (38,241)	\$ (42,496)	\$	\$	\$
Depreciation		213,501	254,882	225,000	225,000	250,000
Debt Service		573,718	426,568	501,780	501,880	545,193
Non-Operating Transfers		67,640	42,496	16,000	16,000	16,000
<b>Total</b>		<b>\$ 816,618</b>	<b>\$ 681,450</b>	<b>\$ 742,780</b>	<b>\$ 742,880</b>	<b>\$ 811,193</b>

**Capital Improvements**

<i>Lift Station</i>						
Lift No.3 (Toledo)Rehab	603	\$	\$	\$	\$	\$
<i>Collection System:</i>						
Oakdale/Chowen/Drew Ewing Rec	313					
Nobel Ave - 36th to 42nd	318	713,520	3,985			
Cty Rd 9 to 81 Parkway	352	220,690		152,250	152,250	152,250
France/Grimes/Hubbard/37th/38th	382	874	1,221			
Chowen Ave - 43rd to Lake Drive	383	496	1,608	133,625		133,625
Toledo/Scott - 37th to 39th Reconst	389	5,049	421,207			
Beard Ave - Recon 43rd to CR9	438					155,000
41st Ave - Recon from RR to Regent	441					
Botineau Light Rail - Utility Replace	536		1,576			200,000
Manhole rehabilitation	607			15,000	15,000	30,000
Portable flow meters	612			10,000	10,000	10,000
Robbinsdale Sanitary Manhole covers	613			10,000	10,000	10,000
26th Ave - Replace Sanitary	614		6,424	127,000	127,000	
Grimes Lift - Panel Upgrade	615			23,000	23,000	
Confined Space Equipment	618					3,000
Dome Field House utility Installation at Duplex Panel Controller	619		6,837			81,000
<b>Total</b>		<b>\$ 940,629</b>	<b>\$ 442,858</b>	<b>\$ 470,875</b>	<b>\$ 337,250</b>	<b>\$ 774,875</b>





**READER'S NOTES:**

## CITY OF ROBBINSDALE, MINNESOTA

# STORM SEWER UTILITY

### **Fund Activities and Responsibilities**

The Storm Sewer Fund is responsible for maintaining the City's Storm Sewer System. Costs associated with this operation are recovered from customers by billing them for the service. The Storm Sewer Operations are divided into three programs: Administration, Maintenance, and Capital Improvements.

### **Mission**

To provide a safe and efficient service for the disposal of water run-off through the Storm Sewer System.

### **Fund Initiatives:**

- A. Continue to maintain the City's Storm Sewer system in good working condition
- B. Review and replace storm sewer lines in conjunction with the Capital Improvement Plan.
- C. Continue to bill based on acreage for a reasonable fee to provide funds for operating and capital improvements.
- D. Maintain and upgrade lift stations as needed.
- E. Continue to review the Stormwater flow of the Sunset Basin area and recommend needed improvements.
- F. Continue evaluating BMP's in relation to the implementation of NPDES.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Storm Sewer Utility**  
**Fund Type: Enterprise**

**Operating Statement**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Operating Revenues:</b>					
Storm Sewer Charges	\$ 981,505	\$ 1,096,206	\$ 1,171,350	\$ 1,206,865	1,327,552
Penalties & Interest	16,186	14,467	15,634	15,483	17,031
Other		50,000		6,750	7,425
<b>Total Operating Revenues</b>	<b>997,691</b>	<b>1,160,673</b>	<b>1,186,984</b>	<b>1,229,098</b>	<b>1,352,008</b>
<b>Operating Expenses</b>					
Personal Services	86,996	124,214	141,364	142,898	153,869
Supplies	53,996	82,409	134,500	129,750	136,400
Other Services & Charges	227,239	223,148	370,943	390,914	398,079
Depreciation	375,791	388,191	390,000	390,000	400,000
<b>Total Operating Expenses</b>	<b>744,022</b>	<b>817,962</b>	<b>1,036,807</b>	<b>1,053,562</b>	<b>1,088,348</b>
<b>Operating Income</b>	<b>253,669</b>	<b>342,711</b>	<b>150,177</b>	<b>175,536</b>	<b>263,660</b>
<b>Nonoperating Revenues</b>					
Intergovernmental Revenue	325,976	337			
Investment Earnings		4,118	4,300	4,300	4,425
<b>Total Nonoperating Revenues</b>	<b>325,976</b>	<b>4,455</b>	<b>4,300</b>	<b>4,300</b>	<b>4,425</b>
<b>Nonoperating Expenses</b>					
Bond issuance costs	21,822	11,987			16,500
Interest and fiscal charges	37,085	51,133	74,640	74,640	72,925
<b>Total Nonoperating Expenses</b>	<b>58,907</b>	<b>63,120</b>	<b>74,640</b>	<b>74,640</b>	<b>89,425</b>
<b>Net Income before</b>					
Operating Transfers	520,738	284,046	79,837	105,196	178,660
Capital Contributions-govt					
Transfers From Other Funds	925,000			100,000	
Transfers To Other Funds	(76,607)	(65,520)	(25,000)	(45,000)	(25,000)
<b>Net Income (Loss)</b>	<b>1,369,131</b>	<b>218,526</b>	<b>54,837</b>	<b>160,196</b>	<b>153,660</b>
<b>Net Assets</b>					
Beginning of Year	6,030,993	7,400,124	7,618,650	7,618,650	7,778,846
End of Year	\$ 7,400,124	\$ 7,618,650	\$ 7,673,487	\$ 7,778,846	\$ 7,932,506
<b>Non-Expensed Other Cash Flow *</b>					
Capital Improvements	\$ 2,071,197	\$ 674,390	\$ 750,965	\$ 281,865	\$ 1,345,165
Capital Equipment					
Bond and Note Principal Payments	315,000	165,000	250,000	250,000	305,000
Proceeds from Sale of Bond	(1,086,745)	(544,258)	(456,600)		(896,600)
<b>Total</b>	<b>\$ 1,299,452</b>	<b>\$ 295,132</b>	<b>\$ 544,365</b>	<b>\$ 531,865</b>	<b>\$ 753,565</b>
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 184,906	\$ 354,778	\$ 848,768	\$ 848,768	\$ 867,099
Cash Receipts	3,002,522	1,964,921	1,647,884	1,333,398	2,253,033
Cash Disbursements	(2,832,650)	(1,470,931)	(1,747,412)	(1,315,067)	(2,452,938)
<b>Ending Cash Balance</b>	<b>\$ 354,778</b>	<b>\$ 848,768</b>	<b>\$ 749,240</b>	<b>\$ 867,099</b>	<b>\$ 667,194</b>

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

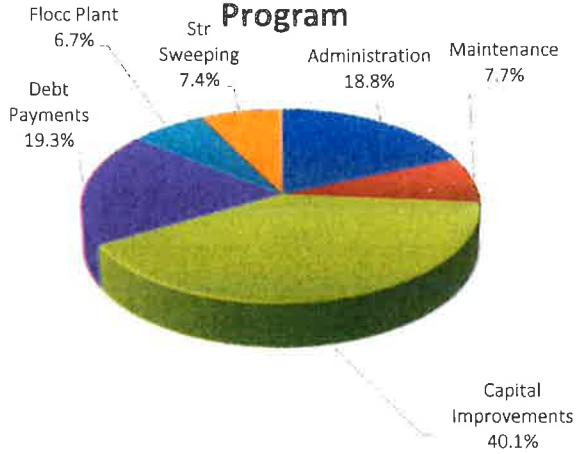
**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Storm Sewer Utility  
**Fund Type:** Enterprise

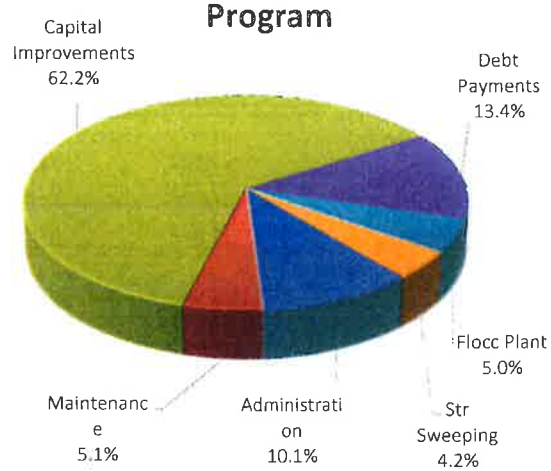
**Operating Expenses By Program**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Street Sweeping	92,612	\$ 89,106	\$ 116,886	\$ 123,732	\$ 118,262
Administration	\$ 198,960	233,396	239,240	315,580	284,141
Maintenance	61,381	47,083	133,258	128,815	143,330
Flocc Plant	76,121	99,237	155,973	113,322	141,865
Capital Improvements	314,948	349,140	391,450	392,113	400,750
<b>Total</b>	<b>\$ 744,022</b>	<b>817,962</b>	<b>1,036,807</b>	<b>\$ 1,073,562</b>	<b>\$ 1,088,348</b>

**2019 Estimated  
Expenses / Cash Outlay By  
Program**



**2020 Adopted  
Expenses / Cash Outlay By  
Program**



## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Storm Sewer Utility  
**Department:** Public Works & Engineering  
**Program:** Storm Sewer Administration

**Major Objective:** Services to Property

### Program Description

Provide the administrative support for all Sanitary Sewer Operations. This includes all billing and direct service of utility customers.

### Services

- ~ Monthly billing of all customers.
- ~ Ongoing service of customers experiencing minor storm water problems.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 28,560	\$ 68,089	\$ 54,885	\$ 74,130	\$ 79,829
Supplies	31		500	500	500
Other Services & Charges	170,369	165,307	183,855	220,950	203,812
Depreciation					
Capital Outlay					
Transfer to Other Funds				20,000	
<b>Total</b>	<b>\$ 198,960</b>	<b>\$ 233,396</b>	<b>\$ 239,240</b>	<b>\$ 315,580</b>	<b>\$ 284,141</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Storm Sewer Utility  
**Department:** Public Works & Engineering  
**Program:** Storm Sewer Maintenance

**Major Objective:** Services to Property

## Program Description

Provides for the maintenance of all the City's storm sewer lines, catch basins, and storm sewer lift stations. The City has two storm sewer lift stations.

## Services

- ~ Maintain all City storm sewer lines, and repair as needed.
- ~ Maintain the Storm Sewer Lift Stations.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 20,388	\$ 17,136	\$ 29,279	\$ 24,123	\$ 24,750
Supplies	6,899	9,557	37,700	38,700	38,700
Other Services & Charges	34,094	20,390	66,279	65,992	79,880
<b>Total</b>	<b>\$ 61,381</b>	<b>\$ 47,083</b>	<b>\$ 133,258</b>	<b>\$ 128,815</b>	<b>\$ 143,330</b>



## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Storm Sewer Utility                      **Major Objective:** Services to Property  
**Department:** Public Works & Engineering  
**Program:** Street Sweeping

### Program Description

To keep city streets and alleys clean and free of debris, and to assist in preservation of the ecology of the lakes and streams.

### Services

~ Removal of dirt, leaves and debris from city streets and alleys.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 25,070	\$ 29,565	\$ 35,827	\$ 35,673	\$ 37,625
Supplies					
Other Services & Charges	67,542	59,541	81,059	88,059	80,637
<b>Total</b>	<b>\$ 92,612</b>	<b>\$ 89,106</b>	<b>\$ 116,886</b>	<b>\$ 123,732</b>	<b>\$ 118,262</b>



## CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Storm Sewer Utility  
**Department:** Public Works & Engineering  
**Program:** Flocc Plant

**Major Objective:** Services to Property

### Program Description

To keep city streets and alleys clean and free of debris, and to assist in preservation of the ecology of the lakes and streams.

### Services

~ Removal of dirt, leaves and debris from city streets and alleys.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 12,978	\$ 9,316	\$ 21,373	\$ 8,972	\$ 11,665
Supplies	47,066	71,919	96,300	90,550	97,200
Other Services & Charges	16,077	18,002	38,300	13,800	33,000
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 76,121</b>	<b>\$ 99,237</b>	<b>\$ 155,973</b>	<b>\$ 113,322</b>	<b>\$ 141,865</b>



**READER'S NOTES:**

# SOLID WASTE UTILITY

## **Fund Activities and Responsibilities**

The Solid Waste Utility Fund is responsible for the following services; garbage and recycling collection for all residential properties (includes duplexes, tri-plexes and 4-plexes) and City owned buildings (City Hall, Police & Fire Station, Central Garage, and Liquor Store), recycling collection for apartments, yard-waste pickup for all residential properties, and maintaining the recycling drop-off center at located at the Central Garage Facility. All services are contracted through a citywide agreement with Waste Management and billed to customers on their utility bill.

## **Mission**

To provide garbage, recycling, and compost collection service to all customers in a timely and efficient manner, and to maintain the cleanliness of the City.

## **Fund Initiatives:**

- A. Continue to work with Waste Management ensuring that all customers are being served.
- B. Promote and encourage recycling and composting throughout the City by offering a credit on the utility bill.
- C. Work in conjunction with the Code Enforcement Program in order to clean up garbage houses as they are discovered.
- D. Bill customers based on level of service desired (size of can).

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Solid Waste Utility**  
**Fund Type: Enterprise**

<b>Operating Statement</b>					
	2017	2018	2019	2019	2020
	Actual	Actual	Budget	Estimated	Adopted
<b><u>Operating Revenues:</u></b>					
Containers (Garbage Taxable)	\$ 1,235,090	\$ 1,276,159	\$ 1,311,424	\$ 1,320,131	1,386,138
Recycle/yardwaste (Garbage Nontaxable)	408,214	427,953	436,987	446,863	469,207
Multi-family Recycling including organics	4,738	814	3,353	11,314	11,880
Penalties	32,522	30,750	33,095	31,958	33,556
Garbage Stickers	29,736	31,680	33,302	34,334	36,051
Other	1,092	1,479	1,338	2,083	2,187
<b>Total Operating Revenues</b>	<b>1,711,392</b>	<b>1,768,835</b>	<b>1,819,499</b>	<b>1,846,683</b>	<b>1,939,019</b>
<b><u>Operating Expenses</u></b>					
Personal Services					
Supplies	31	1,084	50		
Other Services & Charges	1,233,349	1,275,023	1,361,041	1,409,770	1,761,873
<b>Total Operating Expenses</b>	<b>1,233,380</b>	<b>1,276,107</b>	<b>1,361,091</b>	<b>1,409,770</b>	<b>1,761,873</b>
<b>Operating Income (Loss)</b>	<b>478,012</b>	<b>492,728</b>	<b>458,408</b>	<b>436,913</b>	<b>177,146</b>
<b><u>Nonoperating Revenues</u></b>					
Intergovernmental Revenue	42,182	35,672	44,000	38,925	40,100
Investment Earnings	32,844	50,532	25,000	41,688	42,935
<b>Total Nonoperating Revenues</b>	<b>75,026</b>	<b>86,204</b>	<b>69,000</b>	<b>80,613</b>	<b>83,035</b>
<b><u>Nonoperating Expenses</u></b>					
Loss on sale of Equipment					
Investment Interest					
<b>Total Nonoperating Expenses</b>					
<b>Net Income before</b>					
Operating Transfers	553,038	578,932	527,408	517,526	260,181
<b>Transfers From Other Funds</b>					
Transfers To Other Funds	(680,000)	(180,000)	(200,000)	(550,000)	(200,000)
<b>Net Income (Loss)</b>	<b>(126,962)</b>	<b>398,932</b>	<b>327,408</b>	<b>(32,474)</b>	<b>60,181</b>
<b><u>Net Assets</u></b>					
Beginning of Year	2,631,339	2,504,377	2,903,309	2,903,309	2,870,835
End of Year	\$ 2,504,377	\$ 2,903,309	\$ 3,230,717	\$ 2,870,835	\$ 2,931,016
<b><u>Cash Availability</u></b>					
Beginning Cash Balance	\$ 2,010,428	\$ 2,256,424	\$ 2,644,486	\$ 2,644,486	\$ 2,612,012
Cash Receipts	1,785,549	1,841,893	1,888,499	1,927,296	2,022,054
Cash Disbursements	(1,908,753)	(1,453,831)	(1,561,091)	(1,959,770)	(1,961,873)
<b>Ending Cash Balance</b>	<b>\$ 1,887,224</b>	<b>\$ 2,644,486</b>	<b>\$ 2,971,894</b>	<b>\$ 2,612,012</b>	<b>\$ 2,672,193</b>

# LIQUOR OPERATIONS

## **Fund Activities and Responsibilities**

The Liquor Operations Enterprise Fund includes the operation of the City's off-sale liquor store, Robbinsdale Wine & Spirits. Robbinsdale Wine & Spirits operates as a retail off-sale liquor store for the purpose of making a profit to help fund governmental services within the City. The store was relocated into a new space in Robbinsdale Hy-Vee Food and Drug on September 18, 2018. The lease expires in September 2028 and has an option for two additional five years.

## **Mission**

To sell Liquor in a responsible manner for the purpose of making a reasonable profit to be used for the provision of governmental services to the residents of the City.

## **Fund Initiatives**

- A. Maintain gross profit percentage of sales between 26% and 28%.
- B. Continue to develop the store's wine selection, increasing the volume of wine sold.
- C. Continue to enhance overall product selection through the introduction of the new products and discontinuation of products that are not performing.
- D. Continue to advertise weekly specials and develop ads for holidays and special events.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Liquor Operations**  
**Fund Type: Enterprise**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Sales	\$ 3,533,819	\$ 4,263,779	\$ 5,258,220	\$ 4,123,191	\$ 4,246,887
Cost of Sales	2,585,833	3,152,968	3,996,247	3,006,566	3,096,763
Gross Profit	947,986	1,110,811	1,261,973	1,116,625	1,150,124
<b>Operating Expenses</b>					
Personal Services	440,072	510,208	499,979	525,960	547,974
Supplies	19,299	23,889	17,700	16,825	17,425
Other Services & Charges	277,057	345,600	372,980	380,295	401,808
Depreciation	64,033	56,579	20,000	20,000	20,000
Total Operating Expenses	800,461	936,276	910,659	943,080	987,207
Operating Income	147,525	174,535	351,314	173,545	162,917
<b>Nonoperating Revenues</b>					
Intergovernmental	114	2,143			
Investment Earnings	2,380	14,413	5,000	10,000	10,000
Total Nonoperating Revenues	2,494	16,556	5,000	10,000	10,000
<b>Nonoperating Expenses</b>					
Loss on Asset Disposal					
Investment Interest					
Total Nonoperating Expenses					
Net Income before Operating Transfers	150,019	191,091	356,314	183,545	172,917
Transfers From Other Funds					
Transfers To Other Funds	(150,000)	(150,000)	(200,000)	(200,000)	(200,000)
Special Item - loss on liquor leasehold improv		(221,769)			
Net Income (Loss)	19	(180,678)	156,314	(16,455)	(27,083)
<b>Net Assets</b>					
Beginning of Year	966,878	966,897	786,219	786,219	769,764
End of Year	\$ 966,897	\$ 786,219	\$ 942,533	\$ 769,764	\$ 742,681
<b>Non-Expensed Cash Outlay *</b>					
Capital Improvements	\$ 2,180	101,934	90,000		
Capital Outlay					
Total	\$ 2,180	\$ 101,934	\$ 90,000	\$	\$
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 611,446	\$ 684,452	\$ 687,088	\$ 687,088	\$ 690,633
Cash Receipts	3,534,254	4,281,660	5,263,220	4,133,191	4,256,887
Cash Disbursements	(3,461,248)	(4,279,024)	(5,176,906)	(4,129,646)	(4,263,970)
Ending Cash Balance	\$ 684,452	\$ 687,088	\$ 773,402	\$ 690,633	\$ 683,550

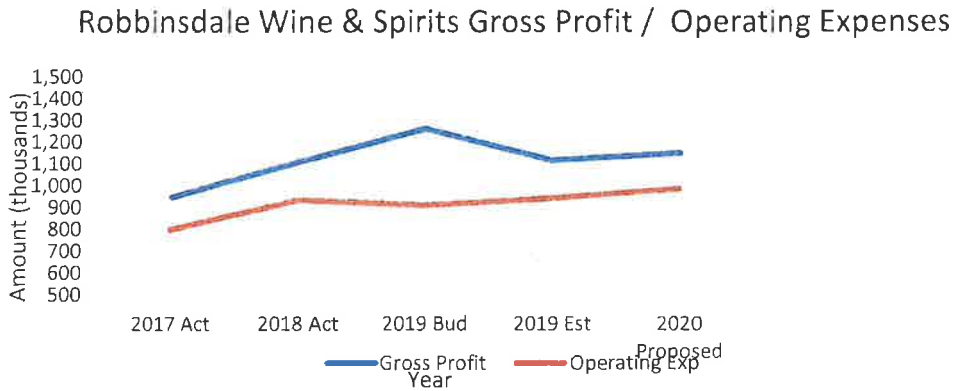
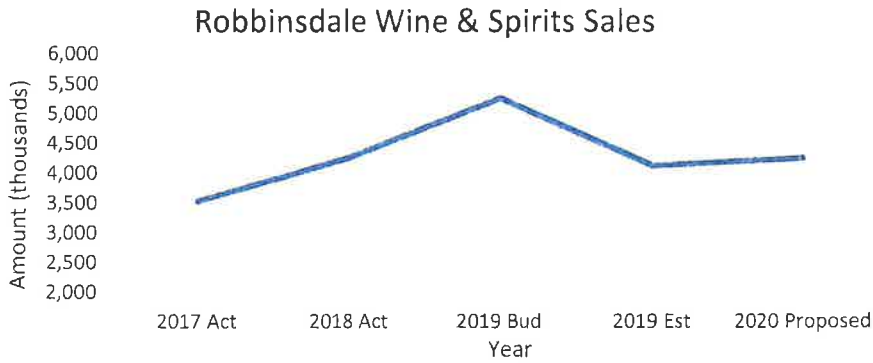
\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Liquor Operations**  
**Fund Type: Enterprise**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
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**Operation charts**



## CITY OF ROBBINSDALE, MINNESOTA

# LICENSE CENTER

### **Fund Activities and Responsibilities**

The License Center, as an agent of the State Department of Motor Vehicles (Deputy Registrar), provides vehicle licensing services. Other services offered are game and fish licenses, notary services, passports and after hours garbage sticker sales.

### **Mission**

To provide quality convenient licensing services to the community at no cost to the residents of the City.

### **Fund Initiatives**

- A. Continue to monitor operating costs and develop more streamlined operational procedures.
- B. Continue to provide quality customer service.



## CITY OF ROBBINSDALE, MINNESOTA

**Fund: License Center**  
**Fund Type: Enterprise**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Motor Vehicle Fees	\$ 309,904	\$ 314,076	\$ 331,225	344,400	\$ 374,787
Rec Vehicle Fees (DNR)	6,808	5,786	7,499	6,125	6,247
Passports	189,428	193,414	208,484	204,142	208,225
Other	2,026	1,170	2,040	600	2,040
<b>Total Operating Revenues</b>	<b>508,166</b>	<b>514,446</b>	<b>549,248</b>	<b>555,267</b>	<b>591,299</b>
<b>Operating Expenses</b>					
Personal Services	354,187	376,351	405,072	393,360	442,290
Supplies	5,345	5,537	3,620	10,745	5,900
Other Services & Charges	71,524	73,623	84,159	84,613	93,976
Depreciation					
<b>Total Operating Expenses</b>	<b>431,056</b>	<b>455,511</b>	<b>492,851</b>	<b>488,718</b>	<b>542,166</b>
<b>Operating Income</b>	<b>77,110</b>	<b>58,935</b>	<b>56,397</b>	<b>66,549</b>	<b>49,133</b>
<b>Nonoperating Revenues</b>					
Intergovernmental	81	1,637		98,880	
Investment Earnings	5,779	9,085	8,000	8,000	9,000
<b>Total Nonoperating Revenues</b>	<b>5,860</b>	<b>10,722</b>	<b>8,000</b>	<b>106,880</b>	<b>9,000</b>
<b>Net Income (loss) before Operating Transfers</b>	<b>82,970</b>	<b>69,657</b>	<b>64,397</b>	<b>173,429</b>	<b>58,133</b>
Transfers To Other Funds-Parks	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
<b>Net Income (Loss)</b>	<b>32,970</b>	<b>19,657</b>	<b>14,397</b>	<b>123,429</b>	<b>8,133</b>
<b>Net Assets</b>					
Beginning of Year	257,993	290,963	310,620	310,620	434,049
End of Year	\$ 290,963	\$ 310,620	\$ 325,017	\$ 434,049	\$ 442,182
<b>Non-Expensed Cash Outlay *</b>					
Capital Outlay					75,000
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 75,000</b>
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 463,921	\$ 488,384	\$ 502,269	\$ 502,269	\$ 526,818
Cash Receipts	491,524	515,475	557,248	563,267	600,299
Cash Disbursements	(467,061)	(501,590)	(542,851)	(538,718)	(667,166)
<b>Ending Cash Balance</b>	<b>\$ 488,384</b>	<b>\$ 502,269</b>	<b>\$ 516,666</b>	<b>\$ 526,818</b>	<b>\$ 459,951</b>

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established



**READER'S NOTES:**

# INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of the City, or to other governing units, on a cost reimbursement basis.

## **Presentation**

Each Fund is presented with the following:

- A fund title page outlining its activities, mission, initiatives, and budget highlights.
- A fund summary that includes an operating statement, non-expensed cash outlay section, cash availability section, expenses by program (if more than one program), staffing in FTE's, service valuation criteria, and graphs.
- A program summary (if needed).

The Non-expensed Cash Outlay represents those items acquired or improvements made that are capitalized and shown as part of fixed assets.

The cash availability section shows the funds level of cash available for operations and improvements. It is designed as a management tool for the determination of future initiatives and rate structures.

The City Budgets for the following Funds:

### **Central Garage Fund**

The fund was established to account for the cost of operating a maintenance facility for mobile equipment used by other City departments. Such costs are billed to other departments at cost plus a charge to replace the equipment.

### **Central Services Fund**

The fund was established to account for the cost of information technology (computer and network services), general office services (copiers, general supplies, and telephone system), and government building costs (City Hall and Police & Fire Buildings) that are shared by all departments. All costs are billed to other departments.

## **CITY OF ROBBINSDALE, MINNESOTA**

### **Equipment Replacement Fund**

The fund was established to provide for the systematic replacement of equipment as required. The City staff continues to review the replacement value of equipment and will adjust charges to the using departments over the remaining life of the equipment, to assure that sufficient monies will be available for replacement.

### **Risk Insurance Fund**

The Council established this fund to provide for the payment of premiums and deductibles in regards to the insurance coverage that the City carries, and to provide for initiatives that help reduce the City's overall exposure risk to claims. Through this action, charges are made to all departments to recoup the costs of the insurance plus the amount of potential risk assumed by the City through the deductible portion of the coverage and any exposure reduction initiatives.

**CITY OF ROBBINSDALE, MINNESOTA**

**COMPARATIVE OPERATING STATEMENTS  
INTERNAL SERVICE FUNDS**

Fund Type	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b><u>Operating Revenues</u></b>					
Charges for Service	\$ 2,334,676	\$ 2,448,019	\$ 2,613,814	\$ 2,613,814	\$ 2,799,497
Other	41,713	22,231	51,000	11,000	11,000
Total Operating Revenues	<u>2,376,389</u>	<u>2,470,250</u>	<u>2,664,814</u>	<u>2,624,814</u>	<u>2,810,497</u>
<b><u>Operating Expenses</u></b>					
Personal Services	552,086	637,054	690,082	696,920	808,395
Supplies	230,392	508,645	278,950	314,000	310,750
Other Charges & Services	1,113,716	1,195,636	1,283,204	1,293,917	1,376,045
Depreciation	427,337	453,990	451,000	456,000	446,500
Total Operating Expenses	<u>2,323,531</u>	<u>2,795,325</u>	<u>2,703,236</u>	<u>2,760,837</u>	<u>2,941,690</u>
Operating Income (Loss)	<u>52,858</u>	<u>(325,075)</u>	<u>(38,422)</u>	<u>(136,023)</u>	<u>(131,193)</u>
<b><u>Nonoperating Revenues</u></b>					
Investment Earnings	61,095	76,885	92,000	81,000	82,500
Professional Fees	66	1,156			
Intergovernmental	7,058	9,756	9,000	9,000	9,500
Proceeds from sale of Debt			495,000		865,000
Gain on Sale of Equipment	76,878	54,240	20,000	20,000	50,000
Total Nonoperating Revenues	<u>145,097</u>	<u>142,037</u>	<u>616,000</u>	<u>110,000</u>	<u>1,007,000</u>
<b><u>Nonoperating Expenses</u></b>					
Loss on Sale of Assets					
Debt Payments					
Total Nonoperating Expenses					
Net Income (Loss) before Operating Transfers	<u>197,955</u>	<u>(183,038)</u>	<u>577,578</u>	<u>(26,023)</u>	<u>875,807</u>
Transfers From Other Funds		1,327,178		370,000	
Transfers To Other Funds	<u>(36,795)</u>	<u>(231,871)</u>		<u>(100,000)</u>	
Transfers From (To) Other Funds	<u>(36,795)</u>	<u>1,095,307</u>		<u>270,000</u>	
Net Income (Loss)	<u>161,160</u>	<u>912,269</u>	<u>577,578</u>	<u>243,977</u>	<u>875,807</u>
<b><u>Net Assets</u></b>					
Beginning of Year	<u>7,999,194</u>	<u>8,160,354</u>	<u>9,072,623</u>	<u>9,072,623</u>	<u>9,316,600</u>
End of Year	<u>\$ 8,160,354</u>	<u>\$ 9,072,623</u>	<u>\$ 9,650,201</u>	<u>\$ 9,316,600</u>	<u>\$ 10,192,407</u>
<b><u>Non-Expensed Cash Outlay *</u></b>					
Capital Equipment	<u>\$ 1,100,586</u>	<u>\$ 1,429,655</u>	<u>\$ 1,036,900</u>	<u>\$ 605,900</u>	<u>\$ 1,987,000</u>
<b><u>Cash Availability</u></b>					
Beginning Cash Balance	\$ 5,232,069	\$ 4,832,489	\$ 4,832,873	\$ 4,832,873	\$ 5,126,950
Cash Receipts	2,575,386	4,031,582	3,280,814	3,104,814	3,817,497
Cash Disbursements	<u>(2,974,966)</u>	<u>(4,031,198)</u>	<u>(3,289,136)</u>	<u>(2,810,737)</u>	<u>(4,532,190)</u>
Ending Cash Balance	<u>\$ 4,832,489</u>	<u>\$ 4,832,873</u>	<u>\$ 4,824,551</u>	<u>\$ 5,126,950</u>	<u>\$ 4,412,257</u>

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

**CITY OF ROBBINSDALE, MINNESOTA**

**2020 BUDGET SUMMARY  
OPERATING STATEMENTS BY FUND**

<u>Category</u>	<u>Central Garage</u>	<u>Central Services</u>	<u>Equipment Replacement</u>	<u>Risk Insurance</u>	<u>Total Budget</u>
<b><u>Operating Revenues</u></b>					
Charges for Service	\$ 990,875	\$ 1,198,625		\$ 609,997	\$ 2,799,497
Other				11,000	11,000
<b>Total Operating Revenues</b>	<b>990,875</b>	<b>1,198,625</b>		<b>620,997</b>	<b>2,810,497</b>
<b><u>Operating Expenses</u></b>					
Personal Services	266,481	255,955		285,959	808,395
Supplies	232,600	77,150	\$ 1,000		310,750
Other Charges & Services	200,371	796,349	5,000	374,325	1,376,045
Depreciation	329,500	57,000	60,000		446,500
<b>Total Operating Expenses</b>	<b>1,028,952</b>	<b>1,186,454</b>	<b>66,000</b>	<b>660,284</b>	<b>2,941,690</b>
Operating Income (Loss)	(38,077)	12,171	(66,000)	(39,287)	(131,193)
<b><u>Nonoperating Revenues</u></b>					
Investment Earnings	20,000	18,000	21,000	23,500	82,500
Intergovernmental				9,500	9,500
Gain on Sale of Assets	50,000				50,000
Proceeds from Sale of Debt	865,000				865,000
<b>Total Nonoperating Revenues</b>	<b>935,000</b>	<b>18,000</b>	<b>21,000</b>	<b>33,000</b>	<b>1,007,000</b>
Net Income (Loss)	896,923	30,171	(45,000)	(6,287)	875,807
<b><u>Net Assets</u></b>					
Beginning of Year	4,821,961	1,692,480	1,279,364	1,522,795	9,316,600
End of Year	\$ 5,718,884	\$ 1,722,651	\$ 1,234,364	\$ 1,516,508	\$ 10,192,407
<b><u>Non-Expensed Cash Outlay *</u></b>					
Capital Equipment	\$ 1,331,500	\$ 531,000	\$ 124,500		\$ 1,987,000
<b><u>Cash Availability</u></b>					
Beginning Cash Balance	\$ 2,056,647	\$ 807,407	\$ 769,793	\$ 1,493,103	\$ 5,126,950
Cash Receipts	1,925,875	1,216,625	21,000	653,997	3,817,497
Cash Disbursements	(2,030,952)	(1,710,454)	(130,500)	(660,284)	(4,532,190)
Ending Cash Balance	\$ 1,951,570	\$ 313,578	\$ 660,293	\$ 1,486,816	\$ 4,412,257

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

# CENTRAL GARAGE

## **Fund Activities and Responsibilities**

The Central Garage Internal Service Fund provides for maintenance and replacement of all City vehicles (includes heavy equipment) as well as the operations of the Central Garage, which houses the Maintenance Department staff. Costs are recouped through charges to other funds. Currently there are three programs within the Central Garage: Building Operations, Vehicle Maintenance, and Vehicle Replacement. Each program has a charge for the services they provide.

## **Mission**

To provide quality and reliable transportation for all City departments.

## **Fund Initiatives:**

- A. Evaluate the current structure for charging other City departments.
- B. Maintain a comprehensive vehicle replacement program.
- C. Evaluate current vehicle maintenance service.

**CITY OF ROBBINSDALE, MINNESOTA**

<b>Fund: Fund Type:</b>	<b>Central Garage Internal Service</b>				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Garage Space Rental	\$ 164,188	\$ 172,400	\$ 190,501	\$ 190,501	\$ 183,086
Equipment Repair Charges	482,663	506,801	581,489	581,489	573,927
Mobile Equipment Replacement Charges	182,000	191,001	221,751	221,751	233,862
Other		11,558			
<b>Total Operating Revenues</b>	<b>828,851</b>	<b>881,760</b>	<b>993,741</b>	<b>993,741</b>	<b>990,875</b>
<b>Operating Expenses</b>					
Personal Services	239,571	243,439	258,809	262,735	266,481
Supplies	181,361	232,118	203,300	243,600	232,600
Other Services & Charges	174,247	194,490	176,887	177,387	200,371
Depreciation	327,294	311,661	344,000	344,000	329,500
<b>Total Operating Expenses</b>	<b>922,473</b>	<b>981,708</b>	<b>982,996</b>	<b>1,027,722</b>	<b>1,028,952</b>
Operating Income (Loss)	(93,622)	(99,948)	10,745	(33,981)	(38,077)
<b>Nonoperating Revenues</b>					
Proceeds from the sale of debt			495,000		865,000
Gain On Sale of Equipment	76,478	53,686	20,000	20,000	50,000
Intergovernmental	66	1,156			
Investment Earnings	14,866	19,103	25,000	20,000	20,000
<b>Total Nonoperating Revenues</b>	<b>91,410</b>	<b>73,945</b>	<b>540,000</b>	<b>40,000</b>	<b>935,000</b>
Net Income (loss) before Operating Transfers	(2,212)	(26,003)	550,745	6,019	896,923
Transfers From Other Funds		1,327,178		370,000	
Transfers To Other Funds	(35,000)			(100,000)	
<b>Net Income (Loss)</b>	<b>(37,212)</b>	<b>1,301,175</b>	<b>550,745</b>	<b>276,019</b>	<b>896,923</b>
<b>Net Assets</b>					
Beginning of Year	3,281,979	3,244,767	4,545,942	4,545,942	4,821,961
End of Year	\$ 3,244,767	\$ 4,545,942	\$ 5,096,687	\$ 4,821,961	\$ 5,718,884
<b>Non-Expensed Cash Outlay *</b>					
Capital Outlay	\$ 492,411	\$ 1,329,645	\$ 691,900	\$ 346,900	\$ 1,331,500
Capital Improvements					
<b>Total</b>	<b>\$ 492,411</b>	<b>\$ 1,329,645</b>	<b>\$ 691,900</b>	<b>\$ 346,900</b>	<b>\$ 1,331,500</b>
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 1,323,397	\$ 1,181,692	\$ 1,583,528	\$ 1,583,528	\$ 2,056,647
Cash Receipts	977,183	2,370,866	1,533,741	1,403,741	1,925,875
Cash Disbursements	(1,118,888)	(1,969,030)	(1,330,896)	(930,622)	(2,030,952)
<b>Ending Cash Balance</b>	<b>\$ 1,181,692</b>	<b>\$ 1,583,528</b>	<b>\$ 1,786,373</b>	<b>\$ 2,056,647</b>	<b>\$ 1,951,570</b>

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.



**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Central Garage  
**Fund Type:** Internal Service

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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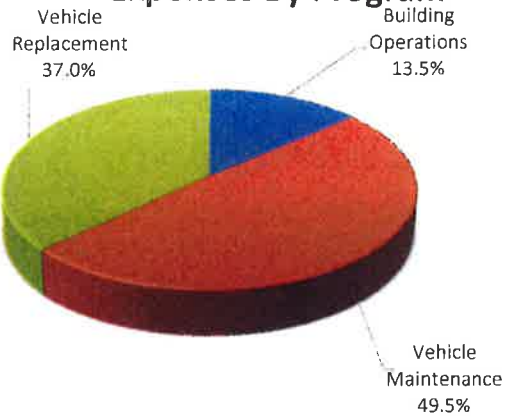
**Expenses By Program**

Building Operations	\$ 133,725	\$ 138,299	\$ 151,703	\$ 152,131	\$ 159,198
Vehicle Maintenance	478,455	557,458	514,293	558,591	549,754
Vehicle Replacement	310,293	285,951	317,000	417,000	320,000
<b>Total</b>	<b>\$ 922,473</b>	<b>\$ 981,708</b>	<b>\$ 982,996</b>	<b>\$ 1,127,722</b>	<b>\$ 1,028,952</b>

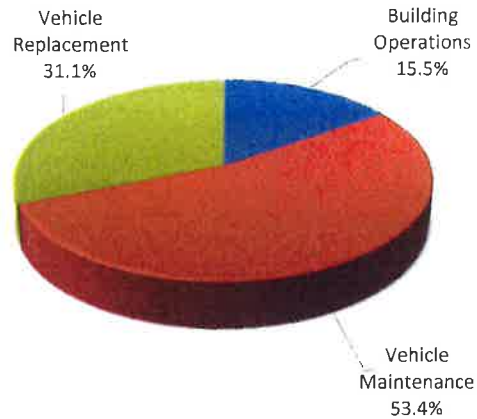
**Related Revenue By Program**

Building Operations	\$ 164,188	\$ 172,400	\$ 190,501	\$ 190,501	\$ 183,086
Vehicle Maintenance	482,663	506,801	581,489	581,489	573,927
Vehicle Replacement	182,000	191,001	221,751	221,751	233,862
<b>Total</b>	<b>\$ 828,851</b>	<b>\$ 870,202</b>	<b>\$ 993,741</b>	<b>\$ 993,741</b>	<b>\$ 990,875</b>

**2019 Estimated  
Expenses By Program**



**2020 Adopted  
Expenses By Program**



**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Central Garage  
**Department:** Maintenance  
**Program:** Building Operations

**Major Objective:** Internal Services

Program Description

Provide for the operations of the Central Garage Building. The Building is located at 4601 Toledo Avenue North. The Building houses the Maintenance Department Offices.

Services

- ~ Provide ongoing maintenance to the Central Garage Building.
- ~ Provide offices and support services for the Public Works Department.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 32,946	\$ 32,654	\$ 42,806	\$ 43,234	\$ 39,748
Supplies	5,771	3,352	7,200	7,200	7,200
Other Services & Charges	79,008	85,293	83,697	83,697	94,250
Depreciation	16,000	17,000	18,000	18,000	18,000
Amts Charged to other funds					
Transfers Out	35,000				
<b>Total</b>	<b>\$ 168,725</b>	<b>\$ 138,299</b>	<b>\$ 151,703</b>	<b>\$ 152,131</b>	<b>\$ 159,198</b>
Non- Expensed Cash Outlay	\$ 13,170		\$ 112,000	\$ 112,000	\$ 70,000

**Related Revenue**

Garage Space Rental	\$ 164,188	\$ 172,400	\$ 190,501	\$ 190,501	\$ 183,086
<b>Total</b>	<b>\$ 164,188</b>	<b>\$ 172,400</b>	<b>\$ 190,501</b>	<b>\$ 190,501</b>	<b>\$ 183,086</b>

**Summary of Projects**

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
PW Garage - Yard Paving					30,000
Storm Water treatment			20,000	20,000	
PW - Wall & Parking Sth Boundr					
Garage Repairs			40,000	40,000	40,000
Pole Barn Lean To					
Re-side Pole Barn					
PW- Garage- Repainting			12,000	12,000	
PW Garage-Reroof Salt Shed			40,000	40,000	
			<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>\$ 70,000</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Central Garage  
**Department:** Maintenance  
**Program:** Vehicle & Equipment Maintenance

**Major Objective:** Internal Services

Program Description

Maintain the City's Fleet Equipment. This includes maintenance services for all City Vehicles and heavy equipment.

Services

- ~ Perform Maintenance Services for the City's Fleet.
- ~ Provide fleet fueling for the entire fleet through a City-wide Contract.
- ~ Provide preventative maintenance and readiness services for the City's Fleet.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 206,625	\$ 210,785	\$ 216,003	\$ 219,501	\$ 226,733
Supplies	174,564	228,766	195,100	235,400	215,400
Other Services & Charges	94,766	107,907	92,190	92,690	96,121
Depreciation	2,500	10,000	11,000	11,000	11,500
<b>Total</b>	<b>\$ 478,455</b>	<b>\$ 557,458</b>	<b>\$ 514,293</b>	<b>\$ 558,591</b>	<b>\$ 549,754</b>
Non- Expensed Cash Outlay	\$ 32,764	\$ 37,159	\$	\$	\$
<b>Related Revenue</b>					
Transfer In				20,000	
Vehicle Maint Charge	\$ 482,663	\$ 506,801	\$ 581,489	\$ 581,489	\$ 573,927
<b>Total</b>	<b>\$ 482,663</b>	<b>\$ 506,801</b>	<b>\$ 581,489</b>	<b>\$ 601,489</b>	<b>\$ 573,927</b>

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund:** Central Garage  
**Department:** Maintenance  
**Program:** Vehicle & Equipment Replacement

**Major Objective:** Internal Services

Program Description

Provide for the ongoing replacement of the City's fleet. This includes vehicles and heavy equipment.

Services

- ~ Provide resources for the replacement of City Vehicles.
- ~ Track depreciation on the City's fleet.

Category	Expenditures				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Supplies	\$ 1,026		1,000	1,000	10,000
Other Services & Charges	473	1,290	1,000	1,000	10,000
Depreciation	308,794	\$ 284,661	\$ 315,000	\$ 315,000	\$ 300,000
Transfer to other funds				100,000	
<b>Total</b>	<b>\$ 310,293</b>	<b>\$ 285,951</b>	<b>\$ 317,000</b>	<b>\$ 417,000</b>	<b>\$ 320,000</b>
Non- Expensed Cash Outlay Capital Equipment	\$ 446,476	\$ 1,292,485	\$ 579,900	\$ 234,900	\$ 1,261,500
Related Revenue					
Mobile Equipment Replacement Charges	\$ 182,000	191,001	221,751	221,751	233,862
Non-Oper Rev-Bond Proceeds			495,000		865,000
<b>Total</b>	<b>\$ 182,000</b>	<b>\$ 191,001</b>	<b>\$ 716,751</b>	<b>\$ 221,751</b>	<b>\$ 1,098,862</b>
Non-Revenue Cash Inflow *					
Transfer in		1,327,178		350,000	
	\$	\$ 1,327,178	\$	\$ 350,000	\$

**CITY OF ROBBINSDALE, MINNESOTA**

<b>Expenditures</b>					
Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Proj #</b>	<b>Project Description</b>				
8000	Squads		\$ 85,000	\$ 85,000	\$ 86,000
8004	Street Sweeper		200,000	-	
8014	Fire Command Vehicle				53,000
8025	Engineering Van		35,000	35,000	
8028	Patch Trailer				20,000
8029	Tractor/Mower for Parks				60,000
8051	Road Grader				300,000
8101	Pickup Trucks (3)		105,000	30,000	80,000
8102	Dump Truck (1 ton)		70,000	-	90,000
8103	Loader				200,000
8104	Asphalt Loader				35,000
8107	Toolcat		4,800	4,800	5,500
8110	Pickup 1/2 Ton 4 Door				30,000
8111	Pickup Trucks with Plows				74,000
8112	Tractor/Mower				50,000
8113	Skid Steer Loader		3,600	3,600	5,000
8117	Dump Truck				195,000
8118	Engineering Inspection		35,000	35,000	
8133	60" Walk Behind Mower		9,500	9,500	
8134	Paint Sprayer		2,000	2,000	
8135	Zero Turn Riding Mower		30,000	30,000	
8141	Mobile Radar Speed Trailer				8,000
9999	Trade in Allowance				(30,000)
			<u>579,900</u>	<u>234,900</u>	<u>1,261,500</u>

## CITY OF ROBBINSDALE, MINNESOTA

# CENTRAL SERVICES

### **Fund Activities and Responsibilities**

The Central Services Fund was created in 1999 to account for Information Technology and shared General Office Services (supplies, copiers, and phone system). In 2000, it was expanded to include Government Buildings, which are all costs associated with maintaining City Hall and the Police & Fire Building.

### **Mission**

To provide quality and timely service to other City Operations for Information Technology needs, General Office needs, and needs associated with providing office space for those operations.

### **Fund Initiatives:**

- A. Continue to implement the planned technology initiatives (See City Managers Budget Message)
- B. Maintain City Hall and the Police & Fire Building in good condition through repairs and improvements.
- C. Provide general office services (copiers, phone system, office supplies).

## CITY OF ROBBINSDALE, MINNESOTA

**Fund: Central Services**  
**Fund Type: Internal Service**

	2017	2018	2019	2019	2020
	Actual	Actual	Budget	Estimated	Adopted
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Information Tech Charges	\$ 578,146	\$ 607,042	\$ 640,077	\$ 640,077	\$ 766,777
General Office Charges	71,765	75,268	80,000	80,000	83,344
Building Rental Charges	343,374	360,490	340,623	340,623	348,504
Other	10,275	6,686			
<b>Total Operating Revenues</b>	<b>1,003,560</b>	<b>1,049,486</b>	<b>1,060,700</b>	<b>1,060,700</b>	<b>1,198,625</b>
<b>Operating Expenses</b>					
Personal Services	153,527	163,866	171,781	169,022	255,955
Supplies	49,031	69,216	75,650	69,200	77,150
Other Services & Charges	658,047	730,867	780,484	766,982	796,349
Depreciation	49,336	72,714	52,000	52,000	57,000
<b>Total Operating Expenses</b>	<b>909,941</b>	<b>1,036,663</b>	<b>1,079,915</b>	<b>1,057,204</b>	<b>1,186,454</b>
Operating Income (Loss)	93,619	12,823	(19,215)	3,496	12,171
<b>Nonoperating Revenues</b>					
Intergovernmental		554			
Investment Earnings	12,624	15,941	18,000	18,000	18,000
<b>Total Nonoperating Revenues</b>	<b>12,624</b>	<b>16,495</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
Net Income (loss) before Operating Transfers	106,243	29,318	(1,215)	21,496	30,171
Transfers from Other Funds					
Transfers to Other Funds	(1,795)				
<b>Net Income (Loss)</b>	<b>104,448</b>	<b>29,318</b>	<b>(1,215)</b>	<b>21,496</b>	<b>30,171</b>
<b>Net Assets</b>					
Beginning of Year	1,537,218	1,641,666	1,670,984	1,670,984	1,692,480
End of Year	\$ 1,641,666	\$ 1,670,984	\$ 1,669,769	\$ 1,692,480	\$ 1,722,651
<b>Non-Expensed Cash Outlay *</b>					
Capital Equipment	\$ 94,093	\$ 26,446	\$ 96,000	\$ 76,000	\$ 80,000
Capital Improvements	400,760	42,325	180,200	114,200	451,000
<b>Total</b>	<b>\$ 494,853</b>	<b>\$ 68,771</b>	<b>\$ 276,200</b>	<b>\$ 190,200</b>	<b>\$ 531,000</b>
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 1,231,404	\$ 942,674	\$ 924,111	\$ 924,111	\$ 807,407
Cash Receipts	1,016,591	1,066,507	1,078,700	1,078,700	1,216,625
Cash Disbursements	(1,305,321)	(1,085,070)	(1,304,115)	(1,195,404)	(1,710,454)
<b>Ending Cash Balance</b>	<b>\$ 942,674</b>	<b>\$ 924,111</b>	<b>\$ 698,696</b>	<b>\$ 807,407</b>	<b>\$ 313,578</b>

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

# CITY OF ROBBINSDALE, MINNESOTA

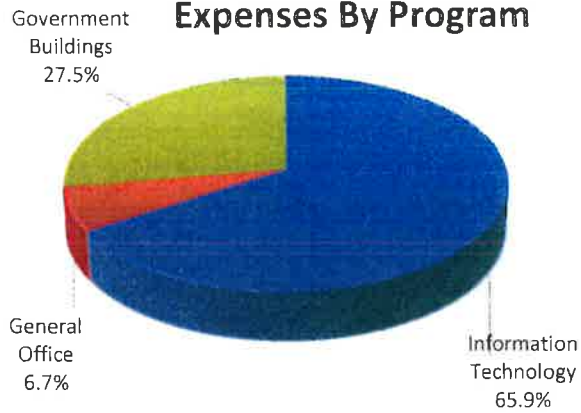
**Fund:** Central Services  
**Fund Type:** Internal Service

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
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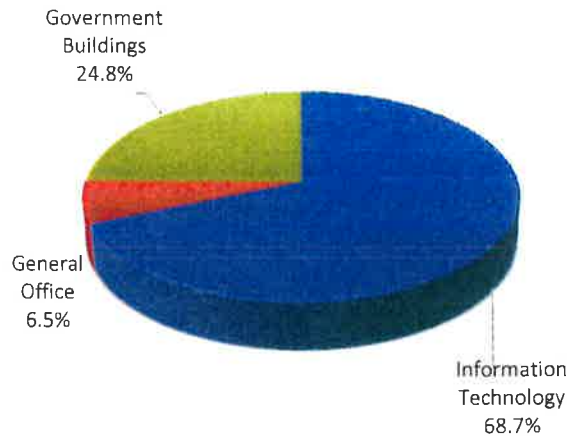
### Expenses By Program

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Information Technology	\$ 570,797	\$ 694,528	\$ 708,614	\$ 696,633	\$ 814,914
General Office	68,790	65,232	77,400	70,350	76,900
Governmental Buildings	270,354	276,903	293,901	290,221	294,640
<b>Total</b>	<b>\$ 909,941</b>	<b>\$ 1,036,663</b>	<b>\$ 1,079,915</b>	<b>\$ 1,057,204</b>	<b>\$ 1,186,454</b>

**2019  
Estimated  
Expenses By Program**



**2020 Adopted  
Expenses By Program**





# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Central Services **Major Objective:** Internal Services  
**Department:** Finance  
**Program:** Information Technology

## Program Description

To provide all City Operations with technology services. The costs associated with this program are charged back to other departments based on the number of computer connections.

## Services

- ~ Maintain the City's local area network (LAN).
- ~ Maintain and Support major software applications (Finance, Utility Billing, Police, etc...).
- ~ Provide hardware and software support for all users.
- ~ Establish policies and procedures for operations.
- ~ Provide computer related training for all users of the City's network .
- ~ Serve as a planning mechanism for future technology development.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Personal Services	\$ 120,720	\$ 121,934	\$ 121,724	\$ 121,743	\$ 203,134
Supplies	19,754	40,840	42,000	40,000	42,500
Other Services & Charges	388,787	471,040	504,890	494,890	524,280
Depreciation	41,536	60,714	40,000	40,000	45,000
<b>Total</b>	<b>\$ 570,797</b>	<b>\$ 694,528</b>	<b>\$ 708,614</b>	<b>\$ 696,633</b>	<b>\$ 814,914</b>
Non- Expensed Cash Outlay	\$ 94,093	\$ 26,446	\$ 96,000	\$ 76,000	\$ 80,000
<b>Related Revenue</b>					
Technology Charges	\$ 578,146	\$ 607,042	\$ 640,077	\$ 640,077	\$ 766,777
Other					
Operating Transfers In					
<b>Total</b>	<b>\$ 578,146</b>	<b>\$ 607,042</b>	<b>\$ 640,077</b>	<b>\$ 640,077</b>	<b>\$ 766,777</b>

### Information Technology

Server Replacements - IT	7102	8,000	8,000	
Network Equipment and Phones - IT	7103	28,000	28,000	30,000
Upgrade City Hall Phone Sys	7104	15,000	15,000	
Security camera upgrade-City Hall	7124	15,000	25,000	10,000
Permit and Inspection Software	7125			30,000
Public Safety Wiring	7126			10,000
		<b>\$ 66,000</b>	<b>\$ 76,000</b>	<b>\$ 80,000</b>
		<b>66,000</b>	<b>76,000</b>	<b>80,000</b>

# CITY OF ROBBINSDALE, MINNESOTA

**Fund:** Central Services  
**Department:** Finance  
**Program:** General Office Services

**Major Objective:** Internal Services

## Program Description

Program provides for General Office Services for all City Operations. Costs associated with this are charged back to other departments based on usage percentage tied to the previous year's budget.

## Services

- ~ Provide phone system for all City operations.
- ~ Provide Centralized General Supplies and Copying facilities for most departments.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenditures</b>					
Supplies	\$ 11,368	\$ 11,344	\$ 12,650	\$ 12,200	\$ 12,650
Other Services & Charges	57,422	53,888	64,750	58,150	64,250
Depreciation					
Transfers Out					
<b>Total</b>	<b>\$ 68,790</b>	<b>\$ 65,232</b>	<b>\$ 77,400</b>	<b>\$ 70,350</b>	<b>\$ 76,900</b>
Non- Expensed Cash Outlay				\$	\$
<b>Related Revenue</b>					
General Office Charges	\$ 71,765	\$ 75,268	\$ 80,000	\$ 80,000	83,344
Other	10,275	6,686			
Transfers In					
<b>Total</b>	<b>\$ 82,040</b>	<b>\$ 81,954</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 83,344</b>

# CITY OF ROBBINSDALE, MINNESOTA

<b>Fund:</b>	Central Services	<b>Major Objective:</b>	Internal Services
<b>Department:</b>	Engineering /Finance		
<b>Program:</b>	Government Buildings		

## Program Description

Program accounts for all expenses related to the operation of the City Hall and Police & Fire Buildings. The costs associated with these activity are charged back to departments based on square footage used.

## Services

- ~ Maintain the physical appearance of the buildings.
- ~ Maintain and keep operational the HVAC systems for each building.
- ~ Perform routine cleaning and maintenance for the buildings.
- ~ Remodel and improve the buildings as needed.

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Expenses</b>					
Personal Services	\$ 32,807	\$ 41,932	\$ 50,057	\$ 47,279	\$ 52,821
Supplies	17,909	17,032	21,000	17,000	22,000
Other Services & Charges	211,838	205,939	210,844	213,942	207,819
Depreciation	7,800	12,000	12,000	12,000	12,000
Transfers Out	1,795				
<b>Total</b>	<b>\$ 272,149</b>	<b>\$ 276,903</b>	<b>\$ 293,901</b>	<b>\$ 290,221</b>	<b>\$ 294,640</b>
Non- Expensed Cash Outlay Capital Improvements	\$ 400,760	\$ 42,325	\$ 180,200	\$ 114,200	\$ 491,000

<b>Related Revenue</b>					
Building Rental Charge	\$ 343,374	\$ 360,490	\$ 340,623	\$ 340,623	\$ 348,504
Other Revenue					
Transfers In					
<b>Total</b>	<b>\$ 343,374</b>	<b>\$ 360,490</b>	<b>\$ 340,623</b>	<b>\$ 340,623</b>	<b>\$ 348,504</b>

# CITY OF ROBBINSDALE, MINNESOTA

<b>Fund:</b>	Central Services	<b>Major Objective:</b>	Internal Services
<b>Department:</b>	Engineering /Finance		
<b>Program:</b>	Government Buildings		

## Summary of Projects

Category	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<i><b>Buildings</b></i>					
Police & Fire - Replace Roof	100A				290,000
City Hall-Broken concrete	101		\$ 10,000	\$	65,000
Police & Fire - Carpet	102A				40,000
City Hall Screening of Rooftop AC	165		4,000		4,000
Police & Fire Solar Hot Water	169				
City Hall - Railing and Access Impr	178		14,000	14,000	40,000
City Hall-Council Room Sliding Door	187				30,000
City Hall - Security Improvements	186		12,000		12,000
City Hall - Painting	196				
Building Small Works	197		9,500	9,500	10,000
Police&Fire-Extra Elec Door Cont	198		9,200	9,200	
Police-Office Remodeling	199		25,000	25,000	
Public Safety Bldg Boilers	8124		90,000	50,000	
Police & Fire Repalce AC	8137				
City Hall - Water Softener	8138		6,500	6,500	
	\$	\$	\$ 180,200	\$ 114,200	\$ 491,000

# EQUIPMENT REPLACEMENT

## **Fund Activities and Responsibilities**

The Equipment Replacement Fund provides for the systematic replacement of equipment purchased out of the General Fund other than vehicle and heavy equipment (which is replaced in the Central Garage Internal Service Fund). In the past, each year there was a charge made to all General Fund departments to assure that costs are not deferred to the future when actual replacement occurs. This was discontinued for budgetary purposes.

## **Mission**

To provide a consistent stream of funding for the systematic replacement of equipment.

## **Fund Initiatives:**

A. Continue to evaluate the level of the charges on a yearly basis and adjust accordingly.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Equipment Replacement**  
**Fund Type: Internal Service**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Equipment Replacement					
Other					
Total Operating Revenues					
<b>Operating Expenses</b>					
Personal Services					
Supplies		207,311		1,200	1,000
Other Services & Charges	\$ 4,983	\$ 4,176	\$ 5,000	\$ 5,000	\$ 5,000
Depreciation	50,707	69,615	55,000	60,000	60,000
Total Operating Expenses	55,690	281,102	60,000	66,200	66,000
Operating Income (Loss)	(55,690)	(281,102)	(60,000)	(66,200)	(66,000)
<b>Nonoperating Revenues</b>					
Gain On Sale of Equipment	400				
Investment Earnings	17,195	18,107	26,000	20,000	21,000
Net Income (loss) before Operating Transfers	(38,095)	(262,995)	(34,000)	(46,200)	(45,000)
<b>Operating Transfers</b>					
From Other Funds					
To Other Funds - for equipment purchase		(231,871)			
Net Operating Transfers		(231,871)			
Net Income (Loss)	(38,095)	(494,866)	(34,000)	(46,200)	(45,000)
<b>Net Assets</b>					
Beginning of Year	1,858,525	1,820,430	1,325,564	1,325,564	1,279,364
End of Year	\$ 1,820,430	\$ 1,325,564	\$ 1,291,564	\$ 1,279,364	\$ 1,234,364
<b>Non-Expensed Cash Outlay *</b>					
Capital Equipment	\$ 113,322	\$ 31,239	\$ 68,800	\$ 68,800	\$ 124,500
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 1,379,827	\$ 1,278,092	\$ 824,793	\$ 824,793	\$ 769,793
Cash Receipts	16,570	21,297	26,000	20,000	21,000
Cash Disbursements	(118,305)	(474,596)	(73,800)	(75,000)	(130,500)
Ending Cash Balance	\$ 1,278,092	\$ 824,793	\$ 776,993	\$ 769,793	\$ 660,293

\* - Items represented in this category are reflected in the balance sheet per proprietary accounting rules established by the Governmental Accounting Standards Board.

Category	Expenditures				
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
Proj # & Description					
8126 - Fire Radios	113,322				
8149 - Software Conversion					100,000
6507-1 Mobile Data Computers for Fire			34,000	34,000	
8139 - Police command Vehicle			34,800	34,800	
8142 - Police Radio Enhancement					24,500
Hovercraft		31,239			
	<u>113,322</u>	<u>31,239</u>	<u>68,800</u>	<u>68,800</u>	<u>124,500</u>

# RISK INSURANCE

## **Fund Activities and Responsibilities**

The Risk Insurance Fund provides for payment of insurance premiums and any deductibles of the City's various insurance policies. This fund was created to assure a streamlined charge to other funds, so that a single incident or premium increase does not have a large impact on any one budgetary period. The Fund is also used to pay for any projects that will lower the City's exposures to insurance related incidents. The City contracts with Asterisk Management, a Risk Management firm to help develop safety policies and review insurance coverage, and any claims to reduce exposure risk. Costs associated with this fund are recouped through an annual charge to all City Operations. This charge is based on a risk management percentage for each area as set by the Risk Management Firm.

## **Mission**

To provide proper and quality coverage of all the City's insurance needs, including preventative measures to help the City lower its overall exposure risk.

## **Fund Initiatives:**

- A. Continue to monitor the level of General Liability and Property Liability coverage the City needs.
- B. Continue to work with the Risk Manager and Insurance Agent evaluating the City's exposure level.
- C. Continue to monitor the workers compensation premiums and our exposure.
- D. Continue to evaluate projects that can be implemented to reduce our exposure to risk.

**CITY OF ROBBINSDALE, MINNESOTA**

**Fund: Risk Insurance**  
**Fund Type: Internal Service**

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Adopted
<b>Operating Statement</b>					
<b>Operating Revenues:</b>					
Internal Insurance Charge	\$ 502,265	\$ 516,773	559,373	\$ 559,373	609,997
Insurance Dividend	18,985	8,312	50,000	10,000	10,000
Other	22,728	13,919	1,000	1,000	1,000
<b>Total Operating Revenues</b>	<b>543,978</b>	<b>539,004</b>	<b>610,373</b>	<b>570,373</b>	<b>620,997</b>
<b>Operating Expenses</b>					
Personal Services	158,988	229,749	259,492	265,163	285,959
Other Services & Charges	276,439	266,103	320,833	344,548	374,325
<b>Total Operating Expenses</b>	<b>435,427</b>	<b>495,852</b>	<b>580,325</b>	<b>609,711</b>	<b>660,284</b>
<b>Operating Income (Loss)</b>	<b>108,551</b>	<b>43,152</b>	<b>30,048</b>	<b>(39,338)</b>	<b>(39,287)</b>
<b>Nonoperating Revenues</b>					
Intergovernmental	7,058	9,756	9,000	9,000	9,500
Investment Earnings	16,410	23,734	23,000	23,000	23,500
<b>Total Nonoperating Revenues</b>	<b>23,468</b>	<b>33,490</b>	<b>32,000</b>	<b>32,000</b>	<b>33,000</b>
<b>Net Income (loss) before Operating Transfers</b>	<b>132,019</b>	<b>76,642</b>	<b>62,048</b>	<b>(7,338)</b>	<b>(6,287)</b>
Transfers From Other Funds					
Transfers To Other Funds					
<b>Net Income (Loss)</b>	<b>132,019</b>	<b>76,642</b>	<b>62,048</b>	<b>(7,338)</b>	<b>(6,287)</b>
<b>Net Assets</b>					
Beginning of Year	1,321,472	1,453,491	1,530,133	1,530,133	1,522,795
End of Year	\$ 1,453,491	\$ 1,530,133	\$ 1,592,181	\$ 1,522,795	\$ 1,516,508
<b>Cash Availability</b>					
Beginning Cash Balance	\$ 1,297,441	\$ 1,430,031	\$ 1,500,441	\$ 1,500,441	\$ 1,493,103
Cash Receipts	565,042	572,912	642,373	602,373	653,997
Cash Disbursements	(432,452)	(502,502)	(580,325)	(609,711)	(660,284)
<b>Ending Cash Balance</b>	<b>\$ 1,430,031</b>	<b>\$ 1,500,441</b>	<b>\$ 1,562,489</b>	<b>\$ 1,493,103</b>	<b>\$ 1,486,816</b>